

# Agenda At Once

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# Agenda At Once

## User Manual

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*by Dataland Software*

*Thank you for choosing Agenda At Once. We are certain that you won't be dissapointed with its abilities to help you become or remain organized.*

*We hope that this manual will serve you well as an additional guide.*



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# Introduction

**Part**



# 1 Introduction

How many personal organizers you have tried to use in the past? With how many of them you were satisfied? How many of them fulfill the most basic requests for this kind of software: to be **simple to use, fast, low memory consuming** and yet **powerful enough** to support all tasks that you need to accomplish?

**Agenda At Once** could be just what you are looking for a long time. A carefully designed user interface reduces the number of mouse clicks and keyboard presses, and memory consuming is so low that you will not notice any delay while working.

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## Features overview

- Simultaneous connection from **multiple users** <sup>[79]</sup>
- **Multiple databases** support
- To-do list <sup>[12]</sup> **hierarchically** organized as tasks and subtasks
- **Percent based** tasks completion
- **Manual and drag & drop** <sup>[74]</sup> task scheduling and planning
- Categorizing tasks by **Categories and Assignees** <sup>[41]</sup> (multiple selections allowed)
- **GTD** <sup>[84]</sup> (Getting Things Done) <sup>[84]</sup> ready
- Tasks **linked** to each other
- Enhanced and clickable **systray tooltip (tasks for today)**
- **Powerful filters** <sup>[44]</sup> can be saved for future use
- **Daily/Weekly/Monthly planner** <sup>[15]</sup> view
- Auto and manual **sorting**
- To-do and schedule **recurring**
- To-do and schedule **reminder**
- **Quick Notes** <sup>[18]</sup> – simple notes management
- **Printing** <sup>[57]</sup> possibility with **advanced reports**
- Simple and fast **Full Text Search** <sup>[45]</sup>
- **CSV** import <sup>[65]</sup> and export <sup>[66]</sup>
- **Password** <sup>[86]</sup> protection and file encryption
- **Low memory and disk** requirements
- Can be installed to **USB stick drive** <sup>[82]</sup>
- **Very customizable** <sup>[46]</sup> (toolbars, behavior, keyboard shortcuts, etc)



Although **Agenda At Once** is designed to be intuitive and user friendly, you may want to read this manual to achieve maximum functionality. It especially refers to Keyboard shortcuts section.

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## Manual contents

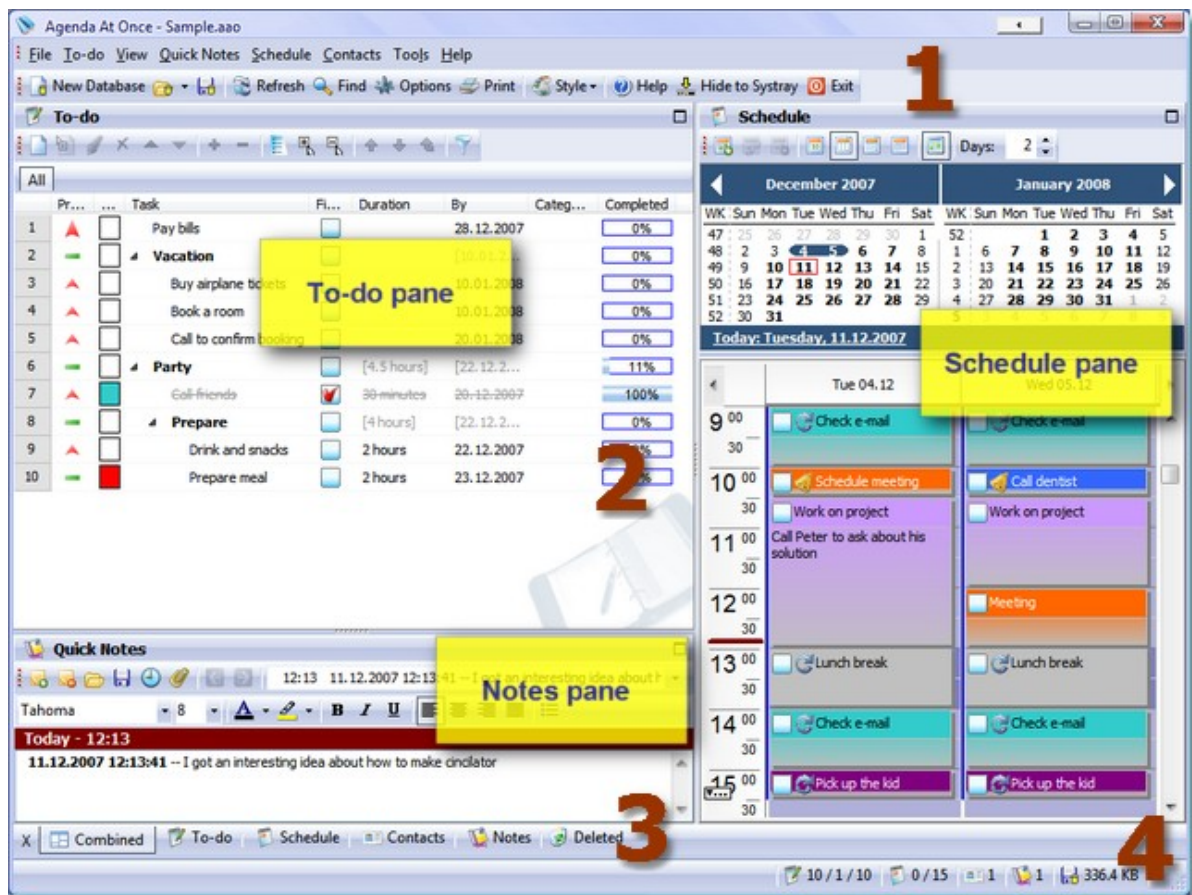
Manual is divided into several chapters.

- |                             |   |
|-----------------------------|---|
| <b>1. Introduction</b>      | Chapter <b>Introduction</b> (you are reading it right now) contains general information about software and this manual. |
| <b>2. Basic concepts</b>    | <b>Second chapter</b> helps you start using Agenda At Once by explaining basic.   |
| <b>3. User interface</b>    | <b>Third chapter</b> is a detailed reference of user interface elements such are menus, toolbars and windows.           |
| <b>4. Advanced using</b>    | <b>Fourth chapter</b> contains more detailed information about some advanced topics.                                    |
| <b>5. Other information</b> | Last, <b>fifth chapter</b> contains additional, mostly non-technical information.                                       |

## 1.1 Main screen

Agenda At Once main window consists of:

1. Main menu and toolbar
2. Main program area (see below)
3. View tabs
4. Status bar



### Main program area

In order to keep all relevant data always visible, Agenda At Once introduces **combined view** which means that main program area is divided into up to four sub-areas. Each quadrant can contain one of four panes. Default layout looks like in the image above, or:

<b>To-do pane</b>	<b>Schedule pane</b>
<b>Notes pane</b>	<b>Empty (invisible)</b>

Of course, panes can be resized to match your needs, and layout can be configured via options [46](#) window.

Sometimes you temporary need more space when working with Agenda At Once, so it is possible to **maximize** each pane to full area. In addition to standard maximize/restore buttons or double-clicking at pane title, you can conveniently use **View tabs** at the bottom of the screen (3).

#### See also

[Basic concepts](#) [10](#)

[Layout options](#) [48](#)

[To-do pane](#) [12](#)

[Schedule pane](#) [15](#)

[Contacts pane](#) [17](#)

[Quick Notes pane](#) [18](#)

## 1.2 Default keyboard shortcuts

For best utilization and fast using we encourage you to use keyboard shortcuts, especially to-do related. Also, you may want to configure Global Shortcuts<sup>[54]</sup>. Please note that keyboard shortcuts can be easily reconfigured by using Customize Toolbars<sup>[68]</sup> option.

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### General

<b>Ctrl+P</b>	Print data
<b>Ctrl+F</b>	Full text search
<b>Ctrl+O</b>	Application options
<b>Esc / Ctrl+M</b>	Minimize to system tray
<b>Ctrl+F1 – CTRL+F12</b>	Switch database
<b>F1</b>	Help
<b>F5</b>	Refresh data
<b>Alt+F4</b>	Close application

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### To-do related

<b>Ctrl+T</b>	Add new root task (dialog)
<b>Ctrl+Y</b>	Add new subtask of selected task (dialog)
<b>Ctrl+E /</b>	Edit selected task (dialog)
<b>Ctrl+Enter</b>	
<b>Ctrl+=</b>	Increase task priority
<b>Ctrl+-</b>	Decrease task priority
<b>Ctrl+]</b>	Increase completion of selected task by 10%
<b>Ctrl+[</b>	Decrease completion of selected task by 10%
<b>Ctrl+1</b>	Set completion of selected task to 100%
<b>Ctrl+0</b>	Set completion of selected task to 0%
<b>Ctrl+Alt+S</b>	Finds and selects linked scheduled task
<b>Ctrl+Alt+Up</b>	Move task up
<b>Ctrl+Alt+Down</b>	Move task down
<b>Ctrl+Alt+Left</b>	Move task to parent
<b>Ctrl+Alt+Right</b>	Move task one level down
<b>Ctrl+Right</b>	Expand selected task
<b>Ctrl+Left</b>	Collapse selected task
<b>Ctrl+Tab</b>	Switch to next filter tab
<b>Shift+Ctrl+Tab</b>	Switch to previous filter tab
<b>Ins</b>	Fast add new task at same level as selected task (inline)
<b>Ctrl+Ins</b>	Fast add new subtask to selected task (inline)
<b>Enter / F2</b>	Edit selected value (inline)
<b>Del</b>	Delete selected task(s)
<b>Arrow keys</b>	Move through tasks and columns

**Fast type** Incremental search through task description

---

### Schedule related

**Ctrl+S** Add new scheduled task (dialog)  
**Ctrl+R** Edit selected scheduled task (dialog)  
**Ctrl+Alt+T** Finds and selects linked to-do task  
**Arrow Up / Down** Moving task up or down  
**Shift + Up / Down** Resizing up or down  
**Drag and drop** Moving task  
**Ctrl + Drag and drop /** Detach task from planner (to allow drop to to-do or planner  
**Alt + Drag and drop** header)

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### Contacts related

**Ctrl+K** New contact  
**Ctrl+L / Enter** Edit contact  
**Arrow keys** Moving through list

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### Quick Notes related

**Ctrl+N** New note  
**Ctrl+Alt+D** Insert Date and Time to note  
**Ctrl+Alt+Left** Previous note  
**Ctrl+Alt+Right** Next note  
**Ctrl+Shift+L** Switch bulleted / numbered list type

### See also

Global Shortcuts [54](#)

Database Shortcuts [49](#)

Customize toolbars [68](#)



# Basic concepts

**Part**



## 2 Basic concepts

While designing Agenda At Once we tried to make user interface as simple as possible and follow natural method of time planning. As it becomes mature and well rounded product, we kept basic principles while adding additional features in unobtrusive way. By default, Agenda At Once shows all important data in one screen (Combined View<sup>[4]</sup>), and this principle eliminates unnecessary clicks and key presses.

Natural method of time planning may consist of following steps:

### 1. Add task to to-do list

It should be as simple as possible. Using pen and paper is probably still fastest way to do this, but than you wouldn't be able to use advanced features that computers allow. By using our software, tasks can be entered just by pressing **Insert** key and typing its description.

### 2. Approximate task duration and deadline date (optional)

This step will help you with later scheduling. However, not every task is intended to be scheduled, so this step might be skipped.

### 3. Schedule fixed appointments

You should reserve time for appointments that are hard or impossible to postpone (meetings, trips, vacations and other fixed appointments). If you enter these appointments first, you will have a nice overview of free time that you can fill anyway you find appropriate.

### 4. Assign to-do tasks to free time

Browse through to-do list and determine when each one of them can be done. Arrange tasks considering priorities and earlier defined schedule. In our application, this step is easily completed by simple drag and drop mechanism: drag task from to-do list and drop it to planner. You can also drag multiple tasks at same time and application will automatically determine exact times while taking in consideration durations.



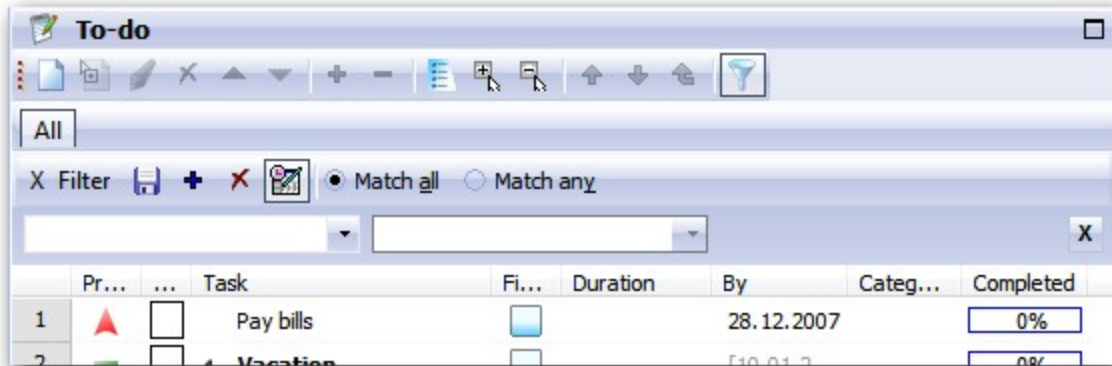
## 5. Adjust plan afterwards

If something came up and you were unable to accomplish a task at planned time, you should be able to correct that. Agenda At Once allows you to reschedule tasks simply by moving them. You can also drag scheduled task back to to-do list, which means that you wish to postpone it but you are still not sure about new time. Scheduled task will become a to-do task and you can get back to it later when you are ready to consider it again.

Although we probably haven't told anything that you already didn't know, our wish was to present short overview of our thoughts and application concept. All steps are easily covered by **Agenda At Once** via to-do list management<sup>[12]</sup>, schedule<sup>[15]</sup> and their cooperation<sup>[74]</sup>.

## 2.1 To-do pane

To-do pane is intended to give you simple and powerful functions for managing to-do list tasks. Actually, to-do list is not quite a list – it's a tree. Because "real life" task can be divided into more subtasks, we decided to make Agenda At Once in a same manner.



To-do list (tree) manipulation can be accomplished by using **main menu**<sup>[21]</sup>, **to-do toolbar**<sup>[29]</sup>, **context** (right-click) menu or by **inline editing**<sup>[72]</sup>. In addition, for your convenience, refer to tree keyboard shortcuts<sup>[6]</sup>.

By default, some fields of parent tasks (tasks that have subtasks) cannot be editing by hand. For example, duration is calculated as a sum of subtask durations, "By" date is a maximum subtask "By" date, and completion percent is average subtask completion percent. This behavior can be easily changed by using Aggregate parent's properties<sup>[50]</sup> option. Note that calculated (aggregated) data is enclosed in square brackets ([ ]) and slightly dimmed for easy recognition.

List can be sorted by clicking at column header and clicking it again causes sorting to go in reverse order. Note that tasks are sorted within the scope of same parent task. Additionally, subtasks can be sorted differently than root tasks.

We have tried to add as much columns as possible, but it's clear that too much data in the list can be overwhelming. That's why we implemented possibility to **turn on or off individual columns** and **rearrange columns** according to your preference.

If you check **Completed Tasks at the End** option, completed tasks will always be sorted at the end of the list (again, within parent task). Hide Completed Tasks option hides completed tasks in the list so you can focus on unfinished tasks.

Powerful filters<sup>[44]</sup> allow you to focus to a specific subset of tasks. It's possible to enter multiple criteria and you can save a filter which then appears as a tab above a to-do list.

Use drag and drop features<sup>[74]</sup> extensively so you can easily reorganize and schedule tasks. Scheduling can be done by dragging one or more tasks to the schedule pane in order to assign them to a specific time. If you entered task duration earlier, it will automatically adjust it's duration in schedule pane. Also, if you moved more than one task at the same time, they will be arranged one by one.

