

Lotus Organizer Time Off Calendar

Lotus Organizer is a program that stores information about appointments, names and addresses, a "to do" list and project planners. Each user has had their own Organizer file for sometime. We now have a special Courthouse file with a planner section to help schedule the staff's time off. To view and enter time off in the planner follow the instructions below.

View Entries

- 1) Open Lotus Organizer.
 - a. Pick Start | Programs | Lotus Organizer.

- b. Type your cc:Mail name in the Login name field on the Login dialog box.

Figure 1.

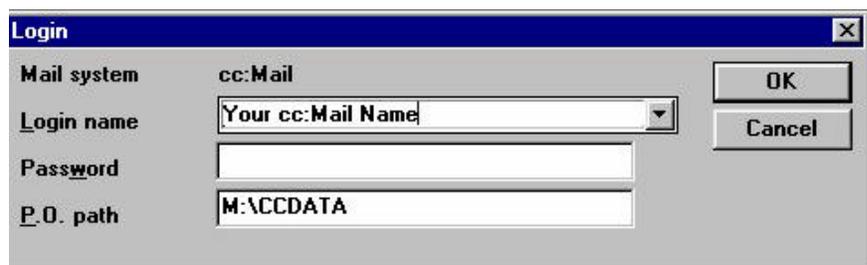


Figure 1

- c. Type your cc:Mail password in the Password field on the Login dialog box.

- d. Make sure that M:\ccdata appears in the P. O. path field on the Login dialog box.

- e. Hit enter or click on OK.

- 2) Open the Courthouse Organizer File. - The Organizer stores information in files. Each user has their personal file. We also set up a file for information of interest to the whole court. We named that file Courthouse.

- a. Pick File | Open.

- b. Type Courthouse in the Name field on the Open dialog box.

Figure 2.

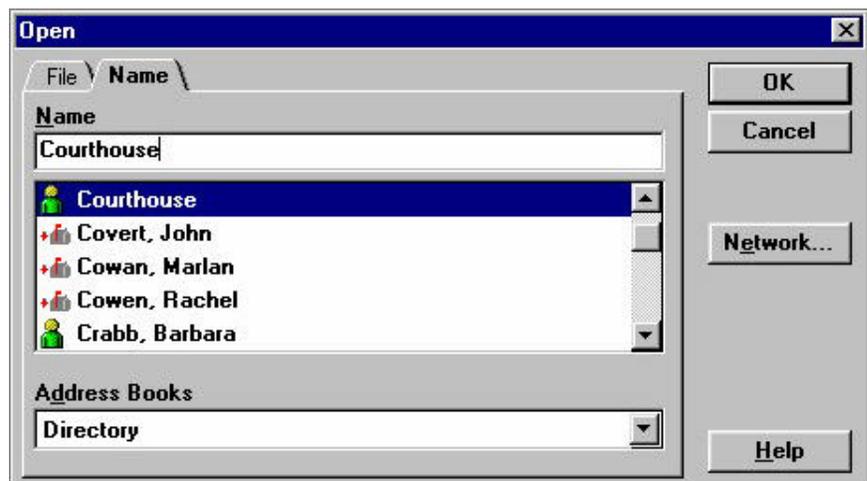


Figure 2

- c. Hit enter or click on OK.

After the first time you open the Courthouse Organizer file the file name will appear on your "quick list." The quick list is a list of the last five organizer files you had open. You can find it at the bottom of Organizer's file menu. **Figure 3.**

When you have finished with the Courthouse Organizer file, you can return to your personal Organizer file by repeating these steps and substituting your name for the word Courthouse.

- 3) Turn to the 3d Floor or Fifth Floor Time Off Planner by:
 - Clicking on the Time Off Planner tab in the Courthouse Organizer file.
 - or-
 - Pressing Ctrl + Page Down on your keyboard until you reach the Time Off Planner.

Create an Entry

The Time Off Planner is an Organizer "Planner." Planners use color codes to show events that happen over several days. We assigned each employee of the clerk's office a different color. The Time Off Planners shows the color code at the bottom of the screen.

