

Welcome to Time & Chaos 5.1

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Introduction

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What is Personal Information Management

Personal Information Management can mean many different things to different people; however, over time the personal computing industry has fashioned a fairly well defined scope for the term.

Personal Information Management has come to mean the use of computer software to manage one's planned activities, time commitments and contact information. The computer program used to perform this task is referred to as a Personal Information Manager (PIM).

We will briefly review the general nature of Personal Information Management and its potential benefits to the users of PIMs and then we will focus our attention on the specifics of using Time & Chaos.

As individuals or business professionals we are faced with organizing our lives and managing our time. We want to know what we need to do, where we need to be, whom we need to contact and how to contact them. Keeping the answers to these questions at our fingertips is what Personal Information Management is all about.

To provide these answers, PIMs offer the facilities to create and maintain databases of records that represent our planned activities, time commitments and contact information. These individual databases should also be inter-related to provide more meaningful insights for you.

You should be provided with various views of your personal information so that you can best organize your work and manage your time. Current planned activities lists; daily, weekly and monthly calendars; phone book, address book and contact profiles should be among the many views offered by your PIM.

Intuitive, interactive and integrated access to these databases should also be provided by your PIM. This will ensure that you can find, retrieve and use your personal information effectively.

Your PIM can help you plan your day, week or month and look even further into the future to view your planned activities and time commitments. Your PIM should also provide quick access to the details of your planned activities, time commitments and contacts for easy maintenance.

We appreciate that you have chosen Time & Chaos as your PIM. We look forward to supporting your efforts in using Time & Chaos and we wish you the best.

Letting Time & Chaos Work For You

Time & Chaos serves the needs of individuals and businesses by offering features within multiple usage levels. Let's review these features.

Primary Usage Level

Things to Accomplish

All of us have activities we would like to complete. Often we have more things to do than can possibly be done; however, we try our best to list them and plan to complete them. Time & Chaos makes it very easy to build your list of planned activities (ToDo List) and review them as you make progress.

Places to be

We also make appointments with personal individuals or with a representative of a company. We need to have instant access to these appointments, we need to have various views of our time commitments and we need to easily reschedule them as required. Time & Chaos provides extensive capabilities that allow you to manage your Appointments.

People to contact

Finally, we all want to maintain a list of contacts with whom we communicate. These contacts may be personal individuals or individual representatives of a company. We may wish to call them on the phone, write them a letter or send them some eMail. Time & Chaos provides for an extensive (Telephone Book) to contain your contacts.

Data Maintenance

Individual entries within your ToDo List, Appointments and Telephone Book can be selected, reviewed and/or updated.

Graphical Calendar

Time & Chaos's main screen provides a small graphical calendar in its upper left corner so that you can position yourself within "time" for review of your Appointments and ToDo Items. A "zoom" mode is provided for quick, full-month views of your Appointments and ToDo Items.

Data Views

Time & Chaos provides many standard formats for displaying your information. On screen previews and printed reports are available for: Daily, Weekly and Monthly Calendars; for: your ToDo List; and for: a Telephone Book and an Address Book.

Related Data

Appointments and/or ToDo Items can also be related (linked) to entries within your Telephone Book Table. This linkage allows you to quickly review your Appointments and ToDo's for that selected entry. A Contact Profile format can be reviewed on screen or produced as a printed report providing information on the contact and associated activity (ToDo Items and Appointments).

Benefits

Time & Chaos' intuitive usage and straightforward design will help you organize your life and make more effective use of your time.

Intermediate Usage Level

Overlays

Overlays are logical slices through your full data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries). You may need to track several sets of planned activities; thus you can define ToDo List overlays for each set of activities (i.e., "Home Activities", "Design Project" or "Fitness").

Likewise you may want to schedule several sets of appointments; thus you can define Appointments overlays for each set of time commitments (i.e., "Social", "Conference Room A" or "Employee Vacations").

Overlays may also be applied to your Telephone Book. You can actually have many "logical telephone books" within your "physical" Telephone Book (i.e., "Yellow Pages", "Relatives" or "Industrial Suppliers").

Communication Access

Time & Chaos offers the ability to communicate with your contacts as you desire. Voice calls, Fax and eMail transmissions and Internet Access via the Word Wide Web are all available.

Search Screen

The Search Screen is the user's window to many powerful features within Time & Chaos. This area is actually a small application within the Time & Chaos program. Functionality includes:

A search engine to isolate desired subsets within your data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries).

A custom report generator to produce search result data fields in your desired arrangement.

A data editing facility for implementing global updates within your data collections.

An export facility for sharing Time & Chaos information with others or for use within your other applications.

Advanced Usage Level

Integration

Features exist for you to transfer information from Time & Chaos to other applications. You may wish to create standard files (i.e., ASCII or Lotus WKS formats), create Microsoft Excel spreadsheets or perform extensive mail merge functions using Microsoft Word.

Expanded Data Domain

When a single "Data Folder" of Time & Chaos information (i.e., Appointments, ToDo List Items or Telephone Book Entries) no longer meets your data separation needs. You can maintain multiple "Data Folders"; each with its collection of ToDo Items, Appointments and Telephone Book Contacts. This may provide an approach for dealing with data separation that is more manageable than using overlays and logical telephone books as discussed above. You open and close "Data Folders" just as you would documents within a word processor. Time & Chaos handles the details and you enjoy the benefits of data separation. Realize though that within each "Data Folder", you can still take advantage of the overlays and logical telephone books approach. Thus, Time & Chaos can further extend itself for very advanced data separation needs.

Workgroups

You may also want to work as a member of a Time & Chaos "workgroup". A workgroup is a collection of Time & Chaos users that wish to collaborate. Workgroup members can use Time & Chaos to share information. Planned activities, appointments and contacts can be passed within members of the workgroup.

Main Screen Menu Structure

- File -

New Data Folder

Displays a dialog box that allows the user to specify the location for a new Data Folder. This must be a fully qualified Windows 95 Folder location. Time & Chaos will then create the new Data Folder and begin the creation of new data files. The user will be asked to supply a meaningful description for the new Data Folder (i.e., general text string that identifies the business use for this information). Upon successful completion of creating the new Data Folder and its new files, Time & Chaos will return the user to its Main Screen.

Open Data Folder

Displays a dialog box that allows the user to locate and select an existing Time & Chaos Data Folder. A fully functional Windows 95 File Open dialog will be presented so that the user may browse freely to locate the Data Folder. Upon Selection of the "~\appt.isd" file within the desired Data Folder, Time & Chaos will attempt to provide access to the information within the Data Folder. If the Data Folder is password protected, the user will be asked to supply an acceptable password to successfully gain access to the information. Upon access to the information, Time & Chaos will return the user to its Main Screen.

Properties

Instructs Time & Chaos to display the Properties Screen. This allows the user to define and/or edit his/her global settings for their use of Time & Chaos.

Save Startup Settings

Instructs Time & Chaos to store your currently specified settings for screen size and location. The other Time & Chaos properties that are stored include:

- Appointments Overlay

- Telephone Book Overlay

- ToDo List Overlay

- Zoom Condition (if one had been selected for either the Appointments Window, the Telephone Book Window or the ToDo List Window)

Reset Settings To Default

Instructs Time & Chaos to restore your screen size and location to the settings initially supplied with the program. Other Time & Chaos properties are also returned to their original defaults.

Import

Instructs Time & Chaos to display the Import Screen. This allows the user to initiate the addition of ASCII text records to a user selected data collection (i.e., Appointments, ToDo Items or Telephone Book Entries).

BackUp Data

Instructs Time & Chaos to display the BackUp Screen. This allows the user to initiate an action whereby the Time & Chaos information within a user specified Data Folder will be copied for safe keeping.

The backup operation is designed for maximum speed and minimum disk utilization. Time & Chaos compresses each of its data collection files (i.e., phone, todo and appt), gives them a file extension of "bak" and stores them in your current Data Folder with your other Time & Chaos information. If you wish, you may copy/move these files to another medium as you

see fit. The backup files will be "phone.bak", "todo.bak" and "appt.bak" for your Telephone Book Entries, ToDo List Items and Appointments respectively.

Restore Data

Instructs Time & Chaos to display the Restore Screen. This allows the user to initiate an action whereby the Time & Chaos information within a user specified BackUp file will be used to replace his/her current Data Folder's information. You can selectively restore the information from your backup to "replace" that currently in your Data Folder.

Data Collection Selections

You can selectively restore data from any or all of the data files within your current Data Folder. Your options include:

- Appointments,
- ToDo List Items, and
- Telephone Book Entries.

Exit

Instructs Time & Chaos to close all database files and to end execution.

Main Screen Menu Structure - Calendar -

Previous Year

Instructs Time & Chaos to reposition the user on the graphical calendar to the current date in the year prior to the currently selected year.

Previous Month

Instructs Time & Chaos to reposition the user on the graphical calendar to the current date in the month prior to the currently selected month.

Today

Instructs Time & Chaos to reposition the user on the graphical calendar to the actual date for the current day.

Next Month

Instructs Time & Chaos to reposition the user on the graphical calendar to the current date one month ahead of the currently selected month.

Next Year

Instructs Time & Chaos to reposition the user on the graphical calendar to the current date one year ahead of the currently selected year.

Zoom

Instructs Time & Chaos to toggle between displaying the graphical calendar using the full Time & Chaos screen size and displaying the graphical calendar as only a portion of the full Time & Chaos screen.

Leading/Trailing Dates

Toggles display of Trailing days from the previous month (first calendar week) and the Leading days for the next month (last calendar week).

Show Week Number

Toggles between display of 'Day Number' and 'Week Number' above the calendar. If 'Week Number' display is desired choose one of the following:

First Week Begins on January 1

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the week (Sunday through Saturday) containing January 1 is to be numbered week 1.

First Week Begins With First Full Week

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the first week (Sunday through Saturday) that is a full week (seven days) is to be numbered week 1.

First Week Contains At Least Four Days

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the week (Sunday through Saturday) that contains at least 4 days is to be numbered week 1.

Main Screen Menu Structure

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Main Screen Menu Structure - Appointments -

Add Appointment

Instructs Time & Chaos to display the Appointment Detail Screen for the creation of a new Appointment.

Details

Instructs Time & Chaos to display the Appointment Detail Screen containing the information for the selected Appointment. The user may update the information if desired.

Delete Appointment

Instructs Time & Chaos to remove the selected Appointment from the current Data Folder. The user is prompted for confirmation.

Notes

Instructs Time & Chaos to display the Notes Processor Screen after it has been supplied with the Attached Notes for the selected Appointment.

Print

Instructs Time & Chaos to display a menu of standard reports that may be printed. These standard reports include:

Monthly Calendar

Instructs Time & Chaos to format a standard report for the Appointments within the currently selected month. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user.

Weekly Calendar

Instructs Time & Chaos to format a standard report for the Appointments within the currently selected week. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user.

Daily Calendar

Instructs Time & Chaos to format a standard report for the Appointments within the currently selected day. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user.

Background Color

Instructs Time & Chaos to display a menu for the selection of a color to be used in the background of the of the Appointments Window for the selected Appointment. The color choices include:

- Blue,
- Green,
- Cyan,
- Red,
- Magenta,
- Yellow, and
- White.

Zoom

Instructs Time & Chaos to toggle between displaying the Appointments Window using the full Time & Chaos screen size and displaying the Appointments Window as only a portion of

the full Time & Chaos screen.

Search

Instructs Time & Chaos to display the Search Screen for the selection of Appointments satisfying the user's qualifications.

Overlay

Instructs Time & Chaos to display a menu of the existing [Overlays](#) that have been defined for the Appointments. The user may then select from the menu to have the qualified Appointments displayed in the Appointments Window. The default Overlay (i.e., "All") should be chosen when no qualification is desired.

Main Screen Menu Structure

- ToDo List -

Add ToDo Item

Instructs Time & Chaos to display the ToDo List Item Detail Screen for the creation of a new ToDo List Item.

Details

Instructs Time & Chaos to display the ToDo List Item Detail Screen containing the information for the selected ToDo List Item. The user may update the information if desired.

Delete ToDo Item

Instructs Time & Chaos to remove the selected ToDo List Item from the current Data Folder. The user is prompted for confirmation.

Notes

Instructs Time & Chaos to display the Notes Processor Screen after it has been supplied with the Attached Notes for the selected ToDo List Item.

Print

Instructs Time & Chaos to produce a standard report for the ToDo List Items currently displayed in the ToDo List Window. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user.

Priority

Instructs Time & Chaos to display a menu for the selection of a standard priority to be assigned to the selected ToDo List Item. The priority choices include:

- A,
- B,
- C,
- D,
- E,
- T (Call), and
- X (Done).

Zoom

Instructs Time & Chaos to toggle between displaying the ToDo List Window using the full Time & Chaos screen size and displaying the ToDo List Window as only a portion of the full Time & Chaos screen.

Search

Instructs Time & Chaos to display the Search Screen for the selection of ToDo List Items satisfying user qualifications.

Overlay

Instructs Time & Chaos to display a menu of the existing [Overlays](#) that have been defined for the ToDo List Items. The user may then select from the menu to have the qualified ToDo List Items displayed in the ToDo List Window. The default Overlay (i.e., "All") should be chosen when no qualification is desired.

