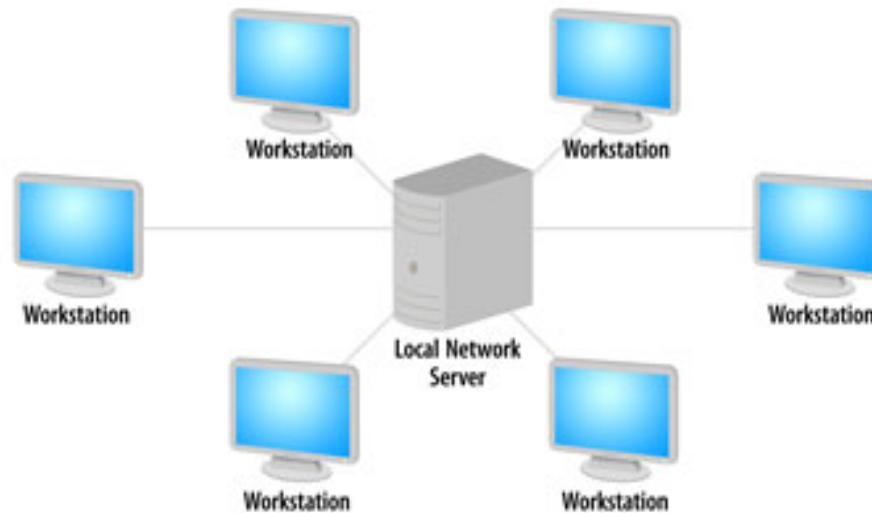


# VIP Task Manager



# How VIP Task Manager works



- You and other users, sitting at their PC's, can simultaneously see, create and edit tasks in the common database that is stored on the server in your local network.



# VIP Task Manager tools

To Do List view

Project Tree view

Schedule view

Employee List view

Task Groups panel

Filters panel

Notifications panel

The screenshot displays the VIP Task Manager application window. The main area shows a task list with columns for Number, Info, Name, Status, Complete, Priority, Start Date, Finish Date, Due Date, Time Left, Folder, Owner, Assigned, Estimated Time, and Actual Time. A task tree on the left shows a hierarchy of folders like 'Your Company Name', 'Marketing', 'Agressive', 'Direct', 'Sales', 'US Market', 'Worldwide', 'Products', 'Music', 'Texts', 'Clients', and 'George Boo'. Below the task list is a 'Filters - Task List' panel with options for Name, Number, Status, Priority, Date Range, By Resources, Owner, and Assignment. At the bottom, there are panels for 'Notifications' and 'Resource Assignment'. The 'Notifications' panel shows a list of tasks with details like 'Wanted more drums', 'Leave more music writing for outsourcing', 'Order more country music', and 'Wants to take part in the orchestra'. The 'Resource Assignment' panel shows a list of resources with checkboxes for assignment.

Number	Info	Name	Status	Complete	Priority	Start Date	Finish Date	Due Date	Time Left	Folder	Owner	Assigned	Estimated Time	Actual Time
1		Destroy competitors' records	In Progress	15 %	High	8/21/2006 10:00	8/21/2006 11:00			Agressive	Administrator	Michael Jackson	12h 0m	7h 0m
2		Buy all the radio airtime	Cancelled		Low	8/21/2006 11:00	8/21/2006 12:00			Agressive	Administrator	Michael Jackson	6h 0m	2h 0m
3		Sell songs free of charge	In Progress	25 %	Urgent			8/21/2006 5d 12h 20m		Agressive	Administrator	Michael Jackson	2h 0m	2h 0m
4		Send songs by e mail	Draft	0 %	Normal	8/21/2006 12:00	8/21/2006 1:00	8/21/2006 5d 12h 20m		Direct	Administrator	Michael Jackson	30m	30m
5		Hand out songs on the streets	Completed	100 %	High	8/21/2006 1:00	8/21/2006 4:00			Direct	Administrator	Michael Jackson	3h 0m	4h 0m
6		Give live concerts in Central Park	Draft	0 %	Normal	8/21/2006 4:00	8/21/2006 6:00			Direct	Administrator	Michael Jackson	2h 0m	3h 0m
7		Correlate song price with oil price	Verified	100 %	Normal			8/21/2006 5d 12h 20m		US Market	Administrator	Michael Jackson	30m	30m
8		Boost sales in Alaska	In Progress	50 %	Normal	8/21/2006 12:00	8/22/2006 12:00			US Market	Administrator	Michael Jackson	5h 0m	2h 0m
9		Order more country music	Created	0 %	High	8/21/2006 10:00	8/21/2006 5:00			Worldwide	Administrator	Tom Jones	5h 0m	30m
10		Translate songs into native languages	In Progress	5 %	Normal	8/22/2006 12:00	8/22/2006 12:00			Worldwide	Administrator	Tom Jones	30m	30m
11		Reduce time to 2 minutes for a song	Draft	0 %	Normal			8/23/2006 7d 12h 20m		Music	Administrator	Tom Jones	2h 0m	2h 0m
12		Leave more music writing for outsourcing	Completed	100 %	Low	8/23/2006 10:00	8/23/2006 7:00			Music	Administrator	Tom Jones	7h 0m	7h 0m
13		Try to omit the rhymes: tough - so right	Draft	0 %	Highest	8/24/2006 10:00	8/24/2006 11:00			Texts	Administrator	Tom Jones	1h 0m	30m
14		All the songs should be about love	Draft	0 %	Normal	8/24/2006 11:00	8/24/2006 2:00			Texts	Administrator	Tom Jones	3h 0m	2h 0m
15		Ordered a march	Draft	0 %	Urgent	8/21/2006 2:00	8/21/2006 6:00	8/21/2006 5d 12h 20m		George Boo	Administrator	Tom Jones	10h 0m	6h 0m
16		Wanted more drums	In Progress	50 %	Normal	8/25/2006 12:00	8/26/2006 12:00			George Boo	Administrator	Tom Jones	30m	30m
17		Wants to take part in the orchestra	Created	0 %	Normal	8/25/2006 4:00	8/25/2006 7:00			Bill Clinton	Administrator	Tom Jones	3h 0m	2h 0m

