PAGICO 5

USER MANUAL

Because the Pagico software is frequently updated, images shown in this book may be different from what you see on your screen.

Acknowledgement

Portions of this product utilize the following copyrighted materials, the use of which is hereby acknowledged.

Aprelium Abyss Web Server (http://www.aprelium.com/)
Copyright © 2001-2009 Aprelium.

Script.aculo.us Javascript Library (http://script.aculo.us/)
The script.aculo.us source code is released under the MIT License.

Table of Contents

Introduction

1. An online help website is also available

We spend a reasonable amount of resources to maintain this user manual. However, as the Pagico software is being constantly updated and improved, it is impossible to ensure that this booklet are up-to-date all the time. Therefore, we recommended to check out our online help website if it's convenient to do so. Compared to this handbook, the online help has the following advantages:

- It is updated more often
- It has user-contributed content
- You can ask questions and get answers
- It provides more resources, including screencasts (video tutorials)

To access the online help, please visit: http://help.pagico.com/

2. Why does it ask for my email address?

When trying out the Pagico software for the first time, you'll be asked for your email address to register for the free trial period. The whole purpose of collecting your email address is for technical support only. We need this information to provide you troubleshooting support if necessary. With it, if you encountered any problem and contacted us, we could easily pull out your activation status from our database based on your email address. The activation process will send the following information to our servers:

- Your e-mail address
- Version number and edition of your installed Pagico software
- Your operating system and its version number

No other private information is collected or transmitted to our servers. And your information is safe with us. We can not and will not share your email address with others.

3. Notes on data integrity and reliability

Data integrity and reliability is critical for organizer software products. Just because of this, Pagico is designed with server technologies to handle your precious database. Unlike most other organizer applications that open an connection to your database when launched and close the connection when the app is terminated, Pagico only opens an connection, makes the change, and closes it in just a split second when you're performing an action. This simply means in most cases your system crashes won't do damage your databases. Therefore this unique design greatly lowers the risk of damaging your database due to system crashes.

Backup Is Still Important

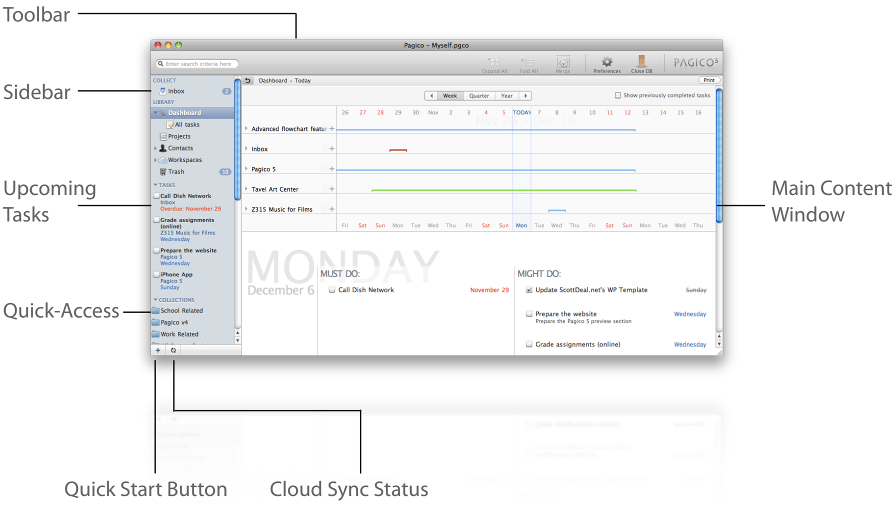
Having said that, it is still highly recommended to make backups of your databases regularly. Backing up Pagico databases is very simple. Simply duplicate the database package and you're good to go.

Data In Inbox

When backing up by making copies of your database, please beware that data stored in your Inbox is NOT included in the databases. Because the Inbox data is accessible across all your databases, those data are stored separately from databases. So it is important that you don't store important information in your Inbox, which was really designed just for quick data entry.

4. Main Window Layout

In most of the time, you'll be playing with the Pagico's main window.



5. Getting Started

Pagico is a platform that combines resource and task management. Instead of designing dozens of specific features for all your needs, Pagico gives you a few simple but multi-functional objects to cover most of your daily resource and task management needs. Those objects are:

Projects

Projects are just data containers. They can store all kinds of resources (notes, lists, tasks, files, etc) and they can be named and tagged (keywords) for classification purposes. You can also link up multiple data containers in various ways, too. Projects are designed to handle most of the things you do, such as projects, events plans, class materials, and even gift ideas. Pagico provides you an extremely powerful classification feature for projects (see page 14).

Contact Profiles

Contact profiles are data containers, too. In addition to all that Projects can do, profiles can also store contact information in a very flexible way (see page 28). Contact profiles are designed for you to keep track of important contacts, with capability of storing file attachments, time-sensitive notes, etc. You can also link up contacts with projects in many ways.

Are You Ready?

As a very flexible platform, there are many ways to create, those objects. The simplest way? Just click on the plus (+) button located at the lower-left corner.

