



# Notes & Tasks

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# Introduction

Our group was assigned to create an application for Notes and Tasks that supports the Orbit operating system. We designed an application that seamlessly merges both of these tools into one service, giving our users a simple and convenient experience.

Our application is designed to take notes and assign tasks interchangeably. A note or task can be in the format of plain text, a photograph, a voice memo, handwritten ink, or as an attachment, such as a Word Document or a PDF. Both Notes and Tasks can be sorted into categories, with a category name, a color to represent the category, and tags.

Our application distinguishes notes from tasks with a “due date” feature; once a note has been assigned a due date, it is automatically turned into a task; otherwise, it remains a note. This gives our users a simple, yet effective way of working between notes and tasks. For example, if a user snaps an image of a homework assignment written on a whiteboard, he or she can assign that image a due date, which turns it into a task. If the user feels that a due date is not needed, the image will remain a note by default.

Many of our style features were inspired from Orbit's style guide and Orbit's general radial theme. We attempted to implement similar colors, font and buttons as suggested in the style guide. This design specification will take you through several screens that were prototyped to represent the concept and design of the application.

# Merging Notes and Tasks

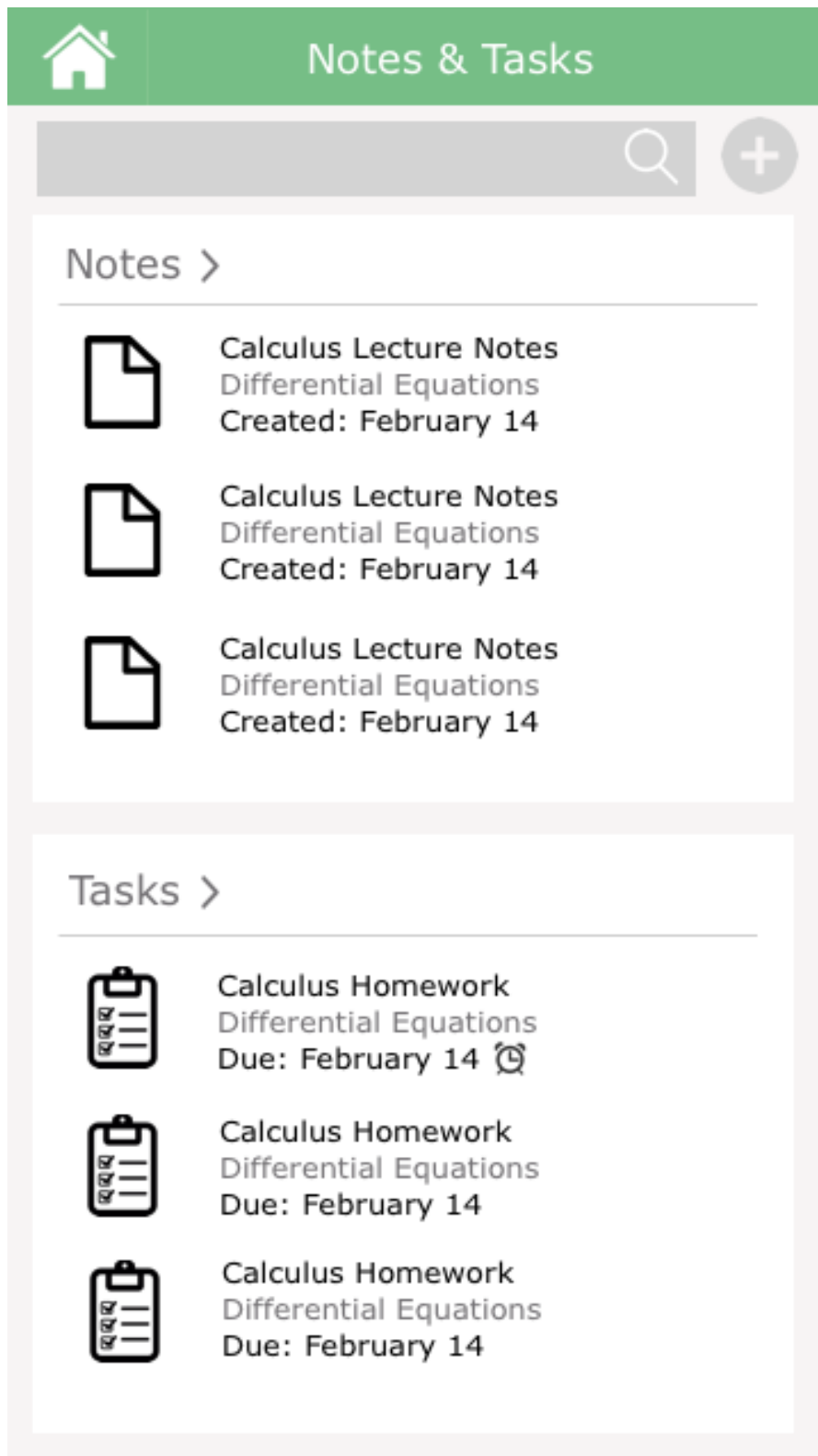
The main concept behind this application is to combine Notes and Tasks into one application. Many existing applications such as the iPhone's default Task and Reminders application have separated notes and tasks in two different apps. Having both productivity tools only requires the user to click into one app instead of two. This is much more efficient and requires much less user activity.

