Time Tracker

(To download a PDF of this help file, **click here**.)

As independent business persons, professional editors need to track data for myriad reasons, including:

- what to quote on a new project based on past similar projects;
- whether they are charging enough for their services;
- whether they are making a profit; and
- whether there are types of projects they should seek or avoid.

Time is one of the most fundamental bits of data that editors track. How much time an editor spent on a project is important for multiple reasons, including determining the editor's Effective Hourly Rate (EHR) and the average number of pages the editor edits per editing hour (APH). (For more information on EHR, see the five-part series "What to Charge?" <https://americaneditor.wordpress.com/2013/08/05/business-of-editing-what-to-charge-part-i/> at *An American Editor*.) When asked to take on a project, an editor is often asked to quote a price or estimate the number of hours the editing will take. Consequently, the data collected by Time Tracker is invaluable.

In addition to tracking time, a common need is to regularly save one's work. Word's built-in autosave creates a temporary recovery file in case of a crash or some other Word- or computer-related problem, but it does not actually save the document. Time Tracker includes a timed autosave option that lets you save both your time data and your open Word document(s).

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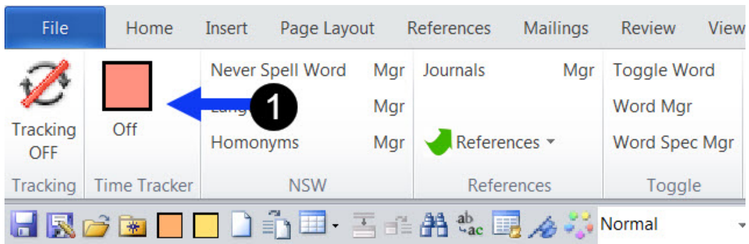
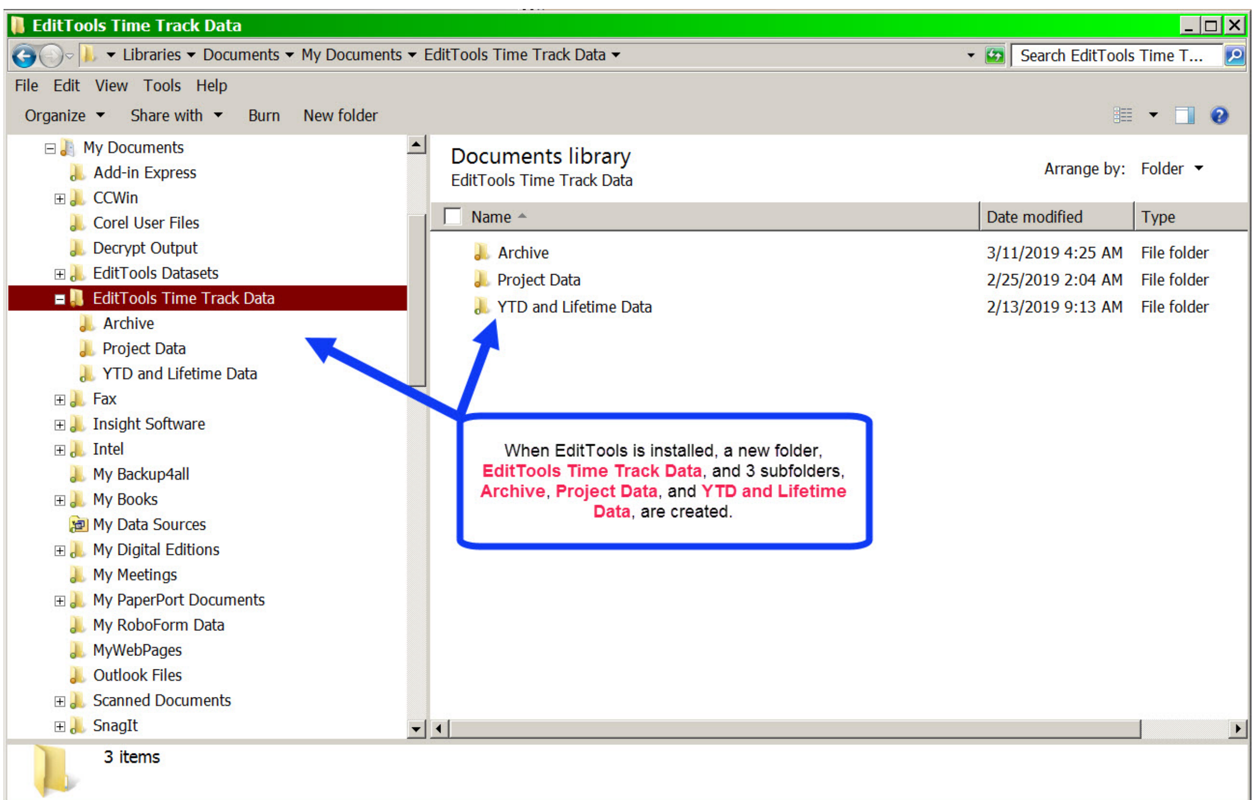
Time Tracker on the Ribbon

The EditTools Ribbon includes a time tracking status button (#1 below). The button both visually and textually indicates timing status. In this image, the timer is OFF.



Timer button indicating timing is off

When you install EditTools, EditTools creates a new folder, **EditTools Time Track Data**, with two subfolders, **Project Data** and **YTD and Lifetime Data**, as shown here:



The Time Tracking folders

These are the folders where the data will be stored. These folders cannot be changed.

Tip

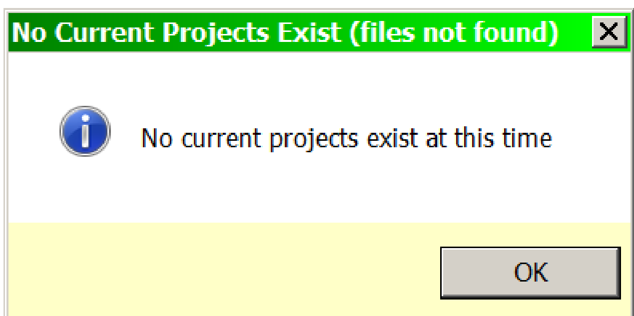
After installing EditTools check whether the **EditTools Time Track Data** folder and the three subfolders, **Archive**, **Project Data**, and **YTD and Lifetime Data** were created. These folders are necessary for Time Tracker to work and for your data to be saved. If the folder and subfolders were not created, see the following Troubleshooting guide.

Troubleshooting

Problem: Occasionally the folder and subfolders are not created. This usually occurs if the installation program is not run or runs incorrectly. Should this happen, redownload EditTools from the wordsnSync website and reinstall EditTools.

Controlling the Timer

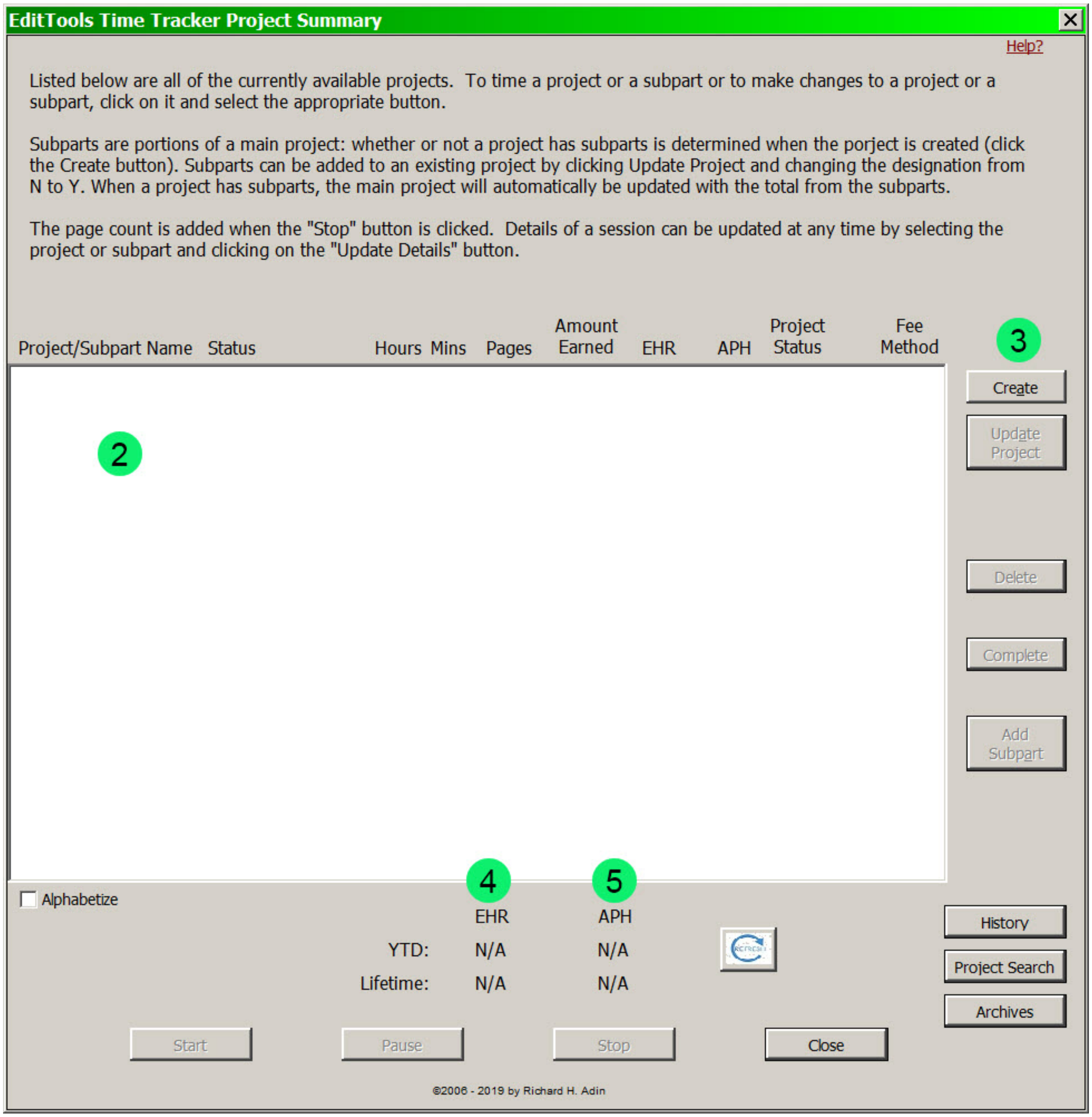
The Timer is controlled by the button(s) in the EditTools Ribbon. The first time you click the Off button (see #1 above), you will receive a message telling you that there are no existing projects. This message (shown below) appears only when Timer is being accessed for the first time or when there are no projects because, for example, you have manually deleted the data files from the Project Data subfolder, or when you have marked all projects as completed and either deleted them or removed them from the active list (deleting and removing are discussed later when the various options are analyzed).



Message seen at first use or when there are no active projects

Clicking OK will take you to the main information screen, the **Time Tracker Project Summary**, shown below, where project information and status is shown, and which gives access to other functions, namely, creating a project.

(**Note:** Some of the images shown for the Project Summary in the following material do not display the Settings button. That is because the images were captured before the addition of the Settings option to the Project Summary. Images that discuss the Settings option do include the Settings button.)



The main information area of Timer

In the Time Tracker Project Summary form (above), the primary information area (#2) is where the basic information of an individual project is displayed. Project information is entered on another screen, which is accessed by clicking Create (#3). As data is accumulated for a project, it is displayed in the main area (#2) under the appropriate head (Hours, Min, Pages, etc). At the bottom of the form, cumulative data regarding Effective Hourly Rate (EHR) (#4) and Average Pages per Hour edited (APH) are displayed (#5). The Year-to-Date (YTD) numbers display the cumulative data for all projects during a calendar year (January 1 through December 31). For example, if the first project started on February 1, 2019 and today is October 23, 2019, the YTD data would show the cumulative data for all projects, including still active projects for the period February 1, 2019 through October 22, 2019.

Tip

The reason the cumulative data does not include October 23's data is that the data cannot be included until timing is stopped. So if you are working on a project on October 23, until you end work on the project for the day — that is, click Stop rather than Pause — the data cannot be included. In addition, you may need to click the Refresh button to refresh the numbers being shown.

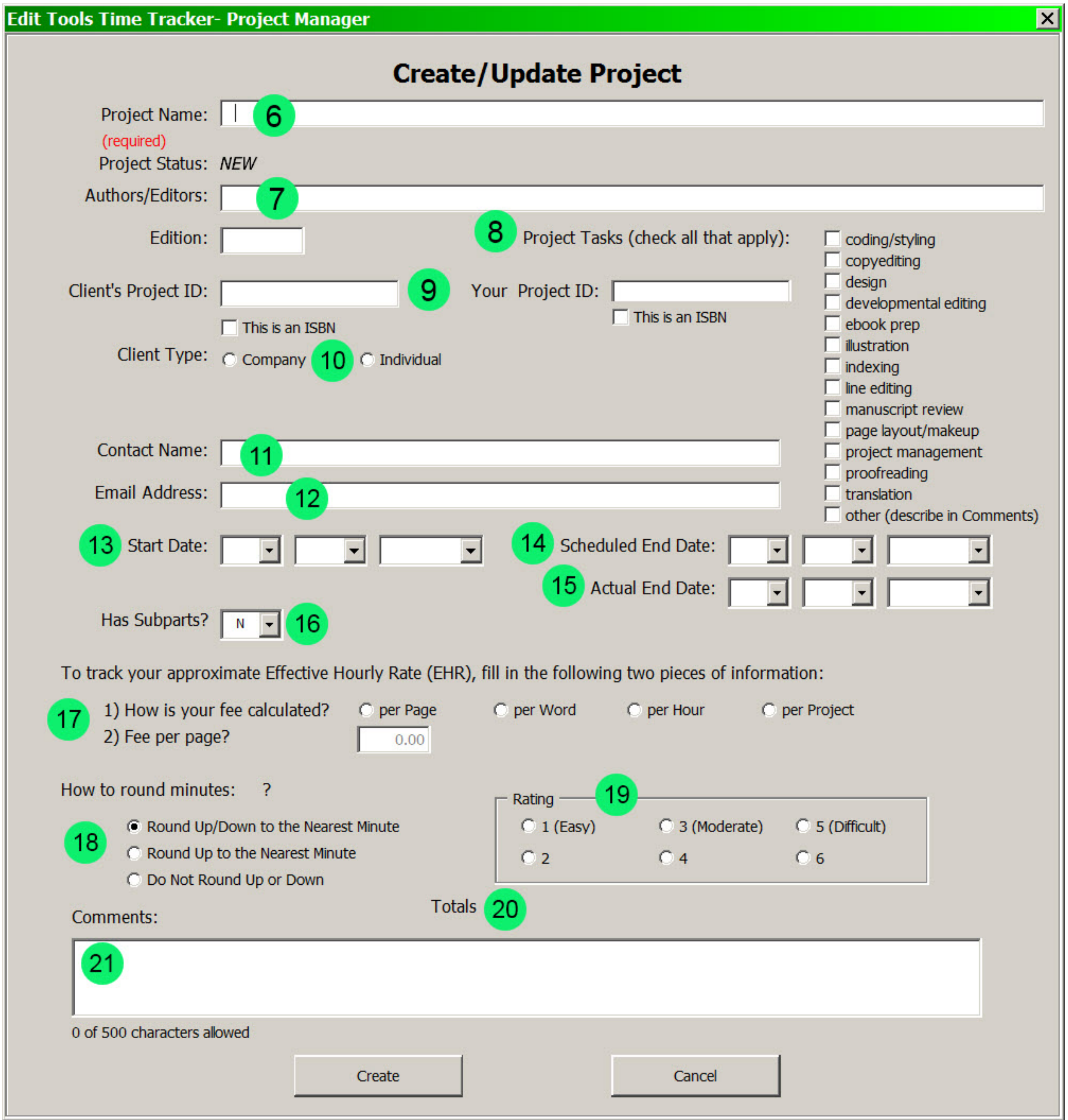
The Lifetime numbers display the cumulative data of all projects from the first project to the current date. For example, if the first project was begun on February 1, 2019 and today's date is May 22, 2021, and during that period of time data was collected for 53 individual projects, the Lifetime numbers would reflect all of the data accumulated between February 1, 2019 and May 21, 2021 from all 53 projects. (See the above Tip as to why May 22, 2021's data is not included.)

This macro gives the editor the opportunity to evaluate how well the editor is doing over individual projects, over the course of a single year, and over multiple years.

To begin the data collection process, the editor needs to create a project file by clicking Create (#3).

Creating a Project's Dataset

Clicking Create (#3) on the Time Tracker Project Summary form opens the **Create/Update Project** form (shown below). This is where the information about a project is entered.



Create a project by entering information on this form

The Create/Update form can be filled in as much as the editor wants. Obviously, the more information entered, the more that will be known in the future about a project. Only one item is required — the Project Name (#6). Nothing else on this form is required for the Timer to run.

Tip

Although the information is not required, if the fee information (#17) is omitted, the EHR and APH data cannot be calculated. This is discussed below. It is always a good idea to include this information for all fee-paying projects.

Tip

If you include fee information for some projects and not for others, the cumulative (YTD and Lifetime) data will be inaccurate and not valuable to you. The individual project data will still have value.

Tip

There are two views as to what should times should be tracked. The first is that it should only be time actually spent on projects. The second is that it should be all time spent during the workday. Tracking all time spent during the workday will give a more accurate picture of EHR and provide better data to calculate your required EHR.

If you want to track all your workday time, you can create "projects" for different activities, such as Marketing, Telephone, Internet Social Media, etc. If you choose this option, you still have more decisions to make. Should you assign an hourly rate to this time or just leave out all other information on the Create/Update form? If you assign an hourly rate, it should be your normal hourly rate that you charge clients if you charge by the hour; if you do not charge clients a per-hour rate, then you should use your required EHR. In either case, when you click Stop and are asked how many pages you edited, answer zero for these administrative activities.

Most of the fields on this form are self-explanatory. Only those requiring additional explanation are discussed.

One of the things an editor needs to know when looking back at past projects is what services were performed for the fee charged. The numbers and types of tasks are numerous, but this form lists some of the most common services (#8). Check all of the services you are providing for the particular project. If a service is not listed, check "other" and identify the service in the Comments (#21).

Use the Comments (#21) area for notes you want to remember about the project.

The reason for indicating the client type (company or individual; #10) is because that determines whether additional fields are opened, such as one for Company Name.

The Start Date (#13) can be a future date. If on March 1 you are told to expect a project that begins April 15, enter the April 15 date as the start date. You can enter the agreed upon scheduled end date for the project in #14. When you finish the project (ie, send the final files to the client), enter that date in the Actual End Date (#15) field. The reason is that information, when combined with your rating(#19) of the project and any comments (#21) you enter about the project, may be of future help in determining whether to accept additional projects of this type or from this client.

If you divide a project into parts for billing or batching purposes, change the **Has Subparts? N** (#16) to **Has Subparts? Y**. As discussed later, this will allow you to track parts of a project. For example, if you are editing a large book with 100 chapters and are expected to return completed chapters in weekly batches, you can create a subpart for each batch.

Tip

Changing N to Y (#16) does not actually create subparts. It allows you to create them as needed for a project. In addition, it ensures that the data displayed on the main form (#2 above) shows the individual project's cumulative data (ie, the combined data for all of the project's listed subparts) as well as the individual data for each subpart.

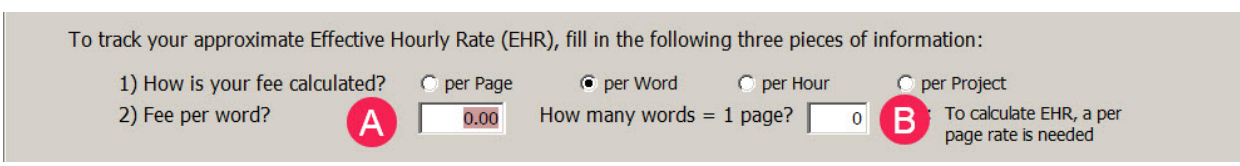
Tip

Do not create the subparts in advance. Create a new subpart for a project when the previous subpart is completed.

Fee Calculations

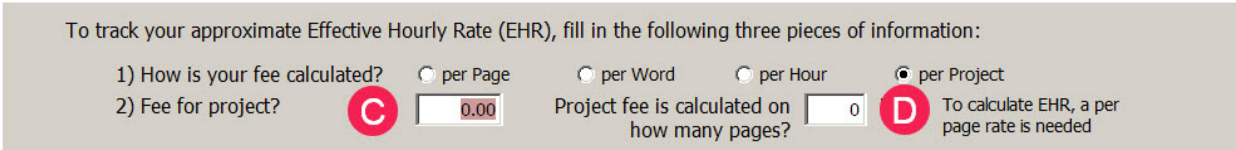
The fee calculation information (#17) is important for determining your Effective Hourly Rate (EHR). There are four options: per page, per word, per hour, and per project. If you choose **per Page**, you then enter an amount in the **Fee per page?** field. If, for example, your fee is $2.60 per page, enter 2.60 in the **Fee per page?** field (#17).

If your fee is calculated per word, choose **per Word** (#17), which will open an additional field as shown below. In this case, enter the per word charge (#A) and how many words you use to equal 1 page (#B). For example, if you charge $0.05 per word and calculate a page as being equivalent to 300 words for this project, enter those numbers in #A and #B, respectively. The number of words that equal a page is needed to calculate both the EHR and APH.



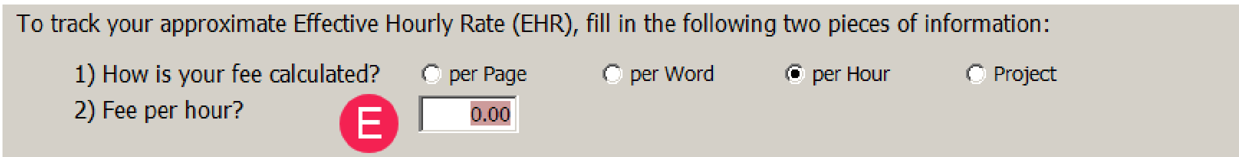
If you charge by the word

If your fee is calculated as a project fee, choose **per Project** (#17), which will open an additional field as shown below. In this case, enter the project fee (#C) and how many pages you used to calculate the project size (#D). For example, if the project fee is $1560 and is based on the project being approximately 520 pages, enter those numbers in #C and #D, respectively. The number of pages that the project fee is based on is needed to calculate both the EHR and APH.



