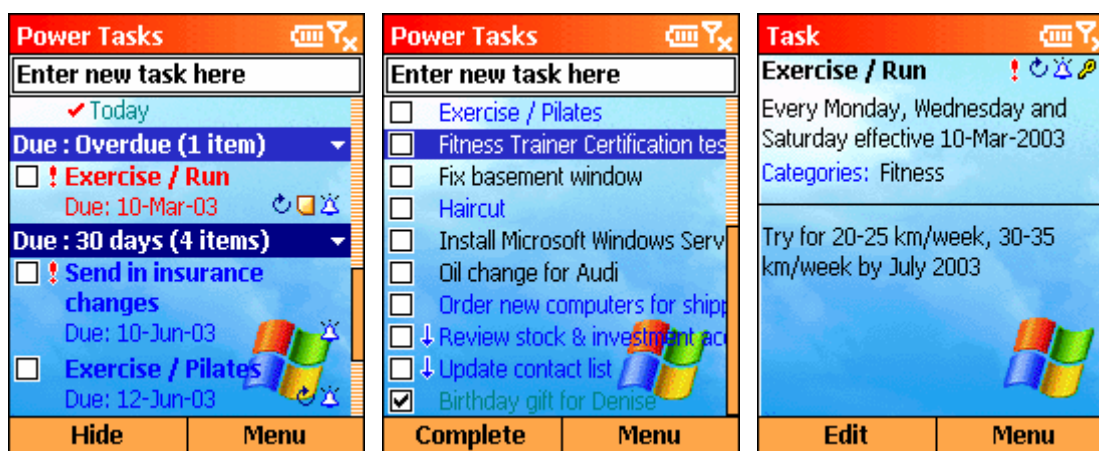




Developer One, Inc. • 10437 Innovation Drive • Suite 320 • Milwaukee WI 53226 • USA
www.developerone.com • gomobile@developerone.com

Developer One Power Tasks for Windows-powered Smartphone 2002/2003 Beta-Preview v1.0 / June 2003

Welcome to Developer One **Power Tasks** for Microsoft Windows Powered Smartphone 2002/2003 devices!



Overview

Power Tasks greatly enhances the capabilities of your Smartphone to better manage your Outlook tasks/to-do list!

Power Tasks was optimized specifically for your Smartphone to help you use your phone as a very powerful task management tool. Going far beyond the built-in Tasks program, Power Tasks gives you the power to group your tasks by category, date, priority... Create, edit and modify tasks... quickly navigate your list, and personalize it to help you stay on top of all of your important to-dos!

Smart features like grouping, quick task entry and user defined subjects let you quickly enter new tasks, and when you need to edit the details, you've got all of the power you need.

Requirements

Any Windows-powered Smartphone 2002/2003 device. Approx 175K memory needed.
Tested compatible with available Smartphone devices at the time of this release:
i.e Orange SPV, Everlink Wireless Red-E, Tanager

Data Compatibility

Power Tasks utilizes the same tasks database as your built-in Smartphone Tasks application, meaning that any data you enter into Power Tasks will also synchronize through ActiveSync to your desktop PC in Outlook.

Key Features in Developer One Power Tasks

- Word wrapping option lets you see the complete subject line of your tasks in the list. You can even enable an option to only show you the complete subject for tasks not yet completed to save you space.
- Status icons quickly show you which tasks are recurring, have notes or alarms set.
- Using the action pad/joystick on your Smartphone, you can define the actions of the left/right/action presses to perform commands like complete, change priority, view notes and more.
- Personalize the left menu command button so that you can work with your tasks list the way you want to!
- Multiple font/text size support.
- Customize the background images to personalize your tasks list
- Quick task entry (at top of display) supports a customized subject list. Just press "up" to scroll through your pre-defined subjects to quickly enter a subject for a new task.
- Group your tasks by complete, category, priority, start or due dates.
- Three-level task sorting to better organize your tasks.
- Fully customize the colors of your task items
- Apply categories to your tasks
- Quickly view notes and the capability to edit the notes of your tasks
- Set task reminders
- Power Tasks is so powerful, yet so easy to use!

Few limitations (also not possible with built-in tasks application)

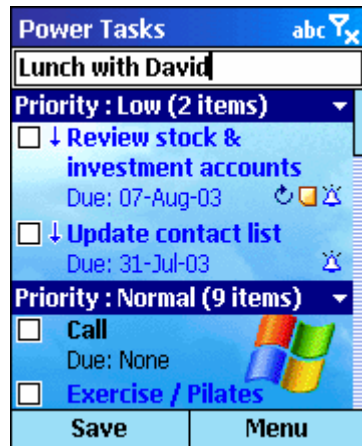
- Power Tasks will allow you to fully view existing recurring task items and edit the subject and data fields, however you may not change the dates or recurrence patterns on these tasks. Should you wish to create or modify recurring task items, please do so from Outlook on your desktop PC then synchronize these tasks to your Smartphone.