Main Screen Menu Structure - Telephone Book -

Add Phone Book Item

Instructs Time & Chaos to display the Phone Book Item Detail Screen for the creation of a new Telephone Book Entry.

Details

Instructs Time & Chaos to display the Phone Book Item Detail Screen containing the information for the selected Telephone Book Entry. The user may update the information if desired.

Delete Phone Book Item

Instructs Time & Chaos to remove the selected Telephone Book Entry from the current Data Folder. The user is prompted for confirmation.

Notes

Instructs Time & Chaos to display the Notes Processor Screen after it has been supplied with the Attached Notes for the selected Telephone Book Entry.

Print

Instructs Time & Chaos to display a menu of standard reports that may be printed. These standard reports include:

Contact Profile

Instructs Time & Chaos to format a standard report for the currently selected Telephone Book Entry. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user. This report includes name, addresses, contact information, contact category selections, attached notes, Linked Appointments and Linked ToDo Items.

Envelope

Instructs Time & Chaos to format a standard "A10" business envelope using the "primary address" information for the currently selected Telephone Book Entry. The formatted information will be displayed in the Print Preview screen for user review. The actual printed envelope is then produced on demand by the user. Return address information is taken from the "Addressing Information" section of Time & Chaos' Properties (see Properties Screen).

Telephone Book

Instructs Time & Chaos to format a standard report for the Telephone Book Entries currently in the Telephone Book Window. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user. This report focuses on contact identification and telephone numbers.

Address Book

Instructs Time & Chaos to format a standard report for the Telephone Book Entries currently in the Telephone Book Window. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user. This report focuses on contact identification and address information.

Microsoft Word

New Letter

Instructs Time & Chaos to launch Microsoft Word and allow the user to create a new business letter. The introductory part of the new letter is formatted using the "primary address" information for the currently selected Telephone Book Entry and the user's return address stored in Time & Chaos' Properties.

Letter Templates

New

Instructs Time & Chaos to launch Microsoft Word and allow the user to create a new business letter template using (optional) an existing Word template as a formatting guide. Time & Chaos provides this new letter template with data fields from its Telephone Book. These data fields are the "basic addressing" fields found in each Telephone Book Entry (i.e., First Name, Last Name, Title, Company, Primary Address, Secondary Address, etc.). The user is placed in the Mail Merge Helper Wizard within Word so that the new letter template can be completed using the data fields mentioned above.

Actual data records (for the currently highlighted entries within the Telephone Book Window) are also provided to Word. These data records may be used to perform the desired Mail Merge operation.

Existing

Instructs Time & Chaos to launch Microsoft Word and allow the user to select an existing business letter template as the foundation for the desired Mail Merge operation. Time & Chaos provides this letter template with data fields from its Telephone Book. These data fields are the "basic addressing" fields found in each Telephone Book Entry (i.e., First Name, Last Name, Title, Company, Primary Address, Secondary Address, etc.). The user is placed in the Mail Merge Helper Wizard within Word so that the desired operation may be completed.

Actual data records (for the currently highlighted entries within the Telephone Book Window) are also provided to Word. These data records may be used to perform the desired Mail Merge operation.

Envelope Templates

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Existing

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Actual data records (for the currently highlighted entries within the Telephone Book Window) are also provided to Word. These data records may be used to perform the desired Mail Merge operation.

Zoom

Instructs Time & Chaos to toggle between displaying the Telephone Book Window using the full Time & Chaos screen size and displaying the Telephone Book Window as only a portion of the full Time & Chaos screen.

Search

Instructs Time & Chaos to display the Search Screen for the selection of Telephone Book Entries satisfying the user's qualifications.

Overlay

Instructs Time & Chaos to display a menu of the existing [Overlays](#) that have been defined for the Telephone Book Entries. The user may then select from the menu to have the qualified Telephone Book Entries displayed in the Telephone Book Window. The default Overlay (i.e., "All") should be chosen when no qualification is desired.

Main Screen Menu Structure - Network -

User List

Instructs Time & Chaos to display the Network Users List Screen containing the information for the Time & Chaos workgroup to which the user is connected. The user may use this information to initiate workgroup messaging and/or TimeBar displays.

Check For Mail

Instructs Time & Chaos to display the Network Mail In Basket Screen containing information on Time & Chaos workgroup messages currently waiting for the user.

TimeBar

Instructs Time & Chaos to display the TimeBar Screen showing the user's time commitments. The Time Bar Screen was also designed to function in a workgroup setting. If you are connected to a Time & Chaos workgroup, you will also be presented with the Network Users List Screen along with the Time Bar Screen.

The workgroup member's graphical icon (Data Folder Name) may be used as the subject of a "drag & drop" operation to instruct Time & Chaos to add that individual's Appointments to the TimeBar display. Please see the "TimeBar Screen" discussion for details.

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Main Screen - Calendar

Clicking on a specific day within the graphical calendar informs Time & Chaos of your date selection. This date selection is used by Time & Chaos to display appropriate Appointments and ToDo List items in their respective Windows.

Action options are available to allow quick movement on the graphical calendar. A right mouse click invokes a menu that offers Previous Year, Previous Month, Today, Next Month and Next Year selections. These options are also available from the Main Screen's Menu Bar.

Main Screen - Telephone Book Window

The Telephone Book Window provides an extensive view into your collection of Telephone Book Entries. The Window is divided into two parts ... the Contact Identification area and the Communication Access area.

The Contact Identification area displays Last Name, First and Company for each entry. An indicator for Attached Notes is also provided. This area also provides the Selected Phone Book Entry Textbox which displays the Lastname, Firstname and Company for the currently selected Telephone Book Entry.

The Communication Access area displays each of the Phone Numbers and/or Electronic Communication Addresses defined for the currently selected Telephone Book Entry. Each Telephone Book Entry may have as many as twenty (20) communication access values.

Main Screen - Appointments Window

The Appointments Window provides an extensive view into your collection of time commitments. This window displays all commitments scheduled for the currently selected date. An Event Time (Start Time and End Time) and Description is displayed for each scheduled entry. Indicators for Attached Notes, Linked Name and Alarm Sound conditions are also provided.

Main Screen - ToDo List Window

The ToDo List Window provides an extensive view into your collection of planned activities. This window displays all open activities as of the currently selected date. The activity Priority and Description is displayed for each current entry. Indicators for Attached Notes and Linked Name are also provided.

Main Screen - Column Headings

Telephone Book Window

Clicking on Column Headings specifies the desired sort column ... Information is positioned at the first row with a 'non-blank' value in the specified sort column. The Heading for the selected column is changed to "Bold" to indicate its choice. Rows are arranged in ascending order based on data values in the sort column.

Appointments and ToDo List Windows

Clicking on Column Headings specifies the desired sort column ... Information is positioned at the first row with a 'non-blank' value in the specified sort column. The Heading for the selected column is changed to "Bold" to indicate its choice. Rows are arranged in ascending order based on data values in the sort column.

Calendar

Clicking on Column Headings selects the most immediate date for the specified "day of the week" based on the chosen column heading. (i.e., if you are in February and you click on the Column Heading "T" for Thursday ... you will be positioned on Thursday of the first week of February (if one exist) or you will be positioned on Thursday of the last week of the previous month.)

Main Screen - Keyboard Actions

General Action

Typing causes positioning within the Telephone book entries based on current sort column (i.e., if sorted by Company then selection is within the Company column). As each letter is typed it is used to position the user within the Telephone Book Entries.

Typing while the month textbox has the focus

First letter makes a month choice for both the month on the calendar and the first entry in the Telephone book Window based on current sort column

Typing while the Year textbox has the focus

A valid 4 digit entry selects a desired year ... otherwise it is ignored.

Keyboard Combinations

The following keyboard combinations are supported:

<u>Key Combination</u>	<u>Action</u>
[Alt + "x"]	Invokes appropriate options in the Main Screen's Menu Bar
F1	Invokes Time & Chaos' Help file and displays the "Table of Contents"
F3	Displays the Time & Chaos Registration Screen
F5	Invokes the Previous Year option in the Calendar Menu
F6	Invokes the Previous Month option in the Calendar Menu
F4	Invokes the Today option in the Calendar Menu
F7	Invokes the Next Month option in the Calendar Menu
F8	Invokes the Next Year option in the Calendar Menu

Main Screen - Left Mouse Clicks

General Action

Used to make a selection within any desired data area. Selected information is highlighted.

Exceptions

Communication Access Area of the Telephone Book Window

... activates access to the selected Phone Number or Electronic Communications Address.

Calendar

... positions you on specified day within the current month and year and instructs Time & Chaos to refresh the Appointments Window and the ToDo List Window.

Month Textbox

... activates the month dropdown lists for selecting the desired month for positioning on the graphical calendar.

Year Textbox

... provides access for typing in the desired year for positioning on the graphical calendar.

Selected Phone Book Entry Textbox

... places the cursor within the text area but does not allow changes.

Main Screen - Right Mouse Clicks

General Action

Displays context sensitive menus for Time & Chaos actions. The context sensitive areas include the Calendar, the Telephone Book Window, the Appointments Window and the ToDo List Window.

Exceptions

Textboxes ... standard Windows 95 action menus appear. The available textboxes include the Year Textbox and the Selected Phone Book Entry Textbox.

Main Screen - Drag and Drop Features

General Action

Instructs Time & Chaos to use the information being "dragged" to produce desired results within the screen area into which it is "dropped". Initiation of the "dragging" operation is indicated by the screen cursor becoming an icon representing a mouse. Receptive drop zones are acknowledged by Time & Chaos as the screen cursor becomes a circle with crosshairs indicating an acceptable target.

Dragging from the Telephone Book Window to the Appointments Window

Instructs Time & Chaos to use the information for the selected Telephone Book Entry to start the creation of a new Appointment. The Appointment Detail Screen is displayed so that the user may complete the desired action. The telephone number in the first position will be the telephone number that is part of the drag and drop operation.

Dragging from the Telephone Book Window to the ToDo List Window

Instructs Time & Chaos to use the information for the selected Telephone Book Entry to start the creation of a new ToDo List Item. The ToDo List Item Detail Screen is displayed so that the user may complete the desired action. The telephone number in the first position will be the telephone number that is part of the drag and drop operation.

Dragging from the Appointments Window to the Calendar

Instructs Time & Chaos to reschedule the selected Appointment. The reschedule date is indicated by dropping the appointment on the desired cell within the graphical calendar.

Dragging from the ToDo List Window to the Calendar

Instructs Time & Chaos to reschedule the selected ToDo Item. The reschedule date is indicated by dropping the appointment on the desired cell within the graphical calendar.

Dragging from the Appointments Window to the ToDo List Items Window

Instructs Time & Chaos to use the information for the selected Appointment to create a new ToDo List Item. The ToDo List Item's description is taken from the description of the Appointment and the ToDo List Item's priority is set to "2" by default. Linked Name and Attached Notes are copied to the new ToDo List Item as well.

Dragging from the ToDo List Items Window to the Appointments Window

Instructs Time & Chaos to use the information for the selected ToDo List Item to create a new Appointment. The Appointment's description is taken from the description of the ToDo List Item and the Appointment's Start Time and End Time are left blank. Linked Name and Attached Notes are copied to the new Appointment as well.

Dragging from the Telephone Book Window to the Network Users List Screen

Instructs Time & Chaos to send information packets (representing the selected (highlighted) Telephone Book Entries within the Telephone Book Window) to the workgroup member currently selected (highlighted) within the Network Users List Screen. These information packets are individual files that contain the data fields from each of the selected Telephone Book Entries.

Dragging from the Appointments Window to the Network Users List Screen

Instructs Time & Chaos to send information packets (representing the selected (highlighted) Appointments within the Appointments Window) to the workgroup member currently selected (highlighted) within the Network Users List Screen. These information packets are individual files that contain the data fields from each of the selected Appointments.

Dragging from the ToDo List Items Window to the Network Users List Screen

Instructs Time & Chaos to send information packets (representing the selected (highlighted) ToDo List Items within the ToDo List Window) to the workgroup member currently selected (highlighted) within the Network Users List Screen. These information packets are individual files that contain the data fields from each of the selected ToDo List Items.

Main Screen - Zoom

General Action

Toggles on/off the "zoomed" size of the selected display area. Each of the display areas may be "zoomed" to use the entire Time & Chaos Main Screen size. If the display area is already "zoomed" to use the entire Time & Chaos Main Screen size then the display area is returned to its proper size and position with Time & Chaos' Main Screen. Available display areas include the Calendar, the Appointments Window and the ToDo List Window.

Properties Screen

General

Passwords

Network

Addressing Information

Properties Screen - General

The "General" panel of the Properties Screen provides user access to the following Time & Chaos setup values:

Data Folder Name

An alphanumeric text string that identifies the information within the current Time & Chaos Data Folder. This is often a person's name; however, it may also be a business application description. A Data Folder is a Windows 95 file storage area containing all of the information related to a specific use of Time & Chaos (i.e., Appointments, ToDo Items, Telephone Book and Time & Chaos usage properties.)

Date Format

A user selected format which Time & Chaos will use whenever it displays date values.

Time Format

A user selected format which Time & Chaos will use whenever it displays time values.

