

Window Buttons

With the exception of Notify Mode, all modes contain windows which have *Window Buttons*. Window Buttons are specific to the window to which they are attached. This chapter lists all the Window Buttons in each mode with a brief description of the button's functionality.

Supervisor Mode

-  Make a new item
-  Edit the currently selected item
-  Bins all selected items

Diary Mode

-  Zoom into the Daily Appointment Window
-  Zoom out of the Daily Appointment Window
-  Reminder on/off for selected appointment
-  Link the selected appointment or task to another item
-  Edit or create a note for the selected appointment
-  Create a new appointment or task
-  Edit the currently selected appointment or task
-  Bins all selected appointments or tasks
-  Select the previous date
-  Select the current date
-  Select the next date
-  Print the contents of the window
-  Maximise the window
-  Decrease the level of the selected tasks
-  Increase the level of the selected tasks
-  Mark the selected tasks as done

Group Mode

-  Zoom in
-  Zoom out
-  Print the contents of the window
-  Increment the offset day
-  Decrement the offset day
-  Select the previous date
-  Select the current date
-  Select the next date

Planner Mode

-  Link the selected planner to another item
-  Move forward one year
-  Move backward one year
-  Move forward one month
-  Move backward one month
-  Zoom in
-  Zoom out
-  Create a new planner key
-  Edit the currently selected planner booking or key
-  Delete the selected planner booking or key
-  Print the contents of the window
-  Maximise the window

Project Mode

-  Mark the selected project tasks as done
-  Show/Hide the slack time for each planned project task
-  Decrease the level of the selected project tasks
-  Increase the level of the selected project tasks
-  Sort the project tasks
-  Link the selected project task to another item
-  Edit or create a note for the selected project task
-  Zoom in
-  Zoom out
-  Create a new project task
-  Edit the currently selected project task
-  Delete all selected project tasks
-  Print the contents of the window

Meeting Mode

-  Zoom into the Multi Bookings Window
-  Zoom out of the Multi Bookings Window
-  Display names in the Multi Bookings Window

Contact Mode

-  Show contact groups containing the current record
-  Add to a contact group
-  Edit or create a note for the contact/company
-  Link the current company/contact/conversation to another item
-  Dial a company/contact
-  Hang up
-  Create a new company/contact

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Edit the current company/contact



Delete the current company/contact



Search for a company/contact/conversation



Goto the next address of the current company



Select a contact group/conversation filter



View companies only



View contacts only



View the next conversation in the list/thread



View the previous conversation in the list/thread



Print the contents of the window

Mail Mode



Create a new folder, bulletin board or recipient



Edit the currently selected folder or bulletin board



Bins the currently selected folder, bulletin board or message



Opens the currently selected folder



Link the current mail message to another item



Search for a mail message



Print the contents of the Mail Window



Mark selected recipients as To



Mark selected recipients as CC



Mark selected recipients as BCC



Clear all recipients