

Contents for Above & Beyond Help

Welcome to Above & Beyond

[Description of Above & Beyond](#)
[Installing Above & Beyond](#)
[Dynamic Scheduling](#)
[How to Register](#)
[Distribution Information](#)

Using Above & Beyond

[Schedule Notation](#)
[Selecting Schedules](#)
[Inserting Items](#)
[Recurring Items](#)
[Changing Item Information](#)
[Deleting Items](#)
[Toggling Between Two Views](#)
[Juggling Items](#)
[Highlighting an Item](#)
[Printed Schedules](#)
[Data Saving and Backups](#)
[Schedule Archiving](#)
[Automatic Launch of Applications](#)

Workgroup Use

[Summary of Features](#)
[Workload Balancing](#)
[Status Query](#)
[Opening Schedules](#)
[Meeting Maker](#)
[The Alarms Off Option](#)

Menu Reference Section

[The File Menu](#)
[The Edit Menu](#)
[The Select Menu](#)
[The Juggle Menu](#)
[The View Menu](#)
[The Worktools Menu](#)
[Autodial](#)
[The Pop-up Calendar](#)
[The Pop-up Timer](#)
[The Options Menu](#)
[The Schedules Menu](#)

Technical Support

Description of Above & Beyond

Use Above & Beyond to maximize each day in your life! Its unique dynamic scheduling makes it easy to arrange your plans and stay on top of tasks, projects and calendars. Recurring items of all types appear automatically. Full week and month-at-a-glance views. You can print schedules to take your plans wherever you go. Logs all completed items. Launch programs from schedules, or pop-up alarms. Plus an auto-dialer, task timer, and more.

With Above & Beyond, you can plan time for everything you want to do.

Above & Beyond in a LAN environment adds even more benefits. Managers can balance the work-load of their staff, assign new items and prioritize work, as well as check task-completion status. Secretaries can post phone messages for calls to be returned, and monitor multiple schedules to know who is where when. Above & Beyond also includes a meeting-maker for group scheduling.

Above & Beyond streamlines workflow and productivity soars!

Powerful Advanced Scheduler

Above & Beyond leads the world's most advanced time management systems. It's amazing effectiveness is primarily due to what is called dynamic scheduling. In the section [Dynamic Scheduling](#) that follows, you'll start to discover how much this can benefit you.

Share the Benefits

Certainly many people you know could benefit from using this High Achievement System. We encourage you to make copies of Above & Beyond, and give them to others to evaluate.

Price

Above & Beyond for a single user is \$149. LAN systems for any number of users are also available. Call 1Soft at 800/326-4391 for additional information on specific size configurations.

Send your comments and suggestions

Product questions and requests for enhancements are welcomed (and always considered). Please address your comments to:

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

Registering Above & Beyond

Be sure to register Above & Beyond by ordering a license. To register, select the Options menu and choose Order an Above & Beyond License or choose Order a pre-paid Above & Beyond License. Use "pre-paid" if you have a registration certificate, which is the case if you bought the software package through a dealer. Simply fill out the form, and click on "Print" to send the form to your printer. Send both copies with your check or credit card number and expiration date. Complete instructions appear on the printed form.

If paying by VISA, MasterCard, or American Express, you can FAX your order form to **707-987-3150**. If you have questions about your order you may call 1Soft Corporation at **800-326-4391**.

The Complete Package

When you purchase an Above & Beyond license, you will receive the complete package including the spiral bound User's Guide and program disks in both 3.5" 720K and 5.25" 360K formats.

As a registered (licensed) user, you'll also receive a personal User ID and substantial discounts on product upgrades.

Distribution Information

You are authorized to make only exact copies of Above & Beyond files to give to others for evaluation purposes. Modifying the original content in any way at any time is strictly prohibited. This also prohibits temporary modification while the binary data is in RAM. Archiving (compressing) distribution files is permitted only for efficient transmission and must not alter the original content.

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Installing Above & Beyond

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. If Above & Beyond is already on your hard disk (you downloaded from a BBS, for example) you can start with Step 3.

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

Step 2: In the Windows Program Manager, Select Run from the File pull-down menu and type:

A:INSTALL

Step 3: Create a program item (an icon) in the program group of your choice, eg. Windows Applications. From the Program Manager, select File, and choose New. Select Program Item. As a description, you might type in your name, and for the command line, state the path and program file, for example: c:\ab\AB.exe.

You can also specify a datafile name such as: c:\ab\AB.exe Michael

The extension will be assumed as .PAK. When you omit the datafile name, the name used is TIMEDATA.pak by default.

Step 4: Start Above & Beyond by selecting the icon you have created and either pressing Enter, or double-clicking with the mouse.

Installing Above & Beyond for a LAN Workgroup

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.

The installation is the same as described above in the section "Installing Above & Beyond" with one exception. You will want to have *datafiles* reside on the server's hard drive. It's recommended you designate an individual directory for each user. This will keep .log files (completed items are tracked in these files) for each user from being combined.

When you run Above & Beyond, if the directory and/or file you specify does not yet exist it will automatically be created for you.

Suppose you have four users: Bill, Karen, Cindy, and Michael; and the name of your server drive is "J". The command lines on the workstations could be as follows:

On Bill's workstation: c:\ab\AB.exe j:\Bill\Bill

On Karen's workstation: c:\ab\AB.exe j:\Karen\Karen

On Cindy's workstation: c:\ab\AB.exe j:\Cindy\Cindy

On Michael's workstation: c:\ab\AB.exe j:\Michael\Michael

Dynamic Scheduling

Above & Beyond is designed to organize your life and maximize your productivity. It can plan time for everything you want to do!

Much of the superior power and flexibility of the Above & Beyond system is based on its unique automated scheduling of floating tasks. These schedules are so effective, they render to-do *lists* obsolete. Floating tasks are to-do tasks. Unlike fixed items such as appointments, they don't have to be done at a precise time. Most of the items of work you do each day are floating tasks. These tasks have an anticipated duration to be planned for, but they can be performed during some range of hours. Automated scheduling of to-do (floating) tasks allows you to plan more precisely than you could with a list, and see clearly how your time is being allocated. The benefit of using these flexible dynamic schedules is tremendous. The following pages detail some of the advantages.

