

Personal Information & Time Management

Address Book 3.7.1

Your own yellow pages

This comprehensive program meets all your address book needs. Create multiple address books, and print information to a variety of cards and envelopes.

- * Dial phones
- * Search through all fields
- * Input comments

(Application by Jim Leitch; Requires a modem to dial phone)

Business-> Volume 231/November '96

Latest & Greatest-> Volume 231/November '96

Address Master Pro 1.5

Keep in touch with friends and colleagues with this compact and easy-to-use address book. Record names, addresses and up to five user-definable data fields. Export data to text or print using a variety of forms.

Business-> Volume 228/August '96

Agenda Maker 2.4b1

Featured

The ultimate PIM

This comprehensive system integrates notebook, task, calendar, alarm, mail, network messaging and conferencing functions into one application. Create, assign, prioritize and track projects.

- * Supports network conferencing and messaging
- * Multiple projects
- * Supports advanced filters

(Application by Kurt Swasing)

New Member Volume XXI-> Business

New Member Volume XXI-> Latest & Greatest

AllDay v4.3

Keep track of your schedule with this handy calendar. Instantly bring it up on screen. Highlights holidays, weekends and any special event you specify. Create your own special events, such as birthdays and anniversaries. Choose holidays to be featured. You can even print your calendars!

Latest & Greatest-> Volume 221/January '96
Business-> Volume 222/February '96

Burbank v2.0

View four clocks in different time zones simultaneously. Set each clock for any city you want. The clocks display analog or digital times, the date, and night or day. Customize the display - change fonts and colors of each clock individually or together. There is also an alarm and hourly chime.

Business-> Volume 225/May '96
Latest & Greatest-> Volume 225/May '96

Calendar Menu v3.01

Get organized with this handy calendar. This Control Panel creates a menu containing a monthly calendar. Weekends, holidays and appointments are all color coded. Select a day and write a note to remind yourself of important events. You can also drag the calendar off of the menu and place it anywhere on your desktop.

Business-> Volume 227/July '96
Latest & Greatest-> Volume 227/July '96

Coffee Break v3.0.1

Take a break! This helpful program tracks your work schedule and reminds you when to take breaks and lunch. Helpful stress-relieving information flashes on your screen periodically during your breaks, including "Squeeze a soft ball" and "Check your posture." If you spend long hours at your computer, this program is for you.

Business-> Volume 224/April '96

Consult! Featured

Exclusively for professional consultants This is an all-in-one program written exclusively for independent consultants. Establish short and long term goals, apply personal values to activities, track projects, keep a calendar and to-do list, take notes and organize your contact information. Accounting features include default chart of accounts, double entry accounting, recurring transactions, check writing, billing, invoices and accounts receivables.

* 15 full-featured systems in one

- * Example included
- * View cash flow, bank balances, account totals, credit card balances, profit/loss and net worth
- * Daily Reminder screen shows status of all systems
- * See data relationships between systems with Power Cross-Referencing. (Application by GURU! Software)
Business-> Volume 223/March '96
New Member Volume XXI-> Business

Desk Calendar v3.4

Create and print calendars with this useful utility. Add comments to any day of the year and even add an alert that reminds you to check your calendar. View the calendar in full screen mode, or as a small calendar placed anywhere on your screen. Print the current month or print the full year on one page.

Business-> Volume 225/May '96
Latest & Greatest-> Volume 225/May '96

Digital AddressBook v1.5

Organize important contacts with this address book. Create categories to organize personal acquaintances, business associates and more. Sort by first name, last name, company and e-mail address. Export to a text file or print in different formats, including phone lists, address lists and labels.

Business-> Volume 225/May '96

LogOut v2.21

Record and track time spent on the computer. Complete with a simple interface.

Business-> Volume 228/August '96

Manage! v3.0

Featured

Managers will love this comprehensive organizer. It's a Personal Information Manager, Staff Information Manager and Expert System combined into one program. There are 20 full-featured modules, including daily reminders, calendar and contact manager.

Contains a complete example file to get you started.

New Member Volume XXI-> Business
Business-> Volume 224/April '96

MemoCards v1.3

Create memos and paste them all over your desktop. Minimize the notes to view the first few lines or maximize to view the entire note. It even arranges them on your screen to help keep you organized.

Business-> Volume 225/May '96

MSK Group v2.1

Schedule your time wisely with this time manager. Great for employers who manage several schedules. Switching between schedules is easy. Search records, set reminders, create to-do lists and print any number of days.

Business-> Volume 225/May '96

MultiTimer v2.0.5

Keep track of the time you spend on various projects and tasks. Create a module for each project and start the timer. A log file records important information, including start and end times, session totals and tallies for each day, week and month. You can even open a document or application whenever you start a particular module.

Business-> Volume 226/June '96

My Calendar 5.8

Get organized

If you plan to start the new year with a promise to get organized, then this is the program for you. It includes calendars for organizing information, notes and dates, along with labels, an address book and a simple word processing system.

