

QuickReminder 1.20

By Mobile Systems Inc.



User Guide

<http://www.mobi-systems.com>

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GETTING STARTED

Welcome to QuickReminder

QuickReminder is an easy-to-use Palm supplement that notifies you of more significant dates and events from both public and your private life. QuickReminder reminds you of birthdays and anniversaries, national and public holidays, expiry dates and appointments, and so on.

QuickReminder has been designed in an extremely user-friendly style where all kinds of unnecessary entries have been removed. This is a very intelligent program that spares users the continuous settings and customization.

QuickReminder comes with a list of additional databases, which contain various events grouped around particular aspect of life.

QuickReminder combines the following useful features:

- Notifications – get notified of the important dates in your life as well as get suggestions as of what to do on particular occasions;
- Events – the significant dates from both public and your private life;
- Schedule – get notified of future appointments, calls to be made, payments, etc.;
- Categories – preset categories automatically classify the events and you receive respective notifications in the course of time;
- Lists - preset databases of national and international holidays and occasions.

How To Order QuickReminder

QuickReminder is a downloadable shareware product available for free evaluation or registration (for only \$19.95) at:

www.mobi-systems.com



System Requirements

Palm OS 3.1 or higher.

Installing QuickReminder Using A Windows Computer

1. Download QuickReminder (.zip) into the Add-on folder in your Palm Desktop directory on your computer and expand the .zip file.
2. Double-click the Palm Desktop icon on your desktop.
3. Click Install. (Tip: You can also access the Install Tool dialog by clicking on the .prc file).
4. From the User pop-up menu, select your user name.
5. Click Add.
6. When the Open dialog box appears, select QuickReminder.prc (the program), and the.pdb file with the database and then click Open.
7. Click Done to close the Install Tool window.
8. Perform a HotSync operation to install QuickReminder.

Installing QuickReminder Using A Macintosh

1. Download QuickReminder (.sit) into the Add-on folder in your Palm Desktop directory on your computer and expand the .sit file.
2. Double-click the HotSync Manager icon in the Palm folder.
3. From the HotSync menu, choose Install Handheld Files.
4. From the User pop-up menu, select your user name.
5. Click Add to List.
6. Select the Add-on folder from the popup menu.
7. Select QuickReminder.prc and the .pdb file with the database.
8. Click Add File to add QuickReminder to the Install Handheld Files List.
9. Close the Install Handheld Files window.
10. Perform a HotSync operation to install QuickReminder on your Palm.

Uninstalling QuickReminder

1. From your Palm's main Application Launcher, tap the Menu button and select Delete from the drop down list.
2. Tap QuickReminder and then tap Delete.
3. Tap Yes to confirm you wish to remove the program. QuickReminder should no longer appear on your screen.

REGISTRATION

Why Register

Registering your QuickReminder will remove the annoying nag screen from your device. It will give you an access to all available event databases and last but not least - guarantee you preferential technical support.

How To Register

QuickReminder shareware version is completely functional, except that the more times you start it, the longer the nag screen will keep active.

When purchasing QuickReminder, enter your Customer ID or RegCode in the order form.

Upon receipt of this number, your **Unlock Key** will be e-mailed to you.

Enter the Unlock Key in your program's registration screen.

Where To Find Your Customer ID/RegCode

Go to **Menu|Options|Registration** of the program and you will find it on the registration screen.

The Unlock Key - What, Where And How

The Unlock Key is a combination of 4-4 letters and numbers (for example: **34C5-7B9E**) which is received by e-mail after you have submitted your **Customer ID/RegCode**. To enter your Unlock key:

1. Go to **Menu|Options|Registration**.

2. Type in your Unlock Key in the space provided in your QuickReminder Registration screen.



QuickReminder Registration

Pilot User Name: John

Customer ID:
HYG-75UY-35AS-POHY

Please Enter Unlock Key:

.....

For technical support, email
support@mobi-systems.com

3. Tap **OK** to continue or **Cancel** to abort the entry.

Alternatively, follow the Registration screen instructions that appear upon starting QuickReminder - i.e. tap **Register** and proceed to **QuickReminder Registration** screen to type in your Unlock Key.