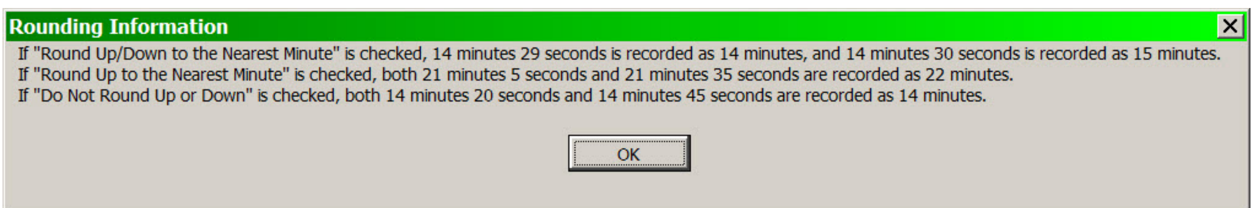
If you charge by the project

Finally, if you charge by the hour, choose **per Hour** (#17) and enter your hourly rate in #E.



If you charge by the hour

The next choice is how you want the time rounded (#18). For an explanation of the options, see the image below or click the question mark (**?**) following **How to round minutes:** on the Create/Update form.



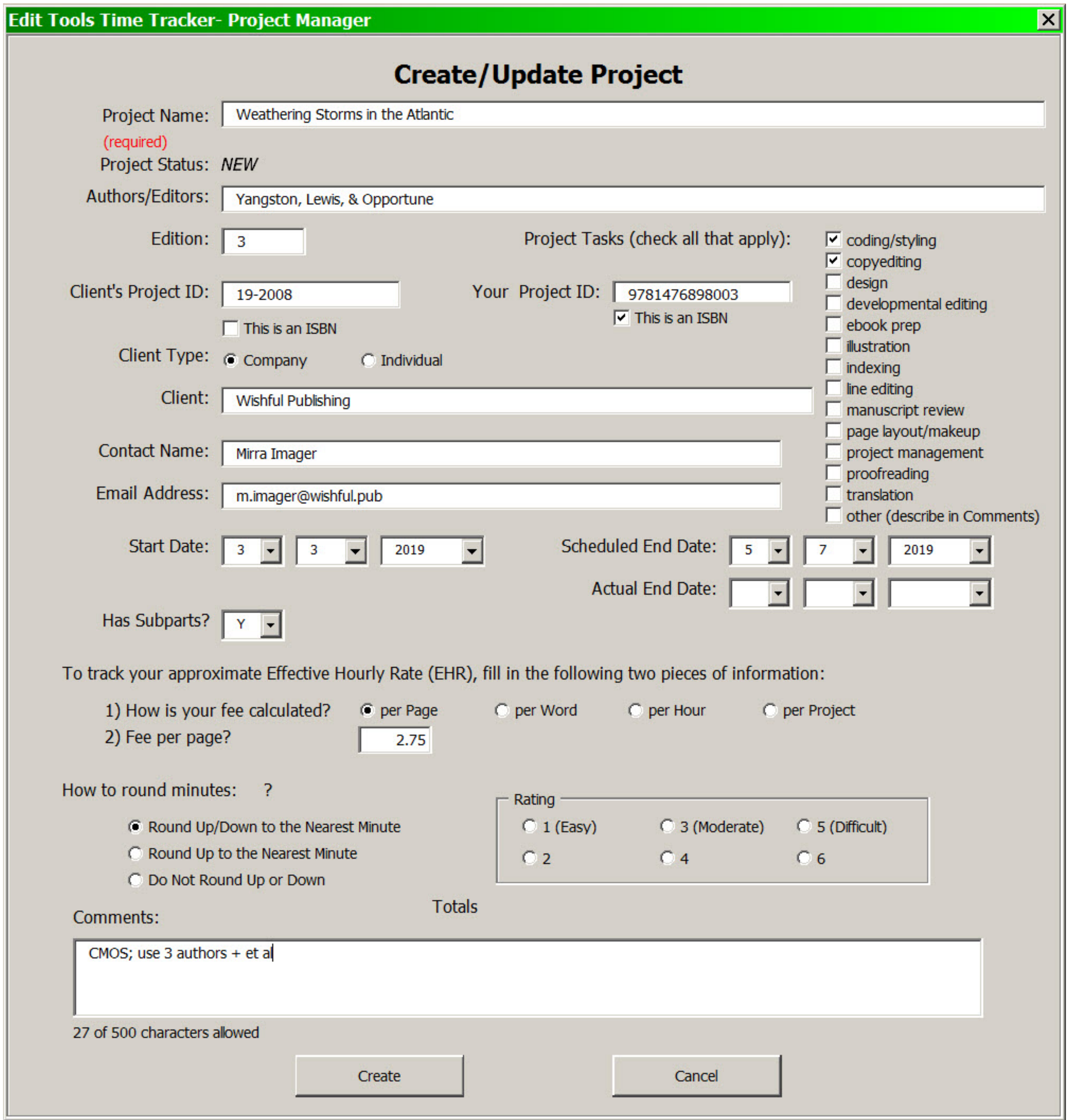
Rounding options

Totals

The last item on the Create/Update form needing explanation is **Totals** (#20). In the image above, the word stands in blank space. The reason is that nothing will appear here until a project is marked Complete.

When a project's status is changed from Active to Complete, the following information will appear here: the total amount of time the project took; the total number of pages; the total amount of money earned; the project's final EHR; and the project's final APH. This data will automatically be shown — you do not have to enter it. This will provide a permanent record of the final project data so you can remove the project from the main form. This is further discussed below.

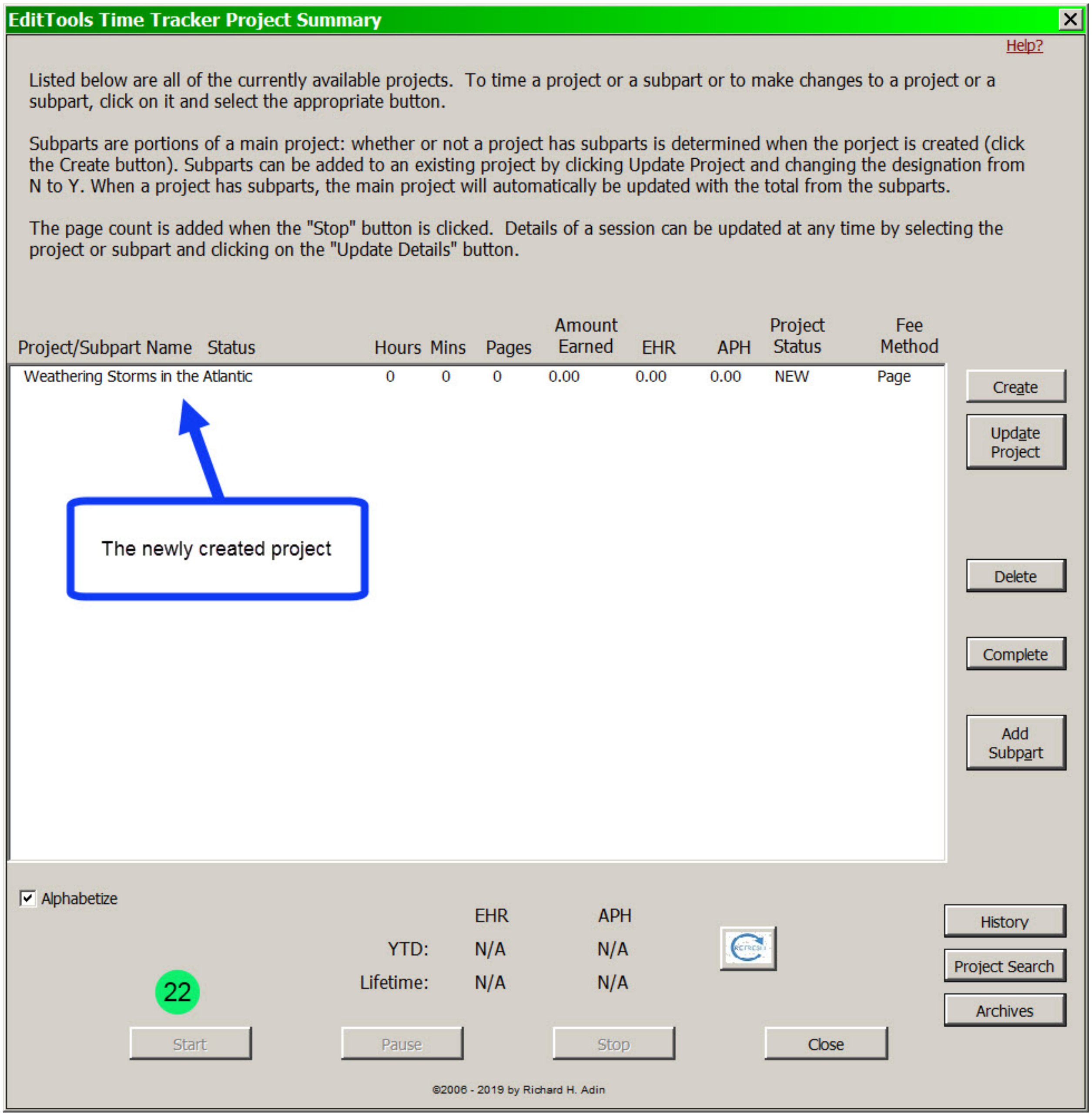
All other items on the Create/Update form are self-explanatory. Below is an example of a filled out form using the per Page option.



A completed Create/Update form

Adding Projects to the Time Tracker Form

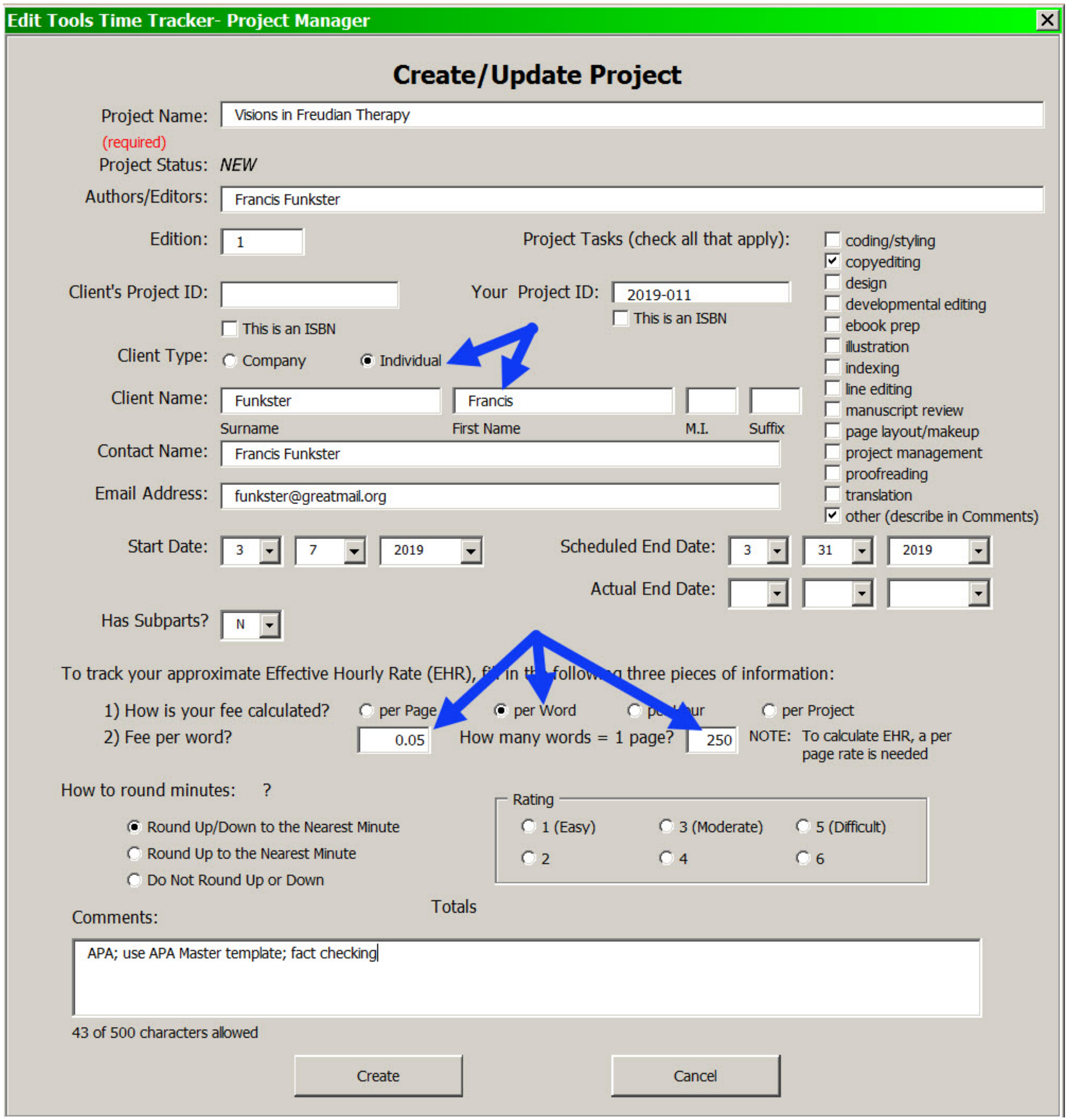
When done entering the information on the Create/Update form, click **Create** to create a project that can be timed. The project will appear in the Project Summary form as shown here:



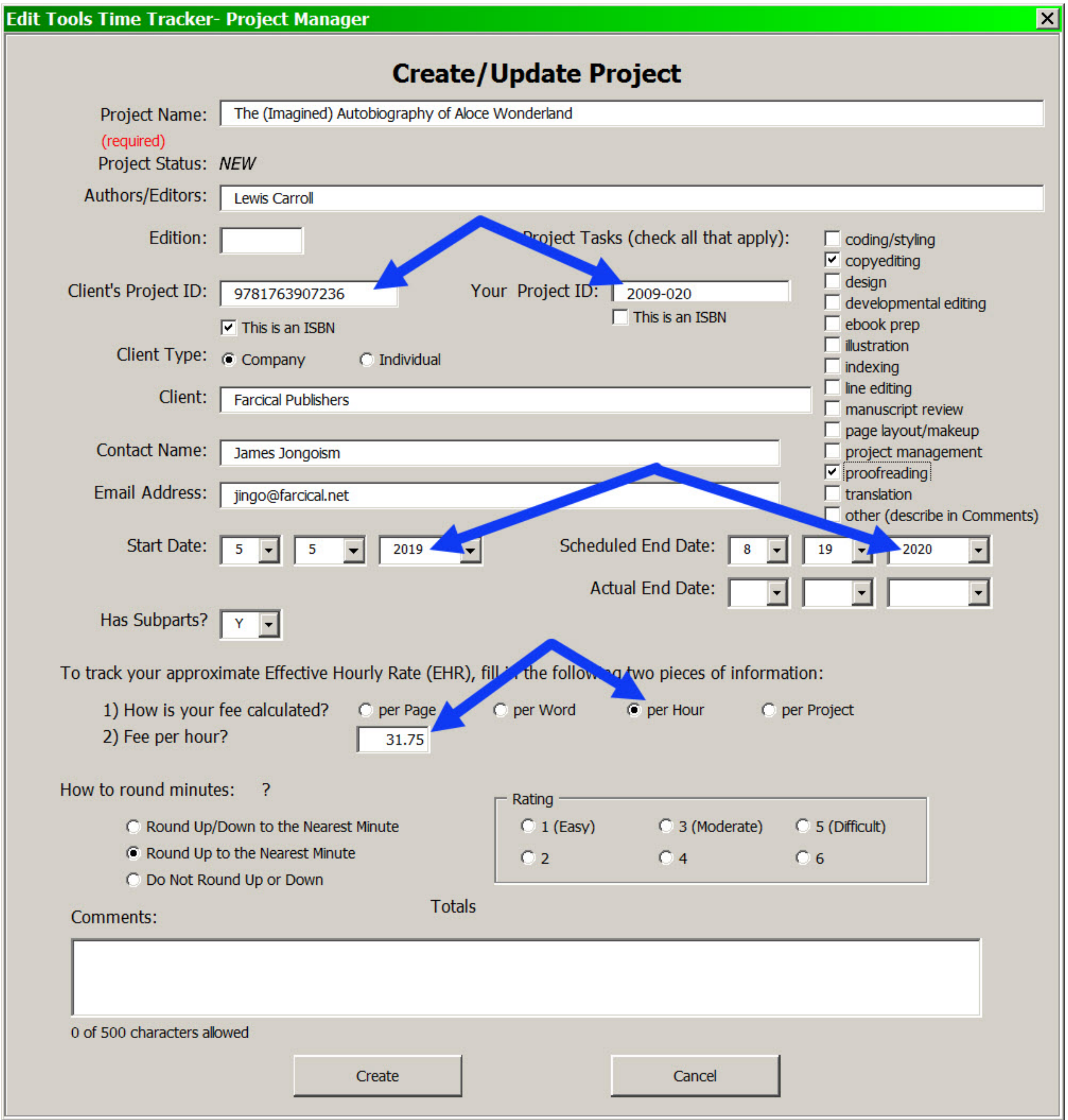
The newly created project in the Project Summary form

To start timing a project, select the project (or, if the project has subparts, the appropriate subpart) by clicking on it and then clicking Start (#22). (See "Starting the Timer for a Project" below for more information.)

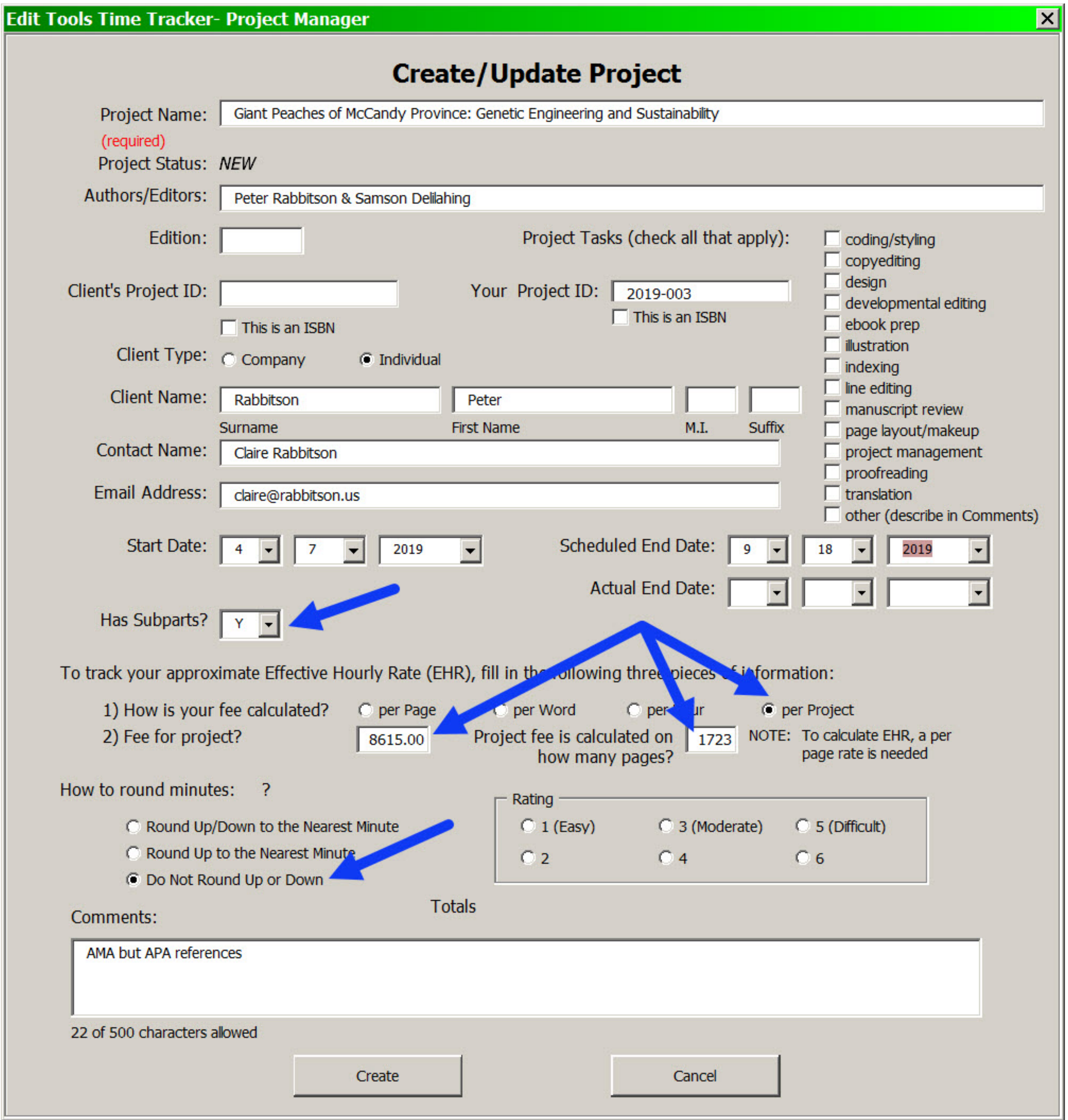
The following are Create/Update forms for per Word, per Hour, and per Project projects (per Page is shown above) to illustrate each of the available types and so things unique to each type can be explored in other sections of this Help file. Items to note are indicated by arrows. **NOTE:** Rounding options were randomly selected for these illustrative projects. You can choose any rounding option with any fee option.



