Contents

What is Calendar Quick?

Benefits of Registration

Calendar Quick is the one calendar and schedule creation program that can fulfill all your needs. It is designed for use by both individuals and managers and provides the following important features:

Features

- Flexible Task Scheduling
  Each of your tasks can be created as one of five types: Deadlines, Anniversaries, Events, Phases, or Action Items.
- Flexible Output
  There are dozens of different ways to display your schedule, including month, week, and day views with many variations.
- Project Management Capability
  By using Phases and "Key Events," Calendar Quick allows you to plan projects that extend up to ten years into the future. A Timeline display mode graphically depicts these events. You can also create Action Items and track their completion through a project.
- Workgroup Management Capability
  Calendar Quick tasks contain an "Assignment" field to allow association of each task with a responsible person. Calendars, Itineraries, Actions Lists, and Timelines can be created for the whole group or selected individuals.
- Advance Planning
  Calendar Quick can include tasks on your daily itinerary days before they are actually scheduled. This provides an automated "Tickler" to prevent deadlines from sneaking up on you.
- Integration with other Windows applications
  Any schedule displayed can be easily transferred to your favorite word processor or desktop publishing program via the Clipboard.

Calendar Quick allows you to easily enter your important recurring and non-recurring tasks, and instantly provides you with a list of events and actions for day-to-day use. Additionally, it allows you to easily create calendars and timelines to track your tasks. With the aid of an additional utility (included free when you register Calendar Quick) you can have a list of your most pressing tasks available at all times right on your Microsoft Windows desktop.

Benefits of Registration

How to become a Registered User

Calendar Quick is marketed as a Shareware program. The shareware version includes the exact same features that you will find in the registered-user version. This allows you to determine whether the program is suitable to your use prior to purchasing the registered version. You are automatically granted a Shareware License that allows you to use this program for up to 21 days for evaluation purposes. For more information, see:

Shareware License

If you decide to continue using Calendar Quick beyond the 21 day evaluation period, you must register the program by paying a fee to Logic Pulse. When you register, you receive the following benefits:

- A disk containing the most up-to-date version of Calendar Quick. New versions are released several times a year.
- A copy of AutoPlanner included on your disk. This is a companion program for Calendar Quick that you install in your Windows StartUp group. It provides a desktop clock and a drop down schedule to display your daily itinerary and "To-do's."
- A printed program guide and manual.
- A unique registration number that identifies your registered copy of Calendar Quick and eliminates all registration reminders and watermarks on printed output.
- A right to obtain free upgrades of ALL future versions of Calendar Quick. For more information, see:

Registered User License

How to become a Registered User

Benefits of Registration

You can obtain the registered version of Calendar Quick by sending a payment of $39.95 to Logic Pulse.   The payment methods listed below are available for your convenience.

Register with credit card using toll-free phone number

Register by mail or fax

Register on-line with Compuserve

When you register, you will receive a 3.5", high-density disk with the latest Calendar Quick program and bonus utilities, and a unique registration number.

Register toll-free with credit card

To register by phone (CREDIT CARD ORDERS ONLY)

You can order with Visa, MasterCard, or American Express directly from Logic Pulse by calling:

- 800-359-8341 Toll-free in the US
- 912-576-3350 for International calls.

Please add $4 for overseas shipping.

When you register by phone and supply a credit card number, you will immediately receive your registration number. Enter this number into Calendar Quick to remove all registration reminder messages.

To contact Logic Pulse with questions about the status of the shipment of the order, registration options, product details, technical support, volume discounts, dealer pricing, or site licenses, use any one of the methods listed below.

- ***Electronic Mail***

Compuserve: 73313, 3443
Internet: 73313.3443@compuserve.com

- ***Regular Mail***

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

- ***Telephone***

912-576-3350

Register by mail or fax

To prepare an order, select Help...Ordering from the menu bar. Click the button labelled "Ordering Information," then click "Prepare Order."

Enter the requested information, then print or fax your completed order form directly from within Calendar Quick. The address and phone number for Logic Pulse are included on the order form.

Register on-line with Compuserve

To register Calendar Quick on Compuserve using the Shareware registration feature, follow these steps:

1 Log onto Compuserve as you normally do

2 Enter the command, "GO SWREG" to go to the Shareware registration area

3 Select registration ID# "7450" and follow the prompts

The registration fee will be billed to your regular Compuserve account. All orders are processed within 48 hours of receipt.

Shareware License

For ordering information, see:

How to become a Registered User

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ASP Ombudsman Statement

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Registered User License

For ordering information, see:

How to become a Registered User

Logic Pulse Policy

Logic Pulse is committed to creating and distributing high-quality software using the Shareware concept. We believe in the try-before-you-buy benefits of shareware, and in making good software available at a reasonable price. We also believe that when you purchase a software product, you are entitled to enjoy future versions of that product without having to buy the application over again. That's why we give free upgrades to registered users for the life of the product.

License Agreement

Use of the software indicates your acceptance of these terms and conditions.

The purchase of a single Registered User License entitles the purchaser to use the registered version of this software on a single computer workstation. The use of this software on multiple workstations requires the purchase of an equal number of Registered User Licenses. If the purchaser installs this software on a network where it can be accessed by more than one workstation at one time, additional licenses must be purchased for each workstation that could potentially be using the software.

The purchaser is also entitled to use all upgrades to this software produced by Logic Pulse that bear the same title as the software for which they purchased a license. These upgrades will be made available via Shareware distribution channels, and will work just like the registered version of the upgrade once activated by the purchaser's supplied Registration Number. This Registration Number is included with the purchase of the original license. The purchaser may also obtain the upgrade directly from Logic Pulse, but a fee will be charged to cover shipping, handling, and media costs.

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A Low Maintenance PIM

A PIM, or Personal Information Manager, is a computer program used to keep track of Appointments, To-Do Lists, Contacts, etc. Most PIM's available have the negative side effect of associating each task with both a date and time. This forces users to micro-manage their time. For some people, keeping the data in their PIM program up to date is more work than it's worth! Also, most PIM programs do not display upcoming tasks until their due date has arrived. This is not very useful for busy people who like to have several advance reminders of an upcoming deadline.

