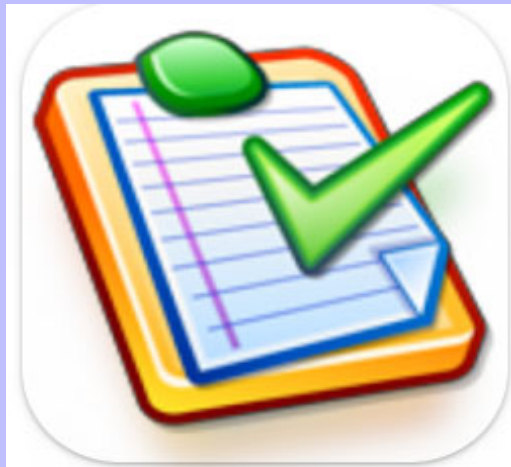


Task Coach User Manual

Version 1.4.6



Task Coach User Manual

Version 1.4.6

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Preface

This document consists of a User Manual for Task Coach Version 1.4.6. This manual is intended for both beginners and experienced users of the Task Coach software system. While every precaution has been taken in the development of the software and in the preparation of this documentation, Task Coach assumes no responsibility for errors or omissions, or for damage resulting from the use of the software or of the information contained herein.

Task Coach version 1.4.6 is an open ended free to use software, this documentation is also free to use and download, but however changing this User Manual in any way is not permitted.

Task Coach is a free open-source task manager that helps to prioritize to do tasks. The different functions of Task Coach include but not limited to prerequisites, prioritizing, effort tracking, category tags, budgets, notes, and complex, combined tasks. Task Coach can be customized as per end user requirements and is available for download on multiple platforms including Windows, Mac OS and Linux.

About this Manual

Task Coach Version 1.4.6 user manual describes how to install, configure and using the different functions in the software. The following sections gives an overview of the content that is explored in this User Manual.

[Installing Task Coach Version 1.4.6](#)

This section covers the installation process along with the hardware and software requirements required for installing Task Coach Version 1.4.6.

[Getting Started with Task Coach Version 1.4.6](#)

The Instructions chapter covers the functions that Task Coach offers and how users can customize the functions to match their requirements.

[Troubleshooting for Task Coach Version 1.4.6](#)

The troubleshooting section in this manual is intended to give the user information on how to solve and prevent potential problems that may arise when using Task Coach Version 1.4.6.

[Frequently Asked Questions \(FAQs\)](#)

This section covers some of the Frequently asked Questions (FAQs) about using Task Coach and a list of useful tips.

[Appendix A: Reference List of Tables](#)

This section covers the list of tables that are used in this user manual.

[Appendix B: Reference List of Figures](#)

This section covers the list of figures that are used in this user manual.

[Index](#)

The Index contains an alphabetical list of all the keywords that have been used in this manual. The keywords will also be hyperlinked in order to take the user to the word.

Chapter 1: Installing Task Coach Version 1.4.6

This section covers the installation process along with the hardware and software requirements required for installing Task Coach Version 1.4.6. The installation process for different Operating Systems are outlined in the sections below.

Installing Task Coach on Windows

The installer will guide you through the installation process.

Define a location for your tasks folder.

To download Task Coach on Windows; See *“Installing on Windows” on page 1.*

Description	Specifications
Versions	All versions of Windows are supported.
System Requirements	None.
Download	For downloading the installer, please click here
Installation	Run the Installer, it will guide you through the installation process.

Table 1.1:Installing on Windows

Note: In the event that you are migrating from one Windows device to another, you just need the tasks folder to migrate to a new device.

Installing Task Coach on Mac OS

The installer for Mac OS is included in the disk image file (.dmg). After downloading the file, click and drag the app to the applications folder.

To install Task Coach on Mac OS; See *“Installing on Mac OS” on page 1.*

Description	Specifications
Versions	All versions of Mac OS X Leopard/10.5 (Universal) and newer are supported.
System Requirements	None.
Download	For downloading the installer, please click here
Installation	Run the disk image file (.dmg), it will guide you through the installation process.

Table 1.2:Installing on Mac OS

Installing Task Coach on Linux

The installer for Linux is included in the executable file. After downloading the file; open the file, make it executable and launch it.

To download Task Coach on Linux; See *“Installing on Linux”* on page 2.

Description	Specifications
Versions	All versions of Linux are supported.
System Requirements	None.
Download	For downloading the executable file, please click here
Installation	Make the file executable, and launch it.

Table 1.3:Installing on Linux

Chapter 2: Getting Started with Task Coach Version 1.4.6

Task Coach Version 1.4.6 is a hierarchical based Task management software, developed using [Python](#). This chapter explains how to get started with Task Coach. It aims to give you an explanation and a guide to the functions of Task Coach Version 1.4.6.

Opening Task Coach

When you open Task Coach for the first time, you will see the Tasks viewer as shown in Figure 2.1. The fields displayed are the customisable default fields. You can use Task Coach to keep track of personal Tasks and to do lists.

See “Opening Task Coach” on page 3, for when you open Task Coach.

