

Instruction manual CL Scrum

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CL Scrum version: 1.1
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Index

#	What	Pg nr.
1	First time setup	1
2	New task	1
3	View task	1
4	Add a description to a task	1
5	Move task	1
6	Delete task	2
7	Calendar	2
8	Navigate weeks	2
9	Settings	2

First time setup

The first time you open the program it will make all the needed directories and files for the program on the location of the original program (not a shortcut). It is suggested not to edit those files otherwise the program might not work correctly.

When you open the program you will get a window with the text 'Boards' and two buttons. You will need to click on the button 'New board' to create a new board. Once you gave it a name in the pop up window you will immediately be redirected to the board.

On your board are three lists. 'To Do', 'Busy' and 'Done'. Your tasks will show up in those lists.

New task

If you want to create a new task click the button 'new task' or press the 'N' key on your keyboard. A new window will pop up with 4 entry fields. The first and biggest one is gonna be the title of your task. And if you want to add it in to the calendar you can fill in the date in the entry fields below (DD-MM-YYYY). Then press 'Done' or 'ENTER' on the keyboard.

View task

To view a task, simply click on it. You will be presented by a new window with the name of the task in the top. Below that a text field with the description of the task. And below that three buttons wich we will cover later.

Add a description to a task

To add a description view the task (as explained above) and type something in the text field. When you close the task view window it will be saved. (Closing the window otherwise will not save the description)

Move task

To move a task click on the task and in the bottom right corner of the new window click 'Move'. And you will see the task will move.

Delete task

To delete a task click on the task and in the bottom middle click on the button 'Delete'. If you added the task in the calander it will be deleted too.

Calendar

The calendar gives you the option to maintain track of your deadlines, appointments and more. You can find the calendar in the bottom of the board screen by clicking the button 'Calendar'. In the agenda you will se the days of this week and today will be in green.

Navigate weeks

You can go to the next or past weeks by clicking the buttons with the corresponding text in the bottom corners. And if you want to go back to the week we are in you can click the button 'Today' in the bottom center of the calendar window.

New activity

You can add a new activity in the calendar by clicking the button 'New activity' in the top right corner of the agenda window or 'N' on your keyboard. You will get another pop up where you can fill in the title of the activity and the day, month and week from left to right. (If you leave the day, month and or year field blank it will just be the one we are in.)

Settings

Opening the settings works via clicking the button in the bottom right in the task screen or pressing the 'S' on your keyboard. In the settings window you will be able to change the background by clicking on the colors. And change the maximum amounts of task in one row at a time so that people with smaller screens don't run out of screen before they can view all their tasks.