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## **Description of Above & Beyond**

Above & Beyond is a powerful system for planning, managing, and tracking one's active business and personal life. Innovative dynamic schedules manage workflow more effectively than any other method. All types of recurring activities need be entered just once. You can print schedules to take your plans wherever you go. Above & Beyond also includes a pop-up calendar, alarms, task and event timers, week and month at a glance, and much more. There's no better time management system than Above & Beyond.

With Above & Beyond, you can plan time for everything you want to do!

Above & Beyond is also ideal for workgroups. Where workstations are connected via a local area network (LAN), managers can balance the work-load of staff members, assign new items, prioritize work, as well as check task completion status without interrupting on-going work. Above & Beyond naturally automates the process of arranging meetings for group members; posting meeting notices to all attendee's schedules. Secretaries can post phone messages for calls to be returned, and monitor multiple schedules to know who is where when.

Above & Beyond streamlines work-flow and productivity soars!

## **Powerful Advanced Scheduler**

Above & Beyond is the world's most advanced time management system. It's amazing effectiveness is primarily due to what is called dynamic scheduling. In the section [Dynamic Scheduling](#) that follows, you'll start to discover how much this can benefit you.

You may just now be discovering Above & Beyond. Welcome!

## **Share the Benefits**

Certainly many people you know could benefit from using this High Achievement System. We encourage you to make copies of Above & Beyond, and give them to others to evaluate; or upload Above & Beyond to your local BBS.

## **Price**

Above & Beyond for a single user is \$149. A five user LAN system is \$495. Ten users: \$895. Fifty users: \$3495. One hundred users: \$5995. Call 1Soft at 707-987-0256 for additional information on specific size configurations.

## **Send your comments and suggestions**

Product questions and requests for enhancements are welcomed (and always considered). Please address your comments to:

1Soft Corporation  
Product Comments

Post Office Box 1320  
Middletown, CA 95461

## **Registering Above & Beyond**

Be sure to register Above & Beyond by ordering a license. To register, select the Options menu and choose Order an Above & Beyond License or choose Order a pre-paid Above & Beyond License. Use "pre-paid" if you have a registration certificate, which is the case if you bought the software package through a dealer. Simply fill out the form, and click on "Print" to send the form to your printer. Send both copies with your check or credit card number and expiration date. Complete instructions appear on the printed form.

If paying by VISA, MasterCard, or American Express, you can FAX your order form to **707-987-3150**. If you have questions about your order you may call 1Soft Corporation at **707-987-0256**.

## **The Complete Package**

When you purchase an Above & Beyond license, you will receive the complete package including the spiral bound User's Guide and program disks in both 3.5" 720K and 5.25" 360K formats.

As a registered (licensed) user, you'll also receive a personal User ID and substantial discounts on product upgrades.

## **Distribution Information**

You are authorized to make only exact copies of Above & Beyond files to give to others for evaluation purposes. Modifying the original content in any way at any time is strictly prohibited. This also prohibits temporary modification while the binary data is in RAM. Archiving (compressing) distribution files is permitted only for efficient transmission and must not alter the original content.

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## Installing Above & Beyond

The installation process allows you to select where you would like to put Above & Beyond files. The directory you name will be created if it doesn't already exist, and the files will be copied from the diskette(s) to this target directory. Some files are in compressed form on the diskette(s) and will be automatically uncompressed as they are installed.

Step 1: Insert the Above & Beyond diskette into drive A:

Step 2: In the Windows Program Manager, Select Run from the File pull-down menu and type:

A:INSTALL

Step 3: Create a program item (an icon) in the program group of your choice, eg. Windows Applications. From the Program Manager, select File, and choose New. Select Program Item. As a description, you might type in your name, and for the command line, state the path and program file, for example: C:\ab\AB.exe

You can also specify a datafile name, such as: C:\ab\AB.exe Michael The extension will be assumed as PAK. When you omit the datafile name, the name used is TIMEDATA.PAK by default.

If you have a TIMEDATA.PAK file from a prior version of Above & Beyond, it will be automatically loaded when you start Above & Beyond 2.0; unless it is stored in a different directory. In that case, copy it to the directory where Above & Beyond has been installed.

Step 4: Start Above & Beyond by selecting the icon you have created and either pressing Enter, or double-clicking with the mouse.

## Installing Above & Beyond for a LAN Workgroup

Although you can install the program file AB.exe in a shareable directory on the server, and have your workstations access it there, it will run faster if installed locally. This is because Windows will not have to repeatedly access the server hard drive to read parts of the program code into memory. If installed on the local workstation, Above & Beyond will not only load quicker, but it will also operate at a faster, more responsive pace. This is true for all Windows applications.

The installation is the same as described above in the section "Installing Above & Beyond" with one exception. You will want to have *datafiles* reside on the server's hard drive. It's recommended you designate an individual directory for each user. This will keep .log files (completed items are tracked in these files) for each user from being combined.

When you run Above & Beyond, if the directory and/or file you specify does not yet exist it will automatically be created for you.

Suppose you have four users: Bill, Karen, Cindy, and Michael; and the name of your server drive is "J". The command lines on the workstations could be as follows:

On Bill's workstation:           c:\ab\AB.exe j:\Bill\Bill

On Karen's workstation:           c:\ab\AB.exe j:\Karen\Karen

On Cindy's workstation: c:\lab\AB.exe j:\Cindy\Cindy

On Michael's workstation: c:\lab\AB.exe j:\Michael\Michael



## **Dynamic Scheduling**

Above & Beyond is designed to organize your life and maximize your productivity. It can plan time for everything you want to do!

Much of the superior power and flexibility of the Above & Beyond system is based on its unique automated scheduling of floating tasks. These schedules are so effective, they render to-do *lists* obsolete. Floating tasks are to-do tasks. Unlike fixed items such as appointments, they don't have to be done at a precise time. Most of the items of work you do each day are floating tasks. These tasks have an anticipated duration to be planned for, but they can be performed during some range of hours. Automated scheduling of to-do (floating) tasks allows you to plan more precisely than you could with a list, and see clearly how your time is being allocated. The benefit of using these flexible dynamic schedules is tremendous. The following pages detail some of the advantages.

## **Productivity Gains Through the Day**

The best way to illustrate how you can save time throughout the day is to look at a typical day, and compare using a to-do list to using Above & Beyond's dynamic schedules. If your to-do list has 100 items, and the average task is 15 minutes, then every 15 minutes or so you have to stop and decide what to do next. Suppose you spend only one second considering each item as you scan a to-do list of 100 items. That's over a minute and a half for each scan. If you finish 40 items you will have repeated this scan 40 times in the day, spending an hour in the process. This lengthy scanning is eliminated with Above & Beyond. You glance at your schedule, see what's next, and begin it without hesitation. You finish these 40 items an hour sooner!

And if circumstances require changing your plans during the course of the day that's easy with Above & Beyond. If you're at your PC, the schedule on-screen instantly reflects your changes, or if you're using a printed Above & Beyond schedule you can make your changes on paper, marking up the alterations in your own shorthand.

Having your workflow streamlined leads directly to much higher achievement every day. Above & Beyond will boost your performance and rewards in all your pursuits. And provide you with more time for leisure pursuits!

## **Rewards of Higher Achievement**

Imagine saving 60 minutes every day! That's 365 hours a year. What would you do with an extra 365 hours a year? You've gained the equivalent of nine 40-hour work-weeks.

Depending on your lifestyle that might translate to an extra two months of vacation, a 18% boost in billable hours, self-employment earnings, or commissions, or a hefty raise at your next performance review.

