Time Tracker

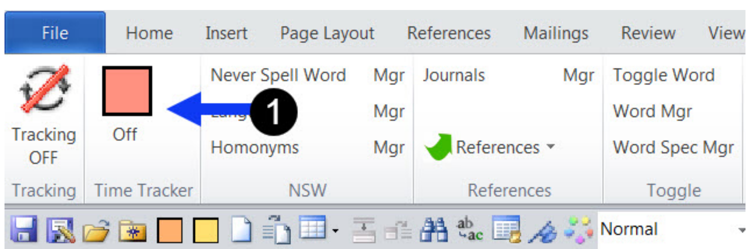
As independent business persons, professional editors need to track data for myriad reasons, including:

- 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 *What to Charge? Understanding and Calculating Your Effective Hourly Rate*.) 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.

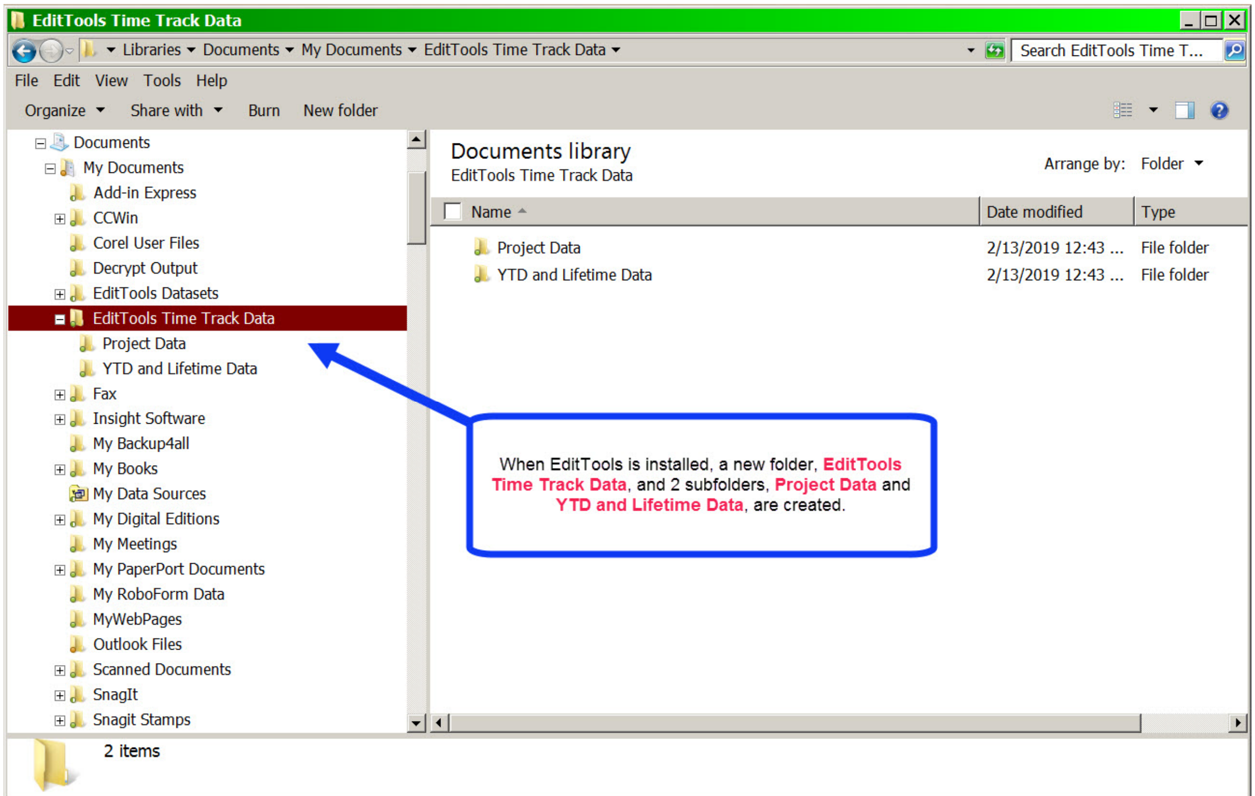
Time Tracker on the Ribbon

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

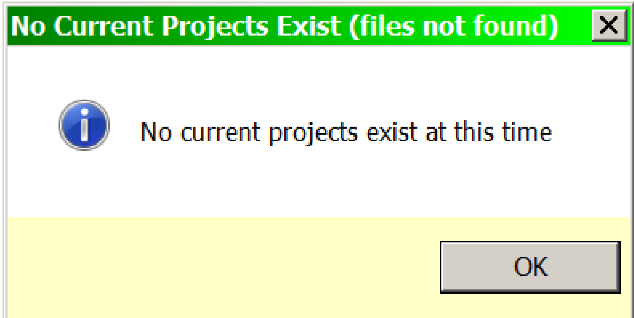
After installing EditTools check whether the **EditTools Time Track Data** folder and the two subfolders, **Project Data** and **YTD and Lifetime Data** were created. These folders are necessary for Time Tracking to work and for your data to be saved. If the folder and subfolders were not created, see 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, just manually create the folders in the location shown and using the names exactly as shown in the above image.

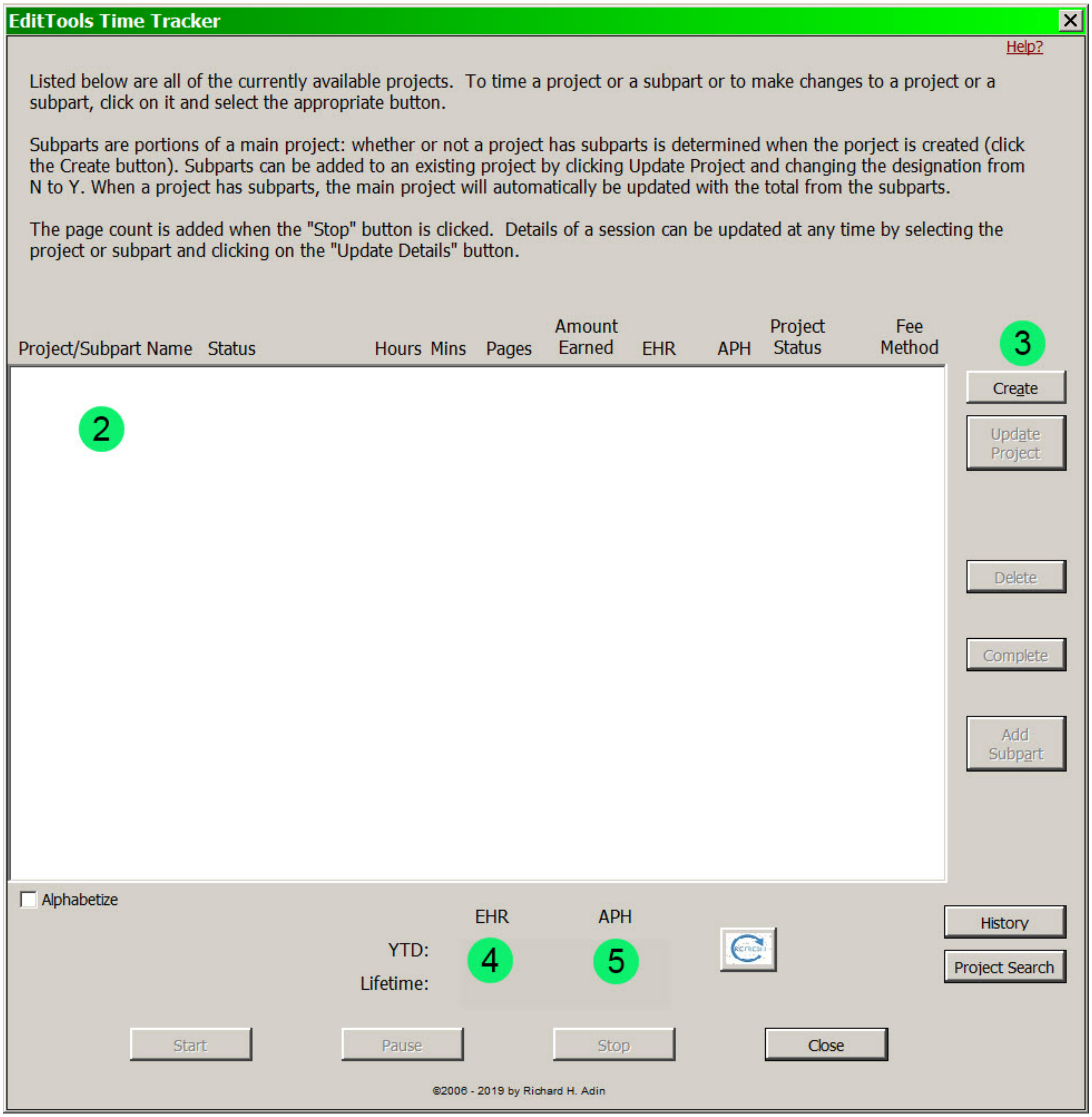
Controlling the Timer

The Timer is controlled by the button(s) in the EditTools Ribbon. The first time you click on 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 very 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 of the macro (shown below) where project information and status is shown and which gives access to other functions, namely, creating a project.



The main information area of Timer

In the above image, 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 (eg, 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 — or for a while — the data cannot be included. In addition, you may need to click the Refresh button to refresh the numbers being shown.

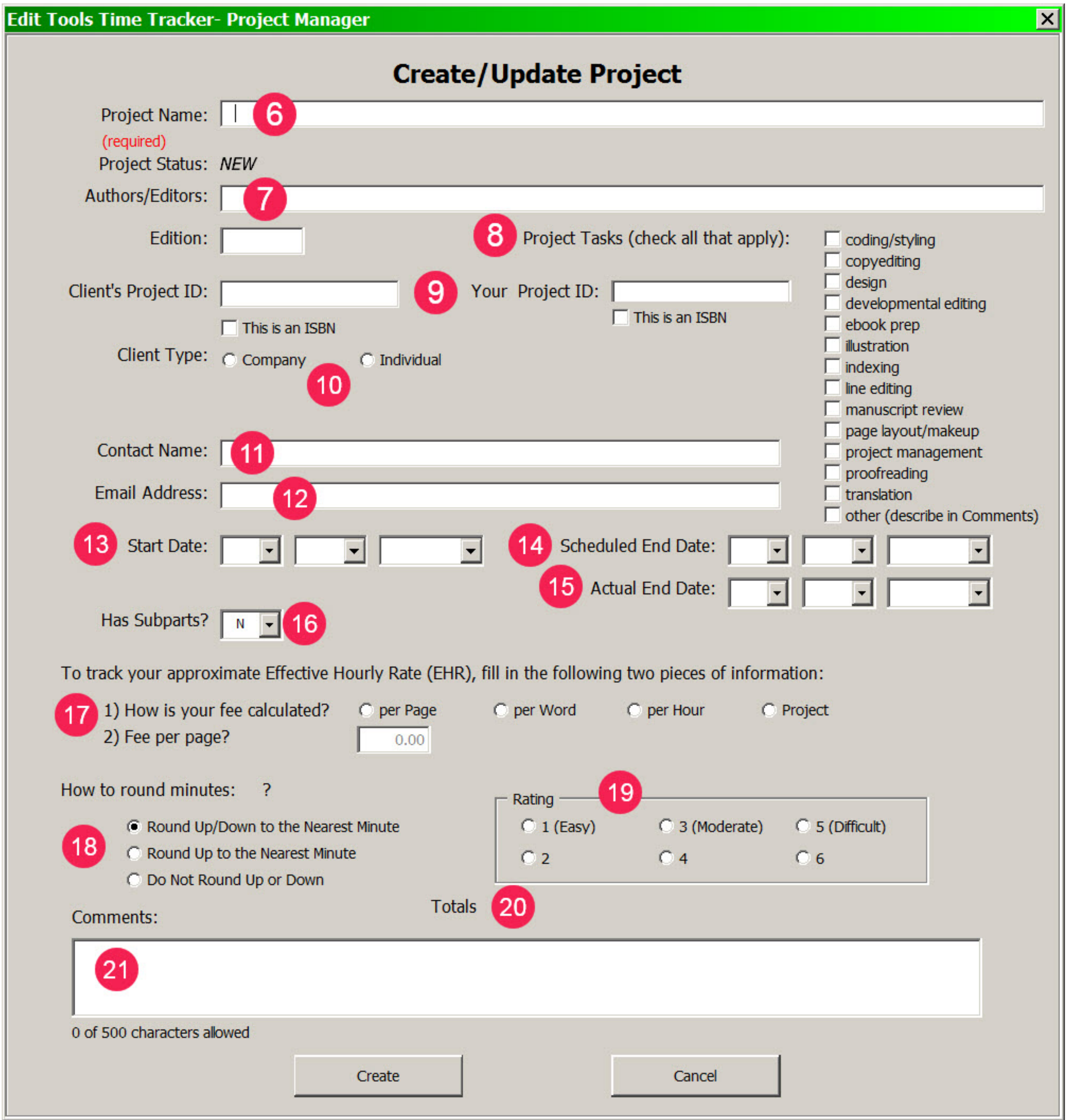
The Lifetime numbers display the cumulative data of all projects from the first project to the current date. For example, if the first project was begun on February 1, 2019 and today’s date is May 22, 2021, and during that period of time data was collected for 53 individual projects, the Lifetime numbers 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’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

When you click Create (#3) on the main form, the Create/Update Project form, shown below, opens. 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 field (#6) must be filled in. 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.

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 Y. As you will see 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.

