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A member of the Electronic Assistant Product Family

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What's New in Electronic Assistant 2.5

There are many new features in Electronic Assistant 2.5. These include features that have been added to increase productivity or simplify your use of Electronic Assistant and cosmetic features. Below is a list of new features in Electronic Assistant 2.5. This list is based on the Professional versions of Electronic Assistant (Electronic Assistant Professional 2.1 and Electronic Assistant Professional 2.5).

Electronic Assistant Professional 2.5

[Organizer](#)

Fax field added
Phone Dialing capabilities added
Middle name field added

[Journal](#)

Added editing functions
Description field added

[ToDo](#)

Added editing functions

[Scheduler](#)

Added editing functions
Added ability to acknowledge and delete alarms

[Options](#)

Compactor
Shredder
Exporting to text file added
Config added
Schedule viewer actions added

[BackUp](#)

Automatic BackUp

[Agenda](#)

-This is a new module

[Statistics](#)

-This is a new module

ScheduleViewer

ScheduleViewer now automatically alerts you on startup about Alarms, ToDo and Agenda Items

[ScheduleViewer](#)

Added editing functions
Reset of alarm no more necessary
Sleep option added to alarm
AutoStart of Alarm

Stats

-This is a new module

Timer

-This is a new module

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Electronic Assistant 2.5 - Welcome

Welcome to the Electronic Assistant product Family

Welcome to [Electronic Assistant](#). In today's fast paced world we are constantly acquiring information that need to be cataloged and stored in an easy to access format. It is for this purpose that [Electronic Assistant](#) was created. [Electronic Assistant](#) version one provided users with many tools that allowed them to catalog and store information. [Electronic Assistant](#) version two is going further by increasing the number of tools and improving the manner in which data is entered and displayed so as to maximize speed and productivity.

[Electronic Assistant](#) was envisioned and designed from the ground up to provide ease of use and facilitate a system of organization that maximizes resources and at the same time readily makes information available to the user.

In keeping with this idea, [Electronic Assistant](#) is subdivided into several modules. Some modules are then further divided. Below are the various modules included in this release of Electronic Assistant:

Menu

[Organizer](#)

[Journal](#)

[Collections](#)

[CD](#)

[CD-R/RW](#)

[Tapes](#)

[Books](#)

[Schedule](#)

[ToDo](#)

[Calendar](#)

[Backup](#)

[Options](#)

[Password](#)

[Import](#)

[Config](#)

[Export](#)

[TulZ](#)

[Installed](#)

[ScheduleViewer Action](#)

[UserDefined](#)

[Agenda](#)

[Stats](#)

[BackUp](#) and [ScheduleViewer](#) are separate utility applications available with Electronic Assistant Professional. Electronic Assistant Tools is an application designed primarily for Electronic Assistant Lite users. It provides some of the productivity features available in Electronic Assistant Professional.

If you will like to be kept informed about updates and any future versions of this or other Dante' Productions software, please send email to:

grayghost1@aol.com

with the following information.

Name: _____

Emil add: _____

City & State: _____

Site from which EA was downloaded: _____

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Menu



(Click on a module above to jump to its help)

The Menu is the screen displayed at the start of Electronic Assistant after the password has been entered. From the menu, you may select a module to work in. The alarm can also be enabled or disabled from this screen.

There are several menu styles available with this version of Electronic Assistant. Depending on which menu style you're using, you may have 18 to 20 buttons on the screen. The preferred menu style is usually the most current menu style. This is because it'll have all of the menu options while an older menu style may not. The purpose for providing multiple menu styles to the user is for his/her convenience. If you are familiar with one menu style and would prefer to keep using it, you can upgrade and continue using that style until you're ready to change. In other words, we at Dante' Productions try to make the upgrading process as simple, smooth and easy as possible.

Electronic Assistant 1.0 Menu Style

This is the menu style used with the first version of Electronic Assistant. It originally consisted of 8 buttons but has since had 10 buttons added to the original 8. However, the format has stayed the same. It consists of 4 main sections. The first section consists of 6 buttons for the six primary modules. These buttons are for the Organizer, Journal, Schedule, Collections, ToDo and Agenda modules. The second section consists of utility modules that perform various tasks. These tasks include everything from backup to setting program options. They include the Calender, Options, Backup and ScheduleViewer modules. The third section consists of the UserDefined modules while the fourth section consists of miscellaneous buttons. The miscellaneous buttons include a help button, an about button, a button for toggling on/of the alarm, a button for authorizing this software and a button to exit the software.

Electronic Assistant 2.0 Menu Style

This is the menu style designed for Electronic Assistant 2.0. This style was initially designed with 18 buttons but has had 2 buttons added to accomodate features in this version. It consists of 3 sections. The first section is the Electronic Assistant Family Member (EAFM) section. This section has Electronic Assistant Tools and NetPres Assistant. These are two applications developed as members of the Electronic Assistant product family. They can be obtained as add-ons to Electronic Assistant. The second section consists of the primary and utility modules. In this section are buttons available for the Organizer, Journal, Schedule, Collections, ToDo, Agenda, Calender, Options, Backup and ScheduleViewer modules. The third section consists of the UserDefined modules and various miscellaneous buttons. These miscellaneous buttons include a help button, an about button, a button for toggling on/of the alarm, a button for authorizing this software and a button to exit it.

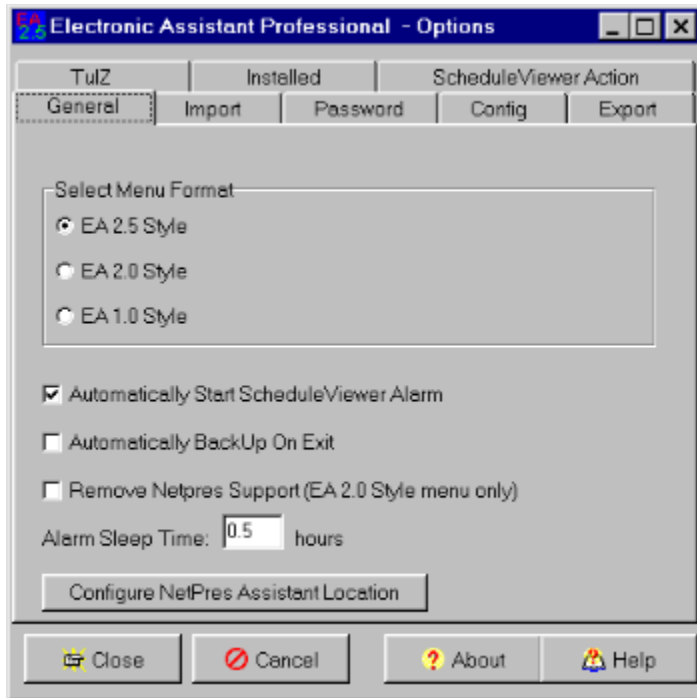
Electronic Assistant 2.5 Menu Style

This menu style was designed specifically to accomodate Electronic Assistant 2.5's added features and consists of 21 buttons. These buttons are arranged in a similar order to the previous menus. They include the 6 main modules followed by 5 utility modules, 3 (or 1) UserDefined modules, support for NetPress Assistant and Electronic Assistant Tools, and then the alarm and authorize options. The help, about and exit buttons are located on the buttom of this menu. The primary difference between this menu and the others is that it has a scrolling interface. That is, excluding the help, about and exit buttons, all other buttons can be scrolled using the scrollbar on the right of the menu. An advantage of this style is that it makes available all the various buttons at a large size while at the same time occupying a small area of the computer screen. It also makes it easier to add modules.

Note that only the professional version of Electronic Assistant allow the user to change the layout of the menu using the Options Module.

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Options



This module allows the user to customize various options provided by Electronic Assistant. In addition to customizing options it also serves as the interface for the definition of certain features provided with other Electronic Assistant Product Family Members (EAPFM) such as ScheduleViewer that would otherwise be inaccessible. One example of this is the Alarm Sleep Time seen above on the snapshot of the Option module's main page. This option determines how long an alarm will wait after you press Sleep in the ScheduleViewer application and has no function in the main Electronic Assistant program..

There are eight options pages provided with Electronic Assistant. They include the General page, Import, Password, Config, Export, TulZ, Installed, and ScheduleViewer Action .

General page

The General page has seven options and is shown above. The first option is the menu style option. This allows you to select a style of menu to use. For more information on the menu, click [here for menu help](#). The second option is an option to automatically start the ScheduleViewer alarm. It is recommended that you keep this option checked. This way, when ScheduleViewer is automatically started, it also automatically starts the alarm capabilities. The third option is to automatically backup Electronic Assistant data on exit. This procedure, depending on how fast your computer is and how much data you have accumulated, may be time consuming. Therefore, it is not recommended that this option be checked. However, it is strongly recommended that you manually backup all your data on a regular basis. You can set a recurring alarm to remind you on a

weekly, monthly or yearly basis to backup your data. The fourth option when checked removes NetPres Assistant support from the menu. As is stated on the options page, it only applies to the EA 2.0 Style menu. The fifth option is an option to automatically check Schedule, Agenda and Todo on startup of ScheduleViewer. It is recommended that you keep this option checked. The sixth option is the Alarm Sleep Time option. This option requires a time in hours. When an alarm occurs and ScheduleViewer is running, it will prompt you. When it prompts you, it'll provide you with several options, one of which is a Sleep option. If you select Sleep, the alarm will go to "Sleep" for the period specified in this option. The last option on this page is the configuration for NetPres Assistant option. This is used to inform Electronic Assistant and other members of the Electronic Assistant family of the location to which NetPres Assistant was installed. This option is provided anticipating that not all users will install all the members of the product family to the same location.

[Import page](#)

This page allows the user to import previous Electronic Assistant version data. A complete import can be performed by selecting all check boxes or a specific module can be imported by selecting only that module's check box.

For example, to import EA 1.0 Organizer records from an EA 1.0 file;

1. Start Electronic Assistant
2. Activate the options module
3. Select the import tab
4. Select the Electronic Assistant 1.0 radio button
5. Use the select button to locate the directory in which the EA 1.0 Organizer files are located
6. Select the Organizer check box
7. Select Import

[Password page](#)

The third page is the password page. This page allows you to disable the password capabilities of Electronic Assistant. You may also change the password from this page. To change the password, select the Change Password box, enter the old password, new password and verify the new password. Note that the password must be at least 6 character long. This is to help protect your valuable information.

[Config page](#)

The page is used to configure the locations of the various Electronic Assistant Product Family Members (EAPFM). If correctly configured all the product family members become aware of one another and they can function better as a family. This page consists of options to configure NetPres Assistant, ScheduleViewer, Electronic Assistant Tools, Electronic Assistant Backup and Electronic Assistant itself. Note that not all of these fields have to be configured. As a matter of fact, none of them have to be configured if all you have installed is Electronic Assistant.

[Export page](#)

This page is used to export Electronic Assistant data to a text file. To export data, select the module, the version of Electronic Assistant data file, the path and file name to export to, the delimiter to use and select Export. This module will export to a tab separated file, a comma separated file, or a file separated by any user entered character.

[TulZ page](#)

This page adds a Compactor and a Shredder to Electronic Assistant. The **Compactor** searches the organizer for multiple records and deletes them. To use the compactor, select the fields of the Organizer to check (First & Last Names, First, Last & Address, etc.), decide if you want to delete multiply items by selecting the provided check box and click Compact.

Note: If you do not select "Delete Multiple items" the compactor simply searches and displays the number of identical records found.

The **Shredder** searches the Organizer for records matching a specified word. To use the shredder, simply select the fields of the organizer to search (First Names, Last Names, Category, etc.) and enter the word to search for. All records with the specified word occurring in the selected field will be deleted.

[Installed page](#)

This page displays a list from which the installed Electronic Assistant Family products can be selected. This helps customize the various Electronic Assistant Product Family Members to your system.

[ScheduleViewer Action page](#)

This page determines what ScheduleViewer does based on 3 mouse-click actions. These are the Right- and Left-Double-Clicks and the Left-Click. Use the Restore to default settings button to restore the options on that page to their default settings.

Note: The Right-Click will always display the ScheduleViewer menu.

