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I. INTRODUCTION

This document introduces the user to the personal/group scheduler and task list manager for OnTime. The daily/weekly/monthly planners provide a visual display for scheduling appointments and tasks. OnTime is comprised of many other features, some of which include a scheduler for group meetings, a recurring appointment or task and viewing public calendars.

II. GETTING STARTED

To launch OnTime:

- click **Start** and select **Programs**
- click **OnTime**
  - or-
- double-click

The *Welcome* dialog box appears.

A. Logging On and Off Ontime

To log on:

- type *your Username* and press **Tab**
- type *your Password* (“x”s will be displayed in place of your password)
- click **OK**

*Note: For security reasons, do not select “Remember password” as anyone using your computer will have access to your account.*

To log off:

- click **File** and select **Logout**
- click **Close**
B. The Main OnTime Screen

A split screen appears with a day planner in the upper pane and the task area in the lower pane.

Menu bar
Main Toolbar
Reference Calendar
Time Bar
Planner Area
Task Area
Status Bar

The following areas are displayed on the screen shown above:

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Bar</td>
<td>Displays OnTime features.</td>
</tr>
<tr>
<td>Main Toolbar</td>
<td>Allows fast access to most commonly used OnTime features.</td>
</tr>
<tr>
<td>Planner Area</td>
<td>Appointments are recorded into the day, week, or month planner. By default, the day planner is displayed upon log on.</td>
</tr>
<tr>
<td>Task Area</td>
<td>May include a : to-do list, personal items-birthday/anniversary.</td>
</tr>
<tr>
<td>Timebar</td>
<td>Timeslots for the day, week and month planner appear.</td>
</tr>
<tr>
<td>Reference Calendars</td>
<td>Miniature monthly calendars are displayed on the main screen.</td>
</tr>
<tr>
<td>Status Bar</td>
<td>Provides information on access rights, pending RSVPs, day and week statistics. There are icons for changing planner area view.</td>
</tr>
</tbody>
</table>

C. Using the Help Menu

Online Help provides information in several ways regarding OnTime features. To invoke Help:

- click Help and select Contents
OnTime Help contains links to the following information:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Icon</th>
<th>Description</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Introduction to OnTime</td>
<td>![Icon]</td>
<td>What’s New?</td>
<td>![Icon]</td>
<td>OnTime Topics</td>
</tr>
<tr>
<td>![Icon]</td>
<td>How do I...?</td>
<td>![Icon]</td>
<td>OnTime Tips</td>
<td>![Icon]</td>
<td>OnTime Topics</td>
</tr>
<tr>
<td>![Icon]</td>
<td>OnTime Anatomy (i.e., screens and dialog boxes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- click an icon or the underlined description

The search button on the main bar allows direct access to a topic as follows:

- click **Search**
- type *keyword* (where keyword is the topic name)
- click **Display**
- select a topic from list in lower pane
- click **Display**

After completing the search:

- click **File** and select **Exit**

**D. Calendar Relationships**

The default level of access for the OnTime calendar is “View Availability & Invite”. Default access levels can be changed and/or different access level can be specified for different users. The changes made to the calendar can be reported through OnTime or e-mail. In addition, notification can be specified for selected users.

- click **Calendar Relationship Maintenance** from the **Tools** menu

The *Calendar Relationship* dialog box appears.
1. Receiving Notification

There are two ways of receiving notification that your OnTime calendar has been modified.

E-mail Notification: This sends e-mail that your OnTime calendar has been modified.

- type Your Email Address in the E-mail address box
- select Receive E-mail Notification

OnTime Notification: This is the usual default. If not:

- select Receive OnTime Notification

Note: OnTime tracks changes made to a calendar in the modification history file. The default is set to 50 and has a max of 100. To change the default, type a new number or use the arrows.

