

# Appointments

You can enter both business and personal appointments in your calendar. You can also enter repeated appointments, for example, for every second Friday of a month. The appointment is a calendar entry which also appears in the calendar information of your Con-nect menu.

This chapter covers the following topics:

- Adding an Appointment
- Keeping Track of Appointments
- Commands for Appointments
- Notes Attached to an Appointment
- Printing the Appointments
- Locked Appointments

## Adding an Appointment

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

```
ADD Appointment
```

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

```

2:45 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Add Appointment                      Monday

      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 _____
      _____
      _____
      Notes 0          Add note _ Display notes _

      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 Appointment" screen.

**Date**

The (starting) date of the appointment.

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 appointment.

If the appointment exceeds one day, you must enter the ending date of the appointment.

**No time occupancy**

When you mark this field, 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 add important dates such as school holidays or a computer fair, to your calendar.

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**

Optional - the starting time of the appointment.

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 appointment.

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 appointment 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 of the last day is reserved.

**Subject**

The subject of the appointment.

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 appointment to your calendar which does not occupy time (i.e. an appointment 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 appointment date to display all scheduled meetings, appointments, reminders or todos currently in your calendar (see *Checking the Calendar*).

**Location**

Optional - the location of the appointment.

**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 appointment 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 previous 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 appointment.

## **Add note**

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

## **Display notes**

If you have attached notes to the appointment, you can mark this field with any character to display the notes (see *Reading Attached Notes*).

## **Keywords**

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

## **Private use**

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

Press ENTER to add the appointment.

The blank "Add Appointment" screen re-appears and you can add another appointment or quit the function.

# Keeping Track of Appointments

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

```
DISPLAY Appointment
```

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

```
DISPLAY Appointment date
```

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

```
DISPLAY Appointment from-date to-date
```

**Note:**

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

```

10:54 AM          * * * C O N - N E C T 3 * * *          22.Oct.97
Cabinet LS          Display Appointm 24.Nov.97          Wednesday
                                Agenda
Cmd Day Date          Start      End          Type Subject          Notes Overlay
-----
__ Mon  24.Nov.97  11:00 AM  2:00 PM  A  Visit Alec Jr.  A
__ Fri  12.Dec.97  12:01 AM  11:59 PM  A * Vacation          ESH
__ Sat  13.Dec.97  12:01 AM  11:59 PM  A > Vacation          ESH
__ Sun  14.Dec.97  12:01 AM  11:59 PM  A > Vacation          ESH

__ Mon  15.Dec.97  12:01 AM  11:59 PM  A > Vacation          ESH
__          12:00 PM  2:00 PM  A  Lunch with Thomas
__ Tue  16.Dec.97  12:01 AM  11:59 PM  A > Vacation          ESH
__ Wed  17.Dec.97  12:01 AM  11:59 PM  A < Vacation          ESH

__ Sun  21.Dec.97  9:00 AM  11:59 PM  A * Munich          N
__ Mon  22.Dec.97  12:01 AM  8:00 PM  A < Munich          N
__ Thu  25.Dec.97  3:00 PM  11:59 PM  A  Xmas Party          N

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

The "Display Appointment" screen displays the appointments chronologically. The columns display the following information:

**Day**

The name of the day.

**Date**

The date of the appointment.

**Start**

The starting time of an appointment.

**End**

The time the appointment ends on that day.

**Type**

The type of calendar entry: A for appointment.

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

An asterisk (\*) after the type indicates the first day of an appointment which exceeds one day.

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

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

**Subject**

The subject of the appointment.

**Agenda/Notes**

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

**Overlay**

A user ID in this column indicates an appointment in the calendar of that user.

## Commands for Appointments

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

- COPY
- DISPLAY
- ERASE

### COPY

You can add an appointment to your calendar by copying an existing one (this can either be an appointment in your own calendar or in the overlay calendar) with the COPY command.

You can also copy an appointment to another cabinet, if its user has given you permission (see *Adding Shared Users to Your Private Cabinet*).

Agenda and attached notes are not copied.