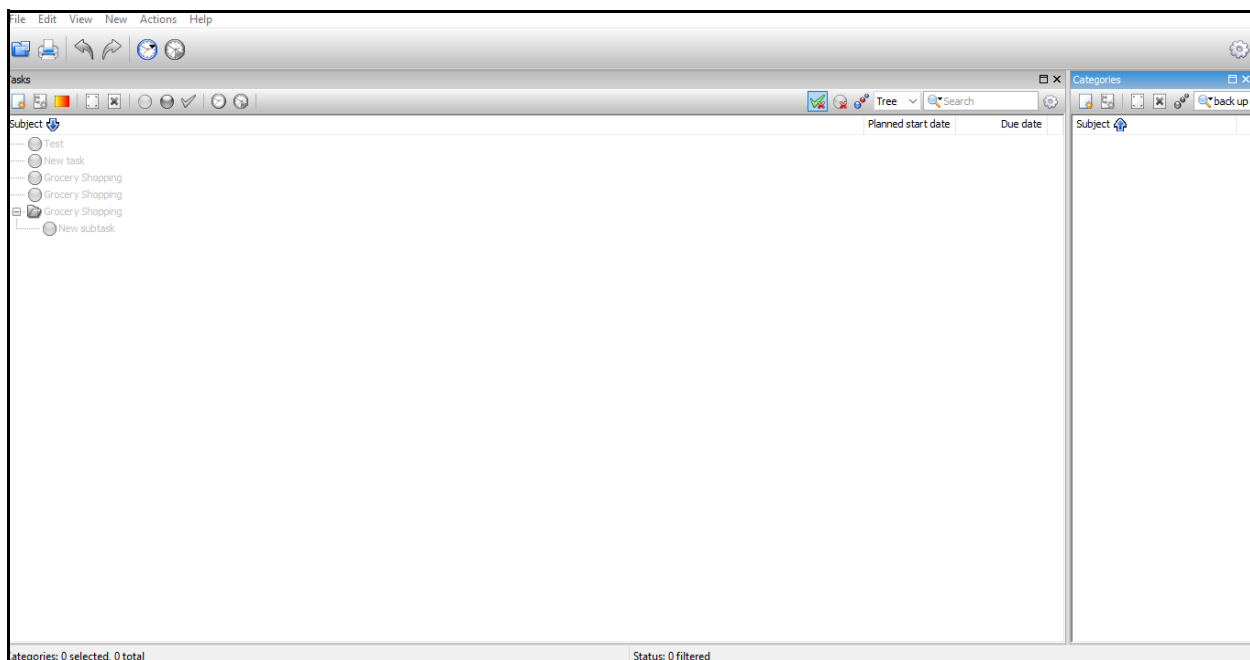



Figure 2.1: Opening Task Coach

Creating a Task

To start, you will have to create a new Task.

To create a new Task.

1. Click **New Task**  in the top left corner of the screen.

A dialog box will start up with the information for setting up a new Task.

1. Name your **New Task**.
2. Enter a **Description** of the Task.
3. Click **Close** on the bottom right corner of the dialog box.

Customize the following parameters in the new Task pop-up.

- Description
- Dates
- Prerequisites
- Progress
- Categories
- Budget
- Effort
- Notes
- Attachments. See *"Setting up a new Task"* on page 4.

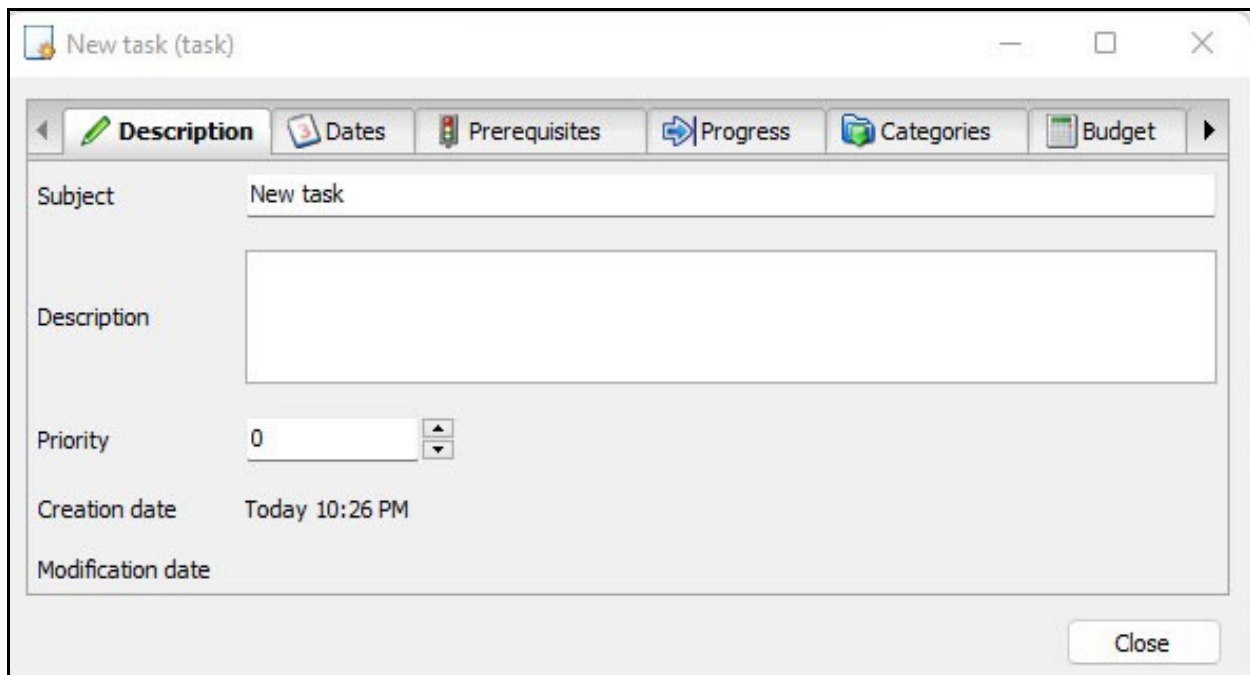


Figure 2.2:Setting up a new Task

Editing a Task

Any information in a Task, can be changed or edited as per your preference.

