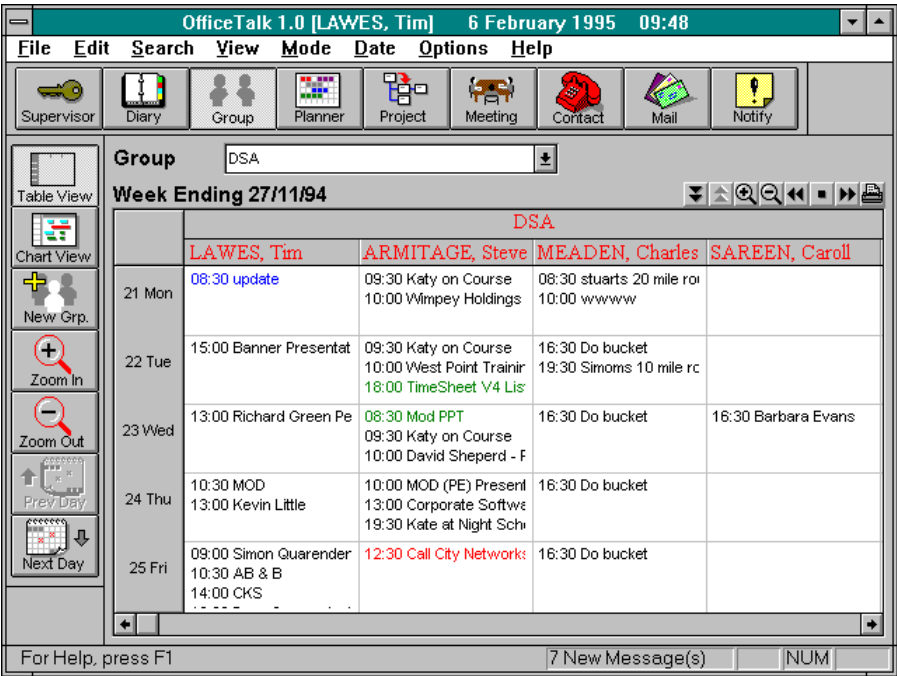


Group Diary Mode



The Group Weekly View

Pressing the Group Diary button will take you into the Group Diary Mode. This view is ideal for looking at the activities of a group of users and resources. There are two types of group view:

- Group Chart View
- Group Weekly View

Group Weekly View

By default, when you enter the Group Diary Mode, the Group Weekly View is displayed. In the Group Weekly View each user's/resource's appointments are represented in a *timetable* view, as shown below.



You can display the Group Weekly View by either pressing the **Table View** button in the sub toolbar or by bringing up the right button pop up menu and selecting **Table View**.

Zooming and Panning

By default, the Group Weekly View displays five days of appointments from Monday to Friday. The



keys let you view anything from one day at a time to seven days at a time. The



buttons (in the sub toolbar) perform the same operation. You can use the



change the start of the week displayed. The



buttons (in the sub toolbar) perform the same operation. The



the button returns you to the current week.

Changing the Field Widths

OfficeTalk lets you change the width of the fields in the Group Weekly View. You can do this by placing the mouse over the vertical line dividing each field heading and then pressing the left mouse button and dragging the field to be wider or thinner as appropriate.

			D
Tim	Steve	Jamie	
05:30 Timeslips credit r	12:30 Comdef Followup		

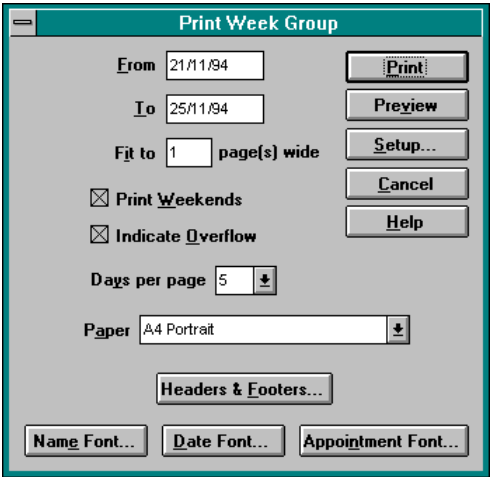
Changing the field width

You can simultaneously change the width of all the fields together by changing the width of one field whilst holding down the CTRL key. The width of all the other fields will change to match the width of the field that you change.

Printing the Group Weekly View



OfficeTalk lets you print out your Group Weekly View by pressing the **Print** button above the Group Weekly Window. When you press this button, the Print Week Group dialog box will appear.



