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PURPOSE

DayWatch was written to provide personal information management in an easy to use yet feature rich environment

The program is designed to remind as well as keep track of events in a way that can look past today's events and generate lists of important upcoming events as well. DayWatch allows the user to view a list of events based on chronological order, selection of category or search criteria.

DayWatch also incorporates a daily journal with a flexible search function which can easily recall an entry or activity from a key word or phrase. The journal also allows up to 6 user defined data fields for day to day tracking of relevant information.

Among the other features incorporated into DayWatch are a full screen calendar with drag&drop editing, a date calculator, an event check-list, sound and picture association with events, a recurring forecast summary, customisable fonts, backup and restore and other selectable options.



Theory of Operation

DayWatch maintains lists of events that are keyed off of a due (or start) date.

By including a "# of notify" days with the event, DayWatch can begin reminding you of the events due date ahead of time. This allows you to focus on important events well in advance while not being distracted by other events until they become due.

Along with the main event list screen, DayWatch provides a full view calendar which allows "at-a-glance" overview of your schedule. This screen also allows adding and editing of events

See also:

Technical Info: [File Structures](#)



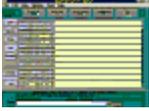
Benefits of Registration

Although only a couple of non-essential (but really neat) features have been left out of this shareware version, this version of DayWatch is free for you to use and evaluate for 30 days. After that, if you find this program useful, you must register this program for continued use.

Upon registering this program, your life will be filled with a multitude of bountiful rewards including but not limited to:

- * The latest full featured registered version of the program will be sent to you. I am continually updating and adding [NEW FEATURES](#) to this program.
- * Once you register, you will be eligible to receive free upgrades by simply downloading and using your registration key. Or, alternately, I will send registered users an upgrade for the cost of processing & mailing the disk.
- * An extended help file with graphics and more examples.
- * More rescheduling timeframes.
(Such as "the previous Monday from the 17th of every 3rd month" etc...)
- * An export function to allow you to transfer tracker data to a spreadsheet program for graphing and analysis.
- * The ability to save additional checklist items along with an event.
- * The ability to select different fonts and colors for each category. This allows for quick recognition of important events. You could, for example, set the font of the birthday category to Arial, bold, italic, 14 point and red color to make birthday events stand out when viewing an event list.
- * No more nag screens !
- * My eternal gratitude for supporting this SHAREWARE program.

How to Order: > [ORDERING INFORMATION](#)



Event List Screen

This is the main screen where lists of events are viewed, modified, added and deleted. For help on a particular area of this screen, choose from among the following:

[**Drop Down Menu Commands**](#)

[**View List Buttons**](#)

[**Event Editing Buttons**](#)

[**Editing Notes**](#)

[**Details Section**](#)



Event List: Drop-Down Menu

Commands

Drop-Down menus:

File

[Print](#)

[Exit](#)

Edit

[Copy](#)

[Add Event](#)

[Delete Event](#)

[Mark Done](#)

[Edit](#)

View

[Current Due](#)

[All Events](#)

[By Category](#)

[Done Events](#)

[QuickList](#)

[Calendar](#)

[Journal](#)

Options

[Set Path to Data](#)

[Edit Category Info](#)

[Quicklist Font/Color](#)

[Auto Reschedule](#)

[Strikethru Done](#)

[Include Done in Daily List](#)

[List By CategoryOptions...](#)

[Include Events](#)

[Only](#)

[Include Done](#)

[Only](#)

[Include Both](#)

[Auto Dsply Sound](#)

[Auto Dsply Picture](#)

[LoadFirst](#)

[Date Format](#)

[Disable Help Messages](#)

Tools

[Reschedule](#)

[Archive Done](#)

[Backup](#)

[Restore](#)

[Date Calculator](#)

Help

[Contents](#)

[Cant find Help](#)

[Info](#)

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Event List: View Buttons

These are the buttons across the top of the event list.
ViewList Buttons:

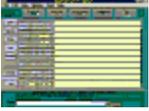
[Current Due](#)

[All Events](#)

[By Category](#)

[Completed](#)

[Find](#)



Event List: Edit Buttons

The Edit buttons are along the upper left edge of the event list screen

Edit Buttons Include:

[Add](#)

[Delete](#)

[Done](#)

[Un-Mark-Done](#)

[Edit](#)

[CheckList](#)



ADDING EVENTS

This command brings up the Add Event screen. Upon entry of this screen, You should first select a category to classify the event you are adding,. If you often include events in which the category is not important, you may want to create a "General To-Do List" category. See [Creating a New Category](#).

Below the category selection box is the event description field. You may type a maximum of 70 characters to describe the event. A note field is provided to include more information about the event.

