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Welcome to *Above & Beyond*

Above & Beyond is a powerful Personal Information Manager (PIM) for planning, managing, and tracking your active business and personal life. Innovative *dynamic* schedules manage workflow effectively. 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 pop-up calendars, alarms, task and event timers, week and month at a glance, contact databases, group scheduling, company-wide phonebooks, and much more.

Above & Beyond is for everyone who has a lot to do and wants to do it!

"If you use Windows and have any kind of schedule to manage, this is the program to get! I recommend it highly. "

- Michael Callahan, Editor, Shareware Magazine

The more you accomplish each day, the sooner you'll reach your goals, and the more successful you'll be. This is why we created *Above & Beyond* for you.

The key to accomplishing more is planning ahead. You need a plan that allocates time for the things you want to do that will bring you the greatest return. The order and timing of tasks affect how quickly they can be accomplished. As your work is streamlined, your productivity will soar.

Dynamic Scheduling

Above & Beyond gives you the power to create personal schedules quickly and effectively. It automatically calculates timing, as you juggle the order of tasks by sliding them with your mouse. Want to defer something to another day? That's easy. Just click the right mouse button on a day in the pop-up calendar.

Above & Beyond is the PIM for success.

There are many Personal Information Managers, but *Above & Beyond* is the only one that makes it so easy to plan your time. Other PIMs consign your tasks to to-do lists, separate from your schedule. This makes planning difficult. They'll let you convert a task into an appointment, but the begin time is fixed. *Above & Beyond* solves this problem brilliantly. Everything you want to do appears in one place, where you can arrange your plans quickly and easily. The time you plan to begin a task will float, automatically updating as your schedule changes. *Above & Beyond* creates time for your tasks based on everything you're doing, in the order you've arranged. No other PIM can do this. Above & Beyond is the first PIM with Dynamic Scheduling.

Save Time & Money with *Above & Beyond*

Many *Above & Beyond* users who've switched from other PIMs are now saving 1 to 2 hours each day. The main reason is this: *Above & Beyond* creates and adjusts your plans so easily,

that the schedules you work from are optimal, letting you accomplish hours of additional items each day in the same amount of time. Remember, the key to accomplishing more is planning ahead.

Putting *Above & Beyond* to use can save you an hour or more each day. In an average workday, that translates to a boost of 10-20%. Imagine your annual income jumping 10-20%. With *Above & Beyond* you could realize a gain of $2,000, $5,000, or $10,000 per year.

Think of how this could benefit your entire department, or even your whole company. Imagine if you showed the CEO of your company *Above & Beyond* and it was adopted corporate-wide for everyone to use. If that's 10 or 10,000 people, you could be responsible for additional profits every year of between 100 thousand and 100 million dollars.

Register *Above & Beyond*

We invite you to use the on-line help to learn all about *Above & Beyond* and start putting it to work for you. When you're convinced it will save you substantial time and money, register. The price per user is only $99. For information on how to register, see Registration/Ordering a License.

For any questions, including special pricing on systems of 5 or more users, call us at 1Soft: Voice 707/987-0256 or FAX 707/987-3150.

Comments from Users

Companies using Above & Beyond

Above & Beyond is International

Company Background

Above & Beyond is developed and published by 1Soft Corp.

"1Soft is serious about helping you get the most out of your time."
- PC Magazine

Software Categories

Windows Applications
Personal Information Managers
Group Schedulers/Calendars
Organizers/Time Planners

Comments from Users

My enthusiasm for Above & Beyond is unbounded. It's head and shoulders above any other PIM on the market.

- Lee S. Jones

Once you start using Above & Beyond, you'll wonder how you managed without it.

- Clive Aldred, PC User Magazine.

That *dynamic scheduling* is worth its weight in gold.

- Robert Puttcamp

Above & Beyond is the greatest and most valuable piece of business software I have ever had.

- Hilary B. Miller, Esq.

The most important component of any PIM is its scheduling module.... Above & Beyond is in a class by itself due to its automatic, or *dynamic*, scheduling. It's the only program that takes a unified approach to scheduling by letting you enter all events -- to-do list items and appointments -- on one calendar.

- Steve Gilliland and Kathy Yakal, PIM comparisons in PC Sources, July 1992

Before I discovered Above & Beyond I had used OnTime and Desktop Set for quite awhile. No question about it, Above & Beyond is the best.

- George Dumas

Above & Beyond is GREAT! A marvelous time-saver!

- Bob Haussmann

I have been comparing Above & Beyond against another product of similar nature. They just don't compare! My other program has proved to be nothing but trouble, missed appointments, compatibility problems, etc. Above & Beyond is exactly what I've been looking for and I am ecstatic about it.

- Len Zigante, President, Vantage Point Services, British Columbia

Above & Beyond is an excellent program that's been carefully thought out. This is the handiest PIM I've ever used and I find it invaluable in keeping my schedule manageable.

- Michael Callahan, Editor, Shareware Magazine

I have loved this software since day 1.

- Ivan Druez

Companies Using *Above & Beyond*

The world's leading companies use *Above & Beyond* on LANs and personal workstations.

Hewlett-Packard, Intel, Martin Marietta, GTE, Kidder Peabody, Telecom Australia, Yale University, Ziff-Davis, NASA, Allied-Signal Aerospace, AT&T Bell Labs, NCR, Goodyear, ABC News, Whirlpool, Arthur Andersen, American Airlines, Borland, Carnegie-Mellon University, CIGNA, Compaq, Discovery Channel, DuPont, Goldman Sachs, Honeywell, IBM, Lotus, Merrill Lynch, Union Bank of Switzerland, Volvo, Microsoft, Westin Hotels, AMD, Salomon Brothers, Seagate, Novell, Siemens, and thousands of others.

Above & Beyond is International

Registered *Above & Beyond* users hail from 33 nations around the world:

United States, Canada, Mexico, Brazil, United Kingdom, Ireland, Germany, Netherlands, Spain, France, Belgium, Norway, Finland, Sweden, Denmark, Luxembourg, Portugal, Italy, Austria, Switzerland, Saudi Arabia, Turkey, Tanzania, South Africa, Australia, New Zealand, Philippines, Japan, Taiwan, Hong Kong, Singapore, Thailand, and Malaysia.

Company Background

1Soft Corporation was founded in 1990 to bring *Above & Beyond* to all those who could benefit from using it. It is a company with a single product, a single focus: helping you make the most of your time.

1Soft headquarters is located in northern California.

Time Management

Conventional Methods
Dynamic Scheduling
Advantages of Schedules over To-do Lists

Conventional Methods

People have traditionally used four common reminder systems. There are some drawbacks to each of these methods, but fortunately today we have a solution that improves on all of them.

1. Physical view. Leaving items to work on in physical view is the simplest system, but has limited effectiveness. Offices and desks soon become cluttered and stacked so high with objects, that some become hidden, and easily missed. Further, focusing on the current task is impaired because of the surrounding distractions. Also, there is no record of when tasks were completed.

2. In-baskets and action folders. These work well for certain types of tasks, but only as far as they are uniform in priority, duration, and deadline. You have to physically view each document individually. There is no summary list of items which you could prioritize. There's a danger that time-critical items may not be dealt with at the right time. Review is a problem. There is no record of when things were completed.

3. Appointment calendars. These work fine for appointments, but not general work load. They are ineffective for the hundreds of tasks you want to accomplish each week, because tasks frequently need to be juggled from day to day and hour to hour. Appointment calendars with their fixed-length slots do not accomodate tasks well, nor make it easy to shift them.

4. To-do lists. Listing tasks is a good way to remember them, but doesn't create a clear plan for effectively doing them. Unstructured to-do lists can quickly become lengthy, making copying tasks, and scanning items take considerable time.

The next section explains the long awaited time management breakthrough: Dynamic Scheduling.

Dynamic Scheduling

Above & Beyond harnesses the power of your PC to create a system that works for you.

There's an innovative technology in *Above & Beyond* called Dynamic Scheduling. You can quickly enter any tasks you want to do. Then, take your mouse and move items around on-screen for instant planning. As you juggle items, each day's plan updates automatically.

Choose explicit times and dates only for appointments and events. For tasks, *Above & Beyond* will calculate a planned begin time automatically, based on everything you have to do. For the bigger picture, you'll see the workload level of upcoming days or weeks in a pop-up month calendar. You can prioritize the items and even use workload balancing to have everything refitted automatically. This keeps your schedules from being too heavy or too light. Choose exactly the workload level you desire.

Above & Beyond frees you from the manual labor of conventional time management methods. You can do what you do best: make decisions about what's important to you, and focus on doing what you want to do. It frees your mind from the clutter of remembering everything, and the stress of constantly figuring and refiguring whether everything is going to be done by deadline. With *Above & Beyond* you have a clear sight on exactly where you're going, and when you're going to get there.

Above & Beyond is today's most effective planning system for day-to-day management. With your workload prioritized and effectively streamlined, your productivity can soar.

Above & Beyond serves you in all three perspectives: Planning, Prompting and Reviewing. You plan on-screen -- easily juggling items as schedules recalculate instantly. Use the generated schedules as a guide for prompting throughout the day. And everything completed is available for review.

Advantages of Schedules over To-do Lists

A to-do list is a prioritized list of items. A schedule is a chronologically ordered, prioritized list of items in the structure of a time-based plan. With Above & Beyond you can prioritize your to-do list on-screen and then have your workload automatically flow into schedules. There are several advantages in schedules:

1. Because time is allocated for each task, a schedule clearly shows what can be accomplished on a given day. This helps you budget your time. Basic to-do lists give you no indication of how much time they represent. A schedule gives you a plan for the day. You can start to visualize what you'll be doing, and be prepared when the time arrives.

