

PocketDay v2 Blackberry Edition User Guide

PocketDay is a full featured information management console for the Blackberry platform for all color devices running the Blackberry OS version 4.0 and higher. It can be used in a variety of ways to manage your information views in ways that the Blackberry was never able to. In addition, it adds some utility features that are noticeably absent from the devices themselves. It's fully compatible with all the data that you have on the BlackBerry itself, so everything you do inside PocketDay is backed up and synced as usual.

PocketDay will grow and evolve if users provide feedback and suggestions for future releases. Please send all correspondence of this nature to: pocketday@crossriversystems.com.

For Installation instructions please see the readme.doc file. **For configuring the Weather and Stock Connections, please jump to the section at the end of the document.**

Configuring PocketDay

The PocketDay Settings screen has many options on it for you to customize to your liking.

PocketDay Settings...

General Settings...

Start View: **Today View**

Date Format: mm/dd

Show 1st line of Notes

Show Completed Tasks

Task Colors as Background

Show Battery as Percentage

Hide PD with ESC key

Check Mail in Inbox only

PocketDay Settings...

Show Tasks # days ahead: **6**

Show Date Field?

Summary Screen Position 1: Missed Calls

Summary Screen Position 2: Unread Email

Summary Screen Position 3: Calendar

Summary Screen Position 4:

PocketDay Settings...

Location 5 Name :

Weather Location 5:

Weather Type: Standard

Stock Symbols: dell+goog+msft+%SEdj

Stock Refresh (mins): None

Week View...

of Days to Show: 7

Start Week On: **Sunday**

PocketDay Settings...

Today View...

Startup in Summary View

Show In-Line Details

Max Missed Calls: Show All

Max Emails: **2**

Max Appointments: Show All

Max Tasks: Show All

Scroll Appts Off after: Never

Show Undated Tasks

PocketDay Settings...

Location 1 Name : Home

Weather Location 1: 10021

Location 2 Name : London

Weather Location 2: 10021

Location 3 Name : Los Angeles

Weather Location 3: 10021

Location 4 Name :

Weather Location 4:

Location 5 Name :

General Settings

Start View

Sets the view that you would like to see when PocketDay loads

Date Format

MM/DD or DD/MM

Show 1st line of Notes

Allows the 1st line of any notes attached to a calendar item to be seen

Show Completed Tasks

Allows completed tasks to be visible

Task Colors as Background

With tasks you can color code them by priority. This option enables you to specify whether you want the text in a different color or the background to use the color

Show Battery as %

Shows the battery level as a percentage at the top of the screen.

Hide PD with ESC Key

This causes PocketDay to just hide itself when your ESC out. This will allow PocketDay to show itself quicker when you click on the icon subsequently. To exit PocketDay use the Menu/Exit command.

Check Mail in Inbox Only

For corporate users that have a large amount of folders, this improves the performance of PocketDay because it only scans your Inbox.

Today View Settings

Startup in Summary View

Selecting this allows the Today Summary view to be the default view versus the detailed Today view.

Show In-Line Details

PocketDay can show the details for Missed Calls, unread Email, Today's Appointments and Tasks directly on the summary page.

Max ...

This defines the maximum number of detail items to show for each section. This can keep your summary screen from getting too cluttered.

Scroll Appts Off After

The summary screen can optionally scroll appointments off after the Start Time or End Time.

Show Undated Tasks

In the Today view, you can show Tasks. This option specifies that you would also like to see Tasks that have no due date in the detailed view.

Show Tasks # days ahead

This allows you to show tasks that are due x days into the future from the current date

Summary Position x

These fields permit you to organize the Today page in any order that you want.

Weather Settings

With PocketDay version 2 you can now have up to 5 Weather profiles and switch easily between them.

Location x Name

The friendly name for this weather profile

Weather Location x

This is the weather location code to load by default when the weather loads. The default I've provided is a NYC location. If you're located in the US, change the zip code to match yours. If you're not located in the US, please use the following URL to locate your weather location to use here: <http://xoap.weather.com/search/search?where=london> Change London to your city and you'll get a list of location codes. Select the best one.