Print Group Weekly dialog box

In most cases, all you will need to do in order to print out the Group Weekly View is select the paper style and press the **Print** button. OfficeTalk lets you customise your print out by providing several check boxes, radio buttons and fields. The functionality of the Print Group Weekly dialog box is summarised below:

Field	Description
<i>From/To</i>	The <i>From</i> and <i>To</i> date fields specify the date range that you wish to print.
Fit to <i>n</i> page(s) wide	Specify how many pages wide the print out will be (the default is 1).
Print Weekends	Checking this check box will print appointments which occur on weekends.
Indicate Overflow	Checking this check box will print a downward arrow at the appropriate position to indicate that the appointments for a particular user on a particular day have <i>overflowed</i> the printable area. The solution to this is to reduce the Appointment Font or reduce the number of <i>days per page</i> printed.
Days per page	Specifies how many days per page to print. The default is 5.

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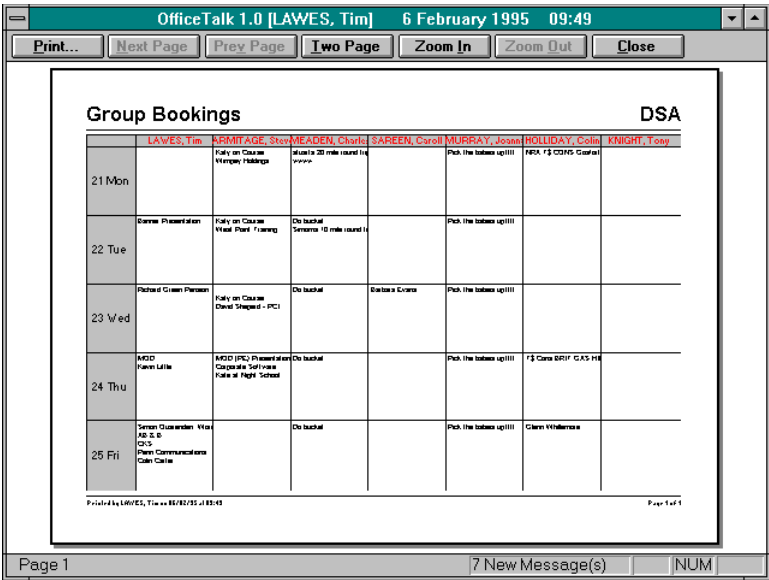
OfficeTalk gives you complete control over the fonts used to print out your Group Weekly View. You may choose the following fonts:

- **Title Font** This font is used to draw the users' and resources' names at the top of the page.
- **Appointment Font** This font is used to draw the appointment text.
- **Date Font** This font is used to draw the day names down the left side of the page.

OfficeTalk provides common print functionality in all Print dialog boxes. This functionality includes:

- Defining headers and footers
- Printer setup
- Preview capability


For more information on this common print functionality, see the **Printing** chapter in the **General OfficeTalk Features** section. If you *preview* the Group Weekly print out, with careful selection of fonts, OfficeTalk will display a preview output similar to that shown below:



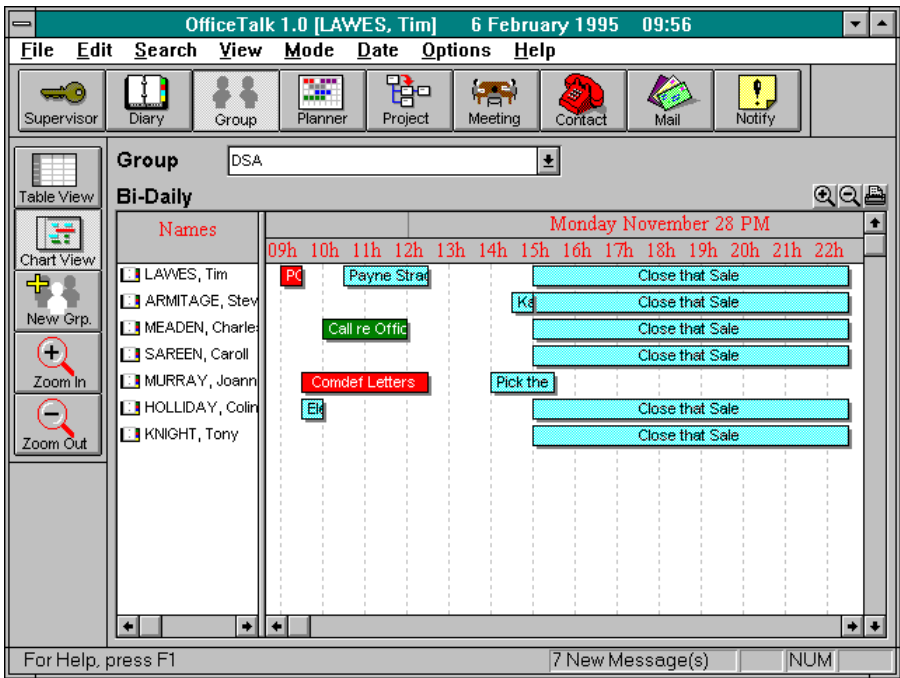
Group Weekly print preview

Group Chart View



Group Chart View may be displayed by pressing the  button in the sub toolbar or by selecting *Chart View* from the right button popup menu.

