

Online Diary User Guide

1. Getting Access

To get access to your online diary from any PC using Internet Explorer follow these steps:

- In the Address Bar of Internet Explorer type www.kendlebell.co.uk
- Chose the option *on-line diary management* on the left hand side
- Click *Login here if you're already signed up*, this will provide the login page:

Login

Name

Password

Company

Remain Logged In

Login

Enter your Name and Password as provided by Kendlebell and use a company name of *kba* – please note all three are case sensitive.

Ignore the remain logged in check box, then click on Login.

This will present you with your diary page:

Events My Links						
<input type="radio"/> Year <input type="radio"/> Month <input type="radio"/> Week <input checked="" type="radio"/> Work Week <input type="radio"/> Day						
<< 11 July 2005 - 17 July 2005 >>						
	Monday, July 11	Tuesday, July 12	Wednesday, July 13	Thursday, July 14	Friday, July 15	Saturday, July 16
08:00						
09:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
New Event						

2. The Diary

The view of the diary you are presented with – the default view – is a working week which has been defined as Monday through to Saturday.



By clicking each of the buttons just above the date range on the diary it is possible to change the way in which the diary is viewed. Any of these views can be set to be your default view, simply make the request when speaking with Kendlebell.

All of your events are displayed on the diary.

3. Navigation within the Diary

It is possible to move from one view of the Diary by clicking on certain areas within the diary. So, for example, if you are in the year view and want to display a specific month click on the underlined month name, for example, June

Starting From	Clicking	Will Move To
Year view	Underlined Month	Month view
Month view	Underlined Day	Day view
Week/Working Week view	Underlined Date	Day view

You can move to the previous period in the diary by clicking :  and forward to the next one by clicking: .

4. Creating Events

An Event is any activity that you wish to record on the diary. Events can be created by either Kendlebell and yourself and regardless of who creates them, or which PC they use they will appear on your Diary.

There are a number of ways available to start to create an Event:




- From **New Event** at the bottom of the Diary
- From the Diary menu by choosing **New Diary Event**
- If the Diary is in either Working Week or Day view by clicking on the area within the diary that corresponds to the Date and Time a new Event will be created with the Date and Time fields completed.




Regardless of which method is used the following Event Page is displayed:

Subject

Description

Details

Start Time 29 September 2005  11  00 

End Time 29 September 2005  11  00 

Type

Priority

Closed

Private

Reminder before

Complete the details of the Event as necessary. Please note the following:

- It is necessary to choose a *Type* from the drop down list
- If the Event is set to Closed by checking the box it does not appear on your To Do List (see later)
- A reminder can be set to alert you that an Event is due, this will pop-up a reminder for you assuming you are logged into your Diary
- Private is used in the instance of you wishing to have one or more colleagues sharing Diaries and wish to make an Event private.

Pressing Save will record the Event and it will then be displayed on your Diary.

5. To Do List

Your To Do List, which is available from the Events menu provides a list of open Events, i.e. those Events which do not have the Closed flag set.

The To Do List can show:

- Today's
- Overdue
- Future
- All to do items.

From the To Do List Page is it possible to:

- Close an Event by highlighting it with a single click on it and clicking the Close Event button. This will remove it from your To Do List, but retain it on your Diary
- Move to the Event by double clicking on it. From there it is possible to press the Edit button and change any details before Saving it once again.

6. Printing Diary Entries

A hard copy report is available from the Events menu - **Diary Report**. You are prompted for a date range on which to report.