

## SnoopAgenda and WebCalendar Plug-Ins



The SnoopAgenda and WebCalendar plug-ins share a common code base so their functionality is similar but the data displayed will be different. These modules display upcoming appointments and tasks on the Today page. They can be configured to load multiple dates in the future to “look ahead” and have a clear picture of all upcoming appointments.

### Date Formats

The module uses the regional Date and Time settings stored in the device when displaying dates and times. All Date Headers are displayed using the default long date format.

The Appointment Date Header acts as a separator between dates in the view area. Tapping on the date header for the main line (with the icons to the right) will popup a menu allowing the display to show different configurations of appointments and tasks.

*Keep in mind that increasing the number of days viewed will have a direct impact on how long it takes to load the appointments.*

### Appointments

The Appointment List acts as the main display area for your appointments. Tapping on an appointment in the list will open it up for viewing. If no appointments are currently scheduled for that day, then the text 'No upcoming appointments' will be displayed.

There is also an option available to not display a date that has no appointments, however, the current date will always be displayed whether it has appointments or not. The current or next upcoming appointment for the day will be shown in bold text and as appointments pass, they will automatically scroll off the display. There is an option available to keep them from scrolling off when they pass and always show them in the list so you can see what you've been doing for the day.

Icons can optionally be displayed beside your appointments and tasks that denote such things as: recurring items; whether a reminder will sound; whether the item is private; etc... The display of icons can be turned on or off through the Options dialog.

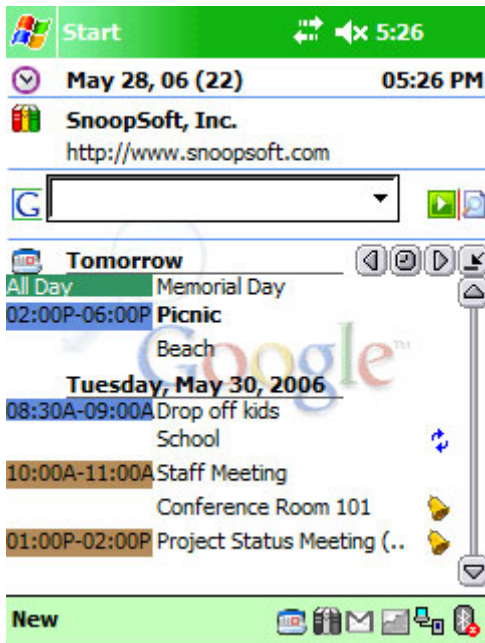
### Tasks

Tasks can be viewed alone or combined with appointments on their due date. To switch how appointments and tasks are displayed, simply tap on main date line of the module (the line that contains the 4 icons). A menu will be displayed showing which configuration the module is currently in and what other configurations are available. The Appointments setting shows

appointments only. The Tasks setting shows only the tasks. The Appointments & Tasks setting shows both appointments and tasks grouped together by date.

The WebCalendar can download appointment information from one or more calendars on the web (i.e. Google Calendar) for display on the Today page! Multiple calendars can be requested from the web and the program has the ability to mix and match calendars on a view however desired. The Appointment time background color can be user-defined to quickly differentiate which appointments go with which calendar.

For instance, the main view can be setup to display a Work calendar and a Family calendar, while another view can be setup to display a spouse's calendar and a sporting event calendar. Up to twenty calendars can be defined and these can be mixed and matched on a view as desired.



The screenshot above shows 3 Calendars displayed from the Web. A work calendar (tan background), family calendar (blue background) and holiday calendar (green background).



To enable/disable a calendar on a view simply tap on the main date line of the module (the line that contains the 4 icons). This will bring up a menu that shows all the available Calendars defined. It will also show which Calendars were loaded OK and which Calendars are not available (possibly due to being offline).

There are 4 icons on the main date line:

Load Previous Day; Search for a Date; Load Next Day; Reload the Calendar (for manually refreshing the information when you know that something has changed in a Google Calendar). Because the Web Calendar is on the web and the device is not always connected, this option exists for manually forcing a reload when the device is connected.

