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INTRODUCTION

Welcome to Family Scheduler™ for Windows by Madrigal Soft Tools. Family Scheduler acts like intelligent wall and personal calendars to help busy households stay on top of their many activities. Forgotten appointments and activities, as well as surprise schedule conflicts can be reduced dramatically. Keeping the family calendar up to date becomes quick and easy. Your family will always know who is doing what when (and who is driving them).

Family Scheduler merges the activities of the whole family into a single schedule. From this schedule you can print or browse calendars that cover a single person, the whole family, or just a few of the family. It takes the tedium out of scheduling repeating activities. A single entry will schedule both regularly and irregularly occurring activities. Family Scheduler has automatic conflict checking to alert you to conflicts with activities already scheduled for the people involved. It also alerts you before scheduling activities on holidays or other special periods you designate.

Evaluation and Registration

You are invited to use Family Scheduler for 21 days to see if it meets your needs (we are confident it will). After 21 days, you must register Family Scheduler or stop using it. When you **register** you will receive an access code that eliminates the reminder screen. The access code will be sent to you, at your option, by E-mail, fax, or regular mail. Registration also entitles you to free upgrades for the next year and deep discounts on any new versions after one year.

After 21 days, there will be a grace period to allow time for mail to reach you. When the grace period ends access delays to Family Scheduler will begin. The delays will increase 1 second each day.

You may distribute the evaluation version of Family Scheduler to friends and family if no fee is charged. Use the FSHC1.ZIP file (if available). Distributing individual files that make up Family Scheduler, not only can stop it from working, but also voids the virus protection it has. For information on distribution to the public or for commercial purposes, see **Copyright and Distribution**

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Support

Madrigal Soft Tools believes support should be available when you need it the most - when you are first trying out a program. We accept support calls and e-mail from unregistered as well as registered users.

Voice (604) 920-3910
Fax (604) 920-3912
Compuerv 75357,1100
Internet MADRIGAL@IslandNet.com

Most Recent Version

The most recent version of Family Scheduler is always available at our World Wide Web home page at:

<http://www.islandnet.com/~madrigal/madrigal.html>

As well as the most recent version of Family Scheduler, our home page can also provide you with other Madrigal Soft Tools products and related documentation.

Deinstallation

If you decide not to register Family Scheduler, you can remove all Family Scheduler files from your system by selecting Deinstall under Files in the main menu. Then simply delete the Family Scheduler Program Group from Window's Program Manager. The deinstallation routine assumes you have installed Family Scheduler into the default FAMSCHEd directory. If not, you must delete the Family Scheduler files and directory manually.

Please let us know why you chose not to register Family Scheduler. Any comments you have will help us develop products and service that better meet the needs of people like you. If we include your suggestion in a future release of Family Scheduler, you can register that version for free.

Madrigal Soft Tools
1290 Broad St., #201
Victoria, B.C.
Canada, V8W 2A5

Voice (604) 920-3910
Fax (604) 920-3912
Compuerv 75357,1100
Internet MADRIGAL@IslandNet.com

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You agree to cease distribution of Family Scheduler within 60 days of receiving written notice from Madrigal Soft Tools Inc.

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Operators of electronic bulletin board systems may post Family Scheduler for downloading by their users without written permission provided all Family Scheduler program and documentation files are included in the posted archive (see FSLIST.TXT). SYSOPS are requested to use the name FSCH1.ZIP for the file archive whenever possible.

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Madrigal Soft Tools
1290 Broad St., #201
Victoria, B.C.
Canada, V8W 2A5

Voice (604) 920-3910
Fax (604) 920-3912
Compuserv 75357,1100
Internet MADRIGAL@IslandNet.com

MENUS AND TOOLBAR

The main window for Family Scheduler has the familiar Window's type menu and toolbar. All Family Scheduler functions operate from this menu. The **Toolbar** below the main menu contains short cut buttons for some of the more frequently used functions.

File Menu

Print Setup...	Standard printer setup window
<u>U</u>ser Preference	To set default starting time, default activity duration and Special Days.
<u>D</u>einstallation	Permanently remove Family Scheduler from your system.
Exit	Exit Family Scheduler

Activities Menu

<u>A</u>dd Activity	Add a new activity entry.
<u>B</u>rowse by Date	Browse through all activity entries listed in date/time order.
<u>B</u>rowse by Person	Browse through the activity entries of one person listed in date/time order.
<u>B</u>rowse by Group	Browse through the activity entries of people included on a Group list. Listed in date/time order.
<u>B</u>rowse by Activity	Browse through all activity entries listed in alphabetical order of activities.
<u>W</u>eek View	View a week's activities displayed in separate columns for each day.
<u>D</u>elete by Batch	Delete all activities that occurred before a specified date in the past.

People Menu

<u>A</u>dd a Person	Add the Short and Long Names of a new person to Family Scheduler.
<u>B</u>rowse People	View the Short and Long Names of people listed in Family Scheduler. Listed in Date Order.
<u>G</u>roup lists	Add, change or delete Group lists.

Calendar print. Calls window to select time period, people to include, and format of calendar to print.

