

Meetings

This chapter covers the following topics:

- General Information
 - Adding a Meeting
 - Checking the Calendar
 - Searching for Free Time
 - Receiving an Invitation to a Meeting
 - Receiving a Cancellation Notification for a Meeting
 - Keeping Track of Meetings
 - Commands for Meetings
 - Notes Attached to a Meeting
 - Printing the Meetings
 - Locked Meetings
-

General Information

When you are planning a meeting, you can search for free time in the calendars of all invited attendees. The common free time periods in all calendars are displayed and you can select the most convenient date and time.

When the transport service is installed at your site, you can also invite users at other Con-nect nodes to a meeting. However, when you search for free time, the calendars of these users are not searched.

The invitations to the meeting appear in the Inbaskets of the attendees and Con-nect prompts them to accept or to decline the invitation. They can also send a reply to the invitation. As soon as an attendee accepts the invitation, his calendar is automatically updated. The attendee also has the option of declining the invitation, but nevertheless adding the meeting to his calendar. This means the attendee will receive any updates made to the meeting. The attendee also has the option of declining the invitation and not adding the meeting to his calendar. In this case, the attendee will not receive any updates made to the meeting.

Required resources (for example, a conference room or a projector) can also be scheduled. However, you cannot schedule a resource which is located at another Con-nect node. See *Resources* for further information.

The meeting is a calendar entry which also appears in the calendar information of your Con-nect menu.

Adding a Meeting

Issue the following command sequence from any point in Con-nect:

```
ADD Meeting
```

