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About Executive Desk

Work Smarter Not Harder

We all need more time, but there is never enough of it. Working longer hours does not mean more work accomplished. Executive Desk is a software for Smart Working -- a technique to organize you for better results.

Effectiveness v/s Efficiency

Executive Desk is a complete system of Contacts, Schedules, Reminders, To-Do Lists, Notes, Phone Calls, Follow-Ups, Routine Correspondence, Phone Dialer, Unit Converter, World Time and more. A typical productivity systems focuses on efficiency: doing things right. Executive Desk emphasizes effectiveness: doing the right things at the right time and doing them right.

Better Results

Executive Desk is based on Time Management Principle -- it provides you a system that supports: Delegation, Planning, Tracking at the same time automating routing tasks such as correspondence, filing, etc. The underlying principle is to help you make the best use of your time.

Working with Windows

Working with Executive Desk

Keyboard Shortcuts

You can customize Executive Desk to suit your style of working.
See help on Set-Up in the Table of Contents.

Working with Windows

Executive Desk operates in the Windows environment, therefore you should first familiarize with Microsoft Windows TM. Refer to the chapter on [Windows Fundamentals](#) in the Microsoft Windows Users Guide and understand the following:

- Using Menus, Scroll Bars, Dialog Boxes
- Selecting Command Buttons and Option Buttons
- Working with Text Boxes, List Boxes, Check Boxes

The mouse pointer in the Executive Desk takes the following shapes depending on the context of the function, as below:



Shows mouse position.



Shows edit cursor in dialog boxes.



Wait-for-processing signal.



Shows mouse position for touch-selection
in Calculator & Phone Dialer.

Working with Executive Desk

When you load Executive Desk the iconic representations of various sections are displayed on the right. **To use a section**, click on the appropriate [icon](#). Alternatively, you can access the menu by typing [ALT +O](#), which pulls down the option menu from which you can select the section you wish to use.

When you select a section, the main-screen of the section is displayed with command buttons at the bottom. **To enter into command mode**, click on the appropriate button. Alternately, you can use Keyboard Shortcuts to activate a command by pressing [ALT +Underlined letter](#) in the required command button.

Once you request a command, the corresponding dialog boxes will prompt you for the necessary inputs. [TAB](#) key allows you to move in the dialog boxes by jumping over the prompts.

Note: Commands that are [inactive](#) or not applicable automatically [turn gray](#) depending on the [context](#) and will not be available for selection. Similarly, confirmation buttons like OK and CANCEL in dialog boxes will become active or inactive depending on the context.

Keyboard Shortcuts

While it is more convenient to use Executive Desk with a mouse, it also provides keyboards shortcuts for all the functions and commands.

General Keys

ALT +O	Option Menu
ALT +V	Day-At-A-Glance
ALT +H or F1	Help
ALT +SPACE	System Box
ALT +F4	Close & Exit
ALT +Underlined Letter	Option Selection in Individual Sections
TAB	Move in the dialog box

(Refer to help on individual sections for Keyboard shortcuts specific to that section)

Clipboard Cut & Paste

SHIFT +Left/Right Arrow	Mark Text in Notes and Edit Box
Left/Right Arrow	Unmark Text
CTRL +INSERT	Copy to Clipboard
SHIFT +INSERT	Paste from Clipboard

Editing Keys

INSERT	Toggle for insert/overwrite mode
DEL	Delete character right
BACKSPACE	Delete character left
UP/DOWN Arrow	Line Up/Down
ALT +Down Arrow in date	Pop-up Calendar
LEFT/RIGHT Arrow	Left/Right one character
CTRL+ LEFT/RIGHT Arrow	Left/Right one word
HOME/END	Beginning/End of line
PGUP/PGDN	Up/Down one screen
CTRL+ HOME/END	Beginning/End of text block
SHIFT+TAB	Backward one field

DayView

DayView provides **at-a-glance view** of your complete schedule for a given date:

- **Appointments**
- **To-Do Tasks due**
- **Phone Calls**
- **Follow-ups due**

You can view the Notes by clicking on the item in the list.

The **note pad** displays:

Status and Due Date for To-Do Tasks.
Reason for Calling for Phone List.
Due Date for Follow-Up Items.



You can change the view to display DayView for the next or previous date by clicking on the arrow buttons.
Keyboard - F2 Previous F3 Next.

Address Book

Address Book **Stores** names, addresses, phone/fax numbers, birth dates and anniversary dates of your contacts. It is the same information you find on a business card. You may classify this information into any number of address books **Files**. Besides, you may maintain **Notes** on your contacts to hold information like Habits, Professional Interests, etc. Address Book has two parts -- the index and the contact page. The **Index** displays contacts in alphabetical order and is used for quick location of contact information. The name of the Address Book appears at the top of the index. Address Book allows you to **Search** for contacts in the database, or to **Selectively** pick contacts from the index, which can be separated or grouped for further **Processing**. The information in Address Book can be **Printed** in various **Formats**. You can even activate autodial to **Phone** a person in the Address Book. You may **Export** contact information from the Address Book for use in another application or to mail-merge with Form Letters in a word processor.

