

Private-Organizer 2.0

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Introduction

PrivateOrganizer is an application that can be used to manage your address-data in an efficient way. Also, it helps you to keep track of any tasks you have by organizing and ordering them in a table.

Version 2.0 is the second "public" release of this software and has been improved regarding speed at saving data compared to version 1.0. In addition, useful supplementary functions have been added.

As it is with all software products by Euchler Software, the basic version is completely free of charge. The program can be used indefinitely and distributed further as long as there is no monetary gain for the distributor. If you like this tool and you are interested in further supplementary functions, you can buy the full version for only 3,29 €.

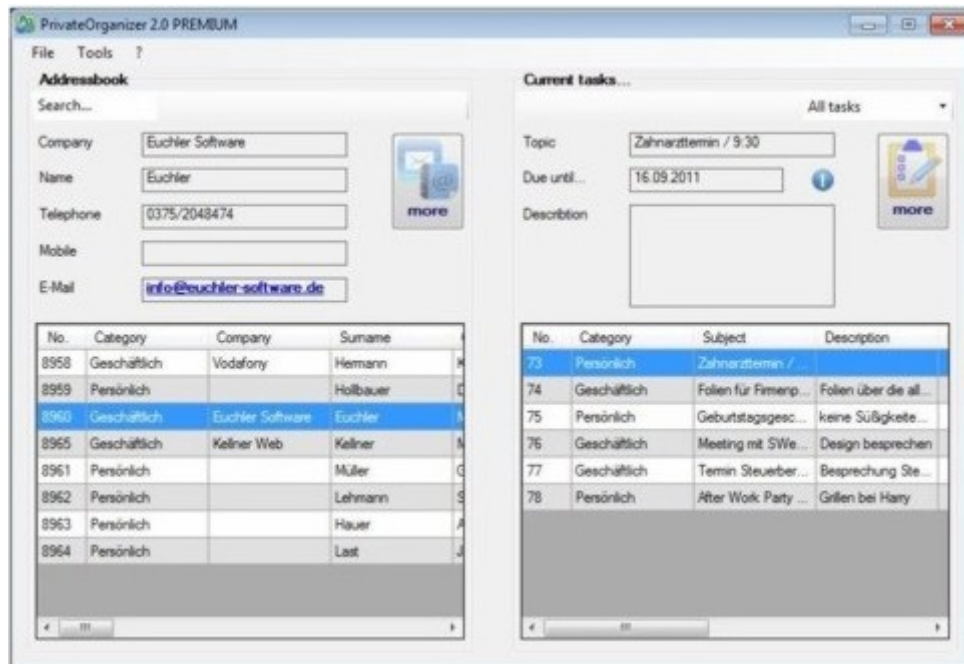
If you would like further information or supply the author with any critics or suggestions (which is both most welcome), please contact us via www.euchler-software.com.

Zwickau, 10.09.2009



Overview

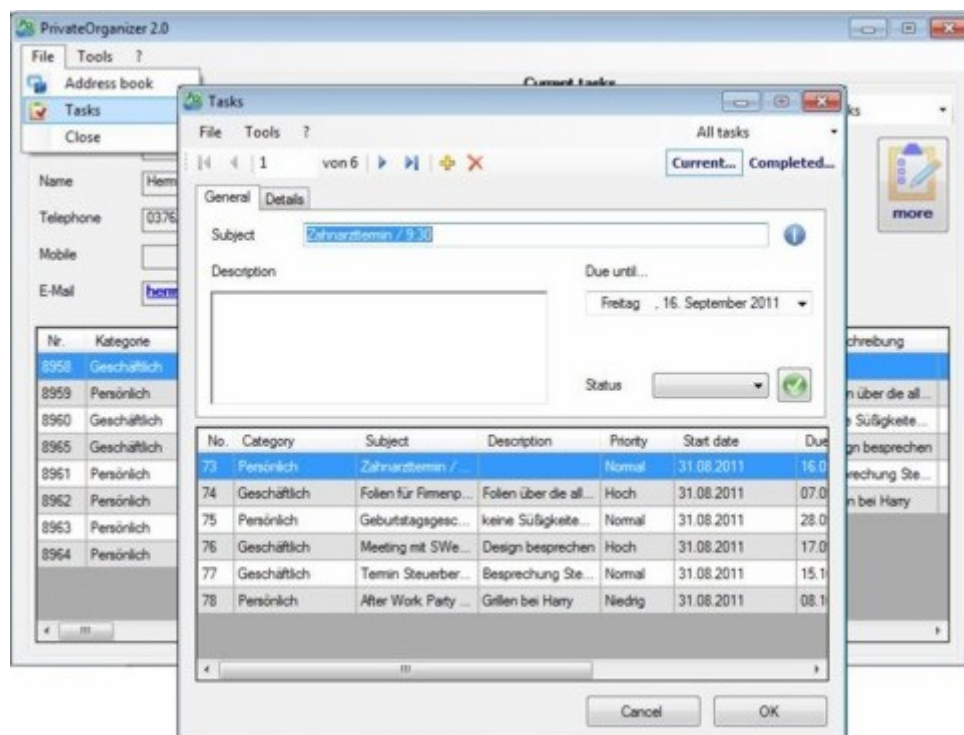
Here you see the main-interface of the program...