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Password

This option provides you with the ability to protect your personal information stored in Electronic Assistant. Passwords can be changed in the Options module under the Password tab. The password can also be disabled under this tab. Remember not to forget your password even after you have disabled it. This is because when you enable it or try to change it, you will be prompted to reenter the disabled password.

Note: No password protection scheme is 100% secure. Therefore, individuals who are truly determined may be able to bypass this security measure.

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Current Version

Electronic Assistant
2.5

Copyright (C) by:
Dante' Productions

Mark Yeboah
grayghost1@aol.com

[BACK](#)

Electronic Assistant - Contact

To contact the developers of Electronic Assistant, send email to:

grayghost1@aol.com

Contacting the developers will allow you to receive updates and information on future versions of this and other Dante' Productions software.

If you encounter a bug, please report it to us by sending email to grayghost1@aol.com or stopping by our web site at

<http://members.aol.com/grayghost1/>

or

<http://131.128.52.44/EA/>

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Using Help

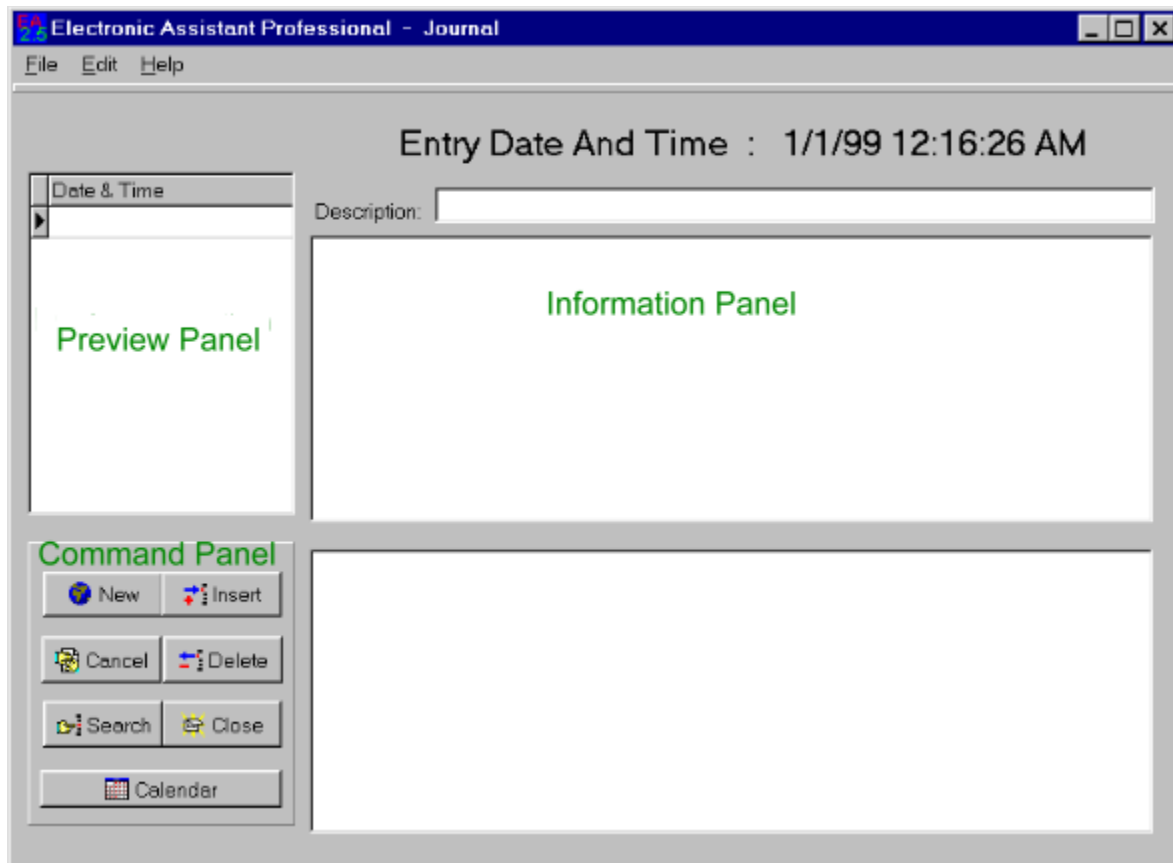
The Electronic Assistant Help system is designed to allow the user easy access to its resources. The Next (>>) and Back (<<) buttons can be used to scroll through a set of developer selected help pages that provides the you with necessary information to make the optimum use of Electronic Assistant.

Some images are provided throughout this help file so as to make it easy for you to understand what is being explained in any given help section. A few images may also have hot spots. Try going to the Menu help page and clicking the Journal button on the snap shot of the menu. This will jump to the help section on the Journal module of Electronic Assistant.

You may also search for a specific topic. A comprehensive listing of information available in this help system is provided when you search the help system.

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Journal



The Journal is the module designed for the storage of daily personal information and comments. Its main purpose is to serve as a diary. Using the Journal, entries can be stored on a daily basis. Each entry is stamped with a date and time when entered. Note that because entries are stamped with a date and time, multiple entries can be made for each day. This provides flexibility and allows you to organize your Journal in your preferred format. The description field also allows you to enter a short description, title or topic for each entry.

The Journal module's window consists of 3 panels. These are the Preview Panel, the Command Panel and the Information Panel. The **Preview Panel** has two fields for each entry. It has a Date & Time field and a description field. The Date & Time field stores the date and time on which the entry was made or last edited while the description field stores whatever description you enter in the description edit box when making or editing an entry in the Information Panel. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The complete list of entries are available on this panel. The **Information Panel** has two memo boxes and a text box for description of the memo box content. The purpose of the description is to provide you with the ability to scroll through the list of entries in the Preview Panel and be able to recognize the various entries without having to view them. The **Command Panel** consists of the buttons necessary to run the Journal Module. They include New, Insert,

Cancel, Delete, Search, Close and a button to start a calendar module. Note, however, that these buttons can also be found on the menu.

New: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the date & time.

Close: The close command is used to close the Journal module.

Calendar: The calendar command is used to start a calendar module.

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How Do I?

Journal

How Do I?

How do I enter a new record?

To enter a new record,:

- Select the New button or New from the Edit menu.
- Enter the text in the description and memo fields.
- Click the Insert Button
- Selecting Cancel anytime before selecting Insert will restore the record to it's original content.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel
- Edit the information in the description and memo fields.
- Select Insert to store the updated record.

Note: The stamped date will be changed.

How do I search for a record?

A record can be searched for based on the date.

To search for a record:

- Select the search button
- Enter the search string
- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record
- Select Delete from the menu or panel
- Confirm the deletion

Note: Deleted records cannot be recovered

How do I get access to a calendar?

To get access to a calendar:

- Select calendar.

How do I print?

To print:

- Select Print All from the menu

How do I preview a print?

To preview:

Select Print Preview from the menu

How do I print what's on the screen?

To print what's on the screen:

Select Print Window from the menu

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[Journal - Help](#)

Other Products

Products currently available in the Electronic Assistant Family line include Electronic Assistant, NetPres Assistant and Electronic Assistant Tools.



[Electronic Assistant \(Lite & Professional\)](#)

Electronic Assistant is a complete personal information manager that allows a user to store contacts, set alarms/reminders, catalog books, CDs and more, maintain a ToDo list, use an electronic Journal and MORE. It includes the following modules.

Organizer

This module is used to store contact information. It consists of over 35 fields that allow the user to store everything from names and addresses to pager and email addresses.

Journal

This module is an Electronic Journal/Diary.

Scheduler

This is currently used to schedule alarms.

ToDo

This module allows a user to maintain a ToDo list with priority ranking.

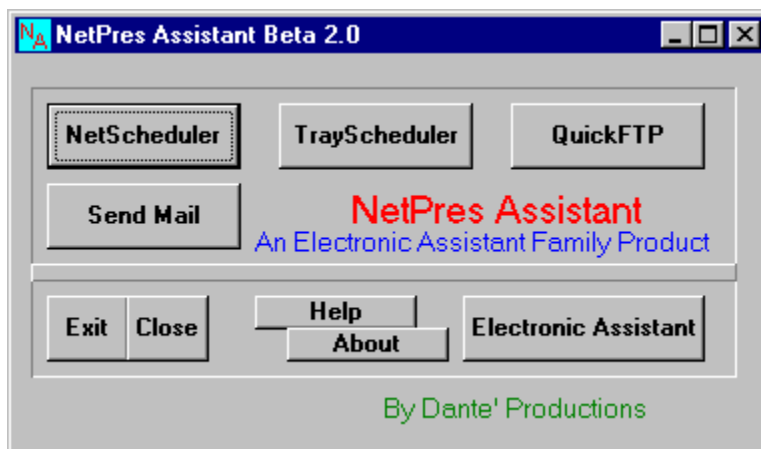
Collections

This module allows a user to catalog Books, CDs, Tapes & CD-R

Agenda

This module allows a user to use an electronic day planner.

For information on the differences between EA Lite and professional, please click [here](#).



NetPres Assistant

NetPres Assistant consists of several modules that allow a user to easily and quickly schedule alarms and Internet downloads. It includes the following modules:

NetScheduler

This module schedules internet downloads.

TrayScheduler

This module schedules alarms. It is similar to the Schedule module provided in Electronic Assistant.

QuickFTP

This module serves as a quick and easy to use FTP client.

SendMail

This module is an easy to configure and use Internet Mail utility that can be used to send mail.



Electronic Assistant Tools

Electronic Assistant Tools is a utility designed primarily for Electronic Assistant Lite users who would like to increase their productivity by extending the capabilities of Electronic Assistant Lite.

BackUp

This module will backup Electronic Assistant data files.

Config

The module can be used to configure everything from the location of Electronic Assistant files to changing passwords and menu format. Note: Passwords and optional menu format are provided with EA Pro only.

Data

This module exports data from the various modules in text format.

Print

This module provides extra print options including Envelope and Label printing.

TulZ

This module provides a compactor and shredder. Together, these utilities can be used to find and delete multiple entries and perform search and delete on records based on a user search string.

For more information on Electronic Assistant products, please visit a product website below or send email to:

grayghost1@aol.com

<http://members.aol.com/grayghost1/>

or

<http://131.128.52.44/ea/>

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Disclaimer

Users of the Electronic Assistant Lite and Professional must accept this disclaimer of warranty:

Electronic Assistant is supplied as is. The author and publisher disclaim all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. Neither the author nor the publisher assumes liability for damages, direct or consequential, which may result from the use of Electronic Assistant.

The unregistered version of Electronic Assistant Pro and Electronic Assistant Lite runs as an evaluation copy. It is provided at no cost and will run for 30 days. After 30 days, the user MUST register Electronic Assistant Pro or Lite to use it.

Feel free to distribute the unregistered version of Electronic Assistant Pro and Lite. However, do not distribute it altered or as part of another system without the author's permission. Also do not use the serial number/authorization code provided with Electronic Assistant Pro or Lite on more than one machine. To obtain site licences for Electronic Assistant please contact the authors at grayghost1@aol.com

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Upgrading to Electronic Assistant 2.5

Before upgrading to Electronic Assistant 2.5, backup your data using the Backup feature if you're using Electronic Assistant 2.0 or above. If you're upgrading from Electronic Assistant 1.0, backup your data by copying the files in your data directory to a new directory before uninstalling it. After backing up your data, uninstall your version of Electronic Assistant using the Control Panel->Add/Remove Programs. Install Electronic Assistant 2.5.

For example;

if you are using Electronic Assistant 2.1c:

1. Start BackUp
2. Select the default Radiobutton
3. Run BackUp by selecting Backup Now
4. Uninstall Electronic Assistant 2.1c using the control panel
5. Install Electronic Assistant 2.5
6. Use the Options module to import all your Electronic Assistant 2.1c records into Electronic Assistant 2.5

Note: Make sure you select the correct version of Electronic Assistant when you import your data. To determine what version of Electronic Assistant you have, check the Electronic Assistant main menu.

if you are using EA 1.0:

1. Start Windows Explorer
2. Navigate to the Electronic Assistant 1.0 folder
the default location is at c:\Program Files\Dante' Productions\
Electronic Assistant\
3. Create a new folder called "MyEADData" [without the quotes.]
5. Copy the files in the Electronic Assistant 1.0 data directory to
"MyEADData".
the default location is at c:\Program Files\Dante' Productions\
Electronic Assistant\Data\
6. Uninstall Electronic Assistant 1.0 using the control panel
7. Install Electronic Assistant 2.5
8. Use the Options module to import all your Electronic Assistant 1.0 records.

