

TaskAttention™ User Guide (Version 1.0)



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Overview

TaskAttention is application for managing tasks, events and simple notes for your daily life. As its name shows, it helps you to focus attention on the right place and therefore improve your productivities and ability to manage time efficiently.

Get Started

When you start TaskAttention, the following is first screen you will see.

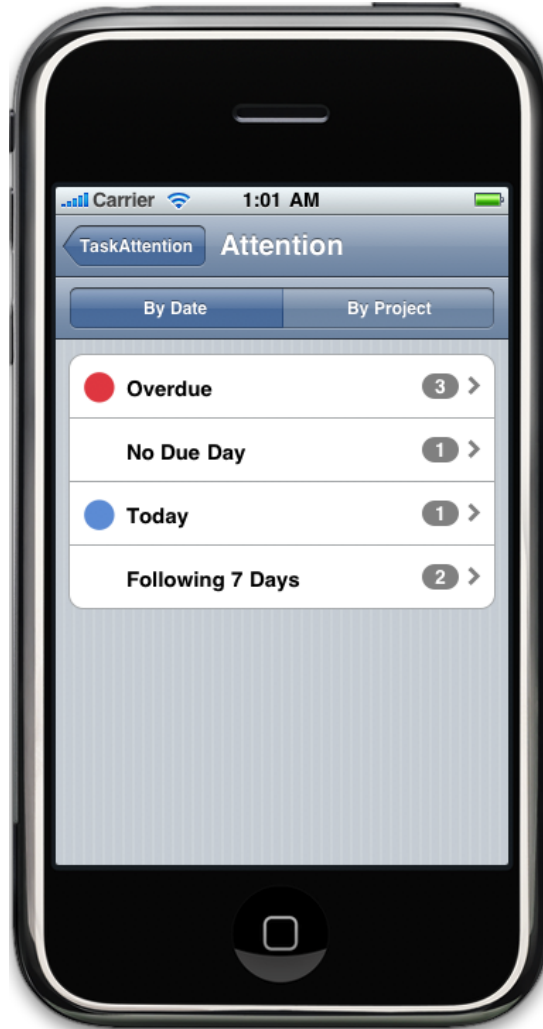


On the top of page, there is always a entry called "Attention". It always contains tasks of the following categories:

- Overdue Tasks
- Tasks without due date
- Today's Tasks
- Tasks for the following 7 Days

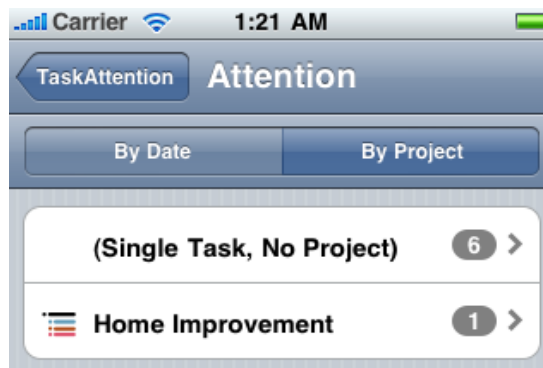
There are the tasks that you should focus your attention on, TaskAttention will always show the above categories in "Attention".

When you tap “Attention”, you will see the following screen.



This screen display these tasks in “Attention” in two ways: By Date and By Project. The above screen shows you when you select By Date. Then it will shows you how many tasks are overdue, how many tasks are for today and so on.

If you click on By Project, it will show you these tasks organized by project.



