MODEL I / MODEL III

TIME MANAGER

Radio Shack TRS-80 SOFTWARE ™

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Time Manager (26-1582)

IMPORTANT NOTICE

This Radio Shack "Time Manager" software package uses certain keyboard "control codes" to perform some of its editing functions. These codes are not recognized by the earlier TRS-80 Model III microcomputers. If you received details of this optional modification with the original purchase of your TRS-80 Model III, your computer will require the optional upgrading to be able to use this program. Your local Radio Shack dealer has whatever TRS-80 equipment you may require and will be able to help you with the necessary modification.

Time Manager

Radio Shack®

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FORT WORTH, TEXAS 76102

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The Manager Series

Time Manager is the first of a series of Manager programs. The Manager Series takes full advantage of your TRS-80 computer's capabilities to help you organize, plan, schedule and record significant details in your personal and business life.

Time Manager

Time Manager helps you organize and plan your activities while maintaining accurate and complete records for future reference. These benefits are achieved with minimum effort—Time Manager and your TRS-80 do most of the work.

You'll see every appointment and memo on your screen in order of priority, and you'll be able to find the information you need in seconds. Important activities are displayed from day to day until completed, forming a dynamic "to do" list. Expenses may be computed according to your criteria for tax and budgeting purposes. These and dozens of other features make Time Manager the most powerful and flexible personal time management program available for microcomputers.

System Requirements

Time Manager has been designed to run on a TRS-80 Model I or III system. You will need the following equipment:

- TRS-80 Model I or III Computer with 48K Memory
- TRS-80 16K Expansion Interface (Model I only)
- 2 TRS-80 Disk Drives

The following **optional** equipment will add to the effectiveness of Time Manager:

- A Line Printer capable of printing 80 columns (Time Manager cannot be used with printers requiring specially loaded driver programs.)

- A third Disk Drive

- An Amplifier-Speaker, such as the Archer "Mini Amplifier-Speaker" (Cat. # 277-1008). (The cassette recorder cable (Cat. # 26-1207) auxiliary jack is plugged into this device, allowing Time Manager to provide audio responses.)

User's Guide

This manual will guide you, step-by-step, in learning how to use the Time Manager program effectively. If possible, you should work through this manual while **doing** the examples on your TRS-80.

Note: Some of the video characters shown may vary, depending upon whether you are using a Model I or Model III.

A Note on Terminology

Since all communication from you to Time Manager takes place through the TRS-80 keyboard, it will be worthwhile to take a moment to define a few terms that are used frequently throughout this manual. Please read these explanations even if you are familiar with your TRS-80 computer.

Occasionally, you will be instructed to press a key such as [CTRL] [P]. This is an abbreviation for Control P. To press a control key, hold down the [SHIFT] and down arrow [↓] keys on the left side of your keyboard and press the appropriate letter key ([P], in this example).

This manual uses three different words to refer to various ways of entering information—press, type, and enter. Press is used when a single keystroke (normal, shifted or control) is required. Type is used when several keystrokes are required. Enter is used when you need to give Time Manager an arbitrary number of keystrokes terminated by pressing the [ENTER] key.

Starting Time Manager

This section contains instructions for preparing to use Time Manager. Refer to the Reference Card provided with this manual (or Appendix E) if you encounter any problems or see any error messages you don't understand.

Note: Before running the Time Manager program, you should make "working" backups of your Time Manager program and sample data diskettes and put the originals in a safe place. From here on, when we refer to your program or sample data diskettes, you should be using the working copies. You should also format one blank diskette (to use later as a data diskette) using the TRSDOS Format utility. If you are unfamiliar with the backup and format procedures, refer to Appendices A, B, and C.

We strongly recommend that you develop the habit of making backups of all data diskettes every few days, in case the "working" copy is lost or damaged.

Follow the instructions below to begin the Time Manager program:

1. Turn on your TRS-80.
2. Insert the Time Manager program diskette into Drive 0. (Check your Owner's Manual regarding the care and handling of diskettes.)
3. Press the Reset button.
4. If you have a Model III, enter today's date. It is not necessary to enter the time, so press ENTER in response to the time prompt.

   Note: The disk drive should activate for a few seconds and then stop. If the drive continues to operate for more than 10 seconds, press the Reset button. If the problem persists, contact Radio Shack Computer Customer Service.

5. After the TRSDOS (or DOS) READY message appears, type: T I M E M G R and press ENTER.

   When the disk drive stops, the screen will show:

```
              TIME MANAGER

     INSERT DATA DISKETTE INTO DRIVE 1

            AND PRESS <ENTER>

    (C) 1981 THE IMAGE PRODUCERS, INC.
```

Starting Time Manager (continued)

Normally, you will put your own data diskette in at this point, but for now, use your sample data diskette (working copy). It contains reference information and sample entries that you will use while working through this manual. Insert the data diskette into Drive 1.

Caution: Never insert or remove a diskette unless specifically told to do so by Time Manager, or unless you have exited the program. This is to avoid a possible loss of data. To exit the Time Manager program, press CLEAR repeatedly until the `TRSDOS READY` message appears.

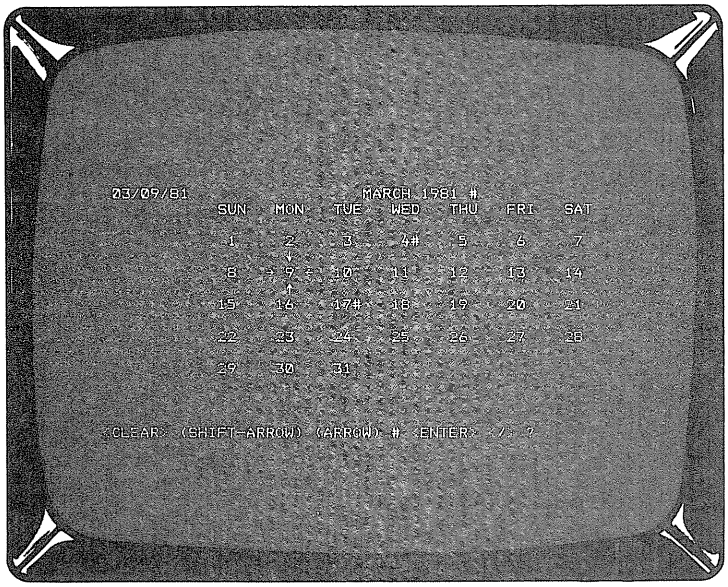
The screen will now show:

```
                  TIME MANAGER

                 JAN — DEC 1981

                YOUR LIFE'S STORY

           ENTER TODAY'S DATE (1/1-12/31):

        (C) 1981 THE IMAGE PRODUCERS, INC.

                                                  #
```

The second line indicates which months of the year are kept on this diskette. The third line is the diskette's title. Section 2 will tell you how to put your own title on a diskette. The # symbol at the lower right of the screen is the upper/lower case indicator (described in Section 9, "Lower Case Flag").

Enter the date as MM/DD—Example: 3 / 9, for March 9. Remember to press ENTER when you "enter" information. If you have already begun using Time Manager, a date will appear under the blinking cursor; you may then press ENTER to accept this date.

The screen will show:



```
03/09/81                 MARCH 1981 #
            SUN   MON   TUE   WED   THU   FRI   SAT

             1     2     3     4#    5     6     7
                   ↓
             8   → 9 ←  10    11    12    13    14
                   ↑
            15    16    17#   18    19    20    21

            22    23    24    25    26    27    28

            29    30    31


<CLEAR> (SHIFT-ARROW) (ARROW) # <ENTER> </> ?
```

This is the calendar page for the month you entered. Note that the date you specified as "today" appears in the upper left corner of the screen. The line at the bottom of the screen will be explained in Section 3.

Creating Data Diskettes and Personalization

This section contains instructions for creating blank data diskettes, adding your own personalized diskette title, and changing the year shown at the top of the calendar on your video screen.

To create a blank data diskette, you must use a formatted diskette (you should already have formatted one) and you must initialize that formatted diskette with Time Manager's "Data Diskette Creation" feature.

In order to use this feature, it is necessary to have the calendar page on your screen. Type / Z and you will see a display similar to the following:

```
XX/XX/XX DATA DISKETTE CREATION

        DISKETTE TITLE: YOUR LIFE'S STORY

        YEAR: 81

        START MONTH: 1 END MONTH: 12

        DRIVE:1 OK TO PROCEED (Y/N)?

                                                          #
```

The cursor will now be flashing by the question:

```
                    OK TO PROCEED (Y/N)?
```

Note: Pressing CLEAR will return you to the calendar and cancel the creation process. Pressing N allows changing the diskette name, or other information. At this time, you may change only the Title and Year. If your new title is shorter than the old one, use the space bar to remove the extra letters. Press ENTER to step through the items until you get back to the OK TO PROCEED question.

Now press Y for Yes, and you will see:

```
              INSERT NEW DISKETTE AND TYPE 'Y':
```

Remove the data diskette currently in Drive 1 and insert a new Formatted diskette. Press Y and a pointer will begin to move across the screen. When the pointer reaches the asterisk on the right side of the screen, the preparation process is complete. You will see the message:

```
                                        >COMPLETED<

                 INSERT OLD DISKETTE AND PRESS <CLEAR> ...
```

Remove the new diskette you have just prepared and label it as a data diskette. Place the sample data diskette back into the drive and press CLEAR.

This completes the data diskette creation process. For now, set your new data diskette aside until you are ready to start entering your own data. As you continue to read through the manual, you will be using the backup copy of the sample data diskette provided with the program.

Text Helped if "Read this"
separated from "Do this"

Time Manager Structure

Time Manager is arranged in two levels—Month and Day. This section describes these levels and explains procedures for moving within each level, as well as from one level to another.

The program operates somewhat like a two-power microscope through which you inspect the entire month, your daily records, activities and memos. Coarse magnification shows a larger area (for example, an entire month's calendar page). A fine magnification shows a daily record or activity.

The prompt line at the bottom of your screen may be viewed as the "microscope's" basic controls. Pressing ENTER increases the magnification, moving from the Month to the Day Level. Pressing CLEAR decreases the magnification, moving from the Day Level to the Month Level.

- The SHIFT ← and SHIFT → move within a level; from month to month, or day to day.
- The ←, ↑, ↓, and → keys, as well as a number (indicated by the #), are used to finely adjust the "microscope".
- ENTER increases the magnification, moving from the Month to the Day Level.
- The / key selects Time Manager's special features.

Errors are very simple to correct in the Time Manager program. If you see an unexpected display, make a mistake or want to cancel a command, simply press CLEAR until the Time Manager opening screen appears. You can then press ENTER to move back to the desired level.

Month Level

When you start Time Manager (as described in Section 1), the program moves to the Month Level and displays the current month's calendar on your screen. Notice the following features:

Month Name—If a # appears to the right of the month name and year, your diskette contains information for that month.

Day Digits—Similarly, if a # appears to the right of a particular day, you have made an entry for that day.

< >

Pointers—The left and right arrows on the screen are called pointers. The pointers start out indicating today's date.

The Mark—The symbols above and below today's date form the mark. It is used for several purposes (to be described later). Although it may be moved to accentuate a particular date, it always starts out marking the current date.