When task is moved from to-do list to schedule, it will remain in the to-do list. Task and its corresponding scheduled tasks will be linked together, so you can quickly jump between them. In to-do list, task that have scheduled respondent will be marked with icon of wrist watch in Scheduled column.

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## Columns reference

<b>Name</b>	<b>Description</b>	<b>Directly editable</b>
<b>Row number</b>	Absolute row number	No
<b>Priority</b>	Task priority - 9 possible choices	Yes
<b>Color</b>	Task color	Yes
<b>Task</b>	Description	Yes
<b>Finished</b>	Check box - checked only if 100% completed	Yes
<b>Duration</b>	Task duration	Yes
<b>Created Date</b>	Date of task creation	Yes
<b>Completed Date</b>	Date of task completion	Yes (if completed)
<b>By</b>	Due date	Yes
<b>Categories</b>	List of assigned categories	Yes (typing or list)
<b>Assignees</b>	List of assigned contacts	Yes (typing or list)
<b>Scheduled</b>	Indication that task is scheduled among with number of linked appointments	No
<b>Sch. Duration</b>	Total duration of scheduled tasks	No
<b>Attachments</b>	Indication that attachments are present among with number of them	Yes (attach. editor)
<b>Notes present</b>	Indication that notes are present	Yes (task window)
<b>Status</b>	Task status	Yes
<b>Completed</b>	Completion percent	Yes
<b>Path</b>	Task's parents (location) - visible only if Flat view <sup>[21]</sup> is selected and cannot be turned off	No

**See also**

[To-do menu](#)<sup>[21]</sup>

[To-do toolbar](#)<sup>[29]</sup>

[To-do inline editing](#)<sup>[72]</sup>

[Task properties](#)<sup>[33]</sup>

[To-do options](#)<sup>[50]</sup>

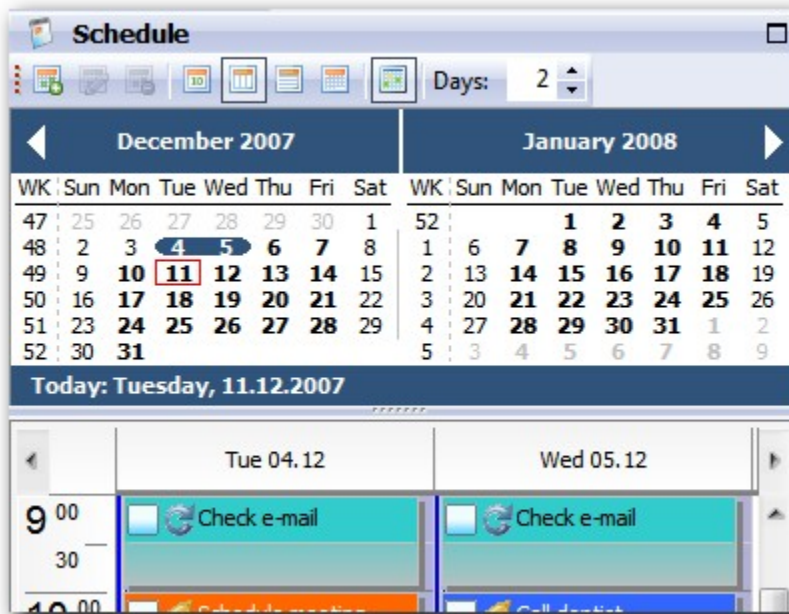
[Keyboard shortcuts](#)<sup>[6]</sup>

[Drag and drop remarks](#)<sup>[74]</sup>

## 2.2 Schedule pane

You can see and manage scheduled tasks here. Schedule pane is divided into two areas:









- Multi-month calendar area (top or left, depending on preference)
- Graphical view (bottom or right, depending on preference)



**Multi-month calendar** is intended for choosing a date period you want to see. If date number is drawn in **bold**, it means that you have at least one defined task for that day. Click at calendar text saying "Today..." jumps view to today's date. Black arrows can be used to change visible month(s) by one increment or decrement, and click on month name at the top opens popup menu for fast month and year switching.

**Graphical view** can be switched between **one day**, **multiple days** (side by side), **week** and **month** view. One and multiple days view shows time of the day (in a selected resolution<sup>[257]</sup>) with scheduled tasks as rectangles. You can move rectangles (tasks) up or down and resize them (i.e. change duration) if you position mouse pointer above the top or bottom horizontal line. Note mouse pointer shape to be sure what operation will be executed. Moving task by mouse moves task **inside** a planner area. If you wish to "unglue" task from planner and drop it to a header (as a whole day task) or to to-do list, **press Ctrl key once** while moving. Mouse pointer will change to indicate different method of moving. See Drag and drop remarks<sup>[74]</sup> chapter for detailed information.

Task rectangle contains task description, icons and notes if present. Icons are explained in this table:

-  Completion - click to toggle completion (task must be selected first)
-  Reminder - indicates that task has an active reminder
-  Recurrence - indicates that task is repeated over the time
-  Link - task is linked to a to-do task
-  Inactive - task is inactive (i.e. canceled meeting)
-  Delegated - task is delegated to someone else
-  Deferred - task is postponed or delayed
-  Attachments - task has attachments

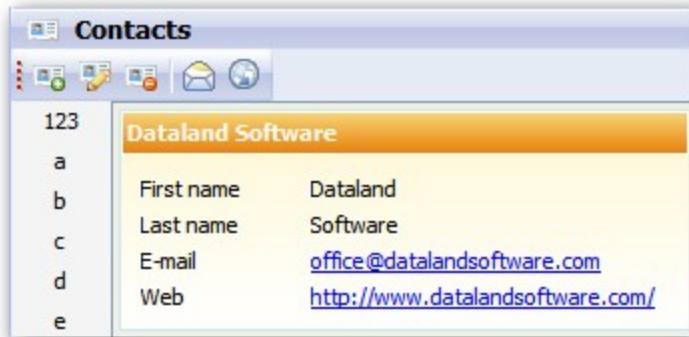
If you want to see more than one day at the same time, you can choose custom number of days to see them side by side, or switch to week or month view for quick overview.

**See also**

- Schedule menu [\[25\]](#)
- Schedule toolbar [\[30\]](#)
- Scheduled tasks properties [\[36\]](#)
- Schedule options [\[51\]](#)
- Keyboard shortcuts [\[6\]](#)
- Drag and drop remarks [\[74\]](#)

## 2.3 Contacts pane

This is simple contact management pane. Originally, **Agenda At Once** wasn't planned to be a "most ultimate" contact management solution, so we are trying to keep it simple while allowing basic operations that will satisfy most users.



Pane consists of main card list and alphabetic index at the left for quick searching.

### See also

[Contacts menu](#) <sup>26</sup>

[Contacts toolbar](#) <sup>31</sup>

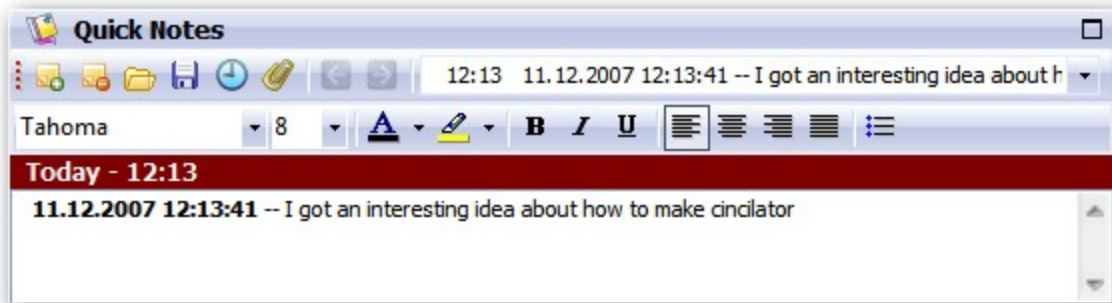
[Contact properties](#) <sup>38</sup>

[Contacts options](#) <sup>52</sup>

[Keyboard shortcuts](#) <sup>6</sup>

## 2.4 Quick Notes pane

Quick Notes are organized solely by date and time of the creation that cannot be changed by user. Also, Quick Notes pane is used to show and edit notes contained within selected task or contact, which is an additional convenience. This behavior can be turned off in options [\[48\]](#) dialog.



Maroon area above note text box shows date and time of note creation or task description (if it's a note contained in some other item). If this area is empty, typing text into the box it will automatically create a new note.

Notes support simple formatting (Rich Text Format) - just use an incorporated toolbar or standard keyboard shortcuts. Quick Notes navigation can be accomplished by **Previous/Next Note** toolbar buttons or by **combo box**. You can also save and load notes to/from file.

### See also

[Quick Notes menu \[24\]](#)

[Quick Notes toolbar \[32\]](#)

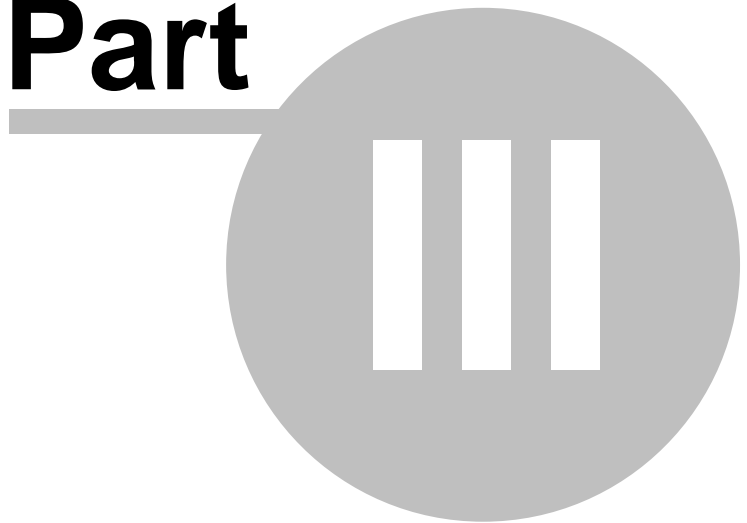
[Quick Notes options \[53\]](#)

[Keyboard shortcuts \[6\]](#)



# User interface

**Part**










## 3 User interface

### 3.1 Main menu

#### 3.1.1 File menu

This menu contains basic file and print operations.

 <b>New Database</b>		Create new database file (*.aao)
 <b>Open Database</b>		Open existing database file (*.aao)
<b>Recent Databases</b> ▶		List of recently used databases
 <b>Save Database As...</b>		Save database under another name
<b>Database Shortcuts</b>		Configure database shortcuts <sup>[49]</sup>
 <b>Refresh</b>	F5	Refresh data
 <b>Print</b> <sup>[57]</sup>	Ctrl+P	Print data
<b>Import</b> <sup>[65]</sup> ▶		Import to-do, scheduled tasks, contacts, vCalendar / iCalendar
<b>Export</b> <sup>[66]</sup> ▶		Export to-do, scheduled tasks, combined, contacts, vCalendar / iCalendar
 <b>Hide to Systray</b>	Esc	Minimize application to system tray
 <b>Exit</b>	Alt+F4	Close application

#### See also

Main toolbar <sup>[28]</sup>

Database shortcuts <sup>[49]</sup>




















Print <sup>[57]</sup>

Import <sup>[65]</sup>


Export <sup>[66]</sup>

### 3.1.2 To-do menu

Here you can find options to manipulate to-do items.


	<b>New Task</b>	Ctrl+T	Create new to-do task
	<b>New Subtask</b>	Ctrl+Y	Create new subtasks
	<b>Edit Task</b>	Ctrl+E / Ctrl+Enter	Edit selected task
	<b>Delete Task</b>		Delete selected tasks
	<b>Duplicate Task</b>	Ctrl+U	Duplicate selected tasks
	<b>Cut</b>	Ctrl+X	Cut selected tasks to clipboard
	<b>Copy</b>	Ctrl+C	Copy selected tasks to clipboard
	<b>Paste</b>	Ctrl+V	Paste tasks from clipboard
	<b>Priority Increase</b>	Ctrl+=	Increase task priority
	<b>Priority Decrease</b>	Ctrl+ -	Decrease task priority
	<b>Set Completed ▶</b>		Completion options
	<b>Increase by 10%</b>	Ctrl+]	Increase completion by 10%
	<b>Decrease by 10%</b>	Ctrl+[	Decrease completion by 10%
	<b>100%</b>	Ctrl+1	Set completion to 100% (finished)
	<b>80%, 50%, 20%</b>		...to 80, 50 or 20%
	<b>0%</b>	Ctrl+0	...to 0%
	<b>Schedule Task To...</b>		Schedule task to a specific date and time
	<b>Go to Schedule</b>	Ctrl+Alt+S	Jump to linked scheduled task
	<b>Task Up</b>	Ctrl+Alt+Up	Move task up
	<b>Task Down</b>	Ctrl+Alt +Down	Move task down
	<b>Move To Parent</b>	Ctrl+Alt +Left	Move task one level up
	<b>Move Level Down</b>	Ctrl+Alt +Right	Move task one level down
	<b>Manual Sorting</b>		Manual sorting enabled
	<b>Sort Subtasks By ▶</b>		Subtask sorting options

**See also**

[To-do pane](#) 













[To-do toolbar](#) 

[Task properties](#) 

[To-do options](#) 

### 3.1.3 View menu

In this menu you can set various view options.

 <b>Style</b> ▶		Select visual style (skin)
<b>Toolbars</b> ▶		Toolbar options
<b>View pane</b>		View pane (tabs) visibility
 <b>Filter pane</b>		Filter pane <a href="#">[44]</a> visibility
<b>Completed Tasks at the End</b>		Sort completed task to the end of list
 <b>Hide Completed Tasks</b>		Don't show completed tasks
 <b>Flat View</b>	Ctrl+B	View leaf (non-parent) tasks only
<b>Expand Selected</b>		Expand selected tasks
<b>Collapse Selected</b>		Collapse selected tasks
 <b>Expand All</b>		Expand all visible tasks
 <b>Collapse All</b>		Collapse all visible tasks
 <b>Combined</b>	Alt+0	Switch to combined view <a href="#">[4]</a>
 <b>To-do</b>	Alt+1	Maximize To-do pane <a href="#">[12]</a>
 <b>Schedule</b>	Alt+2	Maximize Schedule pane <a href="#">[15]</a>
 <b>Contacts</b>	Alt+3	Maximize Contacts pane <a href="#">[17]</a>
 <b>Notes</b>	Alt+4	Maximize Notes pane <a href="#">[18]</a>
 <b>Deleted</b>	Alt+5	View deleted items <a href="#">[62]</a>

#### See also












Main screen [\[4\]](#)

Customize toolbars [\[68\]](#)

Deleted items [\[62\]](#)

### 3.1.4 Quick Notes menu

Here you can find options to manipulate notes.

 <b>New Note</b>	Ctrl+N	Create new quick note
 <b>Delete Note</b>		Delete selected quick note
 <b>Load Note</b>		Load file content into the note (*.txt or *.rtf)
 <b>Save Note As...</b>		Save note content to a file (*.txt or *.rtf)
 <b>Insert Date and Time</b>	Ctrl+Alt+D	Insert current date and time into the note
 <b>Attachments</b>	Ctrl+Alt +Left	View and edit attachments <a href="#">42</a>
 <b>Previous Note</b>	Ctrl+Alt +Left	Go to previous Quick Note
 <b>Next Note</b>	Ctrl+Alt +Right	Go to next Quick Note
 <b>Cut</b>	Ctrl+X	Cut selected text to clipboard
 <b>Copy</b>	Ctrl+C	Copy selected text to clipboard
 <b>Paste</b>	Ctrl+V	Paste text from clipboard
<b>Paste Special...</b>	Shift+Ctrl +V	Opens "Paste Special" window

#### See also

Quick Notes pane [18](#)












Quick Notes toolbar [32](#)

Quick Notes options [53](#)

Attachment editor [42](#)

### 3.1.5 Schedule menu

Here you can find options to manipulate scheduled tasks.

