Administrators Guide

TIME TRACKER

Time Accounting Software
for
For MicroStation™
V8.9, V8.5, V7, SE

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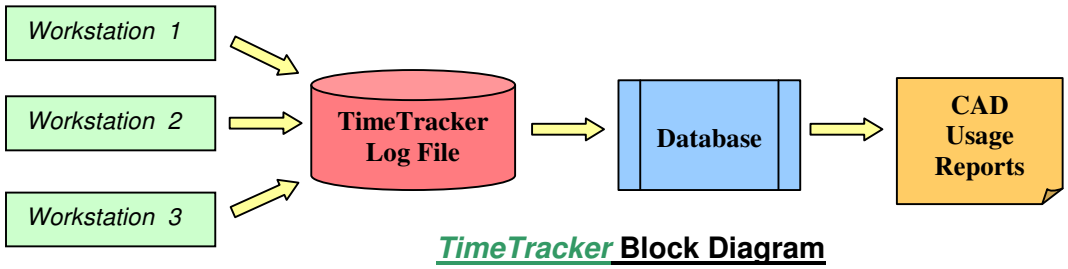
Overview

TimeTracker is an MDL program that creates a common output log file containing the elapsed time, user, workstation, date/time in, date/time out and optionally the user specified ***Project*** and ***ID*** values for each drawing used.

TimeTracker supports the following features:

1. Writes to common network output log file for all users on the network
2. Does not report time spent in a file after a user-specified idle time has elapsed
3. Log file format is import-ready for database for analysis/reporting
4. Optional automatic look up of project codes based on directory or filename of drawing entered
5. Optional prompt for Project and ID fields upon entering file



