

Buttons

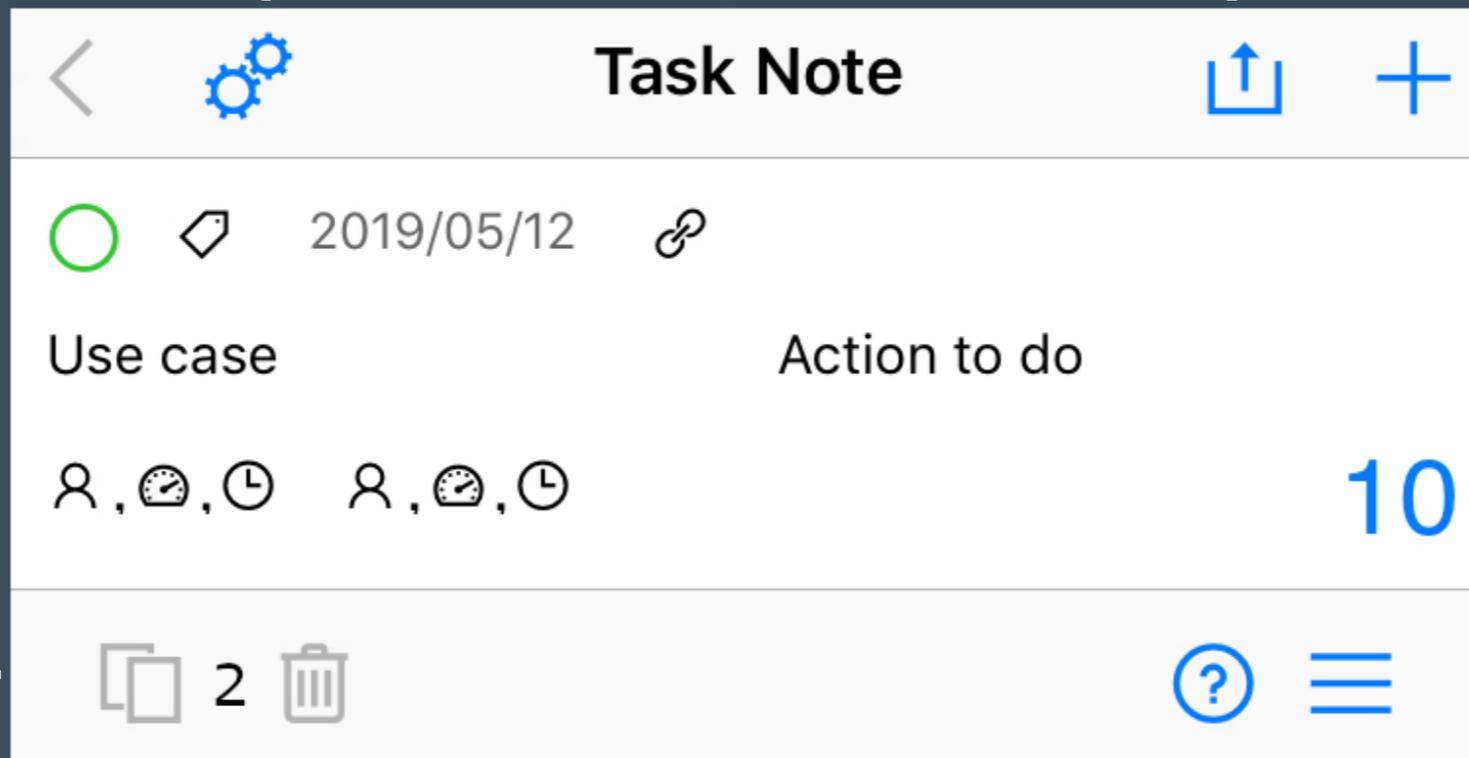
Filter your tasks

The current task

Mail, View Pdf timeline and list report, Backup, Text import

Go back to parent task

Add a new task



Move selected tasks here

Number of children tasks : go to children tasks

Number of selected tasks

Delete selected tasks

Help & Support

Re-order tasks, Select tasks

Task details

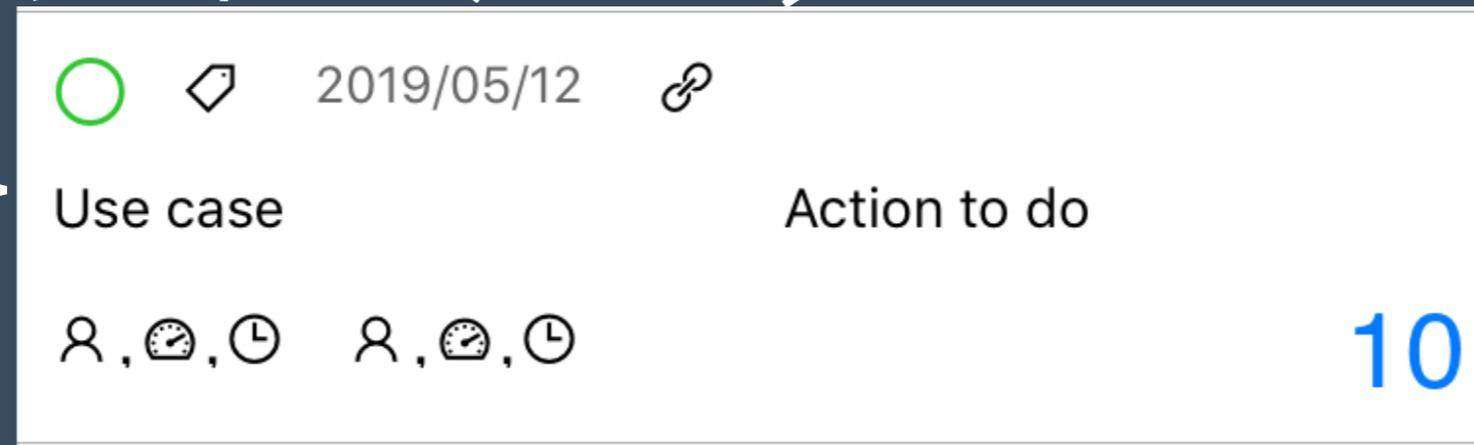
Choose a status

Set an identifier

Set the due date

Set an identifier of another task this one depends on

Enter a task subject



A task details form with a white background and dark text. At the top left is a green circle icon. Next to it is a pencil icon, followed by the date '2019/05/12' and a link icon. Below these are two input fields: 'Use case' and 'Action to do'. Under 'Use case' are three icons: a person, a clock, and a clock. Under 'Action to do' are three icons: a person, a clock, and a clock. On the right side of the form is a large blue number '10'. Callout boxes point to various elements: 'Choose a status' points to the green circle; 'Set an identifier' points to the pencil icon; 'Set the due date' points to the date; 'Set an identifier of another task this one depends on' points to the link icon; 'Enter a task subject' points to the 'Use case' field; 'Enter an action to be completed' points to the 'Action to do' field; 'Enter resources names and estimated loads and durations' points to the icons under 'Use case'; 'Enter resources names and consumed loads and durations' points to the icons under 'Action to do'; and 'Number of children tasks : go to children tasks' points to the number '10'.

