



User Guide

Version 1.0

October 15, 2007

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## 1.0 Introduction

BBTask PRO! Is a BlackBerry task application designed to provide additional sorting and filtering functionality . BBTask PRO! Is designed to work with the existing task database and synchronizes with all standard PIM applications (Outlook, Notes, GroupWise, etc)

## 2.0 System requirements

BBTask PRO! requires BlackBerry OS 4.1 or greater. There are two different version of BBTask PRO! one for devices running OS 4.1 and another for OS4.2+. Please make sure you are installing the version designed for your OS.

## 3.0 Installation

BBTask PRO! may be installed via Desktop Manager or Over-the-air through our web site. Please visit <http://www.bbproductivity.com> for our OTA link. If installing via desktop manager:

1. Unzip downloaded file to your computer.
2. Attach BlackBerry to computer.
3. Open desktop manager and select application loader.
4. Click add, and browser to the unzipped folder and select the file BBT.alx
5. This all add the application "BB Task PRO" and "BB Task PRO custom application control" to your device.
6. Click next and finish the installation process.

NOTE: if you are upgrading from a previous version please remove the application from the device before installing another version of BBTask PRO!

## 4.0 Usage

BBTask PRO! is launched by selecting the application icon from the application screen. When you open the application you will be presented with the default task view. You may change the sort, filter, and options which will update and be saved as the default task view for future use.

### 4.1 Task Detail View

You can view the selected task detail by pressing the scroll wheel, or selecting open from the menu. The task detail view is the same view you will see when adding a new task. In the task view you may view or edit the task subject, status, priority, due date, category(s), and notes.

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New	
Task: Call John Doe	
Status:	Not Started
Priority:	Normal
Due:	None
Categories:	
Notes: Number 212-123-1234	

There are a few shortcuts that you can use in the task detail view:

1. If you highlight status, priority, or due date fields you can press the first letter of the option you wish to select and the option will change.
2. If you select to have a due date, by default the due date that will appear will be today with the current time.
3. If you place the cursor over the category options and press the scroll wheel you will be automatically taken to the category listings, with your Quick Cat's listed first. To save you even more time, once you have selected your categories just press escape and you will be taken back to the task detail view. No need to save your category changes.
4. You may save your changes and return to the task list by selecting the save option from the menu or by pressing escape. On the save, discard, cancel conformation window you may press the letter that corresponds with the first letter of each option (S, D, C) to select that option even though the letters are not underlined.

### 4.2 Task list

The task list is the listing of all tasks. This list will be filtered and sorted based upon the settings that you chose. You can scroll the task list by moving the scroll wheel up and down. To view the detail of a highlighted task press the scroll wheel or select open from the menu.



Tasks that are due today will appear bold. Tasks that are overdue will appear red, and tasks that are complete will be gray and crossed off. High priority tasks will have a red “!” icon to the left of the task while low priority will have a downward arrow.

If you wish to search for a particular task start typing and the task list will begin to provide results based on the search. While searching pressing delete will remove letters in the search string.

If you are in a more refined task list (today, tomorrow, week, search results, quick cat's, etc) you can press escape to return to the default task list.

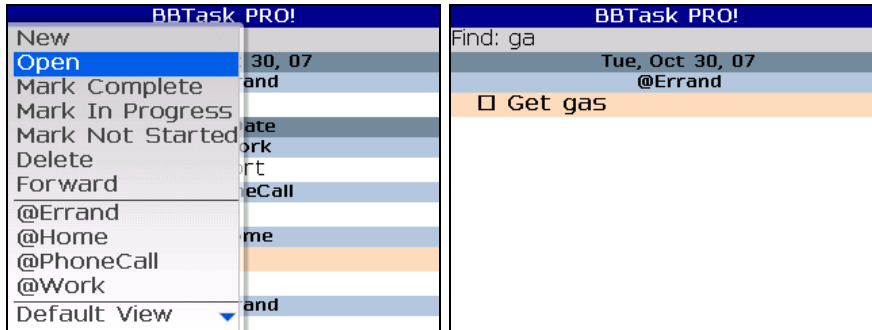
Task list keyboard shortcuts:

- **Delete** - delete the highlighted task.
- **Space** – marks the highlights task as complete.
- **\*** - move to the top of the task list.
- **#** - moves to the bottom of the task list.

