

## Part II



## 2 Getting Started

### 2.1 Installation

T4 TimeSaver may be installed on any disk drive accessible to your computer. The two installation options, Single User and Network Administrator, are described below. If you used T4 TimeSaver in 2008, you may install the program without affecting last year's database(s), nor will reinstalling the current program affect the current year's database(s). Despite this we strongly recommend that you ensure you have a reliable backup of your data prior to installing any new T4 TimeSaver releases and/or updates.

For fastest program response and most secure retention of data it is recommended that data files be stored on either a local or network disk drive. Data files can also be stored on many USB flash drives provided sufficient space is available.

Before beginning either installation option note that:

1. The logon account used for the installation must have local administrator privileges on the computer where the installation will take place.
2. The logon account must have read/write access to all network resource involved in the installation.
3. All T4 TimeSaver users must have read/write access to network folders containing T4 TimeSaver databases.
4. In a Network Administrator installation all T4 TimeSaver users must have read/write access to the T4 TimeSaver installation folder.

#### **To install T4 TimeSaver from the CD follow these steps**

1. Copy the original CD media and store the original in a safe place.
2. Close all open applications to avoid possible conflicts with the installation program.
3. Insert the copied installation CD in an appropriate drive.
4. The installation program should start automatically, please follow the steps below if it does not:
  - a. Click on the Windows **Start** button, usually in the lower left corner of your display.
  - b. Start the Windows **Run** dialogue by one of the following methods:
    - i. In Windows XP - select **Run** from the **Start Menu**.
    - ii. In Windows Vista - type **Run** in the Search box.
    - iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".
  - c. Type **drive:t4netsetup** (where "drive" designates the drive containing the installation CD) in the Run dialogue.
  - d. Click **OK** to begin installing T4 TimeSaver.

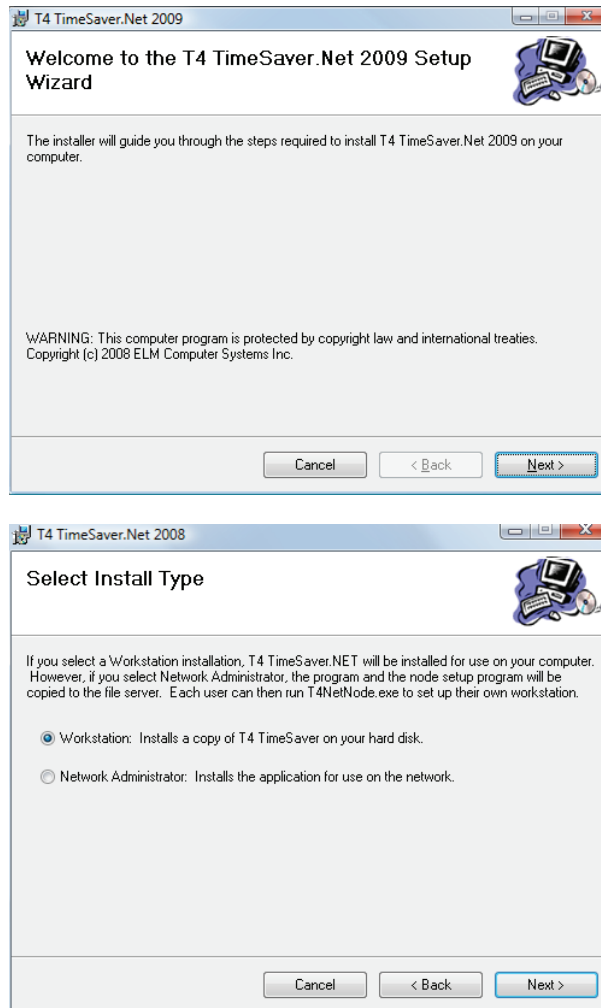
#### **To install T4 TimeSaver from the Internet follow these steps:**

1. Download the installation package from our website, if your Internet browser give you the choice to save or run the installation package, please save it to a location you can remember for the next step:  
[T4 TimeSaver Downloads](#)
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, please remember to restart them once T4 TimeSaver has been installed.
3. Start the Windows **Run** dialogue:
  - a. Click on the Windows **Start** button, usually in the lower left corner of your display.
  - b. Start the Windows **Run** dialogue:
    - i. In Windows XP - select **Run** from the Start Menu.
    - ii. In Windows Vista - type **Run** in the Search box.
    - iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".

- c. Type ***location\T4netsetup*** (where “*location*” designates the folder where you saved the downloaded installation package) in the Run dialogue.
- d. Click **OK** to begin installing T4 TimeSaver.

### **Continuing the installation**

When the setup program begins, follow the directions as they appear on your display. Unless you have special installation requirements or are installing to a network location you can generally accept the default settings.



You will be given the option to install T4 TimeSaver in one of two ways: As either a Workstation or Network Administrator installation.

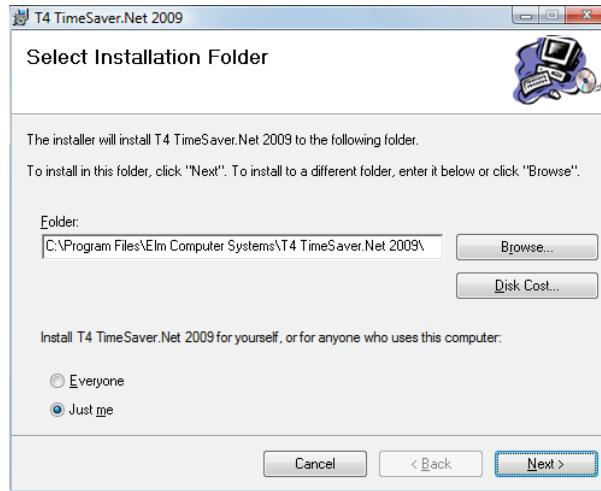
### **Workstation Installation**

Select Workstation from the **Select Install Type** window if you will install T4 TimeSaver individually on each workstation. This will install the program on any local hard drive or network drive available to the workstation and place all support files and resources required by the program on the workstation's hard drive. This is the best option to choose if you do not have a network or will be using T4 TimeSaver on a small number of workstations.

