

Use of TimeRecorderIni.CSV file settings

At the end of synchronisation process, TimeRecorder looks for a file called TimeRecorderini.csv in the directory specified in the Master Preferences Path on the File/Preferences/Submit tab of TimeRecorder. The file consists of TimeRecorder settings, which will automatically be loaded into TimeRecorder then saved onto the workstation where TimeRecorder is installed, into an ascii file called TimeRecorder.ini.

The CSV file format contains 3 comma-separated fields, Section, Key and Value for each TimeRecorder setting. The TimeRecorder.ini file will always contain ALL the possible TimeRecorder settings, however the CSV file need only contain the settings needing to be changed in the TimeRecorder.ini file.

The TimeRecorder.ini file is broken down into 9 sections:

[Paths](#), [System](#), [Options](#), [Preferences](#), [Defaults](#), [Company Details](#), [Overtime](#), [Warnings](#) and [Add-ons](#).

Each of the settings that appear in the TimeRecorder.ini file are documented below which can then be specified as an option in the CSV file to be changed.

For example, a basic CSV file might look like this:

```
SectionName,Key,Value
system,minversion,3.1
```

And the corresponding area in the TimeRecorder.ini file will look like this:

```
[system]
minversion=3.1
```

PATHS section

Key	Value	Comment	Tab in Preferences	Preferences Setting
AllowChange	0 1	NO YES		Submit timesheet and expense screens post directory field
DatabaseAlias	TimeRecorder CurrentDir	Default database alias setup	Submit	Database Alias
Download	<i>Valid path</i>		Submit	Synchronise path
EmailAddress	<i>Email Address</i>		Submit	Send Email To
EmailSubject	<i>Text</i>		Submit	Subject
EmailText	<i>Text</i>		Submit	Text
Master Pref	<i>Valid path</i>		Submit	Master preferences path
SubmitDataVersion	2.02 4.40	PA 3.x PA 5.x	Submit	Submit Data version
Upload	<i>Valid path</i>		Submit	Submit timesheet path
ZipSubmitted	0 1	NO YES	Submit	Zip Submitted Files

[PATHS]

AllowChange=0

DatabaseAlias=TimeRecorderCurrentDir

Download=C:\Program Files\Star TimeRecorder\Demo Data\Synchronise\

EmailAddress=Click to assign email addresses

EmailSubject=Timesheet

EmailText=

Master Pref=C:\Program Files\Star TimeRecorder\Demo Data\Master Preferences\

SubmitDataVersion=4.4

Upload=C:\Program Files\Star TimeRecorder\Demo Data\Timesheets\

ZipSubmitted=1

SYSTEM section

Key	Value	Comment	Tab in Preferences	Preferences Setting
minversion	3.1	The minimum version of the TimeRecorder program that must be used on the workstation		

[system]
minversion=3.1

DEFAULTS section

Key	Value	Comment	Tab in Preferences	Preferences Setting
DefaultLocation	<i>Valid Location Code</i>		Functions	Default Location
DefaultNCCode	<i>Valid No Charge Code</i>		Functions	Default No Charge Code
Employee	<i>Valid staff code</i>		Security	Default Staff Code
HomeCurrency	<i>Avalid Currency Code</i>		Options	Reimbursement Currency Code
HomeCurrencyPrecision	<i>0..60</i>		Options	Precision
UniqueNumber	<i>Valid Serial Number</i>		Security	Serial Number

[DEFAULTS]
DefaultLocation=
DefaultNCCode=
Employee=HOGANP
HomeCurrency=AUD
HomeCurrencyPrecision=2
LastTimesheet=BLANCHETTK:27/07/2003
UniqueNumber=57342557

