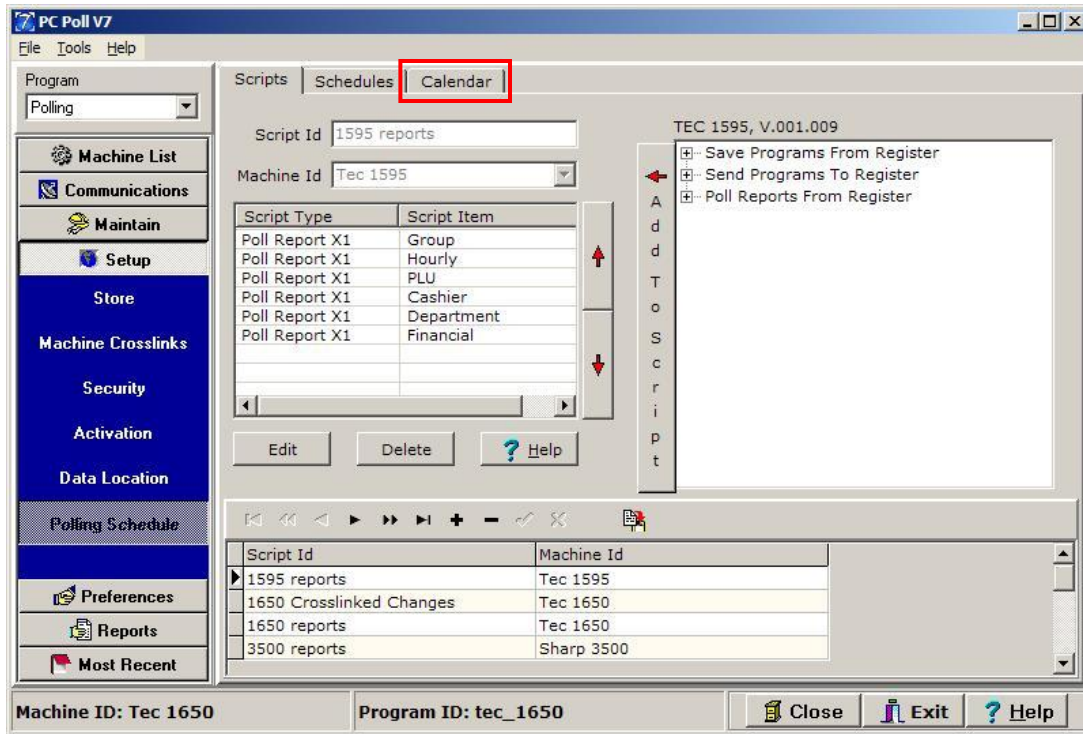
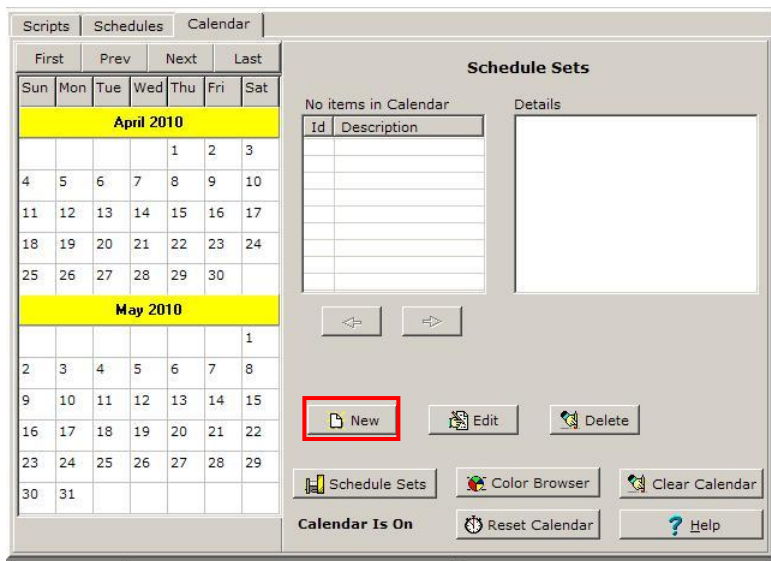


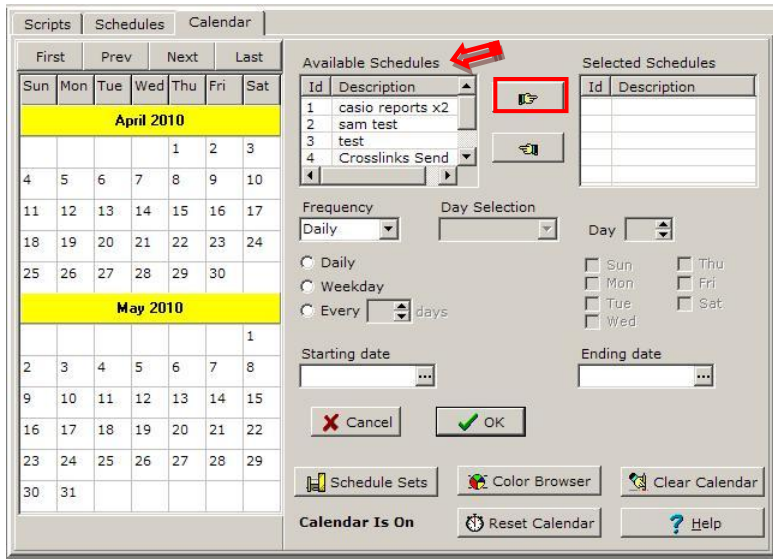
Calendar



1. Open V7 Polling. Click on the **Setup** button from the menu on the left. Select **Polling Schedule**.
2. Select the **Calendar** tab (in the red box).