Productivity Gains Through the Day

The best way to illustrate how you can save time throughout the day is to look at a typical day, and compare using a to-do list to using Above & Beyond's dynamic schedules. If your to-do list has 100 items, and the average task is 15 minutes, then every 15 minutes or so you have to stop and decide what to do next. Suppose you spend only one second considering each item as you scan a to-do list of 100 items. That's over a minute and a half for each scan. If you finish 40 items you will have repeated this scan 40 times in the day, spending an hour in the process. This lengthy scanning is eliminated with Above & Beyond. You glance at your schedule, see what's next, and begin it without hesitation. You finish these 40 items an hour sooner!

And if circumstances require changing your plans during the course of the day that's easy with Above & Beyond. If you're at your PC, the schedule on-screen instantly reflects your changes, or if you're using a printed Above & Beyond schedule you can make your changes on paper, marking up the alterations in your own shorthand.

Having your workflow streamlined leads directly to much higher achievement every day. Above & Beyond will boost your performance and rewards in all your pursuits. And provide you with more time for leisure pursuits!

Rewards of Higher Achievement

Imagine saving 60 minutes every day! That's 365 hours a year. What would you do with an extra 365 hours a year? You've gained the equivalent of nine 40-hour work-weeks.

Depending on your lifestyle that might translate to an extra two months of vacation, a 18% boost in billable hours, self-employment earnings, or commissions, or a hefty raise at your next performance review.

Above & Beyond Breaks New Ground

Above & Beyond introduces a new, and more effective way to manage your time. Instead of

having tasks merely listed in a to-do list, they can be scheduled in the available time between the appointments on your calendar. There are several advantages to this approach: a unified view, time budgeting, time-frame targeting, transition smoothing, and more.

Integration: a Unified View

Having a unified view means that you don't have to split your attention between your appointment calendar and to-do list. Everything you have planned is arranged in the day's schedule. No longer do you have to split your attention; you can focus.

Time Budgeting

Tasks will be scheduled automatically. At a glance, you can see how much can be accomplished and how much space remains in a given day. This minimizes the number of surprises and crises that arise when insufficient time remains to accomplish high priority tasks before a deadline. And since a schedule is much more precise than a to-do list, you can more easily make and keep your commitments to others. You can tell them in advance exactly when you plan to have something done.

Doing it All

One of the most frequent causes of stress we have all experienced is the feeling of having too much to do. More specifically, we have a lot to do, and aren't sure if we'll get it done in time. It's this doubt and worry that brings on stress. Now you can see exactly what you have to do and how long it's going to take. Then if it cannot be accommodated before deadlines, you can defer lower priority tasks. A renewed sense of confidence in knowing what you can get done, and when, will greatly lower your stress level.

Forget it Not

Another source of stress is worry over forgetting to do certain things before they must be done. We all use methods to combat this threat. Unfortunately the methods are not always reliable, and result in a certain amount of stress. The key to reducing this stress is simply finding a more reliable means to keep track what has to get done, and being reminded of it when there's time to do it (before it is too late).

A More Exciting Life

You will naturally feel more excited about life as you put this time planning system to use. With a greater potential for higher productivity you can accomplish all the things you need to do, and find time for more of the things you want to do.

Daily Use

You can gain most of the above benefits even if you use a PC only about twenty minutes

each day.

Getting Started

Enter the items you plan to do, including recurring items. This can be done very quickly. In the span of about 15 minutes you can probably enter 50 items. Don't forget to include the many things you do everyday, such as lunch. These need be entered only once; time each day will be reserved for them. There will be additional tasks that you'll think of later, and you can enter them anytime.

Then plan today. If today's tasks are not already in a sequence that suits you, arrange them and make adjustments, and then print your schedule for the day. If you have a printer, you can make a printed schedule to carry through the day, crossing-off items that you complete. New items can be noted on this same page, and entered the next morning. If you're using the printed schedules and only running the software once daily, you'll spend about 10 to 20 minutes updating information by marking completed events, entering new schedule items, and adjusting your plans according to your latest priorities.

The Daily Planning Session

First, check-off the items that have been completed. Then reschedule the tasks you didn't get to. You may reschedule them to today's schedule by simply pressing F12. Or reschedule to the date of your choice by clicking on that date on the pop-up calendar with the *right* mouse button. To view that date, click with the *left* button.

Add New Items

Add any new items. These might be items you're carrying in your head or those you jotted down on yesterday's printed schedule page.

Arrange Your Schedule

Using the keyboard or mouse, move the items in today's schedule around so that today's schedule best suits you. Often today's schedule will be overloaded, but you can defer items by rescheduling them to future days. And you can adjust today's sequence so there are no conflicts, and items are in the order you desire, bringing related items together, for example. As you make changes, you'll notice that the schedule will adjust automatically.

Print a Schedule Report

You'll want to print off today's schedule, and normally also the extended outlook. The extended outlook includes a 3 month calendar, and any highlighted events for up to 90 days.

Jot notes on your schedule report during the day; cross-off items you complete. Use the extended outlook to pin-point what times are committed so you can schedule appointments even while away from your PC.

Making Backups

Backing up your vital scheduling data is very important. We recommend Making daily backups of your data files (*.PAK files) in case a file should get lost or damaged. Also it's a good idea to make at least one backup copy of the program files in case something should happen to the original disk. For more information, see [Data Saving and Making Backups](#) in the section entitled "Using Above & Beyond".

Schedule Notation

The first line of each schedule displays a convenient summary of the schedule shown in the window. What is displayed is 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). 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. Schedule statistics will change as items are added, deleted from or modified in a schedule or as schedules for different days are selected.

Start Times 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.

Selecting Schedules

The Select menu shows the commands for selecting which day to view. Or simply click on the desired date on the pop-up calendar.

There are many ways to move between schedule days. You may move ahead or back by days, weeks, months, or years. 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 Day at a Time](#)

[Selecting a Week at a Time](#)

[Selecting a Month at a Time](#)

[Selecting a Year at a Time](#)

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 with the mouse...

Click on the right-pointing arrow at the far right end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will advance one day.

Click on the left-pointing arrow at the far left end of the horizontal scroll bar at the bottom of the schedule screen, and the schedules will roll back one day.

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 with the mouse...

Click in the gray area on the left half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

Click in the gray area on the right half of the horizontal scroll bar at the bottom of the schedule window to view the day one week later.

