

iSBiSTER

Time and Chaos v3.0 Help File

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Welcome to iSBiSTER's Time and Chaos v3.0

Time and Chaos is intended to be an alternative to the abundant supply of overly complex Personal Information Manager's (PIM's). Having adopted the use of Microsoft Windows several years ago; I left the world of VANILLA DOS behind. I never want to see a black and white screen with a C:> ever again!....AND I hate leaving my Windows world to fall back a decade to use inconsistent DOS Applications.

I have purchased 3 major highly rated, very high priced PIM's; I am still frustrated with their over engineered complexity for my requirements. I need a Calendar, a TODO list and a Telephone Book AND I need them shown to me in an obvious intuitive manner.

Further...I don't sit in front of my PC all day - so, I need the ability to print my calendars to take them with me.

I didn't think that my requirements were all that unique. Many of you obviously agree from all of the correspondence that we have received. I thank you for the insight..the idea's..even the complaints! It has helped tremendously. Please keep those cards and letters coming.

iSBiSTER International can be reached either by mail or CompuServe Mail or our local BBS:

CompuServe ID: 74017,3424

iSBiSTER International's BBS (214)530-2762

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Please Drop us your comments. I will keep you posted on updates and take your suggestions into consideration for future enhancements. Please register your software \$19.95 U.S.

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In order to register you must send \$19.95 U.S. Currency to:

iSBiSTER International
1314 Cardigan Street
Garland, Texas 75040

Check or Money Orders Only Please. Residents of Texas add 8.25% Sales Tax (\$21.60) in total. At iSBiSTER we also do business on a handshake, meaning that if you call our BBS or leave me a CIS E-Mail message with your Name, Telephone Number AND YOUR PROMISE THAT YOUR CHECK IS IN THE MAIL; WE WILL ADVANCE TO YOU YOUR SECURITY CODE USUALLY WITHIN A FEW HOURS. This way, you get immediate relief from the NAG screens!

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I regret having to place such disclaimers in a piece of software. I have made every effort to make this software product as efficient and accurate as possible; however, in a world full of frivolous and ridiculous law suits, I have no alternative.

Never-the-less I HOPE YOU ENJOY THE SOFTWARE and find it productive!

Setup and Installation

MS Windows 3.1 is required!

SHARE.EXE MUST BE LOADED!

Your system MUST have SHARE.EXE loaded; if it doesn't, Time & Chaos will return an error code. The usual way to insure that SHARE.EXE is loaded is to put the following line into your CONFIG.SYS file (this example assumes that the SHARE.EXE file resides in the root directory of drive C:

INSTALL = SHARE.EXE

Create a unique subdirectory anywhere on your hard disk. (I use C:/TCHAOS)

Copy all Time and Chaos files into that subdirectory

TCHAOS.EXE
PSETUP.DLL
SS3D.VBX
VBISAMMX.DLL
VBRUN100.DLL (Should be placed in your WINDOWS subdirectory
TCHAOS.HLP

Double Click from File manager on TCHAOS.EXE

Upgrading From a Previous Version of Time and Chaos

If you are upgrading from a previous version of Time and Chaos then you must also do the following:

MS Windows 3.1 is required!

SHARE.EXE MUST BE LOADED!

Delete TCHAOS.INI from your windows subdirectory

TIME & CHAOS uses an all new data structure. Your old data MUST BE CONVERTED to be used with version 3.0 . Ensure that all of your old ".dat" files are located in your Time and Chaos v3.0 subdirectory.

Start TCHAOS.EXE

From the FILE MENU Select "CONVERT v2.0 DATAFILES TO v3.0"
Conversion will be automatic. All of your old files will be renamed with a ".bak" extension.

Using the Appointment Book

How to set an appointment

Setting up new appointments is easy! Select the date on the monthly calendar that you wish to schedule an appointment. You can now see in the Appointment List Box all of your appointments already scheduled for that day. With your mouse, click on the ADD APPOINTMENT button below. Doing this will call a dialogue box for you to enter the particulars regarding your appointment.

With the APPOINTMENT ENTRY SCREEN now displayed, you may complete the details regarding your upcoming appointment. The Slider Control (Top Left) will be displaying the date that you are scheduling, you are required to do nothing here (although you could change this date by clicking on the left or right arrows to move the appointment to another date). The Description field is for you to enter a brief reminder representing your appointment. With this version of Time & Chaos, I have allowed unlimited field lengths, so you will be able to virtually type forever. HOWEVER, PLEASE KEEP YOUR APPOINTMENT DESCRIPTIONS BRIEF AS YOU MAY WISH TO PRINT A MONTHLY CALENDAR WHERE PRINT SPACE IS VERY LIMITED .