3. From the Schedule Sets screen click on the **New** button.

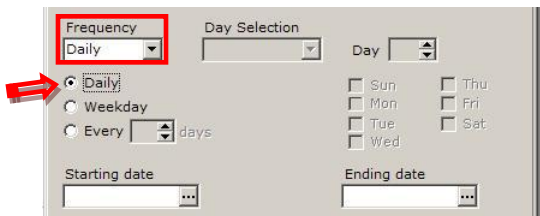


4. Select a schedule from the Available Schedules list in the upper center of the screen and click on the **Hand** button to move the event to the right, to the Selected Schedules area.
5. Repeat for all desired events.

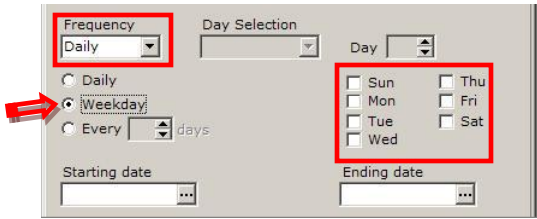


6. Next choose the frequency of the selected events from the **Frequency** drop down menu: Daily, Weekly, Monthly or One Time.

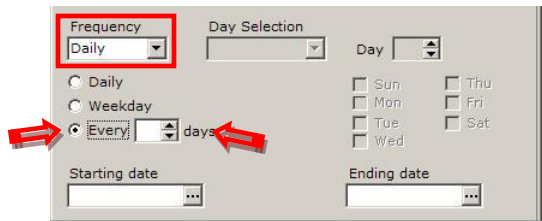
Frequency - Daily



7. When using the **Daily or Weekly** options, the lower **Daily/Weekday/Every** (every so many days) options will activate accordingly. To have an event occur every day, set the frequency to **Daily** and select the **Daily** options from the Daily/Weekday/Every list.

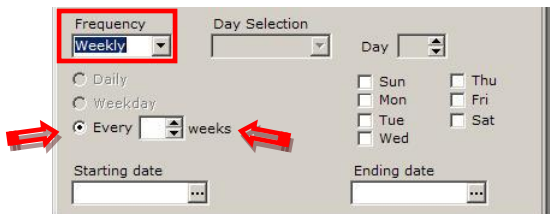


- With the Frequency set to **Daily** and the **Daily/Weekday/Every** set to **Weekday**, then the days of the week **Sunday – Saturday** become active and can be picked.



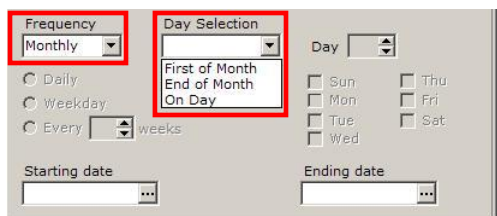
- If **Daily** and **Every** (every so many days) are picked then the Calendar can be set to poll every 4 days or every 30 days for example.

Frequency - Weekly

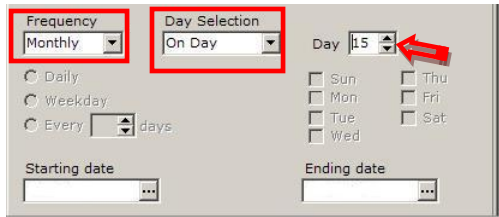


- With **Weekly** set as the **Frequency**, **Every** can be set to the number of weeks. For example, the Calendar can be set to poll every 2 weeks on Sunday or every 4 weeks on Monday.

Frequency - Monthly

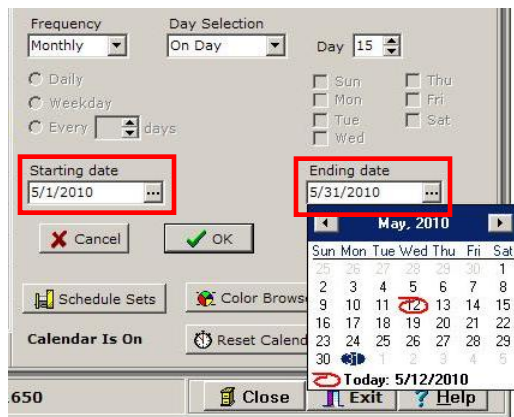



- The **Frequency** set to **Monthly** activates the **Day Selection** menu. The options then include **First of (the) Month**, **End of (the) Month**, and **On Day**.





12. If **Monthly** and **On Day** is picked, the Calendar allows the user to pick the **Day** such as the 1st of the month or the 15th of the month.