OPTIONS section

Key	Value	Comment	Tab in Preferences	Preferences Setting
BreakDuration	0..24	In hours	Options	Lunch Break /Duration
CallOutDuration	0.x..24.x	In hours, increments of 0.5 hours	Options	Call Out Chargeable Time
ChargeRatioBasis	0 1	Standard Hours Actual Hours Worked	Options	Charge Ratio Basis
CodeBeforeDescription	0 1	NO YES	Options	Weekly Summary Report Code Before Description
ConstrainExpensesToWeek	0 1	NO YES	Options	Expenses must be in week
DockableToolbar	0 1	NO YES		
EmailSync	0 1	Network Email	Submit	Submit Method
EndBreak	0..23.59		Options	Lunch Break/To
EndDayOfFinancialYear	1..31		Options	Financial Year/End/Day
EndMonthOfFinancialYear	1..12		Options	Financial Year/End/Month
EndOfWeekDay	1 2 3 4 5 6	Sunday Monday Tuesday Wednesday Friday Saturday	Options	End Of Week
EvenDayColor	-2147483624	Default color number	Display	Next day color
ExcludeMonday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeTuesday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeWednesday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeThursday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeFriday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeSaturday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
ExcludeSunday	0 1	NO YES	Options	Exclude days as expected working days in charge calc
HomeValueColor	12639424	Default color number	Display	Home Value
HoursPerWeek	0..100		Options	Warn after hours per week
OddDayColor	16777215	Default color number	Display	Odd day color
PurgeOption	0 1	NO YES	Security	Allow Purge Old Timesheets
RespectConstraints	0 1	NO YES	Options	Respect Constraints
ShowOtherPersonTasks	0 1	NO YES	Options	Show Other Person's Tasks
StartDayOfFinancialYear	1..31		Options	Financial Year/Start/Day
StartMonthOfFinancialYear	1..12		Options	Financial Year/Start/Month
StartBreak	0..23.59		Options	Lunch Break/From

SubmitColor	16711680	Default color number	Display	Submit Line
TimeIncrement	1..60	In minutes	Options	Time Increment
TravelDiary	0 1	NO YES	Options	Ask to include travel diary

[OPTIONS]

BreakDuration=0
 CallOutDuration=0.5
 ChargeRatioBasis=0
 CodeBeforeDescription=0
 ConstrainExpensesToWeek=0
 DockableToolbar=0
 EmailSync=0
 EndBreak=0
 EndDayOfFinancialYear=30
 EndMonthOfFinancialYear=6
 EndOfWeekDay=1
 EvenDayColor=-2147483624
 ExcludeMonday=0
 ExcludeTuesday=0
 ExcludeWednesday=0
 ExcludeThursday=0
 ExcludeFriday=0
 ExcludeSaturday=0
 ExcludeSunday=0
 ExpensesGridFieldsAttr=date_tran,10,0,DayOfWeek,4,1,client_code,10,2,project_code,10,3,subproject_code,10,4,ExpenseCode,10,5,MOP,10,6,NaturalCurrCode,15,7,NaturalRate,10,8,ExchangeRate,10,9,Qty,5,10,HomeValue,10,11,reimb_flag,2,12,No_Charge_flag,2,13,receipt_flag,2,14,location_code,10,16,Details,49,17,Tax_code,10,18,HomeCurrCode,14,19
 HomeValueColor=12639424
 InputGridFieldsAttr=date_tran,10,0,DayOfWeek,6,1,time_start,9,2,time_end,8,3,qty,9,4,client_code,8,5,project_code,10,6,callout_flag,3,13,clients_reference,10,15,description,24,18
 HoursPerWeek=0
 OddDayColor=16777215
 PurgeOption=0
 RespectConstraints=1
 ShowOtherPersonTasks=0
 StartDayOfFinancialYear=1
 StartMonthOfFinancialYear=7
 StartBreak=0
 SubmitColor=16711680
 TimeIncrement=15
 TravelDiary=0