6. One huge database or several small ones?

When getting started, you might face one question: What is the best strategy to organize everything? You can have one huge database that stores everything, all your projects, all your work and your personal stuff; you can also have smaller databases for different projects, etc.

Well, although you can use Pagico in anyway you want, to save you some time we do have a few general recommendations.

One Huge Database For Everything

For average users who do not deal with spacecraft launching on a daily basis, having one big database for everything is better in most cases. That is because in order to see all your upcoming schedule at once (taking advantage of the schedule flowchart feature), you'll want all your schedule in one database. On the other hand, in order to be able to cross-link multiple pieces of information together, you'll want them to be in the same database.

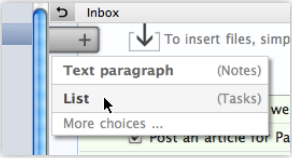
Several Smaller, Dedicated Databases

In contrast, if you are building a knowledge base regarding to a particular subject and want the database to be portable, using a dedicated database for the knowledge base is definitely a better idea. You also enjoy better program performance in this approach, too.

How-To's

1. How to write lists (todo items / tasks)

Making Todo lists (or tasks) is very easy in Pagico, and you can do it everywhere: inbox, projects, or contact profiles.



To add a new task or list, simply click on the "+" button located on upper left or lower left. Then, in the pop-up menu, click on the "List" item.

Then you will be able to type in the list item caption, starting date (optional), due date (optional), and list item description.

Keyboard Shortcut

For those keyboard gurus, you want to use Command + T (on Mac) or Ctrl + T (on Windows and Linux) to bring up the New Task panel and write tasks quickly. No mouse movement is needed!

Make Them Tasks By Setting The Due Dates

Once the due date is set, a list item is considered a task. And Pagico keep you reminded about it in various ways, including the sidebar, and the flowcharts.

Setting Up "Someday" Tasks

Some tasks are still being planned or don't have a due date yet, so it'll make sense to mark them as "Someday" tasks. To do so, simply write "?" (question mark) in the due date column.

Someday tasks do not show up in your sidebar or the dashboard flowchart. However, they'll be listed under the "Dashboard -> All Tasks" section.

2. How to write notes

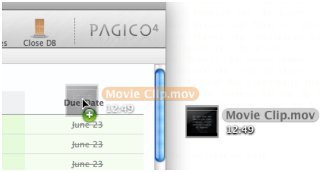
Just like lists, you can write notes everywhere: in your Inbox, projects, and contact profiles. A note could contain a title, the note body, and a date.

To add a text note, simply click the plus (+) button and then click the "Text Paragraph" item in the pop-up menu. The text editor provides simple text formatting tools. If you do need to write text with complex styles and formats, you can do it in a word processing application, and then import the document as a file into Pagico.

Associating Text Notes With A Date And Time

You may want to do this for conversation or meeting notes. Once associated, the text note will appear in your calendar application if linked (see page 20).

3. How to import files (docs, photos, music, etc)



Importing any kind of file into Pagico is the same way --- just drag the file(s) into the Pagico window. The files will be imported and stored into your currently opened data container, whether it's your Inbox, a project, or a contact profile.

If you're not in any kind of data container when files are dragged into the Pagico window, they will be stored in your Inbox automatically.

Working With Files

Working with files is no different in Pagico. Simply double-click on the file icon to open it (Pagico will automatically launch the associated software to handle the file). When you make changes to the file, simply save the file like you normally would. The changes will be automatically captured and saved back into your Pagico database.

Linking To Files Instead Of Making Copies

By default, dragging files into Pagico will create a copy of the files in your Pagico database. Some times you'll need to link to files instead of creating copies. To do so, simply hold down Ctrl key (on Windows and Linux) or Option key (on Mac) when dragging the file. You'll notice a change in the mouse cursor when the importing mode is changed.

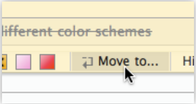
4. How to use your Inbox

The Pagico Inbox is a place where you can quickly enter and store notes, lists, tasks and files. It is designed to be the first-step in your workflow as a temporary data container. Your Inbox data is stored separately from any database. Therefore, you can access the same Inbox content no matter which database you're currently using. Below is an ideal workflow for using Inbox:

Step 1: Capture Data Quickly Into Inbox

The Inbox is the default destination for new tasks and new notes. It is also the place to store data that are captured using the Pagico Helper application (page 22). This makes it easy to quickly capture or create new content as you don't have to first categorize and choose destinations.

Step 2: Categorize Things When You Have Time



Many items stored in Inbox may belong to projects and/or contact profiles. So when you're ready, it is a great idea to move items to their proper places, such as projects or contact profiles. To do so, simply hover onto an item, and use the "Move to..." button.

Inbox Is Designed For Temporary Storage

Inbox is designed for temporary storage rather than permanent storage. That's partly because that the data in Inbox is stored separately from databases, and so your Inbox data is not covered in your database backups, or database synchronizations via 3rd party applications such as the Dropbox (page 21).

