



Developer One[®]
Agenda One[®] for Windows Mobile™
www.developerone.com

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Agenda One is all about ease of use. Viewing, finding, creating, customizing, everything has been designed to work effortlessly. To get started quickly, there are only a few things you need know:

- Select “**View**” to select any view from the View Picker.
- Select “**Menu**” from within your current view to see available Actions or Options.
- Select “**Menu > Options**” to see the options that are available for your current view.
- Select “**Menu > Options > View all Options**” to see all of the Agenda One user options.

That is about all you need to know to get started! We encourage you to use the existing settings to get a feel for how each of the views work and then tweak you settings to make things just right for your preferences. After a few minutes of use you may even be inspired to create your own theme and share it with others! You can find out more about this by visiting the following link: <http://www.developerone.com/agendaone/themes.htm> .

How can I backup my Agenda One settings?

Agenda One stores all of your options and color settings in a few files that are located within the Agenda One programs folder. This is typically in the \Program Files\Agenda One folder.

The easiest way is to copy the entire Agenda One folder from your mobile device to your desktop PC using ActiveSync, or duplicating the folder on a storage card.

I've backed up my Agenda One settings and re-installed Agenda One on a new device, how can I restore my settings?

If you have backed up your data copy your backed up Agenda One folder to the Program Files folder on your device or your storage card. Next re-install Agenda One to the same Program Files folder.

We have made great efforts to make Agenda One as easy to use and intuitive as possible. For those of you who are looking for more detail about the different available Actions and Options screens and menus we will list each of them below. We tried to simply describe each of the Action or Option and in most cases the description (we hope) is self explanatory. More description will be given in sections that a bit more advanced.

Menu Action Screens

When you select the Menu button (right soft key) you will see available Menu Actions or View Options. We will first discuss the Menu Actions that are available from the About screen and each Agenda One View. The View Options will be detailed in Options Screens section.

About Agenda One

To get to the About Screen, Select “**Menu > Options > View all Options > About Agenda One**” to see all of the Agenda One user options.

- **Register** (only available if not registered, enter ID and Reg Code then select Menu > Register).
- **Buy Online** (only available if not registered)
- **Visit DeveloperOne.com**
- **Contact support**

Note: When you use the Contact support option you will be prompted to select your e-mail client. This email is pre-filled with many details that will help us replicate your issue and understand your configuration. This includes device model, memory, number of items you have in your outlook database, etc.

You will also notice that an agendaone.dat file is automatically attached. This file contains your Agenda One option settings. With this we can easily reproduce your exact Agenda One setup to more quickly answer your questions or solve your problems. We can put your settings file on a similar device so that we are working with the same settings you have.

This file contains only options settings, and does not contain data such as contacts, tasks or calendar items.

If you do not want to send this attachment it may be deleted. For the fastest response to your inquiries, we urge that you leave this file included.

If you are experiencing abnormal behavior, please include enough detail to help us repeat the issue. The faster we can confirm an issue, the quicker we can schedule the necessary updates.

- **Tell a friend...**
- **Check for updates** (This option is only available for registered users)

Note: If the latest published version is the next major version of the product (i.e. you have Version 1.2 and the latest is Version 2.0, you will be alerted that you may need to purchase an upgrade registration to unlock the new version.) Registration codes are valid for any updates within the major version of the product you have purchased.

If you purchase Agenda One when the current version is at 1.2, your registration code will be valid for all of the Version 1.x updates. (i.e. Version 1.5, 1.9). There is no guarantee as to the number of (minor version) updates that will occur in any major version of the product. New major version updates are planned to occur approximately every 6 to 12 months, and/or when updates to the Windows Mobile operating system demand product revisions for compatibility.

Today View

The available Menu Actions for the Today View are listed below:

- **New Appointment**
- **New Task**

Note: You may easily insert contact names into your Appointment or Task subjects by simply pressing the center/action navigation pad button when you are entering text into these fields in the appointment and task editors. After pressing the Action button, you will be shown your contact list from which you may select a contact name and/or number to insert.

- **Complete / Activate** (Activate removes the “Completed” flag from a Task)
- **More** (only available if an Appointment is currently selected, these may differ by device)
 - **Delete Appointment**

- **Create Copy**
- **Beam Appointment**
- **Save as Task**
- **Send as vCalendar**
- **More** (only available if a Task is currently selected, these may differ by device)
 - **Delete Task**
 - **Create Copy**
 - **Priority: High**
 - **Priority: Normal**
 - **Priority: Low**
 - **Beam Task**
 - **Save as Appointment**
- **Go to Today**
- **Go to Date**
- **Options**
- **Filter**
- **Exit**

Agenda View

The available Menu Actions for the Agenda View are listed below:

- **New Appointment**
- **New Task**
- **Complete / Activate** (Activate removes the “Completed” flag from a Task)
- **More** (only available if an Appointment is currently selected, these may differ by device)
 - **Delete Appointment**
 - **Create Copy**
 - **Beam Appointment**
 - **Save as Task**
 - **Send as vCalendar**
- **More** (only available if a Task is currently selected, these may differ by device)
 - **Delete Task**
 - **Create Copy**
 - **Priority: High**
 - **Priority: Normal**
 - **Priority: Low**
 - **Beam Task**
 - **Save as Appointment**
- **Go to Today**
- **Go to Date**
- **Options**
- **Filter**
- **Exit**

