Contents

Welcome to your Agenda's On-Line Help system. From here, you can navigate through the Help topics by pointing at a topic heading (they are easy to recognize because they are always underlined) and clicking it.

For Help on Help, Press **F1**.

Searching — People

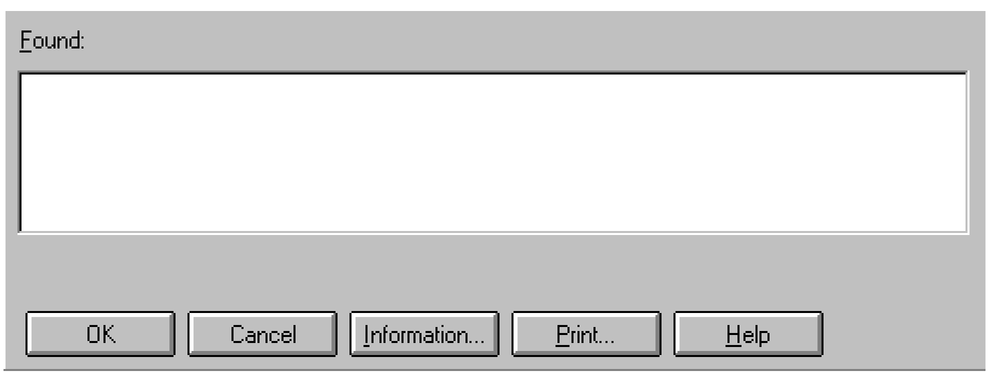
The Search dialog box will appear whenever you click . It will also appear if you select Search Directory from the Edit Menu. The People tab of the dialog box will allow you to look for people within the directory.

The Search dialog box will look slightly different depending on where you opened it from. There are three different versions of the Search dialog box:

- Single User Selection: This version of the Search dialog box opens when you click in a dialog box where you can only select one person or resource (for example, when you want to search for a user name in the Open an Agenda dialog box).
- Multiple User Selection: This version opens when you click in a dialog box where you can select several people or resources (for example, when you are using a People/Resources list, which can be found in many dialog boxes).
- Directory Search: This version opens when you choose Search Directory from the Edit Menu. In this case, you can only inform yourself about people and resources in your system.

Single User Selection

When you have chosen to search in a dialog box where you can only select one user (such as the Sign-in dialog box, or the Open an Agenda dialog box), the bottom half of the Search dialog box will look like this:



To search for and select a person, use the People tab of the dialog box and follow the steps below.

1. Type the person's last name. You do not have to type the whole name—a few letters are normally enough. If you don't type in any characters, your Agenda may give you the entire directory list. On some systems, however, you may get the message, "Surname string too short", in which case you will need to enter a few letters to start your search.

   You can also use any other search parameter, such as Organization unit, or domain.

2. Choose **Search**. The result of your search will then be listed in the Found list box.

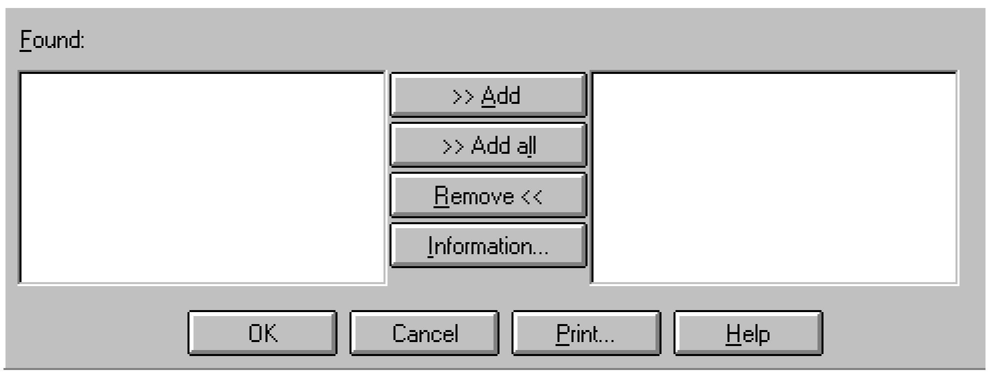
   - Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.

- Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
- You can print the result of your search by choosing **Print**.
- To find out more about a person, highlight the person's name in the list box and choose **Information**.
- If your Agenda finds more than 100 people, only a hundred names at a time will be listed. You can use the double arrow buttons next to the **Search** button to toggle back and forth between the lists of the first hundred names, the second hundred names and so on.

3. To select a person, highlight the person's name in the Found list box and choose **OK**.

Multiple User Selection

When you have chosen to search in a dialog box where you can select several users (for example, on the General tab of the New Agenda Entry dialog box), the bottom half of the Search dialog box will look like this:



To search for and select one or several persons, use the People tab of the dialog box and follow the steps below.

1. Type in one or more search parameters, such as a name, an Organization unit, or a domain.
If you choose to use a name as your search parameter, you do not have to type the whole name—a few letters are normally enough. If you don't type in any characters, your Agenda may give you the entire directory list. On some systems, however, you may get the message, "Surname string too short", in which case you will need to enter a few letters to start your search.

2. Choose **Search**. The result of your search will then be listed in the Found list box.

- Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
- Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
- To find out more about a person, highlight the person's name in the list box and choose **Information**.
- If your Agenda finds more than 100 people, only a hundred names at a time will be listed. You can use the double arrow buttons next to the **Search** button to toggle back and forth between the lists of the first hundred names, the second hundred names and so on.

3. To select users, highlight their names in the Found list box and click **Add**. The selected names will then appear in the Selected list box to the right.

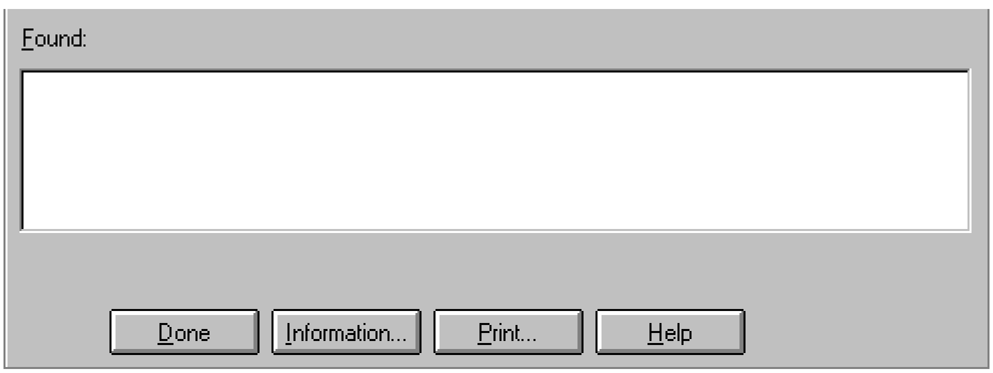
- You can highlight more than one name in the Found list box. To highlight a number of consecutive names in the list, hold down the Shift key and click the first and the last of the names. To highlight a number of non-consecutive names, hold down the Ctrl key when you click them. Once all the names that you want to select are highlighted, click **Add**.
- If you want to select all the listed names, choose **Add All**.
- You can also remove names that you have added. Highlight the name in the Selected list box and choose **Remove**.
- You can print a list of the people and resources that you have selected so far by choosing **Print**.

4. When you have finished working on the People tab in the Multiple User version of the Search dialog box, you can go on to the other tabs to select resources and groups. The people that you have selected on this tab of the dialog box will remain listed in the Selected list box throughout, unless you remove them (which you can still do while working on another tab in the dialog box).

5. Once all the people and resources that you want to select are listed in the Selected list box, choose **OK**, and they will automatically be included on the list of people/resources that you were working on when you opened the Search dialog box.

Directory Search

When you have opened the Search dialog box with the command Search Directory from the Edit Menu, the bottom half of the dialog box will look like this:



In this version of the Search dialog box you can not select a person's name to use it in a list or an edit box. The Search Directory command simply gives you quick access to the System Directory, so that you can inform yourself about the people, resources and groups on your system.

To search for a person, use the People tab of the dialog box and follow the steps below.

1. Type the person's last name. You do not have to type the whole name—a few letters are normally enough. If you don't type in any characters, your Agenda may give you the entire directory list. On some systems, however, you may get the message, "Surname string too short", in which case you will need to enter a few letters to start your search.

You can also use any other search parameter, such as Organization unit, or domain.

2. Choose **Search**. The result of your search will then be listed in the Found list box.

- Those users appearing with an (F) next to their name are foreign users. They don't have an

Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
- Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
- You can print the result of your search by choosing **Print**.
- To find out more about a person, highlight the person's name in the list box and choose **Information**.
- If your Agenda finds more than 100 people, only a hundred names at a time will be listed. You can use the double arrow buttons next to the **Search** button to toggle back and forth between the lists of the first hundred names, the second hundred names and so on.

3. Choose **Done** when you are done with your Directory Search

See Also:

Searching — Resources
Searching — Groups
Selecting Several Users

Searching — Resources

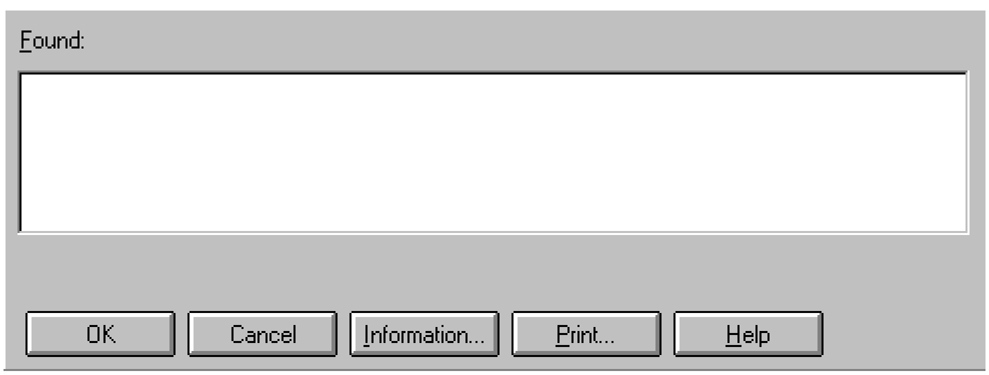
The Search dialog box will appear whenever you click . It will also appear if you select Search Directory from the Edit Menu. The Resource tab of the dialog box will allow you to look for resources within the directory.

The Search dialog box will look slightly different depending on where you opened it from. There are three different versions of the Search dialog box:

- Single User Selection: This version of the Search dialog box opens when you click  in a dialog box where you can only select one person or resource (for example, when you want to search for a user name in the Open an Agenda dialog box).
- Multiple User Selection: This version opens when you click  in a dialog box where you can select several people or resources (for example, when you are using a People/Resources list, which can be found in many dialog boxes).
- Directory Search: This version opens when you choose Search Directory from the Edit Menu. In this case, you can only inform yourself about people and resources in your system.

Single User Selection

When you have chosen to search in a dialog box where you can only select one user (such as the Sign-in dialog box, or the Open an Agenda dialog box), the bottom half of the Search dialog box will look like this:



To search for and select a resource, use the Resources tab of the dialog box and follow the steps below.

1. Type the resource's name or number as the search parameter.
You do not have to type the whole name—a few letters are normally enough. Your Agenda will also accept searches for resources without search parameters. If you don't type in any characters, your Agenda will list all available resources.

2. Select the Local resources only check box if you don't want to display remote resources.

3. Choose **Search**. The result of your search will then be listed in the Found list box.

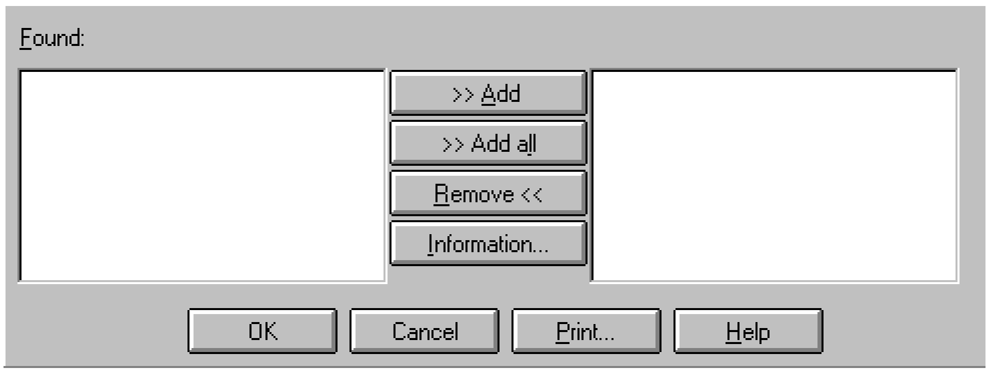
   - Those resources appearing with an (R) or other notes in brackets next to their name are remote resources. They are on a different server. Often the note in brackets will indicate on what server

or in what department the resource is located.
- You can print the result of your search by choosing **Print**.
- To find out more about a resource, highlight the resource's name in the list box and choose **Information**.

4. To select a resource, highlight the resource's name in the Found list box and choose **OK**.

Multiple User Selection

When you have chosen to search in a dialog box where you can select several users (for example, on the General tab of the New Agenda Entry dialog box), the bottom half of the Search dialog box will look like this:



To search for and select one or several resources, use the Resources tab of the dialog box and follow the steps below.

1 Type a resource's name or number as the search parameter.
You do not have to type the whole name—a few letters are normally enough. Your Agenda will also accept searches for resources without search parameters. If you don't type in any characters, your Agenda will list all available resources.

2. Select the Local resources only check box if you don't want to display remote resources.

3. Choose **Search**. The result of your search will then be listed in the Found list box.

- Those resources appearing with an (R) or other notes in brackets next to their name are remote resources. They are on a different server. Often the note in brackets will indicate on what server or in what department the resource is located.
- To find out more about a resource, highlight the resource's name in the list box and choose **Information**.

4. To select resources, highlight their names in the Found list box and click **Add**. The selected names will then appear in the Selected list box to the right.

- You can highlight more than one name in the Found list box. To highlight a number of consecutive names in the list, hold down the Shift key and click the first and the last of the names. To highlight a number of non-consecutive names, hold down the Ctrl key when you click them. Once all the names that you want to select are highlighted, click **Add**.
- If you want to select all the listed names, choose **Add All**.
- You can also remove names that you have added. Highlight the name in the Selected list box and choose **Remove**.

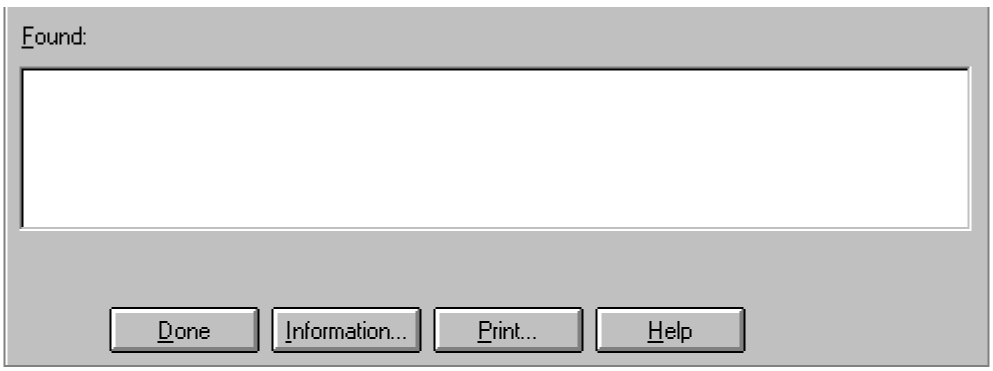
- You can print a list of the people and resources that you have selected so far by choosing **Print**.

5. When you have finished working on the Resources tab in the Multiple User version of the Search dialog box, you can go on to the other tabs to select people and groups. The resources that you have selected on this tab of the dialog box will remain listed in the Selected list box throughout, unless you remove them (which you can still do while working on another tab in the dialog box).

6. Once all the people and resources that you want to select are listed in the Selected list box, choose **OK**, and they will automatically be included on the list of people/resources that you were working on when you opened the Search dialog box.

Directory Search

When you have opened the Search dialog box with the command Search Directory from the Edit Menu, the bottom half of the dialog box will look like this:



In this version of the Search dialog box you can not select a resource's name to use it in a list or an edit box. The Search Directory command simply gives you quick access to the System Directory, so that you can inform yourself about the people, resources and groups on your system.

To search for a resource, use the Resources tab of the dialog box and follow the steps below.

1. Type the resource's name or number as the search parameter.
   You do not have to type the whole name—a few letters are normally enough. Your Agenda will also accept searches for resources without search parameters. If you don't type in any characters, your Agenda will list all available resources.

2. Select the Local resources only check box if you don't want to display remote resources.

3. Choose **Search**. The result of your search will then be listed in the Found list box.

   - Those resources appearing with an (R) or other notes in brackets next to their name are remote resources. They are on a different server. Often the note in brackets will indicate on what server or in what department the resource is located.
   - You can print the result of your search by choosing **Print**.
   - To find out more about a resource, highlight the resource's name in the list box and choose **Information**.

4. Choose **Done** when you are done with your Directory Search

See Also:

Searching — People
Searching — Groups
Selecting Several Users

Searching — Groups

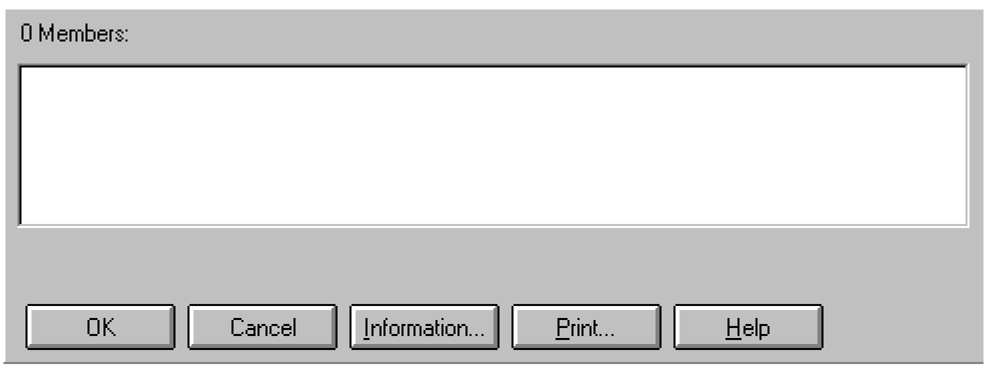
The Search dialog box will appear whenever you click . It will also appear if you select Search Directory from the Edit Menu. The Group tab of the dialog box will allow you to look for groups within the directory.

The Search dialog box will look slightly different depending on where you opened it from. There are three different versions of the Search dialog box:

- Single User Selection: This version of the Search dialog box opens when you click in a dialog box where you can only select one person or resource (for example, when you want to search for a user name in the Open an Agenda dialog box).
- Multiple User Selection: This version opens when you click in a dialog box where you can select several people or resources (for example, when you are using a People/Resources list, which can be found in many dialog boxes).
- Directory Search: This version opens when you choose Search Directory from the Edit Menu. In this case, you can only inform yourself about people and resources in your system.

Single User Selection

When you have chosen to search in a dialog box where you can only select one user (such as the Open an Agenda dialog box), the bottom half of the Search dialog box will look like this:



To search for groups and select a member of a group, use the Groups tab of the dialog box and follow the steps below.

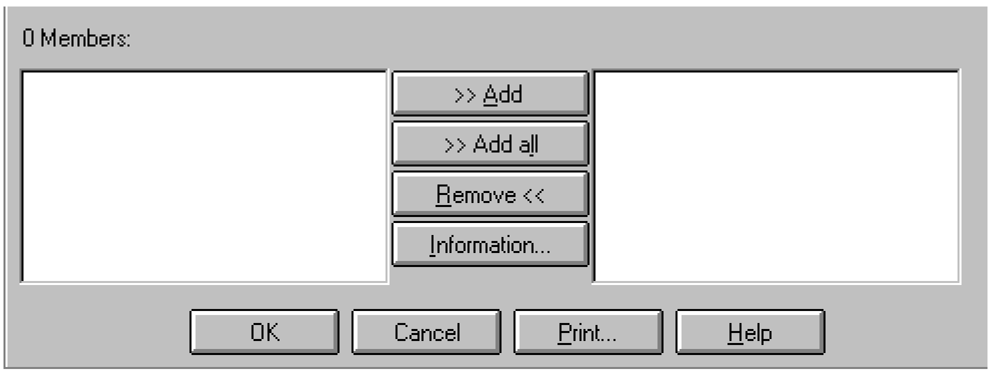
1. Choose the group types you want to display by selecting the appropriate check boxes.
2. Choose **Search**. The result of your search will then be listed in the Groups available list box.
3. Select a group by clicking it in the Groups available list box. Its members are displayed in the Members list box.
    - Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
    - Those users appearing with an (R) or other notes in brackets next to their name are remote

users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
- You can print a list of the selected group's members by choosing **Print**.
- To find out more about a group member, highlight the member's name in the list box and choose **Information**.

4. To select a group member, highlight the member's name in the Members list box and choose **OK**.

Multiple User Selection

When you have chosen to search in a dialog box where you can select several users (for example, on the General tab of the New Agenda Entry dialog box), the bottom half of the Search dialog box will look like this:



To search for groups and select one or several members of a group, use the Groups tab of the dialog box and follow the steps below.

1. Choose the group types you want to display by selecting the appropriate check boxes.

2. Choose **Search**. The result of your search will then be listed in the Groups available list box.

3. Select a group by clicking it in the Groups available list box. Its members are displayed in the Members list box
.
- Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
- Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
- To find out more about a group member, highlight the member's name in the list box and choose **Information**.

4. To select group members, highlight their names in the Members list box and click **Add**. The selected names will then appear in the Selected list box to the right.

- You can highlight more than one name in the Found list box. To highlight a number of consecutive names in the list, hold down the Shift key and click the first and the last of the names. To highlight a number of non-consecutive names, hold down the Ctrl key when you click them. Once all the names that you want to select are highlighted, click **Add**.
- Choose **Add All** to select the whole group.
- You can also remove names that you have added. Highlight the name in the Selected list box and

choose **Remove**.
- You can print a list of the people and resources that you have selected so far by choosing **Print**.

5. When you have finished working on the Groups tab in the Multiple User version of the Search dialog box, you can go on to the other tabs to select resources and people. The group members that you have selected on this tab of the dialog box will remain listed in the Selected list box throughout, unless you remove them (which you can still do while working on another tab in the dialog box).

6. Once all the people and resources that you want to select are listed in the Selected list box, choose **OK**, and they will automatically be included on the list of people/resources that you were working on when you opened the Search dialog box.

Directory Search

When you have opened the Search dialog box with the command Search Directory from the Edit Menu, the bottom half of the dialog box will look like this:

In this version of the Search dialog box you can not select a group member's name to use it in a list or an edit box. The Search Directory command simply gives you quick access to the System Directory, so that you can inform yourself about the people, resources and groups on your system.

To search for groups, use the Groups tab of the dialog box and follow the steps below.

1. Choose the group types you want to display by selecting the appropriate check boxes.

2. Choose **Search**. The result of your search will then be listed in the Groups available list box.

3. Select a group by clicking it in the Groups available list box. Its members are displayed in the Members list box.

   - Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
   - Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
   - You can print a list of the selected group's members by choosing **Print**.
   - To find out more about a group member, highlight the member's name in the list box and choose **Information**.

4. Choose **Done** when you are done with your Directory Search

See Also:

Searching — People
Searching — Resources
Selecting Several Users

Selecting Several Users

You have three search options in the Search Dialog box for selecting user names. You can select user names from a list of people, a list of resources, or a list of groups. Each search option has a tab that you can click.

Selecting from a list of people

1. Type a the person's last name. You do not have to type the whole name—a few letters are normally enough. If you do not type in any characters, your Agenda may give you the entire directory list. On some systems, however, you may get the message, "Surname string too short", in which case you will need to enter a few letters to start your search.

   You can also use any other search parameter, such as Organization unit, or domain.

2. Choose **Search**. The result of your search is then listed in the Found list box.

3. Highlight one or several names in the Found list box, and choose **Add** to select them. To highlight a number of consecutive names in the list, hold down the Shift key and click the first and the last of the names. To highlight a number of non-consecutive names, hold down the Ctrl key when you click them.
   Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
   Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
   If you want to select all the listed names, choose **Add All**.
   You can also remove names that you have added. Highlight the name in the Selected list box and choose **Remove**.

Selecting from a list of resources

1. Type the resource name or number as the search parameter.
   You do not have to type the whole name—a few letters are normally enough.

2. Select the Local resources only check box if you don't want to display remote resources.

3. Choose **Search**. The result of your search is then listed in the Found list box.

4. Highlight one or several resource names in the Found list box, and choose **Add** to select them. To highlight a number of consecutive resources in the list, hold down the Shift key and click the first and the last of the resources. To highlight a number of non-consecutive resources, hold down the Ctrl key when you click them.
   Those resources appearing with an (R) or other notes in brackets next to their name are remote resources. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
   If you want to select all the listed resources, choose **Add All**.
   You can also remove resources that you have added. Highlight the resource's name in the Selected list box and choose **Remove**.

Selecting from a group

1. Select the group types you want to display.

2. Choose **Search**. The result of your search is then listed in the Groups available list box.

3. Select a group in the Groups available list box.

4. Select group members. Highlight one or several names in the Members list box, and choose **Add** to select them. To highlight a number of consecutive names in the list, hold down the Shift key and click the first and the last of the names. To highlight a number of non-consecutive names, hold down the Ctrl key when you click them.
   Choose **Add All** to select the whole group.
   Those users appearing with an (F) next to their name are foreign users. They don't have an Agenda. You can still invite them to Entries—they will receive an e-mail notice of the invitation.
   Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
   You can remove names that you have added. Highlight the name in the Selected list box and choose **Remove**.

Signing In

When you open your Agenda, you will see a dialog box asking you to sign in.

You can work on your Agenda on-line or off-line. To use your Agenda on-line, you must be connected to your server. To be able to use your Agenda off-line, you must first configure your Off-line Agenda. This you can do in the Off-line Agenda Configuration dialog box when opening the Off-line Agenda for the first time, or in the Off-line Preferences dialog box while you are working on-line.

Working On-line

1. Enter your user name (the name by which the system knows you).
   You can search for your name by choosing .
2. Enter your password.
3. Enter the name of your server. You can either type it in yourself, or select one of the servers from the pull-down menu that will appear when you click the arrow to the right of the edit box.
4. Choose **OK**.

Working Off-line

1. Enter your user name.
2. Enter your password.
3. Choose "Off-line" from the pull-down menu that appears when you click the arrow to the right of the server edit box.

See Also:

Off-line Preferences
Searching for Your User Name
Off-line Agenda Configuration

Signing in from your Off-line Agenda

If you choose to switch to your On-line Agenda while working in your Off-line Agenda, you will be asked to sign in again. This will connect you to the server and open your On-line Agenda.

1. Enter your user name (the name by which the system knows you).

   You can search for your name by choosing .

2. Enter your password.

3. Enter the server name. You can either type it in yourself, or select one from the pull-down menu that will appear when you click the arrow to the right of the edit box.

4. Choose **OK**.

See Also:

Searching for Your User Name

Searching for Your User Name

If you are unsure of your User Name, click  in the Sign-In dialog box to search for it.

You can open an Agenda under another person's or a resource's user name. Note, however, that you must be able to supply the correct password.

Selecting from a list of people

1. Type the person's last name. You do not have to type the whole name—a few letters are normally enough. If you do not type in any characters, your Agenda may give you the entire directory list. On some systems, however, you may get the message, "Surname string too short", in which case you will need to enter a few letters to start your search.

   You can also use any other search parameter, such as Organization unit, or domain.

2. Choose **Search**.
3. Select your user name from the Found list box.
   Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
4. Choose **OK**.

Selecting from a list of resources

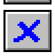
1. Type the resource's name or number as the search parameter.
   You do not have to type the whole name—a few letters are normally enough.
2. Choose **Search**.
3. Select a name from the Found list box.
   Those resources appearing with an (R) or other notes in brackets next to their name are remote resources. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.
4. Choose **OK**.

Managing Groups

The Group Management dialog box (Edit Menu, Manage Groups) allows you to add and modify groups of users.

Creating a New Group

1. To create a new group, type the group's name in the Add group edit box. Specify what type of group it will be, choose one of the alternatives from the pull-down menu that appears when you click the arrow to the right of the edit box.

2. Choose  to accept the addition. This will add the name to the list of groups available.
   Choose  to cancel the addition. This will erase the group name from the edit box. It will not be added to the list of groups available.

Modifying an Existing Group's Name and/or Group Type

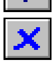
1. To edit a group, select it from the list in the list box. It's name and group type will then appear in the Modify selected group edit box, where you can edit them.

2. Choose  to accept the changes. This will modify the group's name and/or group type on the list of groups available.
   Choose  to cancel the changes. This will erase the group name from the edit box. No changes will be made to the list of groups available.

Adding Members to a New or Existing Group

1. To add members to a new or existing group, select a group from the list in the list box.

2. Add group members to a new or existing group using the edit box to the right. Enter the names of the people or resources you wish to add to the group into the edit box one at a time.
   Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in department the user is located.

3. Choose  to accept the addition. This will add the user to the list of group members.
   Choose  to cancel the addition. This will erase the name from the edit box. No change will be made to the list of group members.

4. To print out a list of groups, choose **Print Groups**. The print-out will contain a list of all groups, with a list of each group's members (up to a maximum of 50 members).

5. To print out a list of the members of a specific group, select the group and choose **Print members**. The print-out will contain a list of all the group's members.

6. Choose **OK**.

Deleting Members from an Existing Group

1. To delete members from an existing group, select the group from the list in the list box.
2. A list of the group's members will appear in the right-hand list box.
3. Select the name of the person or resource you want to delete from the group.
4. Choose **Delete Member**.

Deleting a Group

1. To delete a group, select the group from the list in the list box.
2. Choose **Delete Group**.

See Also:

Adding Names

Off-line Preferences — Location

You can use your Agenda on-line or off-line. Before you can use your Agenda off-line you must configure your Off-line Agenda, which you can do either here while working on-line, or when you sign in to the Off-line Agenda for the first time.

The Off-line Preferences dialog box (Edit Menu, Preferences, Off-line) lets you choose preferences for your Off-line Agenda.

To be able open your Agenda off-line, you must first determine the off-line file name. You can use the Location tab of the dialog box to do this.

1. Choose where to store your Off-line Agenda. You can store the file in any directory.
Click **Browse** if you want to look for directories and files.

2. Choose "Create directory if none exists" if you want to place your downloaded file in a new directory.

Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also:

Off-line Preferences — People/Resources
Off-line Preferences — Download Preferences
Off-line Preferences — Groups
Off-line Reconciliation Preferences

Adding Names

Whenever you need to create or modify a list of people, groups or resources (such as when you are inviting people or resources to an Entry), you will see this:

To add a person:
Type the person's name or initials in the Add edit box. If you do not know the name, but you do have other information (such as an organizational unit or part of the name), you can choose  to open the Search dialog box.

You can also enter Organization units with the user's name. Organization units must be separated from the name and from each other by slashes. For example:

- John Smith/CORP/MKTG/EXT

or

- John Smith/OU1=CORP/OU2=MKTG/OU3=EXT.

If you do not include the "OU=", the Organization units must be entered in their correct sequence. If you enter:

- John Smith/EXT

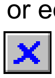
your Agenda will assume EXT is the first Organization unit. However, if you enter:

- John Smith///EXT

your Agenda will understand that EXT is the third Organization unit. The spaces provided by the other two slashes insert two empty Organization units.

Depending on your set-up, a person may have as many as four Organization units.

Once you have entered the name or initials in the edit box:

- Choose  to accept the addition. This will add the person to the list of people/resources you are creating or editing.
- Choose  to cancel the addition. This will erase the person's name from the edit box. They will not be added to the list of people/resources you are creating or editing.

If your Agenda can't find one unique name with the search parameters you have entered, a dialog box containing a list of possible names will open. Select the correct name from this list and choose **OK**. The selected name will be added to the list you are working on.

NOTE: If a person's name has a blank character in it, either in the person's first name (like "Mary Jane") or in his or her surname (like "Wilson Smith"), you must type in a ^ character (Shift + 6) instead of the blank space when you enter that person's name. Otherwise your Agenda will not understand which name is which. For example:

- Write Mary^Jane Johnson, instead of Mary Jane Johnson;
- Write Peter Wilson^Smith, instead of Peter Wilson Smith.

To add a resource:

To add a resource to the list, type r:, re:, or res: followed by the resource's name. If you do not know the resource's name, but you do have other information (such as an organizational unit or part of the name), you choose to open the Search dialog box.

You can also enter the resource's number, with or without its name. The number must be separated from the resource name by a slash. For example:

- r:Meeting Room/R3535-1

If you wish to enter only the resource number, without the resource name, it must be preceded by a slash. For example:

- r:/R3535-1

Once the name is in the edit box:

- Choose to accept the addition. This will add the resource to the list of people/resources you are creating or editing.
- Choose to cancel the addition. This will erase the resource's name from the edit box. They will not be added to the list of people/resources you are creating or editing.