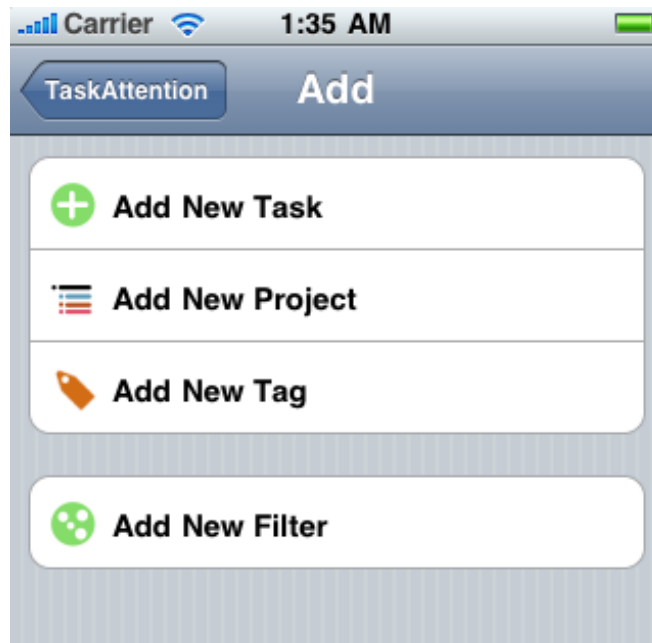
You can see that TaskAttention automatically help you focus your attention on these important tasks (in this example, we have 7 tasks in total). And TaskAttention shows you these same 7 tasks from different point of views : By Date and By Project.

Add Task

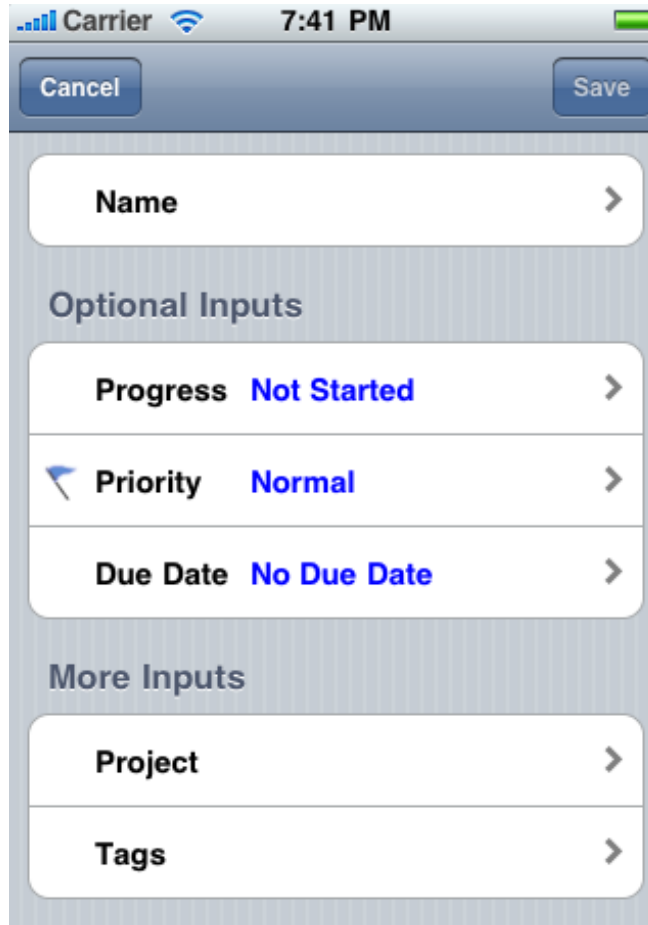
To add a new task, tap the plus sign in the middle on the home screen.



After you tap plus sign, it will show you the following screen, and please tap “Add New Task”.

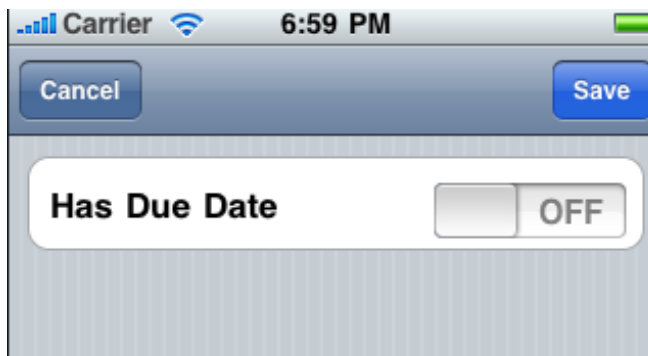


Then you will see the following screen in the next page.