Week View

The available Menu Actions for the Week View are listed below:

- **New Appointment**
- **New Task**
- **Go to Today**
- **Go to Date**
- **Options**

- **Filter**
- **Exit**

Month View

The available Menu Actions for the Month View are listed below:

- **New Appointment**
- **New Task**
- **Details**
 - **Show Preview**
 - **Timelines**
 - **Status Icons**
 - **Item Counts**
 - **Category Icons**
 - **Category Icons (grouped)**
 - **None**
- **Go to Today**
- **Go to Date**
- **Options**
- **Filter**
- **Exit**

Tasks View

The available Menu Actions for the Task View are listed below:

- **New Task**
- **Delete Task**
- **Complete / Activate**
- **More** (only available if a Task is currently selected, these may differ by device)
 - **Delete Task**
 - **Create Copy**
 - **Priority: High**
 - **Priority: Normal**
 - **Priority: Low**
 - **Beam Task**
 - **Save as Appointment**
- **Group by**
 - **Categories**
 - **Completed**
 - **Priority**
 - **Due date**
 - **Start Date**
 - **Completed date**
 - **Sensitivity**
 - **Subject**
 - **All Tasks**
 - **Reverse Group Order**
- **Options**
- **Filter**
 - **All Tasks**
 - **No Categories**
 - **Time – Based Filtering**
 - **More**

- **Show Completed Tasks**
- **Future Tasks (All, Today, 3, 5, 7, 14, 30, 90 days)**
- **Exit**

Contacts View

Note: Only Contacts with pictures are displayed in the Picture Bar. You may have 1000 contacts but perhaps only 10 have pictures. The picture bar makes it convenient to quickly scroll only through Contacts with pictures assigned. If your device screen is in Landscape mode the Picture Bar will display on the left side of the screen. In this case, be aware that the picture bar pictures most likely will not correspond to the contact names that are aligned to the right of them.

To navigate within the Picture list, press the Left navigation key (if your pictures are shown at the left), or the Up navigation key (if your pictures are displayed at the top).

You may then use the navigation control to highlight and select a contact by picture. To return to navigating within the main contact list, press Right or Down and navigation will switch to the Contact list.

When using a Smartphone (which are non-touch screen devices) with an alpha-numeric keyboard, please make sure that the keyboard number/alt shift is not currently active. (If it is, you'll most likely be searching for numbers and symbols). You can tell if numeric or Alt mode is on by looking at the upper right corner of the screen where you will see "123" or "Alt". Change the input mode to Abc or T9 and the search should work properly. On Smartphones with alpha-numeric keyboards or telephone keypads, Agenda One will automatically look at all possible combinations of letters/numbers that may be entered using the keys you've pressed and quickly find your contacts.

Tip: Once you have a Contact Selected, you can arrow-right on the navigation pad to change the currently selected phone number/email address/web page of the contact. You can then simply press the green phone key to dial the selected number.

The available Menu Actions for the Contacts View are listed below:

- **Note** (Allows you to view Agenda One's hyperlink capable Contact Note like the image below)



Favorite website: www.developerone.com

Favorite restaurant: www.applebees.com

Dad's phone: [\(262\) 555-1542](tel:(262)555-1542)



- **Clear Search** (only shows when active search is on the screen)
- **New Contact**
- **Copy Contact**
- **More...** (only available if a Contact is currently selected, these may differ by device)
 - **Beam Contact**
 - **Delete Contact**
 - **Assign Category**

Note: If you want to see the icons associated with your Contact Category you will need to use the “Menu > More > Assign Icon action” from the Agenda One Contact view. You will not see your Category Icons in the when editing a Contact because Agenda One uses the built in Contact Editor.

- View Call Log
- Send as vCard
- Send MMS to email
- Options
- Filter
- Exit

Search View

The Agenda One Search view makes it easy to find your appointments, tasks and contacts. No confusing options, it's the easiest way to help you find what you're looking for. Key in your search term and press the center/action button on your device, and Agenda One will find all of your items containing that text.

What content does the Search view look at when searching?

The Search view looks at all of your Appointments, Tasks and Contacts and examines the text in every field of these items, looking for the text that you are searching for. This search also includes the text notes associated with these items and their categories. The time required to complete a search depends entirely on the amount of data you have on your device.

What is the difference between the “Includes” and “Begins with” search types?

“Includes” means that the search term may be found anywhere within the content of an item. i.e. a search for “time” would also include any item with the text “Call me sometime” in it.

“Begins with” requires that the searched item have a field that begins exactly with the text you have entered. A search of “Call” would find items like “Call Jane for status update” but would not find the item with the text: “Follow up on call from David Kennedy”.

Note: All searches are case insensitive. If you enter “John” it will find any combination of “john”, “John”, “JOHN”, etc.

Search Tip: If you organize your appointments, tasks and contacts with categories, the Search view is a great way to quickly list all of your items that are in the searched category. The author of Agenda One uses it to quickly pull up a list of all of the items in his “exercise” category to keep track of his training and monitor progress.

