

Task2Gather Manual for Windows Mobile

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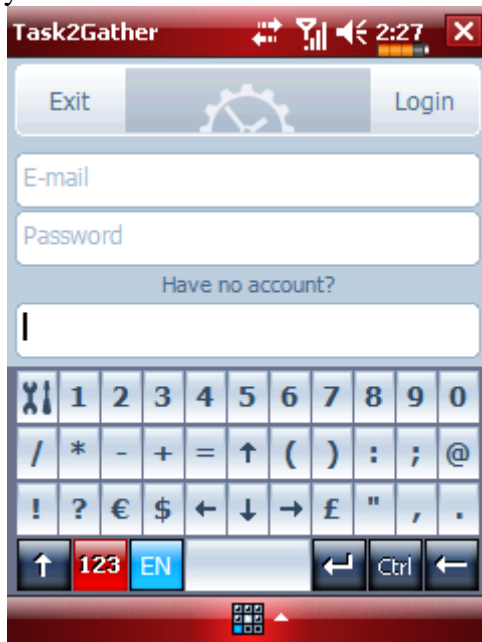
Introduction

Task2Gather is a free online service for task and project management that organizes your personal, family, social and business lives by keeping all your commitments in one place.

- Hierarchical structure
- Share your projects
- Requires no training

Logging in

To start working with Task2Gather you need to create a new account at <https://task2gather.com/tms.html> or at your Windows Mobile device. Firstly, you should connect your device to the Internet then start Task2Gather:



If you already have Task2Gather account you may immediately log in by entering your login e-mail and password.

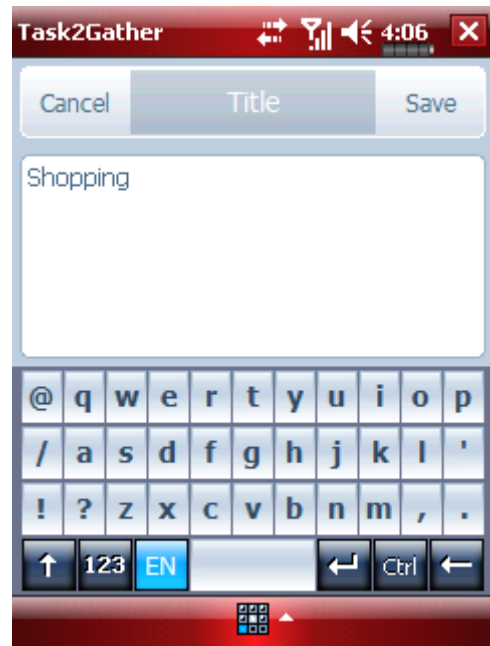
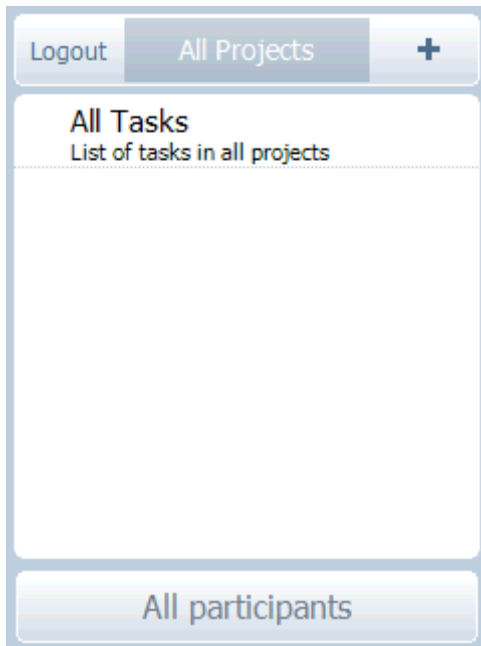
If not enter your e-mail, password, and name to register, tap “**Register**” button in the upper right corner.

Agree to “**Terms of Use**”.

