Nag

A Windows program by <u>Denam Systems</u> to keep track of important dates and times

The following is a list of available topics:

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✔ OK

Pressing this button will continue your operation.

Weekly+ Appears Early

Checking this box causes the notice to start appearing one day early.   This means the notice would appear on 2 days of the week.

Weekday

The weekday (Monday, Tuesday, etc.) the event will appear.

Notice

This is what you want to be reminded of.

Pressing this button shows you the help file.

Pressing this button cancels your operation.

Save

Pressing this key saves your entry.

Month

This is the month you want your event to appear.

Security Level

The Security checkbox allows you to add a limited amount of protection to your data.   If you are attached to a network, this protection is independent of the protection, the Network System Administrator can provide by controlling access to directories.

Checking the None field means that **anyone** can modify, delete, or view a data record.

Checking the View field means that **ONLY** the person who entered the record **OR** the person who the record is directed to, can view it.   For example,   if your secretary enters an event directed to you, only your secretary and you can view it.

Checking the Modify field means that **ONLY** the person who entered the record **OR** the person who the record is directed to, can modify or delete it.   For example, if your secretary enters an event directed to you, only your secretary and you can modify or delete it, even though others can view it.

"Directed To" Information

When you make an entry, you need to decide who the event will be directed to.   A non-editable dropdown listbox will make that easy to do.

User names you entered earlier with the <Options><Network><Add New User To Network> menu selection appear in this box.   Merely select one of the user names and the name will be tagged to the entry you are making.   This name becomes the "Directed To" person.

If you enter the "All" name, all "Nag" users will be able to view the entry.   You can still control who can modify the entry by selecting the "Modify" field in the "Security" box.

Fileserver

Usually, the fileserver is a dedicated computer that controls a network.   It contains system control programs, data files, etc.   Normally, the Network System Administrator is the only one who has access to this computer.

Workstation

A computer where a person sits down and does his work (surprise, surprise).   In a network system, a workstation is one computer, that is connected to many others.   Access to this computer and the type of work it can do, can be controlled by the Network System Administrator.

Day

This is the day that the event will appear.

Year

This is the year that the event will appear.

Early

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

Event

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

Tickler

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

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

Weekly+

Weekly+ events are entries that appear on a particular day of the week (Monday, Thursday, etc.) and automatically move from week to week.   You can determine now the notice advances from week to week.

The notice can advance on a weekly basis (2-4 weeks/advance).   For example, if an event is scheduled to appear on Tuesday, May 4th and it advances 3 weeks at a time, it would next appear on Tuesday, May 25th.   For events that you want to appear every week, use the <u>Tickler</u> event.

The notice can also be advanced on a monthly basis (First-Last week of the month).   For example, if an event is scheduled to appear on Thursday, May 6th and it advances to the first week of the month, it would next appear on Thursday, June   3rd.

The notice can advance either on a weekly or monthly basis but not both.

Current Events

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

Events that are late (past their appearance date), that have a full date (month, day, and year) and that have not been processed, are also considered current events.

Pending Events

Pending events are events that have **NOT** reached their specific, scheduled appearance date but have reached a point were they fall within the <u>early notice time</u>.

Upcoming Events

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

Exit

This menu option allows you to quit the program.

Nag! Menu Selection

This Job top line menu selection takes you to the Nag Menu.   The Nag Menu is where you make entries for Events, Ticklers, Weekly+, and Alarms.   These are the type of entries you want to be reminded of.

Job! Menu Selection

This Nag top line menu selection takes you to the Job Menu.   The Job Menu is where the computer and client information is maintained.

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

Delete Only

This option appears when viewing upcoming events.   If selected, it deletes the event.   If you want to save the event for future reference, use the Delete & Save option.

Delete & Save

This option appears when viewing upcoming events.   If selected, it deletes the event but saves it in a file that can reviewed with the <File><Old Events><View Old Events> menu selection.

Recycle

The option button can be used to remove an event from the pending list.   The event will be recycled to appear on the next scheduled date.   For example, lets say it is August 5th and a birthday on August 8, 1994, starts appearing on your list August 3.   If you press the recycle button, the event will stop appearing but will reappear again on August 3, 1995.

Cancel Delete

This option appears when viewing upcoming events.   If selected, the event remains in the pending queue and may appear again.

Denam Systems is the one that brought you this program.

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

Sysop

The Sysop (System Operator) is the ultimate user of "Nag".   The Sysop has far ranging powers that allow him to add, edit, view, or delete **any** type of record that 'Nag' is maintaining.

Create a Sysop by using the <Options><Workstation Control><Add New User> and enter the name 'Sysop'.   Of course, it is entirely up to you, but you should probably assign a password to the Sysop.

It goes without saying that the Sysop should be a trustworthy person if your "Nag" program is being used in a network system.

