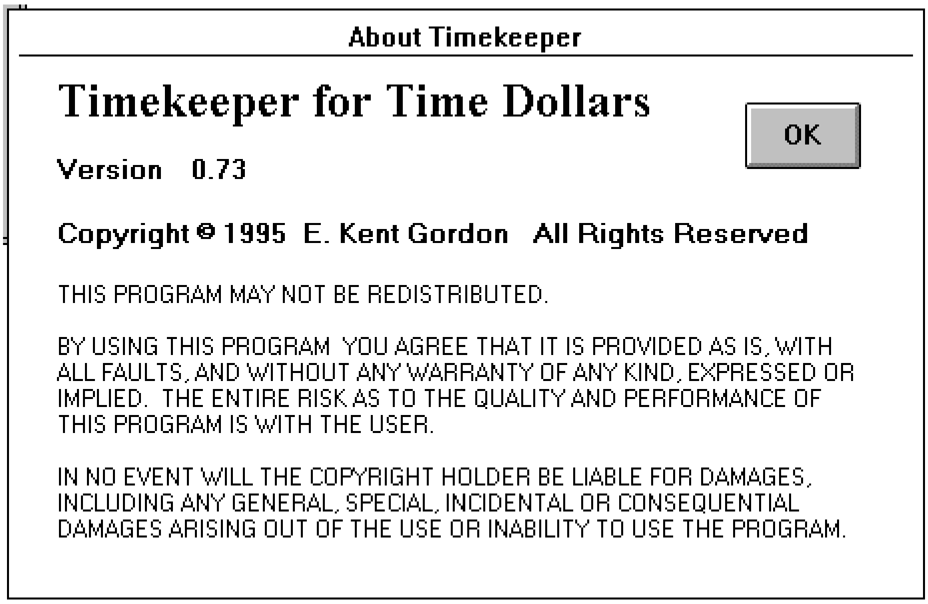
TIMEKEEPER
FOR
TIME BANKS



A COMPLETE STEP BY STEP GUIDE TO INSTALL, CUSTOMISE AND USE THE TIMEKEEPER PROGRAM

IN THE EVENT OF ANY ERRORS BEING FOUND PLEASE RING 0207 089 2849 OR EMAIL INFO@TIMEBANKS.CO.UK.

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AMENDMENTS AND ADDITIONS 2001 BY PATSY WATSON AND PHILLIPA BOWLER (BENWELL HOURBANK), COLIN MCGOWAN (GORBALS TIME BANK) AND KAREN SMITH (NEF/TIME BANKS UK).

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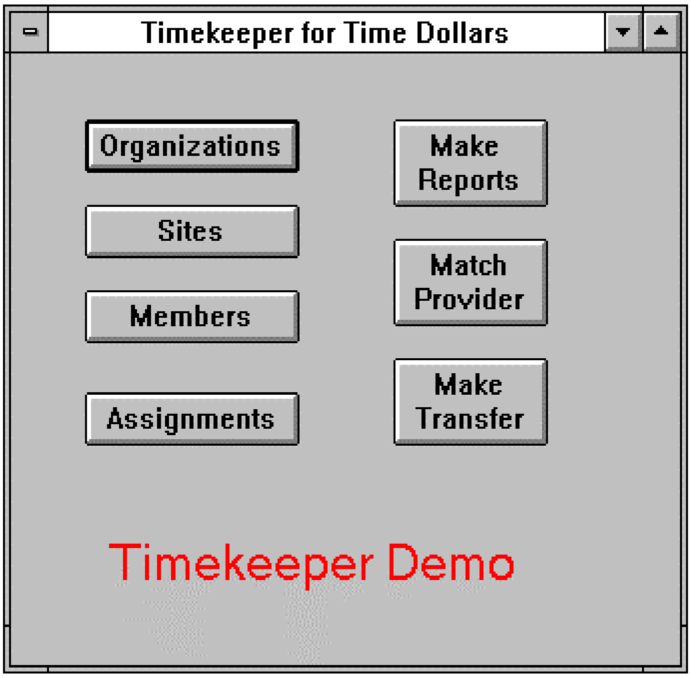
Revised September 2001

Contents

<u>Timekeeper for Time Banks</u>
<u>Timekeeper Demo</u>

Before you get going in Timekeeper, read through the following pages and complete the exercises in the **Timekeeper Demo** program, so that you get an idea of the capabilities of the main program.

Enter **Timekeeper Demo** from the start menu.



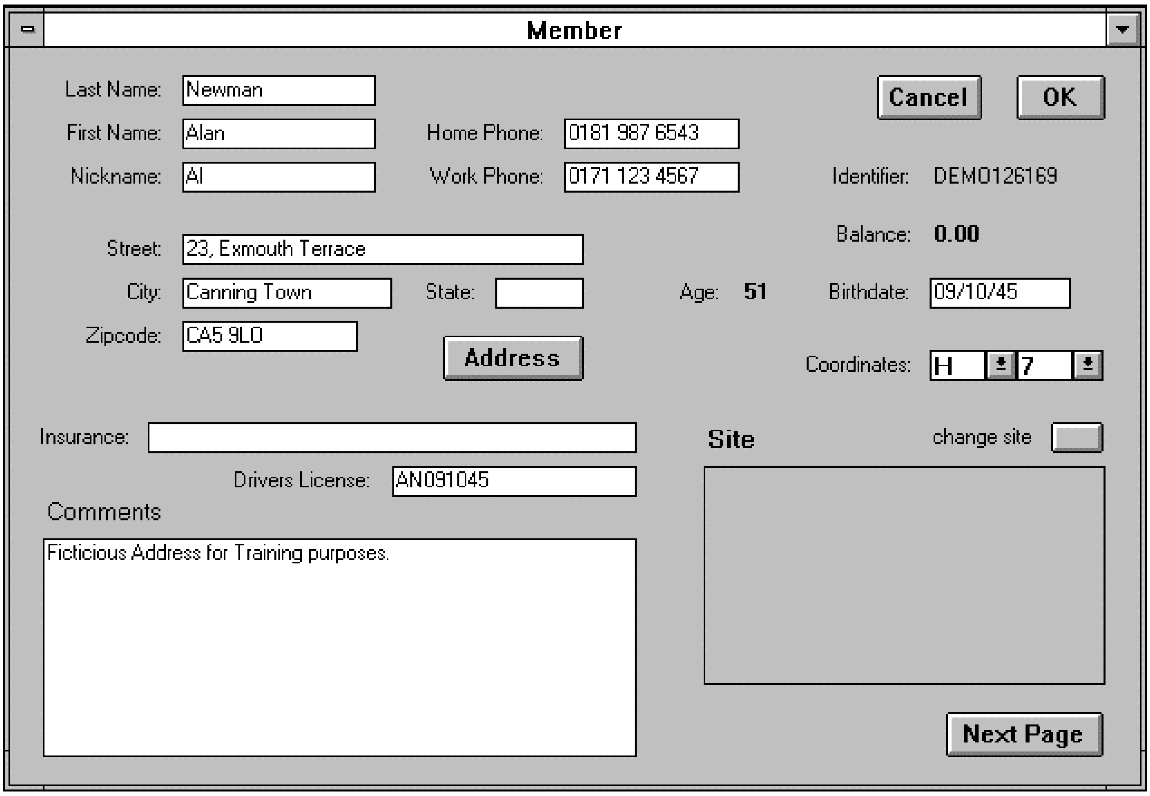
You are now at the **Home Page**. (Fig 1). (Database with the seven fields required to run your program). **Organisations, Sites, Members, Assignments, Make Reports, Match Provider** and **Make Transfer.**

DATA INPUT

New Organisations, Sites and Members

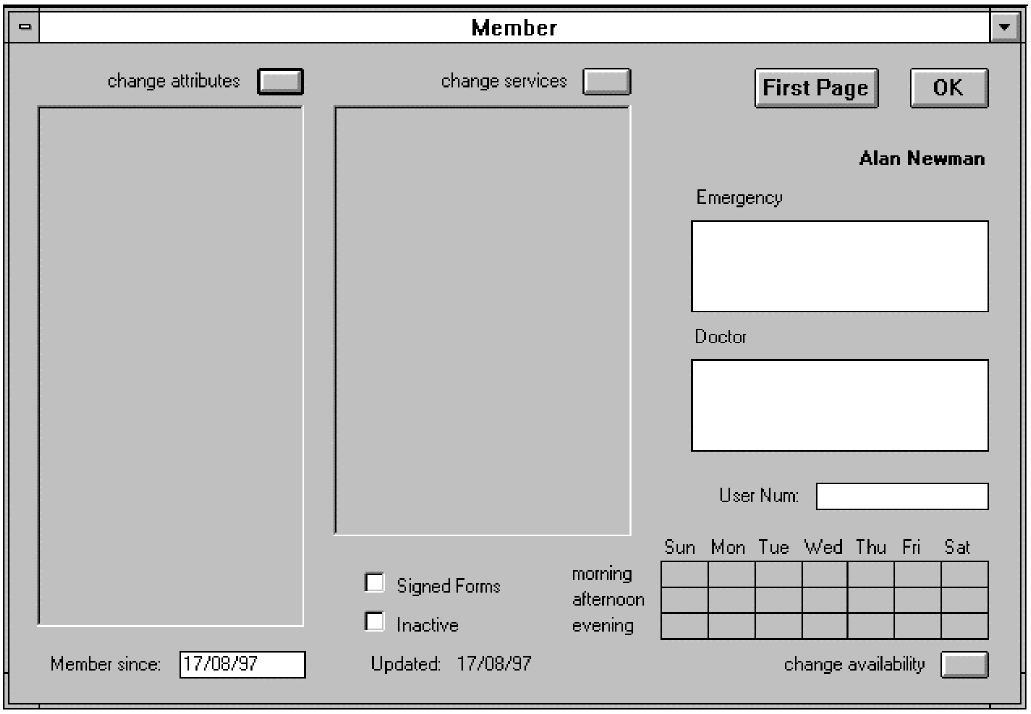
New Member:

The first thing to do with Timekeeper is to enter new members. Press Members in the start menu.



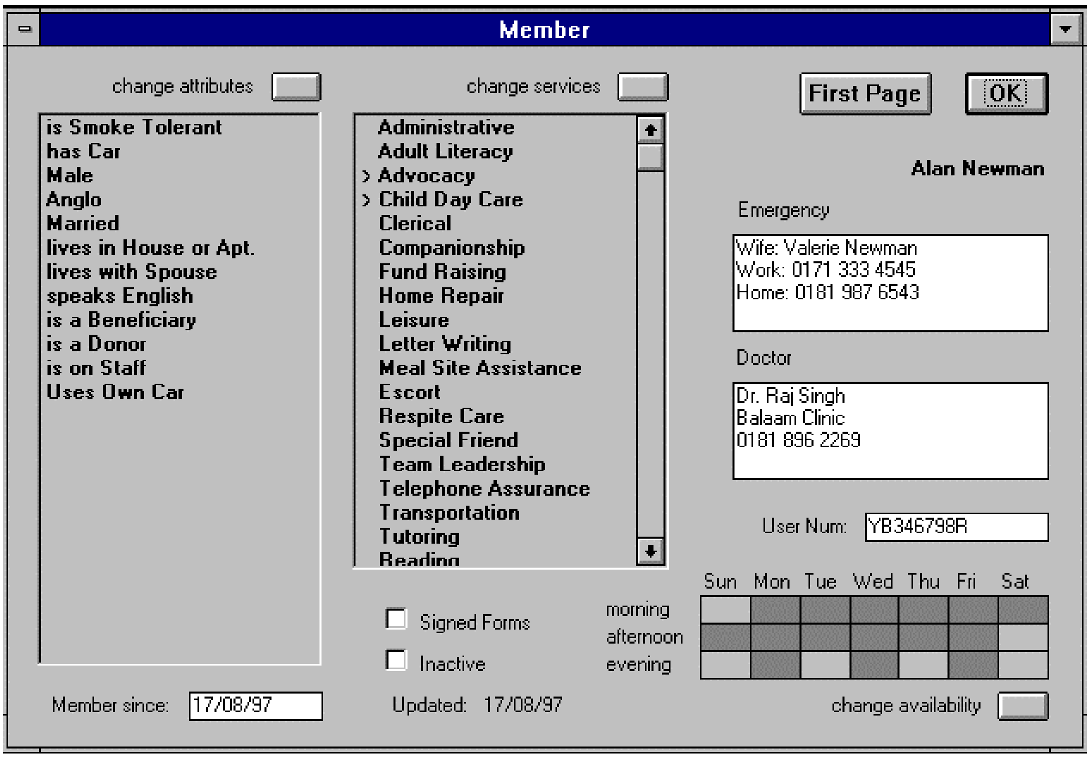
NB <u>Do not enter the **Address** field in the **Demo Mode** as this tends to shut the program down</u>.

Fill in the relevant personal details until the first page is complete (bar the address).
Select **Next Page.**



Select and complete **change attributes**, **change services** and **change availability**. This is described in **Exercises 13,14** and **15** (pgs 24-26). You can change the attributes and services in Timekeeper Utility – see How to use Timekeeper Utility at the end for more details

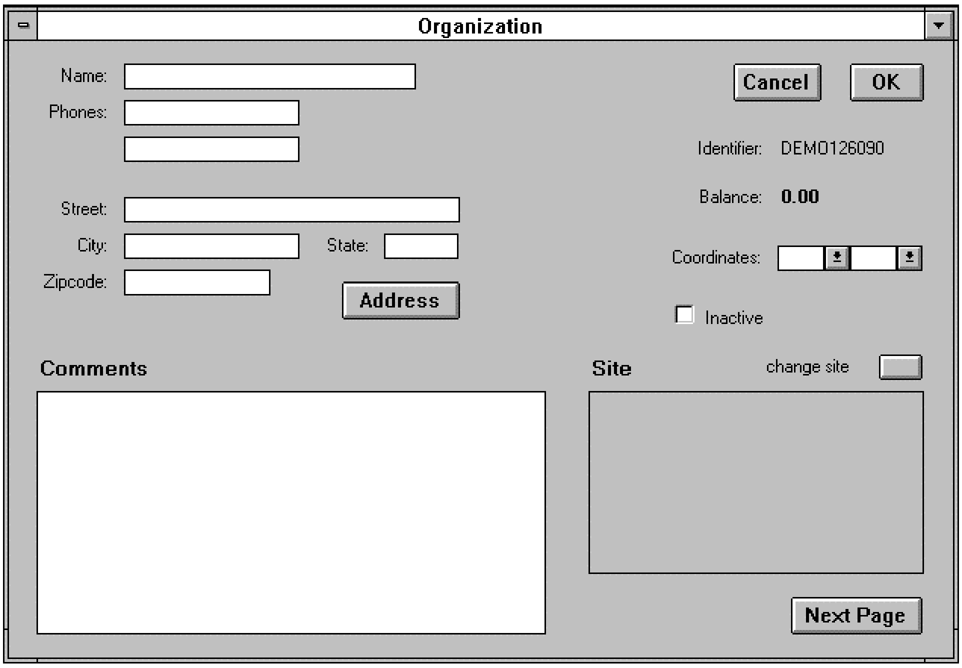
- **User Number** = National Insurance Number.



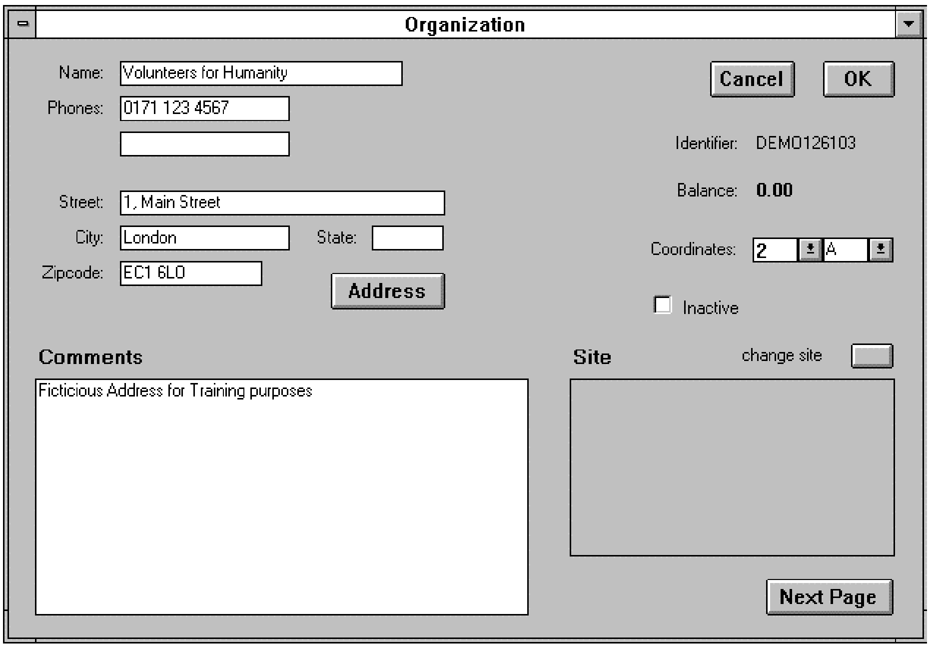
Continue selecting **OK** until you have returned to the **Home** page.

