

W.A.Y.D

User Manual

Corisoft

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WAYD

Introduction

W.A.Y.D Formerly What Are You Doing is a powerful tool which has been designed for Nokia 92xx and 9300/9500 devices.

W.A.Y.D offers all of the features below in only one application :

- Enhanced desktop manager,
- Application launcher,
- Agenda manager,
- Reminders manager,
- Task manager.

Database storage is not enabled in unregistered version of the software.

1. Desktop Manager

W.A.Y.D offers a very powerful desktop management system. Users can create many desktop on which they will be able to define shortcuts.

Shortcuts allow users to launch applications and documents but also open web pages, contact information, folder bookmarks, notes and stickers.

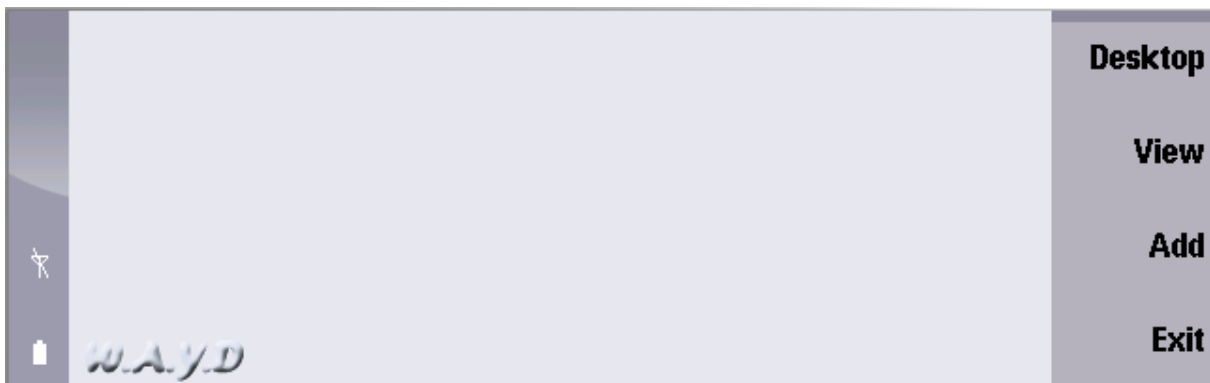
Users can also define specific “**hotkeys**” which can be local or global in order to start or open directly shortcuts from the keyboard.

Users can place each shortcut every where on the desktop.

Pointer (mouse) is also supported as the keyboard to move the shortcuts on the desktop.

By default, W.A.Y.D creates one desktop when started.

Here is the main screen



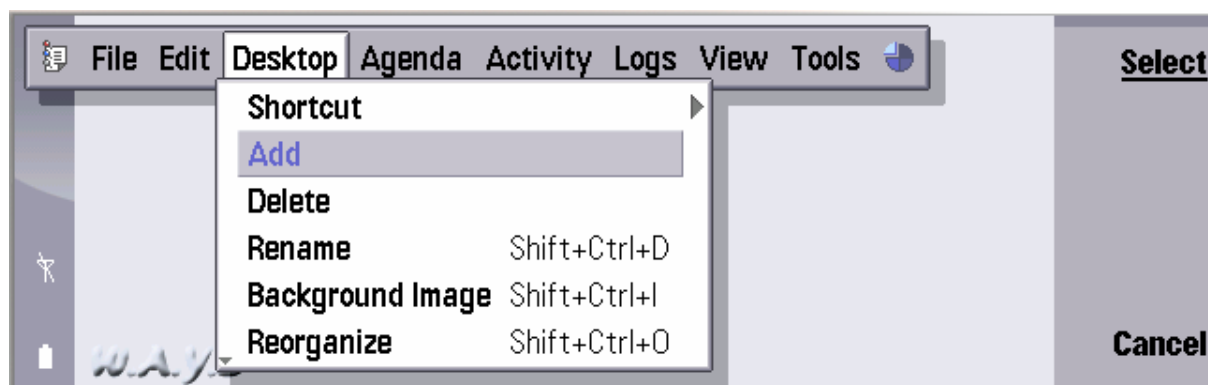
1.1. Add, Delete and Rename desktops

Open the main menu and select “**Add**” or “**Delete**” item menu to add or delete desktops.

When deleting a desktop, all shortcuts are also deleted.

Users can move through desktops with the “**Desktop**” button at the right of the screen.

Naming desktop feature in WAYD is for a future use.



1.2. Set a background image for your desktop

The background image can be changed for each desktop. WAYD support only MBM and JPEG formats for Nokia 9300/9500.

The image is not automatically resized by WAYD, users must choose background pictures that fit the screen.

The screen size of a Nokia 9500 is 640x200 pixels.

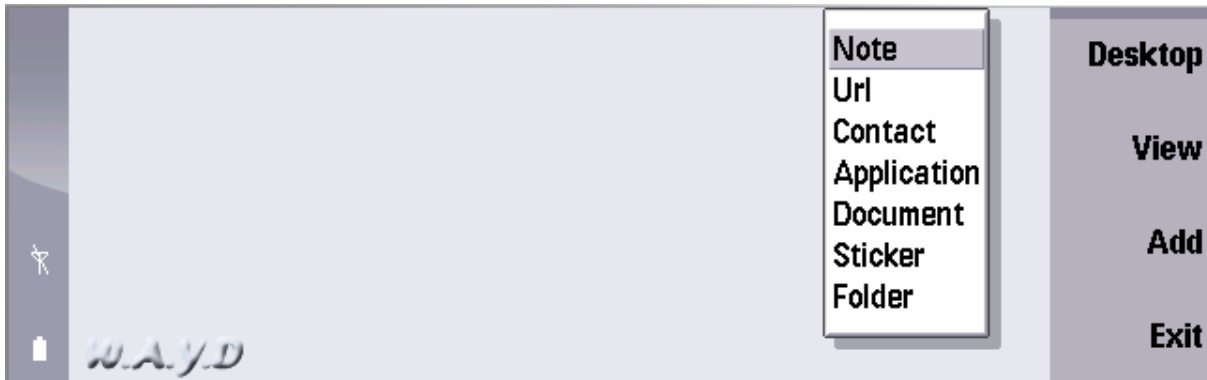
Select **“Background Image”** and select a file.



2. Manage shortcuts

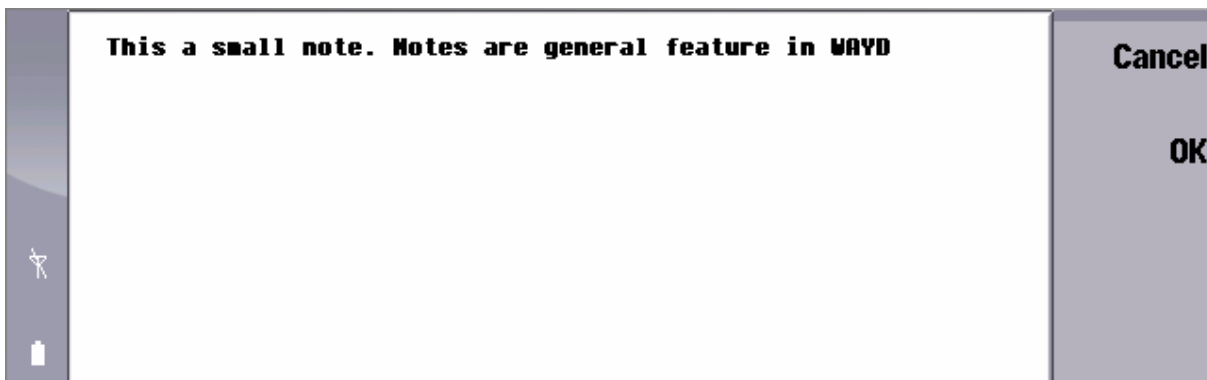
Users can create different kind of shortcuts.

In order to add a shortcut on the desktop, press **“Add”** button on the right of the screen.



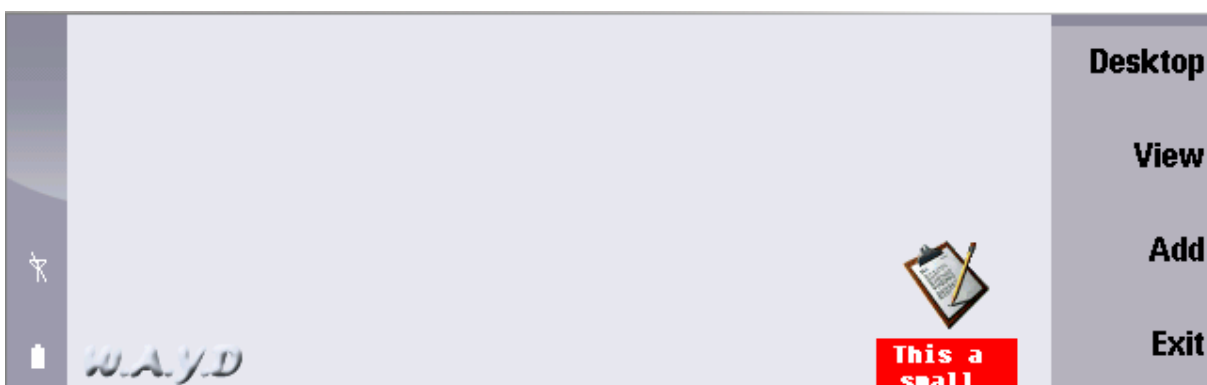
2.1. Note shortcuts

Users can now add a note on the desktop, select **“Note”**.



This Note feature will be always the same in all the software.

Press **“OK”** button when finished.



This is our first shortcut on the current desktop.

The name of the note is now composed by the first words in the note. The shortcut can be renamed of course.

2.2. Move Shortcuts on the desktop

Now we have a shortcut available and we can now place it everywhere on the desktop.

In order to move a shortcut, users can use the keyboard or the pointer.

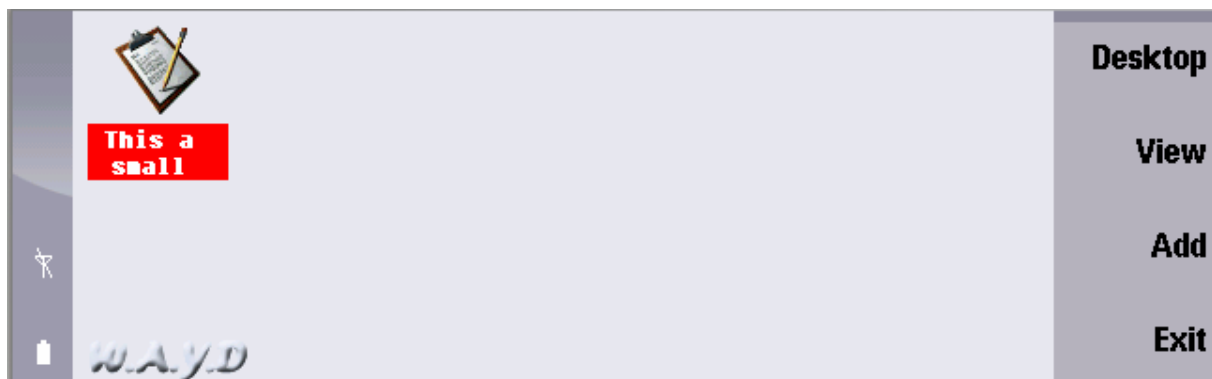
To use the keyboard users can press “**CTRL**”+“**ARROWS**” keys. This will move the shortcut from 20 pixels horizontally or vertically.

To move the shortcut from 1 pixel, users must press “**SHIFT**”+“**ARROWS**” keys instead.

Users can also use the “mouse”.

Move the pointer on the shortcut in pressing the **FOUR CURSOR KEY**

Let **FOUR CURSOR KEY** pressed to drag the shortcut onto the screen and move the shortcut at its definitive place.



2.3. Start Shortcuts on the desktop

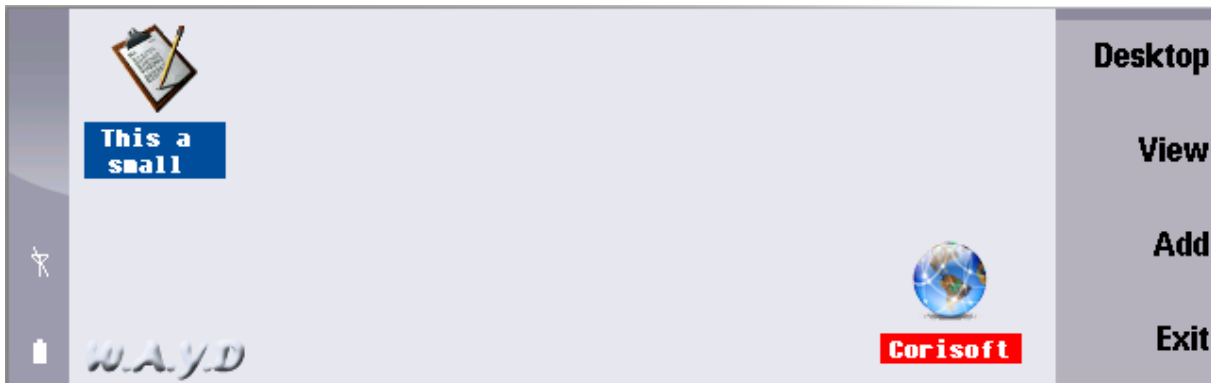
Users can now launch shortcut in selecting the shortcut, then pressing “**ENTER**” key.

Users can also do a “double click” on the icon with the **FOUR CURSOR KEY**.

2.4. URI Shortcuts

Users can create shortcuts to web pages. These pages will be open with the default internet browser.

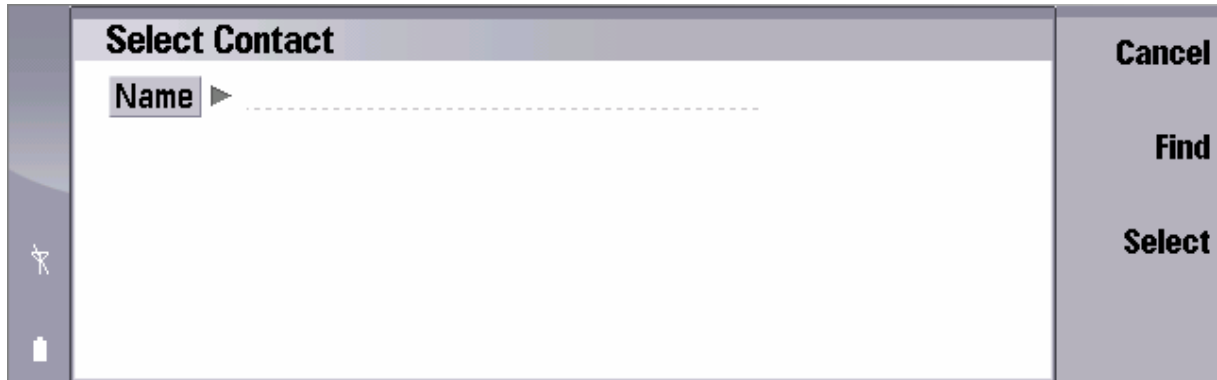
Press **“Add”** on the right side of the screen and select **“Uri”**.



2.5. Contact Shortcuts

Users can create shortcuts to existing contacts in a contact database.

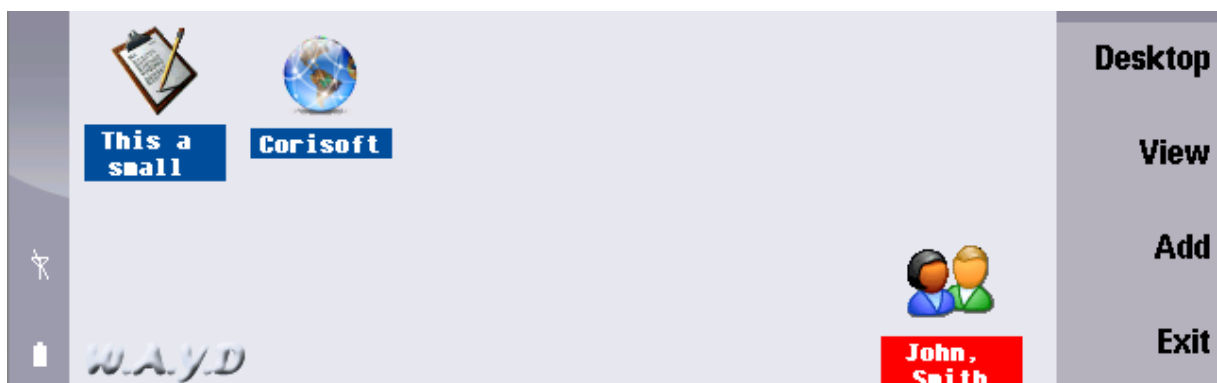
Press **"Add"** on the right side of the screen and select **"Contact"**



Enter the name or a part of the name then press **"Find"** button.



Then you can now select the contact you want in the list. Press **"Select"** to close the dialog box.



Select the contact and press **"ENTER"** to open the contact.



You can display important contact information.

You can also email the contact with the displayed email address or dial and send SMS to the selected phone number. If there are more than one email address or phone number, press "**TAB**" to good one.

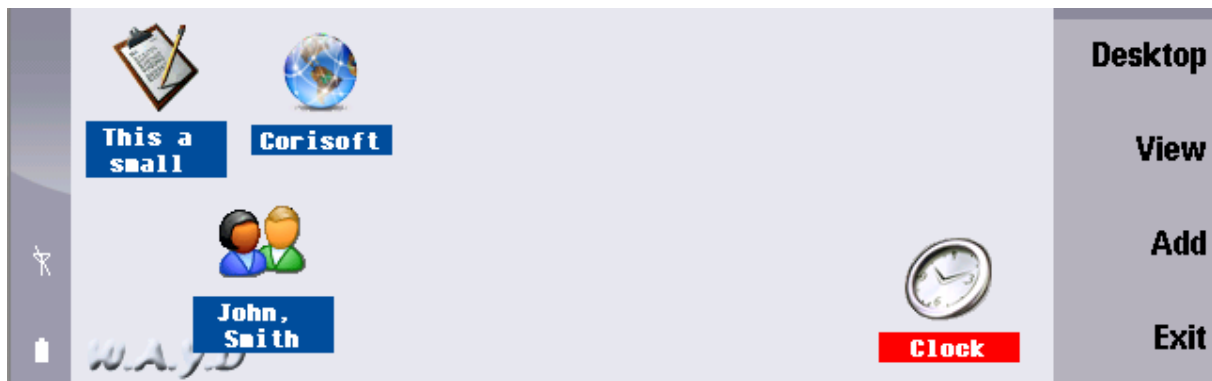
The contact database file can be changed in using the main menu and selecting "**File**". By default WAYD uses the same as the one used by the contact application.

