TPP Read-Me Contents...

This help file contains the exact information as the TPP README.TXT file. It provides README information in a friendly Windows Help format. This is not the main TPP help file.

Tasks, Projects, and People Version 1.5.1 (11/95)

This document tells you how to get started in the installation of TPP. If at any time you would like telephone assistance, call at 909-352-2820 and one of our technical support people will provide all the help you need.

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Introducing TPP

TPP is an Advanced Personal Information Manager for those that need a PIM that will grow with their needs. Where other PIMs simply track a ToDo description, due date and notes, TPP tracks over 30 fields of information about each Task or Schedule item it maintains.   TPP provides, Task (ToDo) tracking, Schedule maintenance, Address Book, Notebook, and Resource Management capabilities. PIM users often quickly outgrow the capabilities of standard PIMS, but TPP has both the simpliclty for the basic user, and features to satisfy advanced users!

TPP provides the basic capabilities of all PIMs in a no-nonsense business format. Our displays are clean and nice, but not cute. In addition to the basic features you will find that TPP keeps uncommon information about tasks and projects. For example, it tracks when you enter tasks into the system and when they were completed. It shows the number of days a task has been outstanding and the number of days before it is due. These unique fields of information may later be reviewed in analyzing the work habits of yourself and others. Additionally, TPP lets you manage the tasks of others by tracking tasks by resources. You can keep your own task list and maintain lists for others. TPP's advanced features may be ignored until you are ready to use them. You choose exactly what information TPP maintains and shows about tasks. It is a system that grows with your needs and fits the projects you work on.

We hope you find this evaluation informative and useful. As a PatriSoft customer, you will have the support of a company that has spent over 9 years providing quality software and support to customers! Thank you for evaluating our system!

Norm Patriquin
PatriSoft

TPP Features

List of TPP Features

TPP can work for you!   Here's just a partial list of features:

- Tracks individual tasks, as well as entire projects.
- List the tasks according to what YOU want to see.   View tasks that have been Started, Completed, put On Hold and more.
- Print the task list, or a month/week calender.
- Tasks can be automatically repeating in a variety of ways:

  - Every Nth week
  - Every Nth month
  - Every Monday, Tuesday...
  - Once a year
  - and more..

- Alarms will remind you when a task is coming due.
- Group tasks by Workareas or Employees (resources).
- Keep extended information about resources to track their work history.
- An address book can keep your address and phone numbers for your contacts.

New with this version:

- Columns of both the Task List and the Address book may be resized by dragging the column separators
- Added a feature to check for due tasks upon startup
- Added a manual scan of the Task List to check for items that are coming due.
- Multiple databases may be created by using the File/Open capability
- The Task List and Address Book can be sorted on any field by clicking on that field's title.
- Menus can be quickly activated by pressing the right mouse button over the Address Book or Task List
- The main screen of TPP has been changed to hold more task items.
- An option has been added to remove the buttons under the Address Book and Task List.
- Change Priority/Status on the fly by double click on appropriate field
- Moved the Address Book to the front window - now a sliding window. Postion the mouse pointer on the border, and drag it to the desired position.
- The Task List or Address Book may be quickly opened and closed by double clicking on the title bar.
- The font size of the Address Book and Task List may be changed in the options menu.
- Added an option to suppress reference calenders when printing.

Version 1.51 contains fixes relating to:

- Drag/Drop of tasks
- Recurring tasks that recur every Nth week.
- Opening alternate databases

Installation Instructions

How to install TPP from these files...

If you already have a previous version of TPP installed...

You may install the new version of TPP right over an older version.   Your data will remain intact. Any changes to the file formats between the old and new versions will be automatically implemented. Please be sure to backup your system before installing a new TPP version. This will let you return to your original version should there be a reason to do so.

STEP 1 - Decompress the TPP151.ZIP distribution file

(You probably have already taken this step since you are reading this file)

TPP151.ZIP is the TPP evaluation file you will find on CDROMS, online systems and bulletin boards. Decompressing it will createthe following files:

    TPP.ZIP
    README.TXT
    README.HLP
    VENDINFO.DIZ
    FILEID.DIZ

You are currently reading the README.HLP file so we will assume you have completed this step. Since we don't know the name of the irectory you are reading this information from, and will need to reference it later in the installation instructions, we will refer to this directory as "thisdir".

