

Start Up Guide

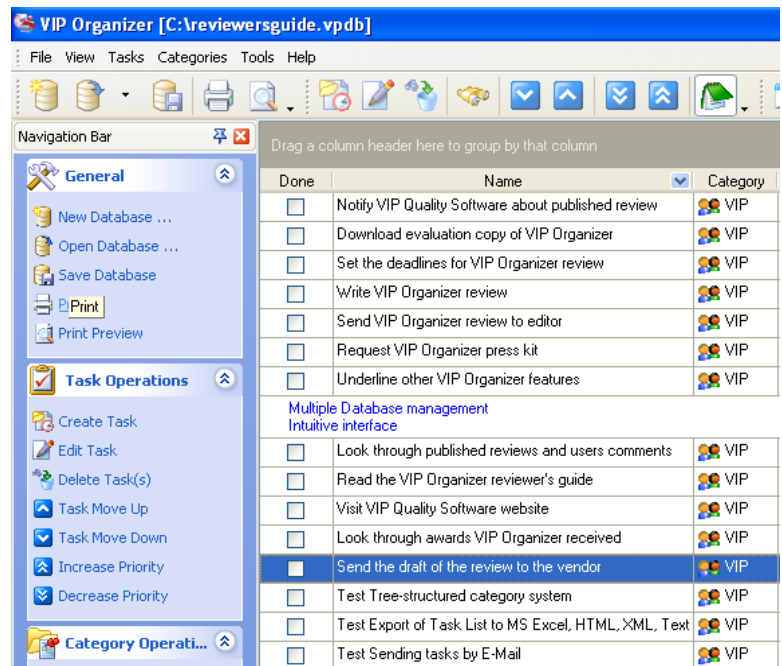
Dear User,

Here are 10 steps for you to save time and get the most of VIP Organizer.

Step 1. Make a list.

Imagine that you are a software reviewer who wants to review VIP Organizer. You start the application and create a new 'VIP' category in your to do list. It takes you five minutes to write down things you should do, listing each task under the category.

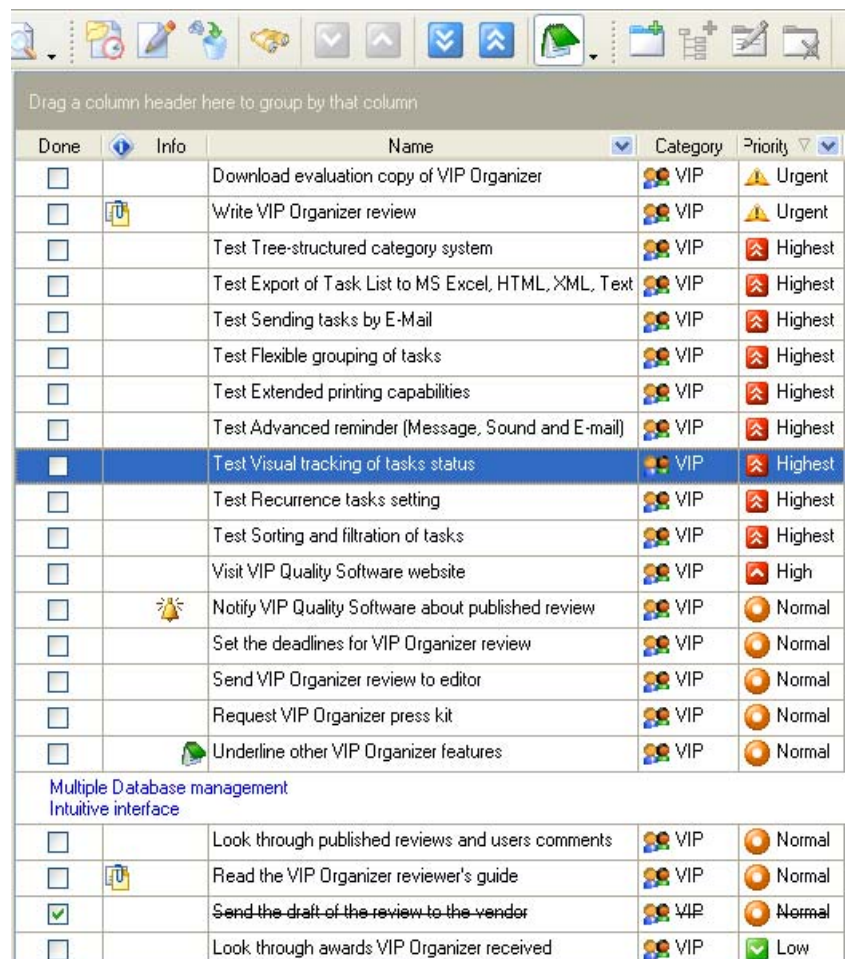
To add a task to the list use 'Create Task' button, double click on empty workspace or *Ctrl+Alt+A*.



