

## Index of OnTime Help

The Index lists all Help topics available for OnTime. Use the scroll bar to see entries not currently visible in the Help Window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## **Add an Appointment**

There are several ways to add an appointment or message. One way is to highlight the desired time slot in the day planner and double click the mouse button or press enter. Alternatively you may click the Add button at the bottom of the screen, or select Add from the [Edit Menu](#).

Any of these options will open the Add A Message dialog box.

Here you may enter a [Message](#), use the [Category Selection](#) to select the [Category](#), select a [Frequency](#), a [Priority](#) if it is a non-appointment, enter the starting and ending dates, appointment time, and [Alarm](#) time. Click on the Select Date button for help with [Date Selection](#). The Select Time button assists you in [Time Selection](#). You may also add or modify a [Note](#) by clicking the Add Note or Modify Note button. To delete a note click the Delete Note button.

After having entered the required information, click the Ok button to save the new appointment. Click Cancel to stop this procedure.

### **Related Topics**

[Delete an Appointment](#)

[Modify an Appointment](#)


[Reschedule an Appointment](#)

## Alarm

Alarms are used to remind you of an appointment or event. OnTime will sound an alarm and display the appropriate message even if you happen to be working in another program.

The [Appointment Settings](#) option in the [Options Menu](#) allows you to select the desired alarm tune.

The alarm may be set from within either the Add a Message or Modify a Message dialog boxes. First turn on the Alarm and then select the number of minutes prior to the event you wish the alarm to sound. Enter 0 minutes to have the alarm sound at the appointment time.

An appointment with an alarm attached will have the alarm symbol  to the left of the appointments time.

When the alarm sounds a box appears displaying the appointment message, and time. To turn off the alarm click the Off button. Clicking the Snooze button will turn off the alarm and sound it later.

### Related Topics

[Add an Appointment](#)

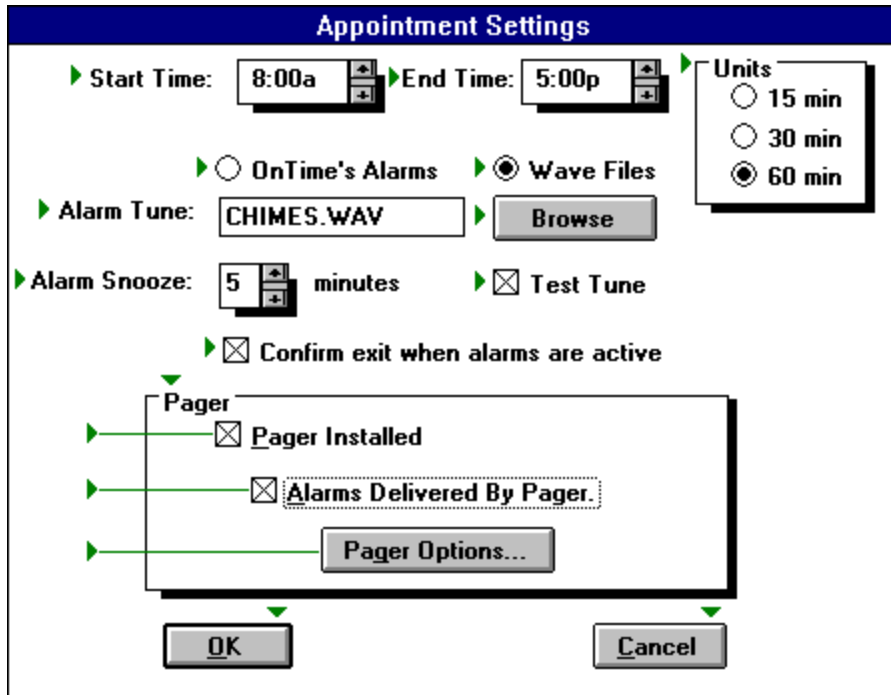
[Day Planner](#)

[Modify an Appointment](#)

## Appointment Settings

Selecting this menu option displays the Appointment Settings dialog box. Here you may customize some of OnTime's features, as well as activate both pager and wave file support.

An explanation of each of the areas in this dialog is provided below. Simply click on one of the green arrows to display information about the item it is pointing to.



### Related Topics

- [Alarm](#)
- [Color Customization](#)
- [Day Planner](#)
- [Display Settings](#)
- [Font Selection](#)
- [Pager Options](#)

## **Archive Messages**

The Archive Messages box displays archived messages retrieved with the archive search function.

The message date, Category, Frequency, Time or Priority, and a partial message. The complete Message is displayed in the Full Message box below.

The buttons at the bottom of the Archive Messages box allow you to Delete an archive message, Print the list of messages, return to the Review Archive box to use different Search Options, or Cancel the search.

### **Related Topics**

[Delete an Appointment](#)

## **Autostart**

Autostart allows you to automatically start OnTime each time MS-Windows is loaded. If this option is on a check mark will appear to the right of the word Autostart

This feature may be enabled or disabled as desired by clicking on it.

## **Related Topics**

[Display Settings](#)

## Categories

All messages or appointments are placed into categories. Categories allow easy grouping of appointments. These groups may be selected for display and printing purposes.

OnTime comes with several built in categories, you may add up to a total of 30 categories by using the [Category Maintenance](#) functions.

[Category Selection](#) enables you to select which categories the [Day Planner](#) is to display.

## Related Topics

[Add an Appointment](#)

[Modify an Appointment](#)

[Print](#)



## Category Maintenance

This dialog box is opened by selecting Category Maintenance from the [Category Menu](#). It is used to maintain categories and their appointments. It is here that you may create new categories, or modify existing ones.

All available categories are displayed in the Categories box on the left.

To add a new category click the Add button and enter the new category name and abbreviation.

To modify an existing category select the desired category from the box on the left and click the Modify button. You will be prompted for the modified name and abbreviation.

Delete will remove the selected category and all appointments in it. Before you use this option make sure you no longer need these appointments, or that you have transferred them to another category.

To transfer appointments from one category to another click the Transfer button. You will be prompted for the category to transfer from and the category to transfer to.

Once your maintenance is complete, click the Ok button to close the dialog box.

### Related Topics

[Categories](#)

[Category Selection](#)

## Category Selection

To set up the categories to be displayed by the [Day Planner](#) selected mode use this option. Selected mode displays a mixture of categories that you select.

The Selected Mode Categories box displays all available categories in a box on the left. This box is opened by selecting Selected Mode Categories from the Category menu. You may select or deselect any of these either by clicking the mouse cursor on it, or by clicking the Select and Remove buttons.

Clicking the Select All button will select all categories.

Click the Ok button when your selection is complete.

### Related Topics

[Categories](#)

[Category Maintenance](#)

## Clipboard

The Clipboard is a MS-Windows function that enables copying and moving data across programs and Windows screens.

OnTime uses the clipboard in two ways. It may be used as a means of rescheduling an appointment by highlighting a message and selecting Cut or Copy from the Edit Menu. Cut removes the message and places it in the clipboard, Copy makes a copy into the clipboard and leaves the original message intact. The message remains in the clipboard until it is Pasted into its new location.

The OnTime notepad uses the Clipboard as a means of moving and copying data. Refer to your MS-Windows documentation for details on using this function.

### Related Topics

Notes

## Color Customization

You may customize most of OnTime's screen colors by selecting the Colors option from the [Options Menu](#) to open the OnTime Color Scheme dialog box.

Here you may select or modify a color scheme. Once you have selected a color scheme from the drop box click the Ok button. Click the Cancel button to ignore changes and exit the dialog box.

To edit a color scheme click the Edit Scheme button. The OnTime Custom Color Scheme box displays a palette of available colors to the right. The left of the box shows a small simulation of the OnTime screen so that you may see your color changes take effect.

To change any of the screen colors, you must first select the item you wish to change from the Selected Screen Element list or click on it in the simulated screen on the left. You may then click on the desired color in the color palette and click the assign key.

To change the palette colors click on the color to change and then click on the Custom Colors button. You will then be able to adjust the red, green, and blue ration within that color. This way you have endless combinations of colors available.

To reset the colors to their default color set, click on the Default button. To accept your new color set click the Ok button. Click Cancel to ignore the changes made.

### Related Topics:


[Appointment Settings](#)

[Display Settings](#)

[Font Selection](#)

## Date Selection

There are several ways to select a date. Clicking the  and

 buttons on the bottom left of the screen will take you back or forwards one day at a time. The Today button quickly returns you to Today's date.

You may also click on any date in the three calendars at the bottom right of the screen. The center calendar shows the currently selected month. The other two calendars are the month before and after the currently selected month.

The Select Date button (both at the bottom of the screen and in some dialog boxes) displays the Select Date dialog Box. This box displays a set of calendar cards. You may select any card by clicking on it. Likewise a date may be selected by clicking on it. Move through the calendars by clicking on the Month and Year selection buttons. Click Today to return immediately to Today's date. After having made your selection, click Ok to go to the new date.

### Related Topics


[Time Selection](#)

## Day Planner

The Day Planner is the focal point of the OnTime screen. It displays all your appointments and to-do lists for any given day.

The Day Planner is divided into several areas. Briefly these are:

The Menu bar at the top gives you access to OnTime functions and help.

The days events or to-do lists are displayed in the appointments area. Appointments with an attached Alarm have the alarm symbol  to their left. Events marked as critical have a



to their left. Appointments with attached Notes are bent over at the top right corner. You may click here to view or modify the note.

