

Task Report v0.5

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Wednesday 2nd June, 2021 - 14:00

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1 Introduction

This package supports the maintenance and report of a task list..

2 How to use task-report

`task-report` is available as open source at <https://github.com/xexeo/task-report>. The stable distribution is in the folder `dist`, while the latest, and unstable, will be in the root folder.

The only file you really need, besides this manual, is `task-report.sty`. This should be in your L^AT_EX path, such as in the same folder that your main `.tex` file.

You can make suggestions, complain about bugs, and request features using GitHub’s “Issues” feature, in <https://github.com/xexeo/task-report/issues> (you must be signed in).

2.1 Using from Overleaf

The best way to use `task-report` inside Overleaf is to link the distributed style file through its URL. To do that, inside your project, select first “Upload”. An “Add files” window will appear, then select “From Externa URL” and enter <https://raw.githubusercontent.com/xexeo/task-report/main/dist/task-report.sty> as “URL to fetch the file from” and “task-report” as “File Name in This Project”, as in Figure 1.

3 Package Options

`showtasknumbers` show tasks numbers, default is false.

Users should never refer to a task by its number, since it can change from compilation to compilation if any task is inserted in among the existing ones. It is possible to use the `\label` macro to refer to tasks by number, page ou name.

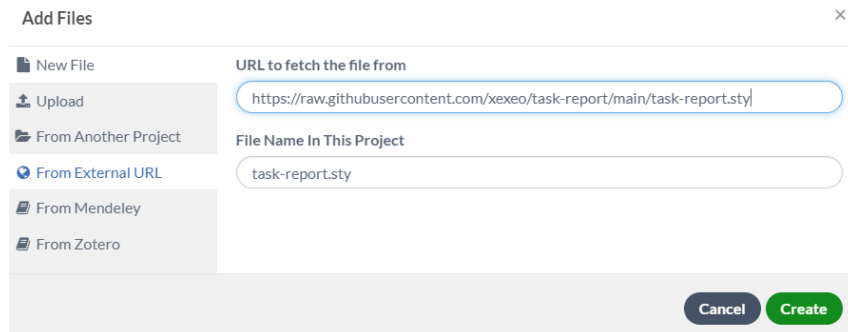


Figure 1: How to link a task-report.sty file in your project folder in Overleaf to the official distribution.

3.1 General behavior

4 Version

It is possible that the user wants to know the version being used. We provide two commands for it.

`\taskreportversion` Provides the current version
`\printtaskreportversion` Provides name and version

`\taskreportversion` was used in the title of this article. The current version is v0.5.

If needed, the second macro prints also the name of the package:

`\printtaskreportversion`

will result in:

task-report v0.5

Please state the version when reporting bugs.

5 Usage

`\trtask` This is the main macro for the package. `\trtask[<status>]{<name>}{<due date>}{<when-assigned>}{<who-assigned>}{<to-who-assigned>}{<why>}{<when-done>}{<extra-text>}`

Although it has 8 arguments parameters, all of them can be empty. It has 9 arguments because this is the standard L^AT_EX maximum.

There are 5 possible standard states that are associated with a color (*de-*

fault color): todo (red), doing(yellow), tocheck (cyan), checking (blue), and done(green). There is a pseudo-state other (black) that will be the color of any other word used of a state. Colors belong to the `xcolor` package and are configurable, as explained in section 6.1.

