PelicanSoftware inc.

Logit

Copyright/Disclaimer

Contacts: **Pelican Software Inc.**
P.O. Box 560
Sugar Land Tx. 77487-0560

281 242-8928 Voice
281 242-9573 Fax
Email logit@pelicansoft.com
Web www.pelicansoft.com

Version 1.0 August 1998

Logit

Table of contents

SECTION I GETTING STARTED

CHAPTER 1: GETTING STARTED

SECTION II USING LOGIT

CHAPTER 2: TIMER VIEW

CHAPTER 3: LOG VIEW

Chapter 4: Preferences

Chapter 5: Clients and Activities

Chapter 6: Filtered view

SECTION IV ARCHIVING-EXPORTING

Chapter 7: Tidy/Archive

Chapter 8: Importing/Exporting/Timeslips

SECTION IV PRINTING-REPORTS-PLUGINS

Chapter 9 : Printing

Chapter 10 : Reports and Plugins

Chapter 11: FAQ

SECTION I GETTING STARTED

Installation/Technical support

Logit comes on either floppy disk or CDROM. Insert the disk into the appropriate drive on your desktop computer (PC/Mac.) Open/Explore the drive so that you can view the files on the Logit disk. To save a backup copy of the program, create a new folder on the PC and copy the contents of the disk to that folder.

Logit uses a PsiWin add-on called *EPOC Install* to copy the files to the Psion/EPOC device. Most users will have this program already since it ships currently with PsiWin. MacConnect users all have support for this. PC users can determine whether or not they have this add-on to PsiWin by highlighting the *My Psion* icon on the desktop, and click the right mouse button. If you do have EPOC Install, you will see an option called *Install New Program*. If you don't see this option, run the program that came on the Logit disk called Setup.exe. This will install *EPOC Install* for you.

Finally, double click on *Logit.sis* to begin the installation. (MacConnect users should run PsiTools and choose the *Install* option, and launch the Logit.sis file) The installer comes up asking you to choose the language you are using. Choose the language and press Enter. If asked, choose the drive on your Psion to copy the files to. Logit can be run from any local drive on the Psion. (C or D)

The installer will take care of the rest of the installation for you. Logit files are copied to the \System\Apps\Logit folder, and new data files created by Logit are created in the \Logit folder. Don't forget to send in the registration card, or register on our web page. Press the Extras button and tap the Logit icon to start Logit.

Technical Support/Product registration

Pelican Software has a web page where you can find add-on reports, updates, and some handling of technical support issues through new FAQ's (Frequently asked questions help files).

Web	http://www.pelicansoft.com
Phone	281 242-8928
Email	logit@pelicansoft.com
Writing reports	http://www.pelicansoft.com/logit_reports1.html

Logit comes with a registration card that you can mail in. Just fill it out, put a stamp on it, and drop it in the mail. Alternatively, you can fill out the registration card on our web page at the following web page address:

Registration	http://www.pelicansoft.com/logitreg.html

Timeslips compatibility

Connects with

Timeslips® Deluxe

1-800-285-0999
www.timeslips.com

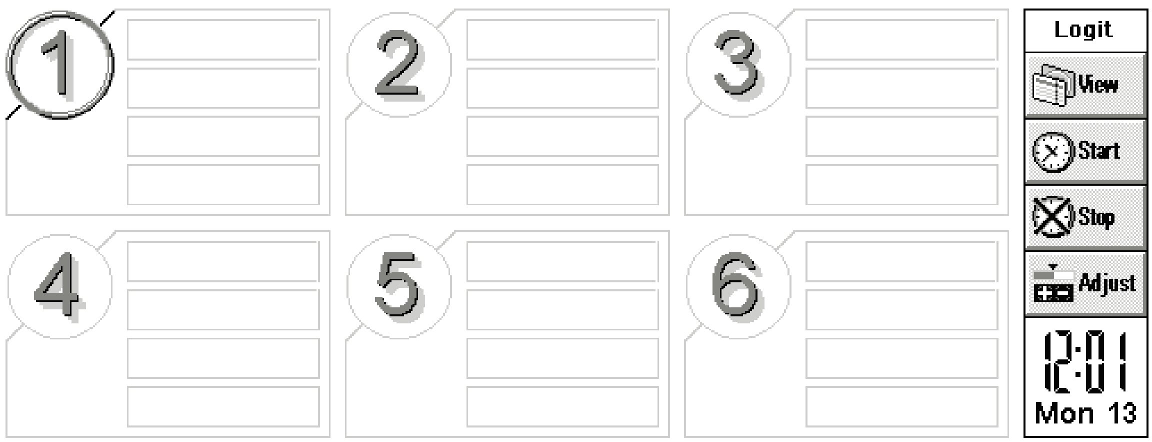
Logit is compatible with Timeslips Deluxe, from Sage U.S. Inc, the leader in time tracking and billing software. Timeslips users should use TSImport to import Logit data into Timeslips. On the Logit disk you will find an import template called Logit.tpl. Copy this file to your Timeslips folder on your desktop computer. If you are not familiar with using TSImport please refer to your Timeslips documentation as well as our step by step instructions in this manual.

Logit uses client names, multiple rates, and activities. Timeslips client names can be imported into Logit. Activities and rates are set manually since they can't be imported. Logit supports multiple billing rates for activities, and one rate for each client. To get data from Logit over to the desktop, Windows users will need to use PsiWin, and Mac users should use MacConnect. Once a connection is made, files can be easily copied across using drag and drop.

SECTION II USING LOGIT

The objective in Logit is to time/track billable events, and then log them to file for viewing in the Log view. The Timer view is where all new timed charges are started, unless you want to enter a past charge. Do this from the Log view. Logit has two main views. The Timer view shows Logit's six timers. These timers can be running simultaneously if you allow this from the preferences. Alternatively, Logit will pause a running timer when another timer is started. When you first start Logit you will see the following screen.

You can set your favorite view from the preferences so that Logit will open in that view.



To start a new timer, tap on one of the timers on the screen with the pen or your fingertip. Alternatively, you can tap on the *Start* button, or choose *Start* from the menu. For flexibility there are many ways to start a timer. In the above graphic you can see that Timer 1 is highlighted. The cursor in this screen is the grey circle around the timer number. Move the highlight with the pen by tapping on the screen, or with the arrow keys on the keyboard.

The toolbar in the screen above is removable. If you want to see more of the text in each timer window, just click on the *Show toolbar* option on the menu.

Number keys

As a shortcut when you aren't using the pen, the number keys 1-6 will highlight timers 1-6. Note that pressing a number twice will pause that timer. Caution: If the highlight is on timer 3 and you don't notice and press the number 3 key, this will pause timer 3.

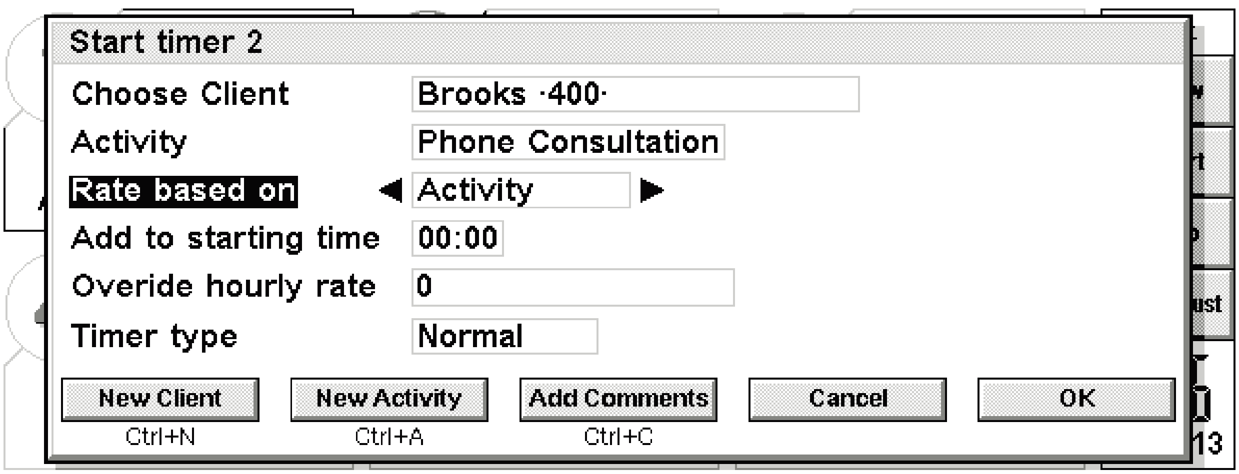
First time starting Logit

When you first start Logit it will ask you to create some clients and activities before you can start a timer. If you have a list of clients and activities that you know you'll need, enter them now. If you are going to import client names from Timeslips or some other program, do that now. *(See chapter five for more on Clients and Activities)*

Starting a new timer

When you're ready to start a new timer, fill out the fields in the following dialog.