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

Select the date on which you wish to schedule your desired item, then double-click the mouse on any open space in the schedule screen (not on an existing item). (You can also press the INSERT key, or select the Insert command in the Edit menu and press ENTER). A dialog box will be displayed which will guide you in entering the pertinent information about your item quickly.

If you were to press ENTER, without typing any information into the dialog box, an untitled item would be entered in your schedule for that day at the earliest free space with a duration of 10 minutes.

[Entering Item Title](#)

[Entering Item Duration](#)

[Entering Notes](#)

[Entering Item Date](#)

[Scheduled / Unscheduled Items](#)

[Begin Time and Floating / Fixed](#)

[Time Bounds](#)

[Setting Alarms](#)

Entering Item Title

The title (description) of your item can be up to 365 characters long. When you have entered the title of your item, press the TAB key to advance the cursor to the next text box. Note: You may view the entire text of a long item title by selecting the View command button.

Entering Item Duration

Here is where you enter the amount of time you think a task 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 enter short forms. Numbers 1 through 4 are interpreted as hours, 5 through 99 are interpreted as minutes, while entering 100 through 2359 will be assumed to be hours and minutes. Therefore, 3 will appear in the text box as "3:00", 23 will appear as ":23" and 93 will be interpreted as 93 minutes, which is 1 hour and 33 minutes. You may enter durations of up to 24 hours. An item with duration zero is called a "note".

Entering Notes

To flag an item as a note, either type "note" or the digit "0" (zero) in the Duration box. When the item is inserted into the schedule, the word "note" 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 "note" on the left, where the begin time would ordinarily be.

A shortcut for entering notes into your schedule is to press ALT+INSERT or select "Insert Note Item" in the Edit menu. This will bring up a definition dialog box for a new unscheduled item with duration zero (i.e. a "note"). As with any unscheduled item, notes will not conflict with scheduled items nor be calculated into the workload by the color utilization calendar.

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 definition (insert) 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.

The date may be entered as "month/day/year" with slashes separating the month, day and year or you may use hyphens, periods or blanks as separators. Examples:

6-23-90 6/23/90 6 23 90

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. 6/23) the year will be assumed to be the next occurrence of such date between the current date and the end of next year.

You may alternatively enter the name of a weekday. The date of the closest future weekday will be assumed. You have the option of typing the entire name of the day, such as "Monday", "Thursday", or "Saturday", or typing in an abbreviation, like "Mon", "Th", "F", or "SA".

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" text box empty, the "Floating" option is automatically selected. "Floating" means your item can take place over a range of time during your day. The item will be inserted into the schedule at the earliest open time, taking into account the duration of the item, the bounds you specify, and any other items already scheduled.

The scheduler will not alter the sequencing of items without your direction. Because of this, you can prioritize items by sequencing them, and that sequence will be maintained. 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 tasks 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".

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 formats.

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.

For items with a begin time the "Bounds" boxes will be seen in gray and will be inactive.

Setting Alarms

In the Insert dialog box, click on the Alarm check box (or press ALT+A). This will place an X in the check box, to show that the alarm is now on, and will also bring up the Alarm dialog box. In the Alarm dialog box, you have the opportunity to set the alarm to go off either before or after an item is scheduled to begin, or before or after an item is scheduled to end. You can also indicate the amount of time (up to 99 minutes) before or after the item that you would like the alarm to go off.

If the "Begin time" box is marked with an "X", the alarm will sound before (or after) your item is scheduled to begin. Click on the check box to remove the "X". Click a second time to replace it. You may elect to have both the "begin time" and "end time" boxes marked so that the alarm will go off twice, both before the item begins and before the item ends (or after, if "After" is selected).

When the alarm sounds, a message box will appear on the screen alerting you to the starting or ending time of the item. The alarm will chime every 60 seconds until you acknowledge it. You will be asked if you would like the alarm repeated, and if so, when.

Selecting "OK" will set the alarm with the information you have given it and bring you back to the definition dialog box. Select "OK" again and the item will appear on your schedule with "-a" after it. This indicates that the item has an alarm set. 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.

In the Alarm dialog box pressing ESC will cause the changes just entered to be cancelled, however, the alarm will still be set. Selecting "Cancel" will have the same effect.

To disable the alarm, you can delete the "X" from the check box to the left of the "Alarm" command button in the main dialog box. Do this either by clicking on the check box or by putting the cursor next to the check box with the TAB key, then pressing the SPACEBAR.

Alarms can be just as easily set on recurring items, and the alarm will go off each day an instance is scheduled.

Recurring Items

If you have an item that occurs on a recurring basis, it is not necessary to go to each date to insert the item. While working in the definition dialog box, simply click on the "recurring" command button or press ALT+R. This will bring up another dialog box in which you may designate how often and on which days you'd like the item to appear on your schedule.

The following topics explain the options in the "Recurring" dialog box. Once you have finished your session in the "Recurring" box, click on "OK" (or TAB to the OK button and press ENTER). This will return you to the definition dialog box. The "Date" button no longer contains a date but is marked "Recur'ng". On your schedule the item will be followed by "-r" to indicate that it is a recurring item.

Note: While working in the "Recurring" dialog box, you may decide that you don't want your item to be recurring. Press ESCAPE (or TAB to the "Cancel" button and press ENTER).

Unlike most scheduling programs, 1Soft schedulers allow you delete or change all occurrences (instances) of a recurring item in a single operation, so you don't have to delete each and every occurrence one by one. The Delete All Occurrences command is in the Edit menu, and its shortcut is CTRL+DELETE.

Recurring Daily

Recurring Every ___ Days

Recurring Weekly

Recurring Every ___ Weeks

Recurring Monthly

Ordinal Weekdays

Recurring Every ___ Months

Recurring Annually

Entering Birthdays

Recurring to Non-recurring

Delete All Occurrences

Exceptions to Recurring Items

Recurring Daily

When the "Recurring" dialog box first comes to the screen, the "Daily" option button is selected. Click on, or press TAB to move from the "Daily" button to the text box titled "Starting". The date in this box will automatically be the date of the schedule you are presently working with. You can change this date to a later date by entering it as "month/date/year".

