

# **NAG**

A Windows program by Denam Systems to keep track of important dates and times

**The following is a list of available topics:**

General

Nag Menu

Job Menu

This is the month that the event will appear.

This is the day that the event will appear.

This is the year that the event will appear.

Your event can be made to start appearing before the scheduled time. This is the number of early days.

This is your actual event that you want to be reminded of.

## ***Ticklers***

Ticklers are events that appear on a particular day of the week (Monday, Thursday, etc.). They can be very useful for such things as, reminding you to back-up your hard disk on Friday.

Ticklers appears when you first turn on your computer or when you do a Check Date . There is NO early notice time attached to them.

## ***Current Events***

Current events are events that have reached their specific, scheduled appearance date. For example, if an event is scheduled to appear on August 9, 1992 and the date is August 9, 1992, the event is a current event.

## ***Pending Events***

Pending events are events that have NOT reached their specific, scheduled appearance date but have reached a point where they fall within the early notice time .

## ***Upcoming Events***

Upcoming events are events that are on file but are NOT within the range of dates associated with the event.

This menu option allows you to quit the program.

This Job top line menu selection takes you to the Nag Menu.

This Nag top line menu selection takes you to the Job Menu.

The Help! top line menu selection takes you to this help file.

If activated, multiple events will appear in a list box when you select ' Check Date '. If inactivated, events will appear one at a time.

The 'Delete & Save' option appears when viewing upcoming events. If selected, it deletes the event but saves it in a file that can be reviewed with the 'View Old Events' menu selection.

The 'Delete Only' option appears when viewing upcoming events. If selected, it deletes the event. Once deleted, the event can not be recovered.

The "Don't Delete" option appears when viewing upcoming events. If selected, the event remains in the pending queue and may appear again.

Denam Systems is the one that brought you this program.

We would be more than willing to custom design a program for you. Contact us for details.

## **General**

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# ***Job Menu***

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Nag!

## ***Print All Events***

This activates your printer and prints the entire event file. This includes the current , pending , and upcoming events. It does NOT include the tickler file.

## ***Compress All Events***

If the ' Save Event Entry Order ' option is active, you should run this routine occasionally. Doing so, will compress the event file. This recovers some lost disk space, and speeds up data access.

You can tell how fragmented your event file is by selecting ' Edit Event ' and listing ALL the events. When the dialog box appears, the file record number is included in the listing. A compressed file will have sequential (1, 2, 3, 4, etc.) file numbers. A fragmented file will be missing some file (1, 2, 5, 7, etc.) numbers.

## ***Print Old Events***

This routine activates your printer and then prints old events that have been saved using the Delete & Save option during the Check Date menu selection.

## ***Print Today's Events***

This routine activates your printer and then prints all current , pending , and tickler events for the current date. It does NOT print upcoming events.

This is the printout you also get if the ' Ask For Print ' option is active.

## ***Ask For Print***

When the Nag program is first run, it checks for current , pending , and tickler events. If one (or more) of these events are located AND the this option is active (indicated by a check mark), you will asked if you want to print out the list of events, after the events have been displayed on the screen.

When inactive, you will receive the normal screen display (assuming some events were located) but you would then have to use the ' Print Today's Events ' menu selection to get a printout of the events.

## ***Save Event Entry Order***

When this option is active (indicated by a check mark), any NEW event you add to the event file will be added at the end. This retains the entry order and speeds entry time but wastes disk space.

When inactive, the program looks through the event file and if a deleted event is located, it places the NEW event in the deleted event location. This saves disk space but it mixes up entry order and slows entry time.

We recommend making this option active and then occasionally using the ' Compress All Events ' menu selection.

## ***Logon Computer Log***

This menu selection time stamps the computer log as logged on. The Computer Status Line of the main program display, will then display 'Logged On'.

This selection is independent of the Logon Work selection.

## ***Logoff Computer Log***

This menu selection time stamps the computer log as logged off. The Computer Status Line of the main program display, will then display 'Logged Off'.

This selection is independent of the Logoff Work selection.

## ***Delete Computer Log***

This selection allows you to delete the computer log.

Once the computer log is deleted, it and all time files associated with it, are destroyed. They can NOT be recovered. A new computer log is automatically created after the old log is deleted.