You may next want to identify the type of event by clicking on one of the event type buttons. Depending on which type is selected, a dialog box may appear where the timeframe for recurring events can be specified . In this box you can select from Annual, Semi-annual, Weekly, Semi_weekly, Monthly, Semi-Monthly,Bi-Annual or Quarterly. The registered version also allows for user-defined timeframes such as "the next to the last Tuesday of every 4th month" etc.

Since all events are referenced by the due date (or start date), this field is required. The time of day is optional and is initially set to 7:00 am. For recurring and project span events, an end date field is displayed and is required for project span items. For recurring events, this field tells DayWatch when to quit rescheduling the event. If left blank the recurrent event gets rescheduled indefinitely.

The Completion Date is disabled when adding events.

The Notify Days field is used to tell DayWatch how many days before the due/start date to begin displaying the event in the current due list. This way, if you give an event a large number of days (say 30) then DayWatch will remind you of this events due date for 30 days preceding the event.

The priority selection is for defining a level of importance for the event. If set to 1, it will show up in red in the details section of the event list screen.

At the top of the add window are two buttons for attaching a sound and/or a picture to the event.

Selecting the sound button brings up a dialog box where the path to a sound (.WAV) file is selected.

Likewise, selecting the picture button brings up a dialog box where the path to a bitmap (.BMP) picture file is selected. These options only associate the name of the sound or picture files to the event and therefore do not make duplicate copies of the sound and picture files.



Creating a New Category

To create a new category, press the "New Category" button in the Add or Edit window. You can define the font name and size at this time.

You can also edit the category description, font and color (registered version) of an existing category by clicking on the "**Category Font/Color**" item under "**Options**" of the Event List window



Getting Started

When DayWatch starts-up, by default, the event list screen is displayed.

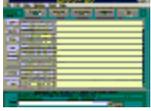
From here you can begin adding events of any type by clicking on the [Add](#) button.

While in the add screen you can define new categories for your events. DayWatch automatically creates 3 categories when first initialized: "Birthdays", "General To-Do list" and "Holidays".

You may want to experiment by adding some test events of different types and then viewing them in the event list and calendar screens. You can easily delete these events by clicking on their descriptions while in the event list screen and then clicking on the delete button.

DayWatch is very flexible in that it allows easy editing and deletion of event information so it's ok to experiment.

When you're ready to start entering actual event information you may want to click on the Options menu from the [Drop Down Menus](#) and set any default options at this time.



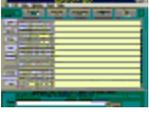
DELETEING EVENTS

To Delete an event:

- Select the event from the Event List screen by clicking on it one time.
- Click on the Delete Button.

Deletes the item from the Event or Done list. Once deleted, this item can not be recovered, it must be re-added.

To remove a group of events from the done list, see [Archiving Done Events](#).

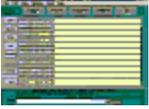


Disabling Help Messages

You can disable the help messages. (the messages that flash across the bottom of the screen as you move the mouse over various controls) by clicking on Disable Help Messages in the Options menu on the Event List window.

This also disables the help messages in the add/edit window.

To re-enable these messages just un-check this option.

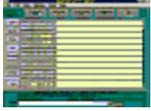


DATE FORMAT

This option allows for selection of the way dates are displayed.

Dates can be displayed in either Month Day Year format
or in Day Month Year format.

Condensed dates in some areas of the program are always displayed in
MM/DD/YYYY format for calculation purposes.



Details Section

The details section is automatically filled in with event information when an event is selected.

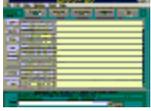
Along with the description are the category, priority, event type and timeframe information for recurrent and project span events. The first line of the notes are displayed along with a zoom button for better viewing and [Note Editing](#).

If the event is recurrent, a [Forecast](#) button is displayed. Clicking this button brings up a dialog where future occurrences of the event can be projected.

To the left of the Category description box is a checkbox for viewing recent update information about the event. This checkbox will toggle between viewing update information and category description.

If a sound file , picture or checklist is associated with the event, a button(s) will appear in the lower right of the details area. Clicking on the sound button will play the sound. Clicking on the picture button will display the picture and clicking on the checklist button will bring up the [Checklist](#) dialog for the event.

The word (DONE) will appear to the left of the event description for completed events.



Archiving Done Events

As time goes by, the number of items on the done list will continue to grow large enough that the list becomes unmanageable

This option allows you to off-load events from the done list that are no longer needed.

Done events on or before a specific date can be removed from the done list and appended to a separate file by using the "**Archive Done Events**" in the "**Tools**" Menu (Alt-T,A).

