

# Dimlog Time Tracking Software

*version 1.9.0*

## **Manual**

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## **Dimlog introduction**

Dimlog is a software tool to store, analyse, and retrieve information about the time you spend.

To experiment with Dimlog you can open one of the examples files.

When Dimlog starts, it displays the Main screen. From this screen you can choose to do time recording or Manual time entry, or view the To-do list. There is a Calendar. You can view Statistics or generate printable Timesheets.

### **Logging time**

Dimlog provides two ways to log time:

1. Time Recording: When you start working on a task, click on the Start button. When done, click on the Stop button.
2. Manually Time Entry: Enter the start and stop time of your work on a project.

A time span that is stored in a Dimlog file is called a session. Before you add a session, first you must select the categories to which the session belongs. Dimlog uses this information to calculate statistics.

## Dimlog: multi-dimensional logging

Dimlog records and calculates the time that is spent on categories. A category is the general name for a project, a type of activity, a group of persons, a location, etc... You can decide which categories to use. By default, Dimlog creates three category trees: Projects, Types of activity, and People. In this setup, projects would be subcategories of the category "Projects". By first defining category trees, and then adding categories, and subcategories, we can define a multi-dimensional system to log our time spending.

### Multi-user access

Multi-user access is possible when the Dimlog file (.ppe) is saved to a shared network directory. Dimlog periodically synchronises with the Dimlog file.

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## Dimlog tutorial

In this tutorial, we will use the example file that is provided with Dimlog.

### 1. Installation

### 2. Start-up

When you start Dimlog for the first time, the start-up configuration screen is displayed:



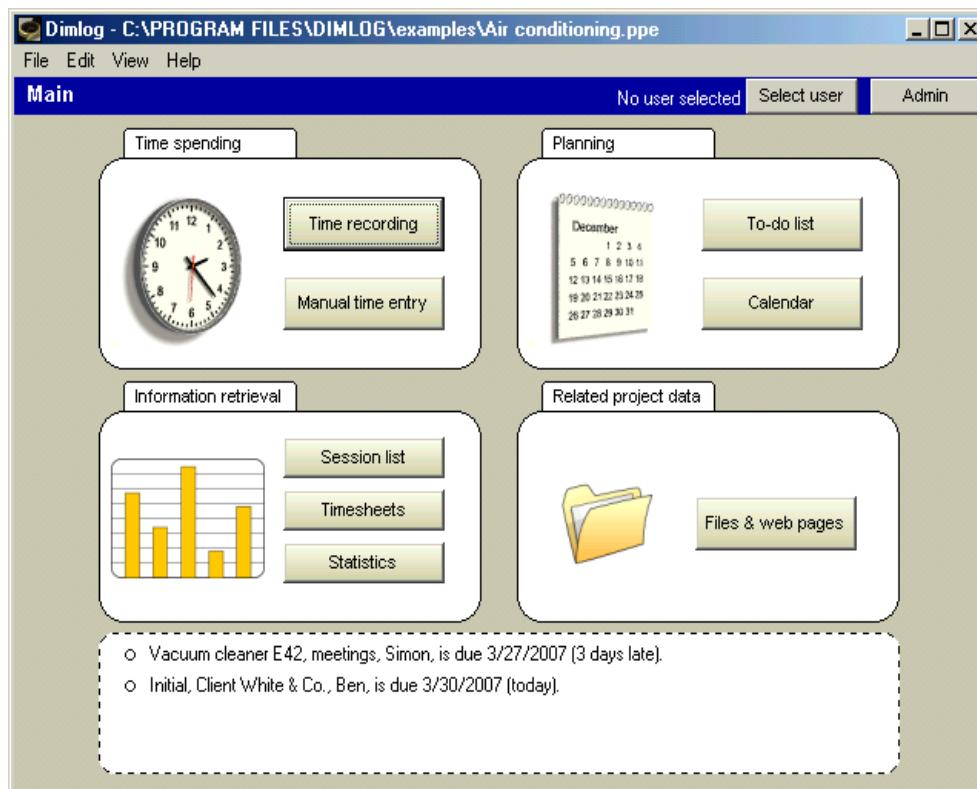
- Click on the button "Open example file".

If the start-up screen is not visible, open the example file by choosing in the menu: File, Open example file, Air conditioning (3 category trees).

The example file contains sample projects, users, time recordings, and to-do items.

### 3. Main screen and user selection

When Dimlog has opened the file, the Main screen will be displayed:



In the title bar, you can see which file is opened. The Main screen provides links to the important areas of Dimlog, such as Time recording, and the Calendar. At the bottom of the screen, to-do items that are due today are displayed. In this example, two to-do items are displayed: one for Simon, and one for Ben. Normally, one would see only the to-do items of one person, but we have not yet chosen a user.

- Click on the "Select user" button at the top of the screen, click on "Research and development", and double click on "Ben".

"Ben" is now selected as the current user. The main screen now only shows Ben's to-do item.

### 4. Switching between screens

When you click on the "Time recording" button, Dimlog moves to the Time recording screen. To go back to the main screen, click on the "To main" button in the top-right corner, or press Escape. You can also go directly to one of the screens, by using the View-menu.

### 5. Time recording

A separate screen is designed for time recording.

- Click on the "Time recording" button.

Before we click the Start button, we must first select the project on which we are going to work.

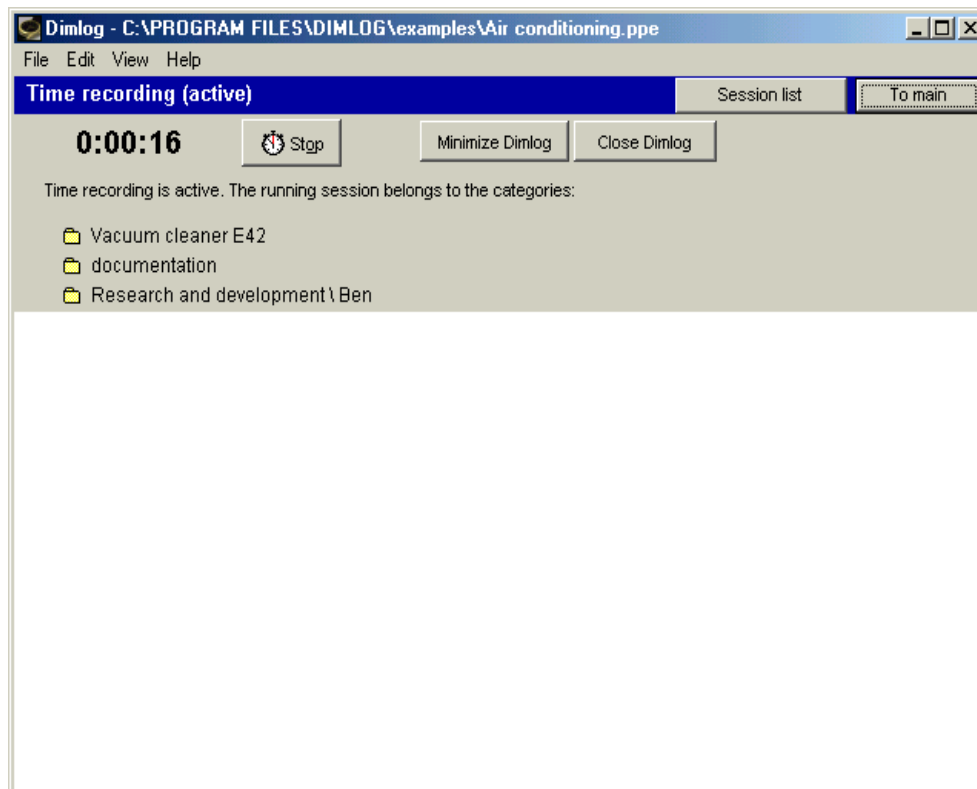
- Select "Vacuum cleaner E42".
- Select the type of activity: "documentation".

The user is automatically filled in to be "Research and development \ Ben", because Ben is the current user.

- Click on the Start button

We have now told Dimlog that Ben has started to work on the documentation of the Vacuum cleaner

E42.

