



# myMacTime

time tracking made easy

myMacTime is designed for anyone who wants to keep track of the time spent working on specific tasks with little effort. myMacTime is easy to use and very flexible.

## Key Features

- Track your time automatically using the Application Tracker or manually.
- Easily track your time from any application using the status menu.
- Synchronize your working sessions with iCal for printing or sharing.

## Purchasing

myMacTime can be easily and conveniently purchased here:

[www.pointworks.de/software/mymactime/](http://www.pointworks.de/software/mymactime/)

This link you can also reach over the menu “Purchase / Purchase Online...”. Here you will find also the actual payment terms.

After your registration you will get your personal license file by return of eMail. Start up myMacTime and select in the menu „Purchase“ and than „Unlock...“ to open your license file. Your copy of myMacTime is licensed now.

## Support

If you need support, just send an eMail to: [mail@pointworks.de](mailto:mail@pointworks.de). You'll find these link also in the myMacTime „Help“ menu together with this documentation and [online video tutorials](#).

## Trial Version Limitations

The trial version of myMacTime is full functional for 30 days. However, you will see a trial version reminder dialog sometimes.

## Getting Started

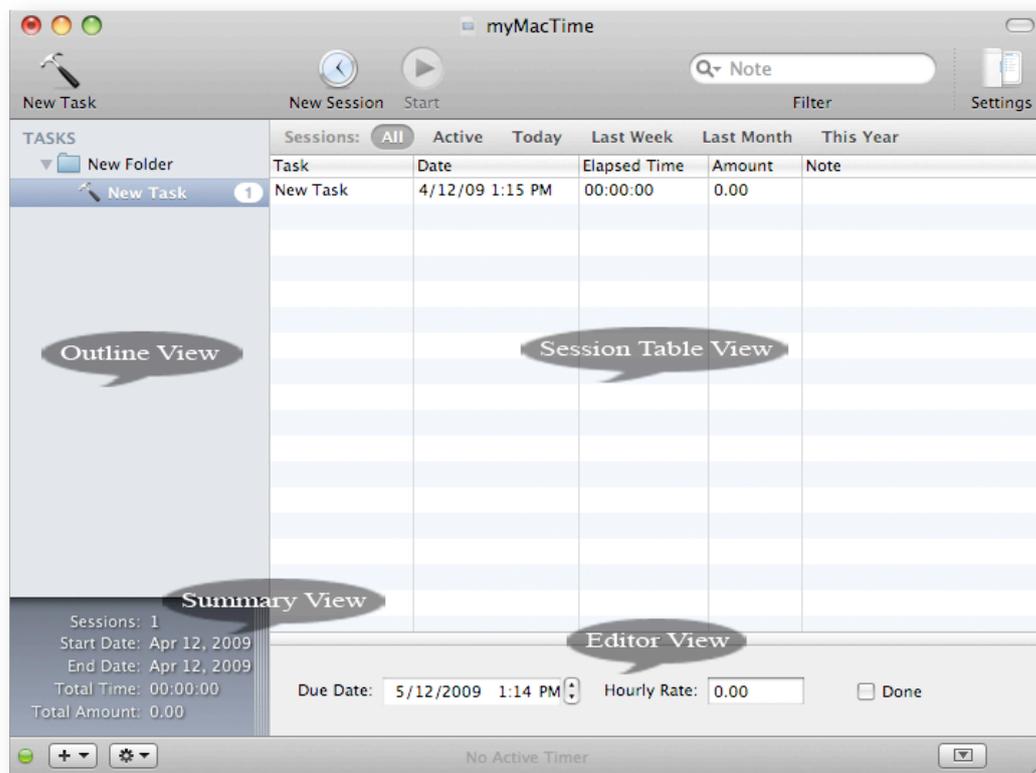
You can create a new project document by selecting “New Project” from the “File” menu. Each project document contains one or more tasks to fulfill the project. Each task contains one or more sessions to complete the task.