 <b>New Scheduled Task</b>	Ctrl+S	Create new scheduled task
 <b>Edit Scheduled Task</b>	Ctrl+R	Edit selected scheduled task
 <b>Delete Scheduled Task</b>		Delete selected scheduled task
 <b>Duplicate Scheduled Task</b>	Ctrl+I	Duplicate scheduled task
 <b>Go to Today</b>		Jump to today
 <b>One Day</b>		One day view
 <b>Custom Days</b>		Multiple days side by side
 <b>Week</b>		Weekly view
 <b>Month</b>		Monthly view
<b>Time Resolution ▶</b>		Change time resolution
 <b>Show Calendar</b>		Calendar visible
 <b>Go to To-do</b>	Ctrl+Alt+T	Jump to linked to-do task

#### See also

[Schedule pane](#)<sup>[15]</sup>






[Schedule toolbar](#)<sup>[30]</sup>

[Scheduled tasks properties](#)<sup>[36]</sup>

[Schedule options](#)<sup>[51]</sup>

### 3.1.6 Contacts menu

Here you can find options to manipulate contacts.

 <b>New Contact</b>	Ctrl+K	Create new contact
 <b>Edit Contact</b>	Ctrl+L	Edit selected contact
 <b>Delete Contact</b>		Delete selected contacts
 <b>Send E-mail</b>		Send e-mail to selected contacts
 <b>Go to Web</b>		Go to web sites of selected contacts

#### See also

[Contacts pane](#) <sup>17</sup>

[Contacts toolbar](#) <sup>31</sup>






[Contact properties](#) <sup>38</sup>

[Contact options](#) <sup>52</sup>



### 3.1.7 Tools menu

Here you can find additional and advanced options.

 <b>Find</b> <sup>[45]</sup>	Ctrl+F	Search all items
 <b>Options</b> <sup>[46]</sup>	Ctrl+O	Configure application options
 <b>Edit Categories</b> <sup>[41]</sup>		Edit list of categories (tags)
 <b>Backup...</b> <sup>[63]</sup>		Backup database
 <b>Compact and Repair</b> <sup>[64]</sup>		Compact and repair database
<b>Open Folder</b> ▶		Easy locate important files (database file, .INI settings, backup and error log file)
<b>Plugins</b> <sup>[67]</sup>		Plugins management

#### See also

[Find](#) <sup>[45]</sup>

[Options](#) <sup>[46]</sup>

[Categories](#) <sup>[41]</sup>

[Backup](#) <sup>[63]</sup>

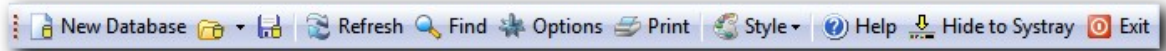
[Compact and Repair](#) <sup>[64]</sup>










[Plugins](#) <sup>[67]</sup>

## 3.2 Toolbars

### 3.2.1 Main toolbar

This toolbar contains several most important options in the software.



 <b>New Database</b>		Create new database file (*.aao)
 <b>Open Database</b> ▶		Open existing database file (*.aao) Click at arrow opens menu with recently used databases
 <b>Save Database As...</b>		Save database under another name
 <b>Refresh</b>	F5	Refresh data
 <b>Find</b> <sup>45</sup>	Ctrl+F	Search all items
 <b>Options</b> <sup>46</sup>	Ctrl+O	Configure application options
 <b>Print</b> <sup>57</sup>	Ctrl+P	Print data
 <b>Hide to Systray</b>	Esc	Minimize application to system tray
 <b>Exit</b>	Alt+F4	Close application

#### See also

File menu <sup>20</sup>
















Tools menu <sup>27</sup>

Customize toolbars <sup>68</sup>

### 3.2.2 To-do toolbar

To-do toolbar contains mostly used to-do options.



	<b>New Task</b>	Ctrl+T	Create new to-do task
	<b>New Subtask</b>	Ctrl+Y	Create new subtasks
	<b>Edit Task</b>	Ctrl+E	Edit selected task
	<b>Delete Task</b>		Delete selected tasks
	<b>Priority Increase</b>	Ctrl+=	Increase task priority
	<b>Priority Decrease</b>	Ctrl+ -	Decrease task priority
	<b>Increase by 10%</b>	Ctrl+] ]	Increase completion by 10%
	<b>Decrease by 10%</b>	Ctrl+[ [	Decrease completion by 10%
	<b>Flat View</b>	Ctrl+B	View leaf (non-parent) tasks only
	<b>Expand All</b>		Expand all visible tasks
	<b>Collapse All</b>		Collapse all visible tasks
	<b>Task Up</b>	Ctrl+Up	Move task up
	<b>Task Down</b>	Ctrl+Down	Move task down
	<b>Move To Parent</b>	Ctrl+Alt +Left	Move task one level up
	<b>Filter pane</b>		Filter pane visibility

#### See also

To-do menu [21](#)

View menu [23](#)









Task properties [33](#)

Customize toolbars [68](#)

### 3.2.3 Schedule toolbar

Schedule toolbar contains mostly used schedule options.



	<b>New Scheduled Task</b>	Ctrl+S	Create new scheduled task
	<b>Edit Scheduled Task</b>	Ctrl+R	Edit selected scheduled task
	<b>Delete Scheduled Task</b>		Delete selected scheduled task
	<b>One Day</b>		One day view
	<b>Custom Days</b>		Multiple days side by side
	<b>Week</b>		Weekly view
	<b>Month</b>		Monthly view
	<b>Show Calendar</b>		Calendar visible
	<b>Days</b>		Number days to show side by side

#### See also

[Schedule menu](#) <sup>25</sup>






[Scheduled tasks properties](#) <sup>36</sup>

[Customize toolbars](#) <sup>68</sup>

### 3.2.4 Contacts toolbar

This toolbar contains contact management options.



 <b>New Contact</b>	Ctrl+K	Create new contact
 <b>Edit Contact</b>	Ctrl+L	Edit selected contact
 <b>Delete Contact</b>		Delete selected contacts
 <b>Send E-mail</b>		Send e-mail to selected contacts
 <b>Go to Web</b>		Go to web sites of selected contacts

#### See also

Contacts menu [26](#)









Contact properties [38](#)

Customize toolbars [68](#)

### 3.2.5 Quick Notes toolbar

Quick Notes toolbar contains mostly used notes options.



	<b>New Note</b>	Ctrl+N	Create new quick note
	<b>Delete Note</b>		Delete selected quick note
	<b>Load Note</b>		Load file content into the note (*.txt or *.rtf)
	<b>Save Note As...</b>		Save note content to a file (*.txt or *.rtf)
	<b>Insert Date and Time</b>	Ctrl+Alt+D	Insert current date and time into the note
	<b>Attachments</b>	Ctrl+Alt +Left	View and edit attachments <sup>42</sup>
	<b>Previous Note</b>	Ctrl+Alt +Left	Go to previous Quick Note
	<b>Next Note</b>	Ctrl+Alt +Right	Go to next Quick Note

#### See also

Quick Notes menu <sup>24</sup>

Customize toolbars <sup>68</sup>

## 3.3 Dialogs

### 3.3.1 Task properties

In this window you can edit to-do task.

<b>Description</b>	Enter short task description
<b>By day</b>	Task must be done before this day
<b>Duration</b>	Estimated task duration
	You can choose a value from drop-down list or you can type it manually.
	When typing, you can type full or abbreviated phrase (for example: "90 minutes", "90min" or "90m")
<b>Completed</b>	Completion percent
<b>Scheduled</b>	Click here to schedule task to a specific date and time
<b>Created</b>	Date when task is created
<b>Color</b>	Task color
<b>Priority</b>	Task priority
<b>Status</b>	Task status (Active / Inactive / Delegated / Deferred / Completed)
<b>Reminder</b>	Reminder options (date and time)
<b>Recurring</b>	Recurring options (see below)
<b>Visible when completed</b>	If checked, task will be always visible even if it's completed (useful for some parent tasks)

<b>Categories</b>	List of assigned categories (see below)
<b>Assignees</b>	List of assignees (see below)
<b>Notes</b>	Notes for the task
<b>Attachments</b>	List of attachments

---

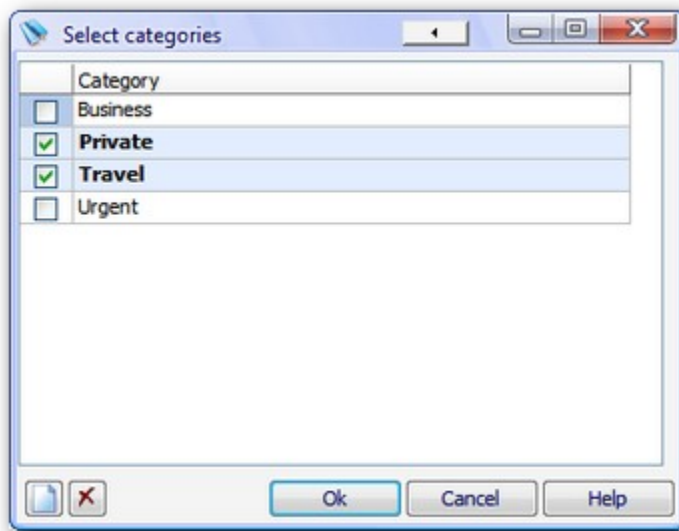
## Recurrence options

<b>Recurrence pattern</b>	Select pattrer for recurrent task
<b>Pattern details</b>	Depending on selected pattern, set corresponding options here
<b>Range</b>	Set ending date for this recurrent task
<b>Exceptions</b>	Enter exceptions

---

## Select Categories and Assignees





Multiple choices are allowed.

### See also

[Scheduled task properties](#)<sup>[36]</sup>

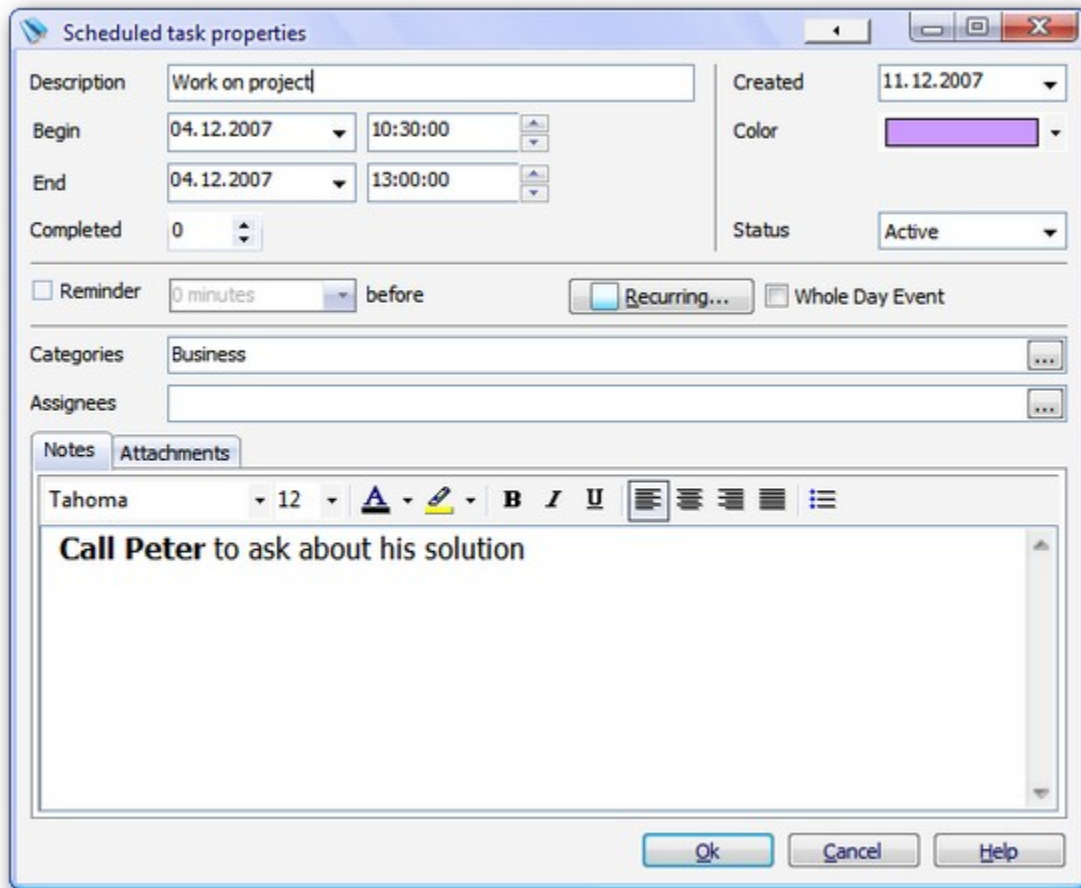
[Categories](#)<sup>[41]</sup>

[Notes editor](#)<sup>[40]</sup>

[Attachment editor](#)<sup>[42]</sup>

### 3.3.2 Scheduled task properties

In this window you can edit scheduled task.



<b>Description</b>	Enter short task description
<b>Begin</b>	Start date and time
<b>End</b>	End date and time
<b>Completed</b>	Completion percent
<b>Created</b>	Date when task is created
<b>Color</b>	Task color
<b>Status</b>	Task status (Active / Inactive / Delegated / Deferred / Completed)
<b>Reminder</b>	Reminder options (how much time before start)
<b>Recurring</b>	Recurring options (same as in To-do task properties <sup>[33]</sup> )
<b>Whole Day Event</b>	If checked, task will be placed in the planner header
<b>Categories</b>	List of assigned categories (same as in To-do task properties <sup>[33]</sup> )
<b>Assignees</b>	List of assignees (same as in To-do task properties <sup>[33]</sup> )
<b>Notes</b>	Notes for the task
<b>Attachments</b>	List of attachments

**See also**

To-do task properties [\[33\]](#)

Categories [\[41\]](#)

Notes editor [\[40\]](#)

Attachment editor [\[42\]](#)

### 3.3.3 Contact properties

In this window you can edit contact.

The screenshot shows the 'Contact' window with the following fields and values:

- First name: Dataland
- Middle name: (empty)
- Last name: Software
- Initials: DS
- Display as: Dataland Software
- Assignee:
- E-mail: ffice@datalandsoftware.com
- Web page: http://www.datalandsoftware.com
- Birthday: 17.12.2007
- Phone numbers: Home, Work, Mobile, Fax (all empty)
- Mailing address: Line 1, Line 2, City, ZIP, State/Province, Country (all empty)
- Company: (empty)
- Job title: (empty)
- User fields: User Field 1, User Field 2, User Field 3, User Field 4 (all empty)
- Notes: Tahoma

In this window, fields are mostly self-descriptive.

#### Assignee

This field **must be checked** if you wish to assign this person to a task.

#### User fields

Use these fields for custom data you might need. Titles can be configured in Contact options <sup>52</sup>.

#### Activities tab

Shows list of tasks that this person is assigned to.

**See also**

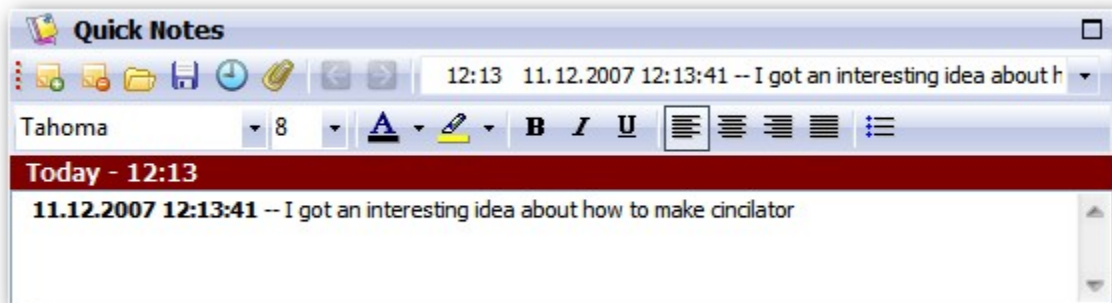
[Contacts options](#)

[Notes editor](#)

[Attachment editor](#)

### 3.3.4 Notes editor

Apart from editor in Quick Notes pane<sup>[18]</sup>, same functionality is contained in editors embedded in other windows (Task properties<sup>[33]</sup>, Scheduled task properties<sup>[36]</sup>, Contact properties)<sup>[38]</sup>.



