

NestedTODO

A Multilevel Task Manager Solution

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Introduction

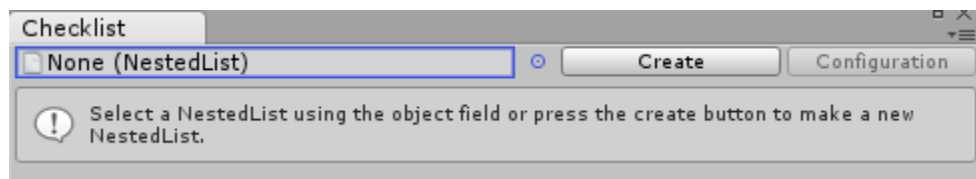
NestedTODO is a multilevel Task Manager that uses a tree structure, allowing any Task to have his own set of Sub Task. By dividing complex or ambiguous work into smaller, more approachable Sub Tasks, it becomes easier to see what needs to be done and in what order should be done.

The main component of **NestedTODO** is the Checklist window, where the Tasks are created. An optional Agile Board window is also included if an agile development methodology is preferred.

The Checklist window

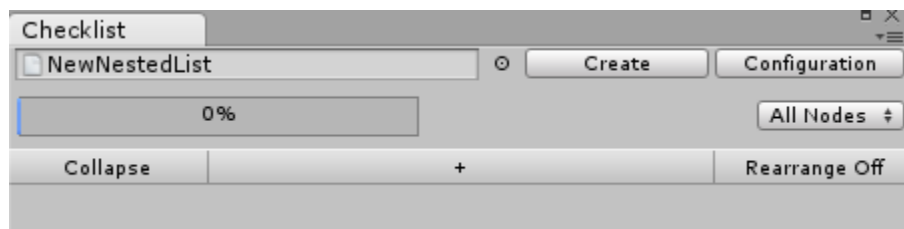
To open the Checklist window go to the Unity Editor's menu bar, Window > NestedTODO > Checklist Window.

When open, you will be prompted to either create a new NestedList or to load one using the object field (a Demo List is provided).



After creating/loading a NestedList, the message area will show the Checklist window's toolbar. Here, you will find:

- Global Progress bar: this progress bar shows the completion rate of the Nested List.
- View Filter: this popup menu allows you to filter the different Tasks based on the selected criteria (see all nodes, uncompleted only, completed only, by category or by priority).
- Collapse/Expand: button for collapsing or expanding all Tasks in the NestedList.
- Main Add: the “+” button allow you to add Top Level Tasks to the NestedList.
- Rearrange On/Off: this button enable the Rearrange Mode on and off, when enabled, additional controls for moving and transferring Tasks will be shown next to each Task.

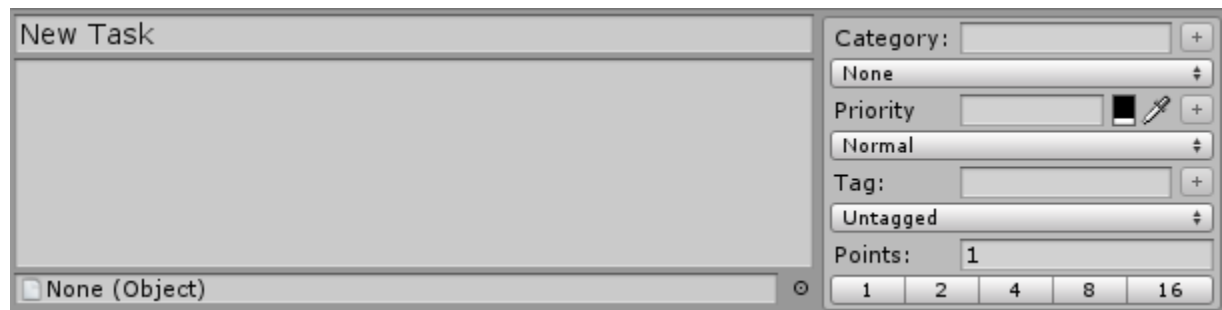


Note: In version 1.2 the Export to CSV feature was added, since then, after a NestedList is selected, a new Export button appears between Create and Configuration.