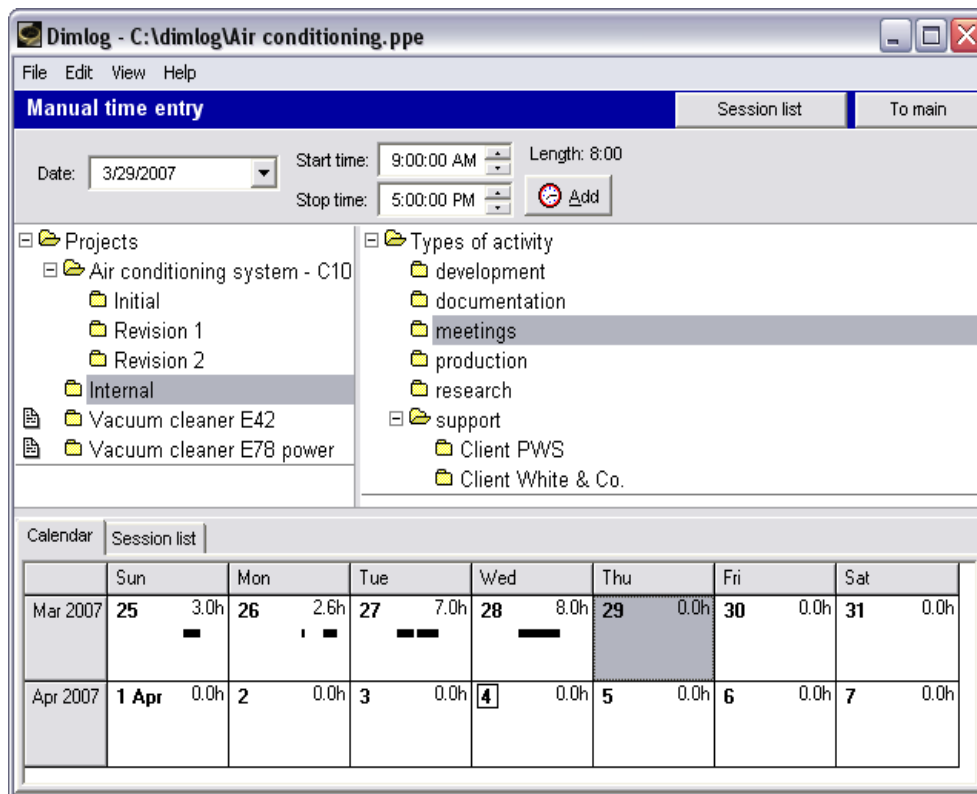


When we stop working on this combination of categories, we click on the Stop button. While time recording is active, you can minimize Dimlog, or even close Dimlog to save computer resources.

## 6. Manual time entry

Sometimes you want to enter time into Dimlog manually, without using the Dimlog-stopwatch. To do this:

- Click on the Manual time entry button in the Main screen.



Move through the calendar with the arrow keys. (You can also resize the calendar.) The calendar shows how much time has been logged on each day. Time sessions are shown as black horizontal rectangles. A time session of eight hours takes one third of the width of a calendar cell, because it is one third of a full day. Sessions that overlap, are displayed in separate rows. To view a list of the sessions of a day, double click on the day in the calendar. Then, the 'session list'-tab will become active (except when no sessions start on that day).

To add a new session:

- Fill in the start and stop time
- Click on the Add button to add a session.
- Click Ok in the confirmation dialog.

The newly created session is visible as a new rectangle on the calendar.

- Click on the "Session list" button.

The result of your action is also visible in the Session List.

- Click on the "Back to Time entry" button, at the top of the screen to return to the previous screen.

## 7. Statistics and timesheets

- Choose in the menu: View, Statistics.

The screen shows how much time has been spent on the various categories by Ben. To see the time spent by everyone:

- Click on the People category, and press F4.

This removes the filter on Ben. You can experiment by setting other combinations of category filters and time filters. For example, to set a filter on 'research':

- Click on the research category, and press F4.

To view the timesheet for the currently selected user:

- Choose in the menu: View, Timesheets.

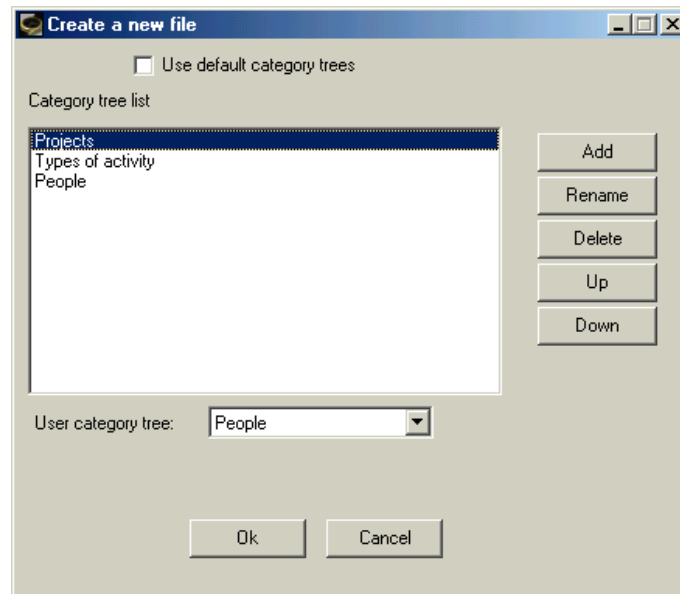
You can move to another week by selecting another date. For each category tree (Projects, Types of activity and People) you can decide how much detail must be included.

## 8. Setting up a new file

To setup a new file:

- Click in the menu: File, New...

By default, the new file will have three category trees: Projects, Types of activity and People. But we can define our own category tree structure. To do this, uncheck the "Use default category trees" checkbox.



You can think of category trees as properties of a time session that must be specified always when time is logged. It is recommended that your category trees are orthogonal to each other. For example, if a project is usually for one client, than you put both projects and clients in one category tree "Clients and projects". Projects would be subcategories of Clients. But if you have a small set of recurring projects that you do for a set of clients, you would have a separate category tree Projects and a separate category tree Clients. Other possible category trees are: hourly rates, process (instead of Types of activity), and location. When you are satisfied with the category structure:

- Click Ok

To save the new file:

- Choose in the menu: File, Save As... and choose a location for the new Dimlog file.

If you want the file to be used by others, save the file on a shared location on a network drive. Dimlog regularly saves and loads changes to the file. Other users must also install Dimlog and open (File, Open...) the file from the network location in order to use it. A Dimlog "database" contains only one file with the extension .ppe.

The category structure can be filled in with categories in most screens (also in the Time recording screen). To add a category, right-click on the parent category, and select "Add a new subcategory".

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## Example files

To open one of the example files, choose in the menu: File, Open examples file.

- Air conditioning: This is an example project file for a company that produces Air conditioning products. It contains the three default category trees: Projects, Types of activity, and People.

- Plastic: A setup with four category trees instead of three.
- Translation: An alternative setup with two category trees instead of three. The first category tree categorises on Clients, and then on Documents.

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## Concepts and Definitions

A Session is a period of time. Usually, a session is a time span during which you perform some task. The start time and stop time of sessions are stored in the file. Sessions can be entered manually, or timed using the Dimlog stopwatch. A running session is a session that has been started by someone using the Dimlog stopwatch and that has not been stopped yet.

A Category Tree is a set of hierarchical related categories. The category trees are visible in the main window of Dimlog. By default there are 3 category trees (Projects, Types of activity, and People). A category tree is often related to an important property of a session. For example, if it is important to which project a session belongs, then we would use a category tree called "Projects". This category tree would contain multiple categories for each project or subproject that is important.

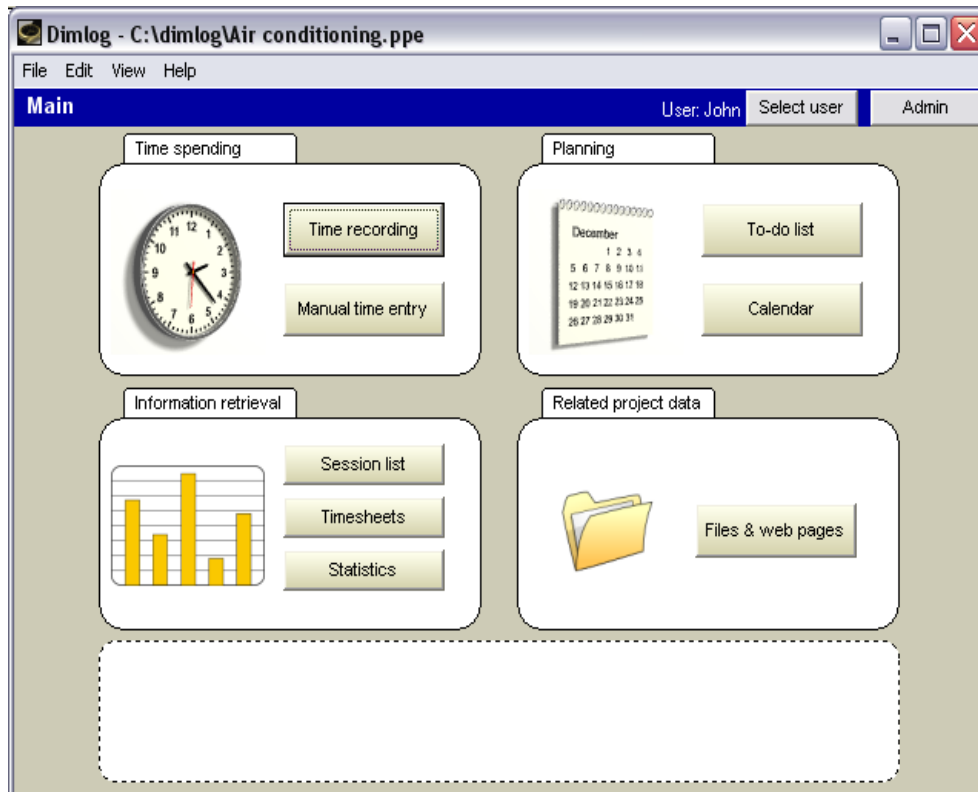
A Category is a part of a category tree. Each session belongs to one category of each category tree. For example: A session belongs to one project, and one person. Categories can contain other subcategories (In this way, sessions can belong to multiple categories from one category tree). Categories together form a hierarchical tree structure.