### **Network Administrator Installation**

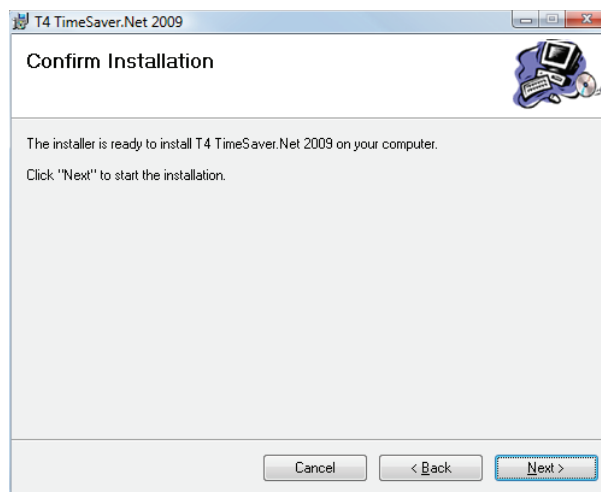
Select **Network Administrator** from the **Select Install Type** window if you will install T4 TimeSaver on a network drive for subsequent distribution to each workstation. At each workstation, you will be

required to run T4NETNODE.EXE from the network drive to copy the files needed to run the program onto the workstation. This is the best option to choose if many people will be using T4 TimeSaver on computers connected by a network.



### **Select Installation Folder**

Enter the destination folder in the **Folder** field; this is the folder that the T4 TimeSaver executable will be installed, it should be located on a hard drive that is always available to the workstation. It is recommended that you not install T4 TimeSaver to a removable storage device.



Click **Next** to proceed with the installation of T4 TimeSaver

### **NOTES:**

**1 - Workstation Installation** - A Workstation installation will still permit the workstation to access data files stored on a network but necessitates that any updates be installed separately on each workstation where a Workstation installation has been performed.

**2 - Network Administrator Installation** - After completing the Network Administrator installation, it will be necessary to go to each workstation where T4 TimeSaver will be used and run the program **T4NETNODE.EXE** from the Network Administrator installation folder. This can be done using Active Directory and/or one of a variety of scripting tools. Once T4NETNODE.EXE has completed, the T4 TimeSaver icon will appear on the desktop; double clicking this icon will complete the installation process and start T4 TimeSaver. (If the workstation is subsequently disconnected from the network,

T4 TimeSaver will still operate but will not be able access the [User Profile](#)<sup>[24]</sup> and any data files located on the network.) The advantage of a Network Administrator installation is that, in most cases, program updates will only need to be installed on the server to have all updates propagate to the workstation(s). **IMPORTANT NOTE** - To prevent User Account Control (UAC is a security feature built into Windows Vista and Windows 7) from interfering with the T4NETNODE installation follow these steps:

1. Right-click on **T4NETNODE.EXE** (do not double-left-click).
2. From the menu, choose the option to "Run as administrator."
3. **T4NETNODE** installation will begin.

**3 - Terminal Servers** - Using T4 TimeSaver in a Terminal Server environment requires that a **Workstation Installation** of T4 TimeSaver be performed from the console of your Terminal Server using the appropriate Terminal Server application installation protocols. On most Windows servers Terminal Server applications are installed using "Add or Remove Programs" from the Control Panel.

**4 - Databases** - Whether have computers on a Workstation Installation, a Network Administrator Installation or both; any T4 TimeSaver databases created by one installation can be opened by the other. The only caveat to this is that all T4 TimeSaver installations accessing a given database must be at the same revision level; you can see the revision of any T4 TimeSaver installation by selecting **About** from the **Help** menu.

### 2.1.1 Installing Program Updates

From time to time, as a result of user requests, program updates or bug fixes, an updated version T4 TimeSaver may be released. Your software license entitles you to download and install these updates at no additional cost, whenever these updates become available. (Refer to the section [Receiving Updates](#)<sup>[15]</sup> for details on how to obtain updates to T4 TimeSaver.)

Whether or not you have already installed T4 TimeSaver the update you receive will contain the full installation package. You can install the update in the same way you first installed T4 TimeSaver, your data will not be overwritten and all user settings will be retained. (**NOTE: We strongly recommend that you confirm that a reliable data backup exists and ensure all users have exited the system prior to installing any updates. Failure to do so will almost certainly result in data corruption or loss.**)

If your existing installation is a Network Administrator Install you should only have to install the update on the server as a Network Administrator installation and all T4NETNODE installations will be automatically updated the next time they are started. In cases where significant program changes have been made it will be necessary to run T4NETNODE on all workstations; you will be informed if this is required.

To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information displayed should indicate the most recent installation.

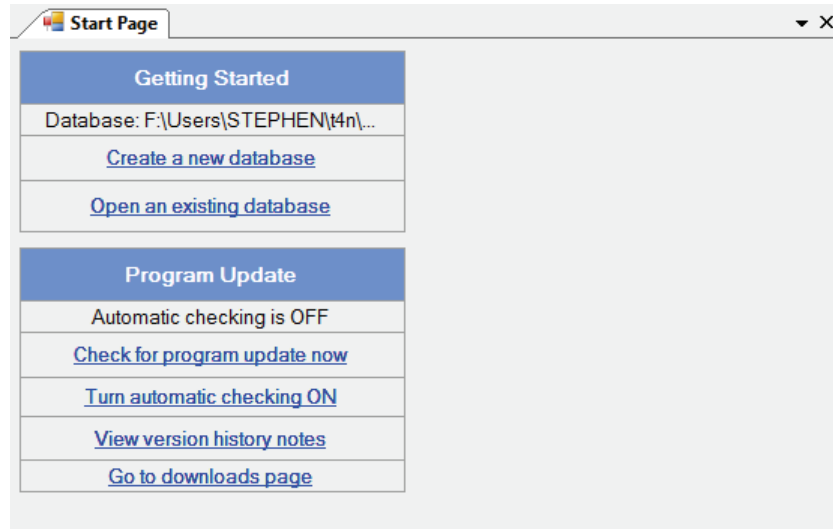
## 2.2 Starting the Program

A T4 TimeSaver icon, like the one below, will be automatically created on your desktop. Additionally, a program group named T4 TimeSaver will be added to the **Start** menu, and will contain entries for the T4 TimeSaver 2009 program and its documentation.



**T4 TimeSaver 2009**

Double clicking on the T4 TimeSaver icon will start the T4 TimeSaver program. The Start Page will be displayed when T4 TimeSaver begins. The Start Page provides immediate access to some basic functionality of T4 TimeSaver. Specifically, you will be able to create/open a database, check for program updates, view basic version information and visit the T4 TimeSaver website ([T4 TimeSaver](#)).