5. How to manage and track projects or events

When comes to managing and keeping track of projects or events, you'll need to use *projects* to do the job. Projects can be accessed under the *Projects* section, and can be browsed by tags using the built-in TagExploré tag browser.

Creating A Project

To create a project, you can switch to the *Project* section in the sidebar, and then type a desired title in the text input box located in the main content window, then hit enter to perform the creation. Or, you can use the keyboard combination Ctrl + N (on Windows and Linux) or Command + N (on Mac) to quickly create an untitled project.

Throwing Stuff Into The Project

Once you're inside the project, you can begin throwing in stuff, such as Todo lists, notes, and all kinds of files. So this project becomes *the* place for this particular project or event with all the related resources centralized.

Keeping Track Of The Project Or Event

Keeping track of the project or event is easy, as all your tasks (or Todo lists) are here. Also, in order to make things easier to manage and track, you can separate tasks into different Todo lists.

Re-Ordering Items

You can re-order items in a project by dragging the handle icon.

6. How to manage and track contacts

To manage and track contacts, you'll want to create contact profiles, which behaves like a data container for your contacts. Contact profiles are really just like projects, plus the contact information section.

Creating A Contact Profile

To create a contact profile, you can switch to the *Contacts* section in the sidebar, then type the desired contact name in the text input box located in the main content window and hit enter to perform the creation. Or, you can use keyboard combination Ctrl + M (on Windows and Linux) or Command + M (on Mac) to create an untitled profile.

Or, you can switch to the *Contacts* section, and drag vCard (supports v2.1 or v3.0) formatted contact files into Pagico to import them.

Throw Stuff Into The Profile And Label The Contact

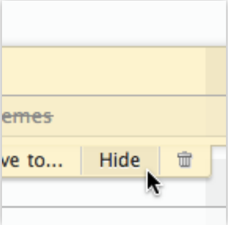
You can throw everything into a profile just like you would with projects. Plus, you can enter the contact information (labels) in the right column. The contact info is totally free form and it virtually takes everything. So you can type things like: *Tel: (123) 456789* or *Address: Somewhere in the U.S.* and hit enter to save it.

Keeping Track Of The Contact

When you have stored all the related tasks under the corresponding profiles, keeping track of those contacts becomes very easy. Just take a glance at your dashboard flowchart and you're all set. Follow-up calls? Not a problem.

7. How to archive (and unarchive) items

For completed tasks and used material, keeping them around clutters your project but deleting them is not a good option either, as they might be useful down the road.

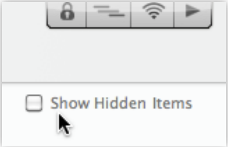


In this case, you'll want to hide them. To hide an item, simply hover your mouse onto it, then click on the "Hide" button to hide it.

Items in your Inbox can not be hidden. Also, individual list items can not be hidden as well. To hide certain list items, you can drag those items to another list, and hide the entire list.

Note: Hidden items do not show up in schedule flowcharts, exported calendar data, sidebar or search results.

How To See Hidden Items

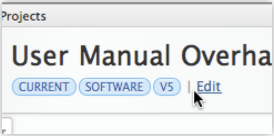


To see hidden items, please check the "Show Hidden Items" checkbox located in the upper right corner of any project or contact profile.

Once checked, you'll be able to see all hidden items. To bring hidden items back to normal, hover your mouse onto the item and click on the "Show" button.

8. How to use the tagging system for projects

Tags are just keywords for a project. They can be used to categorize tons of items easily, flexibly and efficiently.



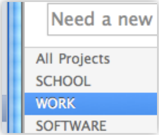
Adding / Modifying Tags

To add or modify tags for a specific project, simply open that project, and click on the "Edit" link next to the tags row (located under the project title).

Tags are case-insensitive, and could have multiple words (with spaces). You can (and you're encouraged to) use multiple tags, separated by commas (,).

You don't always need to type tags manually. If a tag was used before, it will become a candidate option, so that you can re-use it by just a mouse click.

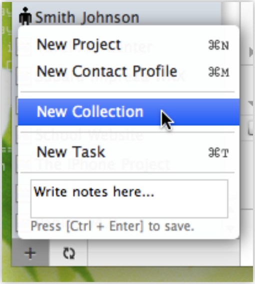
Browsing Your Projects By Tags



Once you've tagged some projects, you can start taking advantage of the powerful tag browser to navigate among your projects. To use it, simply switch to the "Projects" section from your sidebar, and start browsing by tags.

A very interesting feature of this tag browser is that it not only allows you to browse by single tags, but also produces hierarchical structures based on your tags. More on this will be covered in page 27.

9. How to use collections to organize projects and contacts



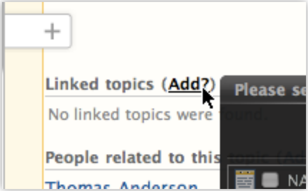
Collections are just like folders that stores projects and contact profiles. They are shown under the "Collection" group in your sidebar.

To create a new collection, please click on the "+" button located in the lower left corner of the Pagico window, and click on the "New Collection" menu item. Then, an untitled collection will be created.

