

# Description

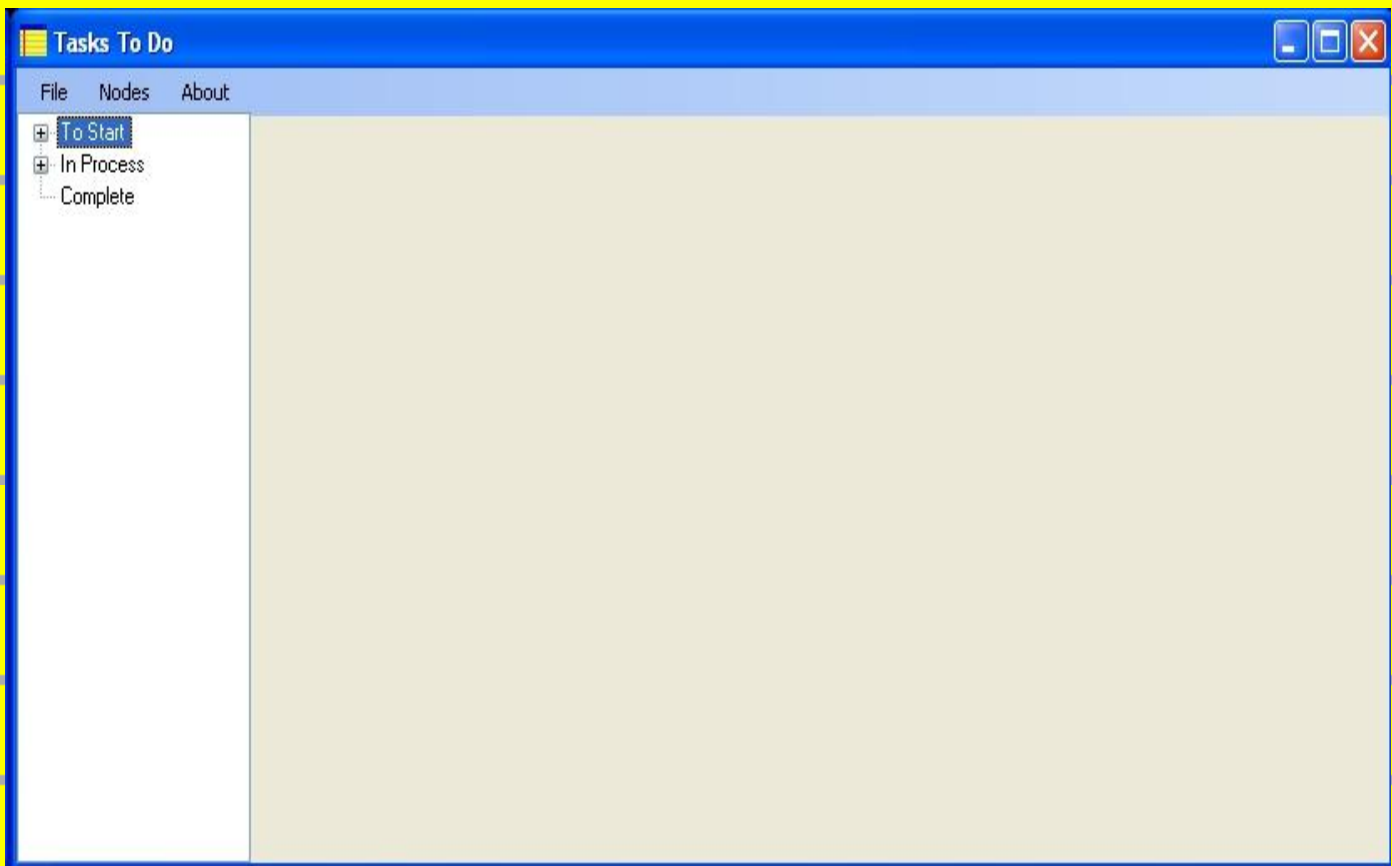
Tasks To Do was created because I couldn't find a program that fit my needs. With little projects that came my way while I was working, I needed something to keep track of it.