The To-do List contains To-do Items. To-do items are also called tasks. They can have a due date. A to-do item belongs to one category of each category tree.

When a Filter is active, a subset of all sessions and to-do items are visible. By default, the filter is set on the current user. This means that by default only those sessions are shown that are related to the current user.

# Screens of Dimlog

## Main



'Main' is the first screen that is displayed after a normal start-up of Dimlog.

At the top of the screen you can choose a user. When you choose a user, the information you see will be filtered to show only data that is relevant to this user.

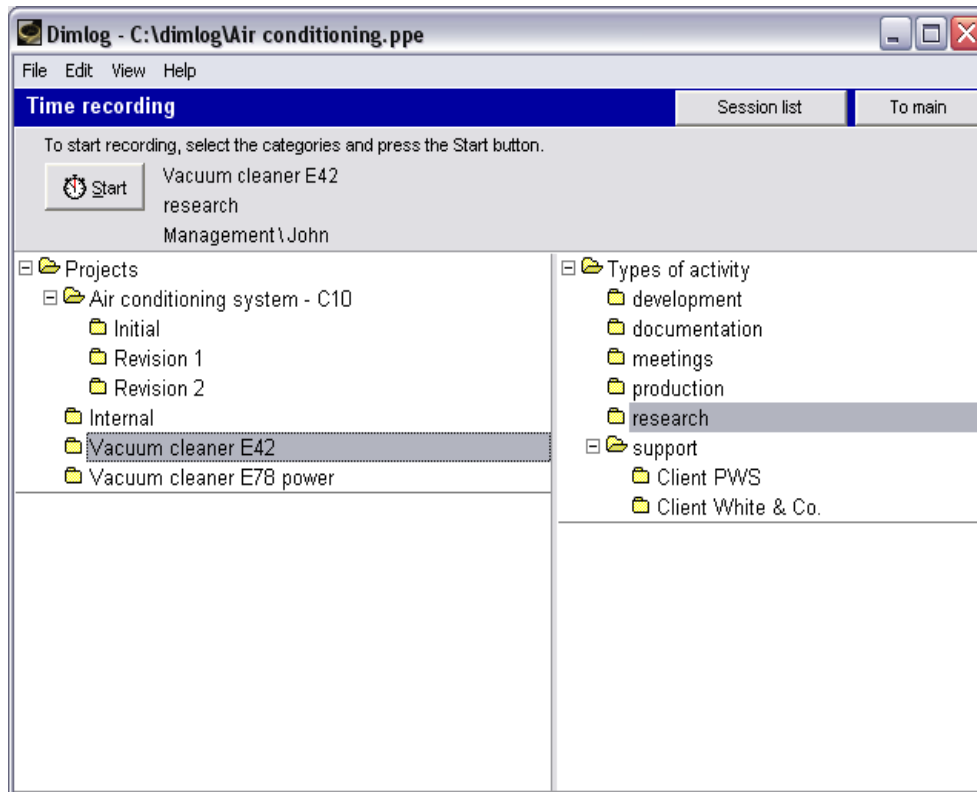
At the top right, you see the 'Admin' button. It leads to the Editing and Administration view. It lets you edit all data, and configure settings.

In the middle of the screen, there are eight buttons that link to the screens: Time recording, Manual time entry, To-do list, Calendar, Session list, Timesheets, Statistics, and Files & web pages.

In the lower part of the screen is the message area (the rounded rectangle with the dashed border). When a to-do item is due today, or is one or more days late, a reminder is displayed here. If you have started a session, but not yet stopped it, it is also displayed here. Click on it to browse to it.



# Time recording view



To record a time session:

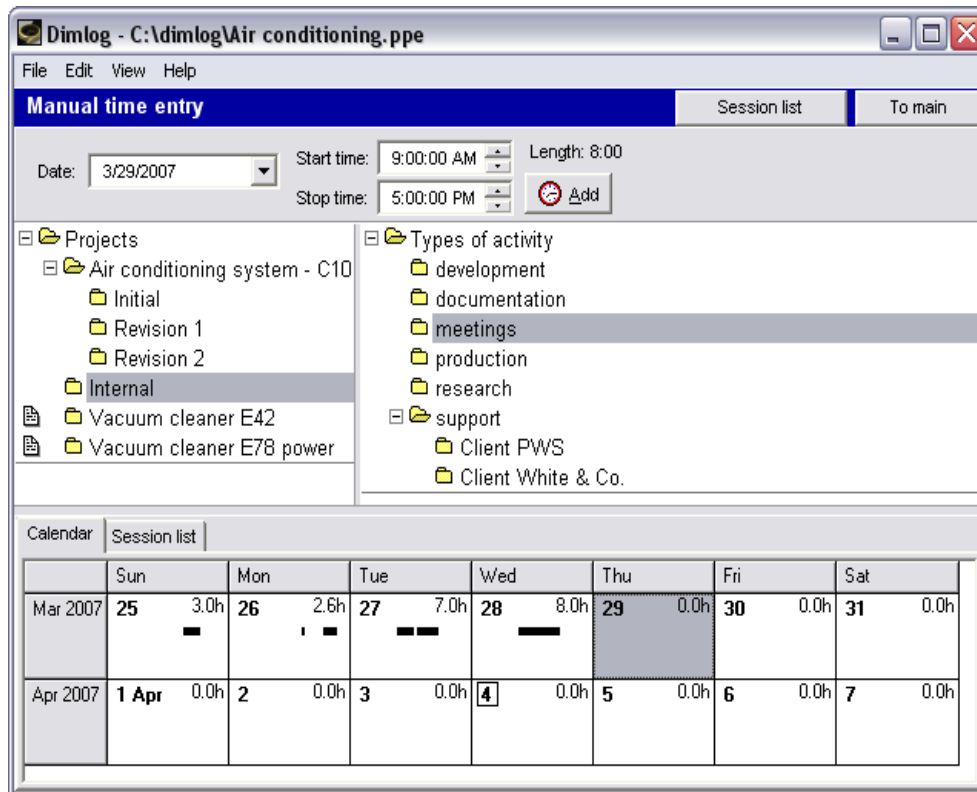
1. Select the project on which you are going to work
2. Select the type of activity
3. Check if the right categories are displayed next to the Start button, and click on the Start button

To stop the session, click on the Stop button.

To switch to another project, first stop the current session, then select the other project, and start a new session.

While time recording is active, you may close Dimlog to save computer resources.

# Manual time entry



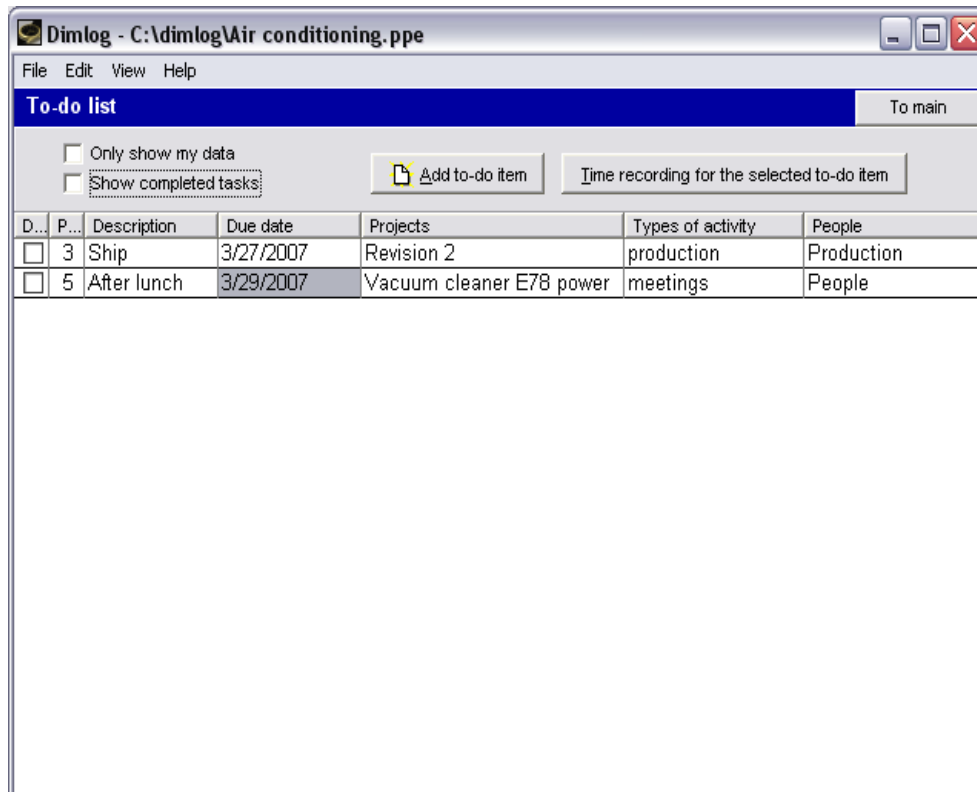
Existing time entries are shown on the calendar below. For the selected day, the sessions are displayed in the 'Session list'-tab. To view the details of the time sessions of a day, double click on the day in the calendar.