Above the appointments area are buttons that allow you to select the Category of appointments or messages you wish to see. You may select, Appointments, Non-Appointments, Selected categories, or All categories. Selected categories are a combination of categories that you may set up with the Category Selection function.



The grid on the right displays a graphic view of allocated time. Time in use is blocked out. Current time is also marked with a block. In this area the mouse cursor becomes a magnifying glass as displayed on the left. By clicking this cursor over any blocked out time span, the messages attached to that time will be displayed.

The bottom left of the screen contains buttons that enable control and manipulation of your calendar. Click



to go back a day,



to go forwards a day. Today will return you immediately to Today's date.

Click Add to Add an Appointment, Modify to Modify an Appointment, Delete to Delete an Appointment, and Reschedule to Reschedule an Appointment. Click the Select Date button to access the Date Selection dialog box. To perform a Keyword Search click the Search button.



**Print**

The Print button will display the Print menu.



**Week**

The Week button will display the Week Grid.



**Month**

The Month button will display the Month Grid.

The bottom of the screen displays three calendars. The currently selected month is displayed in the center calendar. The previous month is to the left, and the next month is to the right. You may click on any day in these calendars to go to that date.

## Related Topics

Display Settings  
Mouse

## **Delete an Appointment**

When appointments or messages are no longer needed they may be deleted. To delete an entry it must first be highlighted. Then either click on the Delete button or select Delete from the [Edit Menu](#).

If the record to be deleted is not a recurring record the Delete Record dialog box will appear. You are then able to select whether or not you wish to Delete this record, and whether or not you wish to [Archive](#) it for future reference.

If the record is a recurring record you will be prompted as to whether you want just this occurrence deleted, all occurrences, or all future occurrences.

### **Related Topics**

[Add an Appointment](#)

[Modify an Appointment](#)

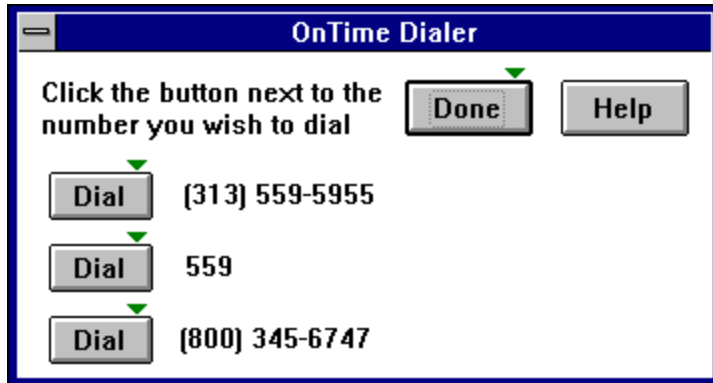
[Reschedule an Appointment](#)



## Dialer

The OnTime Dialer dialog appears when you highlight an appointment/TO-DO item, etc. that contains more than one (phone) number and select the **Dial!** menu command. The OnTime Dialer dialog allows you to choose which of the numbers should be dialed. This dialog will only appear if there are multiple numbers in the message. If a message contains only one number, selecting **Dial!** will automatically dial that number without displaying the OnTime Dialer dialog.

An explanation of each of the areas in this dialog is provided below. Simply click on one of the green arrows to display information about the item it is pointing to.



### Note:

If one of the numbers displayed in the OnTime Dialer dialog is an extension, you can have the dialer automatically dial the extension for you after dialing the phone number. Click the Dial button that precedes the phone number. A message will appear informing you that the number is being dialed. When the number has been dialed, click the Done button, then click the Dial button that precedes the extension.

### Related Topics

[Dialer Selection](#)

[Dialing Options](#)

## Dialer Options

The Phone Dialer Options item allows you to select a supported phone system and indicate the specific dialing options. If, while installing OnTime, you indicated that you had installed AT&T PassageWay(TM) Solution software and wish to use the automatic dialing capabilities, the default Dialer Type will be AT&T PASSAGEWAY.

If you did not specify that you wanted to use the automatic dialing capabilities when installing OnTime, the default Dialer Type will be NONE. You must select **AT&T PASSAGEWAY** if you intend to use the automatic phone dialer.

OnTime can dial phone numbers that are typed into the Message or Note areas. If you set an alarm for an appointment with a phone number in the Message, you can have OnTime dial that phone number when the alarm rings. Also, if you perform a Search or Review Archive operation, you can have OnTime dial the phone number in the Message of the item that is located.

### Related Topics

[Dialer](#)

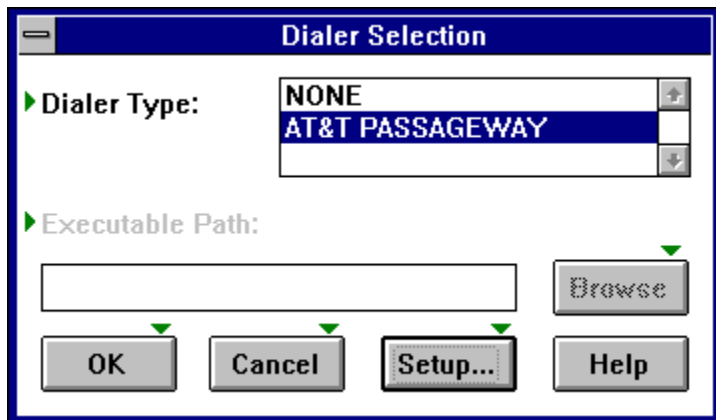
[Dialing Options](#)

[Dialer Selection](#)

## Dialer Selection

Before you can successfully use the OnTime automatic phone dialer, you must select one of the supported systems. To use the automatic phone dialing capabilities, **AT&T PASSAGEWAY** must be selected as the Dialer Type.

An explanation of each of the areas in this dialog is provided below. Simply click on one of the green arrows to display information about the item it is pointing to.



Once you have selected a supported phone system, you should click on the Setup... button to specify the default Dialing Options. Refer to Related Topics for more information on specifying Dialing Options.

OnTime can dial phone numbers that are typed into the Message or Note areas. If you set an alarm for an appointment with a phone number in the Message, you can have OnTime dial that phone number when the alarm rings. Also, if you perform a Search or Review Archive operation, you can have OnTime dial the phone number in the Message of the item that is located.

### Related Topics

[Dialing Options](#)

[Dialer](#)

## Dialing Options

The Dialing Options dialog is displayed when you click the Setup... button in the Dialer Selection dialog. It will contain a set of default option settings, but you may customize them as desired.

An explanation of each of the areas in this dialog is provided below. Simply click on one of the green arrows to display information about the item it is pointing to.

Option	Value	Action
▶ Prefix for 10 digit number:	9-1-	OK
▶ Prefix for 7 digit number:	9-	Cancel
▶ Prefix for 800 number:	9-1-	Help
▶ Valid phone punctuation:	(-)	
▶ Minimum number of digits:	3	
▶ Valid 800 prefix strings:	800,{800}	

### Related Topics

[Dialer Selection](#)

[Dialer](#)

## Display Settings

OnTime allows you to customize the way it displays your information. Select Display from the [Options Menu](#) to open the Display Settings dialog box to make these changes.

You may wish to view your [Week Grid](#) immediately upon entering OnTime. To do so, click the check box marked Display Week Grid First on. You may click this box again to turn this option off. To increase your message area size in the [Day Planner](#) screen you might wish to turn off the Appointment Grid. You may do so by clicking on the Display Appointment Grid check box. Click there again to turn this option back on.

Owner Name is the name of the OnTime user. This name appears to the right of the status line at the bottom of the OnTime screen.

You may also select the Default Category Mode. This option only sets the [Category](#) that the Day Planner screen displays when you start OnTime. Of course you may select any other Category for viewing while in OnTime itself.

There are two orders in which OnTime can display messages. Select either [Category](#) or [Priority](#) by clicking the button to the left of the desired order.

The format that dates are displayed in may be either Standard or European. Select the format you wish by clicking the button to the left of these options.

Time Format may also be customized. Select either Standard or Military formats.

Once your customization is complete click the Ok button to accept the settings. Click the Cancel button to discard your changes.

### Related Topics:

[Appointment Settings](#)

[Color Customization](#)

[Font Selection](#)

## Download to Stand Alone OnTime

**Note:**

Only available in the Reconciliation version of Stand Alone OnTime.

To make a copy of your calendar for use with a stand alone version of OnTime, select this option from the [Tools Menu](#).

You will be prompted for the stand alone file path. Enter the path, and click OK to start the download. Click Cancel to abort.


### Related Topics

[Enable Transaction Tracking  
Reconciliation](#)  
[Upload to Network OnTime](#)

## Enable Speed Dialing

OnTime provides two different methods by which you may use the automatic phone dialer. Using the standard method, you highlight a message (Appointment, Non-Appointment, etc.) that contains a valid phone number, then select the **Dial!** menu command.

To use the speed dialing method, you must enable speed dialing on the Options menu. Then, each time

you position the pointer over a (phone) number, the pointer will change to the Phone,  , cursor. While the Phone cursor is displayed, simply click the left mouse button and OnTime will automatically dial the phone number for you.

By default, the speed dialing option will be enabled, represented by the check mark to the left of the item. You may disable it, if desired, by clicking the **Enable Speed Dialing** option. If you disable this option, the check mark will no longer appear before it. Also, if speed dialing is disabled, the pointer will not change to the Phone cursor when it is positioned over a (phone) number.

