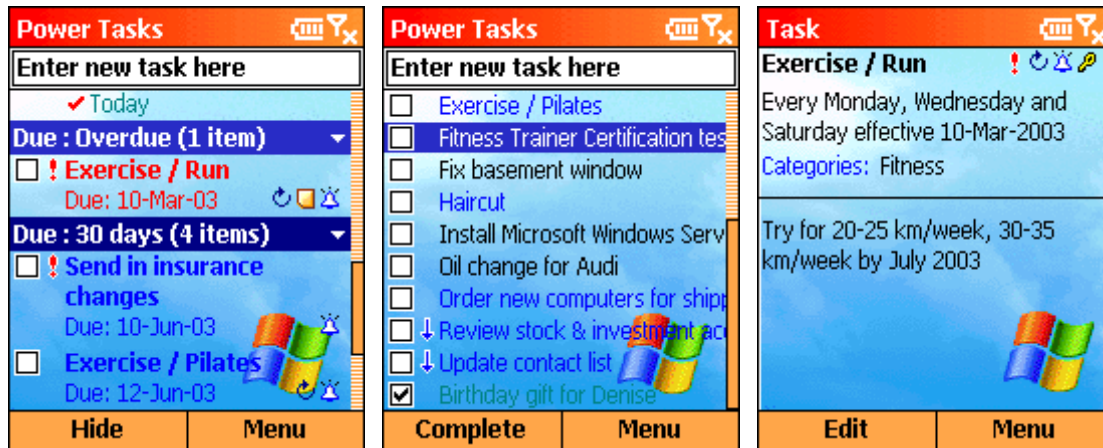


Developer One Power Tasks for Windows Mobile Smartphone

Version 1.6 / Jan 2004

(see page 16 for notes on changes in this latest release)



Overview

Power Tasks greatly enhances the capabilities of your Smartphone to better manage your Outlook tasks/to-do list! No other application for your Smartphone even comes close to offering you all of this great functionality in an easy to use solution!

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.

Great features make task management easy

With as few as six presses of the action pad on your Smartphone, you can create a new task like "Call Debby Jackson @ (414) 555-1212" And once you have a number in your task, you can even dial it!

Requirements

Any Windows Mobile Smartphone.

At the time of this release, we have tested on all Smartphone 2002/2003 devices.

Approx 175K memory needed.

Award winning! This latest release builds even further upon the previous release of Power Tasks which has been proven as the best task manager for the Windows Mobile Smartphone platform!

Data Compatibility

Works with your Outlook and existing Smartphone Tasks list!

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 Outlook on your PC. There are a few limitations (very few) however, please read below.

Key Features in Developer One Power Tasks

- Word wrapping option lets you see the complete subject line of your tasks in the list. You may even enable an option to only show you the complete subject for tasks not yet completed to save you space.
- Custom alarm times, no more being stuck with the default 8AM alarm times!
- 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. And... just press the Action button when editing to insert a contact name or telephone number.
- 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 (v1.6 introduces custom alarm times)
- Instantly insert contact names and telephone numbers into new task subjects
- Call telephone numbers in your task subjects (Also works with email and web site addresses)
- Power Tasks is so powerful, yet extremely user friendly

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

- Power Tasks allows 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 for tasks that are not one of the four basic recurrence types supported by Power Tasks. Should you wish to create or modify recurring task items with custom recurring patterns, please do so from Outlook on your desktop PC then synchronize these tasks to your Smartphone. This feature may be added in a follow-on release of Power Tasks.

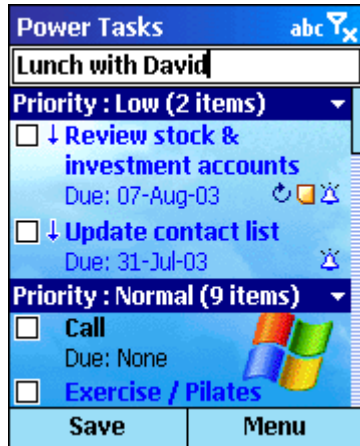


Getting Started

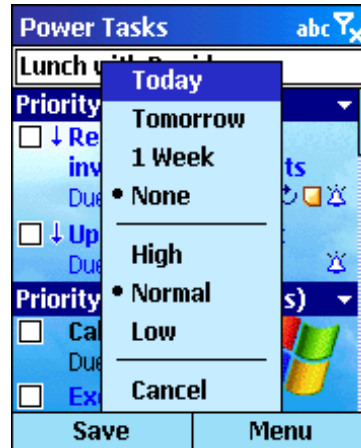
Once you have installed and run Power Tasks, you'll be presented with your tasks list. Let's quickly create a new task...

