Using
Time Management

Portable PLUS

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Welcome to Time Management

Congratulations on your purchase of MemoMaker/Time Management! You can now make more effective use of your Portable PLUS by letting it take over some of your routine tasks, including:

- Maintaining a daily "to do" list.
- Keeping track of appointments.
- Taking notes.
- Recording names and addresses.
- Dialing telephone numbers (if you have a modem).

Since all of this information will be stored in your computer, you no longer need to carry around an address book, business cards (or scraps of paper) containing names and addresses, or a notebook containing lists of things to do or notes you've taken at a recent meeting.

The Time Management program is designed to be truly portable. You need a disc drive only if you want to store your lists on flexible disc. The on-line help messages that are part of the Time Management program make it easy to use without this manual. But do take the time to read through this manual. It explains all the features of the Time Management program, so you can use your time manager to make the most of your time.

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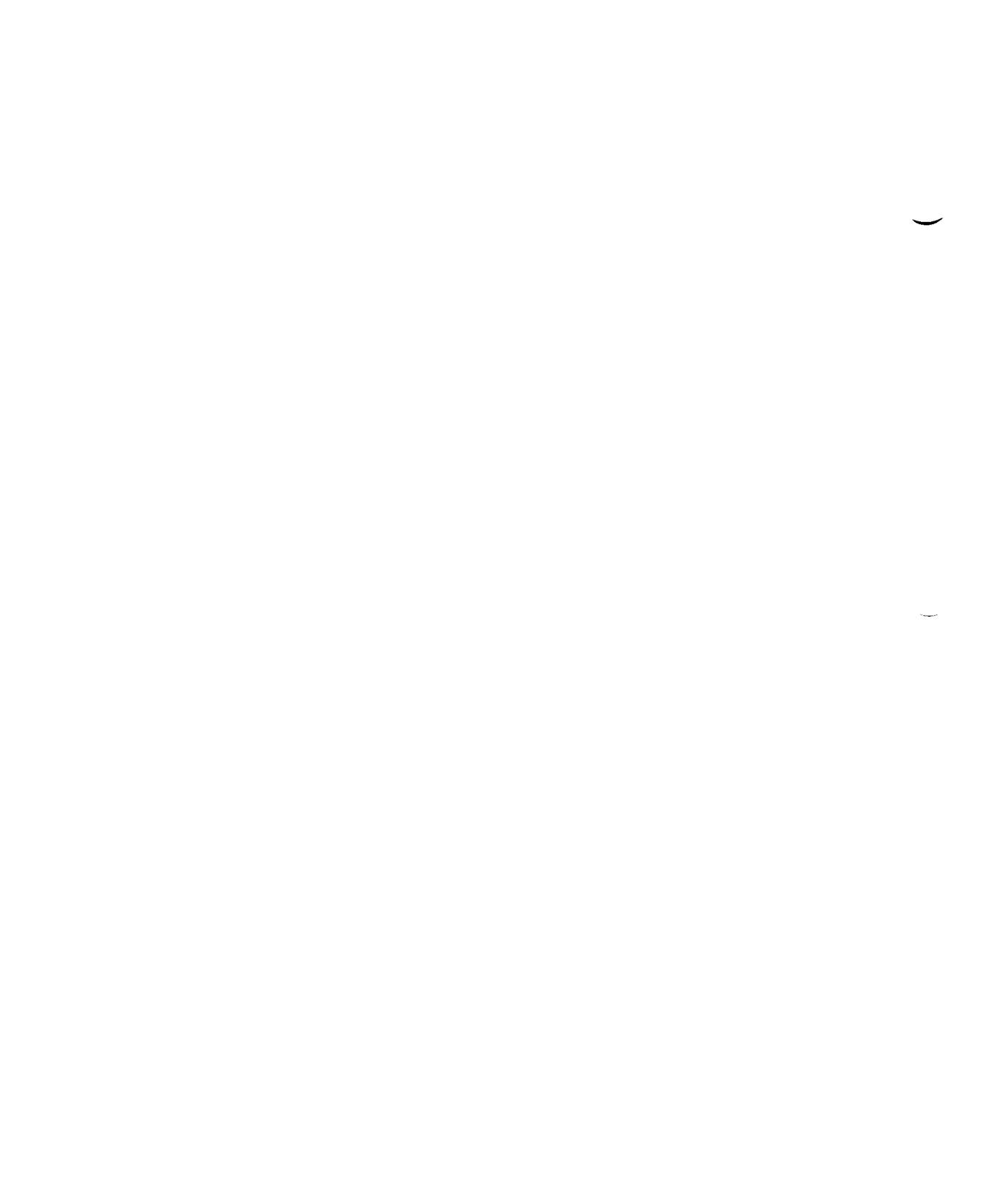
1

Getting Ready to Use Time Management

Starting the Time Management Program

1. If the MemoMaker/Time Management software module is not already installed in your software drawer, follow the *Software Module Installation Instructions*. When the module is installed, your P.A.M. screen includes the blocks highlighted below:

```
Personal Applications Manager (P.A.M.)    Main        160256 bytes free on A:
Move the pointer to the desired application, then press Start Applic.

 Hewlett-Packard                          Battery: 61%      5-23-85

DOS Commands      MemoMaker       Time Manager
    B                 B                B




 Start    File    Time &   Reread  03    01  Datacom  System                  Off
 Applic  Manager  Date     Discs  09:14a Config  Config

  f1       f2      f3       f4            f5     f6     f7              f8
```
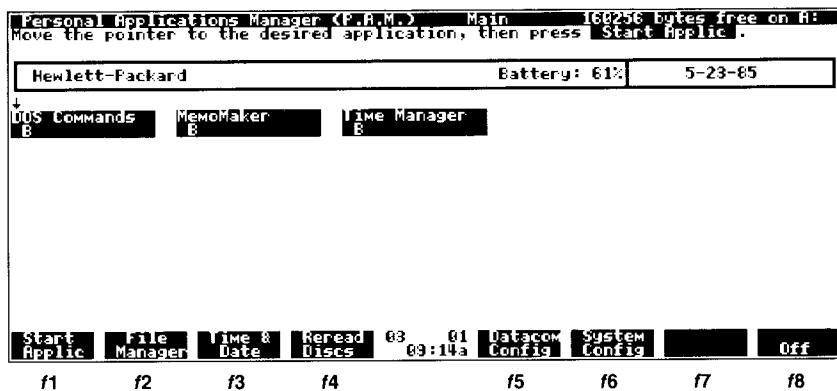
2. Check the memory setting on the System Configuration screen. You must have at least 96K in main memory to run MemoMaker/Time Management. Refer to chapter 4 in *Using the Portable PLUS* for information about memory in your computer.

3. Start the program by moving the pointer to **Time Manager** and pressing **Start Applic** ((f1)).

4. When the program is loaded, you'll see the Time Management introduction screen, followed by the Calendar screen. The Calendar screen is the main screen in your time manager.

Calendar screen

Today's date

Appointments list

Calendar

Things To Do list

Function-key labels

```
┌─────────────────────────────────────────────────────────────────┐
│ Time Management              Today is April 3, 1985              │
├──────────────────────┬──────────────────────┬───────────────────┤
│     Appointments     │    April 3, 1985     │    Things To Do   │
│ No Appointments      │  Day #93   Week #14  │ Empty To Do list  │
│                      │      April 1985      │                   │
│                      │  S  M  T  W  T  F  S │                   │
│                      │     1  2  3  4  5  6 │                   │
│                      │  7  8  9 10 11 12 13 │                   │
│                      │ 14 15 16 17 18 19 20 │                   │
│                      │ 21 22 23 24 25 26 27 │                   │
│                      │ 28 29 30             │                   │
│                      │                      │                   │
│                      │       May 1985       │                   │
│                      │  S  M  T  W  T  F  S │                   │
│                      │           1  2  3  4 │                   │
│                      │  5  6  7  8  9 10 11 │                   │
│                      │ 12 13 14 15 16 17 18 │                   │
│                      │ 19 20 21 22 23 24 25 │                   │
│                      │ 26 27 28 29 30 31    │                   │
├──────────────────────┴──────────────────────┴───────────────────┤
│ Appoint- │ Things │ Notes │ Name &   05    37 │ Search │ Archive │ Help │ PAM │
│ ments    │ To Do  │       │ Address   03:11p  │        │         │      │     │
└─────────────────────────────────────────────────────────────────┘
   f1        f2       f3       f4              f5       f6      f7     f8
```

The date at the top of the screen is the Portable PLUS system date. You can't change this date in the Time Management program. You set the system date using **Time & Date** ((f3)) on the main P.A.M. screen. If it is not today's date, return to P.A.M. by pressing **Exit** ((f8)), change the date and re-enter the Time Management program.

Moving the Inverse Date Block

Note

If you press any key other than a function key or cursor key when the Calendar screen is displayed, the MS™-DOS prompt A> replaces the Time Management banner across the top of the screen. This allows you to send MS-DOS commands from your time manager. For more information about this capability, refer to chapter 8.

If you get the prompt accidently, press (Back space) until you have deleted all characters *after* the MS-DOS prompt, then press (Return). The Time Management banner will return to the screen.

The inverse block on the calendar indicates the date of the appointments and things to do that you are viewing. It is also the date that appears in the various forms, used, for example, to add appointments or things to do.

Use the cursor keys to move the inverse block from day to day. Press (Extend char)(Prev) or (Extend char)(Next) to move backward or forward one month at a time. Press (Extend char)(▼) to move the the first day of the month; press (Extend char)(▲) to move to the last day of the month.

Whenever the Calendar screen is displayed, you can move the inverse block to today's date by pressing (Enter) (on the lower left corner of the keyboard).

Selecting a Task

Select a task by pressing the appropriate function key. For example, to make an entry on the Appointments list, press Appointments ((f1)). Pressing Help ((f7)) anytime you're using your time manager provides instructions for the screen you're viewing.

Data Files Created by Time Management

The Time Management program creates several data files:

- PAM.ALM, containing your Appointments list.
- TM.TDO, containing your Things To Do list.
- TM.NAM, containing your Name and Address list.
- Notes files, with dates for file names and the extension .NOT.

Moving Around the Calendar

Several keys have special functions when you are viewing the Calendar screen. These keys help you move quickly to the date you want on the calendar.