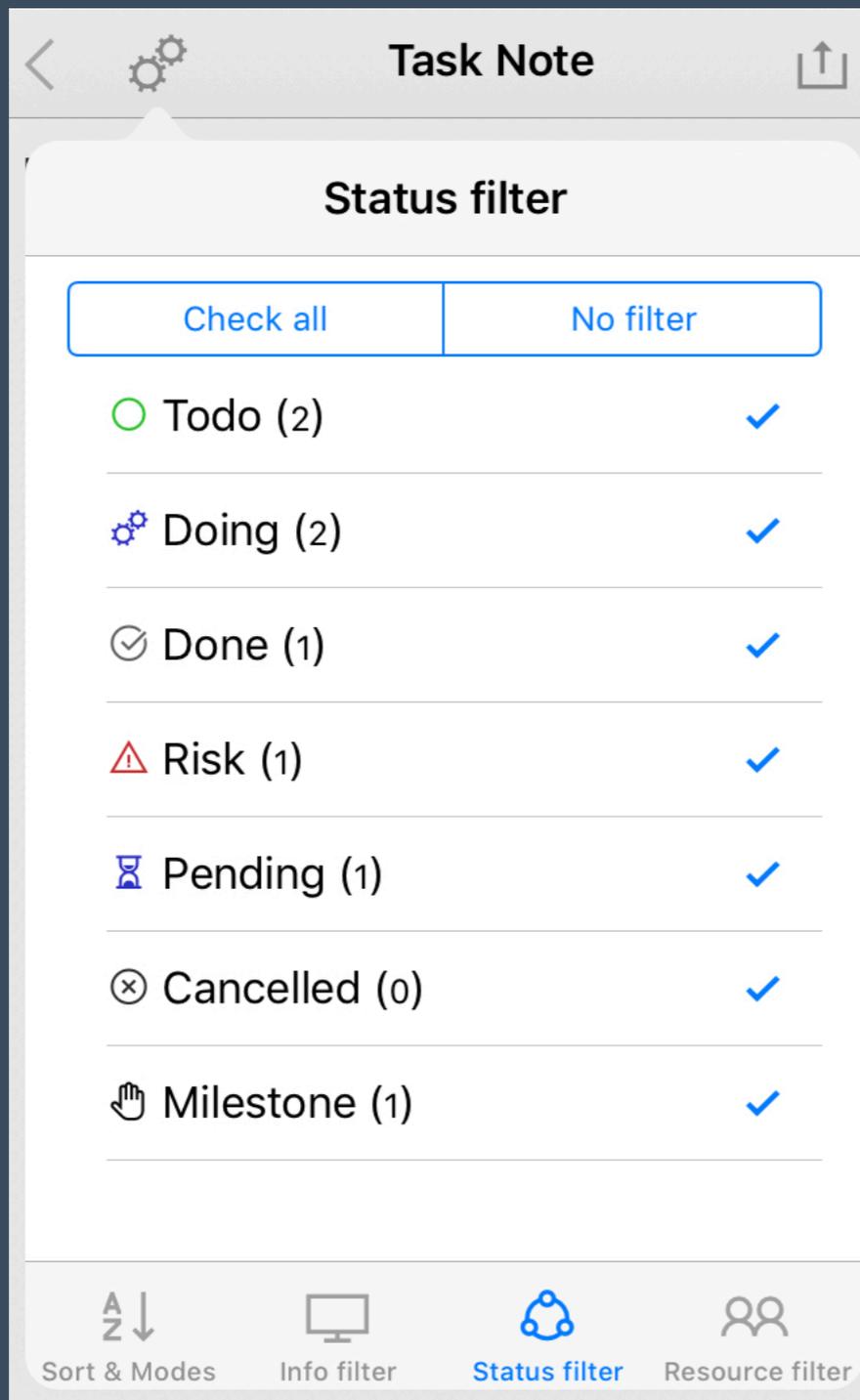
Enter an action to be completed

Enter resources names and *estimated* loads and durations

