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"Above & Beyond makes group scheduling easier than you ever thought possible... This is the way group scheduling should work."
   - PC Magazine

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Single User Installation

The installation process allows you to select where you would like to put Above & Beyond files.   The directory you name will be created if it doesn't already exist; and the files will be copied from the diskette to this target directory.   Some files are in compressed form on the diskette and will be automatically uncompressed as they are installed.

Step 1:   Insert the Above & Beyond diskette into drive A.

Step 2:   From the Windows Program Manager, select File: Run and type:

                      A:INSTALL

Step 3:   Set up an icon for Above & Beyond.   From the Program Manager, select File: New and select Program Item.   For a description, type in your name, and for the command line, state the path and program file, such as:

        c:\ab\ab.exe

You can also specify a datafile name, for example

        c:\ab\ab.exe John

The extension will be assumed to be PAK.   When you omit the datafile name, the name used is TIMEDATA.PAK by default.

If you have a TIMEDATA.PAK (or other .PAK) file from a prior version of Above & Beyond, it will be automatically loaded when you start this version of Above & Beyond *unless it is stored in a different directory*.   In that case, copy it to the directory where Above & Beyond has just been installed before running Above & Beyond.

Step 4:   Start Above & Beyond by by double-clicking on the icon.

Installing Above & Beyond for a LAN Workgroup

1. Install Above & Beyond on each PC as described in the section on single user installation.

Note: Although you can install the program file AB.exe in a shareable directory on the server, and have your workstations access it there, it will run faster if installed locally. This is because Windows will not have to repeatedly access the server hard drive to read parts of the program code into memory. If installed on the local workstation, Above & Beyond will not only load quicker, but it will also operate at a faster, more responsive pace. This is true for all Windows applications.

2. Designate a sub-directory on the server's hard drive specifically for each user. Their datafiles (.PAK and .LOG files) and notes will be stored here.

3. If J: is the name of your server drive, then the Above & Beyond icon command line on a typical workstation could be as follows:

        C:\AB\AB.exe   J:\Bill\Bill

Note: If the directory and/or file you specify does not yet exist it will automatically be created when Above & Beyond is run.

See the Schedules Menu section for information on setting up access to the schedules of other workgroup members.

Description of Above & Beyond

"Plan for your future because that's where you're going to spend the rest of your life."
     - Mark Twain

Above & Beyond is a powerful system for planning, managing, and tracking one's active business and personal life.   Innovative dynamic schedules manage workflow effectively.   All types of recurring activities need be entered just once.   You can print schedules to take your plans wherever you go.   Above & Beyond also includes a pop-up calendar, alarms, task and event timers, week and month at a glance, contact database, and much more.   Above & Beyond is the PIM for success.

With Above & Beyond, you can plan time for everything you want to do!

Above & Beyond is also ideal for workgroups.   Where workstations are connected via a LAN (local area network), managers can balance the work-load of staff members, assign new items, prioritize work, as well as check task completion status without interrupting on-going work. Above & Beyond automates the process of arranging meetings for group members, posting meeting notices to all attendee's schedules. Secretaries can post phone messages for calls to be returned, and monitor multiple schedules to know who is where when.

Above & Beyond streamlines work-flow and productivity soars!

Software Categories:

       Personal Information Manager
       Group Scheduler/Calendar
       Organizer/Time Planner

"Above & Beyond is a serious time management package for single users and groups. A brief glance at the user manual will clue you into the fact that 1Soft is serious about helping you get the most out of your time."
     - PC Magazine

Comments from Users

My enthusiasm for Above & Beyond is unbounded. It's head and shoulders above any other PIM on the market.
> - Lee S. Jones

Once you start using Above & Beyond, you'll wonder how you managed without it.
> - Clive Aldred, PC User Magazine.

That *dynamic scheduling* is worth its weight in gold.
> - Robert Puttcamp

Above & Beyond is the greatest and most valuable piece of business software I have ever had.
> - Hilary B. Miller, Esq.

The most important component of any PIM is its scheduling module.... Above & Beyond is in a class by itself due to its automatic, or *dynamic*, scheduling. It's the only program that takes a unified approach to scheduling by letting you enter all events -- to-do list items and appointments -- on one calendar.
> - Steve Gilliland and Kathy Yakal, PIM comparisons in PC Sources, July 1992

Before I discovered Above & Beyond I had used OnTime and Desktop Set for quite awhile. No question about it, Above & Beyond is the best.
> - George Dumas

Above & Beyond is GREAT! A marvelous time-saver!
> - Bob Haussmann

I have been comparing Above & Beyond against another product of similar nature. They just don't compare! My other program has proved to be nothing but trouble, missed appointments, compatibility problems, etc. Above & Beyond is exactly what I've been looking for and I am ecstatic about it.
> - Len Zigante, President, Vantage Point Services, British Columbia

I have loved this software since day 1.

- Ivan Druez

Companies Using Above & Beyond

The world's leading companies use Above & Beyond on LANs and personal workstations.

Hewlett-Packard, Intel, Martin Marietta, GTE, Kidder Peabody, Telecom Australia, Yale University, Ziff-Davis, NASA, Bell Canada, Allied-Signal Aerospace, NCR, Goodyear, Whirlpool Sweden, ABC News, Arthur Andersen, AT&T Bell Labs, American Airlines, Borland, Carnegie-Mellon, CIGNA, Compaq, Discovery Channel, duPont, Goldman Sachs, Honeywell, IBM, Lotus, Merrill Lynch, Union Bank of Switzerland, Volvo, Microsoft, Westin Hotels, AMD, Salomon Brothers, Seagate, Novell, and Siemens, just to name a few.

Above & Beyond is International

Registered Above & Beyond users are today in 28 nations around the world.

United States, Canada, Mexico, Brazil, England, Ireland, Germany, Netherlands, Spain, France, Belgium, Norway, Finland, Sweden, Denmark, Luxembourg, Portugal, Italy, Austria, Switzerland, Australia, New Zealand, Japan, Taiwan, Hong Kong, Singapore, Malaysia, and Tanzania.

If you'd like to request a national language version, please contact us for information.

Product Background

Above & Beyond is the brainchild of Gregory Scott Thorne, 33, a time management guru and student of human potential. Creating the ultimate time management system has been his passion for 15 years. He's devoted the past 8 years to developing Above & Beyond, and today, the latest version is ready for you to put to use.

Above & Beyond is the PIM for success.

Who can Benefit from using Above & Beyond?

Managers, information professionals, executives, teachers, entrepreneurs, accountants, engineers, lawyers, consultants, doctors, students, small business owners, secretaries, corporate executives, single parents, and everyone else who wants to increase their level of achievement.

Above & Beyond is for everyone who has a lot to do and wants to do it.

Company Background

1Soft Corporation was founded in 1990 to bring Above & Beyond to all those who could benefit from using it. It is a company with a single product, a single focus: helping your get the most out of your time.

1Soft headquarters is located in northern California.

What is a PIM?

A Personal Information Manager is a software application designed to organize your work and boost your productivity. It manages your time and tasks, contacts (people) and other information such as notes.

Time Management

Just as time has three perspectives (future, present, past), time management has three areas:

1. Planning
2. Prompting
3. Reviewing

Everything we do each day begins in our imagination. We imagine the benefits doing particular actions. Many of these actions we anticipate doing long before the appropriate time or day. For these advance actions, we create reminders such as a note or calendar entries. When our reminders work, we remember at the appropriate time and perform the action.

Conventional Methods

People traditionally have used four common reminder systems. There are some drawbacks to each of these methods, but fortunately in 1993 we have a solution that improves on all of them.

1. Physical view. Leaving things in physical view is the simplest system, but has limited effectiveness. Offices and desks soon become cluttered and stacked so high with objects, that at some point objects become hidden, defeating the whole purpose. And focusing on the current task at hand is impaired because of surrounding distractions in the field of vision. There is no record of when things were completed.

2. In-baskets and action folders. These work well for certain types of tasks, but only as far as they are uniform. You have to physically view each document individually. There is no summary list of items which you could prioritize. There's a danger that high priority items may not be handled promptly enough. Review is a problem. There is no record of when things were completed.

3. Appointment calendars. These work fine for appointments, but that's about all. They are ineffective for all the many tasks you want to perform, because you wind up constantly rescheduling tasks. You could easily wind up spending more time rescheduling the tasks than the time they actually take to be performed.

4. To-do lists. The main problem is that without some connection to a schedule, one cannot get a clear picture of what's going to be done when and thus plan effectively. To-do lists can quickly become so lengthy that recopying, and scanning the list of items takes up considerable time.

The next section explains the long awaited time management breakthrough.

Time Management Breakthrough

Above & Beyond blazes a new path in time management by harnessing computer power to create exactly the system that will work for you.

Above & Beyond is built on its innovative dynamic scheduler. You can quickly enter any tasks you want to do. Then whenever you wish to prioritize your workload, you can easily juggle items as the schedules recalculate automatically. These dynamic schedules give you all the benefits of the 4 conventional methods described above, with none of the limitations. Everything you enter serves as a future prompt of an action to perform. You can choose exact times and dates for appointments, or be nondescript with tasks. Tasks can be allocated durations so that at a glance you can see how fully utilized are upcoming days or weeks. You can prioritize the items and even use workload balancing to have them rescheduled automatically to keep your schedules from getting too light or too heavy. Choose exactly the workload level you desire.

Above & Beyond frees you from the manual labor of conventional time management methods. You can do what you do best: make decisions about what's important to you, and focus on doing what you want to do. It frees your mind from the clutter of remembering things and worrying about whether everything is going to be done by deadline. You'll have clear plans, know exactly where you're going in your daily life, and be prepared when you get there.

With Above & Beyond your work load is streamlined and your productivity soars.

Above & Beyond serves you in all three important areas: Planning, Prompting and Reviewing. You plan easily with drag and drop juggling of items, are prompted by clearly detailed automatically generated schedules, and everything that is completed is retained in files for later review.

Above & Beyond is the PIM for success.

Advantages of Schedules over To-do Lists

A to-do list is a prioritized list of items. A schedule is a chronologically ordered, prioritized list of items. That is, a schedule is a *super* to-do list. Above & Beyond incorporates both basic to-do lists and schedules. There are several advantages in schedules:

1. Because time is allocated for each task, a schedule clearly shows what can be accomplished on a given day. This helps you budget your time. Basic to-do lists give you no indication of how much time they represent. A schedule gives you a plan for the day. You can start to visualize what you'll be doing, and be prepared when the time arrives.

2. Schedules serve as a guide. A well-planned schedule can be followed smoothly. To-do lists require frequent stops to scan the list and decide what to do next. Each stop can take from 2-5 minutes. Over the course of a day with 30 items or 30 stops, using a schedule instead of a to-do list can save you between 60 minutes and 2 and 1/2 hours.

You may be wondering, "but don't schedules take a long time to draft?" Not anymore. Above & Beyond does the work for you automatically.

Comparing PIMs

No other PIM offers dynamic scheduling. Above & Beyond is the only PIM where you can drag floating tasks ahead and back in time and see the schedules recalculate. Other PIMs have static schedules, and tasks are managed only by to-do lists. Above & Beyond is also the only PIM with workload balancing. Above & Beyond has more advanced handling of recurring items. And in various other ways Above & Beyond is more refined and polished. Basically, Above & Beyond is the first PIM that makes it easier to *plan* your time than using paper and pencil. Dynamic scheduling is absolutely essential for on-screen planning.

If you're curious about another PIM, get an inexpensive demo to check it out. Don't run out and buy one of the more expensive retail PIMs,   assuming it includes the functionality in Above & Beyond. Chances are it will have a few additional features, but be lacking 80% of the essential ingredients you have in Above & Beyond. We've examined every PIM on the market. Their time management handling is typically little more than on-screen forms of conventional paper-based systems, with all the weaknesses of such. Above & Beyond is the first PIM to harness the power of your PC.

Above & Beyond is so much better because of the the attention invested. More than 8 years of careful design, crafting and refining have preceded this release. It is built on the vision of time management technologist Gregory Scott Thorne. And an entire company (1Soft Corp.) exists for the single purpose of delivering this technology to you in order to maximize your success. Further, ongoing development continues for exciting, future enhancements.

How the Experts* Rank the Leading PIMs

(* PC users who have tried 6 or more PIMs. Computed by averaging a scale of 1-10 based on four criteria: features, performance, reliability, and time savings)

1. Above & Beyond 2.1 (9.4)
2. PackRat 4.1 (6.7)
3. Instant Recall   2.0 (6.2)
4. Ascend 4.0 (6.1)
5. Commence 1.0 (5.9)
6. DeskTop Set 4.0 (5.4)
7. CaLANdar (4.9)
8. Lotus Organizer 1.0 (4.3)
9. OnTime 1.2 (3.9)
10. Network Scheduler III (3.1)

Key Features of Above & Beyond

All the features you need for reaching your potential.

