Task Report v0.6

Geraldo Xexéo

Sunday 6^{th} June, 2021 - 13:31

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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 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.

3 Package Options

 ${\tt showtasknumbers}$

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.

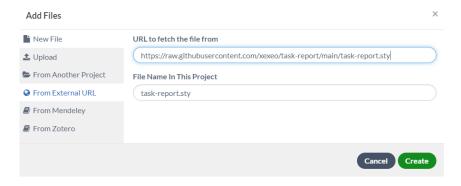


Figure 1: How to link a task-report sty file in your project folder in Overleaf to the official distribution.

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 \printtaskreportversion

Provides the current version

Provides name and version

 $\$ taskreportversion was used in the title of this article. The current version is v0.6.

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

\printtaskreportversion

will result in:

task-report v0.6

Please state the version when reporting bugs.

5 Usage

\trtask

This is the main macro for the package. $\true {\langle status \rangle} {\langle uedate \rangle} {\langle when-assigned \rangle} {\langle who-assigned \rangle} {\langle who-assigned \rangle} {\langle why \rangle} {\langle when-done \rangle} {\langle extra-text \rangle}$

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 (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:

generates:

Make coffe

Status: todo
Due date: Soon

Assigned in: Sunday 6th 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: Sunday 6^{th} June, 2021

Rare, plese

Drink another beer

Status: checking

Assigned in: June, 1st 2021

From: The Boss To: The Worker

Done in: Sunday 6^{th} 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: Sunday 6^{th} June, 2021

From: The Boss To: The Worker

Rationale: Because I want Done in: Sunday 6th June, 2021

Task without a name

Task without a name

Status: done

```
Status: arg 1
Due date: arg 3
Assigned in: arg 4
From: arg 5
To: arg 6
Rationale: arg 7
Done in: arg 8
```

6 Configuration

6.1 Configuring Colors

\trsetboxcolors

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

```
\trsetboxcolors{\langle todo-color\rangle}{\langle doing-color\rangle}{\langle tocheck-color\rangle}{\langle checking-color\rangle}{\langle done-color\rangle}{\langle other-color\rangle}{\langle other-c
```

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}{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}
%\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}
%\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

 \mathbf{Status} : todo

Due date: next day

Assigned in: Sunday 6th June, 2021

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

Drink a coffe

Status: doing

Due date: next day

Assigned in: Sunday 6th June, 2021

From: The Boss To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar $\,$

Drink a coffe

Status: tocheck
Due date: next day

Assigned in: Sunday 6th June, 2021

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday $6^{\rm th}$ June, 2021

Coffe must be strong and add 1 spoon of sugar

Drink a coff€

Status: checking

Due date: next day

Assigned in: Sunday 6th June, 2021

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

Drink a coffe

Status: done

Due date: next day

Assigned in: Sunday 6th June, 2021

From: The Boss To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

Drink a coffe

Due date: Sunday 6th June, 2021

Assigned in: next day

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

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 ir
%\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: Sunday 6th June, 2021

Who asked for: The Boss To who: The Worker Reasons: To keep awake

Ready in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

6.3 Modifying the Header

\trsettitlelabel

Sets the label for the header.

 $\verb|\trsettitlelabel|{\langle label-for-header\rangle}|$

```
% \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: Sunday 6th June, 2021

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

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: Sunday 6th June, 2021

From: The Boss
To: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

6.4 Creating New States

\traddstatecolor

Users can create their own state using

 $\transformation{ \langle state \rangle } {\langle color \rangle }$

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: Sunday 6th June, 2021

From: The BossTo: The Worker

Rationale: To keep awake Done in: Sunday 6th June, 2021

Coffe must be strong and add 1 spoon of sugar

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} (19), \pageref{task:kanbam} (17) ou \nameref{task:kanbam} (Make a LATEX Kanbam document).

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:

The command:

\setlength{\cfttasksnumwidth}{25pt}

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

9 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.

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

10 Implementation

10.1 Options

showtasknumbers

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

10.2 Required Packages

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

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

10.3 Solving problems with other packages

10.3.1 Problems with abntex2 and memoir

abntex2 causes error in \newlistof, you can't refer to chapter, section or other counter as optional argument

This error is actually memoir fault¹, since it emulates tocloft (and other packages). I can't imagine why...

Therefore, we will avoid using the command with option when the class is present

```
10 \@ifclassloaded{memoir}%
11 {% TRUE
12 \newif\if@cwmemoirdefense\@cwmemoirdefensetrue%
13 }%
14 {% FALSE
15 \newif\if@cwmemoirdefense\@cwmemoirdefensefalse%
```

¹CITE:Plese cite memoir package

16 }% 17 %

10.4 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

18 \newcommand{\taskreportversion}{\tr@version}%

\printtaskreportversion Provides package name and version

19 \newcommand{\printtaskreportversion}{task-report \taskreportversion}%

Color Management for States 10.5

Defining States Through a Simulated List 10.6

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