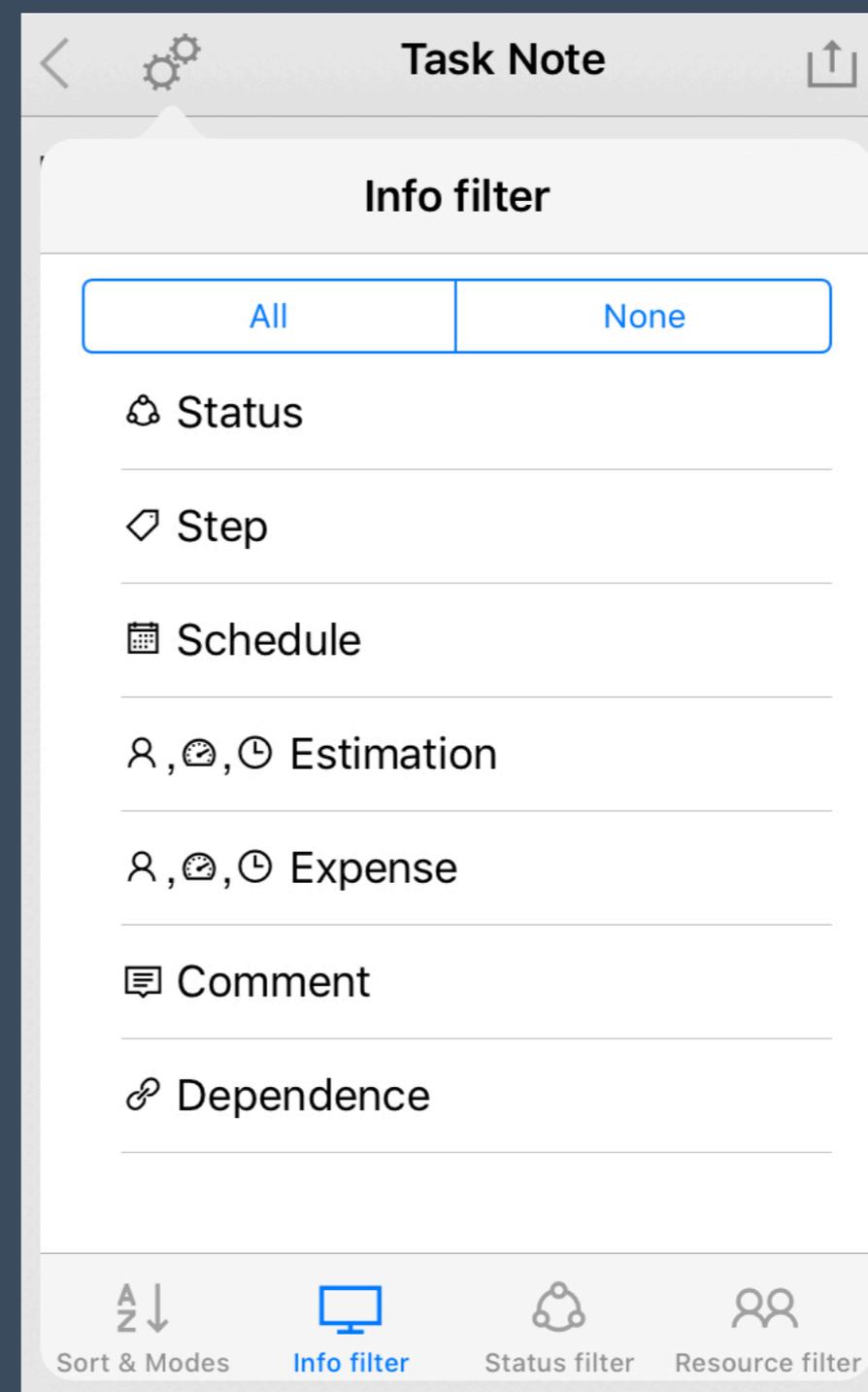
Enter resources names and *consumed* loads and durations