- Client
- Activity
- Decide what to base the rate on, client or activity
- Optionally add some time to the timer
- Override the rate - optional
- Choose a timer type - Normal or Countdown



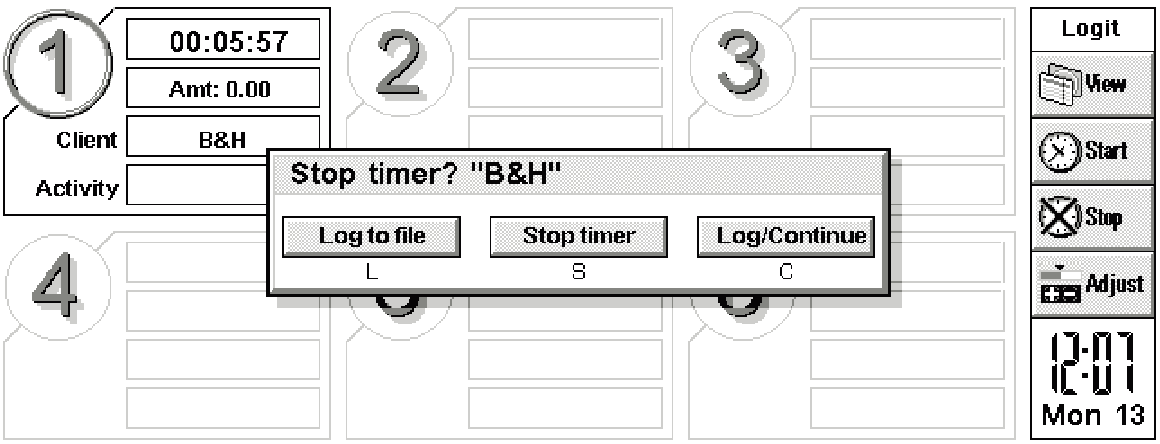
These are mostly self explanatory. Note the number next to the client name. This is the client's billing rate. An activity should be chosen so that Logit can give you accurate reports. You have the option of basing the new timer on the client's rate, the default activity rate, or a rate chart for the activity. Of course you must enter the multiple rates for each activity if you want to be able to choose from a rate chart. You can add comments to the timer now if you like by tapping the *Add comments* button.

Note: A Countdown timer is the type of timer you would use to time an egg. It counts downward, not upward. It will ring an alarm when it gets to zero. No need to leave the machine on while this timer is running. It will wake up the machine to ring the alarm.

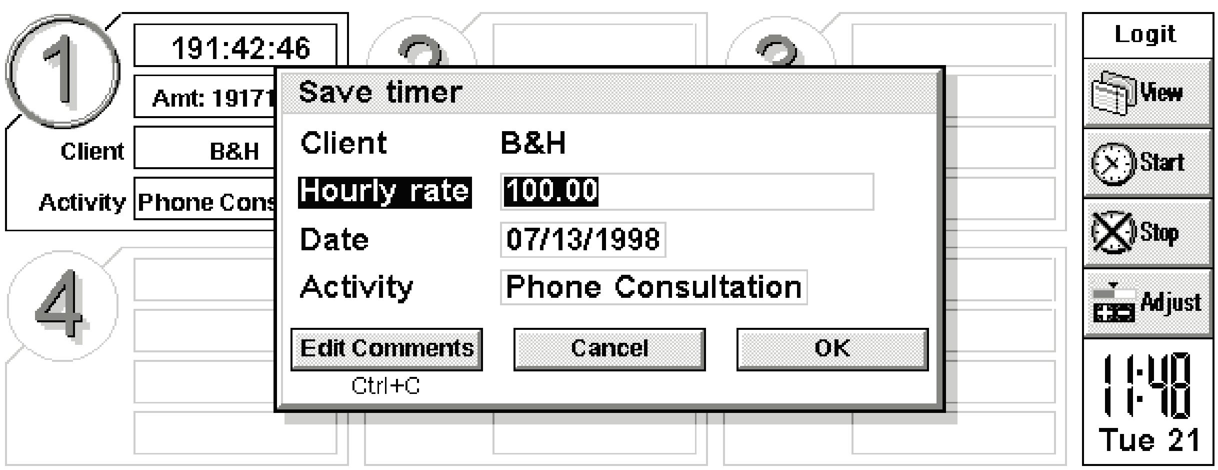
Stopping/Logging timers

When an activity you are timing is finished, and you want to stop the timer, you have three possible ways of doing it. Tap on the Stop button in the toolbar, press the Delete key, or choose *Stop timer* from the menu. Next, Logit gives you the following options:

- Log the timer to file, stopping the timer. (Probably the most common usage)
- Just stop the timer, don't log it to file.
- Log the timer to file, set to zero, pause timer, and leave it on the timer screen. Use this option when you want to use the same timer over and over. The timer retains the client info and billing rate.



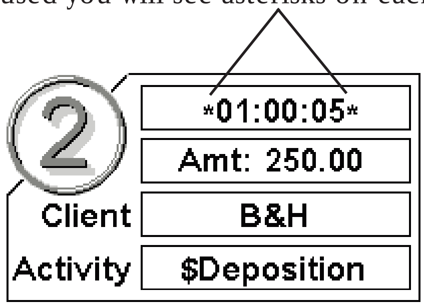
If you chose to just stop the timer, the timer window is cleared, and you are not prompted to save the timer info to the log file. Either of the other two choices takes you to the *Save timer* dialog.



Note here that if you chose to be prompted for a filename in the preferences, the dialog will look a bit different. When logging the timer to file, you can optionally change the billing rate, the date, and the activity. Again, this action saves all timer info to the Log file, which can be viewed in the Log view. Logit only has two views, the Timer and Log views.

Timers can be paused by merely tapping on the running timer window twice. Pausing a timer is also an option on the menu. Pressing the number 1-6 keys will also pause a timer if pressed twice.

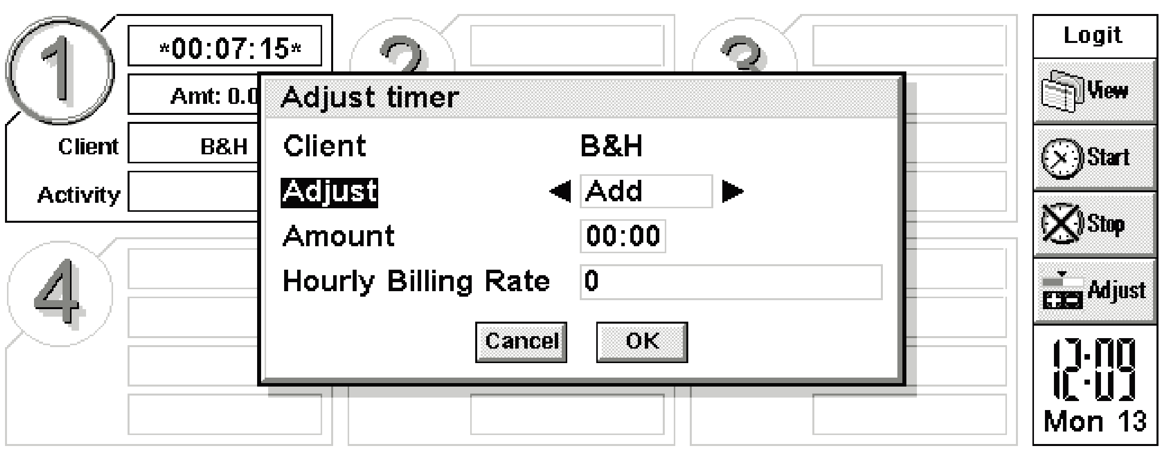
When a timer is paused you will see asterisks on each side of the elapsed time.



When a timer is paused, it is on hold. Even if you turn off the Psion, or quit Logit, the timer remains on hold. It won't start running again until you release it.

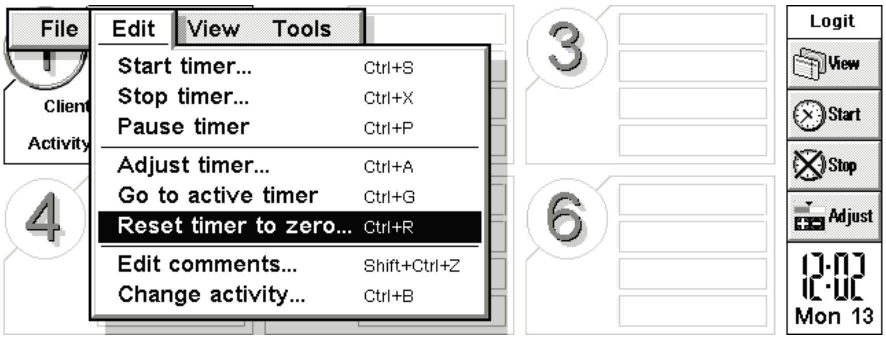
Adjusting a timer

At times you may need to add or subtract time from a timer. It could be that you mistakenly paused the timer for an hour, or realized later that the timer was running when it shouldn't have been. (I know what you're thinking, no harm done.) At any rate, if you should choose to adjust the timer, select the *Adjust* button on the toolbar, or from the menu, and you can add or subtract time from the highlighted timer.

