



CalcTime

© 2002 - 2008 Access Business Communications, Inc.

User Guide And Orientation

by Access Business Communications, Inc.

CalcTime - So Simple But So Difficult

© 2002 - 2008 Access Business Communications, Inc.

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Printed: June 2008 in Huntington Beach, California.

Table of Contents

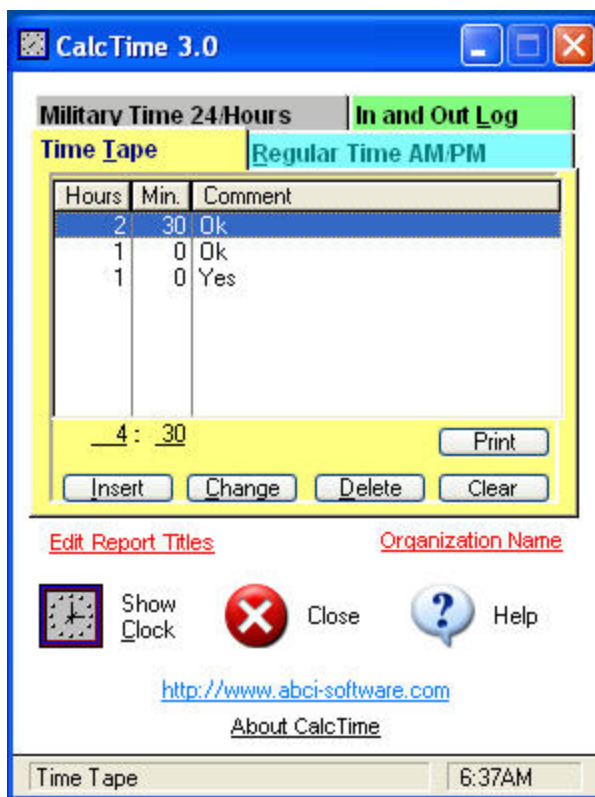
Foreword	0
Part I CalcTime©	1
1 Help For CalcTime	1
2 12 Hour Clock / Regular Time	3
3 24 Hour Clock / Military Time	4
4 Time Tape	5
Print CalcTime Tape	6
5 In and Out Time	8
UpdateLog	10
Print Time Log	10
6 Show Digital Clock	12
7 Edit Report Titles	13
Part II About Our Sponsor	14
Part III About Time	15
1 More About SponsorWare	16
Part IV Other ABCI Software Titles	17
1 CablePro	18
2 ComSystemsPro	19
3 ProjexPro	20
4 SWORD	21
5 TelcoMgr	22
Index	23

1 CalcTime©



Calculating time is easy enough but **CalcTime©** will surely make the tedious and error prone task of calculating time even more easier, faster and with fewer errors.

1.1 Help For CalcTime



In the example above, **CalcTime©** has four Window Tabs. You should see the Tabs labeled **Regular Time AM/PM**, **Military Time 24/Hours** (also referred to as European Time format), **In and Out Log** and **Time Tape**.

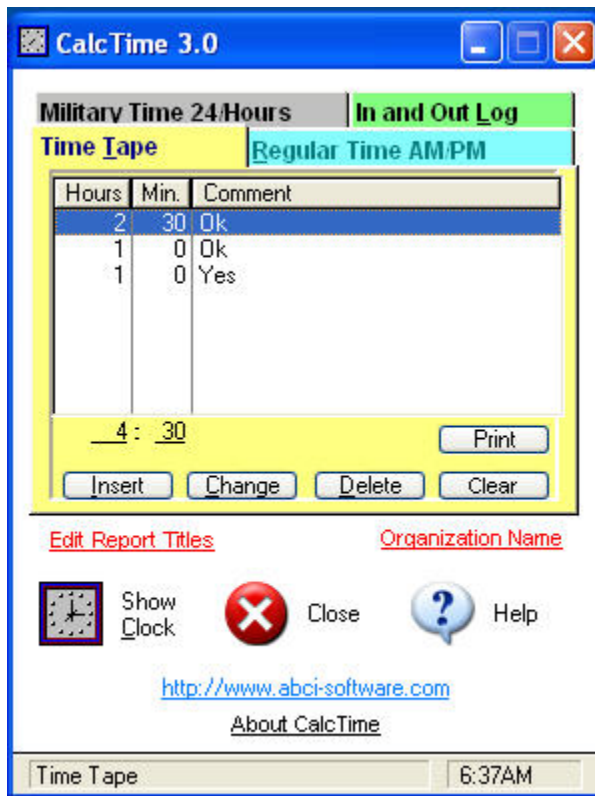
The **Regular Time AM/PM** and **Military Time 24/Hours** Tabs perform the same function of adding or subtracting one time of day with another but with different time formats.

