

1. PositiveWare Release Notes 2.1.7 (11/06/2007)

PositiveWare Release 2.1.7 contains three new features:

- Updated interface design - new colors and graphics
- Enhanced timer functionality
- New Time Card client application, allowing users to track time and view their plans from their desktops

These improvements have been designed to improve the experience of PositiveWare users and to provide improved flexibility and performance.

2. Updated Interface Design

The PositiveWare web interface has been redesigned with updated graphics and an improved color scheme.

Figure 2-1



Navigation is unchanged, as are most of the activity areas of the interface.

3. Enhanced Timer Functionality

Timers allow users to automatically record the length of time they spending working on a particular client or plan.

New enhancements to the timer functionality in the 2.1.7 release allow users to add comments to active timer sessions and then to edit these comments at any time.

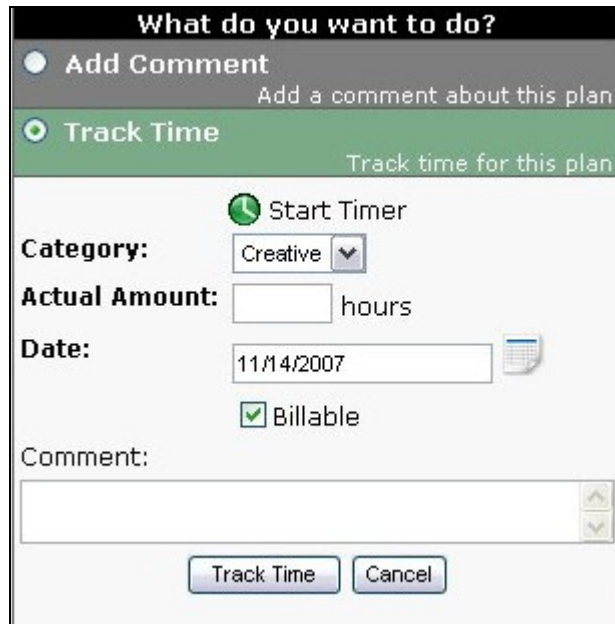
Comments can be created and edited in several ways.

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3.A. Timer Comments in Edit Action / Edit Plan Windows

To enter a comment and start a timer from an **Edit Action** or **Edit Plan** window, choose the **Track Time** option:

Figure 3-1



The screenshot shows a dialog box titled "What do you want to do?". It has two radio button options: "Add Comment" (unselected) and "Track Time" (selected). Below the "Track Time" option, there is a "Start Timer" link with a clock icon. The form includes a "Category:" dropdown menu set to "Creative", an "Actual Amount:" input field, a "Date:" input field with a calendar icon set to "11/14/2007", and a checked "Billable" checkbox. A "Comment:" text area is empty. At the bottom are "Track Time" and "Cancel" buttons.

Enter your comment into the **Comment** field and then click on the **Start Timer** link to start the timer:

Figure 3-2



This screenshot is similar to Figure 3-1 but shows the "Track Time" option selected. The "Comment:" text area now contains the text "Testing 2.1.7 comments." with a cursor at the end. The "Start Timer" link is still present and underlined.

Your timer will then be visible at the top of the screen:

Figure 3-3




You can navigate away from the **Edit Action** or **Edit Plan** window by saving your changes - this option will automatically be highlighted:

Figure 3-4



Your timer will continue to run as you view different screens in PositiveWare.

3.A.1. Making Further Changes to Your Comments

You can make further changes to the comment for the active timer by clicking on the quote symbol - .

You will be presented with a dialog box containing your existing comment:

Figure 3-5



Edit your comment and then click the **OK** button to save it. **Cancel** will close the dialog box without saving any changes you have made.

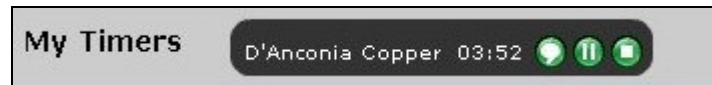
3.B. Editing Comments in Time Card

It is now also possible to edit your timer comments while on the **Time Card** screen.

Active timers are displayed at the bottom of the **Time Card**:

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Figure 3-6




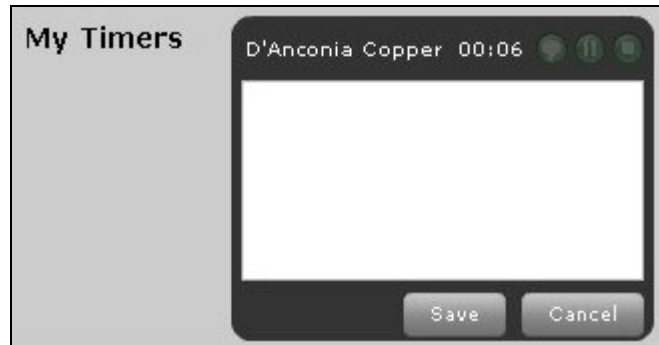
To edit your comment, click on the  symbol:

Figure 3-7



Enter or edit your comment, then click **Save** to continue or **Cancel** to discard your changes.