To add a group:

To add a group to the list, type g:, gr:, or grp: followed by the group's name.

Once the name is in the edit box:

- Choose to accept the addition. This will add all members of the group to the list of people/resources you are creating or editing.
- Choose to cancel the addition. This will erase the group's name from the edit box. They will not be added to the list of people/resources you are creating or editing.

You can also choose to select a group.
Or, choose , which will open the Search dialog box, allowing you to search for the group you wish to invite.

See Also:

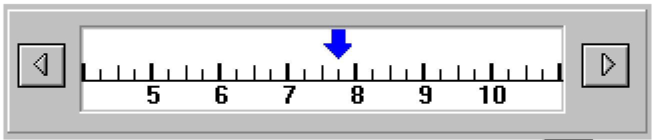
Searching—People
Searching—Resources
Searching—Groups
Select a Group
Group Management

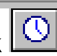
Several Names Match

When you sign in to your Agenda, or when you're adding a name to a list, several names may match the one you have entered. For instance, if you type in only SMITH, you may find there are several Smiths, a Smitham and a Smithson with Agendas in your company. If this is the case, your Agenda will display a dialog box telling you the name is not unique, and ask you to select one from the list of possibilities. Those users appearing with an (R) or other notes in brackets next to their name are remote users. They are on a different server. Often the note in brackets will indicate on what server or in what department the user is located.

Simply select the correct name and choose **OK**.

Time Selection



The Time Control is displayed when you click  next to a Time box.

This is another way of setting the time in a Time box:

1. Select the left or right arrow, until the blue arrow is aligned with the desired time—the Time Control is set to move in one-hour intervals when you click the arrows. The time you have selected will be displayed in the corresponding Time box.

   You can also click the blue arrow and drag it until it points at the desired time. When you choose to do this, the Time Control moves in 15-minute intervals.
   Finally, if the desired time is visible in the Time Control, you can simply click it directly on the Time scale to select it.

2. Choose **OK**.

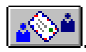
Replying to an Invitation

You can reply to Agenda Entries that appear in your In-tray, stating whether or not you will attend. For Day Events, Daily Notes and Holidays you can decide whether or not to keep them in your Agenda.

When you double-click an Entry in your In-tray, you will either get to a reply dialog box or to the View Entry dialog box, depending on how you have set your Preferences (Edit Menu, Preferences, In-tray).

If you are replying to an Agenda Entry:

1. Select the appropriate message from the list. (I will attend, I will not attend, or I will confirm later). The message "I would prefer another time" can accompany any of the options.

To send an e-mail message with your reply, click .

2. Choose **OK**.

If you are replying to a Day Event, Daily Note or Holiday:

1. Select from the list one of the three options:

- Keep in Agenda.
- Remove from Agenda.
- Decide later.

2. Choose **OK**.

See Also:

Mail Message
In-tray Preferences — New Entries

Adding Holidays

You can only enter Holidays into the Agenda if you have been given special authorization to do so.

On your Daily and Weekly Agenda pages, Holidays will be displayed in the Notes View. They will appear next to the date on the Monthly Agenda page. This icon indicates a Holiday: . Holidays received from others will appear in the New Entries folder of your In-tray, where you can decide whether or not to keep them in your Agenda.

If you are authorized to add and delete company Holidays, you can do this in the Holidays dialog box, which is displayed when you choose Holidays from the Edit Menu.

1. Type the name of the Holiday in the Title box.

2. Enter the date by either:

    - using the arrows to the right of the date box to scroll the date up or down; or,
- choosing the calendar button to the right of the date box.

3. Choose to accept the new Holiday. This will add the Holiday to the list of Holidays in the system.

    Choose to cancel the new Holiday. This will erase the Holiday from the edit box. It will not be added to the list of Holidays in the system.

4. Your Holidays will appear in the list box. You can sort them by date or by title.

    Select the appropriate button:
    - Sort by date
    - Sort by title.

5. Delete a Holiday by selecting it in the list box and choosing **Delete**.

6. Choose **OK** when you have finished.

NOTE: You can not edit Holidays. If you want to make changes to a Holiday, you have to delete it and add a new version of it.

See Also:

Replying to an Invitation

Name Formats

You can choose your name and resource formats using the Names tab of the General Preferences dialog box (Edit Menu, Preferences, General).

1. Set the format in which you want names to appear. Click the arrow to the right of the box to see the format option. Select one. Check the Generation box if you want the Agenda to include any possible generational suffix when displaying names (for example: John Smith **III**).

2. Select how you want your Organization units and other organizational information displayed. You can choose between:

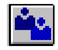
   - Use Separator: items will be separated from the name and each other by slashes, without codes for what they indicate.
   - Display Org. Field: items will include codes for what they indicate (i.e. OU# = for Organization units, C= for Country, A= for Administrative Domain, etc.)

3. Select which Organization units and what other information (Organization, Country and Domains) you want to appear next to the name. Check the appropriate boxes.

4. Set the format in which you want resources to appear. You can chose between having the Agenda display only the resource's name, or both its name and number in the order of your choice. Check the box you prefer.

Choose **OK** only when you have finished with all the tabs of the dialog box.

Selecting a Group

The Select a Group dialog box is displayed when you click  next to an Add edit box (for instance, when you invite people/resources to an Entry). Here you can choose a group you want included in the list of people/resources underneath the Add edit box.

1. In the Groups Displayed box, you select the group types you want to see.

2. Select a group from the Groups Available list box. The group members' names will appear in the Group Members box.

3. To print out a list of groups, choose **Print Groups**. The print-out will contain a list of all groups, with a list of each group's members (up to a maximum of 50 members).

4. To print out a list of the members a specific group, select the group and choose **Print members**. The print-out will contain a list of all the group's members.

5. Choose **OK** to include the selected group's members on the list of people/resources you are working on.

See Also:

Adding Names
Group Management

The Print Dialog Box

This dialog box lets you choose a print layout, the range of dates for which you want your Agenda pages printed, and which types of Agenda pages you want printed.

Your Agenda will print the Agenda you have selected. For example, if you have your own Agenda and the Agendas of other users opened at the same time, the Agenda that is active will be printed when you choose Print from the File Menu or  on the toolbar.

1. Select the layout you want to use. Click the arrow to the right of the box to see the available format choices. Select one.

2. If you want to customize your layout, choose **Options**. This will call up the Layout Options dialog box.

3. Choose the range of dates for which you want to print Agenda pages. Set each date either by using the two arrows to the right of the box, or by choosing the calendar button.

4. Choose which types of Agenda pages you want to print, by clicking the appropriate check boxes near the bottom of the dialog box.

5. To change your printer set-up, choose **Setup**.

6. To preview your print-out before printing, choose **Preview**.

7. Choose **OK** when you have made all your selections.

See Also:

Printing

Scheduling Preferences

By choosing Preferences from the Edit Menu, you can set the hours during which you want the Agenda to look for available times when you use its Suggest a Date/Time function.

1. Select the day of the week for which you want to set your preferences.

2. Set your normal hours by entering the Start and End times in the appropriate boxes. Make changes to the Start time and End time by using the arrow keys to the right of the box or by choosing the clock button.

3. Set your extended hours by entering the Start and End times in the appropriate boxes. Make changes to the Start time and End time by using the arrow keys to the right of the box or by choosing the clock button.

4. Select the next day of the week for which you want to set preferences.

5. If you want to use the same settings throughout the week, choose **Apply to All**.
   If you want to set different settings for certain days of the week, choose **OK** when you have set **all** your preferences.

See Also:

Agenda Preferences — Display

Agenda Preferences — Display

You can choose to set up your Agenda display using the Display tab of the Agenda Preferences dialog box (Edit Menu, Preferences, Agenda).

1. Set the Day Start and Day End times. These are the times that will be displayed on the first and last time slots of your Agenda. However, when Agenda Entries have been scheduled at an earlier time than your Start time, your Agenda page will be opened showing the time slot where the earliest Agenda Entry is scheduled.

   Make changes to the Start time and End time by using the arrow keys to the right of the box or by choosing the clock button.

2. In the Interval box, select the size of your time slots by clicking the arrow key to the right of the box and selecting the desired interval.

3. Choose your preferred time format.
   - Select the AM/PM button if you prefer displaying times in the AM/PM format.
   - Select the 24-Hour button if you prefer displaying times in the 24-hour format (00:00 to 23:59).

4. Select the first day of your week by clicking the arrow on the right-hand side of the box and selecting the desired day. The day you select will be displayed first on your Weekly and Monthly Agenda pages.

5. Select the Show Saturday check box to include Saturdays in your Agenda. Remove the selection if you don't want to include Saturdays.

6. Select the Show Sunday check box to include Sundays in your Agenda. Remove the selection if you don't want to include Sundays.

7. Select the color coding system you prefer. Your Agenda Entries can be color coded either according to the Importance level, Attendance Status, or Ownership. To view the options, click the arrow to the right of the box. Select one.

8. Select display options.
   There are five options that affect the way Agenda Entries are displayed, and which Agenda Entries you will see, in your Agenda. Select the check boxes for those options you want your Agenda to display:

   - Declined Agenda Entries: Agenda Entries that you have declined will still be displayed on your Agenda pages.
   - Unconfirmed Agenda Entries: Agenda Entries that you have not yet replied to will be displayed not only in your In-tray, but also on your Agenda pages.
   - Location: If an Agenda Entry's location has been specified, it will be displayed in the Entry on your Agenda pages.
   - Start and End times: Agenda Entries' Start and End times will be displayed in the Entry on your Agenda pages.
   - Icons: Certain icons (such as the bell for Reminder or the Description/Comments icon) will be displayed in your Agenda.

Choose **OK** only when you have finished with both tabs of the dialog box.

See Also:

Color Coding

Agenda Preferences — Notification

You can set up the Notification function of your Agenda using the Notification tab of the Agenda Preferences dialog box (Edit Menu, Preferences, Agenda). This function will let other users notify you by e-mail when they create Entries that you are invited to.

You also decide whether or not your Agenda should ask if you want to send messages to other users when you create, modify, or delete Entries to which you have invited others.

Here, you can moreover choose to have your Agenda check for new Entries at regular intervals.

1. To receive e-mail notifications from other users about new Entries that you have been invited to, simply select Receive notification of new Entries by e-mail.

2. To check your Agenda for new Entries at regular intervals, select Check for new Entries. Type in the time interval in the box below (there is a minimum of 15 minutes). When your Agenda finds new Entries in your In-tray, this icon will appear in the Status bar: .

3. You can also choose in which cases your Agenda will ask whether you want to send an e-mail message to other users. There are three choices available, from which you can select some, all or none.

   - **Mail to attendees on Entry creation:** You will be asked whether you want to send an e-mail message every time you invite other users to an Entry you have created. (The notification preferences of the invited users control which people are included on the distribution list for this message by default.)

   - **Mail to attendees on Entry modification:** You will be asked whether you want to send an e-mail message every time you modify an Entry to which you have invited other users.

   - **Mail to attendees on Entry deletion:** You will be asked whether you want to send an e-mail message every time you delete an Entry to which you have invited other users.

Choose **OK** only when you have finished with both tabs of the dialog box.

In-tray Preferences — New Entries

You can set up your preferences for each In-tray folder by choosing Preferences from the Edit Menu and selecting In-tray.

By double-clicking a new Entry you can either reply to the Entry or view it.

- Choose Fast reply to the Entry if you want to answer the Entries you receive without viewing them first.
- Choose View the Entry if you want to read the Entries you receive before responding.

Choose **OK** only when you have finished with all the tabs of the dialog box.

See Also:

All about the In-tray
New Entries
Entry Defaults — Agenda Entries

In-tray Preferences — Accepted Entries

You can set up your preferences for each In-tray folder by choosing Preferences from the Edit Menu and selecting In-tray.

You can view and access the Entries you have accepted in different ways.

1. By double-clicking an Entry you have accepted, you can either reply to the Entry or view it.

- Select Fast reply to the Entry if you want to answer the Entries you have accepted without viewing them.
- Select View the Entry if you want to read the Entries you have accepted when you choose them.

2. You can either view all of the Entries you have accepted, or you can set a limited range.

- Select Show all Entries dated from today to the next... if you want to limit the number of Entries displayed. Once you select the button, you can set the interval. Click the arrow next to the right-hand box to see the options. You can choose to view Entries from a period of days, weeks, months or years. Type the appropriate number in the left-hand box.
- Select Show Entries dated from today onwards if you want to view every Entry you have accepted.

Choose **OK** only when you have finished with all the tabs of the dialog box.

See Also:

All about the In-tray
Entry Defaults — Agenda Entries

In-tray Preferences — Entries Sent

You can set up your preferences for each In-tray folder by choosing Preferences from the Edit Menu and selecting In-tray.

You can either view all the Entries you have sent, or you can set a limited range.

1. Select Show Entries dated from the last...to the next... if you want to limit the number of Entries displayed. Once you select the button, you can set the interval. Click the arrow next to the right-hand boxes to see the options. You can choose to view Entries from a period of days, weeks, months or years. Type the appropriate numbers in the left-hand boxes.

2. Select Show Entries dated from today onwards if you want to view every Entry you have sent.

Choose **OK** only when you have finished with all the tabs of the dialog box.

See Also:

All about the In-tray

In-tray Preferences — Refused Entries

You can set up your preferences for each In-tray folder by choosing Preferences from the Edit Menu and selecting In-tray.

You can view and access the Entries you have refused in different ways.

1. By double-clicking an Entry you have refused, you can either reply to the Entry or view it.

- Select Fast reply to the Entry if you want to answer the Entries you have refused without viewing them.
- Select View the Entry if you want to read the Entries you have refused when you choose them.

2. You can either view all of the Entries you have refused, or you can set a limited range.

- Select Show all Entries dated from today to the next... if you want to limit the number of Entries displayed. Once you select the button, you can set the interval. Click the arrow next to the right-hand box to see the options. You can choose to view Entries from a period of days, weeks, months or years. Type the appropriate number in the left-hand box.
- Select Show all Entries from today onwards if you want to view every Entry you have refused.

Choose **OK** only when you have finished with all the tabs of the dialog box.

See Also:

All about the In-tray

Editing an Agenda Entry — General

Use the Edit Entry dialog box to make changes to an Agenda Entry you've proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

Use the General tab of the dialog box to make any of the changes below.

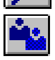
1. Make changes to the Title of the Agenda Entry in the Title box.

2. To make a tentative Agenda Entry official, uncheck the Tentative box.

3. Change the date for the Agenda Entry by either:
- using the arrows to the right of the date box to scroll the date up or down; or,
- choosing the calendar button to the right of the date box.

4. Make changes to the Start time and End time by typing in the new time or using either the arrow keys or the clock button. The duration will adjust itself accordingly.
You can also choose to adjust the duration of the Agenda Entry by using the arrows to the right of the Duration box. Your Agenda will automatically adjust the End Time for you.

5. Use the People and resources part of the tab to invite or delete people and resources for your Agenda Entry.

- To invite a user, type the name in the Add edit box.
  If you want to invite a resource, type r:, re:, or res: followed by the resource's name.
  If you want to add a group, type g:, gr:, or grp: followed by the group's name.
- Once the correct name is in the edit box, press Enter on your keyboard to add the name in the list of invited people and resources below.
- Choose  to search for people, groups or resources.
- Choose  to select a group for your list.
- To delete a name, select it from the list box and choose **Delete**.
- If only one single resource is included on the list of people and resources, it will automatically be entered in the Location edit box (on the Summary tab) if you haven't already written a location for your Agenda Entry there. Deleting this resource from the list will also delete it from the Location edit box.

6. Next to each person or resource in the list box, an icon will appear:

 the person or resource will attend;
 the person or resource will not attend;
 the person or resource has not yet responded;
 the person or resource will attend, but would prefer another time;
 the person or resource will not attend, but would attend if the time were changed.

7. Your Agenda can also suggest another date and time for the Entry and check for scheduling conflicts. Choose **Suggest a Date/Time** for rescheduling suggestions.

8. Choose **Check conflicts** to see if your Agenda Entry creates conflicts for you and/or other attendees.

NOTE #1: In order for your Agenda to detect conflicts in other users' Agendas, you must have access rights to view the Agenda Entries that cause the conflict with your Agenda Entry. If you don't have this right, your Agenda will not detect the conflict.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE #2: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing an Agenda Entry — Summary
Editing an Agenda Entry — Details
Editing an Agenda Entry — Reminders
Editing an Agenda Entry — Linked Tasks
Editing an Agenda Entry — Reply
Suggest a Date or Time
Adding Names
Selecting a Group

Editing an Agenda Entry — Details

Use the Edit Entry dialog box to make changes to an Agenda Entry that you have proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

Use the Details tab of the dialog box to make changes to your Agenda Entry description. If you have not written an Agenda Entry description you can add one. You can also attach an entire file to your Entry (or remove an earlier Attachment).

You can cut and paste text from other applications into your Agenda Entry description using the standard Ctrl-C (copy), Ctrl-X (cut) and Ctrl-V (paste) commands.

To attach a file, do the following:

1. Click **Attach**.
2. Select the file you wish to attach to your Entry in the dialog box that opens.
3. Click **OK** in the dialog box that opens.

You can remove the Attachment by clicking **Remove.**
If you are working off-line, you cannot attach files, nor access a file that has been attached earlier.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing an Agenda Entry — General
Editing an Agenda Entry — Summary
Editing an Agenda Entry — Reminders
Editing an Agenda Entry — Linked Tasks
Editing an Agenda Entry — Reply

Editing an Agenda Entry — Linked Tasks

Use the Edit Entry dialog box to make changes to an Agenda Entry that you have proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

Use the Linked Tasks tab of the dialog box to make changes to already linked Tasks, or to create new Tasks and link them to the Agenda Entry.

- To make changes to existing Tasks, double-click it in the list box. This calls up the Task Edit dialog box, where you can modify the Task.
- To create and link a new Task, choose **New**. This will call up the Task Create and Link dialog box.
- To delete a Task, select the Task in the list box and choose **Delete**.
- To unlink a Task from the Agenda Entry, select the Task and choose **Unlink**. An unlinked Task is not deleted. It will simply no longer be connected to the Entry.

When you print out an Entry (using the Print Selected Entry command in the File Menu) that has Tasks linked to it, those Tasks will be included in the print-out.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Creating & Editing Tasks — General
Editing an Agenda Entry — General
Editing an Agenda Entry — Summary
Editing an Agenda Entry — Details
Editing an Agenda Entry — Reminders
Editing an Agenda Entry — Reply
Entry Defaults — Tasks
The Task Display

Editing an Agenda Entry — Reminders

Use the Edit Entry dialog box to make changes to an Agenda Entry that you have proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

Use the Reminders tab of the dialog box to change the Reminder settings for your Agenda Entry.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing an Agenda Entry — General
Editing an Agenda Entry — Summary
Editing an Agenda Entry — Details
Editing an Agenda Entry — Linked Tasks
Editing an Agenda Entry — Reply
Using the Reminders
Entry Defaults — Agenda Entries

Creating & Editing Tasks — General

The New/Edit Task dialog box (File Menu, New Task/Edit Menu, Open Selected Task) allows you to create or edit a Task.

Choose **OK** when you have completed creating/editing your Task (which may require more than one of the tabs on the New/Edit Task dialog box).

On the General tab of the dialog box you give your Task a Description (title). You can also (although you don't have to) give your Task a Due date, Due time, Start date and Start time.

1. Type the name of your Task in the Description box.
2. If your Task has a Due date, select the Due date box and enter the date using the arrows or choose the calendar button. You can set the Start date and Completion date in the same way.
3. If your Task has a Due time, select the Due time box and enter the time using the arrows or choose the clock button. You can set the Start time in the same way.
4. Type the Task's priority in the Priority box or use the arrow keys to the right of the box.
5. Choose or change the access level of the Task using the arrow to the right of the box. Select the appropriate access level in the scroll-down menu.
6. Use the arrow keys to the right of the Completed box to indicate how much of your Task has been completed.

See Also:

Creating & Editing Tasks — Details
Creating & Editing Tasks — Reminders
Entry Defaults — Tasks
The Task Display

Creating & Editing Tasks — Details

The New/Edit Task dialog box (File Menu, New Task/Edit Menu, Open Selected Task) allows you to create or edit a Task.

Choose **OK** when you have completed creating/editing your Task (which may require more than one of the tabs on the New/Edit Task dialog box).

Use the Details tab of the dialog box to write comments on your Task. The comments can be one sentence or several pages. You can also attach an existing file to your Task here.

You can cut and paste text from other applications into your Task's comments by using the standard Ctrl-C (Copy), Ctrl-X (Cut) and Ctrl-V (Paste) commands.

To attach a file to your Task, do the following:

1. Click **Attach**.
2. Select the file you wish to attach to your Entry in the dialog box that opens.
3. Click **OK** in the dialog box that opens.

You can remove the Attachment by clicking **Remove.**
If you are working off-line, you cannot attach files, nor access a file that has been attached earlier.

See Also:

Creating & Editing Tasks — General
Creating & Editing Tasks — Reminders

Creating & Editing Tasks — Reminders

The New/Edit Task dialog box (File Menu, New Task/Edit Menu, Open Selected Task) allows you to create or edit a Task.

Choose **OK** when you have completed creating/editing your Task (which may require more than one of the tabs on the New/Edit Task dialog box).

You can set Reminders for both your Task's Start date and/or its Due date on the Reminders tab of the dialog box. Both Reminders are set in the same way.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Task appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
Click the arrow next to the display box and select one of the two options.

3. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

See Also:

Using the Reminders
Creating & Editing Tasks — General
Creating & Editing Tasks — Details
Entry Defaults — Tasks

Creating an Agenda Entry — General

The New Agenda Entry dialog box can be opened in three ways. You can select New Agenda Entry from the File Menu, click on the toolbar or double-click a time slot on the Daily and Weekly Agenda pages, or a day's grid square on the Monthly Agenda page.

The General tab of the dialog box allows you to create a new Agenda Entry. However, do not choose **Create** until you have completed creating your Entry (which may require using several tabs of the New Agenda Entry dialog box). You also use this tab of the dialog box to invite people or resources for your Agenda Entry.

1. Type the Title of your Agenda Entry in the Title box.

2. Check the Tentative box if you don't wish to make your Agenda Entry official yet. (You can make it official later by choosing Open Entry from the Edit Menu.) When you choose Tentative, a (T) will appear next to the title of your Entry, indicating that it is a tentative Entry.

3. Enter the date of your Agenda Entry in the Date box. Use the arrows to the right of the box or choose the calendar button.

4. In the Start time box, set the Start time of your Agenda Entry. Use the arrows to the right of the box or choose the clock button.

5. In the End Time box, set the time your Agenda Entry will finish. Use the arrows to the right of the box or choose the clock button.

   Notice that the duration of the Agenda Entry will appear in the Duration box. You can adjust the duration of the Agenda Entry by using the arrows to the right of the box. Your Agenda will automatically adjust the End Time for you.

6. Invite people and resources to your Agenda Entry with the Add edit box.

   - To invite a user, type the name in the Add edit box.
     If you want to invite a resource, type r:, re:, or res: followed by the resource's name.
     If you want to add a group, type g:, gr:, or grp: followed by the group's name.
   - Once the correct name is in the edit box, press Enter on your keyboard to include the name on the list of invited people and resources that you are creating. The name will then be added in the list box below.
   - Choose to search for people, groups or resources.
   - Choose to select a group for your list.
   - To delete a name, select it from the list box and choose **Delete**.
   - If only one single resource is included on the list of people and resources, it will automatically be entered in the Location edit box (on the Summary tab) if you haven't already written a location for your Agenda Entry there. Deleting this resource from the list will also delete it from the Location edit box.

7. Choose **Check Conflicts** to see if your Agenda Entry conflicts with other Entries in your or any invited user's Agenda. If there are conflicts, they will be displayed.

   - If any conflicts are detected, they will be indicated by an 'X': next to the Agenda Entry in the list box at the bottom of the dialog box. To see details of the conflict, double-click the Entry in the list box.
   - If no conflicts are found, a checkmark: will be displayed next to the Agenda Entry.

NOTE #1: In order for your Agenda to detect conflicts in other users' Agendas, you must have access rights to view the Agenda Entries that cause the conflict with your Agenda Entry. If you don't have this right, your Agenda will not detect the conflict.

8. Choose **Suggest date/time** if you want your Agenda to find another time and date for your Agenda Entry.

9. If you make this a recurring Agenda Entry (by going to the Repeating tab of this dialog box), the dates will be listed in the display box at the bottom. If you have checked for conflicts, a ✓ or a ✗ will appear next to each occasion. These indicate whether the Entry conflicts with other Entries in your or any other invited user's Agenda on that recurrence.

   Double-click an occasion in the list box to see the details of the conflicts.

   An **Apply to All** button will also appear if you have created a recurring Entry. This way you can apply any changes you make (time, tentative or not, etc.) to all the recurrences of your Entry.

NOTE #2: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Creating an Agenda Entry — Summary
Creating an Agenda Entry — Details
Creating an Agenda Entry — Reminders
Creating an Agenda Entry — Repeating
Entry Defaults — Agenda Entries

Creating an Agenda Entry — Summary

The New Agenda Entry dialog box can be opened in three ways. You can select New Agenda Entry from the File Menu, click  on the toolbar or double-click a time slot on the Daily and Weekly Agenda pages, or a day's grid square on the Monthly Agenda page.

The Summary tab of the dialog box provides a summary of your Agenda Entry. It lists certain information about the Entry and lets you enter other information.

1. The following information is listed here:

- Title;
- Who proposed the Entry;
- People invited;
- The description of the Entry (Details);
- Creator.

2. If you want to, you can type in where your Agenda Entry will take place in the Location box. If only one single resource has been included on the list of people and resources (on the General tab), it will automatically be entered in the Location edit box if you haven't already written a location for your Agenda Entry here.

3. Select the Agenda Entry's importance level in the Importance edit box. Click the arrow to the right of the box to see the alternatives and select one.

4. Select the access level in the Access edit box. Click the arrow to the right of the box to see the alternatives and select one.

5. If you make this a recurring Agenda Entry (by going to the Repeating tab of this dialog box), the dates will be listed in the display box at the bottom. An **Apply to All** button will also appear. This way you can apply any changes you make (Access, Importance, etc.) to all the recurrences of your Entry.

6. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Agenda Entry.

See Also:

Creating an Agenda Entry — General
Creating an Agenda Entry — Details
Creating an Agenda Entry — Reminders
Creating an Agenda Entry — Repeating
Entry Defaults — Agenda Entries

Creating an Agenda Entry — Reminders

The New Agenda Entry dialog box can be opened in three ways. You can select New Agenda Entry from the File Menu, click  on the toolbar or double-click a time slot on the Daily and Weekly Agenda pages, or a day's grid square on the Monthly Agenda page.

You can be reminded of your Agenda Entry by setting Reminders for it on the Reminders tab of the dialog box.

1. Select the Set Reminder button to turn on the Reminders function. Select the No Reminder button to turn it off.
Once you select the Set Reminder button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. If you are creating a recurring Agenda Entry, a list box will display all the dates on which your Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

- To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
- To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
- To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

5. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Agenda Entry.

See Also:

Creating an Agenda Entry — General
Creating an Agenda Entry — Summary
Creating an Agenda Entry — Details
Creating an Agenda Entry — Repeating
Entry Defaults — Agenda Entries

Creating an Agenda Entry — Details

The New Agenda Entry dialog box can be opened in three ways. You can select New Agenda Entry from the File Menu, click  on the toolbar or double-click a time slot on the Daily and Weekly Agenda pages, or a day's grid square on the Monthly Agenda page.

Use the Details tab of the dialog box to write a description of your Agenda Entry. It can be one sentence or several pages. You can also attach an entire file to your Entry here.

You can cut and paste text from other applications into your Agenda Entry description using the standard Ctrl-C (copy), Ctrl-X (cut) and Ctrl-V (paste) commands.

To attach a file, do the following:

1. Click **Attach**.
2. Select the file you wish to attach to your Entry in the dialog box that opens.
3. Click **OK** in the dialog box that opens.

Should you change your mind, you can remove the file by clicking **Remove.**
If you are working off-line, you cannot attach files.

Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Agenda Entry.

See Also:

Creating an Agenda Entry — General
Creating an Agenda Entry — Summary
Creating an Agenda Entry — Repeating
Creating an Agenda Entry — Reminders

Creating an Agenda Entry — Repeating

The New Agenda Entry dialog box can be opened in three ways. You can select New Agenda Entry from the File Menu, click  on the toolbar or double-click a time slot on the Daily and Weekly Agenda pages, or a day's grid square on the Monthly Agenda page.

You can make your Agenda Entry a recurring Entry using this dialog box. This can be useful for scheduling any type of event that will take place on a regular basis.

1. Indicate how frequently you would like the Entry to recur. Start by choosing if you want a daily, weekly, monthly or yearly repetition of your recurring Entry. Click the arrow to the right of the edit box and select one of the options. If you choose a monthly repetition, you can either have the Entry recur on one (or several) specific date(s) of the month, or you can select one (or several) specific day(s) of the month for the recurrence.

Depending on your choice in the frequency edit box, you will have different options to choose from to the right of it.

- If you select **Daily**, you can choose whether you want the Entry to recur every day or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 days).
- If you select **Weekly**, you can choose whether you want the Entry to recur every week or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 weeks). You also have to choose on which week day(s) you want the Entry to be repeated. Click the day(s) you want to schedule the Entry for. If you change your mind about a day that you've chosen, click its button again to unselect it.
- If you select **Monthly on Date(s)**, you can choose whether you want the Entry to be repeated on a specific date every month or at some other frequency.
  If you want one date every month, select the upper button and type in the date.
  If you want a different frequency, click the lower button, select the date in the list box and type in the frequency (such as every 2 or 3 months). You can also select more than one date in the list box by pressing the Ctrl key when clicking them. If you want the Entry to recur several dates every month, select the dates and type 1 in the edit box
- If you select **Monthly on Day(s)**, select the day(s) in the list box (for example On the 3rd Monday of every month). If you want to select more than one day in the list box, press the Ctrl key when clicking them. Then type the frequency of the repetition in the small right-hand edit box (for example, every 3 months).
- If you select **Yearly**, you can choose whether you want the Entry to recur every year or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 years).

2. Enter the Start date using the arrows or by choosing the calendar button.

3. Set the End date by selecting either the Until or the For button.

- If you choose the Until button, set the date using the arrows or by choosing the calendar button.
- If you choose the For button, set the duration by selecting one of the options from the right-hand edit box (days, weeks, months, or years). Then type the interval in the small left-hand edit box.

4. Indicate whether or not you want your Agenda to include Saturdays, Sundays and Holidays when scheduling the recurring Agenda Entry.

5. Choose the way your Agenda should handle conflicts when scheduling the recurrence. Click the arrow to the left of the Conflicts edit box to see and select one of the following options:

- **Display** will show you where a conflict exists. When you choose **List Dates**, your Agenda will display a list of all the dates on which your Entry has been scheduled. If you have selected **Display**, an icon will appear next to each date: indicates that there is a conflict on that date, and indicates that there is no conflict on that date.
  If you want more information about the conflict(s), double-click the date in the list box. This calls up the Details of Conflict dialog box.
- **Suggest times** will call up the Suggest Date/Time dialog box for dates where a conflict occurs, which will help you find times where you could reschedule the Entry.
- If you choose **Ignore**, your Agenda will only display a list of dates, without any indication of whether a conflict exists.

6. Choose **List Dates** to create a list of the dates on which your Agenda Entry will be scheduled. The list will appear in the list box below. If you change your settings and choose **List Dates** again, your Agenda will replace the first list of dates you created.

7. If you wish to create additional dates not included in the repetition you have specified, you can do so using the Additional date edit box.

Set the date using the arrows to the right of the edit box or choose the calendar button.
Once the date is set, choose the to accept it.

8. You can delete dates from the list in two ways:
- Select an individual date and choose **Delete** to remove selected dates only.
- Choose **Clear All** to cancel the entire list of dates.

9. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Agenda Entry.

See Also:

Creating an Agenda Entry — General
Creating an Agenda Entry — Summary
Creating an Agenda Entry — Details
Creating an Agenda Entry — Reminders
Details of the Conflict
Suggesting another Date or Time

Suggesting another Date or Time

When you create an Agenda Entry, you can ask your Agenda to suggest another date or time for your Entry. Choosing **Suggest date/time** will bring up the Suggest Date/Time dialog box.

1. In the date boxes, set the range of dates within which you want to schedule your Agenda Entry. Set the dates using the arrows or by choosing the calendar button.

2. In the Duration box, indicate the amount of time for which you want your Agenda to search. Type it in or use the arrow keys.