When speed dialing is enabled, cursor response and speed may be diminished if you have many phone numbers listed in the Day Planner. Disabling speed dialing will return the cursor speed and response to normal.

### Related Topics

[Dialing Options](#)

[Dialer Selection](#)

## Enable Transaction Tracking

**Note:**

Only available in the Reconciliation version of Stand Alone OnTime.

Transaction tracking is the process of logging calendar changes that will be used by the [reconciliation](#) utility. This [Tools Menu](#) option is only selectable after a [Download To Stand Alone OnTime](#).

Transaction tracking is usually left on to ensure that all changes are tracked, if however you want to prevent OnTime from tracking specific changes, you may turn this option off before the change is made. Make sure however that you re-enable Transaction Tracking as soon as the change is made, otherwise OnTime will be unable to reconcile subsequent calendar changes.

### Related Topics

[Upload to Network OnTime](#)



## **Exit OnTime**

Select this option to close OnTime.

Alarms will not sound if OnTime is closed. If you have an [Alarm](#) set to sound you will be prompted for confirmation before OnTime is closed.

### **Related Topics**

[File Menu Commands](#)

## Export

OnTime can export calendar data to an external text file or to a palmtop computer. Select **Export** from the Tools Menu to display the Export dialog box.

The instructions for exporting to a file differ from those for exporting to a Palmtop. Click on one of the following options (or the corresponding button) to learn more about that type of export operation.



[Export \(to file\)](#)



[Export \(to Palmtop\)](#)

### Related Topics

[Import](#)

## Export (to file)

When exporting to a file, you may export to a fixed length ASCII file, or from a keyword delimited file. Exporting to a file allows you to use OnTime information in other applications like word processors or spreadsheets, to generate billings, for example.

The Export dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

**OnTime Export**

File Palmtop

**Output Location**

File Format: ASCII Fixed Length File Name: c:\test.txt Browse

**Date Range:**

All Start Date: 01/01/1980 End Date: 12/31/2079

**Category**

All  Selected

Appointment/Meetings  
TO-DO List  
Personal Items  
Birthday/Anniversary

Export Exit

Export to a file Press the Export button to begin Exporting.

### Related Topics

[Import](#)  
[Export \(to Palmtop\)](#)

## Export (to palmtop)

When exporting to a palmtop computer, you may export to any of the palmtop computers supported by OnTime. Check the *New Features Guide* for a list of the supported palmtops. Click the Palmtop button then specify the palmtop you are using and the COM port and date range. Only Appointments will be exported, so you will not need to select a category.

The Export dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

The screenshot shows the 'OnTime Export' dialog box. It has a title bar with a minus sign and the text 'OnTime Export'. Below the title bar are two tabs: 'File' and 'Palmtop'. The 'Palmtop' tab is selected. The dialog is divided into several sections:

- Output Location:** A section with a green arrow on the left. It contains two dropdown menus: 'Device' (set to 'HP 95LX') and 'Port' (set to 'COM 1').
- Date Range:** A section with a green arrow on the left. It contains a dropdown menu for 'Date Range' (set to 'All'), and two date pickers for 'Start Date' (01/01/1980) and 'End Date' (12/31/2079).
- Category:** A section with a green arrow on the left. It contains two radio buttons: 'All' (unselected) and 'Selected' (selected). To the right is a list box with the following items: 'Appointment/Meetings' (highlighted), 'TO-DO List', 'Personal Items', and 'Birthday/Anniversary'.

At the bottom of the dialog are two buttons: 'Export' and 'Exit'. Below the dialog is a footer bar with the text 'Export to a palmtop' and 'Press the Export button to begin Exporting.' in red.

### Related Topics

[Import](#)  
[Export \(to file\)](#)

## Font Selection

You may change the size of the Day Planner font with this option. Select the size that is most comfortable for you to work with.

There are four sizes to choose from. Select either Small, Medium, Large, or the System default. As you make a selection you will see the selected size displayed. Selecting a smaller size will allow OnTime to display more information at one time.

Click Ok to accept the new size.

### Related Topics:

[Appointment Settings](#)

[Color Customization](#)

[Display Settings](#)

## Frequencies

Messages and appointments in OnTime may be single or recurring events. You tell OnTime the type of record you desire by selecting a frequency. This is done in the Add a Message, or Modify a Message dialog boxes.

OnTime supports these frequencies:

Single	Records that appears only once.
Weekly	Records that will appear weekly on the selected day.
Bi-Weekly	Records that will appear every 2 weeks on the selected day.
Monthly	Records that appear each month on the selected day.
Quarterly	Records that appear every 3 months.
Semi-Annual	Records that appear every 6 months.
Yearly	Records that appear on a given date every year.
Auto-Rollover	Non-appointment records that start appearing on the date specified, and roll over every day until they are deleted or archived.
Variable Days	# may be any number of days between 1 an 255. (Eg. every 3rd day would be N3).

Some frequencies require additional parameters. You will be prompted for these when needed.

## Related Topics

[Add an Appointment](#)

[Modify an Appointment](#)

## Import

OnTime can import calendar data from external text files or from Palmtop computers. Select Import from the [Tools Menu](#) to display the Import dialog box.

The instructions for importing from a file differ from those for importing from a Palmtop. Click on one of the following options (or the corresponding button) to learn more about that type of import operation.



[Import \(from file\)](#)



[Import \(from Palmtop\)](#)

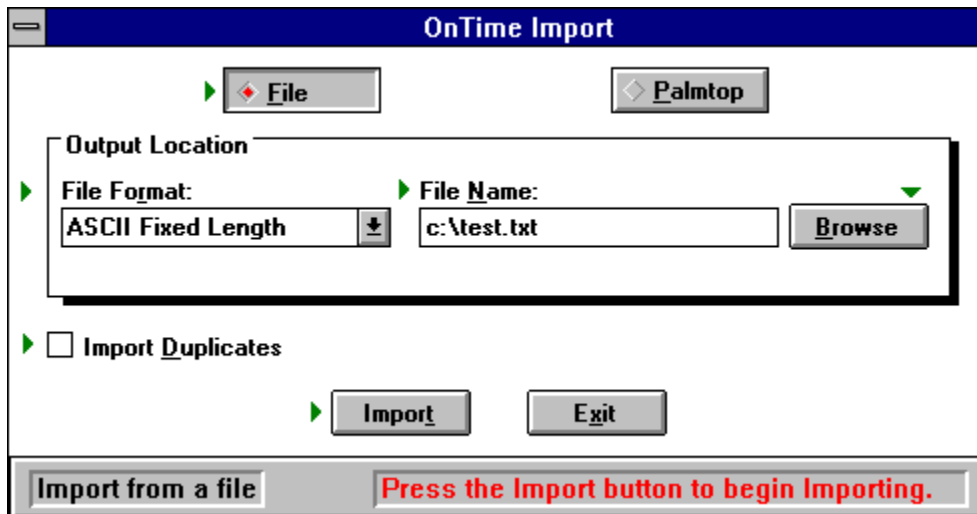
### Related Topics

[Export](#)

## Import (from file)

When importing from a file, you may import from a fixed length ASCII file, or from a keyword delimited file.

The Import dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.



### Related Topics

[Export](#)

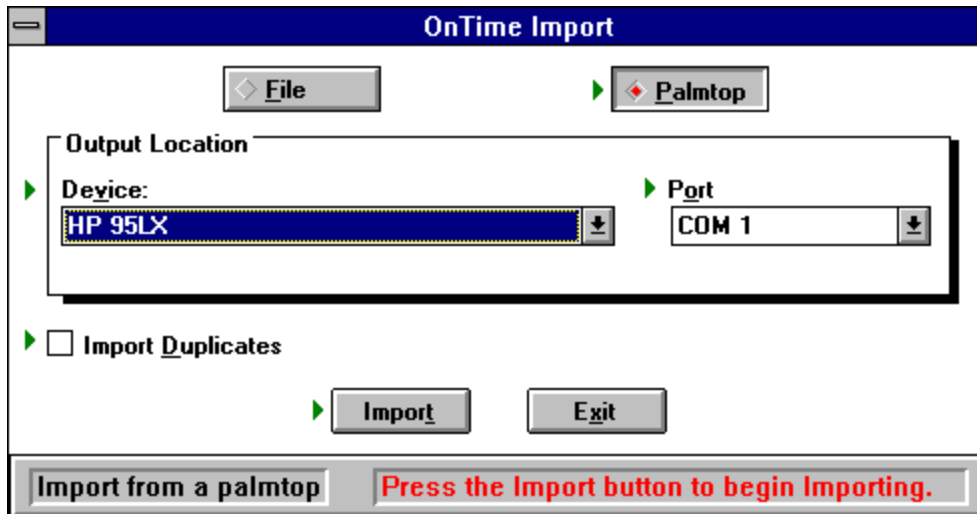
[Import \(from Palmtop\)](#)



## Import (from Palmtop)

When importing from a palmtop computer, you may import from any of the palmtop computers supported by OnTime. Check the *New Features Guide* for a list of the supported palmtops. Click the Palmtop button then specify the palmtop you are using and the COM port.

The Import dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.



### Related Topics

[Export](#)

[Import \(from file\)](#)

## **Keyword**

Keywords are words, up to the first 15 characters, of any [Message](#). Performing searches on keywords rather than on full messages is considerably quicker.

