

# Using the Diary Monitor

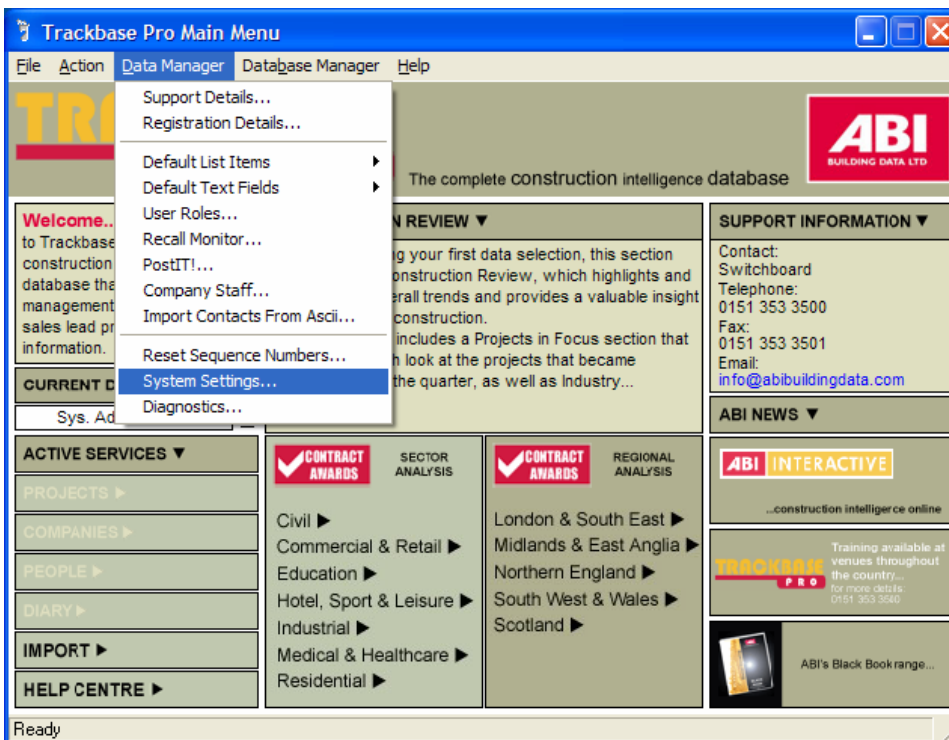
You can use the Diary Monitor in Trackbase Pro to alert you to calls needing to be made in your diary.

To open the diary monitor, go to the main menu of Trackbase Pro and click on Data Manager, then click on Recall Monitor.

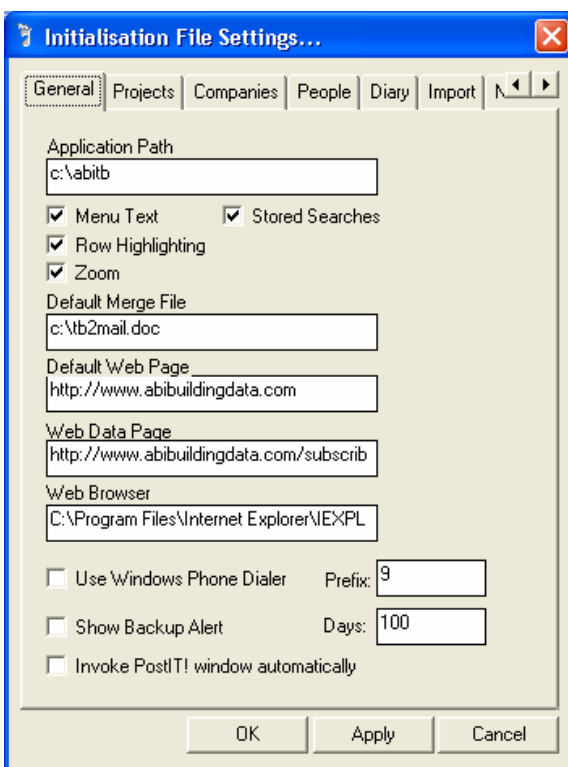
The Recall Monitor will open, but will stay minimised until a call needs to be made.