3. Set the time range. This is the block of time it will search in each day. You can either:

   - Select "Between" and set the range using the arrows to the right of the boxes or choosing the clock button;
   - Select "Within normal hours"— your Agenda will use the normal hours you have set in your Scheduling Preferences.
   - Select "Within extended hours"— your Agenda will use the extended hours you have set in your Scheduling Preferences.

4. In the Maximum number of suggestions box, indicate how many suggestions you want displayed by typing in the number.

5. Choose **List Suggestions** to start your search.

6. Select one of the suggestions from the list. It is then displayed in the Selected time boxes.

7. If you want to adjust the time and date of the selected suggestion, you can do this in the Selected time boxes. Use the arrows to the right of the edit boxes or the calendar button and the clock button.

8. Choose **OK** to make your choice and exit the dialog box.

See Also:

Details of the Conflict

Layout Options — Daily

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Daily tab of this dialog box allows you to select the layout for your Daily Agenda pages. The boxes that appear checked are the default selections.

1. Select the special features you would like printed on your Daily Agenda pages. You can choose one or more of the following:

   - **Start time:** Your Agenda will print the times at which Agenda Entries are scheduled to begin.
   - **End time:** Your Agenda will print the times at which Agenda Entries are scheduled to end.
   - **Description:** Your Agenda will print any descriptions included in Agenda Entries.
   - **Location:** Your Agenda will print the scheduled location for Agenda Entries.
   - **Gray shading:** Your Agenda will shade all your Agenda Entries gray, to make your available time more visible.
   - **Overflow pages:** Your Agenda will print an overflow page for items that don't fit on the Daily Agenda page.

2. Select the column headings. This way you modify the layout of the printed Daily page. You can choose where its different parts will be found and what will be included in the print-out. Click the arrow to the right of each column title box and select one option for each.

3. Set the time range for which you want your Agenda to print your Daily Agenda pages.
   Use the arrows to the right of the time display boxes, or choose the clock button to set the time.

4. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

   Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

5. To change the name of the layout you are working on, click **Rename**. A dialog box will appear, asking you to enter a new name for the layout.

6. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

7. Choosing **Delete** will permanently erase the layout in which you are currently working.

8. Choose **OK** to return to the Print dialog box.

Layout Options — Weekly

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Weekly tab of this dialog box allows you to select the layout for your Weekly Agenda pages. The boxes that appear checked are the default selections.

1. Select the special features you would like printed on your Weekly Agenda pages. You can choose one or more of the following:

- **Start time:** Your Agenda will print the times at which Agenda Entries are scheduled to begin.
- **End time:** Your Agenda will print the times at which Agenda Entries are scheduled to end.
- **Description:** Your Agenda will print any descriptions included in Agenda Entries.
- **Location:** Your Agenda will print the scheduled location for Agenda Entries.
- **Work days only:** Your Agenda will not print out Saturdays and Sundays.
- **Gray shading:** Your Agenda will shade all your Agenda Entries gray, to make your available time more visible.
- **Overflow pages:** Your Agenda will print an overflow page for items that don't fit on the Weekly Agenda page.
- **Day Events and Notes:** Your Agenda will print your Day Events, Daily Notes, and Holidays at the bottom of each day.

2. Set the time range for which you want your Agenda to print your Weekly Agenda pages. Use the arrows to the right of the time display boxes, or choose the clock button to set the time.

3. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

4. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

5. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

6. Choosing **Delete** will permanently erase the layout in which you are currently working.

7. Choose **OK** to return to the Print dialog box.

Layout Options — Monthly

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Monthly tab of this dialog box allows you to select the layout for your Monthly Agenda pages. The boxes that appear checked are the default selections.

1. Select the special features you would like printed on your Monthly Agenda pages. You can choose one or more of the following:

   - **Overflow pages:** Your Agenda will print an overflow page for items that don't fit on the Monthly Agenda page.
   - **Work days only:** Your Agenda will not print out Saturdays and Sundays.
   - **Start time:** Your Agenda will print the times at which Agenda Entries are scheduled to begin.
   - **End time:** Your Agenda will print the times at which Agenda Entries are scheduled to end.

2. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

   Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

3. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

4. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

5. Choosing **Delete** will permanently erase the layout in which you are currently working.

6. Choose **OK** to return to the Print dialog box.

Layout Options — Day Lists

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Day List tab of this dialog box allows you to select the layout for your Day List pages. The boxes that appear checked are the default selections.

1. Choose which options you want included on your Day List print-outs.

- **Attendees:** Your Agenda will print out the names of Agenda Entry attendees. The maximum value allows you to limit the number of participants the print-out will list. If there are more participants than the set limit, your print-out will only indicate the number of attendees.
- **Description, Task Comments:** Your Agenda will print out any descriptions of Agenda Entries and Task comments. The maximum value allows you to limit the length of descriptions or comments that your Agenda will print. If the description or comment contains more characters than the set limit, your print-out will only indicate the length of it.
- **Importance level:** Your Agenda will include the importance level of Agenda Entries and the Priority of Tasks in the Day List.
- **Owner:** Your Agenda will indicate who owns (i.e. who proposed) the Entry.
- **Tasks:** All Tasks for the selected days will be printed out.
- **Day Events, Notes, Holidays and Upcoming Reminders:** Your Agenda will include all Entries that are displayed in the Notes View of your Daily Agenda page on your Day List.
- **Empty Days:** Days not containing any Entries will be included on your Day List.

3. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

4. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

5. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

6. Choosing **Delete** will permanently erase the layout in which you are currently working.

7. Choose **OK** to return to the Print dialog box.

Layout Options — Task List

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Task List tab of this dialog box allows you to select the layout for printing your Tasks. The boxes that appear checked are the default selections.

1. Select the special features you would like printed on your Task List pages. You can choose one or more of the following:

   - **Task Comments:** Your Agenda will print any comments you have included in your Tasks. The maximum value allows you to limit the length of comments that your Agenda will print. If the comment contains more characters than the set limit, your print-out will only indicate the length of it.
   - **Start date:** Your Agenda will print the dates on which your Tasks are scheduled to start.
   - **Due date:** Your Agenda will print the dates on which your Tasks are due.
   - **Completion date:** Your Agenda will print the dates on which your completed Tasks were completed.

2. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

   Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

3. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

4. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

5. Choosing **Delete** will permanently erase the layout in which you are currently working.

6. Choose **OK** to return to the Print dialog box.

Layout Options — Fonts

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Fonts tab of this dialog box allows you to select the font in which your Agenda will be printed. The fonts that appear are the default selections.

1. Choose the header font by clicking the arrow on the right-hand side of the box and selecting a font.

   When you choose the default font, the computer will select the type face that most closely matches either Helvetica or Times.

2. Choose the header font size by clicking the arrow on the right-hand side of the box and selecting a size. You can select either normal, small or large. Your Agenda will use the appropriate size of the selected font for the layout you are using.

3. Choose the text font by clicking the arrow on the right-hand side of the box and selecting a font.

   When you choose the default font, the computer will select the type face that most closely matches either Helvetica or Times.

4. Choose the text font size by clicking the arrow on the right-hand side of the box and selecting a size. You can select either normal, small or large. Your Agenda will use the appropriate size of the selected font for the layout you are using.

5. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

   Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

6. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

7. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

8. Choosing **Delete** will permanently erase the layout in which you are currently working.

9. Choose **OK** to return to the Print dialog box.

Layout Options — Margins

In the Print Dialog box (File Menu, Print) you can set up your layout options by choosing **Options**. This calls up the Layout Options dialog box.

The Margins tab of this dialog box allows you to select the margins for the print-out of your Agenda pages. The values that appear are the default settings.

1. Select the measuring unit by clicking the arrow on the right-hand side of the box and selecting either inches or centimeters.

2. Set the number of rows and columns you wish to have. Type in the appropriate value in each box.

3. Set the margins and internal margins by typing the appropriate values in each box.

4. Choose **Save** at the bottom of the dialog box to save your customized format under its original name.

   Choose **Save as…** to save your customized format under a new name. Once you have chosen **Save as…** to give your format a name, you can save all subsequent changes by simply choosing **Save**. Your Agenda can save a maximum of 100 customized layouts.

5. To change the name of the layout you are working on, click **Rename**. A dialog box will appear asking you to enter a new name for the layout.

6. If you choose **Reset**, your customized settings will be deleted and returned to the default settings for the "Portrait" layout.

7. Choosing **Delete** will permanently erase the layout in which you are currently working.

8. Choose **OK** to return to the Print dialog box.

Date and Time Formats

You can set your preferences for the date and time formats using the Date and Time tab of the General Preferences dialog box (Edit Menu, Preferences, General).

1. Set your short date format by selecting the order in which you want the month, date and year to appear. In the Separator box, type in the character that should be used to divide the month, date and year. You can type in any character you prefer.
If you want the four-digit year, choose Century.
You will see your short date format displayed at the bottom of the Short Date Format box.

2. Set the long date format. Choose in what order you want the month, day and year to appear. Then Select the formats for the day, date, month and year by clicking the arrows next to each box and selecting your preferred options.
You will see your long date format displayed at the bottom ofheLong Date Format box.

3. Set the time format by selecting either the AM/PM or 24-Hour display.

Choose **OK** only when you have finished with all the tabs of the dialog box.

Mail Message

This dialog box is called up when you choose to send an e-mail message concerning an Entry that you are creating, editing, deleting, or replying to.

In the Mail Message dialog box, you write your message, decide to whom it will be sent, and send it.

1. Create the list of people to whom you will send your mail message. All the invited people as well as the resource designates and the Entry's owner (i.e. the user who proposed it) are included in the list by default. If your message concerns a new Entry, the users must have set their notification preferences to receive e-mail notifications about new Entries in order to be included on the list.
If you delete one of these users and then change your mind, you can quickly make the list complete again with the checkmark buttons at the top of the dialog box. Click the button to include the corresponding people in the Distribution list.

To add an additional user to the Distribution list, type the person's name in the Other edit box.

- If you want to add a resource designate, type r:, re:, or res: followed by the resource's name.
- If you want to add a group, type g:, gr:, or grp: followed by the group's name.

Choose  to accept the addition. This will add the person to the users who will receive your message.
Choose  to cancel the addition. This will erase the user's name from the edit box. They will not be added to the Distribution list.

To add several users or groups at once, use the search feature.
Choose  to open the Search dialog box.

2. As you add people to the list, they will appear in the Distribution List box.
To delete a person from the list, select their name in the list box and choose **Delete**.

The **Send** key will turn gray (inactive) if there's not at least one person on the Distribution list.

3. Compose your message in the Message to Send edit box. Basic information about the Entry that the message corresponds to will already appear in the edit box. Scroll down to add to the message.

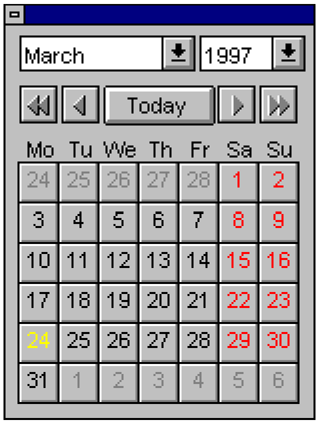
You can cut and paste text from other applications into your message using the standard Ctrl-C (copy), Ctrl-X (cut) and Ctrl-V (paste) commands.

4. Choose **Send** when you're ready to send your message.

See Also:

Add Names
Replying to an Invitation

The Calendar



The calendar is called up when you click on the Date Control bar. It lets you go to a specified date in the Agenda simply through clicking the date on the calendar. It is also called up when you click the same button next to a date box in a dialog box. Here you can set a date in the date box through clicking it on the calendar.

The arrows on the calendar allow you to move forwards and backwards months and years at a time:

moves you back one year;
moves you forward one year;
moves you forward one month;
moves you back one month.

Today will always take you back to the current date.

You can also use the scroll-down list boxes at the top to choose the month and the year.

Viewing an Agenda Entry — General

The View Entry dialog box displays information about the Agenda Entry you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The General tab of this dialog box lists the following information about your Entry:

- Who proposed the Entry;
- Creator;
- Title;
- Date;
- Start time, Duration and End time.

The General tab of the dialog box also shows you a list of the people and resources invited to the Agenda Entry you are viewing. In the list, an icon next to each name indicates how the people and resources have replied to the Entry:

the person or resource will attend;
the person or resource will not attend;
the person or resource has not yet responded;
the person or resource will attend, but would prefer another time;
the person or resource will not attend, but would attend if the time were changed.

The list cannot be edited in this dialog box.

(You may change the list of people/resources if you proposed the Entry, that is, if it was created in your Agenda by yourself or a designate. If you did propose the Agenda Entry, the Edit Entry dialog box will be called up instead of the View Entry dialog box. In the Edit Entry dialog box, choose the General tab to make changes in the list of people and resources.)

If the Entry is a recurring one, a list box at the bottom of the dialog box will show the recurrences of the Entry, and indicate your reply to them using these icons:

for Entries you have accepted
for Entries you have refused
for Entries you have not responded to yet.
for Entries you have accepted although you would prefer another time;
for Entries you have refused but you would attend if the time were changed.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Editing an Agenda Entry — General
Viewing an Agenda Entry — Details
Viewing an Agenda Entry — Reminders
Viewing an Agenda Entry — Reply
Viewing an Agenda Entry — Linked Tasks
In-tray Preferences — New Entries

Viewing an Agenda Entry — Details

The View Entry dialog box displays information about the Agenda Entry you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The Details tab of the dialog box shows you the description of the Agenda Entry and gives you access to the Agenda Entry's attachment, if one has been included.

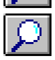
The description cannot be edited in this dialog box.

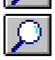
(You may edit the description of the Entry if you proposed the Entry (that is, if it was created in your Agenda by yourself or a designate). If you did propose the Entry, the Edit Entry dialog box will be called up instead of the View Entry dialog box. In the Edit Entry dialog box, choose the Details tab.)

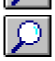
If there is a file attached to the Entry, it will be displayed at the bottom of the tab. To open an attached file, double-click the file's icon. If your system contains the software that created the file, the application will be launched and the file will open. Otherwise, you will be asked to associate the file with an appropriate application.
If you are working off-line, you cannot access attached files.

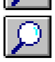
If the Entry is a recurring one, the Details will be the same for every recurrence. A list box at the bottom of the dialog box will show the recurrences of the Entry, and indicate your reply to them using these icons:

 for Entries you have accepted;

 for Entries you have refused;

 for Entries you have not responded to yet;

 for Entries you have accepted although you would prefer another time;

 for Entries you have refused but would attend if the time were changed.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Editing an Agenda Entry — Details
Viewing an Agenda Entry — General
Viewing an Agenda Entry — Reminders
Viewing an Agenda Entry — Reply
Viewing an Agenda Entry — Linked Tasks
Associating a File

Viewing an Agenda Entry — Linked Tasks

The View Entry dialog box displays information about the Agenda Entry you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

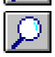
This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

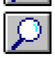
The Linked Tasks tab of the dialog box shows you a list of the Tasks linked to the Agenda Entry you are viewing.

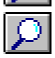
You can add linked Tasks by choosing **New**. This will take you to the Task Create and Link dialog box.

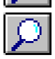
If the Entry is a recurring one, a list box at the bottom of the dialog box will show the recurrences of the Entry, and indicate your reply to them using these icons:

 for Entries you have accepted

 for Entries you have refused

 for Entries you have not responded to yet.

 for Entries you have accepted although you would prefer another time;

 for Entries you have refused but would attend if the time were changed.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Creating & Editing Tasks — General
Viewing an Agenda Entry — General
Viewing an Agenda Entry — Details
Viewing an Agenda Entry — Reply
Viewing an Agenda Entry — Reminders

Viewing an Agenda Entry — Reminders

The View Entry dialog box displays information about the Agenda Entry you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The Reminders tab of the dialog box shows you the Reminders you have set for the Agenda Entry you are viewing.
You can change your Reminders in this dialog box.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

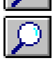
3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

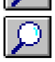
4. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

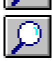
   - To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

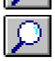
   In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;

 for Entries you have refused;

 for Entries you have not responded to yet;

 for Entries you have accepted although you would prefer another time;

 for Entries you have refused but would attend if the time were changed.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing an Agenda Entry — General
Viewing an Agenda Entry — Details
Viewing an Agenda Entry — Reply

[Viewing an Agenda Entry — Linked Tasks]
[Entry Defaults — Agenda Entries]
[Using the Reminders]

Viewing an Agenda Entry — Reply

The View Entry dialog box displays information about the Agenda Entry you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When the View Entry dialog box is called up for an Agenda Entry, the Reply tab will always be displayed, in order for you to quickly respond to invitations. A summary of the Entry is displayed on this tab, so you don't have to go to the other tabs to get the information you need to reply to the Agenda Entry.

The summary lists the following information about the Agenda Entry:

- Who proposed the Entry;
- Title;
- Location;
- Time;
- Importance level;
- Access level;
- People invited.

The Reply tab shows you the current reply that is set for the Agenda Entry you are viewing. You can change the displayed reply here. If you've never replied,"'I will confirm later" is selected.

1. Select the appropriate message from the list:

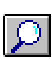
   - I will attend
   - I will not attend
   - I will confirm later
   - The message "I would prefer another time" can accompany any of the options.

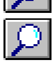
   To send an e-mail message with your reply, click .

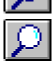
2. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. If you change your reply, the new reply will apply only to the selected dates.

   - To change the reply to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, change your reply.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, change your reply.

   In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;

 for Entries you have refused;

 for Entries you have not responded to yet;

 for Entries you have accepted although you would prefer another time;
 for Entries you have refused but would attend if the time were changed.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Mail Message
Viewing an Agenda Entry — General
Viewing an Agenda Entry — Details
Viewing an Agenda Entry — Reminders
Viewing an Agenda Entry — Linked Tasks

Viewing a Day Event — General

The View Entry dialog box displays information about the Day Event you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

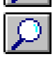
The General tab of the dialog box lists the following information about the Day Event you have selected:

- Who proposed the Entry;
- Creator;
- Title;
- Date.
- Access level

This tab also shows you a list of the people and resources invited to the Day Event. Next to each person or resource in the list, one of these icons will be displayed:

 people or resources (the resource designates) who have decided to keep the Day Event in their Agenda;

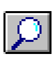
 people or resources who have decided to remove the Day Event from their Agenda;

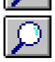
 people or resources who haven't responded to the Day Event yet.

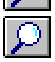
The list cannot be edited in this dialog box.

(To edit the list of people and resources for a Day Event that you did propose, go to the General tab of the Edit Entry dialog box for that Day Event.)

If the Entry is a recurring one, a list box at the bottom of the dialog box will show the recurrences of the Entry, and indicate your reply to them using these icons:

 for Entries you have accepted;

 for Entries you have refused;

 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing a Day Event — Reminders
Viewing a Day Event — Agenda Status
Entry Defaults — Day Events

Viewing a Day Event — Reminders

The View Entry dialog box displays information about the Day Event you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you proposed the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The Reminder tab of the dialog box shows you the Reminders you have set for the Day Event.

You can change your Reminders in this dialog box:

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

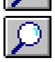
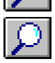
2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

   - To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

   In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;
 for Entries you have refused;
 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Using the Reminders
Viewing a Day Event — General
Entry Defaults — Day Events
Viewing a Day Event — Agenda Status

Editing a Day Event — General

The Edit Entry dialog box lets you make changes to a Day Event you have scheduled. You can call up this dialog box either by double-clicking the Entry in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Entry, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Day Event to which you have invited others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Event, it will appear as a new Day Event in their In-tray.

Use the General tab of the dialog box to make any of the changes below.

1. Make changes to the Title of the Day Event in the Title box.

2. Change the date by either:
   - using the arrows to the right of the date box to scroll the date up or down; or,
   - choosing the calendar button to the right of the date box.

3. Use the People/Resources part of the tab to change the list of people and resources who have been invited to your Day Event.

   - To invite a user to the list, type the name in the Add edit box.
     If you want to invite a resource, type r:, re:, or res: followed by the resource's name.
     If you want to add a group, type g:, gr:, or grp: followed by the group's name.
   - Once the correct name is in the edit box, press Enter on your keyboard to add the name in the list of invited people and resources below.
   - Choose to search for people, groups or resources.
   - Choose to select a group for your list.
   - To delete a name, select it from the list box and choose **Delete**.

   Next to each person or resource in the list box, one of these icons will be displayed:

people or resources (the resource designates) who have decided to keep the Day Event in their Agenda;

people or resources who have decided to remove the Day Event from their Agenda;

people or resources who haven't responded to the Day Event yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Day Event — Summary
Editing a Day Event — Reminders
Editing a Day Event — Agenda Status
Entry Defaults — Day Events
Adding Names
Selecting a Group

Editing a Day Event — Summary

The Edit Entry dialog box lets you make changes to a Day Event you have scheduled. You can call up this dialog box either by double-clicking the Entry in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Entry, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Day Event to which you have invited others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Event, it will appear as a new Day Event in their In-tray.

The Summary tab of the dialog box provides a summary of your Day Event. It lists certain information about the Entry and lets you change other information.

1. The following information is listed on this tab, but cannot be changed here:

- Title;
- Who proposed the Entry;
- People invited;
- Creator.

2. You can adjust the access level by clicking the arrow to the right of the Access box and selecting one of the options.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Day Event — General
Editing a Day Event — Reminders
Editing a Day Event — Agenda Status

Editing a Day Event — Reminders

The Edit Entry dialog box lets you make changes to a Day Event you have scheduled. You can call up this dialog box either by double-clicking the Entry in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Entry, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Day Event to which you have invited others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Event, it will appear as a new Day Event in their In-tray.

This tab of the dialog box lets you change the Reminders you have set for your Day Event.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

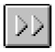
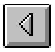
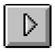
See Also:

Using the Reminders
Entry Defaults — Day Event
Editing a Day Event — General
Editing a Day Event — Summary
Editing a Day Event — Agenda Status

The Date Control Bar — Daily Agenda Page

The date control bar appears along the upper edge of your Agenda pages. It lets you turn the pages of your Agenda using five buttons.

When you use the Date Control bar on the Daily Agenda page, the buttons work like this:

 moves you back one week;
 moves you forward one week;
 moves you forward one day;
 moves you back one day;
 opens the calendar, which allows you to select a specific date that you want to got to in the Agenda;
 makes the rows of your Agenda's Day View shorter;
 makes the rows of your Agenda's Day View taller.

When you select the calendar button, a calendar will appear on screen.

See The Calendar for details on how to use it.

At the far left of the Date Control bar, you may also see or . These indicate that there are more Agenda Entries earlier or later in your Agenda, which are not visible on-screen at the moment. Scroll up or down to see these Agenda Entries.

The Date Control Bar — Monthly Agenda Page

The date control bar appears along the upper edge of your Agenda pages. It lets you turn the pages of your Agenda using five buttons.

When you use the Date Control bar on the Monthly Agenda page, the buttons work like this:

moves you back six months;
moves you forward six months;
moves you forward one month;
moves you back one month.
opens the calendar, which allows you to select a specific date that you want to got to in the Agenda;

The on the left-hand side of the control bar returns the calendar grid to the default setting.

When you select the calendar button, a calendar will appear on screen.

See The Calendarfor details on how to use it.

The Date Control Bar — Weekly Agenda Page

The date control bar appears along the upper edge of your Agenda pages. It lets you turn the pages of your Agenda using five buttons.

When you use the Date Control bar on the Weekly Agenda page, the buttons work like this:

moves you back one month;
moves you forward one month;
moves you forward one week;
moves you back one week;
opens the calendar, which allows you to select a specific date that you want to got to in the Agenda;
makes the rows of your Agenda's Week View shorter;
makes the rows of your Agenda's Week View taller.

When you select the calendar button, a calendar will appear on screen.

See The Calendar for details on how to use it.

At the far left of the Date Control bar, you may also see or . These indicate that there are more Agenda Entries earlier or later in your Agenda, which are not visible on-screen at the moment. Scroll up or down to see these Agenda Entries.

The Daily Agenda Page

The Daily Agenda page is divided into four parts:

- The Day View
- The Task View
- The Notes View
- The Date Control bar.

You can resize the three views to suit your needs. You will notice the cursor change when you point at the splitters between the panes. It will look like this:

Move the splitters by clicking them and dragging them to their new location.

Choose from the list below to see specific information about:

The Day View

The Task View

The Notes View

The Date Control bar

Agenda Preferences — Display

The Monthly Agenda Page

The Monthly Agenda page is divided into two parts:

- The Month View
- The Date Control bar.

Your month will be displayed here. You can resize individual columns (i.e. weekdays) or rows (i.e. individual weeks) in the Month View by clicking the splitters you want to move with the  cursor and dragging them to resize the column or row. To return to the default grid setting, click  furthest to the left on the Date Control bar.

Choose from the list below to see specific information about:

[The Month View](#)

[The Date Control bar](#)

All about the In-tray

The In-tray is where you will receive and manage Entries that you receive from other users (i.e. Agenda Entries, Daily Notes, Day Events or Holidays proposed by others). It also contains a listing of the Entries you have sent to others.

You can open your In-tray in one of two ways: either select Open In-tray from the File Menu or click on the toolbar.

When you open your In-tray, you will see a folder labeled with your name. If you have opened other Agendas as a designate, folders will also appear labeled with their names.

You open the folder by clicking it. It will then expand and show you four folders labeled:

- New Entries
- Entries you've accepted
- Entries you've sent out
- Entries you've refused.

You can open any of these folders by clicking them. (To close the folder, just click it again.) A listing of the folder's content will appear below the folder. Each Entry in the list will be preceded by an icon, identifying the Entry as a Daily Note, a Holiday, an Agenda Entry, a Day Event or a repeating Entry. They will look like this:

Daily Note
Holiday
Agenda Entry
Day Event
Recurring Entry.

By double-clicking any of these icons, you can see further information about the Entry.

You can also move Entries directly from one folder to another by clicking the Entry and dragging it into another folder. Your Agenda will make the necessary changes for you (for example, changing your response to the Entry).

See Also:

New Entries
Entries you've Accepted
Entries you've Sent Out
Entries you've Refused

New Entries

In the In-Tray's **New Entries** folder you will find Entries to which you have not responded. Click the folder icon to open a list of the Entries.

1. Double-click any Entry title to open a dialog box. The contents of the dialog box depend on the preferences you have set (Edit Menu, Preferences, In-tray, New), and the type of Entry you have selected.

- The View Entry dialog box displays information about the Entry you have selected. Use the tabs to find out specific details about the Entry.
- The Reply dialog box lets you reply to an Agenda Entry. For Holidays, Day Events, and Notes you can choose whether to keep the Entry in your Agenda or not. Simply click your selection in the dialog box and choose **OK**. You may have the option of sending a mail message about your response. If so, click to do this.

If you double-click a recurring Entry, or click its icon, a list of all its dates will be displayed along with icons indicating which kind of Entry it is (Agenda Entry, Daily Note, or Day Event). In this list you can double-click individual dates to call up the same dialog boxes as for regular Entries.

2. Click an Entry's icon to view a list of all the people and resources who have been invited to the Entry. Next to each name there's an icon indicating if and how the person or resource has replied to the Entry:

✓ indicates that the person/resource has accepted the Entry;
✗ indicates that the person/resource has refused the Entry;
? indicates that the person/resource has not yet responded to the Entry;
indicates that the person/resource has accepted the Entry, but would prefer another time;
indicates that the person/resource has refused the Entry, but would be interested if it were rescheduled.

Your name appears in bold font in the list. If you double-click it, the fast reply dialog box is called up (see above).

3. Once you have dealt with an Entry, your Agenda will put it in the appropriate In-tray folder, either as an Entry you have accepted or refused.

See Also:

In-tray Preferences — New Entries
Mail Message
Replying to an Invitation
Viewing an Agenda Entry — General
Viewing a Day Event — General
Viewing a Daily Note — General

Entries you've Accepted

In the In-Tray's **Entries you've Accepted** folder you will find Entries which you are planning to attend or keep in your Agenda. Click the folder icon to open a list of the Entries. The time range of the Entries shown depends on the preferences you have set (Edit Menu, Preferences, In-tray, Accepted).

1. Double-click any Entry title to open a dialog box. The contents of the dialog box depend on the preferences you have set (Edit Menu, Preferences, In-tray, Accepted), and the type of Entry you have selected.

   - The View Entry dialog box displays information about the Entry you have selected. Use the tabs to find out specific details about the Entry.
   - The Reply dialog box lets you change your reply to an Agenda Entry. For Holidays, Day Events, and Notes you can choose whether to keep the Entry in your Agenda or not. Simply click your selection in the dialog box and choose **OK**. You may have the option of sending a mail message about your response. If so, click to do this.

   If you double-click a recurring Entry, or click its icon, a list of all its dates will be displayed along with icons indicating which kind of Entry it is (Agenda Entry, Daily Note, or Day Event). In this list you can double-click individual dates to call up the same dialog boxes as for regular Entries.

2. Click an Entry's icon to view a list of all the people and resources who have been invited to the Entry. Next to each name there's an icon indicating if and how the person or resource has replied to the Entry:

indicates that the person/resource has accepted the Entry;
indicates that the person/resource has refused the Entry;
indicates that the person/resource has not yet responded to the Entry;
indicates that the person/resource has accepted the Entry, but would prefer another time;
indicates that the person/resource has refused the Entry, but would be interested if it were rescheduled.

   Your name appears in bold font in the list. If you double-click it, the fast reply dialog box is called up (see above).

3. If you change your reply to an Entry, your Agenda will put it in the appropriate In-tray folder.

See Also:

In-Tray Preferences — Accepted Entries
Viewing an Agenda Entry — General
Viewing a Day Event—General
Viewing a Daily Note — General
Replying to an Invitation

Entries you've Sent Out

In the In-Tray's **Entries you've Sent Out** folder you will find Entries which you have created and sent out to other users. Click the folder icon to open a list of the Entries. The time range of the Entries shown depends on the preferences you have set (Edit Menu, Preferences, In-tray, Sent).

1. If you double-click the title text of an Entry you have sent out, an Edit Entry dialog box will appear. You can see and modify the information about that particular Agenda Entry by going through the tabs of this dialog box.

If you double-click a recurring Entry, or click its icon, a list of all its dates will be displayed along with icons indicating which kind of Entry it is (Agenda Entry, Daily Note, or Day Event). In this list you can double-click individual dates. You will then be asked whether you want to edit only this recurrence or edit several recurrences of the Entry.
Choosing Edit this recurrence only will call up the regular Edit Entry dialog box. But if you choose to edit several recurrences you will come to the Edit Recurring Entry dialog box, where you can modify more than one recurrence at a time.

2. In this folder, you can delete an Entry you've sent out (i.e. cancel it and remove it from all the invited users' In-trays and Agendas). Select the Entry you want to delete and choose Delete Entry from the Edit Menu.

3. Click an Entry's icon to view a list of all the people and resources that you have invited to the Entry. Next to each name there's an icon indicating if and how the person or resource has replied to the Entry:

indicates that the person/resource has accepted the Entry;
indicates that the person/resource has refused the Entry;
indicates that the person/resource has not yet responded to the Entry;
indicates that the person/resource has accepted the Entry, but would prefer another time;
indicates that the person/resource has refused the Entry, but would be interested if it were rescheduled.

Your name appears in bold font in the list if you have invited yourself. If you double-click it, the fast reply dialog box is called up. You can set your reply by clicking your selection in the dialog box and choosing **OK**. No matter how you reply to the Entry, it will always remain an Entry you have sent out, and therefore it will always stay in this folder.

See Also:

In-Tray Preferences — Entries Sent
Editing a Day Event — General
Editing a Daily Note — General
Editing an Agenda Entry — General

Entries you've Refused

In the In-Tray's **Entries you've Refused** folder you will find Entries which you have refused to attend or to keep in your Agenda. Click the folder icon to open a list of the Entries. The time range of the Entries shown depends on the preferences you have set (Edit Menu, Preferences, In-tray, Refused).

1. Double-click any Entry title to open a dialog box. The contents of the dialog box depend on the preferences you have set (Edit Menu, Preferences, In-tray, Refused), and the type of Entry you have selected.

- The View Entry dialog box displays information about the Entry you have selected. Use the tabs to find out specific details about the Entry.
- The Reply dialog box lets you change your reply to an Agenda Entry. For Holidays, Day Events, and Notes you can choose whether to keep the Entry in your Agenda or not. Simply click your selection in the dialog box and choose **OK**. You may have the option of sending a mail message about your response. If so, click to do this.

If you double-click a recurring Entry, or click its icon, a list of all its dates will be displayed along with icons indicating which kind of Entry it is (Agenda Entry, Daily Note, or Day Event). In this list you can double-click individual dates to call up the same dialog boxes as for regular Entries.