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 need to enter any symbols, simply press and hold the # key to bring up the special characters picker on your Smartphone.
4. If you want to set a due date or priority for the task, press the Menu button.
5. 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.

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

The new Custom alarms feature lets you set alarm times to other than the default 8AM reminder time.

While all of the options for creating recurring tasks are not supported, you may choose from weekly, monthly, or yearly recurring tasks.

When editing a task that you may have synced from Outlook, if it does not meet one of the available Power Tasks recurrence types, you may still edit information like subject, notes, etc.

Pressing the Action button when on the "Categories" entry will allow you to assign categories to your task. To add a new category, enter it in the edit box at the top and press "Add".

When you're in the subject edit field, pressing Action will open a list of your "My Subjects" to choose from if the current subject is blank.

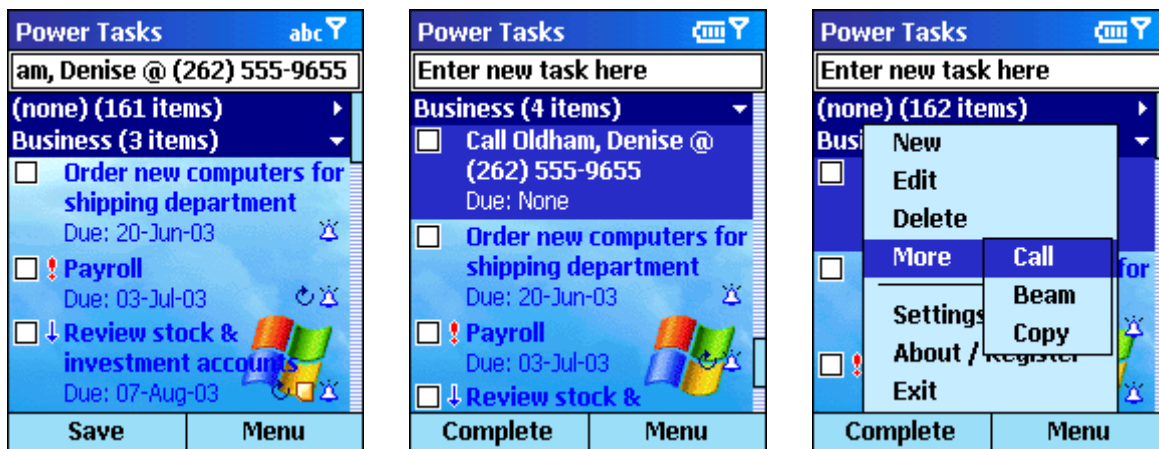
3. Save your changes by pressing **Done**.

New Task / Method 3: Adding Contact Information

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". Let's select one of the default subject prefixes like "Call".
3. Press the Action key in (depress the navigation pad in the center)



4. A list of all of your contacts will then be displayed.
 - Note:** Contacts on your SIM card are not displayed by default. When showing Contacts/Numbers from your SIM card, you will see a (*) following the name in the contact list.
 - Note:** To enable/disable showing SIM numbers in your contact list, please see "Customizing Power Tasks: Unsupported / Additional Functions" later in this document.
5. To only insert a contact name in the subject, highlight the contact and press **Done**.
6. To insert the contact name and a telephone number, press the **Action** button once you have highlighted the desired contact. Select the number to insert and press **Action** or **Done**.



7. As you can see from the screen above-left, the Contact name and Number have been inserted into the Subject line. The right screen shows the new item added to your task list.
8. Press **Save** or press Down on the navigation pad to save the new task.
9. Now that you've inserted a telephone number, you can even use the **Call** function to quickly dial the contact! **Note:** You may also use the **Call/Dial** button of your Smartphone to do the dialing.