The line at the bottom of the screen indicates how to move within the Month Level or to another level. Follow the examples below:

Command	**Function**
CLEAR	Press CLEAR and the opening screen of Time Manager will be shown on your screen. Press ENTER twice to return to the current month.
SHIFT ← , SHIFT →	Press SHIFT ← and the previous month's page will be displayed. Press SHIFT → to move forward in time.
← , ↑, ↓ , →	The arrow keys are used to move the pointer from one day to another within the month. The ← key moves the pointer back a day, ↑ moves it back a week, → moves it forward a day, and ↓ moves it forward a week. Notice that if you try to move off a page, you will shift to the previous or subsequent calendar page. After you have moved the pointers around for awhile, move them back to the current (marked) day.
WHERE ? #	This sign indicates that a number may be used to move from one month to another. For example, enter 3 (press 3 , then ENTER) to view the calendar page for March. Use the arrows or an appropriate number to move back to the marked date. If you enter 0 , December of the preceding year will be displayed. Enter any number greater than 12 and you will see the calendar for January of the following year. To return quickly to the current month, just press SHIFT = (no Enter required). The current month will again be displayed with the pointers marking the current date.
ENTER	Press ENTER to move to the next level and display the current day. Press CLEAR to move back to the Month Level.
/	Press the / key to display a list of commands: A B C D F I K L N P Q T X Y Z? These commands are used to inform Time Manager of additional tasks you want it to perform. They will be described in later sections and are also defined in the Reference Card. Soon you will be using many of these commands, but for now just press CLEAR.

In addition to the preceding controls, Time Manager enables you to take a few shortcuts by using the following symbols:

Space Bar	The mark may be moved to a particular date by moving the pointers to the desired date and pressing the space bar. Move the mark to January 1 by moving the pointers there (with the shifted arrows, numbers, and arrows) and pressing the space bar.
- , =	The hyphen (-) and equal sign (=) may be used to move back and forth between a marked day and the current date. Press SHIFT = and the display moves back to today. Remember, the date Time Manager uses as today is always displayed in the upper left corner of the screen. Press - and the display moves back to the marked date.

Now, move the pointers back to today by pressing SHIFT =, then press ENTER to increase your magnification. This brings you to the Day Level display for the current date.

Day Level

The way in which you move around the Day Level is similar to the way you move around the Month Level. However, because your magnification has increased, the functions of the keys differ slightly. For example, the shifted arrows move from day to day instead of month to month.

Command	**Function**
CLEAR	Start by pressing CLEAR to display the calendar for the current month. Now press ENTER to go back to the Day Level. Notice that since the month's information had already been read, it was unnecessary for Time Manager to reread it, thus you did not see the One Moment message.
SHIFT ← , SHIFT →	Try the shifted left and right arrow keys. On the first of the month, if you press SHIFT ←, you will see the ONE MOMENT message while Time Manager reads the previous month's information just before the last day of the previous month is displayed.
← , ↑ , ↓ , →	These keys are used to move the pointers around within the Day Level display. The pointers only appear if there are entries for the day you are inspecting. Since you are using a copy of the sample data diskette, there are sample entries on

	October 19; move there any way you choose (perhaps by using [CLEAR] to move out to Month Level, shifted arrows to go to October, [ENTER] to return to Day Level and shifted arrows to get to the 19th) and the pointers will appear. Move them around with [←], [↑], [↓] and [→]. Section 4 will describe how the pointers are used at this level. If you attempt to move the pointers off the edge of the display you will see your first error message: ?BUMP... This message always appears when you attempt to move outside the edges of the screen or below the entry information on any day page. Press the [CLEAR] key (or any key) to clear the error message and continue. Move back to the current date with [SHIFT] [=].
#	Similar to the Month Level, this sign indicates that a number may be used to move from one day to another. For example, enter [1] [2] (remember to press [ENTER]) and a display of the 12th day of the month will appear on your screen. If you enter [0], the last day of the preceding month will be displayed (unless that month is not stored on your diskette—if that is the case, press the [CLEAR] key to erase the error message). Any number greater than the number of days in the month will show the first day of the following month. To return quickly to the current date, press [SHIFT] [=]. Remember to use the [SHIFT] key, or the hyphen will return to the day you marked.
[ENTER]	The [ENTER] key moves you to the next lower level. This message will appear at the bottom of the screen: NEW ENTRY: PRIORITY (*,1-3,NOTE)? The flashing N indicates that Time Manager is in its Entry Level. The Entry Level will be described in Section 4. For now, press [CLEAR].
[/]	The slash key displays a list of commands that can be used to tell Time Manager which tasks you want it to perform. This list is slightly different from the Month's Level list. Press [/] and you will see: A B C D F I K L M N P Q R S T W? These are defined in the Reference Card and will be described in later sections. Right now, you can override the slash command by pressing [CLEAR].
[,], [.]	Two additional keys may be used at this level to move quicky from one day to another. Press [,] and the first day of the current month will appear on your screen. Press [.] to move to the last day of the month.

[-] , [=]	The [-] and [=] keys work the same as at the Month Level. Press [-] and the information for January 1 will appear (presuming you left the mark there). To move back to the current date, simply press [=] .
Space Bar	At the Month Level, the space bar was used to move the mark. It is used at the Day Level to change or edit currently existing entries. This process will be discussed later, but for now, just remember that the mark may only be moved at the Month Level.

You are now ready to start making new entries to inform Time Manager of your activities. Since this process is really the heart of the entire Time Manager system, all of Section 4 is devoted to it.

Entry Components

An entry is the basic unit of information used by Time Manager. An entry always consists of four parts:

- Priority
- Permanence
- Category
- Text

Included on your sample data diskette are several example entries for October 19. Using the techniques you learned in the previous section, move to the Day Level for October 19 so you can refer to those sample entries.

Priority

The Priority of an entry is displayed in the first column of the entry display. Time Manager allows you to use five levels of Priority—*, 1, 2, 3 and NOTE, in order of decreasing importance. Note Priority entries show a period (.) in the first column.

Entries are always displayed in priority order, with the highest priority items appearing at the top of your screen.

The star priority (*) has a special function that lets you form a "to do" list. While entries with all non-star priorities remain on the day they were made, starred entries always appear on today's date—the date displayed in the upper left corner of the screen. To test this feature, type / A D (Alter Date). This command tells Time Manager to treat whatever day you are inspecting as today (after you type the command, 10/19 will be shown in the upper left corner as today). Since October 19 is now being treated as the current day, the starred entries will appear. Notice how all the lower-priority entries have been moved down to make room for the new entries. Leave today set to October 19 for now.

Permanent Entries

The permanence of an entry is displayed in the second column of the entry display. Most entries will be non-permanent; that is, they are only relevant for a particular year. Others, such as holidays, anniversaries and birthdays, will repeat from year to year. Move to October 31 (you may use the shifted arrows, the number 3 1, or just the >) and notice that Halloween, which occurs every year on the same date, has a P in the second column indicating that the entry is Permanent. Press = to return to today (remember, we have October 19 set as today) and check to see that all the entries on this page just have a period in the second column. These entries are not permanent.

An important feature of Time Manager is the ability to move data forward to a new year by deleting all non-permanent entries. You will be learning this procedure in Section 10.

Special Note: Many holidays, such as Thanksgiving and Easter, do not occur on the same date each year. Nevertheless, these entries should be flagged as Permanent; they may later be moved to the proper day after all the non-permanent entries have been removed.

Category

The Category code of an entry is listed in the third column of the Day Level display. Any one of 26 categories (designated A through Z) can be assigned to an entry. Entries with the same priority are sorted by Category code when displayed.

In this section, you will learn how to define the 26 categories to suit your individual needs. But for now, type / C to inspect the categories supplied on the Time Manager sample data diskette. Press the space bar to return to the Day Level display.

Text

The Text of an entry appears in the fourth (and final) column of the entry display. Anything you can type from your computer's keyboard can appear in an entry's text. Each entry may consist of as many as 49 characters and spaces.

Time Manager Capacity

Time Manager data diskettes are of two basic types: 6-month and 12-month. On a 12-month data diskette such as your sample data diskette, Time Manager can store 100 entries per month. On a 6-month diskette, Time Manager can store 200 entries per month. Starred entries are not considered part of a month's capacity. You may have up to 20 starred entries.

If your application requires more than 200 entries per month, consider using multiple data diskettes, each with some logical subdivision of your daily activities.

The More Message

Up to 127 entries (starred and non-starred) may occur on a particular day, but only 11 of them will appear at any one time. Move to October 2; notice that the entire screen is filled with entries and that the message: `(10 MORE)` appears on the bottom line. Time Manager is telling you that since only 11 entries may be shown at one time, there are 10 more that are not displayed. To view these entries, repeatedly press the ↓ key to move the pointer down and watch the entries scroll upwards. Keep pressing ↓ until you see the `?BUMP` message; at that point, you will have seen all the entries for that day. Press the CLEAR key (or any key) to clear the error message, and repeatedly press the ↑ key to move back up. Watch as the entries scroll back down. It may help you to think of a list of entries as being written on a long strip of paper which you may wind backward and forward with the ↓ and ↑ keys. Move back to the 19th by pressing =.

Making a New Entry

Press ENTER to increase your magnification a step further. The following message indicates that you are now ready to add a new entry:

```
NEW ENTRY: PRIORITY (*, 1-3, NOTE)?
```

The blinking `N` (for Note) signifies that if you press a key (other than *, 1, 2, or 3), the entry will be given a Note Priority. For this example, press 1 and you will see: `CATEGORY?`

Unless you have an excellent memory, you may not recall which Category letter you would like to use. At this point, you can press ENTER to view the list of Category codes. Do so and press A (the Advertising category). At the bottom of the screen you will see:

```
TEXT:
```

Enter the following text (remember to press ENTER at the end).

THIS IS MY FIRST ENTRY

Remember, you can use the left arrow to correct any errors. Time Manager includes several other editing shortcuts which will be presented later.

As soon as you press ENTER, your new entry will appear with the other Priority 1 entries on the screen.

The Pointers

In the previous section you used the arrow keys to move the pointers around the Day Level. Now that you know what the four columns represent, the pointers' purpose should be more obvious.

When you first move to a particular day, the pointers always appear at the Priority column of the first entry.

Make sure you are at October 19 (today) and press → three times. Notice how the pointers shift from the Priority column to Permanence to Category and finally, to the Text. Press ← three times to move back to the Priority column. Take a moment to try moving the pointers around in various ways. Remember that if you see the ?BUMP message, press the CLEAR key to clear it and continue. Finally, move the pointers back to the Priority column of the top entry.

Changing Category Names

Category names can easily be changed to reflect individual needs by typing the proper / A (Alter) command.

To change category names, type / A C (Alter Categories), then select the Category you wish to change. The cursor will move to the old name, and you may then type the new name using the space bar or CTRL T (SHIFT ↓ T) to erase any remaining characters, then press ENTER. Change as many names as desired, and press CLEAR when you are through. Your changes will then be recorded. (Pressing CTRL Q instead of CLEAR will cancel your changes.) For example, change category N (currently NEW ACCOUNTS) to SPECIAL EVENTS. Type / A C , press N , and enter S P E C I A L □ E V E N T S. Press CLEAR to record your changes.

Modifying Entries

At the Day Level, you may change a particular part of an entry by moving the pointers to the appropriate column, pressing the space bar, and typing the change.

1. Priority

For example, change your new entry to a Note Priority by moving the pointers down to the new entry's Priority column. Press the space bar. The old Priority (1) will begin to blink. Press N (for Note) to change the priority. Notice the entry was moved down in the display to indicate its lesser priority. Move the pointers down to the entry's new position to modify it further.

2. Permanence

Now try changing your entry's Permanence. Move the pointers to the Permanence column by pressing → once. Then press the space bar. Notice that the period changed to a P (for Permanent). The space bar automatically switches permanence on or off.

