Unity To-Do List Readme

Overview

Hi and thank you for purchasing this To-Do List project.

In this document I will give you a quick tutorial on how to install and use this package for your own project. If you have any further questions feel free to e-mail me at todo@olivereberlei.com

Have fun.

Creating the To-Do List

To open the To-Do List Window you can either go to the “Window” Menu and choose “To-Do List” or use the shortcut CTRL + T (CMD + T on MacOS). The shortcut also toggles the window so you can easily show and hide the to-do list just as you need it.

When you first open the To-Do List window, it asks you to select between saving the list locally or on a remote server. The server option is currently still under development but if you are interested in a server side solution, send me an email to todo@olivereberlei.com so I know to hurry up.

Simple click on the “Create To-Do List File” button and the setup is done. You can later return to this dialog and switch to a remote list (once it is available) by clicking on the “Connection” tab.

Usage

This project is intended to help you organize your tasks. I tried to keep the interface very easy to understand and intuitive to use. Since everyone has different requirements and needs, you can easily customize which fields are displayed in the To-Do List by clicking on the “Display Options” button at the top. You can toggle these options to show or hide the different available data fields.

To add a new task you simple fill in the data into the fields at the top and press add.

To edit a task you have two different options. You can click on the respective text you want to edit and it changes into a text field or dropdown or whatever is needed. You can also click on the “Edit Task” button on the far right of each task. The icon resembles the mouse cursor when you edit a text field. This button opens a new window which shows more detailed information of the task and also a lot of options to change the data, even if they are not visible in the main window due to your display options.

To delete a task you have to open the “Edit Task” window and click “Delete Task” at the bottom.

A task is marked as completed (displayed with a green background) when its status is changed into an option, which is marked as “FinishedStatus” in the workflow settings. See the “Workflow” chapter for details.

Settings

You can change various settings to customize your To-Do List to your own needs.

Display Options

To change your display options you click on the "Display Options" button at the top.

Here can specify what task data you want to see in the main To-Do List window. This way you can hide for example the "Due Time" column if you don't need it. Hidden columns can still be accessed and changed by clicking on the "Edit Task" button on the far right of the task list.

You can also specify if you want to hide tasks that are completed, or keep them visible and highlighted with a green background for that extra ego boost ☺

Settings Tab

When you click on the "Settings" button at the top, you will see three columns of different areas you can adjust

Categories

In this column you can add, edit and delete categories to which you can assign your tasks to. Simply click on the "Add" button to create a new category, change the label of a category to change its name or click on the "Delete" button to delete a category.

Note that the names for categories have to be unique.

Developers

Same as "Categories"

Workflow

The workflow sets up what each Task can have as a Status. Each Workflow Item is defined by a name and a type. They can also have an infinite number of transitions.

To add a new Workflow Item, click on the "Add" button at the bottom of the Workflow column. The column changes to "Edit Workflow Item" for the newly created, still empty item. You can now type a Description, which is the name that will be displayed for the tasks status field. You also have to select one of the following types

- *StartingStatus*
  A workflow item of this type will be available in the status field when you are adding a new task. There has to be at least one workflow item of this type.
- *DefaultStartingStatus*
  Same as *StartingStatus* with the exception that this status will be selected as the default value. If you disabled "Show Status" in the display options, this will be the status selected when adding a new task. There can only be one item marked as *DefaultStartingStatus*
- *FinishedStatus*
  If a task has a status that is marked as *FinishedStatus,* the task is highlighted as completed in the task list (it has a green background)
- *DefaultFinishedStatus*
  Same as *FinishedStatus*. Additionally this status will be selected when you click the

Completed button in the main task window. There can only be one item marked as *DefaultFinishedStatus*.

- *Normal*
  This type is for all the workflow items that do not fall into the previously mentioned types

Finally, you can define an infinite number of transitions for this item. Transitions are the workflow items you can change to from this item. This way the interface remains simple and clean.

That's all folks

Again, thank you for trying my project and please feel free to email me with feature suggestions, bug reports or questions. The email address is todo@olivereberlei.com

Changelog

Version 1.2

- Edit Task Window added
- Task Status added with customizable workflow options and transitions between them
- Task Activity is now logged
- Moved Display Options to the top menu
- Searchable Tags added for each Task

Version 1.1

- Search task by description, category or developer
- Tasks that passed the due date are marked red
- Small bug fixes and improvements

Version 1.0

- Initial Release