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Time and Chaos Professional Help File

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Welcome to iSBiSTER's Time & Chaos Professional!

Our goal is to provide you with an intuitive application for managing your personal information.   Our lives revolve around time and the chaos surrounding its scheduled use. Our desire is that you will quickly and effectively learn to use Time & Chaos to manage your time commitments.

Time & Chaos brings order to the three most common types of time-dependent information: things you need to do (todo's); appointments you need to keep; and contacts you want to make on a regular basis.   On a single screen, you can see at a glance what you need to do today, who you will be seeing, and who you might want to call or write.

You can instantly switch to any other day, to see what you did or what you will be doing. Schedule recurring activities at various intervals, prioritize the things you need to do, group and categorize your contacts.   Print activity reports for any period, or export the data to a file for use by other applications.

Time & Chaos will help you write letters and print envelopes, dial the phone, even schedule a meeting of several other busy people.   Its alarm clock will give you plenty of time to prepare for an appointment, and instantly remind you who it's with.

This user guide explains step by step how to use Time & Chaos' intuitive and powerful features to help you tame chaos and make the most of your time.

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Licensing and Registration

Prospective customers are licensed to evaluate the fully-functional unregistered version of Time & Chaos for up to 21 days, for the purpose of deciding whether the program suits their needs.   At the end of this 21-day trial period, users must either cease using Time & Chaos or pay a   registration fee of $29.95 to iSBiSTER International Inc., for the right to continue using the program.   Use of an unregistered copy of Time & Chaos for more than 21 days, or use of a registered copy by any person or business other than the registrant, is prohibited and a violation of international copyright law.

Each "user" of Time & Chaos requires a license.   However, each user is entitled to use Time & Chaos on as many machines as he/she likes as long as it is for their use only.

Time & Chaos is Network Ready.   Each Time & Chaos "user" on the network requires their own license.

Registration brings other benefits besides the legal right to continue using Time & Chaos. First, you will receive a Security ID code that you may enter into the program which will eliminate the "registration reminder" screens that begin to appear after an unregistered copy has been used for more than 21 days.   Second, you will be entitled to free upgrades of the major version of Time Chaos you register as minor revisions are released.   Third, technical support is available for registered customers.

How to Register Your Copy of Time & Chaos

The registration fee for each copy of Time & Chaos is $29.95 + $5.00 (shipping and handling)
ONLY Residents of Texas must add the 8.25% State Sales Tax.

Payment can be made by mail, by voice phone, FAX, or online.

By mail: send cash, checks, or international money orders payable in U. S. funds and drawn upon a U. S. bank.

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Sorry, we do not accept foreign checks drawn on foreign banks.

By phone: Visa,   MasterCard, American Express and Discover are accepted; call 214-495-6724

Online: there are three ways to register Time & Chaos online.

CompuServe subscribers can charge their Time & Chaos registration fees to their CompuServe statements.   Log on to CompuServe and GO SWREG.   When prompted for the SWREG ID, enter 49.   You will then be able to download the latest version of Time & Chaos. Your Security ID code will be sent to you via CompuServe mail when we receive notice of your order from CompuServe.

The iSBiSTER BBS (214-530-2762) will accept registrations by Visa, MasterCard,   American Express or Discover cards.

Internet or Other Email Orders

Please Send the following information via Email and we will
be happy to process your order.

1. Complete Name and Mailing Address.
2. What you want to buy (inclusive of all options).
3. Credit Card Number with Expiration
      (We accept Visa, Mastercard, American Express or Discover)
4. Any notes or special instructions you wish to accompany the order.

FAX: You can fax to us at 214-530-6566 your orderfrm.wri along with your credit card
information and we will ship the same day.   We cannot reply back by fax.

Disclaimer of Warranties

iSBiSTER INTERNATIONAL, Inc. does not warrant that Time & Chaos software will meet your
requirements or that the operation of the software will be uninterrupted or error free.   Nor
do we offer any Warranties or Guarantees of any kind.   You are free to use Time & Chaos in
any way you see fit,   but AT YOUR OWN RISK!

iSBiSTER INTERNATIONAL, Inc. is not responsible for any problems or damage caused by the
software or that may result from using the software; whether licensed or not. This includes,
but is not limited to, computer hardware, computer software, operating systems, and any
computer or computing accessories. End user agrees to hold iSBiSTER INTERNATIONAL, Inc.
and/or any persons associated with the creation of this software harmless for any problems
arising from the use of the software.

We regret having to place such a disclaimer in a piece of software.   We   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, we have no alternative.

WE HOPE YOU ENJOY THE SOFTWARE and we trust that you will find it productive!

Installation/Hardware and Software Requirements

Time & Chaos requires at least 900 kilobytes of disk space when it is first installed. Additional space will be needed for the data files created to hold all of your contacts, appointments, letters, notes, etc.

Time & Chaos requires Microsoft Windows version 3.1 or later and VBRUN300.DLL (Visual Basic Runtime module).   The runtime module is free.   If you do not have it, it can be downloaded from iSBiSTER International's BBS and many other online sources.

Installation

To install Time & Chaos automatically,

1. Start Windows

2. Place the program diskette in your floppy drive

3. Run the INSTALL.EXE program found on the diskette

You can run the INSTALL.EXE program from Program Manager or from File Manager.   To use Program Manager, select File, then select Run from the pulldown menu.   In the dialog box prompting for the name of the file to run, enter d:<path>\INSTALL.EXE, where d: is the letter of the drive containing the program diskette, and <path> is the DOS directory/subdirectory path in which INSTALL.EXE resides.   For example, A:\INSTALL.EXE, or C:\TEMP\INSTALL.EXE.

To use File Manager, open a window displaying the program diskette's contents, then just double-click on INSTALL.EXE to run the installation program.

The installation program will ask you to confirm or change the name of the subdirectory in which Time & Chaos will be installed.   The rest is automatic!

To install Time & Chaos manually, create a unique subdirectory anywhere on your hard disk and copy all of the Time & Chaos files to that directory.   Then use Windows' Program Manager to create a Program Item icon to start Time & Chaos:

1. Select File from Program Manager's menu bar

2. Select New from the pulldown menu

3. Select Item to create an icon

4. Enter a Description for the item, i. e., Time & Chaos

5. Enter the DOS Command Line to find and run T&C40.EXE, i. e., C:\TCHAOS\T&C40.EXE.

6. Enter the name of the Working Directory in which Time & Chaos resides.   This Working Directory is used to 'steer' Time & Chaos to a default set of data files.

7. Select OK to create the Program Item

Starting Time & Chaos

Double-click on the Time & Chaos icon to start the program.

The first time you start Time & Chaos, it will let you know that it has created your data files; it will prompt you for a name to identify your data. This name that you specify will appear on the title bar at the top of Time & Chaos.   These files will hold your appointment, todo, and contact data, and will be in the subdirectory that holds your Time & Chaos program files.

If you are upgrading to a newer version of Time & Chaos, your existing data files may need to be converted to a new format and reindexed.   The new program will ask if you wish to proceed with this conversion, which cannot be reversed.   You should make backup copies of your data files if for any reason you think you might want to revert to an earlier version of Time & Chaos.

Understanding The Time & Chaos Main Screen

The Main Screen is divided into four parts.   Clockwise from the upper left corner, they are the Calendar, Appointments, Phone Book, and ToDo Items.   The Calendar allows you to navigate in time.   Appointments and ToDo Items change each day, while the contacts in your Phone Book are always at your fingertips.

The Calendar displays a full month at a glance.   Click on any day, and the list of Appointments and ToDo Items is automatically updated.   To change months, click on the single-bracket (< or >) buttons at the bottom of the Calendar.   To change years, click on the double-bracket (<< or >>) buttons.   Click on Today to leap back to the present day, as determined by your computer's system clock.

The Appointments list is used to summarize all of your scheduled activities for a given day. You can add a Day Title to any date, to remind you of special days such as birthdays, anniversaries, etc. You can add, delete, or search for appointments and review today's notes by clicking on the appropriate buttons at the bottom of the Appointments list. Double-clicking on any appointment item opens a window to additional functions.

You can assign color-coded icons to categorize or prioritize appointments, append notes to an appointment, repeat an appointment at regular intervals, link an appointment to a contact record, and set an alarm to alert you of an upcoming appointment.

The Phone Book, in the lower right corner of the Main Screen, provides easy access to all of your contacts. Two data files (Yellow and White Pages) are maintained by Time & Chaos, allowing you to keep separate files of personal and business contacts, frequent or irregular contacts, or any other division you wish.   Contact records can be moved back and forth between the Yellow and White Pages files.   Within each phone book, you can assign one or more Categories to any given contact.   Then, using the Search or filter function, you can view one particular group of contacts at a time.

Using The Appointment List Section

The Appointment List found on the Main Screen includes five function buttons along its bottom edge: Add Appointment, Delete, Search, filter, Add Day Title, and Notes for Today. Other functions pertaining to a specific appointment -- its Description, Start and End Times, Repeat Options, Notes, Linking & Alarms -- can be accessed by double clicking on any given appointment shown in the list.

Add Appointments

Select the Calendar date on which you wish to schedule an appointment.   Click on the Add Appointment button to open a new Appointment detail window, like the example shown below:

Time & Chaos assumes you want to add an appointment to the date selected on the Main Screen Calendar.   You can change this default Appointment Date by clicking on the down-arrow to the right of the date box; this action displays a miniature Calendar from which you can select a new date for your appointment.

The Start Time and End Time for the appointment can be set with the mouse or the cursor keys or typing in a valid time.   Clicking on the Up or Down arrows to the left of either time adds or subtracts 30 minutes.   The arrows to the right of either time change the time in one-minute increments.   The left/right cursor keys change the time in one-minute increments, while the Up/Down cursor keys change the time in 30-minute increments.   The Tab and Shift-Tab keys can be used to switch back and forth between Start Time and End Time.

Important: you cannot schedule multiple appointments with exactly the same Date and Start Time; an error message will display if you attempt to do so.   However, appointments can overlap; for example, 9:00 - 11:00 a.m. and 9:05 - 12:00 can be scheduled on the same date.

The Description box holds any text you enter to describe this appointment.   This text will be displayed next to the appointment time on the Main Screen's Appointment List.

Color Icons can be assigned to appointments to help you see at a glance what kinds of appointments you have on a given day: blue for business, green for personal, etc.   The default color is white; click on one of the color icons to change it.

Drag-And-Drop Addition of Appointments

From the Main Screen, you can click on a contact in your Phone Book list, hold down the left mouse button, and drag the contact to the Appointment List section.   Releasing the mouse button will then start the Add Appointment process.   The phrase, "Meeting with <contact> @," where <contact> is the name displayed in your Telephone List, will be added to the Description box.

Creating an appointment with this drag-and-drop method also sets a Link between the appointment record and the contact record in your Phone Book.   Links allow you to quickly summarize and manage all of your appointments with a given contact.   See the Phone Book section of this manual for details of Link functions.

Appointment Screen Action Buttons

Four action buttons appear at the bottom of the Appointment screen:

OK: saves the current Appointment data and returns to the Main Screen.