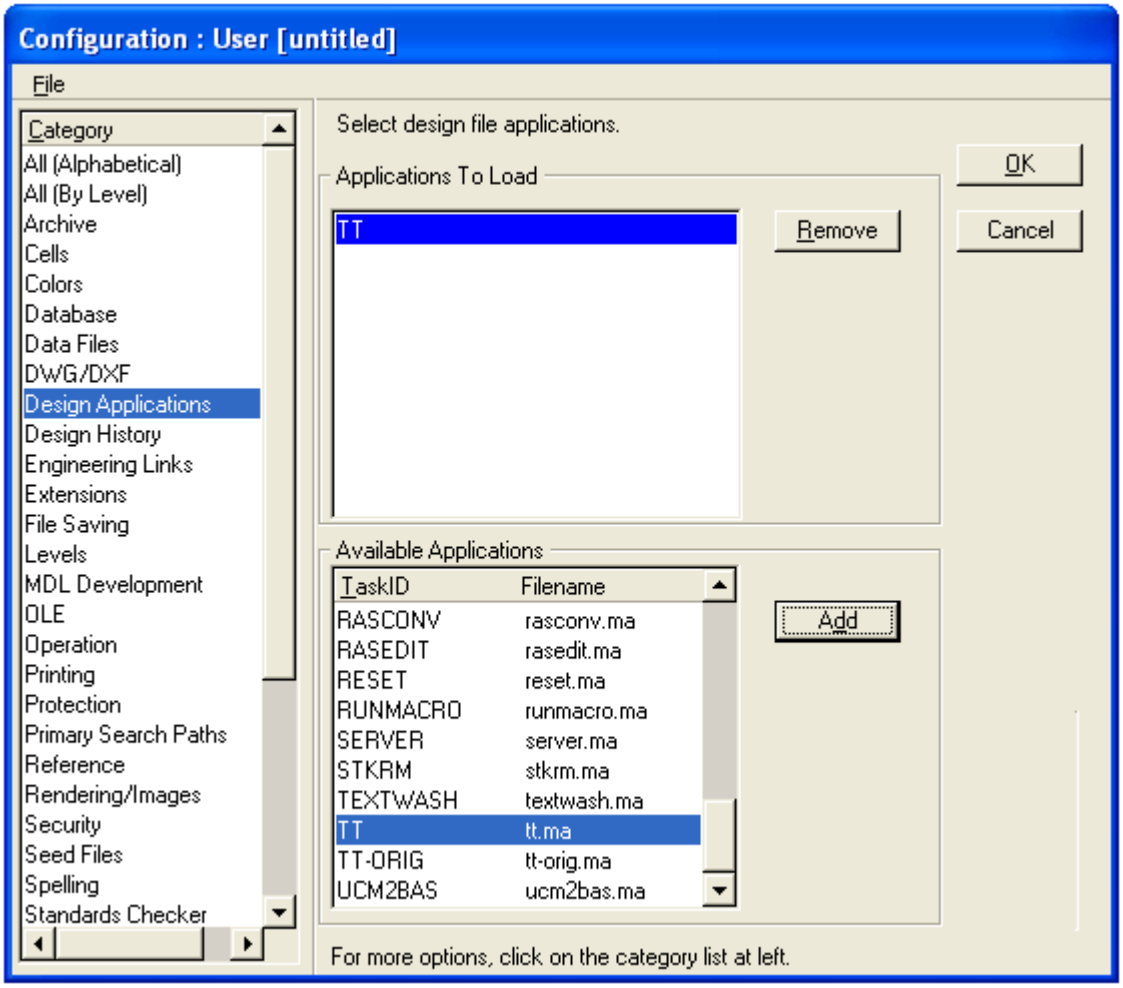
TimeTracker **Block Diagram**

TimeTracker 2-Minute Quick Start Guide

1. Copy the *TimeTracker* MDL executables **`tt.ma`** and **`tt.dll`** to the MicroStation `\mdlapps` directory.

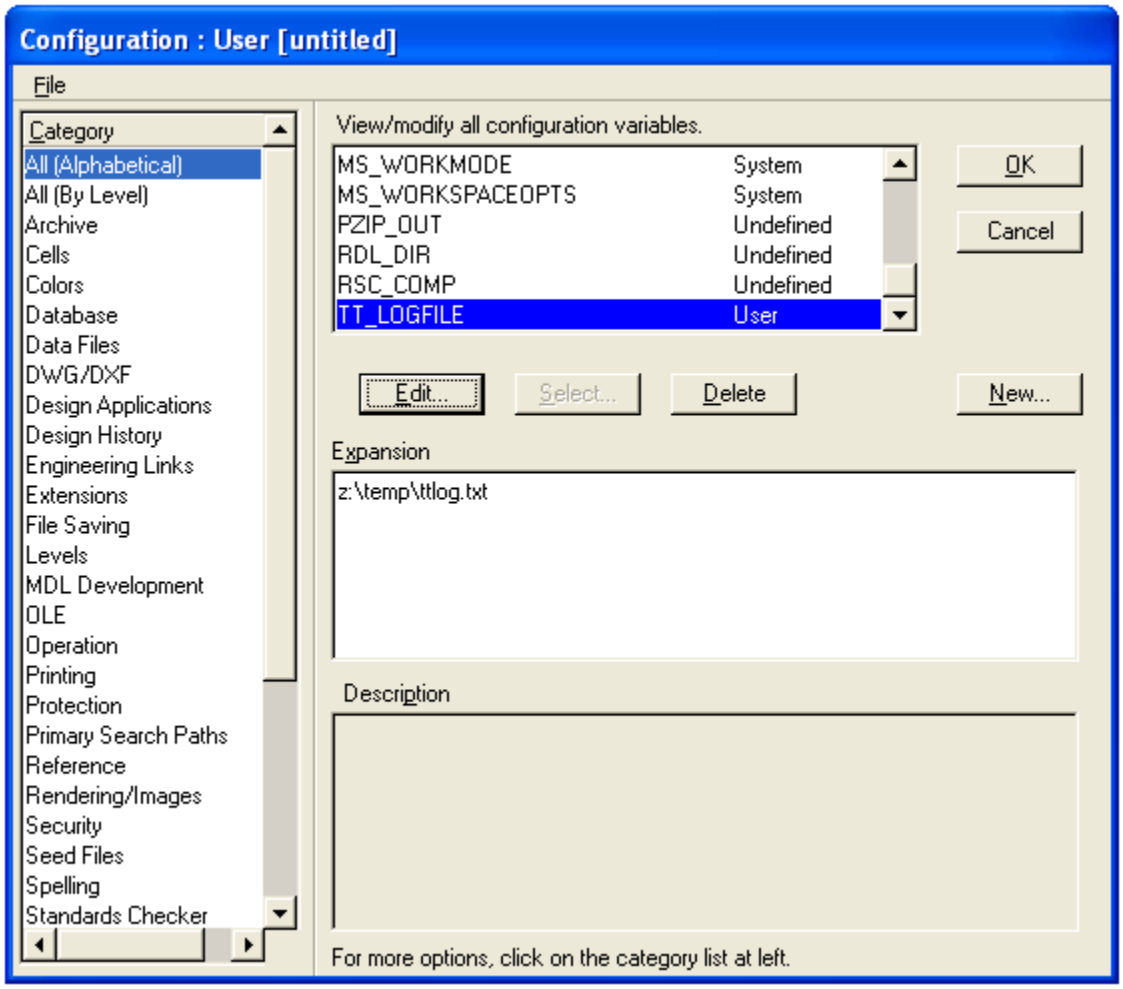
2. Add the *TimeTracker* MDL application `tt.ma` as a *Design Application* to be run each time a drawing is opened.