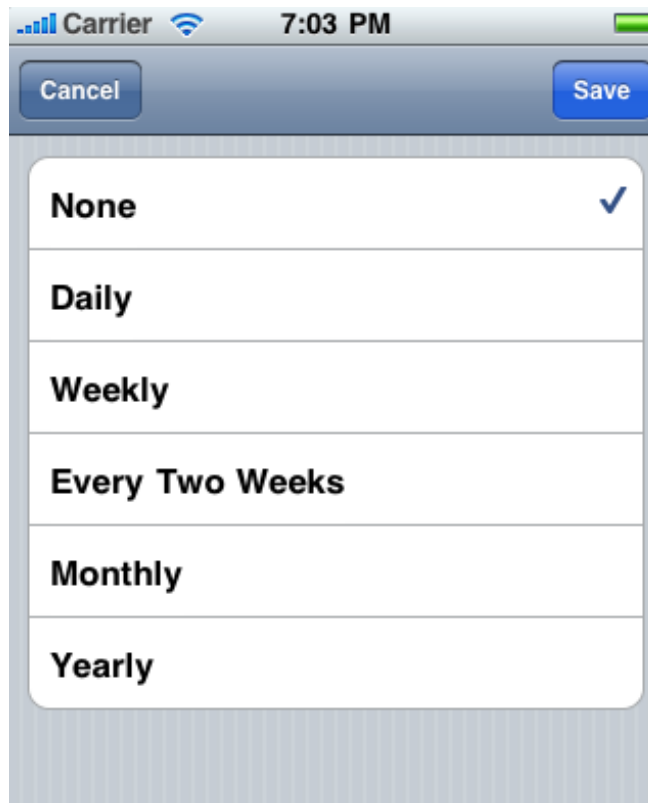
This only thing you have to enter is task name. All other fields are optional. Once you enter information, you can tap “save” and the new task will be saved.

By default, the due date is set as “No Due Date”. If you want to set a due date or repeat tasks, just tap “Due Date”, it will show you the following screen.



Then you can tap switch to change it to “On”. At the same time, you will see the pick view so you can select a due date.

If you want to set repeat tasks, please tap “Repeat” on the screen, it will show you the following screen.



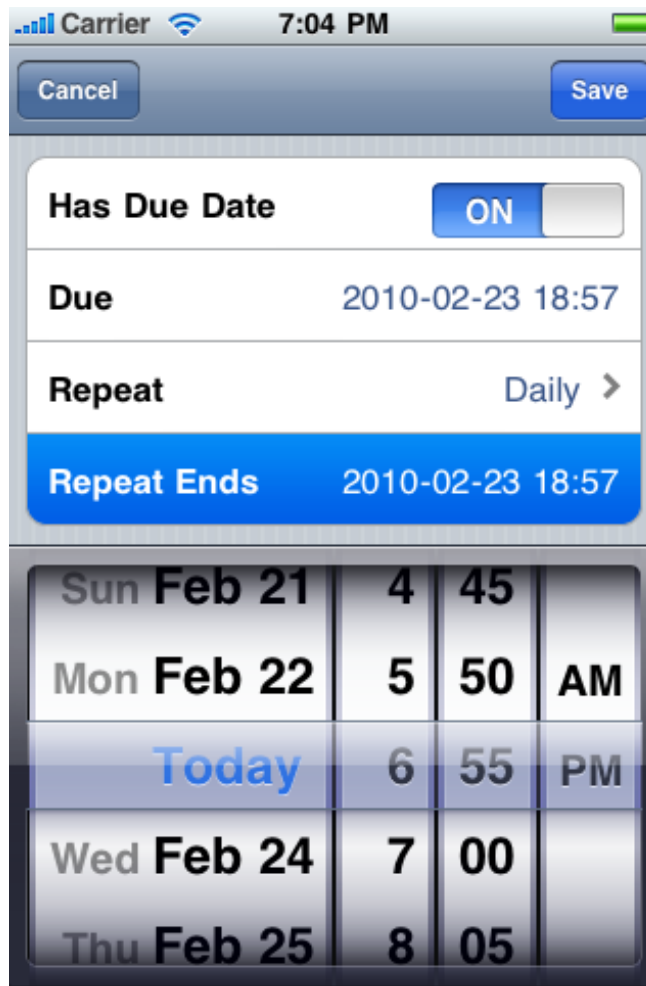
Once you tap “Save”, it will come back to the following screen. You can notice that there is one extra row called “Repeat Ends”, please tap it and then you can change repeat end date by change value in pick view (shown in the following page).