Delete: deletes the appointment from your Appointment List.   If you have set any Repeat Options, Delete will also erase identical appointments set for other dates.   (See Repeat Options
later in this section.)

Notes: activates the built-in Note Processor for editing or printing notes attached to this appointment.   The word "Notes" is highlighted in red if notes are already attached to this appointment, and a lower-case "n" appears next to the appointment on the Main Screen's Appointment List.

Cancel: returns to the Main Screen   without saving any changes you have made to the current appointment.

Appointment Index Tabs

The Appointment screen includes four index-tab buttons labeled Description (the default screen when an Appointment is created or edited); Repeat Options, for duplicating an appointment on several dates and setting the range of dates for a Group Delete (See "Deleting a Group of Appointments later in this section.); Notes pertaining to a specific appointment; and the Linking & Alarm functions.

Clicking on one of these index-tab buttons opens a new screen full of Appointment-related functions.   The Description screen is described immediately above; let's proceed to the other three index-tab options.

Repeat Options Index Tab

Many of us have standing appointments, which occur at the same time but on multiple dates. Time & Chaos makes it easy to add or delete a standing appointment in your Appointment List.   From the Appointment screen, first complete the Description portion of the appointment (description, times, links, etc.).   Then select the Repeat Options index tab to display the screen shown on the following page.

Click on the arrow key in the Repeat Frequency box to display a picklist of common intervals at which you can repeat this appointment: daily, weekly, monthly, yearly, same day every month, same day every other week, or every "n" days.   The "n days" option will prompt you for the number of days to skip between repetitions of the appointment.   The other options automatically insert repetitions at the right intervals.

Next, click on the arrow key in the Repeat Through box to determine how far into the future you wish to repeat this appointment.   A miniature Calendar will appear.   Click on a date to end repetition of the appointment on or before that date, depending on the Repeat Frequency.   The single-bracket arrows jump forward or backward one month at a time; the double-bracket arrows jump forward or backward one year at a time.

Notes

Clicking on the Notes index tab opens a window in which you can add, edit, and view notes associated with this appointment.   To print your notes, or to use the other features of Time & Chaos' Notes Processor, click on the Notes button at the bottom of the Appointment screen.

Linking & Alarm

Clicking on the Linking & Alarm index tab opens a window through which you can set a Link between an appointment and a Phone Book contact record, and set an Alarm to remind you of an upcoming appointment.

Linking Appointments to Contacts

If you set a Link between an appointment and a contact record in your Phone Book, you will be able to use the Phone Book to summarize all of your appointments with that contact person. This Linking function is handy for viewing or printing reports of client activity, sales contacts, and so on.

To set a Link for this appointment, first select the appropriate Phone Book (click to toggle between White and Yellow Pages).   Then click on the down-arrow next to the long, narrow window in the illustration above to display a scrolling window of the contacts in the selected Phone Book.   Scroll through this list and select the appropriate contact.   Time & Chaos links this appointment to the selected contact.

You can also create a Linked appointment from the Main Screen.   Select a contact from the Phone Book and drag the cursor to the Appointment List section while holding down the left mouse button.   When you release the mouse button, a new Appointment window opens with a link established between the contact and the appointment record.   You can then fill in the Appointment data as you wish.

Setting An Alarm for an Appointment

You can set an audible alarm to remind you of an upcoming appointment.   Whenever you enter the Linking & Alarm window, Time & Chaos automatically supplies a default alarm lead time. The default alarm lead time is set in the Preferences Setup area (Select File, Preferences from the Main Screen).   You can change the alarm lead time for a specific appointment by clicking on the down-arrow to the right of the alarm lead time window.

Time & Chaos must be running in order to notify you of an upcoming appointment.   Alarms rely on your computer's system clock, so be sure that the clock is set to the correct time. Appointments whose start times have passed will not trigger alarms.

Deleting Single Appointments

You can delete any given appointment by clicking once on its entry in the Appointments List, the clicking on the Delete button at the bottom of the Appointments List screen.   You will also find a Delete button on each of the four Appointment Detail screens: Description, Repeat Options, Notes, and Linking & Alarm.

Deleting Repeated Appointments

If you used the Repeat Options to repeat the same appointment several times across your calendar, you can delete all or some of the repeated appointments in a single operation. Select Repeat Options from the Appointment screen.   Select the repeat frequency that specifies the interval between repeated appointments.   Set the starting and ending dates for the period in which appointments are to be deleted.   Then click the Delete button on the Appointments Screen.   You will be warned that you are attempting a group delete, and you will be asked to confirm this action before it is performed.   Perhaps an even easier way would be to do this from the SEARCH Screen.   You can easily delete a group.

Appointment Category Filter Button

You can have your Appointment List display only appointments that fit into any or all of 18 predefined categories, such as business or personal appointments, telephone calls or personal meetings, in-office or out-of-office appointments, and so on. You create these Appointment Categories in the Preferences Setup area (Select File, Preferences from the Main Screen).

Normally, Time & Chaos displays all appointments for a given day.   Limiting your list to appointments in specific categories is called filtering the list.   You can easily filter your Appointment List to display one or several different categories of appointments.

See Categories for implementation details.

Search Appointments

The Search Appointments button is located at the bottom of the Appointments List.   Clicking this button opens a window like the one shown below.   From this window, you can locate all appointments whose descriptions, notes, and/or assigned categories contain a search string that you specify.   A search string is simply a string of text characters -- a word, part of a word, or a phrase like "lunch with."

To search for appointments, first select one of the Field options: All Fields (categories, descriptions, and notes), Descriptions only, or Notes only.   The default option, All Fields, makes the most thorough search but also takes longer.

Next, enter your search string in the box to the right of the Field option.   If you do not enter a search string, Time & Chaos will display all appointments.

Finally, click on the Find button at the bottom of the screen.

Note: when searching appointment Descriptions, Time & Chaos also searches the descriptions of any Day Titles you have added to your calendar.   Likewise, any Notes for Today are included in searches of appointment Notes.

The results of an Appointment Search are displayed in list format.   Simply double-click on one of the items to open the Appointments Screen.   You can then review and edit the appointment's details.

You can also delete single or multiple appointments located in a search.   To delete a single appointment, click on its entry in the search list to select it, then click on the Delete key.

To select multiple appointments at random for deletion, you can hold down the CTRL key as you click on each appointment one at a time.   If the appointments to be deleted all appear one after the other in the list, you can hold down the SHIFT key, click on the first entry in the group, then click on the last entry in the group.   All of the entries in between will also be selected.

Add Day Title

A Day Title is a brief description that applies to an entire day.   Day Titles may be used to identify special dates such as anniversaries, birthdays, and so on, or to remind you as you review your Calendar that you will be engaged in some activity for several days in a row.   To add a Day Title to a specific date, click on the date in your Calendar and then click on the Day Title button under the Appointments List.

You can change the date to which a Day Title is applied if you wish.   You can also change the color in which this date will be displayed on your Calendar.   Note that Repeat Options, Categories, and Notes can be used in conjunction with Day Titles, just as they are used with Appointments.

Notes For Today

You can attach notes to a date in your Calendar just as you can attach notes to Appointments.   Click on the Notes for Today button at the bottom of the Appointments List to activate the Notes Processor.   Notes for Today is intended to be a diary function.   You can record various comments, conversations and information bits that occur during a day.   All of the words that you type here are fully searchable later on.

Editing Existing Appointments

Editing existing appointments is easy.   Just double-click on any appointment shown in the Appointment List to open the Appointment Screen.   You can then change any of the information associated with the appointment.   The Repeat Options can be used to repeat the appointment on other future dates, or delete repeated occurrences of this appointment for any range of dates.

You can move appointments from one date to another by dragging the appointment to a date on the monthly calendar located on the main screen.   This action will MOVE the appointment.   Alternatively, holding down the Control Key on your keyboard as you are dragging will COPY the appointment to the date that you drop it on.

Should you wish to drag an appointment into the next or previous month, you can use your Control Key in conjunction with clicking on the NEXT month button.   This will change the calendar, but not the displayed appointments thus allow you to drag to a new months date.

Using The ToDo List Section

The ToDo List is in the lower left corner of the Main Screen. ToDo Items can be assigned to dates in the future as well as today.   Any unfinished ToDo Items will appear on the next day's ToDo List, so you will not forget them.   You can rank each day's ToDo Items using predefined priorities, so the most important or urgent ToDos are always at the top of your list.

Categories can be created for ToDo Items just as they can be created for Appointments and Phone Book contacts, allowing you to filter your list of ToDo Items.   ToDo Items can also be linked to Phone Book records, making it easy to summarize all of the ToDo Items connected with a given contact, or to autodial the contact's phone number.   You can search ToDo Items to locate those items containing a search string.

Add ToDo Item

Click on the Add ToDo Item button to open the "ToDo Detail" screen shown on the next page. Every ToDo Item must be assigned a Start date, which can be today's date or to any date in the future.   ToDo Items are automatically carried forward to the next day's ToDo List unless they are deleted or marked Done. Only ToDo Items whose Start dates are equal to or less than the current date will be displayed.

Each ToDo Item must also be assigned a priority, a one-character code which groups items according to their nature or relative importance when your ToDo List is displayed.   Time & Chaos provides six priority selections: Critical, Important, Work It In, Pending, Telephone, and Done.   Critical items are displayed first, Done items last.   Custom allow you to specify a priority that is important for you.   An example may be a priority of C1 or D55.

Hint: to further rank items within a priority category, remember that Time & Chaos displays item descriptions in alphabetical order, after sorting items by priority.   Thus, within your group of "A" priorities, you can begin the description of each item with a number or letter which will determine the order in which the item is displayed within the "A" group of ToDo items.

Drag and Drop ToDo Items

You can create a ToDo item and link it to a contact in your Phone Book in one operation. Just click on a contact in the Phone Book window, hold down the mouse button, drag the cursor to any point in the ToDo List window, and release the mouse button.   Time & Chaos automatically creates a ToDo item and assigns a Telephone priority status to it.   The ToDo item's description will consist of "Call <contact name> @ <number>."   The items in <>'s are taken from the contact record in your Phone Book, using the contact name that appears in the scrolling window and the phone number that appears in the Business Phone field.   If no business phone number is listed in the contact record, no phone number will appear in the ToDo item.

You can edit any ToDo item created with the drag-and-drop method just as you can edit any other item.   Simply double-click on the ToDo item to open its ToDo Detail window, and change whatever details you wish.   Just like appointments you can drag a ToDo item to a date on the monthly calendar on the main screen to either copy or move it to other dates.

The ToDo Detail screen appears whenever you add a new ToDo item or double-click on an existing ToDo item in your ToDo List. The Detail screen lets you view or edit a ToDo item's Description, Notes, Linking,   settings, and Repeat Options.   These five sets of ToDo features are fully described under the topic ToDo Detail Index Tabs.

The ToDo Detail screen has four buttons along its bottom edge:

Update - saves any changes you have made and returns you to the Main Screen.