Help Menu

- Contents** Display a list of main Help topics from which you can select.
- Search for Help on...** Do key word search for Help on specific topic.
- How to Use Help** How to use this Help facility.

TOOLBAR BUTTONS

The Toolbar buttons are one touch buttons that let you carry out tasks that would require multiple menu selections or other input. The Toolbar buttons cover some of the most commonly used Family Scheduler functions. From left to right the ToolBar buttons are:



Add a New Activity.



Browse all Activities; listed in date/time order.



Browse Activities for only one person; listed in date/time order.



Display everyone's activities for the current (Mon-Sun) week in landscape format with columns for each day.



Print day calendar with notes for today covering everyone's activities.



Print calendar for current week (Mon - Sun) with notes covering everyone's activities.



Print summary calendar for current week covering everyone in landscape format with columns for each day.



Delete all activities that occurred before a specified date.



Pop up Calendar - This button appears on many other windows as well.

THE BASICS

To let you get started quickly we have grouped the key concepts, windows and instructions together. Going through the help topics listed below will give you enough information to start using Family Scheduler right away. While these core functions will give you benefits right away, the many other Family Scheduler functions will give you even more.

Menus and Toolbar

Add a Person

Add an Activity

View Activities

Print Calendars

Update, Browse and Control Windows (Dialogs)

Family Scheduler information is entered and viewed through windows called dialogs. All Family Scheduler functions have at least one dialog to receive your input or direction and many also display the information you request.

Update Activity

Repeat Activity

Specific Weekday Dialog

Browse Activities by Date

Browse Activities by Person

Browse Activities by Group

Browse by Activity

Week View

Browse People

Update Person

Browse Groups

Update Group

Calendar Options

Delete by Batch

User Preferences

Update Special Days

Activity Conflict

UPDATE ACTIVITY DIALOG

The Update Activity dialog is used to enter a new activity or change an existing activity. If this is a new entry the input fields are blank except for the default start time as set in User Preferences. If you are changing an existing entry, the existing information is displayed in the various fields.

If there is not enough information to make a proper entry for the activity the **OK** Button is disabled.

Activity	You can use up to 50 characters to identify the activity but only 30 can be displayed at a time.
People	The Short Names of people currently involved with this activity are shown in a list box in alphabetical order. To add a person to the list, click on the Insert Button. The Browse People dialog will appear to let you select a person or, if the person has not been entered in Family Scheduler before, create a new entry for the person. To delete a person from the activity, highlight the person in the list box and click on the Delete Button.
Start Time	The start time is displayed in standard AM or PM format, but you can use any of the standard time formats and many types of abbreviations to enter the start time for the activity. You can also use the small 'spin' buttons at the edge of the field. The top button increases the time by 15 minutes per click. Holding down the left mouse key increases the time very quickly. The bottom button decreases the time the same way.
End Time	If this is a new activity, the default duration set in <u>User Preferences</u> will be added to the start time and displayed. End time also accepts several time formats.
Date	The date is displayed using the abbreviated month format, but you can use any of the standard date formats to enter the activity date. If you click on the small Cal button beside the Date field, a pop up calendar will appear. Double click on the date you want.
Repeat Status	This message shows the type, frequency and end date for any repeats that apply to this activity. If there are no repeats the message shown is SINGLE .
Repeat Button	Clicking on this button, brings up the Repeat Activity dialog used to specify when an activity is to be repeated.
Group	The Group check box controls the use of a Group list for adding people for the activity. Putting a check in the box calls the Browse Groups dialog which lets you select an existing Group list or create a new one. Once a Group list has been selected, the people in the Group list are added to the activity and the name of the Group list is displayed in a field below the check box.
Notes	You can enter up to 200 characters of free form text to your activity.

REPEAT ACTIVITY DIALOG

The Repeat Activity dialog lets you determine how often and when an activity is repeated. This dialog is accessed by clicking the **Repeat** button in the **Update Activity** dialog. The dialog initially presents a set of six radio buttons which represent the main repeat options. After selecting a repeat option entry fields and lists appear to receive and display details of your repeat choice.

- No Repeats** This activity only occurs once. Selecting this option cancels any previously set repeat dates. Only the date entered in the Date field of the Update Activity dialog will remain.
- Irregular Dates** This option lets you enter dates and times for the activity that occur irregularly. When this radio button is clicked a list box with all the dates for this activity is displayed. To add a date to this list, click on the **Insert** button. An entry box will appear for you to enter the date, start time and end time of the new occurrence. Clicking on the small **Cal** button brings up a **pop up calendar**.
- Fixed Days** This option will schedule the activity to repeat every set number of days starting on the date entered in the Date field of the Update Activity dialog and continuing until reaching a date you set. On selecting this option, an entry box will appear for you to specify the number of days between repeats and a date to end scheduling repeats of the activity.
- Fixed Weeks** The same as for Fixed Days, but you must specify the period between repeats in weeks.
- Fixed Months** Activities will be scheduled to repeat on the same date of the month every set number of months. On selection, the entry box for specifying the number of months between repeats and the date to stop repeating the activity will appear. **Warning: If date of the month is after the 28th, the activity will not be scheduled in months that do not have enough days.**

Specific Weekday of the Month

This option lets you schedule repeats for specific weekday of every month (e.g. the 2nd Tuesday of the month). Selecting this option brings up the **Specific Weekday** dialog to let you select the weekday and which occurrence in the month you want. You must also specify the date to stop repeating the activity.