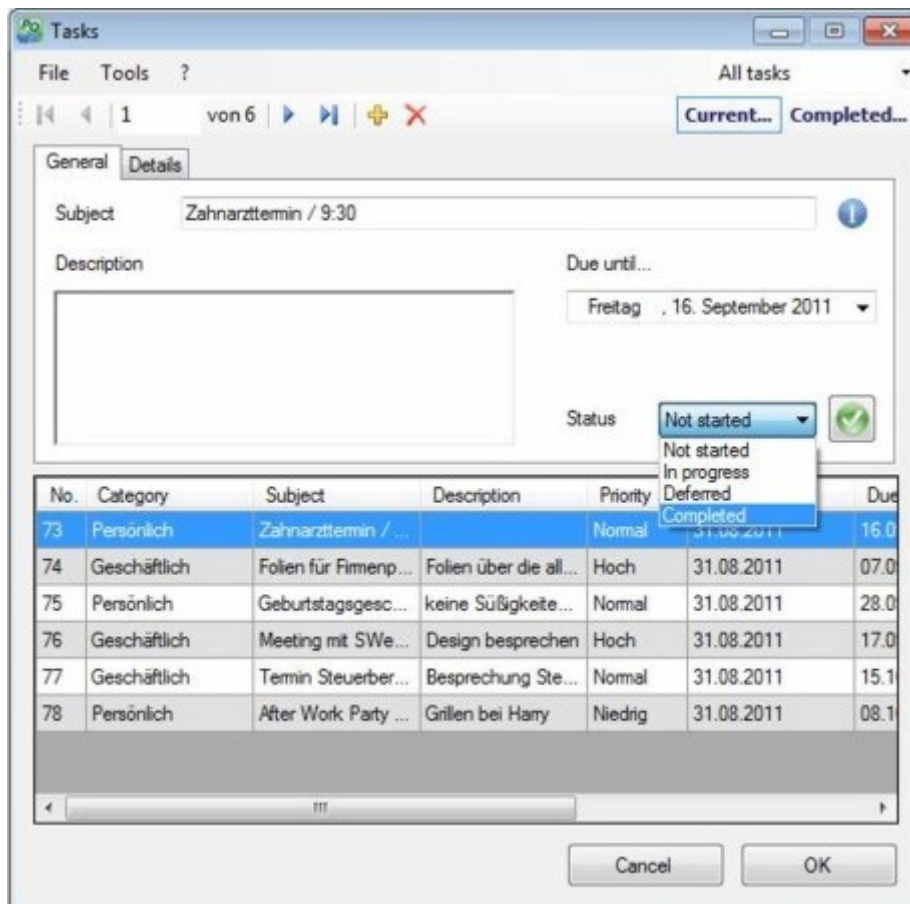
PrivateOrganizer consists of two basic components, *Address book* and *Tasks*, which are displayed as tables in the main-window.

Tasks

You can use the task-window (*"File" - "Tasks"*) to manage and keep track of your personal tasks. The upper section of the window shows the details of the selected contact in the table. Change between the tabs *"General"* and *"Details"* to access the different data of the selected task.

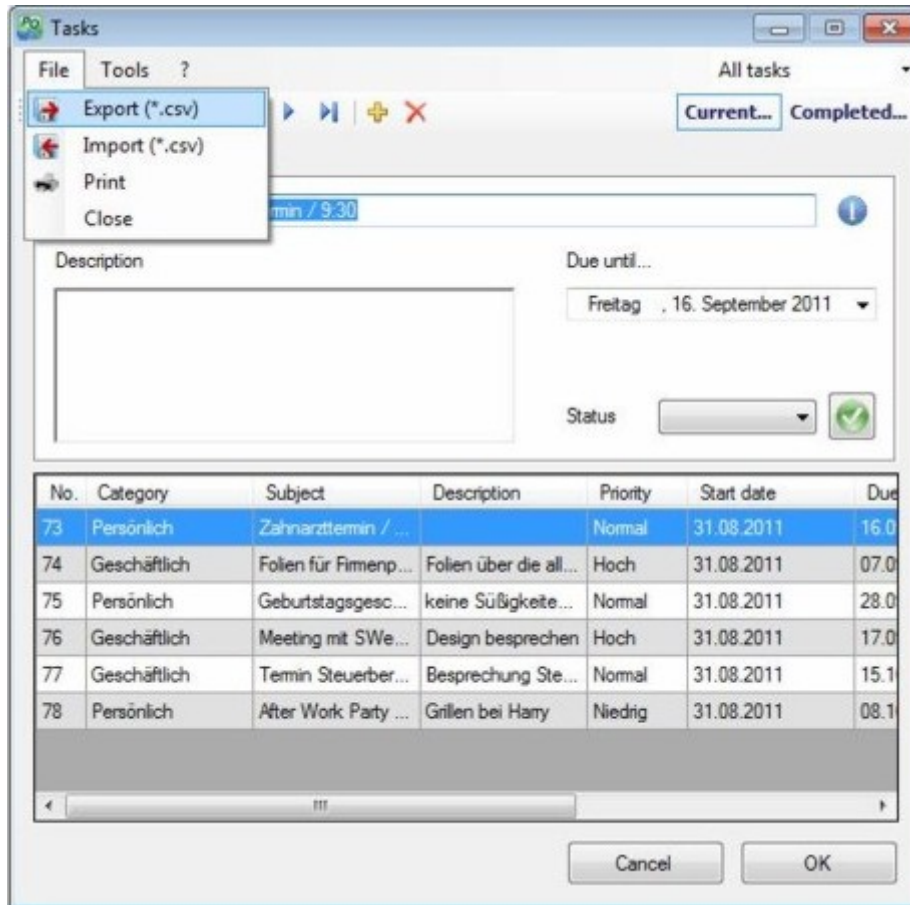


When you start the window, only the current tasks will be shown by default. Using the buttons *"Current"* and *"Completed"* (upper right hand corner) you can switch between the tables of current and completed tasks. You can also "bring back" a completed task into the current tasks by changing the status.

