

Scheduler

COLLABORATORS

	<i>TITLE :</i> Scheduler		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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Chapter 1

Scheduler

1.1 main

Scheduler v1.0 (Unregistered) Documentation
by Ben Owen

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Credits

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1.2 introduction

* Scheduler *

What is Scheduler????

Scheduler is an easy to use Address book, Calendar reminder utility, and personal organizer. *Scheduler will not only keep track of your clients and friends, but it will also tell you when they call! It allows you to keep track of addresses, phone numbers, personal notes, for every record. You can also have several Phonebooks in a file, so you can have your own address book while your business partner, or friend can have his / her own.

Let Scheduler keep all of those phone numbers you scribble down on pieces of paper that always seem to get lost when you need them the most. And when the numbers are in Scheduler, to dial any record all you need to do is double click on the name you wish and your modem will proceed to dial. Much faster than looking for your list of numbers or trying to remember it.

And if you need to be reminded of that meeting tomorrow, just enter it into the calendar and tell it how long before your meeting you want to be reminded!

This is a useful utility for anyone, and it's easy to use.
So have fun!!!

How long can I use This???

Scheduler is Shareware, and is by no means a 'free' program. You have a 30 day trial period. When the 30 days has passed you must destroy the program and the archive. If you wish to use Scheduler on a daily basis, you can register by sending 20 US Dollars, and your name and address to:

Ben Owen
1070 Mearns Meadow #1515
Austin TX, 78758
USA

or if you have any questions or comments you can leave me email at:

starbird@ralph.com

Register
users will receive discounts on updates, and
also receive a fully functional version.

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*(Only available with CallerID and a registered version of Scheduler)

1.3 tut

Tutorial

If you have not done so install Scheduler to your system. When prompted install the sample files.

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How to use the PhoneBook

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Features and advantages in the Registered version

1.4 tut_phonebook

PhoneBook

The PhoneBook is the first window that opens up when you run Scheduler. This holds your names, phone numbers, addresses, and more. If you installed the sample files you should be looking at the information on 'Shawn Bannon'. You can change the current entry by clicking on the name you wish inside the list of names on the bottom right.

Adding An Entry.....

Adding and changing info in your Phonebooks is easy in Scheduler. Let's begin by adding a new entry. Click the 'New' to the right. Now everything has cleared and the First Name is selected. Begin filling in the entry with your data. As you noticed as you entered in your name it automatically appeared in the list. After you finished entering in your info, try clicking on the labeled buttons that are to the side of each field. E.g. ('First') The list will sort by that field. This is very useful when looking for someone's number but you only know their first name, or even if you only know their number but want to know their first name.

Removing An Entry.....

Now let's remove one of the entries. Select 'Shawn Bannon' and click on the 'Remove' button. A warning requester will ask if you are sure, select Yes. Now the record has been taken out of the list.

1.5 1.1

PhoneBook Groups

Have you ever used a database program where you have over 300 records and it becomes useless because you can't find anyone's name because there are too many records? Well no more! Now you can group

your PhoneBooks (databases) and keep a separate track for your records. This allows you to have several completely different PhoneBooks in one file. So you and your friends can use the same program and the same data file, and it keeps all of the records separately.

Where Are These Groups???

To see your current group, the easiest way is to look at the PhoneBook window title. It will say 'A Sample's PhoneBook' or 'Ben's PhoneBook'. The other option is to open the Group Window itself. Select PhoneBooks from the Scheduler menu, this will open up a new window that has your current Book selected.

New Group....

To add in a new group simply click on 'Add'. Enter in the name you wish your new PhoneBook to be called and hit enter. If you do not hit enter it will not take the name you have typed. Now you have a new PhoneBook. Also note that the PhoneBook window is blank. This is cause this is a new group with no records in it. So now go on and add some new records. You can leave the Group Window open as you enter in the new record. All the windows work together in Scheduler, so you can click in one and it will change the information in the appropriate one.

Rename & Remove

To renaming a group click on 'Rename', enter in a new name and press return. Automatically your group is renamed. To remove the record click on 'Delete' a warning requester will ask if you are sure.

1.6 1.2

Searching For Entries

Searching for someone's name or address is very simple. If you cannot find the name you are looking for from re-sorting the records by 'First Name', 'Company Name', etc. then click on the 'Search' button. This will bring up a new window with several buttons on it. Click on what field you wish to search on, type in what you want to search for and PRESTO! your long lost record will be found. If it could not be found it will inform you so.