Click on, press TAB again to move to the text box titled "Ending". This text box will be blank, and if left blank will cause your item to be inserted into every daily schedule indefinitely. You may type in the date of the last day that you would like your item to take place. Click on "OK," or press TAB to select the "OK" command button and press ENTER. The "Recurring" dialog box will disappear and the definition dialog box will return to the screen.

Recurring Every __ Days

Your item may not need to take place daily but every so many days. When in the "Recurring" dialog box, click on (or press the DOWN or RIGHT arrow key to select) the button labeled "Every __ Days". You may choose to keep the default setting (2) or you may enter any number up to 99. Press TAB to bring the cursor to the text box and type in the numerals.

Specify "Starting" and "Ending" dates as with Daily items and press ENTER when you are finished. Remember that leaving the "Ending" text box blank will cause your item to be scheduled into the future indefinitely.

Recurring Weekly

To schedule a weekly item, in the "Recurring" dialog box, click on the "Weekly" button, then click on the check box for each day on which you want the item to be scheduled.

If you are not using a mouse, press the DOWN arrow key twice to select the button labeled "Weekly", then TAB to the series of seven check boxes labeled for the days of the week. The cursor will appear as a gray vertical line to the right of the check box labeled "M". Press the space bar to fill in this box with an "X." Press the RIGHT (or LEFT) arrow key to move the cursor along the row of boxes.

You may also choose to leave all the day-of-the-week check boxes blank and tab directly to the "Starting" text box. This will cause your item to be scheduled once a week on the week-day that your "Starting" date falls on. For example, if the "Starting" date falls on a Monday, then your item will be scheduled each week on Monday.

Recurring Every __ Weeks

To schedule an item at an interval of every two or more weeks, click on (or use the DOWN arrow key to select) the button labeled "Every __ Weeks". The default setting here is 2. You may enter any number up to 99. Note: Entering the number "1" in this text box will cause the button selection to change automatically from "Every _1_ Weeks" to "Weekly".

As with Weekly recurring items, you may check the boxes to indicate on which day(s) of the week the item will occur. As stated earlier, if you chose to leave all of the day-of-the-week boxes unchecked, your item will be scheduled on the day of the week that the "Starting" date falls on.

Recurring Monthly

Items may be scheduled once, several or many times each month. In the "Recurring" dialog box, click on (or press the DOWN arrow key to select) the button labeled "Monthly on...".

Using a mouse, simply click on "Cardinal Month Days", then click on the check boxes for each of the desired days.

Without a mouse, press TAB to select "Cardinal Month Days". Press TAB to move the cursor down to day "1" in the calendar. The cursor is now a dotted gray outline around the check box. Mark the boxes you wish by pressing the SPACEBAR.

Using "Cardinal Month Days", if all the check boxes are left blank, the item will be scheduled each month on the same day of the month as the "Starting" date.

Recurring on 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. To do this, select "Monthly on..." and click on the button labeled "Ordinal Weekdays" (or press ALT+O). You can move around this calendar and mark the boxes in the same way as with "Cardinal Month Days".

Recurring Every __ Months

To schedule an item at an interval of every two or more months, in the "Recurring" dialog box, select the button marked "Every __ Months...". To change the default setting of 2, click in, or press TAB to move the cursor inside the text box.

As with Monthly recurring items, select the desired "Cardinal Month Days" or "Ordinal Weekdays".

Recurring Annually

To schedule an item once a year, in the Recurring dialog box select the button labeled "Annually".

Click on (or press TAB to move the cursor to) the "Starting" and "Ending" text boxes. Fill in the dates of your choosing and click on "OK", or press ENTER. The item will be scheduled each year on the date entered in the "Starting" text box.

Entering Birthdays

To enter birthdays use "Insert note item". Enter the desired text, then click on "Recurring". In the recurring dialog box, choose "Anually". Specify "Starting Date" as the next occurrence of the birthday; NOT the actual birthday. The reason for this is that the actual birthday may be outside of the range of Above & Beyond dates.

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 first choose the "Alphabetical Items List" in the View menu (ALT+V, A), select the recurring item on the list, 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 your daily lunch, normally at 12:30 needs to be extended next Friday to 90 minutes and moved to 12:00 for an achievement awards luncheon.

There are quick and easy ways to make exceptions; but first, an overview: Simply select any standard instance of the recurring item on any schedule day and bring up the definition dialog box by pressing ENTER or by double-clicking on the item.

Now, click on the Next button (or press ALT+N) to advance the date shown above the Next button to the date of the next occurrence of the item. Similarly, click on the Prior button (or press ALT+P) to display the date of the previous occurrence of the item. When the date of the item occurrence that you wish to modify is showing, you may...

Press ALT+C -- To Cancel (delete) this occurrence of the item or...

Press ALT+X -- To indicate that this occurrence of the item is different in some way, then...

Make the desired changes in the upper portion of the definition dialog box and select OK. The schedule for the date of the modified occurrence will appear on the screen. To the right of the item title will be an "-rx" to indicate that this is an exception to a standard recurring item.

Note: If you would like the modifications entered to become the new standard for the recurring item press ALT+S (for Standard) while still in the definition dialog box.

To quickly Cancel (Delete) ONE instance of a recurring item, select that item in the schedule on day you want it cancelled. Then press delete.

To quickly change the date of one instance of a recurring item, select the instance, and simply move it to another day.

To quickly change the duration (or any other details) of one instance of a recurring item, select the instance and press ENTER (or double click on the item.) When the Refine dialog box appears, press ALT+X (or click on the Exception option.) Change the information and press OK.

When the Standard (ALT+S) option is on, changes in the Refine dialog box affect all standard instances.

Changes in the Recurring dialog box (daily, weekly, etc.) affect only the standard instances.

Changing Item Information

To change any information for an existing 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 click on "Cancel" (or TAB to "Cancel" and press ENTER).

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 (or press ALT+E,D). A message will appear, asking you to confirm the delete command. Click on "Yes" (or TAB to "Yes" then press ENTER) and the item will be removed from the schedule. If you click on "No" (or press ENTER with "No" selected) the item will not be deleted.

Toggling Between Two Views

Just above the vertical scroll bar is a small box with an upward pointed triangle in it. Clicking on this triangle will switch to the view mode that was in effect immediately before the current view mode. If there is no previous view mode, the Alphabetical Items List view will be selected.

