Contents

What is Calendar Quick?

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.

See Also

Benefits of Registration

Benefits of Registration

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 of $24.95 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."
- Additional Windows help files containing tips & tricks for getting the most out of Calendar Quick.
- 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

See Also

How to become a Registered User

Shareware License

For ordering information, see:

How to become a Registered User

License Agreement

You should read the following terms and conditions, and the disclaimer that follows, carefully before using this software. Use of this software in any way mandates that you accept these terms and conditions.

You are hereby granted permission to use the shareware version of this software for a 21 day evaluation period. You may make as many copies of the shareware version of this software and its documentation as you desire, give away these exact copies to anyone, and distribute these exact copies in unmodified form via electronic means. There is no charge for the above. After the 21 day evaluation period, you are required to register this software with the author in order to continue use. Continuing to use the software past the evaluation period without purchasing a Registered User License is a violation of copyright law.

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How to become a Registered User

You can obtain the registered version of Calendar Quick by sending a payment of $24.95 to Logic Pulse.   The payment methods listed below are available for your convenience.

Register with credit card using toll-free phone number
Register with check or money-order
Register on-line with Compuserve
Register with credit card using postal service or fax
Register with company purchase order

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.

See Also

Benefits of Registration

Register toll-free with credit card

To register by phone (CREDIT CARD ORDERS ONLY)

You can order with Visa, MasterCard, American Express, or Discover from Public (software) Library by calling:

- 800-2424-PsL -or-
- 713-524-6394

When calling, be sure to specify that you are ordering "Calendar Quick," product #11711, for $24.95 (includes sales tax & USA/Canada shipping. Add $4 for overseas shipping)

The above numbers are for credit card orders only.

You cannot reach the author at these numbers.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse
1269 Sadler Cove -or- Compuserve e-mail, id# 73313, 3443
Woodbine, GA 31569

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

Register with check or money-order

To register by check or money order, send a completed order form with your payment for $24.95 to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

Checks must be drawn on a U.S. bank and made out to "Logic Pulse."   All orders will be processed within 48 hours of receipt.   To print an order form, select:

Order Form (check or money order)

Calendar Quick Order Form

To print this order form, click the above "Print" button.

Name:________________________________
Ship To:_______________________________
____
____

Number of Copies: ___ x $24.95 = ____________
Shipping/Handling:
USA FREE
Overseas $4.00 = ____________

Total: ____________

** Checks must be drawn on a U.S. bank and made out to "Logic Pulse"

Orders processed within 48 hours of receipt. Please allow up to two weeks for delivery.

Send order form and payment to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

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# "4042" and follow the prompts

The $24.95 registration fee will be billed to your regular Compuserve account. All orders are processed within 48 hours of receipt.

Registration by Mail or Fax

For registration by mail or fax (CREDIT CARD ORDERS ONLY):

You can order with Visa, Mastercard, American Express, or Discover from the Public Software Library (PsL) by sending a completed order form to:

PsL
P.O.Box 35705
Houston, TX 77235-5705

or, Fax your order form to PsL at:
713-524-6398

To print or fax an order form now, select:

Print or Fax credit card order form

Orders will be processed within 48 hours of receipt.

THE ABOVE NUMBERS & ADDRESSES ARE FOR ORDERS ONLY.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Logic Pulse
1269 Sadler Cove -or- Compuserve e-mail, id# 73313, 3443
Woodbine, GA 31569

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

Calendar Quick Order Form

To print this order form, click the above "Print" button.

Product: Calendar Quick by Logic Pulse; product #11711

Name:________________________________
Ship To:______________________________
____
____

Number of Copies: ___ x $24.95 = ____________
Shipping/Handling:
USA FREE
Overseas $4.00 = ____________

Total: ____________

Credit Card (check one):
___ Visa ___ MasterCard ___ Amer. Express ___ Discover

Card Number: ____
Name: ____
Exp. Date: ________

Signature: ____

Mail completed order form to:

PsL
P.O. Box 35705
Houston, TX 77235-5705

Fax completed order form to:

PsL at 713-524-6398

Calendar Quick Order Form

Use this order form to pay the Calendar Quick registration fee by supplying a company purchase order number. You will be billed with your shipment. You must include a phone number for verification.

To print this form, click the "Print" button above.

Product: Calendar Quick by Logic Pulse

Name: ________________________________
Company: ________________________________
Phone: ______________________
Ship To: ________________________________ Bill To: ____________________________
________________________________ ____________________________
________________________________ ____________________________

Number of Copies: _____ x $24.95 = ________
Shipping/Handling:
USA FREE
Overseas $4.00 = ________

Total: ________

PO #________________________________

Mail completed form to:

Logic Pulse
1269 Sadler Cove Dr.
Woodbine, GA 31569

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 prior notice days 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.

