

TkcTODO User Guide

tkcToDo is another piece of our PIM suite, but goes far beyond the normal concept of a ToDo application and approaches the realm of project management. The fields supported within tkcToDo are the following:

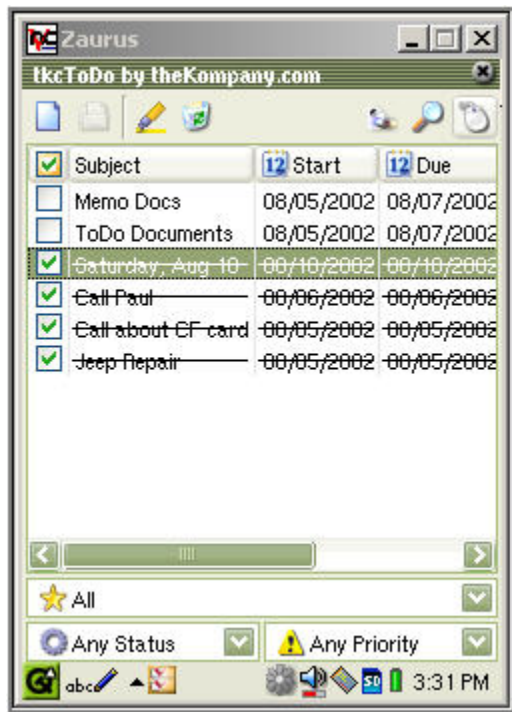
- * Stat/Due date
- * Status
- * Priority
- * Percent complete
- * Categories
- * Comments
- * Recurrence
- * Reminder

tkcToDo has a highly customizable list view that also allows for sorting by column and filtering by Status/Priority/Category. You can customize the sequence of the columns and which columns will display at all allowing you to personalize tkcToDo to fit your style. Other features include:

- * Hide completed task in view
- * Templates for tasks
- * Different customized colors for different categories
- * Purge completed tasks
- * Preview task comment
- * Import from original Todo list app
- * Customizable Reminders for each task
- * Alarms with sound and blink the LED (customizable)
- * Find task by different criteria
- * Allow *quick* edit for tasks directly in list view











It is important to note that for us to be able to provide this level of functionality we had to abandon the original ToDo file format, which means synchronization is no longer available, however we will provide a small Visual Basic application that will allow you to get your data from Outlook to tkcToDo.




When you open tkcToDo you come to the main ToDo screen:












Main Screen Button Explanation:

Top Bar:

1.  Tap this to Create New Task
2.  Tap this to choose Template
3.  Edit: Tap this to edit highlighted task.
4.  Delete: Tap this to delete highlighted task.
5.  Hide/Show: Tap this to hide or show types of tasks.
3.  Find: Tap this to find tasks.
4.  Tap this for Options.
 - a.  Tap this to create Todo templates
 - b.  Tap this to set up Templates (not-functional yet)
 - c.  Purge Completed: Tap this to purge all completed tasks
 - d. Hide/Show Comment: Shows or hides comments below (split screen style)
 - e. Hide/Show Categories














- f.  Hide/Show Filters
- g.  Import: Tap this to import ToDo tasks from original Qtopia Todo list
- h.  About icon. Tap this to see tkcToDo splash screen.

Under the top Button bar are the column headers. If you tap on these, you can rearrange the order of your ToDo tasks.

- 1.  Tap on this and you sort your display by Complete/Uncompleted Tasks
- 2. Subject  Tap on this to sort your Display by Subject alphabetically in ascending or descending order.
- 3. Start  Tap on this to sort your display by Start Date in ascending or descending order.
- 4. Due  Tap on this to sort your display by Due Date in ascending or descending order.
- 5.  Tap this to sort your display by Status
- 6.  Tap this to sort your display by Priority from High to Low, or Low to High.
- 7.  Tap this to sort your display by Recurring tasks. (puts all recurring tasks first or last in the display)
- 8.  Tap this to sort your display by Reminders (puts all tasks with reminder alarm set first or last in the display).
- 9. %  Tap this to sort by % completed in ascending or descending.

(Note: to get to #4-9 you have to scroll over to the right)

If you tap on the task items on each line, you can change some of the attributes of the tasks, depending on which column you tap.