3. Category

You may also use the space bar to change a Category code of an entry. Press → again to move to the Category column. Press the space bar and the A will begin to blink. Finally, press Z to change the category. Again, notice how the entry shifts down. Remember, entries with the same priority are sorted by Category code.

4. Text

Change the Text of the entry by first moving down to it, then press → to move over one column. The pointers will bracket the text of the entry. Press the space bar and the first letter of the text will begin to blink. Press CTRL G five times (this inserts five spaces at your current cursor position) and notice how the entry text moves to the right. Now, type Y E S , and press ENTER to accept the line as shown. Your entry should now look like this:

```
.PZ YES, THIS IS MY FIRST ENTRY
```

Pressing CTRL G (for insert) is one of several editing shortcuts that may be used to modify entries. Refer to the next section (or the Reference Card) for more information on these commands. We suggest that you only experiment on your own entry, as you'll be using the other sample entries later in this document.

Line Editor

You can enter new information (or modify existing data) quickly and easily with the Line Editor commands. Press the space bar at the beginning of the text to get into the Line Editor mode. For example, to quickly move to the beginning of a line, press SHIFT ← ; to move to the end of a line, press SHIFT →.

To move one position to the right without changing the existing information, press → . This command is particularly useful when you wish to move to a certain place in your entry, then insert spaces. To move one position to the left (without changing the entry), press ← .

You may wish to delete a character or an entire word without leaving spaces in the spot where that character or word has been. Position the cursor over the first letter (in the word you want to delete) and press CTRL C.

When you have completed making changes to a line, or entry, press ENTER. This will record the line as changed. Press CLEAR to cancel changes and move out of the Entry Level.

The editing commands will become very useful as you gain proficiency in using the Time Manager program. For now, return to your new entry to learn how to mark completed entries.

Marking Completed Entries

When you complete a task or appointment, you may wish to mark the entry as completed. To do this, move the pointers to the Priority column, press the space bar, and D (for Done). Notice how the dashed line appears through the entry. Press the space bar and D again to remove the dashed line.

When you use the space bar and D on a starred entry, it is not only marked as completed, but its priority shifts from * (floating) to 1 (fixed). Rather than marking an entry as completed, you may wish to delete it altogether by moving the pointers to any column in the entry and typing / D . Delete your new entry (the pointers should be in the proper position).

Since you will be using your entry again for further experimentation, recover it by typing / M G . You will learn more about the / M commands in Section 9.

Recording Your New Entry

Press CLEAR to move back to the Month Level. The brief ONE MOMENT, PLEASE... message indicates that Time Manager is recording your new entry onto the data diskette.

Recording ("writing") new entries only takes place when necessary to make Time Manager as fast as possible. You may type / W from the Day Level if you want to record changes and additions.

Press ENTER to move into the Day Level, and you will see your new entry.

If you have worked through all the examples in these sections, you should now have a solid working knowledge of the basic operations of Time Manager. At this point, you may want to begin building your own personal data, using the blank data diskette you have already created. You can return to the sample data diskette you have been using for further experimentation while working through this manual.

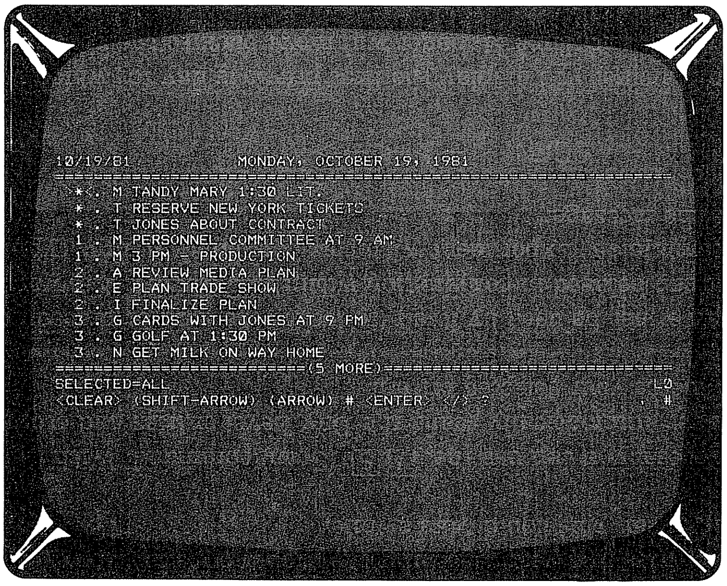
Selecting Entries and Locating Information

You may wish to "filter" the entries you have made and focus on a particular subject. Time Manager provides three ways to filter the microscope—Category selection, Keyword selection, and Priority selection. You may combine these "filters" in any way you choose, and only those entries which meet your criteria will be used.

Time Manager also provides a way to quickly scan backward and forward in time to find important entries in seconds.

In this section, you will learn how to use and combine these features to begin to take full advantage of Time Manager's power. We have included several entries (on your data diskette) for a theoretical friend and associate, named MILLER, to help describe these features.

Restart Time Manager, using the Start-up procedure described in the first section. Use the data diskette you created (the one with your new entry) and move again to the Day Level for October 19. Type / A D to set up October 19 as today. This is what you should see:



```
10/19/81           MONDAY, OCTOBER 19, 1981
=================================================================
 >*<. M TANDY MARY 1:30 LIT.
  * . T RESERVE NEW YORK TICKETS
  * . T JONES ABOUT CONTRACT
  1 . M PERSONNEL COMMITTEE AT 9 AM
  1 . M 3 PM - PRODUCTION
  2 . A REVIEW MEDIA PLAN
  2 . E PLAN TRADE SHOW
  2 . I FINALIZE PLAN
  3 . G CARDS WITH JONES AT 9 PM
  3 . G GOLF AT 1:30 PM
  3 . N GET MILK ON WAY HOME
=========================(5 MORE)================================
SELECTED=ALL                                                   L0
<CLEAR> (SHIFT-ARROW) (ARROW) # <ENTER> </> ?                 . #
```

If you do not see this display, check your work carefully.

Category Selection

To display only those entries in a specific Category, you would type / C and the letter of the Category you wish to select. This activates the Category Selection feature. Once Category Selection is on, all other categories are ignored.

Type / C Z (notice how Time Manager shows you the Category codes as soon as you press C). All of the entries for the 19th will disappear except the entry you made in the last section. The entry has Category Z (third column of the display). You will always be reminded of the criterion you have selected. Time Manager will print the selected category next to the word, SELECTED= (under the bottom dashed line on your screen).

Now turn off the category selection feature by typing / C and pressing CLEAR. All of the entries for the 19th will reappear. Type / C A and only those entries with Category A will appear.

In Section 4, you typed / C and pressed the space bar to inspect the category titles. You can now use / C and the space bar to review the categories without changing or cancelling the category selection. Remember, only the lettered keys and CLEAR will change the Category criterion. After familiarizing yourself with this feature, type / C CLEAR to turn off the Category Selection feature.

Keyword Selection

With the Keyword Selection feature, you can display only those entries which contain a particular keyword or phrase, up to 25 characters in length. This lets you quickly locate key information for any day of the year.

To turn on the Keyword Selection, type / K . You will see this prompt:

```
KEYWORD:
```

For now, enter M I L L E R as the keyword. When you press the ENTER key, all entries which do not contain the word MILLER will disappear.

As mentioned previously, you can easily combine Keyword and Category Selection. Type / C A to select Category A, and only the single entry which meets both criteria will be displayed. Type / C CLEAR to turn off the Category Selection feature.

As you might expect, Keyword Selection is turned off in the same way as Category Selection. Type / K CLEAR and all the entries for the 19th will be displayed again.

You may also include "unknowns" in your keyword by using a question mark in a keyword to match any character in an entry. That is, if your keyword was $\boxed{B}\boxed{?}\boxed{T}$, entries containing the words BIT and BAT would both be selected. Unknowns are useful when you are unsure of how you spelled a word (did I type INDEPENDENCE DAY or INDEPENDANCE DAY?) or in conjunction with hierarchical selection, which will be described later.

Experiment with $\boxed{/}\boxed{K}$ and $\boxed{/}\boxed{C}$ for a few moments to familiarize yourself with their operation. Try different combinations of categories, normal keywords, and keywords with unknowns. After you have experimented with at least three or four combinations, type $\boxed{/}\boxed{K}$ $\boxed{\text{CLEAR}}$ and $\boxed{/}\boxed{C}$ $\boxed{\text{CLEAR}}$ to turn off both selection features.

Priority Selection

Finally, you may instruct Time Manager to show only the entries which meet or exceed a certain Priority. This feature can be very beneficial when you need to know which Priority 1 activities have not been completed. To turn on Priority Selection, type $\boxed{/}\boxed{L}$ (for Level), and you will see the message:

LOWEST PRIORITY TO SELECT?

Press $\boxed{1}$. All entries with Priority under 1 (level 2, level 3, and Note level entries) will disappear. Since starred entries are the highest priority, they will always be displayed (unless filtered out by the other selection features).

Time Manager keeps you informed of your current Priority Selection level—notice the L1 under the bottom dashed line on the right side of your screen. Type $\boxed{/}\boxed{L}\boxed{2}$ and a 2 will replace the 1 for your Priority Selection level. The level 2 entries will reappear. Type $\boxed{/}\boxed{L}$ $\boxed{\text{CLEAR}}$ to turn off Priority Selection, and all the entries will reappear (your Priority Selection level will appear as L0). Any key (other than 1, 2, or 3) will also cancel the Priority Selection feature.

Again, experiment for a few moments with various combinations of Keyword, Category and Priority Selection. When you are through, turn off each of the selection features with the $\boxed{\text{CLEAR}}$ sequence.

If you have been following all the examples, you should be at the Day Level for October 19. Move there if this is not the case.

Scanning

So far in this section, you have learned how to limit the Day Level displays by selecting Category, Keyword and Priority. With this knowledge, you could filter out all unnecessary information and then use the shifted right and left arrow keys to find all the entries in a year matching the proper criteria. However, with 365 (or 366) days in a year, this could take awhile.

To speed up this process, you can use the / S (Scan) command. With this feature, Time Manager automatically scans the Day Level entries and stops at the next one which meets your selected criteria.

The Scan feature can either be used by itself (to locate the next or preceding day with an entry), or it can be used in conjunction with the Category, Keyword and Priority Selection commands. Experiment with this command by first typing / S . You will see the message:

SCAN: <←> <→>?

Press ← and Time Manager will display the first previous day for which there is an entry. Type / S ← and Time Manager will move back to the next previous day with an entry.

Now, return to October 19 and select the keyword MILLER as you did previously. Type / S → and Time Manager will instantly move to December 30 (which contains the next MILLER entry). Type / S ← to scan backwards, and you will move back to the 19th.

See if there are any entries concerning MILLER prior to October 19. Type / S ← again. Scan back until the following message appears:

NO MATCH. PRESS <CLEAR> TO CONTINUE...

Press CLEAR to clear the message, and then press = to return to October 19 (today).

Now, practice the Scan feature using the Category and Priority selections. First, type / K CLEAR to clear the Keyword Selection. Type / C J to find the first day (prior to October 19) which has an accounting entry with a level 1 priority, type / C J . Your screen will display the category you selected:

JOB ACCOUNTING

Type / L 1 and notice that L1 replaces the L0 on the lower right side of your screen. Finally, type / S ← and October 7 will instantly appear on your screen.