This selection is independent of the Delete Work Log selection.

## ***Delete Work Log***

This selection allows you to delete a project from a list of available projects. A list box will be displayed that shows you all of the projects you have created with the work Create menu selection.

Once a project is deleted, it and all time files associated with it, are destroyed. They can NOT be recovered.

This selection is independent of the Delete Computer Log selection.

## **Create Work Log**

This selection allows you to create a new project.

You will be required to select the type of work log you want to create. The three types are:

### **Person**

A Person type is a job that you are working on for a particular person who is NOT associated with a company or project. For example, lets say you are a tax consultant and John Smith wants his taxes done. John Smith is the person responsible for the bill so you create a Person type of project.

### **Company**

A Company type is a job that you are working on for a particular company. There may be a contact person at the business but the business is responsible for any billing.

### **Project**

A Project type can be used on any project that you are tracking. For example, lets say you want to keep track of the amount of time you are spending backing up your hard disk. You would log on to the hard disk project, back up your hard disk, and log off. After a couple of months, you might be able to justify a tape back-up unit.

After selecting the type of project, an edit dialog will appear. Here, you will enter the following fields:

### **Name**

This is the name of the Person, Company, or Project. This information will appear in the Work Status Line .

### **Contact**

This is the name of the contact person at the business. This field is active if you have created Company work.

### **Phone**

This is a field for a phone number. This field is active if you created Person or Company work.

### **Description**

This is a field where you can enter a description of the work.

There are two additional fields in the edit dialog. They are the 'Starting Date' and 'Job Number' fields. These two are filled in by the computer.

## ***Edit Work Log***

This selection allows you to edit a project. You must be logged on to a project before you can edit it.

When you first start, will be required to select the type of work. The three types are:

### **Person**

A Person type is a job that you are working on for a particular person who is NOT associated with a company or project. For example, lets say you are a tax consultant and John Smith wants his taxes done. John Smith is the person responsible for the bill so you create a Person type of project.

### **Company**

A Company type is a job that you are working on for a particular company. There may be a contact person at the business but the business is responsible for any billing.

### **Project**

A Project type can be used on any project that you are tracking. For example, lets say you want to keep track of the amount of time you are spending backing up your hard disk. You would log on to the hard disk project, back up your hard disk, and log off. After a couple of months, you might be able to justify a tape back-up unit.

After selecting the type of project, an edit dialog will appear. Here, you can edit the following fields:

### **Name**

This is the name of the Person, Company, or Project. This information will appear in the Work Status Line .

### **Contact**

This is the name of the contact person at the business. This field is active if you have created Company work.

### **Phone**

This is a field for a phone number. This field is active if you created Person or Company work.

### **Description**

This is a field where you can enter a description of the work.

There are two additional fields in the edit dialog. They are the 'Starting Date' and 'Job Number' fields. These two can NOT be changed.

## ***Logon Work Log***

This selection allows you to log on to a project. A list box will be displayed that shows you all of the projects you have created with the work Create menu selection.

When selected from the list box, its log is time stamped. The Work Status Line will now appear and show the name of the project.

This selection is independent of the Logon Computer selection.

## ***Computer Status Line***

The Computer Status Line is located at the bottom of the main program display. It appears when computer usage time is being saved to the computer time log.

If the Save Computer Time option is NOT selected, the Computer Status Line is NOT present. If it is selected, the status line will either indicate 'Logged On' or 'Logged Off'. '(Auto)' will be added to the display line if the Auto Computer Logoff option is selected.

## ***Work Status Line***

The Work Status Line is located at the bottom of the main program display. It appears when you are logged on to a project. If you are NOT logged on, the Work Status Line will not be present. If you are logged on, the name of the project will be displayed. '(Auto)' will be added to the display line if the Auto Client Logoff option is selected.

## ***Logoff Work Log***

This menu selection ends your work on a project and time stamps the log as logged off. The Work Status Line of the main program display, will then disappear.

This selection is independent of the Logoff Computer selection.

## ***List Work Log***

This menu selection displays a list box that shows you the date and times you logged on and off to a project. At the end of the list, the total time in hours and minutes are displayed.

## ***List Computer Log***

This menu selection displays a list box that shows you the date and times you logged on and off to the computer. At the end of the list, the total time in hours and minutes are displayed.