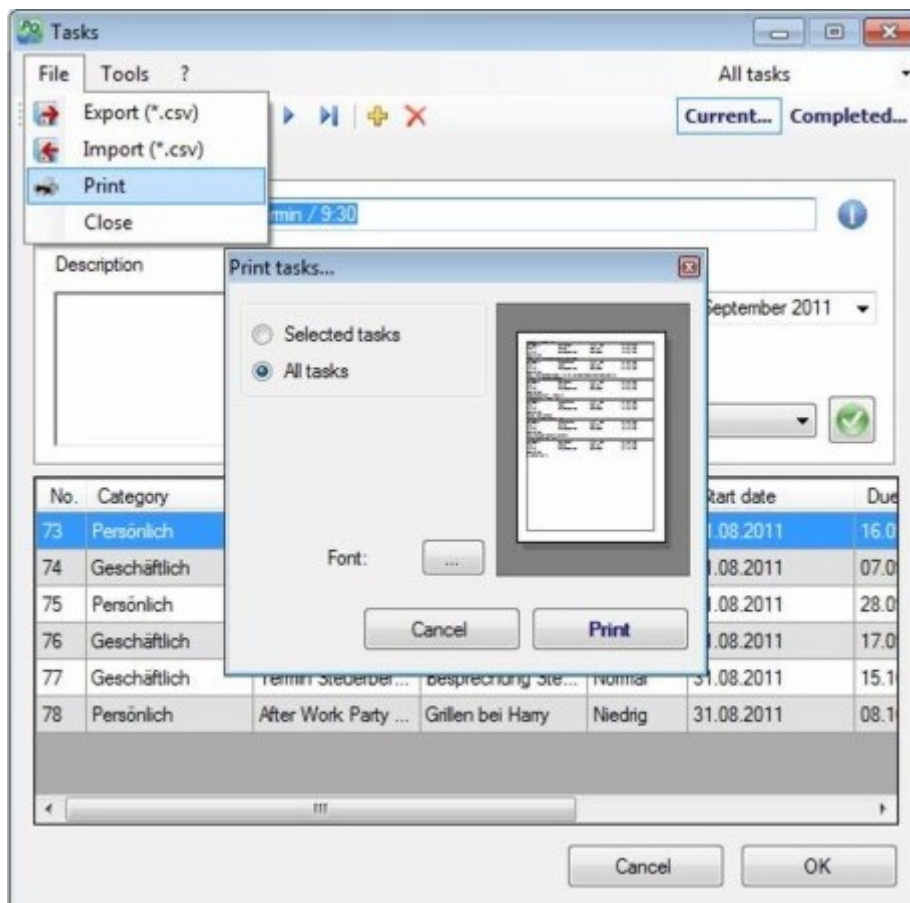


To update the status of a task, use the drop down menu. New tasks (press *"Plus"* button in the toolbar) will have the status *"Not started"* by default.

With *"File"* - *"Import (*.csv)"* or - *"Export (*.csv)"* you can transfer the data into the CSV-format (comma separated values) or read in data of this format.

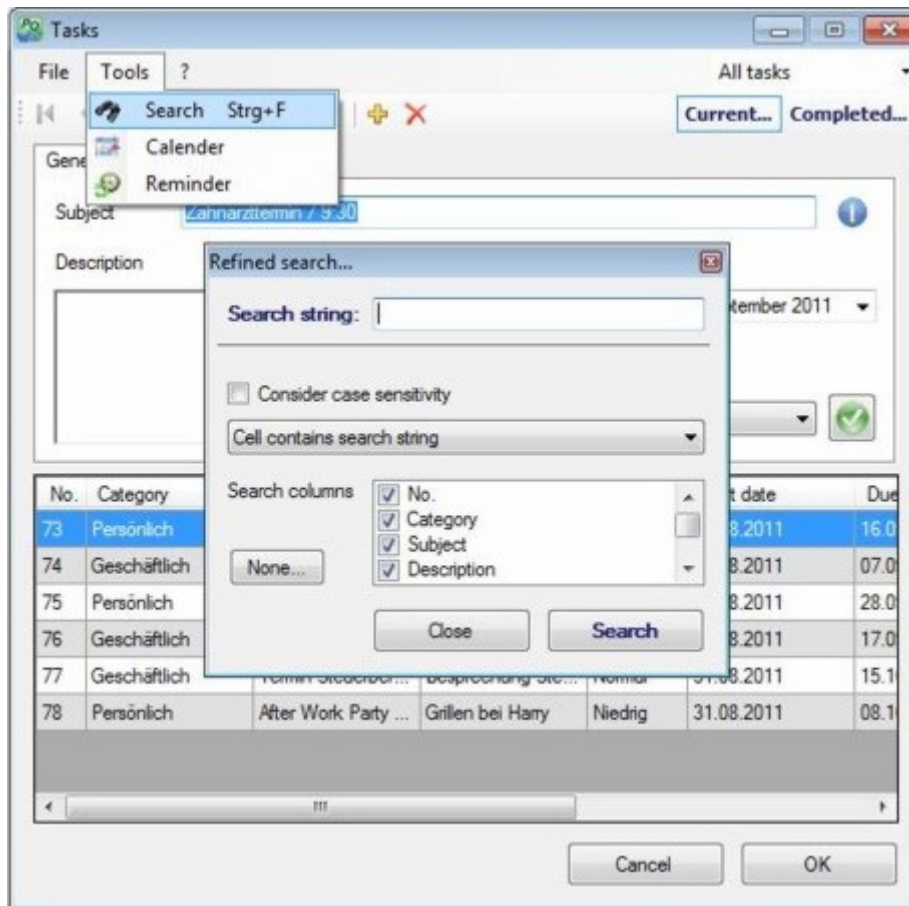


CSV-files can be easily read and edited with several office-applications, e.g. MS-Excel. Thus, this function provides a useful interface to different software products.

