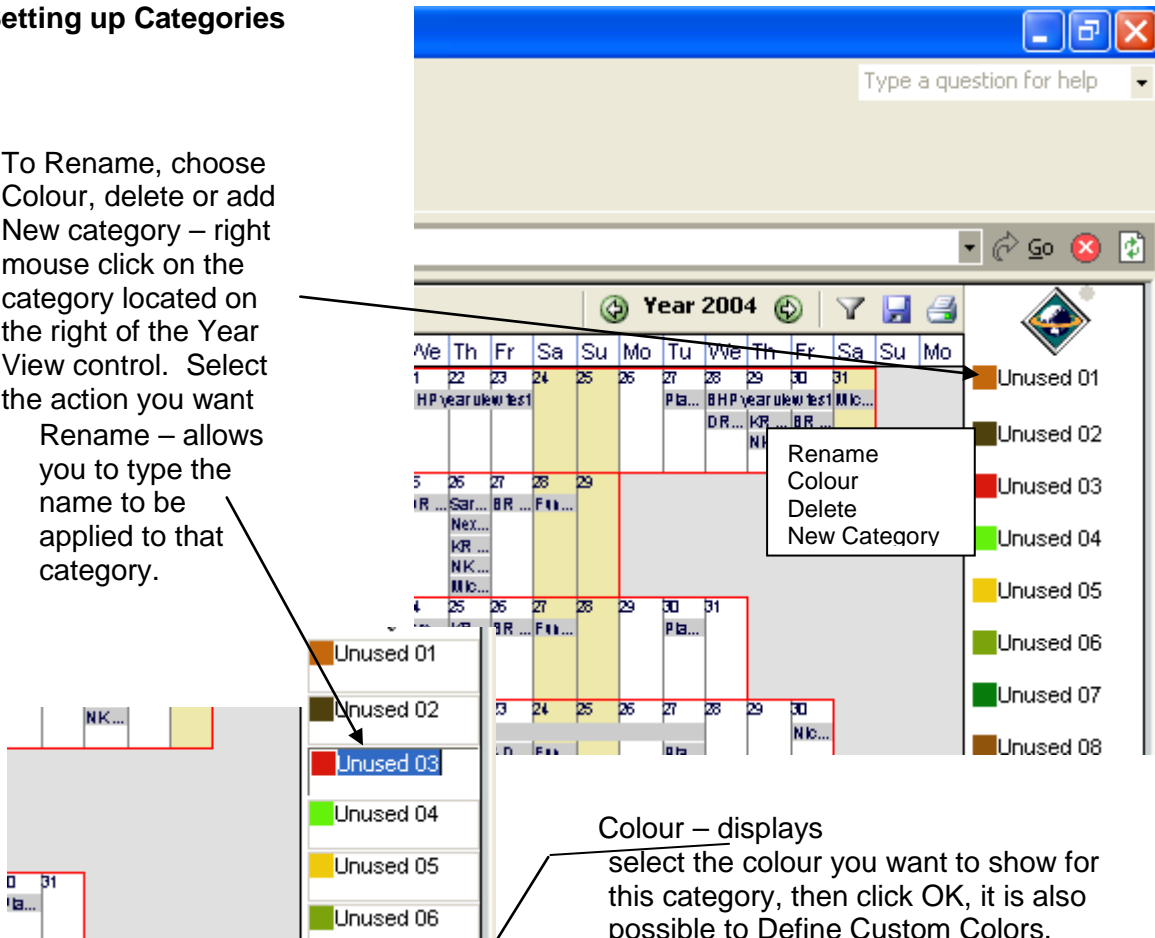


Setting up Categories

To Rename, choose Colour, delete or add New category – right mouse click on the category located on the right of the Year View control. Select the action you want

Rename – allows you to type the name to be applied to that category.