The available Menu Actions for the Contacts View are listed below:

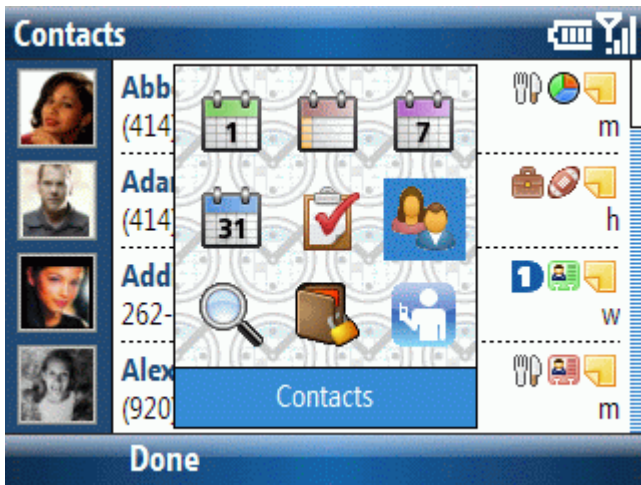
- Start Search
- Clear Search
- Search Type
 - Includes
 - Begins with
- Options
- Exit

Options Screens

Global Settings

Global Settings contains options that do not pertain to a specific view or may pertain to more than one view.

- Check for Updates (Off, 7, 14, 30, 60, 90 days)



When a new version is available for download, an icon of a person with a mobile device will be displayed in the view picker as shown above. When the icon is selected, Agenda One will attempt to download and install the new version. By default the setting is "Off".

- **Font** (Font style used throughout Agenda One)
- **Display Cleartype text**
- **Use View Picker** (If this is set to No the view button will cycle through each view)
- **Startup View**

Note: Using the Agenda One link from the Start menu or from a shortcut bar should always bring you to your defined "Startup View". Here are some cases where we do not use the defined "Startup View" and the reasoning that goes along with it. Suppose the Startup View was set to be the Task View, and the Appointments, Contacts, and Tasks are all set to point to Agenda One. From the Home Screen if the right soft key is pressed (Contacts) we decided most people would expect to see their Contacts, so we override the defined "Startup View" which in this example was Tasks. Using the same example as above from the Home Screen again. If the next Appointment on the Home Screen is selected, we decided most people would want to go to a Calendar view even though the "Startup View" was Tasks. We made a judgment call to always use the Today view because it will show the most detail about the appointment.

- **Customize View order** (You can also turn off unused views from this screen)
- **Select language**
- **Text Color** (Appointment and Task Status Colors are only used when set to Color by Status)
- **Indicator Bars** (You can add a color coded box next to appointments by using Color by Status or Category)
- **Preferred Text Entry**

Note: If you want to use the same input method such as abc/multipress or t9/predictive throughout Agenda One you can set that above.

- **Create Tasks as Undated** (If you do not want tasks to have a date by default, set this to "Yes")
- **Apply filter to new items** (If this is set to "Yes" and a filter is active, new items will inherit the same categories)
- **Confirm on Delete**
- **Use as default Calendar**
- **Use as default Contacts**
- **Use as default Tasks**

Color Selections

All Colors that you can change in Agenda One are located here as well the Main Options screen for each view.

- **Appointments**
- **Appt: Busy**
- **Appt: Free**

- **Appt: Tentative**
- **Appt: Out of Office**
- **Appt: Past (Today)**
- **Tasks**
- **Task: Overdue**
- **Task: Undated**
- **Task: Future**
- **Task: Completed**

Note: Appointment and Task Status Colors above are only used when Text Color in Global Settings is set to Color by Status. Otherwise the Appointment or Task Color above will be used. You can set Text Color in Global Settings to display Task and Appointment Text to your defined Category Colors. Refer to Manage Categories below for more details.

- **Contact Events** (Birthdays and Anniversaries)
- **Option title bar color 1**
- **Option title bar color 2**
- **Option title bar text**
- **Timeline: Border**
- **Timeline: Background**
- **Timeline: Work Hours**
- **Timeline: Divisions**

Note: For a visual display of these three timeline colors you can also go to Calendar Setting > Timeline Options.

- **Week: Background (Selected)**
- **Week: Background (Today)**
- **Week: Background (Weekday)**
- **Week: Background (Weekend)**
- **Week: Border**
- **Week: Date Text**
- **List: Background**
- **List: Background (Selected)**
- **List: Selection Border**
- **List: Header**
- **List: Header (selected)**
- **List: Header Border**
- **List: Header Text**
- **List: Header Text (Selected)**
- **List: Separator Lines**

Note: The List Colors above are common to the Contact View, Today View, the Agenda View and the Task View.