4. PositiveWare Time Card Client Application

The PositiveWare Time Card client application allows PositiveWare users to manage plan and time-tracking activity from their desktops, without having to login to the PositiveWare web interface.

This means that the client application can be left running in the background to be accessed quickly when needed, without requiring an ongoing browser session.

It also makes it possible for employees' web-browsing activities to be restricted without impacting on their ability to utilize the PositiveWare system.

4.A. Installing the PositiveWare Time Card Application

The PositiveWare Time Card application requires the Adobe AIR Runtime to be installed. To learn more about this, contact your technical support team or see [Adobe's AIR website](#).

Once the AIR Runtime is installed, installing the PositiveWare client is extremely quick and simple.

Right-click on the **PWTimeCard.air** installer file:

Figure 4-1



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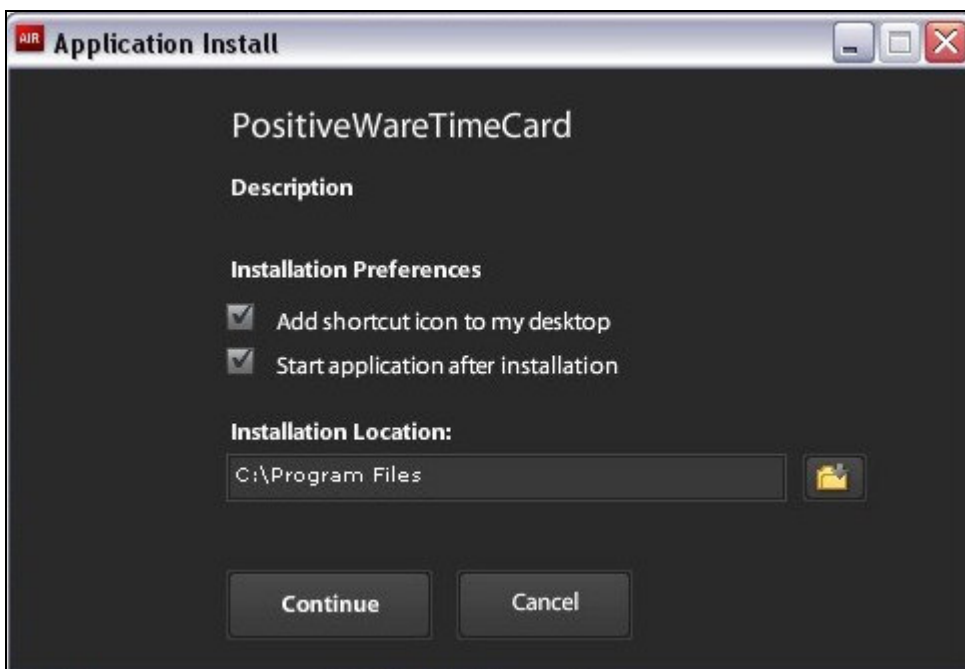
Choose the **Install** option when prompted:

Figure 4-2



Choose your preferred installation options:

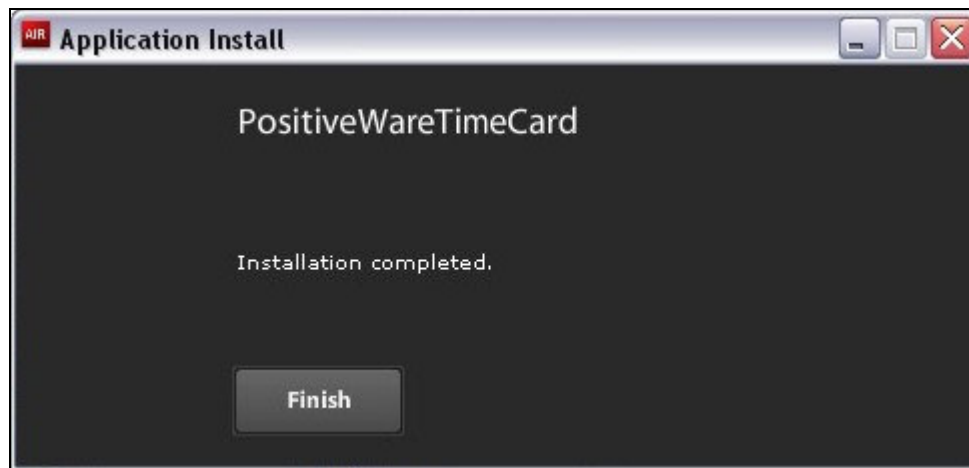
Figure 4-3



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The installation will complete without further input and you will see a confirmation message when it is finished:

Figure 4-4



4.A.1. Adding a Windows Taskbar Shortcut for the PositiveWare Client

To add a Windows Taskbar shortcut to the PositiveWare client application, simply drag the desktop icon created during the installation onto the **Quick Launch** area of the Windows Taskbar.