## **Dependability**

Above & Beyond reminds you of everything you need to do at the appropriate time. Being able to follow-through on promises and commitments you make to others will strengthen

your reputation for dependability. People trust individuals that have a history of doing what they say they'll do. With Above & Beyond, you have the tools necessary to plan with confidence. You'll gain the ability to follow through on what you plan to do.

## **Greatest Return**

You'll use daily schedules to eliminate time wasters, planning on doing only what will bring you the greatest return.

## **Knowing When You'll Get to It**

Workload cycles from lulls to hurricanes can be trimmed.

Like most people, you probably feel very busy most of the time. But once in a while things slow down. Sometimes suddenly. Maybe you can recall a day when you thought at one point "what should I do next?" and nothing especially urgent came to mind. So the rest of your day wasn't fully utilized. Lack of challenge can lead to boredom. Often after lulls pass, a period of the being too busy comes surprisingly soon: a crisis of not enough time.

Few of us have a life which naturally delivers opportunities to act in a steady flow. We can even exacerbate the ups and downs unwittingly. We may react to a period of too little to do, by taking on more and more. Then during a crisis of extreme busy-ness, we may refrain from accepting any new challenges, and wind up with a lull of nothing interesting to do, when the storm passes.

With this scheduler, you can see light periods in advance, and plan accordingly. And you can see when future days are filling too rapidly and not take on quite so much before a crisis of deadlines occurs.

When a lull can be anticipated weeks ahead it can be prepared for and not be dull. Knowing you'll be ahead of your workload a few weeks from now could mean planning for an delightful vacation!

## **Reasonable Expectations**

Being able to look ahead and plan reduces stress, and allows you to inform others. Once you have entered your pending tasks you will notice a marked decrease in stress. Because all of your tasks are now in a place where they can be managed effectively, you don't have to depend on less reliable methods to jog your memory. It's all covered. You can relax.

## **Schedule Pacing**

Daily schedules enable you to quickly gauge whether you are behind or ahead of schedule based on how much you have completed.

## **Productivity Push**

When you know you have a schedule of many vital tasks planned for accomplishment,

you're more likely to use your time effectively. You know what's next and you know that the time you've planned for the current task is finite. Without a planned schedule, there's a tendency to merely continue with the comfort of the current task much longer, realizing diminishing marginal returns for the extra time spent. With a schedule, you're much more likely to move on to the next item.

## **Transition Time**

No more scanning long to-do lists, plus wall calendars, and appointment books. Smoother transitions boost productivity and effectiveness.

With a to-do list, and no schedule, you know what you have to do, but don't have a plan of when to do it. And you don't know what length of time the workload represents. So you select one task, and work on it for a while. Then you go back to your list and select the next thing, and begin doing it. This creates stress, because you know that if you could anticipate what was coming next, you'd be better ready to attack it. One of the big advantages of a schedule is that you know what's next. While you're working on task A, you can be preparing to do task B subconsciously. You know in advance what tasks you'll encounter throughout the day, and in what order. If you've ever watched the Olympic track and field athletes, you know that the winning sprinter doesn't stop between hurdles. Running fast and not slowing between hurdles is the key to winning times. Imagine if the hurdles are all different heights, such as the events in your day. Then anticipating each successive hurdle becomes even more crucial. There is a natural desire to look forward to things. To know what's coming, and prepare for it. Schedules allow us to do so.

## **Window of Opportunity**

People rarely forget; they just miss the opportunity window. Many tasks you seek to accomplish can be done only between certain hours. To-do lists hide this fact. If it's a phone call to return between certain hours, or an errand that needs to be accomplished within a two-hour time frame, then it's a task that cannot be done anytime. Think of all the times you've heard yourself say "Ooops I forgot to...." You remembered the task, but only after the opportunity was missed. A schedule provides the means to plan time-frame sensitive tasks.

## **Log Files**

Recall exactly what was done and when, with confidence.

## **Relief from Office Clutter**

Another benefit is helping to keep your desktop and office less cluttered. A device often used to remember tasks, is to leave something related to the task in a conspicuous place that will be noticed. Unfortunately, for an active person with much to remember, this can lead to an office in complete disarray. This scheduler allows you to file or store away task materials with the confidence that the schedules will show pertinent tasks at the appropriate time.

## **Focus**

You can focus mentally without the distraction of thinking about other tasks: trying not to forget them, or wondering whether they should be worked on now instead of your current task.

## **Increased Productivity**

While you may grow accustomed to having less time-pressure stress in your life, another major benefit will be a dramatic boost in productivity. You'll be amazed at how much you accomplish. You'll get more done in less time.

## **Above & Beyond Breaks New Ground**

Above & Beyond introduces a new, and more effective way to manage your time. Instead of having tasks merely listed in a to-do list, they can be scheduled in the available time between the appointments on your calendar. There are several advantages to this approach: a unified view, time budgeting, time-frame targeting, transition smoothing, and more.

## **Integration: a Unified View**

Having a unified view means that you don't have to split your attention between your appointment calendar and to-do list. Everything you have planned is arranged in the day's schedule. No longer do you have to split your attention; you can focus.

## **Time Budgeting**

Tasks will be scheduled automatically. At a glance, you can see how much can be accomplished and how much space remains in a given day. This minimizes the number of surprises and crises that arise when insufficient time remains to accomplish high priority tasks before a deadline. And since a schedule is much more precise than a to-do list, you can more easily make and keep your commitments to others. You can tell them in advance exactly when you plan to have something done.

## **Doing it All**

One of the most frequent causes of stress we have all experienced is the feeling of having too much to do. More specifically, we have a lot to do, and aren't sure if we'll get it done in time. It's this doubt and worry that brings on stress. Now you can see exactly what you have to do and how long it's going to take. Then if it cannot be accommodated before deadlines, you can defer lower priority tasks. A renewed sense of confidence in knowing what you can get done, and when, will greatly lower your stress level.

## **Forget it Not**

Another source of stress is worry over forgetting to do certain things before they must be done. We all use methods to combat this threat. Unfortunately the methods are not always reliable, and result in a certain amount of stress. The key to reducing this stress is simply finding a more reliable means to keep track what has to get done, and being reminded of it when there's time to do it (before it is too late).

## **A More Exciting Life**

You will naturally feel more excited about life as you put this time planning system to use. With a greater potential for higher productivity you can accomplish all the things you need to do, and find time for more of the things you want to do.

## **Daily Use**

You can gain most of the above benefits even if you use a PC only about twenty minutes each day.

## **The Morning Planning Session**

First, check-off the items that have been completed. Then reschedule the tasks you didn't get to. You may reschedule them to today's schedule by simply pressing F12. Or reschedule to the date of your choice by clicking on that date on the pop-up calendar with the *right* mouse button. To view that date, click with the *left* button.

## **Add New Items**

Add any new items. These might be items you're carrying in your head or those you jotted down on yesterday's printed schedule page.

## **Arrange Your Schedule**

Using the keyboard or mouse, move the items in today's schedule around so that today's schedule best suits you. Often today's schedule will be overloaded, but you can defer items by rescheduling them to future days. And you can adjust today's sequence so there are no conflicts, and items are in the order you desire, bringing related items together, for example. As you make changes, you'll notice that the schedule will adjust automatically.

## **Print a Schedule Report**

You'll want to print off today's schedule, and normally also the extended outlook. The extended outlook includes a 3 month calendar, and any highlighted events for up to 90 days.