SPECIFIC WEEKDAY DIALOG

This dialog is called by the **Repeat Activity** dialog to let you specify details for the Specific Weekday of the Month repeat option. This repeat option schedules the activity to occur on a set weekday of every month (e.g., the 2nd Tuesday of every month).

- Day of Week** **List box** with the days of week to select from.
- Occurrence** Radio buttons to select which occurrence in the month (1st, 2nd, 3rd, 4th, Last) applies.
- Until** Repeats stop after this date. The entry field also has a small **Cal** button to bring up a **pop up calendar**.

BROWSE ACTIVITIES BY DATE DIALOG

Browse Activities by Date lists all activities in Family Scheduler in date/time order. It is called by **Activity>Browse by Date** from the main window menu or the Toolbar.

Activity Information Large list box with the weekday, date, time and name of each activity. To make the window easier to view, the day and date are shown for only the first activity of the day.

People for Activity Small list box that displays the **Short Names** of all the people involved with the highlighted activity.

Display From The earliest date for displaying activities. The default is today's date.

Activities are displayed in date /time order starting with the those for the current date (default). To start the display with another date either in the future or in the past, use the **pop up calendar** to select the new date or enter a new date directly.

To view or change the details of an activity, double click on it or highlight it and click on the **Change** button. The **Update Activity** dialog will appear with the details for that activity.

To add a new activity, click on the **Insert** button.

To delete an activity, highlight the activity and click on the **Delete** button.

ACTIVITIES BY PERSON DIALOG

Browse Activities by Person lists all activities for a single person in date/time order. It is called by **Activities>Browse by Person** from the main window menu or from the Toolbar.

People List box displaying all the people listed in Family Scheduler. Highlighting a person displays all the all activities involving that person in the Activities Information list box.

Activity Information List box displaying the name, weekday, date and time of all the activities involving the person highlighted in the People list box.

Display From The earliest date for displaying activities. The default is today's date.

Activities are displayed starting with the those for the current date (default). To start the display with another date either in the future or in the past, use the **pop up calendar** to select the new date or enter a new date directly.

To view or change the details of an activity, double click on it or highlight it and click on the **Change** button. The **Update Activity** dialog will appear with the details for that activity. To view details of an activity doubleclick on it.

To change an activity double click on it or highlight the activity and click on the **Change** button.

To add a new Activity, click on the **Insert** key.

To delete an activity, highlight the activity and click on the **Delete** button.

BROWSE ACTIVITIES BY GROUP DIALOG

Browse Activities by Group lists all activities in date/time order for every person in a selected **Group list**. It is called by **Activities>Browse by Group** from the main window menu.

Enter Group To specify the Group list you want. On selecting this field, the **Browse Groups** dialog appears from which you can select an existing Group list or create a new one.

Activity Information The day, date, time and name of every activity that involves at least one person on the selected Group list.

People for Activity The **Short Names** of each person in the Group list that is involved with the highlighted activity.

Display From The earliest date for displaying activities. The default is today's date.

To view or change the details of an activity, double click on it or highlight it and click on the **Change** button. The **Update Activity** dialog will appear with the details for that activity. To view details of an activity doubleclick on it.

To add a new Activity, click on the **Insert** key.

To delete an activity, highlight the activity and click on the **Delete** button.

BROWSE BY ACTIVITY DIALOG

Browse by Activity lists all activities in alphabetical order using the name or title you gave them when they were entered. It is called by **Activities>Browse by Activity** from the main window menu. Unlike all the other Browse functions, you cannot change any of the activity information using Browse by Activity.

- | | |
|----------------------------|--|
| Activity | List box that displays the names of all activities. |
| Date and Time | List box that displays each date and time for the highlighted activity. |
| People for Activity | List box that displays <u>Short Names</u> of each person that is involved with the highlighted activity. |

DELETE BY BATCH DIALOG

Delete by Batch deletes all past activities that were scheduled to occur before a date you specify. Delete by Batch cannot be used to delete activities scheduled for the future. It is called by **Activities>Delete by Batch** or from the Toolbar.

Date

All activities scheduled for before this date will be deleted. The default date is the current date. The date is displayed in abbreviated month format, but you can use any of the standard **date formats** to enter a different date. You can also use the small **'spin'** buttons with the entry field to increase or decrease the date entry. You cannot enter a future date.

BROWSE PEOPLE DIALOG

The Browse People dialog is used to select people for activities, **Group lists** and other Family Scheduler functions. You can also use this dialog to add a new person to Family Scheduler or change or delete an existing entry for someone. The Browse People dialog is called by **People>Browse People** from the main window menu or by the different functions that use it to select people.