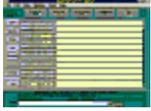
An input box will be displayed where you enter a date.

Once you click the "OK" button, another window will appear asking you to confirm that you want to perform this action.

If you select "Yes", all items on or before the date you previously entered will be moved from the "DONE.BIN" file and appended to the end of a file named "ARCHIVE.BIN".

At this time, there is no function to allow you to undo this operation and all notes associated with archived events are removed from the note file ("DW_MEMO.BIN").

Note: At this time, the only way to un-archive the done events is to use an editor to append the "ARCHIVE.BIN" file to the end of the "DONE.BIN" file. You will, however, still lose any attached notes or checklists.



DONE

Select an event and click the **Done** button to mark an event as done.
The following actions occur:

Prompts for a completion date (uses Due date as default)

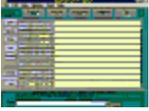
Removes item from event list or re-schedules a recurring event.

Places the event (or a copy of the event for recurring items) on the Done List.

See Also:

[Un-Mark Done](#)

[Special codes for recurring notes](#)

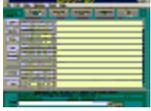


Un-Mark Done

Select an event and click the **Un-Mark Done** button to place an event back on the current event list.

When you Un-Mark an event as done, the following actions occur:

- Un-marks an event as done.
- Removes event from done list.
- Places event back on the event list.
- Removes completed date from the record.

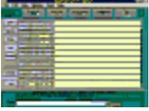


Edit

Brings up the edit screen for the selected event. Any information about the event can be modified from this window.

This window uses the same format as the [Add Event](#) window except that the completion date can be edited in this window.

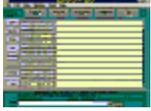
Related topics: [Editing Notes](#)
[Special codes for recurrent notes](#)
[Adding a CheckList](#)



Checklist button

This button on the event list screen allows you to add a [checklist](#) to a selected event (if it wasn't created when the event was added).

Once a checklist is attached to an event, a check button will appear in the lower right corner of the details area which will also give access to the checklist.



PRINT

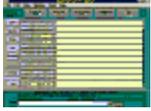
Prints the currently displayed list or the details of a selected item.

A dialog box is displayed where you can opt to print either the currently displayed event list or the details of a selected event.

If the entire list is selected then a 1-line description is printed for each event.

If the currently selected item is selected then all information, including the check-list items and notes about the event are printed.

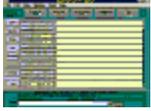
There is also a button that allows selection and setup of the printer in this dialog box.



EXIT

Quits the program.
Same as clicking on the **Quit** button.

Backup files are updated at this time, just before exiting.

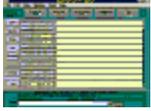


COPY

Copies the selected text to the clipboard.

Text is selected by clicking with the mouse on the text and then moving the mouse while still holding down on the left mouse button. The text should be highlighted at this point and can be copied.

Note that while viewing the event list screen, you can mark multiple events to be copied by using the Quick List view.

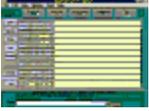


Current Due List

Builds a list of events that will become due within the number of notify days (as specified when adding the event). The following example illustrates which events will show up on the list:

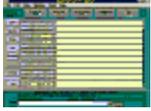
Assume the current date is July 1 and the following 4 items are in the event list. Items placed on the current due list are determined by the due date and the Notify days values.

Event #	Due Date	Notify Days	On Current Due List ?	Why ?
1	July 1	7	Yes	This event is due today and shows up regardless of notify days.
2	July 8	10	Yes	This event is due in 7 days which is within the # of notify days (10)
3	July 5	3	No	This event is due in 4 days which is not within the # of notify days (3) it will show up on the list starting tomorrow.
4	May 22	7	Yes	If this event is a rollover, it will continue to show up until marked done or deleted. * It will be automatically marked done if it is a 1 time event and will not show up on the list.



All Events List

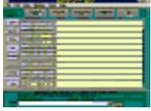
Builds a list containing **all** items in the EVENTS file.



List by Category

Builds a list containing all events of a specified category.

A selection window is displayed where the desired category is selected. Only categories which have events are displayed. A number is shown in parentheses indicating the number of events in each category. This number and the respective list is based on the "[List By Category Options](#)" selection.

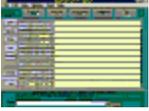


Setting the Path to Data Files

This option allows you to open or create a new set of data files by changing the location DayWatch uses to read its data.

A file path window box is displayed where the drive and path to another set of data files is selected..

An individual "DAYWATCH.INI" file is maintained in each directory. The options set under the "**Options**" menu and the labels for the tracker data are maintained in each .INI file.