More on using Smart Task Subjects...

You may include telephone numbers, email addresses and web site addresses in your task subject and Power Tasks will automatically find and allow you to call, email or browse the web using this information.

The **More** menu will show an option to Call, Email, or Browse, depending on the subject of the task that is currently highlighted in the list.

If you use the Power Tasks feature of automatically inserting contact information into your subject, it will automatically format the subject to work properly with this feature.

However if you want to manually enter a telephone number, email address or web site address into the subject and have it work properly, here are a few examples of subjects that will work just fine:

Call Bob @ 414-555-1212

Call Janice @ (414) 555 2793

Call Roger @ +49 55 66 77 78 89

Follow up with Karyn @ karyn@somewhere123.com

Pay Bills @ www.mybanksite.com

Browse for software @ http://www.developerone.com

Notes: The spacing after the first '@' is not required, but automatically inserted by Power Tasks for readability when you insert contact information into the subject.

The text before the first '@' may be anything you choose or enter as a subject.

Quickly Navigating your Contacts List

To quickly scan through long contact lists, you may use the following keys on the number pad to navigate your list:

- **2** Jump to top of list
- **5** Go up one page
- **8** Go down one page
- **0** Jump to end of list

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
- **4** Change display groupings (i.e. group by category, date, status) **New in v1.6**
- **Volume up/down** Selects between different task displays (All, Today, Overdue, Undated, Future, Active, Completed.) When changing the display you will see the title bar of the application change to let you know which tasks are being shown. If 'All' is selected, the title will change back to "Power Tasks". **New in v1.6**

Navigation Pad/Joystick:

- **Up/Down**
 - When in the new task edit bar:
 - **Up** will scroll through your "My Subject" list
 - **Down** will save the new task
 - When an item is highlighted in the list:
 - Navigate to next/previous item in list
- **Press/Action**
 - When in the new task edit bar:
Pressing Action will bring up a list of contact names to add to your subject.
 - When an item is highlighted in the list:
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

Dial Button: When in the tasks list, will dial a phone number found in the subject of the task if the task subject contains "@ DDDDDDDDDDD" where DDDD is the number to dial. (also works with email or web addresses)

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)

Dialing Telephone Numbers in Task Subjects (also works for email or web addresses)

If any task subject contains text of the following format "@ XXXYYYZZZ", you will be given the option to **Call** from the **More** menu when you have a task highlighted in the list. (i.e. Call Karen Waters @ (414) 555-1212) would be valid for dialing. Anything following the '@' will be considered as the number to dial.

You may also simply press the **Call/Dial** button on your Smartphone to dial the number. If no number is found in the subject of the currently highlighted task, there will be no action.

New in v1.6: When scrolling through your list, if there is an active dial/web/mail link in the task, you will see an icon just below the checkbox for the task if you have the option to display the information lines in the task list turned on.

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



Power Tasks Options

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.)

Show Exit command in menu: Allow an Exit button to be present in the Menu of Power Tasks.

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.

Active tasks include: When using the volume button to change task views, you can select to show Active tasks. This option lets you define how many tasks are included in the Active list.

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.

Sort 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.

Content

- Show task date/info line
- Show priority icons
- Show completed tasks

Active tasks include tasks starting or due within

7 days

Group my tasks by

<None>

Ascending

Sort my tasks by

Subject

1 Ascending

2 Descending

3 Ascending

Done Cancel

Power Tasks Content Settings

Customizing Power Tasks: Reminders (new for v1.6)

The Reminders options allow you to select a few options that control the time that the alarm goes off for your task reminders.

Set reminder for new...: If checked, when creating a new task, Power Tasks will automatically put in a task reminder for you at the time you specify here. When editing, you can change the time to any time you like, within the limitations of Pocket Outlook. (i.e. you cannot have an alarm after the due date of a task or 30 days before the start.)

For tasks synchronized...: Use this option to affect how tasks created in Outlook are setup on your Smartphone.

When ActiveSync syncs a new task from Outlook to the phone, if the reminder is set on the same day as the due date, the alarm time information from Outlook is not sent to the device. This allows you to have those alarms automatically changed to a more suitable time once they have been synced to your device.