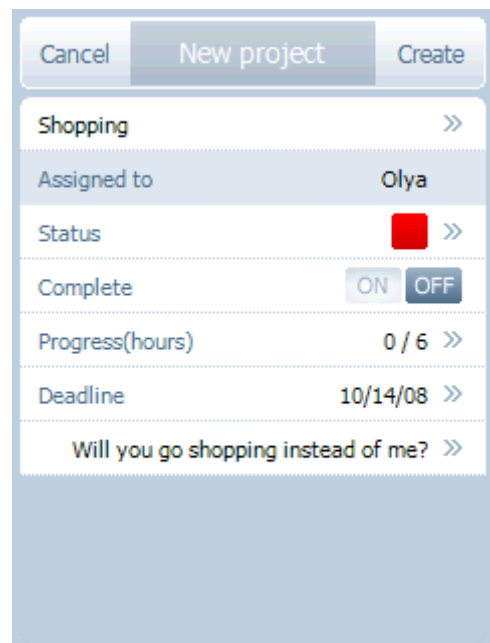
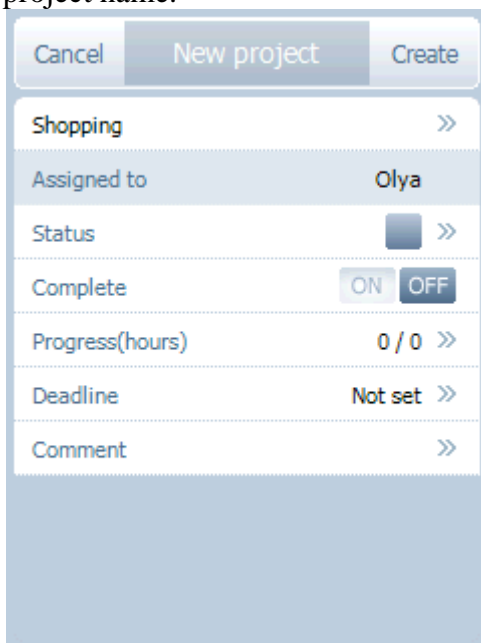
You can read “**Terms of Use**” at our site here: <http://task2gather.com/site/terms.html>.

Starting a project

After you have logged in to your Task2Gather account in the upper right corner click the “+” icon to create a new project.

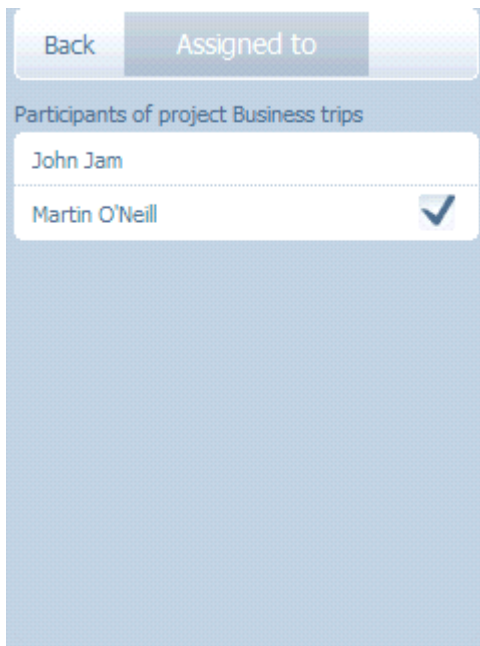


Type in the project name and tap “**Save**” button, after that there will emerge window where you can set different Project parameters. If you don’t want to add all this info or if you want to do it later on, then you may just tap “**Create**”. And a new project with the name will appear in the list. To access and change these parameters further on you should tap “**i**” button beside the project name.



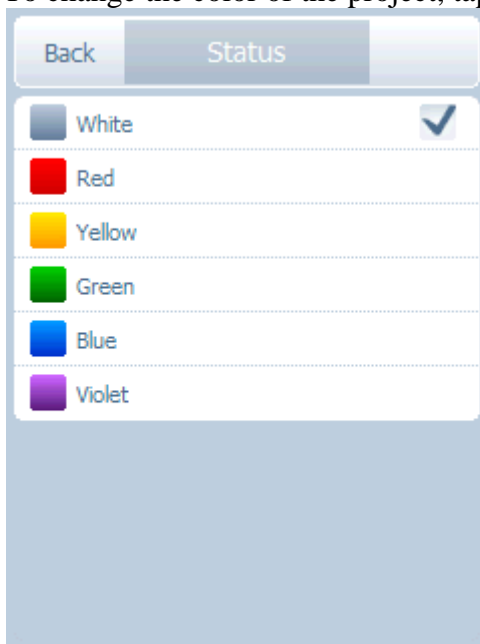
To change the project name, tap the arrow beside the name, type in the correct one and tap “**Save**”.