2. Click an Entry's icon to view a list of all the people and resources who have been invited to the Entry. Next to each name there's an icon indicating if and how the person or resource has replied to the Entry:

indicates that the person/resource has accepted the Entry;
indicates that the person/resource has refused the Entry;
indicates that the person/resource has not yet responded to the Entry;
indicates that the person/resource has accepted the Entry, but would prefer another time;
indicates that the person/resource has refused the Entry, but would be interested if it were rescheduled.

Your name appears in bold font in the list. If you double-click it, the fast reply dialog box is called up (see above).

3. If you change your reply to an Entry, your Agenda will put it in the appropriate In-tray folder.

See Also:

In-Tray Preferences — Refused Entries
Viewing an Agenda Entry — General
Viewing a Day Event—General
Viewing a Daily Note — General
Replying to an Invitation

Selecting a Designator

The Designator Selection dialog box will appear when you select Open Agenda—A Group Agenda as Designate, or Open Tasks—Modify Other's as Designate, from the File Menu. Respectively, the dialog box lets you select from whose Agenda you want to open a Group Agenda as a designate, or whose Task Display you want to open as a designate.

1. Select the person from whose Agenda you wish to open a Group Agenda as a designate, or whose Task Display you wish to open as a designate.

2. Choose **OK**.

User Selection

This dialog box will appear when you select Open Tasks — View Other's Tasks from the File Menu. It lets you select whose Task Display you want to view.

1. Type the name of the person whose Task Display you want to open in the edit box.

   - Choose  to accept the selection. This is the user whose Task Display will be opened.
   - Choose  to cancel the selection. The user name you have entered will be erased and that person's Task Display will not be opened.

2. If you are uncertain of the name, use the search feature. Choose  to call up the Search dialog box.

3. Choose **OK**.

Details of the Conflict

This dialog box will appear when you indicate that you want more information about a scheduling conflict (for example, through double-clicking an Agenda Entry that causes conflicts in the New Agenda Entry dialog box, or choosing View in the Conflicts Found dialog box).

Here, you will find more detailed information about conflicts caused by the Agenda Entry that you are creating, editing, or rescheduling.

- The left-hand list box shows which people and resources from your list of invited for whom the Agenda Entry causes one or more scheduling conflicts.
- The right-hand list box shows the title of the Agenda Entries that are conflicting with your Agenda Entry in the Agenda of the person or resource that you have selected in the left-hand list box.

Choose **OK** when you have finished reading the information.

See Also:

Suggesting Another Date
Creating an Agenda Entry — General
Editing an Agenda Entry — General

Conflict Found

Whenever you reschedule an Agenda Entry and create a conflict in the process, your Agenda will alert you to the conflict. It will then ask you whether you still want to move the Agenda Entry.

- Choose **Yes** if you want to move the Entry despite the conflict;
- Choose **No** if you want to cancel the move;
- Choose **View** if you want to view the conflict before making your decision. This will call up the Details of Conflict dialog box.

See Also:

Details of the Conflict

The Day View

Your day will be displayed here, divided into time slots , the size of which you can increase or decrease using two buttons on the toolbar, or with the commands Decrease and Increase Time Slot from the Edit Menu.

Select (or Increase Time Slot from the Edit Menu) to increase the size of your time slots. This can allow you an overview of your entire day by putting up to one hour of time into one time slot.

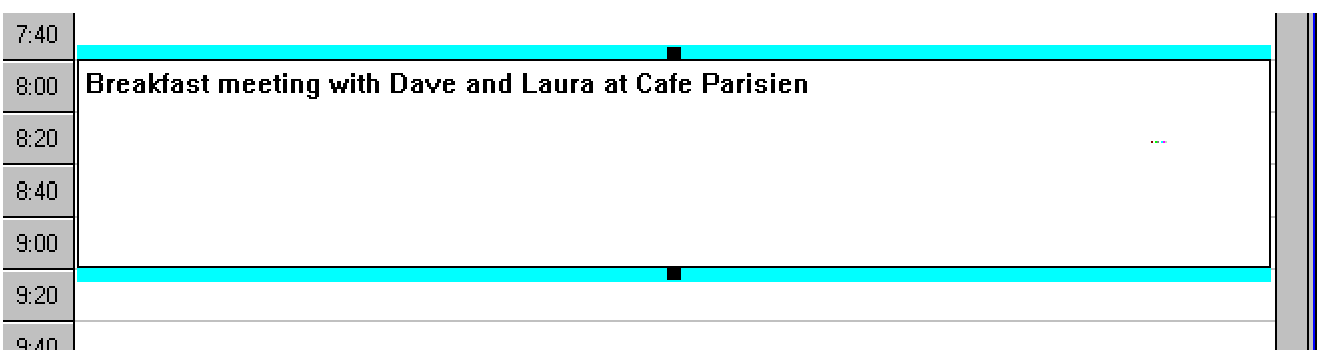
Select (or Decrease Time Slot from the Edit Menu) to decrease the size of your time slots. You can see your time in fine detail this way, down to five minute intervals, if you wish.

Agenda Entries scheduled for that day will appear in the corresponding time slots, color-coded according to their Importance level, Attendance Status or Ownership. Conflicting Agenda Entries will be shown side by side. The scheduled time of the event and its title will be displayed at the top of the Entry. Several icons could also appear there. These include:

indicates you have accepted to attend the Agenda Entry;
indicates you have refused to attend the Agenda Entry;
indicates you have not yet responded to the Agenda Entry;
indicates there is a description attached to the Agenda Entry;
indicates there is a file attached to the Agenda Entry;
indicates the Agenda Entry has more than one attendee;
indicates you have set a Reminder for the Entry.
These icons allow you a quick overview of the Entry in the Day View.

You can add Agenda Entries to your day by clicking the time slot where you wish to begin your Agenda Entry and dragging the pointer to the End time. You will see the block of time you have selected is highlighted. You can now type the Agenda Entry title directly into the block. You can also double-click any time slot to call up the New Agenda Entry dialog box. This dialog box is moreover displayed if you click on the toolbar or choose New Agenda Entry from the File Menu.

You can change the duration of an Agenda Entry directly on your Agenda page. Click the Agenda Entry to select it. The field of the Agenda Entry you selected will turn white and its frame will be highlighted, like this:



(Note that the actual color depends on your PC's color preferences.)

Two handles will appear on the upper and lower edges. Click the handle you want to use and drag it to lengthen or shorten the Agenda Entry. Notice that the cursor looks like this when you point at the handles:

Your Agenda will resize the Agenda Entry and adjust the display of any Agenda Entries that occupy the same time slots.

You can move the Agenda Entry in a similar way. You will notice that when you point at any part of the frame other than the two handles, the cursor looks like this:

To move the Agenda Entry, click the frame of the Agenda Entry with this cursor and drag the Agenda Entry to its new location. Your Agenda will resize the Agenda Entry and adjust the display in case to accommodate any conflicts.

To delete an Agenda Entry that you have proposed, select it and then choose Delete Entry from the Edit Menu. Doing this will erase the Entry. If you delete an Entry to which other users have been invited, it will be deleted from all the attendees' Agendas. If you didn't propose the Agenda Entry you wish to remove from your Agenda, you have to double-click the Entry to view it, and then set your reply to "Will not attend". You will also need to set your Agenda Preferences to Do not Display Declined Entries (Edit Menu—Preferences, Agenda, Display).

There are several ways to edit the Agenda Entries you have proposed (you cannot edit Entries proposed by others). You can select the Agenda Entry and then choose Open Entry from the Edit Menu. You can also click the Entry to edit its title directly in your Agenda, or double-click the Entry to open the Edit Entry dialog box.

When an Agenda Entry is selected, the tab key will always select the next Agenda Entry in chronological order for you. Shift + tab will take you to the previous Agenda Entry.

See Also:

The Task View
The Notes View
The Date Control Bar — Daily Agenda Page

The Task View

Your Tasks will be displayed in this view. Four different kinds of Tasks may be displayed here: Active Tasks, Tasks without a Start date but with a Due date in the future, overdue, and completed Tasks.

The Tasks are sorted according to Due date. Tasks without Due dates are listed first.

If you are viewing the Daily page of the current date, these Tasks are listed in the Task View:

- Active Tasks (that is, Tasks whose Start date has passed);
- Tasks without a Start date but with a Due date in the future;
- Overdue Tasks;
- Completed Tasks only if you completed them today, or if the current date was their Due date.

On a Daily page of a date in the past, these Tasks are listed:

- Active Tasks whose Start dates had passed on that date;
- Completed Tasks if that date was their date of completion or their Due date;
- Overdue Tasks whose Start dates had passed on that date (note that they will be displayed as Active Tasks if their Due date had not passed).

On a Daily page for a future date, these Tasks are listed:

- Tasks for which that date is Start or Due date;
- Tasks without Start date but whose Due date comes after that date.

A small box will appear next to each Task, indicating its status:

The Task is due in the future.
The Task is overdue.
The Task has been completed.

You can mark a Task as completed by clicking its box. You can remove the Completed check mark by clicking the box again. The Agenda will make all the appropriate changes to your Task.

Some Tasks may also have the following symbols:

Indicates that a Reminder has been set for the Task.
Indicates that the Task has an attachment.
Indicates that the Task has comments.

By double-clicking a Task, you can call up the Edit Task dialog box. Double-click the blank area under the existing Tasks, or choose New Task from the File Menu, to open the New Task dialog box. Thus, you can modify and create Tasks directly on your Daily Agenda page.

You can also select a Task in the Task View and use the commands Print Selected Entry from the File Menu, and Open, Duplicate, and Delete Entry from the Edit menu.

See Also:

The Task Display
The Day View
The Notes View

The Date Control Bar — Daily Agenda Page

The Notes View

Daily Notes, Holidays, Upcoming Reminders and Day Events will be displayed in the Notes View.

Next to each Entry in the Notes View, there is an icon indicating what kind of Entry it is. The Entries will appear as follows:

Daily Note
Holiday
Day Event
Upcoming Day Event
Upcoming Agenda Entry
Upcoming Note
Upcoming Task.
Upcoming Holiday

You can open the Entries through double-clicking them.

- If you double-click a Holiday or an Entry you that you didn't propose, the View Entry dialog box is called up. This dialog box gives you more information about the Entry and let's you respond to it. It's easy to see if an Entry was proposed by someone else, since that user's name will be displayed after the Entry title in the Notes View. (Holidays, however, are not proposed, but rather put into the system by users with special rights to manage them.)
- If you double-click an Entry that you've proposed (i.e. a Daily Note, Day Event or an Upcoming Entry that you have created or that has been created in your name), the Edit Entry dialog box is called up.

You can create a Daily Note either by choosing New Daily Note from the File Menu, by clicking on the toolbar, or by double-clicking in the Notes View below any existing Entries. You can also send copies of your Daily Notes to other users.

For more information on Upcoming Reminders, see: Using the Reminders.

See Also:

The Day View
The Task View
The Date Control Bar — Daily Agenda Page
Entry Defaults — Daily Notes

The Month View

In the Month View an entire month is displayed. At the beginning and the end of the month, any grid squares not used for the current month display will show the days of the previous or following month in gray. The current date is displayed in red.

The month view will display Agenda Entries, Day Events, Daily Notes and Holidays. The names of Holidays will appear in red next to the date along the upper edge of the grid square. Agenda Entries are listed first, followed by Notes, Day Events and, last, Holidays.

You can do many different things within the Month View by simply pointing and double-clicking.

- Double-clicking the upper edge of a grid square will take you to the Daily Page for that date.
- Double-clicking an Entry that you've proposed will allow you to edit it in the Edit Entry dialog box.
- If you double-click an Entry you didn't propose, the View Entry dialog box will be called up. This dialog box gives you more information about the Entry and let's you respond to it.
- Double-clicking in the blank space beneath any existing Entries in a grid square will call up the New Agenda Entry dialog box.

The month view also lets you move Entries you've proposed from one day to another by clicking the Entry and dragging it to another grid square. Notice that when you click an Entry you've proposed and don't release the mouse button, your cursor will change to a dragging cursor:

You select an Entry by clicking it. Once an Entry is selected, you can scroll through all the Entries in a grid square using the up and down arrows on your keyboard. (Those grid squares containing more Entries than displayed in the grid square will show a ↴, indicating that there is more to see below.)

See Also:

The Date Control Bar — Monthly Agenda Page

Using the Reminders

If you don't want to use the default Reminders, you can set separate Reminders for your Entries when you create, edit, or view them. Go to the Reminders tab of the dialog box to do so.

To set your Reminder default preferences, choose Preferences from the Edit Menu and select Entry Defaults. You can set default Reminders for Agenda Entries, Tasks, Day Events and Daily Notes. There are no default Reminders for Holidays, but you can set Reminders for individual Holidays when you view them.

There are two kinds of Reminders:

- Pop-up window
- Upcoming note.

If you choose a pop-up window, a window will appear on your screen reminding you of your Entry. You can set how much notice you would like by setting the Reminders minutes, hours, days, weeks, months or even years in advance. Furthermore, you can turn the Pop-up Reminder feature on and off with a command on the View Menu. When your Pop-up Reminders are turned on, it is indicated by this icon in the status bar: .

If you choose an Upcoming note, a note reminding you of the Entry will appear in the Note View of your Agenda page, marked with this icon: . It can be set to appear in your Agenda days, weeks, months or years in advance.

See Also:

Entry Defaults — Tasks
Entry Defaults — Day Events
Entry Defaults — Daily Notes
Entry Defaults — Agenda Entries
The Pop-Up Reminders
The Snooze box

All about the Mail

Your Agenda works with your e-mail program to send messages to others when you reply to their invitations or when you create, modify, or delete Entries to which you have invited others. Furthermore, you can choose whether or not to let other users notify you by e-mail of new Entries that you have been invited to.

Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

Mail Message

In the Mail Message dialog box, you write your message, decide to whom it will be sent, and send it.

1. Create the list of people and resources to whom you will send your mail message. All the invited people as well as the resource designates are included in the list by default. If your message concerns a new Entry, the users must have set their notification preferences to receive e-mail notifications about new Entries in order to be included on the list.
If you delete one of these users and then change your mind, you can quickly make the list complete again with the checkmark buttons at the top of the dialog box. Click the button to include the corresponding people in the Distribution list.

To add an additional user to the Distribution list, type the person's name in the Other edit box.
- If you want to add a resource designate, type r:, re:, or res: followed by the resource's name.
- If you want to add a group, type g:, gr:, or grp: followed by the group's name.

Choose  to accept the addition. This will add the person to the users who will receive your message.
Choose  to cancel the addition. This will erase the user's name from the edit box. They will not be added to the Distribution list.

To add several users or groups at once, use the search feature.
Choose  to open the Search dialog box.

2. As you add people to the list, they will appear in the Distribution List box.
To delete a person from the list, select their name in the list box and choose **Delete**.

The **Send** key will turn gray (inactive) if there's not at least one person on the Distribution list.

3. Compose your message in the Message to Send edit box. Basic information about the Entry that the message corresponds to will already appear in the edit box. Scroll down to add to the message.

You can cut and paste text from other applications into your message using the standard Ctrl-C (copy), Ctrl-X (cut) and Ctrl-V (paste) commands.

4. Choose **Send** when your message is ready.

See Also:

Adding Names

Color Coding

Your Agenda can color code your Agenda Entries in one of three ways: by Importance level, by Attendance Status, or by Ownership. This gives you a clearer picture of the events in your Agenda at a glance.

If you choose to color code your Agenda Entries by Importance level, the colors will be as follows (the Importance level of an Entry is set when the it is created):

Extreme Importance

High Importance

Normal Importance

Low Importance

No Importance

If you color code your Agenda Entries by Attendance Status (your response to the Entry), they will appear as follows:

Accepted Agenda Entries

Unconfirmed Agenda Entries

Refused Agenda Entries

Accepted tentative Agenda Entries

Unconfirmed tentative Agenda Entries

Refused tentative Agenda Entries

An Agenda Entry is owned by the person or resource who proposed it. If your Agenda Entries are color coded by Ownership, they will appear as follows:

Agenda Entries owned (i.e. proposed) by you

Agenda Entries that you have been invited to

Tentative Agenda Entries owned (i.e. proposed) by you

Tentative Agenda Entries that you have been invited to

Please note that when you choose to color code Agenda Entries by ownership, and you open another user's Agenda, the Agenda Entries you (and not the Agenda's owner) have proposed will appear in blue. This makes it easier for you to spot Agenda Entries you can edit in other users' Agendas. (Even if you are in another user's Agenda, you can still edit an Entry you have proposed.) However, if you are working in someone else's Agenda as a designate, it will be the Agenda Entries proposed by the Agenda's owner that will appear in blue, since you are working in that person's Agenda as though you were the owner.

See Also:

The Color Scheme

Getting Started

For information on getting started on your Agenda, click one of the following topic headings:

The Agenda Pages

For detailed information about the Agenda pages, click one of the following topic headings:

Working as a Designate

Opening others' Agendas

Access Rights

The In-tray

For detailed information about the In-tray, click one of the following topic headings:

The Weekly Agenda Page

The Weekly Agenda page is divided into three parts:

- The Week View—subdivided into five, six, or seven Day Views (according to your Agenda preferences)
- The Notes View—subdivided into five, six, or seven Views (according to your Agenda preferences)
- The Date Control bar

You can resize the two views to suit your needs. The cursor will change when you point at the splitters between the views. It will look like this:

To move the splitters, click them and drag them to their new location.

Each of the Day Views contained in the Week View behave in the same way as the Day View on your Daily Agenda page. By double-clicking the heading of any of the day columns, you can bring up the Daily Agenda page for that day. And when you reschedule an Agenda Entry on screen, you can move it not only within the Day on which it was scheduled, but also from one Day View to another within that week. In the same way, you can move Day Events and Notes between the different days of the Note View.

Choose from the list below to see specific information about:

The Day View

The Notes View

The Date Control Bar

Tasks

You can create Tasks in your Agenda. Tasks are things you have to do, but that cannot be scheduled into your Agenda like a meeting or an appointment. These Tasks will appear in the Task View of your Daily Agenda pages and in your Task Display.

For more detailed information about Tasks, click one of the following topic headings:

The Task Display
The Task View

Creating & Editing Tasks
General
Details
Reminders

Preferences
Entry Defaults — Tasks

Working as a Designate
Selecting a Designator
Working as a Designate

Opening others' Tasks
User Selection

Reminders

Your Agenda can remind you of the Entries you have in it. The Reminders can be set up in a number of different ways, to suit the demands of your Entries and your schedule.

For more details on setting your Reminders, click one of the following topic headings:

Printing

You can print out your Agenda pages. The layouts for the different types of pages can be tailored to include only the information you want on your print-outs. The fonts and margins can also be adjusted to suit your needs.

For more details about printing, click one of the following topic headings:

The Print Dialog Box
Print Preview

Layout Options

Daily Agenda Pages
Weekly Agenda Pages
Monthly Agenda Pages
Day Lists
Task List
Fonts
Margins
Saving your Print Layouts

Setting up your Preferences

You can personalize your Agenda to suit your needs and habits. Setting the preferences allows you to establish default settings that make your Agenda work for you.

For more details on setting your preferences, click one of the following topic headings:

Agenda Preferences

- Display
- Notification

In-Tray Preferences

- New Entries
- Entries Accepted
- Entries Refused
- Entries Sent Out

Scheduling Preferences

- Scheduling Preferences

Entry Defaults

- Agenda Entries
- Tasks
- Day Events
- Daily Notes

General Preferences

- Name Formats
- Date and Time Formats
- Time Zone Preferences

Off-line Preferences

- Location
- Download
- People/Resources
- Groups
- Reconciliation

Other

- Color Coding

Agenda Entries

Any event you schedule in your Agenda's Day or Week View is considered an Agenda Entry. You can create Agenda Entries, view your Agenda Entries and (sometimes) those of others—this depends on the access level the Entry's creator has assigned the Entry—and edit the Entries you have proposed.

For more details on Agenda Entries, click one of the following topic headings:

Creating Agenda Entries

- General
- Summary
- Repeating
- Details
- Reminders

Viewing Agenda Entries

- General
- Details
- Linked Tasks
- Reminders
- Reply

Editing Agenda Entries

- General
- Summary
- Details
- Linked Tasks
- Reminders
- Reply
- Recurring Entries
- Moving an Entry
- Rescheduling Notification

Preferences

- Entry Defaults — Agenda Entries

Other Topics

- Details of the Conflict
- Suggesting Another Date or Time

Mail

Your Agenda works with your e-mail program to send messages to others when you reply to their invitations or when you create, modify, or delete Entries to which you have invited others. Furthermore, you can choose whether or not to let other users notify you by e-mail of new Entries that you have been invited to.

For more details on using your mail program with your Agenda, click one of the following topic headings:

All about the Mail
Mail Messages
Replying to an Invitation
Agenda Preferences — Notification

Searching

You can search for people, groups and resources using the Search dialog box. You call this dialog box up by clicking . By filling in one or more search parameters, you can make your search as broad or as narrow as you need.

For more details on searches, click one of the following topic headings:

- Selecting Several Users
- Searching — People
- Searching — Groups
- Searching — Resources
- The User Information Box
- The Resource Information Box
- Where is…

Groups

Your Agenda allows you to create groups of users and resources. These groups lets you save time when you need to invite the same set of people and/or resources on a regular basis. You can create groups of different types, which determine to whom the group will be available.

For more information on groups, click one of the following topic headings:

Group Management
Selecting a Group
Searching — Groups

Glossary

All about the Agenda Pages

The Agenda pages are displayed in three basic formats: Daily, Weekly and Monthly. They can show either your personal Agenda or a Group Agenda, showing the Entries of a group of people on one Agenda page. And if you have been granted the rights by another user, you may open any of these Agenda pages as a Designate for that user. You can also have the right to view another user's Agenda, without being able to work in that user's name

The Agenda pages not only allow you to see the Entries, but also to edit existing Entries and add new Entries directly on the page.

You can open an Agenda in one of two ways: either select Open Agenda from the File Menu or select  from the toolbar.

See Also:

The Daily Agenda Page
The Weekly Agenda Page
The Monthly Agenda Page
Open an Agenda
The Group Agenda
Opening the Group Agenda as a Designate

Access Rights — Designate

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to others. Here you decide which of your Entries other users can view in your Agenda, and how much information about them they will see (for example, when they are working with a Group Agenda). Furthermore, you choose default settings for access rights in your Agenda in this dialog box.

You can also block other users from the possibility of inviting you to Entries here.

Choose what rights each designate will have in your Agenda using the Designate tab of the dialog box. These rights can also be changed here.

1. To grant designate rights to another user, select the person's name from the list of users with special access rights shown in the list box. If the name isn't already in the list, add it using the edit box. Once you click the checkmark button, the name will be added to the list box.

2. Use the check boxes on the Designate tab to choose what rights you want to give the individual designate to work with your Entries for each access level. For Agenda Entries, Day Events, and Daily Notes, you can choose between three options for every access level:

   - **View times only:** The designate will only have the right to view the times on which you have Agenda Entries scheduled (if you choose this option, the designate will not see Notes or Day Events with this access level in your Agenda).
   - **View/Reply:** The designate will have the right to view your Entries completely, as well as the right to reply to invitations in your name.
   - **Modify:** The designate will have the right to modify your Entries.

   You can assign different rights to different types of Entries, according to the access level you have assigned your Entries.

   - **Normal Entries:** The designate will be able to view or edit Agenda Entries, Day Events, and Notes that you have given "normal" access.
   - **Confidential Entries:** The designate will be able to view or edit Agenda Entries, Day Events, and Notes that you have given "confidential" access.
   - **Personal Entries:** The designate will be able to view or edit Agenda Entries, Day Events, and Notes that you have given "personal" access.
   - **Public Entries:** The designate will be able to edit Agenda Entries, Day Events, and Notes that you have given "public" access. (You cannot block a designate from viewing Public Entries.)

   Note that you must grant a user the right to modify Agenda Entries, Day Events, and Daily Notes for at least one access level in order to grant them the right to open your Agenda as a designate. That is, users must have the right to edit some kind of Agenda Entries, Day Events, and Daily Notes in order to work as designates on your Agenda pages.

3. The check boxes to the right on the tab concern designate rights to your Tasks. When you give designate rights to your Tasks, your designate will either have full designate rights (i.e. right to view and modify) or no designate rights.

   - **Normal Tasks:** The designate will be able to view and edit Tasks you have given "normal" access.
   - **Confidential Tasks:** The designate will be able to view and edit Tasks you have given "confidential" access.
   - **Personal Tasks:** The designate will be able to view and edit Tasks you have given "personal" access.
   - **Public Tasks:** The designate will be able to view and edit Tasks you have given "public" access.

4. Instead of setting the rights for each type of Entry individually, you can also choose to grant the user:

   - **Full Designate Rights:** The user will have rights to view and modify all Entries.
   - **No Designate Rights:** The user will have no designate rights in your Agenda.
   - **Same as Default:** The user's rights will be set to be the same as the default. Select this option if you don't want to give the person any special access rights on this tab of the dialog box, but still want to keep the name on the list in order to set his or her rights on another tab.

5. To delete a name from the list of users with special access rights, select the name from the list box and choose **Delete**. They will then revert to having the same rights as the default. Note, however, that this applies to all their rights that are set on all the different tabs of the dialog box.

6. If you want to choose default settings, select **Default: Any unlisted person** in the list box and choose settings in the same way you would for an individual user (see above).

NOTE: It is *not* recommended for users to give designate rights to every user on the system. Furthermore, the names of those users who do give such rights to all users will *not* appear on everyone's list of possible designates in the Open Agenda dialog box.

Choose **OK** when you have finished using all the tabs of the dialog box.

See Also:

Access Rights — Viewing
Access Rights — Viewing Tasks
Access Rights — Scheduling
Adding Names
Open an Agenda
Selecting a Designator

Access Rights — Viewing

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to others. Here you decide which of your Entries other users can view in your Agenda, and how much information about them they will see (for example, when they are working with a Group Agenda). Furthermore, you choose default settings for access rights in your Agenda in this dialog box.

You can also block other users from the possibility of inviting you to Entries here.

The Viewing tab of the dialog box lets you control what Agenda Entries, Day Events, and Daily Notes in your Agenda will be visible to other Users.

1. To grant viewing rights to another user, select the person's name from the list of users with special access rights shown in the list box. If the name isn't already in the list, add it using the edit box. Once you click the checkmark button, the name will be added to the list box.

2. Use the check boxes on the Viewing tab to choose what viewing rights you want to give the user for Agenda Entries, Day Events, and Daily Notes. You set the rights separately for Normal, Confidential and Personal access levels (you cannot block another user from viewing Public Entries).
   You have two options on each access level: users can either see only the blocks of busy time (View times only) or the full information about the Entries (View Entries).

   Note: If you only give the right to view busy times, the user won't be able to view Day Events or Notes with that access level in your Agenda.

3. Instead of setting the rights for each type of Entry individually, you can also choose to grant the user:

   - **Full Viewing Rights:** The user will have rights to view all Agenda Entries, Day Events, and Notes.
   - **No Viewing Rights:** The user will only have the right to view Public Agenda Entries, Day Events, and Notes in your Agenda. (Public Entries can always be viewed by all users.)
   - **Same as Default:** The user's rights will be set to be the same as the default. Select this option if you don't want to give the person any special access rights on this tab of the dialog box, but still want to keep the name on the list in order to set his or her rights on another tab.

4. To delete a name from the list of users with special access rights, select the name from the list box and choose **Delete**. They will then revert to having the same rights as the default. Note, however, that this applies to all their rights that are set on all the different tabs of the dialog box.

5. If you want to choose default settings, select **Default: Any unlisted person** in the list box and choose settings in the same way you would for an individual user (see above).

Choose **OK** when you have finished using all the tabs of the dialog box.

See Also:

Access Rights — Viewing Tasks
Access Rights — Scheduling
Access Rights — Designate
Adding Names

Access Rights — Viewing Tasks

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to others. Here you decide which of your Entries other users can view in your Agenda, and how much information about them they will see (for example, when they are working with a Group Agenda). Furthermore, you choose default settings for access rights in your Agenda in this dialog box.

You can also block other users from the possibility of inviting you to Entries here.

The Viewing Tasks tab of the dialog box lets you control what Tasks in your Agenda will be visible to other users.

1. To grant Task viewing rights to another user, select the person's name from the list of users with special access rights shown in the list box. If the name isn't already in the list, add it using the edit box. Once you click the checkmark button, the name will be added to the list box.

2. Use the check boxes on the Viewing Tasks tab to choose what Task viewing rights you want to give the user. You set the rights separately for Normal, Confidential and Personal access levels (you cannot block another user from viewing Public Tasks). If you grant users the right to view Tasks of an access level, they will be able to see all the information about those Tasks.

3. Instead of setting the rights for each type of Task individually, you can also choose:

   - **Full Viewing Rights:** The user will have rights to view all Tasks.
   - **No Viewing Rights:** The user will only have the right to view Public Tasks in your Agenda. (Public Tasks can always be viewed by all users.)
   - **Same as Default:** The user's rights will be set to be the same as the default. Select this option if you don't want to give the person any special access rights on this tab of the dialog box, but still want to keep the name on the list in order to set his or her rights on another tab.

4. To delete a name from the list of users with special access rights, select the name from the list box and choose **Delete**. They will then revert to having the same rights as the default. Note, however, that this applies to all their rights that are set on all the different tabs of the dialog box.

5. If you want to choose default settings, select **Default: Any unlisted person** in the list box and choose settings in the same way you would for an individual user (see above).

Choose **OK** when you have finished using all the tabs of the dialog box.

See Also:

Access Rights — Scheduling
Access Rights — Designate
Access Rights — Viewing
Adding Names

Access Rights — Scheduling

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to others. Here you decide which of your Entries other users can view in your Agenda, and how much information about them they will see (for example, when they are working with a Group Agenda). Furthermore, you choose default settings for access rights in your Agenda in this dialog box.

You can also block other users from the possibility of inviting you to Entries here.

The Scheduling tab of this dialog box lets you control which users can invite you to Entries.

1. To set a user's scheduling rights, select the person's name from the list of users with special access rights shown in the list box. If the name isn't already in the list, add it using the edit box. Once you click the checkmark button, the name will be added to the list box.

2. Select "Can invite me to events" to give the person the right to schedule Entries where you are listed as a participant.
   Clear "Can invite me to events" to block the person from scheduling Entries where you are listed as a participant.

3. You can also choose **Same as Default**. The user's rights will then be set to be the same as the default. Select this option if you still want to keep the user's name on the list in order to set his or her rights on another tab.

4. To delete a name from the list of users with special access rights, select the name from the list box and choose **Delete**. They will then revert to having the same rights as the default. Note, however, that this applies to all their rights that are set on all the different tabs of the dialog box.

5. If you want to choose default settings, select **Default: Any unlisted person** in the list box and choose settings in the same way you would for an individual user (see above).

Choose **OK** when you have finished using all the tabs of the dialog box.

See Also:

Access Rights — Designate
Access Rights — Viewing
Access Rights — Viewing Tasks
Adding Names

The Group Agenda

The Group Agenda allows you to open the Day Views of several people and resources side by side, so you can view the Agenda Entries of others and schedule an event with them at a time when everyone is available.

You choose which people and resources will be included in your Group Agenda using the Selection for Group Agenda dialog box. It appears when you select Group Agenda from the File Menu (File Menu, Open Agenda, A Group Agenda) or choose  on the toolbar.

The Group Agenda is made up of a number of columns. Along the top of the columns appear the names of the people and resources you have chosen to include in your Group Agenda. The first column is a Combined view—it shows at what times all the people and resources you have selected for your Group Agenda are available. All the subsequent columns show the individual Day Views that make up the Group Agenda.

The Group Agenda's Date Control bar has one extra button: . Clicking this button will return you to the Selection for the Group Agenda dialog box. You can then add or remove people and resources in your current Group Agenda.

You can schedule Agenda Entries using the first column of the Group Agenda. In fact, that column is like your own Agenda's Day View, with the filled time slots of the other Day Views superimposed. So you can schedule the Entry directly in that first column just as you would on your regular Daily Agenda page.

In the New Agenda Entry dialog box that will appear, you will see that on the General tab, the names of those people and resources whose Agendas you have opened will already appear on the list of invited people and resources. You can still add to and delete from the list as you would when creating any other Entry. And you can still edit the People/Resources list later using the Edit Entry dialog box.

In the Group Agenda, you may also schedule an Agenda Entry in a single user's Agenda, in the same way as if you had opened only that person's or resource's Agenda. The Combined view will automatically adjust to accommodate any such Entries that you create.

The Group Agenda gives you a more convenient way of scheduling an event with several other people, instead of viewing each of the other Agendas individually.

See Also:

Selection for Group Agenda
The Daily Agenda Page
Creating an Agenda Entry — General
Editing an Agenda Entry — General

Selection for the Group Agenda

The Selection for the Group Agenda dialog box will appear when you select Open Group Agenda from the File Menu (File Menu, Open Agenda, Open Group Agenda) or choose  from the toolbar. It allows you to select the people and resources whose Agendas' Day Views will be included in the Group Agenda you are about to open.

