

NAG

A Windows program by Denam Systems to keep track of important dates and times

The following is a list of available topics:

General

Nag Menu

Job Menu

This is the month that the event will appear.

This is the day that the event will appear.

This is the year that the event will appear.

Your event can be made to start appearing before the scheduled time. This is the number of early days.

This is your actual event that you want to be reminded of.

Ticklers

Ticklers are events that appear on a particular day of the week (Monday, Thursday, etc.). They can be very useful for such things as, reminding you to back-up your hard disk on Friday.

Ticklers appears when you first turn on your computer or when you do a Check Date . There is NO early notice time attached to them.

This menu option allows you to quit the program.

This Job top line menu selection takes you to the Nag Menu.

This Nag top line menu selection takes you to the Job Menu.

The Help! top line menu selection takes you to this help file.

If activated, multiple events will appear in a list box when you select 'List Dates'. If inactivated, events will appear one at a time.

The 'Delete & Save' option appears when viewing upcoming events. If selected, it deletes the event but saves it in a file that can be reviewed with the 'View Old Events' menu selection.

The 'Delete Only' option appears when viewing upcoming events. If selected, it deletes the event. Once deleted, the event can not be recovered.

The "Don't Delete" option appears when viewing upcoming events. If selected, the event remains in the pending queue and may appear again.

Denam Systems is the one that brought you this program.

We would be more than willing to custom design a program for you. Contact us for details.

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Nag!

List Computer Log

This menu selection displays a list box that shows you the date and times you logged on and off to the computer log. At the end of the list, the total time in hours and minutes are displayed.

Logon Computer Log

This menu selection time stamps the computer log as logged on. The Computer Status line of the main program display, will then display 'Logged On'.

This selection is independent of the Logon Work selection.

Logoff Computer Log

This menu selection time stamps the computer log as logged off. The Computer Status line of the main program display, will then display 'Logged Off'.

This selection is independent of the Logoff Work selection.

Delete Computer Log

This selection allows you to delete the computer log.

Once the computer log is deleted, it and all time files associated with it, are destroyed. They can NOT be recovered. A new computer log is automatically created after the old log is deleted.

This selection is independent of the Delete Work Log selection.

Delete Work Log

This selection allows you to delete a project from a list of available projects. A list box will be displayed that shows you all of the projects you have created with the work Create menu selection.

Once a project is deleted, it and all time files associated with it, are destroyed. They can NOT be recovered.

This selection is independent of the Delete Computer Log selection.

Create Work Log

This selection allows you to create a new project.

You will be required to select the type of work log you want to create. The three types are:

Person

A Person type is a job that you are working on for a particular person who is NOT associated with a company or project. For example, lets say you are a tax consultant and John Smith wants his taxes done. John Smith is the person responsible for the bill so you create a Person type of project.

Company

A Company type is a job that you are working on for a particular company. There may be a contact person at the business but the business is responsible for any billing.

Project

A Project type can be used on any project that you are tracking. For example, lets say you want to keep track of the amount of time you are spending backing up your hard disk. You would log on to the hard disk project, back up your hard disk, and log off. After a couple of months, you might be able to justify a tape back-up unit.

After selecting the type of project, an edit dialog will appear. Here, you will enter the following fields:

Name

This is the name of the Person, Company, or Project. This information will appear in the Work Status line.

Contact

This is the name of the contact person at the business. This field is active if you have created Company work.

Phone

This is a field for a phone number. This field is active if you created Person or Company work.

Description

This is a field where you can enter a description of the work.

There are two additional fields in the edit dialog. They are the 'Starting Date' and 'Job Number' fields. These two are filled in by the computer.

Edit Work Log

This selection allows you to edit a project. You must be logged on to a project before you can edit it.

When you first start, will be required to select the type of work. The three types are:

Person

A Person type is a job that you are working on for a particular person who is NOT associated with a company or project. For example, lets say you are a tax consultant and John Smith wants his taxes done. John Smith is the person responsible for the bill so you create a Person type of project.

Company

A Company type is a job that you are working on for a particular company. There may be a contact person at the business but the business is responsible for any billing.

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Phone

This is a field for a phone number. This field is active if you created Person or Company work.

Description

This is a field where you can enter a description of the work.

There are two additional fields in the edit dialog. They are the 'Starting Date' and 'Job Number' fields. These two can NOT be changed.

Logon Work Log

This selection allows you to log on to a project. A list box will be displayed that shows you all of the projects you have created with the work Create menu selection.