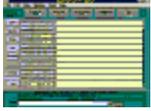


Manually Rescheduling Recurring events

This option causes DayWatch to scan through the EVENTS list and prompts the user for any recurrent items that need to be rescheduled. This is a convenient way to reschedule a large number of recurrent events if the [Auto Reschedule](#) option is not set.

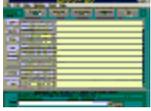
Note that this does not reschedule Recurrent-Rollover events as they need to be marked done individually.

If the Auto Reschedule option has been previously set, then DayWatch scans the events list each time the program is started and reschedules past due recurrent events automatically.



Bringing up Help Contents

This brings up the Windows Help system (what you are in right now) and displays the contents screen of the DayWatch help file. If you look up on the menu bar in the upper left, you will see a button that says "Contents". You can click on that now or any time you are in the help file to take you back to the contents screen.



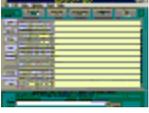
Editing Category Information

This brings up a window where you can select a category and change its description and font attributes or delete the category

Select the category you want to edit by clicking on the down arrow in the box labelled "Category". You can change the description in the box under the label "Make Description changes below". You can change the font name, color, size etc. by clicking on the "Select Font & Color" button(Registered version).

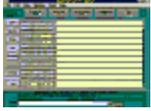
Any changes you make will be reflected in all events that are classified under this category. When you next view the event list screen, all events of the edited category will have their font attributes changed. This does not affect the fonts in the [Quick List](#) view since this list has the same font attributes for all items.

If you delete the category, you will be asked if you want to delete all events under this category. If you answer NO, then all events from this category will have an "Undefined" category until changed by an edit. If you answer YES, then all events and done events from this category will be deleted. If no events exist then the category will just be deleted, no questions asked.



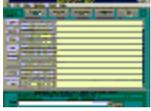
Program Information Window

Displays program information including the version number, current path to data, the backup path, the current working directory (where DayWatch looks for this help file), the number of items in the Event and Done files, the number of categories, the size of the note file and the last run date and time.



Quick List Font/Size/Color

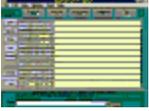
This brings up a dialog box where you can set the font name, size, color and attributes for the [Quick List](#). Since this view of the list cannot have multiple fonts, this option effects all items when viewing the Quick List.



Backing up your Data Files

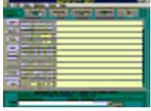
Displays a dialog box where you select a drive/path to store a backup copy of your data. The backup files are named differently from the user files and must be restored using the Restore option (or manually renamed and copied).

DayWatch automatically backs up your data each time you exit the program and stores the data in the same directory as your data path. This is referred to as the default backup data.



About

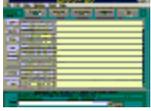
Displays the DayWatch Logo, version number and the shareware or registered label.



List of Done Events

Displays the list of done events.

All items from the DONE.BIN file are displayed. When an item is selected, you will notice that a "DONE" message will appear in the details area at the bottom of the screen. Also the Done button is changed to Un_Mark Done to allow you to place it back on the Events Due list.

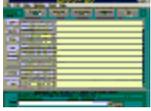


Auto Reschedule Option

This option, when checked, causes DayWatch to automatically scan and reschedule recurrent (type 1) events that are past due. This happens when the program is first loaded and again when exited.

Recurrent Rollover (type 5) events are not rescheduled with this option, they must be manually marked done from the event list screen.

If this option is unchecked, you can reschedule all recurrent events by selecting the **Manual Reschedule Recurrent** option under the **Tools** menu.

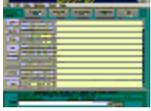


Restoring Backed-up Files

This option displays a dialog box where you specify what drive and directory to restore files from. **This action will overwrite the data files in the currently selected data path.**

The files must have been previously backed up with the [Backup](#) option under the **T**ools menu unless you are restoring from the default backup files.

To select the default backup files, set the backup path to be the same as the data path. Click on Help-Info to find the data path. - (Shown after the word "Path:")

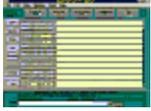


The Quick List View

This option causes DayWatch to Display the event lists in a quickly scrollable but less readable manner. This is used, primarily, to allow you to scroll through the event lists quickly if you are running Windows on a "slow" PC where the normal view performs sluggishly.

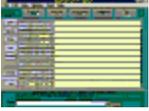
You can also select multiple items in this view for copying to the clipboard by dragging the mouse or using the shift and control keys while clicking.

This view does not allow for multiple fonts and is not aligned as neatly as the normal view. You can, however, set the font, color and size of this view with the [Quick List Font/Color](#) option under the **Options** menu.