Creating Tasks

Using the main Add button, you can create as many Top Level Tasks as needed. In **NestedTODO**, a Task is composed of a main text or title, an optional text or note, a category and a priority. Additionally, a file can be linked to each Task and a number of points can be assigned to it (for agile environments).

To edit a Task, first it has to be selected from the list, this will open the Task Edit panel, where you will find all the fields needed to edit the properties mentioned before. There are also options to add new categories and priorities in this panel, and when added, the selected Task will be automatically set to them.



Task Edit panel.

Tasks in the NestedLists

Each created Task will be shown as a list entry in the Checklist window, ordered from top to bottom. Selecting any Task from the list will open the Task Edit Panel.

The elements shown for each Task, from left to right are:

- Foldout Arrow: if a Task contains any Sub Task, an arrow will be shown to the left of the Task. This arrow is used to collapse/expand the Task branch.
- Checkbox: The complete checkbox, marking it will set the Task as completed. Depending on the list configuration, completing a Task can set all of its Sub Task as completed and/or complete its Parent Task.
- Note Mark: Tasks that uses the optional Note text field will show a mark next to the complete checkbox; this mark has a tooltip that expose the Task note.
- Task Text: the main text/title of the Task.
- Priority Mark: a colored mark indicating the Task priority; pressing this mark cycles through the different priority levels.
- Category Popup: a field for showing and setting a Task category.
- Tag Popup: a field for showing and setting a Task Tag.
- Progress Bar: a local progress bar that indicates the completion rate of the Task (based on the completion state of all of its Sub Tasks).
- Add Sub Task: a “+” buttons to create Sub Tasks for a given Task.

- Order Up: a “▲” button for moving a given Task higher in the list, only available when Rearrange Mode is enabled. Sub Tasks are confined to its Parent Task.
- Order Down: a “▼” button for moving a given Task lower in the list, only available when Rearrange Mode is enabled. Sub Tasks are confined to its Parent Task.
- Transfer Task: a “T” button that allows a Task to be transferred to another branch, as long as the destination branch is not part of his own branch. Only available when Rearrange Mode is enabled.
- Delete Task: an “x” button for deleting a Task, whole branches can also be deleted.

The screenshot shows a 'Checklist' application window with a title bar and standard OS controls. The main area displays a hierarchical task list under the heading 'Demo List'. A progress bar at the top indicates 27% completion. The list is organized into a tree structure with expandable/collapsible icons. Each task row includes a checkbox, a status indicator (colored circle), a task name, a status dropdown, an 'Untag' button, a priority value in a blue box, and action buttons for adding, moving up/down, transferring, and deleting. The tasks are as follows:

Task Name	Status	Priority
Import NestedTODO package	Yellow	100
Design an awesome game	Green	25
Player Controller	Green	40
Movement	Red	100
Jumps	Green	33
Normal Jump	Red	100
Double Jump	Green	0
Wall Jump	Yellow	0
Enemies	Green	50
Evil Chicken	Yellow	0
Doom Piglet	Green	100
Power ups	Yellow	0
Red Chile	Yellow	0
Green Chile	Yellow	0
New Task	Green	0