When selected from the list box, its log is time stamped. The Work Status line will now show the name of the project.

This selection is independent of the Logon Computer selection.

Computer Status Line

The Computer Status line is located at the bottom of the main program display. It indicates whether or not if computer usage time is being saved to the computer time log.

If the Save Computer Time option is NOT selected, the status line will indicated 'Computer Log Is Inactivated'. If it is selected, the status line will either indicate 'Logged On' or 'Logged Off'. '(Auto)' will be added to the display line if the Auto Computer Logoff option is selected.

Work Status Line

The Work Status line is located at the bottom of the main program display. It indicates whether or not you are logged on to a project. If you are NOT logged on, it will display 'No Work Logged On'. If you are logged on, the name of the project will be displayed. '(Auto)' will be added to the display line if the Auto Client Logoff option is selected.

Logoff Work Log

This menu selection ends your work on a project and time stamps the log as logged off. The Work Status line of the main program display, will then display 'No Work Logged On'.

This selection is independent of the Logoff Computer selection.

List Work Log

This menu selection displays a list box that shows you the date and times you logged on and off to a project. At the end of the list, the total time in hours and minutes are displayed.

Save Computer Time

If this option is active (indicated by a check mark), you can save computer usage time to a log. This log is independent of the Work logs.

Your log times are affected by the setting of the Auto Computer Log Off option. You can also manually time stamp your computer log by using the Log On and Log Off menu selections when this option is active.

Auto Computer Log Off

If this option is active (indicated by a check mark), each time you exit Nag or the Windows program, the computer log will be logged off. When you restart the Nag program, the computer log will automatically log back on.

You might want to leave this option inactive if you are working on a project where you have jump back and forth between Windows and a DOS program (that requires you to quit Windows).

If active, you will also see the '(Auto)' indicator on the Computer Status line of the main program display.

Auto Client Log Off

If this option is active (indicated by a check mark), each time you exit Nag or the Windows program, any work you are logged on to, will log off. When you restart the Nag program, you will automatically log back on.

You might want to leave this option inactive if you are working on a project where you have jump back and forth between Windows and a DOS program (that requires you to quit Windows).

If active, you will also see the '(Auto)' indicator on the Work Status line of the main program display.

No Help

No help is available for your last selection.

About

This provides general information about the program, such as, production date, and copyright information.

How To Reset

This provides information on how to run the program to reset your general display default settings.

Add Tickler

This routine allows you to add a tickler event to the tickler file. Two dialog boxes will appear. They require the following information:

- (1) Day of week that event will appear.
- (2) Event that will appear.

Edit Tickler

This routine allows you to edit a tickler event that is already in the tickler file. A list box will appear. From here, select the event you want to edit. You can now edit the following information:

- (1) Day of week that event will appear.
- (2) Event that will appear.

View Ticklers

This routine opens a list box and displays all the tickler events in the tickler file.

Delete Tickler

This routine allows you to delete a tickler event in the tickler file. Once deleted, the event can NOT be recovered.

Shareware

This informs you that this program is Shareware and provides information on ordering the program.

Setting The System Date

When this option is selected, a dialog box appears that allows you to change the month, day, and year that the computer is set to. The changes will affect all programs that are being run and remain in affect, even after you exit the Windows system.

Any change to the system's date or time will be reflected in the program's primary window display. It may take up to one minute for the change to be shown on the display.

View Old Events

When you select this, a list box appears. The list box contains events that are NOT waiting to appear but have been saved using the Delete & Save option during the Check Date menu selection.

Setting Weekend Days

When you display the Event Calendar, weekends are shown in red (for those of you that are using a color monitor). Since we realize that not all people have Saturday and Sunday as their weekend, we have added this feature to allow you to set the calendar so it reflects your schedule.

When the dialog box appears, merely check the days of the week that are your weekend days. Save your choices and these days will now appear on the Event Calendar.

Showing The Event Calendar

When you select this, a monthly calendar will appear. If the 'Ask For Month' option is selected (has a check mark in the menu), you will be asked to enter the month and year prior to the calendar being displayed. Otherwise, the current month will be shown.

Weekend days will appear in red (for those of you that have a color monitor). If there is an event associated with a day, in the month, an icon will appear. If you select the day by clicking it with your mouse, all events associated with the day, will appear in a listbox.

You can scroll from month to month by pressing the appropriate button. 'Last Month' will scroll you back one month and 'Next Month' will scroll you forward one month.

Checking The Date

Selecting this option checks all the events that are on file. The date entered with the event is compared with the system date your computer is set to. If they match, the event is displayed.