The example:

```
%\trtask[todo]{Make coffe}{Soon}{\today}{Geraldo Xexéo}{\color{red}}{Please do the coffe strong}
%\trtask[doing]{Drink a coffe}{In 5 days}{June, 1st 2021}{The Boss}{The Worker}{\color{yellow}}
%\trtask[tocheck]{Roast the beef}{\color{cyan}}{June, 1st 2021}{The Boss}{The Worker}{\color{cyan}}{\today}{Rare}
%\trtask[checking]{Drink another beer}{\color{blue}}{June, 1st 2021}{The Boss}{The Worker}{\color{blue}}{\today}
%\trtask[done]{Drink a beer}{\color{green}}{\today}{The Boss}{The Worker}{Because I want}{\today}
%\trtask{}{}{}{}{}{}{}{}
%\trtask[done]{}{}{}{}{}{}{}{}
%\trtask[arg 1]{arg 2}{arg 3}{arg 4}{arg 5}{arg 6}{arg 7}{arg 8}{arg 9}
%
```

generates:

Make coffe

Status: todo
Due date: Soon
Assigned in: Wednesday 2nd June, 2021
From: Geraldo Xexéo

Please do the coffe strong«««< HEAD ===== »»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Status: doing
Due date: In 5 days
Assigned in: June, 1st 2021
From: The Boss
To: The Worker

«««< HEAD ===== »»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Roast the beef

Status: tocheck
Assigned in: June, 1st 2021
From: The Boss
To: The Worker
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink another beer

Status: checking
Assigned in: June, 1st 2021
From: The Boss
To: The Worker
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a beer

Status: done
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: Because I want
Done in: Wednesday 2nd June, 2021
«««< HEAD =====

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Task without a name

«««< HEAD ===== »»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Task without a name

Status: done

«««< HEAD ===== »»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

arg 2

Status: arg 1

Due date: arg 3

Assigned in: arg 4

From: arg 5

To: arg 6

Rationale: arg 7

Done in: arg 8

arg 8»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

6 Configuration

6.1 Configuring Colors

`\trsetboxcolors` Set the colors for the 6 types of standard states Black otherwise.

```
\trsetboxcolors{\<todo-color>}{\<doing-color>}{\<tocheck-color>}{\<checking-color>}{\<done-color>}{\<other-color>}
```

The example:

```
%\trsetboxcolors{magenta}{purple}{orange}{pink}{lime}{pink}
%
%\trtask[todo]{Drink a coffe}{next day}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%\trtask[doing]{Drink a coffe}{next day}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%\trtask[tocheck]{Drink a coffe}{next day}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%\trtask[checking]{Drink a coffe}{next day}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%\trtask[done]{Drink a coffe}{next day}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%\trtask{Drink a coffe}{\today}{next day}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
```

%

generates:

Drink a coffe

Status: todo
Due date: next day
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Status: doing
Due date: next day
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Status: tocheck
Due date: next day
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Status: checking
Due date: next day
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Status: done
Due date: next day
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Drink a coffe

Due date: Wednesday 2nd June, 2021
Assigned in: next day
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

6.2 Changing Field Names

`\trsetfieldsnames`

You can change all field names with command `.` This command can be used

to internationalization or to make these box used by any other reason.

```
\trsetfieldsnames{\langle status \rangle}{\langle duedate \rangle}{\langle assigned \rangle}{\langle from \rangle}{\langle to \rangle}{\langle done \rangle}{\langle why \rangle}
```

For example:

```
%\trsetfieldsnames{Stage}{Must be ready in}{Demand date}{Who asked for}{To who}{Ready in}
%\trtask[done]{Drink a coffe}{5 days}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%
```

generates:

Drink a coffe

Stage: done

Must be ready in: 5 days

Demand date: Wednesday 2nd June, 2021

Who asked for: The Boss

To who: The Worker

Reasons: To keep awake

Ready in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

6.3 Modifying the Header

```
\trsettitlelabel        Sets the label for the header.
                      \trsettitlelabel{\langle label-for-header \rangle}

% \trsettitlelabel{Task}
%
%\trtask[done]{Drink a coffe}{5 days}{\today}{The Boss}{The Worker}
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%
%
```

Task: Drink a coffe

Status: done
Due date: 5 days
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

Back to normal:

```
% \trsettitlelabel{}  
%  
%\trtask[done]{Drink a coffe}{5 days}{\today}{The Boss}{The Worker}  
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}  
%
```