USER GUIDE

What QuickReminder Can Do For You

QuickReminder is a useful supplement when it comes to remembering significant dates – holidays, anniversaries, birthdays, occasions, expiry dates and deadlines. Its extremely user-friendly design spares you the effort to constantly input and customize your settings.

QuickReminder is a resourceful tool that not only notifies you of the upcoming event, but also provides extra information and gives prompts as to what to do on a particular occasion.



NOTIFICATIONS

About

Notifications are messages, which are automatically generated from your own data and the preset program features (**Events, Schedules, Categories and Lists** – see further in this document). From the popup list in the top right corner you can select a viewing option – **all** or by a particular **category, list** or **scheduled event**.

View Notification

To view notifications go to **Menu|View|Notifications** or tap the **Notifications** button . Select an item from the **Notifications** list and tap it when highlighted.



A new screen will appear displaying additional information about the selected item.



The same screen will appear when the alarm alert option is set. This option will then activate your Palm and the above-mentioned screen will be displayed on your device. Use the **scroll bar** to scroll through the information. Tap the **Close** button at the top right corner to exit the form and return to the previous screen.

Use the **scroll bar** to move up and down through the information.



Drag the divider between Date and Name to resize the columns.



Alarm Alerts

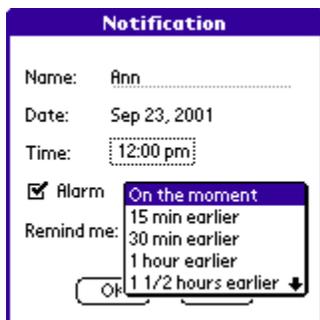
The **Bell** 🛎 activates the alarm alert. If you wish to be specifically notified of a particular event, tap the **Bell** 🛎 before it. It will automatically activate your Palm and on the date/time requested by you, the notification of the event will appear on your screen.

Add New

Notifications are automatically generated as a combination of your data and the preset program features (lists, categories, schedules, etc, see further in this document). A notification therefore cannot be created manually, but only edited.

Edit Notification

To edit a notification, go to **Menu|View|Notifications** or tap the  button. Select the item you wish to edit and tap the Edit button . The following screen will appear:



Notification

Name: Ann

Date: Sep 23, 2001

Time: 12:00 pm

Alarm

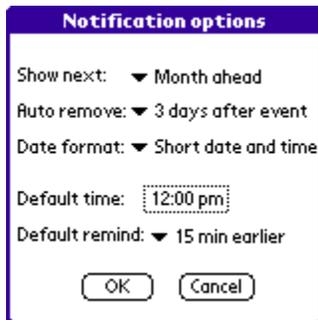
Remind me: On the moment
15 min earlier
30 min earlier
1 hour earlier
1 1/2 hours earlier

OK Cancel

You can edit name, time and alarm alert options. To switch to alarm mode, tap the **check box** before it. To set the alert option, that is, to have **QuickReminder** notify you of a forthcoming event a particular period of time earlier, scroll through the options in the popup list next to **Alert me**. Select your preference and tap **OK** to continue. Alternatively, tap **Cancel** to return to the previous screen.

Note! When making changes – adding new event/schedule – it takes a few seconds for the newly added data to get integrated. A small clock in the top right corner will notify you when the process of updating the database is completed.

Options



To set the notification options go to **Menu|Options|Notification**. Once you have set these options QuickReminder will generate notifications following the hence set pattern.

From the popup list next to **Show next** select how many days in advance you wish to view notifications for forthcoming events.

From the **Auto remove** popup list choose how many days after the event you wish to view the notifications.

From the **Date format** popup list choose the way dates will be displayed on your screen.

(Note! The exact outlook is determined by your Palm preferences.)

Change **Default time** if you wish – it has been preset for all these events that do not have exact hour associated with them (Easter, for example).

From the **Default Remind** popup list change how earlier you wish to be notified – the default setting has been introduced for all these events that do not have alarm alert associated with them.

EVENTS

About

These are past events of some significance to you – birthdays, anniversaries, jubilees, reunions and so on, of which you wish to be reminded. When you enter the exact date (even time, if you wish to) the event took place, **QuickReminder** will automatically calculate and notify you on the next date the event is to be celebrated.