Short Name	A unique name up to 10 characters which Family Scheduler uses to identify each person it has listed.
Long Name	An optional name up to 30 characters long that you can use to identify people more fully.

If Browse People has been called by another function, you can select an existing person entry or create a new person entry for that function to use.

Select an existing person entry by double clicking on the person or highlighting the person and clicking on the **Select** button (not visible unless Browse People has been called by another function).

To create a new person entry instead, click on the **Insert** button. The **Update People** dialog will appear.

If Browse People is called directly the main window, you can change or delete an existing person entry or you can add a new one.

To change a Short or Long Name highlight the person and click on the **Change** button, or double click on the person. The Update People dialog will appear.

To add a new person, click on the **Insert** key which will call an empty Update People dialog.

To delete a person activity, highlight the activity and click on the **Delete** button.

UPDATE PERSON DIALOG

The Update Person dialog lets you add or change an entry for a person in Family Scheduler. It is called by **People>Add Person** from the main window menu, or from the **Browse People** dialog.

- Short Name** A unique name up to 10 characters which Family Scheduler uses to identify each person it has listed.
- Long Name** An optional name up to 30 characters long.

BROWSE GROUPS DIALOG

The Browse Groups dialog lets you select, create, change, or delete **Group lists**. It is called from **People>Group lists** or any of the functions that require you to select a Group list. It contains a list box displaying all existing Group lists.

To select an existing Group list, double click on the Group or highlighting the Group and click on the **Select** button (not visible unless called by another function).

To create a new Group list instead, click on the **Insert** button for Groups. The **Update Group** dialog will appear for you to create the new Group list

To change a Group list, highlight the Group and click on the **Change** button , or double click on the Group.

To delete a Group list, highlight the Group list and click on the **Delete** button for Groups.

CALENDAR OPTIONS DIALOG

The Calendar Options dialog lets you set options for printing calendars. It is called directly by **Calendars** from the main window menu.

Period/Format Radio buttons that let you select the format and period length of your calendar. You can choose from:

Day Activities scheduled for the Start date are listed from earliest to latest.

Day by People Each person's activities scheduled for the Start date are grouped together and then listed from earliest to latest.

Week A weeks activities with full details are listed from earliest to latest in portrait orientation.

Week-Summary A week's activities in summary form are listed in separate columns for each day of the week. Printed in landscape orientation.

Flexible Period The flexible period lets you set any start and end dates for the calendar to cover. This format will not print activity notes.

Weekly calendars cover the Monday to Sunday period that includes the Start date.

Who Radio buttons that let you select whether to include the activities of Everyone, a single Person, or a **Group list** of people. If you select Person, a field will appear for you to enter the Short Name of the person. If you select Group, a field will appear for you to enter the name of the Group list.

Person The person whose activities will be printed. Visible only if Person has been selected in Who. Clicking on the small ... button brings up the Browse People dialog to select from.

Group The Group whose member's activities will be printed. Visible only if Group has been selected in Who. Clicking on the small ... button brings up the Browse Groups dialog to select from.

Start Date The Day calendars print the activities scheduled for this date. The Week calendars include this date. The flexible period calendar begins with this date. The current date is the default. The date is displayed using the abbreviated month format, but you can use any of the standard date formats to enter the activity date. If you click on the small **Cal** button beside the field, a pop up calendar will appear. Double click on the date you want and it will automatically be entered into the field.

End Date If you select Flexible Period, you must enter an End Date for the period the same way you enter the Start Date. Visible only if Flexible Period has been selected in Period/Format.

Include Notes Clicking on this box toggles whether activity notes are included when printing the calendar.

USER PREFERENCES DIALOG

User Preferences dialog lets you set the default start time and duration of activities and establish Special Days. It is called by **File>User Preferences** from the main window menu.

Default Start Time The default start time is displayed when you first enter a new activity. The default start time lets you use the '**spin**' buttons beside the entry field more efficiently without affecting your ability to enter the time directly from the keyboard. Set the default start time either near the middle of the active part of your household's day or close to when many activities are scheduled. The default start time is displayed in the AM/PM format but you can use any standard **time format** to enter it.

Default Duration The default duration makes using the End Time 'spin' buttons more efficient when you enter new activities. The default duration is added to the Start Time to display a proposed End Time. Use Hours:Minutes format to enter the default duration.

Special Days Special Days are those days that you wish to be treated differently when scheduling activities. Religious or civic holidays, and vacations are possible Special Days periods. Once you identify a Special Days period, you will be notified a possible conflict before activities are scheduled in that period. The Special Days list box includes start and end dates and a description for the period.

To add a Special Days period, click on the **Insert** button. An empty **Update Special Days** dialog will appear for you enter the information for the special day period.

To change a Special Day period, highlight the period and click on the **Change** button, or double click on the period. The Update Special Days dialog will appear for you to edit.

To delete a Special Days period, highlight the period and then click on the **Delete** button

UPDATE SPECIAL DAYS DIALOG

The Update Special Days dialog lets you add or change information on your **Special Days**. This dialog is called from the **User Preference dialog**.

