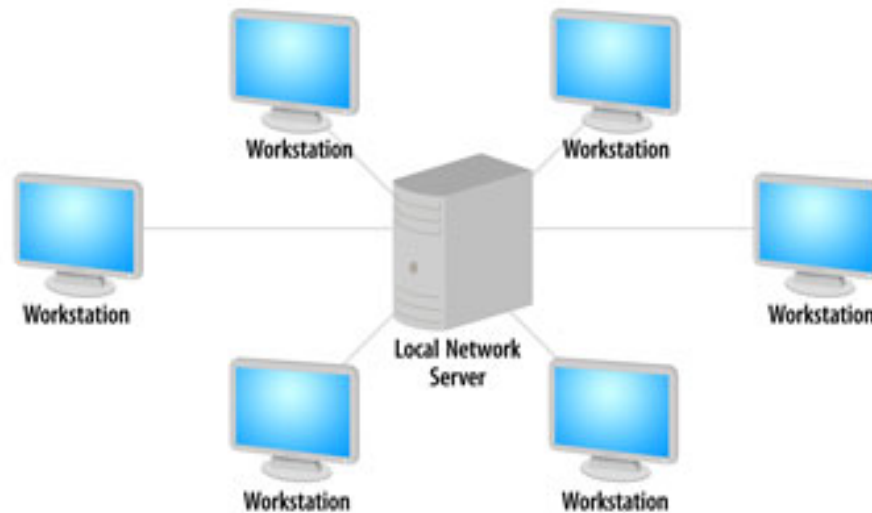


# VIP Task Manager



# 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

Task List view

Task Groups panel

Filters panel

The screenshot displays the VIP Task Manager Standard application window. The main area shows a task list with columns for Num, Name, Priority, Folder, Info, Complete, Status, Due Date, Estimated T, Attachment, Owner, and Assigned. The Task Groups panel on the left shows a tree view of task groups. The Filters panel below it allows filtering by Name, Number, Status, Priority, Date Range, Owner, and Assignment. The Notifications panel at the bottom left shows a list of tasks with their start and finish dates. The Notes panel at the bottom center shows the details of a task, including a security notice and payment methods. The Attachments panel at the bottom right shows the attachments for the selected task. The Resource Assignment panel at the bottom right shows the assignment of resources to the task.

Num	Name	Priority	Folder	Info	Complete	Status	Due Date	Estimated T	Attachment	Owner	Assigned
14	Play tennis	Low	Personal		0%	Draft	5/10/2006 12:00 AM			Administrator	President
19	Test Beta version	Urgent	New Product Launch		15%	Draft	8/17/2006 12:00 AM			Administrator	Developer
1	Monitor positions in Google for main key wo	Normal	Daily Work		0%	Created	5/10/2006 12:00 AM	15m		Administrator	Web Designer, Market
2	Analyze website traffic	Normal	Daily Work		0%	Created	5/10/2006 12:00 AM	10m	<a href="http://www.vip-q">http://www.vip-q</a>	Administrator	Web Designer
3	Call US resellers	High	Calls		0%	Created	8/31/2006 12:00 AM	5m	<a href="http://www.taskm">http://www.taskm</a>	Administrator	Sales Manager
4	Call to DVD box producer	Normal	Calls		0%	Created	9/14/2006 12:00 AM			Administrator	Marketing Manager
5	Call to Advertising Company	Normal	Calls		0%	Created	6/30/2006 12:00 AM			Administrator	Marketing Manager
6	Meet the development department	Normal	Meetings		0%	Created	5/15/2006 12:00 AM			Administrator	Developer
7	Meet the sales department	Normal	Meetings		0%	Created	5/10/2006 12:00 AM			Administrator	Sales Manager
8	Meet the technical support department	Normal	Meetings		0%	Created	5/23/2006 12:00 AM	30m		Administrator	Technical Support
9	Meet the president	Normal	Meetings		0%	Created	6/11/2006 12:00 AM			Administrator	President
10	Read software marketing forum	Lowest	Personal		0%	Created	5/10/2006 12:00 AM	30m		Administrator	John Doe
12	Track purchase source place	Normal	Daily Work		0%	Created	5/10/2006 12:00 AM	20m		Administrator	Financial Director
13	Buy some dog food	Normal	Personal		0%	Created	9/16/2006 12:00 AM			Administrator	John Doe
16	Analyze all the risks	Highest	VIP Team Promotio		0%	Created	9/16/2006 12:00 AM			Administrator	Marketing Manager
18	Launch Beta version	Normal	New Product Launch		0%	Created	9/16/2006 12:00 AM			Administrator	Developer
20	Release Alpha version	Normal	New Product Launch		0%	Created	9/18/2006 12:00 AM			Administrator	Developer
21	Approve website design	Normal	New Site Launch		0%	Created	7/31/2006 12:00 AM		<a href="http://www.todo">http://www.todo</a>	Administrator	President
15	Develop promotion plan	Urgent	VIP Team Promotio		0%	In Progress	7/31/2006 12:00 AM		<a href="C:\marketing\plan">C:\marketing\plan</a>	Administrator	Marketing Manager
17	Create financial plan	Normal	VIP Team Promotio		20%	In Progress	7/13/2006 12:00 AM		<a href="C:\marketing\plan">C:\marketing\plan</a>	Administrator	Financial Director
22	Write content for the website	Normal	New Site Launch		100%	In Progress	7/19/2006 12:00 AM			Administrator	Marketing Manager
24	Buy some dog food	Low	Personal		100%	In Progress	7/31/2006 12:00 AM			Administrator	John Doe
11	Read marketing articles	Normal	Personal		100%	Completed	5/10/2006 12:00 AM	10m		Administrator	John Doe
23	we have noticed that when a task status h	High	Projects		100%	Completed	7/21/2006 12:00 AM			Administrator	John Doe
25	Analyze all the risks	Highest	VIP Team Promotio		100%	Completed	6/16/2006 12:00 AM			Administrator	Marketing Manager
26	Launch Beta version	Normal	New Product Launch		100%	Completed	8/31/2006 12:00 AM			Administrator	Developer

Notifications panel

Notes panel

Attachments panel

Resource panel



# To Do List view

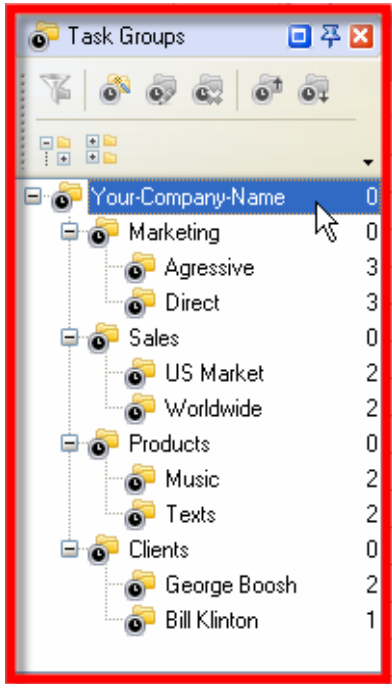
Drag a column header here to group by that column

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



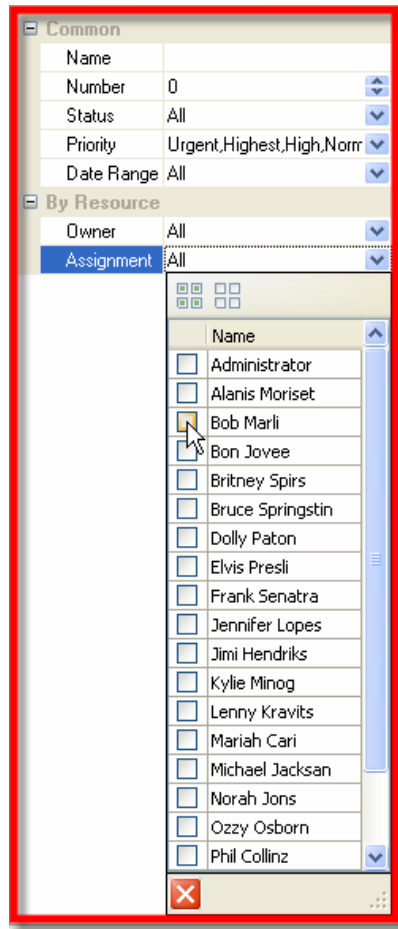
# Task Groups panel



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



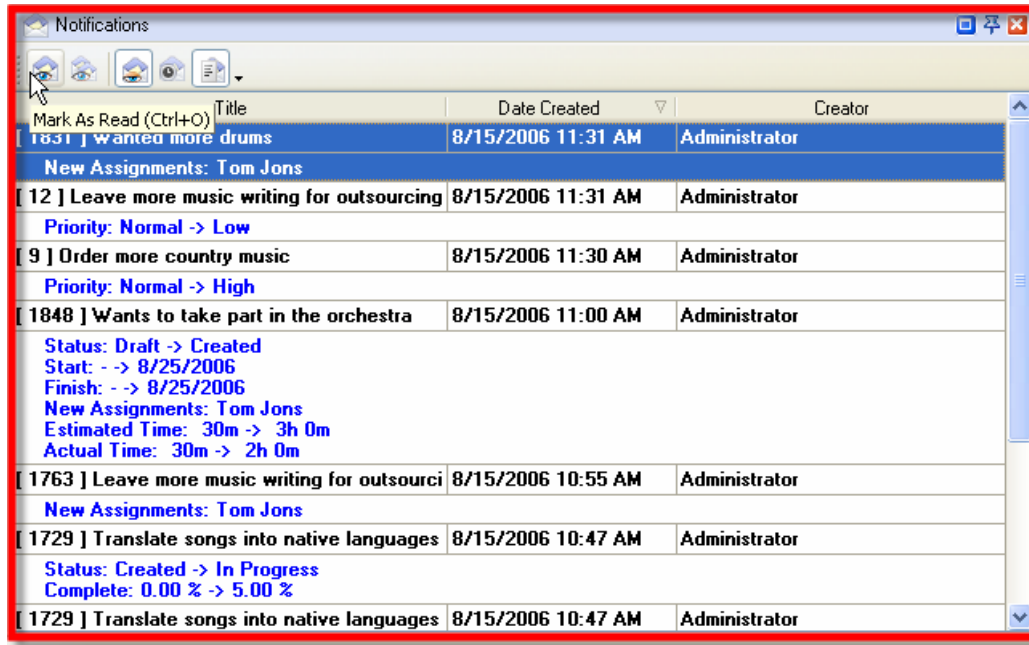
# Filters panel



- 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

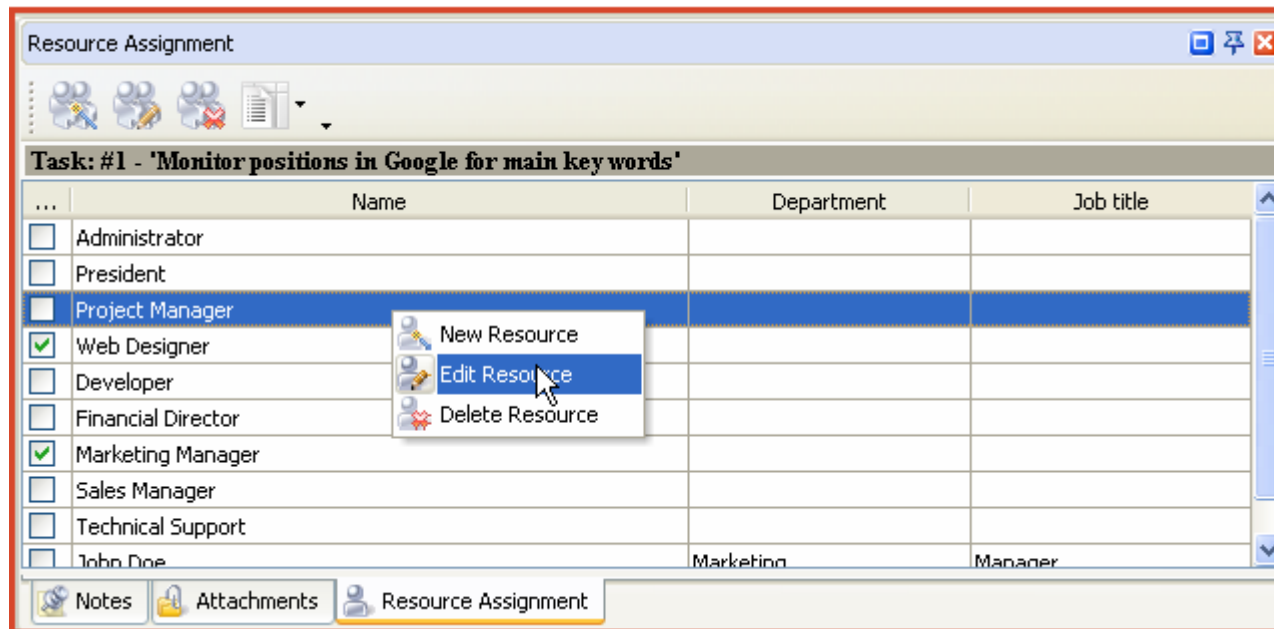


Title	Date Created	Creator
Mark As Read (Ctrl+O)		
[ 1831 ] wanted more drums	8/15/2006 11:31 AM	Administrator
New Assignments: Tom Jons		
[ 12 ] Leave more music writing for outsourcing	8/15/2006 11:31 AM	Administrator
Priority: Normal -> Low		
[ 9 ] Order more country music	8/15/2006 11:30 AM	Administrator
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 outsourci	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



# Resource Assignment panel



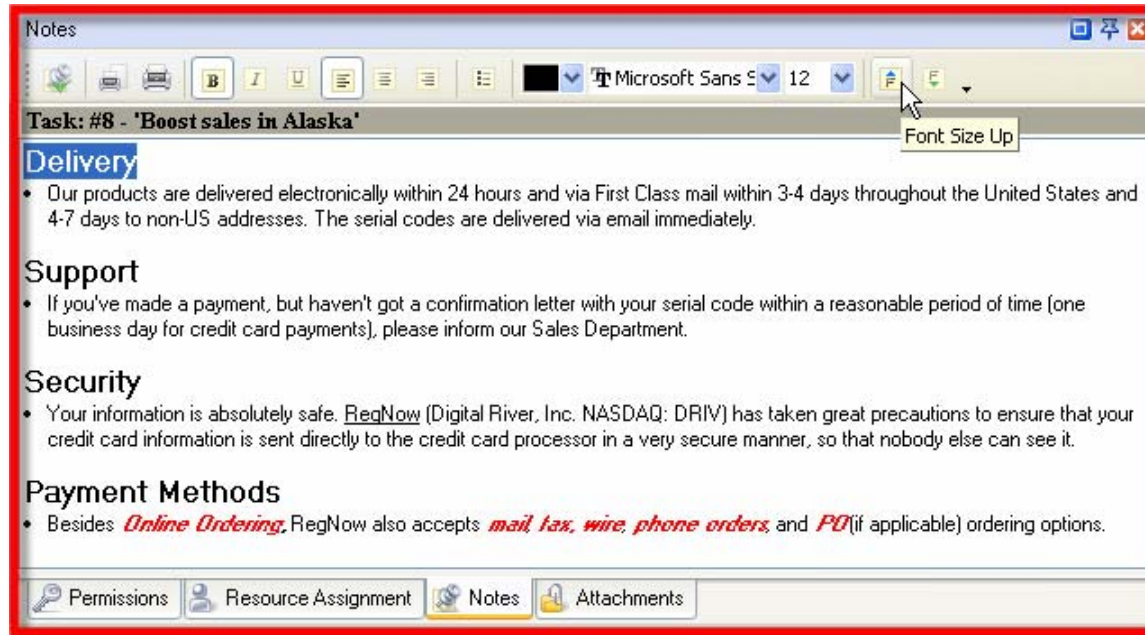
- Create, Edit and Delete Human Resources

- Assign Human Resources to Tasks





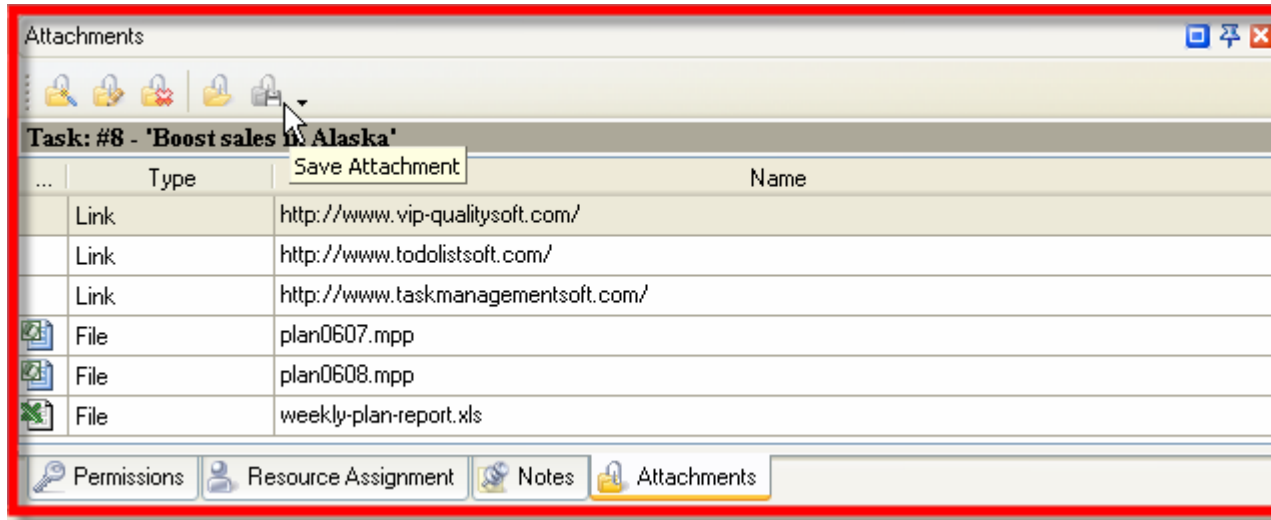
# Notes panel



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



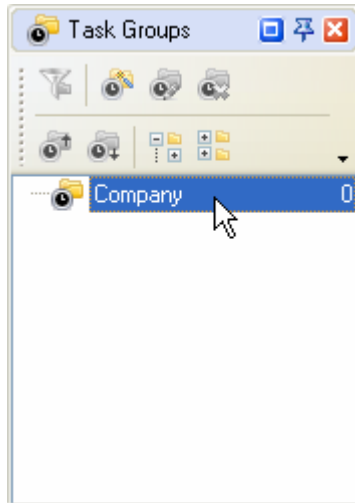
# Attachment panel



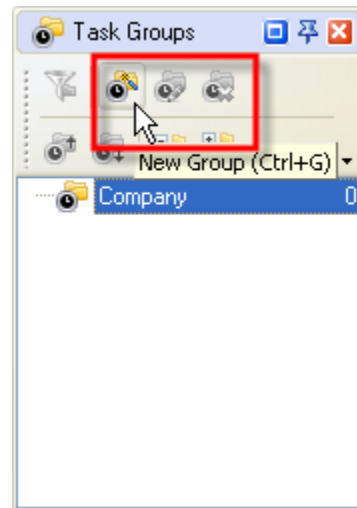
- Upload Files to Database
- Attach Links to Files or WebPages
- Open and Save Attachments
- Delete Attachments



# Setting Task Groups



*Select Task Group*

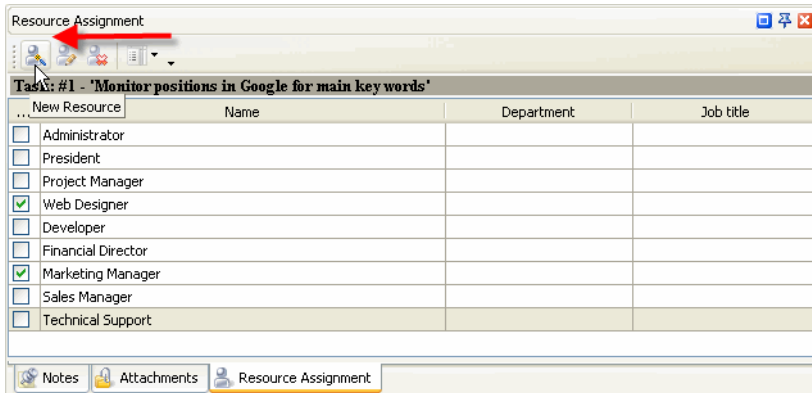


*Click on New Group button*

- 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 Resources



*Click on New Resource button*

The "New Resource" dialog box has three tabs: "General", "Roles", and "Notifications". The "General" tab is active, showing fields for Name (John Doe), E-Mail (j.doe@company.com), Department (Marketing), Job title (Manager), Address (No Way str. 1), and Phone. The Password field is masked with asterisks. Under the "Permissions" section, the "Login" and "Assignment" checkboxes are checked, while the "Administration" checkbox is unchecked. "Ok" and "Cancel" buttons are at the bottom.

*Enter Resource information*

- If a Resource is a user of the program you should grant check **Login** Permission
- If a resource can be assigned to a Task you should check **Assignment** Permission.
- **Administration** Permission allows the Resource to create, edit and delete other Resources, that's why we advise you to leave this box unchecked.