In the Group Chart View each user's appointments are represented in a chart, as shown below:





Group Chart View

Any appointments shown in the Group Chart Window are represented by a shaded rectangle containing a textual description of the appointment. The background colour of the rectangle is normally light blue. If an appointment is associated with a task then the colour of the appointment may change depending on the status of the task. If the task is overdue then the background colour of the appointment will turn red. If the task is completed then the background colour of the appointment will turn green. If an appointment is an assigned Project task then the background colour of the appointment will be yellow. This colour coding is very useful for anyone who wishes to see, at a glance, the status of all the ongoing *scheduled* tasks for a particular group of users.

The Name Window

The window to the left of the Group Chart Window is called the *Name Window*. It contains the list of members of the group currently shown. If one or more names are longer than the width of the Name Window, you can drag the *splitter* bar to the right giving the Name Window *more* width and the Group Chart Window *less* width. Double clicking on any name in the Name Window will change the view to Diary Mode and will display that user's appointments in the Daily Appointments Window.

Zooming In and Out

The  and  keys let you zoom in and out of the Group Chart View. Usually you will want to see the detail of users' appointments on any particular day and so generally, you will want to be zoomed *in* as far as possible. OfficeTalk lets you view groups at several different zoom levels. The levels are:

- Daily
- Bi-Daily
- Weekly
- Bi-Weekly
- Monthly
- Quarterly

Editing Appointments

If you have edit access, or greater, to a particular user's diary, then you may modify the start time, end time and duration of that user's appointments directly from the Group Chart View. To do this, position the cursor over the appointment that you wish to move, press the left mouse button. An outline will appear around the appointment. Moving the mouse left or right will move the appointment accordingly. The movement of the appointment will be restricted as follows:


- An appointment may only move between adjacent appointments.
- An appointment may only move horizontally, i.e. it is not possible to move an appointment from one user/resource to another.

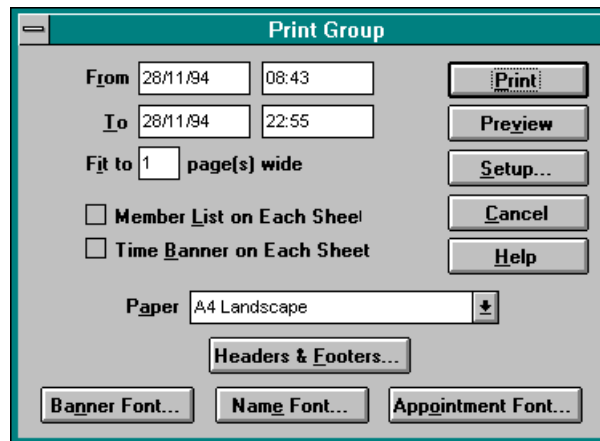
<p>Note: Private appointments or appointments made via the Meeting Mode may not be changed from within Group Diary Mode.</p>

Viewing an Appointment's Full Description


If an appointment has a short duration then it may be difficult to read the appointment description in the Group Chart Window. However, if you position the cursor over the appointment that you wish to read then the full appointment description will appear in the status bar.

Printing the Group Chart Window

OfficeTalk lets you print out your Group Chart Window by pressing the  button above the Group Chart Window. When you press this button, the Print Group dialog box will appear.



Print Group dialog box

In most cases, all you will need to do in order to print out the Group Chart Window is select the paper style and press the  button. OfficeTalk lets you customise your print out by providing several check boxes, radio buttons and fields. The functionality of the Print Group dialog box is summarised below:

Field	Description
<i>From/To</i>	The <i>From</i> and <i>To</i> date fields specify the date range that you wish to print.
Fit to <i>n</i> page(s) wide	Specify how many pages wide the print out will be (the default is 1).
Member List on Each Sheet	Checking this check box will print the members belonging to the group down the left side of every page. The Member List is usually printed only down the left most pages.
Time Banner on Each Sheet	Checking this check box will print the Time Banner across the top of every page. The Time Banner is usually only printed on the top-most pages.