The **In and Out Log** allows you to record a start shift time and a an end shift time. The elapsed time is automatically calculated. You can print a report that is selective by a date range and the total time is

calculated according to the range selected.

The **Time Tape** allows you to add and/or subtract any number of time entries that you desire. Optionally, you may print your Time Tape for review and auditing purposes.

1.2 12 Hour Clock / Regular Time

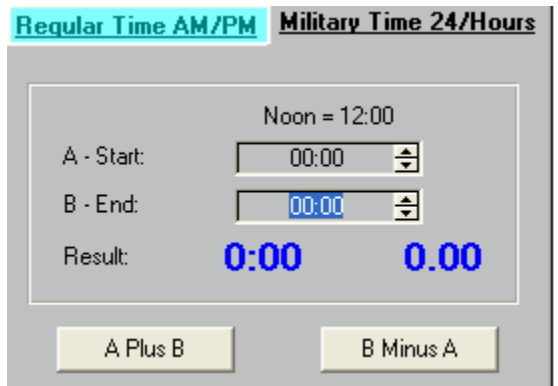


The **Regular Time** Tab and the Military Time Tab serve two purposes. One is to add to times together and the second is to subtract 'B - End' time from 'A - Start' time.

The 12-hour clock is a timekeeping convention in which the 24 hours of the day are divided into two periods called **ante meridiem** (a.m., Latin "before noon") and **post meridiem** (p.m., "after noon"). Each period consists of 12 hours numbered 12 (acting as zero), 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. Noon and midnight are used to indicate 12:00 in the 12-hour system.

The 12-hour clock was developed over time from the mid-second millennium BC, to the 16th century A.D. and was once popular throughout Northern Europe, but is now used as the dominant system in only a few former British and American Colonies. It is also used informally in most of the world. The notion has received much criticism, yet survives out of tradition.

1.3 24 Hour Clock / Military Time



The screenshot shows the 'Military Time 24/Hours' tab selected. At the top, it says 'Regular Time AM/PM' and 'Military Time 24/Hours'. Below that, it displays 'Noon = 12:00'. There are two input fields: 'A - Start:' with a value of '00:00' and 'B - End:' with a value of '00:00'. Below these is a 'Result:' field showing '0:00' and '0.00'. At the bottom, there are two buttons: 'A Plus B' and 'B Minus A'.

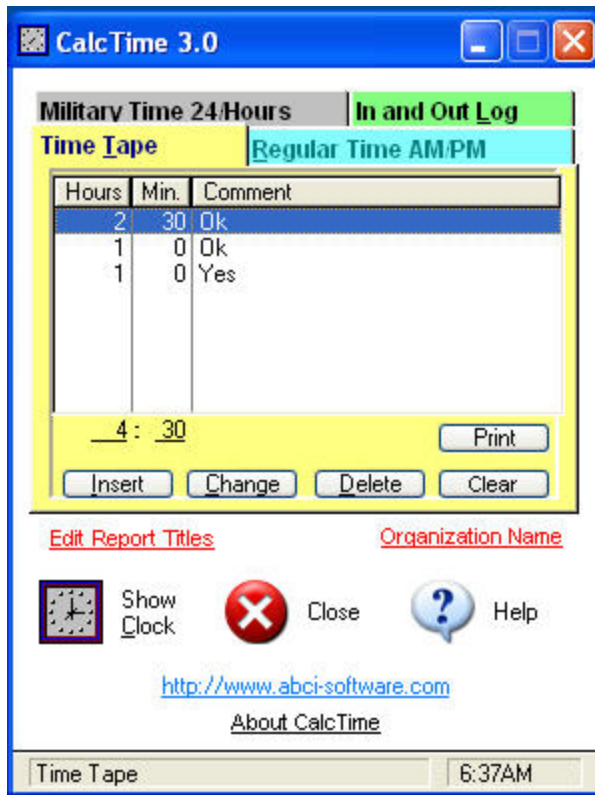
The **24-hour clock** is a convention of time keeping in which the day runs from midnight to midnight and is divided into 24 hours, numbered from 0 to 23. This system is the most commonly used time notation in the world today. In the 24-hour time notation, the day begins at midnight, 00:00, and the last minute of the day begins at 23:59.

