

2

Quick Start Short Cuts



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Introduction

This chapter provides an overview of Avigo and guides you through the tasks you will use frequently.

Calendar Views

You can view the **Calendar** in either a one month or six month mode. To access **Calendar**, tap the **calendar** icon. The initial **Calendar** screen will display the current month with the current day highlighted. To change this display to a six month view, open the **Calendar** menu and tap **Six Months**. Tap ⊗ to return to **One Month** view. Use the on-screen buttons at the bottom of the **One Month** screen to display **DayScan**, **Schedule**, or **To Do** view for the selected or highlighted date.

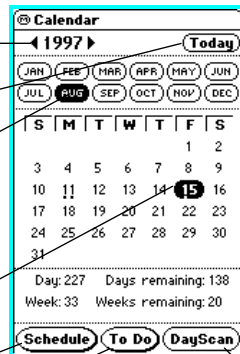
One Month:

Year - use the ◀ ▶ arrows to change

(Today) - return to today's date

Month - tap on a month to select and display it

Day - tap twice on a date to select and display **DayScan**



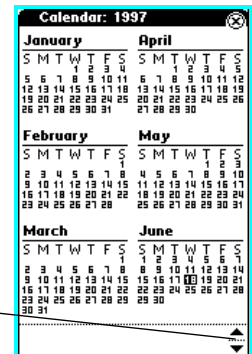
(Schedule) and (To Do) - select to display **Schedule** and **To Do** views

To display **Six Months** view, open the menu and tap **Six Months**. Choose ⊗ to return to **One Month** view.

⬆ ⬇ ⬆ - use to view previous/next six months

(DayScan) - select to display both **Events** and **Tasks** for the day

Six Months:



The current date appears in bold. Scheduled **Events** will appear in **Calendar** as dots below the date they are associated with. A dot on the left will indicate an **Event** scheduled for the morning. A dot on the right will indicate an **Event** scheduled for the afternoon or evening.

DayScan View

DayScan view provides a combined view of **Events** and **Tasks** for the currently selected day. To access **DayScan** view, select **(DayScan)** in **Calendar** view or tap on a date in **Calendar** twice.

Menu – use to show or hide private entries

Primary list box – use to select a **Schedule** category for display

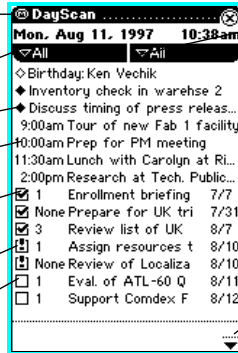
Untimed Event

Timed Event

☒ – Completed Task

☒ – Active (Overdue) Task

☐ – Active (Pending) Task



Secondary list box – use to select a **To Do** category for display

▲▼ – use to view previous/next time blocks for the currently selected day

Schedule View

Schedule view displays scheduled **Events** for the currently selected day. To access **Schedule** view, select **(Schedule)** in **Calendar** view or press the **schedule** key. While in **Schedule** view, you can also view a timeline for the day or an overview of the week in which the day occurs.

Menu – use to show or hide private entries, define custom fields, and set preferences