Power Tasks need not be running for this feature to automatically update your tasks as they are synced to the Smartphone.

Reminders

Set reminders for new tasks and set the default reminder time to

08:00 AM

For tasks synchronized from my PC with a reminder set on the due date, set reminder time to

08:25 AM

[More information...](#)

Done **Cancel**

Power Tasks Reminder Options

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.



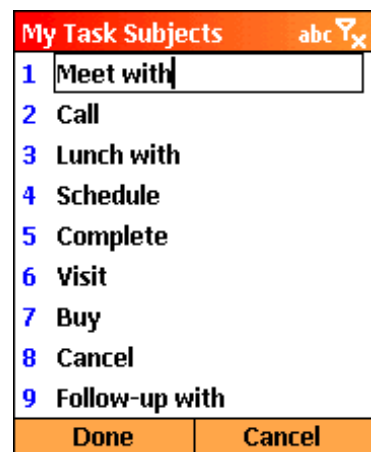
Power Tasks Color Options

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 / Additional 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 one of the following, then press Down on the arrow pad (like you are saving the task) to apply the function.

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

- 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.

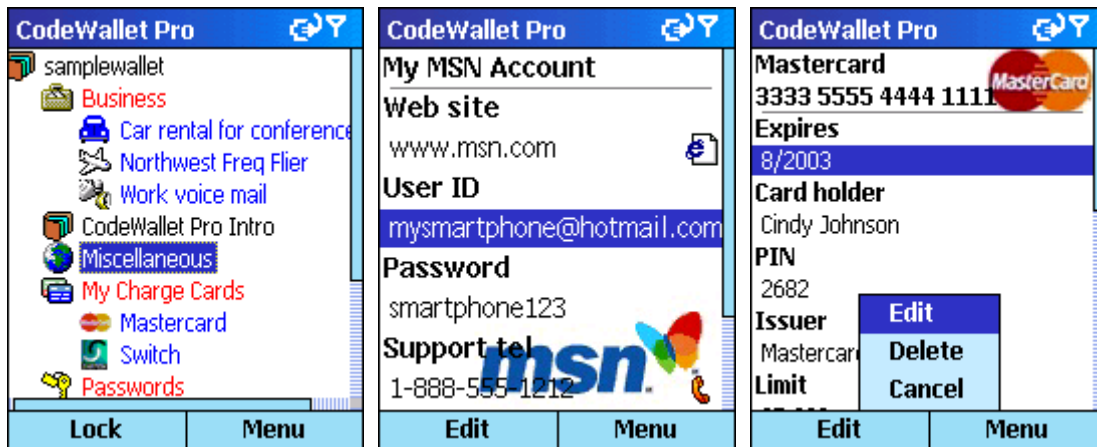
- pt:r0** Reset options to defaults.

- pt:sim1** Show Contacts/Numbers from SIM card when selecting a contact to add to your task subject. Enabling this may cause it to take a bit longer to bring up your contact list.

- pt:sim0** Disable showing Contacts/Numbers from SIM card when selecting a contact to add to your task subject.