Getting Started

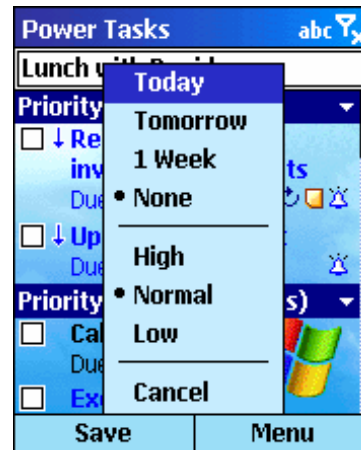
Once you have installed and run Power Tasks, you'll be presented with your tasks list. Let's quickly create a new task...

New Task / Method 1: Using the new task quick-entry bar

1. Press up on the navigation pad/joystick until your cursor goes into the "Enter New Task Here" box. **OR** Press the 1 button on the keypad to quickly jump to the task edit box.
2. Once your cursor is located in the edit field, as you press up, you will scroll through your list of customizable "My Subjects". Once you find one that you would like to use (like "Lunch with"), start entering the rest of the subject.



When in the new task quick entry bar, press UP to scroll through your subject list.



Use the Menu button to select a due date and/or priority for the new task.

3. If you want to set a due date or priority for the task, press the Menu button.
4. Press Down to save the task.

New Task / Method 2: Using the full task editor

1. Select Menu/New
2. When the subject field is blank, pressing down on the Action button will bring up a list of your subjects to select from.

The screenshot shows a task editor window titled 'Task' with a search bar 'abc' and a close button 'x'. The 'Subject' field contains 'Follow-up with Janice'. The 'Starts' field has a checked checkbox and the date '05-Sep-03'. The 'Due' field has a checked checkbox and the date '09-Sep-03'. The 'Remind' field has a dropdown menu showing 'Start date'. The 'Priority' is set to 'High'. There are checkboxes for 'Completed' and 'Private'. The 'Notes' field contains 'Discuss new construction deta'. At the bottom are 'Done' and 'Cancel' buttons.

When creating a new task, the reminder options are limited to common selections. When you later edit the task you may change the date of the reminder as desired.

The screenshot shows a task editor window titled 'Task' with a search bar 'abc' and a close button 'x'. The 'Subject' field contains 'Send in insurance change'. The 'Starts' field has a checked checkbox and the date '10-Jun-03'. The 'Due' field has a checked checkbox and the date '12-Jun-03'. The 'Remind' field has a checked checkbox and the date '10-Jun-03'. The 'Priority' is set to 'High'. There are checkboxes for 'Completed' and 'Private'. The 'Notes' field is empty. Below the 'Notes' field is a 'Categories' section with a dropdown menu showing 'Select Items'. At the bottom are 'Done' and 'Cancel' buttons.

To view a full-screen editor for the Subject or Notes, simply press the Action button when in those fields.

The screenshot shows a list titled 'Task Subject' with a search bar 'abc' and a close button 'x'. The list contains the following items: Buy, Call, Cancel, Complete, Follow-up with, Lunch with, Meet with, Schedule, and Visit. At the bottom are 'Select' and 'Cancel' buttons.

3. Save your changes by pressing **Done**.

Navigating Through your Task List

Number Pad Keys:

- **1** Jump to quick-entry bar at top of display
- **2** Jump to top of list
- **5** Jump up the list (will jump up approx 25% of items list)
- **8** Jump down the list (will jump down approx 25% of items list)
- **0** Jump to end of list

Navigation Pad/Joystick:

- **Up/Down** Navigate to next/previous item in list
- **Press/Action** Depends on user option, see Menu/Settings/Options/"**On Action**"
Default action: Preview task
If grouping tasks is enabled, pressing Action when on a group will expand/contract that group of tasks in the list.
- **Left Press** Depends on user option, see Menu/Settings/Options/"**On Navigate/Left**"
Default action: Change priority
- **Right Press** Depends on user option, see Menu/Settings/Options/"**On Navigate/Right**"
Default action: Show notes

Left Soft-Menu button:

The left soft-menu action is indicated by the left menu entry at the bottom of the display. You may change the action for this by going to Menu/Settings/Options/**Left Menu Button**. Default action: Activate/Complete (check/uncheck)

Next... Customizing Power Tasks to better meet your specific needs and personality.