2.6. Application Shortcuts

Users can add shortcuts to their preferred applications. Press **"Add"** button on the right side of the screen and select **"Application"**.



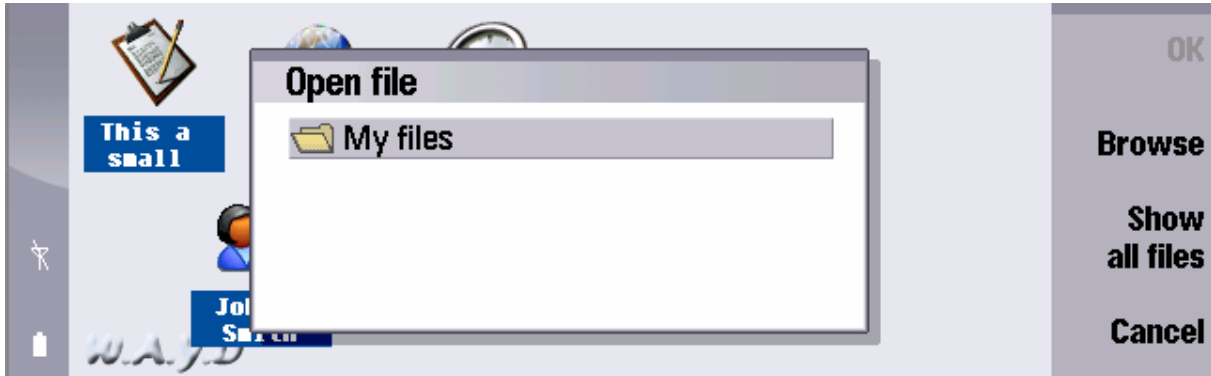
Select an application, for example **"Clock"** then press **"OK"** button.



You can now start the clock application from your desktop in pressing **"ENTER"** key or in double clicking on this new icon.

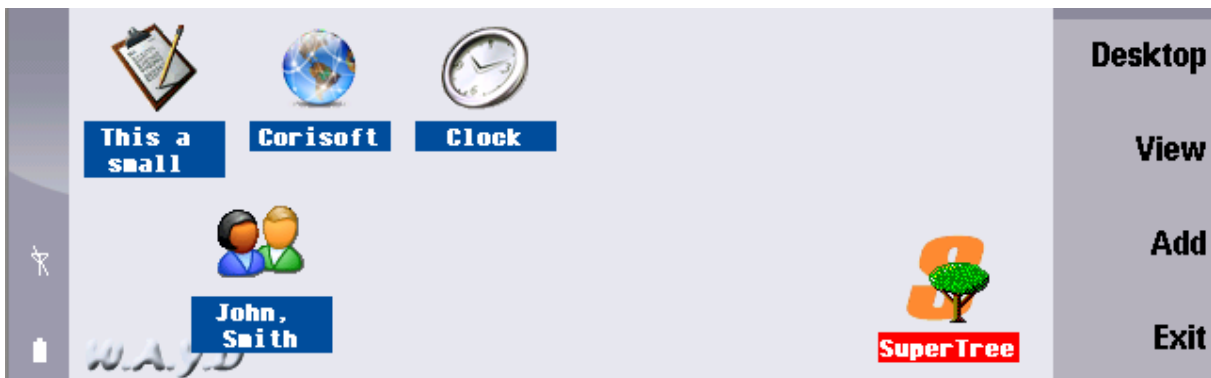
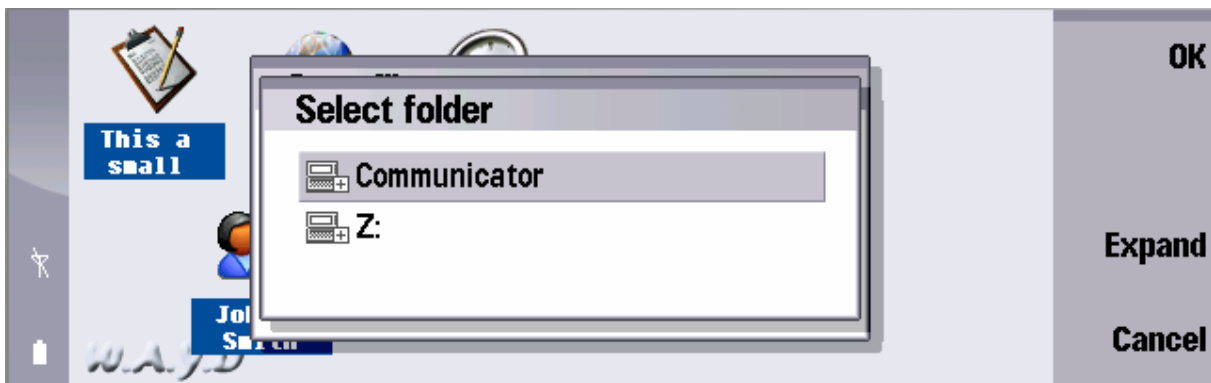
2.7. Documents Shortcuts

Users can add shortcuts to their preferred documents. Press **“Add”** button on the right side of the screen and select **“Document”**.



WAYD offers a complete access to all drive of the communicator.

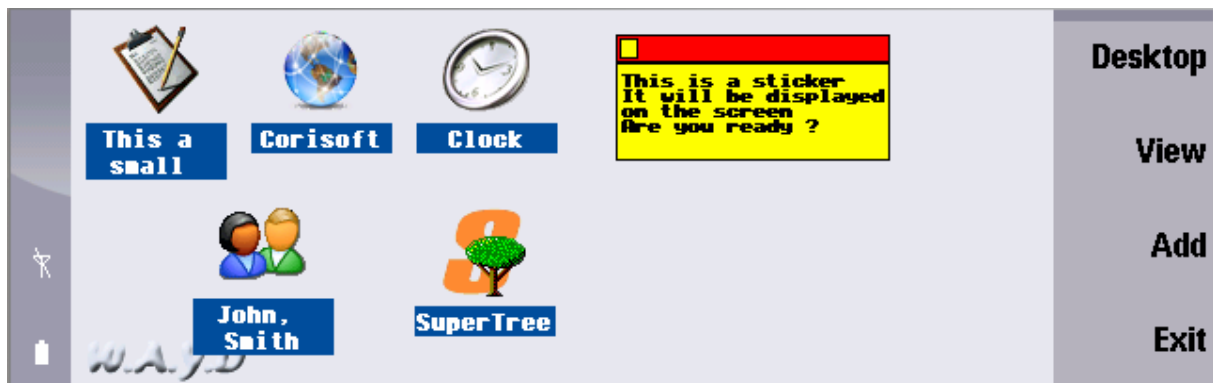
Just **“Browse”** to select your file.



2.8. Stickers

WAYD offers a unique sticker management feature.

Press “**Add**” button at the right of the screen then select “**Sticker**”.



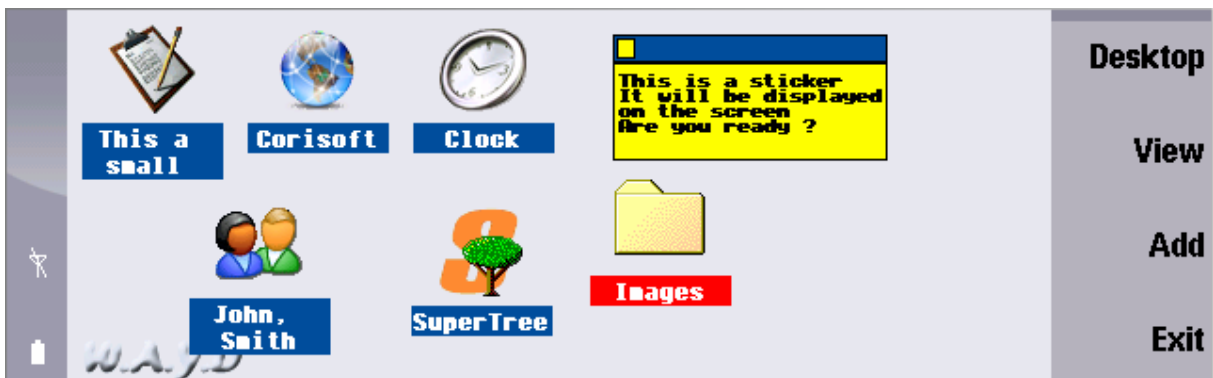
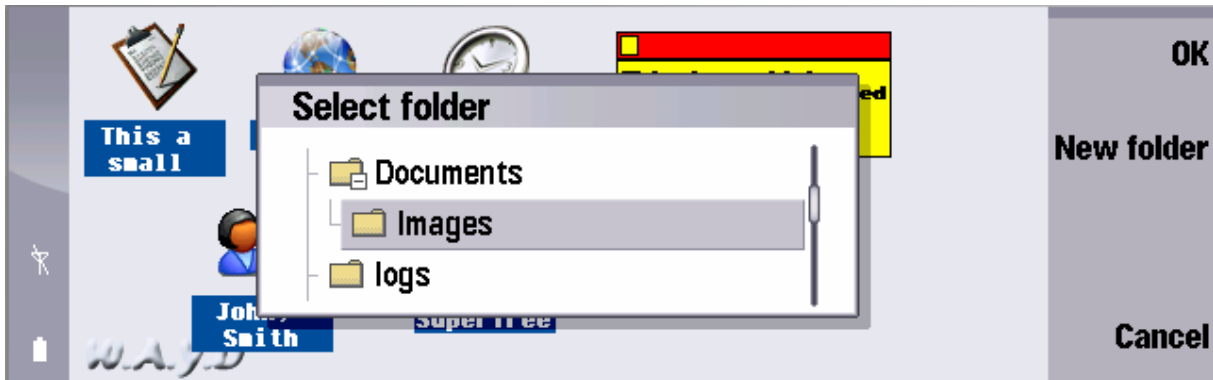
The width and the height of the sticker depend on the number of lines entered and on the largest line.

User can adjust the size of a sticker with carriage returns entered during the sticker edition.

Stickers can be placed everywhere on the desktop.

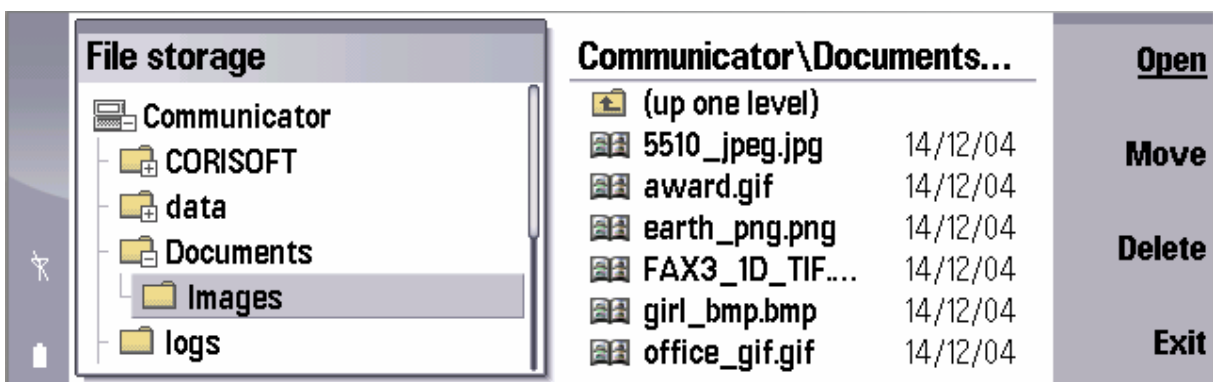
2.9. Folder bookmarks

You can create folder bookmarks with WAYD. Press “Add” button at the right of the screen and select “Folder”.



A new folder icon has been added on the desktop.

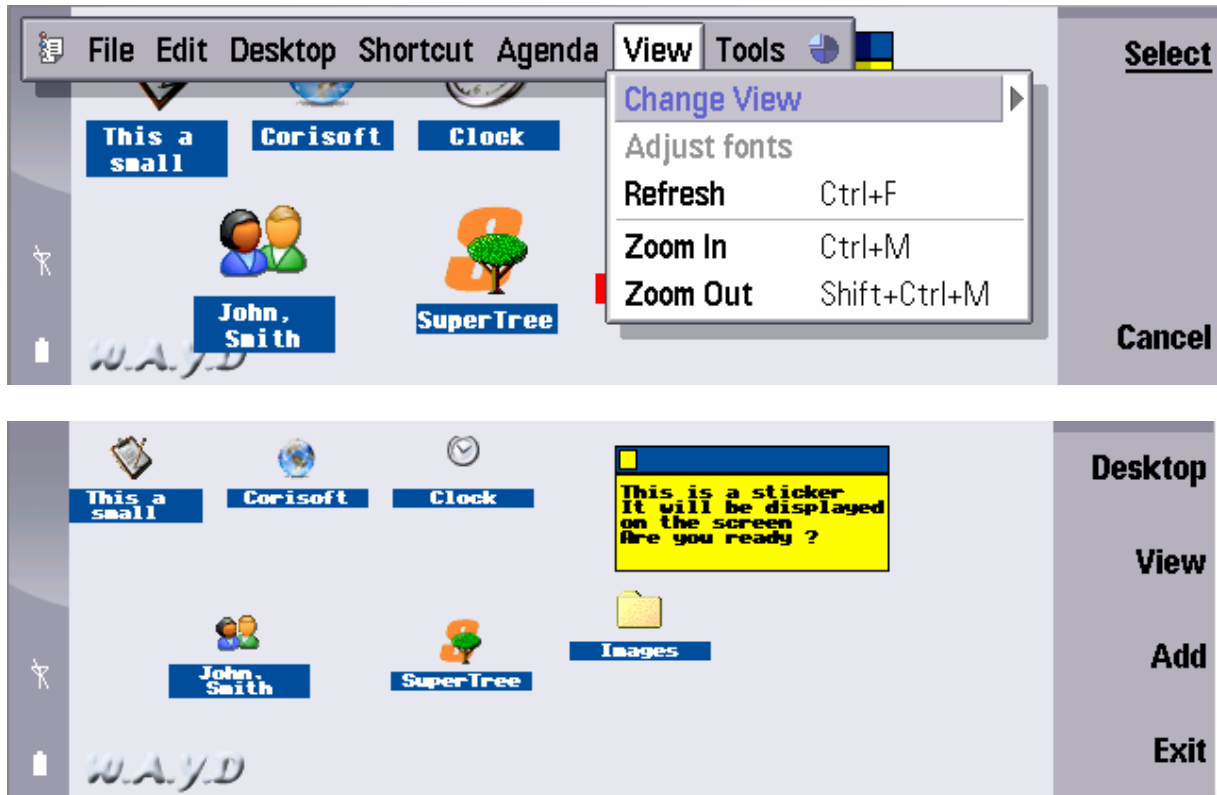
If you open this shortcut, WAYD will run the file manager and open the corresponding folder.



2.10. Zooming feature

If you think the current icon size looks to big for you, then you can changed this in using the zooming feature.

Open the main menu and go to “**View**” select “**Zoom In**” or “**Zoom Out**”



Icon size is managed independently for each desktop.

2.11. Rename shortcuts

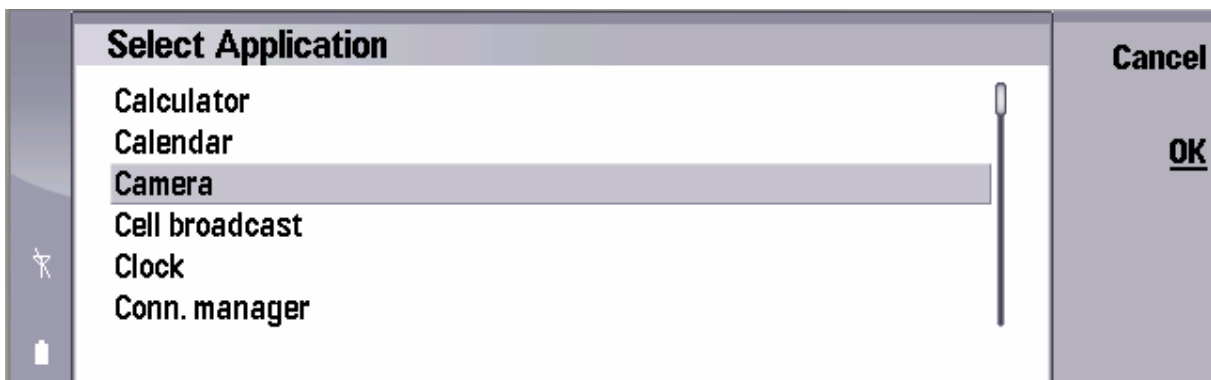
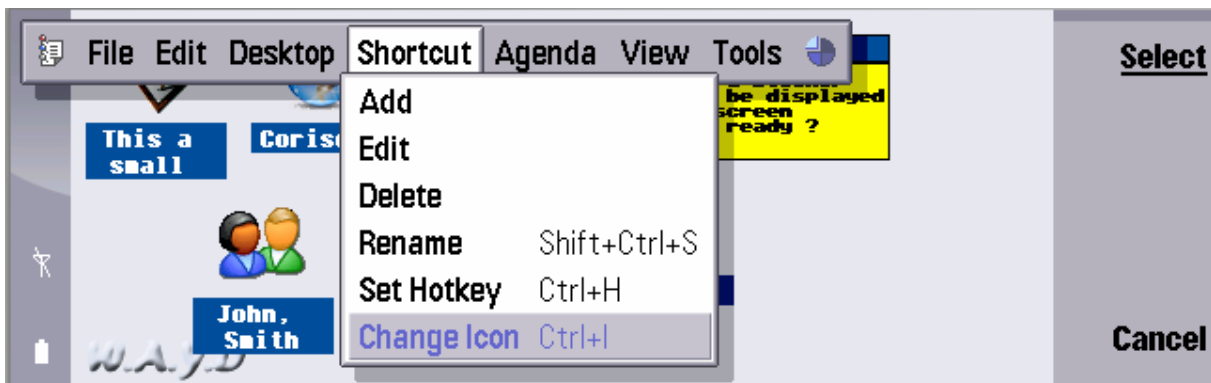
Users can easily rename shortcuts. This feature is available from the main menu with the “**Shortcut**” item menu.