4.A.2. Adding a Mac OS X Dock Icon for the PositiveWare Client

To add an icon for the PositiveWare client to your OS X Dock, follow these steps:

1. Open a Finder window and locate the PositiveWare client application.
2. Select the application and drag it onto your Dock.

4.B. Using the PositiveWare Time Card Client

To start using the Time Card client, simply run the program from the desktop shortcut or from the **PositiveWare Time Card** entry on your Windows Start Menu.

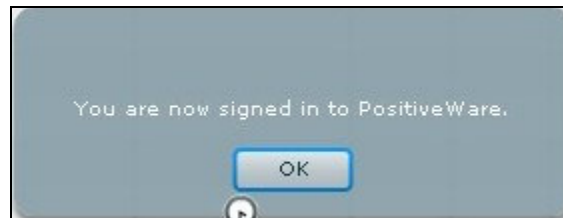
After a short pause, you will be prompted to log in. Use your normal PositiveWare username and password to do this:

Figure 4-5



You will be shown a confirmation message when you have successfully logged in:

Figure 4-6



Click OK to continue

The Time Card client provides access to the two most commonly-used areas of the PositiveWare system: **Time Card** and **Plan Manager**.

In the top-left corner of the client application are tabs for each of these areas - just click on the one you would like to use:

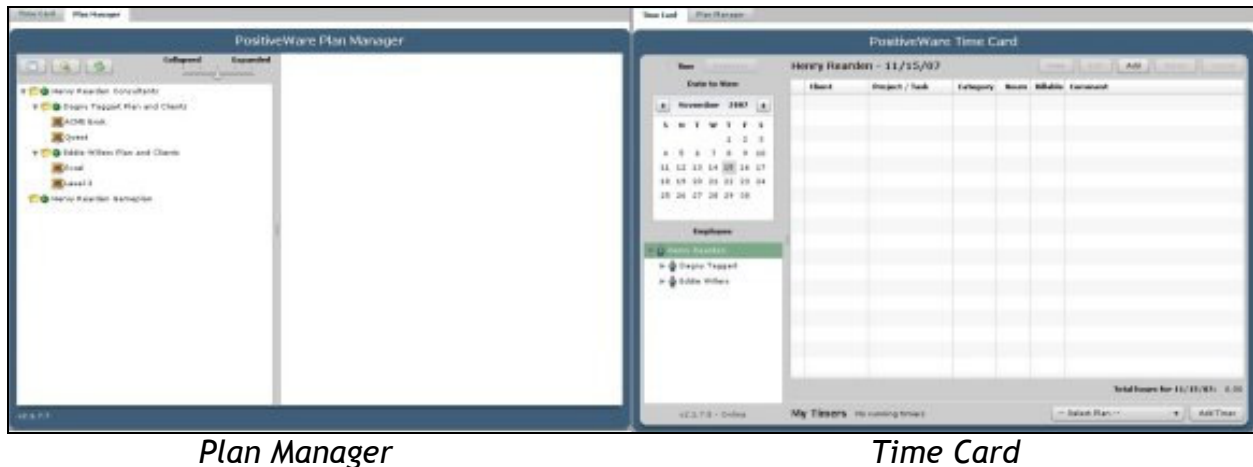
Figure 4-7



Both the **Time Card** and the **Plan Manager** function in *exactly* the same way as the web interface - you should not be able to detect any difference at all when using them.

Note: Edit activity in the **Plan Manager** requires web browser access to the PositiveWare system.

Figure 4-8



Plan Manager

Time Card

4.C. Online & Offline Working with the PositiveWare Time Card Client

When working with the PositiveWare client, you must ensure you save all of your changes before you close the client application.

Failure to do this will result in these changes not being saved to the PositiveWare server and being lost when the client is closed.

The client does not currently support offline working and all data must be saved to the main PositiveWare system before client sessions are ended. Support for offline working is planned for future releases.

4.C.1. Saving Time Card Entries

In the Time Card, entries should be saved using the Save button in the top right:

Figure 4-9



Unsaved Time Card entries are indicated with a  in the left-hand column.

4.C.2. Saving Plan Manager Entries

Changes made in the Plan Manager should be saved using the Save Changes action in the Edit window:

Figure 4-10

