

My Task Tracker

MORC Creations

2021



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1. WELCOME TO MY TASK TRACKER


Welcome to MORC Creations free My task Tracker Product!

This product has been created by MORC Creations for all our customers and is distributed free of charge.

2. LOGIN SCREEN

Use the login screen to login into the the My Task Tracker application.

You can optionally open a nominated task list from the Task List drop down when the application starts.



User Login


My Task Tracker

Version 1.0 (2021)

Username:

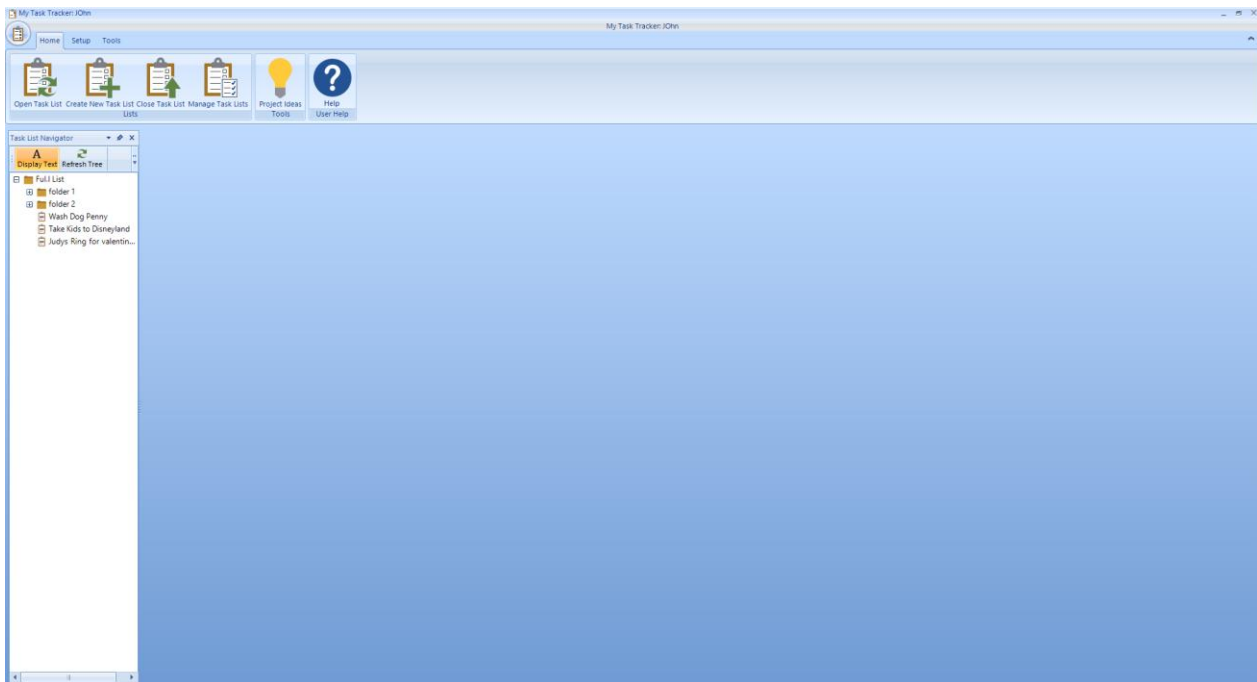
Password:

Task List:

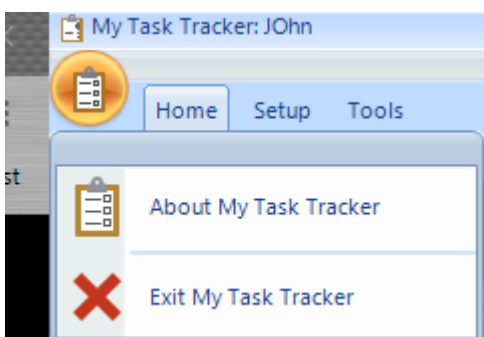
 **MORC Creations Software**
@ copyright 2020 -

3. MY TASK TRACKER MAIN SCREEN

Use the My Task Manager Main Application screen to access all the application functionality.

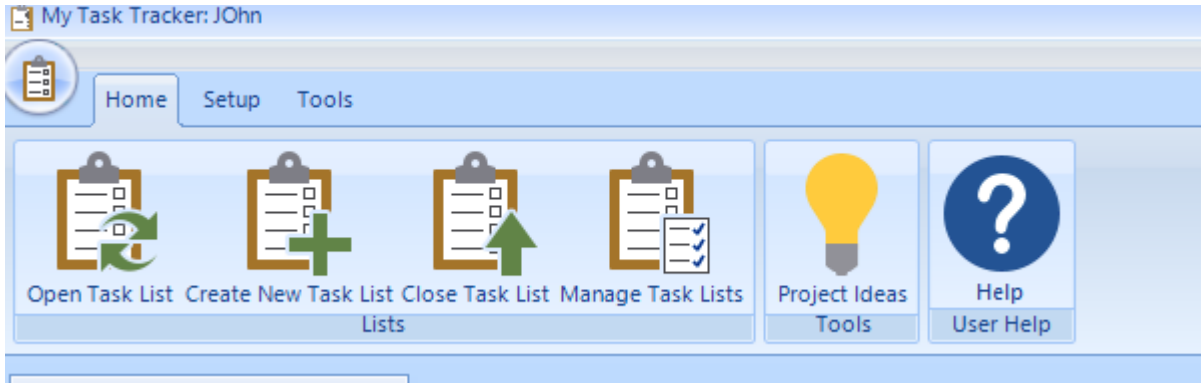


The Main Application menu is situated in top left corner of main application screen and provides access to two functions., as shown below.



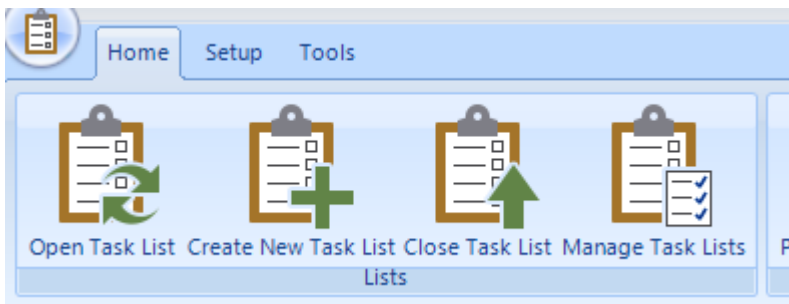
3.1. HOME TAB

The Home Tab provides access to all the most commonly used application functionality.

