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CACHALOTE TODO User's Guide

Introduction

CACHALOTE TODO is used to manage our daily task effectively. For example, some tasks must be finished by today, some tasks can be finished by tomorrow or next week, we can sort these tasks by time. We can also set the priority for different tasks. After we have finished the task, we just need to set it as done and it will be added to Done Item(s) list automatically.

Environment

Please make sure you have Microsoft .NET Framework 4.5 installed.

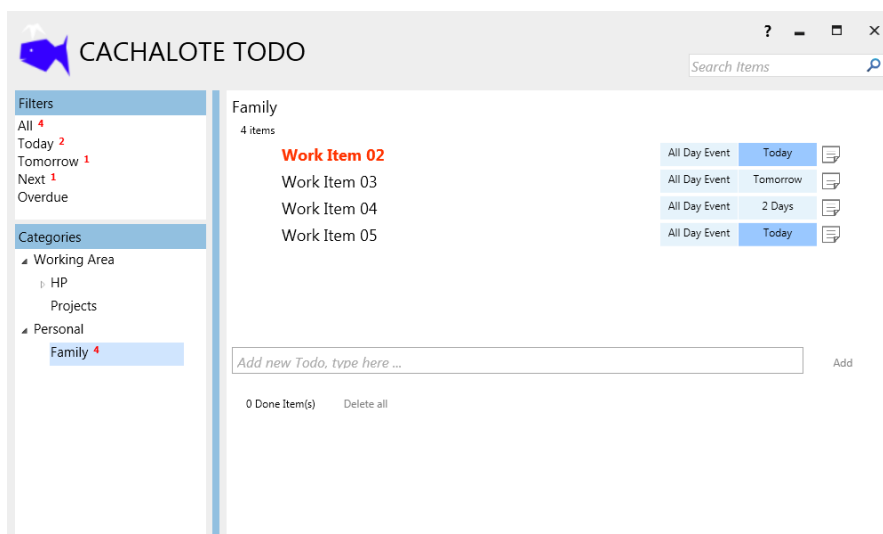
Or you can get it from <http://www.microsoft.com/en-us/download/details.aspx?id=30653>.

How to use

Overall introduction

The following diagram is the main window. As diagram shows below, there are four personal work items(Work Item 02,03,04,05).

1. The Work Item 02 and Work Item 05 are marked as Today, so it means the two tasks must be finished by today.
2. The high priority task will be marked with red color, so the Work Item 02 is the most important task that needs to be done at the first time.
3. The Work Item 03 is marked as Tomorrow, so it can be finished by tomorrow.
4. The Work Item 04 is marked as 2 Days, so it can be finished in two days.



Add new tasks

If we want to add a new task, we just need to input the task title and click Add button or press Enter key. It is very easy.😊

Add

Set basic information

We can setup DueDate for task. For example we can set the Start Time 10:30 and End Time 16:30.

5 items

Work Item 06

Work Item 02

Work Item 03

Work Item 06

Due Date 2013/1/30 15 ☐ All Day Event

☒ Start Time 10:30 ☒ End Time 16:30

OK Cancel

NA	Set DueDate	
All Day Event	Today	
All Day Event	Tomorrow	
All Day Event	2 Days	
All Day Event	Today	

We also can set the Priority for the task. There are four levels of priority. The highest priority task will be marked with red, the second one will be marked with blue, the third one is green, and the fourth one is black.

If we don't need this task, we can click Delete button.

Work Item 06

Work Item 02

Work Item 03

Work Item 04

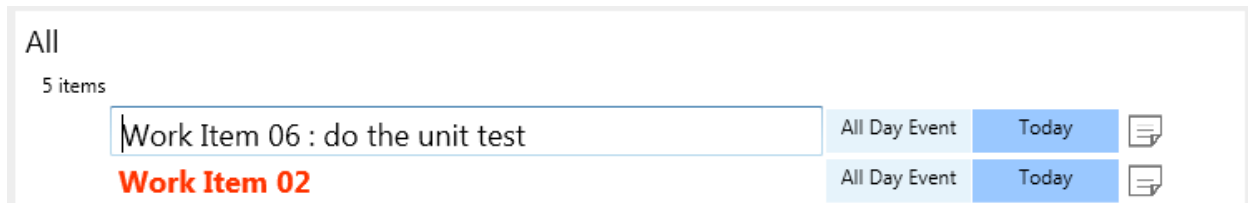
10:30 - 16:30	Today	
All Day Event	Today	
All Day Event	Tomorrow	
All Day Event	2 Days	