Create/Update form for a per Word project



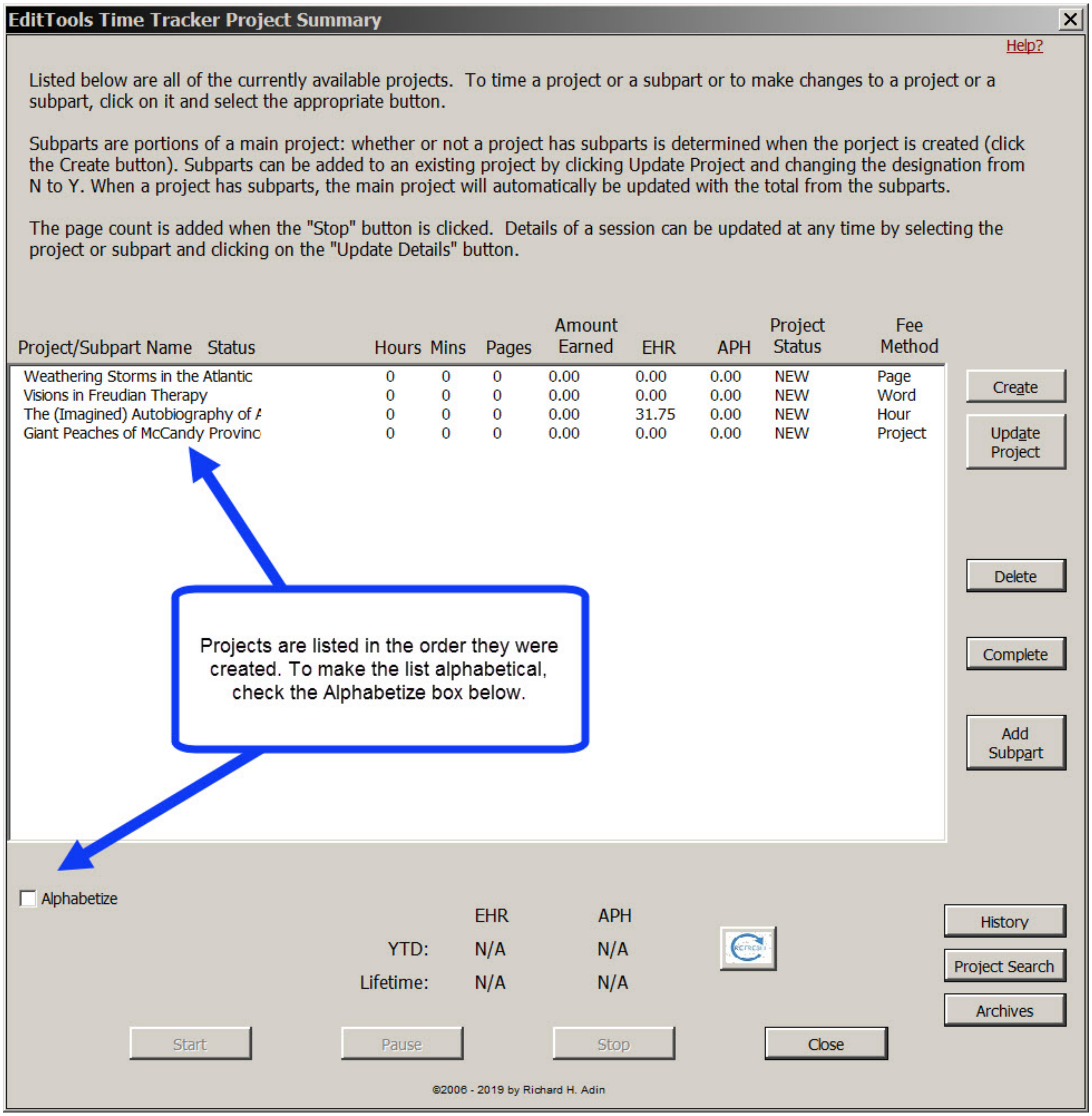
Create/Update form for a per Hour project



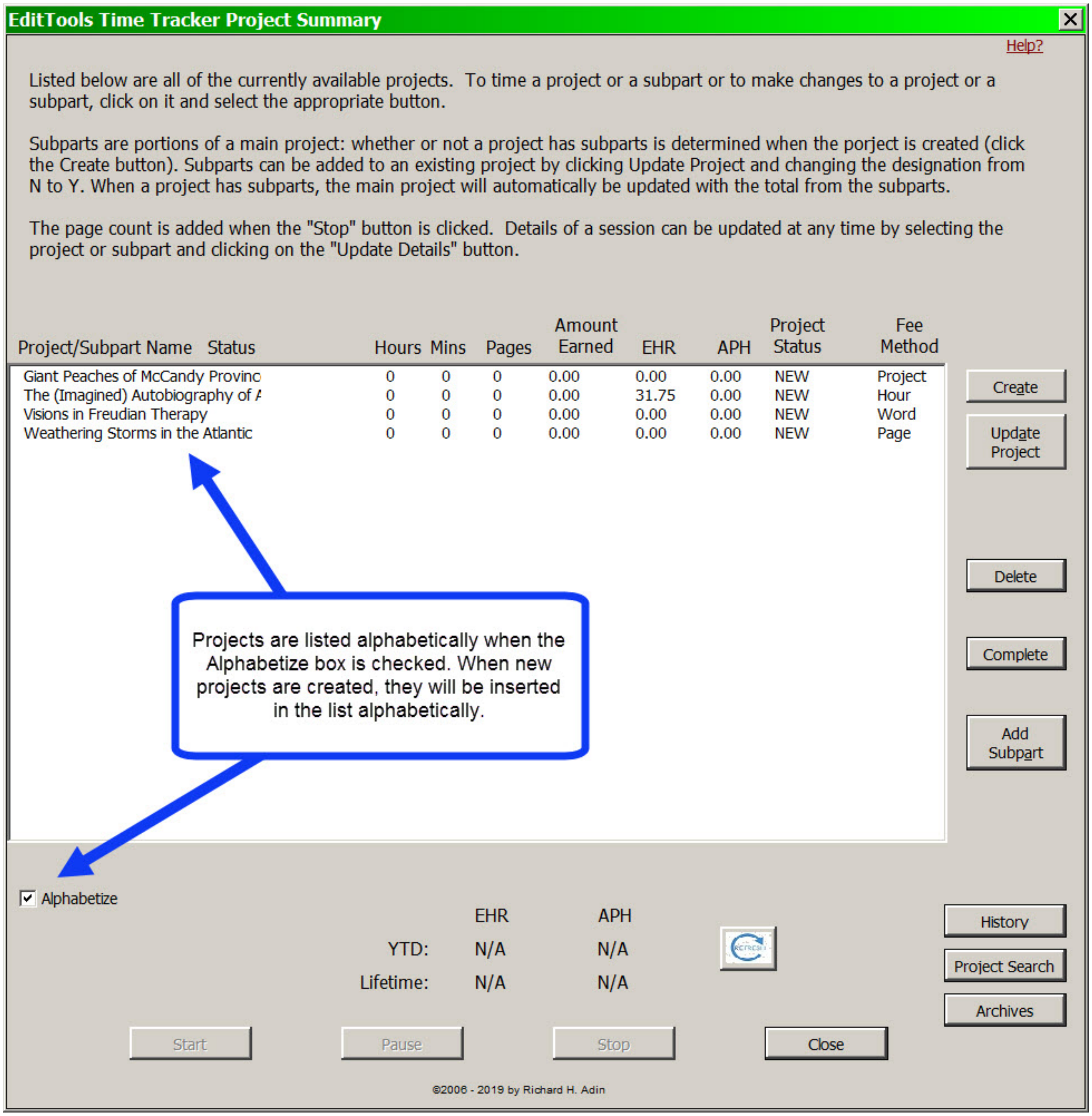
Create/Update form for a per Project project

Tip

Once projects are created, they appear in the Project Summary form, as shown above. By default, they are listed in the order they were created. If you prefer them to be listed alphabetically, check the Alphabetize checkbox on the main form, as shown below.



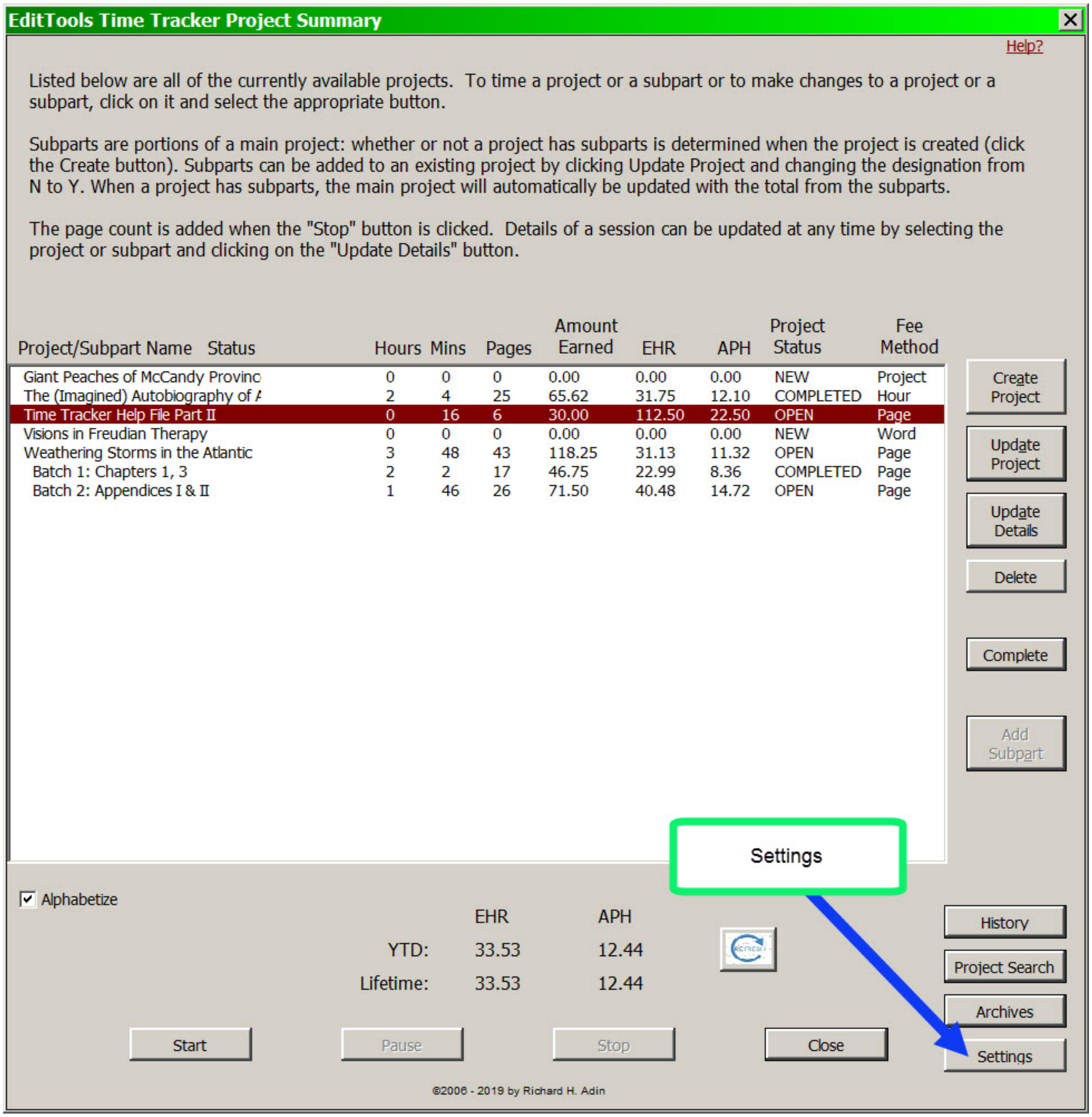
Projects are listed in order created



Projects are listed in alphabetically

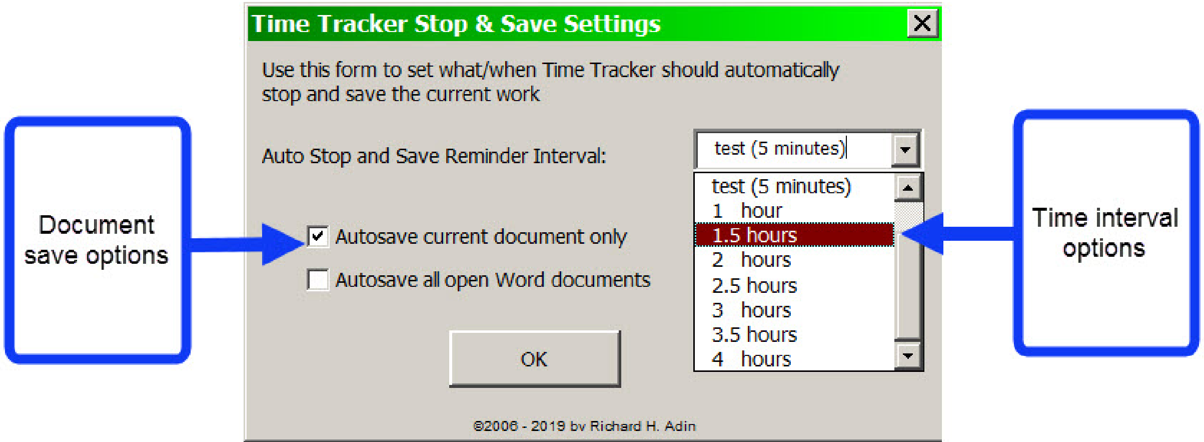
Autosaving Documents and Timer Data

As indicated in the opening paragraphs to this help document, Time Tracker also includes the ability for the user to set an interval at which timing will be stopped and either the current document or all open Word documents, as well as the time data since the last autosave, will be automatically saved. The interval settings are None, that is, there will be no autosaving, or 1, 1.5, 2, 2.5, 3, 3.5, or 4 hours. To set the interval, click Settings (shown below) on the Project Summary form.



Settings on the Project Summary form

Clicking Settings opens the form where you can set your time interval choice and which Word documents to save as shown in the following image. (Note: The image below shows a 5-minute test option. That option was available only during beta testing; it is not available in the released version of EditTools.)



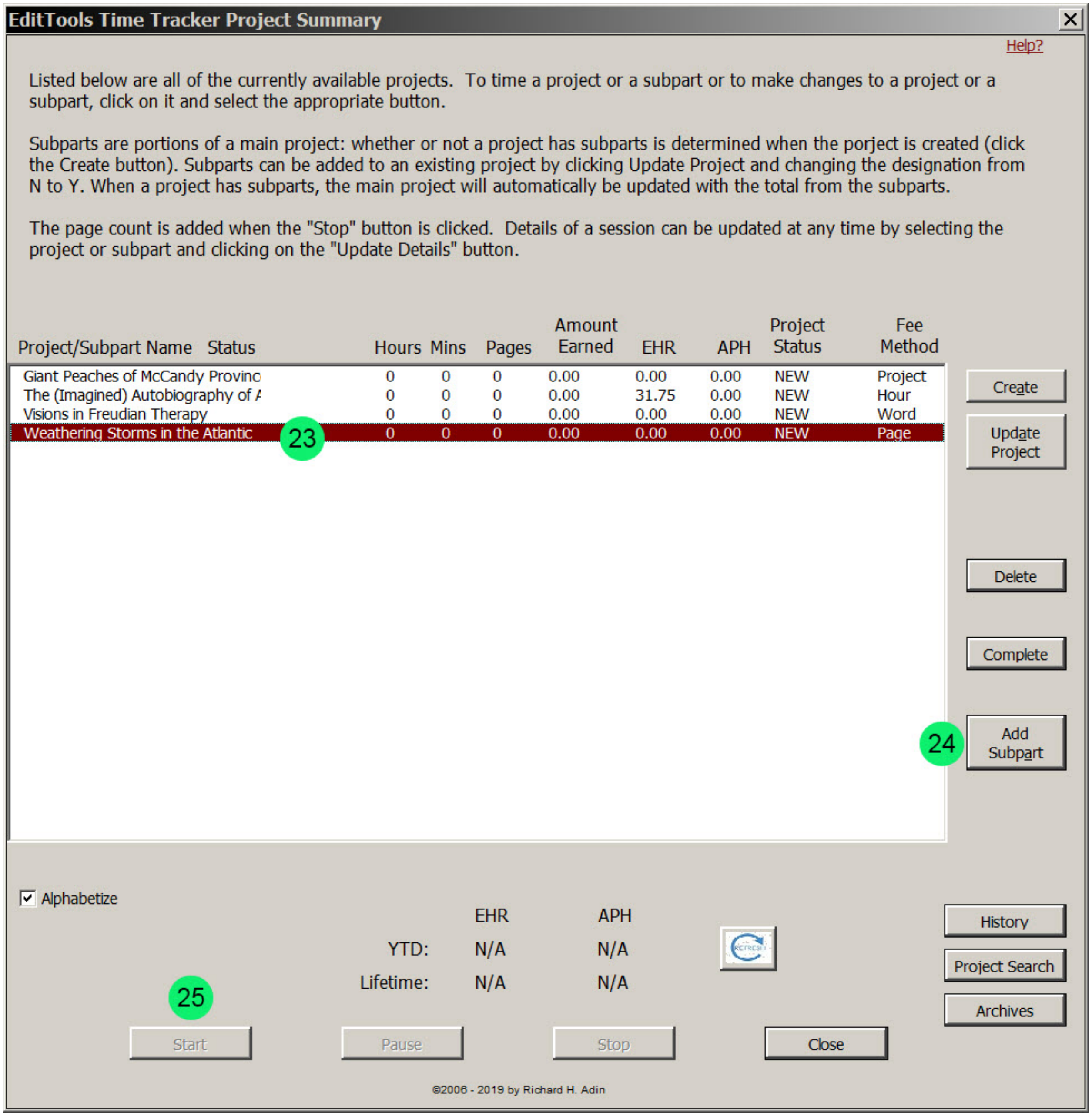
Setting the autosave options

Clicking OK saves your choices, which remain the default until you make a change. If you open this dialog but do not want to make any changes, click the x in the upper-right corner.

Once you have set your autosave preferences, you can select your project to time and start timing, as shown in the next section. You do not need to reopen the Settings form even if you change projects, unless you wish to change the settings.

Starting the Timer for a Project

To start timing a project you need to first select the project in the Time Tracker Project Summary form as shown below (#23). However, if the selected project was designated in the Create/Update form as having subparts, the Start button (#25) remains unavailable. Instead, you need to either select an existing subpart, which there isn’t in this example, or create a subpart by clicking the Add Subpart button (#24).

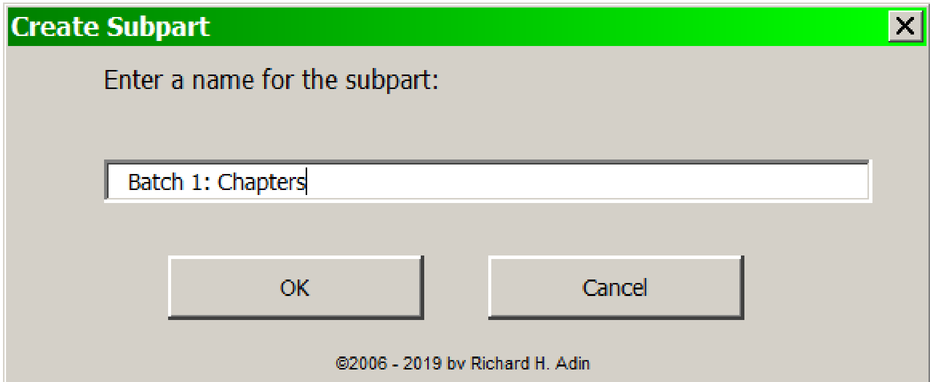


Adding a subpart to a project with subparts

Clicking Add Subpart (#24) brings up the subpart dialog shown below. Enter a title for the subpart and click OK to create the subpart, which will appear beneath the project name.

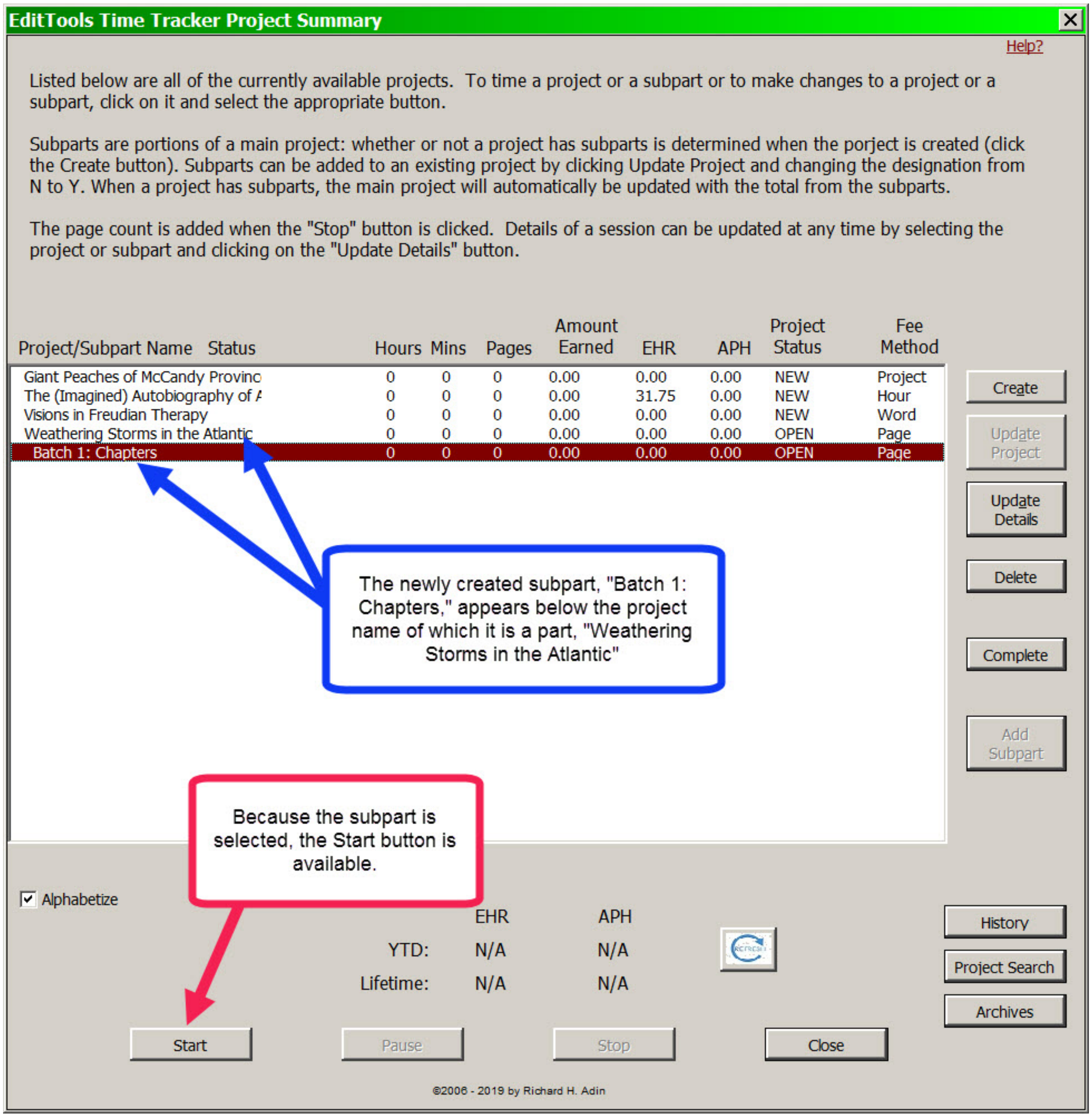
Tip

You can modify the subpart name later (discussed below), which is why “Batch 1: Chapters” can be entered here without specifying which chapters constitute batch 1. When batch 1 is complete, its name can be modified to, for example, “Batch 1: Chapters 1, 7, 13-15 & Tables 2-7”.



