Task Report v0.4

Geraldo Xexéo

Wednesday 2$^{\text{nd}}$ June, 2021 - 08:57

Contents

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 lastest, 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 LaTeX 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.
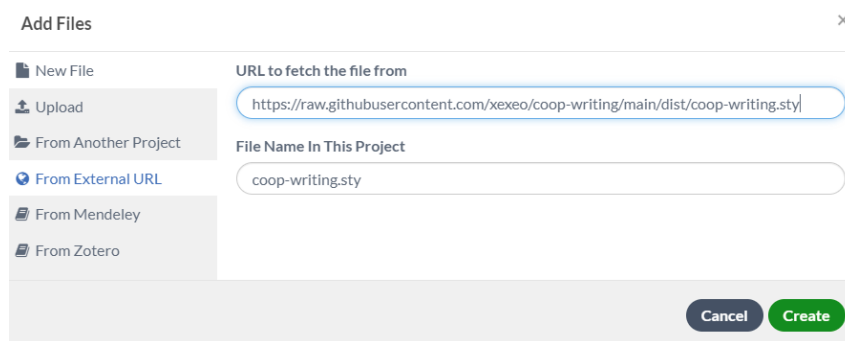

Figure 1: How to link a task-report.sty file in your project folder in Overleaf to the official distribution.

3   Package Options

There are no package options up to now

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 v0.4.

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

`\printtaskreportversion`

will result in:

task-report v. v0.4

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*⟩}

Altough it has 8 arguments parameters, all of them can be empty. It has 9 arguments because this is the standard LaTeX maximum.

There are 5 possible standard states that are associated with a color (*default 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 5.1.

The example:

```
%\trtask[todo]{Make coffe}{Soon}{\today}{Geraldo Xexéo}{}{}{}{Please do the coffe strong
%\trtask[doing]{Drink a coffe}{In 5 days}{June, 1st 2021}{The Boss}{The Worker}{}{}{}
%\trtask[tocheck]{Roast the beef}{}{June, 1st 2021}{The Boss}{The Worker}{}{\today}{Rare
%\trtask[checking]{Drink another beer}{}{June, 1st 2021}{The Boss}{The Worker}{}{\today}
```

```
%\trtask[done]{Drink a beer}{}{\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 2$^{\text{nd}}$ June, 2021
> **From**: Geraldo Xexéo
>
> -
>
> Please do the coffe strong

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

> **Roast the beef**
>
> **Status**: tocheck
> **Assigned in**: June, 1st 2021
> **From**: The Boss
> **To**: The Worker
> **Done in**: Wednesday 2$^{\text{nd}}$ June, 2021
>
> -
>
> Rare, plese

Drink another beer

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

Please check if you have age to drink in your country. If not, drink orange-juice.

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

Task without a name

Task without a name

Status: done

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 9

5.1 Configuration Options

5.1.1 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
>
> -
>
> Coffe must be strong and add 1 spoon of sugar

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

Coffe must be strong and add 1 spoon of sugar

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

Coffe must be strong and add 1 spoon of sugar

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

Coffe must be strong and add 1 spoon of sugar

> **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
>
> -
>
> Coffe must be strong and add 1 spoon of sugar

> **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
>
> -
>
> Coffe must be strong and add 1 spoon of sugar

5.2 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{`⟨*status*⟩`}{`⟨*duedate*⟩`}{`⟨*assigned*⟩`}` `{`⟨*from*⟩`}{`⟨*to*⟩`}` `{`⟨*done*⟩`}{`⟨*why*⟩`}`

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
>
> ---
>
> Coffe must be strong and add 1 spoon of sugar

5.3 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
> **Assigned in**: Wednesday 2nd June, 2021
> **From**: The Boss
> **To**: The Worker
> **Done in**: To keep awake
>
> : Wednesday 2nd June, 2021
> **Rationale**: Coffe must be strong and add 1 spoon of sugar
>
> ---

6 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.

7 Warnings

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

8 Implementation

8.1 Required Packages

- `mdframed` makes the frame aroung tasks

- `etoolbox` command ifstringempty

- `tocloft` create the list of tasks

```
1 \RequirePackage{tcolorbox}%
2 \RequirePackage{etoolbox}%
3 \RequirePackage{tocloft}
```

8.2 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

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

`\printtaskreportversion` Provides package name and version

```
5 \newcommand{\printtaskreportversion}{task-report v. \taskreportversion}%
```

8.3 Color Management for States

8.4 Defining States Through a Simulated List

`\traddstatecolor`
`\usestatecolor`

Inserts states and their colors in a simulated list and uses them

```
6 \newcommand{\traddstatecolor}[2]{%
7     \@ifundefined{\string\color@#2}%
8     {%
9         \message{#2 not defined}%
10        \expandafter\ERROR%
11    }%
12    {%
13        \expandafter\gdef\csname tr@astate@\detokenize{#1}\endcsname{#2}%
14 }%
15 }%
16 %
17 \def\tr@usestatecolor#1{%
18     \ifcsname tr@astate@\detokenize{#1}\endcsname%
19     \csname tr@astate@\detokenize{#1}\expandafter\endcsname%
20     \else%
21 \tr@astate@other%
22     \fi%
23 }%
```

`\trsetboxcolors`

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

$\quad$`\trsetboxcolors`{⟨*todo-color*⟩}{⟨*doing-color*⟩} {⟨*tocheck-color*⟩}{⟨*checking-color*⟩} {⟨*done-color*⟩}{⟨*other-color*⟩}