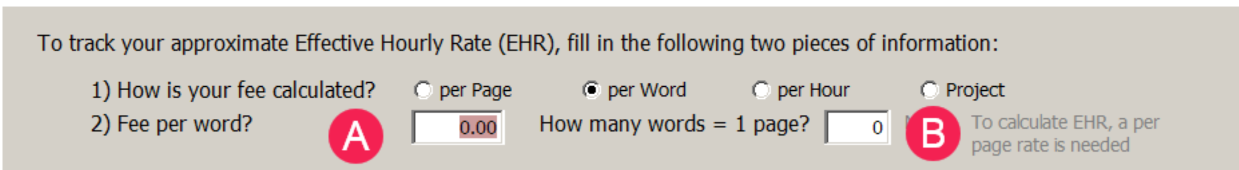
Tip

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

Fee Calculations

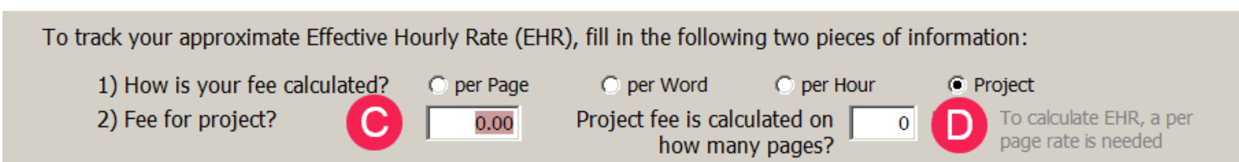
The fee calculation information (#17) is important for determining your Effective Hourly Rate (EHR). There are four options: per page, per word, per hour, and per project. If you choose **per Page**, you then enter an amount in the **Fee per page?** field. If, for example, your fee is $2.60 per page,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



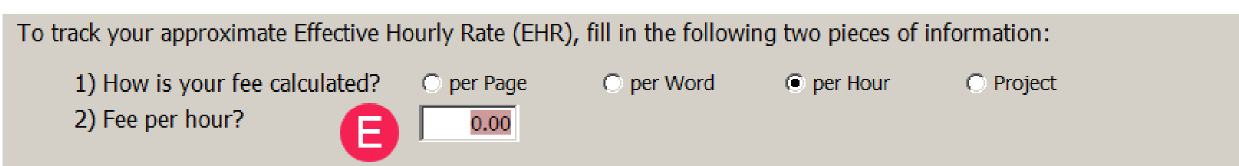
If you charge by the word

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.



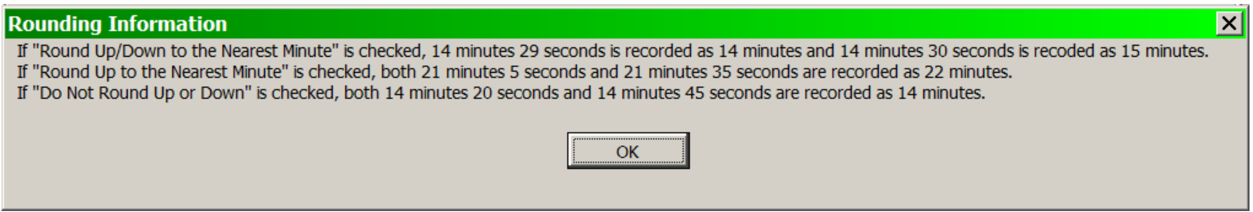
If you charge by the project

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 on the **?** following **How to round minutes:** on the Create/Update form.



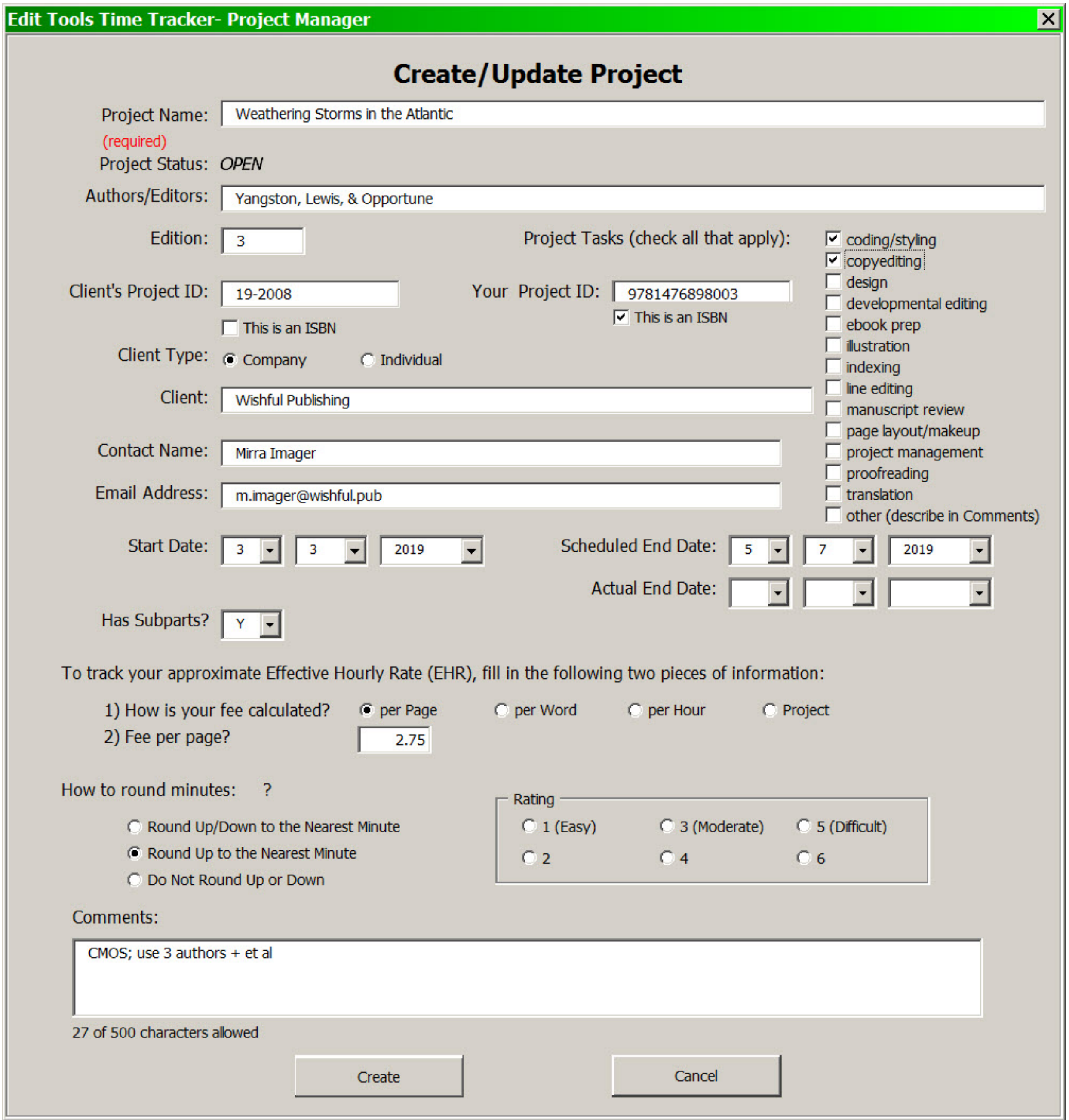
Rounding options

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.


Edit Tools Time Tracker- Project Manager

Create/Update Project

Project Name: Weathering Storms in the Atlantic
(required)
Project Status: *OPEN*
Authors/Editors: Yangston, Lewis, & Opportune
Edition: 3
Project Tasks (check all that apply):
- [x] coding/styling
- [x] copyediting
- [ ] design
- [ ] developmental editing
- [ ] ebook prep
- [ ] illustration
- [ ] indexing
- [ ] line editing
- [ ] manuscript review
- [ ] page layout/makeup
- [ ] project management
- [ ] proofreading
- [ ] translation
- [ ] other (describe in Comments)

Client's Project ID: 19-2008
- [ ] This is an ISBN

Your Project ID: 9781476898003
- [x] This is an ISBN

Client Type: (•) Company ( ) Individual
Client: Wishful Publishing
Contact Name: Mirra Imager
Email Address: m.imager@wishful.pub
Start Date: 3 3 2019
Scheduled End Date: 5 7 2019
Actual End Date:
Has Subparts? Y

To track your approximate Effective Hourly Rate (EHR), fill in the following two pieces of information:

1) How is your fee calculated? (•) per Page ( ) per Word ( ) per Hour ( ) Project
2) Fee per page? 2.75

How to round minutes: ?
( ) Round Up/Down to the Nearest Minute
(•) Round Up to the Nearest Minute
( ) Do Not Round Up or Down

Rating
( ) 1 (Easy) ( ) 3 (Moderate) ( ) 5 (Difficult)
( ) 2 ( ) 4 ( ) 6

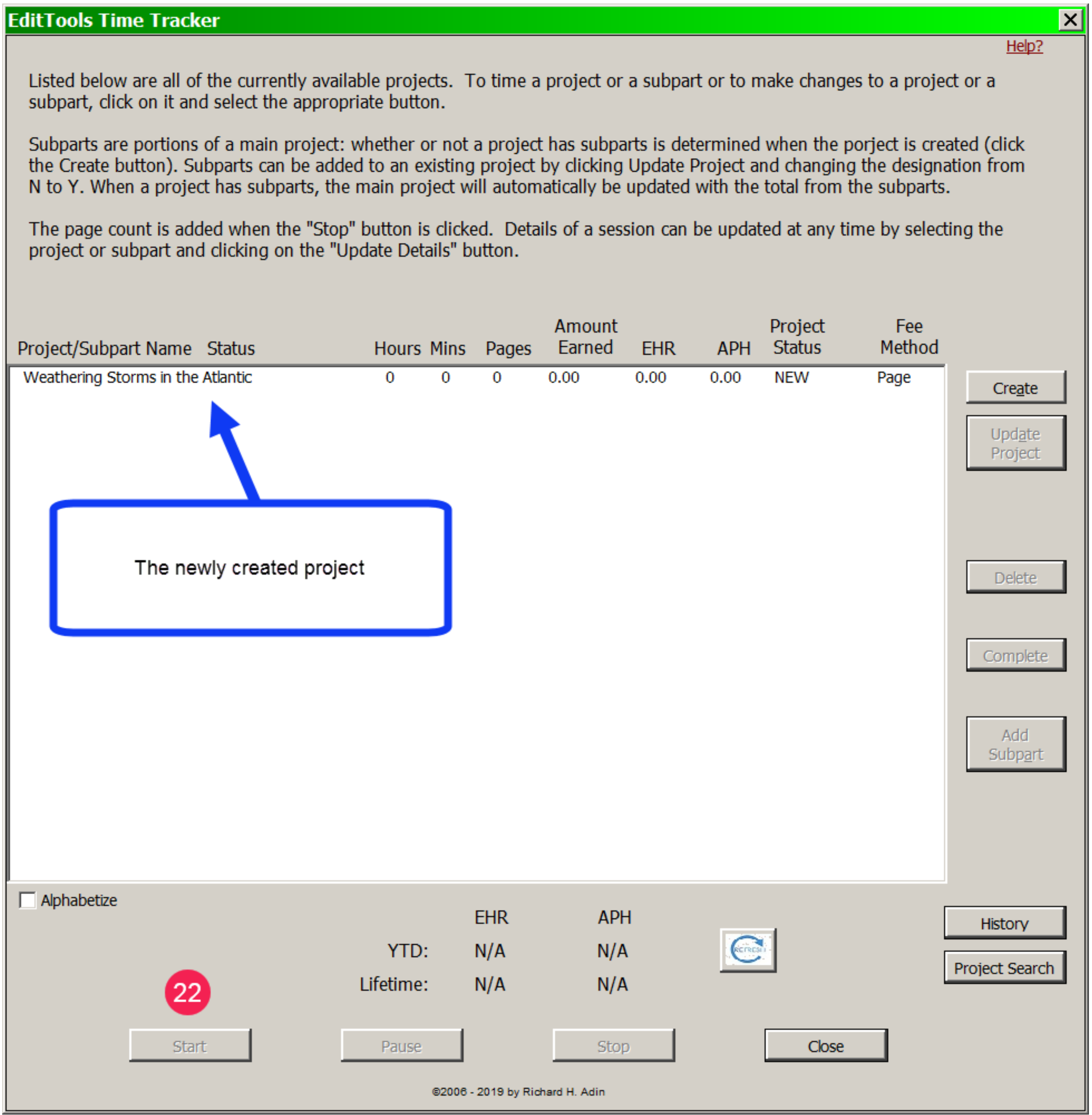
Comments:
CMOS; use 3 authors + et al
27 of 500 characters allowed