This program was initially written in Visual Studio 2008 Express edition, using C# .NET 2.0. Since then I've upgraded to Visual Studio 2010, and I've updated the code to C# .NET 3.5.

I've added some functionality to version 1.5. These changes include being able to add priority to tasks, and a history of changes.

# Usage

When the program opens for the first time, it will look just like this:



There are three types of categories in here.

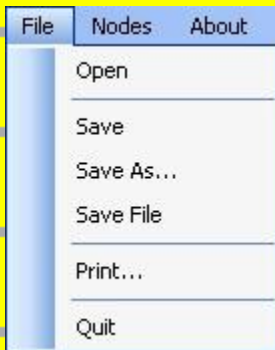
**To Start** - Tasks that have not yet been started

**In Process** - Tasks that are being worked on

**Complete** - Tasks that have been completed

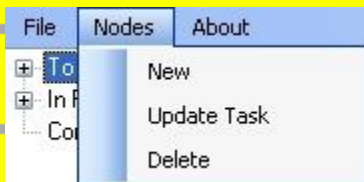
Notice that there is a **+** in front of **To Start** and **In Process**, they represent the priority of the tasks. Now notice there is no **+** in front of **Complete**. If the is complete then there really isn't a need for a priority.

Under the file menu is a few options



If there are multiple tasks list, then the open menu will read it in with a standard open dialog. The Save section will save the task list. Print will create reports (this will be discussed later). Then there is a Quit menu item. If quit is chosen and the document has yet to be saved, a prompt to save it will come up.

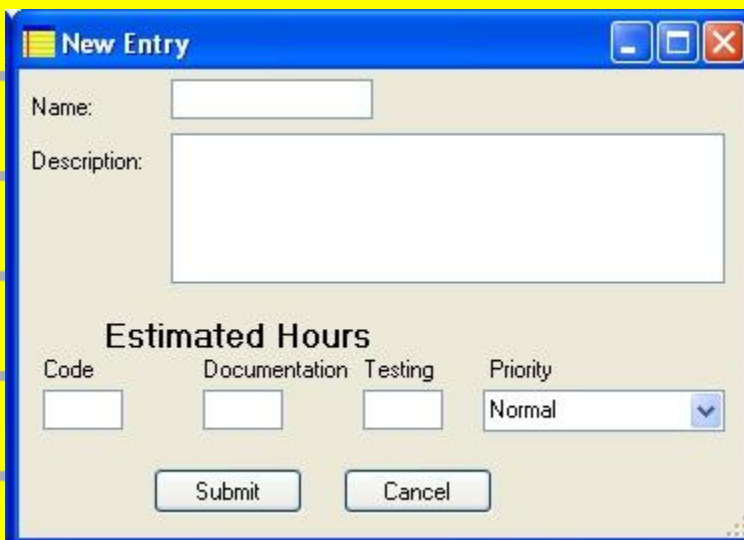
Under the Nodes menu is a few options



These three options will be discussed later, this menu is also used as a context menu for the displayed nodes.

The about menu is a simple about menu (won't waste time by describing it).