2. Schedules serve as a guide. A well-planned schedule can be followed smoothly. To-do lists require frequent stops to read the list and decide what to do next. With a lengthy to-do list and no schedule, each stop can take from 2-5 minutes. Over the course of a day with 30 items or 30 stops, using a schedule instead of a to-do list can save you between 60 minutes and 2 and 1/2 hours.

You may be wondering, "but don't schedules take a long time to compose?" Not anymore. *Above & Beyond* does the work of creating each day's schedule for you instantly.

Product Information

Key Features of Above & Beyond
Registration/Ordering a License
Comments Welcome
Share the Benefits
Legal Requirements

Key Features of *Above & Beyond*

All the features you need for reaching your potential.

- Dynamic Scheduling with state-of-the-art interface for clear and easy on-screen planning
- Floating tasks
- A full-range of recurring item scheduling choices and carry-over options
- Exceptions to recurring Items; modify/cancel one or all occurrences
- Recurring items flexibility. They can run indefinitely, having no end date requirement
- Prioritizing w/ deadlines and postponements
- Workload Balancing
- LAN/Group scheduling, including Meeting Maker
- Password protection (3 levels), private items
- Mobile computing, supporting file exchange with portable PCs
- Phone/Address/Note books
- Auto-dialing
- Pop-up rate-based timer for phone call tracking or billing
- Item timers
- Agents (automated launching of applications and batch files at preset times)
- Choice of all TrueType fonts on screen, and in reports
- Dozens of report options: Day, Week, Month, Range, Priority List, portrait/landscape, more
- Date and time entry short-cuts, eg. "today", "Sa", "10" days from now
- Logging of all completed items for later recall
- Perpetual calendar through the year 2068
- 4,4,5 calendar scheduling
- Alarms with snooze option
- Plenty of room for item descriptions
- Notes attached to items, huge capacity, copy/paste to/from other applications
- Optional conflict checking
- Carry-over of undone items
- Automatic, background file-saving
- Week at a glance in variety of screen layouts
- Month at a glance with item descriptions
- Pop-up color utilization calendar, showing relative workload across entire month
- Import and export
- Choice of page sizes for printed schedules (DayTimer, Filofax, etc)
- Small datafile size (eg. a heavy workload of 300 items consumes less than 50K disk space)
- A clean interface, without screen clutter for clear, unconstrained views

Registration/Ordering a License

You can order an *Above & Beyond* license directly from 1Soft by mail, phone, or FAX with a check or credit card (VISA/MC/Amex). The program will generate an order form for you. From the *Options* menu, select *Order an Above & Beyond License*. In return, we'll send you the complete package, including a printed user's guide, a disk containing the latest version, and your personal user ID.

If you're ordering from outside the U.S. you can pay by credit card. If paying by check, be sure it is either a check drawn on a U.S. bank, or use an International Money Order.

This copy of *Above & Beyond* is the complete program; there is nothing held back. You can start using it immediately to plan your schedules: entering appointments, tasks to do, recurring items, etc. When you register, you'll receive a user ID which enables you to continue to use the program, retaining all the data you've entered.

As a registered user you'll also be entitled to substantial discounts on future upgrades.

Send your Comments and Requests

Your questions, comments and requests for enhancements are welcome. Please address your comments to:

1Soft Corporation
Product Comments
Post Office Box 1320
Middletown, CA 95461

Share the Benefits

Many people you know could benefit from using *Above & Beyond.* Fortunately, this program is authorized for shareware distribution. Shareware means you can freely copy our software to evaluate it. It's a try-before-you-buy method. We encourage you to make copies of Above & Beyond, and give them to others to evaluate.

Please feel free to upload *Above & Beyond* to any of your favorite BBS's, To make it simple we've included a DOS batch file, ZIP.BAT to create AB.ZIP with the right files. A program description is in the file FILE_ID.DIZ.

Shareware

We provide *Above & Beyond* as shareware. As a user, you pay us only if you intend to use it beyond evaluation. The process of purchasing a license is also known as registering.

1Soft Corp. is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to ASP Ombdusman 70007, 3536.

Legal Requirements

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Installing *Above & Beyond*

Single User Installation
LAN Workgroup Installation

Single User Installation

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 to this target directory. Some files are in compressed form on the diskette and will be automatically uncompressed as they are installed.

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

Step 2: From the Windows Program Manager, select File: Run and type:

A:INSTALL

You will be prompted to specify the name of a directory in which to install the files. You may overtype or accept the default shown. You will also be asked if you'd like an Above & Beyond icon created. Answer "yes" if installing for the first time.

Note: If you have a TIMEDATA.PAK (or other .PAK) file from a previous version of Above & Beyond, it will be automatically loaded when you start this version of Above & Beyond *unless it is stored in a different directory*. In that case, copy it to the directory where Above & Beyond has just been installed before running Above & Beyond.

Step 3: Start Above & Beyond by double-clicking on the icon.

Installing Above & Beyond for a LAN Workgroup

1. Install Above & Beyond on each PC as described in the section on single user installation.

Note: 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.

2. Designate a sub-directory on the server's hard drive specifically for each user. Their datafiles (.PAK and .LOG files) and notes will be stored here.

3. If J: is the name of your server drive, then the Above & Beyond icon command line on a typical workstation could be as follows:

```
C:\AB\A&B.exe    J:\Bill\Bill
```

Note: If the directory and/or file you specify does not yet exist it will automatically be created when Above & Beyond is run.

See the Schedules Menu section for information on setting up access to the schedules of other workgroup members.

Core Concepts

Juggling
Planning Sessions
Accounting for Time
Allocating Time for Projects
Workload Balancing

Juggling

It's easy to juggle your plans with *Above & Beyond* with its innovative interface. First select the item. Then move it in one of two direct ways:

1. Using a mouse, drag the item to a new position. Either move an item ahead or back in time on a given date, or move it to another date when viewing multiple days in tiled windows. Schedules adjust automatically.

2. Click on a date in the pop-up calendar with the *right* mouse-button. The item will instantly be moved to that date.

Planning Sessions

Have a major planning session once each day. Probably first thing in the morning or the last thing at the end the day. This session will typically last ten to twenty minutes. This is the time when you bring your schedules up to date: marking done completed items, adding new items, and rearranging your plans based on changes in priorities.

This is a sequence to follow:

1. Mark done completed items on the finished day.
2. Add any unplanned items you did if you want a complete log.
3. Delete any obsolete items
4. Issue the Carry-over Undone Items command
5. Add any new items
6. Fine-tune the sequence in the Priority List
7. Issue the Balance Workload command
8. Fine tune the arrangement of today's schedule
9. Print today's schedule

Accounting for Time

Above & Beyond includes several commands for time tracking. You can indicate that you've started working on a task by issuing the Start Item command. This starts a task-timer running and shows on-screen how long you've been working on it. When you complete the task, marking it done, the actual time in the timer will be recorded as the duration of that item.

If you decide later you want to resume working on that task, select it and issue the Start Item command again. A second instance of the item will be created and a task-timer will be started.

To start the timer if you've already started working on the item, use Alt+F5. This starts the timer and sets the begin time to the end time of the item last completed.

Insert Done Item is a useful command when you're tracking your time. This is for recording any unplanned items that you accomplished. It's a handy command because the begin time is automatically initialized to the end time of the previous task.

Even if you don't Start an item you can have the actual duration logged when you mark it done. Instead of pressing Spacebar, press Shift+Spacebar (shortcut for Edit: Item Done Now, Fit to Gap). The task will be given a duration that fills the intervening span of time.

Allocating Time for Projects

Allocate time for projects by scheduling a recurring item. If you want to work on the project 3 hours everyday from today until 10 days from now, edit the item, and press the recurring button. You can enter those start and end dates from the recurring dialog box having this project come up daily.

Workload Balancing

Workload balancing enables you to automate the rescheduling of your undone tasks based on their priority and other requirements. Any tasks that don't have to be tied to a particular date can be designated as "Fluid" items and carry a priority and, optionally, a deadline. When you issue the Balance Workload command, Above & Beyond will reschedule all of your fluid tasks in a few seconds. This enables you to have priority-ordered schedules that smooth out lulls or crunches to produce optimized plans on demand.

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 everyday occurrence. But you can change that with Workload Balancing. Automated balancing of the workload is fast, and takes into account all priorities and deadlines.

Priorities

Fluid items each have a relative priority based on their position in the Priority List. 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/Change 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 one instance of a recurring item, it will change it to an exception and make it fluid. Or select "Exception" in the Insert/Change 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 View: Priority List. The priority of an item can easily be changed in several ways. You can slide the item up or down in the Priority List to raise or lower its priority. Or 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 pop-up 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 to which you'd like to postpone it. Don't worry about postponing past the deadline, because Above & Beyond will check deadlines and warn you before you exceed 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/Change 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 (not Fluid) items. But many things, perhaps 30-60% of your items could be Fluid. The more fluidity you have in your schedules, the easier it is to balance your workload.

How To Handle The Unexpected

If your work and lifestyle often has unexpected items that need to be handled that same day, set workload balancing to allow a certain amount of free time in the day. Otherwise, it will completely fill each day's schedule with planned items. To specify the amount of free time to reserve, select Options: Settings: Workload Balancing.

Using *Above & Beyond*

Selecting Schedules
Schedule Notation
Inserting Items
Recurring Items
Changing Item Information
Deleting Items
Done Items
Carry Over Undone Items
Juggling Items
Highlighting an Item
On Screen Views
Printed Schedules
Notes
Item Status/Color
The Toolbar
Data Saving and Backups
Schedule Archiving
Agents

Schedule Notation

At the top of each schedule is the following information: 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.
Related topics: Begin Time Greyed and International Time & Date Formats

There are some indicators that appear beside item descriptions in the schedules:

-**r** a standard instance of a recurring item.
-**rx** an exception to a recurring item
-**a** alarm set
-**ax** alarm has already gone off today
-**ar** alarm already gone off today, but will repeat later ("snooze").