Permissions panel

Assignment panel

Notes panel

Attachments panel



# To Do List view

Drag a column header here to group by that column

Number	Info	Name	Status	Complete	Priority	Start Date	Finish Date	Due Date	Time Left	Folder	Owner	Assigned	Estimated Time	Actual Time
1		Destroy competitors' records	In Progress	15 %	Highest	8/21/2006 10:00	8/21/2006 11:00			Agressive	Administrator	Michael Jacksar	12h 0m	7h 0m
2		Buy all the radio airtime	Cancelled	100 %	Low	8/21/2006 11:00	8/21/2006 12:00			Agressive	Administrator	Michael Jacksar	8h 0m	2h 0m
3		Sell songs free of charge	In Progress	25 %	Urgent			8/21/2006	5d 12h 20m	Agressive	Administrator	Michael Jacksar	2h 0m	2h 0m
4		Send songs by e-mail	Draft	0 %	Normal	8/21/2006 12:00	8/21/2006 1:00	8/21/2006	5d 12h 20m	Direct	Administrator	Michael Jacksar	30m	30m
5		Hand out songs on the streets	Completed	100 %	High	8/21/2006 1:00	8/21/2006 4:00			Direct	Administrator	Michael Jacksar	3h 0m	4h 0m
6		Give live concerts in Central Park	Draft	0 %	Normal	8/21/2006 4:00	8/21/2006 6:00			Direct	Administrator	Michael Jacksar	2h 0m	3h 0m
7		Correlate song price with oil price	Verified	100 %	Normal			8/21/2006	5d 12h 20m	US Market	Administrator	Michael Jacksar	30m	30m
8		Boost sales in Alaska	In Progress	70 %	Normal	8/21/2006 12:00	8/22/2006 12:00			US Market	Administrator	Michael Jacksar	5h 0m	2h 0m
9		Order more country music	Created	0 %	High	8/21/2006 10:00	8/21/2006 5:00			Worldwide	Administrator	Tom Jons	5h 0m	30m
10		Translate songs into native languages	In Progress	5 %	Normal	8/22/2006 12:00	8/23/2006 12:00			Worldwide	Administrator	Tom Jons	30m	30m
11		Reduce time to 2 minutes for a song	Draft	0 %	Normal			8/23/2006	7d 12h 20m	Music	Administrator	Tom Jons	2h 0m	2h 0m
12		Leave more music writing for outsourcing	Completed	100 %	Low	8/23/2006 10:00	8/23/2006 7:00			Music	Administrator	Tom Jons	7h 0m	7h 0m
13		Try to omit the rhymes: tonight - so right	Draft	0 %	Highest	8/24/2006 10:00	8/24/2006 11:00			Texts	Administrator	Tom Jons	1h 0m	30m
14		All the songs should be about love	Draft	0 %	Normal	8/24/2006 11:00	8/24/2006 2:00			Texts	Administrator	Tom Jons	3h 0m	2h 0m
15		Ordered a march	Draft	0 %	Urgent	8/21/2006 2:00	8/21/2006 6:00	8/21/2006	5d 12h 20m	George Boo	Administrator	Tom Jons	10h 0m	8h 0m
16		Wanted more drums	In Progress	45 %	Normal	8/25/2006 12:00	8/26/2006 12:00			George Boo	Administrator	Tom Jons	30m	30m
17		Wants to take part in the orchestra	Created	0 %	Normal	8/25/2006 4:00	8/25/2006 7:00			Bill Clinton	Administrator	Tom Jons	3h 0m	2h 0m

- Create, Duplicate, Edit and Delete Tasks
- Change Tasks Status, Priority and Order
- Group Tasks by Columns (drag&drop)
- Sort Tasks within Columns