To add a new time session:

1. Select the project on which was worked
2. Select the type of activity
3. Enter the date on which the time was spent
4. Enter the start time of the session
5. Enter the stop time of the session
6. Click on the Add button
7. Click Ok in the confirmation dialog

Dimlog will display a warning when you try to add a session that overlaps with an existing time entry.

# To-do list



To sort the to-do items on a column, click on the column header above the column.

To edit a to-do item:

- Double click on what you want to edit, or...
- Select what you want to edit, and press Enter, or...
- Right-click on a to-do item

To start working on a to-do item:

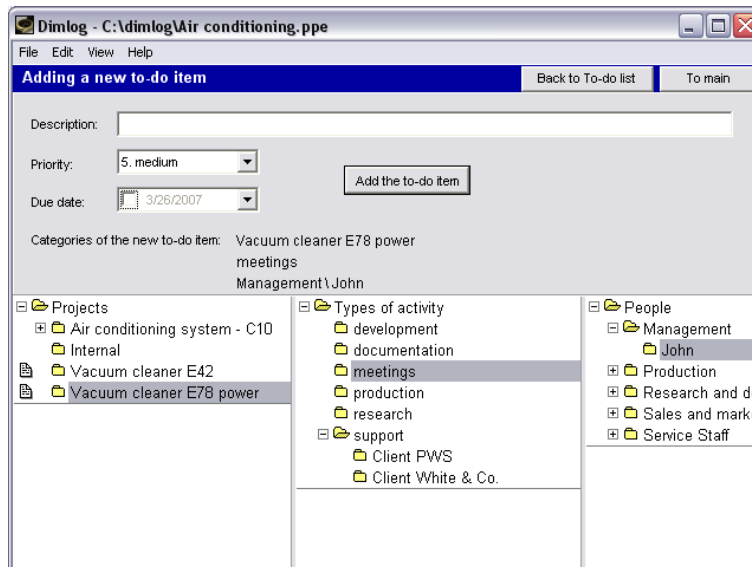
1. Click on the button 'Time recording for the selected to-do item'  
The Time recording screen will be displayed. The categories that belong to the to-do item, will be selected.
2. Select more detailed sub-categories when necessary, and click the Start button

The to-do list shows the to-do items that are assigned to you or to your group or to anyone.

Uncheck the checkbox 'Only show my data', to show the to-do items of everyone.

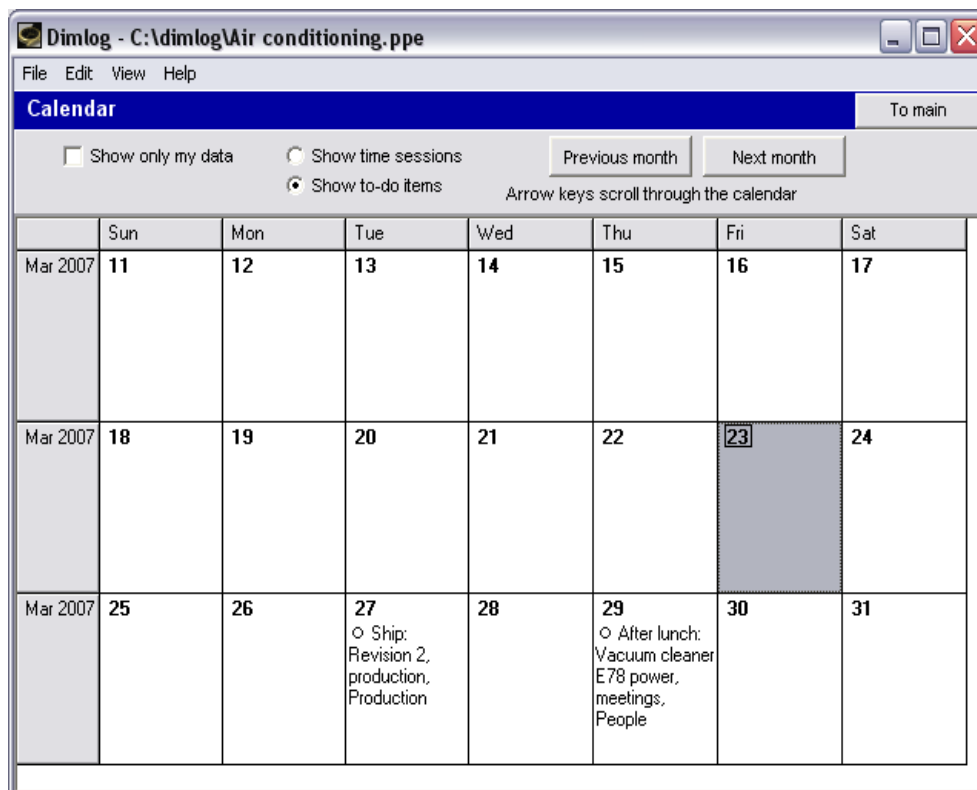
To add a to-do item:

1. Click the button 'Add to-do item'  
The following screen will display:



2. Select the project on which the work has to be done
3. Select the type of activity of the to-do item, when applicable
4. Select the person or group that must perform (or is responsible for) the to-do item
5. Fill in the description, and assign a due date when applicable
6. Click on the button 'Add the to-do item'
7. Click Ok in the confirmation dialog

## Calendar



You can scroll through the calendar with the arrows keys, or by using the Previous and Next Month buttons.

## To-do items

To-do items are displayed on their due date. When a to-do item has no due date, it is not displayed

on the calendar. Double-click or press Enter to open a To-do list with the to-do items for the selected day.

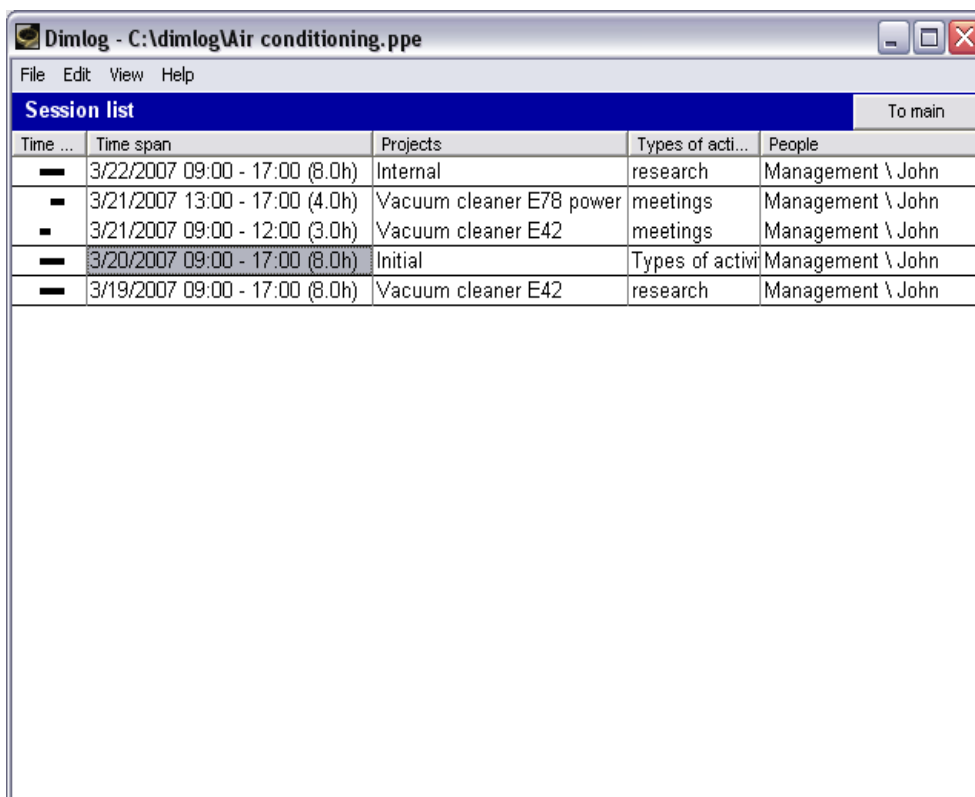
The calendar does not show to-do items that are assigned to someone else. Uncheck the checkbox 'Only show my data', to show all to-do items.

## Time sessions

To display time sessions on the calendar, select 'Show time sessions'.