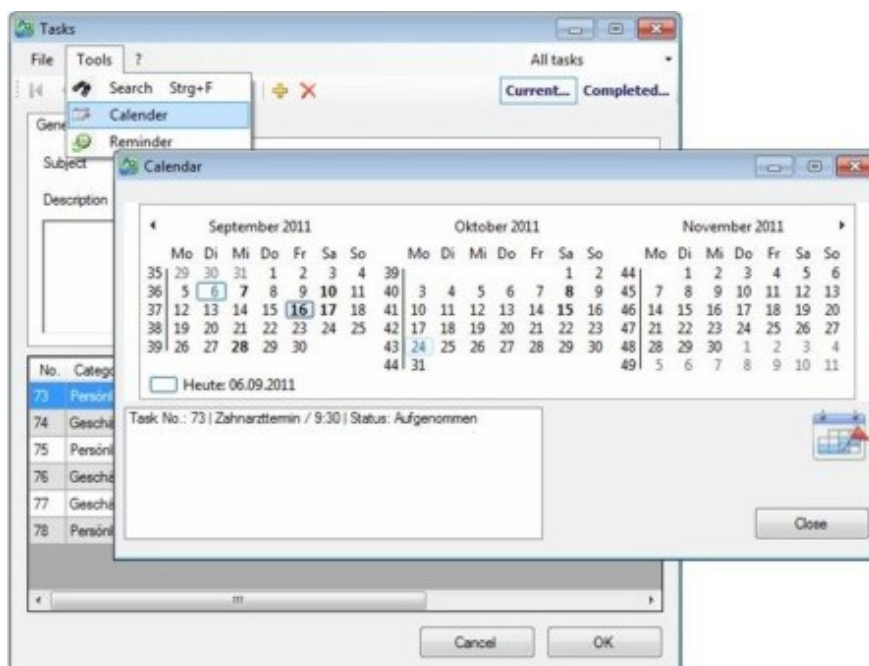


In order to print the selected entry or the entire tasks table select the menu-point *"File"* - *"Print"*. The print dialog-window will open. Please note that this function is only available if you have purchased the **full version** of this software.

To search for a specific entry click *"Tools"* - *"Search"* (alternatively, press *Strg+F*). The search dialog will appear which will give you a number of search-options.

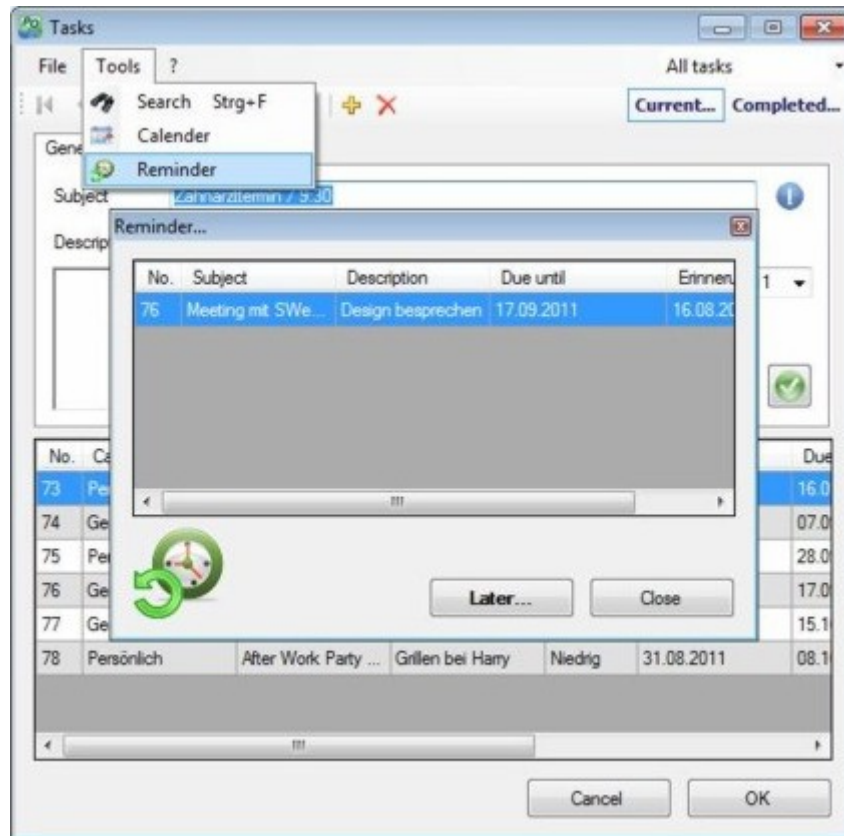


Select *"Tools"* - *"Calendar"* to open a calendar in which eventful days (either days on which a task is due or days on which somebody from your address book has a birthday) are marked bold.



