Window Buttons

With the exception of Notify Mode, all modes contain windows which have *Window Buttons*. Window Buttons are specific to the window to which they are attached. This chapter lists all the Window Buttons in each mode with a brief description of the button's functionality.

Supervisor Mode

Make a new item

Edit the currently selected item

Bins all selected items

Diary Mode

Zoom into the Daily Appointment Window

Zoom out of the Daily Appointment Window

Reminder on/off for selected appointment

Link the selected appointment or task to another item

Edit or create a note for the selected appointment

Create a new appointment or task

Edit the currently selected appointment or task

Bins all selected appointments or tasks

Select the previous date

Select the current date

Select the next date

Print the contents of the window

Maximise the window

Decrease the level of the selected tasks

Increase the level of the selected tasks

Mark the selected tasks as done

Group Mode

⊕	Zoom in
⊖	Zoom out
🖨	Print the contents of the window
⯯	Increment the offset day
⯭	Decrement the offset day
◀◀	Select the previous date
■	Select the current date
▶▶	Select the next date

Planner Mode

✎	Link the selected planner to another item
⬇	Move forward one year
⬆	Move backward one year
⯯	Move forward one month
⯭	Move backward one month
⊕	Zoom in
⊖	Zoom out
⊞	Create a new planner key
✒	Edit the currently selected planner booking or key
🗋	Delete the selected planner booking or key
🖨	Print the contents of the window
▶	Maximise the window

Project Mode

Mark the selected project tasks as done

Show/Hide the slack time for each planned project task

Decrease the level of the selected project tasks

Increase the level of the selected project tasks

Sort the project tasks

Link the selected project task to another item

Edit or create a note for the selected project task

Zoom in

Zoom out

Create a new project task

Edit the currently selected project task

Delete all selected project tasks

Print the contents of the window

Meeting Mode

Zoom into the Multi Bookings Window

Zoom out of the Multi Bookings Window

Display names in the Multi Bookings Window

Contact Mode

Show contact groups containing the current record

Add to a contact group

Edit or create a note for the contact/company

Link the current company/contact/conversation to another item

Dial a company/contact

Hang up

Create a new company/contact

Edit the current company/contact

Delete the current company/contact

Search for a company/contact/conversation

Goto the next address of the current company

Select a contact group/conversation filter

View companies only

View contacts only

View the next conversation in the list/thread

View the previous conversation in the list/thread

Print the contents of the window

Mail Mode

Create a new folder, bulletin board or recipient

Edit the currently selected folder or bulletin board

Bins the currently selected folder, bulletin board or message

Opens the currently selected folder

Link the current mail message to another item

Search for a mail message

Print the contents of the Mail Window

Mark selected recipients as To

Mark selected recipients as CC

Mark selected recipients as BCC

Clear all recipients