To edit the content of a collection, simply switch to the collection, and click on the "Edit" strip under the collection title to enter the editing mode, in which you can manually select projects and profiles by dragging and dropping, or set up criteria so that Pagico can automatically add matching items into the collection, which is also known as "smart collections".

10.How to link to other projects or profiles

Creating Links In The Footnote Area

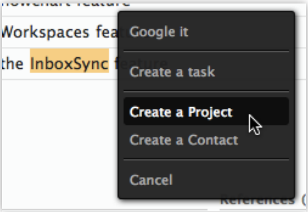


Scroll down to the footnote area in any project or profile, you should be able to see the "Linked Projects" and "Linked Contacts" sections.

Simply click on the "Add" link, and choose the desired targets.

In this way, the link you created is two-way. That means you'll also see a link in the target pointing back to your current project or contact profile.

Create An Inline Link To A New Project (or Profile)

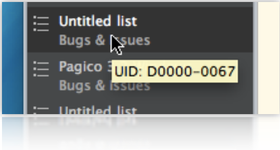


There is an easy way for you to create inline links to new projects (or profiles). Simply select some text (which will become the title or name of the new project or profile), hover onto the small icon, and choose the proper action.

By doing so, a new project (or profile) will be created, and the original text you selected will be converted to a link automatically.

Writing Inline Links (Advanced Ways)

The in-line links, also known as the Wiki-style links, can be easily create by using the square brackets to surround a project title, contact name, list title or file name. e.g.: *[Building Project]* or *[Thomas Jefferson]*. They will become links once you leave the editing mode (by saving it).



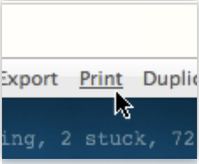
When you have multiple items under the same name, you may want to use the UID (Universal Identification) instead, like this: *[D0002-2283]*.

To obtain a UID for a specific item, simply do a search, then hover your mouse onto the search result.

Advantages of using UIDs include that the link will always point to that particular object, regardless how many other objects are using the same title, and that when the target title is changed, the link text will also be updated automatically.

11.How to print projects and contact profiles

In Pagico, projects and contact profiles can be printed using the built-in PDF exporting feature (on Mac), or the print feature (on Windows and Linux).



To print a project or contact profile, simply scroll all the way down until you can see the control strip. Click on the "Print" link to see the printer-friendly version of it in a smaller, separate window.

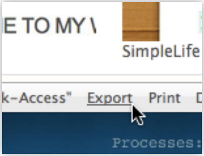
If you're using Mac, then you'll need to use the "Print as PDF" menu item locate in the "Edit" menu.

If you're using Windows or Linux, you'll need to use the "Print" or the "Print Preview" menu item under the "File" menu.

Deleted and hidden items will not be included in the printed version.

12.How to share projects and contact profiles

There are times when you want to share your projects or profiles with others. When you need to do so, you can use the "Export" feature located at the bottom of all your projects and profiles.



The "Export" feature produces a compressed package of the selected project (or profile) in a web-friendly format, which can be opened on any computer with or without Pagico installed. You can send the compressed package to your friends via email (or any possible way), or upload the extracted content to a web server so that it can be presented as a nicely designed web page.

Exported Packages Can Be Imported As Well

If you were given a Pagico exported package, you can import it into your Pagico database by dragging and dropping it into the project list (the screen when you switch to the *Projects* section). You can make changes with the imported project like you would with other regular projects. You can do the same with exported contact profiles.

External Resources Are Not Included

Remember that you can link to files rather than import them into your Pagico database (see page 7)? Well, just keep in mind that those linked files are not included in the exported packages.

13.How to export data into iCal (or other calendar apps)

Pagico automatically generates an iCal-format data feed for all your schedule information stored in your **currently opened** Pagico database. So once configured, you'll be able to see all your tasks right in your favorite calendar application, and mobile devices such as the iPhone and the Blackberry.

An Compatible Calendar Application Is Needed

Not all the calendar applications support the industry standard calendar format: iCal. Most common compatible calendar applications include Apple iCal, Microsoft Outlook / Entourage / Windows Calendar, Mozilla Sunbird, and Novell Evolution, etc.

Getting Your Calendar Feed

To get your calendar feed, please switch to the "Preferences" panel by clicking on the wheels icon in the toolbar. Scroll all the way down until you see the *Extend your Pagico* section which has the iCal format link. Clicking on the link should bring up a compatible calendar application (if any) that prompts you to add a new calendar feed.

Setting Up Your Calendar Application

Follow the on-screen instruction in your calendar application to add the calendar feed. When prompted, make sure you want to keep the ToDo items, and enable the *Auto-Refresh* option with fastest refresh interval (5 or 15 minutes, etc).

14. How to synchronize databases on multiple computers

Pagico itself currently does not provide synchronization feature for databases. However, you could do this easily through the help of 3rd party file synchronizing applications, such as the Dropbox.

Get Dropbox

Visit the Dropbox's website (http://www.dropbox.com), download and install the latest version. The Dropbox provides several storage options, and the 2GB option is free*.