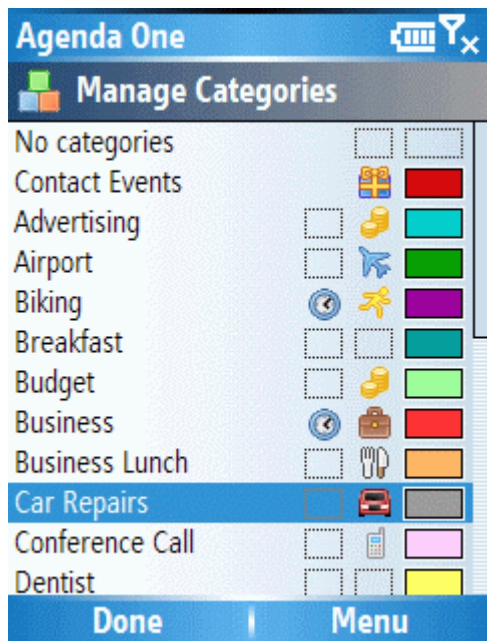
- **Month: Date Header**
- **Month: Border**
- **Month: Background**
- **Month: Background Prev/Next Month**
- **Month: Background (Selected)**
- **Month: Background (Today)**
- **Month: Date Text (Weekday)**
- **Month: Date Text (Saturday)**
- **Month: Date Text (Sunday)**
- **Month: Date Text (Selected)**
- **Month: Header Text (Weekday)**
- **Month: Header Text (Saturday)**
- **Month: Header Text (Sunday)**
- **Preview: Detail Text**
- **Preview: Header Text**

- **Preview: Hyperlinks**
- **Preview: Background**
- **Contacts: Contact Names**
- **Contacts: Contact Info**
- **Contacts: Picture List Background**

Manage Categories

From any view, chose Menu > Options> View All Options > Manage Categories.

Next, press the Center/Action button or Menu to display your options. If you are not seeing any icons, it likely means that no items in your schedule have categories (or category icons) assigned to them To modify an existing category, highlight it and choose a Menu command. You may also press the Action button to open a pop-up menu with commands.



What are the three columns of boxes in the Manage Categories view?

Column 1 – Clock icon shown indicates the category will be filtered based on time of day.

Column 2 – Your assigned category icon

Column 3 – Assigned text color or indicator bar color (this depends on the Text Color option that you have chosen in the Global Settings).

Time Based Filtering. Once you try it, you'll be hooked!

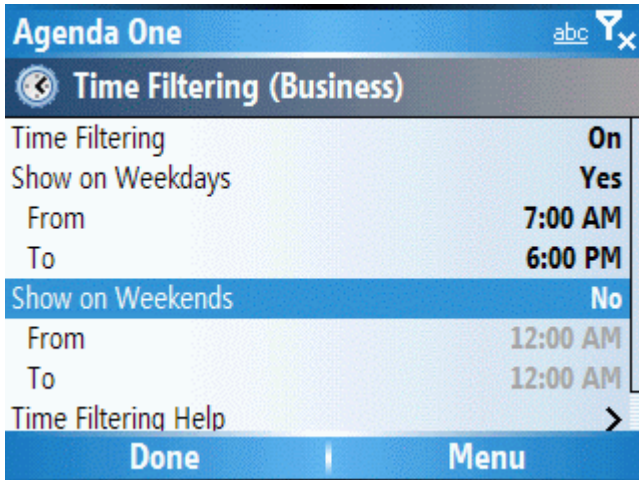
Time Based Filtering lets you choose the days and range of times that you would like to see certain categories of items displayed in Agenda One. Setting this up is very simple:

Example: You would like to see your calendar and contact items that are in the “Business” category only on Weekdays from 7:00 a.m. to 6:00 p.m. Because we never think about work when we're at home, right?

On the weekend, and in the evenings, you will only see all of your other items in your calendar contacts list. It's smart and convenient!

- Start by going to Menu > Options > All Options > Manage Categories.
- Select a category for which you would like to apply time filtering, let's use “Business” for this example.
- Highlight “Business”, then Menu > Time Based Filtering. Select “Yes” to enable time filtering on this category.

- Show on weekdays: Yes
- Time: 7:00 a.m. to 6:00 p.m.
- Show on weekends: No



- Save the changes by pressing “Done” In the Category Manager screen.
- You will then see a clock icon next to the “Business” category in the Category Manager, indicating that time filtering is enabled for this category.
- Close the Category Manager.

What happens now? On any weekday between 7:00 a.m. and 6:00 p.m. your “Business” items will be allowed to display. Before 7:00 a.m. and after 6:00 p.m. these items will automatically “disappear” from your schedule. On weekends, these items will not be displayed at all.

To clearly indicate that some items are being “hidden” from your schedule, you will see a clock icon in the lower-right corner of your display in Agenda One. This tells you that time filtering is currently active and some items are not being shown.

How can I view the items that are currently being hidden?

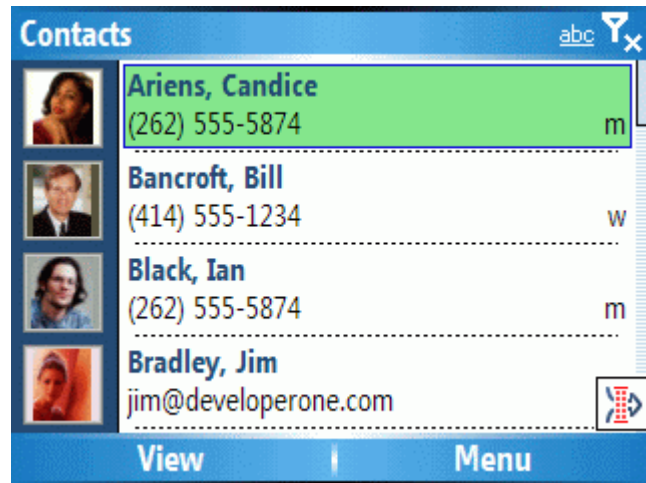
Go to Menu > Filter > All Items. This will temporarily disable time filtering and display all of your items.