Priority

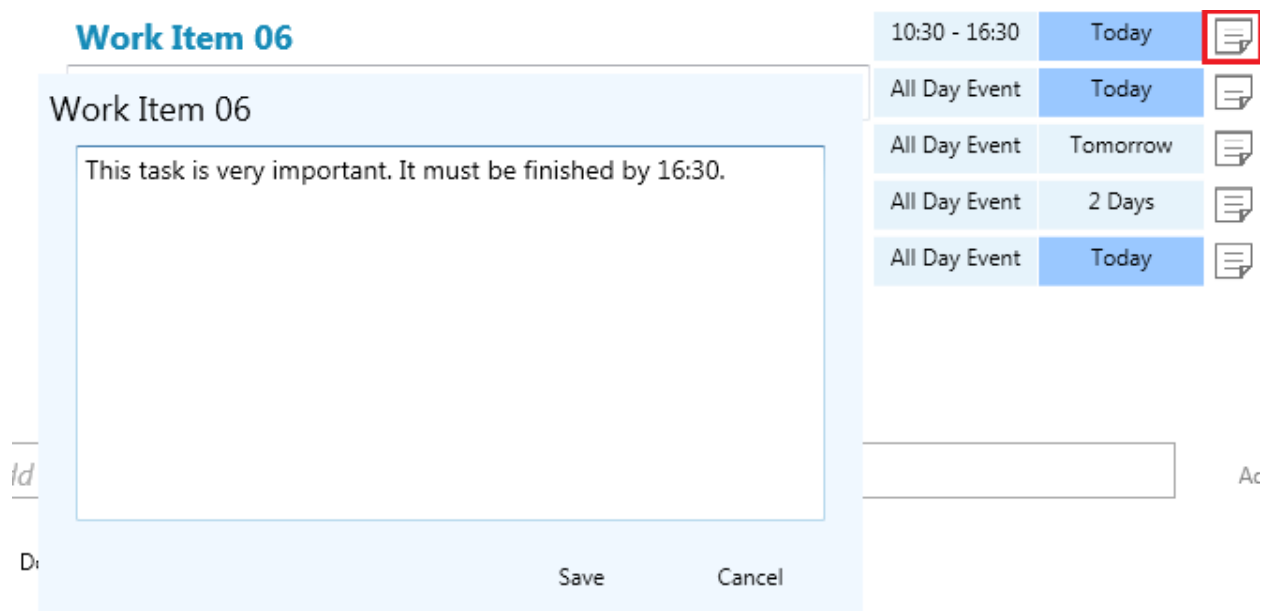
1 2 3 4

Delete

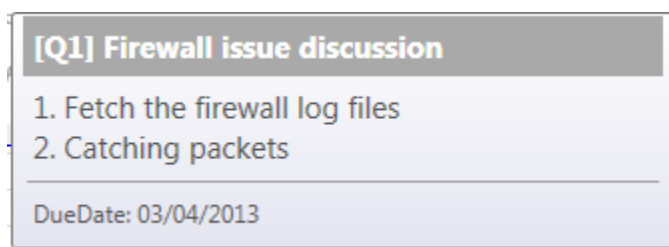
If we want to change the title of the task, we can click the text box and edit it directly.
Press Enter key to save or ESC key to discard the change.



If we need to add some notes, we can just click the note button. Note window will be opened.




Move your mouse over a task for one second, such a ToolTip with label name, title, note and due date will be shown.



Manage the tasks

If we have already finished one task, we can click the checkbox of the work item as show in the diagram below. Then the Work Item (Work Item 07) will be removed from the list and will be marked done.

 CACHALOTE TODO

Search Items

Filters

All 6

Today 2

Tomorrow 1

Next 3

Overdue

Categories

Working Area

Personal

Family 6

Family

6 items

☐

Work Item 07

NASet DueDate

Work Item 02

All Day EventToday

Work Item 03

All Day EventTomorrow

Work Item 04

All Day Event2 Days

Work Item 05

All Day EventToday

Work Item 06

NASet DueDate

Add new Todo, type here ...

Add

0 Done Item(s)

Delete all

Family

5 items

Work Item 02

Work Item 03

Work Item 04

Work Item 05

Work Item 06

All Day EventToday

All Day EventTomorrow

All Day Event2 Days

All Day EventToday

NASet DueDate

Add new Todo, type here ...