## ***Save Computer Time***

If this option is active (indicated by a check mark), you can save computer usage time to a log. This log is independent of the Work logs.

Your log times are affected by the setting of the Auto Computer Log Off option. You can also manually time stamp your computer log by using the Log On and Log Off menu selections when this option is active.

## ***Auto Computer Log Off***

If this option is active (indicated by a check mark), each time you exit Nag or the Windows program, the computer log will be logged off. When you restart the Nag program, the computer log will automatically log back on.

You might want to leave this option inactive if you are working on a project where you have jump back and forth between Windows and a DOS program (that requires you to quit Windows).

If active, you will also see the '(Auto)' indicator on the Computer Status Line of the main program display.

## ***Auto Client Log Off***

If this option is active (indicated by a check mark), each time you exit Nag or the Windows program, any work you are logged on to, will log off. When you restart the Nag program, you will automatically log back on.

You might want to leave this option inactive if you are working on a project where you have jump back and forth between Windows and a DOS program (that requires you to quit Windows).

If active, you will also see the '(Auto)' indicator on the Work Status Line of the main program display.

## ***No Help***

No help is available for your last selection.

## ***About***

This provides general information about the program, such as, production date, and copyright information.

## ***How To Reset***

You can configure the program so it checks for events and then the program is automatically deleted from memory. When the program is configured this way, you have reached a 'Catch 22' situation. The program runs as designed but it disappears before you are allowed to enter new date events.

There are two ways to handle this problem. You can run the program with a command line parameter (a temporary change) or you can edit the program initialization file (a permanent change).

To make a permanent change, you need to edit the Nag initialization file (NAG.INI) with a text editing program (I.E. Windows Notepad, WordPerfect Text In/Out, etc.). Once you have the NAG.INI file loaded into the editing program, look for the line:

Display=CheckThenQuit

Change this line to either:

Display=Standard

or

Display=Minimized

The 'Display=Standard' will set the screen display to the normal, full-sized display. The 'Display=Minimized' will display the program as an icon. The change you make is permanent until you use the Program Display menu selection.

To make a temporary change, run the Nag program like this:

NAG N

The program will appear in its normal, full-sized screen display. You can now make this a permanent change by going to 'Options' and saving the setting, using the Program Display menu selection.

## ***Add Tickler***

This routine allows you to add a tickler event to the tickler file. Two dialog boxes will appear. They require the following information:

- (1) Day of week that event will appear.
- (2) Event that will appear.

## ***Edit Tickler***

This routine allows you to edit a tickler event that is already in the tickler file. A list box will appear. From here, select the event you want to edit. You can now edit the following information:

- (1) Day of week that event will appear.
- (2) Event that will appear.

## ***View Ticklers***

This routine opens a list box and displays all the tickler events in the tickler file.

## ***Delete Tickler***

This routine allows you to delete a tickler event in the tickler file. Once deleted, the event can NOT be recovered.

## ***Shareware***

This informs you that this program is Shareware and provides information on ordering the program.

## ***Setting The System Date***

When this option is selected, a dialog box appears that allows you to change the month, day, and year that the computer is set to. The changes will affect all programs that are being run and remain in affect, even after you exit the Windows system.

Any change to the system's date or time will be reflected in the program's primary window display. It may take up to one minute for the change to be shown on the display.

## ***View Old Events***

When you select this, a list box appears. The list box contains events that are NOT waiting to appear but have been saved using the Delete & Save option during the Check Date menu selection.

## ***Setting Weekend Days***

When you display the Event Calendar, weekends are shown in red (for those of you that are using a color monitor). Since we realize that not all people have Saturday and Sunday as their weekend, we have added this feature to allow you to set the calendar so it reflects your schedule.

When the dialog box appears, merely check the days of the week that are your weekend days. Save your choices and these days will now appear on the Event Calendar.

## ***Showing The Event Calendar***

When you select this, a monthly calendar will appear. If the 'Ask For Month' option is selected (has a check mark in the menu), you will be asked to enter the month and year prior to the calendar being displayed. Otherwise, the current month will be shown.

Weekend days will appear in red (for those of you that have a color monitor). If there is an event associated with a day, in the month, an icon will appear. If you select the day by clicking it with your mouse, all events associated with the day, will appear in a listbox.