Delete - deletes an existing ToDo Item and any associated notes, then returns you to the Main Screen.

Notes - activates the Notes Processor so that you can edit and print notes.

Cancel - returns you to the Main Screen without saving any changes made to the ToDo item.

ToDo Detail Index Tabs

The ToDo Detail window provides access to five sets of features through the index tabs found along the top edge of the Detail window.   The Description features are shown by default when you create or edit a ToDo item.   Clicking on one of the other index tabs provides access to these additional features:

Notes - a mini-window in which you can view, edit, and add notes to a ToDo item.   You must use the Notes Processor to print notes.

Linking & Autodialer - lets you set a link between a ToDo item and a contact in your Phone Book.   Links allow you to summarize and print reports of past and future ToDo items associated with any given contact.   If you have a modem, you can also autodial a contact's phone number while viewing a ToDo item.   Links are automatically created when you use the drag-and-drop method of creating a ToDo Item.

Repeat Options - lets you duplicate a ToDo item on multiple dates in your Calendar.   The Repeat Options are handy for tasks you must perform over and over again, such as balancing your checkbook.   Repeated ToDo items are not the same as a single, unfinished ToDo item "carried forward" on your ToDo list.   When you delete or mark any ToDo item as Done, it will not be carried forward to the next day's ToDo list.   But if the ToDo item has been Repeated, it will appear again on the next date it is scheduled in your Calendar.

Click on the arrow key in the Repeat Frequency box to display a picklist of common intervals at which you can repeat this ToDo item: daily, weekly, monthly, yearly, same day every month, same day every other week, or every "n" days.   The "n days" option will prompt you for the number of days to skip between repetitions of the ToDo item.   The other options automatically insert repetitions at the right intervals.

Next, click on the arrow key in the Repeat Through box to determine how far into the future you wish to repeat this ToDo item.   A miniature Calendar will appear.   Click on a date to end repetition of the ToDo item on or before that date, depending on the Repeat Frequency.   The single-bracket arrows jump forward or backward one month at a time; the double-bracket arrows jump forward or backward one year at a time.

Done

You can quickly mark a ToDo item as completed without opening the ToDo Detail window. Just click on any item in the ToDo List to highlight it, then click on the Done button at the bottom of the ToDo List window.   The item's priority will change to "Done," and it will move to the bottom of your list.   Items marked "Done" will not be carried forward to the next day's ToDo List.

Delete ToDo's

Deleting a ToDo item permanently erases its details and any notes associated with the ToDo item. By contrast, items marked Done remain in the Time & Chaos data files, so you can review past activity.   To delete a ToDo item, click once on the item to highlight it, then click on the Delete button.   You will be asked to confirm your choice.

You can also delete a ToDo item from any of the screens available in the ToDo Detail window. This provision allows you to review the details of a ToDo item before deciding to delete it.

If you are trying to delete a group of repeated todo items, you would do this from the SEARCH screen.

ToDo Category Filter Button

Normally, Time & Chaos displays all of the ToDo items for a given date, including any unfinished items from previous dates. However, you can limit your view of your ToDo List by assigning categories to ToDo items and then filtering your ToDo List to display only specific categories.

See <u>Categories</u> for implementation details.

Search ToDo's

You can search for ToDo items which contain a search string of your choice.   Click on the Search button at the bottom of the ToDo List screen to open the ToDo Search window. Under the label Field and Keyword to Search for is a narrow box showing which fields will be searched.   The default is All Fields (categories, description, notes, and priority).   If you wish to limit the scope of your search to just one of the four fields, click on the down-arrow to the right of this box, and select the field from the pulldown list.

After setting the field(s) to be search, enter the desired search string in the next narrow box. A search string may be any string of text characters: words, fragments of words, or phrases.   If no search string is entered, the search will retrieve all ToDo items.

If you choose Categories as the field to search, a list of the ToDo categories will appear. Click on the box next to each category that you wish to use as a search string.   An X in a box indicates that a category has been selected.   Only ToDo items whose assigned categories match all of those selected on this Search screen will be retrieved during the search.

The results of the search will be displayed in the list box on the ToDo Search screen.   You can view or change an item's details from the Search screen; just double-click on any item to open its Detail window.

You can also delete ToDo items from the Search screen.   To delete one item at a time, click on the item to highlight it and then click on the Delete button at the bottom of the screen.

To leave the Search screen and return to the Main Screen, click on the Close icon (the stoplight) in the upper right corner of the Search screen.

Using The Phone Book List Section

The Phone Book List is in the lower right corner of the Main Screen.   Phone Books are used to maintain information about your contacts such as their names, companies, addresses, phone numbers, and personal information.   Many people spend the majority of their time working with Phone Book Lists.   From the Phone Book List, you can write letters and print envelopes, autodial phone numbers, and keep notes on your activities with clients and acquaintances.

Contact records can also be the keys to organizing and reporting your Appointments and ToDo items.   Multiple Appointments and/or ToDo items can be linked to any given contact record, allowing you to review and edit Appointments or ToDo items associated with a given contact while you are using the Phone Book List, and to print activity reports sorted by contact name.

Phone Book List Features

As seen from the Main Screen, the Phone Book List provides the following information about contacts:

Scrolling Contact List: on the left side of the Phone Book List screen is a scrollbox in which all of your contacts are listed in alphabetical order.   The names shown in the list are taken from the Name As Listed field of each contact record.   You can scroll up and down through this list using the mouse and the scrollbar to the right of the list, or use the following cursor keys to navigate the list:

up/down arrows: move the highlight bar up or down one contact at a time

PgUp/PgDn arrows: move the highlight bar up or down ten contacts at a time

Ctrl-Home/Ctrl-End: jump to the first or last contact, respectively

Contact Phone Numbers

The righthand portion of the Phone Book screen displays additional information about the contact highlighted in the contact list.   Up to six phone numbers per contact can appear, along with the contents of the FIRST NAME AND LAST NAME FIELDS and the COMPANY FIELD..

Add Listing

Click on this button (or press Alt-L) to begin creating a new Phone Book record. A blank Telephone Entry Detail window will appear, showing the six Index Tab Cards. The Overview index tab card is displayed first. This card and all the others are described below, but first let us look at the Edit option on the menu bar of the Detail window.

Edit Menu

Whenever you are in the Telephone Entry Detail window, you may select the Edit option on the menu bar to perform one of the following functions:

Copy Primary Address to Clipboard

Copy Secondary Address to Clipboard

Clone This Entry

When Time & Chaos clones a Phone Book entry, it creates a new entry containing all of the information in the original entry except the Name As Listed, which must be unique. You must provide a new Name As Listed for the newly cloned record. It must be different from any other Name As Listed in the current Phone Book.

Overview Index Tab Card

The first item to be defined is the Name As Listed. This name is the key by which Time & Chaos indexes, locates, and sorts Phone Book records. A record's Name As Listed must be unique; it cannot duplicate another key in the same Phone Book.

Time & Chaos automatically fills in certain fields in a contact record depending on how you enter a Name As Listed.

If no comma is found in the Name As Listed, Time & Chaos inserts the entire Name As Listed text in the Company field. If you enter a comma in the Name As Listed, Time & Chaos assumes you have entered a person's name in Last-name, First-name order. The text before the comma will be inserted in the Last Name field and the text after the comma will be inserted in the First Name field.

After creating the Name As Listed, you can complete the business address information on the Overview screen. (Secondary Address information should be entered on the Contact information screen; click on the Contact index tab to access that screen.)

To the right of the Primary Address fields are six user-definable fields which can be used to store items of information about a specific contact. The fields' labels can be customized by the user; just click on a label and type a new label over it. However, changes made to these labels in one Phone Book record will take effect on ALL Phone Book records. You will be prompted to confirm that you wish to make this global change before it is made.

To the far right on the Telephone Entry screen are six fields for telephone numbers. They are labeled Business, Home, Car, Fax, Pager and Other. The Car, Fax, Pager and Other field labels are shown in red, indicating that you may change these labels if you wish. Such changes are NOT global changes; they are made only to the labels on a given Phone Book record.

Note: it is recommended that you include the area code of every phone number when entering it, regardless of whether the phone number is a local or long-distance call.   Use either of these formats to enter a phone number: ###-###-#### or (###) ###-####.   But use only ONE of these two formats throughout your Phone Books.

By consistently including the area code of every phone number, you can take advantage of Time & Chaos flexible Autodialer and Preferences Setup features when traveling, when you change long-distance companies, or when your telephone company changes the rules for placing local and long-distance calls.

After completing the Overview index tab card, you may wish to complete the Contact index tab card.   Click on the Contact index tab to switch to the Contact index card screen.   Its fields and how to fill them in are described next.

Contact Index Tab Card

This screen is used to record and view information about a specific person.   Fill in the first and last names, title, salutation (Mr. John Smith, etc.), and other information you may have about the person.   The address fields on this screen are used to store an alternate address for this contact person, usually but not necessarily the person's Home Address.   Time & Chaos refers to this alternate address as the Secondary Address throughout its other functions (reports, letters, searches, etc.).

Notes Index Tab Card

This screen provides a mini-window in which you can quickly add, edit, and view notes about a contact.   To print notes or use the other advanced features of the Notes Processor, click on the Notes button at the bottom of the Telephone Entry screen.

Categories Index Tab Card

Each Phone Book record can be assigned up to 18 categories.   These categories can be used in searches to locate records that belong to a given category or group of categories (i. e., "Sales Reps" and "Southeast Region"); in filters to limit your view of the Phone Book List to a specific group of contacts; or in Reports to print a report about a specific group of contacts.

ToDo and Appointments Index Tab Cards

These two screens will display ToDo items and Appointments which have been Linked to a contact record. Links are described in the ToDo and Appointments sections of this user guide.   You cannot create a Link from the ToDo or Appointment Index Tab Cards, but you can view and edit any existing linked ToDo items or Appointments displayed on these screens. Just click on any item displayed to open its Detail screen.

Attached Files Index Tab Card

In v4.05 of Time & Chaos we have added 'Attached Files' a new feature to the telephone book.   This will give you the ability to associate documents and other items created by applications external to Time & Chaos.

Telephone Entry Detail Buttons

While a Telephone Entry Detail screen is open, a row of buttons appears along its bottom edge no matter which Index Tab Card is displayed.   These buttons provide access to the following features:

Update - saves any changes you have made to a contact record and returns you to the Main Screen.

Delete - erases the current contact record and any associated notes from the Time & Chaos data files, then returns you to the Main Screen.

Cancel - returns you to the Main Screen without saving any changes made to the current contact record.

Notes - opens the Notes Processor, providing access to many features not available through the Notes Index Tab Card.   The word "Notes" will appear in red if any notes about this contact record already exist.

The next four buttons are rapid navigation tools.   The < and > buttons respectively move backward and forward one record at a time in your Phone Book List.   The |< and >| buttons respectively jump to the first and last contact in your Phone Book List.   These are LIVE buttons; meaning that they automatically save the changes as it is moving you to the next card.   This you may find very handy for updating a group of records quickly.