Default Alarm WAV File

A user selected "wav" file to be used by Time & Chaos whenever it needs to sound an Appointment alarm condition. This will be used as the default alarm sound for all Appointments; however, the user may also make other "wav" selections as individual Appointments are scheduled.

Mail Notification WAV File

A user selected "wav" file to be used by Time & Chaos whenever it needs to sound a workgroup Mail notification.

Properties Screen - Passwords

The "Passwords" panel of the Properties Screen provides user access to the following Time & Chaos setup values:

Full Access (Read & Write)

An alphanumeric text string to be used as an acceptance value when other Time & Chaos users wish to gain access to your Data Folder. This is the acceptance value that must be supplied for Full Access. Full Access allows one to read, update and add information within the Data Folder files.

Read Only Access

An alphanumeric text string to be used as an acceptance value when other Time & Chaos users wish to gain access to your Data Folder. This is the acceptance value that must be supplied for Read Only Access. Read Only Access allows one to read information within the Data Folder files; however, they cannot update or add to this information.

Note: If you choose to use passwords then you **must** pick both a Read and Read_Write password, and they **must** be different!

Properties Screen - Network

The "Network" panel of the Properties Screen provides user access to the Time & Chaos network settings.

Current Network Settings

Time & Chaos displays the current settings for the user's network configuration. These include the user's Data Folder Name, Data Folder Location, Workgroup Type and Node Manager Data Folder Location.

The user is offered two choices for affecting these network settings. The first tells Time & Chaos that you want to connect to an existing Time & Chaos workgroup and/or that you want to modify your current network settings.

The second tells Time & Chaos that you want to build a brand new workgroup.

These two options will be covered separately.

I Want to connect to an existing Time & Chaos Workgroup or modify the connection settings

Data Folder Location for Node Manager

This Data Folder is used by Time & Chaos to maintain information on the workgroup participants.

The current location of Time & Chaos's Node Manager files is displayed if the user is already participating in a workgroup. This location may be changed if the user wishes to connect to a different workgroup.

If the user is not currently connected to a workgroup, this data field is empty and the user should click on the icon that looks like a file cabinet to browse for the Node Manager Files.

User's Data Folder Location

This information is stored in the Node Manager files to inform Time & Chaos of your Data Folder location.

The current location of your Data Folder is displayed if you are already participating in a workgroup. This value may be changed if you have moved your Data Folder.

If the user is in the process of connecting to an existing workgroup, Time & Chaos will have already filled in this field with the Universal Naming Convention (UNC) address for the user's Data Folder. This should have been done just after the Node Manager's location was selected.

Data Folder Icon

Graphical symbol selected by the user to represent himself/herself within a Time & Chaos workgroup. This is required for users that wish to participate in a Time & Chaos workgroup environment.

Use Common Workgroup Telephone Book

Time & Chaos allows its users to maintain a Telephone Book data collection within the Data Folder location for the Node Manager. This Telephone book is treated as a collection of Telephone Book Entries shared by all workgroup members. *Workgroup members have full access to these entries.* Individual workgroup members may use this check box setting to

inform Time & Chaos of their Telephone Book access choice (I.e., their private Telephone Book or the Common Workgroup Telephone Book).

When a network member checks off that they are going to use a common workgroup telephone book then next time they start Time & Chaos with this option there will be a new button on the tool bar allowing you to toggle between the Common and Private telephone books.

I Want to build a brand new workgroup

Network Options

Each Time & Chaos user may specify his/her type of network connection as follows:

Single User Workgroup

Action that informs Time & Chaos of your decision to function as a stand-alone user that may have multiple data folders (i.e., you do not wish to participate in a Time & Chaos workgroup environment). This is the default.

Peer-To-Peer Workgroup

Action that informs Time & Chaos of your decision to function as a member of a workgroup in a Peer-To-Peer network. Peer-To-Peer is highly recommended and is specifically designed for Microsoft Networks. Both the Node Manager files and the User's Data Folder may be located virtually anywhere on the network. Typically, users keep their Data Folders on their local hard drive. All users must connect to the Node Manager (which is usually located on a designated network server) by specifying its address using the Universal Naming Convention (UNC). Using this option eliminates your need to support Mapped Disc Drives.

Client/Server Workgroup

Action that informs Time & Chaos of your decision to function as a member of a workgroup in a Client/Server network. All Time & Chaos Data Folders must be located under a Parent Folder on a common disc drive (network server). The Node Manager files must be located in this Parent Folder. Each user's Data Folder would be a child of the Parent Folder. Also, each user's Time & Chaos launching icon would have its "start in" property set so as to point to his/her Data Folder beneath the Parent.

Node Manager Location

Full specification of the Time & Chaos Workgroup Data Folder address within the user's network environment. This Data Folder is used by Time & Chaos to maintain information on the workgroup participants.

Properties Screen - Addressing Information

The "Addressing Information" panel of the Properties Screen provides user access to the following Time & Chaos setup values:

Your Return Mailing Address(Primary & Secondary)

A block of text that will be used by Time & Chaos whenever the user's return address is needed. You have the option of both a primary and secondary return address

Your Mailing Address(Primary & Secondary)

A block of text that will be used by Time & Chaos specifying the primary or secondary mailing address

Mailing Address Format

The user may select from the follow formats: U.S.A., Canada, or Europe. This will format the mailing address for the selected regions.

Import Screen

The Import Screen allows Time & Chaos users to add new records to any of their data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries). The procedure involves informing Time & Chaos of the file from which the new records will come and the Time & Chaos data collection to which they will be added. The user must also educate Time & Chaos on the association between the data fields in the input file and the data fields within the target data collection. All records within the import file will be added even if this results in duplicate entries.

File Selection

The user must select the file from which new records will be read. This is done by initiating the browse feature by clicking on the icon that looks like a file cabinet. The selected file must be an industry standard ASCII import file.

File Type

The user must specify the file type by choosing either ASCII Comma Delimited or ASCII Tab Delimited.

Import Destination

The user must specify the Time & Chaos data collection to which the new records are to be added. The user must choose either Telephone Book, Appointments or ToDo List.

Data Field Matching

The user must educate Time & Chaos on the association between the data fields in the input file and the data fields within the target data collection. In the lower section of the Import Screen the user will find two graphical controls. The control on the left will contain the data fields as they were found within the Import file. The control on the right will contain the data fields available within the Time & Chaos target data collection. The user must now perform a matching exercise.

The matching (left and right) can be performed in any order and can be corrected if mistakes are made. Let's review how this might happen. The matching exercise involves dragging a field from the control on the left (incoming data) over to the control on the right (Time & Chaos field) and dropping the item into the appropriate field. Time & Chaos will show the field name chosen from the control on the left to indicate the association. This process is repeated until all desired associations are specified.

If fields in the incoming data do not match with any of the Time & Chaos fields simply leave them out of the association process. Also, if a mistake is made during the association process (i.e., an incoming field is associated with the wrong Time & Chaos field) you should [double click] on the Time & Chaos field in error and this will clear the association for that field. Repeat the drag and drop operation to correctly define the association.

Backup/Restore Data

[Backup Data](#)

[Restore Data](#)

Backup Data

Protecting your Time & Chaos data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries) is a valuable operation. Thus Time & Chaos makes it very easy for the user to accomplish the desired backup. You arrive in this screen after choosing the BackUp Data option under the File menu on Time & Chaos' main screen or whenever you exit the Time & Chaos program.

The backup operation is designed for maximum speed and minimum disk utilization. Time & Chaos compresses each of its data collection files (i.e., phone, todo and appt), gives them a file extension of "bak" and stores them in your current Data Folder with your other Time & Chaos information. If you wish, you may copy/move these files to another medium as you see fit. The backup files will be "phone.bak", "todo.bak" and "appt.bak" for your Telephone Book Entries, ToDo List Items and Appointments respectively.

Backup supports both the local and the common telephone book, the todo's and appointments.

Restore Data

You can selectively restore the information from your backup to "**replace**" that currently in your Data Folder.

Data Collection Selections

You can selectively restore data from any or all of the data files within your currently Data Folder. Your options include:

Appointments,
ToDo List Items, and
Common or Private Telephone Book Entries.

NOTE: Restoring data overwrites the existing data. It **DOES NOT** merge.

Print Preview

Printer

This drop down box allows you to select from all of the currently defined printers that are available to you via Windows.

Orientation

This drop down box allows you to select from Portrait or Landscape orientation. Once selected the preview display should adjust for your selection.

Paper Size

This is a list of the Windows Defined papersizes that are supported by your printer

Tool Bar

The tool bar contains buttons that instruct (when clicked) Time & Chaos to perform predetermined operations within the Print Preview Screen. Each of these buttons are discussed below.

Print All

Instructs Time & Chaos to send all pages of the formatted report (being previewed) to the currently selected printer.

Print This Page

Instructs Time & Chaos to send the present page of the formatted report (being previewed) to the currently selected printer.

Printer Setup

Instructs Time & Chaos to invoke the printer control object (within the Windows 95 Control Panel) so that the user may choose and configure the printer to be used for Time & Chaos output.

Previous Period

Instructs Time & Chaos to display information from one time period previous to the one currently being previewed. For example, if you are previewing a Monthly Calendar then you would move to the previous month.

Next Period

Instructs Time & Chaos to display information from one time period ahead of the one currently being previewed. For example, if you are previewing a Monthly Calendar then you would move to the next month.

Preview Zoom Percentage

Allows the user to instruct Time & Chaos to display the preview information at a selected magnification (percentage of full size). The user selects the desired magnification factor from a list of available display percentages (i.e., 35, 50, 75, 100, 125, 150, 175 and 200). When a display percentage is chosen that does not allow the entire report to be viewed, horizontal and vertical scroll bars become available.

Previous Page

Instructs Time & Chaos to display the information on the page prior to the one currently being previewed.

Next Page

Instructs Time & Chaos to display the information on the page ahead of the one currently being previewed.

Copy Image To Clipboard

Instructs Time & Chaos to place a copy of the current display (page or time period) on the Windows Clipboard.

Close

Instructs Time & Chaos to leave the Print Preview Screen and return to its Main Screen.

Advanced Printing Options

Duplex

Instructs Time & Chaos to use the duplex printing feature (if supported by your printer) of the selected output printer.

Color

Instructs Time & Chaos to use the color printing feature (if supported by your printer) of the selected output printer.

Header/Footer Font Selection

Allows the user to select the desired printer font to be used when actual output printing occurs. The selection is made by clicking in the font name data field. The selection is used for printing both the header and footer of the report.

Body Font Selection

Allows the user to select the desired printer font to be used when actual output printing occurs. The selection is made by clicking in the font name data field. The selection is used for printing the body of the report.

Scale

Allows the user to choose either inches or millimeters to specify the margin settings.

Values

Allows the user to enter values using the chosen scale to instruct Time & Chaos on the layout of the final printed report. Values may be entered for all of the margins (i.e., top, bottom, left and right). These values can be whole numbers or whole numbers with digits to the right of the decimal.

Apply Settings

Instructs Time & Chaos to implement the various output format choices that the user has made (i.e., Header/Footer Font, Body Font, Margin Settings, etc.). If these choices are not implemented (Applied) they will not affect the desired results.

Save Settings

Instructs Time & Chaos to store within the user's Data Folder all of the output format choices that have been specified for the current "Report Preview". This includes the output printer choice and its properties as well as the various report layout choices. When the user again selects the current report for preview, these settings will be retrieved and used to display the desired information.

Special Features

Alphabetic Page Breaks

You can now toggle on or off alphabetic page breaks in the Telephone Book and Address Book Reports. This is accomplished by a right mouse button click in the print preview screen.

Zooming

Double clicking on the print preview background with the right mouse button zooms in (makes the display larger). Double clicking on the print preview background with the right mouse button zooms out (makes display smaller).

Note: Zooming applies to all non-telephone book reports.

Appointment Detail

Appointment Date

A specific date (i.e., day, month and year) on which the Appointment is scheduled. For repeated Appointments this is the date for the first such occurrence. You may wish to enter (any standard date specification) the desired date or you may click on the "down arrow" at the right end of the Appointment Date field and use a graphical calendar to specify the date.

Start Time

A specific time (i.e., hour and minute) at which the Appointment is scheduled to begin. For repeated Appointments this is the Start Time for the first such occurrence. You may wish to enter (any standard time specification) the desired time or you may click on the "up arrow" or "down arrow" to the left or to the right of the Start Time data field. The "arrows" to the left allow you to step forward/backward in thirty (30) minute intervals while the "arrows" to the right allow you to step forward/backward in one (1) minute intervals.

End Time

A specific time (i.e., hour and minute) at which the Appointment is scheduled to end. For repeated Appointments this is the End Time for the first such occurrence. You may wish to enter (any standard time specification) the desired time or you may click on the "up arrow" or "down arrow" to the left or to the right of the Start Time data field. The "arrows" to the left allow you to step forward/backward in thirty (30) minute intervals while the "arrows" to the right allow you to step forward/backward in one (1) minute intervals.

Description

An alphanumeric text string that is used to define the business purpose of the Appointment.