To Edit a Task.

- 1.Right click the **Task**.
- 2.Click the **Edit** on the pop-up menu.
- 3.Select the parameter that you would like to edit, the parameters are the same as previously described in **Creating a Task**.

Marking a Task complete

A Task can be marked complete after finishing it.

To Mark a Task Complete.

- 1.Right click the **Task**.
- 2.Click the **Mark Task Complete** on the pop-up menu. (See “Marking a Task complete” on page 5)

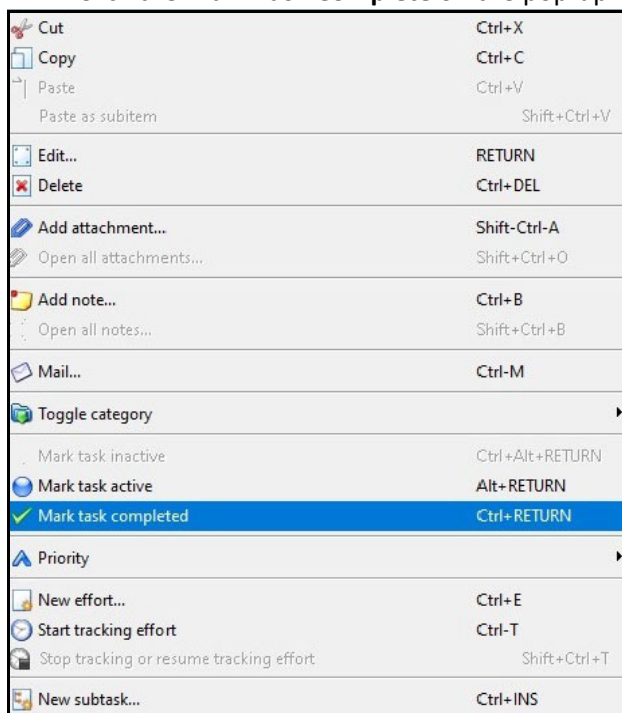


Figure 2.3:Marking a Task complete

Saving a Task

You must **Save** new Tasks or newly edited Tasks or you will lose information related to the Task file.
To Save a Task.

1. Click **File** on the top left corner of the menu bar.
2. Click **Save**.
3. Select the location you want to save the file.
4. Name the file.
5. Click **Save**.

Note: You use the keyboard shortcut for saving your work, press **CTRL +S** for an automatic save.

If you would like to save the file you are working in a different location, click **Save As**, select the file location and the new name for the file.

Note: The keyboard shortcut for **Save As** is **CTRL +SHIFT+S**.

Task coach files are always saved with a **.tsk** file extension, which is an [XML](#) file. See “Saving a Task Coach file” on page 6.

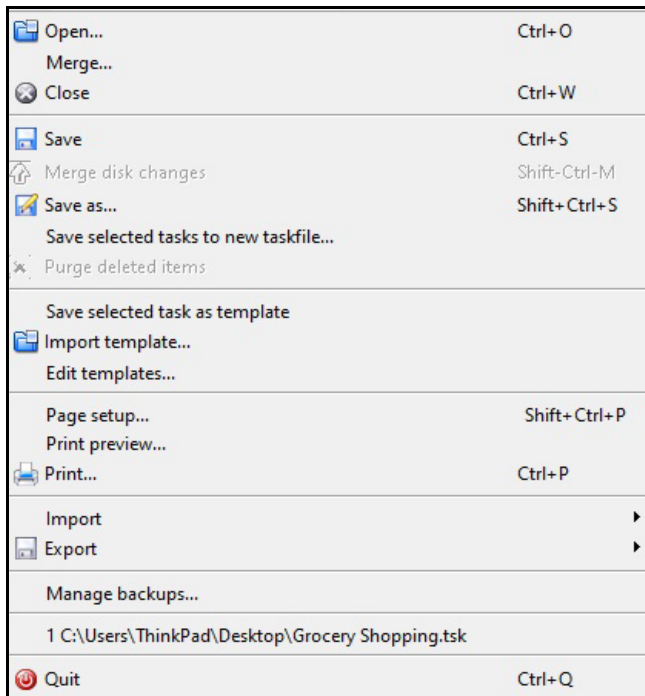


Figure 2.4: Saving a Task Coach file

Closing a Task File

A Task File can be closed after working on it.

To Close a Task file.

1. Click **File** on the top left corner of the menu bar.
2. Click **Close**.

Deleting a Task

A Task File can be deleted after it is no longer required.

To Delete a Task.