2.12. Set new icons to shortcuts

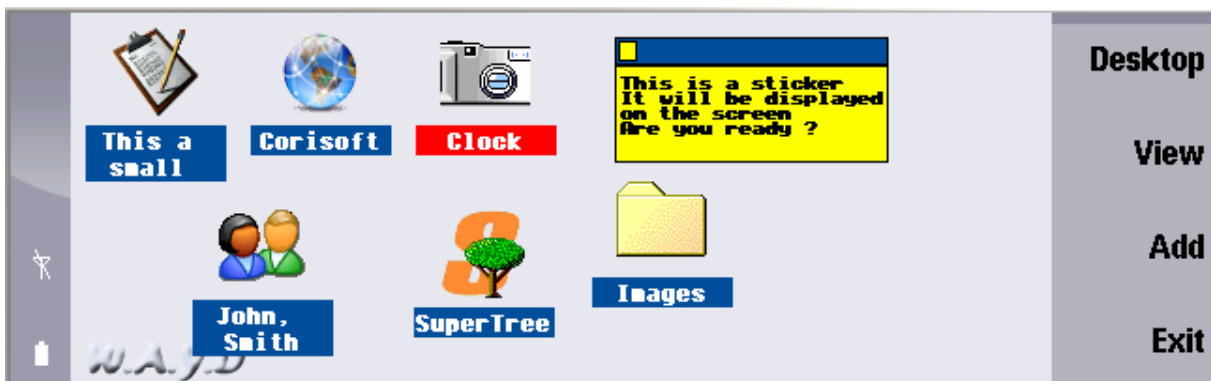
By default WAYD associates an icon to each shortcut in using the appropriate application. Anyway users can also change the default icon with another one.

Let's do this with the **"Clock"** shortcut.

Open the main menu at **"Shortcut"** item and select **"Change Icon"**



Choose **"Camera"** application and press **"OK"**.



In order to get the default icon back for a shortcut, proceed the same way but press **"Cancel"** instead of **"OK"** when selecting an application.

2.13. Manage Hotkeys

Users can assign a hotkey to each shortcut. These hotkeys can be “Local” or “Global”

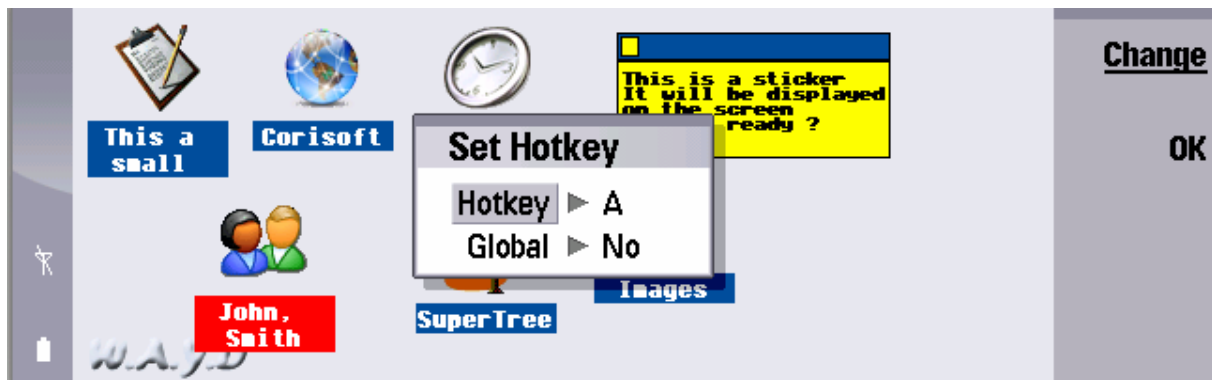
A local hotkey can be invoked in pressing directly the key from the desktop and only from the desktop view.

A global hotkey can be invoked everywhere in the software by pressing “CTRL”+“CHR” + KEY everywhere if WAYD is not focused or “CHR”+KEY from WAYD.

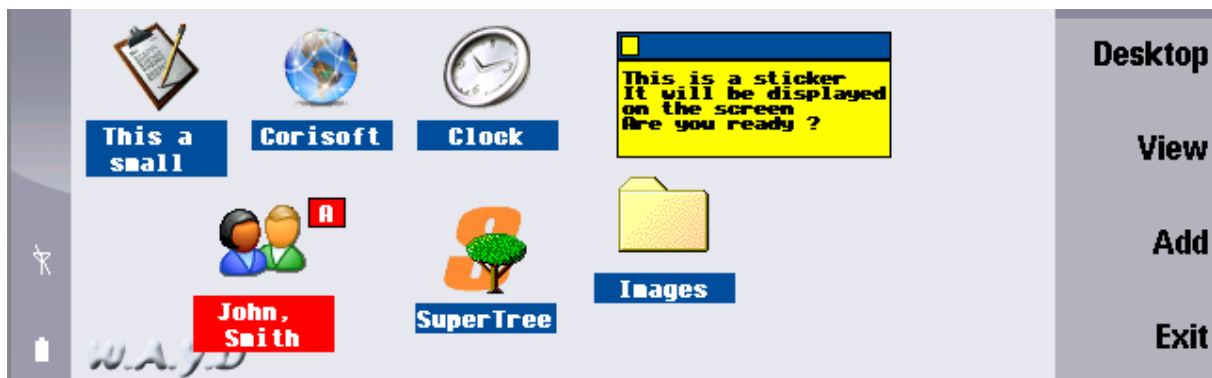
When pressing the hotkey on the keyboard, WAYD launch the shortcut.

A global hotkey has an indicator “*” at the right side of the letter.

We can assign a hotkey on a contact shortcut for example. Select “**John Smith**” and select “**Set Hotkey**” from the main menu.



Set a local hotkey “A”.



Press now “A” on the keyboard in order to open this contact.

2.14. Associate notes to shortcuts

Users can associate a note to each shortcut. To activate the note feature, users must select a shortcut then press the **"SPACE BAR"** key.

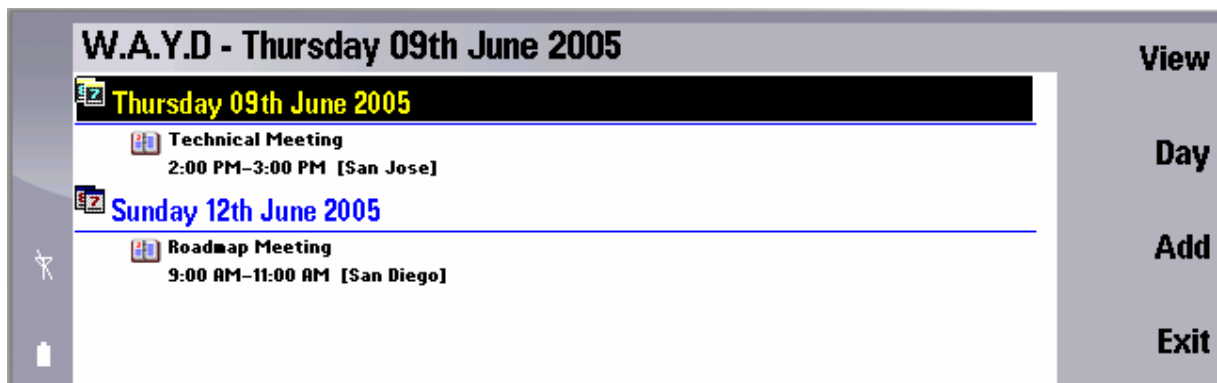
Refer to notes management explained before.

3. Agenda View

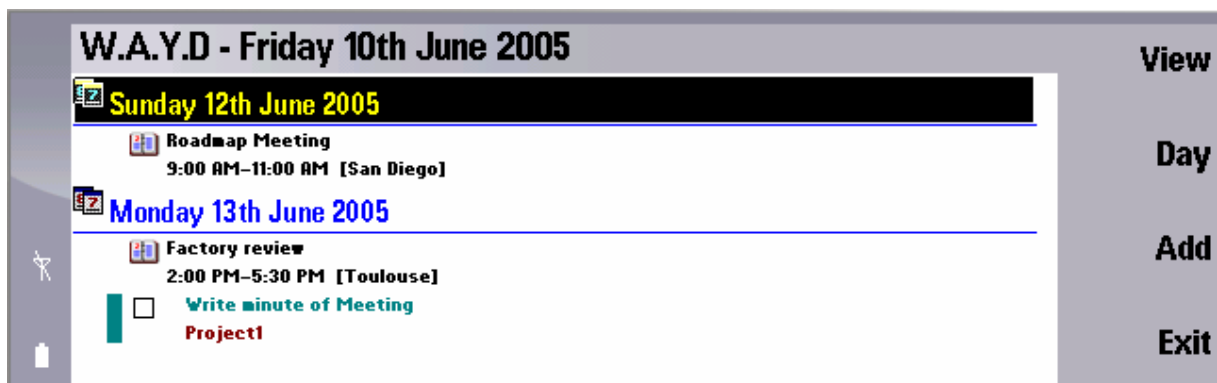
WAYD offers an extended Agenda and Tasks view. WAYD can display a range of days starting from the current day.

3.1. Introduction

The days are displayed sequentially.

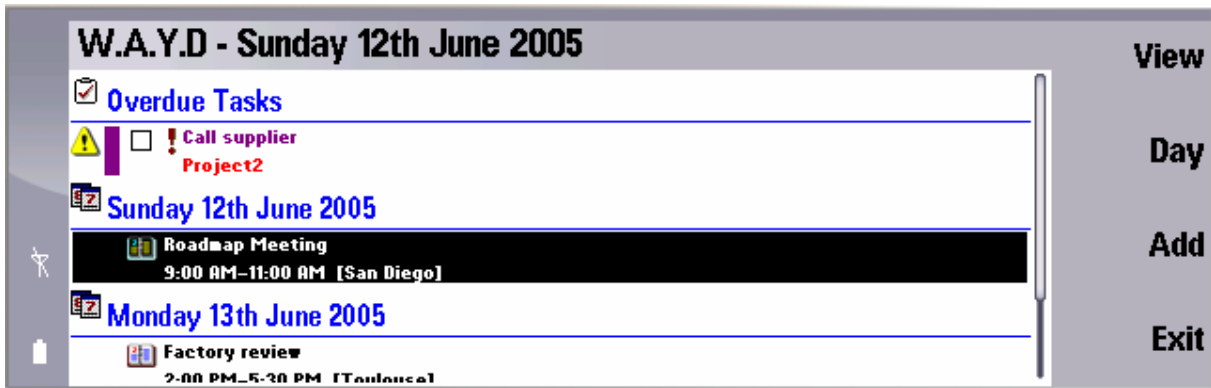


Tasks can also be added to the list :



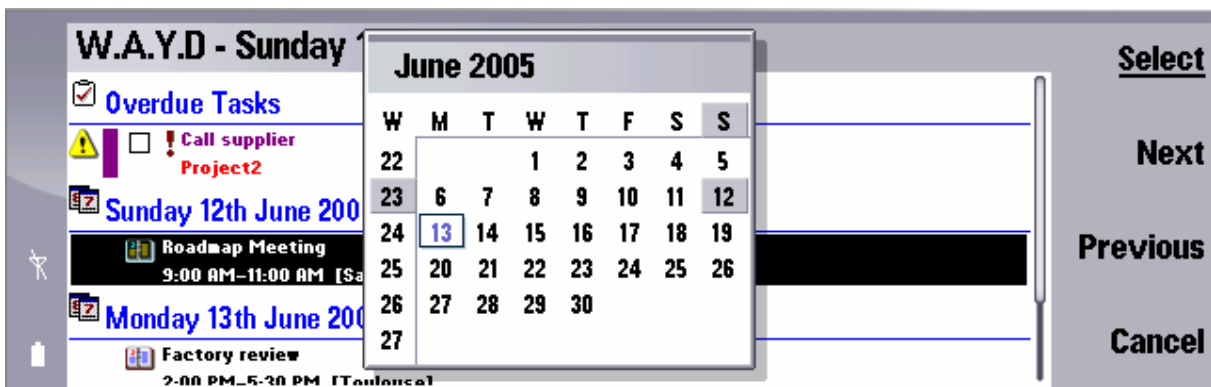
In this view, a task exists on the tasklist named "Project1". This task has been dated to the current date.

Of course WAYD can show overdue tasks and undated task, just as below.



3.2. Go to a specific day

Users can also open a specific day in pressing “Day” button at the right of the screen

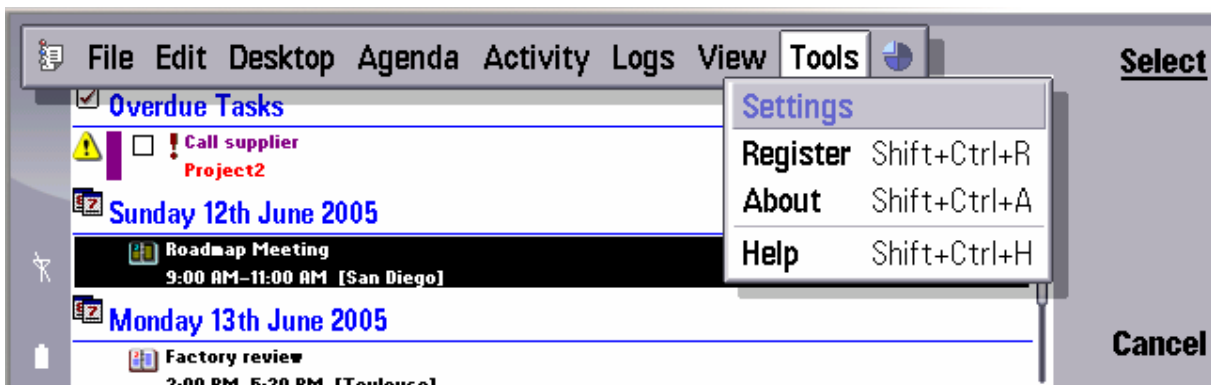


Select the day, then press “Enter” or “Select” button at the right of the screen.

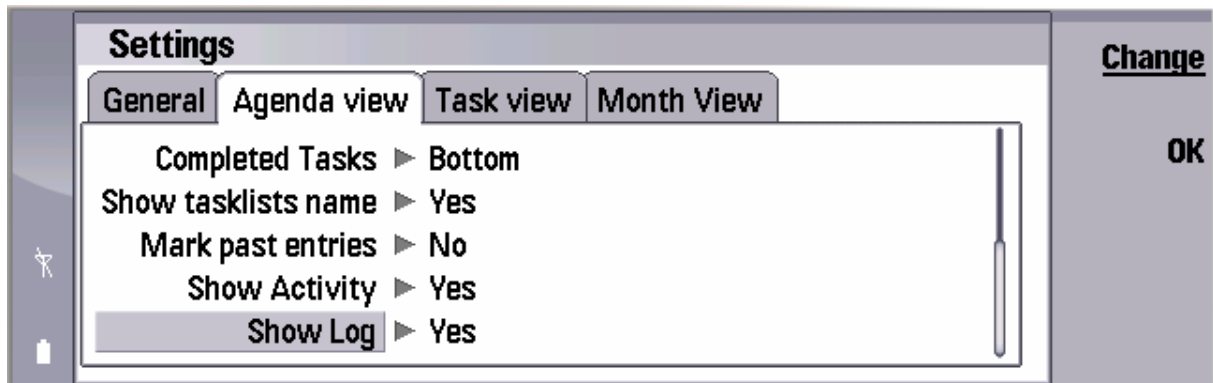
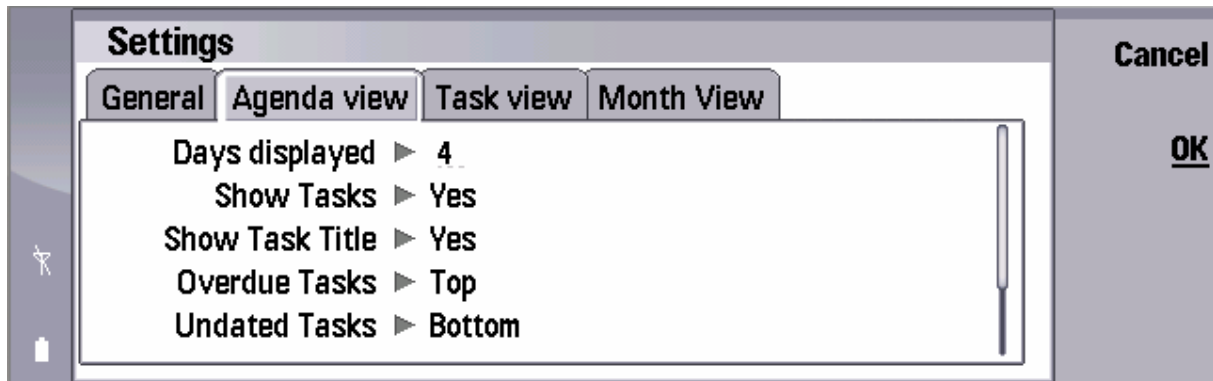
WAYD will immediately display the selected day and a number of days after defined in the agenda view settings.

3.3. Customize display

To customize the agenda view display, users must open the global settings from the main menu.



Press “Settings”



Users can define the number of day to display on the agenda view.

Users choose to show or not task entries, and position them in the view.

3.4. Move between days

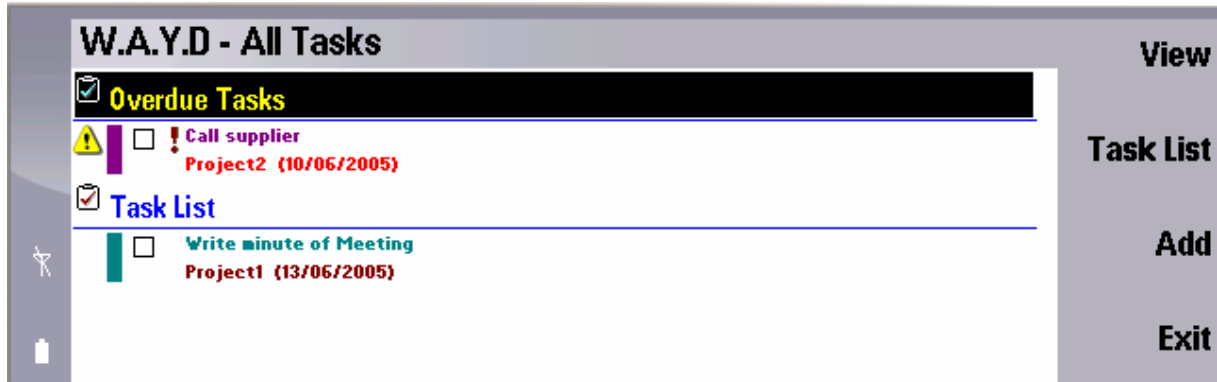
Users can navigate through days in using “CTRL”+”RIGHT” or “CTRL”+”LEFT” keys.