As a result, the "Add Meeting" screen appears.

```

1:38 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Add Meeting                          Monday

Attendees _____
      Selected 0          Invited 0          Search for free time _
      Date _____ to _____          No time occupancy _
      Time _____ to _____          Separate daily entries _
      Subject _____          Ignore existing entries _
                                   Check calendar __ days before/after

Location _____
Agenda _____ Editor _          Copy agenda _
Description _____
_____
_____

Keywords _____
_____

Private use _ or Security Read 7 Modify 7 Copy 7 Print 7

Complete the information above and press ENTER to add
Command / _____ /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

In addition to the information which you have to enter in every "Add" screen (see *The "Add" Screens*), you must specify the following information in the "Add Meeting" screen.

Attendees

The names of all persons that you want to invite. The attendees must be separated by a blank.

When the transport service is installed, you can also invite a user at another Con-nect node. However, you cannot schedule a resource which is located at another Con-nect node.

You can enter any combination of:

- last name;
- last name followed by first name - separated by a comma;
- user ID;
- nickname (from your personal address book);

- cabinet ID;
- distribution list; and
- resource.

If you enter a last name in this line and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required attendee(s) with any character and press ENTER.

When you are searching for free time and if you have been prompted to mark the field "Ignore existing entries", you can make sure that your calendar is also checked: you can enter your own name or user ID in this line. When you issue the CONFIRM command to send the invitations, you will *not* receive an invitation in your Inbasket, since you are the originator of the meeting.

You can access the addressee selection window by entering an asterisk (*) in the "Attendees" line. You must first, however, enter a date and subject for the meeting. You issue the QUIT command to close the addressee selection window. (See *Selecting Addressees* for further information regarding the addressee selection window.)

You can also enter the name of a resource. Resources are treated as attendees, since Con-nect schedules the resource by addressing the resource administrator. If you do not know the name of a resource, you can access the addressee selection window and enter an R (for resource) in the field to the right of the "or Position to" line to display all available resources. (See *Resources* for further information.)

Search for free time

Optional - if you mark this field with any character, Con-nect searches the calendars of all attendees (except those at another Con-nect node) for mutually free time within the period you specified above.

See *Searching for Free Time* for further information.

Date

The (starting) date of the meeting.

If you want to search for free time, you must enter the first date that you want to include in the search.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

to

Optional - the ending date of the meeting.

If you want to search for free time, you must enter the last date that you want to include in your search.

No time occupancy

Optional - when you mark this field with any character, the specified time range is *not* reserved in your calendar. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

Thus, you can invite people to a meeting without attending the meeting yourself.

When this field is marked, Con-nect does not check whether there are parallel entries in your calendar (i.e. if there are parallel entries with time occupation, you are not prompted to mark the "Ignore existing entries" field).

Caution:

A time range is only reserved, if you enter a starting time *and* an ending time, and provided that you have *not* marked the "No time occupancy" field.

Time

The time the meeting is to start.

If you only enter a starting time (and no ending time), this time is *not* reserved. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

If you enter an ending time, but do not enter a starting time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the starting time.

to

Optional - the ending time of the meeting.

If you do not enter both a starting time and an ending time, Con-nect automatically enters the time range from 12:01 AM to 11:59 PM (when you are using the AM/PM time format) or 0:00 to 23:59 (when you are using the 24 hour time format).

Separate daily entries

Optional - if your meeting exceeds one day, you can mark this field with any character to reserve only the specified time range for each day.

If you mark this field and the starting time is later than the ending time, the specified time range is also reserved. For example, when you enter the time range from 6. June 8 PM (20:00) to 7. June 2 AM (2:00), the specified time range is reserved for two (!) days (starting in the evening and ending two hours after midnight).

If you do not mark this field, the *whole* time range starting with the starting time on the first day and ending with the ending time on the last day is reserved.

Subject

The subject of the meeting.

One of the following must be specified: subject, description or location. Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Ignore existing entries

Optional - if you mark this field with any character you can permit parallel entries with time occupation in your own calendar. In this case, Con-nect does not check whether there are existing entries in your calendar.

"Existing entries" are those entries which occupy time in your calendar (i.e. these calendar entries have an ending time and the "No time occupancy" field has not been marked).

If you do not mark this field, you can only add a parallel meeting to your calendar that does not occupy time (i.e. a meeting that only has a starting time and no ending time; or when the "No time occupancy" field has been marked).

If you have not marked this field and there are already meetings or appointments with time occupation in your calendar (provided that you have not marked the "No time occupancy" field), Con-nect prompts you to mark this field.

Check calendar

Optional - specify the number of days before and after the meeting date to display all scheduled meetings, appointments, todos and reminders currently in your calendar (see *Checking the Calendar*).

Location

Optional - the location of the meeting.

Agenda

Optional - the name of the agenda. When specify a name in this line, you must also mark *one* of the following fields:

- **Editor**