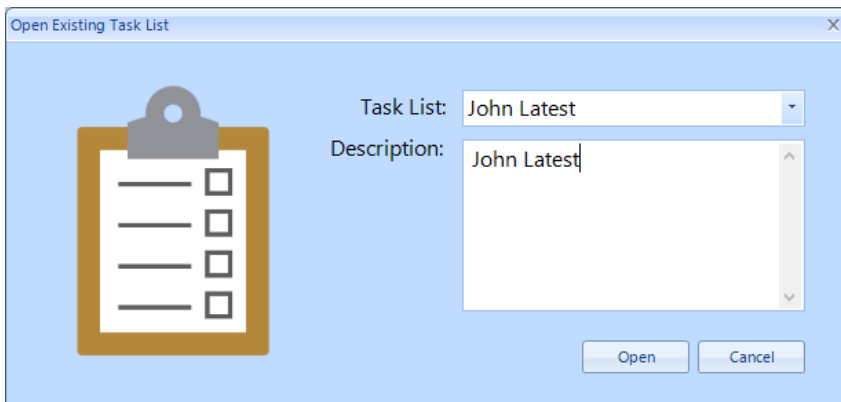


3.1.1. LISTS GROUP

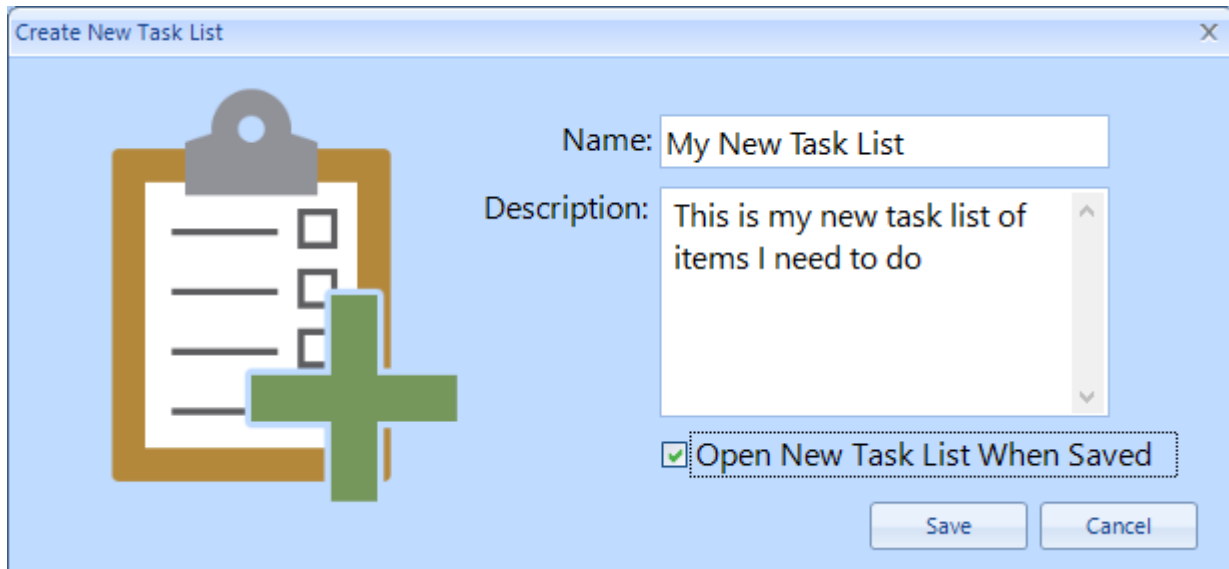
The **List Group** provides access to functionality to create and manage your list sets.



The **Open Task List** function allows for the opening of existing task lists, as shown below. When a Task List is opened the task items and folder are displayed in the [My Task Navigator](#).

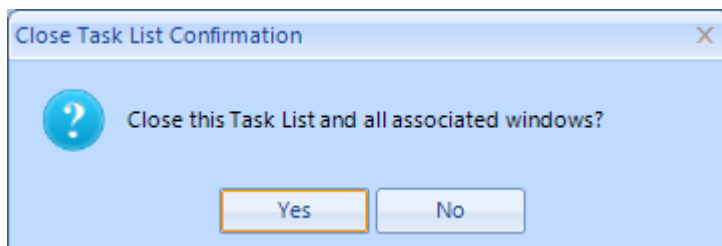


The **Create New Task List** function allows for the creation of new task lists, as shown below. Select the Open New Task List When Saved checkbox to open the new task list in the Task List Navigator after creation.



The screenshot shows a dialog box titled "Create New Task List". On the left is an icon of a clipboard with a green plus sign. On the right, there is a "Name:" field containing "My New Task List" and a "Description:" text area containing "This is my new task list of items I need to do". Below the description is a checked checkbox labeled "Open New Task List When Saved". At the bottom right are "Save" and "Cancel" buttons.

The **Close Task List** functionality closes the open Task List and any associated windows. A Close Prompt is shown prior to closing the Task List, as shown below

