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| **User Guide**  **Version 3.2.0** |

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# About

myAgilePomodoro (mAP) is a micro and macro time management software based upon Agile's best practices and the time management technique called the Pomodoro Technique®.

To make the most of mAP it is recommended to have knowledge of the Pomodoro Technique® (v1.3 and above) and Agile’s most common practices and artifacts (backlog management, iteration, story points...). Furthermore, mAP is "Agile methodology agnostic": to a certain extent, Scrum, RUP, XP… and even Kaban projects can be managed with mAP.

Originally called "myPomodoro", Phil Karoo took over the project starting with version 1.0.

# Application

mAP is a Java 6/7/8, 32/64-bit, utf-8, multilingual, standalone and portable application (no installer).

pomodoro16.png mAP supports utf-8 providing the font "Arial Unicode MS" is installed (usually bundled with Microsoft Windows, Office and Apple MAC OS X; see [Unicode ranges](http://www.microsoft.com/typography/fonts/font.aspx?FMID=1081) for language support). Otherwise, the system’s default font is used.

# License

mAP is a free open-source software, licensed under the [GNU General Public License version 3.0](http://www.gnu.org/licenses/gpl-3.0.txt) (GPLv3).  
All documentation and images are licensed under a [Creative Commons Attribution Non-commercial license](http://creativecommons.org/licenses/by-nc/4.0/).

pomodoro16.png Terminology: mAP uses the word "task" for all items regardless of their type.

# The Pomodoro Technique®’s rules vs mAP

|  |  |
| --- | --- |
| **Rule** | **mAP** |
| A Pomodoro Consists of 25 minutes Plus a Five-Minute Break | Configurable in **Preferences**. mAP allows shortening / lengthening Pomodoros and short breaks during Pomodoros and breaks. |
| After Every Four Pomodoros Comes a 15-30 Minute Break | Configurable in **Preferences**. mAP allows shortening / lengthening long breaks during breaks. |
| The Pomodoro Is Indivisible. There are no half or quarter Pomodoros. | mAP allows shortening Pomodoros. |
| If a Pomodoro Begins, It Has to Ring:   * If a Pomodoro is interrupted definitively – i.e. the interruption isn’t handled – it’s considered void, never begun, and it can’t be recorded with an X. * If an activity is completed once a Pomodoro has already begun, continue reviewing the same activity until the Pomodoro rings. | Ringing and ticking sounds are customizable (see **How to customize sounds**) and possible to disable in **Preferences**.   * mAP allows creating unplanned tasks nonetheless. * mAP allows shortening Pomodoros. |
| Protect the Pomodoro. Inform effectively, negotiate quickly to reschedule the interruption, call back the person who interrupted you as agreed. | mAP allows creating unplanned tasks at any time and internal and external interruptions during pomodoros. |
| If It Lasts More Than 5-7 Pomodoros, Break It Down. Complex activities should be divided into several activities. | mAP allows duplicating tasks. |
| If It Lasts Less Than One Pomodoro, Add It Up. Simple tasks can be combined. | mAP allows merging tasks. |
| Results Are Achieved Pomodoro after Pomodoro. | mAP measures accuracy and analyses errors (diff). mAP allows creating burn-up and burndown charts. |
| The Next Pomodoro Will Go Better. | Just stick to mAP ;-) |

# Configuration

mAP allows two different usages:

* **Local database** (SQLite) (default): this is meant to be used by individuals. At first startup, the application will create its own local database file (myagilepomodoro.db).
* **Remote database** (MySQL): this is meant to be used by co-located small to medium size teams (see **MySQL configuration**).

mAP allows two different modes:

* **Agile Mode** (default): Agile + Pomodoro modes.
* **Pomodoro Mode**: only knowledge of the Pomodoro Technique® is required to properly manage tasks and reports.

pomodoro16.png Decide first for the **usage** then for the **mode** (see **mAP configuration**).