Using this feature, you can switch back and forth from single window to Week at a Glance or Multiple Windows views and back again easily.

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 Commands 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 task 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 appears in the schedule as underlined and will be printed when "Extended Outlook" is selected. See the [Print commands](#) in the File menu for more information on the Extended Outlook.

The "Highlight Item" command will underline the currently selected item. A shortcut for this command is to press F3 while in the schedules window. Press F3 again to remove the underline. Items you wish to appear in Month-at-a-glance view must be highlighted.

Printed Schedules

You may print reports that list your schedule for the present day and beyond; plus a three month calendar. This allows you to see openings for appointments while away from your computer. All highlighted (underlined) events for the next three months also may be listed by choosing the Extended Outlook option. See the Print commands in the File menu 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.

Data Saving and Backups

To minimize data loss from unexpected natural disasters such as power interruptions, schedule changes are saved every 60 seconds in the file TIMEDATA.PAK. Should a power interruption occur, you would lose only the changes you made within the last minute.

As an added precaution, ten backup files are maintained which contain your previously saved scheduling data. Just before TIMEDATA.PAK is updated, it is copied to a file named "TIMEDATA.BKn" where "n" is a digit from 0-9. Just the oldest of these files is updated each time on a rotating basis.

There are few things more important than your data. Especially the scheduling data you rely on to plan your future and to track your accomplishments. On a daily basis make backups of all *.PAK files as well as your archived schedules (*.LOG files). These backups should be made on reliable media and stored in a safe place.

Schedule Archiving

A schedule will be "archived" when seven days have passed and all items are marked done, rescheduled, carried forward, or deleted. That is, nothing remains on the day, but items marked done. Those completed items are archived to monthly log files named according to the month and year. For example: "Jan91.Log" Note: In order to conserve RAM, there is an exception to the seven day wait: If you have more than 300 items (total) in Above & Beyond, archiving will occur the day after a day's items have been done.

To view the archived schedules for a particular month, select any schedule in that month; then in the File menu choose Display Log File for Month. (See [Selecting Schedules](#) for more information on how to select schedules.) The archive files are ASCII format (text) and may also be displayed or printed using the TYPE or PRINT commands of DOS, Windows notepad, or other utility applications, including text editors.

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.

Automatic Launch of Applications

There may be times when you want to run a program or application at a precise time without having to manually initiate it. This feature is activated by either of the two keywords, EXEC or AUTOEXEC. When either one of these words is included in the item title the feature is enabled. You may specify parameters which will be passed to the program.

You can also manually launch an EXEC or AUTOEXEC item. Simply select the item, then press F5 (or use Edit: Start Item). For details on the Start Item command see [Edit: Start Item](#) in the Menu Reference section.

When running in a LAN environment and viewing someone else's schedule, you may temporarily disable *their* Exec and Autoexec launching by choosing Options: Alarms Off. Note that the setting you select for this option on their Above & Beyond schedule affects only *your* viewing of their schedules. That is, Exec and Autoexec will still be functional when they view their Above & Beyond schedules from their workstation.

The EXEC Feature

When the keyword "EXEC" is used in an item title, and the scheduled begin time for that item is reached, a dialog box will be displayed which has the current time and the message, "Ready to EXEC <program-name>." At that time, you may choose the "yes" option to run the program, or choose "no" to cancel the process. If run, the item will automatically be marked as completed in the schedule.

The AUTOEXEC Feature

When the keyword "AUTOEXEC" is used in an item title, 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. As with "EXEC", the item will be marked as done in the schedule.

Both Windows and non Windows programs, plus batch and command files may be run using these commands. If the program is a Windows application, the program window will appear in front of any other active windows and will have the focus. If it is a non Windows program, the system will automatically switch to the DOS environment to run it. When the program ends, the system will switch back into the Windows environment.

Programs and executable files must end in either ".EXE", ".BAT", or ".COM". For programs and executable files with names ending with .BAT or .COM, the .BAT or .COM suffix must be included with the name, otherwise the system will not be able to locate the program or file. For programs with names ending with .EXE, you do not have to include the .EXE when specifying the program name, however .EXE may be included.

Also, the PATH statement in the AUTOEXEC.BAT file must include the directory in which the program or file is to be found, unless you specify the path explicitly (e.g. EXEC c:\mydir\backup.bat).

The format for both EXEC and AUTOEXEC is:

<Optional text> <Keyword> <Program name> <Parameters>

<Optional text> is any description you care to put in the item title line. <Keyword> is

either EXEC or AUTOEXEC. <Program-Name> is the name of the program or executable file you want Above & Beyond to load and run. <Parameters> are any information that the program needs to perform properly.

EXEC Example

Example Item #1:

```
Backup manuscript EXEC mybackup.bat /new b:
```

In this example, the optional text is a brief description of the function you want to accomplish, which is to backup onto diskette the manuscript you have been working on. Then, you chose the keyword EXEC so that Above & Beyond will prompt you before it loads and runs the file. This will give you time to put a blank diskette into the drive. MYBACKUP.BAT is a batch file you created to make backup copies of the manuscript. You wrote the batch file so that it would copy onto any disk drive you specify. Here, you have specified the parameter, "B:", indicating that you want to use drive B: this time.

AUTOEXEC Example

Example Item #2:

```
AUTOEXEC NOTEPAD
```

In this example, there is no descriptive text. You chose the keyword AUTOEXEC this time because this is a high priority item and the program must run at the specified time. Notepad is the name of the program you want to run, and it requires no parameters.

The keywords may be typed in upper case, lower case or mixed cases. Everything that follows the keyword is treated as a program name or parameter. The keyword, program name and all parameters must be separated from each other by (only) one space.

The optional text, keywords, program names and parameters are all typed into the Title line in the definition dialog box used to create the item, and they will be displayed on the schedule in the normal fashion.

Workgroup Use

Summary of Features

1. You can 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. You can delegate tasks easily by "cutting" items from your schedule and "pasting" them into the schedules of co-workers.
3. You can check on the status of tasks being performed by others in the group. If the task 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. You can easily schedule meetings when a group of others (and yourself) are available.
5. You can post electronic mail by inserting notes into another person's schedule.
6. A common company phone book may be created which can be accessed by every Above & Beyond user. 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 cardfile.exe phone.crd

7. Users can be restricted in accessing and updating the schedules of certain other users. This can be done by setting read/write permission through the Network administration software already running on your LAN.