Time sessions are displayed on the calendar day on which they took place. They are displayed horizontally as rectangles. A time session of eight hours takes one third of the width of a calendar cell, because it is one third of a full day. Sessions that overlap, are displayed in separate rows. Double-click or press Enter to open a list of sessions of the selected day.

## Session list



Time ...	Time span	Projects	Types of acti...	People
■	3/22/2007 09:00 - 17:00 (8.0h)	Internal	research	Management \ John
■	3/21/2007 13:00 - 17:00 (4.0h)	Vacuum cleaner E78 power	meetings	Management \ John
■	3/21/2007 09:00 - 12:00 (3.0h)	Vacuum cleaner E42	meetings	Management \ John
■	3/20/2007 09:00 - 17:00 (8.0h)	Initial	Types of activi	Management \ John
■	3/19/2007 09:00 - 17:00 (8.0h)	Vacuum cleaner E42	research	Management \ John

Using the session list, you can edit and review sessions. The details of the sessions are displayed as horizontal rows.

- The first column shows the time span graphically. The time span is displayed horizontally as a rectangle. A time session of eight hours takes one third of the width of a cell, because it is one third of a full day.
- The second column displays the start and stop time and the length as text.
- The other columns display the categories on which the time is spent.

To edit a session:

- Double click on what you want to edit, or...
- Select what you want to edit, and press Enter.

## Timesheet

The Timesheet view can be used to generate and print timesheets. The timesheet shows the time

spendings for one or more weeks, summarized per day.

Projects	ma	di	wo	do	vr	Total
20-5-2007 to 26-5-2007						
Revision 1				9,1		9,1
Revision 2	8,6	7,8				16,4
Internal					8,0	8,4
Total	8,6	7,8		9,1	8,0	41,8
27-5-2007 to 2-6-2007						
Revision 2	6,4				7,9	14,3
Vacuum cleaner E42		7,3	7,9			15,1
Vacuum cleaner E78 pow					8,3	8,3
Total	6,4	7,3	7,9	7,9	8,3	37,7
Total	14,9	15,1	17,0	15,9	16,6	79,5

The Timesheet is generated for the currently selected user. Another user can be selected in the Main screen.

You can choose the starting week and the number of weeks that are shown on the timesheet.

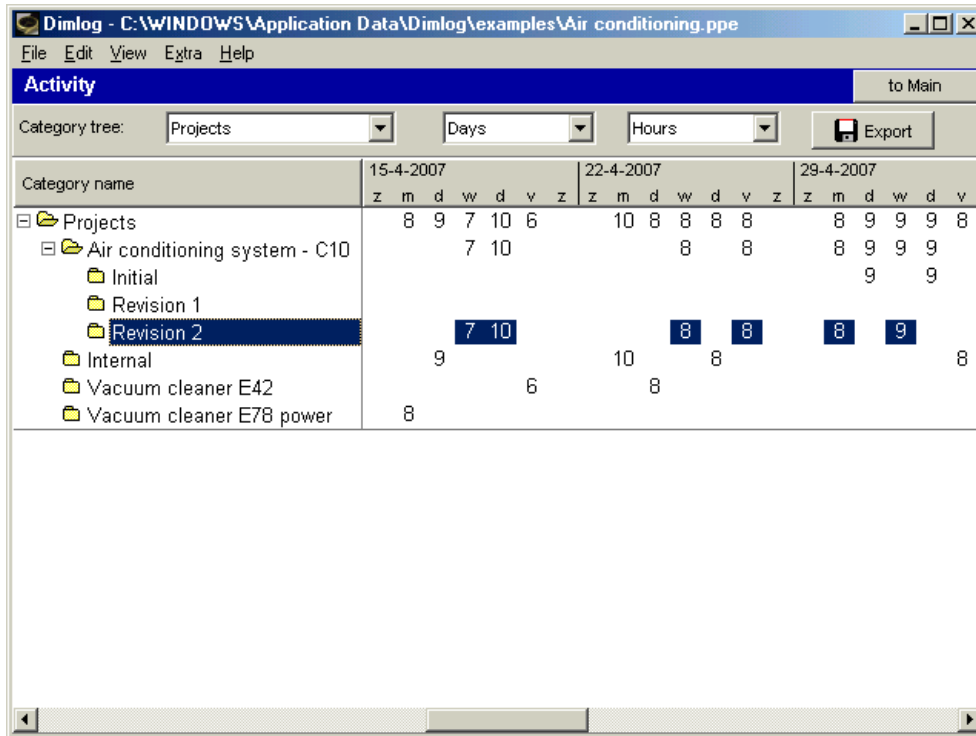
The Timesheet does not display data below the threshold of 0.1 hour.

You can customize the detail level that is displayed on the timesheet. A detail level of 2 for Projects, means that projects and subprojects are displayed, but not subsubprojects.

The size of the columns in the Timesheet screen influences the size of the columns on the print. You can resize the columns by dragging the dividing lines in the column header. When a column is very small, it will not be printed.

Click on the Save button to export the timesheet to the CSV format.

# Activity view

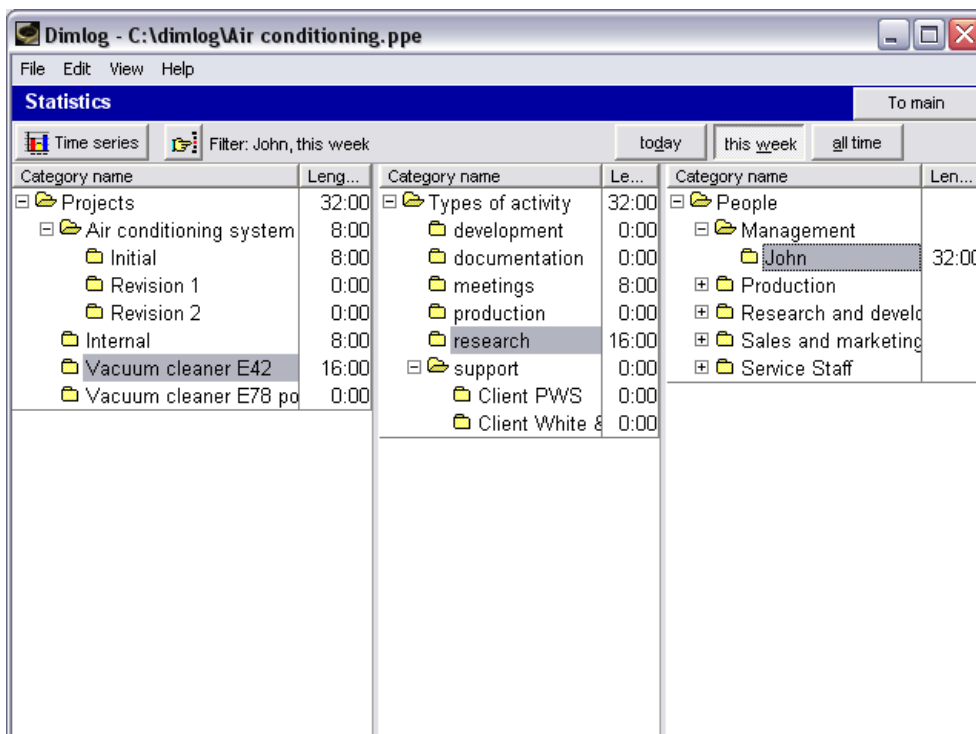


The Activity View shows how many hours have been spent on each day or week for each category in a category tree. The number of hours is rounded. The view is read-only.

You can select the category tree that must be displayed. You can choose the granularity of the display (per day, or per week).

Use the scroll bar at the bottom to scroll to dates that are not displayed on the screen. Expand a category to see the activity on the subcategories.

# Statistics



The Statistics view displays the amount of time that is spent on projects, and other categories.