A small digital clock will appear in the lower right corner of the screen whenever Above & Beyond is running (unless you have selected Option:Clock Off). When it is on you can switch back to Above & Beyond from any other application simply by clicking once on the clock.

Begin Time 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:

3:00	mm/dd/yy	United States, Taiwan
15:00	dd/mm/yy	Australia, United Kingdom, Belgium, Brazil
15:00	dd/mm/yy	Italy, Netherlands, Iceland, Spain, New Zealand
15:00	dd.mm.yy	France, Germany, Norway
15.00	dd-mm-yy	Denmark
15.00	dd.mm.yy	Finland
15,00	dd.mm.yy	Switzerland
3:00	dd/mm/yy	Mexico, Canada (English)
3:00	yy.mm.dd	South Korea
15.00	yy-mm-dd	Sweden
15:00	yy-mm-dd	Austria, Portugal, Canada (French)

Selecting Schedules

To display the schedule for a desired day, click on the date on the pop-up calendar. If using only a keyboard, see The Select Menu.

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 click the mouse on the toolbar.

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 click the mouse on the toolbar.

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

Press INSERT, or double-click on any open space on the schedule screen (not on a existing item). A dialog box will appear for entering the item's definition.

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.

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 because the shift key is not required.

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".

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 Insert/Change 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" field 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.

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". To convert a Fixed item to Floating, select the Begin Time field and press Delete.

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 and date formats.

Firm / Fluid

In the "Insert/Change Item" dialog box is an 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.

If the bounds boxes are left empty, 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 will pop up alerting you to the start or end time of the item. You may choose to have the alarm remind you again in a specified number of minutes.

To set an alarm, click on the **Alarm** button while editing an item. This will bring up the Alarm dialog box where you'll have the opportunity to set the alarm to go off either before or after the item begin time, or before or after an item is scheduled to end. You can indicate the amount of time (up to 99 minutes) before or after the item that you would like the alarm to go off.

To disable the alarm, you can delete the X from the check box to the left of the Alarm button in the Insert/Change item dialog box.

When an alarm is set, the item will appear on your schedule with "-a" after it. 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.

If you prefer that alarms appear on screen but with no sound, click on "Set Sound" and select "None". The alarm sound may also be set in the Options menu under Settings: Alarm Sound. If you have a Windows sound driver installed, you may specify a wave (.WAV) file to replace the default alarm sound.

Recurring Items

If you want to schedule a recurring item choose R**ecurring** from the Edit: Change Item dialog box. This will bring up the **Recurring** dialog box where you can designate how often and on which days you'd like the item to appear on your schedule.

You can choose many options: Daily, every so many Days, Weekly, every so many Weeks, Monthly, every so many Months, Annually, or every so many Years. A starting date is required, and is initially set to the current view date. An ending date is optional. If you leave the ending date blank, the item will be scheduled indefinitely. In Weekly and Monthly scheduling if you leave all boxes unchecked, occurrences are based on the starting date.

You can later choose to delete one or all occurrences. See Edit: Delete Item or Edit: Delete All Occurrences.

Cardinal Month Days
Ordinal Weekdays
4-4-5 Quarterly Calendar
Entering Birthdays
Recurring to Non-recurring
Delete All Occurrences
Exceptions to Recurring Items
Carry Over Options

Cardinal Month Days

A recurring item can be scheduled to appear on any particular days of the month. To schedule an item for the last day of every month (even those with fewer than 31 days), choose 31.

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.

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.

In addition, with the 4-4-5 calendar option selected, the following information is displayed on each Sunday in Month-at-a-Glance: The number of the week (1-52) is shown in parenthesis. Then the month and number of the week within that 4-4-5 month is shown. For example: "(50) Dec:3" indicates that the week is the 50th week of the year; and the third week of the 4-4-5 month of December.

Entering Birthdays

From the Recurring dialog box, choose **Annually**. Specify "Starting Date" as the next occurrence of the birthday; not the actual date the person was born. The reason for this is that the actual day they were born may be outside of the range of Above & Beyond dates.

Alternatively, you may want to enter birthdays 2 weeks prior to the next occurrence of the birthday and have it read e.g. "Mary's birthday on mm/dd/yy." This will allow you time to send a card, plan a surprise party, etc.

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 choose View:Alphabetical Items List, select the recurring item, and 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 on Friday, your daily lunch, normally from 12:00 to 1:00 needs to be moved to 12:30 and extended to 90 minutes. These exceptions are easily handled in Above & Beyond.

When you go into the Insert/Change dialog box to edit a recurring item, the **Exception** button will be automatically selected. This indicates that this is an exception to the normal recurring definition for this item. If you want this exception to become the new standard, click on **Standard**. To simply cancel one instance click on **Cancel**.

You can also create an exception simply by dragging or moving a standard instance to another day.

Carry Over Options

You may flag specific recurring items so that they will not be carried forward in the normal fashion but instead be deleted or shifted. These options are selected in the Carry Over Options section of the recurring item dialog box.

Carry Over Options: Delete

Suppose you have a daily recurring item called "Lunch"; and you don't want to have to mark it done each day, and yet you don't want it to be carried forward with other undone items. In Carry Over Options, select "Delete". Now, whenever you select Carry Over Undone Items, "Lunch" will be deleted rather than carried forward.

Carry Over Options: Shift

Suppose you have a recurring item called "Mow the lawn" set for every 7 days. If not done on a particular day, you want *all* occurrences of the item to be *shifted* ahead so that there is still a 7 day span before the next occurrence. In Carry Over Options, select "Shift". Now, whenever you issue the Carry Over Undone Items command, all future occurrences will be shifted ahead.

Note: The Shift feature simply replaces the "start date" of the recurring item with the date of the day you are carrying over to. It is designed for items that occur every n number of days, weeks, months or years. For this reason it will work for recurring items where *no specific weekday or month day* is selected. For example, select "Weekly" and type in the desired start date; but do not use the particular check boxes "M", "W", etc. Similarly with Monthly items.

Changing Item Information

To change any information for an *undone* 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 select "Cancel".

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. A message will appear, asking you to confirm the delete command. Click on "Yes" and the item will be removed from the schedule.

Done Items

When a selected item is "done", simply press the Spacebar. A line will appear through it indicating that it is a "done" item. See Edit: Item Done for more on done items.

Carry Over Undone Items

To move undone items ahead to present day or a selected future day, simply press F12, or click on the suitcase icon in the toolbar. If you have today or a past date selected on view, all undone items will be moved to today. If you have a future day selected they will be moved to that particular future day. See also Carry Over Options in the Recurring Items section.

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 Reference 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 appear in the schedule as underlined. The Highlight Item command (Shortcut: F3) will underline the currently selected item. Press F3 again to remove the underline.

Certain printouts include only highlighted items. For more information on printouts see the print commands in The File Menu.

On Screen Views

One to seven schedules can be viewed on screen simultaneously. The schedules may be tiled vertically or horizontally. You may also view a list of all items 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 a variety of reports from Above & Beyond. 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.

Item Status/Color

Schedule items may be one of eight user definable statuses. Items with a particular status can appear in any color you choose. The "status" of an item may be easily set by clicking on the item with the RIGHT mouse button (or by pressing Ctrl+F3). For more information on setting item status/color, see Options: Define Statuses.

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: Find

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: Standard Report

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 (with the extension .BAK) is maintained which contains your previously saved scheduling data.

Your data is vital, especially the scheduling data you rely on to plan your future and to track your accomplishments. On a daily basis make backups of all the data files in your *Above & Beyond* directory and subdirectories. These backups should be made on reliable media and stored in a safe place.

You may employ an Agent to have these backups done automatically. For details, see Agents.

Schedule Archiving

A schedule will be "archived" after all items on that day have been either marked done, rescheduled, carried forward, or deleted, and the day is past. In other words, all the items remaining on the past day are marked done. Archiving for past days occurs when you exit from *Above & Beyond,* or if you leave the program running, at 2:30am daily. Those completed items are written to monthly log files named for the month and year. For example: "Jan94.Log".

To view the archived schedules for a particular month, select any schedule in the month; then choose View: History for Month. (See Selecting Schedules for more information on how to select schedules.) The archive (log) files are ASCII (text) and may be displayed, edited or printed using the Windows notepad or other word processing application.

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.

Agents

You can schedule an *Agent* to launch a batch file or application at a precise time. You can have the agent prompt you before it launches the program; or you can have it launch automatically without asking permission.

Agents are activated by either of the two keywords, "Exec" or "Autoexec" appearing in the item title. You may also specify parameters which will be passed to the program. Windows and DOS programs, batch and command files can be run using Exec or Autoexec.

When the keyword "Exec" is used, and the scheduled begin time for that item is reached, an agent will display 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.

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.

At launch time, the agent can either mark the item done, or "start" (timing) the item; depending on your preference. Use "Exec" or "Autoexec" (in mixed case) and the agent will mark the item done. Use all lower case ("exec" or "autoexec") and the item will be "started". For details on "starting" items 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).

Note: Unless you specify the path explicitly (e.g. Exec c:\mydir\backup.bat), the PATH statement in your Autoexec.Bat file 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. Programs or executable files must end in .EXE, .BAT, .COM, or .PIF.
<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 automatically marked done.

The description, keyword, program name and parameters are all typed into the Title line in the Insert/Change item dialog box, 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.

Exec Sample Item:

Backup notebook files Exec C:\ab\backup.bat

In this example, the description of the function you want to accomplish is "Backup notebook files". The keyword Exec instructs Above & Beyond to prompt you before it loads and runs the batch file backup.bat. This will give you time to put a blank diskette into drive A if, for example, Backup.bat contained the command "Copy C:\ab*.nbk A:".