Every hour on the hour, Agenda One will check to see if you have categories that have Time Filtering applied and will re-apply the filtering at that time. You may also re-enable it manually at any time by going to Menu > Filter > Time Based Filtering.

Filtering and Time filtering status indicators.

You can tell the difference between time based filtering and typical category filtering by the icon that is displayed at the lower right hand corner of your screen. In the image of the Month view below you will see a Clock icon. This indicates that a Time based filter is currently applied. (It also means that some items are not being shown due to the fact that their associated category is selected to display during a time other than now.)

In the Contact view below you will notice Agenda One's regular filter icon in the lower right corner.



If your items are being filtered (as indicated by a clock or filter icon being displayed in the lower right of your screen) and you have a need to see all of your items, use **Menu > Filter > All Items**.

Time based filters will automatically be re-applied every hour, or when you restart Agenda One.

Theme Chooser

Select one of the built in themes to apply it, or find more themes online!

- **More> Find Themes online**
- **More > Backup current Theme**
- **More > Delete backup**

You can find out more about this by visiting the following link: <http://www.developerone.com/agendaone/themes.htm> .

Calendar Settings

Calendar Settings that apply to more than one view can be set here.

- **View All options**
- **First week of year**
- **First day of week**
- **Past Appointments Today**
- **Include Contact Events**
- **Calendar Task Sorting**
- **Timeline Options**
- **Status Icons** (If Reminder, Recurring Appointment or other Status icons take up too much space on your device you can turn them off here.)

New Item Reminders

You can set default times for Appointments, All day events and Tasks here.

- **Appointments** (Default Time in minutes)
- **All day events** (Default Time in hours)
- **Tasks** (Default Time)

Preview Settings

The preview settings here apply to both Task Preview and Appointment Preview. When changing a Detail Text and Header Text color be sure that it will be visible with any Appointment or Task Preview image that you are using.

- **Preview Text Size**
- **Boldface text**
- **Boldface headers**
- **Appointment Preview Image**
- **Task Preview Image**
- **Detail Text**
- **Header Text**
- **Hyperlinks**
- **'No items' Background**

Note: Any custom Appointment Preview, Task Preview, or "No items" background images that you set here are not automatically saved to your Theme unless you save your Current Settings using our free Desktop Theme Builder. You can find out more about this by visiting the following link:

<http://www.developerone.com/agendaone/themebuilder/help.htm>

Today View

Settings that are specific to the Today View are listed below.

- **View All options**
- **Text size**
- **Boldface text**
- **Display Timeline**
- **Compressed Mode**
- **Multi-line Appointments** (Not available in Compressed Mode)
- **Multi-line Tasks** (Not available in Compressed Mode)
- **Display Tasks**
- **Display Completed Tasks**
- **Overdue Tasks**
- **Undated Tasks**
- **Background**
- **Background (Selected)**
- **Selection Border**
- **Separator Lines**
- **Header**
- **Header Text**
- **All Color Selections**

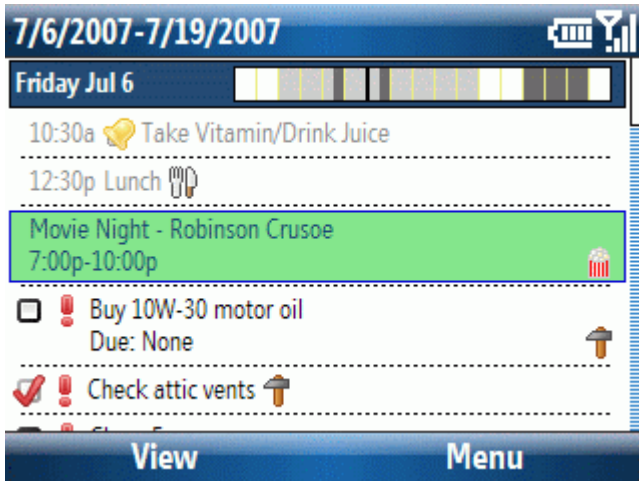
Agenda View

Settings that are specific to the Agenda View are listed below.

- **View All options**
- **Number of Days Displayed** (1-14)
- **Text size**

- **Boldface text**
- **Date text size**
- **Boldface dates**
- **Day Date Format**
- **Timelines**
- **Compressed Mode** (Yes, Yes All, No)

Note: When "Yes" is selected, past items and completed tasks only are compressed as shown in the image below:



When "Yes All" is selected, all Appointments and Tasks are compressed.

- **Multi-line Appointments** (Not available in Compressed Mode)
- **Multi-line Tasks** (Not available in Compressed Mode)
- **Display Tasks**
- **Display Completed Tasks**
- **Overdue Tasks**
- **Undated Tasks**
- **Background**
- **Background (Selected)**
- **Selection Border**
- **Separator Lines**
- **Header**
- **Header Text**
- **Header (selected)**
- **Header Text (Selected)**
- **Header Border**
- **All Color Selections**

Week View

Settings that are specific to the Week View are listed below.