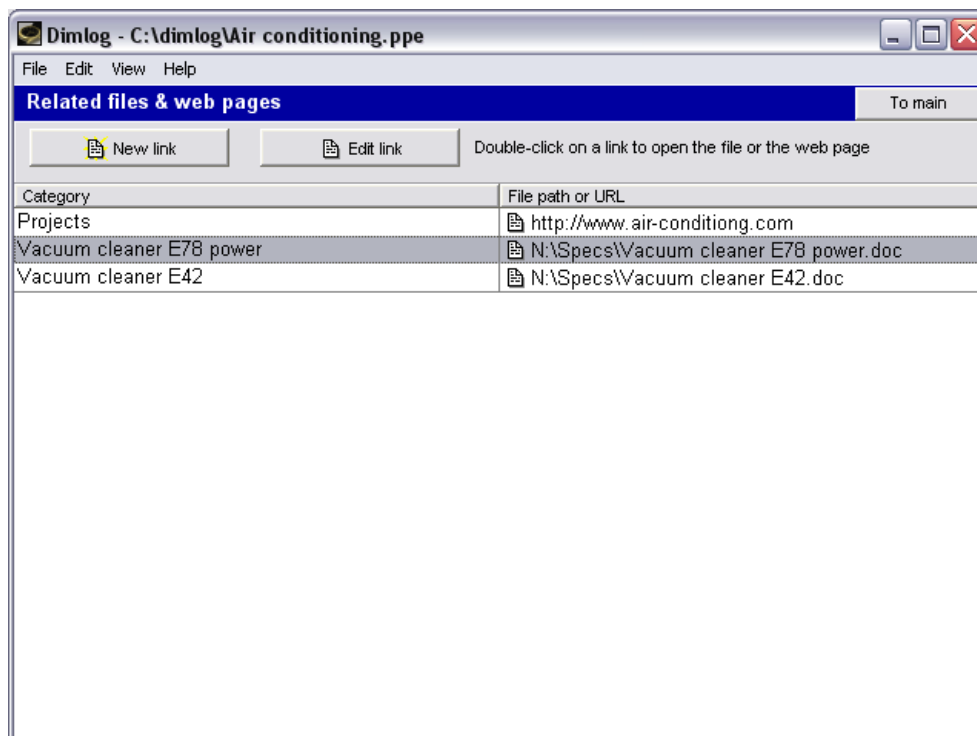
To view statistics that are summarized per day, week or month, click the Time Series button, which will open the Time Series window.

To view the amount of time that is spent on a combination of categories, select one of the categories, and press F4 to set a filter on the category. All categories will then show the amount of time that is spent on the category and the filtered category.

It is also possible to set the filter to a time span (today, this week, etc.). Click on the button to the left of Filter: to set a time filter.

To export the statistics of one category tree to HTML, right click on a root category (such as Projects), and select Export to HTML.

## Files and web pages

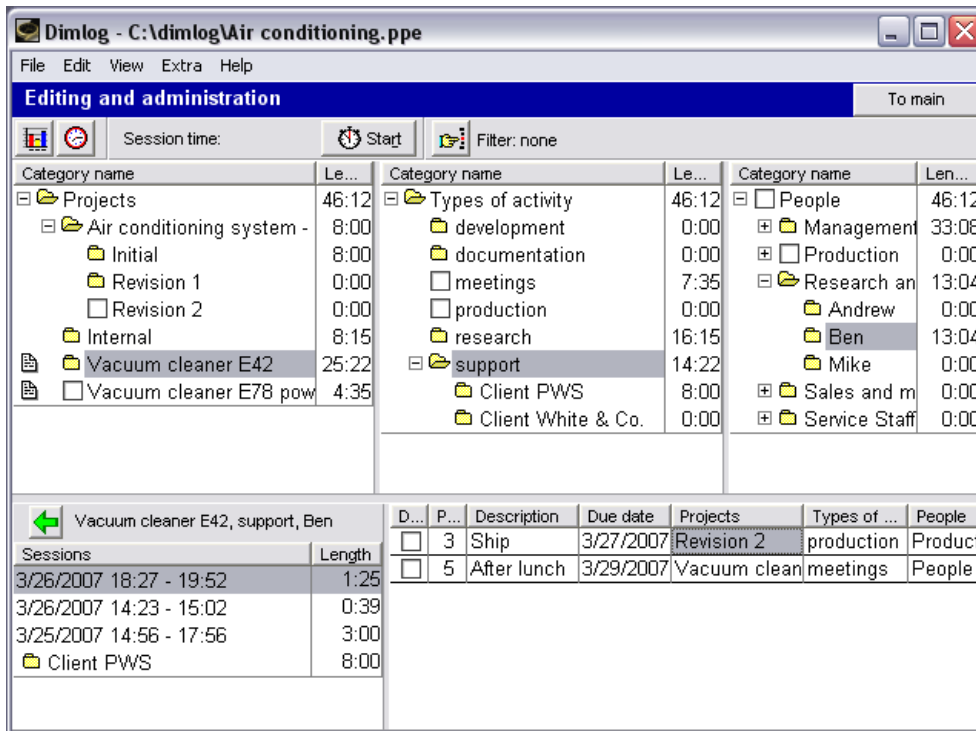


You can create a link from Dimlog to a file, a directory, or a web page. The link points from the category to the file or web page. Double clicking on the category in Dimlog will open the file or web page. When you add a link, it will be displayed in this screen, but also in other screens where categories are displayed. A category can have only one associated file. You can also create a link to a directory.

## Editing and administration

To reach this screen, click the Admin button in Main.





The Editing and administration screen is intended for the advanced user. Besides administration, it can be used to perform basic tasks, like time recording. (To record time, select the categories, and click the Start button.) Normally, one would do time recording in the Time Recording screen.

When this screen is active, the Extra menu becomes available, as well as some extra options in the File menu

The screen contains:

- The (three) category trees at the top
- The session list at the lower left
- The to-do list at the lower right

## Session list

This section describes the session list that is at the lower left of the Editing and administration screen.

Vacuum cleaner E42, support, Ben	
Sessions	Length
3/26/2007 18:27 - 19:56	1:29
3/26/2007 14:23 - 15:02	0:39
3/25/2007 14:56 - 17:56	3:00
Client PWS	8:00

This session list only shows sessions that are within the current category selection. Above the session list the current category selection is displayed (in this case: Vacuum cleaner E42, support, Ben). The green arrow allows you to move quickly to the previous category selection.

Sessions that are in subcategories of the selection are summarized in folder entries at the bottom of the list. These folders are sorted on their category tree, and then on their name.

Right click on a session to edit its start and stop time, to delete, or to move the session to another category. Both running sessions and completed sessions can be edited. Running sessions are marked with the stopwatch symbol.

The columns and the list itself can be resized by dragging the dividing lines.

## To-do list

This section describes the to-do list that is at the lower right of the Editing and administration screen. It works similar to the to-do list that a part of the To-do list screen.

To select the categories of a to-do item, press Ctrl+Space. When a subcategory of the category is already selected, the selection will stay on this category; it will not move to the parent category.

To add a new to-do item, press Insert.

To sort the to-do items on a column, click on the column header above the column.



D...	P...	Description	Due date	Projects	Types of ...	People
<input type="checkbox"/>	3	Ship	3/27/2007	Revision 2	production	Product
<input type="checkbox"/>	5	After lunch	3/29/2007	Vacuum clean	meetings	People

Like the category tree, the columns and the list itself can be resized by dragging the dividing lines.


## Category tree

Category name	Leng...
[-] Projects	32:00
[-] Air conditioning system	8:00
[-] Initial	8:00
[-] Revision 1	0:00
[-] Revision 2	0:00
[-] Internal	8:00
[-] Vacuum cleaner E42	16:00
[-] Vacuum cleaner E78 pc	0:00

By default, there are three category trees: Projects, Types of activity, and People. A category tree contains a hierarchy of categories.

To	Do
Add a category	Select the parent category, and press Insert.
Move a category	Drag it using the mouse to its destination category
Delete a category	Select the category and press Delete.
	  Vacuum cleaner E78
Open related file or web page	Click on the document image in the left margin of the category. (See also: Related files and web pages screen)
List sessions of a category	Select the category and press F5.
Move sessions of a category	In Admin, right-click on the category, and select 'Move sessions of this category'.
Export to HTML	In the Admin or Statistics screen, right-click on the root category, and select Export to HTML.

Most actions on the category tree can be done by right-clicking on a category, and then selecting an option from the pop-up menu.

If there is a running session, a stopwatch  is displayed next to the categories of the running

session.

The number and ordering of the category trees are defined when you create a new file (Category tree list).

## List and move sessions

To list all sessions that belong directly to a category, and not to one of its subcategories, select the category, and press F5. The Session list window will open. The sessions in the list can be edited.

In the Admin screen, you can move all session of the previously mentioned list to another category. Right-click on the category and select 'Move sessions of this category'. You can then specify the new category for the sessions. This feature is especially useful, if a category filter is active in another category tree.

## Export to HTML

The category tree can be exported HTML. To export the whole category tree, right click on the root category, and select Export to HTML. To export a category and its subcategories, right click on that category. After choosing a file name, the new file will be opened by the default viewer (web browser), which usually allows you to copy the data and formatting of the page, to paste it in a word processor. The exported HTML contains the category names, and the session length per category. You can control which categories will be exported by folding and unfolding categories by clicking on the Plus or Minus sign next to a category.

## To-do items

In the Admin screen, if there is an open to-do item that belongs to a category, a white clickable box is displayed, like in the to-do list, so that you can quickly set the to-do item to completed.

## Layout

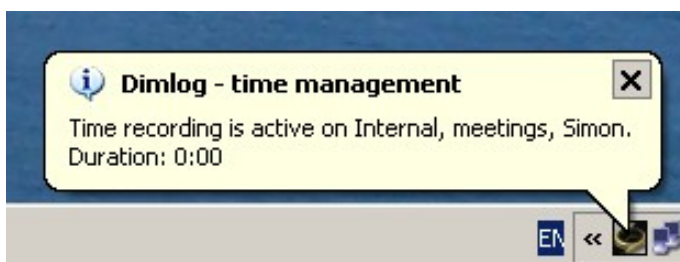
The size of columns can be resized by dragging the dividing line in the header (between Category name and Length) to the left or to the right. The mouse cursor changes if your mouse is in the right position to drag.

