

# DesignSoft® Connect

Documentation  
Mac Version 1.x

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## **Table of Contents**

<b>Introduction</b>	<b>4</b>
Installing DesignSoft Connect	4
<b>Login Window</b>	<b>4</b>
<b>Timer Window</b>	<b>5</b>
Timer Buttons	5
Creating a New Timer	5
Naming a Timer	5
Toggling Detail Mode	6
Deleting Timers	6
Changing Bill Codes and Projects	6
Moving Between Timers	6
Check Which Timers are Running	6
<b>The Time Sheet Window</b>	<b>7</b>
Editing and Navigation	7
Deleting Rows	7
Adding Entries directly to the Time Sheet	7
Sorting the Time Sheet	7
Printing the Time Sheet	7
Subtotaling a projects time or other	7
<b>Trouble Shooting</b>	<b>8</b>
Error Messages	8
<b>Prerelease Version – Know Issues</b>	<b>8</b>

## Introduction

### DesignSoft Connect

DesignSoft Connect is a desktop timesheet application which uses and saves time sheet data directly to and from your company's DesignSoft Creative Billing Online account. It requires a live internet connection to DesignSoft Online and it saves and retrieves the data real time eliminating the need to log-in via web browser. Just like your DesignSoft Creative Billing home web page it features both a timer window and a time sheet window for tracking work on multiple projects.

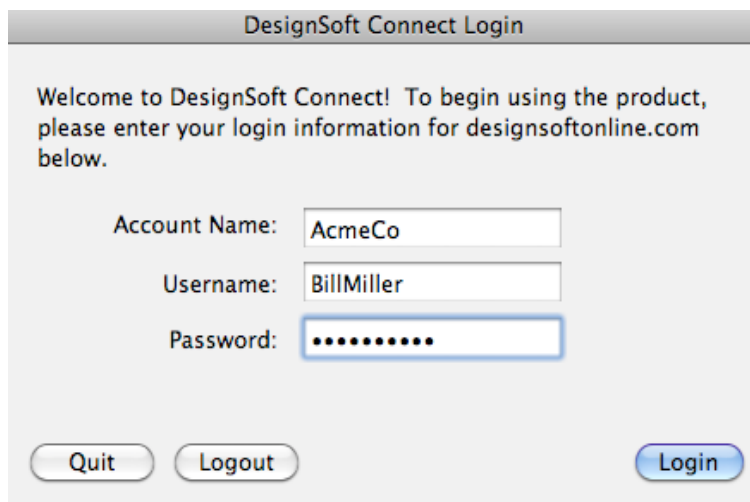
## Installation and Login

### Installing DesignSoft Connect For Mac OS-X

This version for Mac OS-X allows you to install directly to your machine via email file attachment or download. Please follow the instructions below:

1. Copy the DesignSoftConnect.dmg or ZIP file to the machine you wish to install it on
2. Double click the DMG or ZIP file
3. Drag the application from the DMG image or ZIP file to your desktop or Applications folder
4. Start the application by double clicking on it

## Logging-in



DesignSoft Connect Login

Welcome to DesignSoft Connect! To begin using the product, please enter your login information for designsoftonline.com below.

Account Name:

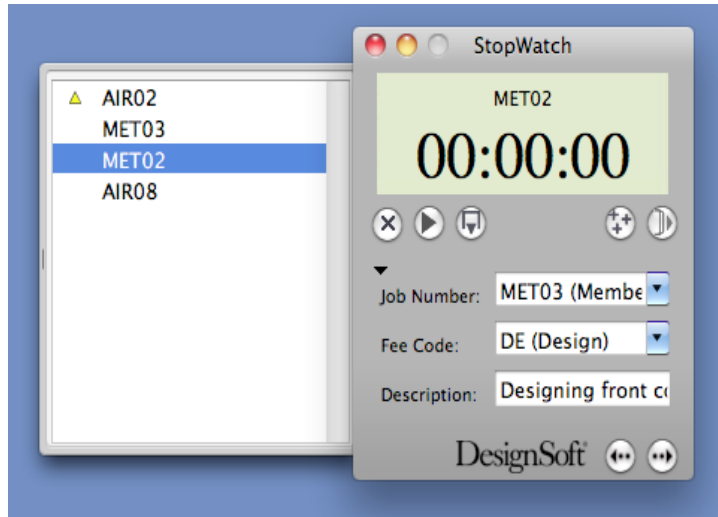
Username:

Password:

When you first run DesignSoft Connect it pops up the Login Window. Simply enter the same information you use when you log-in via your web browser. Please note that you can not be logged-in via web and DesignSoft Connect at the same time. So if you are already logged-in via the web please

logout from your browser or enter your account information as shown above and click the Logout Button.