You can scroll from month to month by pressing the appropriate button. 'Last Month' will scroll you back one month and 'Next Month' will scroll you forward one month.

## ***Checking The Date***

Selecting this option checks all the events that are on file. The date entered with the event is compared with the system date your computer is set to. If they match, the event is displayed.

When the event is displayed, you have three ways to handle the event. You can select either the Delete Only option, the Delete & Save option, or the Don't Delete option.

This option is automatically run each time you activate the program.

If no events are located, the program will pause and notify you that nothing was located. You can turn this feature off by setting the option off.

This function displays current and pending events but does NOT display upcoming events. The event file is displayed sequentially, from beginning to end (first in, first out). If you have set your display to list multiple events (instead of one event at a time) then the current events will be at the top of the list.

## ***Deleting An Event***

When you delete an event, a list box will appear. The list box will show all of the events that are on file. After picking one of the events, a dialog box containing the selected event will appear. If you decide to delete the event, it will be removed. Once deleted, the event can not be recovered.

## ***Edit Event***

When you select this option, a list box will appear. The list box will show all of the events that are on file. After selecting one of the events, the editing dialog box will appear with the selected event. This dialog box allows you to edit the following fields:

The Month field.

The Day field.

The Year field.

The Early field.

The Event field.

The Catagory type.

The Priority value.

## ***Add Event***

When you select the option to add a new event, an editing dialog box will appear. This box allows you to enter the following fields:

The Month field.

The Day field.

The Year field.

The Early field.

The Event field.

The Catagory type.

The Priority value.

There is a Record Number field that you can never make an entry in. This field will be blank when you are making a new entry. It will contain the record number when you are editing an event that you entered earlier.

## ***Program Display***

From the Options menu, you can make changes to the way the program displays information and to the way that the program operates. You select these options with Radio Buttons. These options are:

### **Program Display Options**

- (1) Check for events and quit when completed.
- (2) Check for events and display as Icon.
- (3) Check for events and display as normal.

### **Notification Option**

- (1) Notify when no event is found.

The Notification Option is either on or off. When the option is on, you will be informed when no events were found.

Assuming you select the following options and no events are in range:

- (1) Check and Quit.
- (2) Notify when no event is found. (OFF)

The program will run and quit without you even knowing that it was run.

## ***List By Date***

When this option is activated (indicated by a check mark that will appear), you will be required to enter a date parameter before the data file is displayed when you edit or delete an event. The date parameter determines what events will appear in the listbox.

When this option is off (indicated by the lack of a check mark), all the events in the data file will be shown in the listbox. Like any listbox, you can then select the desired record.

## ***Catagory***

When you make an event entry, you will be asked to add a general catagory to the event. The catagory determines what icon will appear on the Event Calendar . There are 10 catagories. They are:

Catagory	Icon
-----	
General/Misc.	Notepad
Medical/Dental	Syringe
Bill/Expnses	Bill
Income/Wages	Dollar bill
Computer	Computer
Birthday/Anniversary	Cake
Legal/Court	Scales
Meeting/Appointment	Table
Sports/Hobbies	Golf flag
Vehicle/Travel	Car

The catagory does NOT determine when or if an event appears. It only provides a visual clue on the Event Calendar.

## ***Priority***

While making an event entry, you will be asked to enter a priority value (1-5). This value determines what icon will be displayed on the Event Calendar . The higher the value, the higher the priority. For example, an event marked as priority 4, will have a higher priority than an event marked as a priority 2.

When the Event Calendar is displayed, catagory icons mark the days that have an event. Clicking the icon will display ALL of the events associated with the day. Each event has an icon attached to it. Since some events are more important than others and since only one icon can appear on a particular Event Calendar day, the higher priority event icon will appear before a lower priority one.

The priority does NOT determine when or if an event appears. It only helps determines what icon will appear on the Event Calendar.

## ***Ask For Month***

When active (indicated by a check mark), you will be required to enter the month and year before the Event Calendar is displayed. By the default, the month and year input boxes will contain the month and year the system time is set to.

When this option is off (indicated by the lack of a check mark), the current month will be shown without any input of yours.