Place Your Database In Your Dropbox

When Dropbox is installed, you'll have a special folder called "Dropbox". Everything stored in your "Dropbox" folder is automatically synchronized and uploaded to the Dropbox servers. So, place your Pagico database in your "Dropbox" folder.

Install Dropbox On All Your Other Computers

Once you've installed and configured Dropbox on all your other computers, you'll be able to see and use your Pagico database. All the changes done in any one of your computers will be done across all your computers automatically.

Inbox Data

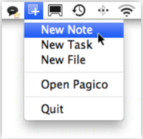
Inbox data are stored separately, and will NOT be synchronized using Dropbox.

* The details of 3rd party applications and services may be changed at any time.

15.How to use the Pagico Helper application

The Pagico Helper is a standalone application that allows you to write new notes, tasks or import new files easily into your Pagico Inbox. So, you can capture all the new stuff without having to launch Pagico.

To use it, you'll need to launch it. For WIndows users, please look for it in your Start Menu -> All Programs -> Pagico -> Pagico Helper. For Mac users, your Pagico helper is located in Applications folder -> Pagico -> Pagico Helper.



Once launched, you will be able to see an icon showing up in your menu bar. The Pagico Helper by default has no visible window.

For Windows users, the global keyboard hot-key for the Pagico Helper is Ctrl + F12. Currently there is no global keyboard hot-key for Pagico Helper on Mac.

All the information entered through Pagico Helper will be stored in your Inbox, so you can process and organize them later.

Auto-launch With Your System

To fully utilize the Pagico Helper, you may want to set it up so that it can be launched automatically together with your system.

16.How to display your tasks on your desktop (Mac)

This article shows you how to use a free 3rd party Mac application called GeekTool (http://projects.tynsoe.org/en/geektool/) to display your tasks on your desktop. There are equivalent applications on Windows and Linux to achieve the same thing.

Step 1: Download And Install GeekTool

GeekTool is freely available and can be downloaded at its website (http://projects.tynsoe.org/en/geektool/). It will be installed as a control panel in your System Preferences.

Step 2: Configure GeekTool With Pagico

Once you're in the GeekTool control panel, drag a Shell geeklet onto your desktop. Then, in the inspector window (the black transparent one), look for the "Command" input box and enter:

/opt/pagico/plugins/tasks today=1 thisweek=1

Also, you might want to make sure it's being refreshed every once in a while by putting *60* (seconds) in the Refresh interval input box.

Step 3: Tweak The Look And Feel

Go ahead and tweak the font style and color, etc, to make the geeklet look nice on your wallpapers.

More About The Display Options

There are a number of ways to customize the displayed tasks in Step 2. By using the options in the example above, you will see your tasks for today and tasks for this week listed in two lists. To change the content being displayed, you'll need to enter customized options based on the syntax below:

/opt/pagico/plugins/tasks *{options}*

Valid Options

today=1	Show tasks that are due today
tomorrow=1	Show tasks that are due tomorrow
thisweek=1	Show tasks that are due in the present week (Mon - Sun)
overdue=1	Show all overdue tasks
inbox=1	Show all tasks that are in your Inbox

Looking For More Options?

If you're savvy enough to look for more customization options, you'll need to get the full list of options through Terminal (or Command line, on Windows) by typing:

On Mac or Linux: /opt/pagico/plugins/tasks

On Windows: "C:\Program Files\Pagico\CodeX\externals\tasks.windows.cmd"

17.What is a Pagico ID account and how to set up

Pagico ID is an online account that allows you to manage your Pagico installations, including the option to initialize the InboxSync feature, management of workspaces and invitations, and web-access of your Inbox and workspace data, etc.

Setting Up Your Pagico ID Account

Please note that the Pagico ID account requires a regular software license. Users that are currently using the 15-day free trial license cannot set up the Pagico ID account. Before you start setting up your Pagico, be sure to have the activation code of your Pagico license with you.

1. To set up, please visit: http://my.pagico.com and choose the "New Users" tab.
2. Enter the activation code of your Pagico license, and continue through the registration process.
3. Done!

18.How to synchronize the Inbox data across your computers

If you use Pagico on more than one computer, you will be happy to know that Pagico v5 has a built-in InboxSync feature that automatically synchronizes your Inbox data across all your computers (as long as they are licensed under the same person, or in other words, they're using the same license bundle).

1. Activating Your InboxSync Feature

If you're trying to set up InboxSync for the first time, you need to activate this feature in your Pagico ID account (for more about Pagico ID, please see p. 25). This is an one-time step and you do not need to repeat this in the future.

Once you are logged into your Pagico ID account, switch to the Inbox tab. In the main area, look for the InboxSync section. Click on the button to activate.

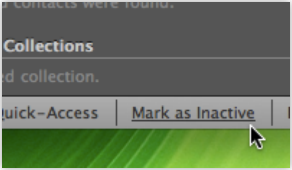
2. Enabling The InboxSync Feature In Your Pagico

Return to your Pagico application, switch to the Preferences panel by clicking on the wheels icon. Then scroll to the bottom in the main area, and click the InboxSync button. If successful, the button will turn to grey and be relabeled as "Activated".