General Help

Nag Registration

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[Registering Through CompuServe](#)

Nag Menu

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Compress All Events...
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Edit Weekly+...
Delete Weekly+...
Print Weekly+
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Edit Tickler...
Delete Tickler...
View Ticklers...
Add Alarm...
Edit Alarm...
Delete Alarm...
View Alarm...
View Old Events...
Print Old Events
Enter Registration Info...
Registration Form
Exit

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Job Menu

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[Nag!](#)

Hotkeys

Hotkeys (Accelerator Keys) are shortcuts to the normal menu functions.   They allow you to enter a 1 or 2 keystroke combination that takes you directly to a Nag function.   The following hotkeys are defined:

F1	Brings up this help file.
F2	Add Event
F3	Add Weekly+
F4	Add Tickler
F5	Add Alarm
F6	Check Date
F7	Show Event Calendar
Shift+F2	Job Logon
Shift+F3	Switch Task
Shift+F4	Job Logoff
Shift+F5	Computer Logon
Shift+F6	Computer Logoff
F9	Go To Nag Menu
F10	Go To Job Menu
Ctrl+Lt Arrow	Scroll desktop calendar back 1 month
Ctrl+Rt Arrow	Scroll desktop calendar forward 1 month

Birthdays, Anniversaries and Etc.

Annual events, such as birthdays and anniversaries, can be entered by making an <File><Events><Add Event> entry, without entering the year. See the Examples section for further details.

Late Events

Late events are events that have a full date (month, day, and year) entry and that have **NOT** been processed by you.   For example, you have made an event entry that is scheduled to appear on July 17, 1993.   You go on vacation July 10th and return on July 20th.   When you return home and turn your computer on, you will be notified that the event scheduled for July 17th has not be processed.

Late events that appear on your screen will have a "L" character added to the beginning of the event description line.   Printouts will have the word "Late" added.

Annual events (birthdays, etc.) do **NOT** have the late event feature.

<Info><Caveat Emptor>

The Caveat Emptor (Let the buyer beware) menu selection appears **only** if you are **NOT** using the "Program Manager'"shell program (progman.exe) that Microsoft supplies with the Windows system.

Your installed shell program provides the base that the rest of your Windows applications operate from.   You can change to other shell programs but if they are not 100% compatible, they may cause strange things to happen to other applications.

You can tell what shell program is being used by looking at your SYSTEM.INI file.   For example, if you are using Microsoft's "Program Manager", you will find the line:

shell=progman.exe

We have made Nag compatible with the Microsoft "Program Manager".   If you are using an alternate shell program and experience a problem with Nag, please drop us a line, describing the problem and your setup.   We may be able develop a solution.

<Info><View Data File Info>

When you pick this menu selection, a dialog box appears.   The dialog box will contain a variety of information that is related to your system and the "Nag" data file.   Such information includes, the amount of disk space available, the number of "Nag" entries, etc.

The amount of memory shown can be confusing.   Windows has several different memory pools (Global, GDI, User, Menu, & String Heaps) available.   Each program you are running, uses some memory from each pool.   While "Nag" may show an adequate of memory to run an application, Windows may have already depleted one of the memory pools and will not allow the program to run.

<Options><Workstation Control><Workstation User>

Selecting this menu option displays a list of names you entered with the
<Options><Workstation Control><Add New User> menu option.

The name you select will become the current user of the "Nag" program and will determine
what events appear for the day.   The name you select will appear in the mainscreen
desktop calendar.

<Date><Set Auto Check Date Time>

By default, everytime you start "Nag", the program checks the data files and then displays any Event, Tickler, Weekly+, etc.   that is scheduled to appear.   You can also manually access the data file by selecting the <Date><Check Date> menu option.

By entering a "Auto Check Date Time", the data files will also be checked at the time you entered.   For example, lets assume you work at your computer from 8:00 AM to 5:00 PM. By entering a "Auto Check Date Time" of 4:30 PM, "Nag" will automatically run a <Date><Check Date> a 1/2 hour before you quit for the day.

<Options><Workstation Control><Add New User>

"Nag" allows more than one person to be recognized by the program.   When data is entered, it is directed towards everyone or a particular person.   Before a person is recognized by the computer though, the name must be entered in the "Nag" database.

A dialog box will appear.   Merely type in the name and it will be entered into the database. You will be notified if you attempt to enter a duplicate name.

After a name is entered, a second dialog box will appear.   This dialog box is were you can enter a password that will control access to the name.

A name can be removed from the database by using the <Options><Workstation Control><Delete User> menu selection.

<Options><Workstation Control><Delete User>

"Nag" maintains a list of users.   The list is used to identify who is using the program and what event is scheduled to appear.   The "Delete User" allows you to remove a name from the list.

When the dialog box appears, merely enter the name you want to delete.   If there is a password associated with the name, you will be required to enter it before the name is deleted.

You can enter a new name to the list of users by using the <Options><Workstation Control><Add New User> menu selection.

<Options><Workstation Control><Use Password>

When this option is active (indicated by a check mark), you will be required to enter the password, of the workstation user, when the "Nag" program first starts.   If the user fails to enter the correct password, "Nag" will continue to run **BUT** only messages addressed to everyone, will appear.