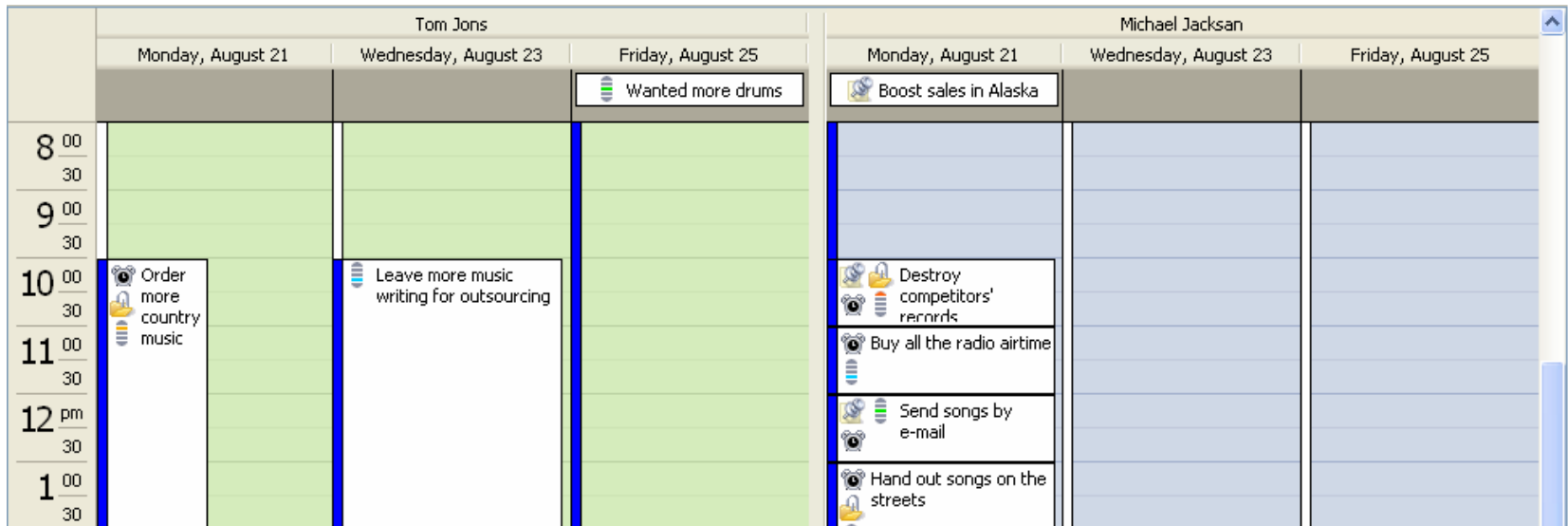
# Project Tree view

Name	Status	Complete	Priority	Start Date	Finish Date	Due Date	Time Left	Assigned	Owner	Estimated...	Actual ...
<b>Your-Company-Name</b>											
<b>Marketing</b>									<b>Administr</b>		
<b>Agressive</b>									<b>Administr</b>		
Destroy competitors' records	In Progress	15 %	Highest	8/21/2006 10:00	8/21/2006 11:00			Michael Jackson	Administrat	12h 0m	7h 0m
Buy all the radio airtime	Cancelled	100 %	Low	8/21/2006 11:00	8/21/2006 12:00			Michael Jackson	Administrat	8h 0m	2h 0m
Sell songs free of charge	In Progress	25 %	Urgent			8/21/2006 12:00	5d 12h 20m	Michael Jackson	Administrat	2h 0m	2h 0m
<b>Direct</b>									<b>Administr</b>		
Send songs by e-mail	Draft	0 %	Normal	8/21/2006 12:00	8/21/2006 1:00 F	8/21/2006 12:00	5d 12h 20m	Michael Jackson	Administrat	30m	30m
Hand out songs on the streets	Completed	100 %	High	8/21/2006 1:00 F	8/21/2006 4:00 F			Michael Jackson	Administrat	3h 0m	4h 0m
Give live concerts in Central Park	Draft	0 %	Normal	8/21/2006 4:00 F	8/21/2006 6:00 F			Michael Jackson	Administrat	2h 0m	3h 0m
<b>Sales</b>									<b>Administr</b>		
<b>US Market</b>									<b>Administr</b>		
Correlate song price with oil price	Verified	100 %	Normal			8/21/2006 12:00	5d 12h 20m	Michael Jackson	Administrat	30m	30m
Boost sales in Alaska	In Progress	20 %	Normal	8/21/2006 12:00	8/22/2006 12:00			Michael Jackson	Administrat	5h 0m	2h 0m

- Create, Edit and Delete Projects
- Set Hierarchy of Tasks and Task Groups
- Change Tasks Priority and Order
- Sort Tasks within Columns



# Schedule view



- Create, Edit and Delete Employees Schedules
- Schedule Tasks, Events, Appointments, etc
- Display Assigned and Unassigned Tasks
- Display Tasks for a Certain Time Period



# Employee List view

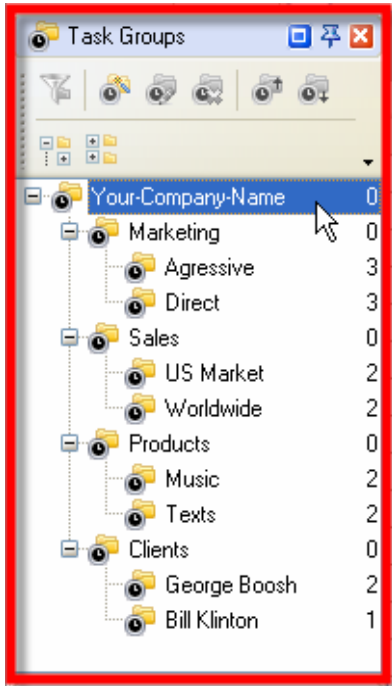
Drag a column header here to group by that column

Name	User	E-Mail	Resource	Administrator	Department	Job title	Address	Phone
Administrator	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Tom Jons	<input checked="" type="checkbox"/>	t.jons@company.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sales	Sales Director	First Avenue 5, New York	718-456-374
Michael Jackson	<input checked="" type="checkbox"/>	m.jackson@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales	Sales Manager	5th Avenue 12, New York	718-592-145
Alanis Moriset	<input checked="" type="checkbox"/>	a.moriset@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales	Sales Manager	6th Avenue 67, New York	718-871-943
Bruce Springstin	<input checked="" type="checkbox"/>	b.springstin@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales	Sales Manager	11th Avenue 45, New York	718-124-529
Britney Spirs	<input checked="" type="checkbox"/>	b.spirs@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales	Sales Manager	7th Avenue 23, New York	718-774-921
Dolly Paton	<input checked="" type="checkbox"/>	d.paton@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales	Sales Manager	4th Avenue 79, New York	718-043-638
Elvis Presli	<input checked="" type="checkbox"/>	e.presli@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Director	First Avenue 25, New York	718-468-132
Lenny Kravits	<input checked="" type="checkbox"/>	l.kravits@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Manager	9th Avenue 37, New York	718-633-902
Mariah Cari	<input checked="" type="checkbox"/>	m.cari@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Manager	8th Avenue 54, New York	718-435-790
Norah Jons	<input checked="" type="checkbox"/>	n.jons@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Manager	3rd Avenue 7, New York	718-537-611
Ozzy Osborn	<input checked="" type="checkbox"/>	o.osborn@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Manager	10th Avenue 82, New York	718-034-256
Phil Collinz	<input checked="" type="checkbox"/>	p.collinz@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marketing	Marketing Manager	2nd Avenue 95, New York	718-672-513
Will Smit	<input checked="" type="checkbox"/>	w.smit@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Product	Product Director	First Avenue 63, New York	718-980-436
Jimi Hendriks	<input checked="" type="checkbox"/>	j.hendriks@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Product	Product Manager	6th Avenue 134, New York	718-622-005
Jennifer Lopes	<input checked="" type="checkbox"/>	j.lopes@company.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Product	Product Manager	11th Avenue 1, New York	718-221-047

- Create, Edit and Delete Human Resources
- Group Resources by Columns
- Sort Resources within Columns
- Assign Human Resource to Roles



# Task Groups panel

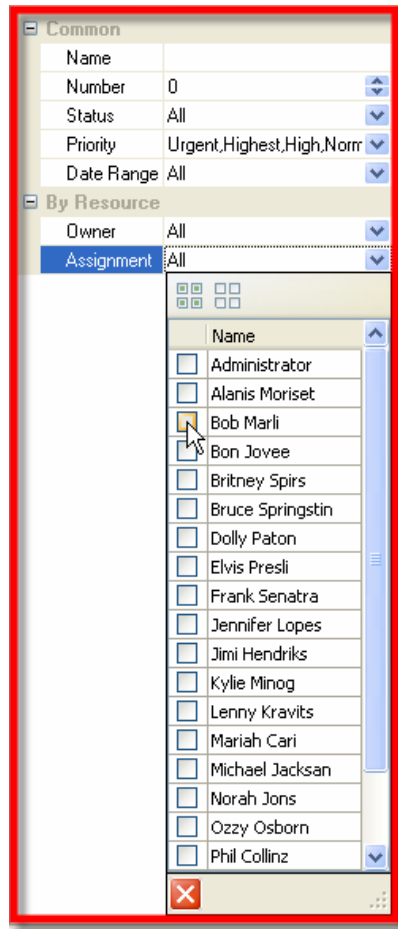


- Create, Edit and Delete Task Groups
- Change Task Group Order
- Set Filter by Task Group
- Expand and Collapse Task Groups