Weather Type

This is either Standard or Metric units for the returned weather information.

Stock Symbols

PocketDay can show any number of stock symbols , their current price and the amount changed for the day. The format is symbol1+symbol2+symbol3. The '+' signs must separate the stock symbols.

Stock Refresh

The # of minutes between stock price updates.

Week View

of Days to Show

This is for the Week View. This allows you to configure a Week View showing anywhere from 7 to 21 days of Calendar events and Tasks.

Start Week on

Sunday or Monday

Communications Settings

PocketDay Communications

Internet Connection:

Default

WAP Connection?

APN:

Gateway:

Port:

Username:

Password:

The communications settings are a key aspect of getting the weather and stock quotes to work. PocketDay goes out to sites on the internet to get this information and you need to set this up correctly for it to work. If you're on a corporate BES environment, a Nextel

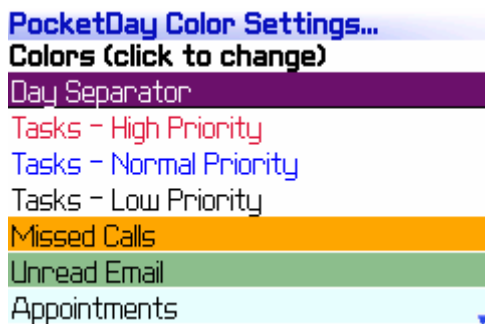
BlackBerry or a Verizon device everything should work right out of the box. Verizon users may need to set the Internet Connection to Direct, but corporate users and Nextel should leave it set to Default. For Cingular, T-Mobile and some others you will need to make changes.

The following URL will help you get your Internet access configured on your BlackBerry.

<http://www.blackberryforums.com/showthread.php?t=2185>

New with version 2 is support for WAP connections. A Direct internet connection should be tried first, but if all fails, then use the wap settings found on the above web site to get going.

Color Settings



To change a color, select the appropriate line, press the trackwheel and choose Change Color. You will then see a list of all the available colors. Scroll down to the one you want, click the trackwheel and select it.

Keyboard Mappings

PocketDay has many keyboard shortcuts that allow you to press a single key and link to other programs as well as control PocketDay itself. The program defaults to the following hotkeys, but you can change any of them. **Note for 7100 device owners, only the first character of a given key can be used as a hotkey, so your choices are more limited.**

Key Mappings	
Go Back One Day/Week/Month	b
Go Forward One Day/Week/Month	n
Goto Today	g
View Cycle (Day/Week/Month)	v
Task View	t
Compose Email	c
Contacts	a
Phone App,	p
Mail App	m
Profiles	f
Calendar App	[

Go Back One Day/Week/Month

Go Forward One Day/Week/Month Depending on what view you are in, this moves forward and back accordingly. If you're in the daily agenda view this moves a single day. In the week view it moves back and forth a week (or the # of days you've set) and in the Month view back and forth a month at a time.

Goto Today

Moves to the current Day/Week/Month depending on the view.

View Cycle

Cycles through the views. So pressing this key when in the daily view jumps to the week view. From the week view you get to the Monthview, etc.

Task View

PocketDay has its own built in Task view and functionality. Pressing this key takes you to that view. Pressing this key a second time (ie. when the task view is open) will launch the Blackberry Task program.

Compose Email

This is the same as pressing this key from the Home screen.

Contacts

Launches the Blackberry Contacts app (same key as home screen)

Phone App

Launches the Blackberry Phone Application

Mail App

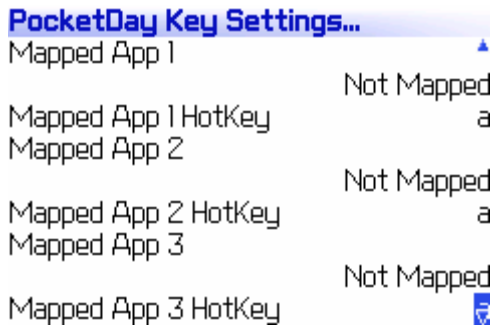
Launches the EMail application

Profiles

Launches the Blackberry Profile selection screen

Calendar App

Launches the Blackberry Calendar application



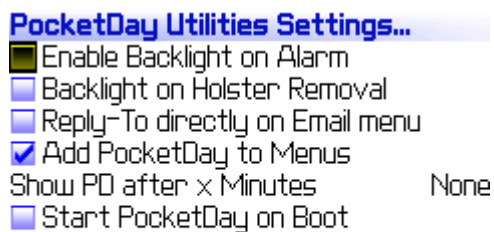
The Mapped App section allows you to setup Hotkeys for up to 5 of your favorite 3rd party programs. Just select the key and program from the list.

