

# Window Buttons

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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

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Make a new item



Edit the currently selected item



Bins all selected items

## Diary Mode

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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

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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

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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

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- 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

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

## Contact Mode

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- 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

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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