1. Right click the Task you would like to delete.
2. Click **Delete**.

Alternatively, click  in the tool bar.

Note: When a Task is deleted; any subtasks, attachments, or categories linked to the Task will also get deleted.

Managing the Back ups of Tasks Files

Every time you save a file, a copy is automatically backed up. To access the backup copies of your files, refer to the following steps

To Manage Back ups of Task Files.

1. Click **File** in the top right of the tool bar.
2. Click **Manage Back Ups**.
3. In the back up pop-up window, select the version of the file you need. See *“How to manage back-ups” on page 8*

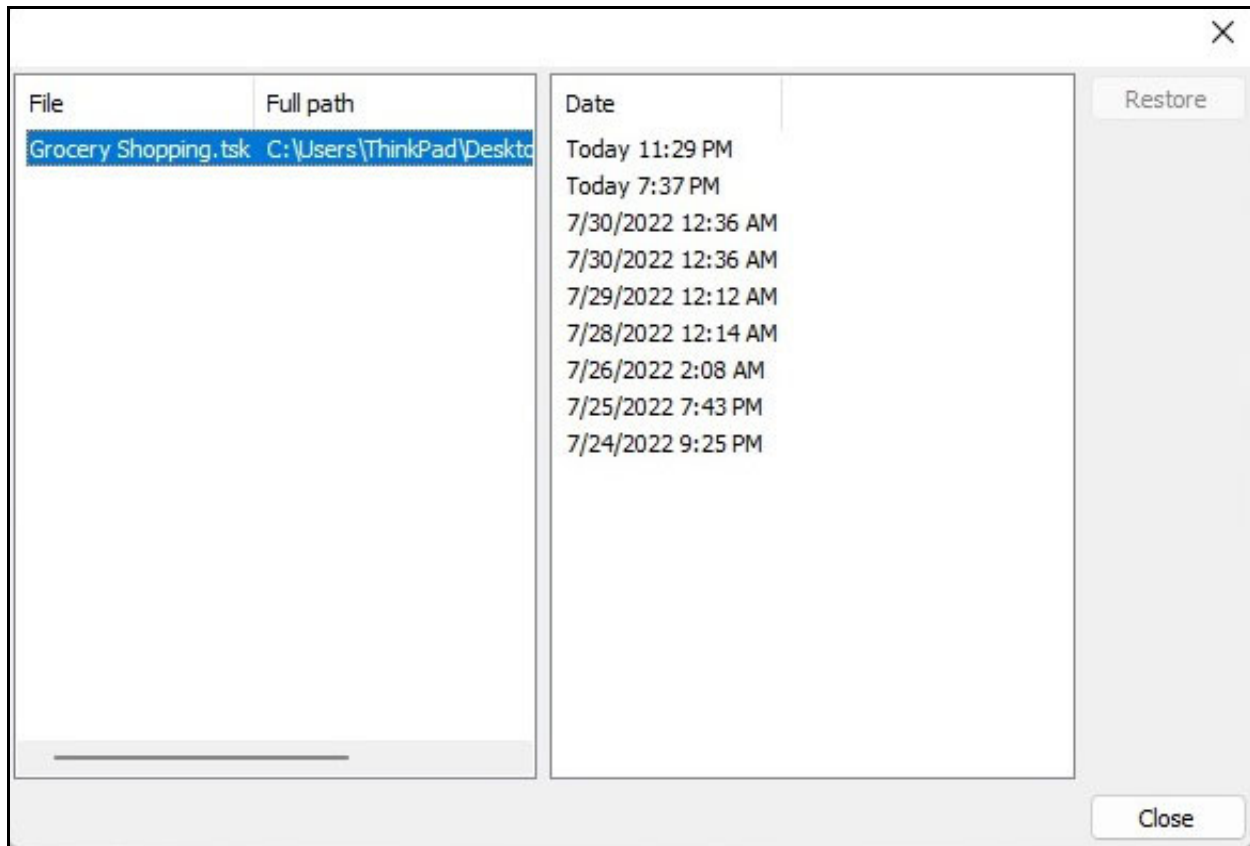


Figure 2.5: How to manage backups

Setting Categories for Tasks

You can organize your Tasks into specific **Categories**. A Task can have as many categories as you want, and categories can have further sub-categories. Categories offer additional filtering when viewing Tasks. You can create categories and sub-categories that can be assigned to Tasks and notes.

To set a Category.

1. Double click the **Task** you want to add categories to.
2. On the pop-up window select **Categories** tab.
3. Double click **New Categories** and make a new **Category**. See “How to set Categories” on page 9.