Primary list box – use to display, add, and edit categories

Open time slots

Scheduled Events – tap on an entry to display detail view

(Go To) – use to go to a different date



(New) – use to schedule an **Event**

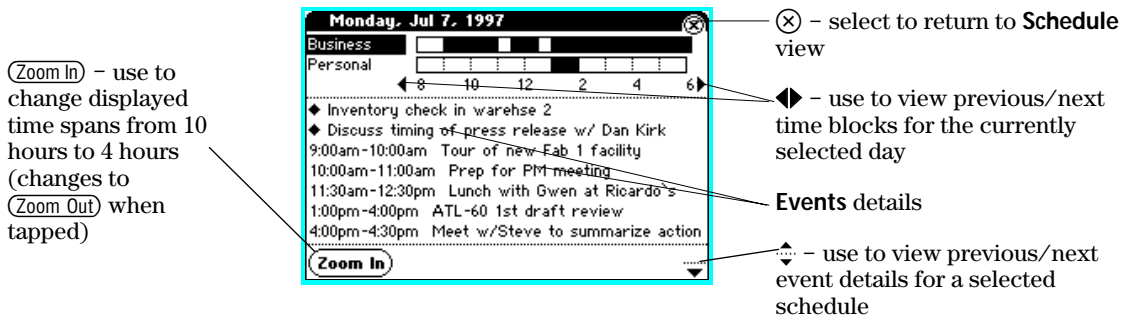
⌚ – use to view a timeline of the day

(Week) – use to view an overview of the week in which the day occurs


▲▼ – use to view previous/next time blocks for the currently selected day

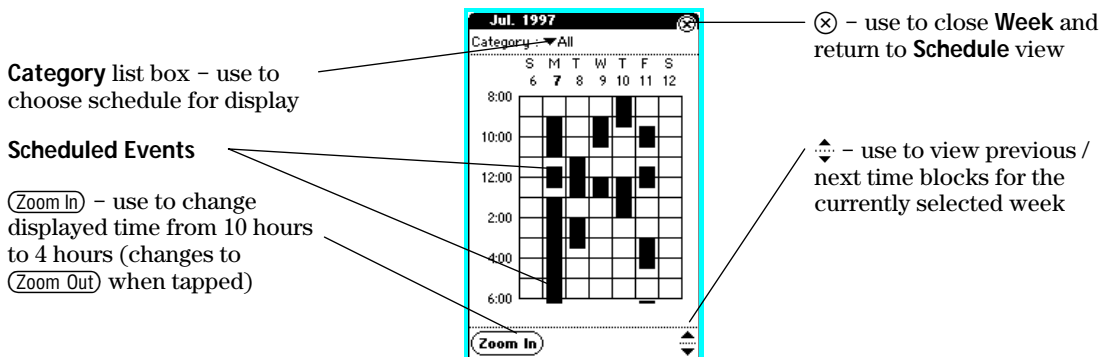
Daily Timeline

The **Daily Timeline** view displays the schedules for each assigned category for a selected day. To access **Timeline**, select  in **Schedule** view.



Week

The **Week** view displays a week's scheduled **Events**. To access **Week**, select  in **Schedule** view.




To Do View


To Do view displays **Tasks** for the currently selected day. To access **To Do** view, select **To Do** in **Calendar** view or press the **to do** key.

Menu – use to show or hide private entries, define custom fields, and set preferences

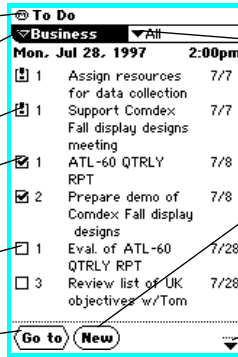
Primary list box – use to choose, add, and edit categories

 – **Active (Overdue) Task**

 – **Completed Task**


 – **Active (Pending) Task**

(Go To) – select to change dates



Secondary list box – use to view **All**, **Active**, or **Completed Tasks**

(New) – use to add a new **Task**

 – use to view previous/next **Tasks**

Tasks may be prioritized. A priority of 1, 2, 3 or No Priority may be associated with **Tasks**. By tapping on a **Task** entry, you can display a detail view of the **Task**.

Address View

Address view displays entries of a selected **Address** category. To access **Address** view, press the **address** key.

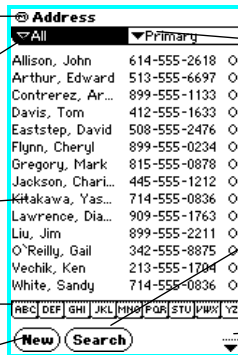
Menu – use to show or hide private entries, define custom fields, and set preferences

Primary list box – use to choose, add, and edit categories

Displayed Address entries – select an entry to display detail view

Section Search – use to display a range of **Address** entries

(New) – use to add a new **Address** entry



Secondary list box – use to display different types of contact numbers for all displayed entries

(Search) – use to find an **Address** entry

 – use to view previous/next screens

Memo View

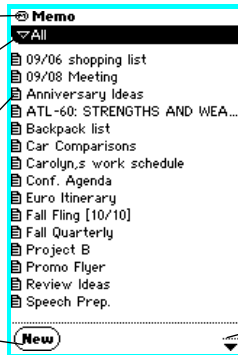
Memo view displays **Memos** of a selected **Memo** category. To access **Memo** view, press the **memo** key.