Just to make sure you get the concept down lets try a very simple search. Open the Search window by clicking on the 'Search' button. Now lets search for my name. Make sure that First Name is selected and type in 'Ben'. It should select 'Ben Owen' in the search. Now click on 'Last Name' and type 'Hom' and hit enter. The record 'Hommie the Clown should now be selected. So Scheduler will find an entry even if you only know part of a name, or forgot how to spell it. There are wild card characters automatically put at the beginning and the end of what you type.

1.7 1.3

Cut & Paste

There are times when you need a record from one group into another. One way is

Save

an entire PhoneBook then append it back

in. This works if you need to copy an entire PhoneBook, but not very practical when you just need one or more files.

To put a record into the Copy Buffer, select Copy from the Edit menu on the PhoneBook window. If you wish to remove the record while coping it select 'Cut'. (NOTE: Cut and Remove are two different things. Cut removes a record and places it into the copy buffer, while Remove just removes the entry.) When you are ready to place the record back, simply select 'Paste' from the edit menu.

1.8 1.4

Dialing Entries

Dialing the number from your PhoneBook entry is very simple. Make sure that you have set up your modem settings in the

Preferences

first.

Select the record you wish to dial. You can either double-click the record or Click on 'Dial' button. This will bring up a requester asking what number you wish to dial, or to cancel. Select which number you want and Scheduler will begin to dial it. Once you either get a Ringing or a Busy pick up your handset and click on the appropriate button. This will hang up your modem so you can hear the other side. If you do not click one of those buttons Scheduler will hang up your modem, specified by the time-out in the

Preferences.

If you select 'New' from the requester it will ask you for a new number to dial. After entering in the new number press return for Scheduler to dial it.

1.9 1.5

HotKey, Menu & Gadget Descriptions

Here is a listing of all the Buttons, Knobs, Menus, and neat things found in the Scheduler PhoneBook.

BUTTONS

HOTKEY

DESCRIPTION

First	f, F	Sort records by the First name.
L	l, L	Sort records by the Last name.
Company	o, O	Sort records by the Company name.
Address	a, A	Sort records by the Address.
City	i, I	Sort records by the City.
S	s, S	Sort records by the State.
Z	z, Z	Sort records by the Zip-Code.
Home	h, H	Sort records by the Home number.
Work	w, W	Sort records by the Work number.
Fax	x, X	Sort records by the Fax number.
Other	t, T	Sort records by the Other number.
Notes		Sort records by the Notes.
Last Modified	m, M	Sort records by the Date of Entry.
New	n, N	Add in a new record.
Remove	r, R	Remove a record.
Search	e, E	Search entire database for entry.
Dial	*d, D	Dial a number from a record.

Calendar

	c, C	Go to the Calendar.
Hide	A h, H	Hide the interface but keep it in memory.
Quit	A q, Q	Remove Scheduler out of memory.

other gadgets include....

Clock	Shows current time and Date.
Status	Shows the Status of Scheduler.
Records	Displays the number of records in the PhoneBook.

MENUS	HOTKEY	DESCRIPTION
Scheduler		
New		Create a new Scheduler file.
Open	A o, O	Open an existing Scheduler file.
Append	A a, A	Append a Scheduler file to an existing one.
Save	A s, S	Save a Scheduler file to the default paths.
Save As		Save a Scheduler file to a new destination.
PhoneBooks	A p, P	Displays the PhoneBooks in the Scheduler file.
Prefs		Opens the Preferences window.

About		Displays Program version and info.
Hide	A h,H	Hide the interface but keep it in memory.
Quit	A q,Q	Remove Scheduler out of memory.

1.10 tut_calendar

How to use the Calendar

The Calendar is the second portion of Scheduler. Here you can scheduler appointments, mark birthdays, or even set goals. When you enter in a new 'Event' Scheduler keep track of that event until it is time to tell you about it. Like in the PhoneBook you can have several groups of Calendars. The Calendar file supplied with Scheduler has a Holiday Calendar, listing some of the national holidays. Quickly lets get familiar looking through the buttons on the Calendar Window. The day and month is set to the current date. The month is displayed in the top gadget in the center, the year is just below that, and the days are shown to the right. To change the month you are looking at move the slider back and forth. To change the year simply type in a new year.