Create Cancel

A completed Create/Update form

Adding Projects to the Time Tracker Form

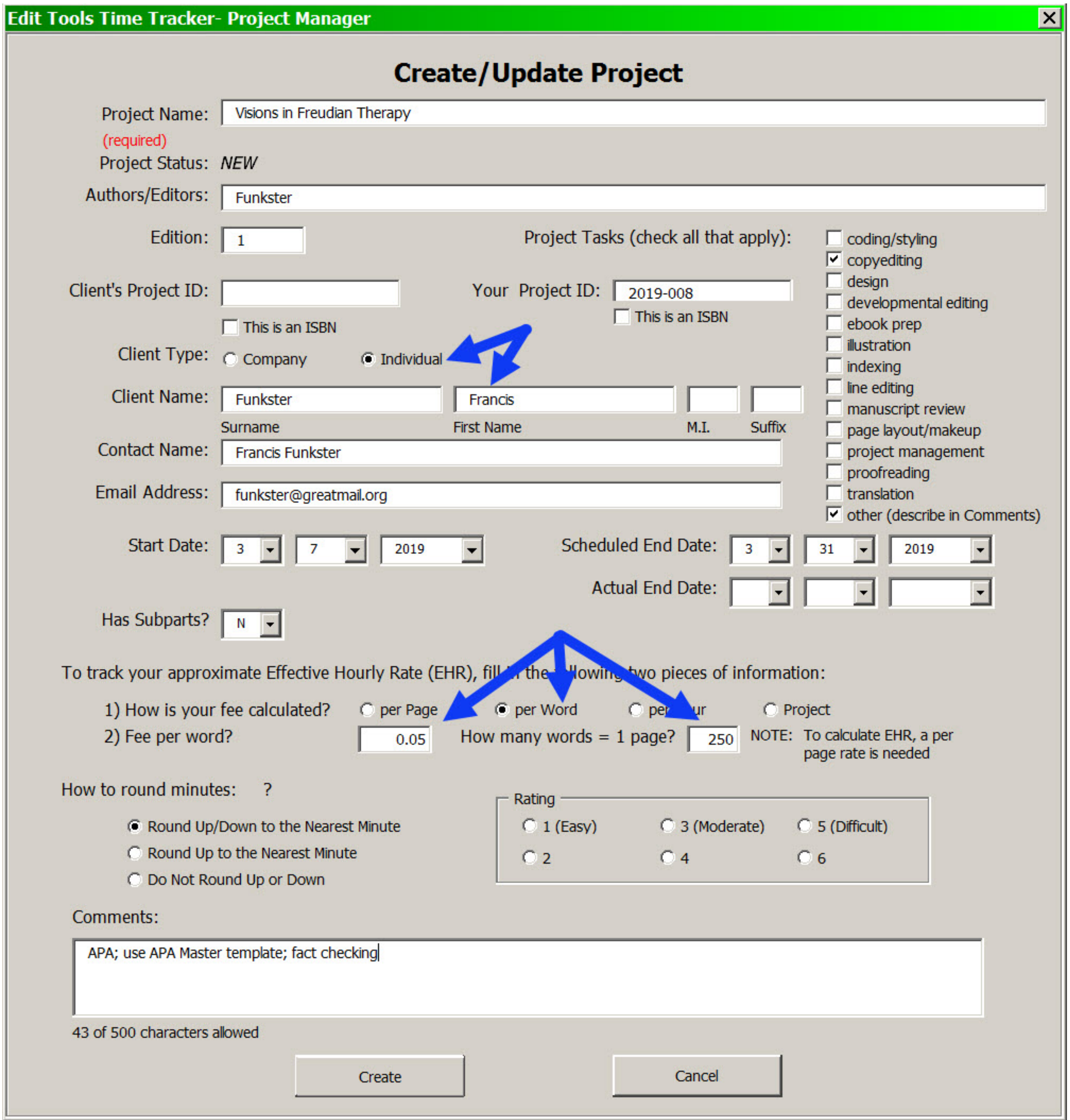
When done entering the information on the Create/Update form, click **Create** to create a project that can be timed. The project will appear in the main form as shown here:



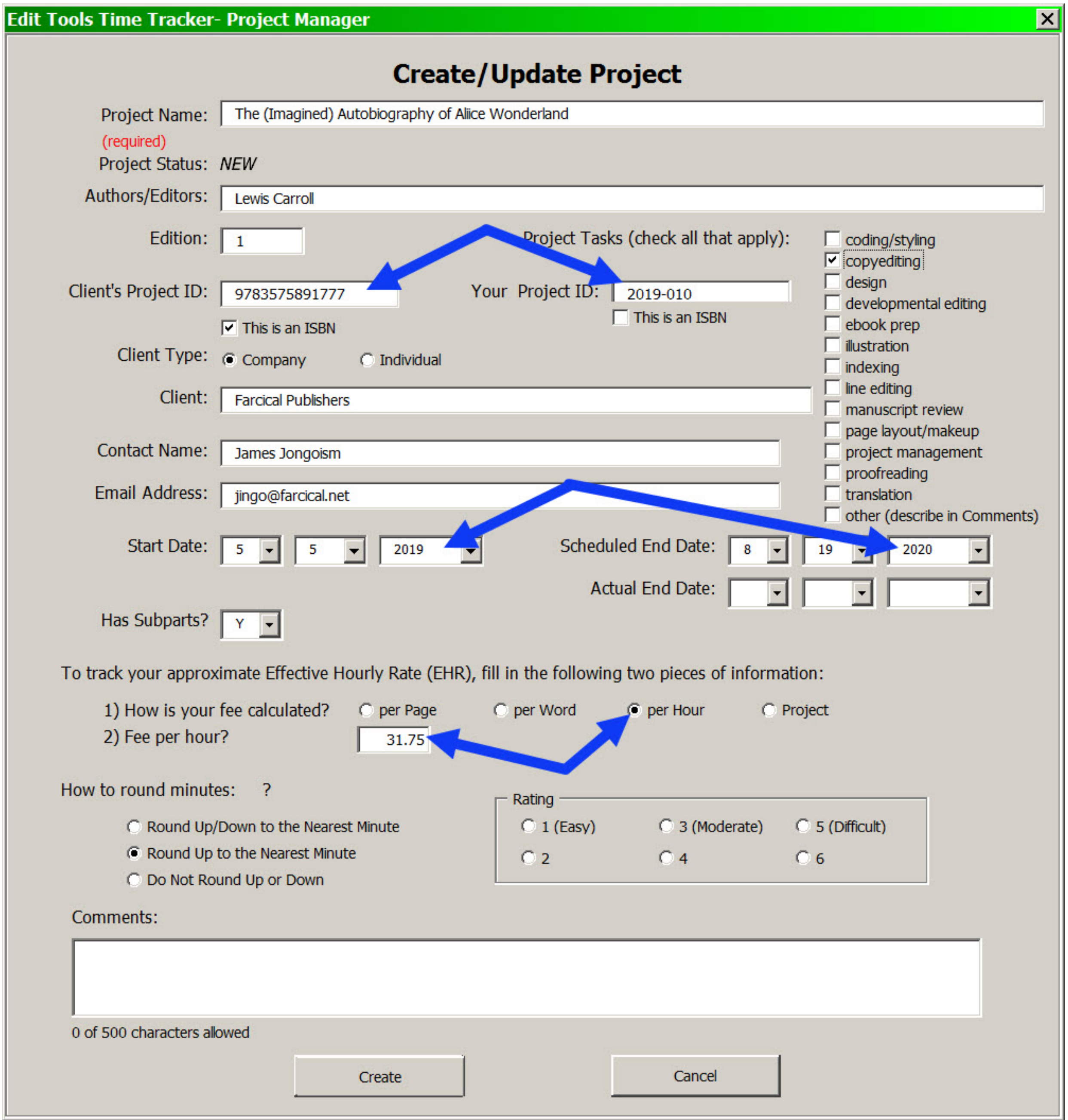
The newly created project in the main form

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.)

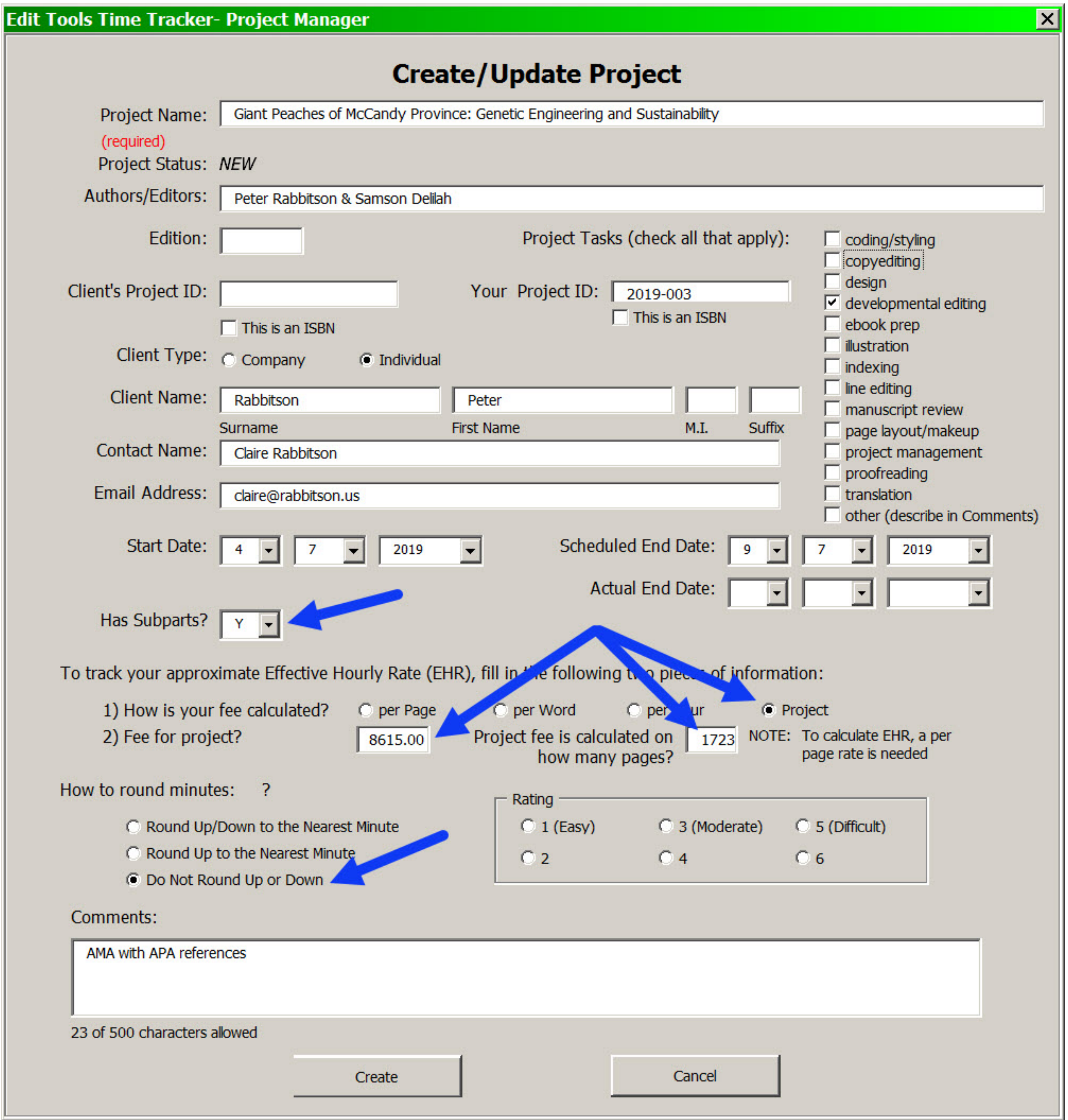
The following are Create/Update forms for per Word, per Hour, and per Project projects (per Page is shown above) to illustrate each of the available types and so things unique to each type can be explored in other sections of this Help file. Items to note are indicated by arrows. **NOTE:** Rounding options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



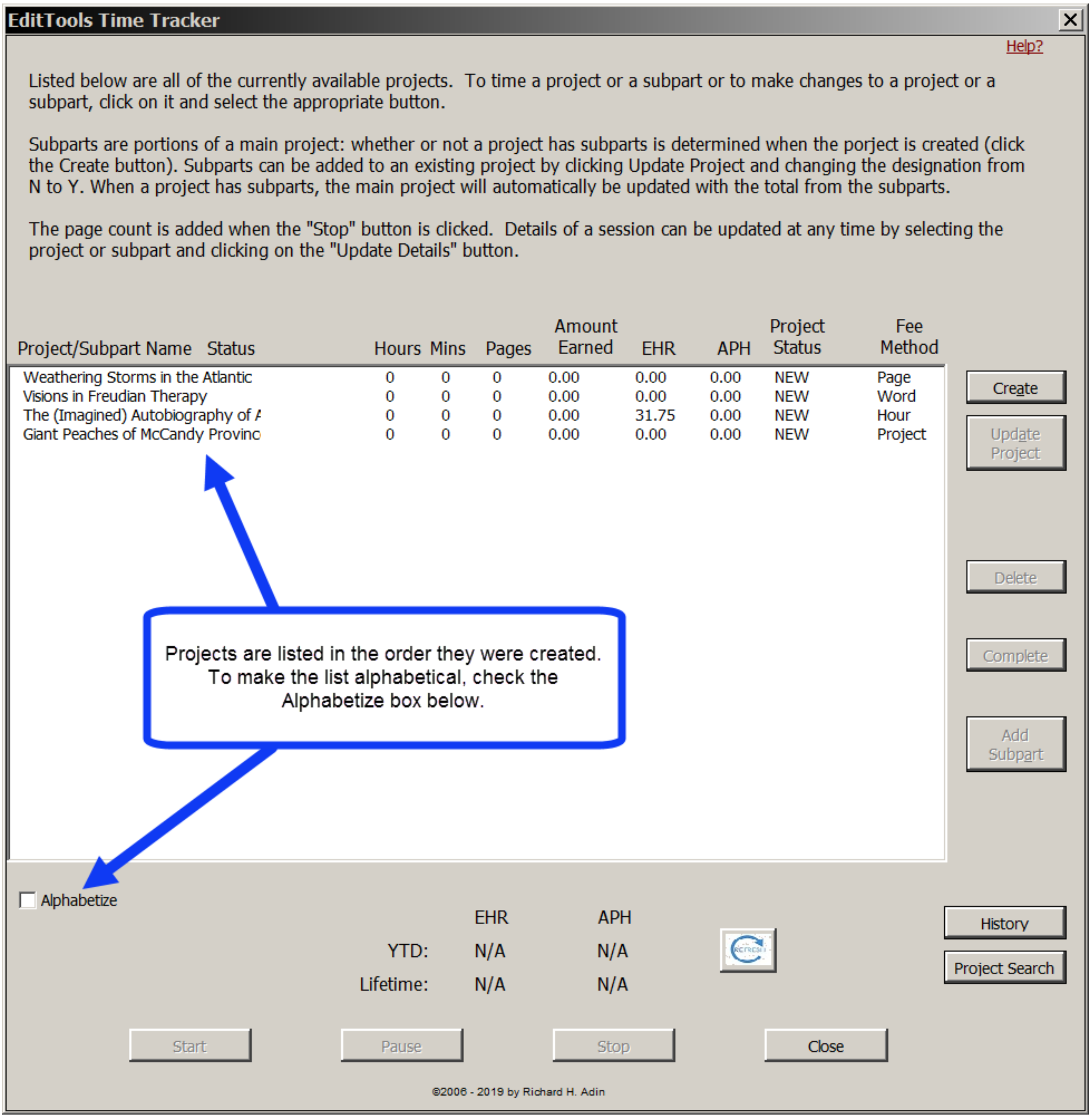
Create/Update form for a per Hour project