Drink a coffe

Status: done
Due date: 5 days
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

6.4 Creating New States

`\traddstatecolor` Users can create their own state using

```
\traddstatecolor{<state>}{<color>}
```

For example:

```
%\traddstatecolor{waiting}{teal}
```

```
%\trtask[waiting]{Drink a coffe}{\today}{The Boss}{The Worker}%
%{To keep awake}{\today}{Coffe must be strong and add 1 spoon of sugar}
%
```

generates:

Drink a coffe

Status: waiting
Due date: ASAP
Assigned in: Wednesday 2nd June, 2021
From: The Boss
To: The Worker
Rationale: To keep awake
Done in: Wednesday 2nd June, 2021

Wednesday 2nd June, 2021»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

7 Using Labels to Refer to Tasks

You can use labels, such as `\label{task:kanbam}` in the last argument¹ and refer to it with commands `\ref{task:kanbam}` (??), `\pageref{task:kanbam}` (??) ou `\nameref{task:kanbam}` (??).

8 The List of Tasks

`\listoftasks` A list of tasks can be generated with the command:

```
\listoftasks
```

Its title can be changed with the command:

```
\trsettasklisttitle{\new-title}
```

The command:

```
\setlength{\cfttasksnumwidth}{25pt}
```

from package `tocloft` can be used to set the space used by the section indicator.

¹Actually, they will probably break only if used in the second argument, that is used to name them

9 Warnings

This package uses another package that changes L^AT_EX's standard behavior for summary and lists. When you use it, you must explicitly change pages with `\newpage` before `\tableofcontents` or similar commands.

10 Implementation

10.1 Options

`showtasknumbers`

Since task numbers can change between compilations this default is set to `false`.

```
1 \newif\if@showtasknumbers\@showtasknumbersfalse%
2 %
3 \DeclareOption{showtasknumbers}{\@showtasknumberstrue}%
4 %
5 \ProcessOptions\relax
```

10.2 Required Packages

- `mdframed` makes the frame around tasks
- `etoolbox` command `ifstringempty`
- `tocloft` create the list of tasks

```
6 \RequirePackage{tcolorbox}%
7 \RequirePackage{etoolbox}%
8 \RequirePackage{tocloft}%
9 \RequirePackage{hyperref}%
10
```

10.3 Access to the current version

We provide some macros for the user to know the version being used.

`\taskreportversion` Provides current version of coop-writing

```
11 \newcommand{\taskreportversion}{\tr@version}%
```

`\printtaskreportversion` Provides package name and version

```
12 \newcommand{\printtaskreportversion}{task-report \taskreportversion}%
```

10.4 Color Management for States

10.5 Defining States Through a Simulated List

`\traddstatecolor` Inserts states and their colors in a simulated list and uses them

`\usestatecolor`

```
13 \newcommand{\traddstatecolor}[2]{%
14   \@ifundefined{\string\color@#2}%
15   {%
16     \message{#2 not defined}%
17     \expandafter\ERROR%
18   }%
19   {%
20     \expandafter\gdef\csname tr@astate@\detokenize{#1}\endcsname{#2}%
21   }%
22 }%
23 %
24 \def\tr@usestatecolor#1{%
25   \ifcsname tr@astate@\detokenize{#1}\endcsname%
26     \csname tr@astate@\detokenize{#1}\expandafter\endcsname%
27   \else%
28 \tr@astate@other%
29   \fi%
30 }%
```

`\trsetboxcolors` Set the colors for the 6 types of standard states Black otherwise.