- Dynamic Scheduling with full drag & drop interface for clear and easy on-screen planning
- Versatile recurring item options
- Exceptions to recurring Items; modify/delete one or all occurrences
- Prioritizing w/ deadlines and postponements
- Workload Balancing
- Choice of   all TrueType fonts on screen, and reports
- LAN/Group scheduling, including Meeting Maker
- Password protection (3 levels), private items
- Phone/Address/Note books
- Auto-dialing
- Pop-up rate-based timer for phone call tracking or billing
- Item timers
- Date and time entry short-cuts, eg. "today", "Sa", "10" days from now.
- Logging of all completed items for later recall
- Perpetual calendar through the year 2068
- 4,4,5 calendar scheduling
- Alarms preceding appointments, with Snooze option
- Automatic scheduled launch of other programs (Agents)
- Lots of room for item descriptions
- Attachable Notes, huge capacity, copy/paste to/from other applications
- Automatic schedule conflict checking option
- Carry-over of undone items
- Automatic back-ups
- Week at a glance in variety of screen layouts
- Month at a glance includes item text
- Pop-up color utilization calendar, showing relative workload
- Import and export
- Choice of page sizes for printed schedules (DayTimer, Filofax, etc)
- Small datafile size (eg. a heavy workload of 300 items consumes less than 50K disk space)

What Above & Beyond can do for You

You can expect Above & Beyond to increase your productivity by one, two, or more hours every day. In a 8 to 10 hour workday, an extra hour is a gain of more than 10%. Think of your annual earnings. For every 10 thousand dollars in annual earnings, you'll see a $1,000 increase in income potential. How much greater would your income be if you had 10% more earning potential? $2,000, $5,000, $10,000 per year?

Think of how this could benefit your entire department, or even your whole company. Imagine if you showed the CEO of your company Above & Beyond and it was adopted corporate-wide, that is, *everyone* started using it. If that's 100, 1000, or 10,000 employees, you could be responsible for additional profits every year of between one million and 100 million dollars.

How Little it Costs

The single-user license for Above & Beyond is just $149.   Multiple (site) licenses can be ordered at special prices. LAN configurations can be arranged in exactly the size that will meet your needs. Call 1Soft at 707/987-0256 for additional information on specific pricing..

Registration/Ordering a License

You can order an Above & Beyond license directly from 1Soft by mail, phone, or FAX with a check or credit card (VISA/MC/Amex). The program will even generate an order form for you. From the menu, select Options:Order an Above & Beyond License. In return, we'll send you the complete package, including a printed user's guide, disks in dual formats containing the latest version, and your personal user ID.

If you're ordering from outside the U.S. you can pay by credit card. If paying by check, be sure it is either a check drawn on a U.S. bank, or use an International Money Order.

Alternatively, you may prefer to order from your favorite software reseller. If they don't have it in stock, ask them to order it for you.

When you buy from a software reseller, you get exactly the same program as when you order from us. However, instead of a personalized user ID, the package contains a registration card. In this case you'll select Options:Order a pre-paid Above & Beyond License, and print the form. You'll send this order form with the registration card to us and we'll send you your personal user ID.

The copy of Above & Beyond that you now have is the complete program, there is nothing held back. You can start using it immediately, entering action items you want to do, recurring items, and planning your schedules. When you register, and receive a user ID, you'll simply enter the user ID and continue to use the program. It retains all the data you've entered.

As a registered user you'll also be entitled to substantial discounts on future upgrades.

Send your Comments and Requests

Your questions, comments and requests for enhancements are welcomed. Please address your comments to:

1Soft Corporation
Product Comments
Post Office Box 1320
Middletown, CA   95461

Share the Benefits

Many people you know could benefit from using Above & Beyond.   Fortunately, this program is authorized for shareware distribution. Shareware means you can freely copy our software to evaluate it. It's a try-before-you-buy method. We encourage you to make copies of Above & Beyond, and give them to others to evaluate.

Please feel free to upload Above & Beyond to any of your favorite BBS's, To make it simple we've included a DOS batch file, ZIP.BAT to create AB.ZIP with the right files. A program description is in the file FILE_ID.DIZ. Please post it as AB.ZIP to make it easier for users looking for the lastest version of Above & Beyond to find it on-line.

Shareware

We provide Above & Beyond as shareware. As a user, you pay us only if you intend to use it beyond evaluation. The process of purchasing a license is also known as registering.

Legal Requirements

You are authorized to make only exact copies of Above & Beyond files to give to others for evaluation purposes. Modifying the program files in any way, at any time is strictly prohibited. This also prohibits temporary modification while the binary data is in RAM. Archiving (compressing) program files is permitted only for efficient transmission and must not alter the original content.

Only individuals licensed by 1Soft Corporation are authorized to use Above & Beyond files on a continuing basis. Continued active use without registration is prohibited. Various shareware distributors have been authorized to sell disks containing Above & Beyond. They are selling disks and a distribution service only. They are not selling Above & Beyond licenses. No other parties have been authorized to sell or grant licenses.

Liability Disclaimer

1Soft Corporation specifically disclaims any warranty of merchantability or fitness for a particular purpose. With respect to defects in its programs and supporting materials and service, in no event shall 1Soft Corporation be liable for any loss of profit or any other commercial damage, including but not limited to special, incidental, consequential, or other damages. Use this program at your own risk.

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Juggling

It's easy to juggle your plans with Above & Beyond with its innovative interface. First select the item. Then move it in one of two direct ways:

1. Take the mouse and drag the item to a new position.   Either move an item ahead or back in time on a given date or move it to another date when viewing multiple days in tiled windows. Schedules adjust automatically.

2. Click on a date in the pop-up calendar with the right mouse-button. The item will instantly be moved to that date.

Planning Sessions

Have a major planning session once each day. Probably first thing in the morning or the last thing at the end the day. This session will typically last ten to twenty minutes. This is the time when you bring your schedules up to date: marking done completed items, adding new items, and rearranging your plans based on changes in priorities.

This is a sequence to follow:

1. Mark done completed items on the finished day.
2. Add any unplanned items you did if you want a complete log.
3. Delete any obsolete items
4. Issue the Carry-over Undone Items command
5. Add any new items
6. Fine-tune the sequence in the priority list
7. Issue the Balance Workload command
8. Fine tune the arrangement of today's schedule
9. Print today's schedule

Accounting for Time

Above & Beyond includes several commands for time tracking. You can indicate that you've started working on a task by issuing the Start Item command. This starts a task-timer running and shows on-screen how long you've been working on it. When you complete the task, marking it done, the actual time in the timer will be recorded as the duration of that item.

If you decide later you want to resume working on that task, select it and issue the Start Item command again. A second instance of the item will be created and a task-timer will be started.

There are additional commands to indicate that you started working on an item some time in the past. Alt+F5, for example, starts the timer based on the end time of the last completed task. Alt+Up or Alt+Down will increment or decrement the starting point of the timer by one minute. You can also simply edit the item and change the begin time.

Insert Done Item is a useful command when you're tracking your time. This is for recording any unplanned items that you accomplished. It's a handy command because the begin time is automatically initialized to the end time of the previous task.

Even if you don't Start an item you can have the actual duration logged when you mark it done. Instead of pressing Spacebar, press Shift+Spacebar. That task will be given a duration based on the span of time that fills the gap between the two items adjacent to it (prior and next items) in the schedule.

Allocating Time for Projects

Allocate time for projects by scheduling a recurring item. If you want to work on the project 3 hours everyday from today until 10 days from now, edit the item, and press the recurring button. You can enter those start and end dates from the recurring dialog box having this project come up daily.

Workload Balancing

Workload balancing enables you to automate your planning sessions. And it boosts your level of achievement throughout each day. You'll save time planning, and be able to perform your work more effectively, accounting for all priorities and deadlines. Any tasks you plan on doing that don't have to be tied to a particular date can be designated as "Fluid" items and carry a priority and deadline. When you issue the Balance Workload command, Above & Beyond will reflow your schedules so that each day is optimized at up to 100% capacity.

How Workload Balancing Saves You Time

Workload Balancing relieves you of the work of manually rescheduling/postponing tasks when the schedules for the near term are overloaded with items. For most people the near term being overloaded is an everyday occurrence. But you can change that with Workload Balancing. Automated balancing of the workload is fast, and takes into account all priorities and deadlines.

Priorities

Fluid items each have a relative priority from 1 to 999. When you issue the Balance Workload command, all Fluid items are rescheduled dynamically. Precedence is given to the items in their order of priority. This means that all things being equal, higher priority items will be scheduled earlier than lower priority items. The priority 1 item may be scheduled today, for example, and the priority 145 item may not come up until next month.   See also, the section below titled Changing Priorities.

Earliest / Latest Dates And Weekdays

There are additional properties that fluid items have. The earliest date is known as the Postpone date. It is the earliest possible date you would want the item scheduled. The Deadline date serves as a latest date. It's the latest possible date for it to be scheduled. For tasks that you would only want scheduled on particular days of the week, you can indicate with the weekday check boxes. For example, you might designate just Saturday, or maybe only Monday through Friday. These properties can be set on the Edit item dialog box. The Postpone date, Deadline date, and Weekdays are all optional.

How To Create A Fluid Item

If you're in the "Insert/Refine Item" dialog box, click on (to remove the X from) the Firm

checkbox. This will switch off the Firm setting, making the item Fluid. If you are inserting an item from the Priority Ordered List view, the box will automatically be switched off to give you a Fluid item initially.

To toggle an item between Fluid and Firm press F2, or choose "Fluid Item" in the Edit menu.

Recurring items are normally not fluid, but you can make an exception. If you press F2 on an *instance* of a recurring item, it will change it to an exception and make it fluid.   Or select "Exception" in the Insert/Refine Item dialog box and then switch off the Firm check box to make that instance Fluid.

Changing Priorities

The top priority item has a priority value of 1, the next 2, etc.   You can view all the Fluid items by selecting View: Priority List. The priority of an item can easily be changed in several ways. You can slide the item up or down in the priority list to raise or lower its priority. Or you can edit the item and change the priority value by typing in a new value; or using the scroll bar to quickly move it up or down.

The Balance Workload Command

Simply press ALT+F8 (or select Juggle: Balance Workload) and Above & Beyond will adjust item scheduling on all future days. The priority, duration, and begin time (if any) is taken into consideration. Higher priority items are given precedence, but there are exceptions. Items of shorter duration, for example, are easier to find time for, and may be scheduled before a long duration item of higher priority.

If time cannot be found for the item before its deadline, a warning message will appear, and you'll have an opportunity to make changes, such as increasing its priority or extending its deadline. When no messages appear you will know that all tasks have been scheduled before their deadlines.

Using The Pop-up Calendar With Fluid Items

The pop-up calendar, so useful in quickly rescheduling Firm items, also has benefits in juggling Fluid items.   If you want to postpone a Fluid item to next week, click the right mouse button on the date you'd like to postpone it to. Don't worry about postponing past the deadline, because Above & Beyond will check deadlines and warn you if you pass one. You can then chose to not postpone the item, or have the deadline extended. When you postpone an item it will not be scheduled prior to that date.   If you later decide you want to move it up, you can do so by clicking on an earlier date on the

calendar.   The Postpone and Deadline dates can also be changed in the Insert/Refine Item dialog box.

Make Whatever You Can Fluid

To get the greatest gain out of Workload Balancing, designate as many items as you can as Fluid. Ask yourself, "Can this be done on other than one particular date?" Events and appointments are normally Firm, and would not be Fluid items. But many things, perhaps 30-60% of your items could be Fluid. The more fluidity you can designate in your schedules, the easier it is to balancing your workload.

How To Handle The Unexpected

If your work and lifestyle sees unexpected items come up at the last minute, you may want to adjust workload balancing so that it doesn't try to plan a solid day everyday for you. Suppose your waking day is from 8am to midnight, 16 hours, but you want to allow for 4 hours of unexpected items. Create a daily recurring item titled "Unexpected" that lasts 4 hours.   (Two items of 2 hours each will work even better). Workload balancing then will take the unexpected blocks of time into account when scheduling fluid items.

What If The Schedule Still Jams Up?