Calendar Overlay

Your Appointments collection (all of your scheduled time commitments) may be logically separated by defining [overlay](#) values and using them to classify specific Appointments. Examples of Appointment overlay values could be "Staff Vacations", "Conference Room A" or "Fitness". If an Appointment's overlay value is not specified, it automatically belongs to a general overlay referred to as "All". Time & Chaos maintains a reusable list of Overlay values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

If you wish to place an Appointment in a specific overlay simply select it from your current list of Appointment Overlays. Click on the "down arrow" at the right end of the Calendar Overlay data field and make your selection. If you wish to place an Appointment in a new Overlay, enter the description of the new Overlay directly into the Calendar Overlay data field. Overlay values entered are added to your currently list of Overlay values.

Linked Name

Appointment records may be directly associated with individual entries in your Telephone Book. You can select the desired Telephone Book Entry by clicking on the "down arrow" at the right end of the Linked Name data field. Time & Chaos will display a list of entries in your current Telephone Book and allow you to make your selection. When a Telephone Book Entry is dragged into the Appointments Window to create an Appointment this linkage is built automatically by Time & Chaos.

Sound Alarm

Each scheduled Appointment may request Time & Chaos to sound an alarm prior to its scheduled start time. This check box may be clicked to toggle (on/off) the alarm reporting

condition.

Alarm Lead Time

You may specify the length of time prior to an Appointment's scheduled start time at which its alarm condition occurs. You can choose from three available time periods (i.e., minutes, hours or days) and you can specify your desired time period multiplier as a whole number.

Alarm Sound "wav" File

When Time & Chaos determines that an Appointment alarm needs to be sounded, a "wav" file of your choice will be used to issue the audible alarm. At the right end of the Alarm Sound "wav" File data field is an icon that looks like a file cabinet. You can click on this icon and browse for the "wav" file of your choice. A default "wav" file to be used for all appointments may be specified in the Properties Screen.

Appointment Categories

Categories are user defined alphanumeric text strings used to classify records within Appointments, ToDo Items and Telephone Book Entries. Twenty four (24) category values may be defined for each of the data collections respectively.

The Categories panel of the Appointment Detail Screen is used initially to define all desired Appointment categories. The panel initially appears to be three columns of empty check boxes (i.e., white squares); however, to the right of each of these check boxes are data fields that can be used to define each of the categories.

Here's the procedure to define a category. Place the cursor into the data field to the right of the desired check box by clicking there with your mouse's left button (as you move your mouse to the right of the desired check box, the mouse pointer icon will change from an "arrow" to an "insertion pointer" to indicate that a data field is present). Enter your desired description for the selected category. Examples of categories for Appointments could be "Business Meetings", "Family Matters" or "Travel Required". This process is repeated to define as many of the possible categories as desired. Descriptions of existing categories may be similarly modified.

After categories have been defined, this panel is used to place a specific Appointment into one or more of the available categories. The category or categories into which the Appointment is to be placed is indicated by simply clicking on the check box(es) for the appropriate selection(s). Using the example categories above, you would click on the check box to the left of "Family Matters" to place the Appointment into that category. For another Appointment, you would click on the check box to the left of "Business Meetings" and on the check box to the left of "Travel Required" to place the Appointment into both of the desired categories.

Appointment Repeat Options

Appointments are scheduled time commitments. Often our commitments are repeated at definable time intervals. For example, you may have a "staff meeting" on the first Monday of each month, you may have a "social event" every Tuesday or you may have a "project review" each month on the 15th.

Time & Chaos allows the user to select a repeat period and specify a frequency at which this period is to be repeated. The Appointment is then automatically repeated by Time & Chaos until the repeat pattern produces an Appointment Date that is equal to or beyond a user specified date.

Periods that may be chosen include day(s), week(s), month(s) and year(s). The desired frequency is entered by the user as a whole number.

Let's look at one typical situation. You have a staff meeting on the first Monday of each month that is scheduled to start at 10:00 am and end at 11:00 am. You wish to have Time & Chaos store this repeating Appointment for the next six (6) months. Using the graphical calendar (in the upper left corner of Time & Chaos' main screen), you would position yourself on the first Monday of the current month and start the creation of a new Appointment. During the data entry for the Appointment you would select a repeat period of "month(s)" and a frequency of "1". You would also specify a value for "Until the following date" such that the Appointment would be repeated for the next six (6) months. Time & Chaos notes that you are repeating monthly and will allow you to check a box that specifies "The first Monday of each month" so that your Appointment will be repeated properly. If you did not check this box, the Appointment would be repeated monthly on that specific date.

Appointment Details Screen

[Main](#)

[Categories](#)

[Attached Notes](#)

[Repeat Options](#)

Appointment - Attached Notes

Instructs Time & Chaos to display the [Notes Processor](#) Screen after it has loaded it with the freeform text stored as part of the Appointment (if any exists). This allows the user to enter new information or edit the information already associated with the Appointment.

ToDo List Detail Screen

Date To Begin Displaying ToDo Item

A specific date (i.e., day, month and year) on which the ToDo Item will start being considered current.. For repeated ToDo Items this is the date for the first such occurrence. You may wish to enter (any standard date specification) the desired date or you may click on the "down arrow" at the right end of the Date To Begin Displaying data field and use a graphical calendar to specify the date.

Priority

An alphanumeric text string used to rank the importance of a specific ToDo Item. You may directly enter your desired value or you may click on the "down arrow" at the right end of the Priority data field to make your selection.

Done

Toggling this check box to an "on" condition instructs Time & Chaos to assign a specific priority ("X") to a ToDo Item to indicate that it has been completed.

Description

An alphanumeric text string that is used to define the business purpose of the ToDo List Item.

ToDo Overlay

Your ToDo List Items collection (all of your planned activities) may be logically separated by defining [overlay](#) values and using them to classify specific ToDo List Items. Examples of ToDo List Overlay values could be "Office Maintenance", "Conference Room A" or "Fitness". If a ToDo List's overlay value is not specified, it automatically belongs to a general overlay referred to as "All". Time & Chaos maintains a reusable list of Overlay values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

If you wish to place a ToDo List Item in a specific overlay simply select it from your current list of ToDo List Items Overlays. Click on the "down arrow" at the right end of the ToDo Overlay data field and make your selection. If you wish to place a ToDo List Item in a new Overlay, enter the description of the new Overlay directly into the ToDo Overlay data field. Overlay values entered are added to your currently list of Overlay values.

Linked Name

ToDo List records may be directly associated with individual entries in your Telephone Book. You can select the desired Telephone Book Entry by clicking on the "down arrow" at the right end of the Linked Name data field. Time & Chaos will display a list of entries in your current Telephone Book and allow you to make your selection. When a Telephone Book Entry is dragged into the ToDo List Window to create a ToDo List Item this linkage is built automatically by Time & Chaos.

ToDo Categories

Categories are user defined alphanumeric text strings used to classify records within Appointments, ToDo Items and Telephone Book Entries. Twenty four (24) category values may be defined for each of the data collections respectively.

The Categories panel of the ToDo List Item Detail Screen is used initially to define all desired ToDo List categories. The panel initially appears to be three columns of empty check boxes (i.e., white squares); however, to the right of each of these check boxes are data fields that can be used to define each of the categories.

Here's the procedure to define a category. Place the cursor into the data field to the right of the desired check box by clicking there with your mouse's left button (as you move your mouse to the right of the desired check box, the mouse pointer icon will change from an "arrow" to an "insertion pointer" to indicate that a data field is present). Enter your desired description for the selected category. Examples of categories for ToDo List Items could be "Household Projects", "Johnson Proposal" or "Computer Resources Required". This process is repeated to define as many of the possible categories as desired. Descriptions of existing categories may be similarly modified.

After categories have been defined, this panel is used to place a specific ToDo List Item into one or more of the available categories. The category or categories into which the ToDo List Item is to be placed is indicated by simply clicking on the check box(es) for the appropriate selection(s). Using the example categories above, you would click on the check box to the left of "Household Projects" to place the ToDo List Item into that category. For another ToDo List Item, you would click on the check box to the left of "Johnson Proposal" and on the check box to the left of "Computer Resources Required" to place the ToDo List Item into both of the desired categories.

ToDo Repeat Options

ToDo List Items are planned activities. Often our planned activities are repeated at definable time intervals. For example, you may have a "Progress Report" due on the first Monday of each month.

Time & Chaos allows the user to select a repeat period and specify a frequency at which this period is to be repeated. The ToDo List Item is then automatically repeated by Time & Chaos until the repeat pattern produces a ToDo List Item Date that is equal to or beyond a user specified date.

Periods that may be chosen include day(s), week(s), month(s) and year(s). The desired frequency is entered by the user as a whole number.

Let's look at one typical situation. You have a "Progress Report" due on the first Monday of each month. You wish to have Time & Chaos store this repeating ToDo List Item for the next six (6) months. Using the graphical calendar (in the upper left corner of Time & Chaos' main screen), you would position yourself on the first Monday of the current month and start the creation of a new ToDo List Item. During the data entry for the ToDo List Item you would select a repeat period of "month(s)" and a frequency of "1". You would also specify a value for "Until the following date" such that the ToDo List Item would be repeated for the next six (6) months. Time & Chaos notes that you are repeating monthly and will allow you to check a box that specifies "The first Monday of each month" so that your ToDo List Item will be repeated properly. If you did not check this box, the ToDo List Item would be repeated monthly on that specific date.

ToDo Details Screen

[Main](#)

[Categories](#)

[Attached Notes](#)

[Repeat Options](#)

ToDo - Attached Notes

Instructs Time & Chaos to display the [Notes Processor](#) Screen after it has loaded it with the freeform text stored as part of the ToDo List Item (if any exists). This allows the user to enter new information or edit the information already associated with the ToDo List Item.

Telephone Book Detail Screen

Last Name

An alphanumeric text string used to specify the family (surname) name of the contact stored within the selected Telephone Book Entry. Example; "Johnson".

First Name

An alphanumeric text string used to specify the given name of the contact stored within the selected Telephone Book Entry. You may also wish to enter a middle name (initial). Example; "William H.".

Name Prefix

An alphanumeric text string used to specify the prefix that should be used in front of the First Name of the contact stored within the selected Telephone Book Entry. Examples; "Mr.", "Mrs.", "Dr.", etc. Time & Chaos maintains a reusable list of Name Prefix values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Name Suffix

An alphanumeric text string used to specify the suffix that should be used behind the Last Name of the contact stored within the selected Telephone Book Entry. Examples; "Jr.", "III", "Esq.", etc. Time & Chaos maintains a reusable list of Name Suffix values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Company

An alphanumeric text string used to identify the place of employment associated with the contact stored within the selected Telephone Book Entry. Example; "Smith Industries, Inc.". Time & Chaos maintains a reusable list of Company values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Title/Position

An alphanumeric text string used to identify the job responsibility associated with the contact stored within the selected Telephone Book Entry. Example; "Vice President". Time & Chaos maintains a reusable list of Title/Position values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Overlay

Your Telephone Book collection (all of your phone book entries) may be logically separated by defining [overlay](#) values and using them to classify specific Telephone Book Entries. Examples of overlay values could be "Yellow Pages", "White Pages" or "Fine Restaurants". If a Telephone Book Entry's overlay value is not specified, it automatically belongs to a general overlay referred to as "All". Time & Chaos maintains a reusable list of Overlay values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Primary Address

Street Address Line 1

An alphanumeric text string used to specify the first line of the street address associated with the contact stored within the selected Telephone Book Entry. Example; "3225 Dagan Drive".

Street Address Line 2

An alphanumeric text string used to specify the second line of the street address associated with the contact stored within the selected Telephone Book Entry. Example; "Suite 204".

City

An alphanumeric text string used to specify the city (town, borough, etc.) associated with the contact stored within the selected Telephone Book Entry. Examples; "Culver City", "Middletown Borough". Time & Chaos maintains a reusable list of City values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

State/Province

An alphanumeric text string used to specify the State/Province associated with the contact stored within the selected Telephone Book Entry. Examples; "North Dakota", "Ontario". Time & Chaos maintains a reusable list of State/Province values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Zip/Postal Code

An alphanumeric text string used to specify the mail delivery code used by the postal service associated with the contact stored within the selected Telephone Book Entry. Examples; "75040", "L2G 5H2".

Country

An alphanumeric text string used to specify the country of residence associated with the contact stored within the selected Telephone Book Entry. Examples; "U.S.A", "France". Time & Chaos maintains a reusable list of Country values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Secondary Address

Street Address Line 1

An alphanumeric text string used to specify the first line of the street address associated with the contact stored within the selected Telephone Book Entry. Example; "3225 Dagan Drive".

Street Address Line 2

An alphanumeric text string used to specify the second line of the street address associated with the contact stored within the selected Telephone Book Entry. Example; "Suite 204".

City

An alphanumeric text string used to specify the city (town, borough, etc.) associated with the contact stored within the selected Telephone Book Entry. Examples; "Culver City", "Middletown Borough". Time & Chaos maintains a reusable list of City values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

State/Province

An alphanumeric text string used to specify the State/Province associated with the contact stored within the selected Telephone Book Entry. Examples; "North Dakota", "Ontario". Time & Chaos maintains a reusable list of State/Province values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Zip/Postal Code

An alphanumeric text string used to specify the mail delivery code used by the postal service associated with the contact stored within the selected Telephone Book Entry. Examples; "75040", "L2G 5H2".