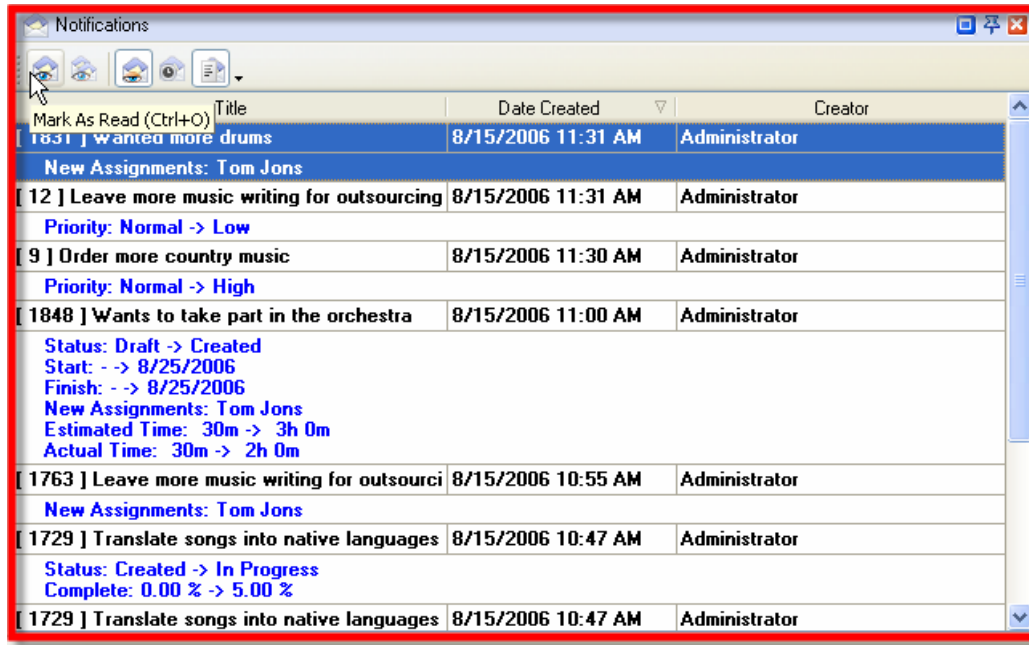
# Filters panel



- Create, Edit and Delete Filters
- Filter Tasks by Name, Number, Status, Priority
- Filter Tasks by Date or Time Period
- Filter Tasks by Owner, Assigned Resource



# Notifications panel

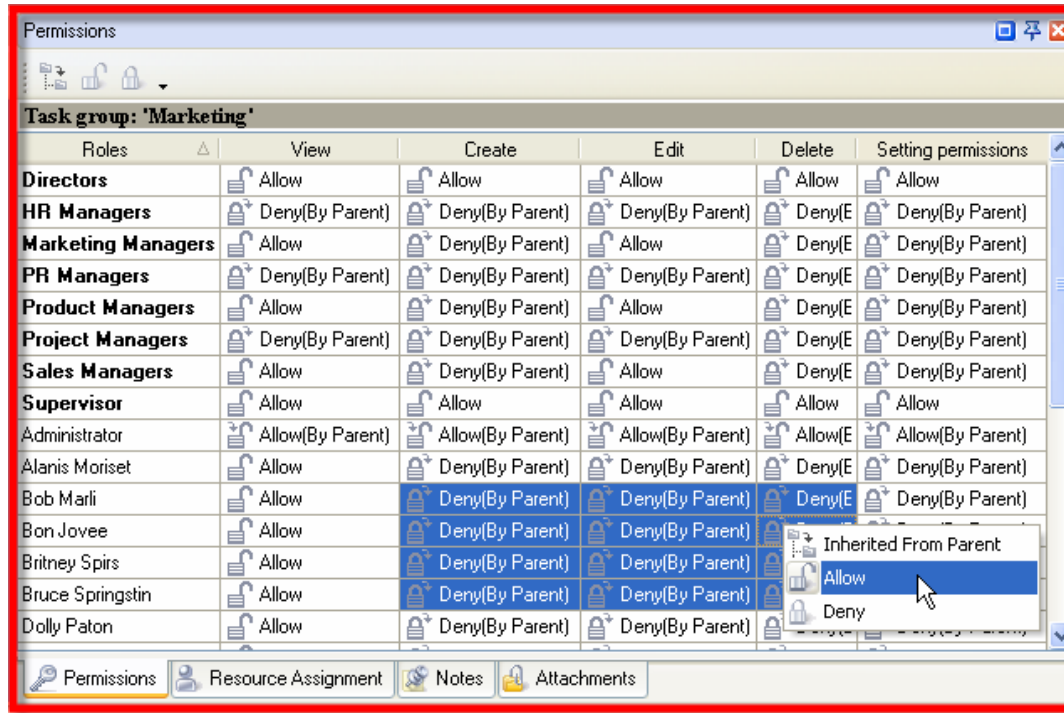


Title	Date Created	Creator
Mark As Read (Ctrl+O)		
[ 1831 ] wanted more drums	8/15/2006 11:31 AM	Administrator
New Assignments: Tom Jons		
[ 12 ] Leave more music writing for outsourcing	8/15/2006 11:31 AM	Administrator
Priority: Normal -> Low		
[ 9 ] Order more country music	8/15/2006 11:30 AM	Administrator
Priority: Normal -> High		
[ 1848 ] Wants to take part in the orchestra	8/15/2006 11:00 AM	Administrator
Status: Draft -> Created		
Start: - -> 8/25/2006		
Finish: - -> 8/25/2006		
New Assignments: Tom Jons		
Estimated Time: 30m -> 3h 0m		
Actual Time: 30m -> 2h 0m		
[ 1763 ] Leave more music writing for outsourcing	8/15/2006 10:55 AM	Administrator
New Assignments: Tom Jons		
[ 1729 ] Translate songs into native languages	8/15/2006 10:47 AM	Administrator
Status: Created -> In Progress		
Complete: 0.00 % -> 5.00 %		
[ 1729 ] Translate songs into native languages	8/15/2006 10:47 AM	Administrator