Click a bold marked date and all events of this day will be shown in the list box.

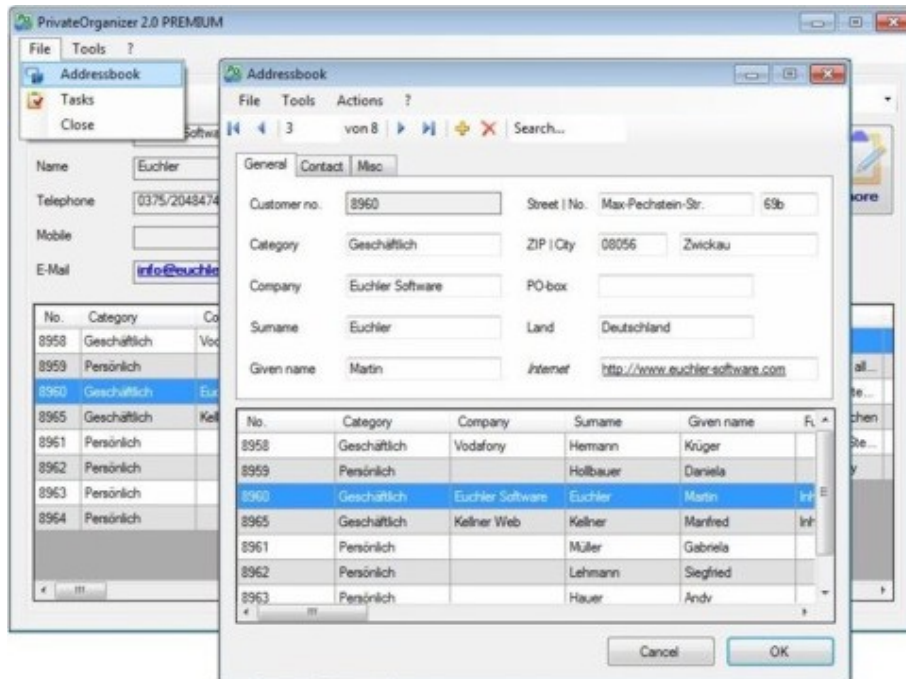
For every task you can select a date at which you want to be reminded (tab *Details*). When the program is started you will automatically receive a reminder. In order to view all current reminders (that is reminders of today or overdue reminders), click *Tools* - *Reminder*.



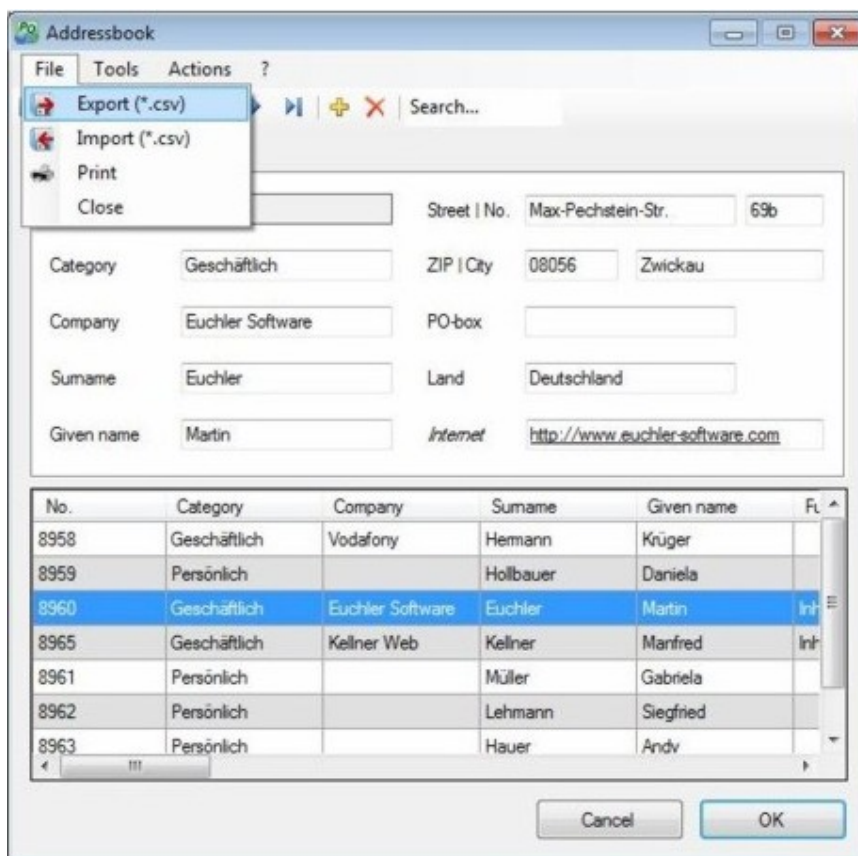
Note: If you go into the main options (main window - *Tools* - *Options* - *Address book*) and tick the box *Birthday reminder*, you will automatically be reminded of upcoming birthdays.

Address book

You can use the address book to manage your personal contacts very efficiently. The upper section of the window shows the details of the selected contact in the table. Change between the tabs *General*, *Contact* and *Misc* to access the different data of the contact.