You may see a notice that there is no current database. You can, at this point, elect to create a new database (if you are a first time T4 TimeSaver user or you want to enter your data fresh) or convert a database from the 2008 T4 TimeSaver (if you are rolling data forward from the 2008 T4 TimeSaver to the 2009 T4 TimeSaver. See [Creating a Database](#) or [Converting Databases](#) for more information.

## 2.3 Registration

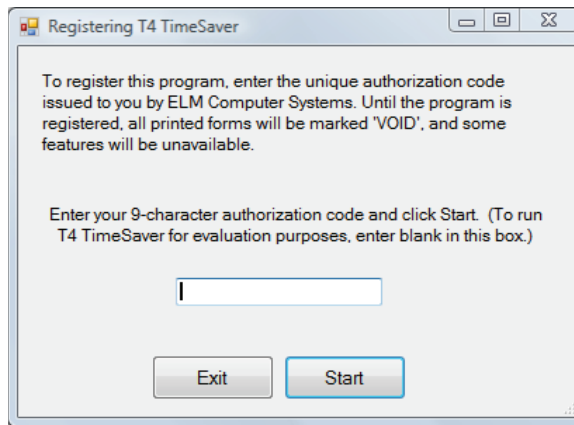
The first time you start T4 TimeSaver, you will see the registration screen. Your copy of T4 TimeSaver must be registered before full functionality of the program is activated. Until the authorization code has been entered, T4 TimeSaver will operate as a demo. All data entered into T4 TimeSaver while it is a demo will be retained upon authorization.

Enter the unique authorization code issued to you by ELM Computer Systems to register this copy of the program. You will receive your authorization code by one of the following means:

1. The authorization code will be displayed after successful completion of your order at our [online store](#).
2. The authorization code will be emailed for orders faxed/telephoned to us that do not require shipping
3. The authorization code will be included in the product packaging when shipment has been requested

In all cases, please store your authorization code in a safe location as it applies to the 2009 T4 TimeSaver and all updates.

Once you have entered your authorization code you can then click on the **OK** button on the registration screen to begin using T4 TimeSaver.



You may enter data into T4 TimeSaver without registering the program by clicking on the **OK** button without entering an authorization code, but you will be unable to produce a return until the authorization code has been entered. Several functions will also be unavailable until the software is registered.

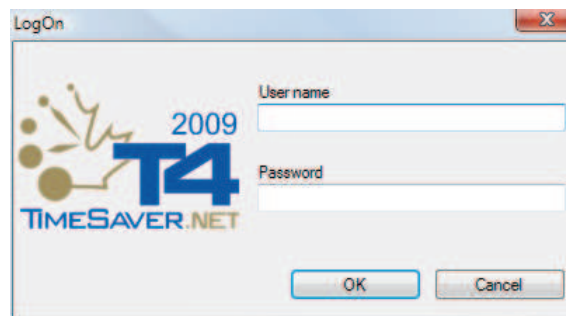
The registration screen will be displayed each time you start the program until registration has been completed.

T4 TimeSaver is copyright (c) 1987-2009 by ELM Computer Systems Inc. Please refer to the [License Agreement](#) for full details of the agreement between ELM Computer Systems Inc. and the purchaser/users of the package.

## 2.4 User Names and Passwords

### T4 TimeSaver Plus & Enterprise Only

If you purchased either the T4 TimeSaver Plus or T4 TimeSaver Enterprise version license, you will be prompted for a user name and password each time you start the software. You can enter any name you wish to use for a username, it is not necessarily your computer or network user name. Under most circumstances, there a unique user name should be assigned to each person or workstation using T4 TimeSaver.

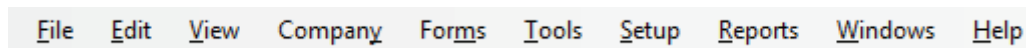


The first time you enter a new user name, you will be prompted to create the account, enter a password for the user and to confirm that this is a new user. You can change the password later by selecting the [Change Your Password](#) option from the [Setup](#) menu. You are not required to create a password but it is recommended that you do so in environments where greater data privacy is required. Please keep track of your password as it is cumbersome to recover if it is misplaced.

Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.), associated with the user. Each user can establish their own preferences and default values by selecting [User Settings](#)<sup>[176]</sup> from the [Setup](#)<sup>[33]</sup> menu.

## 2.5 Main Menu

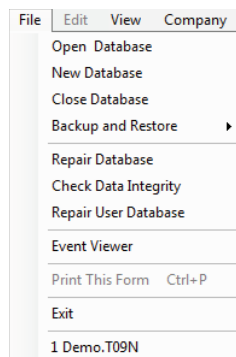
The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name. Any menu or submenu item that is greyed out is not currently available.



Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

### 2.5.1 File Menu

#### File Menu



Any menu or submenu item that is greyed out is not currently available.

**Open Database** - Opens an existing 2008 Original T4 TimeSaver or a 2008 or 2009 T4

TimeSaver.NET database (if you are opening a 2008 Original T4 TimeSaver or 2008 T4 TimeSaver.NET database the [Convert Databases](#) <sup>[169]</sup> dialogue will be displayed)

**New Database** - Creates a new T4 TimeSaver database

**Close Database** - Closes the currently open database.

**Backup and Restore** - Opens a sub-menu by which a database may be either backed up or restored.

**Repair Database** - Checks currently open database and repairs any damage.

**Check Database Integrity** - Checks integrity of currently open database.

**Repair User Database** - Checks database storing user information (user name, session status & etc.) and repairs any damage.

**Event Viewer (Enterprise)** - Allows the system administrator to view data events of the system.

**Print This Form / CTRL + P** - Sends currently open form to the default printer.

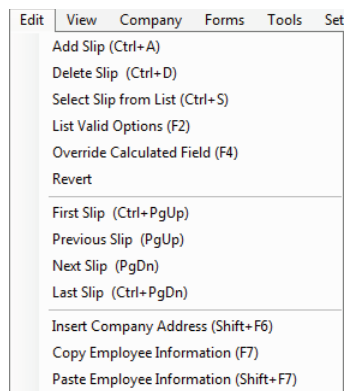
**Exit** - Closes all open forms and dialogues and exit T4 TimeSaver.

Once T4 TimeSaver as been used to access one or more databases, a list of recently used databases will appear below the **Exit** menu item.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

## 2.5.2 Edit Menu

### Edit Menu



Any menu or submenu item that is greyed out is not currently available.

**Add Slip / CTRL + A** - Adds one slip of the current type to the current return.

**Delete Slip / CTRL + D** - Deletes the currently open slip.

**Select Slip from List / CTRL + S** - Displays a list of all slips of the current type from which one may be selected for display.