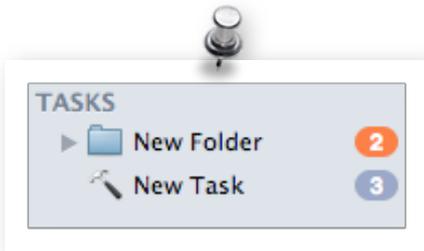
You can create an unlimited number of projects and switch between opened projects using the status menu.

myMacTime doesn't store all clients and projects within a single window to keep the user interface clean, easy to use and to direct the focus on the current project(s) you're working on. Archiving finished projects, sending or reorganizing projects and synchronizing with specific iCal calendars is much easier and less confusing.

*You can organize your projects easily by creating a folder for each client in the Finder and save all related projects to that folder.*

However, myMacTime is quite flexible and if you want all projects for a client in a single document, you can create folders in the outline view for each project and create tasks and folders within that project folder.





### Outline View

The outline view displays your tasks and folders. The orange dot shows the number of tasks within a collapsed folder. The blue dot shows the number of sessions within a task.

Task	Date	Elapsed Time	Amount	Note
New Task	02.04.09 06:38	01:45:00	131,25	my note
New Task	03.04.09 06:38	02:07:00	158,75	
New Task	04.04.09 06:38	00:36:42	45,88	

### Session Table View

The session table displays the sessions. You can select single or multiple tasks to display their sessions. If you select a folder, all sessions for the tasks within the selected folders are displayed.



### Summary View

This view displays the summary for the sessions shown in the session table view.

This is your „one click report“. You can select multiple tasks and folders to display the summary of their sessions or just select the „Tasks“ label in the outline view to display the summary for all sessions.

The screenshot shows an editor window with the following fields:  
 Due Date: 5/ 7/2009 6:03 AM (with a dropdown arrow)  
 Hourly Rate: 0.00 (with a text input field)  
 Done  
 Description:  
 [Empty text area]

### Editor View

This view displays the editor for your selection. You can edit the values of single and multiple tasks and sessions here.



## Tasks

Video Tutorial: Working with Tasks

Tasks are used to organize your kind of work. A task can be completed in a single session or - in the common case of a more complex task - in multiple sessions.

*If you are working on a larger project, you can create some tasks ahead of time e.g. a task named "Research". While working on the project, you can easily switch to this task and record a new session using the status menu or configure "Application Tracking".*

### Create:

You can create a new task by clicking on the „New Task“ button in the toolbar or choose „New Task“ from the „Project“ menu. To create a new task within a folder, select the folder before creating the task.

### Edit:

To name or rename a task, double click on the title of the task. Other values are edited using the editor view. You can show or hide the editor view using the "View" menu. The editor view also allows to edit the values of multiple selected tasks at once.

### Organize:

To organize your tasks, you can drag and drop your tasks to change the order in which they appear, to a different folder or even another project. If you want to create a copy of a task, just use copy & paste.

### Folders:

You can create a new folder by selecting „New Folder“ from the „Action“ menu below the outline view or choose „New Folder“ from the „Project“ menu. You can create as many folders as necessary and they can be dragged inside others folders and between projects. A collapsed folder displays a task counter to the right.

### Delete:

To delete a task, select the task(s) and choose „Delete“ from the „Edit“ menu.

### States:

The state of each task is indicated in the outline view.

Icon	State
	Normal state, this tasks is in progress.
	Done state. A task set to „Done“ is neither displayed in the status menu nor indicates overdue. You can set selected tasks to „Done“ by using the checkbox in the editor view or the outline view context menu (right-click on the task title).
	Overdue state. If you create a new task, the due date is automatically set to 4 weeks after the task creation date. If a task is overdue, this icon appears. If you don't want the indication of overdue, select „Do not indicate overdue“ in the „Advanced Preferences“.



## Sessions

Video Tutorial: Working with Sessions

Sessions are used to record the times you've spent working on a specific task. Sessions inherit the hourly rate to compute the amount per session from their task.

### Create:

Select the task for the new session from the outline view. You can create a new session by clicking the „New Session“ button in the toolbar or choose „New Session“ from the „Project“ menu. Once you've created a new session, the session counter of the task will be incremented.

### Start / Stop the Timer:

To start/stop a session timer, select a session and click on the Start / Stop button in the toolbar or use the corresponding menu item in the “Project” or status menu.