- **View All options**
- **Text size**
- **Boldface text**
- **Date text size**
- **Boldface dates**
- **Date Position**
- **Day Date Format**
- **Title Date Format**

- **Week number in title**
- **Display Today at top**
- **Use Top-down layout**
- **Timelines**
- **Display Tasks**
- **Display Completed Tasks**
- **Overdue Tasks**
- **Undated Tasks**
- **Navigate by week**
- **Border**
- **Date Text**
- **Background (Selected)**
- **Background (Today)**
- **Background (Weekday)**
- **Background (Weekend)**
- **All Color Selections**

Month View

Settings that are specific to the Month View are listed below.

- **View All options**
- **First day of week**
- **Title Date Format**
- **Display Tasks**
- **Display Completed Tasks**
- **Overdue Tasks**
- **Undated Tasks**
- **Show week numbers**
- **Details** (Detail Text may not be available for all screen sizes)
- **Show Preview**
- **Preview Location** (Not all preview locations are available every screen size)
- **Preview Text Size**
- **Status Icons in Preview**
- **Date Header**
- **Header Text (Weekday)**
- **Header Text (Saturday)**
- **Header Text (Sunday)**
- **Border**
- **Background**
- **Background Prev/Next Month**
- **Background (Selected)**
- **Background (Today)**
- **Date Text (Weekday)**
- **Date Text (Saturday)**
- **Date Text (Sunday)**
- **Date Text (Selected)**
- **All Color Selections**

Task View

Settings that are specific to the Task View are listed below.

- **View All options**
- **Text size**

- **Boldface text**
- **Header text size**
- **Boldface headers**
- **Show Completed Tasks**
- **Multi-line Items** (Not available in Compressed Mode)
- **Compressed Mode**
- **Group by**
- **Sort order**
- **Sort by**
- **Sort order**
- **Then by**
- **Sort order**
- **Then by**
- **Sort order**
- **Background**
- **Background (Selected)**
- **Selection Border**
- **Separator Lines**
- **Header**
- **Header Text**
- **Header (selected)**
- **Header Text (Selected)**
- **Header Border**
- **All Color Selections**

Contacts View

Settings that are specific to the Contacts View are listed below.

- **View All options**
- **Text size**
- **Boldface text**
- **Show Picture Bar**

Note: Only Contacts with pictures are displayed in the Picture Bar. You may have 100 contacts but perhaps only 10 have pictures. The picture bar makes it convenient to quickly scroll only through Contacts with pictures assigned. If your device screen is in Landscape mode the Picture Bar will display on the left side of the screen. In this case, be aware that the picture bar pictures most likely will not correspond to the contact names that are aligned to the right of them.

- **Smart Search** (this field enables three additional search fields below)
- **Also Search**
- **Also Search**
- **Also Search**

Note: Choices for “Also Search” include Company, Account name, Customer ID, Work City, Work State, Work ZIP, Home City, Home State and Home ZIP.

- **Background**
- **Background (Selected)**
- **Selection Border**
- **Separator Lines**
- **Header**
- **Header Text**
- **Contact Names**
- **Contact Info**
- **Picture List Background**

- All Color Selections

Search View

Settings that are specific to the Search View are listed below.

- View All options
- Text size
- Boldface text
- Search Type (Includes or Begins with)
- Background
- Background (Selected)
- Selection Border
- Separator Lines
- Header
- Header Text
- All Color Selections

Agenda One Appointment Editor

Agenda One brings you the easiest way to create new appointments and tasks. Once you try our innovative new interface and you'll never forget to enter an item into your schedule again. True one handed operation makes it effortless to enter new items when you're on the go. Below is a quick demonstration on how to use the Appointment Editor.

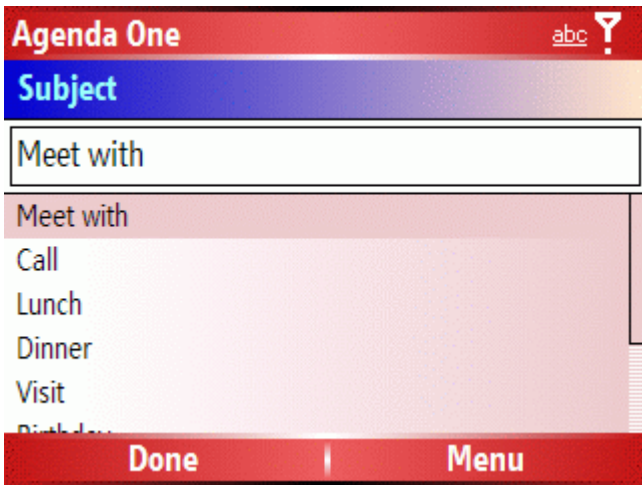
Simple, fully featured editing.

One look at the editing screens and you'll see just how simple it is. Yet you can do more and do it faster than anything else available for Windows Mobile. Using nothing but the navigation pad you can select subjects, attendees, change the date, enter a time...

Agenda One	
New Appointment	
Subject	<edit...>
Location	<edit...>
Starts	Fri, Feb 02, 2007
@	2:00 PM
Ends	Fri, Feb 02, 2007
@	3:00 PM
All day	No
Reminder	15 minutes
Done Cancel	

Your favorite subjects.

Quickly select a subject from your favorites list or enter your own.