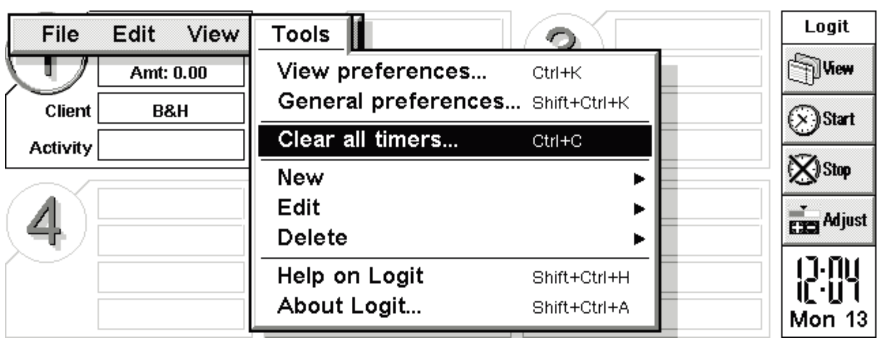


Clearing and Resetting timers

Logit has two small tools for resetting and removing timers. If you want to quickly reset a timer to zero, there is no need to Adjust the timer, subtracting the exact amount of time needed to get it to zero. Just choose the *Reset timer to zero* option from the menu. The client, activity, and comments remain. The only change is made to the time.

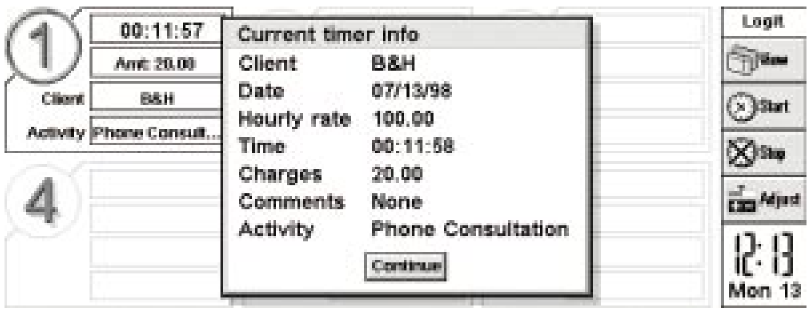


The option to clear all timers is also found on the menu. Choose this option and all timers are completely cleared, or removed. No client information, comments, etc. are saved in this case, and nothing is logged to file.



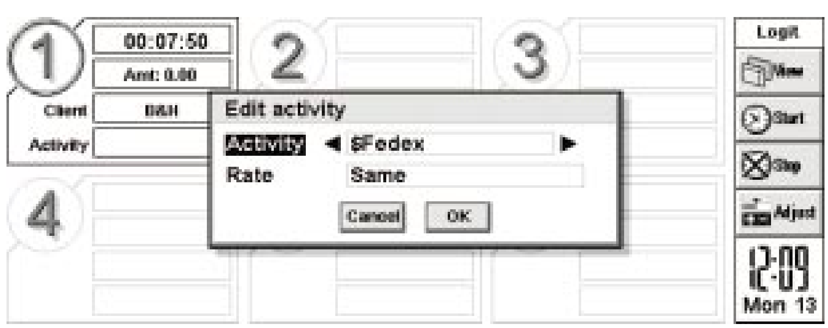
Showing/Editing timer information

To view the complete information about a running timer, choose *View charges* from the menu. A small window comes up showing all current information about the highlighted timer.



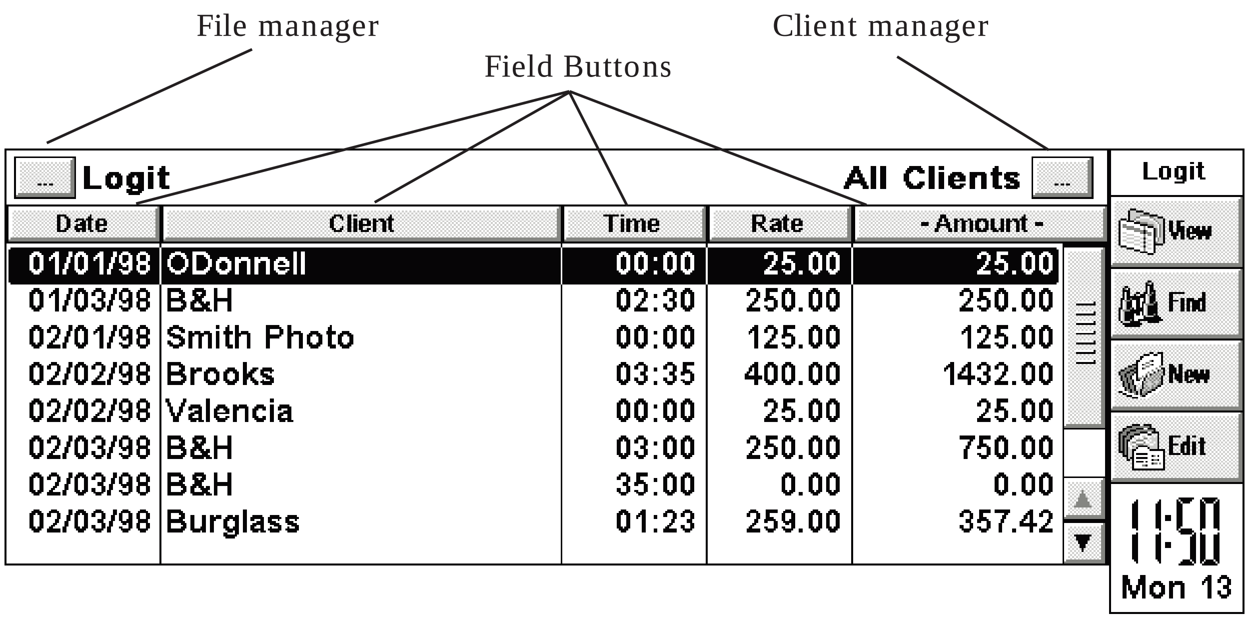
Most everything about a timer can be changed while still running, with the exception of the client name. We already showed how to modify the amount of time in a timer. If needed, you can also edit the activity, hourly rate, and comments. The hourly rate is changed in the *Adjust* option. There are two more menu options that let you change the activity or the comments. Both *Edit comments* and *Change activity* are seen below. Choosing to edit the comments brings up a text editor where you can type in your comments. Comments can go up to 1k in size.

Change the activity by choosing the *Change activity* menu option. When changing an activity you have the option of using the same rate that you are currently using, or using the rate of the new activity that is being chosen.



Filters

The Log view shows all charges in a list format. In the Log view you can see all of your charges, add new charges, timed or expense, printout charges for a client, and handle file management. The Log view has some special features and buttons that are important to learn if you want to get going quickly. First, the **file manager** is the button in the upper left hand corner. This button gives you quick access to all Logit log files. *(See the next section for more on this)* The **client manager** button in the upper right hand corner lets you choose which clients are shown in the list. This is very helpful for reasons that we'll go into in the next section also. There are hotkeys for accessing these buttons quickly, in case you're not holding the pen. Press the Escape key to bring up the client manager, and Shift-Escape to bring up the file manager.



The **field buttons** function in two ways. The Date and Client fields toggle the sorting method between ascending and descending when tapped. If the field has a single dash on each side, like the Amount field shown above, the field actually changes when tapped. In the case of the -Amount- field, when tapped, it becomes the activity field. When viewing by client, the second field toggles between *Comments* and *Activities.* The Time field toggles between viewing by hours, or hours:minutes.

Selecting an entry in this view is done by highlighting it with the pen. Double tapping the item edits the highlighted entry.

The Logit database lets you put all charges in one file, and then view by client (using the Client manager) when you want to see entries for a single client. The default database is called c:\Logit\Logit.log. This means that there is normally no need to create ten Logit files to save charges for ten clients. All of your client charges can go in one file. As mentioned, the Logit file manager shows all Logit files. These are not to be confused with clients. Each Logit Log file can contain charges for hundreds of clients. If there is a need to have separate files for some clients, this can be done by creating a new log file from the menu.

Hint ☞ You don’t have to worry about creating the default Logit database. It is created for you when the program starts.

Speed issues and limitations

Although Logit can handle quite a few records without slowing down, there is a practical limitation of around 1000-1500 records per file. You can put 10 thousands records if you like, but the database will begin to get slow at opening a view of a specific client.

Our recommendations for keeping Logit running as fast as possible are the following:

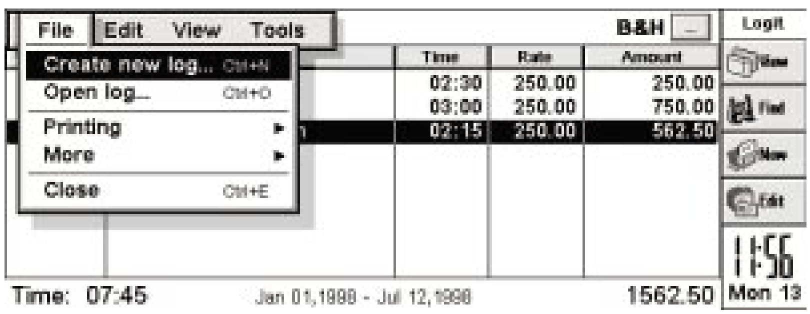
1. Archive using the *Archive* feature when charges no longer need to be viewed in the main database. The Archive file itself is in the same format as normal Logit databases, so your archived entries can be viewed by opening them from the file manager.
2. When you have a single client with a very large number of charges, use a separate log file for that client. (Create new log files from the *File* menu.)
3. If your files are getting too big too often, you could create multiple log files to handle clients alphabetically. For example, you could create 5 log files called

    Clients A-F.log
    Clients G-K.log
    Clients L-P.log
    Clients Q-U.log
    Clients V-Z.log

Creating log files

As mentioned in the Logit database chapter, there is usually no need to create a new log file for each client. The default log file called C:\Logit\Logit.log is created for you the first time you start Logit, and is able to handle multiple clients.