<u>New Organisation:</u>

Select **Organisation**
Select **New**



Fill out the above page with your own details.



Select **OK.** This returns you to the **Find Organisation** page.
Select **Home.**

Select **Organisations.**
Your Organisation is now displayed at the bottom of the list of Organisations.

Select **your** Organisation, then press **Show.**
This will take you to the page you have just filled out.

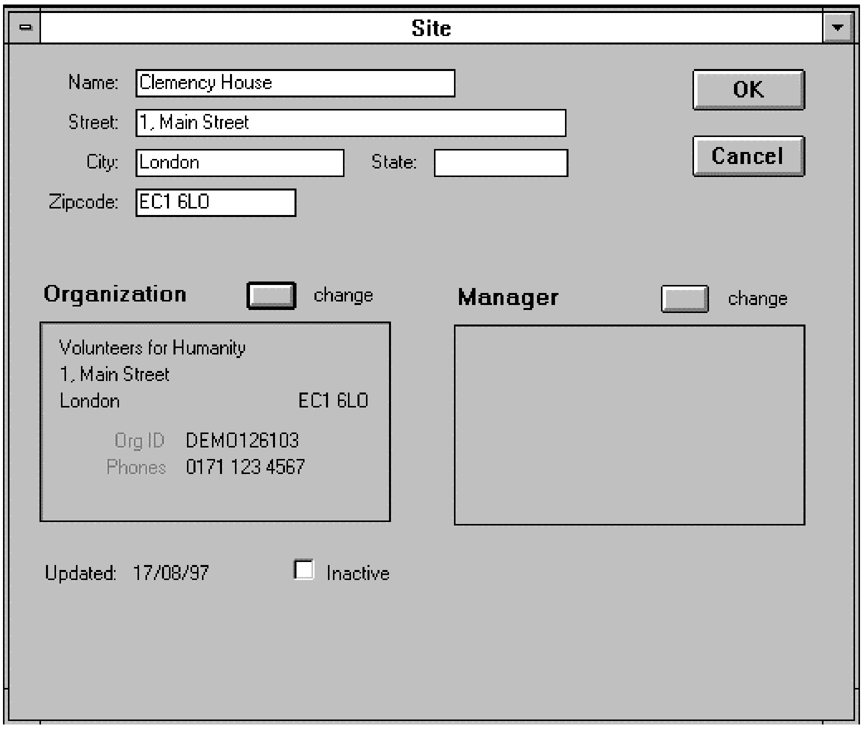
Select **change site.**
This has taken you to the **Find Site** window.

Select **New**
You now have access to the **Site** page. Fill out the Address

Select 

Highlight your Organisation by clicking on to it, then click **OK.**

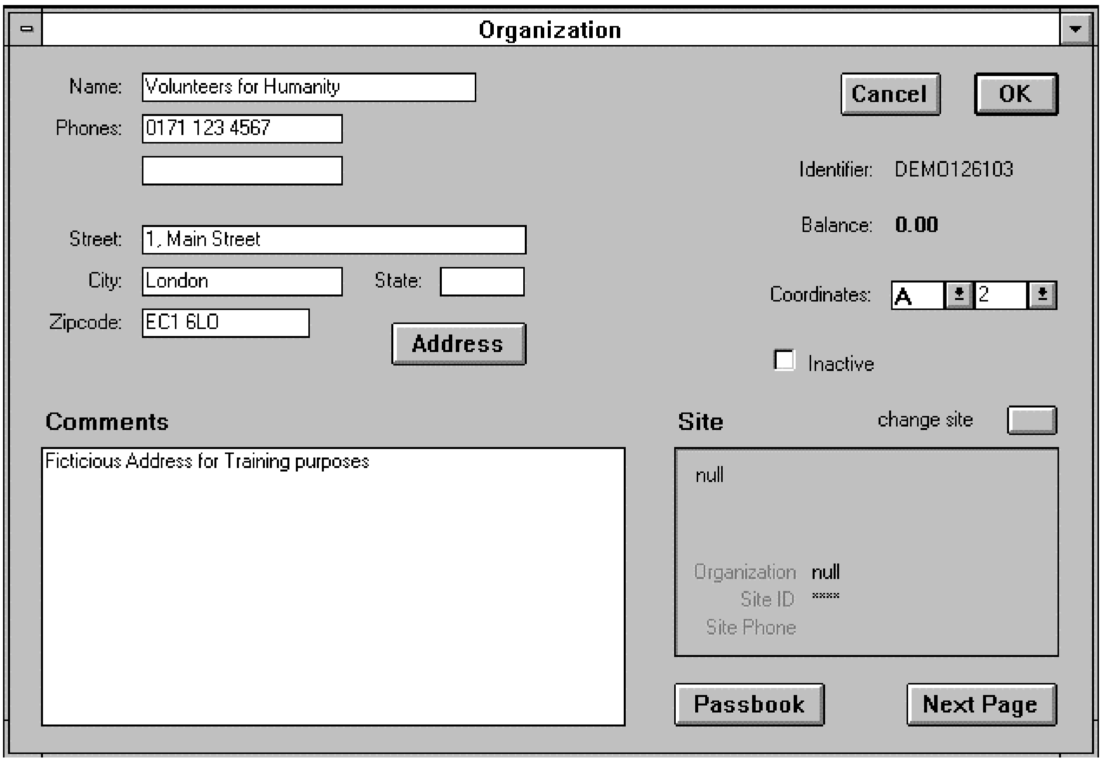
This will return you to your **Site** page with the **Organisation** field completed.



Select **OK.**
Close all windows until you reach the **Home** page.

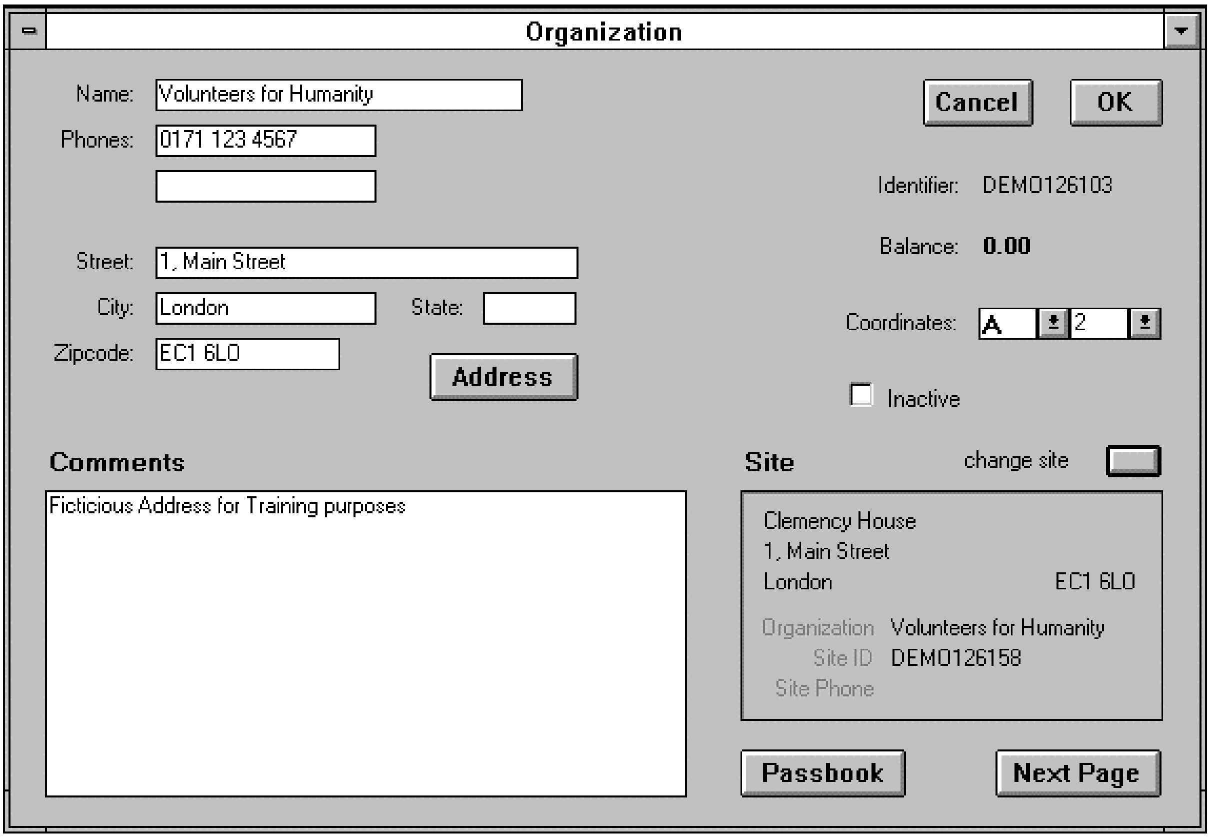
Select **Sites.**
Your new Site now appears at the bottom of the **Sites** page.

Select **Home**. Then select **Organisations.**
Select your Organisation, then click **Show**.



Select **Change Site**. Highlight your **Site** then click **OK**.

Your **Site** now appears on your **Organisation** page.

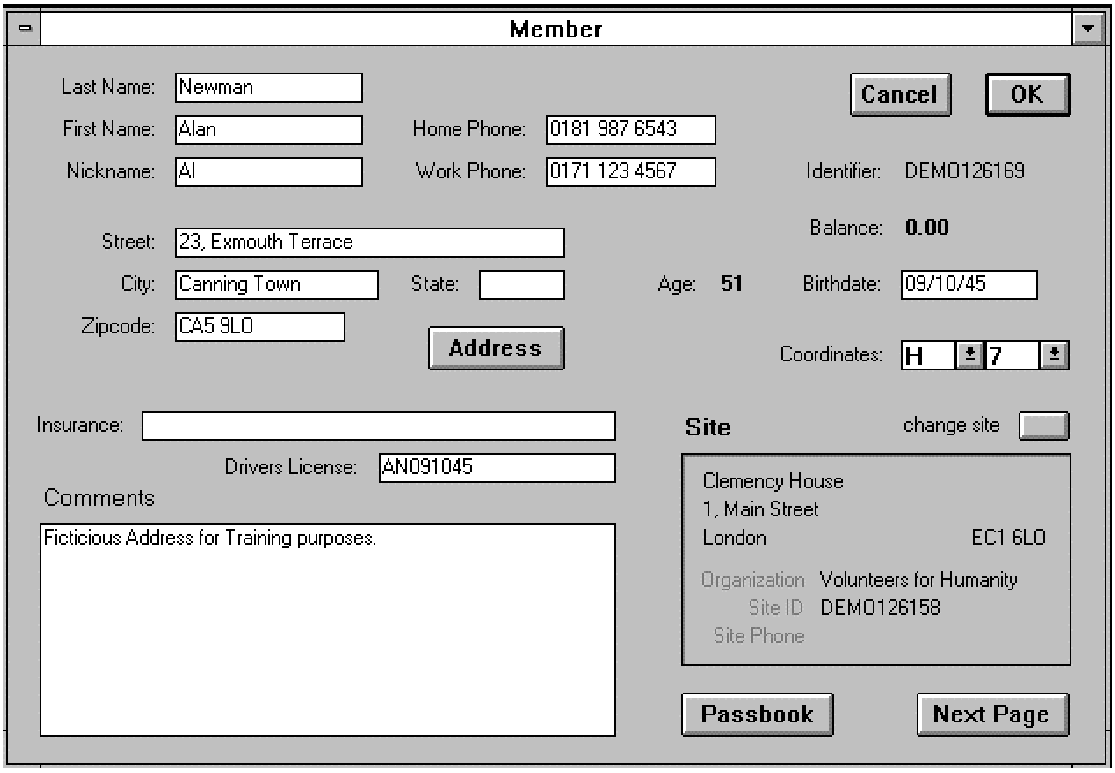


Select **your** site by double clicking on the **Site** field. (The area where the Site Address is written). to take you back to your almost completed **Site** page.

Select 

This will take you to the **Find Member** page.

Select **New.** This will take you to the **Member** page.
Highlight your Site and Click **OK.**



Fill out all relevant details to your Manager as you did for a member

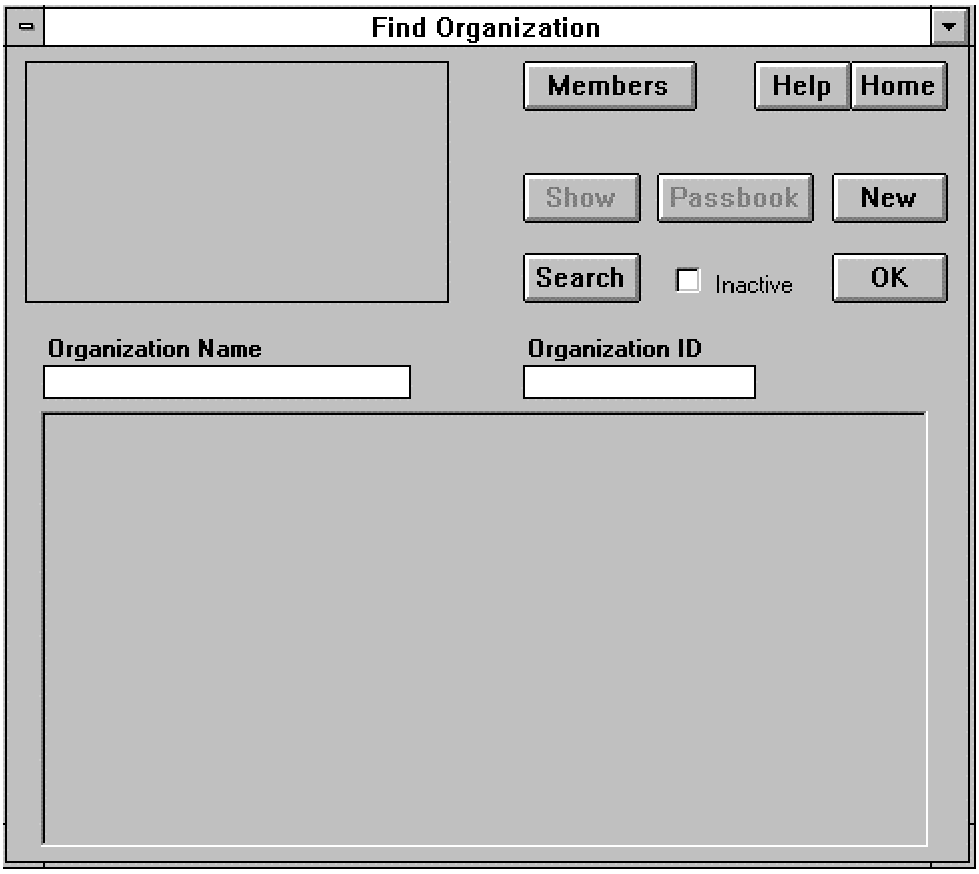
Once your Members, Sites and Organisations have been entered in the above-described way, it is just a matter of selecting them in their relevant lists (as you did for organisations, and do in exercises 1-4).

If at any time you require extra descriptions, enter the **Timekeeper Utilities** program and amend or add to as necessary.

If you are a little unclear about all the entries you can make the exercises will give you a better idea.

Organisations in Timekeeper

Click **Organisations.**
This takes you to **Find Organisation**.