The width of the whole category tree box can be changed by dragging the dividing line between the category tree boxes to the left or right. If the width of the category box is small, then only the selected category is displayed vertically. The height of the category tree box can be changed by dragging the corresponding dividing line at the bottom.

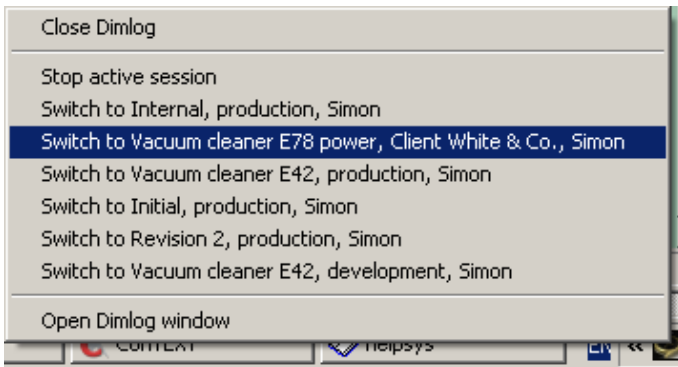
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## System tray

When you minimize the Dimlog main screen, Dimlog will move to the system tray, as displayed below, when this not disabled in the settings.



When you click on the Dimlog icon in the system tray, you can reopen the Dimlog window, close Dimlog, switch to another session, or stop the active session.



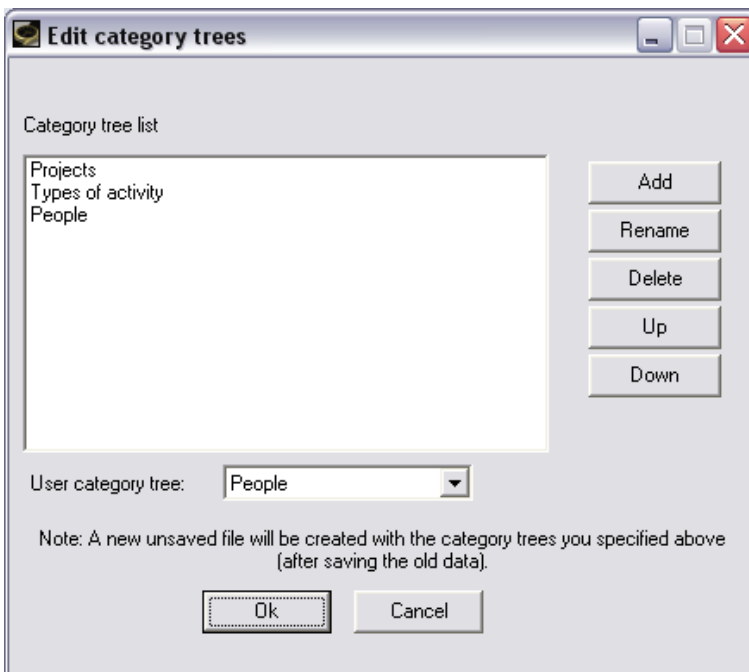
By default, a periodic reminder of the current session and its duration will be displayed. This can be configured in the settings.

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## Other windows

### Category tree list

This category tree list is shown when you rearrange the category trees of an existing file, or create a new file using the File menu.



In the category tree list you can reorder, add, delete, or rename category trees.

To reorder the category tree list, first select a category tree, and then click the Up or the Down button.

To delete a category tree, first select the category tree, and then click Delete.

To rename a category tree, select the category tree, and press the Rename button. If you are rearranging an existing file, the previous name of the category tree is shown between brackets (e.g. [it was: Projects]). The renamed category tree will contain the same data. To rename a category tree, you can also, and more easily, rename the root category of the category tree (right-click on the root category). In this case the file does not need to be rearranged.

To add a category tree, click the Add button. The newly added category tree will initially contain only one category. Existing sessions and to-do items will belong to that category.

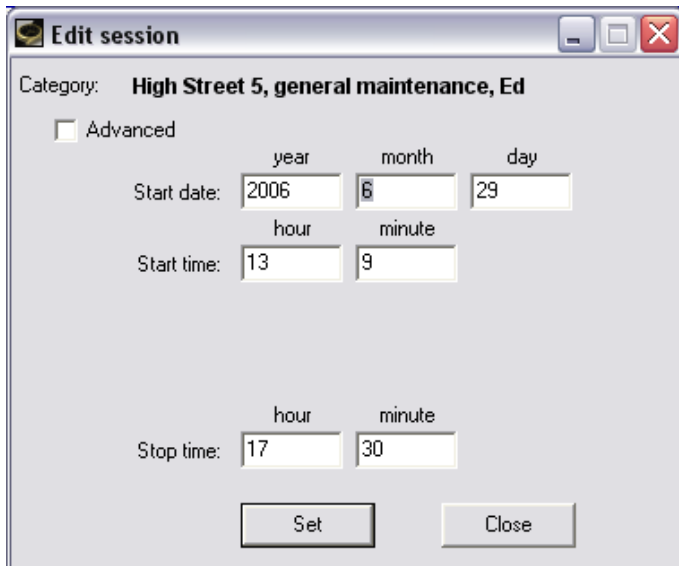
User category tree: Select here which category tree contains the users. Out of this category tree, you

choose a user in the Main screen with the Select User button.

Click the Ok button to create the new category structure, or Cancel to close the window.

## Edit start and stop time of a session

To edit the start and stop time of a session, double click on the time span description in the Session List view, or in other session lists.



The screenshot shows a dialog box titled "Edit session". At the top, it displays the category "High Street 5, general maintenance, Ed". Below this is a checkbox labeled "Advanced" which is currently unchecked. The "Start date" is configured with three input boxes: "year" (2006), "month" (6), and "day" (29). The "Start time" is configured with two input boxes: "hour" (13) and "minute" (9). The "Stop time" is configured with two input boxes: "hour" (17) and "minute" (30). At the bottom of the dialog, there are two buttons: "Set" and "Close".

If the session that is edited is currently running, the stop time is not shown, because the session is not yet stopped. Click on the Stop button to stop the running session. The start time of a running session can be edited.

By default the stop date is equal to the start date (the session spans only one day). To edit the stop date, click on Advanced. The edit boxes for the stop date then become visible.

By default the edit boxes to enter seconds are invisible. Click on Advanced to make them visible.

## Session list window

This section describes the session list window that is opened with F5 from a category tree.

Time	Time span	Projects	Types of activity	People
■	3/26/2007 18:27 - 20:48 (2.3h)	Vacuum cleaner E42	support	Ben
■	3/26/2007 14:23 - 15:02 (0.6h)	Vacuum cleaner E42	support	Ben
■	3/26/2007 09:00 - 17:00 (8.0h)	Vacuum cleaner E42	support \ Client PWS	Ben
■	3/25/2007 14:56 - 17:56 (3.0h)	Vacuum cleaner E42	support	Ben

Using the session list, you can edit and review sessions. The details of the sessions are displayed as horizontal rows.

- The first column shows the time span graphically. The time span is displayed horizontally as a rectangle. A time session of eight hours takes one third of the width of a cell, because it is one third of a full day.
- The second column displays the start and stop time and the length as text.
- The other columns display the categories on which the time is spent.

To edit a session:

- Double click on what you want to edit, or...
- Select what you want to edit, and press Enter.

Click on the Export button to export the table to the CSV format.

## Edit Settings

Display

- Language: The language of the interface of Dimlog.
- Show session duration in separate window: This is a small window that is displayed on top of all other windows, that displays the duration of the active session.
- Show list of due tasks (at bottom): When enabled, all screens except the main screen and screens that already display tasks, will display a short list of due tasks at the bottom.
- Show list of sessions (at bottom): When enabled, all screens except the main screen and screens that already display a session list, will display a short list of sessions at the bottom.

System tray

- Move to system tray, when minimizing: When this option is enabled, Dimlog moves to the system tray (the lower right corner of the screen), when the Dimlog main screen is minimized.
- Start in system tray: When this option is enabled, Dimlog moves to the system tray at the start of Dimlog.
- When in system tray, show reminder of current activity, every ... minutes: When this option is enabled, a small text balloon will be displayed with the categories and length of the

current session.

