

5 Taming Your To Do List



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Introduction

Tame your to do list by using your Avigo to manage the **Tasks** you need to accomplish today and in the future. This chapter shows you how to enter, prioritize, view, edit, and delete **Tasks** with Avigo's **To Do** application.



If you don't have time to return all of your voice messages at once, create a To Do category named To Call. Enter each caller's name and phone number. Then, return the calls at your convenience.

To Do View

When you choose **(To Do)** at the bottom of the **Calendar** screen or press the **to do** key, the **To Do View** is displayed. Previously created **Tasks** and their associated statuses and priorities will be displayed

To Do			
Business		Active	
Fri. Aug 15. 1997		3:39pm	
	Davis		
3	EURO MKTG RPT	8/14	
	prep		
1	Assign resources	8/15	
	to offsite storage		
	project		
1	Eval. of ATL-60	8/18	
	QTRLY RPT		
	None Review of	8/18	
	Localization		
	Procedures		

Explanation of Task status



- ☐ - Pending Task
- ☒ - Overdue Task
- ☒ - Completed Task

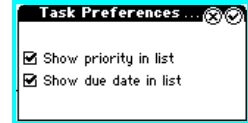
If a **Task** is associated with a due date, Avigo will monitor the **Task** status and automatically change the status to overdue if, by the day after the due date, you have not checked it off as being completed.

Priorities (1 to 3) may be associated with each **Task**, if desired, and displayed on the screen. You have the option to choose to display due dates and priorities on this screen. Display options for priorities and due dates are controlled by **To Do** preference settings.

Setting To Do Preferences



Display options for **Task** priorities are controlled by **To Do** preferences. **To Do** preferences are accessed through the menu.


1. Open the menu and choose **Preferences**. The **Task Preferences** screen is displayed.
2. Check the box to the left of **Show priority in list** to display priorities for tasks. Check the box to the left of **Show due date in list** to display due dates for tasks. Uncheck the boxes for these options to remove them from the display.
3. Tap  to save your changes or tap  to return to the previous screen without saving them.




Entering Tasks

Entering a **Task** is a simple matter of selecting the date for the **Task**, selecting or creating a **To Do List** and entering **Task** details. To make sure the **Task** is completed at the right time, be sure to prioritize all of your **Tasks** and scan them on a daily basis.

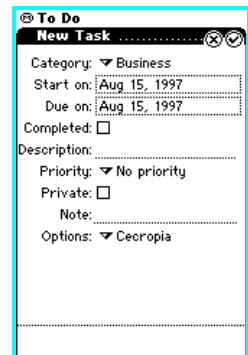
1. Tap  at the bottom of **Calendar**, or press the **to do** key.
2. If necessary, tap  to select a date for the **Task**.

Note: You may also locate the date you want to record the **Task** by displaying **To Do** view, choosing , tapping the **Start on** box and using the **Date Picker** to select a date.

3. Tap  at the bottom of the **Task** screen to display the **New Task** screen.
4. Choose a category for the **Task** from the **Category** list.

Note: The first time you view the **Category** list, a default category called **unfiled** will be displayed. If you want to change the name of this category or create new categories, see *Adding and Editing Categories in Chapter 2: Quick Start Short Cuts*.

5. Confirm or change start and due dates for the **Task**.
6. Enter a description of the **Task**.
7. If desired, choose a **Priority** for the **Task**.
8. If desired, place a check mark in the **Private** box to password-protect and hide the **Task**.



9. If desired, enter additional information about the **Task** in any custom fields you may have created.
10. Tap ✓ to save the new **Task** entry or tap ✕ to return to the previous screen without saving it.



*You may also create a new **Task** by displaying an existing **Task**, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

Viewing Tasks

Accessing and displaying a **Task** is easily done. To view a private **Task**, you will need to enter a password after selecting **Show private**. It is a good idea to review your **To Do** lists daily, checking off a **Task** when completed and monitoring pending or overdue **Tasks**. In **To Do** view, you can press the **pgup/pgdn** key to go to previous/next days. By pressing the **to do** key, you can change the **Task** category in view.

1. In **To Do** view, locate and select the category of the **Task** you want to view.
2. If necessary, change the type of **Tasks** displayed by opening the **Secondary** list box and choosing:
 - **All**
 - **Active** (pending or overdue for the currently selected date)
 - **Completed**

The screenshot shows a 'To Do Detail' window with the following information:

- Category:** Business
- Task:** EURO MKTG RPT prep
- Status:** Overdue
- Priority:** 3
- Due on:** Aug 14, 1997
- Start on:** Jul 23, 1997
- Note:** Gather input from FEs in Frankfurt
- Options:** goal: MKT SHR

At the bottom, there are two buttons: **New** and **Edit**.



If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so.

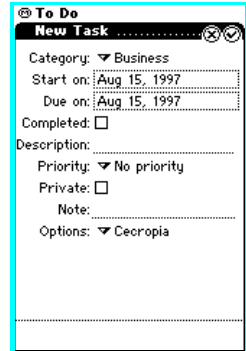
3. After locating the **Task** you want to view, tap on it to display detail view.



Editing and Deleting Tasks

Task details can be edited by using on-screen keyboards or by copying information from one **Task** and pasting it into another. Deleting a **Task** is easily done by displaying the **Task**, opening the menu and choosing **Delete entry**.

To edit a Task:



1. In **To Do** view, tap on the **Task** you want to edit to display detail view. If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so.
2. Tap **Edit** at the bottom of the screen.
3. To check off the **Task** as being completed, check the **Completed** box. The completed **Task** will show with the current date as a default completion date. You can change the completion date as desired by choosing the **Due on** box and selecting a date with the **Date** picker.
4. Add, change, or delete information as desired.
5. Tap  to save your changes or tap  to return to the previous screen without saving your changes.



To Do
New Task  

Category: ▼ Business
 Start on: Aug 15, 1997
 Due on: Aug 15, 1997
 Completed: ☐
 Description: _____
 Priority: ▼ No priority
 Private: ☐
 Note: _____
 Options: ▼ Cecropia



*A quicker way to check off any **Task** as being completed may be accomplished by tapping on the status box (, ) of a **Task** in **To Do** view.*

To delete a Task:

1. In **To Do** view, tap on the **Task** you want to delete to display detail view. If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Task** to display detail view.
2. Open the menu on the title bar and select **Delete entry** to delete the **Task**.
3. Tap **Yes** to confirm and complete the delete action.