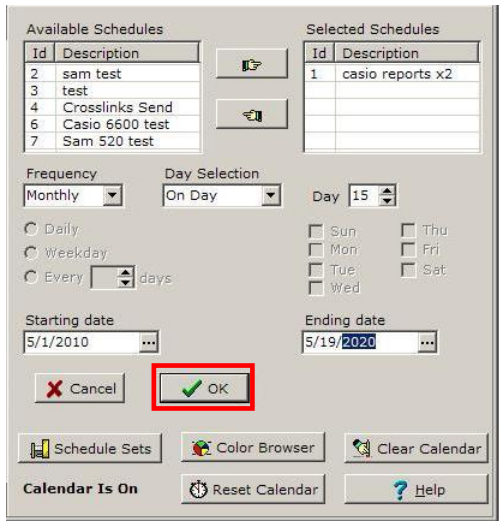
Duration - Start date to End date



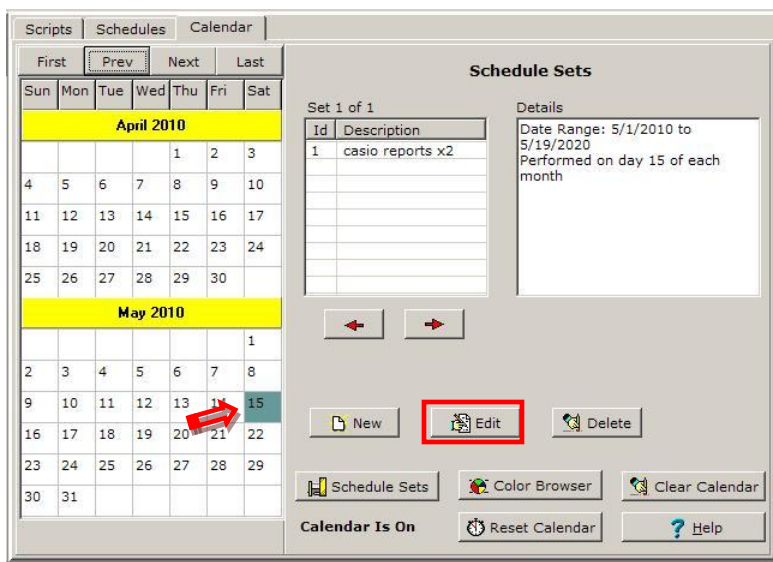
13. Set the **Starting date** and **Ending date** by typing in the correct dates or by clicking on the  button on the right side of the date boxes. The Calendar can be programmed for years in advance.



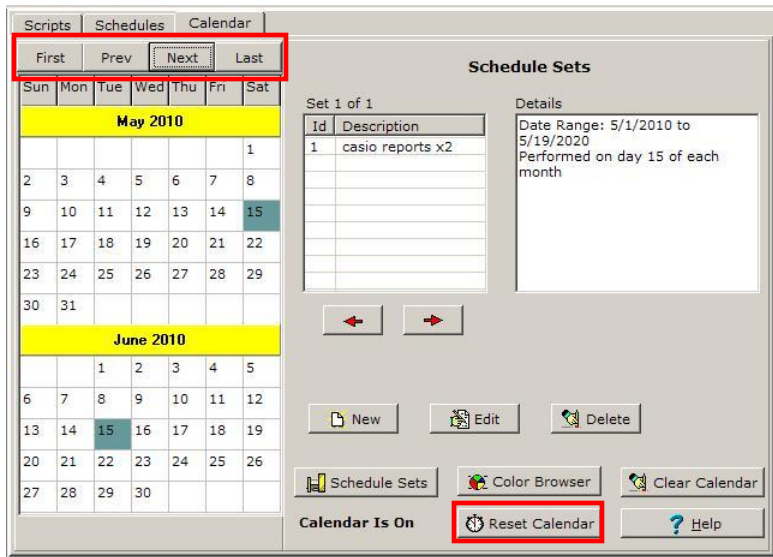
14. Use the forward  and back  arrows to change months. The days of the month can also be clicked on to pick them. The day of the month (12) that is circled in red is the current date. The day is a blue oval (31) is the date picked on the calendar.



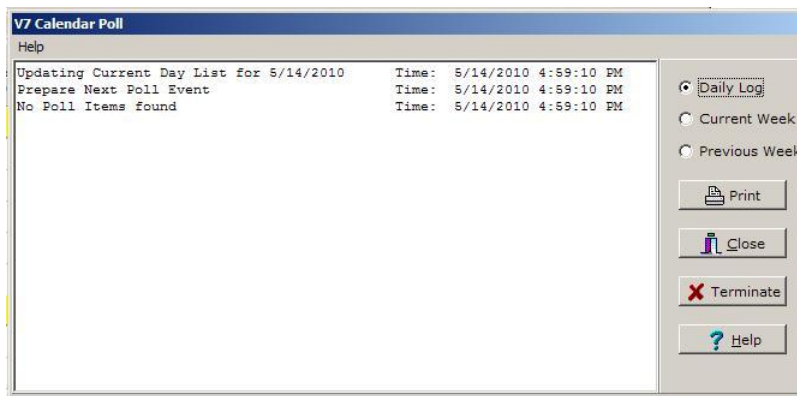
15. When done, click **OK**.



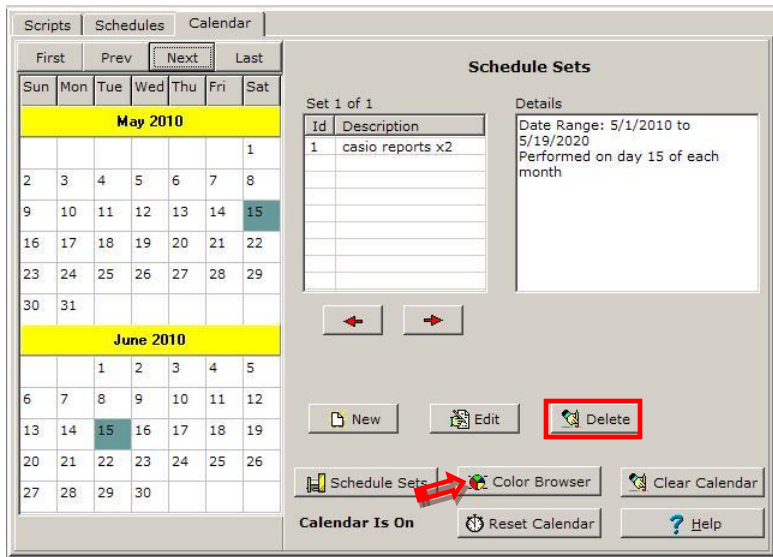
16. The schedule setup in the previous steps can be edited by clicking on it to highlight it, then by clicking on the **Edit** button. The new Schedule set can be seen on the calendar to the left. The first event will be on May 15th, 2010.



