

## Events To Remember



## Contents



Introduction.....	<a href="#">4-3</a>
The Schedule View Screen.....	<a href="#">4-3</a>
Setting Schedule Preferences .....	<a href="#">4-3</a>
To set Schedule preferences.....	<a href="#">4-3</a>
Scheduling Events .....	<a href="#">4-4</a>
To schedule an Event .....	<a href="#">4-4</a>
Viewing Events.....	<a href="#">4-6</a>
To view a timeline of a day.....	<a href="#">4-6</a>
To view a week.....	<a href="#">4-7</a>
To view Event details.....	<a href="#">4-7</a>
Editing and Deleting Events .....	<a href="#">4-7</a>
To edit an Event.....	<a href="#">4-7</a>
To delete an Event .....	<a href="#">4-8</a>

## Introduction

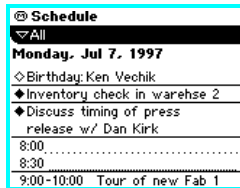
Avigo's **Schedule** application lets you manage events such as business appointments, anniversaries, or birthdays, so that you never have to worry about missing one.

Using **Schedule** and **Calendar** together lets you coordinate and review your daily, weekly, or monthly schedule with the schedules of others. Simply create the schedules of others on your PC and copy them to your Avigo. You can then simultaneously display their schedules and yours on one screen.



## The Schedule View Screen

When you choose **Schedule** at the bottom of the **Calendar** screen or press the **schedule** key, **Schedule** view is displayed. **Schedule** view provides you with an overview of your timed and untimed events for a selected day. Within **Schedule** view, you can add, edit, or delete events, view events in detail, view graphical displays of the day's and week's events or go to another date.



### Explanation of symbols

- ◇ - birthday (from **Address** Application)
- ◆ - untimed event

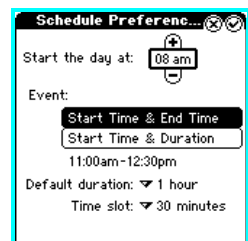
You can also change some of the default attributes of your **Schedule** display and scheduled events if desired. For more information on changing these attributes, see *Setting Schedule Preferences* in this chapter.

## Setting Schedule Preferences

By opening menu and choosing **Preferences...**, you can change the following **Schedule** attributes: the time that you want the **Schedule** to start, **Event** timing details, and duration of time slots in each day.

### To set Schedule preferences:

1. Open the menu and choose **Preferences....** The **Schedule Preferences** screen appears.
2. Use the arrows above and below the **Start the day at** box to adjust the time that your day begins.



3. Tap one of the two options below **Event** to determine how **Event** timing information will be displayed
  - **Start Time & End Time** (Example: 1100am–1230pm)
  - **Start Time & Duration** (Example: 1100am & 1 hour 30 minutes.)
4. Open the list box to the right of **Default duration** to select a default time allotted for each new **Event**. Choose **15 minutes**, **30 minutes**, or **1 hour**.  
**Note:** You can change this as needed when actually scheduling **Events**.
5. Open the list box next to the **Time slot** box to select the time allotted for each time slot in your day. Choose **15 minutes**, **30 minutes**, or **1 hour**.
6. Tap (✓) to save your changes or tap (✗) to return to the previous screen without saving them.

## Scheduling Events

Scheduling **Events** is quickly and easily done: 1) a category is selected or created, 2) dates and times are selected, 3) various fields are filled out, and 4) boxes are checked. Custom fields may need to be created as well. What follows are the steps for scheduling an **Event**.

### To schedule an Event:

1. Tap (Schedule) at the bottom of **Calendar**, or press the **schedule** key.
2. If necessary, tap (Go To) to select a date for the **Task**.  
**Note:** You may also locate the date by:
  - Displaying **Schedule** view
  - Tapping (New) or an open time slot to display the **New Event** screen
  - Tapping the **Date** box to display the **Date Picker** screen.
  - Using the **Date Picker** to select a date.
3. Open the **Primary** list box and choose or create a **Schedule** category for the new **Event**.

The first time you view the 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 *Chapter 2: Quick Start Short Cuts*.

#### 4a. For timed events

- Tap on an open time slot approximating the time you want to schedule the new **Event**. The **New Event** screen will appear.
- If necessary, make adjustments to **Event** timing information by tapping on the **Time** box. A **Time Picker** will be displayed.
- After making time changes, tap ✓ to save the changes or tap ✕ to close the **Time Picker** without saving changes.

**Schedule**  
**New Event**  
 Category: Business  
 Date: Aug 15, 1997  
 Time: 11:00pm-11:55pm  
 Description:  
 Repeat: None  
 Alarm: ☐  
 Private: ☐  
 Note:

If the **Event** is a repeating one,

- Tap on the **Repeat** box to display the **Repeat** screen.
- Choose one of the four options below **Frequency** to determine how frequently the **Event** will occur. Choose **Daily**, **Weekly**, **Monthly** or **Yearly**.
- Make adjustments to frequency of occurrence, starting and ending dates, etc., as appropriate.
- Tap ✓ to confirm your choices or tap ✕ to close the **Repeat** screen without changes taking effect.
- If desired, set a reminder alarm by tapping the **Alarm** box and then selecting the alarm time from the list box.