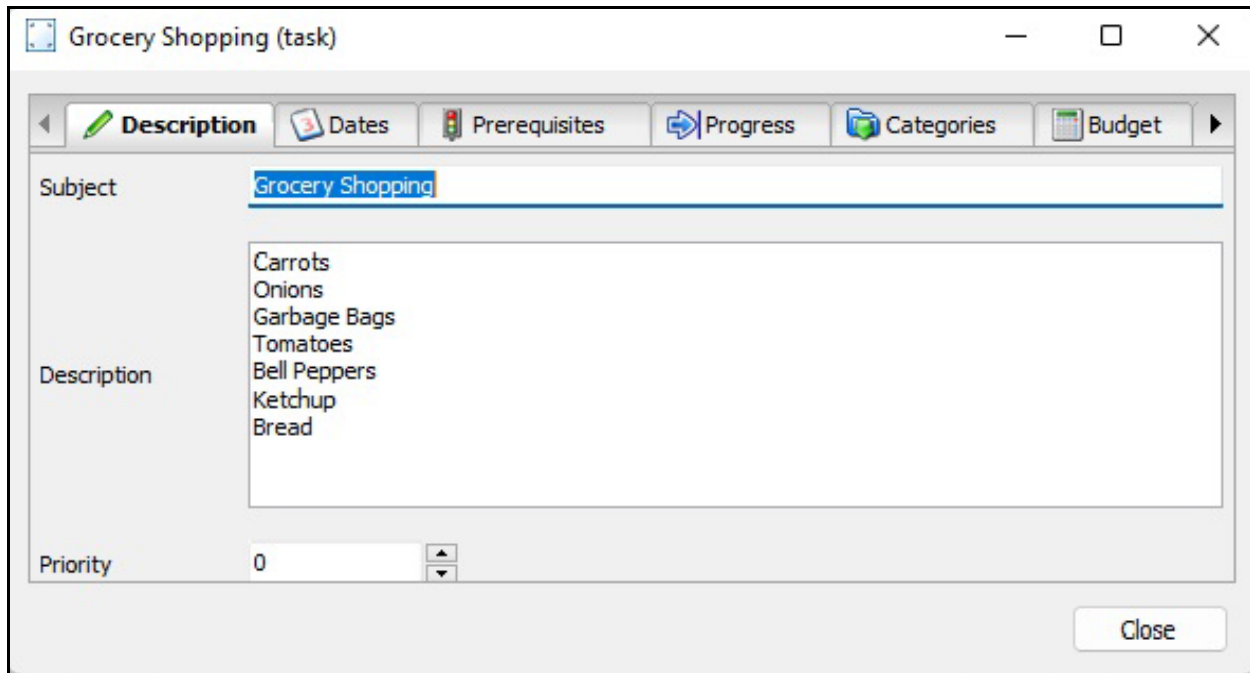



Figure 2.6:How to set Categories

Deleting a Category

You can delete a Category after completing it or midway through the Category.

To Delete a Category, please see the following steps.

- 1.Double click the selected **Task**.
- 2.Select the **Categories** tab In the pop-up window.
- 3.Select the **Category** and then Right Click.
- 4.Click the **Delete** option.

The second way to delete a category, click  icon in the tool bar.

Note: When a Category is deleted; any sub task, item, or attachment linked to the Category will also get deleted.

Budgeting a Task

You can establish a **Budget** for a Task by referring to the following steps.

To set up a Budget.

1. Double click the **Task**.
2. Select the **budget** tab from the dialogue box.
3. Select and change the budget parameters from the dialogue box. See “How to set a budget” on page 10”

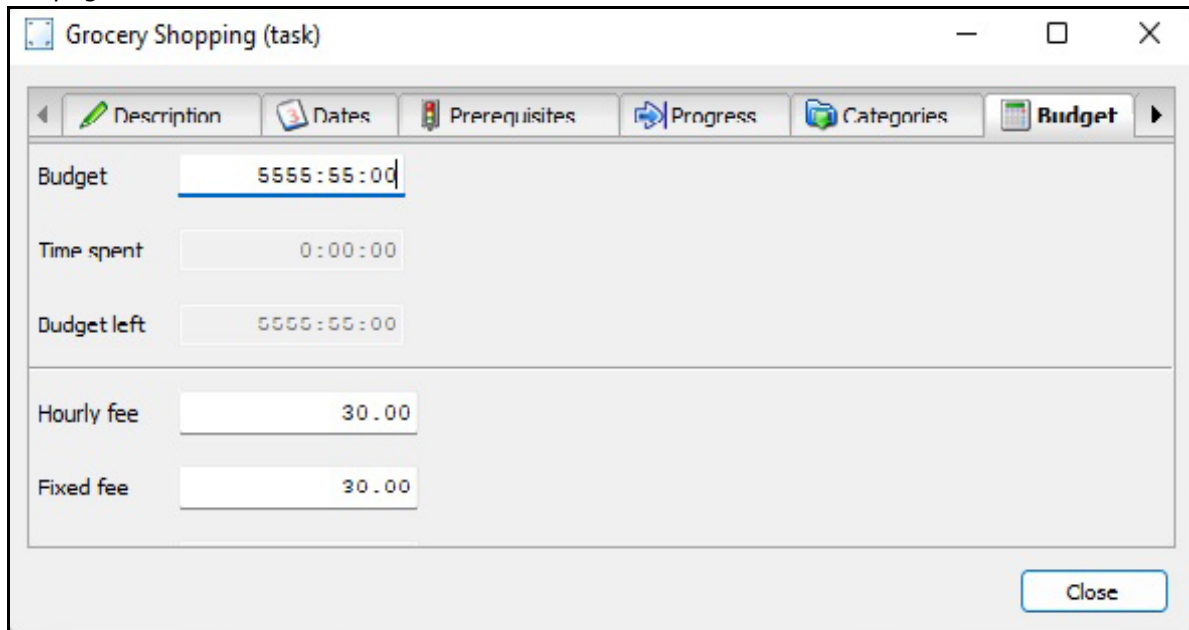


Figure 2.7: How to set a budget

Creating Notes in Task Coach

You can create **Notes** in Task Coach and link it to any Task or category.