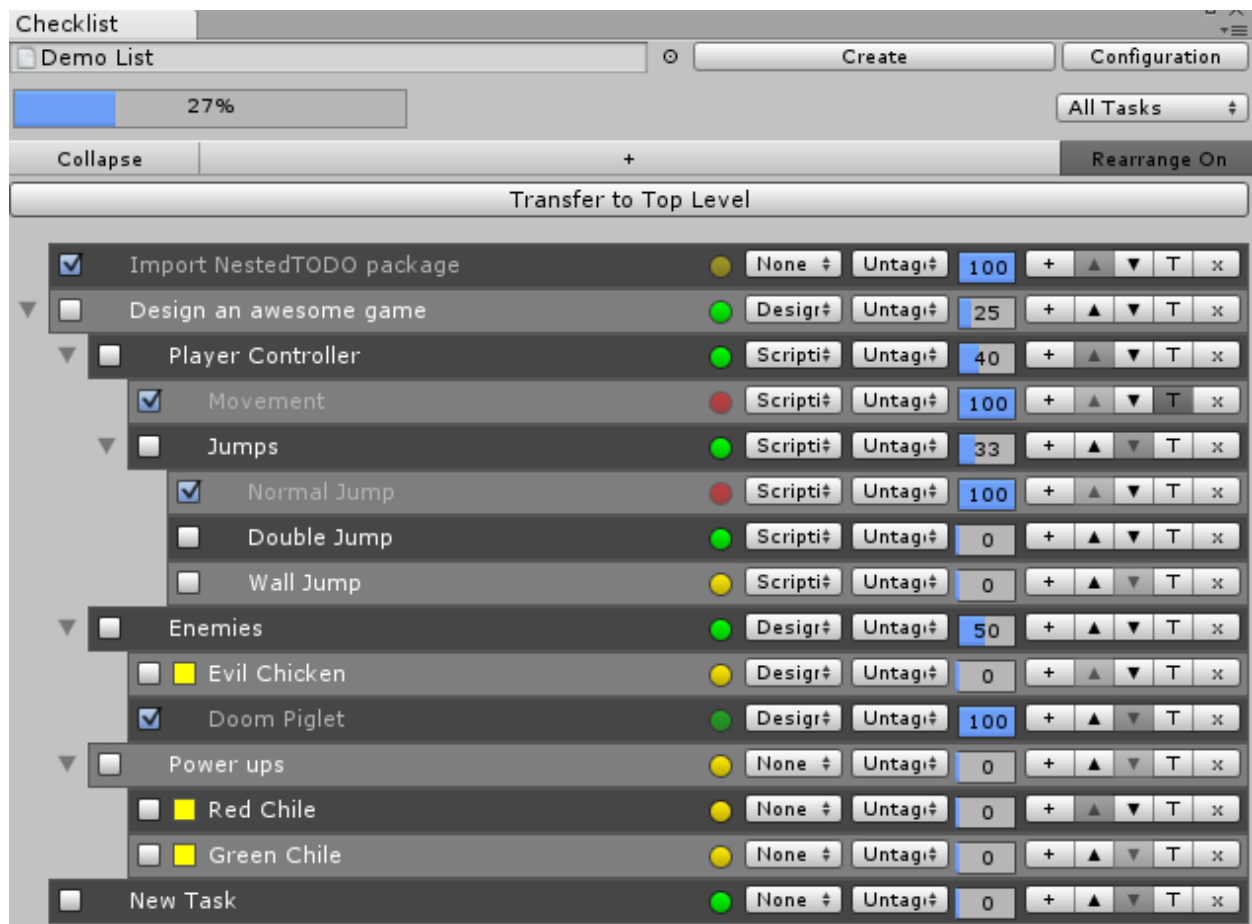
Transferring Tasks

To transfer a Task from one branch to another, first enable the Rearrange Mode. Then press the “T” button of the Task you wish to transfer, the color change of the button means the Task is ready to be transferred.

Pressing the “T” button of any other Task will transfer the desired Task to its new branch (as a child of the second Task).

If you wish to make a Sub Task a Top Level Task, press its “T” button as before. For Sub Task an option at the top of the list will appear, allowing them to become Top Level Tasks.

To cancel a transfer, press the “T” button of the Task to be transferred a second time or disable the Rearrange Mode.



Checklist Configuration Window

Each NestedList can have its own configuration, which include some behaviors option like auto completion, some visibility options, categories management, priorities managements and color scheme management.