Now reset the Calendar to the current day. You might have noticed strange character beside the day numbers. e.g.. '!16'. The '!' is an Event indicator. It shows that there is an event scheduled for the 16th. To view the event either find the date in the "Event Date' list, click on it and view it in the Event Time. Or simply click on the button below the number, and look at the events. After viewing the date press 'Cancel'.

1.11 2.1

Creating New Entries

Now that you know the basics around the Calendar, lets start making some events. If the Calendar is not set to the current year and month, do so now. Find the current day, it will be the number with the '*' beside it. e.g. '*23'. Click on the button just below it. A new window will appear with the current time placed in the FromTime box. Type in anything you wish as the event itself, (it does not need to be important for this is just a test) and press return. Now you will notice that your event has changed. It now says something like "4:02 PM -> 5:02 PM An Event". It shows the From Time, the To Time and the Event. Now click on the From Hours slider and make it two hour ahead of the current time. (To see the current time, look in the PhoneBook window) Now click on the From Mins and make it 2 minutes ahead of current time. This is telling Scheduler that you have an Event at 4:02 PM and it will last until 5:02. Now we have an event lets set an alarm on it so we can be warned well in advance.

1.12 2.2

Setting the Alarm

In the top portion on the window you will see three buttons. The top button says 'Alarm', the other two are labeled 'Off' and 'On'. These are the alarm settings. You can turn events On or Off as you wish. If the event is Off then you will not be warned of the event. So Leave the Alarm On and click on the 'Alarm' button. Yet another window opens up displaying how long before the event you want to be warned of the event. Set the hours to 2 and leave the minutes to 0. Click on the 'Ok' button to close the Alarm options, and click on the 'Ok' button to close the Event window. Now you should have a '+' beside the current day. The '+' tells you that this is the current day, and there is an event on this day. Click 'Ok' on the Calendar window. Now if the current time has not passed over 2 minutes then wait. When the alarm goes off, your screen will blink and a window will appear telling you of the event, when it is, and how many mins it is in the future. There are three buttons 'Ok' 'Ask in 5 mins' and 'Remove Event'. 'Ok' will close the window and will warn you again when the event happens. 'Ask in 5 mins' will close the window and it will warn you again in 5 minutes. 'Remove Event' will take out the event from the Calendar all together. Use this only if you no longer need the event, otherwise it will removed out of the calendar.

1.13 2.3

Calendar Groups

The Calendar, like the PhoneBook, can have several groups to a file. To see the view the groups in the Calendar select 'Groups' from the Calendar menu. This is just like the PhoneBook group window but there is an extra option. 'On' 'Off'. This is able to turn the entire Calendar group On or Off just like the Event Alarm 'On' 'Off'.

New Group....

To add in a new group simply click on 'Add'. Enter in the name you wish your new Calendar to be called and hit enter. Now you have a new Calendar that you can make new entries in.

Rename & Remove

To renaming a group click on 'Rename', enter in a new name and press return. Automatically your group is renamed. To remove the record click on 'Delete' a warning requester will ask if you are sure.

1.14 2.4

Here is a listing of all the Buttons, and Menus use in the Scheduler Calendar.

BUTTONS	HOTKEY	DESCRIPTION
Buttons 1 - 37		
Month	L & R Arrow	Changes the month of the Calendar.
Year		Changes the year of the Calendar.
Edit	e,E	Brings up the Event window to edit or change the current event selected in the 'Event Time' list.
Remove	r,R	Remove current Event.
Event Date		Shows the event dates.
Event Time		Shows the events for the selected date.
Ok	o,O	Closes Calendar window.

MENUS	HOTKEY	DESCRIPTION
Calendar		
Open	A o,O	Replaces the current set of Calendars with a new one.
Save	A s,S	Saves out the current set of Calendars to the defaults.
Save As	A a,A	Saves out the Calendar to a new destination.
Groups	A g,G	Opens up the Group window.
Quit	A q,Q	Close Calendar window.

1.15 tut_prefs

Preferences

The Preferences is where you set up all of the options from the modem, to warning requesters.

Modem Settings

Other Options

1.16 3.1

Modem settings

One of the more powerful options on Scheduler is the dialing function. You can dial any of the 3 numbers right away, or dial in your own. To make sure Scheduler talks to your modem correctly there are a few setting you need to set. This is just like your terminal program.