Calendar Quick addresses both of these concerns while providing maximum ease of use. All tasks in Calendar Quick are associated with their due dates only. Of course, you can also specify a time for a meeting or appointment, but you are not forced to do so. Also, Calendar Quick tasks have a user-specified number of <u>prior notice days</u> associated with them. This allows you to specify how many days in advance of a due date you would like to be reminded of the task. Basically, Calendar Quick allows you to rapidly set up a large schedule file, then use it for years without any real maintenance. Tasks that are past due are easily removed from the schedule, and recurring tasks automatically appear when due for years after their initial input.

Powerful Group Scheduling

Calendar Quick has two important features that make it very well suited for work group scheduling. First, any task that you create in Calendar Quick can be given an optional assignee. If you are in the business of delegating out tasks to a workgroup, or deconflicting the schedule amongst several members, you can use this assignee field to keep track of who is doing what and when. Secondly, Calendar Quick supports the use of Shared Calendars. This allows you to overlay the individual calendars for workgroup member, resource, and organizational schedules and create views and printouts that contain exactly the events you want to see.

New File Creation

You can create a new file at any time by selecting "File | New" from the menu bar. This action will automatically close any previously open file after prompting you to save any changes made. You will then be presented with a "File Save As" dialog. Enter a name for your new file and click the OK button. A calendar file of that name will be created. For ease of reloading your files, you should place a ".CQK" extension at the end of your filename.

Once you have a new file open, you can add tasks to your calendar. The default initial view is the monthly calendar. Click on any date on the calendar to highlight it. Then, click the right mouse button and select the type of task to add on the selected date from the Popup menu. There are separate dialogs for adding Events, Deadlines, Anniversaries, Phases, and Action Items.

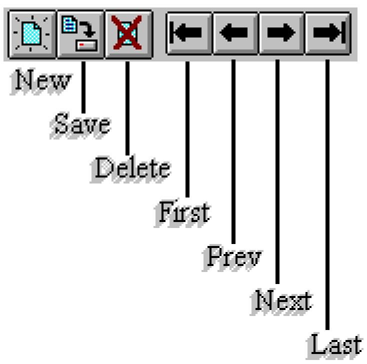
See Also

Using Edit Dialogs
Saving a File

Using Edit Dialogs

See Also

Calendar Quick provides separate editing dialogs for each of the 5 types of tasks: Events, Deadlines, Anniversaries, Phases, and Action Items. Though there are slight differences between the dialogs, they share many things in common. All the editors have a toolbar across the top. The graphic below depicts the function of each icon.



When you have completed making changes in an edit dialog, hit the RETURN key to save the current record, or click the Save button. This saves the record and causes a blank record to be displayed. Continue to add records in this fashion. When you are all done, hit the ESC keep or double-click the close box to close the edit dialog.

Additionally, the Event and Deadline Editors support recurring tasks. To setup your recurring tasks, click on the Recurring Event Setup tab at the bottom of the dialog.

For more information on recurring tasks, see:

Recurring Task Setup

Optional Info Fields

The Edit Dialogs contain fields that are completely optional and need not be filled in unless you desire to use them. These fields are in a group labeled "Optional Info."

Properties

The Edit Dialogs also contain properties specific to the type of task you are editing. These affect the appearance of the task in views and printouts. For more information on properties, see one of the help topics listed below.

Deadline Editor
Event Editor
Anniversary Editor
Phase Editor
Action Item Editor

Deadline Editor

Use the Deadline Editor to create new Deadlines or edit existing ones. A Deadline is the simplest type of task in Calendar Quick. It requires only a title and a due date. For tasks with associated start and stop times, use the Event type.

Required Info

To create a new Dealine, open the Deadline Editor by selecting "Edit | Deadlines" from the menu bar. Then, click on the NEW RECORD icon to create a blank record. As a minimum, fill in the dialog with a Description for the Deadline and a Due Date. To select a due date, either type it in the form MM/DD/YY, or click the drop-down arrow next to the date and select a date from the calendar that appears. If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field. You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

- Notes field
  Enter any pertinent data for the task that you would like. This information will appear with the task in the Daily Itinerary view.
- Assignee field
  Enter the name of a person to assign this task to, or select a previously entered name from the drop-down list. The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views.

See Also

Recurring Task Setup

Recurring Task Setup

You specify a recurring task in Calendar Quick by first choosing the "Recurring Event Setup" notebook tab at the bottom of an Event or Deadline Edit Dialog. This action takes you to another part of the dialog where you can specify how the task should reoccur. There are three different types of recurring tasks:

- Tasks that occur on certain weekdays during one or more weeks of each month.
- Tasks that occur at a fixed interval.
- Tasks that occur on a certain day of the month during one or more months of the year.

These three basic types provide a lot of flexibility; they allow you to setup tasks that reoccur weekly, monthly, quarterly, semi-annually, annually, every two weeks, every other day, or a myriad of other possibilities.

Using the Recurring Event Setup Dialog

To specify the frequency of your task, first select one of the three radio buttons on the left to activate the appropriate section of the dialog box. Your choices are:

1 Days of the Week
After choosing this radio button, select the weeks of the month (first through last) and the days of the week to include. i.e. To have the task occur every 2nd and 4th Monday of the month, click on the check boxes for Second, Fourth, and Mon.

2 Fixed Interval
After choosing this radio button, enter a number for the interval and select the radio button for Every XX Days, Weeks, or Months.

3 Day of the Month
After choosing this radio button, enter the appropriate day of the month, then click on the check boxes for the applicable months. i.e. If you wanted a task on the first day of every quarter, enter 1 for day-of-the-month, then click on Jan, Apr, Jul, and Oct.

If desired, you can enter an ending date for your recurring task. On the next occurrence of this date, the task will cease to be part of your calendar file.

Event Editor

Use the Event Editor to create new Events or edit existing ones. An Event requires only a description and due date, but is more suited for items that have associated start and stop times; like meetings or training sessions. For tasks that have no start or stop times, use the Deadline type.