Enter both a START TIME and an END TIME for your appointment. These slider controls are operated with your mouse. CLICKING ON THE LEFT OR RIGHT ARROWS WILL MOVE THE TIME IN MINUTES - CLICKING ON THE GRAY BAR WILL MOVE THE TIME IN 30 MINUTE INCREMENTS! This approach to selecting a time allows fast scheduling for routine events while maintaining the flexibility that so many packages lack today - facilitating the scheduling at non-standard times such as 9:04am. This can be particularly frustrating should you wish to record an airplane departure or arrival time within your calendars.

You may also choose to REPEAT your appointment on other dates. From the REPEAT combo box select either NONE - for a non-repeating event. DAILY - to schedule each and every day from today. WEEKLY - to schedule every 7 days or on same day each week. MONTHLY - Same DATE each month. and YEARLY - Same DATE each Year. REPEAT UNTIL allows you to set the length of the repeat period.

To the bottom, is a NOTES BUTTON this will invoke an editor of virtually unlimited space for you to jot notes regarding your appointment. You can also use the CUT and PASTE options on this Appointment Entry Screen to move data between screens and other applications. REMEMBER ANY INFORMATION THAT IS ENTERED IN THE NOTES FIELD CAN BE KEYWORD SEARCHED LATER. For example, I often make notes in this field regarding such things as products that a person is interested in (ie. data communications). Later, I can search on (data com) to list all the matching contacts.

That's it - all done. Click the OK button - your appointment is scheduled. Should an error occur here - it is probably due to attempting to schedule two appointments with the identical start time. This is not allowed.

How to Edit an existing appointment

Double Clicking on any appointment listed in the Daily Appointment Listbox (Upper Right) - will find this particular appointment in the database and recall it to the screen for your changes.

You can move the appointment by changing the date on the slider control (upper left). Changes of any field information will be reflected immediately upon clicking the UPDATE button on the form.

How to Delete an appointment

Deletion of any appointment is handled via editing. Double Click on any appointment listed in the Daily Appointment Listbox (Upper Right) - this will find this particular appointment in the database and recall it to the screen for your changes or DELETION. Click the DELETE button on the form, you will be asked for confirmation - the appointment will be deleted.

Searching for your appointments

I am most excited about the new and very powerful keyword search consistently implemented throughout Time & Chaos v3.0. Only when you really start to use this feature creatively does the real power become unlocked. We can now think of searching as a free form database running throughout. Click search appointments from the main screen. This will reveal a simple dialogue box requesting your keywords to search. IF YOU LEAVE THE KEYWORDS BLANK IT WILL FIND ALL APPOINTMENTS. If you use a keyword such as "TOM" A list of all appointments entered that refer to TOM will be selected. Double Clicking on the resultant list will direct you to that appointment detail as entered. Appointment Search actually checks both the Description Fields AND the Notes field of each appointment you have entered for a keyword match.

How to set Day Titles

From the main screen clicking ADD DAYTITLE will bring about a dialogue box for you to specify a Title for the day. These are events that are not dependant to a particular time of day such as "MY BIRTHDAY" or "TRAVEL DAY" or "DETROIT" (if I plan to be in Detroit all day). Also very useful for holidays of course. Similarly, as with your appointments, you may specify a repeating DAY TITLE. You may also choose to REPEAT your DAY TITLE on other dates. From the REPEAT combo box select either NONE - for a non repeating Day Title. DAILY - to repeat each and every day from today. WEEKLY - to repeat every 7 days or on same day each week. MONTHLY - same DATE each month and YEARLY - same DATE each year. REPEAT UNTIL allows you to set the length of the repeat period.

Clicking OK will add you DAY TITLE to your agenda of that day.

Printing your calendar

Full printouts of your Calendar are possible from the top menu in both 8.5" x 11" (Senior) and 5.5" x 8.75" (Junior) sizes.

*Note: User's of HP Laserjet printers have automatic switching between portrait and landscape modes. Other printers may require manually switching via the printer setup option under the file menu.

Print Monthly Calendar: Prints the monthly calendar in landscape mode, both in Junior and Senior sizes, including all of your daily appointments. That's a lot of data in a very small space. For best results we recommend that you keep appointment descriptions brief.

How to Set Fonts for Calendar Printing

Printer Fonts are selected from the main menu. Select FILE, SETUP PREFERENCES. A list of available fonts for your selection will appear. Make your selection and click OK. Some experimentation may be appropriate with various fonts to achieve the appearance that you desire. Some Fonts are more scalable than others. Windows 3.1 adds TRUETYPE scalable fonts, Arial or Times New Roman seem to work very well.

Previewing your calendar

Preview Monthly provides you with a view of your month at a glance. This feature is most useful for a quick preview prior to printing. MS Windows Version 3.1 only.

Alerts & Setting Leadtime

As your appointments come due, Time & Chaos will alert you to them by providing a message box with the details. As long as Time & Chaos is active, either maximized or minimized as an icon, it is constantly checking for upcoming appointments. Should Time & Chaos be minimized and you are working in another application, we will still warn you of your forthcoming appointment by showing through the active application that you are using. The SETUP PREFERENCES MENU will allow you to specify, in minutes, the advance notice you require prior to notification by Time & Chaos, ie.10 minutes prior to my appointment.