To move to:	Press:
Today	(Enter)
Next day	(▶)
Previous day	(◀)
Next week	(▼)
Previous week	(▲)
First day of the month	(Extend char)(▼)
Last day of the month	(Extend char)(▲)
Next month	(Extend char)(Next)
Previous month	(Extend char)(Prev)

Filling Out Time Management Forms

Forms are provided to add entries to lists. Use the typewriter keys and editing keys to fill out the forms. The editing keys that can be used on the forms are shown below:

If you want to:	Press:
Insert a character in the middle of a line	(Extend char)(+ Char), then type your characters. Computer remains in insert mode until you press (Extend char)(+ Char) again.
Delete a line	(Extend char)(– Line)
Delete from the cursor to the end of the line	(Extend char)(Clr Line)
Erase a character	(Back space) or (Extend char)(– Char)
Move to a previous field on a form or item in a list	(Shift)(Tab) or (▲)
Move to the next field on a form or item in a list	(Return) or (Tab) or (▼)

These keys are also discussed in your Portable PLUS owner's documentation.

Using Help

The on-line Help screens provide a brief description of how each function works. Any time you have a question about how to proceed, or the purpose of a function or screen, press **Help** ((f7)). The Help screen you see describes the last screen you were using.

When you are finished with Help, press any key to return to the Time Management function you were last using.

Exiting Time Management

To leave your time manager, press **Exit** ((f8)) on the Calendar screen. When you exit, the Time Management program saves all your lists for you.

If you wish to back up your lists on an external disc, use the P.A.M. file manager to copy the following files:

- TM.TDO (Things To Do list)
- TM.NAM (Name and Address list)
- *.NOT (All of the Notes files)
- PAM.ALM (Appointments list)

Refer to *Using the Portable PLUS* for information about the file manager COPY function.

2

Using Appointments

Keeping Track of Appointments

You'll find keeping track of appointments easy when you use the Appointments list. With this list, its simple to:

- Find your next appointment. New appointments are added in chronological order.
- Be on time to meetings. You can set an alarm to ring, if you want a reminder of your appointment.
- Set repeating appointments. You only need to enter the appointment once.
- Keep an appointment activity log.

Your appointments are stored in a file called PAM.ALM. This is the same file your owner's documentation tells you to create to set alarms. If you already have a PAM.ALM file, the appointments created in your time manager are added to your file, and your alarms are included in your time manager.*

Appointments remain in PAM.ALM until you delete them, or store them using Archive ((f6)). For more information about Archive, refer to chapter 7.

---

* Note for the experienced user: If you have replaced the default command interpreter with COMMAND.COM and have set alarms, you risk losing information on drive A. The alarm system relies on P.A.M. Do not set alarms if you have replaced P.A.M. with COMMAND.COM as the default command interpreter.

All procedures in this chapter start from the Appointments screen. Get to this screen by pressing ▓Appointments▓ (([f1])) on the Calendar screen. The Appointments screen looks like this:

Appointments screen

```
■Time Management          Appointments for April 3, 1985
    No Appointments




  Set    Erase  Change  Repeat  04   >8          Print  Help  Calendar
Appoint. Appoint. Appoint. Appoint.  03:13p        Appoint.
```
f1   f2   f3   f4   f5   f6   f7   f8

Setting an Appointment

1. Press ▓Set Appoint.▓ (([f1])) on the Appointments screen. You'll see the Set Appointment screen.

Set Appointment screen

```
■Time Management            Set  Appointment
    Date:        4/3/85
    Time:
    Beep(Y/N):
    Text:




  Set    Don't                05   17          Help
Appoint.  Set                  03:14p
```
f1   f2   f3   f4   f5   f6   f7   f8
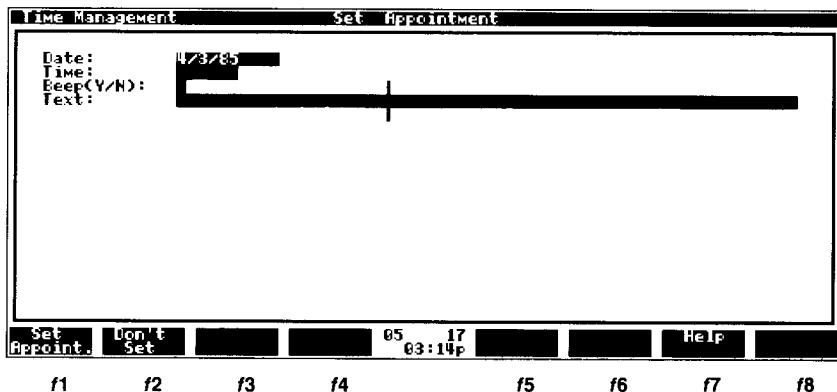
The text to the left of the vertical bar is displayed on the Calendar screen Appointments list.

2. Use the typewriter keys to fill out the form. Press (Return) or (Tab) to move to the next field. Move backwards through the form using (Shift)(Tab) or (▲). Use (Back space), (+ Char), (− Char), (− Line), and (Clr line) to make corrections.

   a. Date: The date provided is the same as the one highlighted on the Calendar screen. You can use this date or type a new one using the format *MM/DD/YY*. Month and day can be one or two digits.

   b. Time: You can use a 12- or 24-hour clock. Use the format *HH:MM*. If you're using a 12-hour clock, specify morning with an a or afternoon with a p— for example, 10:42a or 4:10p. Using the 24-hour clock, these times would be 10:42 and 16:10.

   c. Beep(Y/N): Type Y to set an audible alarm for the appointment. Appointments with an alarm set are displayed with an asterisk (*) next to the time. If you don't specify Y or N, the program assumes no alarm.

   d. Text: Up to 60 characters are allowed. Only characters to the left of the vertical bar are displayed on the Calendar screen Appointments list.

3. Press Set Appoint ((f1)) to add the appointment to the list, or Don't Set ((f2)) if you decide not to add the appointment.

Example. The following screen shows a new appointment for 10:00 a.m., December 5, 1985. An alarm will ring and a message of Staff mtg-Rm SE5UA will be displayed.

The appointment looks like this when the inverse date block on the Calendar screen is on December 5, 1985:

```
┌─────────────────────────────────────────────────────────────────────┐
│ Time Management                    Today is April 3, 1985            │
├──────────────────────────┬─────────────────────┬────────────────────┤
│      Appointments        │  December 5, 1985   │    Things To Do    │
│                          │  Day #339  Week #49 │                    │
│ 10:00A*Staff Mtg-rm SE5UA│   November 1985     │ Empty To Do list   │
│                          │  S  M  T  W  T  F  S│                    │
│                          │               1  2  │                    │
│                          │  3  4  5  6  7  8  9 │                    │
│                          │ 10 11 12 13 14 15 16 │                    │
│                          │ 17 18 19 20 21 22 23 │                    │
│                          │ 24 25 26 27 28 29 30 │                    │
│                          │                     │                    │
│                          │   December 1985     │                    │
│                          │  S  M  T  W  T  F  S │                    │
│                          │  1  2  3  4 [5] 6  7 │                    │
│                          │  8  9 10 11 12 13 14 │                    │
│                          │ 15 16 17 18 19 20 21 │                    │
│                          │ 22 23 24 25 26 27 28 │                    │
│                          │ 29 30 31            │                    │
├──────────┬───────┬───────┼─────────┬───────────┼─────────┬──────────┤
│ Appoint- │ Things│ Notes │ Name &  │ 05   37   │ Search  │ Archive  │ Help │ PAM │
│ ments    │ To Do │       │ Address │    03:18p │         │          │      │     │
└──────────┴───────┴───────┴─────────┴───────────┴─────────┴──────────┘
    f1        f2      f3       f4          f5         f6       f7    f8
```

If your computer is off when an appointment occurs, the appointment wakes up the computer. Press any key to stop the alarm. The alarm stops after 10-15 seconds if no key is pressed.

If you are in an application when the alarm rings, the first key you hit turns the alarm off, and is also accepted by the application. When you return to P.A.M. or Time Management, the alarms that occurred while you were in the application are displayed. Up to eight appointments are displayed. For example, if 10 alarms occurred, only the last eight are displayed. After you view the list of alarms, press any key to return to P.A.M. or Time Management.

Repeating an Appointment

1. If the appointment you want to repeat is not displayed in the Appointments list, press **Calendar** ((f8)) to return to the Calendar screen. Use the cursor keys to move to the date of the appointment that you want to repeat, then press **Appointments** ((f1)).

2. Use the cursor keys to move to the appointment that you want to repeat.

3. Press <u>Repeat Appoint</u> ((f4)). The Repeat Appointment screen appears:

**Repeat
Appointment
screen**

```
┌──────────────────────────────────────────────────────────────────┐
│ ■Time Management              Repeat Appointment                   │
├──────────────────────────────────────────────────────────────────┤
│                                                                    │
│    Times to repeat:    [9]■                                        │
│    10:00A*    Staff Mtg-rm SE5UA                                   │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
├──────────────────────────────────────────────────────────────────┤
│ Daily │ Weekly │ Bi-    │ Monthly │ 04    23 │ Monthly │ Yearly │ Help │ Don't  │
│       │        │ Weekly │ (Date)  │ 03:19p   │ (Day)   │        │      │ Repeat │
└──────────────────────────────────────────────────────────────────┘
   f1       f2       f3        f4                 f5        f6       f7      f8
```

4. In response to the prompt, type in the number of times (up to 99) that you want the appointment to repeat.

5. Press the function key corresponding to the interval to repeat the appointment:

- <u>Daily</u> ((f1))—appointment repeats every day for the number of times you specified in step 4.

- <u>Weekly</u> ((f2))—appointment repeats on the same day of the week for the number of times you specified in step 4.

- <u>Biweekly</u> ((f3))—appointment repeats every other week for the number of times you specified in step 4.

- <u>Monthly (Date)</u> ((f4))—appointment repeats on the same date for the number of months you specified in step 4.

- <u>Monthly (Day)</u> ((f5))—appointment repeats on the same day of the week every month for the number of months you specified in step 4.

- <u>Yearly</u> ((f6))—appointment repeats on the same date for the number of years you specified in step 4.

Or press <u>Don't Repeat</u> ((f8)) if you don't want to repeat that appointment.

