

## **Time Trax Appointment Book/Calendar**

Time Trax is an *Ad-ware* program from Superior Software Tools. Distribution is free.

### **Using Time Trax**

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## Setting an Appointment

You can set appointments by clicking on the **Sched** button with your mouse or with keyboard command <alt-s>. You can also **double-click** a date to schedule it.

The Schedule Dialog allows you to View hours of the day under three categories,

- All - shows all hours of the day
- Scheduled - shows only scheduled hours
- Open - shows only open hours

To set a new appointment, you will need to select either **All** or **Open**, then click a time slot from the list. You can either double-click the time, or click once, and then click the **Select** button.

The selected time is now displayed. The end time defaults to one half hour after the start time. This can be changed by selecting a new time from the end-time combo-box.

You can then enter: **who**, **what** and **where**. None of these data elements are required.

After you have entered all of the appropriate data elements, you will need to click the **Update** button.

The scheduled **time** is stored in memory until, either: you click **Save**, click **Exit**, or scroll to a different month.

Scheduled **Times** are automatically Alarmed.

## Setting an Event

Event scheduling is very important. Events are scheduled **days** rather than scheduled **times**. Events can be:

- Holidays (which you can set up depending on your nationality and religion).
- Birthdays
- Anniversaries
- Monthly or annual events

To set up an event, you will need to click the **Dates** Pull down menu, then click **Events**.

The Events Dialog will initially be empty. You can click the **Default** button in order to get a list of default events., which you can change, delete, or add to.

To **change** an event, you can either double-click the event you want, or click once and then click the << button. After you have made your change, you will need to click the **Update** button.

**Delete** is much the same as change.

To **add** a new event, enter the desired information, then click Add.

Special options:

You can select **Every Month** for your month selection.

You can select **First, Second, Third, Fourth,** or **Last** for your Day Selection. If you select one of these items, you will need to select from the Select Combo-box either: **Day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday,** or **Saturday**.

Thanksgiving is a good example of this type of Event.

Scheduled Events show up **red** on the main calendar. If you scroll to a scheduled event, or click on it, you will see the event Title.

## **Scrolling Through a Month**

You can scroll through a month by clicking (and holding down) either side of the scroll bar.

You can also scroll, by holding down any of the arrow keys on your keyboard.

You can go directly to any day, by clicking once on the day. Double-clicking a day will take you directly to the schedule dialog for that date.

## **Jump to a Different Month/Year**

You can jump directly to another month or year by clicking on the Dates pull down menu, and then selecting a month or year.

## **Alarm Clock Reminder**

All Scheduled Times are automatically **alarmed**. A dialog reminder message will pop up exactly fifteen minutes prior to the scheduled item. Note: Time Trax must be running for the alarm clock mechanism to work. You can run Time Trax as an Icon (click the down arrow in the upper right hand corner), to keep it active and show the time and date.

Note: Scheduled Events are not alarmed, only scheduled Times.