Access rights to OnTime calendars are as follows:

<table>
<thead>
<tr>
<th>Access Levels</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Access</td>
<td>Prohibits users from accessing your calendar.</td>
</tr>
<tr>
<td>View Availability</td>
<td>Free and busy times are viewable to anyone accessing your calendar.</td>
</tr>
<tr>
<td></td>
<td>There is no access to the descriptions of your calendar entries or the ability to modify your calendar in any form.</td>
</tr>
<tr>
<td>View Availability &amp; Invite</td>
<td>You can be invited to group meetings. Originators of a group meeting can modify or delete that group meeting. They cannot view the descriptions of your entries.</td>
</tr>
<tr>
<td>View Details</td>
<td>Free, busy times, and the descriptions of calendar entries are viewable, but users cannot modify your calendar in any way.</td>
</tr>
<tr>
<td>View Details &amp; Invite</td>
<td>You have access rights of View Details and can modify or delete meetings. Entries marked “Private” cannot be viewed.</td>
</tr>
<tr>
<td>View Details &amp; Schedule</td>
<td>Includes all access and restrictions provided in View Details &amp; Invite. The originator can create, modify and delete personal appointments in your calendar, but cannot see “Private” entries.</td>
</tr>
<tr>
<td>Assistant</td>
<td>Includes View Details &amp; Schedule privileges and the ability to originate group meetings on for the user who allows assistant access. The assistant can: respond/comment to group meetings requiring an RSVP and modify log entries and maintain private workgroups. The descriptions of entries you marked “Private” remains unavailable to assistant.</td>
</tr>
</tbody>
</table>
• select level of access
• click OK

2. Setting User Access Rights

The previous section included instructions to establish the settings for the Default affecting all OnTime users. This section allows the user to set user relationships for individual OnTime users by customizing both the notification status and the access levels for particular people.

• click User Relationships
• select Users from Global Directory
• type Usersname in the search field where Usersname is the name of user calendar to view
-or-
• highlight the name in the bottom right window pane

To set notification:

• click Set Notification and select the level of notification

<table>
<thead>
<tr>
<th>Notification level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Notifies when your calendar is modified by this user.</td>
</tr>
<tr>
<td>No</td>
<td>Disables notify when your calendar is modified by this user.</td>
</tr>
<tr>
<td>Default</td>
<td>Sets the default notification level in the Defaults panel.</td>
</tr>
</tbody>
</table>

• click OK

To set the User Access Level:

• click Set Access and select access level
• click OK

To exit Calendar Relationships:

• click OK
E. Changing OnTime Passwords

- click **Tools** and select **Change Password**
- type *Current Password* in **Old Password** field
- type *New Password* in **New Password** field
- retype *New Password* in **Verify New Password** field
- click **OK**

F. Viewing Tasks and Appointments

OnTime provides different ways to view appointments and/or tasks.

- click **View**

<table>
<thead>
<tr>
<th>Available views</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments Only</td>
<td>Appointment(s) for day, week, or month display at full screen.</td>
</tr>
<tr>
<td>Task Only</td>
<td>Task(s) for day or week display at full screen.</td>
</tr>
<tr>
<td>Split</td>
<td>A split screen that displays in the upper pane day or week planner.</td>
</tr>
<tr>
<td></td>
<td>The lower pane will display listing of tasks.</td>
</tr>
<tr>
<td>Collapse Appointments</td>
<td>A list of scheduled appointments and meetings for day or week planners.</td>
</tr>
<tr>
<td></td>
<td>Columns consist of attributes (e.g., alarm icon), start time, end time, and description.</td>
</tr>
</tbody>
</table>

G. Changing OnTime Default Settings

The default settings (i.e., preset settings) for the OnTime program are changed in the **Options** dialog box. Each time your calendar or someone else’s opens, the new settings are in effect.

1. Options

- click **Tools** and select **Options**
- click a tab (**General, View, Category, Entry, Calendar, Notify, Font, or Color**)  

The **Options** dialog box appears.
Each option contains different settings for this program. The chart that follows is a summary of these important features.

