1. 1 INTRODUCTION
   1. Purpose

Software allowing users to create and manage tasks by e-mail, in the application. Software also provides functionality for: export/import lists of tasks, creating of the reports (weekly, monthly, annual), inner calendar functionality, attachment functionality of the files to the tasks, labels, managing projects of tasks, filters, printing the page.

* 1. System Description

OS: Windows XP, Windows 7 (32, 64), Windows 8, Windows 10 (?)

Language: English, Russian, ability to add another language to the UI.

Minimal system requirements:

* 1. Points of Contact

Project Manager: [Almaz](http://vk.com/almaz_kg)

Core Lead: [Almaz](http://vk.com/almaz_kg)

GUI Lead: [Galymjan](http://vk.com/galym1997)

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* 1. Document References

[Scope](https://docs.google.com/document/d/1OLjeVNQArPt-Zl8KtIwoLtwx4EArVQNnYNDm8lkfEas/edit?usp=sharing)

Meeting summary

1. FUNCTIONAL REQUIREMENTS
   1. Sign in
      1. Login
         1. Mask for e-mail
         2. Special symbols aren’t allowed
         3. Only ., \_, @ is allowed among symbols
         4. The length of the e-mail hasn’t to be more than 20 symbols.
         5. The space has to be trimmed at the beginning and at the end
         6. Case sensitive
         7. Account is unique in DB
         8. Otherwise the user is informed after sign up attempt
      2. Password
         1. Any special symbols aren’t allowed
         2. The length of the password hasn’t exceed 20 symbols
         3. Has to be replaced (masked?) by the symbols \*
         4. Case sensitive
      3. Wrong authentication information provided:
         1. User is notified about wrong data provided in the form of message
         2. Login is stored in the field
         3. Password is not stored in the field and SW
   2. Log out
      1. Application doesn’t store the password
      2. Application store the last successful authentication e-mail
      3. Exiting the application initiates the log out from the system
   3. Sign up
      1. Google
      2. Inner
         1. Login
            1. Requirements 2.1.1
         2. Password
            1. Requirements 2.1.2
            2. Passwords >4 symbols
            3. “Password” and “Confirm password” are equal

Otherwise the user has to be notified and the password isn't stored in the field

* 1. Welcome page
     1. Instructions for user are provided
     2. Back button leads to the Sign in page (log out is acquired)
     3. Next button leads to the Main window
     4. Welcome page shows up only once (after sign up)
  2. Left side panel:
     1. Inbox
        1. Ability to drag&drop task below or above other task
        2. Add task
           1. Add task’s name

Task’s name has to be less than 257 symbols

Task’s name hasn’t to be empty

Task’s name hasn’t to start with a blank character

* + - * 1. Add schedule

Drop-down calendar with an ability to select date

Schedule for today

Schedule for tomorrow

Schedule for 1 week

Schedule in 1 month

No due date

* + - * 1. Add priority

Drop-down list with range of priorities (1 to 4)

* + - * 1. Add label

Has to be chosen from drop-down list

* + - * 1. Add notification

Add date and time (format MM/DD/YYYY 10 pm)

Add location

Add notification via e-mail

* + - * 1. Increase indent

Maximum is four levels of nesting

* + - * 1. Decrease indent
      1. Add comment to task
      2. Attach file
      3. Download attached file
      4. Edit task
         1. Edit task name

Req 2.5.1.1.1

* + - * 1. Edit date

Req 2.5.1.1.2

* + - * 1. Edit priority

Requirements 2.6.2.5

* + - * 1. Edit label

Has to be chosen from drop-down list existing labels

* + - * 1. Edit indent

Decrease indent (sub-task)

Increase indent

* + - * 1. Edit notification

Edit date and time (format MM/DD/YYYY 10 pm)

Edit location

Edit notification via e-mail

* + - 1. Task actions
         1. Sort by date
         2. Sort by priority
         3. Sort by name
         4. Export as a template

Start downloading txt-file

* + - * 1. Import from template

Choice of file

Drag & drop one file or 2.5.1.2.5.1.2

Select one file from your computer

Can upload just one txt-file

Max size of uploaded file is ?