## The Timer Window



### The Buttons

From left to right, starting at the top, the buttons on the timer window are:

- Clear Timer - Set the time to zero.
- Start/Stop - Start or stop timing.
- Add to Time Sheet - Add the timer data, including bill codes, to the time sheet.
- New Timer - Create a new timer.
- Open/Close Timer Drawer - Open or close the Timer Drawer, from which timer titles can be edited and, in single window mode, other timers may be selected.
- Show/Hide Details triangle - Show or hide bill codes and description for this timer.
- Previous Timer (single window mode only) - Go to the previous timer.
- Next Timer (single window mode only) - Go to the next timer.

### Creating a New Timer:

1. From the File Menu, select New Timer.
2. Or press the New Timer Button
3. A new timer is created and selected.

### Naming a Timer:

1. Open the timer drawer.
2. Double-click the name that you wish to edit.
3. Type the new name.

**Toggling Detail Mode:**

You can hide a timer's bill codes and description fields to save screen real estate. The details triangle toggles this mode.

**Deleting Timers:**

1. Open the Timer Browser Drawer.
2. Select the title(s) of the timer(s) you wish to delete.
3. Press the Delete key.
4. You'll be asked whether you wish to add the timer data to the time sheet. Select the appropriate choice.

**Changing a Timer's Project Codes, Bill Code, and Description**

1. In the Timer window, enter details mode by clicking the triangle in the lower left.
2. The job number, fee code, and description fields appear.
3. Click the Drop Down Menu next to the item(s) you wish to change and choose the correct item for the work you are about to begin.
4. Press Tab to the next field

**Quickly Jumping to a Timer**

StopWatch Plus gives you several ways to quickly navigate several timers. Either use the Timer Menu to select any timer, or press command and the timer's number (as listed in the Timer Menu).

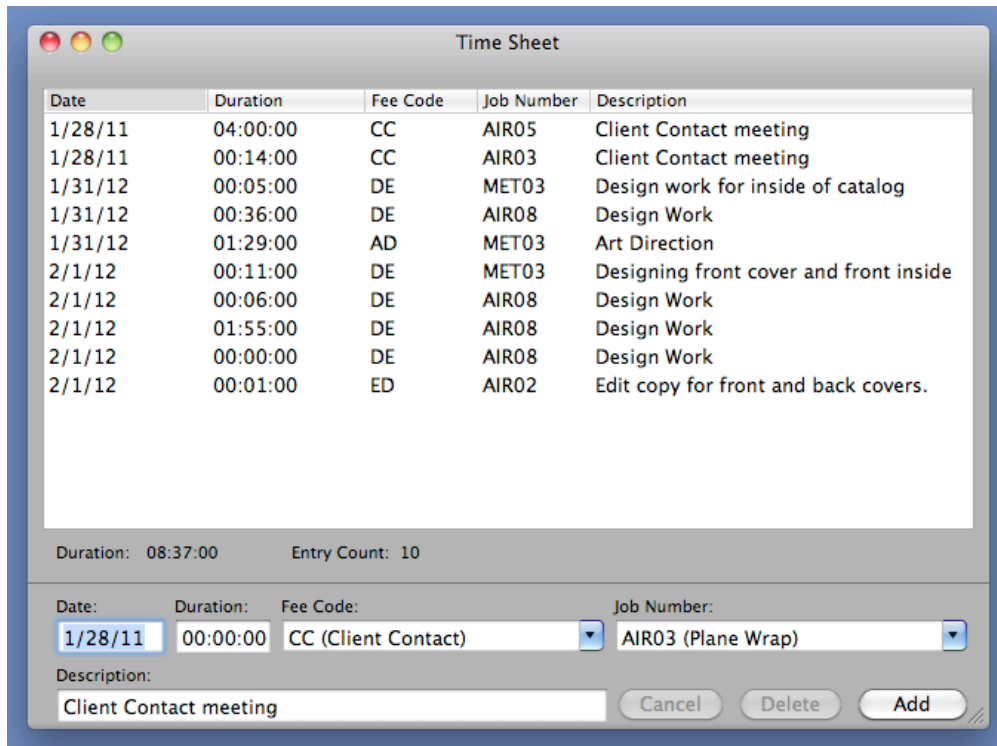
Additionally, in single window mode, you can:

- Use the Timer Drawer to select any timer
- Use the arrow buttons to cycle through the timers
- Use command-left arrow and command-right arrow to cycle through the timers

**Checking Which Timers are Running**

The Timers Menu appends "(running)" to the name of any running timer and places a green diamond next to it on the drawer timer list. A yellow diamond indicates that the timer has been paused but still has time that has not been saved to the time sheet. To avoid losing timer data try to save the timer data to the timesheet as soon as you stop working.

## The Time Sheet Window



The screenshot shows a window titled "Time Sheet" with a table of entries and an edit form at the bottom. The table has columns for Date, Duration, Fee Code, Job Number, and Description. The edit form has fields for Date, Duration, Fee Code, Job Number, and Description, along with Cancel, Delete, and Add buttons.

Date	Duration	Fee Code	Job Number	Description
1/28/11	04:00:00	CC	AIR05	Client Contact meeting
1/28/11	00:14:00	CC	AIR03	Client Contact meeting
1/31/12	00:05:00	DE	MET03	Design work for inside of catalog
1/31/12	00:36:00	DE	AIR08	Design Work
1/31/12	01:29:00	AD	MET03	Art Direction
2/1/12	00:11:00	DE	MET03	Designing front cover and front inside
2/1/12	00:06:00	DE	AIR08	Design Work
2/1/12	01:55:00	DE	AIR08	Design Work
2/1/12	00:00:00	DE	AIR08	Design Work
2/1/12	00:01:00	ED	AIR02	Edit copy for front and back covers.

Duration: 08:37:00      Entry Count: 10

Date: 1/28/11      Duration: 00:00:00      Fee Code: CC (Client Contact)      Job Number: AIR03 (Plane Wrap)

Description: Client Contact meeting

Buttons: Cancel, Delete, Add

### Editing and Navigation

Click on any field of any row to fill in the edit fields at the bottom of the window. Make a change in any field(s) and press the Tab key accept and keep your change. To end editing, click Update Button and your change will be saved to the timesheet.

### Deleting Rows

1. Click the rows you would like to delete
2. Click the Delete Button.

### Adding an Entry Directly to the Time Sheet

1. Edit the fields at the bottom of the time sheet window and press the Tab key to accept the data and move to the next field. (including the description.)
2. Press the Add Entry Button.

### Sorting

Click any column to sort the time sheet by that column.

### Printing

To print the entire time sheet, select Print from the print Menu. To print just the time for a certain job click the job number header to sort the list by job and then highlight the entries for the job you wish to print and then select Print from the print Menu. To create a PDF file click Preview in the Print window and selecting Save As PDF within the Preview application, you can generate a PDF of your time sheet.

### **Subtotaling a Job's time on the Time Sheet**

When multiple rows are selected in the time sheet, the duration and entry count reflect the selected data. You can use this feature to easily determine the total hours thus far in a subset of the time sheet - on a given job, worked by a certain employee, or in a given time period. To determine the total number of hours on a given job:

1. Sort the time sheet by job number.
2. Select all rows matching the job number you wish to total
3. Note the entry count and duration. These are the totals for this job.
4. Choose Print Selection to print just the highlighted items and subtotals.

### **Trouble Shooting**

If you ever need help with DesignSoft Connect please email support at: [support@designsoft.com](mailto:support@designsoft.com)

#### **I am getting a message that says I am already logged in.**

If you were previously logged in from a web browser and closed the browser without logging out, then you may get this error. To log out fill in the log in fields and click the logout Button. The try logging in again. Quitting the Designsoft Connect application after use also automatically logs you out.