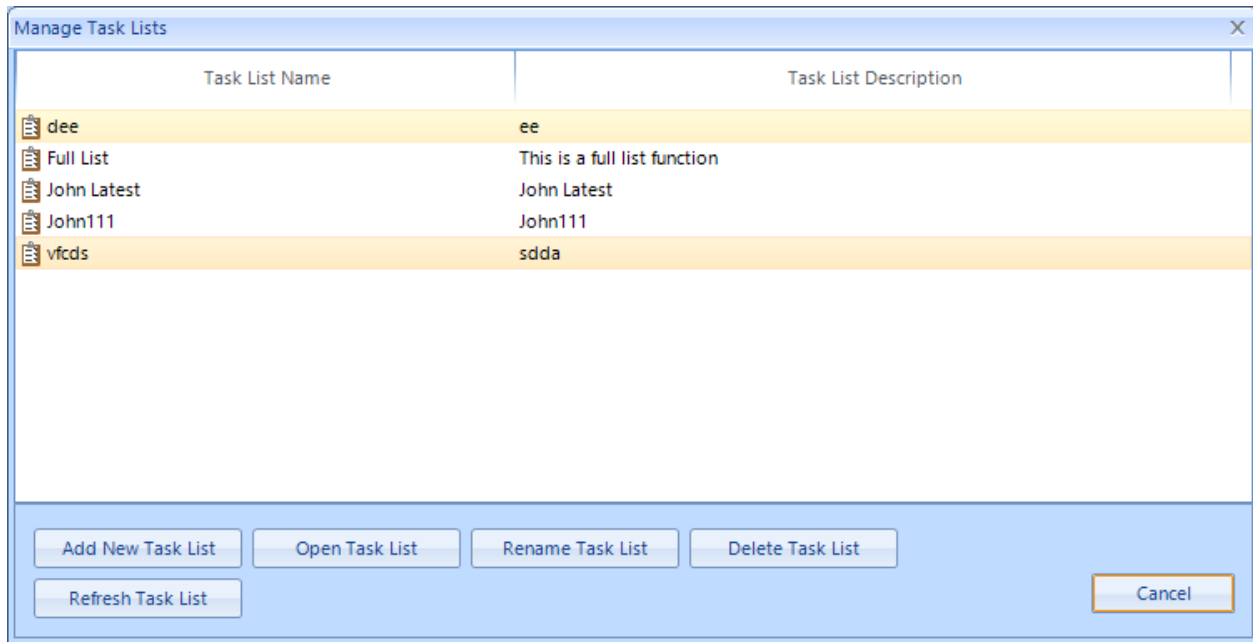


The screenshot shows a dialog box titled "Close Task List Confirmation". It features a question mark icon and the text "Close this Task List and all associated windows?". At the bottom are "Yes" and "No" buttons.

The **Manage Task List** function allows for the management of all task lists in the My Task Tracker application.

This includes the ability to:

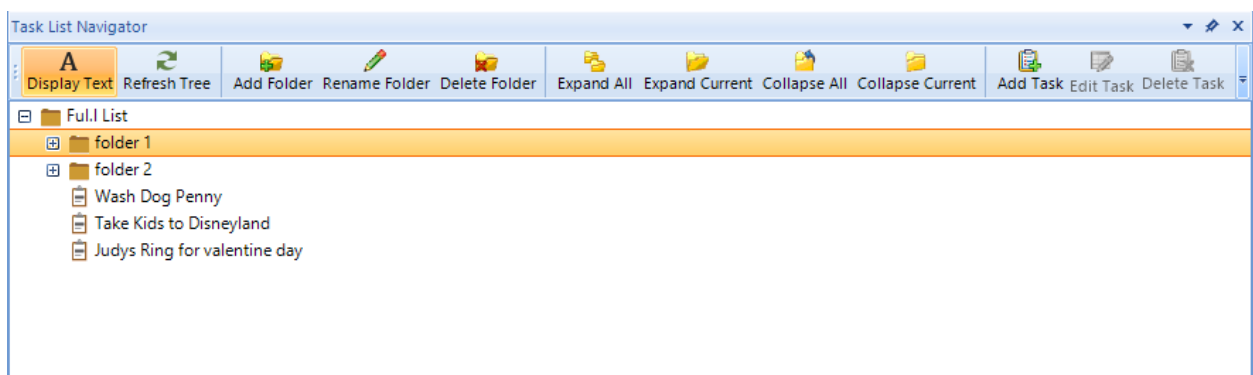
- Add New Task List
- Open Task List
- Rename Task List
- Delete Task List
- Refresh Task List



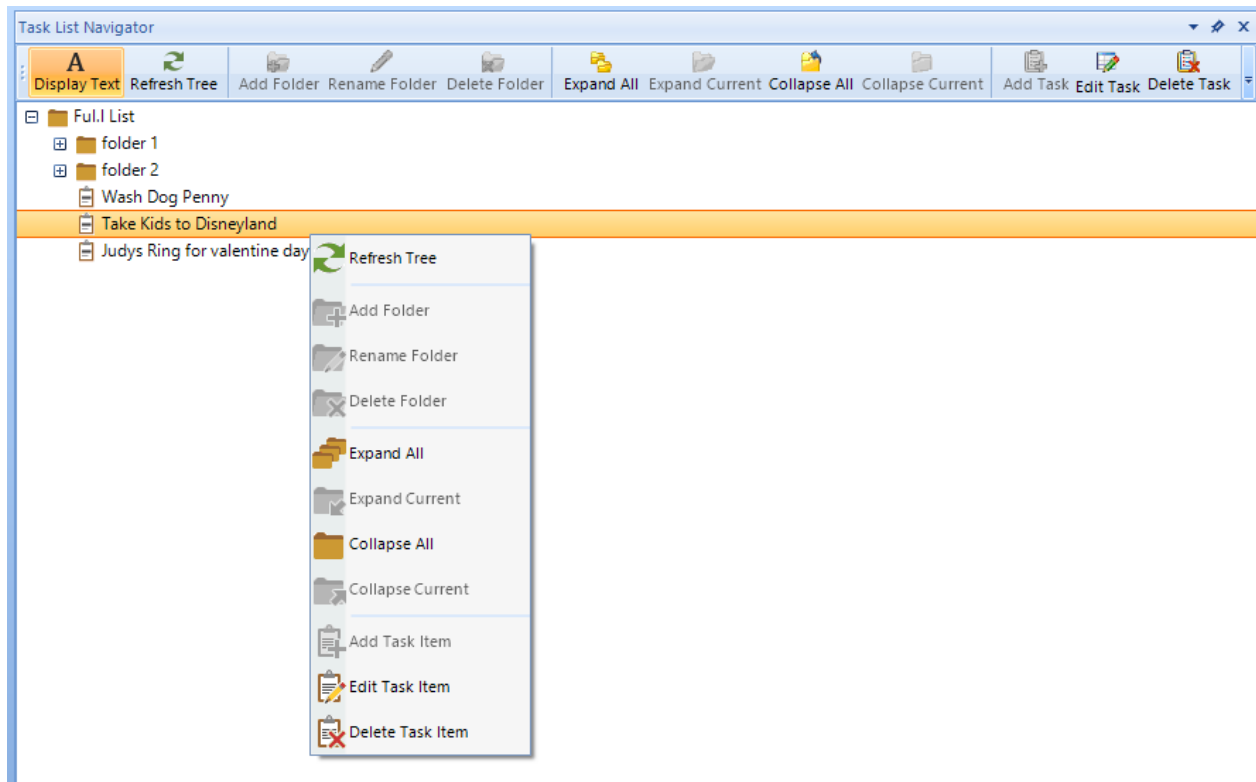
3.1.1.1. TASK LIST NAVIGATOR

The Task List Navigator is used to add, edit and delete tasks and task folders.