Description	Up to 20 characters to identify this Special Days period.
Start Date	The first day of the Special Days period. Both the Start Date and the End Date are displayed using the abbreviated month format, but you can use any of the standard <u>date formats</u> to enter the activity date. If you click on the small Cal button beside the field, a <u>pop up calendar</u> will appear. Double click on the date you want and it will automatically be entered into the field.
End Date	The last day of the Special Days period (often the same as the Start Date).

Activity Conflict Dialog

This dialog appears whenever you try to schedule an activity on one of the Special Days you defined, or when one of the people involved with the activity has another activity in the same time period. It applies to activities being scheduled by repeat functions as well as those entered directly by you. The dialog displays the details of the Special Day or activity which the new activity conflicts with. Click on the buttons to dispose of the conflict.

Accept This Conflict	Schedule the activity despite the conflict, but only for this date. If this is a repeated activity, keep checking for other conflicts as the activity is being scheduled.
Accept All Conflicts	Schedule the activity and all repeats. Ignore any conflicts for this activity from now on.
Skip this Date	Don't schedule the activity on this date, but continue trying to schedule repeats. Available for repeat functions only.
Stop, Save Accepted	Don't schedule the activity on this date and don't try to schedule any more repeats of this activity. Save any occurrences of the activity that have already been scheduled in this session. Available for Repeat functions only.
Cancel, Erase Accepted	Stop all scheduling of the activity and delete any occurrences of the activity that have been scheduled in this session.

Update Group Lists

This dialog lets you change the name of a **Group list** or who is included in the Group list. This dialog is called from the **Browse Groups Dialog**.

- | | |
|------------------------|---|
| Group List | For entering the name of new Group list or changing the name of an existing one. The name of a Group list (up to 10 characters) must be unique. |
| People in Group | A <u>list box</u> that displays all people currently in this Group list. |
| Insert | Calls the <u>Browse People Dialog</u> to let you select another person to add to the Group list. |
| Delete | Removes the person highlighted from the Group list. |

HOW DO I ...?

Brief instructions for carrying out common Family Scheduler functions.

Activities, Browse

Activity, Add

Activity, Change

Activity, Delete

Activity, Schedule Repeat

Calendars, Print

Conflicts, Deal With

Duration, Set Default

Group, Add

Group, Change

Group, Delete

Groups, Browse

People, Browse

Person, Add

Person, Change Entry

Person, Delete Entry

Special Days, Set

Start Time, Set Default

User Preferences, Set

BROWSE ACTIVITIES

Browse (view, add, change, delete) activities by selecting **Activities** from the main window menu and then selecting the browse scope and order.

Browse by Date	Browse through all activity entries listed in date/time order.
Browse by Person	Browse through the activity entries of one person listed in date/time order.
Browse by Group	Browse through the activity entries of people included on a Group list. Listed in date/time order.
Browse by Activity	Browse through all activity entries listed in alphabetical order.
Week View	Display all activities for a week in columns for each day.

ACTIVITY, ADD

1. Select **Activities>Add Activity** from the main window menu, or from the Toolbar. The **Update Activity** dialog will appear.
2. Enter up to 50 characters (only 30 display at a time) in the Activity field.
3. Select the **Insert** button from the People for Activity list box. Select a person from the **Browse People** dialog that appears. Repeat for each person you want to include in the activity.
OR
Click on the Group check box. Select a Group list from the **Browse Groups** dialog that appears.
4. Select Start Time. Enter the desired start time for the activity directly or using the **'spin' buttons**.
5. Select and enter End Time.
6. Select Date. Enter the date of the activity directly or use the pop up calendar by clicking the on the small **Cal** button.
7. If this is a repeated activity, click on the Repeat button. See **Activity, Repeat** for repeat options.
8. If notes for the activity are wanted, select **Notes**.
9. Click on the **OK** button. An activity name, date, start time, end time and at least one person are required before the **OK** button can be used. If any occurrences of the new activity fall on a **Special Day** or conflict with another activity a conflict dialog will appear. See **Conflicts, Dealing With** for options on conflicts.

CHANGE ACTIVITY

1. Select **Browse Activities by Date** from the main window menu.
2. Double click on the activity you want, or highlight the activity and click on the **Change** button.
3. Change the activity information as you want.
4. Click on the **OK** button. An activity name, date, start time, end time and at least one person are required before the **OK** button can be used.

If the changes result in a conflict with other activities or **Special Days**, an **Activity Conflict** dialog will appear to let you deal with the conflict.

If you are changing a repeated activity, a **confirm repeat** dialog will appear for you to select how broadly to apply these changes. You must choose whether the changes apply to just the originally highlighted occurrence of the activity, all occurrences of the activity, or the highlighted occurrence and all those that come after it.

DELETE ACTIVITY

1. Select **Activities>Browse by Date** from the main window menu. The **Browse Activities by Date** dialog will appear.
2. Highlight the activity you want to delete and click on the **Delete** button.
3. You will be asked to confirm the deletion. Click on **Yes**.