Enter New Event

To add a new event, go to the **Menu|View|Events** (alternatively, tap the  button) to enter the **Events** screen and tap the **New** icon . The following screen will appear:



The screenshot shows a dialog box titled "Event" with a purple header. It contains the following fields and controls:

- Name:** A text input field containing "New Event".
- Date:** A date picker field showing "Dec 20, 2001".
- Category:** A dropdown menu currently set to "Unfiled".
- Description:** A multi-line text area with horizontal dashed lines.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Enter a name for the event, the date it took place, choose a category to assign it to and (if you wish) a short description – notes and tips that may be of help to you. Tap **OK** to continue or **Cancel** to abort the action and return to the Event form.

Name Your Event

In the **Name** field enter a name for the event you are adding. For example – the name of the person whose birthday you would like to be notified of or the name of the family, whose wedding anniversary you would like to keep a record of.

Enter Date

In the **Date** field enter the exact date when the event took place, that is, the exact day, month, year when a person was born or a couple got married. **QuickReminder** will automatically calculate the anniversary and notify you of it.

Select Category

From the popup list next to **Category** select the category the newly added event belongs to – birthday, anniversary, and so on. You can later on view your notifications by category – that is, see all the forthcoming birthdays in the next couple of days, week or month.

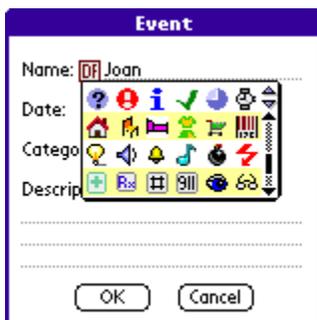
Note! If your event is **Unfiled** it will be ignored and no notification will be generated. It will nevertheless be accessible for further editing and modifications.

Description

In the **Description** field you can add free text – more information or prompts, which will automatically appear in the notification for this particular event on the assigned date and time. For example, you can enter the birthday present you bought last year so that you may think of something different this time.

Select Icon

Tap the icon in the Event screen and from the Icon Picker that appears, select an icon you wish to use.



Alarm Alerts

The **Bell** 🕒 activates the alarm alert. If you wish to be specifically notified of a particular event, tap the **Bell** 🕒. It will automatically activate your Palm and on the date/time requested by you, the notification of this event will appear on your screen.



Edit

You can edit/change the already entered data for your newly added event. To do so, select the event and then tap the edit icon .

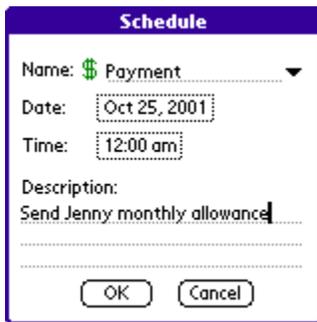
Remove Event

To delete an event from your database, select it and then tap the **Remove** button .

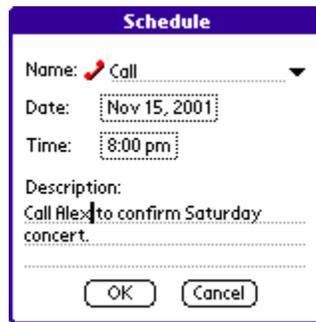
SCHEDULES

About

Schedules are future events – expiry dates, dead lines, pending payments, calls, appointments, etc. of which you wish to be reminded.



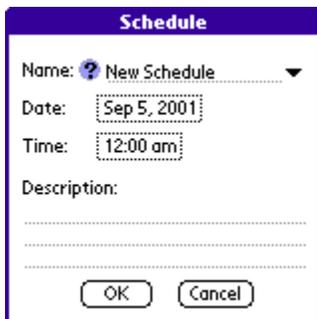
A screenshot of a 'Schedule' dialog box with a purple header. The 'Name' field is set to '\$ Payment'. The 'Date' field is 'Oct 25, 2001' and the 'Time' field is '12:00 am'. The 'Description' field contains 'Send Jenny monthly allowance'. At the bottom are 'OK' and 'Cancel' buttons.



A screenshot of a 'Schedule' dialog box with a purple header. The 'Name' field is set to 'Call'. The 'Date' field is 'Nov 15, 2001' and the 'Time' field is '8:00 pm'. The 'Description' field contains 'Call Alex to confirm Saturday concert'. At the bottom are 'OK' and 'Cancel' buttons.

