TymeTrax Software

CheckItOut Quick Start Guide

Overview
TymeTrax CheckItOut is a Windows desktop application that organizes all of your personal financial information such as checking accounts, savings accounts, etc. You can enter as many accounts as you want, then print reports individually for each account or by combining them. CheckItOut can import data downloaded from your online bank accounts and also stores the website link to your online bank account, including login name and password.

This guide is a simple overview of CheckItOut's general workflow. The steps on the following pages will walk you through creating a new database and entering your first Bank Account information. You can start your account at any date by simply changing the Start Date when prompted for the first Register item.

PLEASE NOTE: Never use the Sample Database for YOUR data... if you install an update, the Sample database will be overwritten and your data will be lost. You can add or edit data in the sample database as you walk though the Tutorial, for example, but any CheckItOut updates will overwrite the Sample database.

More Resources
This guide is simply a Quick Start; please visit our website at http://www.TymeTrax.com, click on the **Support** button at the top of the page, then click on the **TymeTrax Product Support** button to find full user guides for all products. These guides are in .PDF format (Adobe Reader may be downloaded from our **Downloads** page). For CheckItOut you should download these guides:

- TymeTrax User Guide (TymeTraxUserGuide.pdf)
- TymeTrax CheckItOut User Guide (CheckItOutGuide.pdf)
- TymeTrax Report Designer Guide (ReportDesignerGuide.pdf)

Getting Started
The Sample Database is installed with the application and is located in this folder:

Windows 7: C:\Program Files (x86)\CRT\TymeTrax CheckItOut\SampleDatabase\SampleDB.mdb
Windows XP: C:\Program Files\CRT\TymeTrax CheckItOut\SampleDatabase\SampleDB.mdb

You can open and "play" with the sample data to learn about CheckItOut's workflow and general navigation.

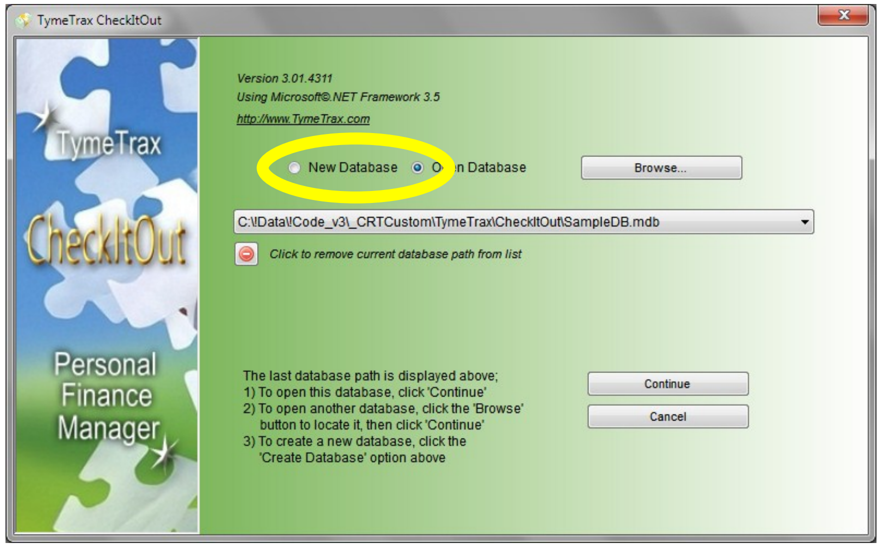
When you're ready to start entering your own information, choose **File, Open/Create Database** to return to the Log-in dialog, then follow the steps starting on the next page to create a new production database.

Getting Started

1. Create A New Database
On the Login dialog, click the **New Database** option, then click the **Browse** button to save it in a writable folder on your computer, such as on your Desktop or in your My Documents folder.

The new database will be created and the path added to the drop-down list so you can simply choose it and click **Continue** to open it.