Other great Smartphone titles from Developer One

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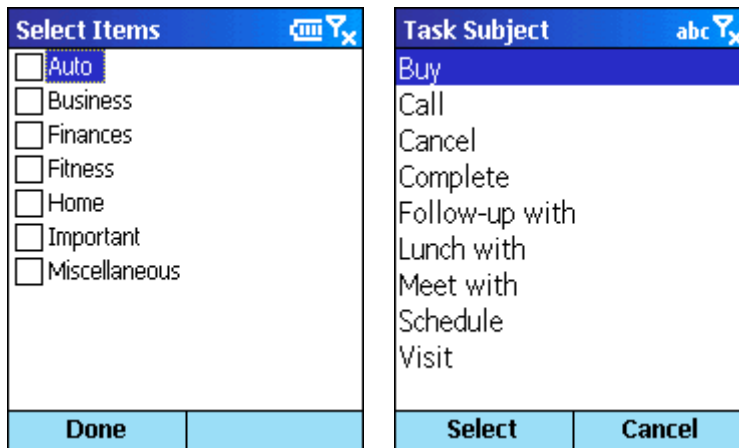
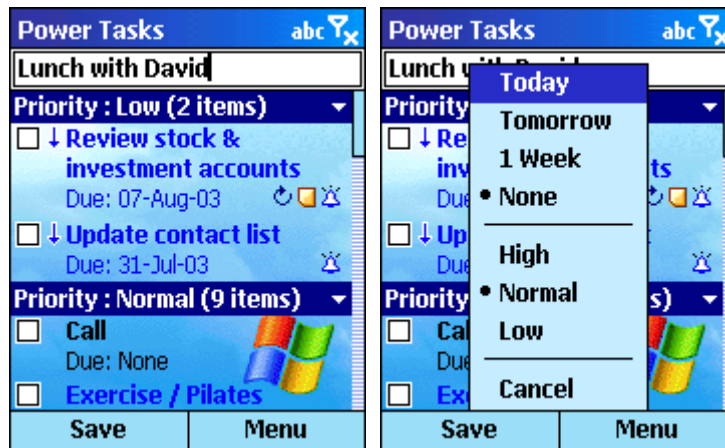
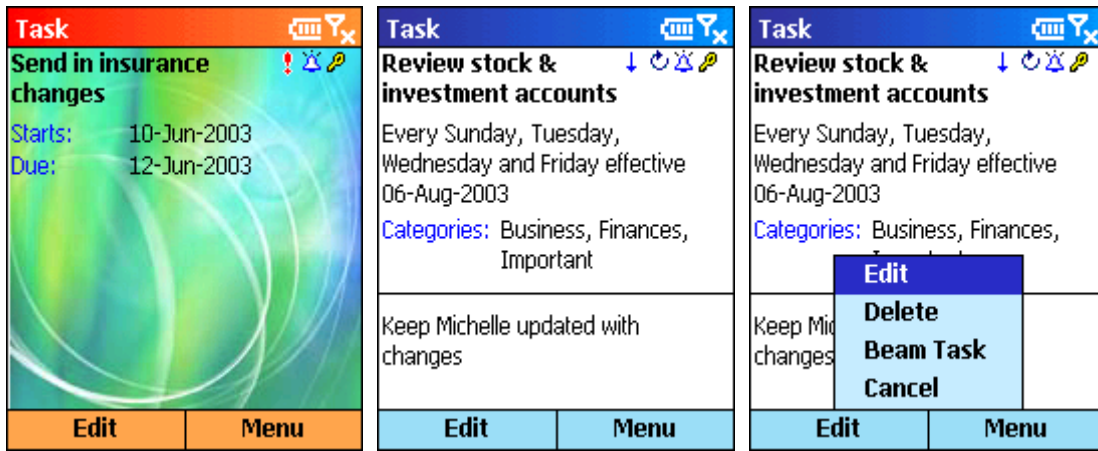


Safely and securely manage and organize all of your important information on your phone!

More great Smartphone software titles coming soon!

More Power Tasks Screen Shots





What's New in Power Tasks Version 1.6

Great new improvements to make Power Tasks even better for you

- Custom alarm times. No more 8AM only alarms for tasks on your Smartphone!
- Automatic handling of task alarms for tasks created in Outlook. When synced, Power Tasks can automatically set the reminder time to the time you prefer. ActiveSync by default will not sync alarm time information for tasks with an alarm on the due date.
- Create recurring tasks
Use Menu -> Reminders to setup changing default 8ams from desktop that are synced. (for tasks created in Outlook with an alarm on due date, the time is ignored by the device/ActiveSync when syncing to the Smartphone. this option lets you pick a better default time.)
- When in preview, left-right goes to previous/next task
- Preview now shows alarm date and time
- Fix to quick task entry bar where it did not allow entering special chars from the press-hold of # key
- Pressing "4" when in list rotates through the grouping types
- When in task list: If task subject contains a 'live' link (i.e. tel/web/mail), an icon will show below the check box. When such an icon appears, pressing the dial button on the phone will make the call, create an email or go to the web page based on the link content in the task subject.
- Fix to editing notes on the device where changes would not sync up to the desktop.
- Pressing the volume up/down will go through these views: All, Active, Today, Overdue, Completed, Future, Undated
- Easily add the Exit button to the main Power Tasks menu