ClickitUp-ClickUp VScode extension User guide

V0.1

Contents

Revision History

Version	Author	Change Summary
0.1	Wilson Ho	Initial Release

Installation

This software can be found on the VScode marketplace.

Task Folder Definition
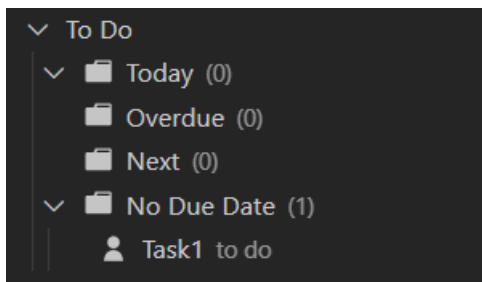
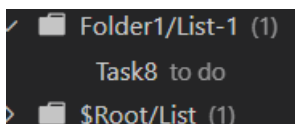
"To Do" View only shows your tasks

   Today: Today task

   OverDue: overdue task

   Next: assigned date but not overdue yet

   No due date: no date assigned

"All Space Tasks" shows all tasks in the current Space

The Folder1 is the folder name, and the List-1 is the list name.

If there is a list in the Space, $Root is used to represent.
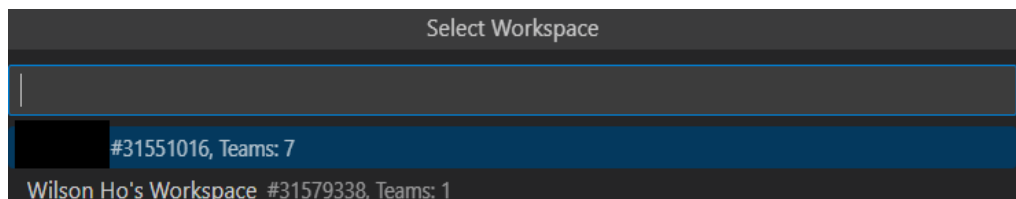
Icon before the task represents that it is your task.