Required Info

To create a new Event, open the Event Editor by selecting "Edit | Events" from the menu bar. Then, click on the NEW RECORD icon to create a blank record. As a minimum, fill in the dialog with a Description for the Event and a Due Date. If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field. You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

- Notes field
  Enter any pertinent data for the task that you would like. This information will appear with the task in the Daily Itinerary view.
- Assignee field
  Enter a name to assign this task to, or select a previously entered name from the drop-down list. The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views. Also, the Planner will display all Events using a color-code to identify each assignee. If you do not give the Event an assignee, it will appear on the Planner using the color that represents "Unassigned" items. Assignee fields can be used to show a person responsible for an Event or to indicate a resource that is allocated to an Event (i.e. a meeting room).
- Start/End Time fields
  Enter start and end times in the form HH:MM. Click the 'a/p' icon next to the times to select AM or PM. You may enter times in military format if desired. If the end time is unknown or not important, you can enter a start time only.

Properties

- Alarm
  If you have entered a start time for this Event and select the Alarm checkbox, a message will pop-up as a reminder before the Event. Note that you must also enable alarms in the Program Preferences dialog box.
- Key Event
  If you want this event to show up on your Timeline, select the Key Event checkbox. Each occurrence of the Event will appear as a diamond on the Timeline in the selected color. The Event will also appear in color on the monthly and weekly calendars.
- Color
  Used in conjunction with the Key Event checkbox to determine the color used when highlighting the Event.

See Also

Setting Preferences
Recurring Task Setup

Program Settings

See Also

To modify the program-wide preferences of Calendar Quick, select "Options | Program Settings" from the menu bar. This will open a dialog box where you can change the following options:

- Balloon Help
  Select this checkbox to enable the balloon help text that appears when you select a task or a date in a view. If you are familiar with the use of Calendar Quick views, you can disable this option.
- Alarms
  Select this checkbox to enable alarms on Events that have the "Alarm" property turned on. In order to activate an alarm, an Event must have a start time and the "Alarm" checkbox must be checked for the Event.
- Save Setup on Exit
  Select this checkbox to have your preferences saved when you exit Calendar Quick. This ensures the same preferences will be used each time you run the program.
- Enable Hints
  Select this checkbox if you would like to see a hint dialog the first time you try something new. This is helpful for new users.
- Welcome Dialog
  Select this checkbox to display the "Welcome Dialog" when Calendar Quick is first loaded.
- Alarm Minutes
  Enter the number of minutes prior to an upcoming Event you want the alarm to activate.

Setting Print Margins

To change the margins on your printed output to fit larger or smaller pages, click the Page Setup notebook tab at the bottom of the Preferences dialog. Enter values in inches for the top, bottom, left, and right margins. All printouts will be sized to fit within the margins you specify, allowing output to a variety of custom form types.

Setting File and View Preferences

To select preferences for the view and the currently open file, select Options | File Settings" from the menu bar.

Setting File Preferences

File Settings

To set the file & view preferences for the currently open file, select "Options | File Settings" from the menu bar. This will open the view settings dialog box, which contains tabs for setting Format, Layout, Filter, Color, and Title options. The selections made from this dialog box are saved with the file when you perform the File...Save operation, or when you exit Calendar Quick and save all changes. Each time you load a new file, the settings in that file are also loaded. NOTE: Any changes you make to the "Filters" settings are not saved.

Select one of the tabs below for additional information:

Anniversary Editor

Use the Anniversary Editor to create new Anniversaries or edit existing ones. An Anniversary requires only a description and date, and is suited for items that occur on the same day each year, such as Birthdays and Holidays.

Required Info

To create a new Anniversary, open the Anniversary Editor by selecting "Edit | Anniversaries" from the menu bar. Then, click on the NEW RECORD icon to create a blank record. If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field. You will be alerted of the upcoming task for that many days prior to it's next due date.

Optional Info

- Notes field
  Enter any pertinent data for the task that you would like. This information will appear with the task in the Daily Itinerary view.
- Assignee field
  Enter a name to assign this Anniversary to, or select a previously entered name from the drop-down list. You can use this field to assign responsibility for items that must be completed annually. The assignee will appear with the task in the Weekly Calendar & Daily Itinerary views.

Properties

Select the most appropriate type of anniversary from the drop-down list. This information will appear with the task in the Daily Itinerary view.

Phase Editor

Use the Phase Editor to create new Phases or edit existing ones. A Phase requires a description and start and end dates, and is used only for items that span multiple days; like a project phase or vacation period.

Required Info

To create a new Phase, open the Phase Editor by selecting "Edit | Phases" from the menu bar. Then, click on the NEW RECORD icon to create a blank record. As a minimum, fill in the dialog with a Description for the Phase and both a Start Date and End Date. If you would like this task to appear in the "Advance Planning" section of the Daily Itinerary, enter an appropriate number in the "Prior Notice" field. You will be alerted of the upcoming task for that many days prior to it's start date.

Optional Info

- Notes field
  Enter any pertinent data for the Phase that you would like.
- Assignee field
  Enter a name to assign this task to, or select a previously entered name from the drop-down list. The name you enter here can be used to create a Timeline that breaks down the tasks by assignee.

Properties

- Color
  Determines the color used when showing the Phase on the Timeline and calendars.

Action Item Editor

Use the Action Item Editor to create new actions or edit existing ones. An action requires, at a minimum, a description, start and expected end date, priority, and an initial status.

Required Info

Enter a description for the task and dates corresponding to the creation date for the task and the expected end date. Calendar Quick will determine the expected percentage of completion for a given day based on these two dates. You can use this information as a gauge as the task progresses to determine the status of the task. Change the status by selecting a new entry from the "Status" drop-down list box in the "Properties" section. You should also select an appropriate priority using the three buttons labelled "A", "B", and "C."

Optional Info

- Notes field
  Enter any pertinent data for the task that you would like. This information will appear with the task in the Action List view.
- Assignee field
  Enter the name of a person to assign this task to, or select a previously entered name from the drop-down list. The assignee will appear with the task in the Action List view.

Types of Tasks

Calendar Quick supports five different types of tasks. The type of task you use for an item should depend upon how you want it scheduled and how you want it displayed on the various views.

1 Events...
These are the most specific tasks because they can include a start and stop time. Use Events for appointments, meetings, and other items that have known start times and/or stop times. You may also create Events that have no start or stop time, but the only reason to do this is if you plan to make it a "Key Event." A Key Event will appear on the Timeline and in color on the monthly and weekly calendars, helping it to stand out from other tasks. Events may be set up to occur once or many times.