When this option is inactive (no check mark in menu selection), "Nag" will start and **NOT** require the user to enter a password.   The last user will be the workstation user.

Password

"Nag" maintains a list of <u>workstation</u> users.   To control access to an individual user, you can add a password that is associated with a name.   The password is used when a <u>user logs on</u> to "Nag" and when a <u>user is deleted</u>.

The password is added while a <u>new user</u> is being created.   After the name is entered, the password dialog box will appear.   Merely enter the password you want to use.   After the first entry, you will need to enter the password a second time, for verification purposes.

There is no need to use a password.   If you decide not to use one, merely hit the return key (without making an entry) when the password dialog box appears.

To change the password, you need to <u>delete the name</u> associated with the password and then reenter the name as a <u>new user</u>.   This procedure does **NOT** cause any data loss.

<Options><Workstation Control><Data Location>

By default, "Nag" creates and maintains its data in the same directory where the "Nag" program is located.   This menu selection allows you change the location where the data files are located.

When the dialog box appears, enter a valid directory path.   Once that is done, you will need to <u>exit</u> the program and then restart it to make the change effective.

For those of you who are in a <u>network</u> system, you will need to use this function so you can share data with other "Nag" users.

<u>Single</u> (non-networked) computer users should **NOT** have a need to use this function.

Network Information

Networks allow two or more computers to be connected together.   This allows the sharing of data and resources.   It requires a combination of hardware and software.   This combination can range from the simple to the complex.   These instructions assume you have some basic understand of the network principal.   If not, your Network System Administrator should be able to assist you.

"Nag" does **NOT** provide the software or hardware that actually makes a network work.   It simply allows the sharing of a common data file.   A "Nag" program that is installed on network system will place all its entries in the common data file.   Other "Nag" programs can have access to the data.   Each installed "Nag" program is a separate entity onto itself and are unaware there are other "Nag" programs in the network system (in other words, "Nag" programs to **NOT** talk to each other).

As an example, let's assume both you and your secretary have computers that are installed in a network.   She receives a phone call and schedules an appointment for you.   She enters the appointment as a "Nag" event.   The event is saved in the common data file but since the your "Nag" programs do not talk to each other, you will be unaware the event was entered until you actually access it   with your "Nag" program.

Single computer (non-networked) "Nag" users also benefit from the common data file feature.

To network your data, do the following:

1)   Create a "Nag" **DATA** directory on your network fileserver computer.   In this example, we will assume the network is located on drive F: so we will create the "Nag" data directory on that drive.   Create a directory similar to: F:\NAG\DATA1\   (the actual directory can be named anything).   Conceivably, a large network could have several different "Nag" data directories and a user could be allowed to log on to any number of different directories.

2)   Create a "Nag" **PROGRAM** directory on each workstation computer.   We will assume your Windows program is located on drive C: so we will create the "Nag" program directory on that drive.   Create a directory similar to: C:\WINDOWS\NAG\ (the actual directory can be named anything).   Now install the "Nag" program, in the program directory,

3)   Run the "Nag" program on each workstation computer.   You will be told that the data files could **NOT** be located and the program will ask if you want to create them.   Answer **'Yes'** .   "Nag" will create data files on each workstation disk drive.

4)   Now select the <Options><Workstation Control><Data Location> menu selection.   In the dialog box, enter the directory name you created on the fileserver computer.

5)   Select the   <Options><Workstation Control><Add New User> menu selection.   In the dialog box, enter the name you will use to identify yourself.

6)   Select the <Options><Workstation Control><Workstation User> menu selection.   When the listbox appears, select your name.   The name you selected will be used to identify the current "Nag" user.   The name will appear in the mainscreen desktop calendar.

7)   At this point, "Nag" is set so everytime you run the program, it will look for events in the network fileserver computer, that are tagged to your name.

The standard <u>registration fee</u> is for one computer.   Discount rates are available for small networked systems.   Site licenses for large systems are also available.

<h1 style="text-align:center">Single User Information</h1>

"Nag" can be set up to work in a <u>network</u> but even single computer (non-networked) users can benefit from the common data file feature.   It allows several different users (who share the same computer) to use the "Nag" program and each user will have entries, that pertain only to them.   For example, a husband and wife might share some common entries (I.E. birthdays, etc.) but will still have some entries that pertain only to one of them (I.E. beautician appointment, etc.).

To set up "Nag" for a single computer, do the following:

1)   Create a "Nag" PROGRAM directory.   We will assume your Windows program is located on drive C: so we will create the "Nag" program directory on that drive.   Create a directory similar to: C:\WINDOWS\NAG\ (the actual directory can be named anything).   Now install the "Nag" program, in the program directory,

2)   Run the "Nag" program.   You will be told that the data files could **NOT** be located and the program will ask if you want to create them.   Answer 'Yes' .   "Nag" will create the data files.