Erasing an Appointment

1. If the appointment you want to erase is not displayed in the Appointments list, press █Calendar█ (([f8])) to return to the Calendar screen. Use the cursor keys to move to the date of the appointment that you want to erase, then press █Appointments█ (([f1])).

2. Use the cursor keys to move to the appointment that you want to erase.

3. Press █Erase Appoint.█ (([f2])).

4. Confirm the entry to erase by pressing █Yes Erase█ (([f1])), or press █Don't Erase█ (([f2])) if you don't want to erase the highlighted appointment.

Changing an Appointment

Appointments are changed using the same form you used to add appointments.

1. If the appointment you want to change is not displayed in the Appointments list, press █Calendar█ (([f8])) to return to the Calendar screen. Use the cursor keys to move to the date of the appointment that you want to change, then press █Appointments█ (([f1])).

2. Use the cursor keys to move to the appointment you want to change.

3. Press █Change Appoint.█ (([f3])). The form is displayed, filled out for the highlighted appointment.

4. Use the cursor keys to move to the line you want to change. Use the typewriter keys—along with the editing keys (+ Char), (– Char), (Back space), and (Clr Line)—to make the desired changes.

5. To save the change, press █Save Change█ (([f1])). Press █Don't Change█ (([f2])) to leave the entry as it was.

Editing your Appointments List

If you want to delete or change several appointments, you can use MemoMaker to do it.

1. Start MemoMaker by selecting it on the main P.A.M. screen.

2. Get the memo PAM.ALM. All appointments you set are in this file.

3. Use the MemoMaker editing keys to delete or change appointments. If you do change any appointments, be sure that the format matches the format of the other items in the file.

4. Save the file as PAM.ALM and exit MemoMaker.

Printing the Appointments List

1. Connect your printer to your computer. Refer to your computer owner's documentation for instructions on connecting a printer to your computer.

2. If the appointments you want to print are not displayed in the Appointments list, press `Calendar` ((f8)) to return to the Calendar screen. Use the cursor keys to move to the date of the appointments you want to print, then press `Appointments` ((f1)).

3. Press `Print Appoint.` ((f6)) to print the entire list of appointments for the date shown.

Returning to the Calendar Screen

From the Appointments screen, press `Calendar` ((f8)) to return to the Calendar screen.

3

Using the Things To Do List

Keeping Track of Things To Do

If you've ever thought about making a list of everything you need to do, then doing the important things first, now is a good time to start.

With your time manager, you can set up a list for every day, giving each item a priority. The highest priority items are displayed at the top of the list, so you know where to start. Once you complete an item, you mark it complete. Or, if you start something—but don't finish—you can mark that item as partially complete. Items that you mark partially complete are carried to the next day at the top of the list, with priority *.

All of the procedures in this chapter start from the To Do List screen. Get this screen by pressing **Things to Do** ((f2)) on the Calendar screen. The To Do List screen looks like this:

To Do List screen

```
┌─────────────────────────────────────────────────────────────┐
│ Time Management        To Do list for December 5, 1985       │
│                                                              │
│    Empty To Do list                                          │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│  Add    Erase   Change   Mark    04    >9  Mark   Print   Help  Calendar │
│  Item   Item    Item    Complete  03:20p  Partial  List        │
└─────────────────────────────────────────────────────────────┘
   f1      f2       f3       f4              f5      f6     f7     f8
```
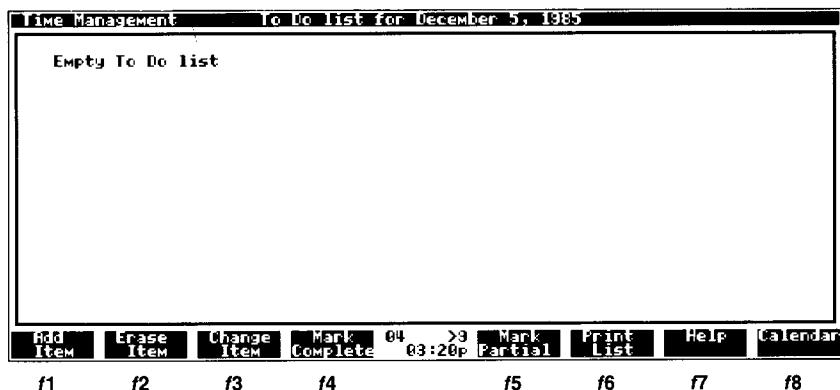
Adding an Item

1. Press `Add Item` ((f1)) on the To Do list screen. The Add To Do Item screen appears:

Add To Do Item screen

```
█Time Management              Add To Do Item
 ┌─────────────────────────────────────────────────────────────┐
 │ Date:     █5/85█
 │ Priority:        ████████████████████│
 │ Text:     ███████████████████████████│██████████████████████
 │
 │
 │
 │
 │
 │
 │
 └─────────────────────────────────────────────────────────────┘
 █Add  █Don't█       █       █    05   16 █       █       █Help  █       █
 █Item █Add  █       █       █      03:21p █       █       █      █       █
   f1     f2    f3      f4          f5       f6      f7      f8
```
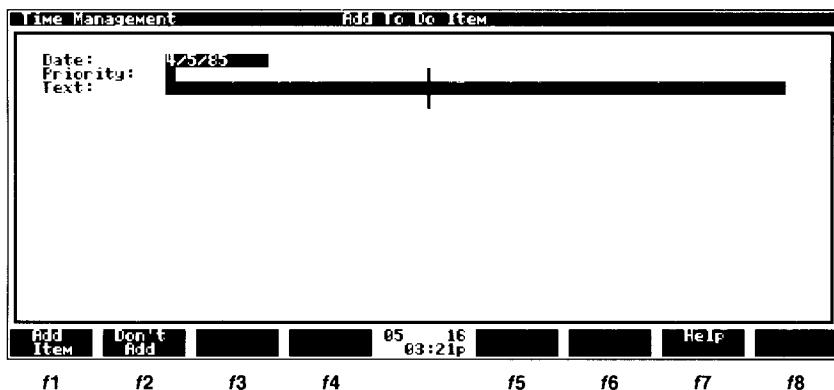
The text to the left of the vertical bar appears on the Calendar screen Things To Do list.

2. Use the typewriter keys to fill out the form. Press (Return) or (Tab) to move to the next field. Move backwards through the form using (Shift)(Tab) or (▲).

   a. Date: The date provided is the same one highlighted on the Calendar screen. You can use this date or type a new one using the format *MM/DD/YY*. Month and date can be one or two digits.

   b. Priority: A priority is specified numerically (1 through 9), then alphabetically (A through O). The highest priority is numeral "1"; the lowest priority is letter "O". Items are added to the list with a priority of numeral "1" if no priority is specified.

   c. Text: Up to 60 characters are allowed. Only characters to the left of the vertical bar are displayed on the Calendar screen Things To Do list.

3. Press `Add Item` (f1) to add the item to the To Do list or press `Don't Add` (f2) if you don't want to add the item.

Example. The following form shows a high priority item being added for the date January 4, 1985 with text
`Prepare speech for conference`.

```
Time Management                 Add To Do Item
    Date:      1/4/85
    Priority:  1
    Text:      prepare speech for conference
```

This entry looks like this on the January 4, 1985 Calendar screen:

```
Time Management              Today is April 3, 1985
        Appointments          January 4, 1985          Things To Do
                           Day #4      Week #1
No Appointments                                     1 prepare speech for confer
                               December 1984
                           S   M   T   W   T   F   S
                                                   1
                            2   3   4   5   6   7   8
                            9  10  11  12  13  14  15
                           16  17  18  19  20  21  22
                           23  24  25  26  27  28  29
                           30  31

                               January 1984
                           S   M   T   W   T   F   S
                                   1   2   3   4   5
                            6   7   8   9  10  11  12
                           13  14  15  16  17  18  19
                           20  21  22  23  24  25  26
                           27  28  29  30  31

Appoint-  Things  Notes   Name &   05   48  Search  Archive   Help        PAM
ments     To Do           Address      03:24p
```

```
  f1       f2      f3       f4              f5       f6        f7          f8
```

Erasing an Item

1. Use the cursor keys to move to the item you want to erase.

2. Press `Erase Item` (f2).

3. Confirm the entry to erase by pressing `Yes Erase` (f1) or press `Don't Erase` (f2) if you don't want to erase the highlighted item.

Changing an Item

1. Use the cursor keys to move to the item you want to change.

2. Press **Change Item** (($f3$)). You'll see the To Do form displayed just as you filled it out originally.

3. Use the cursor keys to move to the line you want to change. Use the typewriter keys and editing keys— (+ Char), (– Char), (– Line), (Back space), and (Clr Line)—to make the desired changes.

4. To save the change, press **Save Change** (($f1$)). Press **Don't Change** (($f2$)) to leave the entry as it was.

Marking Items Complete or Partially Complete

When you complete an item, you should mark it. When you mark an item complete, the following things happen:

- On the day you mark the item, the priority changes to X and the item moves to the bottom of the list.

- The item is not forwarded to the next day, but remains on the To Do list for the day when it was completed. You can use this feature to review your accomplishments because when you look at past days, you see all items completed (and partially completed) on the Things To Do list for that day.

When you mark an item as partially complete, indicating that you have started the task, but haven't yet finished it, the following changes occur on your To Do list:

- On the day you mark the item, priority changes to P and the item moves to the bottom of the list, just ahead of completed items.

- On following days, until you mark the item complete, the priority is *, and the item is at the top of the list.

- The item also remains on the To Do list for the day it was partially completed.

All other items on the To Do list move forward, day to day, unchanged.

Marking an Item.

1. Use the cursor keys to move to the item to mark.

2. Press `Mark Complete` (([f4])) to mark the item as complete; press `Mark Partial` (([f5])) to mark it as partially complete.

Editing your List of Things To Do

If you want to delete or change several items on your list, you can use MemoMaker to do it.

1. Start MemoMaker by selecting it on the main P.A.M. screen.

2. Get the memo TM.TDO. All your Things To Do are in this file, including the items that have been completed.

3. Use the MemoMaker editing keys to delete or change items. If you do change any item, be sure that the format matches the other items in the file.

4. Save the file as TM.TDO and exit MemoMaker.

Printing the List of Things To Do

1. Make sure your printer is connected. Refer to your owner's documentation for information about connecting a printer to your computer.

2. On the Calendar screen, use the cursor keys to move to the date of the Things To Do list that you want to print. Printing the list for a past date prints all items completed or partially completed on that date.

3. Press ▆Things To Do▆ ((f2)).

4. Press ▆Print List▆ ((f6)).

The entire list of Things To Do for the date shown is printed.

Returning to the Calendar Screen

From the To Do list screen, press ▆Calendar▆ ((f8)) to return to the Calendar screen.

4 Taking Notes

The Time Management program makes it convenient to keep a daily notes file. Press **Notes** (($f3$)) on the Calendar screen to open a MemoMaker file for the date highlighted on the Calendar:

MemoMaker screen

```
A:\4-3-85.not does not currently exist.
Line: 1  Column: 1  Length: 0                            Directory: A:\



```

| File Keys | Block Keys | Format Keys | Print Keys | 05   01 03:25p | Get Memo | Center Line | Help | Exit MEMOMAKR |
| f1 | f2 | f3 | f4 | | f5 | f6 | f7 | f8 |
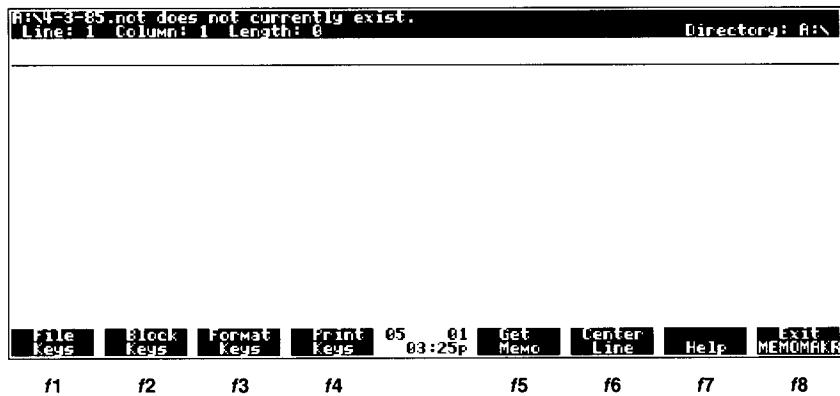
Once you open a Notes file, you're ready to start typing. Refer to *Using MemoMaker* for information about typing in MemoMaker.

The Time Management program assigns a name to the file, although the file doesn't actually exist until you exit MemoMaker and save the file. The file name assigned reflects the date on the Calendar when the Notes file was opened.

When you're finished typing, exit MemoMaker and save the file.

1. Return to the main MemoMaker screen.

2. Press `Exit MemoMaker` (($f8$)) to return to your time manager.

3. If you have changed or added to the notes file, you will be asked if you want to save the changes. Press `Yes, Save` (($f5$)) to save the changes or `No, Discard` (($f6$)) to discard the changes.

If you get into MemoMaker accidently, exit by pressing `Exit MemoMaker` (($f8$)). You will be returned to your time manager.

5

Using the Name and Address List

Keeping Track of Names and Addresses

The Time Management program provides a record of up to 100 names in an electronic address book. The Name and Address screen displays the name and one telephone number for each entry. You can use Time Management's auto dial feature to dial any of the phone numbers on the list, if your computer is connected to a modem and phone line.

Note

The Time Management program enables you to auto dial using a modem. The Federal Communications Commission requires specific procedures for installation and operation of equipment that uses public communications lines. These procedures are described in the owner's manual for your modem.

All procedures in this chapter start from the Name and Address List screen. Get to this screen by pressing Name & Address (([f4])) on the Calendar screen. The Name and Address List screen looks like this:

Name and Address List screen

```
┌─────────────────────────────────────────────────────────────┐
│ Time Management            Name and Address List             │
│ ┌───────────────────────────────────────────────────────────┐ │
│ │   Empty Name and Address List                             │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ └───────────────────────────────────────────────────────────┘ │
│ ┌────┐ ┌─────┐ ┌──────┐ ┌──────┐ 04   00 ┌──────┐ ┌─────┐ ┌────┐ ┌────────┐ │
│ │Add │ │Erase│ │Change│ │Mark  │ 03:27p  │Mark  │ │Print│ │Help│ │Calendar│ │
│ │Item│ │Item │ │Item  │ │Complete│      │Partial│ │List │ │    │ │        │ │
│ └────┘ └─────┘ └──────┘ └──────┘         └──────┘ └─────┘ └────┘ └────────┘ │
└─────────────────────────────────────────────────────────────┘
   f1     f2      f3       f4              f5       f6      f7      f8
```

Adding a Name

Add Name to List screen

1. Select ▓▓▓▓▓▓▓ (($f1$)) on the Name and Address List screen. The Add Name to List screen appears:

```
▓Time Management              Add Name to List▓
      Last Name:
      First Name:
      Company:
      Address:
      City:
      State:
      Zip Code:
      Phone #1:
      Phone #2:
      Notes:



      Add    Don't           84   18            Help
      Name   Add                  03:28p
```

  f1   f2   f3   f4   f5   f6   f7   f8
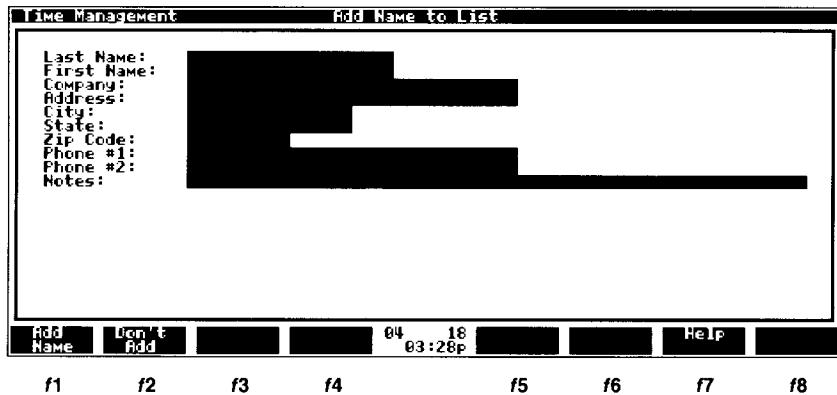
2. Use the typewriter keys to fill out the form. Press (Return) or (Tab) to move to the next field. Use (Shift)(Tab) or (▲) to return to a field.

   If you plan to have a modem dial the phone number for you, you may need to include one or more codes in your phone numbers. The only codes you may need to include are those characters that indicate a pause, or pulse or tone dialing, if required by your telephone system. Refer to your modem owner's manual for information about these codes. All other codes are sent by the program. If you have a phone system that uses # and * for special dialing features, you can also include these in the phone number. All characters that the modem can't understand are ignored. Refer to page 5-5 for more information about using a modem.

3. Press ▓▓▓▓▓▓▓ (($f1$)) to add this name to the Name and Address List. The list is sorted using the last name, then first name. Or press ▓▓▓▓▓▓▓ if you don't want to add this name to your list.

Example. This form adds Tom W. Cook to the Name and Address list. His address is 4995 Blackberry Rd., Corvallis, Oregon 97330. Tom's work number is 111-1111 and his home number is 111-2222. His birthday is May 19. The "9" in front of the home number accesses an outside telephone line. For the modem in this example, the comma (,) after the "9" causes a wait of about 1 second—allowing time to access the outside line.

```
┌─────────────────────────────────────────────────────────────┐
│■Time Management              Add Name to List                 │
│ ┌───────────────────────────────────────────────────────────┐│
│ │ Last Name:    Cook                                         ││
│ │ First Name:   Tom W.                                       ││
│ │ Company:                                                   ││
│ │ Address:      4995 Blackberry Rd.                          ││
│ │ City:         Corvallis                                    ││
│ │ State:        Oregon                                       ││
│ │ Zip Code:     97330                                        ││
│ │ Phone #1:     111-1111                                     ││
│ │ Phone #2:     9,111-2222                                   ││
│ │ Notes:        Birthday-May 19                              ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ └────────────────────────────────────────────────────────────┘│
│ ┌────┐┌─────┐┌───┐┌───┐  13   33 ┌───┐┌───┐┌─────┐            │
│ │Add ││Don't│         03:30p              │Help │            │
│ │Name││ Add │                             │     │            │
│ └────┘└─────┘                             └─────┘            │
└─────────────────────────────────────────────────────────────┘
   f1     f2     f3    f4          f5    f6    f7     f8
```
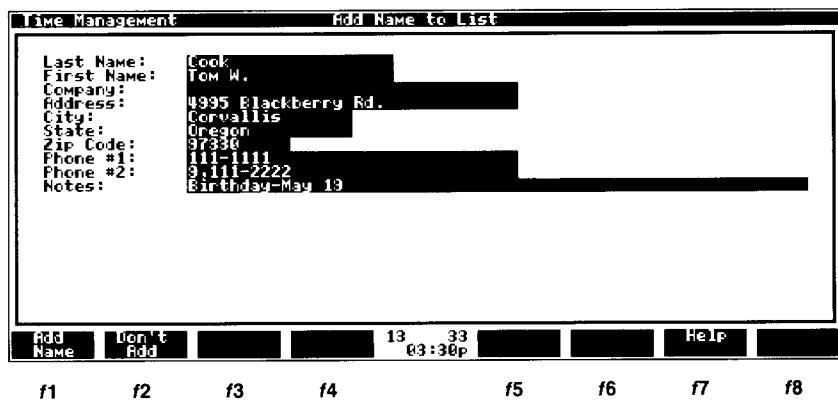
This entry looks like this on the Name and Address list:

```
┌─────────────────────────────────────────────────────────────┐
│■Time Management           Name and Address List               │
│ ┌───────────────────────────────────────────────────────────┐│
│ │   Cook, Tom W.                          111-1111          ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ │                                                            ││
│ └────────────────────────────────────────────────────────────┘│
│ ┌────┐┌─────┐┌──────┐┌───┐  04   25 ┌────┐┌─────┐┌────┐┌────────┐│
│ │Add ││Erase││Change│         03:31p  │Dial││Print││Help││Calendar││
│ │Name││Name ││/View │                │    ││List │              ││
│ └────┘└─────┘└──────┘                └────┘└─────┘              ││
└─────────────────────────────────────────────────────────────┘
   f1     f2     f3      f4         f5     f6     f7     f8
```

5
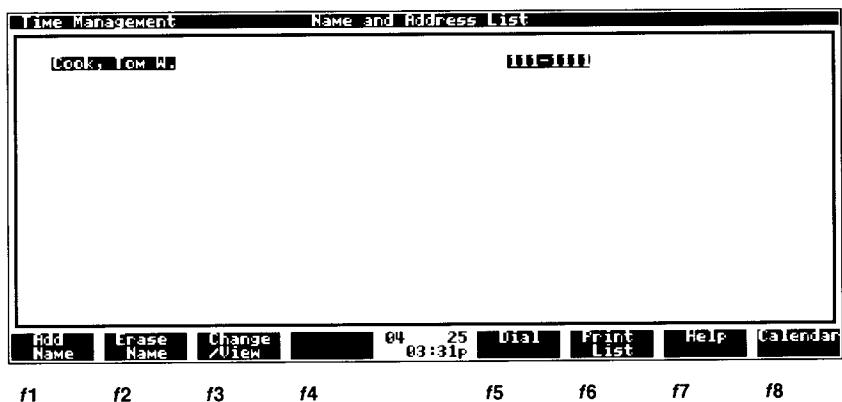
Viewing an Entry

Press **Change/View** (($f3$)) to "look up" an entry and get the address, an alternate phone number, and view any notes you may have stored with the name.