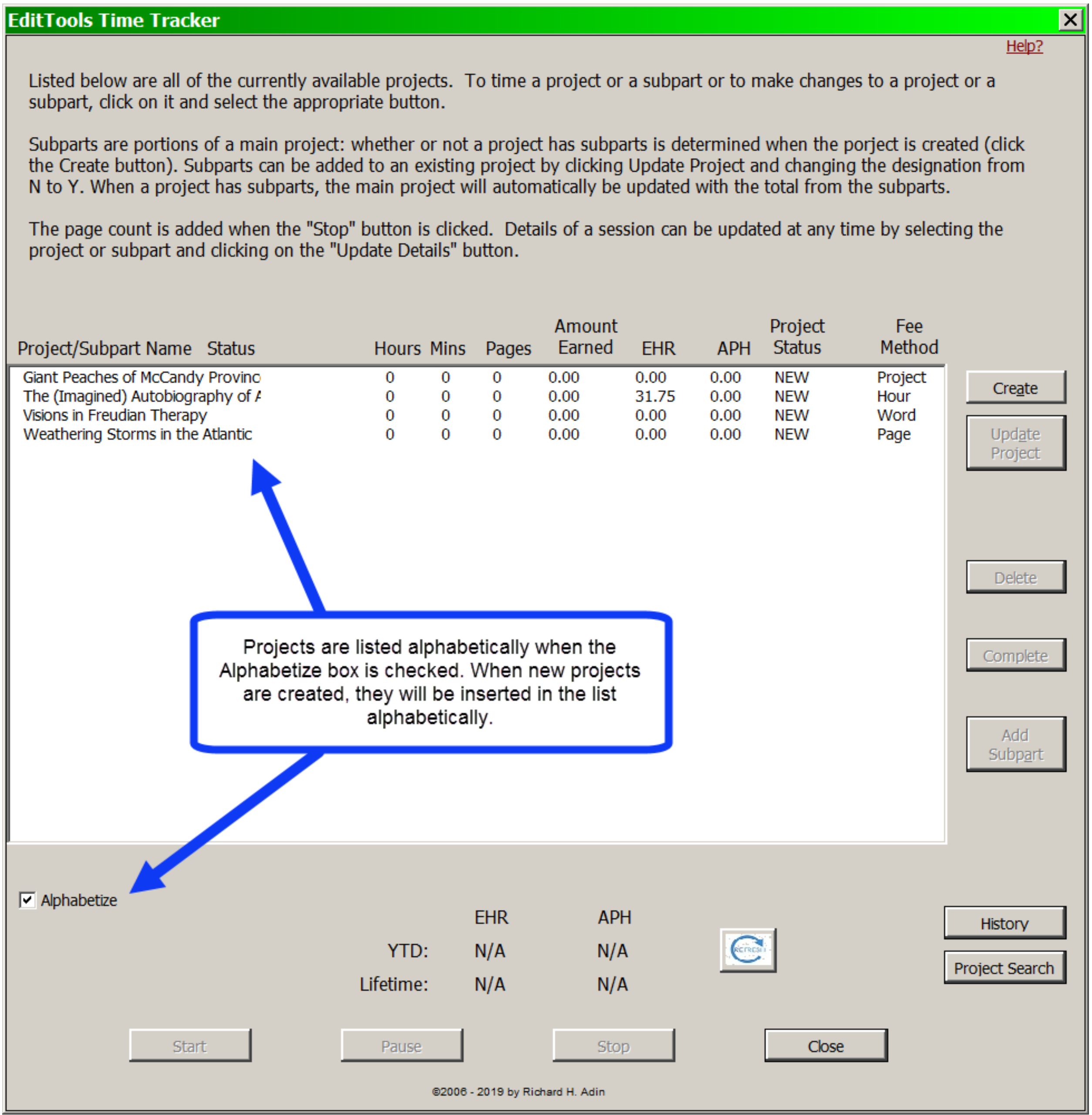
Create/Update form for a per Project project

Tip

Once projects are created, they appear in the main 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.



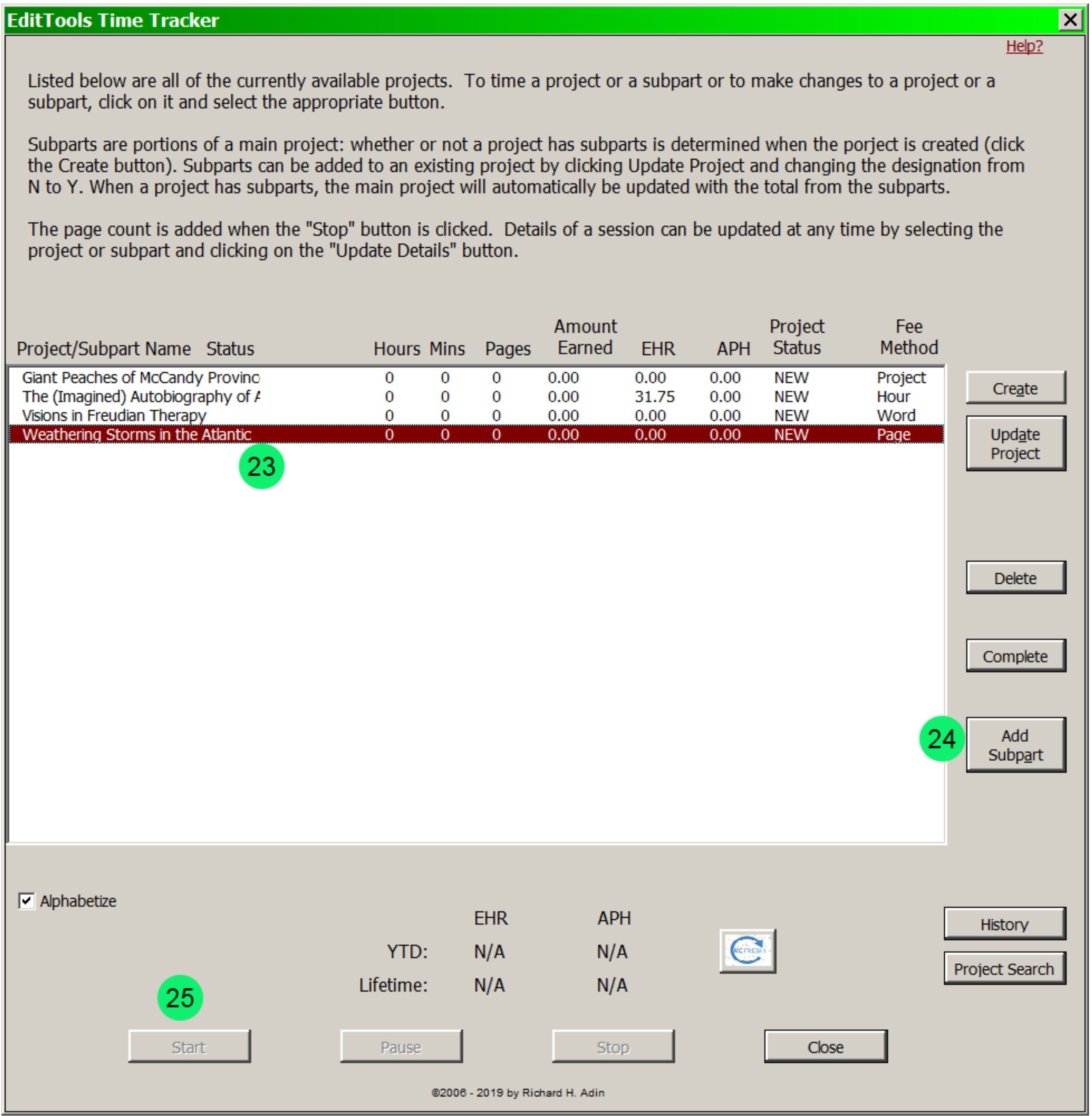
Projects are listed in order created



Projects are listed in alphabetically

Starting the Timer for a Project

To start timing a project you need to first select the project in the main Tim Tracker 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).

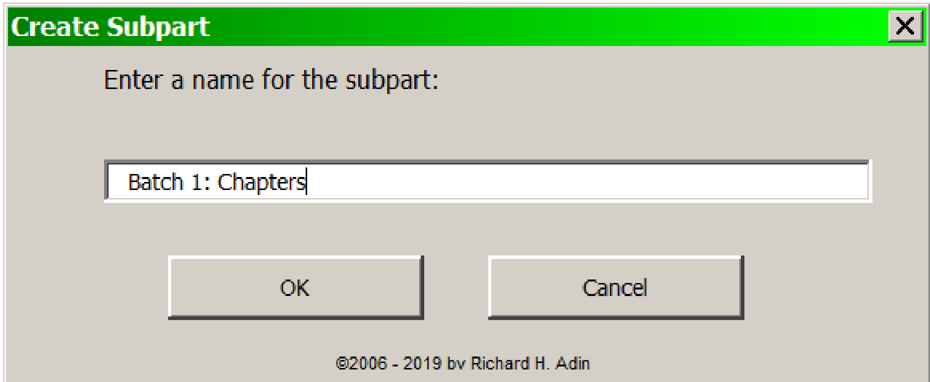


Adding a subpart to a project with subparts

Clicking the Add Subpart button (#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.

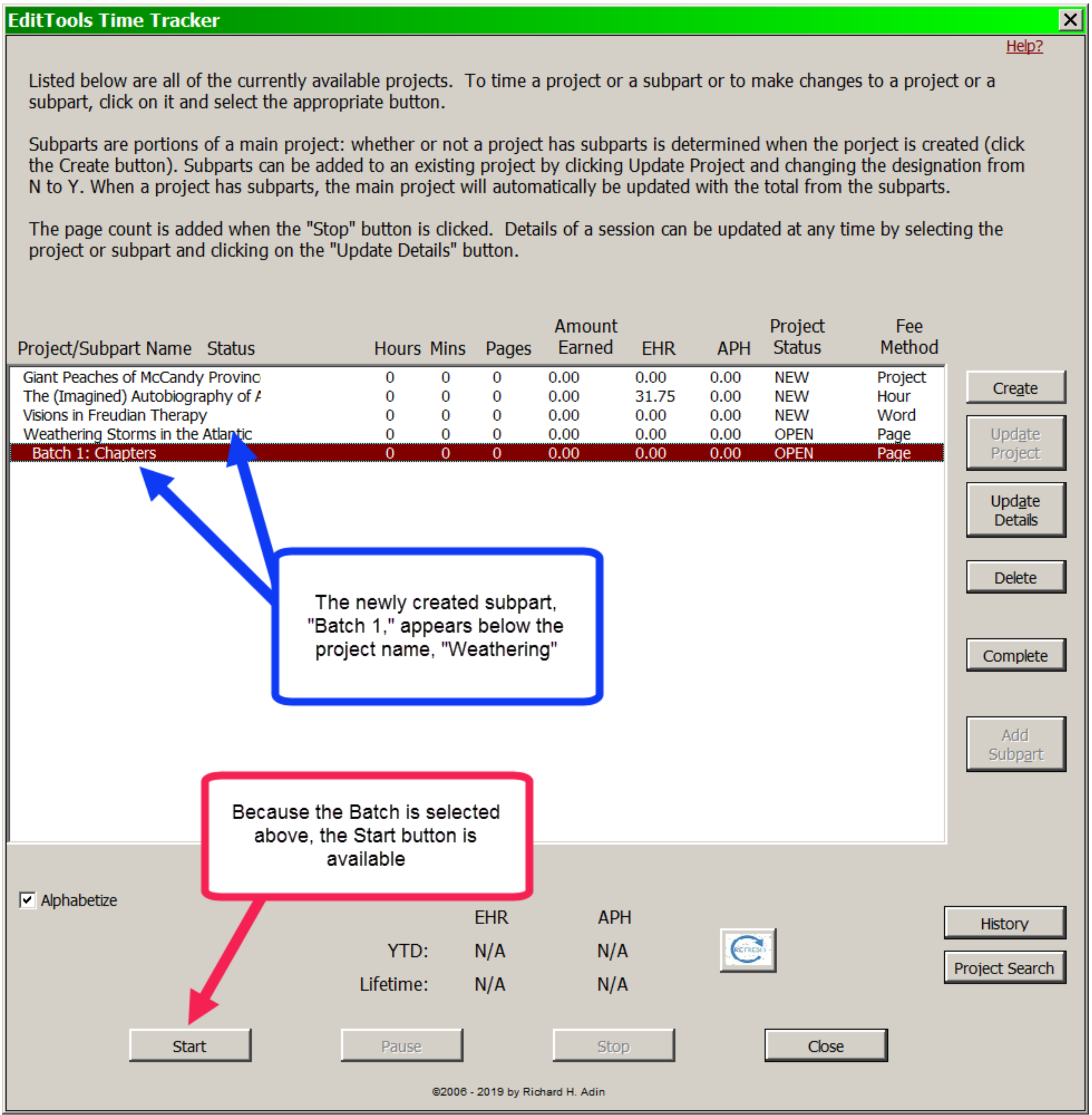
Tip

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”.