If you do need to create a new log file, choose *Create new log* from the menu. When asked, type in a filename. The file must be created in the \Logit directory, so do NOT change the directory. When you type in a name, Logit will make sure the file has a .log file extension, even if you name it with some other extension. Since EPOC supports long file names, you can have spaces in your file name.

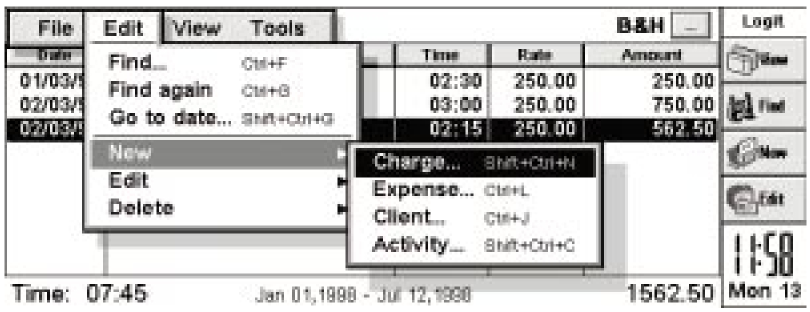


Opening log files

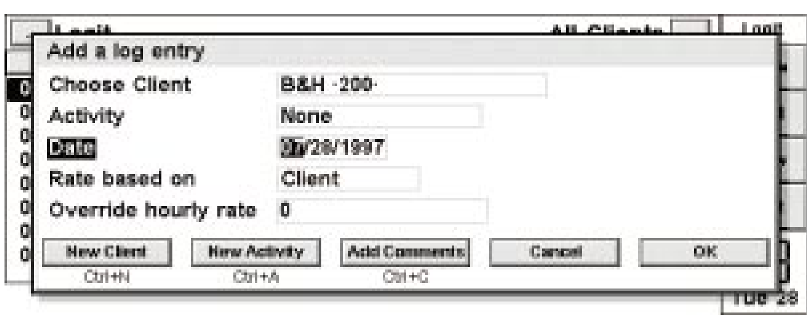
You can open a Logit log file from the open menu, however, it is much faster to the Logit file manager, which is the button in the upper left hand corner of the screen. (When in the Log view) The file manager button does have a limit of 8 files that can be displayed. If you have more than 8 Logit log files, you may need to use the *Open log* menu option to find the file you want to open. For most users, 8 files is more than they will ever use.

New charges and expenses

Logit gives you the option of entering charges directly from the Log view, and not only the Timer view. This handles a situation where a timed entry wasn't timed, or you need to enter an expense item. (Expense items should always be entered from the Log view) To start a new charge, you can choose the option from the menu, or tap on the *New* button on the toolbar. From the menu below you can see that you have the option of creating a new charge or expense. The major difference in these two options is that when choosing *New expense*, only activities that are flat-rate expense items are offered in the activity list.



Fill out each option in the dialog, choosing the client, activity, date, and if it's not an expense, the time. After pressing Enter in the dialog below, the second dialog comes up asking for the time spent on the task. Notice the line *Override hourly rate*. If you type in an amount here, Logit will use that amount instead of the client or activity rate.



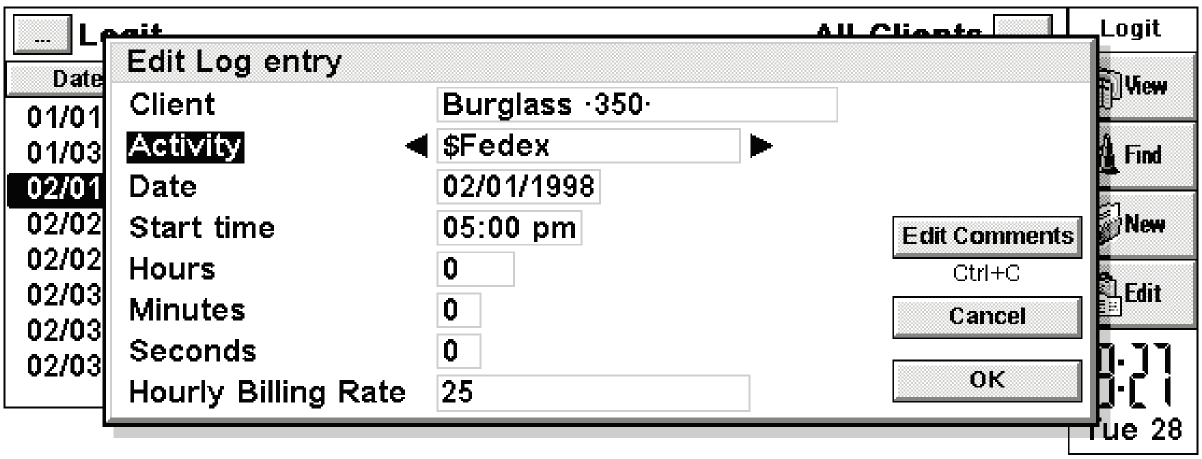
Hint ☞ If you are viewing a specific client, and not All clients, and you enter a new charge for a client other than the one being viewed, the entry won't show on the list, since you are viewing a different client. Don't worry. The new entry is there. You will see it when switching the view to that client, or when viewing all clients.

Editing charges

There are four ways to edit a charge in the Log view. First, highlight the entry you want to edit. Then...

1. Press the *Enter* key
2. Tap on the *Edit* button on the toolbar
3. Choose *Edit Charge*... from the menu
4. Double tap on the entry with the pen

You can change anything about the entry, even the client name. Remember though that if you change the client, and are currently viewing by client, the entry will move out of view once you save it, since it no longer matches the client being viewed.

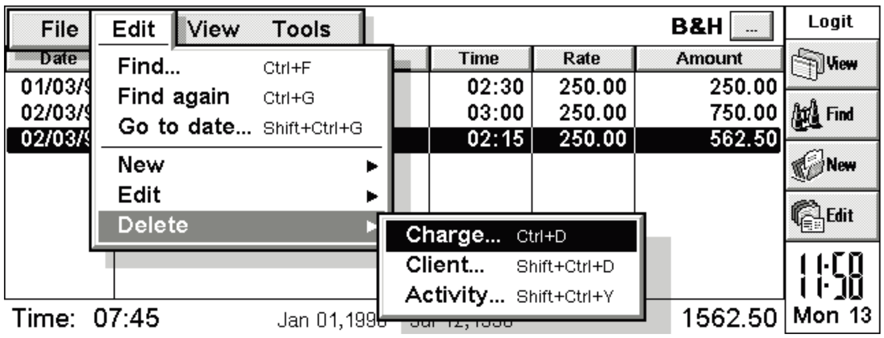


Notice that *Seconds* are displayed. Since Logit stores timers to the second, it shows you the seconds here as well. If you are viewing by one decimal place, the seconds are rounded to minutes anyway. If not, they can actually affect the charge if it's large enough.

If you change the activity, and want to use a different rate than the one originally used for this charge, you'll need to type in the new hourly rate.

Deleting/Finding charges

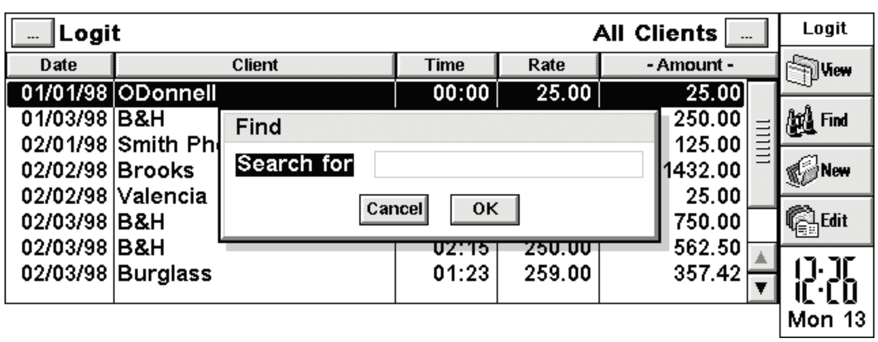
To delete a charge in the Log view, highlight the entry you wish to delete, and press the *Delete* key. Alternatively choose the *Delete charge...* menu option, or the hotkey. If you are really looking to backup your old entries, use the *Archive* option instead of deleting individual entries.



