



**A software product of**



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# 1. Introduction

Thank you for choosing the Click 2 Clock™ time accounting program. Whatever time accounting system you are using, we feel that Click 2 Clock™ will help you keep track of your time more easily and *can be used in conjunction with your present system*. If you currently do not use a time tracking program, Click 2 Clock™ is the easiest and fastest solution for you.

Our guiding principles in the development of Click 2 Clock™ are:

## *Simplicity and Flexibility.*

First, an explanation about what Click 2 Clock™ does: We account for your time. Nothing else. Often you are asked to account for time spent on various activities. This accounting is usually in the framework of your job, but could be anywhere. Easy examples are where work requires billing a client for time spent working on a project, such as attorneys, consultants, accountants, any company whose work is conceived in projects and whose planning or accounting depends on reliable estimates of time spent on the component activities of the projects. You can think of thousands of other examples.

Click 2 Clock™ runs on your local computer. You download the installer, run it, and you are on your way. Once the initial setup is finished and you are using Click 2 Clock™ in your daily time accounting, you will simply:

-  Open Click 2 Clock™ at the beginning of the day.
-  Choose your first activity of the day.
-  Click 2 Clock™ will reduce itself when you click on the activity and you will see it down on the quick launch bar at the bottom of your screen.
-  Now, you start your activity.
-  When it's time to change activities, click on Click 2 Clock™ on the quick launch bar and it will open up. If you want to make any notes about the new activity, write your comments at this time (for example: “not to be invoiced”).
-  Click on the new activity and you are on your way.

When trying to keep track of time, we all forget to note when we changed and what we did. This is human. Click 2 Clock™ forgives us for our human weaknesses and allows us to go back and “correct the past”. Our objective is to have an accounting that is correct, not rigid. More details will be explained in later chapters.

## 2. Setup

Installing Click 2 Clock™ could not be easier. From our website [www.germinalknowledge.com](http://www.germinalknowledge.com) you simply buy (thank you) and download the setup program c2c\_eng.exe, for PC users, (c2c\_eng.zip for Mac users). Double click on it (or Mac users unzip in a directory of your choice) and it will install:

-  Click 2 Clock™
-  An icon on your desktop
-  This user's manual in the program files associated with the program.

On our web site, you will find four short videos introducing each of the screens. In 8 minutes, you will be fully trained! Click here: [www.germinalknowledge.com/c2cTraining.html](http://www.germinalknowledge.com/c2cTraining.html) . Now you are ready to go. To run Click 2 Clock™, you simply double click on the icon. The next chapter will describe how to proceed further.

## 3. Using Click 2 Clock™

### 3.1 Terminology

Terminology: We use the terminology “projects” and “activities”. Within a project, there will be several activities that you may want to track. So the project could be “creating a web site”, and then the activities could be “html programming”, “graphic art”, “project management”, “data base programming”, etc. Click 2 Clock™ will use the format “[project name]activity” on the screens you will see. Thus, the web site project activities list will look like:

[myproj]programming  
[myproj]graphic art  
[myproj]project management.

Sometimes, more detail is necessary. You may have more than one web site development project, for example. So, the web development project for Widget, Inc. could be denoted as [widget.web]programming. This technique opens up many more possibilities.

### 3.2 Guided tour of Click 2 Clock™

Once you have installed Click 2 Clock™, you need to set up the activities you need to account for. Don't worry, you may always add or delete activities.

First, let's take a little tour of Click 2 Clock™:

There are only four screens, Task Change, Project Activities, Project Manage and Day Edit. Before you have entered anything into Click 2 Clock™, these screens look like the first ones introduced below. (Note: these are not full screens; they should take up about a quarter of your screen):

Note that we have written “Task Change” above this first screen. This means that we click the “Task” scroll down menu button and then select “Change”. The same shorthand notation is used in all the screenshots that follow.