Remember that / S will always locate the next or previous daily entry which meets **all** your selection criteria. Also, remember that / S will not stop for starred entries, since they are not associated with a particular day.

As an exercise, locate the first holiday after Independence Day (July 4). Begin by utilizing the commands you have learned thus far. If you have difficulty, return to October 19 and use the following procedures:

1. Type / L CLEAR to clear the Priority Selection.
2. Type / C H to convert the Category Selection from J to H.
3. Press CLEAR to move out to the Month Level.
4. Press SHIFT ← three times to move back to July's calendar page.
5. Using ←, ↑, ↓, and →, move the pointers to the 4th.
6. Press ENTER to move to the Day Level. The entry for Independence Day will appear.
7. Type / S → to Scan forward for the next holiday. Time Manager will quickly move to that date.

Although this may seem like a complex process, it will become easy and natural as you become experienced in using Time Manager.

Again, you should experiment by combining the three Selection features with the Scan command. When you use these features effectively, you can locate important information in seconds. Finally, press CLEAR twice to return to the opening page.

A good working knowledge of the material covered so far is crucial for understanding and fully utilizing the information presented in the remaining sections. Therefore, a review of the first five sections is recommended before you start Section 6.

Totalling and Accounting

Time Manager can be used for general accounting purposes and to provide totals for such categories as income received, hours worked and expenses. As many as nine separate accounts can be maintained. Totals for each account can be obtained for a day, a month, the entire year or any specified time period within the current year.

To begin learning these features, start Time Manager (using the instructions from Section 1) and move to the Day Level for October 19. Again, type / A D to set the 19th as the current date.

Account Descriptions

Type / T (Totals) to display the nine accounts supplied with Time Manager. Later in this section you will learn how to change the account descriptions to meet your individual needs.

The first column, ID, contains the Account Number and a symbol used by Time Manager to provide selective totals. Each account and its symbol corresponds to a key on your keyboard.

The second column, CT, displays the number of times that an amount has been added into that account. All accounts are currently at zero, since no accounting has yet been done.

The third column, DESCRIPTION, provides a brief description of what the account represents.

The fourth column, SUM, contains account sums. The sums can range from -500,000.00 to +499,999.99. These totals can represent any unit (including dollar amounts, mileage, gallons and time), or any other numerical amount.

The fifth column, MULT, contains account multipliers. The multipliers can range from 0 to 9999 and must be positive integers.

The sixth column, TOTAL, contains account totals. This total is the product of the account sum and the account multiplier. Numbers used in accounting functions (including totals) are limited to plus or minus 499,999.99.

Several totalling commands are available (as shown in the message at the bottom of your screen). For now, press CLEAR to return to the Day Level display for the 19th.

Accounting Entries

If you were to make a $75.50 office equipment purchase, you could record it with the following entry:

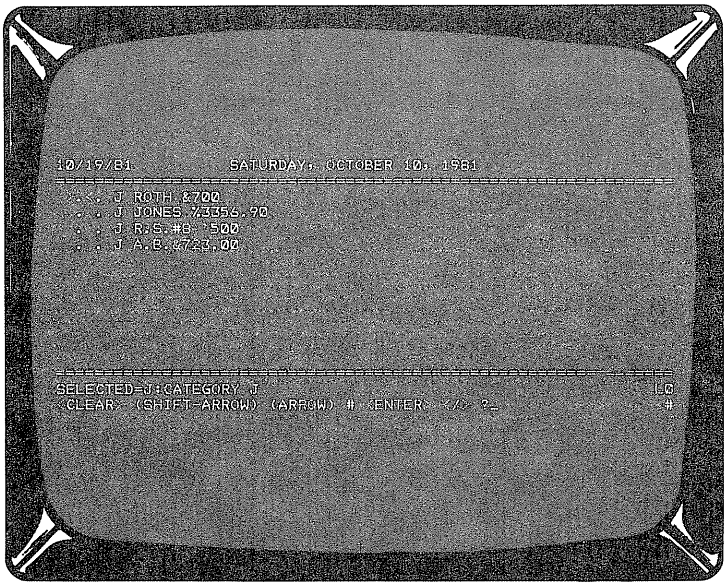
```
..P CALCULATOR (75.50
```

If you made a similar entry every time you purchased office equipment, you could use the Keyword and Scan features at the end of the year to find all entries. Then, you could add up all those amounts and determine your office equipment purchases for inventory and depreciation purposes.

Time Manager provides an automatic way of adding up amounts (such as the example above). Whenever a numeric amount (positive or negative) is preceded in an entry by one of the account symbols (shifted numeric keys on your keyboard), that amount will be recognized by Time Manager as a transaction for that account. You may include as many transactions in an entry as will fit. Do not put a space between the symbol and the amount.

Move to October 10, where several "transaction entries" are provided as examples.

The screen will show:



```
10/19/81            SATURDAY, OCTOBER 10, 1981
================================================================
 >.<. J ROTH &700
  . . J JONES %3356.90
  . . J R.S.#8 '500
  . . J A.B.&723.00




================================================================
SELECTED=J:CATEGORY J                                         LO
<CLEAR> (SHIFT-ARROW) (ARROW) # <ENTER> </> ?_                 #
```

Now, practice making your own accounting entries. If you were to type an entry for a $1,000 check received from Doe Corporation on October 10, you would follow this procedure:

1. Press ENTER to move to the new Entry Level.
2. Select the Priority (or press ENTER if you do not want to select a Priority).
3. Select the Category. For this example, type J for Job Accounting.
4. Type ! 1 0 0 0 (! indicates Account Number 1) without a $ sign or a space between ! and 1 0 0 0. Do not press Enter yet!
5. You can save some time by also adding a negative number to balance an account. For example, you may want to subtract $1000 from the billing account (Account Number 2 with the " symbol) at the same time you enter this amount as money received. To do this, leave a space after !1000 and type " – 1 0 0 0 to subtract the amount from the billing account. Do not press Enter yet!
6. Enter D O E □ C O R P . . You should now see this display:

```
..J !1000 "-1000 DOE CORP.
```

You can also add abbreviations or keywords to your accounting entries (in order to later obtain selected totals for that information). For example, you could record a business lunch (that you charged to a credit card) by making this entry:

```
..B BUSINESS LUNCH $8.95 A.E.
```

Later, you could specify A.E. (an abbreviation for your credit card) as a keyword to obtain totals for the expenses charged to that particular credit card.

Remember that one entry can contain several account values. You can make several multiple transaction entries and later obtain totals with Time Manager's totalling feature. For example, to keep track of your telephone calls, you could make the following entry:

```
..T CALLS #.25 #1 #.3
```

Then, at the end of a specified time period you could find out how many hours were spent on telephone calls.

Try experimenting with a variety of accounting entries using the symbols for each of the account descriptions provided with Time Manager. When you feel comfortable making accounting entries, total these accounts by following the procedures described in the next few sections.

Computing Totals

Time Manager only computes totals when specifically instructed to do so. Two methods exist for computing totals — Global Totals and Running Totals. In both cases, only transaction entries that match your selection criteria are used in the computation.

Global Totals

Global Totals are computed over a range of days (in the Day Level) or months (in the Month Level). Begin at the day page for October 10 and type /TG. You will see this display:

```
RANGE: START, END DAY (1-31)?
```

Since you are currently at the Day Level, Time Manager asks for the range of days over which you wish to compute totals. As an example, enter 15-31 (a hyphen is used to separate the beginning and ending date). As soon as you press ENTER, Time Manager will display the results of its computation.

In the CT column, Time Manager reports the number of transactions found for a particular account. If you wish to take a moment to scan through October's entries to see the various sample transactions provided on the sample data diskette, press CLEAR.

Now, clear the totals by typing /TC0 (0 clears all the totals to zero; 1 through 9 would clear that particular total to zero) to prepare for another accounting task. If you forget to clear the totals, the current amounts will be added to amounts you are about to accumulate in the example below.

Since only those transaction entries matching your criteria are used, you can combine totalling with selection criteria to form a powerful accounting system. For example, compute how much money was earned from commissions by Al Baker (A.B.) in October, November and December. If you cannot recall the proper commands, use the following procedure:

1. Press CLEAR to move to the Month Level (you will be computing over a range of months, rather than days).
2. Select keyword A.B. by entering /K A.B. .
3. Enter /TG10-12 (October through December).

When you have finished computing this amount, press CLEAR to continue. Clear the totals by typing /TC0 ; clear the keyword by typing /K CLEAR. Move back to the Day Level for the 19th with ENTER and = .

When specifying a range for a Global Total (or Global Printing, which will be described in Section 8), you will normally provide two numbers separated by a hyphen. If you enter only one number, that particular day or month will be used (that is, entering [1][0] is equivalent to entering [1][0][-][1][0]). To select the maximum range as displayed in the prompt line, press [ENTER].

Running Totals

Time Manager accumulates totals for a period of selected, non-consecutive days when you activate the Running Totals command and enter the dates to be totalled. Although Running Totals operate much like Global Totals, there is a difference; each transaction you display on your screen will be added into the appropriate account. Transactions will continue to be computed until you turn running totals off with [/][T][N].

Try the Running Totals feature by computing your expenditures (without any special selection criteria) for October 2, 20 and 24. First, enter [2] to move to the 2nd. Then type [/][T][R] to turn on Running Totals—the transactions on your screen are instantly added into the appropriate accounts. (Type [/][T] to check this; press [CLEAR] to turn off the Totalling command.)

Now enter [2][0] and [2][4] (remember to press [ENTER] after typing each number). As each day's entries are displayed, their transactions are accumulated into the correct accounts.

Type [/][T] to inspect the totals. If you are through computing Running Totals, type [N] to turn off that feature. Clear the totals with [/][T][C][0].

Presetting Account Sums

In some cases, you will need to preset one or more of the account sums before beginning computation—to enter an initial balance into a checking account, for example.

To preset an account, type [/][T][S] and the account number, and then enter the amount. (For monetary transactions, do not type in a dollar sign when presetting accounts; it is only used when referring to Account 4.) Try setting Account 2 to 1000 dollars by typing [/][T][S][2] and entering [1][0][0][0]. Since you may need to preset several accounts at once, Time Manager lets you keep typing account numbers and amounts as long as you want. Press [CLEAR] when you are finished.

When entering large amounts (or if a sum is already displayed when you begin to preset an account), press [CTRL] [T] before you press [ENTER]. This will erase any remaining numbers from the old amount.

Presetting Account Multipliers

To change a multiplier, type `/` `T` `M` and the account number, and then enter the new multiplier value. Change the Account 2 multiplier to 5 by typing `/` `T` `M` `2` and enter `5` . (Multipliers must always be entered as positive integers.) Time Manager will allow you to keep typing account numbers and new multiplier values as long as you wish. Press `CLEAR` when you have changed all necessary multipliers.

Totals by Keyword and Category

With Time Manager's totalling feature, you can combine the `/` `T` `G` and `/` `T` `R` commands with `/` `K` (Keyword) and `/` `C` (Category). For example, to find account totals by selected Keyword and/or Category, type `/` `C` , enter the Category letter, then type `/` `K` , enter the Keyword, and press `ENTER`. Move to the Month or Day Level (either level can be used), type `/` `T` `G` and enter the range. To find the total for more than a single day or month, be sure to type a hyphen between the two numbers in the range. Clear the totals when you no longer need them.

