

Welcome to the (Un)Common Timer!

Thank you for using our products: www.TheComputerConnectors.com

(Un)Common™ Timer

(Un)Common™ Timer This Week's Time UserName
0:00 Joe

Task Name/Code: Billable? Start Timer Stop Timer Save Task
 [] [] []

Description: Edit Start Time Edit Stop Time

Clear Form View My Entries Exit

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Application Usage

Thank you for using the (Un)Common Timer.

The theory of this application is pretty simple. The application you see is your window into an MS-Access database that stores your company staff's time entries. The application's job is to continually run as a (full or minimized) window on your staff's computer desktop and allow them to create time entries.

To save a time entry:

1. Fill in the "Task Name/Code" field. This field may contain any text.
2. If your staff member wishes to flag the time entry as billable, they should place a checkmark in the "Billable" checkbox.
3. Click the "Start Timer" button
 - a. The (Un)Common Timer application will begin tacking the amount of time spent on this task.
4. When the task is complete, click the "Stop Timer" button
5. [optional] Enter a task description
6. If the time entry is correct, click the "Save Task" button
 - a. If the time entry is NOT correct, the staff member may click either "Edit..." link under the Start & Stop fields to edit those times.
 - i. Note: If either time entry is edited, an "Edited" flag will be saved to the database for this time entry.

Administrative Usage

All time entries are stored in a Microsoft Access database. Administrative staff may at any time query from and report on the database time entries by opening the database in Microsoft Access. Alternatively, to facilitate this effort without the need for Microsoft Access, double-clicking on the application logo (top left) will prompt the administrative staff member for a beginning and ending date. When provided, the application will present a window containing all time entries during those dates. The administrative staff member may then select all of those records and copy/paste them as necessary into another application (ex. Microsoft Excel) for analysis or reporting.

Corporate Branding

If you would like to use your own corporate logo to brand the (Un)Common Timer application. Please use our website's contact form to make that request. There is a fair but extra charge for this service.

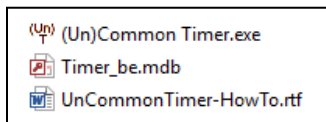
Charitable / Corporate / Site Licensing

If you would like to license (Un)Common Timer for your entire organization, please use our website's contact form to make that request.

Installation

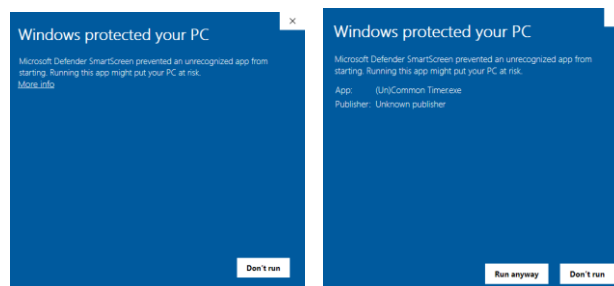
WARNING - If you have downloaded the (Un)Common Timer application from a source other than our website, the installation media may contain malware (a.k.a. Virus(es)). Please DO NOT proceed with the installation! Instead, visit our [website](#) to download an official, malware-free copy.

When you download our (Un)Common Timer application, you will receive a “.ZIP” file which contains the three application files. Installation is easy! Simply open the downloaded .ZIP file to reveal the following file list:



1. Select and copy all three files to a convenient location on your computer.
 - a. We recommend placing the files in your “Documents” folder, but that’s completely up to you.
2. Now right-click the “(Un)Common Timer.exe” file and select Copy
3. Now right-click on any blank location on your computer “desktop” (where you see all your icons) and select “Paste Shortcut”
4. That's it!
5. Now just double-click on the icon (shortcut) you just created

IMPORTANT NOTE: *The first time you double-click the icon to launch the app, Windows may prompt you with a warning. **This is actually a good thing!** If you did not download the app from our website (www.TheComputerConnectors.com), your copy is from an unauthorized source. It may be compromised in some way or malware infected. **DELETE** the downloaded file and download an official copy from our website. If you did download the app from our website, simply click “More Info” and “Run Anyway.”*



NOTE2: *The first time you open the (Un)Common Timer application, it will show a welcome prompt and a prompt to read/accept the license agreement.*


ENJOY!

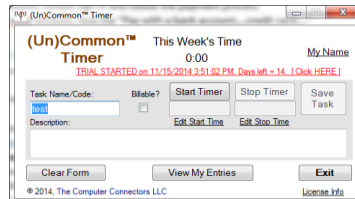
For network installations: Copy the files (shown above) to a network share and then create (or distribute) a shortcut to the .EXE file in each network user's computer profile. Your IT provider should be able to quickly accomplish this.

Purchase

When you download the app, you receive a free, 30 day, **fully functional** trial license. Enjoy the app for a full 30 days. Sometime before you reach the 30 day mark, use our [website](#) to purchase and receive a license code. The license code will allow you to permanently license and use the app on your PC (all of the data accumulated during the trial will remain intact).

Purchasing the (Un)Common Timer is simple too.

1. Just click the “PayPal Buy Now” button on our [website](#)
 - a. 
2. You do **NOT** need a PayPal account.
 - a. If you have a PayPal account, simply sign in and follow the payment process
 - b. If you do not have a PayPal account, click the “Pay with Debit or Credit Card” link at the bottom of the PayPal window.
 - c. Follow the payment process.
3. **IMPORTANT**... Once you finish the payment process, we need some additional information from you:
 - a. Use our [website's](#) contact form to send us a message with the following information:
 - i. Your name (**required**)
 - ii. Your phone number (**optional**)
 - iii. Your email address (**required**)
 - iv. Your address (**optional**)
 - v. **VERY IMPORTANT:** your computer's Unique ID
 1. Make sure the you have already installed the Timer (see above)
 2. Open the Timer



a.

3. Click the “**License Info**” link in the bottom right

(Un)Common™ Timer

a.

4. Send us your computer's Unique ID (as seen in the previous image)
 - a. You may Copy and Paste the ID into the webpage contact form.
4. **Give us a short amount of time.** We will return an “Activation Number” to you via email.
 - a. A short amount of time would be defined as one or two business days.
 - b. We apologize that the licensing process isn't immediate. We try to keep our costs low which means that a few of our processes are still manual.

5. When you receive the Activation Number, click the “Enter Activation Number” button (see image above) and enter the number we sent to you.
6. **That is it! (Un)Common Timer is now fully licensed and ready for use.** Oh – and all of your previous time entries are still intact.

Thanks again!