Menu – use to show or hide private entries and define custom fields

Primary list box – use to display, add, and edit categories

Displayed Memos – select an entry to display detail view

(New) – use to add a new **Memo**



▲▼ – use to view previous /next screens (if displayed)

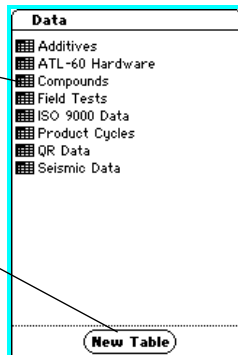
By tapping on a **Memo** entry, you can display a detail view of the **Memo**. In **Memo** detail view, you can change the orientation of the **Memo** from portrait (vertical) to landscape (rotated) view. In the rotated view, you can change the size of the characters.

Data View

Data view displays the **Data** application which you can use to store your spreadsheet information. To access **Data** view, tap the **data** icon.

Displayed Tables – select a **Table** to display detail view

(New Table) – use to add a new **Table**



Expense View

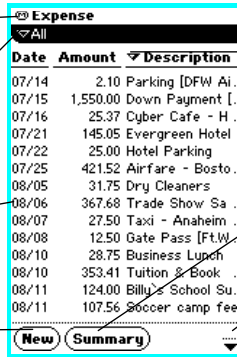
Expense view displays an application you can use to track your expenses. To access **Expense** view, tap the **expense** icon.

Menu – use to show show or hide private entries, define custom fields, and set preferences

Primary list box – use to display, add, and edit categories

Displayed Expense entries – tap on an entry to display detail view

(New) – use to add a new **Expense** entry



The screenshot shows the 'Expense' application interface. At the top is a 'Menu' icon and a dropdown list box currently set to 'All'. Below this is a table of expense entries with columns for Date, Amount, and Description. At the bottom are two buttons: 'New' and 'Summary', and a small downward arrow icon.

Date	Amount	Description
07/14	2.10	Parking [DFW Ai ...
07/15	1,550.00	Down Payment [...
07/16	25.37	Cyber Cafe - H ...
07/21	145.05	Evergreen Hotel
07/22	25.00	Hotel Parking
07/25	421.52	Airfare - Bosto...
08/05	31.75	Dry Cleaners
08/06	367.68	Trade Show Sa ...
08/07	27.50	Taxi - Anaheim ...
08/08	12.50	Gate Pass [Ft.W...
08/10	28.75	Business Lunch
08/10	353.41	Tuition & Book ...
08/11	124.00	Billy's School Su...
08/11	107.56	Soccer camp fee

Secondary list box – use to display descriptive information

(Summary) – use to generate **Expense** summaries

▲▼ – use to view previous /next screens

Calculator Views

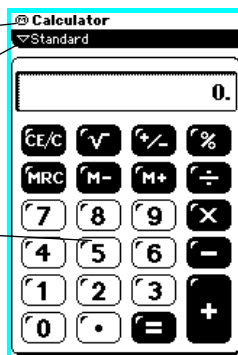
Calculator view displays three different calculators – **Standard**, **Cost-Sell-Margin**, and **Date**. To access **Calculator** view, tap the **calc** icon. Use the **Primary** list box to switch between the different calculators.

Standard Calculator

Menu – use to copy calculations and paste to text fields in other applications

Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

Standard Calculator Keyboard



Note: You can add a high-end financial calculator to **Calculator** view using Avigo Manager. For more information, refer to *Avigo Manager online help*.

Cost-Sell-Margin Calculator

Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

(Clear) – use to clear all values in the three fields

(Cost) – use to solve for the cost of an item (other two values known)

(Sell) – use to solve for selling price (other two values known)

(Margin) – use to solve for margin of profit (other two values known)

Date Calculator

Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

(Start Date) – use to solve for **Start Date** (other two values known)

(Days) – use to solve for number of days (other two values known)

(End Date) – use to solve for **End Date** (other two values known)

(Clear) – use to clear all values in the three fields

Sketch View

Sketch view displays an application you can use to sketch your ideas. To access **Sketch** view, tap the **apps.** icon and then tap the **Sketch** icon.

Sketch list – select a **Sketch** to display it

(New Sketch) – use to add a new **Sketch**

(X) – use to close **Sketch** and return to the **Applications** screen.