**List Valid Options / F2** - Lists valid inputs for fields flagged with the  icon.

**Override Calculated Field / F4** - Allows entering custom data into a calculated field.

**Revert** - Removes changes made to slip after most recent save.

**First Slip / CTRL + PgUp** - Displays first slip in current sort order.

**Previous Slip / PgUp** - Displays previous slip in current sort order.

**Next Slip / PgDn** - Displays next slip in current sort order.

**Last Slip / CTRL + PgDn** - Displays last slip in current sort order.

**Insert Company Address / Shift + F6** - Pastes the address of the current company into the displayed information slip.

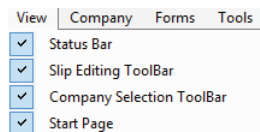
**Copy Employee Information / F7** - Copies employee name and address data from the displayed information slip.

**Paste Employee Information / Shift + F7** - Pastes employee name and address data into the displayed information slip.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

### 2.5.3 View Menu

#### View Menu



Any menu or submenu item that is greyed out is not currently available.

**Status Bar** - Toggles display of the status bar at the bottom of the T4 TimeSaver window.

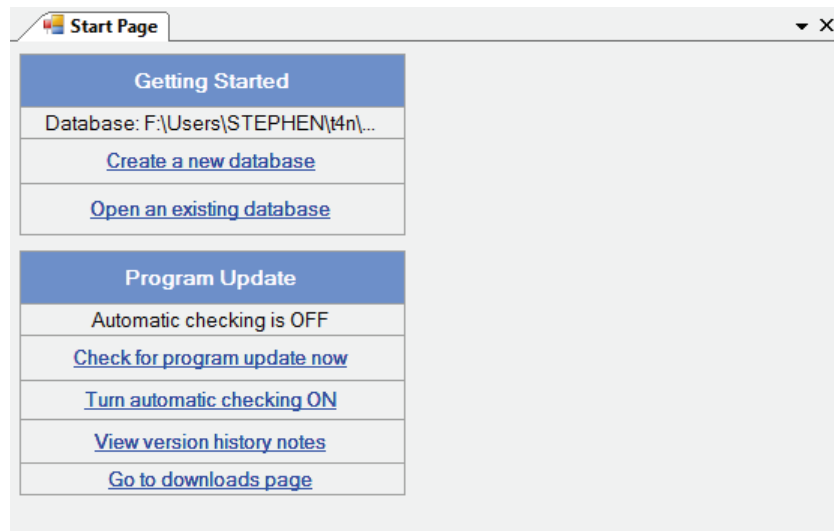
**Slip Editing ToolBar** - Toggles display of the Slip Editing ToolBar.



**Company Selection ToolBar** - Toggles display of the Company Selection ToolBar.



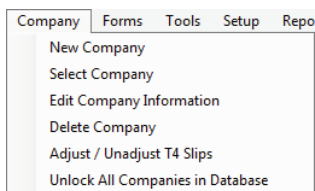
**Start Page** - Toggles display of the Start Page.



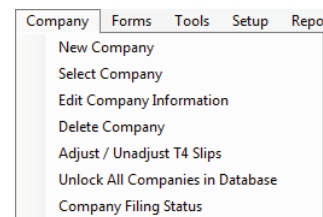
Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

## 2.5.4 Company Menu

### Company Menu



*Company Menu (Lite, Basic & Plus)*



*Company Menu (Enterprise)*

Any menu or submenu item that is greyed out is not currently available.

**New Company** - Used to create a new company

**Select Company** - Selects from a list of existing companies

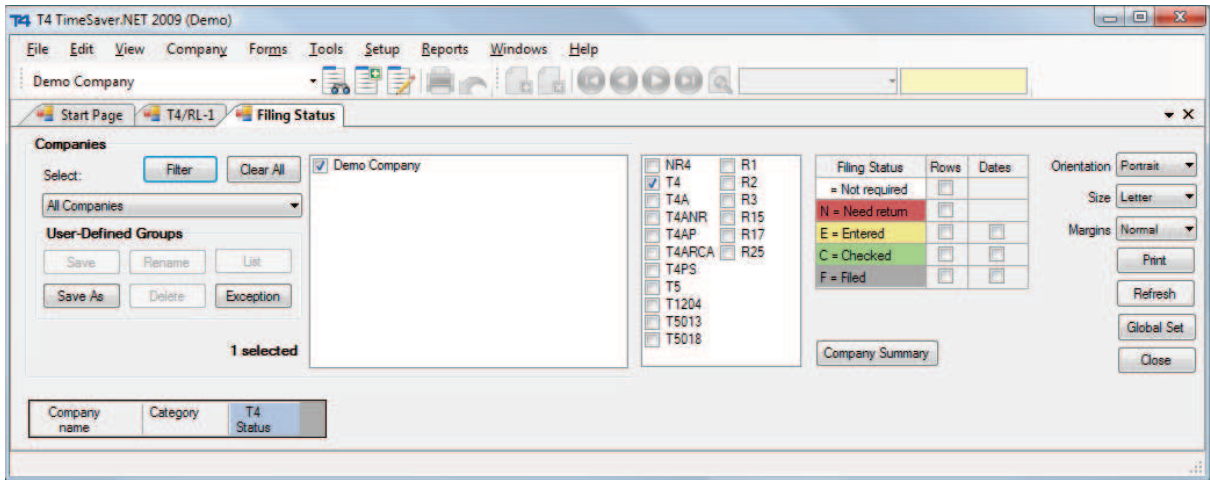
**Edit Company Information** - Used to change [general company](#) <sup>[51]</sup> information, [adjustment options](#) <sup>[52]</sup> and [net pay](#) <sup>[57]</sup> calculation settings

**Delete Company** - Deletes the current company, after confirmation

**Adjust/Unadjust T4 Slips** - [Adjust/Unadjust](#) <sup>[58]</sup> T4 slips for current company, or any combination of companies

**Unlock All Companies in Database** - Closes all companies locked open either by improper program termination or by not exiting T4 TimeSaver

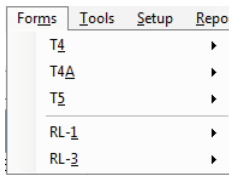
**Company Filing Status (Enterprise)** - Opens the Filing Status window (see below) by which the filing status of information returns for any company can be reported