## MySQL configuration

1. It is recommended to configure the server to support utf-8 characters. For that, utf-8 encoding must be enabled in MySQL’s my.ini file:

|  |
| --- |
| collation\_server=utf8\_unicode\_ci  character\_set\_server=utf8  skip-character-set-client-handshake |

1. Database <database name> must be created.
   * If the server is not meant to support utf-8 characters, the database <database name> may be configured to support utf-8 by itself. Refer to MySQL’s documentation.
2. A text file called "mysql.properties" must be added to the directory where the application is located:

|  |
| --- |
| database=<database name>  host=<database server address / IP>:<port > (default port number: 3306)  user=<user name>  password=<password> (may be empty) |

Note: the account (user/password) must have the permission to create tables in the database <database name>.

1. Finally, mAP must be run once to automatically create the tables it needs in the database <database name>.

After the tables are created, each team member must also create her/his own properties file with her/his own credentials to connect to the database <database name> with her/his own local application.

pomodoro16.png It is recommended to grant Write, Update and Delete permissions on table "Preferences" only to the person in charge of configuring the options of the application (steps 1 to 4). Likewise, granting Delete permission on table "Activities" to that person only may prevent lost of data.

## 

## Logger configuration

At first startup, the application will create an error log file (myAgilePomodoro.log). Most of the time, when an error happens, the application will write the trace down into the file.

pomodoro16.png The application must be given the privilege to read and write on the local file system.

## 

## Google Drive configuration

To be able to export data to Google Drive, a text file called "google.properties" must be created in the directory where the application is located:

|  |
| --- |
| clientid=<client ID>  clientsecret=<client secret>  redirecturi=<redirect URI>  (see https://developers.google.com/drive/web/about-auth) |

Example:

|  |
| --- |
| clientid=289346736832-fjowijfiowe09rqwrwyhrduffjsid.apps.googleusercontent.com  clientsecret=mVtt-Bq4y672MCoJk88fB900  redirecturi=urn:ietf:wg:oauth:2.0:oob |

At startup time, the application will add the "Google Drive" format to the **File Format** field of the export form.

# mAP configuration

## Preferences

File > Preferences

### How to set the preferences

* Modes:
  + **Agile Mode**: Agile + Pomodoro.

It is Agile common practice for tasks to last two days at maximum, which set the max nb of pomodoros per task around 20 pomodoros of 25 minutes (**Max nb pom/task**).

* + **Pomodoro Mode**: Pomodoro only.

It is Pomodoro common practice to set the max nb of pomodoros per task to 5 pomodoros of 25 minutes (**Max nb pom/task**).

* **Pomodoro length**: length of pomodoros (minutes). Used to set the timer.
* **Short break length**: length of short breaks (minutes). Used to set the timer.
* **Long break length**: length of long breaks (minutes). Used to set the timer.
* **Max nb pom/task**: maximum number of pomodoros per task. Used to prevent from creating tasks with too many pomodoros.
* **Max nb pom/day** (**Pomodoro** **Mode**): maximum number of pomodoros per day. Used to prevent from adding too many pomodoros to the **ToDo List** (the Pomodoro Technique® states that the "ToDo Today Sheet" is meant for one day of work at a time).
* **Nb pom/set**: number of pomodoros per set. Used to set the timer. Long breaks happen every set of pomodoros.
* Sounds:
  + **Ticking**: enable/disable ticking. Used to set the timer. Ticking happens during pomodoros.
  + **Ringing**: enable/disable ringing. Used to set the timer. Ringing happens at the end of pomodoros and breaks.
* **Language**: used to display messages and format dates and time.
  + Date:

English (United States): MMM dd yyyy (eg. Sep 06 2011)

Others: dd MMM yyyy (eg. 06 Sep 2011)

* + Time:

English: hh:mm a (eg. 04:35 PM)

Others: HH:mm (eg. 16:35)

* System Tray: (this option appears for OS that support the System Tray feature)
  + **System Tray**: enable/disable system tray icon.
  + **Popup message**: enable/disable system tray popup messages.
* Hours:
  + **Plain Hours** (default): used to convert estimates (pomodoros + breaks, including last extra break) into time ("<hours> : <minutes>" or "<days>" if hours >= 24h).

|  |  |  |
| --- | --- | --- |
|  | **Example 1** | **Example 2** |
| Estimate | 2 pom | 4 pom |
| Nb pom/set | 4 pom | 4 pom |
| **Time** | 2 \* Pomodoro length  +  2 \* Short break length | 4 \* Pomodoro length  +  3 \* Short break length  +  1 \* Long break length |
| Pomodoro length | 25 min | 25 min |
| Short break length | 5 min | 5 min |
| Long break length | 20 min | 20 min |
| **Time** | 1 hour | 2 hours : 15 minutes |

