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eBdesk Notepad

Requirements:


Internet Explorer Version 4.0 or higher

Introduction

eBdesk provides **Notepad** application to help user manage their notes. User can create category and save their notes in the appropriate category. It will be very useful to make user's notes to be regular arranged.

In order to make you easy learning this book, let's assume that your company name is **Smith & Smiths Inc.**, and your company site is www.corp.com.

After opening and login to your company site, the next page that will be displayed is the **FrontPage**.

To display **eBdesk Notepad** on your tab menus, just click **Page** on the Top Menu, select **Notepad**, and finally click  button.

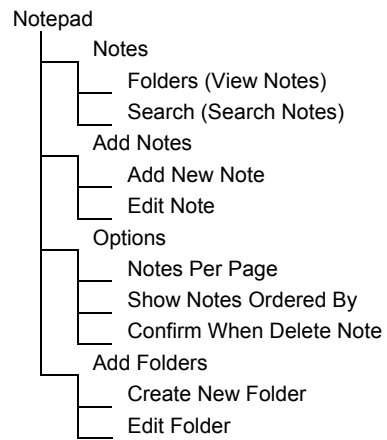
This chapter explains how to operate the main functions of eBdesk Notepad:

1. Adding Note
2. Viewing Notes

3. Searching Notes
4. Note Preferences
5. Creating Category

All steps are made in the simple way, so you can follow it easily.

Notepad Structure Menu



Quick Guideline

Welcome, marry | Front Page | Profile | Group | Organization | Page | Theme | Sign Out
SS Smith & Smith's Inc. New York
 Front Page | Mail | Calendar | News | Forum | Chat | Public Folder | Address Book
 Search | Clipper | Poll | Graph | SMS | **Notepad**

Notes | Add Notes | Options | Add Folders |

Folders
 All
 Inbox
 Management
 Miscellaneous
 Technical

Search

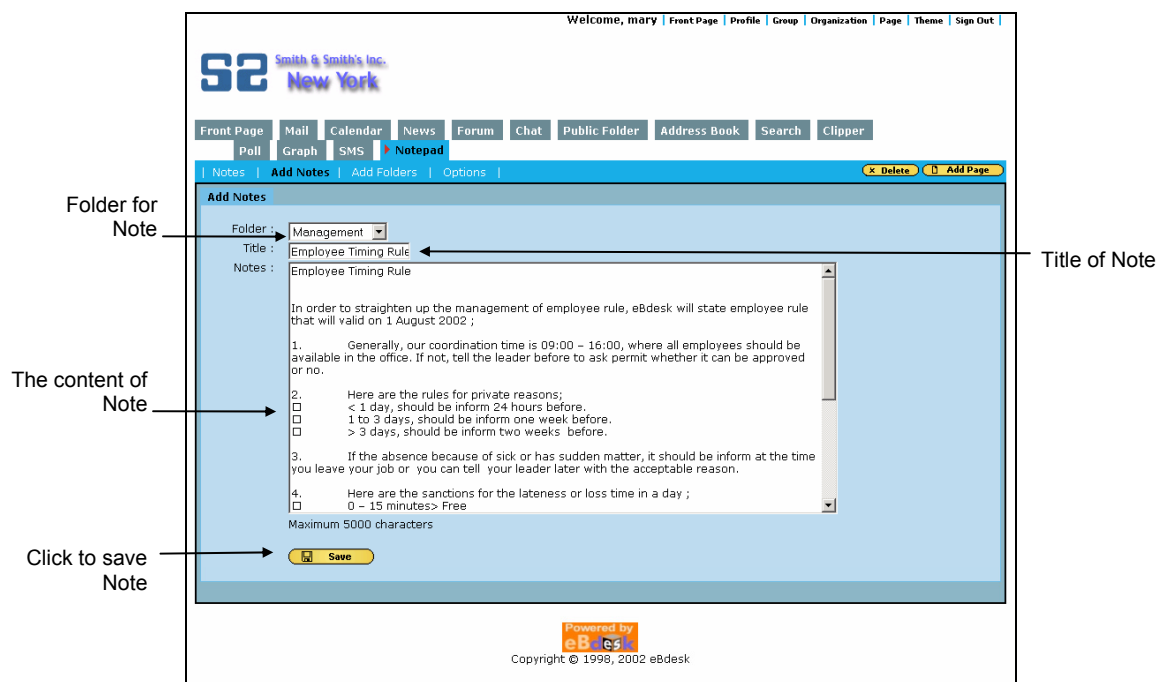
Notepad
 Check all None showing 1 - 4 of 4 First | Prev | Next | Last

Subject	Folder	Last Modified
<input type="checkbox"/> Presentation	Inbox	Fri, 28-Mar-2003, 14:59:08
<input type="checkbox"/> Sick and Reimburse	Management	Fri, 28-Mar-2003, 15:03:40
<input type="checkbox"/> Leave Rule	Management	Fri, 28-Mar-2003, 15:04:22
<input type="checkbox"/> Timing Rule	Management	Fri, 28-Mar-2003, 15:04:35