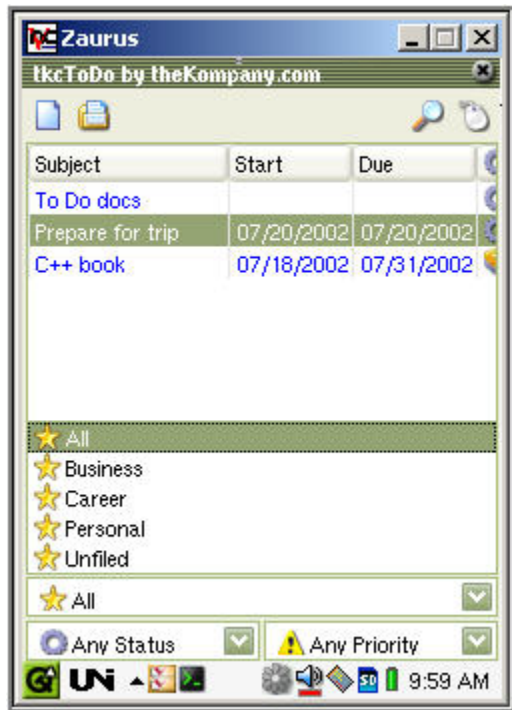
- 1.  Tap on this to check or uncheck. Checked means the task is finished and a line is drawn through the task.
- 2. Subject  Tap and hold this and a menu pops up. From here you can edit Task, Description, Recurrence and Reminder. You can also Delete the task from your To-Do list.
- 3. Start  Tap this to change your Start Date.
- 4. Due  Tap this to change your Due Date.
- 5.  Status. Tap this to change status of your task. Tap and hold drops down menu to change status.
 -  Completed
 -  Waiting
 -  Deferred
 -  Not Started
 -  In Process
- 6.  Priority. Tap this to change the priority of your task. Tap and hold drops down menu to change priority of your task
 -  High Priority
 -  Low Priority

7. 🔄 Recurrence. If this field is blank and you tap and hold, you can set up recurrence of the task. If the 🔄 is in this field, tap and hold pops up menu so you can Modify the recurrence or Remove Recurrence.
8. 🔔 Reminder. If this field is blank, tap and hold this to set up audio or visual reminder alarm. If a reminder is set, tap and hold to modify or delete reminder.
9. % Percentage completed. Tap and hold to set % of task completed.

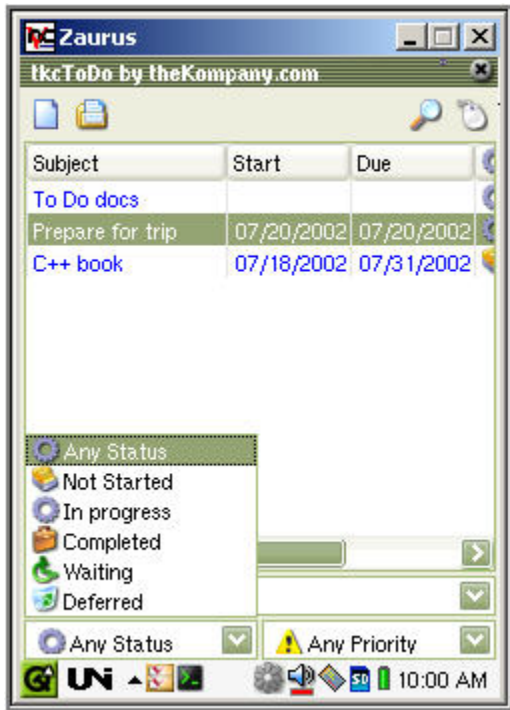
Bottom Bars:

There are two bars on the bottom.

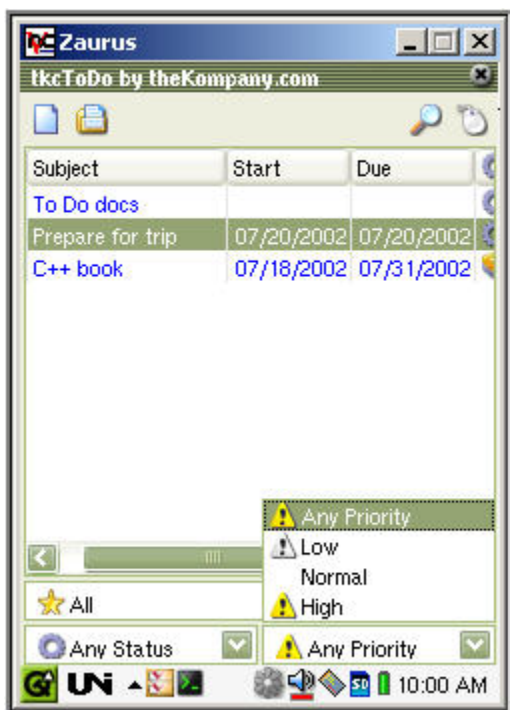
The one on top displays your list items by Category (All, Personal, Business, Unified or User Created categories):