Now you are all set! Your inbox data will automatically synchronize with the cloud, and you can check out the sync activity by clicking on the arrows button located at the lower left corner of your Pagico window.

19.How to archive completed projects

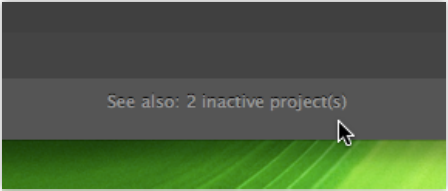
As time passes, you will inevitably come across those projects that are either completed or cancelled. They generate visual clutter and slow down your computer performance. If deleting them is not an option, you can consider archiving them by setting them as "inactive".



To do so, simply navigate to the project, and click the "Set as Inactive" button located in the bottom toolbar.

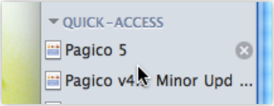
You can click on the same button again to set the project back to the Active mode.

Inactive projects do not show up under the tag browser, collections, and popup menus. However, should you do need to see them, you can always click on the show inactive projects link displayed at the bottom of any project list.

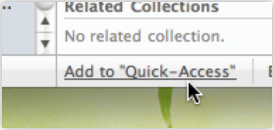


Tips & Hints

1. Put commonly used projects and profiles in QuickAccess



It is very common that from time to time you'll have your "favorite" projects (or persons) that you'll have to work with frequently. So it's a good idea to add that project (or profile) to your Quick-Access bar.



To do so, simply go to that project or contact profile, scroll all the way down and click the button "Add to Quick-Access".

Items in the QuickAccess bar can be re-ordered by dragging the icons.

To remove items from your QuickAccess bar, simply hover your mouse onto the item in your QuickAccess bar, and click the "X" mark. Removing items from the sidebar does not delete the actual data from your database.

2. Tips for managing and tracking projects efficiently

The most basic idea for managing projects is to create individual projects and centralizing related resources in their own container, which could contain notes, lists, tasks and tons of files. Here's a few guidelines for you:

Getting Started

When you're facing a new project / event, create a new project for it. Tag it properly so that in the future you can easily find it. If you need to constantly work on this project, add this project to your QuickAccess bar for easier access.

Centralize Your Resources

This include adding related files, URLs and To-do lists into this project. If this is a complex project that involves many tasks, feel free to create several To-do lists to categorize tasks. Be sure to add all the related tasks into this project.

Expand When You Need To

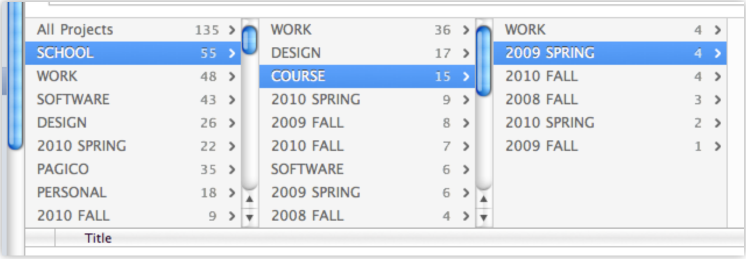
In many cases a project grows over time. A single task item could be a small project by itself. In this case, select that task item, and create a new project for it, so that you can centralize related stuff and maintain a separate set of To-do lists for that task.

Link To Contacts

Feel free to link to the key members of the project in the footnote area. By doing so, you can always have their contact info in handy, plus that you can also see their participated projects when you're reviewing their profiles.

3. Tips for tagging projects

As you may have found out that Pagico has a very powerful tag browser that could turn your one dimensional tags into a multi-level, hierarchical structured category system, which will look like this:



This could be extremely powerful if you tag your projects in the proper way. Here are some recommendations:

- Try to break longer tags into shorter and more generic ones
- Try to re-use those generic tags as much as possible

Example

Let's say you want to maintain your computer inventory. You may want to use tags such as *PC*, *Mac*, *Desktop*, *Laptop*, *Server*, *PPC*, *Intel*, etc. And when tagging your MacBook Pro, you may want to use *Mac*, *Laptop*, *Intel*.

4. Tips for grouping profiles with keywords

There isn't a feature (at least for now) for you to manually create groups and categorize your contacts. That's because Pagico is doing it for you, as long as you label your contacts properly.

For example, if you have several contacts working in different departments, then you would want to give them a label like this: *Department: xxx*, in the contact info column. Once you've done that, Pagico will automatically create a sub-category called "Department" under the "Contacts" section, under which your contacts will be displayed in groups.

Want another example? Sure! For example, you have three contacts in Denver, and two others in Atlanta. You can add a label called "City" for for them (at least four). After that, Pagico will automatically create a sub-category called "City", listing all your contacts by "Cities".

What If It Doesn't Work?

In cases the sub-category doesn't show up, here are a few things to check:

- You need to have at least five contacts with the same label name.
- Among those who have the same label names, there has to be duplicates so that Pagico can determine it's worth listing as a sub-category. (For example, everyone has a phone number and they're all different. So the phone number label is not worth listing).