Autoexec Example:

Meet with Bob Autoexec

In this example, the descriptive text is "Meet with Bob". You chose the keyword Autoexe because you want this item to be marked done automatically without prompting you first.

Workgroup Use

Above & Beyond is a big boost for workgroups. Where workstations are connected via a LAN (local area network), 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* 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 makes group scheduling easier than you ever thought possible... This is the way group scheduling should work."

- PC Magazine

Summary of Features

Workload Management

Status Query

Opening Schedules

Passwords

Meeting Maker

Alarms and Agents Off

Summary of Workgroup Features

1. 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. Delegate items easily by "cutting" items from your schedule and "pasting" them into the schedules of co-workers.

3. 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. Schedule meetings when a group of others (and yourself) are available.

5. Post electronic mail by inserting notes into the schedules of others in the workgroup.

6. Share a company phone book. 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	nb.exe	phone.crd

7. Restrict users from 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.

Meeting Maker

Meetings for several Above & Beyond users can be planned easily. The cost of trying to find out when everyone in the group is free is normally quite high, because of the amount of time it takes to query each person in the group, have them check their schedules, and recheck their schedules for alternate slots. Those steps are eliminated with the Meeting Maker because anyone with access to all the schedules can plan a meeting that is conflict-free. Above & Beyond will find blocks of free time which are common the users whose schedules are currently *open* on the screen of the person who is scheduling the meeting. When a meeting is scheduled, the item is posted on the schedules of each of the attendees.

To access the Meeting Maker, select Schedules: Arrange a Meeting. A list of the users who are *open* will be displayed in a box labeled "Attendees". For information on how to "open" selected users, see the section on the Schedules menu.

Enter the title of the meeting as you would like it to appear on the attendees schedules. Enter the duration of the meeting if different from the default duration. Select the appropriate check box(es) for the day(s) of the week that the meeting can occur.

The "Search Bounds" are the time constraints for when the meeting can be scheduled. The "Start Date" is the earliest date that the meeting could be scheduled. Enter the desired search bounds and start date if different from those shown.

When the "Search" command is selected, Above & Beyond will search the attendees schedules for a block of free time of the specified duration, between the search bounds, and after the start date. The first potential meeting date will appear in the box below the "Search" command button. The block of free time which is common to all attendees on that date will appear in the "Open Range" box. A suggested begin time will appear in the "Begin Time" box. If the open range is longer than the meeting duration, you may specify an alternate begin time within the open range.

If the first potential meeting date and open time range is not to your liking, simply select the "Next" command. Above & Beyond will search for the next block of free time (of the duration specified) which is common to all attendees. To return to the first potential meeting date select the "Search" command again.

When the suggested meeting date and begin time is to your liking, select the "Schedule" command and the meeting will be added to each attendee's schedule. To exit the Meeting Maker select the "Exit" button.

In addition to scheduling meetings, the Meeting Maker can also be used to post a memo to several schedules at once. Open the schedules (as above) for the people who are to receive the memo. Enter the text of the memo and a duration of zero (to indicate it is a memo), and then click on "Schedule". The memo will be posted on the schedules of all people listed in the "attendees" box.

Alarms and Agents Off

When running in a LAN environment and viewing someone else's schedule, select "Alarms and Agents Off" in the Options menu. This will prevent *their* alarms from popping-up on your screen. Also, this will insure that *their* Autoexec items will not launch events on your PC. Your alarms and Autoexec items will function normally.

Note: The setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedule. Alarms will still pop-up during *their* Above & Beyond sessions. This setting is remembered between sessions, so you need only issue this command once.

Menu Reference Section

The File Menu

The Edit Menu

- Notes

The Select Menu

The Juggle Menu

The View Menu

The Worktools Menu

- AutoDial
- Timer

The Schedules Menu

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The Options Menu

The File Menu

Print
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File: Print

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Range of Schedules
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Alphabetical List
Open Notes
Viewed Schedule Notes
Week Outlook
4 Week Outlook
Month Outlook
3 Month Outlook
Chronological List
Range of Outlooks

File: Print: Standard Report

This command prints the report(s) you have selected in File: Report Options. A shortcut for this command is Ctrl+P.

File: Print: Today's Schedule

This command will print the current day's schedule.

File: Print: Viewed Schedule

This command will print the schedule currently being viewed on the screen.

File: Print: Range of Schedules

This command will print a number of schedules between the dates you specify. You may also specify the number of days you would like to appear on each sheet of paper.

File: Print: Priority List

This printout includes a list of fluid items ordered by priority. Select "First Page" to print just the highest priority items. Select "All Pages" to print the entire list.

File: Print Alphabetical List

This printout lists all schedule items sorted alphabetically on the item description.

File: Print: Open Notes

This command will print all notes that are currently "open." There are several ways to open a note for a selected item:

Click on the toolbar note icon.
Press Control+E
Choose Edit Notes from the Edit menu.
From the Insert/Change item dialog box click on View Notes.

Once a note has been added, it can also be accessed by double clicking on the note icon that appears at the extreeme left of the schedule item.

To close a note, double click on the control bar in the upper left hand corner of the note window.

File: Print: Viewed Schedule Notes

This command will print all notes (open or not) on the currently viewed schedule.

File: Print: Week Outlook

This printout includes all schedule items for the current week. To print an outlook for a week other than the current week, select File: Print: Range of Outlooks

File: Print: 4 Week Outlook

This printout includes all *highlighted* schedule items for four weeks starting with today. To print an outlook starting on a date other than today, select File: Print: Range of Outlooks.

File: Print: Month Outlook

This printout includes all *highlighted* schedule items for the current month. To print an outlook for a different month, select File: Print: Range of Outlooks.

File: Print: 3 Month Outlook

This printout includes all *highlighted* schedule items for the next 90 days. To print an outlook for a different time period, select File: Print: Range of Outlooks.

File: Print: Chronological List

This printout includes a list of *highlighted* items for the next 90 days.

File: Print: Range of Outlooks

Use this command to print an outlook for a period of time other than the current week/month.

File: Report Options

Use this command to specify which reports will be printed when you click on the toolbar printer icon, or when you press Ctrl+P or choose "File: Print: Standard Report". Portrait/landscape and other report attributes are also set here. These attributes will be used whenever a report is printed.

Notes "Interleaved" indicates that you want the attached note (if any) to be printed immediatly following each item description. Choose "At End" to print all items, then all notes.

File: Report Filter

Use this dialog to specify that items of certain statuses be included or excluded from printouts.

File: Choose Fonts

You can select different fonts for viewing on screen and for printouts. For printouts you can choose different fonts for "Normal text", "Headings" and "Extended Outlook". Extended Outlook refers to reports such as the Week and Month Outlooks.

For on screen, you can choose different fonts for when schedules are displayed in a Single Schedule Window, and when displayed in Multiple Schedule Windows such as Week at a Glance. In addition, you may select a special font for the schedule headings.

File: Page Setup

For printed output, use Page Setup to select from a variety of page height and width options. For example, for Daytimer's appointment books, use 6.75" by 3.75". Select "Extra Wide Left Margins" when using paper with pre-punched holes along that margin. Select "Centered" when using non-standard sized paper in the manual feed slot of printers such as Laserjets.

If you choose "Full", the settings from the current printer setup are used. These are selected in the Windows Control Panel which may be accessed with the File: Control Panel command.

File: Control Panel

Use this command to quickly access the Windows Control Panel, for example, to set printer options.

File: Import

Schedule items can be imported from the file IMPORT.TXT into Above & Beyond. Each line of the file should be in the following format:

<date> <begin time> <duration> <title>

Use one space (no tabs) between the four parts. Everything but the title is optional.

For the many acceptable formats for date, begin time, duration, and title, refer to Inserting Items Into a Schedule. For date format see Entering Item Date. For begin time format see Begin Time and Floating Fixed. For duration format see Entering Item Duration. For title format see Entering Item Title.

File: Export

Use this command to export a schedule, or range of schedules, to a file entitled EXPORT.TXT in the current directory. To easily view this file select View: Export File.

File: Note File Name

This command will display the filename for the note that is attached to the selected schedule item. You may need this information to import the text of a note into a non-Windows application. To copy the text of a note into another Windows application, use the Windows Copy and Paste commands: Control+C to copy; Control+V to paste.

File: Data File Name

This command will display the name of the file where the schedule information is stored. This is helpful when you have the schedules of several users active on the screen at one time. Using this command, you will be able to verify whose schedule you are looking at in cases where the person has not entered their name in the banner line.

File: Save Data

Save Data will save current changes to disk. Since changes are saved automatically every sixty seconds and when exiting, use of this command is not required.

File: Exit

This command will save current changes and exit Above & Beyond.

File: Exit All

This command will save current changes and exit all Above & Beyond sessions.

File: Mobile Computing

Check-Out will copy your Above & Beyond data files to a floppy (A: or B: drive) for using Above & Beyond at another location.

Check-In *over-writes* the Above & Beyond data files on the PC with the data files from the floppy disk. For this reason, you should not make changes to a schedule on the hard disk that is checked-out. When a checked-out schedule is loaded, a message will remind you to Check-In before making changes.

File: About Above & Beyond

This command will display the version number of the program and 1Soft's address, phone and fax number.

The Edit Menu

Insert Schedule Item
Insert Memo Item
Change Item
Change All Occurrences
Delete Item
Delete All Occurrences
Edit Notes
Item Done
Fluid Item
Highlight Item
Private Item
Schedule Item
Start Item
Cut
Copy
Paste
Advanced Commands...
    Duplicate Item
    Start Item After Last
    Append Time & Date Stamp
    Item Done Now
    Item Done Now, Fit To Gap
    Set Status
    Insert Done Item
    Fit to Gap
    Separate Notes

Edit: Insert Schedule Item

To add a new item to your schedule, press the Insert key; or double-click on any free area on the schedule. A dialog box will appear in which you enter specific information about the item. When you have completed your session in the Insert/Change dialog box, select OK and the item will be inserted into the schedule.