## New Entry

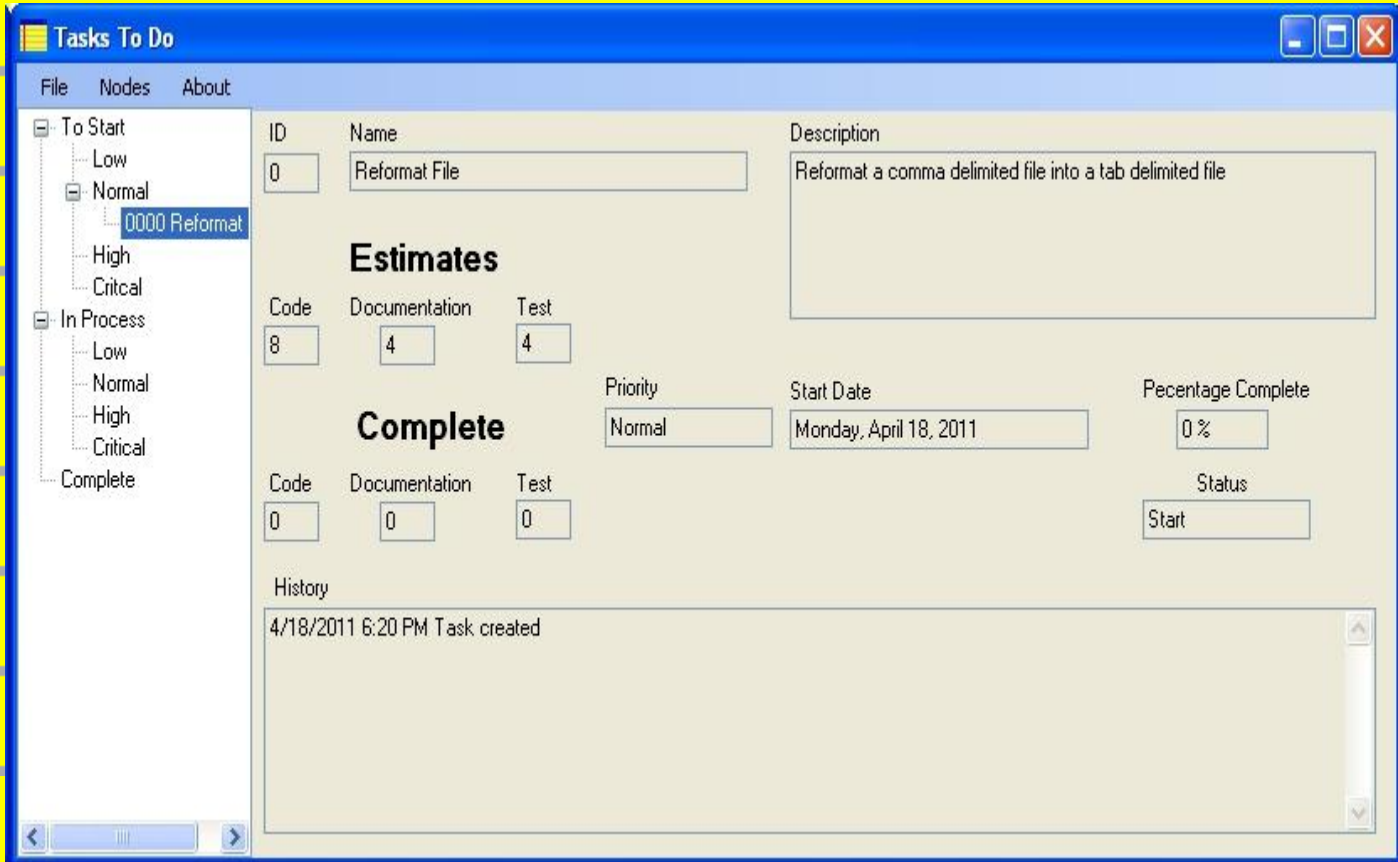
A screenshot of a 'New Entry' dialog box. The dialog has a title bar with a blue background and standard window controls. It contains several input fields: 'Name' (a single-line text box), 'Description' (a multi-line text area), and 'Estimated Hours' (a section with three sub-fields: 'Code', 'Documentation', and 'Testing', each with a single-line text box). To the right of these is a 'Priority' dropdown menu currently set to 'Normal'. At the bottom are 'Submit' and 'Cancel' buttons.

All fields should be filled in, they are not required however. Priority will be defaulted to Normal, there are four priority levels. They are:

1. Low
2. Normal
3. High
4. Critical

If for any reason the entry isn't satisfactory, the clicking the **Cancel** button will exit from the window.

Once the **Submit** button is pressed it will be added to the task list. The screen will look like this:



Things to note here. In the node pane, the node is added to the list. All new nodes are put under the **To Start** node parent. Start date is filled in with the date that the task is created. Status is set to Start. In the History window, it will put a log entry for when the task was created.

