Ascendo iJuggle for BlackBerry

Version 1

User Guide

Ascendo ™

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The Frequently Asked Questions page for Ascendo iJuggle may contain more recent information and trouble shooting tips, see http://www.ascendo-inc.com/iJuggleFAQ.html

1.0 Installation

It is commonly recommended to do a backup of your data before installing any application on your handheld device. To do this, start the BlackBerry Desktop Manager (Figure 1), click on "Backup & Restore", then following the instructions.

BlackBerry products are generally installed in two different ways; installation from a PC desktop or Over-The-Air (OTA) installation.

1.1 Installation from a Desktop

When you purchase Ascendo iJuggle or download a trial version, you should receive a file with a .ZIP extension. Some distributors download the file directly to your PC while others send the file to you by email. You can "unZIP" this file using a free program called WinZip available at www.download.com.

Open the .ZIP file using WinZip then click on the Extract button. Select a directory to extract the files to. You should see two files with extensions .COD and .ALX in this directory. Now start the BlackBerry Desktop Manager.

Figure 1

When you click on the "Application Loader" icon a dialogue box will appear. Click on the "Add" application button, then browse to the directory where you stored the files that you extracted with WinZip. Select the file with the .ALX extension then click on the "Next" button. The BlackBerry Desktop Manager will proceed with the installation.

1.2 Over-The-Air Installation

If you purchased the product directly from your device, you will receive a text message containing a link. Use the track wheel to move the cursor to the link. When the cursor is over the link it should be highlighted. Click on the track wheel and select "Get Link". You may be prompted to give your permission to initiate an internet session. If you answer "Yes" the browser will download the software directly to your device and install it. If an error message is displayed you may want to verify that you have full internet access as part of your service plan.

1.3 Product Registration

Upon purchasing the product you should receive a registration key with your order confirmation. If not, please contact the distributor that you bought the application from a request a registration key. Keep your registration key in a safe place as you may need it at a later time.

When you start the application, you will see a menu option to enter the registration key. If you are using a trial version you can choose to enter the registration key at a later time. Once the trial period has expired, you will no longer be able to use the application without a registration key.

To upgrade from a trial version to a full or registered version you must purchase the product and enter the registration key when prompted. You do not need to download or reinstall a different version.

1.4 Upgrading from a Previous Version

You can upgrade from previous versions by using the BlackBerry Desktop Manager. After having downloaded the newer version of the application to your PC, copy the files with extensions .ALX and .COD to the same directory as the previous version. Windows will ask you if you want to overwrite the existing files. Chose "Yes".

Now start the BlackBerry Desktop Manager. You should see a pop-up window that says "Updated versions of the applications listed below are available for your handheld.", see Figure 2 (You should see "Ascendo iJuggle instead of Ascendo Money). The application you downloaded should appear in the list. Click on the Update Now button.
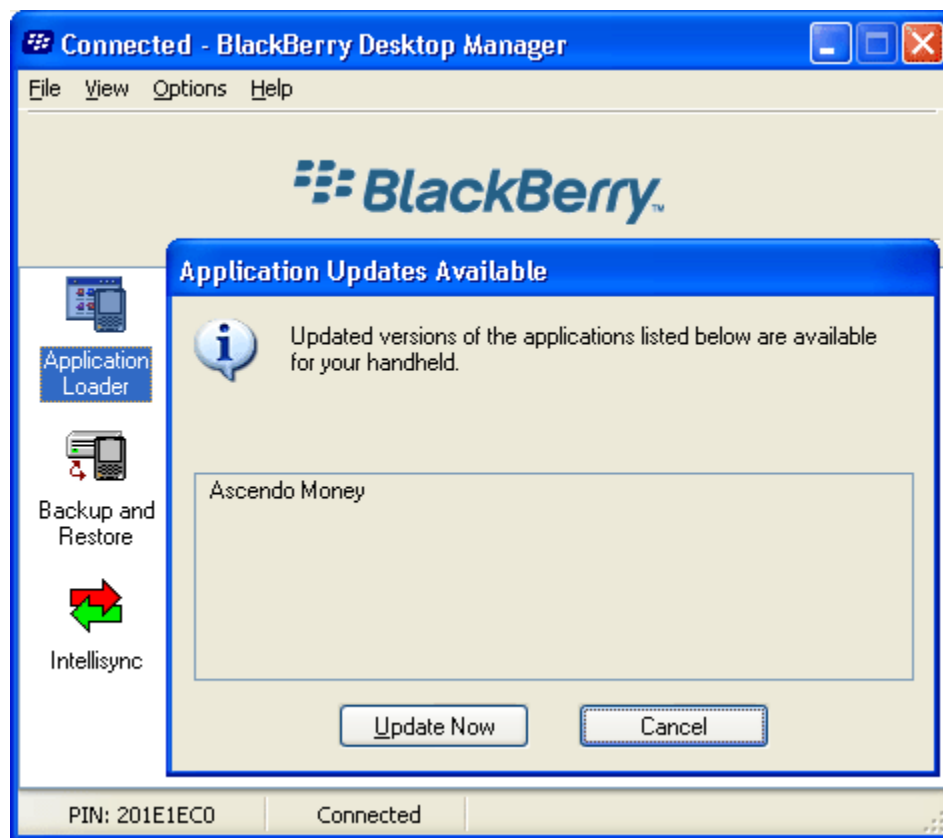