<table>
<thead>
<tr>
<th>Panel</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Select screen to appear when first logging on under initial View—day planner, week planner, or month grid. Choose login or full name for individual user list. This determines your access to calendars of others. Confirmation has options when you delete, paste or drop entries.</td>
</tr>
<tr>
<td>View</td>
<td>Preferences for viewing are listed. Choices made in this section apply to the current calendar. To save these changes, save them as default settings.</td>
</tr>
<tr>
<td>Category</td>
<td>Select task categories to appear in the Task Area of the Planner.</td>
</tr>
<tr>
<td>Entry</td>
<td>Group entries may require an RSVP. Length of appointment defaults and alarms for selected times are set by placing an “x” by “check for schedule conflicts” to automatically check for scheduled meetings. Task Default priorities can be set.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Panel allows you to specify the working hours and the days.</td>
</tr>
<tr>
<td>Notify</td>
<td>Choose whether or not to be notified of changes made to the calendar or to invoke pop-up alarms. Different sound files are available (.wav) with the proper hardware. Alarms can ring continuously or confirm exit when made active.</td>
</tr>
<tr>
<td>Font</td>
<td>Change fonts used in the different screens is an option.</td>
</tr>
<tr>
<td>Color</td>
<td>Change colors of certain parts of the screens.</td>
</tr>
</tbody>
</table>

- make the necessary changes
- click OK

2. Selecting Time Slots

Time slot intervals are located on the Timebar. Settings for day and week planners are preset to thirty-minute intervals. There are four intervals available to choose from.

- position the mouse over a time slot
- right-click mouse button
- click an interval
3. **Positioning Reference Calendars**

The miniature calendars on the main screen allow for quick change of the date. The calendars are moved to different locations on screen as follows:

- right-click the miniature calendar
- click left, right, top or bottom

III. **USING ONTIME**

A. **Opening a Calendar**

OnTime users can open an individual or group calendar for another account to check schedules and times. If several individual calendars are opened, the current one is placed on top of the previously opened calendar. Opening a group calendar allows several calendars to be superimposed and may include names and resources from the Global Calendar Directory.

To open an OnTime calendar:

- click **File** and select **Open Calendar**

![Select Calendar dialog box](image)

The *Select Calendar* dialog box shown above includes the Global Directory. The directories consist of Users, Workgroups and Resource folders. Open folders to select a user or resource.

Subfolders of the Directory include:

<table>
<thead>
<tr>
<th>Global Calendar Directory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>Names of users that have OnTime accounts.</td>
</tr>
<tr>
<td>Private Workgroups</td>
<td>Create a category and include users that have OnTime accounts.</td>
</tr>
<tr>
<td>Public Workgroups</td>
<td>Categorized listing of Deans, DoIT Heads, and Executive Council.</td>
</tr>
<tr>
<td>Resources</td>
<td>Comprised of Pace resources (e.g., BC Commons Dining Hall).</td>
</tr>
</tbody>
</table>
In the *Select Calendar* dialog box:

- select a subfolder of the **Global Directory**
- type *Last Name* followed by *First Name* in the **Search** field
- click **OK**

### B. Opening a Group Calendar

- click **File** and select **Open Group Calendar**

The Global Calendar Directory is provided on the bottom portion of the dialog box. The top portion is where the names and/or resources from the Global Directory are added to a member’s list (i.e., Users).

**Note:** If the default setting in the Global directory is changed from *show full name* to *show login names*, then type the username in the member search field.

In the **Open Group Calendar** dialog box:

1. **Adding or Removing a Member**

To add a member:

- select a subfolder from the **Global Directory**
- type *Last Name* followed by *First Name* in the **Members** field
- click **Add**
- click **OK**

To remove a member:

- select a member from list and click **Remove**
- click **OK**
Using OnTime

2. Closing a Calendar
   • click File and select Close

C. Creating a Private Workgroup

The Private Workgroups folder in the Global Directory is where your own workgroup is created.

To create a private workgroup:

• click Tools and select Workgroup Maintenance
• click Add
• type a Workgroup Name
• click OK

The following screen appears:

To add OnTime users to the newly created category from any subfolder in the Global Directory follow the steps below.