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 Balancing

Supervisors who assign work can monitor 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 a Month-at-a-glance view.

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 tasks, and shift the work sequence based on new priorities.

Status Query

Supervisors can check the completion status of any task 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 task has not been completed, he can also see when the worker has planned to get to it.

Meeting Maker

Meetings for several Above & Beyond users can be planned jointly. 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 interview each person in the group and have them check their schedules, and recheck their schedules for alternate slots. That hassle is eliminated with the Meeting Maker because anyone with access to all the schedules needed can plan a meeting that is conflict-free. When a joint meeting is scheduled, the item is posted on the schedules of each of the attendees.

The Meeting Maker feature will find blocks of free time which are common to all Above & Beyond users whose schedules are currently *open* on the screen of the person who is scheduling the meeting. The Meeting Maker will display a list of the users who are *open* 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.

The Alarms Off Option

When running in a LAN environment and viewing someone else's schedule, you will see their alarms pop up. To prevent this, choose "Alarms Off" in the Options menu. This tells Above & Beyond to display only *your* alarms. 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.

The File Menu

File: Print Today's Schedule

File: Print Range of Schedules

File: Page Size Setup

File: Export Today's Schedule

File: Export Range of Schedules

File: Export Alphabetical Items List

File: Display Log File for Month

File: Name

File: Save

File: View Export File

File: Exit

File: About Above & Beyond

File: Print Today's Schedule

Use this command to print the current day's schedule, regardless of the schedule appearing on the screen.

A message will appear asking if you would like to print the Extended Outlook. The Extended Outlook contains:

- 1: A three month calendar
- 2: A listing of highlighted items for the next three months.
- 3: A Month at a Glance view of highlighted items for the next three months.

To highlight an item, use the "Highlight Item" command in the Edit menu.

File: Print Range of Schedules

The Print Range of Schedules command allows you to print out a number of schedules between specified dates.

Selecting this command will bring up a dialog box into which you can enter the range of the schedules you wish to print. You can also choose options such as the number of schedules that will appear on a page and whether you would like the Extended Outlook printed as well.

In the first area of this dialog box, select the option button labeled "Today" (the present date appears to the right of this button) or the option button labeled "Date:" and enter the date of the first schedule you would like printed.

In the second area, you may choose how many schedules you would like printed. Select the first option button and enter the number of days (schedules) to be printed; or select the option button titled "Date:" and type in the date of the last schedule to be printed.

The next area of the dialog box is where you may indicate how many schedules to be printed per page. Select the first option button and enter the desired number of schedules per page; or select the second option button to have the schedules fill the entire page.

Check the box titled "Extended Outlook" if you would like to print a list of up-coming highlighted events for the next three months. Select the "OK" command button to have the schedules printed.

File: Page Size Setup

For printed output, use Page Size 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". Note: For the chronological portion of the Extended Outlook to appear, page width must be at least 7.25". Month at a Glance will appear in any size selected.

If you choose Default, the settings from the current printer setup are used. These are selected in the Windows Control Panel.

File: Export Today's Schedule

This command will cause the present day's schedule to be written to a file called EXPORT.TXT in the current directory.

File: Export Range of Schedules

This command will allow you to print a number of schedules to a file entitled EXPORT.TXT in the current directory. The controls on this dialog box are identical to those of "File: Print Range of Schedules". See "[File: Print Range of Schedules](#)" for details.

File: Export Alphabetical Items List

This command will export the alphabetical items list to a text file called "Export.Txt". You may easily view this file by selecting "File: View Export File".

File: Display Log File 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 calendar or by pressing F9 and typing in any date during that month). Then select File: Display Log File for Month.

File: Name

The Name command will display on the screen 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

The Save command will save any changes made during the last minute to the TIMEDATA.PAK file. However, since changes are saved automatically every sixty seconds, you need not use this command.

File: View Export File

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

File: Exit

The exit command will do a "File: Save" and return you to the Windows Program Manager.

File: About Above & Beyond

This command will display information about the program including copyright information and version number.

The Edit Menu

Edit: Insert New Item

Edit: Insert Note Item

Edit: Insert Done Item

Edit: Refine Item

Edit: Delete Item

Edit: Delete All Occurrences

Edit: Arrange a Meeting

Edit: Duplicate an Item

Edit: Mark Item Done

Edit: Highlight Item

Edit: Schedule Item

Edit: Start Item

Edit: Start Item After Last

Edit: Cut

Edit: Copy

Edit Paste

Edit: Insert New Item

Use this command to enter new items into your schedule. A shortcut for this command is to press "Insert". A dialog box will appear in which you can enter specific information about your item.

When you have completed your session in the definition dialog box, select the "OK" command button and the item will be inserted into the schedule.

To learn more about inserting new items and the definition dialog box, see the section entitled "Scheduling".

Edit: Insert Note Item

This command will bring up a definition dialog box for entering a note item into your schedule. Enter the text of the note and select "OK". The item will be labeled "note" and will not conflict with scheduled items nor be calculated into the workload by the color utilization calendar. A shortcut for this command is to press ALT+INSERT.

Select the "View" command button in the definition dialog box to display the entire text of the note.

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. For the begin time, the end time of the previously done item is the default. For the end time, the default is the current time. Of course, these default values can be modified if you wish.

Edit: Refine Item

The Refine Item command will allow you to change previously entered information for the currently selected item. A shortcut for this command is to press ENTER or double-click on an item in the schedules window.

Selecting this command will open the dialog box which contains the information regarding this item that you entered previously. When you have made the desired changes to the data in the dialog box, select "OK".

Edit: Delete Item

The Delete Item command will remove the currently selected item from the schedule. A shortcut for this command is to press DELETE while in the Schedules window.

If the item you have selected to delete is a recurring item, the "Delete Item" command will only remove the item from the schedule you are currently viewing. To remove all occurrences of a recurring item, use the "Delete All Occurrences" command; or delete the item from the Alphabetical Items List.

Edit: Delete All Occurrences

The Delete All Occurrences Item command will remove all instances of a selected recurring item from all schedules. A shortcut for this command is to press CONTROL+DELETE while in the schedules window.