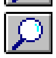
To add names:

1. Type the person's, resource's, or group's name in the edit box.

- If you want to add a resource, type r:, re:, or res: followed by the resource's name.
- If you want to add a group, type g:, gr:, or grp: followed by the group's name.

2. Once the name is in the edit box:

- Choose  to accept the addition. This will add the person to the list of people/resources you are creating.
- Choose  to cancel the addition. This will erase the person's name from the edit box. They will not be added to the list of people/resources you are creating.

- Choose  to search for people, groups or resources.
- Choose  to select a group for your list.

3. To delete a name from the list box, select the name and choose **Delete**.

4. When your list is complete, choose **OK**.

See Also:

Adding Names
The Group Agenda

Opening the Group Agenda as a Designate

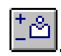
Opening a Group Agenda as a designate lets you create Agenda Entries using the Group Agenda while working as a designate for someone else.

The Group Agenda gives you a more convenient way of scheduling an event with several other people, instead of viewing each of the other Agendas individually.

When you choose Opening the Group Agenda as a Designate from the File Menu (File Menu, Open Agenda, A Group Agenda As Designate), the Designate Selection dialog box will appear. Select the person or resource for whom you wish to work as a designate.

After you have chosen for whom you are working as a designate, the Selection for Group Agenda dialog box will appear. Select the people and resources who will be included in the Group Agenda. When you have made your selections, your Agenda will create a Group Agenda for you.

The Group Agenda is made up of a number of columns. Along the top of the columns appear the names of the people and resources you have chosen to include in your Group Agenda. The first column is a Combined view—it shows at what times all the people and resources you have selected for your Group Agenda are available. All the subsequent columns show the individual Day Views that make up the Group Agenda.

The Group Agenda's Date Control bar has one extra button: . Clicking this button will return you to the Selection for the Group Agenda dialog box. You can then add or remove people and resources in your current Group Agenda.

You can schedule Agenda Entries using the first column of the Group Agenda. In fact, that column is like the Day View of the Agenda you are working in as a designate, with the filled time slots of the other Day Views superimposed. So you can schedule the Entry directly on that first column just as you would on a regular Daily Agenda page.

In the New Agenda Entry dialog box that will appear, you will see that on the General tab, the names of those people and resources whose Agendas you have opened will already appear on the list of invited people and resources. You can still add to and delete from the list as you would when creating any other Entry. You can still edit the People/Resources list later using the Edit Entry dialog box. The Agenda Entries you create as a designate will be displayed in the designator's Agenda and In-tray, just as if he or she had created them.

In the Group Agenda, you may also schedule an Agenda Entry in a single user's Agenda, in the same way as if you had opened only that person's or resource's Agenda. The Combined view will automatically adjust to accommodate any such Entries that you create.

See Also:

Selection for Group Agenda
The Daily Agenda Page
The Group Agenda
Creating an Agenda Entry — General
Editing an Agenda Entry — General
Selecting a Designator
Access Rights — Designate

The Pop-Up Reminders

When you set your Reminders, you can choose either an Upcoming note or a Pop-up Window.

The Pop-up Window contains all the Reminders active at one time. You can scroll through them by clicking .

As you scroll through your Reminders, the icon will indicate to what kind of Entry your Reminder refers. They will appear as follows:

 Agenda Entry

 Day Event

 Holiday

 Task

 Daily Note

The title, date, Start time and End time will be displayed, as applicable.

You can handle your Reminders in several ways.

- Choose **Open…** to go to the View Entry dialog box and see the Entry in detail.
- Choose **Reminder…** to go to the Reminder tab of the View Entry dialog box. You can make changes to the Reminders here.
- Choose **Snooze…** to turn the Reminder off temporarily. A dialog box will appear asking you for how long you want your Reminders to snooze.
- Choose **Clear…** to turn off the Reminder you are viewing.
- Choose **Clear All…** to turn off all of active Reminders.

See Also:

Using the Reminders
The Snooze box

The Snooze Box

The Snooze dialog box will appear when you choose **Snooze…** in the Reminders dialog box.

The Snooze function lets you turn off the Reminders dialog box for a period of time.

1. To use the Snooze function, set the time interval using the arrows to the right of the edit box and selecting an interval. You can choose to let your Pop-up Reminders snooze for minutes or hours.

2. Type in the appropriate number in the edit box to the left.

3. Choose **OK**.

Entry Defaults — Agenda Entries

The Entry Defaults dialog box (Edit Menu, Preferences, Entry Defaults) allows you to set the Entry defaults for all the new Entries in your Agenda.

This tab lets you set the default settings for Agenda Entries.

1. Choose the default setting for the importance level and access level. Click the button on the right-hand side of the edit boxes to see the options. Choose one for each.

2. Set the Default Reminders.
   Select the On or Off button. Once you select the On button, you can set the Reminders options.

3. Choose whether you want your default Reminder to be a Pop-up window or an Upcoming note by clicking the arrow next to the Reminder box, and selecting the appropriate alternative.

4. Set when you wish to be reminded. Click the arrow next to the right-hand box to see the options. You can choose to be reminded minutes, hours, days, weeks, months, or even years in advance. Type the appropriate number in the box on the left.

   Note: This Reminder setting will also be the default for any Entries that you receive from other users. That is, not only for Agenda Entries, but also for Day Events, Daily Notes, and Holidays that you receive from other users.

5. Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also

Using the Reminders

Entry Defaults — Tasks

The Entry Defaults dialog box (Edit Menu, Preferences, Entry Defaults) allows you to set the Entry defaults for all the new Entries in your Agenda.

This tab lets you set the default settings for Tasks you create.

1. Choose the default setting for the Priority and access level. Click the button on the right-hand side of the edit boxes to see the options. Choose one for each.

2. Choose the default settings for the Task Start and Task Due Reminders.

   For each Reminder, choose the On or Off button. Once you select the On button, you can set the Reminders options.

3. For each Reminder, choose whether you want your default Reminder to be a Pop-up window or an Upcoming note by clicking the arrow next to the Reminder box, and selecting the appropriate alternative.

4. Set when you wish to be reminded. Click the arrow next to the right-hand box to see the options. You can choose to be reminded minutes, hours, days, weeks, months, or even years in advance. Type the appropriate number in the left-hand boxes.

5. Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also

Using the Reminders

Entry Defaults — Day Events

The Entry Defaults dialog box (Edit Menu, Preferences, Entry Defaults) allows you to set the Entry defaults for all the new Entries in your Agenda.

This tab lets you set the default settings for the Day Events you create.

1. Choose the default setting for the access level. Click the button on the right-hand side of the edit box to see the options. Choose one.
2. Set the Default Reminders.
   Select the On or Off button. Once you select the On button, you can set the Reminders options.
3. Choose whether you want your default Reminder to be a Pop-up window or an Upcoming note by clicking the arrow next to the Reminder box, and selecting the appropriate alternative.
4. Set when you wish to be reminded. Click the arrow next to the right-hand box to see the options. You can choose to be reminded minutes, hours, days, weeks, months, or even years in advance. Type the appropriate number in the box on the left.

   Note: This Reminder setting will not be the default for Day Events that you receive from other users. For those Entries, the default Reminders are the same as for Agenda Entries.
5. Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also

Using the Reminders

Entry Defaults — Daily Notes

The Entry Defaults dialog box (Edit Menu, Preferences, Entry Defaults) allows you to set the Entry defaults for all the new Entries in your Agenda.

This tab lets you set the default settings for the Daily Notes you create.

1. Choose the default setting for the access level. Click the button on the right-hand side of the edit box to see the options. Choose one.

2. Set the Default Reminders.
   Select the On or Off button. Once you select the On button, you can set the Reminders options.

3. Choose whether you want your default Reminder to be a Pop-up window or an Upcoming note by clicking the arrow next to the Reminder box, and selecting the appropriate alternative.

4. Set when you wish to be reminded. Click the arrow next to the right-hand box to see the options. You can choose to be reminded minutes, hours, days, weeks, months, or even years in advance. Type the appropriate number in the box on the left.

   Note: This Reminder setting will not be the default for Daily Notes that you receive from other users. For those Entries, the default Reminders are the same as for Agenda Entries.

5. Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also

Using the Reminders

Moving an Entry

The Move Entry dialog box (Edit Menu, Reschedule Entry) lets you move the Entry you have selected in your Agenda to another date and/or time.

1. Change the date of the Entry by setting the new date in the Date edit box. Use the arrows to the right of the box to adjust the time or choose the calendar button.

2. If you are moving an Entry with a Start time and an End time, the dialog box will also have edit boxes where you can change those times.
   Change the Start and End times by either using the arrows to the right of the edit boxes or by choosing the clock button.
   Notice that the Duration will adjust itself accordingly. (You can also adjust the duration instead of the End time, if you prefer—your Agenda will then adjust the End time for you.)

3. If you are moving an Agenda Entry, the dialog box will contain a **Suggest Another Date** button. Choose it to call up the Suggest Date/Time dialog box, where your Agenda will help you find another time or date for the Entry.

4. Choose **OK**.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing an Agenda Entry — General
Suggesting another Date

Selecting a Node Alias or ID

When you open your Agenda, you will see a dialog box asking you to sign in. It asks you to fill in your name, password and server name.

The server may have several nodes where your information is stored. You need to specify to which node you want to connect.

Select the correct node and choose **OK**.

See Also:

Signing In

Editing a Recurring Entry — Agenda Entries

When you double-click a recurring Entry that you've proposed (or in some other way indicate that you want to edit it), you will be asked whether you want to edit only that specific recurrence or if you want to edit several recurrences of the Entry. If you choose to edit several recurrences, you will come to the Edit Recurring Entry dialog box, where you can edit as many recurrences you like.

1. Select which recurrences of the Agenda Entry you want to edit from the list box.

- If you want to edit all recurrences of the Entry, choose **All**.
- To select all dates prior to the one you have highlighted, choose **All Previous**.
- To select all dates following the one you have highlighted, choose **All Next**.
- To select several consecutive dates, hold down the Shift key and click the first and the last of the dates that you want to edit.
- To select several non-consecutive dates, hold down the Ctrl key when you click them.
- To unselect all recurrences, choose **Clear**.

2. From the box on the right, you can choose between a number of actions.

- To change the title of the Agenda Entry for the selected dates, choose **Title**. This will call up the New Title dialog box.
- To change the location of the Agenda Entry for the selected dates, choose **Location**. This will call up the New Location dialog box.
- To add people and resources to the Agenda Entry's list of attendees for the selected dates, choose **Add Attendees**. This will call up the Add People/Resources dialog box.
- To remove people and resources from the Agenda Entry's list of attendees for the selected dates, choose **Delete Attendees**. This will call up the Delete People/Resources dialog box.
- To change the Agenda Entry's Reminder settings for the selected dates, choose **Reminders**. This will call up the Reminder dialog box.
- To change your reply to the Agenda Entry for the selected dates, choose **Reply**. This will call up the Reply dialog box.
- To delete the selected dates, choose **Delete Recurrences**. The recurrences will be removed from your Agenda (and the Agendas of any attendees) when you choose **OK**.
- To view a specific recurrence, select that date from the list and choose **View original**. This will call up the View Entry dialog box.
- To change the date and/or time of a specific recurrence, select it from the list and choose **Date/Time**. This will call up the Move Entry dialog box. You can only change the date of one recurrence at a time. However, you can change the time of more than one recurrence at a time.

3. Choose **OK** only when you've done **all** the changes you want to do.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

New Title

New Location
Adding People/Resources to Recurring Entries
Deleting People/Resources from Recurring Entries
Viewing an Agenda Entry — General
Moving an Entry
Editing your Reply for a Recurring Agenda Entry
Editing Reminders for a Recurring Entry

Editing a Recurring Agenda Entry

When you choose to edit a recurring Agenda Entry, your Agenda will ask you whether you want to edit only the selected recurrence of the Agenda Entry, or several recurrences.

- If you choose "Edit this recurrence only", your Agenda will call up the Edit Entry dialog box for the selected recurrence.
- If you choose "Edit several recurrences", your Agenda will call up the Edit Recurring Entry dialog box.

Select one of the options and choose **OK**.

New Location

When you choose to edit the Location of an Agenda Entry in the Edit Recurring Entry dialog box, your Agenda will call up this dialog box.

1. Type in the new location for the Agenda Entry you are editing.

2. Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

New Title

When you choose to edit the Title of an Entry in the Edit Recurring Entry dialog box, your Agenda will call up this dialog box.

1. Type in the new title for the Entry you are editing.

2. Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

Editing a Day Event — Agenda Status

The Edit Entry dialog box lets you make changes to a Day Event you have scheduled. You can call up this dialog box either by double-clicking the Entry in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Entry, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Day Event to which you have invited others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Event, it will appear as a new Day Event in their In-tray.

The Agenda tab lets you choose whether or not to keep the Day Event in your Agenda. A summary of the Entry is displayed on this tab, so you don't have to go to the other tabs to get the information.

The summary lists the following information about the Day Event:

- Who proposed the Entry;
- Title;
- Date;
- Access level;
- People invited.

To change the status of the Day Event, select one of the three options offered:

- Keep in Agenda.
- Remove from Agenda.
- Decide later.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Day Event — General
Editing a Day Event — Summary
Editing a Day Event — Reminders
Entry Defaults — Day Event

Viewing a Day Event — Agenda Status

The View Entry dialog box displays information about the Day Event you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option), double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you did propose the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When the View Entry dialog box is called up for a Day Event, the Agenda tab will always be displayed, in order for you to quickly choose whether or not to keep it in your Agenda. A summary of the Entry is displayed on this tab, so you don't have to go to the other tabs to get the information you need to respond to the Day Event.

The summary lists the following information about the Day Event:

- Who proposed the Entry;
- Title;
- Date;
- Access level;
- People invited.

To respond to the Day Event:

1. Select one of the three options:

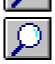
   - Keep in Agenda
   - Remove from Agenda
   - Decide later

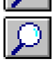
2. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. If you change your reply, the new reply will apply only to the selected dates.

   - To change the reply to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, change your reply.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, change your reply.

   In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;

 for Entries you have refused;

 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing a Day Event — General

[Viewing a Day Event — Reminders]
[Entry Defaults — Day Events]

Unable to Invite...

When you try to invite a person or resource whom you do not have the right to invite, this dialog box will appear.

All users can control their scheduling access (see Edit Menu, Access Rights, Scheduling). They may choose to block certain other users from inviting them to Entries.

Choose **OK** to close the dialog box. Your Agenda will automatically adjust the list of invited people and resources according to your Scheduling Rights.

See Also:

Access Rights — Scheduling

Access Rights

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to others. It also lets you decide how much information about your Entries other users will have access to when they open your Agenda (for example, when they are working in a Group Agenda).

Furthermore, you set the defaults for other users' access rights in your Agenda here.

You can also block users from inviting you to Entries.

For more details on access rights, click one of the following topic headings:

Access Rights — Designate
Access Rights — Scheduling
Access Rights — Viewing Tasks
Access Rights — Viewing
Unable to Invite…

The Task Display

The Task Display contains all of your Tasks: active, uncompleted, completed and overdue.

To open your Task Display, either select Open Tasks from the File Menu or choose from the toolbar.

When you select Open Tasks from the File Menu, you will have three options to choose from:

- Your Tasks
- Modify Other's as Designate
- View Other's Tasks

If you choose Your Tasks:

Choosing Your Tasks opens your own Task Display, where you can work with your own Tasks: you can view, edit and add Tasks.

If you choose Modify Other's as Designate:

Choosing Modify Other's as Designate lets you open someone else's Task Display and work on that user's Tasks as a designate (the person must have given you the right to do so). When you work on someone else's Tasks as a designate, you can view, edit and add that user's Tasks, according to the Designate Rights the user has granted you (Edit Menu, Access Rights, Designate).

If you choose View Other's Tasks:

Choosing View Other's Tasks lets you open someone else's Task Display to view their Tasks. But you will only be able to see the information for which you have been given Viewing Rights by that user (Edit Menu, Access Rights, Tasks). Depending on these rights, you will be able to view some or all Tasks, but you will not be able to make any changes to them.

Working in the Task Display

In the Task Display, you will find a list of Tasks. Next to each Task, a small box indicating its status will appear:

The Task is due in the future.

The Task is overdue.

The Task has been completed.

Some Tasks may also have the following symbols:

Indicates that a Reminder has been set for the Task.

Indicates that the Task has an attachment.

Indicates that the Task has comments.

You can choose to display all or only some Tasks in the Task Display, by selecting one of the following commands from the View Menu's Show Tasks submenu:

- All Tasks
- Incomplete Tasks
- Completed Tasks
- Active Tasks.

You can also choose how you wish to sort your Tasks, by selecting one of the following from the View Menu's Sort Tasks submenu:

- by Description
- by Due Date
- by Start Date
- by Priority

Another way to sort your Tasks is by clicking the heading above the column by which you want your Tasks sorted. This option gives you an additional way of sorting the Tasks: Select %Completed to sort the Tasks by the completion percentage.

You can manage the Tasks using commands from the Edit and File Menus. If you are working in your own Task Display or working as a designate, you also have the option of using the buttons shown along the bottom of the display and the New edit box at its top.

- **Complete:** Choosing this button will mark the Task you have selected from the list as being completed. The Task will be marked as 100% Completed and the completion date will be filled in automatically.
- **New:** This button calls up the New Task dialog box. Selecting New Task from the File Menu will do the same thing.
- You can also type the Task's description directly in the New edit box at the top left of the Task Display, and choose the Checkmark button (choosing the 'X'-button will erase what you have typed in). When you create a Task in this way, the Task is added in the list right away and the New Task dialog box is never called up.
- **Edit:** Choosing this button will open up an Edit Task dialog box containing the Task you have selected from the list. You can also double-click a Task, or choose Open Selected Task from the Edit Menu, to call up the Edit Task dialog box.
- **Delete:** This button lets you delete the Task you have selected from the list. Selecting Delete Selected Task from the Edit Menu will do the same thing.

There are two functions available from the Menus that cannot be accessed using the buttons at the bottom of the display. These are:

- Duplicate Selected Task from the Edit Menu — makes a copy of the Task you have selected;
- Print Selected Task from the File Menu— prints the Task you have selected.

When viewing someone else's Tasks, you cannot make any changes in the Task Display. Therefore, the buttons and the New edit box mentioned above are not available. If you double-click a Task in the list here, the View Task dialog box is called up.

To print a complete listing of your Tasks, choose  from the toolbar.

See Also:

Tasks

The Task View
Creating & Editing Tasks — General
View Task

The Export Utility

The Export Utility allows you to export information from Agendas into text files or supported palmtops.

1. Choose whether you want to export to a file or to a palmtop by selecting the appropriate button (File or Palmtop).

2. Select to what type of file or palmtop you will be exporting your data. Click the arrow to the right of the edit box and select one of the options.

   Text file formats:
   - ASCII comma delimited file
   - ASCII tab delimited file
   - ASCII activity by Date file
   - ASCII activity by item file
   - ASCII full activity file
   - HP 100LX/200LX Appointment Book file (creates a 100LX/200LX-compatible data file)
   - vCalendar file (text file used to transfer calendar data to any application that can paste plain text or the vCalendar registered format to the clipboard).

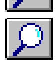
   Palmtop formats:
   - Hewlett-Packard HP 100LX palmtop
   - Hewlett-Packard HP 200LX palmtop

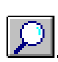
3. Choose the period for which you wish to export data. You have three options:

   - Set the range of dates that you want to export your Entries for. Select Range and enter the Start and End dates using the arrows to the right of the edit boxes below or by choosing the calendar button.
   - Export all the Entries contained in your Agenda by selecting All.
   - Customize the time period that you want to export your Entries for. Select Custom and set the time period with the edit boxes below. Select from the alternatives that are displayed when you click on the arrows next to the two right-hand edit boxes. Then type in the appropriate numbers in the small left-hand edit boxes. Your customized time period will be saved until the next time you export data.

4. Select the people and resources from whose Agendas you wish to export data. Type their names one by one in the People/Resources edit box and add them to the list in the list box below. Your Agenda will export the Entries of all the people and resources listed.

   - If you want to add a resource, type r:, re:, or res: followed by the resource's name.
   - If you want to add a group, type g:, gr:, or grp: followed by the group's name.

   - Choose  to accept the name. Your Agenda will export data from this user.
   - Choose  to reject the name. This will erase the user's name from the edit box. Your Agenda will not export data from this user.

   - To select a group, click .
   - To search for people, resources or groups, click 

   You can remove people or resources from the list by selecting their names in the list box and choosing **Delete**.

5. File names will automatically be assigned to the files being created when you export. If you select the name of a person or a resource in the list box, the corresponding file name is displayed in the edit box below. You can change the names of these files if you wish to. If you are not exporting to a palmtop, you can look for the file on your system by clicking **Browse**.

6. If you are exporting your data to a palmtop, select the serial port you are using. Click **Link Settings** next to the File Name edit box and select one of the options offered in the Serial Settings dialog box that is called up.

7. If you are exporting data to your palmtop and this is the first time you export/import with your palmtop, you need to install a link between your Agenda and the palmtop. Open the DataComm application on your palmtop, choose File Receive from the File Menu and enter the file name ul.exe. Then choose **Link Settings** in the Export Utility dialog box in your Agenda, and choose **Link Install** in the Serial Settings dialog box that is called up. You will not need to do this again, unless the batteries on your palmtop run down, erasing all the data and applications it contains.

8. Choose **Export**.
   - If you are exporting data to a palmtop, and there are inconsistencies between the palmtop and your Agenda, you may have to go through a Palmtop Reconciliation process before the conclusion of your data export. If so, the Palmtop Reconciliation dialog box will be called up.

See Also:

All about your Agenda's Palmtop Support
Serial Settings
The Import Utility
Initial Set-up Procedure for Exporting to the Palmtop
Installing the UniLink Server on your HP Palmtop
Working with vCalendar Objects
Palmtop Reconciliation
Palmtop Reconciliation — Confirm Entry Deletion
Palmtop Reconciliation — Confirm Entry Modification

Change Password

When you select Change Password from the Edit Menu, this dialog box will appear.

To change your password, enter your old password in the upper edit box. Then enter your new password in the lower edit box.

As you type in your password, an asterisk will appear for each character you enter (rather than displaying the text.)

Choose **OK** when you have finished.

Deleting People/Resources from Recurring Entries

If you choose to delete attendees when editing a Recurring Entry, the Delete People/Resources dialog box will appear.

Select the people and resources you wish to delete from the Entry, and choose **Delete**. The users or resources will be deleted from all the recurrences that you have selected to edit.

Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

Adding People/Resources to Recurring Entries

If you choose to add attendees when editing a Recurring Entry, the Add People/Resources dialog box will appear.

Using the edit box, enter the names of the people and resources you wish to add to the Entry. They will be added to all the recurrences that you have selected to edit.

Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

See Also:

Adding Names

Rescheduled Entry

Depending on the Preferences you have set (Edit Menu, Preferences, Agenda, Notification), this dialog box will appear when you move an Entry to which you have invited others. It gives you the possibility of alerting others to the changes of time and/or date by e-mail.

If you choose **Yes**, the Mail Message dialog box will appear for you to enter and send your message to the invited people and resources (= resource designates).

Where is…

The Where is…? feature (Edit Menu, Locate Person) allows you to find out what people, resources or groups have scheduled in their Agendas at a specific time.

1. Type the name of the user you wish to locate in the Add edit box.
   - If you want to find a resource, type r:, re:, or res: followed by the resource's name.
   - If you want to find a group, type g:, gr:, or grp: followed by the group's name.

2. Choose  to accept the name. Your Agenda will search for this user.

   Choose  to reject the name. This will erase the user's name from the edit box. Your Agenda will not search for the user.

3. In the Date box, enter the date for which you want to find the user. Use the arrows to the right of the box or choose the calendar button.

4. In the Time box, set the time at which you want to find the user. Use the arrows to the right of the box or choose the clock button.

5. Your Agenda will search for the user using these search parameters, and display the information it finds in the list box.

   The answer you will get from your search depends on what Viewing Rights the user has granted you to see the Agenda Entry that is scheduled at the time for your search. Users set Viewing Rights for Entries of each access level.

   If you have the right to see all information about an Agenda Entry, you will get both its title and its location. If you only have the right to see the busy times of an Agenda Entry, your search will just indicate that the user is busy at that time. Finally, when you don't have any viewing rights for an Agenda Entry, you will not even be made aware of its existence.

   If your Agenda does not find any information fitting your search parameters, it will indicate this in the list box.

Creating a Day Event — General

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

You can create a Day Event either by choosing New Day Event from the File Menu (File Menu, New, Day Event) or by clicking the on the toolbar.

Day Events scheduled by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use the General tab of the dialog box to enter the basic information about your Day Event, and to create it. You also use this tab of the dialog box to invite people and resources to your Day Event.

1. Type the Title of the Day Event in the Title edit box.

2. Set the date of the Day Event by either:
- using the arrows to the right of the date box to scroll the date up or down; or,
- choosing the calendar button to the right of the date box.

3. Create the list of people and/or resources you want to invite to the Day Event using the edit box.

- To invite a user, type the name in the Add edit box.
  If you want to invite a resource, type r:, re:, or res: followed by the resource's name.
  If you want to add a group, type g:, gr:, or grp: followed by the group's name.
- Once the correct name is in the edit box, press Enter on your keyboard to include the name on the list of invited people and resources that you are creating. The name will then be added in the list box below.
- Choose to search for people, groups or resources.
- Choose to select a group for your list.
- To delete a name, select it from the list box and choose **Delete**.

4. If you have made this a recurring Day Event (using the Repeating tab of this dialog box) the list of dates on which this Day Event has been scheduled will appear in the list box. Should you make any changes to the information you have entered on the General tab after generating these dates, you can choose to make your changes apply either only to one selected date or to all dates.

- To make the changes apply to all dates, enter the changes you wish to make and choose **Apply to All**.
- To make changes only to selected dates, select the date and enter the changes you wish to make.

5. Do not choose **Create** until you are completely finished with creating your Day Event (which could demand that you use the other tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays

and Agendas of the other users.

See Also:

Creating a Day Event — Summary
Creating a Day Event — Reminders
Creating a Day Event — Repeating
Adding Names
Selecting a Group

Creating a Day Event — Summary

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

You can create a Day Event either by choosing New Day Event from the File Menu or by clicking the on the toolbar.

Day Events scheduled by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

The Summary tab of the dialog box provides a summary of your Day Event. It lists certain information about the Entry and lets you enter other information.

1. The following information is listed here:

- Title;
- Who proposed the Entry;
- People invited;
- Creator.

2. Enter the access level for the Day Event. Click the arrow to the right of the edit box to see the available options. Select one.

3. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Day Event.

See Also:

Creating a Day Event — General
Creating a Day Event — Reminders
Creating a Day Event — Repeating

Creating a Day Event — Repeating

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

You can create a Day Event either by choosing New Day Event from the File Menu or by clicking the  on the toolbar.

Day Events scheduled by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use this tab of the dialog box to make your Day Event a recurring Entry. This can be useful for scheduling any type of event that will take place on a regular basis.

1. Indicate how frequently you would like the Day Event to recur. Start by choosing if you want a daily, weekly, monthly or yearly repetition of your recurring Entry. Click the arrow to the right of the edit box and select one of the options. If you choose a monthly repetition, you can either have the Day Event recur on one (or several) specific date(s) of the month, or you can select one (or several) specific day(s) of the month for the recurrence.

Depending on your choice in the frequency edit box, you will have different options to choose from to the right of it.

- If you select **Daily**, you can choose whether you want the Entry to recur every day or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 days).
- If you select **Weekly**, you can choose whether you want the Entry to recur every week or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 weeks). You also have to choose on which week day(s) you want the Entry to be repeated. Click the day(s) you want to schedule the Entry for. If you change your mind about a day that you've chosen, click its button again to unselect it.
- If you select **Monthly on Date(s)**, you can choose whether you want the Entry to be repeated on a specific date every month or at some other frequency.
  If you want one date every month, select the upper button and type in the date.
  If you want a different frequency, click the lower button, select the date in the list box and type in the frequency (such as every 2 or 3 months). You can also select more than one date in the list box by pressing the Ctrl key when clicking them. If you want the Entry to recur several dates every month, select the dates and type 1 in the edit box
- If you select **Monthly on Day(s)**, select the day(s) in the list box (for example On the 3rd Monday of every month). If you want to select more than one day in the list box, press the Ctrl key when clicking them. Then type the frequency of the repetition in the small right-hand edit box (for example, every 3 months).
- If you select **Yearly**, you can choose whether you want the Entry to recur every year or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 years).

2. Enter the Start date using the arrows or by choosing the calendar button.

3. Set the End date by selecting either the Until or the For button.

- If you choose the Until button, set the date using the arrows or by choosing the calendar button.
- If you choose the For button, set the duration by selecting one of the options from the right-hand edit box (days, weeks, months, years). Then type the interval in the small left-hand edit box.

4. Indicate whether or not you want your Agenda to include Saturdays, Sundays and Holidays when scheduling the recurring Day Event.

5. Choose **List Dates** to create a list of the dates on which your Day Event will be scheduled. The list will appear in the list box below. If you change your settings and choose **List Dates** again, your Agenda will replace the first list of dates you created.

6. If you wish to create additional dates not included in the repetition you have specified, you can do so using the Additional date edit box.

   Set the date using the arrows to the right of the edit box or choose the calendar button. Once the date is set, choose the  to accept it.

7. You can delete dates from the list in two ways:
   - Select an individual date and choose **Delete** to remove certain dates only.
   - Choose **Clear All** to cancel the entire list of dates.

8. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Day Event.

See Also:

Creating a Day Event — General
Creating a Day Event — Summary
Creating a Day Event — Reminders

Creating a Day Event — Reminders

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

You can create a Day Event either by choosing New Day Event from the File Menu or by clicking the  on the toolbar.

Day Events scheduled by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use the Reminders tab of the dialog box to set Reminders for your Day Event.

1. Select the Set Reminder button to turn on the Reminders function. Select the No Reminder button to turn it off.
   Once you select the Set Reminder button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. If you are creating a recurring Day Event, a list box will display all the dates on which your Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

   - To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

5. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Day Event.

See Also:

Creating a Day Event — General
Creating a Day Event — Summary
Creating a Day Event — Repeating

Creating a Daily Note — General

A Daily Note is a note that will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Daily Note: .

You can create a Daily Note by choosing New Daily Note from the File Menu, by double-clicking in the Notes View below any other Entries already displayed there, or by choosing on the toolbar. You can also send copies of your Daily Notes to other users.

Daily Notes sent to you by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use the General tab of the dialog box to write and create your Daily Note. You also use this tab of the dialog box to send a copy of your Note to other people and resources.

1. Type the Title of the Daily Note in the Title edit box. This will be the text of your Note as it will appear in your Agenda. It can be up to 64 characters long.

2. Set the date of the Daily Note by either:
   - using the arrows to the right of the date box to scroll the date up or down; or,
   - choosing the calendar button to the right of the date box.

3. Create the list of people and/or resources to whom you want to send the Daily Note using the edit box.

   - To add a user to the list, type the name in the Add edit box.
     If you want to add a resource, type r:, re:, or res: followed by the resource's name.
     If you want to add a group, type g:, gr:, or grp: followed by the group's name.
   - Once the correct name is in the edit box, press Enter on your keyboard to include the name on the list of receiving people and resources that you are creating. The name will then be added in the list box below.
   - Choose to search for people, groups or resources.
   - Choose to select a group for your list.
   - To delete a name, select it from the list box and choose **Delete**.

4. If you have made this a recurring Daily Note (using the Repeating tab of this dialog box) the list of dates on which this Daily Note has been scheduled will appear in the list box. Should you make any changes to the information you have entered on the General tab after generating these dates, you can choose to make your changes apply either only to one selected date or all dates.

   - To make the changes apply to all dates, choose **Apply to All**.
   - To make changes only to selected dates, select the date and enter the changes you wish to make.

5. Do not choose **Create** until you are completely finished with creating your Daily Note (which could demand that you use the other tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.

- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Creating a Daily Note — Summary
Creating a Daily Note — Reminders
Creating a Daily Note — Repeating
Adding Names
Selecting a Group

Creating a Daily Note — Summary

A Daily Note is a note that will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Daily Note: .

You can create a Daily Note by choosing New Daily Note from the File Menu, by double-clicking in the Notes View below any other Entries already displayed there, or by choosing on the toolbar. You can also send copies of your Daily Notes to other users.

Daily Notes sent to you by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

The Summary tab of the dialog box provides a summary of your Daily Note. It lists certain information about the Entry and lets you enter other information.

1. The following information is listed here:

   - Title;
   - Who proposed the Entry;
   - People invited;
   - Creator.

2. Enter the access level for the Daily Note. Click the arrow to the right of the edit box to see the available options. Select one.

3. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Daily Note.