Step 2. Prioritize the tasks.

Some of these tasks are essential for a good review, others are not. You know how important is to put the first things first, as only 20% of your tasks make 80% success of your review. VIP Organizer priority tool is at your service from its 'lowest' to its 'highest' point.

To prioritize a task use 'Increase/Decrease Priority' button, Task Dialog or *Ctrl+Shift+Up/Down*.



Step 3. Set the due date.

To avoid wasting time, you should manage it efficiently, otherwise you risk failing your editor. VIP Organizer lets you set deadlines and recurrence if some of your tasks repeat day after day. Once the due dates are set the program will show you at any moment how much time is left.

To set due date and recurrence of a task use *Task Dialog*.

Edit Task

General Reminder Hyperlink Info

Task: Download evaluation copy of VIP Organizer

Priority: Urgent Category: VIP

Notes:

Status: Open Complete(%): 0

☒ Due date

☒ Once 21.11.2005 15:42:27

☐ Recurrence

Hint: Use shortcut Ctrl+ switch between pages

Today

Ok Cancel

Step 4. Group the tasks.

Done	Info	Name	Category	Left Time
Due Date&Time : 21.11.2005 17:57:34				
Priority : Highest				
<input type="checkbox"/>		Test Tree-structured category system	VIP	
<input type="checkbox"/>		Test Export of Task List to MS Excel, HTML, XML, Text and CS	VIP	
<input type="checkbox"/>		Test Sending tasks by E-Mail	VIP	
<input type="checkbox"/>		Test Flexible grouping of tasks	VIP	
<input type="checkbox"/>		Test Extended printing capabilities	VIP	
<input type="checkbox"/>		Test Advanced reminder (Message, Sound and E-mail)	VIP	
<input type="checkbox"/>		Test Visual tracking of tasks status	VIP	
<input type="checkbox"/>		Test Recurrence tasks setting	VIP	
<input type="checkbox"/>		Test Sorting and filtration of tasks	VIP	
Due Date&Time : 21.11.2005 17:57:34				
Priority : Normal				
<input type="checkbox"/>		Request VIP Organizer press kit	VIP	1h 7m
Due Date&Time : 22.11.2005 13:37:25				
Priority : Normal				
<input type="checkbox"/>		Read the VIP Organizer reviewer's guide	VIP	20h 47m
Due Date&Time : 22.11.2005 18:04:51				
Priority : Normal				
<input type="checkbox"/>		Look through published reviews and users comments	VIP	1d 1h 14m

