

Phone Call Coordinator

The Phone Call Coordinator makes it easy to plan phone calls or other events that span multiple time zones. Each place that you call frequently may be set up with up to four good calling time intervals (calling time "windows") that appear in light blue. In planning a call, just look up at the top line (local location) to find suitable local times to make the call.

The Phone Call Coordinator screen is the third selection in the HourWorld™ Display menu in the menubar at the top of the screen. There are two options for the Phone Call Coordinator display, selectable from the Edit Preferences item on the Edit menu. The default option displays "windows" of good calling times at each location. The other option displays the pattern of day, twilight, and night at each location.

Finding good times to call from the **home location** (the default option):

The default calling windows built into HourWorld™ assume that the recipient of your calls is available from 8am until Noon, takes lunch from Noon until 1pm, and is available again for calls from 1pm until 5pm. You may change the default settings to reflect the actual best calling times. The **red vertical line indicates the current time**, and moves to the right as time passes. The **blue vertical line is user-settable** to make planning easier. To move the blue line to a new location, just click once where you would like it to appear.

To create or edit up to four calling time "windows" for each location,

- 1) Choose "Change Location Settings" from the Edit menu.
- 2) Click the Edit... Button
- 3) Select the location to edit.

A dialog will appear, including controls for setting up to four calling time "windows".

) Use the scrolling menus to define the start and stop times of each calling window. To eliminate a calling time window, set its start and stop times to 00:00.

Multiple Contacts in the Same City:

If you have multiple contacts in the same city with different calling windows because they have different working hours, or are available for contact at home in the evening, you may wish to add a separate location to the database for each contact. Instead of naming the location by city, you could name it for the contact, such as "Robert" or "Tom". To add a new location to the database, select "Change Location Settings" from the Edit menu, and click the "Add..." button.