Erasing an Entry

1. Use the cursor keys to move to the name to erase.
2. Press **Erase Name** (($f2$)).
3. Confirm the name to delete by pressing **Yes Erase** (($f1$)), or press **Don't Erase** (($f2$)) if you don't want to erase the highlighted name.

Changing an Entry

1. Use the cursor keys to move to the name to change.
2. Press **Change/View** (($f3$)).
3. Use the cursor keys to move to the line you want to edit.
4. Make the desired changes.
5. Save the changes by pressing **Save Change** (($f1$)); leave the entry as it was by pressing **Don't Change** (($f2$)).

Note

Do not use MemoMaker to look at your name and address file. The lines are too long for MemoMaker, causing each entry to be broken up.

Dialing a Phone Number

Modems supported by Hewlett-Packard for use with your time manager include the optional built-in modem and the Hayes Smartmodem™. The Time Management program sends Hayes modem commands to external modems connected through the serial port or through the HP 82164A HP-IL/RS-232-C Interface. If your external modem does not understand Hayes commands, you cannot use it to dial the phone numbers in your address list.

Before continuing, be sure to read through the procedures required by the FCC to connect your computer to a public communications line. These procedures are in the owner's manual for your modem.

Connecting the Portable PLUS to a Telephone. Follow the instructions in your modem owner's manual for connecting the computer and modem.

Connect your modem to the telephone using a duplex jack and one extra cable. If you didn't get these items with your modem, you can purchase both from an electronics or telephone supply store.

Connecting an External Modem
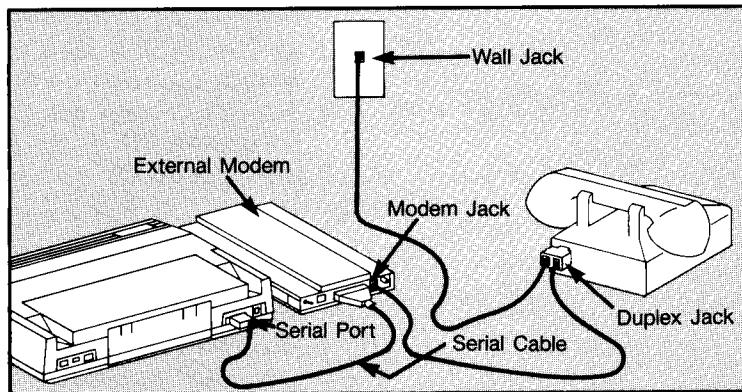
Connecting an Internal Modem
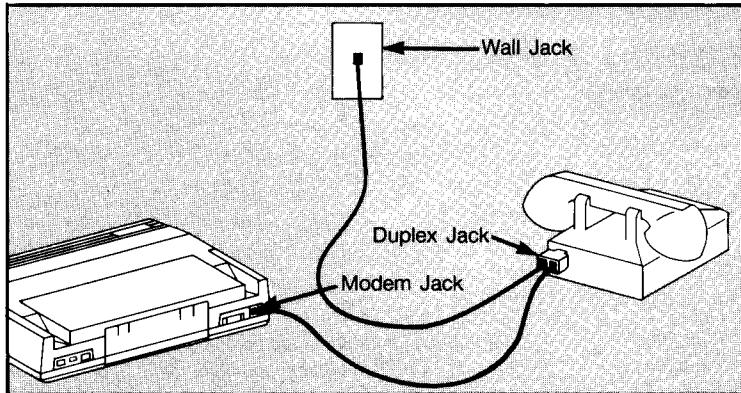
1. Plug the duplex jack into the telephone.
2. Connect one cable to your modem jack and to one of the plug-ins on the duplex jack.
3. Connect the cable coming from the wall jack to the other plug-in on the duplex jack.

Setting Up your Computer.

1. In the P.A.M. System Configuration screen, set the Datacom Interface field to match the modem interface you are using. If you have the optional built-in modem, set this field to Modem. If you are using a modem connected to the Serial port, set this field to Serial. If your modem is connected through the HP 82164A HP-IL/RS-232-C Interface, set this field to HP 82164A.
2. In the P.A.M. Datacom Configuration screen, be sure the Transmission Rate (BPS) field matches your modem. If you are using the built-in modem, all default settings are correct, so you don't need to do anything on this screen. If you are using a modem connected to the serial port, change the Transmission Rate in the Serial column; if you are using a modem connected to the HP 82164A HP-IL/RS-232-C Interface, change the

Transmission Rate in the HP 82164A column. The default settings are correct for the rest of the fields. For example, set this field to 1200 if you are using the Hayes Smartmodem.

To dial.

1. Use the cursor keys to move to the name you want to dial and press **Dial** ((f5)).

2. Both telephone numbers for the name are displayed. Press **Dial Phone #1** ((f1)) or **Dial Phone #2** ((f2)). Press **Don't Dial** ((f8)) if you don't want to dial either number.

3. Pick up the telephone receiver when you are instructed:

```
┌────────────────────────────────────────────────────────────┐
│ Time Management                    Dial Phone                │
│   Phone #1:     111-1111                                     │
│   Phone #2:     9,111-2222                                   │
│                                                              │
│   Dialing:      111-1111                                     │
│   Pick up handset now, then press "Return" to continue.      │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│ Dial    Dial                    08     26              Don't │
│Phone #1 Phone #2                 03:32p                  Dial │
└────────────────────────────────────────────────────────────┘
   f1      f2      f3      f4           f5      f6      f7      f8
```
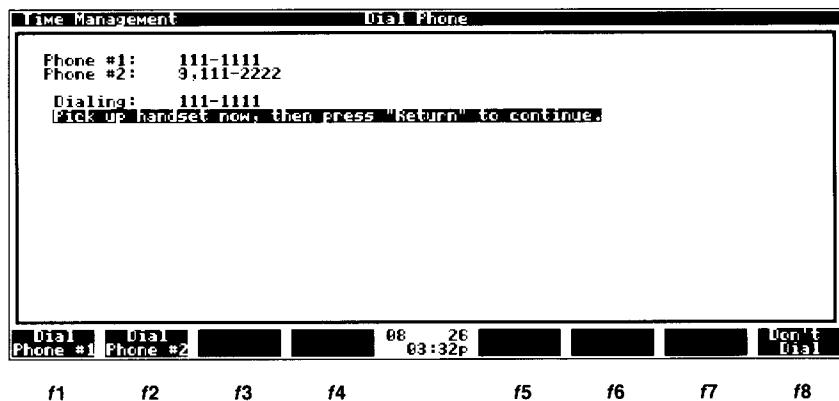
5

Note

Do not pick up the receiver before you are instructed. With some phone systems, you will get a wrong number if the receiver is not in place when the modem dials the number.

Be sure to press (Return) immediately. Pressing (Return) instructs your computer to disconnect its circuitry from the phone line, improving the quality of the connection.

Printing the List

1. Connect your printer to your computer. Refer to the computer owner's documentation for instructions on conecting a printer to your computer.

2. Press `Print List` (($f6$)); the list is printed in the following format:

```
Name & Address List


Name:         Cook, Tom W.
Company:
Address:      4995 Blackberry Rd.
City/State:   Corvallis, Oregon   97330
Phone #1:     111-1111
Phone #2:     9,111-2222
Note:         Birthday-May 19
```

Returning to the Calendar Screen

From the Name and Address List screen, press `Calendar` (($f8$)) to return to the Calendar screen.

6

Searching your Lists

Searching

The Time Management program allows you to search for a word or phrase (called a keyword) up to 20 characters long, in the Name and Address List, the Notes files, the Appointments list, or the Things To Do list. If you don't specify a keyword, Search finds the first entry in the list you are searching.

All procedures in this chapter start from the Search screen. Get to this screen by pressing **Search** (($f5$)), on the Calendar screen. The Search screen looks like this:

Search screen

```
┌──────────────────────────────────────────────────────────────────┐
│ Time Management                          Search                    │
│ ┌────────────────────────────────────────────────────────────┐    │
│ │ Start search on:   4/3/85                                   │    │
│ │ Search for:                                                 │    │
│ │                                                             │    │
│ │                                                             │    │
│ │                                                             │    │
│ │                                                             │    │
│ │                                                             │    │
│ │                                                             │    │
│ └────────────────────────────────────────────────────────────┘    │
│ Search  Search  Search  Search   05    23              Help Calendar│
│ Appoint. To Do  Notes   Name&Adr      03:33p                       │
└──────────────────────────────────────────────────────────────────┘
   f1      f2      f3      f4               f5     f6      f7     f8
```
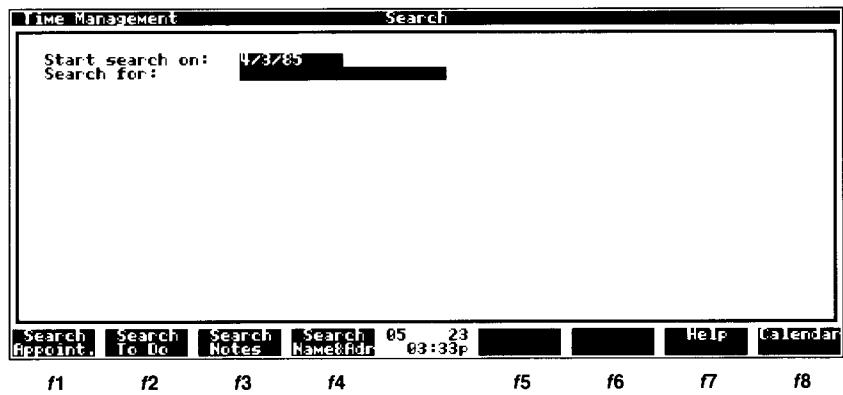
The search begins on the date shown on the Search screen. To start the search on a different date, move the cursor up to the date and type a new date over the date shown.

Searching the Appointments List or Things To Do List

1. Change the start search date, if necessary. Do this by pressing (▲) to move to the date field, then typing over the date. If the new date is shorter than the current date, be sure to delete the extra characters.

2. Type the keyword after the Search for prompt.

3. Press Search Appoint ((f1)), or Search To Do ((f2)), to search through the Appointments or Things To Do lists. If a match is found, the entry is displayed.

4. Press Find Next ((f1)), to continue searching for the next match, or press Done Looking ((f2)) if you don't want to search for another occurrence of the keyword.

Searching your Notes

When searching Notes files, your time manager searches forward for one year from the start date. Only the Notes files on drive A are searched.

1. Change the start search date, if necessary. Do this by pressing (▲) to move to the date field, then typing over the date. If the new date is shorter than the current date, be sure to delete the extra characters.

2. Type the keyword after the Search for prompt.

3. Press Search Notes ((f3)). If a match is found, the Notes file name for that day is displayed.

4. Press Note ((f3)), to view the Notes file containing the keyword. If you don't want to view the Notes, press Find Next ((f1)), or Done Looking ((f2)).

5. To continue searching after viewing a Notes file, press Search ((f5)), then Search Notes ((f3)). The same keyword is used.

Searching your Name and Address List

1. Type the keyword after the Search for prompt. You can search for characters in any field of the Name and Address list.

2. Press `Search Name&Adr` (([f4])). If a match is found, the name containing the match is displayed.

3. Press `Find Next` (([f1])) to continue searching for the next match, or `Done Looking` (([f2])) if you don't want to search for another occurrance of the keyword.

4. If you have a modem connected, press `Dial` (([f5])) to dial one of the phone numbers for the name currently displayed. For more information about using a modem to dial your phone numbers, refer to page 5-5.

Returning to the Calendar Screen

From the Search screen, press `Calendar` (([f8])) to return to the Calendar screen.
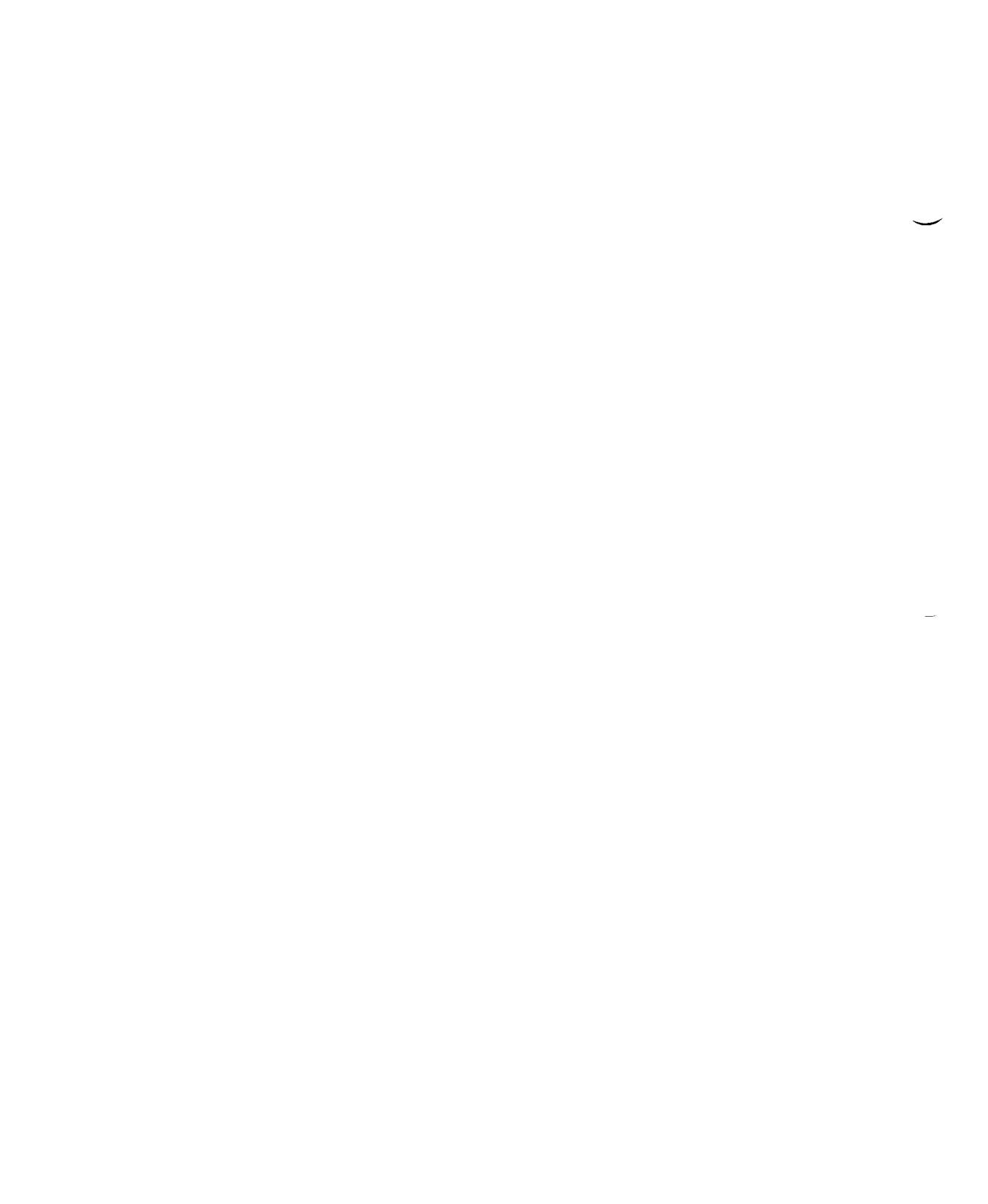
7

Saving Old Lists of Appointments and Things To Do

The lists of Appointments and Things To Do can each contain 200 entries. The Time Management program reminds you to store, or archive, a list when it contains 175 entries. Once a list is full, you must store before you can add anything more to the list. You can store these lists in your computer on drive A, or on a flexible disc.

The Time Management program puts all of your appointments in one file (the PAM.ALM file), sorted by date. It puts all of your things to do in one file (the TM.TDO file), sorted by date completed or partially completed, except for today's list, which is sorted by priority.

When you decide to save your lists, the program stores all entries, prior to the date you specify, in the file name you supply. It then deletes the entries from the master list.

Press **Archive** ((f6)) on the Calendar screen.

Archive screen

```
┌─────────────────────────────────────────────────────────────┐
│ Time Management                    Archive                   │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │   Archive prior to:   4/3/85                             │ │
│ │   Archive file name:                                    │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│ Archive  Archive            05   25              Help Calendar│
│ Appoint  To Do             03:34p                            │
└─────────────────────────────────────────────────────────────┘
     f1      f2     f3     f4        f5     f6    f7     f8
```
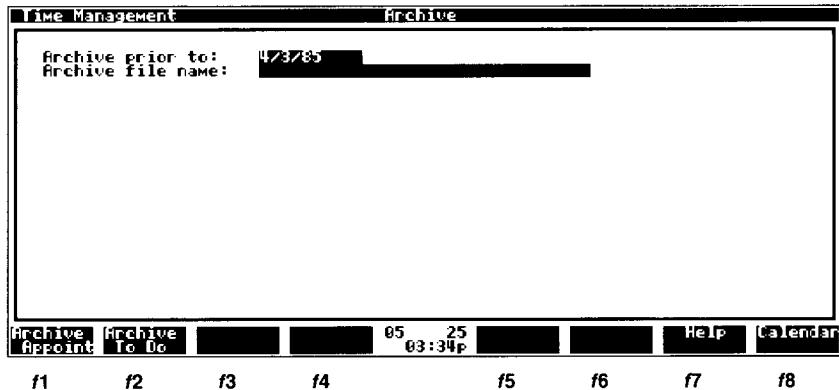
1. The archive file will contain all entries on the specified list prior to the date shown. To change the archive file date, press Ⓐ to move to the Archive prior to line and type a new date over the date shown. If the new date is shorter than the current date, be sure to delete the extra characters.

2. Type a file name for the archive file. The file can be stored on drive A or on an external drive. For example, type 07-85.ALM to save a list of old alarms for July of 1985 on drive A. Type C:07-85.ALM to save the same list on drive C.

3. Press Archive Appoint (ⓕ1) to store the entries in the Appointments list, or Archive To Do (ⓕ2) to store the entries in the To Do list.

4. There are several ways to view the contents of an archive file:

   ■ MemoMaker or another editor—Go into your editor and call up the archive file that you wish to view.

   ■ The Print command in the P.A.M. File Manager.

   ■ The DOS command, TYPE *file name*.

One easy way to organize your lists is to store your lists on a monthly basis. Using file names that are meaningful makes it easy to identify the file contents without viewing the file.

From the Archive screen, press Calendar (ⓕ8) to return to the Calendar screen.

7

8

Sending MS-DOS Commands or Starting Programs from Time Management

Using the Command Interpreter

Included in the Time Management program is the ability to send MS-DOS commands without exiting the program. You can look at a directory using DIR, or call up the File Manager program by typing fmgr*. You can run any program in your computer or on disc without leaving your time manager. When you finish using the other program, you return to your time manager, instead of to P.A.M.

If you get the MS-DOS prompt accidently, use (Back space) to move the cursor back to the prompt, then press (Return). If you press (Return) with characters after the prompt, that's fine. The chances are that MS-DOS won't understand the string of characters and will generate the following message:

```
Bad command or file name
Press any key to return to Time Management
```

Press any key to return to your time manager.

---

* The file manager program is the same as the File Manager available in P.A.M. The screens look the same, and it is used in the same way. Refer to *Using the Portable PLUS* for information about the P.A.M. File Manager.

