

How To Create Entries

There are four types of entries in Sundial:

1. Note - A personal note appended at the bottom of the calendar in both Day/Week view. This does not show up in Month view.



- Click on the **push pin** button on the Sundial tool bar.
- An entry window will pop up. Type in the title of the note, the appropriate date, check off whether you need a reminder and add on another person if this is a shared note under the People/Resources tab.

Title Goes Here - New Daily Note

File Tools Advanced Window Help

Proposed by: Lisa Low/Help Desk

Title: Remind Me

Date:

People/Resources Details Reminders

Invite people, groups and resources to your daily note. Enter this information directly in the field or click the Search button. To add a person, enter a name, a portion of a name or initials. Resources must be preceded by r:. Click the Group button or type grp: to find and add groups.

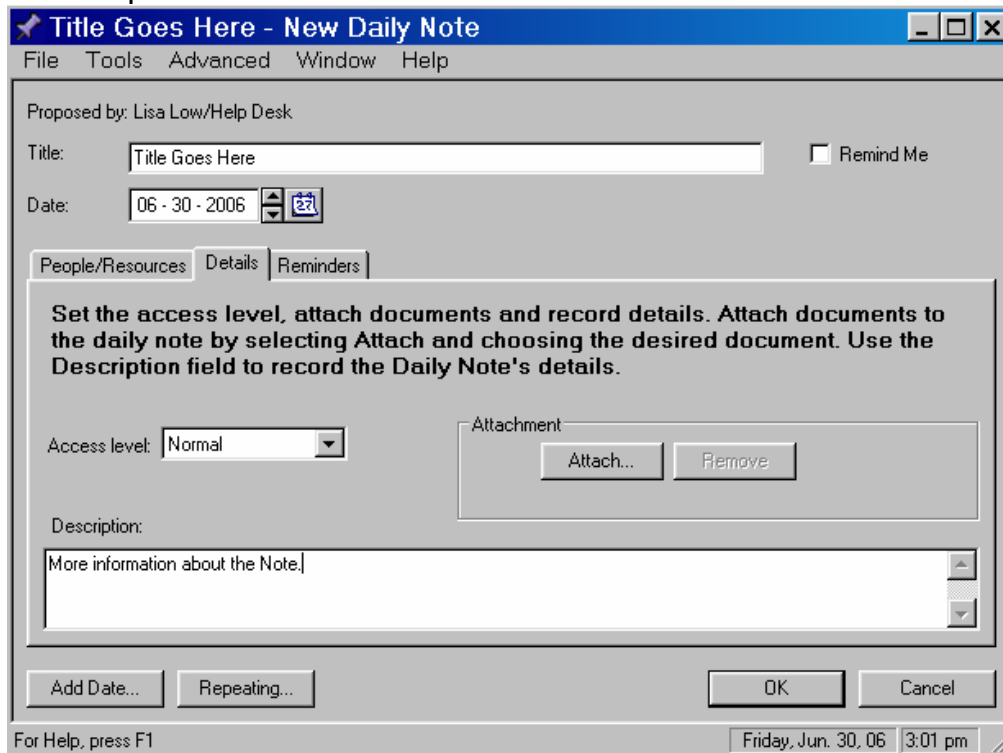
Add:

Lisa Low/Help Desk

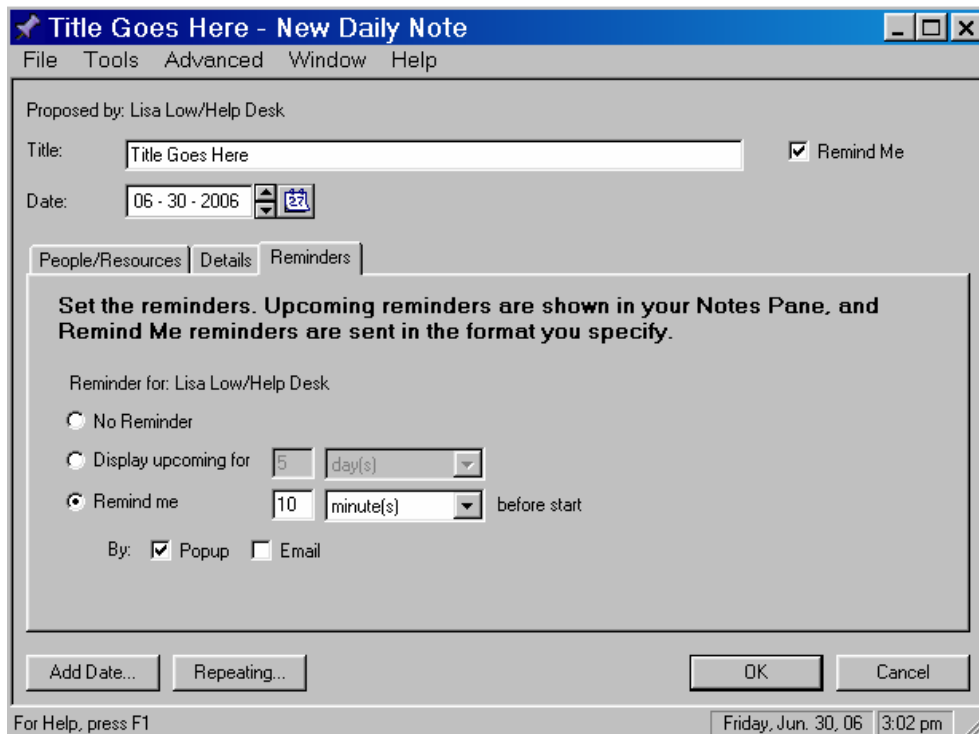
1 Recipient

For Help, press F1 Friday, Jun. 30, 06 3:00 pm

- The Details tab allows you to set the access level, brief description and add an attachment.



- The Reminders tab allows you to set the type of reminder that you need.



- The **Repeating** button allows you to add in recurring notes.
- Click **OK** when you are finished.

2. Task - A "to do" item that must be completed within a specified date. These are appended at the bottom of the calendar in both Day/Week view. This does not show up in Month view.

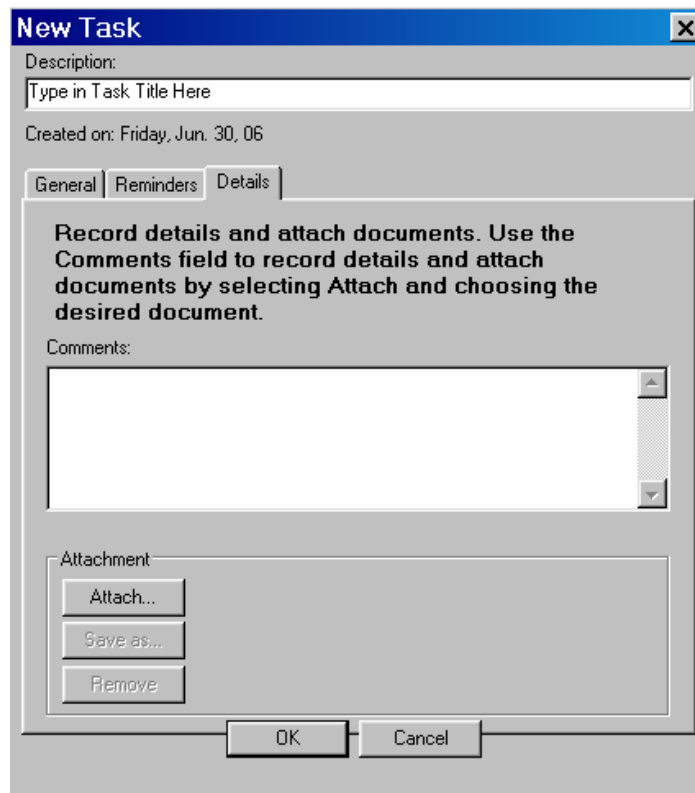


- Click on the **notepad** button on the Sundial tool bar.
- An entry window will pop up. Type in the description of your task, due date/time, start date/time, priority level and access level under the General tab. Enter in a completion date when the task is completed.

- The Reminders tab allows you to set the type of reminder you need.