It's possible to print your schedule on one-side of the sheet of paper, and turn it over and send it through the printer for the extended outlook on the back. This means that you only have to carry a single sheet of paper with you throughout the day, which is much easier than

a bulky appointment book, not to mention easier to update.

Jot notes on your schedule report during the day; cross-off items you complete. Use the extended outlook to pin-point what times are committed so you can schedule appointments even while away from your PC.

## **Suggestions and Tips**

Enter the items you plan to do, including regular (recurring) items. This can be done very quickly. In the span of about 15 minutes you can probably enter 50 items. Don't forget to include the many things you do everyday, such as lunch. These need be entered only once; time each day will be reserved for them. There will be additional tasks that you'll think of later, and you can enter them anytime.

Then plan today. If today's tasks are not already in a sequence that suits you, arrange them and make adjustments, and then print your schedule for the day. If you have a printer, you can make a printed schedule to carry through the day, crossing-off items that you complete. New items can be noted on this same page, and entered the next morning. If you're using the printed schedules and only running the software once daily, you'll spend about 10 to 20 minutes updating information by marking completed events, entering new schedule items, and adjusting your plans according to your latest priorities.

Tasks that you want to reschedule you'll move to future days. The pop-up calendar is handy for rescheduling, since you just click the *right* mouse-button when over a calendar day and the selected event will be moved to that day. The updating process is finished when only crossed-off items remain on yesterday's schedule. You can edit any of the crossed-off events to alter the begin time, duration, or other attributes. Yesterday's schedule will later be archived to log what you've accomplished.

## **Making Backups**

Backing up your vital scheduling data is very important. We recommend Making daily backups of your data files (\*.PAK files) in case a file should get lost or damaged. Also it's a good idea to make at least one backup copy of the program files in case something should happen to the original disk. For more information, see [Data Saving and Making Backups](#) in the section entitled "Using Above & Beyond".

## **Workload Balancing**

Workload balancing enables you to automate your planning sessions. And it boosts your level of achievement throughout each day. You'll save time planning, and be able to perform your work more effectively, accounting for all priorities and deadlines. Any tasks you plan on doing that don't have to be tied to a particular date can be designated as "Fluid" items and carry a priority and deadline. When you issue the Balance Workload command, Above & Beyond will reflow your schedules so that each day is optimized at ideally 100% capacity.

## **How Workload Balancing Saves You Time**

Workload Balancing relieves you of the work of manually rescheduling/postponing tasks when the schedules for the near term are overloaded with items. For most people the near term being overloaded is an every day situation. But you can change that with Workload Balancing. Automated balancing of the workload is fast, and takes into account all priorities and deadlines.

## **Life Without Workload Balancing**

Suppose for example that you've just carried forward all undone items to today, and you're looking at a schedule that's overloaded. Your day is 8am to 10pm, yet there are 70 items, totalling 22 hours worth of time packed into the schedule. If you rescheduled 35 of these items by hand using the pop-up calendar you might choose from any of the days later in the week. That might take 15 seconds per item for you to read the item, and chose a future day to reschedule it on. For the 35 items that you decide to keep on today, suppose it takes 7 seconds each. That's about 14 minutes total. And even if you did this, you'd have broken your priorities. Originally, everything on tomorrow's schedule was lower priority than the items on today's schedule, yet you've just moved many of today's items to after tomorrow.

Above & Beyond with Workload Balancing of Fluid items will save you those 14 minutes each day, and maintain your priorities.

## **Priorities**

Fluid items each have a relative priority from 1 to 999. When you issue the Balance Workload command, all Fluid items are rescheduled dynamically. Precedence is given to the items in their order of priority. This means that all things being equal, higher priority items will be scheduled earlier than lower priority items. The priority 1 item may be scheduled today, for example, and the priority 145 item may not come up until next month. See also, the section below titled Changing Priorities.

## **Earliest/Latest Dates And Weekdays**

There are additional properties that fluid items have. The earliest date is known as the Postpone date. It is the earliest possible date you would want the item scheduled. The Deadline date serves as a latest date. It's the latest possible date for it to be scheduled. For tasks that you would only want scheduled on particular days of the week, you can indicate with the weekday check boxes. For example, you might designate just Saturday, or maybe

only Monday through Friday. These properties can be set on the Edit item dialog box. The Postpone date, Deadline date, and Weekdays are all optional.

## **How To Create A Fluid Item**

If you're in the "Insert/Refine Item" dialog box, click on (to remove the X from) the Firm checkbox. This will switch off the Firm setting, making the item Fluid. If you are inserting an item from the Priority Ordered List view, the box will automatically be switched off to give you a Fluid item initially.

To toggle an item between Fluid and Firm press F2, or choose "Fluid Item" in the Edit menu.

Recurring items are normally not fluid, but you can make an exception. If you press F2 on an *instance* of a recurring item, it will change it to an exception and make it fluid. Or select "Exception" in the Insert/Refine Item dialog box and then switch off the Firm check box to make that instance Fluid.

## **Changing Priorities**

The top priority item has a priority value of 1, the next 2, etc. You can view all the Fluid items by selecting Priority Ordered List. The priority of an item can easily be changed in a variety of ways. You can slide the item up or down in the priority list to raise or lower its priority. You can edit the item and change the priority value by typing in a new value or using the scroll bar to quickly move it up or down.

## **The Balance Workload Command**

Simply press ALT+F8 (or select Juggle: Balance Workload) and Above & Beyond will adjust item scheduling on all future days. The priority, duration, and begin time (if any) is taken into consideration. Higher priority items are given precedence, but there are exceptions. Items of shorter duration, for example, are easier to find time for, and may be scheduled before a long duration item of higher priority.

If time cannot be found for the item before its deadline, a warning message will appear, and you'll have an opportunity to make changes, such as increasing its priority or extending its deadline. When no messages appear you will know that all tasks have been scheduled before their deadlines.

## **Using The Pop-up Calendar With Fluid Items**

The popup calendar, so useful in quickly rescheduling Firm items, also has benefits in juggling Fluid items. If you want to postpone a Fluid item to next week, click the right mouse button on the date you'd like to postpone it to. Don't worry about postponing past the deadline, because Above & Beyond will check deadlines and warn you if you pass one. You can then chose to not postpone the item, or have the deadline extended. When you postpone an item it will not be scheduled prior to that date. If you later decide you want to move it up, you can do so by clicking on an earlier date on the calendar. The Postpone and Deadline dates can also be changed in the Insert/Refine Item dialog box.



## **Make Whatever You Can Fluid**

To get the greatest gain out of Workload Balancing, designate as many items as you can as Fluid. Ask yourself, "Can this be done on other than one particular date?" Events and appointments are normally Firm, and would not be Fluid items. But many things, perhaps 30-60% of your items could be Fluid. The more fluidity you can designate in your schedules, the easier it is to balancing your workload.

## **How To Handle The Unexpected**

If your work and lifestyle sees unexpected items come up at the last minute, you may want to adjust workload balancing so that it doesn't try to plan a solid day everyday for you. Suppose your waking day is from 8am to midnight, 16 hours, but you want to allow for 4 hours of unexpected items. Create a daily recurring item titled "Unexpected" that lasts 4 hours. (Two items of 2 hours each will work even better). Workload balancing then will take the unexpected blocks of time into account when scheduling fluid items.