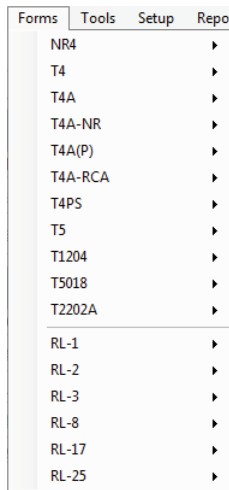
Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

## 2.5.5 Forms Menu

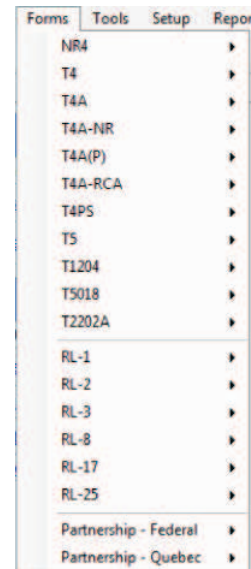
### Forms Menu



*Forms Menu (Lite)*



*Forms Menu (Basic)*



*Forms Menu (Plus & Enterprise)*

Any menu or submenu item that is greyed out is not currently available.

The Forms Menu lists all forms available in your version of T4 TimeSaver and is used to access the various information slips for data entry. Forms that are not available in the Lite and Basic versions will not appear in the Forms Menu. The following forms are available depending on which version of T4 TimeSaver has been installed:

#### Federal

**T4, T4A, T5** (*Lite, Basic, Plus & Enterprise*)

**NR4, T4A-NR, T4A(P), T4A-RCA), T4PS, T1204, T5018** (*Basic, Plus & Enterprise*)  
**T5013 + Schedules 1, 2, 6, 8, 10, 12, 50, 52, 100, 125, 141** (*Plus & Enterprise*)

### Quebec

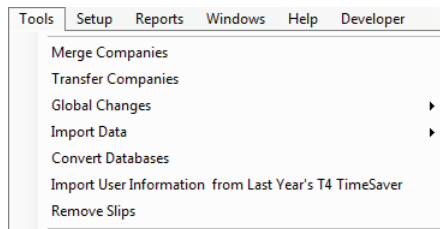
**RL-1, RL-3** (*Lite, Basic, Plus & Enterprise*)

**RL-2, RL-17, RL-25** (*Basic, Plus & Enterprise*)

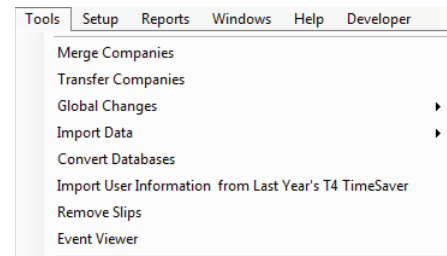
**RL-15 + Schedules A, B, C, D, E** (*Plus & Enterprise*)

## 2.5.6 Tools Menu

### Tools Menu



*Tools Menu (Lite, Basic & Plus)*



*Tools Menu (Enterprise)*

Any menu or submenu item that is greyed out is not currently available.

**Merge Companies** - Opens the [Merge Companies](#) <sup>[161]</sup> dialogue

**Transfer Companies** - Opens the [Transfer Companies](#) <sup>[161]</sup> dialogue

**Global Changes** - Make global changes to [Adjustment Options](#) <sup>[52]</sup>, [Contact Information](#) <sup>[163]</sup> and [Slip Information](#) <sup>[163]</sup>

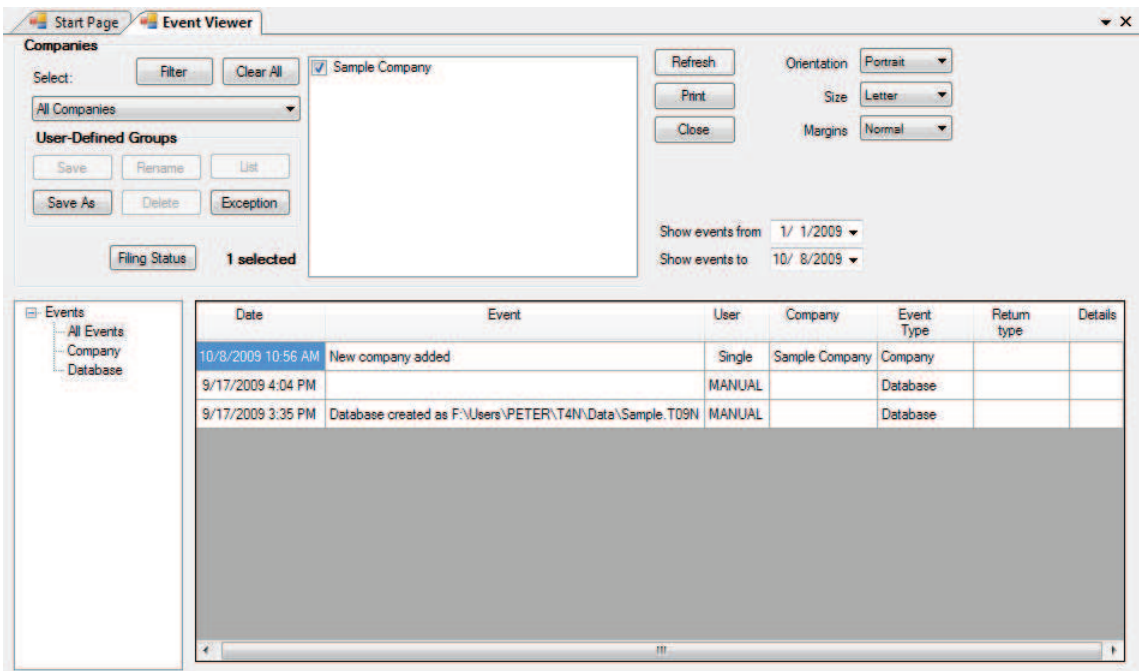
**Convert Databases** - [Converts databases](#) <sup>[44]</sup> from 2008 Original T4 TimeSaver, 2009 Original T4 TimeSaver or 2008 T4 TimeSaver data into 2009 T4 TimeSaver format

**Import Data** - Allows you to import data into T4 TimeSaver from Excel and XML format files, you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file

**Import User Information from Last Year's T4 TimeSaver** - Imports user setup information from 2008 T4 TimeSaver into 2009 T4 TimeSaver installation

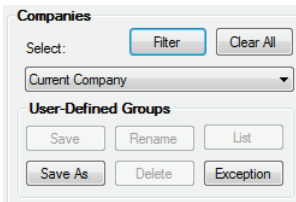
**Remove Slips** - [Removes slips](#) <sup>[170]</sup> of any or all types from any or all companies