Strike Through Done Events

This option tells DayWatch whether or not to display **done events** in strikethru (lined-out) format. This does not apply to the [Quick List](#) view.



The Calendar Window

This displays the list of events and/or done events in a full screen calendar view. Events can be edited or added from this window. Also you can view the Journal entry from this window by selecting the View Journal Entry check box.

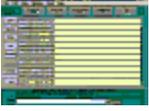


Including Done Events in a Daily List

When this selection is checked, events from the done list are added to the daily list in the Journals event list window and in the Calendar window (preceded by an asterisk to indicate done).

If left unchecked, then DayWatch only reads items from the events due list.

Note that archived events are removed from all lists.

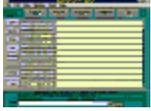


List By Category Options

This determines whether current and/or done events are included in the list-by-category selection. When you want to generate a list based on a specific category, you have the option of generating that list based on the items in the EVENTS list, the items in the DONE list or from both lists. This is useful if you define a category for a particular project and want to view the progress or generate a list of events to use as a check-off list.

This brings up a subset of menus where you select one of three options for including in the category list.

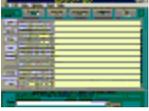
See: [Including Events Only](#)
[Including Done Only](#)
[Including Both](#)



Including Events Only in Category List

This causes DayWatch to include only the items from the EVENT file when you want to view upcoming events of a specific category.

When this option is selected, only categories that have one or more corresponding items in the event list are displayed to select from in the "Select Category" dialog box. The number of events for each category is displayed in parentheses after the category description.



Including Done events Only in Category List

This causes DayWatch to include only the items from the DONE file when you want to view done events of a specific category.

When this option is selected, only categories that have one or more corresponding items in the done list are displayed to select from in the "Select Category" dialog box. The number of done events for each category is displayed in parentheses after the category description.



Searching the Event and Done Lists

This brings up a dialog box where you can set options to generate a list based on a search of specific text. The options included in this dialog box are to search the Event list only, the Done list only or both lists. There is also a check box to include or exclude searching of the notes.

Start date and end date boxes can be filled in to further define the search criteria. If a start date is entered without an end date then all items on or after the start date will be included in the list.

Likewise, if an end date is given without a start date then all items on or before the end date will be included.

The Due/Start date is used for current events while the completion date is used for done events when specifying a date range.

Once the search has completed, a list of events will be generated that includes the search text specified.

Note 1: If the Search Notes option was selected, you may not see the search text in the generated list since the text found may be hidden in the notes for the event.

Note2: The search is not case sensitive. this means that if you type "And" as the search text (don't type the quotation marks), DayWatch will include "and", "AND", "And", "aNd", etc.

Note 3: The search includes any part of a word that the search text is found. If your Search Text is "And", then DayWatch will include "Andy", "Sand", "Panda", etc. You can circumvent this by surrounding the search text with spaces: " And ".



Technical Note: File Structures

At this time, DayWatch stores its files in normal, fixed field text and random file format. I am considering an export function which will convert the files to an Access database.

The files used by Daywatch are:

EVENTS.BIN- The list of events created by the add button on the main event list screen

DONE.BIN - The list of done events. As events are marked done they are removed from EVENTS.BIN and placed in this file. Recurring events generate a done record and place it in this file before rescheduling. Since this list can become quite large, a tool to archive part of this list is provided in the Tools menu of the event list screen.

ARCHIVE.BIN- Done events on or before a specified date are appended to this file when using the "Archive Done Events" tool.

DW_MEMO.BIN- This file contains all of the notes for items in the EVENTS and DONE lists. Notes attached to archived events are removed from this file.

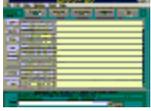
LOG-xxxx.NDX-This is an index file for journal entries. It contains pointers to the file LOG-xxxx.BIN where the actual text and tracker values for journal entries are kept. The xxxx is replaced by the year of the journal entry. This means that there are multiple journal files (one for each year). This method speeds the data access as journal entries are added.

LOG-xxxx.BIN- The actual data files that contain journal entries and tracker values. Its size is displayed in the status line of the journal entry screen. Read the above description for information on how this file is used.

IDCOUNT- This is a simple text file used to assign a unique ID number to each event. It is not recommended to alter this file.

PROJECTS.RND This is a random file (record length= 94 bytes) which contains the descriptions and font information for all categories. Modification of this file would create adverse results in the event lists and is discouraged.

CKLIST.BIN This is a binary file containing all the checklist items. Checklists attached to archived events are removed from this file.



Can't Find Help

This provides information on what to do if windows loads the help program then displays a message indicating that the help file can't be found.

