

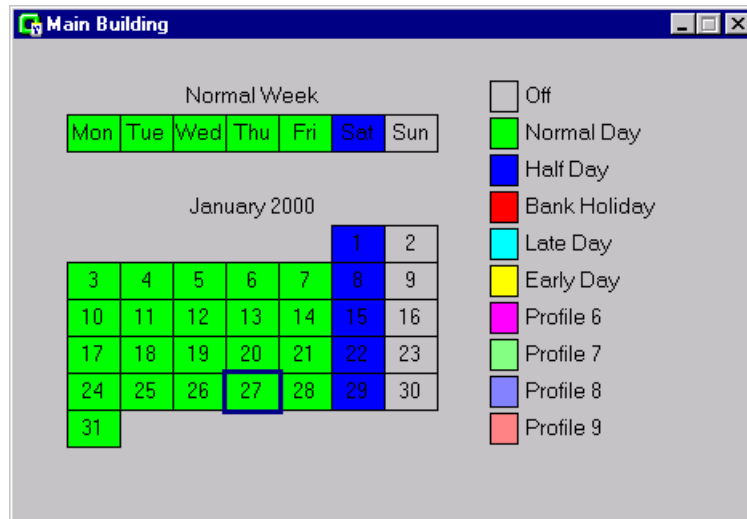
User Guide

Calendar v10 Window

Introduction

The Calendar v10 window, shortened in this document to Calendar, is used for viewing and modifying day-types within a calendar store. Days of different types are shown in different colours. The day-type of a particular day, or of a normal weekday can be modified.

Your engineer may have configured the window title, font, and day-type labels, but the basic format of the window is:



The window has several features

Day-type Key

The right portion of the window shows the day-type key – which colours are used for which day-types. In the window shown above, bright green is used to show which days are 'Normal Day's

Normal Week

The top-left portion of the window shows the day-types of a normal week – the day-types to use if a particular date has no special day-type. In the window shown above, normal working days are set to 'Normal' day-type, Saturdays are set to 'Half Day', and Sundays are set to off.

Month Dates

The bottom-left portion of the window shows the day-types of particular dates. If no particular day-type has been specified for a date, the date is shown in the same colour as the normal week day.

Day Cursor

The day-cursor, a highlight shown around a day or date, indicates which day or date is to be modified.

Changing a Day Type

Using the Mouse

Move the Day Cursor to a particular normal day or date by clicking on that day or date. Right-click the day or date to show the popup menu, which lists alternate day-types that can be set for the day. Select a day-type from the list, and the day changes colour to show the operation is complete.

Using the Keyboard

Move the Day Cursor to the Normal Week if necessary by pressing the 'Page Up' key, or move the Day Cursor to the month by pressing the 'Page Down' key. Use the arrow keys to move the day cursor to the particular day or date; other months can be seen by pressing the up-arrow or down-arrow keys. Set the day-type for the day by pressing one of the following:

Key	Meaning
0	Off
1...9	Day-type 1...9
Ctrl-S	Use Day type from normal week

In more advanced systems, several Calendar applications on different PCs can access a single calendar store, enabling different users to view a common calendar. If one user changes a day, that change is shown on other Calendar windows that are visible at that time.