Figure 2

Now click on the Application Loader icon. A list of applications will appear including Ascendo Money. You should see "Upgrade" in the Action column next to the application. Click on the "Next" button and the BlackBerry Desktop Manager will install the upgrade.

If you are not prompted to upgrade then remove the older version from your device by removing the checkmark in the box next to the application name and clicking on Next.

2.0 Getting Started

From the BlackBerry home screen, use your track wheel to highlight and select the BlackBerry Applications icon. Then turn the track wheel to scroll through the various icons until you see one that that looks like the image in Figure 3.

Figure 3

Highlight the application icon then click on the track wheel or press the return key to start the application.

2.1 Setting Options

After registering, Ascendo iJuggle will display the main menu screen, (Figure 4). Click on the track wheel to display the screen menu in the upper right corner with options for Lists, Tasks, Notes & Options.

Figure 4

At this point, you may want to set a few options to personalize the way Ascendo iJuggle runs on your BlackBerry. Scroll down to "Options" and click on the return key or the track wheel to display the Options Screen (Figure 5).

Scroll down the screen with the track wheel to highlight the option you are interested in changing. Click on the track wheel to change values. Alternatively, you can click on the track wheel again and select "Change Option" to display a full list.

The Security Timeout allows you to set an inactivity delay. If there is no keyboard or track wheel activity for the delay time, then the screen will go blank and you will be asked to re-enter a password.
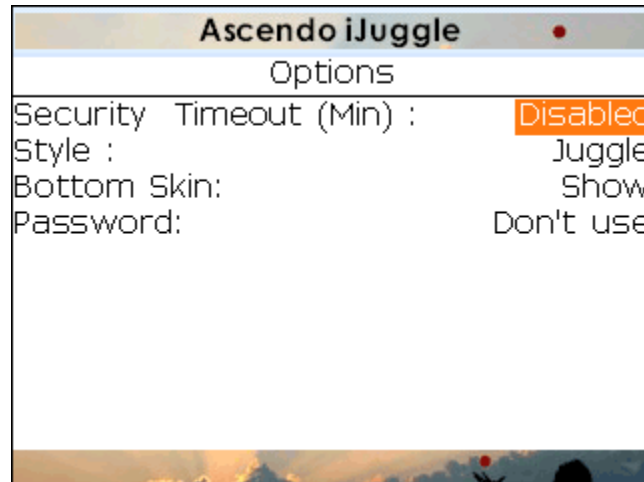

Figure 5

The Style option allows you to set the images that iJuggle will display on the top and bottom of the screen. You can choose between Juggle (show above), Marble, Rosewood and BlackLeather. This will change the background color of list items.

If you are using Juggle on a small screen, you may want to set Bottom Skin to Don't Show. This will give you more room to display list items.

If you set Password to "Use" you will be prompted to enter a Password before starting the application. When creating the password for the first time, you must enter it twice to avoid making a mistake. Don't forget to make a note of your Password. If you lose it, your data will be cleared before setting a different password.

