What is RedBox ?

Today, in this continuously developing and faster moving world, time and information have become more precious and valuable then ever before. Proper organization of information and efficient   time management can only lead to increased productivity & proficiency , and therefore success. But this can only be achieved with the help of a good tool.

Welcome to RedBox !

With the RedBox(tm) organizer you can:

▪ Create appointments in your Calendar, set alarms to remind you of upcoming appointments and meetings, enter repeating appointments, etc.
▪ Keep a To Do record of things that you need to do over a certain period of time.
▪ Plan activities for your whole year at a glance.
▪ Store records of names, addresses, e-mail, and phone numbers in your Address section. You can also   search for a group of records, dial phone numbers or create your own type of Address Book.
▪ Keep notes and reminders in your Notes section.
▪ Track anniversaries that carry forward to each year.
▪ Create Reports by summarizing results from   different parts of the program.
▪ Link anything with everything. Elements from different parts of the program as well as the ones from the same part of the program can be linked to each other.
▪ And much, much more !

Working with Windows95

Before you begin working with RedBox, you should understand the basics of Microsoft Windows95(tm). Like other Windows-based products, the RedBox presents an easy-to-use graphical user interface. Since RedBox operates in the Windows environment, it uses standard Windows rules for selecting icons, menus, menu items, and options in dialog boxes Before you use RedBox, you should know how to:

▪ Choose and cancel commands.
▪ Move, move within, and cancel dialog boxes.
▪ Work with command buttons, text boxes, list boxes, option buttons, and check boxes.

See also
Importing data from other Organizer Programs
Export and Import
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Export and Import

Data Export and Import is a Multi purpose feature of RedBox. It is used for exchanging data between RedBox and other Organizer programs, databases, spreadsheets, Office files, etc. Also, export-import can be used for exchanging data between different RedBox users, archiving data and data synchronization. For more information about how to import information into RedBox, see Import file . For more information about how to export information, see Export file

How to use...
Importing from other Organizer Programs
Exchanging data between different RedBox users
Archiving
Data synchronization

See also
Minimal Conditions for Data import

Importing from other Organizer Programs

RedBox supports *.txt and *.csv data file formats for Export-Import from other organizer programs. These file formats are supported by majority Organizer programs including but not limited to: Lotus Organizer(tm) v1.1/v2.1, Sidekick 95(tm), Schedule+(tm) v7.0, etc.

RedBox recognizes all common features found in above mentioned organizer programs. These features are:

Calendar Features
- Create a recurring appointment
- Change start and end times of your day
- Create a Phone Call

To-Do List/Tasks Features
- Create a task
- Mark a task as completed
- Set an alarm or reminder for a task (Linking with Alarm Appointment)
- Set a priority level for a task

Notes Features
- Title Text sorting
- Creating Text groups and assigning them to folders

Planner Features
- A long-term planning folder for long-term projects and holidays; conferences;

Anniversary Features
- Important holidays

Address Book Features
- Dial a number
- Automatically log the time and date, of a call - Call Notes
- Creating personal address book types and group address search

Information Management Features
- Import or export information
- Run another program from within RedBox
- Access Web Pages, create Web Favorites

Printing Features
- Printing using print templates: Appointment format, Card format, To-Do format, Table format, etc.

General Features
- Search for an item
- Filter items (choose a Calendar from a Report section and click on "Report".)

RedBox, has some features not found in other Organizer programs.
These features include:

Link Manager
- Creating Link Projects
- Search and visual connection overview in Projects

RedBox Background - Tool tray icon
- Resident Reminder & Alarm program
- Reminder checking   (Calendar, To-Do, Planner, Anniversary) for all RedBox user without starting RedBox

Planner
- Linking Planner section data with data from other parts of RedBox.

Automatic Linking of Calendar Calls
- Automatic Linking of   Calendar Calls, with Address Book item and connection placement in chosen Link Project.
  (You can choose to create a Link Project with a name, lets say "Phone Call" and keep all calls and data regarding
  people you called.)

etc.