To change the person who you want to assign this project to, tap arrow beside “**Assigned to**” and choose the participant (if there are no other participants who you shared this document with, there is no arrow and no choice).



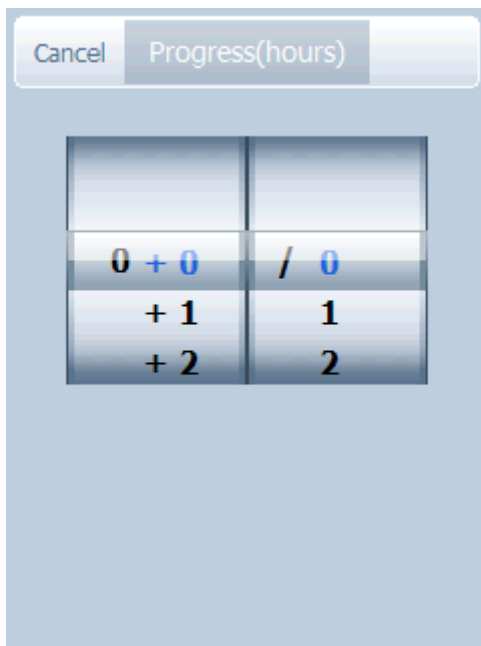
Different tasks can have different color filter. You can assign meaning to each color (for example, red color can mean something urgent, yellow – personal tasks, green – family tasks, etc.) Using colors will help you to find different type of tasks very quickly.

To change the color of the project, tap arrow beside the “**Status**” and tick the necessary color.

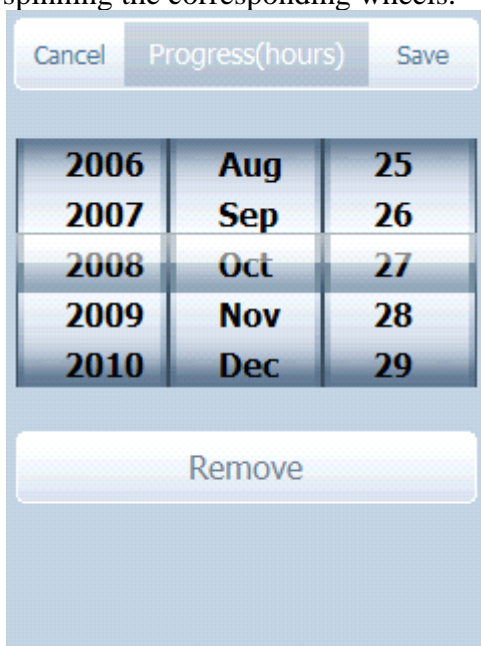


To make a project completed or uncompleted, tap either “**on**”(completed) or “**off**”(uncompleted) beside the “**Complete**”.

To change “**Progress (hours)**”, tap the arrow beside it. The right column means the estimated time (time that person will spend on fulfilling the task). The left column means the spent time (time that was spent on fulfilling the task).



To set a deadline, tap the arrow beside **“Deadline”** and choose the year, month and date by spinning the corresponding wheels.