2 Deadlines...
Deadlines are less specific than Events because they only have a date. Use Deadlines for items that have no known time, but that must be done by a certain date. Deadlines appear in italic text on month and week views to help them stand out from other tasks.

3 Phases...
A Phase is nothing more than a task that spans multiple days. Use Phases to designate portions or periods of a project or schedule. Phases appear on the month, week, day, and timeline views.

4 Anniversaries...
Anniversaries are simply events that occur once a year on the same date. Use these for birthdays, wedding anniversaries, or annual report deadlines.

5 Action Items...
Action Items are different than all other tasks in that they do not occur on set days. They work much like a "To-do list," only a lot more powerful. Each task can be assigned to a particular person and given a start date and an expected completion date. As the task progresses, it is updated to reflect the required amount of completion. You can use this information to assign a status to the task such as "On schedule" or "Behind schedule."

Menus

Menu Topics

Select one of the menu topics below to learn about it's use.

- File Menu
- Edit Menu
- View Menu
- Options Menu
- Help Menu

Menus

Menu Topics

Select one of the menu topics below to learn about it's use.

- File Menu
  - New
  - Open
  - Save
  - Print
  - Print Preview
  - Printer Setup
  - Copy To Clipboard
- Edit Menu
- View Menu
- Options Menu
- Help Menu

Open a File

To open an existing Calendar Quick file, select "File | Open" from the menu bar.   This will open a file selection dialog box, displaying all the Calendar Quick data files (those ending in .CQK) in the current directory.   Select the file that you wish to open from the list, or type the name of the file, then click the OK button.

Save File

To save your file, select "File | Save" from the menu bar.   If you attempt to exit Calendar Quick without saving an altered file, you will automatically be prompted to save.

Each time you save a file, you also save the selections made in the View Settings dialog, and the default view to be displayed when you load the file.   For more information, see:

Setting View Preferences

Printing a Document

To create a printout of a Calendar Quick file, select "File | Print" from the menu bar. A dialog box will prompt you to enter a title for the printout. Type a title or accept the default title and press RETURN to begin printing.

Calendar Quick is a WYSIWYG program. Therefore, the attributes you have selected (i.e. Filter and format settings, date ranges) for the view will be the same attributes used in the printed version.

To see a preview of your document, use the "File | Print Preview" menu option.

Previewing a Printout

To preview what your document will look like when printed, select "File | Print Preview" from the menu bar.   Select which view you want to preview from the list, then click the OK button.

Printer Setup

To setup your desired print options (i.e. portrait or landscape, since Calendar Quick supports both), choose "File | Print Setup" from the menu bar or click on the "Setup" button in the Print Dialog.

This will bring up a Print Setup Dialog Box.

- Select the printer driver you want to use for output from the drop down list of available printers.
- Select the orientation by clicking on either the Portrait or Landscape radio buttons.
- Select the desired paper size and source from the corresponding drop-down lists.

When you are done selecting options, click on "OK" to accept the changes.   These changes will remain in effect until you exit Calendar Quick.

Using the Clipboard

To create a clipboard copy of a Calendar Quick file, select File | Copy to Clipboard" from the menu bar. You will be prompted to enter a title that will appear at the top of the clipboard output. Enter a title or select the default title and the calendar or schedule will be transferred to the clipboard as a graphic image.

Calendar Quick is a WYSIWYG program. Therefore, the attributes you have selected (i.e. Filter settings, date ranges) for the view will be the same attributes used in the clipboard copy.

The graphic placed on the Clipboard is a Windows format metafile. Some programs require you to specify "Metafile" or "WMF" as the data type when you paste a file from Calendar Quick.

Menus

Menu Topics

Select one of the menu topics below to learn about it's use.

Search

Use the "Edit...Search" menu option to locate tasks in the open file, or a Shared Calendar file.

To search all tasks, type any portion of the text that you are searching for in the edit control labelled "Search For." Then, click the "Search" button. The description of all tasks that have matching text will be listed in the listbox labelled "Results." Select any task from the listbox to activate the "Goto" and "Edit" buttons.

Click "Goto" to update the view so that the selected task is visible.

Click "Edit" to edit the selected task. You will not be able to edit tasks that are from a Shared Calendar file.

Deleteing Past Due Tasks

To remove all Events, Deadlines, and Phases that are past due (or whose last scheduled date is past due for recurring tasks), select "Edit | Delete Past Due" from the menu bar. IMPORTANT NOTE: This option does not remove any Action Items. These can be deleted individually from the Action List view when they are completed and no longer needed as a record.

Menus

Menu Topics

Select one of the menu topics below to learn about it's use.

- File Menu
- Edit Menu
- View Menu
- Monthly Calendar
- Weekly Calendar
- Daily Itinerary
- Timeline
- Planner
- Action List
- Options Menu
- Help Menu

Viewing the Monthly Calendar

To open a monthly calendar view, select "View | Monthly Calendar" from the menu bar. The month that is displayed is dependent upon the currently active date. If another view was previously open (i.e. Timeline, Itinerary, or Weekly Calendar), the active date, and thus the month that is shown, will be inherited from the other view. If this is the first view to be open, it will default to the current month. You can change whether or not weekends are displayed on the monthly calendar using the View Settings dialog. Select "View | Settings" from the menu bar, then deselect the checkbox titled "Include Weekends on Calendar."

Selecting the Month

To change which month is shown, click the arrows in the toolbar to go to the previous, next, or current month.

Adding Tasks

To add a new task to your calendar, select the date you want to schedule the task for, then click the right mouse button. The pop-up menu allows you to choose the type of task to add, and the due date will automatically be set to the selected date.

Viewing the Weekly Calendar

To open a weekly calendar view, select "View | Weekly Calendar" from the menu bar. The week that is displayed is dependent upon the currently active date. If another view was previously open (i.e. Timeline, Itinerary, or Monthly Calendar), the active date, and thus the week that is shown, will be inherited from the other view. If this is the first view to be open, it will default to the current week.

Selecting the week

To change which week is shown, click the mouse on the arrow buttons in the toolbar to select the previous or next week. Click on the button labelled "Today" to select the current week.