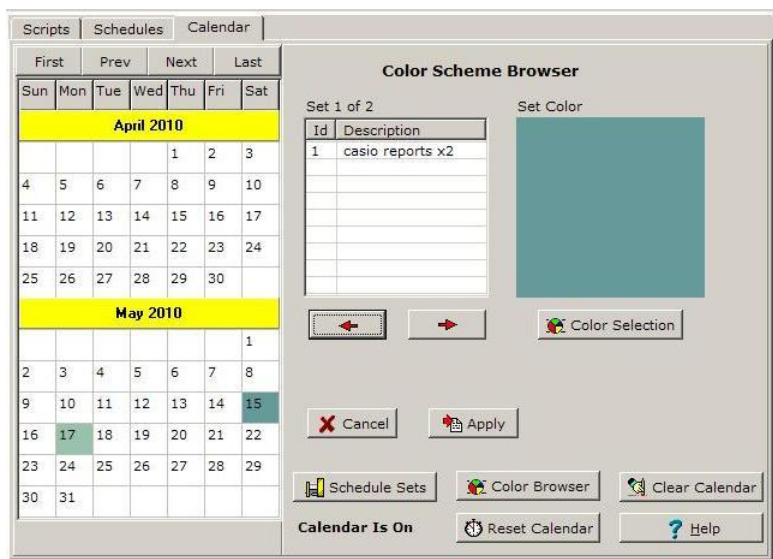
17. To move the months forward or back on the calendar, use the **First**, **Prev** (previous), **Next**, and **Last** buttons at the top left of the screen (in red box).
18. Click the **Reset Calendar** button.



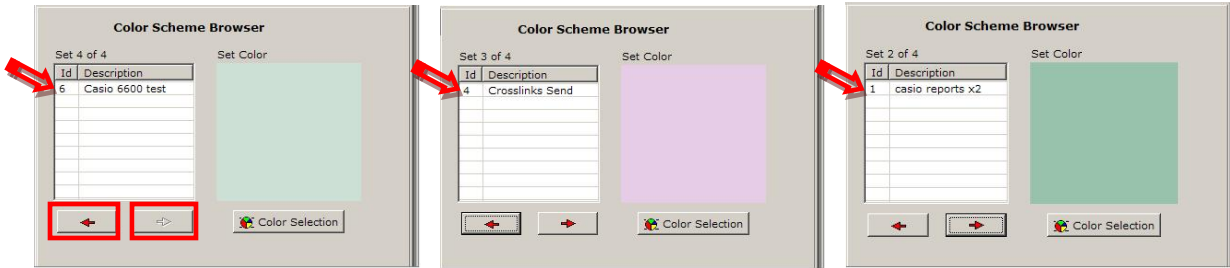
19. The V7 Calendar Poll screen opens and the changes are updated. Click **Close** to close the screen or **Terminate** to stop the communications.



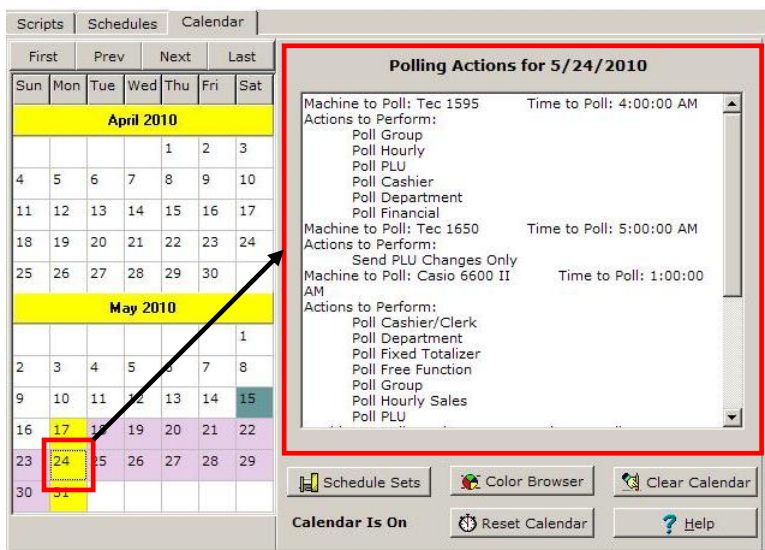
20. A Schedule Set can be deleted by clicking the **Delete** button (in red box) at the bottom of the screen.
 21. To change the colors of the schedules on the calendar, click on the **Color Browsers** button.



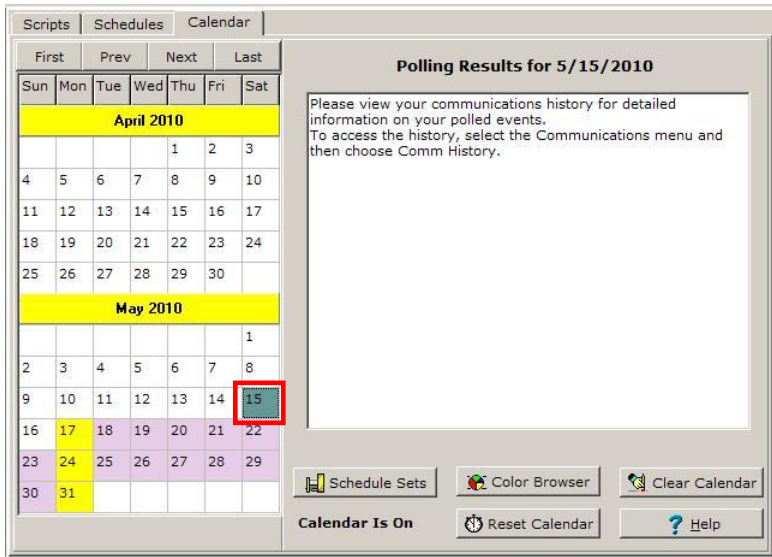
22. The Color Scheme Browser screen opens showing the current color for the selected Schedule Set.



