

What's new in Executive Desk version 5.0

EDESK5 is compatible with all versions of Windows: 3.1x, Windows for WorkGroup, Windows NT and Win '95, the most revolutionary operating system of the century.

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Dayview As A Control Center

You can use it to manage your schedules and balance your workload. You can also

- Add Appt, Todo, F/Up, Phone Calls directly from DayView.
- Drag-n-drop items into Calendar to Reschedule.
- Use Calculator, Dialer and Note Pad.
- Change ToDo into F/Up and vice versa with drag-n-drop.
- Archive (File) completed schedules using drag-n-drop.
- View the complete schedule/workload for any day or week.

Archiving Complete Schedules

This is a new section that allows you to archive completed schedules for future reference. Archiving completed schedules is as easy as dragging and dropping them into the Archival Icon on the right hand side.

People/Project Links in Follow-up

Follow-up categories for People and Project now hold list of tasks (like the ToDo List) rather than just descriptive notes. In addition, F/up tasks for Projects can be assigned to people and F/up tasks for People can be linked to Projects. Thus you can now follow-up multiple people on a project and multiple projects for a person.

XBRIDGE to synchronize two user areas of EDESK

This utility program is a useful feature for people to synchronize their EDESK at Home with the one in the Office and vice versa. It is also useful for Boss-Secretary data synchronization. While secretary can manage the schedules and enter the notes, memos and updates, the Boss can simply sync with her area to update his own. XBRIDGE also allows a fast mode backup that takes only a few seconds to backup.

DBF2ABK for Address Import

This utility is provided to import Address/Contact information from DBF and Comma Delimited ASCII files into the Address Book.

What's New in Address Book

- **Company Index in Address Book**

The toggle switch below the Index allows you to switch the index order.

- **Selection of International/American Address format**

You can select between the International (4 Lines) and American (2 Lines, City, State, Zip and Country) Address format.

- **User defined Label Formats**

Ver 5.0 supports two types of labels: Address Label: Name, Title, Co. Name and the Address. Contact Label : Address Label plus Phone and Fax numbers.

- **Clipboard feature to Cut/Paste Addresses**

Clipboard feature allows you to cut the Name and Address of the current contact in the index and paste it into other applications like WordProcessing.

- **Scheduling Phone Calls**

You can schedule a call directly from the address book. This is particularly useful to people whose tasks are phone intensive, like Sales Men and Insurance Agents.

- **Address Duplication**

Often we have to maintain addresses of multiple contacts in the same organization, while all other details remain same only the Names and Titles change. You can now change the name of a contact and the program will prompt to check whether it is a change of name or a duplicate is to be created.

- **Date Format Display**

In the earlier version one did not know in which format the Birthdays and Anniversaries were to be entered, now the program displays the exact format when you click in this field.

- **Additional Features**

Note now appears on the Contact Page

Number of contacts are displayed at the bottom of index.

Number of Searched/Selected items are also displayed.

What's New in Time Planner

- **Appointments for Multiple Time Slots**

You can define an appointment for a time range, say 9:30 to 11:30, which will occupy multiple time slots in the diary.

- **Recurring Appointments Upto Date**

You can specify recurring appointments upto a particular date after which they will stop repeating in the diary/planner.

- **Scheduled Program Launch**

There is a new appointment category called PROGRAM, which allows you to launch a program from EDESK at a scheduled time by including the program **path + program** name as description.

- **Drag & Drop Rescheduling**

You can reschedule an appointment for another time slot for the current day by keeping the mouse clicked on the appointment and dragging it to another time slot.

- **Drag & Drop into Archival List**

You can drag-n-drop completed appointments into Archival List, this will show a strike-out on the appointment indicating that it is done.

- **Scheduling To-Do Now Items**

When you schedule ToDo items in the Diary you have the option to view/select from Overdue or All items.

- **Printing Option Changed**

Today's Schedule option has been removed since the DayView printing provides a more exhaustive report.

- **Reminders with Sound**

Reminders now sound an alarm when they PopUp, the sound can be disabled by selecting the Alarm Disable option in the Customize section.

- **Events for Date-Range with Highlighter**

You can define events for a range of dates and also set Highlighters for such events to enhance visibility of such time-periods.

What's New in To-Do

- **Cut/Paste Replaced with Drag-n-Drop**

Rearranging the items in the list is now as easy as drag-n-drop -- simply drag an item from its current place and drop it into its new position in the list.

- **Drag-n-Drop to Swap**

You can swap items between Now and Later list by dragging the item and dropping it in the right bottom flap of the list. The title on the flap indicates the list to which the task will be swapped.

- **Drag-n-Drop into Archival List**

When you drag-n-drop completed tasks into Archival List, the task status will change to DONE and the due-date will be changed to system date to indicate when the task was completed. If you use CTRL+Drag-n-Drop, the completed task will be removed from the list and sent to the Archival List.