# Update Entry

**UpdateTask**

Name:

Description:

**Estimated Hours**

Code	Documentation	Testing
<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

**Completed Hours**

Code	Documentation	Testing	Priority
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Normal"/>

**Hours to add**

Code	Documentation	Testing	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Normal"/>

Completed

This screen will allow the hours, priority and completion status of the task. It can be used as much as needed, even when the task is completed, the update can still be used. The **Cancel** button will close the window without making any changes to the task. When the **Update** button will change the status of the task if it started as a new task, otherwise it will be left alone.

The screenshot shows a software window titled "Tasks To Do" with a menu bar (File, Nodes, About) and a tree view on the left. The tree view shows a hierarchy: To Start (Low, Normal, High, Critical), In Process (Low, Normal, High, Critical), and Complete. The "Normal" node under "In Process" is selected, showing a task entry for "0000 Reformat".

The task entry details are as follows:

ID	Name	Description
0	Reformat File	Reformat a comma delimited file into a tab delimited file

**Estimates**

Code	Documentation	Test
8	4	4

**Complete**

Code	Documentation	Test
4	2	0

Other fields include: Priority (Normal), Start Date (Monday, April 18, 2011), Percentage Complete (37%), Last Update Date (Monday, May 02, 2011), and Status (In Process).

**History**

- 4/18/2011 6:20 PM Task created
- 5/2/2011 6:29 PM Updated Complete Code, Complete Documentation

Notice that the History has been updated as well as other information on the screen. A new text box has appeared displaying the last update date of the task. More importantly the status has changed to **In Process** and it has changed nodes from **To Start** to **In Process**.

## Complete Entry

When A task is completed then the check box that says **Completed** should be filled in.

**Update Task**

Name:

Description:

**Estimated Hours**

Code	Documentation	Testing
<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

**Completed Hours**

Code	Documentation	Testing	Priority
<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="Normal"/>

**Hours to add**

Code	Documentation	Testing	Priority
<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="Normal"/>

Completed

This looks much like the previous screen that the update occurred. The status changed to **Completed** as well as Moving to the **Complete** node. Noticed that the **Complete** node doesn't have **Low, Normal, High, or Critical** in it. If it is completed, then there doesn't seem to be a reason to have it categorized.

**Tasks To Do**

File Nodes About

- To Start
  - Low
  - Normal
  - High
  - Critical
- In Process
  - Low
  - Normal
  - High
  - Critical
- Complete
  - 0000 Reformat File

ID	Name	Description
<input type="text" value="0"/>	<input type="text" value="Reformat File"/>	<input type="text" value="Reformat a comma delimited file into a tab delimited file"/>

**Estimates**

Code	Documentation	Test
<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

Priority:

Start Date:

Percentage Complete:

**Complete**

Code	Documentation	Test	End Date	Status
<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="Monday, May 02, 2011"/>	<input type="text" value="Completed"/>

History

4/18/2011 6:20 PM Task created  
 5/2/2011 6:29 PM Updated Complete Code, Complete Documentation  
 5/2/2011 7:08 PM Updated Complete Code, Complete Documentation, Complete Test, Complete Flag

## Delete Entry



The **Delete** screen only has one text entry to it. It is a reason to the delete the task. This reason will be added to the History of the task. Once the OK button is press, then the task will disappear from from all of the nodes. This file will be stored in the XML file that the tasks are stored in.

## Save file

If there have been change to the tasks and it hasn't been saved, the a save prompt will appear. If it is new, then it will prompt for a location and a file name to save it to. Once a file has been saved or opened, the program will remember the location and filename of the save file.

## What does the future hold

There can be improvements to this program, what they are yet I don't know. I've started a list, which only has one item so far (Minimize to the task bar). If there are suggestions, please send them to [programs@wasacola.com](mailto:programs@wasacola.com) and put in a subject of "Tasks To Do Enhancement". I'll add it to my list of enhancements to the program.