Adding Tasks

To add a new task to your calendar, select the date you want to schedule the task for, then click the right mouse button. The pop-up menu allows you to choose the type of task to add, and the due date will automatically be set to the selected date.

Viewing the Daily Itinerary

To view an itinerary for a single day, select "View | Daily Itinerary" from the menu bar. The left side shows the date and any active Phases. The right shows all the Events, Deadlines, and Anniversaries for the day. The right side also has an "Advance Planning" section that lists upcoming items and an Action List Summary that shows action items currently in progress and their status. At the bottom of this view is a single day planning grid that shows the times for the day's scheduled events. This grid works in the same way as the grids on the Planner view. For more information see:

Viewing the Planner

The planning grid can be turned off from the View Settings dialog. Select "View | Settings" from the menu bar, then deselect the checkbox titled "Include Planning Grid on Itinerary."

Editing & Deleting

You can edit or delete any item shown on the Daily Itinerary by clicking the item with the left button, then invoking the pop-up menu with the right button.

Viewing the Planner

To display an Event Planner view of your file, select "View | Planner" from the menu bar. The grid that is initially displayed will cover the month of the currently selected date, and show all 24 hours of the day. The Event Planner consists of three main parts:

1 Assignment Legend
At the top of the view is a list of all the people or resources (i.e. Assignees) for whom you are currently viewing events. Each assignee has an associated color shown in the small rectangle adjacent to their name. These colors correspond to the Events in the grid that are assigned to that person or resource. Clicking on any name in the Legend area activates that name, allowing you to assign Events to that person or resource by clicking and dragging the mouse on the grid below.

2 Time-of-Day Line
This timeline shows you the range of times that each Event on the grid covers. Use this area to focus your attention to a particular portion of the day by zooming in. To zoom in, click the mouse on the Time-of-day line and drag to select a range (i.e. your normal working hours). Then, click the right mouse button and select "Zoom In" from the menu. Clicking anywhere on the Time-of-day line and selecting "Zoom Out" from the menu returns you to a 24-hour view.

3 Grid Rows
Each date has an associated row in the grid that shows the scheduled Events. The color given to each Event corresponds to who is assigned. To add a new Event, click on the row of the corresponding date and drag the mouse left or right to select the time range of the Event. Then, click the right button and select "Add Event" from the menu. The date, times, and assignee for the Event will be filled in automatically based on your selection.

Editing & Deleting Events

You can edit or delete Events from the Popup Daily Schedule. To open this window, select a date row from the Grid, then click the right button and select "Zoom Day." For more infomation see:

Using the Popup Schedule

Using the Popup Schedule

The Popup Schedule appears any time you double-click the mouse on a date object. This can include a date box of a weekly or monthly calendar, a row of the Event Planner grid, or a date column of the Timeline view. The Popup Schedule works much the same was as the Daily Itinerary view. To edit or delete an item, simply click on it to highlight it, then click the right mouse button and select the desired option from the menu. You can also double-click on an item to immediately open the editing window.

Viewing the Time Line

To display a Time Line view of your file, select "View | Time Line" from the menu bar, then pick either the "Include Assignees" or "Exclude Assignees" sub-item.

What is Shown

The time line does not show all of the items in your Calendar Quick file. Only multi-day Phases and Events designated as "Key Events" are shown. This prevents the display from becoming overly cluttered. Also, for simple project management functions, these are the only two types of items that need be used. If you chose to include assignees, the time line will be subdivided into groups of items that are all assigned to the same person, department, or resource, depending on how you have chosen to organize your schedule. Items that are not assigned to any individual entity will appear together at the top of the display. This mode can be used to show the division of labor for a workgroup project.

Zooming

To zoom in on a particular time period, you first select the desired range of dates. To select a range, click the left mouse button on a start date at the top of the window, and drag the mouse left or right to the end date. You will see the range highlighted in light blue. Next, click the right mouse button to open the pop-up menu and select "Zoom In." To return to a lower zoom level, select any date, then select "Zoom Out" from the popup menu. You can zoom to 1 week, month, or quarter per division on the Timeline. The quarterly division allows you to view 11 years at once on a 800 x 600 SVGA display. You can also zoom in on a range of dates covered by a particular Phase. To zoom in this manner, select the Phase, then click the right mouse button and select "Zoom Phase" from the pop-up menu.

Adding Tasks

The Time Line View is ideal for adding multi-day Phases, Events, and Action Items to your calendar file. To add a Phase, hold the left mouse button down and drag the mouse across the dates that the Phase will span. Then, click the right mouse button, and select "Add Phase." The starting and ending dates are automatically filled in for the new Phase. Use the same procedure to add new Events or Action Items, except select "Add Event" or "Add Action Item" from the pop-up menu.

Editing & Deleting

To edit or delete any item shown on the Time Line View, select the item, then click the right mouse button to invoke the pop-up menu. Next, select either "Edit" or "Delete" from the pop-up menu.

Using Action Lists

Action lists can be used to create either simple, personal To-do lists, or task tracking systems for large groups working on detailed projects. Each "Action item" has a start or creation date and an expected completion date. Each can be assigned to a particular individual if desired, and given a priority and a status.

Calendar Quick uses the starting and ending dates to calculate the expected percent completion for each task. When you select the "View | Action List" menu bar option, this information is displayed on a bar graph for each task. You can use this information to help assign a status to each task.

Task Status

You can assign a status of ahead of schedule, on schedule, behind schedule, or completed to each task. Additionally, Calendar Quick will automatically assign a status of due or overdue when a task has reached its expected completion date. You can choose to have your tasks sorted by status when they are displayed from the "View | Settings" selection on the menu bar. This will cause tasks that are overdue, due, or behind schedule to appear first in the list, while tasks that are ahead or on schedule will appear at the end of the list.

Task Priority

You can assign a priority of A, B, or C to each task, with A being the highest priority. You can also choose this as the sort criteria from the "View | Settings" menu bar selection to cause tasks to be displayed in order of high-to-low priority.

Viewing Action Items

Action Items are displayed on the Action List view and on the Daily Itinerary view under the subheading of "Action Item Summary." The Daily Itinerary view's summary display only shows priority, expected completion %, status, and description for each action item. Also, only those items that are in progress for the particular date being displayed are shown on the summary. Completed items and items that have not yet begun are not shown. The Action List view shows all the task information available on all tasks, using today's date to determine the expected amount of completion.