The screenshot displays the Address Book application window. On the left is a contact card for 'Adams Melissa', with fields for Name, Title, Company, Address, City, State, Zip, Country, Business Phone, Home Phone, Fax, E-Mail, Greetings, Birthday, and Anniversary. At the bottom of the card are 'OK' and 'Cancel' buttons. On the right is an alphabetical index with two visible sections: 'A' (containing 'Adams Melissa' and 'Austen Jane') and 'W' (containing several empty entries). The index is labeled with letters A through Z on the right side.

Name	Mr
Title	
Company	
Address	
City	State Zip
Country	
Business Phone	Home Phone
Fax	E-Mail
Greetings	Birthday Anniversary

OK Cancel

CARD A

Adams Melissa

Austen Jane

W X Y Z

Time Planner

The Time Planner is like a calendar and provides a monthly view of [Events](#), [Holidays](#) and [Key Diary Items](#). The planner displays current month with today's date highlighted. You can select a date in the Planner by clicking on it (or using arrow keys). You can [Leaf](#) through the planner pages by month or year. You can [Search](#) in diary from the planner and zoom into the searched appointment.

While the planner provides a monthly view, the [Diary](#) displays all the time-slots for the entire work day. In the diary pages you can schedule [Appointments](#) and [Non-diary items](#). Once you schedule items in the diary, it automatically sets-up a reminder [Alarm](#). Appointments can be [Rescheduled](#) to another date and time. You can [Flip](#) through the diary pages and scroll within the page to view your schedule. The [Print](#) facility in the diary offers three formats: Month Planner, Todays Schedule and Appointment List. You can also [Customize](#) the diary page to suit your workday.

JULY 1994				
SUN		4	11	18
MON		5	12 Ann's Birthday Annual Day Board Meeting	19
TUE		6	13	20
WED				27
THU	1			
FRI	2			
SAT	3			

MONDAY JULY 26, 1994

08:00 A To-Do Clear Mail

09:00 A

10:00 A Meetings Meeting with the Auditor

11:00 A

To-Do List

To-Do List is the cornerstone of priority-powered time management. To this list, you can **Add** tasks you have to do and assign them **Priorities** and **due dates** based on their relative importance. The **Status** indicator is used to track the progress. You can **Amend** the task list to reassign priorities and due dates to reflect your changing emphasis. For an elaborate description of the task, you can maintain **Notes**.

To enable you to focus on **current tasks**, you may bifurcate them into To-Do **NOW** and To-Do **LATER** lists. Typically, the NOW list will comprise of tasks to be accomplished in the next 7 days. The LATER list may contain tasks that are not due immediately, it could even be a **wish-list** you may attend to when you have the time. You view the specific list by **Flipping** from one list to another.

You can **Swap** tasks from one list to another. When you swap a task from NOW list to the LATER list, the due date is reassigned so that it is atleast 15 days from the current date. There is an automatic swapping of LATER tasks to NOW list, when they become due within a week from the current date.

To point out tasks that are **due**, they are **highlighted** in the list. You can also focus on target tasks by **Selectively** viewing the list based on a combination of priority, due date and status. The **Sort** option can rearrange the list by Priority, Due Date or Status. To change the order of a single task in the list, you can cut it and paste it.

The active To-Do list can be **Printed** in full or selectively along with the notes.

Note: You can schedule tasks from the To-Do list into your workday by selecting them in the Time Planner.

[illegible]

Letter Writer

Letter Writing or Correspondence is perhaps an activity that occupies most of the time in any executive office and this is best handled using a professional word processing software. The Letter Writer allows you to **invoke the word processor** of your choice without leaving the Executive Desk.

You can set-up the word processor of your choice to be invoked as a Letter Writer by choosing the **Parameters Option in Setup**. The standard default is WRITE, which comes with Microsoft Windows.

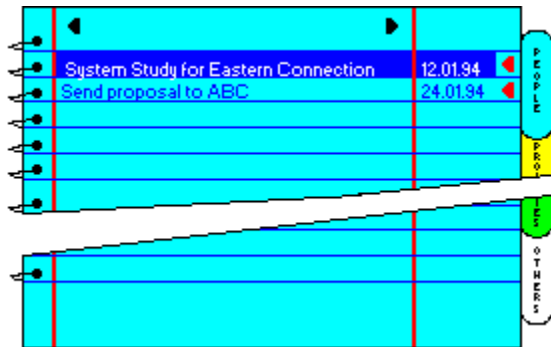
To **Mail Merge** form letters in your word processor with the Address Book data, you can use the **export feature in Address Book**. This will enable you to make identical copies of the letter with only the names, addresses and greeting names changing in each copy. Most Word Processors support the **Standard Data Format** for mail-merging.