For more about the Insert/Change dialog box, see Inserting Items into a Schedule.

Edit: Insert Memo Item

To add a "memo" item to your schedule, press Alt+Insert. This will bring up the "insert" dialog box. Enter the text of the memo and select "OK". The item will be labeled "memo" and will not conflict with scheduled items; nor will it be calculated into the workload by the color utilization calendar.

Edit: Insert Done Item

For those times when you want to record something you did that wasn't planned, press F10; or choose Edit: Insert a Done Item. This is a shortcut for inserting an item, editing the begin and end times, and marking it done. Default values for the begin and/or end time are used unless they are modified by being over-typed. The default begin time is the end time of the previously done item. The default end time, is the current time. See also Edit: Item Done Now.

Edit: Change Item

To change previously entered information for an item, double-click on the item; or, if the item is already selected, you may simply press Enter. Make the desired changes, then click OK.

Note: If the item changed is a recurring item, this *one* instance is now an "Exception" to the "Standard" recurring definition. To define a new standard, use Edit: Change All Occurrences.

Edit: Change All Occurrences

Use this command to change *all* occurrences of the selected recurring item.

Note: If you wish to change just *one* instance of a recurring item, use Edit: Change Item.

Edit: Delete Item

To remove the selected item from the schedule, press the Delete key.

If the selected item is a recurring item, only the selected instance will be deleted. To remove all occurrences of a recurring item, press Control+Delete.

Edit: Delete All Occurrences

To remove all occurrences of a recurring item, press Control+Delete.

Edit: Duplicate Item

The Duplicate Item command will insert a duplicate of the selected item into the schedule directly below the selected item. Shortcut: press double-quote (") while in the schedules view.

Edit: Notes

There are several methods to attach a note to a schedule item. If you are in the "Insert Item" dialog box, click on the View Notes button in the upper left hand corner of the dialog box. At any other time, press Control+E or click on the Note toolbar icon. Once a note has been created a note icon will appear to the right of the item's description on screen. To view or edit the note, double-click on the note icon, or click (once) on the toolbar note icon.

Navigating in a note is fast and easy. You can use the keyboard exclusively, or use your mouse as well. To move to the end of a note, use Ctrl+End. To move to the beginning of a note, use Ctrl+Home. Any areas of text can be selected and cut or copied and pasted to any other Windows application. You can also paste in text from other Windows applications.

If you wish to delete the entire text of a note, select the text and then press "Delete". (To select the entire text, place the cursor at the beginning of the text and press "Shift+Control+End").

Time and date stamping is available from the control menu. The shortcut is Ctrl+D.

Also in the control menu of each note is a word & character count command which displays the number of words and characters in the text of the note. If some portion of the text is selected, the count will be just for the selected portion.

"Open" notes many be printed by selecting File: Print: Open Notes. Notes are "open" until they are closed by pressing Alt+F4, or by selecting "Close" in the note window control menu. If View: Browse Notes is selected, the only "open" note will be one attached to the currently selected item. This enables you to quickly move from item to item viewing the notes associated with each one.

Sharing Notes

Sometimes you may wish to share a note between two items. If you duplicate an item, the duplicate item references the same note. This is very convenient for many purposes, such as notes in preparation for a phone call. Insert a schedule item for making the first call, then create a duplicate item and reschedule it for the follow-up. The follow-up call item will automatically reference the notes made in preparation for the first call, plus any results that you noted there.

Where Your Notes Are Stored

You may not care to know where your notes are stored, because they are so easily accessed from Above & Beyond. But here are the details if it interests you.

Notes are stored in a subdirectory NOTES from the directory that contains your data (.Pak) file. Each note has a filename created from a 3 letter prefix and 5 digit number. The prefix will be the same for each note you create for any given data file. The note file prefix is generated randomly when a new data file is created.

When you delete an item that has an unshared note attached, that note file is moved to the NOTES\DELETED subdirectory.

Edit: Item Done

To indicate that the selected item has been "done", press the SPACEBAR. A done item appears with a line through it. The begin time is set to immediately follow the end time of the previously done item. To change the item back to undone, simply press the SPACEBAR again.

Items on future days cannot be marked done. Instead, move the item to the day it was actually done, and then mark it done.

The following day after all items on a given day have been marked done, the schedule is "archived" (written) to a log file. The items are then considered to be "past" items. Past items can not be edited in Above & Beyond. You can edit them in the log files however. For more on the log files, see Schedule Archiving.

See also, the Edit menu commands Item Done Now and Item Done Now, Fit To Gap.

Edit: Fluid Item

This command will toggle an item from Fluid to Firm, and vise versa. The shortcut for this command is ALT+F2. For a brief summary of Fluid items, see the section titled Firm / Fluid. For an in-depth discussion of Fluid and Firm items, see the section titled Workload Balancing.

Edit: Highlight Item

The "Highlight Item" command will cause the selected item to be underlined. Using this command on an item that is already underlined will remove the underline from that item. A shortcut for this command is to press F3.

Edit: Private Item

This is a toggle command that will flag or unflag a particular item as "Private". Private items can be viewed only if **your** password is entered. People using your **view** or **modify** password will see that there is an item scheduled (and its duration) but cannot view or modify it.

An alternate way to make an item private is to begin the item description with the vertical bar character: **|**

For more information on passwords, see Options: Set Passwords.

Edit: Schedule Item

The Schedule Item command (Shortcut: F4) toggles the scheduled/unscheduled condition of an item. Scheduled items appear in the schedule with a fixed or floating begin time. Unscheduled items appear above the scheduled items without a begin time. Designating an item Unscheduled is useful for memos or for temporarily removing an item from the schedule.

Edit: Start Item

With this command (shortcut: F5) the elapsed time of an item in progress can be displayed. The Start Item command will start recording the elapsed time associated with the selected item. The elapsed time along with the duration will be displayed on the schedule line. It will look like this: (:04/:30). The first number is the actual elapsed time, the second is the originally planned duration.

When the item is marked as done, the total elapsed time will be saved and archived along with the item. If you accidentally hit the Spacebar, marking an item done that is not actually done, simply toggle the item to undone (by hitting the Spacebar again) and the timing will be restored.

If you would like to "restart" a "done" item use the Start Item command again. The "done" item will remain marked as done however a duplicate item will be created and started at the current time. With this method you have a record of the two (or more) segments of time that the item was worked on.

The Start Item command may also be used to manually launch an EXEC or AUTOEXEC item earlier in the day on which it is scheduled.

Edit: Set Status

To indicate that a selected schedule item is of a particular status, click on the item with the RIGHT mouse button, then click on the status for that item. Note: If not using a mouse, press Ctrl+F3, then select the status.

The last status in the list (the eighth one) is "special". If a date has at least one special status item scheduled, then the date heading will also appear in the special status color.

Related topics: Options: Define Statuses and File: Report Filter.

Edit: Separate Notes

Normally, each instance of a recurring item will share a common note. Items created using the Edit: Duplicate Item command will also share a common note. If you would like to attach a separate note to either of these type of items, use Edit: Separate Notes. This command will create a separate note for a selected item that previously had a shared note.

Edit: Item Done Now

Use this command to indicate that you just now finished the item. Item Done Now marks the item done and, if on today, sets the begin time so that the item ends at the current time. If the item is on a past day, the begin time is not changed. The shortcut for this command is Control+Spacebar.

Items on future days cannot be marked done. Instead, move the item to the day it was actually done, and then check it off.

See also Edit: Item Done and Edit: Item Done Now, Fit To Gap

Edit: Item Done Now, Fit To Gap

Use this command to indicate that you just now finished the item, and that you began working on it immediately following the previously done item. This command is equivalent to selecting Edit: Item Done Now and Edit: Fit to Gap. The shortcut for this command is Shift+Spacebar.

In the event that you thought you were done, but then continued working on the item, issue the command again. The duration will be extended to show that the item ended at the current time.

Edit: Start Item After Last

With the "Start Item" command (described above), the start time used is the time at the moment the command is issued. With "Start Item After Last" the start time used is the time when the last done item was finished. Use this command when you wish to "start" an item and indicate that you actually began working on the item immediately after the previously done item.

Edit: Fit To Gap

This command adjusts the begin and end time of the selected item so that the item fills the available time slot between the previous item and the item following. In other words, the begin time is set to follow the end time of the previous item; and the end time is set to the begin time of the item following. This command is useful when you wish show 100% utilization of your time; that is, no unaccounted-for time.

Edit: Append Time & Date Stamp

Ctrl+D will add the current time and date to the end of the item title. This can be used repeatedly, for example to record several unsuccessful attempts to call someone.

Note: This feature is designed for use anytime outside of the Insert/Change dialog box.

Edit: Cut

The Cut command (Shortcut: Ctrl+X) deletes the selected item from the schedule. The deleted item is placed in a temporary holding area known as the Clipboard. You can then move the item to another person's schedule with the Paste command. See also Edit: Copy and Edit: Paste.

Edit: Copy

The Copy command (Shortcut: Ctrl+C) copies the selected item to the Clipboard so that you may duplicate it elsewhere using the Paste command. See also Edit: Paste.

Note: If Copy (or Cut) is used from the Schedules view, the item's date, time, duration and title is copied to the Clipboard. If Copy (or Cut) is used from the Alphabetical Items list, only the item's title is copied.

Edit: Paste

The Paste command (Shortcut: Ctrl+V) inserts the item that is on the Clipboard to into the current schedule. In order for the Paste command to be available there must be some text which as been placed on the Clipboard via the Cut or Copy commands.

Cut, Copy and Paste are intended for use when you wish to place the item into *someone else's* schedule. To copy an item to a different date on *your* schedule, use the Duplicate Item command and then move the duplicate item to the desired date. See the section entitled Juggling Items for information on how to move items to a desired date.