At the top of each schedule there is displayed the amount of Conflict time. This is the total of any overlaps among items in the viewed schedule. Conflict time will ideally be close to zero when using Workload Balancing, but it you have too many Firm items on a particular day, the schedule will still be jammed after Workload Balancing. The solution is to either reschedule these Firm items manually or toggle them to Fluid items where feasible.

Tips on Juggling Priorities

Workload Balancing is of most value to those with particularly heavy workloads. If you find that your Priority List of Fluid items grows to more than 20 items, there's an additional tip that will help. It's conceivable your priority list could have more than 100 items. Suppose you have 150 items. You wouldn't want to review the priorities and make adjustments of all 150 items everyday. Probably only the first 10 or 20 are going to come up right away. Focus on those. To make it easier, create an item with a title such as "------- LATER ------" with a postponed date far in the future. You can then use this item as a placeholder at some comfortable position in the priority list. You can more easily organize just the group of top items that you are actively prioritizing each day. If you have a major milestone coming up and want to defer items until after it, you could

create an item such as "----- AFTER THE XYZ PROJECT IS DONE -----".

Schedule Notation

The first line of each schedule displays a convenient summary of the schedule shown in the window.   What is displayed is the day and date of the schedule, the number of items in that day's schedule, the amount of time taken up by the items in the schedule, and the amount of time left unscheduled in that day (open or free time).   If there are "conflicting" items -- items that are scheduled for the same time period -- the total overlap time is displayed.   On past schedules, the number of undone items will also be reported in the banner line.

If the schedule being viewed is the one for the current day, an asterisk (*) will appear after the date in the banner line.

If the schedule being viewed is not the schedule for the present date, a number will appear after the date in the banner   line preceded by a plus (+) or a minus (-).   A number preceded with a plus indicates that the schedule being displayed is that number of days in advance, or in the future, of the present date.   A number preceded by a minus indicates that the schedule shown is that number of days behind, or in the past from, the present date.

An arrow (>) will appear before the title of the item that is scheduled for the current time.   A tilde (~) will appear before the title of fluid items.   Schedule statistics will change as items are added, deleted from or modified in a schedule or as schedules for different days are selected.

There are some indicators that appear beside item descriptions in the schedules:

-**r**   a standard instance of a recurring item.
-**rx**   an exception to a recurring item
-**a**   alarm set
-**ax**   alarm has already gone off today
-**ar**   alarm already gone off today, but will repeat later ("snooze").

A small digital clock will appear in the lower right corner of the screen whenever Above & Beyond is running (unless you have selected Option:Clock Off).   When it is on you can switch back to Above & Beyond from any other application simply by clicking once on the clock.

   Start Times Grayed

On today's schedule, item start times will appear gray if the start time has already past. Also, if you move an item to a spot where it conflicts with another item or goes outside of the time bounds you designated, the time will appear gray; warning you of the conflict.   Keep this in mind when juggling items.

International Time & Date Formats

Above & Beyond supports world-wide date and time formats.   Use the Windows
Control Panel to select your choice of time and date format.   For example:

```
3:00   mm/dd/yy     United States, Taiwan
15:00 dd/mm/yy      Australia, United Kingdom, Belgium, Brazil
15:00 dd/mm/yy      Italy, Netherlands, Iceland, Spain, New Zealand
15:00 dd.mm.yy      France, Germany, Norway
15.00 dd-mm-yy      Denmark
15.00 dd.mm.yy      Finland
15,00 dd.mm.yy      Switzerland
3:00   dd/mm/yy     Mexico, Canada (Eng)
3:00   yy.mm.dd     South Korea
15.00 yy-mm-dd      Sweden
15:00 yy-mm-dd      Austria, Portugal, Canada (Fr)
```

Selecting Schedules

See the Select menu for the commands for selecting which schedule to view.   Or simply click on the desired date on the pop-up calendar.

There are several methods for moving between schedule days.   You may move ahead or back by days, weeks, months, or years.   These methods are explained in the sections that follow.   Remember that no matter how far you go ahead or back in time, you can always return to today's schedule by simply pressing the HOME key.

Selecting a Specific Date
Selecting a Day at a Time
Selecting a Week at a Time
Selecting a Month at a Time
Selecting a Year at a Time

Selecting a Specific Date

To select a schedule for a specific date, simply click on the desired date on the pop-up calendar.

Or press F9 and type in the date.   Dates may be entered as "month/day/year" using slashes, hyphens, spaces or periods.   Often the year may be omitted.   See Entering Item Date for more information on when the year may be omitted.

To select the schedule "n days from now" simply type in a number "n".   To select the schedule one week from now, type "1w".   For two weeks from now, type "2w".   For two months from now, type "2m".

You may also enter the name of the day of the week, or an abbreviation such as "M", "Tu", "W", "Th", "F", "Sa", or "Su".   To select next Monday, type in "M".   For two weeks from next Monday type "M2".   For three weeks from next Tuesday, type "Tu3".

Selecting a Day at a Time

There are shortcuts to selecting the schedule for date one day earlier or later than the one being displayed:

Press the gray PLUS (+) key on the numeric key pad and the schedules will advance one day.

Press the MINUS (-) key on the numeric key pad and the schedules will roll back one day.

Or with the mouse...

Click on the right-pointing arrow at the far right end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will advance one day.

Click on the left-pointing arrow at the far left end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will roll back one day.

Selecting a Week at a Time

There are shortcuts to selecting schedules weeks apart:

Press F7 to view the day one week earlier.

Press F8 to view the day one week later.

Or with the mouse...

Click in the gray area on the left half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

Click in the gray area on the right half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

Selecting a Month at a Time

The pop-up calendar with a mouse can be used to quickly move the display by months at a time:

Month to month moves of the pop-up calendar, are directed with the up and down arrow keys when the pop-up calendar has the focus.

Or with the mouse...

Click on the up-facing arrow at the top end of the vertical scroll bar on the right side of the pop-up calendar, and the calendar will advance one month.   Then, click on the desired date in the calendar and that schedule will be displayed.

Click on the down-facing arrow at the bottom of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will roll back one month.   Then, click on the desired date in the calendar and that schedule will be displayed.

Selecting a Year at a Time

The pop-up calendar with a mouse can be used to quickly move the display by years at a time:

Year to year moves of the pop-up calendar, are directed with the PageUp and PageDn keys when the pop-up calendar has the focus.

Or with the mouse...

Click in the gray area on the top half of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will advance one year.   Then, click on the desired date in the calendar and that schedule will be displayed.

Click in the gray area on the bottom half of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will roll back one year.   Then, click on the desired date in the calendar and that schedule will be displayed.

Inserting Items Into a Schedule

Press INSERT.   Or with the mouse, you can double-click on any open space on the schedule screen (not on a existing item).   A dialog box will appear for entering the item's definition.

Entering Item Title
Entering Item Duration
Entering Memos
Entering Item Date
Scheduled / Unscheduled Items
Begin Time and Floating / Fixed
Firm / Fluid
Time Bounds
Setting Alarms

Entering Item Title

The title (description) of your item can be up to 365 characters long.

Entering Item Duration

Here is where you enter the amount of time you think a item will take. If you are uncertain of how much time the item will take, your best estimate will still be helpful for planning.

You may enter complete times like "2:00" for two hours or "1:45" for 1 hour and 45 minutes, or you may use the following short forms: The numbers 1 through 99 are interpreted as minutes, while 100 through 2359 will be assumed to be hours and minutes.   145 for example is assumed to be 1:45.   You may enter durations of up to 24 hours.   An item with duration zero is called a "memo".

Note that a period can be used in place of the colon.   This European format is easier to type as the shift key is not used.

Entering Memos

To flag an item as a memo, either type "memo" or the digit "0" (zero) in the Duration box.   When the item is inserted into the schedule, the word "memo" will appear on the right side of the description.   If you choose to make the item an unscheduled item (as described in the "Scheduled / Unscheduled Items" section below), then the item will appear at the top of the day's schedule with the word "memo" on the left, where the begin time would ordinarily be.

A shortcut for entering memos into your schedule is to press ALT+INSERT or select "Edit: Insert Memo Item".   This will bring up a definition dialog box for a new unscheduled item with duration zero (i.e. a "memo").   As with any unscheduled item, memos will not conflict with scheduled items nor be calculated into the workload by the color utilization calendar.

Entering Item Date

This is the date on which your item is to take place.   The date of the schedule which you selected when you called up the definition (insert) dialog box, will automatically appear in this box.   If you decide that you'd like your item to be scheduled on another day, enter that date here.

Dates may be entered as "month/day/year" using slashes, hyphens, spaces, or periods as separators.

Examples: 9/23/92   9-23-92   9 23 92   9.23.92

You need use only two digits to specify the year.   Specifying values between "90" and the "99" are assumed to be years between 1990   and 1999.   Specifying values from "00" to "68" are assumed to be years between 2000 and 2068.   If you omit the year, (e.g. 9/23) the year will be assumed to be the next occurrence of the date.   The exception to this is if the date is within six months in the past.   In this case the date is assumed to be the past date rather than the next (future) occurrence of the date.

To specify "n days from now" simply type in a number "n".   To specify one week from now, type "1W".   For two weeks from now, type "2W".   For two months from now, type "2M".

You may also enter the name of the day of the week, or an abbreviation such as "M", "Tu", "W", "Th", "F", "Sa", or "Su".   To select next Monday, type in "M".   For one week from next Monday type "M1".   For two weeks from next Monday, type "M2".

Scheduled / Unscheduled Items

The "Scheduled" box gives you the option of having your item appear on your schedule with a begin time, or you may elect to have it appear   without a time associated with it, thereby making it an "unscheduled" item.   Designating your item or items as unscheduled is a convenient way to post notes or comments on your schedule.

When a new item is inserted, the default setting is that it is a "scheduled" item.   To designate this item as "unscheduled", click the mouse on the "scheduled" check box. To replace the X, and make this a "scheduled" item, simply click the "scheduled" check box again.

Begin Time and Floating / Fixed

When you leave the "Begin time" text box empty, the "Floating" option is automatically selected. "Floating" means your item can take place over the range of time specified in Options: Set New Item Defaults.   The item will be inserted into the schedule at the earliest open time, taking into account the duration of the item, other items already scheduled, and the bounds you specified

You can change the sequence of items by simply dragging them with a mouse (or using the commands in the Juggle menu).

The dynamic scheduler   will do much of the scheduling work for you. To maximize the power of the dynamic scheduler, omit the begin time for all those items which have a flexible start time.   Enter a time in the "Begin Time" box *only* if an item must begin at a specific time, such as a lunch date or meeting.   As the begin time is entered, the "Fixed/Floating" option automatically switches to "Fixed". To convert a Fixed item to Floating, select the Begin Time field and press Delete.

In 12-hour format, times may be entered as "3:00" for 3 o'clock pm, "9:45" for 9:45 am or "6:3" for 6:30pm.   If no "a" (am) or "p" (pm) is typed after your time, it will automatically appear between 8:00am and 7:59pm. Typing "9:30" into the text box will appear as "9:30a" and "6:20" will appear as "6:20p".   You may also enter numerals only, leaving out the colon completely.   Typing "4" will appear as "4:00p" and "912" will appear as "9:12a".

24-hour time format is also supported: "5:00" (or "0500") for 5am and "17:08" (or "1708") for 5:08pm.

Use the Windows Control Panel to select 12/24-hour and international time and date formats.

Firm / Fluid

In the "Insert/Refine Item" dialog box is an check box labeled "Firm".   By de-selecting (removing the "x" from) the "Firm" check box, items are considered to be "Fluid", which means that they can flow (forward or backward) between days when the Workload Balancing command is selected.   Workload Balancing will reschedule Fluid items based on their priority and the best fit into the available free time.   The date range within which a Fluid item may flow is specified by the "Postpone" and "Deadline" dates. That is, it will be scheduled before "Deadline" but after "Postpone".

For an in-depth discussion of Fluid items, see the section titled <u>Workload Balancing</u>.

Time Bounds

You may select a time range in which you would like to have an item scheduled.   For example, if you need to make a phone call to a colleague who will only be in his office between 9:00 and 11:30am tomorrow, enter these times in the boxes labeled "Earliest" and "Latest".   The dynamic scheduler will schedule "floating" items within these specified bounds.

In many cases you may simply leave the bounds boxes empty.   If this is done, the bounds used will be those you have specified in Options: Set New Item Defaults.   In addition to saving keystrokes, this method has the additional benefit that you may later "globally" adjust the bounds of all floating items by simply changing the bounds in Options: Set New Item Defaults.

For "fixed" items (items with a fixed begin time) the "Bounds" boxes will be seen in gray and will be inactive.