Set the Baud Rate, Bits Per Character, Parity, Stopbits, and Handshaking for your modem. (If you are unsure of the settings consult your modem's manuals)

Now set your Modem Init command. This will send commands to your modem prior to dialing. The most common and the default is "ATZ". I personally use "AT S11=50", which for my modem speeds up the dialing.

Set your Dialing command or prefix next. Again the most common is "ATDT", but if your modem requires a different command use it.

PABX is for dialing systems that need for you to dial out. ('Dial 9 to get out') enter the number that needs to be dialed out there, along with any other codes your modem might need. (e.g. a lot of modems these days let you enter a 'W' after the dial out number, '9W' this will wait for a dial tone before continuing.)

The time-out slider sets the amount of time for the modem to remain on-line. Most modems do not pass the line through to your handset while dialing, so if you wish to talk to the person you are dialing you must hang-up the modem. If you do not do so, Scheduler will when it reaches the timeout point.

1.17 3.2

Other Options

Every thing you could ever want to know about the buttons in the Preferences.

BUTTONS	HOTKEY	DESCRIPTION
Baud Rate		Set the Baud Rate for your modem
Bits/Char		Set Bits Per Char for your modem
Parity		Set the Parity for your modem
Stop Bits		Set the Stop bits
Handshaking		Set the Handshaking for your modem
High-Speed		Turn High Speed on your modem
Show Date		Show the date & time in the clock.
Pop Screen To Front		When hot key is pressed Pop Scheduler to the front
Use Pub Screen		Use the Workbench screen
Modem Init		Set the Modem init command
Dial Command		Set the Dial command
PABX		Set the dialer to 'Dial out'
Timeout		Time-out for the dialer
Redial on Busy		When modem gets a 'BUSY' redial number

Caller ID	Not in Unregistered version.
Log Calls	Not in Unregistered version.
Save When Hidden	When user clicks on 'Hide' save the Scheduler file.
Warning Requesters	Use warning requesters
Save	Save prefs and close window
Cancel	Close window with prefs unchanged

MENUS	HOTKEY	DESCRIPTION
Project		
Open	A o,O	Open a new Prefs file
Save As	A s,A	Save a Prefs file to a new dest
Quit	A q,Q	Quit Prefs. (same as Cancel)
Modem		
Reset to Defaults	A d,D	Reset the Modem settings to defs

1.18 tut_load_save

Loading & Saving

There are different files that Scheduler saves out, each with it's own extension. The name that Scheduler uses to save the files is the default name in the Icon

ToolTypes.

This also holds

the directory where it will be placed.

e.g.. if the name was "DEFNAME=sample" and your directory was "DEFDRWER=System:Scheduler" then your Scheduler file would be saved at "System:Scheduler/sample.sch".

The File Extensions Are:

".sch"	e.g.. "default.sch"	Scheduler file
".phb"	e.g.. "default.phb"	PhoneBook file
".cal"	e.g.. "default.cal"	Calendar file
".prefs"	e.g.. "default.prefs"	Preferences file

Scheduler File (".sch")

The first is the most useful way, to save a Scheduler file. ('.sch') This has all of your PhoneBooks, and all of their entries. So now lets save out your scheduler file the quickest way. Select 'Save' from the Scheduler menu on the PhoneBook menu. You should see your Hard drive or Floppy drive light blink on as it saves out the file. This is the quickest cause Scheduler already knows the name the file should be and where it belongs. The second way is to select 'Save As' from the Scheduler menu. This brings up a requester asking you what you what the file called, and where you want to put it. This allows you to save your file, as a different name or in a different place than the default.

To Load the file back in just select 'Open' from the Scheduler menu

and select the file you wish to Load. This will clear out your current data and load in the new.

PhoneBook File (".phb")

 The second way is to just save out your current phonebook. Select 'Save PhoneBook...' from the PhoneBook menu in the PhoneBook window. This brings up the requester asking you what and where you want the file.

To load the PhoneBook back in, select 'Open PhoneBook...'. Now you are presented with a requester that asks if you wish to 'Overwrite' or to 'Append'. Overwrite will erase your current PhoneBook, and load in the new one in it's place. Append will simply Add this PhoneBook to your files.

The last option is to append one phonebook to an another. Select 'Append PhoneBook...' and select the file you wish to append. Now your PhoneBook contains the contents of your old data, and the new.