3.0 Using Ascendo iJuggle

Ascendo iJuggle provides a rich feature set for managing CheckLists, Tasks and Notes to help you stay on track while achieving your goals.

3.1 CheckLists

Checklists are an important part of our daily lives. There are many ways to use them, for example;
- Shopping lists, grocery lists, etc
- Daily To Do lists
- Christmas presents to buy
- Things that need to be done before leaving on vacation
- Vaccines for children
- Invitations and confirmations for an upcoming party
- Action items for a trade show
- Workout routines
- Sales Leads to call on
- Real Estate to visit

Ascendo iJuggle allows you to manage as many Checklists as you like. You can create a CheckList by choosing a name and an icon as a visual aid (Figure 6).
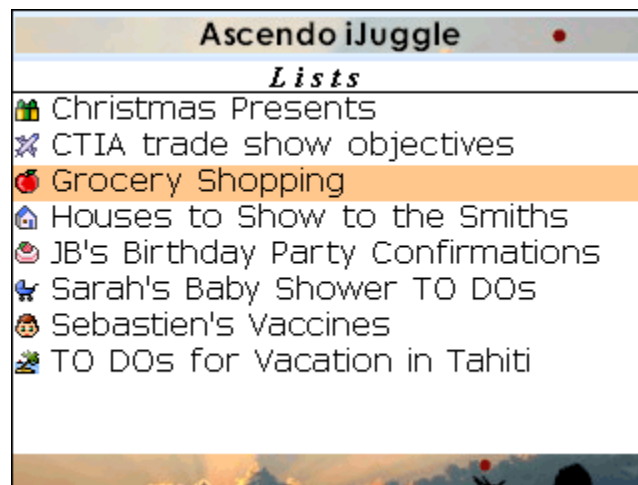

Figure 6

You can edit the name and icon of a CheckList, delete a CheckList or View the items in a CheckList. To access these options, click on the track wheel and a menu will display in the upper right hand corner of the screen.

If you select View/Edit, you will see a list of items with a check box in from of each item. The example in Figure 7 shows a Grocery Shopping with some of the items checked off. To toggle between checked and unchecked, highlight the checkbox in front of the item and press the space bar.
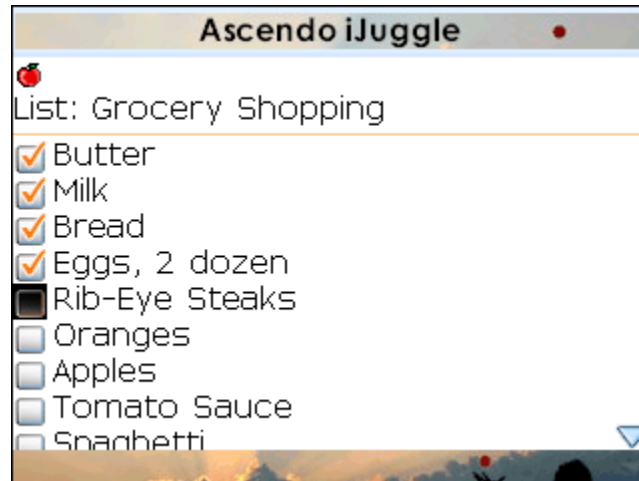

Figure 7

To add, edit or delete an item, click on the track wheel to display the menu screen, then highlight the desired option, then click on the Enter Key or the track wheel to select that option.

Each item in the list may contain additional information associated with it. Highlight "Milk" and press the Return Key. You can define three pieces of information for each item (Figure 8). You have complete flexibility to define the field label and the field value. To return to the list, press the escape key.
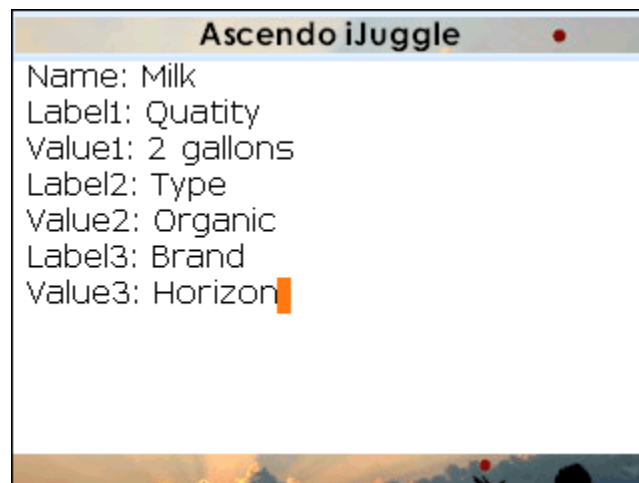

Figure 8

You can send a list to somebody by email. For example, if your spouse is going to the store and you don't want them to forget anything, you could make a list and send it to them.