### Task Change:

Click2Clock

Task Project Day

Thu Sep 30 08:08:15 CEST 2004

Enter your comment before choosing your activity:

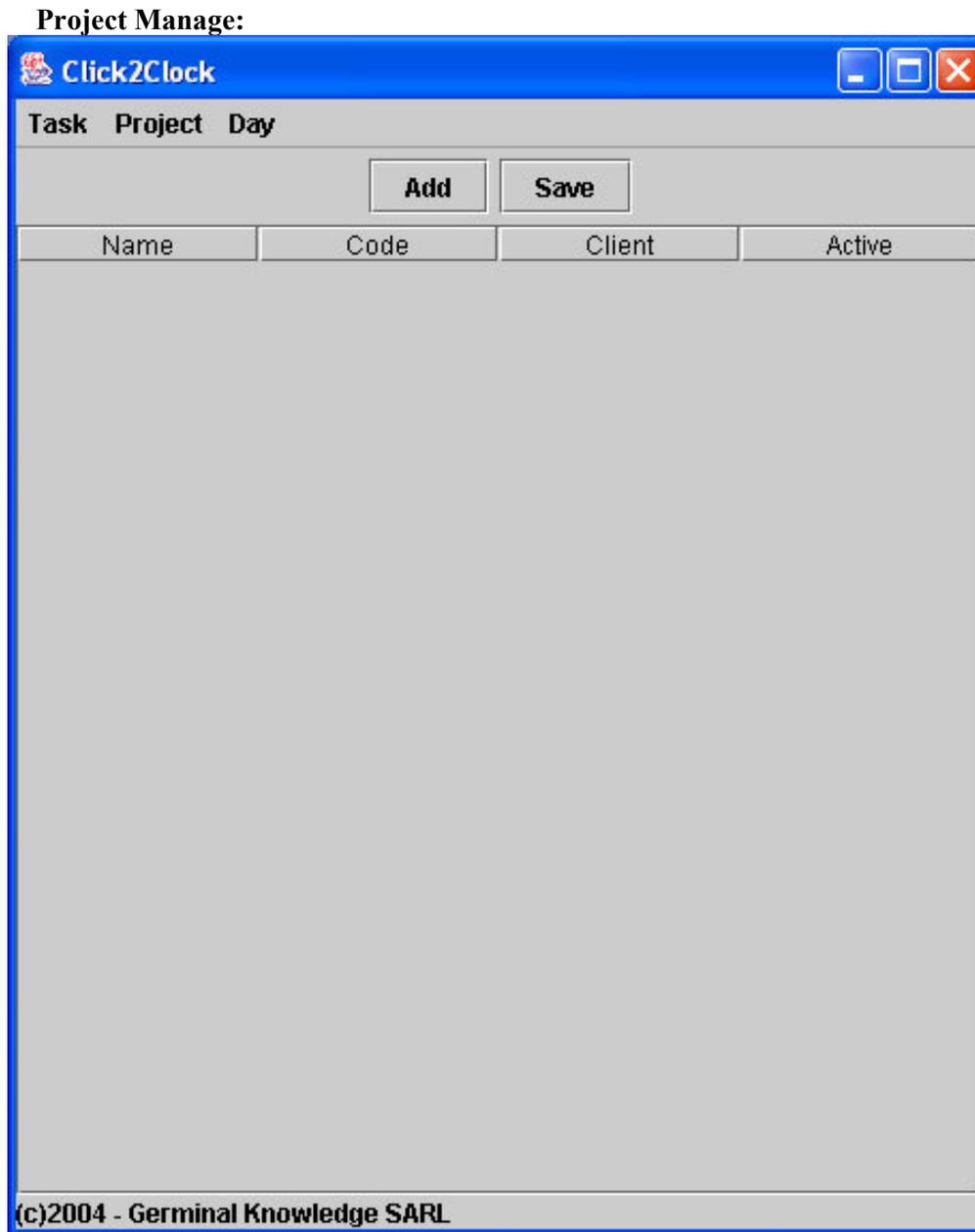
End/Pause Continue

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This screen will always be the first that you see when you click on Click 2 Clock™. After adding projects and activities, you will have a list here of all that is currently active. When you click on an activity, Click 2 Clock™ will close down the previous activity and start counting the time you spend on the newly clicked activity.