When you mark this field, the name in the "Agenda" line is used as the name for a new agenda. The Con-nect editor is invoked and you can type the text of your agenda. See *Text Processing* for detailed information on the Con-nect editor. The agenda can only be retrieved via the meeting for which it has been created. It is not filed as a document.

- **Copy agenda**

When you mark this field, the name in the "Agenda" line must be the name of an existing document in your cabinet.

If you are unsure of the name, you can enter an asterisk (*) in the "Agenda" line (to begin the search with one or more particular letters, enter for example, "BIN*") and press ENTER. Mark the document you want to attach with any character and press ENTER.

The agenda is just a copy of a document. Thus, when you MODIFY the original document, the modifications are *not* included in the agenda.

After an agenda has been defined, the name of the field "Copy agenda" changes to "Display agenda". You can then display the agenda by marking the "Display agenda" field.

If you want to rename the agenda, you just have to type a new name in the "Agenda" line.

If you want to define another agenda, you first have to delete the current agenda. To do so, overwrite the name of the agenda with blanks and press ENTER. A window appears asking whether you want to erase or detach the agenda. When you select to detach the agenda, it is stored as a document in the default folder.

Description

Optional - information concerning the meeting. This information can be read by all attendees.

Keywords

Optional - you can specify up to six keywords. These keywords are of use when you issue the SEARCH command to locate meetings (see *Search Facility*).

Private use

Optional - when you mark this field with any character, the meeting is not displayed in the overlay calendar of another user. Or, the meeting is not displayed in your calendar, when another user accesses your cabinet with the command sequence "USE Cabinet *cabinet-ID*".

If you marked the "Check calendar" field, see *Checking the Calendar* for further information.

Otherwise, press ENTER to access the "Modify Meeting" screen and to enter the meeting in your calendar.

At this point, you are working with version one of the invitation (the version number is displayed below the screen title) and, since it has not been sent to the attendees, it is considered pending (as indicated to the right of the screen title). With each subsequent modification to the invitation (once it has been sent) the version number is increased. However, as long as you do not send the invitations, you can modify all your specifications without the invitation version number changing. See the description of the MODIFY command in this section for further information.

If a selected user has set a mail status message, the message is displayed in a window as soon as you press ENTER or issue the CONFIRM command. You must then press ENTER again to close that window.

Note:

Any Cc defined with the mail status message will not receive a copy of the invitation.

If you specified the name of another Con-nect node in the "Attendees" line and the name of the user at that node has not yet been specified, a window appears as soon as you press ENTER. In this window, you must specify the user at the other Con-nect node. See *External Con-nect Nodes* for further information regarding this window.

The number of selected attendees appears adjacent to the "Selected" indicator. If you want to review the attendee list or undo attendees, you can issue the ADDRESS command to access the "Addressees for (*Meeting-name*)" screen (you issue the QUIT command to return to the "Modify Meeting" screen).

Notes:

1. When you leave the "Modify Meeting" screen (for example, by issuing the QUIT command), you are notified in a window that the meeting is pending (i.e. the invitations have not been sent). You can either press ENTER to save and quit, in which case you are returned to the previous screen and the meeting is entered in your calendar as pending, or you can continue modifying the meeting.
2. You can enter the CANCEL command in the command line of the "Modify Meeting" screen, if you want to cancel the meeting that you are currently adding and thus remove it from your calendar. As a result, you are returned to the previous screen.

If you marked the "Search for free time" field, see *Searching for Free Time* for further information.

If you did *not* mark the "Search for free time" field, issue the following command to send the invitations:

CONFIRM

Each attendee receives an invitation in his Inbasket and, if an attendee accepts the invitation, his calendar is updated accordingly. The attendee also has the option of declining the invitation, but nevertheless adding the meeting to his calendar. In this case, if the meeting is modified (see the description of the MODIFY command in this section), the attendee will receive any future revised invitations. The attendee also has the option of declining the invitation and stopping all future revised invitations (see *Receiving an Invitation to a Meeting*).

Notes:

1. You can enter CANCEL in the command line of the "Modify Meeting" screen to cancel the meeting and enter a cancellation message in the resulting window. To retain the meeting in your calendar for future reference, mark the corresponding field. Press ENTER to send the cancellation message. For further information, see the description of the CANCEL command later in this section. For further information on the cancellation message, see *Receiving a Cancellation Notification for a Meeting*.
2. You can also enter UNDO in the command line of the "Modify Meeting" screen to retract all invitations you have sent (provided that none of the attendees has read the invitation and you have not invited a user at an external Con-nect node). When you undo a meeting, it is *not* erased from your calendar. Rather, it is displayed as a pending item, which you can modify and send again at a later date. To erase the meeting from your calendar you issue the CANCEL command.

Checking the Calendar

You can check your calendar for any conflicting entries before you send an invitation, modify/cancel a meeting, or accept an invitation.

Specify the number of days to be displayed before and after the meeting date in the "Check calendar" field and press ENTER:

```

12:08 PM          * * * C O N - N E C T 3 * * *          29.Nov.99
Cabinet LS       Check Calendar from 27.Nov.99   to 3.Dec.99   Monday
                                                    Agenda
Cmd Day Date      Start   End      Type Subject          Notes Overlay
-----
_ Mon  29.Nov.99  10:00 AM 11:59 PM  A * Marketing Strategy  JE
_ Tue  30.Nov.99  12:01 AM  9:00 PM  A < Marketing Strategy
_ Thu   2.Dec.99  10:00 AM 12:30 PM  ? M  Product Strategy

