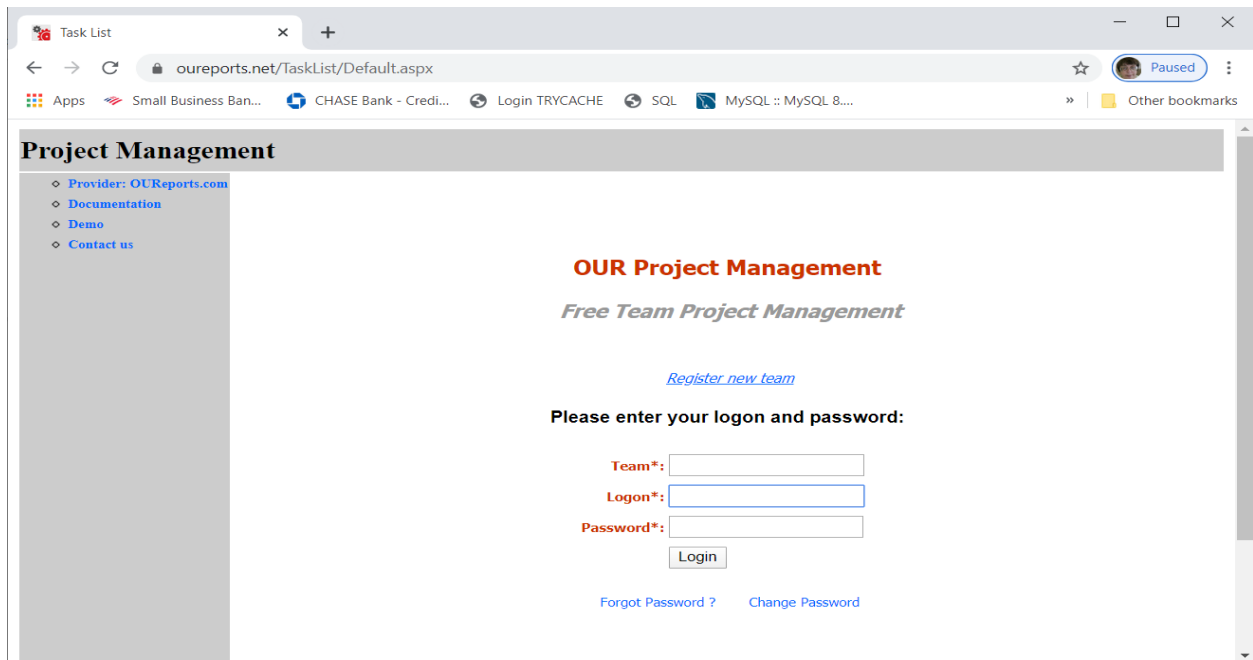


# OUR Project Management

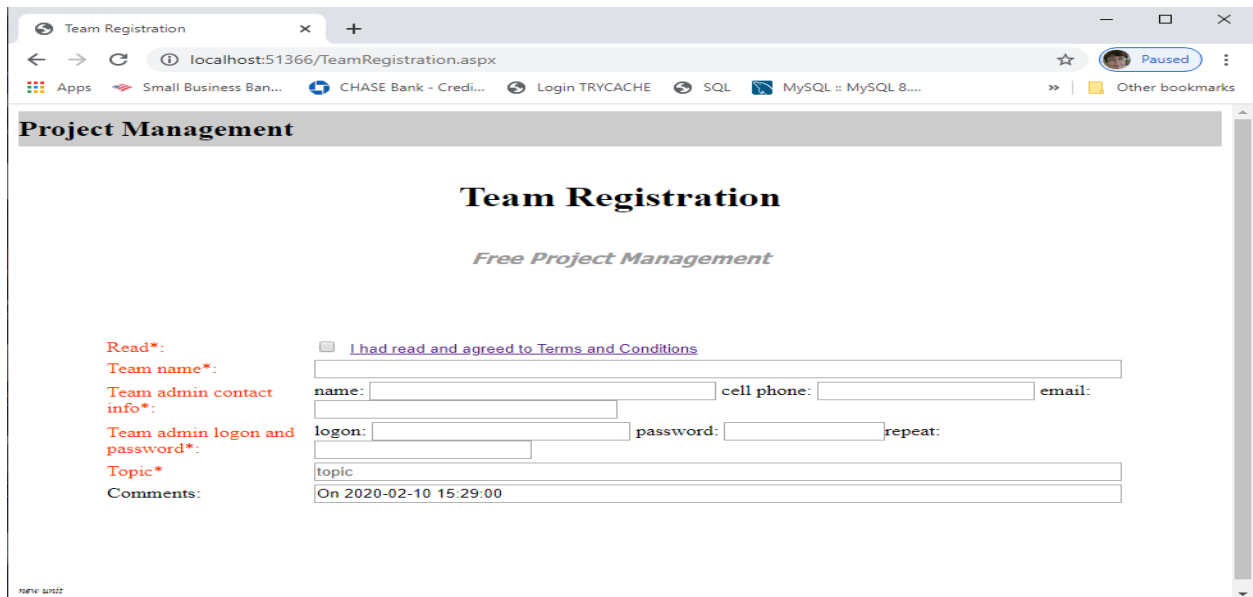
Open <http://oureports.com> and