These keys allow moving from one day in the future or in the past each time you press them.

4. Task view

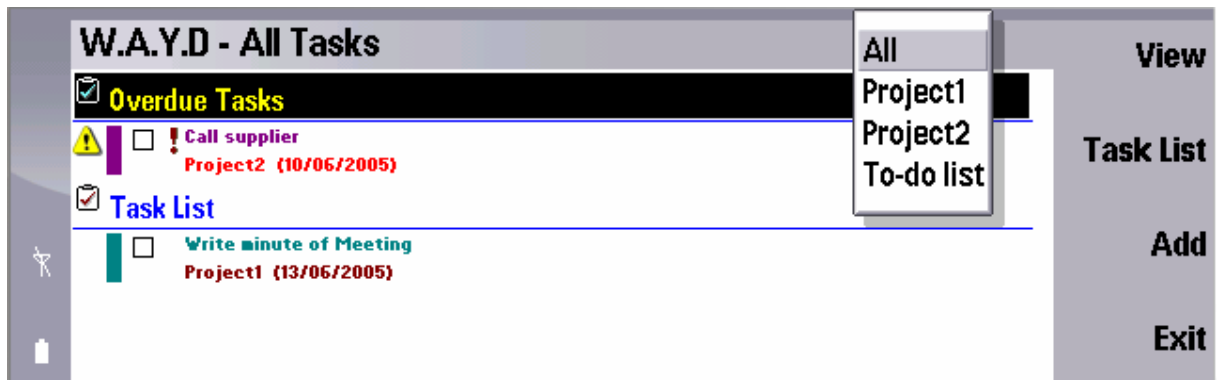
4.1. Introduction

This view shows by default all existing tasks from the calendar file.



4.2. Filtering to a specific Tasklist

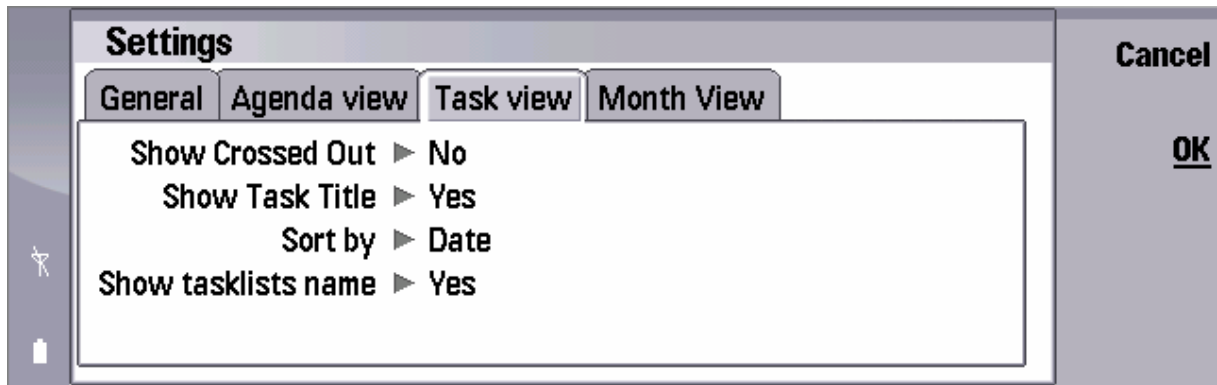
Users can decide to show only one task list in pressing the "Task list" button at the right of the screen.



Select "All" to display all tasks or a specific task list.

4.3. Customize display

To customize the task view display, users must open the global settings from the main menu.

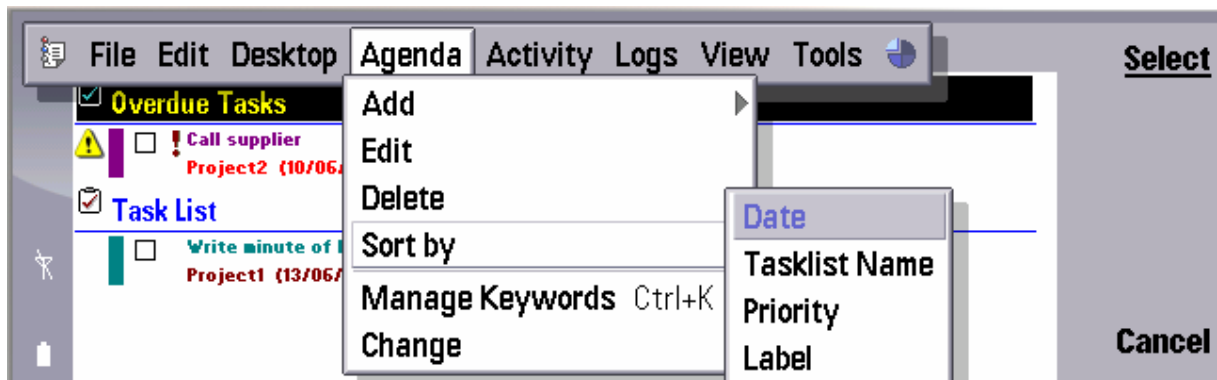


Here are the parameters you can change regarding display of task entries.

4.4. Sort Task view

Users can also choose a specific sort order for tasks.

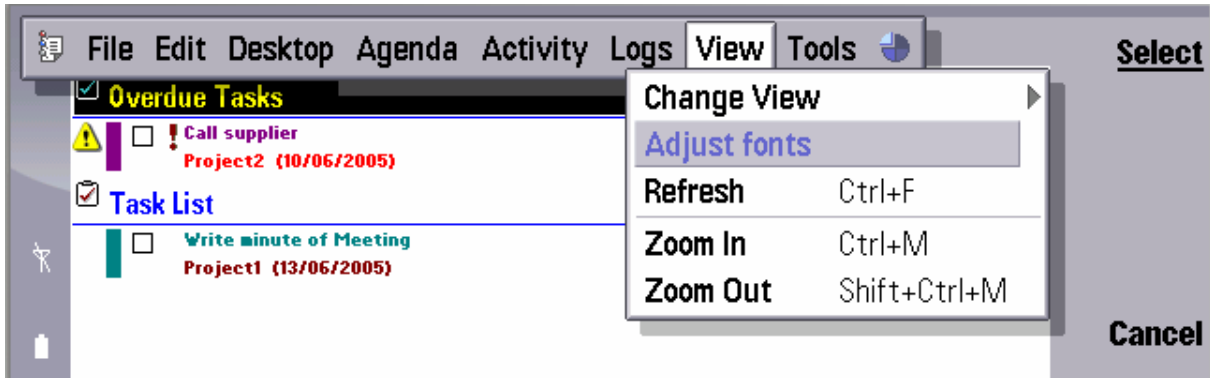
Open the main menu and select “Sort”.



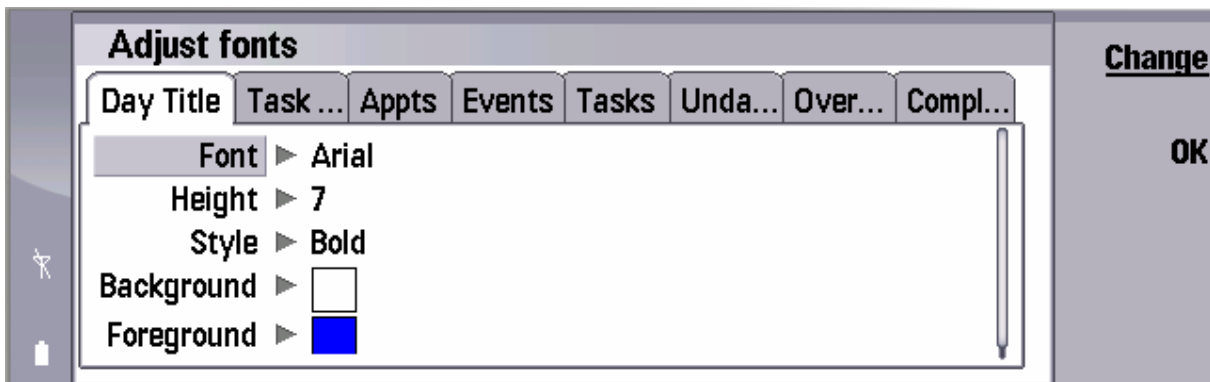
5. Agenda & Tasks View Settings

Agenda and tasks views are highly customizable, users can adjust fonts and colors for each kind of entries displayed in the list.

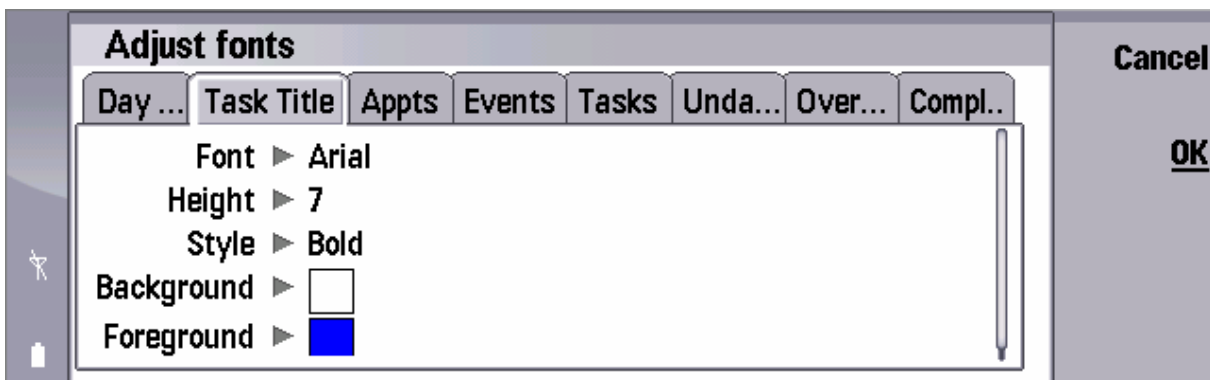
Open the main menu and select “View”.



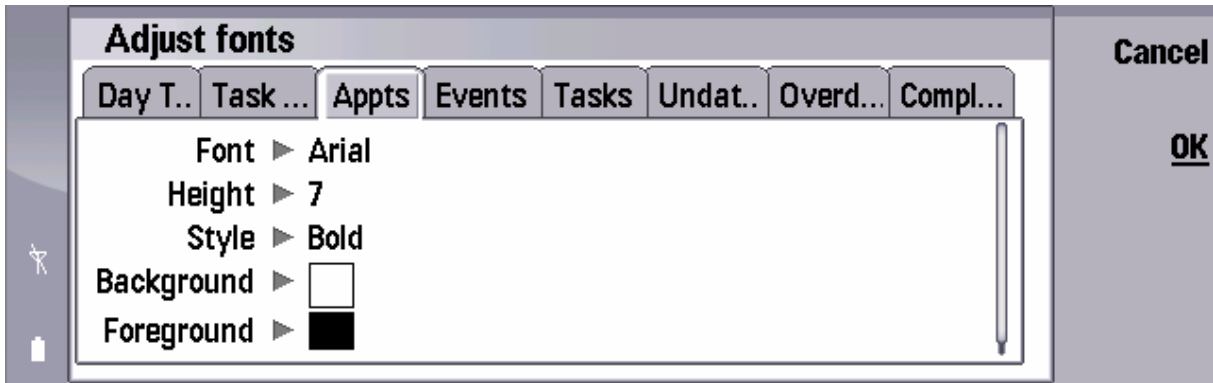
Press “Adjust fonts”. This feature is also available for Task View.



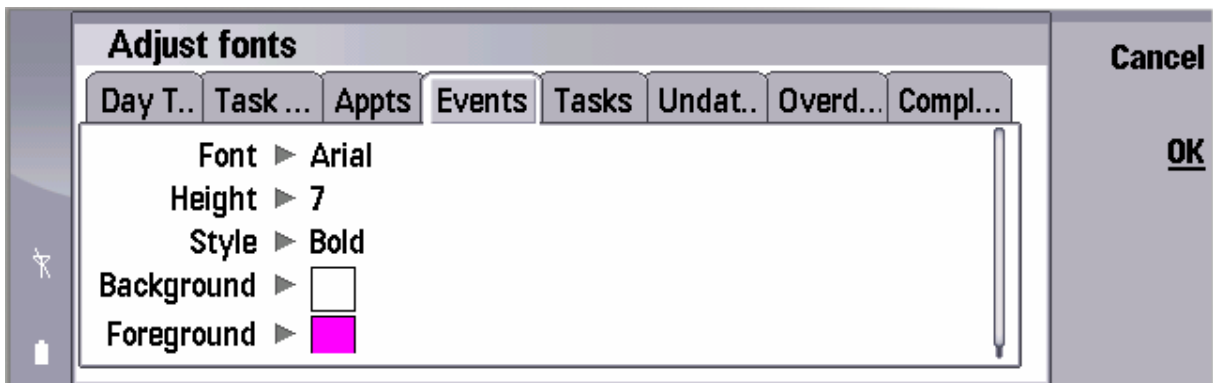
This pane concerns Day title in the list



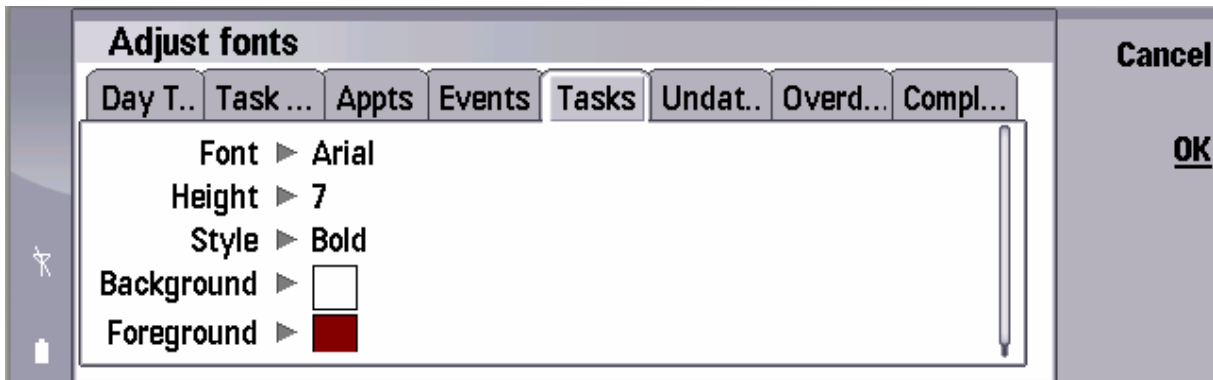
This pane concerns Task title.