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Address Cancel Copy Display Erase Info Modify Output Print
Replies Top Undo

```

The "Check Calendar from *Date-range*" screen displays your meetings, appointments, todos and reminders chronologically. These are all calendar items you added as well as meetings to which you are invited (i.e. the meetings you have accepted or have declined but added to your calendar). Each conflicting entry is highlighted, as well as any pending meetings.

For a description of the columns and the command prompting line, see *Keeping Track of Meetings*.

Issue the QUIT command to return to the previous screen.

Searching for Free Time

When the transport service is installed at your site, you can also invite users at other Con-nect nodes to a meeting. However, when you search for free time, the calendars of these users are not searched.

When you are searching for free time and if the meeting exceeds one day, the *whole* time range starting with the starting time on the first day and ending with the ending time of the last day is scanned.

Note:

Internally, Con-nect handles only time slices consisting of 5 minutes (i.e. each hour is split into 12 time slices).

When you are searching for free time, the starting time is brought up to the *next* 5 minutes and the ending time is brought down to the *previous* 5 minutes. For example, if you enter the time range 9:37 to 10:53, it is rounded off to 9:40 to 10:50 and Con-nect searches only this time range for the hours and/or minutes you specified. This guarantees, that Con-nect does not propose a free time range, which starts before and/or ends after the time you specified.

Note:

No free time is found in the above example if you are searching for 1 hour and 15 minutes, since Con-nect has internally rounded the time range off to 1 hour and 10 minutes.

You can search for a maximum of 24 hours a day. For example, when you include the time range from 24.April 5 PM (17:00) to 26.April 8 AM (8:00) in your search and specify to search for 9 free hours, free time can only be found on the second day (25.April). The first and the last day are not considered during the search, since the time ranges on these days (5 PM to midnight and midnight to 8 AM) cover less than 9 hours.

If you marked the "Search for free time" field, press ENTER to display the following fields at the top of the screen (in the same place where the "Attendees" line usually appears):

Search for __ hours __ minutes

You enter the duration of the meeting in these fields. You can search for a maximum of 24 hours a day.

When you enter less than 5 minutes, the time is automatically brought up to 5 minutes since Con-nect handles only time slices consisting of 5 minutes. When you enter, for example, 33 minutes, the time is brought up to 35 minutes.

If the meeting exceeds one day, the whole time range starting with the starting time on the first day and ending with the ending time of the last day is scanned - unless you mark the "within daily time range" field.

within daily time range

When this field is marked, Con-nect searches only the daily time range which has been entered in the "Time" fields.

Press ENTER to start the search for a free date and time.

Con-nect scans the calendars of all attendees within the specified time frame.

Note:

When a large number of calendars is scanned, from time to time the scanning status is shown in the message line.

When searching the calendars of the attendees, the starting time of an appointment or meeting for which time has been reserved is brought down to the *previous* 5 minutes and the ending time is brought up to the *next* 5 minutes. For example, the time range for an appointment starting at 9:37 and ending at 10:53 is rounded off to 9:35 to 10:55 (i.e. this time range is reserved). This guarantees that Con-nect does not propose an occupied time range within another user's calendar as free time.

The following topics are covered below:

- Free Time was Found for Each Invited Person
- No Free Time was Found for Some of the Invited Persons
- No Free Time was Found at All

Free Time was Found for Each Invited Person

If free time was found for each invited person, the following window appears, showing the common free period for each day:

```

3:18 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Meeting (Pending)          Monday
Ver
Search for 5_ hours 0_ minutes +-----+
within daily time range X      !   Day Date      From      To      !
Date 26.Nov.2002 to 30.11.    +-----+
Time 10:00 AM to 5:00 P      !   ___ Tue 26.Nov.2002 10:00 AM  5:00 PM !
Subject Sales Meeting_____ !   ___ Wed 27.Nov.2002 10:00 AM  5:00 PM !
Location _____          !   ___ Thu 28.Nov.2002 10:00 AM  5:00 PM !
Agenda _____           !   ___ Fri 29.Nov.2002 10:00 AM  5:00 PM !
Description _____      !
Notes 0                  !
Display history _         !
Keywords _____       !   Add meeting for:
Private use _ or Security Read 7 +-----+

Specify date and time, or press ENTER to continue
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit          Addr Frmat Flip Last Home

```

Note:

When you specify a long time range, Con-nect finds the first 10 free periods and the above window appears. To continue the search until the last specified date and time is reached, you must press ENTER.

Either mark a day with the cursor or with any character to enter the whole marked time range in the "Modify Meeting" screen, or specify the date and time in the lines at the bottom of the window (you can also issue the QUIT command to close the window and to return to the "Modify Meeting" screen and specify the date and time there):

Add meeting for

You enter a date in the first, the time the meeting is to begin in the second, and the time the meeting is to end in the third line.

If the meeting exceeds one day, you must specify the ending date in the "Modify Meeting" screen.

Press ENTER to close the window.

Issue the following command to send the invitations:

```
CONFIRM
```

No Free Time was Found for Some of the Invited Persons

If no free time was found for some of the invited persons, the following window appears:

```

3:21 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Meeting (Pending)          Monday
Ver
Search for 5_ hours 0_ minutes          +-----+
within daily time range X          !   Day Date          From          To          !
Date 26.Nov.2002 to 30.Nov          +-----+
Time 10:00 AM          to 5:00 P          !   ___ Tue 26.Nov.2002 10:00 AM  5:00 PM !
Subject Sales Meeting_____          !   ___ Wed 27.Nov.2002 10:00 AM  5:00 PM !
Location _____          !   ___ Thu 28.Nov.2002 10:00 AM  5:00 PM !
Agenda _____          !   Add meeting for:          !
Description _____          !          _____          !
          _____          !   Not all attendees available !          !
          _____          !          !          !
Notes 0          !   Mark the proposed dates above          !
Display history _          !   with * or DI to display          !
Keywords _____          !   the calendar occupancy.          !
          _____          !          !          !
Private use _ or Security Read 7          +-----+