The image shows a 'New Task' dialog box with a blue title bar and a close button. The 'Description' field contains the placeholder text 'Type in Task Title Here'. Below it, the creation date is 'Friday, Jun. 30, 06'. The 'Reminders' tab is selected, showing instructions: 'Set the reminders. Upcoming reminders are shown in your Notes Pane, and Pop-up windows are sent at the time you specify.' There are two sections for setting reminders: 'Set Reminders for Due time' and 'Set Reminders for Start time'. Each section has radio buttons for 'Off' (selected) and 'On'. The 'On' options include a 'Type' dropdown menu (set to 'Pop-up window'), a numeric input field (set to '0'), a unit dropdown menu (set to 'min(s)'), and the text 'before due time' or 'before start time'. At the bottom are 'OK' and 'Cancel' buttons.

- The Details tab allows you to add additional comments and attachments.



- Click **OK** when you are finished.

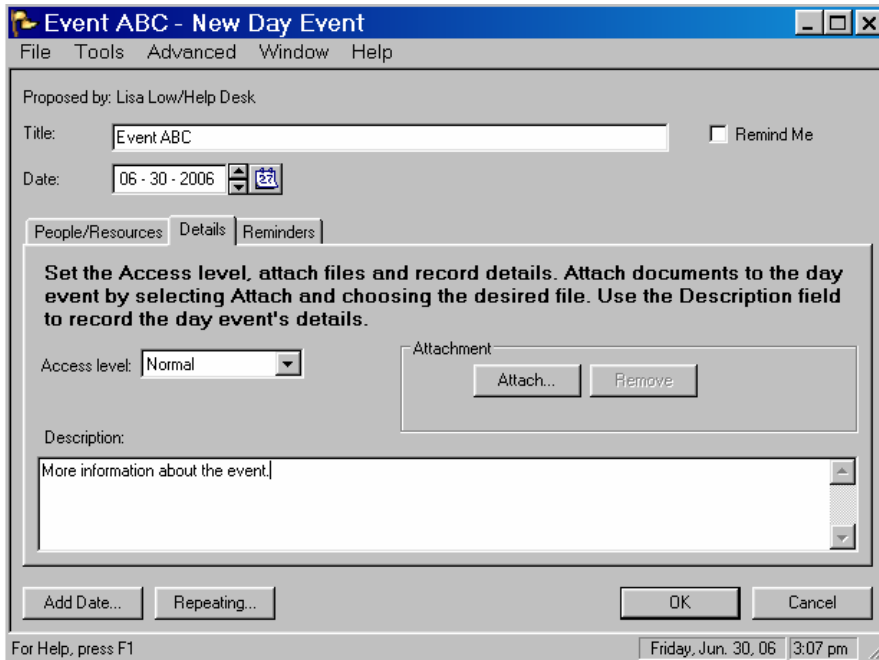
3. Event - A special event or holiday that is appended at the bottom of the calendar in both Day/Week view. This does not show up in Month view.



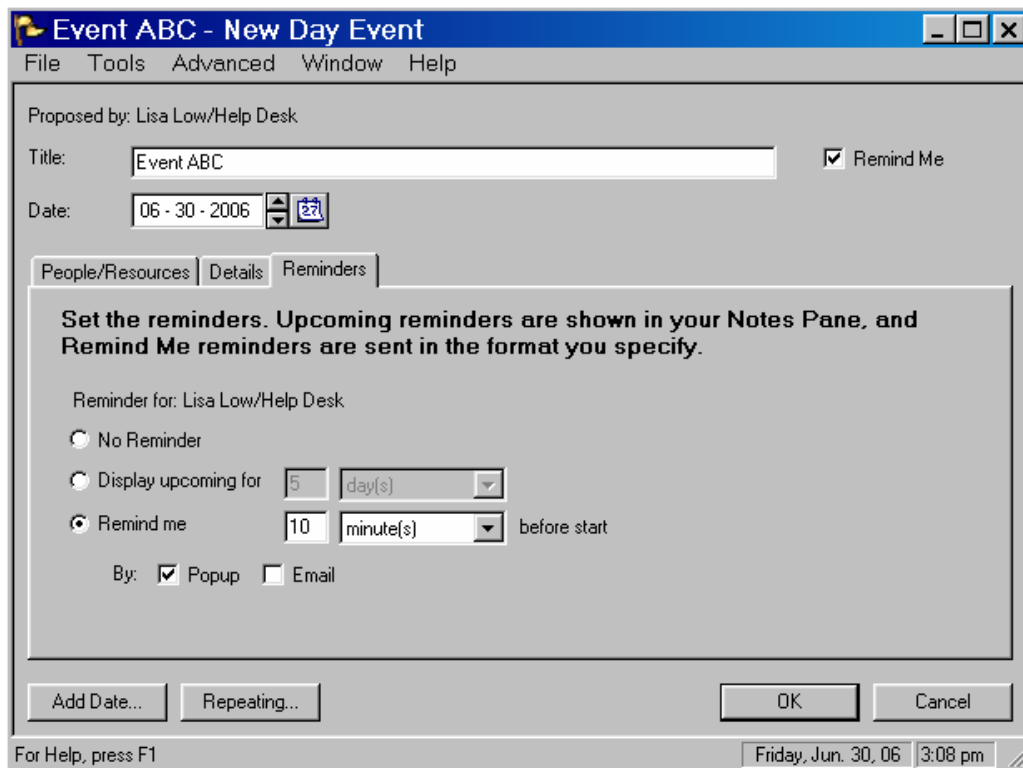
- Click on the **yellow flag** button on the Sundial tool bar.
- An entry window will pop up. Type in the title of the note, the appropriate date, check off whether you need a reminder and add on another person if this is a shared note under the People/Resources tab.