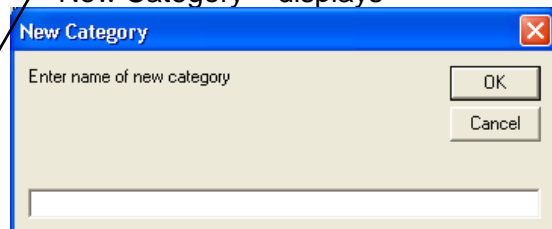


Colour – displays select the colour you want to show for this category, then click OK, it is also possible to Define Custom Colors,



Delete – select delete and the category will be removed from the legend.

New Category – displays



Enter New Category title, the colour given for the new category is blue, you can then change this to any colour you require.

Creating Events/Appointments from within the Year View

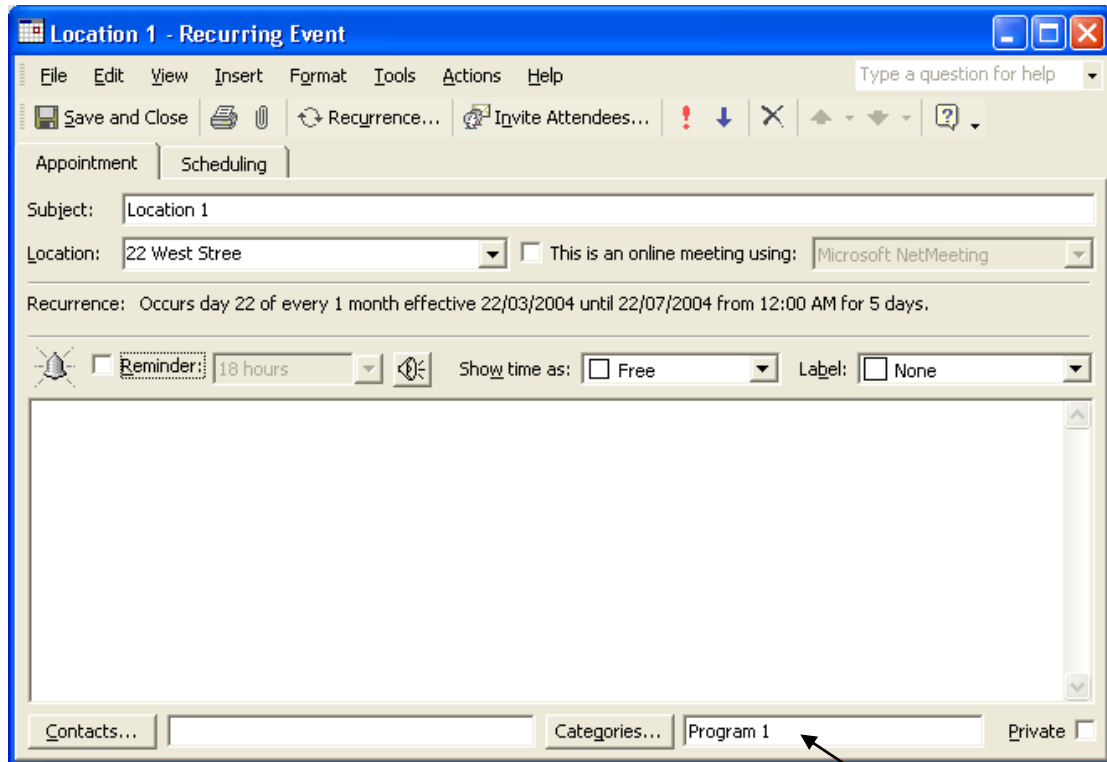
To create an appointment from within the Year View, select the required category, by clicking on it once, note the cursor changes to a pencil; drag this through the date/s for the appointment you are creating. The following will be displayed

The screenshot shows the 'Location 1 - Event' dialog box. The 'Recurrence...' button is highlighted in the toolbar. The 'Appointment' tab is selected, and the 'All day event' checkbox is checked. The start time is 'Mon 22/03/2004' and the end time is 'Fri 26/03/2004'. The location is '22 West Stree'. The label is 'None'.

This opens an appointment item just as it would if you were in the Microsoft Outlook calendar. Create the appointment just the same, entering all relevant information. To create a recurring appointment, select Recurrence and enter the required recurring information.