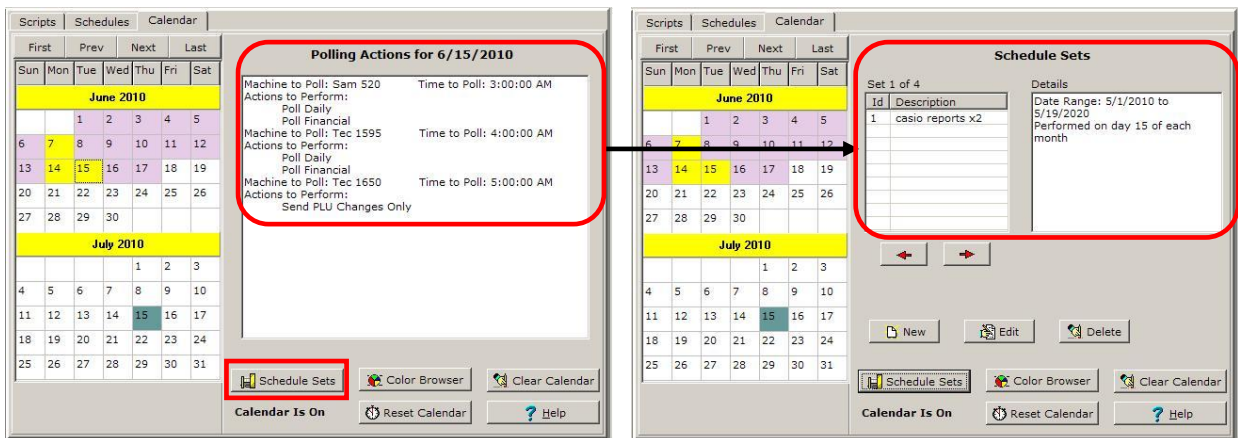
23. The left and right arrow buttons, in red boxes above left, scroll through the different sets of color for the Schedule Set.



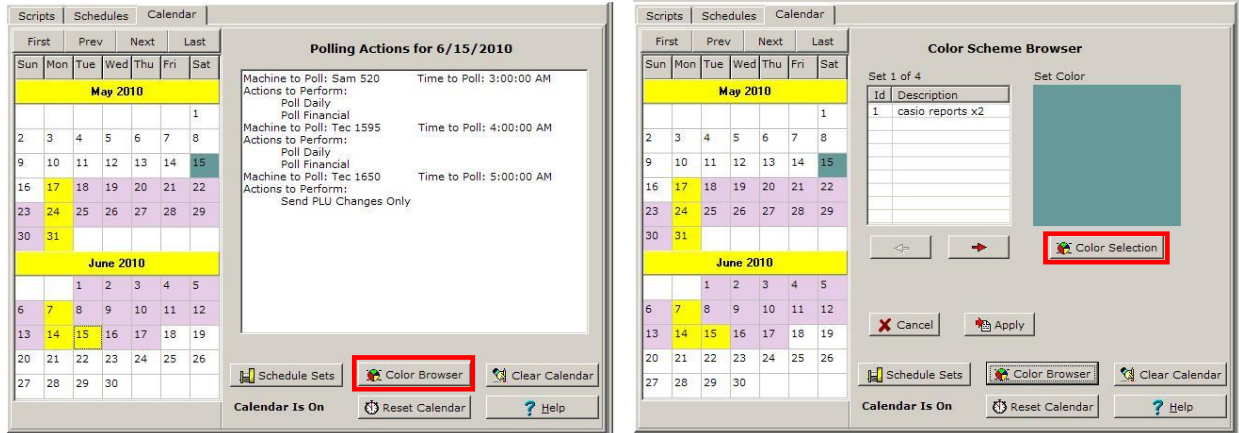
24. The individual calendar squares, in this case the 24th of May, 2010, can be clicked on to show the events for a particular day in the window on the right of the screen. *Note: There can be more than one schedule in a date square.*



25. If for example, the current date is May 17, 2010 and the user clicks on May 15 (in the red box) then software will prompt the user to check their communications history for polled events on that day.



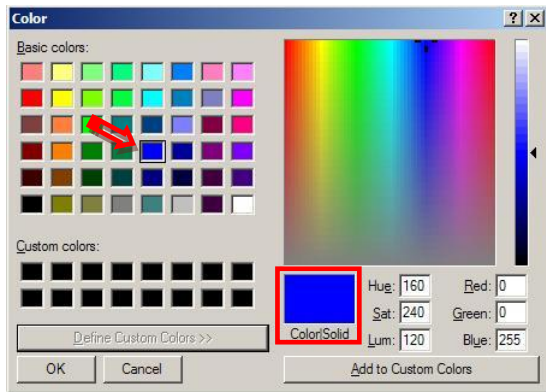
26. The **Schedule Sets** button will take the user from a list of events for a given date to the Schedule Sets.



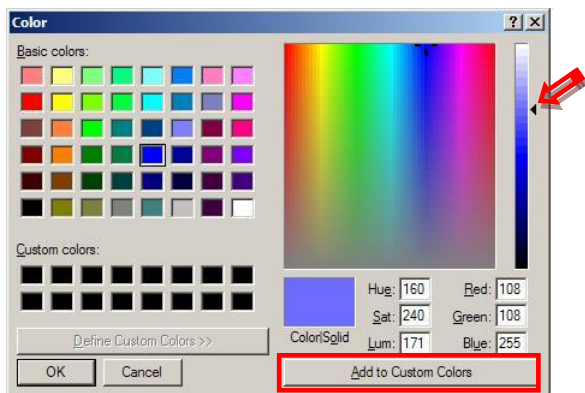
27. To change the color for the schedule set on May 15, 2010 above, click on the **Color Browser** button.
28. Click on the calendar square for May 15, 2010. The current color is shown in the Color scheme browser.
29. Click on the **Color Selection** button in the red box on the screen on the right.