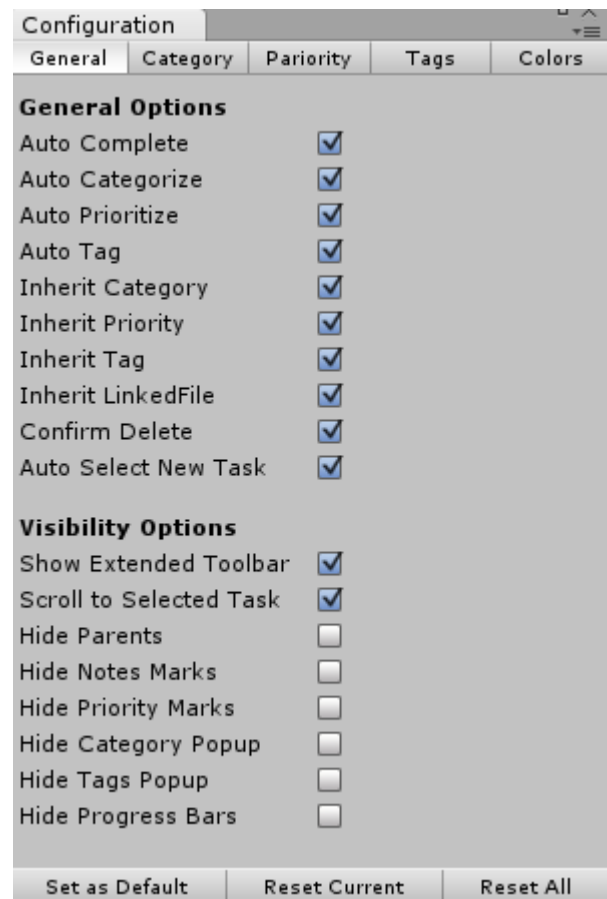
To open the Checklist Configuration window, press the “Configuration” button at the top right corner of the Checklist Window. Make sure a NestedList is loaded or no options will be shown.

General Options

Here you will find options related to the behavior of the NestedList and its presentation, its divided into General Options and Visibility Options.

General Options:

- Auto Complete: Tasks will be automatically completed if all Sub Tasks has been completed, also, marking a Task as complete will set all Sub Tasks as completed. The same applied when unchecking a completed Task or Sub Task.
- Auto Categorize: setting the category of a Task will change all Sub Tasks to the same category.
- Auto Prioritize: setting the priority of a Task will change all Sub Tasks to the same priority.
- Auto Tag: setting the tag of a Task will change all Sub Tasks to the same tag.
- Inherit Category: newly created Sub Tasks will inherit the category of its Parent Task.
- Inherit Priority: newly created Sub Tasks will inherit the priority of its Parent Task.
- Inherit Tag: newly created Sub Tasks will inherit the tag of its Parent Task.
- Inherit LinkedFile: newly created Sub Tasks will inherit the linked file of its Parent Task.
- Confirm Delete: a warning will be presented when deleting a Task that has Sub Tasks branching out of it.
- Auto Select New Task: newly created Task or Sub Task will be set as the active Task upon creation, opening the Task Edit panel.

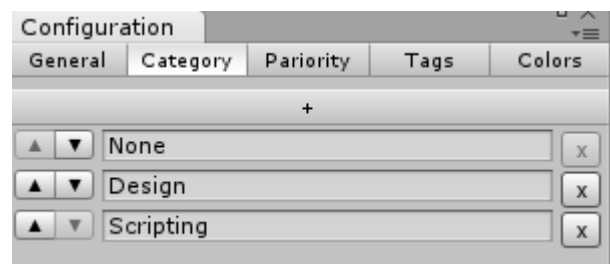


Visibility Options:

- Show Extended Toolbar: replaces the main Add button in the Checklist window with four new buttons for creating Top Level Tasks and, if a Task is selected, buttons for creating “Uncle” Tasks, “Sibling” Task and “Child” Tasks.
- Scroll to Selected Task: when a Task is selected, the list will automatically scroll to make sure the selected Task is not shown behind the Task Edit panel.
- Hide Parents: hides the Parents Tasks when using the view filter if they don’t meet the selected criteria.
- Hide Notes Marks: hides the Notes marks at the left of each Task.
- Hide Priority Marks: hides the colored priority marks.
- Hide Category Popup: hides the category popups of each Task.
- Hide Tag Popup: hides the tag popup of each Taks.
- Hide Progress Bars: hides the local progress bar of each Task.

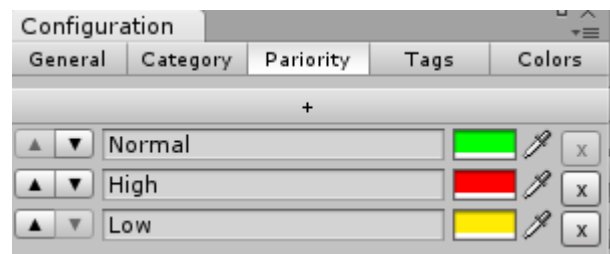
Categories Options

This section allows you to manage the categories a Task can be parts of. Use the main “+” button to create new categories at the end of the list and the individuals “x” buttons to delete a given category. The order buttons at the left allow you to rearrange the categories if wanted.