* + **Effective Hours**: used to convert estimates (pomodoros) into time "<hours> : <minutes>" or "<days>" if hours >= 24h).

|  |  |  |
| --- | --- | --- |
|  | **Example 1** | **Example 2** |
| Estimate (pomodoros) | 2 pom | 4 pom |
| Nb pom/set | 4 pom | 4 pom |
| **Time** | 2 \* Pomodoro length | 4 \* Pomodoro length |
| Pomodoro length | 25 min | 25 min |
| **Time** | 50 minutes | 1 hour : 40 minutes |

* **Always On Top**: set the application to remain on top of others applications.

Press ENTER or the Save button to save.

# Getting Started

mAP makes the management of tasks a simple process. Only timing differs: Agile projects take weeks/months whereas the management of ToDo lists is often a matter of days.

1. Create tasks using the **Create Panel**
   * As tasks can be duplicated, the first tasks may be templates.
   * Tasks are automatically added to the **Activity List** / **Backlog**.
2. [Order](http://www.scrumalliance.org/community/articles/2011/august/it%E2%80%99s-ordered-%E2%80%94-not-prioritized!) the **Activity List** / **Backlog** (also known as "Activity Inventory Sheet" in the Pomodoro Technique®).
3. Move (>>) tasks to the **ToDo List** / **Iteration Backlog** (also known as "ToDo Today Sheet" in the Pomodoro Technique®). Write a comment (**Pomodoro Mode**) / story (**Agile Mode**).
4. Prioritize the **ToDo List** / **Iteration Backlog**. Remove (<<) tasks considered out of scope.
5. Work on tasks using (or not using) the timer/the Pomodoro Technique®.
6. Complete (**Pomodoro Mode**) / Set as "Done" (**Agile Mode**) tasks.
7. Make reports using the **Report List** / **Release Backlog** (also known as "Records Sheet" in the Pomodoro Technique®). Reopen tasks considered as not completed (**Pomodoro Mode**) / not "Done Done" (**Agile Mode**).
8. Create **Burndown/up charts**.

### How to use keyboard shortcuts

* Application window shortcut:
  + ALT+M: maximize the window / minimize to previous size and position
* "File" and "View" menus shortcuts:
  + Escape: exit the application.
  + ALT+C: display the **Create** panel.
  + ALT+S: display the **Splash** screen.
  + ALT+P: display the **Preferences** panel.
  + ALT+A: display the **Activity List** / **Backlog** panel
  + ALT+T: display the **ToDo List** / **Iteration** panel
  + ALT+R: display the **Report List** / **Release Backlog** panel
  + ALT+B: display the **Charts** panel
* Preferences, Create panel and Edit tab shortcut:
  + ENTER: save the form.
* All **List** shortcuts:
  + CTR + A: select all tasks.
  + CTR + F: search task.
  + CTR + <tab number> (starting from 1): open corresponding tab.
  + F2: edit the selected task’s title.
  + CTR + G: scroll back to the selected task (see **ToDo List** / **Iteration** shortcuts for specifics).
* **Activity List** / **Backlog** shortcuts:
  + CTR + T: create a new task with estimated pomodoro set to 0 and date set to today.
  + CTR + D: create a duplicate of the selected task with "(2)" appended to the title, overestimated and real pomodoros reset to 0 and date set to today.
  + SHIFT + >: move selected tasks to **ToDo List** / **Iteration** (same as button ">>").
  + DEL or BACK SPACE (MAC OS): delete selected tasks.
* **ToDo List** / **Iteration** shortcuts:
  + CTR + U: create an unplanned task with estimated pomodoro set to 0 and date set to today (may not work when the **Comment / Story** panel is in **Editor** or **HTML** mode).
  + CTR + I: create an internal interruption for the running task with pomodoro set to 0 and date set to today (may not work when the **Comment / Story** panel is in **Editor** or **HTML** mode).
  + CTR + E: create an external interruption for the running task with pomodoro set to 0 and date set to today.
  + CTR + G: scroll back to the running task; if there is no running task, scroll back to the selected task (pressing the timer‘s tomato-like image performs similar action).
  + CTR + D: create a duplicate of the selected task in the **Activity List / Backlog** with "(D)" in front of the title, overestimated and real pomodoros reset to 0 and date set to today.
  + SHIFT + >: complete selected tasks (same as button "Complete / Done").
  + SHIFT + <: move selected tasks back to **Activity List** / **Backlog** (same as button "<<").
* **Report List** / **Release Backlog** shortcuts:
  + CTR + D: create a duplicate of the selected task in the **Activity List / Backlog** with "(D)" in front of the title, overestimated and real pomodoros reset to 0 and date set to today.
  + SHIFT + <: reopen / move selected tasks back to **Activity List** / **Backlog** (same as button "Reopen").
  + DEL or BACK SPACE (MAC OS): delete selected tasks.
* **Comment / Story** panel shortcuts:
  + **Preview**, **Editor** and **HTML** views
    - CTR + A: select all text.
    - CTR + S: save.
    - CTR + C: copy selected text.
    - CTR + V or SHIFT + INSERT (MAC OS): paste without formatting any string content found in the clipboard.
  + **Preview** and **Editor** views
    - CTR + B: turn selected text bold.
    - CTR + I: turn selected text italic.
    - CTR + U: underline selected text.
    - CTR + L: insert unordered list at selected text’s position.
    - CTR + O: insert ordered list at selected text’s position.
  + **Editor** view
    - CTR + L: insert unordered list at caret position.
    - CTR + O: insert ordered list at caret position.
    - CTR + R: remove list item at caret position.