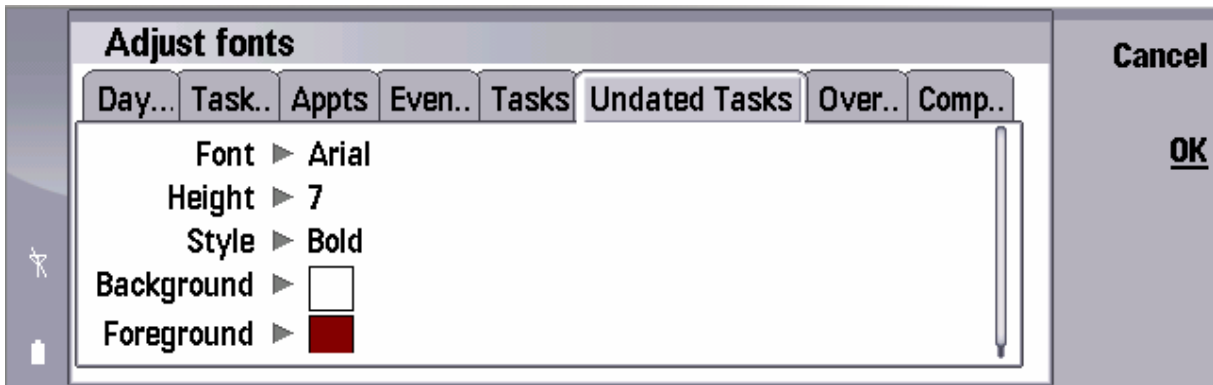
This pane concerns Appointment entries



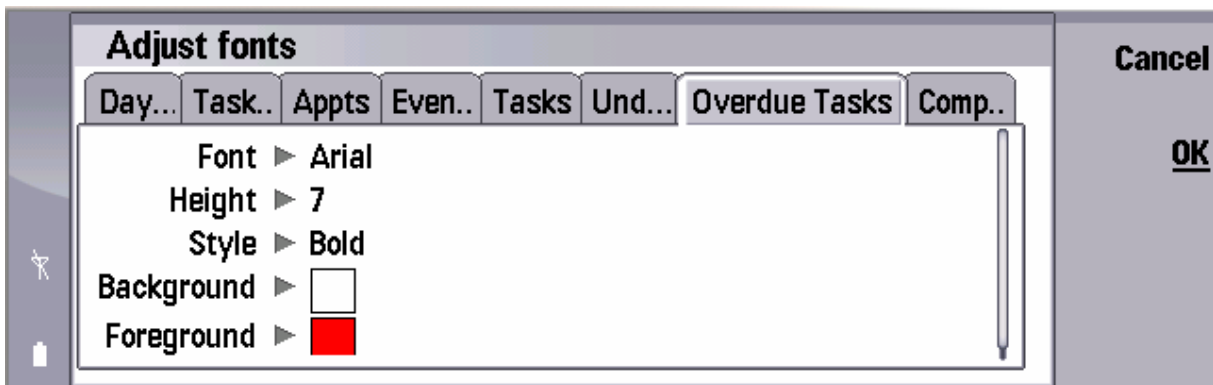
This pane concerns Event entries



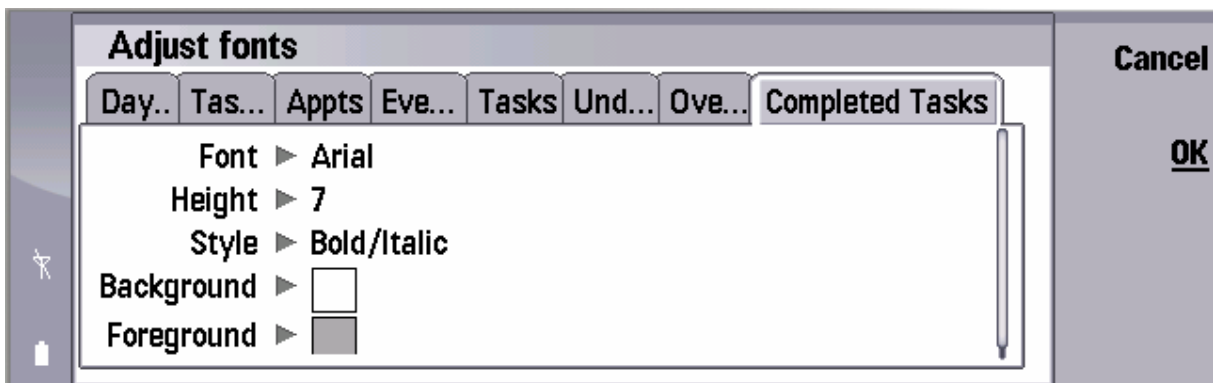
This pane concerns Task entries



This pane concerns undated task entries



This pane concerns overdue task entries

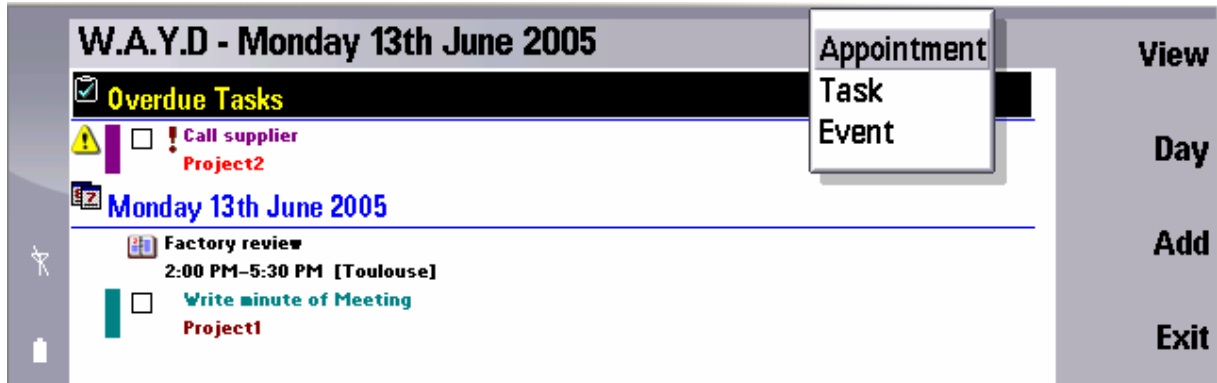


This pane concerns completed task entries.

6. Rapid agenda entries

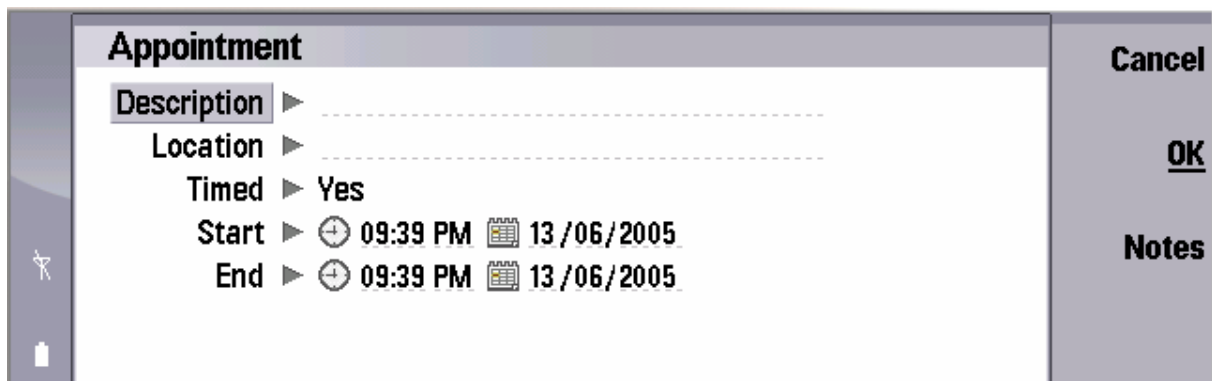
WAYD offers to users a way to enter agenda entries faster than the agenda application.

Select the agenda view and press “Add” at the right side of the screen.



6.1. Add/Edit appointments

Choose “Appointment”



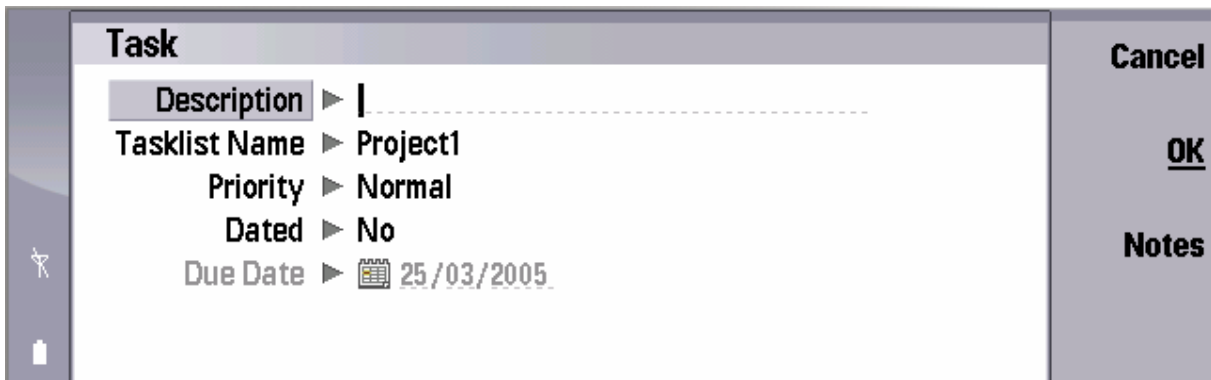
Users can directly update associated notes from this view (only for Nokia 9300/9500 devices).

Press **“Notes”** on the right side of the screen



6.2. Add/Edit tasks

Choose **“Task”**



Users can directly update associated notes from this view (only for Nokia 9300/9500 devices).

Press **“Notes”** on the right side of the screen



6.3. Add/Edit events

Choose “Event”



Event

Description ▶ |

Location ▶ |

Start ▶  25/03/2005

End ▶  25/03/2005

Cancel

OK

Notes

Users can directly update associated notes from this view (only for Nokia 9300/9500 devices).

Press “Notes” on the right side of the screen



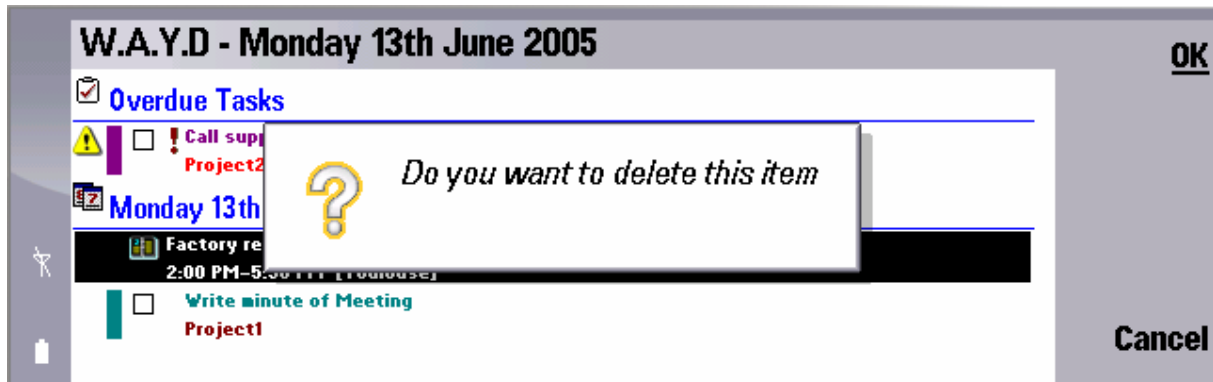
this is a note !|

Cancel

OK

6.4. Delete entries

To delete entries, users have just to select the concerned item in the list and press “**BACKSPACE**” key.

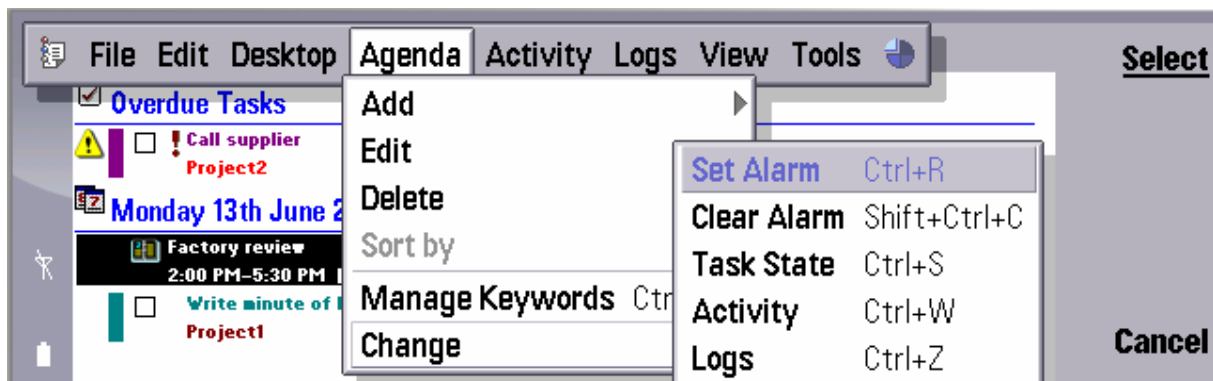


Just confirm the operation with “**OK**” button.

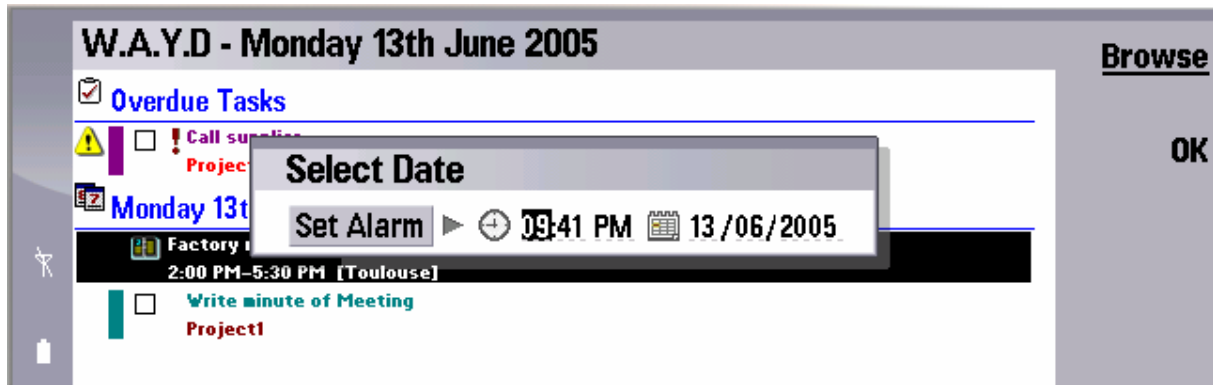
CAUTION : Repeating entries can not be deleted from “Task list” view.

6.5. Set alarms on entries

Alarms on entries can be directly set from the main menu. Select an item then open the main menu.



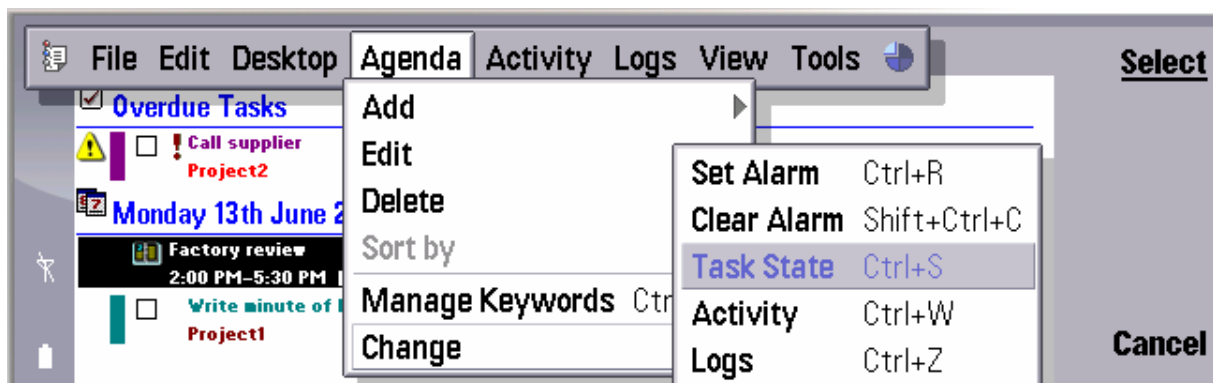
Users can set or clear an alarm with a keyboard shortcut.



Set the alarm date and time then press “OK” button.

6.6. Change the state of a task

Change easily the state of a task in pressing “CTRL S” or use the main menu.



This will change to check or uncheck the state of the selected task.

6.7. Show/Hide activity status in agenda view

Choose easily to display or not the status of each activity in pressing “CTRL W” or use the main menu.

6.8. Show/Hide logs in agenda view

Choose easily to display or not logs on activity in pressing “CTRL Z” or use the main menu.

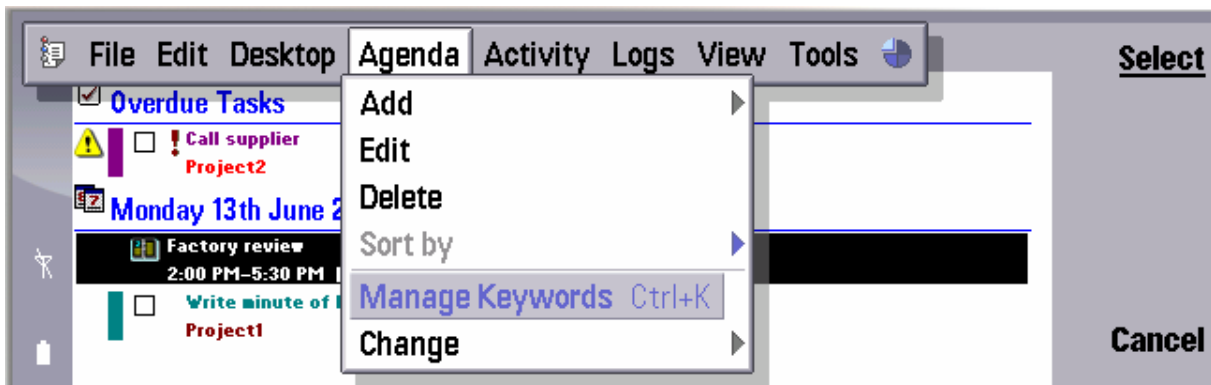
7. Manage keywords on agenda entries

WAYD offers another great feature : filter and colorize agenda entries with keyword values.

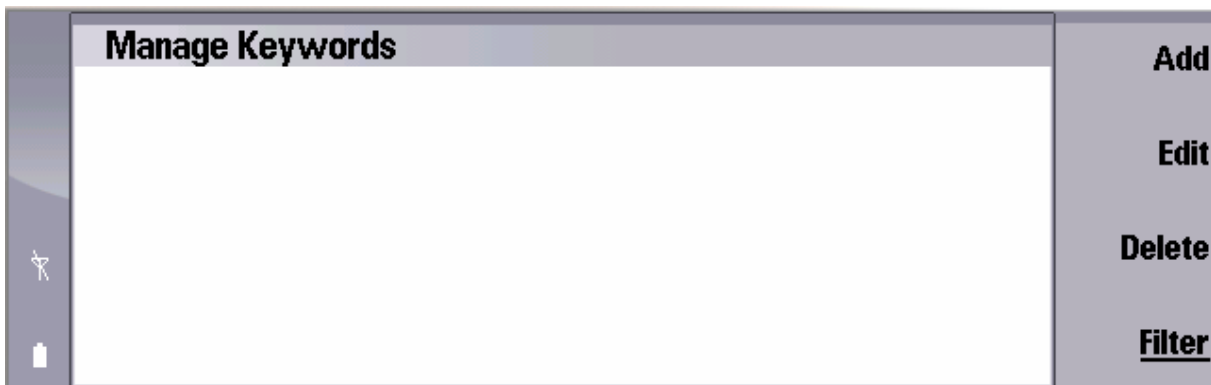
Users can for example display agenda entries which contains a specific keyword in the description, task list name or location.

Users can also apply specific colors on items regarding these keywords.

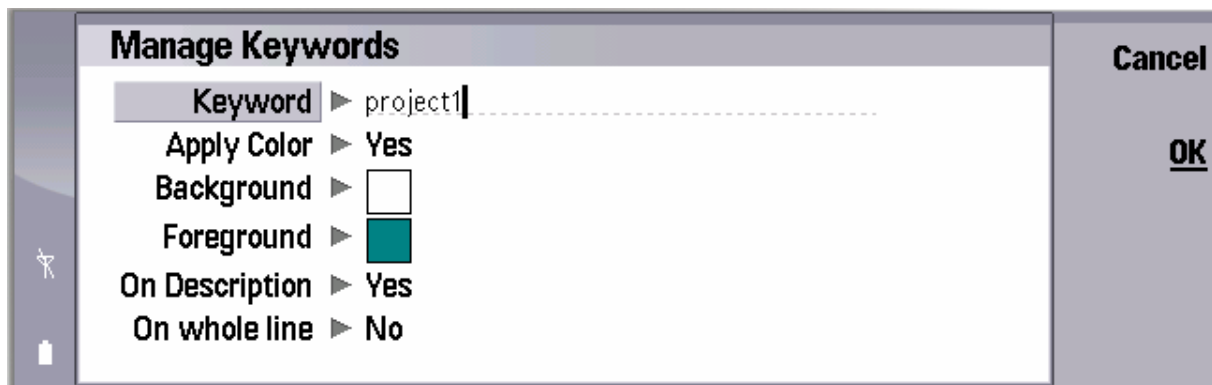
The both features are managed through a unique keyword definition.