1. Adding or Removing a User

To add a user while in edit mode of the newly created workgroup:

   • select the subfolder from which the member will be selected
   • type Last Name followed by First Name in Members field
   • click Add

To remove a user while in edit mode of the workgroup:

   • select a Username from lists of members
   • click Remove
After adding or removing a user:

- click OK
- click Close

D. Scheduling an Appointment

There are two methods for scheduling appointments—In-Place Editing and Add Appointment. In-Place Editing quickly records appointments by typing directly into the planner area. This is restricted to the default time slots and supported only in the day and week planner. The Add Appointment dialog box is used to customize the start, end, or duration of appointments. Additional options include: inviting to a group meeting, setting an alarm, and attaching a note.

1. In-Place Editing

To add an appointment:

- click a time in Planner area
- press Insert
- type an appointment description
- press Enter
- or-
- click outside of Planner area

If an appointment will be recorded in a contiguous time slot:

- click a start time in Planner area
- position pointer in selected area
- click and drag to the ending time
- press Insert
- type an appointment description
- press Enter

2. Adding an Appointment

To open Add Appointment dialog box:

- click Edit and select Add Appointment
The basic information needed to setup an appointment is recorded in the main panel. This area is where a brief description is typed for the appointment. The date, time, appointment type, alarm, and private (hide option) settings are specified in this panel.

To setup an appointment:

- type the text for an appointment under Description text area
- click a date in the reference calendar
- click the up/down arrows next to the Start time and End time fields
- click OK

By default, the Timed button is selected. If it is not timed, select No Time or All Day.

Note: The Start time, Duration, and End time located in the time control area is used to set the time for an appointment. The down arrows below these fields are the start time and end time markers. These markers will move to the position specified in the two fields. The highlighted area between the markers is the duration of the appointment.

Additional options are:

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Type</td>
<td>Select Normal, Critical or Holiday appointment type for the planner.</td>
</tr>
<tr>
<td>Alarm</td>
<td>Set an alarm for the appointment by clicking on the checkbox beside “Personal alarm will ring”. Type a number for the minutes to ring alarm before an appointment. Alarms are not set for “No Time” and “All Day”.</td>
</tr>
<tr>
<td>Private</td>
<td>If selected, appointment will be hidden from other OnTime users.</td>
</tr>
</tbody>
</table>

Note: If an alarm has been set, an alarm icon will appear in the day planner or task area.

3. Using the Monthly Grid

Another way to schedule an appointment is from the monthly grid:

- click View and select Month
To add an appointment:

- click beside starting time in the column for the date in the monthly grid
- position pointer in selected area
- click and drag to the ending time
- right-click and select Add Appointment

Then, follow instructions in D.2, Add Appointment.

The rectangular box that is formed represents the start time, duration, and end time for the appointment. If the right mouse button is pressed over the rectangle, information about the appointment appears.

E.  Scheduling a Task

1.  In-Place Editing

To add a task:

- click in the Task Area
- press Insert
- type task description under Description area
- press Enter
  -or-
- click outside of Planner area

After entering a description in the task area, other options can be set in the other columns.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Done</td>
<td>If selected, an “x” in the check box means the task is completed.</td>
</tr>
<tr>
<td>Attributes</td>
<td>Any notes or invitations appear as an icon.</td>
</tr>
<tr>
<td>Priority</td>
<td>In order to prioritize tasks, a numeric number can be assigned.</td>
</tr>
<tr>
<td>Category</td>
<td>Categorize tasks as a to-do list, personal items, or birthday/anniversary.</td>
</tr>
</tbody>
</table>

2.  Add Task

The Add Task dialog box is useful for entering more detail information or setting the frequency for a task. Descriptions are entered in the main panel to: add set a date; choose a category; add, prioritize, or mark a task; and select “Private” to hide from other OnTime users.

- click Edit and select Add Task
To add a task:

- type **task description** in the **Description text** area
- click a date in the reference calendar
- click **OK**

Additional options are:

**Options** | **Description**
--- | ---
Category | By default, a task is categorized as a to-do list. Click the drop-down arrow below category to select personal items, or birthday/anniversary.
Priority | Click up or down arrow beside priority to select a priority for the task.
Private | Allows entries to be marked private and hidden from OnTime users.
Completed | If selected, task will not roll over to next day for a one-time Task.