## ***System Date & Time***

The system's date and time is maintained by an internal computer clock. On older machines, you are required to enter both of them when you boot-up your computer (assuming you want them to be set correctly). On newer machines, the clock is battery powered and it continues to run even when the computer is shut off. Newer machines do NOT require the date and time to be set each time you boot-up your machine.

From the Nag program, you can set the date but not the time. You can do this by selecting the Set System Date menu option.

With the 'Date/Time' program found in Window's 'Control Panel', you can set the date and time. From the 'Control Panel', you can also use a program called 'International'. This program allows you to set the format (i.e. AM/PM or 2400 hour format) of the date and time.

## ***Introduction***

'Nag' is an application for Microsoft's Windows 3.x. It is designed to run at boot time and is used to keep track of important dates and times such as, when to backup your hard disk or that your Aunt Mildred's Birthday is in 5 days. It is marketed as Shareware so you get a chance to evaluate its usefulness before purchasing it.

## ***Windows StartUp Folder***

In Windows 3.1, you can place a program in a folder called 'StartUp'. Any program in this folder is automatically run each time the Windows system is started.

## ***Basics***

'Nag' allows you to enter an event that will appear on a date. The date can range all the way from a specific date (i.e. December 27, 1992 - Take down Christmas tree) down to an event that will appear intermittently (i.e. 7th of each month - Make car payment). There are many different options in between.

When you enter an event, you can specify an early appearance time. This allows the event to start appearing before the indicated time on your event, For example, if an event is to appear on July 20th and you indicate an early appearance time of 10 days, the event will appear from July 10th through July 20th. This is a great feature for such things as birthdays and anniversaries.

A tickler event file is also available. This allows you to enter events that will appear on a particular day of the week (Monday, Wednesday, etc.). Even though they do not appear on the Monthly Event Calendar , they can be very useful to remind you of weekly happenings.

By going to the Job section of the program, you can now track the time you spend on various projects. This could be real useful to those of you that bill clients on an hourly basis.

## ***Boot Time***

You can run the 'Nag' program every time Windows is activated by including that information in your WIN.INI file. To do this, edit the WIN.INI file with a text editing program (do not use a word processing program that will not save a file as an ASCII file).

Load the WIN.INI file and look for the 'Windows' section. In the 'Windows' section, add the following line (you can include directory path information if you need to):

**run=nag**

Now the WIN.INI file will contain these two lines (plus a lot more lines).

**[Windows]**

**run=nag**

After doing this, 'Nag' will automatically run each time Windows is activated.

For those of you that are using Windows 3.1, you can drop the Nag program into the 'StartUp' folder. This eliminates the process discussed above.

## ***Examples***

The format you use when you make an entry determines when the event will appear. Hopefully these examples will help. All of them assume that a early event time was not entered.

Mh-Dy-Yr	Event Will Be Displayed On
01- -	Every day in month of January.
-05-	The 5th of every month.
- -1991	Every day in 1991.
03-10-	Every March 10th.
03- -1992	Every day in March of 1992.
-15-1994	The 15th of every month in 1994.
03-10-1993	March 10, 1993

## ***Command Line Option***

If you have set the program to the 'Check and Quit' option, you will be unable to enter new events, edit events, set options, and etc. since the program quits after doing its event checks. Fortunately we have planned for that.

You can reset the program to the 'Normal' display mode by running it from the Run option of the Program Manager. Simply enter:

```
/b NAG N
```

Running 'Nag' with the command line option 'N', resets the program so it checks for dates and then displays the program with its (N)ormal sized dialog box. This change is permanent if you select an of the commands that change the NAG.INI file (Set Weekend Days - Program Display - List By Date - Ask For Month).

## ***Unregistered Version***

We do not believe in releasing Shareware programs that are crippled or that self-destruct after so many uses. The version you have is fully operational. What an unregistered version will do though, is 'nag' you occasionally, to register your copy. Registered users will receive information on how to put the 'gag on the nag'.

## ***Shareware Info***

This program is distributed as Shareware. This is a simple concept. Basically, we retain all rights to the software under the Copyright laws but allow distribution to your system to be done freely. You may look at, copy, etc. this type of software, but if you use it, you are expected to register.

The advantage of Shareware is real. You get a chance to test the software on your computer to make sure it is compatible with your system and to make sure it works to your satisfaction before you 'buy' it with your registration fee.