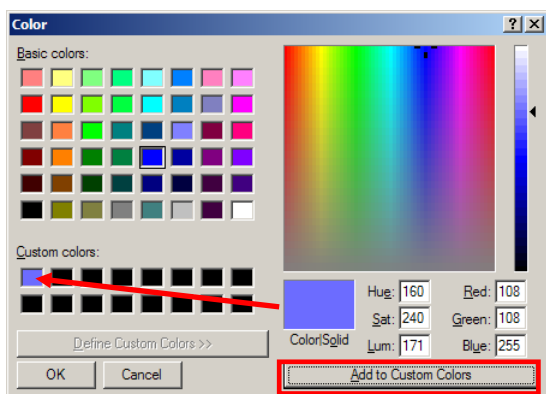
30. The Color screen will open from which the user can select from the **Basic colors** area in the upper left (in the red box), by clicking on the color then the **OK** button on the bottom of the screen. The color for the chosen Schedule Set on the calendar will change to the new selected color. This is a quick way to pick standard colors to change the look of the calendar.
31. Custom colors can be created as in the steps below by clicking on the **Define Custom Colors** button at the bottom of the Color screen.



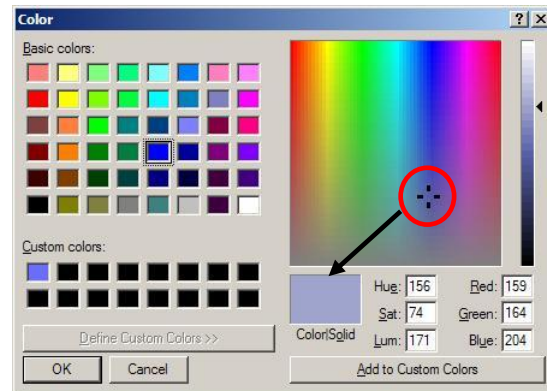
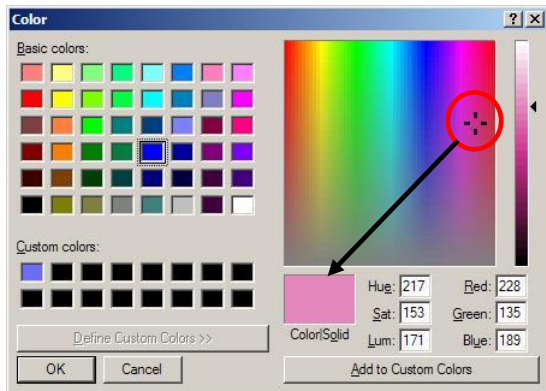
32. Custom colors can be created from the standard colors in the **Basic colors** section (basic blue is picked above).



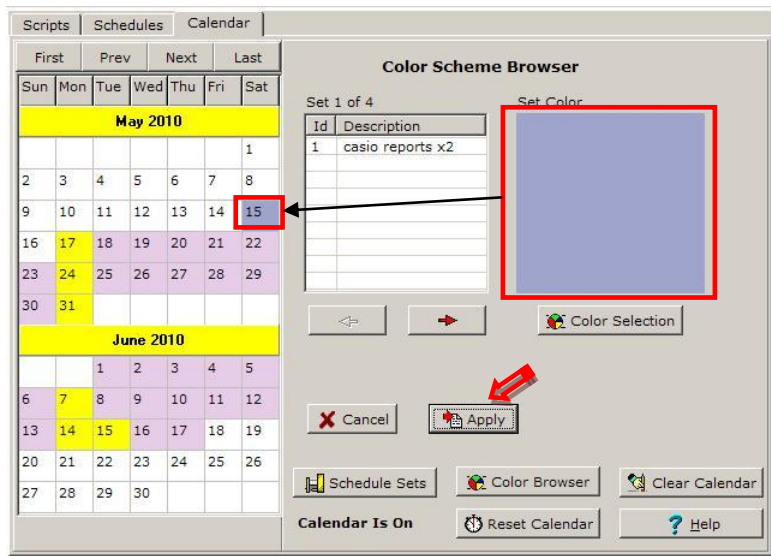
33. Or if the values are known, they can be entered in the **Hue**, **Saturation**, **Luminosity**, **Red**, **Green**, and **Blue** boxes. The sliding scale on the far right can also be used to change the basic color from lighter to darker.



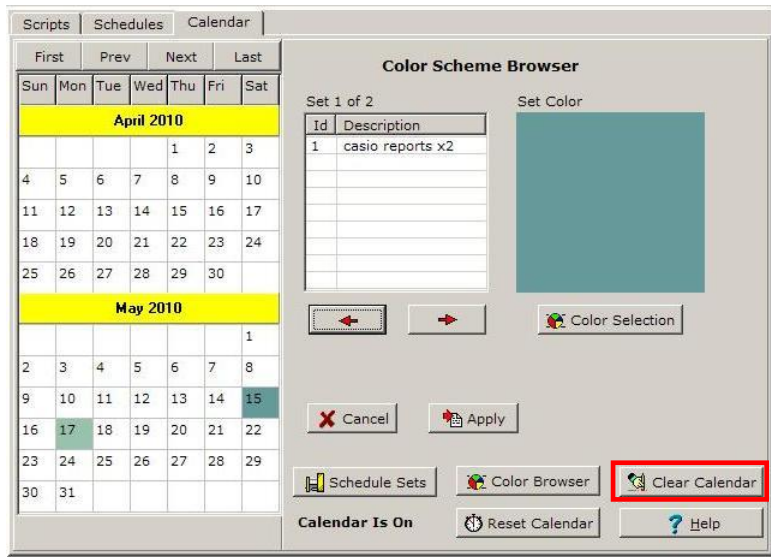
34. Once the color is satisfactory, click the **Add to Custom Colors** button to save it to the **Custom colors** section of the window for later use.