SCHEDULE REPEAT ACTIVITY

1. While in **Update Activity** dialog to add or change an activity, click on the **Repeat** button. The **Repeat Activity** dialog will appear.
2. Select the **Repeat Option** you want to use.
3. Fill in the dates, times, weekday, frequency, or end date required by dialog boxes that appear with your option.
4. Click on the **OK** button

If you are changing the repeats of an existing activity, all repeats of the activity scheduled after the repeat you originally selected will also be changed. You will be prompted to confirm going ahead with these changes.

Please note that if you are scheduling a large number of repeats, it may take your hard drive several seconds to store all the information.

PRINT CALENDARS

To print calendars covering when, who and what you wish to include:

1. Select **Calendars** from the menu of the main window. The **Calendar Options** dialog will appear.

2. Select which period to cover:

Day	Covers the date entered in the Start Date field.
Day by People	Each person's activities on the date selected are grouped together and then listed from earliest to latest.
Week	The Monday to Sunday period that includes the date entered in the Start Date field.
Week - Summary	Displays the Monday to Sunday period that includes the date entered in the Start Date field, but in landscape orientation with a separate column for each day. End times and Notes are not included. Only the name of the first person involved with the activity is included. If more than one person is involved, a '+' sign is shown next to the first person.
Flexible Period	Any period you wish starting on date entered in the Start Date field and ending on the date entered in the End Date field (only visible when Flexible Period selected). Notes are not included.

3. Select who should be covered:

Everyone	Everyone entered in Family Scheduler will be included.
Person	Print calendar for just one person. On choosing this option the <u>Browse People</u> dialog will appear for you to select the person you want.
Group	Include all the activities that involve at least one person on the <u>Group list</u> you select. On choosing this option the <u>Browse Group</u> dialog will appear for you to select the Group list you want.

4. Enter the Start Date for the calendar, and if you have chosen Flexible Period also enter the End Date.
5. Choose whether to include Notes in the calendar by checking the Include Notes check box.
6. Enter the number of copies you want.
7. Click the **OK** button.

If no activities match the options you have selected, no calendar will be printed.

DEAL WITH CONFLICTS

As you schedule activities you often encounter scheduling conflicts between the new activity and either an existing activity or one of the **Special Days** periods you established. Family Scheduler alerts you to these conflicts by displaying the **Activity Conflict** dialog. You must select one of the five options presented to dispose of the conflict.

Accept This Conflict	Ignore this conflict, but keep checking for other conflicts as the activity is being scheduled.
Accept All Conflicts	Ignore this conflict and any other conflicts for this activity from now on.
Skip this Date	Don't schedule the activity on this date, but continue trying to schedule repeats.
Stop,Save Accepted	Don't schedule the activity on this date and don't try to schedule any more repeats of this activity. Save any occurrences of the activity that have already been scheduled in this session.
Cancel,Erase Accepted	Stop all scheduling of the activity and delete any occurrences of the activity that have already been accepted in this session.

SET DEFAULT DURATION

To change the default activity duration:

1. Select **File>User Preferences** from the menu in the main window. The **User Preferences** dialog will appear.
2. Select the **Default Duration** field and enter the new duration in the HOURS:MINUTES format.
3. Click on the **OK** button.

ADD GROUP

1. Select **People>Group lists** from the menu in the main window. The **Browse Groups** dialog will appear.
2. Click on the **Insert** button. The **Update Group Dialog** will appear
3. Enter a name for the new Group list (up to ten characters) in the Group List entry box.
4. Click on the **Insert** button of the People in Group list box. The **Browse People** dialog will appear.
5. Select a person you want for the Group list.
6. Repeat steps 4 and 5 for each person you want in the Group list.
7. Click on the **Close** Button.

CHANGE GROUP

1. Select **People>Group lists** from the menu in the main window. The **Browse Groups** dialog will appear.
2. Double click on the **Group list** you want to change, or highlight the Group list and click on the Change button. The **Update Group Dialog** will appear.
3. Change the name (if desired) in the Group List entry box.
4. To add a new person to the list, click on the **Insert** button. The **Browse People** dialog will appear. Select the new person you want by double clicking on that person.
5. To delete a person from the Group list, highlight the person in the list box and click on the **Delete** button.

DELETE GROUP

1. Select **People>Group lists** from the menu in the main window. The **Browse Groups** dialog will appear.
2. Highlight the **Group list** you want to delete and click on the **Delete** button.
3. Confirm the delete when prompted.

BROWSE GROUPS

Select **People>Group lists** from the menu in the main window. The **Browse Groups** dialog will appear.

BROWSE PEOPLE

Select **People>Browse People** from the menu in the main window. The **Browse People** dialog will appear.

ADD A PERSON

1. Select **People>Add Person** from the menu in the main window. The **Update Person** dialog will appear.
2. Fill in the **Short Name** and, if you want, the **Long Name** of the person you want to add.
3. Click on the **OK** button.

CHANGE PERSON ENTRY

1. Select **People>Browse People** from the menu of the main window. The **Browse People** dialog will appear.
2. Highlight the person entry you want to change and click on the **Change** button (or double click on the entry). The **Update Person Entry** dialog will appear.
3. Change the **Short Name** or **Long Name** of the person.
4. Click on the **OK** button.

