The Joblist:

This is the main window you see upon starting the application.   The jobs are listed in sorted order, which normally means descending Virtual Priority order.   You can change the sorting method in the Sort submenu in the Options menu.   On color screens, the "Top" priority jobs appear in red.

The time and date appear in each Joblist. If the time is incorrect, go to the "General" Control Panel and change the Macintosh time.

The two buttons at the top of the Joblist are the equivalent of the "View this week's schedule" menu command and the "Add Job…" menu command (left and right button respectively).

Jobs can be selected using the mouse. One can select more than one job at a time using the shift key (select all between two jobs) and command key (toggle selection of a single job). Adding and editing of jobs can be done by selecting the appropriate menu item in the "Jobs" menu or by using the "command key" listed next to the menu item. You can also Cut, Copy, and Paste jobs between Joblists, or actually within the same Joblist if you really want to. You can also paste jobs into other programs (see "Exporting Jobs").

Command-D is called "Mark Done". That is EXACTLY THE SAME as "Move jobs to Done" except for Schedule jobs. For schedule jobs, Mark Done marks the job done for TODAY ONLY. That way, if the top 7 things in your job list are two 'Due' jobs, 3 'Appointments', and 2 'Schedule' jobs, you can just use Command-D to move all of the jobs to "Done" except mark your [regularly-occuring] Schedule jobs done for today so that they will not appear at the top of your joblist. You will probably want to use this command often, since this is the usual algorithm for eliminating jobs from your Current joblist. To actually move a Schedule job to the collection of "Done" jobs, use the menu item "Move to Done".

The Prioritizer™ : To re-sort your Normal and Due jobs, use the Prioritizer (in the Jobs menu). It   sorts using the stardard QuickSort algorithm. It lets you compare two jobs and state which has the greatest priority.   Then choose the highest and lowest priority for your jobs and then The Prioritizer will distribute your jobs within that range dependent on how you sorted your jobs. Note that the Quicksort algorithm sometimes will have the same jobs comapared twice.