35. Another way to change the color is to click and drag the bull's eye in the right side of the screen. Click **OK** when finished.



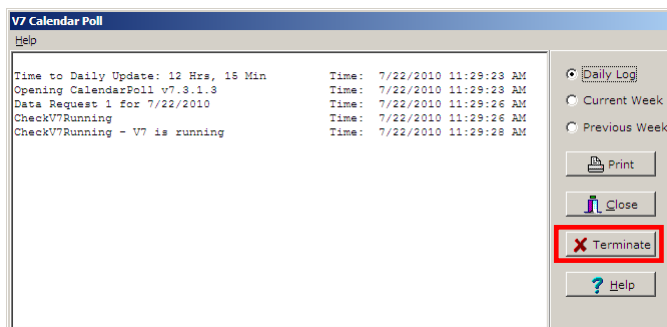
36. Click the **Apply** button. The calendar date square color of the Casio Reports x2 Schedule Set is now the color shown above. Or the Cancel button can be used to cancel changes made.



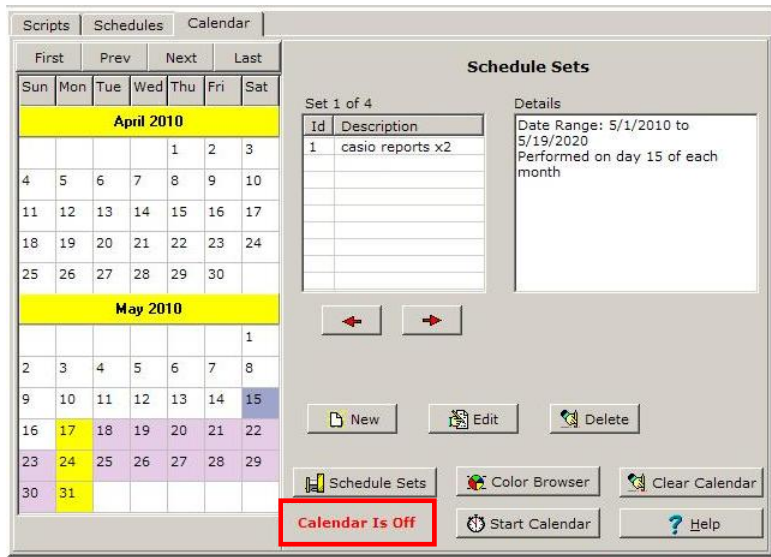
37. The **Clear Calendar** button, in the red box, will delete all the Schedule Sets from the list.
38. The **Calendar Is On**, on the bottom center of the screen, lets users know the state of the Calendar- whether it is active or not. By default, the Calendar is always on.



39. To turn the Calendar off, right click on the **Clock** icon in the System Tray. Click on **Show** from the menu that opens.



40. The V7 Calendar Poll screen will open. Click on **Terminate** to close the Calendar.

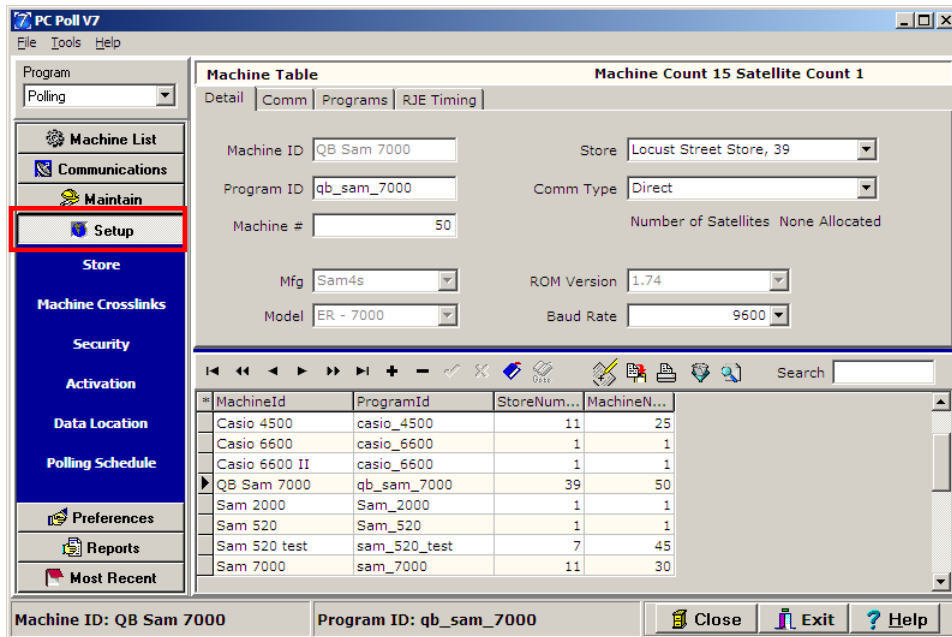


41. If the calendar is turned off, then it will read **Calendar Is Off**. To turn the Calendar back on, close the software and reopen it, and then click the **Reset Calendar** button at the bottom of the screen. This resets the Calendar. It is used when adding or changing Scripts and Schedules. **Please Note: If the calendar is turned off, the software will not poll the register(s) until the Calendar is turned back on.**
42. The **Help** button, at the bottom right of the screen, opens the searchable Help Files.

Calendar Poll Program Shortcut

Users can now choose where they want the startup shortcut for the calendarpoll.exe. They can select either All Users or Current User. The selected location is stored in the V7polling.ini file. Other than a change to the **Tools** menu, all the changes to V7 version 7.3.1.145 were done within calendarpoll.exe. Therefore, Version 7.2 users can use this newer version of calendarpoll.exe. The main difference is that V7.2 users need to move the shortcut manually from the All Users folder to the Current User folder.

