

Todos

The todo makes sure that you do not forget an important task.

You can use the todo to suspend a task. For example, you might be in the middle of modifying a text when it becomes necessary to do something else. If you link the current document to a todo, you can later resume the suspended task by performing the todo.

The todo is a calendar entry which also appears in the calendar information of your Con-nect menu.

This chapter covers the following topics:

- Adding a Todo
- Keeping Track of Todos
- Commands for Todos
- Printing the Todos

Adding a Todo

Issue the following command sequence from any point in Con-nect:

```
ADD Todo
```

As a result, the "Add Todo" window appears.

```

4:17 PM          * * * C O N - N E C T 3 * * *          7.May.2002
Cabinet LS      Modify Fiber-optics and Sharks          Tuesday
Folder Work      File
...+...10...+...20...+...30.  +-----+
Marine biologists have charted s !                Add Todo                !
feeding habits of sharks.      +-----+
                                ! Date      _____ Time _____ !
                                ! Subject  _____ !
                                ! Description _____ !
                                ! _____ !
                                ! _____ !
                                ! _____ !
... < .. / ...+... / ...+...30. ! _____ !
      Depth      Ft. Cable      ! Command                !
      -----      -----      ! Modify_____ !
      1,000        10,000        ! Document_____ !
      2,000        15,000        ! Fiber-optics/and/Sharks_____ !
                                ! _____ !
...+...10...+...20...+...30.  +-----+
What is it about fiber-optic cab
Complete the information above and press ENTER to add
Command / _____ / 1 ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home
    
```

Enter the following information in the "Add Todo" window.

Date

The date on which you wish to perform this todo.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

Time

Optional - the time when you want to perform this todo.

If you do not enter a time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the time.

Subject

The subject of the todo.

If you do not enter a subject, you must enter a description.

Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Description

Optional - information concerning the todo.

Command

If your last command is executable, Con-nect fills in the command, object and parameter that correspond to your current task in the three lines.

If your last command is not executable (for example, if your last command was MENU), these lines remain blank.

Optional - you can link the todo to another task by typing another command, object and parameter in these lines.

Important:

Command, object and parameter must be entered in the same sequence as entered in the command line.

Press ENTER to add the todo.

The blank "Add Todo" window re-appears and you can add another todo or quit the function.

If you want to resume the suspended task, you must PERFORM the todo.

Keeping Track of Todos

Issue the following command sequence from any point in Con-nect to display a list of your todos starting with the current date (the date which is displayed to the right of the screen name indicates your next todo):

```
DISPLAY Todo
```

Issue the following command sequence from any point in Con-nect to display a list of your todos starting with the date you specify (or with the next todo, if there are no todos for the specified date):

```
DISPLAY Todo date
```

Issue the following command sequence from any point in Con-nect to display a list of your todos starting and ending with the dates you specify:

```
DISPLAY Todo from-date to-date
```

Note:

If you do not specify a year with the date, the current year is automatically displayed.

```

4:24 PM          * * * C O N - N E C T 3 * * *          22.Oct.97
Cabinet LS          Display Todo          26.Jan.98          Wednesday
                                     Agenda
Cmd Day Date          Start      End          Type Subject          Notes Overlay
-----
_ Mon  26.Jan.98  2:00 PM          ( T  Book orders
_ Tue  3.Feb.98  10:00 AM          ( T  Fiber
_ Wed  4.Mar.98  3:00 PM          ( T  Results

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Display Erase Info Modify Perform Top
    
```

The "Display Todo" screen displays the todos chronologically. There may be even todos for which you specified an earlier date - those are the todos you have not yet performed. If you do not perform the todo until the specified time, it is removed from the calendar information of your Con-nect menu; however, it is still displayed in the "Display Todo" screen.

The columns display the following information:

Day

The name of the day.

Date

The date on which you want to perform the todo.

Start

The time when you want to perform the todo.

End

Not relevant here.

Type

The type of calendar entry: T for todo.

A todo has no ending time. Thus, a (is displayed before the type to indicate that the todo does *not* occupy time in your calendar.

Subject

The subject of the todo.

Agenda/Notes

Not relevant here.

Overlay

A user ID in this column indicates a todo in the calendar of that user.

Commands for Todos

The command prompting line of the "Display Todo" screen shows all the commands which apply to todos. The commands are described in section *Commands*. The following exceptions apply when working with todos:

- ERASE
- MODIFY
- PERFORM

ERASE

When you ERASE a todo, it is removed from the calendar screens and calendar information. It is not placed in your Wastebasket.

MODIFY

The following restriction applies to the overlay calendar:

You cannot MODIFY the command sequence assigned to the todo, since the todo refers to objects in the cabinet of the other user. You can only modify the date, time, subject and description of the todo.

However, when you access another user's cabinet with the command sequence "USE Cabinet *cabinet-ID*", this restriction does not apply.

PERFORM

When you add a todo, you specify a command, object and parameter. To carry out this command sequence, you must mark the todo with PE. As soon as a todo is performed, it is erased from your calendar. It is not placed in your Wastebasket.

The following restriction applies to the overlay calendar: you cannot PERFORM a todo in the overlay calendar, since the todo refers to objects in the cabinet of the other user. However, when you access another user's cabinet with the command sequence "USE Cabinet *cabinet-ID*", this restriction does not apply.

Printing the Todos

You can print a list of all todos any time you want.

Issue the following command sequence from any point in Con-nect:

```
PRINT Todo from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed. The optional parameter "Document" causes the descriptions and commands of the todos to be printed as well.

The following examples show how this function may be used:

PRINT Todo 3.Mar Document	Print all todos starting from March 3rd with descriptions and commands.
PRINT Todo Document	Print all todos starting from today with descriptions and commands.
PRINT Todo 1.Jan 31.Dec	Print all todos from January 1st through December 31st without descriptions and commands.

Note:

If you do not specify a year with the date, the current year is automatically printed.