Number of children tasks : go to children tasks

Settings and filters

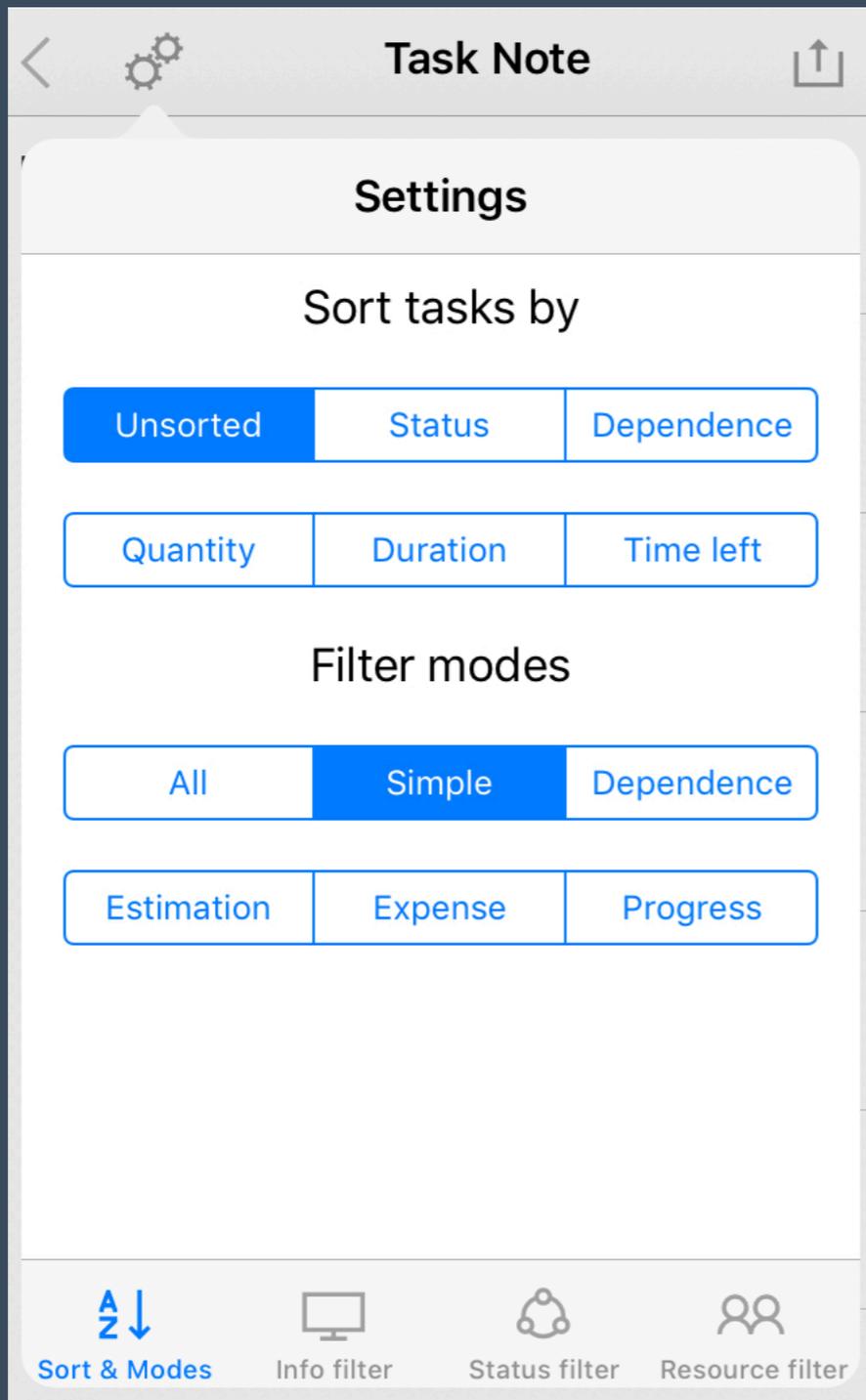


Only tasks in checked status will be visible