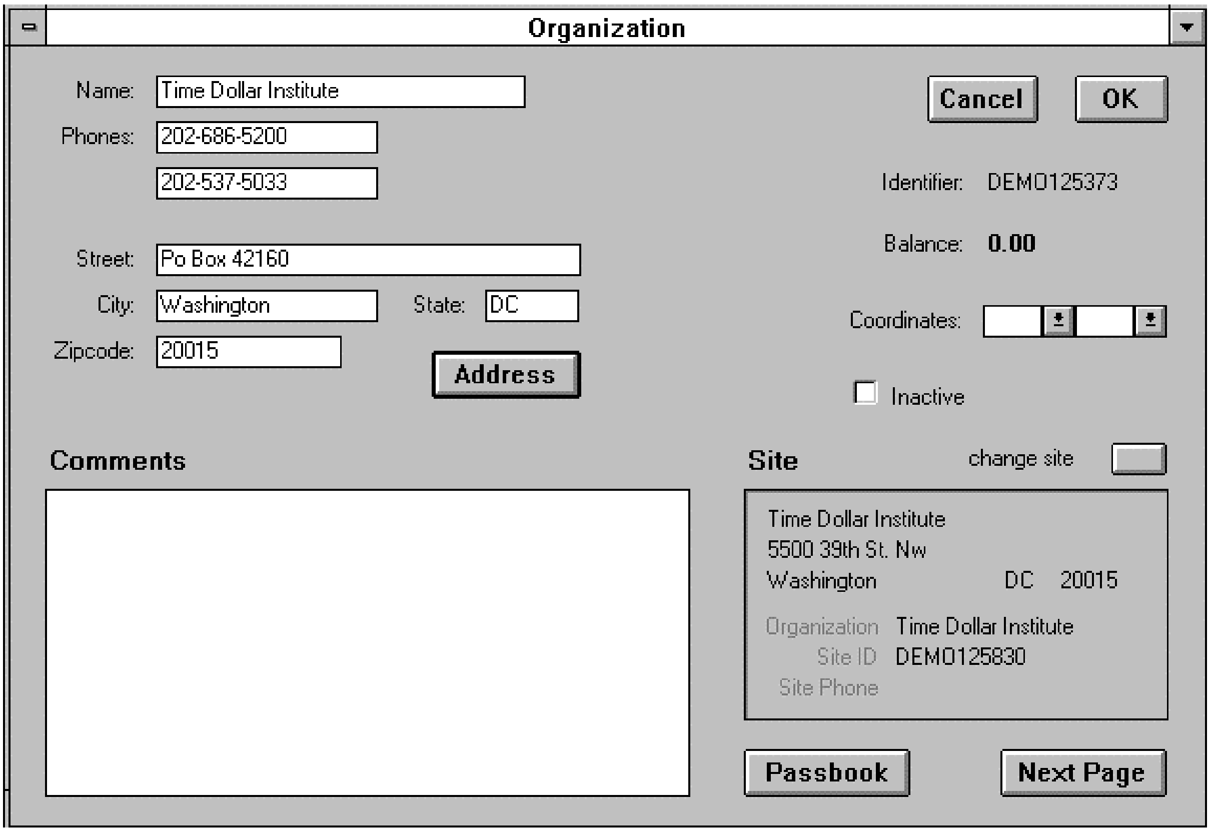
Exercise 1 In **Find Organisation** type the letter **'b'** in **Organisation Name**, then click **Search**. This will give you all the Organisations beginning with the initial **'b'**. Click **OK.** Select **Organisations** again.

Exercise 2 In the event of the full name of an Organisation not being known or remembered, type* and enter the part of the address that is known. Type ***city** and press **Search**. This will give you the Organisation **'Bread for the City'**. Click **OK.** Select **Organisations** again.

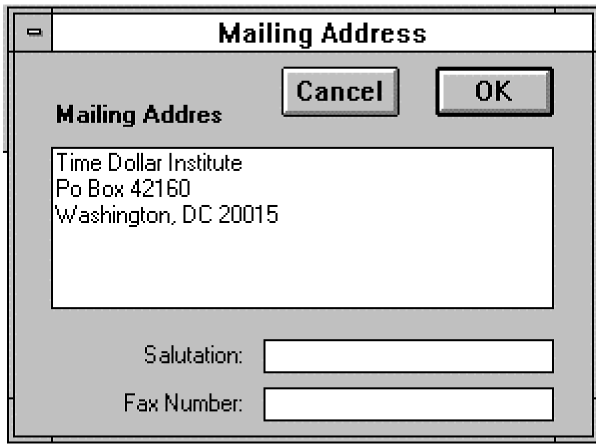
- The * is a 'wild card' and can be used in any of the boxes when only part of the title is known.

Exercise 3 An Organisation can also be selected by just clicking the name in the lower box. Select any Organisation. Click **OK.**
Click **Organisations** again.

Exercise 4 Click **Time Dollar Institute** in the lower box. By double clicking this box or clicking **Show** you will enter the **Organisation** file.



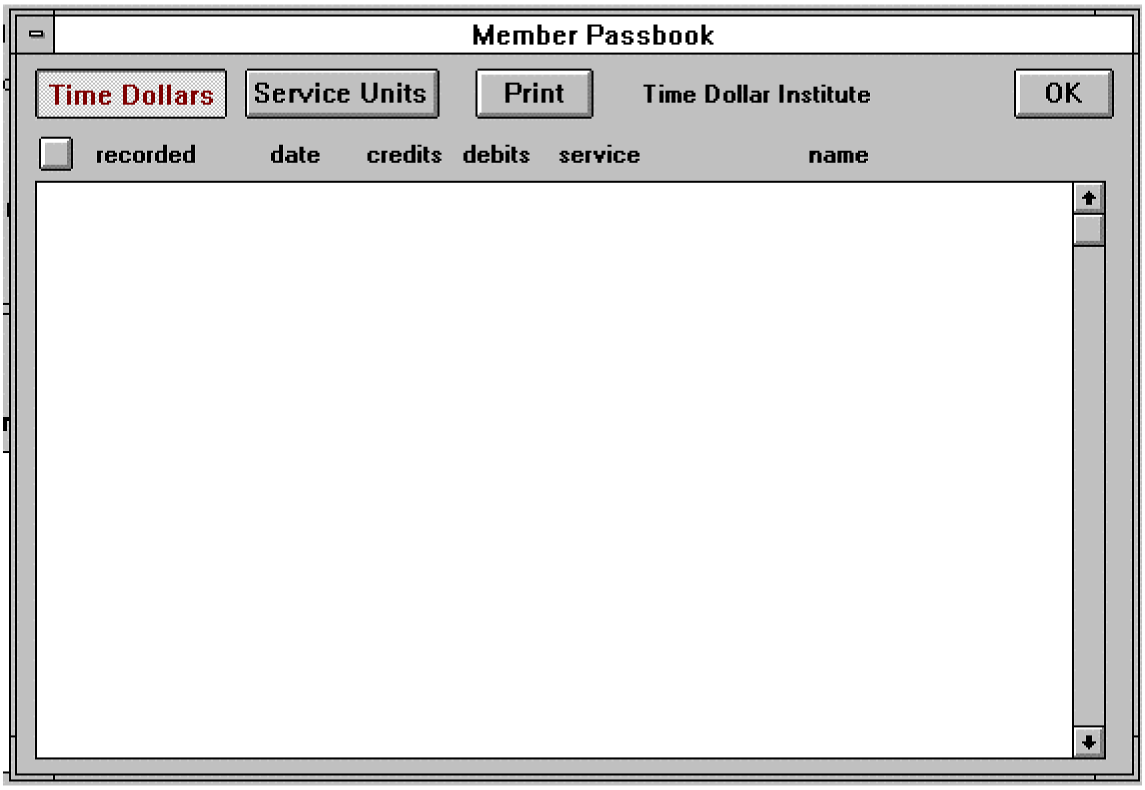
Select **Address**.



This is the Address used for letterheads and labels. Click **OK.**

<u>Exercise 5</u> Click **Passbook.**

NB: In the UK version of the software, the Time Dollars button is labelled Fair Shares

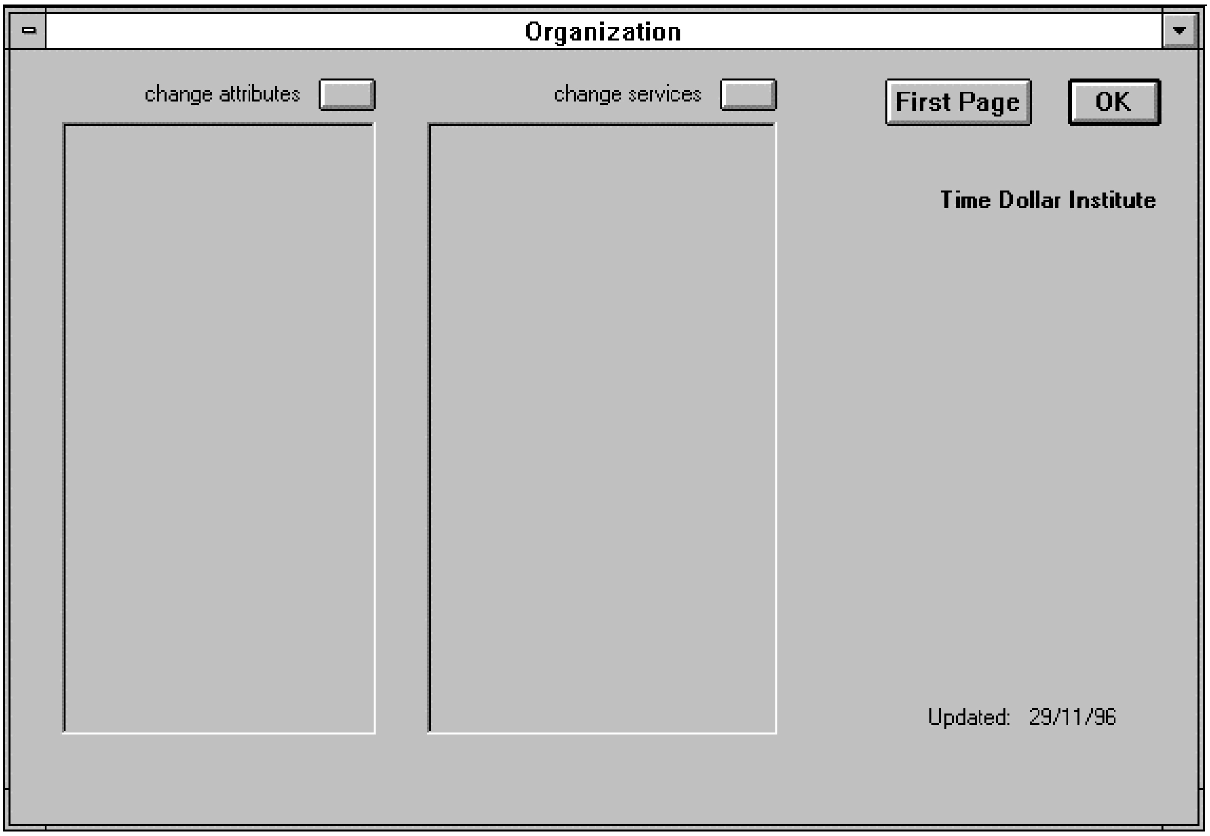


This is the area where Time Credits or Service credits are recorded in the event of exchanging services with other Organisations.

This area will be covered later in the exercises with **Members.**

Click **OK.**

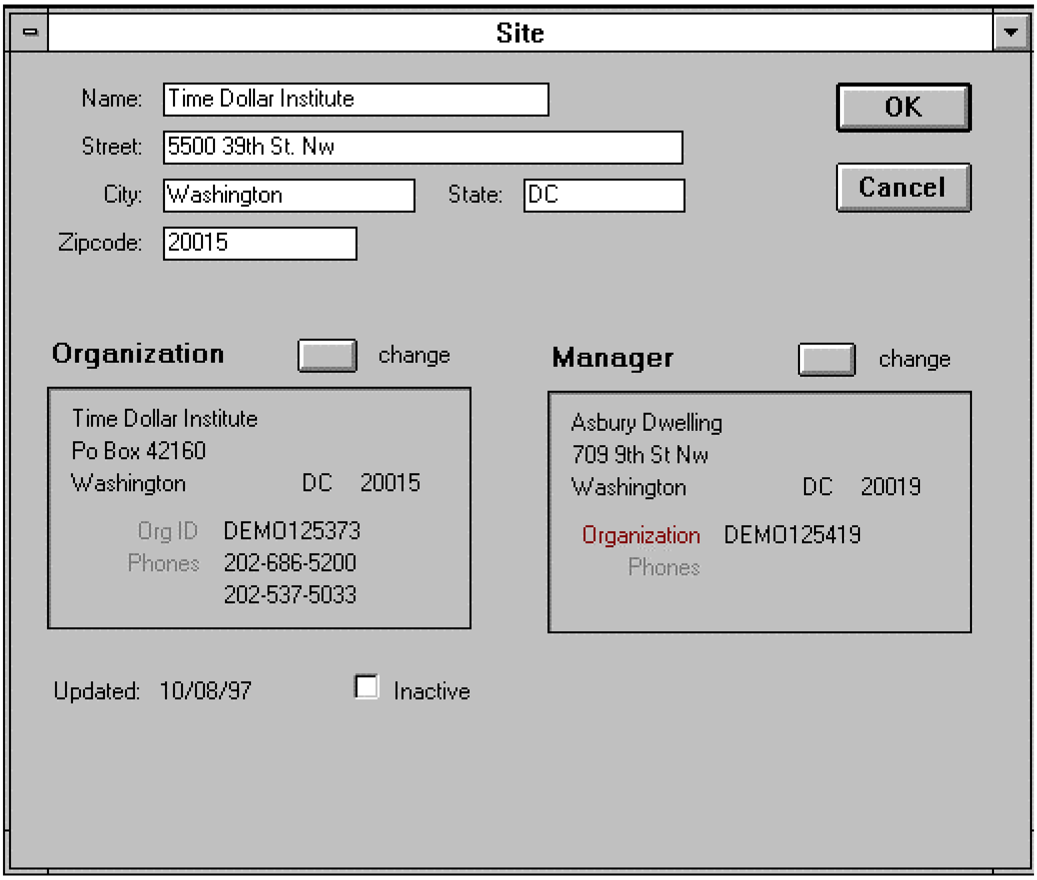
Exercise 6 Select **Next Page.**



This file shows changes to attributes and services. However, these titles are not relevant to this section and cannot be used. These will be covered later whilst explaining the **Members** field.
Click **First Page.**

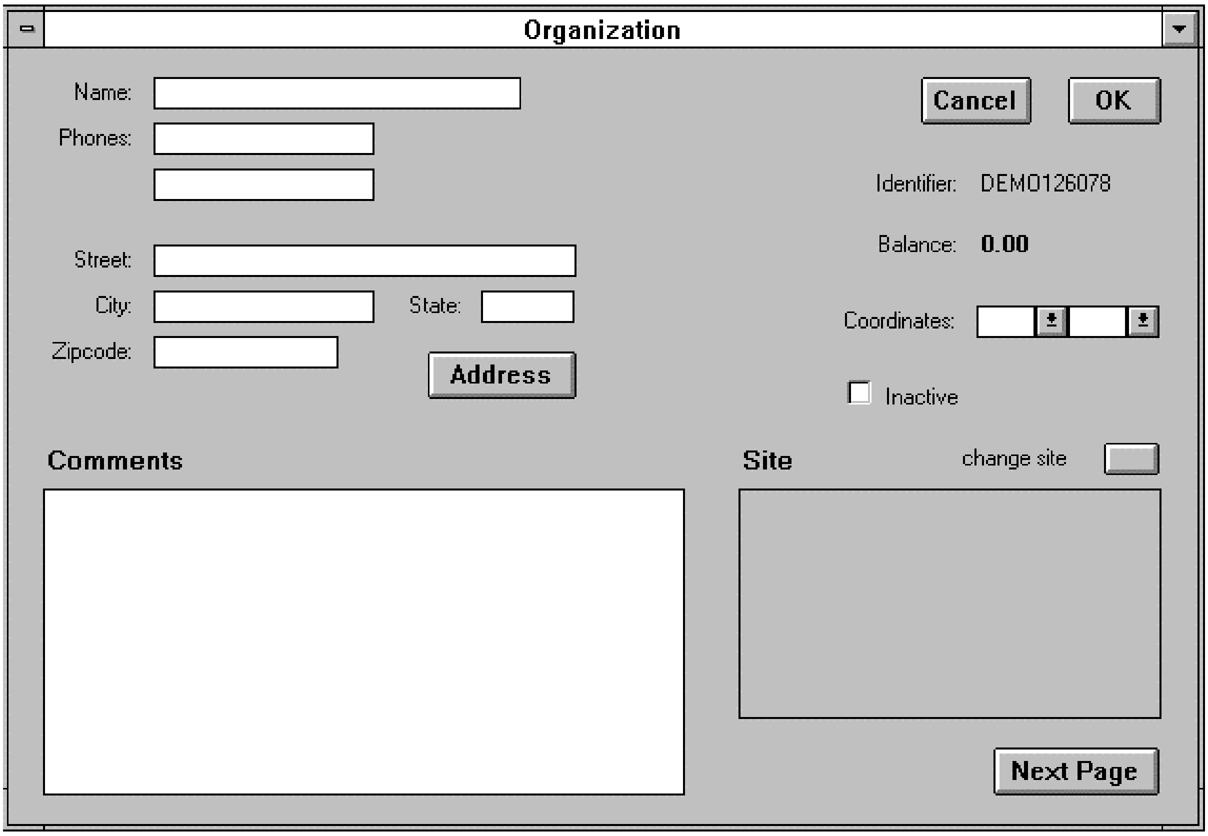
Exercise 7 The bottom right hand corner shows the **Site Address.** This is frequently left blank, as it is the same as the **Organisation** Address. Double click on the **Site** box.