In Agenda At Once, notes are **RTF** (Rich Text Format) enabled, which means that you can use formatting toolbar to highlight parts of text. Elements of the formatting toolbar are, respectively:

- Font name
- Font size
- Font (text) color
- Background color
- Bold
- Italic
- Underline
- Align paragraph to left
- Center paragraph
- Align paragraph to right
- Justified paragraph
- Bulleted / Numbered list (switch type by pressing **Ctrl+Shift+L**)

It is also possible to **paste pictures** from the clipboard, but this is not recommended unless pictures are very small. For larger pictures and files it would be better to use attachments<sup>[42]</sup>.

#### See also

Task properties<sup>[33]</sup>

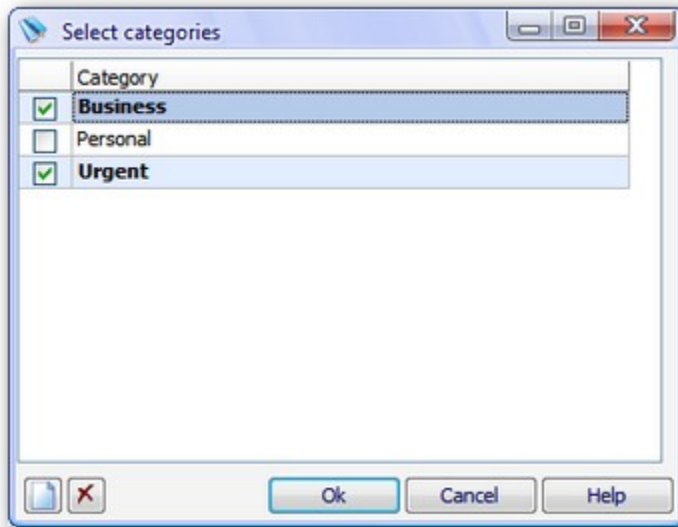
Scheduled task properties<sup>[36]</sup>

Contact properties<sup>[38]</sup>

Attachment editor<sup>[42]</sup>

### 3.3.5 Categories

You can edit list of categories by choosing Tools | Edit Categories from main menu. Also, while choosing categories to assign to task, you can see slightly different window. Only difference is that first column contains check boxes.



Use **New** and **Delete** buttons to add new or delete selected category.

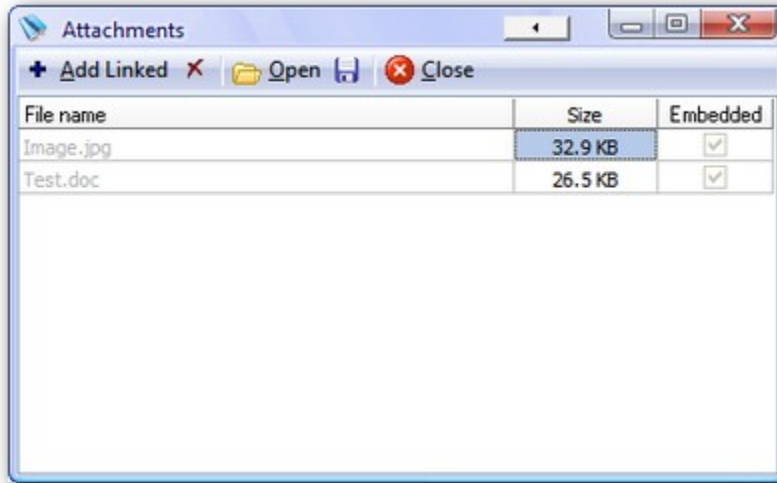
#### See also

Task properties [33](#)

Scheduled task properties [36](#)

### 3.3.6 Attachment editor

Attachment editor is a tool intended to maintain list of files assigned to tasks, notes or contacts. Picture below shows windowed attachment editor, but same functionality can be found in editor embedded in Task<sup>33</sup> and Contact properties<sup>38</sup>.



There are three types of attachments.

#### Linked attachment

It's described by full path to the file that must be present on file system. If database file is shared between different computers, you should make sure that path doesn't change (i.e. add files from shared network folders instead from local hard disk). On the other hand, in this case size of database does not suffer from attachment size.

#### Embedded attachment

Whole file content is written into the database (compressed). After adding it's safe to delete original file from hard disk and you don't need to think about access from different computers. However, you should be careful as extensive use can lead to large database (.aao) file. **Size** column shows size of embedded attachment. Note that actual space taken is smaller than indicated here as embedded content is compressed.





#### Folder attachment

Basically, it's same as **linked attachment**, instead it points to a folder - same guidelines apply.

---

### Menu and toolbar options



 <b>Add Linked</b>	Add linked attachment
<b>Add Embedded</b>	Add embedded attachment
<b>Add Folder</b>	Add link to a folder
 <b>Delete</b>	Delete selected attachment
 <b>Open</b>	Open selected attachment in default editor. If it's embedded, it is saved to a temporary file first. If file is edited and saved (Modified time is changed), you can choose to update database with new content
 <b>Save</b>	Save selected attachment
<b>Convert to Embedded</b>	Convert attachment to embedded
<b>Convert to Linked</b>	Convert attachment to linked (you will need to choose path to save a file)

### See also

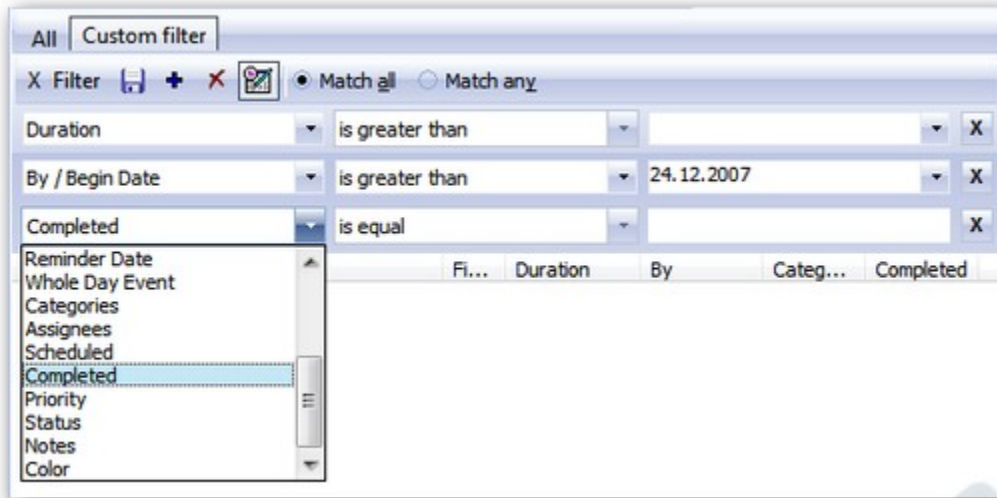
[Task properties](#)<sup>[33]</sup>





[Scheduled task properties](#)<sup>[36]</sup>

[Contact properties](#)<sup>[38]</sup>

### 3.3.7 Filter

**Agenda At Once** features powerful and easy to use filters. Filters can be saved for future use, so they appear as tabs at the top of to-do pane. By right-clicking at tabs you will be able to select an option to **Save**, **Rename** or **Delete**, and you can move them by dragging tab to the left or right.



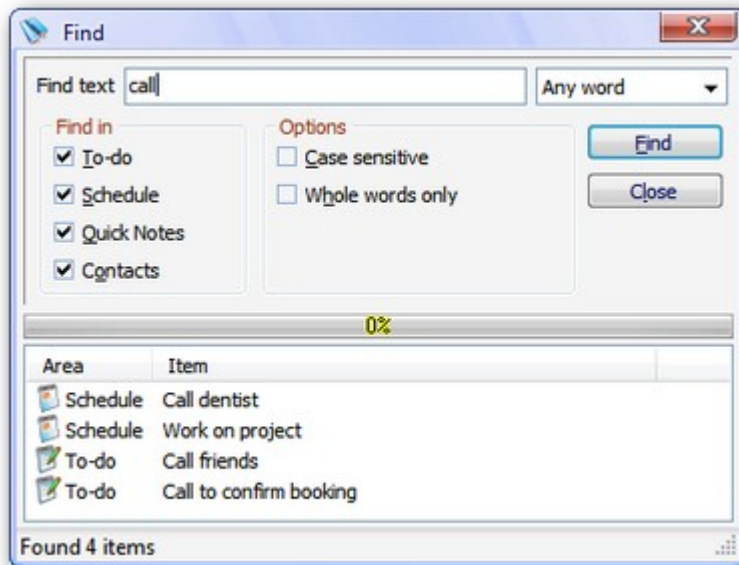
- |  |  |
|--|--|
|  <b>Save</b>               | Save filter  |
|  <b>Add rule</b>          | Add another rule to the filter                     |
|  <b>Delete filter</b>     | Delete selected filter                             |
|  <b>Apply to Schedule</b> | Apply this filter to schedule too                  |
| <b>Match all / Match any</b>   | Match all or Match any of defined rules (AND / OR) |

Each rule line contains **three controls**. Use first combo box to choose field. Second combo box contains list of relations (depending on data type of the selected field), and third control can be text, list or date editor, again, depending on type of the field.

You can remove specific rule by clicking at **[X]** button at the right end of each line.

### 3.3.8 Find

Full text search option helps you to quickly find items that contain typed text in any of fields.



Note that software will search only currently visible items. In other words, if **Hide completed tasks** option is checked, it will not search through completed tasks. Similarly, it will search only items that meet active filter.

In the **Find text** area, type words that you want to search for (separated by space). In the list next to this box select search method – available options are **Any word**, **All words** and **Exact phrase**. In **Find in** select item types that will be processed.

After search is performed, list at the bottom will show all items that match search criteria. If you select item in the list you can see that specific item is automatically selected in the main window, and Right-click | Edit option (or double-click) opens item's properties for editing or closer inspection.

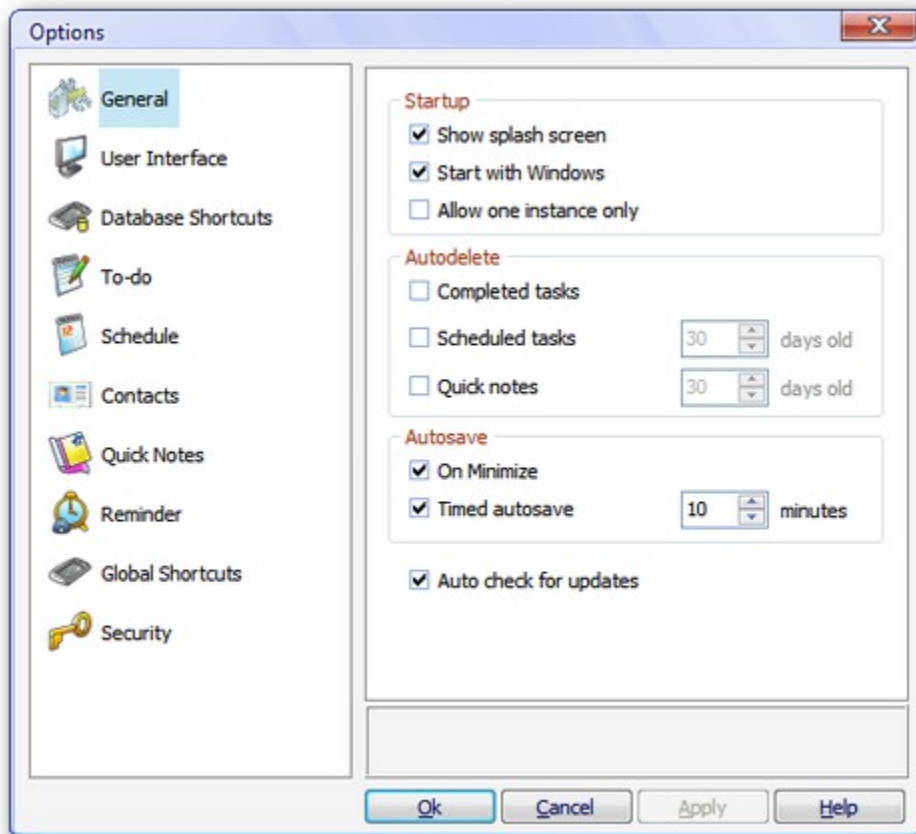
### 3.3.9 Options

In this window you can set various application options. Each page contains options for specific area of application.

- General [47](#)
- User Interface [48](#)
- Database Shortcuts [49](#)
- To-do [50](#)
- Schedule [51](#)
- Contacts [52](#)
- Quick Notes [53](#)
- Reminder [54](#)
- Global Shortcuts [54](#)
- Security [56](#)

### 3.3.9.1 General

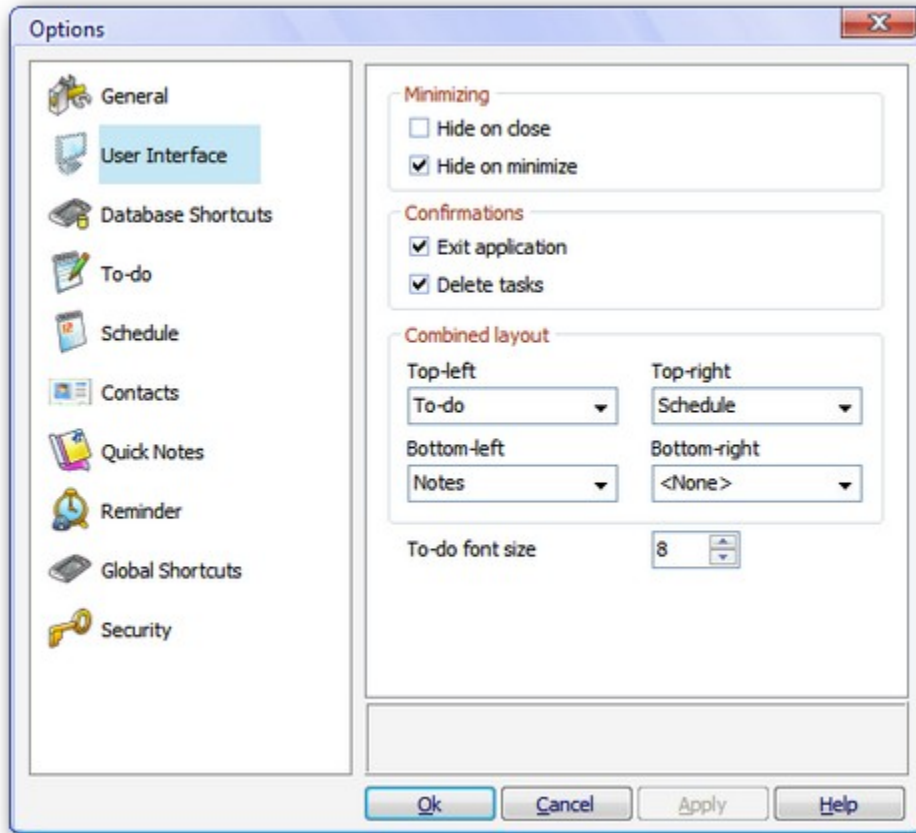
General application options.



<b>Show splash screen</b>	Show splash (welcome) screen at startup
<b>Start with Windows</b>	Start application with Windows
<b>Allow one instance only</b>	Allow only one instance of application running
<b>Autodelete</b>	Autodelete options
<b>Completed tasks</b>	Delete all completed tasks from to-do list at exit
<b>Scheduled tasks</b>	Delete scheduled tasks older than specified number of days
<b>Quick notes</b>	Delete quick notes older than specified number of days
<b>Autosave</b>	Autosave options
<b>On Minimize</b>	Automatically save when minimizing
<b>Timed autosave</b>	Automatically save at time interval
<b>Auto check for updates</b>	Automatically check our web site for updates

### 3.3.9.2 User Interface

User interface options.