Country

An alphanumeric text string used to specify the country of residence associated with the contact stored within the selected Telephone Book Entry. Examples; "U.S.A", "France". Time & Chaos maintains a reusable list of Country values that you have used. You may select from these by clicking on the "down arrow" at the end of this data field.

Telephone Numbers

The Telephone Numbers panel of the Phone Book Item Detail Screen is used to define phone numbers and/or communication addresses for a specific Telephone Book Entry.

Time & Chaos may be used as your central communication vehicle. You can initiate voice phone calls, send eMail and faxes or initiate an entry onto the World Wide Web via the Internet.

For each entry in your Telephone Book, Time & Chaos stores up to twenty (20) Phone Numbers and/or Electronic Communication Addresses to be used for communication with contacts.

These values are stored as rows within a two column table. Each entry has given a Communication Type and a Communication Number/Address.

Communication Type

An alphanumeric text string used to specify the nature of the anticipated communication with the contact. This value may simply identify a specific voice phone (i.e., Business, Home, Car, etc.) or it may indicate a pathway to other electronic services such as fax transmissions, eMail or Internet. Voice calls are routed to your system installed TAPI compliant phone dialer, electronic transmissions are routed to your system installed MAPI compliant message provider and Internet access is handled by your system installed Internet browser.

The use of a colon ":" at the end of the Communication Type indicates that the Address value in this row is to be used for electronic communication other than voice phone calls. The Communication Type value (all characters prior to the colon) will be used to determine the appropriate messaging service. Time & Chaos provides a drop down list of values for several industry messaging services (i.e., FAX, SMTP, URL, CompuServe, POP3 and MSN).

Communication Number/Address

An alphanumeric text string used to specify the address (target) for the intended electronic communication. This may be as simple as a phone number or it may be a complete Internet address.

It is recommended that all voice communication numbers and/or Fax phone numbers be stored in a standard format as follows: "+CC (AC) Exc-nmbr"; where the + sign is an industry standard, CC is the Country Code, AC is the area code, Exc is the phone exchange and nmbr is the last four digits of the phone number. Please note that the area code is placed within parentheses.

Values that specify an electronic communication target (other than voice phone or Fax) should conform to the specific requirements of the messaging service that will handle the transmission.

Some examples are:

<u>Communication Type</u>	<u>Phone Number/Address</u>	<u>Nature</u>
Business	+1 (817) 555-1216	Voice Call
Office Fax:	+1 (214) 530-6566	Fax Transmission
CompuServe:	74777, 3460	CompuServe eMail
URL:	http://www.isbister.com/isbister	Internet Web Access
SMTP:	support@isbister.com	Internet eMail

Telephone Book - Custom Fields

The Custom Fields panel of the Phone Book Item Detail Screen is used to define additional data field values for a specific Telephone Book Entry.

Within each Telephone Book Entry Time & Chaos provides storage for twelve (12) alphanumeric text data values. You may use these storage areas to satisfy various business needs.

While the actual information stored within each of these fields may vary with each entry in your Telephone Book, the label you associate with each of the fields is global in nature throughout the Telephone Book.

When you initially view the Custom Fields panel, you will see six rows of two columns each that represent potential data storage areas. These are the twelve (12) custom fields. In each of the two columns you will see a gray area (used to hold the "label") and a white data field (used to hold the actual text) with a "down arrow" at the right end. Your first step in taking advantage of these fields is to decide how each of them will be used. Examples could be; "Spouse", "Employee Range", "Last Contact Code", etc.³

To enter the "label" for one of the custom fields, simply place the cursor insertion point in the gray area and type in the "label" (alphanumeric text) value of your choice. This process is repeated for each of the custom fields you intend to use.

Each of the custom field data storage areas (white) may contain alphanumeric text. Examples could be; "Beverley", "Over 100", or "Letter 12" matching the "label" example above. Note that each of the custom field data areas has a "down arrow" at the right end. Time & Chaos stores values entered into each of the custom fields into a reusable list for that specific custom field. When appropriate, you can select from these "drop down" lists to enter values for specific Telephone Book Entries. That's right, for each of the twelve (12) custom fields, Time & Chaos maintains a list of previously entered values so that you can quickly choose from them when entering values into new Telephone Book Entries.

Note: If you use the word "date" in the label (Example: Birthdate) then when that custom field is sorted on in a custom report then it will sort in date sequence instead of ASCII sequence.

Attached Files

The Attached Files panel of the Phone Book Item Detail Screen is used to review the list of files (documents, spreadsheets, etc.) external to Time & Chaos, that have been associated with a specific Telephone Book Entry.

Time & Chaos must be informed of each file that you wish to attach to a Telephone Book Entry. This is initiated by clicking your right mouse button while the mouse pointer is over the white data area where the list of attached files would be presented. With the right mouse click, Time & Chaos presents a small menu that allows you to either "Attach a New File" or "Delete an Attached File".

The "Attach a New File" menu selection instructs Time & Chaos to display a standard "File Open" dialog box so that you may browse for the file of your choice. With your selection of a file, Time & Chaos stores the association of that file (and its required file processor) with the selected Telephone Book Entry. The attached file appears in the white data area as an icon that represents the file and its required processor. A maximum of thirty (30) files may be attached to each individual Telephone Book Entry.

Icons for attached files may be "double clicked" to instruct Time & Chaos to start the required file processor and provide you with access to the attached file.

The "Delete an Attached File" menu selection instructs Time & Chaos to eliminate the association between the Telephone Book Entry and the external file.

NOTE: The external file is not affected.

Linked Appointments

The Linked Appointments panel of the Phone Book Item Detail Screen is used to review the list of Appointments that have been associated with a specific Telephone Book Entry.

As records are added to your Appointments collection, they can be associated with entries within the Telephone Book. When an Appointment is entered, you can manually link it to a selected Telephone Book Entry or Time & Chaos will automatically create this link when a Telephone Book Entry is dragged from the Telephone Book Window and dropped into the Appointments Window.

The Linked Appointments are displayed in a table including columns for an Alarm Indicator Icon, a Linked Appointment Indicator, an Attached Notes Indicator, the Event Time and the Event Description.

The user can "double click" on an entry in this list and instruct Time & Chaos to provide access to the details of the selected entry using the Appointment Detail Screen.

Linked ToDo's

The Linked ToDo's panel of the Phone Book Item Detail Screen is used to review the list of ToDo's that have been associated with a specific Telephone Book Entry.

As records are added to your ToDo List collection, they can be associated with entries within the Telephone Book. When an ToDo List Item is entered, you can manually link it to a selected Telephone Book Entry or Time & Chaos will automatically create this link when a Telephone Book Entry is dragged from the Telephone Book Window and dropped into the ToDo List Window.

The Linked ToDo List Items are displayed in a table including columns for a Priority Indicator, a Linked ToDo List Indicator, an Attached Notes Indicator, the Event Date and the Event Description.

The user can "double click" on an entry in this list and instruct Time & Chaos to provide access to the details of the selected entry using the ToDo List Item Detail Screen.

Telephone Book Categories

Categories are user defined alphanumeric text strings used to classify records within Appointments, ToDo Items and Telephone Book Entries. Twenty four (24) category values may be defined for each of the data collections respectively.

The Categories panel of the Phone Book Item Detail Screen is used initially to define all desired Phone Book categories. The panel initially appears to be three columns of empty check boxes (i.e., white squares); however, to the right of each of these check boxes are data fields that can be used to define each of the categories.

Here's the procedure to define a category. Place the cursor into the data field to the right of the desired check box by clicking there with your mouse's left button (as you move your mouse to the right of the desired check box, the mouse pointer icon will change from an "arrow" to an "insertion pointer" to indicate that a data field is present). Enter your desired description for the selected category. Examples of categories for Telephone Book Entries could be "Relatives", "Industrial Suppliers" or "New England States". This process is repeated to define as many of the possible categories as desired. Descriptions of existing categories may be similarly modified.

After categories have been defined, this panel is used to place a specific Telephone Book Entry into one or more of the available categories. The category or categories into which the Telephone Book Entry is to be placed is indicated by simply clicking on the check box(es) for the appropriate selection(s). Using the example categories above, you would click on the check box to the left of "Relatives" to place the Telephone Book Entry into that category. For another Telephone Book Entry, you would click on the check box to the left of "Industrial Suppliers" and on the check box to the left of "New England States" to place the ToDo List Item into both of the desired categories.

Telephone Book Details Screen

[Main](#)

[Primary Address](#)

[Secondary Address](#)

[Telephone Numbers](#)

[Custom Fields](#)

[Linked Appointments](#)

[Linked Todo's](#)

[Attached Notes](#)

[Categories](#)

Telephone Book - Attached Notes

Instructs Time & Chaos to display the [Notes Processor Screen](#) after it has loaded it with the freeform text stored as part of the Telephone Book Entry (if any exists). This allows the user to enter new information or edit the information already associated with the Telephone Book Entry.

Notes Processor

[Menu Structure](#)

[Tool Bar](#)

[Status Bar](#)

[Processor Area](#)

Notes Processor Screen - Menu Structure

File
Edit
Font

Notes Processor - File Menu

New

Instructs Time & Chaos to clear the Notes Processor Screen data area so that the user can start a fresh note. The user is prompted to confirm this action.

Open

Instructs Time & Chaos to display a standard Windows dialog box for the selection of a file. The contents of the chosen file will be placed in the Notes Processor Screen data area replacing any existing text. The data read from the chosen file is expected to be in Rich Text Format (RTF).

Save As

Instructs Time & Chaos to export the text within the Notes Processor Screen to a file of the user's choosing. Time & Chaos places this text in the chosen file in Rich Text Format (RTF).

Print

Instructs Time & Chaos to send the text to the system default printer.

Close

Instructs Time & Chaos to save any edits (if any were made) and then exit from the Notes Processor Screen.

Notes Processor - Edit Menu

Cut

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is placed on the Windows Clipboard and then removed from the current display.

Copy

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is placed on the Windows Clipboard.

Paste

Instructs Time & Chaos to act on the text within the Notes Processor Screen. The text currently on the Windows Clipboard is inserted within the Notes Processor Screen just after the location of the cursor.

Delete

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is removed from the current display.

Find/Replace

Instructs Time & Chaos to act on the text within the Notes Processor Screen. Time & Chaos displays a screen to be used for the "Search" and "Replace" operation. The user enters the text to be "found" and the text with which it is to be "replaced". Indicators for "case sensitivity" and "whole words only" are available.

Find, Find Next and Replace buttons are available to the user for completion of the operation.

Notes Processor - Font Menu

Bold

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "bold" or "not bold" as appropriate.

Italic

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "italic" or "not italic" as appropriate.

Underline

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "underline" or "not underline" as appropriate.

~~StrikeThru~~

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "strike through" or "not strike through" as appropriate.

Font Attributes

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. Time & Chaos displays a standard Windows dialog box for use in selecting font attributes. The chosen font attributes are applied to the selected text within the Notes Processor Screen.

Editor Default Font

Instructs Time & Chaos to display a standard Windows dialog box for use in selecting font properties. The chosen font properties are stored and used as the default for text entry.

Notes Processor - Tool Bar

New

Instructs Time & Chaos to clear the Notes Processor Screen data area so that the user can start a fresh note. The user is prompted to confirm this action.

Open

Instructs Time & Chaos to display a standard Windows dialog box for the selection of a file. The contents of the chosen file will be placed in the Notes Processor Screen data area replacing any existing text. The data read from the chosen file is expected to be in Rich Text Format (RTF).

Save As

Instructs Time & Chaos to export the text within the Notes Processor Screen to a file of the user's choosing. Time & Chaos places this text in the chosen file in Rich Text Format (RTF).

Print

Instructs Time & Chaos to send the text to the system default printer.

Cut

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is placed on the Windows Clipboard and then removed from the current display.

Copy

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is placed on the Windows Clipboard.

Paste

Instructs Time & Chaos to act on the text within the Notes Processor Screen. The text currently on the Windows Clipboard is inserted within the Notes Processor Screen just after the location of the cursor.

Delete

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is removed from the current display.

Bullet Toggle

Instructs Time & Chaos to toggle "on/off" the condition under which new lines of text will automatically have leading "bullets" for emphasis.

Font

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. Time & Chaos displays a standard Windows dialog box for use in selecting font attributes. The chosen font attributes are applied to the selected text within the Notes Processor Screen.

Bold

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "bold" or "not bold" as appropriate.

Italic

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "italic" or "not italic" as appropriate.

Underline

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "underline" or "not underline" as appropriate.

StrikeThru

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is toggled to "strike through" or "not strike through" as appropriate.

Left Justify

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is aligned on the "left" side of the Notes Processor Screen. If no text was selected (highlighted), then the line of text containing the cursor is acted upon.

Right Justify

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is aligned on the "right" side of the Notes Processor Screen. If no text was selected (highlighted), then the line of text containing the cursor is acted upon.

Center

Instructs Time & Chaos to act on the selected (highlighted) text within the Notes Processor Screen. The selected text is aligned in the "center" of the Notes Processor Screen. If no text was selected (highlighted), then the line of text containing the cursor is acted upon.

Insert Time Date

Instructs Time & Chaos to place text into the Notes Processor Screen just after the current position of the cursor. The text inserted is the current "date" and "time".