Open the main menu and select “Manage keywords”



Press “**Add**” to add a keyword.



In this case all entries which will contain the word "project1" will have a description in green and a color indicator at the left.



Press "ESC" to close the dialog box.

Users can also filter to display only entries which contain the word “**project1**”.

Open the “**Keyword manager**”



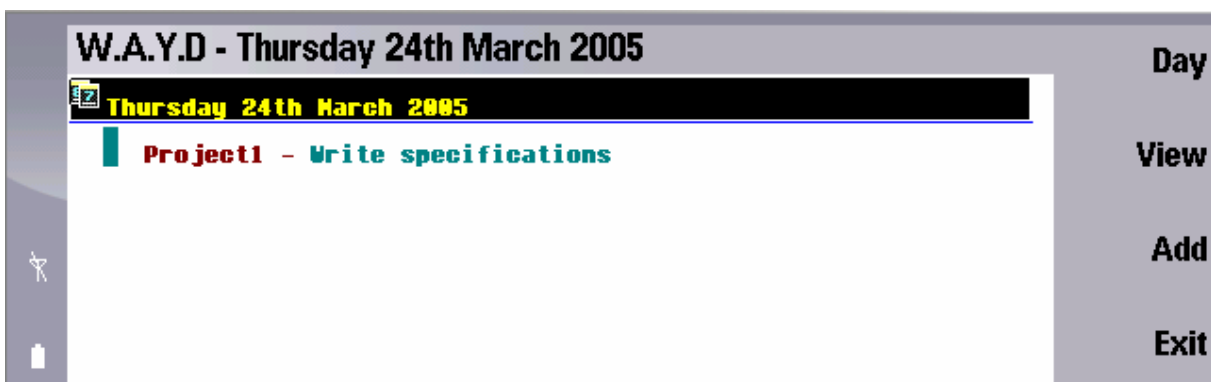
Press “**ENTER**” key or “**Filter**” button at the right of the screen.



An indicator has now been added to the left of the keyword.

This means that the agenda view will take in account only entries which contain selected keywords

.Have a look at the agenda view :



8. Activity and Project Management

WAYD introduces a new activity management feature. Users can now track projects or activities while consulting their agenda.

WAYD use the built-in todo-lists in order to separate each activity or project. Users select the activity/project in choosing a todo-list.

For example, we can create a todo list “Project1” with the built-in calendar application.

When moving with the “view” button, you can reach the activity/project list for the current built-in todo-list “Project1”

Task	Categ	Who	Start	End	Progress
Technical Specifications		Paul	05/06	12/06	0%

This new list offers a real task management for a project team.

You can fill these fields for each task :

Task item, Category, Who, Start Date, End Date, Progress.

Users can also manage indentation on each task in using the “CTRL”+”ARROW” keys.

Let create a recapitulative task named “**Documents**”:

Activity		Cancel
Task	Documents	OK
Categ		Notes
Who		
Start	01/01/1990	
End	01/01/1990	
Progress	0	

W.A.Y.D - Project1							View
Task	Categ	Who	Start	End	Progress		
<input checked="" type="checkbox"/> Technical Specifications		Paul	05/06	12/06	0%		Activity
<input type="checkbox"/> Documents					0%		Add
							Exit

We can now move this new task up with the "CTRL"+"UP" key.

W.A.Y.D - Project1							View
Task	Categ	Who	Start	End	Progress		
<input checked="" type="checkbox"/> Documents					0%		Activity
<input type="checkbox"/> Technical Specifications		Paul	05/06	12/06	0%		Add
							Exit

Now we will transform the "Document" task as a recapitulative task in using the "CTRL"+"RIGHT" key on the "specifications" task.

W.A.Y.D - Project1							View
Task	Categ	Who	Start	End	Progress		
<input checked="" type="checkbox"/> Documents							Activity
<input type="checkbox"/> Technical Specifications		Paul	05/06	12/06	0%		Add
							Exit

Now the “document” task get a new icon indicating that this item has become a recapitulative task.

Let’s edit it in order to see the difference.

Activity

Task ▶ Documents

Categ ▶

Cancel

OK

Notes

Some fields have disappeared and progress is no more available.

Users can also create milestones in setting the start and the end date to the same value.

Activity

Task ▶ Supplies delivery

Categ ▶ SUPP

Who ▶

Start ▶ 13/06/2005

End ▶ 13/06/2005

Progress ▶ 0

Browse

OK

Notes

W.A.Y.D - Project1

Task	Categ	Who	Start	End	Progress
<input checked="" type="checkbox"/> Documents					
<input type="checkbox"/> Technical Specifications		Paul	05/06	12/06	0%
<input type="checkbox"/> Supplies delivery	SUPP		13/06	13/06	0%

View

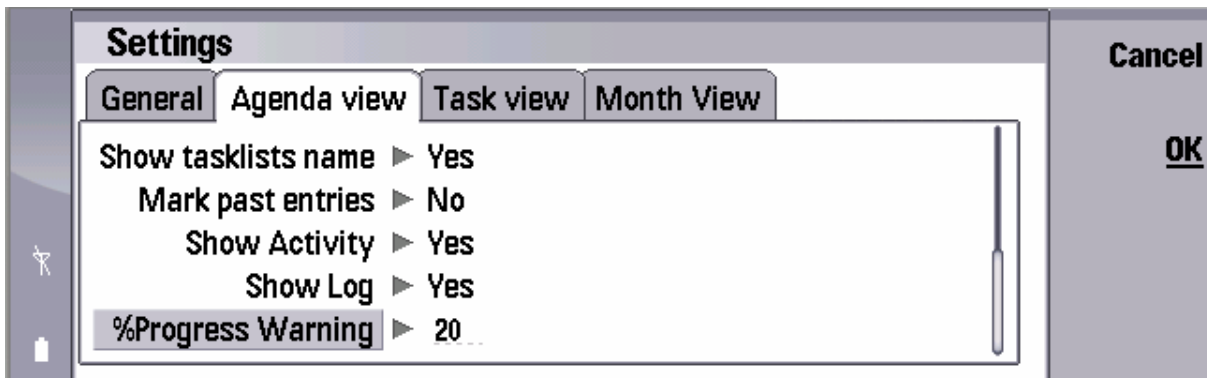
Activity

Add

Exit

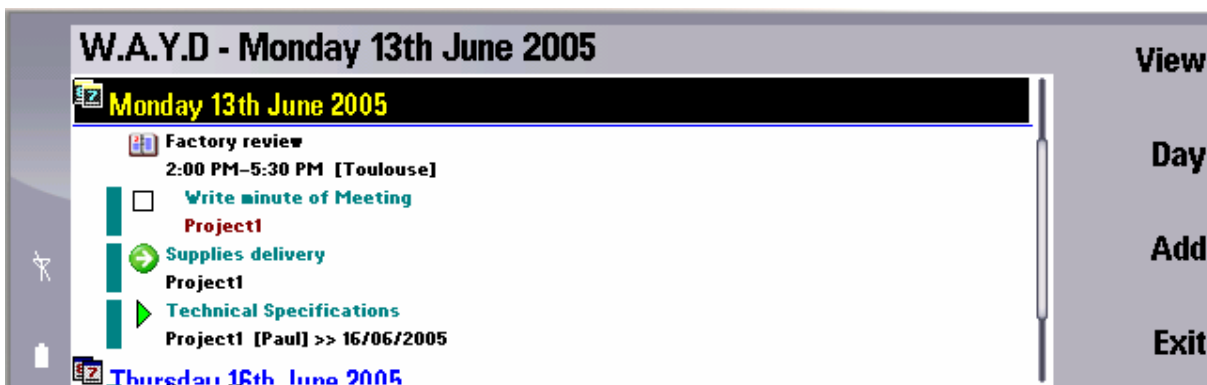
Manage your activity while browsing your agenda view.

You must update your preferences in setting “Show Activity” to “YES” in agenda view.



%Progress Warning value lets user select the threshold for a warning display on activity progress. If a user selects for example 20%, the warning will appear if the progress difference on a scheduled activity and current one is over 20%.

Switch to agenda view :



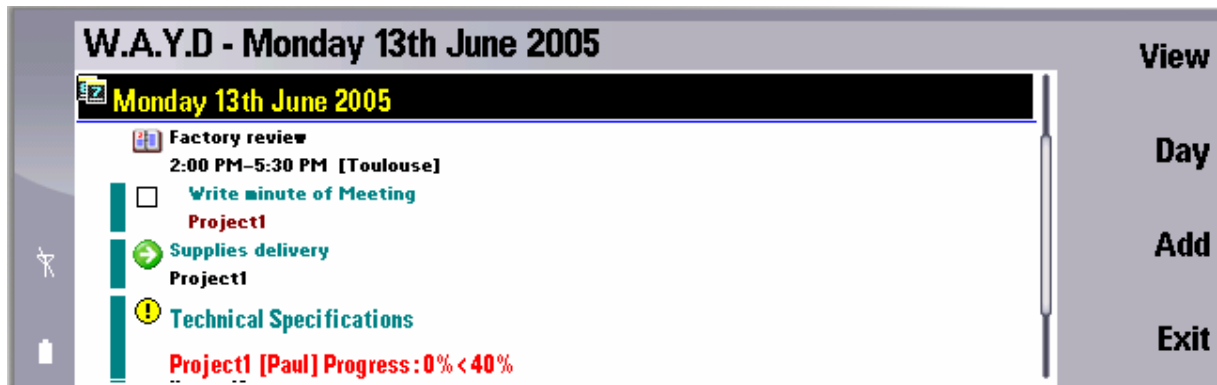
Now you can see in your agenda that the “specifications” of “Project1” start on the May 28, and finish on the June 10.

Also, you are warned about milestones or when the tasks must end.

The progress of an activity is displayed at the end date.

Suppose we are on the June, 4th and we don't have received the “supplies delivery”

Here is the update you will find for this task on this day :



You are always warned when an activity or a task is not on time. The progress is recalculated regarding the scheduled delay of the activity. This warning depends also on the threshold value defined in the general settings.

In this case, we see that the specifications must reached 40% of progress instead of the real one set to 0% at this state.

You never miss something now.

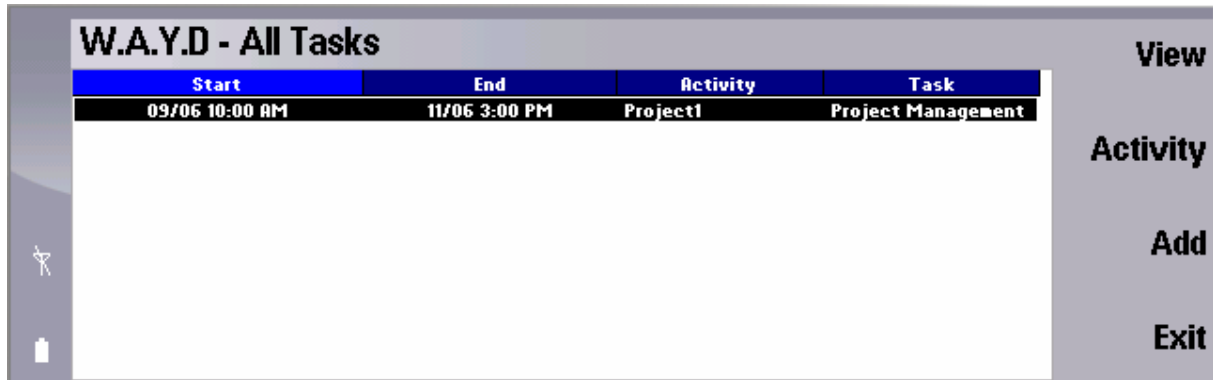
Of course there are some font adjustments as for the other views for all activity states.

Keywords and Colors also apply for these new items in the list.

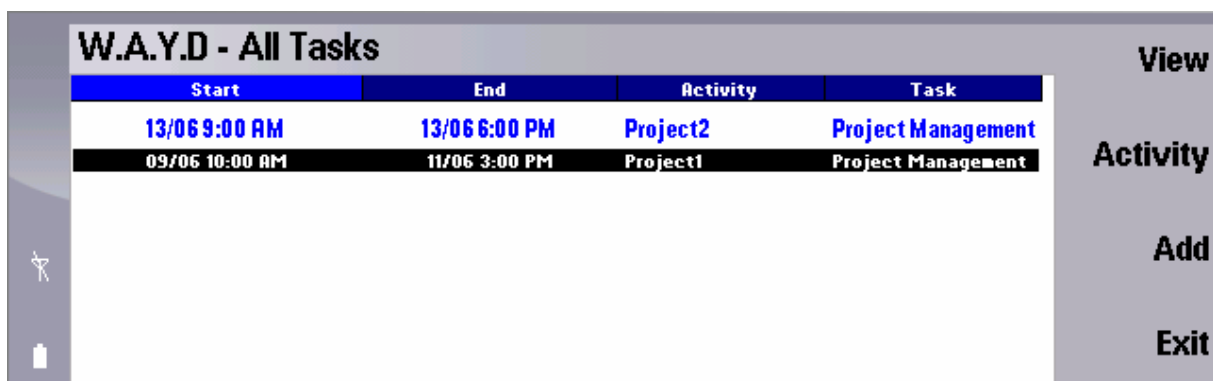
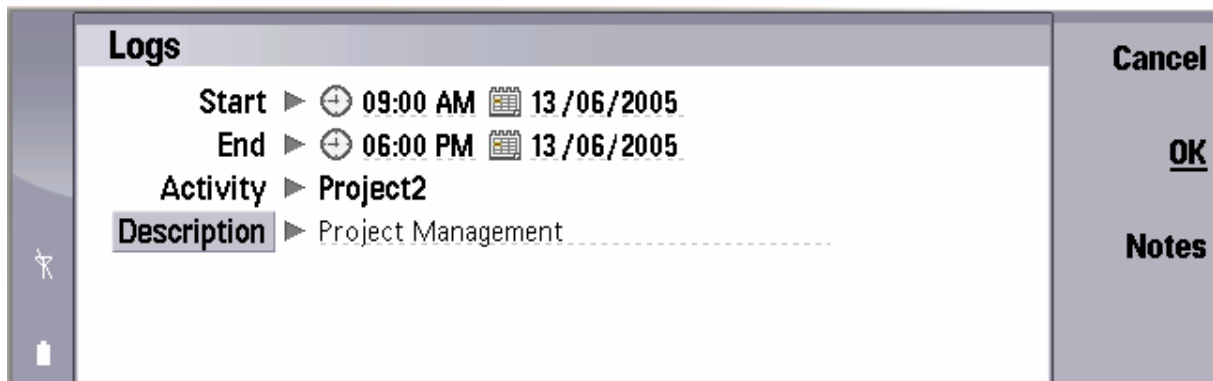
9. Log your daily activity

WAYD includes also a time tracking feature. Users can now track time spent on activities and are able to see time spent while consulting their agenda.

Press **“View”** button to reach Log view.

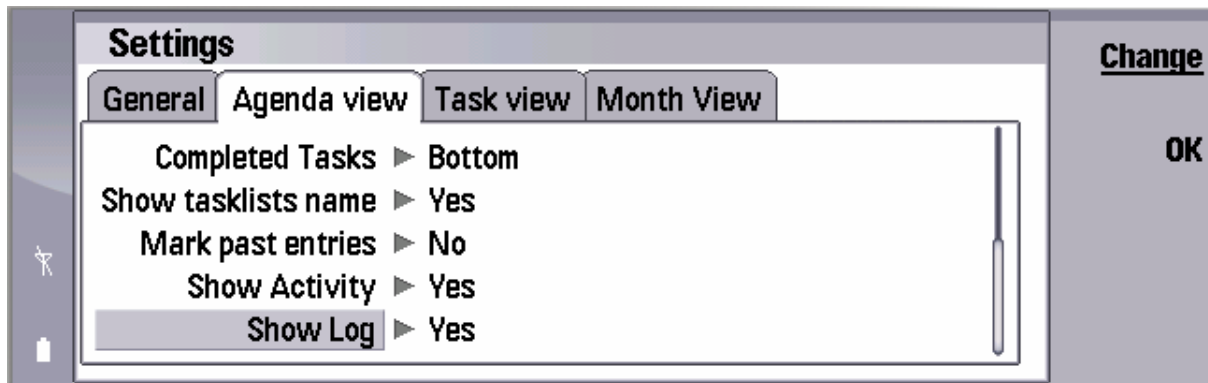


Press **“Add”** button to add a record.

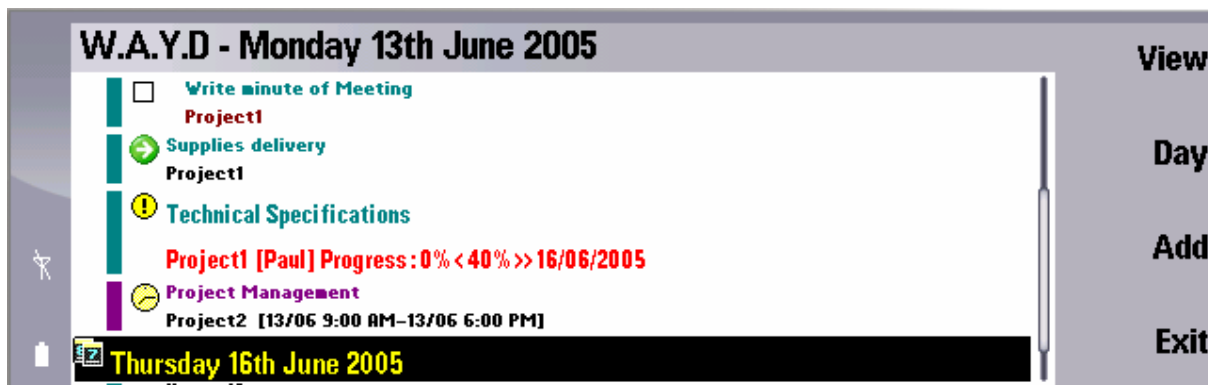


See tracked time while browsing your agenda view.

You must update your preferences in setting **“Show Log”** to **“YES”** in agenda view.



Switch to agenda view :



10. Manage links to contact

WAYD allows users to add link agenda, activity and time items to contact.

Select an appointment for example.