- Automatically Send and Receive Notifications
- Show Notifications of Highlighted Task
- Mark Selected or All the Notifications as Read
- Show and Hide Notification Description



# Permissions panel

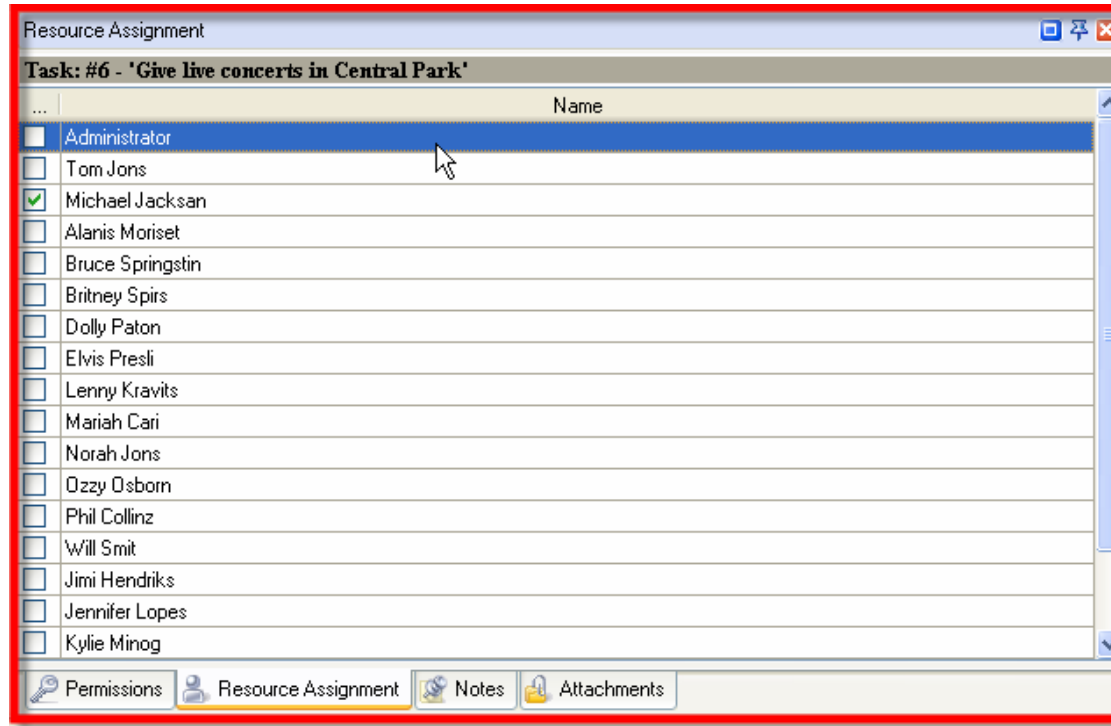


- Allow or Deny Permissions to See, Edit, Delete Tasks

- Set Permissions Inherited from Parent



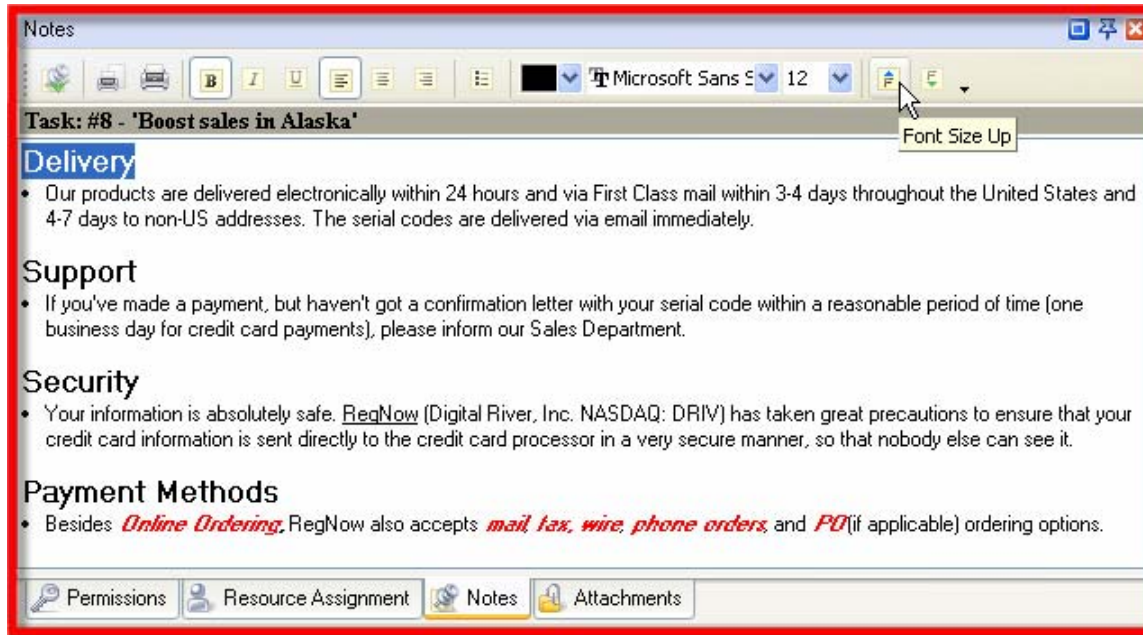
# Resource Assignment panel



- Assign Tasks to Human Resources
- Edit Human Resources



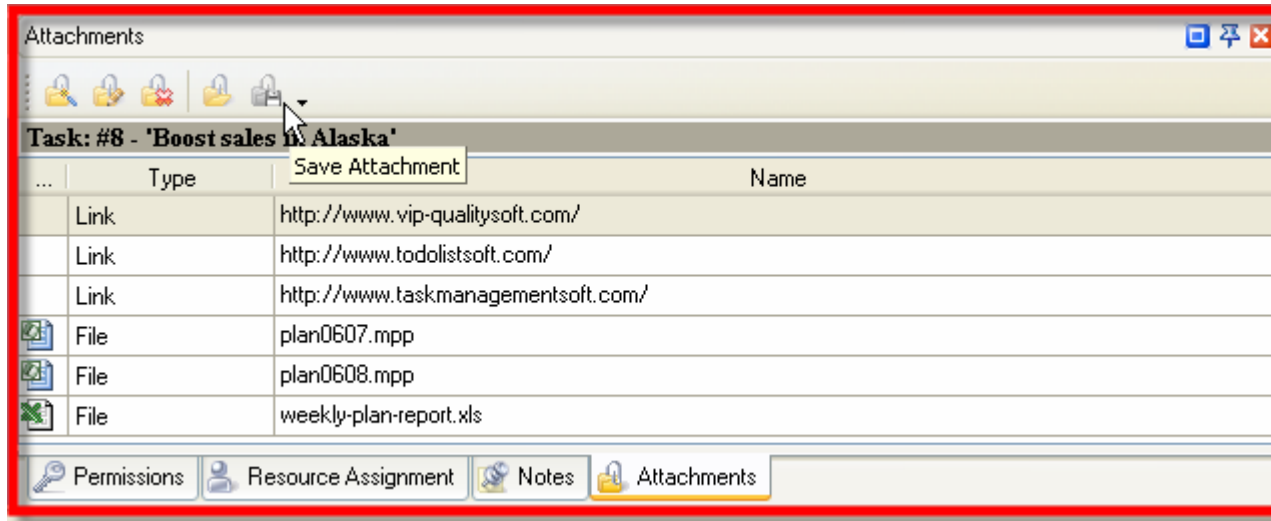
# Notes panel



- Create, Edit and Delete Notes