You can also create Notes independent of any item. Attachments can also be attached to notes.

To Create a Note.

1. Click **New** in the tool bar.
2. Click **New Note**.

Note: You can view Independent Notes in the Notes viewer; notes linked to Tasks and categories will not appear in the Notes viewer.

Setting Preferences in Task Coach

You can customise a **Preferences** in Task Coach by setting specific preferences to it. To access **Preferences** and customise it, follow the steps outlined below.

To set Preferences in Task Coach.

1. Click **Edit** in tool bar.
2. On the preferences pop-up window, select the **Preference Parameter** and start making changes. See *“How to set Preferences” on page 11”*.

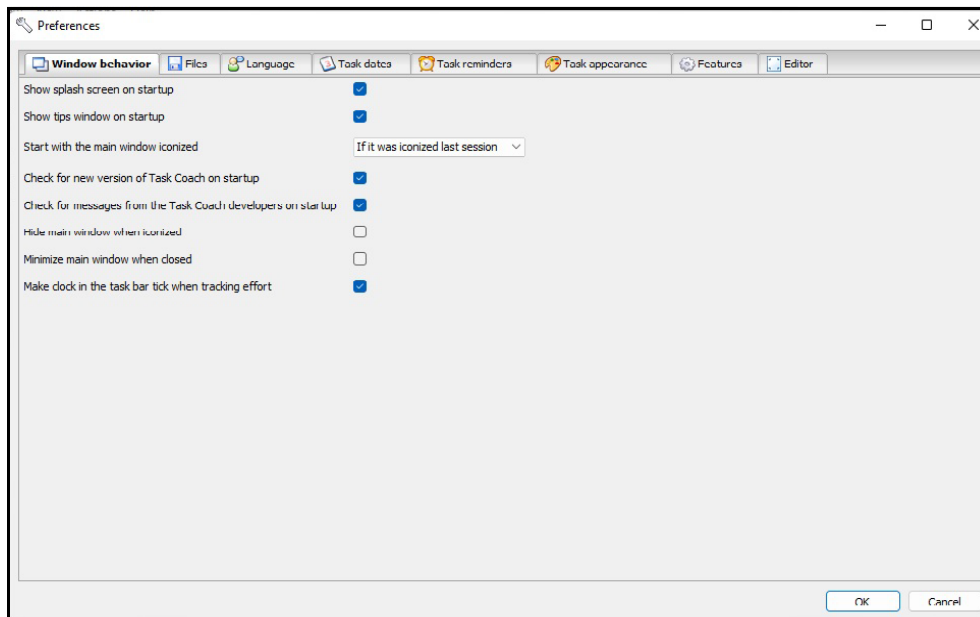


Figure 2.8: How to set Preferences

You can customise the Preferences in the dialog box to the following.

- Window Behavior
- Files
- Language
- Task Dates
- Task Reminders
- Task Appearance
- Task Features
- Features

- Editor

Setting Reminders for Tasks

A **reminder** can set on Tasks.

To set a Reminder, please see the following steps.

- 1.Open a **New Task** or the **Edit Task** option.
- 2.On the **Date** tab, click the dialog box for reminder.
- 3.Select the date and time for the reminder.


When the reminder pop-up page appears, you can choose the following from the **Snooze** options:

- Don't snooze
- 10 minutes
- 15 minutes
- 30 minutes
- 1 hour
- 2 hours
- 24 hours

Printing on Task Coach

Task Coach can print a complete list of Tasks and Categories. Any information displayed on the viewer panel will be printed.

To Print on Task Coach.

- 1.Click **File** in the top right of the tool bar.
- 2.Click the **Printer**  symbol in the drop-down menu.
- 3.Select your **Printer** from the list of options.
- 4.Select **Print**.

Exporting Task Coach files

You can **Export** Task Coach files in different formats to other devices.

To Export Task Coach files.

1. Click **File** in the top right of the tool bar.
2. Click **Export**.
3. Choose between 1 of 4 **Export** formats:
 - HTML
 - CSV
 - iCalendar
 - Todo.txt

Importing Task Coach files

You can **Import** Task Coach files in different formats to other devices.


To Import Task Coach files.

1. Click **File** in the top left of the toolbar.
2. Click **Import**.
3. Select the location of the file to be **Imported**.

Effort tracking on Task Coach

You can track the time (**Effort**) spent on any given Task.

To Effort Track on Task Coach.