Print Profile - prints a complete profile of the current contact record to the default printer.   The profile includes all of the information found on the Index Tab Cards, including all appointments and ToDo items.   All notes associated with the current contact record will also be printed.   However, notes associated with ToDo items and appointments will not be printed.

Letter - provides access to Time & Chaos' WP Integration module.   Time & Chaos maintains a library of user created form letters, custom-written letters and/or merge documents.   You can automatically date and address a new letter or a letter already on file with either the primary or secondary address stored in the current contact record.

Upon selecting letter you gain access to the WP Integration module. You will see a screen labeled "WP Integration".

Envelope - provides access to Time & Chaos' Envelope Printer.   The Envelope printer can print standard #10 business envelopes one at a time.   From the Envelope window, you can control the following aspects of envelope printing:

Phone Book Category Filter Button

Normally, Time & Chaos displays all of the contacts in your Phone Book.   However, you can limit your view of your Phone Book List by assigning categories to contact records and then filtering your Phone Book List to display only selected categories.

See Categoies for implementation details

Search Phone Book Entries

Search -you can quickly search your Phone Book from anywhere on the Main Screen.   Just start typing the first few letters of a Name As Listed that you want to find.   The Phone Book List will scroll to the nearest match it contains to what you type.

You can also search for contact records which contain a search string of your choice.   Click on the Search button at the bottom of the Phone Book List screen to open the Phone Book Search window.

The currently active Phone Book (White or Yellow Pages) will be selected for a search by default.   If you wish to search the inactive Phone Book, click on its icon at the top of the Search screen.

Under the label Field and Keyword to Search for is a narrow box showing which fields will be searched.   The default is All Fields.   If you wish to limit the scope of your search to just one of the many   fields available, click on the down-arrow to the right of this box, and select the field from the pulldown list.

After setting the field(s) to be search, enter the desired search string in the box to the right of the Field box.   A search string may be any string of text characters: words, fragments of words, or phrases.   If no search string is entered, the search will retrieve all Phone Book entries.

If you choose Categories as the field to search, a list of the Phone Book categories will appear.   Click on the box next to each category that you wish to use as a search string.   An X in a box indicates that a category has been selected.   Only Phone Book entries whose assigned categories match all of those selected on this Search screen will be retrieved during the search.

The results of the search will be displayed in the list box on the Phone Book Search screen. You can view or change an item's details from the Search screen; just double-click on any item to open its Detail window.

You can also delete Phone Book Entries from the Search screen.   To delete one item at a time, click on the item to highlight it and then click on the Delete button at the bottom of the screen.

To select multiple entries at random for deletion, you can hold down the CTRL key as you click on each entry one at a time.   If the entries to be deleted all appear one after the other in the list, you can click on the first record to be deleted and then hold down the SHIFT key and   click on the last entry in the group.   All of the entries in between will also be selected. Then either click the Delete button or press the delete key.

To leave the Search screen and return to the Main Screen, click on the Close icon in the upper right corner of the Search screen.

Move Phone Book Entries

Two Phone Books are provided so that you can keep your personal and business contacts separate, or maintain separate sets of frequent and infrequent contacts.   You can easily move a contact record from the current Phone Book to the inactive Phone Book.   Just highlight the desired entry in the current Phone Book List and click on the Move-> button at the bottom of the Phone Book List.   You can move multiple phone entries concurrently, by using your Control Key or Shift Key in conjunction with a mouse-click to select multiple items in the telephone list.   (it works just like file manager).

Copying Phone Book Entries

You can now multi-select and copy phone book entries from one telephone book to another. Let's look at the following example.

Say you want to copy the 1st, 2nd and 5th records from the White Pages to the Yellow Pages.

1.   Make White Pages your current telephone book (button in the lower right corner of the T&C main display).

2.   Hold down the Ctrl key and click on the 1st, 2nd and 5th records to highlight them.

3.   Now hold down the Ctrl key and click 'Move to Yellow' button.

This will copy the highlighted entries from the White Pages to the Yellow Pages.

Select Phone Book

Whichever Phone Book you are currently using (White or Yellow Pages), you can quickly switch to the other Phone Book.   Just click on the button at the far right end of the row of buttons at the bottom of the Phone Book List screen.

If you are on a network, Time & Chaos can allow any group of users to share a common set of yellow pages.   Located in each users WINDOWS subdirectory will be a file with the name of TCHAOS.INI - this file may be edited with NOTEPAD.EXE or similar editor.   You could add a line in this file (towards the bottom would be fine):

YPHONE=<PATH>

Where <PATH> is a valid path statement to the shared set of yellow pages.

YPHONE=F:\CHAOS\MYCHAOS

Dialing Phone Book Entries

If you have a modem, you can dial any of the phone numbers displayed for a given contact. Click on the button to the left of a phone number to open the Autodialer window.   Press the Enter key or click on Dial button to immediately dial the phone number.   Click on the Talk button or press the Enter key again after you lift the receiver of your phone.   The Autodialer window will close, returning you to the Main Screen.   If there is no answer or the line is busy, click the Hangup button to terminate the call before returning to the Main Screen.

Autodialer Features

The checkboxes in the Autodialer window control whether a number is dialed exactly as displayed or modified before dialing; whether Time & Chaos will attempt to redial a busy number; and whether an attempted phone call will be recorded in the Phone Log file.

At the top of the Autodialer window is a box showing the current phone number plus any prefixes or suffix that will be dialed.   Values for the Local Dial and Long-Distance Prefixes, your local Area Code, and Long Distance Suffix are stored in the Modem section of the Preferences Setup area. (Select File, Preferences, Modem from the Main Screen.)

Each time you click on a checkbox, something is added to or deleted from the phone number.   The phone number displayed will change to reflect the status of all the checkboxes, so that you can see exactly what will be dialed.   Following are descriptions of each checkbox and their effects:

Local Dial prefix: adds a prefix to local phone calls if this box is checked.   Such a prefix might be a code needed to access an outside phone line from your office.

Long-Distance prefix: adds a different prefix to long-distance calls if this box is checked.   Such a prefix might simply consist of the number "1" or it might be a longer long-distance access number.

Area Code: if this box is checked, Time & Chaos will compare the area code in the current phone number to the Local Area Code stored in the Preferences Setup area.   If the two are identical, the area code will be stripped out of the current phone number before it is dialed.

Long-Distance Suffix: adds a string of characters after a long-distance call is dialed, if this box is checked.   The suffix may be an accounting code used by your office phone system to track long-distance calls by department or client.

Redial: if this box is checked, Time & Chaos will attempt to redial a number if it gets a busy signal.   The interval in seconds between redial attempts can be set by the user.

Log Call: if this box is checked, each attempted phone call will be recorded in a text file named PHONE.LOG which is stored in the Time & Chaos main subdirectory.   The PHONE.LOG file contains one line per attempted call.   Each line lists the date and time a call was attempted, the phone number dialed, and the Name As Listed shown in the Phone Book record.

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Open/Create Calendar Set

A calendar set consists of all the related information that you can access at one time through Time & Chaos' Main Screen: Phone Books, Appointments, ToDo items, and their associated notes.   At any given moment, you can work with just one calendar set.

However, you may wish to create and manage multiple calendar sets; perhaps to keep your personal and business data separate, separate customers from internal employees, or even manage several different businesses' contacts using Time & Chaos.   Whatever your needs, there is no limit on the number of calendar sets you can manage with Time & Chaos.

Each calendar set consists of identically named data files.   Since two files of the same name cannot exist in the same DOS directory, Time & Chaos requires and helps you to create a separate subdiretory for each calendar set you maintain.   Time and Chaos also keeps track of which calendar sets are in which directories, and lets you assign an easily remembered description to each calendar set.

Creating a New Calendar Set

Open the File pulldown menu and select Open/Create Calendar Sets.   Time & Chaos will display the Open Time & Chaos Files screen.

Click on the Browse button to display a directory tree and files list window.   The title at the top of this window shows the description of the current calendar set.   The highlighted directory in the directory tree window shows your current position in the directory tree.   You may navigate up or down the directory tree by clicking on directory names above or below the highlighted directory.   Switch to the directory below which you want to create a new directory for your new calendar set.

Click on the Create New Files button on the righthand side of the screen.   Time & Chaos will display the New Files dialog box.   The suggested directory name will consist of the path to the current directory plus the name NEWCHAOS.   You may substitute any valid directory name you wish.   Then select OK.

You will be asked to supply a description for the new calendar set; this text can be anything you wish, up to 30 characters in length.   Time & Chaos will then create the new subdirectory, build a new, empty set of data files in the subdirectory, and switch to the newly created calendar set.   The description and location of this new calendar set will be added to the list of calendar sets on the Time & Chaos Files menu.

Opening an Existing Calendar Set

Open the File pulldown menu and select Open/Create Calendar Sets.   Time & Chaos will display the Open Time & Chaos Files screen, showing the descriptions and locations of available calendar sets.

Double-click on the desired description to open that calendar set; or, you may click once on the desired calendar set and then click on the Open Calendar button.   You do not need to close the current calendar set; Time & Chaos does that automatically.

Adding Existing Calendar Sets to the Files List

You may receive a calendar set from someone else, and wish to add it to your Files List.   To manually install an existing calendar set:

Create a subdirectory to hold the calendar set files.   Use Windows' File Manager or the DOS MKDIR command to create the subdirectory.

Copy the calendar set to the new subdirectory.

Start Time & Chaos.   Open the File pulldown menu and select Open/Create Calendar Sets. Time & Chaos will display the Open Time & Chaos Files screen.

Click on the Browse button to display a directory tree and files list window.   The highlighted directory in the directory tree window shows your current position in the directory tree.   You may navigate up or down the directory tree by clicking on directory names above or below the highlighted directory.   Switch to the directory that contains the calendar set you wish to add to your Files List.

The description of the calendar set will appear on the title bar of the window.   Click on the button labeled Add Location to List.

Deleting Calendar Sets from Your Files List

Open the File pulldown menu and select Open/Create Calendar Sets.   Time & Chaos will display the Open Time & Chaos Files screen.

Highlight the description you wish to delete from your list and click on the Delete button.

Note: you have only deleted the description of the calendar set from Time & Chaos' Files List.   The calendar set's subdirectory and data files remain intact on your disk.   If you wish to delete the files and subdirectory, you must do so manually using Windows' File Manager or DOS' DEL and RD commands.

Network Connect (Multiple Instance)

Time & Chaos is "LAN ready" the moment you install it.   The same calendar set can be used concurrently by multiple users across a LAN, without loading the DOS SHARE.EXE command. Options in the Preferences Setup area allow but do not require password protection for read, write, and read-write access to your calendar set by other users on a LAN.

You can also open more than one calendar set at a time using Network Connect.   To load another calendar set across a LAN or on your local workstation, select File from the menu bar, then select Network Connect.

The Network Connect screens look and act like the Open/Create Files screens.   The difference is that when you open a calendar set through Network Connect, you actually launch another copy of Time & Chaos to manage the additional calendar set.   As the additional copy of Time & Chaos loads, the copy from which you opened the additional calendar set shrinks itself to an icon on your Windows desktop.   The new copy of Time & Chaos also shrinks to an icon after loading the new calendar set.   Each icon is labeled with the description of the calendar set it manages, so you can easily switch from one calendar set to another.