You can now view the **Site Address**, (if different from the **Organisation Address**), the **Organisation Address** and the **Managers Address**.



- The above Addresses can be amended from this file. (More Later).
  Click **OK.**
  Click **OK** again bringing you back to the **Find Organisation** page.

Exercise 8 Click **New.**



This takes you to the file for entering New Organisation details, ready for you to use when you want to enter a new organisational member. Click **Cancel** to return you to the **Find Organisation** file.

Other points to note on this page are:

- The **Identifier**: The unique number given automatically to the **Organisation** when entering it into the program for the first time.

- The **Balance**: The number of **Time Credits** or **Service** Units in credit or debit at this current time.

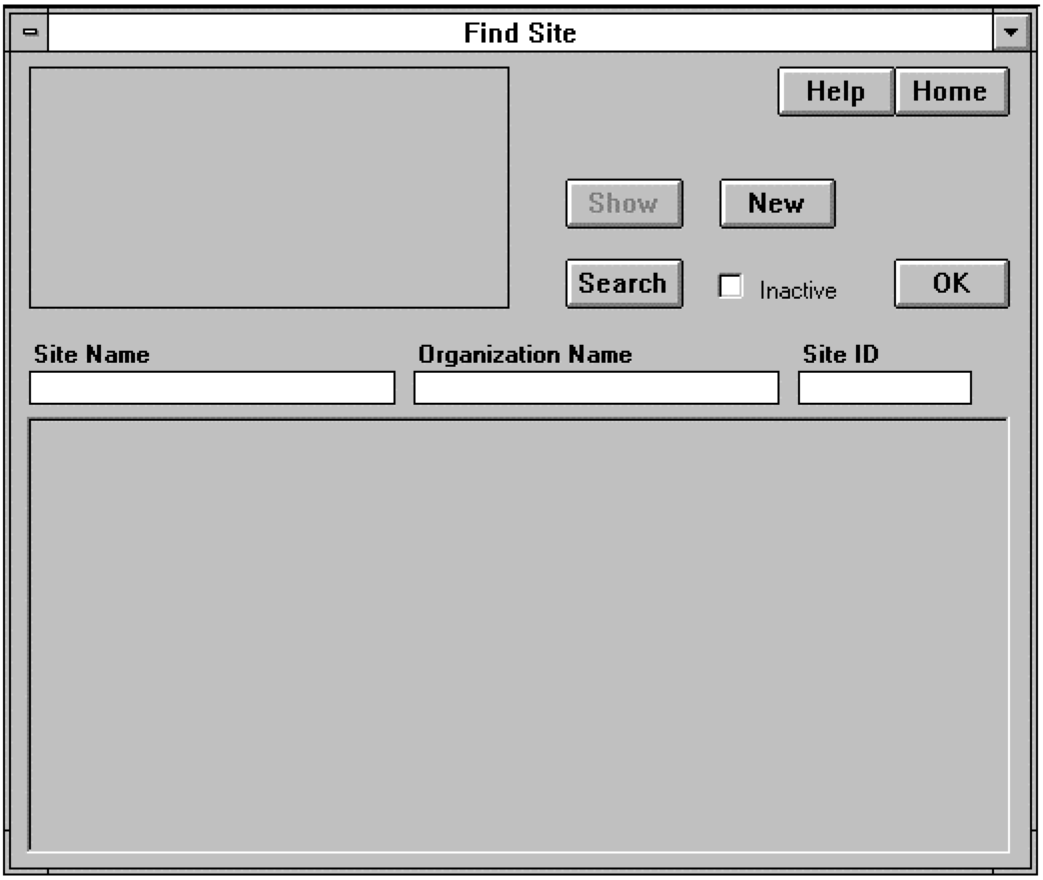
- The **Co-ordinates**: Can be used if your **Organisations/Sites/ Members** are marked out on a local map.
  The program will pick members nearest to the selected task, if required.

- The **inactive** box: Used when the **Organisation/Site/ Member** is temporarily unable to accept any tasks. (e.g. School Holidays).

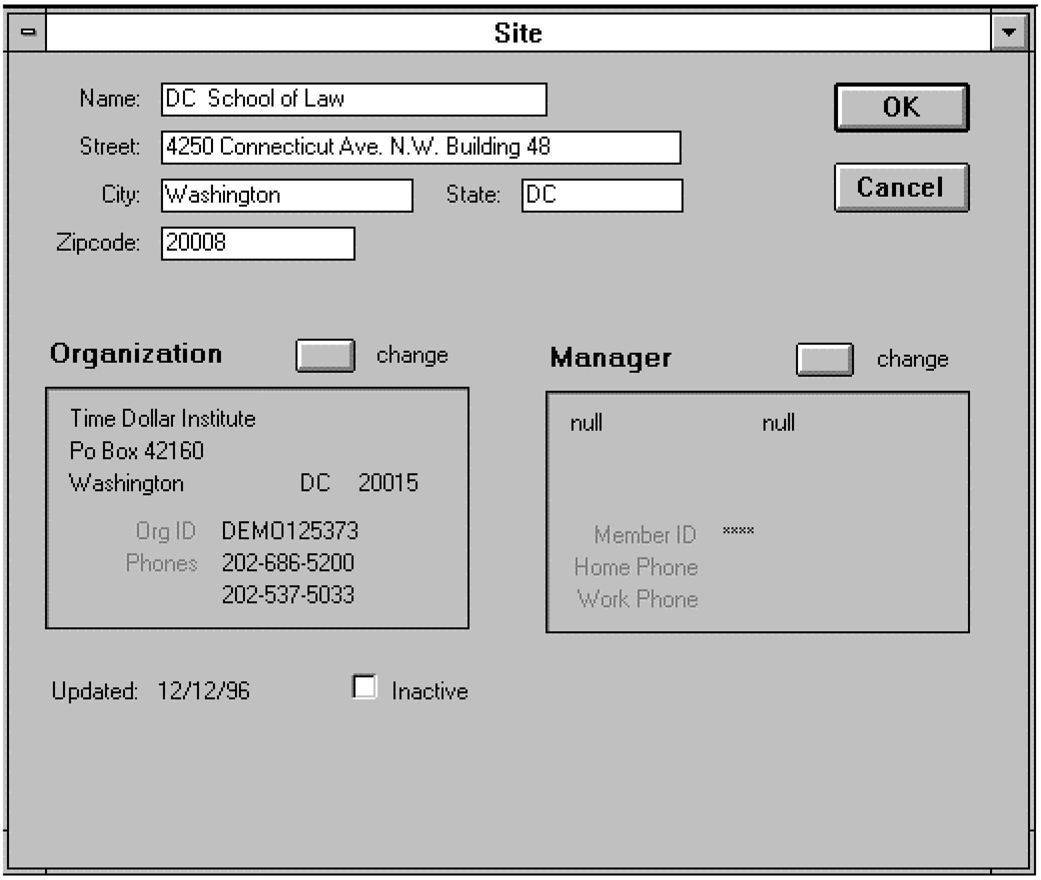
Click **OK** to return you to the **Home Page**.

Sites

Click **Sites.**
This takes you to Find a Site.



<u>Exercise 9</u> Click **DC School for Law**
Click **Show**. This takes you to the **Site** file.



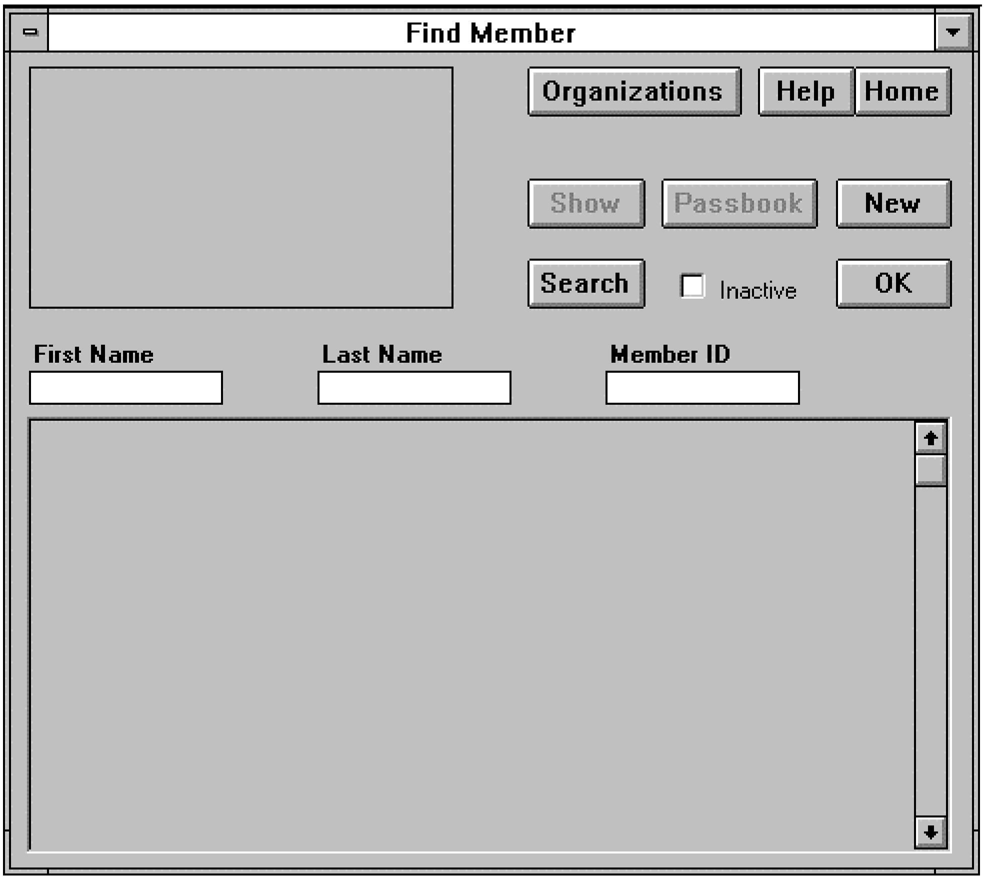
- Note that on this occasion the **Site** and **Organisation** have different titles.

- Also note that **Sites** and **Organisations** even if they are the same address, have different **Identifier Numbers**. This is because it is possible to have more that one site for a particular **Organisation** and vice versa.

All other aspects of this file are covered by Exercises 1-8 in the **Organisation** file. Click **OK** then click **Home**.

Members

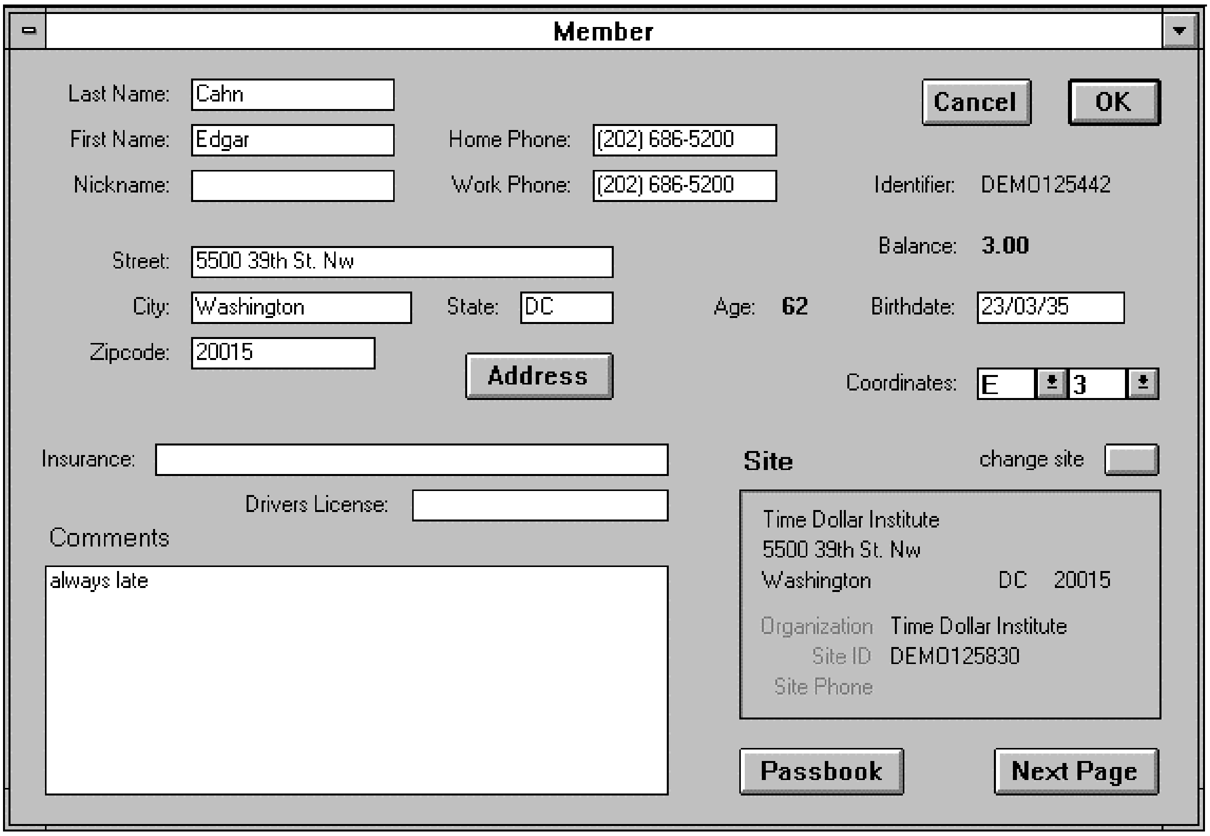
Click **Members.**
This will take you to **Find a Member** file.



