

TUTORIAL

The following is a brief 'hands on' introduction to using SkedEzy, by way of an example. It assumes you have installed SkedEzy by running the installation program, as per the instructions on the diskette. If there is an open SkedEzy folder on the screen, close it down now by clicking on the button at the far top right corner of the folder.

You might find it convenient to print this file, so you can have it beside you as you work through the example. To print this file, select File from the menu above, then select Print.

It is also assumed that you are using 12 hour time. For people more familiar with 24 hour time, work through this example anyway - the basics are just the same, and you can always set SkedEzy to use 24 hour time after you have finished the example.

Example:

Suppose it is summer, and you decide that it would be a good idea to water the garden every 4 days, at 6 o'clock in the evening. You expect to spend about 20 minutes doing the watering. Also, you would like to be reminded, around lunch time on the day, that those 20 minutes have been booked. Perform the following steps to make SkedEzy remind you:

- Click on the *Start* button and select *Programs*. From the menu that pops up, select *SkedEzy*. On the next menu that pops up, click on *SkedEzy* (next to the small red and yellow icon). A button for SkedEzy will appear on the task bar at the bottom of the screen.

- Some car maintenance messages have been supplied with SkedEzy, as example events.

If any of these pop up while you are working through this example, just click on *OK* each time and ignore them for now.

- Do a **right** button click on the SkedEzy button on the task bar, to bring up SkedEzy's main menu. Click on *Schedule Message Event*, which will bring up a dialog box.

- The cursor will be in the box titled **Message:** Type in the following message: *Time to water the garden!*

- Press the *Tab* key, to jump down to the next box, titled **Day to first appear:** Type in the following text: *In four day's time*

Note: dates in the usual formats e.g. 5/7/96 or Jul 5th 1996 can also be entered here. If it makes sense to you, SkedEzy will probably understand it too!

- Press the *Tab* key again, to get to the box titled **Time to first appear:** Then type the following text: *6 in the evening*

Or 6 pm, six p.m. etc etc. Whatever you think of first. If your computer is not turned on until, say, 7pm, the message will still pop up, after half a minute or so. The date and time that the message was scheduled to appear is also displayed, so there is never any doubt as to when it was supposed to appear.

- Press the *Tab* key, jumping to the box titled **Recurrence: (blank if once only).** Type in: *Every 4 days*

If you don't type anything here, the message will pop up only one time. This is still useful, like using a diary, but SkedEzy is most useful with recurring events, like this example:

- Press the *Tab* key, jumping to the box titled **Early warning: (blank for none).** Enter the following: *six hours*

Or 2 days, 10 minutes - whatever you like, from minutes to weeks. Since your message is scheduled for 6 pm, specifying six hours will result in an early warning message at 12pm i.e. midday. This feature is probably most useful when you need some time beforehand, for example to get a present before you are due to leave for a birthday party. Or it can be used to make doubly sure you don't miss an important appointment.

- Press *Tab* again, to jump to the box titled **Reserved period: (blank for none)**. Type in *20 minutes*

Supposing someone rings up and says 'I'll see you at 6.15 tomorrow night', and you decide to schedule this using SkedEzy. If tomorrow happened to be one of the days for watering the garden, SkedEzy would not allow you to make a booking for 6.15 pm - you have already reserved the 20 minutes after 6 o'clock on that day!

- Now click on the *Confirm* button, near the bottom left of the dialog box. This will bring up another dialog box. All the details you have just entered can now be checked, and if necessary, you can make changes, correct spelling slips etc.

- Press *OK*, and your message will come up every 4 days, with a warning at 12 pm, until you decide to delete it.

Several weeks pass.... Summer gets even hotter.... So you decide that you should water the garden every 3 days, instead of 4, and that you will spend 30 minutes doing it instead of 20. Here is how you would go about making those changes, do them now as an exercise:

- Do a **right** button click on the SkedEzy button, to bring up its main menu.

- Click on *List Events*. A dialog box will appear, listing all the events that are scheduled. By clicking on the small arrows at the right hand side of the dialog box, you can scroll up and down through the list of events. Now, find your garden watering event, and click on it. It will turn white.

- Click on the *Edit* button at the bottom of the dialog box. This will bring up a dialog in which you can make changes to the event.

- Click on the **Recurrence** field, type in 3, and then click on the **Reserved** field and type in 30. Then click on *OK*, which will return you to the event list dialog.

- If you have another look at your garden watering event, you will notice that the recurrence period is now 3 days, and the reserved period is 30 minutes. Click on *OK*.

That's the basics. Now that you know how to schedule an event, find it and change it, try the following short exercise to see SkedEzy in action!

- Schedule a message to appear 5 minutes from now, with a recurrence period of 3 minutes and an early warning period of 1 minute.

- Sit back and watch the dialogs that come up. Press *OK* each time.

- When you have seen enough, bring up the event list (from SkedEzy's main menu), click on the event you scheduled, and click on the *Delete* button at the bottom of the dialog. Now click on *OK*. This is how you get rid of events you no longer need.

This has been a very brief introduction to SkedEzy. Before too long, make sure you have a quick read right through the Help file (or the printed User Guide, if you are a registered user). Even if you never need to look at Help again, this will make you aware of the full capabilities of SkedEzy.