When moving forward and backward, using the Previous and Next Day arrows, the module will always load however many days have been requested. For example, if it's set to load 2 days at a time, scrolling back one day will load yesterday and today.

When there are appointments to display, scroll arrows (up/down) will appear next to the appointments. Use these to scroll through the list of appointments. If the plug-in is configured to load 2 days, then 2 days worth of appointments will be displayed and scrolling down in the list will eventually bring up Tomorrow's appointments.

*NOTE: The WebCalendar module will make every effort to limit its queries of the web calendar and always use a calendar saved to the device if possible. If a Calendar becomes out of sync with what is displayed, simply reload it with the manual reload button.*

### SnoopAgenda Options

Options - General

---

Days to load	<input type="text" value="2"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Height	<input type="text" value="0"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>

Force one-line display  
 Allow Subject to wrap  
 Bold Heading     Bold Subject  
 Bold Date/Time

Temp. File Location

General	Service	Show	Hide	Tasks	
---------	---------	------	------	-------	--

Days to load

Specifies the number of days that will be loaded whenever the Agenda plug-in needs to refresh its display or a new date is being viewed for the first time. Configuring this too high will have a negative impact on performance as it has to load in more appointments for more dates.

#### Height

This number specifies the height of the plug-in (in pixels). Setting this number to 0 (zero) will allow Dashboard to adjust the plug-in to fit in the amount of space left over after all the other plug-ins are displayed.

#### Force one-line display

Forces the appointment to display on one line (row) of the screen and it will not take up any more than that. The ***Allow Subject to wrap*** setting is not valid when this option is enabled.

#### Allow Subject to Wrap

Enable this setting to allow the subject to wrap.

#### Bold Heading

When enabled, the Heading will be drawn using a Bold font.

#### Bold Subject

When enabled, the Subject will be drawn using a Bold font.

#### Bold Date/Time

When enabled, the Date and Time will be drawn using a Bold font.

#### Temp. File Location

Set the Temporary file location for the module to use to store offline Calendar files downloaded from public web sites (i.e. Google Calendar). The default setting is the standard system temporary folder.

*NOTE: On WM5 devices, this folder is cleaned out during a soft-reset (reboot) so you may lose all your data. One option would be to use an external storage card if one is kept in the device at all times.*

#### Options – Services

Service

#### Service

Select a Service from the drop down list at the top of this tab and then edit the Service details for the selected Service in the Information area.

The first service is reserved for the internal Microsoft Outlook Calendar.

Services named <Service ##> are available for use. Avoid using the '<' character to begin a Service name as the Calendar module will ignore any service starting with this character and it will not be available for selection/deselection within a view.

#### Edit

The Edit button allows for editing the details of a Service entry. For WebCalendar entries it is easier to use the WebCalExport tool that runs on a Windows PC because copying and pasting long url entries can be difficult on a handheld device.

#### Export

The Export button allows for exporting the details of a Service entry so it can be used on another device or shared with a friend. Once the file is exported, email it or copy it to another device and then Import it into an available Service.

#### Import

The Import button allows for importing the details of a Service entry from another device or a friend's device. Once the file is imported, the Service imported into will take on the appearance and feed settings from the other device.

#### Options - Service Info

Name: Family Calendar

Type: Google Calendar

Feed: http://www.google.com

Days to load (0 = Load All)

< 7 14 >

#### Color Button

The Color button appears as a rectangle just after the "Name" box and sets the color used to draw the background of Calendar entries from this Service. The Calendar module takes a "best guess" approach to determining the foreground (text) color and may not always get it right. If this is the case, try choosing a different color.

The color White is considered to be "transparent" meaning that no background color will be drawn if white is selected as the color.

#### Name

Choose a name for this Calendar Service. This name will appear in a drop down menu when enabling or disabling individual services on a display. Do not start the name with the '<' character or it will be ignored by the program or not used properly in some situations.

#### Type

Select the Type of Calendar that this Service be used to connect with. There can only be one "ActiveSync" Service and that is reserved for the first Service in the list. As other Web Calendar

services are added to the module they will appear in the list. For now, it's just ActiveSync and Google Calendar.