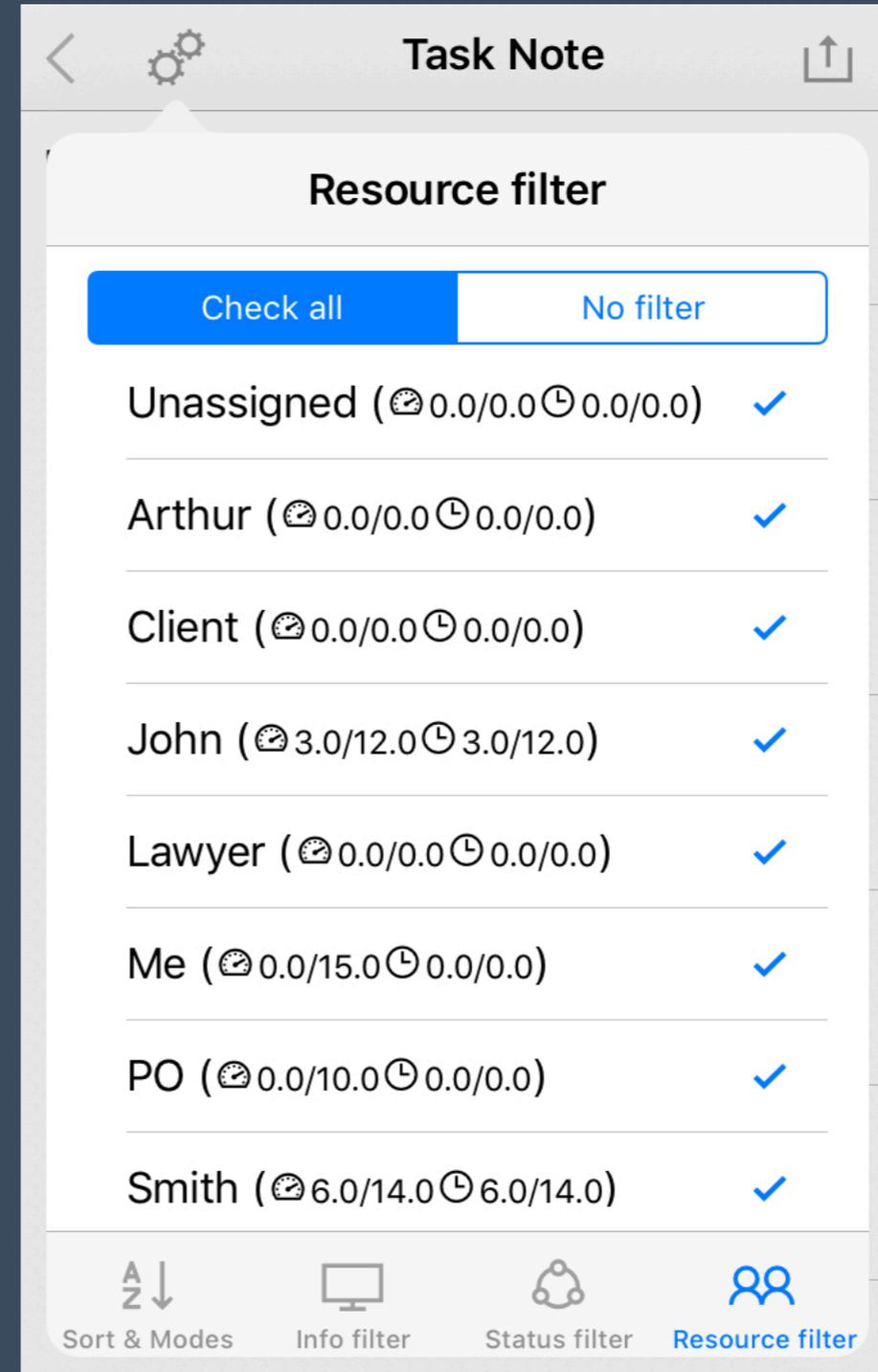


Only checked information will be visible on screen

Settings and filters



Filter modes act like presets on other filters.