### 4.3 Task list menu

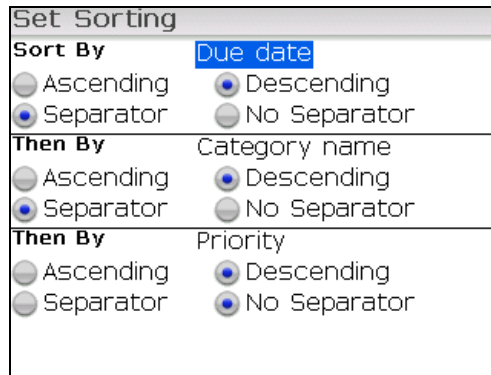
While on the task list pressing the menu button will bring up the task list menu. From here you can access the most powerful features of BBTask PRO! Below is a description of the option you will find on the task list menu:

- New – create a new task.
- Open – show the details of the highlighted task.
- Mark complete – will mark the highlighted task as complete.
- Make in progress – will mark the highlighted task as in progress.
- Delete – will delete the highlighted task.
- Forward – will allow you to forward the highlighted task details to another person via email. The task subject will be the email subject, and the task details will be contained in the body of the email.
- Selected quick cat's – if you have selected any Quick Cat's the category name(s) will be listed here. If you select one of the category names the task list will be updated to display only tasks that match that category. Additionally, any other settings that you have in place (sort and filter) will apply. To return to the default task list press escape.
- Default view – will return to the users default view.
- Today – will filter the task list to display all tasks that have a due date of today along with any sort features you have set. If you have undated and overdue options set to show, they will also be displayed.
- Tomorrow - will filter the task list to display all tasks that have a due date of today and tomorrow along with any sort features you have set. If you have undated and overdue options set to show, they will also be displayed.
- Week - will filter the task list to display all tasks that have a due date of the next Sunday through today along with any sort features you have set. If you have undated and overdue options set to show, they will also be displayed.
- In progress - will filter the task list to display all tasks with a status of "in progress" along with any sort features you have set. If you have undated and overdue options set to show, they will also be displayed.
- Quick Cat's – set your "Quick Cat's" category(s) here.
- Sort by – provides your sort by settings.
- Category filter – allows you to select your category filters for the default task list.
- Option – additional application and filter settings.
- Help – Provides help for where a user currently is in the application.
- About – provides information about the application as well as days remaining on trial and a place to enter your registration key.



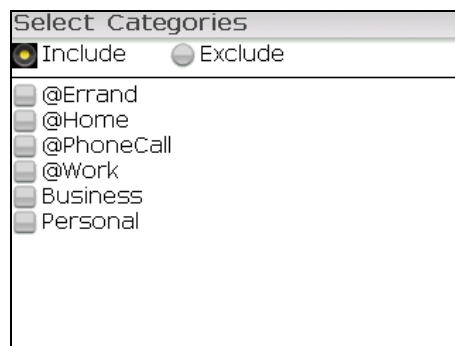
#### 4.4 Sort by

The sort by option will allow a user to set how the task list is sorted. You may set up to three different sort by options, sort first by, then second by, and final third by. In each option you may opt to sort by due date, priority, status, subject, or category name and in either ascending or descending mode. Additionally, you may select to have a separator at any or all of the changes in sort, its up to you how you want to sort your tasks.