See Also

Action List View
Editing Action Items
Setting View Preferences

Action List

The Action List view shows all action items that have been entered. The following information is displayed for each item:

- Priority: A, B, or C with A being the highest priority.
- Start date: the date the task was created or assigned, or the date work on the task should have begun.
- Expected completion date
- Required % completion: this is based on how many days have elapsed since the start date. This value reaches 100% on the expected completion date.
- Assignment: individual or group to whom the task is assigned.
- Status: one of Due, Overdue, Behind schedule, On schedule, Ahead of schedule, or Completed describing the completion status of the task. Due and Overdue are selected automatically based on the expected completion date.
- Description and notes about the task

Sort Criteria

The tasks can be sorted in one of three different ways: by completion date, by completion status (from overdue to completed), or by priority (from A to C). To change the sort criteria, select "View | Settings" from the menu bar.

Editing List

To edit an item in the list, double-click on it, or click once then select "Edit" from the popup menu. To delete an item, click on it, then select "Delete" from the popup menu. NOTE: Use the right button to open the popup menu.

Menus

Menu Topics

Select one of the menu topics below to learn about it's use.

- File Menu
- Edit Menu
- View Menu
- Options Menu
- Program Settings
- File Settings
- Share Calendars
- Help Menu

Share Calendars

See Also

To add or remove Shared Calendars, select "Options...Share Calendars" from the menu bar. This will open a dialog box that includes a list of currently shared Calendar Quick files, and buttons to allow opening and closing of these files.

What's a Shared Calendar?

Any file that you create in Calendar Quick can be open as a shared calendar. Tasks that are contained in these files appear on the monthly, weekly, and daily views, the timeline, the planner, and the action list. You can use this feature to overlay your colleagues' schedule with your own, or to overlay your schedule with a project you are planning. You can load as many shared calendars at once as you like. Also, the list of shared calendars is preserved when you exit such that the same files are automatically reloaded the next time you run Calendar Quick.

Limitations

The tasks in the shared calendars will appear on all screen and printed output. However, you cannot edit tasks in a shared file. To make changes to these tasks, you must first open the file using the "File...Open" menu command.

Recognizing Shared Tasks

Any time you highlight a task on the screen by clicking it, the status bar located at the bottom of the main window updates to show the type of task selected and the name of the file containing it. If it is from a shared file, the file name will be folowed by "[Shared]".

Group Scheduling
Filter Settings

Filter Settings

See Also

This image shows the options available under the "Filters" tab.   Each option is described below.

- ***Show Types***

Each of the 4 types of tasks listed may be independently selected for display on the screen and on printouts.   Deselecting any task type will prevent all of the tasks of that type from being displayed, including those tasks that are from Shared Calendars.

- ***Show Items***

The list box shows a hierarchical list of all the files currently loaded (open file and shared files).   The top level has the file names, and the second level has all the Assignees used in the file.   You can highlight individual files OR assignees to appear on the screen/printout.   All tasks that are included in an un-highlighted file will be filtered.   All tasks that are assigned to an un-highlighted Assignee name will also be filtered.

Format Settings
Layout Settings
Color Settings
Title Settings

Format Settings

See Also

This image shows the options available under the "Format" tab.   Each option is described below.

- ***Include Weekends on Calendar***

Selecting this checkbox will cause the calendar type views to include Saturdays and Sundays. Deselecting it will cause only Monday through Friday to be visible.

- ***Include Planning Grid on Itinerary***

When this checkbox is selected, the "Daily Itinerary" view will include a single day planning grid at the bottom of the screen or printout.   You can use this to create a timeline of the day's events or provide a means of quickly entering new events with the mouse.

- ***Overlap Events on Grid***

Selecting this options causes events to be spread out over multiple rows on the "Planner" view.   This makes it easier to read event titles, but uses more space on the screen and printed output. Deselecting this option optimizes the way the events are displayed on the grid to minimize the space required.

- ***Weekly Calendar Orientation***

Use this option to determine whether the "Weekly Calendar" view appears as a 7-column or 2-column calendar.

- ***Action List Sorting***

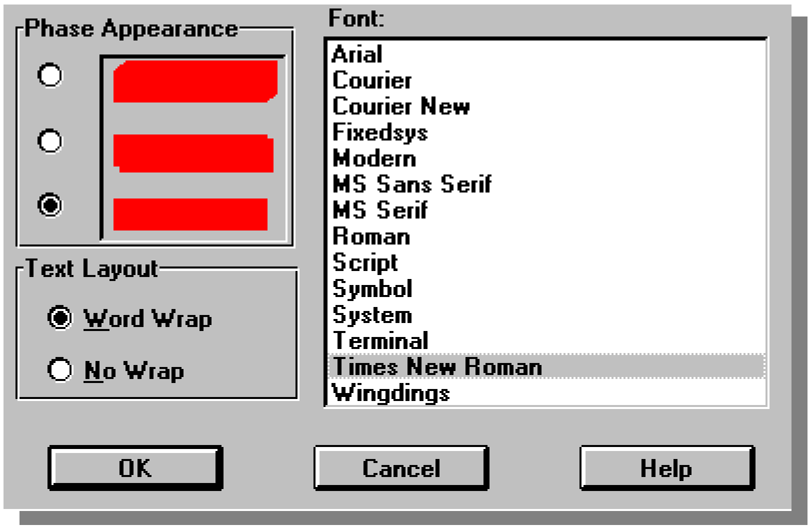
Use this option to determine the order in which Action Items appear on the "Action List" view.

Layout Settings
Filter Settings
Colors Settings
Titles Settings

Layout Settings

See Also

This image shows the options available under the "Layout" tab.   Each option is described below.



- ***Phase Appearance***

This option allows you to select one of three ways to display Phases on the calendar style views (weekly and monthly).

- ***Text Layout***

Selecting the "Word Wrap" option here causes task names to automatically wrap around to the next line when they are too wide to fit in a calendar block.   Selecting "No Wrap" will result in any text that is too wide being clipped.