When you copy an appointment from the overlay calendar, the cabinet ID of that user is displayed in the upper left corner of the "Copy Appointment" screen.

```

2:57 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Copy Appointment          Monday

Copy to cabinet LS_____

                                Repeated single day _
                                No time occupancy _
Date 6.Dec.2002_ to _____
Time 11:00 AM to 1:00 PM_      Separate daily entries _
Subject Brunch_____          Ignore existing entries _
                                Check calendar __ days before/after

Location My house_____
Agenda _____ Editor _ Copy agenda _
Description _____
Notes 0                      Add note _ Display notes _

Keywords _____

Private use _ or Security Read 0 Modify 0 Copy 0 Print 0
Complete the information above and press ENTER to copy
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 "Copy Appointment" screen contains two additional fields which are not displayed in the "Add Appointment" screen:

### **Copy to cabinet**

By default, Con-nect has entered your own cabinet ID. To copy an appointment to another user's cabinet, you must enter the cabinet ID of that user.

An appointment which has been copied from one cabinet into another cabinet will be displayed only once in the "Display Appointment" screen (i.e. it does not appear in the overlay calendar). However, in the following cases, both appointments will be shown: if you modify the information in one of the date and time fields, or in the "Separate daily entries" field while the "Copy Appointment" screen is still displayed; or, if the MODIFY command is issued with any of the appointments (original or copy).

### **Repeated single day**

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

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

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

To specify repeated single-day appointments, 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 appointments.

The "Editor" field is not available when the "Repeated single day" field is marked. Use the "Copy agenda" field instead.

The "Add note" field is not available when the "Repeated single day" field is marked.

When you mark the "Repeated single day" field and press ENTER, the "Repeat Calendar Entry" window appears:

```

2:59 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Copy Appointment          Monday

Copy to cabinet LS_____ +-----+
                             !   Repeat Calendar Entry   !
                             +-----+
Date 6.Dec.2002_ to _____ +-----+
Time 11:00 AM to 1:00 P ! Every __ _ Day !
Subject Brunch_____ ! _ Week !
                             ! _ Month !
                             ! _ Year !
Location My house_____ ! Every __ _ Monday !
Agenda _____ ! _ Tuesday !
Description _____ ! _ Wednesday !
                             ! _ Thursday !
                             ! _ Friday !
Notes 0 ! _ Saturday !
                             ! _ Sunday !
Keywords _____ ! Start 6.Dec.2002_ End _____ !
                             +-----+
Private use _ or Security Read 0
Complete the information above and press ENTER to copy
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
    
```

You specify a frequency in the first "Every" line by entering a number between 1 and 99. You mark an option (Day, Week, Month or Year) with any character.

You specify a frequency in the second "Every" line by entering a number between 1 and 99. You mark a day of the week with any character.

You can enter any logical combination of frequencies (see the examples below).

You enter the time range (starting and ending dates) for which you want to specify the repeated appointments in the lines at the bottom of the window. The ending date refers to the last day for which an appointment is to be added (this is important when you add appointments which continue after midnight; the ending date does not refer to the day on which the last appointment is to end).

To close the window and to copy the appointments, you must press ENTER.

### Examples for repeated single-day appointments

To specify appointments for every second day, you enter "2" in the first "Every" line and mark "Day" with any character.

To specify appointments for the 11th of each month, the starting date must also be the 11th of a month. You enter "1" in the first "Every" line and mark "Month" with any character.

To specify appointments for every Monday, you enter "1" in the second "Every" line and mark "Monday" with any character.

To specify appointments for every second Friday of each third month, you enter "3" in the first "Every" line and mark "Month" with any character; next you enter "2" in the second "Every" line and mark "Friday" with any character.

When the starting date is on a Thursday and you enter "2" in the first "Every" line and mark "Week" with any character (you do not enter anything in the lines below), appointments are copied for each second Thursday.

### Exceptions

To specify the *last* week of a month, you enter "5" in the second "Every" line.

To specify the *last* week of a year, you enter "53" in the second "Every" line.

For example, to specify appointments for each *last* Wednesday of a month, you must enter "1" in the first "Every" line and mark "Month" with any character; next you enter "5" in the second "Every" line and mark "Wednesday" with any character.

### DISPLAY

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

When the appointment 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 appointment is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the appointment has a description, it is shown in the next three lines of the description. If the appointment includes keywords, they are shown in the "Keywords" fields. See the description of the COPY command in section *Documents* for further information.

When issue the PRINT command in the screen which shows the agenda, the whole appointment is printed. It 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*).

### ERASE

When you ERASE an appointment, it is removed from the calendar screens and calendar information - it is not placed in your Wastebasket.

To erase an appointment which exceeds one day, you need not mark each day of the appointment in the "Display Appointment" screen with ER - you can mark any day of the appointment with ER to erase the whole appointment.

If you want to erase repeated single-day appointments, you must mark each appointment you wish to erase with ER.

## Notes Attached to an Appointment

You can attach both newly created or already existing notepad pages to an appointment. Once the notepad page has been removed from the notepad (i.e. attached to an appointment), 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 an appointment, it is converted into a document.

You can attach up to 25 notepad pages to an appointment. Later when you read the attached notes, they are displayed in the same sequence as you attached them.

The following topics are covered below:

- Attaching a Notepad Page to an Appointment
- Reading Attached Notes
- Printing Attached Notes
- Detaching Attached Notes

### Attaching a Notepad Page to an Appointment

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

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