Totals with Scan Feature

It is often useful to find totals for a selected Keyword or Category using the Scan feature. This method lets you see the information for each day included in the totals. Type `/` `C` , and enter the Category letter. Then type `/` `K` , the Keyword, and press `ENTER`. Now move to the Day Level (on a date which you know precedes the first date to be included in the totalling procedure). Type `/` `T` `R` , then `/` `S` `→` to move to the first date to be included in the totals. Type `/` `S` `→` to move to each of the remaining dates. Turn off the Running Total command by typing `/` `T` `N` . Clear the account totals by typing `/` `T` `C` `0` .

Typical Accounting Applications

Your data diskette includes several sample business entries for January and February. You can use these entries to practice typical accounting applications of Time Manager.

For example, to find the total business expenses for January, type `/` `T` `C` `0` to clear any previous totals. Then, move to the Month Level for January and enter `/` `T` `G` `1` . The expense totals will be displayed in row 4 ($ is the symbol for expenses) on your screen. The totals cover such business expenses as hotel, taxi and business lunches.

Use Time Manager's Keyword feature to determine which portion of these expenses were for a particular type of expenditure, such as a business lunch. Press CLEAR to return to the Month Level. Type /TC0 to clear any previous totals. Type /K , BUSINESS LUNCH , and enter /TG1 . The expense totals shown include only those entries for business lunches.

The entries for February 2 through 6 demonstrate the use of Time Manager in a small business operation. The company is a small publishing company with five employees. Four jobs were in process during the first week of February. Job Numbers J2528, J6952, J6955 and J7577 were assigned to these jobs for accounting and billing purposes. The J precedes the numbers so that amounts matching these numbers will not be chosen with the selection features.

The nature of each task performed by an employee is designated by a two-letter code. For example, W.R. indicates Writing, P.U. indicates Paste Up, etc. The periods are used so that other words containing those letters will not be selected when searching for particular keywords.

The top entry on February 2 is typical of the type used by this company.

```
>.<. J Edwin #6 J7577 W.R. )150
```

This entry indicates that Edwin worked 6 hours writing on Job Number J7577 and that the charges for that task are $150. The) symbol denotes Account Number 9, CHARGES, in the Accounts table.

An unusual entry appears on the Day Level display for February 5:

```
. . J Rent "-450 '450
```

The symbol (") indicates ACCOUNTS PAYABLE while the symbol (') indicates ACCOUNTS PAID. Thus, "-450 can be used to subtract the rent from Accounts Payable when payment is made.

With that brief bit of background, Time Manager's totalling and accounting features can be demonstrated for a publishing company operation. For example, to obtain a summary for the first week of February, type /TC0 to clear any previous totals. Move to the Month Level for February and enter /TG2 . The totals for the nine accounts will be displayed on your screen. Press CLEAR to continue.

To see a particular account total (for example, Job Number J2528), type / T C 0 to clear any previous totals. Then, enter / K J 2 5 2 8 and / T G 2 to display the total on your screen.

Narrow the specification even further by requesting the paste up time used during the week for Job Number J2528. Again, clear the totals. Enter / K ☐ J 2 5 2 8 ☐ P . U . and / T G 2 (be sure to enter keywords that match entries on the screen; that is, J2528 P.U.—not P.U. J2528). The number of hours and charges for paste up of Job Number J2528 will be displayed.

Change Account Descriptions

The account descriptions supplied with Time Manager can easily be changed with the / A A command. For example, to change Account 8 from PURCHASES to MEDICAL, type / A A (Alter Account), press 8 and enter M E D I C A L . Use the space bar or CTRL T to erase any remaining characters before pressing ENTER. Change Account 5 from SALARY INCOME to BOOK ROYALTIES by pressing 5 , typing B O O K ☐ R O Y A L T I E S then pressing ENTER. Now press CLEAR to save your changes. (Remember, if you press CTRL Q your changes will be cancelled and the original description will remain.)

It is important to realize that these names serve only as reminders to you. They do not affect any other Time Manager feature.

Totalling Combinations

With the proper combinations of keywords, categories and account symbols, Time Manager has limitless potential for computing operational expenses and activities. Although examples have been given in the preceding paragraphs for utilizing the various selection features, this section provides extended applications of totalling combinations.

The first example refers to the publishing company mentioned previously. Assume that at the end of a six-day period, Job Number J2528 was completed. To create a breakdown of total expenses for billing purposes, the following procedure could be used. You could select keyword J2528 in conjunction with an abbreviation (see below), then obtain a Global Total for February 2-7. After clearing the totals, you could change the keyword and repeat the procedure with a different abbreviation. The totals would show the number of hours worked and the charges for each activity.

Keyword	# Hours Worked	) Charges
J2528 W.R.—Writing	12	180.00
J2528 T.Y.—Typing	12	120.00
J2528 P.E.—Proof and Edit	5	70.00
J2528 P.U.—Paste Up	8	80.00
J2528 L.A.—Line Art	7	120.00
J2528 T.R.—Travel	2	20.00
J2528 M.E.—Meeting	2	30.00
J2528 TOTAL	48	620.00
J2528 —Account as Keyword-Xeroxed copies		+17.56
	TOTAL DUE	$637.56

By selecting category J (Job Accounting) and an abbreviation (e.g., W.R.), you could find out how much time was being spent on writing all jobs. Then, you could compare the productivity of each person by selecting names as keywords.

You could expand the accounting feature even further by using a category or an account as a primary focal point and then focusing on increasingly narrow specifications. For example, an advertising agency could choose Category A (Advertising) as the focal point and then divide it by Keywords—Magazine 1, Magazine 2 and Magazine 3. Each magazine would be divided into various accounts—Accounts Receivable (!), Accounts Payable (") and Commissions (&). The agency could keep track of how much was owed to each magazine, the amount of advertising commissions and the amount owed from each client for advertisements.

The focal point could be reversed, using the Accounts Payable symbol ("). Accounts Payable could first be divided by categories (e.g., A—Advertising; F—Travel; P—Purchasing). Then, each category could be subdivided by Keyword (e.g., A—Magazine 1, 2 and 3; St. Louis, Los Angeles, New York; P—Office equipment, supplies, stamps). The company could easily backtrack and find the exact cost for each office equipment purchase prior to paying the bill. A cost analysis of travel expenses could be created by keeping track of the total amount being spent on travel.

Obviously, these are all very specific examples of Time Manager's accounting capabilities. It can easily be seen that with a versatile system of category, keyword and account symbols, the program's totalling feature expands tremendously. Remember that account symbols themselves can be used as keywords. Entries can also contain multiple keywords and account symbols.

Before reading the next section on Notepads, practice selecting keywords, accounts, and symbols in as many ways as possible. The only way to build a system that fits your needs is by planning and experimentation. Then you can type reference information into one of Time Manager's notepads to keep track of abbreviations, codes and accounting subdivisions.

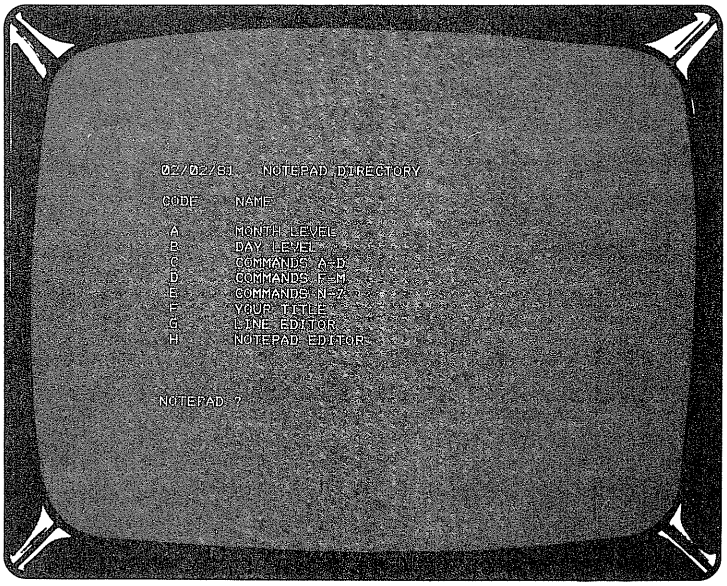
Notepads

It is frequently convenient to have a screen full of miscellaneous information at your fingertips. Typical information might include phone numbers, addresses, descriptions of special keywords, your accounting subdivisions, meeting agendas and notes, magazine subscriptions, lists, reports, assignments, etc. Time Manager provides eight such screens in conjunction with a versatile screen editor to easily modify and display them. They are called Notepads.

The Notepads on your sample data diskette are filled with quick reference information related to the use of Time Manager. That information is easily accessible to you as you learn how to display a Notepad. After you become familiar with Time Manager's operation, you can erase this reference information and replace it with data pertinent to your own itinerary.

Selecting Notepads

A Notepad may be selected from either the Month or Day Level. Type `/` `N` and you will see this display:



```
02/02/81   NOTEPAD DIRECTORY

CODE     NAME

 A       MONTH LEVEL
 B       DAY LEVEL
 C       COMMANDS A-D
 D       COMMANDS F-M
 E       COMMANDS N-Z
 F       YOUR TITLE
 G       LINE EDITOR
 H       NOTEPAD EDITOR


NOTEPAD ?
```

This is called the Notepad Directory. As with the Categories and Accounts, Notepads have titles to remind you of their subject matter.

Press A to select Notepad A, which describes the Month Level commands. To return to the Notepad Directory, press CLEAR, then select the letter of the next Notepad you wish to see. You can also move from one Notepad to the next by using CTRL V. For example, to move from Notepad A to Notepad B, enter CTRL V. Now return to the Notepad Directory by pressing CLEAR, then press F to select a Notepad for experimentation.

Notepad Editor

After selecting a Notepad, anything you type will appear on the screen. If you attempt to type past the right edge of the screen, the cursor will automatically move down a line. Type your name several times until this happens.

Each Notepad can contain a maximum of 15 lines. Each line can contain a maximum of 64 characters. Press ENTER when you want to start a new line or avoid having a word split on two lines by the Automatic Return feature. After you reach the end of the last line, the cursor will move to the upper left corner of the screen. Additional typing will replace the information typed earlier.

Since the number of characters in a line (and number of lines in a Notepad) are limited, abbreviations should be used as much as possible, especially for people's names. For example, use JD for John Doe and HS for Helen Smith. These same abbreviations can be used for Daily Entries. Then, you can record these abbreviations and their meanings on another Notepad for reference when necessary. It is important to use abbreviations consistently to obtain accurate results with the search feature.

You can also move the cursor around without changing the contents of the screen. The arrow keys are used to move the cursor left, up, right, and down.

Pressing CLEAR records your Notepad changes to your data diskette and returns you to the Notepad Directory. Pressing CLEAR again takes you back to the Day or Month Level from which you entered the Notepad system.

There are many other control keys which can be used to manipulate information on the Notepad screen. For example, use CTRL D to move to the top left corner of a Notepad (bottom left corner if the cursor is already at the top left corner). Use CTRL N to erase from the cursor position to the end of the Notepad. Use CTRL B to move to the space following the last character on a line; CTRL G to insert a blank; or CTRL C to delete a character. Use CTRL O to insert a line; CTRL R to move to a preceding Notepad; or CTRL U to blank out the entire line. You can type CTRL Q to cancel any changes to the Notepad and take you out of the Notepad system.

Note: Attempting to add a line to a Notepad which already contains 15 lines will cause the last line on the screen to be lost.