Specify date and time, or press ENTER to continue
Command /          /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit          Addr Frmat Flip Last Home

```

A maximum of 3 proposals is given in the window.

You can mark a specific date with DI or an asterisk (*) to display the "Calendar Occupancy" screen for this day (see below).

Caution:

When you mark a specific date with D (instead of DI), you do *not* display the "Calendar Occupancy" screen, but enter the whole time range in the "Modify Meeting" screen (as described below).

Either mark a day with the cursor or with any character (except the asterisk) to enter the whole marked time range in the "Modify Meeting" screen, or specify the date and time in the lines at the bottom of the window (you can also issue the QUIT command to close the window and to return to the "Modify Meeting" screen and specify the date and time there):

Add meeting for

You enter a date in the first, the time the meeting is to begin in the second, and the time the meeting is to end in the third line.

If the meeting exceeds one day, you must specify the ending date in the "Modify Meeting" screen.

Press ENTER to close the window.

Issue the following command to send the invitations:

CONFIRM

This is an example of the "Calendar Occupancy" screen:

```

3:21 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS      Calendar Occupancy 26.Nov.2002 10:00 AM - 5:00 PM  Monday

Attendee(s)      10..11..12..13..14..15..16..
-----
Eshberry,John    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Mannings,Paul
Waters,Kim

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit                               Addr  Frmat  Flip  Last  Home
    
```

The numbers to the right of "Attendee(s)" column indicate the hours. The occupied time of each attendee is indicated by an X. Each upper-case X represents a full quarter of an hour. A lower-case x is displayed, for example, when only 5 minutes (and not a full quarter of an hour) are occupied.

To specify the date and time you must issue the QUIT command to return to the previous window.

No Free Time was Found at All

If no free time was found at all, a message appears at the bottom of the screen.

Now you can try to find another free time range by modifying your specifications for date and/or time in the "Modify Meeting" screen and pressing ENTER.

You can also send the invitations (despite the fact that no free time was found). In this case, you must first remove the mark in the "Search for free time" field and press ENTER once more. Now you can issue the CONFIRM command to send the invitations.

Receiving an Invitation to a Meeting

The invitations you receive are put in your Inbasket.

When you display an invitation for a meeting that was updated, a window containing the update message is shown first. To display the invitation itself, you then have to press ENTER to close the window. When the invitation is displayed, the current meeting version number is shown below the name of the originator.

The following screen appears when you display a modified invitation:

```

8:42 AM          * * * C O N - N E C T 3 * * *          7.May.2002
Cabinet LS      Display Modified Invitation from      Tuesday
                Eshberry,John          5.Jun.2002  9:00
                Version 2

        Date Fri 5.Jun.2002 to
        Time   9:00 AM      to   11:00 AM
        Subject Team Meeting

                                Check calendar __ days before/after

        Location Room 250
        Agenda Summary          Display agenda _
        Description

        Notes                    Add note _ Display notes _
        Display history _        Display update message _

        Accept _                 Reply _           Decline and add _
                                Decline and stop _

You can accept, decline or reply to the invitation
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help Menu Quit In      Send Foldr Docs Note Cal Flip Last Home

```

When this invitation covers a time range that is already occupied in your calendar, the appropriate message appears in the message line.

Specify the following in the "Display Invitation from" screen and press ENTER:

Check calendar

Specify the number of days before and after the meeting date to display any scheduled meetings or appointments currently in your calendar (see *Checking the Calendar*).

Display agenda

When the invitation contains an agenda, you can mark this field to display the agenda.

When the agenda is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the invitation is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the invitation has a description, it is shown in the next three lines of the description. See the description of the COPY command in section *Documents*.

When you issue the PRINT command in the screen which shows the agenda, the whole invitation is printed. It is printed according to the criteria that were defined in your user profile (see *Print Defaults*) or with the OUTPUT command. For an invitation, the following exception applies: when the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the invitation is printed as well as the number of all pending and stopped invitations.

After you have read the agenda, you issue the QUIT command to return to the "Display Invitation from" screen.

Add note

If you want to attach a note to the invitation, mark this field with any character (see *Notes Attached to a Meeting*).

Display notes

If notes are attached to the invitation, you can mark this field with any character to display the notes.

Display history

You can mark this field to display the history of the meeting. This field is only available once a meeting has been modified i.e. version 2 or above. The "Display History of Meeting from" screen lists the meeting versions in chronological order, beginning with the most recent version.

Display update message

You can mark this field to display an update message from the originator. This field is only available if a meeting has been modified (i.e. version 2 or above).

Accept

You can mark this field to accept the invitation. The invitation is not transferred to the Inbasket file Opened. It is removed from the Inbasket and added to your calendar.

You should check your calendar (for example with the "Check calendar" field or by issuing the command sequence "DISPLAY Calendar *date*") before you accept a meeting.

Reply

You can mark this field to send a reply to the invitation. As a result, the "Reply" screen in which you can type your reply appears. You must issue the CONFIRM command to send the reply. (See the description of the REPLY command in section *Commands for the Inbasket* for further information regarding the "Reply" screen.)

You can mark this field in conjunction with "Accept", "Decline and add" or "Decline and stop".

Decline and add

You can mark this field to decline the invitation but nevertheless enter it in your calendar. This means you will receive any modifications made to the invitation. The time range is not reserved.

Decline and stop

You can mark this field to decline the invitation and erase it from Con-nect (it is not placed in your Wastebasket). In this case, you will not receive any modifications made to the invitation.

As soon as you accept or decline, the fields "Accept", "Reply", "Decline and add" and "Decline and stop" disappear from the "Display Invitation from" screen.

When you accept or decline an invitation, Con-nect enters either "Accepted", "Declined" or "Stopped" in the "Addressees for (*Meeting-name*)" screen so that each invited person can also review who will be attending the meeting. (This screen appears when you issue the ADDRESS command with the meeting.)

You can also accept an invitation after declining and adding, and you can also decline the participation in the meeting after having accepted the invitation. See the description of the MODIFY command later in this section. The messages in the "Addressees for (*Meeting-name*)" screen are modified accordingly.

Note:

As long as you do not accept or decline an invitation, it remains in your Inbasket.

Receiving a Cancellation Notification for a Meeting

When the originator of a meeting cancels the meeting, the meeting entry is not erased from your calendar until you display the cancellation notification. It is delivered in your Inbasket as type "Canceled".

When you display the cancellation notification, a window containing the cancellation message is shown first. To display the cancellation notification itself, you then have to press ENTER to close the window.

8:55 AM	* * * C O N - N E C T 3 * * *	7.May.2002
Cabinet LS	Meeting CANCELED by Eshberry,John	Tuesday
	17.Jun.2002 2:00 PM	
	Version 2	
Date	Mon 17.Jun.2002 to	
Time	2:00 PM to 5:00 PM	
Subject	Planning	
	Check calendar ___ days before/after	
Location	Room 250	
Agenda	Display agenda _	
Description		
Notes	Add note _ Display notes _	
Display history _	Display cancellation message _	
	Reply _	Retain _
		Erase _
Meeting canceled. You can retain or erase it from your calendar.		
Command /		/
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home		

The "Meeting CANCELED by" screen contains three fields which are not displayed in the "Display Invitation from" screen:

Display cancellation message

Mark this field to display the cancellation message.

Retain

Mark this field to retain the canceled meeting in your calendar, without occupying time. In this case, the meeting is listed as type "x M" (canceled meeting) in the "Display Calendar" screen. See *Keeping Track of Meetings*.

Erase

Mark this field to entirely erase the meeting from your calendar.

Keeping Track of Meetings

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting with the current date (the date which is displayed to the right of the screen name indicates your next meeting):