Edit: Arrange a Meeting

For details, see the [The Meeting Maker](#) in the section entitled "Workgroup Use".

Edit: Duplicate an 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 window.

Edit: Mark Item Done

The Mark Item Done command will cause a line to be drawn through the selected item.
Shortcut: press SPACEBAR

Using this command on an item that is already marked with a line through it will cause the line to be removed, indicating that the item is uncompleted. All items must be marked as done on a past schedule in order for that day's schedule contents to be archived.

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 from the schedules window.

Edit: Schedule Item

Using the Schedule Item command on an unscheduled item will make it a (floating) scheduled item. If you wish to specify a particular start time for an item, use the Refine Item command and enter a begin time.

Using the Schedule Item command on a scheduled item will make it unscheduled. This toggle feature makes it easy to "undo" the command if you desire. A shortcut for "Schedule Item" is to press F4 from the schedule window.

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: 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 when the last item was done.

Edit: Cut

The Cut command 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 Windows application with the Paste command. You can also move the item to another person's schedule. See also [Edit: Paste](#).

Edit: Copy

The Copy command copies the selected item to the Clipboard so that you may duplicate it elsewhere using the Paste command. See also [Edit: Paste](#)

Edit Paste

The Paste command inserts the item that is in 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.

Note: The schedule item will be pasted onto the schedule corresponding to the item's date. For this reason, Pasteing items is normally done only when you wish to place the item into *someone elses* schedule. To copy an item to a different date on *your* schedule, use the Duplicate Item command and then move the copy to the desired date. See the section entitled Juggling Items for information on how to move items to a desired 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, you can 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 which are very easy to learn and use. The shortcuts are listed to the right of the commands in the menu. Shortcuts are to be used while in the schedules window, and NOT while in a pull-down menu. To close a pull-down menu without selecting any command press the ESCAPE key.

Select: Prior Item

Select: Next Item

Select: Prior Page

Select: Next Page

Select: Prior Schedule

Select: Next Schedule

Select: Today's Schedule

Select: Today's Schedule Undone

Select: Prior Day

Select: Next Day

Select: Prior Week

Select: Next Week

Select: Specific Date

Select: Last Viewed Day

Select: Earliest Undone Schedule

Select: Earliest Undone Schedule Undone

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: Today's Schedule Undone

Use this command to view just the undone items on today's schedule. The shortcut for this command is: Control+Home. To again view the done items, simply scroll up (such as with the up arrow 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. You may type the date of the schedule you wish to view in the text box.

Type in the date as "month/day/year" with slashes, dashes or spaces between the month, day and year. You may also enter the name of the day of the week for the schedule you want ("Tuesday" or "Friday") or a commonly-used abbreviation ("Tues" or "F").

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: Earliest Undone Schedule Undone

Use this command to view just the undone items of the earliest undone schedule. The shortcut for this command is: Control+End. To also view the done items, simply scroll up (such as with the up arrow key).

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.

Juggle: Earlier in Day

Juggle: Later in Day

Juggle: Prior Schedule

Juggle: Next Schedule

Juggle: Prior Week

Juggle: Next Week

Juggle: Carry Over Undone Items

Juggle: Shorter/Longer Duration

Juggle: Earlier 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 to press 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. In the Juggle menu, select "Later in Day" and press ENTER. A shortcut for this command is to press 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 all past undone items to today's schedule, simply press F12, or select Juggle: Carry Over Undone Items.

Juggle: Shorter/Longer Duration

To quickly make adjustments to an item's duration without going into the refine screen, these shortcuts can be used: Control+Left subtracts one minute from the duration; Control+Right adds one minute.

Juggle: Earlier Fixed Begin Time

To quickly make adjustments to an item's begin time without going into the refine screen, these shortcuts can be used: Control+Up subtracts one minute to the begin time; Control+Down adds one minute.

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. See also the section entitled [Toggling Between Two Views](#).

[View: Single Window](#)

[View: Alphabetical Items List](#)

[View: Week at a Glance](#)

[View: Month at a Glance](#)

[View: Multiple Schedules](#)

[View: Horizontal](#)

[View: Vertical](#)

[View: Define Week at a Glance](#)

View: Single Window

Use this command to display one selected schedule at a time.

View: Alphabetical Items List

Use this command 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: Week at a Glance

This command will 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 the "Define Week at a Glance" command.

View: Month at a Glance

This command will display the *highlighted* items for the entire month. (See [Edit: Highlight Item](#) for information on highlighted items.) 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 descriptions 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. (They will be followed by ellipses to indicate that there is more to the item descriptions.)

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.

To get a Month at a Glance print out, choose "File: Print Range of Schedules" and choose Extended Outlook. Remember that only highlighted items will appear.

View: Multiple Schedule Windows

The Multiple Schedule Windows command allows you to designate the number of schedules (from two to seven) 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, Multiple Windows allows you to display schedules for any dates, in any order, and to manipulate them independently from one another. In the View menu, press M to choose the currently selected (checked) number of multiple windows; or type the digit representing the number of windows you would like displayed.

When the scheduler is first run on a new day, two schedules may automatically appear on the screen: one schedule containing items that have not been marked as completed; and the schedule for the present day. This will call your attention to the uncompleted items on the past day so that you may reschedule them if necessary or mark them completed. Having the two schedules displayed makes it possible to move items over to the next day by dragging them with a mouse. You can also use the Carry Over Undone Items command in the Juggle menu or the "right mouse button" technique explained in the Calendar section.

View: Horizontal

With the Horizontal command, you tell the scheduler that, when more than one schedule is simultaneously displayed (either in Multiple Windows or Week at a Glance), you want those schedules tiled side by side, across the screen.

View: Vertical

With the Vertical command, you tell the scheduler that, when more than one schedule is simultaneously displayed (either in Multiple Windows or Week at a Glance), you want those schedules to be tiled, one above the other, on the screen.

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.

The Worktools Menu

The worktools menu provides easy access to the accessories and applications you use most. For example, the Windows Cardfile, Notepad and Calculator. You may edit the worktools list to tailor it to your needs by choosing "Edit Worktools List".

Users of previous versions of this scheduler will have data (such as phone numbers) stored in ".NBK" files. These files can be read directly by Windows Cardfile. Initially, the first entry in the Worktools list ("Phone book") is set up to read in the file FIRST.NBK. Choosing "Edit Worktools List", you may easily change FIRST.NBK to another file if you desire.