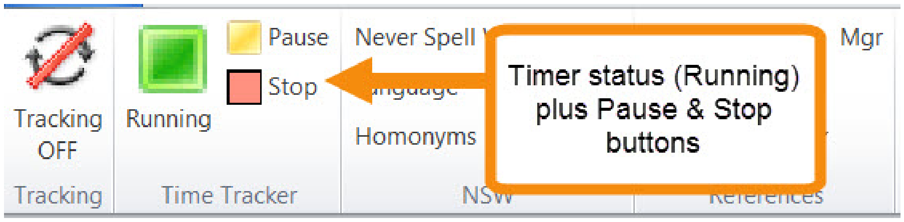
Creating a subpart

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



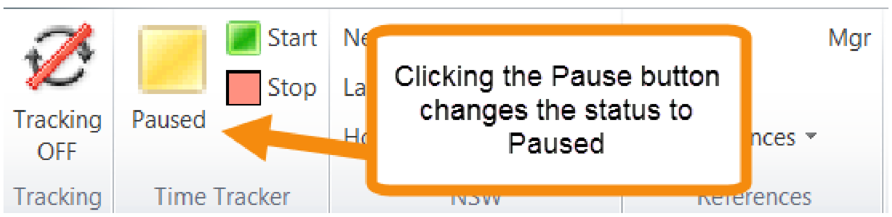
Adding the subpart and selecting it makes the Start button accessible

Once Start is clicked, the main form closes 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:



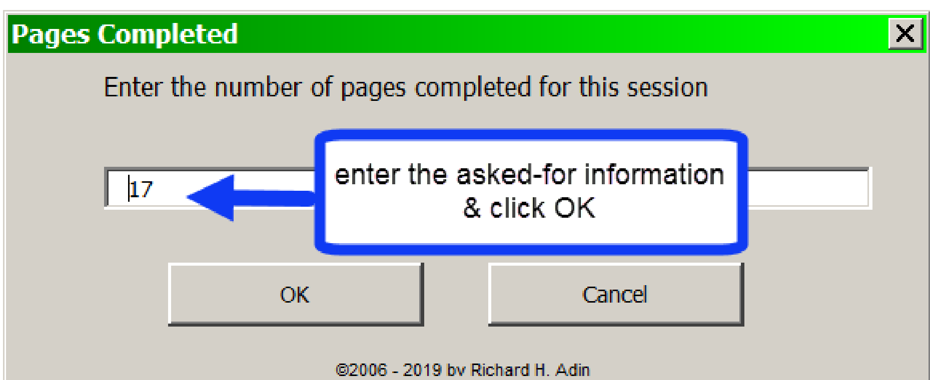
The EditTools Ribbon indicates the Timer's current status: Running

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



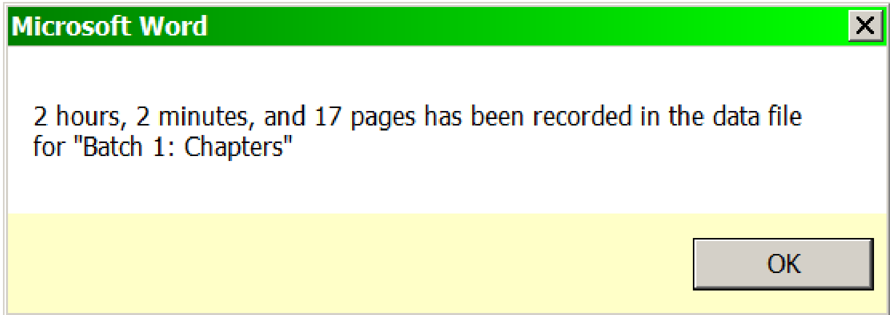
Timer is paused

When ready to restart timing, click the Start button. 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.



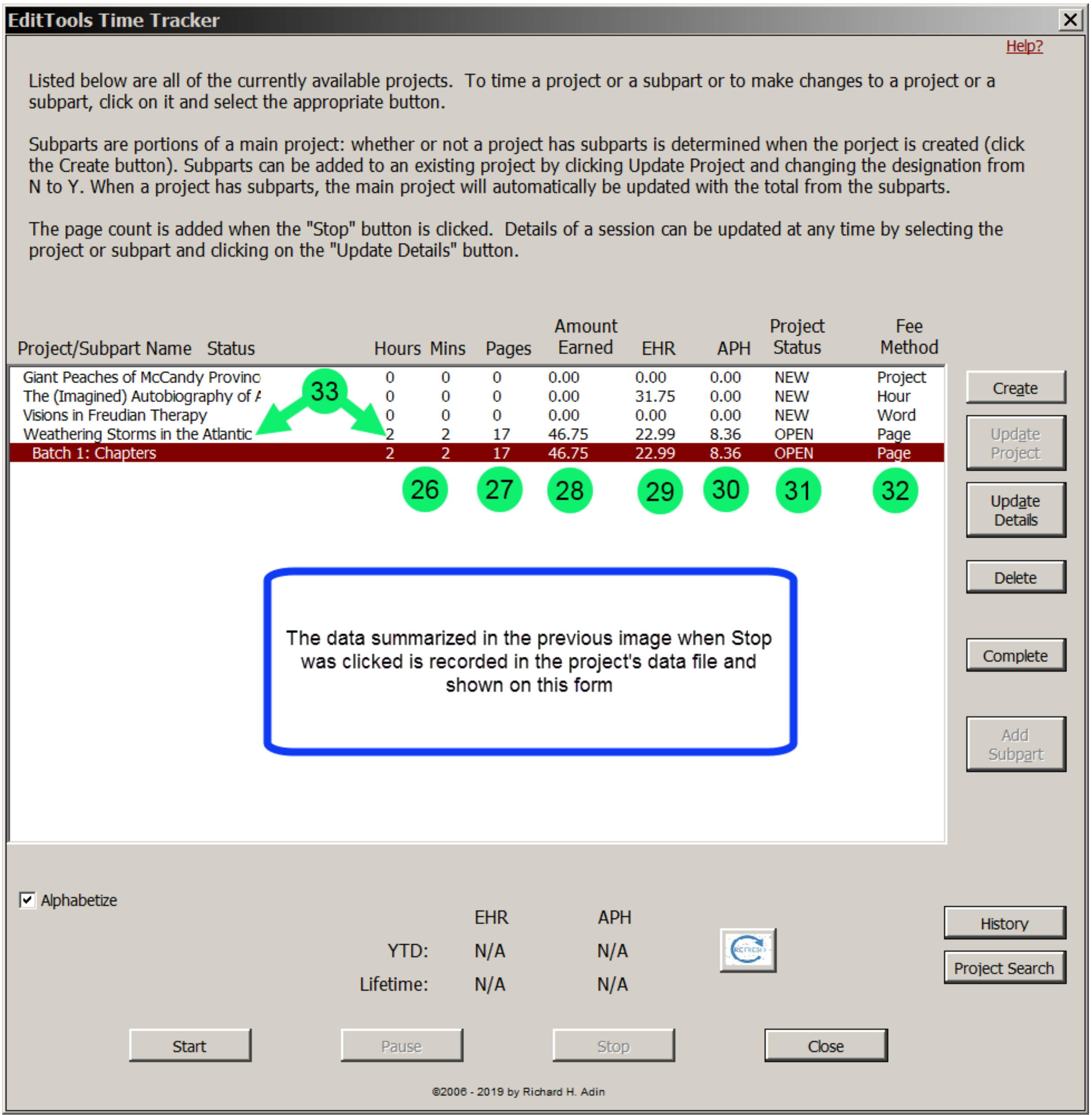
Enter the number of pages completed

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

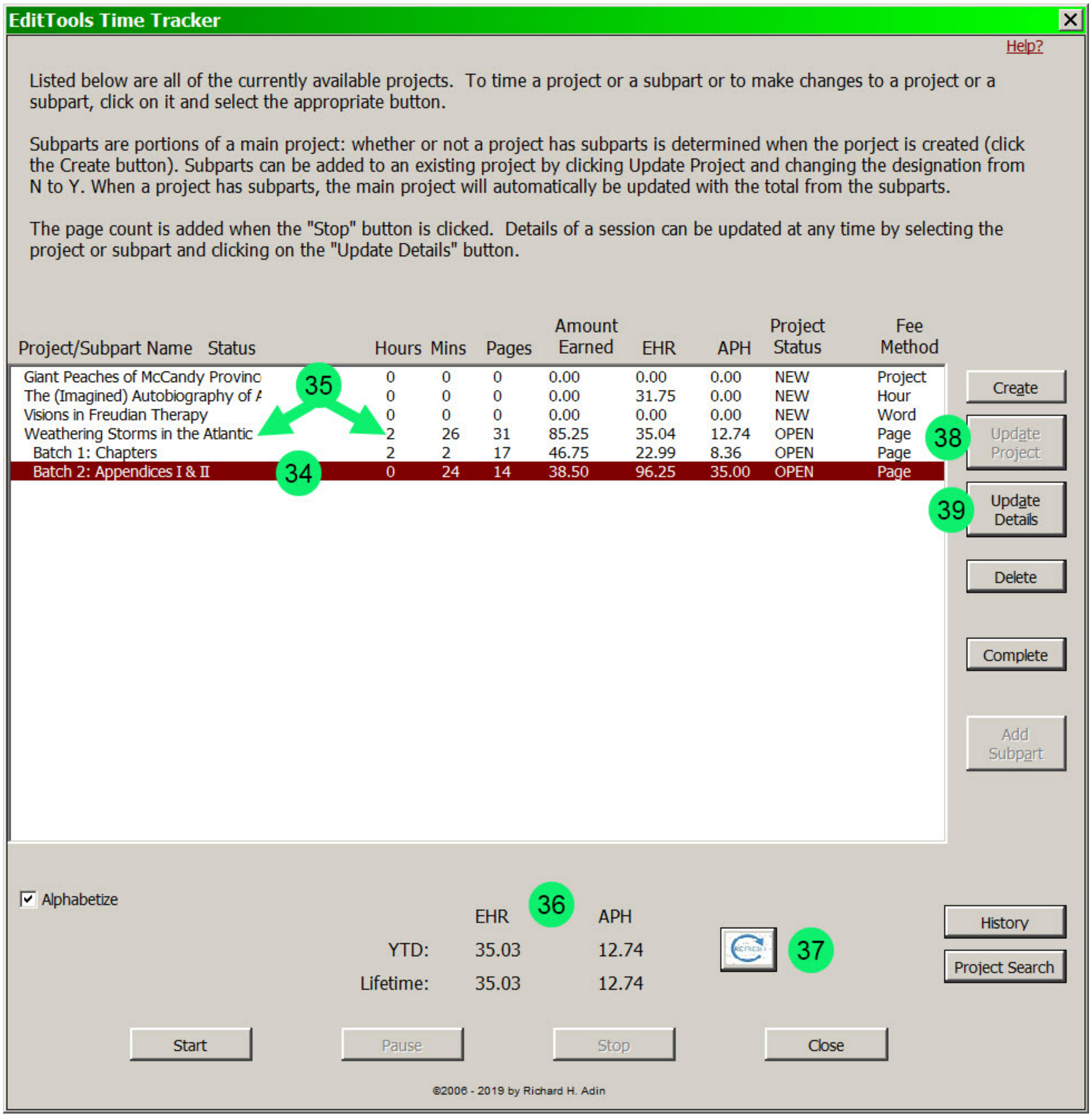
Clicking OK changes the Timer's status on the EditTools Ribbon to Off. Clicking the Off button opens the main project form (shown below) where you can see all of the data entries.



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 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.

