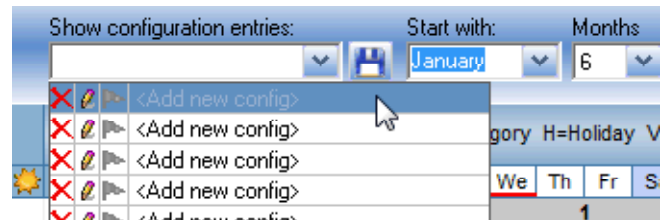




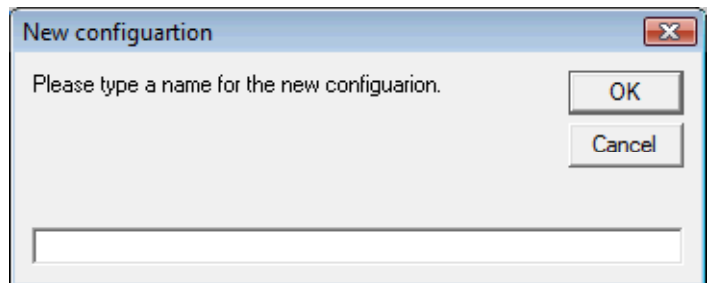
## 1. Create a Group Calendar

In the following section you will see step by step how to create a group calendar (config).

1. Open the following combo list.  
Click with the mouse on the pen or the text entry  
<Add new config>



2. Now you will see a input box, in which you can type the name of the group calendar (config).



3. After entering a name, the configuration section automatically extends.
4. First, select the period for which the data in your configuration is to be displayed. Set on the combo box "Start with" and "months".



Notes about "Start with":

In this list, you will see all months (January-December). When selecting a month you also must adjust the year.

Alternatively, you can create a dynamic value for "Start with". Thus you must define:

1. Current month (calendar view always starts with the current month)
2. Last month (calendar view is always started from the previous month)
3. Calendar year (calendar view is started with the last December and shows 14 months of time.)

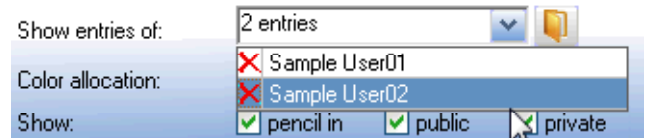



5. The next step is to select the persons and / or resources, in which the Calendar data should be displayed. Press the button "address book". It now opens the Lotus Notes address book, from which the persons and / or resources can be chosen.



After selection and pressing "OK" you will also see your choice in the combo box "Show entries"

of".




6. Once any setting of the configuration has been changed, the disk changes to red.  Now save your settings by using the

Mouse and by pressing the red disk.

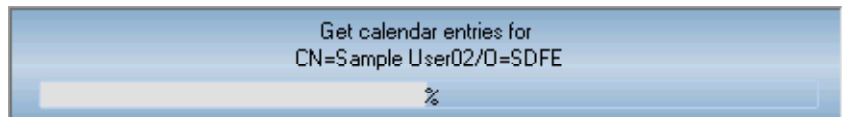
Once your changes are saved, the disk changes to blue. 

Info:

If you make changes to one of your configurations, TimeFlex will ask you if you want to save your changes when you switch to another configuration or close TimeFlex.

