TaskLedger™Beta V.1.03

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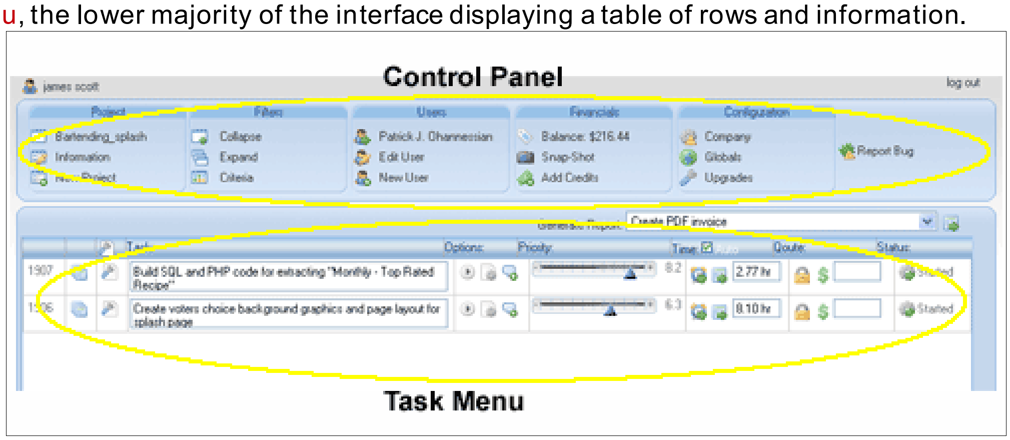
Introduction - TaskLedger™ is an application designed to record projects, and the time to perform tasks required to complete the project. Although there are many other programs available for project management, TaskLedger™ provides just enough additional features to make its functionality highly productive and intuitive.

Interface Layout - TaskLedger™ utilizes AJAX technology which allows for the browser to send and receive data to the server without the browser page requesting a new URL. Your interaction is recorded either by clicking a button or automatically via a browser event which triggers a recording action. For instance, sliding the priority arrow causes an event which triggers your action to be automatically recorded and displays the new priority value in nearly real-time. Typing text into the task field is processed and recorded at the moment you begin any other activity. This event capturing method is very useful not only in terms of ease of use, but saves browser real estate and protects data. Other actions require clicking a button, for instance, creating a new user

The interface layout has two main sections. The Control Panel, which is the upper most block of options, and the Task Menu, the lower majority of the interface displaying a table of rows and information.



The Control Panel has 5 subsections which group additional option you can apply to your current project. The first panel labeled " Project " displays 3 options. The first option is the project selector. It displays the current project which is active.

To change the current project, click on the current project name and a drop down menu will appear with other project. Select a project and it will become active. The size of the project and your Internet connection will determine the amount of time it takes to load the project into the Task Menu screen.

This means its a good idea to make your projects small (less than 100 tasks) for quicker response. If you have a large project, you can break it up into smaller sub-projects by creating new projects with the same name and a numbered suffix (e.g. project_1 or project_April).

Once the project is loaded, you can click on the " Information " section and a panel will appear with options relating to the overall project. **Project Name:** will change the name of the current project. **Default Rate:** is the $ amount which is the base (or default) billing rate for each task performed in the project.
Bill To: is the user that invoice is billed to. This is useful if you have repeat customers. Accepting Changes will update the project information. Delete will permanently delete the project and the tasks, but not the users.

*Individual tasks rates can be later modified by the **Quote:** options in the Task Menu.*

" New Projects " will generate the same panel as " Information " but allows you to create a new project name. The **Default Rate:** and **Bill To:** are residual from the current project. This is useful if you have repeat customers. If it's a new customer, simply select your name as the **Bill To:** and update it later after you have created the new customer(s).

The Filters Grouping has 3 options "Collapse, Expand, and Criteria ". The " Collapse " Filter will collapse the entries in the Task Menu by Task, Sub-Task, Comment, All, or Default. This is useful if you have nested tasks and comments to tasks and you want to conserve on browser real estate. The Expand Filter will do the opposite of the Collapse filter and expand the entries in the Task Menu. Criteria Filter will filter the rows by New Tasks, Open Tasks, Closed Tasks, Comments, or ALL.