This help file should be in the same directory as the *Working Directory* as defined in Program Manager's File-Properties dialog.



The CheckList Window

The checklist window allows you to maintain a sub-list of detail items associated with an event. The checklist can be created from the event add screen or by selecting an event on the Event List screen and clicking the Checklist button.

Each item in the checklist has 3 parts:

- A check-box for indicating the item as completed,
- A Date Completed box,
- A description box

Initially, only the description box will have information in it. Later, when you click on the check box, the description text is dimmed and lined-out to indicate its done status. The cursor then jumps to the date field where you can enter the completion date.

If you un-check the item, the completion date is blanked-out and the description text is returned to normal. If you delete all text from the description, the date and check boxes are cleared.

Clicking the PRINT button prints all information about the event including checklist items and the notes.

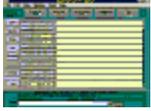
Clicking the CLEAR button erases all information in the checklist. If you click on this by accident, you can click on CANCEL to avoid erasing previously saved items.

Clicking on CANCEL closes the window without saving.

Clicking on the SAVE button saves the changes and closes the window.

Clicking on the Sort By Date sorts the items in ascending order by the date completed.

You can move items in the checklist by holding the Ctrl key while dragging the item with the left mouse button or by just dragging with the right mouse button.



Special Codes for Recurring Notes

DayWatch handles notes in the following ways when dealing with recurrent events:

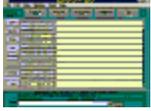
By default, the notes remain with the event and follow it to the done list. The newly rescheduled event has the note field blanked out.

By including the command **[ROLLFWD]** or **[RF]** somewhere in the note field, DayWatch will delete the notes from the event before placing it on the done list and insert the notes into the newly rescheduled event. This way, the notes stay with the event as it is rescheduled.

By including the command **[COPY]** or **[DUP]** somewhere in the notes, DayWatch will preserve the notes in the done event and place a copy of the notes in the newly scheduled event.

These commands can appear anywhere in the note field although you may want to place them on the first line by itself so you know they're there.

The square braces are required (no spaces between the braces and letters)



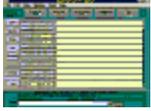
Contacting the Author

I can be reached by e-mail at:

CompuServe 72064,1161
Internet 72064.1161@compuserve.co
address: m
America On Line WizDan

Snail-mail:

Dan Houchell
P.O. Box 627
Foresthill, Ca. 95631



How to Register

The cost of registration is \$27.50 per copy.

You can register by printing the file named "ORDER.FRM" or clicking on the print order form button in the Shareware screen,

filling it out and sending a check (drawn on US funds) or money order to :

Dan Houchell

P.O. Box 627

Foresthill, Ca 95631

I also have this program registered with the CompuServe SWREG forum. If you have a CompuServe account, you can register by typing GO SWREG and entering the number assigned to this program.

The Registration number is: 8579

CompuServe will contact me with your registration and I will send you the latest version and key disk. .

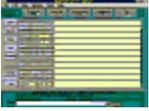


QuickDate Pop-Up Window

This is a quick method for navigating to a specific month and year.

This window is selectable from the Journal and Calendar windows. It allows the user to quickly select a month and year by just clicking on the selection buttons and then clicking OK.

This Pop-Up window always maintains the current year in the middle of the year window allowing for a 12-year selection range.



Start Up Screen

DayWatch Gives you the option of starting up in one of three screens. From the Event List under Options click on "LoadFirst" and select from among the 3 screens, Event List, Journal or Calendar. Once this option is set, DayWatch will open up the selected screen on subsequent start-up of the program.



Forecast:

The Forecast screen allows the user to display or print a projection for a recurrent event.

This screen is activated by clicking on the Forecast button in the details section of the event list screen. This button is visible for recurrent events only and appears when the user clicks on the event to display the event details.

Upon entering this screen, the user is prompted to enter the number of recurrences to project. This is the number of events generated in the forecast window.

This list is created by following the recurring timeframe rules as defined when adding or editing the event.

The list can then be copied to the clipboard (note that more than 1 item can be highlighted by using the shift and control keys when making selections), or the list can be printed.



Recurrent Timeframes

A Timeframe is the period of time from one occurrence of an event to another.

All recurrent timeframes are based on the Start/Due date field. For example, if the due date is set at 11/04/1995 and the recurrent timeframe is set to annual then the next due date will be 11/04/1996.

If the timeframe were set to monthly, then the next due date would be 12/04/1995 and recur on the 4th of subsequent months.

If the day of the month option were set to "Second Monday" then the day (04) would be ignored and the 2nd Monday of the month would be calculated for the next scheduled occurrence.