If you have some comments about the *new* activity, you type them at the bottom of the page *before* clicking on the new activity. The origin of this option is that, for example, most of your activities are probably invoicable, but you may not want to invoice for a particular instance of an invoicable activity. Let's say, for example, you are a graphical artist and the client asks you to change the colors of a logo that you created. You want to keep in the client's good graces, so you do not charge for the color change, but for your time tracking, you want to count the time you spent changing the colors. You simply note on the bottom of the screen that this graphical art will not be invoiced. This comment will appear on the summary of the day's hours.

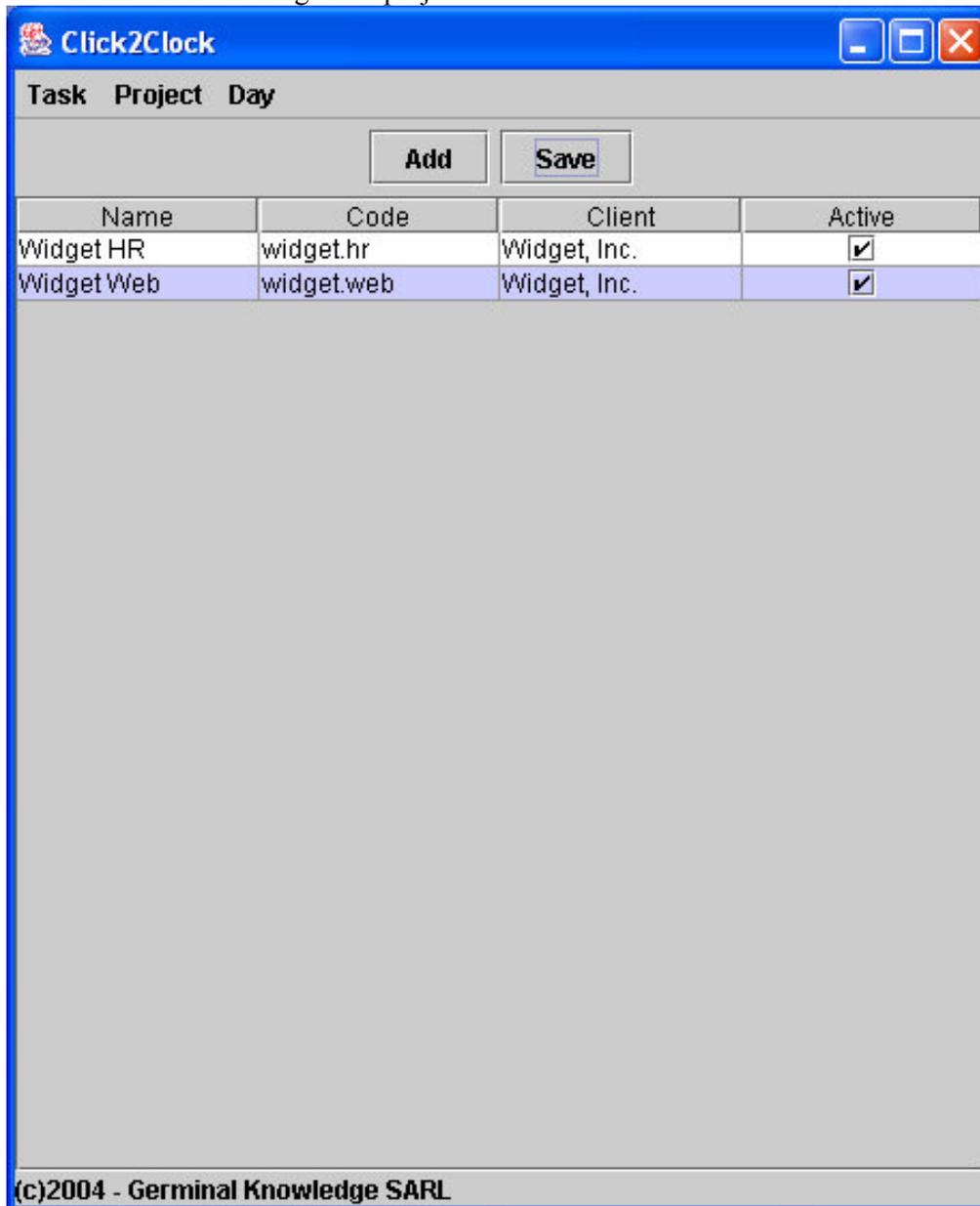
The continue button simply allows you continue doing the same activity you were involved in when you brought up the task change screen (it will be highlighted). Finally, the end/pause button allows you to take a break or signal to Click 2 Clock™ that you have finished your day's work.