```
DISPLAY Meeting
```

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting with the date you specify (or with the next meeting, if there are no meetings for the specified date):

```
DISPLAY Meeting date
```

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting and ending with the dates you specify:

```
DISPLAY Meeting from-date to-date
```

Note:

If you do not specify a year with the date, the current year is automatically displayed.

```

12:43 PM          * * * C O N - N E C T 3 * * *          6.Dec.99
Cabinet LS          Display Meeting 7.Dec.99          Monday
                                Agenda
Cmd Day Date          Start      End          Type Subject          Notes Overlay
-----
_  Tue   7.Dec.99 10:00 AM  2:30 PM  M  Marketing Strategy  A
_  Thu   9.Dec.99 12:00 PM  2:00 PM  ? M  Testing              ESH
_  Fri  10.Dec.99 10:00 AM 11:30 AM  M  Planning
_  Mon  20.Dec.99  1:00 PM  4:00 PM  M  Review              N
    
```

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)

Command /								/
Address	Cancel	Copy	Display	Info	Modify	Output	Print	Replie
Top	Undo							

The "Display Meeting" screen displays the meetings chronologically. These are the meetings which you added yourself as well as meetings to which you are invited (i.e. the meetings you have accepted or have declined but added to your calendar).

The columns display the following information:

Day

The name of the day.

Date

The date of the meeting.

Start

The starting time of a meeting.

End

The time the meeting ends on that day.

Type

The type of calendar entry: M for meeting.

A ! before the type indicates that the meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.

A (before the type indicates that the meeting does *not* occupy time in your calendar.

A ? before the type indicates that the meeting is pending. Either no attendees have been selected or it has not been sent to all selected attendees.

An X (upper-case) before the type indicates that the meeting, which has been initiated by yourself, has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An x (lower-case) before the type indicates that the meeting, which has been initiated by someone else has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An asterisk (*) after the type indicates the first day of a meeting which exceeds one day.

> after the type indicates that the meeting is continued from the previous day and that it continues on the next day.

< after the type indicates that the meeting is continued from the previous day and that it ends on that day.

Subject

The subject of the meeting.

Agenda/Notes

This column is marked with A if the meeting contains an agenda and/or with N if the meeting contains attached notes.

Overlay

A user ID in this column indicates a meeting in the calendar of that user.

Commands for Meetings

The command prompting line of the "Display Meeting" screen shows all the commands that apply to meetings. The commands are described in section *Commands*. The following exceptions apply when working with meetings:

- ADDRESS
- CANCEL
- COPY
- DISPLAY
- INFO
- MODIFY
- REPLIES
- UNDO

ADDRESS

The ADDRESS command enables both the originator and the attendees to check the reception status of an invitation to a meeting.

When you issue the ADDRESS command with a specific meeting, the "Addressees for (*Meeting-name*)" screen appears.

4:32 PM		* * * C O N - N E C T 3 * * *				18.Feb.2002	
Cabinet LS		Addressees for (Birthday party)				Monday	
Cmd	Addressee Name	Date Mailed	Time	Date Read	Time	Type	Reply
---	-----	-----	-----	-----	-----	-----	-----
__	Eshberry, John	18.Feb.2002	1:56 PM	18.Feb.2002	2:01 PM	O	X
	Declined	18.Feb.2002	3:39 PM	(Accepted	18.Feb.2002	2:02 PM)
__	Mannings, Charles	18.Feb.2002	1:56 PM	18.Feb.2002	3:11 PM	O	
	Accepted						
__	Jumper, Julie	18.Feb.2002	1:56 PM	18.Feb.2002	3:57 PM	O	X
	Accepted	18.Feb.2002	3:47 PM	(Declined	18.Feb.2002	2:23 PM)
__	Long, Sonia	18.Feb.2002	1:56 PM	18.Feb.2002	4:05 PM	O	
	Stopped						
Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)							
	Command /						/
	Copy	Display	Replies	Undo			

The "Addressees for (*Meeting-name*)" screen shows the following information.

Addressee Name

All attendees invited to the meeting - no matter whether the invitation was sent to everyone at the same time, or whether further attendees were included later. If an attendee has accepted, declined or stopped the invitation, this is shown below the name.

When an attendee has accepted after having declined (or vice versa), the date of this action is also shown below the name. The current status is always shown at the beginning of the line. The information in parentheses applies to the attendee's first decision.

Date Mailed / Time

The date and time the invitation was sent.

Date Read / Time

The date and time when the attendee first displayed the invitation. If there is no entry, the attendee has not yet displayed the invitation.

Type

The mail type of an invitation is always O (original). An R after the O indicates that the attendee is a resource.

Reply

If this column contains an X, the attendee has sent a reply to the invitation. If you are the originator of the meeting and want to read a specific reply, you can mark the addressee with RE.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.
- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

CANCEL

If the originator issues the CANCEL command with a specific meeting and none has read the invitation, all invitations in the Inbaskets of the attendees are erased. However, when an attendee located at another Con-nect node has also been invited or if the version of the meeting being canceled is greater than 1, the invitations are not erased.

If the originator issues the CANCEL command with a specific meeting, after the invitation has been read by an attendee or when an attendee located at another Con-nect node was invited or when the version of the meeting being canceled is greater than 1, the "Cancellation Message" window appears. In this window, the originator can write a cancellation message which may be up to 10 lines long. All invited persons and resources receive a cancellation notification in their Inbaskets (type "Canceled") with the originator's cancellation message. See *Receiving a Cancellation Notification for a Meeting*.

If the "Mark to retain meeting in calendar" field is marked, the meeting is retained in the originator's calendar. If not, the meeting is erased from the originator's calendar - it is not placed in the Wastebasket. However, the meeting is not erased from the attendees' calendar until the cancellation notification is read.

If an invited person cancels the meeting, the meeting is erased from his calendar - it is not placed in his Wastebasket. The originator of the meeting is not notified by mail that this person will not attend the meeting. However, when the originator checks the reception status of an invitation which takes place in the future using the ADDRESS command, he can see that the addressee has declined and stopped the meeting.

To cancel a meeting which exceeds one day, you need not mark each day of the meeting in the "Display Meeting" screen with CA - you can mark any day of the meeting with CA to cancel the whole meeting.

Note:

You cannot CANCEL a meeting in the overlay calendar.

COPY

This feature is useful if you want to have similar meetings, for example, with the same persons regarding the same topic, but on different dates; or with different persons regarding the same topic.

You can create a meeting by copying an existing one with the COPY command. As a result, the "Modify Copied Meeting" screen appears which is similar to the "Modify Meeting" screen.

The "Modify Copied Meeting" screen contains an additional field which is not displayed in the "Modify Meeting" screen:

Repeated single day

Optional - you can mark this field with any character to specify repeated single-day meetings.

You can specify a maximum of 90 repeated single-day meetings.

This function adds only meetings which do not exceed 24 hours.

To specify repeated single-day meetings, you must also mark the "Ignore existing entries" field with any character.

This function does not search for free time.

You need not enter a new subject for the repeated meetings.

You should first edit the agenda. Mark the "Repeated single day" field after the agenda has been edited.

Agenda and attached notes are not copied.

If you want to remove already existing attendees from the address list, you must issue the ADDRESS command from the "Modify Copied Meeting" screen to access the "Addressees for (*Meeting-name*)" screen. Now you can mark the attendees that you want to remove from the list with UN (you issue the QUIT command to return to the "Modify Copied Meeting" screen).

When you copy a meeting which has been initiated by another user, this user is automatically added to the list of attendees.

Tip:

If you want to modify the values of a canceled meeting, copy it and then modify the values of the newly created meeting.

DISPLAY

When you display a meeting that was updated, a window containing the update message is shown first. To display the meeting itself, you have to press ENTER to close the window. When the meeting is displayed, the current meeting version number is shown below the screen name. If you want to display the meeting update message once more, you can then mark the "Display update message" field.

When you display a meeting that was canceled, a window containing the cancelation message is shown first. To display the meeting itself, you have to press ENTER to close the window. When the meeting is displayed, the word "Canceled" appears highlighted to the right of the meeting version number. If you want to display the cancelation message once more, you can then mark the "Display cancelation message" field.

When you display a meeting that is pending, the word "Pending" appears highlighted next to the screen name.

When you display a meeting for which a time range has not been reserved, "no time occupancy" appears highlighted to the right of the date.

When you display a meeting for which separate daily entries have been specified, "daily" appears highlighted to the right of the time.

You can attach notes to the meeting. When the meeting contains attached notes, you can mark the "Display notes" field to display them. See *Notes Attached to a Meeting* for further information.

When the meeting contains an agenda, you can mark the "Display agenda" field to display it.

When the agenda is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the meeting is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the meeting has a description, it is shown in


```

3:34 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Meeting          Monday
                   Version 1

Attendees _____
      Selected 0          Invited 1          Search for free time _
      Date 29.Nov.2002 to _____          No time occupancy _
      Time 5:00 PM_      to 10:00 PM          Separate daily entries _
      Subject Birthday party_____          Ignore existing entries X
                                           Check calendar __ days before/after

Location My office_____
Agenda _____          Editor _          Copy agenda _
Description _____
_____
_____
Notes 0          Add note _ Display notes _
Display history _          Add meeting update message _
Keywords _____
_____
Private use _ or Security Read 7 Modify 7 Copy 7 Print 7

