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Priority Level

If you use the quick panel to enter your task the default level for the task will be five. The default level for tasks added from the Phone Master data link is 4. If you use You have the option to change this priority from 1 to 99. 1 is usually used for critical tasks while the higher number represents less important tasks.

Date Due

Allows you to set a date a project must be due by. This can be set by clicking on the new button on the toolbar. After you select this the date and time the task is due by will default to "none". To change this you should click on the button marked Set. An easy to use calendar will appear. Use this to set the date. You can also set the time here although this is not necessary. Setting the time will allow you to activate an alarm.

Time Due

Setting the time a project is due will also activate the alarm. You may set up a time each task is to be due.

To set up the alarm you should create a new task or edit an existing task. You will have the option to set the date and time of a task. At this screen you can enter a time a task should be done.

This is helpful, for example, if you have a task which must be completed by the end of the day. You can have the alarm remind you at say 3 pm. At 3 pm the alarm will sound. At this point you can tell the alarm to remind you again at a set time.

Task

A task, in the Time Master, is a word used to describe any job or project which needs to be completed. Tasks can range from simple messages to yourself to complex projects.

The Time Master allows you to create tasks with alarms, messages, priorities. You can use or not use these features based on the complexity you want to enter.

Related Topics

[Creating A Task](#)

[Priority Level](#)

[Date Due](#)

[Time Due](#)



Creating A Task

Quick Task

Creating a quick task is easy. To enter a quick task simply type in the task description in the text box located above the task listings and hit the "ADD" button. This will create a general task with the default priority of 5. You can leave this task as is or modify it at a later time to add more detail.

Standard Task

To create a standard task, click on the new task button on the toolbar. You will be shown the new task screen. The new task screen allows you to enter the task description, the date and time a task is due, and the priority. All of this is made easy with graphic calendars and easy to use pull down menus. Type in the description of your task and the priority you wish to assign it. To set a date and time the task is due click on the button marked Set Time.

You may also set a Flash Update. A flash update will be displayed any time you request it from the main menu and everytime you enter the software. This is good for the tasks you'd like to forget but can not!

Related Topics

[Entering A Time](#)

[Entering A Date](#)

[Flash Tasks](#)

Using The Calendar

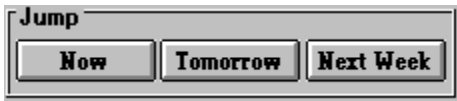
When you create a new task you have the option to set a date and time for the task to be completed. If you set a time the task must be completed the system will warn you at the time specified.

The Time Master includes a fully functional calendar for this use. To set the time the task



should be completed, edit or create a new task and and click on the set time button.

The calendar will default to today's date. To change the month you can use the pull bar and select a new month. You can do the same with the year and date. After you have selected the month you can simply click on the calendar on the date you wish to set.



Jump buttons can be used to easily select a date. For example if your task is due tomorrow you can simply click on the button marked tomorrow and the date will be changed.

After you have set the time click on "ok". The date you specified will be displayed on other task form.

The same applies to setting up a time. If you set up a time an alarm will warn you when the time arrives.

What Is The Time Master

The Time Master is an easy to use package designed to track tasks. Tasks can be as simple as adding a quick description of something which needs to be done. Or you can expand a task by setting a date and time it must be completed. Flash tasks allow you to be reminded of tasks until they are completed. Flash tasks are displayed each time you load the program. Tasks can also be added by creating a data link with The Phone Master (available seperately).

Product Support

Please don't hesitate to contact us by:

Voice & Fax: 201-933-5022
CompuServe ID: 71357,1341

This number is for both phone calls and faxes. Feel free to send a fax with your question to this number. The best time to reach the author (Thomas Ens) is between the hours of 6 pm and 12 pm EST.

We welcome calls from registered and unregistered users.

Registration

All users are encouraged to register this software package. Registered customers will receive the following:

The latest commercial version (registered in your name) of The Time Master!

FREE Support and services!

FREE automatic upgrades! If you download a shareware version of the Phone Master your commercial version will automatically be updated with the newest programming changes!

FREE trial of other products available from Softlink Software.

A commercial grade product without any interruptions!

** Registration costs only 24.95! **

Easy To Order from the US and Europe:

IN THE USA

BY MAIL:

Softlink Software
Phone Master Registration
81 Jordan Ave.
Wallington, NJ 07057

Please specify your address, disk size and include \$4 for shipping + handling (\$6 outside the US.) You may click on REGISTER to automate this procedure.