Go back to the Lists main screen and click on the track wheel to display the menu. Scroll to the "Send List in Email" option. Enter the email address of the person you want to send the list to, the Subject Line and a comment that you want to display at the top of the list.
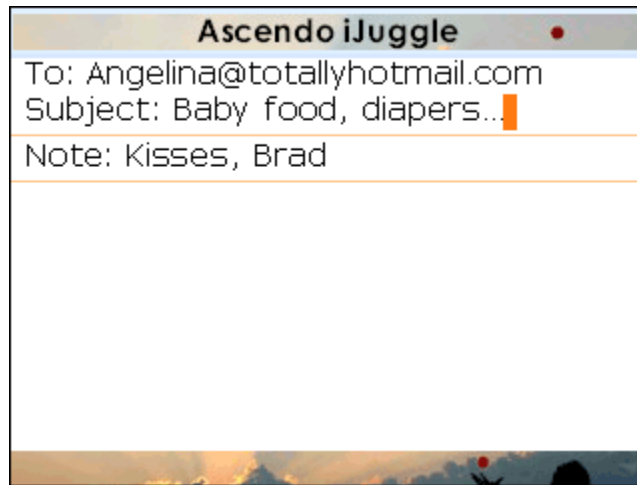

Figure 9

3.2 Tasks

Tasks allow users of Ascendo iJuggle to manage action items in a more comprehensive way than CheckLists. Tasks are best suited for things that must be done by a certain time or that are part of a team effort (Figure 10).

- Managing action plans in business unit.
- Assigning parent responsibilities for a sports team.
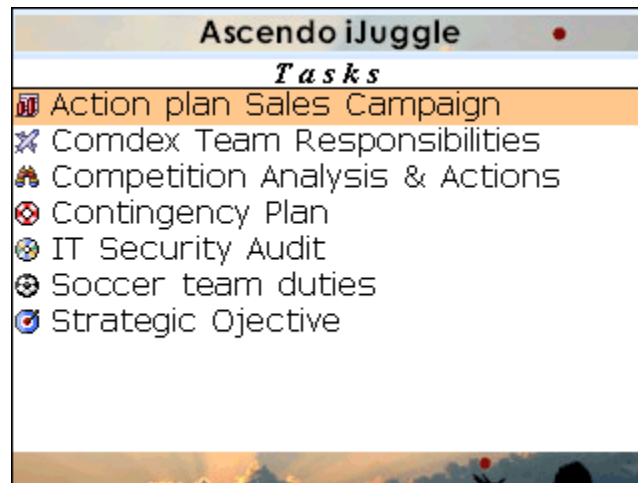- Defining deliverables and due dates for pieces of a project.

Figure 10

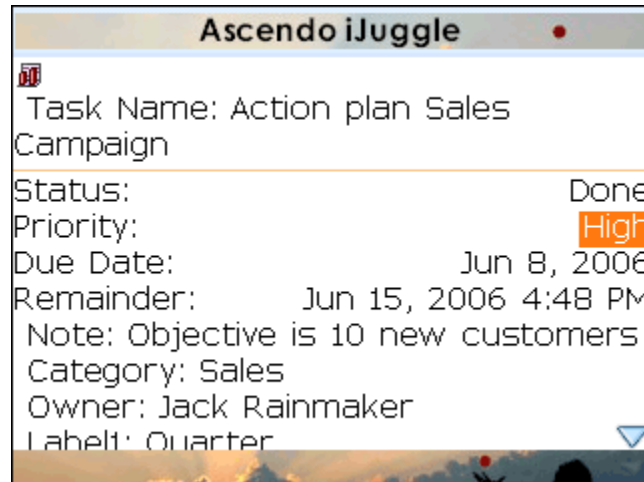Ascendo iJuggle allows you record the following pieces of information with every task.