PocketDay Utility Function Settings

PocketDay has some nice built in features that let you extend the functionality of the Blackberry itself. The following are the Utility features that are available:

- The ability to add up to 10 Reply-To addresses and either have them one click away on the menu when composing or replying to an email, or selecting them from a list.
- The ability to turn the backlight on automatically when you remove your Blackberry from the holster
- The ability to turn the backlight on automatically when a sound based alarm goes off.

The Utility Configuration is labeled Util Settings on the menu and looks like this:



Configuring Reply-To Addresses

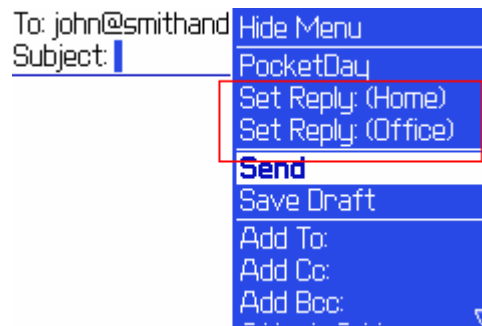
The Reply-To feature only works with the Blackberry Web Client (BWC). It has no effect if you're on a BES server. If you have both, then you can use it when sending from the BWC account. **Important Note: In order for this to work, you must have the Reply-To field set to blank on your Blackberry Web Client setup. It's under the options when you log into the BWC.**

Select Reply-To Setup from the PocketDay menus. You'll see the following screen:

PocketDay Mail-Extender...
 Addr (1): john.smith@test.com
 Name (1): Home
 Addr (2): jsmith@office.com
 Name (2): Office
 Addr (3):
 Name (3):
 Addr (4):
 Name (4):
 Addr (5):

Here you enter up to 10 email addresses and friendly names. The friendly name will be shown when the recipient replies to your mail. **Note: The From address cannot be changed at this time. The email will have the From address as specified in the BWC setup.**

Once you have these addressed setup your email screen will have new entries on them as follows. If you have the option Reply-To Directly on Menu then you will see individual entries on the email menu like this:

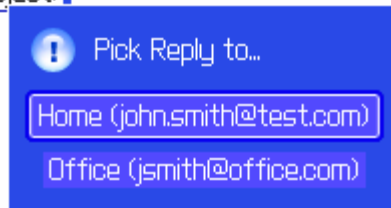


Clicking on one will add a new field to the email screen as follows:

To: test@test.com
 ReplyTo: Home
 Subject:

You can see the Reply To field has appeared. If you don't have the Direct on Menu setting then when you click the menu on an email you will just see the Reply-To Addresses item. Clicking on that will bring up a selection window as follows:

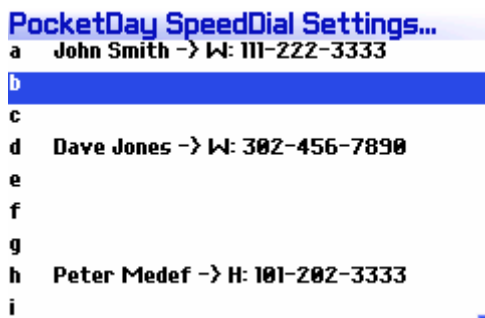
To: test@test.com
Subject: |



Select an item using the trackwheel and continue.

Speed Dial Configuration

PocketDay can be configured to use any key on the keyboard as a speed dial key. Select Speed Dial from the menu and you'll see the following screen. Speed Dial keys may use the same as other mapped keys, because for speed dial you hold the key down for ½ of a second.