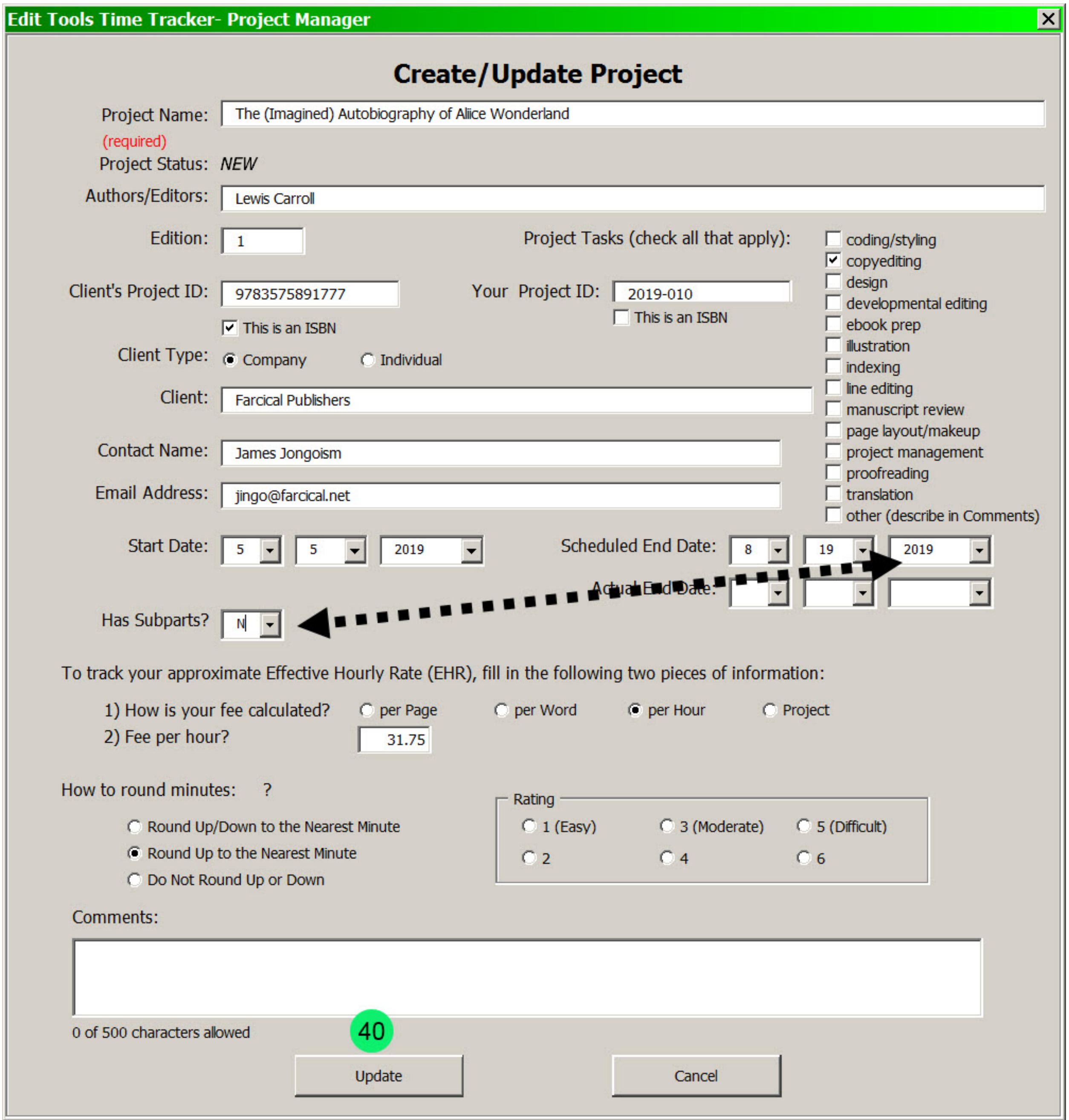
Tip

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

Updating Information

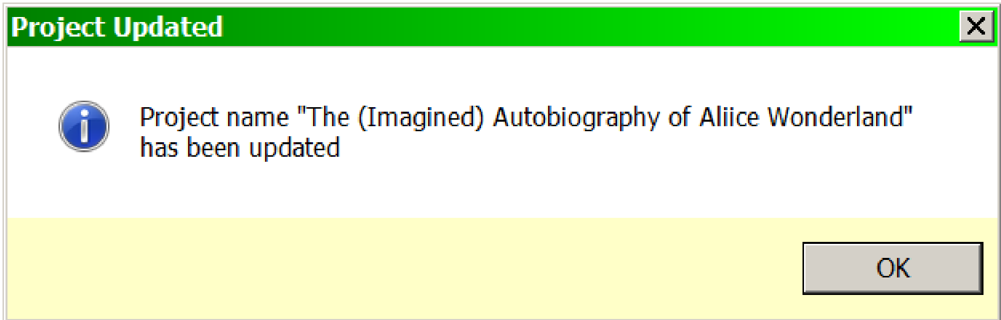
Sometimes things change and we need to change the project information we originally entered. With this macro, there are two different types of information updating.

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).



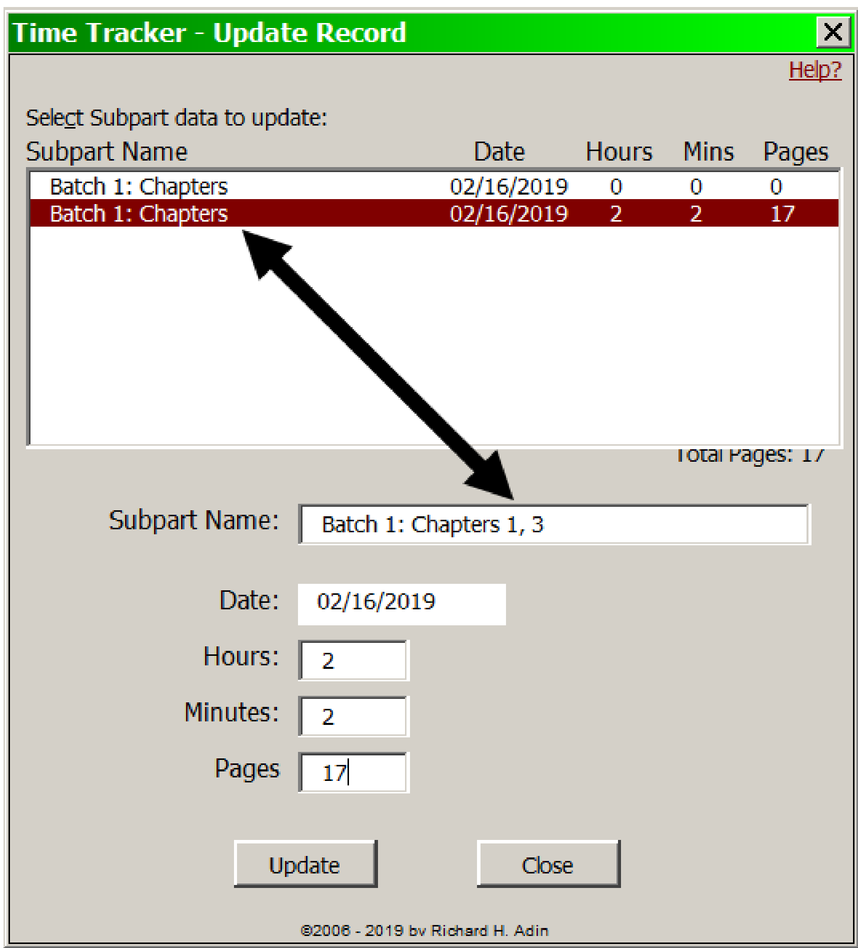
Changing project information

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



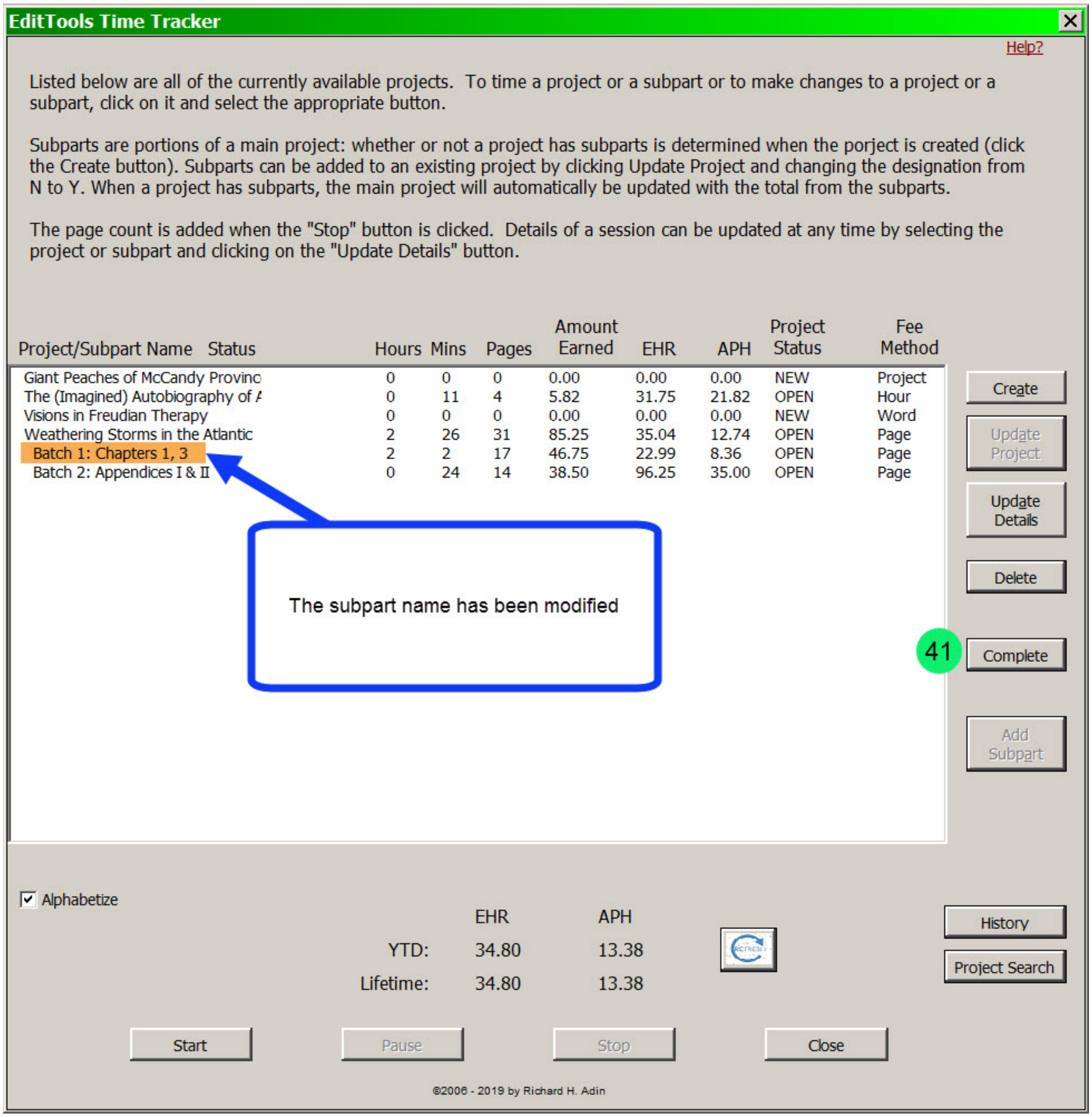
Message confirming the changes.

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 shown here:



The Update Record form

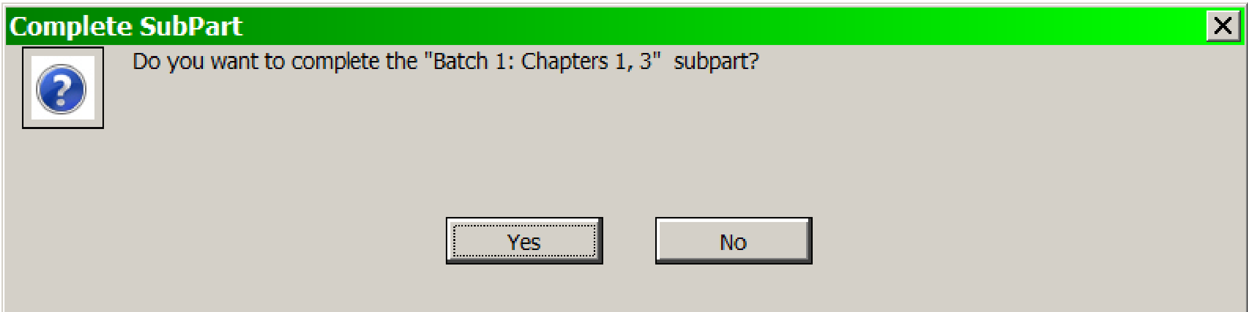
Earlier it was stated that you can change the name of a subpart. This is where it is done. As the image shows, the subpart name has been modified to include the chapter numbers. It could alos have been completely changed. In addition to modifying the subpart name, the date, elapsed time, and number of pages data can be modified. Click Update and the changes are made as shown here:



The subpart name has been modified

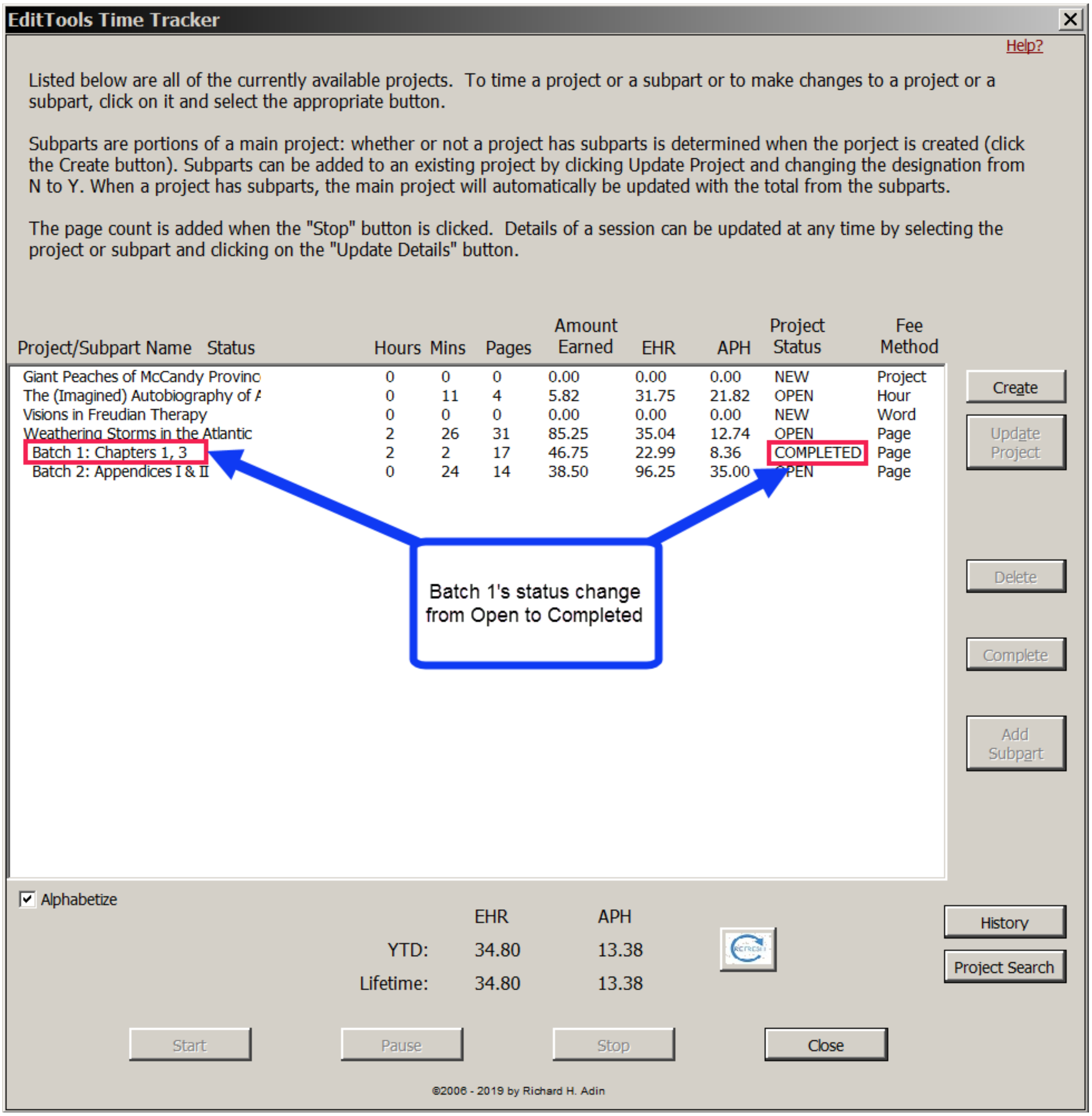
Completing a Project or a Project Subpart

When you have completed a subpart, for example, Batch 1 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

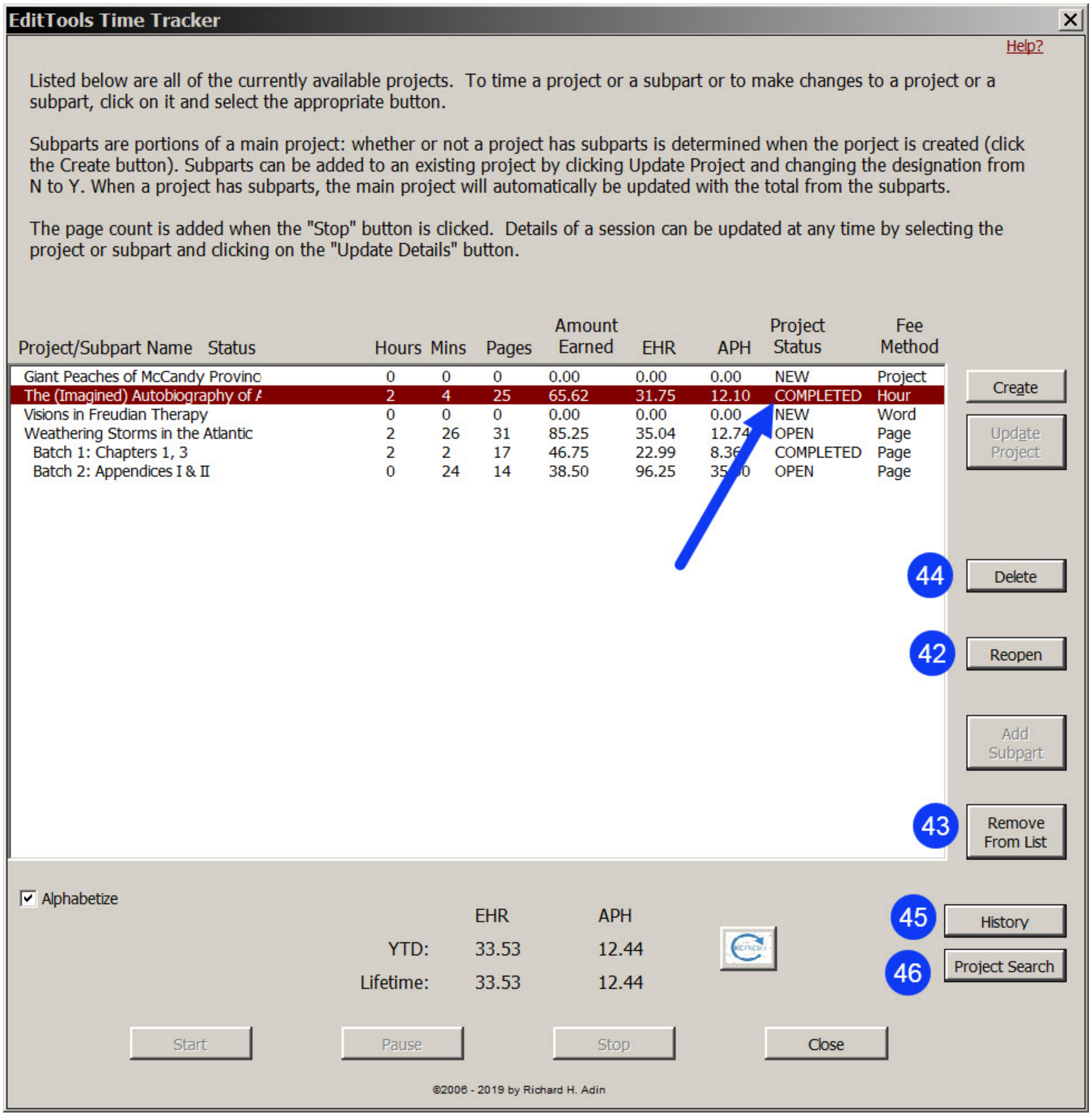
If Yes is clicked in the above message, the project or subpart's status is marked Completed, as shown here:



Change in status from Open to Completed

Marking a project as completed generally means the project is done. However, on occasion a project that an editor has thought to be done needs to be reopened for some 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

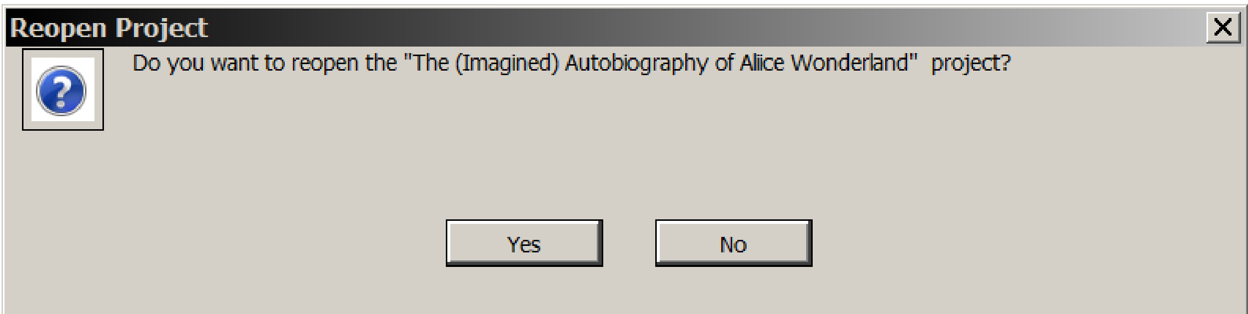
Tip

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.

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:



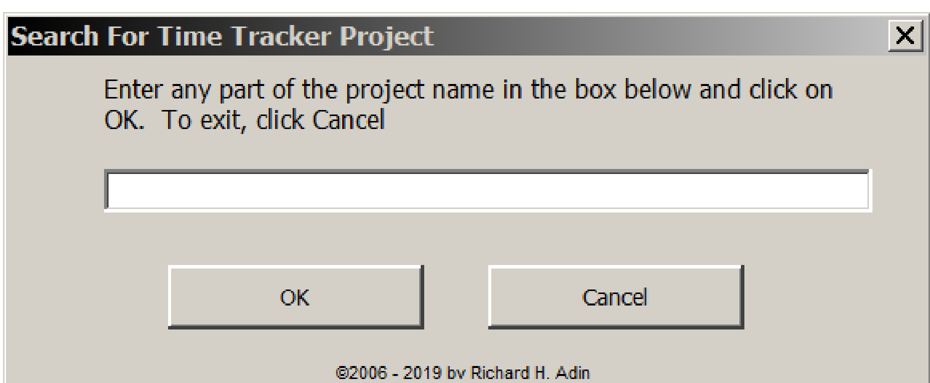
Reopen a Completed project?

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 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

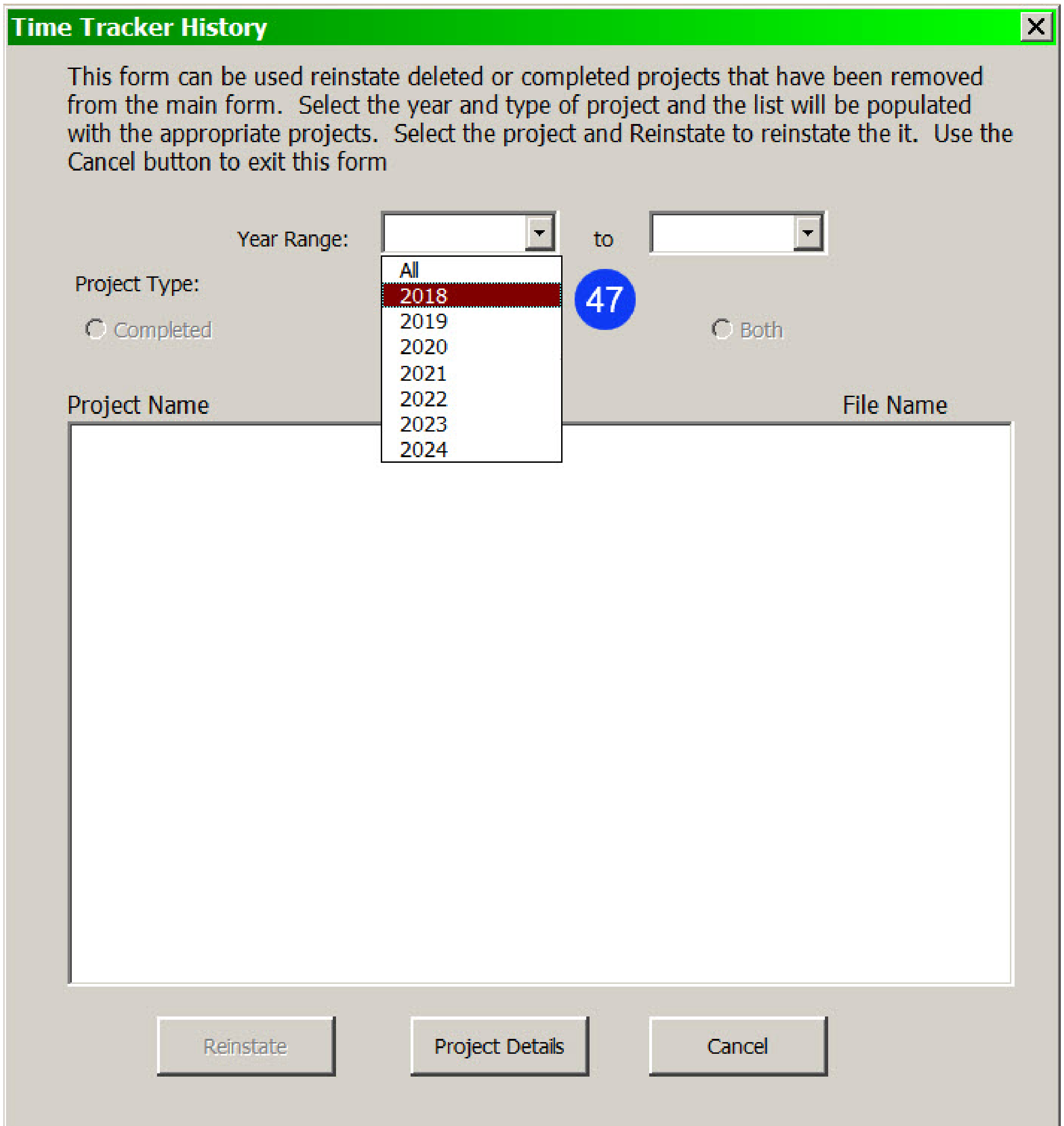
A second option is to remove a completed project from the list of active projects by clicking the Remove from List (#43) button. Removal is instantaneous. Removing a completed project from the project list **does not** delete the project or remove the project data from either the project's data file 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), which should be used when you have created a project in anticipation of its arrival but for some reason the project is cancelled. 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. 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.