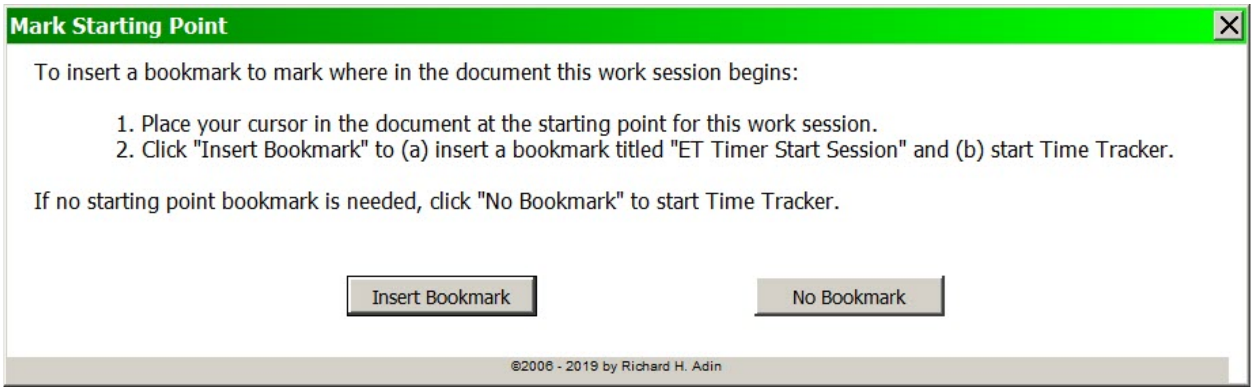
Creating a subpart

The subpart appears in the Project Summary form as shown below. Because the subpart is selected, the Start button is now accessible. To start the timing the project, click Start.



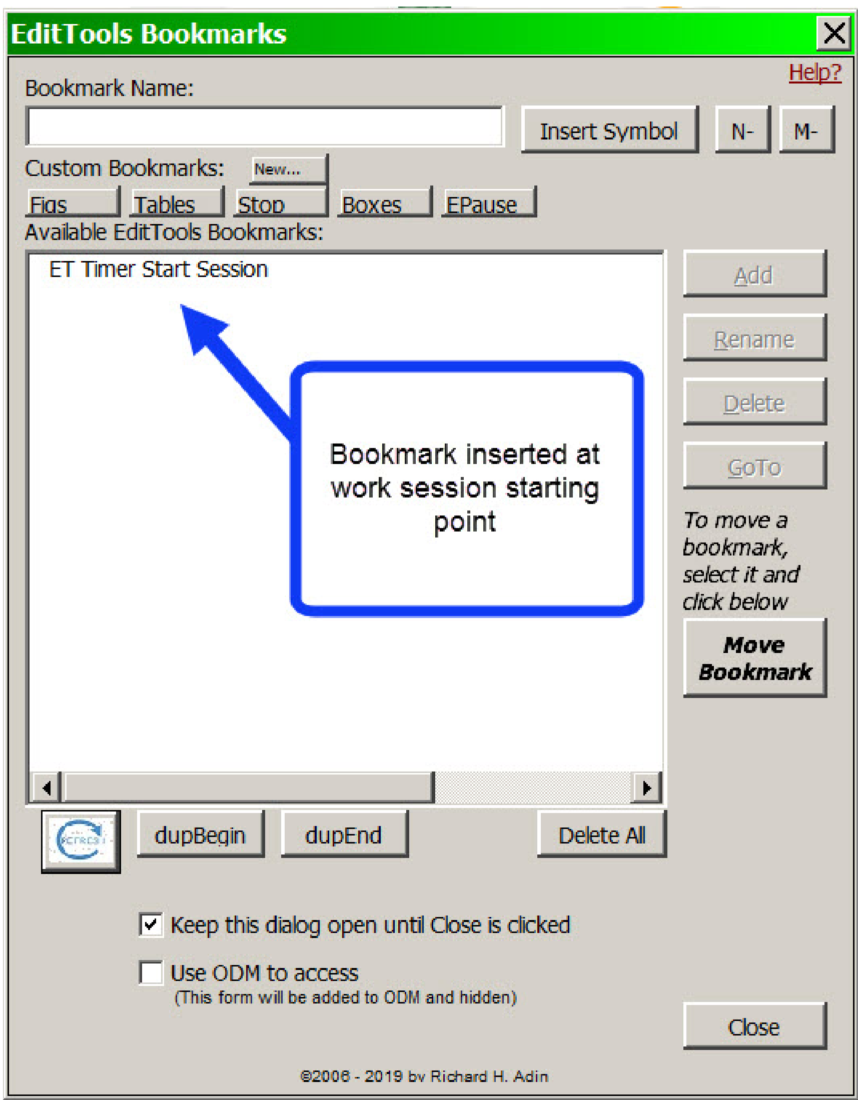
Adding the subpart and selecting it makes the Start button accessible

When Start is clicked, a new message (shown below) appears asking whether a bookmark marking where in the document this work session starts is needed.



Insert a bookmark to mark where session work begins

Clicking Insert Bookmark inserts a bookmark titled "ET Timer Start Session" at the designated location in the document.

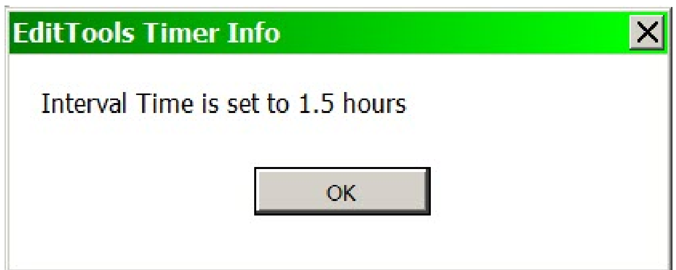


Bookmarking work session start location

Tip

When Time Tracker is stopped, whether by clicking Save & Stop on the “It’s time to Stop & Save” message or Stop on the EditTools Ribbon, once the pages completed has been entered, the ET Timer Start Session bookmark is automatically deleted. That is because Stop signals the end of the work session being timed. The bookmark is not deleted by clicking Pause.

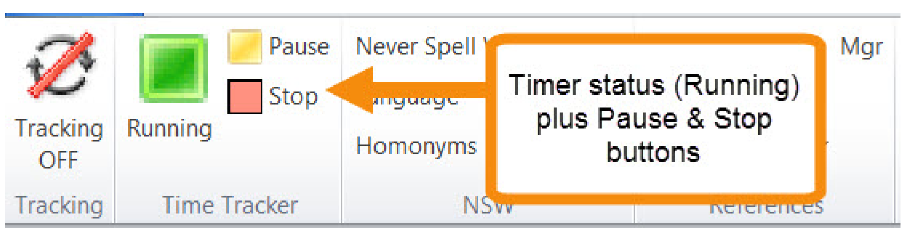
After you have clicked either Insert Bookmark or No Bookmark, the Project Summary closes and a message appears reminding you what the Stop & Save Interval Time is set to (shown below). The message automatically closes after 3 seconds.



Reminder of interval setting

The Interval Time reminder gives you an opportunity to stop Time Tracker immediately by clicking Stop in the Ribbon and change the setting if a different interval is wanted. If the Interval Time setting is correct, you can proceed with the session.

Time Tracker starts, and the Time Tracker part of the EditTools Ribbon changes to indicate the Timer’s status (Running) and to provide buttons to Pause or Stop the Timer, as shown here:

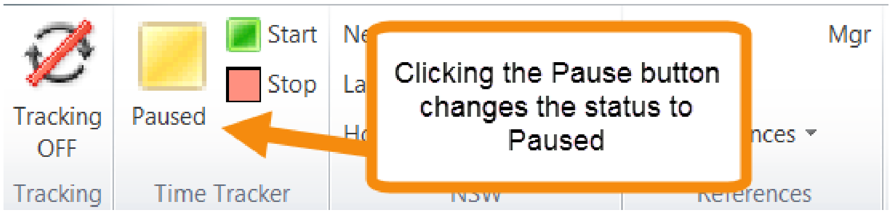


The EditTools Ribbon indicates the Timer’s current status: Running

If Autosave Has NOT Been Set

The following discusses what how Time Tracker is manually operated, which occurs when the autosave settings are set to None. See the section **If Autosave Has Been Set** (below) for what happens when autosave settings have been set.

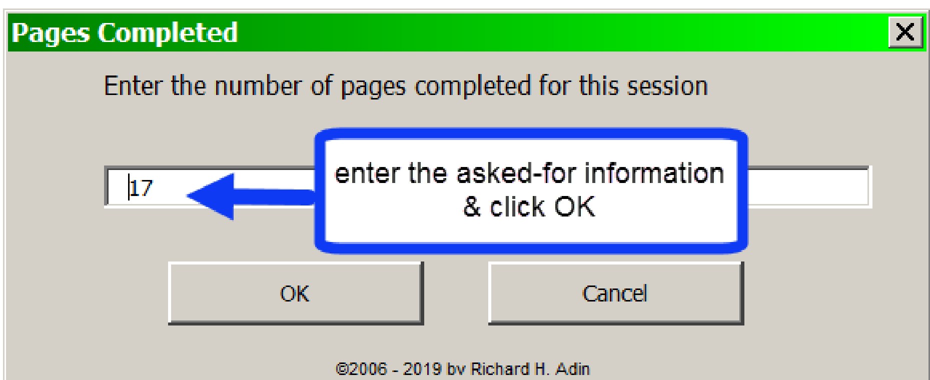
Clicking Pause (above) pauses the timer and changes the status icon to yellow (Paused) as shown here:



Timer is paused

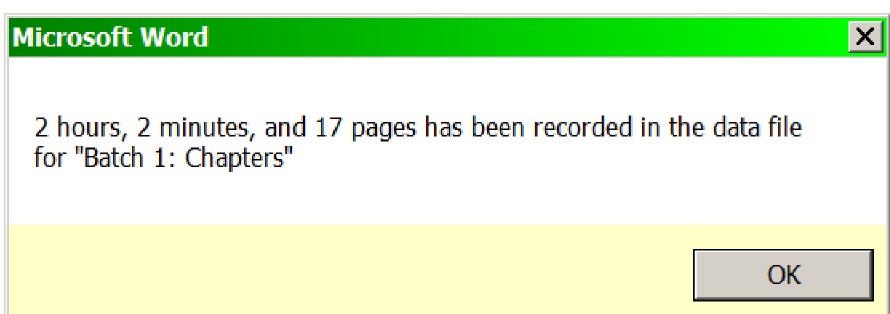
When ready to restart timing, click Start (green icon above).

When you are done working on the project for the time being, click Stop. Clicking Stop brings up the appropriate information form. Because the current example is a per-page project, the form opened is the Pages Completed form, which asks for the number of pages completed for this session. The default is zero. Enter the correct number, as shown here, and click OK.



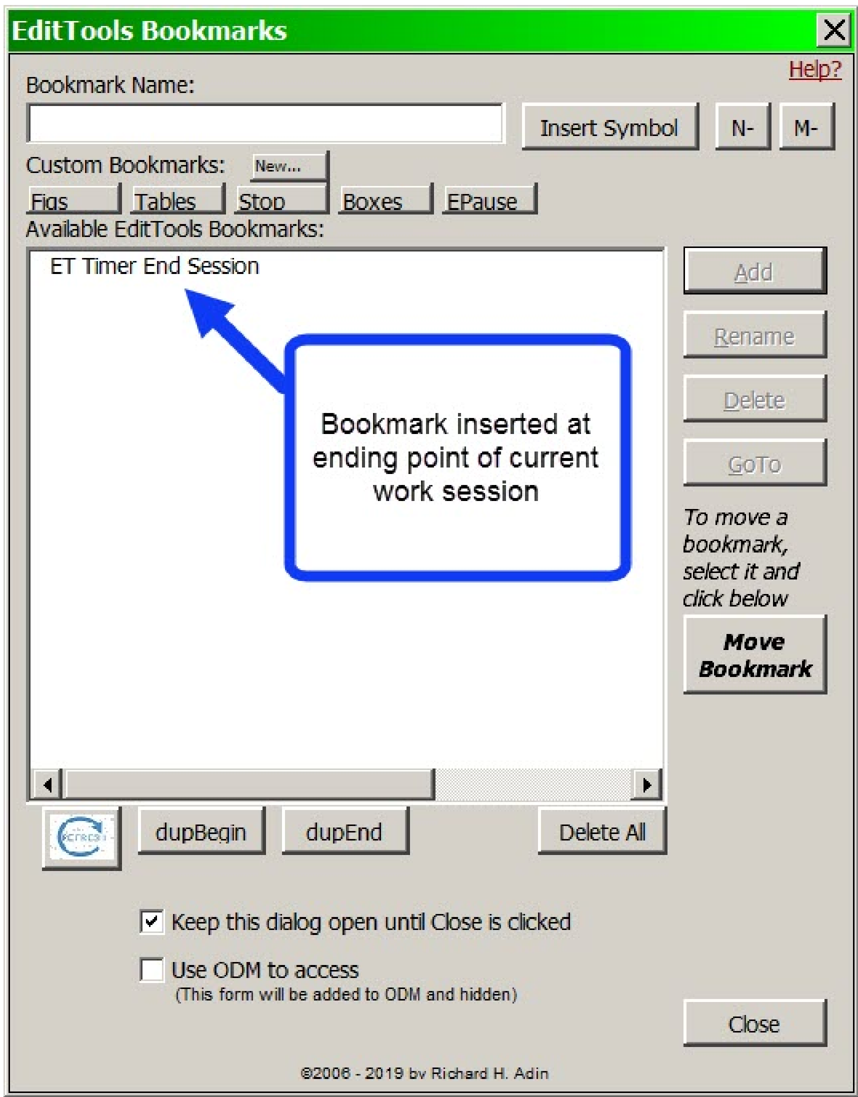
Enter the number of pages completed

When OK is clicked, a message box opens that tells you how much time and how many pages were recorded in the project's data file:



Summary of the data recorded in the project's data file

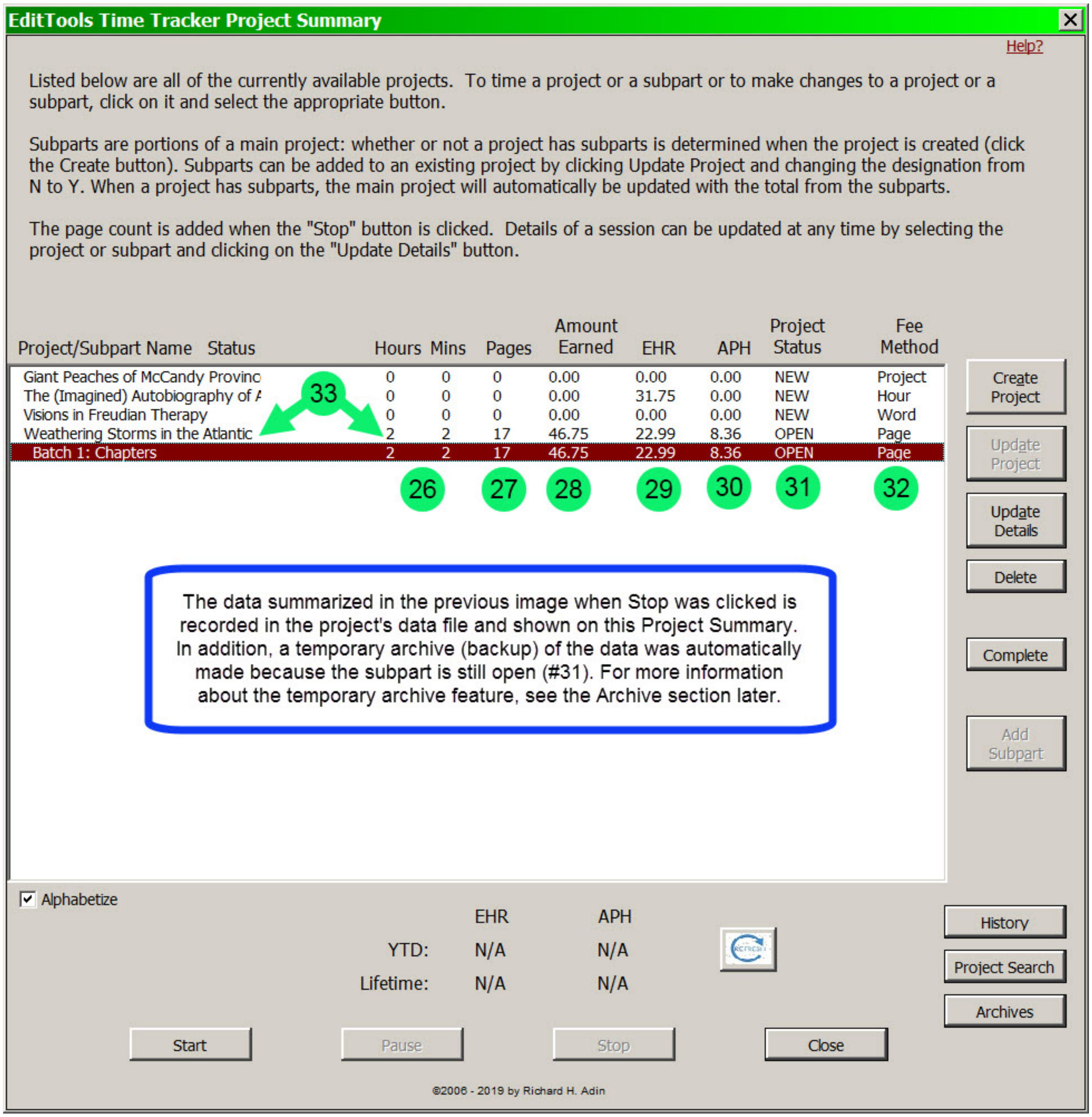
Clicking OK causes three events to occur: First, the Timer's status on the EditTools Ribbon changes to Off. Second, and importantly, it causes an archive (ie, a temporary backup) file to be created and autosaved in the Archive folder, which was automatically created when EditTools was installed. See "Archive" below for more information. Third, it deletes the ET Timer Start Session bookmark that had been inserted to be deleted and a new bookmark, ET Timer End Session (shown below), to be inserted to mark where the work session ended.



The end-of-session bookmark

If the project requires another work session, open Bookmarks and go to the ET Timer End Session bookmark for the location where the previous session ended. When you click Start on the Project Summary to begin the next session, this bookmark will be deleted and replaced with the ET Timer Start Session bookmark discussed earlier.

Clicking the Off button opens the main project form (shown below) where you can see all of the data entries.

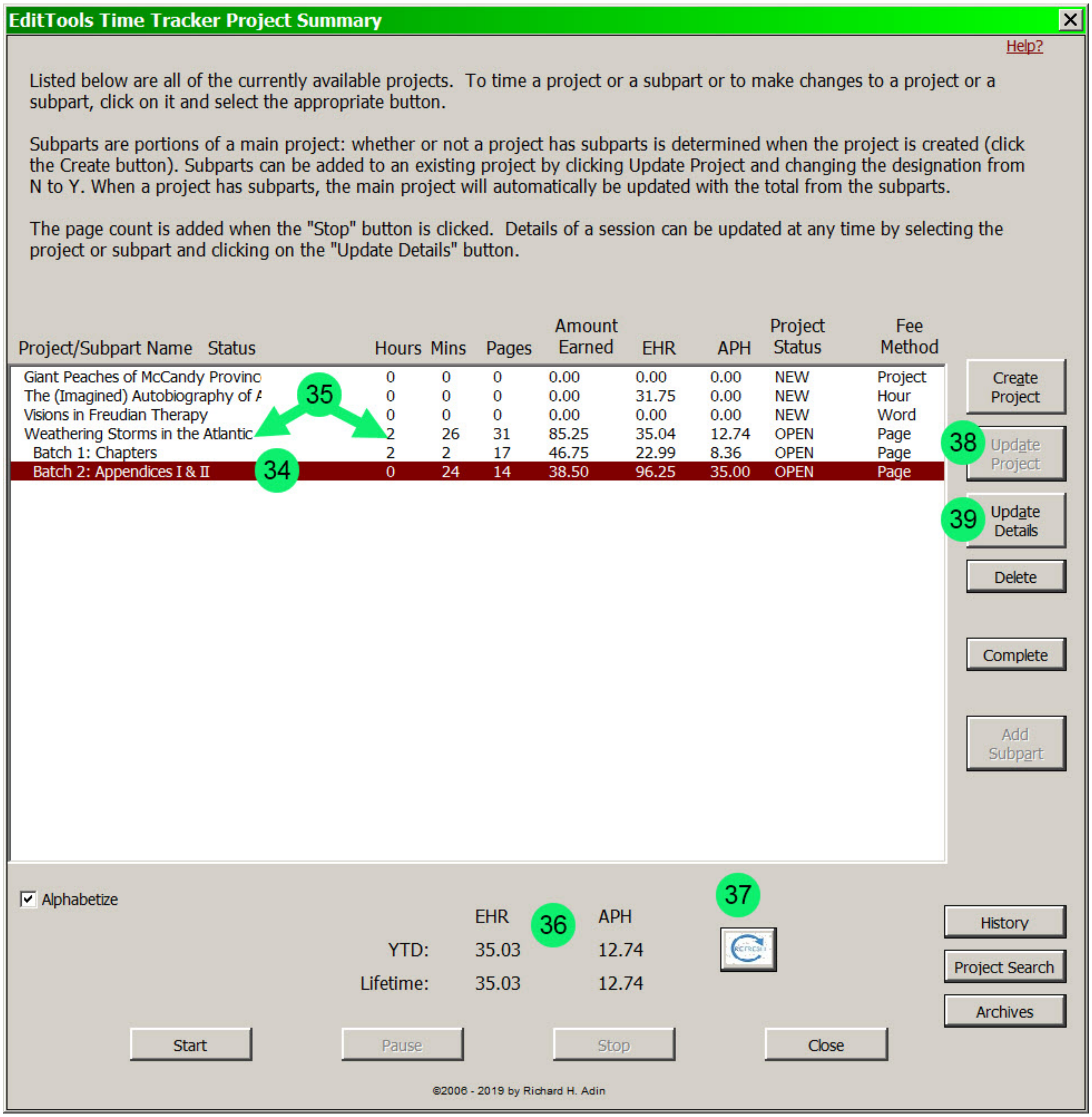


Summary of all data recorded

As the above image shows, the time (#26) and number of pages (#27) were recorded for the subpart "Batch 1: Chapters." In addition to entering the time and pages information, the summarized data also calculates the amount earned (#28), your Effective Hourly Rate (EHR; #29), and the average number of pages edited per hour (APH; #30). Also shown are the project's status (#31) and how the fee is calculated (#32).

