

Les taches

Introduction

BlueMind features a task manager which synchronizes with the calendar and has its own dedicated UI.

Organize your tasks in lists and use tags which are shared across other BlueMind applications (contacts and calendar).

Share your task lists with your workmates by delegating them simple viewing or full management rights.

On this page:

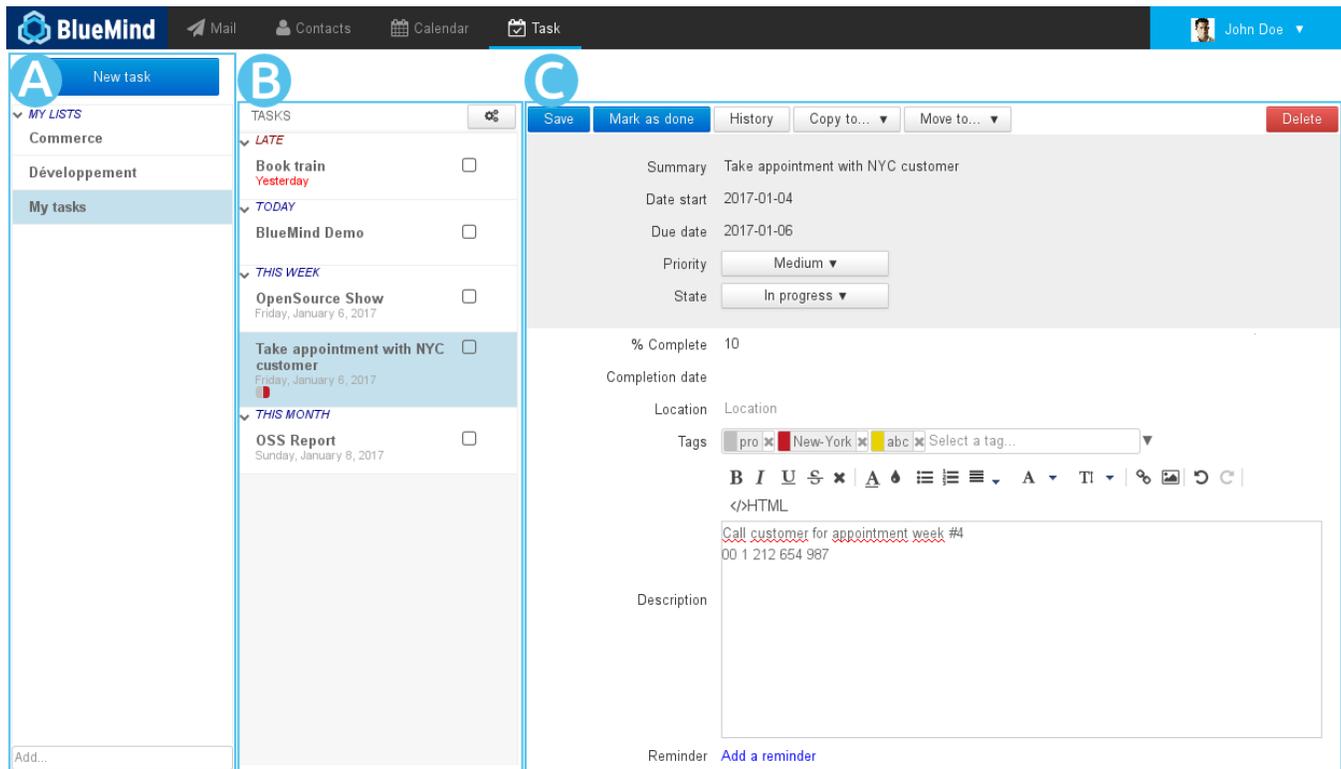
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Related:

[Calendar](#)

The Tasks UI

The Task application display has three columns:



The screenshot shows the BlueMind Task application interface. At the top, there is a navigation bar with the BlueMind logo, icons for Mail, Contacts, Calendar, and Task, and a user profile for John Doe. The interface is divided into three main columns:

- Column A:** A sidebar for task lists. It includes a "New task" button and a list of "MY LISTS" such as "Commerce", "Développement", and "My tasks".
- Column B:** A list of tasks grouped by time periods: "LATE" (Book train, Yesterday), "TODAY" (BlueMind Demo), "THIS WEEK" (OpenSource Show, Friday, January 6, 2017), "Take appointment with NYC customer" (Friday, January 6, 2017), and "THIS MONTH" (OSS Report, Sunday, January 8, 2017).
- Column C:** A detailed view of the selected task "Take appointment with NYC customer". It shows fields for Summary, Date start (2017-01-04), Due date (2017-01-06), Priority (Medium), and State (In progress). It also includes a progress bar for "% Complete" (10%), a completion date field, a location field, and a tags field. The description field contains the text "Call customer for appointment week #4" and the phone number "00 1 212 654 987".