You might want to establish a system whereby the keyword section of the message contains information that would allow easy search and retrieval. Perhaps always put the contact name at the beginning of the message. This way you could search for all references to that contact name.

## **Related Topics**

[Keyword Search](#)

[Review Archive](#)

## Keyword Search

To locate a message anywhere within OnTime use the Keyword Search function. To do this either click the Search button at the bottom of the Day Planner screen, or select Keyword Search from the [Edit Menu](#).

Use the OnTime Keyword Search dialog box to set up your searches, and to view the results. Enter the text to search for in the Search For field. You may then select whether to search Keywords only, or the Full Message. To perform a Case Sensitive search click the Case Sensitive check box on. When you have set up the search click the Search button to conduct the search.

The partial retrieved messages, their dates, times, and frequencies are displayed in the Messages for Keyword box. The Full Messages text is displayed in the box to the right.

You may highlight any of these messages and click on the buttons at the top right to perform several functions. Click Modify, Delete, or Reschedule to manipulate the highlighted message. Click Add to [Add an Appointment](#). To print the retrieved messages click the Print button.

Click Goto Selected Date to go to the date of the highlighted message.

### Related Topics

[Delete an Appointment](#)

[Modify an Appointment](#)

[Reschedule an Appointment](#)

## Message

The message area of an appointment or to-do list entry may contain up to 80 characters of text. This appears in the [Day Planner](#), and [Week Grid](#) and [Month Grid](#) detail views, and on all reports.

The first 15 characters of the message area is that message's [Keyword](#),

If more than 80 characters are required you will have to attach a [Note](#).

## Related Topics

[Add an Appointment](#)

[Keyword Searches](#)

[Modify an Appointment](#)

[Review Archive](#)

## Modify an Appointment

There are several ways to modify an appointment or message. One way is to highlight the desired appointment in the day planner and click the mouse button or press enter. Alternatively you may click the Modify button at the bottom of the screen, or select Modify from the [Edit Menu](#).

Any of these options will open the Modify A Message dialog box.

If the appointment is a recurring event you will be prompted as to whether to modify this occurrence, all occurrences, or all future occurrences. Make your selection and then select Ok, or click Cancel to stop the modification.

Here you may modify a [Message](#), use the [Category Selection](#) to select a [Category](#), select a [Frequency](#), a [Priority](#) if it is a non-appointment, modify the starting and ending dates, appointment time, and [Alarm](#) time. Click on the Select Date button for help with [Date Selection](#). The Select Time button assists you in [Time Selection](#). You may also add or modify a [Note](#) by clicking on the Add Note or Modify Note button

After having entered the required information, click the Ok button to save the modified appointment. Click Cancel to stop this procedure.

### Related Topics

[Add an Appointment](#)

[Delete an Appointment](#)

[Reschedule an Appointment](#)

## Month Grid

The Month Grid displays time usage for a month at a time. Time that is allocated is blocked out, and may be viewed in detail if desired. To get to the Month Grid click the Month button at the bottom of the [Day Planner](#) or [Week Grid](#) screens.



To view any allocated time block in detail, move your mouse cursor into the Month Grid. The cursor will turn into a magnifying glass as displayed on the left. Position the cursor over any blocked out time slot and hold down the mouse button. The time usage in detail will be displayed.



The Print button will display the [Print](#) menu.



The Day button will display the [Day Planner](#).



The Week button will display the [Week Grid](#).

## Related Topics

[Date Selection](#)  
[Mouse](#)

## Notes

OnTime allows you to attach Notes to appointments and messages. A record with a note attached is displayed in the Day Planner as folded over in the top right corner. To view or modify the note click on this fold.

The Note dialog box displays the message in the upper window, and lets you attach a note in the lower window. The menu bar at the top has three options. The File menu is used to save or print your note, and Printer Setup. The Edit menu contains Clipboard functions, an Undo command to undo the last change made, and an option to enable or disable word wrap. The Search menu allows you to search your note for specific text.

### Related Topics

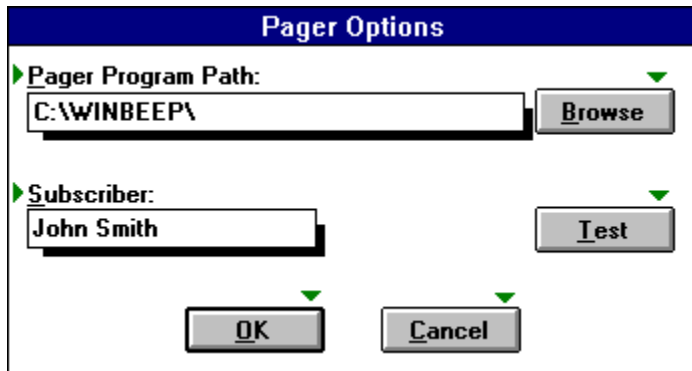
[Add an Appointment](#)

[Modify an Appointment](#)

## Pager Options

The Pager Options dialog is where you will specify the program path for the WINBEEP.EXE file and your subscriber name, if you intend to use the pager facilities.

An explanation of each of the areas in this dialog is provided below. Simply click on one of the green arrows to display information about the item it is pointing to.





## Print Options

Print options are available for all of the different OnTime printouts, but each printout provides a slightly different set of options. For details on the print options available for each of the printouts, simply click on the printout name or corresponding button below.



[Day Planner](#)



[Week Grid](#)



[Month Grid](#)



[Trifold](#)



[Duplex](#)



[All Messages in System](#)



[All Messages through Today](#)

### Related Topics

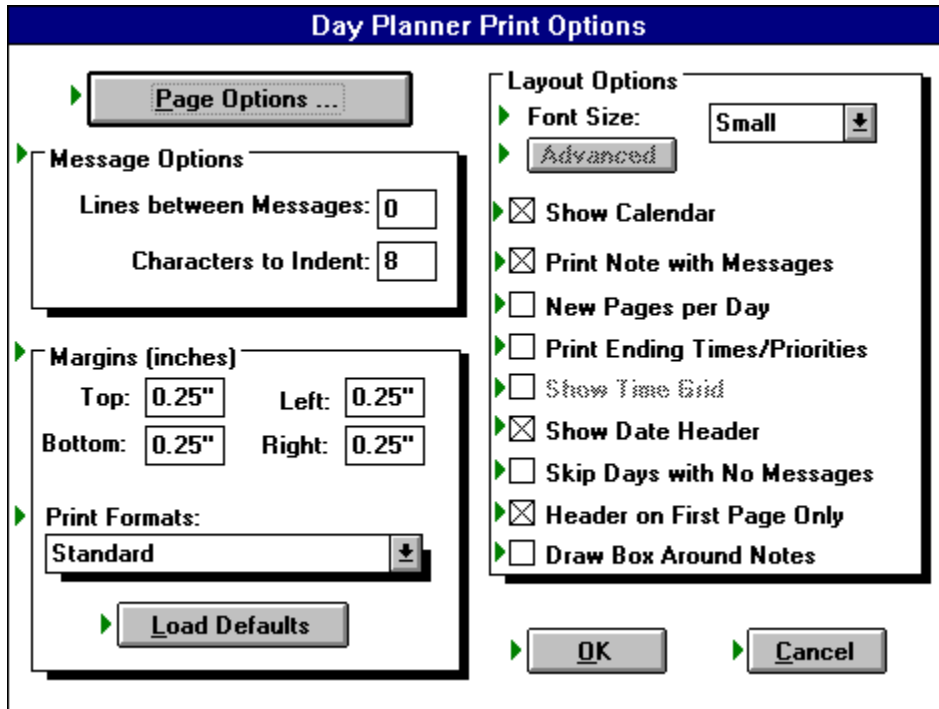
[Print Preview](#)

[Printer Setup](#)

[Printing](#)

## Day Planner Print Options

The Day Planner Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.



The dialog box is titled "Day Planner Print Options" and is divided into several sections:

- Page Options ...**: A button with a green arrow pointing to the right.
- Message Options**: A section containing two input fields: "Lines between Messages: 0" and "Characters to Indent: 8".
- Margins (inches)**: A section containing four input fields: "Top: 0.25\"", "Left: 0.25\"", "Bottom: 0.25\"", and "Right: 0.25\"".
- Print Formats:**: A dropdown menu currently set to "Standard".
- Load Defaults**: A button with a green arrow pointing to the right.
- Layout Options**: A section containing a "Font Size" dropdown menu set to "Small", an "Advanced" button, and a list of options with checkboxes:
  - Show Calendar
  - Print Note with Messages
  - New Pages per Day
  - Print Ending Times/Priorities
  - Show Time Grid
  - Show Date Header
  - Skip Days with No Messages
  - Header on First Page Only
  - Draw Box Around Notes
- OK** and **Cancel**: Buttons at the bottom right, each with a green arrow pointing to the left.