Sending an MS-DOS Command

You send an MS-DOS command by typing the command when the Calendar screen is displayed. The MS-DOS prompt appears as soon as you press any key other than a function key or cursor control key. The keys you press show up after the prompt. If you make an error while typing an MS-DOS command, use (Back space) to return to the error, then type the command correctly.

Example. Suppose you want to use the DIR command to look at the directory of drive A. Press d. The Time Management screen looks like this:

```
A>d
┌──────────────────────┬─────────────────────┬────────────────────────┐
│     Appointments     │   April 3, 1985     │     Things To Do       │
│                      │ Day #93   Week #14  ├────────────────────────┤
│ No Appointments      ├─────────────────────┤ * Write command chapter│
│                      │   _  April 1985 _  _│ 1 prepare speech for confer│
└──────────────────────┴─────────────────────┴────────────────────────┘
```

Finish typing dir—press ir.

```
A>dir
┌──────────────────────┬─────────────────────┬────────────────────────┐
│     Appointments     │   April 3, 1985     │     Things To Do       │
│                      │ Day #93   Week #14  ├────────────────────────┤
│ No Appointments      ├─────────────────────┤ * Write command chapter│
│                      │   _  April 1985 _  _│ 1 prepare speech for confer│
└──────────────────────┴─────────────────────┴────────────────────────┘
```

8

Press (Return). You see the directory of drive A:

```
Volume in drive A has no label
 Directory of  A:\
MEMOMAKR EXE     46266   4-22-85  10:56a
PAM      MNU        42   1-03-80   8:04p
HELP     TXT      8299   4-20-85  10:31p
MESSAGES TXT      3402   4-21-85   8:16p
PAM      ALM        74   1-09-80   9:26p
STARTUP  FMT        55   3-31-85   1:15p
MEMO     TPL       256   8-22-84   9:00a
MMROM    EXE     46338   4-21-85   8:36p
TM       TDO        14   4-26-85   8:59a
TM       COM     35484   4-22-85  12:59p
TM       HLP      6443   4-22-85  10:34a
1-9-80   NOT        27   1-09-80   7:01p
       12 File(s)       5120 bytes free
■Press any key to return to Time Management■
```

Note that the message at the bottom of the screen prompts you to press any key to return to Time Management, not return to P.A.M. When you want to return to P.A.M., you must do so through your time manager.

Running a Program

To run a program from your time manager, type the MS-DOS command that starts the program. When you exit the program, you return to time manager.

Example. Suppose you are using Time Management and want to run MemoMaker, but you don't want to create a notes file. Type memomakr—the MS-DOS command to start MemoMaker—(Return). You'll see the main MemoMaker screen. You can now use MemoMaker to do whatever you wish. When you are finished with MemoMaker and have saved your file, press Exit MemoMakr ((f8)) to return to your time manager.

8

9
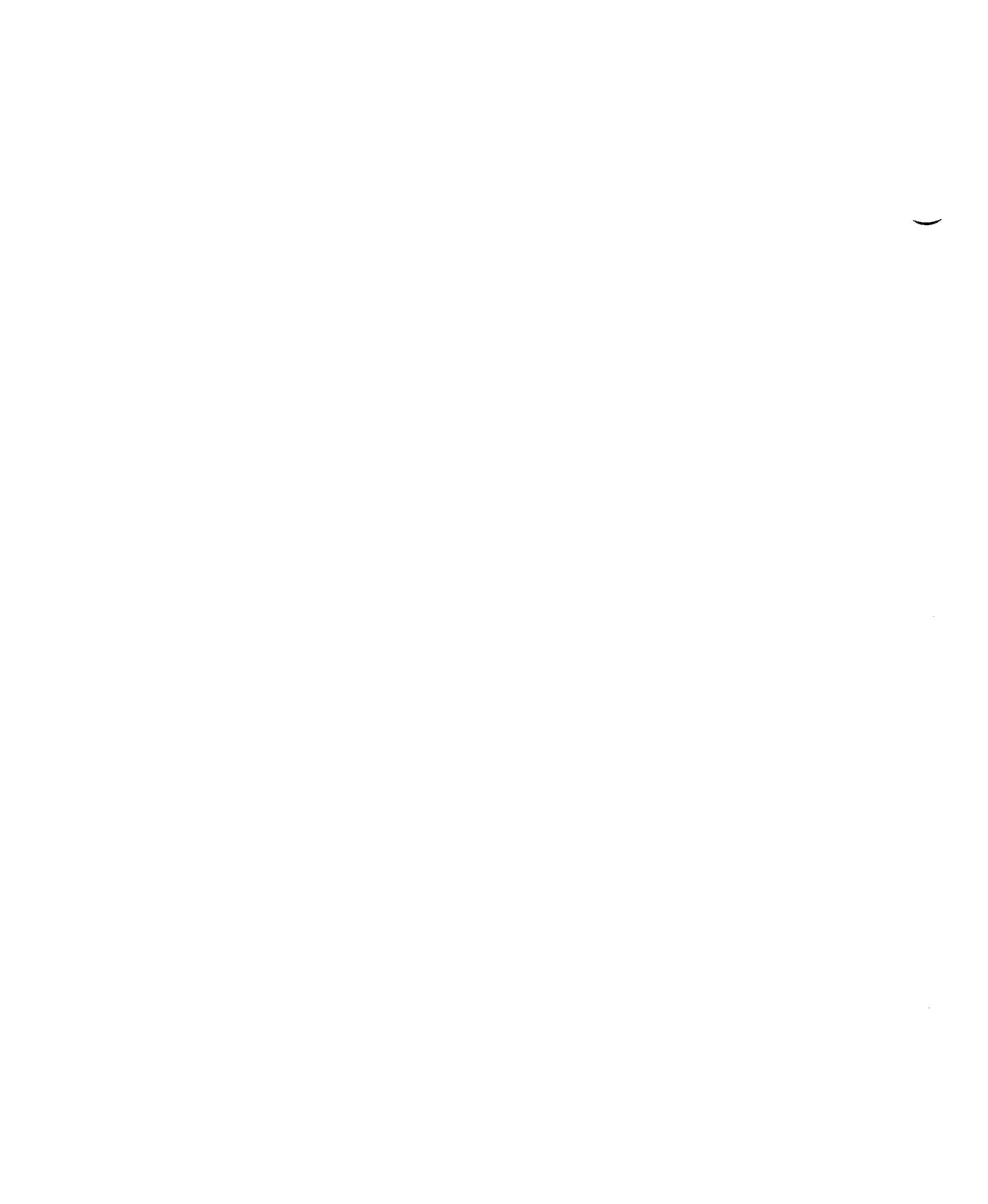
Reference Guide to the Function-Key Labels

This chapter lists the Time Management program function-key labels in alphabetical order. Each entry tells:

- what screen the function-key label is on.
- its position on the screen (($f1$)–($f8$)).
- what task it performs.
- a page you can refer to for information about using the function.

Add Item
($f1$) on the To Do List screen and the Add To Do Item screen. Use **Add Item** when you want to add something to your Things To Do list. Refer to page 3-2.

Add Name
($f1$) on the Name and Address List screen and the Add Name to List screen. Use **Add Name** when you want to add a name to your Name and Address list. Refer to page 5-2.

Appointments
($f1$) on the Calendar screen. Use **Appointments** when you want to set, erase, or repeat an appointment, or print your Appointment list for the day. Refer to chapter 2.

Archive
($f6$) on the Calendar screen. Use **Archive** when you want to store your Appointments list or To Do list in your archives. Refer to chapter 7.

Archive Appoint   (f1) on the Archive screen. Use **Archive Appoint** after filling out the archive form for storing your Appointments list. Refer to page 7-2.

Archive To Do   (f2) on the Archive screen. Use **Archive To Do** after filling out the archive form for storing your To Do list. Refer to page 7-2

Biweekly   (f3) on the Repeat Appointment screen. Use **Biweekly** when you want an appointment to repeat every other week. Refer to page 2-5.

Calendar   (f8) on Appointments, To Do List, Name and Address List, Search and Archive screens. Use **Calendar** to return to the main Calendar screen.

Change Appoint.   (f3) on the Appointments screen. Use **Change Appoint.** to change an appointment. Refer to page 2-6.

Change Item   (f3) on the To Do List screen. Use **Change Item** to change an item in your To Do list. Refer to page 3-4.

Change/View   (f3) on the Name and Address screen. Use **Change/View** to change or view an entry in your Name and Address list. Refer to page 5-4.

Daily   (f1) on the Repeat Appointment screen. Use **Daily** when you want an appointment to repeat every day. Refer to page 2-5.

Dial   (f5) on the Name and Address screen, and Search Name and Address list screen after the entry is found. Use **Dial** to tell your computer to display the two phone numbers so you can select the number you want your modem to dial. Refer to page 5-7.

Dial Phone #1 (f1) on the Dial Phone screen. Use **Dial Phone #1** when you are using a modem to dial and you want to dial the first displayed number. Refer to page 5-7.

Dial Phone #2 (f2) on the Dial Phone screen. Use **Dial Phone #2** when you are using a modem to dial and you want to dial the second displayed number. Refer to 5-7.

Done Looking (f2) on the Search screen. Use **Done Looking** when you have found an item and don't want to search any more. Refer to pages 6-2 and 6-3.

Don't Add (f2) on the Add To Do Item screen and the Add Name to List screen. Use **Don't Add** when you don't want to add the new to do item or new name to your list. Refer to page 3-3 for the To Do List, or page 5-2 for the Name and Address list.

Don't Change (f2) on the Change Appointment screen, Change To Do Item screen and Change Name and Address List Entry screen. Use **Don't Change** when you don't want to change the appointment, to do item or name on the screen. Refer to page 2-6 for appointments, page 3-4 for To Do list and page 5-4 for Name and Address list.

Don't Dial (f8) on the Dial Phone screen. Use **Don't Dial** when you don't want your modem to dial one of the phone numbers listed on the screen. Refer to page 5-7.

Don't Erase   (f2) on the Erase Appointment screen, the Erase To Do List screen and Erase Name and Address List screen. Use **Don't Erase** to indicate that you do not want to erase the appointment, to do item, or name that is highlighted. Refer to page 2-6 for appointments, page 3-3 for To Do list, or page 5-4 for the Name and Address list.