The **12-hour clock** is dominant instead in a handful of countries, particularly the United States and Canada (except Quebec). 24-hour notation is in the US and Canada also popularly referred to as military time or astronomical time, and in Australia (though rarely) as army time. In some parts of the world, it is called railway time. It is also the international standard notation of time (ISO 8601).

U.S. military uses the 24-hour clock exclusively and would typically pronounce full hours as the number-word for the hour followed by "hundred" with an optional "hours" to clarify that the speaker is referring to a time of day. For instance, 16:00 would be pronounced "sixteen hundred" or "sixteen hundred hours". The time 18:30 is usually pronounced "eighteen thirty".

The term military time is a synonym for the 24-hour clock notation, which counts the hours of the day from 00 to 23. In CalcTime, the Military Time is a mirror of the Regular Time Tab and the Military Time Tab serve two purposes. One is to add to times together and the second is to subtract 'B - End' time from 'A - Start' time.

1.4 Time Tape



To add or subtract a time select the **[Insert]** button. A negative or subtraction should be preceded with a minus (-) sign.

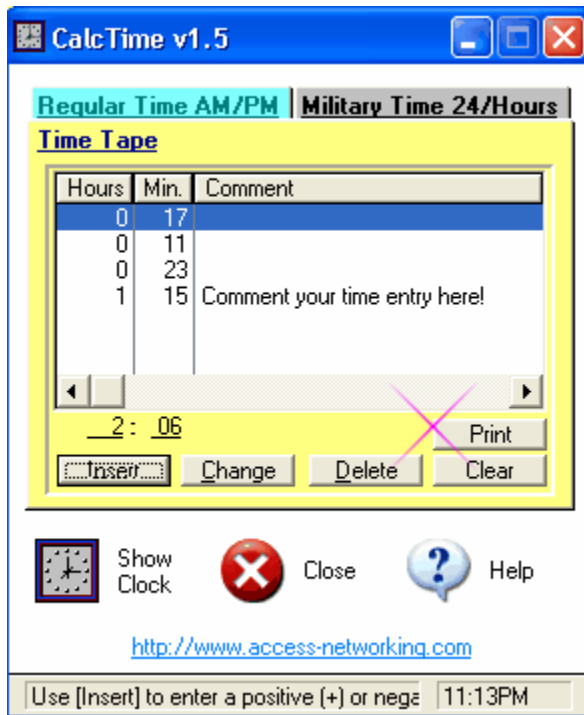
Use the **[Change]** button with the highlight or scroll bar on the appropriate entry in order to edit an existing entry.

Use the **[Delete]** button to remove a single entry that has been highlighted with the scroll bar.

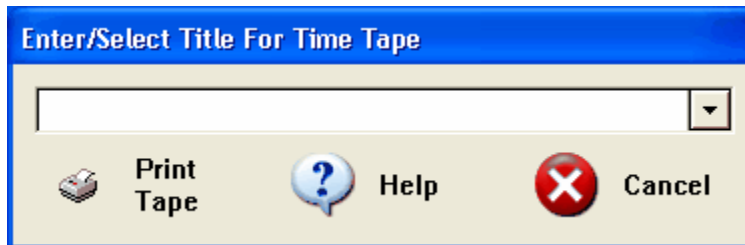
To remove or clear all entries from the Tape, use the **[Clear]** button.

Select the **[Print]** button to output to a selected printer.

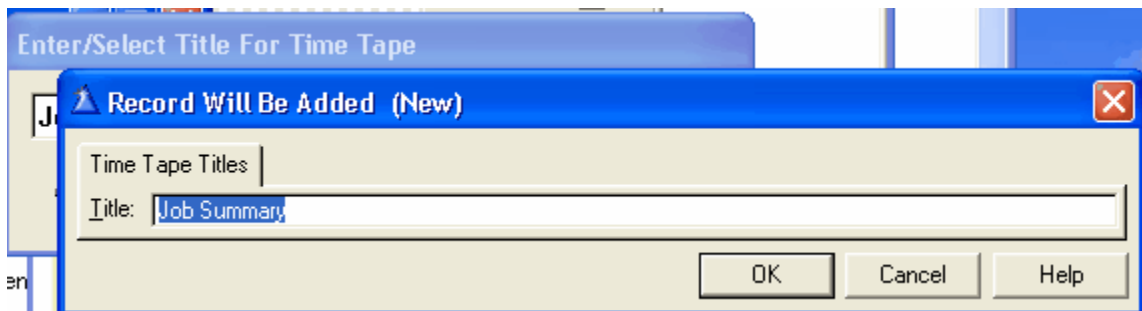
1.4.1 Print CalcTime Tape



Select the **[Print]** button to print a copy of your current window entries.