3)   Select the <Options><Workstation Control><<u>Add New User</u>> menu selection.   In the dialog box, enter the name you will use to identify yourself.

4)   Select the <Options><Workstation Control><<u>Workstation User</u>> menu selection. When the listbox appears, select your name.   Even though your computer is **NOT** networked, the name you selected will be used to identify the current "Nag" user.   The name will appear in the mainscreen <u>desktop</u> calendar.

5)   Inactivate the <Options><Workstation Control><<u>Use Password</u>> menu selection unless you want to protect yourself, from other users of your computer.

6)   At this point, "Nag" is set so everytime you run the program, it will look for events in the data file, that are tagged to your name.

Desktop Calendar

When you first run "Nag", the current monthly calendar appears on the left side of the mainscreen 'Nag' display.

The month that is appearing can be changed by clicking the arrows (located in the upper right and left corners of the calendar) with your mouse or by using the Ctrl+Left/Right Arrow hotkey combinations.

Changing the desktop calendar does **NOT** affect the date your computer or "Nag" program is set to.

<File><Events><Print All Events>

This activates your printer and prints the entire event file.   This includes the
current, pending, and upcoming   events.   It does **NOT** include the Tickler and Weekly+ files.

<File><Events><Compress All Events>

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

You can tell how fragmented your event file is by inactivating the <Options><Date><Sort By Date> option, then selecting <File><Events><Edit Event> and listing **ALL** the events. When the dialog box appears, the file record number is included in the listing.   A compressed file will have sequential (1, 2, 3, 4, etc.) file numbers.   A fragmented file will be missing some file (1, 2, 5, 7, etc.) numbers.

<File><Old Events><Print Old Events>

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

<Date><Print Today's Events>

This routine activates your printer and then prints all <u>current,</u> <u>pending,</u> <u>Tickler,</u> and <u>Weekly+</u> events for the current date.   It does **NOT** print <u>upcoming</u> events.

This is the printout you also get if the <Options><Ask><<u>Ask For Print</u>> option is active.

<Options><Ask><Ask For Print>

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

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

<Options><Events><Save Event Entry Order>

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

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

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

<Computer><Log On>

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

This selection is independent of the <Job><Log On> selection.

<Computer><Log Off>

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

This selection is independent of the <Job><Log Off> selection.

<Computer><Delete Log>

This selection allows you to delete the computer log.

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

This selection is independent of the <Job><Project><Delete> selection.

Job

A "job" is something you are working on.   By using 'Nag', you can track the amount time you spend on the job.   While it was primary designed to track computer jobs, 'Nag' could be used for non-computer jobs also.

As far as the 'Nag' program is concerned, the terms "job", and "work", are the same.

<Job><Project><Delete>

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

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

This selection is independent of the <Computer><Delete Log> selection.

<Job><Project><Create>

This selection allows you to create a new job project.

A dialog box will appear where you will be required to select the type of job log you want to create.   After the type of job is selected, a second dialog box will appear.   You will be entering the following fields:

The Name field.
The Contact field.
The Phone field.
The Description field.
The security checkbox.
The Has Associated File checkbox.
The Cost/Hour field.

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

Job Association Checkbox

If the <Job><Project><Associated File> option is active (indicated by a check mark), you can enter a program name that will start running when you <Job><Log On> to a project.

Job Name

This is the name of the Person, Company, or Project that you are working on.

Job Contact

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

Job Phone

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

Job Description
This is a field where you can enter a description of the job.

Job Cost/Hour

This is the amount per hour you are charging.   The \<Options\>\< Standard Rate\> value is automatically placed in this field but you can change the field if you decide to charge a different rate.   Any change made here does NOT affect your 'Standard Rate'.   This 'cost/hour' is used to calculate the total income.

Job Type

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

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

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

\<Job\>\<Project\>\<Edit\>

This selection allows you to edit a <u>job</u> you created with the \<Job\>\<Project\>\<Create\> menu selection.

Computer Status Line

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

If the <Options><Save Computer Time> option is **NOT** selected, the Computer Status Line is **NOT** present. If it is selected, the status line will either indicate 'Logged On' or 'Logged Off'.

<Job><Log Off>

This menu selection ends your work on a job and time stamps the log as logged off.   A dialog listbox will appear that allows you to pick which active job to close.

If there was an associated program started when you logged on,   your project **WILL** still log off but the associated program will **NOT** end.

This selection is independent of the <Computer><Log Off> selection.

<Job><Log On>

This menu selection allows you to log on to a job that you created with the <Job><Project><Create> menu selection.

A listbox will appear that contains all the jobs you have created.   After you select one of the job, the task dialog will appear.   After you enter a task description, the job log will be time stamped with the current time.

If the <Job><Project><Associated File> option is active, the associated program will automatically start.

This selection is independent of the <Computer><Log Off> selection.

<Job><Switch Task>

Selecting this menu options allows you to stamp an active <u>job</u> log with a brief task description.   The task description will appear when the log is listed.