Changing Notepad Titles

Similar to changing names of categories and accounts, you will use an alter command to change the Notepad titles. Begin by typing / A N (Alter Notepad name). A message at the bottom of your screen will ask you to select the Notepad you wish to change. Type the letter of the Notepad, and then enter the new name, up to a maximum of 16 characters and spaces. Repeat the procedure to change other Notepad titles. After you have entered the last change, press ENTER again. Time Manager will return to the Month or Day Level.

Note: Time Manager automatically places the title from the Notepad Directory onto the corresponding Notepad. It is unnecessary to type a title onto the Notepad itself.

You have now learned most of the information you need to use Time Manager. Before reading the next section on Printing, it is very important for you to review the ways to use the various Categories, Keywords, Accounts and Notepads. The key to this program's effectiveness is the ability to use these features consistently and efficiently.

Printing

Time Manager provides two ways of obtaining a printout of the data you have entered. Do not attempt to use either procedure without having a printer connected to your TRS-80 computer. If you do, the program will "hang up" and you'll have to restart Time Manager (with the possible loss of some information).

Screen Printing

Any of Time Manager's displays (with the exception of the opening display) can be transferred to a printer. Whenever you see the blinking cursor, you can type CTRL P to print out the information on the screen.

Note: If you want a separate printout of various displays, the printer will have to be manually adjusted to begin at the top of the page.

For example, to obtain a printout of your Category names, type / C and press CTRL P . The flashing R (in the lower right corner of your screen) is Time Manager's way of signaling you to ready your printer. Do so, press Y , and the printing process will begin. Remember, Time Manager will still be waiting for your / C selection.

If, for some reason, you would like to stop the printout, press CLEAR. It will stop in a moment.

If your printout is double-spaced (when it should be single-spaced), type / F F / F W. This turns off the extra line feed "flag" and writes the change onto the diskette. (Time Manager's flags will be described in detail in the next section.)

Remember, any display (other than the opening display) can be printed. CTRL P can be used to obtain printouts of Notepads, Account Totals, Calendar Pages, Day Level displays, etc. Always make sure your printer is properly connected, turned on, and loaded with paper before attempting to use CTRL P .

Global Printing

When you need to print a Day Level display with more than 11 entries, several displays, or a series of selected entries, use the Global Printing, / P command. After typing / P , you will see a message similar to Global Totalling:

```
START, END DAY (1-31):
```

if you are at the Day Level, or

START, END MONTH (1-12):

if you are at the Month Level. In either case, enter the desired range of days or months, separating the numbers with a hyphen. After pressing ENTER, you will see the flashing R—press Y and the printing will begin.

The printout begins with your current selection criteria (again, only those entries meeting your criteria will be printed). Each matching entry will be printed, grouped by date and sorted by priority. Category sorting does not take place when printing entries.

If you have a printer, follow this example to obtain a printout of all October entries involving MILLER:

1. Move to the Month Level for October.
2. Enter / K ☐ M I L L E R to select that Keyword.
3. If necessary, type / C CLEAR and / L CLEAR to clear the other selection features.
4. Type / P and enter 1 0 (remember that if only one number appears, the range is restricted to that month).
5. Ready your printer. Be sure it is On-Line and connected to your computer.
6. Press Y to begin printing.

Note: Time Manager cannot be used with printers which require specially loaded driver programs.

Special Features

The preceding sections of this manual have described the most common procedures for using Time Manager. Many additional features have been included which make Time Manager even more versatile. These features are described in this section.

The Alarm Buzzer

If the TRS-80 clock is turned on before you start Time Manager (at TRSDOS READY type: CLOCK (ON) and press ENTER), you will be asked for the current time in Time Manager's opening screen. Time Manager's Alarm Buzzer feature, (described below), can be used. If the clock is not turned on, this feature cannot be used.

Note: The optional amplifier-speaker and cable listed under System Requirements are necessary to use this feature of Time Manager.

Notice the time is continually displayed in the upper right corner of your screen. With the alarm feature, you can ask Time Manager to sound a buzzer at a particular time—to remind you to make a phone call, for example.

To set the alarm, type / B and enter the time at which you would like the buzzer to sound (in a 24-hour format, including zeros). For example, type 0 9 : 0 0 for 9 A.M. or 1 9 : 0 0 for 7 P.M. Check the screen to be sure the time is correct before pressing ENTER. You can recheck the alarm time at any point by typing / B. If the alarm has been set, the prompting message will include that time. Press ENTER if you do not wish to change the time.

You can cancel the buzzer (before it goes off) by typing / B CLEAR, or by returning to Time Manager's opening screen. Otherwise, when the buzzer sounds, press CTRL Z to turn it off.

Flags

Time Manager uses six "flags" like switch settings to select certain special features. Issuing a flag command reverses the flag's setting—if it was on, it is turned off, and vice-versa. You can see your current flag settings by typing / Q (more on / Q later). The flag settings are recorded on each data diskette. The flags are:

Lower Case Flag (/ F L)

This flag is used to display lower case letters and cannot be utilized unless your TRS-80 Model I has the lower case option, or you are using a Model III. If you are using upper case only, the shift flag at the bottom corner of the screen will be a # symbol. If you are viewing upper and lower case, it is the ↓ symbol for Model I and the ∧ symbol for Model III. Model III users only can type in lower case (by pressing SHIFT 0).

Quiet Flag (/ F Q)

If the quiet flag is off, Time Manager produces short tones on the speaker as you move from day to day. When the Running Totals feature is turned on, each tone indicates that a scan for transactions has been made. If it is off, no tones sound except as error signals. Type / F Q to switch this flag's setting.

Expert Flag (/ F X)

As you become proficient in the use of Time Manager, you may not want to see error messages; rather, the two-note error tones will be sufficient to let you know that an error has occurred. If you do not want the error messages displayed, type / F X to switch on the expert flag. You can still see an error message when it occurs by pressing the question mark (?) key. To see the error messages, type / F X again to turn the expert flag off.

Line Feed Flag (/ F F)

This flag is only used when your printer needs a special instruction from Time Manager to generate its own line feeds with carriage returns. Some printers respond to a carriage return signal from your TRS-80 computer by advancing the paper for the next line and moving the printing head to the left margin. Other printers will not advance the paper unless specifically instructed to do so by the computer program. If your printer types correctly with normal line spacing, the line feed flag setting is correct. However, is your printer starts double-spacing or overprinting when it should be single-spacing, type / F F .

Write Flag (/ F W)

If you have changed any of the flag settings, you can type / F W to record the changes onto your data diskette. When Time Manager is loaded, those flag settings will be used.

Recover Flag (/ F R)

If you would like to cancel any flag changes you have just made, type / F R . This recovers the flag settings that were originally written on your data diskette.

Year Shifting

At the Month Level, Time Manager can display calendar pages from January, 1901 to December, 2155. Using the shifted left and right arrows to move years at a time could take quite awhile. To move directly to a calendar page for a certain year, use the shifted arrows to move to the month for the current year, type / Y , and enter the last two digits of the desired year. Type / Y 1 and the last two digits for years between 2000 and 2099. Type / Y 2 and the two digits for years between 2100 and 2155. The display will shift immediately to the requested month and year.

As an example, find the exact day of your birth. Use the shifted left and right arrows to get to the month of your birth, and the arrow keys to move the pointers to the correct day. Type / Y and enter the year of your birth. The pointers should now be pointing at your birthday on the correct calendar page for that year.

Interval Computation

Time Manager has a command for calculating the number of days between any two dates. Typing / I displays the number of days between the marked day and the current day (that is, the day you are inspecting at the Day Level or the day the pointers are indicating at the Month Level).

As an example, compute the number of days you have lived. If you followed the above example, you are currently at the Month Level with the pointers indicating your birthday. Press the space bar to mark your birthday. Now, press = to jump to today (if Time Manager still thinks that today is October 19, use the shifted arrows and ←, ↑ , ↓, → to move to the current day). Type / I and Time Manager will display the interval. Press the CLEAR key to clear the display and continue.

To compute the number of days between March, 1936, and October, 2011, move to the Month Level for March, type / Y and enter 3 6. Then press the space bar to mark the first day. Move to the Month Level for October, type / Y 1 and enter 1 1. Finally, type / I and the number of days between the two years will appear at the bottom of your screen.

Note: Intervals greater than 65,535 days will result in an incorrect interval display.

Moving Entries

In Section 4, you typed / M G to recover an entry you had deleted. The / M G command is only one of several move commands which may be used to shift and copy entries from one day to another. All of the commands make use of the "move buffer," which stores one entry at a time in part of your computer's memory. The move commands are:

Moving Within a Month (/M)

To move an entry from one day to another (within a month), move the pointers to that entry, type /M , and enter the number of the "target" day. For example, move the entry for Halloween from the 31st to the 20th. Begin by moving to the Day Level for October 31. Then, move the pointers to the Halloween entry (if they aren't already there) and enter /M20 . Now, go to the 20th to see the entry that was moved, then return to the 31st.

Copying Entries/Day Level (/MS , /MG)

With this command, an entry can be moved to another day without deleting it from its original location. To practice copying entries, move the pointers to the entry you wish to duplicate and type /MS (Move and Save). This places the entry in the move buffer (since the move buffer can only hold one entry at a time, /MS erases any entry already in the buffer). Then, type the date to which the entry is to be moved; for example, type 16 . The screen will shift to the requested date. Finally, type /MG (Move and Get) to move the entry from the buffer onto the screen.

Moving Entries from One Month to Another (/D, /MG)

To move an entry from the Day Level in one month to the Day Level in another, type /D (Delete and Save). This deletes the entry from the first position and places it into the move buffer. Move over to the Day Level in the other month and type /MG (Move/Get). The /MG command makes a new entry out of the contents of the buffer, so you will now see the original entry in its new location. If you do not wish to delete the entry from its original position, use the /MS command instead of /D, then follow the same procedure.

Move and Get (/MG)

In addition to removing an entry from the move buffer, this command may be used to repeat entries. Record an entry for October 2 with Priority 1, Category C and Text:

```
Check Received !100.00
```

Turn your selection features off so you can see your entry.

Suppose you received three more checks for the same amount. Instead of going through the entire entry process three times, type /MG/MG/MG , and the entry will appear a total of four times (once for the first time you entered it, and the other three for the three /MG directives).

Displaying the Buffer Contents (/ Q)

When moving or duplicating your own entries, you should verify the contents of the move buffer prior to using the / M G command. The / Q command will show you the buffer contents (along with more information to be described shortly).

Clearing the Move Buffer (/ M C)

If the entry in the buffer is not the one you wish to duplicate, type / M C to clear the buffer. Then move the pointers to the correct entry and type / M S or / D . You are now ready to move to the days you choose and type / M G to create repeated entries.

Multi-Line Entries

A normal daily entry can include up to 49 characters and spaces. If you need more space, press CTRL N instead of Enter when you are nearing the end of the line. You will see this prompt: MORE:. The MORE message indicates that you can add another line of text to the entry. You can repeat this procedure several times, if necessary, to complete an entry. Each line you add, however, decreases the amount of memory space available for additional entries. The completed entry will not be displayed on the screen until you finally press ENTER .

Avoid using multi-line entries; try to use as many consistent abbreviations and references to Notepads as possible. Since the move buffer can only hold a single line, you will not be able to use the move commands on multi-line entries properly. Each line of a multi-line entry counts as one entry toward the capacity of your data diskette.

Since subsequent lines of a multi-line entry do not have Category, Priority, and Permanence of their own, pointers will move past these columns when you use ↑ and ↓ to move up and down the display. They will return to their original positions once you get past the additional lines.