Add

1 Done Item(s)

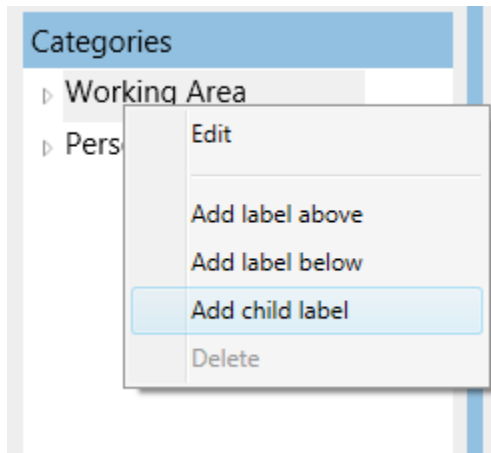
Delete all

☒

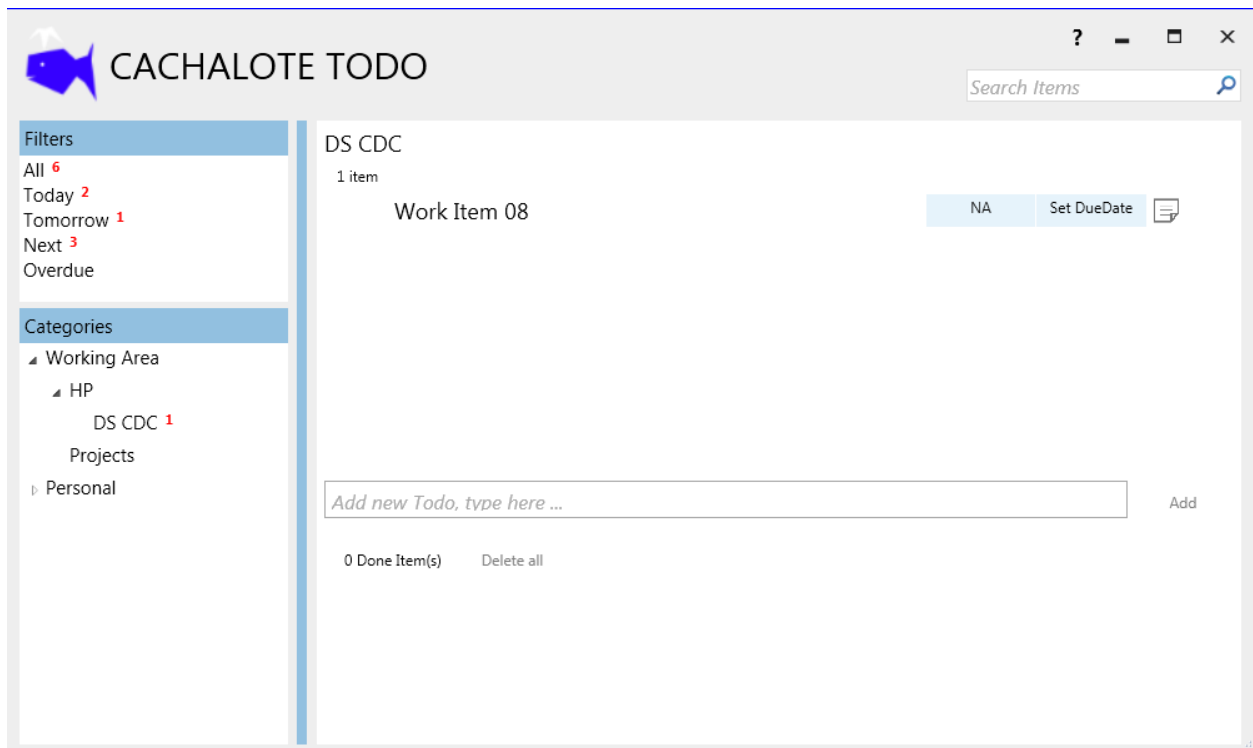
Work Item 07

Sort the tasks

We can add new child label, and add new work item in the corresponding label. We can also edit the labels or delete the labels.




For example, we can add a child label HP, and add child label DS CDC, then we can add work items below DS CDC.



Search the tasks

We can use search function to query the Work Items we need. The work items which satisfy the query condition will be highlighted.

 **CACHALOTE TODO**

Filters

All **6**

Today **2**

Tomorrow **1**

Next **3**

Overdue

Categories

Working Area

HP

DS CDC **1**

Projects

All

6 items, 1 Matched.

☐ *Work Item 08*

☐ *Work Item 06*

☐ *Work Item 02*

Work Item 05

Work Item 03

Work Item 04

Work Item 03

NA	Set DueDate	
NA	Set DueDate	
All Day Event	Today	
All Day Event	Today	
All Day Event	Tomorrow	
All Day Event	2 Days	