```

3:02 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Appointment          Monday

                                     +-----+
Date 6.Dec.2002_ to _____ ! Notepad Subject: ( or '*' to Select ) !
Time 11:00 AM   to 1:00 P   ! _____ !
Subject Brunch_____ ! _ Mark to Attach to Current Object !
                                     +-----+
Location My house_____ ! _____ !
Agenda _____ ! _____ !
Description _____ ! _____ !
                                     +-----+
Notes 0 ! _____ !
                                     +-----+
Keywords _____ ! _____ !
                                     +-----+
Private use _ or Security Read 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 In Send Foldr Docs Note Cal Flip Last Home
    
```

If you want to attach a *new* notepad page to an appointment, 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 appointment.

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 appointment to which it has been attached.

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

The number of attached notes is indicated in the "Notes" line of the "Display Appointment" or "Modify Appointment" 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 Connect (it is not placed in your Wastebasket).

## Printing Attached Notes

Attached notes are automatically printed with an appointment, 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 an appointment, see *Printing the Appointments*.

## Detaching Attached Notes

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

Issue the following command:

```
DETACH
```

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

```

3:06 PM          * * * C O N - N E C T 3 * * *          6.May.2002
Cabinet LS          Modify Appointment          Monday

+-----+
!          Detach from current Object          !
+-----+
Date 6.Dec.2002_ to +-----+
Time 11:00 AM   to ! Mark Attached Items          Type !
Subject Brunch_____ ! -- ----- !
Location My house_____ ! ___ N Cake and tea          Txt !
Agenda _____ ! ___ N Salad          Txt !
Description _____ ! ___ N Wine          Txt !
          _____ ! ___ N Meat          Txt !
          _____ !
Notes 4          !
          !
Keywords _____ !
          !
Private use _ or Security R +-----+

Make all required changes and press ENTER to modify
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 appointment 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 Appointments

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

## Printing an Individual Appointment

To print the appointment, you either mark it with PR in a screen which shows a list of calendar entries or you issue PRINT in the command line when the appointment is displayed. When the appointment has an agenda, the agenda is always printed with the appointment.

The appointment 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*).

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

## Printing a List of Appointments

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

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

```
PRINT Appointment 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 an appointment 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 an appointment exceeds one day, this information is only printed for the *first* day of the appointment.

The following examples show how this function can be used:

PRINT Appointment 3.Jan Document	Print all appointments starting from January 3rd with description, location, agenda and attached notes.
PRINT Appointment Document	Print all appointments starting from today with description, location, agenda and attached notes.
PRINT Appointment 1.Jan 31.Dec	Print all appointments 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 Appointments

## Locked Appointment in a Shared Environment

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

## System Interruptions

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

If you issue the MODIFY or ERASE command in conjunction with the locked appointment, a window appears displaying information as to who last modified the appointment and when it was locked.

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

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