The Task List Navigator is shown below.

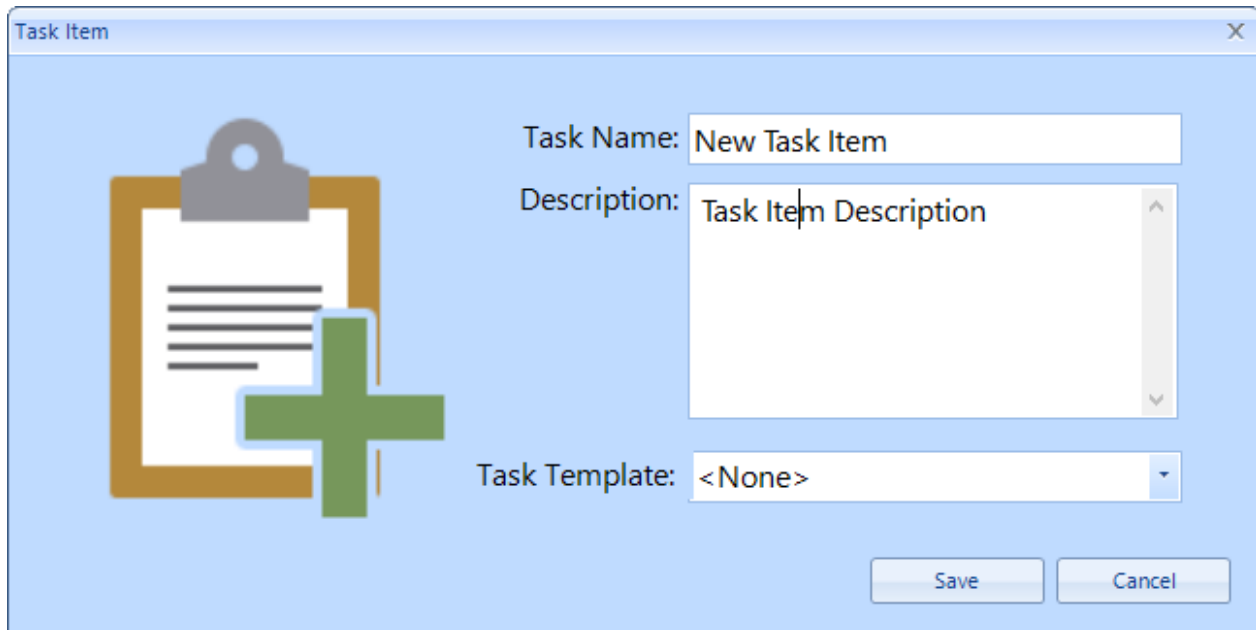


Use the right mouse click to access the navigators context sensitive menu.



3.1.1.1.1. ADD TASK ITEM

The Add Task Item screen allows for the addition of new task items.



Task Item

Task Name: New Task Item

Description: Task Item Description

Task Template: <None>

Save Cancel

Use the optional Task Template dropdown list to select a Task Template to use when creating the Task Item.

3.1.1.1.2. EDIT TASK ITEM

The Edit Task Item screen allows for a large variety of different information to be added to the task item, including:

- Task Properties
- Image
- Notes
- Links

Task Name:

Task Description:

Task Type:

Task Status:

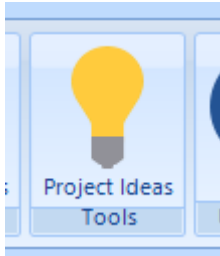
Percentage Complete:

Additional Task Properties:

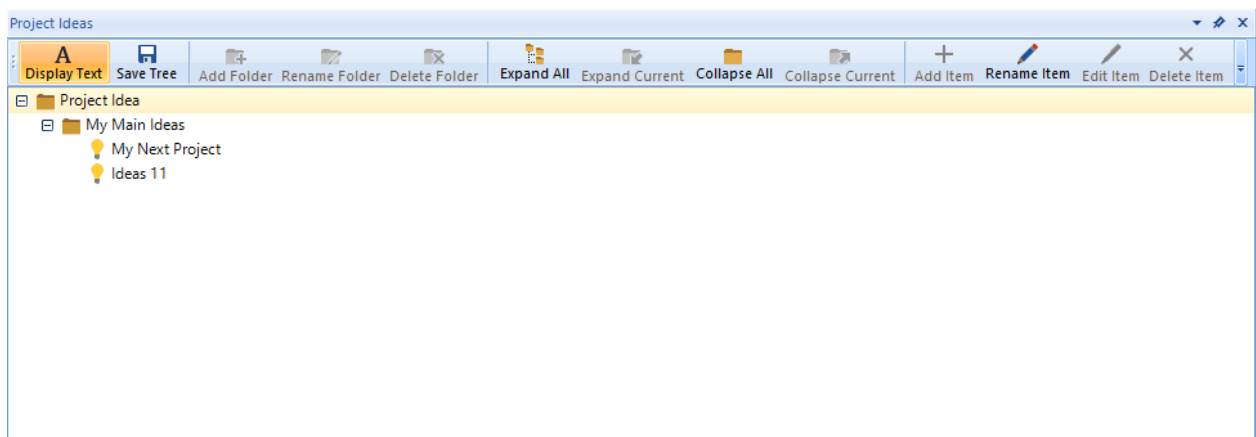
Property Name	Property Description	Property Type	Property Value

3.1.2. TOOLS GROUP

The Tools Group provides access to the Project Ideas functionality.

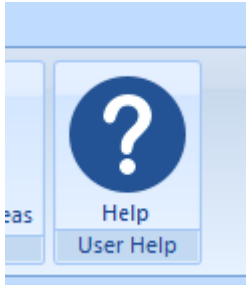


The Project Ideas function allows for the creation and management of Project Ideas.