Adding, Editing, and Deleting Entries

Procedures for adding, editing, and deleting entries, whether they are **Addresses**, **Events**, **Memos**, etc., are very similar. Within the particular application, a category is selected or created, dates and times are chosen (if the entry is calendar-related), various fields are completed, and boxes are checked. Custom fields may be created as well. What follows are the steps for adding, editing, and deleting an **Event** entry.

To add an Event:

1. Tap **(Schedule)** at the bottom of **Calendar**, or press the **schedule** key.

The **Schedule** screen will appear with the currently selected date on the Title bar. Time slots and previously scheduled events appear below the Title bar.

2. Tap **(Go To)** to select a date you want to schedule the **Event** for.
3. In the displayed **Date Picker**, select a date for the **Event**, and then tap **✓**.
4. Open the **Primary** list box to choose or create a category for the new **Event**.

The first time you view the schedule category list, a default schedule category called **unfiled** will be displayed.


A total of eight schedule categories may reside on Avigo. To add or change the names of categories, see *Adding and Editing Categories* in this chapter.

If more than one **Schedule** category exists, you can press the **schedule** key repeatedly to display the category you want to use.



5. Tap an open time slot approximating the time you want to schedule the new **Event** or tap **(New)**. The **New Event** screen will appear.
6. If necessary, make adjustments to the starting and ending times by tapping on the **Time** box. A **Time Picker** will be displayed.

Note: If you want the **Event** to appear on your schedule without an associated time, choose **(No Time)** in the **Time Picker** screen.

7. After making time changes, tap **✓** to save the changes or tap **✕** to close the **Time Picker** without saving changes.
8. Enter a description of the **Event**.
9. If the event is a repeating one, open the **Repeat** box and choose **Daily**, **Weekly**, **Monthly** or **Yearly**.
10. If desired, set a reminder alarm by tapping on the **Alarm** box and then selecting the alarm time from the list box. You may choose to have an alarm sound from zero minutes to two hours before the event is to take place.

11. To hide and password-protect the details of the **Event**, tap on the **Private** box. After the event is created, a  will appear on the Title bar. To view private entries after they are created, open the **Schedule** view menu and tap **Show private**. To hide these entries again, open the **Schedule** view menu and tap **Hide private**.




Note: Before you can password-protect the event, you must first set a password for your Avigo. For further information, refer to the section *Protecting Your Data in Chapter 12: Additional Features*.

12. If desired, enter additional information about the **Event** in any custom fields you may have created. To add additional custom fields or edit existing ones, see *Adding and Editing Custom Fields* in this chapter.
13. Choose  to save the new **Event** or choose  to return to the previous screen without saving it.





You can also create a new **Event** by, displaying an existing **Event**, opening the **Detail** menu and selecting **Duplicate entry**, then changing the newly created duplicate entry as desired.

To edit an Event:

1. In **Schedule** view, tap on the **Event** you want to edit to display detail view.
If the **Event** is a private one, open the **Schedule** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Event** to display detail view.
2. Tap  to make changes as desired.
3. To hide private events which are visible, open the **Schedule** view menu and select **Hide private**.
4. Tap  to save your changes or tap  to return to the previous screen without saving the changes.

To delete an Event:

1. In **Schedule** view, tap on the **Event** you want to delete to display detail view.
Note: If the entry is a private one, open the **Schedule** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Event** to display detail view.
2. Open the menu and select **Delete entry**.
3. Tap  to confirm your action or choose  to cancel the delete action.

Adding and Editing Categories

All entries are placed into categories. Categories allow easy grouping of entries according to content, purpose, priority, etc. Whatever the application, the procedure for adding and editing categories is the same. What follows are the steps for adding and editing **Schedule** categories.

To add and edit Schedule categories:

1. Open the **Schedule** application.
2. Open the **Primary** list box to display the categories. The first time you view the category list, a default category called **unfiled** will be displayed.
3. Tap **Edit Categories...** to add or edit a category.
4. Tap a blank line in the category list to add a new category name or tap on an existing category to edit it.
5. Use the displayed keyboard to enter a new category or edit an existing one. Each category may be up to sixteen characters in length.
6. Tap (✓) to save your changes.



Avigo lets you create eight To Do categories. Spend some time thinking about how you want to organize your To Do lists before you start entering items. For example, you may want to create categories for Business, Personal, or perhaps the name of the project you are working on.