OfficeTalk gives you complete control over the fonts used to print out your Group Chart Window. You may choose the following fonts:

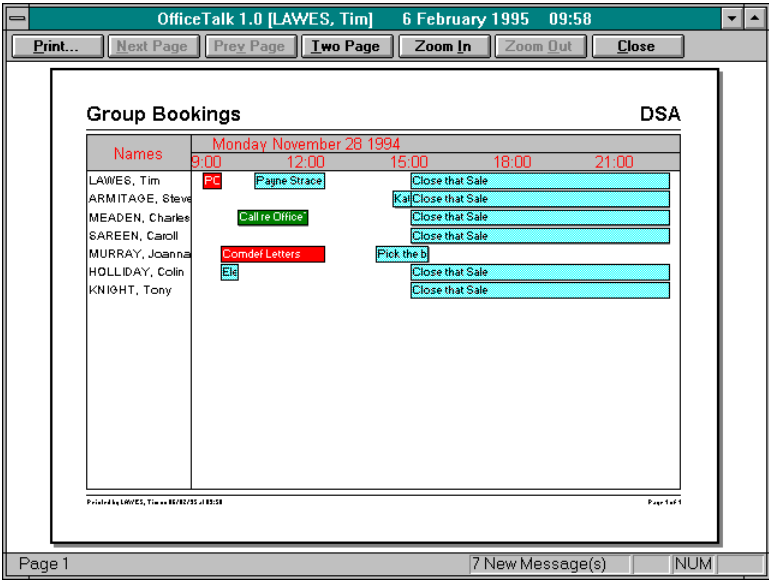
- **Name Font** This font is used to draw the Member List down the left side of a page.
- **Appointment Font** This font is used to draw the appointment text.
- **Banner Font** This font is used to draw the Time Banner.

OfficeTalk provides common print functionality in all Print dialog boxes. This functionality includes:

- Defining headers and footers
- Printer setup
- Preview capability

For more information on this common print functionality, see the **Printing** section in the **General OfficeTalk Features** chapter.

If you *preview* the Group Chart print out, with careful selection of fonts, OfficeTalk will display a preview output similar to that shown below:



Group Chart print preview

Creating a New Public Group

A *public* group is visible to all users. A public group may be made by a supervisor from within Supervisor Mode or from Group Diary Mode. For more information on creating a public group, see the **Group List** in the **Supervisor Mode** chapter.

Creating a New Personal Group

You can create a *personal* group by selecting **New Group** from the **Edit** menu.



Creating a new personal group

A Group dialog box will appear. The fields of the Group dialog box are described in the table below:

Field	Description
Group Name	This is the name of the group, for example, <i>Sales</i> , or <i>Support Team</i> .
Owner	This is the owner of the group. When you create a <i>personal</i> group, OfficeTalk automatically makes you the owner of the group. This means that only you (and any supervisors) are able to delete the group or edit its name or its members. Supervisors may only edit or delete your personal groups from within Supervisor Mode.
Non Members	These are users and resources who do not belong to the group.
Members	These are users and resources who belong to the group.

When you create a *personal* group (with you as the owner), it is hidden from all other users.

Editing a Group

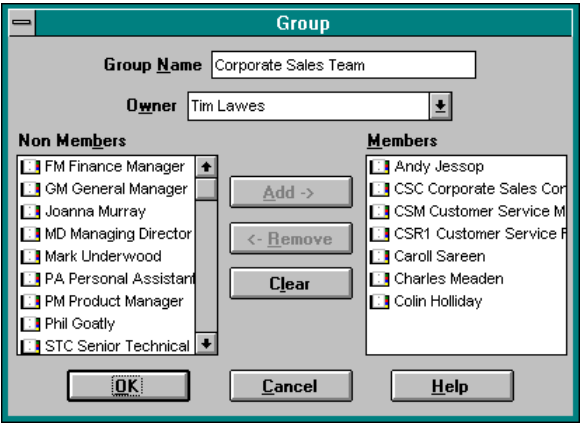
If you want to change the name of a group, change its members or change its owner then you must edit the group. There are two ways to edit an existing group: A supervisor may edit a group from within Supervisor Mode. For more information, see the **Group List** section in the **Supervisor Mode** chapter.

You may edit your own *personal* group from Group Diary Mode by selecting **Edit Group** from the **Edit** menu.



Editing a personal group

The Group dialog box will appear. Make the necessary changes and press **OK**.



Group dialog box

Deleting a Group

There are two ways to delete a group. Firstly, a group may be deleted by a supervisor from within Supervisor Mode. For more information, see the **Group List** section in the **Supervisor Mode** chapter.

You may delete your own *personal* group from Group Diary Mode by selecting **Delete Group** from the **Edit** menu.



Deleting a personal group