As with Organisations and Sites, you can find a member by:

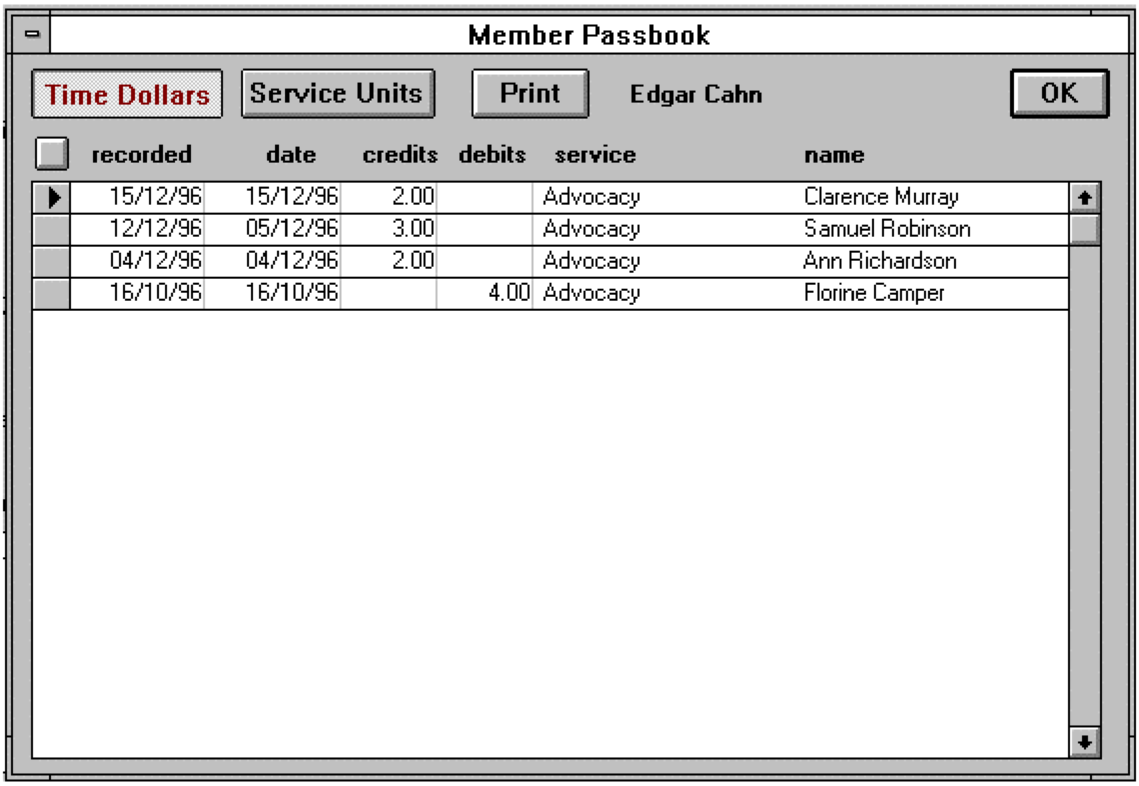
- Typing a letter in the name and selecting **Search**
- Typing a word in the name and using * the 'wild card', if only a portion of the name is known, selecting **Search**
- Clicking onto a name and selecting **Show**
- Double clicking a specific name in the list

<u>Exercise 10</u> Type the letter **C** in the **Last Name** box. Click **Search**. This will list all the members beginning with the letter C. Click **Cahn Edgar**, click **Show.** This takes you to the **Member** page.



Most of this page has been covered under Organisations in Exercises 4, 7 and 8

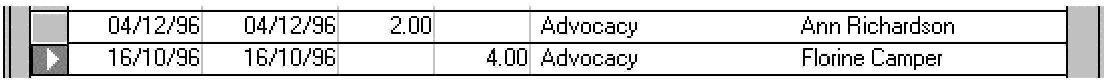
<u>Exercise 11</u> Click **Pass Book**.



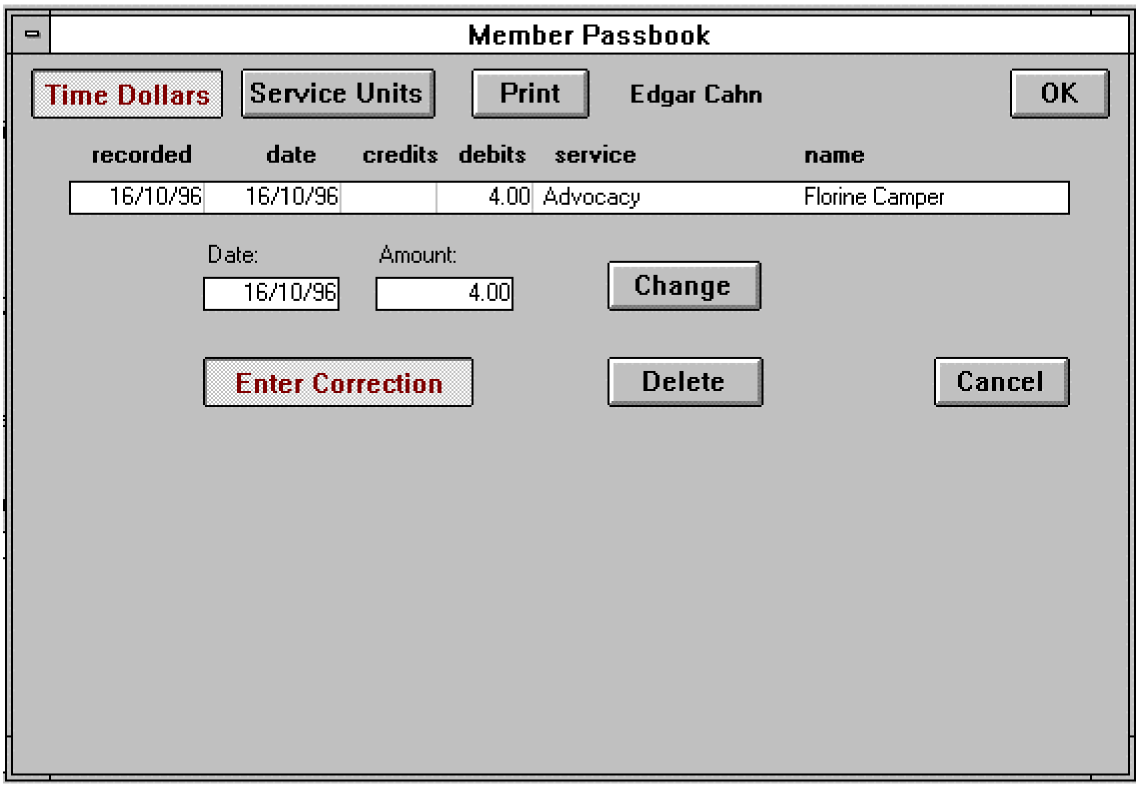
When **Time Dollars** are selected (called Fair Shares in the UK version of Timekeeper), any transaction will record Time Credits or Debits.

In the event of an error or change of credits this is amended here.

Select the left side column besides **Florine Camper.**



Click the **recorded** button at the top of the column.



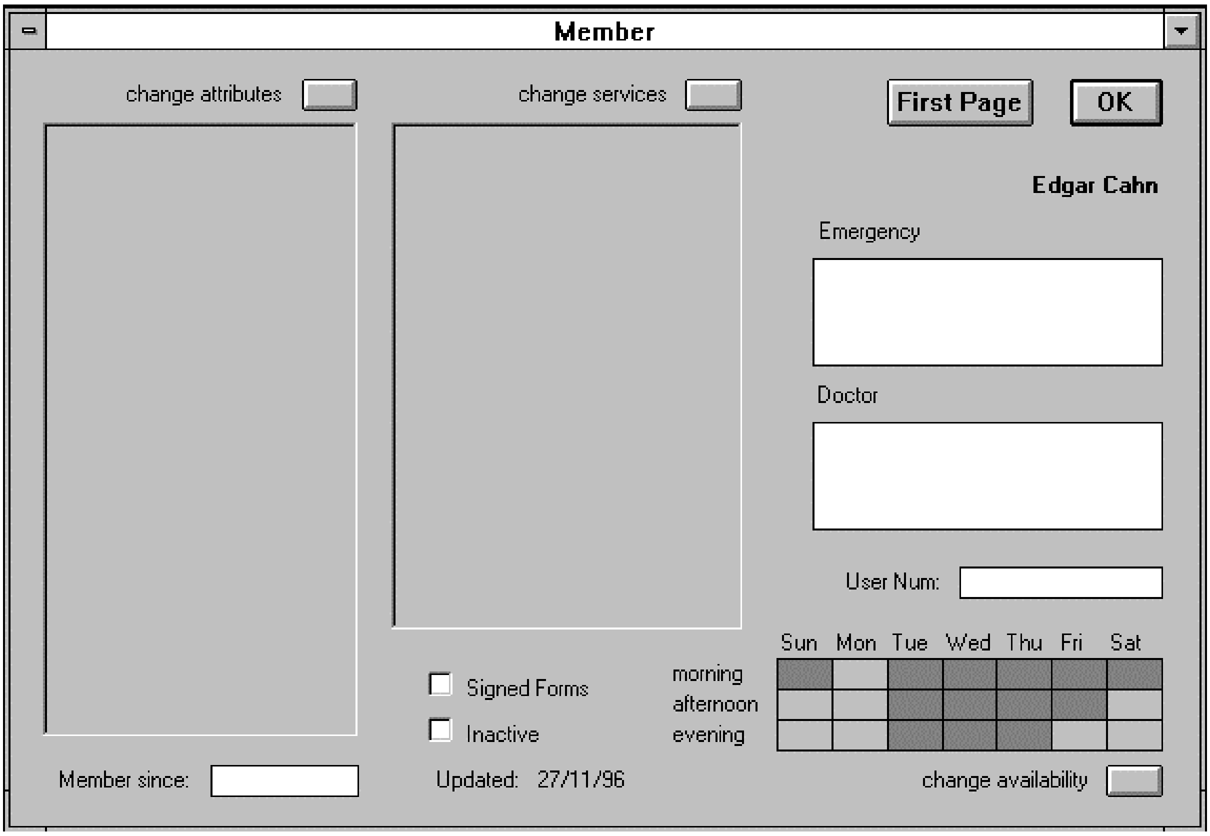
NB: In the UK version of the software, the Time Dollars button is labelled Fair Shares

<u>Exercise 12</u> Place the cursor to the right of the figure **4.00** in the **amount** box. Thus: **4|.00**. Use the backspace to delete the figure **4**, enter the number **2** then select **Change.**
The **Member Passbook** shows the change to **2.00** debits.
Click **OK.**

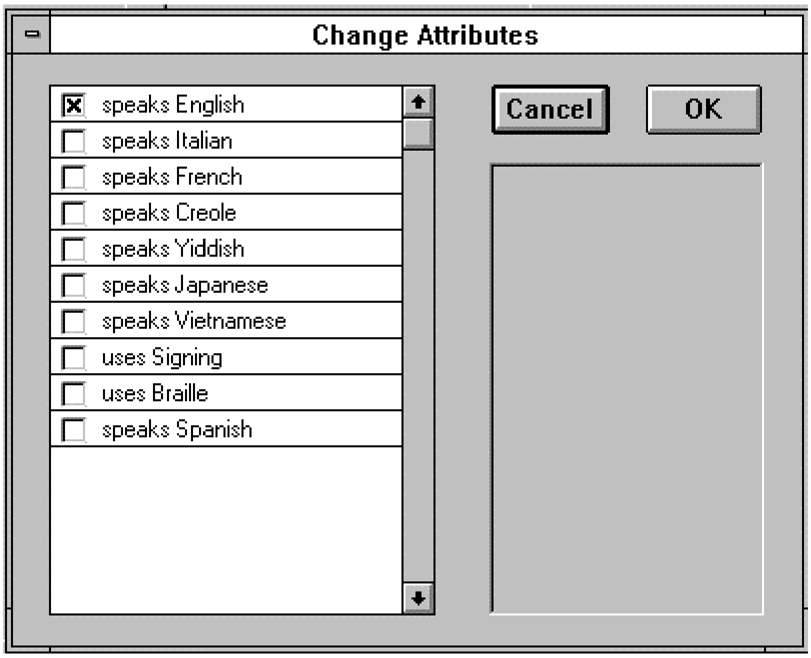
- Note that the **Credit** figures have changed to **5.00.** **Florence Camper**'s credits are also automatically amended.

- If **Service Units** are selected, it means that the two members concerned are exchanging services with each other. (E.g., A Lawyer giving two hours to a member, and the member in return, does two hours work for the Lawyer).
Click **OK**.

<u>Exercise 13</u> Click **Next Page**.
This takes you to the **Member Page**.



Click **change attributes**.

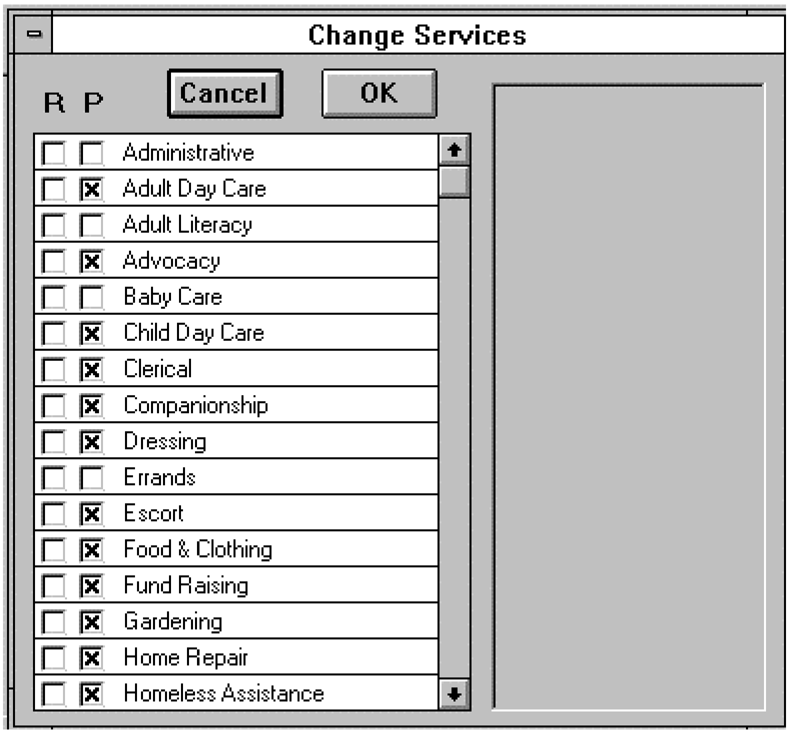


Click each item in turn in the right hand box. This gives you the full profile of the member in the left-hand box.

There are a number of different attribute groupings (not viewed in that picture but usually seen under the Cancel and OK buttons) such as ethnicity, gender, habits, housing, language, mobility and transportation. These groupings and the attributes themselves can all be amended in the Timekeeper Utilities section. More later.

Click **OK**

Exercise 14 Click **change services**.



Slide down the file to view all the services covered. These can be updated and added to any time in Timekeeper Utilities.

- The twin boxes to the left of the headings are:

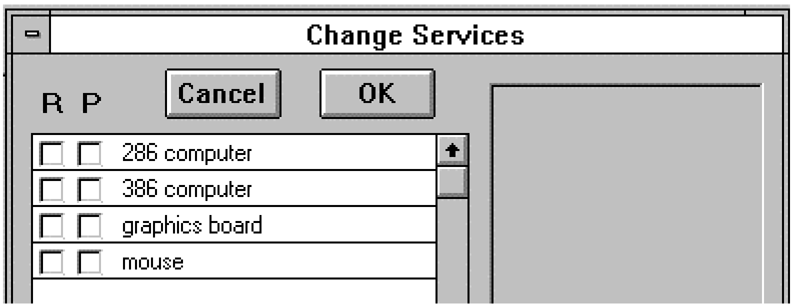
  ## **R** for **Recipient of services** and
  ## **P** for **Provider**,

  and are checked accordingly.
  Click **OK**.

The service will show < next to it to indicate the member wants to **receive** that service, and blank to show the member wants to provide the service.

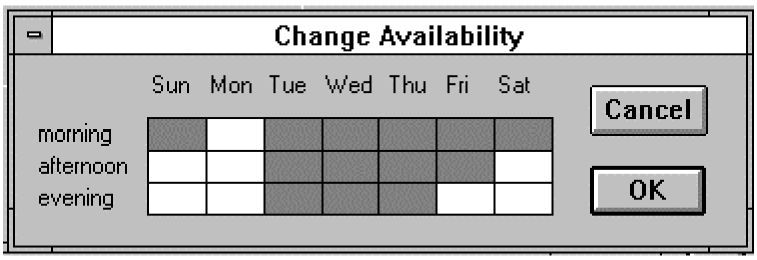
The **change services** can be customised in **Timekeeper Utilities**, which we'll take a look at in a minute.

In the right hand column click **merchandise. (**Not captured in the picture below)



If any hardware is being provided to a person in an **Organisation/Site** loan basis, this is where it is entered by putting a **x** in the **R** for Recipient box.

<u>**Exercise 15**</u> Click **change availability**.



The dark rectangles represent the periods the member is available. You can click on a box to turn it light to indicate that a member is not available at that time.

Dark = available
Light = unavailable

Click **OK** to return to **Member** file, click **OK** to return to **Find Member**, click **Home** to return you to the **Home page**.