If you want to change the start date of repeat task, please tap “Due” and then change value in pick view.

Once you have all values entered, please tap “save”.

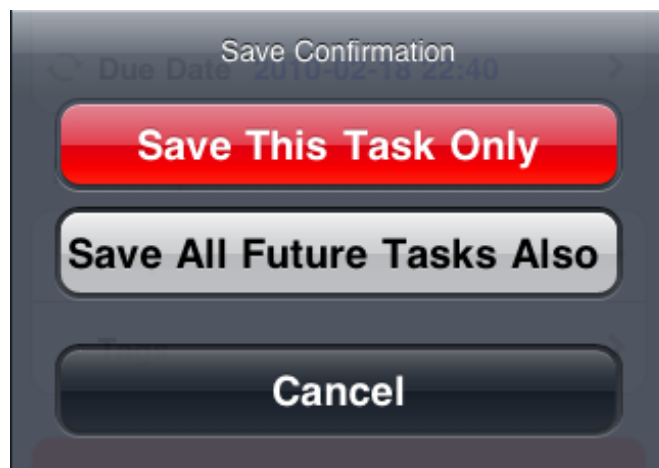
You can change other optional field values. One note is that for “Project” you can only select at most one. If you have one project selected, you can even unselect it so this task will become single task that does not belong to any project.

For tag, you can select more than one.



Of course, before you can select project or tag, you should add your project or tag. On the screen of page 5, just tap “Add New Project” or “Add New Tag” as you needed. Once you save new project(s) or tags(s), you can see them by tap “project” or “tags” on screen of page 6.

Update Task



Updating task(s) is the similar as the above. You will see the following confirmation when you add or save repeat tasks. If you want to just update one entry, tap “save this task

only". If you want to save this task and all future tasks in the same series, please tap "Save All Future Tasks Also".

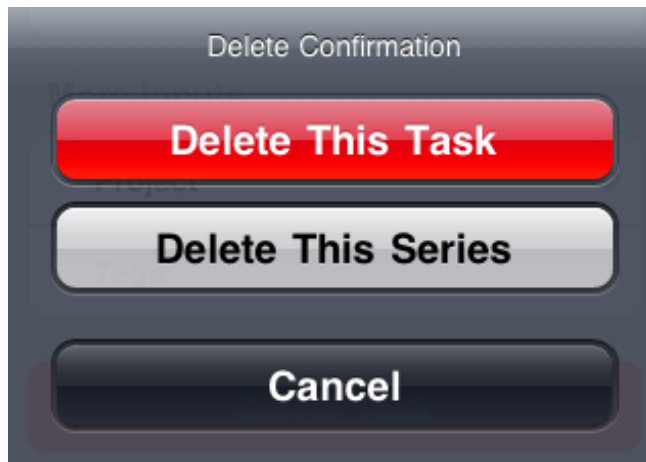
Please note that tasks in the same series BEFORE the task you select will NOT be updated.

Delete Task

If you want to delete a task, please scroll to the bottom of screen and tap "Delete Task" as shown in the following



Again, if this is repeat tasks, it will show you the following screen. If you tap "Delete This Series", it will delete ALL tasks in this series. If you tap "Delete This Task", it will just delete ONE task you selected.