Note: If Copy (or Cut) was used from the Schedules view, Paste will paste the item onto a schedule corresponding to the item's date. If Copy (or Cut) was used from the Alphabetical Items list, you may Paste the item onto any date.

The Select Menu

With a mouse you may select a schedule item by simply clicking on it. To select a schedule for a specific date, click on the desired date on the pop-up calendar.

The commands in the Select menu allow you to use the *keyboard* to select specific schedules and schedule items for viewing, editing or juggling.

There are shortcut alternatives to each command in this menu. The shortcuts are listed to the right of the commands in the menu. Shortcuts are to be used instead of the pull-down menus; so don't pull down a menu if you intend to use the shortcut keys. Note: To close a pull-down menu without selecting any command press the ESCAPE key.

Prior Item
Next Item
Prior Page
Next Page
Prior Schedule
Next Schedule
Today's Schedule
Prior Day
Next Day
Prior Week
Next Week
Specific Date
Last Viewed Day
Earliest Undone Schedule
Find
Repeat Find
Earlier Find

Select: Prior Item

The Prior Item command will select the item above, or prior to, the item currently selected on the schedule. A shortcut for this command is to press the UP arrow key.

Select: Next Item

The Next Item command selects the item below the item currently selected, or the next item, on the schedule. A shortcut for this command is the press the DOWN arrow key.

Select: Prior Page

The Prior Page command will allow you to view the previous page of a schedule that is too long to view on one screen. A shortcut for this command is to press the PAGE UP key.

Select: Next Page

The Next Page command will allow you to view the previous page of a schedule that is too long to view on one screen. In the Select menu, select "Next Page" and press ENTER. A shortcut for this command is to press the PAGE DOWN key.

Select: Prior Schedule

The Prior Schedule command selects the schedule for the date immediately preceding the currently selected schedule. A shortcut for this command is to press the LEFT arrow key.

If viewing multiple schedule windows, the Prior Schedule command will select the schedule that appears to the left of the currently selected schedule. If the left-most schedule is selected, the Prior Schedule command will change the schedule in that window to the schedule of the previous day.

Select: Next Schedule

The Next Schedule command will select the schedule immediately following the currently selected schedule. A shortcut for this command is to press the RIGHT arrow key.

If you are viewing multiple schedules, the Next Schedule command will select the schedule to the right of the currently selected schedule. If the right-most window on the screen has been selected, the Next Schedule command will change the schedule in that window to the schedule of the next day.

Select: Today's Schedule

The Today's Schedule command will make the schedule for the present day the currently selected schedule. A shortcut for this command is to press the HOME key.

Select: Prior Day

The Prior Day command will select the schedule for the day prior to the currently selected schedule. A shortcut for this command is to press the gray MINUS (-) key near the numeric keypad.

Select: Next Day

The Next Day command will select the schedule for the day after the currently selected schedule. A shortcut for this command is to press the gray PLUS (+) key near the numeric keypad while in the schedule window.

Select: Prior Week

The Prior Week command will select the schedule for the day one week prior to the currently selected schedule. A shortcut for this command is to press F7.

Select: Next Week

The Next Week command will select the schedule for the day one week after the currently selected schedule. A shortcut for this command is to press F8.

Select: Specific Date

The Specific Date command will allow you to specify the exact date of the schedule you want to view. A shortcut for this command is to press F9 or simply click on the desired date on the pop-up calendar.

When you select the Specific Date command, a dialog box will be displayed on the screen. Type in the date of the schedule you wish to view. 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".

Select: Last Viewed Day

Use this command to view the schedule that was viewed just prior to the schedule currently being viewed.

Select: Earliest Undone Schedule

The Earliest Undone Schedule command will select the earliest schedule of *uncompleted* items that exists in Above & Beyond. Archived schedules will not be selected. A shortcut for this command is to press the END key. Remember that all items on a schedule for a past day must be marked as done before that schedule will be archived.

Select: Find

This command will find a schedule item which contains (or has a note that contains) a given text sting. In the Find dialog box, enter the text string as follows: To search item descriptions and memos, type the string in the "Item" line. To search notes, type the string in the "Notes" line. You may type the same or different strings in the Item and Notes lines. For example you may want to find an item with "Jones" in the item description or "Project X" in the notes.

Click on OK and the first item with the specified string will be selected. To find the next item with the specified string, choose "Select: Repeat Find". To search backward in time, choose "Select: Earlier Find".

Select: Repeat Find

This command will find the next schedule item with text strings as specified in the previous Find command.

Select: Earlier Find

This command will search backward in time for a schedule item with text strings as specified in the previous Find command.

The Juggle Menu

The commands in the Juggle menu will allow you use keystrokes to move items within a schedule or to different schedules. If you are using a mouse, refer to the section entitled Juggling Items.

When you move a "floating" item up or down on the schedule, the begin time of the item will adjust automatically. It is possible to move a "fixed" item up and down on the schedule however the begin time you specified will remain the same. This way you can sequence and/or prioritize items to your liking.

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 grayed warning you of the conflict.

Earlier in Day
Later in Day
Prior Schedule
Next Schedule
Prior Week
Next Week
Carry Over Undone Items
Balance Workload
Raise/Lower Fluid Priority
Shorter/Longer Duration
Earlier/Later Fixed Begin Time

Juggle: Earlier in Day

The Earlier in Day command will cause the selected item to be moved immediately before the item that appears above it on the schedule, i.e. earlier than that item. A shortcut for this command is CTRL+UP ARROW.

Juggle: Later in Day

The Later in Day command will cause the selected item to be moved beneath the item that appears directly below it on the schedule, or later than that item. A shortcut for this command is to CTRL+DOWN ARROW.

Juggle: Prior Schedule

The Prior Schedule command will cause the selected item to be moved to the previous schedule. A shortcut for this command is to press CTRL+LEFT arrow.

If you are viewing schedules in multiple windows, the Prior Schedule command will transfer the selected item to the schedule on the left. However, that schedule may not necessarily be the prior day. If you are viewing multiple schedules and the item you wish to move is in the left-most schedule, then the Prior Schedule command will cause the schedule in that window will change to the schedule of the preceding day and the selected item will appear in that schedule.

Juggle: Next Schedule

The Next Schedule command will cause the selected item to be moved to the following schedule. A shortcut for this command is to press CTRL+RIGHT arrow.

If you are viewing schedules in multiple windows, the Next Schedule command will transfer the selected item to the schedule, or window, to the right. If you are viewing schedules in multiple windows and the item you wish to move is in the right-most schedule, then the Next Schedule command will cause the schedule in that window to change to the schedule for the next day and the selected item will appear in that schedule.

Juggle: Prior Week

The Prior Week command will move the selected item back to the schedule one week, or seven days, prior to the currently selected schedule. A shortcut for this command is to press CTRL+F7.

Juggle: Next Week

The Next Week command will move the selected item to the schedule one week, or seven days, ahead of the currently selected schedule. A shortcut for this command is to press CTRL+F8.

Juggle: Carry Over Undone Items

To move undone items ahead to the selected schedule, simply click on the suitcase icon in the toolbar, or press F12.

Juggle: Balance Workload

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. Each Fluid item has a relative priority from 1 to 999.

When the Balance Workload command is selected, Fluid items will be re-scheduled based on their priority, duration and the available free time. Fluid items may be moved forward or back (between days), again based on priority and the best fit into available free time. The date range within which a Fluid item may flow is determined by the "Postpone" and "Deadline" dates that you have specified in the Insert/Change item dialog box. That is, it will be scheduled after "Postpone" but before "Deadline". If an item must occur on a particular day (such as Friday) or range of days (such as Monday through Friday), these parameters are also taken into consideration.

For an in-depth discussion of Workload Balancing, see the section titled Workload Balancing in the Introduction to Above & Beyond.

Juggle: Shorter/Longer Duration

To quickly make adjustments to an item's duration without going into the Insert/Change dialog box, these shortcuts can be used: Alt+Left subtracts five minutes from the duration; Alt+Right adds five minutes.

Juggle: Earlier/Later Fixed Begin Time

To quickly make adjustments to an item's begin time without going into the change screen, these shortcuts can be used: Alt+Up subtracts five minutes from the begin time; Alt+Down adds five minutes.

Juggle: Raise/Lower Fluid Priority

To quickly make adjustments to an item's priority without going into the change screen, these shortcuts can be used: Alt+Up raises the priority by one; Alt+Down lowers the priority by one.

If you are in Priority List view, you can also drag the item up to raise its priority, or drag the item down to lower it.

The View Menu

The options in the View menu allow you to choose how you would like to view your schedules: in a single window, in multiple windows or as an alphabetical list. Check marks to the left of the options in the menu show which options are currently in effect.

Single Window
Priority List
Alphabetical Items List
Week at a Glance
Month at a Glance
Multiple Schedules
Export File
History for Month
Item Text in Full
Item Creation Date
Define Week at a Glance
Horizontal Tiling
Vertical Tiling
Quad Tiling
Time Graph
Browse Notes
Exclude Done Items

View: Single Window

Use this command (or press Control+S) to display one schedule at a time.

View: Priority List

Use this command (or press Control+R) to display a list of all "Fluid" items ordered by priority. Priority is set in the "Flow" area in the Insert/Change dialog box. For more, see Fluid Items.

View: Alphabetical Items List

Use this command (or press Control+A) to display a list of all unarchived items in alphabetical order. Use this list to find an item if you have forgotten where it is in your schedule.

View: Multiple Schedule Windows

Use this command (or press Control+U) to designate the number of schedules (2-7) that you would like to view on the screen at one time. Unlike Week at a Glance, which displays schedules for a chronological series of days, this command allows you to display schedules for any dates, in any order.