Repeat Factors

With Time Manager's Repeat feature, any single keystroke command (such as the arrows or shifted left and right arrows) may be repeated up to 65,535 times. This is done by pressing CTRL W and typing the number of times you would like the keystroke repeated.

Try the Repeat feature with this example; move to the Month Level display for January 8 and press CTRL W . A flashing R will appear in the lower right corner of the screen. Type [1] [2] [0] for the number of repetitions (each digit will appear individually as you type the entire number) and press [→]. Since pressing [→] at the month page moves the pointers forward one day, this sequence will move the pointers forward 120 days.

Now, press [CTRL] [W] [6] [←] to move back six days. Check the location of the pointers on the current display to make sure you typed the correct instruction.

The Repeat feature may also be used to draw a line in Notepads; for example, moving the cursor to the left margin and typing [CTRL] [W] [6] [4] [-] instantly draws a dashed line across the screen.

Repeating Entries

In the Moving Entries section you learned how to transfer an entry from one day to another by duplicating or deleting the original entry. Although those procedures were helpful for transferring one or two entries, they are very cumbersome when used for frequent entries, such as weekly reminders.

Fortunately, Time Manager can automatically repeat entries at periodic intervals with the [/] [R] (Repeat) command. The first step is to place the appropriate entry into the move buffer. If you just made the entry, it will already be there; otherwise, use [/] [M] [S] (Move and Save) as explained previously. Then type [/] [R] (Repeat) and you will see this message:

```
REPEAT: SSPRR:
```

Time Manager requires three parameters to repeat an entry. The first, SS, is the span; that is, the number of time units between occurrences of the activity. The next parameter, P, is the time unit—Days (D), Weeks (W), or Months (M). Finally, RR indicates that Time Manager needs to know how many times to repeat the entry.

For example, to repeat the entry once a week for seven weeks, you would enter [1] [W] [7] for one week, seven times. To repeat the entry twelve times, once every four days, you would type [/] [R] and enter [4] [D] [1] [2]. Now type [/] [R] and enter [2] [M] [5] to repeat an entry once every other month for ten months.

Time Manager may take a few moments to read and write monthly data if you have specified a wide span. If your repeating entry exceeds the range of months stored on the diskette, an error message will be shown, and no further entries will be made.

Remember, the last parameter is the number of new entries to be made, not the number of time units. For example, if you wanted to repeat an entry every five days for 20 days, you would use 5 D 4 and not 5D20. The latter would make 20 new entries, one every five days.

Status Display

When you give the / Q (Query) command, Time Manager will respond with a display of its current status. The following information is included:

The first line of the display describes the flag settings. The second line indicates the current flag settings; the third line displays the flag settings recorded on your data diskette.

The stars row indicates the number of entries with a * priority and the number of additional entries that can be made. The maximum number of * priority entries is 50.

The next line of the display shows how many entries you have made during the current month and how many more can be added. This line will not appear unless you have moved to the Day Level since starting Time Manager.

The next line of the display indicates whether or not the Running Total feature of Time Manager is on or off. This line also indicates your current data diskette's actual format.

The next line displays the "Buffer" contents, resulting from moving, repeating, or deleting an entry.

The last line of the display shows any keywords, categories and priorities currently selected.

Press CLEAR when you are through inspecting the status display to move back to the Month or Day Level.

Cancelling Monthly Recording

If you make a severe error at the Day Level (such as deleting a group of entries you did not want deleted), you may type / CTRL Q to move out to the Month Level without recording your changes. You may then press ENTER to recover your data and return to the Day Level.

Beginning a New Year

Each data diskette will normally contain information for one year and should be stored in a safe place for record purposes.

Creating New Data Diskette—No Permanent Entries

If you have no permanent entries that you want carried forward to the new diskette, it is faster to create a new data diskette as outlined in Section 2.

Creating New Data Diskette—With Permanent Entries

To create a data diskette for the new year, which will include your permanent entries and "to do" list:

1. You must make a backup of your current data diskette.

2. Start Time Manager using the new backup diskette.

3. From the Calendar Page type / A Y to change the year. When requested, enter the last two digits of the new year. In order to complete the change, you must press CLEAR and return to Time Manager's opening screen. Since your data diskette is already in the drive, press ENTER. The Calendar screen should now be correct for the new year.

4. Display the Calendar Page for January, and type / D. This will allow deleting all non-permanent entries. You will see: DELETE NONPERMS: PLEASE VERIFY (Y/N)? Press Y. You will be asked: READY TO WRITE. PROCEED (Y/N)? Press Y. You will need to repeat this procedure for each remaining month.

Your new data diskette should be ready to use. Remember that you may have to move some holidays which fall on the same day of the week each year.

Creating New 6-Month Data Diskettes

Format two blank diskettes using the TRSDOS Format utility. Then start Time Manager using your current data diskette.

One of the first procedures you learned was to type / Z to create a new data diskette. You changed only the diskette name and year, skipping the other options. Now that you have used Time Manager for awhile, the options should seem straightforward and we will use them now. Type [/] [Z] and answer the OK TO PROCEED (Y/N) question with [N]. Now we can alter the categories one at a time.

Diskette Title

Simply enter the new title (if any), using the space bar or [CTRL] [T] to erase any remaining characters, or press [ENTER] to accept the title as it is.

Year

Enter the new year, or keep the same year by pressing [ENTER].

Start and End Month

Enter the appropriate starting and ending months. Use either six-month periods or twelve-month periods for your diskettes.

Putting less than six months on a diskette will not increase the capacity of a six-month diskette. Similarly, seven through eleven-month diskettes can hold no more information per month than a twelve-month diskette. Normally, your diskette should always cover exactly 6 or 12 months.

A diskette must be within a year's boundary with the end month always greater than the start month. Pressing [ENTER] leaves the start and end months as they are.

Drive

If you have more than two disk drives, you may leave your working data diskette in Drive 1 and create the new diskette in the Expansion Drive. Press the key (corresponding to the drive containing the diskette to be prepared), or press [ENTER] to leave it as it is.

OK to Proceed (Y/N)?

If you press [N] at this point, you will be allowed to step through the options again. Press [Y] to continue.

Insert New Diskette and Press 'Y'

Make sure that the new diskette is in the drive you have selected, and press [Y] to begin the Formatting/Creation process. Press [CLEAR] to cancel the command.

As stated in Section 2, a pointer will begin moving across the screen. When it reaches the asterisk on the right side of the screen, the creation process is complete. If your old data diskette was in the drive used to create the new diskette, Time Manager will prompt you to replace it. It is very important that you do so.

You will need to run the above procedure once for each of the two six-month diskettes.

Transferring Permanent Entries to 6-Month Data Diskettes

When your original data diskette contains permanent entries, copy the information from the old diskette onto each of the new diskettes by using the following procedure.

Important: To prevent accidental erasure, remove your current data diskette, place a piece of tape over the write-protect cutout (the notch on the side of the diskette) as described in your TRSDOS manual and place it back into the drive.

To begin the copy process, type / X from the Calendar Page. At the bottom of your screen, you will see this message:

```
1- OR 2-DRIVE COPY (1/2)?
```

If your computer system includes only two drives, you must do a 1-drive copy, using Drive 1 and swapping diskettes as instructed on the screen. (Remember, your Program diskette must stay in Drive 0.)

If you have a total of three or more drives, you can use a 2-drive copy between Drives 1, 2, or 3, with your current data diskette in one drive, and your new data diskette in the other drive.

Enter your choice, 1 or 2, and you will see:

```
COPY WILL CLEAR TM. PROCEED (Y/N)
```

Press Y to proceed with the copying routine. Memory will be cleared, but your data has already automatically been recorded on diskette. (Pressing N will stop the process.)

If you specified a 2-drive copy, you will see:

```
DESTINATION DRIVE (1-3)?
```

Note: If you have 3 or 4 drives, it is possible to place your data diskette in either of those two drives when you start Time Manager. To do this, when the opening screen tells you to place your data diskette in Drive 1 and press ENTER, you may place it in Drive 2 or 3, type the number of that drive, and then press ENTER.

Press the drive number you are copying to. Time Manager will not accept the number of the drive which contains your current data diskette. You will then see:

```
PUT COPY DISKETTE IN DRIVE Z...
```

(Z represents the drive number you specified.)

Place your newly created data diskette into the specified drive and press ENTER. The message: `WORKING...` will appear and the copy process will begin.

When the copy is complete, a message will be shown on the screen indicating which months were successfully copied onto the new diskette.

The screen will show:

```
COPY COMPLETE PRESS <CLEAR> TO EXIT...
```

Press CLEAR. (If you do not see this display, follow the formatting and copying instructions again and check your work carefully.) Don't forget to remove the tape from the write/protect notch on your old diskette.

Finally, you'll need to delete the non-permanent entries. Run the following procedure on each of your two 6-month data diskettes:

1. Restart Time Manager with the new data diskette.
2. Display the Calendar Page for January, then type / D . You will see the message: `DELETE NONPERMS: PLEASE VERIFY (Y/N)?`
3. Press Y . Two messages will appear: `READING JANUARY...` and `READY TO WRITE. PROCEED (Y/N)?`
4. Press Y again. Then, repeat this procedure for each of the remaining months on the diskette, and your diskette is ready for use. It may be necessary to move some holidays which fall on the same day of the week. For example, Easter should be moved so it occurs on the correct Sunday.

Finally, you might want to place a checklist for the "Beginning a New Year" procedure in one of your Notepads. This will prove beneficial the following year when you need a quick reference to refresh your memory.

How to Backup Your Diskettes

Use this procedure exactly:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a new, blank diskette in Drive 1 and close the door.
3. Insert a diskette containing TRSDOS in Drive 0 and close the door. (The program diskette in this package contains TRSDOS.)
4. Press the Reset button.

Model I:

The screen will show:	You type:
DOS READY	BACKUP and press ENTER
SOURCE DRIVE NUMBER?	0 and press ENTER
DESTINATION DRIVE NUMBER?	1 and press ENTER
BACKUP DATE (MM/DD/YY)?	01/01/81 and press ENTER (Example for January 1, 1981)
HIT 'ENTER' TO CONTINUE	Press ENTER and you will be returned to DOS READY

Model III:

The screen will show:	You type:
Enter Date (MM/DD/YY)?	01/01/81 and press ENTER (Example for January 1, 1981)
Enter Time (HH:MM:SS)?	Press ENTER
TRSDOS Ready	BACKUP :0 :1 and press ENTER
SOURCE Disk Master Password?	PASSWORD and press ENTER

Note: If you are using a new disk, the system will Format the disk for you.

If you are reusing an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type [Y] and press [ENTER] for each question. When the process is completed, the screen will show:

```
** Backup Complete **
```

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

1. Remove the original diskette from Drive 0.
2. Take the Backup diskette out of Drive 1. Place the Backup copy in Drive 0 and close the door.
3. Press the Reset button. If the screen shows: `DOS READY` (Model I) or `TRSDOS Ready` (Model III), your Backup was successful.

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a diskette containing TRSDOS in Drive 0 and close the door. (The Program diskette in this package contains TRSDOS.)
3. Insert a blank diskette in Drive 1 and close the door.
4. Press the Reset button.

