

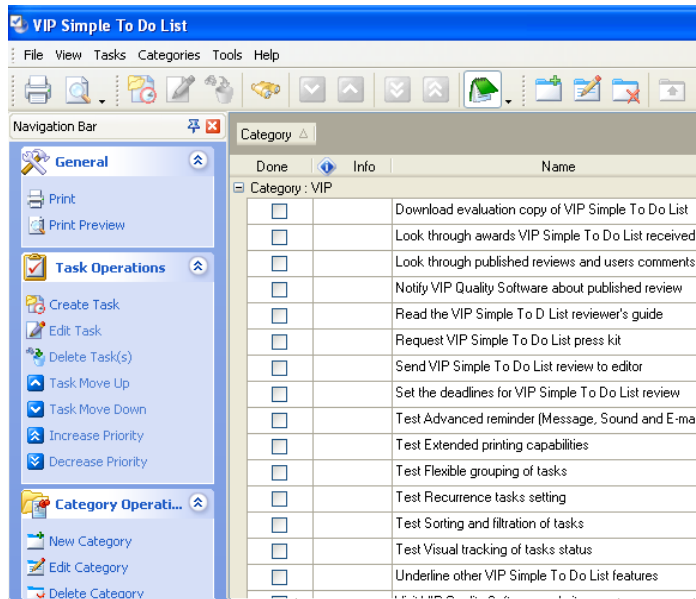
Start Up Guide

Dear User,

Here are 8 steps for you to save time and get the most of VIP Simple To Do List.

Step 1. Make a list.

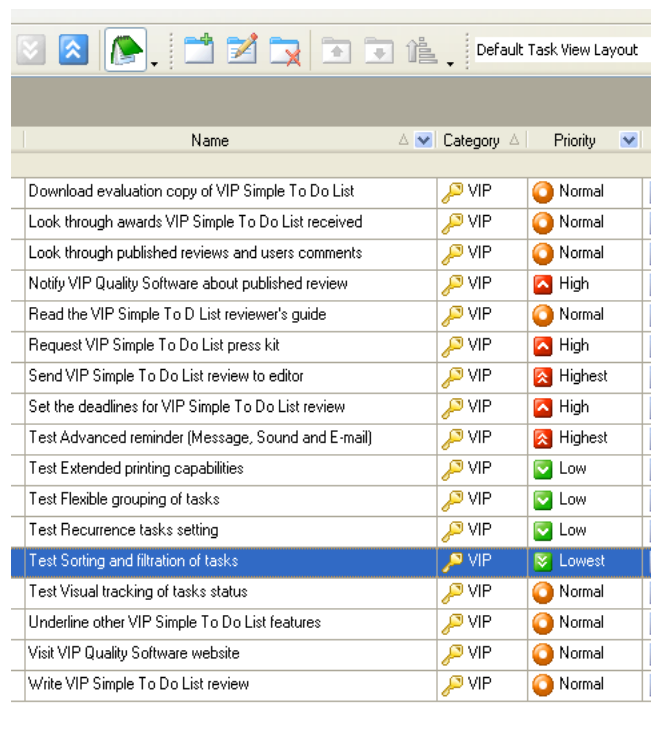
Imagine that you are a software reviewer who wants to review VIP Simple To Do List. You start the application and create a new 'VIP' category in your to do list. It takes you five minutes to write down things you should do, listing each task under the category.



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 Simple To Do List priority tool is at your service from its 'lowest' to its 'highest' point.

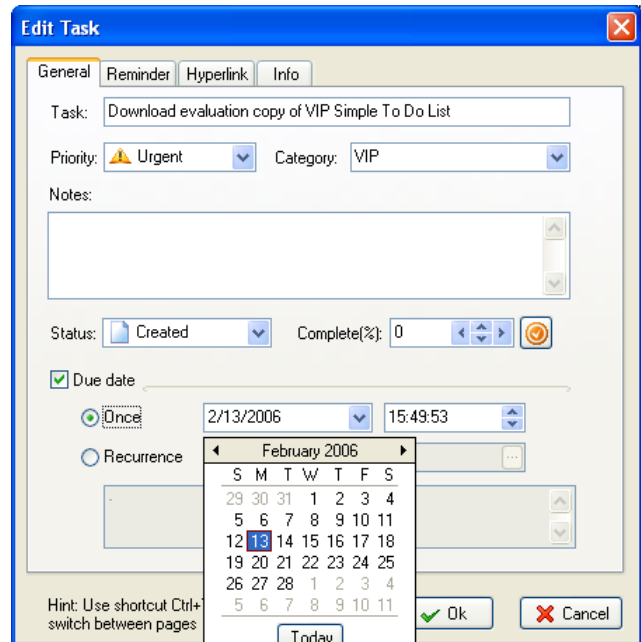


To prioritize a task use 'Increase/Decrease Priority' button, Task Dialog or **Ctrl+Shift+Up/Down.**