Follow-Up

The need for follow-up on tasks planned and delegated cannot be over emphasized. Executive Desk allows you to follow-up on **People** in the organization, **Projects** on hand, **Parties** such as Suppliers and Customers and **Other** items. The **Tabs** on the right show the **Category** of follow up. The list appears alphabetically, if your items span multiple pages in a category, you can **Flip** the pages.

Follow-up items are driven by due-date and items that are due are highlighted in the list. Follow-ups are **Stored** as **Notes** for action and review, which you can view at the time of follow-up or **Print** as a list or in a memo format. You have the option of **Selecting** follow-up items to print.

After, or during, the follow-up you can **Amend** the notes for next follow-up and set a new due-date using the **Pop up Calendar**. You can **Search** notes in a particular category for a selective display of the searched items.



The screenshot displays a software interface for tracking follow-up tasks. It features a list of tasks with columns for task description and due date. On the right side, there are three vertical tabs labeled 'PEOPLE', 'PROJECTS', and 'OTHERS'. The 'PEOPLE' tab is currently selected, showing a list of tasks. The first two tasks are highlighted in blue, indicating they are due. The first task is 'System Study for Eastern Connection' with a due date of '12.01.94'. The second task is 'Send proposal to ABC' with a due date of '24.01.94'. Below these, there are several empty rows. The 'PROJECTS' and 'OTHERS' tabs are also visible but not selected.

Task Description	Due Date
System Study for Eastern Connection	12.01.94
Send proposal to ABC	24.01.94

Phone List

Telephone is the single most major interruption in an executive workday. The phone activity runs parallel to your schedule. While you have no control over the incoming calls, most certainly, you will be able to streamline your outgoing calls using the Phone List.

It is a simple date wise list of phone calls to make. When you **Add** an entry to this list you can specify details such as **Person to call** (WHO), **Reason for calling** (WHY), **Date of call** (WHEN) and **Notes** (WHAT) on key items to discuss. You may **Look-up** for a person in the Address Book, to automatically include phone numbers. You can always **Amend** the entries in the list later.

Your Phone List can be **Printed**, with or without the notes. While your list may contain calls due on various dates, you can selectively view or print **Today's Calls**. When you are ready to call, you can display the **Phone** numbers for the entry highlighted in the list. After the call is through, you can **Clear** the entry. If you assign the time of call, it will flash a **Reminder** at the designated time, and even **Dial** the number for you.

The **Dialer** operates independent of the list. It allows you to call a number directly or from the memory list without having to reach your hand-set.

Note: US versions will strip the area code for local dialing, and add 1- while making long distance calls.

Person to Call	Reason for Calling	When
Devon Ann	Returning the Call	01.08.93
Giles Cornelia	Casual Call	01.08.93
Langford Bill	Casual Call	10.08.93
Moore Hanna	Returning the Call	12.08.93

PHONE LIST

World Time

It displays **local time** (from the system clock) and corresponding time at four international locations of your choice. You can view time at over **180 locations** covering major cities and time zones across the globe.



If you change the local city, that appears in the middle of the screen, the time display at the four locations automatically changes with reference to the local city and time.

To view time at other locations, for a **specific local time**, you can temporarily **Set** local clock for the new time. **Reset** will revert to the system time.

Unit Converter

This is a special purpose calculator to convert units of measure and currencies. It supports conversions for **Area**, **Length**, **Volume**, **Power**, **Weight**, **Temperature** and **Speed** . It supports conversions for most of the international **Currencies**. There is also a handy **Calculator** included with simple memory functions.



To convert from Unit -1 to Unit -2 or vice versa, select the pair of conversion units from the table and enter the figure (number) to be converted in the appropriate conversion box, now click on the arrow indicating the direction of the conversion.

(Keyboard **ALT+F** Forward Conversion **ALT+B** Reverse/Backward Conversion).

Setup

Setup allows you to customize the Executive Desk with the following options:

- **Time Planner**
 - Begin and End Time for the Diary.
 - Resolution/Time-Slots for the Diary.
 - Weekly Offs for the Planner.
 - No of Days upto which past appointments should be uncleared.
- **Holidays/Events**
 - Declare all annual holidays and events in a single list.
- **Password**
 - Define access password for the Executive Desk.
- **Parameters**
 - Date Format: American (MM/DD/YY) or European (DD.MM.YY).
 - Date format changes the address book format to American or International.
 - Alternate Phone as E-Mail, Car Phone or Telex.
 - Local Currency.
- **Dialer**
 - Modem Parameters: Dialing (Tone/Pulse), COMM Port and Modem Type.
 - Call Time Out: Time Interval to wait for successful dial.
 - Modem Type: Hayes Compatible or Multi-Tech.
 - PBX Prefix: Prefix to add while dialing through a PBX.
 - Local Exchange Code [**for US Versions Only**].