Using the Todo List

The objective of the Todo list is to prevent commitments that we make from falling through the cracks. Further, an accurate list of the things that must be done can certainly minimize the stress in our lives by allowing us to focus on just the things that need doing today. We call this JUST IN TIME WORRYING....

Todo items that are not completed will continue to appear on the todo list .. until they are done. Further, items that need to be done, but not for a few days or weeks can be scheduled to appear any day into the future - and then continue to appear until they get accomplished. Todo items marked "X" (Done) will always appear only on the date they were done. The point of this is a checking system for you should your boss asks on what date a todo item was actually done.

How to add an item to your Todo List

From the main screen, click Add Todo Item. This invokes a dialogue box for your specific todo item. Type in a brief description of your todo item and assign a priority to it. A new priority category "P" (Pending) has been added. Often when I am accountable for a todo item, I assign part of it to another person. My part may be done - but I would like to see the results with my own eyes, before I consider it actually complete. As with the appointment entry screen, there is plenty of room for any associated notes that you may wish to include with your todo item.

How to Edit a todo item

As with the Appointment book and the Phone Book, double clicking on any todo item in the list will invoke a dialogue box with the information as you had entered it. Make any changes you like, and/or DELETE as appropriate.

Searching your Todo List

Search will interrogate all past, present and future todo items for the keyword that you specify. It will search freeform through both the Description field and the Notes field of each todo item.

How to print your Todo List

Full printouts of your Todo list are possible from the top menu in both 8.5" x 11" (Senior) and 5.5" x 8.75" (Junior) sizes.

*Note: User's of HP Laserjet printers have automatic switching between portrait and landscape modes. Other printers may require manually switching via the printer setup option under the file menu.

Print ToDo List: Prints your todo list as of the date selected on the monthly calendar monthly. It prints in portrait mode, both in Junior and Senior sizes, including all of your todo items sorted by priority. The purpose is to allow you to print a todo list for the day.

How to Set Fonts for TODO PRINTING

Printer Fonts are selected from the main menu. Select FILE, SETUP PREFERENCES. A list of available fonts for your selection will appear. Make your selection and click OK. Some experimentation may be appropriate with various fonts to achieve the appearance that you desire. Some Fonts are more scalable than others. Windows 3.1 adds TRUETYPE scalable fonts, Arial or Times New Roman seem to work very well.

Using the Telephone Book

White pages and yellow pages

By popular demand, we now have two telephone books to use. One perhaps for business while another for personal, or one Internal, the other External telephone numbers.

How to Add a listing to your telephone book

Clicking on the ADD LISTING button will invoke a dialogue box for you to complete. The entry will be applied on the Telephone Book that is open at the time. If you wish to add a listing to the Yellow Pages, switch to the Yellow Pages and then Click on ADD LISTING.

NAME AS LISTED is the field at the top of the ADD Telephone Listing Dialogue Box. This is intended to be FREE FORM. For example, you may wish to enter JONES, TOM or ACME INCORPORATED. All listings are alphabetical, and no two NAME AS LISTED fields may be exactly alike. You may add JONES, TOM and JONES, SALLY but you cannot add another JONES, TOM.

It should be noted that the field sizes have the built-in flexibility to be virtually unlimited in length & content. This is particularly useful for the inclusion of telephone extensions within the telephone number fields and extremely long international telephone numbers.

**** Note:** a new feature allows you to change FAX and CAR labels to whatever you like. You may now change the FAX and CAR labels by editing them on the Telephone Data Entry Screen.

How to quick view a telephone entry

A Single Click on any telephone entry in the list box will place the appropriate telephone numbers in the spaces to the right. If the Company Field was completed on data entry, it will be displayed atop, if not, the Name as Listed field will be repeated.

How to EDIT/delete a telephone entry

A double Click on any telephone entry in the list box will recall the appropriate dialogue box for editing. You may either Edit as you wish or delete as necessary. Click on UPDATE to save the changes.

Searching your telephone book

There are two ways to search the telephone book. The Quick Search - Click on any entry in the phone list and type the first letter of a name you want to find. The focus of the list will jump to that letter, if there is any.

The Keyword Search is exactly as the Appointment Search and the Todo Search. However, it will search MOST FIELDS. That is, for example, a keyword search on "214" will product a list of all those living in the Area Code 214 provided, of course, that I entered the area code with the telephone number. Just as it would find 555-2140 or 2214 Oak Street. It can also quickly provide a list of everyone in a certain city or state. It will also search for keywords throughout the NOTES Field.

Autodialer

Prior to using the Autodialer, you must setup the COM PORTS and any DIAL PREFIX as appropriate in the PREFERENCES SETUP MENU CHOICE.

As a telephone listing is selected from the listbox, the telephone numbers appear to the right of the list for that entry. The buttons, that are labeled "BUSINESS", "HOME" etc. are actually autodial buttons. Clicking on these labels

will autodial the specified telephone number.