The screenshot shows a dialog box titled "Type in Event Title Here - New Day Event". It has a menu bar with "File", "Tools", "Advanced", "Window", and "Help". The "Proposed by" field is "Lisa Low/Help Desk". The "Title" field contains "Type in Event Title Here" and has a "Remind Me" checkbox to its right. The "Date" field shows "06 - 30 - 2006" with a calendar icon. Below the date are tabs for "People/Resources", "Details", and "Reminders". A text box contains instructions: "Invite people, groups and resources to your Day Event. Enter this information directly in the field or click the Search button. To add a person, enter a name, a portion of a name or initials. Resources must be preceded by r:. Click the Group button or enter grp: to find and add groups." Below this is an "Add:" field with "Add Another Person Here" and a search icon. A list of recipients shows "Lisa Low/Help Desk" with a checkmark. To the right of the list are "Information..." and "Delete" buttons. At the bottom are "Add Date...", "Repeating...", "OK", and "Cancel" buttons. The status bar at the bottom shows "For Help, press F1" and "Friday, Jun. 30, 06 3:07 pm".

- The Details tab allows you to set the access level, brief description and add an attachment.



- The Reminders tab allows you to set the type of reminder that you need.



- The **Repeating** button allows you to add in recurring events.
- Click **OK** when you are finished.

4. Meetings - A personal appointment added to your calendar and distinguished by color. You can also have shared meetings in which it also appears in other people's calendars.



- Highlight the area of time the meeting will occur in and double-click or click on the **purple clock** button on the Sundial tool bar.
- An entry window will pop up. Type in the title of the meeting, the location, check off reminder if needed, set in the appropriate date if needed and add on another person if this is a shared meeting under the People/Resources tab.

Type in Title of Meeting - New Meeting

File Tools Advanced Window Help

Proposed by: Lisa Low/Help Desk

Title: Remind Me

Location: Tentative

Start time: Duration: day(s)

End time:

People/Resources Details Reminders

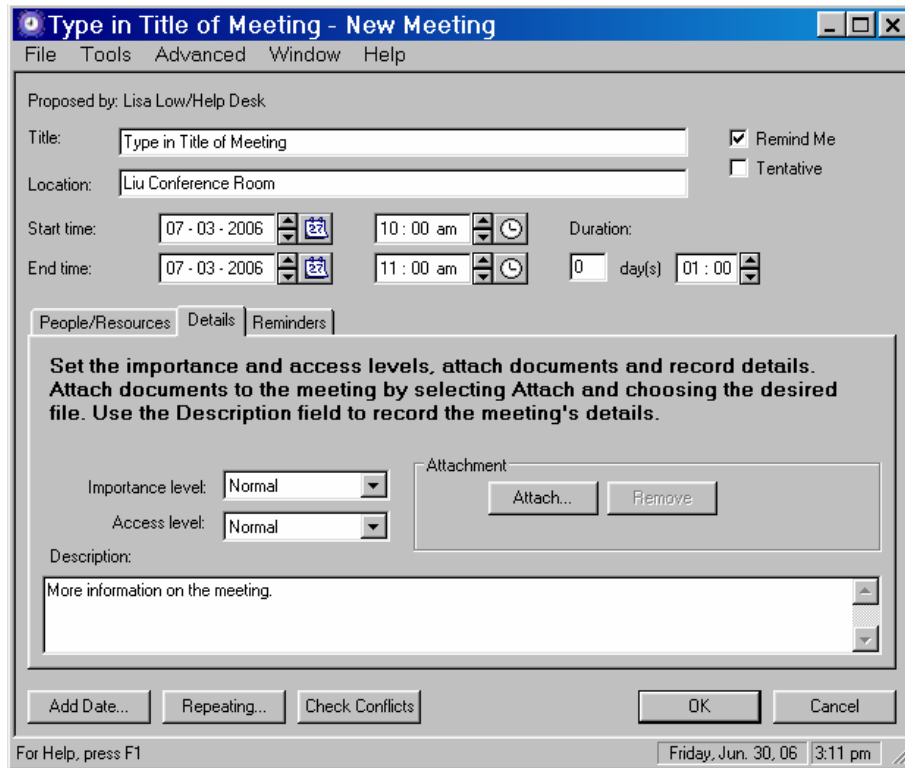
Invite people, groups and resources to your meeting. Enter this information directly in the field or click the Search button. To add a person, enter a name, a portion of a name or initials. Resources must be preceded by r:. Click the Group button or type grp: to find and add groups.

Add:

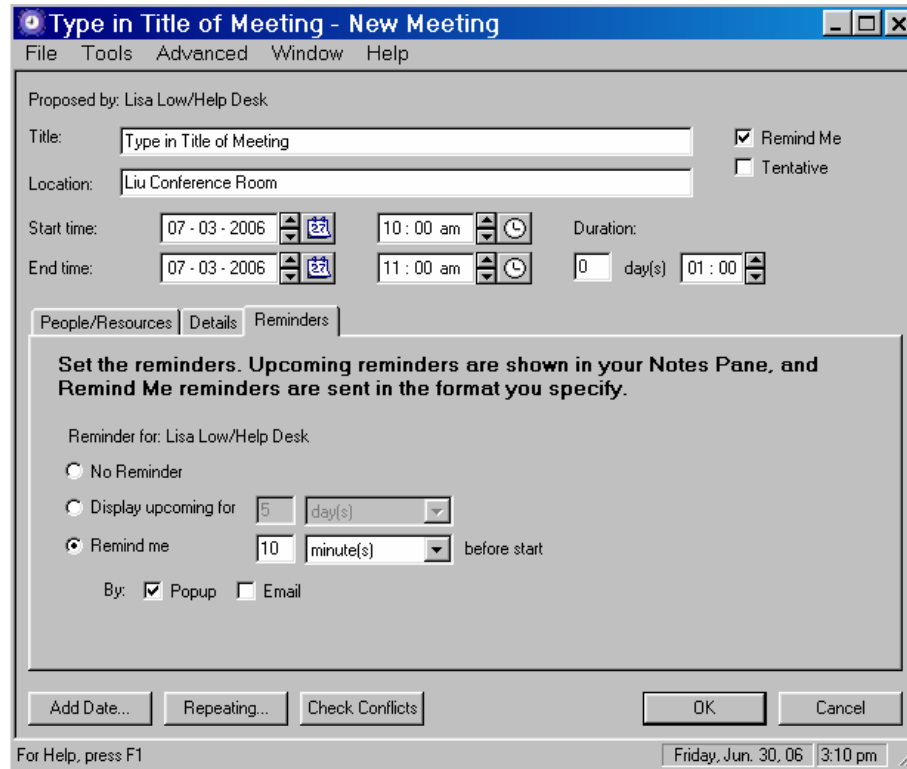
Lisa Low/Help Desk

1 Attendee

- The Details tab allows you to set the access level, importance level, brief description and add an attachment.



- The Reminders tab allows you to set the type of reminder that you need.



- The **Repeating** button allows you to add in recurring meetings.
- Click **OK** when you are finished.

Modifications

- To delete a task, meeting, note or event, highlight the entry in your calendar and hit the **Delete** key on your keyboard.
- To modify a task, meeting, note or event, highlight the entry in your calendar and double-click to open for revisions.