When the event is displayed, you have three ways to handle the event. You can select either the Delete Only option, the Delete & Save option, or the Don't Delete option.

This option is automatically run each time you activate the program.

If no current events are located, the program will pause and notify you that nothing was located. You can turn this feature off by setting the option off.

Deleting An Event

When you delete an event, a list box will appear. The list box will show all of the events that are on file. After picking one of the events, a dialog box containing the selected event will appear. If you decide to delete the event, it will be removed. Once deleted, the event can not be recovered.

Edit Event

When you select this option, a list box will appear. The list box will show all of the events that are on file. After selecting one of the events, the editing dialog box will appear with the selected event. This dialog box allows you to edit the following fields:

The Month field.

The Day field.

The Year field.

The Early field.

The Event field.

The Catagory type.

The Priority value.

Add Event

When you select the option to add a new event, an editing dialog box will appear. This box allows you to enter the following fields:

The Month field.

The Day field.

The Year field.

The Early field.

The Event field.

The Catagory type.

The Priority value.

There is a Record Number field that you can never make an entry in. This field will be blank when you are making a new entry. It will contain the record number when you are editing an event that you entered earlier.

Program Display

From the Options menu, you can make changes to the way the program displays information and to the way that the program operates. You select these options with Radio Buttons. These options are:

Program Display Options

- (1) Check for events and quit when completed.
- (2) Check for events and display as Icon.
- (3) Check for events and display as normal.

Notification Option

- (1) Notify when no event is found.

The Notification Option is either on or off. When the option is on, you will be informed when no events were found.

Assuming you select the following options and no events are in range:

- (1) Check and Quit.
- (2) Notify when no event is found. (OFF)

The program will run and quit without you even knowing that it was run.

List By Date

When this option is activated (indicated by a check mark that will appear), you will be required to enter a date parameter before the data file is displayed when you edit or delete an event. The date parameter determines what events will appear in the listbox.

When this option is off (indicated by the lack of a check mark), all the events in the data file will be shown in the listbox. Like any listbox, you can then select the desired record.

Catagory

When you make an event entry, you will be asked to add a general catagory to the event. The catagory determines what icon will appear on the Event Calendar . There are 10 catagories. They are:

Catagory	Icon

General/Misc.	Notepad
Medical/Dental	Syringe
Bill/Expnses	Bill
Income/Wages	Dollar bill
Computer	Computer
Birthday/Anniversary	Cake
Legal/Court	Scales
Meeting/Appointment	Table
Sports/Hobbies	Golf flag
Vehicle/Travel	Car

The catagory does NOT determine when or if an event appears. It only provides a visual clue on the Event Calendar.

Priority

While making an event entry, you will be asked to enter a priority value (1-5). This value determines what icon will be displayed on the Event Calendar . The higher the value, the higher the priority. For example, an event marked as priority 4, will have a higher priority than an event marked as a priority 2.

When the Event Calendar is displayed, catagory icons mark the days that have an event. Clicking the icon will display ALL of the events associated with the day. Each event has an icon attached to it. Since some events are more important than others and since only one icon can appear on a particular Event Calendar day, the higher priority event icon will appear before a lower priority one.

The priority does NOT determine when or if an event appears. It only helps determines what icon will appear on the Event Calendar.

Ask For Month

When active (indicated by a check mark), you will be required to enter the month and year before the Event Calendar is displayed. By the default, the month and year input boxes will contain the month and year the system time is set to.

When this option is off (indicated by the lack of a check mark), the current month will be shown without any input of yours.

System Date & Time

The system's date and time is maintained by an internal computer clock. On older machines, you are required to enter both of them when you boot-up your computer (assuming you want them to be set correctly). On newer machines, the clock is battery powered and it continues to run even when the computer is shut off. Newer machines do NOT require the date and time to be set each time you boot-up your machine.

From the Nag program, you can set the date but not the time. You can do this by selecting the Set System Date menu option.

With the 'Date/Time' program found in Window's 'Control Panel', you can set the date and time. From the 'Control Panel', you can also use a program called 'International'. This program allows you to set the format (i.e. AM/PM or 2400 hour format) of the date and time.

Introduction

'Nag' is an application for Microsoft's Windows 3.x. It is designed to run at boot time and is used to keep track of important dates and times such as, when to backup your hard disk or that your Aunt Mildred's Birthday is in 5 days. It is marketed as Shareware so you get a chance to evaluate its usefulness before purchasing it.