ASCII Import to Telephone Book

Data from other programs can be imported into Time & Chaos Telephone Book data files IF you carefully follow the directions in this section.

1.   The data to be imported must be in a file named IMPORT.TXT and this file must be in the same DOS directory with the calendar set that you are currently accessing.

2.   The data must be in either Comma Delimited ASCII or Tab Delimited ASCII format, one record per line.   Every record must contain the same number of delimited fields, even if some fields are empty.   Comma Delimited ASCII now does not have to have quotes surronding the field data, only the comma separator.   This means if you can get the data into Excel 5.0 then you should be able to get it into the Time and Chaos telephone book as Excel 5.0 produces a reliable Tab Delimited Export.

3.   The first record (line) in the IMPORT.TXT file must contain delimited field names for all of the fields in following records.   This is called the Field Header Record.

Here's an example of a Comma Delimited ASCII file ...

"Company Name","Business Phone","Contact"
"Acme Plumbing","","John Jones"
"Wilson Hardware","814 321-0976","Ralph Smith"

Notice several things about the example shown above:

1.   Every field begins and ends with a double-quote character.
2.   Every field is separated from the next field by a comma.
3.   Even fields which hold no value, like the empty phone number field in Acme Plumbing's record, are represented by a pair of double-quote characters with nothing between them.
4.   There may be blank spaces embedded in fields (between pairs of double-quote characters)
5.   There cannot be any blank spaces between fields and the commas which separate them.
6.   Each record must be a single line in the file; it cannot "wrap around" to the next line.

If you must manually edit the IMPORT.TXT file, use a word processor or text editor that can save the file as ASCII text without wrapping long lines.   MS Windows NotePad and the DOS Editor work well for this purpose.

After you have created your data file, save it using the name IMPORT.TXT in the directory that holds the calendar set to which the data will be imported.

Load Time & Chaos.   Select File from the menu bar, then select Import ASCII To Telephone Book.   Time & Chaos will display the Import ASCII Delimited File screen.   Next click on either the Comma Delimited ASCII or Tab Delimited ASCII radio buttons.   Now you to match up the data fields from your IMPORT.TXT file to corresponding data fields in Time & Chaos' phone book records.

The field names contained in the first record of the IMPORT.TXT file will appear on the left side of the split screen.   The Time & Chaos phone book field names will appear on the right side of the screen.

First click on an IMPORT.TXT field name to select it.   Then click on a Time & Chaos field name to match it up with the first field name.   Remember to first click on a field name in the left half of the screen and then on a field name in the right half of the screen.   Continue

matching up fields from the IMPORT.TXT file with corresponding Time & Chaos fields.

If you have fields in your IMPORT.TXT file that do not correspond to any of the fields in Time & Chaos' phone book records, click on the Disregard Field entry on the right of the screen to tell Time & Chaos that this import field is to be ignored.

When you have finished this matching process, click on the OK button to start the import process. When this process ends you will be returned to Time & Chaos' Main Screen.   The newly imported entries will appear in the Phone Book List like any others.

Backup/Restore Data

These two options on the File menu let you safely and easily make backup copies of your Time & Chaos calendar sets, and restore any backup copy to the current working directory. When you select either option, you will be prompted for a valid pathname in which to place a backup copy or from which to restore a backup copy to the current working directory.

Please DO YOUR BACKUPS!   This backup feature is important to use if your data has any value to your at all.

If you see the error message "Unsafe to perform backup at this time....", it is generally caused by one of the following conditions.

1.   You have a second copy of Time and Chaos running that has a lock on the same calendar set.
2.   You are on a network and someone else has a lock on the same calendar set.
3.   You may have a bad floppy diskette.
4.   You may have a bad floppy diskette drive.

Note: when you restore a backup copy, it overwrites any calendar set currently in use.   This can be very handy for keeping 2 machines in synch with each other, such as a work and home computer.

Save/Reset Screen Location and Size

The Time & Chaos window can be resized and repositioned, just like any other Windows application window.   The Save and Reset options on the File menu allow you to save the current location and size of the Time & Chaos window, and to reset the window to the saved location and size if you should change them for some reason.

Print Menu

The Print option on the menu bar opens a menu of predefined reports you can print:

Current ToDo List

Telephone Book

Address Book

Daily Calendar

Daily Calendar/ToDo List

Weekly Calendar

Monthly Calendar

Daily Calendar/Todo List

Telephone Profile

If any Category filters are in effect when you print a report, only the records which match the Category filters will be included in the report.   This feature gives you greater control over the content of each standard report.

The default page layout for all reports is set in the Preferences Setup screen on the File menu.   However, you have the option to change the layout for any given report prior to printing it.

Select a report from the Print menu, and a submenu will pop up to the right of the report's name.   Choose Print Layout to open the Print Layout window.

You can select one of four standard "day planner" formats just by clicking on one of the buttons at the right edge of the Print Layout screen.

Alternatively, you can manually set margins, page width and height, portrait or landscape mode, font and font size to create a custom layout.   These custom settings will be saved as defaults when you select the OK button.

View!

The View! menu option provides a convenient calendar-like overview of your time appointments for an entire week, month, or day.   You can also add, delete, or edit appointments from this window.   Just click on the Week-View menu option or press Alt-W to open the Week-View window.

The current week is displayed by default.   You can navigate forward or backward one week at a time using the scrollbar on the righthand edge of the window, or by pressing the PgUp and PgDn keys.

You can view an entire month at a glance by clicking on the Month-View tab at the top of the screen.   This display also appears whenever you use the Month or Year tabs. The tabs along the right side of the screen are used to navigate forward or backward in time one month or one year at a time.   The 'This Month' or 'This Year' tab returns you to today's date as determined by your PC's clock.

Click on the weekly-calendar tab to the right of the Month-View tab to restore the Week-View display.

Double Click on any date to view the details of a given day's appointments.   A smaller window showing a list of the day's appointments will open in the middle of the screen.

You can also open the Day-View window by double clicking on any appointment shown in a Week-View or Month-View or Year-View displays.

The Day-View window lets you add, delete, or edit appointments. Just double-click on any existing appointment or on the Add Appointment button to open an Appointment Detail screen.   All of the index tab options described in the Add Appointment section of this manual will be available.

You can adjust the size of the font used to display appointments from 3.00 to 12 points. Click   on the calendar with your RIGHT MOUSE BUTTON to display a list of available sizes, then click on the desired size.

When you are finished working with the View! window, select the Close tab to return to the Main Screen.

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TimeBar and Group Scheduling!

The TimeBar menu option provides a graphical overview of your appointments, and can also overlay this view with views of other people's appointments.   This feature makes it easier to schedule meetings between several people.

When you select TimeBar from the Main Screen menu, Time & Chaos presents a grid with the days of the month shown across the screen (each column equals one day) and the hours of each day shown down the screen (each row equals one 30-minute time slot).   The times of each day during which you have scheduled appointments are shown in red; all other time slots are white. Time & Chaos uses the Start and End times of appointments in your calendar set to determine which portions of the grid should be shown as "unavailable."

On the righthand side of the TimeBar screen is a list of all the calendar sets to which you have access, including calendar sets stored on other workstations on a LAN.   If you double-click on another calendar set, TimeBar will overlay a new grid showing the availability of the person who owns that calendar set.   A different color will represent times when the other person is unavailable.   If the "unavailable" times in the two schedules overlap, the overlapping cells in the grid will turn black.

The remaining white space in the grid represents times when both persons have no scheduled   appointments.   You can then determine when it might be convenient for them to meet.

Multiple calendar sets can be compared in this way to schedule group meetings.   When you double click on a graph, you will see your appointments only.   If you would like to add an appointment you will add it to all of those calendars that are currently superimposed.

To print a copy of your TimeBar screen, choose the Print icon.

Click on the Refresh icon to re-paint the display.   Refreshing is sometimes necessary if you add several calendar sets to a TimeBar.

When you have finished working with the TimeBar, click on the Close icon to return to the Main Screen.

Notes Processor

Time & Chaos implements extensive capabilities that allow you to create, maintain and output notes.   Remember that notes can be attached to phone book entries, to appointments, to ToDo's and to any given day (Notes For Today).   While these notes can be processed at each of the points of their creation, Time & Chaos provides an even greater ability to process these notes.

Time & Chaos' notes processor is invoked by clicking on the Notes button during normal Time & Chaos activity.   Clicking on the Notes button instructs Time & Chaos to display the notes processing screen.

The title bar of the notes processing screen reflects the identifier of the associated Time & Chaos data item (i.e., phone book entry, appointment, todo, etc.)   Under the title bar of the notes processor screen you will find a menu bar and a tool bar that will allow you to complete your notes processing desires.   Let's review   the menu bar and then look at the tool bar controls.

File

New - Instructs Time & Chaos to clear the text area of the notes processor so that you can start the creation of   new notes.   This will delete the current contents of the notes processor.

Save As Text File - Instructs Time & Chaos to store the current contents of the notes processor into a DOS text file of your choosing.

Page Layout - This controls the font selection , paper size and orientation of the notes to be printed out.   This is not to be confused with the font selection on the notes processor display.

Print - Instructs Time & Chaos to print the contents of the notes processor to the default printer.   Time & Chaos prompts you for confirmation.

Printer Setup - Instructs Time & Chaos to invoke its printer setup capability.   Refer to the Preferences Setup Topic for details.

Exit - Instructs Time & Chaos to exit the notes processor.

Edit

Cut - Deletes the selected text from the notes processor and places it on the Windows Clipboard.

Copy - Copies the selected text onto the Windows Clipboard.

Paste - Inserts text from the Windows Clipboard into the notes processor at the present cursor position.

Delete - Deletes the selected text from the notes processor.

Select All - Instructs Time & Chaos to select all of the text currently in the notes processor.

Now let's look at the tool bar controls.

Font - Time & Chaos displays the currently selected font being used by the notes processor. To select a different font click on the down arrow to the right of the displayed font.   This activates a drop down list of available fonts.   Simply click on the font of your choice.

Font Size - Time & Chaos displays the currently selected font size being used by the notes processor.   To select a different font size click on the down arrow to the right of the displayed font size.   This activates a drop down list of available font sizes.   Simply click on the font size of your choice.

Date Separator - Instructs   Time & Chaos to insert a date and time stamp into the current text.   This time stamp is always placed at the bottom of the current notes processor text.   Alt D will also activate this.   Cntl D will place the date stamp at the cursor location

Print Notes - Instructs Time & Chaos to print the current contents of the notes processor. Time & Chaos prompts you for confirmation.

Close - Instructs Time & Chaos to close the notes processor, save the current text and return to Time & Chaos' main screen.