#### Feed

Enter the Web Calendar Feed (Google Calendars only) in this edit box. This is the individual feed URL for a specific Calendar at Google.

Please visit our feed selection page for help in locating and entering your Calendar feed URL: <http://www.SnoopSoft.com/webcal/feedconfig.html>

#### Days to load

This setting determines the number of days that will be offloaded to your device's storage for this Service. There are two entries for it: the < box and the > box.

The '<' box is used to indicate how many days prior to the current date that should be retrieved from the Calendar. This allows for the ability to scroll backwards in time without having to hit the Calendar site again to get more days.

The '>' box is used to indicate how many days past the current date into the future that should be retrieved from the Calendar. This allows for the ability to scroll forward in time without having to hit the Calendar site again to get more days.

Setting both sections to 0 (zero) will allow the program to download all dates from the Calendar and keep them on the device.

*NOTE: This should only be done for Calendars that have specific date entries for each event (such as a public Sports Schedule) because the Calendar module currently does not process recurring events and the only way to get those is to have a min/max date when retrieving the Calendar.*

#### Options - Show

- Show Icons
- Show only Start time
- Show Location

General	Service	Show	Hide	Tasks	
---------	---------	------	------	-------	--

#### Show Icons

When enabled, the Appointment Icons are displayed after the appointment (i.e. reminder).

#### Show only Start time

When enabled, the Appointment is displayed with its Start Time only (not the end time). This can save some space on the display.

#### Show Location

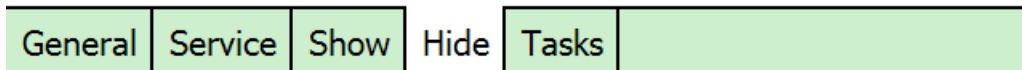
When enabled, the Appointment will display the location along with the Subject. Disable to hide the location. If the ***Force one-line display*** option is enabled, the Location will be drawn in parenthesis after the Subject.

#### Options - Hide

Hide past-due appts.

Hide Dates without appts.

Hide appt. count for date



#### Hide past-due appts.

When enabled, appointments whose time has passed are not displayed unless you search back in time for a specific date. This only applies to appointments Today.

#### Hide Dates without appts.

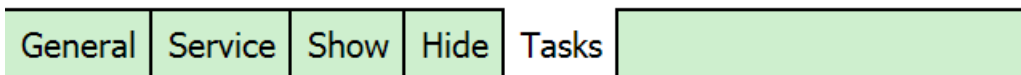
When enabled, dates that have no appointments will not be displayed when showing more than one day. Because there always has to be a header line, if that date has no appointments then it will always be displayed.

#### Hide appt. count for date.

When enabled, the number of appointments that fall on a particular date will not be displayed.

### Options - Tasks

- Allow Subject to Wrap
- Confirm Completion
- Show Completed Tasks
- Show Due Date
- Show Tasks with no Start Date or End Date as 'Due Today'
- Show Tasks with no Start Date as 'Active'



#### Allow Subject to Wrap

Allow the Task subject to wrap to 2 lines if long enough.

#### Confirm Completion

With this option enabled (default), a confirmation dialog will appear whenever you tap on the box on the screen to indicate that a Task is complete. Turn this option off if you've got good aim and aren't worried about tapping the wrong Task as Completed.

#### Show Completed Tasks

Enable/disable the display of Completed Tasks. Default is to not show Completed Tasks so that they don't clutter up the view.

#### Show Due Date

Some people never set Due Dates for Tasks and this option will hide the Due Dates and allow even more space on the screen to be used to display Tasks.

#### Show Tasks with no Start Date or End Date as 'Due Today'

I took a poll a while ago and these last 2 options seemed to cover 90% of how people wanted their Tasks with no start/end dates to be handled.

#### Show Tasks with no Start Date as 'Active'

I took a poll a while ago and these last 2 options seemed to cover 90% of how people wanted their Tasks with no start/end dates to be handled.