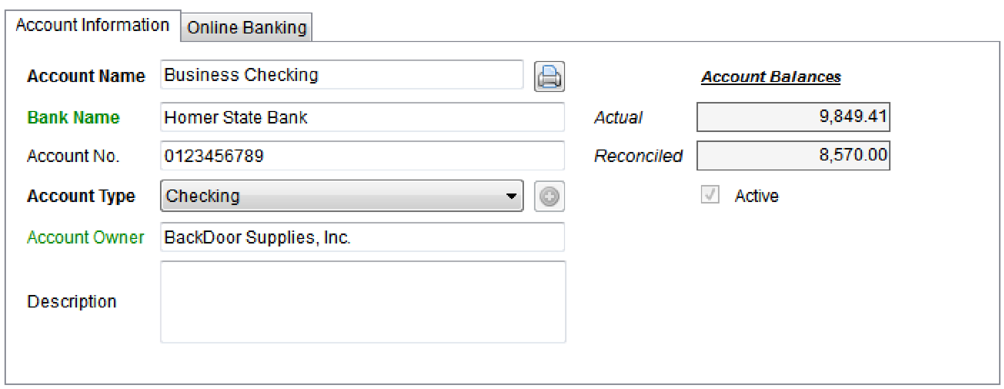
All new and opened database paths are stored in the drop-down list, so you can quickly switch between databases if you use more than one.



2. Adding Bank Accounts
Click **New** on the Accounts toolbar to start a new Account record. Enter a meaningful name for the Account and then the other information as displayed on the form. The fields in bold text (Account Name, Bank Name and Account Type) are required, and you will not be allowed to save the record until you have entered a value in each.

When all data is entered, click **Save** on the form toolbar.

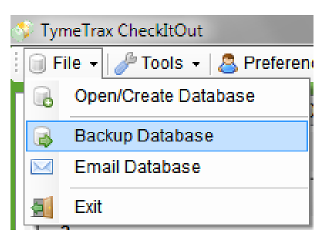
Each time the Account record is saved, or whenever a new Registry item is added or changed, the Account Balances will automatically be updated.



3. Attachments
Any type of file can be attached to any record by clicking the Attachments button on the form or can be attached directly from the File Attachments tab.

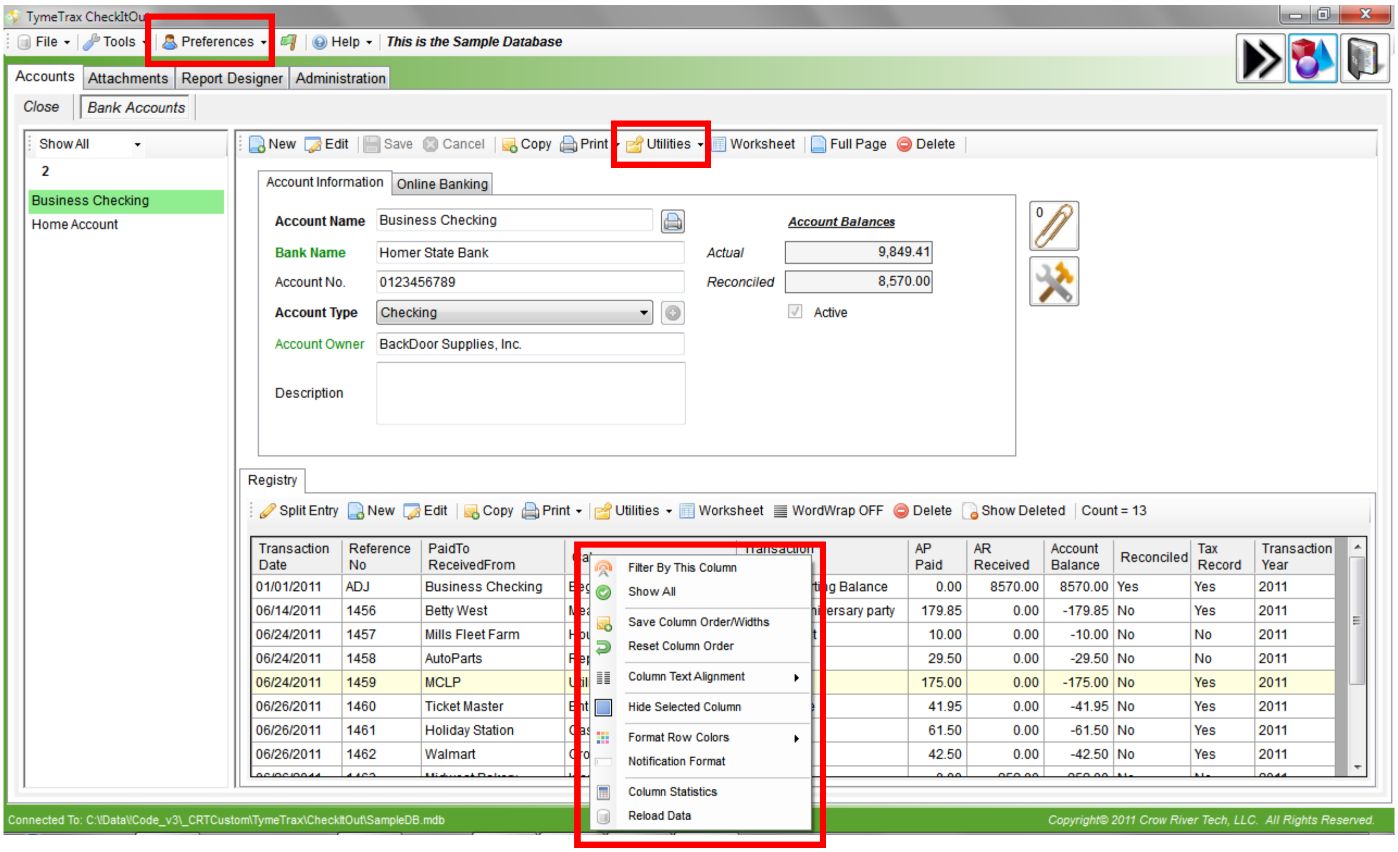
4. Reports & Printing
The reports listed on the Print menu are designed on the Report Designer tab. Please download the Report Designer guide for complete details on creating reports and charts.