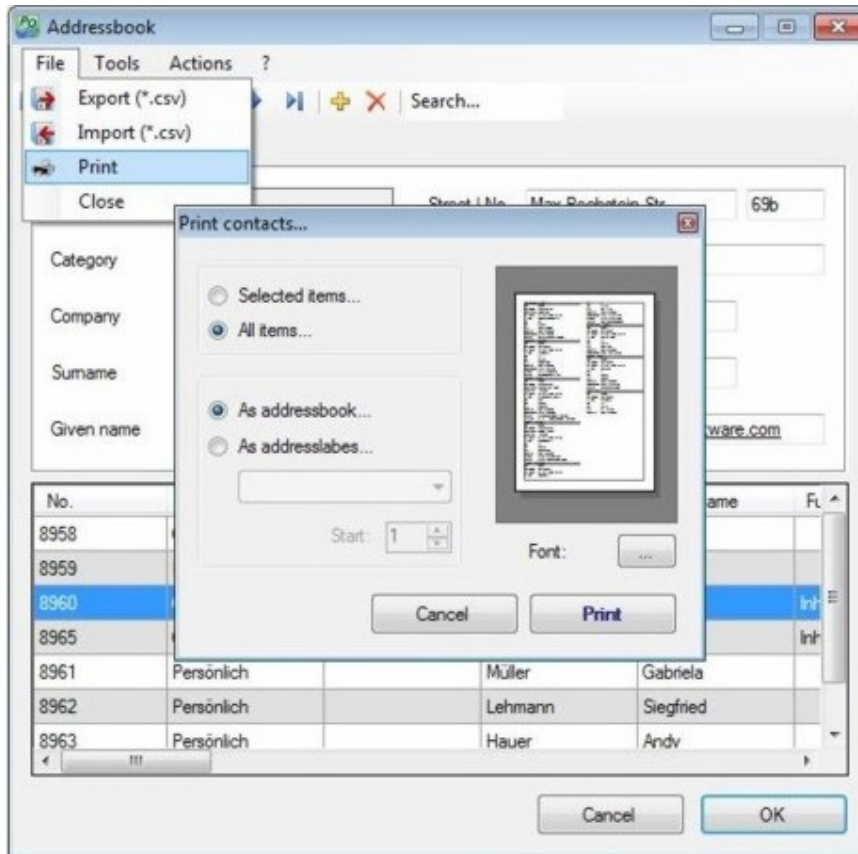
With "File" - "Import (*.csv)" or - "Export (*.csv)" you can transfer the data into the CSV-format (comma separated values) or read in data of this format.



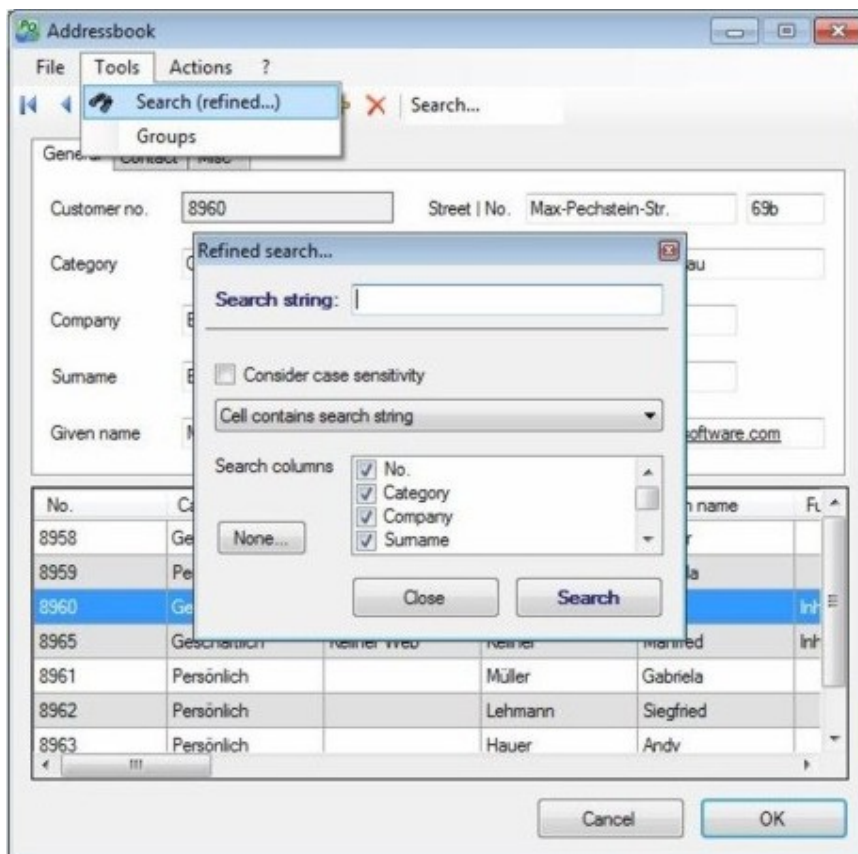
CSV-files can be easily read and edited with several office-applications, e.g. MS-Excel.

Thus, this function provides a useful interface to different software products.

In order to print the selected entry or the entire address book select the menu-point "File" - "Print". The print dialog-window will open. Please note that this function is only available if you have purchased the **full version** of this software.