See Also:

Creating a Daily Note — General
Creating a Daily Note — Reminders
Creating a Daily Note — Repeating

Creating a Daily Note — Repeating

A Daily Note is a note that will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Daily Note: .

You can create a Daily Note by choosing New Daily Note from the File Menu, by double-clicking in the Notes View below any other Entries already displayed there, or by choosing on the toolbar. You can also send copies of your Daily Notes to other users.

Daily Notes sent to you by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use this tab of the dialog box to make your Daily Note a recurring Entry.

1. Indicate how frequently you would like the Daily Note to recur. Start by choosing if you want a daily, weekly, monthly or yearly repetition of your recurring Entry. Click the arrow to the right of the edit box and select one of the options. If you choose a monthly repetition, you can either have the Daily Note recur on one (or several) specific date(s) of the month, or you can select one (or several) specific day(s) of the month for the recurrence.

   Depending on your choice in the frequency edit box, you will have different options to choose from to the right of it.

   - If you select **Daily**, you can choose whether you want the Entry to recur every day or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 days).
   - If you select **Weekly**, you can choose whether you want the Entry to recur every week or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 weeks). You also have to choose on which week day(s) you want the Entry to be repeated. Click the day(s) you want to schedule the Entry for. If you change your mind about a day that you've chosen, click its button again to unselect it.
   - If you select **Monthly on Date(s)**, you can choose whether you want the Entry to be repeated on a specific date every month or at some other frequency.
     If you want one date every month, select the upper button and type in the date.
     If you want a different frequency, click the lower button, select the date in the list box and type in the frequency (such as every 2 or 3 months). You can also select more than one date in the list box by pressing the Ctrl key when clicking them. If you want the Entry to recur several dates every month, select the dates and type 1 in the edit box
   - If you select **Monthly on Day(s)**, select the day(s) in the list box (for example On the 3rd Monday of every month). If you want to select more than one day in the list box, press the Ctrl key when clicking them. Then type the frequency of the repetition in the small right-hand edit box (for example, every 3 months).
   - If you select **Yearly**, you can choose whether you want the Entry to recur every year or at some other frequency. Select the appropriate button and type in the frequency if you choose the latter alternative (such as every 2 or 3 years).

2. Enter the Start date using the arrows or by choosing the calendar button.

3. Set the End date by selecting either the Until or the For button.

   - If you choose the Until button, set the date using the arrows or by choosing the calendar button.
   - If you choose the For button, set the duration by selecting one of the options from the right-hand edit box (days, weeks, months, years). Then type the interval in the small left-hand edit box.

4. Indicate whether or not you want your Agenda to include Saturdays, Sundays and Holidays when

scheduling the recurring Daily Note.

5. Choose **List Dates** to create a list of the dates on which your Daily Note will appear. The list will be displayed in the list box below. If you change your settings and choose **List Dates** again, your Agenda will replace the first list of dates you created.

6. If you wish to create additional dates not included in the repetition you have specified, you can do so using the Additional date edit box.

   Set the date using the arrows to the right of the edit box or choose the calendar button. Once the date is set, choose the  to accept it.

7. You can delete dates from the list in two ways:
   - Select an individual date and choose **Delete** to remove certain dates only.
   - Choose **Clear All** to cancel the entire list of dates.

8. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Daily Note

See Also:

Creating a Daily Note — General
Creating a Daily Note — Summary
Creating a Daily Note — Reminders

Creating a Daily Note — Reminders

A Daily Note is a note that will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Daily Note: .

You can create a Daily Note by choosing New Daily Note from the File Menu, by double-clicking in the Notes View below any other Entries already displayed there, or by choosing on the toolbar. You can also send copies of your Daily Notes to other users.

Daily Notes sent to you by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use the Reminders tab of the dialog box to set Reminders for your Daily Note.

1. Select the Set Reminder button to turn on the Reminders function. Select the No Reminder button to turn it off.
   Once you select the Set Reminder button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Daily Note appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. If you are creating a recurring Daily Note, a list box will display all the dates on which your Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

   - To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

5. Choose **OK** to finish working on this tab and go back to the General tab, where you can create the Daily Note.

See Also:

Creating a Daily Note — General
Creating a Daily Note — Summary
Creating a Daily Note — Repeating

Editing a Recurring Entry — Day Events

When you double-click a recurring Entry that you've proposed (or in some other way indicate that you want to edit it), you will be asked whether you want to edit only that specific recurrence or if you want to edit several recurrences of the Entry. If you choose to edit several recurrences, you will come to the Edit Recurring Entry dialog box, where you can edit as many recurrences you like.

1. Select which recurrences of the Day Event you want to edit from the list box.
    - If you want to edit all recurrences of the Entry, choose **All**.
    - To select all dates prior to the one you have highlighted, choose **All Previous**.
    - To select all dates following the one you have highlighted, choose **All Next**.
    - To select several consecutive dates, hold down the Shift key and click the first and the last of the dates that you want to edit.
    - To select several non-consecutive dates, hold down the Ctrl key when you click them.
    - To unselect all recurrences, choose **Clear**.
2. From the box on the right, you can choose between a number of actions.
    - To change the title of the Day Event for the selected dates, choose **Title**. This will call up the New Title dialog box.
    - To add people and resources to the Day Event's list of attendees for the selected dates, choose **Add Attendees**. This will call up the Add People/Resources dialog box.
    - To remove people and resources from the Day Event's list of attendees for the selected dates, choose **Delete Attendees**. This will call up the Delete People/Resources dialog box.
    - To change the Day Event's Reminder settings for the selected dates, choose **Reminders**. This will call up the Reminder dialog box.
    - To delete the selected dates, choose **Delete Recurrences**. The recurrences will be removed from your Agenda (and the Agendas of any attendees) when you choose **OK**.
    - To view a specific recurrence, select that date from the list and choose **View original**. This will call up the View Entry dialog box.
    - To change the date of a specific recurrence, select it from the list and choose **Date/Time**. This will call up the Move Entry dialog box. You can only change the date of one recurrence at a time.
3. Choose **OK** only when you've done **all** the changes you want to do.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

New Title
Adding People/Resources to Recurring Entries
Deleting People/Resources from Recurring Entries
Editing Reminders for a Recurring Entry

Editing a Recurring Entry — Daily Notes

When you double-click a recurring Entry that you've proposed (or in some other way indicate that you want to edit it), you will be asked whether you want to edit only that specific recurrence or if you want to edit several recurrences of the Entry. If you choose to edit several recurrences, you will come to the Edit Recurring Entry dialog box, where you can edit as many recurrences you like.

1. Select which recurrences of the Daily Note you want to edit from the list box.

- If you want to edit all recurrences of the Entry, choose **All**.
- To select all dates prior to the one you have highlighted, choose **All Previous**.
- To select all dates following the one you have highlighted, choose **All Next**.
- To select several consecutive dates, hold down the Shift key and click the first and the last of the dates that you want to edit.
- To select several non-consecutive dates, hold down the Ctrl key when you click them.
- To unselect all recurrences, choose **Clear**.

2. From the box on the right, you can choose between a number of actions.

- To change the title of the Note for the selected dates, choose **Title**. This will call up the New Title dialog box.
- To add people and resources from the Note's list of attendees for the selected dates, choose **Add Attendees**. This will call up the Add People/Resources dialog box.
- To remove people and resources from the Note's list of attendees for the selected dates, choose **Delete Attendees**. This will call up the Delete People/Resources dialog box.
- To change the Note's Reminder settings for the selected dates, choose **Reminders**. This will call up the Reminder dialog box.
- To delete the selected dates, choose **Delete Recurrences**. The recurrences will be removed from your Agenda (and the Agendas of any attendees) when you choose **OK**.
- To view a specific recurrence, select that date from the list and choose **View original**. This will call up the View Entry dialog box.
- To change the date of a specific recurrence, select it from the list and choose **Date/Time**. This will call up the Move Entry dialog box. You can only change the date of one recurrence at a time.

3. Choose **OK** only when you've done **all** the changes you want to do.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

New Title
Adding People/Resources to Recurring Entries
Deleting People/Resources from Recurring Entries
Editing Reminders for a Recurring Entry

Editing a Daily Note — General

The Edit Entry dialog box lets you make changes to a Daily Note you have written. You can call up this dialog box either by double-clicking the Note in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Daily Note, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

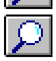
When you edit a Daily Note that you have sent to others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Daily Note, it will appear as a new Daily Note in their In-tray.

The General tab of the dialog box lets you change the basic content of your Note.

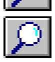
1. Make changes to the Title of the Daily Note in the Title box.

2. Change the date by either:
- using the arrows to the right of the date box to scroll the date up or down; or,
- choosing the calendar button to the right of the date box.

3. Use the People/Resources part of the tab to change the list of people and resources who will receive your Note.

- To add a user to the list, type the name in the Add edit box.
  If you want to add a resource, type r:, re:, or res: followed by the resource's name.
  If you want to add a group, type g:, gr:, or grp: followed by the group's name.
- Once the correct name is in the edit box, press Enter on your keyboard to add the name in the list of receiving people and resources below.
- Choose  to search for people, groups or resources.
- Choose  to select a group for your list.
- To delete a name, select it from the list box and choose **Delete**.

Next to each person or resource, one of these icons will be displayed:

 people or resources (the resource designates) who have decided to keep the Day Event in their Agenda;
 people or resources who have decided to remove the Day Event from their Agenda;
 people or resources who haven't responded to the Daily Note yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Daily Note — Agenda Status
Editing a Daily Note — Summary
Editing a Daily Note — Reminders
Adding Names
Selecting a Group

Editing a Daily Note — Summary

The Edit Entry dialog box lets you make changes to a Daily Note you have written. You can call up this dialog box either by double-clicking the Note in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Daily Note, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Daily Note that you have sent to others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Daily Note, it will appear as a new Daily Note in their In-tray.

The Summary tab of the dialog box provides a summary of your Daily Note. It lists certain information about the Entry and lets you change other information.

1. The following information is listed on this tab, but cannot be changed here:

    - Title;
    - Who proposed the Entry;
    - People invited;
    - Creator.

2. You can adjust the access level by clicking the arrow to the right of the Access box and selecting one of the options.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Daily Note — Agenda Status
Editing a Daily Note — General
Editing a Daily Note — Reminders

Editing a Daily Note — Reminders

The Edit Entry dialog box lets you make changes to a Daily Note you have written. You can call up this dialog box either by double-clicking the Note in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Daily Note, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Daily Note that you have sent to others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Daily Note, it will appear as a new Daily Note in their In-tray.

This tab of the dialog box lets you change the Reminders you have set for your Daily Note.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Note appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Using the Reminders
Editing a Daily Note — Agenda Status
Editing a Daily Note — General
Editing a Daily Note — Summary

Editing a Daily Note — Agenda Status

The Edit Entry dialog box lets you make changes to a Daily Note you have written. You can call up this dialog box either by double-clicking the Note in your In-tray or on your Agenda page, or by selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you proposed the Entry you have selected. If you didn't propose the Daily Note, the View Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When you edit a Daily Note that you have sent to others, the changes you make will automatically appear in their Agendas as well. If you change the date of the Daily Note, it will appear as a new Daily Note in their In-tray.

The Agenda tab lets you choose whether or not to keep the Daily Note in your Agenda. A summary of the Entry is displayed on this tab, so you don't have to go to the other tabs to get the information.

The summary lists the following information about the Daily Note:

- Who proposed the Entry;
- Title;
- Date;
- Access level;
- People invited.

To change the status of the Note, select one of the three options offered:

- Keep in Agenda.
- Remove from Agenda.
- Decide later.

Choose **OK** only once you've finished with all the tabs of the dialog box.

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing a Daily Note — General
Editing a Daily Note — Summary
Editing a Daily Note — Reminders

Daily Notes

You can create Daily Notes in your Agenda. Notes are things you want to enter into your Agenda, but that don't fall under Tasks, Day Events, or Agenda Entries. These Daily Notes will appear in the Notes View of your Daily and Weekly Agenda pages. This icon indocates a Daily Note: .

For more details about Tasks, click one of the following topic headings:

The Notes View

Creating Notes

- General
- Summary
- Repeating
- Reminders

Viewing Notes

- General
- Reminders
- Agenda Status

Editing Notes

- General
- Summary
- Reminders
- Agenda Status
- Recurring Entries
- Moving an Entry
- Rescheduled Entry

Preferences

- Entry Defaults — Daily Notes

Viewing a Daily Note — General

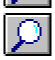
The View Entry dialog box displays information about the Daily Note you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option) , double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you did propose the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The General tab of the dialog box lists the following information about the Daily Note you have selected:

- Who proposed the Entry;
- Creator;
- Title;
- Date.
- Access level

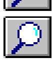
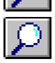
This tab of the dialog box also shows you a list of the people and resources who have received a copy of the Daily Note you are viewing. Next to each person or resource in the list, one of these icons will be displayed:

 people or resources (the resource designates) who have decided to keep the Daily Note in their Agenda;
 people or resources who have decided to remove the Daily Note from their Agenda;
 people or resources who haven't responded to the Daily Note yet.

The list cannot be edited in this dialog box.

(To edit the list of people and resources for a Daily Note you proposed, go to the General tab of the Edit Entry dialog box for that Note.)

If the Entry is a recurring one, a list box at the bottom of the dialog box will show the recurrences of the Entry, and indicate your reply to them using these icons:

 for Entries you have accepted;
 for Entries you have refused;
 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing a Daily Note — Agenda Status
Viewing a Daily Note — Reminders
Entry Defaults — Daily Notes

Viewing a Daily Note — Agenda Status

The View Entry dialog box displays information about the Daily Note you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option) , double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you did propose the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

When the View Entry dialog box is called up for a Daily Note, the Agenda tab will always be displayed, in order for you to quickly choose whether or not to keep it in your Agenda. A summary of the Entry is displayed on this tab, so you don't have to go to the other tabs to get the information you need to respond to the Note.

The summary lists the following information about the Daily Note:

- Who proposed the Entry;
- Title;
- Date;
- Access level;
- People invited.

To respond to the Note:

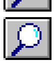
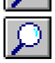
1. Select one of the three options:

    - Keep in Agenda.
    - Remove from Agenda.
    - Decide later.

2. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. If you change your reply, the new reply will apply only to the selected dates.

    - To change the reply to all recurrences of the Entry, choose **Apply to All**.
    - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, change your reply.
    - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, change your reply.

    In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;
 for Entries you have refused;
 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing a Daily Note — General

Viewing a Daily Note — Reminders

Viewing a Daily Note — Reminders

The View Entry dialog box displays information about the Daily Note you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your Preferences for this option) , double-clicking the Entry on your Agenda page, or selecting it on the Agenda page and choosing Open Entry from the Edit Menu.

This dialog box will only appear if you didn't propose the Entry you have selected. If you did propose the Entry, the Edit Entry dialog box will appear instead. (You cannot edit information about Entries you haven't proposed.)

The Reminder tab of the dialog box shows you the Reminders you have set for the Daily Note.

You can change your Reminders in this dialog box.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

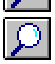
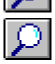
2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Note appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. If the Entry you are viewing is a recurring one, a list box will display all the dates on which the Entry has been scheduled. The Reminders you have set will apply only to the selected dates.

   - To apply the Reminders to all recurrences of the Entry, choose **Apply to All**.
   - To select several consecutive dates in the list box, hold down the Shift key and click the first and the last of the dates. Once all the appropriate dates are selected, set your Reminders.
   - To select several non-consecutive dates in the list box, hold down the Ctrl key when you click them. Once all the appropriate dates are selected, set your Reminders.

   In the list box with all the dates of a recurring Entry, these icons will indicate your reply to them:

 for Entries you have accepted;
 for Entries you have refused;
 for Entries you have not responded to yet.

Choose **OK** only once you've finished with all the tabs of the dialog box.

See Also:

Viewing a Daily Note — Agenda Status
Viewing a Daily Note — General

Editing a Recurring Daily Note

When you choose to edit a recurring Daily Note, your Agenda will ask you whether you want to edit only the selected recurrence of the Note, or several recurrences.

- If you choose "Edit this recurrence only", your Agenda will call up the Edit Entry dialog box for the selected recurrence.
- If you choose "Edit several recurrences", your Agenda will call up the Edit Recurring Entry dialog box.

Select one of the options, then choose **OK**.

Editing a Recurring Day Event

When you choose to edit a recurring Day Event, your Agenda will ask you whether you want to edit only the selected recurrence of the Day Event, or several recurrences.

- If you choose "Edit this recurrence only", your Agenda will call up the Edit Entry dialog box for the selected recurrence.
- If you choose "Edit several recurrences", your Agenda will call up the Edit Recurring Entry dialog box.

Select one of the options, then choose **OK**.

The Import Utility

The Import Utility allows you to import data into your Agenda from certain files and supported palmtops.

1. Choose whether you want to import from a file or from a palmtop by selecting the appropriate button (File or Palmtop).

2. Select from what type of file or palmtop you will be importing your data. Click the arrow to the right of the edit box and select one of the options.

   File formats:
   - HP-100LX/200LX Appointment Book Files
   - Schedule+ files
   - vCalendar files.

   Palmtop formats:
   - Hewlett-Packard HP-100LX
   - Hewlett-Packard HP-200LX

3. Enter the name of the file from which you will be importing data in the File Name edit box. Clicking on the arrow to the right of the edit box will show you (and let you select from) a list of the last files you have imported from. If you are not importing from a palmtop, you can look for the file on your system by clicking **Browse**.

4. If you are importing data from a palmtop, select the serial port you are using. Click **Link Settings** next to the File Name edit box and select one of the options offered in the Serial Settings dialog box that is called up.

5. Choose the period for which you wish to import data. You have three options:

   - Set the range of dates that you want to import Entries for. Select Range and enter the Start and End dates using the arrows to the right of the edit boxes below or by choosing the calendar button.
   - Import all the data contained in the file you're importing from by selecting All.
   - Customize the time period that you want to import Entries for. Select Custom and set the time period with the edit boxes below. Select from the alternatives that are displayed when you click on the arrows next to the two right-hand edit boxes. Then type in the appropriate numbers in the small left-hand edit boxes. Your customized time period will be saved until the next time you import data.

6. If you are importing data from your palmtop and this is the first time you export/import with your palmtop, you need to install a link between your Agenda and the palmtop. Open the DataComm application on your palmtop, choose File Receive from the File Menu and enter the file name ul.exe. Then choose **Link Settings** in the Import Utility dialog box in your Agenda, and choose **Link Install** in the Serial Settings dialog box that is called up. You will not need to do this again, unless the batteries on your palmtop run down, erasing all the data and applications it contains.

7. Choose **Import**.
   - If you are importing a vCalendar file, a dialog box will appear, letting you handle the Entries being imported either individually or collectively.
   - When importing from a palmtop, the Palmtop Reconciliation dialog box will open to let you deal with inconsistencies between the palmtop and your Agenda.

See Also:

The Export Utility
Serial Settings
vCalendar Entries Found...
Palmtop Reconciliation
Palmtop Reconciliation — Confirm Entry Deletion
Palmtop Reconciliation — Confirm Entry Modification

Editing an Agenda Entry — Reply

Use the Edit Entry dialog box to make changes to an Agenda Entry you've proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

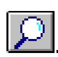
If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

This tab of the dialog box lets you change your reply to the Entry. A summary of the Agenda Entry is displayed here. It lists the following information about the Entry:

- Who proposed the Entry;
- Creator;
- Title;
- Location;
- Time;
- Importance level;
- Access level;
- People invited.

To change your reply to the Entry, select the appropriate message from the list:

- I will attend
- I will not attend
- I will confirm later
- The message "I would prefer another time" can accompany any of the options.

To send an e-mail message about your reply, click . This will call up the Mail Message dialog box.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Mail Message
Editing an Agenda Entry — General
Editing an Agenda Entry — Summary
Editing an Agenda Entry — Details
Editing an Agenda Entry — Reminders
Editing an Agenda Entry — Linked Tasks

Verifying the Change in Password

When you change your password, your Agenda will ask you to verify the change, to make sure your new password is properly entered.

1. Re-enter your password.
2. Choose **OK**.

Importing & Exporting

You can transfer data between your Agenda and a Hewlett Packard palmtop computer or a data file, including various ASCII file formats, Schedule+ files and vCalendar objects.

For more details about these features, see the following topics:

General

All about your Agenda's Palmtop Support
The Import Utility
The Export Utility
Serial Settings
Initial Set-up Procedure for Exporting to the Palmtop
Installing the UniLink Server on your HP Palmtop

vCalendar objects

Working with vCalendar Objects
vCalendar Entries Found...
vCalendar Object Details

Palmtop Reconciliation

Palmtop Reconciliation
Preferences
Confirm Entry Deletion
Confirm Entry Modification
Conflicts Detected

All about your Agenda's Palmtop Support

When you export from your Agenda to your HP palmtop, a calendar file is written on the palmtop. Changes made to the palmtop calendar can then be added to your Agenda by importing the data from the palmtop to the Agenda.

When you export to the palmtop, your Agenda will generate a name for the calendar file being created, but you can change the name of the file to suit your needs. Every time you export to the palmtop specifying this calendar name, any inconsistencies between the file and the Agenda will be dealt with in a reconciliation process. In your Palmtop Reconciliation preferences, you can choose to let the Agenda deal automatically with the details of this process, or you can decide the line of action for each inconsistent Entry on a case-by-case basis. Either way, the Palmtop Reconciliation ensures that your Agenda and the calendar on your palmtop will always be identical after the exportation, with consideration to changes made in either one of them (according to your own settings).

You can also import Entries from a calendar file on your palmtop into your Agenda. Your Agenda will take you through a reconciliation process in the same way as described above. In this way, your Agenda and the calendar on your palmtop will also be identical after the importation, with consideration to changes made in either one of them (according to your own settings).

You can import Entries that were previously exported from someone else's Agenda, simply by choosing the appropriate palmtop file to import from. However, these Entries will be considered as created and proposed by you.

You should remember that although you can export several Agendas at once, only one palmtop calendar can be imported at one time.

Your Agenda has greater scheduling capabilities than the supported palmtops. As a result, there are some limits on the information that can be transferred. The import and export utilities are intended to help mobile users, but the palmtop cannot serve as a replacement for the Agenda. All types of Entries can be exported, but Agenda Entries will exist on your palmtop as Appointments; Day Events, Daily Notes and Holidays will exist as Events; and Tasks will exist as To-do's.

Entries that have more than one attendee can be exported to the palmtop. While working on the palmtop, you can edit any aspect of these Entries except the list of people/resources. When importing such Entries into your Agenda, all changes will automatically be updated for every person/resource included in the Entry.

When you export Entries to the palmtop, their Reminders will be set by default (they will be set to five minutes before the Entry begins).

To exchange data between your Agenda and your palmtop, you will need to perform an initial set-up. This process only needs to be done once. However, if you let both the main and auxiliary power supplies of your palmtop run down, you will need to redo this initial set-up.

Initial Set-up Procedure for Exporting to the Palmtop

This set-up procedure will prepare your palmtop to exchange data with your Agenda. Once you have done this procedure once, you do not need to repeat it unless you let both the main and auxiliary power supplies of your palmtop run down.

For your Agenda to be able to exchange data with your palmtop, you will need to install the UniLink Server on your palmtop.

You must link the PC and the palmtop with the appropriate PC link cable supplied with your palmtop. Make sure that the PC's communications port is correctly configured. Refer to your computer's user manual for information on the available ports and identifying them. Select the appropriate port from the list of options available in the Port edit box.

Then set up the following (the following are the default values and may not need to be changed):

- Set the baud rate to 9600 (rates higher or lower than this don't work well with most palmtops);
- Set the data bits to 8;
- Set the parity to none;
- Set the stop bits to 1;
- Set the flow control to Xon/Xoff.

These settings will give you the best communication results between your Agenda and your palmtop.

Once you have set your communications parameters, choose **OK** to save these settings in your UNISON.INI file. If you have correctly configured the port, you can install the UniLink Server on your palmtop by choosing **Link Install**. If you have correctly transferred the UniLink Server file (ul.exe), the application should start. Choose **Done** to close the dialog box.

See Also:

The Export Utility
Installing the UniLink Server on your HP Palmtop

Installing the UniLink Server on your HP Palmtop

For your Agenda to be able to exchange data with your palmtop, you will need to install the UniLink Server on your palmtop. You only need to do this the first time you export data to or import data from your palmtop. (However, if you let the main and auxiliary power supplies for your palmtop run down, you will need to re-install the UniLink Server.)

The following instructions will help you complete the set-up procedure for the HP-100LX and HP-200LX palmtops. (Only these palmtops are currently supported.)

1. Connect your palmtop to one of the COM ports on your PC using the PC Link cable supplied with your palmtop.
2. Turn on the palmtop and select **&** to start the Application Manager.
3. Press **C** to start the DataComm Application.
4. Press **MENU C S** to open up the settings dialog.
5. Set the Baud rate to 9600. (Press **Alt B** and use the arrow keys.)
6. Set the Interface to Com 1. (Press **Alt I** and use the arrow keys.)
7. Set the Parity to None. (Press **Alt P** and scroll through the box.)
8. Set the Data bits to 8. (Press **Alt T** and use the arrow keys.)
9. Set the Stop Bits to 1. (Press **Alt S** and use the arrow keys.)
10. Press **F10** to accept these settings.
11. Press **MENU F P** to open up the File Transfer Protocol dialog.
12. Select **XMODEM**.
13. Press **F10** to accept these settings.
14. Press **MENU FR** to open the Receive File dialog.
15. Enter **D:\UL.EXE** in the File name edit box.
16. Press **F10** to accept these settings.
17. In the Export Utility dialog box, choose **Link Install**.
18. After the file transfer is complete, exit the DataComm Application by pressing **MENU FX**.
19. On the palmtop, go to the DOS Prompt. (Press **&…D**.)
20. Start the UniLink Server by typing **UL**.

See Also:

The Export Utility

Initial Set-up Procedure for Exporting to the Palmtop

Icon Glossary

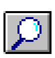
Your Agenda uses icons to convey as much information as possible without cluttering up the screen. They appear along the toolbar, in dialog boxes, in the status bar and in the displays.

Click any of the icons shown below to see a brief definition of the icon.

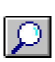
Netscape Calendar Icons

The Dialog Boxes

Adding Names



Reconciliation



The Daily Agenda View

The Monthly Agenda View

The In-tray

The Notes View

The Task View and Task Display

Special Cursors

The Toolbars

The Pop-up Reminders

The Date Control Bar

The Status Bar

Day Events

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

Creating a Day Event

- General
- Summary
- Repeating
- Reminders

Viewing Day Events

- General
- Reminders
- Agenda Status

Editing Day Events

- General
- Summary
- Reminders
- Agenda Status
- Recurring Entries
- Moving an Entry
- Rescheduled Entry

Preferences

- Entry Defaults — Day Events

Entry Notification

Depending on your settings (Edit Menu, Preferences, Agenda, Notification), other users can receive Entry Notifications by electronic mail.

If you have set the e-mail notifications on, each time you create or modify an Entry to which other users have been invited, your Agenda will display a message box asking you if you want to send the other users an e-mail message.

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:
Mail Message
All about the Mail
Agenda Preferences — Notification

View Task

This dialog box will appear when you open a Task from within the Reminder Pop-up dialog box. It displays information on the Task of which you are being reminded. Furthermore, it is called up when you double-click a Task while viewing the Task Display of another user.

At the top of the dialog box, the Description of the Task is displayed, as well as the date on which it was created.

The View Task dialog box has three tabs: General, Reminders and Details. If you are viewing someone else's Tasks, however, there is no Reminders tab.

The General Tab

The General tab displays the following information:

- Due date
- Due time
- Start date
- Start time
- % Completed
- Completion date
- Access level.
- Priority

The Reminders Tab

On the Reminders tab you can change your Reminder settings for the Task. You can set Reminders for both your Task's Start Date and/or its Due Date, both are set in the same way.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

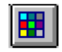
The Details Tab

Choose the Details tab to view the Task's Comments and Attachments, if it has any. In this dialog box you cannot make any changes on the Details tab.

See Also:

The Pop-Up Reminders

The Color Scheme

Choosing Event Colors from the View Menu, or clicking the  button on the toolbar will call up the Agenda Entry Colors dialog box. It allows you to quickly change the color scheme of your Agenda Entries without having to go and change your Agenda Preferences.

To change the color scheme of your Agenda Entries, select one of the three options available. To view the options click the arrow on the right-hand side of the edit box.

You can color your Agenda Entries according to:

- Entry Ownership (i.e. according to whether you or someone else proposed the Entry)
- Importance level
- Attendance Status.

Please note that when you choose to color code Agenda Entries by ownership, and you open another user's Agenda, the Agenda Entries you (and not the Agenda's owner) have proposed will appear in blue. This makes it easier for you to spot Agenda Entries you can edit in other users' Agendas. (Even if you are in another user's Agenda, you can still edit an Entry you have proposed.) However, if you are working in someone else's Agenda as a designate, it will be the Agenda Entries proposed by the Agenda's owner that will appear in blue, since you are working in that person's Agenda as though you were the owner.

The display below the edit box will show you what colors will be used to code your Entries with each of these color schemes.

Click **OK** when you have made your choice.

Logging in as a Resource

You can sign in to the system as a resource, provided that you know the appropriate password. However, you should not work as the resource while logged in as it.

When you sign in to the system as a resource you will only have the following capabilities:

- changing the assigned access rights (setting modification and scheduling rights for other users on the system);
- changing the password for signing in as the resource.

Whenever you need to work as a resource, you should do so as a designate.
To work as a designate for a resource, you must sign in as the resource, grant yourself the necessary designate rights, and then access the Resource's Agenda as a designate from within your own Agenda.

See Also:

Access Rights — Designate
Access Rights — Scheduling

Open an Agenda

The Open an Agenda dialog box is displayed when you choose the button on the toolbar, or select Open Agenda - An Agenda from the File Menu. Here you choose whose Agenda you want to open and how you want to open it.

You can choose to do one of the following:

- open your own Agenda;
- open the Agenda of another user to view it; or
- open the Agenda of another user as a Designate.

To open your own Agenda:

1. Select "Modify your own Agenda".

2. Click **OK.**

To view the Agenda of another user:

1. Select "View the Agenda of:".

2. Type the user's name in the edit box.

    - If you want to open a resource's Agenda, type r:, re:, or res: followed by the resource's name.

3. Choose to accept the name. This will open that user's Agenda.

    Choose to cancel. This will erase the user's name from the edit box. The user's Agenda will not be opened.

To open the Agenda of another user as a Designate:

1. Select "Modify, as a designate, the Agenda of:".

2. In the list box below, those users who have granted you designate rights will be displayed. Select the user or resource for whom you wish to work as a Designate from the list.

3. Choose **OK** and the selected user's or resource's Agenda will be opened.

NOTE: If you have not been granted designate rights by any other user, this portion of the dialog box will not be displayed.

See Also:

Adding Names
All about the Agenda Pages
Working as a Designate

Editing your Reply for a Recurring Agenda Entry

When you choose to edit the Reply in the Edit Recurring Entry dialog box, Your Agenda will call up this dialog box.

Change your reply for the recurrences you are editing.

Select the appropriate message from the list:

- Will attend
- Will not attend
- Confirm later
- The message "Prefer another time" can accompany any of the options.

Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

Editing Reminders for a Recurring Entry

When you choose to edit the Reminder in the Edit Recurring Entry dialog box, Your Agenda will call up this dialog box.

Set the Reminder for the recurrences you are editing.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
   Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
   Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

4. Choose **OK**. This will return you to the Edit Recurring Entry dialog box.

Print Preview

You can preview the print-outs of your Agenda pages by choosing **Preview** in the Print dialog box.

To scroll through a multiple-page print-out, use the **Next Page** and **Previous Page** buttons.

If you prefer to view two pages at a time, click the **Two Pages** button. Click the **One Page** button to return to the one-page-per-screen view.

You can zoom in on documents in two ways:

- Click the area you wish to magnify with the magnifying cursor. The view will expand to let you see the print-out in more detail. You can zoom in twice. If you have reached maximum magnification, the cursor will revert to the normal pointer.
- You can also zoom in by clicking the **Zoom In** button on the toolbar.

To zoom out, use the **Zoom Out** button on the toolbar.

When you have finished previewing your print-outs, click **Close** to return to the Print dialog box.

Saving your Print Layouts

When you have set your options for a particular layout format (such as the Franklin Day Planner Classic, the Day-Timer Junior Pocket, or any of the many other formats your Agenda allows you to print), you may want to save your set-up. This way you can use exactly the same options the next time you print out your Agenda pages, without having to re-enter all of the settings again.

To do so, choose **Save as…** at the bottom of the Layout Options dialog box.

Enter a name for the layout you have created. This name will then appear in the list of layouts offered in the Print dialog box.

When you have finished, choose **OK**. This will return you to the Layout Options dialog box.