Login and setup the Space

1. Open the extension. You would see the welcome page and the "ClickUp API token" box. If the token box does not exist, you can click the "Set up my API Token"
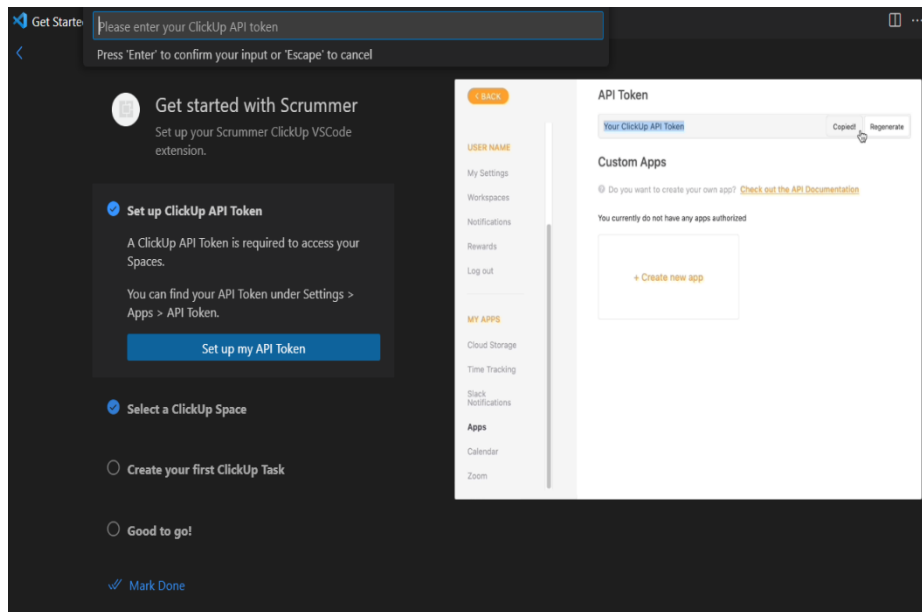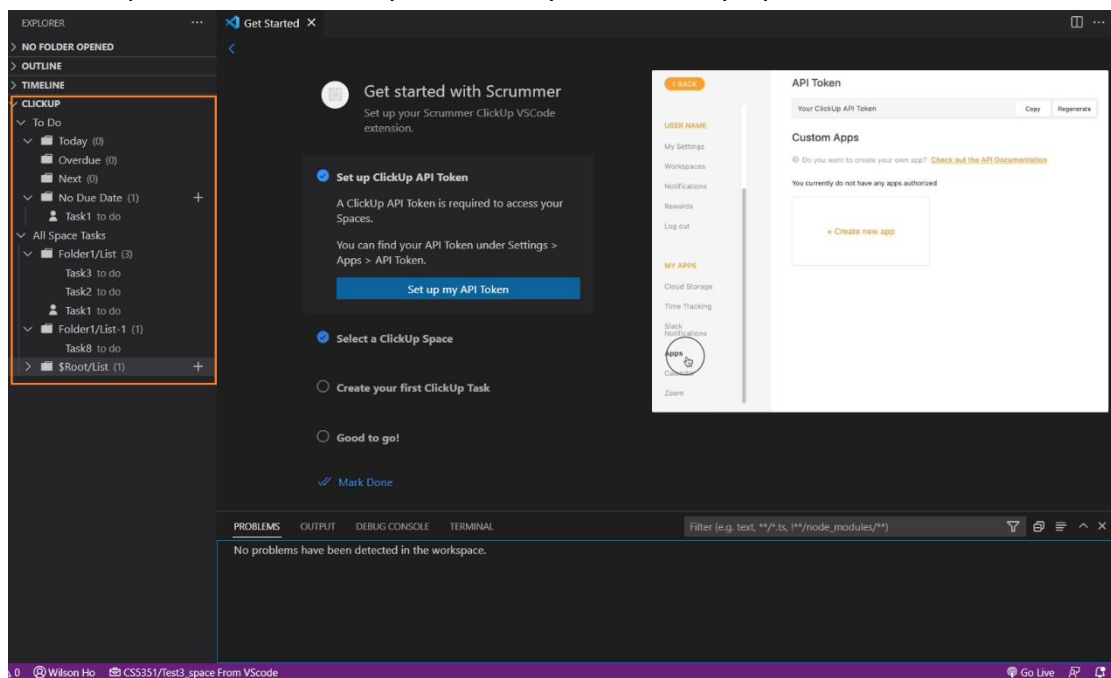
2. Copy your ClickUp token into the box.

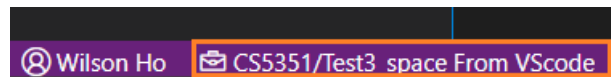3. Choose the team that you want to display.