Don't forget to register Electronic Assistant after installation.

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Register

If you are using the Lite or Professional version of Electronic Assistant, it is strongly recommended that you register. This will allow you to be kept informed of updates and other important information.

To use the Electronic Assistant after 30 days, you must register. Registering Electronic Assistant will stop it from expiring after 30 days. Electronic Assistant can be registered by telephone, fax, mail or online. To register online through a secured server, visit one of the Dante' Productions websites listed below and select register:

<http://members.aol.com/grayghost1/>
<http://131.128.52.44/EA/>

For other methods of registering Electronic Assistant, including via Telephone, fax, mail, etc., also visit the Dante' Productions website mentioned above and select Register.

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ScheduleViewer



ScheduleViewer is an application installed with Electronic Assistant. It includes three modules. These are the Scheduler, Stats and Timer modules. The **TrayScheduler** is a similar module to the Schedule Module provided in Electronic Assistant. As a matter of fact, the two modules use the same data files. This means, working in Electronic Assistant::Schedule or ScheduleViewer::TrayScheduler will produce the same effect. The **Stats** module is a module not exactly similar but based on the same principals as the Statistics module in Electronic Assistant. Unlike the previously mentioned two modules, the **Timer** module does not have a counterpart in Electronic Assistant. The TrayScheduler and Stats modules have functions not available in Electronic Assistant. However, the Stats module does not include all the functionality of the Statistics module provided in Electronic Assistant.

ScheduleViewer possesses the ability to run in the system tray. This means it is always available and therefore serves as a quick and easy link to Electronic Assistant. In addition to serving as a link, it reports alarms, notifies you of pending ScheduleViewer alarms, Agenda items and ToDo items. These notifications are given on the day of the Alarm, Agenda or ToDo item. This feature can be disabled under the General page of the Options module in Electronic Assistant

By clicking on the right Mouse button over the ScheduleViewer icon in the system tray, the ScheduleViewer pop-up menu will be displayed. From this menu various options can be selected including the ScheduleViewer's main menu shown above.

ScheduleViewer Actions can be set in the Options module in Electronic Assistant.

Below are a list of modules available in ScheduleViewer

TrayScheduler

Stats

Timer

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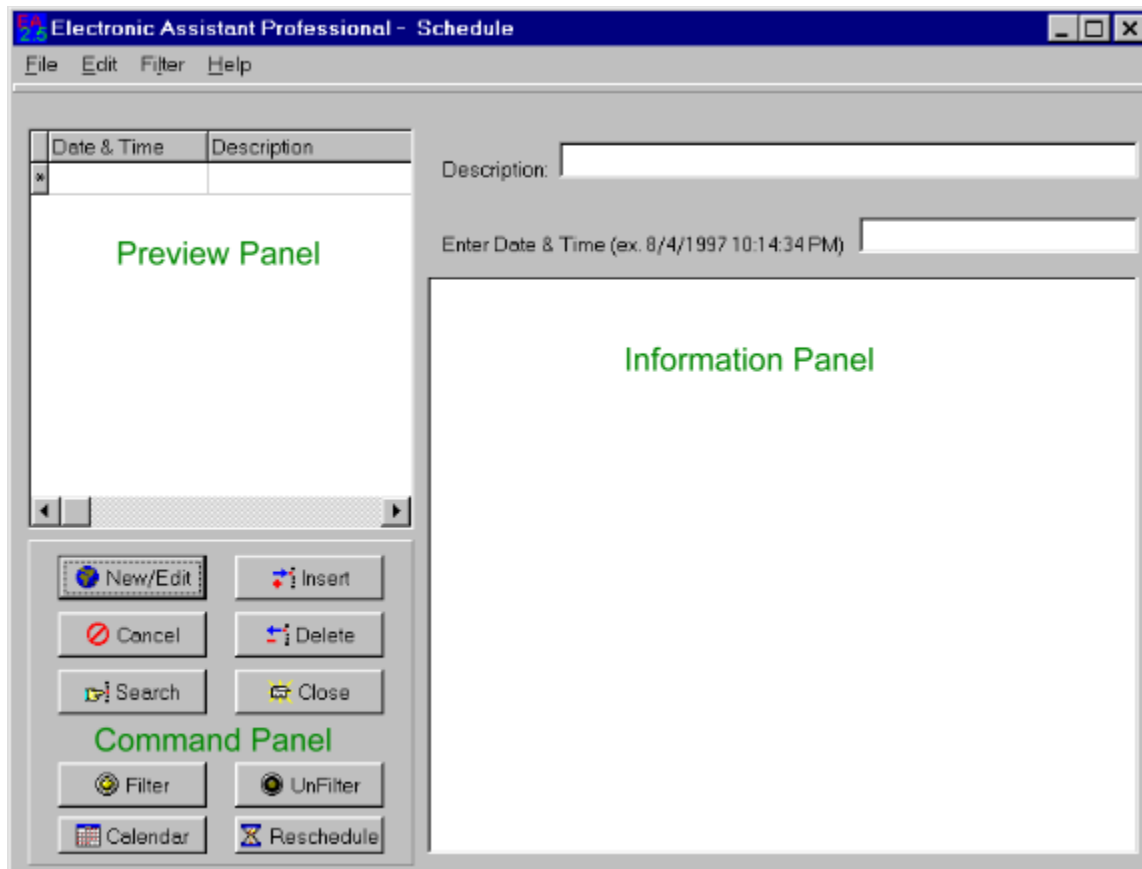
UserDefined

This module is designed to allow you to create a personalized module for any purpose. When you first enters the UserDefined module, you will be prompted to configure the module. Configure the module by entering a title for the module, titles for various fields and determine if you want to use the memo. These options can be changed at a later date by selecting Configure from the menu.

Each module contains 9 fields and a memo box. These correspond to fiels titles and are available in the various modules in different arrangements. In keeping with the theme of the user defined modules, printing is completely customizable. Not only can you customize the title and fields for the report, you can also determine which information to display in the footer.

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Schedule



This module allows you to set alarms and reminders that will be activated at a designated time. Among other things, it has the ability to setup recurring alarms. Recurring alarms can be setup on a Yearly, Monthly, Weekly or Daily basis. The Schedule Module window consists of 3 panels. They include the Preview Panel, the Information Panel and the Command Panel. The **Preview Panel** lists all the entries in the Schedule module. It displays 2 fields for each entry. These fields are the Date & Time field and the Description field. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The **Information Panel** consists of two text fields and a memo box. However, if you are not in edit mode, only one text field (the Description field) is visible. The **Command Panel** consists of 10 buttons necessary to run the Schedule module. These commands are also available on the menu. They are divided into two groups. The first group includes 6 buttons and consist of the New/Edit, Insert, Cancel, Delete, Search, and Close buttons. The second group consists of the Filter, Unfilter, Calendar and Reschedule buttons. See below for a description of each button.

The procedure for setting-up an alarm is as follows:

1. Select New/Edit
2. Enter the alarm's description

3. Enter the time of the alarm. This is the date and time you want to set the alarm for.
4. Enter detailed information about the alarm in the memo box
5. Select Insert to save the alarm
6. Turn on the alarm using the Alarm On/Off button on the mainmenu

Note: This same procedure can be performed in ScheduleViewer. If ScheduleViewer is on, you do not setup the alarm in ScheduleViewer but would like it to recognize it, reinitialize the ScheduleViewer alarm by setting it Off then back On.

New/Edit: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New/Edit, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the date.

Filter/Unfilter: The filter button is used to filter the entries based on the date. Once sorted, the Unfilter button can be used to display the entire list of entries.

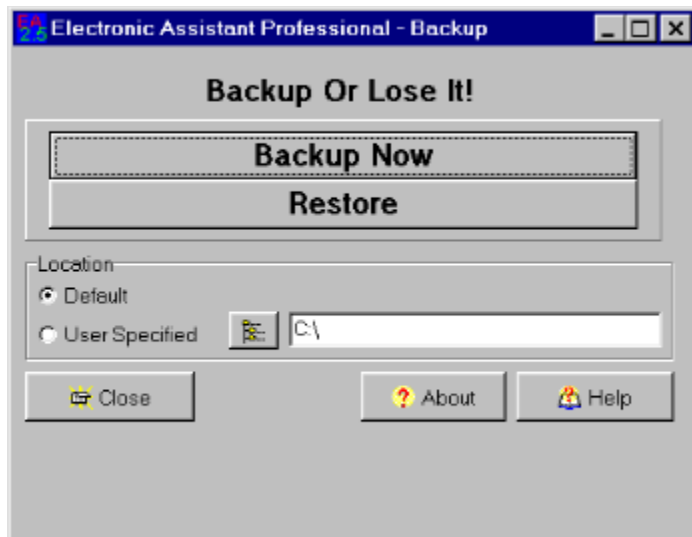
Reschedule: The reschedule button is used to establish a recurring alarm. After entering the schedule information, select Reschedule, and select Yearly, Monthly, Weekly, or Daily to establish a recurring period.

Calendar: The calendar button is used to start a Calendar module.

Close: The close command is used to close the Schedule module.

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[How Do I?](#)

Backup



This module allows the user to backup (copy) Electronic Assistant data files to a specified directory. Backup of your data is very important. By backing-up your data, you store all your valuable information in an alternate location. This way, if you cannot access a data file for any reason, you can restore your backed-up data. It is strongly recommended that you backup at least once a week depending on how often you add to or edit your information in Electronic Assistant. Backups should certainly be performed whenever large amounts of data are entered into Electronic Assistant.

The Options utility module under the General tab provides an option that when selected, will always backup all your data files before closing Electronic Assistant. This backup is performed to the default backup directory. The default backup directory is the backup directory located in the Electronic Assistant program folder. When the default parameters are used to install Electronic Assistant, the default backup directory is located at C:\Program Files\Dante' Productions\Electronic Assistant\Backup\

To backup data files manually, initiate the Backup module. To backup to the default directory, while the default radiobutton is selected, select the Backup Now button. This will backup all your data to the default directory mentioned above. To backup your data to an alternate directory, type the location in the textbox or use the directory button to the left of the text box to locate the directory you would like to backup your data to. Select the Backup Now button to begin backup.

To restore your data, close Electronic Assistant and start the Electronic Assistant BackUp application from the start menu under the Electronic Assistant group. If you select restore from the Backup module in Electronic Assistant, you will be prompted to close Electronic Assistant and start the Electronic Assistant BackUp application. To restore from the default backup directory, select Restore while the default radiobutton is selected. To restore from an alternate directory, type the location in the textbox or

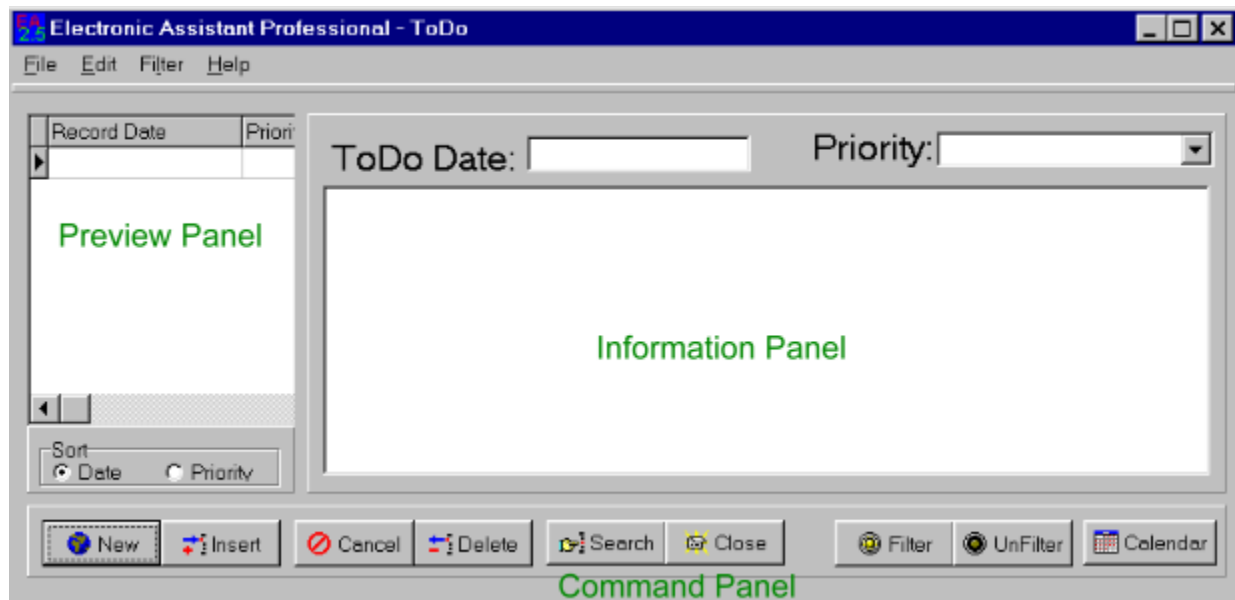
navigate to the location using the directory button. Select Restore to begin restoring.