PREFERENCES section

Key	Value	Comment	Tab in Preferences	Preferences Setting
AllowChangePos	0 1	NO YES	Functions	Allow changes of columns position and width
AllowCopyWhenCreate	0 1	NO YES	Submit	Allow Copy when Create New Timesheet
AllowNegativeDuration	0 1	NO YES	Functions	Allow Entry Negative Duration
AllowSubmitMoreThanWeek	0 1	NO YES	Submit	Allow Submit of more than 1 week
AllowUnsubmit	0 1	NO YES	Submit	Allow Unsubmit of Timesheets
AutoCreate	0 1	NO YES	Submit	Auto Create Timesheet
AutoSynchronise	0 1	NO YES	Submit	Synchronise After Submit
CaptionChargeable	Text	Chargeable	Labels	Productivity Labels Chargeable
CaptionNCProductive	Text	Non Chargeable Productive	Labels	Productivity Labels NC Productive
CaptionNonChargeable	Text	Non Chargeable	Labels	Productivity Labels Non Chargeable
ClientOrderByName	0 1	NO YES	Display	Client Order by Name
CreateSyncLog	0 1	NO YES	Submit	Create Synchronise Log
DefaultAllowCopyWhenCreate	0 1	NO YES	Submit	Default Copy Timesheet
DoNotSubmit0	0 1	NO YES	Submit	Do not submit lines with 0 duration
HeaderActivity	Text	Activity	Labels	Header Labels Activity
HeaderCallout	Text	CO	Labels	Header Labels CallOut
HeaderCalloutLong	Text	Callout	Labels	Productivity Labels CallOut
HeaderClient	Text	Client	Labels	Header Labels Client
HeaderClienteleRef	Text	ClientRef	Labels	Header Labels Call Number
HeaderIC	Text	IC	Labels	Header Labels IC (Internal Comment)
HeaderLocation	Text	Location	Labels	Header Labels Location
HeaderNC	Text	NC	Labels	Header Labels NC (No Charge)
HeaderPhase	Text	Phase	Labels	Header Labels Phase
HeaderProject	Text	Project	Labels	Header Labels Project
HeaderResource	Text	Staff	Labels	Header Labels Resource
HeaderTask	Text	Task	Labels	Header Labels Task
HeaderTAX	Text	Tax	Labels	Header Labels TAX
HideClient	0 1	NO YES		
IncludePNB	0 1	NO YES	Functions	Include Non Chargeable Productive in Charge Ratio
IncludeRI	0 1	NO YES	Function	Include RI block into Expenses report
NullQtyOnCopyTSH	0 1	NO YES	Submit	Clear quantities on copy timesheet
OnePersonOnly	0 1	NO YES	Security	Limit Timesheets to One Person
ProjectBeforeClient	0	NO	Display	Display Project before

	1	YES		Client
ProjectOrderByName	0 1	NO YES	Display	Project Order by Name
ReasonForNoCharge	0 1	NO YES	Functions	Use No Charge Codes / Notes
SaveChangePos	0 1	NO YES	Functions	Save changes of columns position and width
ShowSplashScreen	0 1	NO YES	Display	Show Splash Screen
ShowTRSplashScreen	0 1	Star Projects Greentree Job Cost	Security	Host System
ShowUnsubmitAfterSubmit	0 1	NO YES	Submit	Show Unsubmitted weeks after submitting the current
ShowUnsubmitWhenSubmit	0 1	NO YES	Submit	Show Unsubmitted weeks when submitting
ShowVersionNumber	0 1	NO YES	Display	Show Version Number and Data path Ein Window Title
ShowWeekly Summary	0 1	NO YES	Display	Weekly Summary
UseActivity	0 1	NO YES	Functions	Use Activity
UseCallNumber	0 1	NO YES	Functions	Use Clientele No
UseCallOut	0 1	NO YES	Functions	Use Callout
UseChargeRatio	0 1	NO YES	Functions	Use Charge Ratio
UseChargeRatioInReport	0 1	NO YES	Functions	Print Charge Ratio in Transaction Report
UseClientRef	0 1	NO YES	Functions	Use Client Reference
UseClientRefInExpenses	0 1	NO YES	Functions	Use Client Reference in Expenses
UseDetails	0 1	NO YES	Functions	Use Details
UseExpenses	0 1	NO YES	Functions	Use Expenses
UseExtendedNotes	0 1	NO YES	Functions	Use Extended Notes
UseGLCodes	0 1	NO YES	Functions	Include GL Codes into Expenses report
UseInternalComments	0 1	NO YES	Functions	Use Internal Comments
UseLocation	0 1	NO YES	Functions	Use Location
UseNoCharge	0 1	NO YES	Functions	Use No Charge
UsePhase	0 1	NO YES	Functions	Use Phase
UseStartEnd	0 1	NO YES	Functions	Use Start and End Times
UseSuggestClose	0 1	NO YES	Functions	Use Suggest Close Flag
UseTaskDone	0 1	NO YES	Functions	Use Task Done
UseTaskPercentComplete	0 1	NO YES	Functions	Use Task % complete
UseTasks	0 1	NO YES	Functions	Use Tasks

UseTax	0 1	NO YES	Functions	Use Tax in Expenses
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[PREFERENCES]