DELETE PERSON ENTRY

1. Select **People>Browse People** from the menu of the main window. The **Browse People** dialog will appear.
2. Highlight the entry you want to delete and click on the **Delete** button.
3. Confirm the delete when prompted.

SET SPECIAL DAYS

To add, change or delete **Special Days** periods:

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** dialog will appear.
2. To add a Special Days period, click on the **Insert** button. The **Update Special Days** dialog will appear. Enter the description of the period, its start date and its end date and then click on the **OK** button.

To change a Special Days period, highlight the period and click on the **Change** button. The **Update Special Days** dialog will appear with the description and dates for that period. Change these as you want then click on the **OK** button.

To delete a Special Days period, highlight the period and click on the **Delete** button. Confirm the deletion when prompted.

SET DEFAULT START TIME

To set the **default start time** for activities:

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** dialog will appear.
2. Select the Default Start Time field and enter the new start time using the **time format** of your choice.
3. Click on the **OK** button.

SET USER PREFERENCES

1. Select **File>User Preferences** from the menu of the main window. The **User Preference** dialog will appear.
2. Make the changes you wish to the **default start time**, **default activity duration**, and **Special Days**.
3. Click on the **OK** button.

Definitions and Terms

Family Scheduler uses everyday words and commonly used Windows terms to describe its functions. To make learning and using Family Scheduler even easier, many of the terms used are described in more detail here. These definitions are also linked through out the Family Scheduler Help system.

Activity

Browse

Check Box

Click and Double Click

Command Buttons

Date

Dialog

Field

Group list

List box

Long Name

Notes

Radio Buttons

Repeats

Short Name

Special Days

Spin Buttons

Activity

Any event or activity that you want to schedule with Family Scheduler. An Activity consists of an activity name, a start time, an end time, at least one date and at least one person. Activities can be **Single** (occur only once) or **Repeated** (occur more than once).

Browse

Scroll through a list of activities, people, or groups. Depending on the function that you are browsing, you can select, add, change or delete items from the list.

Check Box

A Check boxes toggles a feature on or off. **Clicking** on check box will put in or take out a check mark indicating whether the feature is on or off.

Click and Double Click

Click is to press and release a mouse button quickly once. Double click is to press and release a mouse button quickly twice. Family Scheduler uses the Windows default mouse button (usually the left button).

Command Buttons

Command Buttons are the button images that are used to execute some Windows commands. These include: **OK**, **Close**, **Cancel**, **Insert**, **Change**, **Delete**, and several others.

Date

Every activity must be scheduled for at least one Date. When selecting an activity that has more than one date, be sure to get the right date. Otherwise, when you change the activity information, the changes will be applied to the wrong dates.

Dialog

Dialogs are windows that you use to enter information into Family Scheduler and instruct it what to do. In many cases, they also display information. Except for the Help windows, virtually all the Family Scheduler windows are dialogs.

Field

A small area in a **dialog** that displays information and receives your entry. For example, Start Time in the **Update Activity** dialog has a field.

Group list

A Group list is a list of some of the people entered in Family Scheduler. A Group list can be used to quickly schedule several people for the same activity. You can also browse or print a calendar of all the activities involving any of the people in the Group list.

List Box

A list box is a table that displays a list of activities, people or Group lists. Most list boxes let you select from the list by double clicking on an item or highlighting the item and clicking on a **command button**. A few list boxes are limited to displaying information only. You can scroll through all list boxes.

Long Name

An optional 30 character name you can use for each person entered in Family Scheduler. The Long Name is displayed with the **Short Name** in the **Browse People** dialog.

Notes

Free form text of up to 200 characters that you can attach to any activity. You can print the notes with the calendars or view them by displaying activity detail.

Radio Buttons

Radio buttons (formally known as Option Buttons) are mutually exclusive choices for a function. By clicking on a radio button you turn that option on and all the other choices off.

Repeats

Repeats are multiple occurrences of the same activity on different days. Repeats can be regular (there are four options for automatically scheduling regular repeats) or irregular (you must select each repeat yourself).

Short Name

Short Name is a unique name up to 10 characters that Family Scheduler uses to identify each person entered. Unlike the **Long Name** the Short Name is mandatory.

Special Days

Special Days are those periods which you want to be scheduled differently from ordinary days. Religious or civic holidays, vacations, and school break are all examples of possible Special Days. When you try to schedule an activity on a Special Day, the **Activity Conflict** appears to notify you of the Special Day period and receive your instructions for dealing with the conflict.

Spin Buttons

Spin Buttons are small buttons attached to the end of an entry field. They are used to scroll quickly through possible values for the entry field. Family Scheduler uses spin boxes for entering start and end times. If you click on the top button the time entry will be increased by 15 minutes. If you hold down the mouse key the time entry will scroll quickly. The bottom button decreases the time entry the same way.