Custom Controls & Tools Used to Create Time & Chaos

Selling Time and Chaos as shareware means having to carefully monitor the overall file size of our finished program.   We work very hard to make it as small and efficient as possible. As such, I pick our custom controls very cautiously.   If you are a VB developer, you may find yourself extremely frustrated with the huge DLL files required for the ACCESS Database, and the OLE2 support DLL requirements are ridiculous!   If this trend continues the whole world will consist of off-the-shelf software only. These controls below are small, efficient and backed with top notch support!

Our Database Engine:

We wish to extend our appreciation to Sam, Don and Tony, at Software Source who created VB/ISAM.   VB/ISAM is an outstanding product, very small, easy to use and very fast.   The support provided by Software Source has been first class.

The VBIS23MU.DLL file that we distribute with Time & Chaos is licensed for use only with Time & Chaos.   Should you wish to create your own software application using VB/ISAM and its DLL you must license it with them directly from Software Source.

Software Source may be contacted in the U.S. at 510 623-7854

Video Soft

Video Soft produces the INDEXTAB controls and the FORM RESIZING that we used in Time & Chaos. Their module is IIITAB.DLL These controls are highly recommended for any VB developer.   Very creative staff with top notch support.   You can contact Video Soft in the U.S. at 510-547-7295

Mabry Software.

Mabry Software has provided us all of the listbox tools.   It is these tools that support the use of bitmaped pictures and allows tab stops to be supported.   Mabry Software produce an entire portfolio of cleaver little VBX's.   They provide source code with their controls at no extra charge.
You can contact Mabry Software in the U.S. at 206-634-1443

Network Installation:

Time & Chaos is ready to go on your LAN.   You do not require a special version.   You also have full flexibility where you would like to place both the program files and the datafiles. For example, you may wish to have T&C's program files located on a users C: drive, with the data files located on the server; or... you could place both the program files and the data on the server.

Tip #1:

On a shared drive, set up a subdirectory called CHAOS.   Under that subdirectory, setup other subdirectories, one for each user.

```
F:\CHAOS
        MIKE
        HARRY
        BILL
        DAVID
        STEVE
        ...
```

Tip #2:

Time & Chaos uses the WORKING DIRECTORY parameter property of an ICON to steer the program to it's default set of files.

COMMAND LINE: C:\CHAOS40\T&C40.EXE
WORKING DIR: F:\CHAOS\MIKE

Tip #3:

Go to OPEN/CREATE CALENDAR SET and set up the paths to the various calendar sets that your user will be working with.

Tip #4:

Any group of users can share a common set of yellow pages.....
Time & Chaos can allow any group of users to share a common set of yellow pages.
Located in each users WINDOWS subdirectory will be a file with the name of TCHAOS.INI - this file may be edited with NOTEPAD.EXE or similar editor.   You could add a line in this file (towards the bottom would be fine):

YPHONE=<PATH>

Where <PATH> is a valid path statement to the shared set of yellow pages.

YPHONE=F:\CHAOS\MYCHAOS

Tip #5:

If you have more than one person using the same calendar data at the same time, you might want to check out a new feature in the preferences setup.   You can now specify an time interval to automatically update the screen of Time & Chaos.   A classic example of it's usage would be a CEO and his confidential secretary.   The CEO may never wish to touch his

PC, yet he may like to stay informed on changes to his daily schedule.   Setting the interval to 5, for example, would cause T&C to re-read the databases every 5 minutes.   A TYPICAL USER should not be concerned with this an leave the interval set to it's default of 0.

Tip #6:

If you are experiencing any problems, Time & Chaos has a very handy tool to help diagnose the problem.   On the ABOUT screen there is a line that tells you what DATABASE MODE is in effect.   This will usually say "READ_WRITE_SHARED" which would be correct.   If it says "READ_WRITE_EXCLUSIVE" then Time & Chaos will not be able to open files concurrently.   If this is the case, ensure that all of the datafiles are flagged by your LAN software as having FULL READ WRITE SHARED access, or run DOS SHARE utility.

Tip #7:

If you are still experiencing any problems, please just pick up the phone and call us.   We will do everything we can to help.   1-214-495-6724

Attention Software Developers

Time & Chaos is now a full DDE server application.   What this means is....it is now very easy for a software developer to write records into Time & Chaos's databases from other programs,   IN LITERALLY THREE LINES OF CODE.   A developer can also send queries to the telephone book databases with a partial field ie) part of a phone number, and be sent back other information like an address.   This opens the door for all kinds of new add on applications and plug in utilities.

We have a software developer's kit available that makes all of this so very simple and we would be happy
to assist you.   If you are a software developer interested in such capabilities, please contact us.

Drag & Drop - Appointments & ToDo's

Did you know that one of the best ways to create linked appointments and todo's is to drag and drop them from the telephone book.   By dragging a number out of the telephone book and dropping you automatically create a link.

Once you drop the number on either the todo's or appts you can change any attribute of the record as normal.

Now you ask what benefit would that give me?

Well once you have todo's and appt's linked you can go to the telephone detail screen and by clicking on either the todo tab or the appointments tab you can see all of the todo's and appointments linked to that telephone entry from a centralized location.   This is handy if you have several items linked to a particular entry and you wished to review the status all on one telephone call.

Category Subdivide:

This can be one of the most exciting features of Time and Chaos.   The purpose of this is to allow you to sub-divide your particular database into a logical unit of work.   The mechanics of the category sub-divide is common to all databases.   To try and further elaborate let's look at the following example using the telephone book categories:

Setup of Categories:

We allow 18 independent, user definable categories for all 3 of the major databases in Time and Chaos (Appointments, ToDo's & Telephone Books - Note: White and Yellow pages share the same categories).   These are defined by going to File|Preferences Setup and clicking on the appropriate category tab.   Then you fill in one of the 18 fields with your chosen category name.

Just for fun let's say you want to make up a category in the phone book and call it "Family". So we go File|Preferences Setup and go to Phone Categories and Type "Family" in one of the blank fields (w/o quotes).

Next Step: Go to a family member in the telephone list box and double click on their name. This will bring up the Telephone detail box.   Now click on the tab that says Categories.   This will show all of the Categories you can now link this to.   Click once on all of the categories that you would choose to link this to.   Yes, one entry can be linked to several different categories.   The category box should now have an X in it.   This means that this telephone entry is now linked to one or more categories.

Note: If you have many telephone entries you wish to add categories to them while you are in the Category Telephone detail screen you can click the Advance to Next Record Button (>) and you will go to the next record without having to open and close telephone records.   When you select (>) Time and Chaos writes that record to file so you don't have to click the update button for that record.

Use of Categories:

Now that we have created and linked categories How Do We Use Them?   We'll let's take this example one step further.

Suppose your daughter is getting married and you would want to call all of your family members and let them know.

Click on the white Filter   button below the telephone list box.   This should bring up the category sub-divide list box.   Click on the category you wish to sub-divide into.   For our example choose Family.

Time and Chaos now temporarily sub-divides your telephone book into only family members (and turns the color of the phone book blue). You can now call them without having to search them out of your major telephone listing.   Once you have completed your calling you can once again click on small box (which is also now blue) and it   will restore your telephone book to it's original state (white or yellow).

Similar logic applies to the categories for the ToDo's and Appointment's.

Be as creative and detailed as you wish.   This tool is here to assist you and help you be as efficient as possible in your busy schedule.

Note: It is possible to save your sub-divided phonebook to call on startup by clicking an 'X' in the Save Selection for Startup Indicator in the Category Filters dialog box for people that have several thousand records in their telephone book this may cut down in some of the load time.

Calling the iSBiSTER BBS with Windows Terminal

Microsoft Terminal Settings Menu

Telephone Number
1-214-530-2762
Set Timeout if not connected = 60 seconds
Redial After Timeout (your option)
Signal When Connected (your option)

Terminal Emulation
Dec VT100 (ANSI)

Binary Transfer
XMODEM/CRC

Communications Settings
Baud Rate - Set to your modem.   (The max. we support is 14,400 bps).
8 Data Bits
1 Stop Bit
No Parity
Com Port - set to Com Port for your modem.

After you have these set you may want to save these settings by clicking File|Save As| isbister.trm (or any other file name you wish).

Now you are ready to go to the Phone menu and select dial.   This will dial to the BBS.   Once you get a connect it will take about 15-20 seconds to load the BBS.

Once the BBS is loaded you will be prompted for your first name and last name.   If you are a new user the BBS will not be able to find you (The BBS is a total stand alone system and does not know if you are a registered iSBiSTER customer).   It will ask you if your name is spelled correctly.   If so then say Yes.   It will then ask you to pick a password.   Please do so. Once you confirm the password you will be prompted to fill out a new user survey.   Please do so.

After you do this you will be asked if you wish to read the bulletins.   Do so if you wish.   If not select No and continue to the Main Menu.

At the Main Menu you will want to join the conference for which you would want to download a file.   As an example to download Time and Chaos you would take (J) for Join.   Then (1) for the Time and Chaos conference.   Next you would be back at the Main Menu.   Now select (F) for Files.   Then (D) for download, next type in the file name.   You will then be prompted to auto logoff after download.   Answer as you see fit (if you are using XMODEM/CRC protocol and are going to download more than 1 file say no).   Next you will be asked to choose a protocol choose the letter 'C' corresponding to XMODEM/CRC.

At this point we will begin transmitting.   As you are using XMODEM/CRC it is VERY IMPORTANT that you go into Terminal and select Receive Binary File from the Transfer menu. You will be asked for a file name.   Type in the file name that you keyed in   before.   After you type in the name and click OK then you should see the byte count start to increase.   At this point now it is a matter of time to download.

Once you have the archive downloaded you should copy it to a temporary directory on your hard drive and decompress it by typing the file name at a DOS prompt.   One of the files that

comes out of the archive is install.exe.   You can File|Run install.exe from either the Program Manager or the File Manager.

NOTE: Be sure and do a good backup before you begin as we do a one-way conversion on the data and if by some chance you do not like the new version you can't go back without a dataset from the previous version.

Envelope Printing

Envelope - provides access to Time & Chaos' Envelope printer.   The Envelope printer can print standard #10 business envelopes one at a time.   From the Envelope window, you can control the following aspects of envelope printing:

Print - click on this icon to print an envelope after you have set it up.

Close - click on this icon to exit the Envelope printer and return to the Telephone Entry screen.

Primary/Secondary Address - click on the Primary or Secondary icon in the upper right corner of the screen to select the current contact record's Primary or Secondary address for printing. The contact person's name will always appear at the top of the address.

Comment Line - directly above the contact's address on the simulated envelope is a box in which you can enter a comment to be printed on the envelope, i. e., "Urgent!".   Or, if you have a POSTNET type font (This font is not supplied with Time & Chaos),   you can use this field to print the US Postal Bar Codes.

Return Addresses: the Envelope module can store two return addresses.   Select the Primary Return Address button, then enter the primary return address in the window at the upper left corner of the simulated envelope.   To save this return address, select Control from the menu bar, then select Save Return Address.   To store a secondary return address, select the Secondary Return Address radio button, then repeat the process used to enter and save the primary return address.   The radio buttons can then be used to select which return address (or none) will be printed on an envelope.

You can also enter a return address to print on a single envelope, then exit the Envelope printer without saving this return address.