1. Double click the selected **Task**.
2. Select the **Effort** tab In the dialog box.
3. Click **New Effort**  in the top left corner of the dialog box. See *“How to track effort” on page 14.*

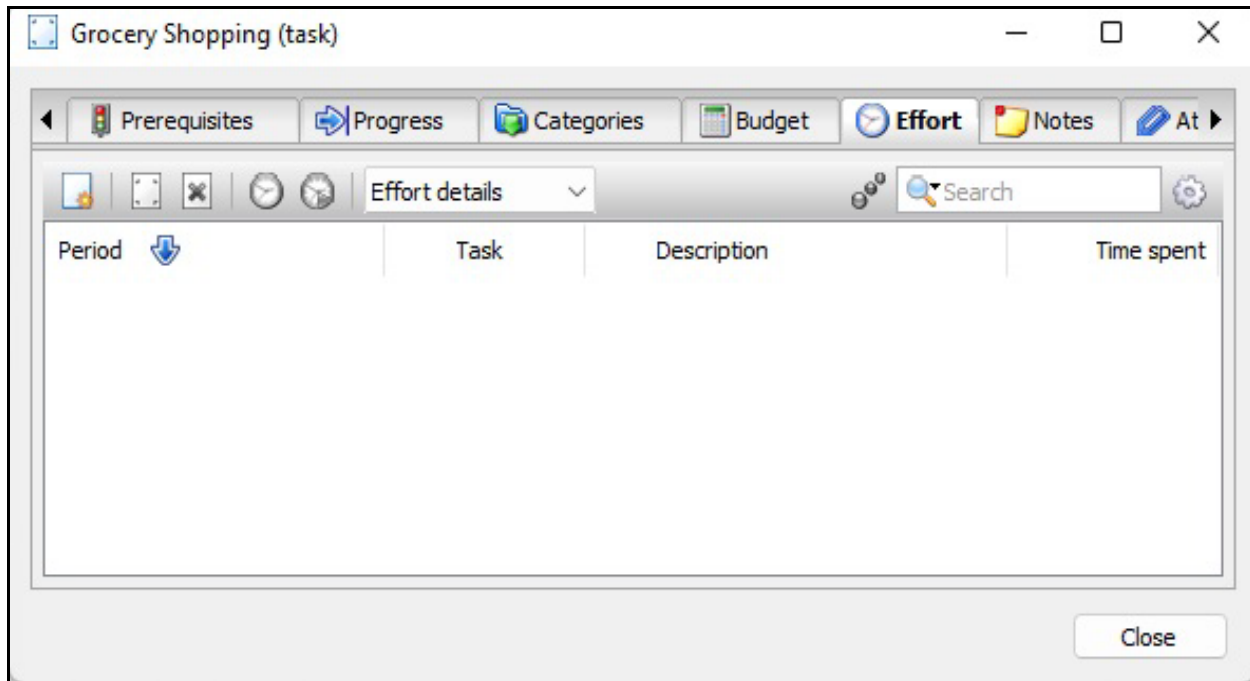


Figure 2.9:How to track effort

Changing the Appearance of Tasks

You can change the **Appearance** of Tasks to suit your preference.

To Change the Appearance of a Task.

- 1.Double click the selected **Task**.
- 2.Select the **Appearance** tab In the dialog box.
- 3.You can customize the following options to change the appearance.
 - Foreground colour
 - Background colour
 - Font
 - Icon. See *“How to change the appearance of tasks” on page 15*”.

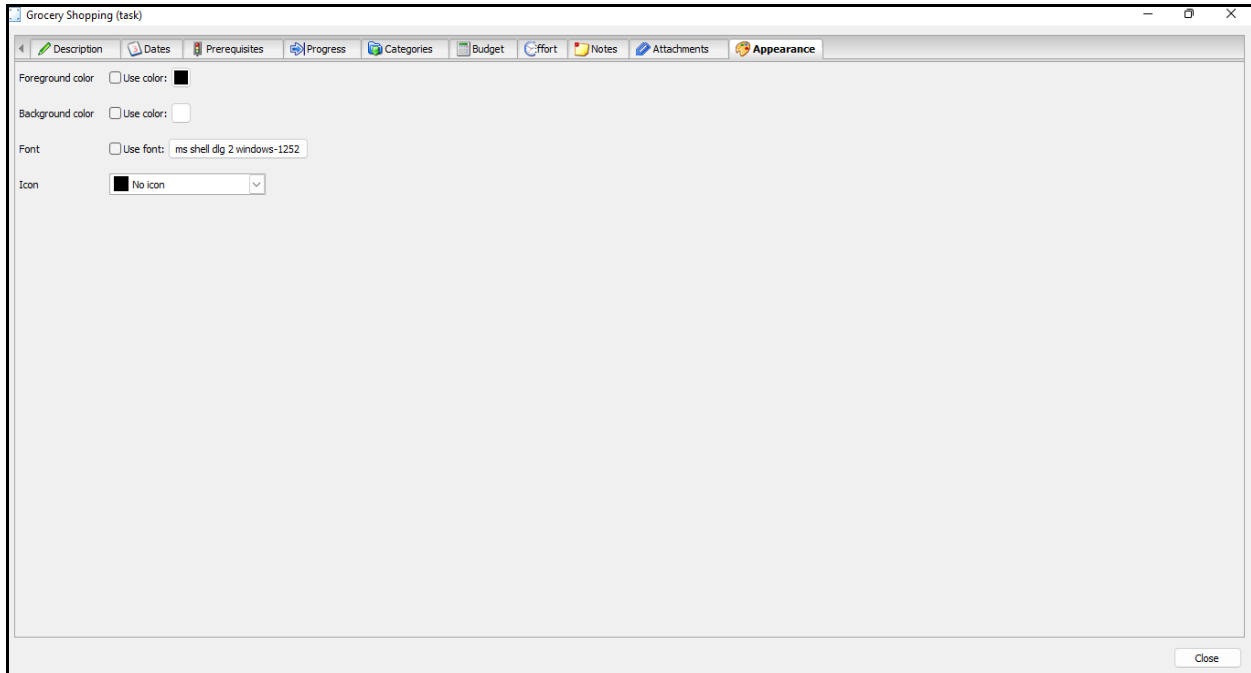


Figure 2.10: How to change the appearance of tasks

Chapter 3: Troubleshooting for Task Coach Version 1.4.6

Please refer to the following sections, in case you need support for Task Coach Version 1.4.6.