<u>An imaginary scenario</u>

Up to now you have been looking at the fields making up the database. You have now seen where all the data is stored.

Now we are going to try and example. You will be passing in and out of all the previous pages that have been viewed during exercises 1-14.

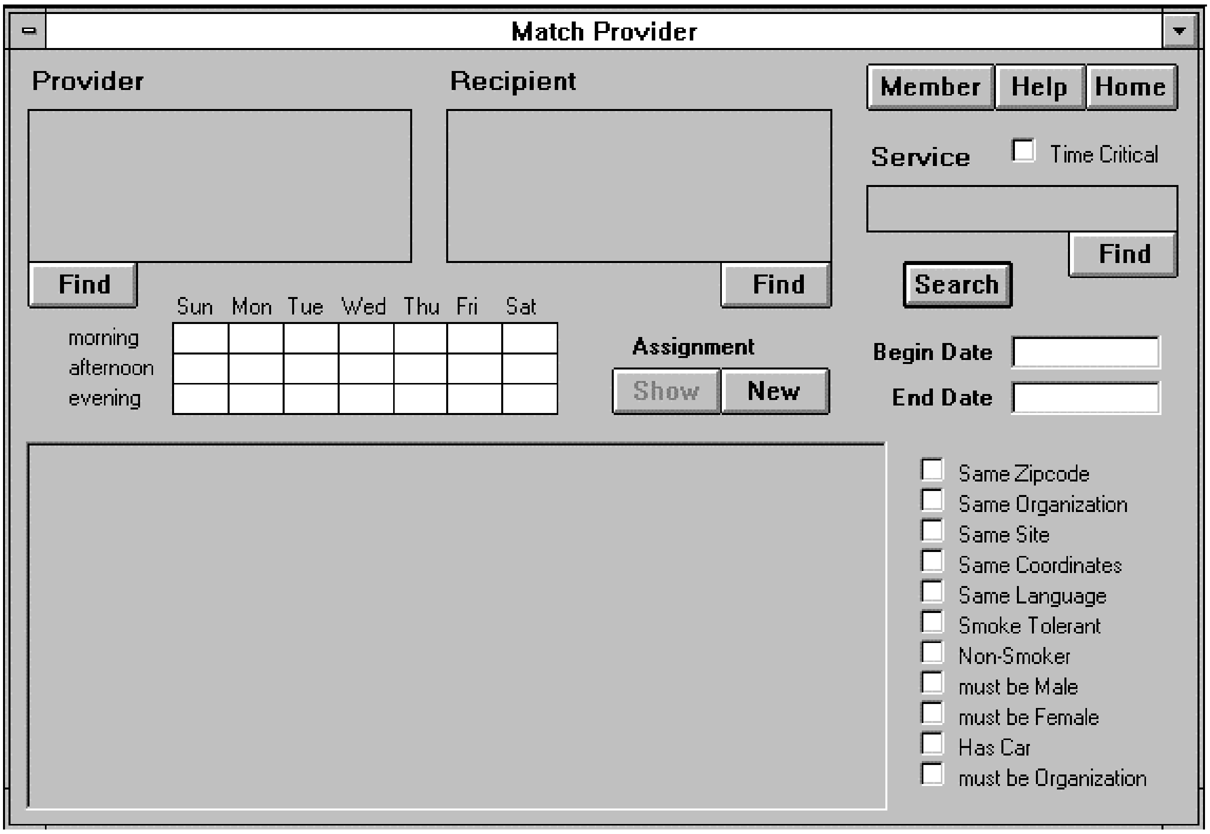
Lets work through an imaginary situation.

You are sat at the desk of your time bank, the phone rings. It is Janeen Sanford, asking for a member to assist, by doing some gardening. However, supplies need to be picked up from a local Gardening Centre and she does not own a car. She would like it to be done on Thursday morning or afternoon.

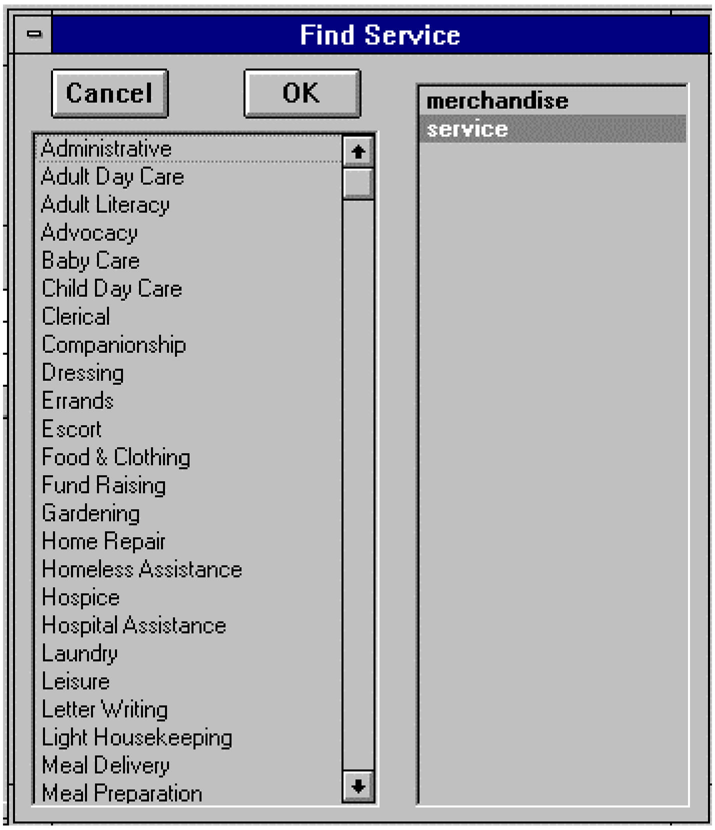
How do you go about setting up an exchange for her?

Setting up an exchange using Match Provider

Click **Match Provider**
This takes you to the **Match Provider** file.



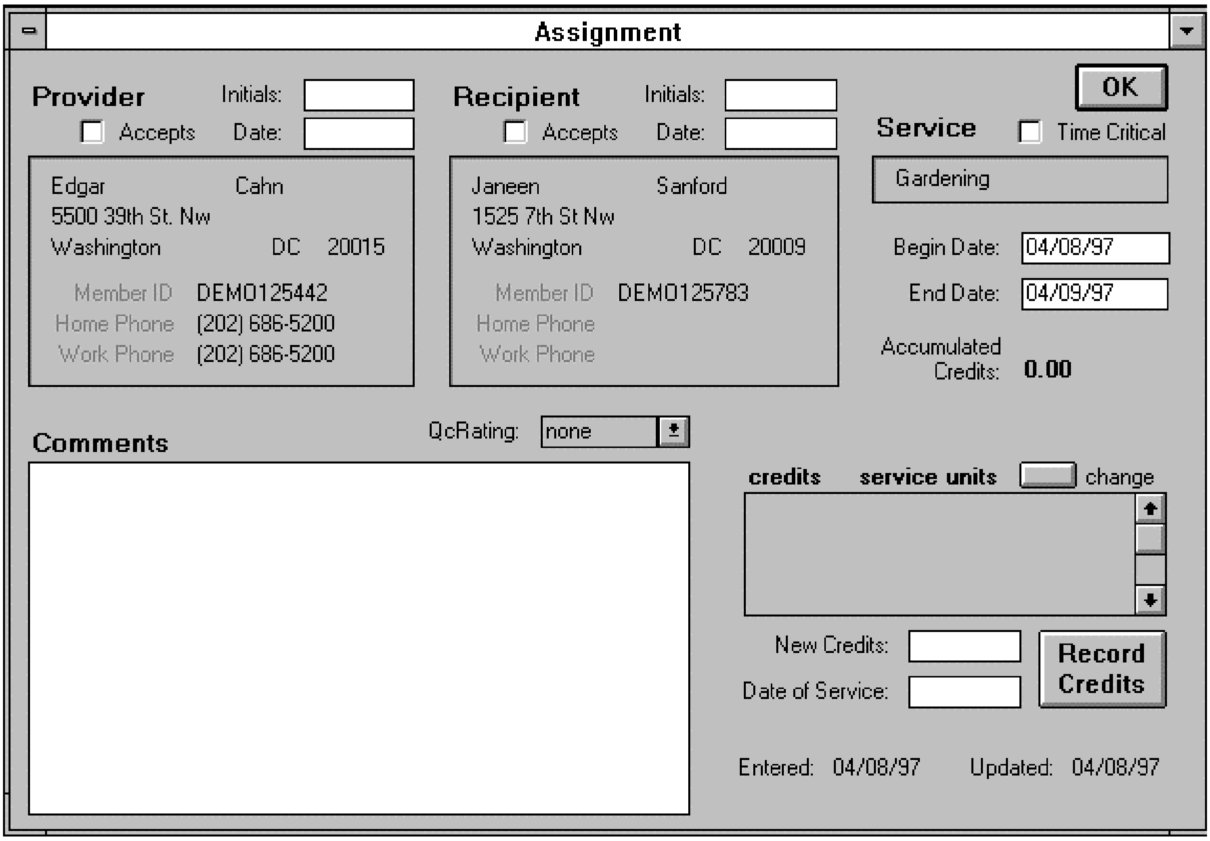
Exercise 16 Click **Find** under the **Recipient** box.
This takes you to the **Find Member** file.
Type the letter **S** in the **Last Name** box and click **Search.**
The members beginning with **S** are now brought into the lower box.
Click **Janeen Stanford**. This will take her name into the top left box. Click **OK**. The name has now been transferred to the **Recipient** box on the **Match Provider** page.
Click **Find** under the **Service** box.
This brings up the **Find Service** box.



Click on **Gardening**, then click **OK**. The service has now been placed in the **Service** box on the **Match Provider** page. In the bottom right hand corner put an **x** in the **Has car** box to indicate that the Provider must have their own car. Now click
morning and **afternoon** beneath **Thursday** in the box beneath **Provider** to indicate their availability in those periods**.**
Click **Search.**

- You now have a choice of two members to provide the service. As **Paula Jones** lives (for the sake of the exercise) farther away, the first choice is **Edgar Cahn**.

  Click **Edgar Cahn.**
  As this a new assignment, click **New** under assignment.
  Click **Show** under **assignment.**
  This takes you directly to the **Assignment Page**.



Well done! You've nearly set up a time exchange for Janeen so that she gets some gardening done on a Thursday, by someone with access to a car.
What you need to do now is now is inform and confirm that the **Provider** is happy to work for the **Recipient.**

From the data in the **Provider** box, call **Edgar Cahn**.
Lets assume that **Edgar** accepts the task.

<u>Exercise 17</u> Click the **Accepts** box.
The date will automatically be put into the **date** box.
Type your initials in the **initial** box.
Once acceptance is confirmed, repeat the procedure by contacting the recipient and complete the boxes in the same manner under the **Recipient** box. Both provider and recipient agree to participate.

- These checks are essential. It may be a case, that these members have been in contact before and there may have been a personality clash, or be some other reason for one not wanting to be in the company of the other.

As the task is for a specified date, click **Time Critical** under the **OK** button.
Type in the **Begin Date** and **End Date.**

- In the event of a more 'high tech' task (e.g., Nursing, Law, Teaching, etc.) the **QcRating** would be amended accordingly.
- The **Comments** box is exactly what it says. Any comments reported by either members are placed here.
- The **Record Credits** Section will be covered shortly.

Click **OK,** click **Home.**

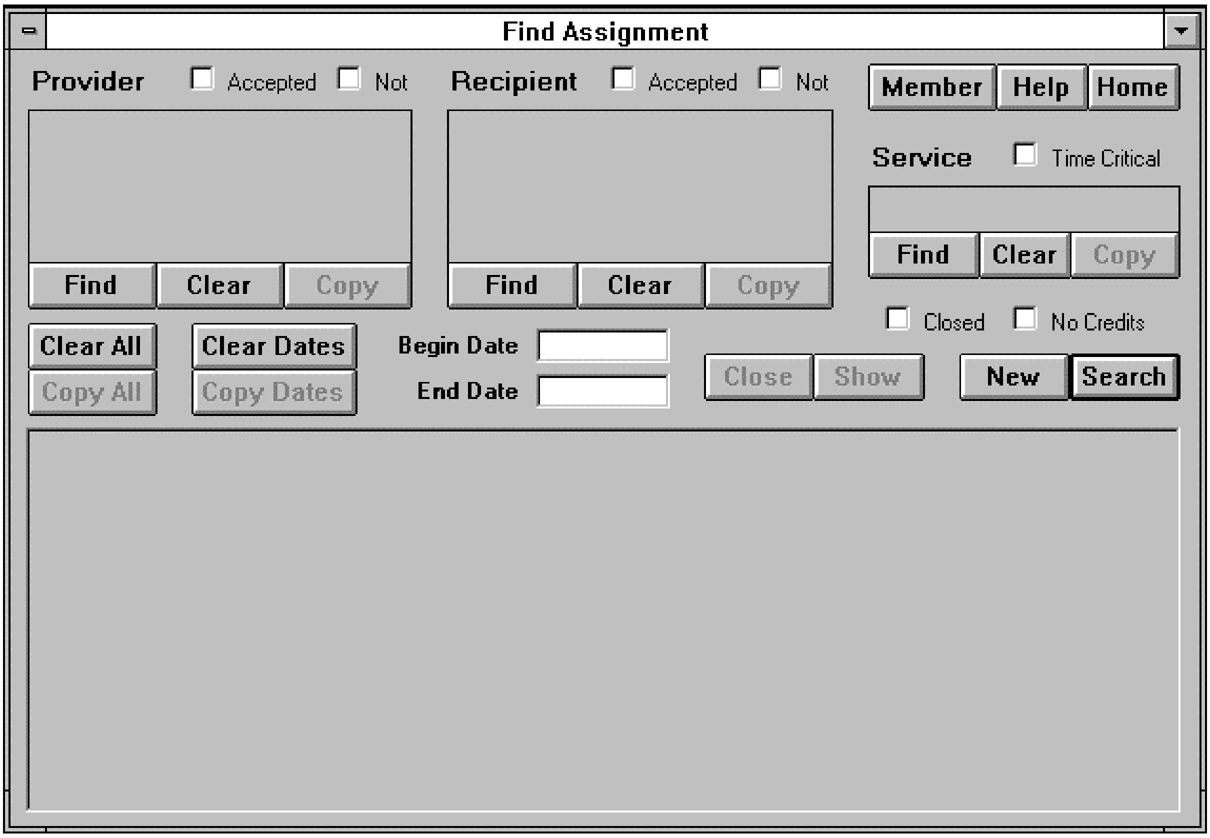
Once the task is done, the onus is on the Provider to contact you to report the hours to be credited.

Recording a time exchange using Assignments

You are sat at your desk on Friday morning. The phone rings and it is **Edgar Cahn** calling to say that the **Assignment** was completed the day before and it took 5 hours.

- There are two ways of recording the credits. The first way, **Exercise 17** is by far the best way if you are receiving the details over the phone, as you see the assignment in its' entirety. The second way, **Exercise 18** is quicker, but you need to know that both members have confirmed the details.

Exercise 18 Click **Assignments.**
This takes you to the **Find Assignment** page.