## **CompuServe**

For help or for submitting suggestions, you can contact us by mail or phone but the best way we feel, is by contacting us through CompuServe Email. Mail has a long turnaround period and if you call, you may only get a recording. EMail will most likely get a quicker response.

We usually check in with CompuServe on a daily basis. We try to respond to your questions on the same day they are received. With EMail you don't end up playing phone tag and you can even ask CompuServe to notify you when the message has been delivered.

Please address all your CompuServe EMail about Nag to:

**70405,1422**

An additional benefit of using CompuServe is that you can register your Nag program through CompuServe and have the registration fee billed to your CompuServe account.

## ***Newest Version Of Nag***

You can always find the newest version of Nag on CompuServe . It can be found on the MS Windows Advanced Forum. Get there by entering

### **GO WINADV**

after you have connected with CompuServe. The first library to take a look at is

### **New Uploads**

but if you can't find Nag there, take a look at library

### **Apps (share/free)**

You can use the keyword

### **DENAM**

to help you find the file. You can also register your Nag program by using CompuServe.

## ***Disclaimer***

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## ***Program Upgrades***

### **December 1991 (Nag)**

First release of program.

### **March 1992 (Nag2)**

First Upgrade of program. Fix bug that would allow an event to appear when it was not scheduled to appear. Fix bug that caused UAE on some machines. Added Event Calendar (included feature that allows user to decide whether or not he is asked for the month). Add event search by date (on edit & delete display).

### **April 1992 (Nag3)**

Add scrolling feature to Event Calendar. Select day from Event Calendar and display event in listbox. Allow user to select the way the events will be displayed (single or multiple). Allow user to make multiple entries without having to return to the menu. Add help. Add the option that allows the user to save and view past events.

### **June 1992 (Nag4)**

Add month and day information display to primary window. Remove 'Display System Date' menu option since this information is now displayed in the primary window. Rename 'Show Month' menu option to 'Show Event Calendar'. Add icons that are displayed in the Event Calendar. The icons reflect the basic category of event. Add priority settings to events. Change file structure and add routines that will update earlier file structures. This version was released ONLY to Beta Testers.

### **July 1992 (Nag5)**

Add tickler event functions. Add Job section. Program can now save computer and job times. Fix up some display problems that were in Nag4. Rename 'How' menu option to 'How To Reset'. Rename 'Quit' menu option to 'Close'.

### **October 1992 (Nag6)**

Add printer function for event file. Add event entry save option. Add event file compress routine. Fix up main screen display problems (hopefully this is the last time). Add registered user information to About dialog. The main screen display now changes size and display when client or computer log is active/inactive. In a multiple event display, while doing a 'Check Date', the list is now sorted by current and pending events. Add program reset information to help file. Add CompuServe information to help file. Add an ASCII text file to the ZIP file that explains how to reset the display options. Fix problem that caused icon not to show on Monthly Event Calendar.

## ***Registering Nag By Mail***

You can register this program by merely printing out the order form and sending the required payment. You can print the form by going to the [Order Form](#) topic and then selecting the 'Print Topic' option of the 'File' menu selection.

You can also [register Nag by using CompuServe](#) and having the registration fee billed to your CompuServe account.

## ***Registering Nag Through CompuServe***

You can register your Nag program through CompuServe's Shareware Registration Program by typing

### **GO SWREG**

after connecting with CompuServe. Then just follow their instructions. You can do a search on the keyword

### **DENAM**

to help you find the correct registration form. Once you have completed the form, the registration fee will be billed to your CompuServe account.

You can also register Nag by mail . You want to make sure you do order by mail, if you are registering 5 or more programs, since there is a discount for large quantity orders.

# Order Form

Remit to:  
Denam Systems  
1115 Madison St NE  
Suite 226  
Salem, Oregon 97303

From:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Individual  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address  
\_\_\_\_\_

Quantity of Units	Unit Price
1-4	\$20.00
5-9	\$18.00
10-14	\$17.00
15-19	\$16.00
20+	Agreed Price

Qty		Unit Price	Total
_____	Nag Software X	_____	= _____

Note that Nag6 Software has been delivered and accepted by the customer. Upon receipt of this order, instructions for eliminating the sign-on screen will be sent. This also entitles the customer to one free upgrade when it becomes available.