Enter New Schedule

To add a new schedule, go to the **Menu|View|Schedules** (alternatively, tap the  button) to enter the **Schedules** screen and tap the **New** icon . The following screen will appear:



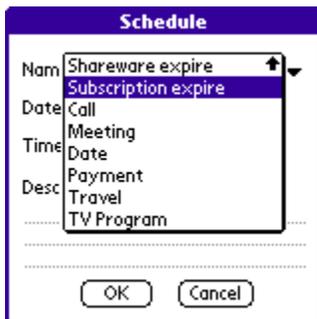
A screenshot of a 'Schedule' dialog box with a purple header. The 'Name' field is set to 'New Schedule'. The 'Date' field is 'Sep 5, 2001' and the 'Time' field is '12:00 am'. The 'Description' field is empty. At the bottom are 'OK' and 'Cancel' buttons.

Enter a name for the schedule, date, time and description. To specify date and time, tap the respective field and scroll through the calendar and the digital clock to adjust desired date and time. Once you have finished, tap **OK** to continue or **Cancel** to abort the action.

Name Your Schedule

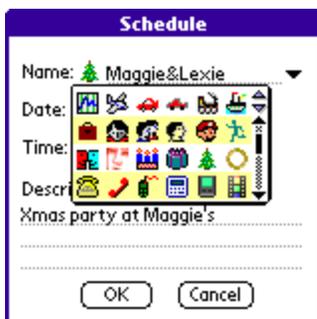
Names of schedules are predefined. Choose from the popup list next to **Name** or enter your own. To do so select the name **New Schedule** and type in the name you want.

We are opened to any ideas and suggestions on behalf of our valued customers. If you can think of a good name for a type of schedule, please write to us. Your help will be deeply appreciated.



Select Icon

Tap the icon in the Event screen and from the Icon Picker that appears, select an icon you wish to use.



Enter Date

In the **Date** field enter the date of the event. To do so, tap the date field. Scroll through the calendar to select the year, month and date. Tap **Today** if the event is to take place on this very date or **Cancel** to return to the previous screen.

Time

In the **Time** field enter the time of the event. To do so, tap the **Time** field. Scroll through the digital clock to select the exact hour. Tap **OK** to confirm or **Cancel** to abort the action.

Description

In the **Description** field you can add free text – more information or prompts which will automatically appear in the notification for this particular event on the assigned date and time. For example, if it is a credit card expiry date, you can enter the type of card and the number you have to phone in order to extend it.

Alarm Alerts

The **Bell**  activates the alarm alert. If you wish to be specifically notified of a particular scheduled event, tap the **Bell** icon  before it. It will automatically activate your Palm and on the date/time requested by you, the notification of this event will appear on your screen.

Edit

You can edit – change the already entered data for your recorded schedule. To do so, select it and then tap the edit icon . Change name, date, hour or description, then tap **OK** to confirm changes or **Cancel** to abort the action.

Remove Schedule

To delete a schedule from your database, go to the **Schedules** form, select the item and then tap the **Remove** button .

CATEGORIES

About

Category is a working term assigned to the various types of events. Each category contains in itself information as to the way a user should be notified of a forthcoming event and provides some useful additional information. For example – if it is a birthday, notifications will appear each year, the actual age will be displayed and suggestions for appropriate gifts will be made. To view categories go to **Menu|View|Categories**, or tap the  button.

Enable/Disable a Category

To enable/disable a category, tap the check box before it. When a category is disabled, you will not be notified of events belonging to it.



Alarm Alerts

The **Bell** 🛎️ activates the alarm alert. If you wish to be specifically notified of the events from a particular category, tap the **Bell** 🛎️. It will automatically activate your Palm and on the date/time requested by you, the notification of the event will appear on your screen.

LISTS

About

List is a working term assigned to a group of public events – national and religious holidays, etc. The notifications lists generate provide additional information about the respective holiday.

To view installed lists go to **Menu|View|Lists** or tap the  button.



Enable/Disable a List

To enable/disable a list, tap the check box before it. When a list is disabled, you will not be notified of the events included in it.



Alarm Alerts

The **Bell** 🛎️ activates the alarm alert. If you wish to be specifically notified of the events from a particular list, tap the **Bell** 🔔. It will automatically activate your Palm and on the date/time requested by you, the notification of the event will appear on your screen.