Home Page

Task coach has a web page that can be accessed for licensing and support information.

<https://www.taskcoach.org>

Further information can also be found on

<https://sourceforge.net/projects/taskcoach/>

Requesting support for Task Coach

To submit a **Support Request**, click on the following link

<https://sourceforge.net/p/taskcoach/support-requests/>

Please include the following information in your email.

- The Task Coach Version you are using.
- The Operating System you are using.
- The issue that you are facing.

Reporting a bug on Task Coach

To **Report a Bug** on Task Coach, click on the following link:

<https://sourceforge.net/p/taskcoach/bugs/>

Please include the following in your email

- The Task Coach Version you are using.
- The Operating System you are using.
- The issue that you are facing.

Requesting a Feature for Task Coach

To **Submit a Request** for a new feature.

<https://taskcoach.uservoice.com/forums/26465-desktop-version-windows-linux-mac-of-task-coach>

Please note that Task Coach is a free to use software and due to the high number of new requests, we entertain those requests that are feasible and no guarantees can be made as to whether the requests will be added.

Chapter 4: Frequently Asked Questions (FAQs)

Email Integration with Task Coach

Does Task Coach integrate with Mail apps?

Yes, Task Coach can be integrated with Outlook.

[To Email a Task.](#)

Can a single Task be emailed?

- 1.Right click **Task**.
- 2.Select **Email**.
- 3.Enter the email address, you want to send the Task to.
- 4.Click **Finish**.

Can a multiple Tasks be emailed?

- 1.Use **Ctrl + Shift** to select **Multiple Tasks**.
- 2.Right click and select **Email**.
- 3.Enter the email address, you want to send the Task to.
- 4.Click **Finish**.

Using different languages with Task Coach

Coach can be run in a number of selected languages.

[To select any other language.](#)

- 1.Click **Edit > Preferences**.
- 2.Select the **Language** from the drop-down list.
- 3.Restart Task Coach after selecting the **Language** you would like to choose.

Currently Task Coach has only a limited number of language selections.

Using different colours for different Tasks

You can use different **Colours** for different Tasks.

[To use colours for Tasks, please see the following steps.](#)

- 1.Click **Edit > Preferences**.
- 2.Click **Task Appearance** tab.

The colours are currently default in Task Coach, see *“Colours and corresponding Task descriptions”* on page 20.

Description	Colour Indication
Inactive Task	Grey
Late Task	Purple
Active Task	Black
Due Soon Task	Orange
Overdue Task	Red
Completed Task	Green

Table 4.1: Colours and corresponding Task descriptions

Keyboard Shortcuts for Task Coach

Please note that this list is not an extensive list but rather a list of the more commonly used shortcuts. Task Coach uses the same keyboard shortcuts that Windows use.

To use keyboard shortcuts, See *“Keyboard Shortcuts”* on page 20.

Description	Shortcut	Description	Shortcut
Cut	Ctrl + X	Changing Date	Ctrl + I
Copy	Ctrl + C	New Sub Task	Ctrl + Ins
Paste	Ctrl + V	Scrolling between tabs	Ctrl + PgUp
Save	Ctrl + S	Marking a Task complete	Ctrl + Enter
Save as	Ctrl + Shift + S	Deleting a Task	Ctrl + Del
Open	Ctrl + O	Page set up	Shift + Ctrl + P
Closing Task Coach	Ctrl + W	Preferences	Alt + P
Undo	Ctrl + Z	Start Tracking	Ctrl + T
Redo	Ctrl + Y	Add Attachment	Shift + Ctrl + A
Adding Notes	Ctrl + B	Help	Ctrl + H

Table 4.2: Keyboard Shortcuts

Running Task Coach from External Devices

Task Coach can be run from external devices like a usb or an external hard drive.
[To run Task Coach from an External Device.](#)

1. Install Task Coach directly on the external device.
2. Change the preferences (**Edit > Preferences**).
3. Select the **File** tab.
4. Select the **Save Setting** (TaskCoach.ini) in the same directory as the program.

Upgrading to a newer version of Task Coach

You can always upgrade to the latest version of Task Coach.
[To upgrade to a newer version of Task Coach, please see the following steps.](#)

1. **Uninstall** the version of Task Coach, currently on your OS.
2. **Download** the latest version of Task Coach and install it.

Editing by multiple users

Currently Task Coach cannot be edited by multiple users simultaneously. However, you can transfer the Task files to another external device that can be worked on multiple devices by multiple users.

Undoing & Redoing steps

You can Undo or Redo steps unlimited times.
[To Undo or Redo a step.](#)

1. To **Undo** a step, click the  icon.

2. To **Redo** a step, click the  icon.

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