Setting Alarms

Alarms may be set on any schedule item or memo.   When the alarm sounds, a message box will pop-up alerting you to the starting or ending time of the item.   The alarm will chime every 60 seconds until you acknowledge it.   When it appears it will give you the option of reminding you again in the future.

To set an alarm, select the **Alarm** button while editing an item. This will place an X in the check box, to show that the alarm is now on, and will also bring up the Alarm dialog box.   In the Alarm dialog box, you have the opportunity to set the alarm to go off either before or after an item is scheduled to begin, or before or after an item is scheduled to end.   You can also indicate the amount of time (up to 99 minutes) before or after the item that you would like the alarm to go off.

If the "Begin time" box is marked with an "X", the alarm will sound before (or after) your item is scheduled to begin.   Click on the check box to remove the "X".   Click a second time to replace it.   You may elect to have both the "begin time" and "end time" boxes marked so that the alarm will go off twice, both before the item begins and before the item ends (or after, if "After" is selected).

To disable the alarm, you can delete the "X" from the check box to the left of the "Alarm" command button in the main dialog box.

The alarm sound may be tested by setting Alarms Off and then back on again   This is done from the Options menu.

When an alarm is set, the item will appear on your schedule with "-a" after it.   An item followed by "-ar" indicates that the alarm has gone off and has been set to repeat again later today.   An "-ax" indicates that the alarm has gone off and will not be repeated today.

Recurring Items

If you want to schedule a recurring item choose R**ecurring** from the Edit: Refine Item dialog box. This will bring up the **Recurring** dialog box where you can designate how often and on which days you'd like the item to appear on your schedule.

You can choose many options: Daily, every so many Days, Weekly, every so many Weeks, Monthly, every so many Months, Annually, or every so many Years. A starting date is required, and is initially set to the current view date. An ending date is optional. If you leave the ending date blank, the item will be scheduled indefinitely. In Weekly and Monthly scheduling if you leave all boxes unchecked, occurrences are based on the starting date.

You can later choose to delete one or all occurrences. See Edit: Delete Item or Edit: Delete All Occurrences.

Cardinal Month Days
Ordinal Weekdays
4-4-5 Quarterly Calendar
Entering Birthdays
Recurring to Non-recurring
Delete All Occurrences
Exceptions to Recurring Items

Cardinal Month Days

A recurring item can be scheduled to appear on any particular days of the month. To schedule an item for the last day of every month (even those with fewer than 31 days), choose 31.

Ordinal Weekdays

You may want to schedule your item to take place on a certain day each month; for example, the first Friday and the second Wednesday of every month.

4-4-5 Quarterly Calendar

While the traditional quarter begins on the first day of the first month of the quarter, in the 4-4-5 system, the quarter begins on the first day of the first week of the quarter. The first month of the quarter always has 4 weeks, the second month 4 weeks, and the third 5 weeks. 4-4-5 quarterly calendars are popular because of their uniformity.

Many companies make frequent use of the 4-4-5 system to schedule recurring meetings. Here are a few examples:

      1) Meeting on the 4th Wednesday of each month
      2) Meeting on the 2nd Tuesday of each quarter
      3) Meeting on the 7th Friday of each quarter.

1) Use as a starting date the first day of the first quarter you want to schedule it. Then choose every month, 4th Wednesday.

2) Use as a starting date the first day of the first quarter you want to schedule it. Then choose every 3 months, 2nd Tuesday.

3) Use as a starting date the first day of the second month of the first quarter you want to schedule it. Then choose every 3 months, 3rd Friday.

If you don't know the first day of a particular 4-4-5 month or quarter , you can simply enter the first day of the corresponding traditional month and it will be converted.

To have Month at a Glance, the pop-up Calendar, and the Extended Outlook (13 week printout) appear in 4-4-5 format, select Options: Calendar: 4-4-5.   To toggle this option off, simply select it again.

In addition, with the 4-4-5 calendar option selected, the following information is displayed on each Sunday in Month-at-a-Glance: The number of the week (1-52) is shown in parenthesis.   Then the month and number of the week within that 4-4-5 month is shown.   For example: "(50) Dec:3" indicates that   the week is the 50th week of the year; and the third week of the 4-4-5 month of December.

Entering Birthdays

From the Recurring dialog box, choose **Annually**.   Specify "Starting Date" as the next occurrence of the birthday; not the actual date the person was born.   The reason for this is that   the actual day they were born may be outside of the range of Above & Beyond dates.

Recurring to Non-recurring

To change a recurring item to a single-occurrence item, in the definition dialog box click on (to remove) the "X" from the check box to the left of the "Recurring" button.   Without a mouse, TAB to put the cursor on the right side of the check box, and press the SPACEBAR. Each time you click on the check box or press SPACEBAR, the recurring status of the item switches, from recurring to non-recurring and back again.   An "X" in the check box indicates that the item is recurring, while an empty check box indicates that the item is a single-occurrence item.

When you change the status of an item to non-recurring this way and then press OK, all occurrences of the item will be deleted with the exception of the one instance that is selected.

Delete All Occurrences

There are two methods you can use to remove all occurrences of a recurring item.   The first is to select any occurrence of a recurring item on any schedule, then select "Delete All Occurrences" from the Edit menu.

The second method is to first choose the "Alphabetical Items List" in the View menu (ALT+V, A), select the recurring item on the list, press the DELETE key.

Exceptions to Recurring Items

Perhaps a meeting which is normally scheduled to take place on the first Monday of every month will be moved to the following Tuesday because of a holiday that Monday. Or perhaps your daily lunch, normally at 12:30 needs to be extended next Friday to 90 minutes and moved to 12:00 for an achievement awards luncheon.

Edit the item you want to change, but choose the **Exception** option in the Edit   item dialog box. Similarly you can cancel one instance by choosing **Cancel**. If you want your exception to be the new standard, choose **Standard**.

You can also create an exception simply by dragging or moving a standard instance to another day.

Changing Item Information

To change any information for an existing item, first double-click on the item description line on the schedule window (or select the item and press ENTER).   Then, click on (or TAB to) the appropriate box and enter the changes.   If the desired changes are to the "Recurring" or "Alarm" settings, select these dialog boxes by clicking on "Recurring" or "Alarms".

To save the changes select OK.   To return the item to the schedule without any of the changes taking effect, press ESCAPE or click on "Cancel" (or TAB to "Cancel" and press ENTER).

To make changes to a recurring item, select any STANDARD instance of the item.   If you select an instance of the item that has been designated as an exception, then the changes will only affect that occurrence of the item.

Deleting Items

Click once on the item in the schedule (or use the arrow keys) to select it, then press the DELETE key (or press ALT+E, D).   A message will appear, asking you to confirm the delete command.   Click on "Yes" (or TAB to "Yes" then press ENTER) and the item will be removed from the schedule.   If you click on "No" (or press ENTER with "No" selected) the item will not be deleted.

Juggling Items

Once an item is inserted into your schedule, you may move it to a different position within that schedule or move it to the schedule of a different day.   If you are *not* using a mouse, see "The Juggle Menu" in the Menu Commands section, or pull-down the Juggle menu and you'll see the keyboard-equivalent shortcuts.

Using a mouse, click to select the item you wish to move, then simply drag the item up or down within the schedule. When you move a "floating" item up or down on the schedule, the begin time of the item will adjust automatically. Even if you have designated an item to take place at a fixed time, it is possible to move that item up and down in sequence on the schedule, however the time you specified remains the same.

To move a selected item to another schedule, simply click with the right mouse button on the desired target date in the pop-up calendar. This is the quickest and easiest way to reschedule an undone item to another day.

Or, while viewing multiple schedules, drag the selected the item from one schedule window to another.

Highlighting an Item

For emphasis, you may wish to highlight certain items on your schedule. Highlighted items appears in the schedule as underlined and will be printed when "Extended Outlook" is selected.   See the Print commands in the File menu for more information on the Extended Outlook.

The "Highlight Item" command will underline the currently selected item.   A shortcut for this command is to press F3 while in the schedules window.   Press F3 again to remove the underline.   Items you wish to appear in the "extended outlook" Month-at-a-glance view must be highlighted.

On Screen Views

One to seven schedules can be viewed on screen simultaneously.   The schedules may be stacked   vertically, or tiled horizontally.   You may also view a list of all items, either ordered by priority, or alphabetized on item title.   These view options and others such as Month at a Glance are selected in the View menu.   For more information, see <u>The View Menu</u> in the Menu Reference Section.

Printed Schedules

You may print reports that list your schedule for the present day and beyond;   plus a three month calendar. This allows you to see openings for appointments while away from your computer. All highlighted (underlined) events for the next three months also may be listed by choosing the Extended Outlook option. See the Print commands in The File Menu section for details.

Printed schedules have vertical spacing proportional to time span.   This makes it easier to see the relative durations of each item.   Items of longer duration will have more blank space below the row they appear on, than those of shorter duration.

Notes

Notes of varying lengths can be attached to items. They may also be printed.   For more information on notes, see <u>Edit: Notes</u> in the Menu Reference Section.

The Toolbar

Just below the Above & Beyond banner line is a toolbar which contains icons for quickly accessing a variety of commonly used commands.   Note: To remove the toolbar from view, click on the small upward pointing triangle just above the vertical scroll bar.   To restore the toolbar, click again.

Select: Prior Week

Select: Prior Day

Select: Today's Schedule

Select: Next Day

Select: Next Week

View: Single Schedule Window

View: Week at a Glance

View: Month at a Glance

View: Alphabetical List

View: Priority List

Select: Find

Options: Calendar: Open

Worktools: Timer

Worktools: Autodial

View: Browse Notes

Edit: Notes

Edit: Start Item

Edit: Item Done

Edit: Delete Item

Juggle: Carry Over Undone Items

Juggle: Balance Workload

File: Print: Today's Schedule

Data Saving and Backups

To minimize data loss from unexpected natural disasters such as power interruptions, schedule changes are saved every 60 seconds in your data file which has the .PAK extension.   As an added precaution,   a backup file is maintained which contains your previously saved scheduling data.   It has the extension .BAK.

Your data is vital, especially the scheduling data you rely on to plan your future and to track your accomplishments.   On a daily basis make backups of   all *.PAK files as well as your archived schedules (*.LOG files). These backups should be made on reliable media and stored in a safe place.

Schedule Archiving

A schedule will be automatically "archived" seven days after all items on that day have been either marked done, rescheduled, carried forward, or deleted. That is, nothing remains on the day, but items marked done. Those completed items are archived to monthly log files named according to the month and year.   For example: "Jan91.Log" Note: In order to conserve RAM, there is an exception to the seven day wait: If you have more than 300 items (total) in Above & Beyond, archiving will occur one day after all items on the day have been done.

To view the archived schedules for a particular month, select any schedule in that month; then choose View: History for Month.   (See <u>Selecting Schedules</u> for more information on how to select schedules.)   The archive files are ASCII format (text) and may also be displayed or printed using the TYPE or PRINT commands of DOS, Windows notepad, or other utility applications, including text editors.

If you wish to view or print a log file which contains *all* currently completed items, use the Archive Completed Schedules command in the Options menu.   This will archive all done items, even those that were marked done less than seven days ago.   To print the log file select View: History for Month and then select File: Print in the notepad.

Log files are formatted with tab-separated values so they can also be read as text files by spreadsheets such as Microsoft Excel and Lotus 1-2-3.   To make it simpler for you, durations are in one type of units: minutes.

Automatic Launch of Applications

You can schedule programs to be launched from Above & Beyond. There are several options available. First you can have Above & Beyond prompt you before it launches a program, much like an alarm. Or you can have it go ahead and automatically launch without your go ahead. The feature is activated by either of the two keywords, "Exec" or "Autoexec".   When either one of these words is included in the item title the feature is enabled.   You may also specify parameters which will be passed to the program.

When the keyword "Exec" is used, and the scheduled begin time for that item is reached, a dialog box will be displayed which has the current time and the message, "Ready to Exec <program name>?"   At that time, choose "yes" to run the program, or choose "no" to cancel the process.

When the keyword "Autoexec" is used, and the scheduled begin time for that item is reached, the program will automatically be run without waiting for you to reply to a prompt.

If you would prefer that Exec or Autoexec not mark the item done, but "Start" the item instead, simply enter the keyword in lower case ("exec" or "autoexec").   This will start a timer running. For details on the Start Item command see <u>Edit: Start Item</u> in the Menu Reference section.

You can also manually launch an Exec or Autoexec item prior to its designated begin time.   Simply select the item, then press F5 (or use Edit: Start Item).

Both Windows and non-Windows programs, plus batch and command files can be run using these commands.

Note: Unless you specify the path explicitly (e.g.   Exec   c:\mydir\backup.bat),   the PATH statement in Autoexec.BAT must include the directory in which the program or file is to be found.

The format for an Exec or Autoexec item title is:

<Description>   <Keyword>   <Program name>   <Parameters>

<Description> is any text.
<Keyword> is either   Exec, exec, Autoexec, or autoexec.
<Program name> is the   name of the program or executable file you want Above & Beyond to load and run.   Programs and executable files must end in either .EXE, .BAT, .COM, or .PIF.
<Parameters> are any information that the program needs to perform.

All of the four parts above are optional.   For example, you may want to use the keyword "Autoexec" with no program name to simply have an item (e.g. "Lunch")

automatically marked as done.

The description, keyword, program name and parameters are all typed into the Title line in the definition dialog box used to create the item, and they will be displayed on the schedule in the normal fashion.   The keyword, program name and all parameters must be separated from each other by (only) one space.

Note: When running in a LAN environment and viewing someone else's schedule, you may temporarily disable *their* Exec and Autoexec launching by choosing Options: Alarms Off.   Note that the setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedules.   That is, Exec and Autoexec will still be functional when they view their Above & Beyond schedules from their workstation.

Exec Sample Item:

Backup   manuscript   Exec   C:\mydir\mybackup.bat   B:

In this example, the description of the function you want to accomplish is "Backup manuscript".   The keyword Exec instructs Above & Beyond to prompt you before it loads and runs the batch file.   This will give you time, for example, to put a blank diskette into the drive.   "mybackup.bat" is a batch file you created to make backup copies of the manuscript.   You wrote the batch file so that it would copy onto any disk drive you specify.   Here, you have specified the parameter "B:",   indicating that you want to use drive   B: this time.

Autoexec Example:

Autoexec   Notepad

In this example, there is no descriptive text.   You chose the keyword   Autoexec   this time because this is a high priority item and the program must run at the specified time. Notepad is the name of the program that will be run, and it requires no parameters.

Summary of Workgroup Features

1.   View and update the schedules of other Above & Beyond users.   Note, however, that these schedules must be in directories to which you have read and write access. One or more of these schedules can be based on local area network (LAN) servers. Multiple schedules can be viewed on your screen in overlapping windows.

2.   Delegate items easily by "cutting" items from your schedule and "pasting" them into the schedules of co-workers.

3.   Check on the status of items being performed by others in the group.   If the item is completed you'll see it marked done; if it is coming up, you can see when the person plans to get to do it.

4.   Schedule meetings when a group of others (and yourself) are available.

5.   Post electronic mail by inserting notes into another person's schedule.

6.   Share a company phone book. If the company phone numbers are stored in a cardfile named "phone.crd" then simply add the following entry to each user's Worktools list:

      Company Phone Book   cardfile.exe   phone.crd

7.   Restrict users from viewing and/or changing the schedules of other users.   This is done by setting passwords for the various levels of access.   See <u>Options: Set Passwords</u>.

Opening Schedules

In order to look at or update the schedules of others, you must first "open" the user; which means that their schedules will appear on your screen.   A list of the "open" users is displayed in the Schedules menu.   For instructions on how to "open" users, see the section on the <u>Schedules menu</u> .

Workload Management

Supervisors who assign work can monitor and adjust the workload and priorities of each worker in a precise way.   Above & Beyond schedules show clearly the workload on each day, in percentages, amounts, and even graphically with use of color on the pop-up calendar.

Supervisors know ahead of time when a worker is running out of things to do, or on the other hand, if too much work is piling up.   Supervisors can see when workers will be getting to particular items, and shift the work sequence based on new priorities.

Status Query

Supervisors can check the completion status of any item at any time, without interrupting the worker. The worker doesn't even have to be available, which is important if they are working at another location, at lunch, on the phone, out sick, or on another shift. This is an enormous time saver. If the supervisor finds the item has not been completed, he can also see when the worker has planned to get to it.

Passwords

Users can be restricted for viewing and/or changing the schedules of other users.   This is done by setting passwords for the various levels of access.   For more information See Options: Set Passwords in the Menu Reference section.

Meeting Maker

Meetings for several Above & Beyond users can be planned jointly. The cost of trying to find out when everyone in the group is free is normally quite high, because of the amount of time it takes to interview each person in the group and have them check their schedules, and recheck their schedules for alternate slots. That hassle is eliminated with the Meeting Maker because anyone with access to all the schedules needed can plan a meeting that is conflict-free. When a joint meeting is scheduled, the item is posted on the schedules of each of the attendees.

The Meeting Maker feature will find blocks of free time which are common to all Above & Beyond users whose schedules are currently *open* on the screen of the person who is scheduling the meeting.   The Meeting Maker will display a list of the users who are *open* in a box labeled "Attendees".   For information on how to "open" selected users, see the section on the <u>Schedules menu</u>.

Enter the title of the meeting as you would like it to appear on the attendees schedules. Enter the duration of the meeting if different from the default duration.   Select the appropriate check boxe(s) for the day(s) of the week that the meeting can occur.

The "Search Bounds" are the time constraints for when the meeting can be scheduled. The "Start Date" is the earliest date that the meeting could be scheduled.   Enter the desired search bounds and start date if different from those shown.

When the "Search" command is selected, Above & Beyond will search the attendees schedules for a block of free time of the specified duration, between the search bounds, and after the start date.   The first potential meeting date will appear in the box below the "Search" command button.   The block of free time which is common to all attendees on that date will appear in the "Open Range" box.   A suggested begin time will appear in the "Begin Time" box.   If the open range is longer than the meeting duration, you may specify an alternate begin time within the open range.

If the first potential meeting date and open time range is not to your liking, simply select the "Next" command.   Above & Beyond will search for the next block of free time (of the duration specified) which is common to all attendees.   To return to the first potential meeting date select the "Search" command again.

When the suggested meeting date and begin time is to your liking, select the "Schedule" command and the meeting will be added to each attendee's schedule.   To exit the Meeting Maker select   the "Exit" button.

The Alarms Off Option

When running in a LAN environment and viewing someone else's schedule, you will see their alarms pop up.   To prevent this, choose "Alarms Off" in the Options menu.   This tells Above & Beyond to display only *your* alarms.   The setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedule.   Alarms will still pop-up during *their* Above & Beyond sessions.   This setting is remembered between sessions, so you need only issue this command once.

The File Menu

[Print](#)
[Choose Fonts](#)
[Page Size Setup](#)
[Control Panel](#)
[Import](#)
[Export: Today's Schedule](#)
[Export: Range of Schedules](#)
[Name](#)
[Save](#)
[Exit](#)
[About Above & Beyond](#)

File: Print

Today's Schedule
Viewed Schedule
Range of Schedules
Extended Outlook
Priority List
Open Notes

File: Print: Today's Schedule

This command   will print the current day's schedule, regardless of the schedule appearing on the screen.

You will be asked if you would like to also print a Four Week Outlook.   This consists of a calendar showing *fixed* schedule items with their begin times.

File: Print: Viewed Schedule

This command will print the schedule currently being viewed on the screen.   You will be asked if you would like to also print the Four Week Outlook.   This consists of a calendar showing *fixed* schedule items with their begin times.

File: Print: Range of Schedules

The Print Range of Schedules command allows you to print out a number of schedules between specified dates.

Selecting this command will bring up a dialog box into which you can enter the range of the schedules you wish to print.   You can also choose options such as the number of schedules that will appear on a page and if you would like the Extended Outlook and/or Notes printed as well.

In the first area of this dialog box, select the option button labeled "Today" (the present date appears to the right of this button) or the option button labeled "Date:" and enter the date of the first schedule you would like printed.

In the second area, you may choose how many schedules you would like printed. Select the first option button and enter the number of days (schedules) to be printed; or select the option button titled "Date:" and type in the date of the last schedule to be printed.

The next area of the dialog box is where you may indicate how many schedules to be printed per page.   Select the first option button and enter the desired number of schedules per page; or select the second option button to have the schedules fill the entire page.

Check the box titled "Extended Outlook" if you would like to print a three month calendar showing highlighted items for the next three months.   Check "Notes" to print the Notes for the items.

File: Print: Extended Outlook

The Extended Outlook consists of a list, and a calendar showing *highlighted* items for the next three months.   See <u>View: Month at a Glance</u> for more information on how to enter items so that they appear correctly in the Extended Outlook.

File: Print: Priority List

This command will print the list schedule items ordered by priority.   Select "First Page" to print just the highest priority items.   Select "All Pages" to print the entire list.

File: Print: Open Notes

This command will print all notes that are currently "open."   To open a note, simply select the schedule item that is associated with the note, and press Control+E (or choose Edit: Notes).   To close a note, select "close" in the note window control menu (Alt+Spacebar, C).

File: Choose Fonts

You can select different fonts for viewing on screen and for printouts.   For printouts you can choose different fonts for "Normal text" and "Headings".

For on screen, you can choose different fonts for when schedules are displayed in a Single Schedule Window, and when displayed in Multiple Schedule Windows such as Week at a Glance.   In addition, you may select a special font for the schedule headings.

File: Page Size Setup

For printed output, use Page Size Setup to select from a variety of   page height and width options.   For example, for Daytimer's appointment books, use 6.75" by 3.75". Select "Extra Wide Left Margins" when using paper with pre-punched holes along that margin.   Select "Centered" when using non-standard sized paper in the manual feed slot of printers such as Laserjets.

If you choose "Full", the settings from the current printer setup are used.   These are selected in the Windows Control Panel which   may be accessed with the File: Control Panel command.

File: Control Panel

Use this command to quickly access the Windows Control Panel, for example, to set printer options.

File: Import

Schedule items can be imported from the file IMPORT.TXT into Above & Beyond.   Each line of the file should be in the following format:

\<date\>   \<begin time\>   \<duration\>   \<title\>

Use one space (no tabs) between the four parts.   Everything but the title is optional.

For the many acceptable formats for date, begin time, duration, and title, refer to Inserting Items Into a Schedule.   For date format see Entering Item Date.   For begin time format see Begin Time and Floating Fixed.   For duration format see Entering Item Duration.   For title format see Entering Item Title.

File: Export Today's Schedule

This command will cause the present day's schedule to be written to a file called EXPORT.TXT in the current directory.   To easily view this file select View: Export File.

File: Export Range of Schedules

This command will allow you to print a number of schedules to a file entitled EXPORT.TXT in the current directory.   To easily view this file select View: Export File.

Selecting the Export Range of Schedules command will cause a dialog box to be displayed on the screen.   In the first area of this dialog box, select the option button labeled "Today" (the present date appears to the right of this button); or the option button labeled "Date:" and enter the date of the first schedule to be printed.

In the second area, you are able to choose how many schedules you would like exported.   Select the first option button and enter the number of days for the number of schedules to be exported; or select the option button titled "Date:" and enter the date of the last schedule to be exported.

The next area of the dialog box is where you can indicate to number of schedules to appear on each page; or select the second option button to have the schedules fill the entire page.

Check the box titled "Extended Outlook" if you would like to include a three month calendar with a list of up-coming highlighted items for the next   three months.

Select the "OK" command button to have the schedules exported.

File: Name

The Name command will display on the screen the name of the file where the schedule information is stored. This is helpful when you have the schedules of several users active on the screen at one time. Using this command, you will be able to verify whose schedule you are looking at in cases where the person has not entered their name in the banner line.

File: Save

The Save command will save any changes made during the last minute to the TIMEDATA.PAK file.   However, since changes are saved automatically every sixty seconds, you need not use this command.

File: Exit

The exit command will do a <u>File: Save</u> and return you to the Windows Program Manager.

File: About Above & Beyond

This command will display information about the program including copyright information and version number.

The Edit Menu

Insert Schedule Item
Insert Memo Item
Insert Done Item
Refine Item
Delete Item
Delete All Occurrences
Arrange a Meeting
Duplicate an Item
Edit Notes
Item Done
Fluid Item
Highlight Item
Private Item
Schedule Item
Start Item
Separate Notes
Item Done Now
Item Done Now, Fit To Gap
Start Item After Last
Fit to Gap
Append Time & Date Stamp
Cut
Copy
Paste

Edit: Insert Schedule Item

Use this command to enter new items into your schedule.   A shortcut for this command is to press "Insert". A dialog box will appear in which you can enter specific information about your item.

When you have completed your session in the definition dialog box, select the "OK" command button and the item will be inserted into the schedule.

To learn more about inserting new items and the definition dialog box, see the section entitled Inserting Items into a Schedule.