Save & Close

Instructs Time & Chaos to save any edits (if any were made) and then exit from the Notes Processor Screen.

Notes Processor Area

Using the Notes Processor data area is much like using Wordpad (the default editor within Windows 95). You can enter any freeform text you wish and take advantage of the buttons on the tool bar or the menu options to affect the text. Various fonts, colors, and styles may be employed to emphasize text. Text may be aligned to the left, right or center of the data area.

Let's review a few minor points about typing in the data area:

Keyboard Short Cuts

In addition to using the buttons on the tool bar and the menu options, there are a few keyboard character combinations that you may find valuable.

[Ctrl + C]	Copies selected text to the Clipboard
[Ctrl + V]	Pastes text from the Clipboard into the data area
[Ctrl + X]	Cuts selected text to the Clipboard.
[Delete Key]	Removes the selected text from the data area

Tabs

The use of the [Tab Key] is fully functional while typing within the data area.

Width

The data area width is set to match that of your current default printer.

Notes Processor Status Bar

Using the Notes Processor data area is much like using Wordpad (the default editor within Windows 95). Time & Chaos activates a standard "status bar" at the bottom of the Notes Processor Screen that is updated by the Windows 95 system. This status bar displays the following:

Date

Current system date.

Time

Current system time.

CAPS

Current condition of your "capslock" key.

NUM

Current condition of your "Num Lock" key.

INS

Current condition of your "Insert" key.

SCRL

Current condition of your "Scroll Lock" key.

Network User List

The Network Users List Screen is displayed to provide visibility to other Time & Chaos users that are currently collaborating within your workgroup. Each workgroup member is represented by their chosen graphical icon. Your icon is shown as well.

You can request Time & Chaos to take actions relative to any of these workgroup members by operating on the icons that represent each member. Let's review the available mouse operations and the corresponding actions performed by Time & Chaos.

Single Left Mouse Click

Highlights (selects) one or more workgroup members for further action. To select more than one workgroup member you must combine the use of the [Ctrl Key] or the [Shift Key] with the left mouse click. Holding down the [Ctrl Key] while clicking allows you to manually select specific individual workgroup members. Holding down the [Shift Key] while clicking allows you to manually select a group of workgroup members.

Double Left Mouse Click

Instructs Time & Chaos to open the Data Folder that belongs to the selected workgroup member and display its data collections in Time & Chaos' main screen. This information (i.e., Appointments, ToDo List Items or Telephone Book Entries) will be displayed instead of the information that was previously being viewed. If the selected Data Folder is password protected, you must provide an acceptable value to obtain access.

Left Mouse Click and Drag

Instructs Time & Chaos to begin a "drag and drop" operation involving the selected workgroup member(s). Drag and drop operations starting with workgroup members are valid only when the target drop area is the TimeBar Screen. When the drop is performed, Time & Chaos adds the Appointment data for the selected workgroup member(s) to the current TimeBar display.

Menu

The Network Users List Screen provides a "View" menu for user control over the use of this screen.

Delete User From Workgroup (Caution)

Instructs Time & Chaos to remove the selected individual(s) from the list of workgroup members. This is a serious action and should be well understood. Time & Chaos maintains the list of workgroup members in a separate Data Folder referred to as the Node Manager. The list of workgroup members is built by Time & Chaos as individual users connect themselves to the workgroup.

If you remove an individual from this list, that user will have to perform the steps to manually connect to the workgroup to recover from your action.

Save Window Location

Instructs Time & Chaos to store the present size and location of the Network Users List Screen. This setting will be used by Time & Chaos to position this screen each time it is displayed. You can always move the screen to a new location and reuse this menu option to update Time & Chaos on your decision.

The list of workgroup members displayed in the Network Users List Screen is initially based on user chosen graphical icons. If you wish to see this list displayed differently you may

exercise the following options.

Arrange

Time & Chaos uses the Data Folder Name for each of the workgroup members to label the entries within the displayed list. These Data Folder Names are viewed as ASCII text strings to determine their position within the collating sequence.

Ascending

Instructs Time & Chaos to display the list from the "lowest" Data Folder Name to the "highest".

Descending

Instructs Time & Chaos to display the list from the "highest" Data Folder Name to the "lowest".

Large Icon View

Instructs Time & Chaos to display the list using graphical icons chosen by each workgroup member.

List

Instructs Time & Chaos to display the list using the actual Data Folder Name chosen by each workgroup member.

Details

Instructs Time & Chaos to display the list using the actual Data Folder Name chosen by each workgroup member along with the location of each member's Data Folder.

Close

Instructs Time & Chaos to save any "view" detail changes (if any were made) and then exit the Network Users List Screen.

Time Bar

Using the Time Bar Screen Time & Chaos provides the user with insight into his/her time commitments (Appointments with Start and End times) via a graphical (grid of rows and columns) display. All such Appointments in the current month are displayed.

Each row represents one hour within the 24 hours of the day and each column represents one day in the month being displayed. Buttons are available to navigate backward and forward one month at a time.

This "display only" grid is for review of "booked" and "available" blocks of time so that other desired actions may be taken elsewhere within Time & Chaos.

For the owner of the current calendar set, when you click and hold down the left mouse key over your time allocation you will see the time and description displayed. This is only true for the owner of the current calendar set. You can not see the details for other members of the network. You can only see their time allocation.

There are; however, a few buttons on this screen that provide valuable actions.

Previous Month

Instructs Time & Chaos to move to the month just prior to the one currently being displayed and refresh the display with the Appointments found in that month.

Home Month

Instructs Time & Chaos to return to the actual current calendar month and refresh the display with the Appointments found in that month.

Next Month

Instructs Time & Chaos to move to the month just ahead of the one currently being displayed and refresh the display with the Appointments found in that month.

Close

Instructs Time & Chaos to exit the Time Bar Screen.

Workgroup Environment

The Time Bar Screen was also designed to function in a workgroup setting. If you are connected to a Time & Chaos workgroup, you will also be presented with the Network Users List Screen along with the Time Bar Screen.

The workgroup member's graphical icon (Data Folder Name) may be used as the subject of a "drag & drop" operation to instruct Time & Chaos to add that individual's Appointments to the TimeBar display. To add a workgroup members appointments to the Time Bar just drag their icon from the network user list and drop it on the grid. You can multi-select members of the group at one time by holding down on the control key and then clicking on all the members you wish to add and the dragging them and dropping them on the grid.

As the Appointments for workgroup members are added to the TimeBar display different colors are used so that their time commitments can be distinguished from those of other workgroup members. The Data Folder Name for each such displayed workgroup member is added to a list at the right side of the Time Bar Screen. Thus, you will have a "legend" that corresponds to the colored blocks of time currently displayed.

If you wish to remove a workgroup member's Appointments from the display (for clarity), you simply "double click" on their Data Folder Name (in the list at the right of the screen).

In summary ... you can "drag and drop" workgroup members onto the Time Bar display to obtain a consolidated view of time commitments ... you can also remove workgroup members from the display by "double clicking" on their Data Folder Name.

Network Mail In Basket

Time & Chaos maintains an "In Basket" for you if you are operating in a workgroup setting. This "In Basket" will contain a list of references to information packets that you have received from your workgroup partners. Information packets are actually individual files stored within your Data Folder. These files will have special names generated by Time & Chaos. The file names will have extensions of "app", "pho" or "tod" for Appointments, Telephone Book Entries or ToDo List Items respectively.

You have the option of "accepting" or "deleting" items from the list within your "In Basket". To work with individual items, simply click on them to select them and then click on the appropriate button to indicate your desired action. Your indicated action is carried out immediately without further confirmation. To work with multiple items, use the combination of the mouse click with either the [Ctrl Key] or the [Shift Key] to select multiple individual items or a block of items respectively.

If you "delete" an item, the actual information packet (file) is also deleted from your system. If you "accept" an item, the information is used to add an entry to the appropriate data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries) and then it (the file) is deleted from your system.

Workgroup members may send or receive the following types of information packets:

Appointments

One or more Appointments may be "dragged" from your Appointments Window and "dropped" into the Network Users List Screen. These Appointments will be sent to the selected workgroup member(s) via your network connection. Each of these Appointments will be stored in the receiving workgroup member's Data Folder as an individual file. These files will have special names generated by Time & Chaos. The file names will have an extension of "app".

Telephone Book Entries

One or more Telephone Book Entries may be "dragged" from your Telephone Book Window and "dropped" into the Network Users List Screen. These Telephone Book Entries will be sent to the selected workgroup member(s) via your network connection. Each of these Telephone Book Entries will be stored in the receiving workgroup member's Data Folder as an individual file. These files will have special names generated by Time & Chaos. The file names will have an extension of "pho".

ToDo List Items

One or more ToDo List Items may be "dragged" from your ToDo List Window and "dropped" into the Network Users List Screen. These ToDo List Items will be sent to the selected workgroup member(s) via your network connection. Each of these ToDo List Items will be stored in the receiving workgroup member's Data Folder as an individual file. These files will have special names generated by Time & Chaos. The file names will have an extension of "tod".

Note ...

Information packets may also be sent from the Search Screen. Please refer to [Search Screen](#) discussion for further details.

Menu

The Network Mail In Basket Screen provides a "View" menu for user control over the use of

this screen.

Large Icon View

Instructs Time & Chaos to display the list of information packet references using graphical icons.

List

Instructs Time & Chaos to display the list of information packet references using a tabular list showing only the "Subject" of the information.

Details

Instructs Time & Chaos to display the list of information packet references using a tabular list showing full details of the information (i.e., Subject, Type, Sender and Date).

Close

Instructs Time & Chaos to exit the Network Mail In Basket Screen.

Search Screen

The Search Screen is the user's window to many powerful features within Time & Chaos. This area is actually a small application within the Time & Chaos program.

The Search Screen is accessible from within the Appointments Window, the Telephone Book Window or the ToDo List Window.

The scope of the functionality within the Search Screen includes:

[A search engine](#) to isolate desired subsets within your data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries).

[A custom report generator](#) to produce search result data fields in your desired arrangement.

[A data editing facility](#) for implementing global updates within your data collections.

[An export facility](#) for sharing Time & Chaos information with others or for use within your other applications.

Search File Menu

Open Report Format

Instructs Time & Chaos to display a standard Windows dialog box for the selection of a file. The chosen file's content is used to provide the details for a full search operation and report generation.

Save Report Format

Instructs Time & Chaos to save the details of the current search operation and report generation to a user specified file.

Create

The following menu choices are offered:

An Ascii Comma Delimited File

 All exportable fields

 Only fields in Search Results

A Microsoft Word Mail Merge

 All exportable fields

 New

 Existing

 Basic Addressing fields

 New

 Existing

A Microsoft Excel Spreadsheet

A Lotus WKS File

Transportable Records

Please see the section on the "Export Facility" for details.

Print

Instructs Time & Chaos to format a tabular report for the actual information currently within the Search Results Grid. The formatted information will be displayed in the Print Preview screen for user review. The actual printed report is then produced on demand by the user.

Close

Instructs Time & Chaos exit from the Search Screen.

Search - Edit Menu

Copy To Clipboard

Instructs Time & Chaos to act on the selected (highlighted) records within the Search Results Grid. The actual information currently displayed in the Search Results for the selected records is placed on the Windows Clipboard.

Delete Record(s)

Instructs Time & Chaos to permanently remove the selected (highlighted) records from the appropriate data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries). The user is required to confirm his/her desired to perform this action.

Find & Replace

Instructs Time & Chaos to display the "Find & Replace" panel within the Search Screen. This allows the user to define the desired editing operation. Changes made to the records are immediately written to the appropriate data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries). Please refer to the section on the "Data Editing Facility" for additional details.

Search/Report Engine

Your arrival in the Search Screen (from within the Appointments Window, the Telephone Book Window or the ToDo List Window) identified the specific data collection ((i.e., Appointments, ToDo List Items or Telephone Book Entries) that you plan to search. You will notice that the icon representing this data collection will appear "pressed in". If you wish to actually search a different data collection, simply click the icon of your choice. These icons (in the upper right corner of the Search Screen) represent (arranged left to right) your Appointments, your ToDo List and your Telephone Book respectively.

Within the Search Screen there are option controls and data fields that are used to specify the desired search criteria. Once the criteria is fully specified, you may wish to save it to a file using the Save Report Format option under the File Menu.

The search criteria you define is used by Time & Chaos to find a subset of records within your chosen data collection. Let's review the procedure for defining your desired search criteria.

Search Field

Each of the Time & Chaos data collections (i.e., Appointments, ToDo List Items or Telephone Book Entries) has defined data fields. Any one of these available fields may be selected as the field whose value will be used in the search criteria. While you may only select a single field at a time, you may perform multiple passes through your search results to obtain the desired data collection subset. To select your desired search field simply click on the "down arrow" at the end of the search field text box. Time & Chaos will display a list of fields available within your chosen data collection and you click on the field of your choice. If you do not wish to restrict the "filtering test" to one specific field, you may use the default (All Fields) condition that instructs Time & Chaos to compare your search value against each and every field within the records contained in your chosen data collection.