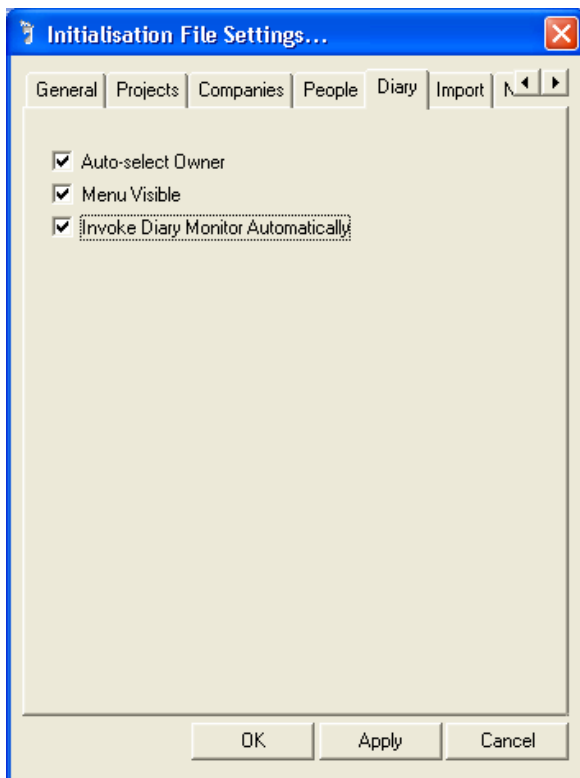
If you want the recall monitor to open whenever Trackbase Pro is opened, go to Data Manager, then System Settings.



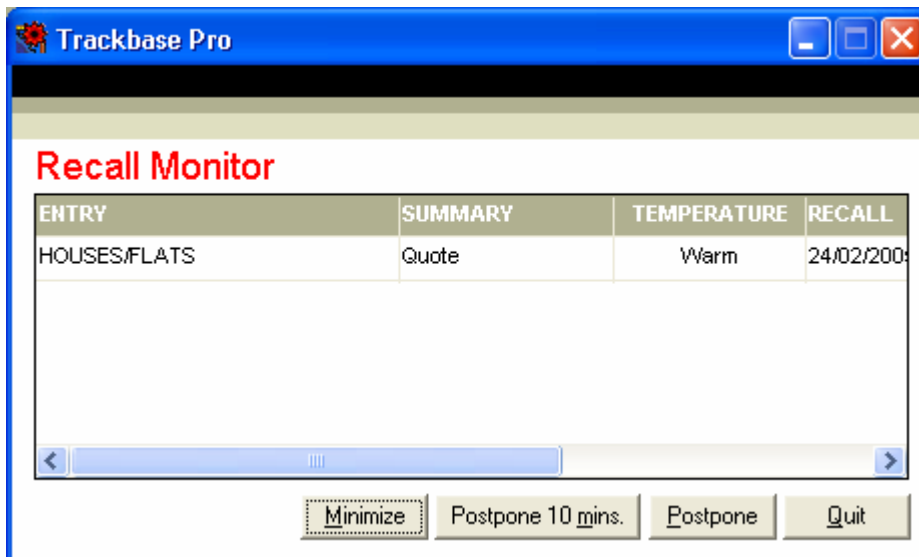
This will open the System Settings window shown below:



Click on the Tab labelled Diary and put a tick into the box next to Invoke Diary Monitor Automatically. Then click on the 'OK' button to save this change. The Recall Monitor will now open automatically with Trackbase Pro.



The Diary Monitor will open over the Trackbase Pro window when a call is due. It will also “flash” up briefly over other programs, to alert you to the required call, but will not stay open over other program windows. The Diary Monitor window is shown below:



As you can see I have one call due, I can either:

- Minimize the window - in which case it will re-open in about one minute.
- Postpone the call for ten minutes
- Postpone the call – in which case I will be presented with a calendar to choose an alternative date and time for the call.
- Quit - which will close the diary monitor completely, and therefore not alert me to my pending calls.

If I wish to make the call I can double-click on the Entry title and be taken straight to that entry in my diary where I can add my notes during the call.