**F. Scheduling a Group Meeting**

Group meetings can be set up with other OnTime users. To schedule a group meeting:

- click **Edit** and select **Add Group Meeting**

The **Invitations** dialog box appears.
1. **Adding or Removing Attendees**

The *Invitations* dialog box is where names and/or resources are added to an attendee list.

To add new attendee:

- click **OK** a subfolder from the **Global Directory**
- type *lastname* and *firstname* in the **Attendees** field
- click **Add**

To remove an attendee:

- click a User in **Attendees** field
- click **Remove**

If a RSVP response is required, select the RSVP checkbox in the *Invitations* dialog box.

Note: The RSVP response is the default.

After adding or removing an attendee:

- click **OK**

The Time Availability panel of the *Add Appointment* dialog box appears.

2. **Checking Common Time Availability**

The Time Availability tab in *Add Appointment* dialog box allows for checking common time availability for colleagues. Dates and times at which to schedule the meeting can be selected.
Using OnTime

You can view availability in three different ways by clicking on the following icons:

- **Daily**  Daily schedules for the originator and attendees.
- **Weekly** Weekly schedules for the originator and attendees.
- **Monthly** Monthly schedules for the originator and attendees.

Note: The rectangular boxes represent “busy” time in the grid.

To schedule the date and time of meeting:

- click up/down arrows in the **Date** field
- click up/down arrows in the **Start time** and **End time** fields
- click **OK**

After returning to the OnTime screen, the appointment is marked on the main screen with either or both of the following:

- the 🏆 icon indicates the originator of the group meeting
- the 🔄 icon indicates that the schedule meeting requires an RSVP

3. Receiving Notification

If the option for notification is activated OnTime notifies you of changes made by another user.

To activate notification:

- **Tools** and select **Options**
- click the **Notify** tab
- click the **Notify** check box
- click **OK**

If pop-up notification is selected, the Log of Changes to Calendar dialog box displays when accessing OnTime.
Instant notification is received when the calendar is modified. If OnTime is minimized, the Log of Changes to Calendar dialog box appears when OnTime is accessed. If this function is deactivated, a icon appears on the Status Bar meaning the calendar has been modified.

- double-click
  -or-
- click Tools and select View New Modifications

Both options display the Log of Changes to Calendar dialog box.

Note: If notification is deactivated entirely, changes made to your calendar will not be noted.

4. Responding to an RSVP

When an RSVP is received, the attendee is prompted to confirm attendance. The icon appears to the left of the group meeting meaning an RSVP is requested. To respond to an RSVP:

At the Log of Changes to Calendar dialog box:

- select group meeting from list
- click Modify Entry
  -or-
- double-click

Next to a list of attendees an icon indicates the RSVP status in the RSVP Status panel in the Appointment Invitation dialog box. Options to select include Yes, No, Pending and Not Seen.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Reply</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Yes</td>
<td>Tells the originator that you will attend the meeting.</td>
</tr>
<tr>
<td>✗</td>
<td>No</td>
<td>Tells the originator that you cannot attend the meeting.</td>
</tr>
<tr>
<td>⏳</td>
<td>Pending</td>
<td>Tells the originator that the request has been seen but is pending.</td>
</tr>
<tr>
<td>🌡</td>
<td>Not seen</td>
<td>Tells the originator that this request has not been seen.</td>
</tr>
</tbody>
</table>

- click OK after reviewing
5. Pending RSVP Entries

If you have pending RSVPs, the Pending RSVPs and the number appear in red on Status Bar.

To view pending RSVPs:

- double-click Pending RSVP’s message on Status Bar
- or-
- click Tools and select Find All Pending RSVP Entries

The Find Results dialog box appears with a listing of all pending RSVP messages.

To respond to a pending RSVP:

- click a pending message
- click Modify

Then follow instructions in F.4, Responding to an RSVP.

Note: To remove a Pending RSVP, respond by answering Yes or No to the Originator of the meeting.

G. Finding Entries

The search process can be used to find an entry scheduled in your calendar, to generate a list of all pending RSVP entries, declined RSVP entries, or the group entries that you have originated.

To find an entry:

- click Tools and select Find Entries
The Find Entries dialog box appears.

The different types are listed below:

<table>
<thead>
<tr>
<th>Entry Types</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text search</td>
<td>Searches through the entries in your calendar for ones containing the text specified. It will not search pending or declined RSVP entries.</td>
</tr>
<tr>
<td>Pending RSVP entries</td>
<td>Creates a list of your pending RSVP group meeting.</td>
</tr>
<tr>
<td>Declined RSVP entries</td>
<td>Creates a list of your declined RSVP group meetings.</td>
</tr>
<tr>
<td>Originated Group entries</td>
<td>Creates a list of all group meetings that you have originated.</td>
</tr>
</tbody>
</table>

For text search:

- click Starts with to search through the first 15 characters of the Description
- or-
- click Contains to search through the entire Description
- or-
- click Match Case to make the search case sensitive
- click Search

The Find Results dialog box displays containing the results of the search.

Note: In the Find Results dialog above, notice the icon. This indicates that the event is recurring.
Using OnTime

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>Closes the <em>Find Results</em> dialog box.</td>
</tr>
<tr>
<td>Find Again</td>
<td>Displays the <em>Find Entries</em> dialog box again for new search criteria.</td>
</tr>
<tr>
<td>Print</td>
<td>Creates a printout of the entries that match the search criteria specified.</td>
</tr>
<tr>
<td>Modify</td>
<td>Displays the <em>Appointment/Task</em> dialog box for the highlighted entry and allows for modify information. Reply to the meeting originator for pending RSVP meetings.</td>
</tr>
<tr>
<td>Delete</td>
<td>Permanently removes the entry from the calendar.</td>
</tr>
<tr>
<td>Go to Date</td>
<td>Displays the date on which the highlighted entry is scheduled. The Day Planner displays the date; otherwise, it is highlighted.</td>
</tr>
</tbody>
</table>

H. Attaching a Note

Notes can be included for an appointment, task or group meeting—text can be up to 64,000 characters. Type in the note area or cut, copy, and paste text from other programs (e.g., Word).

To add a note:

- open the *Appointment* or *Task* dialog box
- click **Notes**
- enter information in the space provided for text

The following toolbar buttons are available on Notes:

**Edit Keys**

- ![Cut](image)
- ![Paste](image)
- ![Delete](image)
- ![Copy](image)
- ![Undo](image)

**Other Option Keys**

- ![Date Stamp](image)
- ![Find](image)
- ![Time stamp](image)
- ![Replace](image)
After entering the text:

- click OK

**Note:** The note icon appears in the day planner or task area.

I. Recurring Entries

An appointment, task, or group meeting can be scheduled as a recurring entry. For a group meeting, attendees are given only one notification and one RSVP for recurring entries.

- open the *Appointment* or *Task* dialog box
- follow instructions for scheduling appointment, task, or group meeting
- click Frequency

![Image of Frequency options](image)

Shown above are several options for an entry that is repeated several times—For Every Month, Every Three Months, Every Six Months or Every Year in the Frequency list. Options appear on the Recurring list to select if the entry should recur on a certain date or day.

To schedule a recurring entry:

- click a start date in **Starting on**
- click an ending date in **Ending on**
- click OK

**Note:** For an option to not including an end date click the box beside “No end date”. The entry recurs until the year 2079 (the expiration for OnTime) and icon appears in the day planner or task area.

J. Viewing Modifications

The Modification History file records of all the changes made to the calendar and schedule by other users. Other people who have access rights to your calendar are able to makes changes.

To view any changes made to your calendar:

- select Tools and select *View Modification History*
The **Log of Changes to Calendar** dialog box is displayed.

This dialog box displays a list of entries. The “Sort by” option allows entries to be seen by the date of the event or the date that an event was modified.

