timeEdition
manage your project hours

timeEdition **User Guide**

timeEdition user guide

user guide

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About this document

About this document

In the timeEdition User Manual you will find a comprehensive overview of the functions of timeEdition and an introduction to all the procedures required for working with timeEdition.

The User Manual consists of the following sections:

- "Installing and using timeEdition"
- "timeEdition FAQ"

Target group

This manual is intended for the following people:

- timeEdition users or administrators who install timeEdition for users

Check the version and edition of the documentation

You can determine the version and edition of this publication from the footer on each even page number.

The first two digits indicate the version number. The version number is increased with each new release of the software. Example: The first edition of a document has the version number 1.0.1. After the next major release of the software, the first edition of the document has the version number 2.0.1. For smaller updates the version number would be 1.2.1.

The last digit indicates the number of the edition. The number of the edition is increased as soon as the document is reworked within a software cycle and is brought out again. Thus, the second edition within a cycle would be 1.0.2.

Obtaining this document online

The most up-to-date version of this manual can be found on the homepage of living-e AG at the following URL:

http://www.living-e.com

timeEdition User Manual

The documentation department publishes documentation on all new features or improvements to timeEdition.

How entries and system reactions are presented

User entries and system responses are presented in this document in the following manner.

Commands in the interface

Commands which are executed in the interface are presented in *italics*.
Example: Click on *Save*.

Menu-based commands in a web browser are also presented in *italics*.

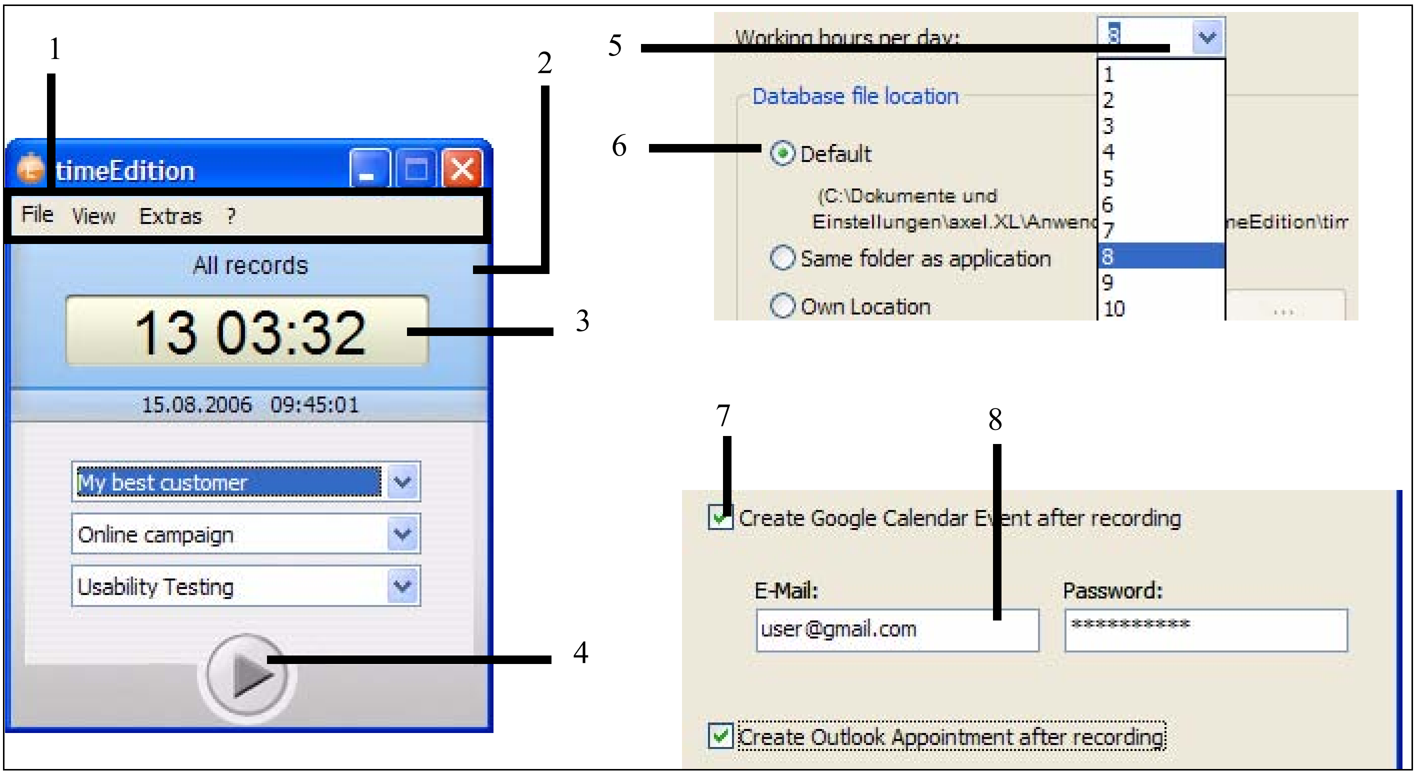
Commands that are located in drop-down menus or sub-menus are separated by a prompt (>).

Example: Select *View* > *Today's time* records from the View menu.

How screen elements are labelled

The labelling of screen elements used in this manual can be seen in the following figure:

Figure 1 Labelling of screen elements



1 Menu bar
2 Timing area
3 Presentation of time
4 Time / Pause button
5 Drop-down menu
6 Radio button
7 Checkbox
8 Entry field

Customer service

Informationen zu timeEdition finden Sie auf unserer Website. Bei weiteren Fragen steht Ihnen unser Kundendienst zur Verfügung.

- Website: http://www.living-e.com/
- E-mail:
  - Technical support: technik@living-e.com
  - Sales: sales@living-e.com
  - Information/Help: info@living-e.com

1 Installing and using timeEdition

This introduction deals with timeEdition and its operating procedure as well as installation. Here you will also find information about the basic layout and functions of timeEdition. These topics will be dealt with in the following sections:

- 1.1, "What is timeEdition?" on page 15
- 1.2, "Installation" on page 15.
- 1.3, "User interface" on page 18
- 1.4, "Define customer, project and task" on page 21
- 1.5, "Timing and managing time records" on page 24
- 1.6, "Menus" on page 24
- 1.7, "Saving and continuing to use records" on page 36
- 1.8, "timeEdition on the move" on page 38

1.1 What is timeEdition?

timeEdition is a simple and efficient desktop programme to record your work times. Work times can be allocated to customers, projects and tasks with timeEdition. You describe projects that consist of one or more tasks with timeEdition. You can manage your hourly rate for each of these tasks in timeEdition. In this way you keep an eye not only on your hours worked, but also on the turnover accrued. Using the integrated export interfaces, you can transfer your times, for example, to your invoice generator.

1.2 Installation

To install timeEdition, first download the installer for your operating system from our website. Use the link that was sent to you via e-mail.

1.2.1 Installation under Windows

To install timeEdition under Windows, proceed as follows:

Procedure 1 Windows Installation

Localize the unpacked timeEdition setup.ex

1 Double click on *timeEdition Setup.exe*

Figure 2 timeEdition Installer

The window for selecting the language opens

Figure 3 Select language

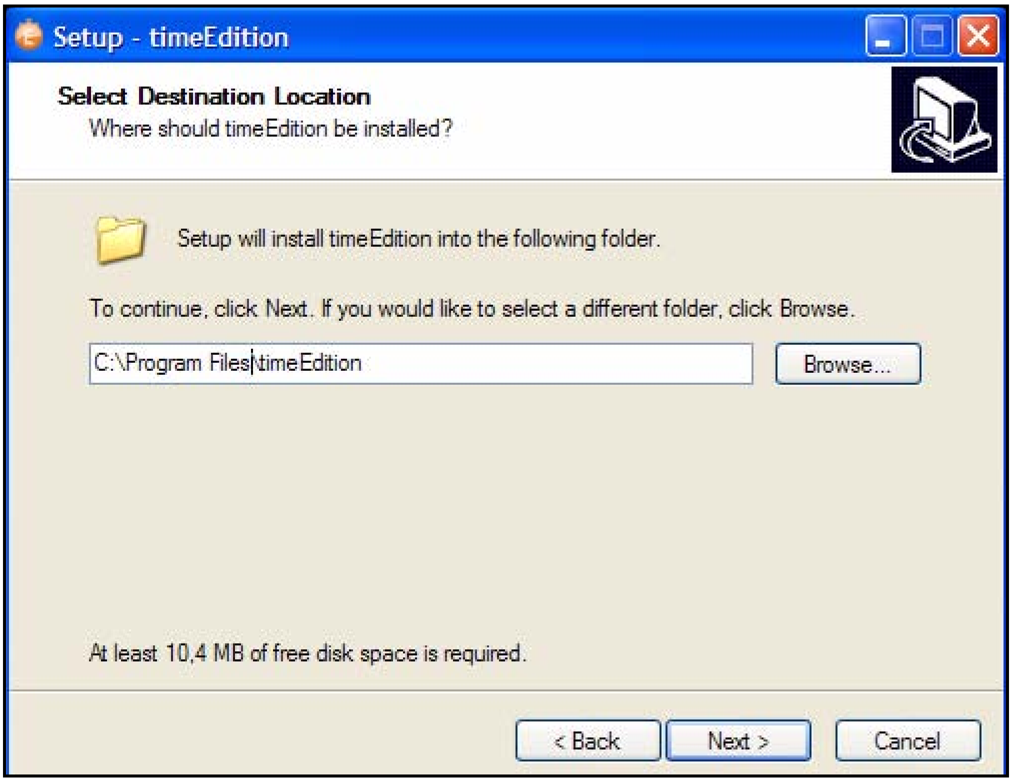
2 After you have selected your language, click on *OK*

The Set-up Assistant now opens

3 Now click on *Next*

4 Select a folder in which you would like to install timeEdition and click on *Next*

Figure 4 Select installation folder



timeEdition is installed in the selected folder

5 After successfully installation, you can activate the checkbox *Launch timeEdition* in order to be able to work with the programme immediately. Click on *Finish*

Figure 5 Installation completed

6 The installation is completed.

1.2.2 Installation under MacOS X

Here's how you install timeEdition under MacOS X:

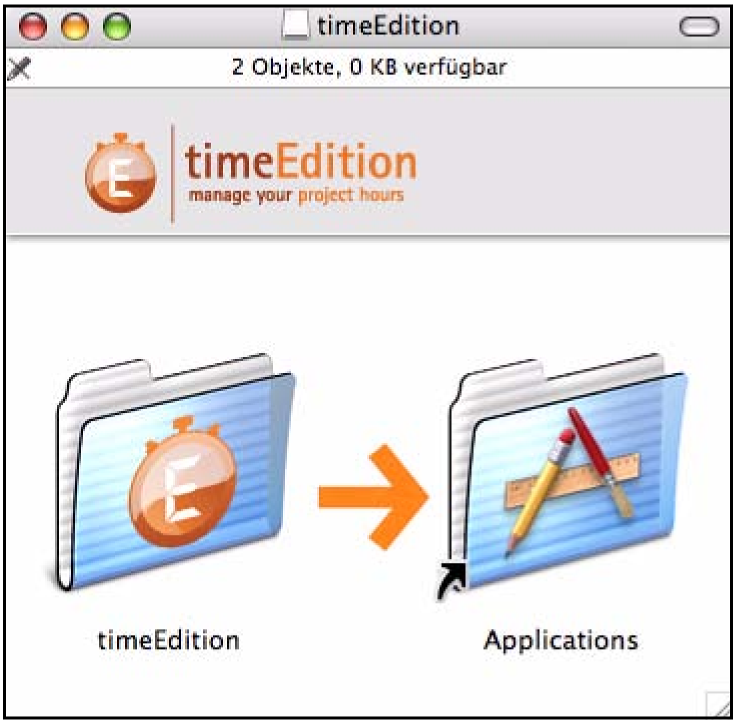
Procedure 2 Mac OS X Installation

Localize the downloaded timeEdition installation file

1 Open the timeEdition *.dmg* file by double-clicking.

2 Simply drag the timeEdition icon into the Applications folder

Figure 6 Mac Installation folder



timeEdition can now be started from this location simply with a double-click

3 To install the widget, double-click on the timeEdition widget icon. The widget will be available to you immediately under your widgets.

Figure 7 timeEdition Widget

1.3 User interface

After successful installation, you can immediately start using timeEdition. The programme is started by double-clicking on the timeEdition icon (Windows). Under Windows, timeEdition is displayed in the tray bottom right. When timeEdition is minimized, it can be maximized again by double-clicking on the tray icon.

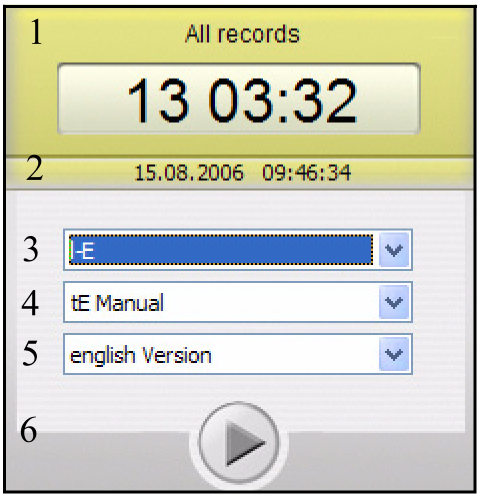


Figure 8 timeEdition interface

(1) Time recording display

(2) Date/Time display

(3) Customer display

(4) Project display

(5) task display

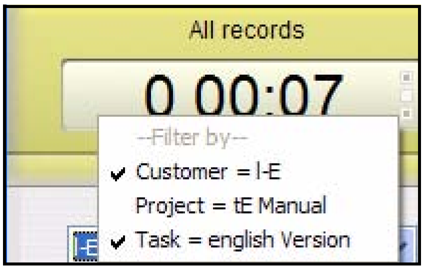
(6) Record/ Pause button

With timeEdition you have all the information about your current projects available to you at a glance. The elements in detail:

- *(1) Timing display:* In this area you can have different times displayed. You can simply switch the time presentation display by clicking on the area around the time or by using the menu item *View*.

  Note: The filter according to customer/project/task is a special feature. The easiest way to call up this filter is by right-clicking in the display field of the timing. A filter menu will then be opened:

Figure 9 Filters according to customer/project/task



Please note that the selected filters in the timing window are displayed as activated or non-activated small boxes (see Figure 9). You can also set the filters using the *View* menu.

Figure 10 *View* menu - Windows

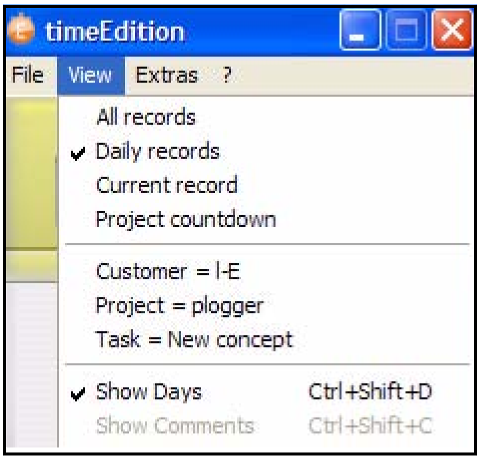
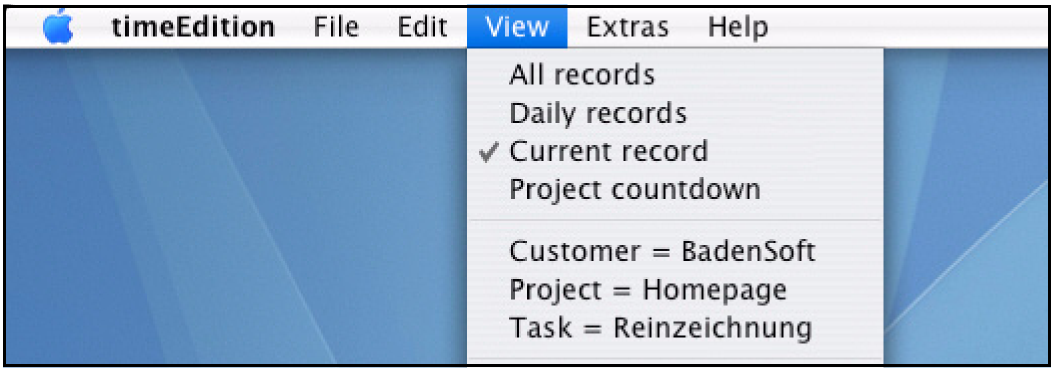


Figure 11 *View* menu - Mac OS



The following views are offered:

— *All records*: Shows you the total of all time records in the format of days, hours, minutes. Using *View > Display days* you can switch off the inclusion of days. In this case, the accumulated hours will be displayed.

Figure 12 ***All records*** **display**

> ***Note:*** The number of days displayed is determined by the duration of a working day as you have defined it. It is thus also possible for example to produce meaningful displays for part-time employees.

— *Today's records:* Shows you the total of all time records made today.

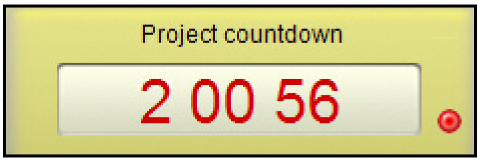
Figure 13 ***Today's records:*** **display**

— *Current record*: Shows you the duration of the current timing. Here too, the display can be shown with or without days.

Figure 14 ***Current record*** **display**

— *Project countdown:* Here you can have the time remaining until the conclusion of a project displayed. You can define this time when you set up a project. How this works is explained further below.

Figure 15 ***Projekt Countdown*** **display**



> ***Note:*** You can also filter the display even further, according to customer, project and task. More on this later.

- *(2) Date / Time display:* The current date and time is shown here.
- *(3) Customer display*: In this drop-down menu, you select the customer before starting the timing. Select Add customer… here to set up a new customer. After the

timing starts, the current customer is displayed with grey highlighting. While timing is running, the customer cannot be changed; you must pause in timing to do this.

- *(4) Project display:* Here you select the project under which the time record is to be classified. To set up a new project, select *Add project…* from this drop-down menu. While timing is running, the project cannot be changed; you must pause in timing to do this.
- *(5) task display:* Here you select the task to be timed. New tasks can be defined with *Add task…*.
- *Time / Pause button:* You start and pause the current timing by clicking on this button.

1.4 Define customer, project and task

Before you can start timeEdition, you must first create a customer, and then define at least one project for this customer, and for this project at least one task.

1.4.1 Create a new customer

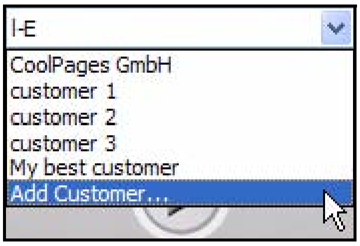
In the first step we want to create our first customer:

Procedure 3 Create new customers

Start timeEdition

1 Select the item *Add customer…*from the customer drop-down menu. (Or you can select the menu item *Tools* > *Manage customers…* and by clicking on the "+" button in the customer overview window that opens, add a customer.)

Figure 16 Customers drop-down menu



The add customer window opens.

Figure 17 Add customer window

2 Enter the name of the customer and select a colour for the customer.

3 Click on *Ok*

The customer has now been created, timeEdition is displayed in the colour you selected to display the customer currently selected to you at a glance

Figure 18 New customer created

4 The customer is now created. But before you can start, you still have to define a project and an task!

1.4.2 Define a project

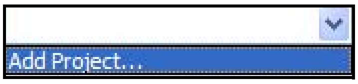
Now it's the time to create a project for the new customer:

Procedure 4 Create a project

When timeEdition is already open

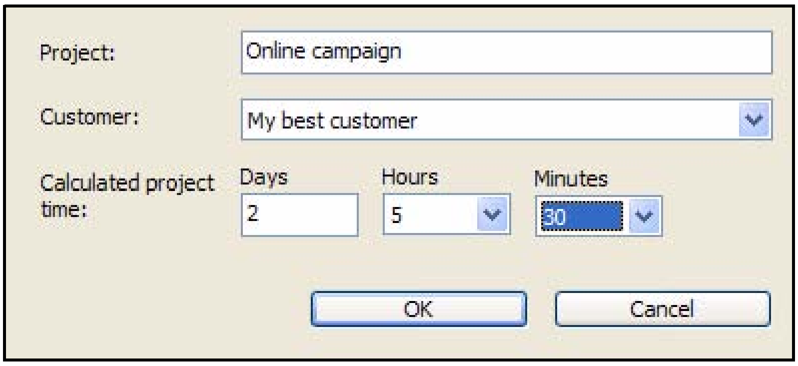
1 Select *Add project…*from the Projects drop-down menu. (Or you can select the menu item *Tools > Manage projects…* and add a project by clicking on the "+" button in the projects overview window which opens,)

Figure 19 Projects drop-down menu



The edit project window opens.