4. Click the space you want to display.
5. The Space is loaded. And you can see your tasks displayed on the sidebar
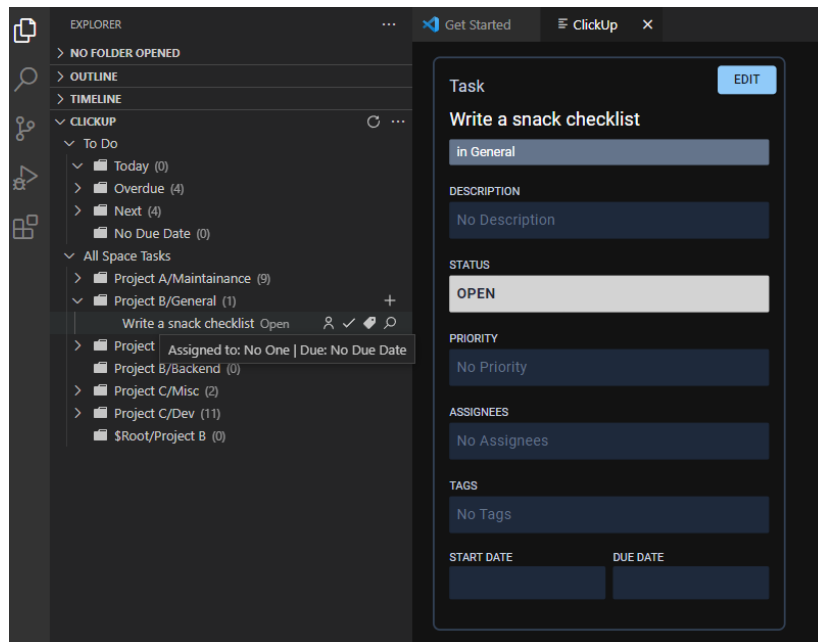
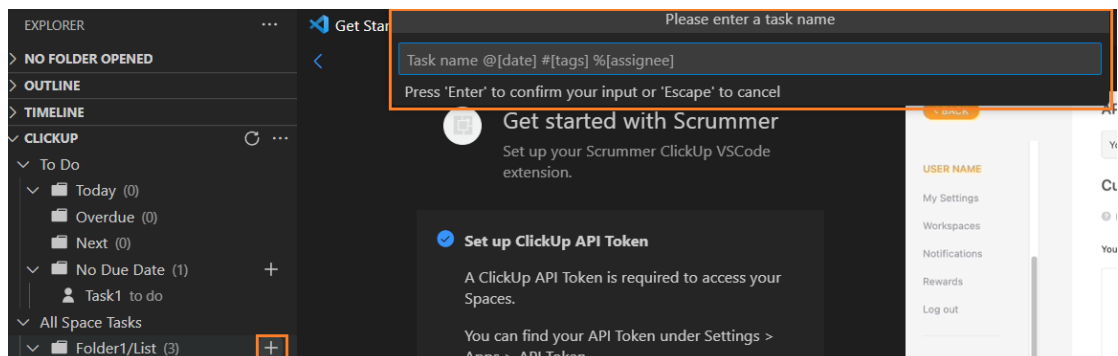6. You can change the Space by clicking this box anytime

Features

1. Add/Edit task through UI

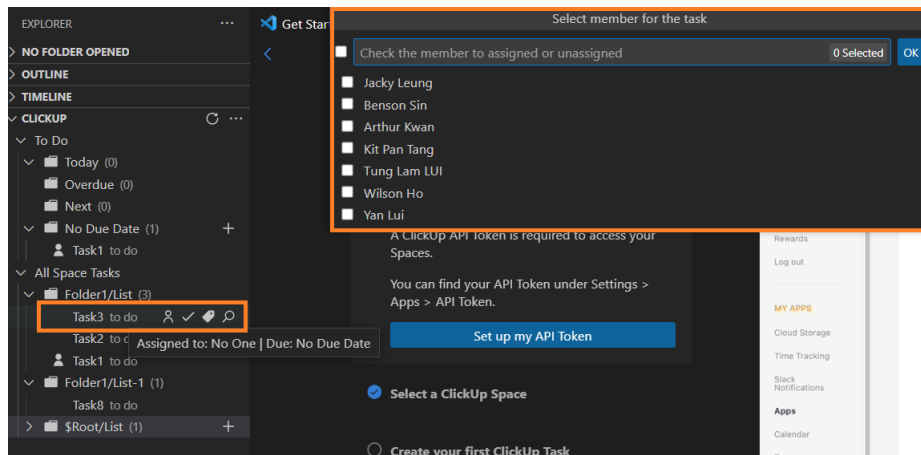Click to show the task information

Click "Edit" to edit a task

2. Quick Add Task

Click the "add" button and input the task name in the box.

3. Assign a task to members

Click the 👤 button and select your member(s).

4. Change the task's status (to-do or complete)

    Click the ✓ button

5. Set tag

    Click the 🏷️ button