This screen is where you will start using Click 2 Clock™ for the very first time. The first thing to do is to create a project. To do this, click on the scroll down menu button "Project" and then select "Manage". This screen appears. Here, you may define the project. At the top of the screen, you have the "add" and "save" buttons which allow you to add and save a project. Click on "add" and you will see spaces appear for name, code, client and a checkbox named "active". The "name" is the project name. The "code" is your own internal code for projects. You will already have your method for coding projects; simply substitute ours with yours in the examples below. The "client" is your client who has commissioned the project.

All projects are either active or inactive. Only the active projects are shown in your daily use of Click 2 Clock™ (although, once deactivated, the project stays in this list in case you need to re-activate it).

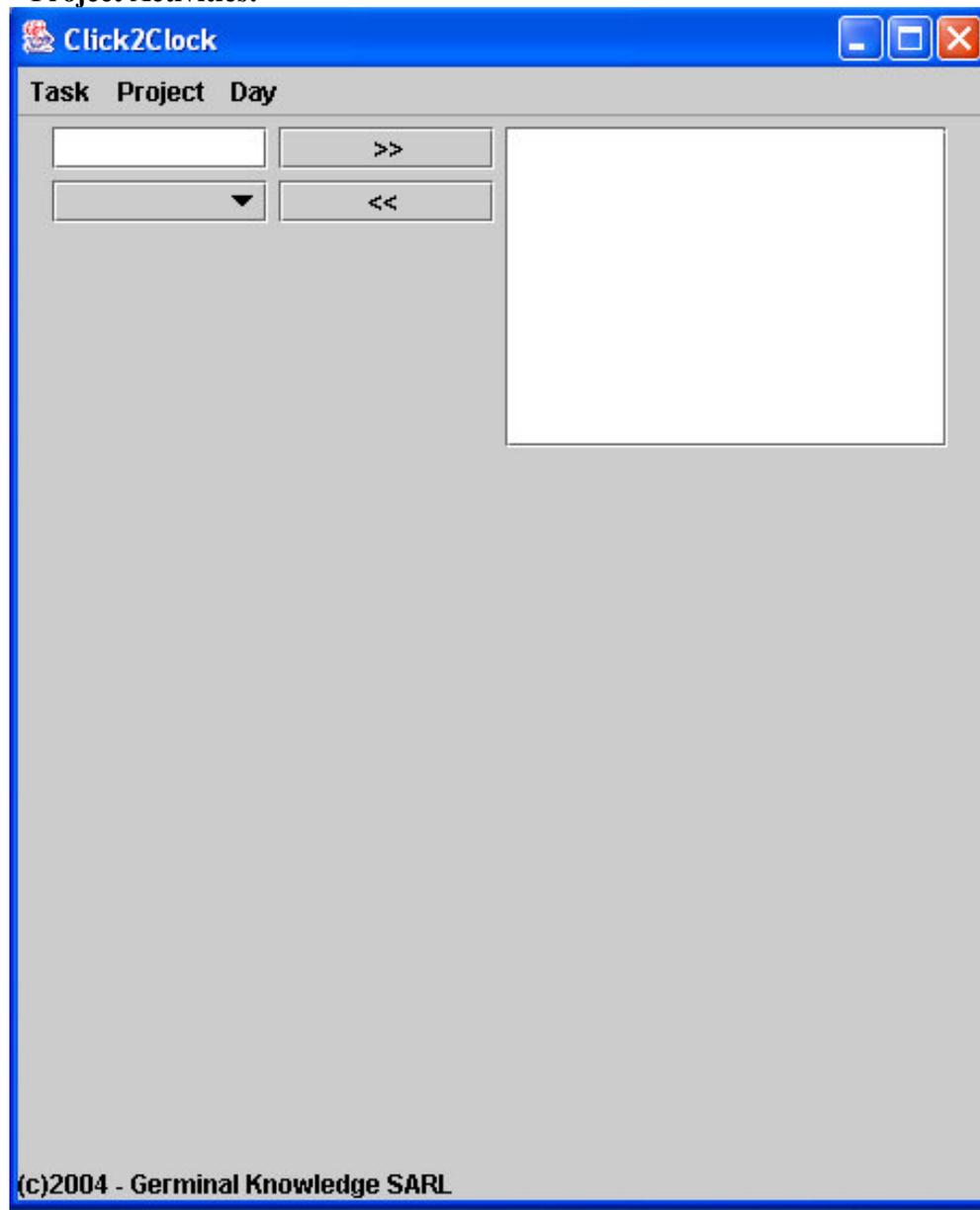
As an example, let's say that we have a web development project with a client called Widget, Inc. We also have a project in human resources development with the same client. We will now create the two projects on the "Project Manage" screen. The name for the web development project will be "Widget Web". Our internal code is widget.web. The client is, of course, "Widget, Inc.". For the second project, the name will be "Widget HR", the code "widget.hr" and the client remains the same. Projects must have distinct names, and the codes should be different, but you may have several projects with the same client. Here is what the screen looks like after entering these projects:



In the next version of Click 2 Clock™, we will have a system administrator who will take care of the database administration of all projects, both active and inactive. The purpose of the administrator will be to standardize project and activity names between individuals using Click 2 Clock™ within one company (or network). The objective of these databases is to be able to perform more statistically based project planning at the company-wide level.

Every project, after being created, must be saved in order for it to appear in the list of activities on the next screen.

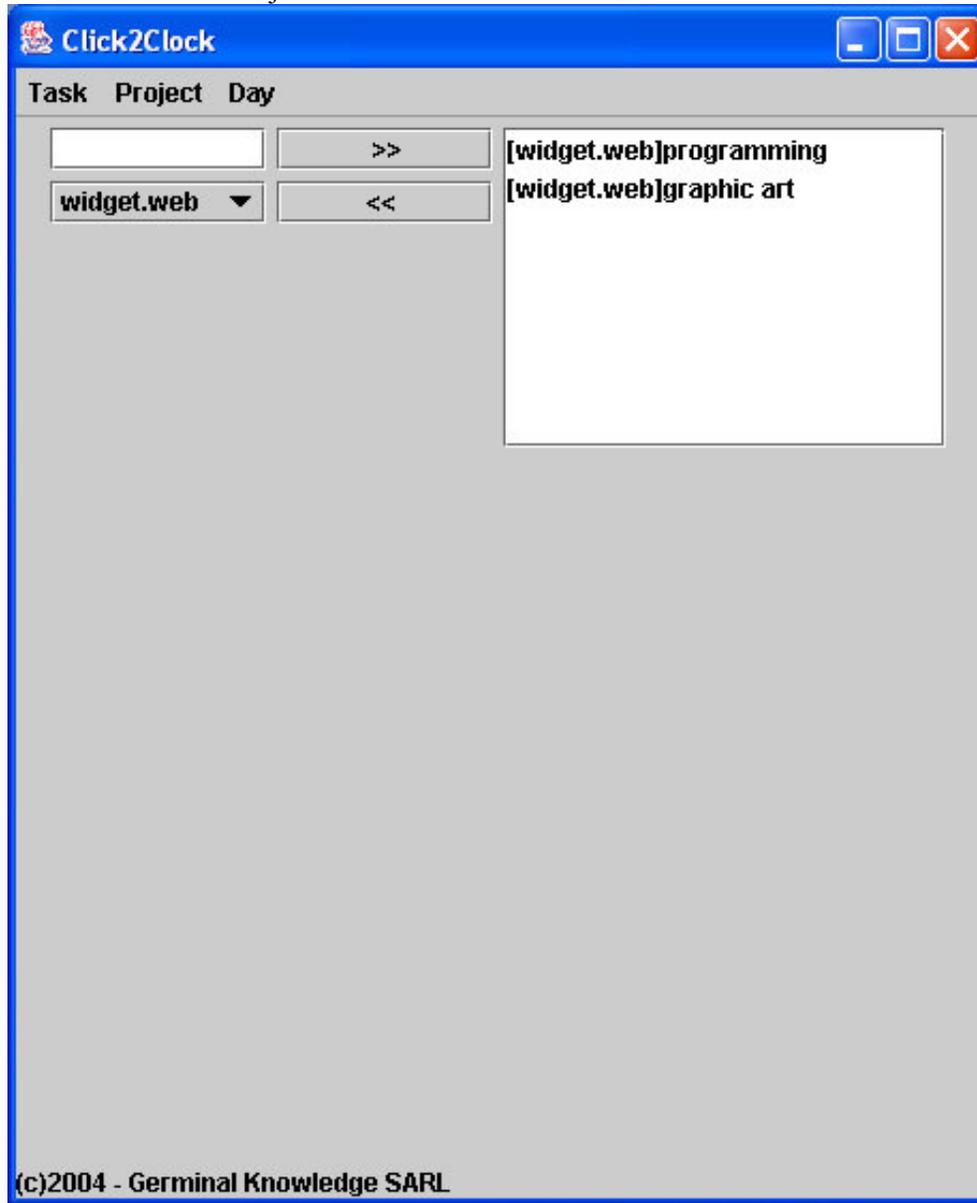
**Project Activities:**



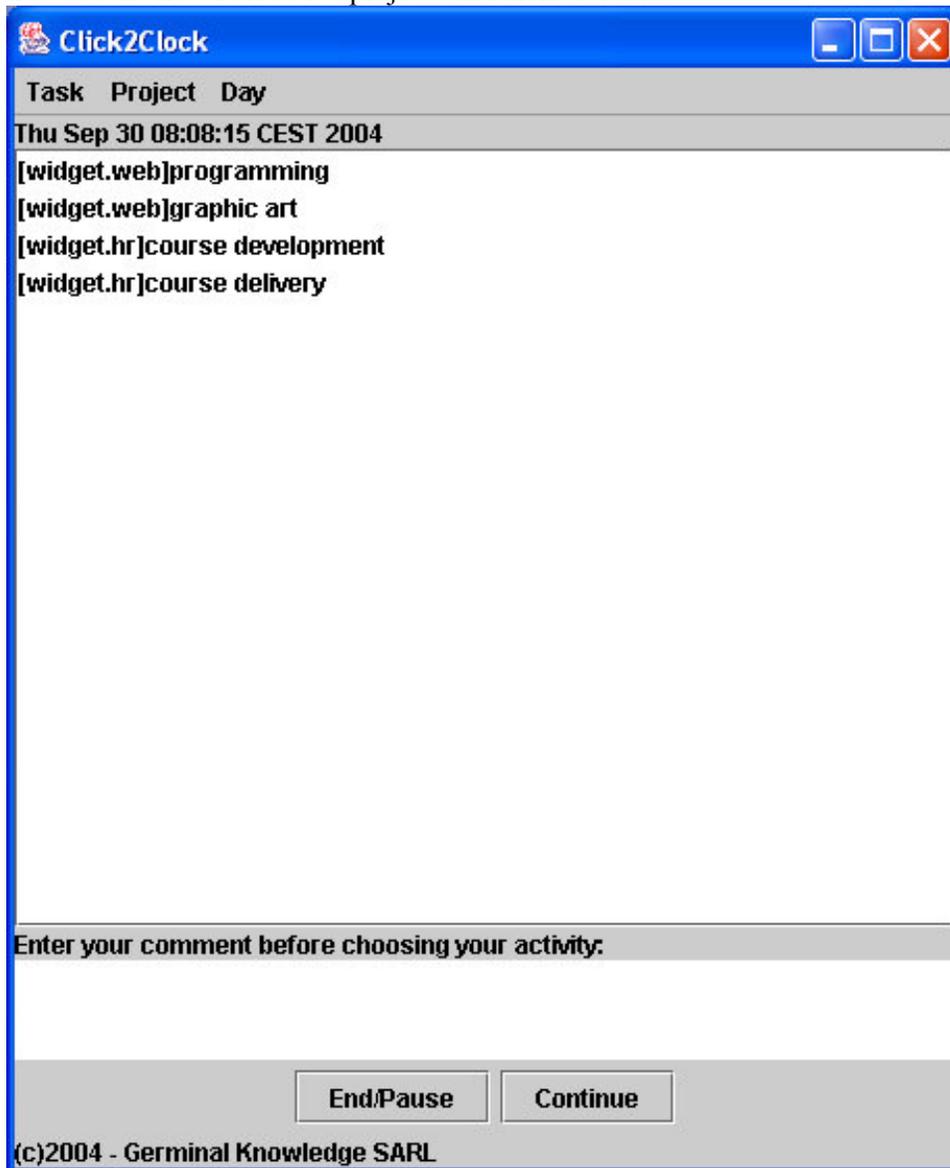
The blue box on the bottom left with the scroll down arrow will contain the list of active projects. You will use this screen to add or subtract activities to the list of activities for each project. First, select the project from the list. Then you will use the white box on the upper left of the screen to type the activity name. Now, use the >> arrow to add this activity to the list of activities for the project. If you want to delete an activity, click on the activity in the