If you have other ".NBK" files you wish to access, add an entry (similar to the Phone book entry) to the Worktools list for each of the files. They will then appear in the Worktools list and can be accessed with a simple mouse click.

AutoDial

When this command is selected, a dialog box will appear on the screen. The first area of the dialog box is a text box labeled "AutoDial:"

Above & Beyond will search the currently selected item's description for a phone number. If there is more than one phone number, it will display the first one. You may make changes to the number before dialing. If there is no phone number found, you may type in the phone number you would like dialed.

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.

When all the information in the dialog box is correct, select "OK" and the number will be dialed.

The Pop-up 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 view the calendar press ALT+C (or click on "Calendar" in the main menu bar), then select "Open". The first time the calendar is used, it will appear in the upper right corner of the screen and the date of the currently selected schedule will be highlighted. The title bar of the calendar will be colored to indicate that this window currently "has the focus" (i.e. keystrokes will be directed to this window). To change the focus between the calendar window and the schedules window, press TAB.

Using the calendar and a mouse, selected schedule items may be quickly moved to any date. Select the item to be moved, then click on the target date (on the calendar) with the RIGHT mouse button. This will move the item to that date.

[Calendar: Moving & Sizing](#)

[Calendar: Selecting Months](#)

[Calendar: Selecting Schedules](#)

[Calendar: Color Utilization](#)

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: Selecting Schedules

Press the gray minus (-) key in the numeric key pad area to select the previous day, and press the gray plus (+) key to select one day ahead of the currently selected day. As days are selected, they'll be displayed immediately in the schedules window. Notice that the dates prior to today are crossed-out on the calendar.

With the calendar in "standard" viewing mode ("color utilization" not selected), you can easily toggle between the schedules for two dates, using the calendar and mouse. Click on a date in the calendar with the left mouse button to display the schedule for that date. If you click again on that same date on the calendar, the displayed schedule will switch back to the previously displayed schedule.

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; within an entire month. On the calendar, each day in the month has a background color ranging from green to yellow to red. Pure green indicates a day that has no scheduled items. Pure yellow indicates a day that is 50% scheduled. Pure red indicates a schedule that is 100% full.

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 length of your day as specified with the "Set New Item Defaults" in the Option menu.

The Pop-up Timer

With the 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: Focus To & 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 Options Menu

The commands in the Options menu will allow you to enter new default settings, delete the sample items, enter your name as you would like it to appear in the title bar and on printed schedules, and order a program licence.

Options: Set New Item Defaults

Options: Delete Sample Items

Options: Enter Name

Options: Order an Above & Beyond License

Options: Order a Pre-paid Above & Beyond License

Options: Order an Upgrade

Options: Enter User ID

Options: Alarms Off

Options: Technical Support

Options: Set New Item Defaults

The Set New Item Defaults command will allow you to specify the duration and time bounds default settings that will appear each time the definition dialog box is displayed for a new item.

When the Set New Item Defaults command is selected, a dialog box will be displayed. The first text box is labeled "Duration". Type in the amount of time you wish to appear automatically as the duration for your scheduled items.

The next text boxes are labeled "Earliest" and "Latest". Type in the earliest and latest times that you wish to appear as the bounds in the definition dialog box.

Options: Delete Sample Items

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

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 window's title bar.

Options: Order an Above & Beyond License

Use this command to become a registered user. Selecting this command will bring a dialog box to the screen. 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 forms, TAB to the "Print" button and press ENTER. Send both order forms and your check to the address on the form. You will receive your user ID in approximately two weeks.

Select "OK" remove the dialog box from the screen.

Options: Order a Pre-paid Above & Beyond License

Use this command to order a license if you have already paid for it, such as through a retail store or dealer. Selecting this command will bring a dialog box to the screen. 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 forms TAB to the "Print" button and press ENTER. Please send both order forms to the address on the form. You will receive your user ID in approximately three weeks.

Select "OK" to remove the dialog box from the screen.

Options: Order an Upgrade

This option is available only to registered users of a previous release. Registered users can purchase a license for the upgraded version at a reduced price. Upgrades offer major enhancements, while updates offer incremental improvements of the current version. Updates are free to registered users.

Options: Enter User ID

When you receive your user ID from 1Soft in response to your registration order, select the Enter User ID command. 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 window's title bar. The name in the title bar should be exactly the same name that printed on your order form as the licensee. If it is not the same, you may correct it using the Enter Name command in the Options menu.

Options: Alarms Off

When running in a LAN environment and viewing someone else's schedule, you will see their alarms pop up. To prevent this, choose "Alarms Off" in the Options menu. This tells Above & Beyond to display only *your* alarms. 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.

Alarms Off will also prevent Exec and Autoexec items in another person's schedule from being launched on your workstation while you're accessing their schedule.

The Alarms Off option may be toggled by simply selecting the command once again.

Options: Technical Support

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

The Schedules Menu

Use the schedules menu to quickly switch between the schedules of workgroup members.

The schedules list is divided into two sections. The upper section lists the schedules who are currently "open". The lower section lists all the users available on the network, open or not.

To view the schedule of an "open" user, click on their name in the *upper* section. (Do not click on their name in the *lower* section or a duplicate instance of their schedule will be opened. If this occurs, simply close one of their schedules before proceeding.)

To bring up the schedule of a user who is not open, click on their name in the lower section. This adds their schedule to the "open" list in the upper section.

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

Michael	C:\michael\michael.pak
Christy	J:\christy\christy.pak

"Michael" and "Christy" will appear in the schedules list; and Above & Beyond will look for their schedules in the files specified following the TAB. Note: A ".pak" extension may be omitted as this is the default.

Technical Support

Free telephone technical support is available Monday through Friday by calling **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
United Kingdom:	4pm - Midnight	Mon - Fri
Western Europe:	5pm - 1am	Mon - Fri
Sydney, Australia:	2am - 10am	Tue - Sat
Hawaii:	6am - 2pm	Mon - Fri

Besides telephone technical support, help is also available on CompuServe. Messages can be addressed to CIS ID **71240,1625**. Many of the participants on the WINADV, WINAPA, and IBMAPP forums are Above & Beyond users.