5. Tips for writing dates and times faster and easier

You'll need to choose or enter dates and times in many places. Here are some tips of writing date and time faster and easier:

Plain English Just Works

For example, just type things like *today*, *tomorrow*, *yesterday*, or *thursday 10am*.

Writing In Standard Date Format Works, Too.

For example, just type things like *9/10*, *Sep 10*, or *September 10 10:30am*.

A Technical But Accurate Way

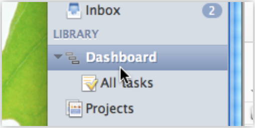
For example, just type things like *+1 week*, *+1 month*, or *-2 days*.

If You Want More...

Technically, Pagico fully supports the industry standard GNU date input format when parsing date and time information. So if you're interested in knowing the full capability of the GNU date input format, please visit the GNU website at: http://www.gnu.org/software/tar/manual/html_node/Date-input-formats.html*

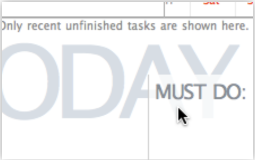
* This is a 3rd party website and it may be updated or relocated at any time.

6. Tips for prioritizing daily tasks using the Today view



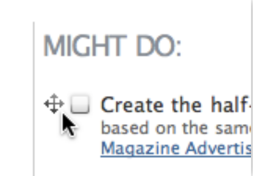
Pagico provides you a very handy screen called "Today" view for you to get daily things done. It is designed to make prioritizing, re-ordering, and rescheduling tasks as easy as possible, and can be located in the "Dashboard" screen.

Today screen provides you two columns, one for **Must-Do** tasks, the other for **Might-Do** tasks.



Must Do & Might Do

The Must-Do list shows all the overdue tasks, and tasks that are due today. The Might Do list shows tasks that are due tomorrow, or tasks that are in progress. The Might Do list will also remind you with a few someday tasks if needed.



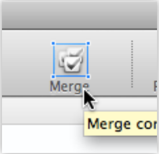
Re-Schedule & Prioritize Tasks

Re-order tasks the way you like it by hovering onto a task item, and drag the handle. For those that are not so important, simply drag them to the Might Do list. For important tasks in the Might Do tasks, you can drag them into the Must Do list.

7. Tips for quickly archiving completed items

You might end up having a lot of completed, single tasks in your Inbox (or a project). But who wants to deal with a full Inbox everyday? Therefore, it is a good idea to hide them to reduce visual clutter and improve program performance.

Merge Single Tasks Into One List



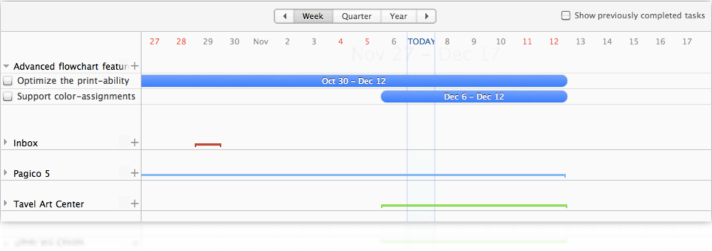
Single tasks are very common, as they are usually created by either the New Task panel, or the Pagico Helper application. Hiding them one by one is very time consuming. So, you might want to use the Merge feature (located in the toolbar).

By using this feature, all **single and completed** tasks will be merged into a new list. If you're merging tasks inside a project or a profile, the original ones will be put in the trash.

Hiding The Items

Everything can be set to hidden in Pagico. Simply hover onto a list, text note, or a file object and use the "Hide" feature.

8. Tips for using the Dashboard Flowchart



The dashboard flowchart could give you a quick overview of your schedule in a intuitive, visual way. It is designed to be informative without requiring any user inputs. However, there are some small features that can help you to stay productive.

Re-Scheduling Tasks

You can reschedule tasks easily by dragging the right end of bars (a drag handle will show up when you hover your mouse onto a bar). This changes the due date of the selected task only. If you would rather move the starting date as well, simply drag the middle portion of the bar item.

Folding And Expanding Item Groups

Clicking on the arrow next to the title (in the left panel) could expand and fold that particular task group. Pressing and holding the Shift key while clicking on the arrow will expand and fold all the task groups instantly.

Working with your team

1. About the Workspaces feature

The Workspaces feature allows you to share your projects and/or contact profiles easily over the internet. To make sure it's powerful enough and easy to use, we used a very simple design. So you don't have to learn any new features or interfaces, other than joining workspaces and sharing data that needs just a few clicks. Here are some of the highlights about the Workspaces feature.

Cloud-based Data Synchronization

All your data is being synchronized through our cloud servers, so you don't need to set up any kind of server applications to start working.

Encrypted Transmission

Although everything is offsite, you don't need to worry about security. All the transmissions between your computer and our cloud servers are 128-bit encrypted with an SSL layer. So it is just as secured as those online banking systems.