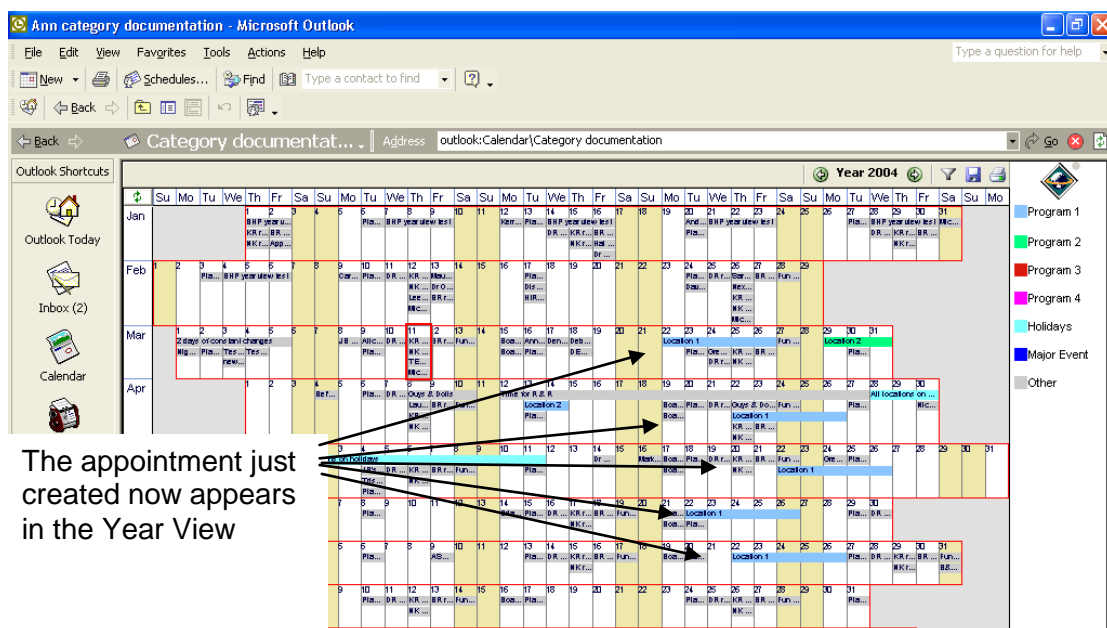
The 'Appointment Recurrence' dialog box is shown. The 'Recurrence pattern' section has 'Monthly' selected, with 'Day 22 of every 1 month(s)'. The 'Range of recurrence' section has 'End after: 5 occurrences' selected. The start date is 'Mon 22/03/2004' and the end date is 'Thu 22/07/2004'.

All other features that are available in Outlook calendar appointments are still available. After entering the location, subject and recurrence the appointment would now look something like this