* + - * 1. Delete completed tasks

Delete confirmation dialog

Deleted task doesn’t show up again

* + - 1. Completed tasks

Show first 20 completed tasks

Show more (additional 20 tasks)

* + - 1. Check task
    1. Today
       1. Task has label shows dependence to projects or Inbox
       2. Ability to drag&drop task below or above other task
       3. Add comment to task
       4. Attach file
       5. Download attached file
       6. Edit task
          1. Edit task name

Req 2.5.1.1.1

* + - * 1. Edit date

Req 2.5.1.1.2

* + - * 1. Edit priority

Requirements 2.6.2.5

* + - * 1. Edit label

Has to be chosen from drop-down list existing labels

* + - * 1. Edit notification

Edit date and time (format MM/DD/YYYY 10 pm)

Edit location

Edit notification via e-mail

* + - 1. Check task
    1. Next 7 days
       1. Has partition into days
       2. Open tasks for particular day
          1. Req 2.5.2
       3. Task has label shows dependence to projects or Inbox
       4. Ability to drag&drop task below or above other task
       5. Add comment to task
       6. Attach file
       7. Download attached file
       8. Edit task
          1. Edit task name

Req 2.5.1.1.1

* + - * 1. Edit date

Req 2.5.1.1.2

* + - * 1. Edit priority

Requirements 2.6.2.5

* + - * 1. Edit label

Has to be chosen from drop-down list existing labels

* + - * 1. Edit notification

Edit date and time (format MM/DD/YYYY 10 pm)

Edit location

Edit notification via e-mail

* + - 1. Check task
    1. Tab panel:
       1. Projects
          1. Has partition into projects and subprojects
          2. Add project

Add name

Increase indent

Decrease indent

* + - * 1. Selected project in left panel shows itself and subprojects
        2. Edit project

Edit name

Edit indent

* + - * 1. Task actions Req 2.5.1.4
        2. Share options
        3. Completed tasks

Show first 20 completed tasks

Show more (additional 20 tasks)

* + - * 1. Ability to drag&drop project below or above other project
        2. Delete
        3. Project context menu

Email tasks for the project

Sort

Export

Import

Delete completed tasks

* + - 1. Labels
         1. Add
         2. Delete
         3. Edit
      2. Filters:
         1. Add
         2. Edit
         3. Delete
         4. Default

Assigned to me: opens all tasks assigned to user

Assigned to others: opens all tasks assigned to other users than this one

Priority 1/2/3/4: opens tasks with priority 1/2/3/4

Only one filter can be clicked from the list

View all: Opens all the tasks in all projects

No due date: opens tasks that have no due date

* + - 1. Status
    1. Calendar
       1. Choose the date
       2. Amount of tasks assigned on the day
  1. Above panel:
     1. Filter
        1. User can any alphanumerical string to use the filter for the task
        2. Case sensitive
        3. Rules:
           1. Queries:

Enter “today” opens the agenda for today

Enter “tomorrow” opens the agenda for tomorrow

Enter “4 days” opens agenda for the next 4 days

Enter “4 days” opens agenda for the next 4 days

Enter “10/5/2006” opens Oct 5 2006

Enter “today, tomorrow, friday” opens agenda for today, tomorrow and friday

Enter “no due date” opens tasks that have no due date

Enter “over due” opens items that are overdue

Enter “view all” opens all projects and their active items

Enter “priority 1” opens all items with priority 1. p2 and p3 works as well

Enter “:all: & 7 days” opens all tasks (including tasks delegated to others) for the upcoming 7 days

Enter “:to me: & 7 days” opens Tasks assigned to me for the upcoming 7 days

Enter “:to others: & 7 days” opens tasks you've assigned to others for the upcoming 7 days

Enter “p:projectname” opens all tasks from the project called "projectname" and its sub-projects

* + - * 1. Task query:

Run text searches on your tasks and notes. Enter the text you're searching for in the search box

Use q: to force full text search

* + - * 1. Labels queries:

Enter “@home” opens all items that are labeled with @home

Enter “(today, overdue) & @home” opens items that are over due and due today and that are labeled with @home label