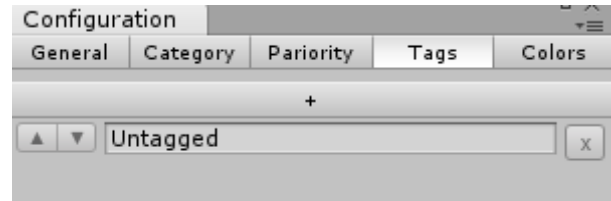
Priorities Options

This section allows you to manage the priority a Task can have. Use the main “+” button to create new priorities at the end of the list and the individuals “x” buttons to delete a given priority. The order buttons at the left allow you to rearrange the priorities if wanted.



Tags Options

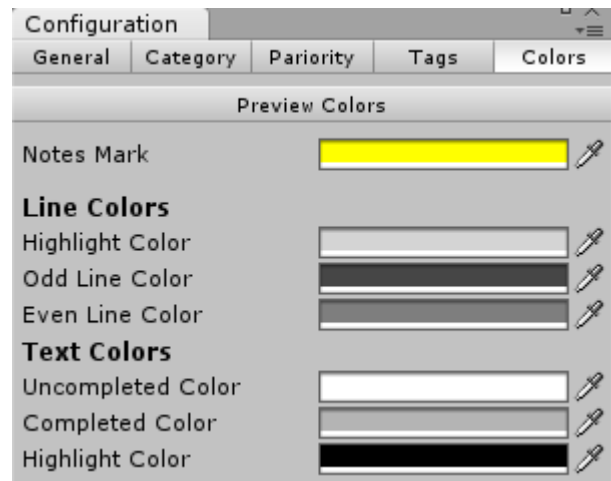
This section allows you to manage the tags a Task can be parts of. Use the main “+” button to create new tag at the end of the list and the individuals “x” buttons to delete a given tag. The order buttons at the left allow you to rearrange the tags if wanted.



Colors Options

This section allows you to change the colors of the different GUI elements in the Checklist Window. A preview mode is also included.

NestedTODO allows two color schemes, one for the Unity Personal Skin and one for the Unity Professional Skin. Yet, for now the color scheme detection is not automatic, so it is possible to load a NestedList that uses the professional scheme in a Unity Personal environment and vice versa. If you have troubles reading the texts of a Task, try resetting the color scheme before manually changing the colors.

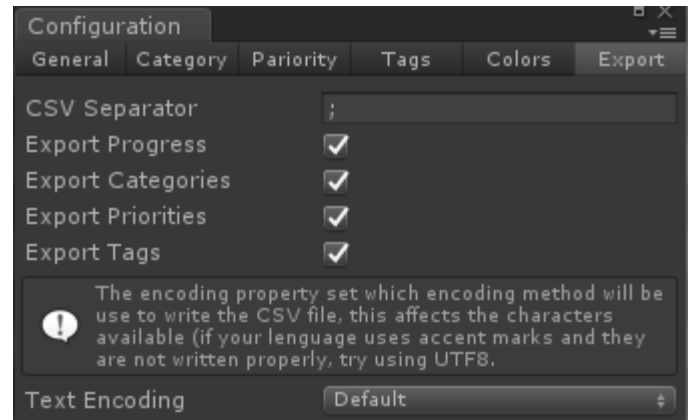


Export Options

Added in version 1.2, the Export feature allows tasks and subtasks of a NestedList to be saved into a CSV file that can be imported to spreadsheet applications like Microsoft Excel or iOS Numbers.

Options:

- CSV Separator: this is the character that will be used to separate the data into columns when saved as a CSV file. The default is the semicolon character.
- Export Progress: when enabled, a progress (%) column will be exported.
- Export Categories: when enabled, a category column will be exported.
- Export Priorities: when enabled, a priority column will be exported.
- Export Tags: when enabled, a tag column will be exported.
- Text Encoding: this option set which text encoding method will be used to write the data. The system defaults should be enough in most cases, yet if some character are not written properly (like accent marks or the 'ñ' character), try using a different encoding.