- Preview and Print Notes
- Set Text Alignment
- Change Font Size, Name, Style, Color in RTF Editor



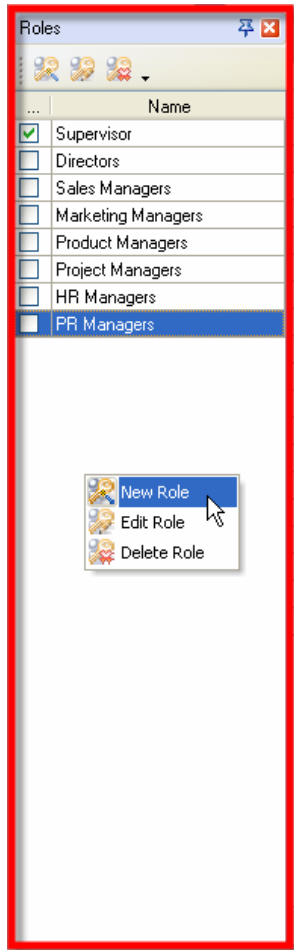
# Attachment panel



- Upload Files to Database
- Attach Links to Files or WebPages
- Open and Save Attachments
- Delete Attachments



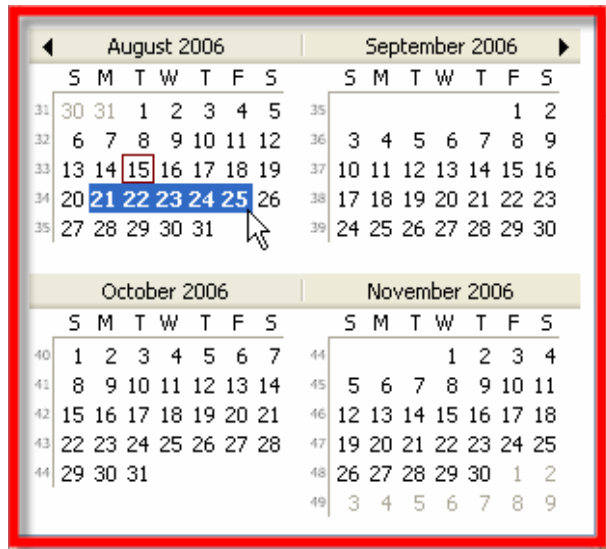
# Roles panel



- Create, Edit and Delete Roles
- Assign Human Resources to Roles



# Date Navigator panel

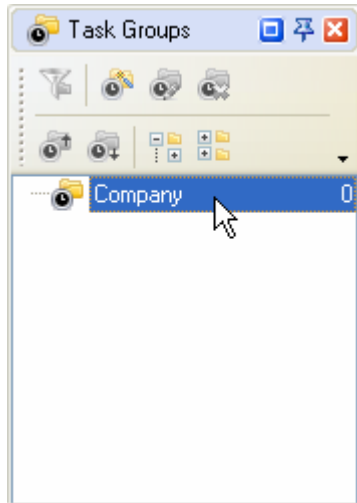


- Select Particular Date or Dates for Display
- Highlights Dates with Scheduled Tasks