Reorganization

This function reorganizes the database. It **purges** unwanted data and **packs** the indexes to improve the efficiency of access. It also **reconstructs indexes** corrupted due to accidental failure (crash) of the hardware.

At the **start of day** the reorganization process begins by default. Similarly, when you load the Executive Desk, after a previous **abnormal exit**, the system forces re-organization. The progress of reorganization is shown on the **odometer**.

In an ideal situation, you may never have to use this option. However, if you discover a peculiar case of data corruption, reorganization will help you salvage your data in most cases.

PopRun - Program Launcher

PopRun is a program launcher which allows you to integrate 20 external application programs and run them without leaving the Executive Desk. To activate PopRun, click the [right mouse button](#) (Keyboard - **CTRL+ALT+A**), this will pop-up the program list. To cancel, click outside the list (Keyboard - **ALT**).

You can [launch](#) an application by [clicking it in the list](#). Applications thus invoked run concurrently with the Executive Desk as independent program tasks. Closing or exiting from the Executive Desk will not close the launched applications.



To [maintain the list](#) of applications, [click on POP-RUN](#) (Keyboard **P**).

[Managing Contacts in the Address Book](#)

You can **Insert** a new contact in the address book, regardless of the index page on which you are located. This will accept the address details in the contact page and the name will appear in the index. In addition to the details in the contact page you may attach a descriptive **Note**.

To **Amend** contact information in the Address Book, first select the corresponding entry in the index. The changes can now be carried out in the contact page.

To **Remove** a contact from the Address Book, first click on the name in the index, confirm the contents in the contact page and then confirm deletion.

Quick Location of a Contact

You may click on an alphabet in the index to move to a given page in an Address Book. Click on the arrows on the top to flip pages within the index for a selected alphabet. The arrows will appear only when there are multiple pages.

Keyboard:

Ctrl+PgDn/Up - Move to next/previous alphabet in the index

PgDn/Up - Flip pages within an alphabet in the index

Up/Dn Arrow Keys - Scroll within a page.

The highlighted entry in the index is displayed in the contact page.

Processing Searched/Selected Contacts

Once you have selected/searched contact, you can process them:

Copy to duplicate these contacts into another Address Book.

Extract to remove these contacts and transfer them into another Address Book.

Delete to simply remove these contacts from the Address Book.

Export to copy into another format for use in another application or to mail-merge with Form Letters in the word processor of your choice.

Print to print a selective list of searched/selected contacts.

Note: Copying or Extracting contacts to an existing Address Book will have the effect of **merging** the selected contacts with the target Address Book.

Print Formats of Address Book

You can print an Address Book in four formats

- Phone Index (**Alt +P**) - Lists Name, Title, Company and Phone/Fax#s
- Address Directory (**Alt +D**) - Lists Phone Index with Address
- Complete Contact Information (**Alt +I**) - List Address Directory with Notes
- Birthday List(**Alt +B**)
- Anniversary List (**Alt +A**)
- Mailing Labels (**Alt +M**). Prints Labels with form selection.

Non-Standard Label format allows you to replace the Name and Title with a fixed description of your choice at the time of printing. This is useful, when you use address book to store mailing lists.

Exporting Contact Information from Address Book

You can export data from the Address Book for use in [another application](#) or to a file that your word processor can use in a [Mail-merge](#). You can mail-merge a letter template with the data exported from the address book, to print identical copies of the letter with only the names, addresses and greeting names changing in each copy. You may export [all](#) or [selected/searched](#) contact addresses.

When you specify the filename to hold the exported addresses, do not use file-extensions, standard defaults are used depending on the format selected.

Address Book supports two [formats](#) for data export:

xBASE format [.dbf files](#) -- for use in applications like dBASE, Clipper and FoxPro.

Standard Data Format [.sdf files](#) -- most other applications would support this format.

Note: SDF is an ASCII text format where fields start and end with double quotation marks, separated by commas. The records (group of fields in contact data) are separated by CR_LF (carriage return and line feed). SDF data includes field names as the first record. The list of fields and the sequence in which they are written to the target file is as below:

- [Mr/Ms + Name](#)
- [Title](#) (Designation)
- [Company Name](#)
- [Address Lines](#) (1 through 4)
- [Greeting Name](#) (in a letter to address the person, typically starting with Dear)

Mail-merge with Word for Windows (Version 6.0)

Mail-merge with WordPerfect for Windows

PS: If you are using **AmiPro**, specify the file type as Comma delimited.