`\trsetboxcolors{<todo-color>}{<doing-color>}{<tocheck-color>}{<checking-color>}{<done-color>}{<other-color>}`

```
31 \newcommand{\trsetboxcolors}[6]{%
32 \traddstatecolor{todo}{#1}
33 \traddstatecolor{doing}{#2}
34 \traddstatecolor{tocheck}{#3}
35 \traddstatecolor{checking}{#4}
36 \traddstatecolor{done}{#5}
37 \traddstatecolor{other}{#6}
38 }%
```

10.6 Standard Colors

Sets the standard colors for the standard states

```
39 \trsetboxcolors{red}{yellow}{cyan}{blue}{green}{black}
```

10.7 Managing The Fields Names

```

\traddfieldname Define field names - does not create a new field
\tr@usesfieldname
40 \newcommand{\traddfieldname}[2]{%
41   \expandafter\gdef\csname tr@fieldnames@\detokenize{#1}\endcsname{#2}%
42 }%
43 %
44 \def\tr@usesfieldname#1{%
45   \ifcsname tr@fieldnames@\detokenize{#1}\endcsname%
46   \csname tr@fieldnames@\detokenize{#1}\expandafter\endcsname%
47   \else%
48 Missing Field Name%
49   \fi%
50 }%

```

10.8 Standard Field Names

Sets the standard text for the fields

```

\trsetfieldsnames Set the names for the field names and for the titles.
\trsettitlelabel
\trsetfieldsnames{\<status>}{\<duedate>}{\<assigned>}{\<from>}{\<to>}{\<done>}{\<why>}
\trsettitlelabel{\<title-label>}

51 \newcommand{\trsetfieldsnames}[7]{%
52   \traddfieldname{status}{#1}%
53   \traddfieldname{duedate}{#2}%
54   \traddfieldname{assigned}{#3}%
55   \traddfieldname{from}{#4}%
56   \traddfieldname{to}{#5}%
57   \traddfieldname{done}{#6}%
58   \traddfieldname{why}{#7}%
59 }%
60 %
61 \traddfieldname{defaulttitle}{Task without a name}%
62 %
63 \def\tr@defaulttitlelabel{%
64 \newcommand{\trsettitlelabel}[1]{%
65   \def\tr@defaulttitlelabel{#1}%
66 }%
67 %
68 \trsetfieldsnames{Status}{Due date}{Assigned in}{From}{To}{Done in}{Rationale}
69 %

\trsetcolon

70 \newcommand{\trsetcolon}[1]{%

```

```

71 \traddfieldname{colonmark}{#1}
72 }
73 \trsetcolon{:}

```

`\tr@currentboxcolor` The dirt trick of using a global variable to store a value

```

74 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%

```

`\trstatuscolor` Select the color based on the state

```

\trstatuscolor{\<state>}

75 \newcommand{\trstatuscolor}[1]{%
76 {%
77 \ifblank{#1}%
78 {%
79 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%
80 }%
81 {%
82 \def\tr@currentboxcolor{\tr@usestatecolor{#1}}%
83 }%
84 }%

```

11 List of Tasks

```

85 \newcommand{\trsettasklisttitle}[1]{%
86 \def\trlisttasks{#1}%
87 }%
88 \trsettasklisttitle{List of Tasks}%
89 % cria a lista, depende do pacote tcloft
90 \ifundefined{chapter}%
91 {\newlistof[section]{tasks}{trt}{\trlisttasks}}%
92 {\newlistof[chapter]{tasks}{trt}{\trlisttasks}}%

```

11.1 A Counter for Tasks

11.2 Declaring Tasks

11.2.1 Helpers

`\tr@field` Helpers to build the task `\trtitle` should be improved to check if `\tr@defaulttitlelabel` is not empty and use it

```

93 \newcommand{\tr@title}[2]{%
94 \ifx\tr@defaulttitlelabel\empty%
95 \if@showtasknumbers%
96 \textbf{#2\tr@usesfieldname{colonmark} #1}%

```

```

97     \else%
98         \textbf{#1}%
99     \fi%
100 \else%
101     \if@showtasknumbers%
102         \textbf{\tr@defaulttitlelabel\ #2\tr@usesfieldname{colonmark}\ #1}%
103     \else%
104         \textbf{\tr@defaulttitlelabel\tr@usesfieldname{colonmark}\ #1}%
105     \fi%
106 \fi%
107 }%
108 %
109 \newcommand{\tr@field}[2]{%
110 \textbf{#1}\tr@usesfieldname{colonmark} #2%
111 }%
112 %