- ***Font***

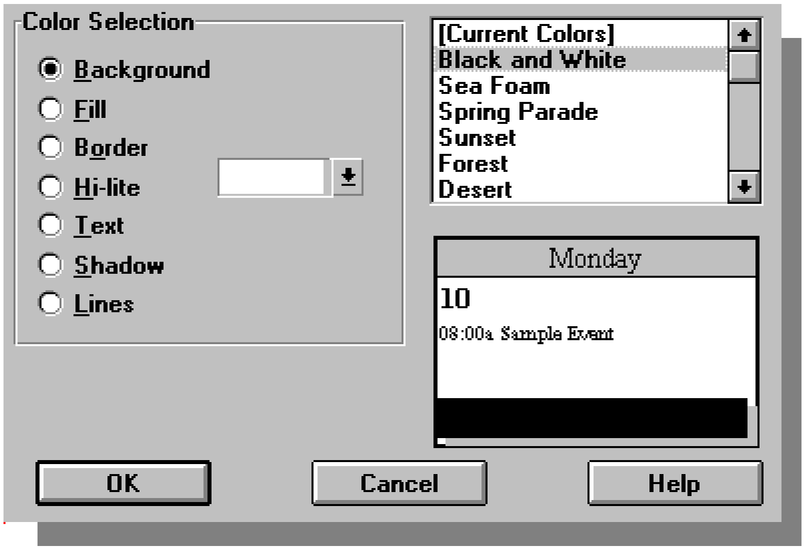
Use this listbox to select the text font to use for all screen and printed output.

Format Settings
Filter Settings
Color Settings
Title Settings

Color Settings

See Also

This image shows the options available under the "Colors" tab. Each option is described below.



- ***Color Selection Radio Buttons***

To change the color used in any of the display elements (i.e. Background color, text color, etc.), first click on the element name radio button. The current color of that element will be shown in the color selection box immediately to the right. Click the down arrow to select a different color from the drop-down palette.

- ***Default Color Schemes***

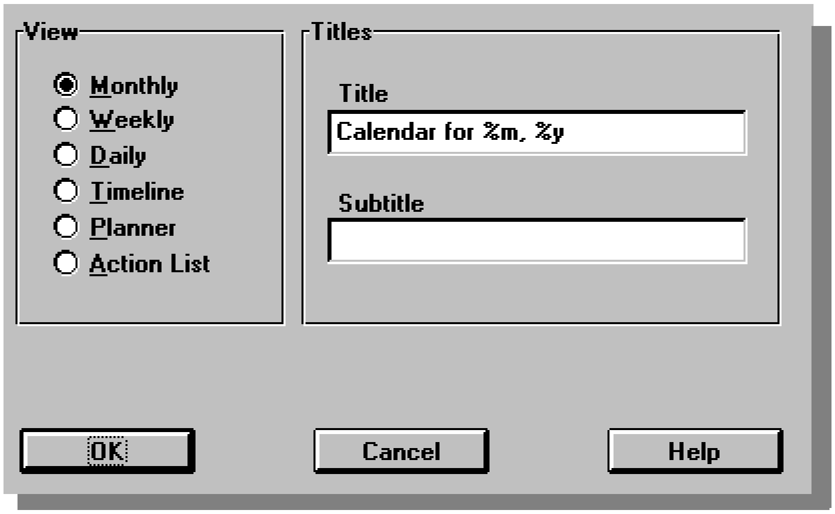
The listbox on the right contains names of default color schemes. Select any namefrom the list and the associated colors will be displayed in the sample date block just as it will appear on the calendar. Use the color selection radio buttons as described above to make changes to the default schemes.

Format Settings
Layout Settings
Filter Settings
Title Settings

Title Settings

See Also

This image shows the options available under the "Titles" tab.   Each option is described below.



- ***View***

Select the type of view for which you want to edit the title & subtitle.   When you make a selection, the "Title" and "Subtitle" text boxes will be updated to reflect the current settings.   Click on either text box to edit the title/subtitle.

- ***Using Special (%) Codes***

You can type any text you want for the title and subtitle.   Additionally, you can use any of the special codes below to produce a date in the title or subtitle.

1 %s1 Prints the starting date for the view as MM/DD/YY.
2 %e1 Prints the ending date for the view as MM/DD/YY.
3 %s2 Prints the starting date in the form of January 01, 1995.
4 %e2 Prints the ending date in the form of January 01, 1995.
5 %s3 Prints the starting date in the form of Jan 01, 1995.
6 %e3 Prints the ending date in the form of Jan 01, 1995.
7 %m1 Prints the name of the month of the starting date.
8 %m2 Prints the name of the month of the ending date.
9 %d1 Prints the day of the starting date.
10 %d2 Prints the day of the ending date.
11 %y1 Prints the year of the starting date.
12 %y2 Prints the year of the ending date.

Format Settings
Layout Settings
Filter Settings
Color Settings

Menus

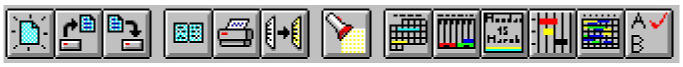
Menu Topics

Select one of the menu topics below to learn about it's use.

Using the Toolbar

To use the Toolbar, position the mouse cursor over the desired toolbar icon and press the left mouse buton.   Toolbar icons and functions are shown below.

For help on a toolbar icon, click the mouse on the icon.



Use these toolbar icons to change the dates of the view.

Using the Views

Calendar Quick allows you to view your scheduled tasks in six completely different ways. Additionally, you can modify several settings to create dozens of different displays.

1 Monthly Calendar
Displays one month at a time. Can be used to jump from one month to the next and to enter all types of tasks.

2 Weekly Calendar
Similar to Monthly Calendar but shows one week's schedule (Sunday through Saturday).

3 Timeline
Displays Phases and Key Events for up to ten years in the future. Provides a "Zoom" capability to focus on a specific time period. Can also be used to enter new Phases and Events or edit/delete existing ones.

4 Itinerary
Shows all tasks for a single day and any tasks on upcoming days that you have requested prior notice for. Also allows easy edit and deletion of tasks.

5 Planner
Shows all the Events for an entire month on a grid display with colored bar graphs that represent each event's time, duration, and to whom it is assigned. Provides "Zoom" capability for focusing on important times and allows fast and easy addition of new events with the mouse.