Fonts - the contact address, comment line, and return address can be printed in different fonts.   To change the font of any item, first position the cursor anywhere in the item panel. Then click on the down-arrow to the right of the font name window, to open a list of available fonts.   Select a font, then select a size for the font in the next window.

Using the Envelope Menu Bar

There are two menu bar items in the Envelope printer window, Control and Edit:

Control - from the menu bar, select Control to display a list of the following functions:

Save Return Address: saves the current contents of the Return Address field, as the primary or secondary return address depending on which radio button is currently selected.

Primary Address: copies the Primary Address from the current contact record to the address field on the simulated envelope.

Secondary Address: copies the Secondary Address from the current contact record to the address field on the simulated envelope.

Default Printer Orientation: sets landscape or portrait mode for printing envelopes.

Default Bin for Envelopes: selects which type of feeding mechanism will be used for envelopes; options include manual feed and tractor feed as well as several laser printer bins.

Print Position Adjustment: lets you adjust the positioning of text printed on the envelope. If text is being printed too close to the left edge of the envelope, increase the X-axis offset value.   If text is being printed too close to the top edge of the envelope, increase the Y-axis offset.   Decrease the offset values to position text closer to either edge of the envelope. These values can be adjusted in inches and tenths of inches. The X and Y offset values are stored by Time & Chaos for use only with the Envelope printer; they do not affect other Windows printing applications.

Printer Setup: lets you select one of the printer drivers available through Windows' Print Manager.

Print Envelope: prints the current contents of the simulated envelope to the selected printer.   Clicking on the Print icon at the upper right of the Envelope screen will perform the same function.

Edit - from the menu bar, select Edit to display a list of the following functions:

Cut - copies selected text to the Windows Clipboard and deletes the text from its original position.

Copy - copies selected text to the Windows Clipboard and leaves original text intact.

Paste - inserts text from the Clipboard at the current cursor position

Delete - deletes selected text.

F8 Quick Record Add

Sometimes in data entry you would like to just keep adding records without having to OK the record and reopen a new screen.

In Time and Chaos if you are adding or updating a record and you wish to create a new record without going back out to the main display then press F8 and Time and Chaos will write the current record to file and open a new record for you to start adding data.

Word Processing Integration (WP Integration)

Time & Chaos now has a new relationship with the three major Windows word processors. This module has been completely redone to make it easier for our customers to create letters and do merges for letters and labels. As the major word processors already have existing routines that do merges and labels very well we felt we could best help our customers by making it as easy as possible to get their valuable data from Time & Chaos to their word processor.

We support the Windows versions of AmiPro, MS Word and Word Perfect for all of the functions in the WP Integration and we support other Windows word processors for the Address NEW and EXISTING letters. DOS word processors are not supported.

Letter - provides access to Time & Chaos' WP Integration module. Time & Chaos maintains a library of user created form letters, custom-written letters and/or merge documents. You can automatically date and address a new letter or a letter already on file with either the primary or secondary address stored in the current contact record.

Upon selecting letter you gain access to the WP Integration module. You will see a screen labeled "WP Integration".

Select Word Processor

The first thing you need to do is to establish which word processor you are going to use. You do this by first clicking on one of the four radio buttons on the left side of the screen to let Time & Chaos which word processor you are going to use.

Path to Word Processor

Next, you have to let Time & Chaos know where your word processor is so he can make use of it, therefore you must fill in the "Path to Word Processor" field. You can either type the full complete path to your word processor executable file or click the browse button immediately to the right of the field. This will bring up a directory and file browser to assist you in finding the file.

    EXAMPLE: C:\AMIPRO\AMIPRO.EXE

Select Address to Use for Lettering Addressing

By default, Time & Chaos assumes you want to use the current contact record's Primary Address. The radio button next to this option will be darkened. If you wish to use the Secondary Address just click on the Secondary Address radio button and Time & Chaos will use the Secondary Address.

Document Name or User Template Name

This field is used to direct Time & Chaos to the proper document to use.

1. If you are Addressing a New Letter then you have the option to:

      a. Specify a new document name.

      b. Let Time & Chaos assign a temporary name and you can

assign a new name from your word processor File|Save As.

2. If you are Addressing an Existing Letter you will need to specify the complete path and file name that you wish to use.   You can either type the full complete path to the file or click the browse button immediately to the right of the field.   This will bring up a directory and file browser to assist you in finding the file.

EXAMPLE: C:\AMIPRO\DOCS\MYLETTER.SAM

Merge Output Document

This is an optional field.   It is to be used during the merge operation.   It stores the results of the merge in your word processor format.   If no output document is stored then Time & Chaos will assign a temporary one.

Address New Letter

This button activates the WP Integration and tells Time & Chaos that you want to start a new letter using the document in the Document Name field.   If no document name is assigned then Time & Chaos will create a temporary one.   Time & Chaos will then call your word processor based on the path you established in the Path field.   There are a couple of items to note at this point.

NOTE: If you have any auto-execute macros that execute as soon as the word processor is loaded this will most likely halt the sending of the address.   If you launch into a new letter and do not see the address sent then be on the lookout for something like this.

Address Existing Letter

This button activates the WP Integration and tells Time & Chaos that you want to start a new letter using the document in the Document Name field.   This field must be filled in.   There are a couple of items to note at this point.

NOTE: If you have any auto-execute macros that execute as soon as the word processor is loaded this will most likely halt the sending of the address.   If you launch into a new letter and do not see the address sent then be on the lookout for something like this.

Create/Edit User Template

This calls your word processor and loads the document specified in the Document Name or User Template field.   Once the document is loaded you can now build your template.   In MS Word or WordPerfect you will notice a new menu bar that will allow you to INSERT merge fields into your documents.   In AmiPro you will have to go Edit|Insert|Merge fields.

Merge User Template

This button will initiate the merge of your data from Time & Chaos into the template declared in the Document Name or User Template Name field and put the results into the file which is named in the Merge Output Document field.

Options

This will take you to other mail merge options.

Close

Will exit from the WP Integration module.

Other Merge Options

Blank Lines

This option allows you to either remove or keep blank lines in an address. Let's say for example that you have an address where line 2 of the address is blank. If this options is set to Del then line 2 will be removed from the address. If it is set to leave you will see a blank line between address line 1 and the city.

Page Breaks

If this option is set to Yes then as the merge is being done the page breaks in the merge document will be honored, otherwise they will be ignored.

Show

This determines the window state of your word processor when the merge is started.

End

This tells Time & Chaos if it should End the merge task

Never - Let the word processor end the task If Started - If Time & Chaos starts the task then Time & Chaos should end it.

Always - Time & Chaos will end the task.

Macro Commands

Macro Command This allows you to type in a single line command. It is executed by clicking on the Do Macro Button.

Play Macro File You can specify a macro file to play. You can either type the complete path and file name or use the browse button at the end of the field. It is executed by clicking the Play Macro button.

NOTE: See your word processor documentation and/or help system for details on creating and running macros.

Creating a Merge Template & Doing A Merge

In the course of everyday events you may find it beneficial to have predone templates for which you can send data to be merged and produce a document.

Perhaps the best way to explain this is to work through an example.   Let's say you are a business person and as you solicit new accounts you would like to send them a Thank You letter for their first order.

The first thing you want to do is to get the data (field headers) for the template.   An easy way to do this is to click on the Time & Chaos telephone book search button.   In the Phone Book Search display make sure that the phonebook icon of your choice is selected and that "All Fields" is in the Field selector and the Keyword field is blank.   Now click the Find button. This will display a list of all entries in your telephone book.   Now click on the first record in the display and highlight it.   Next hold down the Shift Key and press the End Key.   This should highlight the remainder of the records in the list.

Now click the Mail Merge Letter button.   This will bring up the <u>WP Integration module</u>.

Now we need to give our template a name.   We need to put this name in the User Template Name field.   We must specify the complete path to find this document.

> EXAMPLE: C:\AMIPRO\THANKYOU.SAM

Now click the Create/Edit User Template button.   This will activate your word processor and call up your existing document.

NOTE: At this point I want to mention that if you have any auto-executing macros on startup these will interfere with this procedure.   Please make sure these have been disabled before continuing with this procedure.

In MS Word or WordPerfect you will notice a new menu bar that will allow you to INSERT merge fields into your documents.   In AmiPro you will have to go Edit|Insert|Merge fields.

Select the Data Fields you wish to display on the template.   For our example let's use:

> First Name Last Name
> Company
> Primary Address 1
> Primary Address 2
> Primary City, Primary State,   Primary Zip
> Salutation

Then complete the remainder of the text you wish to include in your THANKYOU.SAM.

Now save this File|Save As|C:\AMIPRO\THANKYOU.SAM

You can now close or minimize your word processor.

Congratulations!   You have now completed your first template.

Now Let's Do An Actual Merge.

Assume we have three new people this week that had placed their first order with you.

Brown, Mary
Jones, Mike
Smith, John

Go to the Phone Book Search display make sure that the phonebook icon of your choice is selected and that "All Fields" is in the Field selector and the Keyword field is blank.   Now click the Find button.   This will display a list of all entries in your telephone book. Now hold down the CTRL + Click on the three names in your telephone list.   Once these are highlighted then click the Mail Merge Letter button.   This will bring up the WP Integration module.

Now that we have the WP Integration module up we are getting close.   First make sure the name of the template is in the User Template Field.   You can either type this in or use the browse button immediately to the right of the field.   Next, if you wish to have a permanent record of this merge then you can specify a file name in the Merge Output Document field. You can do this by typing the complete path and name or use the browse button immediately to the right of the field.   If you do not specify a Merge Output document, the WP Integration module will create a temporary one.

EXAMPLE:

User Template Name   C:\AMIPRO\THANKYOU.SAM
Merge Output Document   C:\AMIPRO\TEMP.SAM (Can leave blank)

Now we are ready to do the merge.   Click the MERGE to 'User Template' button.

This will 1) Start your word processor.   2) Load the assigned template.   3) Do the merge. 4) Put the results in the Merge Output Document (either temporary or permanent) for your review.   You should now be looking at the completed merge document.   You can page down and look at the pages for your review or you can now tell your word processor to print the document.   You can now either Save the
Output Document or discard it.

NOTE: If you have any auto-execute macros that execute as soon as the word processor is loaded this will most likely halt the sending of the address.   If you launch into a Merge and do not see the address sent then be on the lookout for something like this.   You will have to disable the macros for the Merge to function properly.

Congratulations!!   You have now completed your first Merge using the Time & Chaos WP Integration module.

Attached Files

In v4.05 of Time & Chaos we have added 'Attached Files' a new feature to the telephone book.   This will give you the ability to associate documents and other items created by applications external to Time & Chaos.   The Attached Files list box has a limit of 50 items per telephone record.

You find attached files by double clicking on a telephone entry.   This brings up the telephone detail screen.   The attach files processor is located on the 'Attached Files' tab.

When you open the Attached Files tab you will notice two buttons.   Add and Modify.   Click the Add button.

You will now see a form with three fields, two browse buttons and five command buttons.