## **What If The Schedule Still Jams Up?**

At the top of each schedule there is displayed the amount of Conflict time. This is the total of any overlaps among items in the viewed schedule. Conflict time will ideally be close to zero when using Workload Balancing, but if you have too many Firm items on a particular day, the schedule will still be jammed after Workload Balancing. The solution is to either reschedule these Firm items manually or toggle them to Fluid items where feasible.

## **When To Use The Workload Balancing Command**

With experience you will become adept at using Above & Beyond in just the fashion that suits you. But to give you a headstart, here are some suggestions. We'll suppose you're having a single planning session each day.

1. Review yesterday's schedule, checking off done items, and filling in their hours if you want an accurate log. If you edit them in order, you will find that Above & Beyond will fill in a lot of the values for you. For example, when you check off an item, it changes the begin time to coincide with the end time of the previous item in the schedule. If you're adding items that were done yet not in the schedule, use F10 (Insert Done Item). The begin time will also be filled in here automatically, based on the end time of the currently selected item.
2. Issue the Carry Over Undone Items command.
3. Insert any new items, and delete any obsolete ones.
4. Go to the Priority List View. Review your priorities and make any adjustments.
5. Issue the Balance Workload command.
6. View today's schedule, and arrange it to suit your preferences.

7. Print today's schedule. If you think you might have extra time open up, print the First Page of the Priority List which will give you a priority ordered list of items.

## **Time Savings with Workload Balancing**

The 14 minutes estimated previously for rescheduling a busy schedule manually can all be saved each day by taking advantage of WORKLOAD BALANCING. That'll save you 90 hours annually. Enough time for an extra two week vacation every year.

## **Tips on Juggling Priorities**

Workload Balancing is of most value to those with particularly heavy workloads. If you find that your List of Fluid items grows to more than 20 items, there's an additional tip that will help. It's conceivable your priority list could have more than 100 items. Suppose you have 150 items. You wouldn't want to review the priorities and make adjustments of all 150 items everyday. Probably only the first 10 or 20 are going to come up right away. Focus on those. To make it easier, create an item with a title such as "----- LATER -----" you can then use this item as a placeholder at some comfortable position in the priority list. You can more easily organize just the group of top items that you are actively prioritizing each day. If you have a major milestone coming up and want to defer items until after it, you could create an item such as "----- AFTER THE XYZ PROJECT IS DONE -----".

## Schedule Notation

The first line of each schedule displays a convenient summary of the schedule shown in the window. What is displayed is the day and date of the schedule, the number of items in that day's schedule, the amount of time taken up by the items in the schedule, and the amount of time left unscheduled in that day (open or free time). If there are "conflicting" items -- items that are scheduled for the same time period -- the total overlap time is displayed. On past schedules, the number of undone items will also be reported in the banner line.

If the schedule being viewed is the one for the current day, an asterisk (\*) will appear after the date in the banner line.

If the schedule being viewed is not the schedule for the present date, a number will appear after the date in the banner line preceded by a plus (+) or a minus (-). A number preceded with a plus indicates that the schedule being displayed is that number of days in advance, or in the future, of the present date. A number preceded by a minus indicates that the schedule shown is that number of days behind, or in the past from, the present date.

An arrow (>) will appear before the title of the item that is scheduled for the current time. A tilde (~) will appear before the title of fluid items. Schedule statistics will change as items are added, deleted from or modified in a schedule or as schedules for different days are selected.

## Start Times Grayed

On today's schedule, item start times will appear gray if the start time has already past. Also, if you move an item to a spot where it conflicts with another item or goes outside of the time bounds you designated, the time will appear gray; warning you of the conflict. Keep this in mind when juggling items.

## International Time & Date Formats

Above & Beyond supports world-wide date and time formats. Use the Windows Control Panel to select your choice of time and date format. For example:

14:00	dd/mm/yy	Australia, United Kingdom, Belgium, Brazil
14:00	yy-mm-dd	Austria, Candada, Portugal
15.00	dd-mm-yy	Denmark
15.00	dd.mm.yy	Finland
14:00	dd.mm.yy	France, Germany, Norway
14:00	dd/mm/yy	Italy, Netherlands, Iceland, Spain, New Zealand
2:00	dd/mm/yy	Mexico
2:00	yy.mm.dd	South Korea
15.00	yy-mm-dd	Sweden
16,00	dd.mm.yy	Switzerland
2:00	mm/dd/yy	United States, Taiwan

## Selecting Schedules

See the [Select menu](#) for the commands for selecting which schedule to view. Or simply click on the desired date on the pop-up calendar.

There are several methods for moving between schedule days. You may move ahead or back by days, weeks, months, or years. These methods are explained in the sections that follow. Remember that no matter how far you go ahead or back in time, you can always return to today's schedule by simply pressing the HOME key.

[Selecting a Specific Date](#)

[Selecting a Day at a Time](#)

[Selecting a Week at a Time](#)

[Selecting a Month at a Time](#)

[Selecting a Year at a Time](#)

## Selecting a Specific Date

To select a schedule for a specific date, simply click on the desired date on the pop-up calendar.

Or press F9 and type in the date. Dates may be entered as "month/day/year" using slashes, hyphens, spaces or periods. Often the year may be omitted. See [Entering Item Date](#) for more information on when the year may be omitted.

To select the schedule "n days from now" simply type in a number "n". To select the schedule one week from now, type "1w". For two weeks from now, type "2w". For two months from now, type "2m".

You may also enter the name of the day of the week, or an abbreviation such as "M", "Tu", "W", "Th", "F", "Sa", or "Su". To select next Monday, type in "M". For two weeks from next Monday type "M2". For three weeks from next Tuesday, type "Tu3".

## **Selecting a Day at a Time**

There are shortcuts to selecting the schedule for date one day earlier or later than the one being displayed:

Press the gray PLUS (+) key on the numeric key pad and the schedules will advance one day.

Press the MINUS (-) key on the numeric key pad and the schedules will roll back one day.

Or with the mouse...

Click on the right-pointing arrow at the far right end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will advance one day.

Click on the left-pointing arrow at the far left end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will roll back one day.

## **Selecting a Week at a Time**

There are shortcuts to selecting schedules weeks apart:

Press F7 to view the day one week earlier.

Press F8 to view the day one week later.

Or with the mouse...

Click in the gray area on the left half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

Click in the gray area on the right half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

## **Selecting a Month at a Time**

The pop-up calendar with a mouse can be used to quickly move the display by months at a time:

Month to month moves of the pop-up calendar, are directed with the up and down arrow keys when the pop-up calendar has the focus.

Or with the mouse...

Click on the up-facing arrow at the top end of the vertical scroll bar on the right side of the pop-up calendar, and the calendar will advance one month. Then, click on the desired date in the calendar and that schedule will be displayed.

Click on the down-facing arrow at the bottom of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will roll back one month. Then, click on the desired date in the calendar and that schedule will be displayed.



## **Selecting a Year at a Time**

The pop-up calendar with a mouse can be used to quickly move the display by years at a time:

Year to year moves of the pop-up calendar, are directed with the PageUp and PageDn keys when the pop-up calendar has the focus.

Or with the mouse...

Click in the gray area on the top half of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will advance one year. Then, click on the desired date in the calendar and that schedule will be displayed.

Click in the gray area on the bottom half of the vertical scroll bar at the right side of the pop-up calendar, and the calendar will roll back one year. Then, click on the desired date in the calendar and that schedule will be displayed.

## **Inserting Items Into a Schedule**

Select the schedule for the date on which you wish to schedule the item, and press INSERT. You can also double-click on any open space on the schedule screen (not on a existing item). A dialog box will be displayed which will guide you in quickly entering the pertinent information about your item.