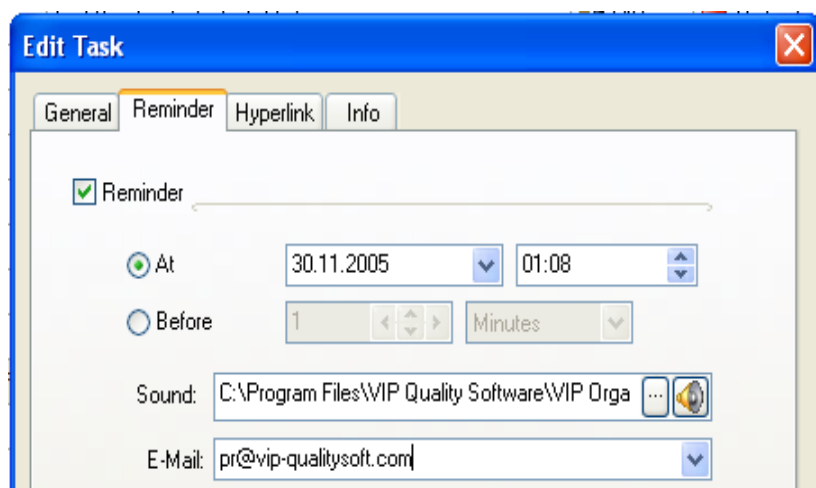
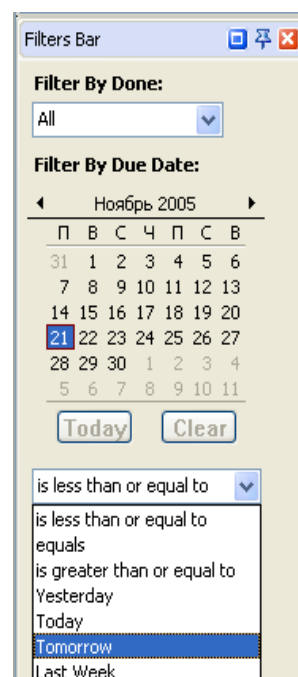
When you deal with dozens or hundreds of tasks daily you need to quickly group your tasks by dates, categories, resources, etc. VIP Organizer lets you gather your tasks into groups (even included one into another) within a mouse click.

To group tasks drag and drop columns onto space above the

Step 5. Sort and Filter the tasks.

VIP Organizer offers you an advanced system to sort your tasks by several columns simultaneously (use SHIFT in this case) and filter them by dates, time periods and done/undone. Use these features to display in various ways the list of tasks you did for your magazine, show it to your editor and ask for a raise ☺.

To sort and filter tasks use columns *sort markers* and *filter bar* grid.



Step 6. Set reminder.

To set reminder use *Task Dialog*

There is no chance

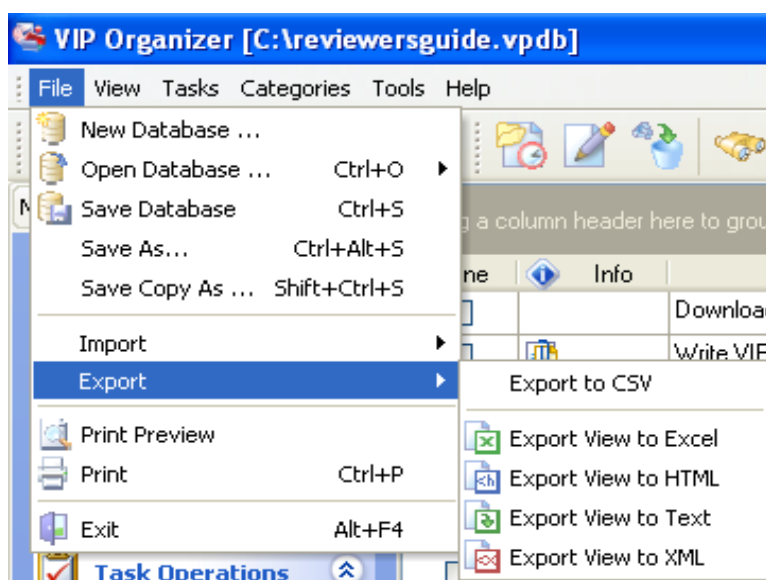
for you forget about writing VIP Organizer review. You can set reminder to pop up a message on the screen, wake you up by sound or send a task to you or your contact by email (you can

send a task as a message to a mobile phone as well).

