

# **Instruction manual CL Scrum**

*A Python program by Donkere-Vader*

CL Scrum version: 1.1  
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### First time setup

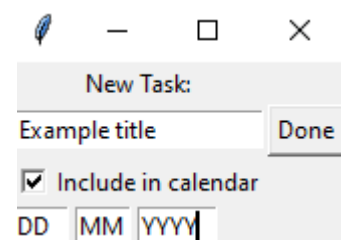
The first time you open the program it will make all the needed directories and files for the program on the location of the original program (not a shortcut). It is suggested not to edit those files otherwise the program might not work correctly.

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 you need to click on the 'New task' button in the left down corner of the board window.

Once clicked another window will come up and you will be presented with an entry field to type the name of the task. If you want to include it in the calendar you can click on the check box and from left to right enter the day month and year in the entry fields under the check box. (Shown here to the right)



### 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 which 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. If you want to save the description click 'UpdateText' in the same window. The next time you will open the task the description will be shown.

### 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 calendar it will be deleted too.

### Delete task

Once a task is in the most right position (only visible when there are cards in the delete list) it will appear red and a delete button will be clickable. Once the delete button is clicked all the cards/ tasks in the delete list will be deleted (linked calendar events will be deleted to).

## **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 see 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. 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.)