The bottom left bar displays your list items by Status: (Any Status, Not Started, In Progress, Completed, Waiting, Deferred):



The bottom right bar displays your list items by Priority (Any Priority, Low, Normal and High):

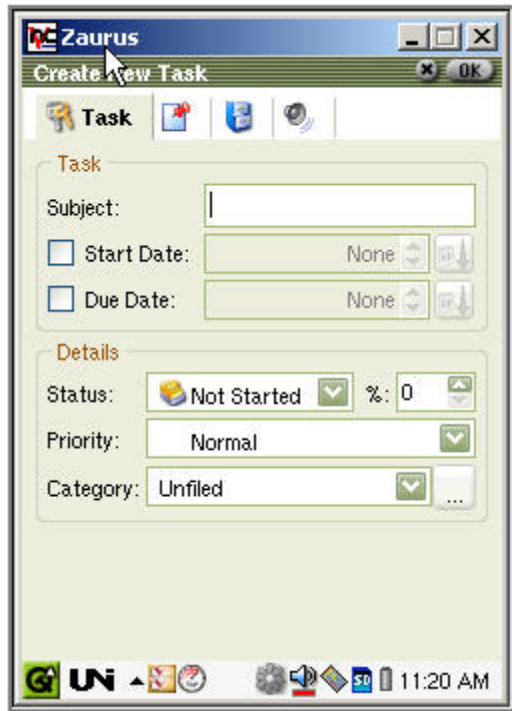


To Set up New Task:

Tap the first icon on top bar .

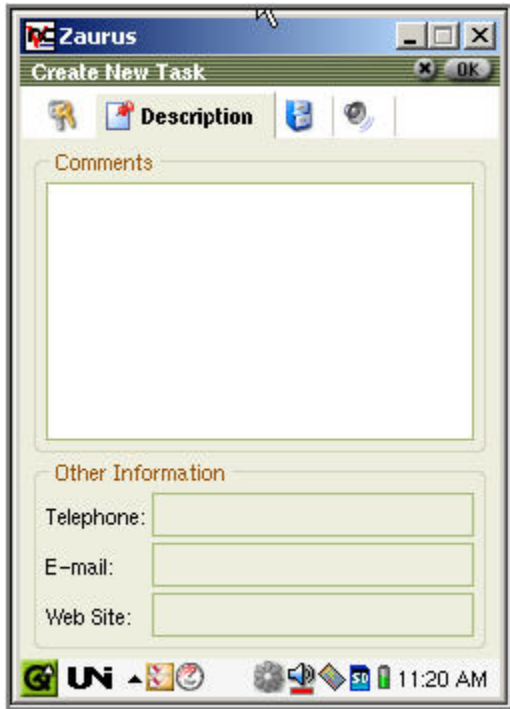


Task Tab:

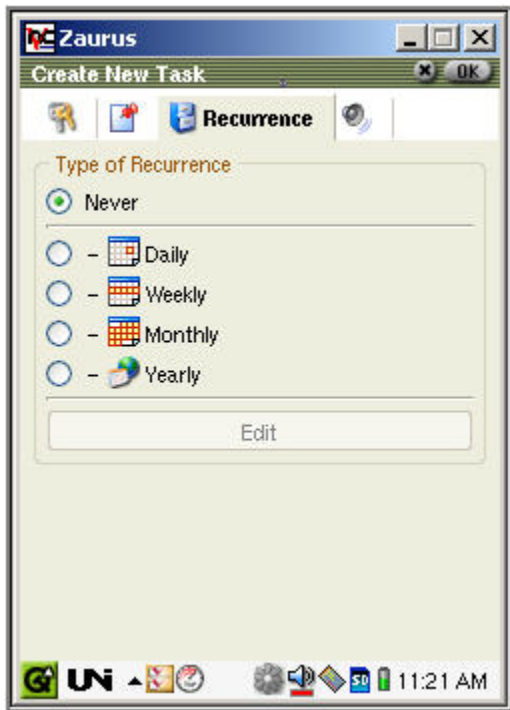


Note: To add a custom category, tap on the box to the right of the drop down menu in the Category box. (the box with ... in it).