Caution: Do not backup to a directory containing other files or store other files in the backup directory. However, you may backup over a previous backup.

Note: Electronic Assistant creates a file containing backup information and stores it in the backup directory. This file is called BackUpInfo.txt and is a plain text file. Among other information, it contains the name of the module that performed the backup, the date the backup was performed and the locations to and from which the backup was performed.

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ToDo



This module allows you to make notes that serve as reminders that can be accessed and viewed at a later date. The ToDo module window consists of 3 panels. These are the Preview Panel, the Information Panel, and the Command Panel. The **Preview Panel** lists all the entries in the ToDo module. It displays 2 fields for each entry. These fields are the Date field and the Priority field. The Preview Panel also has a Sort radiogroup. This allows you to sort the listing of entries in the Preview Panel. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The **Information Panel** consists of two text fields and a memo box. The **Command Panel** consists of 9 buttons necessary to run the ToDo module. These commands are also available on the menu. The 9 buttons include the New, Insert, Cancel, Delete, Search, Close, Filter, UnFilter and Calendar buttons. See below for a description of each button.

New: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the selected sort order on the Preview Panel.

Filter/Unfilter: The filter button is used to filter the entries based on the selected sort order on the Preview Panel. Once sorted, the Unfilter button can be used to display the entire list of entries.

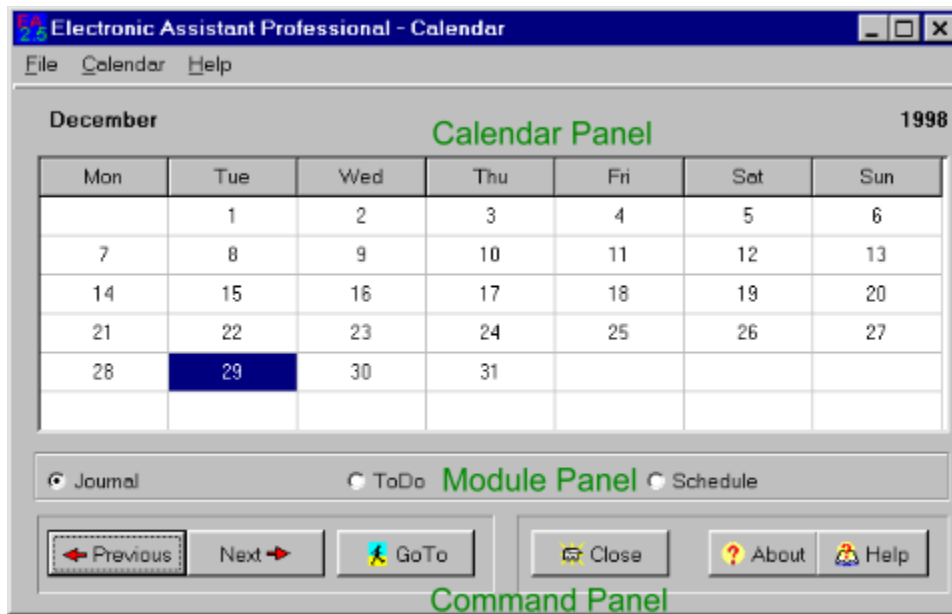
Calendar: The calendar button is used to start a Calendar module.

Close: The close command is used to close the ToDo module.

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Calendar



The Calendar module's window consists of 3 panels. These are the Calendar Panel, the Module Panel and the Command Panel. The **Calendar Panel** displays the current calendar being viewed. When first initialized, the Calendar module displays the current month's calendar and selects the current date. The **Module Panel** lists the three modules that can be activated from the Calendar Module. These modules are the Journal, ToDo and Schedule Modules. Note that this is not available on Calendar modules started from one of the above 3 mentioned modules. The **Command Panel** consists of the commands needed to use the Calendar module. These commands are also available on the menu. The included commands are Previous, Next, GoTo, Close, About and Help. Below is a listing of the commands and what they do.

Previous: This command displays the previous month's calendar.

Next: This command displays the next month's calendar.

GoTo: This command allows you to jump to a month.

About: This command provides information about the Calendar module

Help: This command provides help on the Calendar module.

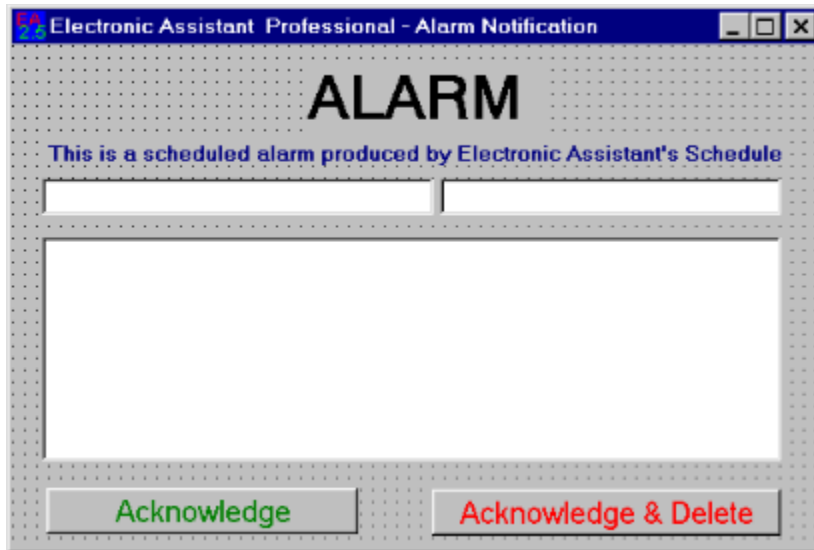
The Calendar module is a utility module. In addition to serving as a calendar, it provides support for three other modules in Electronic Assistant. These modules are the Schedule, ToDo and Journal modules. In addition to being able to activate the Calendar module from the main menu, it can be activated using these modules. The ability to activate the calendar module from these three modules also applies conversely. That is,

if the Calendar module is started from the mainmenu, it can be used to start the Schedule, ToDo or Journal modules. An advantage to starting a module from the Calendar module is it's ability to initiate the process of entering a new item in the started module. That is, when the Schedule, ToDo or Journal module is activated from the Calendar module, it starts a new entry and begins to enter appropriate information.

For example, if the ToDo radiobutton is selected and December 31st, 1999 is double-clicked, the ToDo module will be started. A new record will be initiated with the date entered. Similar results can also be obtained with the Schedule and Journal Modules. In addition to double-clicking, a date can be selected and the popup menu or main menu used to select the module to activate.

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Alarm



The Alarm button is located on the mainmenu. It toggles the Alarm's state "on" or "off". The text on the button is changed based on the state of the alarm. After setting-up an alarm in the Schedule module, the alarm must be turned "On" for Electronic Assistant to prompt you when the alarm occurs. If the Alarm is already "on", it must be reinitialized after setup of a new alarm.

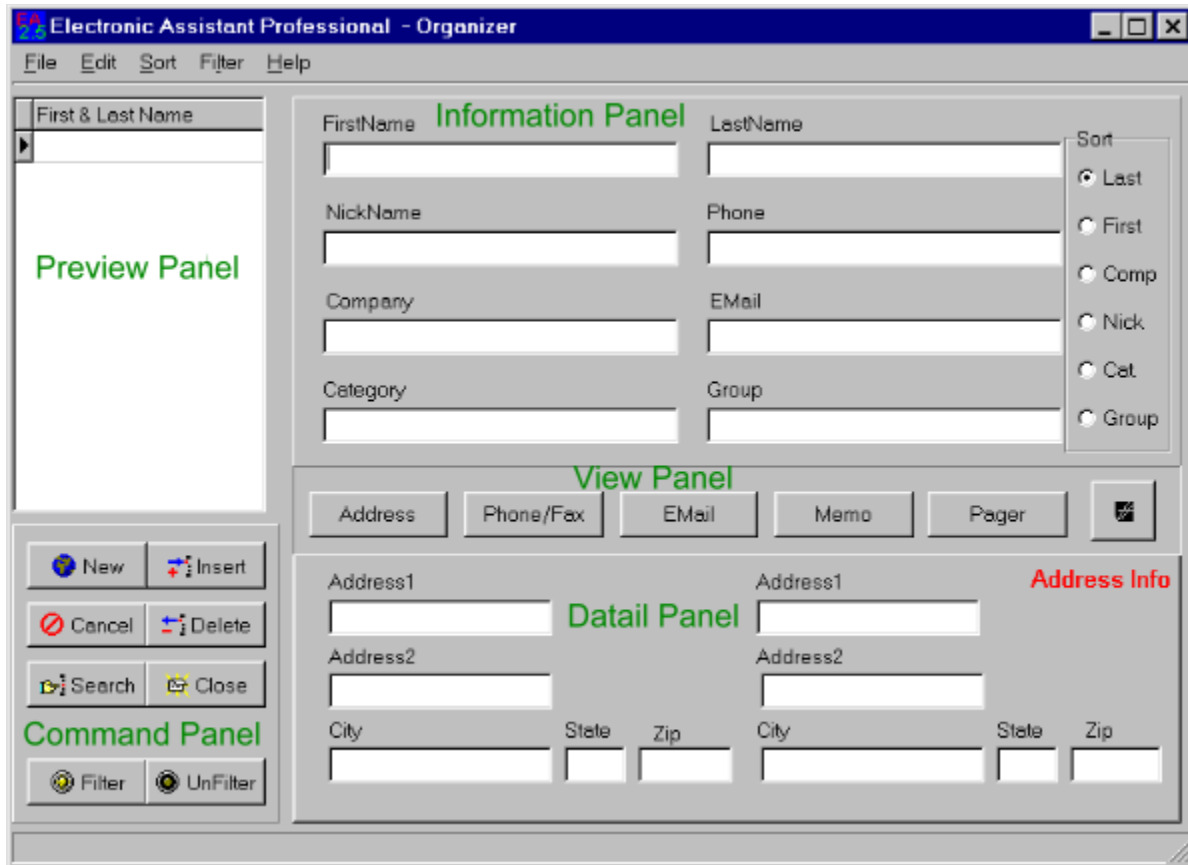
When the alarm is activated, a message box will be displayed that shows three fields. The first field is the description field. This field displays the short description entered by you when you setup the alarm in the Schedule module. The second field is the date and time field. This field displays the exact time the alarm is activated. The third field is a memo box that displays the detailed message you entered. In addition to the three fields are two buttons. The buttons labeled Acknowledge and Acknowledge & Delete are used to respond to the alarm. Selecting Acknowledge will close the alarm window without any changes to the Schedule module's listing while selecting Acknowledge & Delete will close the alarm window and delete that alarm from the Schedule module's list.

The ScheduleViewer alarm (not shown) contains an additional button "Sleep" that allows you to temporarily postpone an alarm when it occurs. This can be accomplished in 2 ways. One is to select Sleep when the alarm occurs and the alarm will be postponed for the duration set in the Options::General page . The other is to enter a time (in hours), then selecting Sleep and the alarm will be postponed for the entered number of hours.

Notes: 1. If you use Acknowledge & Delete on recurring alarms, they will be deleted.
2. Your computer must be on when recurring alarms occur or they will not recur.