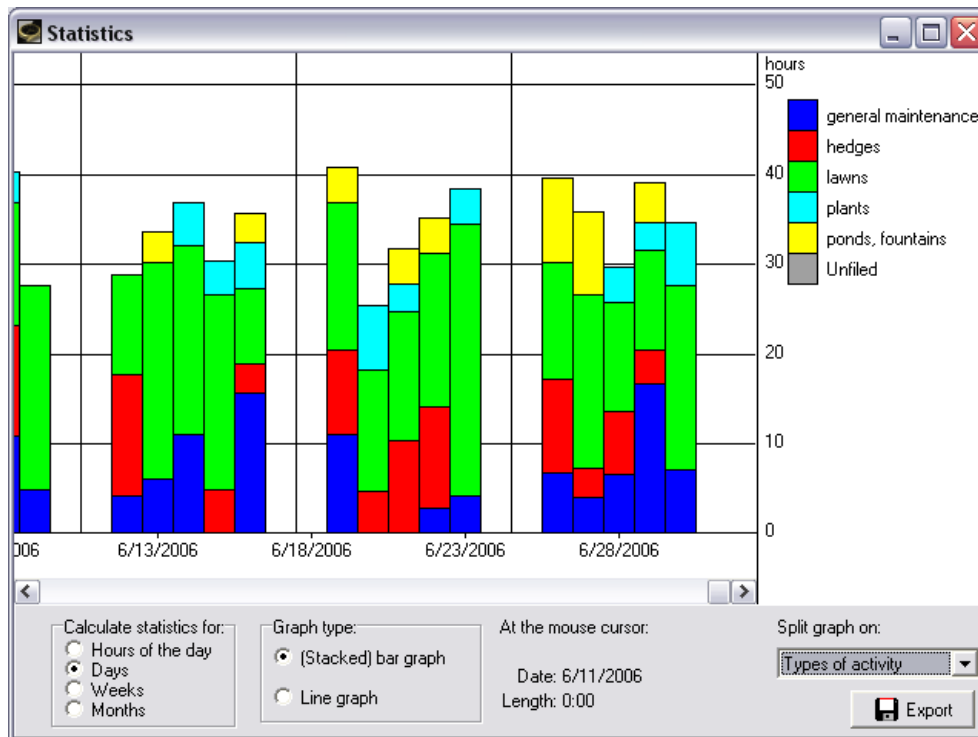
### Starting

- Start Dimlog when Windows start: When this option is enabled, Dimlog starts automatically each time you start Windows.
- Maximum of one Dimlog instance per settings directory: When this option is enabled, only one instance of Dimlog can be started (per settings directory). When you start Dimlog while Dimlog is already running, the already running instance of Dimlog will be activated.

### Saving

- Save every ... minutes: This is the synchronisation interval.

## Time series window



To open the Statistics window, click on the Time Series button in the Statistics view.

The statistics window shows the time spent during a time period. For example, you can create a graph that shows how much time is spent each week.

If you see an empty graph, there are no sessions within the filtering.

At the lower left corner, you can choose for which time period Dimlog has to calculate statistics.

If you move the mouse cursor over the graph, details are displayed below the graph, under the label "At the mouse cursor".

### Stacked bar graph

You can let Dimlog split the bars on the subcategories of the current filter. At the lower right is a box to choose where to split on. If you now move with the mouse on a part of the bar in the graph, the name of the subcategory is displayed under the label "At the mouse cursor". Time totals are displayed if you move the mouse above the bar.

### Line graph

Line graphs works much the same way as the stacked bar graph, except the following: If you let Dimlog split the graph, the totals of the subcategories are not added to each other, as with the

stacked bar graph, but drawn as separated lines. If you move the mouse to a point of the line, the name of the subcategory is displayed under the label "At the mouse cursor".

## Export to CSV

To export the data of the graph to the CSV format, click on the Export button.

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## Menu

### File menu

This menu contains the following items:

- **New:** Opens the Category tree list window, where you can define the category trees of a new Dimlog file. Opens a new empty unnamed file with the specified characteristics. The previously opened file is saved first.
- **Open:** Opens an existing file. The previously opened file is saved first.
- **Open recent file:** Open a previously opened Dimlog file.
- **Open example file:** Choose one of the example files to experiment with Dimlog. The previously opened file is saved first.
- **Open XML:** Opens data from an XML file. The previously opened file will be closed first. To see the expected XML format, export a file to XML.
- **Save:** Loads data saved by other (network) users of the file, merges, and then saves its own data to the file.
- **Export to new file:** Saves everything (categories, sessions, and tasks) to a new Dimlog file. Optionally, the exported data can be restricted to the filter.
- **Export to XML:** Exports all data to a file in the XML file format. Optionally, the exported data can be restricted to the filter.
- **Export summary to XML:** Exports only the categories to XML. The session length of the categories is saved. Optionally, the exported data can be restricted to the filter.
- **Exit:** Closes Dimlog. The file is saved automatically on exit.

The following items are available only when the Admin view is active:

- **Rearrange category trees:** Opens the Category tree list window, where you can add, delete, or reorder category trees. The rearranged file is created as a new unsaved file, because it would be incompatible with other multi-user clients that have opened the file. Sessions, tasks, and categories of category trees that were not deleted, will be preserved in the new file. The previously opened file is saved first.

### Edit menu

The Edit menu contains one item: Undo. When the data has not yet been saved to disk, you can undo your last changes one-by-one by pressing Ctrl+Z. A confirmation dialog will be display before the last action is undone. Undo-actions cannot be undone.

### View menu

Use the view menu to switch between the main screens of Dimlog: Main, Time recording, Manual time entry, To-do list, Calendar, Session list, Timesheets, Statistics, and Files & web pages.



## Extra menu

The Extra menu contains the following items:

- Edit settings: This opens a separate settings screen.
  - Hide or show completed to-do items: Hide or show in the To-do list. (only in Admin screen)
  - Show category length
  - Show numbers of running sessions of category
  - Show number of sessions of category
  - Show number of to-do items of category
- These four options change what is displayed in the second column of the Category trees. (only in Admin screen)
- Restore default layout: Restores the default size and position of the category list, the session list, and the task list.

## Help menu

This menu contains the following items:

- Open manual: Opens the help you are now reading.
- Open tutorial: A step by step introduction to Dimlog's functionality
- Show tip: Show a tip about how to use Dimlog
- About Dimlog: Displays version and copyright information.

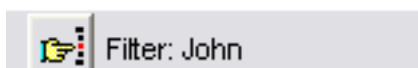
## Filter

Only data that is within the filter is shown, and can be edited. There are two types of filters: Category filters, and time range filters.

Filters can be set only in the Statistics view and in the Editing and Administration view.

## Time range filters

A time filter allows us to view only those sessions that are in a specific time span, such as today, or the previous week. Click the button next to Filter: to set or remove a time range filter:



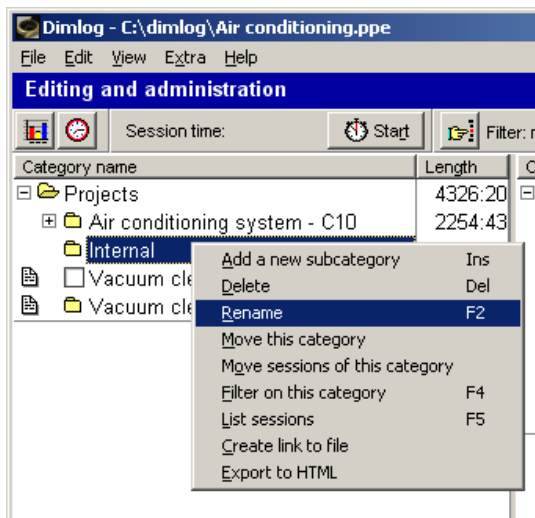
The Edit Filter dialog opens:



To remove the filter, click Remove filter, and then click Ok. It will also remove the category filter.

## Category filters

Category filters can be set in the main screen of Dimlog. To add a category filter, right click on the category, and select "Filter on this category":



By default, there is a filter on the current user.

If the filter contains a category, then only sessions that belong to that category or one of its subcategories, are displayed. For to-do items it is a little more complex. To-do items are displayed if they belong to the category or a subcategory, or a parent category.

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## Technical information

### Synchronisation

Dimlog automatically save/synchronises the file once in the interval set in the settings window (menu Extra). After synchronisation, changes to the file will become visible in other Dimlog clients, when they synchronise with the file. This does **not** require a server process. The changes to the file made by users are merged.

Dimlog will continue to synchronise periodically when other programs are active. Dimlog pauses synchronisation when a subwindow of Dimlog is open.

## **Merging**

When a Dimlog file is used by multiple users at the same time, their actions are automatically merged. Dimlog does not require a server process for this. It is all handled by the Dimlog client programs. In principle, all data is editable by all clients. However, when a user chosen in the Main Screen, data will be filtered to show only the data of the selected user.

The following two rules are applied during the merge process:

### 1. Actions overrule earlier actions

For example: Client A renames a category and saves. Client B renames the same category and saves. As a result, the category will have the name that client B gave it.

### 2. When an action becomes invalid after synchronisation, it is not performed.

For example: Client A deletes a category and saves. Client B renames the same category and saves. The renaming will not be performed, because the category is already deleted.

## **CSV file format**

CSV is a text-based file format that is supported by common spreadsheets programs, and other software. CSV is an abbreviation of Comma Separated Values.