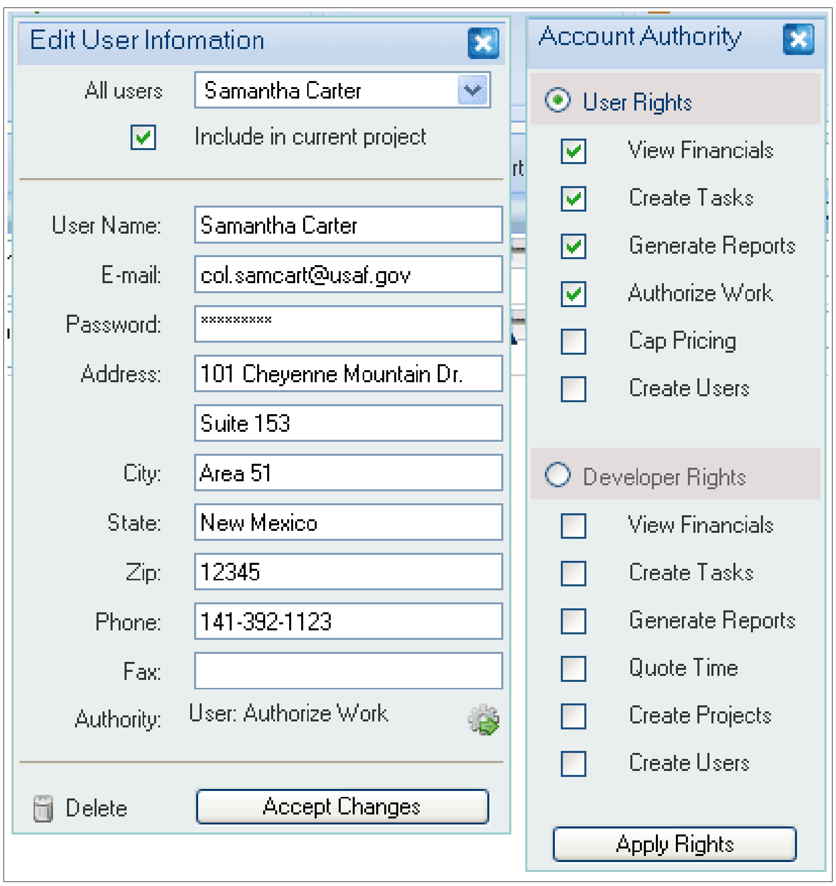
In the Users Grouping the first option displays the active user. This has no bearing over Task Menu. However, if selected a drop down menu will appear with a list of names of users which have access to your current project. The name of the selected user is the active use which is a useful way to insure you have the appropriate user for editing.

The “ Edit User ” option, when clicked, will display the current users information. The top option shows a list of all users followed by a check box labeled “ Include in current project ” . This is useful if you have current projects and new users you would like to allow access. Simply check the box and that user has access to the current project.

You can limit the degree of access by selecting the **Authority:** gear-arrow icon at the bottom. This will display a panel of rights options. De selecting all options is the same as *read-only*, where selecting all options is full rights. Notice the radio button is selected as User Rights by default. Users are also referred to as customers.

There are also Developers and Administrators who's roles can be compared to Subcontractor/Employee for Developers and Contractor/Employer for Administrator. These users have all the rights of the Users however are not implemented in the Beta version (see version 2).

Its a good idea to enter as much information as possible as this will be used to generate invoices.



“ New Users ” will display a blank Edit User panel. If the “ Include in current project ” box is checked, the rights will match your rank by default. These rights can be changed by clicking the **Authority:** icon. Otherwise, if the *include* box is unchecked no rights are assigned as the user is not part of the project. Filling out the information will create the user and clicking the “ Create User ” button at the bottom of the panel will create the user.

Users are will always appear in the " All users " list of " Edit User " option regardless of which project that are included. From the User perspective if he is included in several projects the next time he logs in, he will see the included projects available in the **Project Name** drop down. However, he will not have access to the other users associated with the project unless he has rights to create other users. In this case, he will only have access to users he creates.

The Financial grouping shows the current balance of the project. The first option is not an option at all it's simply a statistical read-out for convenience

The second option " Snap-shot " will generate a Project Financial Snap Shot displaying who the project is being billed to; the project default base rate; and the amount due at the bottom. The other statistical information relates to the tasks and is defined as follows:

- **Capped Tasks** – Tasks that are not to exceed a predetermined time quote. For example, if you have a customer who agrees to pay for 5 hours (firmly) for a task and it takes you 6 hours, the application will record 6 hours, but only bill for 5 hours. These types of task are called capped (as in price capped). The number is the count of tasks that are capped.
- **Quoted Hours** – These are the total of hours quoted which have been *capped*. For example, if you have 4 tasks which are capped at 3 hours each the quoted hours will show 12.00. The **Est. Cost** is the hours x rate. If the task has not be given a specific rate, it will calculate the base rate.
- **Avg Rate** – If your capped tasks have a mix of base rates and specific rates this will calculate and display the average rate of all capped tasks.
- **Hours so far** – This is your actual time recorded performing the tasks.
- **Total so far** – This is the base or specific rate x the hours so far disregarding the

capping

- **Debit** – This is the amount of base or specific rates x capped hours
  (if hours so far exceeds the capped hours, otherwise it uses the hours so far) and it being billed.