The timeframes labeled Previous, *Previous, Following and *Following operate as follows:

The next occurrence based on the date is calculated (eg 04), then the Previous or Following weekday is calculated. The asterisk "*" indicates that the first calculated date is ignored if it happens to be the day of week specified. If

*Following Tuesday is specified and the 4th falls on a Tuesday, then the date calculated would be the 11th.



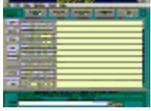
Date Calculator

The Date Calculator is a tool you can use to determine number of days and day of the week for a given date. You can also determine the date from a given number of days from the current date.

The calculator window has two sections:

In the first section you enter a date. You can use a variety of formats to enter the date such as 1-1, Jan 1 or 01/01/1995. You then click on the **Calculate** button. The calculator will display the number of days from the current date to the date entered. This can be a negative number if the date entered is earlier than the current date. The day of the week and date will also be displayed.

In the second section you enter a number, select either the **From Now is** or the **Ago Was** button and click on **Calculate**. The calculator will then display the date based on the number of days from the current date.



Ideas in the Works - Proposed New Features

I am basically open to suggestion where upgrades are concerned, additions/subtractions to/from this program will be in direct response to user requests. While I'm not terribly likely to create a full desktop publisher or spreadsheet subset to the program (at least not tonight) any and all suggestions will be considered for the next revision.

Among the ideas floating around the grey matter:

First, an upgrade to the 32 bit (Faster) version for Windows95.

Multiple phone books.

A network aware version.

Password protection / data encryption

OLE support.

More import/export formats.

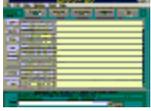
More and better print output formats.

"And/Or/Not" operators in the search function.

Date sensitive restore option:

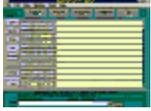
DayWatch has been designed with a current date/time stamp for each event, I may use this to facilitate a "Restore/Update" function which would allow updates that affect newer events only.

This way you could maintain 2 data sets (say one at home and one at work or on a notebook) and the restore function would write over only the most recently edited or added events rather than the entire file.



DISCLAIMER

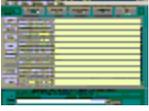
THIS SOFTWARE IS SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. THIS SOFTWARE BEARS NO WARRANTY OR PROMISE OF RETRIBUTION FOR ANY ADVERSE AFFECTS THAT MIGHT OCCURE AS A RESULT OF USING OR INABILITY TO USE IT. BECAUSE OF THE VARIOUS HARDWARE AND SOFTWARE ENVIRONMENTS INTO WHICH THIS PROGRAM MAY BE PUT, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. IN NO EVENT SHAL THE AUTHOR OR ANY ENTITY INVOLVED WITH THE CREATION, DISTRIBUTION OR PROMOTION OF THIS PRODUCT BE HELD LIABLE FOR ANY DAMAGES OR LOSS OF ANY KIND. GOOD DATA PROCESSING PROCEDURE DICTATES THAT ANY PROGRAM BE THOROUGHLY TESTED WITH NON-CRITICAL DATA BEFORE RELYING ON IT. THE USER MUST ASSUME THE ENTIRE RISK OF USING THE PROGRAM. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.



Auto Display Picture option

When this option is checked, any events with an associated picture will display the picture when the event is selected. This occurs when the user clicks on an event in the event list screen.

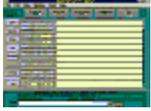
Note that this prevents editing of the event by the double-click method since the picture form is displayed upon the first click. (You can still edit the event by clicking on the Edit button or from the drop-down menu)



Auto Play Sound option

When this option is checked, any events with an associated sound will play the sound when the event is selected. This occurs when the user clicks on an event in the event list screen.

You must , of course, have some sort of sound device set-up to use this option.



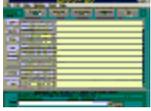
Include Both Option

This option, when checked, will generate a list that includes items on both the Event List and the Done List when you list events by a specific category.

If you have a category called "Public Meetings" selecting this option will generate a list that includes both events coming up and ones that have been marked as done.

You will also find that the number of items in the category selection window will reflect the sum of the two lists.

i.e. if there were 5 public meetings that have been marked as done and 3 more upcoming meetings then you will see (8) displayed after the category description.



Event List: Editing Notes

To edit the notes for an event:

Select the appropriate event list button (Current Due, All Events, etc.) and then click on the event. Details about the event will be displayed in the event details section at the bottom of the window.

You can edit the notes by clicking on the Edit button. This brings up the edit screen where you can edit the notes in the usual way. There are , however, 2 easier methods :

You can directly modify the notes by clicking inside the notes window and using the editing keys in the usual way. Since only 1 line at a time is visible you may want to use this method if you're just changing a couple of words. Changes are saved when you click anywhere outside the window.