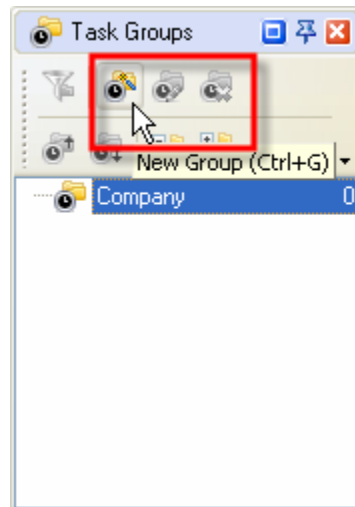




# Setting Task Groups



*Select Task Group*

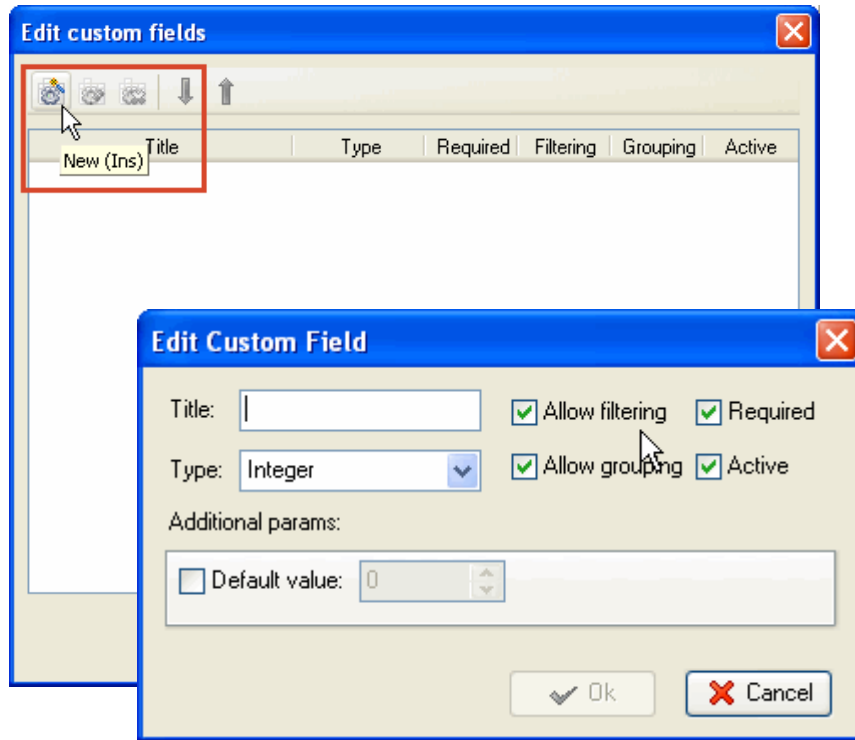


*Click on New Group button*

- You can use Task Groups for tasks associated with departments, projects, products, clients, etc.
- Before you start setting VIP Task Manager you should decide which way is better to gather logically related tasks.



# Setting Tasks

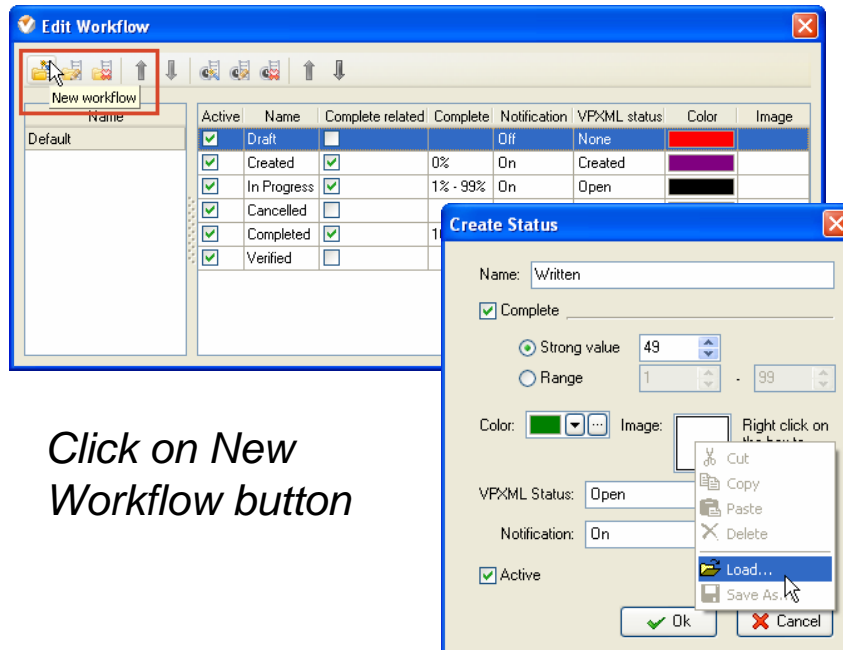


*Click on New button and set parameters*

- Tasks have many default fields, like Name, ID, Priority, Status, Start Date, Finish Date, etc.
- If you need more fields, you can easily add them to your Task list.



# Setting Workflow



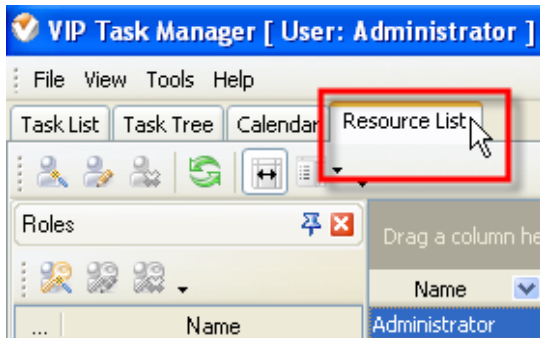
*Click on New Workflow button*

*Set parameters*

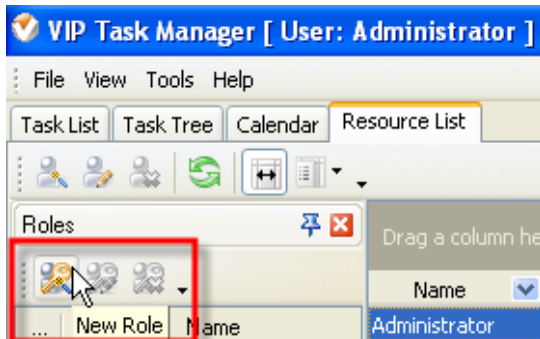
- If you have different types of Tasks, you can create different Workflow types and create different Statuses within each Workflow.



# Setting Roles



*Select Resource List tab*

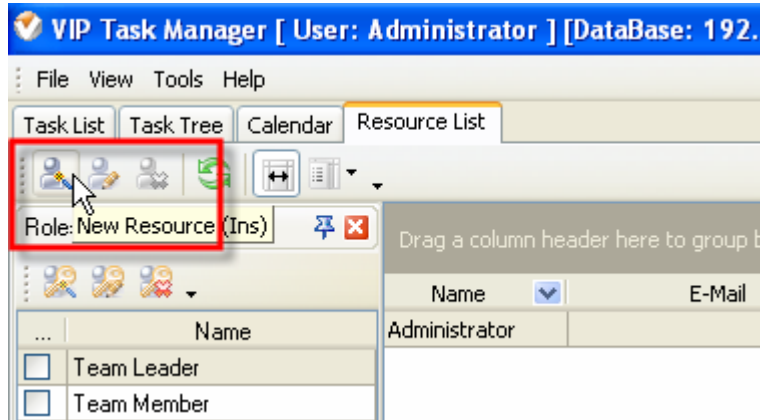


*Click on New Role button*

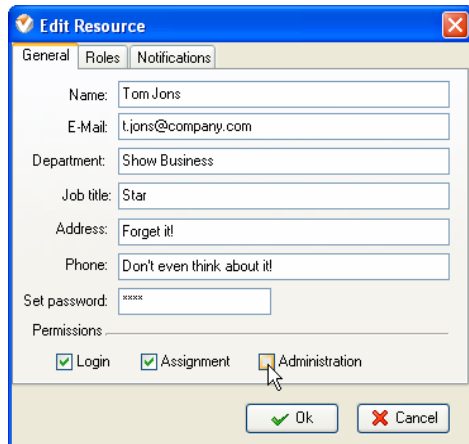
- A role allows you to **assign specific permissions** to a user group.
- For example, 'Team Leader' Role may allow to view, create, edit and delete all the Tasks and Task Groups, while 'Team Member' Role may allow only to view and edit particular Tasks and Task Groups.