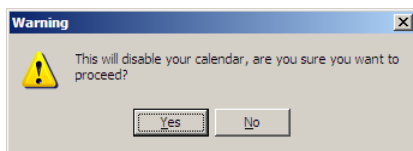
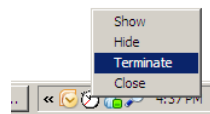
1. To setup this option, open the Version 7 Polling software.



2. Terminate calendarpoll.exe

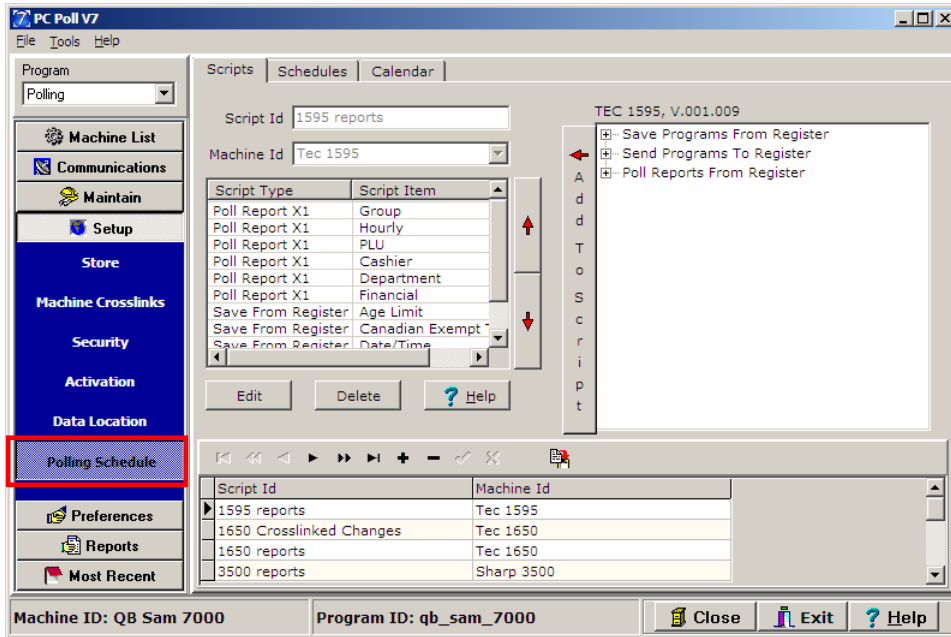
- a. Right click the clock icon  in the system tray.

- b. Select **Terminate** from the pop-up menu.

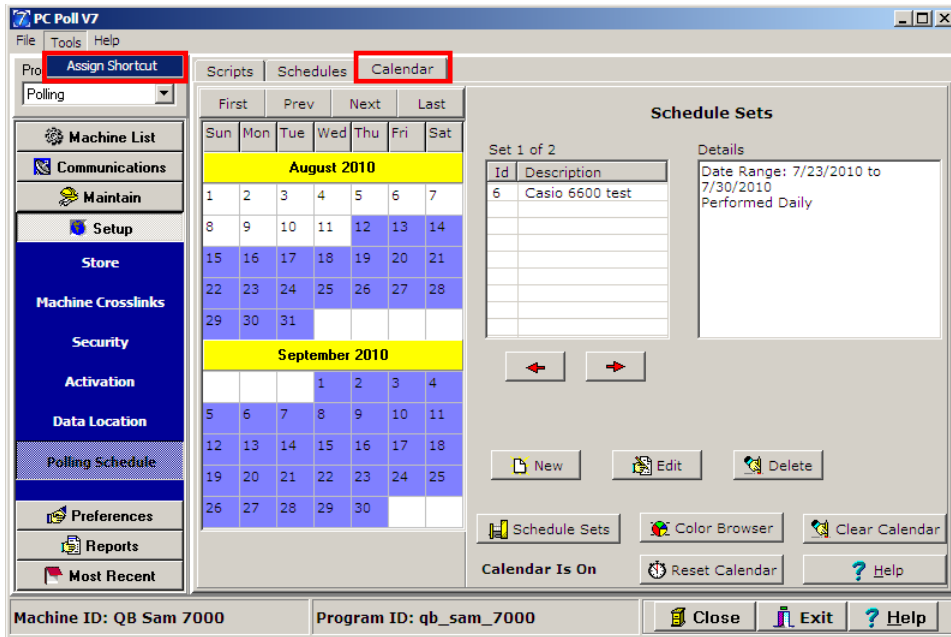


- c. Click **Yes**.

3. Go into the calendar area by clicking on **Setup** on the left-hand menu.

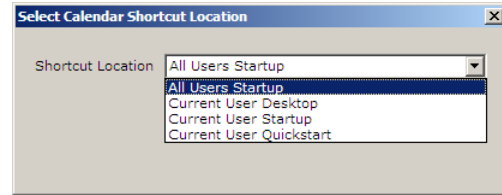
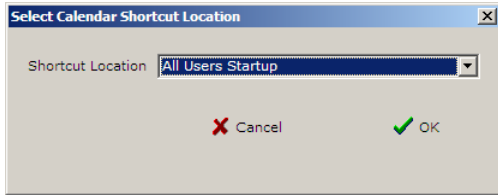


4. Click on the **Polling Schedule** button under **Setup** on the left-hand menu.



5. Click on the **Calendar** tab near the top of the screen

6. At the top of the screen, click on **Tools**, and then scroll down to **Assign Shortcut**.



7. The Select Calendar Shortcut screen will open on the left above.
8. Pick the location from the drop down menu.
 - a. All Users Startup
 - b. Current User Desktop
 - c. Current User Startup
 - d. Current User Quickstart
9. Click **OK** to save the selection.
10. Restart the Calendar to activate the new setting.