- **area A** : This first column, under the "New task" button, shows the lists of tasks you are subscribed to: your default list "My tasks", as well as other lists you've created or you've subscribed to (via settings)
- **area B** : The second column shows the tasks contained in the list selected. The action button at the top of the column allows you to export and import tasks from or into this list
- **area C** : The third column, the main display area, shows the details of the task which is being created or selected.

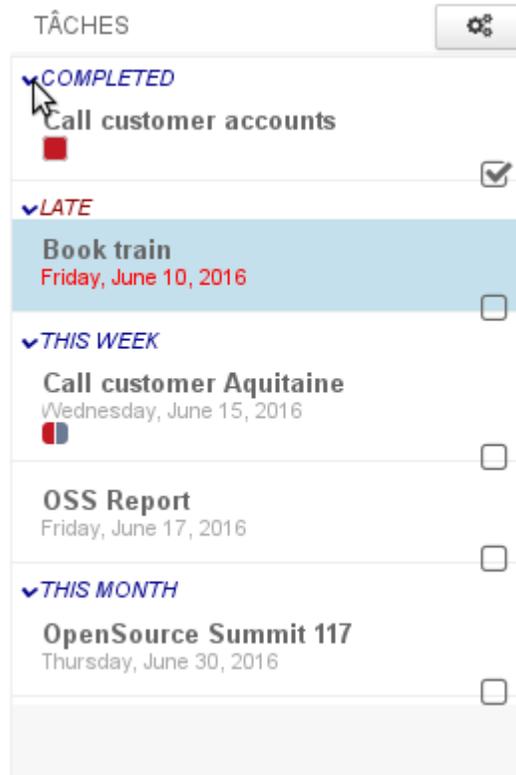
Task lists

By default, you have one list named "My tasks" and you can create as many additional lists as you like. You can also subscribe to lists other users share with you via settings.

To add a new list, enter your name in the "Add..." box at the bottom of **area A** and press <Enter> to confirm:



A list's tasks are arranged according to their status in drop-down sub-lists:



- COMPLETED: list of completed tasks
- LATE: highlights the uncompleted tasks whose due date has passed
- THIS WEEK: tasks whose due date is in the current week
- THIS MONTH: tasks whose due date is in the current month, excluding the current week

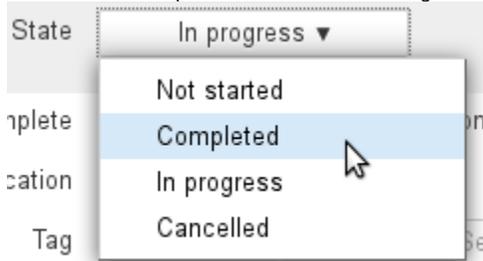
Tasks

Creating tasks

The  button opens the create task form. The new task is added to the current list:

BlueMind gives you several ways to mark a task as completed:

- Click the **Mark as done** button in the task editing form
- Use the "State" drop-down list in the task editing form:



- Check the box in the [Calendar tasks pane](#)

 In the task editing form, the "Completion date" box allows you to enter the task's effective completion date.