Step 7. Export To Do List view

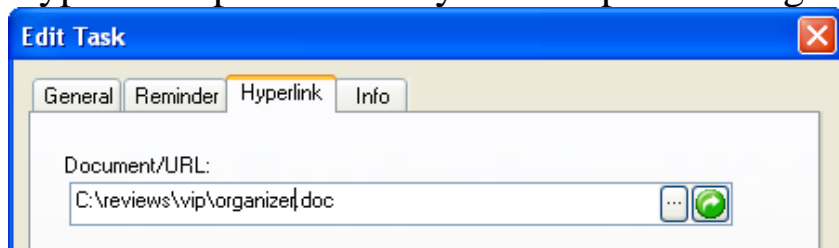
If your editor or any other human resource doesn't use VIP Organizer yet, there is an easy way to report your task list in various layouts. You can export your To Do List view to Excel, Text, HTML, XML or CVS format.

To *export To Do List* view use menu *File*



Step 8. Use Hyperlink.

A good review isn't written in a day. The most time-consuming things are gathering your thoughts together and finding appropriate document among all the reviews you have written. VIP Organizer saves time and features Hyperlink option so that you can open files right from your todo list.



**To link task
to a file use
Hyperlink in
Task Dialog**

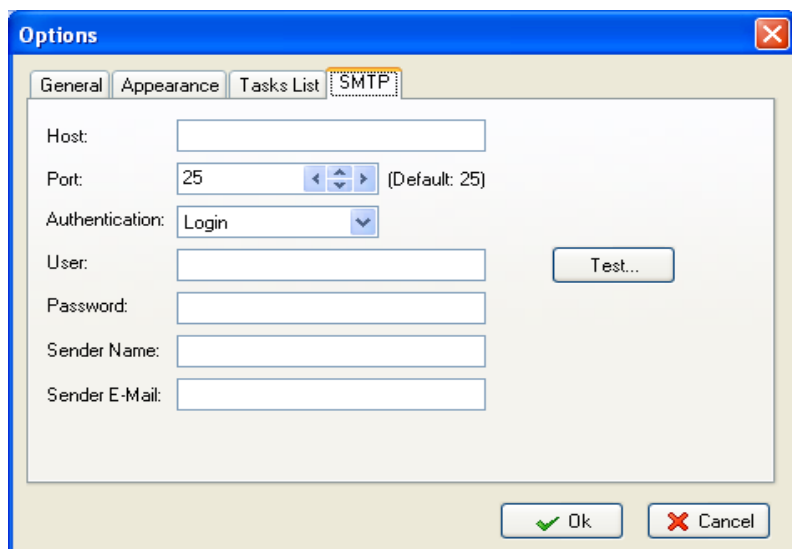
Step 9. Track the tasks.

VIP Organizer shows you how much work you have already done and how much is left. It is a good thing for when your editor calls you and asks whether the review is ready if you can tell him something like "it's 65% ready" or "no, I put it on hold".

**To track tasks
use Status and
Complete(%) in
Task Dialog**

Name	Priority	Left Time	Status	Complete
Send the draft of the review to the vendor	Normal		Ok	100 %
Visit VIP Quality Software website	High	1d 20h 39m	Open	50 %
Test Recurrence tasks setting	Highest		Open	25 %
Write VIP Organizer review	Urgent	3d 22h 55m	Open	20 %
Look through awards VIP Organizer received	Low	2d 20h 40m	Open	0 %
Notify VIP Quality Software about published review	Normal	8d 22h 30m	Created	0 %

Step 10. Send task by email.



It would be very nice if you could notify us about VIP Organizer review publication. First of all you (or your system administrator) should set SMTP in menu Tools. Then after filling out our PR department e-mail you can notify us within a single mouse click.

**To send task by email
set up SMTP option in
menu Tools and then
use menu Tasks**

Thank you for your interest in our products,
VIP Quality Software Team