6 Action List
Shows all Action Items contained in the current calendar file. Action Items are like To-Do's, but more powerful. Using this view, you can track the status of all actions, to whom they are assigned, and expected completion dates. Several different sort criteria are available to help you focus on the most pressing jobs.

View Features

All of the views provide additional ease-of-use features. Selecting a date or task highlights it against a light gray background and displays a "Help Balloon" to tell you what options are available. Clicking the right mouse button will bring up a context-sensitive menu to permit navigating or editing your calendar. Double clicking on any part of a view associated with a given date (i.e. a box on the monthly calendar) will open a Popup Schedule for that day.

View Progression

To move from one view to the next, thereby changing the dates that are shown, use the menu options for "Next, Previous, and Today" under the "View" menu. Alternatively, you can click on the forward and backward arrow icons on the toolbar and on the button labelled "Today."

You can also change the dates that are viewed by clicking the "Start" and "End" toolbar buttons. These buttons invoke a popup calendar. Just click the mouse on the desired date of the popup calendar to update the view.

Product Support

Product support for Calendar Quick and other Logic Pulse software titles is available by phone, electronic mail, and U.S. Mail.

On Compuserve, send all product support correspondence to:
Logic Pulse, Compuserve ID# 73313, 3443
This E-mail address is also accessible on Internet as:
73313.3443@compuserve.com

For product support by mail, send correspondence to:
Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

For phone support, call Logic Pulse:
912-576-3350

Telephone support calls are for registered users only!

About Shareware

Shareware is not a type of software; rather, it is a distribution method that allows software authors to put high quality products in the hands of consumers without huge capital outlays. Shareware gets around to users via BBS's, independent shareware vendors, and users sharing with other users. Shareware software is copyrighted, commercial software that is produced for the purpose of making a profit.

Unlike software you find on store shelves, shareware is "try-before-you-buy." You are granted a license to use a shareware product for a finite amount of time for evaluation purposes. After the evaluation period (which is 21 days for Calendar Quick), you must either pay for a registered-user license or discontinue using the software. Shareware products are usually priced competitively with retail. (a registered-user license for Calendar Quick costs just $24.95)

Whether or not you pay for this software, you are highly encouraged to give away evaluation copies to others. Other users may freely copy it, evaluate it, and choose whether or not to become registered users.

See Also

Shareware License
Benefits of Registration
How to become a Registered User

Disclaimer

This software and all accompanying documentation and files are sold "as is" and without warranties as to performance or merchantability or any other warranties expressed or implied. Due to the wide range of hardware and software environments into which this software could be installed, no warranty of fitness for any particular purpose is offered. The user of this software assumes the entire risk of its use, and the author/seller will not assume liability for any damage resulting from the use or misuse of this software.

ASP Ombudsman Statement

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

About Dialog

The About Dialog provides useful information on contacting Logic Pulse and a copyright notice.

Click this icon to change the ending date of the current view.   Select the desired date by clicking on the drop-down calendar.

Click this icon to show the dates that immediately follow those currently displayed.

Click this icon to show the dates preceeding those currently displayed.

Register Now

To register your copy of Calendar Quick once you have received a registration number in the mail, select "Help | Ordering" from the menu bar. Then, click on the button marked "Enter Registration Number..." in the Ordering and Registration dialog box. This will bring up a dialog box where you enter your name (as shown on the registration card you received) and the unique registration number created for you by Logic Pulse.

Once you have entered this information, click on "OK." If everything was entered correctly, you will see a message telling you that your copy is now registered. All Shareware reminder messages will then be removed from your copy of Calendar Quick.

For information on obtaining a registration number and becoming a registered user, see:

How to become a Registered User

Click this icon to change the starting date of the current view. Select the desired date by clicking on the drop-down calendar.

Click this icon to bring the current day into view.

Welcome Dialog

The Welcome Dialog will optionally appear each time you run Calendar Quick. It allows you to perform one of three options with regard to opening a file. You can open an existing Calendar Quick file, open the last file used, or open a new file.

If you elect to open a new file, you will be prompted for a filename. It is highly recommended that you always use file names ending in ".CQK" This makes it easier for Calendar Quick to locate your files.

You can use the check boxes in the Welcome Dialog to disable it, or to enable or disable the new user hints. Both of these options can also be enabled from the Program Settings menu option.

AutoPlanner

A companion program for Calendar Quick that you install in your Windows Startup group so that it automatically runs whenever you run Windows. It provides a readily accessible view of your Daily Schedule, along with a clock display, while requiring very little memory or space on your desktop.

Clipboard

An area of public memor used by Windows to allow text and pictures to be moved between different applications using Copy & Paste commands.

Filter

Calendar Quick allows you to filter out any undesired tasks when viewing or printing your file. This is done using the "View | Settings" menu selection.

Key Event

An event for which the "Key Event" property is selected in the Event Editor.   These events appear on the Timeline view and in the selected color on the calendar views.

Prior Notice Days

The number of days prior to a task's due date that you want to be reminded of the task.

registration number

Each registered user of Calendar Quick receives a unique registration number that removes all registration reminders. To enter the number, select Help...Ordering from the menu bar, then click the "Enter Registration Number" button. Type the name and number exactly as supplied by Logic Pulse.

Shareware

Shareware is commercial software that is marketed and distributed through non-retail channels. This includes electronic distribution via BBS's, distribution by independent Shareware vendors, and authorized duplication by end users that allows them to "share" evaluation versions of the software with their friends. Shareware software is copyrighted by the author, and is not free. However, you are authorized to use the software during a finite "trial period" with no charge or risk. After the trial period is over, you must either stop using the software and erase it from your hard drive, or pay a "Registration fee" to the author to become a registered user.

toolbar

The Calendar Quick toolbar is the row of icons that appear along the top of the main window. Each icon accesses a different program function. See "Using the Toolbar" for additional information.

True Type

True Type fonts are Windows fonts that may be used on screen and in printed documents. They are scalable to any size and are rendered using the maximum resolution of the output device.

view
A view in Calendar Quick is any one of the 5 displays used to show your schedule.   This includes the Monthly Calendar, Weekly Calendar, Time Line, Daily Itinerary, and Action List.

WYSIWYG
"What You See Is What You Get"