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Organizer



The Organizer is the main contact management portion of Electronic Assistant. It allows you to store information about friends, relatives and colleagues. It consists of 39 fields that store, among other things, names, addresses, telephone numbers and memos. In addition to storing information, it can be used to dial the stored telephone numbers. Note, however, that telephone extensions are not dialed automatically.

The Organizer module's window consists of 5 panels. These include the Information, Preview, Command, View and Detail Panels. The **Information Panel** displays the selected entry's Name, Company, Nick Name, primary Phone Number, primary EMail address, Category and Group. The primary phone and email is the same as the phone and email address entered in the detail section below. This panel is also used to sort the entries. They can be sorted according to Last Name, First Name, Company, Nick, Category or Group. The **Preview Panel** is located in the upper left of the window. It displays the contents of the first and last name fields in the order according to the selected sort button. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The complete list of entries are available on this panel. The **View Panel** consists of 6 buttons used to add more detailed information to each entry using the **Detailed Panel**. The various buttons include Address, Phone/Fax, EMail, Memo, Pager and Cycle. The Cycle button is represented by a graphic and can be used

to cycle through the other 5 options. The Detailed Panel provides the additional fields necessary for the storage of detailed information for each entry. It consists of 31 fields and provides the telephone dialing capabilities mentioned above. The **Command Panel** consists of the buttons necessary to run the Organizer module. They include New, Insert, Cancel, Delete, Search, Filter, Unfilter and Close. Note, however, that these buttons can also be found on the menu.

New: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the selected sort in the Information Panel.

Filter/Unfilter: The filter button is used to filter the entries based on the selected sort order in the Information Panel. Once sorted, the Unfilter button can be used to display the entire list of entries.

Close: The close command is used to close the Organizer module.

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Organizer

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How do I enter a new record?

To enter a new record:

- Select the New button or New from the Edit menu.
- Click the Address Button on the View Panel.
- Enter the respective information in both the Information and Detail Panels.
- Click the Phone/Fax Button
- Enter any phone/fax information in the Detail Panel.
- Repeat this for the Email, Memo and Pager Sections.
- You do not have to complete all the fields in any section
- When you've completed entering all available information, select Insert from the menu, command panel or by right-mouse-clicking the window.
- This will store the record and begin the process of entering another record.
- Begin entering the next record or select Cancel to continue
- You can select Cancel anytime during this process to Cancel the operation.

Note: You can also use the speed button to the right of the pager button to cycle through the various pages.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel
- Edit the information
- Select Insert to store the updated record.
- Selecting Cancel anytime before selecting Insert will revert the record to it's original form.

How do I search for a record?

A record will be searched for based on the current sort order.

To search for a record:

- Select the search button
- Enter the search string
- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record
- Select Delete from the menu or panel
- Confirm the deletion

Note: Deleted records cannot be recovered

How do I filter records?

Records are filtered based on the current sort order.

To filter records:

- Select filter.

- Enter the string on which to filter.

- If the string is not available, no records will be displayed.

Note: Filter is not case sensitive.

How do I remove a filter?

To remove the filter:

- Select UnFilter from the panel or Cancel Filter from the menu.

How do I change the sort order?

To change the sort order:

- Select another sort radio button from the list of sort options on the Information Panel.

- The records will be sorted accordingly.

How do I print/preview print?

Select Print... from the menu or use the command: Ctrl-P

This will display the Organizer Print Menu. From this menu select an option: Compact, Full, Custom, Labels, Envelope #7-3/4 or #10, . If you select Custom, a panel requesting information to print will be displayed. If you select Envelope #7-3/4 or #10, a panel requesting the "From" address will be displayed. On this panel, you can also use the "Nudge To address" option to move the "To" address to the Left by entering the distance to move it. Do not enter a value if you do not want to move the address. Selecting Label displays a panel of required fields needed to describe the sheet of labels. Select Print, Preview or Cancel to proceed.

How do I print what's on the screen?

Select Print Window from the menu.

How do I use Electronic Assistant to dial phone a number?

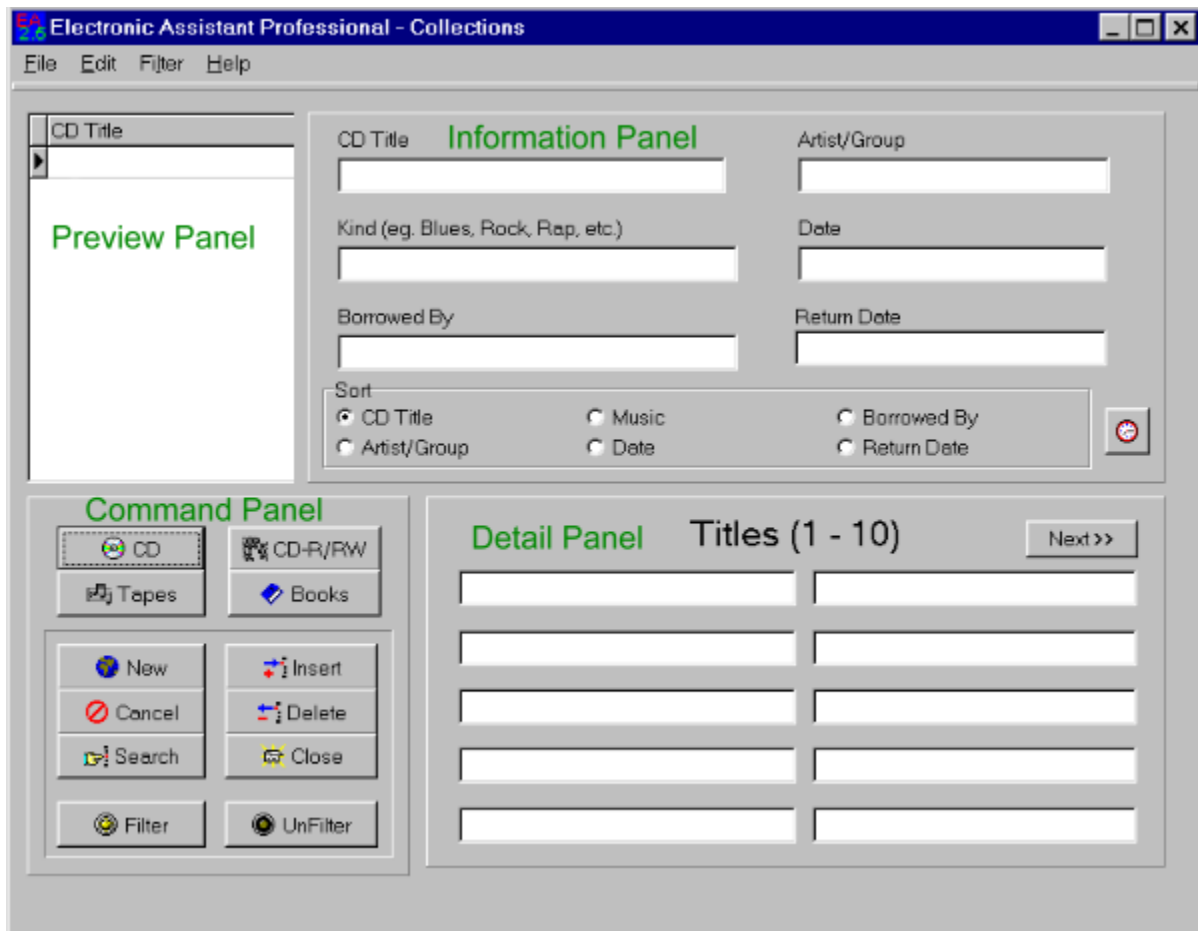
To dial a phone number:

- Make sure you have a phone number entered

- Click the phone graphic on the phone detail page of the Detail Panel.

Collections

The Collections Module allows the user to store information and keep track of CDs, CD-R/RWs, Tapes, and Books. Different information is displayed at all times depending on which sub-module is selected. The CD, CD-R/RW, Tapes, and Books buttons allow the user to view, modify or enter detailed information about the respective sub-modules.



The Collections module's window has 4 panels. These include the Preview, Information, Command and Detail Panels. The Title and Command panel are similar for each sub-module (CD, CD-R/RW, Tapes, Books) but the Information and Detail Panels may be very different. For each sub-module, the **Preview Panel** consists of the titles of the entries in that sub-module. That is, the CD sub-module includes the CD Title, the Books sub-module includes the books titles, etc. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The complete list of entries for that sub-module are available on this panel. The **Command Panel** consists of 12 buttons necessary to run the Collections module. These commands are also available on the menu. They are divided into two groups. The first group includes 4 buttons and are used to switch between sub-modules. They include the CD, CD-R/RW, Tapes and Books buttons. The second group consists of the New, Insert, Cancel, Delete, Search, Close, Filter, and UnFilter buttons.

Filter, Unfilter and Close buttons. See below for a description of each button.

New: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the selected sort in the Information Panel.

Filter/Unfilter: The filter button is used to filter the entries based on the selected sort order in the Information Panel. Once sorted, the Unfilter button can be used to display the entire list of entries.

Close: The close command is used to close the Collection module.

CD Sub-Module

For this sub-module the **Information Panel** consists of six fields and a sort list. The fields included in the sub-module are Title, Artist/Group, Kind, Date, Borrowed By and Return Date. The Borrowed By and Return Date field is to be used to track CDs you lend to others. If the name of the individual borrowing the CD is entered into the Borrowed By field and the return date is entered into the Return Date field for borrowed items, clicking the timer button while under return date sort order will move to the next due CD. The **Detail Panel** has 30 fields for storing CD content titles.

CD-R/RW Sub-Module

For this sub-module the **Information Panel** consists of five fields and a sort list. The fields included in the sub-module are CD-R/RW Title, CD-R/RW Manufacturer, CD-R/RW Kind, Borrowed By and Return Date. The Borrowed By and Return Date field is to be used to track CD-R/RWs you lend to others. If the name of the individual borrowing the CD-R/RW is entered into the Borrowed By field and the return date is entered into the Return Date field for borrowed items, clicking the timer button while under return date sort order will move to the next due CD-R/RW. The **Detail Panel** has a memo box for notes on the CD-R/RW.

Tapes Sub-Module

For this sub-module the **Information Panel** consists of six fields and a sort list. The fields included in the sub-module are Title, Artist/Group, Kind, Date, Borrowed By and Return Date. The Borrowed By and Return Date field is to be used to track tapes you lend to others. If the name of the individual borrowing the tape is entered into the Borrowed By field and the return date is entered into the Return Date field for borrowed items, clicking the timer button while under return date sort order will move to the next due tape. The **Detail Panel** has 30 fields for storing tape content titles.

Books Sub-Module

For this sub-module the **Information Panel** consists of eight fields and a sort list. The fields included in the sub-module are Title, Publisher, Author's First Name, Author's Last Name, Kind, Date Published, Borrowed By and Return Date. The Borrowed By and Return Date field is to be used to track books you lend to others. If the name of the individual borrowing the book is entered into the Borrowed By field and the return date is entered into the Return Date field for borrowed items, clicking the timer button while under return date sort order will move to the next due book. The **Detail Panel** has a memo box for notes on the book.

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Collections CD-R/RW

How do I enter a new record?

To enter a new record:

- Select the New button or New from the Edit menu.

- Enter the various information in both the upper and lower section of the screen.

- You do not have to complete all the fields

When all available information has been entered, select Insert from the menu or the panel.

- This will store the record

- You can select Cancel anytime during this process to Cancel the operation.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel

- Edit the information

- Select Insert to store the updated record.

- Selecting Cancel anytime before selecting Insert will restore the record to it's original content.

How do I search for a record?

A record will be searched for based on the current sort order.

To search for a record:

- Select the search button

- Enter the search string

- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

- If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record

- Select Delete from the menu or panel

- Confirm the deletion

Note: This process can not be reversed

How do I filter the records?

Records are filtered based on the current sort order.

To filter records:

Select filter.

- Enter the string on which to filter.

- If the string is not available, no records will be displayed

How do I remove a filter?

To remove the filter, select UnFilter from the panel or Cancel Filter from the menu.

How do I change the sort order?

To change the sort order, simply select another sort radio button from the list of sort options. The database will be sorted accordingly.

How do I print?