Deleting a task

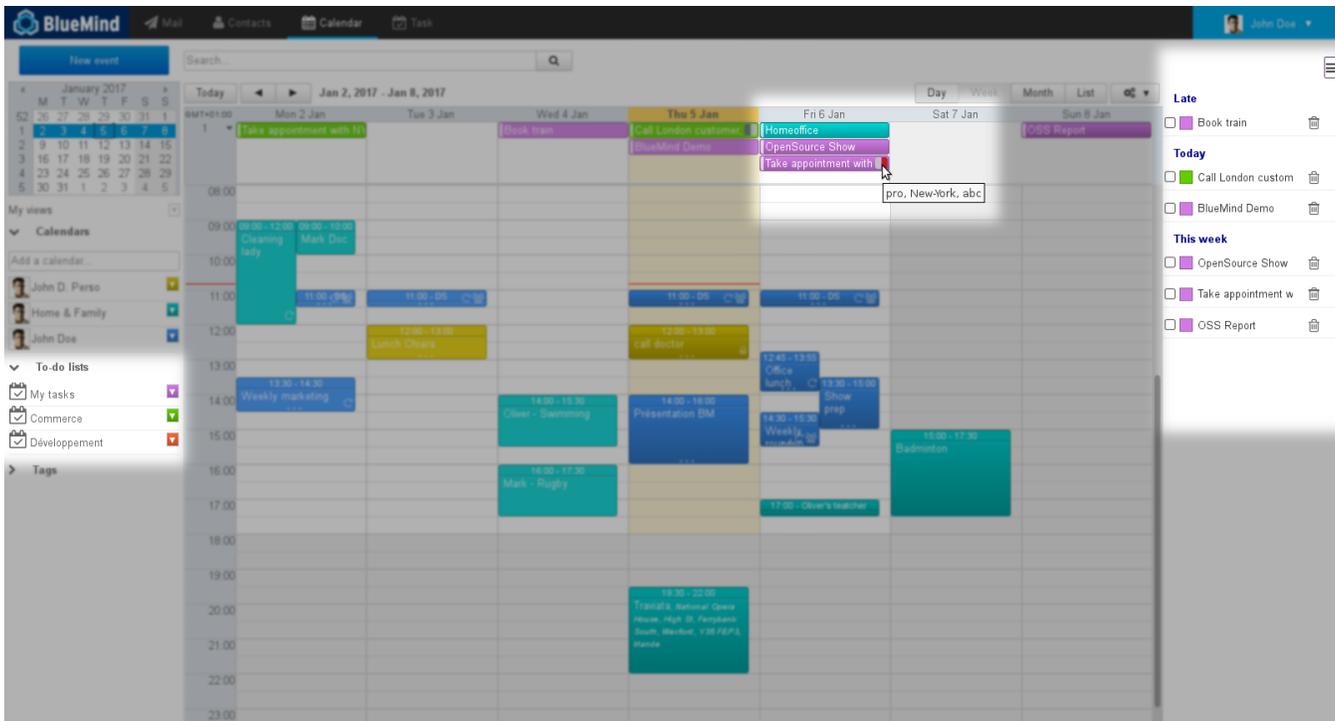
To delete a task:

- Click the **Delete** button at the top right of the editing form

 **Warning**
No delete confirmation dialog will be displayed, the task will be deleted directly and permanently.

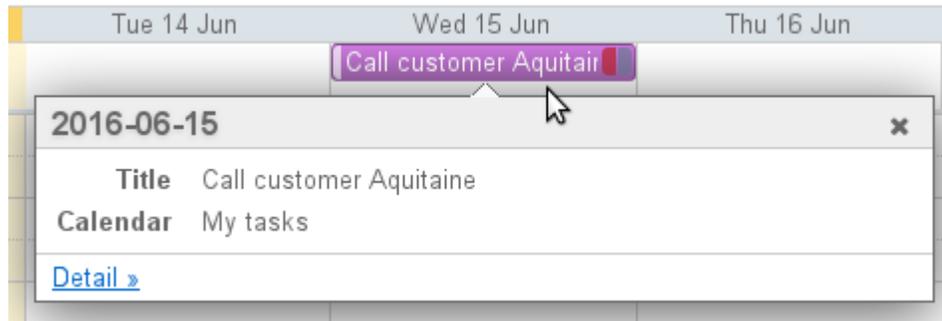
Integration with the calendar

In the Calendar, tasks are shown as calendars. Lists are grouped in a "Todolists" sub-menu on the left and tasks are shown at the top, as all-day events, on their due date. Additionally, you can choose to display a task pane to the right of the page which shows the list of tasks and gives you access to key task features:

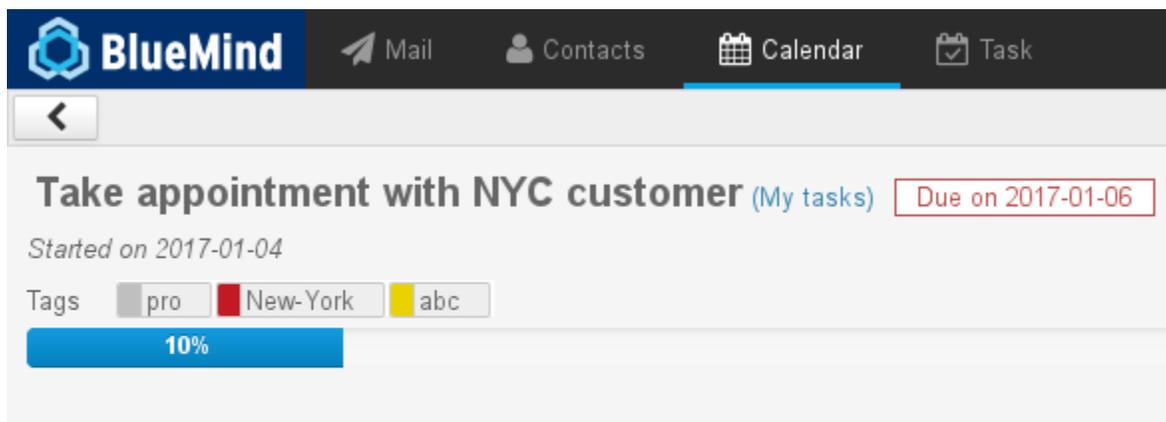


Viewing a task

Clicking the event you want to view opens a summary task pop-up:



Click "Detail" for more information:

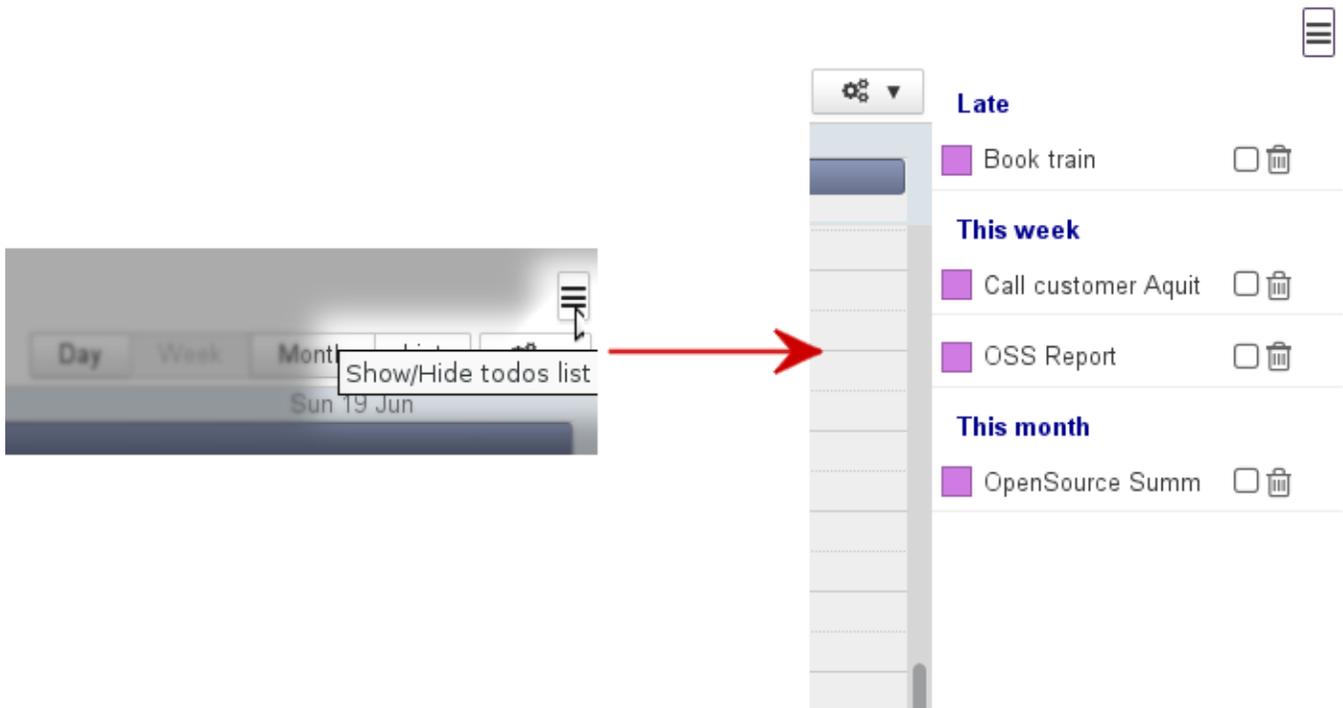


Call customer for appointment week #4
00 1 212 654 987

✔ The % icon before the title shows the task's priority status: gray for "low", green for "normal", red for high.

Task actions

In the top right corner of the Calendar, the  button shows/hides the task pane:



Tasks in progress are arranged in the same way as in the Tasks application:

- Late: tasks whose due date has expired
- Today: tasks whose due date is today
- This week: tasks whose due date is in the current week
- This month: tasks whose due date is in the current month, excluding the current week

Each task is shown with:

- the color-code of the list it belongs to
- its title
- a check box which allows you to mark the task as done. It then disappears automatically from the calendar view and the list
- a trash icon  which allows you to delete the task

 Deletion is immediate and cannot be undone. You will not be asked to confirm.