A dialog box will appear.   After picking an active job, a second dialog box will appear.   The edit field will show your current task description. Enter your new description. Selecting the <u>Ok button</u> will log out your old description and log in your new description.

Let's assume you are a writer and you want to track the time you spend writing a book. Besides the writing time, there is research time, and proof reading time.   When you get started at 8:00 in the morning, you <Job><<u>Log On</u>> and enter a description of 'Research', Two hours later,   it's time to do some typing so you do a 'Switch Task' and enter a description of 'Write',   At noon, you <Job><<u>Log   Off</u>>.   Your log will show that you did 2 hours of 'Research' and 2 hours of 'Write'.

This selection merely allows you to enter a new task description.   To quit your current project, you **MUST** use the <Job><<u>Log Off</u>> menu selection.

<Computer><List Log>

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

<Job><List/Edit Task Log>

This menu selection displays a listbox that displays a list of Jobs.   When you select one of the jobs, a second listbox appears that shows you the date and times you logged on and off to a job.   At the end of the list, the total time in hours and minutes are displayed.

If you select one of the date/time records, a dialog box will appear that allows you to edit an individual date/time entry.

The fields are:

    The Job Date & Time Start/End checkbox.
    The Job Start/End Description box.
    The Job Start/End Date fields.
    The Job Start/End Time fields.
    The Job Task Description field.

Job Date & Time Start/End Checkbox

Toggling the Start and End fields change what you are allowed to edit and what is displayed. If the Start field is selected, you will be editing the **start** date & time while the **end** data & time is displayed in the Job Start/End Description box.   If the End field is selected, you will be editing the **end** date & time while the **start** date & time is displayed in the Job Start/End Description box.

Job Task Description

This is the description of the task associated with the Job Date/Time entry.

Job Start/End Description Box

The Job Start/End Description Box is non-editable.   It merely show either the start or end date/times (depending on now the Job Date & Time Start/End Checkbox is set) of the <u>Job</u>. The task description will not reflect the changes made in the <u>Job Task Description</u> field.

Job Start/End Time

 This is the time of either the Start or End (depending on now the Job Date & Time Start/End Checkbox is set) time of the Job.

The format (AM/PM or 24 hour) is determined by the setting of the Control Panel.

Job Start/End Date

This is the Start or End (depending on now the [Job Date & Time Start/End Checkbox](#) is set) date of the [Job](#).

<Job><Project><Associated File>

This menu option becomes active if the <Job><Project><Edit> Has Associated File option is selected when you create or edit a Job.

When you select this menu option, a dialog box will appear that allows you to enter the name of an application (program) file that will automatically start when you <Job><Log On> to a project.   For example, lets assume you have a project named 'Backup Data' that you log on to everytime you backup your data directories.   After logging on, you start a program file named BACKUP.EXE that saves all your data files on to a floppy disk.   By making BACKUP.EXE your associated file, Nag will automatically run BACKUP.EXE each time you log on to 'Backup Data'.   When you quit the BACKUP.EXE program, your Job will automatically log off.

The dialog will show the current Job name, associated file, command-line, and working (command) directory.   It will also have an 'Add/Change Association' and 'Delete Association' check box.

When you check the 'Add/Change Association' box, a standard, file selection dialog will appear.   From this dialog, you can pick the program file you want associated with the project.

After the file selection dialog, a command-line dialog box will appear.   This dialog allows you to enter any command-line options that will be sent to the associated program file.

After the command-line dialog, the working (command) directory dialog box will appear. This dialog allows you to enter the working (command) directory location.   The working (command) directory is the directory were your associated program will look for the command-line options.   If you leave this blank, the program will look for the command-line options in the directory where your associated file is located.

If you check the 'Delete Association' box, nothing will appear to happen but your association will be marked for deletion.

The Save button will save any changes.

The Cancel button will cancel any changes.

Note:

Closing (quitting) your associated file will also log off your Job but if you merely use the <Job><Log Off> menu selection, your associated file will **NOT** be closed.

<Options><Save Computer Time>

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

You can manually time stamp your computer log by using the <Computer><Log On> and <Computer><Log Off> menu selections when this option is active.

<Info><About>

This provides general information about the program, such as, production date, and copyright information.   Near the top of the dialog box is the "Open Book" program icon. This icon tells you what version of Nag you have.   For example, if the book pages contains "N 9", then you have version 9 of Nag.

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

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

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

Display=CheckThenQuit

Change this line to either:

Display=Standard

or

Display=Minimized

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

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

NAG N

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

<File><Weekly+><Add Weekly+>

This routine allows you to add a Weekly+ event to the Weekly+ file.   You will be entering the following information:

The <u>Notice</u> field.
The <u>Appears Early</u> checkbox.
The <u style="color:green">Directed To</u> field.
The <u style="color:green">Security</u> checkbox.
The <u style="color:green">Type</u> checkbox.
The <u style="color:green">Location</u> checkbox.
The <u style="color:green">Movement</u> checkbox.
The <u>Weekday</u> checkbox.