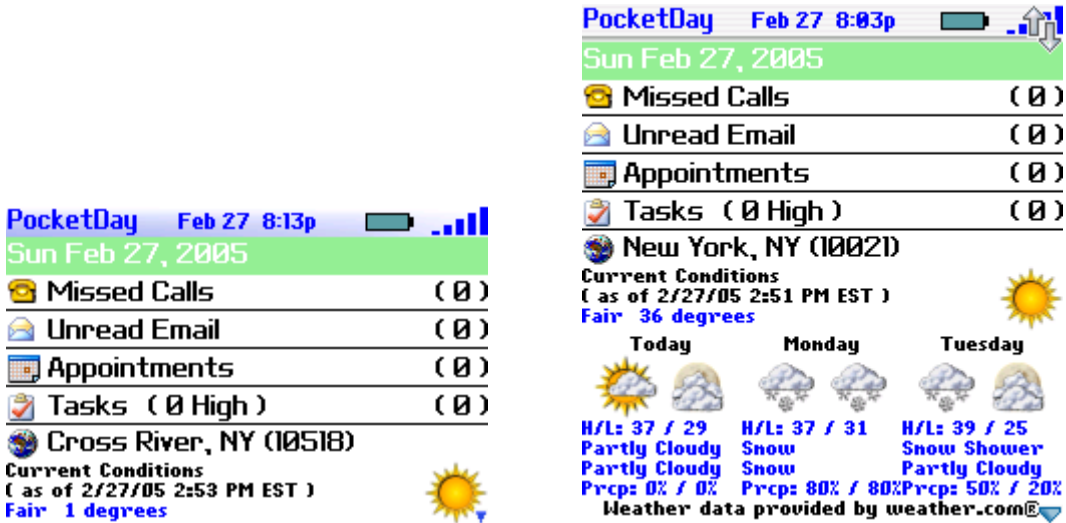


- Scroll down to the letter you want to assign (**7100 users can ONLY use the 1st character on any key for SpeedDial eg. QW can only use Q as the key**).
- Hit the trackwheel and select Set SpeedDial
- You'll see your contact list appear. Only contacts with email addresses will show up (this is a BlackBerry quick).
- Scroll to the contact you want and hit the trackwheel and select **Email Contact...**
- Then PocketDay will ask you which number to use and you're set
- Select Save Settings from the menu when you're done.

To Speed Dial anyone, hold the assigned key down for ½ second until the phone dialing screen appears.

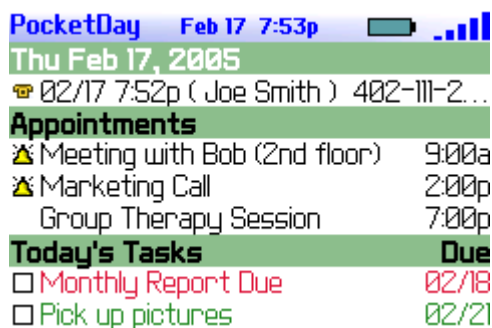
The Today Summary and Detail Screen

The first screen you'll see (and probably have up all the time) is the Today Summary page. It looks like this:



This is the control center for PocketDay. From here you can do a great many things. First of all, if you scroll to any of the items in the list shown and click the trackwheel then GoTo, the appropriate application will be launched. In addition, PocketDay has an expanded and consolidated view of your PIM information (Calendar and Tasks) in a variety of views.

First of all, pressing the Space Bar while in the Today Summary Page will expand the view into the details shown (except for email). So you'll be able to see the details of your missed calls, appointments for the day and the tasks all consolidated into a single view.



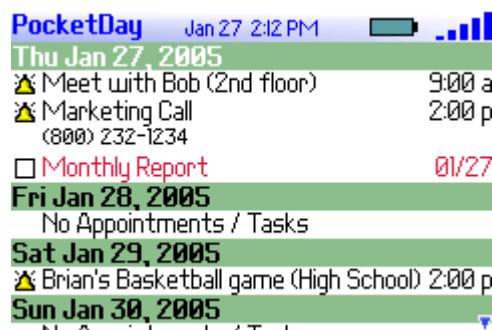
Here you can see all your information for the current day. You can also move forward a day (press 'f') or back a day (press 'b'). Your missed calls will remain the same, but your calendar and task entries will change as the day moves. In addition, you can press the trackwheel and Open the selected item, Delete it, Copy it, or Create a new item. If you've highlighted a Task, pressing the Space bar will Mark it complete (or unmark it as complete).