# Setting Resources



*Click on New Resource button*



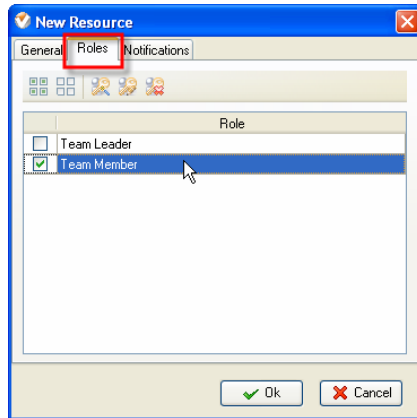
Edit Resource	
Name:	Tom Jons
E-Mail:	tjons@company.com
Department:	Show Business
Job title:	Star
Address:	Forget it!
Phone:	Don't even think about it!
Set password:	xxxx
Permissions:	<input checked="" type="checkbox"/> Login <input checked="" type="checkbox"/> Assignment <input checked="" type="checkbox"/> Administration

*Enter Resource information*

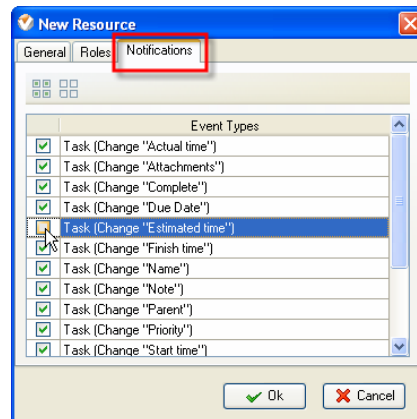
- Your company resources may include **any** human resources available, ex.: employees, partners, contractors, etc. i.e. all concerned in company activity.
- You should **make** a list of resources to **assign** them to Tasks.



# Setting Resources



Select Roles tab and check boxes

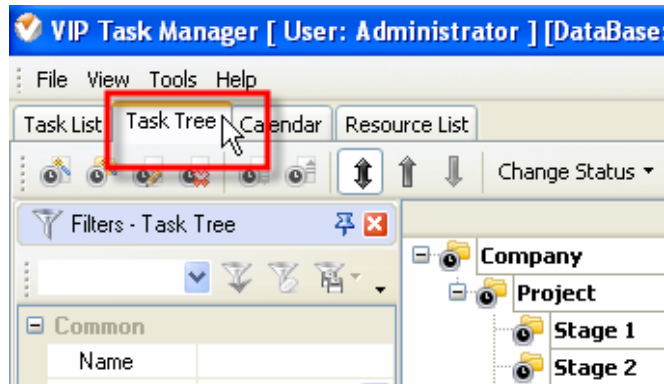


Select Notifications tab and check boxes

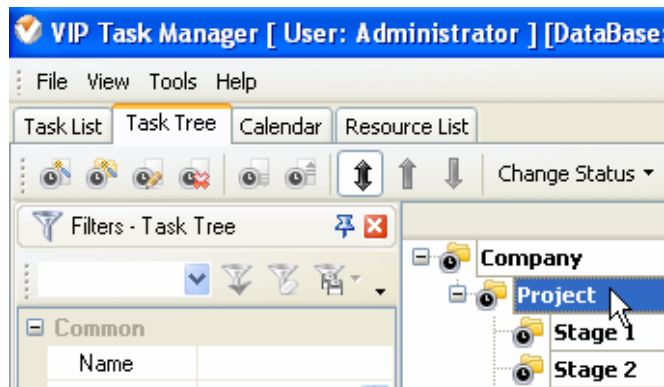
- When you assign a Resource to a particular Role or Roles, this Resource is **granted** permissions of this Role, so you don't have to set permissions for each Resource individually.
- Notifications tab allows you to **choose the types** of Notification this Resource should receive.



# Setting Permissions



*Select Task Tree tab*

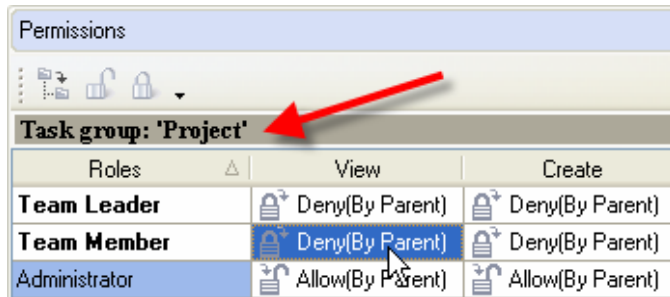


*Highlight a Task Group*

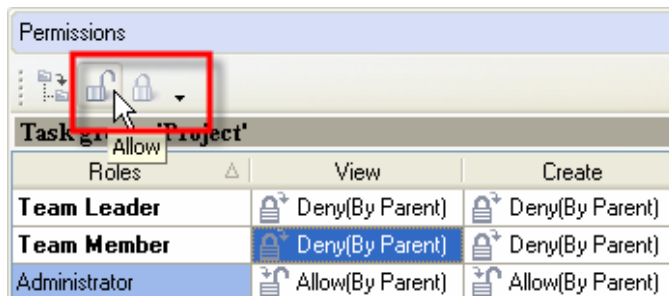
- You should **grant** each Role or Resource its permissions to see, create, edit and delete Tasks in Task Groups.
- The permissions granted for a Task Group are **automatically inherited** by its Sub Groups and Tasks.



# Setting Permissions



*Select a permission cell(s)*



*Click on Allow button*

- Permissions panel is **in the right bottom** of the program window.
- Above the permission grid there is **a line** that tells you which Task Group or Task is granted permissions now.
- You can grant permissions to each Role or Resource **at once** if you select several cells, ex. view, create, etc