Optionally you may add a **title** to the printed tape or select a title from the drop-down list.



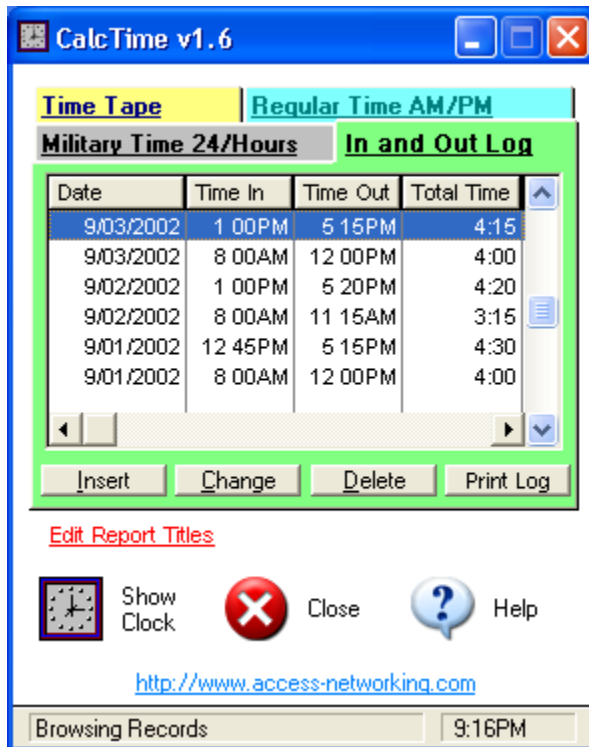
If you enter a **new title** you will be given the option of adding it to the default list.

Sample Time Tape is shown below:

CalcTime Tape<http://www.access-network.com>**Job Summary**

Sequence Number	Comment	Time - HR : MIN
1	Comment your time entry here!	1 : 15
2		0 : 23
3		0 : 11
4		0 : 17
Total Time:		2 : 06

1.5 In and Out Time



The **In and Out Log** allows you to record a start shift time and a an end shift time. The elapsed time is automatically calculated. You can print a report that is selective by a date range and the total time is calculated according to the range selected.

Select the **[Insert]** button to add a shift entry.

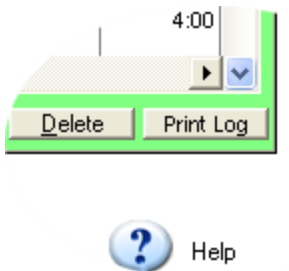
Select the **[Change]** button to change an existing entry.



A dialog box titled "Record Will Be Changed (...)" with a blue header bar. It contains a "Date and Time" section with the following fields:

Date:	9/03/2002
Time In:	1 00PM
Time Out:	5 15PM
Elapsed Time:	04:15
Comment:	<input type="text" value="Enter comments here"/>

At the bottom are three buttons: "OK", "Cancel", and "Help".



Use the **[Print Log]** button to print a concise Time In and Time Out Log.

The **Time Log** may be filtered or selected according to a date range.



A dialog box titled "Enter/Select Title and Date Range For Time Log" with a blue header bar. It contains a dropdown menu at the top, followed by two date input fields:

From Date:

End Date:

At the bottom are three buttons: "Print Log" (with a printer icon), "Help" (with a question mark icon), and "Cancel" (with a red X icon).

1.5.1 UpdateLog

Select the **[Insert]** button to add a shift entry.

Select the **[Change]** button to change an existing entry.



The screenshot shows a dialog box titled "Record Will Be Changed (...)" with a blue title bar. It contains several input fields: "Date:" with the value "9/03/2002", "Time In:" with "1 00PM", "Time Out:" with "5 15PM", "Elapsed Time:" with "04:15", and "Comment:" with a text box containing "Enter comments here". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

The **[Date]** field is initialized with your current computer date.

Enter the **Time In** or **Time Out** as regular time. For example, 5 A auto-completes as 5:00AM. 5 P auto-completes as 5:00PM.

The **Elapsed Time** is automatically calculated.

1.5.2 Print Time Log

Use the **[Print Log]** button to print a concise Time In and Time Out Log.