AllowChangePos=0
 AllowCopyWhenCreate=0
 AllowNegativeDuration=0
 AllowSubmitMoreThanWeeek=1
 AllowUnsubmit=0
 AutoCreate=1
 AutoSynchronise=1
 CaptionChargeable=Chargeable
 CaptionNCProductive=Non Chargeable Productive
 CaptionNonChargeable=Non Chargeable
 ClientOrderByName=0
 CreateSyncLog=1
 DefaultAllowCopyWhenCreate=0
 DoNotSubmit0=0
 HeaderActivity=Activity
 HeaderCallout=CO
 HeaderCalloutLong=Callout
 HeaderClient=Client
 HeaderClienteleRef=CRM Call Number
 HeaderIC=IC
 HeaderLocation=Location
 HeaderNC=NC
 HeaderPhase=Phase
 HeaderProject=Project
 HeaderResource=Employee
 HeaderTask=Task
 HeaderTAX=TAX
 HideClient=0
 IncludePNB=1
 IncludeRI=1
 NullQtyOnCopyTSH=0
 OnePersonOnly=0
 ProjectBeforeClient=0
 ProjectOrderByName=0
 ReasonForNoCharge=0
 SaveChangePos=0
 ShowSplashScreen=1
 ShowTRSplashScreen=0
 ShowUnsubmitAfterSubmit=0
 ShowUnsubmitWhenSubmit=1
 ShowVersionNumber=1
 ShowWeeklySummary=1
 UseActivity=0
 UseCallNumber=0
 UseCallOut=1
 UseChargeRatio=1
 UseChargeRatiInReport=1
 UseClientRef=1
 UseClientRefInExpenses=0
 UseDetails=1
 UseExpenses=0
 UseExtendedNotes=0
 UseGLCodes=1
 UseInternalComments=0
 UseLocation=0
 UseNoCharge=0
 UsePhase=0

UseStartEnd=1
 UseSuggestClose=0
 UseTaskDone=0
 UseTaskPercentComplete=0
 UseTasks=0
 UseTax=1

COMPANY DETAILS section

Key	Value	Comment	Tab in Preferences	Preferences Setting
CompanyName	<i>Text</i>	Your Company Name	Company Details	Company Name
CompanyAddress1	<i>Text</i>	Your Address Line 1	Company Details	Address 1
CompanyAddress2	<i>Text</i>	Your Address Line 2	Company Details	Address 2
CompanyCity	<i>Text</i>	City	Company Details	City
CompanyState	<i>Text</i>	State	Company Details	State
CompanyPostCode	<i>Text</i>	Post Code	Company Details	Post Code
CompanyCountry	<i>Text</i>	Country	Company Details	Country
CompanyTel	<i>Text</i>	Phone Number	Company Details	Telephone
CompanyFax	<i>Text</i>	Fax Number	Company Details	Fax
CompanyEmail	<i>Text</i>	Email Address	Company Details	Email Address

[COMPANY DETAILS]
 CompanyName=Your Company Name
 CompanyAddress1=Address Line 1
 CompanyAddress2=Address Line 2
 CompanyCity=City
 CompanyState=State
 CompanyPostCode=PostCode
 CompanyCountry=Country
 CompanyTel=Telephone No.
 CompanyFax=Facimile No
 CompanyEmail=Email Address

OVERTIME section

Key	Value	Comment	Tab in Preferences	Preferences Setting
UseOvertime	0 1	NO YES	Overtime	Use Overtime
UseOT1	0 1	NO YES	Overtime	Use Overtime 1
UseOT2	0 1	NO YES	Overtime	Use Overtime 2
UseOT3	0 1	NO YES	Overtime	Use Overtime 3
UseOT4	0 1	NO YES	Overtime	Use Overtime 4
UseOT5	0 1	NO YES	Overtime	Use Overtime 5
UseCompensatoryT	0 1	NO YES	Overtime	Use Compensatory Time
lblNormalHours	<i>Text</i>	Label Text	Overtime	Normal Hours
lblOT1	<i>Text</i>	Label Text	Overtime	Overtime 1
lblOT2	<i>Text</i>	Label Text	Overtime	Overtime 2
lblOT3	<i>Text</i>	Label Text	Overtime	Overtime 3
lblOT4	<i>Text</i>	Label Text	Overtime	Overtime 4
lblOT5	<i>Text</i>	Label Text	Overtime	Overtime 5
lblCompensatoryT	<i>Text</i>	Label Text	Overtime	Compensatory Time

[OVERTIME]