- Task Name
- Status {Done/Not Done}
- Priority {Low, Medium, High}
- Due Date
- Scheduled Reminder
- Notes of Comments for a task
- Category
- Owner of Task or who this Task is delegated to
- User defined field

Assigning Status, Priority and Due Dates is an important part of project management or any team effort.

You can delegate the task to somebody in your team or to yourself by using the "Owner" field.

The Reminder field allows you to set an alert for a date some time before the due date to make your you don't forget the task.

Defining Categories allows the user to define tasks that are common. For example, you could set Category to Administrative to see all the support actions that need to happen for a project.

Figure 11

The Task manager includes a User defined field which extends the power and flexibility of the application. A user defined field has a field name and a field value. A default field name can be set in the options. For example, the default field name could be set to Project Name. When you enter task detail you can enter a project name in this field to keep track of all the tasks in a project.

3.3 Notes

Some information is useful to a project but needs to be expressed in an unrestricted format. The Notes manager is the best place to keep track of these items. Some examples of Notes could be;
- Agenda for a meeting.
- Brainstorming ideas.
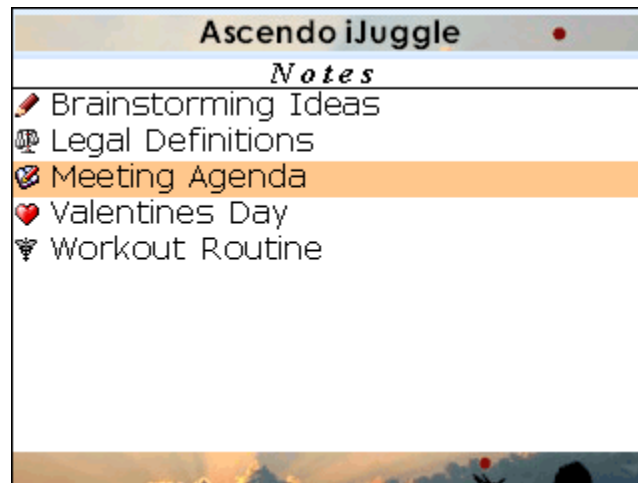- A list of babysitters to call when going out.

Figure 12

The Note Text field can include several lines of text and will expand as necessary. A user defined field is available to help organize or classify your notes.
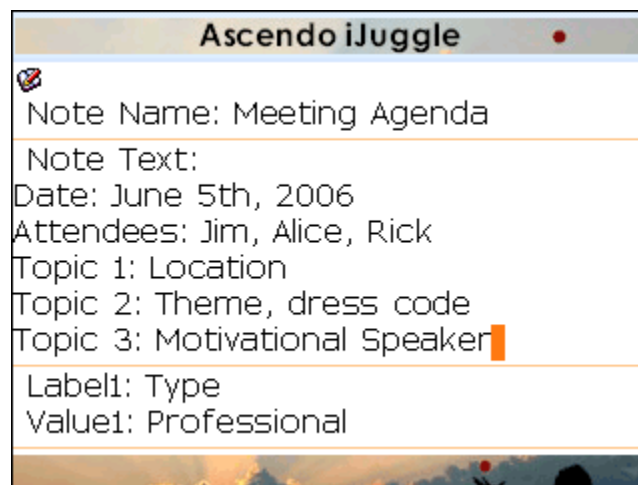

Figure 13

4.0 Trouble Shooting & Technical Support

If you have difficulty using Ascendo iJuggle, please consult our web site: http://www.ascendo-inc.com The Frequently Asked Questions page for Ascendo iJuggle may contain more recent information and trouble shooting tips, see http://www.ascendo-inc.com/iJuggleFAQ.html

If you are still experiencing difficulty, please send an email to support@ascendo-inc.com including:
- Product Name & Version (Select About to find this).
- Your handset and Model number.
- Mobile Operator.
- Precise description of anomaly or problem including exact error message if one exists.

Email support is free. We will make a best effort to respond in a reasonable time frame. Phone support is not provided at the current time.

Figure 14