Edit: Insert Memo Item

This command will bring up a definition dialog box for entering a memo item into your schedule.   Enter the text of the memo and select "OK".   The item will be labeled "memo" and will not conflict with scheduled items nor be calculated into the workload by the color utilization calendar. A shortcut for this command is to press ALT+INSERT.

Edit: Insert Done Item

For those times when you want to record something you did that wasn't planned, press F10; or choose Edit: Insert a Done Item.   This is a shortcut for inserting an item, editing the begin and end times, and marking it done.   Default values for the begin and/or end time are used unless they are modified by being overtyped.   The default begin time is the end time of the previously done item.   The default end time, is the current time. See also Edit: Item Done Now

Edit: Refine Item

The Refine Item command will allow you to change previously entered information for the currently selected item.   A shortcut for this command is to press ENTER or double-click on an item in the schedules window.

Selecting this command will open the dialog box which contains the information regarding this item that you entered previously.   When you have made the desired changes to the data in the dialog box, select "OK".

Edit: Delete Item

The Delete Item command will remove the currently selected item from the schedule.   A shortcut for this command is to press DELETE while in the Schedules window.

If the item you have selected to delete is a recurring item, the "Delete Item" command will only remove the item from the schedule you are currently viewing.   To remove all occurrences of a recurring item, use the "Delete All Occurrences" command; or delete the item from the Alphabetical Items List.

Edit: Delete All Occurrences

The Delete All Occurrences Item command will remove all instances of a selected recurring item from all schedules.   A shortcut for this command is to press CONTROL+DELETE while in the schedules window.

Edit: Arrange a Meeting

For details, see the <u>The Meeting Maker</u> in the section entitled "Workgroup Use".

Edit: Duplicate an Item

The Duplicate Item command will insert a duplicate of the selected item into the schedule directly below the selected item.   Shortcut: press double-quote (") while in the schedules window.

Edit: Notes

To attach a note to any schedule item, choose Edit Notes from the Edit menu, or use the shortcut Ctrl+E. Once a note has been created a note icon will appear to the right of the item's description on screen. Double click on the icon to view or edit the note.   Another method is to use the icon in the toolbar.   This is especially convenient when the righmost portion of the schedule window is covered by another window, such as the pop-up calendar.

Navigating in a note is fast and easy. You can use the keyboard, exclusively, or use it in combination with the mouse. To move to the end of a note, use Ctrl+End. To move to the beginning of a note, use Ctrl+Home. Any areas of text can be selected and cut or copied and pasted to any other Windows application. You can also paste in text from other Windows applications.

If you wish to delete the entire text of a note, select the text and then press "Delete". (To select the entire text, place the cursor at the beginning of the text and press "Shift+Control+End").

Time and date stamping is available from the control menu.   The shortcut is Ctrl+D.

Also in the control menu of each note is a word & character count command which displays the number of words and characters in the text of the note.   If some portion of the text is selected, the count will be just for the selected portion.

"Open" notes many be printed by selecting File: Print: Open Notes.   Notes are "open" until they are closed by pressing Alt+F4, or by selecting "Close" in the note window control menu.   If View: Browse Notes is selected, the only "open" note will be one attached to the currently selected item.   This enables you to quickly move from item to item viewing the notes associated with each one.

Sharing Notes

Sometimes you may wish to share a note between two items. If you duplicate an item, the duplicate item references the same note.   This is very convenient for many purposes, such as notes in preparation for a phone call. Insert a schedule item for making the first call, then create a duplicate item and reschedule it for the follow-up. The follow-up call item will automatically reference the notes made in preparation for the first call, plus any results that you noted there.

Where Your Notes Are Stored

You may not care to know where your notes are stored, because they are so easily accessed from Above & Beyond. But here are the details if it interests you.

Notes are stored in a subdirectory NOTES from the directory that contains your data (.pak) file. Each note has a filename created from a 3 letter prefix and 5 digit number.

The prefix will be the same for each note you create for any given data file. The note file prefix is generated randomly when a new data file is created.

There are also two subdirectories of note files.   When a done item is archived, any attached note that is unshared is moved to the NOTES\ARCHIVED subdirectory. When you delete an item that has an unshared note attached, that note file is moved to the NOTES\DELETED subdirectory.

Edit: Item Done

To indicate that the selected item has been done, simply press the SPACEBAR.   A done item appears with a line through it.   The begin time is automatically set to immediately follow the end time of the previously done item.   To change the item back to undone, simply press the SPACEBAR again.

Items on future days cannot be marked done.   Instead, move the item to the day it was actually done, and then check it off.

Past schedules will be automatically archived seven days after all items have been marked as done.

See also, the Edit menu commands Item Done Now and Item Done Now, Fit To Gap.

Edit: Fluid (not Firm) Item

This command will toggle an item from Fluid to Firm, and vise versa.   The shortcut for this command is ALT+F2.   For a brief summary of Fluid items, see the section titled <u>Firm / Fluid</u>.   For an in-depth discussion of Fluid and Firm items, see the section titled <u>Workload Balancing</u>.

Edit: Highlight Item

The "Highlight Item" command will cause the selected item to be underlined.   Using this command on an item that is already underlined will remove the underline from that item. A shortcut for this command is to press F3 from the schedules window.

Edit: Private Item

This is a toggle command that will flag or unflag a particular item as "Private".   Private items can be viewed only if **your** password is entered.   People using your **view** or **modify** password will see that there is an item scheduled (and its duration) but cannot view or modify it.

An alternate way to make an item private is to begin the item description with the vertical bar character **|.**

For more information on passwords, see <u>Options: Set Passwords</u>.

Edit: Schedule Item

The Schedule Item command toggles the scheduled/unscheduled condition of an item. Scheduled items appear in the schedule with a fixed or floating begin time. Unscheduled items appear above the scheduled items without a begin time. Designating an item Unscheduled is useful for memos or for temporarily removing an item from the schedule.

A shortcut for "Schedule Item" is to press F4 from the schedule window.

Edit: Start Item

With this command (shortcut: F5) the elapsed time of an item in progress can be displayed.   The Start Item command will start recording the elapsed time associated with the selected item.   The elapsed time along with the duration will be displayed on the schedule line. It will look like this: (:04/:30).   The first number is the actual elapsed time, the second is the originally planned duration.

When the item is marked as done, the total elapsed time will be saved and archived along with the item.   If you accidentally hit the Spacebar, marking   an item done that is not actually done, simply toggle the item to undone (by hitting the Spacebar again) and the timing will be restored.

If you would like to "restart" a "done" item use the Start Item command again.   The "done" item will remain marked as done however a duplicate item will be created and started at the current time. With this method you have a record of the two (or more) segments of time that the item was worked on.

The Start Item command may also be used to manually launch an EXEC or AUTOEXEC item earlier in the day on which it is scheduled.

Edit: Separate Notes

Normally, each instance of a recurring item will share a common note.   Items created using the Edit: Duplicate Item command will also share a common note.   If you would like to attach a separate note to either of these type of items, use Edit: Separate Notes. This command will create a separate note for a selected item that previously had a shared note.

Edit: Item Done Now

Use this command to indicate that you just now finished the item.   Item Done Now marks the item done and (if on today) sets the begin time so that the item ends at the current time.   If the item is on a past day, the begin time is not changed.   The shortcut for this command is Control+Spacebar.

Items on future days cannot be marked done.   Instead, move the item to the day it was actually done, and then check it off.

Past schedules will be automatically archived seven days after all items have been marked as done.

See also Edit: Item Done and Edit: Item Done Now, Fit To Gap

Edit: Item Done Now, Fit To Gap

Use this command to indicate that you just now finished the item, and that you began working on it immediately following the previously done item.   This command is equivalent to selecting Edit: Item Done Now and Edit: Fit to Gap.   The shortcut for this command is Shift+Spacebar.

In the event that you thought you were done, but then continued working on the item, select the command again.   The duration will be extended to show that the item ended at the current time.

Edit: Start Item After Last

With the "Start Item" command (described above), the start time used is the time at the moment the command is issued.   With "Start Item After Last" the start time used is the time when the last done item was finished.   Use this command when you wish to "start" an item and indicate that you actually began working on the item immediately after the previously done item.

Edit: Fit To Gap

This command adjusts the begin and end time of the selected item so that the item fills the available time slot between the previous item and the item following.   In other words, the begin time is set to follow the end time of the previous item; and the end time is set to the begin time of the item following.   This command is useful when you wish show 100% utilization of your time; that is, no unaccounted-for time.

Edit: Append Time & Date Stamp

Control-D will add the current time and date to the end of the item title.   This can be used repeatedly, for example to record several unsuccessful attempts to call someone.

Note: This feature is designed for use anytime outside of the insert/refine dialog box.

Edit: Cut

The Cut command deletes the selected item from the schedule. The deleted item is placed in a temporary holding area known as the Clipboard. You can then move the item to another person's schedule with the Paste command.   See also <u>Edit: Copy</u> and <u>Edit: Paste</u>.

Edit: Copy

The Copy command copies the selected item to the Clipboard so that you may duplicate it elsewhere using the Paste command.   See also Edit: Paste.

Note: If Copy (or Cut) is used from the Schedules view, the item's date, time, duration and title is copied to the Clipboard.   If Copy (or Cut) is used from the Alphabetical Items list, only the item's title is copied.

Edit: Paste

The Paste command inserts the item that is on the Clipboard to into the current schedule. In order for the Paste command to be available there must be some text which as been placed on the Clipboard via the Cut or Copy commands.

Cut, Copy andPaste are intended for use when you wish to place the item into *someone else's* schedule.   To copy an item to a different date on *your* schedule, use the Duplicate Item command and then move the duplicate item to the desired date.   See the section entitled Juggling Items for information on how to move items to a desired date.

Note: If Copy (or Cut) was used from the Schedules view, Paste will paste the item onto a schedule corresponding to the item's date.   If Copy (or Cut) was used from the Alphabetical Items list, you may Paste the item onto any date.

The Select Menu

With a mouse you may select a schedule item by simply clicking on it.   To select a schedule for a specific date, click on the desired date on the pop-up calendar.

The commands in the Select menu allow you to use the *keyboard* to select specific schedules and schedule items for viewing, editing or juggling.

There are shortcut alternatives to each command in this menu.   The shortcuts are listed to the right of the commands in the menu.   Shortcuts are to be used instead of the pull-down menus;   so don't pull down a menu if you intend to use the shortcut keys. Note: To close a pull-down menu without selecting any command press the ESCAPE key.

Prior Item
Next Item
Prior Page
Next Page
Prior Schedule
Next Schedule
Today's Schedule
Prior Day
Next Day
Prior Week
Next Week
Specific Date
Last Viewed Day
Earliest Undone Schedule
Find
Repeat Find
Earlier Find

Select: Prior Item

The Prior Item command will select the item above, or prior to, the item currently selected on the schedule.   A shortcut for this command is to press the UP arrow key.

Select: Next Item

The Next Item command selects the item below the item currently selected, or the next item, on the schedule.   A shortcut for this command is the press the DOWN arrow key.

Select: Prior Page

The Prior Page command will allow you to view the previous page of a schedule that is too long to view on one screen.   A shortcut for this command is to press the PAGE UP key.

Select: Next Page

The Next Page command will allow you to view the previous page of a schedule that is too long to view on one screen.   In the Select menu, select "Next Page" and press ENTER.   A shortcut for this command is to press the PAGE DOWN key.

Select: Prior Schedule

The Prior Schedule command selects the schedule for the date immediately preceding the currently selected schedule.   A shortcut for this command is to   press the LEFT arrow key.

If viewing multiple schedule windows, the Prior Schedule command will select the schedule that appears to the left of the currently selected schedule.   If the left-most schedule is selected, the Prior Schedule command will change the schedule in that window to the schedule of the previous day.

Select: Next Schedule

The Next Schedule command will select the schedule immediately following the currently selected schedule.   A shortcut for this command is to press the RIGHT arrow key.

If you are viewing multiple schedules, the Next Schedule command will select the schedule to the right of the currently selected schedule.   If the right-most window on the screen has been selected, the Next Schedule command will change the schedule in that window to the schedule of the next day.

Select: Today's Schedule

The Today's Schedule command will make the schedule for the present day the currently selected schedule.   A shortcut for this command is to press the HOME key.

Select: Prior Day

The Prior Day command will select the schedule for the day prior to the currently selected schedule.   A shortcut for this command   is to press the gray MINUS (-) key near the numeric keypad.

Select: Next Day

The Next Day command will select the schedule for the day after the currently selected schedule.   A shortcut for this command is to press the gray PLUS (+) key near the numeric keypad while in the schedule window.