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.

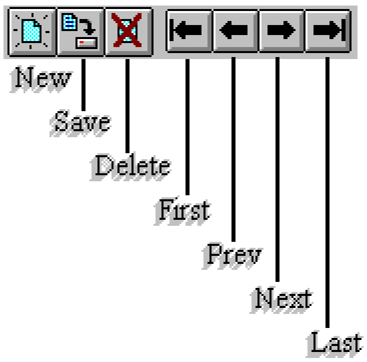
Once you have a new file open, you can add tasks to your calendar. The default initial view is the monthly calendar. Click on any date on the calendar to highlight it. Then, click the right mouse button and select the type of task to add on the selected date from the Popup menu. There are separate dialogs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

See Also

Using Edit Dialogs
Saving a File

Using Edit Dialogs

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.

See Also

Deadline Editor
Event Editor
Anniversary Editor
Phase Editor
Action Item Editor

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.

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

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

Setting Program Preferences

To modify the user-changeable preferences of Calendar Quick, select "File | Preferences" 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.
- 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 "View | Settings" from the menu bar. For more information see:

Setting View Preferences

Setting View Preferences

To set the view preferences for the currently open file, select "View | Settings" from the menu bar. This will open the view settings dialog box, which contains tabs for setting Format, Layout, and Filter 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.

Format Options

- Show weekends on calendar
  Select this option to show seven days a week on the monthly, weekly, and planner views. Otherwise, only Monday through Friday will be shown.
- Show planning grid on itinerary
  Select this option to include a single day's planning grid at the bottom of the Daily Itinerary view. This is very useful for entering new events, but may not be desired when creating printed output.
- Overlap events on grid
  Select this option to cause planning grids to display the scheduled "Events" in as little space as possible. Deselecting this option causes each "Event" to be displayed on a separate line, which may make it easier to read the descriptive text.
- Weekly calendar orientation
  Select whether weekly calendar is displayed as one row (horizontal), or several rows (vertical).
- Action list sorting
  Determines the order in which action items appear on the Daily Itinerary summary and Action List views.

Layout Options

- Word wrap
  Turn word wrap on to cause long descriptions in the calendar to automatically wrap to the next line. You may want to turn this option off when cutting and pasting calendars to the Windows Clipboard.
- Phase appearance
  Select from 3D, drop-shadow, or plain for the appearance of multi-day phases on the monthly and weekly caledar views.
- Font
  Choose the desired typeface to use on all displays and printed output. Since Calendar Quick will scale the selected font to several different sizes, it is highly recommended that you choose only True Type fonts.

Filter Options

- Show types
  Choose which types of tasks to include on the various views and printed output. Deselect the ones that you do not wish to appear. This option is useful for creating printouts that show only the information needed without extra "clutter."
- Show tasks assigned to
  Use this option to highlight only certain people or groups for whom you want tasks to be displayed. To select multiple names, hold the left mouse button down and drag the pointer over a range of names. Or, while holding down the CTRL key, select multiple names by clicking on them using the left button. NOTE: Tasks that do not include any assignee will always be displayed.

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."

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. Allows easy selection of daily itineraries when combined with the Itinerary View. 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. Allows easy selection of daily itineraries when combined with the Itinerary View. 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."

See Also

Monthly Calendar
Weekly Calendar
Time Line
Daily Itinerary
Planner
Action List

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 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.

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.

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.

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

Menus and Procedures

Menu Bar Commands

File Menu

New
Open
Save
Print Preview
Print
Print Setup
Copy to Clipboard
Preferences

Edit Menu

Deadlines
Events
Anniversaries
Phases
Action Items
Delete Past Due

View Menu

Monthly Calendar
Weekly Calendar
Time Line
Daily Itinerary
Planner
Action List
Settings
Range

Help Menu

Ordering

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

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.

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.

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.

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.

Setting View Range

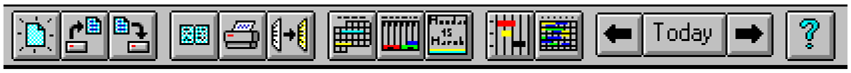
This menu option allows you to select a range of dates to display when using either the Timeline view or the Planner view. Enter the desired starting and ending dates in the dialog box, then click the OK button. The view will be updated to show the desired range of dates.

NOTE: This option is only available for the Timeline and Planner views.

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.



Product Support

Product support for Calendar Quick and other Logic Pulse software titles is available by Compuserve E-mai, Internet, 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

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

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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.

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

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.

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.

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

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"