Filter

Filter is an exciting and powerful feature that TaskAttention provides. It is basically saved search list.

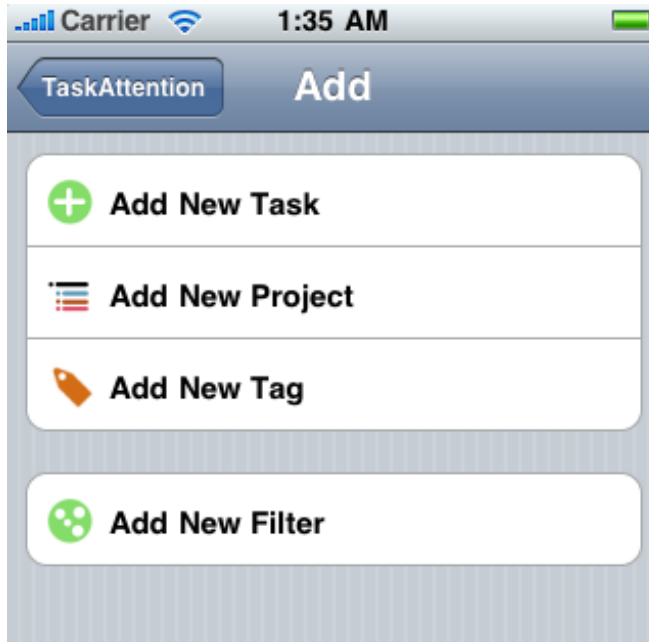
The following are all inputs ("Conditions") you can use to define a filter.

- Task Name
- Task Project Name
- Task Status
- Task Due Date
- Task Tag(s)

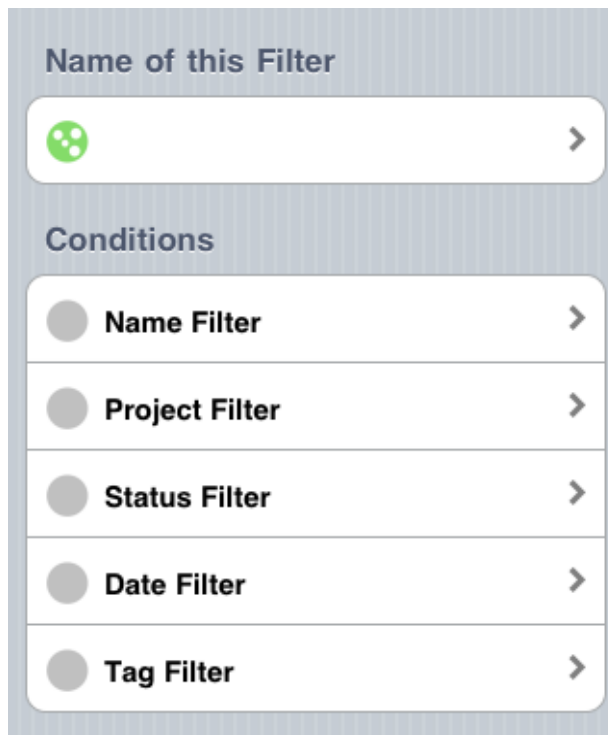
When you start TaskAttention, there is no filter defined. To create your filter, please tap plus sign on the first screen as shown in the following.



Then you will see the following



Tap the “Add New Filter” and you will enter the following screen.



First row is for you to enter the name of this filter. You need to enter a name for a filter, which is required.

