



Open Reminder is a free PIM Software –
manage Your Tasks, Notes and Contacts.
Reminds about Tasks, sending e-mails to Your customers.

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❖ Technical Data

Works in the background of Windows:

The program is started automatically alongside with the Windows system. It uses a minimum of computer resources while only monitoring the current time and does not slow down the work of the system. The program's icon is situated in system storage enabling access to options such as Contact List, Notes, Day Schedule.

Technical requirements:

Windows XP or Vista, about 50 MB of hard drive space.

Backup copy:

Always before exiting the program a backup copy of the database (Tasks, Contacts, Notes, e-mail messages, Program features) is saved in the [Duplicates](#) catalogue.

❖ Tasks

Functioning rules of Tasks and Reminders:

The reminder of the Task appears by displaying a [Reminder Window](#), which pops up in front of any other opened windows. The Window contains such information as: message (Task), time of reminder, added Contact, file, program etc.

The reminder of the Task can happen only when the program is activated at that certain time. The Tasks are never deleted without the knowledge and consent of the user. The overdue tasks are immediately displayed after turning on the computer (program).

Reminder Window:

After opening the Reminder Window the User is able to read out all the data of the Task. It means for example the possibility to: look into and print the Address base Contact or document. The Task can also be postponed for another time ex. in 15 min. or for the next day.

If the User does not take any action to up to 10 min. since the Reminder Window is displayed (due to absence for ex.) the Task will be displayed again after 5 minutes.

Task Timing:

The aim of this function is to enable the timing of the task presented in the [Reminder Window](#), which means repeating it at a different time.

Note ! With this option you can also set time of cyclical Tasks. If the Task should be displayed for ex. once a week nothing stands in the way of setting it for another reminder in for ex. 15 minutes. The weekly time of Task reminder will not be changed.

Task Panel Options:

[Task number ...](#) Task Edition. There is a possibility of defining up to 2000 independent Tasks. The number can be entered manually or you can use an icon of the new Task.

[Save and start](#) Saving and activation / deactivation of the Task. Starting the Task, at the

same time, means saving all its parameters. The program will also check if there is not a different Task saved in the same term. Moreover, the program will begin monitoring the system time and will open the [Reminder Window](#) in a given term.

After saving the task the Task panel is blocked, to prevent accidental changes of its parameters.

Date	The date of reminder is set directly in the calendar. In case of defining the date only, Reminder Window will open in the moment of starting the computer (program) on the given day.
Contact	Address base Contact can be added to each Task. In order to do so enter first few letters of the Contact in the field. It will be displayed in the Reminder Window together with the icons of sent e-mail, www page opening and print.
Newsletter	The way of adding the Newsletter to the Task is the same as with the Address base Contact. The program will then start the Newsletter on the date of the Task.
File	Adding to the Task a file of any kind. It means the possibility of opening it on the date of the Task realization.
Program	If you add an executable file (program) to the Task it will start automatically on the given date.

List of Tasks:

The List enables a clear reading of all Tasks and its sorting according to date of reminder, word or number.

Day Schedule:

The Schedule enables a clear reading of all the day's Tasks with the division into hours. The Schedule can be opened right after starting the computer (system) – see Program options.

Within the Day Schedule you can also create (LCM*) and delete Tasks.

Convesion of Tasks into Notes:

The Conversion can be made from both the level of [Reminder Window](#) ([Notepad](#) menu) as well as from the program window ([Options](#) menu). The Task (time of reminder and message) will then be copied to the first spare Note.

❖ [Address base](#)

Base panel options:

Contact List	The List enables a clear reading of all Contacts and sorting them according to: alphabet, first letter, word, city or phone number in the Base.
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Searching To search a Contact just enter a word in a chosen space in the Base and press Enter. Letter size does not matter.

Example:

Lets say that in the Base we are searching for a person named Adam. We enter the name in the space **Name**, for ex. **ada**. After pressing Enter, the program will start searching the Base and the first Contact with this phrase will appear. Further pressing of the Enter button will continue the Base search through the remaining Contacts.

We repeat this process in case of all the Base positions.

❖ **Notepad**

Operation Rules:

The operation rules of the Notepad are the same as in the Address base. Each Note also contains the date of its creation/modification which enables sorting the Notes according to these criteria.

Note List The List enables a clear reading of all Notes and enables sorting them according to date of creation/modification, word or number.

Contact Address Base Contact can be added to each Note. In this case you need to enter the first few letters of the Contact.

❖ **Newsletter**

Functioning Rules:

Open Reminder program's Newsletter is a simplified mail client optimized towards sending e-mails to many recipients at the same time. This process can also be automatized by adding the Newsletter to the Task. The Newsletter will then be sent on the date of the Task and can be cyclically repeated.

Options of the panel:

E-mail number ... E-mail message edition. There is a possibility of defining up to 100 independent messages. Number can be entered manually or by using an icon of a new message.

Sender Name of an e-mail account. Accounts are created in the **Mail accounts** window.

Recipient Name of the Contact from the Address Base. To add a recipient to the list you need to enter in this field first few letters of the Contact. The Contact must contain e-mail address.

List The List enables a clear reading of all e-mail messages and sorting them according to word or number.

❖ Import / export / synchronization / data backup

(File menu)

Synchronization (option **Load ...**) takes place by completing the program's base with the entries that are lacking (Tasks, Contacts, Notes, E-mail messages). It does not allow to duplicate the content of the base and allows to keep for ex. several identical bases in case of using the program on more than one computer.

Before synchronization (loading new data) a copy of the program base is always created (**Duplicates** catalogue).

Universal csv format:

The program enables data saving (Tasks, Contacts, Notes) also in a universal **csv** format. Import from this format is possible only regarding Contacts which enables entering an Address base to the program from some other program of this type. The format is serviced by many applications such as MS Excel. It is a text format in which individual records are separated with the symbol **;**.

Data import to the programu from csv format (option Load ...):

During the import of the Contacts to the Program you should edit the imported **csv** file (in for ex. MS Excel) and set the order of the columns according to the positions of the Open Reminder's Address base. Each column in the imported file matches the same position in the Base – also when it is empty.

❖ Task archive

All the program's Task are stored in the archive, if the user does not decide otherwise (check Program options). The archive is in the form of a text file and contains Task's content and the time of its display.

❖ Status window

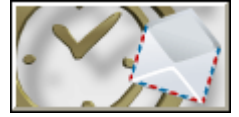
It is a small object displayed in any free space on the Windows desktop containing information concerning the program's status in a graphic form of a clock. The clock in the shade of grey indicates no active Tasks. It also allows an easy access to options (program start, opening of Task list, Contacts, e-mail messages, Day schedule) through the context menu (RCM*).



❖ Checking e-mail messages

(Options):

The Program can check your e-mail account by itself and inform you about new messages. New messages are displayed by an envelope icon in the [Status Window](#) and a program's cloud icon in the storage system.



Note! There is no guarantee of full security of e-mail account data against hacker actions if the Windows system, computer or hard drive lack additional protection.

❖ Anti-opening protection

(Options):

Defining the password does not enable to start the program by an unauthorised person. It also protects against opening Task lists, Contacts, Notes, e-mail messages and Day schedule.

Note! There is no guarantee of full security of the program base content against hacker actions if the Windows system, computer or hard drive lack additional protection.

* LCM / RCM – left click / right click on the mouse.