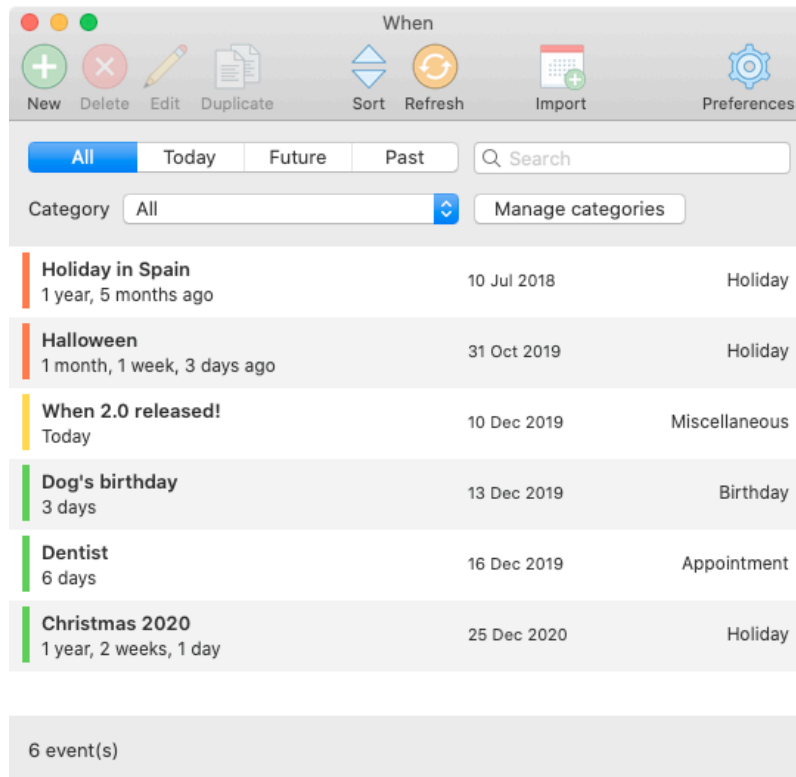


When

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. 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 in the dock to show it again). This is useful if you want the app to start 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.

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

Furthermore, you can display all, today, future or past events only.

When you close the app window the app doesn't quit, it hides in it's 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).

Creating a new event

To create a new event use the "New" button on the toolbar.

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

Editing an event

Select the event and click "Edit" on the toolbar. Alternatively double-click on an event.

Duplicating an event

Select the event and select "Duplicate" from the toolbar.

Deleting an event

Select the events you want to delete and choose "Delete" from the toolbar.

Sorting events

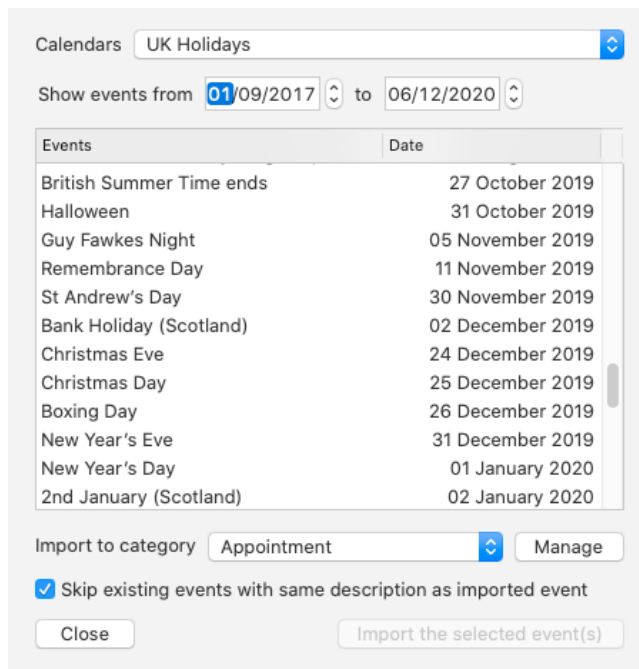
Select "Sort" from the toolbar to toggle between 'oldest to newest' and 'newest to oldest'.

Manage categories

You can add, rename and delete categories by clicking “Manage categories” .

Import events from macOS Calendar

Select “Import” from the toolbar.



Select the Calendar you want to import from, the Category you want to save them under, and whether to avoid adding events which already exist in When (which have the same description & date).

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

Preferences

Hide application window when application 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.

Alert of events 'x' days before due

Specify the number of days before an event is due that wish to be notified of it. The event itself must have 'Alert' checked (when editing/creating the event).

Display date details as fractional values

Determine how to show the figures for date details along the bottom of the screen (when you click on an event).

e.g:

12 days (non-fractional)

12.4 days (fractional)

Application badge

The app's dock icon can display the number of events 'due' in the specified number of days, or the total number of 'future' events.

Contact

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

Email: support@codeinventors.com

Or visit our website:

<http://www.codeinventors.com>