The **Time Log** may be filtered or selected according to a date range.



The screenshot shows a dialog box titled "Enter/Select Title and Date Range For Time Log" with a blue title bar. It features a dropdown menu at the top, followed by "From Date:" and "End Date:" input fields. At the bottom, there are three buttons: "Print Log" (with a printer icon), "Help" (with a question mark icon), and "Cancel" (with a red X icon).

Sample **Time Log** appears below:

CalcTime - In & Out Time Log<http://www.access-network.com>**Time Log for Technician #1**

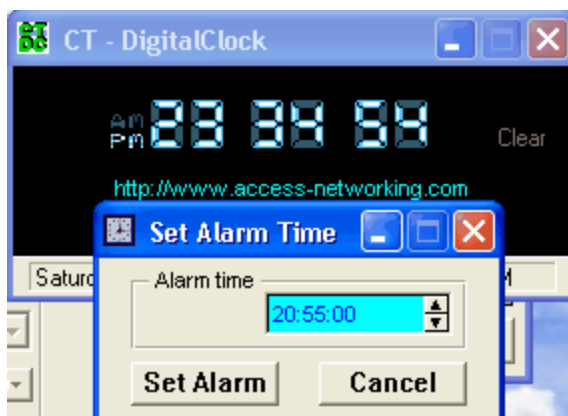
Date	Time In	Time Out	Elapsed Time	Comments
8/29/2002	7:00AM	11:00AM	4:00	Started early to drive to San Diego
8/29/2002	12:00PM	6:00PM	6:00	Drive time from San Diego
8/30/2002	8:00AM	11:00AM	3:00	Off early
8/31/2002	7:30AM	11:30AM	4:00	Meeting @ shop
8/31/2002	12:30PM	4:00PM	3:30	Lunch break
9/01/2002	8:00AM	12:00PM	4:00	Lunch break
9/01/2002	12:45PM	5:15PM	4:30	End of shift
9/02/2002	8:00AM	11:15AM	3:15	Start of shift to lunch break, enter up to 80 characters
9/02/2002	1:00PM	5:20PM	4:20	End of shift
Total Time:			36:35	

1.6 Show Digital Clock

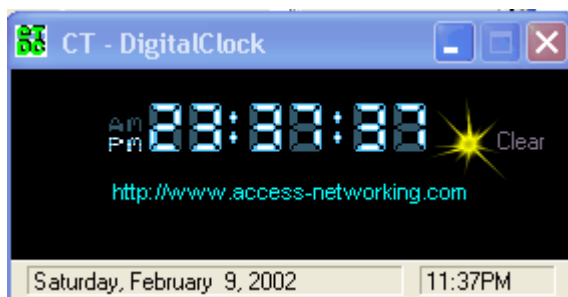
CalcTime includes a useful Digital Clock with an alarm setting. Click on [Show Clock] to open the Digital Clock.



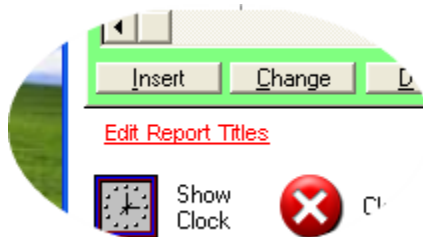
Click on the [CTDC] label (upper left corner of the CT - Digital Clock) to set an alarm. Adjust to the appropriate alarm time and select the [Set Alarm] button.



Use the [Clear] button to turn-off or clear the alarm.