As noted, at the same time, a temporary archive (backup) file was automatically created. See the **Archive** section later.

As the image shows, because the project has subparts, the data for the just completed session was recorded in the Batch 1 line. However, it was also recorded in the primary project line (#33). In this instance, because we have just set of data, the two lines are identical. For illustration purposes, a second subpart has been added with its own data (#34 in image below).



An example of multiple subparts

As shown by the Batch 2 data (#34) in the above image, the data for each subpart is listed separately. What is also shown is that the project data line (#35) shows the cumulative data for the project. The Year-to-Date (YTD) and Lifetime EHR and APH (#36) are also shown (see the following Tip).

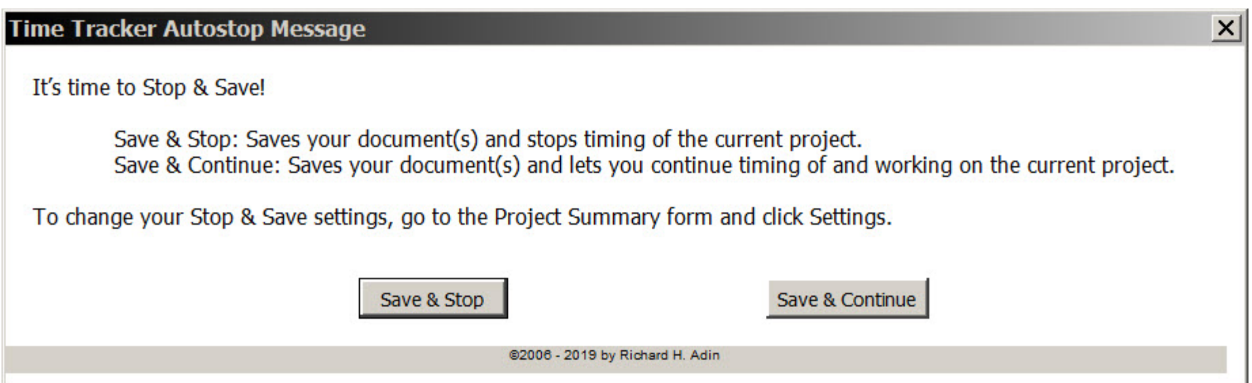
Tip

The YTD and Lifetime data numbers are refreshed when Word is closed. To see updated numbers without exiting and reopening Word, click the **Refresh** button (#37).

If Autosave Has Been Set

Timing a project begins the same way. You select the project or subpart to be timed and click Start on the Project Summary form. The Project Summary form disappears and you edit your document.

When the autosave timer interval has elapsed, a notification that it is time to stop editing and save the document(s) and time data appears. As shown here, the notification gives you two options: Save & Stop and Save & Continue.



It's time to Stop & Save

If you choose Stop & Save, then your data and document(s) are saved and Time Tracker stops running. This is the option to choose if you want to (a) change to another project; (b) stop editing the current project for a longer than a few minutes, such as taking an hour lunch break; or (c) are finished working for the day.

Tip

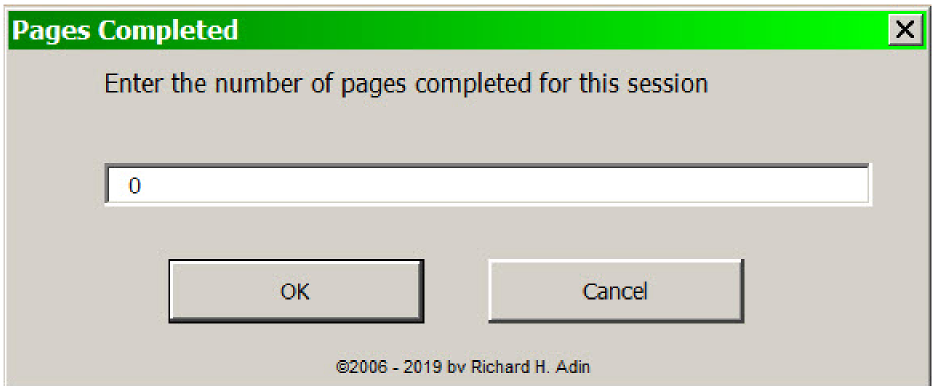
If it is time to stop Time Tracker but the Stop & Save message hasn't appeared, just stop Time Tracker manually.

If you choose Stop & Continue, then your data and document(s) are saved and Time Tracker continues running. This is the option to choose if you want to continue working on the current project.

Tip

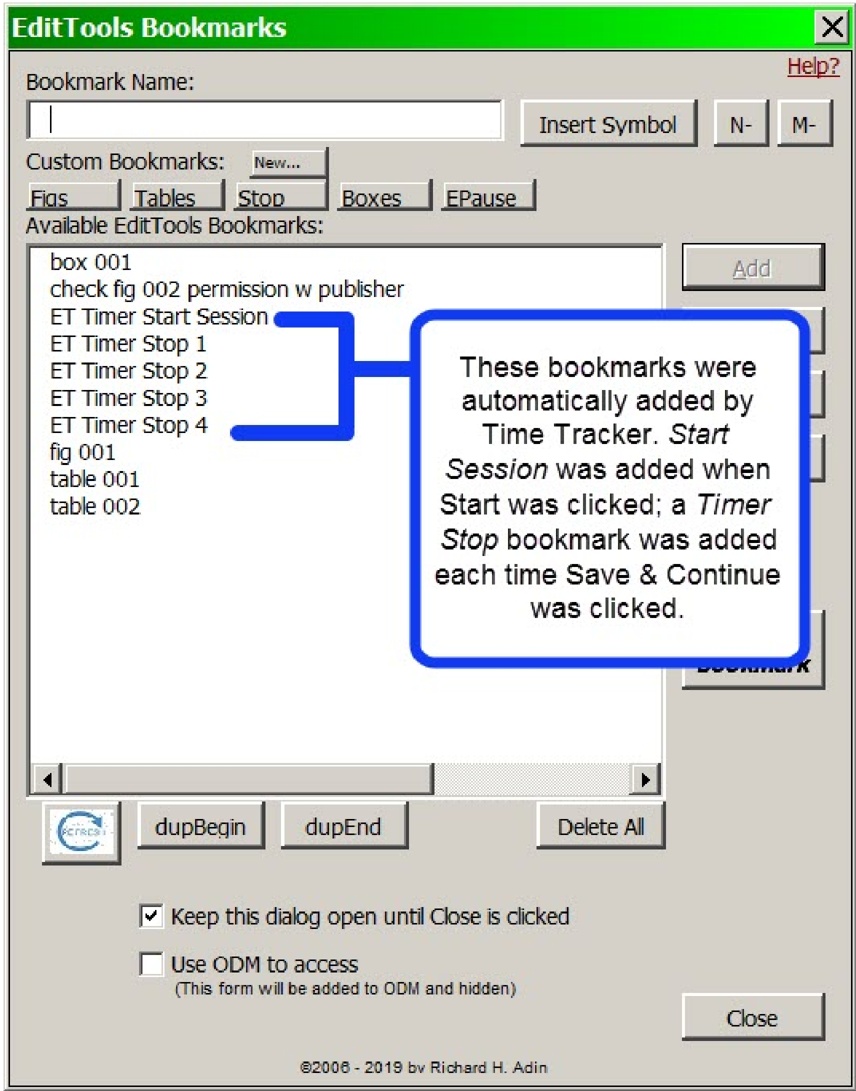
If you accidentally choose Stop & Save but want to continue, just restart Time Tracker as you normally would.

Clicking either button brings up this dialog asking you to enter progress information.



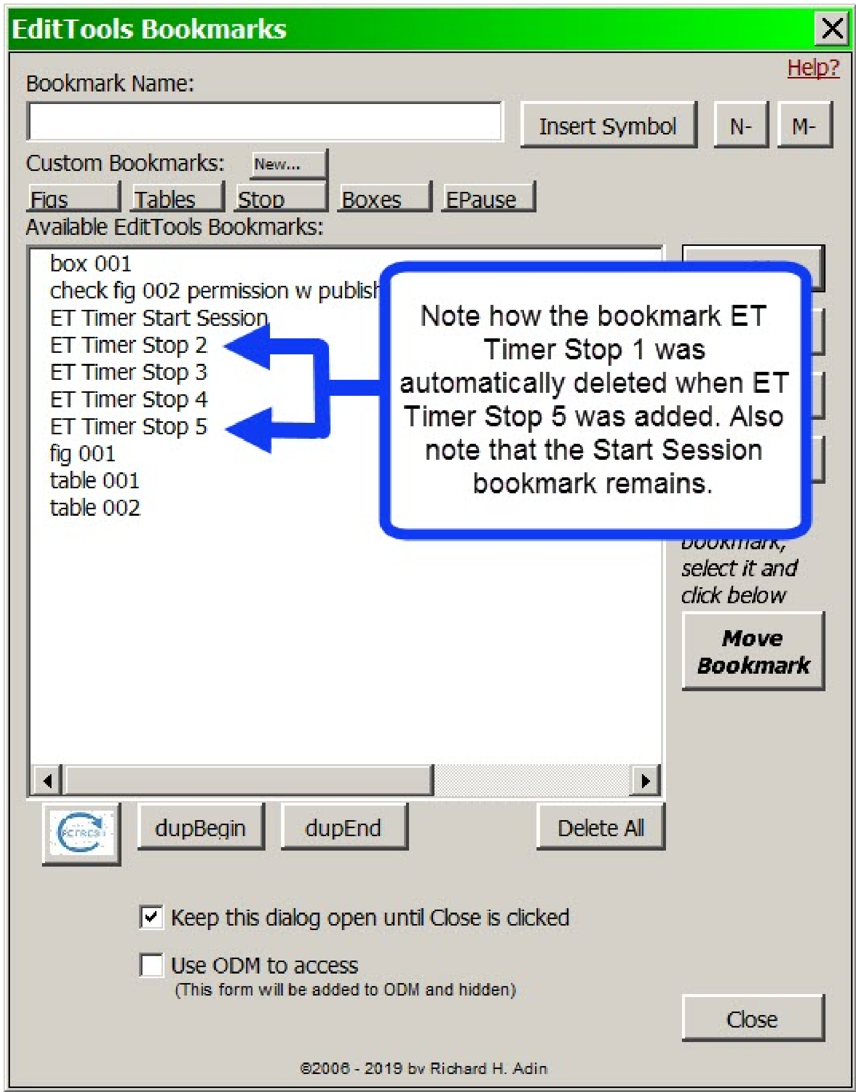
Enter the number of pages edited since the last time you stopped

Here you have two options: You can leave the number of pages at zero if you are not finished for the day or you can calculate how many pages have been edited since the last time you stopped. Recognizing that most of us won't remember where we last stopped to do the autosave, Time Tracker enters a special bookmark EACH time you autosave, as shown here:



Autosave automatically inserts a bookmark

Autosave automatically inserts a bookmark named *ET Timer Stop x* when the Time to Stop & Save message appears. As shown, each bookmark is numbered. (Note: When you first start Time Tracker, the first ET Timer Stop bookmark is entered.) Time Tracker maintains up to four ET Timer Stop bookmarks, so when ET Timer Stop 5 is added, ET Timer Stop 1 is automatically deleted (see below). This prevents the accumulation of too many bookmarks.



Oldest Timer Stop bookmark is automatically deleted

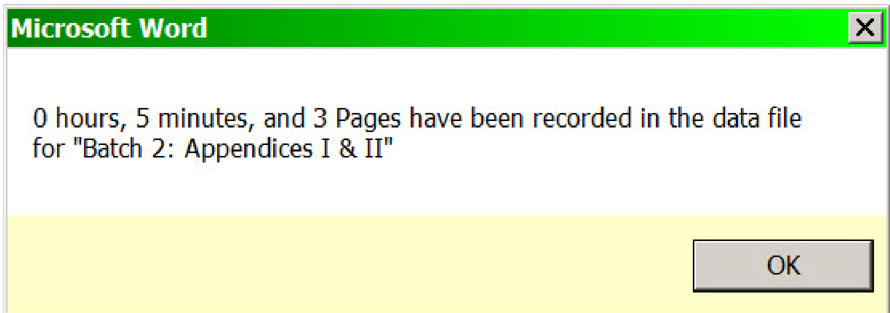
Tip

Bookmarks are document-centric, not project-centric. Thus, if a project has five chapters and each chapter is its own document, each chapter can have a bookmark named **ET Timer Stop 3**.

The newest ET Timer Stop bookmark indicates your PRESENT location in the document; the ET Timer Stop bookmark with the immediately preceding number is located at the last stop-and-save point. For example, if the current location bookmark is ET Timer Stop 4, then the previous stop point was at ET Timer Stop 3.

The ET Start Session bookmark does not move as work progresses on the document; the bookmark always marks where the mouse cursor was located when this specific work session began. The ET Timer Stop bookmarks, in contrast, represent the mouse cursor's location when the time interval expired and Save & Continue was clicked.

Use the two most current ET Timer Stop bookmarks to determine how much progress was made since the last time interval expiration and enter the data in the Pages Completed field shown above. In the above figure, ET Timer Stop bookmarks 4 and 5 would be used. Once you have entered the data, the following message will appear:



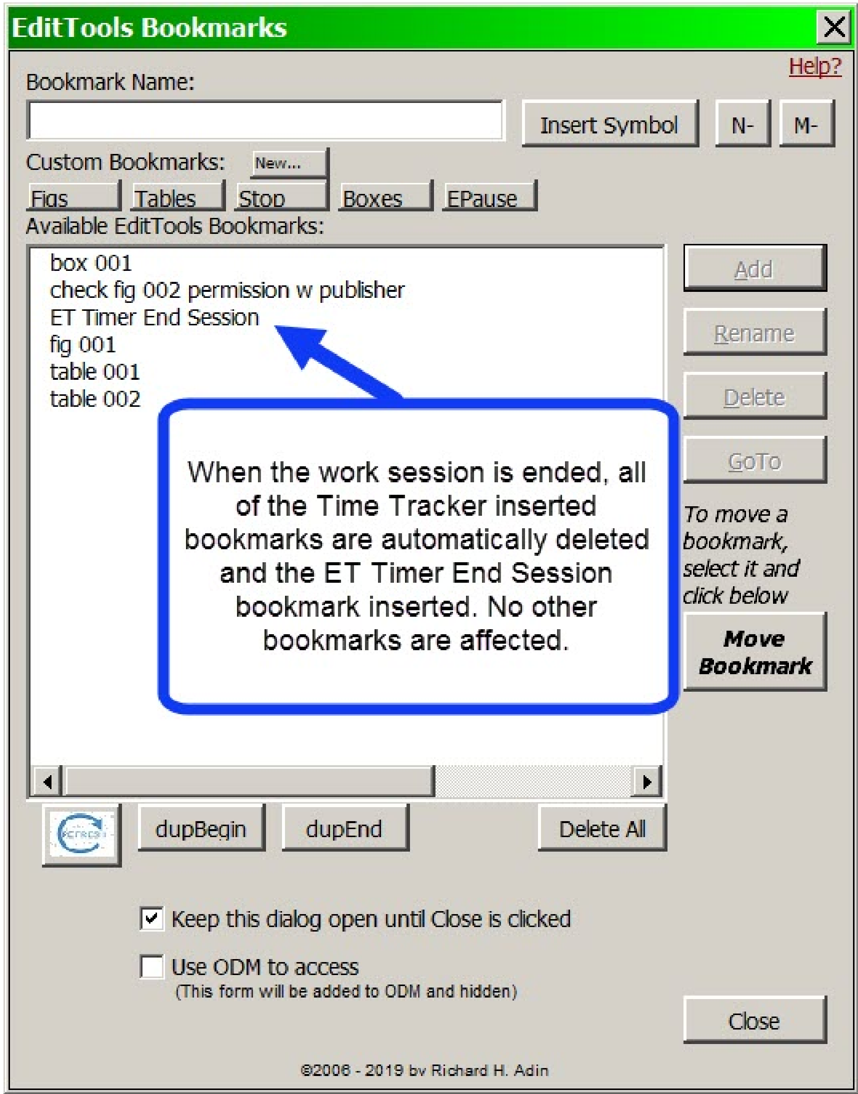
Confirmation message

and both your data and your document(s) will have been saved. (An easy way to verify that a document has been saved is to check the file's timestamp.)

> **Tip**
>
> An alternative to calculating the amount of progress since the last time the data was saved is to accept the default of zero (0) completed pages and just have the time saved until it is time to end this work session. When this work session is ended by either clicking Stop on the EditTools Ribbon or clicking Save & Stop on the "It's time to Stop & Save" message, use the ET Timer Start Session bookmark for the work session's starting point and the newest ET Timer Stop bookmark for the session-ending point to calculate what number to enter into the Pages Completed field.

If you chose Save & Continue, you will be returned to your document and the Time Tracker will show the Running (Green) button on the EditTools Ribbon. You can continue working on your document until you are ready to stop or until the next Stop & Save message.

If you chose Save & Stop, your data and document(s) will be entered and saved and the stop button will be shown in the Ribbon. In addition, all of the Time Tracker–inserted bookmarks (ET Timer Start Session and the ET Timer Stop) are automatically deleted and the ET Timer End Session bookmark is inserted, as shown below, at the last location of the mouse cursor in the document.



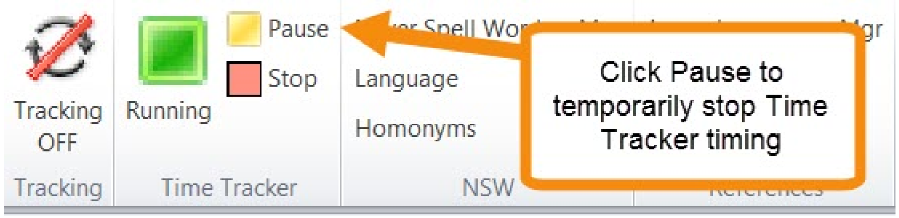
Time Tracker–inserted bookmarks are deleted and replaced with the End Session bookmark

Tip

It is always a good idea to check that the ET Timer End Session bookmark was inserted at the correct location before closing the document. If it wasn't, use Bookmarks to move the bookmark to the correct location and then resave the document.

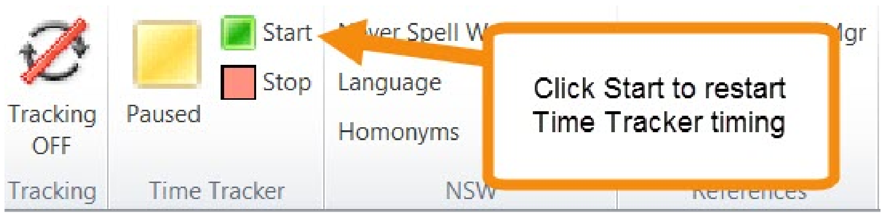
Pause When Interval Timer Is Set

Clicking Pause on the EditTools Ribbon causes Time Tracker to stop timing temporarily.



To temporarily stop timing, click Pause

When you are ready to have Time Tracker resume timing, click Start on the EditTools Ribbon.



To restart Time Tracker timing, click Start

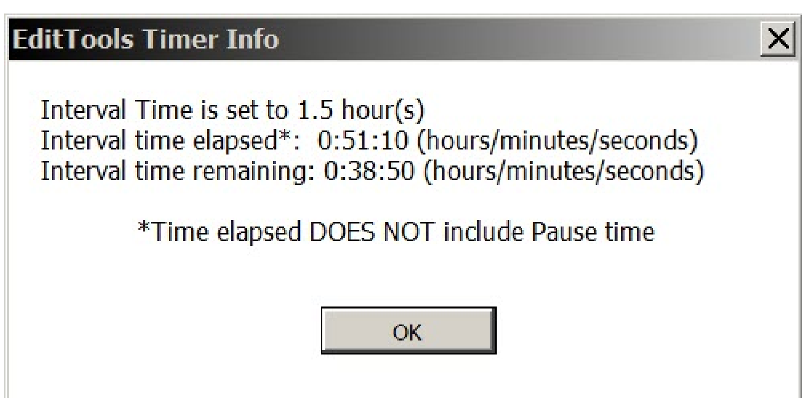
Tip

If instead of clicking Start in the Ribbon you click Paused, the Project Summary will open. Just click the Start button to restart Time Tracker. The buttons in the Ribbon will also change to the correct status.

Similarly, if instead of clicking Pause in the Ribbon you click Running, the Project Summary will open. Just click the Pause button to temporarily pause Time Tracker timing. The buttons in the Ribbon will also change to the correct status.

In either case, if you click the Close button on the Project Summary, the Project Summary will close and Time Tracker's status will continue.