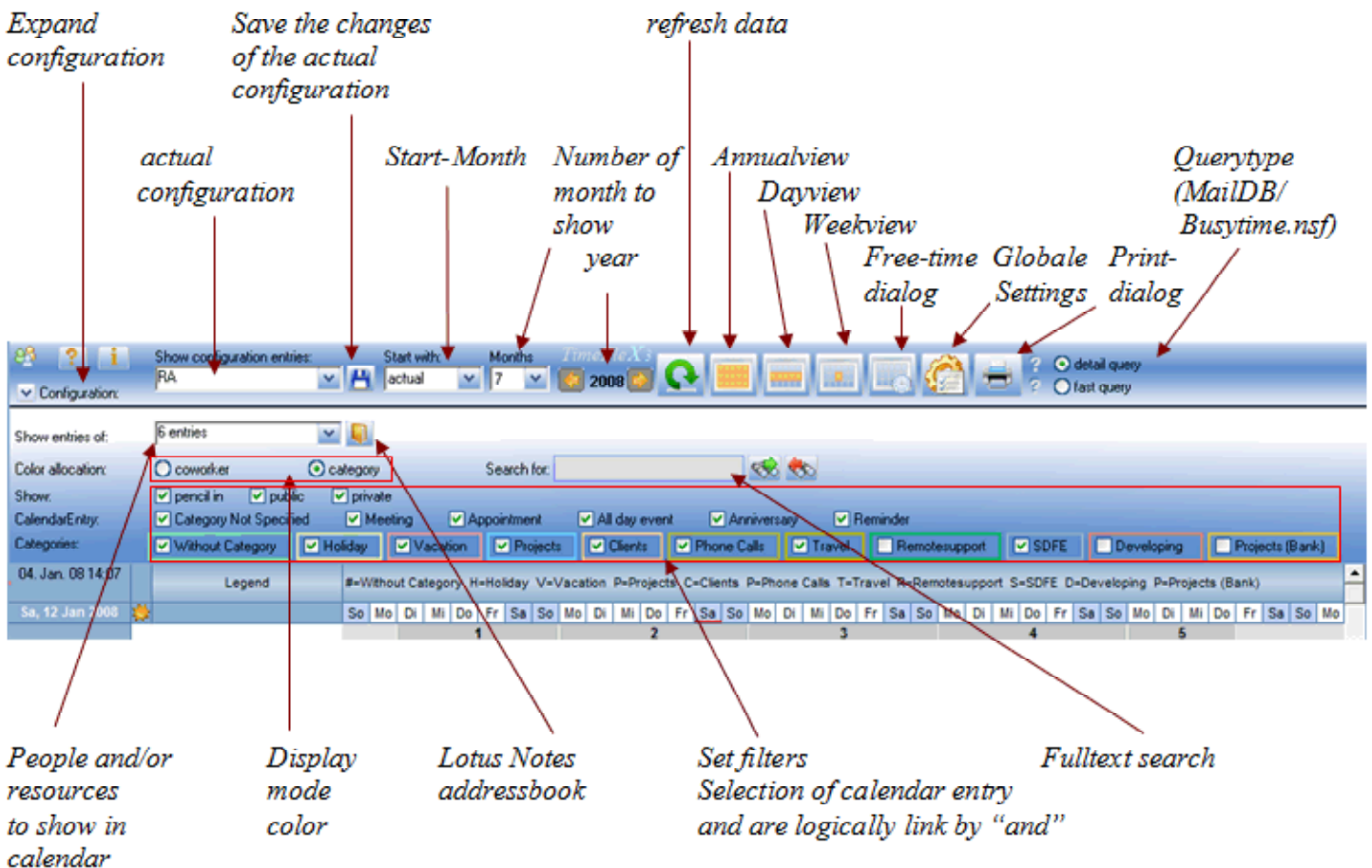
7. You now have set all the necessary settings. To get the calendar entries for your selection you must press the refresh button. 

8. The progress of the upgrade will be graphically displayed.



## 2. Display settings

In the upper part of the TimeFlex you will find options for various different settings.



The screenshot shows the TimeFlex interface with various settings and annotations. The interface includes a top toolbar with buttons for configuration, search, and printing. Below the toolbar, there are sections for 'Show configuration entries', 'Start with', 'Months', and 'Year'. The main area displays a calendar grid with various entries and a legend. Annotations point to specific features and settings, such as 'Expand configuration', 'Save the changes of the actual configuration', 'actual configuration', 'Start-Month', 'Number of month to show', 'Annualview', 'Dayview', 'Weekview', 'Free-time dialog', 'Globale Settings', 'Print-dialog', 'Querytype (MailDB/Busytime.nsf)', 'People and/or resources to show in calendar', 'Display mode color', 'Lotus Notes addressbook', 'Set filters Selection of calendar entry and are logically link by "and"', and 'Fulltext search'.