Press **TAB** key



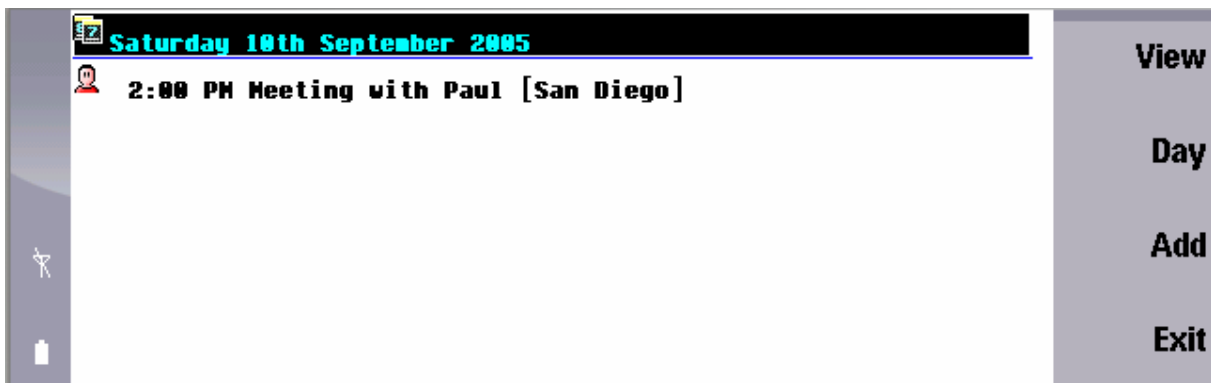
Press "Add" to open the contact selector



Press "Select"



Press now **“Cancel”** to close the dialog box.



Let's open the links to this entry in pressing **“TAB”** key again.

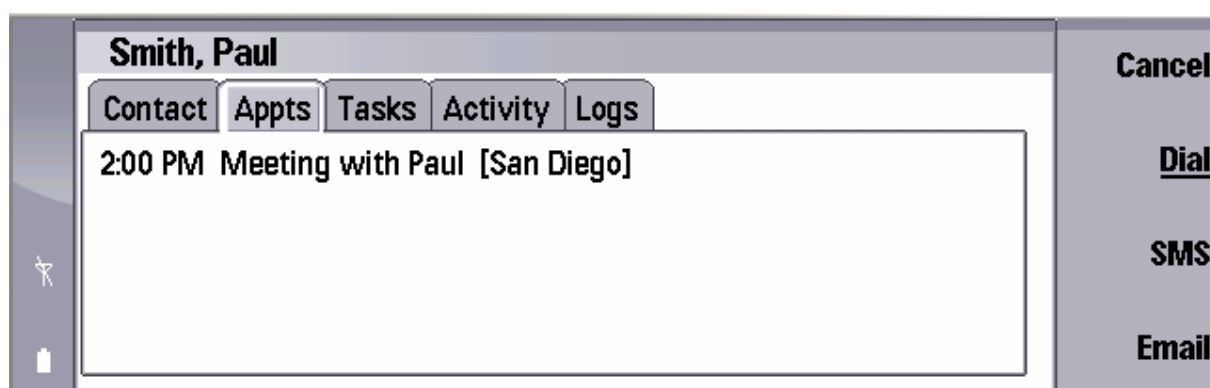


Select a contact and press **“Enter”** or **“Show”** button.

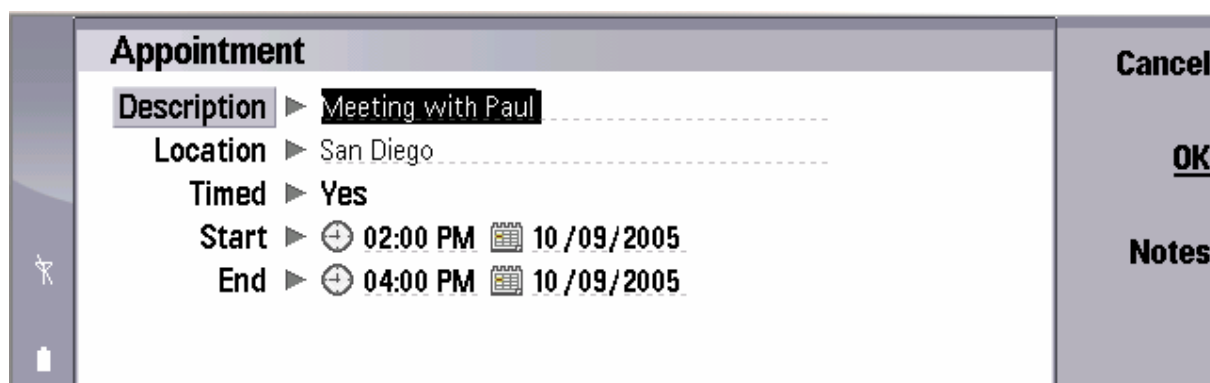


The contact detail has changed and show more tabs.

Select “**Appts**” tab.



You can select an item and press “**ENTER**” to edit it.



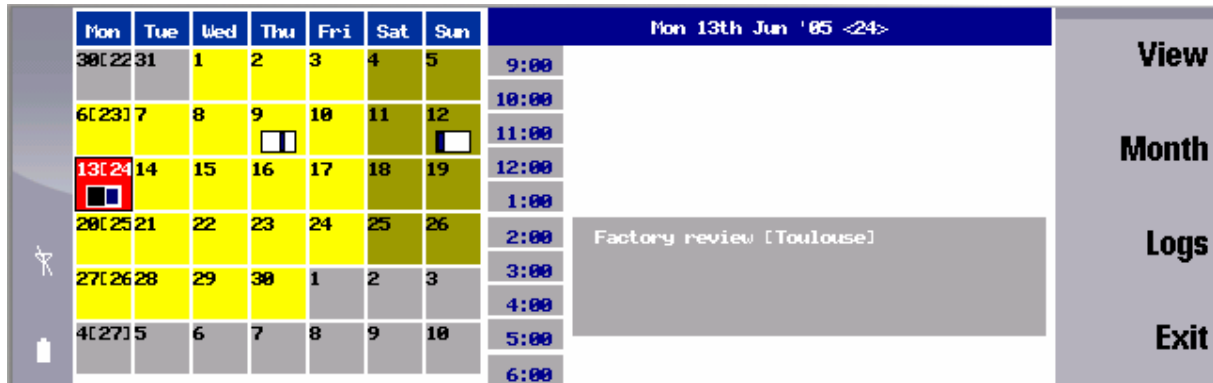
So what else ?

Users can now with a shortcut on this contact on the desktop for example and display all important information on a contact : appointments, tasks, time, activities.

11. Busy view

11.1. Introduction

WAYD offers an enhanced month view. Press “View” button at the right side of the screen.



This view contain all the month including the week end. The week end can be hide in the global preferences.

The current day is highlighted in cyan.

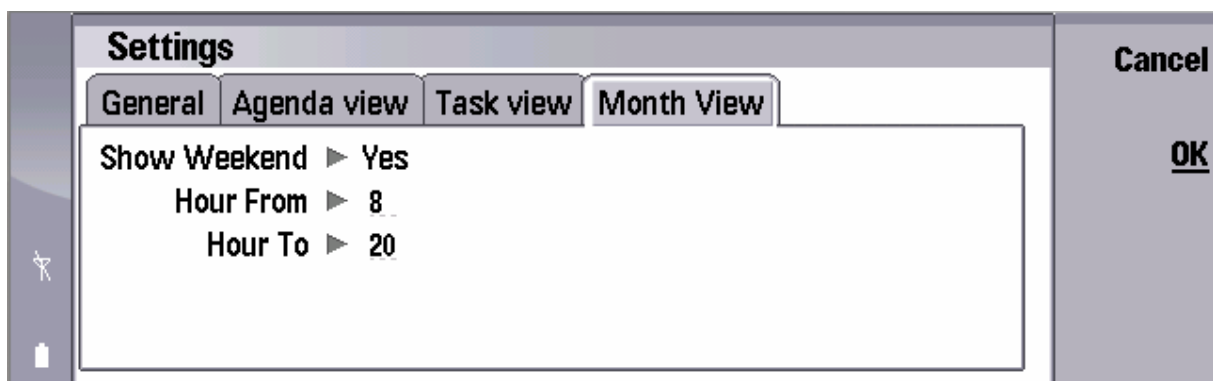
Each day may show a rectangle with all the appointments for the day.

The rectangle starts by default from 8:00 am and ends at 8:00 pm. These settings can be adjusted in the global preferences.

Events are display with a long bar just over the rectangle.

Colors are set according to keywords and their associated foreground color.

11.2. Change default settings



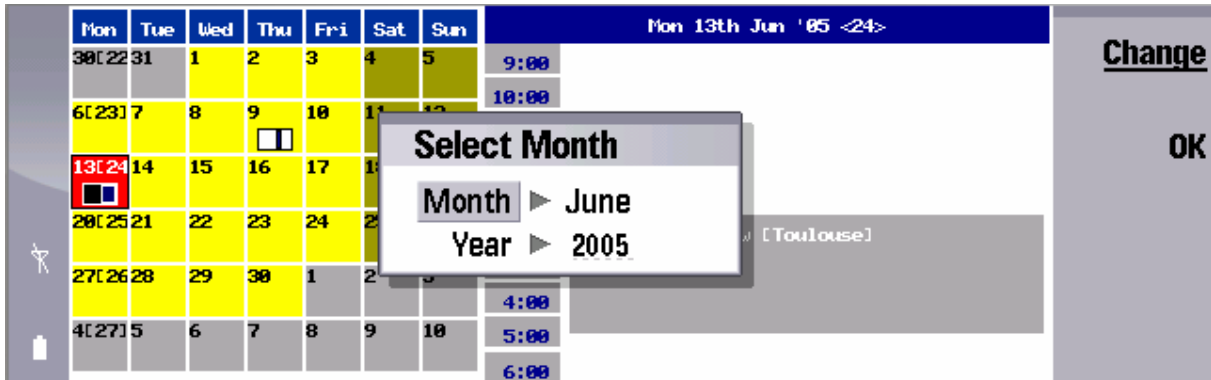
You can change the display view settings.

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11.3. Move between months

You can navigate between months in using the “CTRL”+”LEFT” or “CTRL”+”RIGHT” keys.

You can also select a specific month in pressing the “Month” button at the right side of the screen.



11.4. Navigate between days

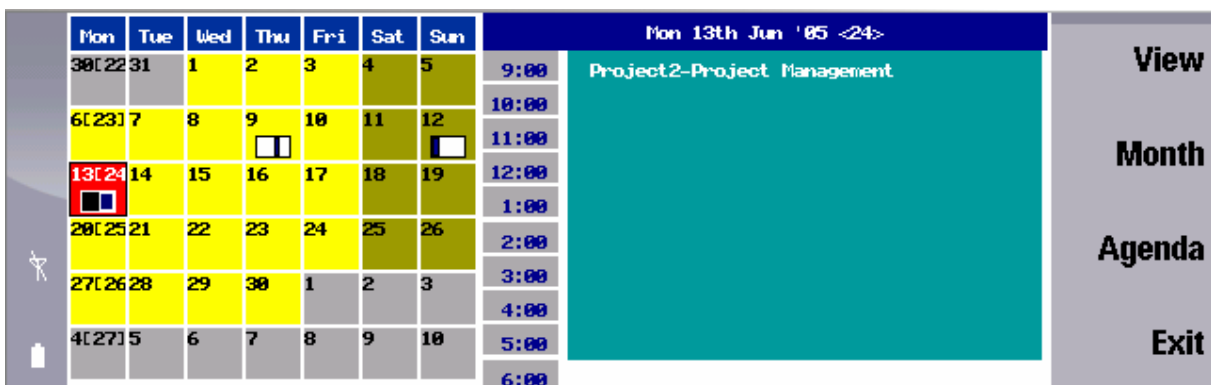
You can also navigate between days in using the “ARROWS” keys.

You can open the agenda view on the selected day in pressing “ENTER” key.

Open day March, 27 after selecting it in pressing “Enter” key

11.5. Show Tracked time

User can also see tracked time in the busy view. Press “Logs” button.

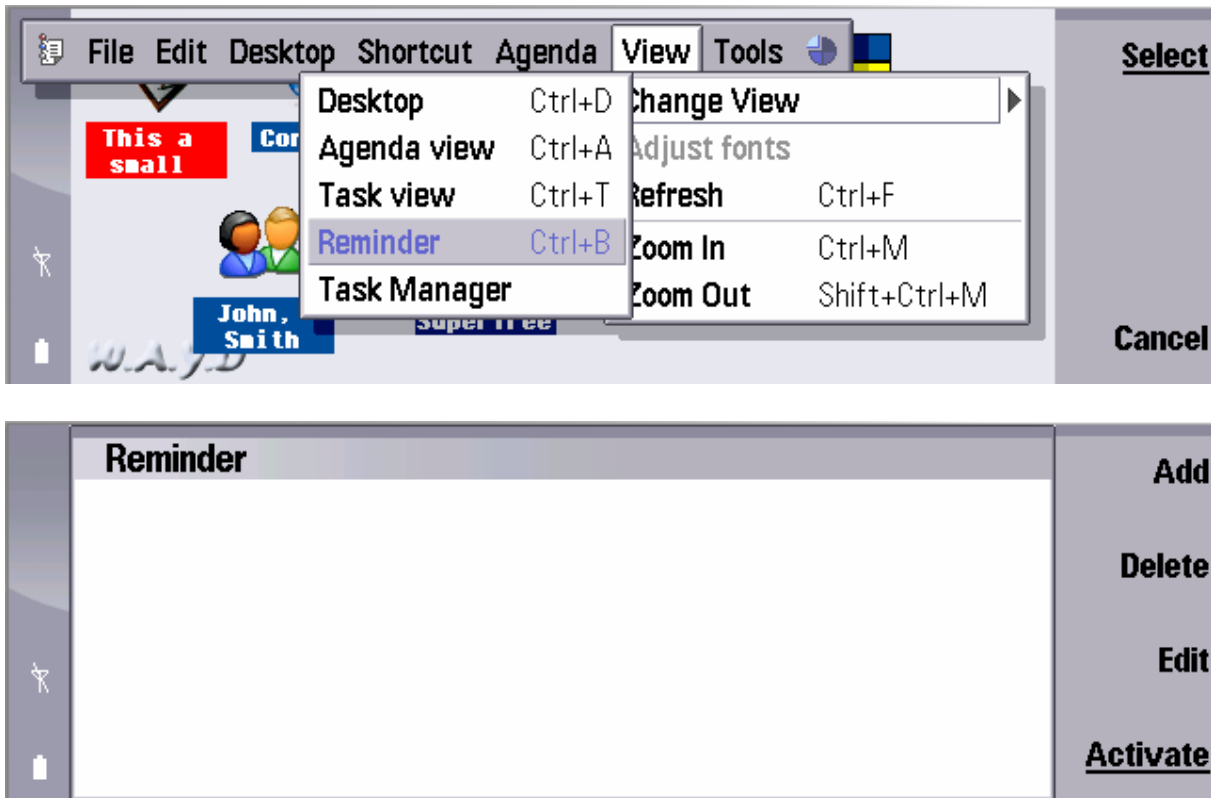


To go back to appointments display, just press “Agenda” button.

12. Reminders

WAYD offers a reminder manager.

Select the reminder view from the main menu



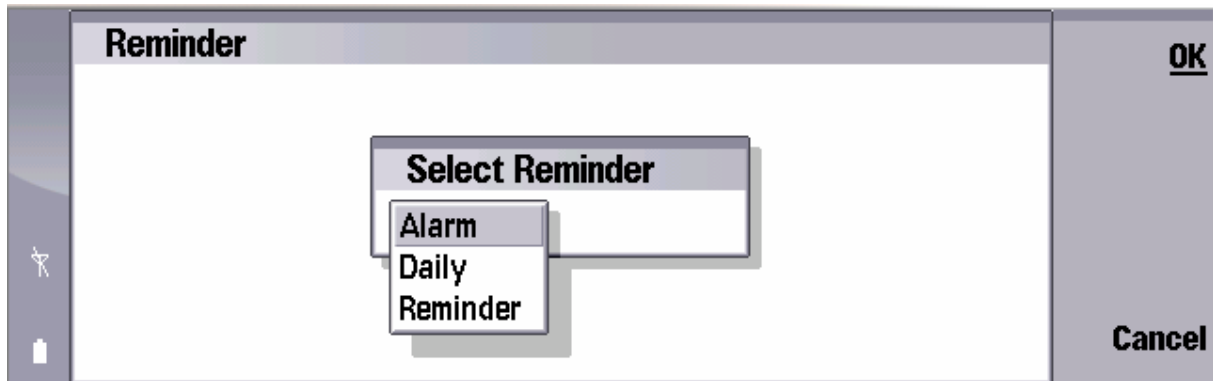
There are 3 different kinds of reminders : Alarm, daily and reminder

Alarm is a dated alarm with a date and a time, daily is reminder which can be set at the same time for different days in the week, reminder can be set according to a duration starting from the current time.

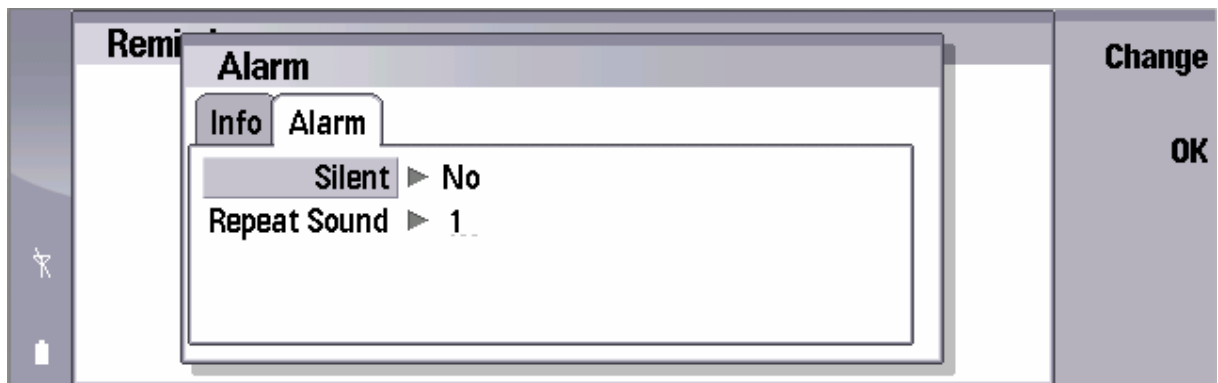
“**Activate**” button is used to activate/unactivate selected reminder. When activated a reminder becomes active.