Make all required changes and press ENTER to modify
Command /          /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit          Addr Frmat Flip Last Home

```

In addition to the fields displayed in the "Add Meeting" screen, the following fields are displayed:

Add note

If you want to attach a note to the invitation, mark this field with any character (see *Notes Attached to a Meeting*).

Display notes

If notes are attached to the invitation, you can mark this field with any character to display the notes.

Display history

Mark this field with any character to display the history of the invitation. The invitation versions are displayed in chronological order, beginning with the most current version.

Complete your modifications and press ENTER.

At this point, the version number is increased by one and the meeting is considered to be pending (i.e. the meeting has been added to your calendar, but the invitations have not been sent).

Note:

If you add additional attendees but do not modify any other information, the meeting version is not increased. The invitations are sent only to those new attendees when you issue the CONFIRM command.

Add meeting update message

Mark this field with any character to display a window in which you can enter your update message. You issue the QUIT command to save the message and return to the "Modify Meeting" screen. If you do not enter an update message, a message is automatically attached to the modified invitation, listing the changes made to the invitation.

If you issue the QUIT command before sending the invitations (with CONFIRM), a window is shown indicating that the meeting is pending. You can then press ENTER to save and quit. Or you can select one of the following:

- Continue modifying the meeting.
- Restore to previous version of the meeting (this option is only shown when the version number is greater than 1).
- Cancel meeting. This is the same as the CANCEL command: the meeting is deleted. This option is useful, for example, if you have decided that this meeting is no longer necessary.

Issue the CONFIRM command to send the modified invitations.

Note:

A modified invitation is displayed in the recipients Inbaskets as type "Modified".

If an attendee accepted a previous invitation version, the meeting is not removed from the attendees' calendar until the modified invitation is displayed.

If an attendee declined and stopped the previous invitation, the attendee will not receive the modified invitation (see *Receiving an Invitation to a Meeting*).

Attendees

If the invitations have already been sent, those attendees who have accepted the invitation (and those who have declined it but nevertheless added it to their calendar), can modify the keywords, the time occupancy and the security level.

```

15:38          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet ESH          Modify Meeting          Monday
                   Version 1

From date 29.Nov.2002 to _____          No time occupancy _
time 17:00___          22:00___
Subject Birthday party_____
                   Check calendar ___ days before/after

Location My office_____
Agenda _____          Display agenda _
Description _____
_____
Notes 0          Add note _ Display notes _
Display history _          Display Update Message _
                   Accepted 6.May.2002 15:37 Decline _ Reply _

Keywords _____
_____

Private use _ or Security Read 9 Modify 9 Copy 9 Print 9

Make all required changes and press ENTER to modify
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit          Addr Frmat Flip Last Home

```

Display Update Message

When an update message has been sent, you can mark this field with any character to display the update message in a window.

Decline/Accept

If an attendee has accepted an invitation, the date and time the invitation was accepted and the "Decline" field are shown above the keywords. The attendee can later decline the meeting by marking the "Decline" field.

If an attendee has declined and added an invitation, the date and time the invitation was declined and the "Accept" field are shown above the keywords. A time range for that meeting is not reserved in his calendar. The "No time occupancy" field in the "Modify Meeting" screen contains an X. The attendee can later accept the meeting by marking the "Accept" field.

Reply

You can mark this field with any character to send a reply to the originator of the meeting.

Overlay Calendar

When you MODIFY a meeting in the overlay calendar, you cannot add further attendees and you cannot issue the following commands: CANCEL, CONFIRM, REPLIES and UNDO. You can only modify the keywords, the time occupancy and the security level. However, when you access another user's cabinet with the command sequence "USE Cabinet *cabinet-ID*", these restrictions do not apply.

REPLIES

If you are the originator of the meeting, you can read the replies to your invitation (without having to access your Inbasket) by marking a specific meeting with RE.

If there is only one reply, it is displayed immediately. If there is more than one reply, a list is displayed and you can mark the replies you want to read with DI.

Note:

You cannot issue the REPLIES command with a meeting in the overlay calendar.

UNDO

If you want to retract all invitations you have sent, you can issue the UNDO command with the meeting.

The copies of the invitations to meetings that you send are stored in your calendar, not in your Outbasket.

Caution:

You can only undo the *whole* meeting, when *none* of the attendees has read the invitation and if you have *not* specified an attendee located at another Con-nect node.

If some of the attendees have already read your invitation, it is not possible to undo the whole meeting. In this case, a window appears asking whether you want to undo the meeting for the local attendees that have not yet read their invitations.

If you only want to remove a few people from the attendee list (even if the invitation has already been read by other attendees), you need not undo the whole meeting. You can issue the ADDRESS command with a meeting to access the "Addressees for (*Meeting-name*)" screen and mark the names of those persons you want to remove from the list with UN. However, you cannot remove an attendee located at another Con-nect node from the attendee list.

When you UNDO the whole meeting, it is not erased from your calendar screens, but displayed as pending. You can then MODIFY all information and send it again.

To erase a meeting from your calendar screens, you must CANCEL the meeting.

You cannot UNDO a meeting in the overlay calendar.

Notes Attached to a Meeting

You can attach both newly created or already existing notepad pages to a meeting. Once the notepad page has been removed from the notepad (i.e. attached to a meeting), it is no longer stored with the other notepad pages. See *Notepad* for further information.

An attached note cannot be converted into a notepad page. When you DETACH an attached note from a meeting, it is converted into a document.

You can attach up to 24 notepad pages to a meeting. Later when you read the attached notes, they are displayed in the same sequence as you attached them.

Note:

Attached notes are intended for your personal use. Therefore, they are not sent with the invitation to a meeting. When your calendar contains an invitation to a meeting that has been initiated by another user, you can attach your own notes to this meeting.

The following topics are covered below:

- Attaching a Notepad Page to a Meeting
- Reading Attached Notes
- Printing Attached Notes
- Detaching Attached Notes

Attaching a Notepad Page to a Meeting

To attach a notepad page to a meeting you must first DISPLAY or MODIFY the meeting.

Next, mark the "Add note" field and press ENTER.

