

Table of Contents – Time Matters 14 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.....	40
LESSON 3: MATTER RECORDS	42
MATTER LIST	42
MATTER FORM	46
EXERCISE 3.....	56
LESSON 4: EVENTS & TODO'S.....	58
EVENT LIST.....	58
EVENT FORM	59
TODO LIST	66
TODO FORM	67
SCHEDULING EVENTS & TODO'S FOR MULTIPLE STAFF.....	72
LESSON 5: CALENDARS & QUICK ALARMS	80
CUSTOMIZING CALENDAR VIEWS	80
DAILY CALENDAR	84
WORK WEEK CALENDAR	87
WEEKLY CALENDAR	88
MONTHLY CALENDAR	89
SCHEDULER CALENDAR	90
ALARMS.....	93
SETTING A RECORD-RELATED ALARM.....	94
LESSON 6: ALERTS, REMINDERS, & WATCHES SCREEN AND JOURNAL.....	98
ALERTS, REMINDERS & WATCHES SCREEN	98
MARKING RECORDS AS DONE	100
PERSONAL JOURNAL	101
VIEWING DIFFERENT JOURNAL STYLES	103
CREATE OR EDIT A JOURNAL STYLE	105
EXERCISE 6.....	108
LESSON 7: RELATED RECORDS & TIMELINE TABS.....	110
RELATED RECORDS	110
AUTOMATIC AND SPECIFIED RELATIONS	113
TIMELINE	116
EXERCISE 7.....	118

LESSON 8: SEARCHING FOR DATA..... 120

 QUICK FIELD SEARCH120

 TEXT FIELD SEARCH122

 COMBINED SEARCH124

 ADVANCED SEARCH126

 GLOBAL SEARCH128

 EXERCISE 8.....134

LESSON 9: PRINTING REPORTS..... 136

 FORMATTING & FILTERING REPORTS136

 PRINTING A SINGLE RECORD137

 PRINTING LISTS.....138

 PRINTING DAILY, WEEKLY, MONTHLY OR POCKET CALENDARS142

 EXERCISE 9.....145

APPENDIX: DATABASE MAINTENANCE 148

 DAILY PROCEDURE – BACKUP DATABASE148

 MONTHLY PROCEDURE – RE-INDEX DATABASE152