#### Minimizing

##### Hide on close

Hide to systray when closing by [**X**] window title button

##### Hide on minimize

Hide to systray when clicking at window minimize [ \_ ] button

#### Confirmations

##### Exit application

Show exit confirmation

##### Delete tasks

Show delete tasks confirmation

#### Combined layout

Customize combined view - place panes into one of four containers

#### To-do font size

Enlarge or reduce font size for to-do list (default 8)

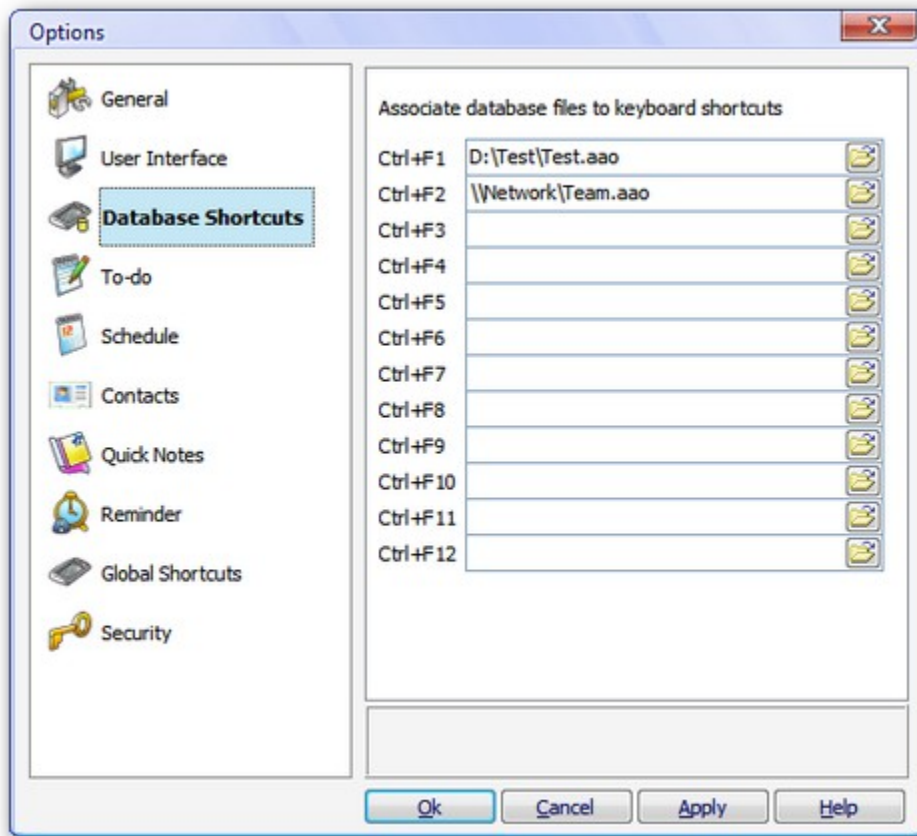
#### See also

Main screen  4

View menu  23

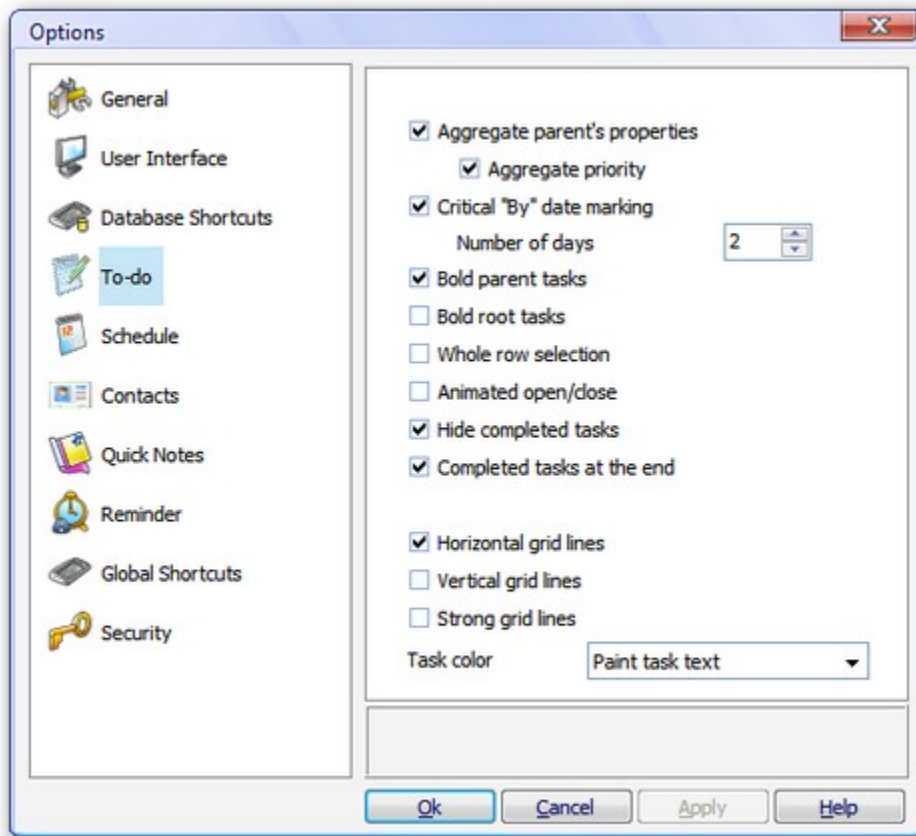
### 3.3.9.3 Database Shortcuts

Configure **Ctrl+F1** to **Ctrl+F12** shortcuts for quick access to different database files.



## 3.3.9.4 To-do

To-do pane settings.



**Aggregate parent's properties** If checked, tasks with subtasks will not have own property values,

but they will be aggregated from subtasks

**Aggregate priority**

If checked, priority of parent task will be shown as maximum of priorities of subtasks. Otherwise, it will be possible to change it manually

**Critical "By" date marking**

Mark "By" dates in red if they are near enough

**Bold parent tasks**

Format parent tasks as bold

**Bold root tasks**

Format root tasks as bold

**Whole row selection**

Mark whole row as selected

**Animated open/close**

Animated open and close node animation (could improve performance a bit)

**Hide completed tasks**

Don't show completed tasks

**Completed tasks at the end**

Sort completed task to the end of list

**Horizontal grid lines**

Draw horizontal grid lines

**Vertical grid lines**

Draw vertical grid lines

**Strong grid lines**

Draw strong (thicker) grid lines

**Task color**

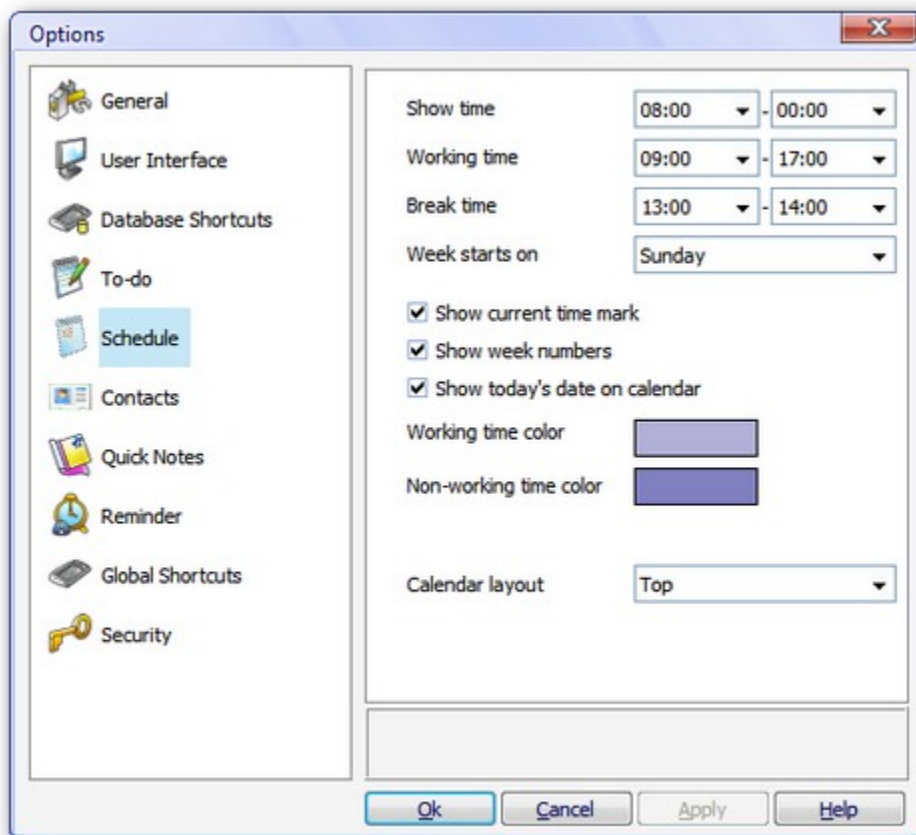
Determine where task color will be painted. Possible choices:

**Nowhere** (Color column only), **Task text** and **Task background**.



**See also**To-do pane [\[12\]](#)To-do menu [\[21\]](#)Aggregated completion calculation [\[77\]](#)**3.3.9.5 Schedule**

Schedule pane settings.

**Show time**

Time to show in daily planner

**Working time**

Start and end of working time

**Break time**

Start and end of break (lunch) time

**Week starts on**

First day in week to show on calendar

**Show current time mark**

Show tick mark representing current time

**Show week numbers**

Week numbers in calendar

**Show today's date on**

Indicate today's date on calendar

**calendar****Working time color**

Working time background color

**Non-working time color**

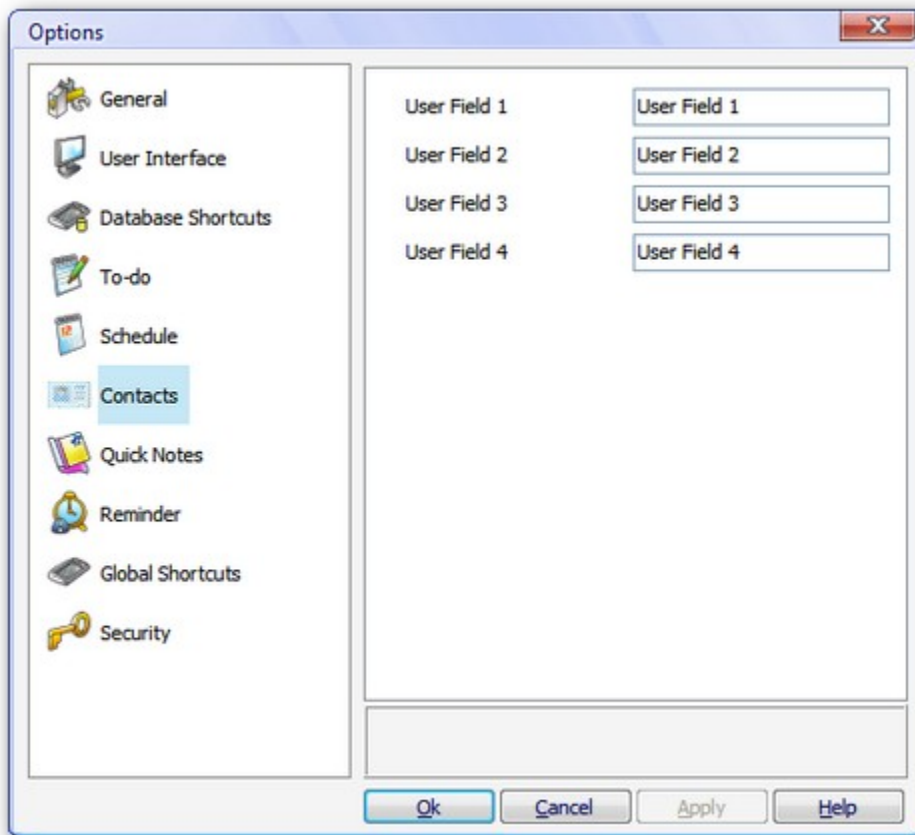
Non-working time background color

**Calendar layout**

Month calendar aligned to the top or to the left of pane

**See also**Schedule pane [15](#)Schedule menu [25](#)**3.3.9.6 Contacts**

Contacts pane settings.

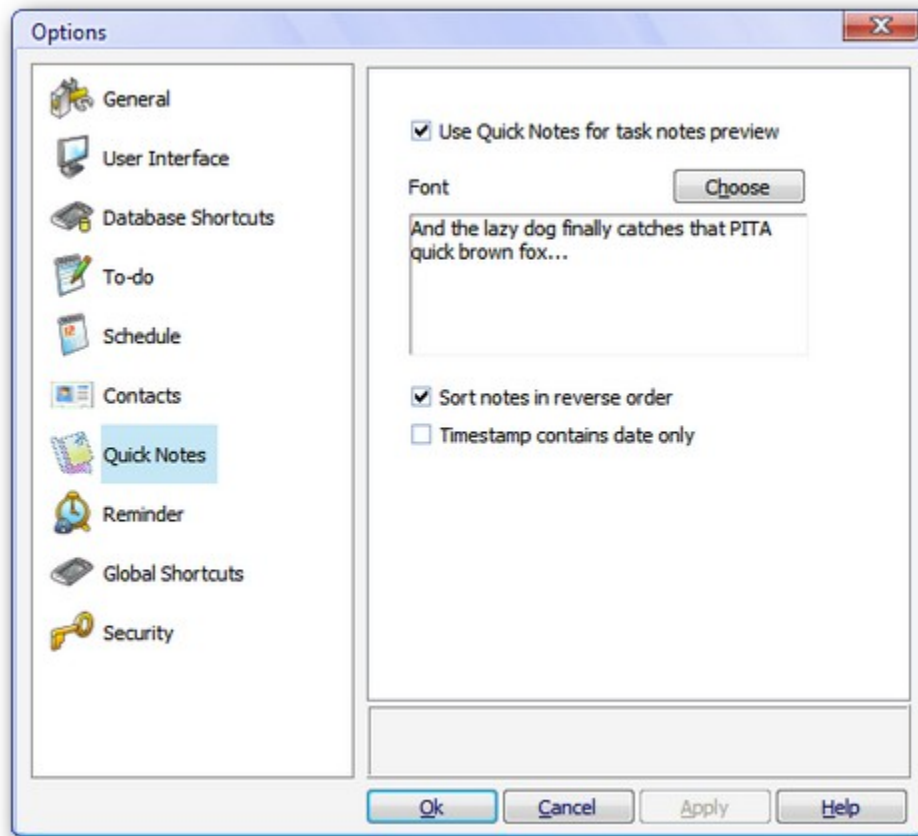
**User Field 1-4**

Caption to show in front of user fields

**See also**Contacts pane [17](#)Contacts menu [26](#)

### 3.3.9.7 Quick Notes

Quick Notes pane settings.



**Use quick notes for item notes preview** User Quick Notes area to show notes from selected task or contact

**Font** Change default font for Quick Notes

**Sort notes in reverse order** Reverse Quick Notes sorting order (newer above older)

**Timestamp contains date only** When checked, **Insert timestamp** option will insert current date only (without current time)

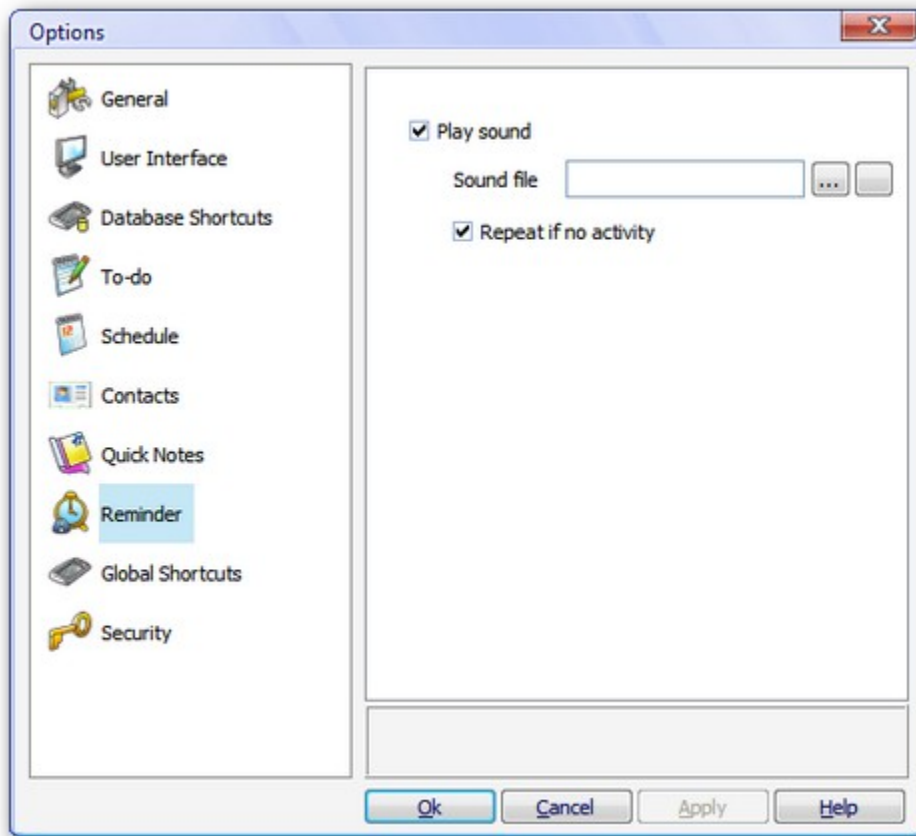
#### See also

Quick Notes pane [18](#)

Quick Notes menu [24](#)

### 3.3.9.8 Reminder

Reminder settings.