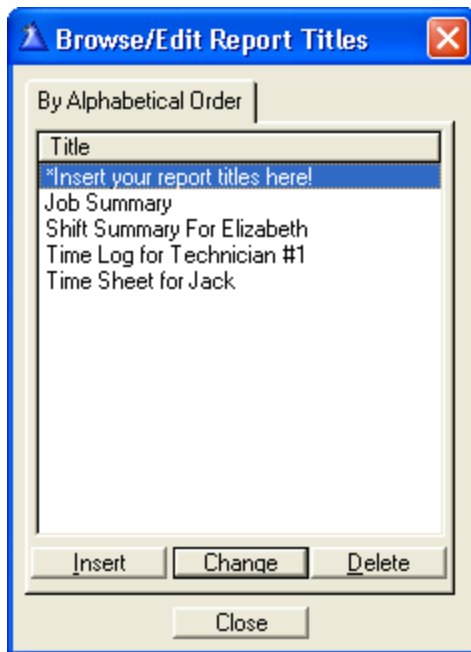


1.7 Edit Report Titles

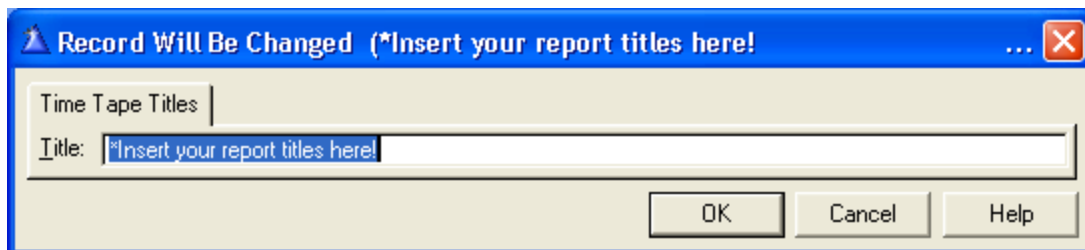


Edit Report Titles

Select the hyperlink [Edit Report Titles] to browse the Report Titles File.



Select the [Change] button to open the edit form.



2 About Our Sponsor

Telecom Auditors



Telecom Expense Managers



<http://www.telecomauditors.net>

We would like to take this opportunity to introduce our complete Telecommunication Expense Management (TEM) services. TEM is the methodology by which organizations can best manage one of their most critical strategic assets: the telecom network. TEM encompasses the technology, processes, policy, and people needed. Central to implementing cost-saving TEM practices is the audit and inventory. It goes without saying that you can't manage what you can't measure or don't know exists.

It is important for most businesses, from small to large enterprises, to have a central repository of every circuit, service, router, PBX, cell phone, order, invoice, card, computer, monitor, etc. It is also critical for the organization to know how that inventory is configured, what its purpose for existing is, and how it is related to all the other inventory elements.

We recently saved one of our clients over \$15,000.00 per year from a telephone bill audit that we conducted. Another saved more than five hundred dollars per month just for telephone lines that were not needed.

Our in-depth audit and analysis may uncover the unnecessary costs that you are paying, such as: charges for excess central office trunk lines; charges for central office lines that are not in service; re-occurring monthly charges that are not applicable to your business; re-occurring monthly charges for features that are under-utilized; re-occurring monthly charges from long distance carrier companies

that are no longer used; obsolete voice or data circuits that are charged at two or three times the current market rate; plus many more.

Often times we have found in businesses that telephone bills are paid without anyone really taking a close look at them or questioning the charges. We have found on many occasions that businesses simply take it for granted that their telephone companies are billing them correctly. People often assume that they have the appropriate number of trunk lines for their business without really knowing. When was the last time you audited your telephone bills or analyzed the use of each telecommunication service in your business?

If you are paying \$2,000.00 or more per month for telephone, data communication, and Internet services, then we should at least talk about finding the hidden cost in your telecommunication expenditures. If you are interested in scheduling the ShoreTel demonstration and/or learning more about our TEM services please call us at 800-789-7310.

3 About Time

CalcTime is published and owned by Access Business Communications, Inc.

CalcTime, CablePro, TelcoMgr, SWORD and other **ABCI ePublishing** software titles are available as '**SponsorWare**'. As SponsorWare software titles are branded and licensed to an individual, company or organization. The application's 'splash' welcome window includes a custom logo of the licensee's, plus name, address, telephone number and web hyperlink.
Example splash welcome window:

<http://www.abciwebmarketing.com>

Copyright © 2002-2008 ABC, Inc.

<http://www.time.gov>

<http://boulder.nist.gov/timefreq/service/its.htm>

<http://nist.time.gov/timezone.cgi?UTC/s/0/java>

<http://www.worldtime.com>

3.1 More About SponsorWare



Many organizations and people are creating their own web sites for a variety of purposes. And one fact is true for all of these sites - **visitors are needed**. Without people, and lots of them, visiting your web site, it can be a futile effort. Why bother to put all of the time and effort into a site only to have no one visit it, remember it or read it?

Search Engine submissions and optimization are essential for developing a steady flow of new visitors. However, one of the best and most often overlooked methods of promoting a site is called *sponsorware marketing* with the use of *Sponsorware*. This is the technique that has been successfully used by the largest web sites over and over again. Sites with familiar names like Google.com, Amazon.com, Bluemountain.com and even Yahoo.com.