Simplicity Of The Design

The Workspaces feature works behind the scene, and you don't need to worry about "using it" at all. Just work in your shared projects (or profiles), and the changes you made will be available to your team immediately.

2. Inviting participants, joining and leaving workspaces

By default, all workspaces are private and secured. Users can only join workspaces based on invitations.

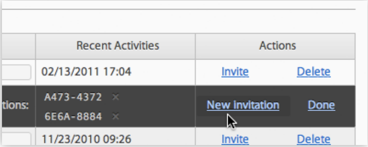
About The Invitation

The invitation is a series of letters and numbers, and it works as both the workspace ID and password. This makes joining workspaces easy, as one will never accidentally join the "wrong" workspace; and it also make securing workspaces easy too, as administrators will never have to create and remember passwords.

Inviting Users To Your Workspace

Only administrators of a workspace can invite others. To do so, you'll need to:

1. Log into your Pagico ID account at http://my.pagico.com
2. Switch to Workspaces section
3. Choose the "Invite" button for the corresponding workspace item to see all the currently valid invitation codes.*
4. You can create new invitation codes, and send it to the invitees.



* In addition to creating new invitation codes, you can also cancel existing ones if needed.

Joining Workspaces

If you are being invited to a workspace, you will receive your invitation code. Once you have it, you can join the workspace by following these steps:

1. Switch to the Workspaces section in Pagico.
2. Click on the "Join an existing workspace" button
3. Enter the invitation code in the input box, and hit enter.

Pagico will then authenticate your invitation with the cloud server. If everything is ok, you should be able to see the newly joined workspace in just a few seconds.

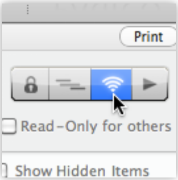
When you first joined into a workspace, the synchronization process might take a few minutes, depending on the size of the shared content.

Leaving Workspaces

When no longer needed, you can leave a workspace by switching to the Workspaces section in Pagico, hover your mouse onto the desired workspace, and click the "Leave this workspace" button.

Please note that by leaving the workspace, everything that was not authored by you will be removed instantly (they will not go into the Trash section).

3. Sharing projects and profiles



Sharing projects and profiles with your team is very easy. Simply go to the project (or profile), and click on the Share button (the one with a network icon) to choose the desired workspace in which you want this project to be shared.

You can stop sharing a project from specific workspace(s) by clicking on the Share button, and de-selecting the corresponding items.

Sharing With Several Teams

Projects or profiles can be shared in more than one workspaces. So you can easily share single items across several groups of people.

Read-Only

The “Read-Only for others” option, once checked, will prevent others from making changes to the selected projects (or profiles). The author of the projects, however, can still make changes at any time.

If It’s Not Read-Only...

Projects (and profiles) are open to read and write by all participants in the shared workspace. This means others can make changes to existing items, add and remove items at any time. When someone changed something, his name will be shown.

4. Implementing task management

The Workspace functionality is designed to be extremely simple, in order to be flexible. Therefore, this section is only one of the many ways to implement task management for your team using the Workspace feature.

Join The Same Workspace

First of all, create a workspace and invite all your teammates to join.

Create Contact Profiles For Your Teammates

The first thing to do, is to create contact profiles for each one of your teammates. Then share those profiles on a workspace that everyone has access.

Create Tasks In The Corresponding Profiles

When you need to assign a task for a teammate, simply use keyboard shortcut (Cmd+T on Mac) to call out the New Task panel, fill in the details, and choose his/her contact profile (which should be shared on your workspace by now).The newly created task will now show up under the teammate's name on your dashboard, and so does everyone else's dashboards.

As soon as that task is completed (checked), it'll appear as completed on everyone's dashboard flowchart.

Hint: You can also differentiate different types / areas of task by color-coding them.

5. Other small things about Workspaces

User Privileges

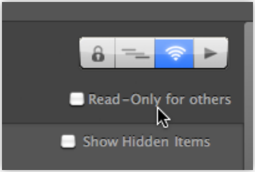
The Workspaces feature is designed to be extremely simple, so you don't have to spend time learning it. Therefore, it uses a very simple user privilege system that gives you two user levels:

- Owner (of the workspace)
  Owners have the permission to invite and remove participants, and rename the workspace.

- Participant
  Participants can have read and write access to the shared data.

Authorship Of Projects (or Profiles)

If you created a project (or profile), you are the author of that project (or profile). Only the author can delete or stop sharing the entire project (or profile).



Read-Only

If you authored (created) a project or a profile, you have the privilege to set it as Read-Only. By doing so, other workspace participants will not be able to make any changes.

Contact Us

If you encounter any kind of problem or question that the materials above couldn't help, please feel free to contact us. Unlike those big names, we provide complimentary technical support for our users.

MSN Messenger (Instant Messenger)

Contact Identifier: support@pagico.com

E-Mail

Technical Support: support@pagico.com

For inquiries about sales, pricing, volume licensing or educational discounts, please get in touch with us via any of the following methods:

MSN Messenger (Instant Messenger)

Contact Identifier: sales@pagico.com

E-Mail

Technical Support: sales@pagico.com