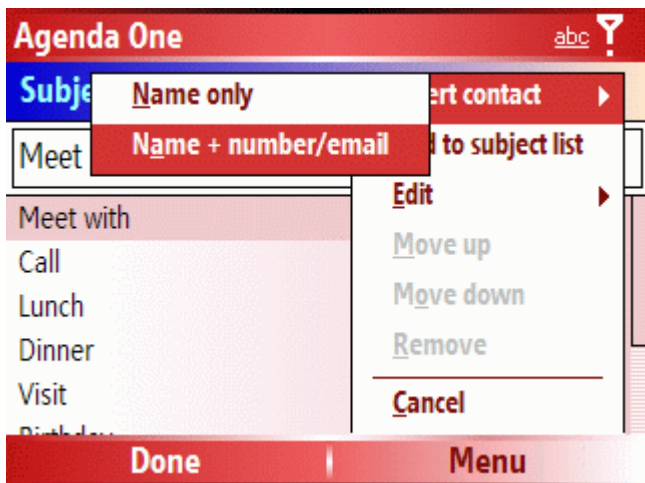
Want to add a contact name or number?

Use the menu or press the Center/Action button on the navigation pad.



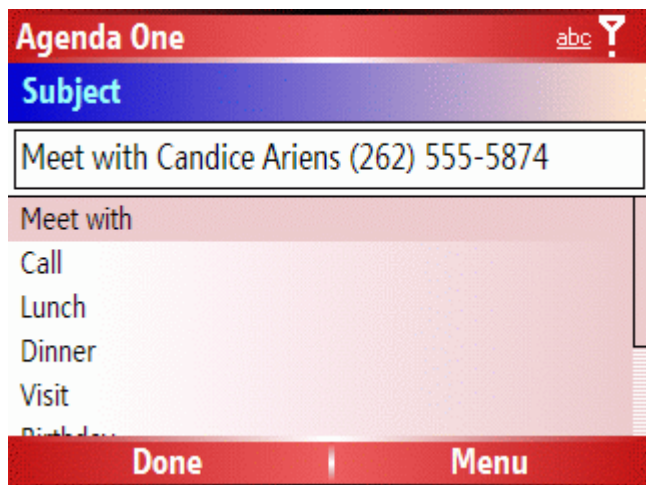
Add 'live' numbers to your subjects.

Choose to insert a contact name and number in the subject, location or note fields and you'll have instant links for dialing or sending an email when you're viewing the appointment.



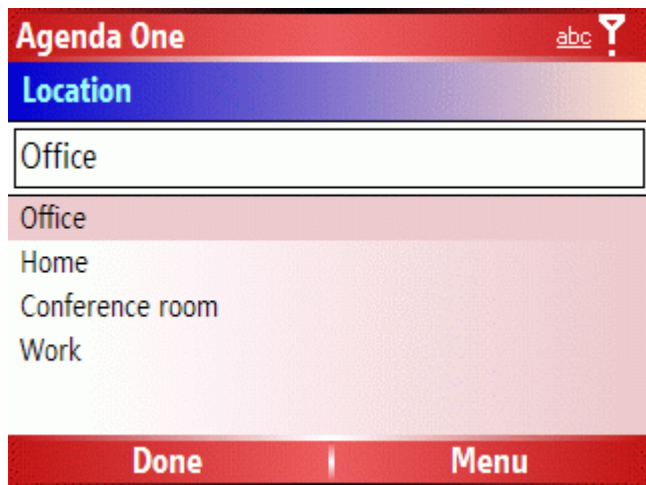
A few clicks and you're on your way.

We wanted to make Agenda One more than just a tool to view your schedule. We want you to be able to quickly and effortlessly enter new items at any time, no matter where you are. Once you get started, you'll find that you stay more organized because Agenda One makes it so easy to create and modify appointments and tasks!



Choose your location.

Create a list of favorite appointment locations for quick selection.



Where we are so far...

Agenda One abc ?

New Appointment

Subject **Meet with Candice Ariens (262) 555-5874**

Location **Office**

Starts **Fri, Feb 02, 2007**

@ **2:00 PM**

Ends **Fri, Feb 02, 2007**

@ **3:00 PM**

All day **No**

Reminder **15 minutes**

Done | **Cancel**

We've filled in a few key pieces of information... but here's where it gets even better...

Pick a date, any date.

Agenda One delivers you the easiest to use date and time pickers to let you quickly create an item without ever touching the keyboard or keypad.

Starts abc ?

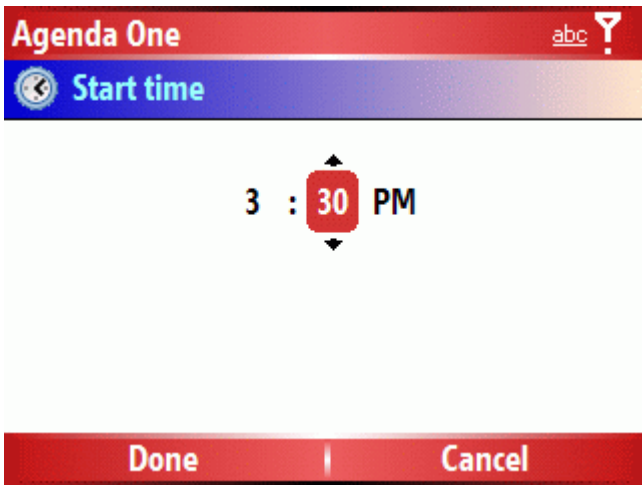
February **2007**

	S	M	T	W	T	F	S
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	1	2	3
10	4	5	6	7	8	9	10

Done | **Cancel**

Do you have the time?