If you were to press ENTER, without typing any information into the dialog box, an untitled item would be entered in your schedule for that day at the earliest free space with a duration of 10 minutes.

[Entering Item Title](#)

[Entering Item Duration](#)

[Entering Memos](#)

[Entering Item Date](#)

[Scheduled / Unscheduled Items](#)

[Begin Time and Floating / Fixed](#)

[Firm / Fluid](#)

[Time Bounds](#)

[Setting Alarms](#)

## **Entering Item Title**

The title (description) of your item can be up to 365 characters long. When you have entered the title of your item, press the TAB key to advance the cursor to the next text box.

## **Entering Item Duration**

Here is where you enter the amount of time you think a item will take. If you are uncertain of how much time the item will take, your best estimate will still be helpful for planning.

You may enter complete times like "2:00" for two hours or "1:45" for 1 hour and 45 minutes, or you may use the following short forms: The numbers 1 through 99 are interpreted as minutes, while 100 through 2359 will be assumed to be hours and minutes. 145 for example is assumed to be 1:45. You may enter durations of up to 24 hours. An item with duration zero is called a "memo".

Note that a period can be used in place of the colon. This European format is easier to type as the shift key is not used.

## **Entering Memos**

To flag an item as a memo, either type "memo" or the digit "0" (zero) in the Duration box. When the item is inserted into the schedule, the word "memo" will appear on the right side of the description. If you choose to make the item an unscheduled item (as described in the "Scheduled / Unscheduled Items" section below), then the item will appear at the top of the day's schedule with the word "memo" on the left, where the begin time would ordinarily be.

A shortcut for entering memos into your schedule is to press ALT+INSERT or select "Edit: Insert Memo Item". This will bring up a definition dialog box for a new unscheduled item with duration zero (i.e. a "memo"). As with any unscheduled item, memos will not conflict with scheduled items nor be calculated into the workload by the color utilization calendar.

## Entering Item Date

This is the date on which your item is to take place. The date of the schedule which you selected when you called up the definition (insert) dialog box, will automatically appear in this box. If you decide that you'd like your item to be scheduled on another day, enter that date here.

Dates may be entered as "month/day/year" using slashes, hyphens, spaces, or periods as separators.

Examples:                      9/23/92        9-23-92        9 23 92        9.23.92

You need use only two digits to specify the year. Specifying values between "90" and the "99" are assumed to be years between 1990 and 1999. Specifying values from "00" to "68" are assumed to be years between 2000 and 2068. If you omit the year, (e.g. 9/23) the year will be assumed to be the next occurrence of the date. The exception to this is if the date is within six months in the past. In this case the date is assumed to be the past date rather than the next (future) occurrence of the date.

To specify "n days from now" simply type in a number "n". To specify one week from now, type "1W". For two weeks from now, type "2W". For two months from now, type "2M".

You may also enter the name of the day of the week, or an abbreviation such as "M", "Tu", "W", "Th", "F", "Sa", or "Su". To select next Monday, type in "M". For one week from next Monday type "M1". For two weeks from next Monday, type "M2".

## **Scheduled / Unscheduled Items**

The "Scheduled" box gives you the option of having your item appear on your schedule with a begin time, or you may elect to have it appear without a time associated with it, thereby making it an "unscheduled" item. Designating your item or items as unscheduled is a convenient way to post notes or comments on your schedule.

When a new item is inserted, the default setting is that it is a "scheduled" item. To designate this item as "unscheduled", click the mouse on the "scheduled" check box. To replace the X, and make this a "scheduled" item, simply click the "scheduled" check box again.

## **Begin Time and Floating / Fixed**

When you leave the "Begin time" text box empty, the "Floating" option is automatically selected. "Floating" means your item can take place over the range of time specified in Options: Set New Item Defaults. The item will be inserted into the schedule at the earliest open time, taking into account the duration of the item, other items already scheduled, and the bounds you specified

With the exception of "Fluid" items described below, Above & Beyond will keep the sequencing of items as you have arranged them. Because of this, you can prioritize items by sequencing them, and that sequence will be maintained. You can change the sequence of items by simply dragging them with a mouse (or using the commands in the Juggle menu).

The dynamic scheduler will do much of the scheduling work for you. To maximize the power of the dynamic scheduler, omit the begin time for all those items which have a flexible start time. Enter a time in the "Begin Time" box *only* if an item must begin at a specific time, such as a lunch date or meeting. As the begin time is entered, the "Fixed/Floating" option automatically switches to "Fixed".

In 12-hour format, times may be entered as "3:00" for 3 o'clock pm, "9:45" for 9:45 am or "6:3" for 6:30pm. If no "a" (am) or "p" (pm) is typed after your time, it will automatically appear between 8:00am and 7:59pm. Typing "9:30" into the text box will appear as "9:30a" and "6:20" will appear as "6:20p". You may also enter numerals only, leaving out the colon completely. Typing "4" will appear as "4:00p" and "912" will appear as "9:12a".

24-hour time format is also supported: "5:00" (or "0500") for 5am and "17:08" (or "1708") for 5:08pm.

Use the Windows Control Panel to select 12/24-hour and international time formats.



## **Firm / Fluid**

In the "Insert/Refine Item" dialog box is a check box labeled "Firm". By de-selecting (removing the "x" from) the "Firm" check box, items are considered to be "Fluid", which means that they can flow (forward or backward) between days when the Workload Balancing command is selected. Workload Balancing will reschedule Fluid items based on their priority and the best fit into the available free time. The date range within which a Fluid item may flow is specified by the "Postpone" and "Deadline" dates. That is, it will be scheduled before "Deadline" but after "Postpone".

For an in-depth discussion of Fluid items, see the section titled [Workload Balancing](#).

## **Time Bounds**

You may select a time range in which you would like to have an item scheduled. For example, if you need to make a phone call to a colleague who will only be in his office between 9:00 and 11:30am tomorrow, enter these times in the boxes labeled "Earliest" and "Latest". The dynamic scheduler will schedule "floating" items within these specified bounds.

In many cases you may simply leave the bounds boxes empty. If this is done, the bounds used will be those you have specified in Options: Set New Item Defaults. In addition to saving keystrokes, this method has the additional benefit that you may later "globally" adjust the bounds of all floating items by simply changing the bounds in Options: Set New Item Defaults.

For "fixed" items (items with a fixed begin time) the "Bounds" boxes will be seen in gray and will be inactive.

## Setting Alarms

Alarms may be set on any schedule item or memo. When the alarm sounds, a message box will pop-up alerting you to the starting or ending time of the item. The alarm will chime every 60 seconds until you acknowledge it. You will be asked if you would like the alarm repeated, and if so, when.

To set an alarm, click on the Alarm check box (or press ALT+A) in the Insert/Refine item dialog box. This will place an X in the check box, to show that the alarm is now on, and will also bring up the Alarm dialog box. In the Alarm dialog box, you have the opportunity to set the alarm to go off either before or after an item is scheduled to begin, or before or after an item is scheduled to end. You can also indicate the amount of time (up to 99 minutes) before or after the item that you would like the alarm to go off.

If the "Begin time" box is marked with an "X", the alarm will sound before (or after) your item is scheduled to begin. Click on the check box to remove the "X". Click a second time to replace it. You may elect to have both the "begin time" and "end time" boxes marked so that the alarm will go off twice, both before the item begins and before the item ends (or after, if "After" is selected).