## Week Grid Print Options

The Week Grid Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

The screenshot shows a dialog box titled "Week Grid Print Options" with a blue header bar. The dialog is divided into several sections:

- Page Options ...**: A button with a green arrow pointing to the right.
- Message Options**: A section containing two input fields: "Number of Columns: 7" and "Characters to Indent: 8".
- Margins (inches)**: A section containing four input fields: "Top: 0.25\"", "Left: 0.27\"", "Bottom: 0.27\"", and "Right: 0.25\"".
- Print Formats:**: A section containing a dropdown menu set to "Standard" and a "Load Defaults" button.
- Layout Options**: A section containing:
  - "Font Size: Small" with a dropdown arrow.
  - An "Advanced" button.
  - Three checked checkboxes: "Word Wrap Messages", "Show Previous Week", and "Print Ending Times/Priorities".
  - Two unchecked checkboxes: "Show Time Lines" and "Show Time Slots".

At the bottom of the dialog are "OK" and "Cancel" buttons, both with green arrows pointing to the left.

## Month Grid Print Options

The Month Grid Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

The screenshot shows a dialog box titled "Month Grid Print Options" with a blue header bar. The dialog is divided into several sections, each with a green arrow pointing to its title:

- Page Options ...**: A button with a green arrow pointing to its left.
- Message Options**: A section containing two input fields: "Number of Columns" with the value "7" and "Characters to Indent" with the value "8".
- Margins (inches)**: A section containing four input fields: "Top" (0.35"), "Left" (4.50"), "Bottom" (4.75"), and "Right" (0.20").
- Print Formats:**: A section containing a dropdown menu currently set to "Pocket" and a green arrow pointing to its left.
- Layout Options**: A section containing:
  - Font Size:** A dropdown menu set to "Small" with a green arrow pointing to its left.
  - Advanced**: A button with a green arrow pointing to its left.
  - Word Wrap Messages**: A checked checkbox with a green arrow pointing to its left.
  - Print Ending Times/Priorities**: An unchecked checkbox with a green arrow pointing to its left.

At the bottom of the dialog, there are three buttons: "Load Defaults" (with a green arrow pointing to its left), "OK" (with a green arrow pointing to its left), and "Cancel" (with a green arrow pointing to its left).

## Trifold Print Options

The Trifold Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

The screenshot shows the 'Trifold Print Options' dialog box with a blue title bar. It is divided into several sections:

- Page Options ...**: A button with a green arrow pointing to the right.
- Margins (inches)**: A sub-dialog box containing four input fields: Top (0.25"), Left (0.25"), Bottom (0.25"), and Right (0.25"). Below these is a 'Print Formats:' section with a dropdown menu set to 'Standard' and a 'Load Defaults' button with a green arrow.
- Layout Options**: A sub-dialog box containing:
  - 'Font Size:' dropdown set to 'Advanced' with a green arrow pointing to the right.
  - 'Advanced' button with a green arrow.
  - Four checkboxes: 'Show Upcoming Events Box' (checked), 'Show Number of Days Old', 'Shade Today's Messages', and 'Print Ending Times/Priorities' (all unchecked).
  - 'Days for Upcoming Events:' input field set to '90' with a green arrow pointing to the right.
- OK** and **Cancel** buttons, both with green arrows pointing to the right.

## Duplex Print Options

The Duplex Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

The image shows a dialog box titled "Duplex Print Options" with a blue header bar. The dialog is divided into four main sections by a vertical line and a horizontal line. Each section has a green arrow pointing to its title. The top-left section is "Printout for Side One" with radio buttons for "Trifold" (selected), "Week Grid", and "Month Grid". The top-right section is "Printout for Side Two" with radio buttons for "Trifold", "Week Grid", and "Month Grid" (selected). The bottom-left section is "Category for Side One" with radio buttons for "Appointment", "Non Appointment" (selected), "Selected", "All", and "Blank". The bottom-right section is "Category for Side Two" with radio buttons for "Appointment" (selected), "Non Appointment", "Selected", "All", and "Blank". At the bottom of the dialog, there are three buttons: "Page Options ..." (with a green arrow pointing to it), "OK", and "Cancel".

Section	Option	Selected
Printout for Side One	Trifold	Yes
	Week Grid	No
	Month Grid	No
Printout for Side Two	Trifold	No
	Week Grid	No
	Month Grid	Yes
Category for Side One	Appointment	No
	Non Appointment	Yes
	Selected	No
	All	No
	Blank	No
Category for Side Two	Appointment	Yes
	Non Appointment	No
	Selected	No
	All	No
	Blank	No

Page Options ...

OK Cancel

## All Messages in System Print Options

The All Messages in System Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

**All Messages in System Print Options**

▶ **Page Options ...**

▶ **Layout Options**

▶ **Font Size:** Small

▶ *Advanced*

▶  **Header on First Page Only**

▶ **Margins (inches)**

Top: 0.25" Left: 0.25"

Bottom: 0.25" Right: 0.25"

**Print Formats:**

Standard

▶ **Load Defaults**

▶ **OK** ▶ **Cancel**

## All Messages through Today Print Options

The All Messages through Today Print Options dialog is displayed below. For information on any of the possible options, click the green arrow pointing to the option in which you are interested.

**All Messages Through Today Print Options**

▶ **Page Options ...**

▶ **Layout Options**

▶ **Font Size:** Small ▾

▶ **Advanced**

▶  **Header on First Page Only**

▶ **Margins (inches)**

Top: 0.25" Left: 0.25"

Bottom: 0.25" Right: 0.25"

**Print Formats:**

Standard

▶ **Load Defaults**

▶ **OK** ▶ **Cancel**



## Print Preview

OnTime allows you to view your reports on the screen. To do this click the Preview button available from the print dialog boxes.



You may then choose to zoom in and see the report in detail, or zoom out to see the whole report at once. You may move the report on the screen with the hand cursor shown on the left. To print the report directly from within the preview window, click the Print button.

### Related Topics

[Printing](#)

[Printer Setup](#)

## **Printer Setup**

Before you can print reports you must have installed and selected a printer. Selecting Printer Setup from the [File Menu](#) will list your installed printers. Select one of these and click the Ok button. To open the MS-Windows printer setup dialog box click the Setup button.

This dialog box is specific to each printer. Make your selections and then click Ok to accept them.

### **Related Topics**

[Print Preview](#)

[Printing](#)

## Printing

OnTime prints attractive and highly useful reports. Clicking on the Print icon, or selecting Print from the [File Menu](#) displays a menu of available reports.

Select the report you wish to print to open that reports dialog box. You will be presented with buttons allowing you to Print or Cancel.

If you are printing a Week Grid, Month Grid, or Tri-Fold Print, you will also be able to preview the report on the screen. Click the [Preview](#) button to use this function.

Most reports are highly configurable. Pressing the Options button in those dialog boxes that have one will allow you to customize the reports. Some options are page orientation, paper source, typeface size, page margins, and number of copies. You may also customize columns, indentation, whether or not to print calendars and wrap text if applicable.

### Related Topics

[Printer Setup](#)

## Priority

Non Appointment messages may be assigned priorities. These are optional values, and you may sort your lists by priority if you wish.

Valid priority entires are 1-99 and A-Z. 1 is the highest priority, Z is the lowest. Leave the priority field blank if the message has no priority.

To sort by priority, select Priority for the Sort Order in the [Display Settings](#) dialog box.

### Related Topics

[Add an Appointment](#)

[Categories](#)

[Frequencies](#)

[Modify an Appointment](#)

## Reconciliation

**Note:**

Only available in the Reconciliation version of Stand Alone OnTime.

Reconciliation provides the ability to download a copy of your network calendar so that you can use it with a stand alone version of OnTime. This allows you to maintain your calendar via a stand alone copy of OnTime while you are away from your network, and, in addition allows changes to be made to the network version as well. These two calendars may then be merged back together using the upload option. This option allows you to reconcile any scheduling conflicts that may have occurred between the network and stand alone calendars.

Reconciliation is accomplished via transaction logging. This is a feature that is automatically enabled when you download your file from your network version of OnTime. The transaction logging records all calendar changes to ensure that they may be reconciled at a later date.

### Related Topics

[Upload to Network OnTime](#)

[Download to Stand Alone OnTime](#)

[Enable Transaction Tracking](#)

## Reschedule an Appointment

There are several ways to reschedule an appointment. You may highlight the desired appointment and click the Reschedule button, or select Reschedule from the [Edit Menu](#). You may also reschedule an appointment located with the [Keyword Search](#), or use the Cut or Copy commands to use the [Clipboard](#).

Any of these options will open the Reschedule dialog box. This box takes two forms. It can be a small single line box allowing you to see the screen beneath. By clicking the Show button the full dialog box will be displayed and you will be able to see the full appointment message. To reduce it again to the smaller size, click the Hide button.

The Reschedule dialog box prompts you for the date and time to move the appointment to. You may type this in the field, or simply select that day and time using regular [Date Selection](#) techniques.

Once you have selected the new date and time click the Reschedule button. You will be prompted as to whether or not you wish to delete the previous occurrence.

### Related Topics

[Add an Appointment](#)

[Delete an Appointment](#)

[Modify an Appointment](#)

## **Review Archive**

Whenever an appointment is deleted OnTime will prompt you as to whether or not to Archive it. The Archive stores copies of deleted appointments and messages for future reference.

Selecting Review Archive from the Archive Menu displays the Review Archive box. Here you may select the archived messages you wish to review.

Date Options are used to narrow down the list of archived records. You may select All Messages, Today's Messages, Current Month's Messages, or a Selected Date Range. If you choose a Selected Date Range you will be prompted for a starting and ending date.

If you wish to Search with keyword, click on this option in the Keyword Options area. You will then be prompted to enter the keyword, and select whether or not the search is case sensitive, and whether to search on keywords only. If you turn the Keywords Only option on, OnTime will only search up to the first fifteen characters of each message. This is quicker than a regular search.