Enter “7 days & @home” opens 7 days view of items that are labeled with @home label

Enter “no labels” opens all tasks that don't have any labels

## Boolean operators:

Enter “@work | @office” opens all items that are labeled with @work or @office

Enter “(over due, 7 days) & priority 1” opens priority 1 tasks that are over due or due in the next 7 days

Enter “7 days & !@home” opens 7 days view of items that are NOT labeled with @home label

* + 1. Add task field
       1. Task field
          1. Requirements 2.5.1.1.1
       2. Project selection field
          1. List of the existing projects for this user
          2. Task has to be assigned for 1 project only
          3. Task cannot created without the project
       3. Schedule field
          1. Opens the calendar
          2. Requirements 2.5.1.1.2
          3. When the date is chosen the field displays the date user has chosen; calendar is shut down
       4. Set a reminder
       5. Set a priority
          1. Opens the List of existing priorities
          2. User cannot choose non existing priority
          3. Field can be left empty
          4. User can delete chosen priority
    2. Notifications
       1. Opens the notification window
    3. Productivity graphs
       1. Karma trend
          1. Displays the trend graph for the completed tasks daily for the last week
          2. Overall amount of completed tasks for the week is shown
          3. Daily streak shows the amount of days where tasks were completed daily without a pause
    4. Print current page
       1. Forms the tasks on the page into pdf
       2. Opens the standard print window with formed pdf
    5. Settings:
       1. DoIt Settings
          1. Opens window (req. 2.9)
       2. Import/Export
          1. Import

Tasks are imported to the current project from the file from PC

File extension can be txt, xls, xlsx, rtf

* + - 1. Keyboard shortcuts
      2. Help
         1. Instruction for the main functionality
         2. Instruction about main commands
         3. Instructions for filter and label search systems
         4. Contacts of the developers
      3. Logout
         1. Req 2.2
      4. Version
         1. Current version of the SW
  1. Main panel:
     1. Edit task
        1. Req 2.5.1.2
     2. Add task
        1. Requirements 2.5.1.1
     3. Delete task
        1. Delete confirmation dialogue
        2. Deleted task doesn’t show up again
  2. Context task menu:
     1. Schedule
        1. Requirements 2.6.2.3
     2. Edit task
        1. Req 2.5.1.2
     3. Priority
        1. Requirements 2.6.2.5
     4. Reminders
     5. Move to another project
        1. Opens the window with drop-down list of the projects
     6. Link to task
        1. Opening the window with the link to the task in the fields (link is editable)
     7. Delete task
        1. Req 2.7.3
     8. Add task above
        1. Add task above the existing one
        2. Requirements 2.5.1.1
     9. Add task below
        1. Add task below the existing one
        2. Requirements 2.5.1.1
  3. Settings window
     1. General
        1. Start page
           1. User can choose queries aor project to display at the start page after Log In.
        2. Date format
           1. Drop-down list (MM/DD/YYYY, DD/MM/YYYY)
        3. Language
           1. Drop-down list of the languages (Russian, English)
           2. Add button for additional language packs
        4. Time format
           1. Drop-down list of the time format settings: 13:00 or 1:00pm
        5. Start day
           1. Drop-down list with weekdays
        6. Time zone
           1. Drop-down list with Time zones
     2. Account
        1. Full name
           1. Name has to be less than 50 symbols
           2. Name hasn’t to be empty
           3. Name hasn’t to start with Space
           4. Name can contain ., space in between
        2. Change password:
           1. Req 2.1.2
        3. Avatar picture
           1. Extension
        4. Delete account
           1. Delete confirmation dialogue
           2. If user chose to delete account, the account and all account-related info is deleted from the DB
     3. Reminders
     4. Notifications
        1. Check-box with the question whether user is willing to receive the e-mail notification
        2. Checked options of e-mail notifications:
           1. Comments attached to me
           2. Tasks assigned to me
           3. Tasks completed
           4. Tasks uncompleted
           5. Collaborator joined project
           6. Collaborator declined invitation to project
           7. Collaborator left project
           8. Collaborator removed from project
     5. Backups
     6. Report options
  4. Attachment window for tasks