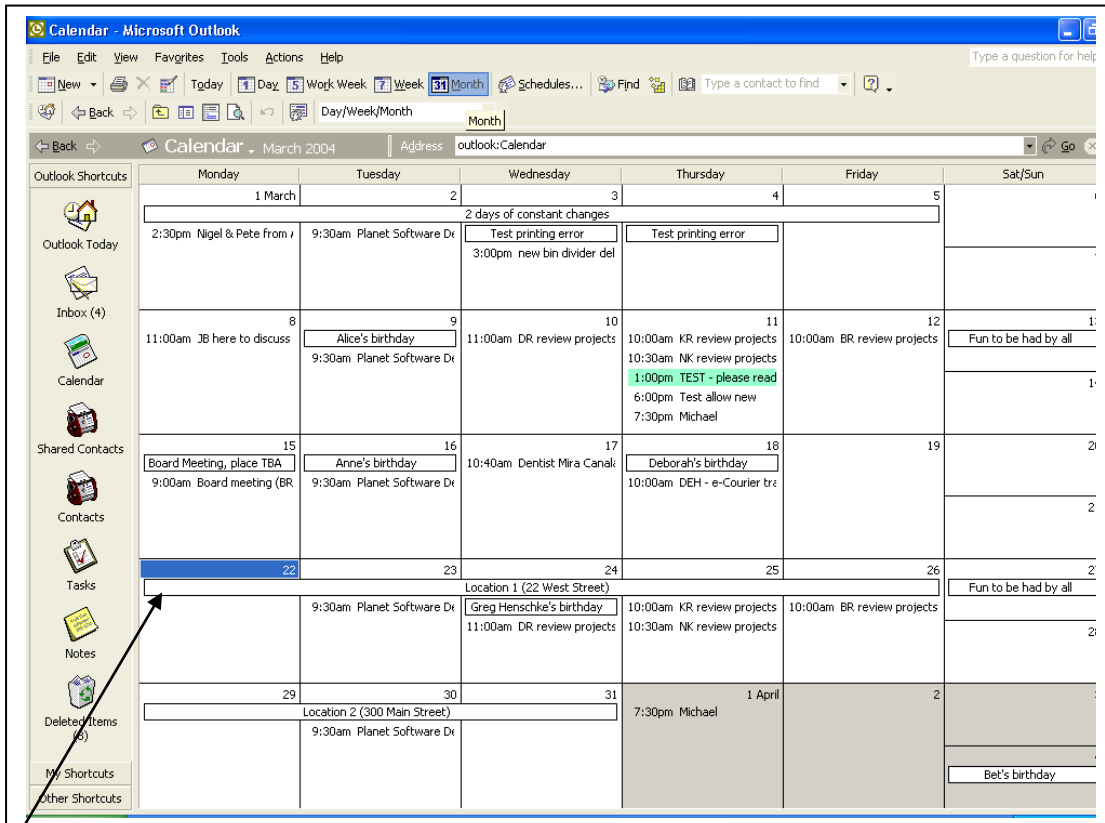
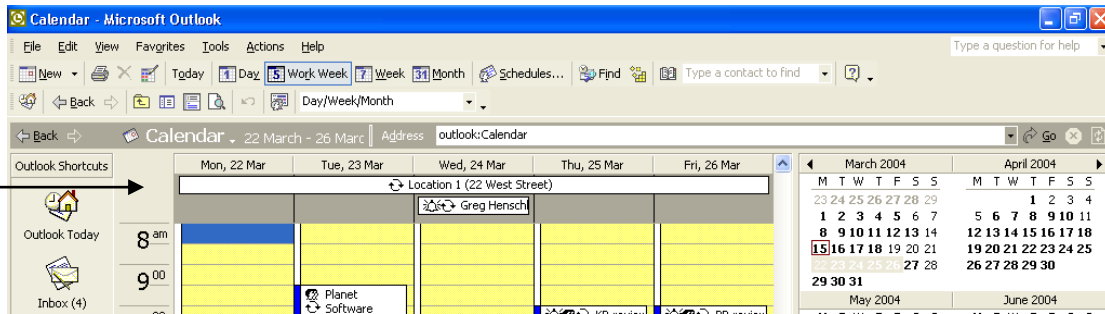


Note: The category selected from the Year View is displayed within the Categories on the appointment item.

When all information has been entered Save and Close. The appointment will now be displayed in the Year View, it has also have been added to your Microsoft Outlook Calendar and will also be displayed when viewing the day/week/month views.



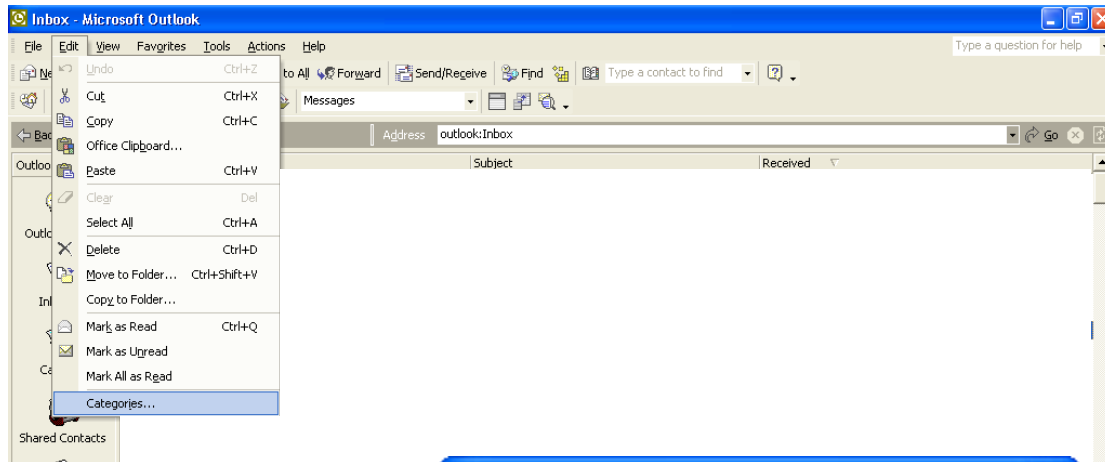
The appointment just created now appears in the Year View