Using SDF file for Mail-merge with Word for Windows (Version 6.0)

1. Create your letter template using MS-WORD for Windows
2. Select **Mail-merge** from **Tools** menu
3. In step 1. From **Main Document** choose **Create/Form Letters**
4. In step 2. From **Data Source** choose **Get Data/Open Data Source**
5. Enter/Select the filename containing your exported addresses
6. Locate the cursor in form letter where you want to insert a mail-merge field
7. Choose **Insert Merge Field** from the ruler
8. Select **mail-merge field name** in the dialog box
9. Repeat this for the fields you want to merge into your letter
10. Select **Mail-merge** from **Tools** menu again and select **Merge**

Using SDF file for Mail-merge with WordPerfect for Windows

1. Choose **File/New**
2. Choose **Tools/Merge** to display the Merge dialog box
3. Select/Enter filename containing the letter as **Primary File**
4. Select/Enter filename containing exported addresses as **Secondary File**
5. Select **ASCII Delimited Text (DOS)** option and specify the following:
 - [Field Delimiters Begin](#) as double quote character (")
 - [Field Delimiters End](#) as double quote character and comma (",)
 - [Record Delimiters End](#) select the LF after CR from the pop-up list
6. Choose **OK** to create a new document containing the merged letters.

You can have multiple Address Books, to classify your contacts into categories like Customers, Prospects, Business Contacts and Friends. The number of Address Books is limited only by the disk space.

Your Address Book should be labeled with a **six letter name** to cryptically describe its contents. For example, BUSIN for Business Contacts or PERSNL for Personal Friends.



Keyboard - *Alt +F*

Files displays the **list** of Address Books. Here you can **add** a new Address Book by **double clicking on <<New File>>** (**Keyboard *spacebar***). To **load** an existing Address Book or to **delete** (remove), first select it in the list. Deleting an address book will remove all the addresses contained in it.

Insert adds new entries:
contacts in an Address Book
appointment in a Diary
task in a To-Do List
items for Follow-Up
entries in Phone List.



Keyboard - *Alt +I*.

To enter the **Amend** mode,
[double click](#) on the item.

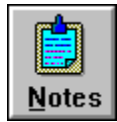
Keyboard - Enter Key

You can **Delete**
contacts from Address Book
appointments from Diary
tasks from To-Do List
items from Follow-Up
entries in Phone List.

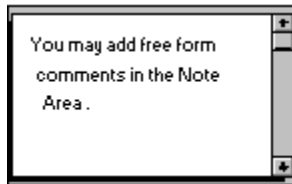


Keyboard - Alt +D

You can attach or view Notes on
Contacts in Address Book
Appointments
To-Do tasks
Follow-ups
Phone Calls



Keyboard - *Alt + N*



You can click on the system box for
clipboard [cut](#), [copy](#) and [paste](#).

You can Delete
contacts from Address Book
appointment from Diary
tasks from To-DO List
items from Follow-Up
entries in Phone List.



Keyboard - Alt +D

You can Search for
contacts in an Address Book
appointments in Diary
notes in Follow-up.
Search is not Case Sensitive.

When searched, only the matching items
are redisplayed for further processing.
Undo or Cancel will reset to original list.



Keyboard - *Alt +E*

You can Select
contacts from the Address Books
tasks from To-Do List
and Follow-up items.

Selection in To-Do list is based on criteria.

In Address Book and Follow-Up
you may select items by clicking on them.

Keyboard - Spacebar to select

The selection click is like a toggle,
re-click (or spacebar) on a selected item
to *unselect* it.

Undo or Cancel will reset to original list.



Keyboard - Alt +S

You can Print: Lists and Reports.
All the printouts are designed to fit
[A5](#) (148 x 210 mm) pagesize in
[Portrait](#) orientation.

If your printer cannot handle A5 size
paper, simply use [A4](#) size paper and
change [Printer Setup](#) to configure the
paper orientation as [Landscape](#).
This will fit two pages on A4 size.



Keyboard - [Alt +R](#).

Note: Labels are designed for standard stationery.

Displays phone numbers for the person selected in the list.

You can autodial, .with a modem connected to your system. The modem should be configured using the Dialer Setup.

Dial is the request for autodialing. When the phone rings pick-up the handset and press **Clear** or **Cancel** to talk.

You may **Edit** phone #s before you dial. In the case of phone list when you dial the new number is stored for **re-dial**.

Alphabetic dial codes 800-CALL-ABC are automatically converted to numbers.



Keyboard - *Alt +P*

Dialer provides quick memory dialing,
You can store frequently dialed numbers
and long distance codes in memory and
select from an alphabetically arranged list.

