Sheet1

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From what source did you receive this copy of Schedule Ease?

_____ — — — —

The "\" key is used because the program allows you to place the cursor

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

Schedule Ease does not require any special printer configuration.
As a result, its reports will print standard quality output on almost
any printer with no special setup required.

The simplest method to print is to access the extensive report

capabilities provided by the F3 print menus. However, following is a
detailed listing of printing "speed" keys you may utilize.

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        POP UP MENUS
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```

As you have noticed,throughout the documentation, reference has been
made to the Alt key combinations we refer to as "speed" keys as detailed
for the report printing modules.

These "speed" key combinations once learned provide the quickest access
to the various features of Schedule Ease. However, a complete and
comprehensive pop up menu structure has been provided to offer the
greatest possible ease of use in utilizing Schedule Ease as a tool in your
business.

Simply press the function keys which are always present at the bottom
of the screen you are viewing and you can print, navigate or structure
Schedule Ease in an almost endless variety of configurations. Experiment,
you will be more than pleased with the results.

By pressing the (/) slash bar, a menu will appear at the top of the
screen you are viewing, giving you extensive formatting, copying and

editing capabilities while using Schedule Ease.

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      MOUSE SUPPORT
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```

Schedule Ease offers total mouse support for range identification,
cursor movement and option selection in the Global Commands menus.
Also, you will find the mouse speed bar present to the right
of all screens to assist you in navigation of the program.

In addition, help is always available by placing the mouse cursor on the
"?" of the speed bar and clicking. This will return you to the
documentation of the program. This is one of four methods of accessing
documentation help, along with pressing the F1 function key, choosing
the opening screen option from the Navigation menu, or using the speed
key combination, Alt O.

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       A FINAL NOTE
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```

People and project scheduling can be an arduous task. It is
much like a jigsaw puzzle in that there are a seemingly endless
number of elements which must fit together for a project to come to
completion. This is the purpose of the Scheduling module of Schedule
Ease; to give organization to those pieces so that they may be assembled
into a productive work flow.

In another sense, however, the task of scheduling can be likened to
a chess game. There are a finite number of department or personnel
hours available for a project. In addition, there are specific functions
which must be performed utilizing those finite resources. A complete,
accurate and up to date accounting for those resources is the only
method whereby a loss of productivity can be avoided. This is, of course,
the purpose of the Job Entry module of Schedule Ease.

As stated in the beginning of this documentation, Schedule Ease has
stood the true test of time on the firing line of actual industry.
The program you will now utilize will become as important as any other
tool in the arsenal of your company.

Please take the time to send in your program registration. It is only
in this manner that we will be able to continue developing, upgrading
and supporting programs such as Schedule Ease.

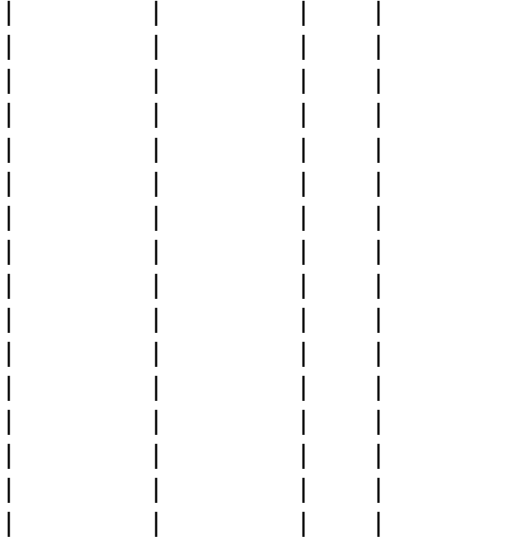Thank you and best of luck!
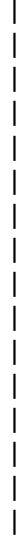
Press "Alt R" to print Registration Form

_____ _____ __

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Press Alt O to return to the Opening Screen

Press Page Down for Documentation

Press PgDn to Continue
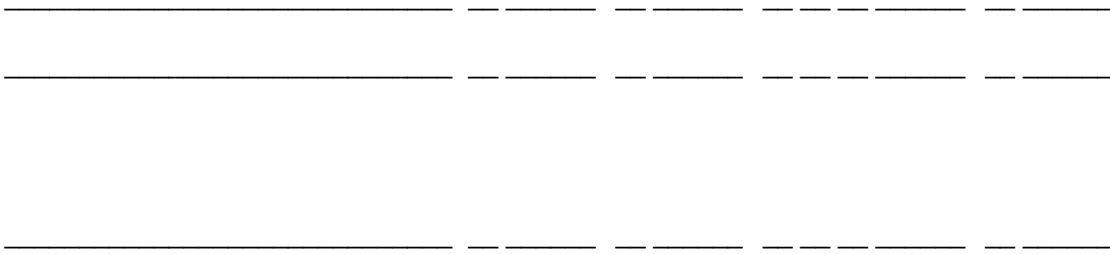
Press PgDn to Continue

Sheet1

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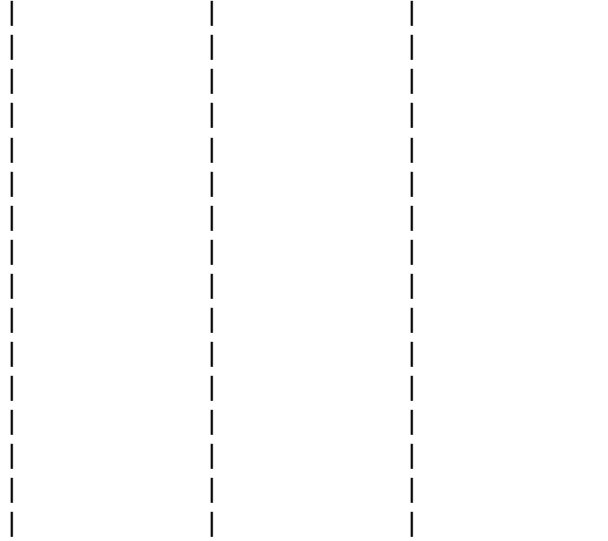
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Sheet1

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Sheet1

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{setbotline " F1=DOCUMENTATION F2=EDIT F3=PRINTING F4=NAVIGATE (/)=GLOBAL COMMANDS "}

\Z