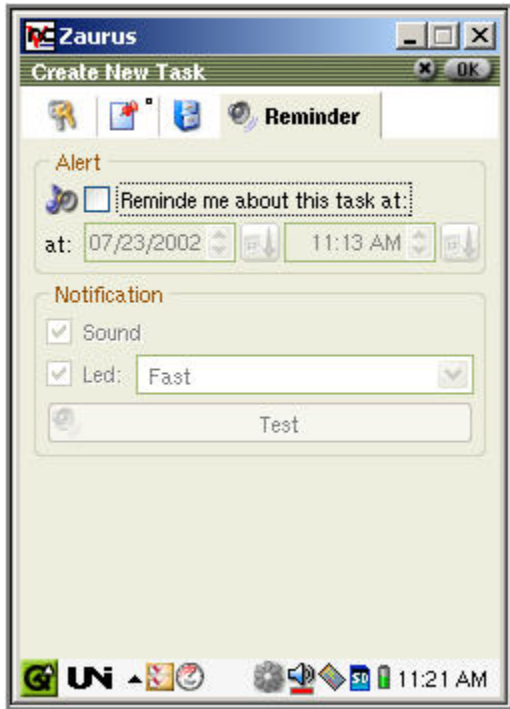
Description Tab:




Recurrence Tab:

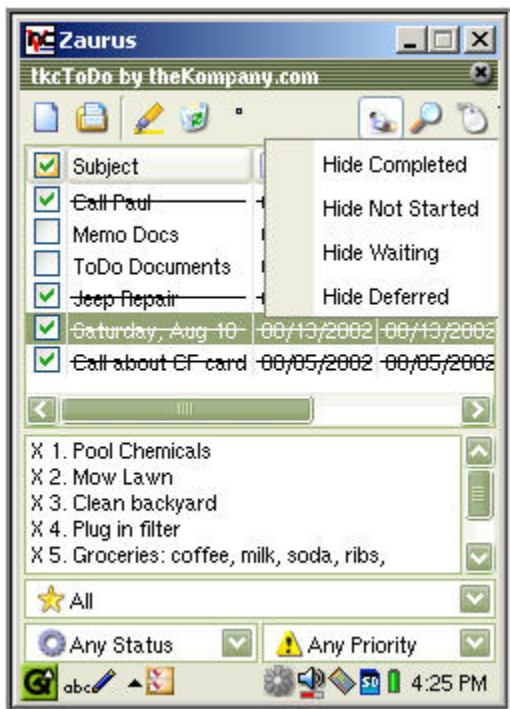


Reminder Tab:



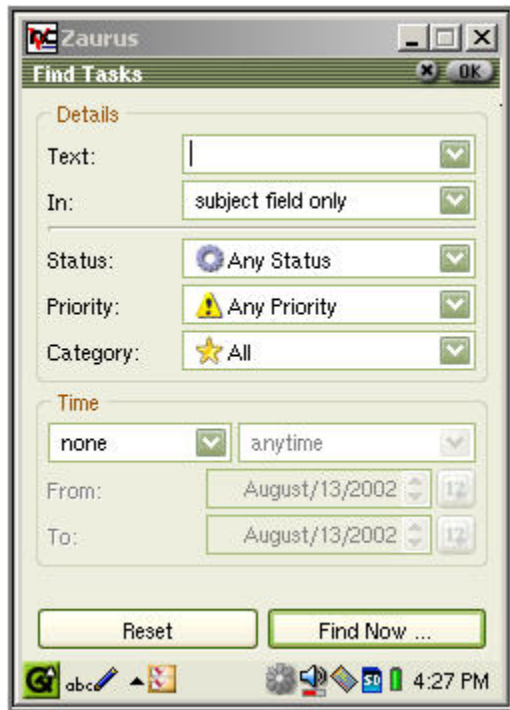
Other Miscellaneous Features:

 Hide options: Lets you hide task items by Status in your Main View:

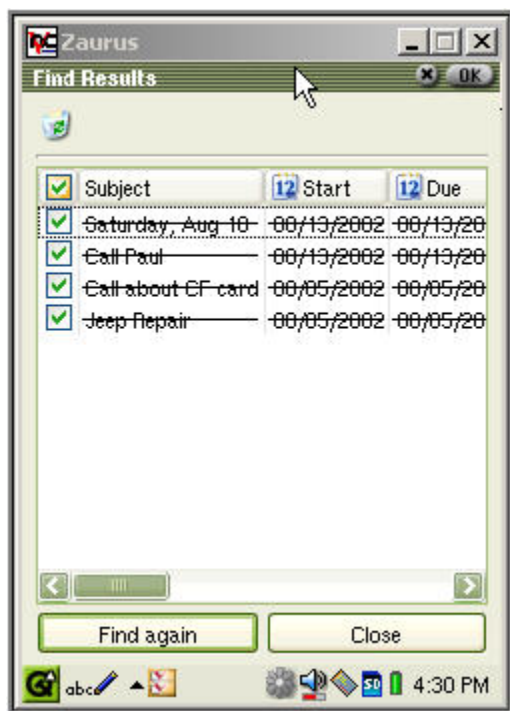



Find Tasks:

When you tap on  , the Find Tasks screen comes up:




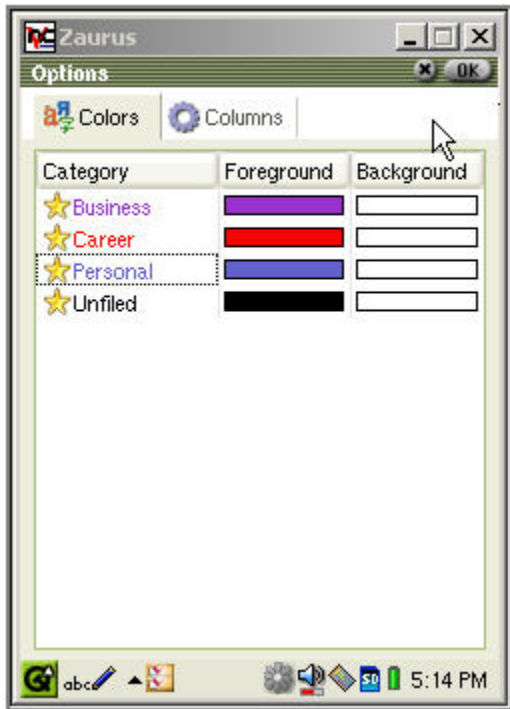
You can search on Text, by Status, by Priority, by Category and by Time. I searched for "Completed" tasks. The "Find Results" screen:



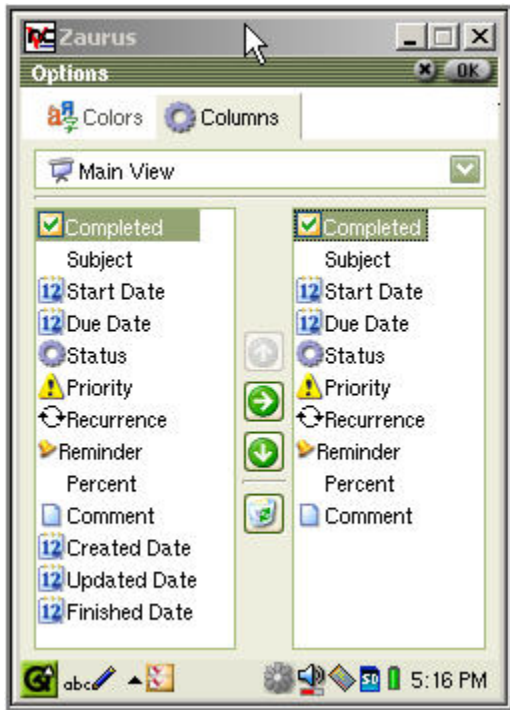
Note: At the top of this screen the  icon. If you tap this, a window pops up saying “Remove all find results from todo list?” If you tap OK, all your completed tasks will be removed (deleted). Cancel will drop you back to your Find Results screen without deleting any tasks.