Logic

The basic searching concept involves using the selected search field's value (stored in each record of your chosen data collection) in a logical comparison with a single "search value" specified by the user. The nature of this comparison is referred to as the "Logic" involved in making the test. The following "logic" choices are available:

Contains

Checks to see if the "search field's value" contains at least one complete occurrence of the "search value". This "logic" works correctly when the data values involved are alphanumeric text strings.

Equal (=)

Checks to see if the "search field's value" exactly matches the "search value". This "logic" works correctly when the data values involved are alphanumeric text strings.

Greater Than (>)

Checks to see if the "search field's value" is larger than the "search value". This "logic" works correctly when the data values involved are date or date/time values. This "logic" also works for alphanumeric text strings; however, you must remember that the comparison is based on the ASCII collating sequence using each character in the text string from left to right.

Less Than (<)

Checks to see if the "search field's value" is smaller than the "search value". This "logic"

works correctly when the data values involved are date or date/time values. This "logic" also works for alphanumeric text strings; however, you must remember that the comparison is based on the ASCII collating sequence using each character in the text string from left to right.

Not Equal (<>)

Checks to see if the "search field's value" is different from the "search value". This "logic" works correctly when the data values involved are alphanumeric text strings.

Between

Checks to see if the "search field's value" is bounded by two separate "search values". This "logic" works correctly when the data values involved are alphanumeric text strings. This "logic" also works correctly when the data values involved are date or date/time values. When you choose this "logic" Time & Chaos will expose the second "search value" data field for your use.

AND Logic

Specifies that when "category" values are being compared that **all category settings** must match the "search value" for the record to be selected (i.e., the record being tested must be in every one of the categories being checked in order to be selected).

OR Logic

Specifies that when "category" values are being compared that **any category setting** which matches the corresponding "search value" will qualify the record for selection (i.e., the record being tested has to be in only one of the categories being checked in order to be selected).

Search Value

The user fills in this data field to inform Time & Chaos of the "search value" that should be used in the specified "logic" when performing the search. The value entered should be consistent with the nature of the "search field" and the selected "logic".

Initiating The Search

When you are ready to perform the actual search simply click on the "Find Now" button. The results of your search will be placed in the Search Results Grid. Please refer to the "Custom Report Generation" section for more details on use of the Search Results Grid.

Breaking Off The Search

Once the search is underway, Time & Chaos will provide a running display showing the number of records that have been tested and the number of records that have qualified to be in the desired subset. If you decide, for whatever reason, that you want to "break off" the search, you may click the "Stop" button.

Search Results

The results of your search will be placed in the Search Results Grid. Time & Chaos provides a default Search Results Grid based on your chosen data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries). A minimal set of data field columns is provided for you. If you wish to specify a more complete set of data field columns and/or control the order (left to right) of the columns refer to the "Custom Report Generation" section for details.

Find Subset

While you may only select a single "search field" for a particular search operation, you may perform multiple passes through your search results to obtain the desired data collection subset. After your search results are displayed in the Search Results Grid, you may specify another search criteria and click on the "Find Subset" button. Time & Chaos will perform the defined search limiting itself to the data collection subset currently defined by the contents of the Search Results Grid. This repeated pass technique may be continued until you obtain the final data collection subset you desire.

New Search

After you have perform one or more searches, you may wish to dismiss your current search results and start the specification of a completely new search. Clicking on the "New Search" button does this for you. This also returns you to the default "Search Results Grid" for your chosen data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries).

Search/Report - Custom Report Generator

Initially Time & Chaos provides a default Search Results Grid based on your chosen data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries). A minimal set of data field columns is provided for you.

The Search Results Grid; however, is a powerful tool that may be used to create custom, tabular reports. We use the term "custom" because you get to decide how the columns of the report will appear. You control which of the available data fields are to be included in the tabular report and you control the order (left to right) in which these data fields appear. Drop down lists of available data field names are provided by Time & Chaos to help you implement your desired layout. Each column in the Search Results Grid has a header (light gray) bar that may be "clicked on" to produce the above mentioned drop down list. A horizontal scroll bar is also provided to help you get to new columns to the right of existing ones.

Let's review the process of altering the minimal set of data field columns (supplied by Time & Chaos) to create the tabular report you really want. The basic approach is one of adding and/or removing columns to/from the Search Results Grid and/or rearranging the columns in their left to right orientation. The specifics are:

Adding a New Column

Adding a new column is the easiest of these tasks. Moving from left to right, find the first column whose header is blank (i.e., no data field name exist there). Click on the column header to produce the drop down list of available fields and select the field that you wish to have appear in that column. You can repeat this process to add as many new columns as you desire.

Removing an Existing Column

Existing column are not really removed. You simply reuse them with a different data field. For example, is an existing column is presently being used for the data field "Title" and you wish to use that same column for "Company", you would click on the column header and select "Company" from the drop down list of available data fields.

Rearranging the Columns Left to Right

To produce the desired number and arrangement of data field columns, you must move from left to right across the columns and define their use. Click on each column header and select (from the drop down list) the data field you want to appear in that column. This process is repeated until all your desired columns are properly defined.

Sorting the Contents of the Search Results Grid

The data values within each column may be used to control the order in which the rows of information are arranged from top to bottom. After the actual search operation has been completed, you may click on any desired column heading to instruct Time & Chaos to sort the rows using the data values within that column. As you click on each column heading, you are actually toggling between using the data values within that column to sort the rows in either ascending or descending order.

The Final Arrangement of The Search Results Grid

The column arrangement displayed in the Search Results Grid will inform Time & Chaos of the data field values to report when the actual search operation is performed. This ultimately controls the content and layout of your tabular report. This grid of data field values then becomes available for further subset searches, for printed reports, for export operations or for data editing operations.

NOTE: When you have defined the desired column arrangement and search criteria, you should Save the Report Format (under the file menu) for future use.

Search - Data Editing

The Search Screen may also be used to perform data editing within the chosen data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries) using the values in Search Results Grid. First you use the "Search Engine" to isolate the subset of records you wish to edit and then you use the "Find & Replace" panel to specify your desired editing.

This "data editing" operation is started by selecting the "Find & Replace" option under the "Edit Menu" on the Search Screen. This instructs Time & Chaos to display a special panel of data fields and button controls that allow you to perform your edit. Let's review these data fields and buttons.

Data Fields

Find What

An alphanumeric text string that tells Time & Chaos what existing data value you wish to edit.

Replace With

An alphanumeric text string that tells Time & Chaos what new data value you wish to substitute for the text that was found.

Match Case

Informs Time & Chaos of your desire to limit your search for text (to be edited) to those values that satisfy case sensitivity.

Buttons

Find First

Instructs Time & Chaos to start at the first row of the displayed Search Results and look for the first occurrence of the text string specified in the "Find What" data field.

Find Next

Instructs Time & Chaos to start at the first (active) row of the displayed Search Results (beyond the point where the last occurrence was found) and look for the next occurrence of the text string specified in the "Find What" data field.

Quick Replace

Instructs Time & Chaos to substitute the text entered in the "Replace With" data field for the text specified in the "Find What" data field and then move on to locate the next occurrence of the text specified in the "Find What" data field.

Confirm Replace

Instructs Time & Chaos to substitute the text entered in the "Replace With" data field for the text specified in the "Find What" data field and then wait for the user to confirm that the substitution is accepted. Then Time & Chaos will move on to locate the next occurrence of the text specified in the "Find What" data field.

Done

Instructs Time & Chaos to terminate the "Find & Replace" operation and remove the special panel that had been made visible for this purpose.

Search - Export Facility

The export facility allows you to share Time & Chaos information (i.e., Appointments, ToDo List Items or Telephone Book Entries) with others by exporting the records to specific types of files. The export facility also allows you to send Time & Chaos information to other specific applications to help satisfy your business needs.

The selected (highlighted) rows in your current Search Results Grid can be used at pointers to the complete records within your chosen data collection (i.e., Appointments, ToDo List Items or Telephone Book Entries) or they can be used as the actual source of the desired data. In most cases the actual information within your data collection will be used during the export facility operation; however, in some cases only the actual information within the selected rows of the Search Results Grid will be used during the export operation.

Within each of the data collections there are data fields that are appropriate for use outside of Time & Chaos; these are referred to as "exportable fields". The available operations may allow you to export all of these fields or you may be restricted to a Time & Chaos determined subset of these fields.

Regardless of the export choice, we will refer to the data field values for the data collection entries represented by the selected rows of the Search Results Grid as the "data source".

An Ascii Comma Delimited File

All exportable fields

All exportable fields within the "data source" records are written to an ASCII Comma Delimited file specified by the user.

Only fields in Search Results

Only the actual information within the selected rows of the Search Results Grid are written to an ASCII Comma Delimited file specified by the user.

A Microsoft Word Mail Merge

All exportable fields

All exportable fields within the "data source" records are written to a file that is identified to Microsoft Word as a Mail Merge Data Source.

New

Instructs Time & Chaos to launch Microsoft Word and allow the user to create a new Mail Merge Document. The user is placed in the Word Mail Merge Helper Wizard so that the Document creation may be completed.

Existing

Instructs Time & Chaos to launch Microsoft Word and allow the user to select an existing Mail Merge Document. The user is placed in the Word Mail Merge Helper Wizard so that the Mail Merge operation may be completed.

Basic Addressing fields (Telephone Book Only)

The Time & Chaos defined "basic addressing" fields within the "data source" records are written to a file that is identified to Microsoft Word as a Mail Merge Data Source. The "basic addressing" fields include First Name, Last Name, Title, Company, Primary Address, Secondary Address, etc.

New

Instructs Time & Chaos to launch Microsoft Word and allow the user to create a new Mail Merge Document. The user is placed in the Word Mail Merge Helper Wizard so that the Document creation may be completed.

Existing

Instructs Time & Chaos to launch Microsoft Word and allow the user to select an existing Mail Merge Document. The user is placed in the Word Mail Merge Helper Wizard so that the Mail Merge operation may be completed.

A Microsoft Excel Spreadsheet

Only the actual information within the selected rows of the Search Results Grid is used. Time & Chaos launches Microsoft Excel and uses the information to build a new spreadsheet. Excel is brought to the screen so that the user may complete his/her operation.

A Lotus WKS File

Only the actual information within the selected rows of the Search Results Grid is used. The data fields are written to a specially formatted file that may be properly opened by Lotus' spreadsheet product(s) or other products that accept such files.

Transportable Records

Time & Chaos users may wish to export data collection entries (i.e., Appointments, ToDo List Items or Telephone Book Entries) in native format. These are referred to as "transportable records". All fields within the "data source" records are used. Each such record is referred to as an "information packet".

Information packets are actually individual files stored within the user specified destination. These files will have special names generated by Time & Chaos. The file names will extensions of "ix*".

When multiple "information packets" are to be processed, Time & Chaos puts them into a special file that is referred to as a "package". These files also have names that start with a dollar sign (\$); however, they have an extension of "pkg". A "package" contains multiple "information packets" for a specific data collection type (i.e., Appointments, ToDo List Items or Telephone Book Entries).

Building Blocks of Terms

Primary

Intermediate

Advanced

Building Blocks of Terms - Primary

Address Book Report

Formatted, on screen display or printed report that reveals meaningful information available for a selected set of entries within the Telephone Book. This report focuses on contact identification and address information.

Alarm Lead Time

Time prior to a scheduled appointment at which Time & Chaos should issue the selected alarm sound.

Alarm Sound

Sound (specified "wav" file) issued by Time & Chaos when an appointment alarm condition arises.

Appointment Date

Year, Month and Day on which an appointment is scheduled.

Appointments

Collection of formatted records representing one's scheduled time commitments.

Appointments Window

A portion of Time & Chaos' main screen used to display Appointments for the currently selected date.

Attached Notes

Freeform text that is associated with a selected data item (i.e., selected Appointment, selected ToDo Item or selected Telephone Book Entry).

Backup Data

The process of copying the information within the current Data Folder to a specified Backup Data Folder. The Backup Data Folder may be on any medium available to the user.

Calendar

Graphical control used to display dates and date related information such as appointments or todo items. The calendar control is also often used for date selection or date specification.

Contact Profile

All meaningful information for a selected entry within the Telephone Book ... includes name, addresses, contact information, contact category selections, attached notes, Linked Appointments and Linked ToDo Items.

Contact Profile Report

Formatted, on screen display or printed report that reveals all meaningful information available for a selected entry within the Telephone Book.

Data Folder

A Windows 95 file storage area containing all of the information related to a specific use of Time & Chaos (i.e., Appointments, ToDo Items, Telephone Book and Time & Chaos usage properties.)

Daily Calendar Report

On screen display and/or printed report showing scheduled appointments for a selected day.

Date Format

User selected date display/report format to be used by Time & Chaos.

Details

Properties of a selected data record (i.e., selected Appointment, selected ToDo Item or selected Telephone Book Entry).

Done

Action that assigns a specific priority ("X") to a ToDo Item to indicate that it has been completed.

Description

Alphanumeric text string used to provide identity to an item (i.e., an appointment or a todo item).

End Time

Hour and Minute at which a scheduled appointment is planned to terminate.

Envelope

A user prepared document to be mailed to one or more selected entries within the Telephone Book.

Field To Search

Time & Chaos data field within the records being searched (i.e., Appointments, ToDo Items or Telephone Book Entries) that will be tested during a Search operation (record qualification).