UseOvertime=1

UseOT1=0

UseOT2=0

UseOT3=0

UseOT4=0

UseOT5=0

UseCompensatoryT=0

lblNormalHours=Normal Hours

lblOT1=Overtime 1

lblOT2=Overtime 2

lblOT3=Overtime 3

lblOT4=Overtime 4

lblOT5=Overtime 5

lblCompensatoryT=Comp Time

WARNINGS section

Key	Value	Comment	Tab in Preferences	Preferences Setting
AdminDetail	Warn No Error	Warning No Warning Error Message	Warnings	Admin Detail
ClientDetail	Warn No Error	Warning No Warning Error Message	Warnings	Client Detail
DayChargeOver24hrs	Warn No Error	Warning No Warning Error Message	Warnings	Charges Per Day Over 24hrs
LeaveDetail	Warn No Error	Warning No Warning Error Message	Warnings	Leave Detail
Location	Warn No Error	Warning No Warning Error Message	Warnings	Location
MidnightDayEnd	Warn No Error	Warning No Warning Error Message	Warnings	Midnight End Of Day
NoCharge	Warn No Error	Warning No Warning Error Message	Warnings	No Charge Codes / Notes
SynchroOnStartUp	0 1 2	No Prompt Yes	Submit	Synchronise On Start Up
TimeOverlap	Warn No Error	Warning No Warning Error Message	Warnings	Entry of Overlapped period

[WARNINGS]

AdminDetail=No

ClientDetail=Warn

DayChargeOver24hrs=Warn

LeaveDetail=Warn

Location=No

MidnightDayEnd=Warn

NoCharge=No

SynchroOnStartUp=0

TimeOverlap=No

Add-Ons section

This section uses the TimeRecorder.ini file to enable users to define external applications (.EXE, .BAT, HTML etc) that can be run from the Add-Ons menu within TimeRecorder.

The TimeRecorder.ini is to contain the path, name and report group configuration for the defined external applications to be accessed from the Add-Ons menu.

For example, if the TimeRecorder.ini file contains the following, from within TimeRecorder the Windows Calculator will run when selected from the Add-Ons/Programs/Calculator menu item. In the TimeRecorderini.csv file add the section [Add-Ons] followed by the path, name and report group configuration for the defined external applications.

```
[ADD-ONS]
Item0='Special,Programs,NA'
Item1='Programs,"Calculator","C:\WINNT\system32\calc.exe"'
```

Please note: The following rules apply when defining the path, name and report group within the TimeRecorder.ini file:

1. Embrace each line with single quotes (')
2. If there are special characters in the field then embrace this field with double quotes (")
3. Path field cannot be empty
4. To put menu item to level 1 the group name for this item should be empty.

Examples:

```
[ADD-ONS]
Item0='Special,Special,NA' <---Group Item, level 1
Item1='Special,"This is special report A","c:\Program Files\myreps\special.exe"' <---menu item level 2
Item2='Special,"This is special report B","c:\Program Files\myreps\special2.exe"' <---menu item level 2
Item3=',"This is a sample batch file",h:\testbatch.bat' <--- menu item level 1
Item4=' "System Group","System Group",NA' <---Group Item, level 1
Item5=' "System Group",Notepad,C:\WINNT\system32\notepad.exe' <--- menu item level 2
Item6=' "System Group","Windows explorer",C:\WINNT\explorer.exe' <--- menu item level 2
```

Add-Ons Parameters

TimeRecorder can pass a number of predefined system variables to external applications that are run from the Add-Ons menu. The TimeRecorder.ini containing the external application path, name and report group is to contain the parameters to be passed to the defined external application.

In the TimeRecorder.ini file after the add-ons path, name and reporting group add any of the following parameters;

```
$RESOURCE - current resource code
$WEEKENDING - current timesheet / expense week ending date
$TIMESHEETLINEID - current timesheet line id
$EXPENSELINEID - current expense line id
$DATAPATH - displays current database path
```

For example, if the TimeRecorder.ini file add-on section contains the following, TimeRecorder will pass the current timesheet resource and week ending date to the ExpenseReport.HTA application when the Add-Ons/Programs/Claim menu item is selected.

```
Item1='Programs,"Claim","C:\DemoData\ExpenseReport.hta $RESOURCE $WEEKENDING"'
```

Please note: The external application will be configured to determine how the parameters passed from TimeRecorder are utilised when received by the external application.

Windows 2000 and NT operating systems only please note: When parameters are passed to a crystal report running against the TimeRecorder paradox files the following BDE Administrator / Configuration / System / INIT definitions need to be set to allow multi user access to the data;

LOCAL SHARE = TRUE
SHAREDMEMLOCATION = 5BDE