Figure 20 Edit project

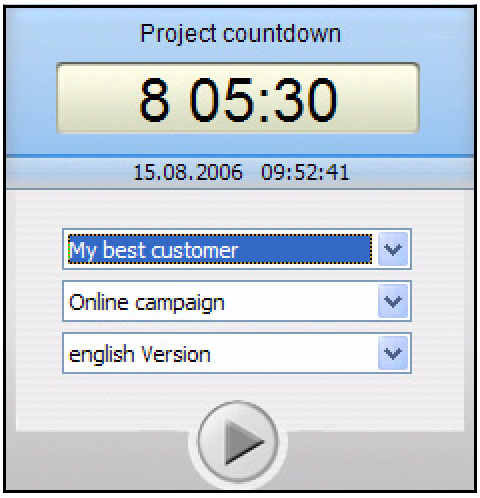


2 Next enter a name for your project. In the Customer drop-down menu you now can also select another customer. In the fields for Calculated project duration you can enter a timeframe for the project. This is the time from which everything is counted in the countdown view (see also Section 1.3, "User interface,"). If you do not enter a project duration, the countdown view will not be available to you for this project.

3 Now click on *Ok*

The project has now been created, and will be displayed in timeEdition

Figure 21 Project set up



4 Since projects usually consist of several different phases, we can now add the tasks to be completed.

1.4.3 Add task(s)

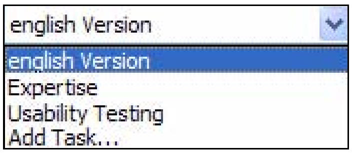
A project frequently consists of more than just one phase. Therefore, timeEdition supports you in splitting up a project into several tasks. Since the compensation for different tasks is often different, you can also allocate separate hourly rates to the individual tasks to.

Procedure 5 Add task

timeEdition is open

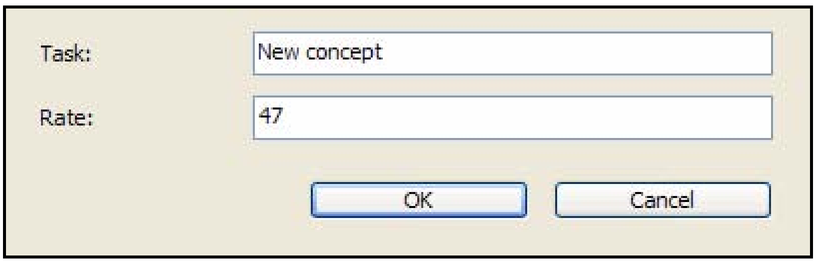
1 Select *Add task…*from the tasks drop-down menu. (Or you can select the menu item *Tools > Manage tasks…* and add a project by clicking on the "+" button in the tasks overview window that opens,)

Figure 22 tasks drop-down menu



The edit task window opens

Figure 23 Edit task

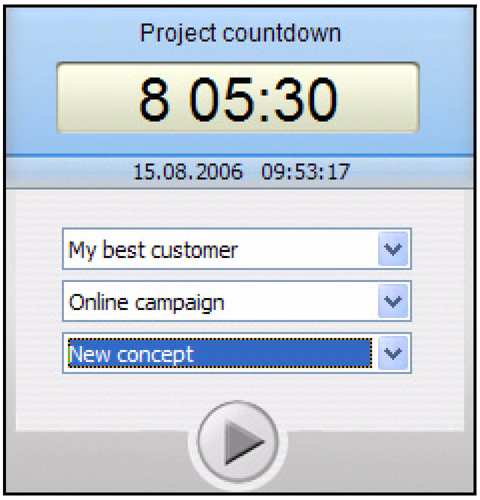


2 Now enter the label of the task in the *task* field. In the *rate* field, please enter the hourly rate to be invoiced.

3 Click *Ok*

The first task for your project is now defined, you can start immediately!

Figure 24 Task created



4 You have successfully created your first project, and can now start timing.

1.5 Timing and managing time records

To start timing, simply click on the time button. Timing will be started. Or you can alternatively use the “CTRL+R” keys to start or interrupt timing. When timing is running, this can be seen by the red record signal in the timeEdition timing window.

1.6 Menus

You obtain the expanded functions using the individual menus. They are located directly on the timeEdition window for Windows users, or on the upper edge of the screen for Mac users.

Figure 25 Menu bar Mac OS

Figure 26 Menu bar Windows

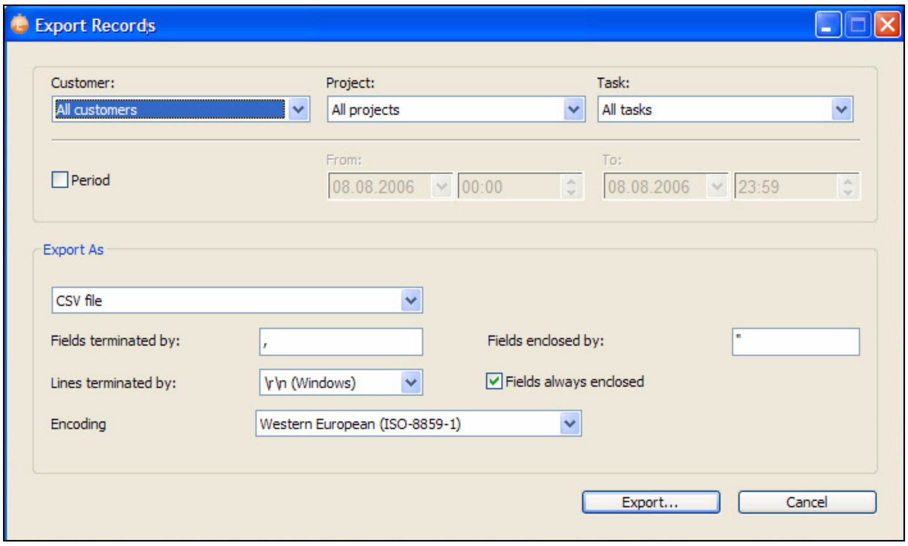
1.6.1 *File* Menu

The following menu items are located in the *file* menu:

Figure 27 *File* Menu

- *Export records...* Here you can export your timing records in different formats. The *Export records* window opens:

Figure 28 ***Export records***



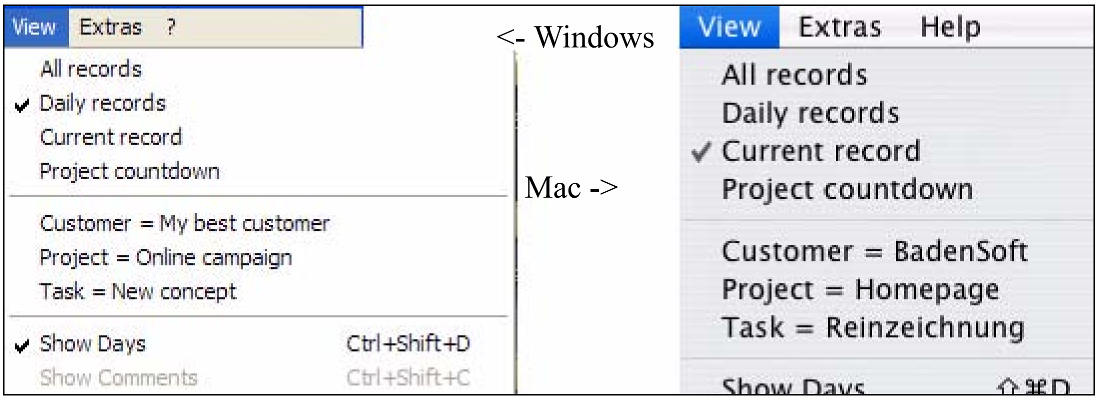
Here is where you make the settings for the export of your timing records. You will find out more in Section 1.7.2, "Export and Use Data,".

- *Save database...* You can save your data bank here. A window opens in which you can input the storage location and the name of your database file.
- *Restore database...* Select this menu item to restore a previously saved database file. A file manager opens in which you can localize and play back the file.

1.6.2 *View* menu

The following menu items are located in the *View* menu:

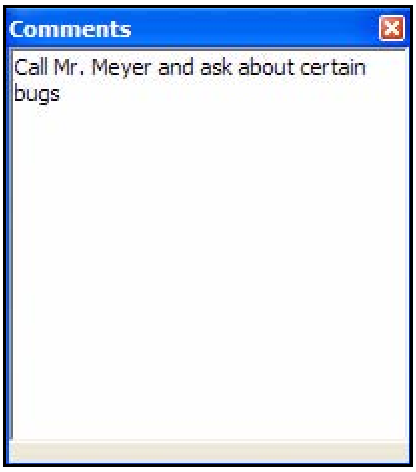
Figure 29 ***View*** **menu**



- *All records, Today's records, Current timing* and *Project countdown*: Here you can switch between the different views. The checkmark indicates which view is currently active. This corresponds to switching the view by clicking on the timeEdition window.

- *Display days:* Here you can adapt the display in timeEdition: Whether the hours added up should be placed in front as days or the hours be displayed as a total.
- Display notes: Activates a note window in which you can record brief comments on the current timing. These are then stored together with the currently running time record. Please note that every disruption of timing means the current notes are saved. As soon as the timing is started again, you can also create a new note.