**Event Viewer (Enterprise)** - Opens the Event Viewer window (see below) by which significant events occurring during use of T4 TimeSaver can be reported



Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

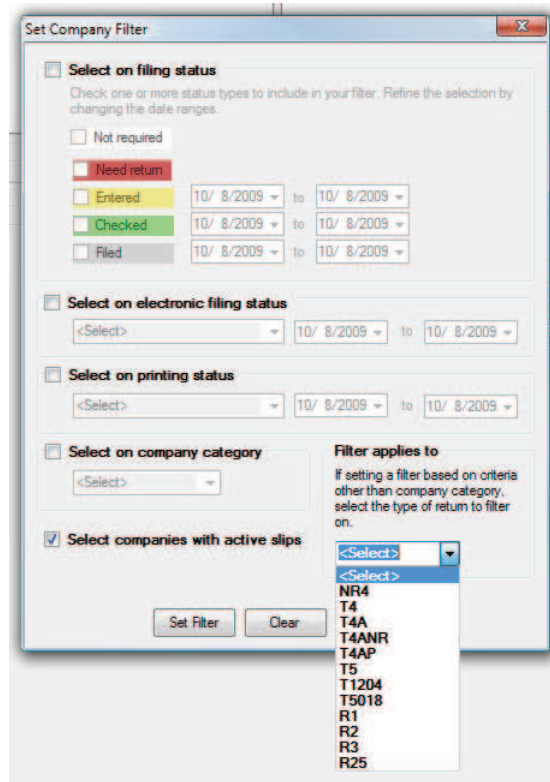
**2.5.6.1 Common Features**



*Data Selection Panel*

Some tools, such as the **Transfer Companies**, **Remove Slips** and **Event Viewer** tools share a common data selection panel. This panel enables the user to specify a range of data that will be acted upon by the tool in question.

**Filter**



The Filter button displays the "Set Company Filter" window which is used to filter the companies that the tool will act upon to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into T4 TimeSaver
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the MRQ
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

#### **Clear All**

Clears all flags set through the **Filter** button.

#### **Select**

Used to choose between

- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

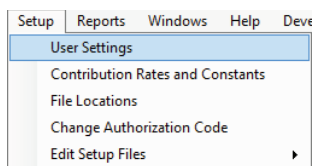
### **User Defined Groups**

Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future activity. The buttons in this section have the following function:

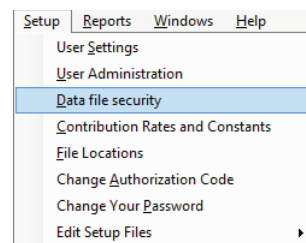
- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

## 2.5.7 Setup Menu

### **Setup Menu**



Setup Menu (Lite & Basic)



Setup Menu (Plus & Enterprise)

Any menu or submenu item that is greyed out is not currently available.

**User Settings** - Configures per-user settings for [New Company Defaults](#) <sup>[173]</sup>, [T4 Adjustment Defaults](#) <sup>[173]</sup>, [Data Entry](#) <sup>[174]</sup>, [Electronic Filing](#) <sup>[150]</sup> and other [Options](#) <sup>[176]</sup>

**User Administration (Plus & Enterprise)** - Opens [User Administration](#) <sup>[176]</sup> dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

**Contribution Rates and Constants** - Edit [Contribution Rates and Constants](#) <sup>[178]</sup> used in CPP, QPP, PPIP & EI calculations & adjustments

**File Locations** - Displays the [folders](#) <sup>[178]</sup> used by T4 TimeSaver for data, output & settings

**Change Authorization Code** - Used to enter a new or replacement [Authorization Code](#) <sup>[179]</sup>

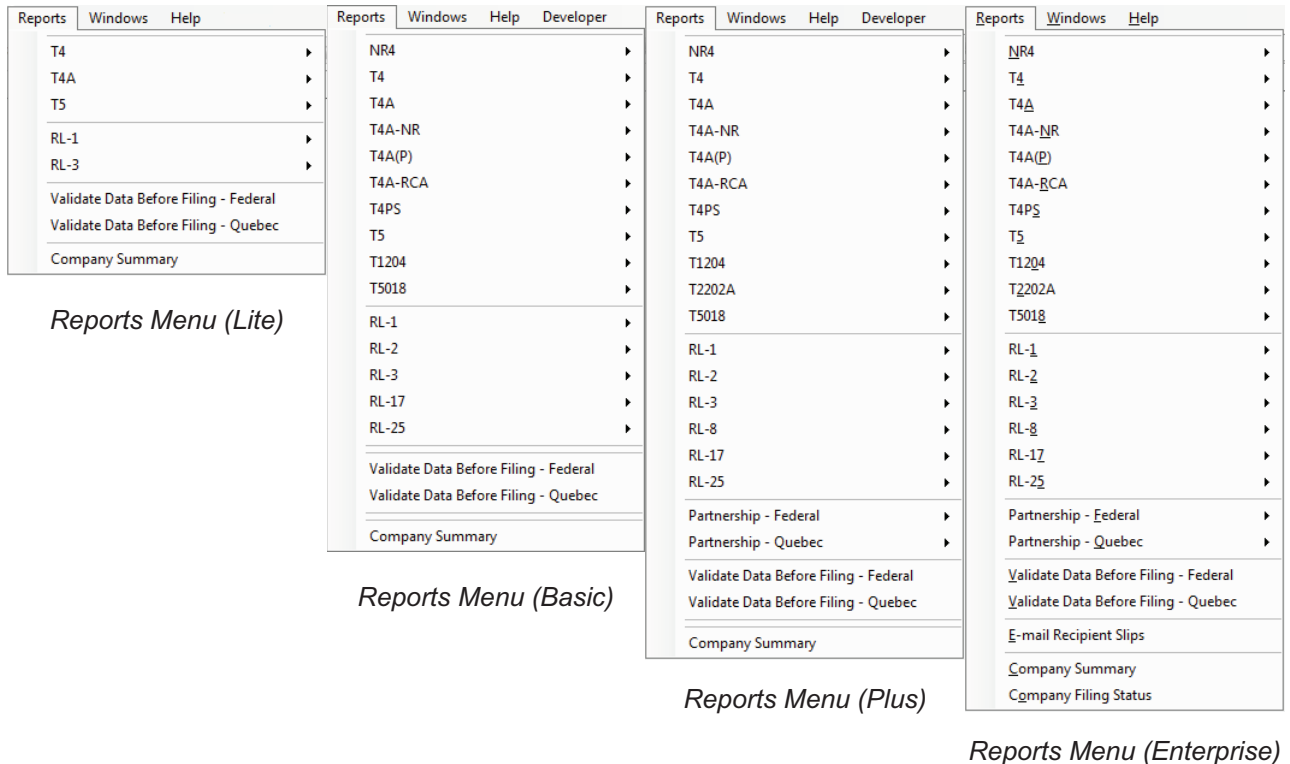
**Change Your Password (Plus & Enterprise)** - Changes the current user's [password](#) <sup>[180]</sup>

**Edit Setup Files** - To be used with T4 TimeSaver technical support to directly edit [System Settings](#) <sup>[180]</sup>, [Paths](#) <sup>[180]</sup> and [User Settings](#) <sup>[181]</sup>

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

## 2.5.8 Reports Menu

### Reports Menu



Any menu or submenu item that is greyed out is not currently available.