```

9:05 AM          * * * C O N - N E C T 3 * * *          7.May.2002
Cabinet LS      Display Meeting from Jumper,Julie      Tuesday
                Version 1

                +-----+
                | Date Fri 29.Nov.2002 to | ! Notepad Subject: ( or '*' to Select ) !
                | Time 5:00 PM to | ! _____ !
                | Subject Birthday party | +-----+
                |                               | !
                | Location My office | ! _ Mark to Attach to Current Object !
                | Agenda | ! _____ !
                | Description | ! _____ !
                |                               | !
                |                               | !
                | Notes 0 | ! _____ !
                | Display history _ | ! _____ !
                |                               | !
                | Keywords | ! _____ !
                |                               | !
                | Private use or Security Read 7 | +-----+

Enter a command, press a PF-key, or enter * to display commands
Command / /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home
    
```

If you want to attach a *new* notepad page to a meeting, enter one or more keywords in the subject line, and the note text.

If you want to attach an *existing* notepad page, enter an asterisk (*) in the subject line and press ENTER. Mark the notepad page(s) you want to attach with any character and press ENTER. (If you already know the name of the notepad page, you can also enter its name in the subject line.)

In either case, mark the field "Mark to Attach to Current Object" and press ENTER to remove the notepad page from the notepad and thus to attach it to the current meeting.

The blank "Notepad" window re-appears and you can attach further notepad pages or quit the function.

Reading Attached Notes

An attached note can only be retrieved via the meeting to which it has been attached.

To read an attached note you must first DISPLAY or MODIFY the meeting.

The number of attached notes is indicated in the "Notes" line of the "Display Meeting" or "Modify Meeting" screen.

Mark the "Display notes" field with any character and press ENTER to display the first attached note.

If there are more attached notes, you must press ENTER repeatedly to leaf through them. The notes are displayed in the same sequence as you attached them. After you have read all attached notes, you issue the QUIT command to close the window.

You can modify any attached note by typing over it. If you mark the "Erase" field of the attached note with any character and press ENTER, the note is erased from Con-nect (it is not placed in your Wastebasket).

Printing Attached Notes

Attached notes are automatically printed with a meeting, when the "Attached/Cover Notes" field is marked in your user profile (see *Print Defaults*) or in the output options (see the description of the OUTPUT command in section *Documents*).

For detailed information on how to print a meeting, see *Printing the Meetings*.

Detaching Attached Notes

To detach an attached note you must first DISPLAY or MODIFY the meeting.

Issue the following command:

```
DETACH
```

As a result, the "Detach from current Object" window appears.

```

3:27 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Meeting          Monday

Attendees _____ +-----+
      Selected 0      !      Detach from current Object      !
      Date 26.Nov.2002 to +-----+
      Time 10:00 AM to !      Mark Attached Items      Type !
      Subject Sales Meeting__ !      -- ----- !
      Location _____ !      ___ N Brochures      Txt !
      Agenda _____ !      ___ N Topics      Txt !
Description _____ !
      _____ !
      _____ !
      Notes 2      !
Display history _      !
      Keywords _____ !
      _____ !
Private use _ or Security R +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /
Detach Erase Flip

```

You can either DETACH or ERASE an attached note.

- If you DETACH an attached note, a copy of it is kept in your default folder. It receives the subject of the meeting as description (the subject is shown in parentheses).
- If you ERASE an attached note, it is erased from Con-nect. It is not placed in the Wastebasket.

Mark the attached notes with DE or ER in the window and press ENTER.

The name of each marked attached note disappears from the window.

Issue the QUIT command to close the window.

Note:

When you detach or erase *all* attached notes, the "Detach from current Object" window closes automatically.

Printing the Meetings

You can either print an individual meeting or a list of all meetings within a specified time range.

Printing an Individual Meeting

To print the meeting, you can mark it with PR in a screen that shows a list of calendar entries (including the meeting history) or you issue PRINT in the command line when the meeting is displayed. When the meeting has an agenda, the agenda is always printed with the meeting.

The meeting is printed according to the criteria that were defined in your user profile (see *Print Defaults*) or with the OUTPUT command (see the description of the OUTPUT command in section *Documents*).

For a meeting, the following exceptions apply: Update messages for a meeting can only be printed from the "Display History of Meeting" screen. When the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

When you issue the PRINT command in the screen which shows the agenda, the whole meeting is printed.

Printing a List of Meetings

You can print a list of all meetings any time you want.

Issue the following command sequence from any point in Con-nect:

```
PRINT Meeting from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed.

The optional parameter "Document" causes the following items associated with a meeting to be printed as well: description, location, agenda (name and text) and attached notes. Attached notes are printed only when the "Attached/Cover Notes" field is marked in your user profile (see *Print Defaults*) or in the output options (see the description of the OUTPUT command in section *Documents*). If a meeting exceeds one day, this information is only printed for the *first* day of the meeting.

The following examples show how this function can be used.

PRINT Meeting 12.Mar Document	Print all meetings starting from March 12th with description, location, agenda and attached notes.
PRINT Meeting Document	Print all meetings starting from today with description, location, agenda and attached notes.
PRINT Meeting 1.Jan 31.Dec	Print all meetings from January 1st through December 31st without description, location, agenda and attached notes.

Note:

If you do not specify a year with the date, the current year is automatically printed.

Locked Meetings

Locked Meeting in a Shared Environment

If a user in a shared cabinet is currently modifying a meeting (or if the same user tries to access the same meeting in different sessions at the same time) and you issue the MODIFY, CANCEL, or UNDO command with that meeting, a window appears informing you who is currently modifying the meeting. This is to protect against problems associated with two users simultaneously modifying a meeting in a shared cabinet. The meeting remains locked until the active user leaves the "Modify Meeting" screen with the QUIT or MENU command, or until either the CANCEL or UNDO command is successfully executed. You can then access the meeting and modify it.

System Interruptions

If a meeting is being edited in the "Modify Meeting" screen and a system interruption occurs, the meeting is locked. It is automatically unlocked after 2 calendar days.

If you issue the commands MODIFY, CANCEL or UNDO in conjunction with the locked meeting, a window appears displaying information as to who last modified the meeting and when it was locked.

Only the person who last edited the meeting can unlock the meeting by marking the "Mark to unlock" field of the "Meeting not Available" window (before it is automatically unlocked after 2 days).

The locked meeting contains only those changes which were saved (when ENTER was pressed in the "Modify Meeting" screen).