

ToDoList Online Documentation

Welcome to the online documentation for ToDoList © AbstractSpoon Software.

If you are new you may like to try our [Getting Started](#) page. Or you can browse the left-hand sidebar to see if anything catches your eye.

Alternatively you can search the documentation via the field at the top-right of the page.

The screenshot shows the 'Sample Tasklist' application window. At the top, there is a menu bar with options like 'File', 'New Task', 'Edit', 'View', 'Move', 'Sort By', 'Tools', 'Source Control', 'Window', and 'Help'. Below the menu is a toolbar with various icons and a 'Quick Find' search box. The main area is divided into several sections:

- Filters:** A set of dropdown menus for filtering tasks based on 'Show' (All Tasks), 'Title' (<any>), 'Started by' (<any date>), 'Due by' (<any date>), 'Above Priority' (<any>), 'Above Risk' (<any>), 'Allocated to' (<anyone>), 'Allocated by' (<anyone>), 'Status' (<any>), 'Category' (<any>), 'Tags' (<any>), 'Version' (<any>), and 'Options' (Any category c...).
- Task List:** A table with columns for Title, % Complete, Est., Spent, Start, Due, Recurs, To, Status, and Cat. Tasks include 'This is a Task', 'A Task can contain...', 'This is a completed task', 'Adding Comments to Tasks', 'Colouring Tasks', 'Categorizing Tasks', 'Likewise for the task's Status, All...', 'Associated Files with Tasks', 'Navigating the Tasklist', 'Filtering Tasks', 'Importing Tasks', 'Exporting Tasks', and 'Sharing Tasklists'.
- Task Tree:** A view showing a hierarchical structure of tasks.
- Task Configuration:** Fields for Priority (6 Medium), Risk (0 Lowest), % Complete (0), Time Est. (0), Time Spent (0), Start Date (10/11/2015), Start Time (12:00 AM), Due Date (17/11/2015), Due Time (11:59 PM), Completed (15/09/2016), Compl. Time, Recurrence (Once), Colour (Sample Text), Allocated To (Select a name), Allocated By (Select a name), Status (Select a status), Category (Home, Travel), Tags (Select a tag), External ID (Type an ID), Cost (0), and Dependency (16).
- File Link:** A field for specifying a file link, currently showing '.\Introduction.tdl'.
- Help Sidebar:** A sidebar on the right with a 'Simple Text' comment field and a list of supported file link types: Local files or folders, Network files or folders, Internet addresses (www.), Email addresses (mailto://), Microsoft Outlook folders, and Other tasks (tdl://). It also provides examples of file links and a note about handling spaces in filenames.

At the bottom of the window, a status bar shows the current file path, task count (109 | 18 / 18 tasks), selection status (1 task selected (17)), and time spent (Est: 0.00 H | Spent: 0.00 H).

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