The same appointment viewed in both Work Week and Month views

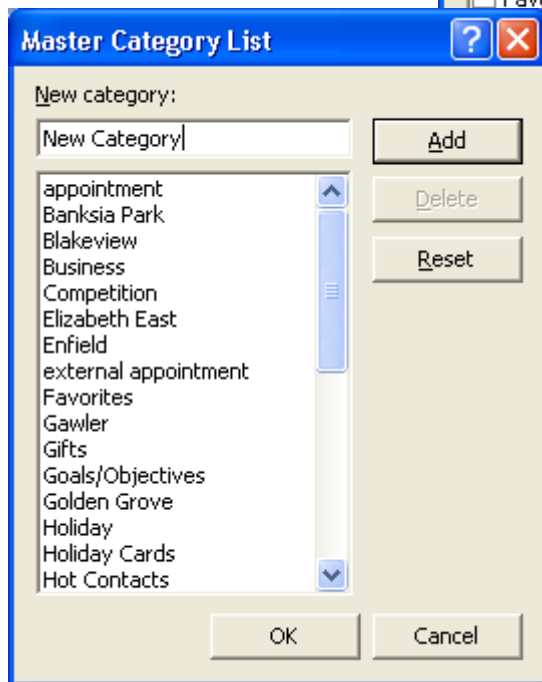
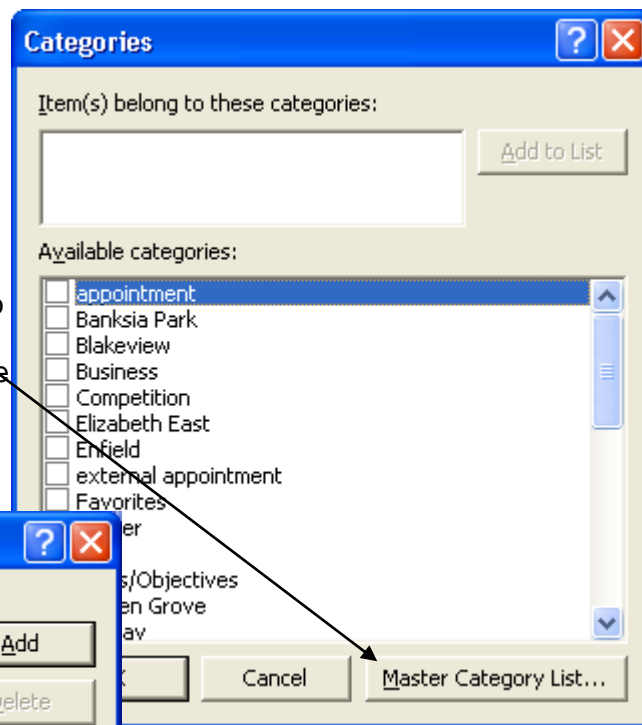
Setting up Master Categories

Create the categories that you have in the Year View in the Master Category list, to do this in Outlook go to Edit --> Categories and Select Master Category List,



the following will be displayed
select Master Category List...

Enter the required category name, entering it exactly as it is in the Year View, making sure to match capitalisation and spaces, then click on Add. Once all required Categories are added, click OK



When creating an appointment/event in Outlook you select categories at the bottom of the appointment form and select the relevant category. So long as the categories on the Year View and in your Master Category List match they will then appear in the Year View.