BY COMPUSERVE:

Write To Account #: 71355,470

BY PHONE:

Call 800-242-4775 (outside US: 713-524-6394) and use your Mastercard, Visa, American Express, or Discover card. Or you can send a fax to 713-524-6398. Just state that you would like to order The Time Master.

IN EUROPE

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IMPORTANT NOTE

This is a shareware program and as such you are permitted to distribute it without charge provided that all files are distributed together, and due copyright is observe. This program is provided as is without any warranty, expressed or implied, including but not limited to fitness for a particular purpose.

You may trial this application at no charge for one week. After one week you must register it or discontinue use.



Flash Tasks

Flash Messages are an excellent way to remember those important things that perhaps you'd rather forget!

To set a flash message create a new task or edit an existing task. On the bottom of the form you will see a check box as shown below.

Flash Task

If you click on this check box it will set this task up as a flash update. This task will be treated in a special way. Every time you start the software you will be shown these tasks. Also, you may view flash tasks by choosing the flash menu item.

To disable the flash task function simply edit your task and uncheck this box.



Modifying A Task

Modifying a task is simple. Simply highlight a task and click on the modify button (shown above). The task which you have highlighted will be displayed on the task edit form. Make any changes needed and click on OK.



Completed Tasks

When you have completed a task you should highlight the task you would like to remove and click on the button shown above. This will do one of two things.

1. Ask for confirmation that the task is completed and should be removed from the list. If you answer yes the task will be removed from the list.
2. Remove the item highlighted from the list.

The software will not ask for confirmation if you have indicated in the past that you do not wish confirmation.



Printing A Report

It is simple to print a report. Just click on the button displayed above and a list of your tasks will be printed.

Print Options

The Time Master allows you to make many changes to the printed output. These options can be changed by choosing PRINT from the pull down menu. You can make any changes to the report desired (including font size and type). From this menu click on OK to begin printing. If you click on the toolbox Print icon, the software will immediately print a report with saved settings.

Font Selection

Changing options here will alter the type of font used when printing.

Output Options

These controls change the number of lines on each page and the number of copies to make of the report. All setting changed are saved when you click on OK, except number of copies which is reset to one after each session.

Print Options



These settings allow you to change the report header. Click on the option button to activate a header. Change the text box to modify the header.

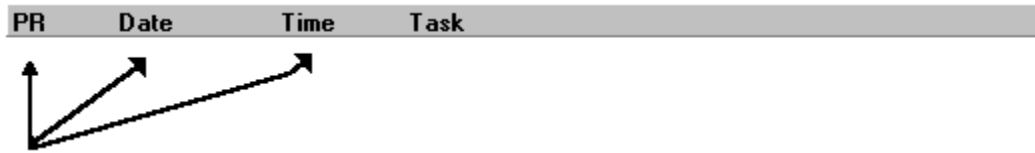
Custom Programming

Softlink Software can create new applications custom tailored for your organization. Give us a call to discuss how we can design a quality application for your company. Call 201-933-5022.

Sorting

You can use the phone master to sort on any of the task columns. You can sort by Priority (PR), Date, Time or Task.

To change the sort you can either click on the header for the tasks as shown below or choose change sort from the menu system to change the sort one by one.



Data Exchange



If you have a copy of The Time Master and The Phone Master you can use the powerful data exchanges between these program to share data.

The Phone Master allows you to easily track phone numbers and things which need to be done. Basically, the Time Master and address book which allows you to place phone calls and track the status of a call. If you set up a data exchange with the Time Master you add to your "TO DO" list from the Phone Master. For example, if you need to make a phone call to a person in your Phone Master address book you can click on a button marked "NEED TO CALL" with your right mouse button. This would inform the Time Master to add this to it's "to do" list. The Time Master would immediately create an entry that would look something like this.

PR	Date	Time	Task
01	03/16/94	03:00 PM	Need To Call: Johnson

When you have completed the phone call you can either mark this "to do" entry as completed in the Time Master (which would inform the Phone Master to remove the check mark) or you can uncheck the button in the Phone Master which would inform the Time Master to remove this entry.

Creating A Data Exchange

Setting up a data exchange link is simple. All you need to do is tell the Time Master where the Phone Master is located. If you do not have a copy of the Phone Master you can download a copy from your local online service. Or you can register and we will automatically send you a free shareware copy.

To create a Phone Master link you should use the pull down menu to select Phone Master Link. Next you should type in the directory where the Phone Master is located. You can click on the BROWSE button to find the directory. After you specify the correct directory the software will find out what database the Phone Master is using and configure itself.

You can disable the link by clicking on the link check box.

Related Topics

[Data Exchange Link](#)



View

This button allows you to "zoom in" on a task. It will display the entire task with information about the priority and date and time due.

