

# Reminders

The reminder (a window that appears in your current screen) makes sure that you do not forget important events. It appears at the intervals you specify and it disappears when you issue the QUIT command.

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

**Tip:**

There is no limit to the number of concurrent reminders, however, you should limit the number yourself, as it tends to become confusing if a different reminder appears every other minute.

A reminder appears only in your *own* cabinet at the specified intervals. When you access the cabinet of another user with the command sequence "USE Cabinet *cabinet-ID*", the reminders of that user do not appear (even if you have added the reminder yourself in that cabinet).

This chapter covers the following topics:

- Adding a Reminder
  - Keeping Track of Reminders
  - Commands for Reminders
  - Printing the Reminders
-

## Adding a Reminder

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

```
ADD Reminder
```

As a result, the "Add Reminder" window appears.

```

4:13 PM          * * * C O N - N E C T 3 * * *          7.May.2002
Cabinet LS      Modify Fiber-optics and Sharks        Tuesday
Folder Work    File
...+...10...+...20...+...30.  +-----+
Marine biologists have charted s !           Add Reminder           !
feeding habits of sharks.      +-----+
                                ! Date           Time           !
In the past two years, sharks ha ! Subject           !
fiber-optic telephone cable off ! Description        !
is expensive. An average cable r ! _____ !
least $150,000.                 ! _____ !
                                ! _____ !
... < .. / ...+... / ...+...30. ! _____ !
    Depth    Ft. Cable          ! _____ !
    -----  -
    1,000    10,000              ! _____ !
    2,000    15,000              ! Repeat __ times, at intervals of !
                                !   __ days, __ hours __ minutes !
...+...10...+...20...+...30.  +-----+
What is it about fiber-optic cab
Text has been edited and saved
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

```

Enter the following information in the "Add Reminder" window:

### Date

The date of the event about which you want to be reminded.

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.

If you do not specify a repetition factor, the reminder appears once when you press ENTER after the specified date and time have been reached.

### Time

Optional - the time at which the reminder is to appear. If you do not enter a time, the reminder appears at the intervals you define until the specified date is reached.

If you do not enter a 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 time.

### **Subject**

The subject of the reminder.

If you do not enter a subject, you must enter a description.

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.

### **Description**

Optional - information which is to appear with the reminder.

### **Repeat \_ times**

Optional - the repetition factor indicates how often the reminder is to appear *before* the specified date and time (in addition to the date and time specified).

You can enter a number from 1 through 99.

If you want to be reminded each day of an event - starting with the current day - and do not know how many days are between today and the date of the event, you can specify the highest possible repetition factor (99). Con-nect checks each time whether the repetition factor corresponds to the date you specified. If not, the repetition factor is automatically adjusted.

### **\_ days, \_ hours \_ minutes**

Optional - the interval at which the reminder is to appear *before* the specified date and time (for example, every second day, every 3 hours, or every 20 minutes).

You can specify an interval by entering a one- or two-digit number in the corresponding field. You can only specify one option.

The minimum interval is 3 minutes (if you specify a shorter interval, it is automatically set to 3 and the number of repetitions are modified accordingly).

For example, if you want to be reminded of something once each day - 10 days before the date is reached - you must enter "10" as the repetition factor and "1" in the "days" field. You will get the first reminder 10 days before the specified date.

Press ENTER to add the reminder.

The blank "Add Reminder" window re-appears and you can add another reminder or quit the function.

## Keeping Track of Reminders

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

```
DISPLAY Reminder
```

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

```
DISPLAY Reminder date
```

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

```
DISPLAY Reminder from-date to-date
```

### Note:

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

4:22 PM	* * * C O N - N E C T 3 * * *					22.Oct.97	
Cabinet LS	Display Reminder 10.Feb.98					Wednesday	
						Agenda	
Cmd	Day	Date	Start	End	Type	Subject	Notes Overlay
---	---	---	---	---	---	---	---
__	Tue	10.Feb.98	3:00	PM	( R	Call Thomas	
__	Tue	3.Mar.98	2:00	PM	( R	Book flight to L.A.	
__	Thu	5.Mar.98	4:00	PM	( R	Mary's birthday	
__	Fri	17.Apr.98	10:00	AM	( R	HQ Meeting	
__	Wed	26.Aug.98	6:00	PM	( R	Thomas' birthday	
Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)							
Command /							/
Cancel	Display	Erase	Info	Modify	Top		

The "Display Reminder" screen displays the reminders chronologically. The columns display the following information:

**Day**

The name of the day.

**Date**

The date of the event about which you want to be reminded.

**Start**

The time of the event.

**End**

Not relevant here.

**Type**

The type of calendar entry: R for reminder.

A reminder has no ending time. Thus, a ( is displayed before the type to indicate that the reminder does *not* occupy time in your calendar.

**Subject**

The subject of the reminder.

**Agenda/Notes**

Not relevant here.

**Overlay**

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

## Commands for Reminders

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

- CANCEL
- ERASE
- MODIFY

### CANCEL

You can CANCEL a reminder if the specified date and time has not yet been reached (for example, if the task about which you wanted to be reminded has already been completed).

However, the reminder is not removed from your calendar screens. You can always display your past reminders. The date and time you specified are substituted with the date and time when you canceled the reminder, and the repetition factor is set to 0.

### ERASE

When you ERASE a reminder, the reminder is canceled *and* removed from the calendar screens and calendar information. It is not placed in your Wastebasket.

### MODIFY

You can modify a reminder either with the MODIFY command, or while it appears at the specified time or interval.

When you specified a repetition factor and an interval, the information shown in the "Reminder" window indicates how often the reminder will appear before the specified date and time.

You can modify *all* information shown. You must press ENTER to confirm your modifications.

## Printing the Reminders

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

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

```
PRINT Reminder 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 descriptions of the reminders to be printed as well.

**Note:**

Only the first five lines of the description are printed.

The following examples show how this function can be used:

PRINT Reminder 3.Apr Document	Print all reminders starting from April 3rd with descriptions.
PRINT Reminder Document	Print all reminders starting from today with descriptions.
PRINT Reminder 1.Jan 31.Dec	Print all reminders from January 1st through December 31st without descriptions.

**Note:**

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