To access the options mentioned below, select Menu -> Settings.

Customizing Power Tasks: Options

The Options screen allows you to customize the way you interact with Power Tasks.

Font Options

- **Small, Normal, Large, Small Bold, Normal Bold, Large Bold**

Multi-line Display

- **Disabled:** Show only one line of task subject (not including status line if enabled in Content options.)
- **Enabled:** Always display full subject text in list.
- **Enabled only for incomplete tasks:** Show full subject if not complete. If complete, show only one line of subject.

Left Menu Button

This assigns an action to the left soft-menu button at the bottom of the display.

- **New:** Launch editor to create new task.
- **Complete/Activate:** Complete or Activate (Check/uncheck) current task.
- **View:** Preview task details.
- **View Notes:** Open task note viewer.
- **New (Quick entry):** Jumps to new task quick entry box at top of display.

On Action, On Navigate / Left, On Navigate / Right

Select the command you would like to execute when depressing the Action, Left or Right buttons.

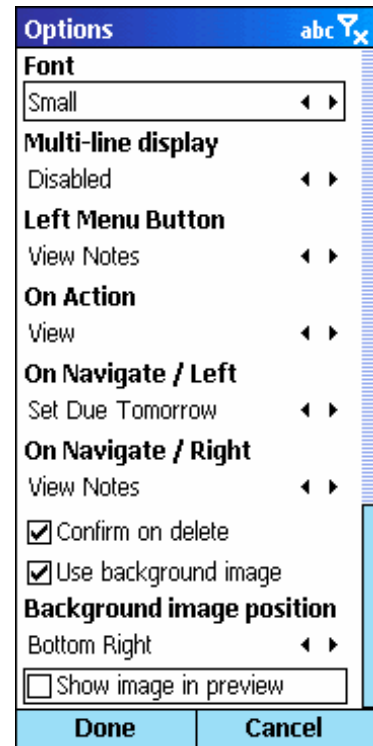
- **<none>:** Perform no command.
- **Complete/Activate:** Complete or Activate (Check/uncheck) current task.
- **View:** Preview task details.
- **View Notes:** Open task note viewer.
- **Edit:** Open task for editing.
- **Change Priority:** Change priority (rotates through High/Normal/Low priorities.)
- **Set Due Today:** Sets task due date for Today
- **Set Due Tomorrow:** Sets task due date for Tomorrow

Confirm on delete: If checked, you will be prompted to confirm (yes/no) when deleting a task.

Use background image: Check this to browse and select a background image to use in your tasks list and optionally the task preview window. If already checked and you wish to change the image, uncheck then re-check the box and you will be again prompted to select a new image.

Background image position: Selects the alignment of your image within the tasks list or preview screen. By default, this is selected to be bottom-right with one of the default Smartphone theme images. You can use the Tile alignment option to create a wallpapered background from smaller images.

Show image in preview: Show the selected background image in the task preview window. (only available if you have checked to use a background image.)



Power Tasks Options

Customizing Power Tasks: Content

The Content screen lets you choose what information is displayed about your tasks, how you would like them to be grouped and/or sorted.

Show task date/info line: When enabled, this will add an additional line to each task in the list showing the due date and status icons including Note, Recurring and Alarm.

Show priority icons: Use to hide/show the priority icons seen at the left side of the display near the checkboxes for each task.

Show completed tasks: Uncheck if you wish to hide all completed tasks from the list display.

Group tasks by:

- **<None>:** Show all tasks without any grouping.
- **Complete:** Group by complete and incomplete.
- **Priority:** Groups by High, Normal and Low priority.
- **Start:** Groups tasks according to start date.
- **Due:** Groups tasks according to the due date.
- **Category:** Groups tasks by category. If a task belongs to more than one category, it may appear in more than one group.

Sorty tasks by:

- **1, 2, 3:** Order in which sort is applied.
- **<None>:** Sorting is done by order in which the tasks are stored in database.
- **Complete:** Sort by completion status.
- **Priority:** Sort by priority.
- **Start:** Sort by starting date.
- **Due:** Sort by due dates.
- **Subject:** Sort tasks by subject text.

Ascend/Descend: Establishes in which order items are displayed in the sort.

The screenshot shows a dialog box titled "Content" with a blue header bar containing "abc" and a search icon. The dialog has a white background and a blue border. It contains several options with checkboxes: "Show task date/info line", "Show priority icons", and "Show completed tasks", all of which are checked. Below these is a section titled "Group tasks by" with a dropdown menu set to "Category" and a sort order dropdown set to "Ascend". Below that is a section titled "Sort tasks by" with three numbered options: "1 Complete" (sorted Ascend), "2 Priority" (sorted Descend), and "3 Subject" (sorted Ascend). At the bottom of the dialog are two buttons: "Done" and "Cancel".