Clicking Start to end a temporary pause not only will restart Time Tracker timing, but will cause the Timer Info message, shown here, to appear.



Information on how much Interval Time has elapsed and remains

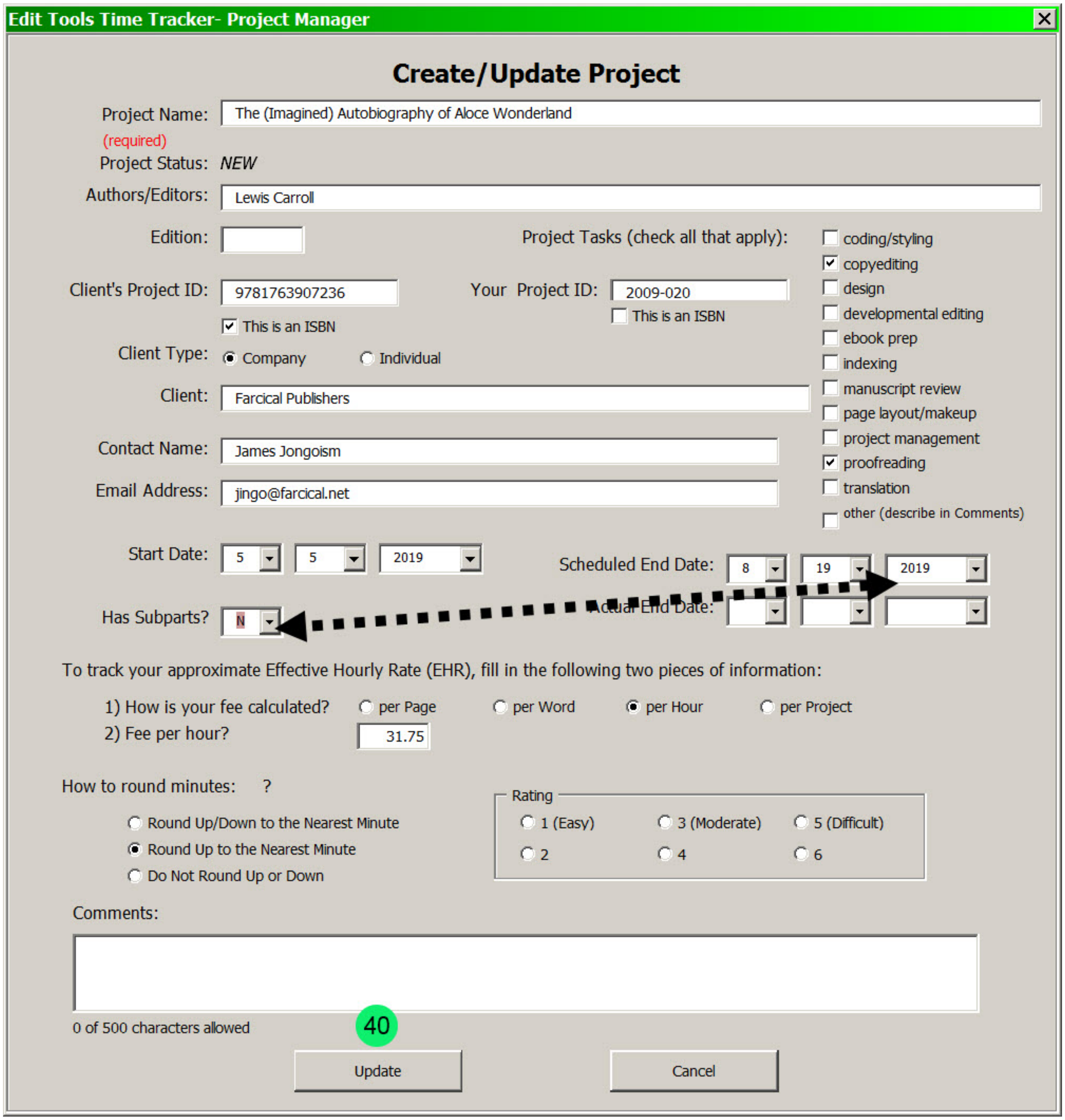
The message tells you the current Interval Time setting, how much Interval Time has elapsed, and how much Interval Time remains. Pause time is ignored. This message will automatically disappear after approximately 7 seconds; it can also be dismissed by clicking OK.

> **Tip**
>
> This message will appear even if Time Tracker timing is restarted by clicking the Start button on the Project Summary.

Updating Information

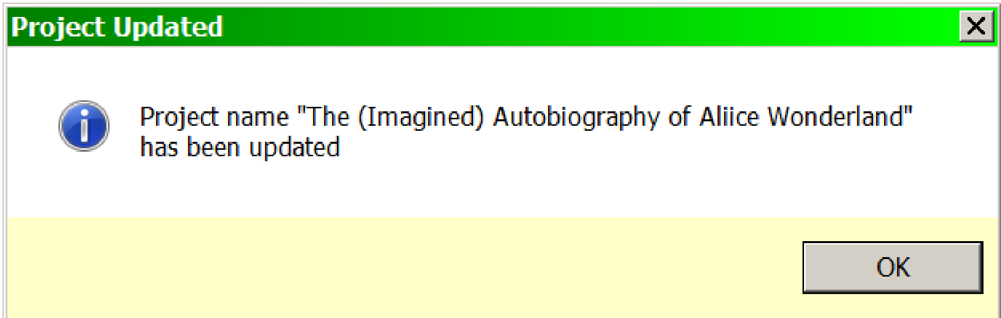
Sometimes things change and we need to change the project information we originally entered. Time Tracker has two different types of information updating.

The first update type is the updating of the basic project information itself. To change the original project information, select the project name — not a subpart's name — and click the Update Project button. For example, "The (Imagined) Autobiography of Alice Wonderland" was set to have subparts and to run through 2020. If, instead, there are not to be subparts and the project is rescheduled to end in 2019, select the project and click Update Project (#38, which is grayed out in the previous image because a project has not been selected, a subpart has). That will open the Create/Update form so that the changes can be made (see arrow in below image).



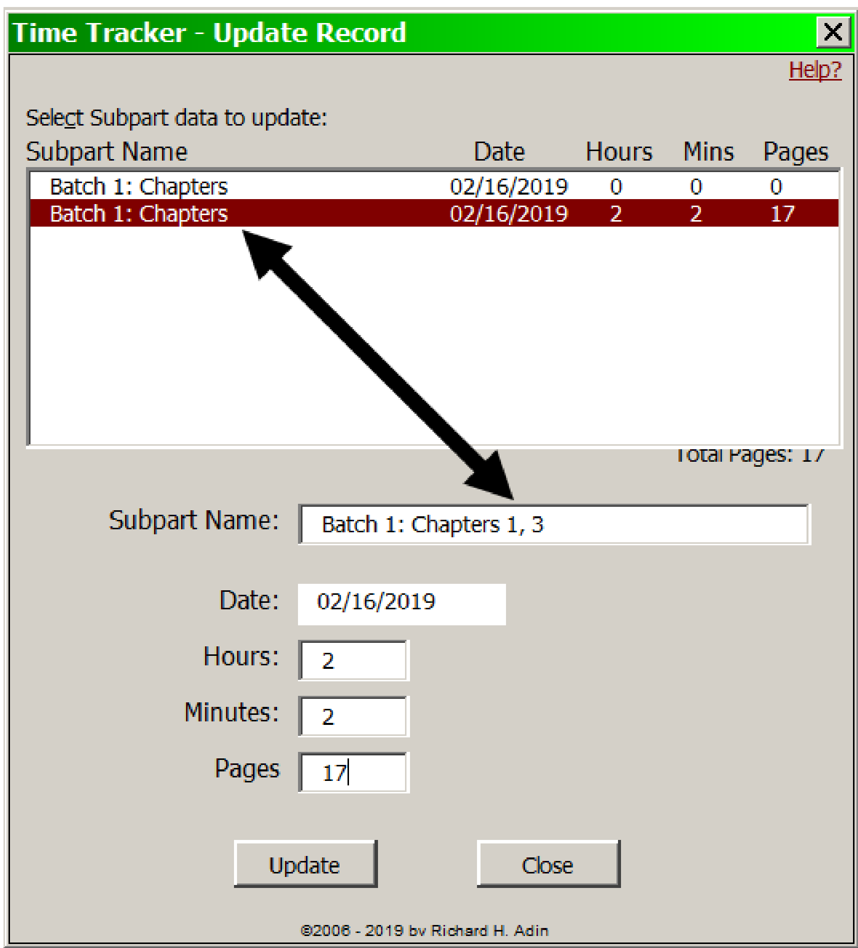
Changing project information

When done updating the information, click Update (#40). A message confirming the changes will be shown.



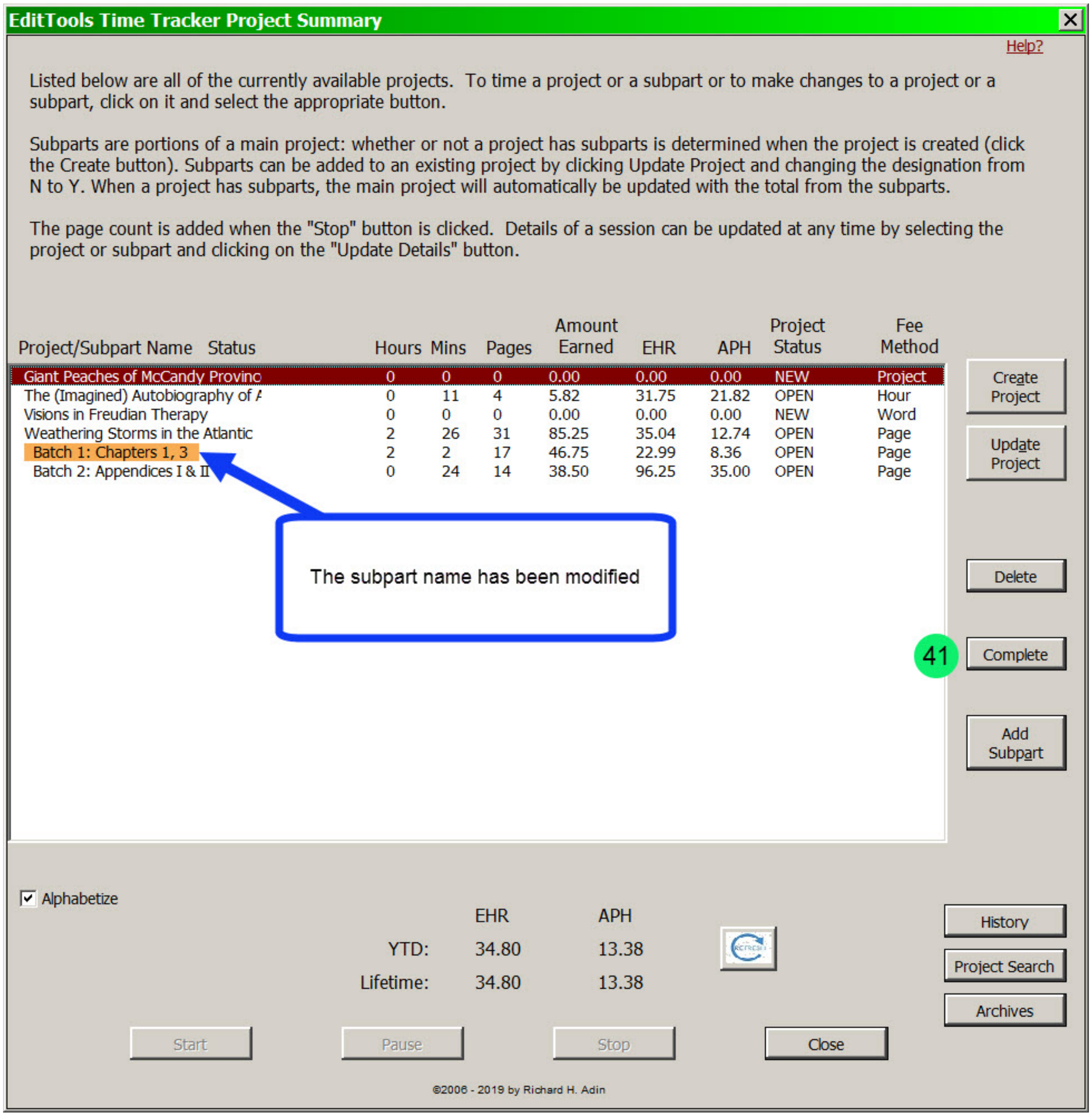
Message confirming the changes

If instead of updating the general project information you want to modify the recorded data — the project details — select the project line IF the project has no subparts, or the subpart that you want to modify IF the project has subparts, and click Update Details (#39 in a previous image). That will show the Update Record form:



The Update Record form

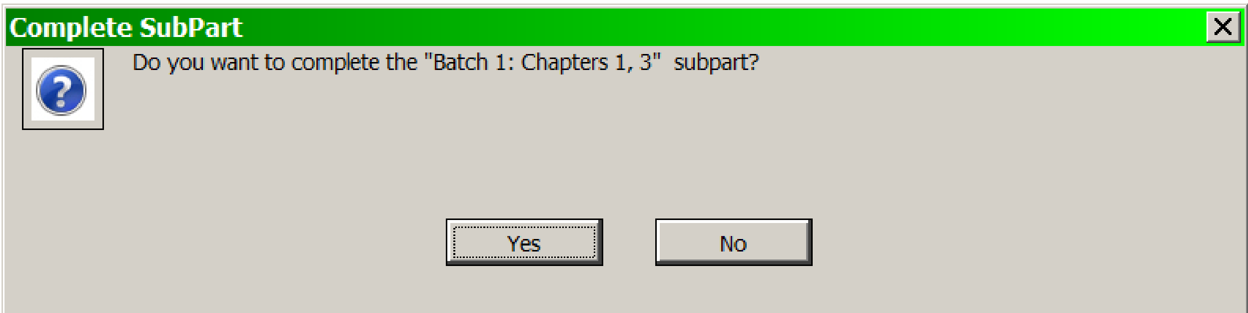
Earlier it was stated that you can change the name of a subpart. This is where it is done. As the image shows, the subpart name has been modified to include the chapter numbers. It could also have been completely changed. In addition to modifying the subpart name, the elapsed time and number of pages data can be modified. The date information cannot be changed; it always gives the current date so that you know when a change was made. Click Update and the changes are made as shown here:



The subpart name has been modified

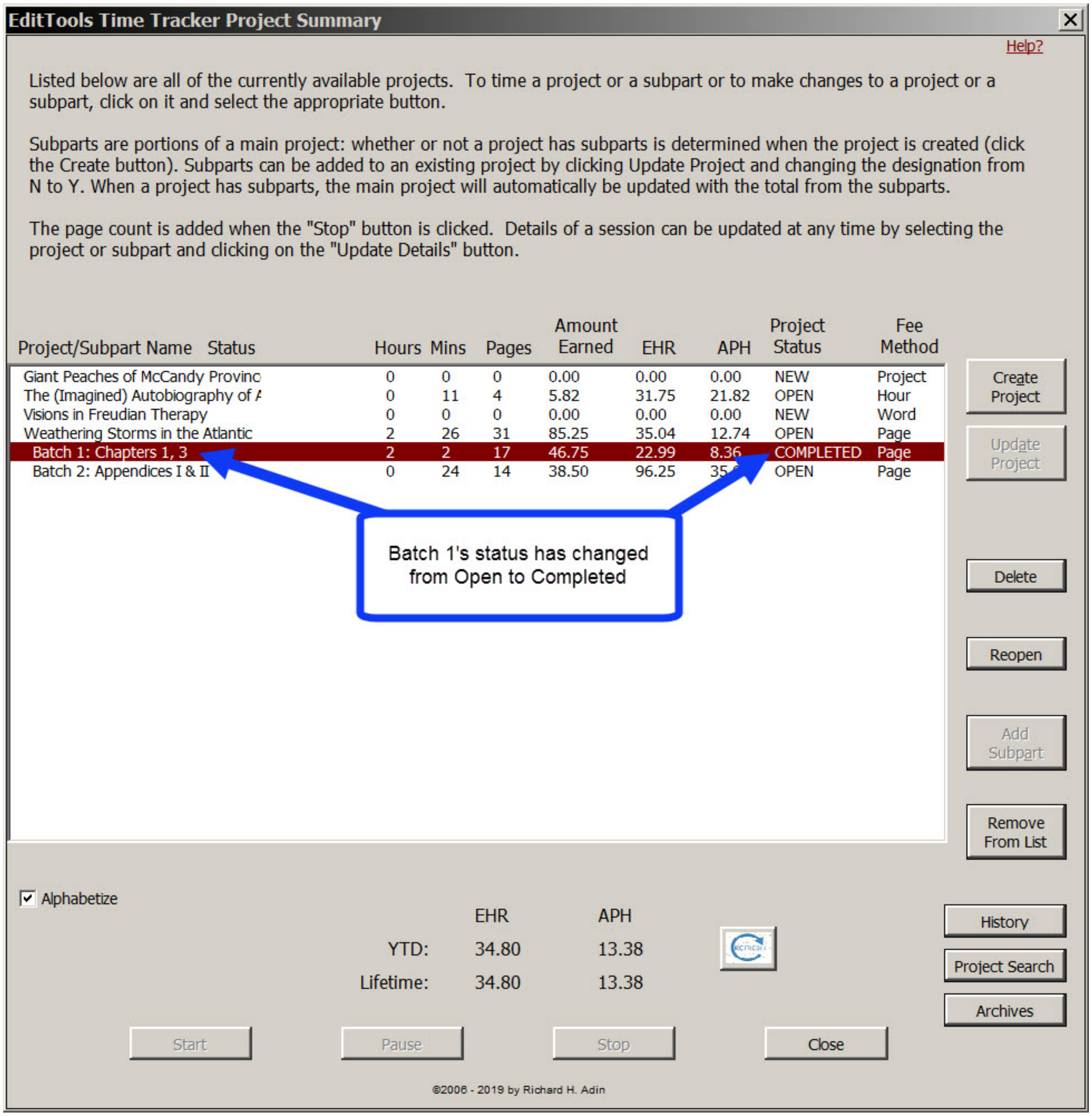
Completing a Project or a Project Subpart

When you have completed a subpart, for example, “Weathering Storms in the Atlantic: Batch 1: Chapters 1, 3” in the above image, or a project, you can mark it as completed by selecting it and clicking the Complete button (#41 in the previous image), which will bring up this message:



Clicking Yes on this message will complete a project or a project subpart

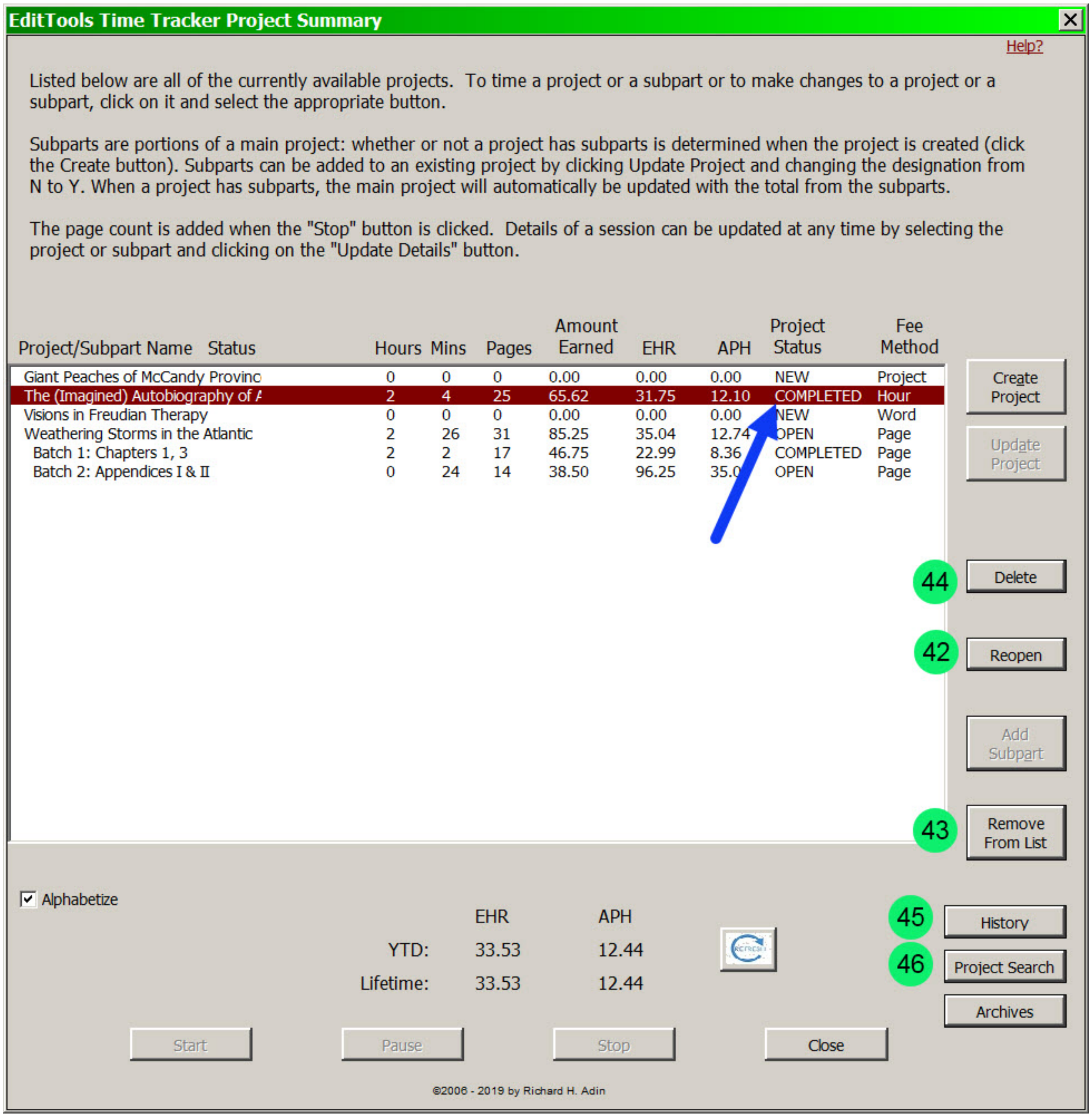
If Yes is clicked in the above message, the project or subpart’s status is marked Completed, as shown in the below image. At the same time, the temporary archive files (see Archives later) for the completed item are automatically deleted.



