

Hour Pay

Version 10.0

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Introduction

Hour Pay is a program to calculate job and payment based on hour. So you will know how much you earn and the payment paid or not. You can also export the data to memo pad for backup, reporting and printing.

Minimum requirement: **Palm OS® 3.5 and above.**

Installation

Install the PRC file: **HourPayTrialV5.prc** into your Palm followed by a hotsync.

Main Menu

After the installation, tap on the "Hour Pay" icon to launch the program. You will see the main menu as below:



There are 7 main buttons on the main menu. We will explain how to use the program based on these buttons.

Client Info

The first thing you need to do is to create your own clients' info. Tap on the 1st button "Client". You will see picture as showed below:



The info above is just an example. You can create and add your own clients' info by tap on the "New" button. After completed, tap on the "Done" button to return to Main Menu.

Job Description

Tap on the second button "Job" to enter the job/service you are providing to your clients.



The "Job1", "Job2", "Job3" are examples. You can tap on the "New" button to create new job, for example, "Consulting" as the job description.

List All Detail

By tapping on the thrid button, "List All Detail", you can view all records in a glance.

List All		▼ All	
Date	Item	Hour	Amount
3/8/03	Job 1	8.2	140.25
4/3/03	Job3	32.	483.75
6/3/03	Job 2	8.2	123.75
8/12/03	Job 2	8.2	123.75
9/10/03	Job 2	8.2	123.75
10/10/03	Job 2	32.	483.75
11/6/03	Job 2	2.9	102.08
11/17/03	Job 2	8.2	123.75
12/4/03	Job 2	8.2	127.87
◀ ▶ ▲ ▼			
Back	Sum	134.916	2110.205

You can tap on each row to view the detail. Tap "Back" button to return to Main Menu.

Paid and Unpaid Info

The "Paid" and "Unpaid" button will display all the "paid" and "unpaid" info in view list format. You will notice the different by looking at the check mark on the right.

List By Paid			
Date	Item	Hour	Amount
10/14/05	Job 2	8.2	123.75
◀ ▶ ▲ ▼			
Main	Sum	8.25	123.75

Paid List

List By Unpaid			
Date	Item	Hour	Amount
3/8/03	Job 1	8.2	140.25
4/3/03	Job3	32.	483.75
6/3/03	Job 2	8.2	123.75
8/12/03	Job 2	8.2	123.75
9/10/03	Job 2	8.2	123.75
10/10/03	Job 2	32.	483.75
11/6/03	Job 2	2.9	102.08
11/17/03	Job 2	8.2	123.75
12/4/03	Job 2	8.2	127.87
Back		Sum	126.666 1986.45

Unpaid List

Create New Record

To create new record, Tap on the "New Record" button on the Main Menu. You will see picture below:

Detail Info

Client:

▼

▶

Job:

▼

▶

Start:

10/13/05

Break

End:

10/13/05

Paid

☐

On:

Rate:

▼

Per Hour

Calculate Total

Export to Memo

m/

hrs

▼

Note

New

Del

<

>

Beam

Main

Back

Select the Client:

Detail Info

Client:

ABC Company

▶

Job:

CDE Corp

▶

Start:

DD

Peak

End:

10/13/05

Paid

☐

On:

Rate:

▼

Per Hour

Calculate Total

Export to Memo

m/

hrs

▼

Note

New

Del

<

>

Beam

Main

Back

If you need to create new client, tap on the symbol "| >" on the right.

Then select the Job as shown below:

Detail Info

Client: ▾

Job: ▾
Job 1
Job 2
Job3

Start: _____

End: _____

Paid ☐ On: _____

Rate: ▾ Per Hour

Calculate Total Export to Memo

m / hrs ▾

Note _____

New Del < > Beam Main Back

Tap on the Start time, you will see the "Select a time" selector: (Example: select Start time at 3pm)

Detail Info

Client: ▾ CDE Corp

Job: ▾ Job 2

Start: 10/13/05 3:00 pm Break

End: 10/13/05 6:16 pm 20

Paid ☐ On: _____

Select a time:

3 : 00 AM PM

OK Cancel

Do the same for the End time: (Example select End time at 6:16pm)

Detail Info

Client: ▾ CDE Corp

Job: ▾ Job 2

Start: 10/13/05 3:00 pm Break

End: 10/13/05 6:16 pm 20

Paid ☐ On: _____

Select a time:

6 : 15 AM PM

OK Cancel

The "Break" mean time off. (Example: take 20 minutes time break for lunch)

Select the currency and key in the Rate (Example: \$35 Per Hour)

Detail Info

Client: ▼ CDE Corp |>

Job: ▼ Job 2 |>

Start: 10/13/05 3:00 pm **Break**

End: 10/13/05 6:16 pm 20

Paid ☐ **On:**

Rate: \$ 35 **Per Hour**

Calculate Total Export to Memo

220m/3.6666hrs ▼ \$ 29.33

Note

New Del < > Beam Main Back

Detail Info

Client: ▼ CDE Corp |>

Job: ▼ Job 2 |>

Start: 10/13/05 3:00 pm **Break**

End: 10/13/05 6:16 pm 20

Paid ☐ **On:**

Rate: ▼ \$ 35 **Per Hour**

Calculate Total Export to Memo

220m/3.6666hrs ▼ \$ 29.33

Note

New Del < > Beam Main Back

Tap on the "Calculate Total" to get the total time and amount of money should be paid.