Weekly+ Type

 Selecting Stationary will activate the Location box and inactivate the Movement box.
Selecting Moving will activate the Moving box and inactivate the Location box.

Weekly+ Movement

This determines how many weeks, your Weekly+ notice will advance.   For example, if a notice appearred on Monday, March 7th and it had a 2 week movement, the notice would appear next time on Monday, March 21.

Weekly+ Location

This determines which week-of-the-month your Weekly+ notice will appear.   For example, if the location of Monday in the 3rd week, fell on March 13, 1994, the notice would next appear on Monday, April 11, 1994.

<File><Weekly+><Edit Weekly+>

This routine allows you to edit a Weekly+ event.   You will be editing the same information you entered while adding a new Weekly+ event.

A listbox will appear that displays all the Weekly+ events you have on file.   Selecting one of the events will take you to the editing dialog.

<File><Weekly+><Print Weekly+>

This routine prints all the Weekly+ events you have on file.

<File><Weekly+><Delete Weekly+>

This routine allows you to delete a <u>Weekly+</u> event.

A listbox will appear that displays all the Weekly+ events you have on file.   Selecting one of the events will take you to the editing dialog.   You will then be allowed to delete the notice.

<File><Ticklers><Add Tickler>

This routine allows you to add a Tickler event to the Tickler file.   Two dialog boxes will appear.   The first dialog box allows you to enter the weekday.   After you make that entry, a second dialog box will appear and you will be making the following entries:

The Notice field.
The Directed To field.
The Security checkbox.

<File><Ticklers><Edit Tickler>

This routine allows you to edit a Tickler event that is already in the Tickler file.   A list box will appear.   From here, select the event you want to edit.

You will be editing the same field you entered with the <File><Ticklers><Add Tickler> menu selection.

<File><Ticklers><View Ticklers>

This routines opens a list box and displays all the Tickler events in the Tickler file.

<File><Ticklers><Delete Tickler>

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

<Info><Shareware>

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

<Date><Set System Date>

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

Any change to the system's date or time will be reflected in the program's primary window display.

<File><Old Events><View Old Events>

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

<Date><Set Weekend Days>

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

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

<Date><Show Event Calendar>

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

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

You can scroll from month to month by pressing the appropriate button.

 will scroll you back one month.

 will scroll you forward one month.

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

When the listbox is displayed,   you can select one of the records and the event will be displayed in a dialog box.   From the dialog box, you can handle the event in three different ways.   You can select either the <u>Delete Only</u> option, the <u>Delete & Save</u> option, or the <u>Cancel</u> option.

The event file is automatically checked when you start the Nag program and when you select the 'Check Date' menu selection.

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

This function displays <u>current</u> and <u>pending</u> events but does **NOT** display <u>upcoming</u> events. The event file is displayed according to how you have your <Options><Date><<u>Sort By Date</u>> option set.

<File><Events><Delete Event>

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

<File><Events><Edit Event>

When you select this option, a list box will appear.   The list box will show all of the events that are on file.   After selecting one of the events, the editing dialog box will appear with the selected event.   You will be editing the same fields you entered with the <File><Events><Add Event> menu selection.

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

    The Date (<u>Month</u>, <u>Day</u>, & <u>Year</u>) field.
    The <u>Early Notice</u> field.
    The <u>Notice</u> field.
    The '<u>Directed To</u>' field.
    The <u>Security</u> level.
    The <u>Category</u> type.
    The <u>Priority</u> value.

NOTE
The way you make your entries in the Month, Day, & Year fields determines when and how your Event appears.   See the <u>Examples</u> section for further details.

Entry Field

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

<Options><Hour Tone>

From the Hour Chime dialog, you can set reminders that time is passing you by.   If you select (indicated by a check mark) a 1/4 hour option, a bell will sound at that particular 1/4 hour.   For example, if you select the 1/4 hour and 3/4 hour options, the bell will sound at 15 and 45 minutes after the hour.   If you can not hear the bell, you may have your sound option turned off.

If you have also selected the 'Bring To Top' option, the Nag program will appear when the bell sounds.   If the 'No Change' option is selected, the bell will sound but the Nag program will remain on your desktop, where is was.

<Options><Program Display>

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

Program Display Options

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

Notification Option

   (1) Notify when no event is found.

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

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

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

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

<Options><Date><Sort By Date>

When this option is activated (indicated by a check mark that will appear),   the Event displays and printouts will be sorted by date.

When this option is off (indicated by the lack of a check mark), the Event displays and printouts will be sorted by file record number.

<Options><Date><List By Date>

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

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

Category

When you make an event entry, you will be asked to add a general category to the event. The category determines what icon will appear on the <Date><Show Event Calendar> menu selection.   There are 10 categories.