Doing a Search

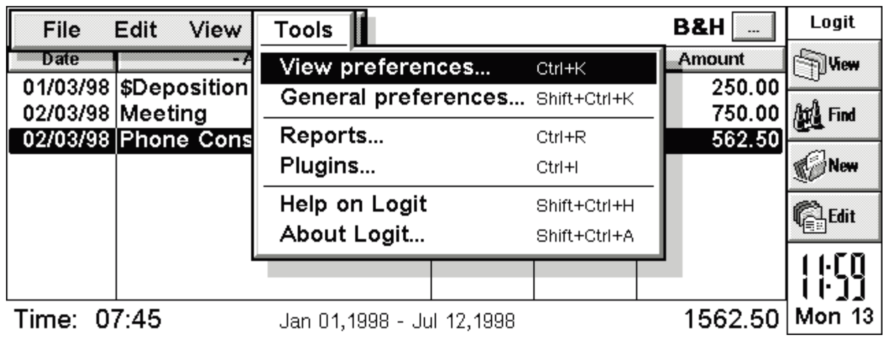
Choose *Find* from the menu or on the toolbar. The Find dialog comes up asking you for some text to search for. Text and numbers can be searched, but not dates. Use the *Go to date* option to search for a specific date. (The tab key is the shortcut for the *Go to date* feature)

Choosing *Find* starts a search from the beginning of the file, where choosing *Find again* searches from your current cursor position.



Chapter 4: Preferences

Logit contains preferences that help to customize the program and save time. On the menu you will see two separate preferences options, *View preferences* and *General preferences*.



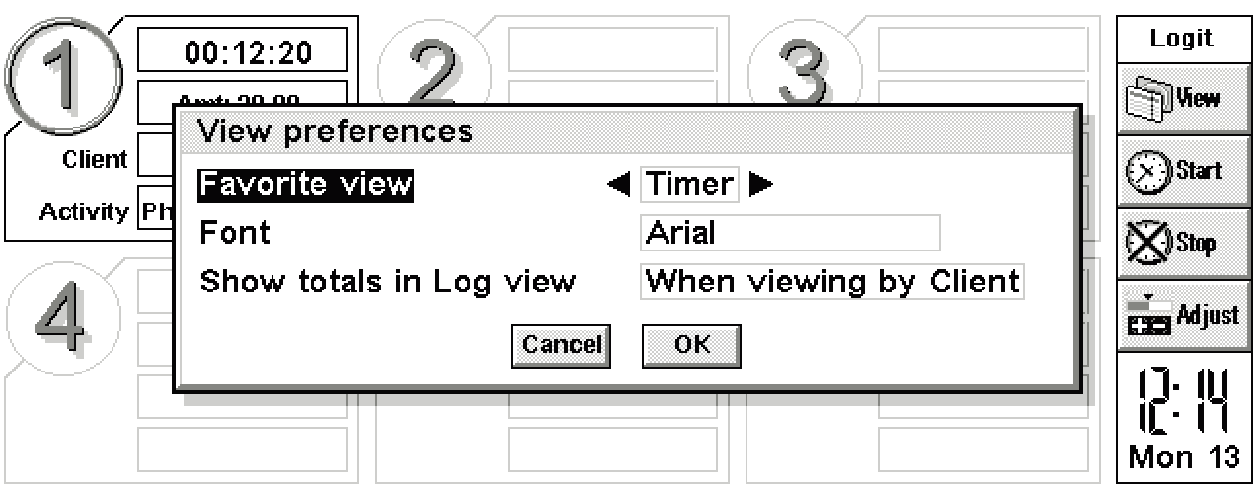
View preferences

These settings control only aspects of the way things are viewed on the screen.

Favorite view tells Logit which view to go to when starting Logit.

Font selects the font style for the Log view. Logit supports Arial and Times New Roman.

Show totals in Log view lets you tell Logit when to show the totals of all selected entries on the bottom of the screen. With a large file, calculating the totals can take a few seconds. This may not be a feature that you need all the time, especially when viewing all clients. The options for this preferences are **Always, When viewing by Client,** and **Never.**



General preferences

General preferences contain a wide range of different settings that give you better control over how Logit works.

Sound on is fairly obvious. There are various times when Logit might beep to let you know that some action is finished. Turn this off if you never want to hear any sounds.

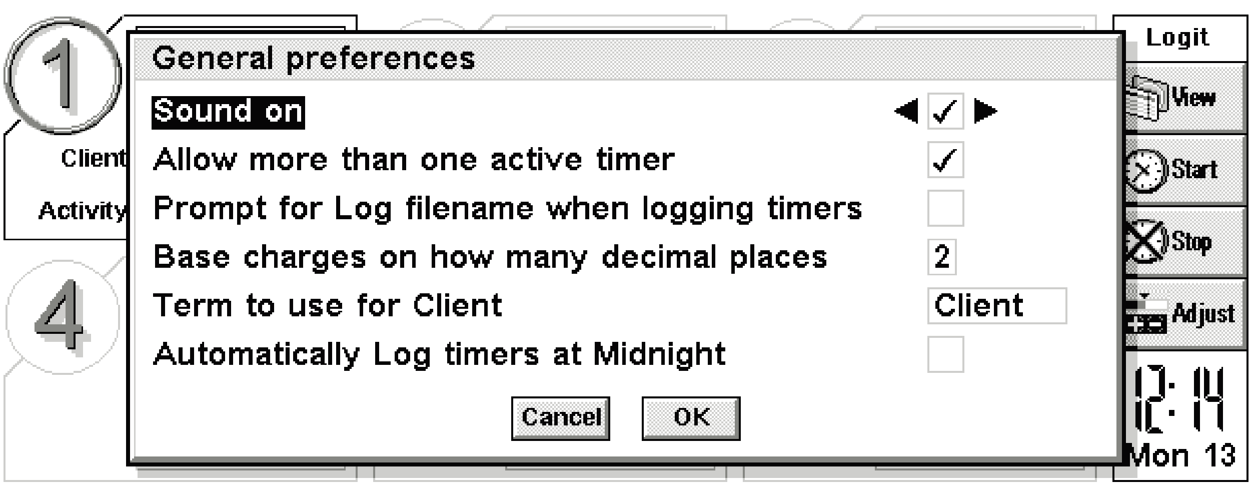
Allow more than one active timer is an important timer feature. If checked, Logit will allow more than one timer to run simultaneously. If not checked, Logit will only allow one timer to run, which means that if you try to start a timer while one is already running, Logit will put the other timer on pause. This is a nice safety feature.

Prompt for Log filename when logging timers helps if you have multiple Logit log files. If so, and you will be saving timers to different log files, leave this item checked and Logit will ask you for a filename when saving timers.

Base charges on how many decimal places sets the rounding for the Log view. The norm would be 1 decimal place, which would round off your charges to the nearest 1/10th of an hour, or six minutes. If you are exporting your data to another program that uses different rounding, you should set this to 2 so that it stores more exact amounts, and then let the desktop program do the rounding for you.

Term to use for Client lets you customize the terminology of Logit. Some users might prefer **Project**, **Job** or **Account.** These are the options.

Automatically Log timers at Midnight - This feature forces Logit to automatically log any timers in the Timer view to file at midnight.



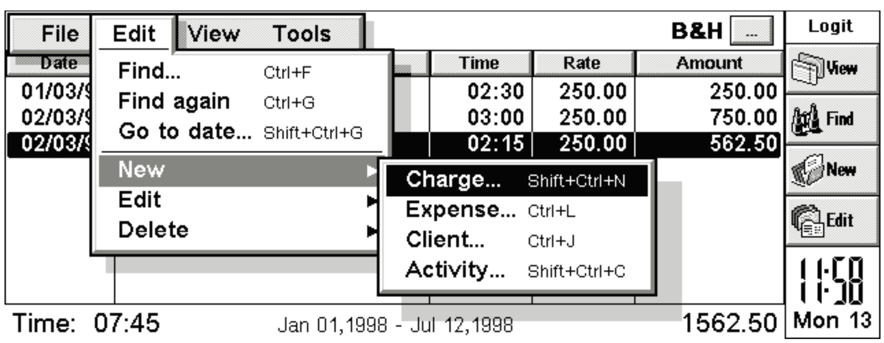
Clients

Logit uses the term *Clients* to describe the owner of the charges. This term can be changed in the preferences. While *Client* works for some, others might be using Logit under different circumstances. (Account, Job, and Project are the other options)

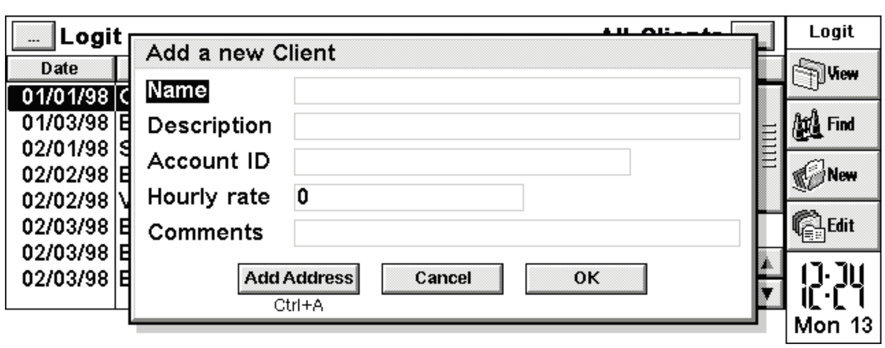
If you are trying to keep your data compatible with a program on the desktop, like Timeslips, it is important that you enter Client names exactly the same way they are stored on the desktop program. Otherwise, when exporting from Logit, the desktop program may not recognize the client names in the incoming data. Logit can import your Timeslips client names, removing this risk. *(See chapter 7 for more in importing client names)*

Creating a new Client

From the menu, select *New Client*.



