

# ***Action List 200 Help***

Action List 200 is a program designed to help you organise your daily activities, to prioritise them and to enable you to keep track of your progress. The product has been designed to be extremely simple to operate and consists of two main screens, the Viewer and Editor, combined with facilities to enable you to select, sort and search for information.

For the technically minded, the program has been written using Microsoft's Visual Basic, combined with Q+E Database for Visual Basic from Pioneer Software. QEVN stores its data using dBase iv format files, which means that your Action List data can be accessed by programs such as Microsoft Excel (using Q+E), Word for Windows etc. The database file is called TODO.DBF.

[Action List Viewer](#)

[Action List Editor](#)

# Action List Viewer

The Viewer is the main screen within the system and includes all of the menu facilities for adding, deleting, sorting and selecting records (and accessing help!). No entries can be made using this screen, however access to the [Editor](#) screen is available by double-clicking on the item of interest or by using the New Item or Detail options from the Edit menu.

## The File Menu:

### Save Settings

Saves the current sort and selection settings, together with the location of the windows on screen.

### Print:

This option prints a report listing all of the actions in the current selection.

### Print Setup ...

If you experience difficulty in printing the action report, try the Text Only printer option.

### Exit:

Quits Action List.

## The Edit Menu:

### New Item:

Opens the Editor for the addition of a new action item.

### Remove Item:

Deletes the currently selected Item.

### Delete Section:

Deletes all of the selected records.

### Detail Window:

Opens the editor with the current record.

### Item Search:

Opens the [Search Window](#)

### Select Records:

Opens the [Sort and Selection Window](#)

If you chose to [minimise](#) the Viewer form, Action List will automatically close any of the other forms in the application which are open. They will be reopened when the viewer form is restored.

## ***Action List Editor***

The Editor is used to add, amend, delete and browse through records. The use of most of the fields is self explanatory, but it is important to note that dates may be entered using either a long date format, such as "7 Aug 92" or a short date format, the specific layouts required being as defined in the International section of the Windows Control Panel. The screen also includes "spin buttons" which can be used for entering and changing dates - try them to see how they work.

Records are presented in the sequence in which they are displayed in the Viewer screen and can be browsed using the buttons marked << and >>.

## ***The Search Window***

The Search Window allows you to specify a string of characters for the system to search for in the Item field of the database ( i.e. all Items containing the word "Call"). While the search is active the system temporarily suspends any record selections made but continues to use any specified sort sequence.

## ***The Sort and Selection Window***

This window consists of two parts, dealing with the Sorting and Selection of records respectively. You are able to select records based upon their "Status" indicator and whether they are 'Business' or 'Personal' actions. In order to select records with a particular status, you must select the relevant check box. The following record status values are available:

- Urgent
- Priority
- Normal
- Done
- Cancelled

Similarly, check boxes are available to select either Business or Personal entries (or both).

Sorting records is similarly straightforward, with five options to chose from:

- Item
- Status
- Do By Date
- Do On Date
- None

Note that selections made using this form may be saved using the File|Save Settings menu option.

## ***Minimise***

This is a Windows term for turning an application into its Icon, and in the case of Action List 200, is performed by clicking on the 'Minimise' button on the top right-hand side of the Viewer form. Double clicking on the Iconised application will restore it as it was before it was minimised.