The box beneath contains the following:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seen</td>
<td>Marks whether or not the logged entry has been seen.</td>
</tr>
<tr>
<td>Attributes</td>
<td>Displays Yes or No to an invitation and if the entry has been seen.</td>
</tr>
<tr>
<td>Date</td>
<td>Notes the date of the event. Select the “Sort by Change Date” to list the entries in the order that they were modified.</td>
</tr>
<tr>
<td>Start time</td>
<td>Contains the time that the meeting begins.</td>
</tr>
<tr>
<td>Duration</td>
<td>Notes how long the meeting will run.</td>
</tr>
<tr>
<td>Description</td>
<td>Contains a brief description of the meeting scheduled.</td>
</tr>
<tr>
<td>Action</td>
<td>Notes if the entry was added, modified, or deleted.</td>
</tr>
</tbody>
</table>

Note: A highlighted entry has more details about the entry in the **Selected Log Record** box. To have all entries automatically marked as “Seen”, check the box at the bottom of the dialog box.

**IV. PRINTING**

**A. Printing a Report**

- click **File** and select **Print Reports**
The *Print Report* dialog box is displayed.

![Print Report dialog box](image)

- **click a specific report**

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Planner</td>
<td>Prints scheduled appointments and/or tasks for the number of days select over the course of one or more days.</td>
</tr>
<tr>
<td>Trifold</td>
<td>Contains three columns of information—lists of appointments, task, upcoming events, reference calendars, notes, and tables.</td>
</tr>
<tr>
<td>Week Grid</td>
<td>Prints one or more weeks of your scheduled entries on one paper.</td>
</tr>
<tr>
<td>Month Grid</td>
<td>Prints one or more calendar months.</td>
</tr>
<tr>
<td>Banner</td>
<td>Prints entries that occur over 2 or more days. However, it only lists entries without selected times. For example, entries that occur repeatedly over a period of several days, entries that are classified as either “No Time” or “All Day”, or tasks are the only ones to appear.</td>
</tr>
<tr>
<td>Group Day Planner</td>
<td>Prints several users appointments and entries scheduled for that day.</td>
</tr>
<tr>
<td>Multiple Reports</td>
<td>Print several selected reports in one batch. Multiple reports can be printed in one operation.</td>
</tr>
</tbody>
</table>

- **click **Settings** to display the options for that report**

The *Report Settings* dialog box appears.
Changes can be made to specific reports and apply only to this instance. Changes to the default setting are made in the Customize Reports section.

In Day Planner the following options are available:

**Panel**

**Descriptions**

**Day Planner**
Change the report layout, reference calendars, and appointment/task fill in areas. Report layout allows for number of columns, column spacing or rollover entries. Reference calendars let you position the calendars. Appointment or Task allows for the format of the lines.

**Format**
Allows for viewing changes to all regular, appointment, and task entries.

**Categories**
Pick which categories of entries to be added to the report. Contain a complete list of available categories and you highlight what to print.

**Page Layout**
Specify the paper size, orientation, and margins for printing.

**Header/Footer**
Headers and footers print on each page of the report. Each report has a three-part header or footer and can be aligned left, center, or right. Different headers and footers are needed for each report.

**Fonts**
Select a printer before choosing different fonts for reports. The font chosen stays selected until another is font or printer is chosen.

- click OK when you have made all your changes
- click Print Preview
- click Close to return to the Print dialog box

- click OK
- click OK to print
B. Customizing Reports

There are different ways to create preferences for your reports. When a report is selected from the Customize Report Settings dialog box, additional panels are available after clicking on Settings. The changes made to the panels in this section appear as default settings for printing reports.

- click Tools and select Customize Reports

The Customize Report Settings dialog box will appear.