What's New in Phone List

- **Archiving Completed Phone Calls**

Phone list module allows you various ways of making a phone call. When you complete a phone call, it is cleared (flagged as done) which is shown with a strike-out on the list. All such CLEARED phone calls are automatically filed into the Archival system. However, you can also drag-n-drop a phone list item into the Archival List.

- **Reminders with Sound**

Reminders now sound an alarm when they PopUp, to disable this choose the Alarm Disable option in Customize.

- **International Dial Prefix**

The dialer setup now accepts Long Distance and International Dial prefix.

- **Hook Flash Dial Modifier for Extension Dialing**

EDESK 5.0 allows you to include hook flash dial modifier, this is useful in PBX systems to access services such as call transfer.

What's New in Follow-Up

- **Task List in People & Projects**

Follow-up categories for People and Project now hold list of tasks (like the ToDo List) rather than just descriptive notes. Each task here carries a Follow-up Date and Status. The follow-up date for group item is that of the earliest follow-up task. The Status field takes values of status defined in the ToDo list because the task tracking here is in no way different from that of the ToDo list. You can also attach notes to the tasks.

- **Linking People and Projects**

The categories of People and Projects have a unique relation, they can be linked, thus allowing you to assign multiple people to a project and vice versa.

- **Personal Category**

A new category called Personal has been added to separate Office follow-up from Personal follow-up.

Archival List - The Schedule History

- **Archiving Completed Schedules**

Archiving completed schedules is as easy as dragging and dropping them into the Archival Icon on the right hand side tool-bar. Once archived, the history of your past schedules is available for viewing, searching, printing and more. Like DayView, Archival integrates various types of schedules and tasks and maintains them in a common format to facilitate a single point search and browse.

- **Archival Modes**

There are two ways to archive a completed schedule.

Drag-n-Drop: This files the item into the Archival system and flags the item as Done or Cleared in the primary section.

CTRL+Drag-n-Drop: This in addition, deletes the item from the primary section from where it is archived.

- **Archival List**

Archived schedules are stored for the past one year (+90 days). You can view archived items by category (ToDo, Phone, Follow-Up, Appointment) and for a date range.

What's New in DayView

- **New Look and New Functionality**

DayView is the Control Center and is organized like an Executive's Desk. Most of the program features can be accessed from this single screen without switching sections.

- **Daily Schedule List**

This integrates all the schedules for the day into a single list. It includes all the uncompleted schedules of the earlier days for ToDo, F/Up and Phone Calls, except for appointments since they are for a fixed date and time.

- **Calender**

A pop up calender to select date for viewing the schedule for another day and for rescheduling by simply dragging and dropping on the desired date.

- **What can you do with DayView?**

- **Calculator & Dialer**

They are provided in DayView because that's where they will be used most. The calculator has in-built currency converter.

- **Currency Converter**

Currency Converter now stores the date on which the currency factor (rate) was inserted/amended. Thus indicating to the user, when the rate was last updated.

- **WeekView**

WeekView combines all the scheduled items for the week to display them on a single screen -- it automatically carries forward uncompleted schedules to the current date

- **Scratch Pad**

Scratch Pad is provided to jot down notes without switching sections or programs.

Rescheduling Items in DayView

To reschedule any item drag the item from the list and drop it into the given date on the calendar. Rescheduling an appointment to the current date will allow you to assign a fresh time-slot to it.

Archiving Items in DayView

You can drag-n-drop done items into the Archival List on the right-hand tool bar, this will show a strike-out on the item description indicating that it is done. CTRL+Drag-n-Drop deletes the archived item.

Adding Items to Schedule List in DayView

You can add items to the schedule list without going to the respective sections by simply double clicking on the respective category title bar.

Converting To-Do into Followup and Vice Versa

Once a (ToDo) task is done, you can assign the follow-up to another person by dragging the ToDo task and dropping it on the Follow-up title-bar in the Schedule List and vice versa.

Straight Dialing to a Phone List Item

The Phone Calls for the day will pop-up a reminder to dial at the scheduled time, however, you can straight dial by double clicking on the Phone Call item.

What's New in PopRun

PopRun is now a section in the right-hand tool bar. The right-mouse button and the CTRL+ALT+A keys are no longer in effect. This has been done in view of Win 95 compatibility as the right-mouse button is used by Win95 for Help

Programs in PopRun list, are now displayed with respective program icons. In the earlier version, you could only specify program files for inclusion in PopRun list, EDESK5 allows you to specify program parameters to be used while invoking the program. The parameters could be program switches, file names etc.

What's New in Setup

1. Option to enable/disable Birth/Anniversary check on start-up.
2. Alarm: You can set the sound On or Off.
3. Screen Resolution: Default leaves task-bar of Win '95 uncovered in VGA mode.
4. Address: International (4 lines) & American (2 lines, City, State, Zip and Country).
5. Dialer Setup: Allows customized modem init string, default is Hayes compatible.
6. Long Distance prefix is used with LD calls automatically.
7. International Dial prefix is used when the phone # is prefixed with a +sign.
8. Planner: Weekly offs can be set to blank.
9. Password: Old password is verified before accepting a new one.