**Play sound**

Play reminder sound

**Sound file**

Custom sound file path. Leave blank for Windows default Notify sound

**Repeat if no activity**

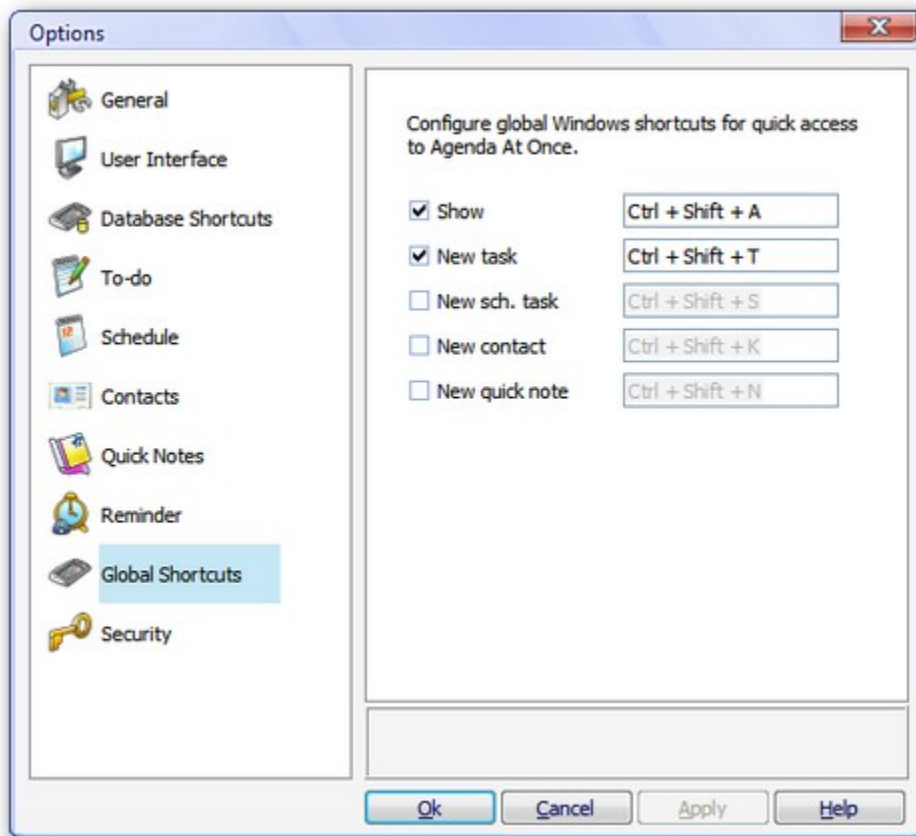
Repeat sound every 10 seconds if there is no mouse movements above window

**See also**

Task properties 

### 3.3.9.9 Global Shortcuts

Configure global Windows shortcuts for quick access to Agenda At Once. If used, application will monitor system wide keyboard presses and react if needed.

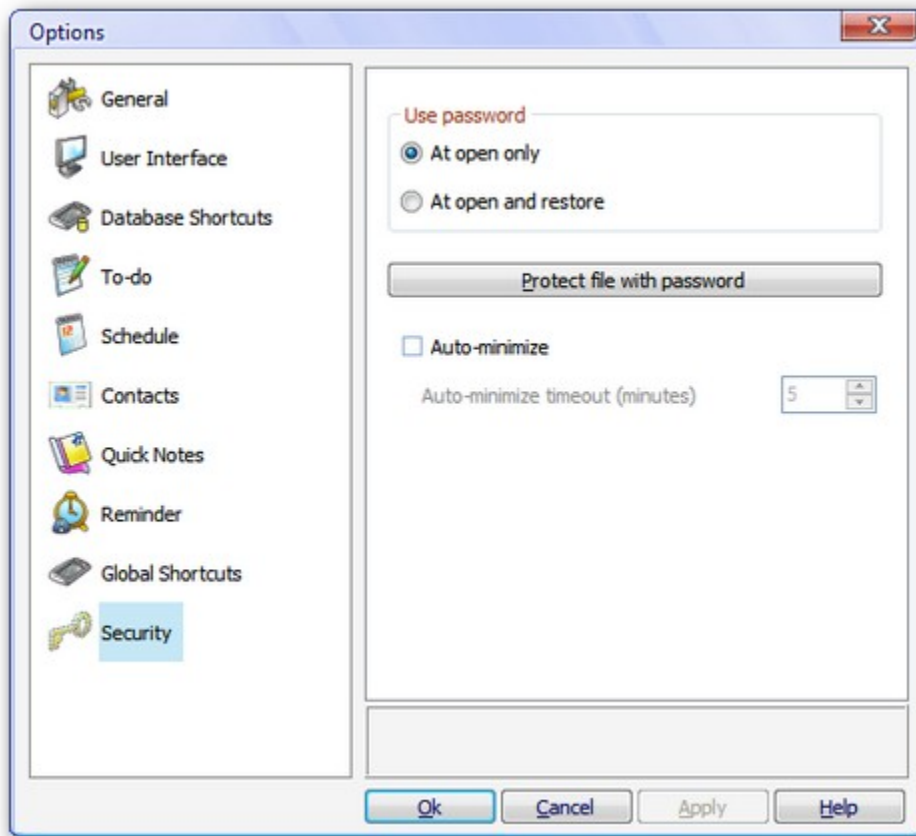


<b>Show</b>	Activate Agenda At Once
<b>New task</b>	Add new to-do task
<b>New sch. task</b>	Add new scheduled task
<b>New contact</b>	Add new contact
<b>New quick note</b>	Add new quick note

This option requires **globalshortcuts.dll** file in order to work. If you don't want to use these options, you can freely delete this file.

### 3.3.9.10 Security

Security options.



**Use password**

Indicates when application will ask for password if file is encrypted

**Protect file with password**

Encrypts current database file so it can't be accessed without typing correct password

**Auto-minimize**

If checked, application will automatically minimize after specified number of minutes of inactivity

**See also**

Security 

### 3.3.10 Print

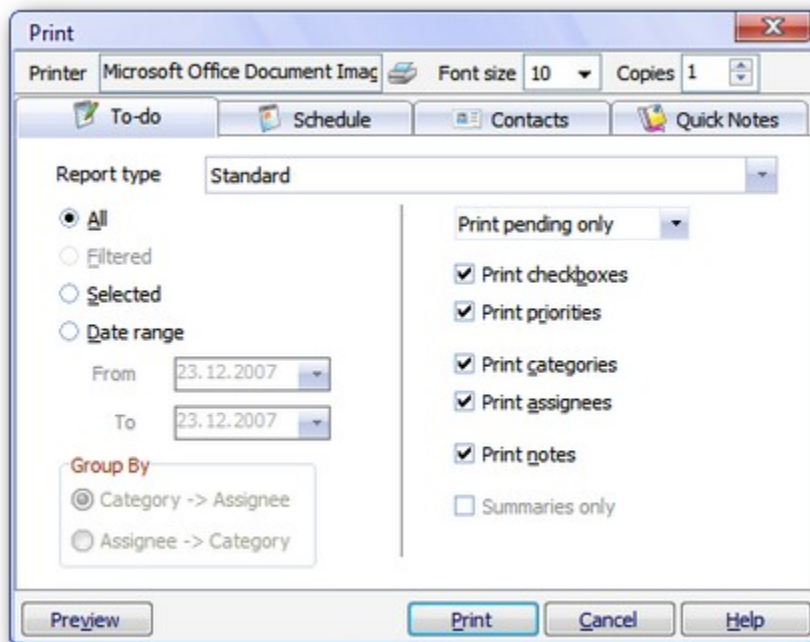
To print specific data select corresponding page.

- To-do<sup>57</sup>
- Schedule<sup>59</sup>
- Contacts<sup>60</sup>
- Quick Notes<sup>61</sup>

In the toolbar at the top of the **Print** window you can select and configure printer, choose font size and define number of copies to be printed.

#### 3.3.10.1 To-do

This tab page allows you to print to-do tasks.



#### Report type

##### All

##### Filtered

##### Selected

##### Date range

##### Group By

#### Print...

##### Print checkboxes, priorities, categories,

Type of report - see below for details

Print all tasks

Print tasks that match active filter (if applicable)

Print selected tasks only

Print tasks with "By" date in selected range

How tasks will be grouped (for **Hours scheduled per to-do task** report type)

All, pending or completed

Select which columns you want to be printed

**assignees, notes  
Summaries only**

Tasks will not be printed, just summary durations (for **Hours scheduled per to-do task** report type)

---

**Report types****Standard**

Standard to-do list is printed.

**Hours scheduled per to-do task**

This report shows tasks and total hours scheduled per tasks. Tasks are grouped by Categories and Assignees, in selected order.

**To-do completion report**

This report shows tasks and their completion information (dates, days taken, completion percentage).

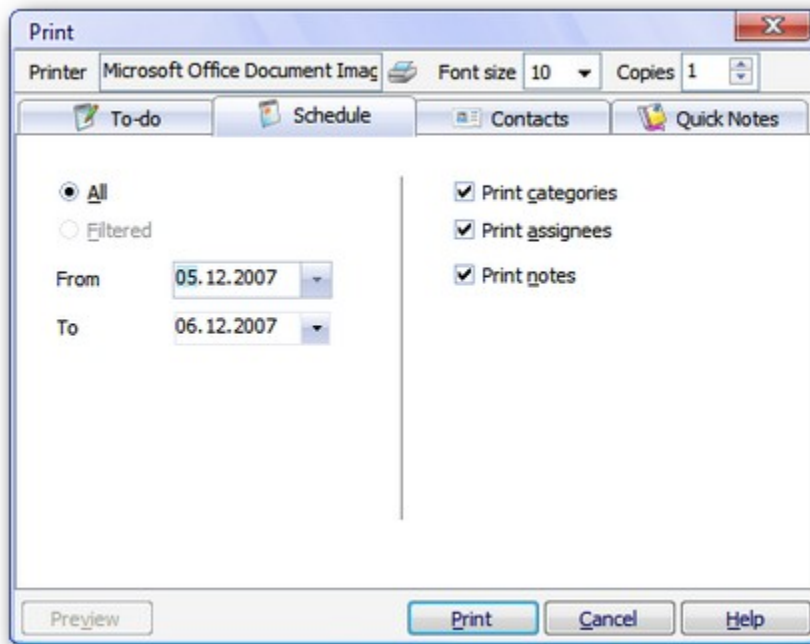
**One-on-one to-do list print**

This report will print the content of the to-do list exactly as it appears on the main screen (including sorting, filters, column visibility, etc).



### 3.3.10.2 Schedule

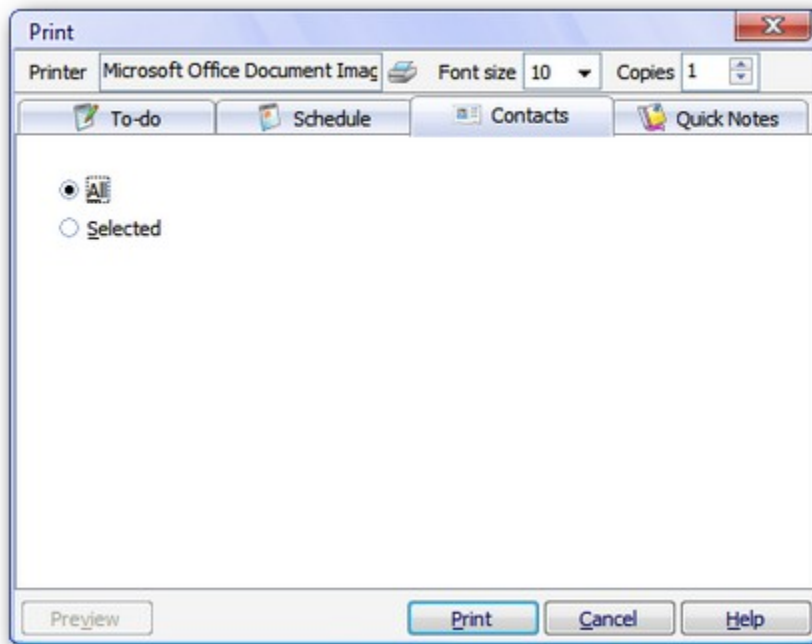
This tab page allows you to print scheduled tasks.



<b>All</b>	Print all tasks
<b>Filtered</b>	Print tasks that match active filter (if applicable)
<b>Date range</b>	Print tasks within selected range
<b>Print categories, assignees, notes</b>	Select which columns you want to be printed

### 3.3.10.3 Contacts

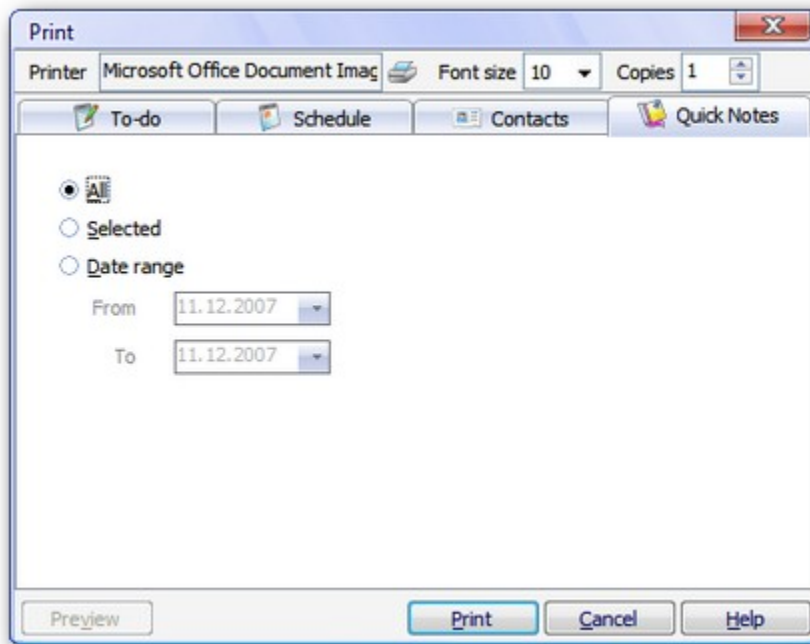
This tab page allows you to print contacts.