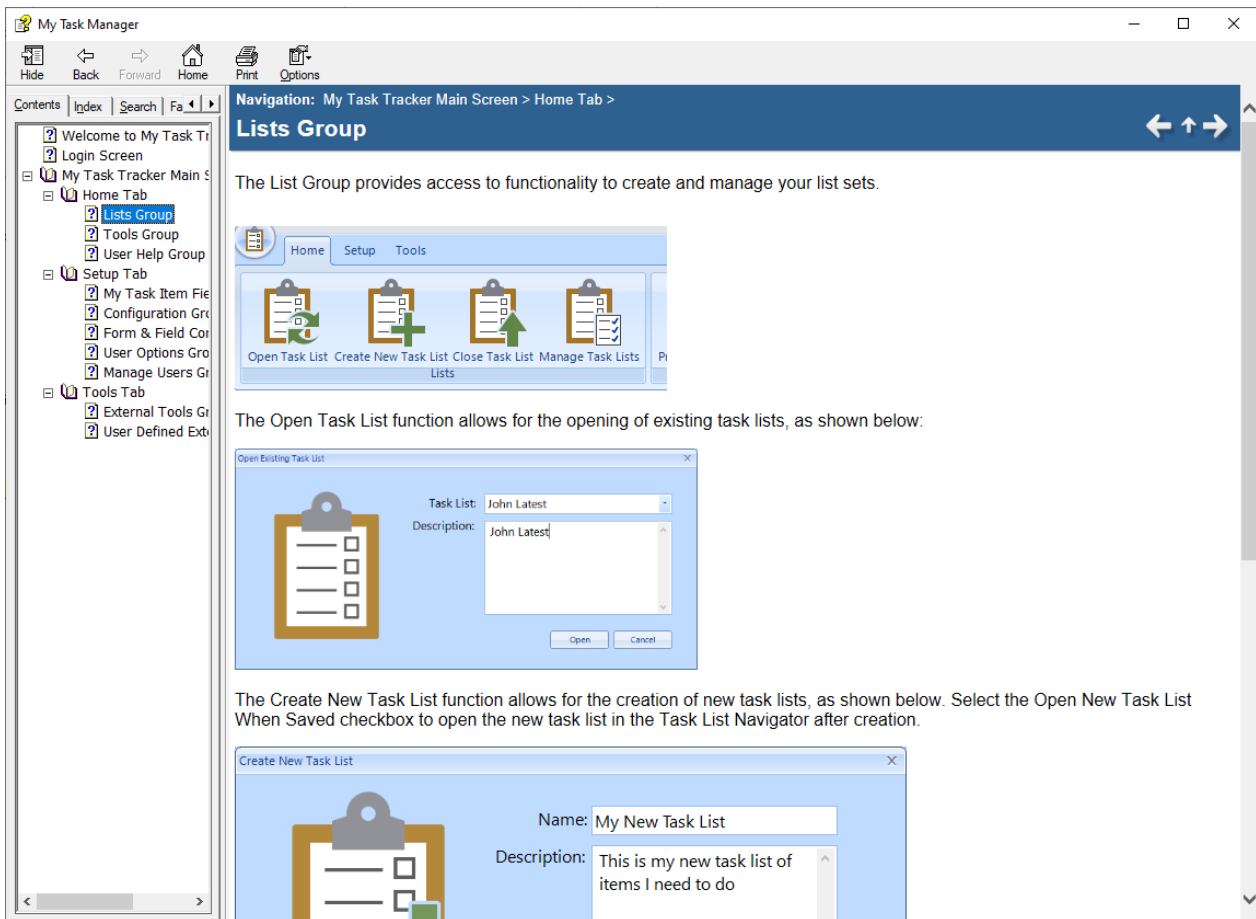
3.1.3. USER HELP GROUP

The User Help Group provides access to the My Task Tracker help system.



The Help functionality provides access to all the help within the My Task Tracker application.

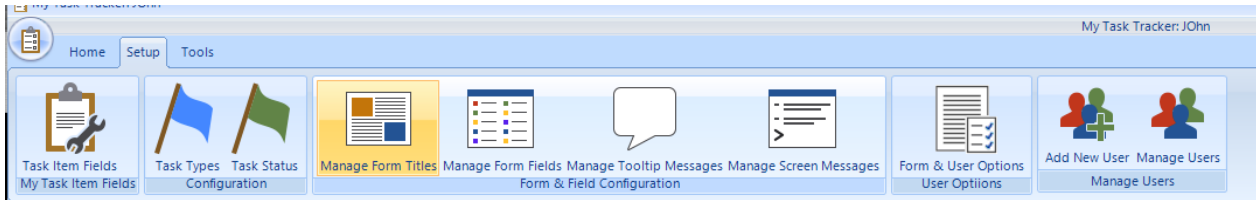
Screen related help may also be accessed from any screen by pressing the F1 key.



The screenshot displays the My Task Tracker application window. The title bar reads "My Task Manager". The interface includes a navigation pane on the left with a tree view containing items like "Welcome to My Task Tr...", "Login Screen", "My Task Tracker Main S...", "Home Tab", "Lists Group", "Tools Group", "User Help Group", "Setup Tab", "My Task Item Fie...", "Configuration Gro...", "Form & Field Cor...", "User Options Gro...", "Manage Users Gr...", "Tools Tab", "External Tools Gr...", and "User Defined Ext...". The main content area is titled "Navigation: My Task Tracker Main Screen > Home Tab > Lists Group". It contains the following text: "The List Group provides access to functionality to create and manage your list sets." Below this is an image of a "Lists" toolbar with buttons for "Open Task List", "Create New Task List", "Close Task List", and "Manage Task Lists". The text continues: "The Open Task List function allows for the opening of existing task lists, as shown below:" followed by an image of the "Open Existing Task List" dialog box. The dialog box has a "Task List" dropdown menu set to "John Latest" and a "Description" text area containing "John Latest". Below the dialog box, the text reads: "The Create New Task List function allows for the creation of new task lists, as shown below. Select the Open New Task List When Saved checkbox to open the new task list in the Task List Navigator after creation." This is followed by an image of the "Create New Task List" dialog box, which has a "Name" text field set to "My New Task List" and a "Description" text area containing "This is my new task list of items I need to do".