```
24 \newcommand{\trsetboxcolors}[6]{%
25 \traddstatecolor{todo}{#1}
26 \traddstatecolor{doing}{#2}
27 \traddstatecolor{tocheck}{#3}
28 \traddstatecolor{checking}{#4}
29 \traddstatecolor{done}{#5}
30 \traddstatecolor{other}{#6}
31 }%
```

8.5 Standard Colors

Sets the standard colors for the standard states

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

8.6   Managing The Fields Names

`\traddfieldname`
`\tr@usesfieldname`

Define field names - does not create a new field

```
33 \newcommand{\traddfieldname}[2]{%
34     \expandafter\gdef\csname tr@fieldnames@\detokenize{#1}\endcsname{#2}%
35 }%
36 %
37 \def\tr@usesfieldname#1{%
38     \ifcsname tr@fieldnames@\detokenize{#1}\endcsname%
39     \csname tr@fieldnames@\detokenize{#1}\expandafter\endcsname%
40     \else%
41 Missing Field Name%
42     \fi%
43 }%
```

`\trsetboxcolors`

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

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

```
44 \newcommand{\trsetfieldsnames}[7]{%
45     \traddfieldname{status}{#1}
46     \traddfieldname{duedate}{#2}
47     \traddfieldname{assigned}{#3}
48     \traddfieldname{from}{#4}
49     \traddfieldname{to}{#5}
50     \traddfieldname{done}{#6}
51     \traddfieldname{why}{#7}
52 }%
```

8.7   Standard Field Names

Sets the standard text for the fields

```
53 \trsetfieldsnames{Status}{Due date}{Assigned in}{From}{To}{Done in}{Rationale}
```

`\tr@currentboxcolor`

The dirt trick of using a global variable to store a value

```
54 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%
```

`\trstatuscolor`

Select the color based on the state

$\quad$ `\trstatuscolor{`$\langle state\rangle$`}`

```
55 \newcommand{\trstatuscolor}[1]%
56 {%
57 \ifblank{#1}%
58 {%
59 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%
```

```
60 }%
61 {%
62 \def\tr@currentboxcolor{\tr@usestatecolor{#1}}%
63 }%
64 }%
```

9   List of Tasks

```
65 \newcommand{\trsettasklisttitle}[1]{%
66     \def\trlisttasks{#1}%
67 }%
68 \trsettasklisttitle{List of Tasks}%
69 %% cria a lista, depende do pacoto tcloft
70 \@ifundefined{chapter}%
71 {\newlistof[section]{tasks}{trt}{\trlisttasks}}%
72 {\newlistof[chapter]{tasks}{trt}{\trlisttasks}}%
```

9.1   Declaring Tasks

9.1.1   Helpers

\tr@field   Helpers to build the task

```
73 \newcommand{\tr@title}[2]{%
74     \textbf{#1}: #2%
75 }%
76 \newcommand{\tr@field}[2]{%
77 \textbf{#1}: #2%
78 }%
79 %
```

9.1.2   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}
%
```

generates:

> **Make a LaTeXKanbam document**
>
> **Status**: doing
> **Assigned in**: soon
> **From**: 2021-05-31
> **To**: Xexéo
> **Done in**: Geraldo Xexéo
>
> : Help control tasks
> **Rationale**: not yet
>
> -
>
> Use colors

```
80 %   [status] , what, due-date when-assigned, from-who, to-who, why, when-done, extra
81 \newcommand{\trtask}[9][]{%
82     \par%
83     \ifblank{#2}{
84     \def\trtask@temp{Task without a name}%
85     }%
86     {%
87     \def\trtask@temp{#2}%
88     }%
89     \refstepcounter{tasks}%
90     \addcontentsline{trt}{tasks}{\protect\numberline{\thetasks}{\trtask@temp}}%
91     \trstatuscolor{#1}%
92     \begin{tcolorbox}[title=\textbf{\trtask@temp},%
93         colback=\tr@currentboxcolor!5!white,%
94         colframe=\tr@currentboxcolor!75!black%
95        ]%
96        \ifblank{#1}{}%
97        {%
98            \tr@field{\tr@usesfieldname{status}}{#1}\newline%
99        }%
100        \ifblank{#3}{}%
101 {%
102     \tr@field{\tr@usesfieldname{duedate}}{#3}\newline%
103 }%
104 \ifblank{#4}{}%
105 {%
106     \tr@field{\tr@usesfieldname{assigned}}{#4}\newline%
107 }%
108 \ifblank{#5}{}%
109 {%
110     \tr@field{\tr@usesfieldname{from}}{#5}\newline%
111 }%
112 \ifblank{#6}{}%
113 {%
```

```
114      \tr@field{\tr@usesfieldname{to}}{#6}\newline%
115 }%
116 \ifblank{#7}{}%
117 {%
118      \tr@field{\tr@usesfieldname{why}}{#7}\newline%
119 }%
120 \ifblank{#8}{}%
121 {%
122      \tr@field{\tr@usesfieldname{done}}{#8}\newline%
123 }%
124          \ifblank{#9}{}%
125          {\tcblower%
126          #9%
127          }%
128      \end{tcolorbox}%
129 }%
```

End of Code

Change History

Index

Numbers written in italic refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in roman refer to the code lines where the entry is used.

List of Tasks