

# The Oops I'm Late User Guide

Congratulations on your installation of Oops I'm Late. By integrating calendaring with the power of geocoding<sup>1</sup>, you will save not only your own time but that of others, increasing your reputation and productivity – focusing on projects, while saving you a lot of unneeded stress in the meantime. By keeping your attention on the road and not on 'checking-in', you increase safety and peace of mind.

## SETUP

Like learning any new technology, there is a little bit of training involved. The first time experience is a real, live scenario so you may want to schedule yourself at your current location to test out Oops I'm Late's features. The application will start off with the Setup Wizard, followed by an evaluation of the next appointment in your calendar, to see if you are late.

The Setup Wizard is a series of short questions which is useful for first time users. These same settings can be changed quickly at any time via Menu, Settings. The wizard itself can also be re-invoked via Help, Setup Wizard.

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<sup>1</sup> Geocoding is the process of converting a physical address to a single [latitude/longitude](#) location.

The first time Oops I'm Late is run (and every x number of days thereafter (default is 10) updates such as country code information are downloaded. Air time charges may occur during the connection to Opegeocoding.org and Geonames.org<sup>2</sup> to retrieve this information as well. This can be tuned or turned off via Settings.

## ATTENDEE FILTERING

The easiest method to control the perception of how people view your being late, your message, is by carefully selecting who you do/don't want to know you are late. Oops I'm Late uses your schedule and appointment attendees to communicate. By filtering attendees, you can easily manage who gets notified w/these options:

None - No filter is used. All contacts are available for notification.

Manual - Always select contacts to be notified, regardless of Outlook appointment attendees.

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<sup>2</sup> Opegeocoding.org and Geonames.org are a popular free and Creative Commons Attribution Licensed web services.

Do Not Notify - Remove all those you would never want to be notified, especially those pointy haired bosses.

Notify Only List - Your inner circle of friends and colleagues who can cover for you if you are late.

## GEOCODING

Oops I'm Late attempts to obtain location information using the following order of operations:

1. Searches your appointment's subject and location against all known locations.<sup>3</sup>
2. Searches your Live Search preferences, if a match is found, it is used.
3. If a location is not known, an attempt will be made via an Internet web service request to Geonames.org to resolve the location.
4. If no valid location information is returned,

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<sup>3</sup> The actual mapped to appointment fields, subject and location can also be changed via the Settings screen. If only subject is given; an attempt is made to search against contacts w/the name of the subject.

new information will be required and the destination editing screen will appear.

5. Warning: Pressing cancel at this point will assume you intend to arrive further out: in the Atlantic.<sup>4</sup>

**Tip** To save on air data charges, try caching your appointments before you leave.

## CACHING

Make sure your phone is connected to your PC and you can access the internet using the PC's connection. 'cache' all of your appointments by walking through them by pressing next and resolving any geocoding issues.

## DEFAULT CONTACT (Processional Only)

Your best friend or a key-person in the office is the one you can count on to do damage control when you're late, prepare for your arrival or warm the oven for you.

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<sup>4</sup> Lat 0 / Long 0 is in the Atlantic Ocean, south of Ghana, Africa.



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Identifying your default contact early is key to getting your best line of communication<sup>5</sup>. Once you have arrived, make sure to thank this person in case you need their assistance again.

## NAVIGATION

Knowing how to get around Oops I'm Late will get you what you need quickly. Oops I'm Late opens the next 7 days of appointments with your next appointment showing first. From there, you can go forward in time, in the future, to your last set appointment in 7 days or return to the most current.

## NEXT

The left navigation button marked "Next" moves forward to the next set appointment in time.

## MENU, PREVIOUS

Returns backwards to the previous appointment

## VIEWS

Available always on the bottom portion of any screen is: ETA (in brief form), the current time (clock) and potential NO GPS signal. The view menu consists of the 4 main views:

General  
Destination

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<sup>5</sup> Always make sure this person is aware that you may be contacting them while en route.

## Location Notes

### General

The General View consists of the Appointment Subject, Distance (in local region based on phone's settings, Approximate (≈) Speed (default is last 5 minutes) and ETA (in sentence form) fields. See SPECIAL FIELDS below for more information on Subject. Distance is based on current distance to destination minus radius buffer.

### Destination

The Destination View consists of the Appointment Location, Start time of Appointment and Time Status relative to appointment fields. See SPECIAL FIELDS below for more information on Location. Time status is time left relative to start time.

### Location View

The Location View consists of Latitude, Longitude, Speed, Heading and Number of Satellites (number of satellites / number of satellites in view) fields.

### Notes View

The Notes View consists only of the Appointment Notes field. See

SPECIAL FIELDS below for more information on Notes.

**Tip** To break a multi-leg trip (bus-walk-car), use Appointment, Duplicate and Destination, Edit, Set Here to create new routes.

## SPECIAL FIELDS

Some appointment information is always getting changed, sometimes even while en route. Besides notes, location and sub Subject, Location & Notes, on the General, Location and Notes screens respectively, each allows modification of underlying Pocket Outlook data. Changes are saved when focus is lost from each text area (such as another field or pressing a menu button). Changing location data may cause Oops I'm Late to repeat the geocoding process.