- |                 |                              |
|-----------------|------------------------------|
| <b>All</b>      | Print all contacts           |
| <b>Selected</b> | Print selected contacts only |

### 3.3.10.4 Quick Notes

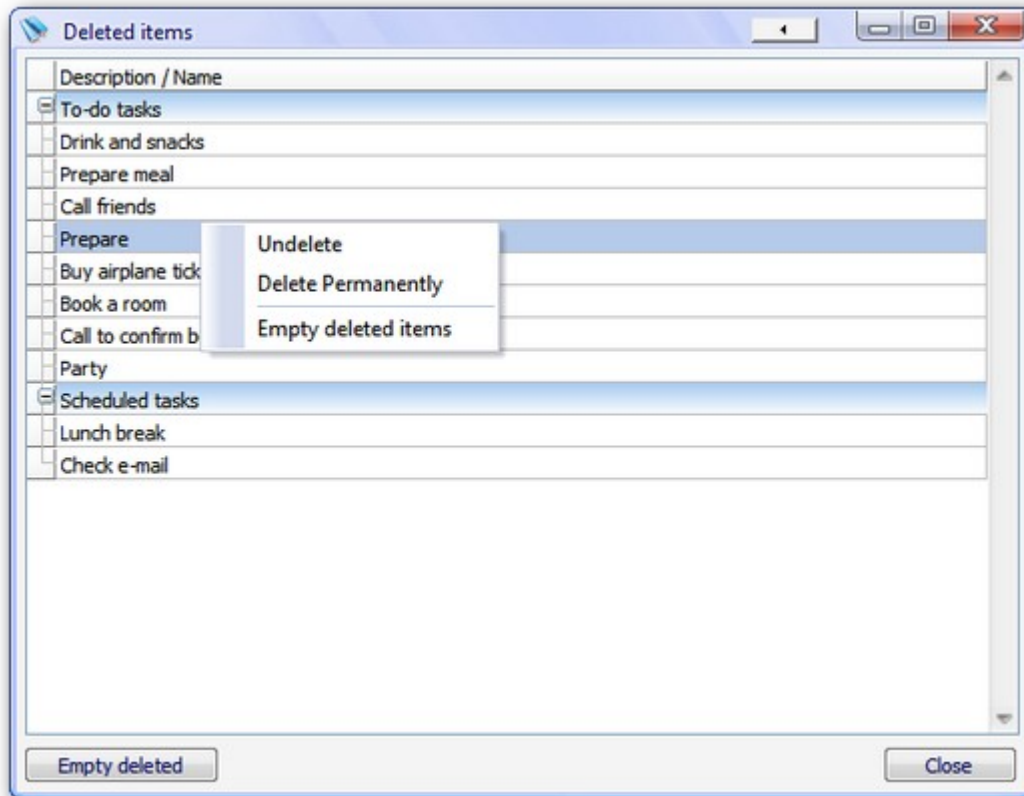
This tab page allows you to print quick notes.



<b>All</b>	Print all quick notes
<b>Selected</b>	Print selected note only
<b>Date range</b>	Print notes created in selected date range

### 3.3.11 Deleted items

If you deleted one of items accidentally or simply changed you mind, you can use **Deleted items** option to correct that mistake and undelete it.

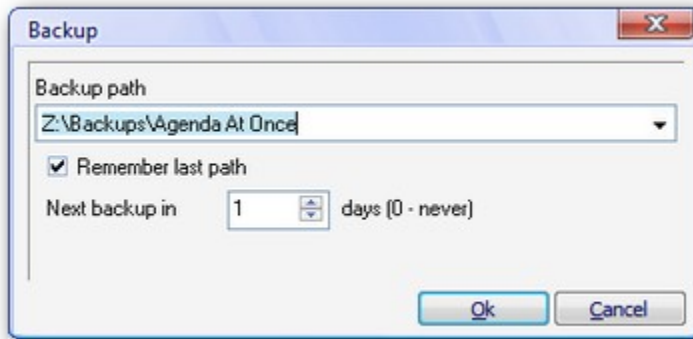


When you delete an item, it's not actually deleted; it's rather **marked** as deleted so it doesn't show up in standard user interface. If you choose to revert item back it will contain exactly same data as before deletion.

Use **Undelete** option to restore item, **Delete permanently** to remove selected item physically and **Empty deleted** to remove all items physically.

### 3.3.12 Backup

In order to keep your data safe, it is advisable to perform regular backups. **Agenda At Once** helps you with this by integrating **Backup** option which can be started manually or automatically, after specific period of time elapsed.



When this backup window is invoked automatically, 10 seconds countdown will start. If you don't take any action backup will be performed according to currently selected options.

Backup options are incorporated in database file (.aao), which means that backups can be accomplished differently for each file. When backup is performed, .aao file is compressed into .zip archive to save disk space. File name of the archive depends on file name of .aao file and date and time when backup is executed. For example: "**Default 2007-12-23 144117.zip**".

Note that because of this old archives are not overwritten by newer version. After some time you can find lot of old backups in backup folder, so you might want to delete them one in a while.

If you wish to backup file to a temporary location just this time, you can turn off "Remember list path" option.

**Backup** action needs exclusive access to a file to ensure that nobody else is changing a database.

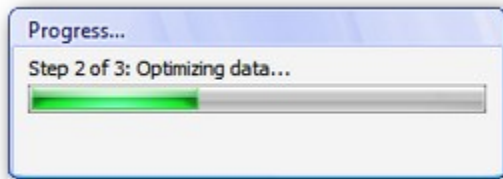
#### See also

Compact and Repair [64](#)

Multi-user support [79](#)

### 3.3.13 Compact and Repair

If you encounter strange problems with database file, you can run **Compact and Repair** option. Furthermore, you can run it as part of regular maintenance, because besides of detecting and fixing database errors and inconsistency, it performs internal data optimization and eliminates unused space resulting in smaller file.



Before process is started, **Agenda At Once** will offer to execute backup<sup>[63]</sup>, so there's no consequences in case something wrong happens (with critical operation such is this, you can never be too careful).

**Compact and Repair** needs exclusive access to a file.

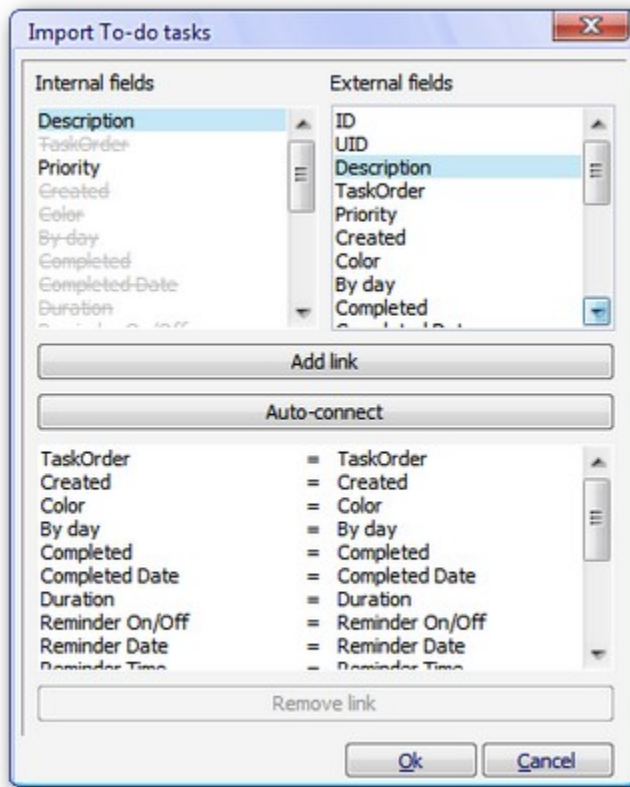
#### See also

Backup<sup>[63]</sup>

Multi-user support<sup>[79]</sup>

### 3.3.14 Import

**Import** submenu contains options to import data from Comma Separated Values (.CSV) file. These files can be generated by some other application or by **Agenda At Once's** Export<sup>66</sup> option. You can import **To-do**, **Schedule** and **Contacts**.



Import window contains three lists.

<b>Internal fields</b>	This is the list of fields that <b>Agenda At Once</b> supports
<b>External fields</b>	Fields found in .CSV file (collected from the first (header) line)
<b>Connections</b>	List of connected fields

After selecting one field from both upper lists, use **Add link** button to connect them and use **Remove link** button to remove existing connection. **Auto-connect** option connects fields with same names - you just need to browse through them to correct possible mistakes and/or to add additional links.

#### See also

Export<sup>66</sup>

### 3.3.15 Export

**Export** submenu contains options to export data to Comma Separated Values (.CSV) file. Later, you can import this file to another application for processing or edit it with some spreadsheet software or text editor. You can export **To-do**, **Schedule**, **Combined To-do and Schedule** (both types with link information) and **Contacts**.

**Note:** because .CSV files are plain text files, all formatting from notes will be ignored.

#### See also

Import 



### 3.3.16 Plugins

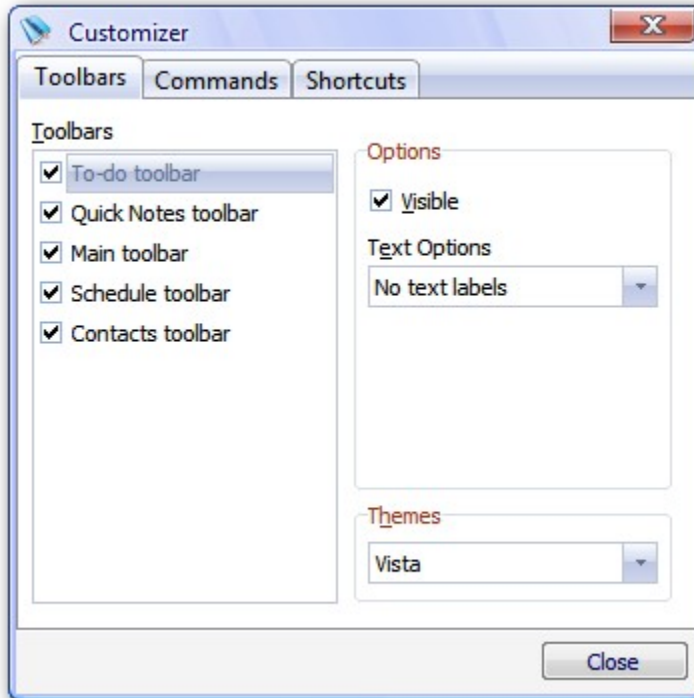
Probably each user has own requirements and specific needs, especially when it comes to productivity applications such is Agenda At Once. As it is hard to accomplish all of them without losing simplicity, we have decided to implement **Plugin system**.

This feature is still in experimental phase, so at this moment there is no public plugins available, but this will hopefully change soon.

### 3.3.17 Customize toolbars

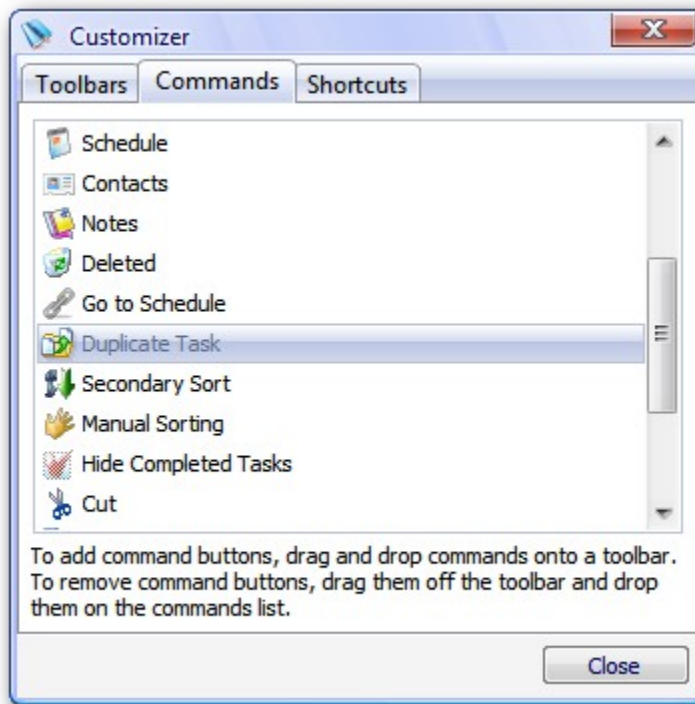
Agenda At Once allows you to customize toolbars per your preferences. Feel free to experiment with different configurations, and if you wish to revert back to default settings, choose **View | Toolbars** from main menu or right-click at any of them to use **Reset Toolbars** option.

#### Toolbars



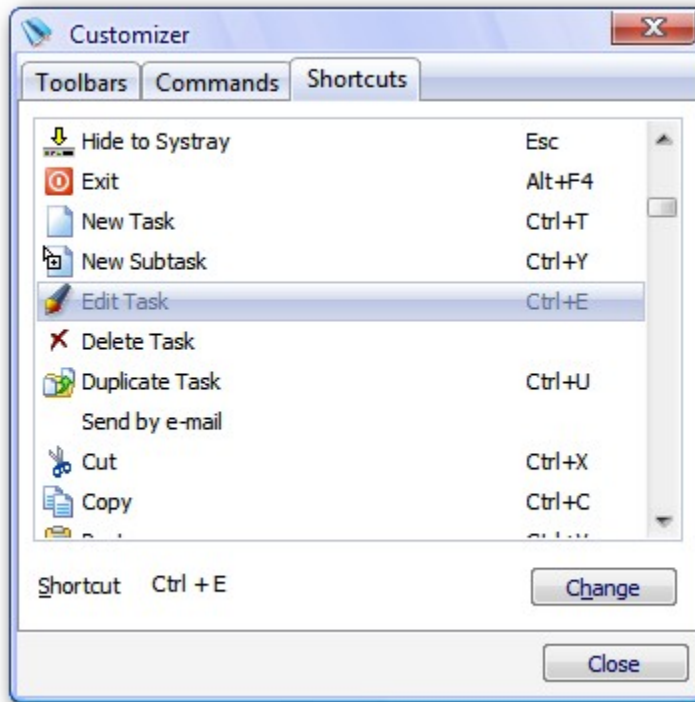
Use these options to set specific toolbar visibility, text options and to set global application style.

## Commands



After switching to **Commands** tab, you can drag and drop tool buttons (actions) from and to the toolbar in order to create most acceptable configuration.

## Shortcuts



If you don't like the way how we assigned keyboard shortcuts to actions, you can change them here.

### See also

Default keyboard shortcuts

# Advanced using

**Part**



## 4 Advanced using

### 4.1 To-do inline editing

It is possible to edit values directly in to-do list by pressing **Enter** or **F2** key (**inline editing**). We strongly encourage you to use this feature whenever possible, as it can save you significant amount of time and increase your productivity.

Not all columns can be edited. For example, **Row number**, **Scheduled duration**, **Path** and **aggregated values** are all read only.

#### Editable columns

Column	Explanation
<b>Priority</b>	Drop down menu
<b>Color</b>	Color selection window
<b>Task description</b>	Standard text editor
<b>Finished</b>	Simple click sets completion to 100% or 0%
<b>Duration</b>	Drop down list, custom typing possible (same as in Task properties <sup>[33]</sup> )
<b>Created date</b>	Date editor
<b>Completed date</b>	
<b>Due date</b>	
<b>Categories</b>	Standard text editor where you can type values separated with ";", and click at [...] button to open a list <sup>[41]</sup> (same as in Task properties <sup>[33]</sup> )
<b>Assignees</b>	
<b>Status</b>	Drop down list
<b>Attachments</b>	Attachment editor <sup>[42]</sup> (window)
<b>Notes</b>	Opens standard task properties window

**See also**

[To-do pane](#) <sup>[12]</sup>

[Task properties](#) <sup>[33]</sup>

[Categories](#) <sup>[41]</sup>

[Attachment editor](#) <sup>[42]</sup>


## 4.2 Drag and drop remarks

**Drag and drop** is an important feature in Agenda At Once that we paid certain amount of attention to. In this chapter, we will explain how it works.