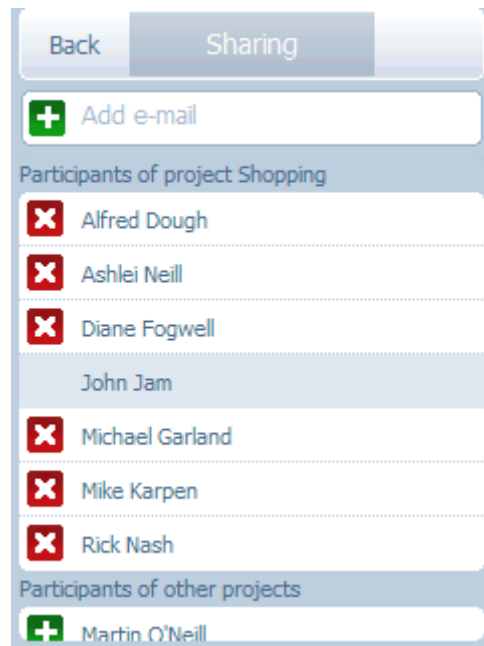
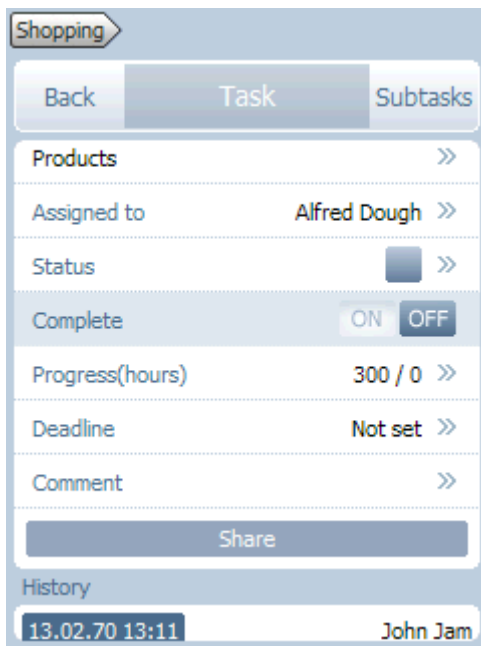
To add a comment to the project, tap the arrow beside **“Comment”** and type in your comment to this project and tap **“Save”** button in the upper right corner.

To share a project with your family members, friends or colleagues tap **“i”** beside the Project name and tap **“Share”** button.

To share a project with a person who is missing in the participant list type in the e-mail and press green button with plus to send the invitation to the person.

To share the project with the person who is in your participant list just find his/her name in the list by scrolling and tap green button with plus.

To remove a person from a project, find the name of the person and tap red button with cross.



Creating a task

Having started a project you may create tasks and subtasks that you need to do to complete the whole project.

To create a task, tap the project name and there you can see a new window, tap “+” at the upper right corner.

Type the name and description of the task in the input field and press “Save” button.

Editing a project or a task name

To edit a project or a task name tap the task or project (if there are no subtasks) or press “i” button beside the name.

When in edit mode tap the arrow beside the name, retype the name and tap “Save”.

Assigning a project or a task to the participant

A project or a task can be assigned to any participant who you shared this project with.

To assign a project or a task to one of the participants you should first share the project with the person.

Tap the task or project name (if there are no subtasks) or press “i” button beside the name. When in edit mode tap the arrow beside “Assigned to” and choose the participant (if there are no other participants who you shared this document with, there is no arrow and no choice).

Deleting a project or a task

If you want to delete a project or a task, tap the task or project (if there are no subtasks) or press “i” button beside the name and press “Delete”.

The restricted rights for tasks deletion

You can delete only your own projects and tasks (the tasks and projects that were created by you). The creator of the project (the person who created the project) also has rights to delete or move any task in the project.

Using Colors

Before using colors it is desirable to think of the legend. You can assign meaning to each color (for example, red color can mean something urgent, yellow – personal tasks, green – family tasks, etc.) Using colors will help you to find different type of tasks very quickly.

To assign a color to a project or a task you should tap the task or project name (if there are no subtasks) or press “i” button beside the name then tap the arrow beside the “**Status**” and tick the necessary color.

Using a progress (estimated and spent)

It is possible to add time estimation in Task2Gather.

Tap the task or project name (if there are no subtasks) or press “i” button beside the name. When in edit mode tap the arrow beside “**Progress (hours)**” and spin the wheels.

When you plan how much time you need to spend on fulfilling the task you may spin the right wheel.

When you’ve completed the task or spent some time on fulfilling put the hours in the field “**Spent**” (the left column).

This whole issue is called “**Progress**”.

The Progress for the tasks may be viewed either in the task itself or in the “**List**” mode. There is a column called “**Progress**”. For example, there can be such numbers 2/6 that means that the task was estimated as 8 hours and the person has already spent 3 hours on fulfilling it. Progress is also used for the report generation.

Using deadline

Every **Project** or **Task** in Task2Gather can have a **deadline**. The deadline can be put either when creating or editing a task.

Tap the task or project name (if there are no subtasks) or press “i” button beside the name. When in edit mode tap the arrow beside “**Deadline**” and spin the wheels to set the deadline for the task and tap “**Save**” button.