Often, when users are quickly trying to jot down something on their phone, they will hesitate about whether they should use one application over another. Our application will allow users to bypass this dilemma.

Many existing Note and Task applications such as Evernote and Google Keep also have both notes and tasks merged into one application, along with many other productivity tools. These are successful examples of how application designers are beginning to merge the two productivity tools together into one simple app.

# Notes and Tasks Home Page

## Screen 1: Notes and Tasks Home Page



The home page showcases a list of the most recent notes and tasks created, separated respectfully into their own tables, with the table of notes at the top half of the screen, and the table of tasks at the bottom half. To the left of each element in the tables are icons that specify whether the element is a note or a task; the icon of a clipboard with a checklist represents tasks, and the icon of a pencil and a square represents notes.

The middle of each element contains the title, a short description preview, and creation date of the note/task, and the right side contains an optional alarm icon, which the user can set for tasks if he/she wishes to be reminded about the task.

At the very top of the home screen sits the header, which is titled "Notes and Tasks", and has a Home button to the left of it, which takes the user back to this home page. The plus button at the very top right allows the user to add a new note.

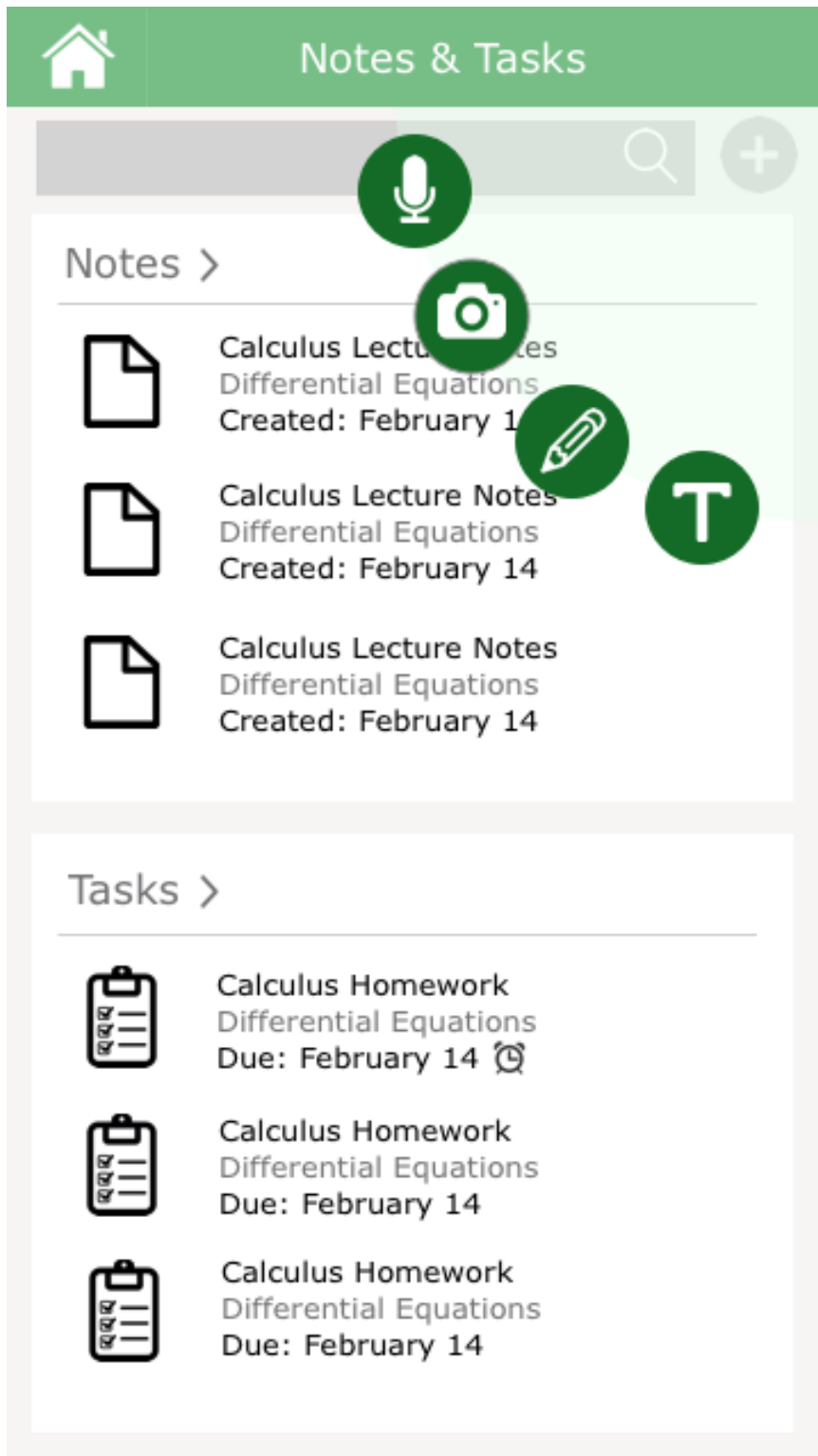
The app's search feature allows the user to type in keywords that produce live search results. Users can search for specific notes, tasks, categories or tags.