pomodoro16.png The action of some buttons (eg Save) may be triggered by shortcuts. In such case, the name or the combination of the keyboard keys appears in upper case when hovering over the button.

## createButton2.pngNew task

File > New Task

### How to create tasks (3 ways)

* Use the Create panel.
* Create test data
  + Data > Generate Test Data
* Import data.

### How to use the Create panel

* **Date scheduled** (**Pomodoro Mode**): start date. This field is mandatory.
* **Title**: name of task. This field is mandatory.
* **Estimated Pomodoros**: estimated number of pomodoros. This number can be decreased / increased by editing the task or increased by overestimating the task.
* **Story Points** (**Agile Mode**)
* **Iteration** (**Agile Mode**)
* **Type**: type of task. This editable list is pre-filled with existing types. When creating / editing a task, the list is updated. Unused types are removed at start up time. The list is also pre-filled with some common Agile "types" such as "User Story" (**Agile Mode**).
* **Author**: name of the author. This editable list is pre-filled with existing authors. When creating / editing a task, the list updated. Unused authors are removed at start up time.
* **Place**: place where the task takes places. This editable list is pre-filled with existing places. When creating / editing a task, the list is updated. Unused places are removed at start up time.
* **Description**: description of the task in case the title isn’t self-explanatory.

Press ENTER in the Type text field or the Save button to save.

## createButton2.pngActivity List / Backlog

View > Activities / Backlog

### How to read the table

* **U** (**Pomodoro Mode**): "✔" if the task is unplanned or is an interruption.
* **Date** (**Pomodoro Mode**): start date. The date is strikenthrough when the task is overdue.
* **Title**: name of task. This column is editable.
* **Type**: type of task.
* **Estimated**: estimated pomodoros + overestimated pomodoros (Estimated + Overestimated).
* **Story Points** (**Agile Mode**)
* **Iteration** (**Agile Mode**)

refresh.png Press this image/button to update the list from the database to synchronize with the other team members’ work (**Remote database**).

### How to use a task as template

1. Select the task to use as template.
2. Press CTR + D: a duplicate of the selected task is created at the end of the list. Keep pressing CTR + D to create as many copies as necessary.

### How to edit a task

1. Select the task to edit.
2. (**Remote database**) refresh.png Update the list to make sure you have the latest version of the task.
3. Change the details:
   * In-line: Select a cell and edit the value (not all columns are editable).
   * "Edit" tab: edit the details. Press ENTER or the Save button to save.

pomodoro16.png The "Edit" tab (like any other tab) can be maximized/minimized with double-click.