Don't Repeat   (f8) on the Repeat Appointment screen. Use **Don't Repeat** when you don't want the appointment on the screen to repeat. Refer to page 2-5.

Don't Set   (f2) on the Set Appointment screen. Use **Don't Set** when you don't want to set an appointment. Refer to page 2-3.

Erase Appoint.   (f2) on the Appointments screen. Use **Erase Appoint** when you want to erase an appointment. Refer to page 2-6.

Erase Item   (f2) on the To Do List screen. Use **Erase Item** when you want to erase an item on the To Do list. Refer to page 3-3.

Erase Name   (f2) on the Name and Address List screen. Use **Erase Name** when you want to erase an entry on the Name and Address list. Refer to page 5-4.

Exit   (f8) on the Calendar screen. Use **Exit** when you want to return to the P.A.M. screen. Refer to page 1-6

Find Next   (f1) on the Search screen. Use **Find Next** when searching has found the keyword, but not the occurrance you want. Refer to pages 6-2 and 6-3.

Help   (f7) on most screens. Use **Help** when you want to know how to proceed. Refer to page 1-5.

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Mark Complete (f4) on the To Do List screen. Use **Mark Complete** when you complete an item on the To Do list. Refer to page 3-5.

Mark Partial (f5) on the To Do list screen. Use **Mark Partial** when you work on an item but do not complete it. Refer to page 3-5.

Monthly (Date) (f4) on the Repeat Appointment screen. Use **Monthly (Date)** when you want an appointment to repeat on the same date every month. Refer to page 2-5.

Monthly (Day) (f5) on the Repeat Appointment screen. Use **Monthly (Day)** when you want an appointment to repeat on the same day of the week every month. Refer to page 2-6.

Name & Address (f4) on the Calendar screen. Use **Name & Address** when you want to add, erase, change, or view a name, use a modem to dial a phone number, or print your Name and Address list. Refer to chapter 5.

Note (f3) on the Search screen when a match is found in a Notes file. Use **Note** when you want to look at the Notes file containing the keyword. Refer to page 6-2.

Notes (f3) on the Calendar screen. Use **Notes** when you want to go into MemoMaker to take notes. Refer to chapter 4.

Print Appoint. (f6) on the Appointment screen. Use **Print Appoint.** when you want to print your list of appointments for the date highlighted on your calendar. Refer to page 2-7.

Print List (f6) on the To Do List screen and the Name and Address List screen. Use **Print List** when you want to print your To Do list for the date highlighted on your calendar or your Address list. Refer to page 3-5 for the To Do list and page 5-8 for the Name and Address list.

Repeat Appoint. (f4) on the Appointments screen. Use **Repeat Appoint.** when you want to have an appointment repeat daily, weekly, biweekly, monthly by date, monthly by day, or yearly. Refer to page 2-5.

Save Change (f1) on the Change Appointment screen, Change To Do Item screen, and Change Name and Address List Entry screen. Use **Save Change** when you want to make the changes you indicated in the appointment, to do item, or name and address on the screen. Refer to page 2-6 for appointments, page 3-4 for To Do list and page 5-4 for Name and Address list.

Search (f5) on the Calendar screen. Use **Search** when you want to search your lists or your notes. Refer to chapter 6.

Search Appoint. (f1) on the Search screen. Use **Search Appoint.** when you want to search your complete list of appointments for a specific appointment. Refer to page 6-2.

Search Name&Adr (f4) on the Search screen. Use **Search Name&Adr** when you want to search your Name and Address list for a specific entry. Refer to page 6-3.

Search Notes (f3) on the Search screen. Use **Search Notes** when you want to search your notes. Refer to page 6-2.

Search To Do   (f2) on the Search screen. Use **Search To Do** when you want to search your To Do list. Refer to page 6-2.

Set Appoint.   (f1) on the Appointments screen and on the Set Appointment screen. Use **Set Appoint.** when you want to set an appointment. Refer to page 2-2.

Things To Do   (f2) on the Calendar screen. Use **Things To Do** when you want to add, erase or change an item, when you want to mark an item as complete or partially complete, or when you want to print your To Do list for the day. Refer to chapter 3.

Weekly   (f2) on the Repeat Appointment screen. Use **Weekly** when you want an appointment to repeat every week. Refer to page 2-5.

Yearly   (f6) on the Repeat Appointment screen. Use **Yearly** when you want an appointment to repeat every year. Refer to page 2-6.

Yes Erase   (f1) on the Erase Appointments screen, the Erase To Do list screen and the Erase Name and Address screen. Use **Yes Erase** when you do want to erase the appointment, to do item or name that is highlighted. Refer to page 2-6 for appointments, page 3-3 for To Do list, or page 5-4 for Name and Address list.

A   Error Messages

Message   Appointment file contains invalid dates or times.

Condition: An entry in the PAM.ALM file has a date or time that cannot be understood by the computer. Time Management won't let you enter an incorrect date or time, so if you get this message, either you added entries to PAM.ALM directly using MemoMaker, or your files have become garbled.

Remedy: Use MemoMaker to look at PAM.ALM. Check that all dates and times are valid—for example, no date of February 31, or time of 25:66—and are in the proper format. Date format is *MM/DD/YY*; time format is *HH:MM*, using the twenty-four hour clock. a and p are not used in PAM.ALM to indicate a.m. or p.m. If the file is not readable, delete the file, and enter your appointments again.

Message   Approaching maximum number of appointments. Please archive soon.

Approaching maximum number of things to do. Please archive soon.

Condition: The program generates this warning when your Appointments list or Things To Do list contains 175 items.

Remedy: You can delete unwanted items from the appropriate list, or you can store some of the list. Use Archive to store part of your Appointments list or Things To Do list. Refer to chapter 7 for information about Archive.

Message   Approaching maximum number of names.

Condition: The program generates this warning when your Names list contains 75 items.

Remedy: Delete outdated items from the Names list.

Message   Bad command or file name

Condition: This message appears when MS-DOS, the operating system of your computer, can't understand the command sent. You can send MS-DOS commands directly from Time Management by typing the command when the Calendar screen is displayed.

Remedy: Press any key to return to your time manager and continue with your work.

Message   Can't create archive file.

Condition 1: You don't have enough room on drive A to create the archive file.

Remedy 1: Delete some files from drive A to create more room, or change the memory configuration in the P.A.M. System Configuration screen.

Condition 2: You don't have enough room on the disc in the disc drive to hold the file.

Remedy 2: Use a new disc.

Condition 3: The external disc is write protected.

Remedy 3: Remove the write-protection on the disc.

Message   `Could not create Appointment file.`

`Could not create Name & Address file.`

`Could not create To Do List file.`

Condition: The computer does not have sufficient room on drive A to create these files.

Remedy: Change the memory configuration in the P.A.M. System Configuration screen, or delete some files from drive A.

Message   `Error writing to Appointment file.`
`Data lost.`

`Error writing to archive file. Data lost.`

`Error writing to Name & Address file.`
`Data lost.`

`Error writing To Do list file. Data lost.`

Condition: An error occured during writing to a file. The integrity of the files on drive A is questionable.

Remedy: You can't recover the data that has already been lost. Exit Time Management, save your files on an external disc, and reformat drive A.

Message   `Error writing to printer. Please check`
`printer and then press any key.`

Condition: Can't write to the printer because the printer is not properly connected, out of paper, or some other printer error condition.

Remedy: Check the printer to be sure it is properly connected, turned on and has paper. You may need to press the reset button on the printer.

Message   Invalid date.

Condition: The date you entered on the Add To Do List screen is not a valid date—such as 2/31—or is in a format that the program does not recognize.

Remedy: Be sure the date is valid. Be sure the format of the date is *MM/DD/YY*. Month and day can be one or two digits, as appropriate. For example, December 14, 1985 would be entered as 12/14/85. February 2, 1986 would be entered as 2/2/86.

Message   Invalid date or time.

Condition: The date or time you entered on the Add Appointment screen is not a valid date or time—such as 2/31 or 25:45a—or is in a format that the program does not recognize.

Remedy: Be sure the date and time are valid. Be sure the format of the date is *MM/DD/YY*. Month and day can be one or two digits, as appropriate. For example, December 14, 1985 would be entered as 12/14/85. February 2, 1986 would be entered as 2/2/86.

Be sure the format of the time is *HH:MM*. For example, 2:45 p.m. is entered as 2:45p or 14:45 on the 24 hour clock. You must include the colon between the hour and minutes. Do not include a space between the time on the 12 hour clock and the a or p for morning or afternoon.

Message   Invalid priority.

Condition: Priority entered on the Add To Do Item or Change To Do Item screen is not appropriate.

Remedy: Priority you enter must be 1 through 9 or A through O (uppercase letters only). Any other priority is not acceptable.

Message   Name & Address List is full.
No further entries may be added.

Condition: Your Name list has 100 entries. No further entries can be made.

Remedy: Delete the outdated entries on the list.

Message   Name & Address List requires a name.

Condition: You attempted to add an entry to the Name and Address list with the Last Name field empty.

Remedy: Type a name in the Last Name field.

Message   Not enough free space on drive A: to add entry.   ◉

Condition: Drive A does not have sufficient space to accept another appointment, thing to do or name.

Remedy: Return to P.A.M. and change your memory configuration so you have more room on drive A, and/or delete some files.

Message   Out of room. Archive and try again.

Condition: You attempted to set or repeat an appointment, or add an item to the To Do list, causing the list to reach its limit of 200 entries.

Remedy: Archive some of your list (refer to chapter 7) or delete items from your list if you don't want the items saved in a file.

Message Printer not ready.

Condition: Your computer can't find the printer.

Remedy: Be sure the printer is properly connected and is turned on. Be sure the P.A.M. System Configuration screen printer settings match your printer and printer interface, so that the computer knows the printer is there.

Message To Do file contains an illegal date.

Condition: An entry in the TM.TDO file has a date that cannot be understood by the computer. Time Management won't let you enter an incorrect date so if you get this message, either you have added entries to TM.TDO directly using MemoMaker, or your files have become garbled.

Remedy: Use MemoMaker to look at TM.TDO. Check that all dates are valid—for example, no date of February 31—and are in the proper format. Date format is *MM/DD/YY*. If the file is not readable, delete the file, and enter your To Do items again.

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T

V

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