Dialer Operation

<u>M</u> EM	(ALT+M) Memory list of Phone #s
<u>L</u> G DIST	(ALT+G) Long Distance Dial Codes
<u>D</u> IAL	(ALT+D) Dial the phone
<u>C</u> LEAR	(ALT+L) Clear the current Phone #
<u>C</u> ANCEL	(ALT+C) Exit Dialer



Keyboard - Alt-+A

You can rearrange the task lists periodically, to reflect the changing priorities. To shift/move a task entry, select the task entry by positioning the selection bar on the required task and click on the cut button.



Keyboard - *Alt +C*.

Now position the selection bar on the line where you want to insert the particular task in the list and click on the paste button.



Keyboard *Alt +A*

The selected task entry is shifted to the line where the selection bar is placed by reshuffling the entire task list.

A simpler to rearrange tasks is the SORT option to resequence them by Priority, Due date, or Status.

You can swap tasks in To-Do from Now to Later or vice versa.

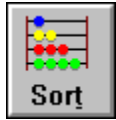
Tasks in To-Do Later are automatically swapped to To-Do Now when they are due within a week.

When you swap tasks from Now to Later the due date is automatically increased by a fortnight.



Keyboard - *Alt + W*

You can re-arrange tasks in To-Do List by resequencing them in the order of priority, status or in the order of due date.



Keyboard - *Alt + T*

Events are important dates like: Birthdays,
Travel Dates, Board Meetings etc.

Event description for a given day can be defined
or amended by selecting it in the planner and
clicking on the event button.



Keyboard - *Alt +N*.

Recurring events, which repeat every year,
are prefixed with an asterisk (*) in the description.

Holidays are defined or amended by selecting the day in the planner and clicking on the holiday button.



Keyboard - *Alt + A*.

[Recurring holidays](#), which repeat every year, are prefixed with an asterisk (*) in the description.

Regular weekly-offs, like Sunday, should be defined in the Time Planner Setup.

Diary shows your appointments for the day.

You can [zoom](#) into the diary by [double clicking](#) on the Planner or using the diary button.



Keyboard - *Alt +D*

Click on the Month and Year buttons to move in the planner.

To move by dates	Keyboard	Arrow Keys
To move by month	Keyboard	PgUp/Dn
To move by year	Keyboard	CTRL+PgUp/Dn

Key Appointments

This is the [single most important appointment](#) for the day, displayed in the Planner along with Events and Holidays. You can [flag](#) any appointment [as key item](#) while recording or amending an appointment [in the diary](#).

Note: If you define multiple key appointments for the day, only the last appointment flag is stored.

Scheduling Non-Diary Items

To-Do tasks and Follow-Ups are driven by due-dates and not specific time slots, hence they are called non-diary items. However, before attending to such tasks, you may want to schedule them into your work day by assigning a time slot to them.

To schedule such tasks select an [empty time slot](#) in the diary page and click on the appropriate button and select the [item from the pop-up task list](#) and select **Schedule**.



Keyboard - *Alt +S*

To display TO-DO list for scheduling



Keyboard - *Alt +T.*

To display FOLLOW-UP list for scheduling



Keyboard - *Alt +F.*

Note: The **TO-DO** list provides the option to select tasks from [NOW](#) and [LATER](#) lists, while the **FOLLOW-UP** list provides the option to select items from [PEOPLE](#), [PROJECTS](#), [PARTIES](#) and [OTHERS](#).

To reschedule an appointment to another date and time, select the appointment and click on the reschedule button.



Keyboard - *Alt* + *S*

If the target time-slot is occupied, the system will flash a warning and abort the process.

Note: You cannot reschedule an appointment to dates before the current date.

Appointment Reminder

Appointment Reminder tracks your schedule and **pops up** on the screen to alert you **five minutes** before the schedule. You can take the reminder off the screen by selecting **CLEAR** to accept it or **SNOOZE** to remind you again **after two minutes**. If you SNOOZE repeatedly, the reminder will eventually time-out and will be set for the next item in the diary.

Note: The Appointment Reminder is **active** even when you are in **another application**, provided the Executive Desk is running in the **background** or is **minimized**.

Flipping the Diary Pages



You can browse through the diary pages by clicking on the arrow buttons. **Keyboard - F2 Previous F3 Next.**

Recording Appointments

The diary page displays your appointments along with empty time-slots in your work day, where you can [Record](#) or [Amend](#) appointments in the required time-slot. You can [classify](#) the appointment into predefined [categories](#) such as: Meeting, Visit, Letter, Personal, Seminar, Lunch and Dinner. You can flag your appointment [type](#) as [Key](#) so that it appears in the planner for a quick view.