You may also select which categories to search through. Either click on All Categories, or Selected Categories. If you choose the latter you will be able to select the desired categories in the box on the right.

Once you have made your selections, click the Ok button to display the [Archive Messages](#) box.

### **Related Topics**

[Delete an Appointment](#)

## Time Selection

Clicking on the Select Time button in the Add or Modify dialog boxes will display the Time Selection dialog box. This enables quick and simple selection of appointment starting time and duration.



At the top of the box is a time grid. Already allocated time is marked blocked out at the bottom of the grid. To mark your appointment starting time drag the upper triangle to the desired time with the watch cursor as shown to the left and release the mouse button. Do the same with the lower triangle to set the ending time.



The entire block of time may be rescheduled by dragging it with the hands cursor as shown to the left.

These times may be set or adjusted using the fields below. You may enter a time in the correct box, or adjust it by clicking on the up and down arrows to the right of each field.

For a Notime appointment, click the Notime button.

Once time selection is complete click Ok to accept or Cancel to ignore settings.

### Related Topics

[Date Selection](#)



## Upload to Network OnTime

### Note:

Only available in the Reconciliation version of Stand Alone OnTime.

To bring the changes made in your stand alone OnTime onto the network, and reconcile the calendars, select this option from the Tools Menu.

You will be prompted for the stand alone file path. Enter the path, and click OK to start the download. Click Cancel to abort.

During the reconciliation process, OnTime will automatically reconcile your calendars, except where there is a conflict or overlap. If that occurs OnTime will prompt you as to how to proceed.

*CONFLICTING APPOINTMENTS.* OnTime will display the conflicting appointments and will allow you to select ACCEPT RECORD FROM STAND ALONE or ACCEPT RECORD FROM NETWORK.

*OVERLAPPING APPOINTMENTS.* OnTime will display the overlapping appointment and allow you to select IGNORE THE OVERLAP (ADD THE STAND ALONE RECORD ANYWAY) or DO NOT ADD THE STAND ALONE RECORD TO THE NETWORK CALENDAR.

Once you have made your selection click the OK button.

### Related Topics

[Enable Transaction Tracking](#)

[Reconciliation](#)

[Download to Stand Alone OnTime](#)

## Week Grid

The Week Grid displays time usage for a week at a time. Time that is allocated is blocked out and may be viewed in detail if desired. To get to the Week Grid click the Week button at the bottom of the [Day Planner](#) or [Month Grid](#) screens.



To view any allocated time block in detail, move your mouse cursor into the Week Grid. The cursor will turn into a magnifying glass as shown to the left. Position the cursor over and blocked out time slot and hold down the mouse button. The time usage in detail will be displayed.



The Print button will display the [Print](#) menu.



The Day button will display the [Day Planner](#).



The Month button will display the [Month Grid](#).

## Related Topics

[Date Selection](#)

[Mouse](#)



Clicking the Done button will exit from the OnTime Dialer dialog. You may exit after you have dialed the desired number(s), or you may exit without having dialed any numbers.

A small, rectangular button with a grey gradient and a thin black border, containing the word "Dial" in a bold, black, sans-serif font.

Clicking the Dial button will automatically dial the number listed directly to the right of that button. If the number is an extension number, you should have OnTime dial this number after it has dialed the phone number to which the extension pertains. For an alternate method of handling extension numbers, click on the **Valid phone punctuation** area.

Any time the Speakerphone light is lit on your phone, a Hang up button will appear. You may click this button at any time to terminate the phone call. The Hang up button only appears while you are using the speakerphone. If you lift the receiver, the Hang up button will disappear.



Clicking the OK button will save any modifications you made in the dialog and exit. You must click the OK button to save your settings. If you do not, your modifications will be lost.



Clicking the Cancel button will exit from the dialog without saving any of the modifications you made.

## **Prefix for 10 digit number**

This area allows you to specify the default prefix for 10-digit numbers that you will be dialing. A 10-digit number is comprised of a 7-digit phone number and a 3-digit area code. This is important because some organizations require that you first dial a number, like 9, in order to get an outside phone line. And, since all long distance phone calls require that you include the 1- prefix, this too can be added to the default prefix.

The default setting, 9-1-, assumes that you must dial 9 for an outside line, and that long distance phone calls require the 1- prefix. If these assumptions are not accurate for you, modify the 10-digit prefix as desired.

### **Note:**

The prefix you specify as the default will automatically be dialed any time you have OnTime dial a 10-digit phone number for you. Do not include the default prefix in your OnTime messages. If you are creating a TO-DO item that requires a phone call be made, type the phone number like this: 313-123-4567. OnTime will automatically add the 10-digit prefix when it dials the number, so the actual number dialed will be **9-1-313-123-4567**.

## **Prefix for 7 digit number**

This area allows you to specify the default prefix for 7-digit numbers that you will be dialing. A 7-digit number is comprised of a 7-digit phone number (no area code). This is important because some organizations require that you first dial a number, like 9, in order to get an outside phone line.

The default setting, 9-, assumes that you must dial 9 for an outside line. If this assumption is not accurate for you, modify the 7-digit prefix as desired.

### **Note:**

The prefix you specify as the default will automatically be dialed any time you have OnTime dial a 7-digit phone number for you. Do not include the default prefix in your OnTime messages. If you are creating a TO-DO item that requires a phone call be made, type the phone number like this: 123-4567. OnTime will automatically add the 7-digit prefix when it dials the number, so the actual number dialed will be **9-123-4567**.



## **Prefix for 800 number**

This area allows you to specify the default prefix for 800 numbers that you will be dialing. An 800 number is comprised of a 7-digit phone number and the 800 area code. This is important because some organizations require that you first dial a number, like 9, in order to get an outside phone line. And, since all long distance phone calls require that you include the 1- prefix, this too can be added to the default prefix.

The default setting, 9-1-, assumes that you must dial 9 for an outside line, and that long distance phone calls require the 1- prefix. If these assumptions are not accurate for you, modify the 800 number prefix as desired.

### **Note:**

The prefix you specify as the default will automatically be dialed any time you have OnTime dial an 800 number for you. Do not include the default prefix in your OnTime messages. If you are creating a TO-DO item that requires a phone call be made, type the phone number like this: 800-123-4567. OnTime will automatically add the 800 number prefix when it dials the number, so the actual number dialed will be **9-1-800-123-4567**.

## **Valid phone punctuation**

This area allows you to specify the punctuation characters that will be considered valid in phone numbers you type. By default, valid phone punctuation characters include the left and right parentheses ( ), the hyphen - and a blank space. You may customize the valid phone punctuation as desired.

### **Tip:**

The comma (,) has special meaning. The comma signifies a 1 second time delay. For example, if you include the comma as one of the valid phone punctuation characters, you could type the following phone number as part of a TO-DO list item: (313) 123-456,,,,,,789. When dialing this number, OnTime would dial the area code and phone number, wait 7 second (one for each of the seven commas) and then dial the extension number.

### **Minimum number of digits**

This area allows you to specify the minimum number of digits a number should contain in order to be considered a phone number. By default, the minimum number of digits is set to three (3). This means that any number with 3 or more digits will be recognized by OnTime as a phone number. This would mean that even \$231 would be recognized as a phone number.

In order to restrict this, you may increase the minimum number of digits. However, do not increase this threshold above 2 or 3 if you tend to use 2- or 3-digit extension numbers. For an alternate method of handling extension numbers, click on the **Valid phone punctuation** area.

#### **Note:**

You may not specify zero (0) as the minimum number of digits.

### **Valid 800 prefix strings**

This area allows you to specify the 800 strings that will be considered valid in 800 numbers that you type. By default, the following 800 strings are valid: 800 and (800). These default 800 strings, coupled with the prefixes for 800 numbers should accommodate all variations of 800 numbers. **Do not include any additional 800 prefix strings.**

Unlike the prefixes for 7- and 10-digit phone numbers and 800 numbers, you must include one of the valid 800 prefix strings in the 800 numbers you type; that is, you must include the 800 area code.

## Dialer Type

The Dialer Type is where you will select one of the systems that support OnTime's automatic phone dialing capabilities. If you intend to use the automatic dialing facilities, **AT&T PASSAGEWAY** must be selected.

**Executable Path**

The Executable Path is not used for the AT&T PASSAGEWAY system, which is why it remains grayed. When other systems are supported, the Executable Path may be necessary.



**Browse**

The Browse button allows you to select the executable path from a dialog box instead of having to type it into the Executable Path text area. Because AT&T PASSAGEWAY does not use the Executable Path, the Browse button will remain grayed.



The Setup... button allows you to specify the Dialing Options for the dialer type you selected. For more information on setting dialing options refer to the **Dialing Options** help topic.



## **Start Time**

The Start Time allows you to specify the time from which the Day Planner should begin. By default, the Day Planner will begin from 8:00am, however you may modify the Start Time as desired.

The Start and End Times only regulate what is *displayed* in the Day Planner. Regardless of the Start and End Times you specify, you will still be able to add appointments before the Start Time or after the End Time.

## **End Time**

The End Time allows you to specify the daily end time for the Day Planner. By default, the Day Planner will display time slots through 5:00pm, however you may modify the End Time as desired.

