

1. **Folders** – Is the highest level of the data storage system containing one study or more
2. **Studies** – Is the second level of the data storage system containing one element or more
3. **Elements** – Is the third level of the data storage system containing one observation or more

VA	Value Added	Yes	No	Required	– no but required
Del	Delay	No	Yes	Unavoidable	
Dist	Distance	Distance traveled in this element			
Bulk	Bulk Factor	The number of units serviced in this element			
Obs	Observations				
%	Average effort ratings				
4. **Observations** – Is the forth and last level of the data storage system and is populated directly from the captured time

Incl	Include in average
Net Time	Net time of the observation
%	Effort rating of the observation
Lvl Time	Levelled time of the observation
5. **Video display** – Is a Quick time video playing area with built in controls on the bottom
6. **Video Address** – The address of the video pertaining to this study
7. **Time Units** – This group of radio button selects the units of time measurements

Seconds	Time in Seconds and decimal Seconds
Minutes	Time in Minutes and decimal Minutes
TMU	Time in Time Measurement Units (1/100,000 of an hour)
Hours	Time in Hours and decimal Hours
H:M:S	Time in Hours:Minutes:Seconds format
8. **Speed** – This group of radio button selects the video playing speed
9. **Play Buttons** – This group of button starts and stops the video

>	Play forward
<	Play backward
>	Advance one frame
<	Move one frame back
10. **Elapsed Time** – The time measured between the From button time and the current frame
11. **Total Time** – The time measured from the beginning of the video or from when the **Reset** button was clicked
12. **Reset Button** – Resets the total time to zero
13. **From To Buttons** – This buttons capture the time of the current clips respectively

14. **Exclude Buttons** – This group of buttons capture the time you want to exclude from a study, it will be deducted from the captured time
 - From Starting point for exclusion
 - To Ending point for exclusion
 - > Calculate Excluded time and add it to the Excluded value
 - Exclude The total time to Exclude from the observation, Clicking on this button will reset the exclusion to zero
15. **Add Button** – Capture the timed video, saves it into the observation file and add it into the selected element
 - If Auto is checked the next element will be highlighted and ready to receive the next observation
16. **Observation Control Buttons** – This group of buttons allows for the following actions to be taken
 - Y Marks the observation as “Included” (The observation will be included in the average time of the element)
 - N Marks the observation as “Not Included” (The observation will not be included in the average time of the element)
 - B Marks the observation as “Best Practice” (The observation will be included in average time of the element and in the created movie)
 - A Marks the observation as “Audio” (The observation will be used as an audio overlay in the created movie)
 - From Loads the video and position it at the first frame of the observation
 - To Loads the video and position it at the last frame of the observation
 - |>| Loads the video and play the observation from beginning to end
17. **Video Address** – The address of the video pertaining to this observation (can be a different video then the one pertaining to the study)
18. **Change Observation Rating Buttons** – The “+ “ or “-“ Buttons, respectively increments or decrement the selected observation rating
19. **Change Bulk Buttons** – The “+ “ or “-“ Buttons, respectively increments or decrement the selected element bulk factor
20. **Allowances** – PFD and Other allowances are set to the default settings, they can be increased or decreased via the “+ “ or “-“ Buttons
21. **Standard Allowed Time** – Is the standard allowed time for the study
22. **Folder Total** – Is the sum of all the Standard Allowed Time of the studies within the folder.
23. **Study Comments** – In this field any comments or descriptions pertaining to the study can be entered
24. **Search Folder** – Use this field to search for a folder by name ore partial name. use the “Next” button to scroll between matching records
25. **Search Study** – Use this field to search for a study by description ore partial description. use the “Next” button to scroll between matching records
26. **Change Element Rating Buttons** – The “+ “ or “-“ Buttons, respectively increments or decrement the selected element rating
27. **Add/deduct Buttons** – Capture the timed video, add or deduct it from the observation file and adjust the selected element