Select: Prior Week

The Prior Week command will select the schedule for the day one week prior to the currently selected schedule.   A shortcut for this command   is to press F7.

Select: Next Week

The Next Week command will select the schedule for the day one week after the currently selected schedule.   A shortcut for this command is to press F8.

Select: Specific Date

The Specific Date command will allow you to specify the exact date of the schedule you want to view. A shortcut for this command is to press F9 or simply click on the desired date on the pop-up calendar.

When you select the Specific Date command, a dialog box will be displayed on the screen. Type in the date of the schedule you wish to view.   Dates may be entered as "month/day/year" using slashes, hyphens, spaces or periods.   Often the year may be omitted.   See <u>Entering Item Date</u> for more information on when the year may be omitted.

To select the schedule "n days from now" simply type in a number "n".   To select the schedule one week from now, type "1w".   For two weeks from now, type "2w".   For two months from now, type "2m".

You may also enter the name of the day of the week, or an abbreviation such as "M", "Tu", "W", "Th", "F", "Sa", or "Su".   To select next Monday, type in "M".   For two weeks from next Monday type "M2".   For three weeks from next Tuesday, type "Tu3".

Select: Last Viewed Day

Use this command to view the schedule that was viewed just prior to the schedule currently being viewed.

Select: Earliest Undone Schedule

The Earliest Undone Schedule command will select the earliest schedule of *uncompleted* items that exists in Above & Beyond.   Archived schedules will not be selected.   A shortcut for this command is to press the END key. Remember that all items on a schedule for a past day must be marked as done before that schedule will be archived.

Select: Find

This command will find a schedule item which contains (or has a note that contains) a given text sting.   In the Find dialog box, enter the text string as follows: To search item descriptions and memos, type the string in the "Item" line.   To search notes, type the string in the "Notes" line.   You may type the same or different strings in the Item and Notes lines.   For example you may want to find an item with "Jones" in the item description or "ProjectX" in the notes.

Click on OK and the first item with the specified string will be selected.   To find the next item with the specified string, choose "Select: Repeat Find".   To search backward in time, choose "Select: Earlier Find".

Select: Repeat Find

This command will find the next schedule item with text strings as specified in the previous Find command.

Find: Earlier Find

This command will search backward in time for a schedule item with text strings as specified in the previous Find command.

The Juggle Menu

The commands in the Juggle menu will allow you use keystrokes to move items within a schedule or to different schedules. If you are using a mouse, refer to the section entitled <u>Juggling Items</u>.

When you move a "floating" item up or down on the schedule, the begin time of the item will adjust automatically.   It is possible to move a "fixed" item up and down on the schedule however the begin time you specified will remain the same.   This way you can sequence and/or prioritize items to your liking.

If you move an item to a spot where it conflicts with another item or goes outside of the time bounds you designated, the time will appear grayed warning you of the conflict.

<u>Earlier in Day</u>
<u>Later in Day</u>
<u>Prior Schedule</u>
<u>Next Schedule</u>
<u>Prior Week</u>
<u>Next Week</u>
<u>Carry Over Undone Items</u>
<u>Balance Workload</u>
<u>Shorter/Longer Duration</u>
<u>Earlier/Later Fixed Begin Time</u>

Juggle: Earlier in Day

The Earlier in Day command will cause the selected item to be moved immediately before the item that appears above it on the schedule, i.e. earlier than that item.   A shortcut for this command is to press CTRL+UP arrow.

Juggle: Later in Day

The Later in Day command will cause the selected item to be moved beneath the item that appears directly below it on the schedule, or later than that item.   In the Juggle menu, select   "Later in Day" and press ENTER.   A shortcut for this command is to press CTRL+DOWN arrow.

Juggle: Prior Schedule

The Prior Schedule command will cause the selected item to be moved to the previous schedule.   A shortcut for this command is to press CTRL+LEFT arrow.

If you are viewing schedules in multiple windows, the Prior Schedule command will transfer the selected item to the schedule on the left.   However, that schedule may   not necessarily be the prior day.   If you are viewing multiple schedules and the item you wish to move is in the left-most schedule, then the Prior Schedule command will cause the schedule in that window will change to the schedule of the preceding day and the selected item will appear in that schedule.

Juggle: Next Schedule

The Next Schedule command will cause the selected item to be moved to the following schedule.   A shortcut for this command is to press CTRL+RIGHT arrow.

If you are viewing schedules in multiple windows, the Next Schedule command will transfer the selected item to the schedule, or window, to the right.   If you are viewing schedules in multiple windows and the item you wish to move is in the right-most schedule, then the Next Schedule command will cause the schedule in that window to change to the schedule for the next day and the selected item will appear in that schedule.

Juggle: Prior Week

The Prior Week command will move the selected item back to the schedule one week, or seven days, prior to the currently selected schedule.   A shortcut for this command is to press CTRL+F7.

Juggle: Next Week

The Next Week command will move the selected item to the schedule one week, or seven days, ahead of the currently selected schedule.   A shortcut for this command is to press CTRL+F8.

Juggle: Carry Over Undone Items

To move all past undone items to today's schedule, simply press F12, or select Juggle: Carry Over Undone Items.

Juggle: Balance Workload

When you issue the Balance Workload command, all Fluid items are rescheduled dynamically. Precedence is given to the items in their order of priority. This means that all things being equal, higher priority items will be scheduled earlier than lower priority items. The priority 1 item may be scheduled today, for example, and the priority 145 item may not come up until next month. Each Fluid item has a relative priority from 1 to 999.

When the Balance Workload command is selected, the order of Fluid items may be automatically changed based on their priority, duration and the available free time. Fluid items may also be moved forward or back (between days), again based on priority and the best fit into available free time. The date range within which a Fluid item may flow is determined by the "Postpone" and "Deadline" dates that you have specified in the insert/refine item dialog box.   That is, it will be scheduled after "Postpone" but before "Deadline".   If an item must occur on a particular day (such as Friday) or range of days (such as Monday through Friday), these parameters are also taken into consideration.

For an in-depth discussion of Workload Balancing, see the section titled <u>Workload Balancing</u> in the Introduction to Above & Beyond.

Juggle: Shorter/Longer Duration

To quickly make adjustments to an item's duration without going into the refine screen, these shortcuts can be used: Control+Left subtracts one minute from the duration; Control+Right adds one minute.

Juggle: Earlier/Later Fixed Begin Time

To quickly make adjustments to an item's begin time without going into the refine screen, these shortcuts can be used: Control+Up subtracts one minute to the begin time; Control+Down adds one minute.

The View Menu

The options in the View menu allow you to choose how you would like to view your schedules: in a single window, in multiple windows or as an alphabetical list.   Check marks to the left of the options in the   menu show which options are currently in effect.

Single Window
Priority List
Alphabetical Items List
Multiple Schedules
Week at a Glance
Month at a Glance
Export File
History for Month
Define Week at a Glance
Horizontal Tiling
Vertical Tiling
Quad Tiling
Browse Notes

View: Single Window

Use this command to display one selected schedule at a time.

View: Priority List

Use this command to display a list of all "Fluid" items ordered by priority.   For more information on Fluid items and how to set priority, see the section called Priorities.

View: Alphabetical Items List

Use this command to display a list of all unarchived items in alphabetical order.   Use this list to find an item if you have forgotten where it is in your schedule.

View: Multiple Schedule Windows

The Multiple Schedule Windows command allows you to designate the number of schedules (from two to seven) that you would like to view on the screen at one time. Unlike Week at a Glance, which displays schedules for a chronological series of days, Multiple Windows allows you to display schedules for any dates, in any order, and to manipulate them independently from one another.

View: Week at a Glance

This command will display a week of schedules top to bottom (or side to side) on the screen. To specify how many (up to 7) and which days of the week you would like to appear, use the "Define Week at a Glance" command.   To specify top to bottom or side to side select <u>View: Vertical</u> or <u>View: Horizontal</u>.

View: Month at a Glance

This command will display a 4 week calendar containing *highlighted* items for each day.. (For more information on highlighted items see Edit: Highlight Item.) You can move backward or forward in time in jumps of one or four weeks.

You can scroll the view a week or month at a time in the following ways:

     1: Use the mouse on the vertical scroll bar,
     2: Press the UP or DOWN arrow keys, or
     3: Press the Page UP or Page DOWN keys.

Here is a tip on how to make the best use of the relatively small Month at a Glance boxes: Let the first three or four words of your item description be a concise abbreviation.   Use a "Control+Enter" after this abbreviation; then type in the detailed description of the item.   Above & Beyond will then display just the abbreviated summary in the Month at a Glance boxes.   The summary will be followed by ellipses to indicate that there is more to the item description.

To get a Month at a Glance print out, choose File: Print: Extended Outlook.   Remember that only highlighted items will appear.

View: Export File

This command is an easy way to view the export file "Export.Txt".

View: History for Month

Use this command to see the archived items for a particular month.   First go to the
month you are interested in (by using the calendar or by pressing F9 and typing in any
date during that month).   Then select View: History for Month.

View: Define Week at a Glance

The Define Week at a Glance command is used to specify which days of the week will appear simultaneously when you issue the Week at a Glance command.

A dialog box will appear in which you will specify the desired days of the week   When the options are set the way you want them, select "OK".   The Week at a Glance will be displayed.

View: Horizontal Tiling

With Horizontal Tiling, when more than one schedule is simultaneously displayed (Multiple Windows or Week at a Glance), schedules are tiled side by side, across the screen.

View: Vertical Tiling

With Vertical Tiling, when more than one schedule is simultaneously displayed (Multiple Windows or Week at a Glance), schedules are tiled, one above the other, on the screen.

View: Quad Tiling

With Quad Tiling, when more than on schedule is simultaneously displayed (Multiple Windows or Week at a Glance), four windows are tiled in quadrants.

View: Browse Notes

Choosing this option will allow you to go from item to item and have the note for that item displayed automatically.   In   Browse Notes mode, the only "open" note will be the one associated with the currently selected schedule item.   A checkmark will appear beside Browse Notes when in this mode. To turn off Browse mode, simply select it and the check mark will disappear.

The Worktools Menu

In addition to AutoDial and the pop-up Timer, the worktools menu provides easy access to the accessories and applications you use most.   For example, the Above & Beyond Notebook, Windows Cardfile, Notepad and Calculator.   You may edit the worktools list (worktools.lst) to tailor it to your needs by choosing "Worktools: Edit Worktools List". Here's a sample worktools.lst file:

    Phone book <TAB> C:\ab\nb.exe   C:\ab\phone.nbk
    Sales leads <TAB> C:\ab\nb.exe   C:\ab\leads.nbk
    Project XYZ <TAB> C:\ab\nb.exe   C:\ab\xyz.nbk

The entries before the TAB will appear in the Worktools pull-down menu.   When an entry in Worktools is selected, the command line after the TAB will be executed.   It's important to use one TAB (and no spaces) between these two parts.

In this example, there will be entries for Phone book, Sales leads, and Project XYZ. Clicking   on "Phone book" will run the Above & Beyond Notebook (nb.exe) loaded with the data from the file "phone.nbk".

AutoDial

When this command is selected, a dialog box will appear on the screen.   The first area of the dialog box is a text box labeled "AutoDial:"

Above & Beyond will search the currently selected item's description for a phone number.   If there is more than one phone number, it will display the first one.   You may make changes to the number before dialing.   If there is no phone number found, you may type in the phone number you would like dialed.

The "Tone" and "Pulse" option buttons enable you to chose the type of dialing to be done.   The "COM1", "COM2", "COM3", and "COM4" option buttons enable you to select the serial port that your modem is set for.

When all the information in the dialog box is correct, select "OK" and the number will be dialed.

Timer

With the pop-up Timer, you can easily time phone calls, meetings, or any other item. The Rate feature enables you to associate a value with the elapsed time (e.g. the cost of a telephone call or the charge for a consultation.)

To activate the timer, click on Timer in the main menu bar, or press ALT+T (when the main window has the focus).   When the Timer window comes up, its title bar will be colored to indicate that the timer window currently has the focus (i.e. commands and keystrokes will be directed to   this   window).

Looking at the timer window, you can see that there is a Rate box, option buttons for "/Minute" and "/Hour", and Start, Stop and Reset buttons. Along the bottom of the window, are three number groups. The leftmost number is the current time of day. The middle number is the monetary value of the elapsed time based on the rate. The rightmost number is the actual elapsed time.

Timer: Start, Stop, Reset
Timer: The Rate Feature
Timer: Focus To & From
Timer: Moving

Timer: Start, Stop, Reset

To start the timer, click on the Start button, or press ALT+S (when the timer window has the focus).