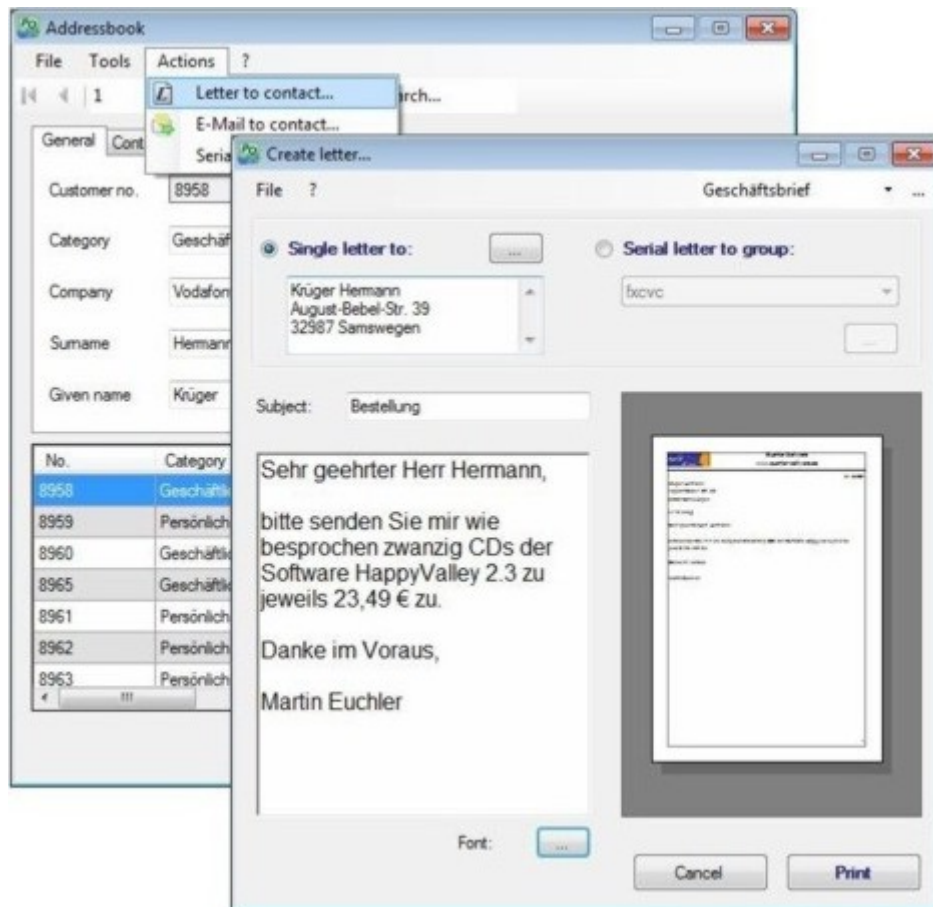


To search for a specific entry use the textbox in the toolbar or click "Tools" - "Search" (alternatively, press *Strg+F*). The search dialog will appear which will give you a number of search-options.

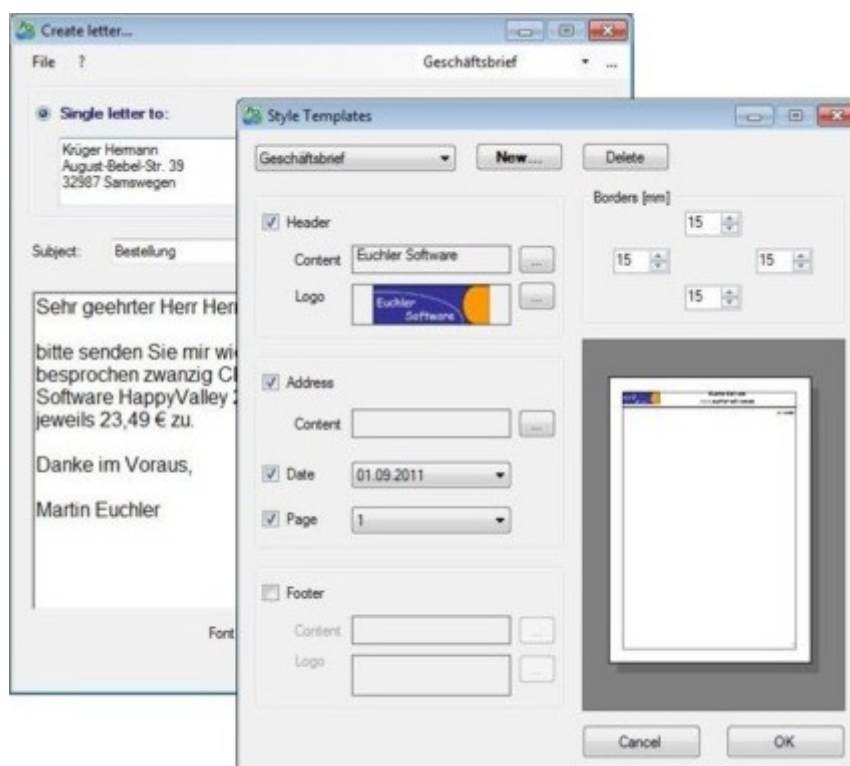


You can adjust details of your search such as which columns should be included in the search, where the search-string should be equal to the entry or whether the search should be case-sensitive or not.

To write a letter to one of your contacts, mark the corresponding contact in the table and select "Actions" - "Letter to contact". The dialog-box to create a letter will open.