The user can navigate to the Notes only or Tasks only page by clicking on the ">" button next to Notes/Tasks label.

Clicking on a note or task will take the user to a different screen allowing the

# Creating a Note

## Screen 2: Bubble Bar



To create a new note, the user will click on the plus button on the top right corner, which will populate the bubble bar. The bubble bar contains 5 bubbles in an orbit, each containing a type of note/task that the user can create; the user can create a note/task via handwriting, text, camera, audio, or attachment.

# Creating a Note

## Screen 3: Adding a Reminder

The screenshot shows a mobile application interface for adding a reminder. The top section is a teal header bar containing a close button (X) on the left, a 'Title' label in the center, and a category selection icon (three squares) on the right. Below the header is a large white text area with horizontal lines for input. At the bottom is a green overlay panel with a close button (X) in the top right corner. The panel contains three settings: 'Due Date' with a light blue text box and a calendar icon; 'Reminder Off' with a right-pointing chevron; and 'Priority Medium' with a right-pointing chevron. A calendar icon is also at the bottom right of the green panel.

Once the user clicks on the + button to create a new note, a new screen pops up as another layer for the user to input text.

The user may give it a title and select the category for the note by clicking on the top right category button. This will allow the user to add the note to an existing category, grouped by color or create a new category. In this example, the category color is Blue. Notes are automatically saved, and click the x button will not delete the note.

After a user creates a new note, they have the option to add a reminder to it, which will automatically convert the note into a task.

On the bottom left corner of this screen, there is a small calendar icon that gives the user the option to add a reminder to it. Half a screen will slide up with three setting options: Due Date, Reminder and Priority. The user can click either the text box or the calendar icon to add a due date for the task.

# Creating a Note

## Screen 4 & 5: Priority and Reminder Settings

✕

Title

✕

Priority

High

🎯

Medium

●

Low

●

Save

Cancel

✕

Title

✕

Set Time

9

59

AM

10

:

00

PM

11

01

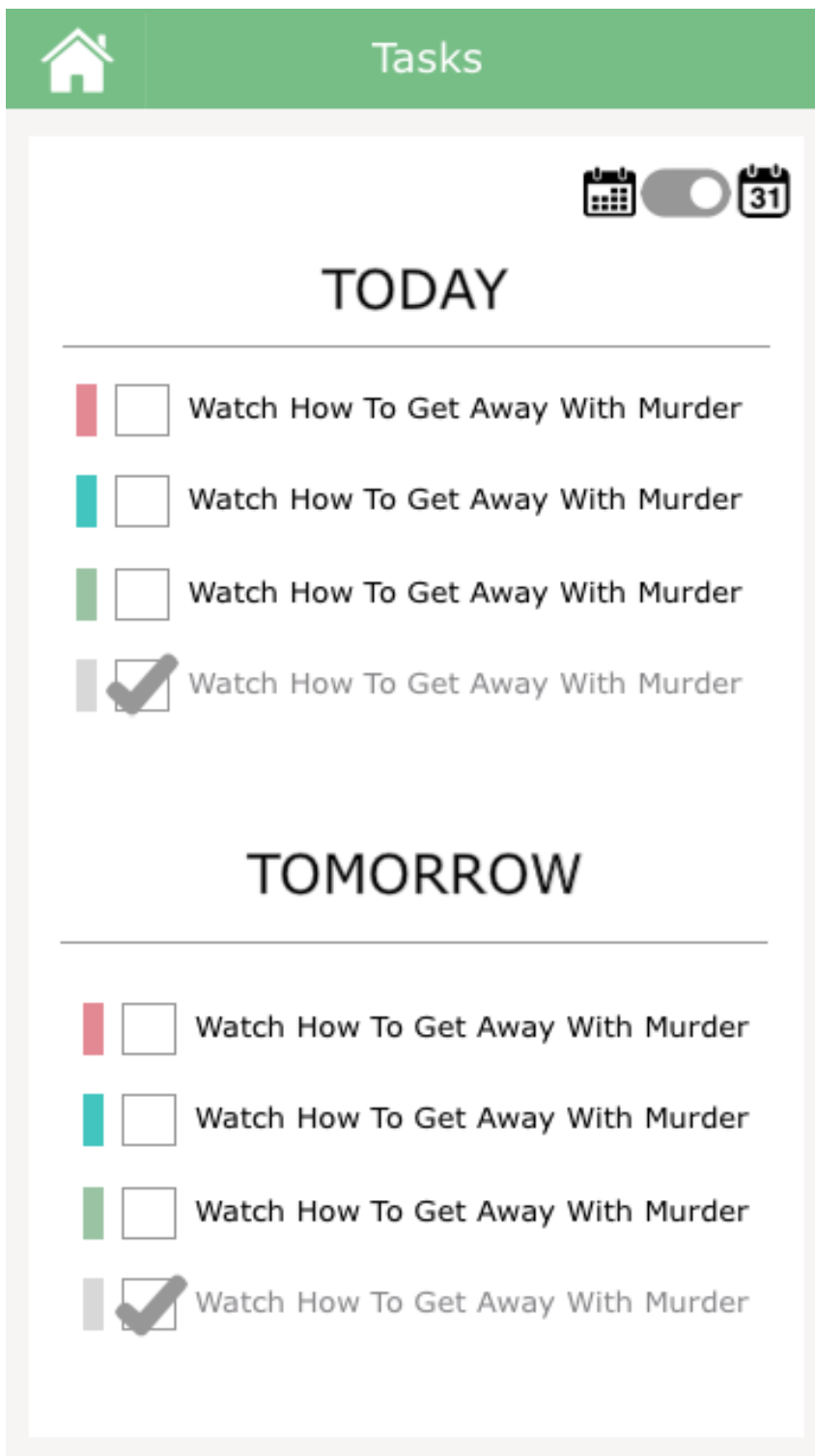
Save

Cancel

The "Reminder" button will take the user to Screen 6 where they are able to set a time for the reminder. The "Priority" button will take the user to Screen 5, where they can choose the priority level of the task.

# Tasks

## Screen 6: Tasks Day View



This screen allows the user to see all of their tasks. There are two different views – a Day view and a Week view. This screen is showing the Day view of the tasks. The user can switch the toggle left to switch to the Week view.


The color beside each task is the category they are in. If the task is not in any category, the color will default to black. Once a task has been completed, the user can click on the checkbox to check the task off. Completed tasks will continue to appear as checked off unless deleted by the user.




The Day view also shows a list of upcoming tasks for the following day.