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

Priority

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

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

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

<Options><Ask><Ask For Month>

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

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

System Date & Time

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

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

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

International Date Formats

Windows currently supports three different types of date formats and Nag supports these three formats. They are:

Month-Day-Year   (December 25, 1993)
Day-Month-Year   (25 December 1993)
Year-Month-Day   (1993 December 25)

The use of these formats require no effort on your part, while using the Nag program.   Your display dialogs, input dialogs, and printouts reflect the format you have selected using Windows, Control Panel's International dialog.

System Sound

Windows allows you to control the sounds you hear coming from your computer.   You can set these options by running the 'Sound' program in the 'Control Panel'.   For example, when we shut down Windows for the night, olde Arnie can be heard saying, "I'll be back".

If Nag does not seem to beep at the appropriate times, you may have your sound options turned off.   To turn your sound option on, make sure the 'Enable System Sounds' option box is checked in the 'Sound' program dialog box.

Alarm Location

Disk alarms are saved to disk and they remain active until you delete them.   Memory alarms are active until you quit the 'Nag' program.   They have to be reentered each time you rerun the 'Nag' program.

Alarm Time

This is the time your alarm will sound.   The format (AM/PM or 24 hour) you will be using is determined by your Control Panel settings.

You can use 'Nag' to set alarms that will remind you when a particular time has arrived.   You will be making the following entries:

    The <u>Notice</u> field.
    The <u>Location</u> checkbox.
    The <u>Time</u> field(s).
    The <u>Directed To</u> field.
    The <u>Security</u> checkbox.

When the scheduled time has arrived, the bell will sound and your notice will appear.

A maximum of 20 alarms can be active at one time.   If you can not hear the bell, you may have your <u>sound option</u> turned off.

<File><Alarm><Edit Alarm>

When you select this menu option, a listbox will appear that contains all the active alarms. When you select one of the alarms in the listbox, you will be able to edit the information you entered while creating a new alarm.

<File><Alarm><Delete Alarm>

When you select this menu option, a listbox will appear that contains all the active alarms. When you select one of the alarms in the listbox,   it will appear in a dialog box.

Selecting the <u>Ok</u> button will delete the alarm.

You can cancel the operation at anytime by selecting the Cancel button.

<File><Alarm><View Alarm>

When you select this menu option, a listbox will appear that   contains all the active alarms. When you select one of the alarms in the listbox,   it will appear in a dialog box.   No changes can be made.

<Options><Standard Rate>

Selecting this menu option will allow you to enter a standard rate (cost/hour) that you charge for a job.   The value you enter here will appear in the 'cost/hour' field, of the <Job><Project><Create>   dialog box.

This value is just your standard rate and is **NOT** used in any calculations.

Introduction

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

Windows StartUp Folder

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

Basics

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

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

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

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

Boot Time

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

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

    run=nag

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

    [Windows]
    run=nag

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

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

Examples

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

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

Command Line Option

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

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

NAG N

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

Unregistered Version

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

Shareware Info

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

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

EMail

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

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

We usually check in on America Online 2 or 3 times a week.

Please use the following addresses to send EMail to us:

Fax
   1-503-363-0198

CompuServe
   70405,1422

America Online
   DenamHelp

Internet connections
   70405.1422@compuserve.com
   denamhelp@aol.com

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

Newest Version Of Nag

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

GO WINSHARE

after you have connected with CompuServe.

You can use the keyword:

DENAM

to help you find the file.   You can also register your program on CompuServe.

The newest version of Nag can also be found on America Online.   Go to the DOWNLOAD section and do a search on the word:

DENAM

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Upgrades

May 1995 (Nag9)
Add auto version number to 'About...' dialog.   Annual events (birthdays, etc.) can be marked as 'completed' so they don't keep appearing.   Cut down the time that the splash box stays on the screen.   Save location of "Nag" desktop window and place it (at startup) in the same location.   User can now scroll the [desktop calendar](#) from month to month.   Month and year are now pre-entered in the event entry dialog.   Late notices that include a full date (month, day, and year) and that have not been processed, now appear on screen displays and hardcopy printouts.   Add routines that allow multiple users (on the same computer) with password protection, to use common data files.   Data files can now be saved in a different directory, allowing multiple (networked) computers to use the same data files. .   Change registration procedures.   Add routines that add/delete Nag users to program.   Add security features that controls access to data file entries.   Delete 'Job Status' line from main screen display.   Allow up to 5 Jobs to be logged-on at the same time.   Add routines that allow editing of Job task time entries.   Job tasks now auto log-off and do NOT auto log-on at runtime.   On dialog boxes, change 'OK' buttons to 'Save' button.   Add 'Auto Check Date Time' so program will automatically run a 'Check Date' .   Change 'Close' menu option to 'Exit'.   Add bitmap displays to help file.   Develop password retrieval program.   Remove data file conversion routines from Nag and develop new program that replaces the deleted routines

June 1993 (Nag81)
A minor update of version 8.   Fix some screen displays and make changes to help file.