To stop the timer, click on the Stop button, or press ALT+P.   The timer can be stopped, then started again without having to be reset and it start counting from the previously accumulated time and value.

To stop the timer and reset the elapsed time and accumulated value to zero, click on the Reset button, or press ALT+E. If this is done accidentally, simply Reset again and the time and value figures are recalled.

Timer: The Rate Feature

When entering the desired rate, up to six digits can be used plus a decimal point (period) to separate dollars from cents.   Values can accumulate up to 100,000.

When the rate value is entered, click on (or press the TAB key to move the cursor over to) the Minute/Hour option buttons. Use the UP and DOWN arrow keys to select either the /Minute (per minute) or the /Hour (per hour) option.   Or you can press ALT+M to select /Minute or ALT+H to select /Hour.

Timer: Switch To and From

The simplest way to move the focus from one window to another is to click with a mouse anywhere inside the desired window.

Without a mouse, to move the focus from the main window to the timer window, press ALT+T.

To change the focus from the timer window to the schedule window, pull down the timer Control menu then press S (for Switch window).

Timer: Moving

As with any other window, you may position the timer in any desired location on the screen. The location of the timer will be retained across scheduler sessions.   If you are not familiar with the procedure for moving windows refer to Windows documentation regarding the Control menu .

The Schedules Menu

Use the schedules menu to quickly switch between the schedules of workgroup members.   To view the schedule of a user, simply click on their name.

The schedules list is divided into two sections.   The upper section lists the users who are currently "open".   The lower section lists the users who are not open.   Clicking on a non-open user (in the lower section) will bring up their schedule, and add them to the "open" list in the upper section.

Adding Users to the Schedules Menu

Use the Edit Schedules List command to add users to the list (USER.LST) of network users displayed in the lower section.   The following is a sample USER.LST:

      Robert   <TAB>   C:\robert\robert.pak
      Christy   <TAB>   J:\christy\christy.pak

"Robert" and "Christy" will appear in the schedules list; and when selected, Above & Beyond will look for the schedule in the file specified following the TAB.   Note: The ".pak" extension may be omitted as this is the default.

For   convenience in bringing up several schedules at once, you may include more than one datapath:

      Managers   <TAB>   C:\robert\robert.pak   J:\christy\christy.pak   P:\john\john.pak

When more than one datapath is specified as above, only the password for the first ".pak" file will be asked for.   Remember that if passwords have *not* been set, when prompted simply press Enter to proceed.

Creating a New .Pak File

If you wish to create a new ".pak" file, first add a line as above to USER.LST indicating where you'd like the ".pak" file to be.   Then, in the Schedules menu, select the new entry.   A message "File not found. Create?" will appear.   Answer "Yes" and the new ".pak" file will be created.   When the new schedule is brought up, it will be "unnamed" until it is named using "Options: Enter Name".   Note: The name entered with the "Enter Name" command   does not affect the name of the ".pak" file.   The name of the ".pak" file of the currently open schedule can be seen by selecting "File: Name".

The Options Menu

The commands in the Options menu will allow you to enter new default settings, delete the sample items, enter your name as you would like it to appear in the title bar and on printed schedules, and order a program licence.

Calendar
Delete Sample Items
Set New Item Defaults
Enter Name
Order an Above & Beyond License
Order a Pre-paid Above & Beyond License
Order an Upgrade
Enter User ID
Set Passwords
Archive Completed Schedules
Technical Support
Alarms Off
Toolbar Off
Clock Off
Conflict Checking On
Multi-Access Support On

Options: Calendar

With the pop-up calendar you can quickly display the schedule of any date from 1987 to 2068.   You may also instantly move any schedule item to any date.

To view the calendar press ALT+C (or click on "Calendar" in the main menu bar),   then select "Open".   The first time the calendar is used, it will appear in the upper right corner of the screen and the date of the currently selected schedule will be highlighted. The title bar of the calendar will be colored to indicate that this window currently "has the focus" (i.e. keystrokes will be directed to this window).   To change the focus between the calendar window and the schedules window, press TAB.

Using the calendar and a mouse, selected schedule items may be quickly moved to any date.   Select the item to be moved, then click on the target date (on the calendar) with the RIGHT mouse button.   This will move the item to that date.

Calendar: Moving & Sizing
Calendar: Selecting Months
Calendar: Selecting Schedules
Calendar: Color Utilization
Calendar: 4-4-5 Quarterly Format

Calendar: Moving & Sizing

The calendar window has its own Control menu (press ALT+SPACEBAR when the calendar has the focus).   Use the Size command to change the size of the calendar and the Move command to move the calendar to different places on the screen.

The size and location of the calendar will   normally be saved along with schedule changes.   If a size or position change is the only change made however, use the File:Save command to retain this information across scheduling sessions.

Note: When manipulating the calendar with the keyboard keys, the calendar must have the focus.   Use the TAB key to switch the focus between the calendar and the main schedules window.

Calendar: Selecting Months

To display the previous month on the calendar, you can either press the UP arrow key while the calendar has the focus, click on the UP arrow at the top of the calendar scroll bar.

To display the next month, either press the DOWN arrow key while the calendar has the focus, or click the DOWN arrow at the bottom of the calendar scroll bar.

To view the calendar for the currently displayed month in the prior year, press PAGE UP, or click in the gray area in the scroll bar between the UP arrow at the top of the calendar scroll bar and the scroll box (the white rectangle in the scroll bar).

To view the calendar for the same month one year ahead, press PAGE DOWN, or click in the gray scroll bar area between the scroll box and the DOWN arrow at the bottom of the calendar scroll bar.

You can also leap many years forward or backward easily by dragging the calendar scroll box up or down within the scroll bar.   The scroll bar represents the entire range of possible schedules from April 1986 to December 2068.   You can jump to the middle of the calendar range, using a mouse, by dragging the scroll box to the middle of the gray area in the calendar scroll bar.

Calendar: Selecting Schedules

With the calendar in "standard" viewing mode ("color utilization" not selected), you can easily toggle between the schedules for two dates, using the calendar and mouse. Click on a date in the calendar with the left mouse button to display the schedule for that date.   If you click again on that same date on the calendar, the displayed schedule will switch back to the previously displayed schedule.

Calendar: Color Utilization

By selecting Color Utilization in the Calendar menu, you can see at a glance, how full each of your daily schedules is -- for an entire month.   On the   calendar, each day in the month has a background color ranging from green to red; based on the percent of utilization.   Pure green indicates a day that is 0% scheduled.   Pure yellow indicates a day that is 50% scheduled.   Pure orange indicates a schedule that is 100% full.   Pure red indicates 150% utilization (i.e. there are conflicting items).   Days with no items appear gray.

Days in the past which have been archived and current or future days which have no items or items whose total duration is zero appear gray. The utilization is based on the length of your day as specified with the "Set New Item Defaults" in the Option menu.

Calendar: 4-4-5 Quarterly Format

With this option selected, Month at a Glance, the pop-up Calendar, and the Extended Outlook (13 week printout) will appear in 4-4-5 format.

For more information on the 4-4-5 format, please see the section titled 4-4-5 Quarterly Calendar.

Options: Delete Sample Items

The Delete Sample Items command will remove the sample items from the schedules.

Options: Set New Item Defaults

This command enables you to specify the default duration and time bounds that will appear when the insert/refine dialog box is displayed for a new item.

When the command is selected, a dialog box will be displayed.   The first text box is labeled "Duration". Type in the amount of time you wish to appear automatically as the duration for your scheduled items. Next enter the times for the "Earliest" and "Latest" that the items can be scheduled.   Note that by specifying the bounds here rather than individually for each item, you are then able to later "globally" re-adjust the bounds of all "floating" items by simply changing these values with Set New Item Defaults.

Options: Enter Name

Selecting the Enter Name command will cause a small dialog box to be displayed. Type your name in the text box as you would like it to appear on printed schedules and in the Above & Beyond title bar.

Options: Order an Above & Beyond License

Use this command to become a registered user. Selecting this command will bring a dialog box to the screen.   Enter your name and address and how you were introduced to this program. Use TAB to move from line to line within the dialog box.

To print the order form, choose the **Print** button.

Options: Order a Pre-paid Above & Beyond License

Use this command to order a license if you have already paid for it, such as through a retail store or dealer. Enter your name and address and how you were introduced to this program. Use TAB to move from line to line in the dialog box.

To print the order form, choose the **Print** button.

Options: Order an Above & Beyond Upgrade

This option is available only to registered users of a previous release. When a major upgrade is released, registered users of the previous version can purchase a license for the new version at a much lower price.

Options: Enter User ID

When you receive your user ID from 1Soft in response to your registration order, select the Enter User ID command. Type your user ID into the text box that appears. The word "VALID" should appear.

If "VALID" does not appear, check the name that appears in the window's title bar.   The name in the title bar should be exactly the same name that printed on your order form as the licensee.   If it is not the same, you may correct it using the Enter Name command in the Options menu.

Options: Set Passwords

For workgroup (network) use,   passwords may be set to restrict the viewing and/or modifying of your schedules by others in the workgroup.   If no passwords are set, anyone will have unlimited access.

If your "view" password is set, others must enter it in order to view your schedules.   If they do not enter the password the schedules will appear blank.   Meetings or memos can be added however via the Meeting Maker.

If the "modify" password is set, others must enter it in order to make changes to your schedules.   Use "your" password to give total access; to view schedules, modify schedules, and set passwords.

You may designate certain schedule items as "Private".   Private items can be viewed only if "your" password is entered.   People using your "view" or "modify" password, will see that there is an item scheduled (and it's duration) but cannot view or modify it.   For more information on private items, see Edit: Private Item in the Menu Reference Section.

Options: Archive Completed Schedules

Normally completed schedules are held for seven days before being archived to the monthly log file. If you wish to view or print a log file which contains *all* currently completed items, use the Archive Completed Schedules command.   This will archive all done items, even those that were marked done less than seven days ago.   For more information on archiving, see Schedule Archiving.

To print the log file select View: History for Month and then select File: Print in the notepad.

Options: Technical Support

This command will display the 1Soft technical support telephone number and hours.

Options: Alarms Off

When running in a LAN environment and viewing someone else's schedule, you will see their alarms pop up.   To prevent this, choose "Alarms Off" in the Options menu.   This tells Above & Beyond to display only *your* alarms.   The setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedule.   Alarms will still pop-up during *their* Above & Beyond sessions.   This setting is remembered between sessions, so you need only issue this command once.

Alarms Off will also prevent Exec and Autoexec items in another person's schedule from being launched on your workstation while you're accessing their schedule.

The Alarms Off option may be toggled by simply selecting the command once again. To test the alarm sound, toggle Alarms Off off, then on again.

Options: Toolbar Off

Select this option to remove the toolbar from view.   Select it again to restore the toolbar.   For more information on the toolbar, see <u>Toolbar</u>.

Options: Clock Off

When Above & Beyond is running, a small digital clock is displayed in the lower right hand corner of the screen.   To switch back to Above & Beyond from another application, simply click once on the clock.   Select Options: Clock Off to remove the clock from view.

The clock colors may be set in the Windows Control Panel which can be easily accessed from the File menu in Above & Beyond. The background used is the color setting for *Active Title Bar*. The color setting for *Active Title Bar Text* is used for the digits.

Options: Conflict Checking On

With "Conflict Checking On" you will be alerted when attempting to schedule an item for a time period where there is already an item scheduled.   Above & Beyond will check for conflicts for one year into the future.   If a conflict is found, it will give you a warning message.

Options: Multi-Access Support On

Select this option in an environment where a schedule may be updated simultaneously from more than one workstation.   If only one person will be accessing your schedule at one time, you may de-select this option and gain a small improvement in efficiency due to reduced overhead.

Technical Support

Free telephone technical support is available by calling **707-987-0256** during the hours listed below for your time zone.   Besides telephone technical support, help is also available on CompuServe.   Messages can be addressed to CIS ID **71240**,**1625**.   Many of the participants on the WINADV and IBMAPP forums are Above & Beyond users.

Pacific U.S.:   8am - 4pm   Mon - Fri

Mountain U.S.   9am - 5pm   Mon - Fri

Central U.S.:   10am - 6pm   Mon - Fri

Eastern U.S.:   11am - 7pm   Mon - Fri

United Kingdom: 4pm - Midnight   Mon - Fri

Western Europe: 5pm - 1am   Mon - Fri

Sydney, Australia: 2am - 10am   Tue - Sat

Hawaii: 6am - 2pm   Mon - Fri