The appointments you record are, by default, for a single day, to enter a [recurring appointment](#), set the [frequency](#) to repeat the appointment at pre-defined time intervals. Such appointments are flagged with an alphabet indicating the frequency as: **D**aily, **W**eekly, **B**i-Weekly, **M**onthly, **Q**uarterly or **Y**early. Recurring appointments are like reminders and do not carry a note. You can override a recurring appointment for a specific day, by entering making another entry for the same time-slot. When you delete a recurring appointment, all recurrence are deleted.

You can make [Notes](#) on appointments to describe the purpose of a given schedule, such notes are indicated by a fold mark in the diary page against the time-slot. Notes on To-Do and Follow-Up items are automatically copied into the diary when you schedule such items from the respective lists.

Priority levels indicate the importance of a task, they can be set as [High](#), [Medium](#) or [Low](#).

Status indicators can be defined by the user while adding a task. Here you can add **new status** indicator by **double clicking on <<New>>** (**Keyboard *spacebar***)

Typical status values are:

WAITING	To be started
ACTIVE	Scheduled/Being attended to
HOLD	Keep it pending
DELAYED	Behind Schedule
DONE	Completed

Status indicator **DONE** will strike off the task in the list, there will be no delete confirmation for such tasks, when you delete them. Such tasks will not appear in Time Planner or DayView.

Note: Optionally, you may use status values to indicate departments or persons responsible for accomplishing the task.

To switch between NOW and LATER lists
[click](#) on the [list-flip](#) area.



Keyboard - *F3*

To select the category of follow-up click on the appropriate Tab.

Keyboard *CTRL + PgUp/PgDn*

To leaf through the pages of
Address Book Index and Follow-Up List
[click](#) on the [page flip](#) marks.



Keyboard [PgUp](#)/[PgDn](#)

While entering or amending dates
you can [click on the combo-box](#) or use
Alt + Down arrow key to pop up a calendar.

Events are shown in blue and holidays in red.

Use the VCR panel to browse through the calendar.



To move by dates **Keyboard**
PgUp/Dn

Arrow Keys

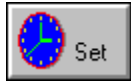
To move by year **Keyboard**

To move by month

Keyboard

CTRL+PgUp/Dn

You can change the local time by using the set button.



Keyboard None

Time thus selected is temporary and does not affect the system clock. You can reset the time by using the reset button.



Keyboard None.

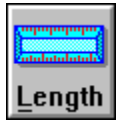
This will set back the local time to the current time (from the system clock).



Keyboard - *Alt + R*

Conversion Units

Acres	<->	Hectares
Sq. Feet <->		Sq. Meters
Sq. Inches	<->	Sq. Centimeters
Sq. Miles	<->	Sq. Kilometers
Sq. Yards	<->	Sq. Meters



Keyboard - *Alt +L*

Conversion Units

Fathoms	<->	Meters
Feet	<->	Meters
Furlong	<->	Meters
Inches	<->	Centimeters
Inches	<->	Millimeters
Miles	<->	Kilometers
Yards	<->	Meters



Keyboard - *Alt + U*

Conversion Units

Cubic Feet	<->	Cubic Meters
Cubic Inches	<->	Cubic Centimeter
US Gallons	<->	Liters
IMP Gallons	<->	Liters
Cubic Yards	<->	Cubic Meters



Keyboard - *Alt + P*

Conversion Units

Horse Power	<->	Kilowatts
Horse Power	<->	Metric H.P.



Keyboard - *Alt* + *W*

Conversion Units

Ounces	<->	Kilograms
Pounds	<->	Kilograms
Tonnes	<->	Kilograms
Tonnes	<->	Metric Tonnes



Keyboard - *Alt + T*

Conversion Units

Celsius	<->	Fahrenheit
Celsius	<->	Kelvin
Fahrenheit	<->	Kelvin



Keyboard - *Alt* +s

Conversion Units

Knots	<->	KM per hour
Knots	<->	Miles per hour
Miles per hour	<->	KM per hour



Keyboard - *Alt* +C

Keyboard Operations

ALT+	Memory+ (M+)
ALT-	Memory- (M-)
ALT M	Memory Recall (MR)
ALT C	Clear (C)
ALT A	All Clear (AC)



Keyboard - *Alt +N*

The currency converter provides conversions for most international currencies, initially the table is preset with respect to the local currency. You can [change the local currency](#) through [SETUP](#), but this will not recalculate the conversion factors, you will have to redefine these conversion factors for the new local currency for each item in the list.

To change the factors for latest conversion rates, [select the conversion](#) from the list and enter the [factor in both the conversion boxes](#). This will activate the [change](#) button, now click on it to store the new factor.

You can [delete](#) the conversions which do not interest you, to have an active list of frequently used conversions. You can [add](#) new currency conversions of your choice from the standard list, followed by the conversion factor.