Calendar File (".cal")

 The Save and the Save As work the same way as the Scheduler Save and Save As. Currently there is no Append for the Calendar.

Preferences File (".prefs")

 The Save and the Save As work the same way as the Scheduler Save and Save As, with one exception, the Save is a button and not a menu item.

1.19 tooltips

ToolTypes

ToolTypes that are found in the Scheduler icon.

DEFNAME=	The default name used when loading and saving.
DEFDRAWER=	The default path used when loading and saving.
HOTKEY=	The key sequence to open Scheduler's window when hidden
POPUP=(yes,no)	Open the window when first run
DONOTWAIT	If run from the WBStartup Drawer you must have this

1.20 hotkey

--PhoneBook ↔

BUTTONS	HOTKEY
First	f, F
L	l, L
Company	o, O
Address	a, A
City	i, I
S	s, S
Z	z, Z
Home	h, H
Work	w, W
Fax	x, X
Other	t, T
Last Modified	m, M
New	n, N
Remove	r, R
Search	e, E
Dial	*d, D

Calendar
c, C

Hide	A h, H
Quit	A q, Q

MENUS	HOTKEY
Scheduler	
Open	A o, O
Append	A a, A
Save	A s, S
PhoneBooks	
Hide	A h, H
Quit	A q, Q

--Calendar-----

BUTTONS	HOTKEY
Month	L & R Arrow
Edit	e, E
Remove	r, R
Event Date	U & D Arrows
Event Time	Alt U & D Arrows
Ok	o, O

MENUS	HOTKEY
Calendar	

Open	A o,O
Save	A s,S
Save As	A a,A
Groups	A g,G
Quit	A q,Q

1.21 register

Register

To register Send \$20 US Dollars, Your Name, Address, Number, and A self address stamped envelope (big enough to hold a floppy) to:

Creative Imagery Unlimited
attn. Ben Owen
1070 Mearns Meadow #1515
Austin TX 78758

if you have any comments and/or suggestions email me at:

starbird@ralph.com

Thanks and have FUN!!!

Features of Registered Version

What do I get for \$20???

Not only do you get the most recent version of Scheduler but you get options not in the Unregistered. For starters....

No Annoying Register Requester!!!!!!!

But THATS NOT ALL!!!

Caller ID ----- if your like me and leave your computer on more than your answering machine Caller ID is for you! If you have Caller ID and a modem that recognize Caller ID, then every time you receive a call Scheduler will look at the Name and Number and look for that entry. If found, Scheduler will tell you the person called and ask you if you wish to call them back! No need to go looking for the number.

Call Listing ----- Works with or without Caller ID. Allows you to make a running tab of calls that come in and that go out. At the end of the month print out your list and mark off business phone calls for taxes, or for your

employer. In future versions will keep a running tab on your long distance bill.

Printing ----- Print either your Scheduler files, or your Calendar. Allows you to keep a hard copy of your business contacts, or just a useful list of numbers to keep around the house.

Also New Programs.....

Convert ----- Convert your old database to a Scheduler database. Converts.. Contact, WWW, and more to come. Files from IBM, and Mac database programs.

Timer ----- Although Scheduler is a Commodity that reminds you of your events it is a rather BIG commodity. You only need 1 meg of memory to run Scheduler but if you only have 1 or 2 megs of ram, you don't want a commodity to take up 100 K of it. Timer is a small commodity for those that want to conserve memory. It will do all of the Appointment Reminding that Scheduler does but takes up much less memory.

You will also be notified of new releases and given a discount for future revisions.

This is a list that is soon to be put into to Scheduler.....

Resizable Windows!!

A Time Tracker that shows where your time is spent from your Events
A Newer Calendar with more options.

Your suggestions????

So Send in your Registration TODAY!

1.22 credits

***** CREDITS ←

Lets give credit where credit is very much due:

I would like to say thanks to Mark Thomas for helping me out with those stupid programing questions, for Scheduler would haven't gotten off the ground without him.

I also want to pay a big thanks to Veron Graner and to Andy Allen for beta-testing and offering suggestions.

Scheduler is copyrighted "shareware" program, it is by no means a 'Free' program. You have 30 days to evaluate the software to see if it suits your needs. After the 30 days you must
Register
with Creative
Imagery, or you must destroy the program, and it's archive.

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