 **Mouse Tab:**

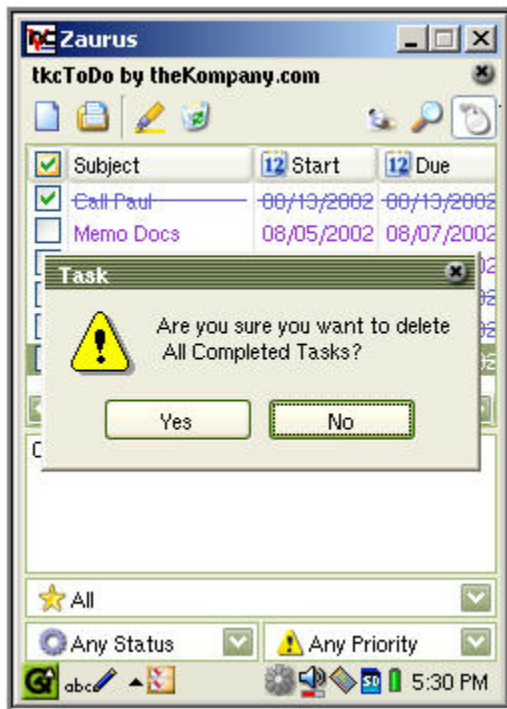
 **Options:** Lets you change the word color of your Categories. Your task items will then reflect the color of the Category they are in:



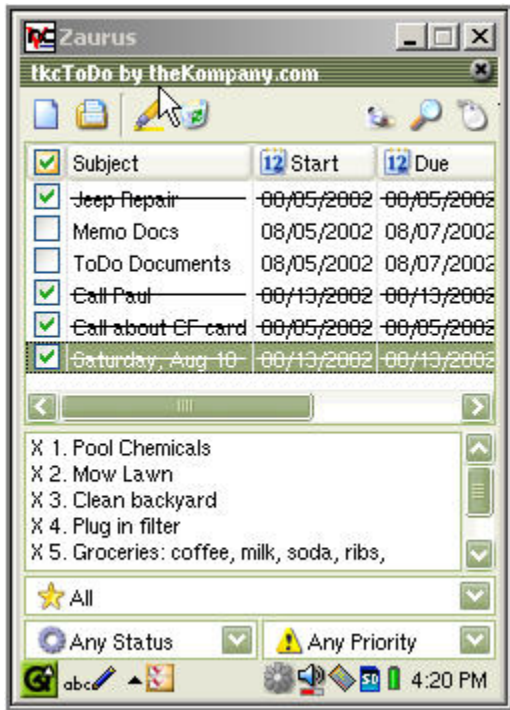
Columns: Allows you to choose which columns to display in the Main, Reminder and Find Views.



Purge Completed: Tap this to purge (delete) all completed tasks from your todo list. A confirmation window will pop up:

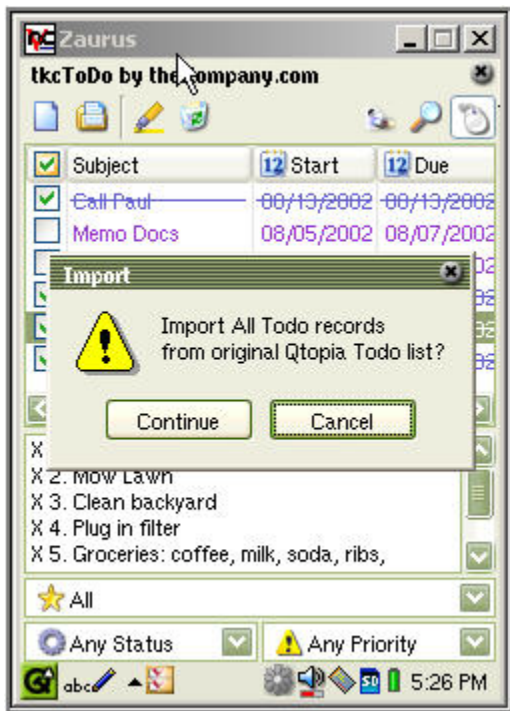


“Hide/Show Comments” toggled on to Show Comments:



Note: You can edit comments from this screen simply by tapping in the window and typing.

Import: Tap this to import all todo records from original Qtopia Todo list (confirmation window will pop up).



Hide Categories: Tap this to hide the Categories bar on the bottom of the screen.

Hide Filters: Tap this to hide the Status and Priority filters on the bottom of the screen.

Categories and Filters hidden:

