

VIP Task Manager Pro

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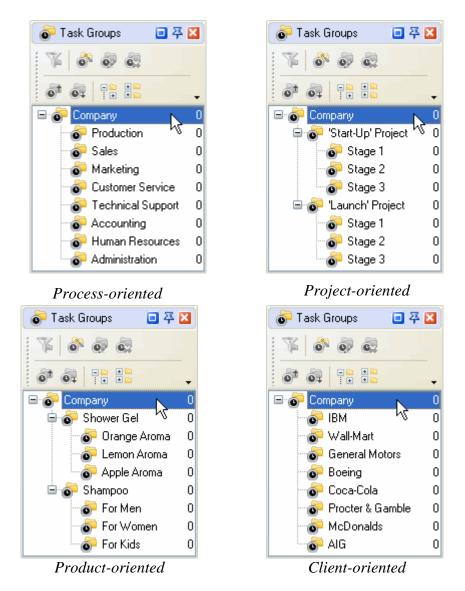
1 User Start Up

1.1. Step 1. Setting

1.1.1. Setting Task Groups

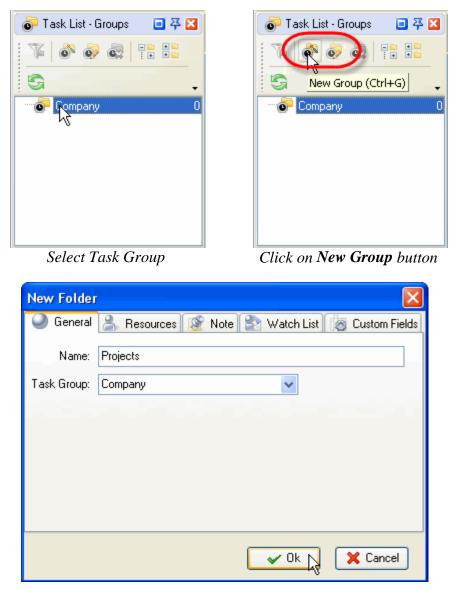
After you have successfully installed VIP Task Manager, you can start organizing your company activity, roles, resources and workflow into one common database. As program Administrator, you can change these setting anytime and permit other users to change them if there is a team that manages your company workflow.

Company activities should gather logically-related tasks into task groups. Your company may have process-, project-, product-, client-, etc. oriented activity, so you should decide which way is better for your company.



The parent Task Group is created by default and has a name of the database file. You can rename it if you want.

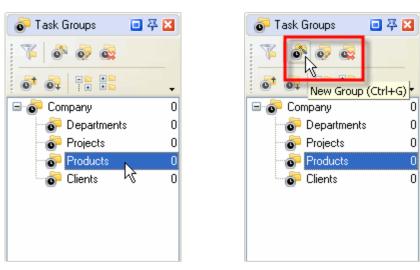
3



Enter Name of Task Group and click OK

If main Task Groups are not enough, you can create sub-groups the same way you created main ones:

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Select a Task Group

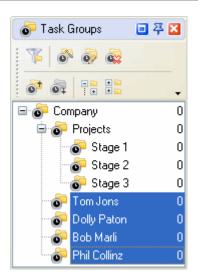
Click on New Group button

New Folder	
🥥 General	💄 Resources 🔯 Note 🏖 Watch List 🔞 Custom Fields
Name:	VIP Task Manager
Task Group:	Products
	Cancel

Enter Name of Task Group and click OK

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Another **important** thing you should do is to create personal Task Group for each team member. They use these folders to manage minor tasks (ex.: the tasks they should do to complete the tasks assigned to them by their manager). By default no one else except for that particular user will be able to see his or her Task Group and tasks in it. Let's not do it now as there is an option to create these Task Groups automatically when adding new users (see Setting Resources).



1.1.2. Setting Roles

A role allows you to assign specific permissions to a user group, i.e. permission to view, create, edit and delete Tasks and Task Groups. For example, 'Team Leader' Role can allow to view, create, edit and delete Tasks and Task Groups, while 'Team Member' Role can allow only to view and edit Tasks and Task Groups. If you don't want to restrict your users at all, there is a default Role 'Unlimited' that automatically grants all permissions for all tasks.

🧐 VIP Task Manager [User: Administrator]					
File View Tools Help					
Task List Task Tree Calendar R	tesource List				
& & & S 🖬 🖬	~				
Roles 🐥 🔀	Drag a column he				
· · · · · · · · · · · · · · · · · · ·	Name 💌				
Name	Administrator				

Select Resource List tab

🤣 VIP Task Manager [User: Administrator]				
File View Tools	Help			
Task List Task Tre	e Calendar	Resource List		
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Roles	푸	🔊 Drag a column he		
- St Style		Name 💌		
New Role 👔	ame	Administrator		

Click on New Role button

🤣 New	role 🛛 🔀
Name:	Team Leader
	🖌 Ok 💦 🔀 Cancel

Enter Name of Role and click OK

When you create a role, it is denied any permission by default. You should grant each Role its permissions to manage Task Groups. The permissions granted for a Task Group are automatically inherited by its Sub-Groups and Tasks. For Example, if you allowed 'Team Member' Role to view and edit Tasks in 'Project' Task Group, it will be able to view and edit Tasks in Task Group 'Stage 1', 'Stage 2', etc.

🧐 VIP Task Manager [User: Administrator] [DataBase:	🤣 VIP Task Manager [User: Administrator] [DataBase:
File View Tools Help	File View Tools Help
Task List Task Tree Caendar Resource List	Task List Task Tree Calendar Resource List
🚺 💦 🚱 🚱 🚱 🍙 🏦 🏌 Change Status 🔻	🕴 🚳 🚳 🙀 🎯 💣 🏦 🗍 Change Status 🗸
🍸 Filters - Task Tree 🛛 📮 🔀	🍸 Filters - Task Tree 🛛 📮 🔀
Company Company Project	Company
🖃 Common 👘 Stage 1	🗆 Common 🔂 🔂 Stage 1
Name Stage 2	Name Stage 2
Select Task Tree tab	Highlight a Task Group

Highlight a Task Group

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 highlighted and granted permissions now.

Permissions			Permissions			
1266.	-			1		
Task group: 'Project'			Task gr Allow Proj	ect'		
Roles 🛆	View	Create	Roles	$ \Delta $	View	Create
Team Leader	🔐 Deny(By Parent)	🔐 Deny(By Parent)	Team Leader		🔐 Deny(By Parent)	🔐 Deny(By Parent)
Team Member	Deny(By Parent)	合 Deny(By Parent)	Team Member		💣 Deny(By Parent)	合 Deny(By Parent)
Administrator	🏠 Allow(By ਇੱਡੇent)	🔐 Allow(By Parent)	Administrator		🔐 Allow(By Parent)	🔐 Allow(By Parent)

Select a permission cell

Click on Allow button

If don't want a Sub-Group or a Task to inherit permissions of its Task Group but rather have permissions different from its parent Group, you can change its permissions individually.

	Permissions		
Task List Task Tree Calendar Resource List	1266.		
🚺 🚳 💀 🙀 💿 🖬 🏦 🗍 Change Status 🕶	Task gro p Stage 1'		
🍸 Filters - Task Tree 🛛 🐥 🔀	Roles Deny 🛆	View	Create
E Company	Team Leader	Allow(By Parent)	合 Deny(By Parent)
Project	Team Member	🔓 Allow	📑 Deny(By Parent)
🗆 Common 👘 Stage 1 📐	Administrator	🔐 Allow(By Parent)	Parent)

Highlight a Task Sub-Group

Select a cell and click on Deny button

Alternatively, if you need a Sub-Group or a Task to inherit permissions from its parent Task Group, you can cancel its own permissions.

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9

- Highlight a Task Group or Task
- Select a permission cell
- Click on Inherited From Parent button

Permissions		
Tasix group: 'Stage 1'		
Inherited From Paren	t View	Create
Team Leader	🔒 Deny	合 Deny(By Parent)
Team Member	🔓 Allow	🔐 Deny(By Parent)
Administrator	🔐 Allow(By Parent)	🔐 Allow(By Parent)

Note: You can grant the same permissions to several Roles at once if selected appropriate cells.

Permissions					그 푸 🛛
1266.					
Task group: 'Stag	e 1'				
Roles 🛆	View	Create	Edit	Delete	Setting permissions
Team Leader	🔒 Deny	📑 Deny(By Parent)	🚰 Deny(By Parent)	合 Deny(By Parent)	😭 Deny(By Parent)
Team Member	Allow	Parent)	Deny(By Parent)	合 Deny(By Parent)	🚰 Deny(By Parent)
Administrator	Parent)	Allow(By Parent)	Parent)	Allow(By Parent)	🏠 Allow(By Parent)

1.1.3. Setting Resources

Your company resources may include any human resources available, ex.: employees, partners, contractors, etc. i.e. all concerned, however, we advise you to add only people (users) who will use the program in the LAN.

🥸 VIP Task Manager [User: Administrator] [DataBase: 192.*	🧐 VIP Task Manager [User: Administrator] [DataBase: 192.
File View Tools Help	File View Tools Help
Task List Task Tree Calendar Resource List	Task List Task Tree Calendar Resource List
	🔍 🌫 😂 🔲 🗐 🔹 🗸
Roles 🐺 🛛 Drag a column header here to group b	Role: New Resource (Ins) 7 🛛 Drag a column header here to group b
🕴 🔐 🔐 🗸 💦 Name 💌 E-Mail	Name 💌 E-Mail
Name Administrator	Name Administrator
Team Leader	Team Leader
Team Member	Team Member

Select Resource List tab

General tab allows you to enter some Resource information such as name, e-mail, department, job title, address, and phone number. If a Resource is a user of the program you should grant check **Login** Permission set a password for Resource to log in. The Resource can change this password later when he or she starts using the software. If a resource can be assigned to a Task you should check **Assignment** Permission. If a Resource is allowed to create, edit and delete other Resources, you should check **Administration** Permission.

- Enter Resource information
- Check or uncheck checkboxes
- Click OK

Click on New Resource button

Edit Resourc	e 🔀
🥥 General 👔	🌮 Roles 🛛 🗠 Notifications 🛛 詮 Watch List
Name:	Tom Jons
E-Mail:	t.jons@company.com
Department:	Show Business
Job title:	Star
Address:	Forget it!
Phone:	Don't even think about it!
Set password:	хжжж
Permissions	
💌 Login	Assignment Administration
	V Ok X Cancel

When you assign a Resource to a particular Role or Roles you created, this Resource is granted permissions of this Role. For example, If you assign a Resource to 'Team Member' Role which allows only to see and edit the Tasks in Task Group 'Projects', this Resource will not be able to create and delete Tasks in Task Group 'Projects'. It saves your time as you don't have to set permissions for each Resource individually, all you need to do is to assign the Resource to appropriate Role that is granted certain permissions.

- Select Roles tab
- Check appropriate Roles
- Click OK

Notifications tab lets you choose the types of Notification this particular Resource will receive if he or she is associated with the Task somehow (The Resource is either Owner or Assigned to the Task). By default all types of Notifications are checked so the Resource will receive Notifications each time any attribute of the Task is changed. In practice the Resource will need to receive only some of these Notifications, for example when the Resource is assigned to the Task or when the Status of the Task is changed, so it is better to check only those types of Notifications the Resource really needs to receive. The Resource can check Notification types himself when he starts using the software.

- Select Notifications tab
- Check appropriate Event Types
- Click OK

Note: You will be asked if you want to create a personal folder for each new user. Click 'Ok', if you want to.

Edit Resource
🕥 General 🞉 Roles 🔄 Notifications 🔛 Watch List
Role
Team Leader
🗸 Ok 🔀 Cancel
New Resource
General 🤔 Roles 🗠 Notifications 🖹 Watch List
General 💝 Roles 🗠 Notifications 🖹 Watch List
Event Types
Event Types Image: Task (Change "Actual time") Image: Task (Change "Comments") Image: Task (Change "Complete") Image: Task (Change "Complete") Image: Task (Change "Complete") Image: Task (Change "Due Date") Image: Task (Change "Estimated time")
Event Types Issk (Change "Actual time") Issk (Change "Attachments") Issk (Change "Comments") Issk (Change "Complete") Issk (Change "Due Date") Issk (Change "Estimated time") Issk (Change "Finish time")
Event Types Image "Actual time") Image "Comments") Image "Comments") Image "Comments") Image "Complete") Image "Complete") Image "Complete") Image "Complete") Image "Image "Complete") Image "Image "Image "Image "Image "Image Image Imag
Event Types Issk (Change "Actual time") Issk (Change "Attachments") Issk (Change "Comments") Issk (Change "Complete") Issk (Change "Due Date") Issk (Change "Estimated time") Issk (Change "Finish time")

1.1.4. Setting Workflow

Task Workflow is the number and sequence of Statuses the Task should go through from the moment of initiation to complete accomplishment. For example, the default task workflow starts with 'Draft' Status, when task is outlined but not scheduled, assigned, communicated, etc. Then it becomes 'Created' i.e. scheduled, assigned to Resource and Notification of it is sent to all concerned. When the Task is being handled by assigned Resource, it has 'In Progress' Status. Sometimes it may be 'Cancelled'. When the Task is 'Completed' by assigned Resource, it can be 'Verified' by Owner or Supervisor.

🤣 VIP Tas	k Manager Prof	ession	al [User: A			
File View	Tools Help						
Task List	. Cot m fields		-	e List			
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	-	Drag a c					
	0 0 S.			ID			
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🖻 💿 🗉	2	2					
o	1	1	4				
- 6	🐨 🚱 Quality Assurance 🛛 0						

Select Custom Workflow in menu Tools

Each company has its own workflow so you can create your own Task Statuses, as well as create multiple workflow for different types of Tasks.

🧐 Edit Workflow								
New workflow	¢.	a a 1	Û					
ivame	Activ	/e Name	Complete related	Complete	Notification	VPXML status	Color	Image
Default		Draft			Off	None		
		Created	~	0%	On	Created		
		In Progress		1% - 99%	On	Open		
		Cancelled			On	Cancelled		
		Completed		100%	On	Ok		
		Verified			On	None		

Click on New Workflow button

VIP Task Manager Pro

New wo	rkflow	×
Name:	Article Writing	
	Active	
	Cancel	

Enter Name and Click OK

Give a name to the status and decide whether Task Status is connected with % of Task Completion. For example, if you create 'Half Done' Status, checked **Complete** and selected Strong Value 50, each time you change Status of a Task to 'Half Done', the % in the Complete column of Task List and Task Tree view will be changed accordingly to 50%.

You can set a font color and image (.bmp 16x16 px) for this status.

If you import a database from VIP Team To Do List you can associate the Status with the one from **VPXML Status** list.

You can turn **Notification** mode 'on' and 'off' for each Status, i.e. when a Task Status changes to the one with Notification 'Off', the Notification is not sent.

If you uncheck **Active**, the Status will not be available for new Tasks.

Assign ID number for this status using "Value" entry field and up-down buttons.

You can set the order in which Statuses will go one after another as a recommended task workflow for your employees or team members. Also you can set order in which types of Workflow will appear in drop down list for selection.

Edit Workflow Edit Workflow Ac New Status (Ins) Comp Default Article Writing

Create Status	
Name: Written	
Complete	
💿 Strong value: 🛛 49 📑	
ORange: 1	. 99
Color: 🔲 🐨 Image:	Biobt click op X Cut Copy
VPXML Status: Created	And
Notification: On	🖻 Load. 🔪
Value: 0 🛟	Save AS
Active	Cancel

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🧐 Edit Workflow								×
	c c		J.					
Name	Active	Nan <mark>e</mark> -	Status Move Up (C	trl+Up) e	Notification	VPXML status	Color	Image
Default	 Image: A set of the set of the	Written		49%	On	Open		
Article Writing	 Image: A set of the set of the	Approved		50%	On	Open		
	V	Published	~	100%	On	Ok		•

Select a Status or Workflow

🕏 Edit Workflow						
Name	1 Work	- Cara	ove up ame			
Default		 Image: A set of the set of the	Written			
Article Writing			Approved			
			Published			

Click on Move Up button

1.1.5. Setting Tasks

Besides Name, all Tasks have the following default parameters:

ID – Unique number given to the Task when it is created

Info - Shows if the Task has Notes, Reminder or Attachment

Task Group – Folder to which the Task belongs

Priority – Shows the level of urgency or importance of the Task

Status – Shows the current state of the Task in given Workflow

Complete – Shows how much of the Task is already done in percentage

Attachment – Shows the first attached file or link of the Task

Owner – User who created the Task

Assigned – User who is assigned to the Task

Department - Department to which Assigned user belongs to

💔 VIP Task Manager Profess	iona	l [User: Admin	istr	ator] [DataBase: ta
<u>File ⊻iew</u> <u>T</u> ools <u>H</u> elp					
Task L <u>T</u> oolbars Pendar R	esour	rce	List		
👔 🕐 Panels 🕨 🙀			1 🙈 👝		ने जन्
Columns 🕨 📰 Task	List C	ol	umns 🕨 🕨	~	D
Task List - Groups	<u>T</u> ree	Co	olumns 🔹 🕨	~	Info
	ource	Lis	t Columns 💿 🕨	~	Name
🖃 💣 Company	0 🧸	^	Drag a column	<u><</u>	Status
💽 1. Getting Started	9		ID	Ľ	Complete
2. Defining The Project	23		16	~	Priority
3. Planning The P Government of the Bro	29 21		17		Start Date
5. Closing Down	10		19	_	Finish Date
John Doe	1			 	Due Date
💣 Ivan Susanin	0	-	18		Time Left
🚽 💽 Ernst Neizvestny	1		20	4	Estimated Time
Joe Black	0	-	21	 	Owner
Task List - Filters	平区		22	 	Assigned
		_	23		Date Created
Current 🔽 🏹 🖉 🍯	¥.		24	 	Date Last Modified
10		÷	25		Actual Time
Common	2	~	26		Attachment
Name			27	_	Department
ID				~	Task Group
Status	*		28	~	Permissions
Priority	~		29		Date Completed
Actual Time	~		30		Date Started

Start Date – Shows the date when the Task should be started Finish Date – Shows the date when the Task should be completed

Due Date – Shows the date by which the Task should be completed (deadline)

Time Left – Shows the time left till the Due Date

Estimated Time – Shows how much time the Task is supposed to take

Actual Time – Shows how much time the Task really took

Date Created – Shows the date when the Task was created

Date Last Modified – Shows the latest date when the Task was modified

Date Started - Shows the date when the task is started

Date Completed - Shows the date when the task was completed

If you don't need any of these parameters, you can easily remove them from your Task List. (see Customizing Views). If you need more parameters, you can easily add them to your Task list.

🤣 VIP Task Manager Professional [User: /						
File View	Tools Help					
Task List	Custom fields	e List				
: 🔊 - 🙆	Custom korkflow	Λ.I.				
: Filtore	Coptions					
I Filters						
Current	➡ 丞 艰 - 漤 -					

Select Custom Fields in Tools menu

Edit custom fields		
New (Ins) lile	Type Required Fil	tering Grouping Active
	<no data="" display="" to=""></no>	
		V Ok X Cancel

Click on New button

Set parameters for Custom Field:

Title – Name of this Custom Field
Type – Possibility to select the type of this Custom Field
Allow filtering – Possibility to filter Tasks by Custom Field
Allow grouping – Possibility to group Tasks by Custom Field
Required – This Custom Field is required when adding or editing Tasks
Formula – Possibility to enter some mathematical, logical and statistical formula for this custom field
Active – This Custom Field is activated
Default value – The data used by default when creating Tasks

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Note, that you can edit and delete Custom Fields as well as change their order.

Edit Cust	om Field	X					
Title:	Total	Allow grouping					
Code:	cf_cost	Allow filtering					
Туре:	Currency 🔽	Required					
Formula:	Formula:						
1 \$	cf_price * \$cf_qnt						
Additional params:							
Defa	oult value: \$0.00						
🔽 Active	(✓ Ok X Cancel					

1.2. Step 2. Planning

1.2.1. Planning Tasks

All users granted Permission to create, edit and delete Tasks and Task Groups can take part in planning company activity using Task List, Task Tree and Calendar view. If your company workflow supposes that only managers may plan work for the staff, the staff should be denied the permission to create Tasks in Task Groups.

When you name a task, be specific but don't go into details you can describe in Notes (see below). You can change "Normal" priority, set by default, to the more suitable one: Lowest, Low, High, Highest or Urgent.

Edit Task(#19)
Comments Watch List Kistory Custom Fields General Reminder & Resources Attachments Resources
Name: VIP Task Manager Purchase
Priority: 🔁 High 💉 Task Group: 3. Planning The Project 🗸
Estimated Time: 5 hours 🗸 Actual Time: 6 hours
Workflow Default
Status: 🖵 Completed 🛛 🗸 Complete: 100 % 📚
V Due Date
19/03/2008
☑ Date&Time
Start Time: 18/03/2008 💉 12:00 😴 🗌 All Day
Finish Time: 18/03/2008 💙 13:00 😭 Recurrence
🖌 Ok 🔀 Cancel

Enter Name of the Task

Edit Task(#19)
Comments 🔛 Watch List 💽 History 🔯 Custom Fields 🖉 General 🐨 Reminder 🍰 Resources 🛃 Attachments 🐼 Note
Name: VIP Task Manager Purchase
Priority: High Task Group: 3. Planning The Project Urgent Estimate High Workflov
Due Bale - 19/03/2008
☑ Date&Time
Start Time: 18/03/2008 💽 12:00 😴 🗌 All Day
Finish Time: 18/03/2008 🔽 13:00 😜 Recurrence
V Ok X Cancel

Select Priority of the Task

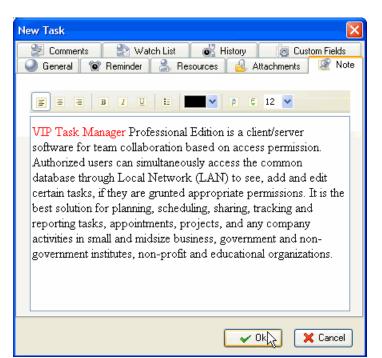
You should assign the task to a certain Task Group or sub-Group. When planning a task we recommend you to set Status 'Draft' which Notification mode is disabled so you can edit it without sending or getting Notifications.

New Task	
🔡 Comments 📔 🎥 Watch List 🛛 💰 History 📔 👸 Custom Fields	1
🥥 General 🛛 🔞 Reminder 🔒 Resources 🔒 Attachments 🛛 🌋 Note	Ļ
Name: VIP Task Manager Purchase	
Priority: 🚸 Urgent 🔍 Task Group: Company 🗸	
Estimated Time: 30 minutes 🗸 Actu	5 (S
Name	🔼
Workflow Default 👻 🔂 👘 Ivan Susanin	0
Status: 🧝 Draft 🤜 👘 Ernst Neizvestny	0
Joe Black	0
Due Date Backstreet boys	0
10/10/2007 🗸 🔂 🔂 🖓 🖓	0
Products	0
Date&Time	
Start Time: 10/10/2007 🕜 12	X Cancel
Finish Time: 10/10/2007 💉 13:25 💭 Recurrence	
V Dk X Cancel	

Double-click on Task Group

You can use RTF editor to support the task with related instructions or details that will be displayed in Notes panel at the bottom when the task is highlighted. Also you can format the text's font name, size, color, style, etc.

- Select Note tab
- Enter Text
- Format Text
- Click OK



Select Status of the Task

You can attach a Link or a File to the task. If you select Link, it will connect the task with a page in the Internet or a file stored at your PC or in a shared folder in the Local Network. If you select File, it will automatically upload a file to the database. The attachments will be displayed in Attachments panel at the bottom, when the task is highlighted.

- Select Attachments tab
- Click on Add Attachment button

New Task Comments Watch List General @ Reminder & Resource	Histery Sustom Fields es Attachments S Note
New Attachment (Ins) Name	Description
<no data="" dis<="" td="" to=""><td>play></td></no>	play>
	V Ok X Cancel

Edit Attachment 🛛 🔀	Edit Attachment	Edit Attachment
Type: Link 🗸 URL: File 😽 💮	Type: Link	Type: Link
Description:	Description:	Description: try VIP Task Manager
V Ok X Cancel	V Dk X Cancel	Cancel

Select Link or File

Enter hyperlink or file location

Enter description for attachment,

click OK

Users can easily open the files or Internet pages and save files from Database to their PC's or to shared folders of other PC's in the Local Network (saving is possible only after you have clicked on *OK* and saved the task).

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Ne	w Ta	isk			×
) 💕	Comments	100 C		om Fields
) Ge	eneral	🔞 Reminder 🛛 🦂 Resources 🛛 🤐 A	ttachments	Note
	2	ا الح			
		Туре	Open Attachment (Ctrl+O)	Descrij	ption
		Link	http://www.taskmanagementsoft.com/		
	1 1 1	File	Version History.doc		
			~ ()k	🕻 Cancel

Select a Link or File and click on **Open Attachment**

New Ta	isk		X
27 (Comments	📄 🎥 Watch List 🛛 🐻 History	🔯 Custom Fields
🥥 Ge	eneral	🗑 Reminder 🛛 💄 Resources 🛛 🔒 A	ttachments 🛛 📓 Note
2	🕹 🦀		
	Туре	Save attachment file (Ctrl+S)	Description
	Link	http://www.taskmanagementsoft.com/	
1	File	Version History.doc	
		~	Jk 🔀 Cancel

Select a Link or File and click on Save Attachment

1.2.2. Planning Resources

Users can assign a resource or several resources to the task only if they are granted **Administration** Permissions (see *Setting Resources*). Also users can assign to tasks only those Resources which are granted **Assignment** Permission (see *Setting Resources*). If a Resource is not granted Assignment Permission it will not be displayed in the list of this window.

- Select **Resource** tab
- Check **Resource**(s)
- Click Ok

New Task	
🛛 🛃 Con	nments 🛛 🖹 Watch List 🗖 History 🛛 👸 Custom Fields 📄
🛛 🎱 Gene	ral 🛛 👻 Reminder 🍊 Resources 🛛 🔬 Attachments 🗌 🌋 Note 🛛
	Name Administrator
	Backstreet boys
	Ernst Neizvestny
	Ivan Susanin
	Joe Black
	John Doe
	Kirkorov Klinton
	Lev Tolstoy
	Madonna
	Paul McCartney
	Ringo Star
	🗸 Ok 🔀 Cancel

1.2.3. Planning Time

While scheduling a Task you can estimate the time this Task can take and make a more realistic timetable. If the task should be done by a certain deadline you can set its Due Date.

New Task	×
General 😭 Watch List 💰 Hi General 🎯 Reminder 🤱 Resources Name: VIP Task Manager Purchase	story 🛛 🔞 Custom Fields 실 Attachments 🛛 🥸 Note
Priority: 🔶 Urgent 💌 Task Group: C	Company
Estimated Time: 30 minutes Workflow Defai 5 minutes 10 minutes 11 minutes 20 minutes 20 minutes 30 minutes 20 minutes	Time: 30 minutes 💌
Date&Time	
Start Time: 10/10/2007 12:55 Finish Time: 10/10/2007 13:25	
[✓ Ok X Cancel

Select Estimated Time from drop-down menu

New Task					
Comments	🖹 Watch List 🛛 💰 History 👘 👸 Custom Fields				
🥥 General 🛛 🔞	Reminder 🔒 Resources 🧕 Attachments 🏼 🖉 Note				
Name: VIP Task I	Name: VIP Task Manager Purchase				
Priority: 🔶 Urgen	t 🗸 Task Group: Company 🗸				
Estimated Time: 30	D minutes 🗸 Actual Time: 30 minutes 🗸				
Workflow Default	~				
Status:	🕼 Draft 🛛 🗸 Complete: 0 % 🔷				
Due Date					
	10/10/2007 🗸				
🗖 Date&Time	 ♦ October ▶ < 2007 ▶ 				
	MTWTFSS				
Start Time:	24 25 26 27 28 29 30 5 All Day				
Finish Time:	1 2 3 4 5 6 7 8 9 📉 11 12 13 14 5 🔶 Recurrence				
71110111110.	15 16 1% 18 19 20 21				
	<u>29 30 31 1 2 3 4</u> ✓ 0k X Cancel				
	Today Clear				

Check Due Date and select a calendar date

If a Task should begin at a certain time and finish at a certain time you can set Start and Finish Date and Time.

New Task
📑 Comments 🔹 🖹 Watch List 🛛 💰 History 🛛 😹 Custom Fields
🥥 General 🛛 💇 Reminder 🔮 Resources 🛛 🤮 Attachments 🛛 🌋 Note
Name: VIP Task Manager Purchase
Priority: 🔶 Urgent 💉 Task Group: Company 🗸
Estimated Time: 30 minutes V Actual Time: 30 minutes V
Workflow Default
Status: 🙀 Draft 💽 Complete: 0 % 😭
V Due Date
10/10/2007
Date&Time
Start Time: 10/10/2007 🛛 12:15 🔷 🗌 All Day
Finish Time: ● October ● ● 2007 ▶ 5 Recurrence
24 25 26 27 28 29 30
1 2 3 4 5 6 7 V Ok X Cancel
15 16 1% 18 19 20 21 22 23 24 25 26 27 28
<u>22 23 24 23 26 27 26</u> <u>29 30 31 1 2 3 4</u>
Today Clear

Check Date&Time and select Start Date and Time, select Finish Date and Time

	Edit Reccurence
Edit T	Event time Start: 00:00 C End: 00:00 Duration: 1 day
Nar	Daily Every I day
Prior	O Weekly Monthly
Estim	
Work	Range of recurrence
—	Start: 3/5/2007
D	
	◯ End by: 3/5/2007 💌
₽ Da	Qk Cancel Remove recurrence
	Finish Time: 3/14/2007

Click on Recurrence button and set recurring Tasks

If you want to remind yourself or your team member of a Task, you can define the exact time of pop-up or the time period before Start, Finish or Due Date and then select the Resource(s) to be reminded of the Task.

New Task				
Comments	🦳 🔛 Watch List	💽 His	tory 🛛 🔯 Cus	tom Fields
🥥 General 🏈	Reminder 🏻 🦂	Resources	🔒 Attachments	📓 Note
Reminder				
🔿 At	10/10/2007	▶ 12:55		
💿 Before	Start Time	🔽 5 minul	tes 🔽	
Resources:	Start Time Finish Time Due Date	3	~	
			🗸 Ok 🔰	Cancel

Select **Reminder** tab and set Reminder

New Task		×
Comments	📔 🎦 Watch List 📔 💰 History 📔 😹 Custom Fields]
🥥 General 🧐	🕈 Reminder 🛛 🐣 Resources 🛛 遒 Attachments 🗍 🎯 Note	•
🔽 Reminder		
🔿 At	10/10/2007	
 Before 	Start Time 👽 5 minutes 💌	
Resources:	×	
	Administrator Backstreet boys Ernst Neizvestny Ivan Susanin Joe Black John Doe Klinton Klinton Klinton Radonna Paul McCartney Ringo Star	
	V Ok X Cancel	

Check **Resources** to be reminded of the Task

1.3. Step 3. Communication

1.3.1. Sending & Receiving Notifications

The program can automatically send notifications to all concerned with the task. In case you don't want a task notification to be sent automatically you should select a status where notification mode is turned off, like Draft Status (see *Setting Workflow*).

Notifications can be sent each time there is a change in the task's attributes, like Name, Priority, Status, Due Date, Start Time, Finish Time, Reminder, Attachment, Note, etc. **Notifications** panel displays received notifications which are checked for each Resource individually in Notifications tab of Resource dialog (see *Setting Resources*)

😒 Notifications			🔲 茶 🔀
a &			
Title	Date Created ──	Creator	^
[1848] Wants to take part in the orchestra	8/15/2006 11:00 AM	Administrator	
[1814]Ordered a march	8/15/2006 10:58 AM	Administrator	
[1797] All the songs should be about love	8/15/2006 10:58 AM	Administrator	
[1780] Try to omit the rhymes: tonigh - so right, miss - kiss	8/15/2006 10:56 AM	Administrator	
[1763] Leave more music writing for outsourcing	8/15/2006 10:55 AM	Administrator	
[1746] Reduce time to 2 minutes for a song	8/15/2006 10:51 AM	Administrator	
[1729] Translate songs into native languages	8/15/2006 10:47 AM	Administrator	~

Notifications panel at the left bottom of the screen

Notification panel allows users to mark selected or all the Notifications as read.

🔄 Notifications		🔄 Notifications			
Mark As Read Ctrl+O) Title	Date Created ──	Mark All As Read (Shift+Ctrl+O)	Date Created □ ▽		
[1848] Wants to take part in the orchestra	8/15/2006 11:00 AM	[1848] Wants to take part in the orchestra	8/15/2006 11:00 AM		
[1814] Ordered a march	8/15/2006 10:58 AM	[1814]Ordered a march	8/15/2006 10:58 AM		
[1797] All the songs should be about love	8/15/2006 10:58 AM	[1797] All the songs should be about love	8/15/2006 10:58 AM		
[1780] Try to omit the rhymes: tonigh - so right, miss - kiss	8/15/2006 10:56 AM	[1780] Try to omit the rhymes: tonigh - so right, miss - kiss	8/15/2006 10:56 AM		
[1763] Leave more music writing for outsourcing	8/15/2006 10:55 AM	[1763] Leave more music writing for outsourcing	8/15/2006 10:55 AM		
[1746] Reduce time to 2 minutes for a song	8/15/2006 10:51 AM	[1746] Reduce time to 2 minutes for a song	8/15/2006 10:51 AM		
[1729] Translate songs into native languages	8/15/2006 10:47 AM	[1729] Translate songs into native languages	8/15/2006 10:47 AM		

Select a Notification and click on Mark As Read

Click on Mark All As Read

Also users can filter Notifications to display those you haven't read yet or display only those Notifications that belong to a highlighted Task.

P Task Manager Pro			User Start U	p 27
Notifications		Notifications		
Show UnRead Only	Date Created ── ▽	Task: #9 - 'Orler more country music'	•	
9] Order more country music	8/15/2006 11:30 AM	Show Notifications of	Highlighted Task	Date Created ── ▽
1848] Wants to take part in the orchestra	8/15/2006 11:00 AM	[9] Order more country music	8/	15/2006 11:30 AM
1763] Leave more music writing for outsourcing	8/15/2006 10:55 AM	[1712] Order more country music	8/	15/2006 10:46 AM
[1729] Translate songs into native languages	8/15/2006 10:47 AM			
[1729] Translate songs into native languages	8/15/2006 10:47 AM			
[1712] Order more country music	8/15/2006 10:46 AM			

Click on Show UnRead button

Click on Show Notifications of Highlighted Task

When users activate Notification Description they will be able to see the Types of Notifications they are subscribed to and changes that took place in Task attributes, such as Status, Assigned Resource, Start and Finish Date, Priority, etc. If they want to see the Task on the list they can highlight it there by click on Find task button

🔄 Notifications		• 平	
Show Description	Date Created ── ▽	Creator	^
[1848] Wants to lake part in the orenestra	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			
[1814] Ordered a march	8/15/2006 10:58 AM	Administrator	
Due date:> 8/25/2006 12:00 AM			~

Click on Show Description button

< Notifications					平 🛛
: 2 2 2 2	Find task				
Title	Date Generation	∇	Creator	Task group	^
[2] test1	1/19/2 Find task	м	Administrator	Marketing	
Estimated Time: 0h 0m ->	• 2h Om				
[4] test2	1/19/2007 1:25 F	M	Administrator	Development	
New Assignments: test Task has been created					
[2]test1	1/19/2007 1:17 F	M	Administrator	Marketing	~
		-			

Click on Find Task button

1.4. Step 4. Management

1.4.1. To Do List Management

VIP Task Manager allows you to manage your company or your team to do lists, projects and schedules. All three tools are interconnected so you create a task and manage it in Task List, Task Tree and Calendar view.

Drag a	Drag a column header here to group by that column													
Number	Name	Priority	Status	Complete	Start Date	Finish Date	Due Date	Time Left	Folder	Owner	Assigned	Estimated Time	Actual Time	Info
1	Destroy competitors' records	🛢 Highes	In Progress	15 %	8/25/2006 10:00	9/2/2006 12:00 #			Agressive	Administrator	Michael Jacksan	12h Om	7h Om 🛽	£ 60 🖉
2	Buy all the radio airtime	🛢 Low	Cancelled	100 %	8/26/2006 11:00	8/31/2006 12:00			Agressive	Administrator	Michael Jacksan	8h 0m	2h Om	Ö
3	Sell songs free of charge	🛢 ! Urgent	In Progress	25 %			8/21/2006	1d 8h 46m	Agressive	Administrator	Michael Jacksan	2h 0m	2h Om 🛽	<u>e</u> 🔒
4	Send songs by e-mail	🛢 Norma	Draft	0%	8/21/2006 12:00	8/29/2006 12:00	8/21/2006	1d 8h 46m	Direct	Administrator	Michael Jacksan	30m	30m 🛽	<u>2</u> 0

Task List view shows you Tasks as a 'to do list'. It is very useful and powerful time and task management tool for prioritizing, sorting, grouping tasks.

🤣 VIP Task Manager [User	: Tom Jons] [DataBase: 192.168.(0.9:C:\Progr
File View Tools Help		
Task List Task Tree Calendar	Resource List	
	1 I S 1 1 I I C I	• •
Task Groups	e <mark>Priority (Shift+Ctrl+Up)</mark> here to group by I	that column
¥ 0° 07 C2	Name	Priority :
	Destroy competitors' records	🛢 Highes In
	Buy all the radio airtime	🚆 Low 🛛 Ca
🖃 🧓 Your-Company-Name 🛛 🤅	Sell songs free of charge	📲 Urgent In
🗄 👩 Marketing (Send songs by e-mail	🛢 Norma Dr

Select a task, click on Increase Priority button

🧐 VIP Task Manager [User:	Tom Jons] [DataBase: 192.168.	0.9:C:\Progr
File View Tools Help		
Task List Task Tree Calendar F	Resource List	
	t I S 19 19 🖬 🖬 🖸 🗉	• •
💣 Task Groups 🛛 🔲 🐺 🔀	Drag a column header here to group by	that column
V 🔗 🧔	Name	Priority 🔨
	Sell songs free of charge	🛢! Urgenk 🕼
	Ordered a march	e: orgent ora
G Your-Company-Name 0	Destroy competitors' records	🔒 Highes In
🕀 💣 Marketing 0	Try to omit the rhymes: tonigh - so right,	🛢 Highes Dra

Click on any column header to sort tasks

😵 VIP Task Manager [User: Tom Jons] [DataBase: 192.168.0.9:C:\Prog							
File View Tools Help	File View Tools Help						
Task List Task Tree Calend	Task List Task Tree Calendar Resource List						
💽 Task Groups 🔲 🖬	Task Groups Task Groups Task Grou						
	Name	Priority					
	Destroy competitors' records	🏮 Highes In					
	Buy all the radio airtime	📱 Low 🛛 Ca					
🖃 💣 Your-Company-Name	0 Sell songs free of charge	🏮 Urgent In					
🕀 🧑 Marketing	0 Send songs by e-mail	🛢 Norma Dr					

Click on Manual Sorting and Move Up button

💙 VIP Ta	ask Manag	ger [User	: Tom Jons] [DataBase: 192.168.0.9:	C:\Progra
File Vie	w Tools H	elp		
Task List	Task Tree	Calendar	Resource List	
o` 02	62 0	•	1 I S 🕄 H C I .	
or Task	. Groups	□ 주 🛛	Priority V Name	Status
o* 0			Priority : Urgent	
	1		Ordered a march	Draft
- • • ¥	our-Company		Sell songs free of charge	In Progress
	Marketing		0 🖃 Priority : Highest	

Drag & Drop a column header to group tasks

1.4.2. Project Management

	Name	Status	Complete	Priority	Start Date	Finish Date	Due Date	Time Left	Assigned	Owner	Estimated	Actual
⊡	Company											
Ē.	Project									Administr		
	🖨 🧓 Stage 1									Administr		
	Task 1	Draft	0%	🛢 Normal			8/19/2006 12:00	- 15h 28m	Tom Jons	Administrati	30m	30m
	Task 2	Draft	0%	🛢 Normal	8/19/2006 3:28 F	8/19/2006 3:58 F			Tom Jons	Administrati	30m	30m
	🐻 Stage 2									Administr		

Task Tree view shows Task Groups and Tasks as 'projects'. It is very useful and powerful project management tool for creating hierarchy of Task Groups and their Tasks. If users highlight a Task Group they can easily create its Sub Groups and Tasks.

🧐 VIP Task Ma	anager [Use	r: Adn	ninistra	ator][DataBase	: 192.16	
File View Tool	ls Help					
Task List Task T	ree Calendar	Resou	irce List			
0000	•	1	î l	Change Status 🔻	- • • • : • • •	
Filter:	- older (Ctrl+G)	푸 🔀	Name			
	older (Cur+G)	¥ _	-	Company		
1		9	ġ.,	o Project		
Common				🖻 🛜 Stage 1		
Name				💿 Task 1		
Number	0	÷		Task 2		
Status	All	~		Stage 2		
	la saes					

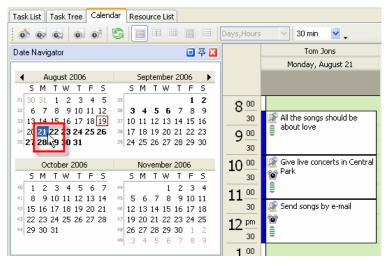
🤣 VIP Task Ma	inager [Use	r: Admi	inistra	tor][DataBase: 192.16			
File View Tool	s Help						
Task List Task T	ree Calendar	Resour	ce List				
00		1	1 1	Change Status 🔻 📑 🛊 😜			
New Tack	Name Name Name						
New Task	✓ ¥ 8 %	7 -	⊡ .©	Company			
1	🛎 🔟 🖗 🖉	₽`	Ėη	🛜 Project			
🗆 Common				🖨 🧑 Stage 1			
Name				Task 1			
Number	0	\$		Task 2			
Status	All	~		Stage 2			

Highlight a Task Group, click on New Folder button Highlight a Task Group, click on New Task button

1.4.3. Schedule Management

	Tom Jons								
	Monday, August 21	Tuesday, August 22	Wednesday, August 23	Thursday, August 24	Friday, August 25				
7.00									
30		실 Translate songs into native							
8 00		anguages		🏮 Wants to take part in the					
30			🞯 Order more country music	orchestra					
9	All the songs should be about		<u>A</u>						
30			₽		l Ordered a march				
10 00	🛢 Wanted more drums								
			OTTY to omit the rhymes:						
11 00			🍵 tonigh - so right, miss - kiss						

Calendar view shows Tasks as 'schedule'. It is useful and powerful schedule management tool for making time tables of meetings, appointments and events.



Select a date

Task List Task Tree Calen	dar Resource List			
0 0 C; 0 0	S 🛛 🖛 🖛 🖛 🖛	Days,Hours	30 min	× .
Date Navigator	그 푸 🗵		Tom	Jons
			Mon, Aug 21	Tue, Aug 22
August 2006	September 2006 🕨			
SMTWTFS	SMTWTFS			
³¹ 30 31 1 2 3 4 5	³⁵ 1 2	8 00		
³² 6 7 8 9 10 11 12 ³³ 13 14 15 16 17 18 19	³⁶ 3 4 5 6 7 8 9 ³⁷ 10 11 12 13 14 15 16	30	🧟 All the	🔔 Translate
³⁴ 20 21 22 23 24 25 26	³⁸ 17 18 19 20 21 22 23	9 00	songs should be	songs into
35 27 28 29 0 31	39 24 25 26 27 28 29 30	30	about	languages
			, Sive live	
October 2006	November 2006	10	concerts	
SMTWTFS	SMTWTFS	30	🦉 in Central	
40 1 2 3 4 5 6 7	44 1 2 3 4	11 00	🛢 Park	🧟 Boost
41 8 9 10 11 12 13 14 42 15 16 17 18 19 20 21	45 5 6 7 8 9 10 11 46 12 13 14 15 16 17 18	30	Send	Alaska
43 22 23 24 25 26 27 28	47 19 20 21 22 23 24 25		songs by	Aldska
44 29 30 31	48 26 27 28 29 30 1 2	12 <u>pm</u>	e-mail	
	49 3 4 5 6 7 8 9		~	
		1 00		

Select several dates

Users can create Tasks for the certain Dates and Time periods.

Task List Task Tree Calendar Resource List							
0 0 0	<u>s</u> = = = da	ays,Hours 🕑 30 min 🕑 🗸					
Date Navigator	💷 🏹 🔀	Tom Jons					
		Thursday, August 24					
 August 2006 	September 2006 🕨						
SMTWTFS	SMTWTFS						
³¹ 30 31 1 2 3 4 5 ³² 6 7 8 9 10 11 12 ³³ 13 14 15 16 17 18 19	35 1 2 36 3 4 5 6 7 8 9 37 10 11 12 13 14 15 16	8 00 30 Wants to take part in the orchestra					
³⁴ 20 21 22 23 24 25 26 ³⁵ 27 28 29 30 31	³⁸ 17 18 19 20 21 22 23 ³⁹ 24 25 26 27 28 29 30	9 00					
October 2006	November 2006	10 🔍					
SMTWTFS	SMTWTFS	30					
40 1 2 3 4 5 6 7 41 8 9 10 11 12 13 14 42 15 16 17 18 19 20 21 43 22 23 24 25 26 27 28 44 29 30 31	44 1 2 3 4 45 5 6 7 8 9 10 11 46 12 13 14 15 16 17 18 47 19 20 21 22 23 24 25 48 26 27 28 29 30 1 2	11 0 30 k 12 m 30					

Select a Time Period

• • • • 5 • • •	Days,Hours 🕑 30 min 💟 🗸
Dati New Task Ins) 🔲 쭈	Tom Jons
	Thursday, August 24
▲ August 2006 September 2006	
SMTWTFS SMTWTFS	
³¹ 30 31 1 2 3 4 5 ³⁵ 1 2 ³² 6 7 8 9 10 11 12 ³⁶ 3 4 5 6 7 8 9	8 00 🛢 Wants to take part in the
³² 6 7 6 9 10 11 12 38 3 4 3 6 7 6 9 ³³ 13 14 15 16 17 18 19 ³⁷ 10 11 12 13 14 15 16	30 orchestra
³⁴ 20 21 22 23 24 25 26 ³⁸ 17 18 19 20 21 22 23	9 00
³⁵ 27 28 29 30 31 ³⁹ 24 25 26 27 28 29 30	30
October 2006 November 2006	10
SMTWTFS SMTWTFS	30
40 1 2 3 4 5 6 7 44 1 2 3 4 41 8 9 10 11 12 13 14 45 5 6 7 8 9 10 11	11 00
42 15 16 17 18 19 20 21 46 12 13 14 15 16 17 18	30
43 22 23 24 25 26 27 28 47 19 20 21 22 23 24 25 44 29 30 31 48 26 27 28 29 30 1 2 49 3 4 5 6 7 8 9	12 ^{pm} / ₃₀

Click on New Task button

User can reschedule Task by dragging and dropping it all over the Schedule.

Task List Task Tree Calendar Resource List		Task List Task Tree Calendar Resource L	List
Date Navigator 🔲 🐺 🛛		Date Navigator	平 平 X
			st 2006 🕨
SMTWTFS SMTWTFS 26 25 26 27 28 29 30 1 31 1 2 3 4 5			W T F S 2 3 4 5
27 2 3 4 5 6 7 8 32 6 7 8 9 10 11 12	8 00 Purchase of VIP Task Manager	27 2 3 4 5 6 7 8 32 6 7 8	9 10 11 12 8 00
28 9 10 11 12 13 14 15 13 14 15 16 17 18 19 29 16 17 18 19 20 21 22 34 20 21 22 23 24 25 26	30		16 17 18 19 23 24 25 26 30
30 23 24 25 26 27 28 29 35 27 28 29 30 31	9 00	30 23 24 25 26 27 28 29 35 27 28 29 3	
³¹ 30 31 September 2006 October 2006	30	31 30 31 September 2006 Octobe	er 2006
SMTWTFS SMTWTFS	10		W T F S 10 00

Drag & Drop Task across the Schedule

1.5. Step 5. Tracking & Reporting

1.5.1. Applying Filters

After your employees or your team members received notifications about tasks assigned to them and started working on their task, they can update the tasks. Once they made any changes in tasks you will receive notification about that as the task owner so you will be able to track your company progress. The program allows users to track Tasks status, % of accomplishment, time left till deadlines, actual time spent, etc.

Database may contain thousands of Tasks so we strongly recommend all the users to apply filters that help to focus on actual tasks.

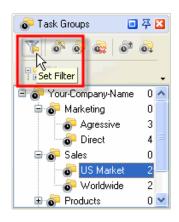
You can set filters for a certain Task Group you or your team is working on at the moment.

- Select a Task Group in Task Groups panel
- Click on Set Filter button

Filters panel is a powerful tool to display tasks with a certain names, numbers, statuses, priority, date range, owners and assigned resources.

- Choose filter settings
- Click on Apply Filter button

If you use a certain combination of filters often you can save it and then choose it from the drop-down list.





VIP Task Manager Pro

1.5.2. Watch List

If some Tasks don't relate to you directly, but you need to receive notifications of them, there are two ways:

1. You can subscribe to notifications of Tasks assigned to certain Task Groups (folders)

Edit Task(#83)
😡 General 🛛 🗑 Reminder 🔝 Resources 🛛 🚭 Attachments 🖉 🎯 Note
🐉 Comments 🛛 📩 Watch List 🛛 👸 History 🛛 🔞 Custom Fields
List of supervisors
✓ President
Project Manager
Web Designer
Developer
Financial Director
Marketing Manager
Sales Manager
Technical Support
V Ok X Cancel

Select Watch List tab in Edit Task Group dialog

2. You can subscribe to notifications of Tasks assigned to a certain Resources (users)

Edit Task(#83)	X
	ources 🛛 💿 Attachments 🛛 🧟 Note
🛛 🐉 Comments 🛛 🖹 Watch List	💕 History 🛛 👸 Custom Fields
List of	supervisors
Administrator	
Tom Jons	
President	
Project Manager	
🔲 🎋 Web Designer	
Developer	
Financial Director	
Marketing Manager	
Sales Manager	
Technical Support	
	V Ok X Cancel

Select Watch List tab in Edit Resource dialog

VIP Task Manager Pro

1.5.3. History

You can track the history of all changes in Tasks from their creation to completion.

• Select History tab in Edit Task Dialog

Edit Task(#14)
😡 General 🔯 Reminder 🔒 Resources 🐻 Attachments 🛛 🎯 Note
😂 Comments 🛛 🖹 Watch List 💽 History 🛛 😹 Custom Fields
List of changes:
'Tom Jons' at 1/29/2007 3:50 PM
Task has been created
Comment has been changed
I can't do this Task now. I have to finish my previous task.
'Administrator' at 1/29/2007 3:51 PM
Comment has been changed
Put off all other tasks. This one is extremely important!
V Ok X Cancel

1.5.4. Customizing Views

Users can customize the Task List and Task Tree view by adding columns from the list or removing columns they don't need.

mber	ber Name			riority	Status	Complete	Start Date	Finish Date	Due Date	Time Left
	-	5		Highest	In Progress	15 %	8/25/2006 10:00 -	9/2/2006 12:00 A		
Z A	Sort Descending			Low	Cancelled	100 %	8/26/2006 11:00 -	8/31/2006 12:00 -		
	Clear Sorting		1	Urgent	In Progress	2 5 %			8/21/2006	1d 6h 56n
_	Group By This Field			Normal	Draft	0%	8/21/2006 10:00 -	8/21/2006 12:00	8/21/2006	1d 6h 56n
		ets	1	High	Completed	100 %	8/22/2006 1:00 PI	9/7/2006 12:00 A		
	Group By Box	Park		Normal	Draft	0%	8/21/2006 9:30 A	8/21/2006 10:30 -		
	Footer	price		Normal	Verified	100 %			8/21/2006	1d 6h 56r
	Group Footers			Normal	In Progress	70 %	8/21/2006 8:30 A	8/21/2006 10:00 -		
	Descus This Column			High	Created	0%	8/23/2006 8:30 A	8/23/2006 10:00 -		
1	Remove This Column	anguages		Normal	In Progress	5%	8/22/2006 8:30 A	8/22/2006 11:30 -		
1	Field Chooser	r a song		Normal	Draft	0%			8/23/2006	3d 6h 56r
1	Align Left	^r outsourcing		Low	Completed	100 %	8/27/2006 10:00 -	9/5/2006 12:00 A		
1	Align Right	gh - so right, m	١	Highest	Draft	0%	8/23/2006 10:30 -	8/23/2006 1:00 PI		
1	Align Center	it love		Normal	Draft	0%	8/21/2006 8:15 A	8/21/2006 9:15 A		
	Best Fit		1	Urgent	Draft	0%	8/25/2006 9:30 A	8/25/2006 11:00 -	8/21/2006	1d 6h 56i
1				Normal	In Progress	<mark>45</mark> %	8/21/2006 2:00 PI	8/21/2006 3:30 PI		
1	Best Fit (all columns)	chestra	1	Normal	Created	0%	8/24/2006 8:00 A	8/24/2006 9:30 A		

Right-click on column header, select Remove This Column

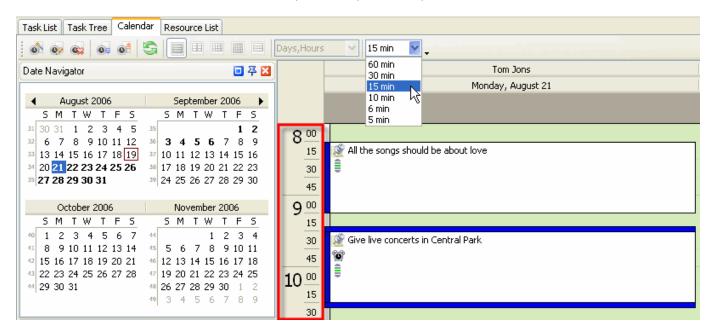
Users can customize Calendar view by adding or removing Resources Schedules, displaying Schedules for various time periods, changing Time Interval.

Date Navigator 📃 🐺 🔀			Tom Jons	
		Monday, August 21	Tuesday, August 22	Wednesday, August 23
August 2006 September 2006 ► S M T W T F S S M T W T F S				
31 30 31 1 2 3 4 5 35 1 2 32 6 7 8 9 10 11 12 36 3 4 5 6 7 8 9 33 13 14 15 16 17 18 19 10 11 12 13 14 15 16 34 20 21 22 23 24 25 26 37 10 11 12 13 14 15 16 34 20 21 22 23 24 25 26 27 28 29 30 35 27 28 29 30 31 39 24 25 26 7 28 29 30 40 1 2 3 4 5 6 7 7	$ \frac{8 \frac{00}{30}}{9 \frac{00}{30}} $	All the songs should be about love	A Translate songs into	Order more country
	$\frac{10\frac{00}{30}}{11\frac{00}{30}}$			Try to omit the rhymes: tonigh - so right, miss - kiss
🍸 Filters - Calendar 📃 📮 🔀	 12 🕮			
₩ ※ ⑧ 略	₩ ₩ +	- <		-
🔗 Notifications		√S Show More Resources	🗖 🛧 🔀 🗖	ttachments

Display more or less Resources Schedules

Task List Task Tree Calen	dar Resource List		
0 0 0 0	S	Months,Days 💉 30 min 👻 🗸	
Date Navigator		Tom :	Jons
	Week View Ctrl+	2) Monday, August 21	Thursday, August 24
August 2006	September 2006	8:30am 🌋 🏮 All the songs should be about	8:00am 9:30am 🏮 Wants to take part in th
5 M T W T F S 31 30 31 1 2 3 4 5	5 M T W T F S 35 1 2	10:00am 🌋 🞯 🏮 Give live concerts in Centr	
32 6 7 8 9 10 11 12	³⁶ 3456789		
³³ 13 14 15 16 17 18 19	37 10 11 12 13 14 15 16		
³⁴ 20 21 22 23 24 25 26 ³⁵ 27 28 29 30 31	³⁸ 17 18 19 20 21 22 23 ³⁹ 24 25 26 27 28 29 30		
~ 27 20 29 30 31			
October 2006	November 2006		
SMTWTFS	SMTWTFS		
40 1 2 3 4 5 6 7	44 1234		
41 8 9 10 11 12 13 14 42 15 16 17 18 19 20 21	⁴⁵ 5 6 7 8 9 10 11 ⁴⁶ 12 13 14 15 16 17 18	Tuesday, August 22	Friday, August 25
43 22 23 24 25 26 27 28	47 19 20 21 22 23 24 25	8:30am 실 🏮 Translate songs into native lar	9:30am 11:00am 🏮 Ordered a march
44 29 30 31	48 26 27 28 29 30 1 2		
	49 3 4 5 6 7 8 9		

Select Weekly, Monthly or Yearly Schedule



Change Time Interval

User Start Up

1.5.5. Exporting

Users can export Task List and Task Tree view to HTML and MS Excel to add this information to their reports or publish on corporate website.

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Г					
	Number	Name	Priority	Status	Complete
	1	Destroy competitors' records	Highest	In Progress	15 %
	2	Buy all the radio airtime	Low	Cancelled	100 %
	3	Sell songs free of charge	Urgent	In Progress	25 %
	4	Send songs by e-mail	Normal	Draft	0%
	5	Hand out songs on the streets	High	Completed	100 %
	6	Give live concerts in Central Park	Normal	Draft	0%
	7	Correlate song price with oil price	Normal	Verified	100 %
	8	Boost sales in Alaska	Normal	In Progress	70 %

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	B19	✓ fx Purchase VIP Tas	k Manager		
	A	В	С	D	E
1	Number	Name	Priority	Status	Complete
2	1	Destroy competitors' records	Highest	In Progress	15 %
3	2	Buy all the radio airtime	Low	Cancelled	100 %
4	3	Sell songs free of charge	Urgent	In Progress	25 %
5	4	Send songs by e-mail	Normal	Draft	0%
6	5	Hand out songs on the streets	High	Completed	100 %
7	6	Give live concerts in Central Park	Normal	Draft	0%
8	7	Correlate song price with oil price	Normal	Verified	100 %
9	8	Boost sales in Alaska	Normal	In Progress	70 %
10	9	Order more country music	High	Created	0%
11	10	Translate songs into native languages	Normal	In Progress	5%

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1.5.6. Printing

Users can print Task List and Task Tree view to present reports, take to do lists out of office, etc.

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	Number	Name	Priority	Status	Complete	Start Date	Finish Date	Due Date	Time Left	Folder	Assigned
		Name Destroy competitors' records		Status In Progress	-	Start Date 8/25/2006 10:00 -		Due Date		Folder Agressive	
	1				-			Due Date			
	1 Burn	Destroy competitors' records			15 %	8/25/2006 10:00 .					Assigned Michael Jacksa Michael Jacksa
	1 Burn 2	Destroy competitors' records 'em all!	Highest	In Progress	15 %	8/25/2006 10:00 .	9/2/2006 12:00 A 8/31/2006 12:00 .			Agressive Agressive	Michael Jacks
	1 Burn 2 3	Destroy competitors' records 'em all! Buy all the radio airtime	Highest	In Progress Cancelled	15 %	8/25/2006 10:00 .	9/2/2006 12:00 A 8/31/2006 12:00 .			Agressive Agressive	Michael Jacks