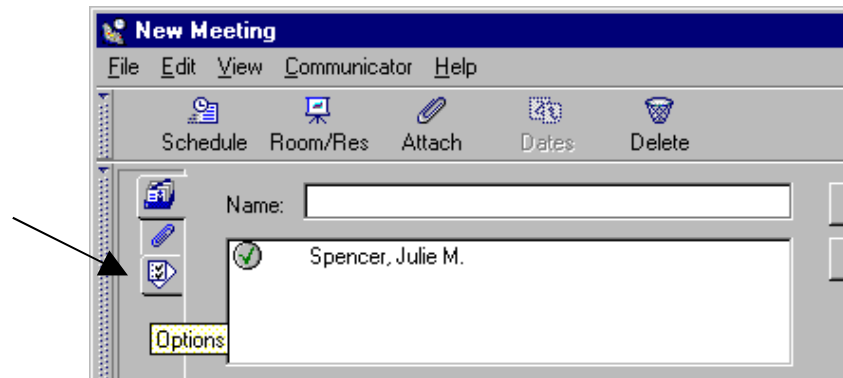


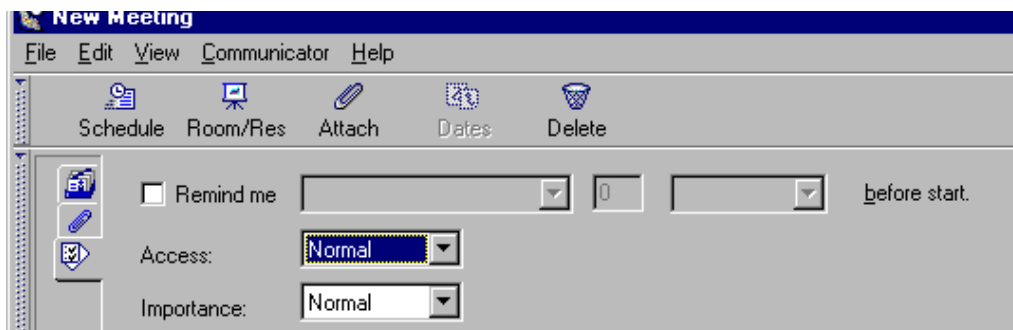
Agenda Entry Options

Agenda Entry Options

The entry options are those available from the options button within the **New Meeting** window



The following will be displayed:

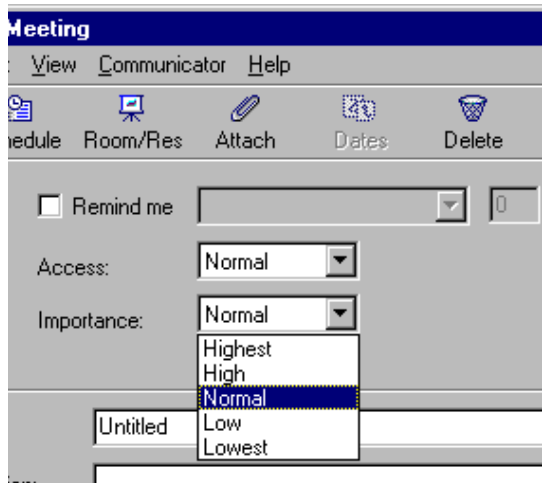


Details regarding Access and Importance levels can be changed and setting a reminder can be turned on.

Importance Level

Events may have different levels of importance - A meeting to discuss financial matters may be considered to have higher importance than one on methods for increasing office productivity.

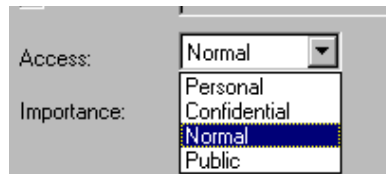
Importance levels may be altered by using the drop-down menu (Lowest → Highest)



Select the importance level from this menu. Entries with different importance levels appear in different colours depending on the attendees' preference settings.