View: Week at a Glance

Use this command (or press Control+W) to display a week of schedules top to bottom (or side to side) on the screen. To specify how many (up to 7) and which days of the week you would like to appear, use View: Define Week at a Glance. To specify top to bottom or side to side select View: Vertical or View: Horizontal. Quad tiling is also available.

View: Month at a Glance

Use this command (or press Control+T) to display a 4-week calendar containing *highlighted* items for each day. For information on highlighted items see Edit: Highlight Item. You can move backward or forward in time in jumps of one or four weeks.

You can scroll the view a week or month at a time in the following ways:

1: Use the mouse on the vertical scroll bar,
2: Press the UP or DOWN arrow keys, or
3: Press the Page UP or Page DOWN keys.

Here is a tip on how to make the best use of the relatively small Month at a Glance boxes: Let the first three or four words of your item description be a concise abbreviation. Use a "Control+Enter" after this abbreviation; then type in the detailed description of the item. Above & Beyond will then display just the abbreviated summary in the Month at a Glance boxes. The summary will be followed by ellipses to indicate that there is more to the item description.

View: Export File

This command is an easy way to view the export file "Export.Txt".

View: History for Month

Use this command to see the archived items for a particular month. First go to the month you are interested in by using the pop-up calendar (or by pressing F9 and typing in any date during that month). Then select View: History for Month.

For information on archiving, see Archiving Schedules.

View: Item Text in Full

To view the entire item description, press Shift+V, or choose View: Item Text in Full.

View: Item Creation Date

To view the date an item was created, press Shift+C, or choose View: Item Create Date.

View: Define Week at a Glance

The Define Week at a Glance command is used to specify which days of the week will appear simultaneously when you issue the Week at a Glance command.

A dialog box will appear in which you will specify the desired days of the week When the options are set the way you want them, select "OK". The Week at a Glance will be displayed.

View: Horizontal Tiling

With Horizontal Tiling, when more than one schedule is simultaneously displayed (Multiple Windows or Week at a Glance), schedules are tiled side by side, across the screen.

View: Vertical Tiling

With Vertical Tiling, when more than one schedule is simultaneously displayed (Multiple Windows or Week at a Glance), schedules are tiled, one above the other, on the screen.

View: Quad Tiling

With Quad Tiling, when more than on schedule is simultaneously displayed (Multiple Windows or Week at a Glance), four windows are tiled in quadrants.

View: Time Graph

This two dimensional graph shows fixed items in red and floating items in yellow. The time range shown is that set in Options: Set New Item Defaults. The date range shown can be scrolled with the scroll bar. To return to today, simply click anyhere in the time column.

Double clicking on an item brings up the edit dialog box for that item. Double clicking on a blank area brings up the dialog box for inserting a new item at that time and date.

Note: The font used in the time graph is specified in File: Choose Fonts: Screen: Multiple-View Text.

View: Browse Notes

Choosing this option will allow you to go from item to item and have the note for that item displayed automatically. In Browse Notes mode, the only "open" note will be the one associated with the currently selected schedule item.

View: Exclude Done Items

Use this command to have only undone items displayed.

The Worktools Menu

In addition to AutoDial and the pop-up Timer, the worktools menu provides easy access to the accessories and applications you use most. For example, the Above & Beyond Notebook, Windows Cardfile, Notepad and Calculator. You may edit the worktools list (worktools.lst) to tailor it to your needs by choosing "Worktools: Edit Worktools List". Here's a sample worktools.lst file:

```
Phone book <TAB> C:\ab\nb.exe   C:\ab\phone.nbk
Sales leads <TAB> C:\ab\nb.exe   C:\ab\leads.nbk
Project XYZ <TAB> C:\ab\nb.exe   C:\ab\xyz.nbk
```

The entries before the TAB will appear in the Worktools pull-down menu. When an entry in Worktools is selected, the command line after the TAB will be executed. It's important to use one TAB (and no spaces) between these two parts.

In this example, there will be entries for Phone book, Sales leads, and Project XYZ. Clicking on "Phone book" will run the Above & Beyond Notebook (nb.exe) loaded with the data from the file "phone.nbk".

AutoDial

If the currently selected item contains a phone number (with hyphens), that number will appear when AutoDial is selected. You may make changes to the number before dialing.

When there is more than one phone number in the item, you can indicate which one to dial by selecting that number before selecting AutoDial. If there is no phone number in the item description, then the text box will be blank. You may type in the phone number to be dialed.

When all the information in the dialog box is correct, select Local, Distance or International and the number will be dialed.

AutoDial Settings

Fill in your local area code so that it will not be dialed when calling numbers within this area code.

For people who need to dial 9 for an outside line, specify "9," in Outside Line Prefix. The comma instructs Autodial to wait a few seconds for the outside dial tone before proceeding.

The "Tone" and "Pulse" option buttons enable you to chose the type of dialing to be done. The "COM1", "COM2", "COM3", and "COM4" option buttons enable you to select the serial port that your modem is set for.

Timer

With the pop-up Timer, you can easily time phone calls, meetings, or any other item. The Rate feature enables you to associate a value with the elapsed time (e.g. the cost of a telephone call or the charge for a consultation.)

To activate the timer, click on Timer in the main menu bar, or press ALT+T (when the main window has the focus). When the Timer window comes up, its title bar will be colored to indicate that the timer window currently has the focus (i.e. commands and keystrokes will be directed to this window).

Looking at the timer window, you can see that there is a Rate box, option buttons for "/Minute" and "/Hour", and Start, Stop and Reset buttons. Along the bottom of the window, are three number groups. The leftmost number is the current time of day. The middle number is the monetary value of the elapsed time based on the rate. The rightmost number is the actual elapsed time.

Timer: Start, Stop, Reset
Timer: The Rate Feature
Timer: Focus To & From
Timer: Moving

Timer: Start, Stop, Reset

To start the timer, click on the Start button, or press ALT+S (when the timer window has the focus).

To stop the timer, click on the Stop button, or press ALT+P. The timer can be stopped, then started again without having to be reset and it start counting from the previously accumulated time and value.

To stop the timer and reset the elapsed time and accumulated value to zero, click on the Reset button, or press ALT+E. If this is done accidentally, simply Reset again and the time and value figures are recalled.

Timer: The Rate Feature

When entering the desired rate, up to six digits can be used plus a decimal point (period) to separate dollars from cents. Values can accumulate up to 100,000.

When the rate value is entered, click on (or press the TAB key to move the cursor over to) the Minute/Hour option buttons. Use the UP and DOWN arrow keys to select either the /Minute (per minute) or the /Hour (per hour) option. Or you can press ALT+M to select /Minute or ALT+H to select /Hour.

Timer: Switch To and From

The simplest way to move the focus from one window to another is to click with a mouse anywhere inside the desired window.

Without a mouse, to move the focus from the main window to the timer window, press ALT+T.

To change the focus from the timer window to the schedule window, pull down the timer Control menu then press S (for Switch window).

Timer: Moving

As with any other window, you may position the timer in any desired location on the screen. The location of the timer will be retained across scheduler sessions. If you are not familiar with the procedure for moving windows refer to Windows documentation regarding the Control menu .

The Schedules Menu

Use the schedules menu to quickly switch between the schedules of workgroup members. To view the schedule of a user, simply click on their name.

The schedules list is divided into two sections. The upper section lists the users who are currently "open". The lower section lists the users who are not open. Clicking on a non-open user (in the lower section) will bring up their schedule, and add them to the "open" list in the upper section.

Adding Users to the Schedules Menu

Use the Edit Schedules List command to add users to the list (USER.LST) of network users displayed in the lower section. The following is a sample USER.LST:

```
Robert   <TAB>   C:\Robert\Robert.pak
Christy  <TAB>      J:\christy\christy.pak
```

"Robert" and "Christy" will appear in the schedules list; and when selected, Above & Beyond will look for the schedule in the file specified following the TAB. Note: The ".pak" extension may be omitted as this is the default.

For convenience in bringing up several schedules at once, you may include more than one datapath:

```
Managers   <TAB>   C:\Robert\Robert.pak   J:\christy\christy.pak   P:\john\john.pak
```

When more than one datapath is specified as above, only the password for the first ".pak" file will be asked for. Remember that if passwords have *not* been set, when prompted simply press Enter to proceed.

Creating a New .Pak File

If you wish to create a new .PAK file, first add a line as above to USER.LST indicating where you'd like the .PAK file to be. Then, in the Schedules menu, select the new entry. A message "File not found. Create?" will appear. Answer "Yes" and the new .PAK file will be created. When the new schedule is brought up, it will be "unnamed" until it is named using "Options: Enter Name". Note: The name entered with the "Enter Name" command does not affect the name of the ".pak" file. The name of the .PAK file of the currently open schedule can be seen by selecting "File: Data File Name".

Arrange a Meeting

For details, see the The Meeting Maker in the section entitled "Workgroup Use".

The Options Menu

Calendar
Enter Name
Delete Sample Items
Settings
Define Statuses
Order an Above & Beyond License
Order a Pre-paid Above & Beyond License
Order an Above & Beyond Upgrade
Enter User ID
Time Values
Copy Above & Beyond for a Friend to Try
Technical Support
Alarms and Agents Off
Clock Off
Log Files Off
Toolbar Off
Conflict Checking On
Display Seconds in Caption

Options: Settings

New Item Defaults
Workload Balancing
Alarm Sound
Passwords

Options: Calendar

With the pop-up calendar you can quickly display the schedule of any date from 1987 to 2068. You may also instantly move any schedule item to any date.

To open the calendar select "Options: Calendar" then select "Open". The first time the calendar appears, it will be in the upper right corner of the screen and the date of the currently selected schedule will be highlighted.