The rest are conditions you can use to refine your search of this filter. You can notice that when you enter the screen, all icons in front of conditions are gray. One example:



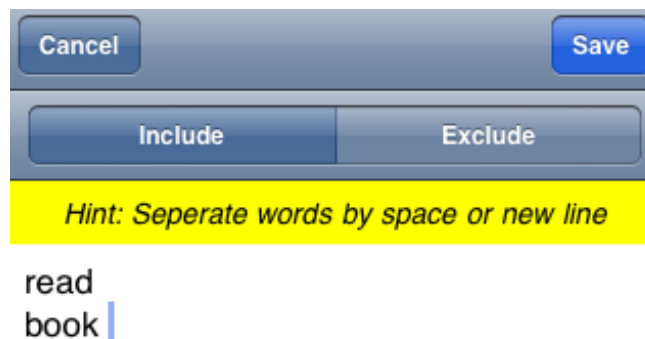
This shows that there is NO filter enabled for task name and project name.

Once you tap project filter and change values there, it will show the following screen indicating that project filter is on.



So based on your filter, you can use different combination of filter conditions to refine your search – which will be saved as a Filter.

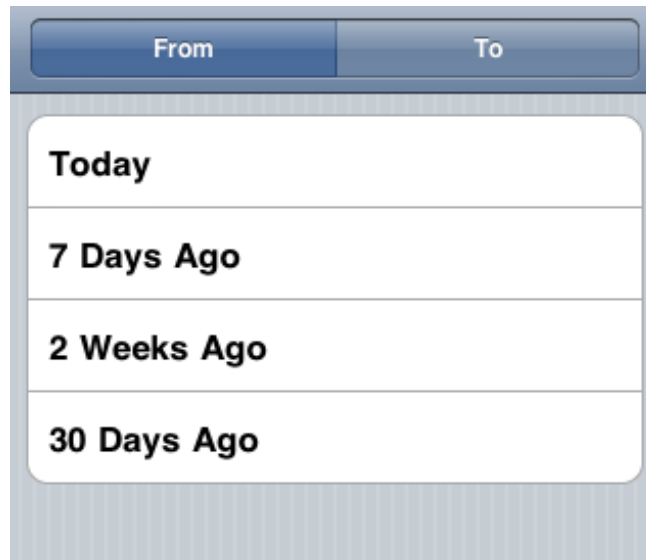
Let us say you want to filter all your tasks whose project name contains “read” or “book”, but does not contains “write”. How do you do that? Very simple, tap “Project Filter”, you will see the following scree, then tap “include” and enter “read”, then enter blank space (or enter key), then enter “book”.



Then you tap “Exclude” tab, then enter “Write” and then tap “save” and you are done! Once you go back to first screen, you will be able to see your filters and its task numbers. The following screen show you that we defined two filters.

The same way, it works for Task Name, Status Filter, Tag Filter.

For Task Date, it allows you to select From (date) and To (date). You will notice it shows “Today”, “7 Days Ago”... instead of specific date. The reason for that is that in this way, the filter will automatically calculate what is “Today” and what is “7 Days Ago”...



When you do not select anything for From (date) and To (date), it means that you do not have any filter conditions on your filter, so it will show you tasks of ALL dates. It works the same way for other conditions, if you clear selection/input from both Include and Exclude tabs, you are telling filter to not to filter on that condition.

On important thing about filter is that it is totally different from concept folder. Generally in computer, you can only put one thing (file, image, video...) into ONE folder, which is the physical location of the thing. Filter does not the limitation, the same task can show up in many different filters as long as this task satisfy the filter conditions. In this way, it provides you powerful flexibility of viewing your tasks. Even better, the filter is automatically refresh once the underlying task fields(task name, project name, due date...) changes, so filter will always show you the correct task list – it is automatic and unlikely folder, you have to manually move from one to another. This is one key feature that TaskAttention provides and please take full advantage of it to improve your productivities!

Backup and Restore

You can backup and restore your data in TaskAttention if you have Wi-Fi connection. Please click the setting icon on the left and then follow the instruction from screen.



Contact

If you have any question or feedback, please contact us at

hello@himalayacomputing.com

For more product from us, please visit us at

<http://itunes.com/apps/himalayacomputingcorporation>

Or **<http://www.himalayacomputing.com>**