STEP #2 - Create a C:\TPPTEMP\ directory

Create a temporary directory to contain the TPP installation files created when you decompress the TPP.ZIP file. This directory will no longer be needed after the installation is complete so use a name that will signify this. We suggest the directory name TPPTEMP but you may use any name you wish.

STEP #3 -   Uncompress (UNZIP) distribution file

Unzip the TPP.ZIP file into the C:\TPPTEMP\ directory. Depending on your unzip program, this may be done in several ways. If you are using the original DOS zip program, use the following commands from the DOS prompt:

```
C:
CD C:\TPPTEMP
PKUNZIP C:\thisdir\TPP
```

Where "thisdir" is the directory containing the TPP.ZIP file referenced in STEP #1.

When complete C:\TPPTEMP\ will contain over 30 installation files and you will be ready to run a standard Windows installation on TPP.

STEP #4 - Make sure you have Microsoft's VBRUN300.DLL

VBRUN300 is a Visual Basic support file distributed by Microsoft. This file is used by a large number of programs downloaded from online systems and on CDROMS. It is not stored separately with each product file as it is 300k in size and would needlessly extend file download times.   Also, duplicate copies would require an extensive amount of space on CDROMS. If you received TPP on a CDROM, the CDROM most likely has a copy of this file on it. See your CDROM index.

Make sure your system contains the Microsoft **VBRUN300.DLL** file in your **\WINDOWS**, or **\ WINDOWS\SYSTEM** directory. Use the Windows File Manager to search these directories or use the following DOS command to locate it on a drive:


```
DIR C:\VBRUN300.DLL /S
```

This program will NOT work with VBRUN100.DLL or VBRUN200.DLL.

If you cannot locate a copy of VBRUN300.DLL on your system you get it from many different sources. Click the following help topic jump for more information about where to get VBRUN300.

VBRUN300 Sources

STEP #5 - Run the Windows installation of TPP

From Windows 3.1:
Select the FILE, RUN menu items from the top of the Windows Program manager and enter C:\ TPPTEMP\SETUP as the program to be run.

From Windows 95:
Press the Windows 95 START button. Select RUN and enter C:\TPPTEMP\SETUP as the program to run. Press OK.

Note: *SETUP will ask for a directory name to install the final version of TPP. We recommend you select C:\TPP\.   We will refer to this name in our documentation when refering to the TPP directory.*

The SETUP program will complete the installation.

TPP IS NOW INSTALLED!

STEP #6 - Cleanup the temporary directory
You may remove the C:\TPPTEMP directory and all of its contents. It will not be used during TPP operation. You may also remove the C:\thisdir\ directory you uncompressed the original TPP distribution files in (STEP #1).

You may save or delete the TPP151.ZIP distribution file containing your original copy of TPP.

STEP #7 - Start TPP

Examine the created Tasks, Projects & People Group in the Windows Program Manager or Windows 95 Desktop and double-click the TPP icon to start TPP.

Step #8 - Examine TPP Quick Start Help

Be sure to remember to look at the Quick Start help and the Light Bulb button on the main screen for quick start information.

STEP #9 - Enjoy!

By now you should have a working copy of TPP.   Please do not hesitate to call us with any questions, problems, or suggestions. We are working hard to improve TPP every day and your feedback is sincerely appreciated.

Even if you decide TPP is not for you, let us know why (we might already have a solution!) You can contact us in several ways:

Contacting PatriSoft

VBRUN300 Sources

VBRUN300.DLL is a free MicroSoft language extension needed by TPP and other applications using MicroSoft languages.   This file is not shipped with software downloaded from online services as it wastes time redundantly downloading it for every program accessing it. If you do not have a copy of VBRUN300 on your system, you may get a copy from one of the following sources...

This file is normally found in the **C:\WINDOWS** or **C:\WINDOWS\SYSTEM** directory of your hard disk.

SHAREWARE CDROMS

If you have any Shareware CDROMS, you are sure to find a copy on the CDROM. Check here first as you can avoid the time of downloading a copy with your modem.

America Online

Type VBRUN RUNTIME on the search form that comes up when you click the Software Search icon on the main menu
of the Windows Forum. Download VBRUN300.ZIP and decompress it with a .ZIP decompression program.

Microsoft BBS at 1-206-936-6735

Download VBRUN300.EXE and run VBRUN300.EXE from the DOS prompt. It will create VBRUN300.DLL

Compuserve

Go MSL and download VBRUN300.EXE. Run VBRUN300.EXE from the DOS prompt. It will create VBRUN300.DLL

Our own PatriSoft BBS at 909-352-2825.