To print:

Select Print All from the menu

How do I preview a print?

To preview:

Select Print Preview from the menu

How do I print what's on the screen?

To print what's on the screen:

Select Print Window from the menu

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Collections CD

How do I enter a new record?

To enter a new record,:

- Select the New button or New from the Edit menu.

- Enter the various information in both the upper and lower section of the screen.

- You do not have to complete all the fields.

When all available information has been entered, select Insert from the menu or the panel.

- This will store the record

- You can select Cancel anytime during this process to Cancel the operation.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel

- Edit the information

- Select Insert to store the updated record.

- Selecting Cancel anytime before selecting Insert will restore the record to it's original content.

How do I search for a record?

A record will be searched for based on the current sort order.

To search for a record:

- Select the search button

- Enter the search string

- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

- If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record

- Select Delete from the menu or panel

- Confirm the deletion

Note: This process can not be reversed

How do I filter the records?

Records are filtered based on the current sort order.

To filter records:

- Select filter.

- Enter the string on which to filter.

- If the string is not available, no records will be displayed

How do I remove a filter?

To remove the filter, select UnFilter from the panel or Cancel Filter from the menu.

How do I change the sort order?

To change the sort order, simply select another sort radio button from the list of sort options. The records will be sorted accordingly.

How do I print?

To print:

Select Print All from the menu

How do I preview a print?

To preview:

Select Print Preview from the menu

How do I print what's on the screen?

To print what's on the screen:

Select Print Window from the menu

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Collections Tapes

How do I enter a new record?

To enter a new record,:

- Select the New button or New from the Edit menu.

- Enter the various information in both the upper and lower section of the screen.

- You do not have to complete all the fields

When all available information has been entered, select Insert from the menu or the panel.

- This will store the record

- You can select Cancel anytime during this process to Cancel the operation.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel

- Edit the information

- Select Insert to store the updated record.

- Selecting Cancel anytime before selecting Insert will revert the record to its original form.

How do I search for a record?

A record will be searched for based on the current sort order.

To search for a record:

- Select the search button

- Enter the search string

- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

- If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record

- Select Delete from the menu or panel

- Confirm the deletion

Note: This process can not be reversed

How do I filter the records?

Records are filtered based on the current sort order.

To filter records:

- Select filter.

- Enter the string on which to filter.

- If the string is not available, no records will be displayed

How do I remove a filter?

To remove the filter, select UnFilter from the panel or Cancel Filter from the menu.

How do I change the sort order?

To change the sort order, simply select another sort radio button from the list of sort options. The database will be sorted accordingly.

How do I print?

To print:

Select Print All from the menu

How do I preview a print?

To preview:

Select Print Preview from the menu

How do I print what's on the screen?

To print what's on the screen:

Select Print Window from the menu

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Collections Books

How do I enter a new record?

To enter a new record,:

- Select the New button or New from the Edit menu.

- Enter the various information in both the upper and lower section of the screen.

- You do not have to complete all the fields

When all available information has been entered, select Insert from the menu or the panel.

- This will store the record

- You can select Cancel anytime during this process to Cancel the operation.

Note: You can also use the speed button to the right of the memo button to alternate through the various pages.

How do I edit a record?

To edit a record:

- Select the record from the list on the Preview Panel

- Edit the information

- Select Insert to store the updated record.

- Selecting Cancel anytime before selecting Insert will revert the record to its original form.

How do I search for a record?

A record will be searched for based on the current sort order.

To search for a record:

- Select the search button

- Enter the search string

- Select ok

Note: If the string is not located, the string occurring immediately after it will be selected.

- If it is after the last entry, the last entry will be selected.

How do I delete a record?

To delete a record:

- Select the record

- Select Delete from the menu or panel

- Confirm the deletion

Note: This process can not be reversed

How do I filter the records?

Records are filtered based on the current sort order.

To filter records:

- Select filter.

Enter the string on which to filter.
If the string is not available, no records will be displayed

How do I remove a filter?

To remove the filter, select UnFilter from the panel or Cancel Filter from the menu.

How do I change the sort order?

To change the sort order, simply select another sort radio button from the list of sort options. The database will be sorted accordingly.

How do I print?

To print:

Select Print All from the menu

How do I preview a print?

To preview:

Select Print Preview from the menu

How do I print what's on the screen?

To print what's on the screen:

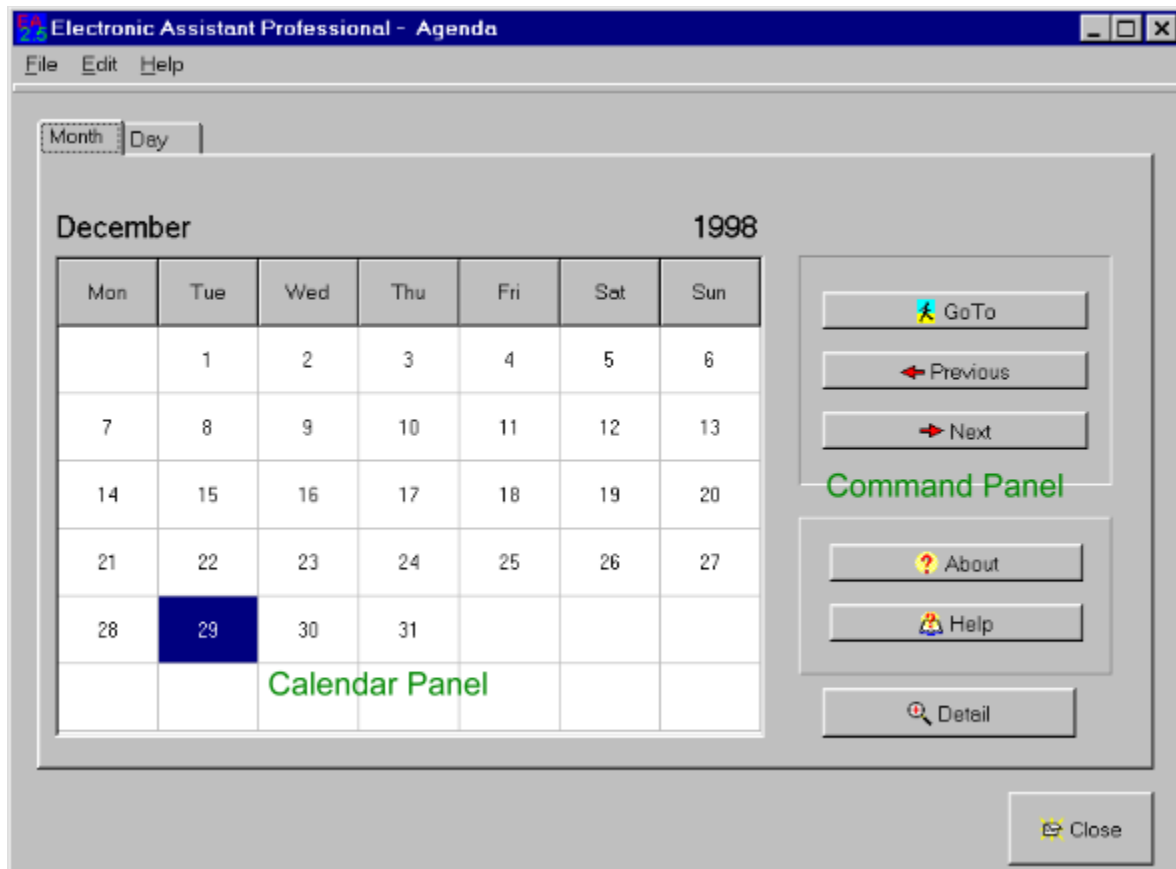
Select Print Window from the menu

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Agenda



The Agenda module is a planner for your daily activities. It has 3 main windows. The first window is the Month view (shown above) and consists of 2 panels. these are the Calendar and Command Panels. The **Calendar Panel** displays the current calendar being viewed. When first initialized, the Calender module displays the current month's calendar and selects the current date. The **Command Panel** consists of some of the commands needed to use the Agenda module. These commands are also available on the menu. The included commands are Previous, Next, GoTo, Detail, Close, About and Help. Below is a listing of the commands and what they do.

Previous: This command displays the previous month's calendar.

Next: This command displays the next month's calendar.

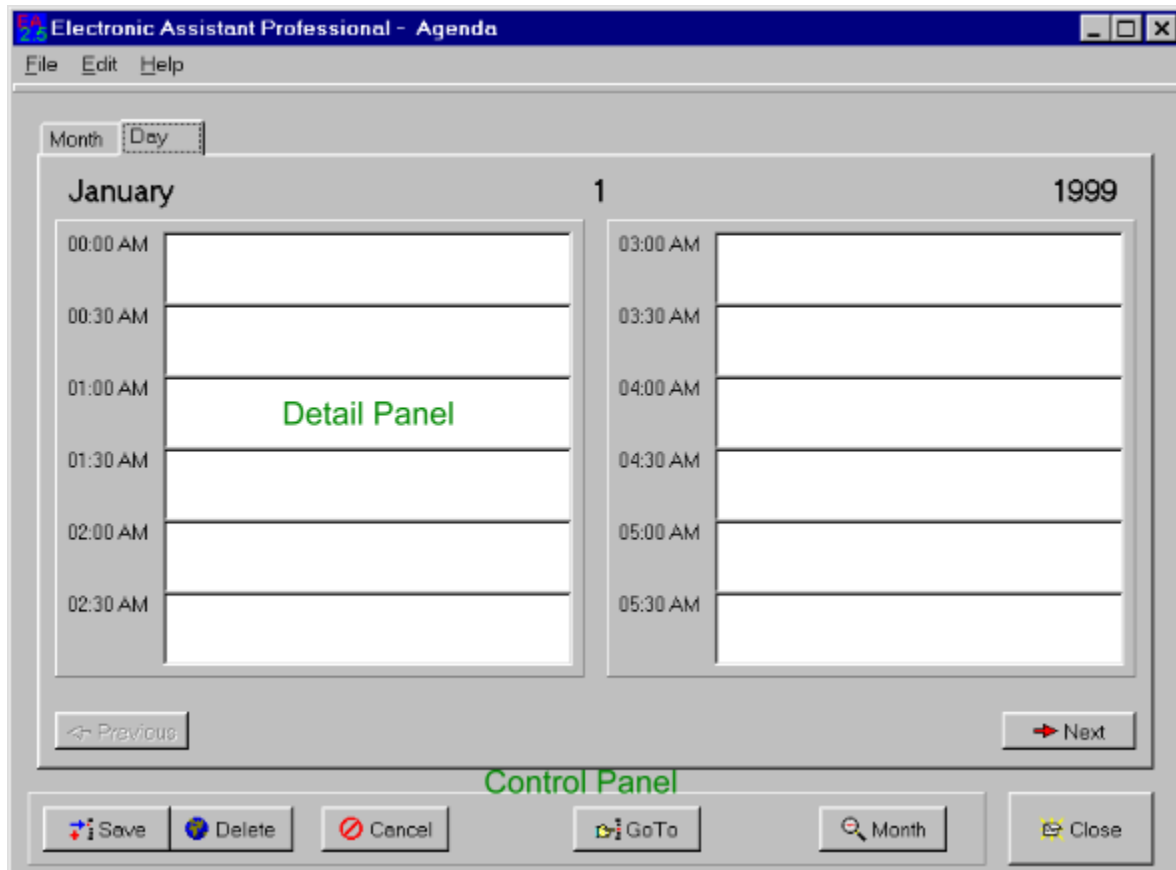
GoTo: This command allows you to jump to a month.

About: This command provides information about the Calender module

Help: This command provides help on the Calendar module.

All: This command is used to display all entries.

Detail: This provides more information on the selected day's agenda.



The second window of the Agenda module is the Day view (shown above). This view provides detailed information on a one-half-hourly basis for a selected day. It also consists of 2 panels. The panels are the Detail Panel and the Control Panel. The **Detail Panel** displays the one-half-hourly information in increments of 6 hours for a selected day. It has two buttons, the Previous and Next buttons used to advance forward or backward through the selected day's agenda. The **Control Panel** consists of the remainder of the commands needed to use the Agenda module. These commands are also available on the menu. The included commands are Save, Delete, Cancel, GoTo, Month and Close. Below is a listing of the commands and what they do.