click the button “Project Manager”.



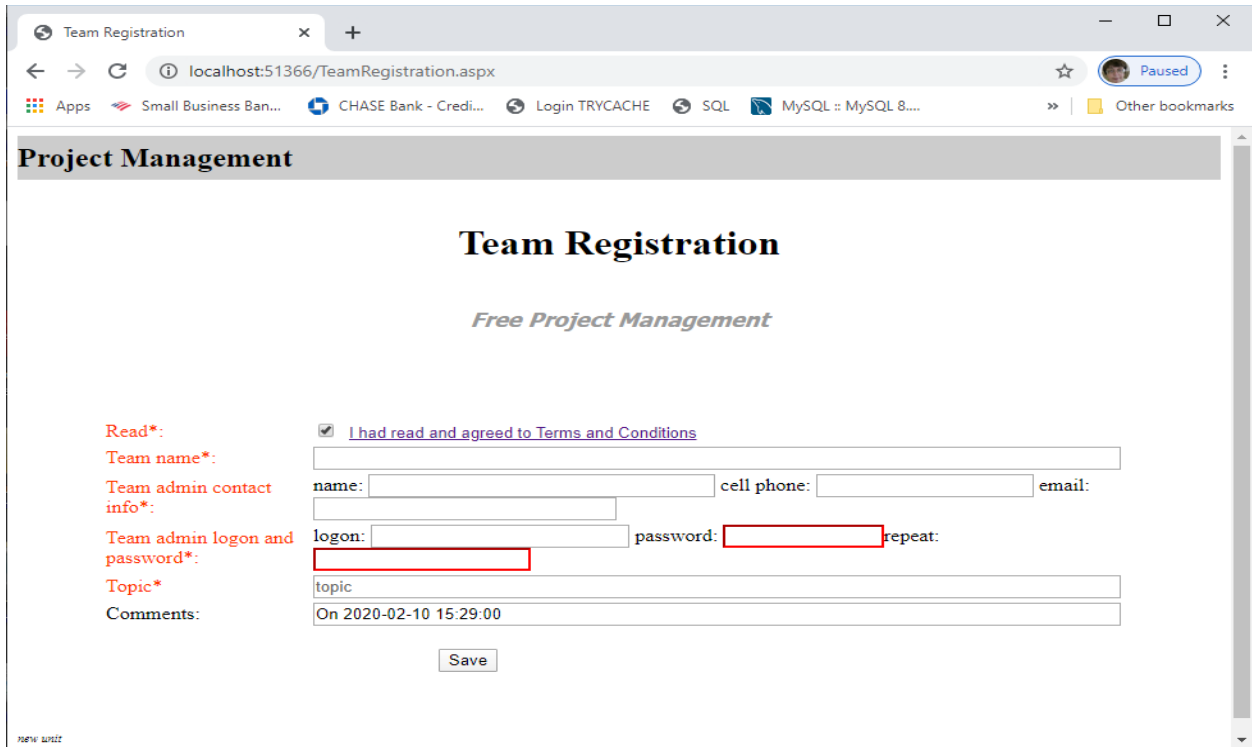
Left menu has links to Documentation and to Demo.