Enter the Client name, Description, Account ID, Hourly rate for client, and any comments. All of the fields except *Name* are optional. Client names are limited to 20 characters. However, the description can go to 40 characters. To enter the client's address, tap on the *Add Address* button. This opens a text editor where you can add as many lines as needed.

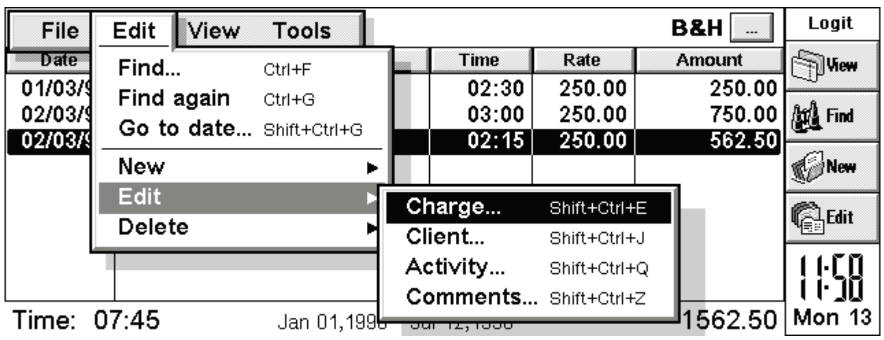


After entering the new client info, press Enter. Logit brings up the *Add a new Client* dialog over and over so that you can easily enter multiple new clients. Press Escape when you're done.

Editing a Client

Editing clients uses the same dialog as adding a new client, so you will be familiar with this already. Choose *Edit:Client* from the menu, and select the client you want to edit.

Note that when changing a client name, Logit does NOT change every entry that used that client. Older entries will retain the old client name.



Deleting a Client

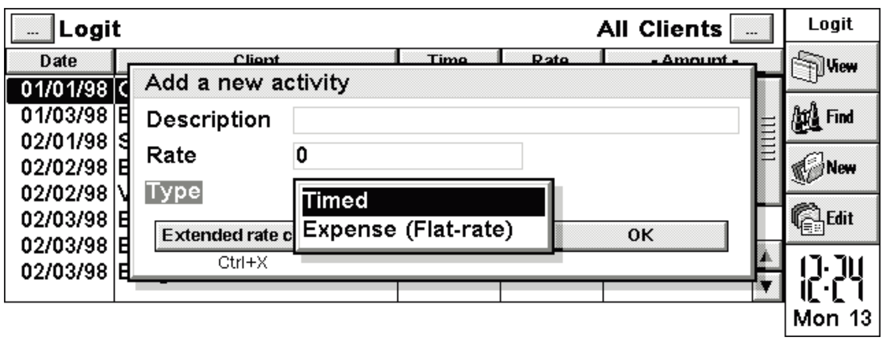
Simply select *Delete:Client* from the menu, choose the client name to delete, and press Enter to delete it.

Again, please note that Logit will not remove entries created for the client that is being removed. If you are done with the client, you can archive entries to an archive file.

Creating a new Activity

Activities let you apply a description to a timed or untimed event. Logit lets you build a personalized list of your own activities. To create a new activity, choose New: Activity from the menu in either view. (Note: In the Timer view the New: Activity option is under the Tools menu heading)

Enter the name of the activity (**Description**), the **rate**, and select the **type** (Hourly or flat). Logit supports two types, Timed and Flat-rate expense. It is important that you choose the correct type. Anything that will be billed by the hour must be selected as Timed. Charges for entries that use timed activities change as more timed is accrued. Charges for entries that use flat-rates never change, regardless of how much time is involved.

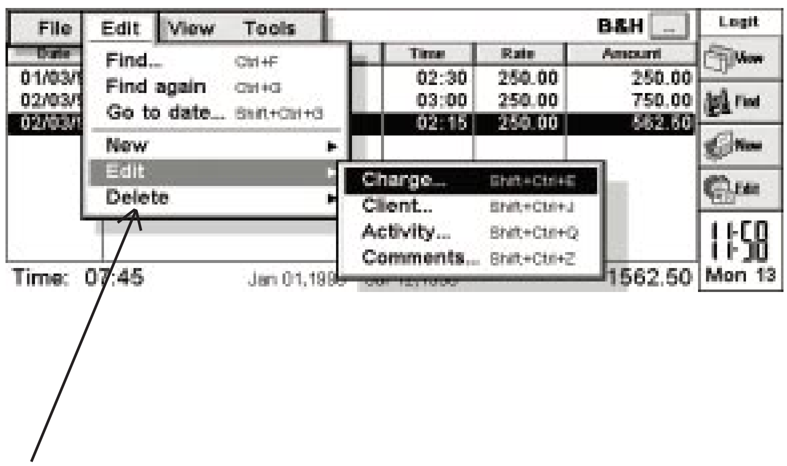


Extended rates

Logit supports up to seven rates for each activity. The first is the default rate which is entered into the rate field in the above dialog. When more rates are needed, choose the *Extended rate chart* button. This opens a dialog that prompts you to enter six more rates. Extended rates can be chosen when starting new timers, or entering charges in the Log view.

Editing Activities

To edit an activity choose Edit: Activity from the menu, and select the activity you wish to change. The edit dialog looks the same as the new activity dialog. Note that when editing an activity, entries that have already used the activity aren't changed. They retain the activity description that they had when created.



Deleting an Activity

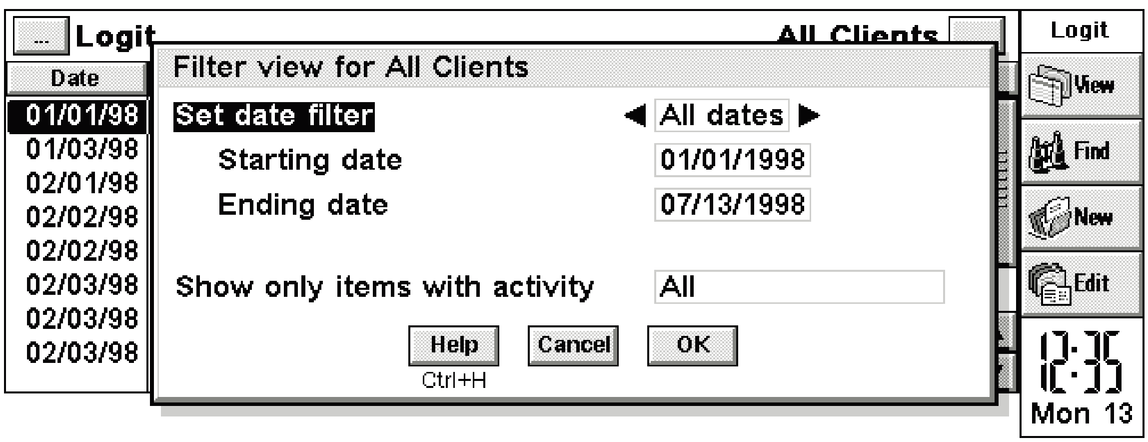
Simply select *Delete:Activity* from the menu, choose the activity to delete, and press Enter to delete it.

When deleting an activity, past entries are not affected. They retain the activity they had when created.

Chapter 6: Set Filter

Since it isn't possible to preselect every possible way of viewing your Logit data, Logit includes a feature called *Set filter.* This feature lets you select the criteria for which data is visible. Remember that you already have the ability to view by client, from the Client manager, so setting a filter is a way of further narrowing down the items that will be displayed. This may sound complex, but it's actually very simple. The Filter option just lets you select specific dates and activities to narrow down what is being shown on the screen.

You may already be viewing your data by client, but what if you only want to see the current month? Use the Filter option for this. Set the top date line to *Selected*, and then set the starting and ending dates that you need. If you also want to limit the view to a specific activity, set the bottom line to the activity you want shown.



To quickly set the filter back to it's default, which is All dates and All acitivities, reselect the client from the Client manager. If you are currently viewing all clients, press Escape-Enter.

SECTION III ARCHIVING-EXPORTING

Tidy / Archive

There are a couple of good reasons to keep your Logit data files from getting too large. One is that Logit will work faster, and the other is that it makes it easier for the user to not be seeing a bunch of old data that is long forgotten.

To handle this, Logit has a feature called Tidy/Archive. It has a dual function.

- It can be used to delete selected entries without making a copy to an archive file. (backup)
- It can move selected entries to an archive.
- It can copy selected entries to an archive, leaving them in the current database as well.

Choose the Tidy/Archive option from the File:More menu.

1. Select the method first, as explained above.
2. Select the dates that want to Tidy.
3. Select the file to archive to. (If applicable - if not, leave this blank)
4. Press Enter or tap on the OK button to begin.

Importing client names

Follow these steps to export your client names from Timeslips.