Note: Task titles and complete status (as an X mark) are always exported.

Checklist Configuration Bottom Toolbar

Aside from the different sections, the Checklist Configuration window also includes a toolbar in at the bottom.

- Set as Default: this button allows you to set the current configuration as the default configuration, meaning that all new NestedList will use these values upon creation. The set default option can be local (only the values of the open menu will be set as default) or global (the values of all menus will be set as default).
- Reset Current: resets the values of the currently open menu to the default configuration.
- Reset All: resets all menus values to the default configuration.

Agile Board window

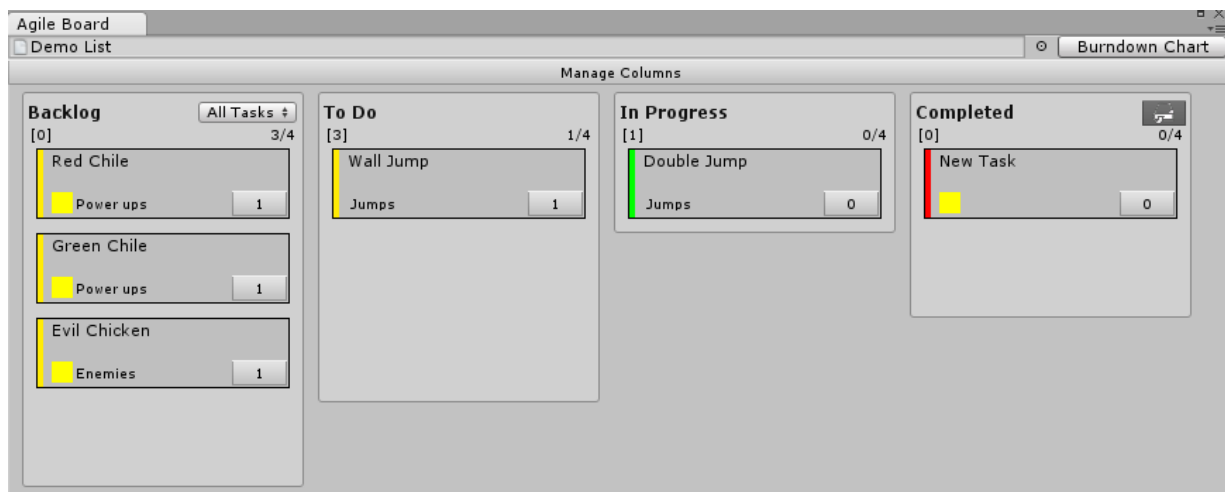
NestedTODO includes a board for agile development methodologies, to open it head to the Unity Editor's menu bar, Window > NestedTODO > Agile Board.

You will be prompted to load a NestedList using the object field, or if you have already loaded one in the Checklist Window, it will use that instead.

In the Agile Board window, all the Tasks that have yet to be completed and that have no Sub Tasks will be shown as cards that can be dragged between the different columns.

Each card will show the Task main text, its priority as a color bar, its note text as a mark with tooltip, its Parent Task main text as a sub text and a button displaying its current points left. Pressing this button will let you change the number of points left for a given Task.

Placing cards in the last column ("Completed" by default) will set the card points to 0, also, when there is at least one card in this column, a bookmark button will appear. Pressing this button will mark all the cards in this column as completed, updating the NestedList and hiding these cards in the Agile Board window (since completed Tasks doesn't appear in this window).



Note: When using this filter, the order of the card in the Backlog column will change a bit.

Managing Columns

With the Manage Columns button, a menu can be opened to set the titles of each column as well as adding new ones or removing unneeded ones. At least two columns must be present on each list (the first and last columns), and as many as needed can exist in between.

Each column aside from the first and last can have a Work in Progress (WIP) limit. This is used to limit the amount of concurrent work, forcing you to focus in a small set of Task until they are completed

instead of trying to do all at the same time or a bit on everything without any real progress. After setting a WIP limit, all cards that go over the limit value will be sent to the first column (“Backlog” by default).