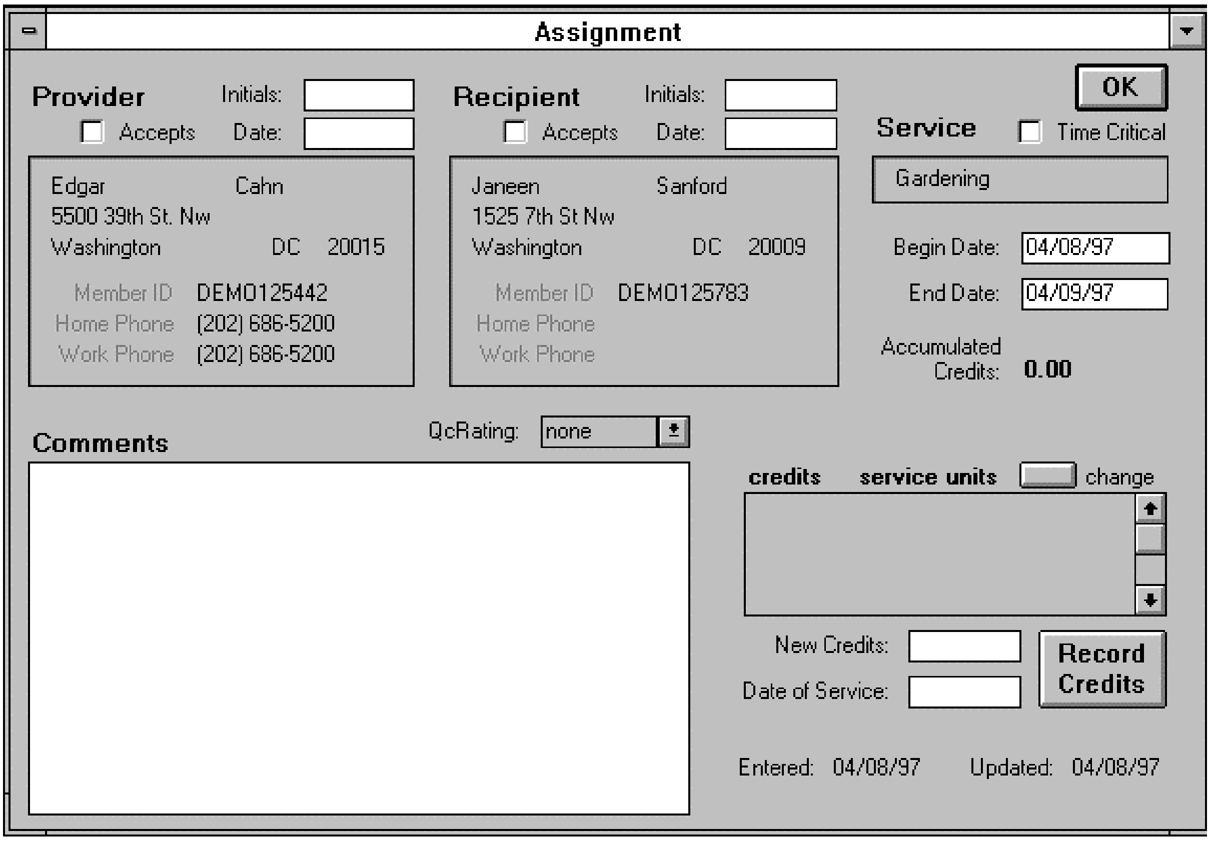
Any assignment can be found, at any given time, in any of five ways:-

(I) By entering the name of the **Provider.**
(II) By entering the name of the **Recipient**.
(III) By entering the **Begin Date.**
(IV) By entering the **End Date.**
(V) By entering the **Service.**

We have been given the name of the **Provider –** Edgar**.**

Click **Find** under the **Provider** box. This brings up the **Find Member** Page.
Click **Edgar Cahn**. Click **OK**. This returns you to the **Find Assignment** page, with **Edgar Cahn** in the **Provider** box.
Click **Search.** The assignment is now in the bottom box.
Click **Show** or double click the assignment in the lower box.

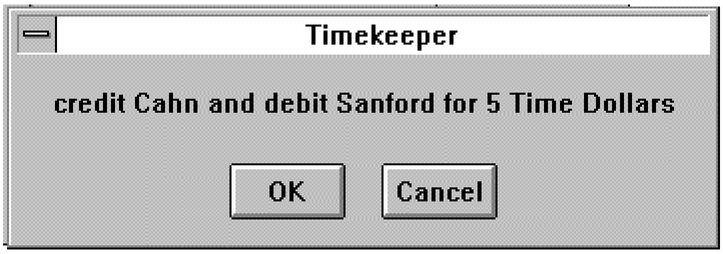
- You are now back at the **Assignment** Page that you made out from **Exercise 16.** At this point you would contact **Janeen Sanford** to confirm the details from the data in the **Recipient** box.



Making a Transfer

Version 1 – in Assignment

Exercise 19 Enter the figure **5** in the **New Credits** box.
Enter the date of assignment in **Date of Service** box.
Click **Record Credits**.
A box will appear, asking you to confirm the debit and credit to the members concerned.



Click **OK.**

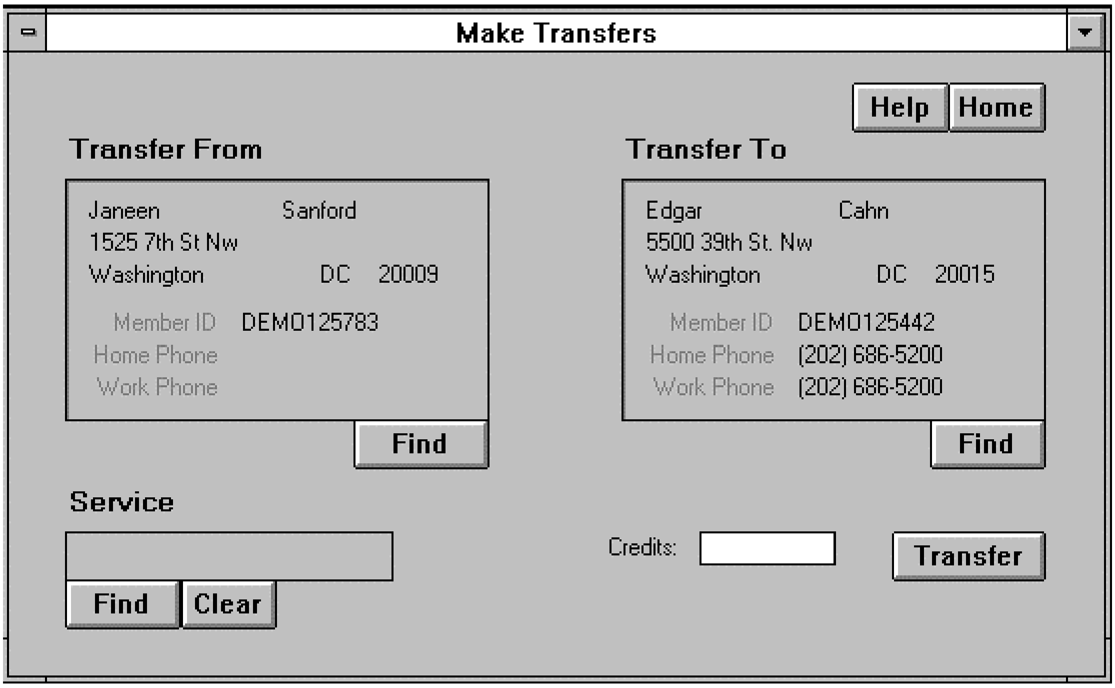
By double clicking on **Edgar Cahn** details you will bring up his **Member Page**.

Click **Pass Book**. You can now see the **5 hours** credited to him from **Janeen Sanford** in the **Member Passbook**. The same can be done for Janeen Sanford and you can see that she has been debited **5 hours**.

Continue clicking **OK** until you reach the **Home Page**.

Version 2 – in Make Transfers

<u>Exercise 20</u> Click **Make Transfer**.



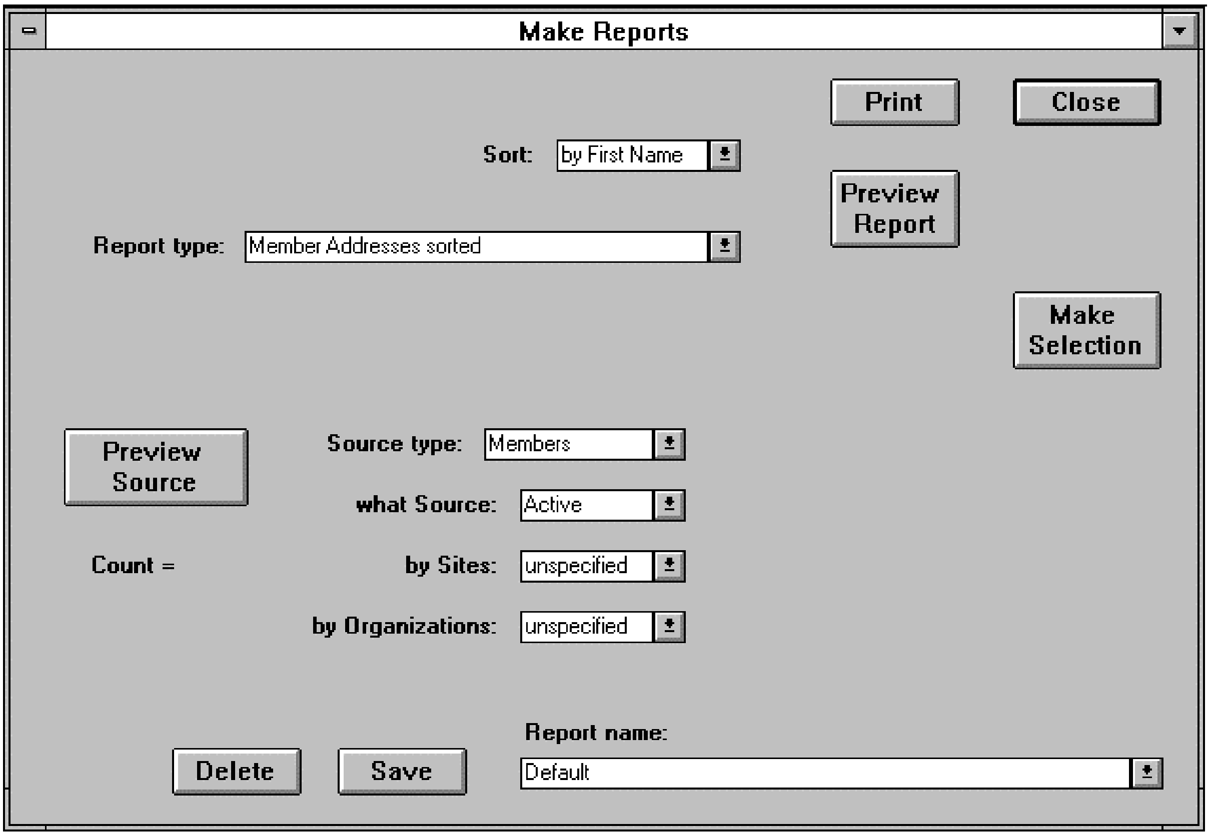
This takes you to **Make Transfers** page.
Click **Find** under the **Transfer From** box.
From the **Find a Member** page, scroll down and select **Janeen Sanford**. Click **OK.**
Click **Find** under the **Transfer To** box.
Select **Edgar Cahn**. Click **OK**.
Type **5** in the **Credits** box.
Click **Transfer** on the **Timekeeper** confirmation page.

Again, by double clicking the **Edgar Cahn** and **Janeen Sanford** sections, then selecting Passbook you will see that a further 5 hours have been debited and credited accordingly.

<u>N.B.</u> <u>Only use **one** of the above methods when recording credits.</u>

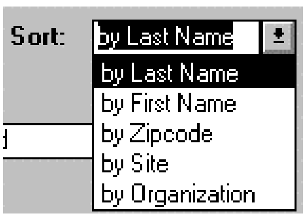
Reports

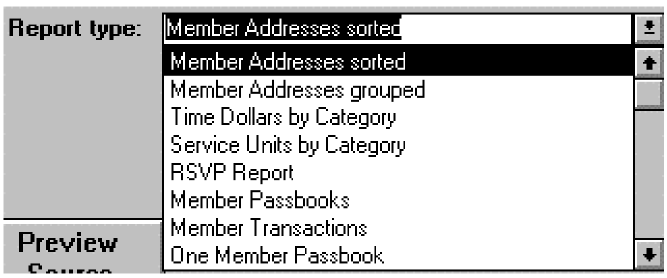
Click **Make Reports.**
This takes you to the **Make Reports** Page.

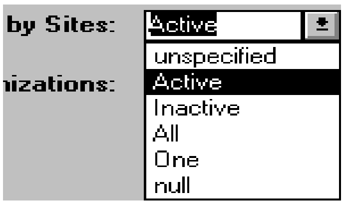


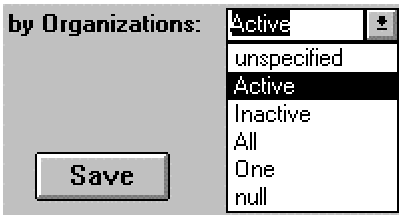
The reports page is extremely comprehensive. The reports are summarised on pages 45-46.

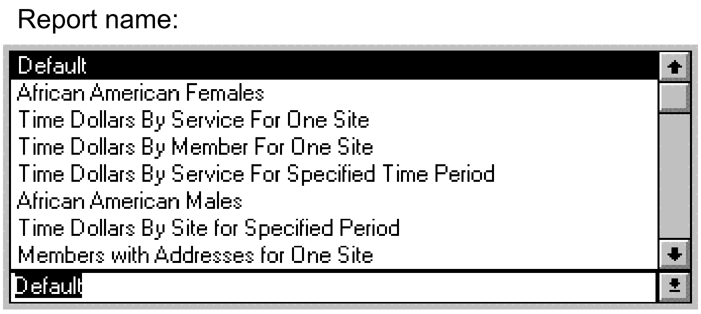
Below is a breakdown of what each heading covers.







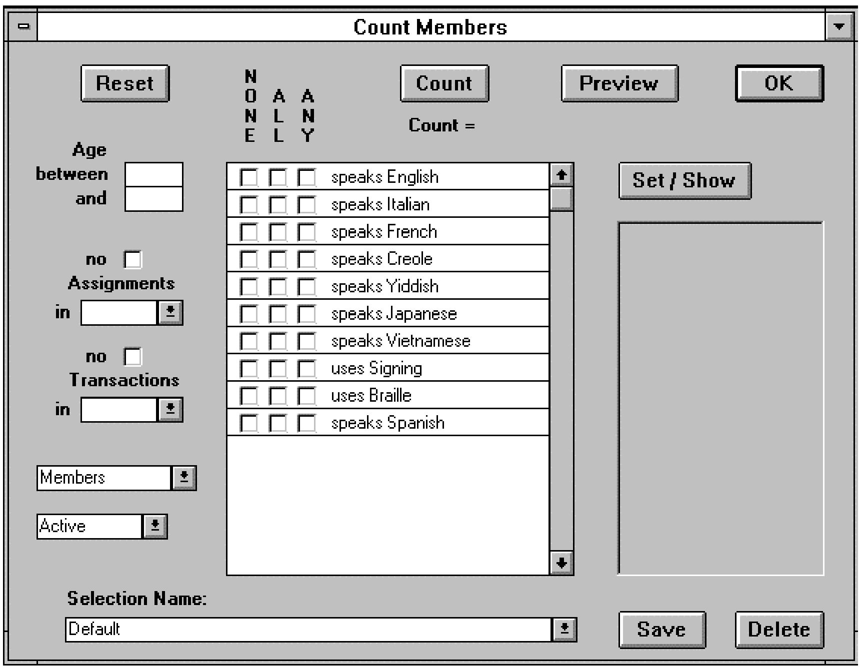




- **Preview Source** when selected gives a full list of all members with addresses and phone numbers.

Extracting useful data from Timekeeper

Select **Make Selection.**
This takes you to the **Count Members** file.



This format you will remember from **Exercises 13** and **14.**
By placing **x** in the relevant boxes then selecting count you can quickly find out how many members fall into the categories you are seeking. Then by selecting preview, the members names will come up in a window.

<u>Lets imagine that you are writing a funding report and you want to find out about the ethnic make up of your time bank participants</u>
Select **Ethnicity** in the box below **Set/Show,** put a **x** in all the boxes except in **Anglo** in the **ANY** column. You get a count of 31 people. Press **reset.**

You can easily do this for specific groups, and also select combination of attributes.

<u>A task has come up and you need to find as many Anglo females as possible, between the ages of forty and fifty, that can speak some French and have a car.</u>

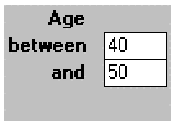
<u>Exercise 21</u> Select **Ethnicity** in the box below **Set/Show,** put a **x** in the box below **ANY** in the **Anglo** column.

Select **Gender** and place a **x** in the box below **ALL** in the **Female** column.