1. Run TSReport. Choose *Export* from the file menu, and then *Client*. This brings up the export options. The *Format* selector should be set to *Clients*.
2. Click on the *Select* button and select the clients that you want exported, or all if you want the complete list. The *sort* button doesn't need to be set.
3. Click on the *template* button to create a custom export template. Add the fields shown below to the list of fields for export. When you're done the export fields should look like the following: (*Read on for more on how to do this)*

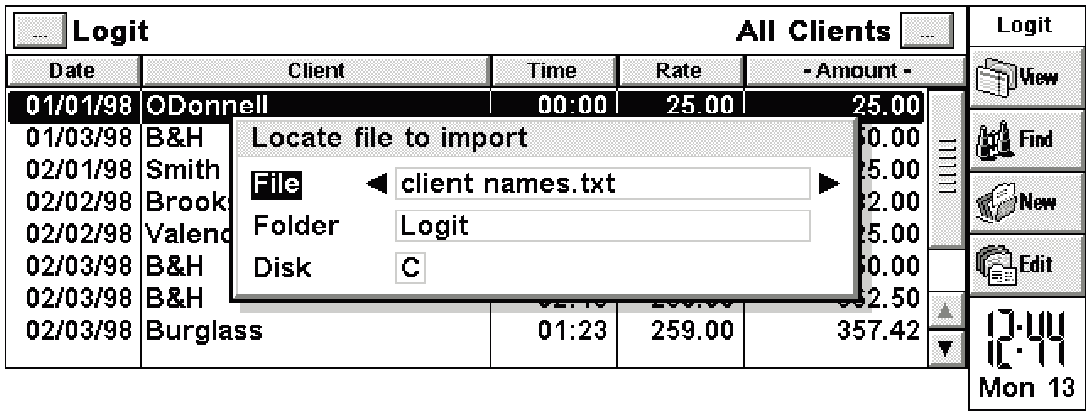
Name/Address	Nickname 1
Name/Address	Full Name
Name/Address	Address Line 2
Name/Address	Address Line 3
Name/Address	City, St and Zip

Any existing lines that don't match the above should be removed by highlighting them and clicking the *Delete* button. Use *New* to add new fields at the bottom of the list, or *Insert* to add fields in between other fields. Click on the *Accept* button to add. Choose these fields from the supplied list of fields. When you're done, click on the *Save as* button and give your new template a name like *Logit export*. Click *Ok* to finish.

With your template saved you can do your first export by clicking on the *Export* button. Timeslips asks for a new filename. Name it *clients.txt* or something that you will recognize to copy to the Psion.

With the client names file exported, start PsiWin (or MacConnect) and copy the export file that you just saved over to the Psion, and drop it in the \Logit folder. Finally, in Logit, in the Log view, select *Import* from the File/More menu. The import dialog comes up asking you for a filename to import.

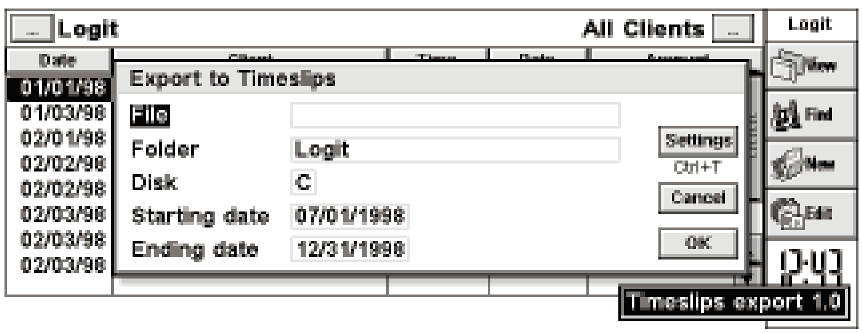
Importing client names (cont'd)



While Logit brings in your client names it will prompt you for the billing rate for each client, since this data is not exportable from Timeslips. Enter each billing rate. Once done you can *Edit* the client info as needed.

Exporting to Timeslips

Timeslips is the recommended companion to Logit, or vice versa. To make exporting to Timeslips easier Logit has a special menu option (in the Log view) called *Export to Timeslips*. When running the Timeslips export option for the first time you should choose the *Settings* button in the Export to Timeslips dialog. This lets you add your Timeslips user name to the export file, and make any changes to the default settings that might be needed. The settings are already set to work with Timeslips Deluxe, so in most cases you wont need to change anything. If you're not sure what your user name is, consult the person in your office that works with Timeslips. Once you've got the settings the way you want them, type in a file name, set the dates you want to export, and press Enter to begin.

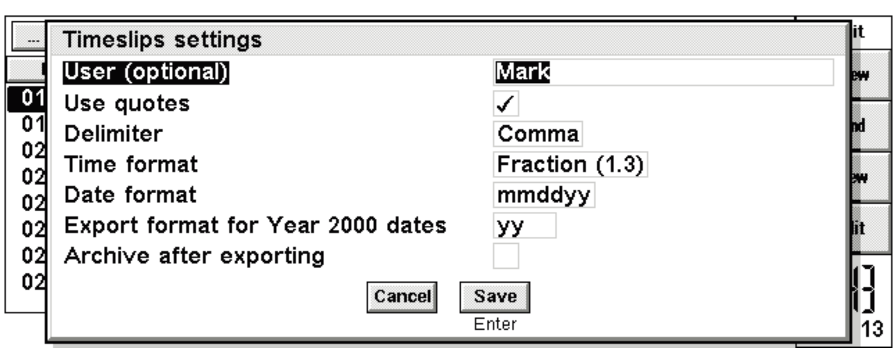


Settings

Tap the *Settings* button to bring up the Timeslips options. You should probably enter your Timeslips user name, although this is not a must. Most of the default Timeslips settings wont need to be changed. The quotes, delimiter, time format, and date format are already set for the typical American setup. Europeans and others may need to change the date format. Make sure that you set the *Archive after exporting* option. When set, Logit will automatically archive all exported items after the export is finished. If you don't want your changes archived at the time of the export, make sure this option is not checked. Note that this feature saves the archived items to the default archive file called c:\Logit\archive.log. Timeslips settings are saved to c:\Logit\Timeslips.ini.

Y2K Issues

Logit handles the year 2000 (Y2K issues) with optional date formats.

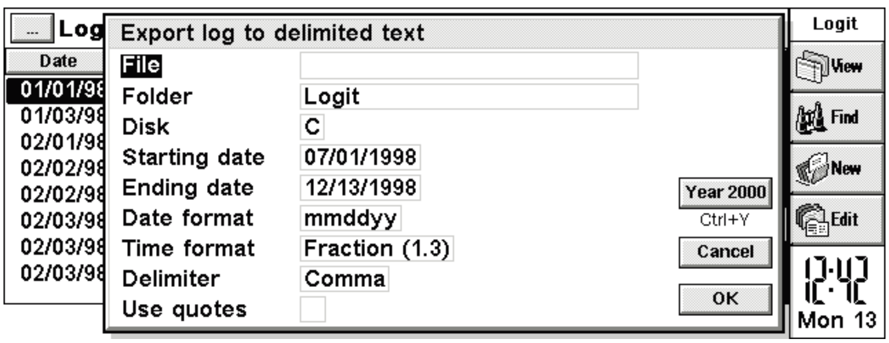


General exporting

General exporting allows for exporting to programs other than Timeslips. The same options are available, but the settings aren't saved to file. Here is a list of the field order as it is exported.

- Date
- Starting time
- Client name
- Activity
- Accrued time
- Hourly rate

Some of these are of course influenced by the way you set the settings, like the date format, and time format. Most programs these days will accept comma separated, non quoted text, so this is the default.

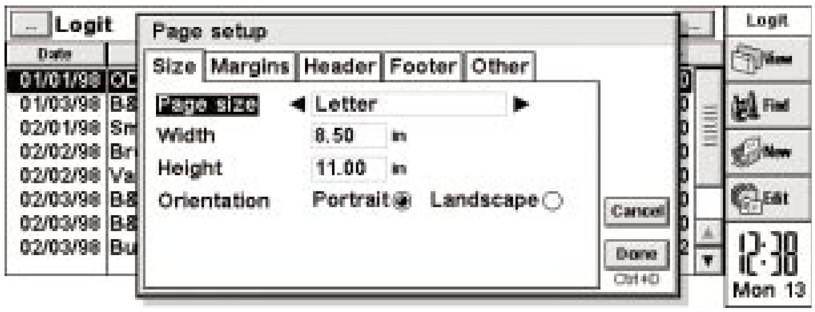


SECTION IV PRINTING-REPORTS & PLUGINS

Logit supports the standard printing capabilities of the Psion. This includes Page setup, Print setup, Print preview, and Print. Here's a short explanation of what each of these does:

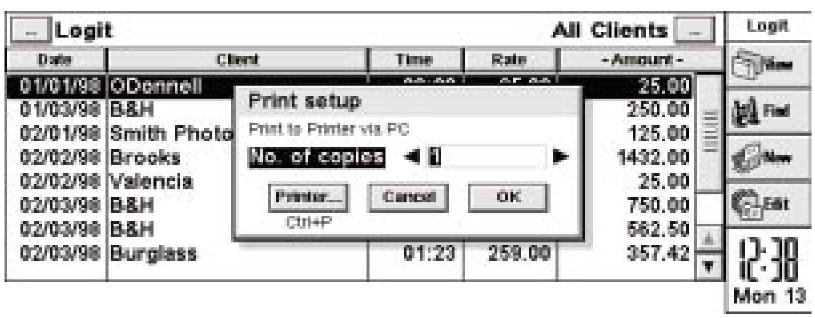
Page setup

Page setup brings up a dialog that lets you control basic page settings like page size, margins, and headers/footers. Note: Logit requires smaller margins than the default. 1/2" rather than 1" is best.