5. Backing Up Your Database
All CheckItOut databases are standard Microsoft Access databases, so you can simply copy your database to a flash drive or another storage device as a bakcup. Use the **File, Backup Database** to copy it and zip it (you'll be prompted to zip it), or if you want to store a copy of your data 'off-site', you can use the **Email Database** utility, which will zip your database and then attach it in an Outlook Email message. Enter the email address in the email note, such as an online storage service (http://www.box.net/, for example, which lets you email files to it), and you'll have a secure copy of your data in case of a computer crash or another disaster that disables your computer.



6. Formatting the Page

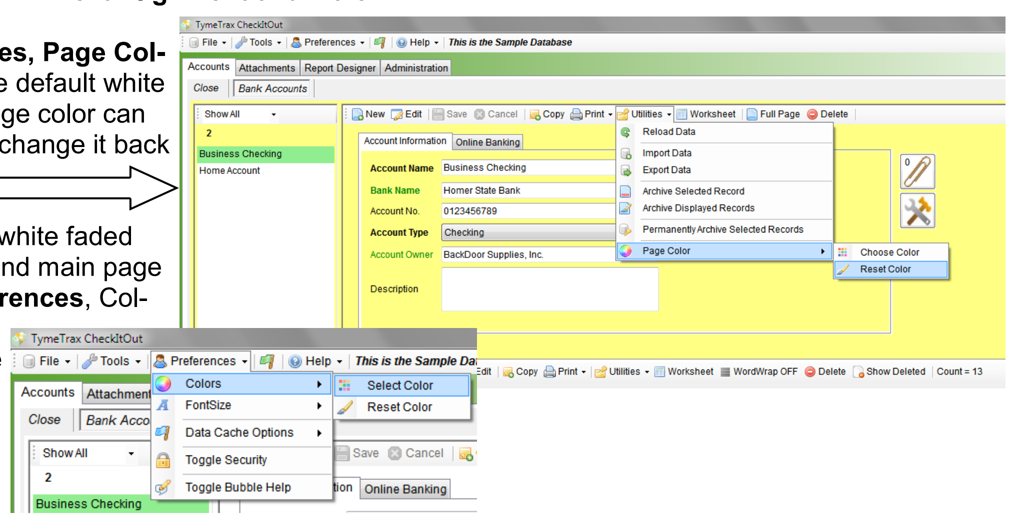
There are a number of formatting changes you can make to change how the page appears on each tab. On the DataGrid after you've entered at least one Register entry, re-size the columns to fit the data, then right-click and choose **Save Column Order/Widths** to save them. The next time you open CheckItOut, the DataGrid columns will be the same.



Also note the other DataGrid formatting options on the right-click menu. Use the **Format Row Colors** to change the highlight and background colors of the DataGrid, and also set alternating row colors if you like. You can **Hide** (a) **Selected Column,** change **Column Text Alignment** and more.

On the form Tool, choose **Utilities, Page Color, Choose Color** to change the default white background for a page (each page color can be different), or **Reset Color** to change it back to white.

To change the default green-to-white faded background of the login dialog and main page (behind the tabs), choose **Preferences**, Colors, Select Color from the Main menu. This change is made the next time TymeTrax is opened.



Please see the TymeTrax User Guide.pdf document for detailed information.

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Version 3.01

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on our support site at
[*www.TymeTrax.com*](http://www.TymeTrax.com)

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