May 1993 (Nag8)
Add 1/4 hour tone feature.   Add 'Chiseled Steel' appearance to dialog boxes.   Recode memory allocation routines to use global memory.   Add alarm feature.   Add Weekly+ (events that appear each month on a particular weekday) routines.   Add routine that makes sure the data files are created and maintained in the directory where the Nag program file is located.   Add help to dialog boxes that need explanation.   Add 'Standard Rate' routine and this information is now automatically added when a new client is created.   Change job file structure so cost/hour can be saved.   Add routines to calculate the total income from a project (cost/hour X total hours = total income).   Change job time file structure so task description can be saved at logon time.   Add 'Associated File' functions.   Remove the option to display events & ticklers one at a time when 'Check Date' is run.   Add accelerator keys (hotkeys) to menu.

February 1993 (Nag7)
Fix Annual (Day, Month, but NO Year) Event routines because December entries were not appearing in earlier versions.   Place modeless dialog box on screen when a long function (file processing, etc.) is going to occur.   System date change nows does an immediate change of the calendar.   Program now does multiple edits and deletes without returning to the menu.   Events will now appear sorted by date or record number.   More events can now be added to the file.   Add Menu Information Line at bottom of main screen display.   Add International Date support.

October 1992 (Nag6)
Add printer function for event file.   Add event entry save option.   Add event file compress routine.   Fix up main screen display problems (hopefully this is the last time).   Add registered user information to About dialog.   The main screen display how changes size and display when client or computer log is active/inactive.   In a multiple event display, while doing a 'Check Date', the list is now sorted by current and pending events.   Add program reset information to help file.   Add CompuServe information to help file. Add an ASCII text

file to the ZIP file that explains how to reset the display options.   Fix problem that caused icon not to show on Monthly Event Calendar.

July 1992 (Nag5)
Add Tickler event functions.   Add Job section.   Program can now save computer and job times.   Fix up some display problems that were in Nag4. Rename 'How' menu option to 'How To Reset'.   Rename 'Quit' menu option to 'Close'.

June 1992 (Nag4)
Add month and day information display to primary window.   Remove 'Display System Date' menu option since this information is now displayed in the primary window.   Rename 'Show Month' menu option to 'Show Event Calendar'.   Add icons that are displayed in the Event Calendar.   The icons reflect the basic category of event.   Add priority settings to events. Change file structure and add routines that will update earlier file structures.   This version was released ONLY to Beta Testers.

April 1992 (Nag3)
Add scrolling feature to Event Calendar.   Select day from Event Calendar and display event in listbox.   Allow user to select the way the events will be displayed (single or multiple). Allow user to make multiple entries without having to return to the menu. Add help.   Add the option that allows the user to save and view past events.

March 1992 (Nag2)
First Upgrade of program. Fix bug that would allow an event to appear when it was not scheduled to appear.   Fix bug that caused UAE on some machines.   Added Event Calendar including feature that allows user to decide whether or not he is asked for the month.   Add event search by date (on edit & delete display).

December 1991 (Nag)
First release of program.

Registering Nag By Mail

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

You can also register Nag by using CompuServe and having the registration fee billed to your CompuServe account.

Registering Nag Through CompuServe

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

GO SWREG

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

DENAM

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

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

<div align="center">

Help Me

</div>

I can't run the program.   It says I need to convert my data files.   What's going on?

    There is an utility program named **N9_CONV.EXE** that came with the "Nag" program.   It converts the data from older versions of "Nag" to the newer version.   Please remember to **backup** the data files before you try to convert them.   I'll say it again, **BACKUP** your data files.

I have forgotten my password. What can I do?

    There is an utility program named **NAG_PW.EXE** that came with the "Nag" program.   It will display your password.   If your computer is attached to a network, contact your System Administrator for help.

What is a 'Sysop'?

    Sysop (sis-op) is a term used for 'System Operator'.   On a computer bulletin board system (BBS), it is the controller of the system.   In 'Nag', the Sysop is ultimate user who has far ranging powers.

I can not view the messages I entered.   How come?

    You may not be signed on as the current workstation user.   Use the <Options><Workstation Control><Workstation User> menu selection to sign on.

Order Form

Remit to: From:

Denam Systems   _____

1115 Madison St NE   _____

Suite 226   _____

Salem, Oregon   97303
        _____

                                                 Contact Individual

                                                 _____

                                                 _____

                                                 Email Address

                                                 _____

Quantity of Units   Unit Price

1-4 $29.95
5-9 $27.95
10-14 $26.95
15-19 $25.95
20+   Agreed Price

Qty   Unit Price   Total
____   Nag Software   X   _____   =   _____

Note that Nag9 Software has been delivered and accepted by the customer.   Upon receipt of this order, your registration number will be sent.

<File><Enter Registration Info>

This option allows you to enter the registration number you received when you registered your program. Just enter your name and the registration number.

Notice:

This menu selection will **not** appear if you have registered your program.

<File><Registration Form>

This menu selection will take you to the <u>Order Form</u> in the help file.   From the help program, you can print out the form.

Notice:
This menu selection will **not** appear if you have registered your program.