Setting Access Level

The access level for an agenda entry may be changed. This allows entries to be marked for different types of access. To change the access level, select an access level from the Access level drop-down menu (Personal, Confidential, Normal, Public)

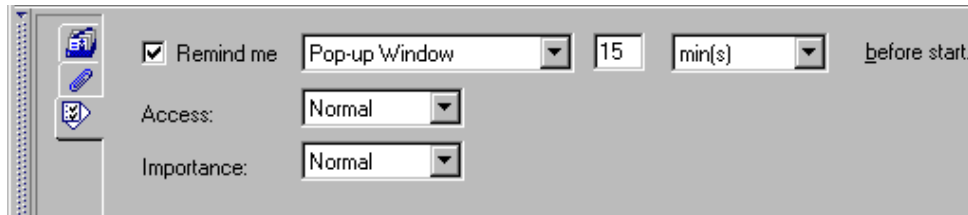


Access rights may be assigned to various people to allow or disallow their access to various Agenda entries based on these rights.

Reminder Options

The reminder option is part of the options settings. To activate check the **Remind me** box, to disable uncheck the box. The default is **off**.





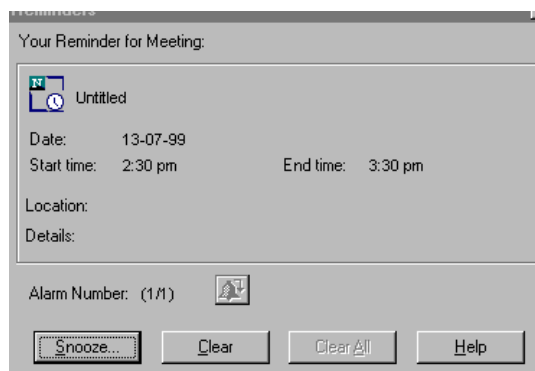
There are types of reminders available, the Pop-up Window type and the Display Upcoming type.

Setting a Pop-up reminder

To select a pop-up reminder, choose Pop-up Window from the reminder type drop-down menu.



This type of reminder displays a Pop-up window when the reminder becomes due:

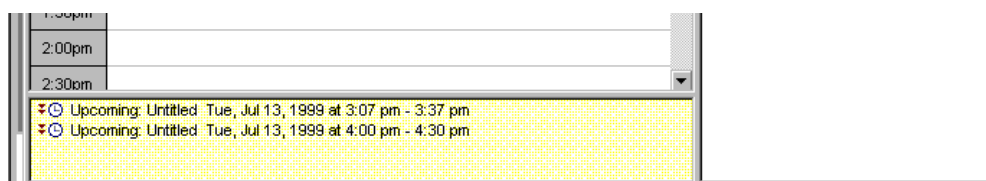


Several actions are available from this window.

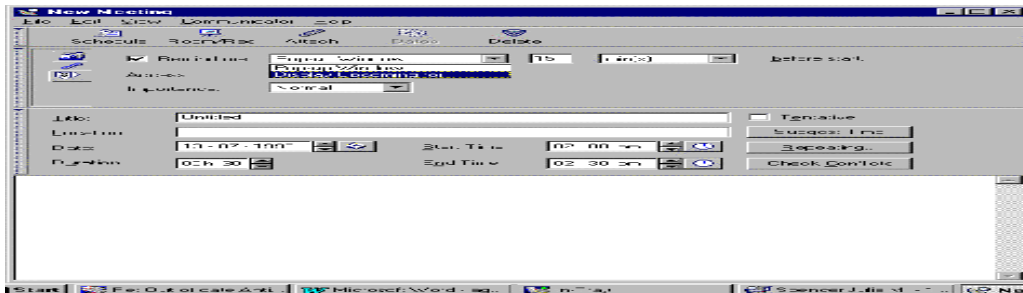
To acknowledge the reminder and turn it off, select Clear.

Displaying upcoming reminders

When an entry has the display upcoming reminder type, a reminder of the event will be displayed in the calendar window:



To set a reminder of this type, use the Display upcoming reminder type setting and specify the period of time for the reminder to be shown.



A reminder is displayed in for each day at the bottom of each days' agenda (this applies to daily and weekly agenda views only)

Applying reminders to recurring entries

Reminders may be applied to some or all instances of a recurring entry. From the agenda/meeting window select the required dates using the mouse.

To select all entries - Click and hold the left mouse button and drag over the dates
or

select specific dates - Click on the first date and holding down the control key click on the subsequent dates → Then check box the **remind** option