Selecting "OK" will set the alarm with the information you have given it and bring you back to the definition dialog box. Select "OK" again and the item will appear on your schedule with "-a" after it. This indicates that the item has an alarm set. An item followed by "-ar" indicates that the alarm has gone off and has been set to repeat again later today. An "-ax" indicates that the alarm has gone off and will not be repeated today.

In the Alarm dialog box pressing ESC will cause the changes just entered to be cancelled, however, the alarm will still be set. Selecting "Cancel" will have the same effect.

To disable the alarm, you can delete the "X" from the check box to the left of the "Alarm" command button in the main dialog box. Do this either by clicking on the check box or by putting the cursor next to the check box with the TAB key, then pressing the SPACEBAR.

The alarm sound may be tested by setting Alarms Off and then back on again. This is done in the Options menu.

## Recurring Items

If you have an item that occurs on a recurring basis, it is not necessary to go to each date to insert the item. While working in the definition dialog box, simply click on the "recurring" command button or press ALT+R. This will bring up another dialog box in which you may designate how often and on which days you'd like the item to appear on your schedule.

The following topics explain the options in the "Recurring" dialog box. Once you have finished your session in the "Recurring" box, click on "OK" (or TAB to the OK button and press ENTER). This will return you to the definition dialog box. The "Date" button no longer contains a date but is marked "Recur'ng". On your schedule the item will be followed by "-r" to indicate that it is a recurring item.

Note: While working in the "Recurring" dialog box, you may decide that you don't want your item to be recurring. Press ESCAPE (or TAB to the "Cancel" button and press ENTER).

Unlike most scheduling programs, 1Soft schedulers allow you delete or change all occurrences (instances) of a recurring item in a single operation, so you don't have to delete each and every occurrence one by one. The Delete All Occurrences command is in the Edit menu, and its shortcut is CTRL+DELETE.

[Recurring Daily](#)

[Recurring Every \\_\\_\\_ Days](#)

[Recurring Weekly](#)

[Recurring Every \\_\\_\\_ Weeks](#)

[Recurring Monthly](#)

[Ordinal Weekdays](#)

[Recurring Every \\_\\_\\_ Months](#)

[Recurring Annually](#)

[Entering Birthdays](#)

[Recurring to Non-recurring](#)

[Delete All Occurrences](#)

[Exceptions to Recurring Items](#)

[4-4-5 Quarterly Calendar](#)

## **Recurring Daily**

When the "Recurring" dialog box first comes to the screen, the "Daily" option button is selected. Click on, or press TAB to move from the "Daily" button to the text box titled "Starting". The date in this box will automatically be the date of the schedule you are presently working with. You can change this date to a later date by entering it as "month/date/year".

Click on, press TAB again to move to the text box titled "Ending". This text box will be blank, and if left blank will cause your item to be inserted into every daily schedule indefinitely. You may type in the date of the last day that you would like your item to take place. Click on "OK," or press TAB to select the "OK" command button and press ENTER. The "Recurring" dialog box will disappear and the definition dialog box will return to the screen.

## **Recurring Every \_\_ Days**

Your item may not need to take place daily but every so many days. When in the "Recurring" dialog box, click on (or press the DOWN or RIGHT arrow key to select) the button labeled "Every \_\_ Days". You may choose to keep the default setting (2) or you may enter any number up to 99. Press TAB to bring the cursor to the text box and type in the numerals.

Specify "Starting" and "Ending" dates as with Daily items and press ENTER when you are finished. Remember that leaving the "Ending" text box blank will cause your item to be scheduled into the future indefinitely.

## **Recurring Weekly**

To schedule a weekly item, in the "Recurring" dialog box, click on the "Weekly" button, then click on the check box for each day on which you want the item to be scheduled.

If you are not using a mouse, press the DOWN arrow key twice to select the button labeled "Weekly", then TAB to the series of seven check boxes labeled for the days of the week. The cursor will appear as a gray vertical line to the right of the check box labeled "M". Press the space bar to fill in this box with an "X." Press the RIGHT (or LEFT) arrow key to move the cursor along the row of boxes.

You may also choose to leave all the day-of-the-week check boxes blank and tab directly to the "Starting" text box. This will cause your item to be scheduled once a week on the week-day that your "Starting" date falls on. For example, if the "Starting" date falls on a Monday, then your item will be scheduled each week on Monday.

## **Recurring Every \_\_ Weeks**

To schedule an item at an interval of every two or more weeks, click on (or use the DOWN arrow key to select) the button labeled "Every \_\_\_ Weeks". The default setting here is 2. You may enter any number up to 99. Note: Entering the number "1" in this text box will cause the button selection to change automatically from "Every \_1\_ Weeks" to "Weekly".

As with Weekly recurring items, you may check the boxes to indicate on which day(s) of the week the item will occur. As stated earlier, if you chose to leave all of the day-of-the-week boxes unchecked, your item will be scheduled on the day of the week that the "Starting" date falls on.



## **Recurring Monthly**

Items may be scheduled once, several or many times each month. In the "Recurring" dialog box, click on (or press the DOWN arrow key to select) the button labeled "Monthly on...".

Using a mouse, simply click on "Cardinal Month Days", then click on the check boxes for each of the desired days.

Without a mouse, press TAB to select "Cardinal Month Days". Press TAB to move the cursor down to day "1" in the calendar. The cursor is now a dotted gray outline around the check box. Mark the boxes you wish by pressing the SPACEBAR.

Using "Cardinal Month Days", if all the check boxes are left blank, the item will be scheduled each month on the same day of the month as the "Starting" date.

## **Recurring on Ordinal Weekdays**

You may want to schedule your item to take place on a certain day each month; for example, the first Friday and the second Wednesday of every month. To do this, select "Monthly on..." and click on the button labeled "Ordinal Weekdays" (or press ALT+O). You can move around this calendar and mark the boxes in the same way as with "Cardinal Month Days".

## 4-4-5 Quarterly Calendar

While the traditional quarter begins on the first day of the first month of the quarter, in the 4-4-5 system, the quarter begins on the first day of the first week of the quarter. The first month of the quarter always has 4 weeks, the second month 4 weeks, and the third 5 weeks. 4-4-5 quarterly calendars are popular because of their uniformity.

Many companies make frequent use of the 4-4-5 system to schedule recurring meetings. Here are a few examples:

- 1) Meeting on the 4th Wednesday of each month
- 2) Meeting on the 2nd Tuesday of each quarter
- 3) Meeting on the 7th Friday of each quarter.

1) Use as a starting date the first day of the first quarter you want to schedule it. Then choose every month, 4th Wednesday.

2) Use as a starting date the first day of the first quarter you want to schedule it. Then choose every 3 months, 2nd Tuesday.

3) Use as a starting date the first day of the second month of the first quarter you want to schedule it. Then choose every 3 months, 3rd Friday.

If you don't know the first day of a particular 4-4-5 month or quarter, you can simply enter the first day of the corresponding traditional month and it will be converted.

To have Month at a Glance, the pop-up Calendar, and the Extended Outlook (13 week printout) appear in 4-4-5 format, select Options: Calendar: 4-4-5. To toggle this option off, simply select it again.

## **Recurring Every \_\_ Months**

To schedule an item at an interval of every two or more months, in the "Recurring" dialog box, select the button marked "Every \_\_ Months...". To change the default setting of 2, click in, or press TAB to move the cursor inside the text box.

As with Monthly recurring items, select the desired "Cardinal Month Days" or "Ordinal Weekdays".

## **Recurring Annually**

To schedule an item once a year, in the Recurring dialog box select the button labeled "Annually".