Save: The command stores any changes to the selected day's agenda.

Delete: This command deletes all agenda entries for the selected day.

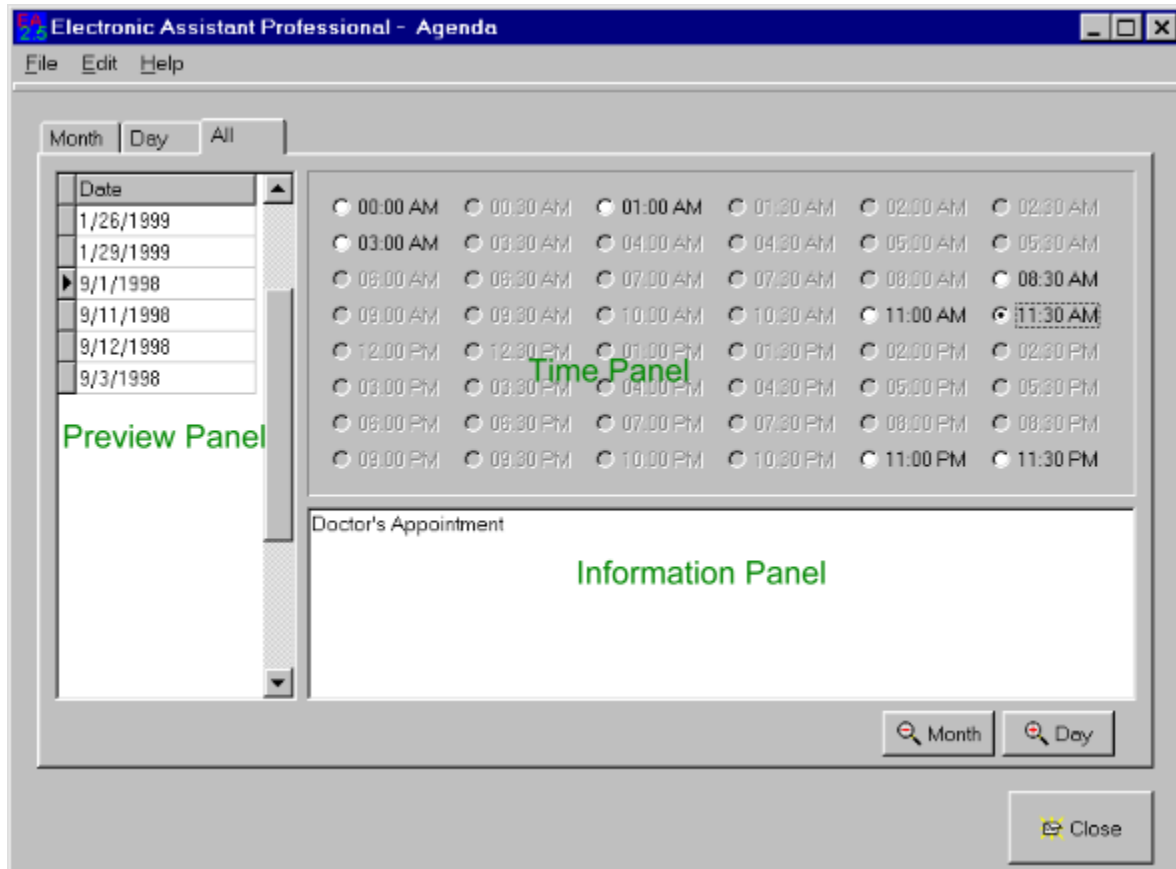
Cancel: This command is used to abort entry of a new item or changes to an existing entry. It must be used before saving the entry.

GoTo: This command is used to jump to a day.

Month: This command is used to display the month view.

All: This command is used to display all entries.

Close: This command is used to close the Agenda module.



The third window of the Agenda module is the All view (shown above). This view lists all agenda items on a daily basis. It consists of 3 panels. The panels are the Preview Panel, Time Panel and the Information Panel. The **Preview Panel** displays the all days with agenda items. Selecting a date in this panel will display it on the Time and Information panels. Times without scheduled events (appointments) will be grayed. The **Time Panel** is used to select the appointment to view. These are available in one-half-hour increments for the 24-hour period. The **Information Panel** displays the scheduled event's information. This is the information entered by you in the Dav view.

Day: This command is used to display the day view.

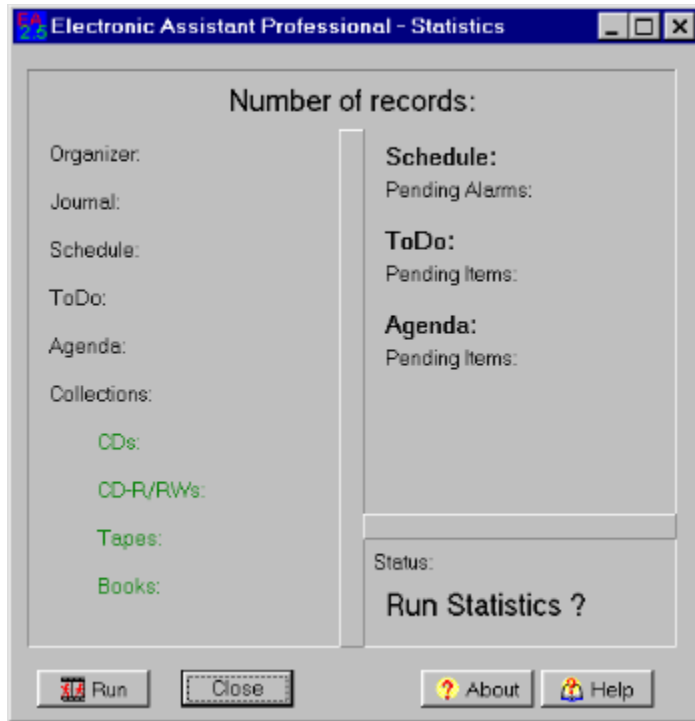
Month: This command is used to display the month view.

Close: This command is used to close the Agenda module.

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How Do I?

Statistics



The Statistics module provides information on your stored personal information. It has 2 main sections and a Status section. The Status section provides information on the status of your current use of the Statistics module. The other two sections consist of a section that provides totals of the number of item stored by Electronic Assistant and a section that lists pending items for the Schedule, ToDo and Agenda modules.

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ToDo

How Do I?

How do I insert a new item?

To **insert** a new item, select New and enter the Date, Priority Level and Description. The Date must be entered in the proper format (8/13/97).

How do I edit an item?

To **edit** an entry, select the entry, edit the various information and select Insert to store the updated entry. You may use **cancel** any time when entering information to revert the entry to it's previous state.

How do I delete an item?

To **delete** an item, select an item from the Preview Panel and select the delete button. When this button is selected, you are prompted to confirm the decision to delete the entry and warned as to the fact that deleted entries cannot be recovered. If Yes is selected, the entry will be deleted. Selecting No will return you to the previous state without deleting the entry.

How do I search for an item?

Assuming the user is seeking an entry entered on 8/18/95. Select **search**, enter 8/18/95 and select Ok. This moves the cursor to the first date that meets the search criteria. Because the entries are in chronological order, the user can therefore scroll through all the dates that meet this search criteria.

How do I print?

To **print** from the ToDo Module select Print Preview or Print All from the menu. To print the selected screen, select Print Window from the menu.

How do I access a calendar?

To access the **calendar** select the calendar button.

How do I assign priority to an item?

To assign a **priority** to an item, use the drop-down list box or type a priority in the priority list box. Entries can be sorted according to Priority or Date.

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[ToDo - Help](#)

Schedule

How Do I?

How do I enter a new record?

To **insert** a new schedule, select New/Edit and enter the Description, Date/Time and Memo. The Date/Time must be entered in the proper format. This proper format includes entering at least the date. If only the date is entered, midnight will be assumed as the intended schedule time.

How do I edit an existing record?

To **edit** a schedule, select New/Edit. Instead of entering new information, select a record from the Preview Panel. Edit the respective information and select insert to store the updated schedule. You may use **cancel** any time when entering information to restore the schedule to its previous state.

How do I delete a record?

To **delete** a schedule, select the schedule in the Preview Panel and select delete. When this button is selected, you are prompted to confirm your decision to delete the entry and warned as to the fact that deleted entries cannot be recovered. If you decide to proceed, the entry is deleted.

How do I search for a record?

Assuming you are searching for a schedule entered on 8/8/95. Select **search**, enter 8/8/95 (or as much information known about the date including the time), and select Ok. This moves the cursor to the first date that meets the search criteria. If you are unsure of the exact time, it is advised that you enter only the date then scroll through the schedules for that day to find the appropriate schedule.

How do I reschedule a record?

Reschedule can be used to establish a recurring alarm. After entering the schedule information, select Reschedule, and select Yearly, Monthly, Weekly, or Daily to establish a recurring period.

How do I print?

To **print** from the Schedule module select Print Preview or Print All from the menu. To print the selected screen, select Print Window from the menu.

How do I access the calendar?

To access the **calendar** select the calendar button.

Agenda

How Do I?

How do I move to the previous or next month?

To move to the previous month:

Use the Previous button

To move to the next month:

Use the next button

How do I go to a specific month?

To move to a specific month:

Select GoTo

Enter the month and year

Select OK

How do I enter a new item?

To enter a new item:

Select the day of the new item

Select Detail

Enter the item in the appropriate time period. Use the Next and Previous buttons to navigate to the correct time if necessary.

Select Save to store the entered item(s)

How do I edit an item?

To edit an item:

Select the day of the item

Select Detail

Use the Next and Previous buttons to navigate to the correct time of the item if necessary.

Edit the item.

Select Save to store the entered item(s)

How do I delete a day's agenda?

To delete an item:

Select the day of the item

Select Detail

Select Delete

Note: Deleted records cannot be recovered

How do I print/preview print?

Select Print... from the menu to display the Agenda Print Menu. From this menu, select an option for printing. After selecting an option, enter an optional title for the report or the title "Agenda" will be used. If you do not want the footer which consists of the printed date printed, check the box to not print it. Select print or preview to proceed. Below are the print options:

- All: This option prints all hours on days with agenda information
- Morning: This option prints the agenda between 00:00 AM and 11:30 AM on days with agenda information
- Afternoon: This option prints the agenda between 12:00 PM and 11:30 PM on days with agenda information
- Work Day: This option prints the agenda between 07:30 AM and 07:30 PM on days with agenda information

How do I print what's on the screen?

Select Print Window from the menu.

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Agenda - Help

Electronic Assistant Lite vs. Electronic Assistant Professional

Many user have asked the question "What's the difference between the Lite and Professional Version?" This is an attempt to answer that question. To accomplish this, a partial list of options, features and applications not available with the Lite version will be created. Note that this list is partial because there are many ofther smaller and sometimes even hidden differences that are not presented here.

This Comparison is based on Electronic Assistant Lite 2.1 and Electronic Assistant Professional 2.5

Applications not provided with Electronic Assistant Lite:

Electronic Assistant Backup

ScheduleViewer

Electronic Assistant Tools (This functionality has been incorporated into the Options Module)

Modules not provided with Electronic Assistant Lite:

Agenda Module

Alarm Module

Statistics Module

UserDefined Module 2

UserDefined Module 3

What you cannot do with Electronic Assistant Lite:

Menu/General

1. Change the menu display/type options
2. Rename UserDefined button
3. Use Alarm
4. Password protect your information

Organizer

1. Add middle name
2. Add fax number
3. Dial phone number from Organizer
4. Print UserSelected information
5. Print labels
6. Print envelops
7. Input more than 200 records

Journal

1. Add a Journal description
2. Input more than 200 records

Collections

1. Add more than 10 CD or Tape titles
2. Input more than 200 records

ToDo

1. Assign priority to items
2. Sort based on priority or date
3. Input more than 200 records

UserDefined

1. Print date, time, number of records, and page number
2. Customize footer for printing
3. Input more than 200 records

Calendar

1. Start ToDo, Schedule or Journal with startup information entered

BackUp

1. Restore your data automatically
2. BackUp on exit

What you don't have with Electronic Assistant Lite:

Menu/General

1. Alarm Module
2. NetPres Assistant support
3. ScheduleViewer support

Organizer

1. Bottom status bar

Journal

1. Copy, Cut, Paste, Delete, Select All

Schedule

1. Copy, Cut, Paste, Delete, Select All

ToDo

1. Copy, Cut, Paste, Delete, Select All

Options

1. General page
2. Export page
3. TulZ page with Shredder and Compactor
4. Config page
5. ScheduleViewer Action
6. Full communication with other Electronic Assistant family members

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Directories may also be referred to as folders.