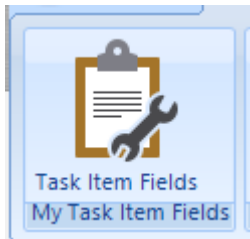
3.2. SETUP TAB

The Setup Tab provides access to all the setup functionality within the My Task Tracker application.

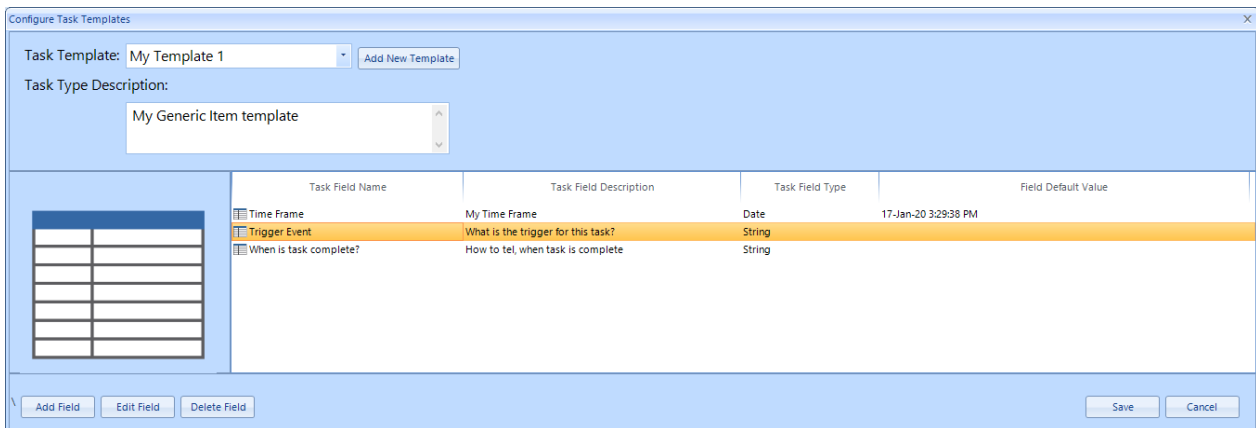


3.2.1. MY TASK ITEM FIELDS GROUP

The My Task Item Fields functionality allows for the creation and configuration of multiple Task Templates.

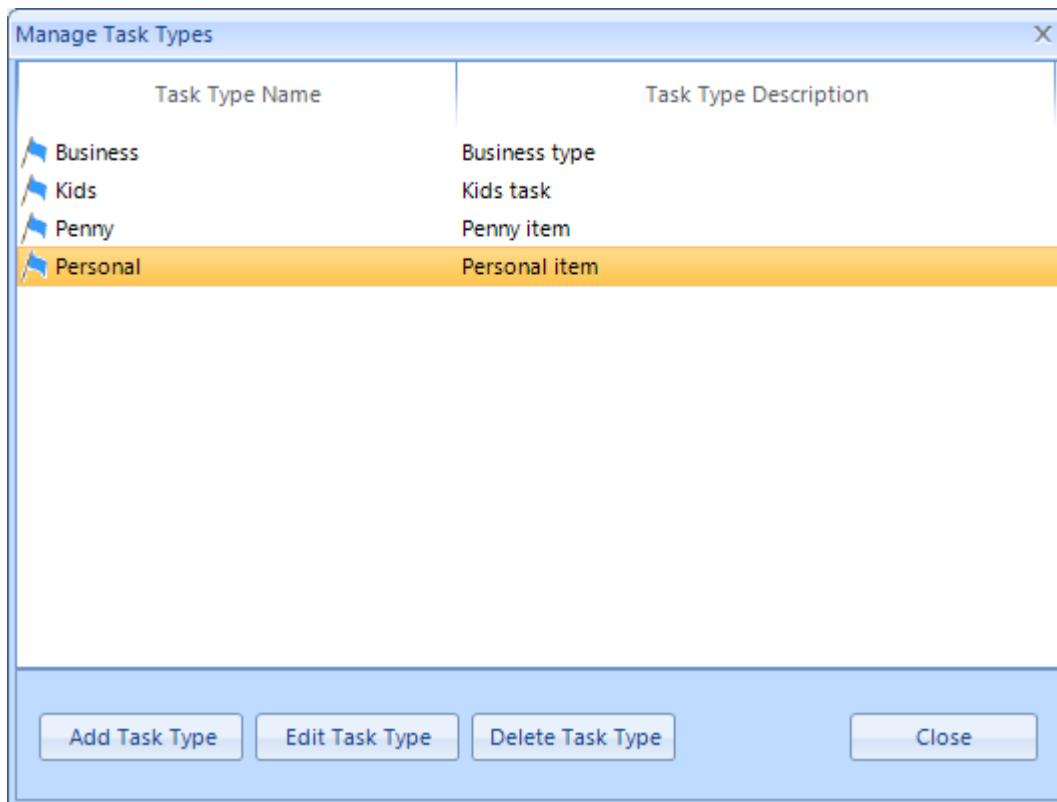
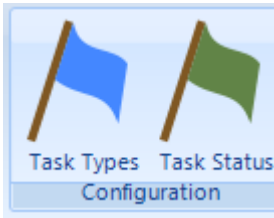


