

Table of Contents – Time Matters 15 Basic Training

LESSON 1: OVERVIEW, INTERFACE & NAVIGATION.....	6
OVERVIEW.....	6
OPENING TIME MATTERS	8
TIME MATTERS SCREEN LAYOUT	10
NAVIGATING IN TIME MATTERS	11
HOT KEYS.....	14
LISTS AND FORMS	15
EXERCISE 1.....	19
LESSON 2: CONTACT RECORDS	22
CONTACT LIST.....	22
CONTACT FORM	26
COPYING A CONTACT RECORD	37
EXERCISE 2.....	41
LESSON 3: MATTER RECORDS	44
MATTER LIST	44
MATTER FORM	48
EXERCISE 3.....	58
LESSON 4: EVENTS & TODO'S.....	60
EVENT LIST.....	60
EVENT FORM.....	61
ToDo List	68
ToDo FORM	69
SCHEDULING EVENTS & ToDo's FOR MULTIPLE STAFF.....	74
LESSON 5: CALENDARS & QUICK ALARMS	82
CUSTOMIZING CALENDAR VIEWS	82
DAILY CALENDAR	86
WORK WEEK CALENDAR	89
WEEKLY CALENDAR	90
MONTHLY CALENDAR	91
SCHEDULER CALENDAR	92
ALARMS.....	94
SETTING A RECORD-RELATED ALARM.....	96
LESSON 6: ALERTS, REMINDERS, & WATCHES SCREEN AND JOURNAL.....	100
ALERTS, REMINDERS & WATCHES SCREEN	100
MARKING RECORDS AS DONE	102
PERSONAL JOURNAL	103
VIEWING DIFFERENT JOURNAL STYLES	105
CREATE OR EDIT A JOURNAL STYLE	107
EXERCISE 6.....	110
LESSON 7: RELATED RECORDS & TIMELINE TABS.....	112
RELATED RECORDS	112
AUTOMATIC AND SPECIFIED RELATIONS	115
TIMELINE	118
EXERCISE 7.....	120

LESSON 8: SEARCHING FOR DATA.....	122
QUICK FIELD SEARCH	122
TEXT FIELD SEARCH	124
COMBINED SEARCH	125
ADVANCED SEARCH	128
GLOBAL SEARCH	130
EXERCISE 8.....	136
LESSON 9: PRINTING REPORTS.....	138
FORMATTING & FILTERING REPORTS	138
PRINTING A SINGLE RECORD	139
PRINTING LISTS.....	141
PRINTING DAILY, WEEKLY, MONTHLY OR POCKET CALENDARS	145
EXERCISE 9.....	148
APPENDIX: DATABASE MAINTENANCE.....	151
DAILY PROCEDURE – BACKUP DATABASE	151
MONTHLY PROCEDURE – RE-INDEX DATABASE	154