- While choosing the starting month, you can freely choose any month within the interval January - December.
- The number of months can be set up from 1 to 14. With 13 months selected with January as the starting month, you can create a classic annual calendar. By setting up 14 months with December as the starting month, you have the possibility to see the transition between the previous and the following year.
- You will be shown the current year and if you will you wish, you can choose the next year or go back to the previous view. After choosing a new view or going back to the previous one, a new data query is required.
- By pressing the "Refresh (Green Arrow)" button the calendar refreshes the view for the chosen period of time (the data will be read once more).
- You can print the calendar by means of a special printing dialogue, this is in order to reach the best possible printed display of the calendar.
- You can choose between a (Detailed Search) or (Quick Search) which (data is read from busytime.nsf). The Quick Search option is not available in the demo version.
- In the field ("Show entries of") you will be shown all the members from which calendar data should be read. By means of the Lotus Notes Address book you can enter here the names of employees as well as whole groups. (mixed too).

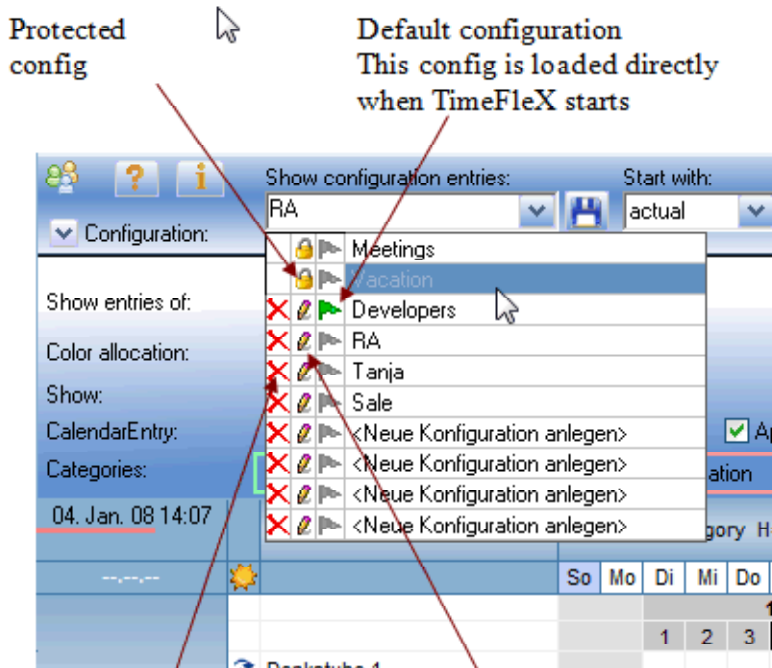
- By switching the color codes, the calendar entries will look different according to their type (employee or category)  
Employee = The entries of a same employee always have the same color.  
Category = The entries of a same category always have the same color.
- You can choose to display or not to display the already marked dates.
- You can choose the type of calendar entries/categories that you want to be displayed with the checkboxes in configuration. The checkbox ("Without Category") pertains to those entries for which you do not have any detail access. (for instance because of limited user rights).
- The category ("Reminder") is not available in the Quick Search mode, as these are not stored in the busytime database.
- The variety of categories shown is comprised of the categories available in Lotus Notes and in addition the user defined categories (as configured in the calendar profile).
- The checkbox ("Without Category") causes the entries with no category (optional entry for a Lotus Notes calendar entry) not to be shown on the display. Just as we have noticed earlier by ("Calendar entry") this also concerns entries with locked details (because of user rights limitations).

**It is important to take note of the selected categories to ensure correct calendar display.**

### 3. Configuration save/edit

In the list of configurations, you may save up to ten unique configurations. In this list you can delete, add and set the default config.

With a mouse click on the icons you can activate the following:

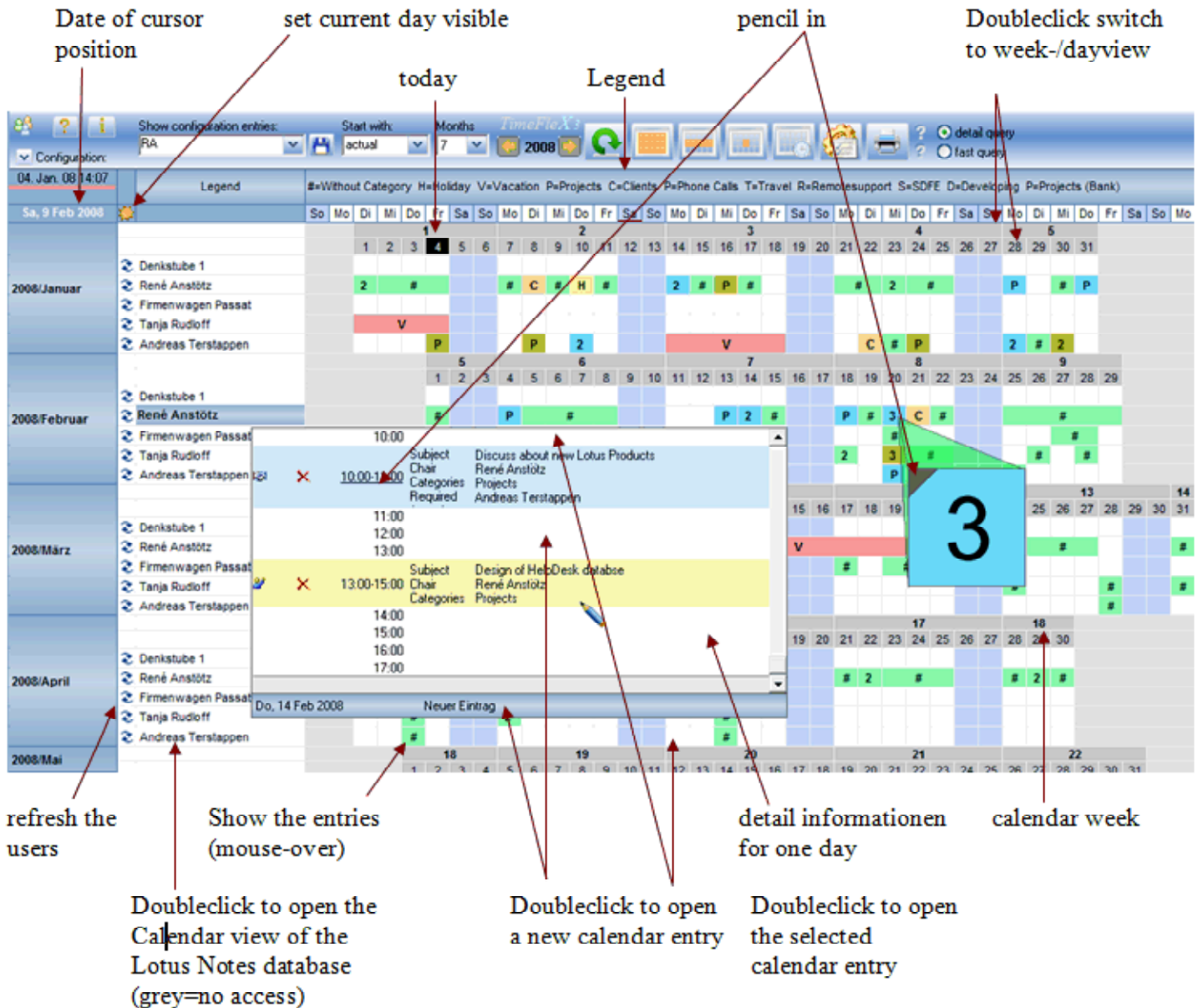


Delete the config

Create or rename a config

- For every user up to 10 different configurations can be saved.
- Each configuration maintains the following parameters:  
Starting month, number of months, selection mode, number of members displayed, color code, marked down, calendar entry, categories.
- After deleting an already existing configuration, an empty entry field will appear again.

#### 4. Functions of the year/month view



The screenshot shows the Lotus Notes calendar interface with several annotations:

- Date of cursor position:** Points to the date 'Sa, 9 Feb 2008' in the top left.
- set current day visible:** Points to the 'today' button in the top toolbar.
- Legend:** Points to the legend bar at the top, which lists various entry types like '#Without Category', 'H=Holiday', 'V=Vacation', etc.
- pencil in:** Points to the pencil icon in the top toolbar, used for creating new entries.
- DoubleClick switch to week-/dayview:** Points to the double-click action on a calendar entry.
- refresh the users:** Points to the refresh icon in the top toolbar.
- Show the entries (mouse-over):** Points to a mouse-over tooltip for a calendar entry.
- detail informationen for one day:** Points to a detailed view of a single day's entries.
- calendar week:** Points to a specific week in the calendar grid.
- DoubleClick to open the Calendar view of the Lotus Notes database (grey=no access):** Points to the double-click action on the calendar view.
- DoubleClick to open a new calendar entry:** Points to the double-click action on a new entry.
- DoubleClick to open the selected calendar entry:** Points to the double-click action on an existing entry.