Electronic Assistant 2.5 - Introduction

Electronic Assistant is COMPLETE Personal Information Manager (PIM). The main executable file (ElecAsst.exe) consists of 6 primary modules, 3 utility modules, and 3 user defined modules. It also has 2 miscellaneous modules and 2 external utility applications. The 6 primary modules are the Organizer, Journal, ToDo, Schedule, Collections and Agenda modules. The 3 utility modules are the the Calenda, Options and Stats modules (Now you begin to understand why this is a COMPLETE PIM). The two miscellaneous modules consists of the Alarm and the Authorization module while the 2 external utilities include the external Backup and Restore utility and the ScheduleViewer. In addition to these is an application called Electronic Assistant Tools designed specifically for Electronic Assistant Lite users (Now you begin to understand why this is a product family).

Most PIMs are one of Electronic Assistant's 6 modules. For example, some PIMs are Organizers and manage contacts. These are sometimes referred to as Address Books or Contact Managers. Others add rudimentary capabilities for one or two of the other 5 main modules in addition to their Organizer capabilities (which may also be fairly rudimentary). Unlike these applications, Electronic Assistant is comprehensive. The purpose of Electronic Assistant is to manage your personal information. Not just your contacts, not just your CDs or even just your diary. The goal is to manage all your personal information in one EASY TO USE (and I emphasize that) interface. Interfaces do not usually get easier to use than Electronic Assistant's interface.

11 Applications in ONE

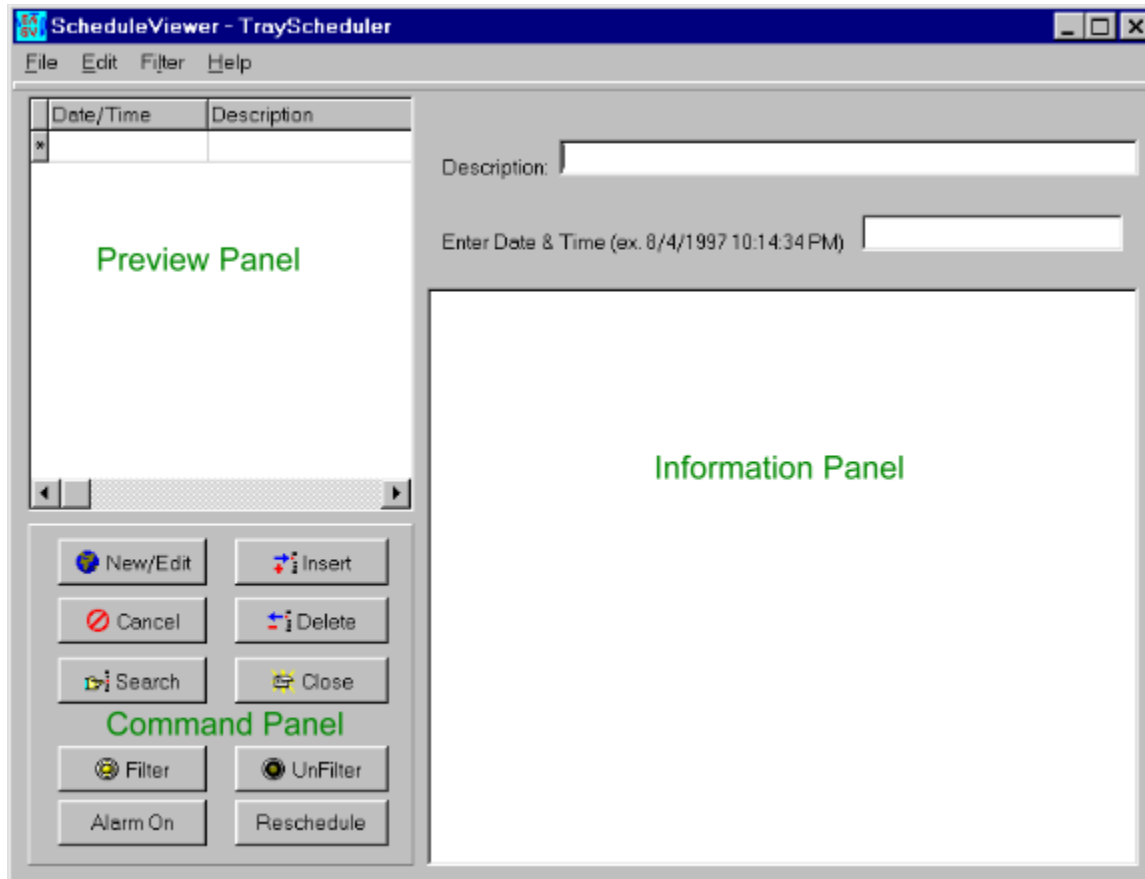
Another way of looking at Electronic Assistant is as several applications in one nice and easy to comprehend and use package. If Electronic Assistant was decoupled, it could be sold as 11 applications. These applications would include the following:

1. Organizer (a very advanced one at that!) - A contact manager or Adress Book
2. Journal - An electronic Journal
3. ToDo - A ToDo list manager
4. Collection::CD (database) - A CD management system
5. Collections::CD-R/RW (database) - A CD-R/RW management system
6. Collections::Tapes (database) - A Tape management system
7. Collections::Books (database) - A Book management system
8. Schedule - An electronic alarm
9. Agenda - An electronic day planner
10. UserDefined - A customizable database
11. ScheduleViewer::Timer - An electronic timer

The problem with this system is that no single one of these would be a Personal Information Manager (PIM). It is the combination of these modules that makes Electronic Assistant a COMPLETE personal information manager.

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ScheduleViewer::TrayScheduler



This module allows you to set alarms and reminders that will be activated at a designated time. Among other things, it has the ability to setup recurring alarms. Recurring alarms can be setup on a Yearly, Monthly, Weekly or Daily basis. The TrayScheduler module window consists of 3 panels. They include the Preview Panel, the Information Panel and the Command Panel. The **Preview Panel** lists all the entries in the TrayScheduler module. It displays 2 fields for each entry. These fields are the Date & Time field and the Description field. It indicates the selected entry using a triangle which changes, when in edit mode, to a star (*). The **Information Panel** consists of two text fields and a memo box. However, if you are not in edit mode, only one text field (the Description field) is visible. The **Command Panel** consists of 10 buttons necessary to run the TrayScheduler module. These commands are also available on the menu. They are divided into two groups. The first group includes 6 buttons and consist of the New/Edit, Insert, Cancel, Delete, Search, and Close buttons. The second group consists of the Filter, Unfilter, Calender and Reschedule buttons. See below for a description of each button.

The procedure for setting-up an alarm is as follows:

1. Select New/Edit
2. Enter the alarm's description

3. Enter the time of the alarm. This is the date and time you want to set the alarm for.
 4. Enter detailed information about the alarm in the memo box
 5. Select Insert to save the alarm
 6. Turn on the alarm using the Alarm On/Off button on the mainmenu
- Note: This same procedure can be performed in the Schedule module.

New/Edit: This button is used to add a new entry. To add an entry, click this button, then proceed to enter the various information. This button can also be used to Edit a current entry. To Edit a current entry, click New/Edit, select the entry you want to edit from the Preview Panel, make your changes and select insert to commit the changes.

Insert: This button is used to commit changes. It must be used whenever a new entry or a current entry is edited to commit it. Committing changes saves the changes. If they are not committed, the changes will not be saved.

Cancel: This button is used to abort the entry of a new item or changes to a current entry. It only works when used prior to committing the changes using the insert button.

Delete: This button is used to remove entries. When used, it deletes the currently selected entry. Once deleted, an entry cannot be recovered.

Search: This button is used to search for an entry. The search is performed based on the date.

Filter/Unfilter: The filter button is used to filter the entries based on the date. Once sorted, the Unfilter button can be used to display the entire list of entries.

Reschedule: The reschedule button is used to establish a recurring alarm. After entering the schedule information, select Reschedule, and select Yearly, Monthly, Weekly, or Daily to establish a recurring period.

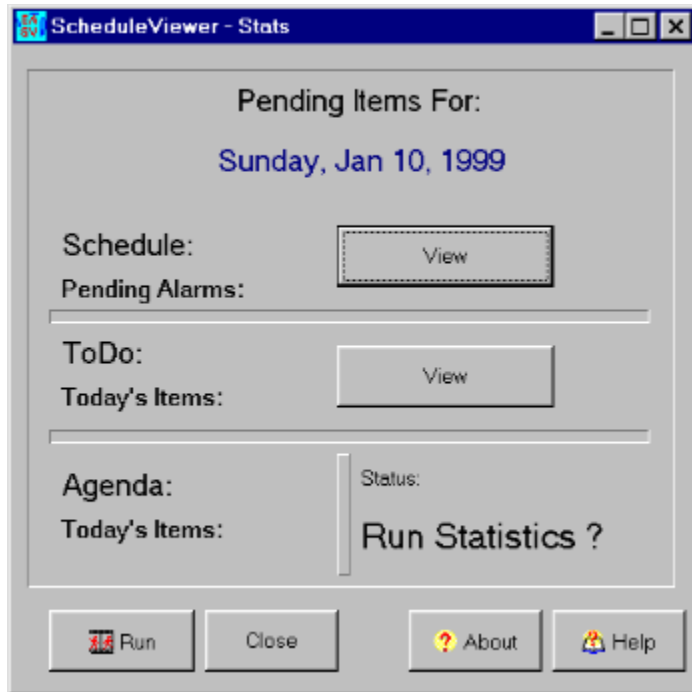
Calendar: The calendar button is used to start a Calendar module.

Close: The close command is used to close the Schedule module.

For information on performing specific tasks, See the Schedule module's "How do I?" by clicking [here](#).

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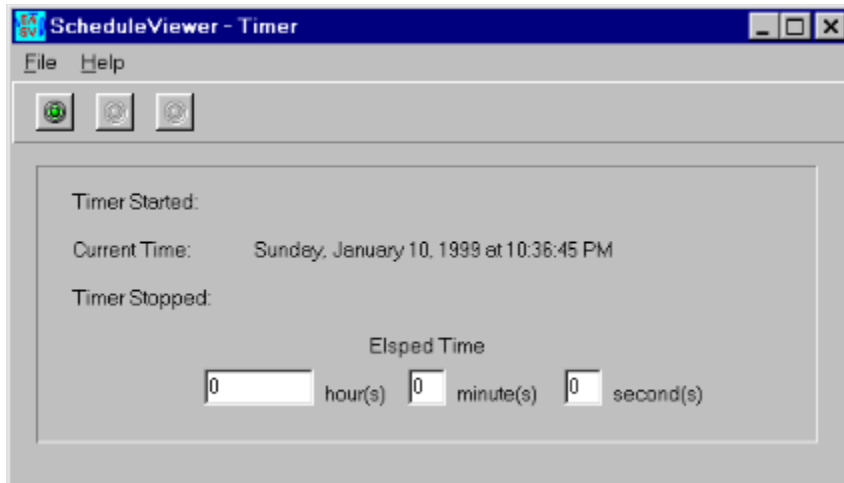
ScheduleViewer::Stats



The Stats module provides daily information on your stored personal information. When ScheduleViewer is started, the stats module automatically makes 3 checks. It checks for Schedule, ToDo, or Agenda items scheduled for that day. If there are any, it prompts you. You will not be prompted if you have disabled this feature under Options. You can also run this module at any time from the ScheduleViewer main menu.

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ScheduleViewer::Timer



The Timer module is a timer provided timing events. The advantage is it's ease of use and availability. It's usually no more then 2 or 3 clicks away. To start the timer, select Start from the menu. The timer can also be started by clicking the green Start icon on the toolbar. While the timer is running, it can be paused using the yellow Pause icon or the menu. Finally, to stop the timer, use the red Stop icon or the menu.

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