### How to export data

1. Select the tasks to export.
2. Open the Export tab.

* **Header**: first row / header of the file (column names).
* **File name**: name of the export file. This field is mandatory (if this field is left empty, default name "myAgilePomodoro" is used; if this field contains some special characters not supported by the file system, the export will fail).
* **File format**: set of supported file formats. This field is mandatory.
* **Date pattern** (**CSV** and **Google Drive** file formats): sets of patterns for days, months and years. These fields are mandatory.

|  |  |  |
| --- | --- | --- |
| **Day** | D | 1 |
| dd | 01 |
| **Month** | M | 1 |
| MM | 01 |
| MMM | Jan |
| MMM | January |
| **Year** | yy | 01 |
| yyyy | 2001 |

Example: M/dd/yyyy 🡪 1/01/2001

* **Separator** (**CSV** and **Google Drive** file formats): set of pre-defined separators, plus an empty editable field (this must be a character, not a string). This field is mandatory (if this field is left empty or not a proper character, default separator "Comma" is used).

The application creates a file with name "<*File name*>" and extension ".<*File format*>" in the directory where mAP is located.

pomodoro16.png Only raw text and line breaks are exported (no formatting).

waiting.jpg The export feature is one of the few features that use the waiting cursor (import, move, complete, prioritize, delete, generate test data…). Beware that none of these features will start if any of them is currently running.

### How to import data

As import and export files have the exact same format, to get started, simply export some dummy data. Then use the exported file as template. When importing, make sure to select the right **File format,** **Date pattern** and **Separator** for mAP to parse the import file.

 Import from Google Drive hasn’t been implemented.

## createButton2.pngToDo List / Iteration Backlog

View > ToDos / Iteration

### How to read the table

* **Priority**: row number
* **U** (**Pomodoro Mode**): "✔" if the task is unplanned or is an interruption.
* **Title**: name of task. This column is editable.
* **Estimated**: number of pomodoros done / overall estimated pomodoros (Real / Estimated + Overestimated).
* **Story Points** (**Agile Mode**)
* **Iteration** (**Agile Mode**)

### How to prioritize tasks

* Drag and drop task(s).

### How to work with the timer

1. Select a task.
2. Start the timer.
   * (**Remote database**) refresh.png By the time, if the task has been changed by someone else, mAP will ask you to update the list.
3. Work on the task.
   * You may select a different task to see its details, add a comment (**Pomodoro Mode**) / update the story (**Agile Mode**) or make an overestimation.
   * You may create internal or external interruptions tasks to handle interruptions. If the interruption is urgent, stop the timer and process the urgent task 🡪 step 2.
4. Wait for the timer to ring (end of pomodoro).
   * (**Remote database**) refresh.png By the time, if the task has been changed by someone else, mAP will automatically update the task.
   * (**Remote database**) refresh.png By the time, if the task has been finished by someone else, mAP will automatically overestimate the task by 1 to record the pomodoro.
5. Take a break.

* Short break: number of pomodoros done < or > **Nb pom/set**.
* Long break: number of pomodoros done = **Nb pom/set**.
* You may select a different task.

1. Wait for the timer to ring (end of break; start of pomodoro) 🡪 step 3.
   * (**Remote database**) refresh.png By the time, if the task has been changed by someone else, mAP will automatically update the task.
2. The timer stops itself when all pomodoros of the task are done.
   * (**Remote database**) refresh.png By the time, if the task has been changed by someone else, mAP will automatically update the task.

pomodoro16.png As per the Pomodoro Technique®, icons are used to show pomodoros and interruptions:

* Pomodoro: square (not yet done)
* Real Pomodoro: squareCross (done)
* Internal interruption: quote
* External interruption: dash

Code colors are also used to show the status of the tasks:

* Black: not running
* Red: currently running
* Green: all pomodoros done

### How to merge tasks

1. Select the tasks to merge (excluding current running task).
2. Open the Merging tab, set the details of the new task and save.
3. As a result, the selected tasks are deleted and the new task is added to the **ToDo List** if the start date is today (**Pomodoro Mode**) otherwise to the **Activity List** / **Backlog**
   * Real pomodoros are summed.
   * Comments are aggregated (if any) with reference to their original task.

pomodoro16.png (**Remote database**) If the user has no delete permission on table "Activities", although the selected task will disappear from the table it won’t be deleted from the database and will reappear at next start-up.