The Start and End Times only regulate what is *displayed* in the Day Planner. Regardless of the Start and End Times you specify, you will still be able to add appointments before the Start Time or after the End Time.

## **Units**

The Units radio buttons define the increments in which the Day Planner will be divided. By default, the Day Planner is divided into 60 minute increments, however you can choose to display the Day Planner in 30 or 15 minute increments, if desired.

The Units only regulate the time intervals *displayed* in the Day Planner. You may actually schedule appointments at intervals as small as 1 minute.

## **OnTime's Alarms**

OnTime provides you with several different alarm tunes. You may choose one of these as the tune for alarms you set. The various OnTime alarms are listed in the Alarm Tune drop-down list box.

To hear the selected alarm, click in the Test Tune check box. The tune will be continuously repeated until you click in the Test Tune check box again.

## **Wave Files**

In addition to the standard alarm tunes, OnTime also support wave files. Wave files are third-party sound files that may be used in place of the OnTime alarms. In order to use wave files as alarm tunes you must have multi-media capabilities and own some wave files. OnTime does not provide any wave files.

If you choose to use wave files, you must specify the drive, path and file name of the wave file to use, either by typing that information into the Alarm Tune text box or by selecting it using the Browse button.

## **Alarm Tune**

The Alarm Tune text box displays the name of the selected OnTime alarm or wave file that will be used as the alarm tune. If the OnTime's Alarms radio buttons is active, the information in the Alarm Tune will be the name of one of the standard OnTime alarms. If the Wave Files radio button is active, the Alarm Tune text box will display the name of the third-party wave file that will be used as the alarm sound.

## **Alarm Snooze**

OnTime's snooze feature for alarms is similar to hitting the snooze button on an alarm clock when the alarm rings. Alarm Snooze allows you to specify the number of minutes that should elapse from the time you click the Snooze button to the time the alarm rings again.

You may specify any interval between 0 and 99 minutes, inclusive.

## **Test Tune**

The Test Tune feature allows you to sample the alarm sound that you have selected. This will help you determine which OnTime alarm or wave file sound you want to use. When you click in the Test Tune check box, the alarm tune will continue to be repeated until you click in the Test Tune check box again to switch off the Test Tune feature.



### **Confirm exit when alarms are active**

When exiting the program, OnTime can warn you if alarms are set that you might miss. To enable or disable this option, click on the Confirm exit when alarms active box.

## Pager

The Pager options provide you with the capability to have OnTime page you each time one of your alarms rings. In this way, you can be alerted to your scheduled appointments even when you are away from your copy of OnTime, and even away from a computer.

The Pager options in this group allow you to configure the pager-notification option, as well as switch it on and off.


In addition to OnTime, you will need the following:

- Windows 3.1. The pager options does not function with earlier versions of Windows.
- WinBeep software. OnTime will communicate with WinBeep, which will in turn dial your pager number.
- Pager supported by WinBeep.

## Pager installed

The Pager installed check box allows you to specify whether or not you plan to use the paging utility. This box will automatically be checked if you activated the phone dialing capabilities when you installed this version of OnTime.

If you installed AT&T PassageWay(TM) solution after installing OnTime you can use the dialing capabilities by checking the Pager installed check box. You should not check this box if you do not have all of the following:

 Windows 3.1. The pager options does not function with earlier versions of Windows.



WinBeep software. OnTime will communicate with WinBeep, which will in turn dial your pager number.



Pager supported by WinBeep.

### **Note:**

Pager installed will be grayed, indicating unavailability, if you are running Windows 3.0 instead of Windows 3.1.

When you click in the Pager installed check box, the Alarms Delivered By Pager check box and the Pager Options button will automatically become active.

### **Alarms Delivered By Pager**

Alarms Delivered By Pager will remain grayed, indicating unavailability, until you click in the Pager installed check box. Activating Alarms Delivered By Pager means that you will automatically be paged each time one of your OnTime alarms rings. You should only switch on this feature just before you leave your office/home, and switch it off when you return.

#### **Note:**

Your copy of OnTime must be running in order for the OnTime alarms to ring, and in order for you to be paged.

A rectangular button with a grey gradient and a thin black border, containing the text "Pager Options..." in a bold, black, sans-serif font.

The Pager Options.. button displays a dialog in which you will specify the pager program path and your subscriber name. You need only specify the path for the WINBEEP.EXE file. You need not include the file name as well.

**Note:**

The subscriber name text box is case sensitive, so JOHN, John and john are treated as three different names. Be sure to type your subscriber name exactly as it appears in WinBeep.



Clicking the OK button will save any modifications you made in the dialog and exit. You must click the OK button to save your settings. If you do not, your modifications will be lost.



The Browse button allows you to select the executable path from a dialog box instead of having to type it into the text box. When you specify the path from the Browse button, you will select the WINBEEP.EXE file, however, only the path will be used.



Clicking the Cancel button will exit from the dialog without saving any of the modifications you made.



**Pager Program Path**

This is where you must enter the full path for WinBeep executable files; that is, the path where WINBEEP.EXE is located. You do not need to include the WINBEEP.EXE file name in the path.

**Subscriber**


This is where you will enter your WinBeep subscriber name.

**Note:**

The subscriber name text box is case sensitive, so JOHN, John and john are treated as three different names. Be sure to type your subscriber name exactly as it appears in WinBeep.

**Test**

Clicking the Test button will check that the paging feature is operating correctly. The Test button should interface with WinBeep, which should, in turn, dial your pager number and beep you.

A rectangular button with a dark border and a light gray background. The text "Page Options ..." is centered on the button in a bold, black, sans-serif font. The ellipsis consists of three small dots.

Click on the Page Options... button to specify additional information about the printout you are generating. You may specify a different printer and page orientation, among other things. These page options are provided by Microsoft Windows. Please refer to your Microsoft Windows User's Manual for complete instructions on modifying and customizing these options.

## **Message Options**

Message Options allows you to specify how many blank lines to insert between messages and how many characters to indent the messages.

Simply type in the desired figures in the boxes provided. You may separate messages by as much as 9 blank lines, and you may indent messages by as much as 99 characters.

## **Margins**

The Top, Bottom, Left and Right margins will contain default values. These default values are those that we feel will provide you with the best possible printout. However, you may modify these margins, if desired.

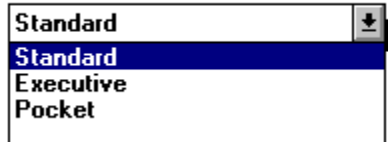
### **Note:**

The margins will differ depending on the printout and the Page Format you have chosen. If you modify the margins, but wish to return to the default margins before printing, click the Load Defaults... button.

## Page Formats

OnTime provides you with the capability to print the various OnTime printouts on three different page formats:

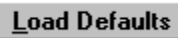
### Print Formats:



**Standard:** Tailors the printout to fit on an 8 1/2" X 11" sheet of paper. The page orientation (portrait or landscape) will automatically be selected depending on the printout selected.

**Executive:** Tailors the printout to fit on the 5 1/2" x 8 1/2" area of specially perforated paper. You can then tear off the printed area and insert it into an "Executive" size binder.

**Pocket:** Tailors the printout to fit on the 3 3/4" x 6 3/4" area of specially perforated paper. You can then tear off the printed area and insert it into a "Pocket" size binder.


A rectangular button with a light gray background and a thin black border. The text "Load Defaults" is centered on the button in a bold, black, sans-serif font. The letter "L" in "Load" has a small underline.

Default margins will already be set for all of the different printouts. You may modify these margins, if desired. To return to the default margins, simply click the Load Defaults... button.



## Font Size

OnTime allows you to specify different font sizes for printouts. You may choose from Small, Medium, Large or Advanced.

If you select Advanced, click on the  button to select the desired font and size for each area of the printout.

**Advanced**

The Advanced button will remain grayed unless you select **Advanced** as the Font Size.  
Click on the Advanced button to specify the font, size and font characteristics for each area of the printout.

**Show calendar**

This option will include a 10-month calendar at the bottom of the printout.

**Print Note with Messages**

This option allows you to specify whether or not to print the Notes corresponding to Messages.

If you check this option, the Show Time Grid option will automatically become grayed, because you cannot print the time grid and notes on the same printout. Also, the "Draw Boxes Around Notes" will automatically be checked when you check this option.

**New Pages per Day**

This option allows you to have each day's messages printed on a separate sheet of paper.

**Print Ending Times/Priorities**

This option allows you to have the ending times and priorities (for TO-DO list items) included in the printout.

### **Show Time Grid**

This option will show the time grid (for example, 8:00 am to 5:00 pm in 1-hour increments) for each day.

**Note:**

This option will remain grayed, indicating its unavailability, unless you have selected **Appointments** as the category *and* have not checked the "Print Note with Messages" option.

### **Show Date Header**

By default the header is comprised of the user name. This option allows you to generate printouts where the header is comprised of the user name *and* the date range for which the printout is being generated.



**Skip Days with No Messages**

This option allows you to print only those days that have messages.

### **Header on First Page Only**

The Header is comprised of the user name (and the date range for which the printout is being generated if you have checked the "Show Date Header" option). By default this header information is repeated on all pages of the printout.

This option allows you to have the header printed only on the first page of the printout.

### **Draw Boxes Around Notes**

Initially, if you check "Print Note with Messages," this option will be the default. This option will automatically draw a box around each of the printed Notes. To have Notes indented but not enclosed in boxes, uncheck this option.