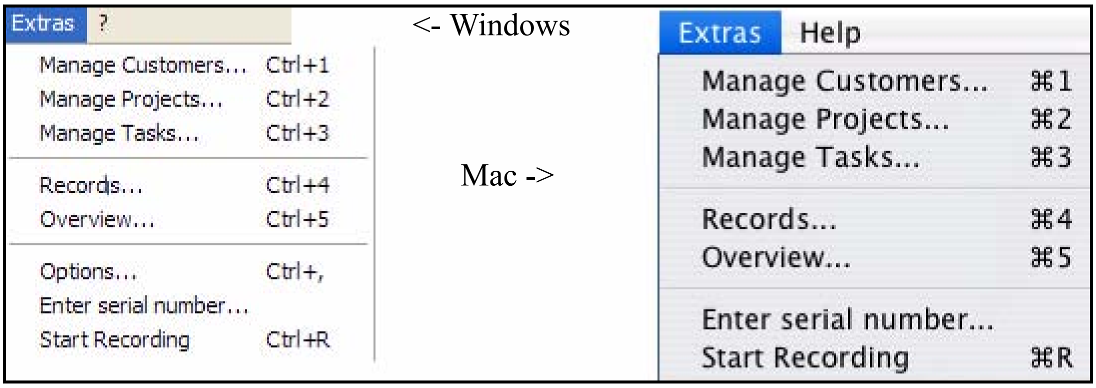
Figure 30 Note window



1.6.3 *Extras* Menu

Expanded functions of timeEdition are located in the *Extras* menu.

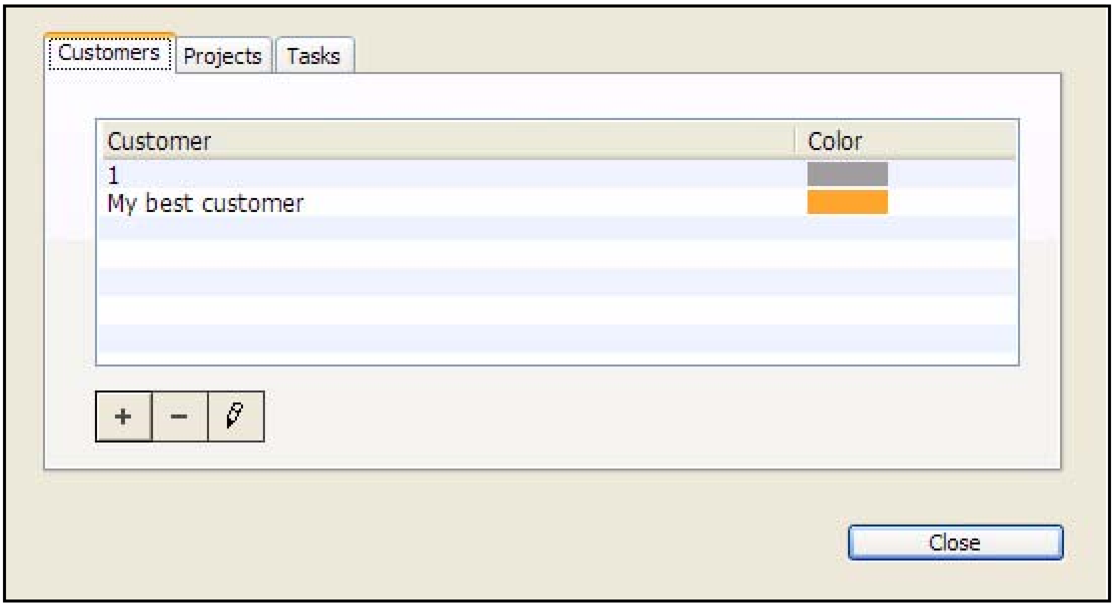
Figure 31 *Extras* Menu



The menu items in detail:

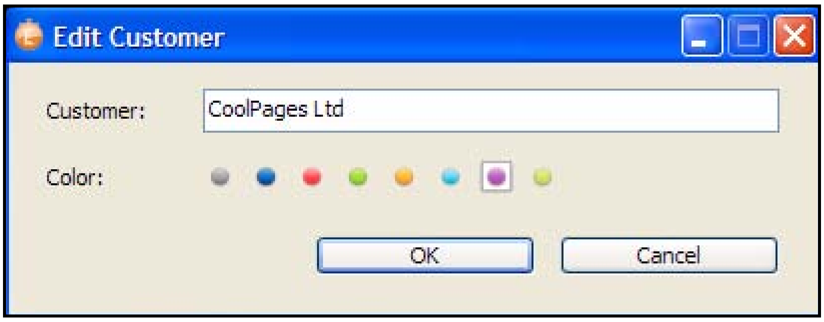
- *Manage customers...* By clicking on *Extras* > *Manage customers* the Master data window opens

Figure 32 Master data - Customers



Here the customers you created are displayed with their corresponding colour. In this view you can add customers ("+" button), remove customers ("-" button - customer highlighted) or edit customers ("pencil" button - customer highlighted). To edit a customer, you can also double click on the customer entry. Here you can adjust the name of the customer or the colour allocated to him.

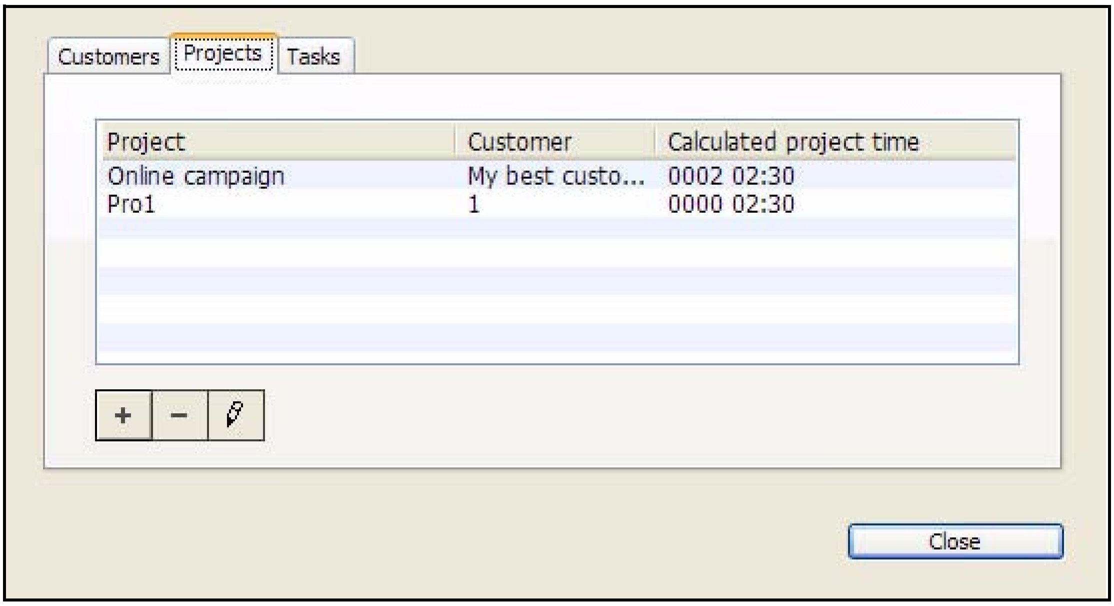
Figure 33 Edit customer



On the upper edge of the master data window are located the card file tabs with which you can directly switch between Customers, Projects and tasks.

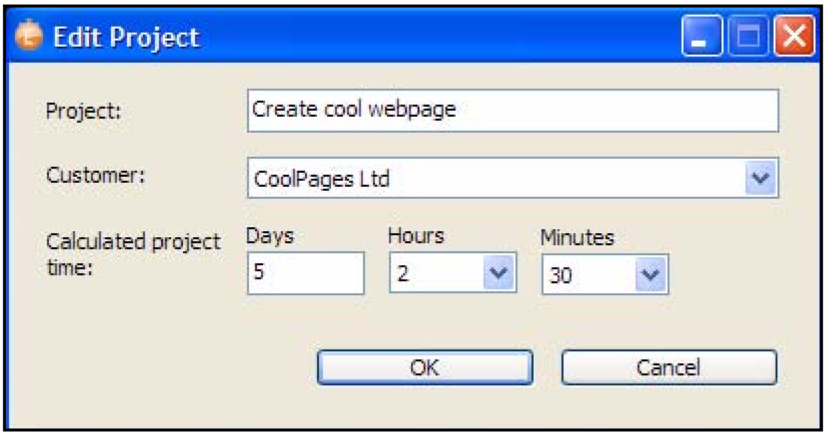
- *Manage projects...* Here too, you can open the Master data window by clicking on Tools > Manage projects. You arrive directly at the Projects view. Here all the projects which you create are displayed, with all their calculated project durations and allocated customers .

Figure 34 Master data - Projects



In this view, you can set up new projects ("+" button), remove projects ("-" button - project highlighted) or edit projects ("pencil" button - project highlighted). To edit a project, you can also double click on the project. Here you can adjust the project name, assign it to another customer or adjust the calculated project duration to new circumstances.

Figure 35 Edit project

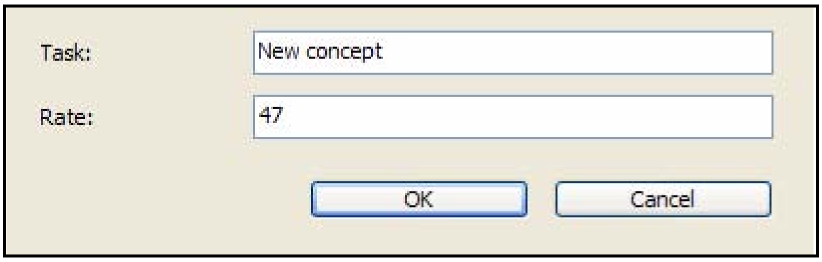


- *Manage tasks...* Click on *Extra* > *Manage tasks...* to open the Master data window in the tasks view.