# Tasks


## Screen 7: Tasks – Week View

Tasks




MON 3/9/15

---

☐ Cry over Alfred Enoch


TUES 3/10/15

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☐ Cry over Alfred Enoch


WED 3/11/15

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☐ Cry over Alfred Enoch


THURS 3/12/15


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☐ Cry over Alfred Enoch

FRI 3/13/15

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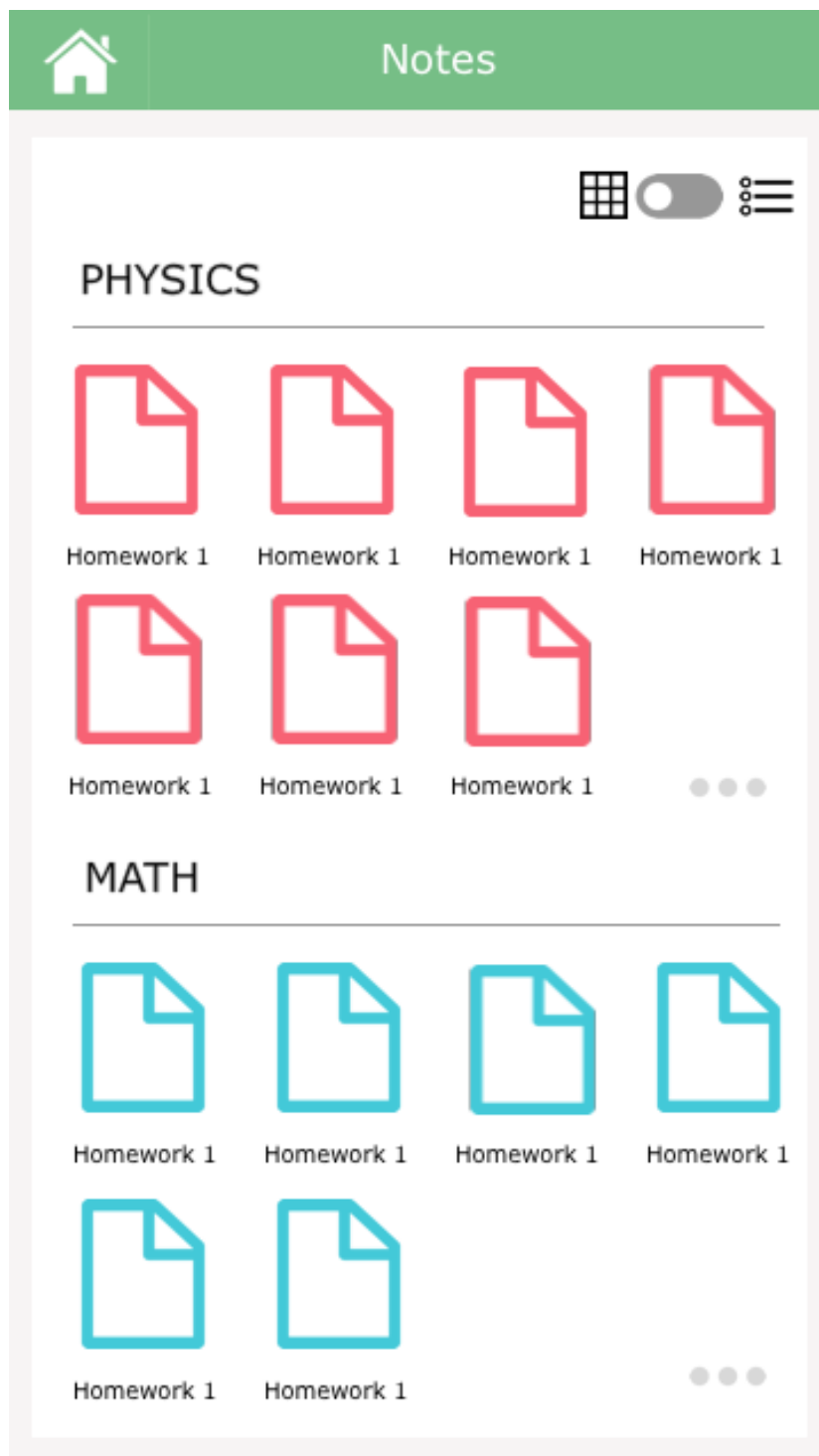
☐ Cry over Alfred Enoch

☒ Cry over Alfred Enoch

☒ Cry over Alfred Enoch

# Notes

## Screen 8: Notes Grid View



This screen allows the user to see all of their notes. There are two different views – a Grid view and a List view. This screen is showing the Grid view of the notes page. The user can switch the toggle left to switch to the List view.

Tasks are organized by categories and the colors are determined by the category color. The screen only shows the most recent notes for each category. Clicking on the "... " button will expand the category and allow the user to scroll through all of the notes for that category.

Clicking on an individual note will take the user to a screen where the user can view and edit the note.

## Screen 10: Notes List View