Click on (or press TAB to move the cursor to) the "Starting" and "Ending" text boxes. Fill in the dates of your choosing and click on "OK", or press ENTER. The item will be scheduled each year on the date entered in the "Starting" text box.

## **Entering Birthdays**

To enter birthdays use "Insert note item". Enter the desired text, then click on "Recurring". In the recurring dialog box, choose "Anually". Specify "Starting Date" as the next occurrence of the birthday; NOT the actual birthday. The reason for this is that the actual birthday may be outside of the range of Above & Beyond dates.

## **Recurring to Non-recurring**

To change a recurring item to a single-occurrence item, in the definition dialog box click on (to remove) the "X" from the check box to the left of the "Recurring" button. Without a mouse, TAB to put the cursor on the right side of the check box, and press the SPACEBAR. Each time you click on the check box or press SPACEBAR, the recurring status of the item switches, from recurring to non-recurring and back again. An "X" in the check box indicates that the item is recurring, while an empty check box indicates that the item is a single-occurrence item.

When you change the status of an item to non-recurring this way and then press OK, all occurrences of the item will be deleted with the exception of the one instance that is selected.

## **Delete All Occurrences**

There are two methods you can use to remove all occurrences of a recurring item. The first is to select any occurrence of a recurring item on any schedule, then select "Delete All Occurrences" from the Edit menu.

The second method is to first choose the "Alphabetical Items List" in the View menu (ALT+V, A), select the recurring item on the list, press the DELETE key.



## Exceptions to Recurring Items

Perhaps a meeting which is normally scheduled to take place on the first Monday of every month will be moved to the following Tuesday because of a holiday that Monday. Or perhaps your daily lunch, normally at 12:30 needs to be extended next Friday to 90 minutes and moved to 12:00 for an achievement awards luncheon.

There are quick and easy ways to make exceptions; but first, an overview: Simply select any standard instance of the recurring item on any schedule day and bring up the definition dialog box by pressing ENTER or by double-clicking on the item.

Now, click on the Next button (or press ALT+N) to advance the date shown above the Next button to the date of the next occurrence of the item. Similarly, click on the Prior button (or press ALT+P) to display the date of the previous occurrence of the item. When the date of the item occurrence that you wish to modify is showing, you may...

Press ALT+C -- To Cancel (delete) this occurrence of the item or...

Press ALT+X -- To indicate that this occurrence of the item is different in some way, then...

Make the desired changes in the upper portion of the definition dialog box and select OK. The schedule for the date of the modified occurrence will appear on the screen. To the right of the item title will be an "-rx" to indicate that this is an exception to a standard recurring item.

Note: If you would like the modifications entered to become the new standard for the recurring item press ALT+S (for Standard) while still in the definition dialog box.

To quickly Cancel (Delete) ONE instance of a recurring item, select that item in the schedule on day you want it cancelled. Then press delete.

To quickly change the date of one instance of a recurring item, select the instance, and simply move it to another day.

To quickly change the duration (or any other details) of one instance of a recurring item, select the instance and press ENTER (or double click on the item.) When the Refine dialog box appears, press ALT+X (or click on the Exception option.) Change the information and press OK.

When the Standard (ALT+S) option is on, changes in the Refine dialog box affect all standard instances.

Changes in the Recurring dialog box (daily, weekly, etc.) affect only the standard instances.

## **Changing Item Information**

To change any information for an existing item, first double-click on the item description line on the schedule window (or select the item and press ENTER). Then, click on (or TAB to) the appropriate box and enter the changes. If the desired changes are to the "Recurring" or "Alarm" settings, select these dialog boxes by clicking on "Recurring" or "Alarms".

To save the changes select OK. To return the item to the schedule without any of the changes taking effect, press ESCAPE or click on "Cancel" (or TAB to "Cancel" and press ENTER).

To make changes to a recurring item, select any STANDARD instance of the item. If you select an instance of the item that has been designated as an exception, then the changes will only affect that occurrence of the item.

## **Deleting Items**

Click once on the item in the schedule (or use the arrow keys) to select it, then press the DELETE key (or press ALT+E, D). A message will appear, asking you to confirm the delete command. Click on "Yes" (or TAB to "Yes" then press ENTER) and the item will be removed from the schedule. If you click on "No" (or press ENTER with "No" selected) the item will not be deleted.

## **Juggling Items**

Once an item is inserted into your schedule, you may move it to a different position within that schedule or move it to the schedule of a different day. If you are *not* using a mouse, see "The Juggle Menu" in the Menu Commands section, or pull-down the Juggle menu and you'll see the keyboard-equivalent shortcuts.

Using a mouse, click to select the item you wish to move, then simply drag the item up or down within the schedule. When you move a "floating" item up or down on the schedule, the begin time of the item will adjust automatically. Even if you have designated an item to take place at a fixed time, it is possible to move that item up and down in sequence on the schedule, however the time you specified remains the same.

To move a selected item to another schedule, simply click with the right mouse button on the desired target date in the pop-up calendar. This is the quickest and easiest way to reschedule an undone item to another day.

Or, while viewing multiple schedules, drag the selected the item from one schedule window to another.

## Highlighting an Item

For emphasis, you may wish to highlight certain items on your schedule. Highlighted items appears in the schedule as underlined and will be printed when "Extended Outlook" is selected. See the Print commands in the File menu for more information on the Extended Outlook.

The "Highlight Item" command will underline the currently selected item. A shortcut for this command is to press F3 while in the schedules window. Press F3 again to remove the underline. Items you wish to appear in the "extended outlook" Month-at-a-glance view must be highlighted.

## **On Screen Views**

One to seven schedules can be viewed on screen simultaneously. The schedules may be stacked vertically, or tiled horizontally. You may also view a list of all items, either ordered by priority, or alphabetized on item title. These view options and others such as Month at a Glance are selected in the View menu. For more information, see [The View Menu](#) in the Menu Reference Section.

## **Printed Schedules**

You may print reports that list your schedule for the present day and beyond; plus a three month calendar. This allows you to see openings for appointments while away from your computer. All highlighted (underlined) events for the next three months also may be listed by choosing the Extended Outlook option. See the Print commands in [The File Menu](#) section for details.

Printed schedules have vertical spacing proportional to time span. This makes it easier to see the relative durations of each item. Items of longer duration will have more blank space below the row they appear on, than those of shorter duration.

## **Notes**

Notes of varying lengths can be attached to items. They may also be printed. For more information on notes, see [Edit: Notes](#) in the Menu Reference Section.



## The Toolbar

Just below the Above & Beyond banner line is a toolbar which contains icons for quickly accessing a variety of commonly used commands. Note: To remove the toolbar from view, click on the small upward pointing triangle just above the vertical scroll bar. To restore the toolbar, click again.



Select: Prior Week



Select: Prior Day



Select: Today's Schedule



Select: Next Day



Select: Next Week



View: Single Schedule Window



View: Week at a Glance



View: Month at a Glance



View: Alphabetical List



View: Priority List



Select: Search



Options: Calendar: Open



Worktools: Timer



Worktools: Autodial



View: Browse Notes



Edit: Notes



Edit: Start Item



Edit: Item Done



Edit: Delete Item



Juggle: Carry Over Undone Items



Juggle: Balance Workload



File: Print: Today's Schedule

## **Data Saving and Backups**

To minimize data loss from unexpected natural disasters such as power interruptions, schedule changes are saved every 60 seconds in your data file which has the .PAK extension. As an added precaution, a backup file is maintained which contains your previously saved scheduling data. It has the extension .BAK.