Print setup

Print setup lets you choose the printer to print to, and the number of copies.



Infrared printing

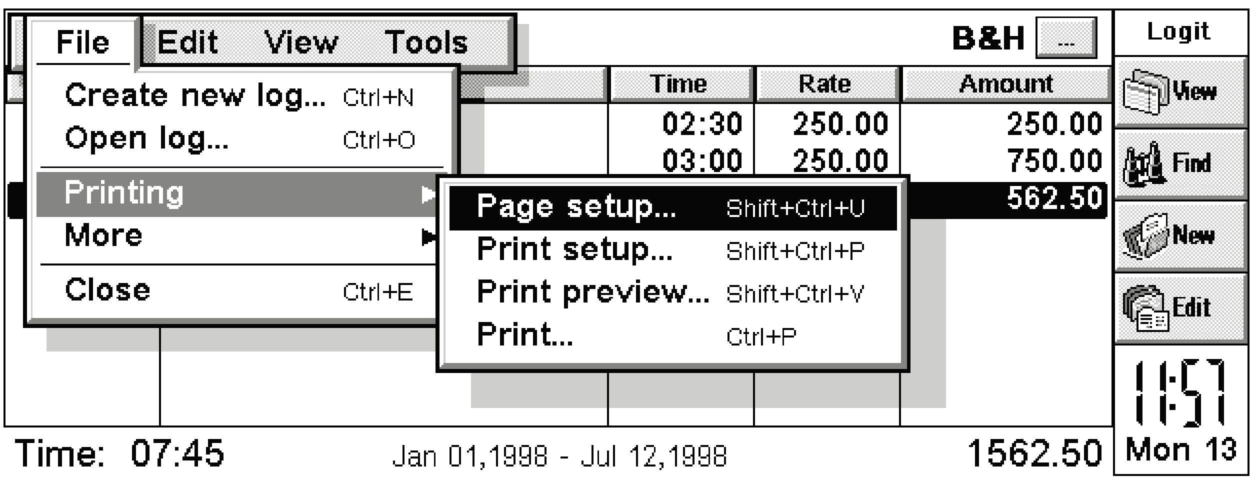
In case you weren't aware of it, the Psion has print drivers for Infrared printers, which can help make Logit very convenient to keep on the road, and printout reports for clients. Pelican has tested the Citizen PN60i and found it to work with Logit and the Psion.

Print preview

Choosing *Print preview* is the same as choosing *Print* except that it brings up the preview screen first, giving you a chance to decide whether or not to let it print.

Logit printing

When choosing Print preview or Print from the Logit menu, you are asking Logit to print the contents of the current view. Logit prints columns the same as they are seen on the screen in the Log view. If you need to print out only a selection of the current view, like the current month, use the *Set filter* option to limit the view to the current month first. (See note in page setup for margins)



Reports

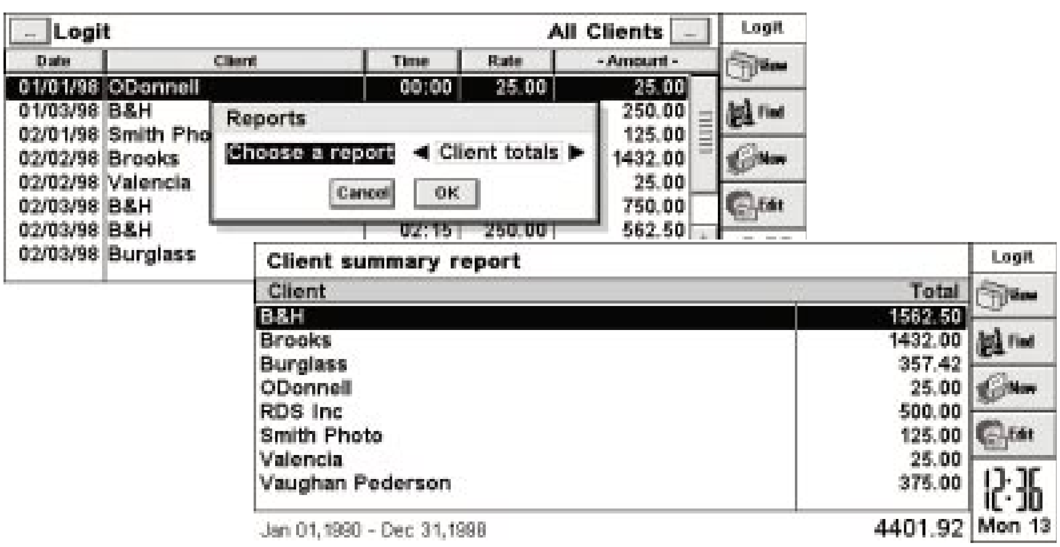
Logit comes with one report called *Client totals* . However, reports in Logit are modular, and can therefore be added to. This means that we can provide you with new reports that can just be copied to your Psion as add-ons. To get new reports as they come out, visit our web page at http://www.pelicansoft.com, and go to the Logit page.

Installing reports

Reports always have an .rpt file extension. They should be copied to a \System\Apps\Logit\Reports folder on the Psion/EPOC device.

Client totals

The Client totals report shows the total for a selected client for a selected period. Choose *Reports* from the menu, and then select the *Client totals* report. Select the client and dates, and start the report. If any matching entries were found for the dates you entered, the summary report will be displayed.

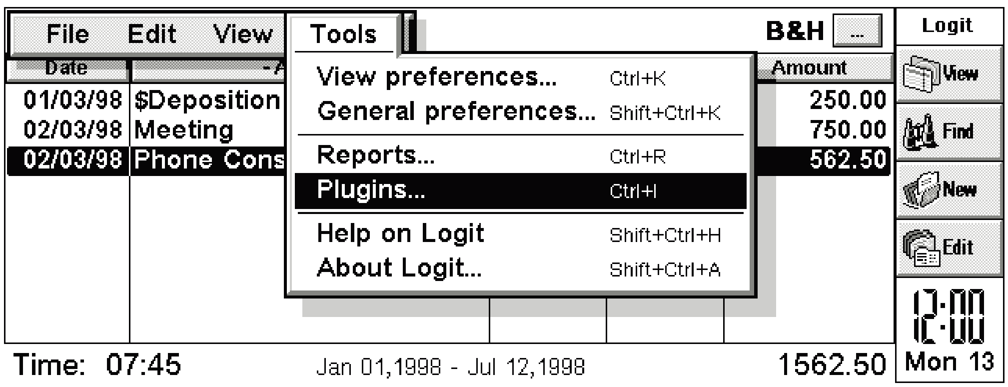


Note that the menu is limited to printing options when in the report.

Plugins

In an attempt to be as flexible as possible, Logit also supports add-on modules called Plugins. Plugins must be written in OPL, Psion's Organiser programming language. Pelican Software gives out information needed to write these modules as add-ons to Logit. If you are interested in writing plugins, see our web page at http://www.pelicansoft.com/logit_plugins.html.

If you have any plugins, they will show up in a custom menu after choosing *Plugins* from the main menu in the Log view. Again, there may be Plugins on our web page. There is more need for add-on reports, so expect to see more reports.



Answers to frequently asked questions

How does Logit track time?
Logit uses the machine's system clock to track time. There may be occasions when you may see a running timer seem to skip a second. The timers are updated each second, but when there are multiple timers running it may take more than a second to redraw the screen, so any skipping that you see is merely a screen drawing delay and not a loss of time.

What happens when Logit is in the background?
Logit is basically put on hold while in the background, and therefore uses no precious battery power. It's best to just leave Logit running all the time. There is no need to shut it down when you are not actively using it. Of course it keeps tracking time though, whether running or not, whether in the foreground or not.

How accurately are timers stored?
Logit saves timers down to the second. Rounding happens when setting the preference that controls how many decimal places Logit uses to calculate charges. Example: A charge of 85 minutes comes out to 1.42 hours. However, if you have Logit set to use one decimal place, the number is rounded to 1.4 hours, which changes the charge.

What specific data can Logit import?
Logit can import client names only, and since Timeslips won't export the client rate, these need to be entered manually.

Does Logit handle billing?
Logit can display charges for any client by date or activity, and print the results to a printer to hand to a client. However, Logit doesn't try to maintain accounts receivables. As a companion to Timeslips, Logit relies on Timeslips to handle the accounting side.

How many billing rates does Logit support?
Logit supports one billing rate per client, and up to seven rates per activity.

Does Logit track expenses?
Yes. Logit's activities can be defined as timed entries or flat-rate expense items. When choosing *New expense* from the menu, Logit only offers flat-rate activities and not timed activities. When displaying expense items, time showing in the accrued time field is not used. This way you can still see the amount of time spent on a task, even though it was billed at a flat-rate.