Missed Calls

When a missed call appears, you can do the following:

1. Press the Space Bar to get the detailed agenda view
2. Highlight the missed call
3. Press the Trackwheel
4. Now you have two options
 - a. Call Back – Launches the Phone app and calls the person
 - b. Delete Missed Call – removes this entry from the BB

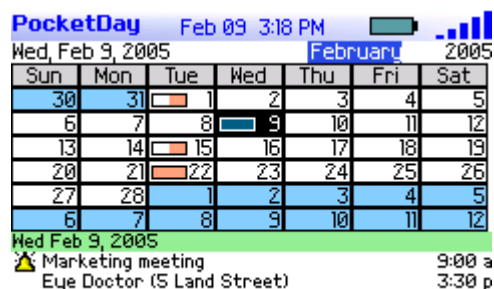
The Week View



Here you have a detailed look at anywhere from 7-21 days ahead. This view shows calendar events and tasks due all consolidated in the same view. **Note that Recurring events will NOT show up here due to a limitation in the Blackberry development tools.**

From here you can do all the same things you could in the daily view. Open, copy and delete items using the menu.

The Month View



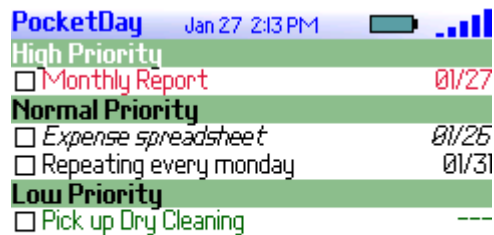
The month view shows you a standard monthly calendar with time bars indicating days in which you have appointments. The time bars show AM, PM and all day appointments. If the time bar is orange on the left side it means you only have a morning appointment (before 12 pm). On the right only means an afternoon or evening appointment (after 12 pm), and a full orange bar means either both am and pm events or a single all day event.

You can freely move around the month and the individual days calendar events will appear below. To jump down to scroll or manipulate those events, press the space bar and you'll jump down. From here you can do all the normal calendar options (open, copy and delete). Pressing the Space Bar again will take you back to the calendar. When moving in the calendar, the trackwheel moves across then down when you reach the end of the line, but if you hold the ALT key while scrolling you can move UP/DOWN quicker. You can also move up the Month and Year fields above the calendar and change these manually as well.

Working with Tasks

PocketDay has a number of ways to work with Tasks. First of all, tasks are an integral part of all the calendar views, so you'll see your tasks in the daily agenda and the week views as well. From any screen you can add a new task. When a task is highlighted you can open it, delete it and copy it.

In addition, there is a special Task View which shows all your tasks regardless of date. To get to this view, press the "t" key (or whatever key you've assigned).



You can see here that your tasks are sorted by priority. You can color code your tasks by changing the colors in the PocketDay settings screen. If a task is in Italics then it is Past its Due Date. The '---' in the due date column implies that this task has no due date. Pressing the 't' key when the task screen is displayed will launch the native Blackberry task application. You may need this if you want to add a category or a reminder to a Task.

Getting the Weather to Work

For any IDEN and BES users, the weather should work correctly immediately using the default settings. For some other GSM users, there potentially are some additionally steps needed to make things work properly.

First, if the weather and/or stock quotes aren't working, you should try and change the Internet Connection Type in the settings to Direct, then select Refresh Weather from the menu. If that still doesn't work you will need to follow the procedures in this document to get access:

<http://www.blackberryforums.com/showthread.php?t=2185>

Setting up your weather location

The default location I've provided is New York City. Change the zip code for your own weather. If you're not located in the US, please use the following URL to locate your weather location to use here: <http://xoap.weather.com/search/search?where=london> changing 'london' to your city and you'll get a list of location codes. Select the best one.