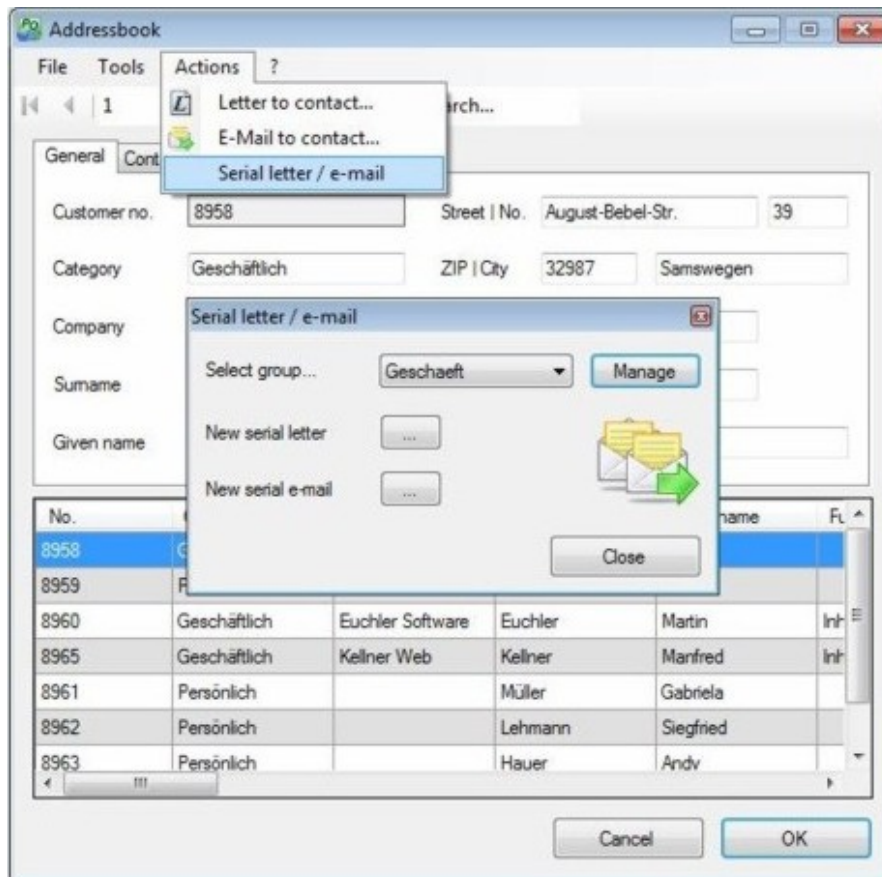


To create or edit a style-sheet for your letters, click the button on the right hand side of the upper textbox. The window that will open enables you to define new style-sheets and edit or delete existing ones. Note: Alternatively, you can get to this window via the main interface by selecting "Tools" - "Options" in the tab "General".

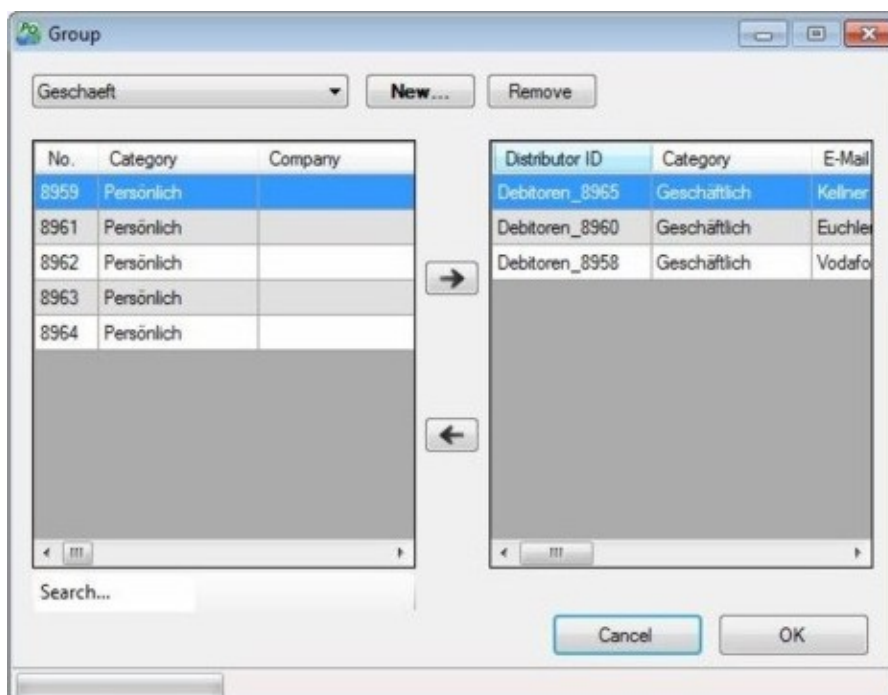


You can save your letter via "File" - "Save" in XML format. With "File" - "Open" you can read in a previously saved letter.

In a similar way you can create serial-letters and / or e-mails to certain groups. To do so, select "Actions" - "Serial letter / e-mail". A dialog window will appear, which offers you to choose between letter and e-mail and the group to which the document will be addressed.



If you select "New serial letter", the window for creating letters will appear. If you choose "New serial e-mail", your standard mail-client will open and a draft e-mail addressed to the entire group will be created automatically.



To add or edit a certain group (list of a number of contacts) click the "Manage" button. In the following window you can create new groups or edit existing ones. Please note that this function is only available to you if you have purchased the full version of this software.

Full Version

You can upgrade your PrivateOrganizer for only 3,29 € to the full version *PrivateOrganizer 2.0 PREMIUM*. The purchase extends this software by some useful functions and you support the further development of this program. The additional features are:

(1) Serial letter / e-mails

The full version enables you to create (besides normal letters) serial letters as well as serial e-mails addressed to a specific group of your contacts. This function is very efficient e.g. for invitations or general messages, which you want to send to a number of recipients.

(2) Printing

With the full version you will also be able to print your contacts and tasks. You can choose whether you would like to print single entries or the entire list of your Address book or task-table.