The Reports Menu lists all forms available in both Basic and Plus versions of T4 TimeSaver and is used to prepare the various information slips for printing. The option of whether to print two slips per page or three slips per letter size page is available only for T4 slips.

**Validate Data Before Filing - Federal** - Validates entered data against the CRA schema prior to electronic filing.

**Validate Data Before Filing - Quebec** - Validates entered data against the Quebec schema prior to electronic filing.

**Company Summary (Basic, Plus & Enterprise)** - Validates data against the CRA schema prior to electronic filing.

**Partnership - Federal (Plus & Enterprise)** - Prepare Federal Partnership forms for printing.

**Partnership - Quebec (Plus & Enterprise)** - Prepare Quebec Partnership forms for printing.

**E-mail Recipient Slips (Enterprise)** - Email recipient copies to recipient's email address.

**Company Filing Status (Enterprise)** - Opens the Filing Status window by which the filing status of information returns for any company can be reported.

As with the [Forms Menu](#)<sup>29</sup>, the following reports are available depending on which version of T4 TimeSaver has been installed:

## Federal

**T4, T4A, T5** (*Lite, Basic, Plus & Enterprise*)

**NR4, T4A-NR, T4A(P), T4A-RCA), T4PS, T1204, T5018, T2202A** (*Basic, Plus & Enterprise*)

**T5013 + Schedules 1, 2, 6, 8, 10, 12, 50, 52, 100, 125, 141** (*Plus & Enterprise*)

## Quebec

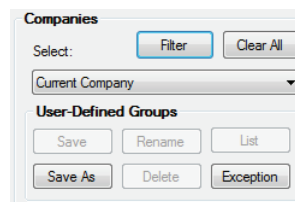
**RL-1, RL-3** (*Lite, Basic, Plus & Enterprise*)

**RL-2, RL-8, RL-17, RL-25** (*Basic, Plus & Enterprise*)

**RL-15 + Schedules A, B, C, D, E** (*Plus & Enterprise*)

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

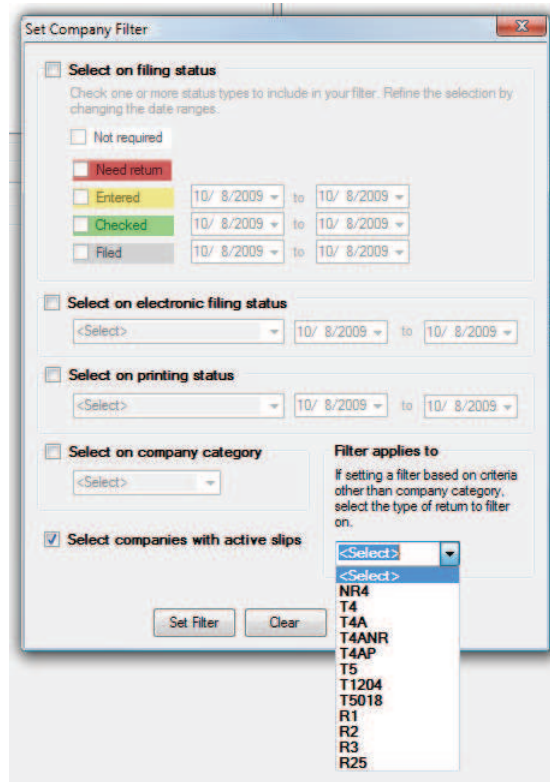
### 2.5.8.1 Common Features



*Data Selection Panel*

Most reports share a common data selection panel. This panel enables the user to specify a range of data that will be included in the selected report.

#### Filter



The Filter button displays the "Set Company Filter" window which is used to filter the companies included in the selected report to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into T4 TimeSaver
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the MRQ
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

#### **Clear All**

Clears all flags set through the **Filter** button.

#### **Select**

Used to choose between

- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

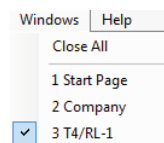
### User Defined Groups

Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future reports. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

## 2.5.9 Windows Menu

### Windows Menu



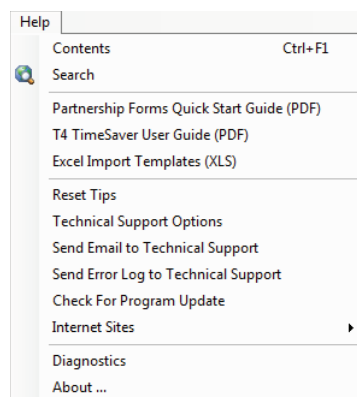
Any menu or submenu item that is greyed out is not currently available.

From the Windows Menu the user can see all windows currently open in T4 TimeSaver and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

**Close All** - Closes all currently open windows in T4 TimeSaver, leaving T4 TimeSaver running. Used when functions, such as database repair, ask to close all open windows.

## 2.5.10 Help Menu

### Help Menu



Any menu or submenu item that is greyed out is not currently available.

**Contents** - Displays a list of all help topics

**Search** - Search the help file for specific words or phrases

**Partnership Forms Quick Start Guide** - Displays a brief guide to processing Partnership forms (*Plus & Enterprise*)

**T4 TimeSaver User Guide** - Displays an electronic copy of this document

**Excel Import Templates** - Opens the included templates for data import (*Plus & Enterprise*)

**Reset Tips** - Restores pop-up help settings to the default value of displaying pop-up help where applicable

**Technical Support Options** - Displays various ways by which T4 TimeSaver [technical support](#) <sup>157</sup> may be contacted

**Send Email to Technical Support** - Creates a new email to send to T4 TimeSaver technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

**Send Error Log to Technical Support** - Sends an error log to T4 TimeSaver technical support

**Check For Program Update** - Checks the T4 TimeSaver website ([www.t4timesaver.com](http://www.t4timesaver.com)) if an update has been posted and prompts for download & installation if one is found

**Internet Sites** - List a variety of product and tax related websites

**Diagnostics** - Displays the locations of data, import, output, settings and system files


**About** - Displays current status of T4 TimeSaver (including: Program version, Authorization Code, Program Installation Path and Current Database)


## 2.6 Toolbar




The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.