RedBox is also easier to use, significantly faster to use, more efficient and takes far less disk space than any of the
above mentioned Organizer Programs.

Version 2.2 of RedBox, is not a network version, and hence some network features available in some of the
mentioned Organizer programs are not available in RedBox.

Data which is to be imported into RedBox needs to be exported from a desired program first. Once .txt or .csv file is
created, RedBox import facility can be started (File-Import). Once Import facility is started, Wizard instructions are
easy to follow.

For more information about how to import information into RedBox, see Import file .
For more information about how to export information, see Export file

Exchanging Data between Users

Several users can exchange information and data by:

1) Choosing **File-Other Users** menu option
2) Selecting a user whose data needs to be exported. (RedBox should start for a selected user)
3) Choosing **File-Export** menu item. (Wizard is there to assist with data export).
4) Going back to the original user (from step 1)
5) Choosing **File-Import** menu option and selecting a file created in step 3. (Again, with some assistance from a Wizard).

For more information about how to import information into RedBox, see <u>Import file</u> . For more information about how to export information, see <u>Export file</u>

Archiving

Export facility can be used for data storage and archiving. Once exported, or archived, RedBox data can be easily imported at any time.

For more information about how to import information into RedBox, see <u>Import file</u>. For more information about how to export information, see <u>Export file</u>

Data Synchronization

When RedBox is installed in two (or more) locations (e.g. Home Computer & Work Computer) information entered can be easily synchronized. Data Synchronization is performed by exporting RedBox data from one location (e.g. Work Computer) and importing it into another (e.g. Home Computer) Data transfer can be done using all conventional methods (e-mail, floppies, network, e tc.). E-mail transferr does not require any data translation or coding, since export file is in ASCII format.

Data already present in RedBox for a given user is not imported again.
If Calendar Appointment to be imported looks like:
Start Time: 10:00pm
End Time: 11:30pm
Description: Business meeting
And if RedBox Calendar already has identical appointment, nothing should be imported.

However, if a different appointment already exists specified as:
Start Time: 10:00pm
End Time: 11:30pm
Description: Business meeting with Emily Hammond.
In this case Calendar Appointment to be imported WILL be imported and treated as a different appointment.

Having this feature eliminates the need for monitoring data import and keeping track about which data is at which location (e.g Work & Home).   This feature is particularly convenient when transferring Address Book data. Red Box transfers only items not existing in a target environment and at the same time checks data existance in all Address Book groups.

For more information about how to import information into RedBox, see <u>Import file </u>. For more information about how to export information, see <u>Export file </u>

Minimal Conditions for Data import

In order to import a file into RedBox, the following fields need to be present:

For Calendar import
field - Date
field - Start Time

For ToDo import
field - Start Date

For Planner import
field - Start Date

For Notes import
field - Text Title
field - Text

For Anniversary import
field - Date

For Address Book import
One of the following three fields:
field - Name
field - Telephone no.
field - Address

In some situations, it may be required to merge several imported fields into one field. For example: If imported Address Book data contains **First Name** and **Last Name** fields, both of them can be merged into one **Name** field. When importing, RedBox automaticaly merges these two fields and imports data correctly.

Note
Import Wizard does not allow import (**Finish** button is disabled) if miminum of import requirements are not met.

Export information to other programs

1   On the File menu, click Export.
2   Follow the instructions in the Export Wizard.

Note
If you export to a file for use in Microsoft Word(tm) or PowerPoint(tm), choose either the Tab Separated Values or the Comma Separated Values file type.

Import information from a file

1   On the File menu, click Import.
2   Follow the instructions in the Import Wizard.

Note
If you import from a file used in Microsoft Word(tm) or PowerPoint(tm), the file should be in either the Tab Separated Values or the Comma Separated Values file type.

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