*To create a new session and to start the timer immediately, select “Start New Session Timer” from the “Project” or status menu. This creates a new session for the selected task, selects this session and starts the timer.*



You can reveal the active session timer either by selecting “Reveal Active Session Timer” from the “Project” menu, by selecting the same action from the “Action” menu or just by clicking on the running timer in the bottom toolbar.



Each running session is indicated by a badge on the myMacTime dock icon.

### Edit:

You can edit the values for a session either in the session table or the editor view. Using the editor view allows to edit the values for multiple sessions at once.

### Organize:

To organize your sessions, you can drag and drop your sessions to change the order in which they appear or sorting the sessions ascending or descending by clicking in the appropriate table column. You can also drag and drop an entire column to change the column order. The session data is copied in column order to the clipboard.

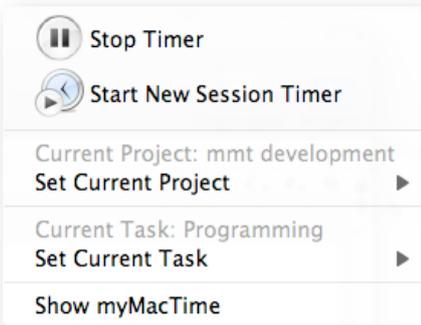
If you want to move sessions to another task, just drag and drop the selected session(s) to the task; even if the task is in another project window. Because sessions inherit their rate from their task, the computed amount will change accordingly. If you want to create a copy of a session, just use copy & paste from the „Edit“ menu.

### Delete:

To delete a session, select the session(s) and choose „Delete“ from the „Edit“ menu. Once you've deleted a session, the session counter of the task will be decremented.

## Status Menu

Video Tutorial: Using the Status Menu



The status menu allows you to switch between projects and task easily without bringing myMacTime to front.

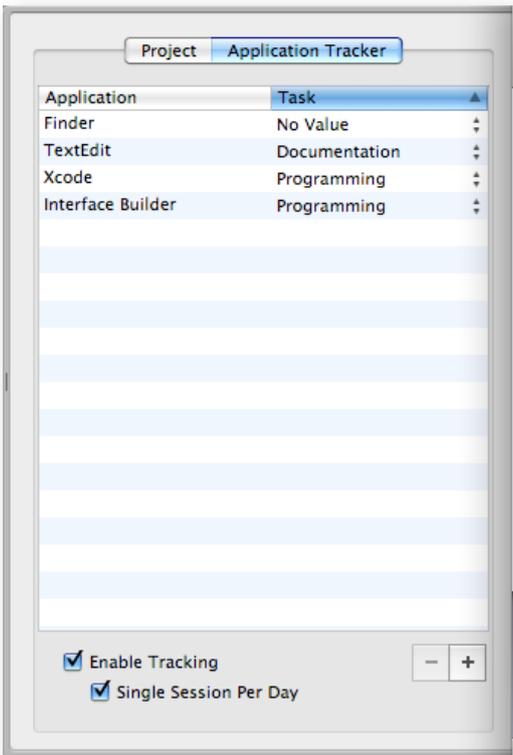
The current project document controlled with the status menu is marked with a green dot in the lower left corner of the window. 

Your selection is reflected in myMacTime. If you choose a project, this project window will become the active window. If you select a task, this task will also be selected in the project.

*If a task is set to “Done” the task will not be listed in the status menu.*

## Application Tracking

Video Tutorial: Application Tracking



Application tracking allows you to assign one or multiple applications to control a specific task. Session within the associated task are created, started and stopped depending on the frontmost application.

To add a new application click the + button. Each application can be added only once. To remove applications, select the applications in the table and click the - button.

*To add all launched applications, right-click on the table and select “Add Launched Applications” from the context menu.*

Multiple applications can be assigned to a single task e.g. several internet browsers to a single task called “Internet Research”.

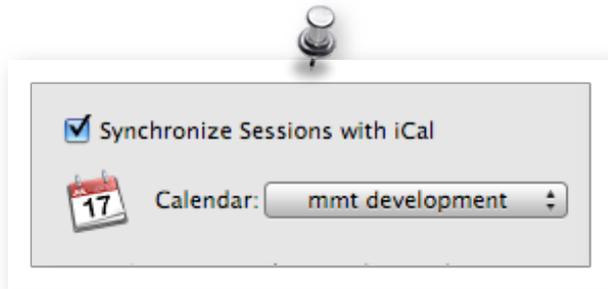
You can enable or disable the Application Tracker by clicking on the “Enable Tracking” checkbox.