**Company Name** - Displays the current company name. Use the drop down box to select from the list of companies.








**Select a different company** -  - Opens the list of companies. Highlight the desired one and click Select.

**Add a new company** -  - Opens the Add new company dialog window.

**Edit company information** -  - Opens the Edit company information dialog window.


**Print current form** -  - Opens the Print dialog window for the currently open form.

**Revert** -  - Restores data entry fields to their original values.

- New** -  - Adds a new slip of the type currently in focus.
- Delete** -  - Deletes the current slip. You will be asked to confirm the deletion.
- Go to first form** -  - Switches to the first slip for the company in the current sort order.
- Go to previous form** -  - Switches to the previous slip for the company in the current sort order.
- Go to next form** -  - Switches to the next slip for the company in the current sort order.
- Go to last form** -  - Switches to the last slip for the company in the current sort order.
- Find specific slip** -  - Opens the list of recipients to locate a specific slip.
- Sort Order** - Displays the current slip sort order. Use the drop down box to select whether slips will be sorted by Data Entry Sequence, Employee Name, Employee Number or Social Insurance Number. The available sort options will vary by return type.
- Slip number** - **5 of 13** - Displays the current and total number of slips.


## 2.7 Use of Special Keys

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

<b>F1</b>	Accesses on-line help
<b>F2</b>	Lists the selection list for a data entry field (indicated by an  icon where applicable)
<b>F4</b>	Overrides calculated field
<b>Ctrl + A</b>	Adds a slip to the current company
<b>Ctrl + D</b>	Deletes the current slip from the current company data
<b>Ctrl + P</b>	Opens print window (with current employee selected, where applicable)
<b>Ctrl + S</b>	Allows you to select from the list of slips for the current company and return type
<b>Ctrl + PgUp</b>	Moves to the first slip for the current company
<b>PgUp</b>	Moves to the previous slip for the current company
<b>PgDn</b>	Moves to the next slip for the current company, adding a new slip if current slip is the last slip
<b>Ctrl + PgDn</b>	Moves to the last slip for the current company
<b>Shift + F6</b>	Pastes the address of the current company into the displayed information slip
<b>F7</b>	Copies employee name and address data from the displayed information slip
<b>Shift + F7</b>	Pastes copied employee name and address data into the displayed information slip

## 2.8 Special Icons

A variety of special icons are used throughout T4 TimeSaver to indicate additional features, information or options. These are listed below:

 - Indicates the presence of a selection list for a data entry field, press the F2 key to display

 - Indicates that further information is available for a data entry field

★★ - Indicates that the [Adjustment Report](#)<sup>(144)</sup> has adjusted the original data

## 2.9 Split Screen Options

You may view multiple forms at the same time by making use of the split screen option. Begin by opening the forms you wish to view. You may open as many as you desire. Each form will have a tab along the top.

Switch between forms by clicking on the tab of the desired form. To view two forms concurrently, click on the tab on one form and drag the form towards the centre of the T4 TimeSaver window. The following image will appear:



Continue dragging the form to the part of the image that indicates the desired location of the form (top, bottom, left, right). The screen will be split in the indicated direction. The following shows the results of dragging the T4 form to the left side of the screen.

Once the screen has been split, you may move forms from one side to the other, or between top and bottom sections, by clicking on the tab for the form and dragging it to the desired location. The screen may also be split further if desired.

## 2.10 Input Conventions

The decimal point should be used when entering cents. Where no decimal point is entered, T4 TimeSaver will assume an even dollar amount and display zero cents when the cursor is moved to the next data entry field. Pressing the [Tab] or [Enter] keys will move the cursor to the next data entry field

in sequence.

New data entered into a field will overwrite existing data. You may edit existing data by using the left and right cursor control keys, as well as the [Backspace], [Delete], [Home] and [End] keys.

## 2.11 Getting Help

Whenever you require help, press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the Contents or Search tabs to access the desired topic. Links to related topics are provided for your convenience.

You can also access the help files from the [Help](#) <sup>[37]</sup> menu. Selecting **Contents** or **Search** opens the Help to the Contents or Search tabs respectively. The Internet sites submenu lists a number of Internet sites that may prove helpful.

During a technical support session our staff may ask you to supply a copy of your database. To send a copy of your database select **Send E-mail to Technical Support** from the [Help](#) <sup>[37]</sup> menu. Your default email program will start, at which point the database can be sent as an attachment. (Use the **Diagnostics** entry of the [Help](#) <sup>[37]</sup> menu to find out where the database is located.) Please rest assured that data sent to ELM Computer Systems will be treated with the strictest of confidence and will not be used for any purpose not related to problem resolution.

To send ELM an error log select **Send Error Log to Technical Support** from the [Help](#) <sup>[37]</sup> menu. A log containing the details of any problems encountered during the use of T4 TimeSaver will be sent to our Technical Support staff for evaluation.

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program.

### English Technical Support

English technical support is available by telephone from our Toronto office Monday to Friday from 9am to 5pm ET.

English technical support is available by email from our Toronto office Monday to Friday from 9am to 8pm ET. Email will be regularly checked on Saturdays so that emergencies situations can be attended to.

English Technical Support Hot Line (GTA):	416 495 1624
Toll Free:	800 268 3211
Fax Number:	416 495 0044
Email:	<a href="mailto:support@t4timesaver.com">support@t4timesaver.com</a>
T4 TimeSaver Website:	<a href="http://www.t4timesaver.com">www.t4timesaver.com</a>
Related Website: AvantaTax ( <i>automobile taxable benefits calculator</i> )	<a href="http://www.avantax.ca">www.avantax.ca</a>
Corporate Website:	<a href="http://www.elmcomputers.com">www.elmcomputers.com</a>

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

### French Technical Support

Technical support is available in French from our Montreal office from 9am to 5pm ET.

French Technical Support Hot Line:	514 499 9669
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### Confidentiality Statement

Under certain support circumstances, the T4 TimeSaver technical support staff may request that you

make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.