- * Change your calendar appearance - 3D, frame or plain

- * Tool bar for easy access to functions

- * Choose Day view to enter detailed schedules

- * Print calendars

- * Built-in note editor

(Application by Dabs Software)

Holiday '96

My Schedule's Keeper v1.0.1

Track daily events, notes and things to do with this personal planner. View one day, several days or an entire month. Assign daily events or create to-do lists for events that aren't assigned to any specific days. Set alarms to remind you of important events or projects. Complete with print and search features.

Business-> Volume 222/February '96

MyPeople 4.1

Featured

The perfect Human Resources organizer Organize your staff with this personnel management program for small to medium-size businesses. Record employee history and personal information. Keep track of employee work hours, including vacation time, sick leave and paid holidays. You can even establish a seniority list with pay rates.

- * Track up to 1,000 employees

- * Hold up to 1,000-line comment cards for each employee

- * Payroll summaries

- * Provides group and statistical summaries

(Application by RAD Software)

Business-> Volume 223/March '96

Desktop Publishing-> Volume 223/March '96

Latest & Greatest-> Volume 223/March '96

New Member Volume XXI-> Business

OfficePro 1.01

Project management

OfficePro is an easy-to-use management tool designed for project leaders, managers, team leaders and anyone who tracks personnel performance, projects and tasks.

- * Built-in contact manager

- * Event and due date alerts

- * Search options

- * Online help

(Application by Haglund Softworks)

Business-> Volume 232/December '96

Phonebook Plus 3.0.3

Electronic phone book

Let this multi-featured program handle your long list of names and addresses. It sports a slick interface, extensive phone dialing features, envelope printing, report design and printing, and a robust phone call timer.

- * Automatically dials your phone

- * Design your own reports

(Application by Two Bits Worth, Inc.)

New Member Volume XXI-> Business

PhoneCodes/TimeZones v3.2

What's the area code of Chicago? What do you dial to call England? This program contains listings of every U.S. area code and many international numbers. The list also includes city, state and time zones. Search for any number or city name. You also get a listing of postal abbreviations for American states.

Business-> Volume 224/April '96

Latest & Greatest-> Volume 224/April '96

PhoneWatcher 1.6

Personal telephone manager

Take control of your business calls and modem with this telephone management system. Complete with several features, including:

- * Log incoming calls

- * Use Caller ID to identify incoming calls

- * Create phone books

- * Hang up on predetermined callers

- * Track outgoing calls

- * Monitor call duration

(Extension and application by Triplo Software; Requires a modem)

Business-> Volume 231/November '96

Remember 1.0

Don't forget

Have you forgotten something? This program reminds you of important events each

time you start your computer. A great tool for planning and followup

- * Multiple reminders
- * Reminds you on startup
- * Easy to install - simply put it in your Startup folder
- * Supports annual and monthly one-time events

(Application by Gregg Roe)

New Member Volume XXI-> Business

Business-> Volume 228/August '96

SK SignOut 1.16

Time card system

This stand-alone application works as a sign in and out board. It also functions as a time clock, allowing employees to clock in and out.

- * Five password levels
- * Network support
- * Print time clock records

(Application by ShopKeeper Software; Access through ShopKeeper Manager, included on this volume)

Business-> Volume 230/October '96

Team Leader 1.01a

Featured

Manage projects and tasks

Team leaders will enjoy this task managing program. It's great for work groups wanting to maintain focus on projects.

- * Provides goal-oriented monitoring
- * Track activity history
- * Task calendar
- * Index tasks
- * Automatic data coordination
- * Maintain project-specific personnel information

(HyperCard Stack by Mark Ramsay)

Business-> Volume 230/October '96

Latest & Greatest-> Volume 230/October '96

TimelsMoney v1.1

Calculate time-based charges with this handy program. Enter an hourly rate and start the timer. A running total updates every second. Enter a target amount and it tells you

how close you are to your target. Stop or pause the timer and restart later.
Business-> Volume 224/April '96

TimeSlice 1.3

Timely billing system

An extremely well-designed program for recording billable time. Record your time for multiple clients and jobs. Track by job type, set different hourly rates, adjust budget balance and more.

- * Open several time windows simultaneously
- * Well-designed interface
- * Multiple projects per client
- * Running budget total

(Application by Maui Software)

Business-> Volume 228/August '96

New Member Volume XXI-> Business

TimeTracker 2.8

Featured

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(Application by Maui Software)

Business-> Volume 229/September '96

Latest & Greatest-> Volume 229/September '96

WorkLog 1.0.2

Monitoring system

Record your billable time by tracking how long you use individual documents. Monitor when a document was opened, how long it was open and which application opened it. This is a great for approach for keeping close track of where you are spending your time.

- * Organize files into groups
- * Supports up to 30 groups

* Create separate logs for each client
(Control Panel by Slimyfrog Software)
Business-> Volume 231/November '96

WorkSchedule v1.2

Organize your staff with this work scheduling program. Simply enter a list of your employees and when they are available to work, and the program creates a work schedule for you. Add employees in any order. Include additional information, like comments and notes. Save or print your schedules. (Application)
Business-> Volume 227/July '96

XTimer v1.7

Keep track of time-based charges with this handy program. Use it as a time clock - starting and stopping as you work on specific projects. Set your own billing rates. Change those rates while the timer is running - useful if you change from a charged to free service. Also record your spending, long distance phone calls, client billing and more.
Business-> Volume 222/February '96