## APPOINTMENT MENU

### EDIT

Open specific appointment in Calendar application.

## DUPLICATE

Create a copy of appointment 5 minutes prior to the current appointment.

### NEW

Open

### CALENDAR

Open native Calendar application.

### REFRESH

Force Oops I'm Late to reload all appointment information.

## DEFAULT CONTACT

Professional Only: Allows instant call to default contact's business and mobile numbers. This is very handy for a quick en route question or impromptu call.

## DESTINATION MENU

As the famous cat said, you will always go somewhere "if you only walk long enough." (Lewis Carroll's 1865 [Alice's Adventures in Wonderland](#)). The purpose of a destination in Oops I'm Late is for communicating with the people already there/arrived or even en route to allow them notice of your own progress. Regardless of being late, early, or right on time, the combination of the location (appointment subject\*, destination edit)



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## EDIT

Destination Edit consists of a list of previous destinations as well as a search text box to search for new areas. Examples below include:

Set to Contact  
Set to Here  
900 Ohio Dr, Washington DC  
Venice, CA  
90291  
LAX  
40.68899, 74.04430

More examples:

French Lake, Ontario  
Louvre, Paris, France  
Rosarito, Mexico  
Stuttgart, Germany  
Aldeia do Sande, Portugal  
Buckingham Palace, England  
Jerusalem, Israel

## ATTENDEES

Add/Remove attendees as well as set the default contact method. Professional only: email. If the default only setting is on (See SETTING section below) and phone is set, a phone call will be initiated automatically at the time of notification.

## Social Networks

Twitter and other social networks are now supported using both direct

messages and as well as public status updates. Add any social network friend to an event or as a public update. Change Social Networks via SETTINGS below.

## MESSAGE

Edit subject (email only) and message body. Special message tags are %ETA%, %ETE% and %ETAPhrase%, %ETEPhrase%, %Distance% as well as the system properties such as %SYS MediaPlayerAlbumArtist% per Microsoft's list [here](#). %ETAPlusX% and %ETEPlusX% allow for additional minutes to be added to the actual ETA for a buffer time such as walking from the car, elevator, etc. Example: %ETAPlus8% adds 8 minutes to the ETA. Successful notification is dependent upon your signal and provider services. Each individual attendee will receive this message based on his/her settings. Examples at <http://oopsimlate.com/messagesamples>

## TO MAP

Launches Microsoft Live Search using the current location in Oops I'm Late as the new current location in Microsoft Live Search.

(Standard and Professional versions only)

## VIEW

GENERAL  
DESTINATION  
LOCATION  
NOTES

See VIEWS Section above.

## SETTINGS

Default settings available:

Default Radius  
Numeric, decimal, floating point  
Initial setting for distance from destination to be considered "arrived". This value is based on local regional settings (miles/kilometers).

Average Speed  
Initial setting for averaging with real-time speed. See FORMULAS USED Section.

Notification Type  
Initial setting for method of notification: none, text, email, phone (used with notify default only)

Email Account  
Designation of outgoing email account.

Email Subject & Default Message  
Initial email subject & message used for new attendees

# of days to check for updates  
Automatically checks for new country information as well as Oops I'm Late updates every x days. Default is 10. To disable, set to 0.

Notify default only  
Professional Only: Overrides any other attendee notifications except for default.

Name & Address map  
Hosting environment field mapped for location name. Default is Subject & Location respectively.

Average Sample Size  
Default number of seconds to use for averaging in current speed and determine overall average speed.

Filter Mode & Contacts Filter  
See ATTENDEE FILTERING above.

Social Networks  
Add Social Network accounts such as Twitter, Facebook, etc. Add public updates or direct messages to friends using attendees Contact Method. See ATTENDEES above.



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## EXIT

Exiting will terminate Oops I'm Late. No notifications can be sent when the application is not running in memory.

## ADVANCED

Location as well as country and settings information is stored in a set of .XML files located in the application directory of Oops I'm Late. The fields are self-defined and allow for functionality and scenarios well beyond the examples defined.

## COMMON SHARED LOCATIONS

Professional Only: Additional location files can be added for shared corporate or community use. Add any Oops I'm Late compatible XML location file to a "common" directory where Oops I'm Late is installed to have locations automatically added. Examples include files containing common landmarks and client offices which could save time on geocoding as well as create a defined attendee list.

## TROUBLESHOOTING

**GPS - Why do I only see NO GPS?**  
Check to make sure your GPS device signal is unobstructed to the sky. Many devices take a few minutes to acquire an initial signal. Also try another application which uses the GPS Intermediate driver such as Microsoft Live Search.

**Viewing Appointments - Why can't I see my all day appointment?**  
Currently, only non All Day appointments are supported.

**Exiting - How do I Close/Exit?**  
Select Menu, Exit. No messages will be sent. Oops I'm Late would be removed from memory and can be verified to be closed by navigating to Settings, System, Memory, Running Programs.

## LEGAL

Oops I'm Late is intended for educational and entertainment purposes only. You are responsible for being late, hired, fired, demoted, promoted, questioned and/or complimented, with your own safety in arriving to your destination. Always keep your eyes on the road and concentrate on driving. For best results, always leave early enough to ensure on time arrival for all your appointments! Good Luck!