Download VBRUN300.EXE Run VBRUN300.EXE from the DOS prompt. It will create VBRUN300.DLL

Other BBS systems

If you get VBRUN300.EXE from any BBS, copy it into a work directory. Execute the self extracting compressed file by typing VBRUN300 from the DOS promot. Copy the resulting VBRUN300.DLL to your C:\WINDOWS\SYSTEM directory by using the following command.

```
COPY VBRUN300.DLL C:\WINDOWS\SYSTEM
```

After you have confirmed TPP is working, you can delete VBRUN300.EXE. It is only used to create VBRUN300.DLL.

Contacting PatriSoft

We are pleased to support you in any way we can. Please do not hesitate to give us a call. Since we are always improving TPP, we especially appreciate your calls to let us know where the system can be improved to serve you better. If you decide not to use TPP, please let us know why so we may improve the software for others.

Phone: 909-352-2820
FAX: 909-352-1527
eMail: PatriSoft@AOL.COM
Compuserve: 76347,2477
Orders: 1-800-338-2820
BBS: 909-352-2825   <=== Get the latest copy of TPP here!

PatriSoft
5225 Canyon Crest Dr.
Suite 71-358
Riverside CA   92507

About the TPP distribution file

TPP is distributed as a compressed file within another compressed file. This format is designed to let you extract the compressed system with installation instructions first, and then proceed to install the system after you have had a chance to examine its contents.

Assuming you have uncompressed the original distribution file into a new empty work directory, you should now have the following files available to you:

VENDINFO.DIZ

The file VENDINFO.DIZ is an industry standard description file containing extensive information about TPP. VENDINFO files can be viewed with a word processor or can be read by a computer to extract information about their associated contents.   CDROM manufacturers, bulletin boards and online services use VENDINFO to capture information about products on their system. It contains the following information and more:

- Product descriptions (multiple formats)
- Information about Patri-Soft
- Product Pricing
- Techncial Support information
- Copyright statements and SYSOP/VENDOR statements

You may view this file with NOTEPAD under Windows.   The odd, unreadable, data at the end of this file is maintained for automated computer readers and should be ignored.

FILE_ID.DIZ

This is another industry standard that predates VENDINFO.DIZ. It simply contains a bulletin board type description of TPP. You may also view this with notepad or any other word processor.

README.TXT

This file can be viewed in Windows Help format by double-clicking or Running the README.HLP file also in this directory. View this file with any word processor or Windows Notepad.

README.HLP

A Windows Help file containing the README.TXT information in a Windows Help File format. It contains the exact same information as README.TXT.

TPP.ZIP

The compressed TPP system. This .ZIP format requires you have a PKUNZIP type software decompression product. If you do not have this software, you should be able to download it from any online service or get a copy from a friend. You can contact the PKZIP developers at:

PKWARE, Inc.

9025 N. Deerwood Drive
Brown Deer, WI 53223

TPP BBS Description

Tasks, Projects and People Executive PIM was two years in the making. This is a mature, complete PIM.   TPP is outstanding in its ability to manage task lists and projects. It's people resource capabilities let you track tasks for yourself and others. In addition to keeping track of tasks, you can log notes about people, track personal information and more. Great for Managers! Tasks may be organized individually or as projects. Each task tracks over 30 fields, recording complete status and historical tracking data. Alarms, Automated Alerts, Schedule reminders and Priority sorting add to its value. Includes to-do lists, Address Book/Dialer and more. PatriSoft has been in business since 1986 with over 20,000 customers and 10 major products.

About PatriSoft

PatriSoft has been producing computer software since 1986 with over 20,000 customers using using our products. TPP is our latest Windows Personal Information Manager Software. PatriSoft products have always been known to be unique in their extensive user interface flexibility. Where commercial products provide limited sets of basic functions that appeal to the mass market basic user, our products provide advanced features to let you get more usefulness from your software.

Ordering TPP

This is a temporary evaluation copy of TPP. It allows up to 75 tasks to be entered into the system and will allow entry of new tasks for 45 days. After 45 days, you will be able to manage existing tasks as long as you like.

An order form is included in TPP's primary help file installed with the system. We do take VISA,MC, Checks, POs, and Money Orders. Call us with any purchase questions.

Contacting PatriSoft

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TPP BBS Description

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VBRUN300 Sources