Detail Info

Client: ▼ CDE Corp |>

Job: ▼ Job 2 |>

Start: 10/13/05 3:00 pm **Break**

End: 10/13/05 6:16 pm 20

Paid ☐ **On:**

Rate: ▼ \$ 35 **Per Hour**

Calculate Total Export to Memo

176m/2.9333hrs ▼ \$ 102.66

Note

New Del < > Beam Main Back

The picture above shows a record working for Client CDE Corp from 10/13/2005 3pm to 6:16pm with 20 minutes break, charge rate is \$35 per hours. Total time is 176 minutes or 2.9333 hours. The amount should be paid is \$102.66. You can add any note on the "Note" field.

You can Export the data into memo pad by tapping on the "Export to Memo" button, you will see the picture below:

Memo 1 of 94 Unfiled

Date : 10/13/05 Client : CDE
 Corp
 Job : Job 2
 Start : 3:00 pm End : 6:16 pm
 Rate : 35
 Minutes : 176 Hours : 2.9333333
 Total : 102.66
 Paid : 0 (0 = No, 1 = Yes)
 Note :

Done Details

After export into the memo pad, hotsync your palm with your pc, you will see the info from your pc palm desktop program, you can copy and print the result using your favourite program like Word/ Notepad or others spreadsheet program.

Misc

On the Main Menu, tap the menu button near the graffiti area, you will see an options list:

Options

- Create Pre-Set_---
- Delete Paid_---
- Delete All_---
- List By Month
- About_---
- Register_---

Job npaid

New Record

New Pre-Set Record

Edit Currency

Create Pre-Set - please read the detail explanation on bottom.

Delete Paid - Delete all paid records from the database

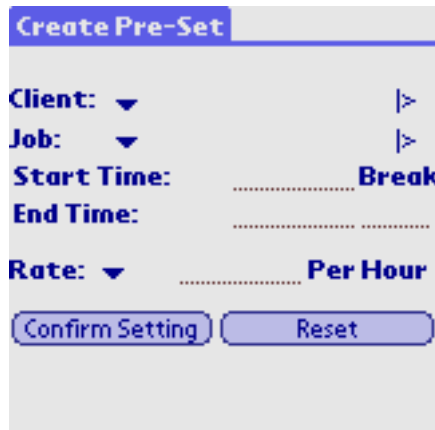
Delete All - Delete all records from the database

About - Program info

Register - Tap on the menu item to get your hotsync ID and Code (the Code will be needed for registered user)

How to use "Create Pre-Set"?

1. Tap on the "Create Pre-Set" menu, you will see picture below:

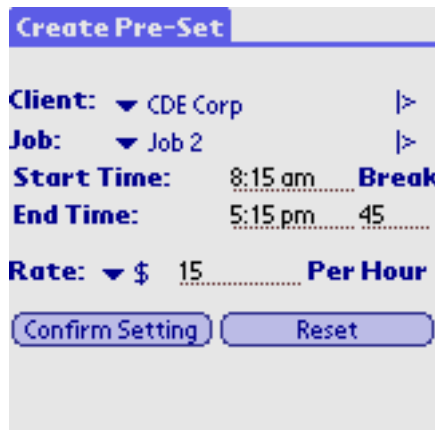


The screenshot shows a form titled "Create Pre-Set" with the following fields and controls:

- Client:** A dropdown menu with a right-pointing arrow.
- Job:** A dropdown menu with a right-pointing arrow.
- Start Time:** A text input field followed by a right-pointing arrow.
- End Time:** A text input field followed by a right-pointing arrow.
- Rate:** A dropdown menu with a right-pointing arrow, followed by a text input field and the label "Per Hour".
- Break:** A text input field.
- Buttons:** "Confirm Setting" and "Reset" buttons at the bottom.

2. Default Setting allow user to pre-set frequently use information, for easier time logging.

For example, you need to work for a client, CDE Corp, from 8.15am to 5.15pm with 45minutes break, almost daily. The rate is \$15 per hour, so, all you need to do is pre-set the info as below:



The screenshot shows the same "Create Pre-Set" form, but with the following values pre-filled:

- Client:** CDE Corp
- Job:** Job 2
- Start Time:** 8:15 am
- End Time:** 5:15 pm
- Rate:** \$ 15
- Break:** 45

Now, everytime you tap on the "New Pre-Set Record", you will be able to create a record with default setting as shown below:

Detail Info

Client: ▼ CDE Corp

Job: ▼ Job 2

Start: 10/13/05 8:15 am Break

End: 10/13/05 5:15 pm 45

Paid ☐ On:

Rate: ▼ \$ 15 Per Hour

Calculate Total Export to Memo

0m / 0hrs ▼ \$

Note

New Del < > Beam Main Back

Finally, you only need to tap on the "Calculate Total" to get the result.

Detail Info

Client: ▼ CDE Corp

Job: ▼ Job 2

Start: 10/13/05 8:15 am Break

End: 10/13/05 5:15 pm 45

Paid ☐ On:

Rate: ▼ \$ 15 Per Hour

Calculate Total Export to Memo

495m / 8.25hrs ▼ \$ 123.75

Note

New Del < > Beam Main Back

Thanks.