This concept applies to the other applications as well. Plan ahead to make the best use of your Avigo.

Adding and Editing Custom Fields

Custom fields are very useful for entering additional descriptive information. For example, a corporate buyer may want to add a custom field to designate vendors as primary or secondary sources in **Address** view.

You can add six types of custom fields to your entries: **Text**, **Date**, **Time**, **Numeric**, **Checkbox**, and **List**. Explanations are as follows:

Select:	When your data is:
Text	letters, numbers, and symbols
Date	calendar dates
Time	12-hour or 24-hour time format
Numeric	real, integer, or currency type numbers
Checkbox	<input checked="" type="checkbox"/> = Yes and <input type="checkbox"/> = No
List	a list of items

Note: The **List** field lets you select a list of items for this field. Custom **Lists** must first be created in **Setup** in the **apps.** application before you can add them to your entries as **List** fields. In addition to two default lists provided with your Avigo (**Method** and **Type**), fourteen additional lists may be created. Each **List** may contain up to sixteen items. For more information, see *To create and edit a List in Setup* in this chapter.

What follows are the steps for adding and editing **Schedule** custom fields.


To add and edit a Schedule custom field:

List custom fields must first be created in **Setup** in the **apps.** application before you can add them to your entries. For more information on creating and editing **List** custom fields, see *To create and edit a List in Setup* in this chapter.

Text, **Date**, **Time**, **Numeric**, and **Checkbox** custom fields may be created directly within applications such as **To Do**, **Memo**, **Address**, and **Schedule**, etc., by opening the **Schedule** view menu and selecting **Custom fields...** The **Custom Fields** screen will be displayed. When you tap on a blank line under **Field name**, a keyboard will appear for you to enter the new custom field name.

After creating the custom field name, you can open the pop-up list under **Data type** to display a list of custom field types (including **List**). Select a data type for each of the new field names from the pop-up list.





1. Open the **Schedule** application.
2. Open the menu and select **Custom fields...** to display the **Custom Fields** screen.

3. Tap on a blank line in the custom field list to add a new custom field name or tap on an existing custom field name to edit it.
4. Use the displayed keyboard to enter a new custom field name or edit an existing one. Each custom field name may be up to sixteen characters in length.
5. Tap  to save your custom field name changes.
6. Open the **Data Type** list box to the right of the new custom field name to display a list of field data types.


Note: Once the data type for a field has been saved, it can only be changed on the PC using the Avigo Manager software. For more information, refer to the *Avigo Manager online help*.

7. Tap on the appropriate custom field data type to select it.

Note: If you select the **List** field, the **Select List** screen is displayed. The first time you see the **Select List** screen, you will see two default lists (**Method** and **Type**) which are normally used with expense information. **Method** is used to describe how an expense will be paid. **Type** describes the reason for the expense.




- Select the list you want to associate with your new custom list field.
 - Tap  to confirm your list choice or tap  to return to **Schedule** view without saving your changes.
8. Tap  to save your new custom field or tap  to return to the previous screen without saving it.

To create and edit a List in Setup:

1. Open the **apps.** application and tap the **Setup** icon. The **Setup** screen will be displayed.
2. Tap  to display the **Setup Lists** screen. The first time you display this screen, two Avigo default lists (**Method** and **Type**) are displayed.

Note: You may change or delete items in the Avigo default lists but you cannot change the names of the lists.

To create new lists:

3. Tap  to display the **New List** screen.
4. Enter a new list name in the space next to **List name**.
5. Enter new list items in the spaces below **List name**.
6. Tap  to save your new list or tap  to return to the previous screen without saving it.

To edit list names or list items:

7. To edit an existing list name or list item, tap on a list name to display the **Edit List** screen.

Note: You may change or delete items in the Avigo default lists (**Method** and **Type**) but you cannot change the names of the lists.

8. Edit list names or items, as desired, by tapping on them and using on-screen keyboards to edit them.
9. To delete existing names or items:
 - Tap on the name or item to display a keyboard.
 - Drag select the name or item and then tap the ← key, or open the keyboard menu and tap **Cut**.
 - Tap ✓ to confirm the deletion.
10. Tap ✓ to save your changes or tap ✕ to return to the previous screen without changes.