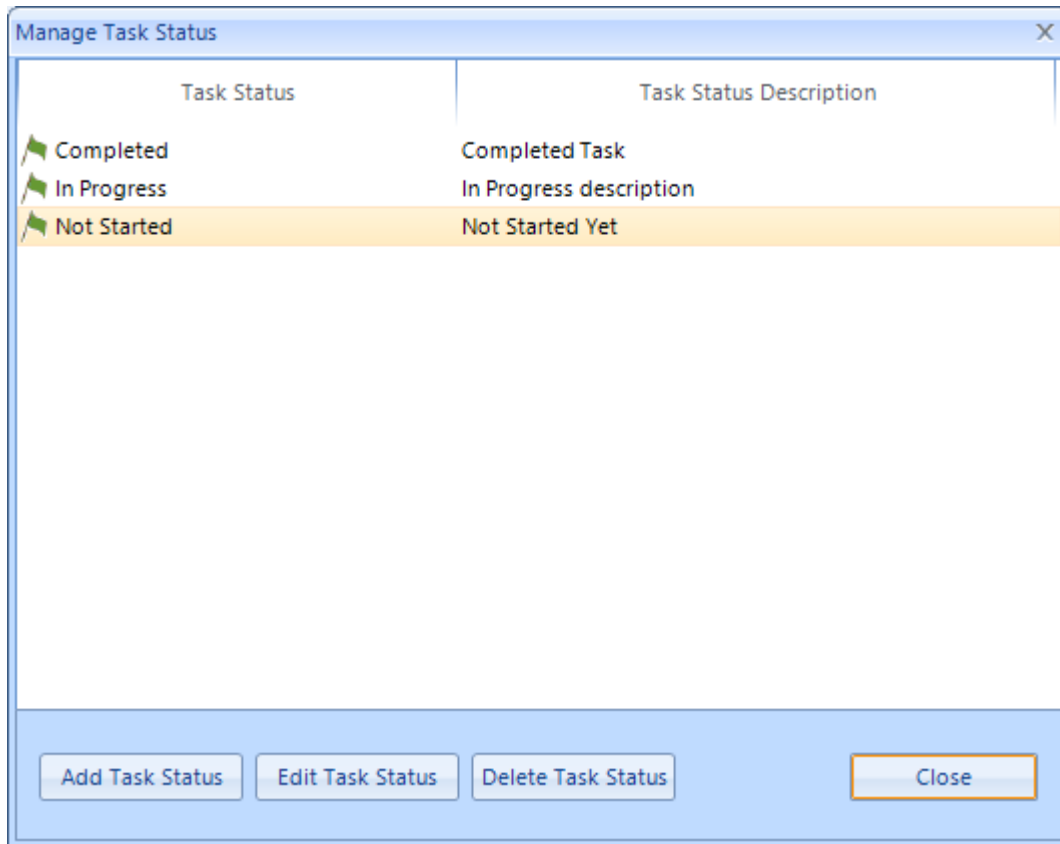
The Configure Task Templates screen is shown below and allows for new templates to be created and existing templates to be edited or deleted.



3.2.2. CONFIGURATION GROUP

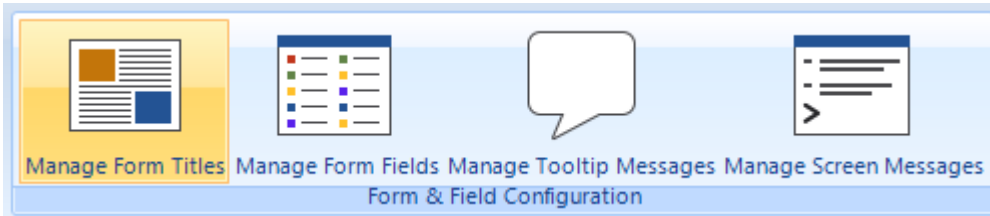
The Configuration Group allow for the configuration of the Task Types and Task Status items





3.2.3. FORM & FIELD CONFIGURATION GROUP

The Form & Field Configuration Group provides functionality which allows for the editing of all Form Names, Field Labels, Tool Tips and Screen Messages.



Form ID	Form Name	Form Default Name
MORCC600	Configure Form Field Tool Tips	Configure Form Field Tool Tips
MORCC610	Edit Form Field Tool Tip	Edit Form Field Tool Tip
MORCC590	Edit Form Label	Edit Form Label
MORCC560	Edit Form Title	Edit Form Title
MORCC890	Edit Message Title & Message	Edit Message Title & Message
MORCC580	Manage Form Fields	Manage Form Fields
MORCC550	Manage Forms	Manage Forms
MORCC700	Manage User Tools	Manage User Tools
MORCC710	Manage User Tools	Manage User Tools
MORCC880	Mange Screen Messages	Mange Screen Messages
MORCC090	User Login	User Login

At the bottom of the window, there are three buttons: 'Edit Form Title', 'Reset to Default', and 'Close'.

Manage Form Fields

Form Name:

Form Fields

Field Name	Current Value	Default Value
Close Button	Close	Close
Login Button	Login	Login
Password Label	Password:	Password:
Show Password Button	Show Password	Show Password
Task List Label	Task List:	Task List:
Username Label	Username:	Username:

Configure Form Field Tool Tips

Form Name:

Field Name	Current Tool Tip Value	Default Tool Tip Value
Username Label	Enter your username.	Enter your username.
Password Label	Enter your password.	Enter your password.
Task List Label	Optionally select a collection set to open.	Optionally select a collection set to open.
Show Password Button	Show your password in plain text	Show your password in plain text
Login Button	Login to the My task Lists.	Login to the My task Lists.
Close Button	Cancel login and close the application	Cancel login and close the application

Mange Screen Messages

Form Name:

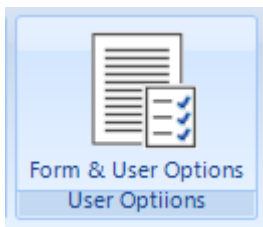
Message ID	Message Title	Message	Default Message Title	Default Message
10	Exit Confirmation	Exit My Task Tracjer application?	Exit Confirmation	Exit My Task Tracjer application?
20	Login Error	Please enter a Username and Password	Login Error	Please enter a Username and Password
30	Login Error	Invalid Username and password	Login Error	Invalid Username and password

3.2.4. USER OPTIONS GROUP

The User Options Group provides access to the Form and User Options screen.

The Options screen provides access to the following My Task Tracker settings:

- General Application Options
- Form Docking
- Application Theme

A screenshot of the 'Form Options' dialog box. The window title is 'Form Options' with a close button (X) in the top right corner. The dialog has three tabs: 'General Options' (selected), 'Form Docking', and 'Application Theme'. There are navigation arrows and another close button (X) on the right side of the tab bar. The main area contains several settings: three checked checkboxes for 'Open Project Ideas Startup', 'Show Command Bar Button Text On Docking Forms', and 'Display Message on item Add, Update and Delete'; a 'Default Editor Font' dropdown set to 'Agency FB'; and a 'Default Editor Size' dropdown set to '8', followed by a 'Sample Text 123' label. A 'Save' button is centered at the bottom of the main area. A 'Close' button is located in the bottom right corner of the dialog box.

