

## Instructions

Plan contains entries, for example notes, tasks or appointments.  
Several entries of the same type belong to one category.  
Several categories can be shown in a view.

Views are shown with a wide button on top with the name of the view.  
Press this button to select a view or hold it down (on a PC also right click) to edit this view. Then the shown categories can be selected, finished tasks can be set visible or invisible and appointments can be shown graphically or as a list.

Entries have three buttons on top, two of them for browsing and the middle button showing the name of the category. By pressing this button, the category can be selected and with it the type of the entry. Hold this button down (on a PC also right click) to edit the category.

The data of all entries, categories and views are stored in two files in the folder Plan. Their names are Plan-Daten and Plan-Texte.  
Making or reading a backup of these two files can be done using the menu.  
An encrypted backup consists of only one file, its name is Plan-Krypto.

## Tips and Tricks

The graphical view of several days shows the week number besides each monday.

Android: The graphical view of several days can be zoomed with two fingers and can be shifted with one finger. A new appointment appears when you tap on the screen. Tapping on a date shows the view of one day.  
The graphical view of one day changes the date when moving horizontally and a new appointment appears when tapping on the screen or moving the finger vertically. Use two fingers to zoom or shift the time.

PC: The graphical view of one day shows another date when dragging horizontally and a new appointment appears when clicking or when dragging vertically using the left mouse button. Dragging with the right mouse button zooms relative to the screen center, and the mouse wheel shifts the time. The graphical view of several days can change date and time when you drag with the left mouse button. Dragging with the right mouse button zooms relative to the screen center, and the mouse wheel changes the date.  
A new appointment appears when you click on the screen with the left mouse button and clicking on a date shows the view of one day.

PC: Using the key Esc finishes any window.  
Arrow keys allow browsing the entries. The key N means New and the key O means OK.  
When editing a timer, S stops it and 0 resets it.  
All keys except Esc have these functions only when no input field is focused.

For appointments of one day, no end date needs to be entered.  
Repeated appointments are always appointments of one day. The entered end date is the date of the last repeating. Appointments lasting several days can't be repeated.

When you want an appointment of several days to be repeated, you have to duplicate it.

An address is shown as address in a view having no date limits, a view with date limits shows it as a birthday.

In the calendar and time selector, the topmost button enables keyboard input. On the PC, all date and time fields can be filled in directly. Only with a long or a right button click, the calendar and time selector opens.

> preceding a date means "today", + means "tomorrow". \* indicates that there is a note and ! indicates an alarm. = shows a task which is due within one day.

In the list of entries, keeping a task pressed marks it as finished or with an appointment having an alarm set, the alarm is cleared.

The alarm is working only on Android. While Plan is running, the alarm loudness can be changed using the two loudness buttons.

The alarm uses the file Plan-Wecker.mp3 in the folder Plan. Any mp3 file can be used as alarm sound when copied to this folder and renamed. This can be done using the file manager in Plan.

How to set an alternative alarm sound:  
Enter the file name of an mp3 file as first line into the note of the entry that triggers the alarm. This mp3 file must be in the folder Plan.

If you want a timer alarm to be repeated, deactivate its checkbox "stop at zero".

When entering times for the timers, the number format is days.hours:minutes:seconds  
If unambiguous, zeroes, dot or colons can be omitted.

Android: when editing an address, the phone numbers, mail or internet addresses can be used directly  
by holding this entry pressed down.

In address categories, the labels of the address lines are defined and can be changed. On Android, a blank character at the end of a label indicates that for this line the numeric keypad will be shown and the entry is limited to ASCII characters including the Euro sign. When you change these labels so that address lines move, to correct existing address entries, you can temporarily change the category of an entry to a category of notes and then add or remove line feeds.

Accounting entries may have either numbers entered directly or have a start and end time and date and then show the time difference as a decimal number of hours. The unit and decimal digits can be set in the corresponding category.

A new entry in a graphical views will be an appointment if possible. Lists having a start and end date will not produce an address. Else, a new entry has always the first category in alphabet.

When renaming categories, the new sorting is immediately visible in the category list, but views with several categories still contain the old category sorting. When you want

a new entry to belong to the alphabetical first category of this view, edit the view and store it tapping OK.

With the file manager, keeping a file pressed (on a PC also right click) shows additional functions for this file. Shared folders in a local network are shown in the topmost folder level.

Either a single entry or a whole view can be written or read as a file, on Android it can also be sent. By using the menu, you can store an entry or a view into a file with arbitrary name. Using the Plan file manager, you can read such a file. Received files can be found in the directory called Bluetooth or Download.

Reading a file will always produce new entries, even when identical entries already exist.

When importing a single entry using the file manager, this entry will be shown for editing and you may delete it by typing "Cancel". When you import more than one entry from one file, they are shown as list of found entries and they are automatically stored. Deleting is then possible using the menu.

An entry which had been erroneously deleted or a task marked as done can be restored using the menu (Current Entry).

When you delete a view, you can decide whether the associated categories and entries shall also be deleted.

Synchronizing means to have the same data on up to 32 devices. To synchronize two devices, on one of the two the folder "Plan" must be set shared and writeable within the local network or as a drive.

Quit Plan on this device (on Android using the Back button), and the other device synchronizes with the files in this folder.

When synchronizing two devices that do not provide direct file access, make a backup of the first device.

The second device synchronizes with this backup and then the first device has to read this modified backup.

Synchronizing with data of the same device (using an earlier backup) is possible, but this is no real synchronization:

In this case, only entries are copied from the earlier backup to the actual data which have been deleted or are missing.

This is an opportunity to restore inadvertently deleted entries.

The backup is not modified, modified entries remain untouched and no entries will be deleted.

Entries in Plan are searchable only from within Plan for data protection reasons.

A global search or other apps can not access your data.

Android: Rotating the display by menu blocks the rotating by gravity.

You can only delete a category when it contains no more entries.

When you edit a category and the delete button is invisible while no entries are shown, this may have one of the following reasons:

- a new entry of this category is open for editing
- the view does not show finished tasks
- there are entries outside of the date interval of the view

Android: The function "Update contacts" puts all phone numbers and the corresponding names from Plan into the contact list of the device. This has an advantage and a disadvantage: The advantage is that for incoming phone calls the name of the caller is shown. The disadvantage is that other apps may read your personal contact data and transfer it anywhere through the internet.

For translation requests and bug reports please send an E-mail to [Plan@i-r-p.de](mailto:Plan@i-r-p.de)