Only tasks assigned to checked resources will be visible

Import - Export

**Create a Pdf
timeline view
from the
current task**

**Mail a formatted
text and a csv
file from the
current task**

Pdf, Mail, Backup, Paste

Pdf timeline

Pdf list

Mail

Backup

Paste

Cancel

**Create a Pdf
list view from
the current
task**

**Backup all
tasks via
Mail**

**Add tasks by
pasting formatted
text, copied from
another
application**

Task Note's text format

Use this syntax to edit,
import or export tasks
with a text editor

One line per task

[status] {identifier}. [subject] ; {action} ; {due date} ; {estimation}... ; {consumption}... ; {dependance Id}

[Status] values are :

: theme
* : target, objective, goal
- : todo
> : doing
/ : done
. : milestone
= : awaiting
! : risk warning

{due date} format is :

yyyy/mm/dd

{estimation} and {consumption} format is :

string,number,number ...

Each triplet identifies a resource, a load, and a duration
Triplets can be chained, separated by a space character

Other fields are character strings.

The identifier is followed by the dot '.' character.

Do not use the character ';' in any field, it's used as field separator.

List report indicators

Load

Duration

Due date

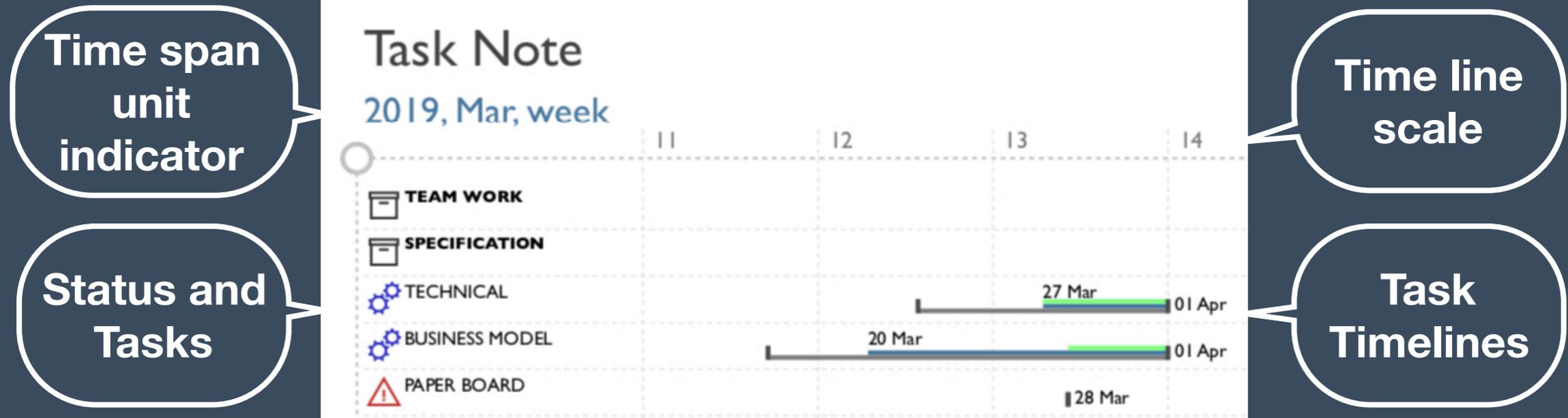
SCHEDULE	TIMELEFT	ESTIMATED		CONSUMED		INDICATORS	
2019/05/12	17 / 50	51.0	26.0	9.0	9.0	17.65%	34.62%
		26.0	26.0	9.0	9.0	34.62%	34.62%
2019/04/01	5 / 91	10.0	10.0	5.0	5.0	50.00%	50.00%
2019/04/01	12 / 91	16.0	16.0	4.0	4.0	25.00%	25.00%

Estimated
- consumed
duration

Number of days
left from now to
the due date

Consumed %
estimated

Timeline



In this example, the timeline starts in march 2019 and uses the 'week of year' numbers : 11 to 14.

Only tasks with due dates have timelines

The task lines are drawn from right to left, starting from the task's due date (end of line)

The **green** line shows the consumed time

The **blue** line shows the estimated remaining amount of time

The **grey** line shows the estimated duration for the task