### How to handle interruptions

1. Select a task.
2. Start the timer.
3. Work on the task.
4. Whenever an interruption happens, create an interruption using the appropriate shortcuts (internal or external) or open the Unplanned / Interruption tab, set the details of the new task and save
   * Type of task: internal interruption or external interruption.
   * **Date scheduled** (**Pomodoro Mode**): start date. If the task is urgent set the date to today. This field is mandatory.
5. If the interruption is urgent: void the pomodoro of the running task (stop the timer), select the interruption and start it straight away (no break).

pomodoro16.png (**Pomodoro Mode**) Unplanned tasks aren’t interruptions. They may be created at anytime and added to the **ToDo List** if the start date is today otherwise to the **Activity List**.

### How to customize sounds

* Ticking: create a .wav file called "ticking.wav" in the directory where the application is located. Make it short as mAP will loop over it.
* Ringing: create a .wav file called "ringing.wav" in the directory where the application is located. mAP will play it once at the end of the breaks and at the start of a pomodoro after a break.

## createButton2.pngReport List / Release Backlog

View > Reports / Done

### How to read the table

* **U** (**Pomodoro Mode**): "✔" if the task is unplanned or is an interruption.
* **Date**: date of completion.
* **Title**: name of task. This column is editable.
* **Type**: type of task.
* **Estimated**: number of pomodoros done / overall estimated pomodoros (Real / Estimated + Overestimated).
* **Diff I**: difference between the number of pomodoros done and the estimated pomodoros (Diff I = Real - Estimated).
* **Diff II**: difference between the number of pomodoros done and the overall estimated pomodoros (Diff II = Real - Estimated - Overestimated). This value is displayed only if there are overestimated pomodoros (Overestimated).
* **Story Points** (**Agile Mode**)
* **Iteration** (**Agile Mode**)

pomodoro16.png The **Accuracy** is the global success rate: 100% means that all estimated pomodoros were done: Accuracy = Real / (Estimated + Overestimated) \* 100

## createButton2.pngBurndown / Burn-up Chart

View > Charts

### How to create charts

1. Choose **Burndown** or **Burn-up Chart**. One may select both, unless "Scope" is selected.
   * **Burndown Chart**:
     + Type: type of data
     + **%**: remaining data displayed in percentage of the initial/maximum value of the target line.
     + **Y-Legend**: legend on the left of the chart. May be empty.
     + **X-Legend**: legend on the bottom of the chart. May be empty.
     + **Color**: color of the chart. Click to change.
     + **Target**:
       - **X-Legend**: legend on the bottom of the chart. May be empty.
       - **Color**: color of the target line. Click to change.
   * **Burn-up Chart**:
     + Type: type of data
     + **%**: data (of completed tasks) displayed in percentage of the last/maximum value of the scope line.
     + **Y-Legend**: legend on the left of the chart (right if "Burndown Chart" is selected). May be empty.
     + **X-Legend**: legend on the bottom of the chart. May be empty.
     + **Color**: color of the chart. Click to change.
     + **Guide**:
       - **X-Legend**: legend on the bottom of the chart. May be empty.
       - **Color**: color of the guide line.
     + **Scope**:
       - **X-Legend**: legend on the bottom of the chart. May be empty.
       - **Color**: color of the scope line. Click to change.
2. Configure **Dates** or **Iterations** (**Agile Mode**) and the **Dimension** of the chart.
   * **Dates**:
     + **Dates**: start and end dates.
     + **Exclusion**:
       - **Saturdays**, **Sundays** and specific **days**: excludes tasks completed on those days.
       - **ToDo List** / **Iteration Backlog**: excludes uncompleted tasks. This is only relevant to burndown charts.
   * **Iterations** (**Agile Mode**):
     + **Iterations**: start and end iterations.
   * **Dimension**: width and height of the image.
3. Check the list of tasks upon which data the chart(s) will be drawn. Tasks may be removed from the list (won’t be deleted from the database).
4. Create: the image can be saved (right click) to the local file system.

pomodoro16.png Each "bar" of the charts represents the value of the data "at the end" of the corresponding x-axis coordinate (day or iteration). Example for burndown chart: 413 story points remaining at the end of the 5th of May. Example for burn-up chart: 51 tasks completed / done by the end of the 5th of May.