Figure 36 Master data - tasks

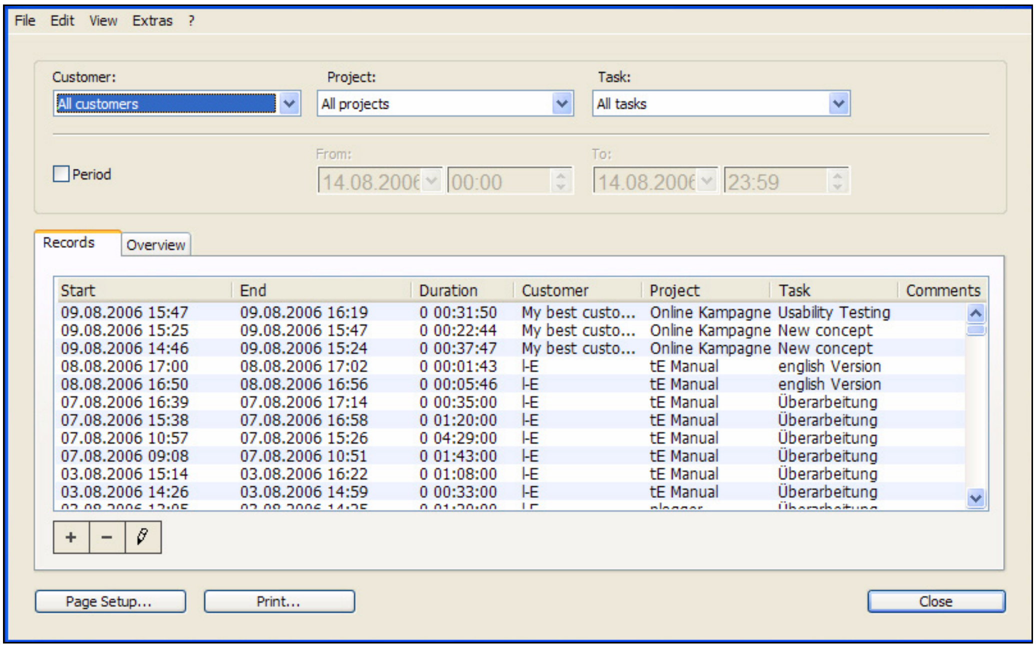
Choose "+" to define a new task, choose "-" to remove an existing task (must be selected) or choose the 'pencil' icon to edit a (selected) task. Alternatively you can double-click on an task to edit it. You can change the name of the task or the hourly rate.

Figure 37 Edit task



- *Records*. Choose *Extras* > *Records* to open the Records & Overview window. The *Records* view shows all individual records whereas the Overview shows a summary of the records.

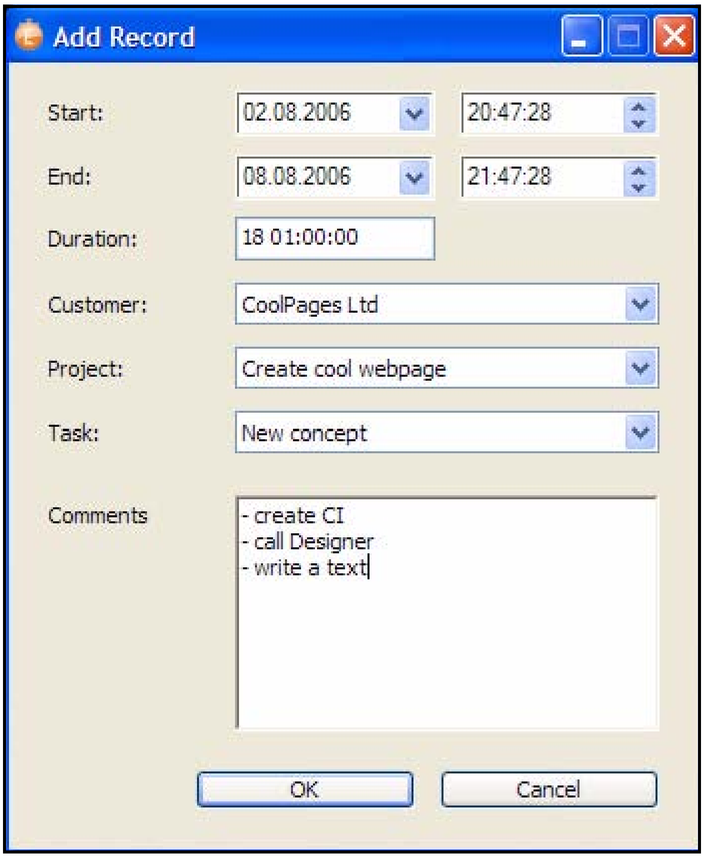
Figure 38 ***Records & Overview window - Records*** **view**



Use the dropdown menu to filter records by Customer, Project and task. Activate the Period checkbox to display a specific period. The columns contain the Start, End, Duration, Customer, Project, task and Notes. You can click on the column name to sort the columns in ascending or descending order. If you click on Duration the columns will be sorted according to their duration. Another click will sort the list in descending order.

Here too, you can see the usual buttons in the lower section of the screen: click on "+" to manually add a record, click on "-" to delete the selected record, click on the "pencil" or double-click on an entry to edit a record. This opens the Edit Record window:

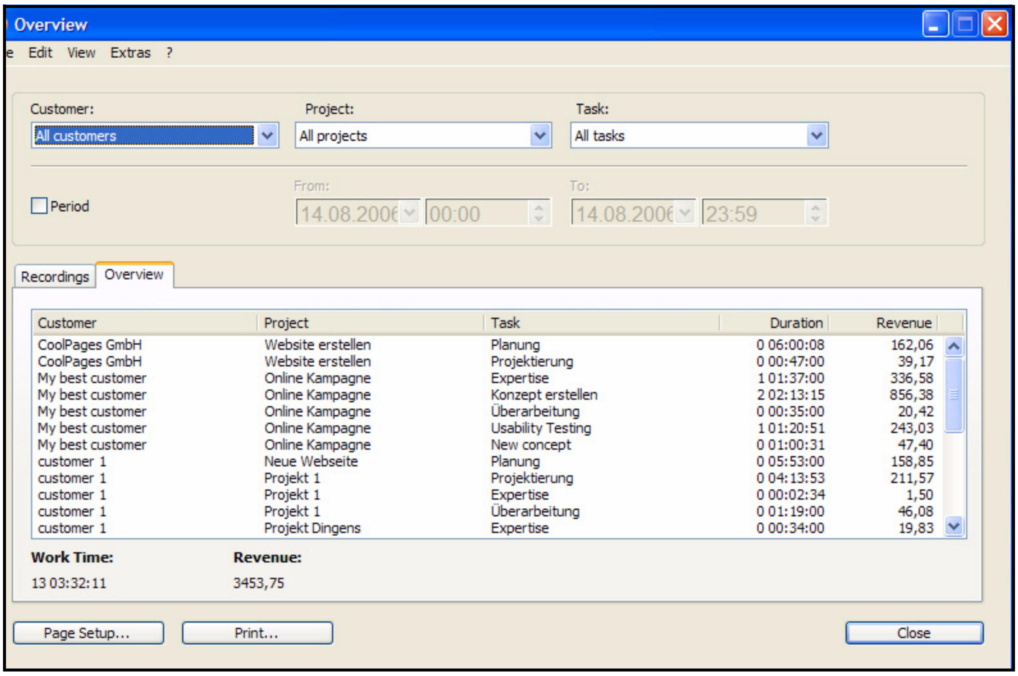
Figure 39 *Edit Record* window



In this window you can adjust the start and end date as well as the times. The Duration will be adjusted accordingly. You can also change the Customer, Project and task in this window. The notes belonging to the record are shown and can also be edited.

- *Overview*. Click on Extras > Records to open the Records & Overview window.

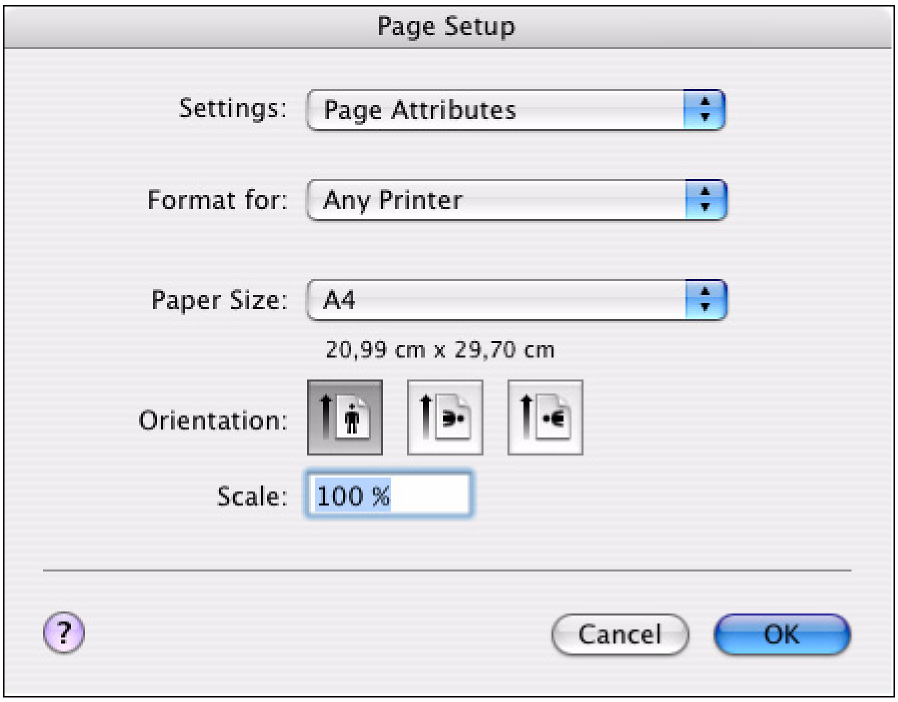
Figure 40 Records & Overview window - Overview view



In the Overview you can also use the dropdown menus to filter by Customer, Project and task. Filters by period are also available. You can see a sortable overview of the selected data. In the lower screen section you can see the totalled working time, as well as the turnover, which is based on the hourly rates you have defined.