- The calendar displays weekdays, data and the week number.
- You will be shown detailed information for a certain calendar entries if you place the mouse cursor over it.
- New entries as well as existing calendar entries can be created or processed in the calendar view (it depends on the Lotus Notes user rights).
- The Legend gives direct information regarding the entry type (should a day contain more than one entry, the number of entries will also be displayed)
- The current date is black highlighted.



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## 5. Open the weekview

To switch to the weekview in TimeFlex you can do this either by press of the button weekview, or by double-clicking on a weeknumber in the year view.

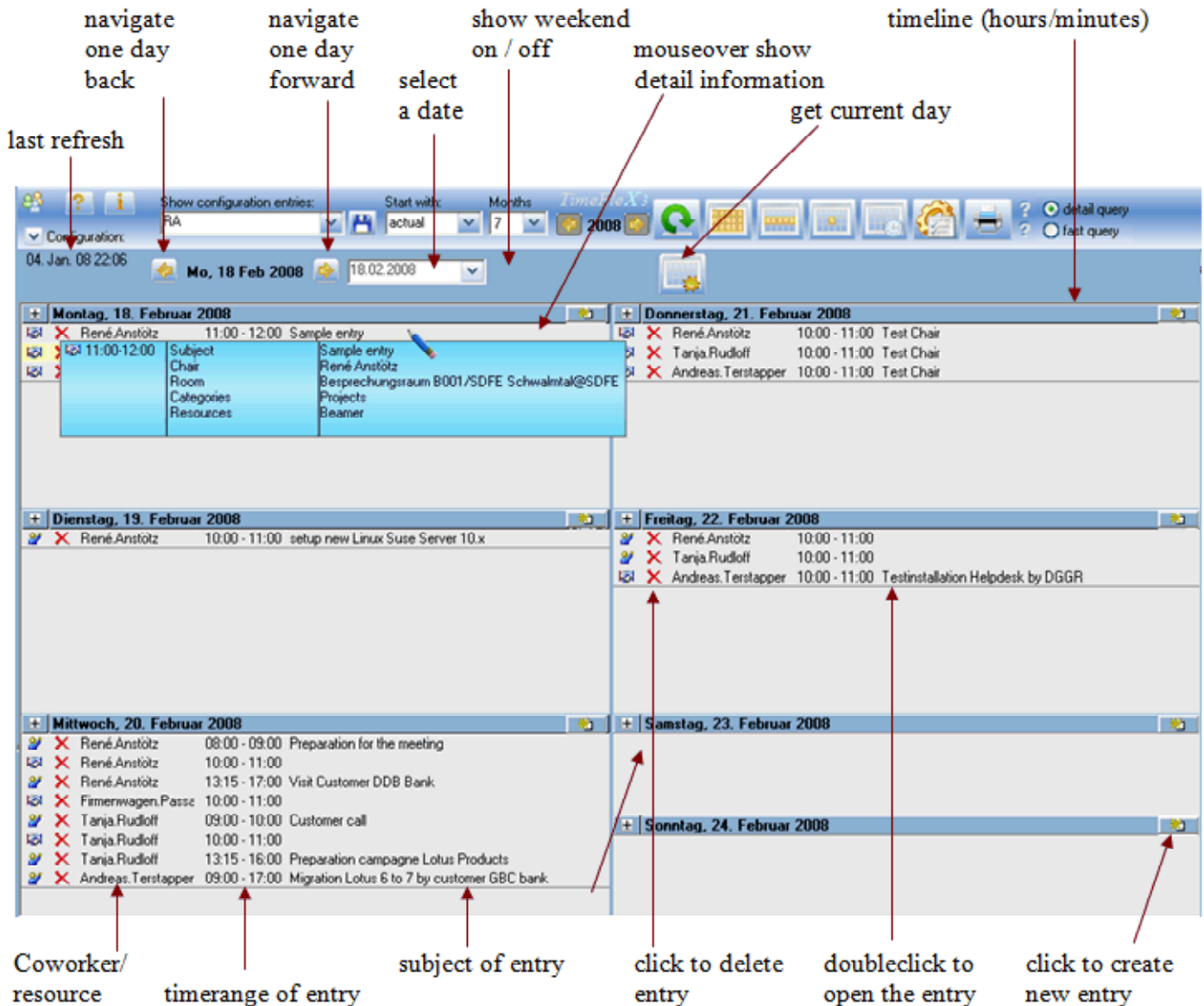
switch to weekview

doubleclick switch to weekview  
Selected date will be show  
In the weekview

The screenshot shows the TimeFlex interface. At the top, there is a toolbar with several icons. The third icon from the left is a calendar icon representing the weekview. Below the toolbar, there is a legend: "ects C=Clients P=Phone Calls T=Travel R=Remotesupport S=SDFE D". Below the legend is a calendar grid. The grid has columns for days of the week (Fr, Sa, So, Mo, Di, Mi, Do, Fr, Sa, So, Mo, Di, Mi, Do, Fr) and rows for weeks. The first row shows week numbers 2, 3, and 4. The second row shows dates from 10 to 25. The third row shows events: 'H #' on Saturday, '2 #' on Sunday, 'P #' on Monday, and '# 2 #' on Wednesday. A red arrow points from the text 'switch to weekview' to the weekview button in the toolbar. Another red arrow points from the text 'doubleclick switch to weekview' to the 'Do' column header in the calendar grid.

to	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr
2							3							4	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
H	#			2	#	P	#				#	2	#		

## 5.1 Weekview



The screenshot shows the Lotus Notes Weekview interface for February 2008. Annotations point to various features:

- last refresh**: Points to the refresh icon in the top toolbar.
- navigate one day back**: Points to the left arrow icon.
- navigate one day forward**: Points to the right arrow icon.
- select a date**: Points to the date selection dropdown.
- show weekend on / off**: Points to the weekend toggle icon.
- mouseover show detail information**: Points to the mouseover tooltip for an entry.
- get current day**: Points to the current day selection icon.
- timeline (hours/minutes)**: Points to the vertical timeline axis on the right side of the calendar.
- Coworker/resource**: Points to the name of the person associated with an entry.
- timerange of entry**: Points to the time slot of an entry.
- subject of entry**: Points to the text description of an entry.
- click to delete entry**: Points to the 'X' icon next to an entry.
- doubleclick to open the entry**: Points to the double-click action on an entry.
- click to create new entry**: Points to the '+' icon at the end of a day's timeline.

- the config section has the same function as in the annual view .
- Individual user data can be updated, calendar entries can be created on a user's calendar directly from this view.