Basics

'Nag' allows you to enter an event that will appear on a date. The date can range all the way from a specific date (i.e. December 27, 1992 - Take down Christmas tree) down to an event that will appear intermittently (i.e. 7th of each month - Make car payment). There are many different options in between.

When you enter an event, you can specify an early appearance time. This allows the event to start appearing before the indicated time on your event, For example, if an event is to appear on July 20th and you indicate an early appearance time of 10 days, the event will appear from July 10th through July 20th. This is a great feature for such things as birthdays and anniversaries.

A tickler event file is also available. This allows you to enter events that will appear on a particular day of the week (Monday, Wednesday, etc.). Even though they do not appear on the Monthly Event Calendar, they can be very useful to remind you of weekly happenings.

By going to the Job section of the program, you can now track the time you spend on various projects. This could be real useful to those of you that bill clients on an hourly basis.

Boot Time

You can run the 'Nag' program every time Windows is activated by including that information in your WIN.INI file. To do this, edit the WIN.INI file with a text editing program (do not use a word processing program that will not save a file as an ASCII file).

Load the WIN.INI file and look for the 'Windows' section. In the 'Windows' section, add the following line (you can include directory path information if you need to):

run=nag

Now the WIN.INI file will contain these two lines (plus a lot more lines).

[Windows]

run=nag

After doing this, 'Nag' will automatically run each time Windows is activated.

Examples

The format you use when you make an entry determines when the event will appear. Hopefully these examples will help. All of them assume that a early event time was not entered.

Mh-Dy-Yr	Event Will Be Displayed On
01- -	Every day in month of January.
-05-	The 5th of every month.
- -1991	Every day in 1991.
03-10-	Every March 10th.
03- -1992	Every day in March of 1992.
-15-1994	The 15th of every month
03-10-1993	March 10, 1993

in 1994.

Command Line Option

If you have set the program to the 'Check and Quit' option, you will be unable to enter new events, edit events, set options, and etc. since the program quits after doing its event checks. Fortunately we have planned for that.

You can reset the program to the 'Normal' display mode by running it from the Run option of the Program Manager. Simply enter:

`/b NAG N`

Running 'Nag' with the command line option 'N', resets the program so it checks for dates and then displays the program with its (N)ormal sized dialog box. This change is permanent if you select an of the commands that change the NAG.INI file (Set Weekend Days - Program Display - List By Date - Ask For Month).

Unregistered Version

We do not believe in releasing Shareware programs that are crippled or that self-destruct after so many uses. The version you have is fully operational. What unregistered versions will do though, is 'nag' you occasionally, to register your copy. Registered users will receive information on how to put the 'gag on the nag'.

Shareware Info

This program is distributed as Shareware. This is a simple concept. Basically, we retain all rights to the software under the Copyright laws but allow distribution to your system to be done freely. You may look at, copy, etc. this type of software, but if you use it, you are expected to register.

The advantage of Shareware is real. You get a chance to test the software on your computer to make sure it is compatible with your system and to make sure it works to your satisfaction before you 'buy' it with your registration fee.

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Program Upgrades

December 1991 (Nag)

First release of program.

March 1992 (Nag2)

First Upgrade of program. Fix bug that would allow an event to appear when it was not scheduled to appear. Fix bug that caused UAE on some machines. Added Event Calendar (included feature that allows user to decide whether or not he is asked for the month). Add event search by date (on edit & delete display).

April 1992 (Nag3)

Add scrolling feature to Event Calendar. Select day from Event Calendar and display event in listbox. Allow user to select the way the events will be displayed (single or multiple). Allow user to make multiple entries without having to return to the menu. Add help. Add the option that allows the user to save and view past events.

June 1992 (Nag4)

Add month and day information display to primary window. Remove 'Display System Date' menu option since this information is now displayed in the primary window. Rename 'Show Month' menu option to 'Show Event Calendar'. Add icons that are displayed in the Event Calendar. The icons reflect the basic category of event. Add priority settings to events. Change file structure and add routines that will update earlier file structures. This version was released ONLY to Beta Testers.

July 1992 (Nag5)

Add tickler event functions. Add Job section. Program can now save computer and job times. Fix up some display problems that were in Nag4. Rename 'How' menu option to 'How To Reset'. Rename 'Quit' menu option to 'Close'.

Ordering

You can register this program by merely printing out the Order Form and sending the required payment. You can print the form by going to the Order Form topic and then selecting the 'Print Topic' option of the 'File' menu selection.