Model I:

The screen will show:	**You type:**
DOS READY	F O R M A T press ENTER
WHICH DRIVE IS TO BE USED?	1 press ENTER
DISKETTE NAME?	D A T A 8 1 press ENTER
CREATION DATE (MM/DD/YY)?	0 1 / 0 1 / 8 1 press ENTER (Example for January 1, 1981)
MASTER PASSWORD?	P A S S W O R D press ENTER
DO YOU WANT TO LOCK OUT ANY TRACKS?	N O press ENTER
HIT "ENTER" TO CONTINUE	Press ENTER

Model III:

The screen will show:	**You type:**
TRSDOS Ready	F O R M A T press ENTER
Format Which Drive?	1 press ENTER
Diskette Name?	D A T A 8 1 press ENTER
Master Password?	P A S S W O R D press ENTER

If you are reusing an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type Y and press ENTER. The computer will start formatting the disk in Drive 1.

After the disk is formatted, you will return to TRSDOS Ready (Model III) or DOS READY (Model I). Remove the formatted disk from Drive 1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

How to Backup Your Data Diskettes

Use this procedure EXACTLY:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Data diskette (the "Source" diskette) in Drive 1 and close the door.
3. Insert a diskette containing TRSDOS in Drive 0 and close the door. (The Program diskette in this package contains TRSDOS.)
4. Press the Reset button.

Model I:

The screen will show:	You type:
DOS READY	B A C K U P and press ENTER

Wait until the red light on the disk drive goes off. Remove the TRSDOS diskette from Drive 0, and place it in its protective sleeve. Insert a blank diskette in Drive 0, and close the door.

The screen will show:	You type:
SOURCE DRIVE?	1 and press ENTER
DESTINATION DRIVE?	0 and press ENTER
BACKUP DATE (MM/DD/YY)?	Today's date and press ENTER

The computer will format the disk, and transfer the data to the blank diskette. When it's finished, the screen will show HIT 'ENTER' TO CONTINUE. Don't press the ENTER key just yet.

Remove the Data diskette from Drive 1, and place it in its protective sleeve. Remove the new Data diskette from Drive 0. Insert the TRSDOS diskette in Drive 0, close the door, and press ENTER to continue.

Model III:

The screen will show:	You type:
Enter Date (MM/DD/YY)?	Today's date and press ENTER
Enter Time (HH:MM:SS)?	Press ENTER
TRSDOS Ready*	B A C K U P and press ENTER

*Wait till the red light on the disk drive goes off. Remove the TRSDOS diskette from Drive 0, and place it in its protective sleeve. Insert a blank diskette in Drive 0, and close the door.

The screen will show:	You type:
SOURCE Drive Number?	1 and press ENTER
DESTINATION Drive Number?	0 and press ENTER
SOURCE Disk Master Password?	P A S S W O R D and press ENTER

The computer will format the disk and transfer the data to the blank diskette. When it's finished, the screen will show: Insert SYSTEM Diskette <ENTER>.

Remove the Data diskette from Drive 1, and place it in its protective sleeve. Remove the new Data diskette from Drive 0. Insert the TRSDOS diskette in Drive 0, close the door, and press ENTER to continue.

Problems and Error Messages

You will occasionally see an error message on your screen while using Time Manager. An error message indicates that a wrong key has been pressed or that an incorrect procedure has been attempted. These messages will usually tell you what went wrong. Most often a wrong key has been pressed inadvertently. After you see an error message, press CLEAR. The error message will disappear. Typical error messages and their meanings, and some other problems you might encounter are:

Error Message	Meaning
?Bump...	This message appears when attempting to move off the screen (or beyond the entry information on any Day Level page). Pressing any key will delete the error message.
?CAN'T USE ON STARRED ENTRY...	The operation requested cannot be used on an entry with * Priority.
?DAY OUT OF RANGE...	Specified day was less than 1 or larger than the number of days in the month (occurs while using the Move feature).
?INAPPROPRIATE COMMAND...	Command requested is valid, but cannot be used at current level.
?INCORRECT TIME FORMAT...	Inappropriate characters were encountered in a / B command.
?MONTH NOT ON THIS DISKETTE...	Indicates that shifted arrow keys were used to select a month outside the current year. For example, if your diskette covers the year 1981 and you use the arrow keys to select February 1982 and press ENTER, this message will appear. Press CLEAR to erase the message. Then move to the current year, using the shifted arrow keys or press = .
?MONTH OUT OF RANGE...	Specified month not between 1 and 12.
?NO ENTRY IN MOVE BUFFER...	An operation requiring the move buffer has been requested but the buffer is empty.

?NO ERROR REPORTED...	The question mark key (?) was pressed when no error warning was sounded and previous error was cleared.
?NO INDICATED ENTRY...	An operation has been requested on an entry when no entries are displayed on screen.
?NO MONTH IN MEMORY...	Month data has not been read from diskette.
ONE MOMENT PLEASE...	Time Manager is writing or reading information on data diskette.
?REPEAT WENT OFF END...	Too large a span has been requested for existing month files.
THIS IS NOT A TIME MANAGER DATA DISKETTE...	Either the program diskette is still in the diskette drive or the wrong diskette has been inserted.
***UNABLE TO READ. ACKNOWLEDGE...	No diskette inserted in drive, drive door not closed, or read error encountered.
***UNABLE TO WRITE. ACKNOWLEDGE...	No diskette inserted in drive, drive door not closed or write error encountered.
?UNKNOWN COMMAND OR OPTION...	This message can appear if a typing sequence, such as / A , is followed immediately by ENTER. To cancel a command request, press CLEAR. Then press ENTER to move to the next level.
?UNKNOWN PERIOD TYPE...	A time period other than D, W, or M (Days, Weeks, Months) was entered in the repeating mode.
?YEAR OUT OF RANGE...	Specified year not between 1 and 255. Years are expressed as offsets from 1900. The year 1981 is entered as 81, 2001 as 101, 2100 as 200, 2155 as 255, etc.

Problems	Possible Solutions
Nothing happens when date is entered.	Indicates that date has been incorrectly entered. Recheck to be sure only numerals, separated by a /, have been used, and that the numbers are correct. For example, if you type 2 1 instead of 1 2 for December, the system will not accept it. Be sure to press ENTER.
Message at bottom of screen at day level is not correct.	Press CLEAR as often as required to correct display. An incorrect command was probably entered.
Keys have no effect on display.	This can happen if CTRL P is used when the printer is not On-Line or not connected to the computer. The printer must be put On-Line or the data diskette must be removed and Time Manager restarted if either of these conditions occur. Any information entered into the data diskette prior to typing CTRL P may be lost.

Month Level

Controls	Description
CLEAR	Moves Time Manager from Month Level to opening screen. Also used to cancel commands.
SHIFT ←	Selects previous month.
SHIFT →	Selects following month.
↓	Moves ahead one week.
↑	Moves back one week.
→	Moves ahead one day.
←	Moves back one day.
#	Moves to numbered month.
ENTER	Moves to Day Level.
/	Displays list of commands and enables user to make command entry.
Space Bar	Marks Date.
=	Moves to current day.
-	Moves to marked day.
CTRL P	Types screen contents on printer for any display except opening screen.
CTRL W (#)	Repeats next keystroke (#) times.

Day Level

Controls	Description
CLEAR	Moves to Month Level, cancels command or editing.
SHIFT ←	Selects previous day.
SHIFT →	Selects following day.
↓	Moves down one entry.
↑	Moves up one entry.
→	Moves right one column in entry.
←	Moves left one column in entry.
#	Moves to specific day.
ENTER	Moves to Entry Level.
/	Displays list of commands and enables user to make command entry.
Space Bar	Allows change to marked portion of entry.
=	Moves to current day.
-	Moves to marked day.
,	Moves to first day of month.
.	Moves to last day of month.
CTRL N	Makes another line available for multi-line entries when adding an entry.
CTRL P	Prints video screen onto printer.
/ CTRL Q	Cancels changes to entries and moves to Month Level.
CTRL W (#)	Repeats next keystroke (#) times.

/ Commands

/COMMANDS DAY OR MONTH AS SHOWN

Commands	Description
A	Displays alteration possibilities.
A A	Alters Account names.
A C	Alters Category names.
A D	Alters date.
A N	Alters Notepad names.
A T	Alters data diskette title.
A Y	(Month Level only) Alters data diskette year.
B	Sets or clears buzzer (if clock is turned on).
C	Selects from display of categories or cancels category.
D	(Day Level only) Deletes entry.
D Y Y	(Month Level only) Deletes all non-permanent entries.
F	Displays flag possibilities.
F F	Feed Flag. Turns automatic carriage return line feed off and on.
F L	Lower Case Flag. Displays lower case letters.
F Q	Quiet Flag. Causes tone to sound, or remain quiet, when days are changed at either the Month or Day Level.
F R	Recover Flag. Uses flags from data diskette, not those currently selected.
F W	Write Flag. Records flags currently selected onto data diskette.
F X	Expert Flag. Causes Time Manager to not display error messages unless requested by ? key. Typing / F X again will cause program to display error messages normally.

Reference Sheet (continued)

/COMMANDS
DAY OR MONTH AS
SHOWN

Commands	Description
I	Calculates and displays interval from marked day to selected date.
K	Selects or cancels keyword.
L	Selects priorities for display.
M	(Day Level only) Displays move possibilities.
M (#)	Moves entry to (#) day.
M C	Move/Clear. Clears move buffer.
M G	Move/Get. Extracts entry from move buffer.
M S	Move/Save. Stores entry in move buffer.
N	Displays Notepad Directory.
N A - N H	Displays Notepads A through H.
P	Prints entries.
Q	Displays status of flags, number of entries, buffer contents, number of sectors on data diskette, Keyword or Category Selection, and Priority Selection.
R	(Day Level only) Repeats entry in move buffer.
Page 34 S	(Day Level only) Scans for entry.
T	Displays account sums and totals.
T C (#)	Clears individual account sums to zero.
T G	Calculates account sums.
T M	Sets account multipliers.
T N	Turns off running account sums.
T R	Turns on running account sums.
T S	Sets account sums.

/COMMANDS
DAY OR MONTH
AS SHOWN

Commands	Description
W	(Day Level only) Writes new entries on data diskette before adding other entries or performing other tasks.
X	(Month Level only) Copies data to new diskette.
Y	(Month Level only) Moves calendar to indicated year.
Z	(Month Level only) Creates new data diskette.

Line Editor

Commands	Definition
CLEAR	Do not change.
ENTER	Use line as changed.
→	Move one position to the right.
←	Move one position to the left.
SHIFT →	Move to end of line.
SHIFT ←	Move to beginning of line.
CTRL B	Move to space following last character on line.
CTRL C	Delete character.
CTRL G	Insert blank.
CTRL T	Delete all characters between cursor and end of line.

Notepad Editor

Commands	Definition
CLEAR	Record Notepad as changed.
ENTER	Move to first column of next line.

Reference Sheet (continued)

NOTEPAD EDITOR CONTD.

Commands	Description
↓	Move down one line.
↑	Move up one line.
→	Move one position to right.
←	Move one position to left.
SHIFT →	Tab right.
SHIFT ←	Tab left.
CTRL B	Move to space following last character on line.
CTRL C	Delete character.
CTRL D	Move to top or bottom of Notepad.
CTRL G	Insert blank.
CTRL K	Delete line.
CTRL L	Replace current line with last deleted line.
CTRL N	Erase remaining portion of Notepad from cursor position to end of page.
CTRL O	Insert line.
CTRL Q	Leave Notepad without changes.
CTRL R	Move to preceding Notepad.
CTRL U	Blank out the entire line.
CTRL V	Move to next Notepad.
CTRL T	Delete all characters between cursor and end of line.

Account Descriptions

Account Number	Symbol	Record Your Description
1	!	
2	”	
3	#	
4	$	
5	%	
6	&	
7	’	
8	(	
9	)	

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