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## 6. Open the day view

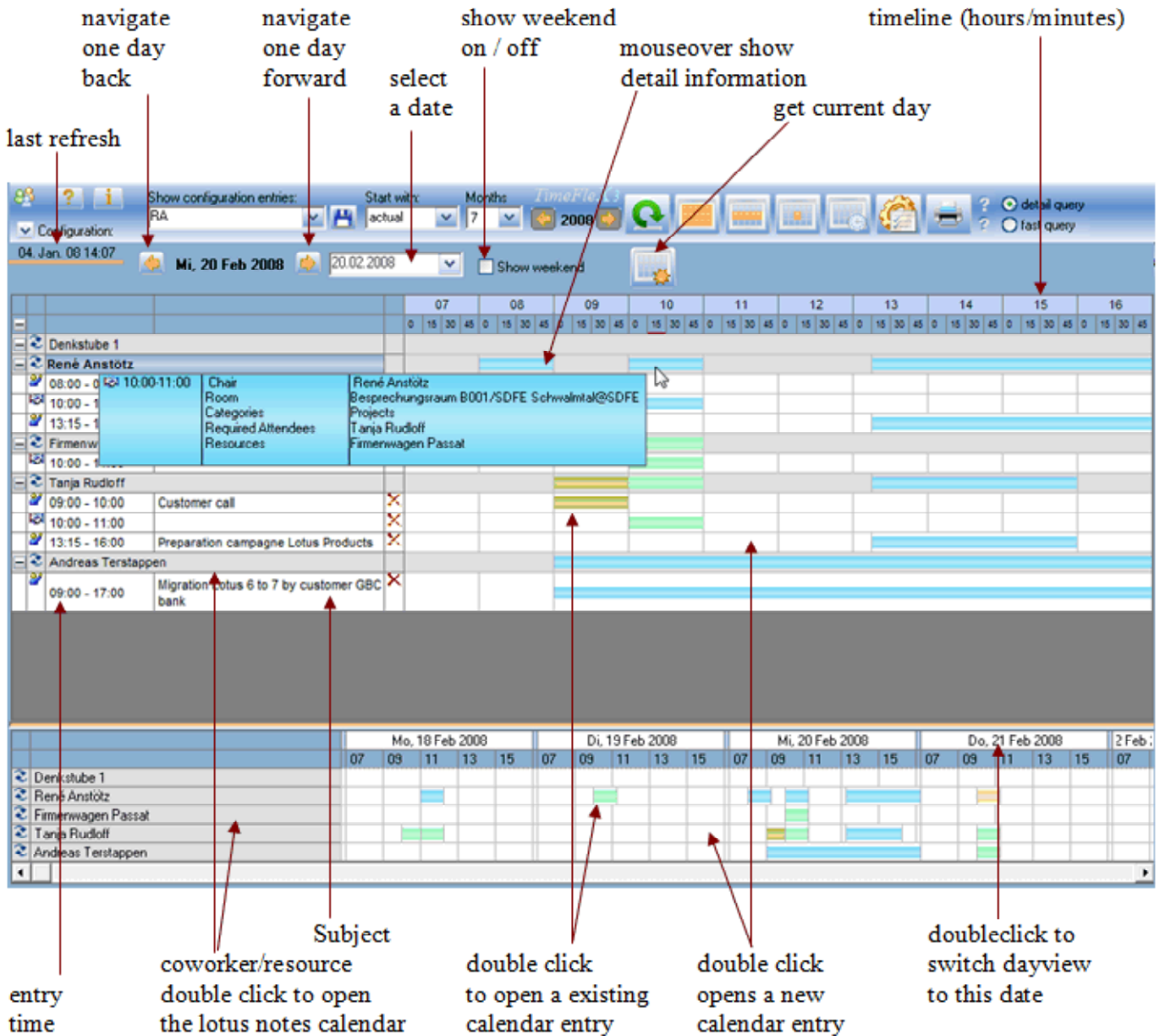
To switch to the dayview (timeline) in TimeFlex you can do this either by press of the button day view, or by double-clicking on a daily date in the year view.

switch to dayview

doubleclick switch to dayview  
Selected date will be show  
In the dayview

Mo	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr
2							3								4
0	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
H	#			2	#	P	#				#	2		#	

## 6.1 Dayview



The screenshot shows the Lotus Notes Dayview interface for February 20, 2008. The interface includes a top navigation bar with various icons and a main calendar grid. Annotations with arrows point to specific features:

- last refresh**: Points to the refresh icon in the top bar.
- navigate one day back**: Points to the left arrow icon.
- navigate one day forward**: Points to the right arrow icon.
- select a date**: Points to the date dropdown menu.
- show weekend on / off**: Points to the 'Show weekend' checkbox.
- mouseover show detail information**: Points to a mouseover tooltip for a calendar entry.
- get current day**: Points to the 'Today' icon.
- timeline (hours/minutes)**: Points to the time slots (07, 08, 09, 10, 11, 12, 13, 14, 15, 16) at the top of the grid.
- entry time**: Points to the time range of a calendar entry.
- coworker/resource**: Points to the name of the resource in a calendar entry.
- Subject**: Points to the subject of a calendar entry.
- double click to open the lotus notes calendar**: Points to a double-click action on a calendar entry.
- double click to open a existing calendar entry**: Points to a double-click action on a calendar entry.
- double click opens a new calendar entry**: Points to a double-click action on a calendar entry.
- doubleclick to switch dayview to this date**: Points to a double-click action on a date in the calendar grid.

- the config section has the same function as in the year view .
- Individual user data can be updated, and calendar entries can be created directly from this view.










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## 1. Symbols

The TimeFleX group calendar, used various symbols to display the type of calendar enties. In the following section, you will see the symbols and their meaning.

	Appointment
	Meeting
	All day event
	Anniversary
	Reminder
	Private entry
	No assignment

Other symbols that used by the TimeFleX group calendar:

	Delete entry
	Create or rename a config
	Mark the default configuration (will be directly loaded when TimeFleX starts)
	Protected configuration