   From the main MicroStation menu Select Workspace->Configuration->Design Applications, then Select `tt.ma` then press *Add,* then *OK.*



TimeTracker will now automatically load each time MicroStation is run.

3. Define the MicroStation configuration variable *TT_LOGFILE*[(1)] to the name of the output log file on the network. The same file can be specified for all client workstations on a network. If not defined, the output log file will be put into the directory specified by $(MS_TMP)




```
TT_LOGFILE=z:\temp\ttlog.txt
```

4. **Optional**: Define the MicroStation configuration variable *TT_IDLEMINS* to the number of minutes a user can be in the drawing without any keyboard or mouse events before *TimeTracker* stops tracking time in the drawing. The default "timeout" is 5 minutes.

   TT_IDLEMINS=10

TimeTracker will now automatically begin tracking time spent in MicroStation drawings.

Notes:

1. If *TT_LOGFILE* is not defined, the *TimeTracker* output log file will be created by default in $(MS_TMP) directory , i.e.,
   `C:\Program Files\Bentley\Program\MicroStation\temp\tt.csv`

2. See the section on the ***Auto Log File Naming*** feature description in this document for automatically creating new log files for different months, weeks, days, etc.

Automatic and Manaual Options to Track Project Codes

TimeTracker has two options for optionally tracking project codes associated with a design file:

a) TimeTracker can automatically determine a project code from an external lookup file based on the path of the design file

b) TimeTracker can manually prompt for a Project Code and Task Id each time a drawing is entered

a)Automatic Project Code Lookup

TimeTracker uses an external user defined ASCII file to "look up" the project code by searching an ASCII file for the full directory the current design file is in and then using the project code associated with the path.

```
 Drawing Path          Project Code
D:\Training\1961211,886000.00 TW10
D:\Training\1234561,886000.00 TW10
D:\Projects\4164151,100725.00 2505
```

TimeTracker Project Lookup File

For example, when you enter the drawing:

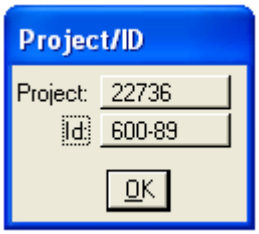
- D:\Training\1234561\00984.dgn,
- *TimeTracker* uses the path of the drawing (D:\Training\1234561) to find the project code (886000.00 TW10) from the project lookup file and inserts it in the log entry for the design file.

To Setup Automatic Project Code Lookup

Define the configuration file TT_PROJECTLOOKUPFILE to point to an ASCII file that contains a list of comma delimited project paths and project charge codes as follows:

```
TT_PROJECTLOOKUPFILE = c:\tt\projnum.txt
```

b)Manual Project Code Prompting



Manual Project/Id Prompt Dialog

If you want *TimeTracker* to prompt for *Project* and *Task Id* information every time a user enters a new design file, then follow these additional steps:

1. Define the MicroStation configuration variable *TT_PROMPT to equal '1'*
   TT_PROMPT=1

2. Create two text files, 'projects.txt' and ids.txt' listing the valid choices for your projects and task Id's as follows:

```
22736
23975
24173
```

projects.txt

```
411
600
001
```

ids.txt

Note: By default, *TimeTracker* will look for these files in the directory where tt.ma is exists, usually \mdlapps. However, if you wish to specify a location for them, then proceed with Step 7.