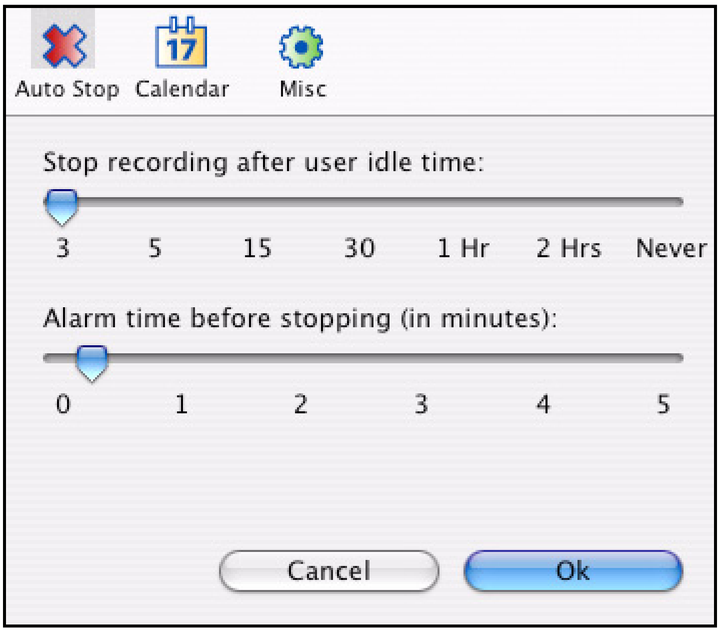
Note: You can find the Paper Format and Print buttons in both the Records view and the Overview view. Choose Paper Format to set up the page for printing. Choose Print to print the Records/Overview..

Figure 41 Create page for printing



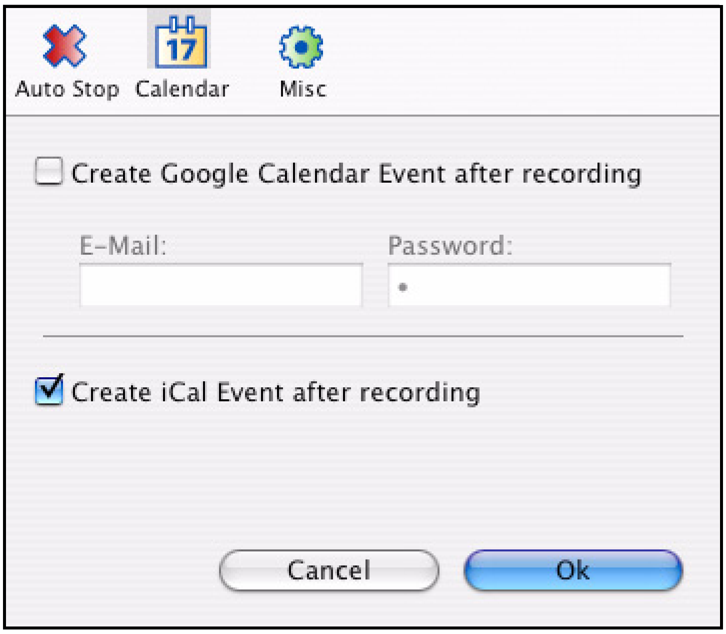
- *Options*. In Windows you can find the options via *Extras* > *Options*, in MacOS via *timeEdition* > *Settings*. The Options window appears. There are three views available: *Auto-Stop, Calendar* and *Other*.
  — *Auto Stop*. You can use two practical sliders to define the period after which timeEdition will automatically stop your record. You can also define the number of minutes before the automatic stop at which timeEdition issues a warning. Intask is when no input is made via mouse or keyboard by the user. .

Figure 42 ***Options - Auto Stop***



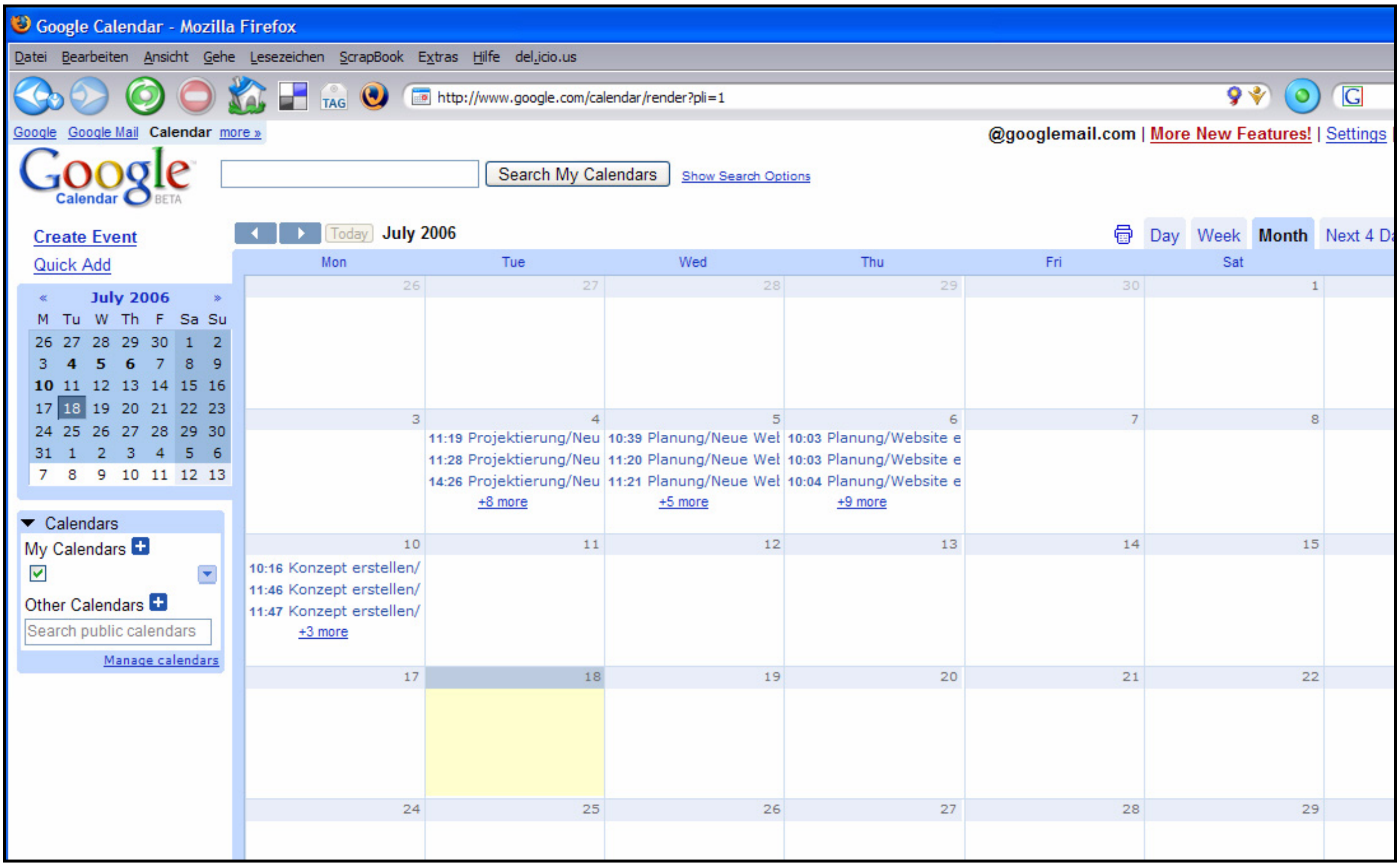
  — *Calendar*. In the Calendar view you can import your records into Google Calendar, iCal (Mac) or Outlook (Windows).

Figure 43 ***Options - Calendar***



To export your records into Google Calendar, enter your googlemail address and password, and then click OK. Your records are exported into your personal Google Calendar.

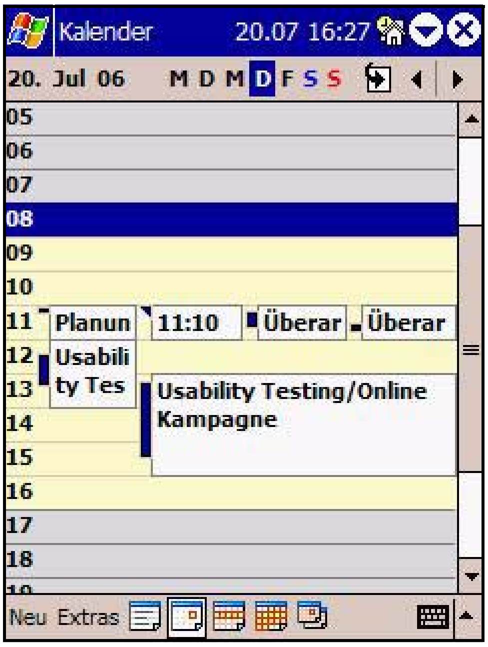
Figure 44 Records in Google Calendar



Here you can export your records or process them further. The transfer into Outlook/iCal is made on your local PC, simply by activating the relevant checkbox.

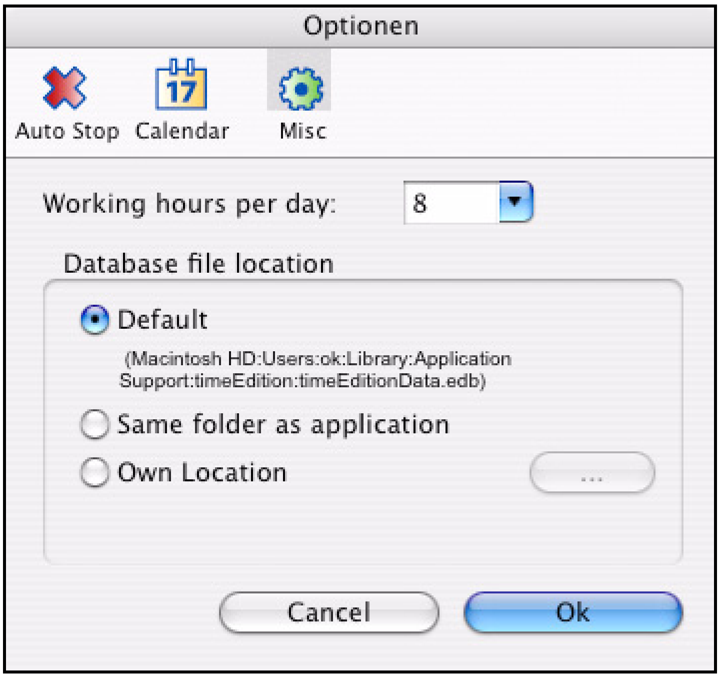
> ***Note:*** The data in Outlook can of course be synchronised with your PDA, so that you can edit your timeEdition records on the go.