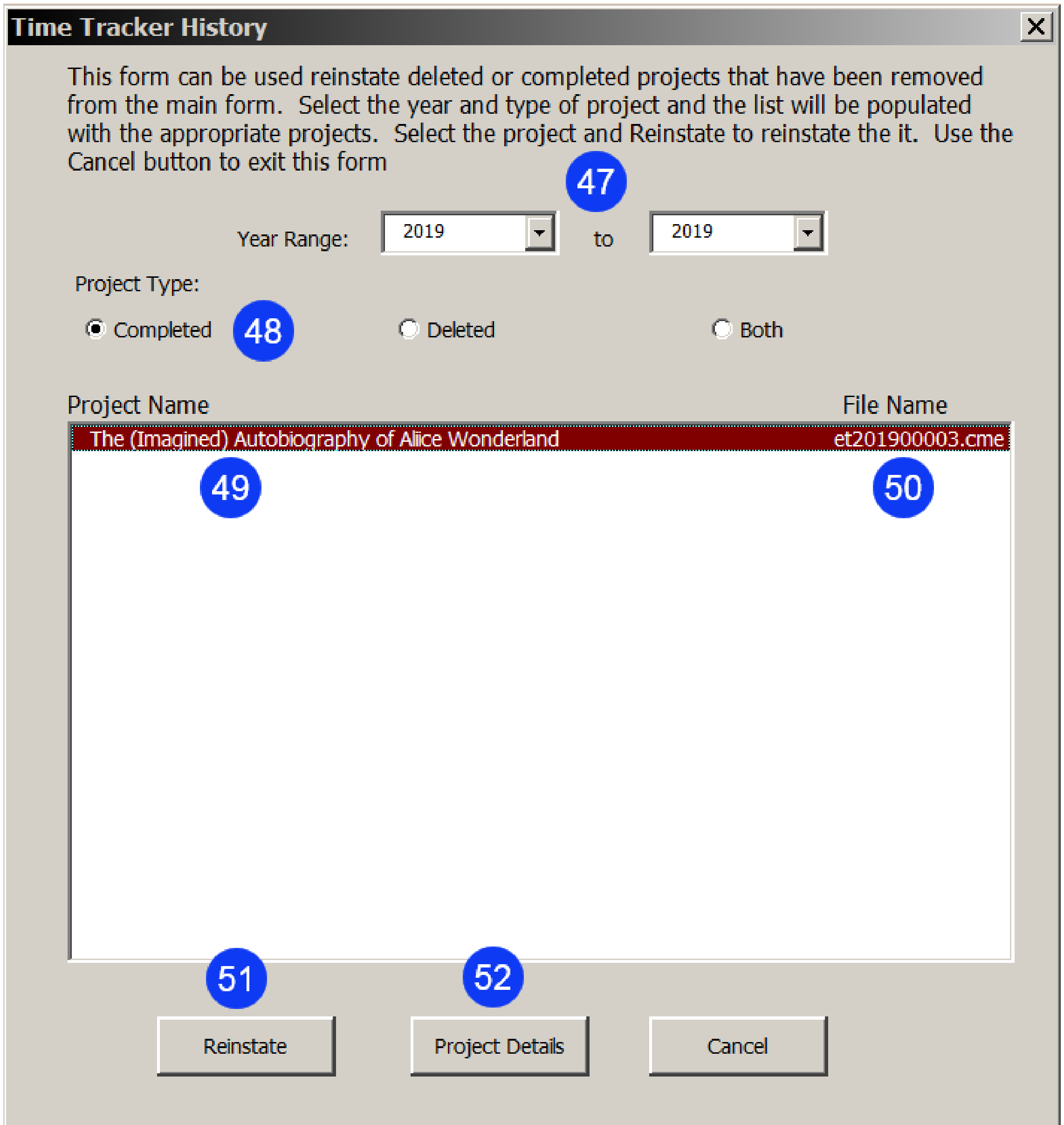
Clicking the History (#45) button opens the History form shown here:



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

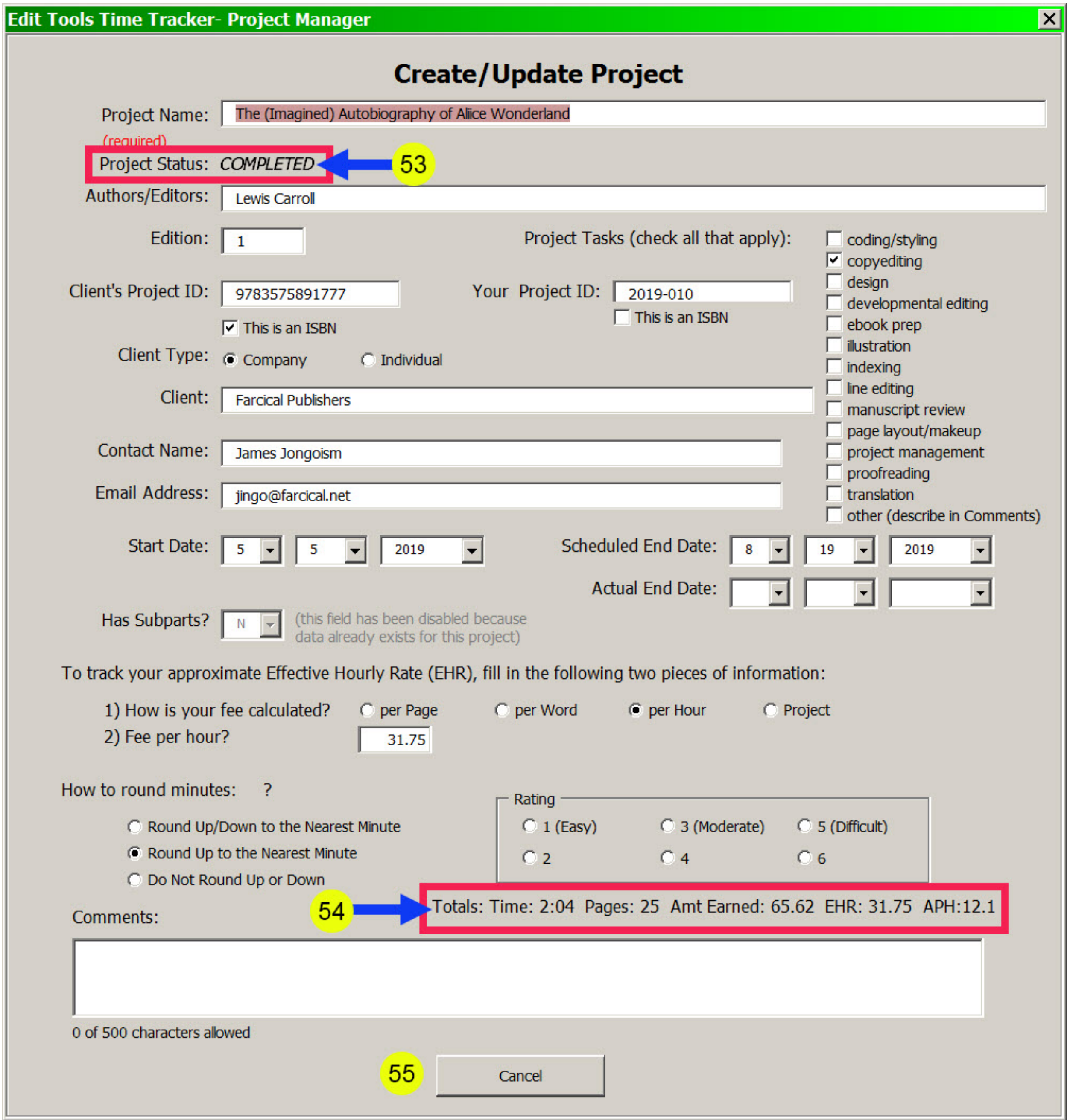
Tip

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).

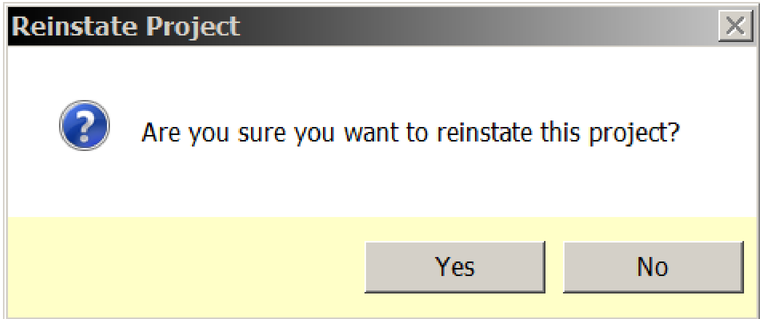
If you click Project Details (#52), the Create/Update Project form is displayed, as shown here:



The Create/Update Project form of a completed project

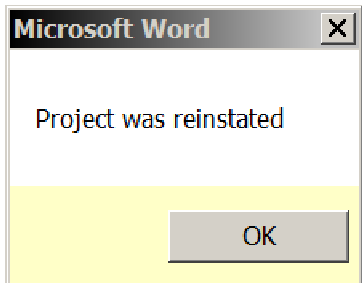
There are a few differences to note in the Create/Update Project form from when the form was initially created or subsequently updated. First, the project's status has changed from New to Completed (#53). Second, the Totals (#54) information is now included (contrast this with #20 in the "Creating a 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, and your Effective Hourly Rate (EHR) and 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:



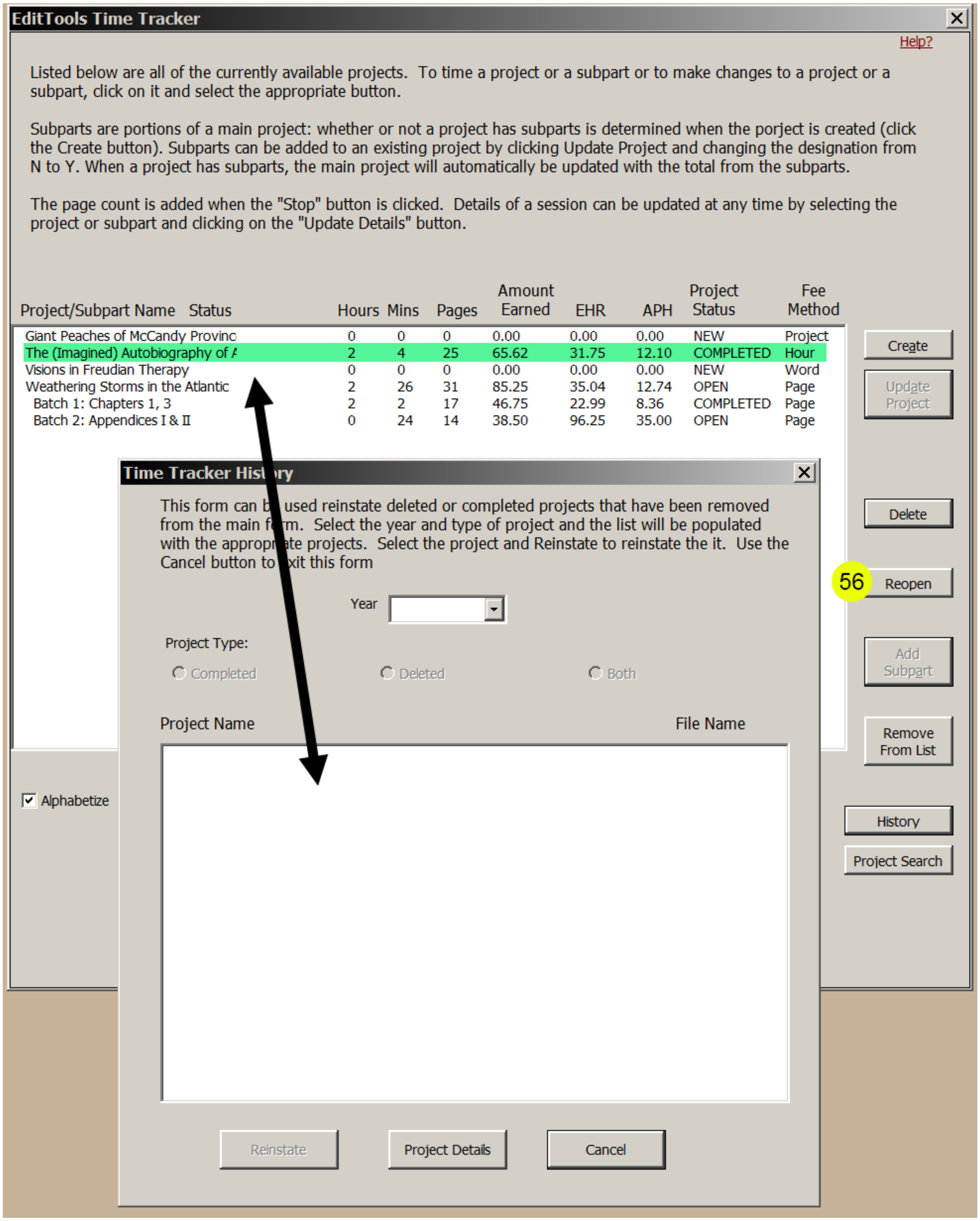
Reinstating a project from the History form

Choosing Yes reinstates the project, as evidenced 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