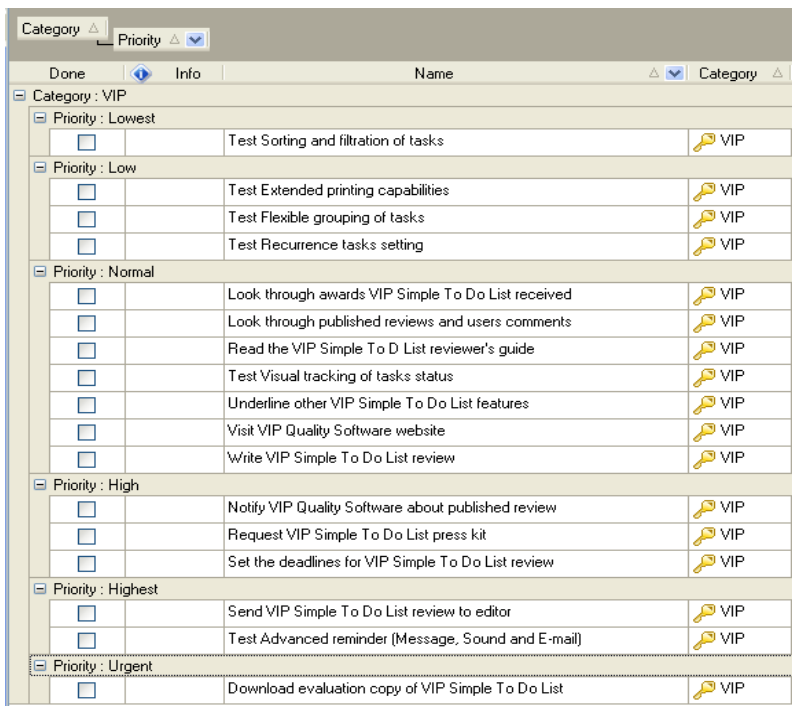
Step 3. Set the due date.

To avoid wasting time, you should manage it efficiently, otherwise you risk failing your editor. VIP Simple To Do List 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*.



Step 4. Group the tasks.



When you deal with dozens or hundreds of tasks daily you need to quickly group your tasks by dates, categories, etc. VIP Simple To Do List 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. Track the tasks.

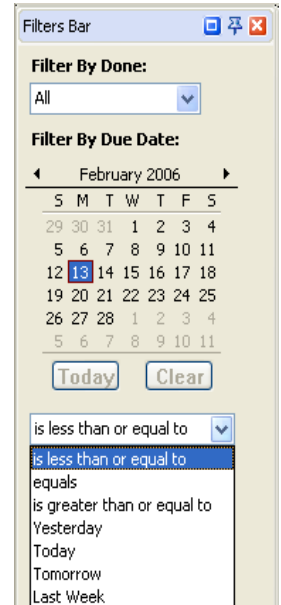
VIP Simple To Do List shows you how much work you have already done and how much is left. It is a good thing for when your editor calls you and asks whether the review is ready if you can tell him something like “it’s 65% ready” or “no, I put it on hold”.

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

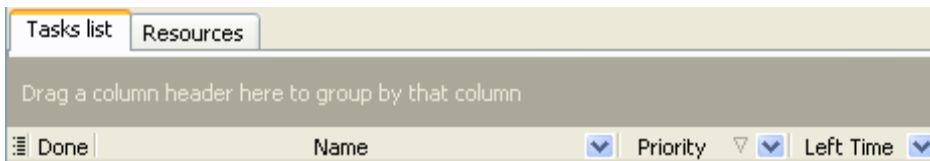
Name	Priority	Status	Complete
Download evaluation copy of VIP Simple To Do List	Urgent	Created	0 %
Look through awards VIP Simple To Do List received	Normal	Ok	100 %
Look through published reviews and users comments	Normal	Open	30 %
Notify VIP Quality Software about published review	High	Open	15 %
Read the VIP Simple To D List reviewer's guide	Normal	Created	0 %

Step 6. Sort and Filter the tasks.

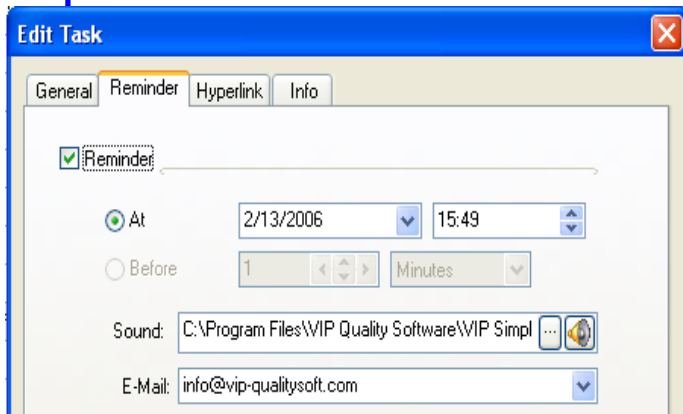
VIP Simple To Do List offers you an advanced system to sort your tasks by several columns simultaneously (use SHIFT in this case) and filter them by dates, time periods and done/undone. Use these features to display in various ways the list of tasks you did for your magazine, show it to your editor and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



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



Step 7. Set reminder.

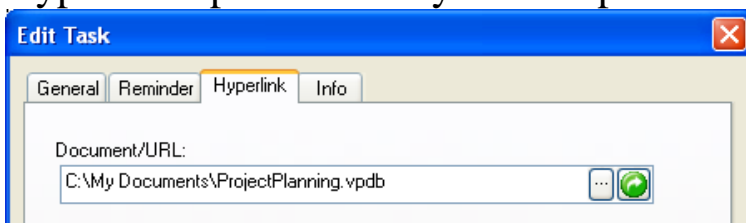


To set reminder use *Task Dialog*

There is no chance for you to forget about writing VIP Simple To Do List review. You can set reminder to pop up a message on the screen, wake you up by sound or send a task to you by email (you can send a task as a message to a mobile phone as well).

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 Simple To Do List 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*

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