**Schedule**  
**Repeat**  
 Frequency:  
 None  
 Daily  
 Weekly  
 Monthly  
 Yearly  
 Occurs once.






*To keep your bills paid on time, schedule bill paying as a repeating event on the same day each month. Be sure to schedule extra time for payment by mail.*

#### 4b. For untimed events

- Tap on any open time slot. The **New Event** screen will appear.
- Tap on the **Time** box. A **Time Picker** will be displayed.
- Tap on **(No Time)** in the **Time Picker** screen.
- After making changes, tap ✓ to save the changes or tap ✕ to close the **Time Picker** without saving changes.

**Time**  
 Start time: 08:00 am  
 End time: 09:00 am  
 No Time


5. Tap on the **Description** box and enter a description of the **Event**.

- To hide and password-protect the details of the **Event**, check the **Private** box. After the **Event** is created, a  will appear on the title bar.
- If desired, enter additional information about the **Event**, in any custom fields you may have created. For more information on adding and editing custom fields, see *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts*.
- Tap  to save the new **Event** entry or tap  to return to the previous screen without saving it.









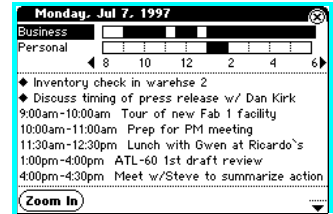
You may also create a new **Event** by displaying an existing **Event**, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.

## Viewing Events

In **Schedule** view, you can press the **pgup/pgdn** key to go to previous/next days. By pressing the **Schedule** key, you can change the **Schedule** category in view. From **Schedule** view, you can choose to view daily timelines of all schedule categories for a selected day, or a display of a week's scheduled events. To view a timeline of schedules for a selected day, select . To view a week's events, select **(Week)**.

### To view a timeline of a day:

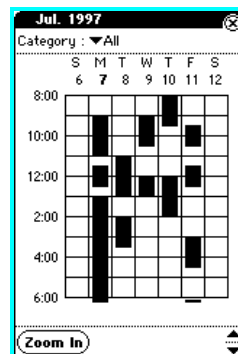
- In **Schedule** view, display the day for which you want view a timeline. If **Events** in that day are private, open the menu and select **Show private**. Enter a password when prompted to do so.
- Tap on a category to display a list of events for that category.
- Tap on . Details of events for the selected category are displayed below the timeline.
- Use the   arrows to view previous/next time blocks.
- Use the   arrows to view previous/next event details for a selected schedule.
- Tap **(Zoom In)** to change the timeline scale from ten hours to four hours.
- Tap  to return to **Schedule** view.



If you're embarrassed because the birthday cards that you send always arrive late, enter friends' and family members' birthdays as yearly repeating events. Then, add reminders seven days in advance of each birthday to help you remember to mail cards in time.

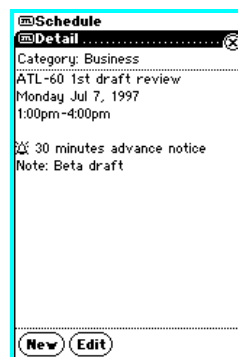
### To view a week:

1. In **Schedule** view, display any day of the particular week you want to view. If **Events** occurring during that week are private, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap on **(Week)**.
3. Use the  $\updownarrow$  arrows to view previous/next time slots.
4. Choose **(Zoom In)** to change the displayed time from ten hours to four hours.
5. Choose  $\otimes$  to return to **Schedule** view.



### To view Event details:

1. In **Schedule** view, display the day in which the **Event** occurs.
2. Locate the **Event** you want to view. If the **Event** is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
3. Tap on the **Event** to display detail view.
4. Tap  $\otimes$  to return to **Schedule** view.



Use notes to store more details about an event. For example, the note attached to "Flight to Chicago" might include the flight confirmation number, seat number, and even rental car and hotel information.

## Editing and Deleting Events

You can edit an **Event** by using the on-screen keyboards. You can also edit an **Event** by copying information from one **Event** and pasting it into another. Deleting **Events** is easily done by displaying the **Event**, opening the **Detail** view menu and choosing **Delete** entry.

### 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 menu and select **Show private**. Enter a password when prompted to do so.
2. Tap **(Edit)** at the bottom of the screen.
3. Add, change, or delete information as desired.
4. Tap  $\checkmark$  to save your changes or tap  $\otimes$  to return to the previous screen without saving them.

### To delete an Event:

1. In **Schedule** view, tap on the **Event** you want to delete to display detail view. If the **Event** is a private one, open the menu in **Schedule** view and select **Show private**. Enter a password when prompted to do so.
2. In the **Detail** screen, open the menu and select **Delete entry** to delete the **Event**.
3. Tap  to confirm and complete the delete action.