The User Information Box

An Information box will appear on screen when you select a user from a search and either double-click the selected name or choose **Information**. An Information box about the current user (i.e. the user that you have signed in as) is called up when you choose User Information from the Edit Menu.

When you choose Information in the Search dialog

The box contains the information available about the person you have selected. The information displayed here is entered by the System Operator when they add a person into the system.

The information displayed about other users can only be edited by the System Operator.

When you have finished, choose **OK** to return to the Search dialog box.

When you choose User Information from the Edit Menu

The box contains the system's information about you (or the user that you have signed in as). Depending on your system, you may have the right to modify this information. If you do have this right, you can change any incorrect information here. If not, you will have to ask your System Operator to make the changes for you.

When you have finished, choose **OK**.

See Also:

Searching — People
Searching — Groups

Viewing a Holiday — General

The View Entry dialog box displays information about the Holiday you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your preferences for this option), by double-clicking the Holiday on your Agenda pages, or by selecting the Holiday on the Agenda page and choosing Open Entry from the Edit Menu.

You cannot edit Holidays unless your System Operator has given you the authority to do so.

The General tab of the dialog box gives you following information about the Holiday you have selected:

- Creator;
- Title;
- Access level;
- Date.

Choose **OK** only when you've finished viewing the Holiday.

See Also:

Viewing a Holiday — Reminders
Viewing a Holiday — Agenda Status

Viewing a Holiday — Reminders

The View Entry dialog box displays information about the Holiday you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your preferences for this option), by double-clicking the Holiday on your Agenda pages, or by selecting the Holiday on the Agenda page and choosing Open Entry from the Edit Menu.

You cannot edit Holidays unless your System Operator has given you the authority to do so.

You can change your Reminders for the Holiday using this tab of the dialog box.

1. Select the Reminder ON button to turn on the Reminders function. Select the No Reminder (OFF) button to turn it off.
Once you select the Reminder ON button, you can set the Reminders options.

2. Set how you wish to be reminded. You can either be reminded by a Pop-up window or you can have the Entry appear as an Upcoming Note in the Notes View of your Agenda (at the bottom of the Daily and Weekly Agenda pages).
Click the arrow next to the display box and select one of the two options.

3. Set when you want to be reminded. You can choose to be reminded minutes, hours, days, weeks, months or years in advance. To view your options and select one, click the arrow to the right of the box. Then type the appropriate number in the left-hand box.

Choose **OK** only when you've finished viewing the Holiday.

See Also:

Viewing a Holiday — General
Viewing a Holiday — Agenda Status

Viewing a Holiday — Agenda Status

The View Entry dialog box displays information about the Holiday you have selected. You can call up this dialog box either by double-clicking the Entry in your In-tray (if you have set your preferences for this option), by double-clicking the Holiday on your Agenda pages, or by selecting the Holiday on the Agenda page and choosing Open Entry from the Edit Menu.

You cannot edit Holidays unless your System Operator has given you the authority to do so.

When the View Entry dialog box is called up for a Holiday, the Agenda tab will always be displayed, in order for you to quickly choose whether or not to keep it in your Agenda. A summary of the Holiday is displayed on this tab, so you don't have to go to the other tabs to get the information you need to respond to it.

The summary lists the following information about the Holiday:

- Title;
- Date;
- Access level.

To change the status of the Holiday within your Agenda, select one of the three options:

- Keep in Agenda.
- Remove from Agenda.
- Decide later.

Choose **OK** only when you've finished viewing the Holiday.

See Also:

Viewing a Holiday — General
Viewing a Holiday — Reminders

Time Zone Preferences

You choose which time zone to work in using the Time Zone tab of the General Preferences dialog box (Edit Menu, Preferences, General).

Change the time zone when working off-line and traveling or when scheduling Entries with users in another time zone.

You can choose in which time zone to work in two different ways, depending on whether you know the name of the time zone or not.

1. If you know the name of the time zone you wish to work in, you can enter it in the top edit box. Click the arrow to the right of the box to see the choices available. Scroll down and select one.

2. You can also select your time zone by selecting the name of the region or country whose time zone you wish to use. Click **Load Regions**. The Agenda will display a list of countries and regions in the list box. Select one of them. The name of the corresponding time zone will then be displayed in the top edit box.

3. To return to the normal time zone of your system (i.e. the local time zone in which your system has been installed) without logging out, choose **Revert to host's time zone**.

If the System Operator has given the system's users that right, you can also choose to save the changed time zone for future sessions This could be useful for someone who frequently travels between two time zones.

- If you don't have this option, the text "Save time zone change for future sessions" will be gray (inactive) and you cannot select this button.
- If you do not wish to save the changed time zone, select "Make time zone change for this session only".
- If you want to change time zone permanently, select "Save time zone change for future sessions". In the future, you will always log in to the changed time zone. If you wish to use the host's time zone again, you'll have to open this dialog box and choose **Revert to host's time zone**. To return to your saved time zone without logging out, you can then choose **Restore saved time zone**.

  Note: If you choose to save your time zone change, the alternative time zone will be your default time zone in the future. The only way of making the system's time zone your default time zone again, is to enter it in the top edit box (in one of the ways described above) and select "Save time zone change for future sessions".

Choose **OK** only after you have set all your General Preferences.

Working as a Designate

A designate is someone who has the right to work in the Agenda of another user, in that user's name. However, designates can only carry out those operations that the owner of the Agenda has granted them the right to perform.

In a person's Agenda:

To open an Agenda as a designate, choose Open Agenda from the File Menu, and choose An Agenda from the Submenu. Click "Modify, as a Designate, the Agenda of:" and select the user's name from the list box. Choose **OK**. The Agenda of that user will then be opened. If you switch to the In-tray and you already have your Agenda open as well, you will see both your own folders, and those of the person for whom you are working as a designate displayed on the same screen.

Opening an Agenda as a designate will let you work on someone else's Agenda in that person's name (if you have been granted the right to do so). As a designate, you can view, edit and add Entries according to the rights that you have been granted. Your rights as a designate will have been defined by the owner of that Agenda. For example, you may or may not also have access to that user's Tasks.

If you create an Entry while working as a designate in an Agenda, it will be considered to be proposed by the Agenda's owner, and you will only be able to edit it when working as that user's designate. The Entries you create as a designate will be displayed in the owner's Agenda and (if others have been invited) in his or her In-tray, exactly as if that user had created them.

The Access Rights dialog box (Edit Menu, Access Rights) lets you give designate rights to other users. You can choose what rights each of your designates will have in your Agenda using the Designate tab of the Access Rights dialog box.

In the Task Display:

To open the Task Display of a another user as a designate, select Open Tasks from the File Menu, and choose Modify Other's as designate from the Submenu. If you have been given designate rights by more than one user, you will be asked to select which user's Task Display you wish to open. You will then be able to view and modify those Tasks to which you have been given rights.

Any Tasks you create while working as a designate in a Task Display will be the Tasks of the user in whose name you're working. You will only be able to edit them when working as that person's designate.

As a Resource:

Note that whenever you need to work in the Agenda of a resource, you should do so as a designate. To be able to do this, you must log on to the system as a resource. You will have only the following capabilities:

- changing the assigned access rights (setting modification and scheduling rights for other users on the system); and,
- changing the password for signing on as the resource.

Grant yourself the necessary designate rights. Then you can access the resource's Agenda as a designate from within your own Agenda, in the same way as you would a person's Agenda (see above).

Glossaries

There are two glossaries available: one explains the terms used in your Agenda; the other one explains the icons used.

Glossary
Icon Glossary

Creating a Day Event — General

A Day Event is an event that lasts for, or is valid for, an entire day, without taking up time in your Day View. Day Events will appear in the Notes View at the bottom of your Agenda pages. This icon indicates a Day Event: .

You can create a Day Event either by choosing New Day Event from the File Menu (File Menu, New, Day Event) or by clicking the on the toolbar.

Day Events scheduled by others will appear in the New Entries folder of your In-tray, where you can decide whether to keep them in your Agenda.

Use the General tab of the dialog box to enter the basic information about your Day Event, and to create it. You also use this tab of the dialog box to invite people and resources to your Day Event.

1. Type the Title of the Day Event in the Title edit box.

2. Set the date of the Day Event by either:
- using the arrows to the right of the date box to scroll the date up or down; or,
- choosing the calendar button to the right of the date box.

3. Create the list of people and/or resources you want to invite to the Day Event using the edit box.

- To invite a user, type the name in the Add edit box.
  If you want to invite a resource, type r:, re:, or res: followed by the resource's name.
  If you want to add a group, type g:, gr:, or grp: followed by the group's name.
- Once the correct name is in the edit box, press Enter on your keyboard to include the name on the list of invited people and resources that you are creating. The name will then be added in the list box below.
- Choose to search for people, groups or resources.
- Choose to select a group for your list.
- To delete a name, select it from the list box and choose **Delete**.

4. If you have made this a recurring Day Event (using the Repeating tab of this dialog box) the list of dates on which this Day Event has been scheduled will appear in the list box. Should you make any changes to the information you have entered on the General tab after generating these dates, you can choose to make your changes apply either only to one selected date or to all dates.

- To make the changes apply to all dates, enter the changes you wish to make and choose **Apply to All**.
- To make changes only to selected dates, select the date and enter the changes you wish to make.

5. Do not choose **Create** until you are completely finished with creating your Day Event (which could demand that you use the other tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays

and Agendas of the other users.

See Also:

Creating a Day Event — Summary
Creating a Day Event — Reminders
Creating a Day Event — Repeating
Adding Names
Selecting a Group

Off-line Preferences — Download Preferences

The Off-line Preferences dialog box (Edit Menu, Preferences, Off-line) lets you choose preferences for your Off-line Agenda.

The Download tab of the dialog box lets you set the range of Entries that will be downloaded to your Off-line Agenda.

1. Select the period of time for which you want your Entries to be downloaded.

- Enter how far back you want your Off-line Agenda to include Entries. Click the arrow to the right of the edit box and select one of the time intervals from the scroll-down list (days, weeks, months, or years). Then type in the appropriate number in the small edit box.
- Do the same as above to enter how far into the future you would like to extend your Off-line Agenda.

2. You can also choose to download all the Entries in your Agenda.
Select "Download all Entries" if you wish to use this option.

3. You must furthermore choose whether your Agenda should be downloaded each time you go off-line or quit the application. Choose one of the following options:

- Automatically download: your Agenda will automatically be downloaded when you leave or quit your On-line Agenda.
- Prompt before downloading: you will be asked if you want to download to your Off-line Agenda when you leave or quit your On-line Agenda.
- Do not download: your Agenda will not be downloaded unless you choose to do so, using the Download to Local File command from the File Menu.

Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also:

Off-line Preferences — Location
Off-line Preferences — People/Resources
Off-line Preferences — Groups
Off-line Reconciliation Preferences

Off-line Preferences — People/Resources

The Off-line Preferences dialog box (Edit Menu, Preferences, Off-line) lets you choose preferences for your Off-line Agenda.

The People/Resources tab of the dialog box lets you choose which users' Agendas will be included when you download your Off-line Agenda.

Create a list of these users.

1. Type the user's name in the Add edit box.
   - If you want to add a resource, type r:, re:, or res: followed by the resource's name.
   - If you want to add a group, type g:, gr:, or grp: followed by the group's name.

2. Choose  to accept the addition. This will add the user to the list you are creating.

   Choose  to cancel the addition. This will erase the user's name from the edit box, and that user will not be added to the list.

3. To delete a name, select it from the list box and choose **Delete**.

Choose **OK** only when you've finished with all the tabs of the dialog box.

NOTE: When you download the Agendas of other users, you will only be able to view Entries according to the access rights you have been granted by those users.

See Also:

Adding Names
Off-line Preferences — Location
Off-line Preferences — Download Preferences
Off-line Preferences — Groups
Off-line Reconciliation Preferences

Off-line Preferences — Groups

The Off-line Preferences dialog box (Edit Menu, Preferences, Off-line) lets you choose preferences for your Off-line Agenda.

The Groups tab of the dialog box lets you choose which groups will be included in your Off-line Agenda.

1. If you don't want to include any groups, select No Groups.

2. If you wish to download all groups with your Agenda, select All Groups.

3. If you wish to download only certain groups, click the button next to Select Groups. Then decide what types of groups you wish to choose from: Private, Other (i.e. all the other group types) or both. Select the appropriate checkbox(es) and choose **Load**. Your Agenda will display a list of the available groups.
To delete a group from the list displayed, select the group and choose **Delete**. The group is then removed from your list.

Choose **OK** only when you've finished with all the tabs of the dialog box.

NOTE: When you download a group, only a list of the group members' user names will be downloaded, not their Agendas. If you wish to download other users' Agendas, you have to use the People/Resources tab.

See Also:

Off-line Preferences — Location
Off-line Preferences — Download Preferences
Off-line Preferences — People/Resources
Off-line Reconciliation Preferences

Off-line Reconciliation Preferences

The Off-line Preferences dialog box (Edit Menu, Preferences, Off-line) lets you choose preferences for your Off-line Agenda.

The Reconciliation tab of the dialog box lets you control the way in which your On-line and Off-line Agendas will be reconciled. That is, the way in which your Off-line Agenda will be uploaded to your On-line Agenda. You can choose to make decisions on a case-by-case basis, or let your Agenda automatically handle certain situations.

Set your preferences in each section of the tab.

1. When an Entry has been deleted in the Off-line Agenda but still exists in the On-line Agenda, the Agenda can either:

   - **Show Reconciliation dialog box** — this lets you review the deletion and decide whether to make it in your On-line Agenda; or
   - **Delete Entry in Host Agenda** — the Agenda will automatically remove the Entry from your On-line Agenda without asking you first.

   Select one of the options.

2. When an Entry has been modified in both the Off-line and the On-line Agenda, the Agenda can either:

   - **Show Reconciliation dialog box** — this lets you review and confirm the change before it is made in your On-line Agenda; or
   - **Update Entry in Host Agenda** — the Agenda will automatically update the Entry in your On-line Agenda without asking you first.

   Select one of the options.

3. If Agenda Entries are created or modified both in the On-line and Off-line Agenda, scheduling conflicts can arise when you upload. The Agenda can either:

   - **Check for conflicts on upload** — if a conflict between Off-line and On-line Agenda Entries arise when uploading, the Agenda will display information about the conflict and let you decide what should be done about it in the Conflicts Detected dialog box.
   - **Ignore conflicts on upload** — the Agenda will not prompt you about any such conflicts when uploading.

   Select one of the options.

4. Select the "Redownload Host Agenda after upload" check box if you want the reconciled Host Agenda to be automatically downloaded after each upload. This option ensures that the Off-line Agenda and the Host Agenda are identical after every upload. If you unselect this option, the two Agendas can differ.

Choose **OK** only when you've finished with all the tabs of the dialog box.

See Also:

Off-line Preferences — Location
Off-line Preferences — People/Resources
Off-line Preferences — Download Preferences

Off-line Preferences — Groups

Host Reconciliation

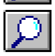
Making your Off-line Agenda file and your On-line Agenda consistent with one another when uploading is a process called reconciliation.

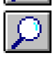
The Host Reconciliation dialog box will appear each time the two Agendas do not correspond concerning an Entry (depending on how you have set your Off-line Reconciliation Preferences—Edit Menu, Preferences, Off-line).

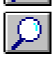
The dialog box is broken up into four sections.

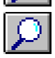
In the top left corner of the dialog box, an icon indicates what type of Entry that needs to be reconciled. Entries will appear as follows:

 Agenda Entry

 Day Event

 Holiday

 Task

 Daily Note

Along the upper edge of the dialog box, information is displayed about the Entry's status in the Off-line and On-line Agendas (deleted, modified, or unmodified).

The two list boxes below this contain the details of the change the Agenda has found.

- The upper list box shows the Entry as it appears in the Off-line Agenda.
- The lower list box shows the Entry as it appears in the On-line Agenda.

The box at the bottom asks how you wish to treat the inconsistency. If you want to replace the On-line Agenda's version of the Entry, choose **Yes**. To keep the On-line Agenda's version, choose **No**.

The Agenda will then continue uploading your Agenda file.

The Off-line Agenda

You can use your Agenda both on-line and off-line. This way you can work on your Agenda even when you cannot connect to the server. You can easily update your On-line Agenda by uploading your off-line file: your Agenda will help you reconcile any differences between the two quickly and easily.

For more information on using the on-line and off-line features of your Agenda, see the topics below:

Signing In
Off-line Agenda Configuration
Off-line Preferences — Location
Off-line Preferences — Download Preferences
Off-line Preferences — People/Resources
Off-line Preferences — Groups
Off-line Reconciliation Preferences
Host Reconciliation

Associating a File

An attached file may not always be able to find an application that can open it. You must then associate the file with an application in the Associate dialog box.

Sometimes an attached executable file can not automatically be identified as such, in that case you may be able to execute it from this dialog box.

Choose one of the following three options.

- Associate the file with an application. Select Associate from the Action list box. Type the application's file name in the Associate with edit box. You can also use the Browse button to find the appropriate application. Choose **OK**.
- Execute the file from this dialog box without associating it first with an application. Try this only if you know that the file is executable despite of an unconventional file extension. A Warning will appear, asking you to reconfirm your action. Select Execute from the Action list box and choose **OK**.
- Open the file directly from this dialog box. Select Open from the Action list box. Type the application's file name in the Associate with edit box. You can also use the Browse button to find the appropriate application. Choose **OK**.

vCalendar Entries Found...

This pop-up dialog box will appear when you are importing vCalendar Entries into your Agenda. It allows you to handle individual Entries and view the details of an event before accepting or rejecting the Entry.

At the top of the dialog box, the number of vCalendar Entries being imported is displayed along with two arrow buttons. Clicking these buttons will scroll through the Entries being imported. For each Entry, the available information will be displayed, including:

- Type of Entry (the icon to the left);
- Title;
- Date (Start and Due dates for Tasks);
- Start and End times (Due time for Tasks);
- Access level;
- Importance level (Priority for Tasks);
- Location.

To view other details available about the Entry, click **View Details...**.

To add the Entry currently displayed in this dialog box to your Agenda, click **Add Entry**. If there is more than one Entry, you can add all of them by clicking **Add All/Add the Rest** (this text will appear if you have already handled some of the Entries that were included in this dialog box).

If you do not want to add the Entry to your Agenda, click **Reject Entry**. The Entry will not be added to your Agenda. However, it will not be deleted from the .vcs file (the file from which you are importing the Entry).

Click **Close** to dismiss the dialog box when you are done.

See also:
The Import Utility
Working with vCalendar Objects

Working with vCalendar Objects

The Agenda can import and export vCalendar objects from files (with the extension .vcs). This allows you to share events with other users, post events on a Web site and receive events from other users or Web sites.

There are three ways to import and export vCalendar Entries. You can use the Import and Export Utilities (File Menu), you can drag and drop the Entries into or out of your Agenda, or you can copy them via the Clipboard using the cut (Ctrl-X), copy (Ctrl-C) and paste (Ctrl-V) commands. Any kind of Entry (Agenda Entry, Daily Note, Day Event, Task, or Holiday) can be imported and exported from any view (Daily Agenda, Weekly Agenda, Monthly Agenda, In-tray, Task Display) in this way

Importing Entries

To add an Entry to your Agenda by dragging and dropping, drag the Entry into your Agenda window. A pop-up dialog box will appear, which will let you add the Entry to your Agenda. If you have more than one Agenda open (for example, your Agenda and the Agenda of another user on your system), the Entry you drag in will be added to the Agenda on which it is dropped.

When you import an Entry, it will be considered to be created and proposed by you. You will also be listed as the only attendee. If other people or resources were listed as attending the Entry, their names will appear on the Details tab, along with any additional information available about the Entry.

You can use the copy (Ctrl-C) and paste (Ctrl-V) commands (also available from the Edit Menu) to do the same thing by way of the Clipboard. Select a vCalendar object, copy it, then paste it into your Agenda.

For information about using the Import Utility, see The Import Utility .

Exporting Entries

You can export Entries in the same ways that you import them. To drag an Entry from your Agenda to another application (or your Windows 95/Windows NT 4.0 desktop), press the Control key and click the Entry with the left mouse button. Then drag the Entry to the desired location. (Pressing the Control key and clicking the Entry with the left mouse button copies the item—you will then drag this copy of the Entry to another location.)

You can do the same thing from one Agenda to another as well. For example, if you want to invite a user to an Entry you have already created, and you have their Agenda open, you can drag the Entry from your Agenda to their Agenda: the Entry will appear in their Agenda as a new Entry, and the user will have been added to the list of people invited to the Entry.

You can use the cut (Ctrl-X) or copy (Ctrl-C) and paste (Ctrl-V) commands (also available from the Edit Menu) to do the same thing by way of the Clipboard. Select an Entry in your Agenda, copy it, then paste it into its new location (another Agenda or another application). Any application that can paste plain text or the vCalendar registered format to the clipboard can open a vCalendar object.

For information about using the Import Utility, see The Export Utility .

Using the Netscape Plug-in

vCalendar objects are appearing with increasing frequency on Web sites as a means of informing people about upcoming events. You can import these vCalendar objects to your Agenda using your Netscape browser. All you need to do is double-click the vCalendar object's icon. If your Agenda is not running at the time, you will be prompted to start it, so that the Entry can be imported. Once you have signed in to your Agenda, a pop-up dialog box will appear, which will let you add the Entry to your Agenda. See the section **Importing Entries** (above) for more information.

To take advantage of this Netscape feature, the Netscape vCalendar plug-in must be in the netscape\programs\plugins directory. The plug-in file for Windows 95 and Windows NT is npvcal32.dll. Windows 3.1 and 3.11 users must use the npvcal16.dll plug-in file.

See also:
vCalendar Entries Found...
vCalendar Object Details

vCalendar Object Details

Any details included in a vCalendar object will be displayed in this dialog box.

This information may include a list of occurrences. It can also include comments or additional information about the event, such as its location or a list of other people or resources who have been invited to it.

Choose **Close** when you've finished with the dialog box.

NOTE: When you import or export an Entry, any people or resources invited to it will be listed in the Comments section of the vCalendar object that is created.

See also:
vCalendar Entries Found...
Working with vCalendar Objects

The Resource Information Box

An Information box will appear on screen when you select a resource from a search and either double-click the selected resource's name or choose **Information**.

The box contains the information available about the resource you have selected. The information displayed here is entered by the System Operator when they add a resource into the system.

The information displayed here can only be edited by the System Operator.

When you have finished, choose **OK** to return to the Search dialog box.

See Also:

Searching — Resources
Searching — Groups

Holidays

You can enter Holidays into the Agenda (if you have been given the authorization to do so).

On your Daily and Weekly Agenda pages, Holidays will be displayed in the Notes View. They will appear next to the date in the Monthly Agenda page. This icon indicates a Holiday: . Holidays received from others will appear in the New Entries folder of your In-tray, where you can decide whether or not to keep them in your Agenda.

For more details on Holidays, click one of the following topic headings:

Adding Holidays
Viewing a Holiday — General
Viewing a Holiday — Reminders
Viewing a Daily Note — Agenda Status

Conflicts Detected

If Agenda Entries are created or modified both in the On-line and Off-line Agenda, scheduling conflicts can arise between these Entries. When you upload your Off-line Agenda, the Conflicts Detected dialog box is called up when such conflicts are detected (depending on the Off-line Reconciliation Preferences you have set—Edit Menu, Preferences, Off-line).

The same kind of conflicts can occur when you import data from a palmtop to your Agenda. When these conflicts are detected while you are reconciling your Agenda with the palmtop, the Conflicts Detected dialog box will be called up (depending on the Palmtop Reconciliation Preferences you have set— Edit Menu, Preferences, Palmtop).

The dialog box shows you information about the conflict(s):

- At the top of the dialog box, the off-line or palmtop Agenda Entry that is causing the conflict(s) is indicated.
- In the left-hand list box all the Agenda Entries in conflict with the off-line or palmtop Entry are listed.
- When you select an Agenda Entry in the left-hand list box, all the invited people and resources for whom the selected and the off-line or palmtop Entry are in conflict will be listed in the right-hand list box.

Decide what to do about the conflict(s). Choose one of the following buttons:

- **Ignore conflict:** Choose this button to ignore the conflict. The off-line or palmtop Entry will be added to the Agenda regardless of the conflicts.
- **Reschedule:** Choose this button to reschedule the off-line or palmtop Entry to another date and/or time. The Edit Entry dialog box will appear. Make the necessary changes and choose **OK**.
- **Delete off-line/palmtop Entry:** Choose this button to remove the off-line or palmtop Entry. It will not be added to your Host Agenda.

After you have made your choice, the uploading of your Off-line Agenda - or the reconciling of your palmtop with your Agenda - will continue.

See Also:

Off-line Reconciliation Preferences
Host Reconciliation
Palmtop Reconciliation Preferences
Palmtop Reconciliation
Editing an Agenda Entry — General

Palmtop Reconciliation

Palmtop Reconciliation is the process of making the palmtop and your Agenda consistent with one another. When you import data from a palmtop, the Palmtop Reconciliation dialog box will open to let you start and end the reconciliation process.

This dialog box may also be called up when you export data and your Agenda detects inconsistencies between the palmtop and your Agenda.

At the top of the dialog box, information about the palmtop file you are importing from (or exporting to) is displayed.

If you want to change your Palmtop Reconciliation preferences before starting the process, you can access them from this dialog box. Choose **Options** to call up the Palmtop Reconciliation Preferences dialog box.

To start the reconciliation process, click **Start**. Depending on your preferences, the Confirm Entry Deletion, Confirm Entry Modification, and Conflicts Detected dialog boxes may be called up during the process.

Once the Agenda has finished reconciling (when the Status indicator has reached 100%), click **Done** to return to the Import Utility (or Export Utility) dialog box.

See Also:

Palmtop Reconciliation Preferences
Palmtop Reconciliation — Confirm Entry Deletion
Palmtop Reconciliation — Confirm Entry Modification
Conflicts Detected

Palmtop Reconciliation Preferences

Before you exchange data between your Agenda and your palmtop, you should set your Palmtop Reconciliation preferences. You do this in the Palmtop Reconciliation Preferences dialog box, which is called up when you choose Preferences from the Edit Menu and select Palmtop, or when you click **Options** in the Palmtop Reconciliation dialog box.

Here you control the way in which your palmtop calendar file and your Agenda will be reconciled when you import the palmtop data to your Agenda. You can choose to make decisions on a case-by-case basis, or let your Agenda automatically handle certain situations.

Set your preferences in each section of the dialog box.

1. Concerning Entries that have been deleted from the palmtop but are unmodified in your Agenda, you can either choose to confirm each Entry reconciliation before it is made, or let the Agenda reconcile all such Entries automatically.

   - If you select "Confirm before Reconciling", you will be able to review the Entry that has been deleted in the palmtop, and decide case-by-case whether to delete the Entry from the Agenda or not.
   - If you select "Reconcile Automatically by:", you have to choose whether you want your Agenda to always delete the Entry from the Agenda, or to always keep the Entry in the Agenda. Select one of the subordinate buttons.

2. Concerning Entries that have been modified both in the palmtop and in your Agenda, you can similarly choose to confirm each Entry reconciliation before it is made, or let the Agenda reconcile all such Entries automatically.

   - If you select "Confirm before Reconciling", you will be able to review and compare the Palmtop and Agenda versions of the Entry that has been modified, and decide case-by-case which version to keep.
   - If you select "Reconcile Automatically by:", you have to choose which of the versions you always want your Agenda to keep, the Palmtop or the Agenda version of the Entry. Select one of the subordinate buttons.

3. If Agenda Entries are created or modified both in the palmtop and in your Agenda, scheduling conflicts can arise when you exchange data between the two. As part of the palmtop reconciliation process, you can have your Agenda prompt you on such conflicts:

   - Select "Check for conflicts on import" if you want the Agenda to display information about scheduling conflicts and let you decide what to do about them in the Conflicts Detected dialog box.
   - Select "Ignore conflicts on import" if you don't want the Agenda to prompt you about any such conflicts when exchanging data with your palmtop.

4. Choose **OK** once you've set all your preferences.

See Also:

The Import Utility
Palmtop Reconciliation
Palmtop Reconciliation — Confirm Entry Deletion
Palmtop Reconciliation — Confirm Entry Modification
Conflicts Detected

Serial Settings

This dialog box is called up when you choose **Link Settings** in the Export or Import Utility dialog boxes. It is used to select which of your PC's serial ports will be used to export data to or import data from your palmtop. If you have not exported or imported before, you also install the link between your Agenda and your palmtop here.

To select the serial port that will be used, click the arrow to the right of the Com Port edit box and select the port that your palmtop is connected to. Choose **OK**.

If this is the first time you are exporting data to or importing data from your palmtop, open the DataComm application on your palmtop. Choose File Receive from the File Menu and enter the file name ul.exe. Then choose **Link Install** in this dialog box. You will not need to do this again, unless the batteries on your palmtop run down, erasing all the data and applications it contains.

See Also:

The Import Utility
The Export Utility

Serial Settings

This dialog box is called up when you choose **Link Settings** in the Export or Import Utility dialog boxes. It is used to select which of your PC's serial ports will be used to export data to or import data from your palmtop. If you have not exported or imported before, you also install the link between your Agenda and your palmtop here.

To select the serial port that will be used, click the arrow to the right of the Com Port edit box and select the port that your palmtop is connected to. Choose **OK**.

If this is the first time you are exporting data to or importing data from your palmtop, open the DataComm application on your palmtop. Choose File Receive from the File Menu and enter the file name ul.exe. Then choose **Link Install** in this dialog box. You will not need to do this again, unless the batteries on your palmtop run down, erasing all the data and applications it contains.

See Also:

The Import Utility
The Export Utility

Palmtop Reconciliation — Confirm Entry Deletion

Depending on the preferences you have set (Edit Menu, Preferences, Palmtop), the Confirm Entry Deletion dialog box may be called up when you are reconciling your palmtop and your Agenda.

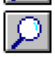
This dialog box will be displayed when your Agenda detects an Entry that has been deleted in the palmtop, but has been left unmodified in your Agenda. It gives you all the information about the Entry and lets you decide whether or not to delete the Entry in your Agenda, in consequence of the deletion in the palmtop.

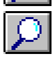
At the top of the dialog box, an icon indicates which kind of Entry has been deleted. Entries will appear as follows:

 Agenda Entry

 Day Event

 Holiday

 Task

 Daily Note

Information about the Entry is listed in the dialog box. Click **Details** to see any description (comments for Tasks) that has been included with the Entry. Click **Entry Data** to return to the general information about the Entry.

1. Choose whether to delete the Entry from your Agenda by selecting one of the buttons at the top of the dialog box:

   - Select "Remove Entry from Agenda" to delete the Entry in your Agenda.
   - Select "Keep Entry in Agenda" to keep the Entry. The Entry will then be re-exported to your palmtop, so that the latter is identical to your Agenda after the reconciliation. Thus, this overrides the earlier deletion in your palmtop.

2. Choose **OK** once you've selected the appropriate button. This will return you to the Palmtop Reconciliation dialog box.

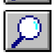
Palmtop Reconciliation — Confirm Entry Deletion

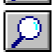
Depending on the preferences you have set (Edit Menu, Preferences, Palmtop), the Confirm Entry Deletion dialog box may be called up when you are reconciling your palmtop and your Agenda.

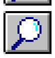
This dialog box will be displayed when your Agenda detects an Entry that has been deleted in the palmtop, but has been left unmodified in your Agenda. It gives you all the information about the Entry and lets you decide whether or not to delete the Entry in your Agenda, in consequence of the deletion in the palmtop.

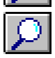
At the top of the dialog box, an icon indicates which kind of Entry has been deleted. Entries will appear as follows:

 Agenda Entry

 Day Event

 Holiday

 Task

 Daily Note

Information about the Entry is listed in the dialog box. Click **Details** to see any description (comments for Tasks) that has been included with the Entry. Click **Entry Data** to return to the general information about the Entry.

1. Choose whether to delete the Entry from your Agenda by selecting one of the buttons at the top of the dialog box:

- Select "Remove Entry from Agenda" to delete the Entry in your Agenda.
- Select "Keep Entry in Agenda" to keep the Entry. The Entry will then be re-exported to your palmtop, so that the latter is identical to your Agenda after the reconciliation. Thus, this overrides the earlier deletion in your palmtop.

2. Choose **OK** once you've selected the appropriate button. This will return you to the Palmtop Reconciliation dialog box.

Palmtop Reconciliation — Confirm Entry Modification

Depending on the preferences you have set (Edit Menu, Preferences, Palmtop), the Confirm Entry Modification dialog box may be called up when you are reconciling your palmtop and your Agenda.

This dialog box will be displayed when your Agenda detects an Entry that has been modified both in the palmtop and in your Agenda. It gives you all the information about both the Agenda version and the palmtop version of the Entry, and it lets you decide which one you want to keep in your Agenda.