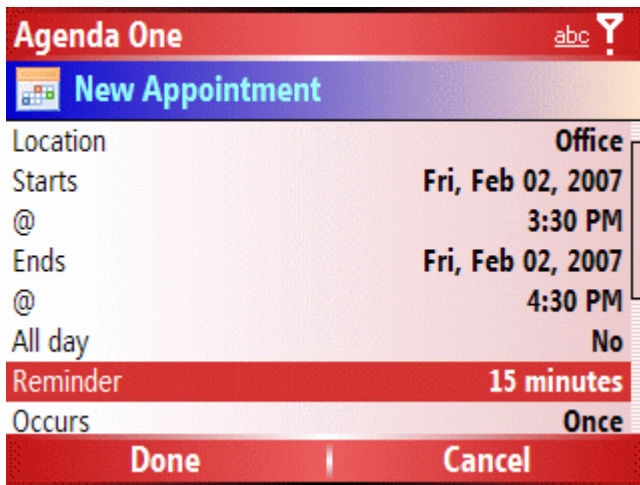
Selecting a time is as easy as a few presses of the navigation pad. (You can also use the keypad, but why?) In the time editor, we've added more smarts; **press the Center/Action button to advance 15 minutes at a time!**



Almost done...

In early testing, several users commented that it was almost fun to create a new appointment with Agenda One...

We're not quite sure that you can classify this as fun, but it sure is easy.



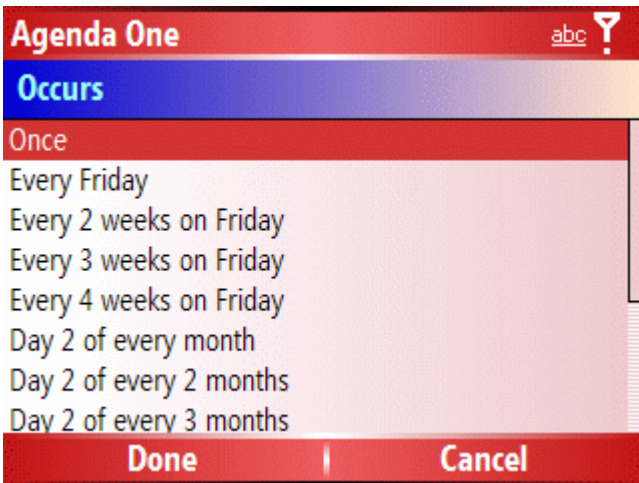
Never miss your important meetings.

Setting a reminder time, like all of the other editor fields is as easy as it can get.



Over and over again...

Need to create an appointment that repeats? We've included the most commonly used recurring appointment settings to help you out.



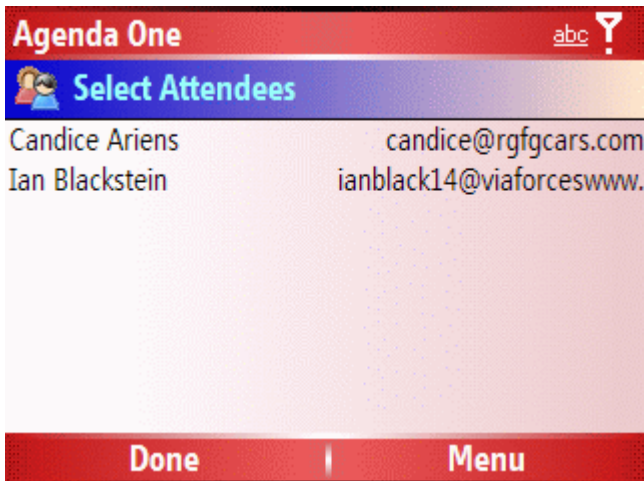
Pick a category or two.

Selecting categories for your items is fast and easy. From this screen you may also assign icons to your categories, change the color and set-up time filtering.



Invite others to join.

Quickly add attendees to your meetings. All attendees are also automatically linked from the appointment viewer. When you view an appointment, you may easily open and view any contact listed as an attendee.



You can even use your Microsoft Exchange Global Address List (GAL) to add attendees to appointments.

When in the attendee chooser in the Agenda One appointment editor, use Menu > Find Online.

Note: This feature is only available if you are synchronizing with Microsoft Exchange 2003 SP2 and have the Microsoft Security Feature Pack (MSFP) installed on your device.

Simple and Straightforward

At a glance you can see the progress that we've made. If only all software was designed to be so simple.

Agenda One abc ?

New Appointment

Reminder **20 minutes**

Occurs **Once**

Categories **Business**

Attendees **2 Attendees**

Status **Busy**

Sensitivity **Normal**

Notes **<edit...>**

Done | **Cancel**

Add notes, comments, whatever you need.

All email addresses, telephone numbers and web addresses that you enter into the notes will automatically be displayed as hotlinks when you're viewing an appointment or task. It's all about making it easy and helping you do the most with your time.

Agenda One abc ?

Notes

02/01/2007 1:36 PM

Bring proposal for land acq

Insert date/time

Insert contact ▶

Paste

Clear all

Cancel

Done | **Menu**