So what is **sponsorware marketing**? Just like it sounds, *sponsorware marketing* is a marketing strategy that spreads or perpetuates itself. The most popular strategies include a downloadable SponsorWare product like an e-book or software application that is offered at your site. As SponsorWare the software/e-Book is branded and licensed to an individual, company or organization. The application's 'splash' welcome window includes the licensee's custom logo, plus name, address, telephone number and web hyperlink.



SponsorWare is a great way to help bring new visitors to your web site. ABC, Inc. offers a variety of software and electronic book (e-Book) titles that are available as SponsorWare. All SponsorWare products are downloadable and include an automatic installation program that creates desktop icons and Start Menu items. Our SponsorWare License is a life-time license for the specific product version that is licensed.

Of course, the product that you offer or create must be something that people want and find worthy to recommend to others. Our SponsorWare products are unique, popular and easy to use, which insures more visitors coming to your web site as more and more visitors discover your downloadable products.

<http://www.abcwebmarketing.com>

4 Other ABCI Software Titles



We develop software ranging from desktop software through to server-based web systems and a mixture of the two.

Published Software Titles

- [TelcoMgr](#)© ~ Telecommunications Management Software
- [SWORD](#)© ~ Field Service Work Order Routing and Dispatch Software
- [CablePro](#)© ~ Network Cable Management and Documentation Database

- [ProjexPro](#)© ~ Simplify Complex Project Management
- [ComSystemsPro](#)© ~ Proposal and Document Generator

<http://www.abci-software.com>

4.1 CablePro

CablePro™ is a Windows software application designed to assist the Cable System reseller with cataloguing job site information or architectural drawing information into a concise "cable specification". **CablePro**™ provides support for BICSI Division 17 Initiative that requires telecommunications infrastructure to be included in the architectural, electrical and mechanical building documentation process.



CablePro™ is an efficient quote or estimation tool for Cable Professionals. Plus, the CablePro™ material items file is compatible with Intuit's Quickbooks Pro 2000/1 "items files" and/or Access' ComSystems Pro "items file".

CablePro™ is ideal for use as a Cable Management Database System because it provides comprehensive information and an easy way to track adds, moves, and changes to your cable infrastructure.

CablePro™ tracks or counts:

- Cable type footage
- Quantities of Jack inserts
- Quantities of cables
- Quantities of pairs
- Quantities of face plates
- Quantities of standard or your own custom labor codes for fixed labor cost/prices
- Summary of pulling and terminating labor required per project
- Cable application information
- Quantities of Multi-dropped cable locations are easily tracked and automatically numbered for each project

Once the project/location information has been entered you can print out a variety of documents, reports and labels, including:

- Complete specification sheet
- An automated wizard generated Quick-Quote
- Detailed bill of materials and labor
- Faceplate labels
- Patch panel labels
- Cable tags/labels

http://www.abci-software.com/products/CablePro/about_cablepro.htm

4.2 ComSystemsPro



ComSystemsPro™ (CSP) is special suite of software designed to create and manage professional sales proposals for business communications resellers. The applications are ideal for business telephone systems and data systems.

CSP serves as the master program to manage proposals, sales that are booked, and completed and it can be used as a standalone or server based application. Special security features protect information, price controls, policies, contract language and specific reports from selected users.

CSP is designed for Sales personnel and it has been optimized to operate remotely using Symantec's pcAnywhere or an IP terminal connection. The database filtering prohibits one sales person from seeing or editing the proposals of another.

CSP is a special utility designed to import Intuit's QuickBooks (*.IIF) exported 'items' file and other Excel or dBase (*.dbf) 'inventory' files for use with the ComSystemsPro Suite.

Key Features and Benefits

- Fast quotation with standardized pricing and product descriptions.
- Supports multiple pre-configured templates for new systems (voice or data), cabling, and MACs.
- Professional layouts and formats for printed information . More than 12 printed sales proposal formats to choose from.
- Generates bill of materials and labor.
- Generates sales contracts and delivery documentation.
- All proposal formats are customizable.
- Automatically calculates sales taxes and lease quotations.
- Provides up to four customizable progress payment.
- Easy for sales and administration personnel to use.
- Easy to complete Job Costing.
- Compatible with Quickbooks Pro 2000, 2001 "Items export file".
- Includes ProShip a unique utility for tracking staged equipment and material shipments.
- Compatible with Phonebizz™ for DOS inventory file.
- Multi-user and network-ready.
- Runs in Win'95, Win'98, Win2000, Windows XP and Vista.

http://www.abci-software.com/products/CSP/com_systems_pro.htm

4.3 ProjexPro



ProjexPro is a software project management tool designed to help with the management process of planning a project, resource management and tracking task from start to completion.