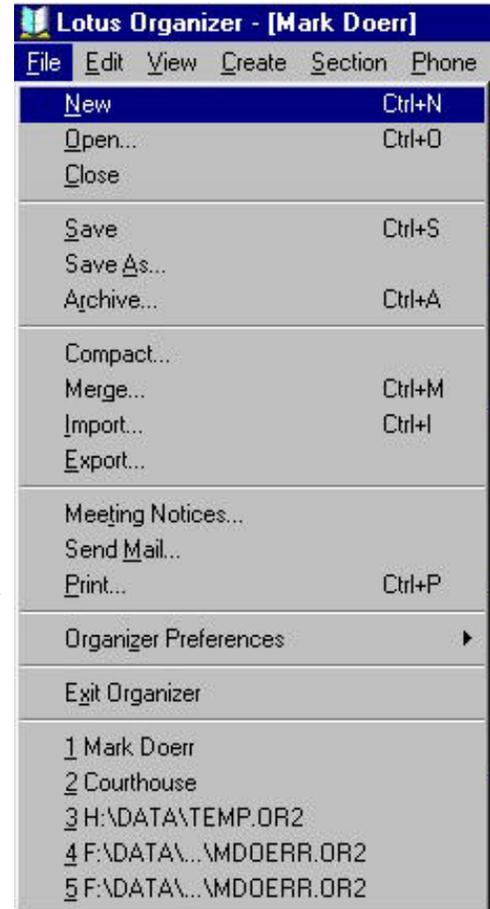


Figure 3

- 1) Click on your name at the bottom of the 3d or 5th Floor Time Off Planner. When you move your mouse pointer around the screen you will notice that it resembles a felt tip marker as it passes over the calendar section. If that does not happen, then your name is not properly selected. Go back and click on your name again. **Figure 4.**