Letter

A user prepared document to be mailed to one or more selected entries within the Telephone Book.

Linked Appointments

List of Appointments that are associated with a selected entry within the Telephone Book.

Linked ToDo Items

List of ToDo Items that are associated with a selected entry within the Telephone Book

Logic

Value comparison condition to be used during a Search operation.

Monthly Calendar Report

On screen display and/or printed report showing scheduled appointments for a selected month.

Next Month

One month into the future from the currently selected month.

Next Year

One year into the future from the currently selected year.

Notes

Freeform text attached to a selected data record (i.e., selected Appointment, selected ToDo Item or selected Telephone Book Entry).

Previous Month

One month into the past from the currently selected month.

Previous Year

One month into the past from the currently selected year.

Primary Address

Address properties for the selected Telephone Book entry that should be considered the most often used.

Print Preview

On screen display of a user specified report.

Priority

An alphanumeric text string used to rank the importance of a specific ToDo Item.

Properties

Descriptive values for a selected item (i.e., specific data values within a selected data record.) For example, for an entry within the Appointments, the properties would include Appointment Date, Start Time, End Time and Description, etc.

Repeat Options

Periods and Period Frequencies used to specify the desired replication of scheduled appointments and/or todo items. For example, "every 2 weeks"; where "week" is the period and "2" is the frequency.

Reports

On screen and/or printed information formatted by Time & Chaos on behalf of the user.

Restore Data

The process of copying the information from a Backup Data Folder into the current Data Folder. The Backup Data Folder may be on any medium available to the user.

Search

User action to qualify the currently displayed collection of Appointments, ToDo Items or Telephone Book Entries so that a smaller collection maybe be handled.

Search Results Window

A Time & Chaos screen used to display the qualified collection of Appointments, ToDo Items or Telephone Book Entries resulting from a user initiated Search.

Search Value

Alphanumeric text string that specifies the value to test against during a Search operation.

Secondary Address

Address properties for the selected Telephone Book entry that may be used in addition to the Primary Address.

Selected Phone Book Entry Textbox

Displays the Lastname, Firstname and Company for the currently selected Telephone Book Entry.

Sort Column

The column (within displayed information) selected to specify the desired sort field. This can be within the Appointments Window, the ToDo Items Window, The Telephone Book Window or the Results Window of a Search operation.

Standard Reports

On screen and/or printed information formatted by Time & Chaos on behalf of the user. Time & Chaos provides reports for Monthly Calendar, Weekly Calendar, Daily Calendar, ToDo List, Telephone Book, Address Book and Contact Profile.

Start Time

Hour and Minute at which a scheduled appointment is planned to begin.

Telephone Book

Collection of formatted records representing one's contacts (i.e., individuals, company representatives or companies).

Telephone Book Report

Formatted, on screen display or printed report that reveals meaningful information available for a selected set of entries within the Telephone Book. This report focuses on contact identification and telephone numbers.

Telephone Book Window

A portion of Time & Chaos' main screen used to display currently selected Telephone Book entries.

Telephone Numbers

Stored Phone Numbers and/or Electronic Communications Addresses to be used to initiate communications with contacts within your Telephone Book.

Time Format

User selected time display/report format to be used by Time & Chaos.

Today

Year, Month and Day for the current actual date. This is derived from your system clock.

ToDo List

Collection of formatted records representing one's planned activities.

ToDo List Report

On screen display and/or printed report showing planned activities that are "current" (still not completed) for the current date or the activities planned for some other user specified date in the past or in the future.

ToDo List Window

A portion of Time & Chaos' main screen used to display currently selected ToDo List entries.

Voice Calls

Contact communications initiated by Time & Chaos that will be handled by the user's currently installed TAPI (Telephony Application Program Interface) compliant telephone dialer.

Weekly Calendar Report

On screen display and/or printed report showing scheduled appointments for the selected week.

Zoom

A condition that may be toggled on or off to specify how Time & Chaos should display the user specified Window (i.e., Appointments Window, ToDo Items Window or Telephone Book Window). These windows may be "zoomed" to use the entire screen display area currently

occupied by Time & Chaos.

Building Blocks of Terms - Intermediate

Appointments Overlay

A unique slice through the Appointments.

Background Color

User selected color to be used in the Appointments Window for the display of specified appointments. The user may choose from Blue, Green, Cyan, Red, Magenta, Yellow or White.

Categories

User defined alphanumeric text strings used to classify records within Appointments, ToDo Items and Telephone Book Entries. Twenty four (24) category values may be defined for each of the data collections respectively.

Category Settings

Category switches set to an "on" condition for a specific data record (within Appointments, ToDo Items or Telephone Book Entries) to classify that data record. The switches are available for each of the twenty four (24) categories that one can defined for each of the data collections respectively. Multiple switches can be placed in an "on" condition to place an entry into more than one classification.

Communications Access Window

A portion of the Telephone Book Window in the main screen of Time & Chaos used to display telephone numbers and Electronic Communications Addresses for a selected Telephone Book Entry.

Copy To Clipboard

Action to place selected information (highlighted on the screen) on the Windows 95 Clipboard.

Current Settings

Time & Chaos properties that represent the current values for screen size, location, etc.

Custom Fields

Twelve (12) alphanumeric text fields within each Telephone Book data record that the user can identify to best suit his/her business needs. The identification of these custom fields applies to all records within the Telephone Book. The text value placed in each of these custom fields; however, may be individually specified for entries within the Telephone Book.

Custom Reports

Tabular layouts for information from Appointments, ToDo Items or Telephone Book Entries. The user decides which data fields are to be included, the order in which the fields are to appear (left to right) and the data field to control the sort sequence. Record selection criteria can be applied to limit the report to the desired information. Custom report formats may be saved for future use.

Day Number

The position of the current actual date within our normal 365 days per year calendar.

Default Settings

Time & Chaos properties that represent the initial iSBiSTER supplied values for screen size, location, etc.

eMail Transmissions

Contact communications initiated by Time & Chaos that will be handled by the user's currently installed MAPI (Mail Application Program Interface) compliant message provider. The eMail address type is specified by the user in the Communications Access area within the Time & Chaos Telephone Book Window.

Fax Transmissions

Contact communications initiated by Time & Chaos that will be handled by the user's currently installed MAPI (Mail Application Program Interface) compliant message provider. The eMail address type is specified as "FAX:" by the user in the Communications Access area within the Time & Chaos Telephone Book Window.

Import

Action taken to instruct Time & Chaos to initiate the addition of ASCII text records to a user selected data collection (i.e., Appointments, ToDo Items or Telephone Book Entries).

Leading/Trailing Dates

Dates displayed on Time & Chaos' mains screen Calendar control just prior to the first day of the selected month and just after the last day of the selected month.

Report Format

A user defined tabular display layout (Custom Report) stored for future use.

Telephone Book Overlay

A unique slice through the Telephone Book.

ToDo List Overlay

A unique slice through the ToDo List.

"wav" File

A Windows 95 file that is used to provide the sound for Time & Chaos to issue when either an alarm condition occurs or the user receives messages from other Time & Chaos users.

Internet (WWW) Access

An action taken by Time & Chaos to initiate the user's installed Internet Browser to begin a session. The address (WWW http) is taken from the Communications Access area within the Telephone Book Window for the selected Telephone Book Entry.

Building Blocks of Terms - Advanced

A Lotus WKS File

Specially formatted file produced by Time & Chaos to provide information to be used to build a worksheet within Lotus' spreadsheet product. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the file.

An ASCII Comma Delimited File

Specially formatted file produced by Time & Chaos to provide information to be used within other products. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the file. The file format conforms to the industry definition for ASCII comma delimited (CSV) data.

An Excel Spreadsheet

A workbook file created by Time & Chaos and passed to Microsoft Excel (Windows 95 version). Time & Chaos starts Excel, brings it to the screen and allows the user to access the data passed to Excel. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the workbook file.

An MS Word Mail Merge

Action that instructs Time & Chaos to create a Mail Merge Data Source file, select or create a Main Document file and pass these to Microsoft Word (Windows 95 version). Time & Chaos starts Word, brings it to the screen and allows the user to complete the Mail Merge activity. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the Mail Merge Data Source file.

ASCII File Exports

Action that instructs Time & Chaos to produce An ASCII Comma Delimited File. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the file.

Notes are not exportable.

Check For Mail

Action that instructs Time & Chaos to display the user's In Basket. This allows the user to selectively deal with messages received from workgroup members.

Client/Server Network Setup

Property of the user's participation in a Time & Chaos workgroup environment. The user specifies the nature of his/her network connection in the Setup Properties Screen. The other choice is Peer-To-Peer. One of these choices is required for users that wish to participate in a Time & Chaos workgroup environment.

Data Folder Icon

Graphical symbol selected by the user to represent himself/herself within a Time & Chaos workgroup. This is required for users that wish to participate in a Time & Chaos workgroup environment.

Data Folder Location

Full specification of the user's Data Folder address within his/her network environment. Peer-To-Peer connections require this address to be an UNC. Client/Server addresses are based on networked drive indicators. This is required for users that wish to participate in a Time & Chaos workgroup environment.

Data Location for Node Files

Full specification of the Time & Chaos Workgroup Data Folder address within the user's network environment. This Data Folder is used by Time & Chaos to maintain information on the workgroup participants.

First Week Begins on January 1

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the week (Sunday through Saturday) containing January 1 is to be numbered week 1.

First Week Begins With First Full Week

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the first week (Sunday through Saturday) that is a full (seven days) week is to be numbered week 1.

First Week Contains At Least Four Days

Action that informs Time & Chaos of your desired way to compute week numbers within the year. This choice indicates that the week (Sunday through Saturday) that contains at least 4 days is to be numbered week 1.

Full Access

Action that informs Time & Chaos that when another user accesses your Data Folder with a correctly provided password he/she is to be allowed to read and write (update/add) information within your Data Folder.

In Basket

Display showing workgroup exchange items received from other workgroup members.

Linked Files

Display showing specific files that are linked (associated with) a selected Telephone Book Entry.

Lotus WKS File Exports

Action that instructs Time & Chaos to produce A Lotus WKS File. The Search facility within Time & Chaos is used to prepare the list of records (Appointments, ToDo List Items or Telephone Book Entries) to be placed in the file.

Mail Notification

Action taken by Time & Chaos to inform you of workgroup exchanges as they are received. A mail notification sound is issued by Time & Chaos using your specified "wav". You may view these exchange items within your In Basket.

Password Protection

Action that informs Time & Chaos that when access to your Data Folder is requested that a correctly formatted alphanumeric text string must be supplied. If Password Protection is indicated the user must specify acceptance values for two levels of access ... Read Only and Read & Write (Full). The values may be supplied within the Setup Properties Screen.

Peer-To-Peer Network Setup

Property of the user's participation in a Time & Chaos workgroup environment. The user specifies the nature of his/her network connection in the Setup Properties Screen. The other choice is Client/Server. One of these choices is required for users that wish to participate in a Time & Chaos workgroup environment.

Read Only Access

Action that informs Time & Chaos that when another user accesses your Data Folder with a correctly provided password he/she is to be allowed to only read information within your Data Folder.

Single User Setup

Action that informs Time & Chaos of your decision to function as a stand-alone user (i.e., you do not wish to participate in a Time & Chaos workgroup environment). This is the default. Workgroup participation may be selected in the Setup Properties Screen.

TimeBar

Graphical display that indicates your time commitments within a grid of rows and columns. Each row represents one hour within the 24 hours of the day. Each column represents one day in the month being displayed. Buttons are available to navigate backward and forward in time one month at a time. Workgroup users may also display time commitments for other workgroup members on this graphical display to aid in group scheduling.

Week Number

The number of the current week within the year (based on the actual current date). Please refer to the week numbering schemes described separately.

Workgroup

Several Time & Chaos users working collaboratively. Users may exchange Time & Chaos information (i.e., Appointments, ToDo List Items, Telephone Book Entries and Messages).

Workgroup User List

Display showing the identity of other Time & Chaos user with whom you collaborate.

Contacting Technical Support

ISBISTER Technical Support is available via the following:

Telephone: we accept calls from 8:30am to 5:00pm CST at 214-495-6724. Listen to the automated attendant for the correct que number.

CompuServe: GO ISBISTER
BBS: 214-530-2762
Internet: support@isbister.com

IMPORTANT! If you ask us a question on one of the services we will answer on that service. Please do not ask us to contact you at a different location. We simply do not have the resources to handle messages twice.

When contacting Technical Support be sure you have the following information.

1. Your license name and security code number.
2. The version of Time & Chaos that you are running.
3. The version of Microsoft Windows that you are running (Windows 95 or NT).
4. Are you on a network or stand alone?
5. An exact description of your problem and the events leading up to it.
6. Is it consistently reproducible?

Other things that would be nice to know

- * How Much System RAM?
- * How Large is your Hard Drive?
- * Is Windows managing the memory?

If you know the following functions they will assist you in your interaction w/ Tech Support.

- * Understand the difference between files and directories.
- * Browse the directory tree structure using Explorer or Equivalent.
- * Copy, Move and Delete files using Explorer or Equivalent.
- * Find a DOS Shell (DOS prompt or command line).

Note: If you are not familiar with these please consult your Windows or application documentation for complete instructions on the proper use of your file management utility.