### To-do


Target	How can be recognized?	What happens?
<b>To-do</b>		
Another to-do task	Another task's description is marked as selected	Task becomes a subtask of second task
At empty (white) area of the to-do list	No secondary task is selected and no blue line	Task is moved to the root level
Between two to-do tasks (on the same level) *	Blue line between tasks	Task is moved between two tasks
Between two to-do tasks (on the different level) *	Blue line between tasks, but note <b>small arrows at line ends</b>	<b>Arrow orientation UP:</b> task is moved <b>after</b> first task (on the same level as <b>first</b> task)  <b>Arrow orientation DOWN:</b> task is moved <b>before</b> second task (on the same level as <b>second</b> task)
<b>Schedule</b>		
Date number in monthly calendar	Calendar date is changed and planner refreshed	Task is scheduled to the day that mouse points to
Graphical planner	/	Task is scheduled to the exact time (or day in case target is weekly or monthly planner)



\* Indicated targets are possible only if Manual sorting  is on

### Scheduling explanation

When to do task is scheduled, this is what happens:

- **Copy** of to-do task is made and placed into the schedule at specific date and time (working time  if not specified otherwise)
- **Duration** of second task is same as duration of original task
- Both tasks become **linked** to each other
- Number of linked tasks and scheduled duration are **updated** in the to-do list
- In case of scheduling **several tasks at same time**, they appear one after another

### Schedule

Target	How can be recognized?	What happens?
Planner bounds (without Ctrl key)	Four-arrow mouse pointer	Moving task around (changing time and/or date if multiple days are visible)
<b>After pressing Ctrl key</b>	Pointer changes to an arrow with rectangle that represents a paper	Task is "unglued" from the planner, and now it's possible to drop it outside (see below)
Anywhere on the schedule pane	/	Depending on drop target, task is moved to a specific day and time  <b>Basically same as moving to-do task to schedule (see above)</b>
To-do list	/	<b>If task is linked to to-do task</b> <ul style="list-style-type: none"> <li>• Scheduled task is <b>removed</b></li> <li>• To-do task <b>remains same</b> (except updated number of linked and scheduled duration)</li> </ul>

		<b>If task is NOT linked to to-do task</b> <ul style="list-style-type: none"><li>• Scheduled task is <b>moved</b> and becomes to-do task</li><li>• Placement rules are same as applied in to-do task moving (see above)</li></ul>
--	--	---

We would like to **emphasize different behavior** when it comes to moving task from to-do to schedule and vice versa. This could seem illogical at first sight, so allow us to explain the meaning.

**To-do task moved to schedule:** "I want to focus on this task at a specified time". Both, to-do and scheduled tasks exists now (i.e. **task is copied**).


**Scheduled task moved to to-do list:** "I will not focus on this task at this time, and I don't know when I will focus to this task yet" or "I want to postpone this task". Scheduled task is removed, to-do task is created if it doesn't exists (i.e. **task is moved**).

#### See also

To-do pane [12](#)

Schedule pane [15](#)

## 4.3 Aggregated completion calculation

In case you set **Aggregated parent properties**  option on, parent completion is calculated according to task Duration and cannot be manually edited. Following text explains how exactly aggregated completion is determined.

### Subtask without durations

This is an easy case. Parent completion is calculated as sum of all subtask completion divided by number of tasks. It's a simple average function.

#### Example 1:

Number of subtasks: **4**

Completions: **50%**, **20%**, **0%** and **0%**

Parent completion:

$$(50\% + 30\% + 0\% + 0\%) / 4 = \mathbf{20\%}$$

### All subtasks with durations

Application makes a corrections based on task durations. Basically, it's same as in first example except completions are multiplied by durations.

#### Example 2:

Number of subtasks: **2**

Completions: **0%** and **50%**

Durations: **1h** and **2h**

Parent completion:

$$(0\% * 1h + 50\% * 2h) / (1h + 2h) = \mathbf{33\%}$$

### Some subtasks with durations, some without

This is a specific situation. According to **Example 2** formula, tasks without durations ("0h") wouldn't impact aggregated completion at all ( $X\% * 0h = 0$ ). That's why Agenda At Once internally, for this specific calculation, replaces "Zero" with "Almost zero" durations.

#### Example 3:

Number of subtasks: **3**

Durations: **0h, 0h** and **1h**


Completions: **100%**, **100%** and **20%**


Parent completion:

$(100\% * 0.01h + 100\% * 0.01h + 20\% * 1h) / (0.01h + 0.01h + 1h) = \mathbf{22\%}$

Note that in this example it doesn't look like serious problem if we just ignored tasks without durations (completion would be 20%), but when more subtasks are involved it can make a big difference.

### See also

To-do options 

To-do pane 

## 4.4 Multi-user support

**Agenda At Once** allows multiple users to access same file from different computers. This is useful for teams working on same projects - they can share same to-do list, appointments schedule, notes and contacts. Additionally, you can use **Assignees** [\[33\]](#) field combined with saved filters [\[44\]](#) to specify who is in charge for specific task.

Multi-user support is simply achievable by placing database file to a shared folder available through Windows Network and using **File | Open** [\[20\]](#) to point to it (example path: "\\SomeComputer\SomeFolder\TeamFile.aa0").

---

### General guidelines

#### Place file at public location

Make it available for all computers involved at least for most of the time. Avoid placing it on workstation local disk unless you are sure that access wouldn't be needed when specific workstation is off or it doesn't get restarted too often. Always-on file server would be ideal place.

#### Keep file small

Avoid inserting large embedded attachments [\[42\]](#) unless it's really necessary. Delete old and unused items [\[47\]](#) and do regular Compact and Repair [\[64\]](#).

#### Don't use local paths for attachments

When you use linked attachments [\[42\]](#), make sure you use UNC path so it can be accessible to anyone on the network. Generally, don't use paths such as "C:\MyFolder\MyFile.doc" as it will not work for other users (unless they all have "C:\MyFolder\MyFile.doc", which is usually still not what you meant to achieve). If file is and should remain on your local disk, use "\\MyComputer\MyFolder\MyFile.doc" instead (of course, MyFolder should be shared and visible on the network).

#### Make sure you adjust backup path

As backup [\[63\]](#) path is written in the database, same directions apply as mentioned in previous tip. Additionally, it doesn't matter which computer actually executes backup - last backup time is also part of the database file, so other users will not be bothered again if it's not necessary.

---

### File locking

Some operations require exclusive access to the file in order to be executed properly. For example, Compact and Repair<sup>[64]</sup> and upgrading database (due to new version installation) are a critical low-level processes that require full control, and locking while doing backup<sup>[63]</sup> ensures that each user's instance physically writes everything from the queue.

Locking is handled automatically by software. First, instance that needs full access sends a signal (lock request) to other users (small info window will appear to indicate this step). Other instances, when they detect this signal, temporarily disconnect from the database, assuming that user is not in the middle of data editing. Similar info window pops up to inform what's happening. When all instances are disconnected, first instance continues with operation and, after it's done, sends a signal that database is available again. If locking fails from whatever reason, after 5 seconds you will see a warning window and you will be able to choose further action (**Retry** or **Abort**). After several unsuccessful retries (which is not what should happen often), you can call teammates and ask them to close Agenda At Once completely.

---

## Combined personal and team usage

Usually you would want to keep private data separately from team data. There are two ways how you can accomplish this.

### 1. Use Database shortcuts

For easy switching between two databases, use Database Shortcuts<sup>[49]</sup>. Please note that, if you choose this method, only alarms defined in currently active file will be executed.

### 2. Use two (or more) instances

To avoid drawback from first method, you can turn off **Allow one instance only**<sup>[47]</sup> option and start **Agenda At Once** twice - one instance for each file. It's very lightweight application when it comes to resource consumption so system performance won't suffer because of this. If you wish to keep different personal settings for each instance, copy application to another folder. This way second instance will use own .ini file, similarly as in Portable device usage<sup>[82]</sup>.

### See also

Database Shortcuts<sup>[49]</sup>

General options [47](#)

Install to portable device [82](#)

Backup [63](#)

Compact and Repair [64](#)

Attachment editor [42](#)

## 4.5 Install to portable device

**Agenda At Once** keeps all personal settings in .INI files, which means that you can easily transfer application and all becoming data to a different computer. This is particularly useful when you want to keep **Agenda At Once** on USB pocket drive (USB pen drive, flash drive, USB stick, USB memory, portable disk, etc) so you can plug it in any computer you come across and access your data as you were working on your own computer.

To accomplish this, you can change destination path while installing application or you can manually copy necessary files to USB drive. Point Windows Explorer to the installation path to find these files (usually "C:\Program Files\Agenda At Once" or "C:\Programs\Agenda At Once"). Here's the list:

<b>AgendaAtOnce.exe</b>	Mandatory	Main application file
<b>globalshortcuts.dll</b>	Optional	Needed if you want to use Global Shortcuts <sup>54</sup>
<b>AgendaAtOnce.chm</b>	Optional	Help file, copy if you need user manual
<b>tips.txt</b>	Optional	Only if you want to read "Tip of the Day"

---

### INI files locations

Another requirement for portable applications is not to leave any trace on target computer. **Agenda At Once** uses smart guessing where generated files should be placed (.INI file settings, default save path, temporary path, etc). If it's installed to regular "\Program Files" (or "\Programs") folder, it uses "Application Data" folder (because MS Vista doesn't allow writing to it). Otherwise, if it's installed (or copied) to some other folder on disk or portable device, it uses application folder. For example, if AgendaAtOnce.exe is placed in "F:\AAO" or "C:\MyFiles\AAO", it will use same path of .INI files.

---

### Autorun

If you want to run **Agenda At Once** upon plugging USB disk, you can follow this simple procedure.

1. In the root of your portable drive create file named **autorun.inf** (if it doesn't exist already) and double-click it to open a text editor.
2. Add this text to it to add AAO to **Autoplay** window (**Code 1**):

```
[AutoRun]
icon=AAO\AgendaAtOnce.exe
```



```
open=AAO\AgendaAtOnce.exe /m
action=Open Agenda At Once
```

3. If you want AAO to appear in the context shell menu for a drive, add these lines (**Code 2**):

```
shell\ao=Agenda At Once
shell\ao\command=AAO\AgendaAtOnce.exe
shell=ao
```

4. Save file.

**Notes:**

- Starting from Windows XP SP1, due to security reasons, program will **not** run automatically - user will still need to choose an appropriate action in **Autoplay** window
- Replace path ("AAO\") to reflect your own folder
- Feel free to remove "icon" line if you don't want AAO icon to appear
- You can also remove "/m" from "open" option if you don't want to run it minimized
- Command "action" is mandatory for Win XP SP1 and newer (otherwise "open" command would be ignored - see first note)
- You can use either (**Code 1** or **Code 2**) or you can use both
- If you use **Code 2** running AAO will become default action (double-click from **My Computer**) instead of showing content of a drive

## 4.6 GTD - Getting Things Done

David Allen's Getting Things Done (GTD) methodology is simple and effective productivity system.

**"Getting Things Done (commonly abbreviated as GTD)** is an action management method of The David Allen Company, registered trademarks of The David Allen Company, and the title of the book which describes the method by David Allen.

GTD rests on the principle that a person needs to move tasks out of the mind by recording them somewhere. That way, the mind is freed from the job of remembering everything that needs to be done, and can concentrate on actually performing those tasks. What distinguishes GTD from other time- or action-management systems is the idea of grouping tasks by the context (defined as a place or set of available resources) in which they are to be performed."

Quote from the Wikipedia ([http://en.wikipedia.org/wiki/Getting\\_Things\\_Done](http://en.wikipedia.org/wiki/Getting_Things_Done))

If you want to learn more about this great and popular system, please refer to official web site: <http://www.davidco.com/> and consider buying a book.

---

### GTD and Agenda At Once

If you wish to use GTD system, our software can help you with that. Note that method described here is nothing more than a sample, and you can adjust it according to your own needs.

1. Create category<sup>[41]</sup> **Next Action** and optionally one category for **each possible context** (At work, At home, Calls, etc). You can also create categories **Someday/Maybe** and **Waiting for**, but you can also find more appropriate to use **Status** field for this purpose and create appropriate filters.
2. Create and save filters<sup>[44]</sup>:

#### **Inbox**

[Categories] [is] [Empty]      AND  
[Status] [is] [Active]

#### **Next Actions**

[Categories] [contains] [Next Action]

### Context 1

[Categories] [contains] [Context 1]

(Add additional filters for each context)

3. If you are using **Status** field, you can also add these filters:

### Waiting for

[Status] [is] [Deferred]

### Someday/Maybe

[Status] [is] [Inactive]

4. Regarding **projects**, you can also use a **Category** field, but we think that it's slightly easier to use to-do hierarchy features. You can even use hierarchy for contexts, instead of categories, if you find it's more appropriate for you.

GTD describes five phases: **collect, process, organize, review** and **do**.

Collecting information with **Agenda At Once** is easy: just add a task and don't assign it to any category. If you look at **Inbox** filter above, you can see that new tasks will be easily accessed. If you are using Global Shortcuts<sup>[54]</sup> it becomes even easier: press a keyboard shortcut, type few words and hit **Enter**. Your current work remain almost uninterrupted.

To process new tasks, switch to **Inbox** tab (filter) and take one task at the time. If it takes less than 2 minutes (GTD guideline), do it immediately. Otherwise, change status, file it to a **Project** or assign a category (**Context**). Once in a while (recommended at least once a week), browse through **Projects** (root tasks), assign **Next Action** to appropriate subtasks. Switch to and browse through **Waiting for** and **Someday/Maybe** list and organize each task.

### See also

Filters<sup>[44]</sup>

Categories<sup>[41]</sup>

## 4.7 Security

It is possible to password protect database file by using Options window<sup>56</sup>. If password is set, file is encrypted with powerful algorithm so anyone who wants to open it must enter a correct password.

You need to **separately protect all files** with sensitive data, as unprotected files will still be readable by anyone using **Agenda At Once**.

**Caution:** if you forget password, we will not be able decrypt file for you. For security reasons password is not written into the database and cannot be retrieved.

In order to increase security we have implemented additional options. By default, user needs to enter password only at startup (or file open), but what if you step away from the computer for a while? You can choose an option to request a password each time when AAO is restored (**At startup and restore** option). Additionally, if you left AAO visible on the screen, it can be automatically minimize after period of inactivity. Although main purpose of this is to increase security, you can use it even if you don't use other security options, if you wish.

### See also

**Security options**<sup>56</sup>

## 4.8 Command line

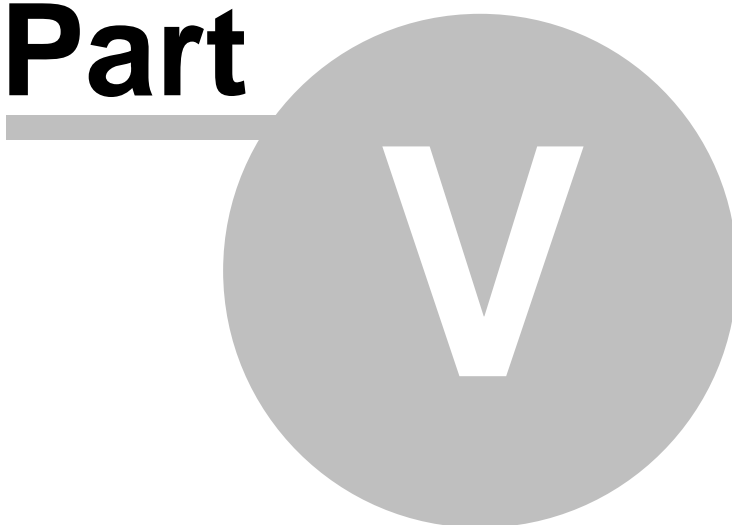
Command line switches supported by Agenda At Once:

<b>/m</b>	Start application minimized
<b>/quit</b>	Close application if active
<b>"[file name]"</b>	Open specified database file



# Other information

**Part**



## 5 Other information

### 5.1 Credits

We would like to use this page to thank to developers who made their products and libraries available (commercial or OpenSource).

#### **Borland/CodeGear Delphi**

Main development environment

<http://www.borland.com/>, <http://www.codegear.com/>

#### **Absolute Database**

Database System

<http://www.componentace.com/>

#### **TMS Component Pack**

Various components, including planners

<http://www.tmssoftware.com/>

#### **SpTBXLib**

Menus, toolbars and custom themes (skins)

<http://club.telepolis.com/silverpointdev/sptbxlib/>

#### **Virtual TreeView**

Tree list component

<http://www.soft-gems.net/>

#### **TurboPower Abbrevia**

Compression components

<http://tpabbrevia.sourceforge.net/>

#### **JEDI components**

Various components

<http://www.delphi-jedi.org/>

#### **Icons**



<http://www.icons-icons.com/>, <http://www.famfamfam.com/>, <http://www.dsbglobal.com/>, ...

## 5.2 Support

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### WWW

**Company page:**

<http://www.datalandsoftware.com/>

**Product page:**

<http://www.agendaatonce.com/>

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### E-mail

**Tech. support:**

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