- **Open Task** – These are task that can only by estimated. The total amount of time is billed. The number displays the count of open tasks.
- **Quoted Hours** – This is useful for generating an estimate or quote, but does not affect the actually billing total. Est. Cost in this case is simply a reporting tool and does not reflect in the actual billing.
- **Avg. Rate** – Shows the average rate if there is a mix of base default rates and specific rates.
- **Hours so far** – is the total amount of time performing the open tasks.
- **Total so far** – This is the rate (base or specific) x hours so far.
- **Debit** – This is the billable amount of the open tasks.

- **Total Debit** – This is the sum of the capped and open tasks debit(s).
- **Payment** – This is the total amount of credit received for the project.
- **Amount Due** – Is the amount the invoice will reflect and what is currently due.
- **Last Payment** – The amount and date of the last payment received for this project.

All project totals are running totals. This means if a project amount due is $200 and a customer funds you $100 and the asks for more tasks, **TaskLedger**™accounts for the money received, deducts if from the current amount due, and reflects the new amount due for total time expended. In other words, you will not lose track of the amount of money owed for a project.

Adding Credits will display a simple panel with an input field where you can enter the dollar amount of the payment received for a project. This does not appear on the Users login as only you are allowed to enter credit for the project.

> ***Take care when using this option as there is no undo or edit***. *Entering the wrong amount will adversely affect the invoicing accuracy.*

The Configuration grouping has an assortment of options. The first being " Company " , which refers to your company. This information is to be included on the invoice. Aside from the typical company information there are a few specific to the this application. These are URL and logo. The URL is the link you want generated on the PDF which allows the User to link back to your website. The logo is your company logo to be integrated into the invoice. Ideally this image should be 200 pixels wide by 100 pixels tall and in " *png*" format.

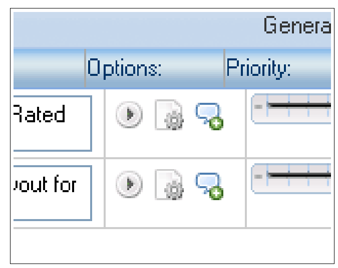
" Globals " are setting for launching existing projects. These are show the most recent project, hide completed tasks, or launch with task collapsed.

" Upgrades " options are to change the appearance of the **TaskLedger**™.

“ Report Bugs” option launches a bug reporting panel. Since this is the Beta version, please use it for everything from suggestions, to bugs, or comments about functionality.

The Task Menu shows all tasks related to the current project. The first option available is the “ Generate Report ” feature which will generate a PDF invoice of the current project.
The next noticeable layout feature is the task table header with labeling. From left to right the first column represents the Unique Task ID number. These number are not sequential, however they are linear. This is due to the fact the Ids are assigned by the database for tasks of any project and link by the project id. The significance of the Ids for humans is for communication reference. For example discussing a project with task id 1907 is easier and unmistakable because this id does not exist anywhere else for any other project.
The next column contains an icon for collapsing/expanding the tasks.
This action applies to tasks with subtasks and comments as a convenient way to group tasks. The next column displays an icon with a wrench if the row is a task. Click the icon creates a new task immediately below the selected row.

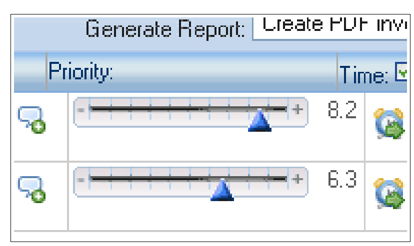
The **Task:** column contains an auto-expanding text field to accommodate any amount of task description required. The field will collapse/expand by clicking the first arrow icon in the **Options:** column. The middle icon in the **Options:** column creates subtasks immediately below the selected task row. Subtasks have all the same options of a task, but are grouped with the parent task. Subtask are denoted by the lack of the wrench-page icon in the third column.



Comments can be created by clicking the last icon in the **Options:** column. Comment rows are denoted by a pale yellow background and the lack of subtasks, priority, time, and quote features. This is because comments are not billed.

The status of the comment is actually the type of comment. This feature was placed here for layout consistency although it is not really a status. The type (status) can be Tech-notes, Private, Public, or can be deleted. Private notes are not visible by the User. Tech-notes are public but are collected to create a “ Wiki ” in Version 2.0. Public notes are default.