Using the calendar and a mouse, selected schedule items may be quickly moved to any date. Click on the item to be moved, then click with the RIGHT mouse button on the target date. The item will be moved to that date. To view the date, click on the date with the LEFT mouse button.

Calendar: Moving & Sizing
Calendar: Selecting Months
Calendar: Color Utilization
Calendar: 4-4-5 Quarterly Format

Calendar: Moving & Sizing

The calendar window has its own Control menu (press ALT+SPACEBAR when the calendar has the focus). Use the Size command to change the size of the calendar and the Move command to move the calendar to different places on the screen.

The size and location of the calendar will normally be saved along with schedule changes. If a size or position change is the only change made however, use the File:Save command to retain this information across scheduling sessions.

Note: When manipulating the calendar with the keyboard keys, the calendar must have the focus. Use the TAB key to switch the focus between the calendar and the main schedules window.

Calendar: Selecting Months

To display the previous month on the calendar, you can either press the UP arrow key while the calendar has the focus, click on the UP arrow at the top of the calendar scroll bar.

To display the next month, either press the DOWN arrow key while the calendar has the focus, or click the DOWN arrow at the bottom of the calendar scroll bar.

To view the calendar for the currently displayed month in the prior year, press PAGE UP, or click in the gray area in the scroll bar between the UP arrow at the top of the calendar scroll bar and the scroll box (the white rectangle in the scroll bar).

To view the calendar for the same month one year ahead, press PAGE DOWN, or click in the gray scroll bar area between the scroll box and the DOWN arrow at the bottom of the calendar scroll bar.

You can also leap many years forward or backward easily by dragging the calendar scroll box up or down within the scroll bar. The scroll bar represents the entire range of possible schedules from April 1986 to December 2068. You can jump to the middle of the calendar range, using a mouse, by dragging the scroll box to the middle of the gray area in the calendar scroll bar.

Calendar: Color Utilization

By selecting Color Utilization in the Calendar menu, you can see at a glance, how full each of your daily schedules is -- for an entire month. On the calendar, each day in the month has a background color ranging from green to red; based on the percentage of utilization. Pure green indicates a day that is 0% scheduled. Pure yellow indicates a day that is 50% scheduled. Pure orange indicates 75%. Pure red indicates 100% utilization.

Days in the past which have been archived and current or future days which have no items or items whose total duration is zero appear gray. The utilization is based on the time remaining today, and the length of your day as specified in "Options:Set New Item Defaults".

Calendar: 4-4-5 Quarterly Format

With this option selected, Month at a Glance, the pop-up Calendar, and the Extended Outlook (13 week printout) will appear in 4-4-5 format.

For more information on the 4-4-5 format, please see the section titled 4-4-5 Quarterly Calendar.

Options: Enter Name

Selecting the Enter Name command will cause a small dialog box to be displayed. Type your name in the text box as you would like it to appear on printed schedules and in the Above & Beyond title bar.

Options: Delete Sample Items

The Delete Sample Items command will remove the sample items from the schedules.

If Above & Beyond opens with sample items instead of your data, be sure to specify the path to your .PAK file in the Above & Beyond icon command line. In the Program Manager, select the Above & Beyond icon and choose File:Properties to view/edit the command line. Your command line, for example, might be:

C:\AB\A&B.Exe F:\Michael\Michael.Pak

Settings: New Item Defaults

Use this dialog to specify the default duration and time bounds that will appear when the Insert/Change dialog box is displayed for a new item.

For "Duration", enter the amount of time you wish to appear as the default duration for your scheduled items. Use "Earliest" and "Latest" to specify your normal working day. Floating items will be scheduled between these times. Note: By specifying the bounds here rather than individually for each item, you are then able to later "globally" re-adjust the bounds of all "floating" items by simply changing the values shown in this setting.

Settings: Workload Balancing

Use this dialog to specify that a certain amount of free time be allocated on today and/or future days to allow for the unexpected. If no free time is specified, the Balance Workload will completely fill your working day with scheduled items. Note: Your working day is determined from the "Earliest" and "Latest" times in Settings: New Item Defaults.

On today, as the amount of time left in your working day decreases, the amount of free time allocated will be also be reduced accordingly.

Settings: Alarm Sound

With a Windows sound driver installed, your may choose from a list of .WAV files. Without a sound driver, your choices are: the default, or no sound.

Settings: Passwords

For workgroup (network) use, passwords may be set to restrict the viewing and/or modifying of your schedules by others in the workgroup. If no passwords are set, anyone will have unlimited access.

If your "view" password is set, others must enter it in order to view your schedules. If they do not enter the password the schedules will appear blank. Meetings or memos can be added however via the Meeting Maker.

If the "modify" password is set, others must enter it in order to make changes to your schedules. Use "your" password to give total access; to view schedules, modify schedules, and set passwords.

You may designate certain schedule items as "Private". Private items can be viewed only if "your" password is entered. People using your "view" or "modify" password, will see that there is an item scheduled (and it's duration) but cannot view or modify it. For more information on private items, see Edit: Private Item in the Menu Reference Section.

Options: Define Statuses

Use this dialog to define up to eight statuses for schedule items. Initially, six default statuses are shown. These may be changed to suit your purposes. Items of a particular status will appear in the color shown by the "Color Sample Text". To change the colors of a status, click on "Set", click on a desired color in the "Basic Color" area, then click on OK. Note: For comparison while choosing colors, the existing status colors are shown in the "Custom Color" area.

Windows will only use solid colors for text. If your selection is not a solid color, the nearest solid color will be used. To preview how your selection will actually appear, see the color sample rectangle that's labeled "Solid Color."

To indicate that a selected schedule item is of a particular status, click on the item with the RIGHT mouse button, then click on the status for that item. Note: If not using a mouse, press Ctrl+F3, then select the status.

The last status in the list (the eighth one) is "special". If a date has at least one special status item scheduled, then the date heading will also appear in the special status color.

Related topics: Edit: Set Status and File: Report Filter.

Options: Order an Above & Beyond License

Use this dialog to become a registered user. Enter your name and address and how you were introduced to this program. Use TAB to move from line to line within the dialog box.

To print the order form, choose the **Print** button.

Options: Order a Pre-paid Above & Beyond License

Use this dialog to order a license if you have already paid for it, such as through a retail store or dealer. Enter your name and address and how you were introduced to this program. Use TAB to move from line to line in the dialog box.

To print the order form, choose the **Print** button.

Options: Order an Above & Beyond Upgrade

This option is available only to registered users of a previous release. When a major upgrade is released, registered users of the previous version can purchase a license for the new version at a much lower price.

Options: Enter User ID

When you receive your user ID from 1Soft in response to your registration, select Options: Enter User ID. Type your user ID into the text box that appears. The word "VALID" should appear.

If "VALID" does not appear, check the name that appears in the Above & Beyond title bar. The name should match exactly the name appearing on the letter with your user ID. If it is not the same, correct it using the Enter Name command.

Options: Time Values

Use this feature to compute the dollar value of the time Above & Beyond will save you! Simply enter the amount of time you estimate that Above & Beyond will save you per day. Then enter the value (per hour) of your time. Click on Compute and see how much Above & Beyond is really worth!

Options: Copy Above & Beyond for a Friend to Try

Simply put a disk in your drive and select this command.

Note: Distribution of Above & Beyond is encouraged. For more on this topic see Share the Benefits.

Options: Technical Support

This command will display the 1Soft technical support telephone number and hours.

Options: Alarms and Agents Off

This option will suppress all alarms and agents (Exec and Autoexec launching). This is helpful in a LAN environment when viewing someone else's schedule. For more, see Alarms and Agents Off in the Workgroup Use section.

Note: To test the alarm sound, toggle this option off, then on again.

Options: Clock Off

When Above & Beyond is running, a small digital clock is displayed in the lower right hand corner of the screen. To switch back to Above & Beyond from another application, simply click once on the clock. Select Options: Clock Off to remove the clock from view.

The clock colors may be set in the Windows Control Panel which can be easily accessed from the File menu in Above & Beyond. The background used is the color setting for *Active Title Bar*. The color setting for *Active Title Bar Text* is used for the digits.

To move the location of the clock, click the left mouse button down, drag it to another location, and release the button.

Options: Log Files Off

Select this option if you do not wish to have Above & Beyond maintain monthly log files of all done items. For information on log files, see Schedule Archiving.

Log Files are optional because you can easily go back in time (in Above & Beyond) to see what was accomplished.

Options: Toolbar Off

Select this option to remove the toolbar from view. Select it again to restore the toolbar. For more information on the toolbar, see Toolbar.

Options: Conflict Checking On

With "Conflict Checking On" you will be alerted when attempting to schedule an item for a time period where there is already an item scheduled. Above & Beyond will check for conflicts for one year into the future. If a conflict is found, it will give you a warning message.

Options: Display Seconds in Caption

Set this option to have the current time displayed in hours, minutes *and* seconds. Note: The "caption" is the line below the toolbar.

Technical Support

24 hour technical support is available on **CompuServe**. Post messages in the **WINSHARE** forum, section 12 (PIMs), addressed to ID **1Soft** [**71240**,**1625]**. Over the **InterNet** use: **71240.1625@compuserve.com**. Or use **FAX 707/987-3150**. You can also post messages, get tips, and download the latest version free via the **1Soft BBS at 707/987-9580**. Voice phone technical support is available at **707-987-0256** during the hours listed below for your time zone:

Pacific U.S.:	8am - 4pm	Mon - Fri
Mountain U.S.	9am - 5pm	Mon - Fri
Central U.S.:	10am - 6pm	Mon - Fri
Eastern U.S.:	11am - 7pm	Mon - Fri
U K:	4pm - Mid.	Mon - Fri
W. Europe:	5pm - 1am	Mon - Fri
Sydney, Aus.:	2am - 10am	Tue - Sat
Hawaii:	6am - 2pm	Mon - Fri