```
20 \newcommand{\traddstatecolor}[2]{%
      \@ifundefined{\string\color@#2}%
          \message{#2 not defined}%
23
          \expandafter\ERROR%
24
      }%
25
      {%
26
27
          \expandafter\gdef\csname tr@astate@\detokenize{#1}\endcsname{#2}%
28 }%
29 }%
30 %
31 \def\tr@usestatecolor#1{%
      \ifcsname tr@astate@\detokenize{#1}\endcsname%
      \csname tr@astate@\detokenize{#1}\expandafter\endcsname%
33
      \else%
35 \tr@astate@other%
      \fi%
36
37 }%
```

\trsetboxcolors

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

```
\verb|\trsetboxcolors{|\langle todo-color\rangle|}{|\langle doing-color\rangle|} {|\langle tocheck-color\rangle|}{|\langle checking-color\rangle|}
\{\langle done\text{-}color \rangle\}\{\langle other\text{-}color \rangle\}
```

```
38 \newcommand{\trsetboxcolors}[6]{%
```

^{39 \}traddstatecolor{todo}{#1}

^{40 \}traddstatecolor{doing}{#2}

```
41 \traddstatecolor{tocheck}{#3}

42 \traddstatecolor{checking}{#4}

43 \traddstatecolor{done}{#5}

44 \traddstatecolor{other}{#6}

45 }%
```

10.7 Standard Colors

Sets the standard colors for the standard states

46 \trsetboxcolors{red}{yellow}{cyan}{blue}{green}{black}

10.8 Managing The Fields Names

```
\traddfieldname \tr@usesfieldname
```

Define field names - does not create a new field

```
47 \newcommand{\traddfieldname}[2]{%
       \expandafter\gdef\csname tr@fieldnames@\detokenize{#1}\endcsname{#2}%
48
49 }%
50 %
51 \def\tr@usesfieldname#1{%
      \ifcsname tr@fieldnames@\detokenize{#1}\endcsname%
52
       \csname tr@fieldnames@\detokenize{#1}\expandafter\endcsname%
53
54
      \else%
55\;\mathrm{Missing} Field Name%
      \pi
56
57 }%
```

10.9 Standard Field Names

Sets the standard text for the fields

```
\trsetfieldsnames \trsettitlelabel
```

Set the names for the field names and for the titles.

```
\label{angle} $$\operatorname{duedate}_{{\langle assigned \rangle} {\langle from \rangle}_{{\langle to \rangle} {\langle done \rangle}_{{\langle why \rangle}}} $$ \operatorname{duedate}_{{\langle title-label \rangle}}
```

```
58 \newcommand{\trsetfieldsnames}[7]{%
59
      \traddfieldname{status}{#1}%
60
      \traddfieldname{duedate}{#2}%
      \traddfieldname{assigned}{#3}%
61
      \traddfieldname{from}{#4}%
62
      \traddfieldname{to}{#5}%
63
      \traddfieldname{done}{#6}%
64
      \traddfieldname{why}{#7}%
65
66 }%
```

```
68 \traddfieldname{defaulttitle}{Task without a name}%
                      69 %
                      70 \def\tr@defaulttitlelabel{}%
                      71 \newcommand{\trsettitlelabel}[1]{%
                            \def\tr@defaulttitlelabel{#1}%
                      73 }%
                      74 %
                      75 \trsetfieldsnames{Status}{Due date}{Assigned in}{From}{To}{Done in}{Rationale}
                      76 %
        \trsetcolon
                      77 \newcommand{\trsetcolon}[1]{%
                            \traddfieldname{colonmark}{#1}
                      79 }
                      80 \trsetcolon{:}
\tr@currentboxcolor The dirt trick of using a global variable to store a value
                      81 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%
     \trstatuscolor Select the color based on the state
                         \trstatuscolor{\langle state \rangle}
                      82 \newcommand{\trstatuscolor}[1]%
                      84 \left\{ 41\right\}%
                      85 {%
                      86 \def\tr@currentboxcolor{\tr@usestatecolor{other}}%
                      87 }%
                      89 \def\tr@currentboxcolor{\tr@usestatecolor{#1}}%
                      90 }%
                      91 }%
                      10.10 List of Tasks
                      92 \newcommand{\trsettasklisttitle}[1]{%
                            \def\trlisttasks{#1}%
                      94 }%
                      95 \trsettasklisttitle{List of Tasks}%
                      96 %% cria a lista, depende do pacoto tcloft
                      97 \if@cwmemoirdefense%
                      98 \@ifundefined{chapter}%
                      99 {\newlistentry[section]{tasks}{trt}{0}}%
                     100 {\newlistentry[chapter]{tasks}{trt}{0}}%
                     101 \newlistof{listoftasks}{trt}{\trlisttasks}%
```

```
102 \else%
103 \@ifundefined{chapter}%
104 {\newlistof[section]{tasks}{trt}{\trlisttasks}}%
105 {\newlistof[chapter]{tasks}{trt}{\trlisttasks}}%
106 \fi%
```

10.11 Declaring Tasks

10.11.1 Helpers

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

```
107 \newcommand{\tr@title}[2]{%
108 \ifx\tr@defaulttitlelabel\empty%
109
       \if@showtasknumbers%
110
            \textbf{#2\tr@usesfieldname{colonmark} #1}%
111
       \else%
           \text{textbf}{\#1}%
112
       \fi%
113
114 \else%
115
       \if@showtasknumbers%
116
           \textbf{\tr@defaulttitlelabel\ #2\tr@usesfieldname{colonmark}\ #1}%
117
       \else%
           \textbf{\tr@defaulttitlelabel\tr@usesfieldname{colonmark}\ #1}%
118
       \fi%
119
120 \fi%
121 }%
122 %
123 \newcommand{\tr@field}[2]{%
124 \textbf{#1}\tr@usesfieldname{colonmark} #2%
125 }%
126 %
```

10.11.2 Main task macro

```
\trtask Describes a task
```

generates:

```
\trtask[\langle status\rangle] {\langle due-date\rangle} {\langle when-assigned\rangle} {\langle who-assigned\rangle} {\langle to-who-assigned\rangle} {\langle why\rangle} {\langle when-done\rangle} {\langle extra-text\rangle} \\ For example: \\ $\langle trtask[doing] {\langle when-done\rangle} {\langle extra-text\rangle} \\ {\langle trtask[doing] {\langle when-done\rangle} {\langle extra-text\rangle} } \\ {\langle trtask[doing] {\langle when-done\rangle} {\langle extra-text\rangle} {\langle extra-text\rangle} } \\ {\langle trtask[doing] {\langle when-done\rangle} {\langle extra-text\rangle} {\langle extra-text\rangle} } \\ {\langle trtask[doing] {\langle when-assigned\rangle} {\langle extra-text\rangle} {\langle extra-text\rangle} } \\ {\langle trtask[doing] {\langle when-assigned\rangle} {\langle extra-text\rangle} {\langle extra-text\rangle
```

```
Make a Late: 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

Use colors
```

It is possible to reference the task (as Task 19 in page 17, named Make a LATEX Kanbam document).

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

```
160 }%
161 \left\{ 161 \right\} 
162 {%
                                           \verb|\tr0field{\tr0usesfieldname{from}}{\#5}\newline\%|
163
164 }%
165 \ifblank{#6}{}%
166 {%
                                           \label{tr0} $$ \operatorname{d}\operatorname{tr0}(t) = \frac{t_0}{\#6} \le % \end{tr0} $$ \end{tr0} $$$ \end{tr0} $$ \end{tr0} $$ \end{tr0} $$ \end{tr0
167
168 }%
169 \ifblank{#7}{}%
170 {%
                                           \label{tr0} $$ \operatorname{d}{\operatorname{why}}{\#7}\rightarrow \newline\% $$
171
172 }%
173 \ifblank{#8}{}%
174 {%
175
                                           176 }%
177
                                                                   \left\{ 49\right\} 
178
                                                                    {\tcblower%
                                                                    #9%
179
180
                                                                    }%
181
                                            \end{tcolorbox}%
182 }%
```

End of Code

Change History

v0.1	v0.5
General: First version 1	General: Allows redefining header
v0.2	and colon 1
General: User can create new states 1	v0.6 General: Numbers in tasks and
v0.3	references 1
General: List of Tasks 1	v0.7
v0.4	General: Memoir class (used
General: Allows redefining field	abntex2) badly emulates
names 1	tocloft

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.

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$\c \c \$	$\dots 12, 15, 97$	112, 116, 118, 124
\@cwmemoirdefensefalse	\if@showtasknumbers	\thetaskcounter 145
15	$\dots 1, 109, 115$	\thetasks 143
\@cwmemoirdefensetrue	\ifblank 84, 132, 149,	\tr@astate@other 35
	153, 157, 161,	\tr@currentboxcolor
$\c \c \$	165, 169, 173, 177	<u>81,</u> 86, 89, 146, 147
$\cline{0}$ \@ifundefined $21, 98, 103$	\ifcsname 32, 52	\tr@defaulttitlelabel
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, , ,	=	
D	\par 131	\tr@version 18 \traddfieldname
D \DeclareOption 3	=	\tr@version 18
D \DeclareOption 3 \detokenize 27,	\par	$\label{eq:continuous} $$ \traddfieldname $$ \frac{47, 59-65, 68, 78}{\traddstatecolor}.$$
D \DeclareOption 3	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	\traddfieldname
D \DeclareOption 3 \detokenize 27,	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	$\label{eq:continuous} $$ \traddfieldname 47, 59-65, 68, 78 $$ \traddstatecolor 20, 39-44 $$ \trlisttasks $$$
D \DeclareOption 3 \detokenize 27,	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	\traddfieldname
D \DeclareOption 3 \detokenize 27,	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$
D \DeclareOption 3 \detokenize 27,	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	\traddfieldname
D \DeclareOption 3 \detokenize 27,	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$
D \DeclareOption 3 \detokenize 27,	\par	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$
D \DeclareOption 3 \detokenize 27,	\par	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$
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