- choose the Report to be modified
- click Settings
- make the necessary changes
- click OK
- click Close
### IV. APPENDICES

#### A. Appendix A: OnTime Icons

<table>
<thead>
<tr>
<th>Icons</th>
<th>Name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Originator Icon]</td>
<td>Originator</td>
<td>Creator of the scheduled group meeting.</td>
</tr>
<tr>
<td>![Personal RSVP No Icon]</td>
<td>Personal RSVP No</td>
<td>Attendee declines invitation to a meeting.</td>
</tr>
<tr>
<td>![Personal RSVP Not Seen Icon]</td>
<td>Personal RSVP Not Seen</td>
<td>Attendee has not seen meeting invitation.</td>
</tr>
<tr>
<td>![Personal RSVP Pending Icon]</td>
<td>Personal RSVP Pending</td>
<td>Attendee saw the invitation and has not declined or confirmed remains pending.</td>
</tr>
<tr>
<td>![Personal RSVP Yes Icon]</td>
<td>Personal RSVP Yes</td>
<td>Attendee will attend the meeting.</td>
</tr>
<tr>
<td>![RSVP Summary Status Yes Icon]</td>
<td>RSVP Summary Status Yes</td>
<td>All attendees indicate they will attend the group meeting.</td>
</tr>
<tr>
<td>![RSVP Summary Status At Least One No Icon]</td>
<td>RSVP Summary Status At Least One No</td>
<td>At least one attendee is unable to attend the group meeting.</td>
</tr>
<tr>
<td>![RSVP Pending Not Seen Icon]</td>
<td>RSVP Pending Not Seen</td>
<td>At least one attendee marked the meeting as Pending or has not seen it.</td>
</tr>
<tr>
<td>![RSVP Summary Status Unknown/No Rights Icon]</td>
<td>RSVP Summary Status Unknown/No Rights</td>
<td>The attendee status is unknown or there are insufficient rights for at least one group meeting attendee.</td>
</tr>
<tr>
<td>![Private Icon]</td>
<td>Private</td>
<td>The appointment is marked private.</td>
</tr>
<tr>
<td>![Alarm Icon]</td>
<td>Alarm</td>
<td>An alarm activates before appointment.</td>
</tr>
<tr>
<td>![Recurring Icon]</td>
<td>Recurring</td>
<td>Appoint and/or task is recurring.</td>
</tr>
<tr>
<td>![Note Icon]</td>
<td>Note</td>
<td>Message is contained in Note Area.</td>
</tr>
</tbody>
</table>
B. Appendix B: OnTime Exercises

1. Setting Up Access Rights

   ➢ Set default to “No Access”:
     - o view what happens with this selection
   ➢ Reset the default to “View Availability & Invite”:
     - o view what happens with this selection
   ➢ Set the default to “View Availability & Schedule”:
     - o view what happens with this selection

2. Creating a Private Workgroup

Create a private workgroup for yourself including your class attendees:

   ➢ Workgroup Name: Workshop

3. Setting Up Appointments

Schedule appointments for the following days:

   ➢ Jury Duty – March 19 (all day)
   ➢ Interviews (critical) – March 20, from 9am to 11am (timed)
   ➢ Birthday – add your birthday (no time)

Schedule a workshop session:

   ➢ Invite three users to a DoIT workshop:
     - o type the following note:
       
       visit DoIT's homepage at http://pace.edu/DoIT

     - o set an alarm for 2 minutes before the appointment time
Appendices

2. Setting Up a Task

Create the To-Do list:

➢ Schedule employee appraisals:
  o set priority to 3

➢ Update inventory database:
  o make entry recur every 15 days
  o set priority to 2
  o type the following note:

  *edit computer equipment, furniture, office supplies*

➢ Review department budget:
  o set priority to 1
  o invite 2 other users

4. Printing Reports

➢ Print a trifold report:
5. Deleting an Appointment and Task

Delete an appointment:

- make sure you are in week or day view
- select the appointment to delete
- right-click and select delete appointment

Delete a task:

- select the task to be deleted and right-click
  - select delete task
C. Appendix C: Obtaining an OnTime Account

Before applying for an OnTime account, the user must have a:

- Staff-Fac account
- user’s computer must be in the Staff-Fac domain

After meeting this criteria, the user’s IMO or department head can place a service request for an OnTime account for the user at http://doithelpdesk.pace.edu.

For installation of OnTime software, after the above steps have been accomplished, call DoIT at 914-773-DOIT (3648) or at http://doithelpdesk.pace.edu for an appointment with a technician.