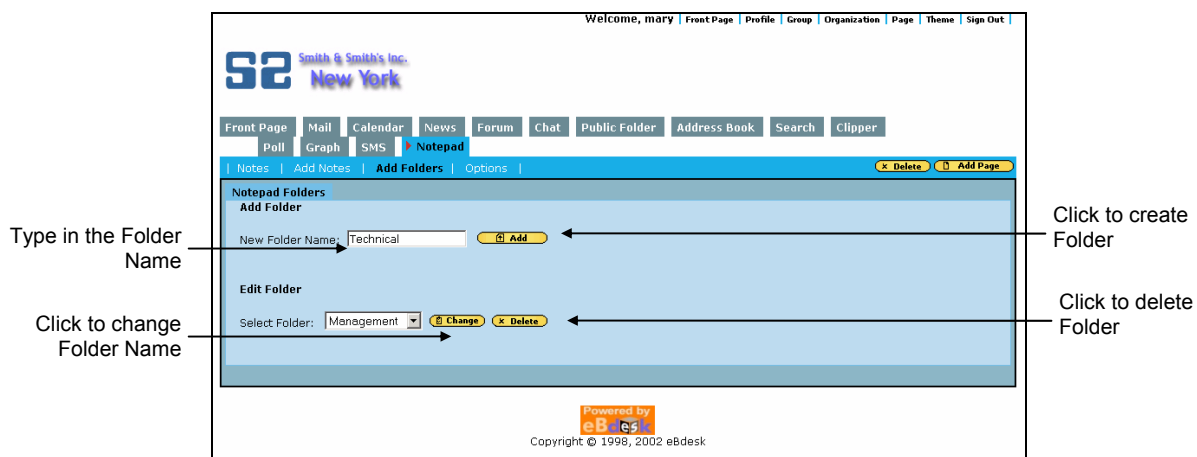
 Check all None showing 1 - 4 of 4 First | Prev | Next | Last

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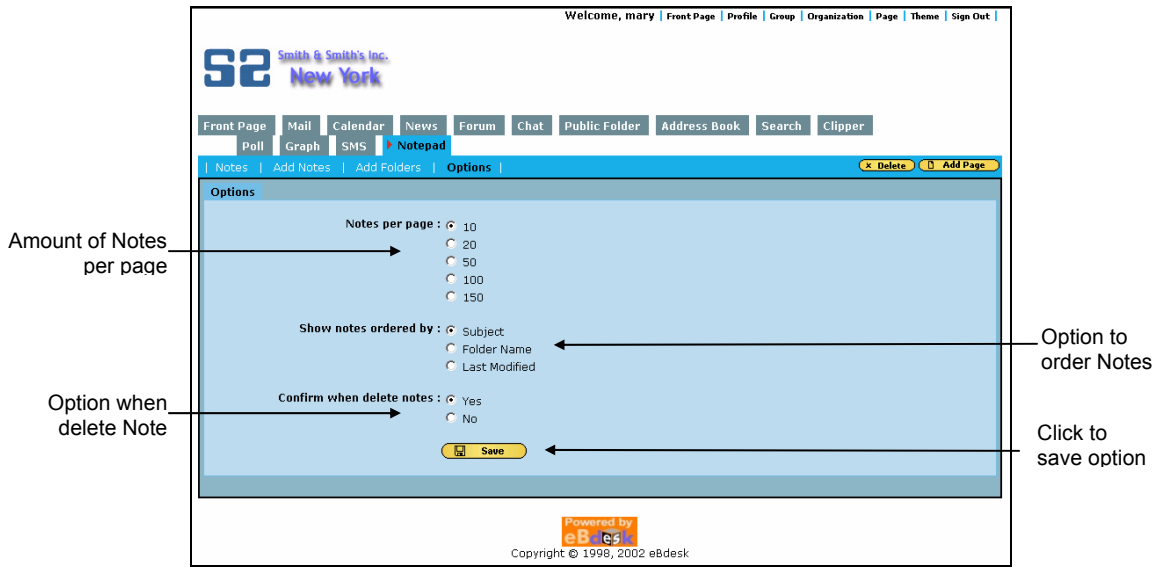
Picture 16 - 1: Example of Notes Page



Picture 16 - 2: Example of Add Note Page



Picture 16 - 3: Example of Add Folders Page




Picture 16 - 4: Example of Option Page

1. Creating New Folder

System gives you only one default folder, but you can create new folder as much as you need. You can place your notes to the certain folder that appropriate with its content. It will make you easier when you want to read them.

To create new folder, please follow the steps below:



1. Open **Notepad** menu then click **Add Folders**. The **Add Folders** page will be displayed.
2. Type in the folder name in the **New Folder Name** field then click  button.
3. The new folder name will be added to the drop down box in **Edit Folder** field. Do the same steps to create another folder.



Picture 16 - 5: Click to create new folder

2. Changing Folder Name

You can change your folder name by doing the steps below:


1. Select folder that you want to change its name in the drop down box then click  button.
2. Script prompt to change folder name will be displayed. Edit folder name then click  button.
3. The folder name will be changed with the new entered name.