At the top of the dialog box, an icon indicates which kind of Entry the dialog box concerns. Entries will appear as follows:

Agenda Entry
Day Event
Holiday
Task
Daily Note

Below, information about the two versions of the Entry is listed, with double-arrows indicating what has been modified. Click **Details** to see and compare the versions of any description (comments for Tasks) that has been included with the Entry. Click **Entry Data** to return to the general information about the Entry.

1. Choose which version of the Entry you would like to keep in your Agenda by selecting one of the buttons at the top of the dialog box:

   - Select "Keep Agenda version" to keep the version of the Entry that was found in the Agenda. The Entry will then be re-exported to your palmtop, so that the latter is identical to your Agenda after the reconciliation.
   - Select "Keep palmtop version" to keep the version of the Entry that was found in the palmtop.

2. Choose **OK** once you've selected the appropriate button. This will return you to the Palmtop Reconciliation dialog box.

Palmtop Reconciliation — Confirm Entry Modification

Depending on the preferences you have set (Edit Menu, Preferences, Palmtop), the Confirm Entry Modification dialog box may be called up when you are reconciling your palmtop and your Agenda.

This dialog box will be displayed when your Agenda detects an Entry that has been modified both in the palmtop and in your Agenda. It gives you all the information about both the Agenda version and the palmtop version of the Entry, and it lets you decide which one you want to keep in your Agenda.

At the top of the dialog box, an icon indicates which kind of Entry the dialog box concerns. Entries will appear as follows:

Agenda Entry

Day Event

Holiday

Task

Daily Note

Below, information about the two versions of the Entry is listed, with double-arrows indicating what has been modified. Click **Details** to see and compare the versions of any description (comments for Tasks) that has been included with the Entry. Click **Entry Data** to return to the general information about the Entry.

1. Choose which version of the Entry you would like to keep in your Agenda by selecting one of the buttons at the top of the dialog box:

   - Select "Keep Agenda version" to keep the version of the Entry that was found in the Agenda. The Entry will then be re-exported to your palmtop, so that the latter is identical to your Agenda after the reconciliation.
   - Select "Keep palmtop version" to keep the version of the Entry that was found in the palmtop.

2. Choose **OK** once you've selected the appropriate button. This will return you to the Palmtop Reconciliation dialog box.

Local File Upload

When you choose Upload from Local File from the File Menu, this dialog box is called up.

If you want to go ahead and start the uploading of your Off-line Agenda, choose **Start Upload**. To cancel the uploading, choose **Cancel**.

Once the upload starts you can follow the process in this dialog box.

Host Agenda Download

When you choose Download to Local File from the File Menu, this dialog box is called up.

If you want to go ahead and start the downloading of your On-line Agenda, choose **Start Download**. To cancel the downloading, choose **Cancel**.

Once the download starts you can follow the process in this dialog box.

Editing an Agenda Entry — Summary

Use the Edit Entry dialog box to make changes to an Agenda Entry that you have proposed. This dialog box is called up when you select the Agenda Entry on the Agenda page and choose Open Entry from the Edit Menu (or double-click the Entry).

If other users have been invited to the Agenda Entry, the changes you make will automatically appear in their Agendas as well. If you change the time or date of the Agenda Entry, it will appear as a new Entry in their In-tray.

The Summary tab of the dialog box provides a summary of your Agenda Entry. It lists certain information about the Entry and lets you change other information.

1. The following information is listed on this tab, but cannot be changed here:

- Title;
- Who proposed the Entry;
- People invited;
- The description of the Entry (Details);
- Creator.

2. You can change the location for your Agenda Entry in the Location box. If only one single resource has been included on the list of people and resources (on the General tab), it will automatically be entered in the Location edit box if you haven't already written a location for your Agenda Entry here.

3. You can adjust the importance level by clicking the arrow to the right of the Importance box and selecting the level.

4. You can adjust the access level by clicking the arrow to the right of the Access box and selecting one of the options. If you have invited others to the Agenda Entry you are editing, the access level you set for the Entry will apply to them as well. They will not be able to set a different access level for it in their Agendas.

Choose **OK** only when you have made **all** your changes (on all the tabs of the dialog box).

NOTE: Each time you create or modify an Entry to which other users have been invited, your Agenda may display a message box asking you if you want to send the other users an e-mail message. (This depends on your Preferences, which you can set using Edit Menu, Preferences, Agenda, Notification.)

- If you want to send an e-mail message, choose **Yes**. Your Agenda will then display the Mail Message dialog box for you.
- If you do not want to send an e-mail message, choose **No**. Your Entry will still appear in the In-trays and Agendas of the other users.

See Also:

Editing an Agenda Entry — General
Editing an Agenda Entry — Details
Editing an Agenda Entry — Reminders
Editing an Agenda Entry — Linked Tasks
Editing an Agenda Entry — Reply

Off-line Agenda Configuration

If you sign in to your Off-line Agenda without priorly having set it up while working On-line, the Off-line Agenda Configuration dialog box will be called up. You will have to configure your Off-line Agenda here before you can start using it.

1. Enter your user name (the name by which the system knows you) at the top of the dialog box.

2. Select the time zone for your Off-line Agenda.You can either select the name of the time zone in the edit box (scroll down and select the correct name), or select a region or country in the list box below.

3. Finally, you will have to enter the directory where you want to store your Off-line Agenda file in the edit box at the bottom of the dialog box. You can use the **Browse** button to look for and select the right directory.

4. When you've entered all this information, choose **OK**.

An Agenda

Displays the dialog box for opening your Agenda, that of another user, or an Agenda to which you have designate rights.

A Group Agenda

Displays the dialog box for creating a Group Agenda. A Group Agenda displays the Day Views of several users in one view.

A Group Agenda as a Designate

Lets you open a Group Agenda on behalf of a user for whom you have designate rights. A Group Agenda displays the Day Views of several users in one view.

Your Tasks

Opens your Task Display.

Modify Other's as Designate

Lets you open the Task Display of a user for whom you have designate rights.

View Other's Tasks

Lets you open the Task Display of another user.

Open In-tray

Opens the In-tray.

Close

Closes the active window.

Change Password

Lets you change your sign-in password.

Download to Local File

Downloads your On-line Agenda to your Off-line Agenda. Use this command when you have made changes to your Host Agenda and want to update your Off-line Agenda.

Upload from Local File

Uploads your Off-line Agenda to your On-line Agenda. Use this command when you have made changes to your Agenda while working off-line.

Go Off-line/On-line

Disconnects you from the Server and opens your Off-line Agenda if you are currently on-line. Connects you to the Server and opens your On-line Agenda if you are currently off-line.

Launch Browser

Launches your Netscape browser.

Turn Reminders On/Off

Turns the activated Pop-up Reminders on/off.

Export Data

Opens the Export Utility dialog box, which lets you export the Agenda data to a file, laptop or palmtop.

Import Data

Opens the Import Utility dialog box, which lets you import Agenda data from a file, laptop or palmtop.

Print

Prints the active document.

Print Set-Up

Lets you change the printer and printing options.

Quit

Quits the application; prompts to save the document.

Cut

Cuts the selected Entry from your Agenda and places it in the Clipboard, so that you can paste it into an editor or an e-mail message in vCalendar format.

Copy

Copies the selected Entry from your Agenda to the Clipboard, so that you can paste it into an editor or an e-mail message in vCalendar format. You can also duplicate an Entry in your Agenda through pasting it into your Agenda again.

Paste

Pastes a vCalendar object that is currently in the Clipboard into your Agenda.

New Agenda Entry

Lets you create a new Agenda Entry.

New Daily Note

Lets you create a new Daily Note.

New Day Event

Lets you create a new Day Event.

Open Entry

Edit or view the selected Entry.

Toolbar

Displays or hides the toolbar.

Status Bar

Displays or hides the status bar.

Cascade

Arranges the open windows in an overlapped fashion.

Tile Vertically

Arranges the open windows in vertical non-overlapped tiles.

Tile Horizontally

Arranges the open windows in horizontal non-overlapped tiles.

Arrange Icons

Arranges the icons of minimized windows.

Close All

Closes all windows open within your Agenda.

Window 1, 2, ...

Goes to the specified window.

Contents

Offers you an index to topics on which you can get help.

Using Help

Provides general instructions on using Help.

About...

Displays the version number of this application.

Search Directory

Look for people or resources in the directory. (This only displays information about the users you find. You cannot access users from here.)

Locate Person

Find out what a person has scheduled in his or her Agenda at a specific time (if you have the right to access the pertinent information).

Manage Groups

Add, delete or modify groups.

Access Rights

Set access rights for people or resources.

Agenda

Edit your Agenda preferences.

In-tray

Edit your In-tray preferences.

Scheduling

Edit your scheduling preferences.

General

Edit your general settings.

Off-line

Edit your off-line preferences.

Palmtop

Edit your palmtop reconciliation preferences.

User Information

Displays the system's information about you (or the user you have signed in as). If your system allows it, you can also change this information here.

Holidays

Modify the Holiday list (if you have the authorization to do so.)

New Task

Lets you create a new Task.

Open Selected Task

Opens the selected Task.

Duplicate Selected Task

Duplicates the selected Task.

Delete Selected Task

Deletes the selected Task.

Show All Tasks

Displays all existing Tasks.

Show Incomplete Tasks

Displays only incomplete Tasks.

Show Completed Tasks

Displays only completed Tasks.

Show Active Tasks

Displays only active Tasks.

Sort Tasks by Description

Sorts listed Tasks by description (alphabetically).

Sort Tasks by Due Date

Sorts listed Tasks by due date.

Sort Tasks by Start Date

Sorts listed Tasks by start date.

Sort Tasks by Priority

Sorts listed Tasks by priority.

Duplicate Entry

Makes a copy of the selected Entry.

Reschedule Entry

Move the selected Entry to another date and/or time.

Delete Entry

Deletes the selected Entry.

Refresh All

Refreshes all windows.

Month

Displays the Monthly Agenda page.

Week

Display the Weekly Agenda page.

Day

Displays the Daily Agenda page.

Find In-tray Entry

Finds the selected In-tray Entry in the Agenda.

Entry Defaults

Edit your Default settings for Agenda Entries, Tasks, Day Events, and Daily Notes.

Print Selected Entry

Prints the selected Entry.

Print Selected Task

Prints the selected Task.

Communicator Components

Launches the specified Communicator component.

Communicator Components

Launches the specified Communicator component.

Communicator Components

Launches the specified Communicator component.

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Launches the specified Communicator component.

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Launches the specified Communicator component.

Communicator Components

Launches the specified Communicator component.

Decrease Time Slot

Reduces the amount of time contained in each time slot.

Increase Time Slot

Increases the amount of time contained in each time slot.

Icons On/Off

Displays or hides the icons in Agenda Entries and Tasks on your Agenda pages.

Event Colors

Lets you change the Agenda Entry color scheme.

The Checkmark

This icon indicates one of the following things, depending on the context:

- the user is attending the Entry (when an Entry's participants are displayed in the In-tray, or on a People/Resources list)
- there are no conflicting Agenda Entries (when you check conflicts for an Agenda Entry);
- you have accepted a recurring Entry for this recurrence (when you're viewing a recurring Entry).

The "X"

This icon indicates one of the following things, depending on the context:

- the user is not attending the Entry (when an Entry's participants are displayed in the In-tray, or on a People/Resources list);
- there are conflicting Agenda Entries (when you check conflicts for an Agenda Entry);
- you have refused a recurring Entry for this recurrence (when you're viewing a recurring Entry).

The Question Mark

This icon indicates one of the following things, depending on the context:

- the user has not yet replied to the Entry (when an Entry's participants are displayed in the In-tray, or on a People/Resources list);
- no search has been done for conflicting Agenda Entries (when you are creating or editing an Agenda Entry);
- you have not yet replied to a recurring Entry for this recurrence (when you're viewing a recurring Entry).

The Mail Message Button

Clicking this button will bring up the Mail Message dialog box.
It allows you to send an e-mail message to other users.

The Calendar Button

Clicking the calendar button will bring up this box:

It allows you to select a specific date on which you would like to schedule an Entry or to which you would like to open your Agenda pages.
This button appears in many dialog boxes and on several toolbars within your Agenda.

The Clock Button

When this button appears within a dialog box, it calls up this box:

It allows you to set the time in the corresponding time box (for example the start time for an Agenda Entry you are scheduling).

The "X" Button

This button appears when you need to choose between accepting or refusing something that has been entered in an Edit box.
Choosing this button will erase the information—it will not be entered.

For example, when you are adding a user to a list of people and resources, you will enter the name in the edit box. If you decide you do not want to add this name to the list you are creating, choose this button.

The Checkmark Button

This button appears when you need to choose between accepting or refusing something that has been entered in an Edit box.
By choosing this button you accept the information.

For example, when you are adding a user to a list of people and resources, you will enter the name in the edit box. To add this name to the list you are creating, you must then choose this button.

The Search Button

Choosing this button will bring up the Search dialog box. It lets you search in the directory for the names of other people, resources or groups within the network.

The Question Mark Button

Choosing this button will bring up the Help Topic about Adding Names.
This button always appears with the edit box used for adding other people or resources to a list of users.

The Group Button

The Group button appears in many different dialog boxes, it calls up the Group Selection dialog box. Using this dialog box, you can add an entire group of people and/or resources to a list at once.

The Round Checkmark

This icon will appear in Agenda Entries on your Daily and Weekly Agenda pages.
If this icon appears on the upper right-hand corner of your Agenda Entry, you have indicated you will attend the event.

The Round "X"

This icon will appear in Agenda Entries on your Daily and Weekly Agenda pages.
If this icon appears on the upper right-hand corner of your Agenda Entry, you have indicated you will not attend the event.

The Round Question Mark

This icon will appear in Agenda Entries on your Daily and Weekly Agenda pages.
If this icon appears on the upper right-hand corner of your Agenda Entry, you have not yet indicated whether or not you will attend the event.

The Description/Comments Icon

This icon will appear in Agenda Entries and Tasks on your Daily and Weekly Agenda pages, as well as in your Task Display.
It indicates that there is a Description included with the Agenda Entry, or Comments included with the Task. To view the Description or the Comments, open the Entry and select the Details tab.

The Group

This icon will appear in Agenda Entries on your Daily and Weekly Agenda pages.
If this icon appears on the upper left-hand corner of your Entry, there are other users invited to the Entry.

The Bell

This icon will appear in Agenda Entries and Tasks on your Daily and Weekly Agenda pages, as well as in your Task Display. It indicates you have set a reminder for the Entry.
It also appears in the status bar, where it indicates that the Pop-up Reminders are turned on.

The Grid Button

This button appears on the Date Control Bar of your Monthly Agenda page. Clicking this button will return the calendar grid to its default setting. (This is useful if you have moved around several of the splitters or resized the window—it will regenerate an evenly sized calendar grid.)

The More Icon

This icon indicates that there are more Entries contained in the grid square than what is visible. You can scroll down through the Entries to reach those that are not displayed.

The Day Event Icon

This icon indicates that the Entry next to it is a Day Event.
It can appear in the Notes View of the Daily and Weekly Agenda pages, the Month View of the Monthly Agenda page and in the In-tray.

The Note Icon

This icon indicates that the Entry next to it is a Daily Note.
It can appear in the Notes View of the Daily and Weekly Agenda pages, the Month View of the Monthly Agenda page and in the In-tray.

The Holiday Icon

This icon indicates that the Entry next to it is a Holiday.
It can appear in the Notes View of the Daily and Weekly Agenda pages, the Month View of the Monthly Agenda page and in the In-tray.

The Attending but Would Like to Reschedule Icon

This icon appears in several places. When you see it next to a user name, it indicates that the user will attend the event, but would prefer if it were scheduled for another time.

When you're viewing a recurring Entry, the icon can be found next to the dates of recurrences for the Entry. Here it indicates that you have answered that you will attend that recurrence, but would prefer if it were scheduled for another time.

The Not Attending but Would Like to Reschedule Icon

This icon appears in several places. When you see it next to a user name, it indicates that the user will not attend the event, but would attend if it were scheduled for another time.
When you're viewing a recurring Entry, the icon can be found next to the dates of recurrences for the Entry. Here it indicates that you have answered that you will not attend that recurrence, but would attend if it were scheduled for another time.

The Recurring Entry Icon

This icon indicates a recurring Entry in your In-tray when you're displaying the list of the Entry's recurrences.

The Agenda Entry Icon

This icon will appear next to Entries in your In-tray, indicating Agenda Entries.

The Upcoming Day Event Icon

This icon is the reminder for an Upcoming Day Event.
It appears in the Notes View of your Daily and Weekly Agenda page.
You can open the corresponding Entry through double-clicking the reminder.

The Upcoming Agenda Entry Icon

This icon is the reminder for an Upcoming Agenda Entry.
It appears in the Notes View of your Daily and Weekly Agenda page.
You can open the corresponding Entry through double-clicking the reminder.

The Upcoming Task Icon

This icon is the reminder for an Upcoming Task
It appears in the Notes View of your Daily and Weekly Agenda page.
You can open the corresponding Entry through double-clicking the reminder.

The Upcoming Note Icon

This icon is the reminder for an Upcoming Daily Note.
It appears in the Notes View of your Daily and Weekly Agenda page.
You can open the corresponding Entry through double-clicking the reminder.

The Task Icon

This icon will appear in the Task View of your Daily Agenda page and in the Task Display. It indicates that the task is due in the future.

The Overdue Task Icon

This icon will appear in the Task View of your Daily Agenda page and in the Task Display.
It indicates that the Task's due date has passed, but the Task has not yet been marked off as completed.

The Completed Task Icon

This icon will appear in the Task View of your Daily Agenda page and in the Task Display. It indicates that the Task has been completed.

The Drag & Drop Cursor

This cursor will appear when you click and hold the mouse button on an Entry you can drag to another location.
You can move Entries in this way on the Weekly and Monthly Agenda page and in the In-tray.

The Cannot Drop it Here Cursor

This cursor will appear when you are dragging an Entry to another location, if you drag the Entry to a place where you cannot drop it. (For example, if you drag an Agenda Entry in the Month View and try to drop it on one of the splitters of the calendar grid.)

The View Resizing Cursor

Use this cursor to resize the views of your Daily, Weekly and Monthly Agenda pages. Click any of the splitters that divide the views, and you can drag the splitter to resize the view.

The Moving Cursor

Use this cursor to move a selected Agenda Entry on your Daily and Weekly Agenda pages. When you point at any part of the frame around a selected Agenda Entry (other than the two handles at the center of the upper and lower edges), this cursor will appear. Click the frame with this cursor, and you can drag the Entry to another time slot.

The Resizing Cursor

Use this cursor to change the duration of a selected Agenda Entry on your Daily and Weekly Agenda pages. When you point at either of the two handles that appear at the center of the upper and lower edges of a selected Agenda Entry, this cursor will appear. Click the handle with this cursor, and you can stretch or contract the Entry to change its duration.

The In-tray Button

Click this button on the toolbar to open your In-tray.

The Agenda Button

Click this button on the toolbar to open an Agenda.

The Task Button

Click this button on the toolbar to open your Task Display.

The View Day Button

Click this button on the toolbar to go to the Daily Agenda page.

The View Week Button

Click this button on the toolbar to open the Weekly Agenda page.

The View Month Button

Click this button on the toolbar to go to the Monthly Agenda page.

The Find Entry Button

Click this button on the toolbar to locate the selected In-tray Entry in your Daily Agenda pages.

Increase Time Slot Button

Click this button on the toolbar to increase the time slots in your Agenda pages. A time slot can last up to one hour.

Decrease Time Slot Button

Click this button on the toolbar to decrease the time slots in your Agenda pages. You can see your time in very fine detail this way. The shortest time slots will show your time in 5-minute intervals.

The Turn Icons On/Off Button

Clicking this button will turn off, or on, some of the icons that appear in the Daily, Weekly and Group Agenda pages, as well as the Task Display.

The New Agenda Entry Button

Click this button on the toolbar to open the New Agenda Entry dialog box.

The New Day Event Button

Click this button on the toolbar to open the New Day Event dialog box.

The New Task Button

Click this button on the toolbar to open the New Task dialog box.

The New Note Button

Click this button on the toolbar to open the New Daily Note dialog box.

The Browser Button

Click this button on the toolbar to start up your Netscape browser.

The Print Button

Click this button on the toolbar to call up the Print dialog box or print the current view (it will print the current view if you are in the Task Display or the In-tray.)

The About a Day Event Icon

This icon will appear in the Pop-Up Reminder dialog box, in the vCalendar Entry found dialog box, and in the Reconciliation dialog boxes, indicating that the dialog box refers to a Day Event.

The About an Agenda Entry Icon

This icon will appear in the Pop-Up Reminder dialog box, in the vCalendar Entry found dialog box, and in the Reconciliation dialog boxes, indicating that the dialog box refers to an Agenda Entry.

The About a Task Icon

This icon will appear in the Pop-Up Reminder dialog box, in the vCalendar Entry found dialog box, and in the Reconciliation dialog boxes, indicating that the dialog box refers to a Task.

The Next Reminder Button

This button will appear in the Pop-Up Reminder dialog box. It will bring up the next Reminder, if you have more than one Reminder.

The Left Arrow

This button appears on the date control bars of the Daily, Weekly and Monthly Agenda pages, and on the Calendar.
On the Daily Date Control bar, this button will take you to the previous day.
On the Weekly Date Control bar, this button will take you to the previous week.
On the Monthly Date Control bar and the Calendar, this button will take you to the previous month.

The Right Arrow

This button appears on the date control bars of the Daily, Weekly and Monthly Agenda pages, and on the Calendar.
On the Daily Date Control bar, this button will take you to the next day.
On the Weekly Date Control bar, this button will take you to the next week.
On the Monthly Date Control bar and the Calendar, this button will take you to the next month.

The Double Left Arrow

This button appears on the date control bars of the Daily, Weekly and Monthly Agenda pages, and on the Calendar.
On the Daily Date Control bar, this button will take you to the previous week.
On the Weekly Date Control bar, this button will take you to the previous month.
On the Monthly Date Control bar, this button will take you back six months.
On the Calendar, this button will take you back a year.

The Double Right Arrow

This button appears on the date control bars of the Daily, Weekly and Monthly Agenda pages, and on the Calendar.
On the Daily Date Control bar, this button will take you to the next week.
On the Weekly Date Control bar, this button will take you to the next month.
On the Monthly Date Control bar, this button will take you forward six months.
On the Calendar, this button will take you forward a year.

The Colors Button

This button on the toolbar will call up the Agenda Entry Colors dialog box. It allows you to quickly change the color scheme of your Agenda Entries, without having to change your Agenda Preferences.

The Paperclip

This icon will appear on Agenda Entries and Tasks in your Daily and Weekly Agenda pages, as well as in your Task Display.
It indicates that there is a file attached to the Agenda Entry or the Task. To open the Attachment, go to the Details tab of the Entry.

New Entries Alert

This icon will appear in your status bar, indicating there are new Entries in your In-tray.

The Off-line Icon

This icon is displayed to the right on the Status bar. It indicates that you are currently working Off-line, i.e. without a connection to the server.

The On-line Icon

This icon is displayed to the right on the Status bar. It indicates that you are currently working On-line, i.e. with a connection to the server.

The Add/Delete Button

This button is displayed on the Date Control bar of the Group Agenda. Click it to call up the Selection for Group Agenda dialog box, where you can add or delete people and resources in your Group Agenda.

The About a Note Icon

This icon will appear in the Pop-up Reminder dialog box, in the vCalendar Entry found dialog box, and in the Reconciliation dialog boxes, indicating that the dialog box refers to a Daily Note.

The Netscape Calendar Icon

This icon will appear on your screen when you minimize the Agenda's window.

The Alert Icon

When the Agenda's window is minimized, the Netscape Calendar icon will change to this Alert icon when new Entries have appeared in your In-tray.

The Upcoming Holiday Icon

This icon is a reminder for an Upcoming Holiday.
It appears in the Notes View of your Daily and Weekly Agenda page.
You can open the corresponding Entry through double-clicking the reminder.

The Shorter Rows Button

Clicking this button will make the rows in your Agenda's Day and Week Views shorter, which allows you more overview without changing the time slots

The Taller Rows Button

Clicking this button will make the rows of your Agenda's Day and Week Views taller. This way you can see more details without changing the time slots.

There's More Entries Above

This icon appears in the Date Control Bar of the Daily, Weekly and Group Pages. It indicates that there are more Entries earlier, which are not being displayed. Scroll up to see these Entries.

There's More Entries Below

This icon appears in the Date Control Bar of the Daily, Weekly and Group Pages. It indicates that there are more Entries later, which are not being displayed. Scroll down to see these Entries.

The Holiday Reminder Icon

This icon will appear in the Pop-up Reminder dialog box, when the reminder is about a Holiday.

The Group Agenda Button

This toolbar button calls up the Selection for Group Agenda dialog box, where you select users for a Group Agenda. (A Group Agenda shows the Daily Agenda pages of several users in one view.)

The Closed Recurring Entry Icon

This icon indicates a recurring Entry in your In-tray when the list of the Entry's recurrences is not displayed.

The Red 'X'

This icon appears in the Month View of your Monthly Agenda page, next to Agenda Entries that you have refused.

Group Types

There are four group types: public, private, administrative and members only. Not all types will be available in every case or to every user. Some dialog boxes have an **All** button to display all groups.

- Public groups are available for use to everyone on the system.
- Private groups are only available for use by their creators.
- Administrative groups are only available for use by those people who have been given the right to create and administer them (the System Operator controls this).
- Members Only groups are available for use only to the members of the group.

On-line

Connected to the server.

Off-line

Not connected to the server. You cannot view other users' Agendas, except those you have downloaded with your Off-line Agenda.

Organization unit

This can be any subdivision of your organization and is related to your e-mail address. For more information, consult your e-mail software manual.

Domain

The domain makes up part of your e-mail address. For more information, consult your e-mail software manual.

E-mail

This is a contraction of the term electronic mail. It is the system that sends messages from one computer terminal to another.

Time slot

A time slot is the individual block of time represented on your Agenda's Day and Week Views as a rectangle. You can adjust the time each square represents (i.e. the size of the time slots) by:

- using the Increase time slot or Decrease time slot buttons on the toolbar;
- using the Increase Time Slot or Decrease Time Slot commands on the Edit Menu; or,
- choosing Preferences from the Edit Menu, selecting Agenda, and setting the time increments on the Display tab of the Agenda Preferences dialog box.

Resource

A resource is an inanimate object that has its own Agenda, such as a conference room or a piece of equipment.

Server

The server is the computer to which the workstations of a network are connected. It is where the centralized database of all the user data is kept.

Search Parameter

Defines your search by restricting it to a specific set of information.

Default

The pre-set selection for an option. It is the option the program will use if you do not specify otherwise.

Entry

Anything that appears in the In-tray or your Agenda pages (Agenda Entries, Tasks, Daily Notes, Holidays, Day Events, etc.).

Time Selection

The Time Control is displayed when you click  next to a Time box.

This is another way of setting the time in a Time box:

1. Select the left or right arrow, until the blue arrow is aligned with the desired time—the Time Control is set to move in one-hour intervals when you click the arrows. The time you have selected will be displayed in the corresponding Time box.

You can also click the blue arrow and drag it until it points at the desired time. When you choose to do this, the Time Control moves in 15-minute intervals.
Finally, if the desired time is visible in the Time Control, you can simply click it directly on the Time scale to select it.

2. Choose **OK**.

Importance level

Your Agenda can assign your Agenda Entries different levels of importance.
If you color code your Entries by Importance, they will appear as follows:

Extremely Important

Very Important

Normal Importance

Not very Important

Not Important

Attendance Status

The Attendance Status of an Agenda Entry indicates how you have (or have not) responded to it. Agenda Entries color coded by Attendance Status appear as follows:

Accepted Agenda Entries;

Unconfirmed Agenda Entries;

Refused Agenda Entries;

Accepted tentative Agenda Entries;

Unconfirmed tentative Agenda Entries;

Refused tentative Agenda Entries.

Ownership

An Agenda Entry is owned by the person or resource who proposed it. If you color code your Agenda Entries according to Ownership, they will appear as follows:

Agenda Entries owned (i.e. proposed) by you;

Agenda Entries that you have been invited to;

Tentative Agenda Entries owned (i.e. proposed) by you;

Tentative Agenda Entries that you have been invited to.

Please note that when you choose to color code Agenda Entries by ownership, and you open another user's Agenda, the Agenda Entries you (and not the Agenda's owner) have proposed will appear in blue. This makes it easier for you to spot Agenda Entries you can edit in other users' Agendas. (Even if you are in another user's Agenda, you can still edit an Entry you have proposed.) However, if you are working in someone else's Agenda as a designate, it will be the Agenda Entries proposed by the Agenda's owner that will appear in blue, since you are working in that person's Agenda as though you were the owner.

Access Level

This controls who can access an Entry's information. There are four levels of access: Normal, Confidential, Personal, and Public.

Creator

The person who creates an Entry. An Entry's creator is not necessarily the person who proposes it, since they may have created it while working as a designate in someone else's Agenda.

Designate

Someone who has the right to modify the Entries of another user, in that user's name. Designates can perform those operations specified by the Access Rights that the other user has granted them. However, you can never set other users' (or your own) Access Rights while working as a designate for someone else.

To grant someone designate rights, choose Preferences from the Edit Menu and select Access Rights.

Tentative

Tentative Agenda Entries are not yet official and final. To confirm a tentative Agenda Entry, clear the Tentative check box on the General tab of the Edit Entry dialog box.

The Status Bar

The status bar is displayed at the bottom of the window. To display or hide the status bar, use the Status Bar command in the View Menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them.
An icon in the middle of the status bar notifies you when new Entries come in from other users.
On the far right-hand side of the status bar, an icon indicates whether you are currently On-line or Off-line.
Also on the right, a bell icon is displayed when the Pop-up Reminder feature is turned on.

The Toolbar

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in your Agenda.

To hide or display the Toolbar, choose Toolbar from the View Menu.

Node

A node is a database located on a server. There may be, and often are, several nodes on one server. Nodes are identified by a number.

Foreign user

A person who does not have an Agenda but is listed on the server. These users can be invited to Entries. They will receive their invitations by e-mail.

Remote user

This is a user whose Agenda is on a different server. They can be invited to Entries in the same way as local users.
However, a remote user cannot act as a designate.

Local user

A user on the same server.

Day Event

A Day Event is an Entry that lasts for, or is valid for, an entire day. However, it does not block out any time in your Agenda's Day View. You can still schedule Agenda Entries for all of the day when a Day Event has been scheduled. Day Events are displayed in the Notes View of you Agenda's Daily and Weekly pages and in the Month View. They can be either one-time events or recurring events, and you can invite others to your Day Events.

Daily Note

A Daily Note is a note you can enter into your Agenda. It does not have a time, but only a date that it is displayed on. Daily Notes can be up to 64 characters long, and are displayed in the Notes View of you Agenda's Daily and Weekly pages and in the Month View. They can be either one-time notes or recurring ones, and you can send others copies of your Daily Notes.

Task

You can enter Tasks in your Agenda. These can either be linked to an Agenda Entry or be independent. A Task can have a start date and due date, a start time and due time, as well as a Priority and Access Level.

Attachment

You can attach a file to an Agenda Entry or Task using the Details tab of the New Agenda Entry/Task or Edit Entry/Task dialog boxes. Attached files allow you to include necessary material with an Agenda Entry or Task. Currently, only one file may be attached to any given Agenda Entry or Task. Attachments are not supported when you are working off-line.

Agenda Entry

Agenda Entries are those Entries that are scheduled in your Agenda's Day or Week Views. The Event of an Agenda Entry may be a meeting, a course etc.—in short, anything that can be put into a time schedule.
You can include the location of the meeting in your Agenda Entry. You can invite other users to your Agenda Entries and you can make them recurring. If you're not completely certain of all the details concerning your Agenda Entry (such as time, location etc.), you can make it tentative. If you delete an Agenda Entry, or make any changes to it, this will automatically be done in the invited users' Agendas as well.

Associate

In order for you to be able to open an attached file, it must be associated with an application capable of reading it. If your system cannot find an application to open an attached file, it will ask you to associate the file with the appropriate application.

Reconciliation

Reconciliation is the process in which you make two versions of the Agenda consistent with one another, through reconciling the Entries that cause inconsistencies (i.e. you decide which version of the Entry you want to keep). You may need to go through a reconciliation process when you upload your Off-line Agenda to your On-line Agenda, and when you import from or export to your palmtop.

Propose

An Entry is proposed by the person or resource in whose name it was created. That is, you propose an Entry if you create it while working in your own name (i.e. not working as someone else's designate). But Entries created by your designates while they are working in your name are also considered to be proposed by you.

For color coding purposes, you own the Agenda Entries that you have proposed. If you color code your Agenda Entries according to Ownership, they will appear as follows:

Agenda Entries owned (i.e. proposed) by you;

Agenda Entries that you have been invited to;

Tentative Agenda Entries owned (i.e. proposed) by you;

Tentative Agenda Entries that you have been invited to.

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