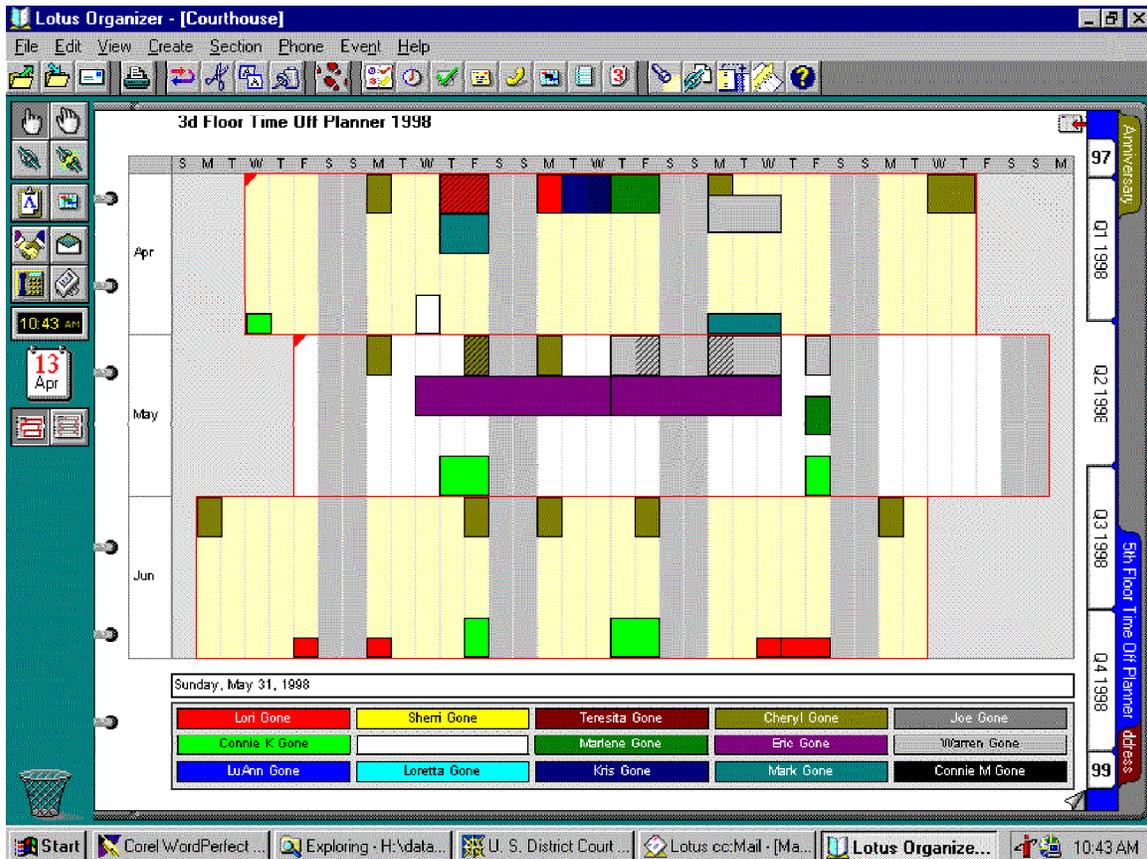


Figure 4

- 2) Use your mouse pointer to mark your time off on the calendar shown in the top part of the screen. If you look the first full week of April in the calendar shown, you will see that there are three entries. Notice how they appear at different heights on the row. Each row of dates in the calendar has four rows within it. The organizer does this to allow you to make more than one entry for a particular period. To use the various rows simply aim your mouse pointer at different points on the desired date. Now just to confuse things more, you can make multiple entries in the same row for the same dates. If you do this, Organizer will show the overlapping period with hash marks. If you find that you do not like where your entry appeared after you made it, then you can change the entry by editing it.

Edit an Entry

- 1) Double Click on the appropriate entry in the 3^d or 5th Floor Time Off Planner of the Courthouse Organizer file.
- 2) Edit the information shown in the Edit Even dialog box. You can tab between the fields, and hit enter when you have made whatever changes are necessary. Some fields are necessary and some are optional. I describe the fields below and have shown the fields that are optional. **Figure 5.**

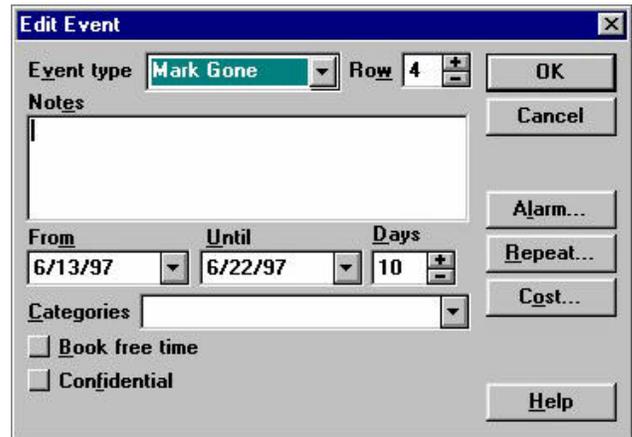


Figure 5

Event Type - The event type corresponds to the colors at the bottom of the Time Off planner. If you click on the arrow to the right of the event type field, the whole list of names and colors will appear.

Row - The row field tells you in which row the event you are scheduling will display on the screen. You can change the row number either by typing a new number in the field or by clicking on the up and down arrows next to the row number.

Notes (optional)- The notes field is a place where you can type whatever text you want to describe the nature of what your time off is. This field displays only in the Edit Event dialog box. The organizer will not display it anywhere else.

From - The from field is the beginning date for the period that you are taking off. You can either type in a new date or click on the arrow beside the date field and select the beginning date from the calendar that drops down beside it.

Until - The until field is the ending date for the period that you are taking off. It is tied to the days field that I describe in the next paragraph. If you type a specific date in this field, then the days field will adjust its self automatically. Likewise, if you adjust the days field, then the until field will adjust its self automatically.

Days - The days field shows how many days you are scheduling an event. It is tied to the until field which I describe in the previous paragraph. If you type a specific number of days in this field, then the until field will adjust its self automatically. Likewise, if you adjust the until field, then the days field will adjust its self automatically.

The remaining fields and buttons are all optional. If you want to know more about them, call Eric or Mark for more information.

- 3) Press enter or click on the OK button to save your changes

Delete an Entry

- 1) Click on the appropriate entry in the 3d or 5th Floor Time Off Planner of the Courthouse Organizer file. Make sure the appropriate entry has a dashed outline. That means it is selected.
- 2) After making sure that the appropriate entry is selected, press the Delete key on your keyboard.