Should a power interruption occur, and you have made changes within the last minute prior to the interruption, see the file in your data directory with the .CNG extension. This file lists all additions and deletions that you made today. It also shows the exact time the changes were made; so it's easy to see which changes were not saved.

There are few things more important than your data. Especially the scheduling data you rely on to plan your future and to track your accomplishments. On a daily basis make backups of all \*.PAK files as well as your archived schedules (\*.LOG files). These backups should be made on reliable media and stored in a safe place.

## Schedule Archiving

A schedule will be automatically "archived" seven days after all items on that day have been either marked done, rescheduled, carried forward, or deleted. That is, nothing remains on the day, but items marked done. Those completed items are archived to monthly log files named according to the month and year. For example: "Jan91.Log" Note: In order to conserve RAM, there is an exception to the seven day wait: If you have more than 300 items (total) in Above & Beyond, archiving will occur one day after all items on the day have been done.

To view the archived schedules for a particular month, select any schedule in that month; then choose View: History for Month. (See [Selecting Schedules](#) for more information on how to select schedules.) The archive files are ASCII format (text) and may also be displayed or printed using the TYPE or PRINT commands of DOS, Windows notepad, or other utility applications, including text editors.

If you wish to view or print a log file which contains *all* currently completed items, use the Archive Completed Schedules command in the Options menu. This will archive all done items, even those that were marked done less than seven days ago. To print the log file select View: History for Month and then select File: Print in the notepad.

Log files are formatted with tab-separated values so they can also be read as text files by spreadsheets such as Microsoft Excel and Lotus 1-2-3. To make it simpler for you, durations are in one type of units: minutes.

## Automatic Launch of Applications

There may be times when you want to run a program or application at a precise time without having to manually initiate it. This feature is activated by either of the two keywords, "Exec" or "Autoexec". When either one of these words is included in the item title the feature is enabled. You may specify parameters which will be passed to the program.

When the keyword "Exec" is used, and the scheduled begin time for that item is reached, a dialog box will be displayed which has the current time and the message, "Ready to Exec <program name>?" At that time, choose "yes" to run the program, or choose "no" to cancel the process. If run, the item will automatically be marked as done in the schedule.

When the keyword "Autoexec" is used, and the scheduled begin time for that item is reached, the program will automatically be run without waiting for you to reply to a prompt. As with "Exec", the item will be marked as done in the schedule.

If you would prefer that Exec or Autoexec not mark the item done, but "Start" the item instead, simply enter the keyword in lower case ("exec" or "autoexec"). For details on the Start Item command see [Edit: Start Item](#) in the Menu Reference section.

You can manually launch an Exec or Autoexec item prior to its designated begin time. Simply select the item, then press F5 (or use Edit: Start Item).

Both Windows and non Windows programs, plus batch and command files may be run using these commands. If the program is a Windows application, the program window will appear in front of any other active windows and will have the focus. If it is a non Windows program, the system will automatically switch to the DOS environment to run it. When the program ends, the system will switch back into the Windows environment.

Programs and executable files must end in either ".EXE", ".BAT", or ".COM". For programs and executable files with names ending with .BAT or .COM, the .BAT or .COM suffix must be included with the name, otherwise the system will not be able to locate the program or file. For programs with names ending with .EXE, the ".EXE" is optional.

Note: Unless you specify the path explicitly (e.g. Exec c:\mydir\backup.bat), the PATH statement in Autoexec.BAT must include the directory in which the program or file is to be found.

The format for an Exec or Autoexec item title is:

<Description> <Keyword> <Program name> <Parameters>

<Description> is any text. <Keyword> is either Exec, exec, Autoexec, or autoexec.

<Program name> is the name of the program or executable file you want Above & Beyond to load and run. <Parameters> are any information that the program needs to perform.

All of the four parts above are optional. For example, you may want to use the keyword "Autoexec" with no program name to simply have an item (e.g. "Lunch") automatically marked as done.

The description, keyword, program name and parameters are all typed into the Title line in the definition dialog box used to create the item, and they will be displayed on the schedule in the normal fashion.

The keyword, program name and all parameters must be separated from each other by (only) one space.

Note: When running in a LAN environment and viewing someone else's schedule, you may temporarily disable *their* Exec and Autoexec launching by choosing Options: Alarms Off. Note that the setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedules. That is, Exec and Autoexec will still be functional when they view their Above & Beyond schedules from their workstation.

## **Exec Example**

Example Item #1:

```
Backup manuscript Exec C:\mydir\mybackup.bat B:
```

In this example, the description of the function you want to accomplish is "Backup manuscript". The keyword Exec instructs Above & Beyond to prompt you before it loads and runs the batch file. This will give you time, for example, to put a blank diskette into the drive. "mybackup.bat" is a batch file you created to make backup copies of the manuscript. You wrote the batch file so that it would copy onto any disk drive you specify. Here, you have specified the parameter "B:", indicating that you want to use drive B: this time.

## **Autoexec Example**

Example Item #2:

```
Autoexec Notepad
```

In this example, there is no descriptive text. You chose the keyword Autoexec this time because this is a high priority item and the program must run at the specified time. Notepad is the name of the program that will be run, and it requires no parameters.

# Workgroup Use

## Summary of Features

1. You can view and update the schedules of other Above & Beyond users. Note, however, that these schedules must be in directories to which you have read and write access. One or more of these schedules can be based on local area network (LAN) servers. Multiple schedules can be viewed on your screen in overlapping windows.
2. You can delegate items easily by "cutting" items from your schedule and "pasting" them into the schedules of co-workers.
3. You can check on the status of items being performed by others in the group. If the item is completed you'll see it marked done; if it is coming up, you can see when the person plans to get to do it.
4. You can easily schedule meetings when a group of others (and yourself) are available.
5. You can post electronic mail by inserting notes into another person's schedule.
6. A common company phone book may be created which can be accessed by every Above & Beyond user. If the company phone numbers are stored in a cardfile named "phone.crd" then simply add the following entry to each user's Worktools list:

Company Phone Book                      cardfile.exe    phone.crd

7. Users can be restricted for viewing and/or changing the schedules of other users. This is done by setting passwords for the various levels of access. See [Options: Set Passwords](#).

## **Opening Schedules**

In order to look at or update the schedules of others, you must first "open" the user; which means that their schedules will appear on your screen. A list of the "open" users is displayed in the Schedules menu. For instructions on how to "open" users, see the section on the [Schedules menu](#) .



## **Workload Management**

Supervisors who assign work can monitor and adjust the workload and priorities of each worker in a precise way. Above & Beyond schedules show clearly the workload on each day, in percentages, amounts, and even graphically with use of color on the pop-up calendar.

Supervisors know ahead of time when a worker is running out of things to do, or on the other hand, if too much work is piling up. Supervisors can see when workers will be getting to particular items, and shift the work sequence based on new priorities.

## **Status Query**

Supervisors can check the completion status of any item at any time, without interrupting the worker. The worker doesn't even have to be available, which is important if they are working at another location, at lunch, on the phone, out sick, or on another shift. This is an enormous time saver. If the supervisor finds the item has not been completed, he can also see when the worker has planned to get to it.

## **Passwords**

Users can be restricted for viewing and/or changing the schedules of other users. This is done by setting passwords for the various levels of access. For more information See [Options: Set Passwords](#) in the Menu Reference section.

Meetings for several Above & Beyond users can be planned jointly. The cost of trying to find out when everyone in the group is free

→Display

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