Time Planner

You can customize the Time Planner using the following options:

Resolution is the time interval between two appointments- it can be set at intervals of 15, 30 or 60 minutes

Begin Day and **End Day** define the start and end time for a work day on the diary pages.

Weekly Offs are regular weekly holidays, like Sundays and Saturdays. You can set two weekly-offs, however, if you want a single weekly-off, set the weekly-off-2 to blank.

Active Appointments Days are number of days for which appointment history is to be maintained. You can thus have the past appointments uncleared for **90**, **180** or **360** days.

Holidays/Events

You can declare all annual holidays and events in a single list by specifying the date and the description. [Recurring](#) holidays and events, which repeat every year, should be prefixed with an asterisk (*) in the description. The holidays and events thus setup will automatically appear in the Calendar.

Regular weekly-offs, like Sunday, should be defined in the Time Planner Setup.

Password

You can [restrict access](#) to your Executive Desk by defining a [six letter password](#). You must confirm the password by [retyping](#) it. When you load the Executive Desk next time, you will be asked for this password, before granting you the right to access the software. To [void](#) the password, simply set it up as spaces.

Parameters

This option is to set up parameters specific to your country and to set up Letter Writer.

Date Format: You can choose from two date formats -- European (DD.MM.YY) or American (MM/DD/YY).

Letter Writer: You can specify the Word Processor of your choice to be used as the Letter Writer, the standard default is WRITE which comes with Microsoft Windows.

Alternate Phone: Address Book stores two phones : Business and Home. In addition there is an Alternate Phone field which can be set to store Telex, E-Mail or Car Phone.

Local Currency: You can set the local currency by selecting one from the list of International Currencies. **Note:** This will reset all currency conversion factors to 1.

Note: Date Format sets the address book format as below:

American: Two Address Lines, City, State, Zip and Country

European: Four Address Lines

Dialer Setup

This option defines your modem configuration and other communication parameters for use in phone dialing.

Dial Mode: Tone or Pulse.

Comm Port: Serial Port on which the modem is connected COM1 to COM4.

Modem Type: Hayes Compatible or Multi-Tech.

Call Time Out: Time Interval to wait for successful dial response.

PBX Prefix: Prefix to add while dialing through a PBX. Enter blank, if your modem is connected to a direct phone line.

Local Area Code: Area code of the local exchange to identify whether the call is local or long distance [**for US Versions Only**].

Clear strikes off an entry in the phone list. There will be no delete confirmation for such entries when you delete them. Cleared entries will not appear in DayView.



Keyboard - Alt +L

When you autodial, CLEAR should be used to hang-up the modem and connect the phone line to your hand-set for talk.

Reason for calling can be defined by the user while inserting entries in the Phone List. Here you can add **new reasons** by **double clicking on <<New>>**. (**Keyboard *spacebar***)

Typical Reasons for calling are:

- Casual Call
- Birthday Greetings
- Payment Reminder
- Schedule a Meeting
- Return the Call
- Confirm Appointment

Todays displays calls scheduled for the current date.



Keyboard - *Alt + T*

Calls will revert to full list.



Keyboard - *Alt + C*

Looks-Up contact information in the Address Book

select the [Address Book File](#)

select the [Person To Call](#)

specify [Where To Call](#) (Office, Home or Other)

This information is transferred into the Phone List entry, all you have to do is assign the reason and set the date of call.



Keyboard - *Alt + L*

The Phone Reminder [flashes](#) on the screen at [scheduled time](#) of call. You can request autodialing by selecting [DIAL](#) followed by [CLEAR](#) when you hear the phone ring.



Keyboard - *Alt +H*

If the reminder is an interruption on your current activity you can put it on [HOLD](#), this will [defer the call](#) until the next scheduled time (default 5 minutes later). This facility is also useful when you want to reschedule the call if you cannot get through the number or to the person.

[NOTES](#) allow you to view key items to discuss and note down points discussed during the call, which you can paste into a To-Do or a Follow-Up list later.

Note: The Phone Reminder is [active](#) even when you are in [another application](#), provided the Executive Desk is running in the [background](#) or is [minimized](#).

Program Launcher List

The dialog box for Program Launcher list maintenance is similar to the file menu of Windows.

To **ADD** applications to the list:

- select the **type** of file (EXE, COM, PIF or BAT)

- select the **path** (drive and directory) for the program

- select the **program file** from the directory list

The selected application appears as PopRun Description, you can change the program description to assign your another name (maximum 10 characters) to the application. Click on **Add** (Keyboard - **ALT+A**) to add this program to the application list in alphabetical order.

To **DELETE** an application from the list, **select** it in the list and **click on Delete** (Keyboard - **Alt+D**).