A **Project** may be a single task or a group of task that warrant pre-planning, assignment of resources, and tracking by management. ProjectPro can contain an infinite quantity of Projects.

A **Level** or **Phase** is considered a sub-group of task that should be completed within the same time-frame or time-line. A **Project** in **ProjexPro** can include up to 10 Levels/Phases. Each **Project** and/or **Level** can include an infinite number of Task.

A **Task** is a description of a specific job or a collection of jobs necessary for the completion of a Project.

Resources are Employees, Consultants, Vendors or Subcontractors needed to complete to a Project and/or a specific task of a Project.

Resources are assigned to a Project and/or task by selecting the **Assign Resources** menu option, which opens a window with a graphical tree of all Projects, Task and Assignments.

<http://www.abci-software.com/products/ProjexPro/projexpro.htm>

4.4 SWORD



SWORD stands for **Service Work Order Requests & Dispatch**.

SWORD™ is a complete Service Order management software application for creation and dispatch of service orders. Plus, SWORD includes solutions for the following service business challenges:

- Customer Relationship Management
- Maintenance Plan Tracking and Documentation

SWORD™ is ideal for many types of businesses that have field technicians and other personnel that are dispatched or routed on service calls.

- *The application is compatible with Quickbooks® Customer, Items and Employee files. Invoices generated in **SWORD™** can be easily transferred into Quickbooks® as transaction files.*
- Multi-user and network-ready.
- Runs in Win'95, Win'98, Win2000, Windows XP.

SWORD without the **QuickBooks** Link is essentially a Service Order entry program. QuickBooks Customer and Items files can be imported into **SWORD**. This version allows the generation of the following:

Documents

- Service Orders
- Purchase Agreements
- Estimates
- Pick Tickets
- Material Sign-out Form
- Invoice (AR Handled by QuickBooks)

Reports (Most reports may be customized by an End-User)

- All SOs by Due Date;
- by Customer;
- by Schedule Data;
- SOs equal to the Current Date
- Estimates by Estimate Date

SWORD with **Software Commerce Agent (SCA)** for **QuickBooks**, provides two-way transfer of customer data and Service Orders can be transferred to QuickBooks as Invoices.

http://www.abci-software.com/products/sword_software.htm/field_service_software.htm

4.5 TelcoMgr



Telco Manager (TelcoMgr) is a computer software application designed to help you accurately record your business telephone and data services. The program includes a database that can be used for multiple customers such as a vendor may wish to maintain or for a single end-user with multiple locations. TelcoMgr is 'network ready' and can be used by 'multiple users' simultaneously.

The relational databases include the following information:

- Master Telephone Company (Telco) or Service Carrier account data.
- Detailed line, circuit and/or service data, including summary cost.
- Telco history log that you may maintain in chronological order.
- Asset Management Module
- Comprehensive Directory information, including user station equipment.
- Basic Help Desk search and report features.
- Telco Glossary of common and uncommon terms.
- Automatic Reminder Alarms for adds, moves, changes and Telco Orders
- More than twenty built-in reports
- Many report options are provided, including summary reports of existing Telco information, and detailed reports for new, or planned changes.

http://www.abci-software.com/products/telecom_database_manager/telecom_manager.htm

Index

- [-

[Set Alarm] button. 12

- 2 -

24-hour clock 4

- A -

A 4

A - Start 3, 4

add and/or subtract 1

alarm 12

alarm setting 12

ante meridiem 3

- B -

B - End 3

- C -

Change 5

clear 5

ComSystemsPro 17

ComSystemsPro™ 19

- D -

default list 6

Delete 5

Digital Clock 12

drop-down list 6

- E -

Edit Report Titles 13

European Time 1

- F -

first 4

- H -

highlight or scroll bar 5

- I -

In and Out Log 1

Insert 5

- M -

Military Time 1, 3

minus 5

- N -

negative 5

new title 6

- P -

post meridiem 3

Print 5

Print Log 8

printed tape 6

printer 5

- R -

Regular Time 1, 3

- S -

Search Engine 16

set an alarm 12

SponsorWare 1, 15

sponsorware marketing 16

subtraction 5

- T -

Time Tape 1
title 6

- W -

Web Marketing 15