GETTING STARTED

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Getting Started

Installation

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.

Timeslips compatibility overview

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 documenta-
tion as well as our step by step instructions in the Acrobat
pdf manual. (manual.pdf)

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.

For technical support, send us email at
logit@pelicansoft.com, or visit our web page at
http://www.pelicansoft.com

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 *Client.*

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 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 other fields in the list 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. Choose these fields from the supplied list of fields. Click on the *Save as* button and give your new template a name like *Logit export*.

With your template saved you can do your first export by clicking on the *Export* button. Timeslips asks for a new filename. Name it *client names.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.
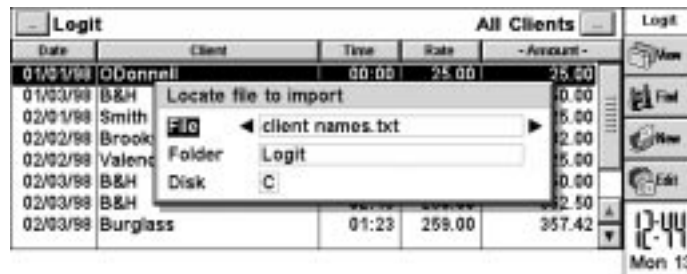
While Logit brings in your client names it will prompt you for the billing rate for each client, since this data is not exportable from Timeslips. Enter each billing rate. Once done you can choose to *Edit* the client info as needed. *(See the pdf manual for info on exporting)*
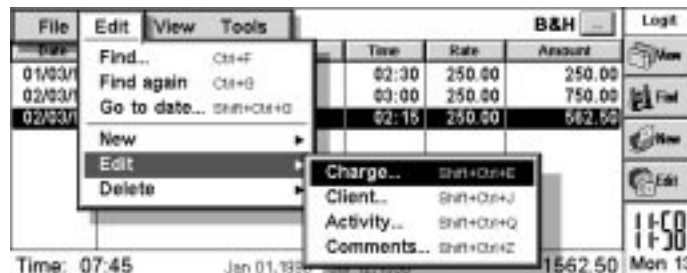
Timer view

Logit has two main views. The Timer view shows six timers.
These timers can be running simultaneously if you allow this
from the preferences. Alternatively, Logit will pause a run-
ning timer when another timer is started. When you first start
Logit you will see this screen.

To start a new timer, just tap on the particular timer 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 of starting timers. 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
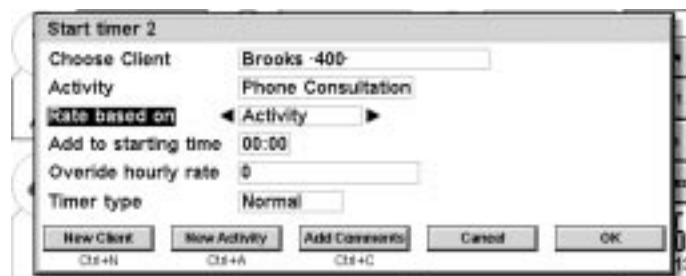with the arrow keys on the keyboard.

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.

When you're ready to start a new timer, fill out the following fields:
- • 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. 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. You must of course 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.

Stopping/Logging a timer

When you are ready to close a timer, again you have three possible ways of doing it. Tap on the *Stop* button in the tool-bar, press the Delete key, or choose *Stop* from the menu. You have the following options:

- Log the timer to file, stopping the timer.
- Just stop the timer, don't log to file.
- Log the timer to file, pause timer, and leave it on the timer screen.
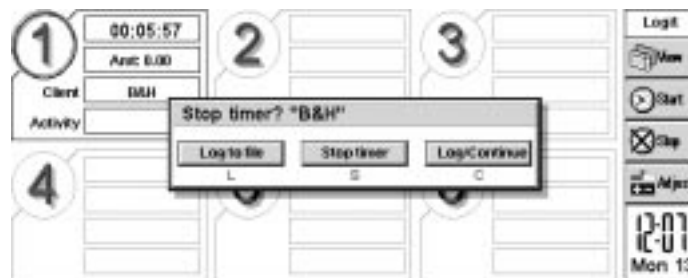
When logging the timer to file, you can optionally change the billing rate, the date, and the activity.
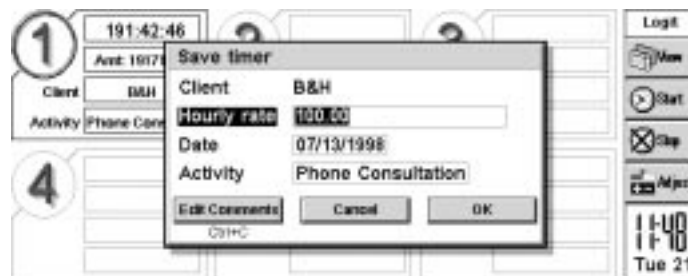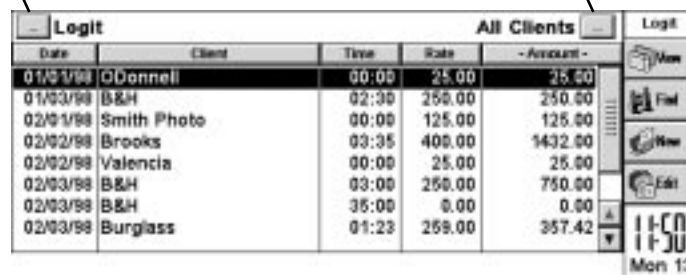
The Log view shows all charges in a list. In the Log view you can see all of your charges, add new charges, timed or expense, printout charges for a client, and handle file management. The Log view has some special features and buttons that you should learn to get going quickly. First, the *filemanager* is the button in the upper left corner. This button gives you quick access to all Logit files. *(See the next section for more on this)* The client manager button in the upper right 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. 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 filemanager.
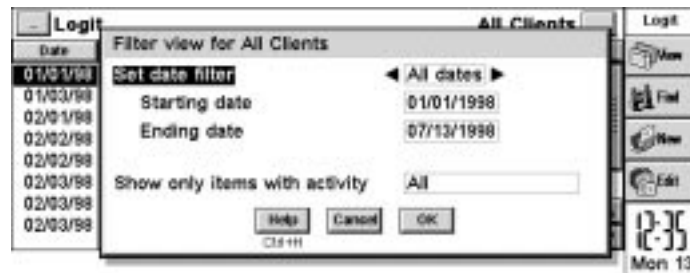
File manager   Client manager

Filters

When a particular client is open the client name is shown in the upper right hand corner. Also, notice the information on the bottom of the screen. The total time for the client, the date, and the total charges are listed. Note that this info can optionally be shown when viewing all clients. Change this in the preferences.


Filters

Logit has a very powerful database. You can very quickly adjust the display to only show entries that match a specific date criteria, or activity. Choose the *Set filter* option on the menu. Set the dates you want shown, and the activity, or use *All*. Logit will rebuild the list of charges showing only the entries that match your criteria.

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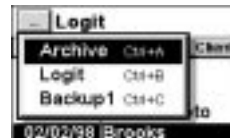
> **Hint** ☞ You don't have to worry about creating the default Logit database. It is created for you when the program starts.

Speed issues and limitations

Although Logit can handle quite a few records without slowing down, there is a practical limitation of around 1000 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.

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.

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 does no screen drawing while in the background, and therefore uses no 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.

How accurately are timers stored?

Logit saves timers 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 is 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. However, 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. 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.

Support

Web

Pelican Software has a web page where you can find add-on reports, updates, etc.

http://www.pelicansoft.com

Phone

281 242-8928

Email

You can email us with questions at the following email address:

logit@pelicansoft.com

Writing Logit reports

We have a web page that explains how to write your own reports for Logit. You need some knowledge of Psion's OPL programming language.

http://www.pelicansoft.com/logit_reports1.html