Alternately, you can edit the notes by clicking the zoom button and using the edit keys and the edit menu commands (Cut, Copy, Paste) at the top of the zoom window. This is the most flexible method since the viewing area is greater and the editing options are available. (Closing this window saves the changes.)

For notes attached to a recurring event see: [Special codes for recurring notes](#)



Calendar

This screen displays events in a full view calendar layout. Events are partially displayed within the squares representing the days of the calendar month. Full details of the events can be displayed by clicking on the partial view. Double clicking brings up the Edit Screen for that event. Double clicking on a day of the month (on the numbers) brings up the Add Event Screen and sets the due date to that day.

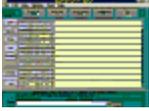
You can move events from one day to the next (within the month) by holding down the Ctrl key while dragging with the left mouse button or you can just drag with the right mouse button. (The item must first be selected by clicking once with the left button.)

The Journal entry for that day can also be displayed by checking the box in the lower left. The Journal entry display box is moved from right to left depending on the day of the month being viewed. To temporarily hide the journal display box (so you can select another day), simply click on the close button.

Under the Options drop-down menu are options to change the font and fontsize for the calendar. This lets the user shrink the font to get more of the event descriptions in the viewing area.

The user can also quickly jump to a month and year by using the [QuickDate](#) pop-up window.

Note: This screen will automatically adjust to resizing of the window so that all days are displayed if the window size is changed.



Journal

The Journal allows you to keep track of day to day events much like a diary or log book. You can record anything you might want to keep for future reference. The journal can be searched based on a key word or phrase within a start and end date you specify. The find function will stop on each date that contains the search text and a Find Next button will appear to allow further searching.

Note that a save indicator is found just below the text area. This shows the save status for the entry. If the entry has been saved, this indicator will have a green "+". If changes have not yet been saved, the indicator will show a red "-". Moving from one date to another automatically saves the entry - it is not necessary to click on the Save button but this will force a re-compaction of the journal log file.

There is also a Daily tracker that can be set up to record values you may wish to keep track of on a day to day basis. These values can then be exported (in a comma delimited text file) to a spread sheet program for analysis and graphing.

The tracker window also doubles as an event list window. There are two buttons just below this window for the user to select which information to view.

When the event list button is selected, all events due or done on the selected day are displayed in the window.

Just below the tracker window is a miniature calendar with the selected month. The date can be changed by clicking on the associated button on the calendar. If there is a due or done event on a particular day, the calendar button for that day will have 3-dots following the day number.

The user can also quickly jump to a month and year by using the [QuickDate](#) pop-up window.



DayWatch Terms

Term	Definition
Add Screen	The form in DayWatch where new events are created and added to the event list. This is where the type of event , date details and notes are created for the event.
Current Due	An event who's due date is within the number of "notify days" of the current date.
Details Area	The region at the bottom of the Event List window which displays detailed information about the selected (highlighted) event. This information includes the category, original due date, # of days elapsed since the due date, the type of event and notes about the event (with a zoom button to better view the event notes). there are also 3 buttons which can appear that indicate if there is an associated sound, picture or checklist.
Edit Screen	The form in DayWatch which lets you modify any information about the event.
Forecast	The generation of a list for a recurrent event. The list is comprised of a successive number of recurrences (user selected) calculated by the recurring timeframe for the event.
CheckList	A sub-list attached to an event that allows a check list of items associated with the event.
Project Span Item	An event which has a start and an end date and occurs each day in between. A vacation would be an example. All days from start to end appear on the calendar with a day counter (Day 1, Day 2, etc.) indicating the day number of the event.
Recurring Timeframe	The period of time between recurrent events. Defined for an event in the Add/Edit screen
Recurrent	An event which re-occurs on a periodic basis such as a weekly TV show or an annual event such as birthdays and holidays. Recurrent events can be automatically rescheduled once the due date has passed.

Recurrent Rollover	Same as a recurrent event except that the event does not get placed on the done list and rescheduled until it has been marked as done (from the event list window). Its rollover status appears as a daily reminder.
Rollover	An event which occurs 1 time. Its rollover status is updated and displayed in the event list as a daily reminder. This type of event does not get moved to the done list until marked as done.
1 Time Only	An event that occurs once and can not be rolled-over or rescheduled. For example, SuperBowl Sunday. This type of event is automatically sent to the done list once the due date has passed.
Tracker Values	Data that is entered in the Journal for recording information of importance to the user. There can be up to 6 different data fields that can be set-up in the journal. These Items can then be exported (registered version) along with the dates to a spreadsheet for graphing and analysis.