```

11.2.2 Main task macro

`\trtask` Describes a task

`\trtask[<status>]{<name>}{<due-date>}{<when-assigned>}{<who-assigned>}{<to-who-assigned>}{<why>}{<when-done>}{<extra-text>}`

For example:

```

%\trtask[doing]{Make a \LaTeX\ Kanbam document}{soon}
% {2021-05-31}{Xexéo}{Geraldo Xexéo}{Help control tasks}
% {not yet}{Use colors\label{task:kanbam}}
%

```

generates:

Make a \LaTeX Kanbam document

Status: doing
Due date: soon
Assigned in: 2021-05-31
From: Xexéo
To: Geraldo Xexéo
Rationale: Help control tasks
Done in: not yet

not yet»»»> parent of e68da6c... Small test for trailing space on boxes - didn't work

It is possible to reference the task (as Task ?? in page ??, named ??).

```

113 % [status] , what, due-date when-assigned, from-who, to-who, why, when-done, extra
114 \newcounter{taskcounter}
115 %
116 \newcommand{\trtask}[9][{}]{%
117     \par%
118     \ifblank{#2}{
119         \def\trtask@temp{\tr@usesfieldname{defaulttitle}}%
120     }%
121     {%
122         \def\trtask@temp{#2}%
123     }%
124     \refstepcounter{tasks}%
125 % \refstepcounter updates \@currentlabel (\LaTeX magic!)
126 % therefore the next command must appear before #9, where label must be.
127     \refstepcounter{taskcounter}%
128     \protected@edef\@currentlabelname{\trtask@temp}% trying to make it work
129     \addcontentsline{trt}{tasks}{\protect\numberline{\thetasks}{\trtask@temp}}%
130     \trstatuscolor{#1}%
131     \begin{tcolorbox}[title=\tr@title{\trtask@temp}{\thetaskcounter},%
132 colback=\tr@currentboxcolor!5!white,%
133 colframe=\tr@currentboxcolor!75!black%
134 ]%
135         \ifblank{#1}{}%
136         {%
137             \tr@field{\tr@usesfieldname{status}}{#1}\newline%
138         }%
139         \ifblank{#3}{}%
140     {%
141         \tr@field{\tr@usesfieldname{duedate}}{#3}\newline%
142     }%
143     \ifblank{#4}{}%
144     {%
145         \tr@field{\tr@usesfieldname{assigned}}{#4}\newline%
146     }%
147     \ifblank{#5}{}%
148     {%
149         \tr@field{\tr@usesfieldname{from}}{#5}\newline%
150     }%
151     \ifblank{#6}{}%
152     {%
153         \tr@field{\tr@usesfieldname{to}}{#6}\newline%
154     }%
155     \ifblank{#7}{}%
156     {%
157         \tr@field{\tr@usesfieldname{why}}{#7}\newline%
158     }%
159     \ifblank{#8}{}%
160     {%

```

```

161      \tr@field{\tr@usesfieldname{done}}{#8}\newline%
162 }%
163      \ifblank{#9}{}%
164      {\tcblower%
165      #9%
166      }%
167 <<<<<< HEAD
168 =====
169      \ifblank{#8}{}%
170      {\tcblower%
171      #8%
172      }%
173 >>>>>> parent of e68da6c... Small test for trailing space on boxes - didn't work
174      \end{tcolorbox}%
175 }%

```

End of Code

Change History

v0.1		v0.4	
General: First version	1	General: Allows redefining field names	1
v0.2		v0.5	
General: User can create new states	1	General: Allows redefining header and colon	1
v0.3		Numbers in tasks and references	1
General: List of Tasks	1		

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