#### 4.5 Category filter

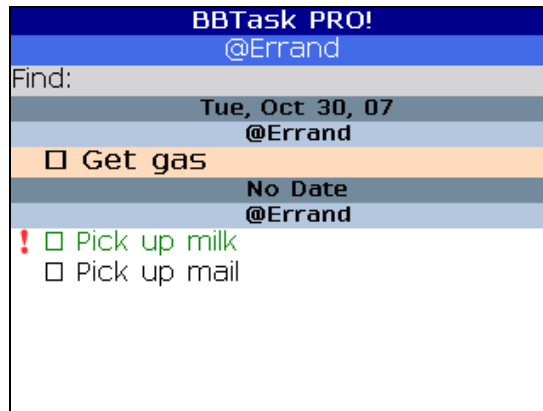
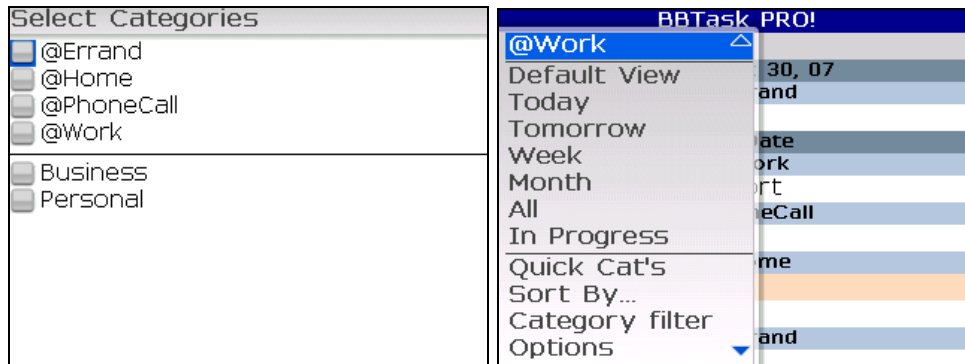
BBTask PRO! allows a user to have the default task list to only include tasks in one or more categories. To set these options, select category filter then the include option, now select the categories that you would only like to have shown on the task list by default. Alternatively, you can option to have the task list exclude tasks from selected categories in the default task list. Just select the exclude button and select the categories you would like to exclude.



## 4.6 Quick Cat's

Quick Cat's are categories that a user selects for frequent use. Most commonly used in conjunction with a Getting Things Done approach by David Allen. From the Quick Cat's menu you can select the categories that you would like to have displayed on the task list menu. Once you can set one or more Quick Cat's the category name will appear in the task list menu when you select one the task list will be sorted to include tasks that are in the chosen category. This provides you with quick access to tasks in these categories. Pressing escape will return you to the default task list.

Additionally, your Quick Cat's will appear first when selecting categories for a new task.



## 4.7 Options

The options menu will provide the user with additional filter and application settings. The available settings in the options menu are described below:

- Confirm delete – setting this to yes will prompt the user to confirm their intention to delete a task.
- Overdue tasks – setting to show will show overdue tasks in your default task list and in other views that are sorted by due date. Setting to hide will not show overdue tasks.
- Undated tasks - setting to show will show undated tasks in your default task list and in other views that are sorted by due date. Setting to hide will not show undated tasks.

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- Task list display – settings can be single or multiple. Setting this to single will show one task per line in the task list, truncating each subject to fit on one line. Setting to multiple will word wrap each task subject into multiple lines showing the entire subject line.
- Text size – allows user to choose the size of the text to show throughout the application. Allowing the user to choose how much content to show per screen.
- How many days forward to show – This setting determines how far into the future you would like to view tasks with due dates. Using this setting you can chose to limit tasks that are shown in the task list to those are due sooner and not show those that are due a long way out. Setting this to 0 will show all task. Setting this option to 1 will show tasks that are due today. Setting to 2 will show tasks due today and tomorrow, and so on. In addition to this you can opt to show/hide undated and overdue tasks in the options above.
- Completed task – selecting this option will hide completed tasks on the task list. If this box is unchecked completed tasks will be shown on the task list.

Options	
Confirm Delete:	Yes
Overdue Tasks:	Show
Undated Tasks:	Show
Task list display:	Single line
Text Size:	18
How many days forward to show:	1
Completed Tasks:	Hide
Number of days of completed tasks to show:	1
Confirm task completion:	Yes
Show only tasks due tomorrow on the tomorrow view:	Yes

Set Color	
High Priority:	Green
Normal Priority:	Black
Low Priority:	Blue
Not Started:	Black
In Progress:	Black
Completed:	Grey
Waiting:	Black
Deferred:	Black
Overdue:	Red

### 5.0 Registration

BBTask PRO! provides a 15 day trial period. After the trial period the application will no longer function and will need to be registered. Please visit the site you downloaded the application from to buy a key. You may also visit <http://www.bbproductivity.com> to buy a key.

Once you have bought a key, we recommend you copy and paste it into the application. Please visit the about us screen to enter your key.

## **6.0 Support**

Should you have any questions or need assistance with BBTask PRO! please visit <http://www.bbproductivity.com/support> to submit a support ticket.