If the “Single Session Per Day” option is selected, only one session per day is created for each task. If this option is not selected, a new session will be created for each application switch. This option is selected by default.



## Synchronize Sessions with iCal

Video Tutorial: Synchronize with iCal



Sessions can be synchronized with iCal calendars automatically by selecting the option „Synchronize Sessions with iCal“ from the settings drawer. Synchronization with iCal allows you to display and print your sessions in different styles or even publish your sessions using your own server (requires WebDAV) or Apple’s MobileMe services.

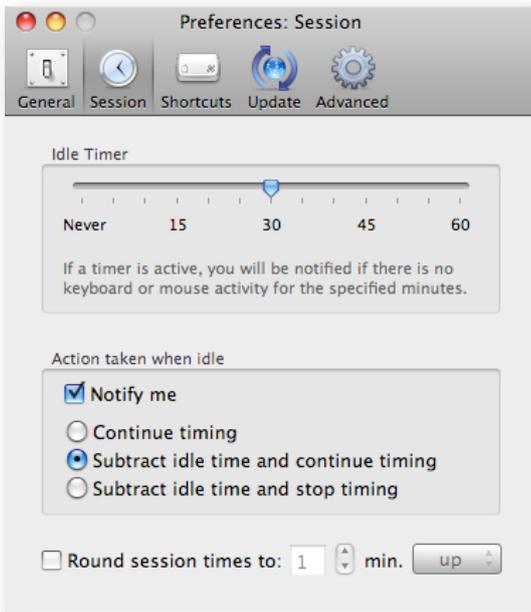
New sessions are added to iCal each time you save the project to disk. Once the sessions are saved they are synchronized almost immediately with iCal. You don’t need to start up iCal for synchronization.

myMacTime creates one iCal event for each session. The default event title is the project document title and the name of the task. The event dates are set according to the start date and elapsed time of the session. Session notes are synchronized with iCal event notes.

To prevent accidental data loss, sessions removed from iCal are not deleted in myMacTime. Sessions deleted in myMacTime are also removed from iCal.

You can select the iCal calendar from the “Calendar” menu or create a new calendar by selecting “Create New Calendar...”. To start up iCal, click on the left iCal application icon.

## Session Preferences



### Idle Timer:

This specifies the amount of time without any mouse or keyboard activity before myMacTime initiates the selected action in “Action taken when idle”. The default value is 30 minutes.

### Action taken when idle:

This allows to select the action taken when the idle timer elapsed. You can choose if you want to be notified when the action is taken (requires Growl) and the action itself.

### Round Session Times:

This controls if the recorded session time should be rounded up or down to the selected value if the session stops. If you resume the session, the timer will restart where it left off.



### Shortcuts

You can specify the global keyboard shortcuts used to control the session timer or enable the Apple remote control to toggle the timer.

# Export

Video Tutorial: Export

To export the data of tasks and sessions you can either copy the information to the clipboard or use drag & drop. The data is copied as tab delimited text.

## Task:

Select the tasks to export and either copy & paste or drag your selection to another application document. You can also create a text clip in the Finder by dragging the tasks to the Desktop. Copying or dragging a folder will copy all tasks within that folder. The data is copied in the session table column order.

The following data of a task will be copied to the clipboard:

- **Start date - end date** of the sessions within the task
- The **title** of the task
- The **description** of the task
- The **total elapsed time** of the sessions within the task
- The **hourly rate**
- The **total amount** of the sessions within the task

## Sessions:

Select the session(s) to export and either copy & paste or drag your selection to another application document. You can also create a text clip in the Finder by dragging the selected sessions to the Desktop. The data is copied in the session table column order.

The following data of a session will be copied to the clipboard:

- The **start date** of the session
- The **title of the task** for the session
- The **note**
- The **elapsed time**
- The **hourly rate** of the task used to compute the amount
- The **amount** for the session