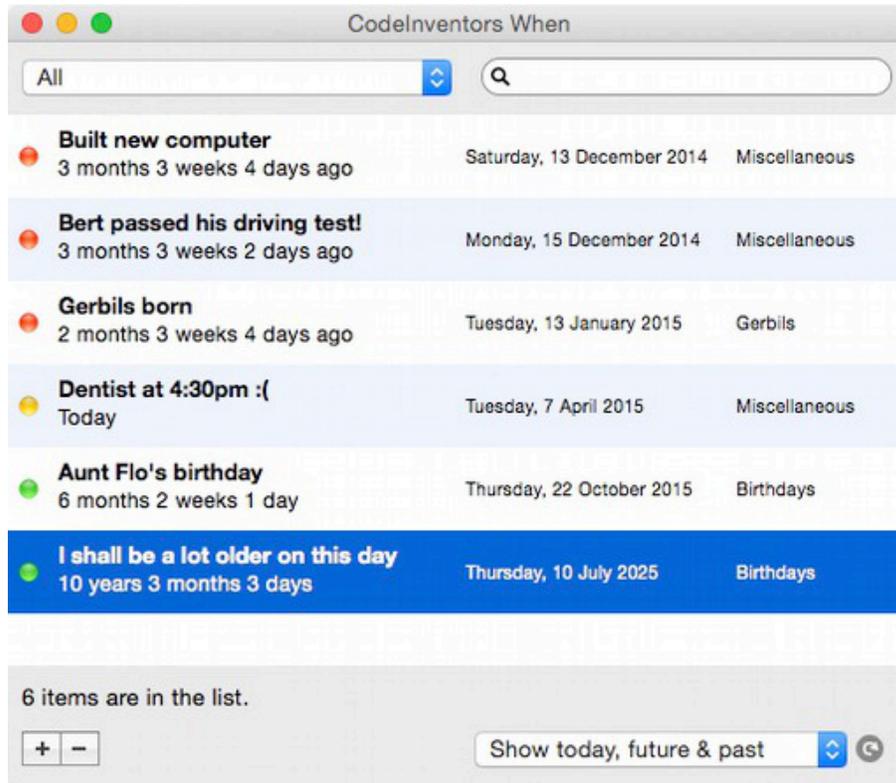




When?

User Manual



This manual uses screenshots from the Mac version.

Introduction

When lets you keep a list of events and shows you when they are due, or in the case of past events when they occurred. When you start the app it can alert you of events due within a specified number of days.

You can make the app's window hide on start up (just click it's icon to show it again). This is useful if you add the app to your login items to start it when your computer starts. Furthermore, the number of events due within a specified number of days can be shown as a badge on the app's dock icon (Mac only).



Events consist of a date, description, some notes, a category and the number of days you would like to be alerted prior to the event occurring. In the list, events can be filtered by category using the popup menu at the top left of the screen, and similarly filtered by using the search box (top right). When using this search box, the description and notes field are used in the search.

Furthermore, you can display today, future or past events only using the popup menu at the bottom right of the screen. Alternatively, click the icon to the right of that popup menu to quickly cycle through the options.

When you close the app window on a Mac the app doesn't really quit, it hides in its dock icon. Show the app again by clicking on the dock icon. Use Quit from the File menu (or press CMD+Q, on a Mac).

Commands

This section discusses the various button and menu commands, where applicable.

Along with the main menu (available at the top of the screen in the menu bar), you can right click on the list for a popup menu.

Creating a new event

To create a new event use the plus button (bottom left of screen) or "Create a new event" from the File menu (CMD+N on Mac).

You must supply a date and description, and a category. Notes and Alert days are optional. Alerts do not occur for events set in the past.

Editing an event

Select the event and either double-click on it, or select "Edit event" from the File menu (CMD+E on Mac)

Duplicating an event

Select the event and select "Duplicate event" from the File menu (CMD+K on Mac).

Deleting an event

Select the events you want to delete and either click the minus button (bottom left of screen) or choose "Delete event" from the File menu (CMD+D on Mac)

Managing categories

You can add, edit and delete categories using the category manager (CMD+M on Mac) from the main screen, or the "Manage" button on the add/edit event screen.

To add or remove categories from the list, click the plus or minus button respectively. When you add a category you can edit it in the list by typing the

desired name. Similarly, you can edit other categories by clicking on them until they become editable.

Renaming a category will not rename the category already assigned to any events you have created. Similarly, deleting a category will mean any events assigned to it will still 'belong' to that category. You will have to edit those events yourself. Deleted categories will also not show in the filter menu.

Update the dates in the event list

While dates are updated when you start the app or un-hide it from the dock, you can manually update them by selecting "Refresh the list" from the File menu (CMD+R on a Mac).

Print

Shows the print dialog, where you choose whether to print all the events displayed in the list, or just the selected ones.

The print feature only works on items shown in the list, so if the list is filtered (only showing a particular category) and you decide to print all, only those shown in the list will be printed.

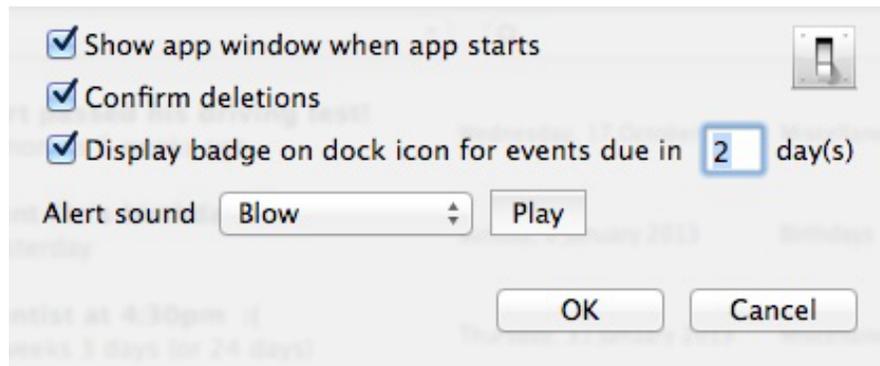
Before printing you are asked to set up the print session, you can usually just leave this and click OK. Then you are asked where to print (PDF, preview, which printer etc).

Import from iCal

This feature is available on Mac OS and can be found in the "File" menu. It allows you to select a local calendar from iCal and import events into the When app. Prior to importing you can select whether to avoid adding events which already exist in When (which have the same description).

Simply select the desired events in the list box and click "Import the selected event(s)".

Preferences



Show app window when app starts

When checked, the app's main window is shown whenever you start the app, otherwise it remains hidden and has to be opened by clicking the dock icon.

Confirm deletions

Will ask you confirm the deletion of events from the list.

Display badge on dock icon for events due in 'x' days

Mac only: Will display the number of events due in the specified days on the app's icon in the dock. This value is updated whenever you open the app (either from fresh or from it's 'hidden' state by clicking the dock icon), or when you manually refresh the list.

Alert sound

Choose the sound to use when an alert is displayed.

Contact

If you have any questions about this product please contact us:

Email: support@codeinventors.com

Or visit our website:

<http://www.codeinventors.com>