3. You may define the MicroStation configuration variable *TT_PROJFILESDIR to point to a directory where the* 'projects.txt' and ;ids.txt' files exist.

   TT_PROJFILESDIR=m:\workspace\civil\

Tracker Output Log Format

The output log file is in CSV (Comma Separated Value) format as follows:

Output Field	Description	Notes
Node	Node name of computer	Taken from COMPUTERNAME Windows environment variable.
User	User name logged into computer	Taken from USERNAME Windows environment variable
File Name	Filename of CAD drawing edited with MicroStation	
Date/Time In	Date/Time user entered the file.	
Date/Time Out	Date/Time user exited the file	
Elapsed Time [Hours]	Total elapsed time spent in the drawing.	Elapsed Time = Time Out – Time In
Active Time [Hours]	Total active time in the drawing	Active Time = total time user spent working in drawing
Project	Manual prompt Project code from external ASCII file	Optional. From projects.txt
Task ID	Manual prompt Task Id from external ASCII file	Optional. From ids.txt.
AutoLookup Project Code	Auto lookup project code from external ASCII file	Optional. From projnum.txt.

TimeTracker Output Log File Fields

Example:

Node User File Name Date/Time In Date/Time Out ET* AT** Project ID AutoPrj

```
"DEV-4","TSMITH","C:\dgn\test1.dgn","02-25-2004 14:08:00","02-25-2004 14:12:00", "0.067", ".023", "227360", "411", "011"
"DEV-5","BJONES","C:\dgn\test2.dgn","02-26-2004 14:08:59","02-26-2004 15:08:59", "1.0",  ".54",    "1227360","412", "012"
```

*Elapsed Time
**Active Time

Auto Log File Naming Feature

TimeTracker contains a unique feature to automatically create log files based on certain date/time (monthly, weekly, daily, hourly, etc.) format code parameters you specify in TT_LOGFILE. This enables you to create a series of separate log files over time without any intervention on your part.

Format Code	Meaning
%a	Abbreviated weekday name
%A	Full weekday name
%b	Abbreviated month name
%B	Full month name
%d	Day of month as decimal number (01 – 31)
%H	Hour in 24-hour format (00 – 23)
%I	Hour in 12-hour format (01 – 12)
%j	Day of year as decimal number (001 – 366)
%m	Month as decimal number (01 – 12)
%M	Minute as decimal number (00 – 59)
%p	Current locale's A.M./P.M. indicator for 12-hour clock
%U	Week of year as decimal number, with Sunday as first day of week (00 – 53)
%w	Weekday as decimal number (0 – 6; Sunday is 0)
%W	Week of year as decimal number, with Monday as first day of week (00 – 53)
%y	Year without century, as decimal number (00 – 99)
%Y	Year with century, as decimal number
%z, %Z	Time-zone name or abbreviation; no characters if time zone is unknown

TimeTracker AutoFormat Code for Auto-naming Log Files

For example, to set up *TimeTracker* to automatically create a separate log file for *each month* you would use the following format specifier:

TT_LOGFILE = c:\temp\TT-**%B**.csv
(TT will substitute the "%B" with the name of the current month)

The resulting log files created will be:

```
c:\temp\TT-April.csv        ;in April
c:\temp\TT-May.csv          ;in May
```

Multiple format specifiers may be combined in any order:

TT_LOGFILE = c:\temp\TT-**%B-%Y**.csv

The resulting log files created will be:
c:\temp\TT-April-2005.csv ;in April 2005
c:\temp\TT-May-2005.csv ;in May 2005

Auto-Rollover

TimeTracker automatically handles the situation when a user is in a file and the log file name changes by closing out the old log file and starting a new one. For example, if TT_LOGFILE = c:\temp\TT-**%B**.csv and the user enters a file at April 30 at 11:59PM.

When the time is May 1 at 12:00AM, the time up to May 1 at 12:00AM will be recorded in the April log file `c:\temp\TT-April.csv` and the time since will be recorded in `c:\temp\TT-May.csv`.

TimeTracker Evaluation Mode

When installed on a new machine, *TimeTracker* will run in evaluation (fully functional) mode for 30 days without a license file. After this time, a license file from Mill Creek Systems, Inc. will be required for *TimeTracker* to run.