Pop Up Calendar

To help you enter dates quickly and accurately, Family Scheduler includes a small pop up calendar. The pop up calendar is accessed by clicking on the small **Cal** button beside date entry fields. Double clicking on a date or clicking on the date and then clicking on the **OK** buttons will enter the date in the original date field. You can scroll forwards or backwards through the months and years by clicking on the small VCR type buttons at the top. Clicking on the month or year field will present a drop list of months or years to select from.

Default Start Time

Every activity must have a start time. To let you use the **spin buttons** to enter time more quickly and easily with a mouse, Family Scheduler has a default start time. The default start time is initially set for 12 noon but you can change it as you wish. See **Start Time, Set Default**.

Default Duration

To let you use the **spin buttons** to enter time more quickly and easily with a mouse, Family Scheduler has a default duration for activities. The default duration is added to the Start time you enter to provide a proposed End Time. You can use the spin buttons to adjust the time as you wish. The default duration is initially set to 1 hour but you can change it. See **Duration, Set Default**.

Date Format

Family Scheduler uses the abbreviated month format to display dates, but you can use any of the common date formats to enter a date. For example, 12/25/95, December 25, 1995, and 95/12/25 will all display as DEC 25, 1995. Windows will also attempt to interpret abbreviated entries if it can.

Time Format

Family Scheduler uses the 12 hour AM/PM format to display time but you can use any of the common time formats to enter a time. For example, 14:15 will display as 2:15PM. Windows will also attempt to interpret abbreviated entries if it can. 11a would be accepted as 11:00AM.

CALENDARS

For most people, producing calendars is the primary reason for using Family Scheduler.

Calendars can cover three periods; a day, a week or a flexible period of your choice.

Calendars can be printed for one person, a **Group list** of people, or everyone entered in Family Scheduler. If printed for a Group list, activities that involve anyone on the Group list will be printed.

Except for the flexible period and the week summary calendars, you can also print each activity's notes in the calendar.

All calendars are formatted for letter size paper and, except for the week summary, are in portrait orientation.

[Calendar Options Dialog](#)

[Print Calendars](#)

Registering Family Scheduler

You are invited to try Family Scheduler for 21 days without cost or obligation. After 21 days we ask that you register Family Scheduler. Your registration fee of \$19.00 (US) gets you:

The access code that removes both the registration prompt window at the start of the program and the access delay that begins and steadily increases after when the evaluation period expires.

Free upgrades for one year and at minimal cost afterwards. Your comments at registration are a strong influence on future development for Family Scheduler.

The access code will be mailed, faxed or E-mailed to you at your option.

You can register order using credit card, check or money order. If you are a Compuserve member, you can also their shareware registration service (GO SWREG Reg ID# 6525).

FOR CREDIT CARD ORDERS ONLY

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

Voice: 800-2424-PsL (toll free)
713-524-6394
Fax: 713-524-6398
Compuserve: 71355,470

Please have the information shown in the **Order Form** and your credit card information available.

THE ABOVE NUMBERS ARE FOR CREDIT CARD ORDERS ONLY. THE PUBLISHER OF FAMILY SCHEDULER CANNOT BE REACHED AT THESE NUMBERS AND THE OPERATORS AT THESE NUMBERS CANNOT PROVIDE ANY OTHER ASSISTANCE.

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Internet MADRIGAL@IslandNet.com

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Victoria, B.C., V8W 2A5
Canada,

Installation # (displayed when you first start the program): _____

Name: _____

Address: _____

State/Prov. _____ Country _____

Zip/Postal Code _____ Telephone _____

Family Scheduler Registration \$19 US (\$26 CDN) _____

Canadian residents add 7% GST _____

B.C. residents add 7% PST _____

TOTAL _____

Send access code by:

_____ Mail

_____ Fax to _____

_____ E-mail (Compuerv or Internet address) _____

How can we make Family Scheduler better?

Repeat Activity Changes

When you make changes to an activity that is repeated, you must specify how the changes apply to the other occurrences of the activity. You have three options:

Just This One The changes only apply to activity occurrence you originally selected. When you select this option, Family Scheduler will treat this occurrence as a separate activity from now on. To avoid confusion later, you should change the name of the new activity to distinguish it from the others.

All The changes apply to all occurrences of this activity.

This One and Future The changes apply to this occurrence of the activity and all occurrences that come after it. When you select this option, Family Scheduler will treat this occurrence and future occurrences as a separate activity from now on. To reduce confusion, Family Scheduler puts an '**' in front of the name of the new activity to distinguish it from the others.

WEEK VIEW DIALOG

Week View displays a summary of all activities scheduled to occur in a specified week. Each day's activities are displayed in a column. Week view shows the start time, the person involved, and as much of the activity name as will fit in the available space. If there is more than one person involved with the activity a '+' sign will be added to the first person's name.

Week View defaults to the current week. To change the week viewed, enter a new date or press the **Cal** button and select a date from the pop up calendar. The week containing the new date will appear.

To view or change activity details, double click on the activity. The **Update Activity** dialog will appear.

To add a new Activity, click on the **Insert** button. An empty Update Activity dialog will appear.

To delete an activity, highlight the activity and press **Delete** on the keyboard.

This Help file was created with

MiniHelp Plus v3.21

Written by Paul Arnote
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