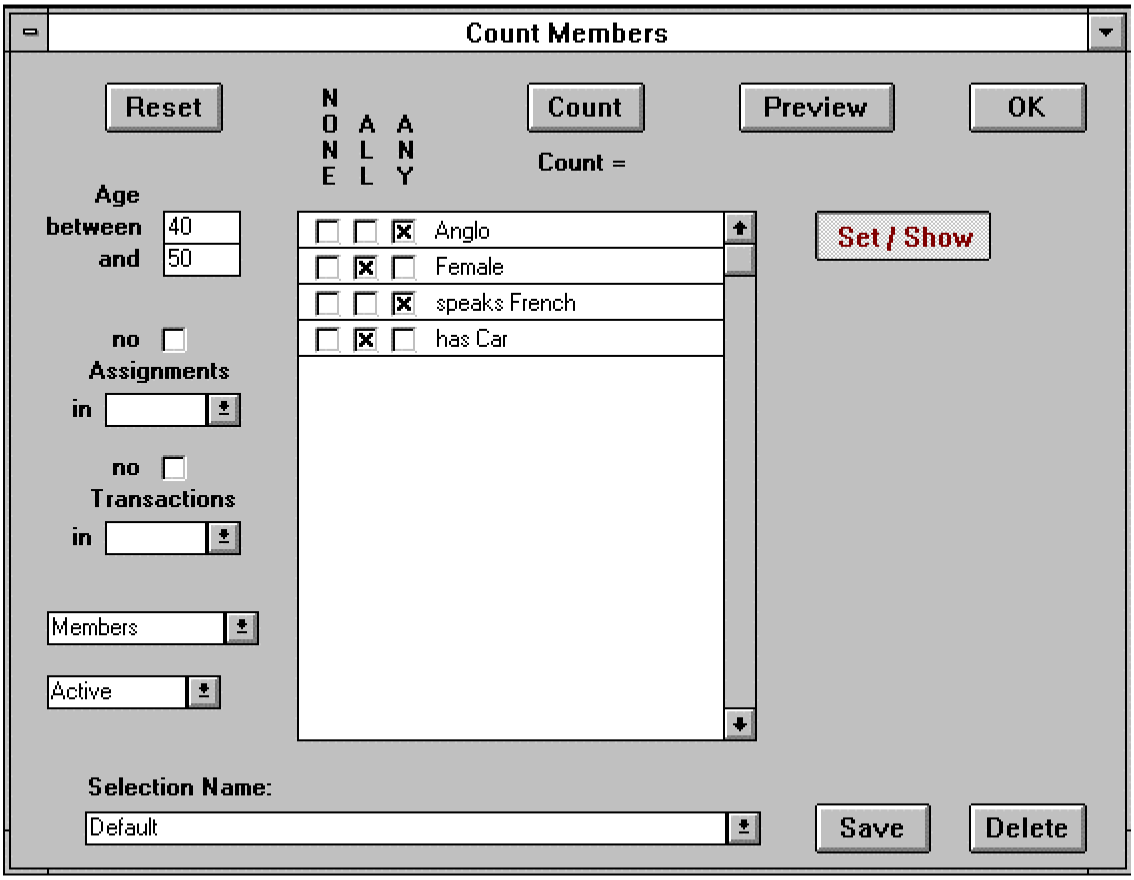
Select **Language** and place a **x** in the box below **ANY** in the **speaks French** column.

Select **Status** and place a **x** in the box below **ALL** in the **has car** column.

In the boxes with **Age between/and** put 40 and 50.

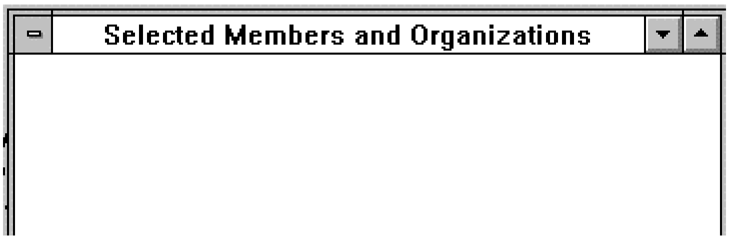


Select **Set/Show.**

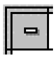


By selecting **Count,** the quantity of personnel fitting the requirements appears below the **Count** button.

By selecting **Preview** a window is provided with the names of the personnel.



Although not shown on the example above, the names will appear in **your** window.

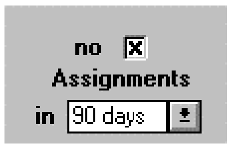
Double-click button 

Click **Reset** button. 

This is also a quick way of finding out who is due for an assignment.

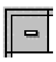
Who hasn't done an assignment recently?

<u>Exercise 22</u> Select the box next to **no** above **Assignments.**
Then select **90 days** from the box beneath.



Select **Preview.**
You now have a window with all members who have not had assignments for the last 3 months.

By practising in this **Reports** field, you will very quickly gain confidence and find all the matching possibilities that are able to be viewed.
No losses to information can occur through actions. This is purely a 'viewing only' area.

Once you feel you are happy with the variety of selections on the **Reports** page close all pages and return to the **Home** page by double-clicking the button on the top left of each window. 

Short cuts

You've nearly completed learning about how to use **Timekeeper** to assist you in running your time bank.

Now you have done it the hard way, here are a few short cuts.

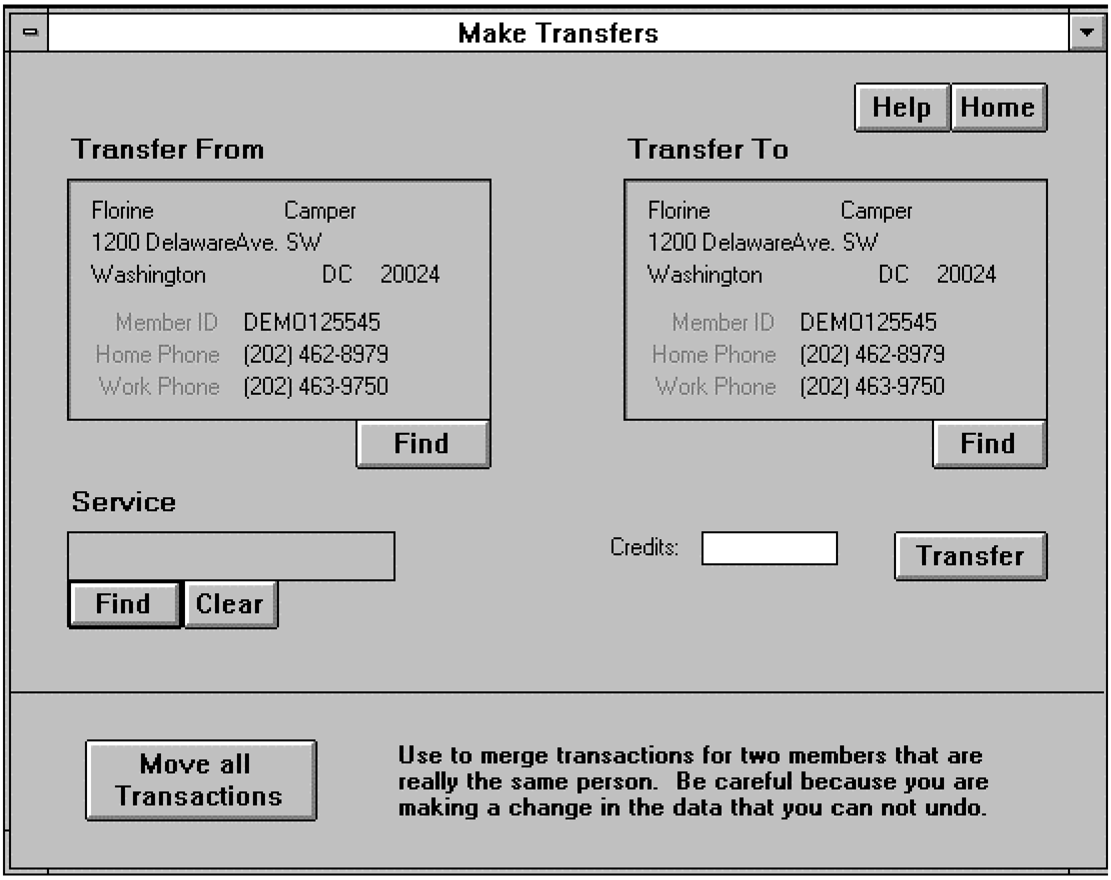
Above the **Home** page and throughout the program there is a written Tool Bar.

File	Takes you to **Exit**	
	Selecting, will close the **Timekeeper** program.	
Find	**Member**	Takes you to **Find Member** page.
	Site	Takes you to **Find Site** page.
	Organisation	Takes you to **Find Organisation** page.
	Assignment	Takes you to **Find Assignment** page.
Actions	**Make Reports**	Takes you to **Makes Reports** page.
	Match Provider	Takes you to **Match Provider** page.
	Make Transfer	Takes you to **Make Transfer** page.
	Count Members	Takes you to **Count Members** page.
	Merge Member	Takes you to **Make Transfers *** (Explained Below).
	Free Memory	Closes unnecessary files.
	Help	Whom to report program problems to.

Merge Member

It is possible for a member to belong to more than one Site/Organisation. During this period it may be found necessary to put all his/her credits/debits into one Site/Organisation. It is also possible for a member to transfer to another site/Organisation. The **Merge Member** is the facility that copes with this.

Exercise 23 Select **Actions** then select **Merge Member.** This will take you to the **Makes Transfers** page.



The member concerned is selected and placed in each box, i.e. **Transfer From** and **Transfer To**, once done the **Move all Transactions** button is selected. The Debits/Time Banks are automatically worked out, and the member has all his records transferred to the selected Site/Organisation.

Having reached this far, and completed the first **23** exercises, you should now have a reasonable knowledge of the **Timekeeper** program. You have been through all the fields and have seen what happens when each of the boxes and buttons are selected.

All that remains of the learning process of this program is to input **<u>New</u> Organisations, Sites** and **Members**.
Within these Exercises you have just completed, you now have the ability to run an efficient time bank and so help the local community. Bringing dignity and pleasure to people who still have a lot to offer.

There's a lot of information to digest in this software manual, so we summarised it in the next few pages, including what the different reports do. This may be handy for quick reference.

SUMMARY

How to record a new member

1. Click on start /programmes /Timekeeper for Fair Shares /Timekeeper for time dollars
2. Click ‘ok’ then ‘Member’ or ‘Organisation’ (whichever is appropriate)
3. Click on ‘new’
4. Complete form with info from the interview form
5. Click on ‘next page’
6. Fill in services and attributes and availability, click on signed forms button
7. Click ‘ok’ (takes you back to 1st page)
8. Click ‘ok’ again

How to set up an exchange

1. Click start/programmes / timekeeper for fairshare / timekeeper for time dollars

2. Click ‘ok then ‘match provider’

3. Click ‘find’ under recipients box – find name of member who wants a job done for them - highlight then click ‘ok’

4. Click ‘ find’ under service box. Click on the service that is required. Remember to add anything that is also needed in the check boxes such as ‘ has car’ and in the availability section. Click search.

5. Check out the list of providers who come up. Which one would be best for this exchange? Select one of the listed providers.

6. Click on their name. Click new under assignment. Click show under assignment. This takes you to the Assignment page.

7. Inform and confirm that the provider and recipient are happy to exchange

8. Click accepts, add the date and your initials for both the provider and recipient boxes. It is important to do this as a safety measure and to avoid any personality clashes.

9. If the exchange is time critical tick the time critical box. Add the begin date and end date

10. Use the Qc rating if it’s a high tech task

11. Add any comments

12. Click OK and Home

How to record a transaction

1. Click start/programmes / timekeeper for Fair Shares / timekeeper for time dollars

2. Click ‘ok them ‘match provider’

3. Click ‘find’ under recipients box – find name of member who has had a job done for them - highlight then click ‘ok’

4. Click ‘find’ under provider and find name of person who has done the job – highlight and click ‘ok’

5. Click ‘ find’ under service box.

6. Scroll down and highlight service that describes the job. Click ‘ok’

7. Click ‘new’ then ‘show’

8. Click in the ‘new credits’ box and type in number of credits to record

9. Click in date box underneath and enter date (dd-mm-yy)

10. Click ‘record credits’ - click ‘ok’ ‘’ok’

How to print out a member’s passbook

1. Click start/programmes / timekeeper for Fair Shares / timekeeper for time dollars

2. Click ‘ok’ then ‘make reports’

3. Select the ‘one member passbook’ in the Report type drop down list. Enter the period (e.g. month, quarter, year) and the year date

4. Go to the ‘one member or organisation’ box in the bottom right hand corner and press ‘find’. Select the member/organisation for whom you wish to print a passbook

5. Print preview and print

Find out how many exchanges your time bank has made - the accumulative total of exchanges

This has the advantage that it is easy to work out and gives the growing number of time credits exchanged by the time bank.

1. Click start/programmes / timekeeper for Fair Shares / timekeeper for time dollars
2. Click ‘ok’ then ‘make reports’
3. Select the ‘member transactions’ in the Report type drop down list. Enter the period as Year and the year date
4. Preview report and print
5. Add up all the credits and all the debits, and add the two figures together.
6. Add the accumulative total for the previous year(s). This is the total time credits you have exchanged in your time bank.

How to find out how many exchanges your time bank has made in a month

1. Click start/programmes / timekeeper for Fair Shares / timekeeper for time dollars
2. Click ‘ok’ then ‘make reports’
3. Select the ‘member transactions’ in the Report type drop down list. Enter the period (e.g. month) and the year date
4. Preview report and print. Check the report to make sure that no other month’s entries have been made.
5. Add up all the credits and all the debits. Add the two figures together (do not worry that one is negative and one is positive – giving and receiving are equally important in the time bank and <u>both</u> need to be positively recorded as exchanges). This is the number of exchanges made that month

Summary of reports on Timekeeper

Name of Report	Variations	Function
Member addresses sorted	Can sort by first name, last name, post code etc	Lists name, address and home phone of all members
Member addresses grouped	As above	As above, easier to read with sort criteria separating entries in bold (e.g. first name in bold then entry)
Time dollar by category	Vary category to be member, organisation, site, service. Vary year and period (e.g. monthly, quarterly)	Print out report on number of credits per member for a set period or number of credits for each service
Service unit by category		For direct exchanges between the same people
RSVP report		
Member passbooks		
Member transactions	Can specify for a set year and period (e.g. monthly, quarterly)	All transactions for and by members
One member passbook	Select the member/organsation you want to print a passbook for. Can specify for a set year and period (e.g. monthly, quarterly)	Passbooks for individual members and organisations
Mailing labels	Can sort by first name, last name, post code etc	3 x 10 labels per page, but for US size label paper
Members with birthdays	Can sort by first name, last name, post code etc	

Passbook for period	Enter the period and member details	
Window envelope passbook		
Transaction by category	Vary category to be member, organisation, site, service. Vary year and period (e.g. monthly, quarterly)	Gives the number of transactions per member or per service
Passbooks with message	Add whatever message you would like included with the member's passbook	Prints passbook with message e.g. don't forget the summer party on July 17th

How to use Timekeeper Utility

Click start/programmes / timekeeper for Fair Shares / timekeeper utility

Click 'ok'. You will see a box with the following buttons (left to right, top to bottom): Edit system information, Edit lists, Repair, Backup, Restore, Synchronise components, Custom maintenance.

Edit system information:

Has a system code, system name, organisation name and organisation address that can be changed for your time bank. The system code and name are for the computer details. The organisational details appear on passbooks so you should enter your own details here. Press 'ok' when you've done this.

Edit lists:

Org	Mem	name	group
	x	Is a smoker	habits
	x	Is smoke tolerant	habits
	x	Has car	status
	x	Female	gender
	x		

O Attribute
O Service
O Service unit

Click on 'attributes' to get a list of all the current attributes for members and organisations. Select attributes for members and organisations by adding an X to the respective columns on the left hand side. Change attributes by deleting current ones and typing over, or add new ones at the end of the list. Hope we won't need 'is a hurricane victim' in the UK but with global warming who knows.

You can also change the group headings if you don't find the current ones useful

Similarly by selecting 'service' you can add new services, and select whether for organisations or members. You could develop a whole range of organisational services available through the time bank – photocopying, printing, loan of OHP…..

We don’t tend to use the service units so much but these can be used when direct exchanges occur between organisations and/or members

Repair

Repairs Timekeeper

Backup

Specify the address to back up to in the backup box beneath the backup button, to save a copy of Timekeeper elsewhere.

Restore

Synchronise components

If you want to change components to the system

Custom maintenance

Allows you to remove deleted members and sites and add data to the programme