### **Word Wrap Messages**

This option allows you to have the text of long messages wrap to the next line instead of being truncated. If you do not check this option, an arrow will appear to the right of truncated messages, indicating that there is more text than is displayed.

**Show Previous Week**

When you have selected more than one week to print, checking the "Show Previous Week" option will automatically include the previous week as one of the selected weeks.

**Note:**

You must have specified more than one week in order to have this option apply.

## **One Week Print Options**

Checking either of the "One Week Print Options" will generate a printout comprised of only the selected week (one week only).

You may choose to print the time lines and/or time slots for that week.

**Time lines:** Will print a line between the starting and ending time of an appointment.

**Time slots:** Will include the time grid on the printout; for example, 8:00 am to 5:00 pm in 1-hour increments.

**Show Upcoming Events Box**

This option allows you to include the "Birthday/Anniversaries" box in your printout. Upcoming events pertains only to Category 4 events (Birthday/Anniversaries).

**Note:**

Specify the number of days in the future for which you want upcoming events printed. You may have upcoming events printed for up to 90 days from the selected date.

**Show Number of Days Old**

This option allows you to include a figure representing the number of days that have elapsed since a TO-DO list event was created. This figure will appear to the right of the item, and will be enclosed in parenthesis.



**Shade Today's Messages**

This option will automatically gray the background of today's messages in order to visually differentiate them from other messages.

### **Days for Upcoming Events**

This is where you will specify the number of days in the future for which you would like to have upcoming events (birthdays/anniversaries) printed. This option will remain grayed unless you check the "Show Upcoming Events Box" option.

**Printout for Side One**

This option allows you to specify the information you would like printed on Side 1 of a Duplex printout.

**Note:**

A Duplex printer will print on both sides of the sheet of paper. You must have a Duplex printer in order to generate Duplex printouts.

**Printout for Side Two**

This option allows you to specify the information you would like printed on Side 2 of a Duplex printout.

**Note:**

A Duplex printer will print on both sides of the sheet of paper. You must have a Duplex printer in order to generate Duplex printouts.

### **Category for Side One**

This option allows you to specify the Category of events you would like printed on Side 1 of a Duplex printout. The available categories will depend on the printout you have selected for this side.

**Note:**

A Duplex printer will print on both sides of the sheet of paper. You must have a Duplex printer in order to generate Duplex printouts.

### **Category for Side Two**

This option allows you to specify the Category of events you would like printed on Side 2 of a Duplex printout. The available categories will depend on the printout you have selected for this side.

**Note:**

A Duplex printer will print on both sides of the sheet of paper. You must have a Duplex printer in order to generate Duplex printouts.



Click the File button to export OnTime information to a file. This allows you to copy OnTime information into another application like a word processor or spreadsheet.



Click the Palmtop button to export OnTime information to a Palmtop. This allows you to continue to maintain your OnTime calendar while you are away from your copy of OnTime.




## **Format**

OnTime supports two different ASCII file formats: Keyword Delimited and Fixed Length. Refer to the *New Features Guide* for the differences between these different formats.

## **Name**

When you export OnTime information to a file, you must specify the file name. Type in the file name you intend to use in this area. You may also specify a file extension, drive and path, if desired.



Click the  button to select the drive and path instead of typing it.

**Device**

OnTime supports several different Palmtops. Select the desired Palmtop from the list provided.

**Port**

When you export OnTime information to a Palmtop, you must specify the port. Select the desired port from the list provided.



Clicking the Browse button allows you to select the drive and path for the export file instead of having to type the entire path.

## **Date range**

Select the date range you want to export. You may choose from the following ranges:

- Today:** All messages for today.
- This Week:** All messages from Sunday through Saturday of this week.
- This Month:** All messages from the first through the last day of this month.
- \*Relative Date Range:** All messages for the number of days before, through the number of days after today.

**\*Absolute Date Range:** All messages within the specified date range.

\* When you select this option you must also specify the number of days before and after today or starting and ending dates in the range. The printout will be inclusive of these figures.

**Starting and Ending Dates**  
**Days Before/After Today**

If you select "Relative Date Range" you must specify the number of days before and after today that you would like included in the printout.

If you select "Absolute Date Range" you must specify the starting and ending dates of the range.

## **Category**

When you export to a file you may select the category of events that you would like exported.

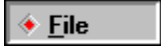


**Category**

OnTime only exports Appointments to Palmtop computers.  
Consequently, the category defaults to Appointments and you cannot modify this.



Click the Export button to have the OnTime information exported.



Click the File button to import information into OnTime from an ASCII file.



Click the Palmtop button to import information into OnTime from one of the supported Palmtops.

**Note:**

Palmtop calendar information is not reconciled upon import though duplicate records are avoided.

## **Import Duplicates**

By default, duplicate records will be ignored upon import to OnTime. However, you may check the Import Duplicates option to have records imported regardless of whether they are duplicates.



Click the Import button to have the specified information imported into OnTime.

## Commands

The OnTime menus are:

File Menu

Edit Menu

Options Menu

Category Menu

Archive Menu

Tools menu

Dial! Menu Command

## **File Menu Commands**

The File Menu contains options that allow printing and printer setup, and autostart capability.

[Printer Setup](#)

[Print](#)

[Autostart](#)

[Exit OnTime](#)

### **Related Topics**

[Archive Menu Commands](#)

[Category Menu Commands](#)

[Edit Menu Commands](#)

[Options Menu Commands](#)



## **Edit Menu Commands**

The Edit Menu contains options for adding, and manipulating appointments and messages, and keyword search.

[Add](#)  
[Modify](#)  
[Delete](#)  
[Reschedule](#)  
[Cut](#)  
[Copy](#)  
[Paste](#)  
[Delete](#)  
[Keyword Search](#)  
[Day View](#)  
[WeekView](#)  
[Month View](#)

### **Related Topics**

[Archive Menu Commands](#)  
[Category Menu Commands](#)  
[File Menu Commands](#)  
[Options Menu Commands](#)

## Options Menu Commands

The Options Menu is used to modify system settings, colors, fonts, and display options.

[Appointment Settings](#)

[Display](#)

[Colors](#)

[Fonts](#)

[Phone Dialer Options](#)

[Enable Speed Dialing](#)

### Related Topics

[Archive Menu Commands](#)

[Category Menu Commands](#)

[Edit Menu Commands](#)

[File Menu Commands](#)

[Dial! Menu Command](#)

## **Category Menu Commands**

The Category Menu is used for category selection and maintenance.

[Appointments](#)

[Non-Appointments](#)

[Selected Mode](#)

[All Categories](#)

[Category Maintenance](#)

[Selected Mode Categories](#)

### **Related Topics**

[Archive Menu Commands](#)

[Edit Menu Commands](#)

[File Menu Commands](#)

[Options Menu Commands](#)

## **Archive Menu Commands**

The Archive Menu gives you access to archived messages and appointments.

[Review Archive](#)

### **Related Topics**

[Category Menu Commands](#)

[Edit Menu Commands](#)

[File Menu Commands](#)

[Options Menu Commands](#)

## Tools Menu Commands

The Tools Menu gives you access to the OnTime tools and utilities.

[Import](#)

[Export](#)

[\\*Upload to Network OnTime](#)

[\\*Download to Stand Alone OnTime](#)

[\\*Enable Transaction Tracking](#)

### Related Topics

[Archive Menu Commands](#)

[Category Menu Commands](#)

[Edit Menu Commands](#)

[File Menu Commands](#)

[Options Menu Commands](#)

\* Only in the Reconciliation version of Stand Alone OnTime.

## Dial! Menu Command

The Dial! Menu Command will automatically dial a phone number in the selected message. In addition to using the Dial! menu command, you may also enable the speed dialing option so that you can dial phone numbers with a click of your mouse.

### Related Topics

[Options Menu Commands](#)

[Enable Speed Dialing](#)

## Keyboard

Use the following keys in OnTime:

<b>Key</b>	<b>Function</b>
Right Arrow	Advance OnTime one day
Left Arrow	Go back one day
Home	Return to Todays date
Up Arrow	Up one message
Down Arrow	Down one message
PgUp	Top of calendar
PgDn	Bottom of calendar
Shift-Up Arrow	Up one line in time grid
Shift-Down Arrow	Down one line in time grid
Shift-PgUp	Top of time grid
Shift-PgDn	Bottom of time grid
Ctrl-D	Date stamp in message area
Ctrl-T	Time stamp in message area

### Related Topics

[Mouse Cursors](#)

## Mouse Cursors

Depending on which screen you are in, and what operation you are performing, OnTime uses different mouse cursors for different purposes.



The magnifying glass cursor is displayed when you move your mouse into any of the time allocation areas. These are the grid on the right of the [Day Planner](#), the [Week Grid](#), and the [Month Grid](#).



The watch cursor is used to mark appointment starting and ending times in the [Time Selection](#) dialog box. You may move it right or left to mark the desired time.



The hands are used to move an appointment in the Time Selection dialog box. You may move it right or left to the desired time slot.



This single hand cursor is used to move the [Print Preview](#) screen.



The Phone cursor is displayed when you have activated the Speed Dial feature and have positioned the pointer over a (phone) number in a message or personal note. Clicking the left mouse button when the Phone cursor is displayed will automatically dial the phone number.

## Related Topics

[Keyboard](#)