Remember reminders are active only when WAYD is running.

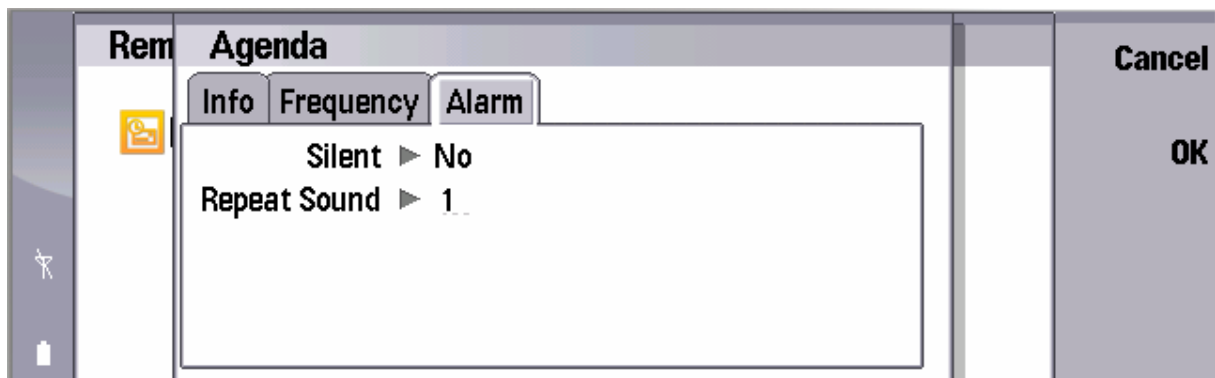
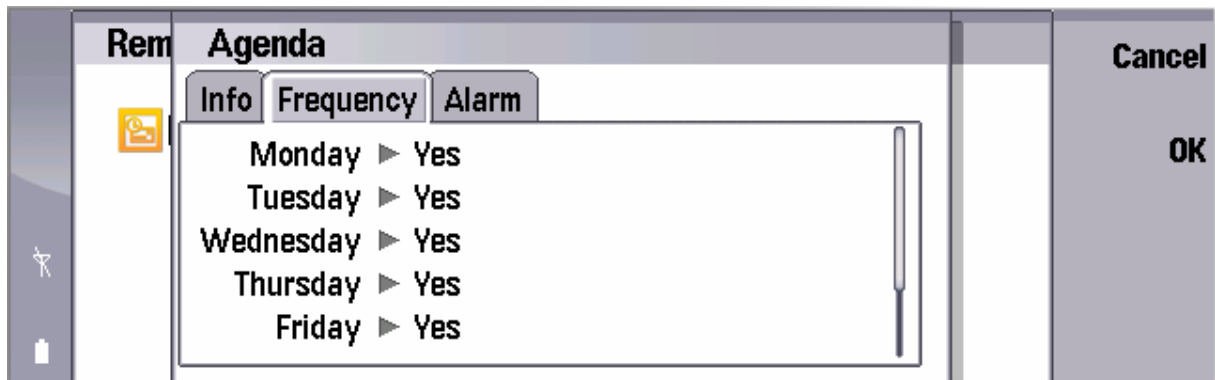
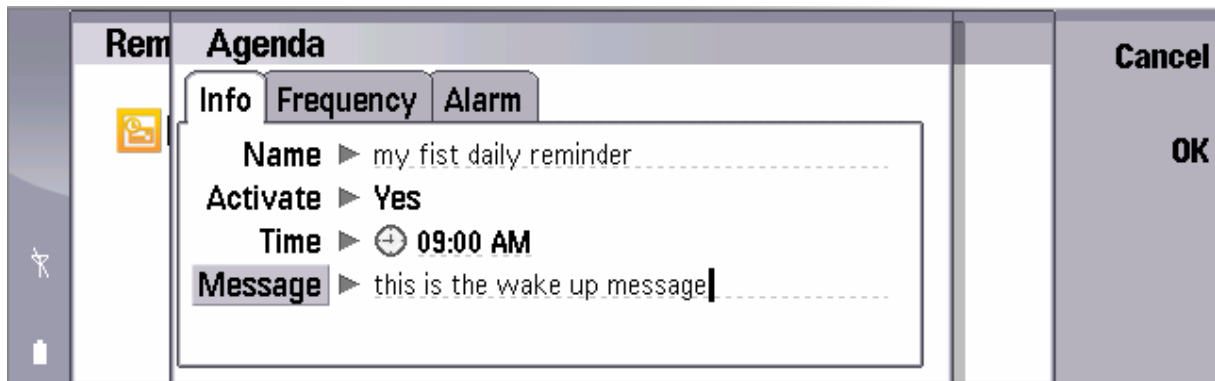
Press **"Add"** to define a reminder



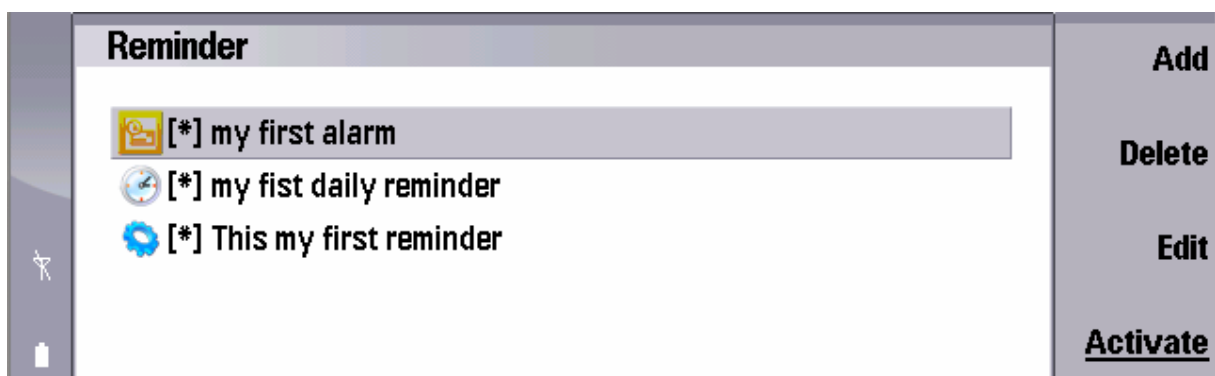
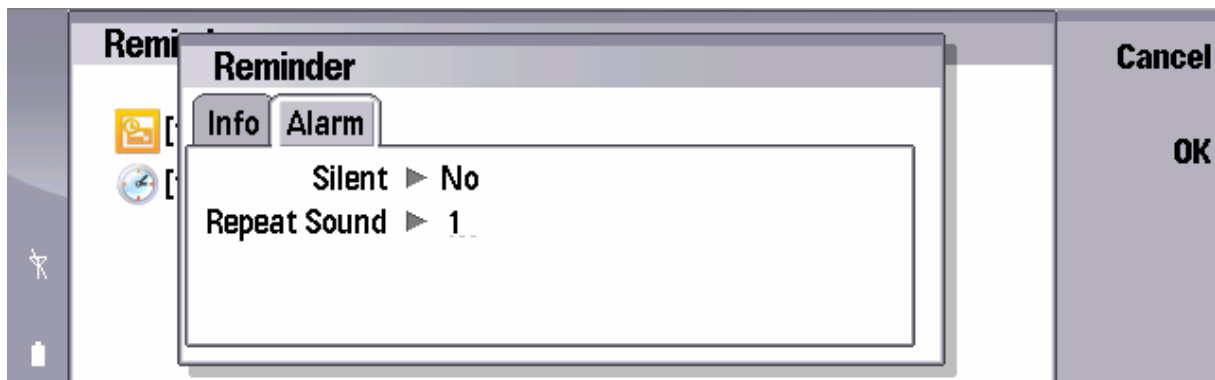
When selecting **"Alarm"**



When selecting “Daily”



When selecting “Reminder”

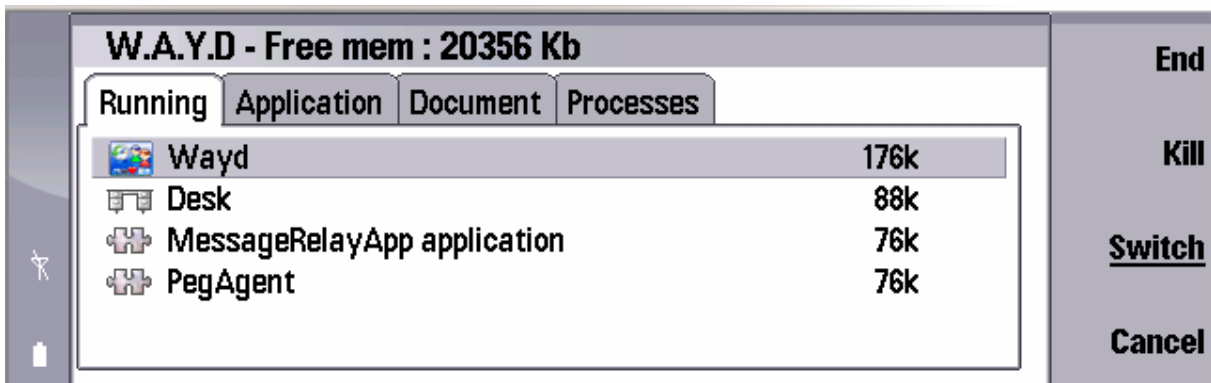
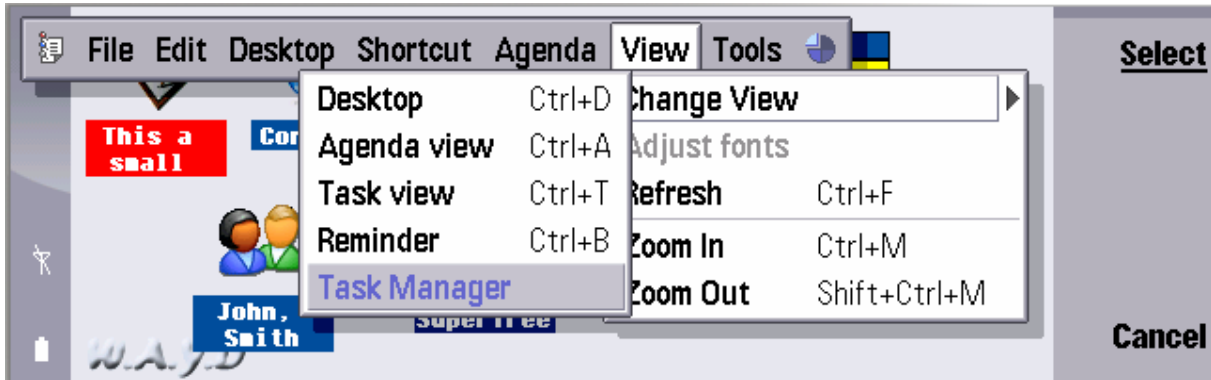


13. Task Manager

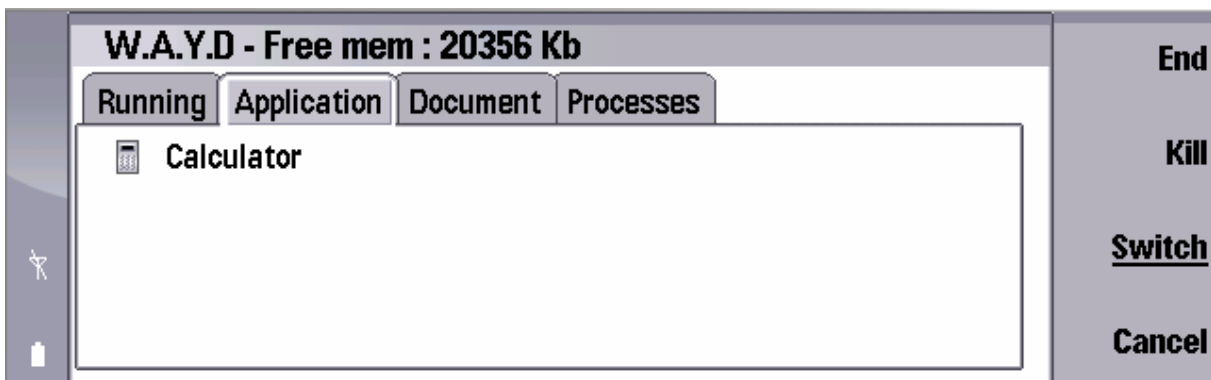
WAYD offers a task manager which can display all applications and processes running on the device.

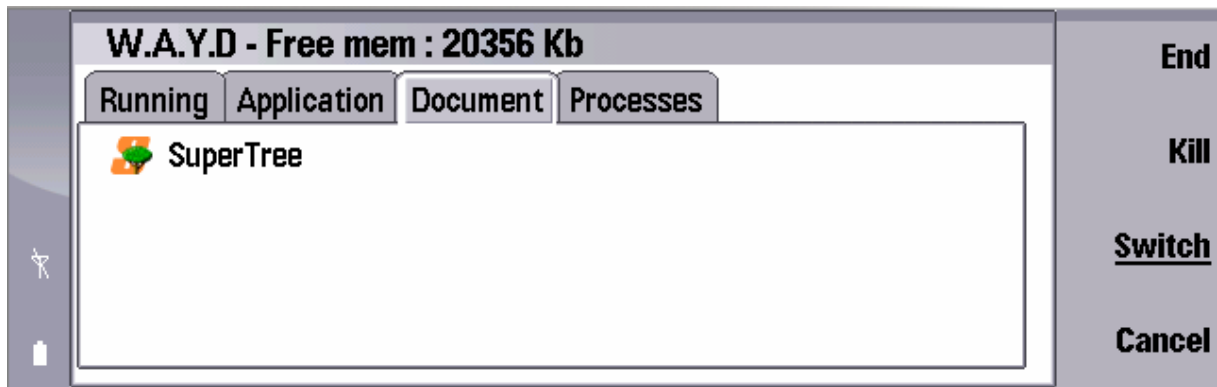
INVOKE WAYD TASK MANAGER FROM EVERYWHERE EVEN IF WAYD IS NOT FOCUSED IN PRESSING “CTRL”+”ESC” hotkey .

Open the main menu and select “Task Manager”



The task manager shows the applications or documents running, but also the applications and documents that exist in WAYD all desktops. Therefore launch a shortcut becomes much easier. You can also display all running processes.





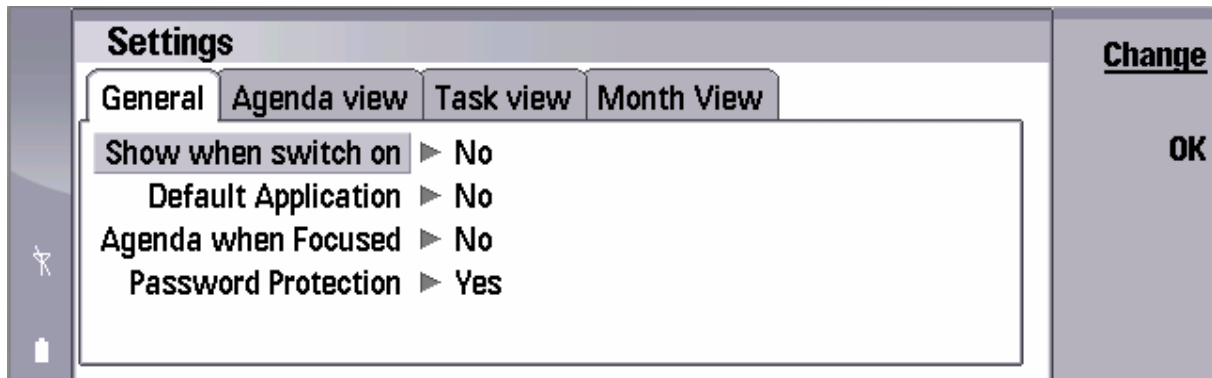
“**End**” button will close an application, tasks can not be ended for security reasons.

“**Kill**” button will terminate an application, tasks can not be killed for security reasons.

“**Switch**” button will switch to or start the selected application.

14. General settings

WAYD allows other interesting features available in the general settings.

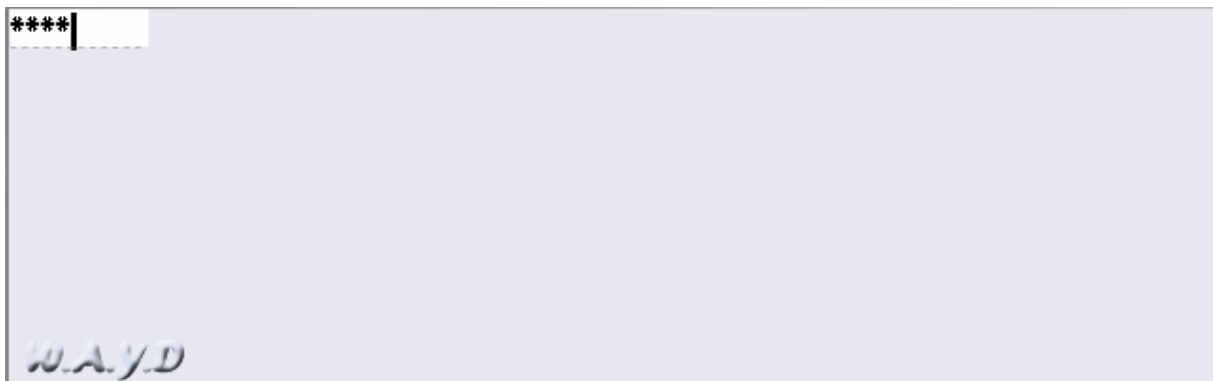


“**Show when switch on**” option brings WAYD in foreground every time you open the case or you switch on your device.

“**Default application**” option makes WAYD the default application : every time you exit from an application, WAYD will be bring to foreground.

“**Agenda when focused**” option brings the agenda view at the top every time you come back to WAYD.

Password protection is an interesting feature. It protects your device from unwanted access every time you open your communicator.



On the 9300/9500 you can define your own background image in putting the corresponding jpeg file named “wayd.jpg” in “c:\system\apps\wayd” folder.

If you loose your password you will be able to reboot your device and delete wayd.ini file in “c:\system\apps\wayd” folder.

>>> END OF DOCUMENT <<<