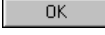
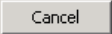


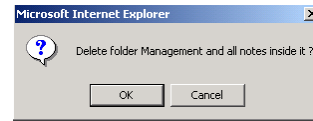
Picture 16 - 6: Change Folder Name

3. Deleting Folder

To delete folder, simply do the steps below:

1. Select folder that you want to delete in the drop down box in the **Edit Folder** field then click  button.

- The confirmation dialogue of deletion will be displayed. Click  button to delete folder. The selected folder name will be removed from the drop down box.
- To cancel the deletion, click  button.




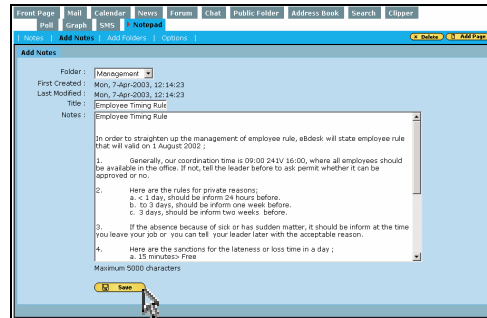
Picture 16 - 7: Confirmation dialogue to delete folder

4. Adding Note

After creating folder, you can put some notes to the available folders that appropriate with its content.

To add note, do the following steps:

- Klik **Add Notes** menu. The **Add Notes** page will be displayed.
- Select folder for your note and then type in the note's title in the **Title** field.
- Type in the content of your note in the **Notes** field then click  button to save your note. You can put your note until 5000 characters.

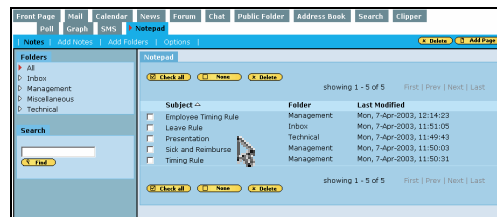


Picture 16 - 8: Example of adding note

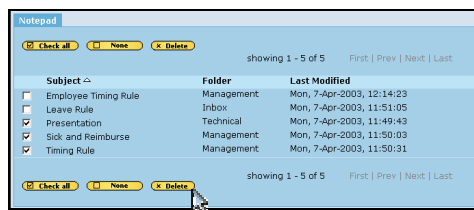
5. Viewing Notes

To view your note, follow the steps below:

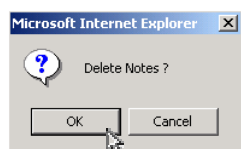
- Open **Notes** page. The all notes will be displayed.
- To view notes of certain folder, click folder name. The notes of selected folder will be displayed. To read note, click note's title.
- You can sort your notes based on title, folder, or last modified date by clicking **Subject**, **Folder**, or **Last Modified** field. You can also defined the default order from **Option** menu.
- You can use **First**, **Prev**, **Next**, or **Last** link to view the other note. This links will be clickable if notes over the limit per page.
- To view all notes, click **All** menu.



Picture 16 - 9: Example of notes



Picture 16 - 10: Click to delete notes



Picture 16 - 11: Confirmation dialogue box

6. Deleting Notes

If you don't want to keep certain note in your Notepad application, you can remove it by doing the following steps:

1. Open **Notes** menu then select note that you want to delete by signing the checkbox on the left side of note's name.
2. You can use **Check all** button to select all notes or click **None** to clear the selection.
3. Then click the **Delete** button to delete the selected notes.
4. The confirmation of deletion will be displayed. This confirmation appears depend on your option setting. If you choose **Yes** for option **Confirm when delete notes** in the **Option** menu, the confirmation dialogue of deletion will be displayed and on the contrary if you choose **No**.
5. Click button in the confirmation dialogue box to delete note or click to cancel the deletion.

7. Searching Notes


If you meet difficulty to find certain note that you want to read, you can use searching tool. To search note, do the steps below :

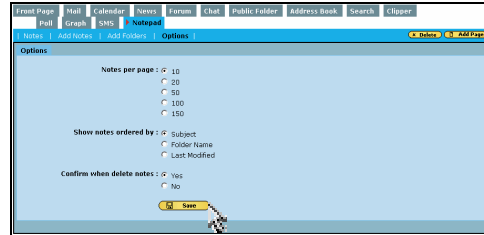
1. Open **Notes** menu then locate cursor on the **Search** field.
2. Enter the keyword to find note that you want to read, minimum 3 characters. Then click button.
3. The searching is done based on subject and content of note. The search results will be displayed on the right side of page. To view the content of note, click the note's title.

8. Defining Option

You can define option how notes will look like, such as the displayed notes per page, default order, and the confirmation dialogue when delete note.

To define option, follow the steps below:

1. Open **Option** menu. The **Option** page will be displayed.
2. Defines the amount of displayed per page by signing radio button in the left side of number.
3. To set the default order, click radio button in the **Show notes ordered by** field. E.g. if you choose **Subject** then your notes will be ordered by subject.
4. To make confirmation dialogue box available when you delete note, click **Yes** in the **Confirm when delete notes** field or click **No** on the contrary.
5. Click  **Save** button to save the setting.



Picture 9 - 1: Example of Options