Figure 45 timeEdition records in PDA after Outlook synchronisation



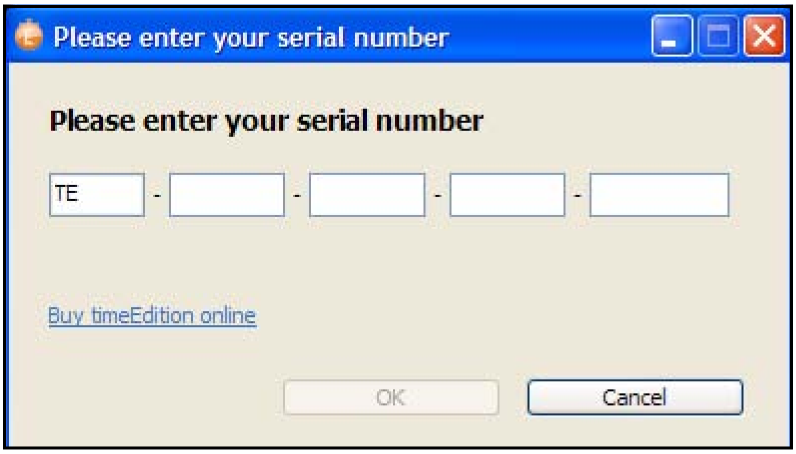
— *Other*. In the *Other* view you can adjust the duration of your working days and the storage location for the timeEdition database according to your requirements. The number of days displayed in timeEdition (when Show Days option is selected) is adjusted according to the value you enter here.

Figure 46 ***Options - Other***



- *Enter Serial Number.* Choose *Extras* > *Enter Serial Number*, a window appears where you can enter your serial number.

Figure 47 Enter serial number



If you have not purchased a license, you can do so via the link Purchase timeEdition license online in the living-e online shop.

- *Start/End Recording.* Choose this to start or end the current record.

1.7 Saving and continuing to use records

1.7.1 Save database

To prevent data loss, you should backup the timeEdition database regularly. To do this, proceed as follows:

Procedure 6 Save Database

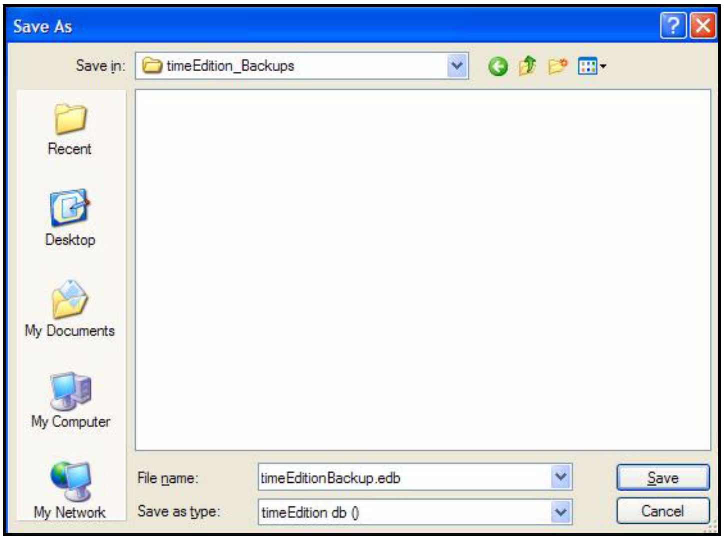
In the open timeEdition program window

1 Choose *File* > *Save Database*.

> ***Note:*** Please note that the current record in timeEdition must be stopped in order to save the database. If a record is in progress, then menu item *Save Database* will be greyed out.

A file manager window appears.

Figure 48 Define storage location for database file



2 Specify a storage location for the file and enter your name, e.g. with the current date.

3 Choose *Save*.

4 The database is now stored under the name you specified.

The saved database can be restored at any time by choosing *File* > *Restore Database*. The database file can also be used to use timeEdition on another computer.

1.7.2 Export and Use Data

timeEdition enables you to export your records simply into other programs to be used there. Proceed as follows:r

Procedure 7 Export timeEdition records

timeEdition is open, no record in progress

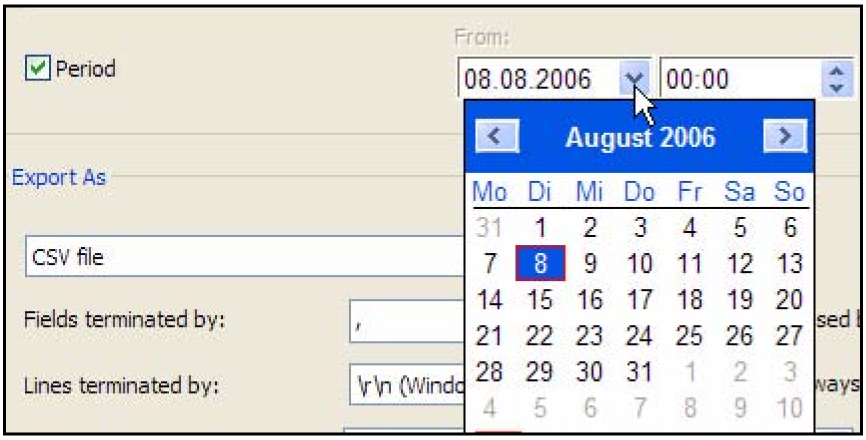
1 Choose *File* > *Export Records.*

Records window is open.

2 From the dropdown menu, choose the customer, project and task you want to export. The default is to export all customers, projects and tasks

3 Activate the *Period* checkbox in order to perform an export across a specific period. You can use the dropdown menu to define the period. If you do not define a period, all previous records are included in the export.

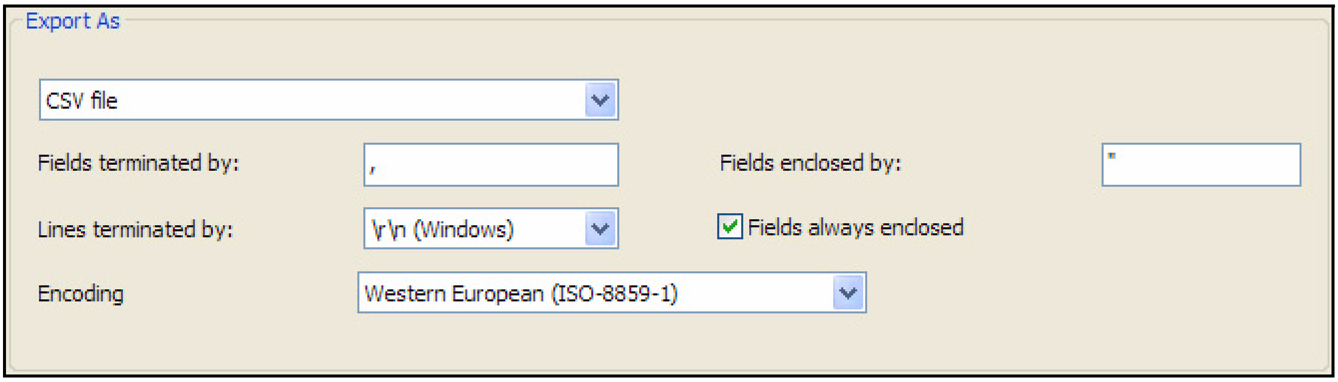
Figure 49 Period for export



4 Now specify the format for the export. There are four available export formats, which you can select in the dropdown menu under Export as:

- *iCalendar-file*: Export your records as an iCalendar file. iCalendar is a standard for exchanging calendar information. You can continue to use the export file in an iCalendar-enabled program. The file created has the suffix .ics.
- *Excel-sheet*: The file is exported as an Excel table in the .xls format. Many programs can read this format, such as Excel and the freely available OpenOffice..
- *CSV-file*: If you export as a CSV file then there are other options for the export.

Figure 50 Settings for CSV-Export



— *Fields separated by*: Enter a separator for the fields. Usually you would use a comma (,) or a semicolon (;).

— *Fields enclosed by:* Here you can define the characters that should enclose the fields. Default here is a quote mark ("). The fields are only enclosed by the characters you define, if you have activated the *Always enclose fields* checkbox.

— *Lines separated by:* In this dropdown menu, choose whether you want to use the CSV file for Windows, Mac or Unix. Different characters are used in each of the different operating systems.

— *Encoding*: In this dropdown menu, you can define the character set for encoding. If you are not sure, you should leave the default setting.

- *XML-Datei*: Exports data as an .xml file. The generated XML is well-formed and can be used in many applications. This means that, for example, you can easily import the data into an Access database.

5 After you have made the relevant settings, choose Export.

A file manager window appears where you can define the storage location and the name of the export file.

6 The export is now successfully complete and you can continue to use the timeEdition records in the application of your choice.

1.8 timeEdition on the move

Of course you can use timeEdition on different computers at which you work. To do this you must compare the databases. The simplest solution: use timeEdition pocket! This version of timeEdition is delivered on a top quality 1GB USB stick and runs directly from the USB stick on Windows and Mac computers. (Linux support will be supplied in the near future).

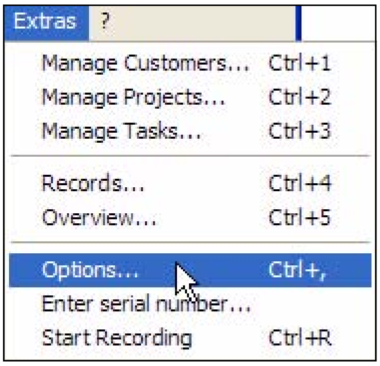
In order to use timeEdition on several computers, you can also move the database onto a mobile, writable medium. In this case, you must have a separate license for each work station at which you use timeEdition!

Procedure 8 Use timeEdition database externally

timeEdition is installed and open - no record in progress.