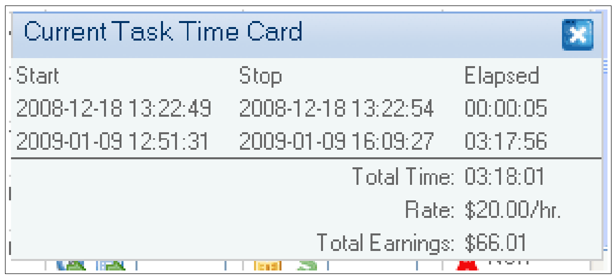
The **Priority:** column contains a slider which provides a visual queue and numeric read out to quickly ascertain which tasks require more attention. Ideally, the User will have rights which allow him to change the priority of each task. Upon loading the project, changes in the priority will be evident so your efforts will be concentrated on tasks that satisfy your customer the most.



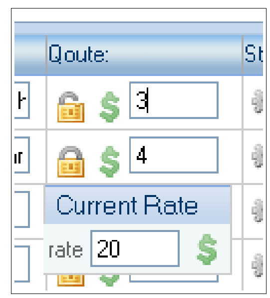
Time: header contains a check box labeled “ Auto ” . This is a discreet function that allows the Developer to override punch-in / punch-out time. For instance, suppose you get distracted and go to lunch, but forget to punch-out. Upon returning to **TaskLedger**™, you can uncheck the box and manually enter the time you left to

lunch. Entering 12:30p (use only a single lower case letter " a " or " p ") will enter the time 12:30PM. Any other combination will fail (as a safe guard).
With the " Auto " box checked, simply clicking of the clock icon in the appropriate task row will start the timer and change the icons corner from green to red. The time in the the text field will show the time in which you started the task. Clicking the icon again will stop the timer and display the total elapsed time accurred for that particular task.

The icon between the clock and the text field is the " Time Card " icon. It will display itemized punch-in / punch-out times for any particular task as well as its total earnings.

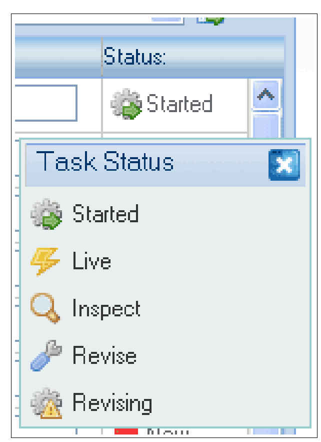


The **Quote:** column displays a lock icon, dollar symbol icon, and text field. The lock icon toggles for capped or open. When the icon displays the lock being open, the task is an open task. Locked, means the task is capped. If the text field is empty, the task is considered and reports as " open " regardless of what the icon displays.



The dollar icon will display a Specific Rate panel and will show the Default (Base) Rate. If the value is changed and submitted by clicking the dollar icon, that will become the billing rate for that specific task.

The **Status:** column encourages a progressive completion process. By allowing the User to " approve " of stages of development which are responded to by the Developer, an objective can be applied to each task thereby limiting your exposure to loss, and the Users exposure to failure.
The status feature applies to tasks and subtask, but not for comments. One benefit of the status feature is the delete functionality. If a task has been started, it cannot be deleted. This protects the Developer from losing hours which may have been expended performing a task. However, if no work has been done, the task can be deleted. Another benefit is the " volley" of directives. It flows as follows:



A task is created, then reviewed by the Developer (perhaps time is quoted, or feasibility is discussed), then approved by the User. Then work is started on the task by the developer and then passed to the User for inspection. If there are changes or errors (which there usually are) the user submits a list of revisions / corrections and the Developer makes those revisions. Once the task has been completed and meets the Users expectations, the task is accepted, once the Developer receive payment for the task, the tasks is closed. This typical life cycle is displayed by the status column. By marking a task complete, you can set filters to hide the task during project loading. This saves on browser real estate, reduces load-up response time, and helps reduce information clutter.

Message from the Developer:

I appreciate you taking the time to use ***TaskLedger****™. There are a lot of project management programs out there (over 160 last time I checked). Which is why I built* ***TaskLedger****™. I enrolled, downloaded, and tried several dozens of programs and couldn't find anything that worked the way I wanted. They were either too complicated, too simple, or were designed for high level management. Nothing was geared for freelancers and their customers. I visualized something which would allow one to quickly create task while talking on the phone with a customers. It needed to generate project quotes, estimates, and invoices. Most importantly, it should record the time expended performing individual tasks. After fruitlessly looking for months I decided to build* ***TaskLedger****™ from scratch.*

I hope you find ***TaskLedger****™ useful and I welcome your feedback.*

Sincerely,

James Scott
Geomagnet, Inc. Owner
TaskLedger*™Developer*