Form Options

General Options Form Docking Application Theme

Form Name	Current Docking Position	Default Docking Position
Task List Navigator	Left	Left
Project Ideas	Left	Right

Change Dock Position Reset to Default

Close

Form Options

General Options Form Docking Application Theme

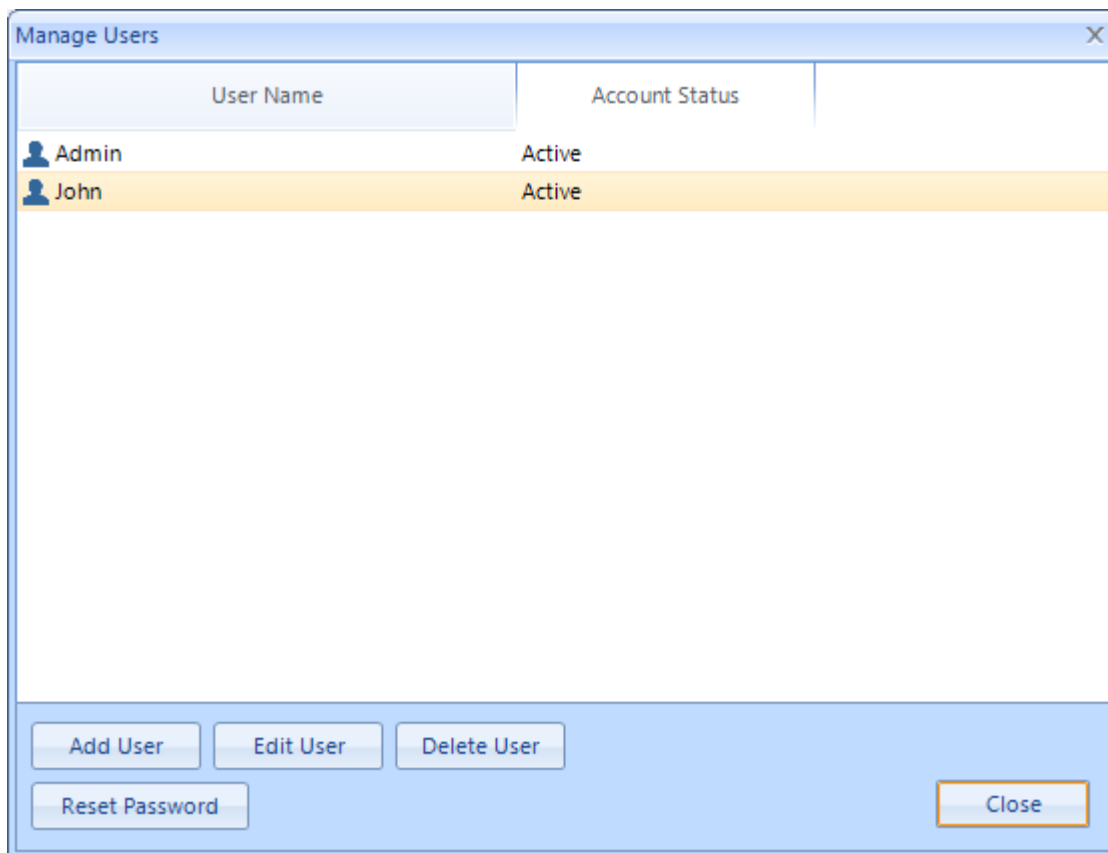
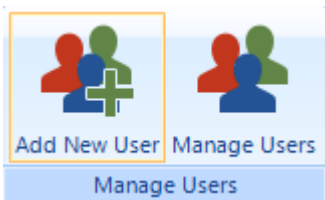
- Default
- Aqua
- Breeze
- Crystal
- Dessert
- Fluent
- FluentDark
- HighContrastBlack
- MaterialBlueGrey
- MaterialPink

Save Theme


Close

3.2.5. MANAGE USERS GROUP

The Manage Users Group allows for the addition of New Users and management of Existing Users.



Add New User ✕



User Name: *

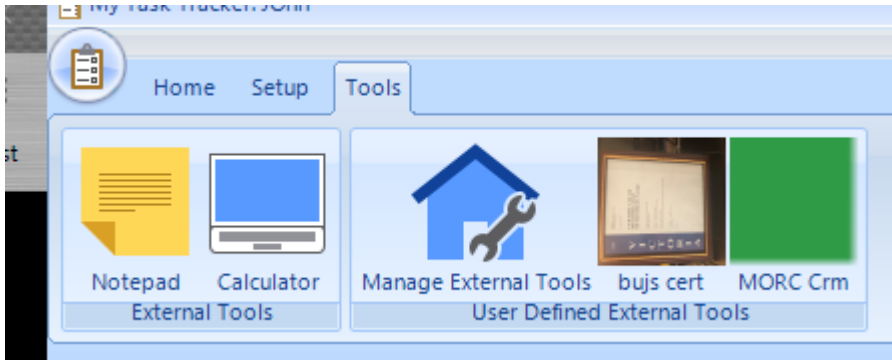
User Password: *

Confirm Password: *

Account Status: *

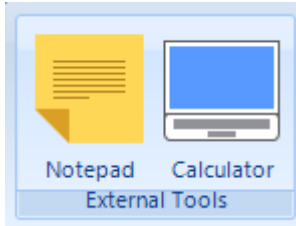
3.3. TOOLS TAB

The Tools Tab provides access to all the tool functionality contained within the My Task Tracker application.



3.3.1. EXTERNAL TOOLS GROUP

The External Tools Group provides access to Microsoft Windows Notepad and Calculator applications.



3.3.2. USER DEFINED EXTERNAL TOOLS GROUP

The Manage External Tools functionality allows for links to be created to external applications, images and documents.


All User Defined Tools are displayed in the User Defined External Tools group for easy access.



Tool Name	Tool Link
bujs cert	C:\Users\jcgil\Pictures\BusinessCertificate.jpg
MORC Crm	D:\John Business\MORC Creations CRM\MORC Creations CRM\bin\x86\Debug\MORC Creations C


Buttons: Add, Edit, Delete, Close

Manage User Tools



Tool Name: MORC Crm *

Tool Path: D:\John Business\MORC Creations CRM\MORC Cr *

Tool Icon:  *

Buttons: Browse, Save, Cancel

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