Change in status from Open to Completed

Marking a project as completed generally means the project is done. Occasionally, however, a project that was designated completed needs to be reopened for additional work. In the following example, “The (Imagined) Autobiography of Alice Wonderland” has been marked as completed.

When the status of a **project** — but not of a subpart — is changed to Completed (arrow in below image), a group of additional options (#42 to #44) become available.



New options are available when a project's status is changed to Completed

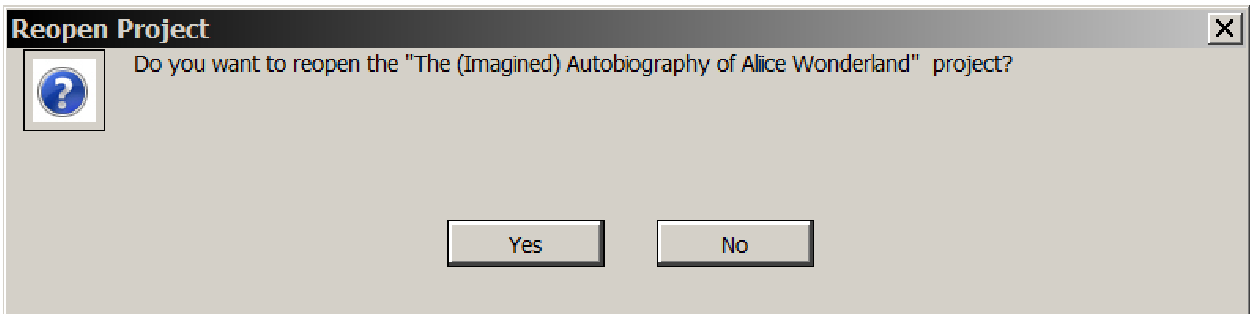
Tip

Changing a project's status to Completed **does not** delete the project or remove the project data from either the project's data file or from the YTD and Lifetime EHR and APH calculations. It simply marks the project as no longer active and, thus, no longer available for time tracking. Only the temporary archive (backup) files are deleted.

Tip

When a project's status is changed to Completed, as noted in the previous Tip, the data file still exists. However the data file's extension is changed from .ttp to .cme. The file remains in the Project Data folder. If the file is reopened, the extension reverts to the .ttp extension.

The first option is to Reopen (#42) the project. When you click Reopen, the following message appears:



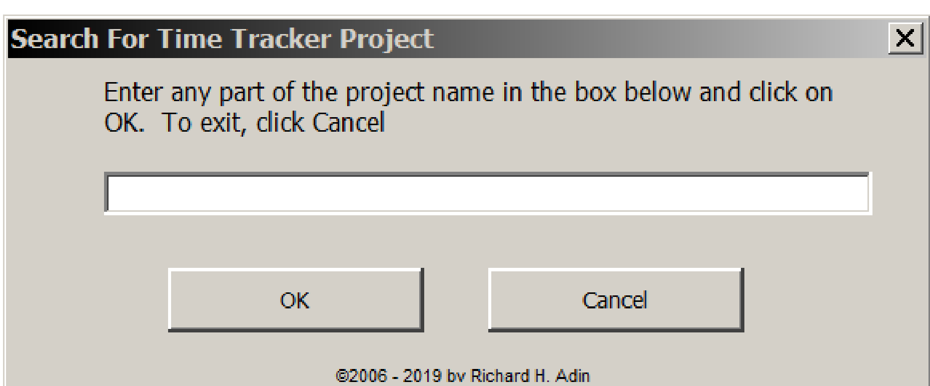
Reopen a Completed project?

Clicking Yes reverts the project's status to Open, making the project available for additional time tracking. Clicking No leaves the project's status as Completed.

A project whose status is listed as Completed remains in the list of projects on the Project Summary as shown above. However, as time goes by and the number of projects grows, leaving a completed project in the primary list of projects can make things difficult.

Tip

If the list of projects is long, and you can't remember the exact name of a particular project whose data you want to inspect, click the Project Search (#46) button. Doing so brings up the below search form. Enter a part of the project name and click OK. The search is not case sensitive. An alternative method, if you remember the project name, is to alphabetize the list of names.



The search form

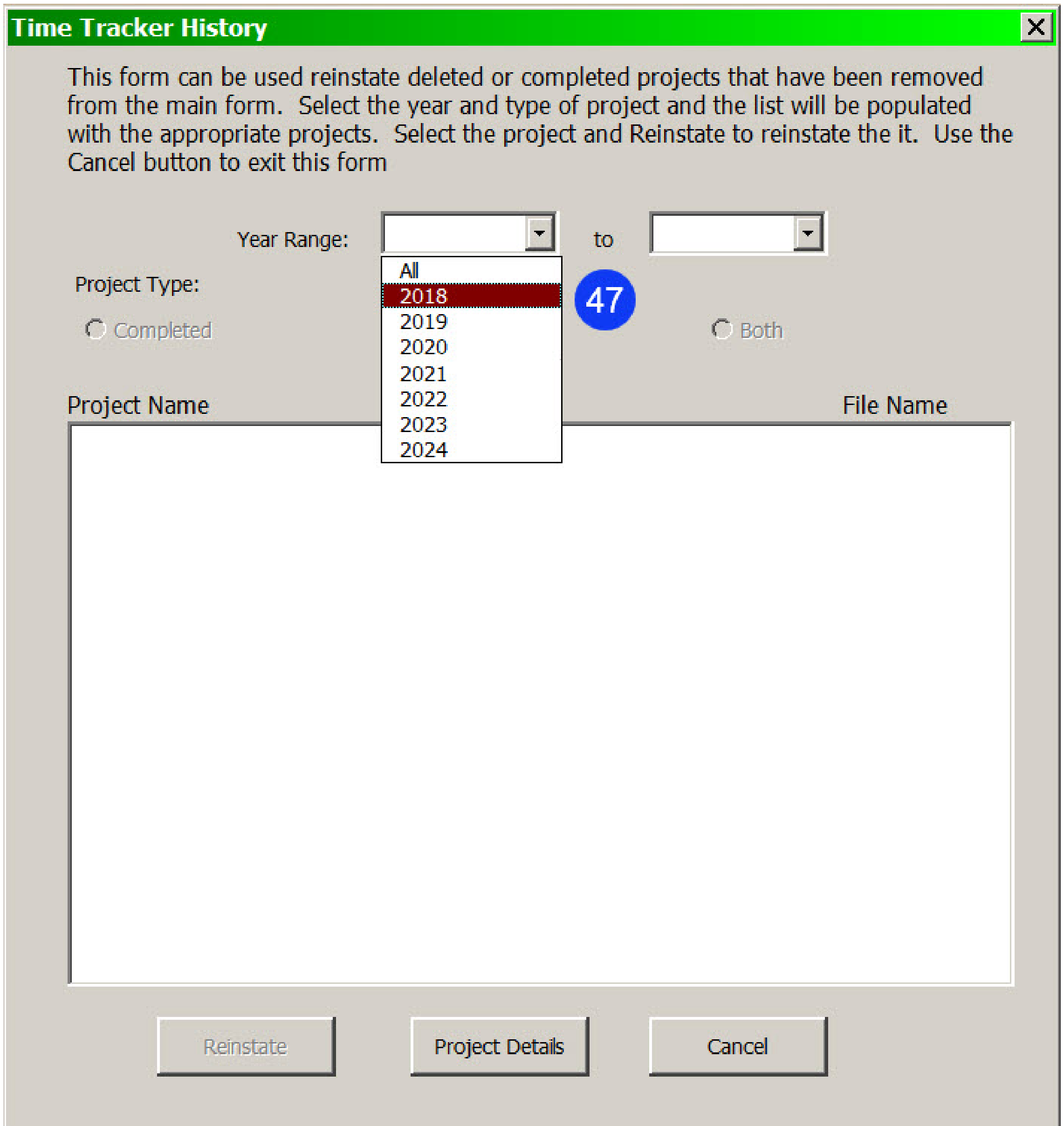
A second option is to remove a completed project from the list of active projects by clicking the Remove from List (#43) button. Removal is instantaneous. Removing a completed project from the project list **does not** delete the project or remove the project data from either the project's data file or from the YTD and Lifetime EHR and APH calculations. It simply moves the project from the active projects list to the History list. The project's data file is still located in the Project Data folder, but with a .cme extension (to indicate it has been completed) because it is no longer active. The History option is discussed in the next section.

A third option is Delete (#44). Delete is similar to Remove. It is intended to be used in situations where a project has been created but no work requiring timing has been done. Using Delete will let you keep the project information available until such time as you are ready to actually delete it. Deleting a project removes it from the list of active projects. Deleting a project from the project list **does not** perform a true delete or remove the project data from either the project's data file or from the YTD and Lifetime EHR and APH calculations; deleting a project simply moves the project from the active projects list to the History list. The project's data file is still located in the Project Data folder, but with a .del extension (to indicate it has been deleted) because it is no longer active and is not expected to be reactivated. The History option is discussed in the next section.

History

When a project is removed or deleted from the list of active projects using the Remove from List (#43) or Delete (#44) button, the project's information is still available and the project can be resurrected and reopened by using the History (#45) button.

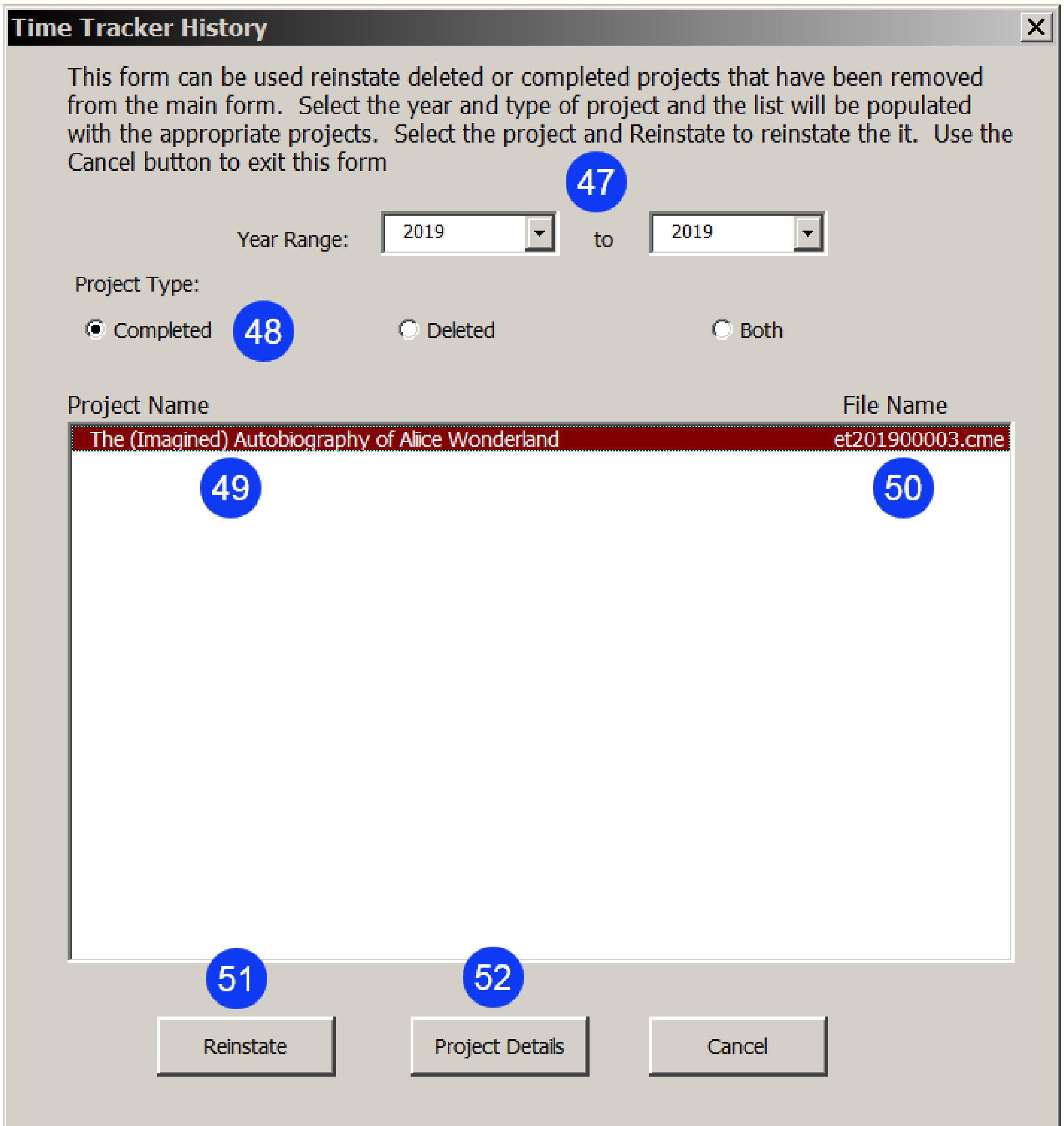
Clicking History (#45) opens the History form shown here:



Selecting a year or year-range on the History form

To locate a removed or deleted project, the first step is to select the year (#47) that the project was completed. If you know the year, you can select the year; the "to" field will automatically be populated with the same year so that the range would be, for example, 2019 to 2019. If you do not know the exact year, you can choose either All or a range, for example 2018 to 2020, which will cause all projects fitting the range criteria that have been completed (or deleted or both) and moved from the Project Summary to the History to be displayed.

Once the year range has been selected (#47 below), choose whether the History form should display only Completed, only Deleted, or both Completed and Deleted projects (#48) for the chosen year.



The History form

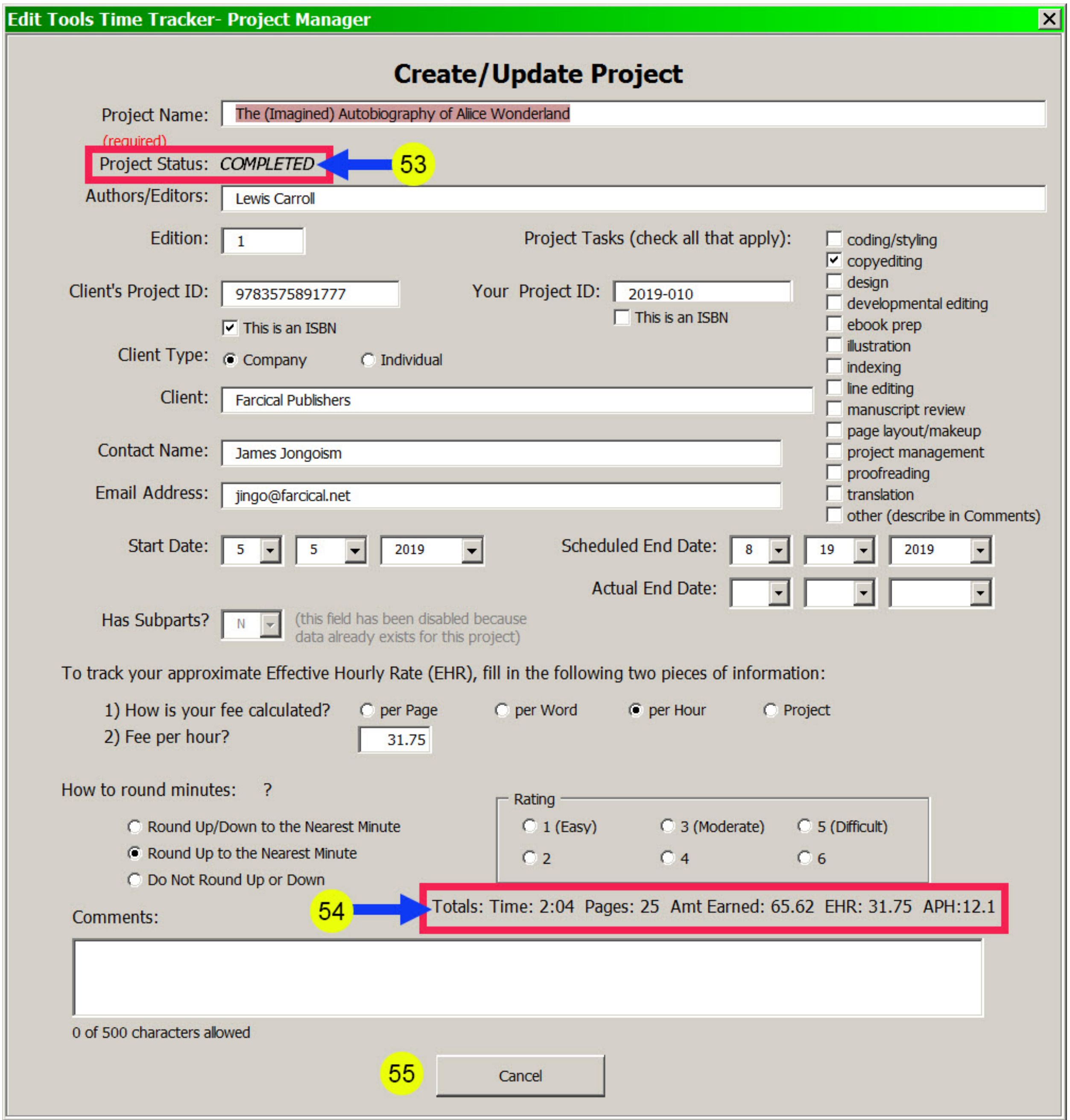
Tip

Although the example used in the History discussion is that for a completed-removed project, the discussion applies to both completed-removed and deleted projects. What can be done with completed-removed projects can also be done with deleted projects — as long as projects were removed from the list of active projects using either the Remove from List (#43) or Delete (#44) buttons. If you manually delete projects from the Project Data folder or something happens and you have not backed up the .ttp, .cme, and .del files in the Project Data folder using the **EditTools Backup Datasets** option and/or some other backup program, the data will be permanently lost. For information about the EditTools Backup Datasets option, see the Backup Datasets Help file.

From the displayed list of projects, select the project you are interested in reviewing or restoring (#49). Note that in addition to the project name (#49), the project's filename is also noted (#50). In this example, the extension is .cme, indicating it is a completed project.

After a project is selected, you have two options: Reinstate (#51) the project or review the Project Details (#52).

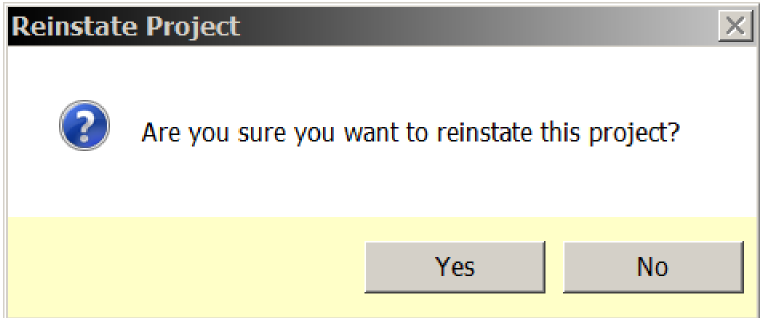
If you click Project Details (#52), the Create/Update Project form is displayed, as shown here:



The Create/Update Project form of a completed project

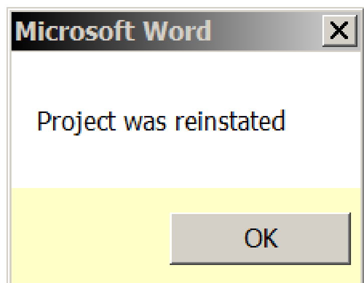
There are a few differences to note in the Create/Update Project form from when the form was initially created or subsequently updated. First, the project's status has changed from New to Completed (#53). Second, the Totals (#54) information is now included (contrast this with #20 in the "Creating a Project's Dataset" section above). By looking at this form, you can see how much time you spent on the project, the number of pages, the amount earned, your Effective Hourly Rate (EHR), and your Average Pages per Hour (APH) for the project. However, you cannot make any modifications to the data, the only option being to Cancel (#55).

If, instead, you want to reinstate the project so that it again appears on the list of active projects, click Reinstate (#51), which will give you this message:



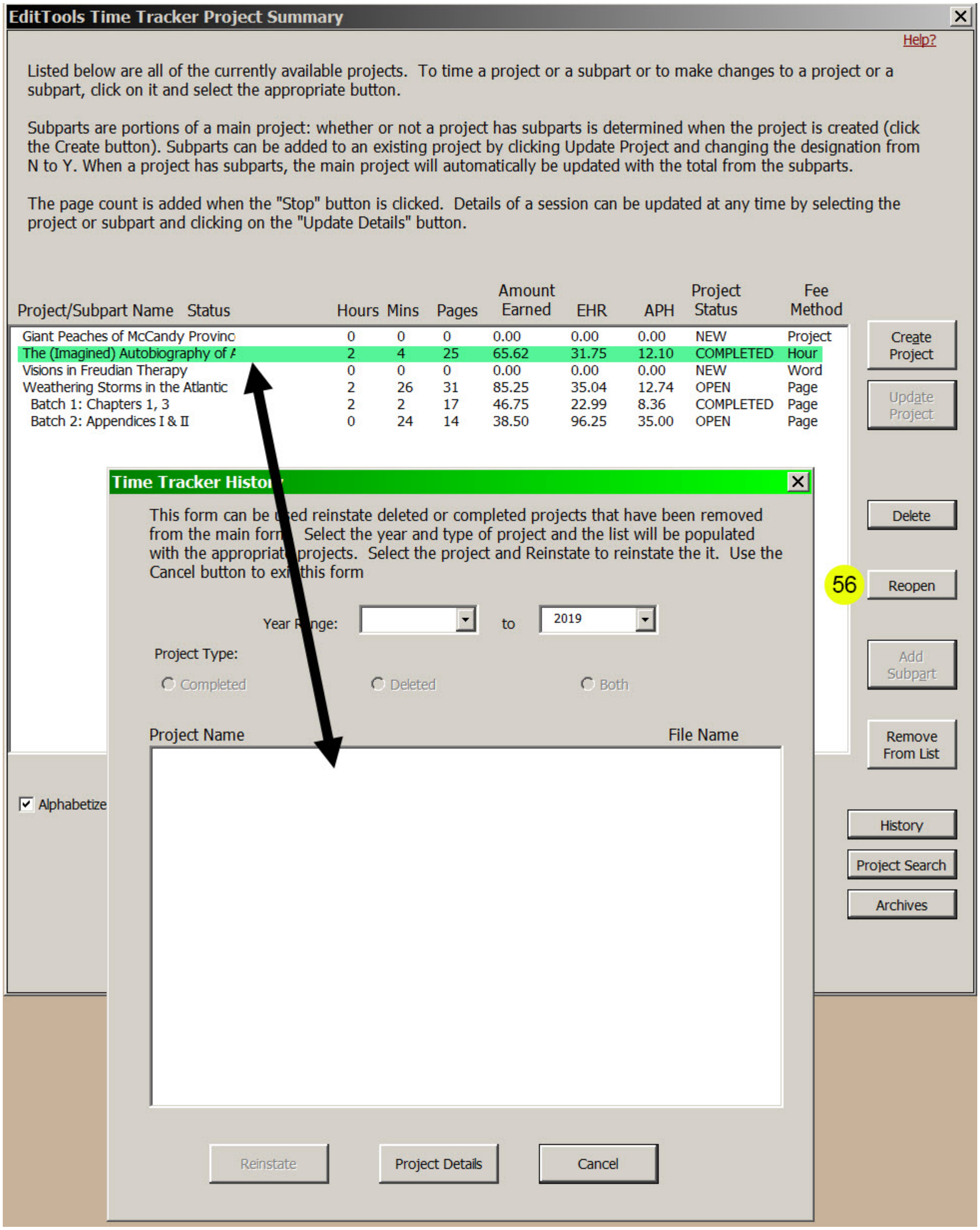
Reinstating a project from the History form

Clicking Yes reinstates the project, which is confirmed by this message:



Confirmation that the project was reinstated

As the image below shows, the project, “The (Imagined) Autobiography of Alice Wonderland” (highlighted) was reinstated to the list of active projects along with its data and its status (Completed). In addition, the project was removed from the history. If you want to reopen the project, you can click Reopen (#56), which will change the project’s status from Completed to Open and the data file extension from .cme to .ttp.