1 Choose *Extras* > *Options* in the timeEdition menu.

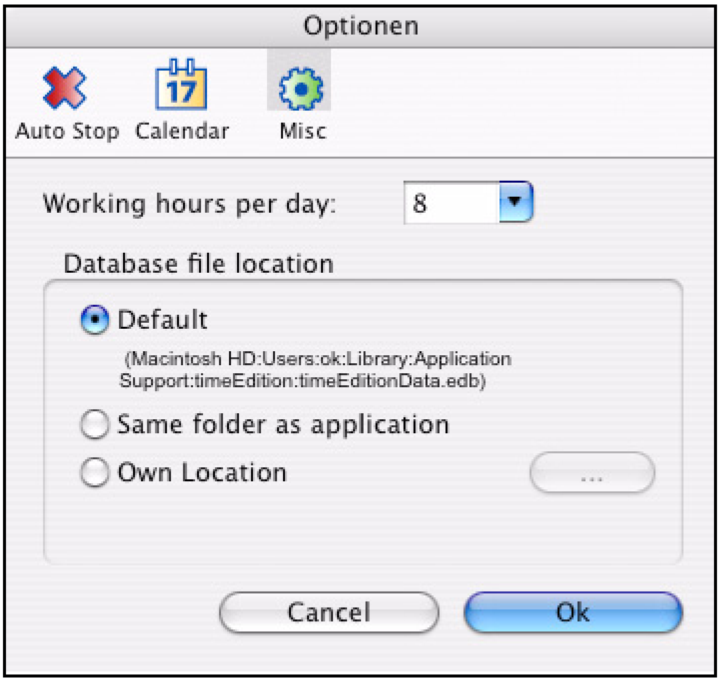
Figure 51 Choose *Options* in the *Extras* menu



The Options window appears.

2 In the *Options* window, choose the option *Other*.

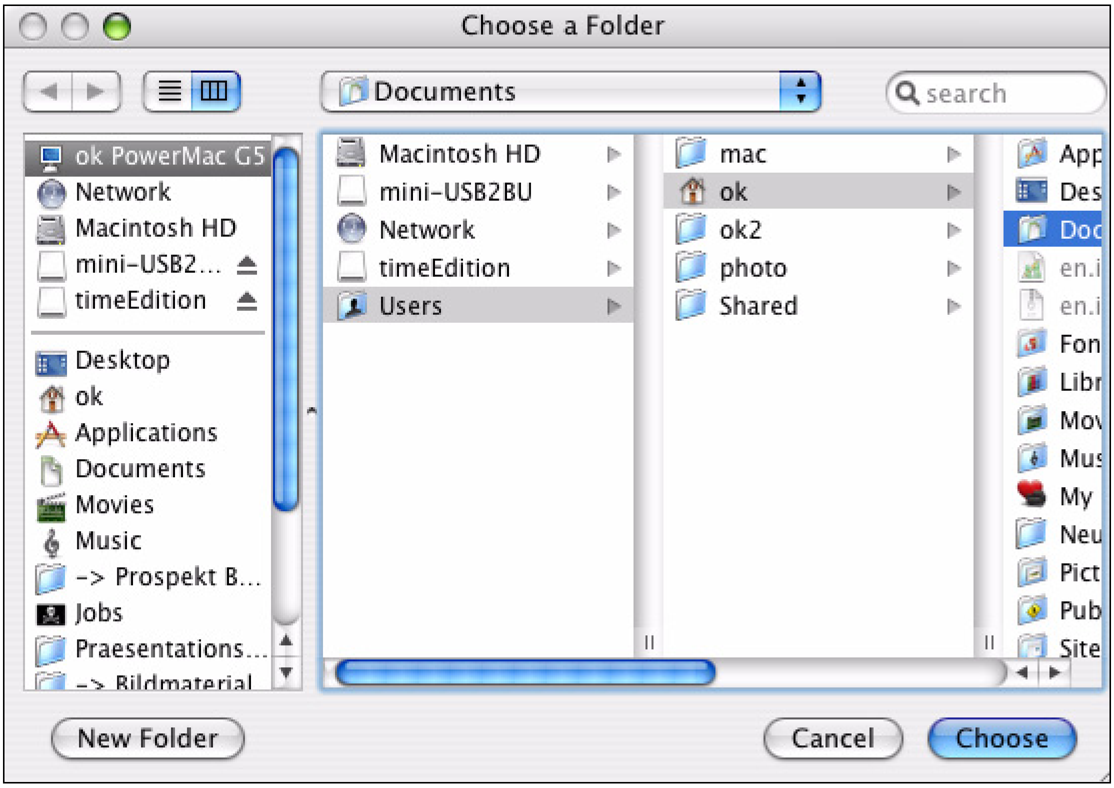
Figure 52 *Other Options*



3 Choose *Select Storage Location* and choose "...".

A window appears where you can specify the storage location.

Figure 53 Specify storage location for database



4 Now choose the mobile writeable data medium (e.g. a USB stick) on which you want to store the database, and select a folder to store the database file. The database will be stored in this folder with the name timeEditionData.edb.

5 Choose *Save*.

The database file is now saved on the mobile data storage medium.

6 You can continue to use the data on another computer where timeEdition is installed. Remember to adjust the path in the second timeEdition license for the mobile data storage device: Extras > Options > Other > Specify Storage Location. Here you must reference the mobile database file!

> ***Note:*** If you want to use an existing database, you can either export the data and import it into a new empty database, or you can localise the existing timeEdition.edb to your computer and copy this into the new folder.

timeEdition Pocket is the easiest method of mobile time recording: Connect the timeEdition USB stick to the required computer and open the folder on the USB stick. Open the folder corresponding to your operating system Windows or MacOs and double-click on the timeEdition icon. The database is on the USB stick, so your data is always with you. In this case you only need one license, since timeEdition is run directly from the USB stick.

2 timeEdition FAQ

Here you can find answers to the most frequently asked questions.

2.1 General

- Who is timeEdition designed for?

  timeEdition is aimed at those people who want a simple and efficient option for entering the time taken for tasks. Whether for invoicing customers, monitoring internal productivity in your own project planning, as well as your own calculations.
- Can timeEdition be used in agencies too?

  Yes, you can use timeEdition in agencies; it makes classic timesheets superfluous. Moreover, timeEdition allows for more accurate documentation of working hours performed by all employees.
- Which vocations is timeEdition specifically designed for?

  timeEdition is aimed at all vocations involving work with computers. For example, graphics designers, designers, programmers, editors, journalists etc.
- Are multiple user licenses available for timeEdition?

  Yes, there are various license models for timeEdition. For information, please see our website http://www.living-e.com/de/produkte/timeEdition/index.php
- My demo period has expired, will timeEdition retain my recorded data after I purchase?

  Of course all your data records and settings made during the demo period will be retained after the demo period.
- In which languages is timeEdition available?

  timeEdition is available in German and English.

- Is there support for timeEdition?

  Yes, registered timeEdition users can access our free support.
- Will there be updates to timeEdition?

  Yes, timeEdition will continue to be developed and you will receive regular updates/improvements.

2.2 System prerequisites

- Is timeEdition available for Macintosh/Windows/Linux systems?

  Yes, timeEdition is available for all the above platforms - although the Linux version will be delivered later.
- What are the minimum prerequisites for timeEdition?

  timeEdition runs on Macintosh as of OS X 10.4 Tiger with a PPC or Intel CPU. Under Windows timeEdition runs as of Windows 2000 (system prerequisites for the Linux version will be provided when the Linux version is published)
- What would the timeEdition update to the Universal Binary version cost me?

  We will provide the timeEdition free of charge.

2.3 Functions

- How many customers/projects/tasks can timeEdition manage?

  timeEdition can manage any number of customers/projects/tasks.
- Does timeEdition issue a warning if the user is inactive?

  Yes, timeEdition warns you after a freely definable period of intask (no input via mouse or keyboard) and asks you whether you want to continue the time record.
- Can incorrect records be subsequently edited?

  Yes, any records can be edited later.
- What types of entered times can I display using timeEdition?

  timeEdition shows you the duration of the current task, including on request the time you require for a project or the time you have worked for a specific customer. In addition, timeEdition displays a countdown, enabling you to keep an eye on your planned project duration.
- Can I define different hourly rates for different tasks?

  Yes, hourly rates are freely definable for all tasks.

- I have posted a recorded task to the wrong customer, can I change it?

  Yes, you can make changes at any time.
- In timeEdition, can I see an overview of previously recorded tasks?

  Yes, timeEdition gives you an overview of all previously recorded tasks. You can sort these any way you wish, by customer or by project.
- How does timeEdition differentiate records?

  timeEdition differentiates between customers, projects and tasks. Projects are assigned to a specific customer. Projects consist of individual or multiple tasks
- Can timeEdition integrate with iCal, Outlook or Google Calendar?

Yes, timeEdition works fully automatically with these programs. Your records are automatically synchronised to your calendar.

- In which formats does timeEdition export data?

  Using timeEdition you can export your records as Excel worksheets, iCal files, CSV files or XML files.

- Can I import my timeEdition records into Excel, iCal, Filemaker etc.?

  Yes, timeEdition offers you a range of export options, thus allowing you to import records into many other applications.

- Can I define CSV exports, e.g. Separate fields, any way I want?

  Yes, timeEdition provides you with an input template for CSV exports, where you can define separators etc. as you need.

- How do I know whether timeEdition is currently record?

  If timeEdition is in record mode, the colon character between the hours and minutes will flash with each second. Also, the start button turns into a pause button, and a red record symbol is shown in the record area.

2.4 Installation

- How do I install timeEdition?

  On a Mac, you install timeEdition as usual using drag-and-drop. For Windows and Linux (Linux version to be delivered later) simply double-click on the installer.

- Where can I find timeEdition once it's installed?

  On a Mac, you can find timeEdition in the folder to which you have copied it. For Windows and Linux (Linux version to be delivered later) in the location you defined during installation.

- How can I uninstall timeEdition?

  On a Mac, just move timeEdition into the recycling bin. For a PC please use the uninstaller (usually found via All Programs > timeEdition > Remove timeEdition).

2.5 Miscellaneous

- I've got a suggestion for a function enhancement or improvement. Can I tell you?

  Absolutely. We encourage any suggestions or criticism from our customers. Use the contact form at http://www.living-e.com or send us an e-mail at kontakt@living-e.com

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timeEdition User Guide

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