The uppermost field is the **'Attached File Description'** field.   The contents of this field will be displayed in the main viewer on the Attached Files tab.   You can assign any name you want to this field so it will be more meaningful to you.   For example, if you are keeping an Excel spreadsheet on your own record in the telephone book you may want to attach it to this entry.

EXAMPLE   My personal spreadsheet in Excel 5.0.

Data File Name
Next you will have to specify the complete path and file name to the file you wish to attach. You can either type this in or use the browse button immediately to the right of the field.

EXAMPLE   C:\EXCEL\MYDATA.XLS

Note: At this point if you browse and you have an association for the extension, the Application Launch Command Line (EXE File) will be filled in for you.

Application Launch Command Line (EXE File).   This is the complete path to the executable program that will do the work.   It will be passed the Data File Name as a command line parameter.

Now that you have all of the fields properly filled in click the Save button to store the association.   You will now be returned to the main Attached Files display.

Clicking Modify on the Attached Files display will let you modify the Name or Path of the highlighted entry.

Attached Files Command Buttons

Done - Tells T&C you are finished and returns you to the main Attached files screen.

Save - Tells T&C you are finished, stores the association and returns you to the main Attached files screen.

Update - Lets you update an existing record.

Delete - Lets you delete the current record.

Activate - Executes the commands in the Launch Fields and Data File Name field.

Client Codes

Client codes are used for dialing a specific code to bill a particular telephone book entry. The client code is stored in the first user definable field.   The user definable field is on the overview tab which is part of the telephone detail screen.

You control the placement of the client code in the dial string by a 'tchaos.ini' setting.

    Clientcodes=Front   means the client code will be dialed before the main telephone number.
    Clientcodes=Back means the client code will be dialed after the main telephone number.

By default the Time and Chaos dialer comes up with client codes checked on.   If you do not want the client code dialed for a particular entry remove the check in this box.

Multi-Select Copy Phone Numbers

You can multi-select and copy phone book entries from one telephone book to another. Let's look at the following example.

Say you want to copy the 1st, 2nd and 5th records from the White Pages to the Yellow Pages.

1. Make White Pages your current telephone book (button in the lower right corner of the T&C main display).

2. Hold down the Ctrl key and click on the 1st, 2nd and 5th records to highlight them.

3. Now hold down the Ctrl key and click 'Move to Yellow' button.

This will copy the highlighted entries from the White Pages to the Yellow Pages.

File Menu Commands

The file menu selection opens to 10 specific file topic selections.

1.   Open/Create calendar sets.   This will let you either build new calendar sets or go to existing ones.

2.   Network Connect (Multiple Instance).   This is the same as Open/Create except that it creates a second instance of Time and Chaos instead of working within the existing one.

3.   Import ASCII to Telephone book.   This selection will bring you to the screen where you can map over you Import.txt file into your current telephone book

4.   Preference Setup.   This is where you have general Time & Chaos settings that give T&C it's look and feel.

5.   Printer Setup.   This selection takes you to the Windows Printer Setup so you can configure which printer will be used for Time and Chaos printing.

6.   Backup Data.   Backs up the current data set.

7.   Restore Data.   Restores data from your backup source
       Note: This will overwrite the existing dataset.

8.   Save Screen Size & Location.   Saves the existing screen size and location on the display.

9.   Reset Screen to Default Sizes.   Resets the screen size and location to the defaults that come with Time & Chaos.

10.   Exit.   Exits Time & Chaos and closes the program and all data files.

Note: If anytime you click on the File menu and the first selection available to you is Import ASCII, that is a good sign that you are in a second session of Time and Chaos.   To have all File menu selections available you must be in the first session of Time & Chaos started on your machine.

[Blank Page]

[Blank Page]

[Blank Page]

[Blank Page]

[Blank Page]

[Blank Page]

[Blank Page]

Drag and Drop to Future and Past Months

1. Position your calendar on the day of the appointment or todo you wish to move.

2. Hold Down the CTRL key while clicking the navigation buttons below the calendar   (<< < > >>).   This will advance the month on the calendar while the appts/todo's remain fixed. You can move this forward or backward as you wish. Move the calendar to the month you wish to drag the appt/todo to.

3. Pickup the appt/todo you wish to move with the left mouse button and drag it to the new day on the calendar.   This will move the appt/todo to the new day.

Note: If you wish to copy an appointment or todo just hold down the control key and drag the appt/todo to the new date.   The copy requestor will prompt you to be sure you want to do this.

Distribution Points for iSBiSTER Products:

iSBiSTER   BBS
  Telephone Number   214-495-6724
  2 - 14,400 nodes and 1 - 9600 node,   F8N1,
  Full Duplex
  8 Data Bits
  1 Stop Bit
  NO PARITY
  Recommend Emulation   ANSI, also support TTY & VT100/102
  Recommend Download Protocol Zmodem. Others supported also.

NOTE: This is a Wildcat 4.0 BBS (RIP Graphics are disabled).

Compuserve Information Service (CIS)
     WinShare forum
     Keyword search on iSBiSTER

America On Line (AOL)
     Goto the Software Center
     Keyword Search on iSBiSTER

Internet mail can be directed to: isbister@metronet.com
You can also download the latest release of our family of
products via ftp with an anonymous logon.

To ftp the files follow these simple steps

1. ftp metronet.com
2. logon with anonymous
3. password will be your local logon.
      (Example: user@yoursystem.com)

4. Then cd/pub/isbister

5. Tell your system you are about to do a binary transfer by
      typing   binary   and pressing enter.

6. Then type   get filename.

This will transfer these files to your local space and it is a normal download from there on.

We have a 'readme.txt' file that will detail the contents of the archives.

Telephony A Programming Interface (TAPI)

** For those of you wondering about that TAPI option in the modem setup.....

TAPI is THE way of the future for your telephone!   TAPI very tightly couples MS Windows with your telephone.   A company called CLEARWAVE COMMUNICATIONS (303) 223-3873 has a new product out called "Intellect" that is a TAPI device.

Basically, it slaves in between your PC and modem.   It provides a centralized autodialer for windows, provides caller ID and call log functions (even calls that you dial with your telephone!).   It will even automatically screen your telephone calls!   This stuff is nothing short of amazing and it works hand in hand with Time & Chaos.

If this sounds interesting give them a call for more details. (Call 1-800-414-WAVE for marketing/sales info or 303-223-3873 to speak directly with a company representative.)

Preferences Setup

The Preferences Setup option on the File menu provides access to global (system-wide) settings and user-definable information used by Time & Chaos.   These settings are logically grouped on seven Index Tab Cards.   Each card and its settings are described below:

Main Index Tab Card

These options include global look-and-feel settings as well as user-definable defaults.

General Orientation - determines whether dates and labels on such fields as ZIP (postal) codes are displayed in U. S., Canadian   or European format.   With European format selected the ZIP code will proceed the CITY, PROVINCE on the letter addressing and envelope printing functions.

Time Display - determines whether times are displayed in 12-hour (9:00 AM) or 24-hour (09:00) format

Iconic Clock - when Time & Chaos is minmized, its icon can display either the time or the date, along with the description of the current calendar set.

Default on Start-up - determines whether the White or Yellow Pages Phone Book will be loaded when Time & Chaos is started.

Default Day Start - determines the time that your day is assumed to start.   This time will be inserted by default in Appointment records and appear as the first time on TimeBar! and printouts.

Default Alarm Lead Time - the default number of minutes before the scheduled starting time of a n Appointment that Time & Chaos will sound an alarm if you select the alarm option.

Prompt for Backup on Exit - this checkbox, when enabled, will Tell Time & Chaos to ask you to backup every time you exit the program.

Modem Information Index Tab Card

These settings control how Time & Chaos communicates with your modem (if you have one) and allow you to set variables used by the Autodialer.

Modem Com Port - must be set to the COM port used by your modem in order for Time & Chaos to communicate with the modem.   COM ports 1 through 4 are supported.

Windows Communications Type

Regular Modem - You will be using T&C and your modem to be dialing.

TAPI - You will be using a TAPI compliant hardware for dialing.

Local Area Code - enter the area code from which you will be using Time & Chaos.   Be sure to enter this area code in the same format used for area codes in your Telephone Book entries: ### or (###).

Local Autodial Prefix - if your office phone system requires you to dial 9 to get an outside line, enter the number 9 here.   You can also enter any codes that you normally dial before

entering an actual phone number to place a local call, i.e., a calling card number of billing code.

Dial Access - select touch-tone or pulse (rotary) dialing method

Long Distance Prefix - any digits you would normally dial before entering a long-distance phone number.   Usually, only the digit 1 is required.   But if you must dial 9 to get an outside line, you would enter 9~1.   (The tilde character instructs your modem to pause half a second after dialing the 9; this gives the phone system time to seize an outside line before dialing 1 and the phone number.)

Long Distance Suffix - any digits you would normally enter after a phone number is dialed, such as accounting codes or credit card numbers.

Editor Information Index Tab Card

On this screen you can specify the location and start-up command of your favorite word processor, to be used in conjunction with Time & Chaos' letter-processing feature.   Enter the complete DOS path and executable filename for your word procesor, i. e., C:\AMIPRO\ AMIPRO.EXE.   The letter-processing feature is accessed through the Telephone Entry Detail Screen.

Passwords/Captions Index Tab Card

The screen lets you define passwords for network security.   You may define one password that gives other network users read-only access to your calendar set, and another password for people you want to have read-write access to your calendar set.   The description you insert in the "Name..." box will be the name that appears in the Network Files List of other users.

Network Index Tab Card

You can set an UPDATE REFRESH RATE, that will automatically cause T&C to reread your database every 'n' minutes.   This is very useful, if you have multiple people using the same database at the same time.   It will cause T&C to reflect any changes that other users have made, even if you have not touched your computer.

Phone, ToDo, and Appointments Categories Index Cards

The last three index tab cards look identical, but their settings apply to three different data files.   The Phone Book, ToDo, and Appointments data files can each be assigned up to 18 categories.   One data file's set of categories can be completely different from another's.

Any record in a data file can be assigned up to 18 categories.   Assigning categories to records lets you use categories as Search keys to retrieve records, or as filters to limit your view of a list to records which have been assigned specific categories.

Alert Sounds

The menu bar at the top of the Preferences Setup screen offers one option: Alert Sounds.

If you have the proper sound card hardware and Windows sound files installed, you can use this option to select a custom sound to be played when an Alarm is sounded by Time & Chaos.   These WAV files must be located in your Windows Subdirectory.

Quick Access Menus w/Right Button Mouse Click

You can bring up the quick access menu by highlighting an entry in one of the databases and clicking with the Right Mouse Button.   This will bring up a menu of actions you can take associated with the selected database.

Appointments
Notes
Dial

ToDo
(A) Priority
(B) Priority
(C) Priority
Pending
Telephone
Done
Notes
Dial

Telephone Books
Copy Primary Address (w & w/o salutation)
Copy Secondary Address (w & w/o salutation)
Notes
Envelope
Letter
Print Profile

Month-View Screen
Change your font size.