Reinstating the completed project and removing it from the History

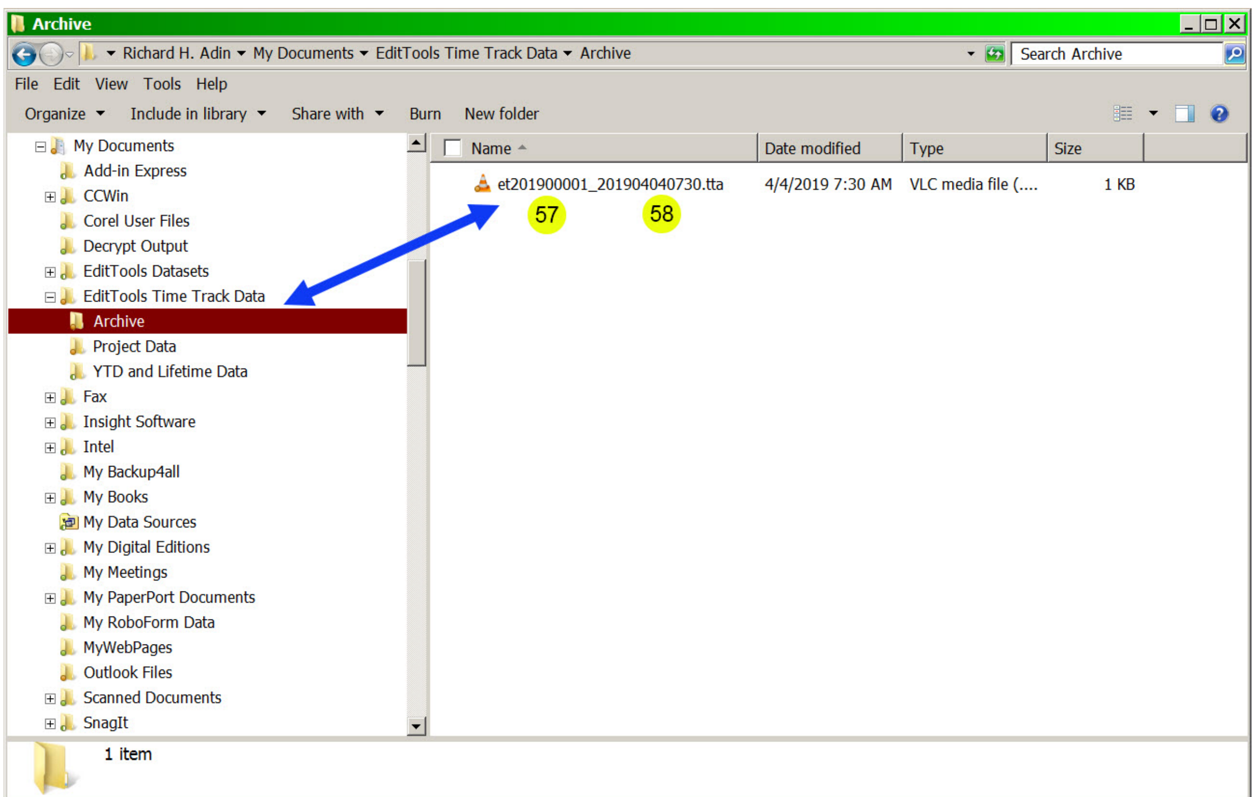
Archive

The purpose of the Archive is to be a temporary backup of project data in the event that something happens while you are working on the project. Should data become corrupted or lost from an unexpected event like a document crash, the Archive file can give you the data from the time of your last timing stop. The problem is that the archive is created only when you stop timing. Consequently, if you last stopped timing 2 hours ago and Word crashes, in addition to having lost some of your work, you will have lost the time calculation that occurred between the last stop and the crash.

Tip

It is a good idea to get in the habit of stopping timing and saving your work at a regular interval. That way, should a problem occur, for example a document crash, not only will you have minimized the amount of work you have lost, but you will have kept your data loss to a minimum.

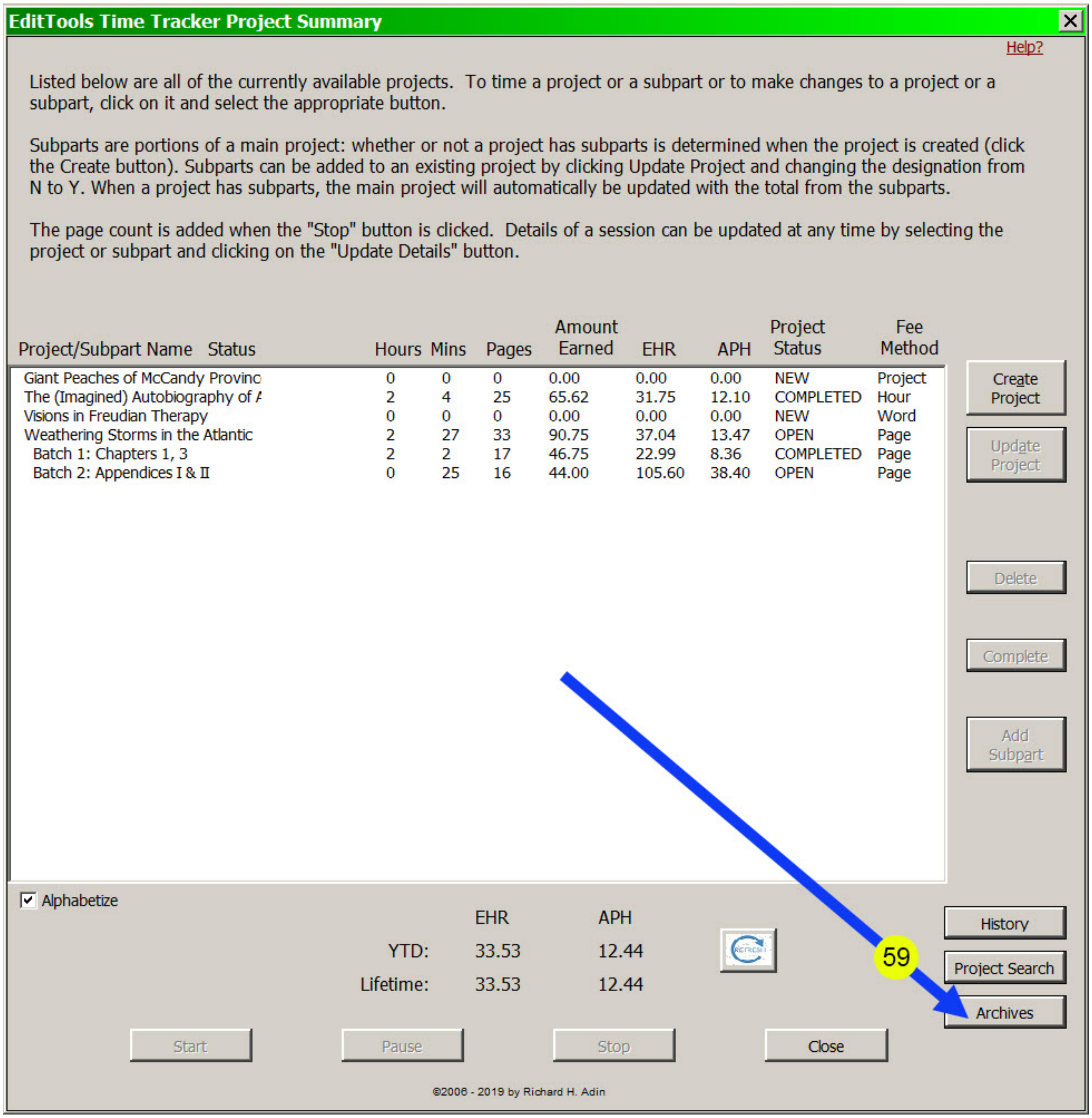
Every time you stop Time Tracker an Archive file is created. The Archive is saved to the Archive subfolder as shown in the image below. Up to 10 Archive files are kept. When the eleventh file is created, the oldest Archive is deleted.



An Archive file in the Archive subfolder

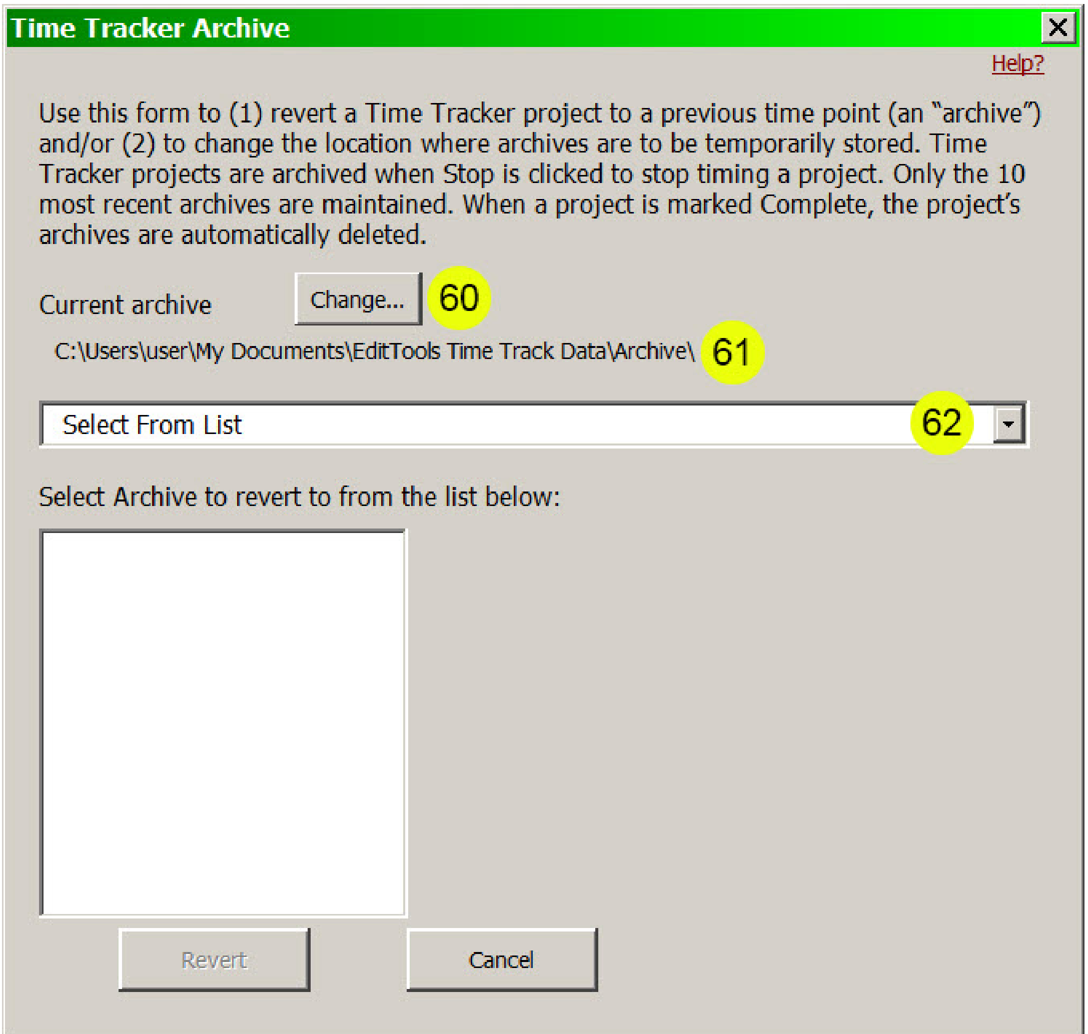
There are two parts to the Archive filename: first it has the same filename (#57) as the data file; the second part of the name (#58) indicates the date (20190404) and time (0730) the Archive was created. Archive files all use the extension .tta.

To access the Archive files for a project, click Archives (#59 below).



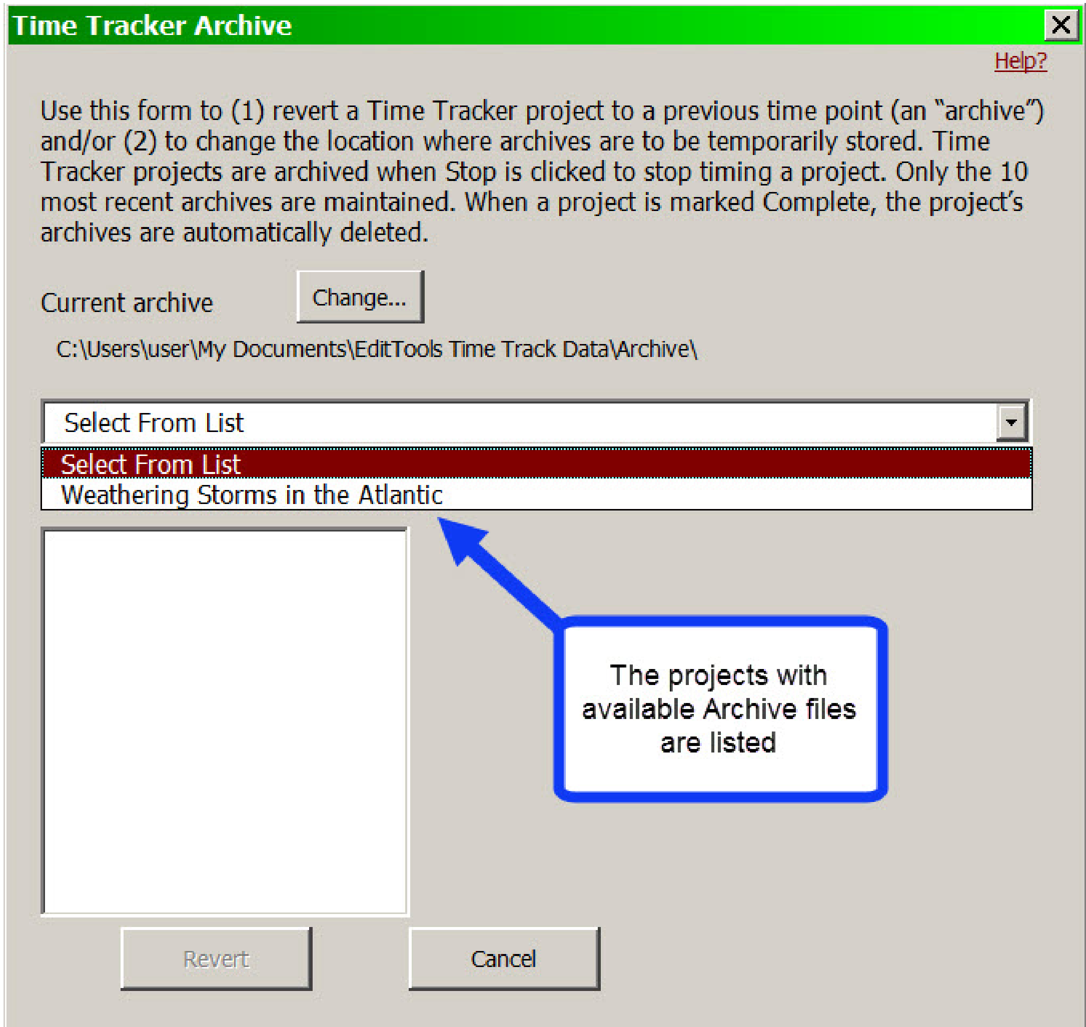
Select the project or subpart and click Archives to access the Archive files

Clicking Archives (#59) opens the dialog shown here:



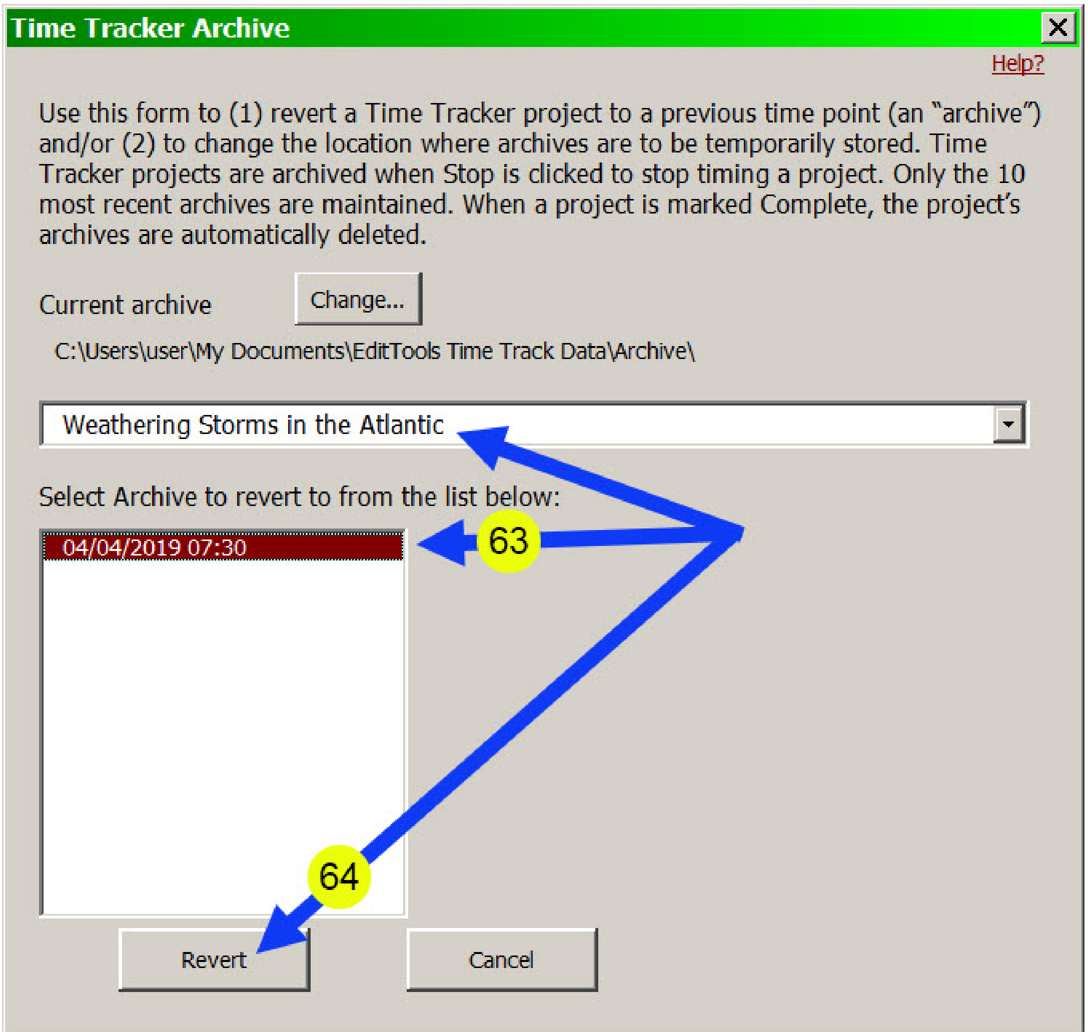
Accessing the Archives

This dialog enables two actions. First, you can change the default folder where the Archive files are temporarily store. To change the location, click Change (#60). The current location (#61) is listed below the Change button. Second, you can select the project whose Archive file you wish to "open". Clicking the down arrow (#62) will display all of the projects with available Archive files. In this example, there is only 1 project with Archive file(s):



List of projects with Archive files

Select the project and the available Archive files for that project will be displayed as shown here:



Project with selected Archive file

The Archive file (selected in the above image) is identified by the file date (month/day/year) and the time the file was created (#63). If there are several available files, you can choose, based on the file date and time, which Archive to revert the project data to. Once you have selected the file, click Revert (#64). Clicking Revert converts the Archive file to a .ttp file and moves the file to the Project Data subfolder, overwriting the existing .ttp file for the project.

Tip

Reversion should only be used if the .ttp file has become corrupted or the data inaccessible. If the current time is 11 a.m. and the newest Archive file's timestamp is 7:30 a.m., using Revert will cause the project data to be as it was at 7:30 a.m. You will need to select the project in the Project Summary and use Update Details (discussed earlier; see "Updating Information" and the discussion of the "Update Record" form) to make the data current to 11:00 a.m.

When a project or subpart's status changes from Open to Completed, all existing Archives for that project or subpart are automatically deleted from the Archive subfolder.