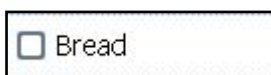
When you set deadlines to all tasks it is much easier to see the order in which you should fulfill them. For this purpose you can open “**All Tasks**” mode of your tasks so that the tasks with the nearer deadline are shown in the top of the list.

Completing the task

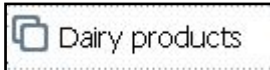
To make a project completed or uncompleted, tap either “**on**”(completed) or “**off**”(uncompleted) beside the “**Complete**”. And click “**Save**” button.

Another way to check the task as completed is to flag the checkbox near the **Project** or **Task** name.

As you see there are different icons beside each task name.



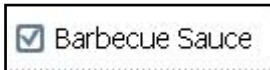
This is a single task that can be completed by pressing the checkbox.



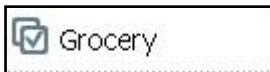
This is a task that contains completed subtasks therefore this major task can also be marked as completed.



This is a task that contains uncompleted subtasks and it can't be marked as completed unless all subtasks are done.



This is a single completed task that can be marked as uncompleted by clicking the checkbox.



This is a completed major task that contains completed subtasks. This task can also be marked as uncompleted.

Adding comments

Tap the task or project name (if there are no subtasks) or press “**i**” button beside the name. When in edit mode tap the arrow beside “**Comment**”.

Type in your comment and tap “**Save**” button.

Sharing a project with others

If you want to share one of your projects, you can easily do it. Tap the task or project name (if there are no subtasks) or press “**i**” button beside the name. When in edit mode tap the “**Share**” button.

There will appear a field for e-mail where you can type in the e-mail of the person. Click green button with “+”.

If the person has an account in Task2Gather then he will see the new project name typed in bold if not he will be invited to register. Once the person is registered he will see the project you've shared.

Managing participants

You may also remove and add participants.

Click the button “**Share**” and there will emerge a list of all participants who you work with.

The participants' names with red buttons have access to the project. If you want you may remove them by clicking the red button beside the name of the person.

The participants' names with green buttons don't have access to the project. If you want you may add them by clicking the green button beside the name of the person.

Using filter

Filter makes your work with the Task2Gather service easier for you and for your boss.

The left column is the filter where you can search tasks according to: **Project** and **Participant**.

To choose a project and participant tap the one you need.

To choose a participant tap the button “**All participants**” in the bottom of the screen and tick the names of the participants whose tasks you want to look at.

Set different filter parameters in the left column and see tasks that are **“In filter”** and **“Not in filter”** on the right. **“In filter”** tasks are written in black and **“Not in filter”** tasks are in grey.

Viewing all to-do's (List mode)

If you want to view the whole list of your to-do's you should choose **“All tasks”**, **“Your name”** in the participant list.

The list mode shows all your tasks and to-do's that will be sorted out according to the deadline. The tasks with the nearest deadline are shown on the top of the list.

Using hierarchy (Tree mode)

Hierarchy or as it called in Task2Gather **“Tree”** is used for a better task organization. It is no secret that sometimes to complete a major task you need to fulfill the minor ones. So you may create a main **Project** and subtasks that can be assigned to different team members.

Or if you want put each task as a subtask of the previous one, in this case there appears a chain of tasks that should be done in the specific order, one after another. The hierarchy is unlimited. To create a subtask in the project, tap the **“i”** button beside the Project name and tap the **“Subtasks”** button in the upper right corner of the screen.

iCalendar synchronization

You may synchronize all Task2Gather tasks with the calendar you use every day. It can be any calendar that uses calendar subscriptions.

To synchronize your tasks with the calendar click **“iCalendar”** button in the right upper corner of the screen.

There will emerge a window with your calendar subscription link.

Copy this link.

Open the calendar you use (iCal, Outlook, Vista Calendar, etc).

Find the setting **“Subscribe”**.

Paste the link you copied in Task2Gather.

And press button **“Ok”** or **“Subscribe”**.

All your tasks and projects with deadlines will appear in the calendar.

You may also tune in reminders and refresh settings, so that there appear new tasks on your calendar every 15 minutes, every hour or every day.

Your profile

At your profile you can change your password and name.

Submitting feedback

If you feel like submitting feedback to the team of developers you are welcome to use this contact form: <http://task2gather.com/site/feedback.html>.

Logging out

If you want to log out from the service, press **“Log out”** button in the upper right corner of the screen.