big white box on the right and then click on the arrow <<. It is as simple as that. Finally, you go to the Task Change screen to start to work.

Let's add the activities "graphic art" and "programming" to the screen using the instructions above. Here is what the Project Activities screen now looks like:



On the Task Change screen, in the big white box on the upper right hand part of the screen, you will now see the list of all active projects and their activities.



From now on, if you click on one of these activities, the Click 2 Clock™ screen will reduce itself and you will be counting the time spent on this activity. To change activities, simply click once on the Click 2 Clock™ icon at the bottom of your screen to open the activities screen and then click on the new activity (thus, “2 click time accounting”).

## Day Edit:

The screenshot shows a software window titled "Click2Clock" with a blue title bar. Below the title bar, there are window control buttons (minimize, maximize, close). The main content area is a table with the following structure:

Task	Project	Day		
<	300904	>		
<	300904	>		
Export				
Start	End	Project	Activity	Comment

At the bottom of the window, there is a control bar with the following elements:

- Navigation arrows: << and >>
- Date input field: 300904
- Buttons: View, Delete, Add, Save

At the very bottom, the text "(c)2004 - Germinal Knowledge SARL" is displayed.

This screen contains the results of your time accounting: a full account of the day's activities. In keeping with our objectives of simplicity and flexibility, you are allowed to change this screen in any way that you need to in order to have a correct accounting of your day. Simply click on "add" and you will be able to add lines; "delete" in order to delete lines. To export the day as an Excel file, choose the time period that you want exported (using the arrows and date boxes in the second line – note that 300904 is the 30<sup>th</sup> of September 2004) and then simply click on "export".