Power Tasks Content Settings

Customizing Power Tasks: Colors

The Colors screen gives you the option to choose the colors that best suit your needs to better identify tasks within your task list.

Use Smartphone colors: If checked, Power Tasks will use default system colors for the background, text and highlighting of items in your tasks list. If checked, other color selections are not available.

While most of these choices may be obvious as to what items they will affect in the display, the 'Background' color will have no effect if you are currently using a background image that covers the entire display.

To select a new color for any item: Use the navigation/arrow-pad and press left or right to scroll through the color selections. Colors beyond the pre-defined base color selections can only be established at this time by editing the registry. We'll soon allow you to fully customize the color selections.



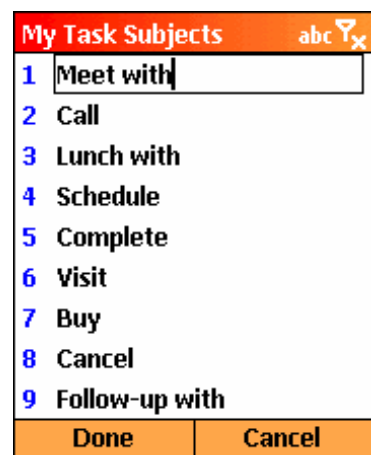
Power Tasks Color Options

Customizing Power Tasks: My Subjects

Power Tasks helps make it easier for you to enter frequently used task subjects. It's very much like the Smartphone has a "My Text" feature that works within MSN Messenger and the Inbox, but this list is dedicated to your task management needs.

All of the subjects you enter into this list are available when:

- You are in the new task quick-entry box in the main screen
- You are editing a task in the task editor and the current subject is blank. Pressing the Action pad will bring up this list from which you may choose the subject.



Power Tasks "My Subjects" Editor

Customizing Power Tasks: Unsupported Functions

Note: These features are subject to change at any time. No support is offered for these or any other available or future unsupported features.

When in the quick task entry bar at the top of the main screen, enter:

- pt:e1** Adds an Exit button to the main menu
- pt:e0** Removes the Exit button.

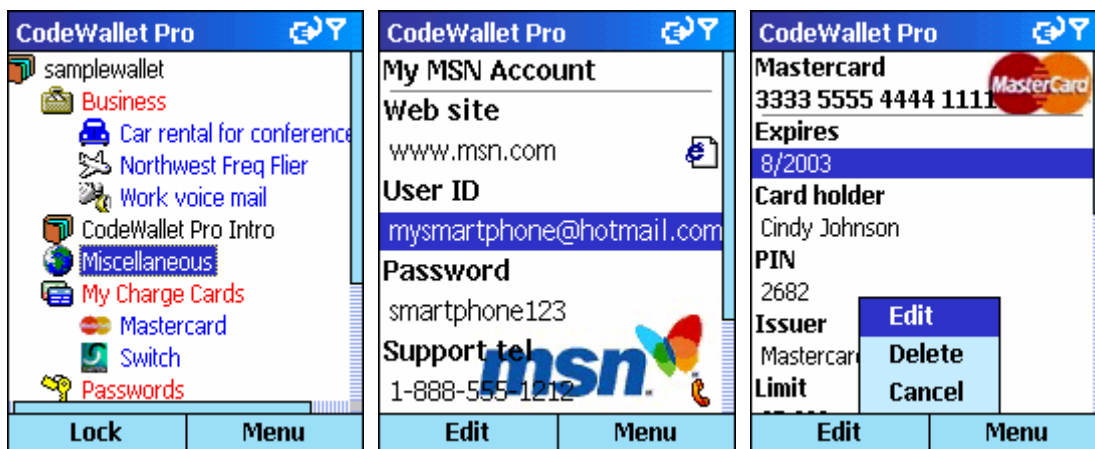
- pt:clr** Clears (deletes all items from) the entire tasks database. You will be prompted for confirmation before all tasks are deleted.

- pt:a0** Removes "Activate/Complete" from the main menu (redundant depending on your assignment of commands to the left menu button or navigation pad.
- pt:a1** Restores the "Activate/Complete" menu entry

- pt:r0** Reset options to defaults.

Other great Smartphone titles from Developer One

CodeWallet Pro / Smartphone Edition



Safely and securely manage and organize all of your important information on your phone!

More great Smartphone software titles coming soon!

More Power Tasks Screen Shots