You may change the days by clicking on the << or >> arrows, or by typing the desired date in the white box in the lower left corner.

After making any changes you wish, please do not forget to click on "save"!

### **3.3 Changing Things**

As stated in the introduction, our objectives in developing Click 2 Clock™ are twofold: simplicity and flexibility. We feel that both of these objectives will contribute to the generation of more accurate time-utilization data and will allow more accurate billing information as well as better project planning information for future projects. In this vein, we have developed Click 2 Clock™ to allow you to modify any of the data that are stored.

For example, suppose you come back from lunch one day at one o'clock in the afternoon and realize that you last clicked on a Click 2 Clock™ activity at 11 a.m. and since then, you worked on another project from 11:30 to 12:00 and then spent one hour at lunch. No problem. Simply pull up Click 2 Clock™, go to the menus up top and click on Day >> Edit. You will see all the hours and all the projects for the day and can change any of the cells, add or subtract lines, as you please. Use the buttons on the bottom of the pop-up screen to add or subtract lines. Be sure to save the changes when you have finished. This screen looks and works much like an Excel file, the reason for which will be seen in the next section.

### **3.4 Exporting your time accounting**

You may want to print the results of your time accounting, or you may need to use them to enter into another time management program. Click 2 Clock™ allows you to export any day's time accounting as an Excel spreadsheet. In order to do this, just go to the Day Edit screen, click on the arrows in the second line on the screen to select the period (days) to be exported, and click on "export". The excel file produced will be stored in the same subdirectory as your Click 2 Clock™ program.

### **3.5 Technical Support**

We want Click 2 Clock™ to be one of your most useful aids to time management activity. We are here to help you with any potential difficulties you may have. Just send an email to [techsupp@germinalknowledge.com](mailto:techsupp@germinalknowledge.com) if you have any questions or encounter any difficulties. We very much appreciate your help in the further development of Click 2 Clock™. If you have any suggestions for improvement, please send them to us!

## **4. The Future of Click 2 Clock™**

Several enhancements are already planned for future versions of Click 2 Clock™. The first is the possibility of having a local system administrator. For companies or groups of persons who want to coordinate the use of Click 2 Clock™, the administrator will help to standardize terminology of the project and activity names as well as administering the database, adding new variables into the database that may be useful in planning (but not necessarily as interesting to the individuals who are tracking their time). A good example of this last situation would be the classification of projects as to the size of the project, the total time spent for completion, the amount of the budget, etc.

Another enhancement is telephone time accounting. In the future, we are going to give you the option of connecting Click 2 Clock™ to your telephone. When a client for a current project phones you up, Click 2 Clock™ will automatically recognize the telephone number, associate it with the project and begin to record automatically the time spent on the phone with the client.

Finally, another addition to the features of Click 2 Clock™ is the capability to do simple statistical analyses and forecasting with the data recorded in the database. The advantage of this type of feature is to allow the company to do forecasting of specific types of projects or project activities. We believe that this feature will help do more accurate planning of projects and budgets.

## 5. FAQs, Feedback, Foreign languages and Updates

Your questions will be incorporated into a FAQs feature for the upcoming versions of Click 2 Clock™. Please mail your feedback to [info@germinalknowledge.com](mailto:info@germinalknowledge.com). We thank you in advance for your help.

Click 2 Clock™ is currently available in English and French. We are also planning versions in German and Spanish. If you would like a version in another language, please let us know.

To show our gratitude, you will receive, free of charge, the next version Click 2 Clock™. The only condition is that you agree to the license agreement and that you register your contact information with us so that we may send it to you. Your contact information will not be shared with anyone else nor used in any other commercial way.

## 6. Contact us

We have already said how valuable contact with you is to us. Please do not hesitate to ask us for help, to suggest improvements or to give us any feedback that you may have. In addition to the contact information given in the rest of this document, you may write or telephone us at:

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