## Team Registration

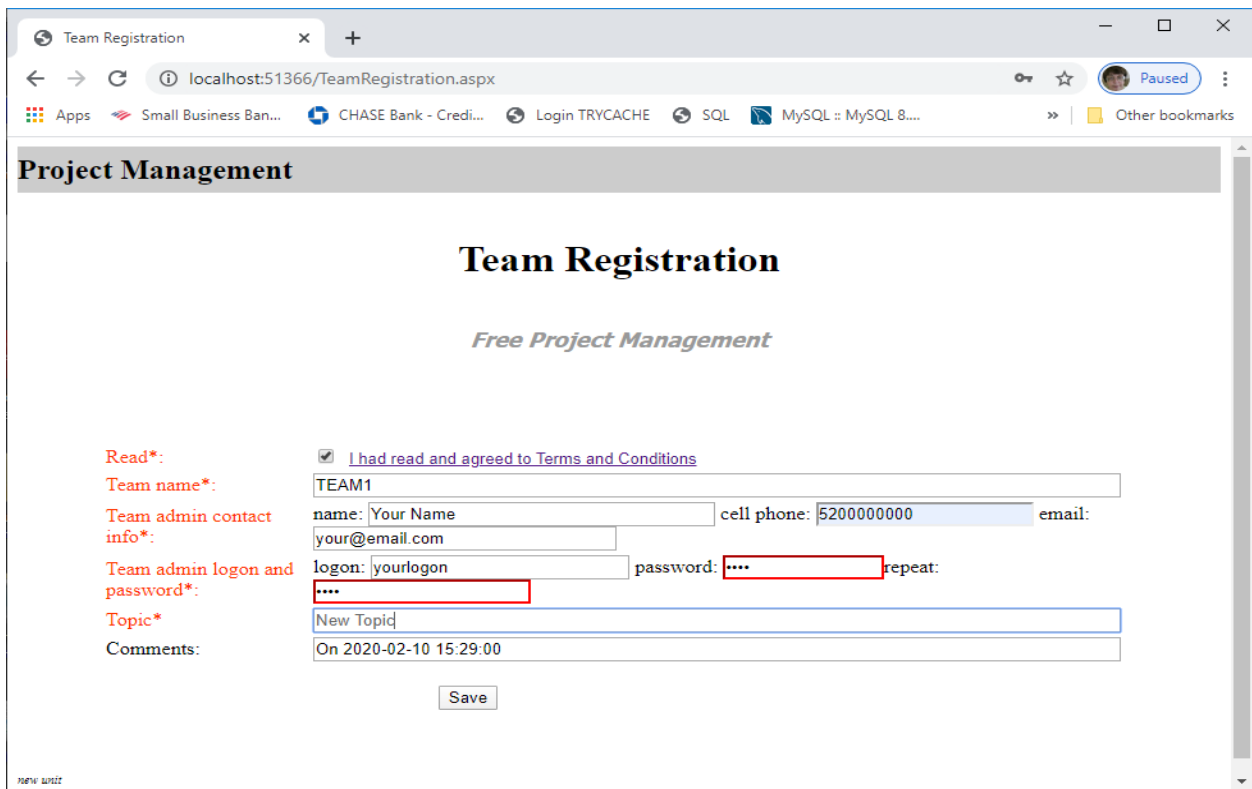
Click the link “Register new team”:



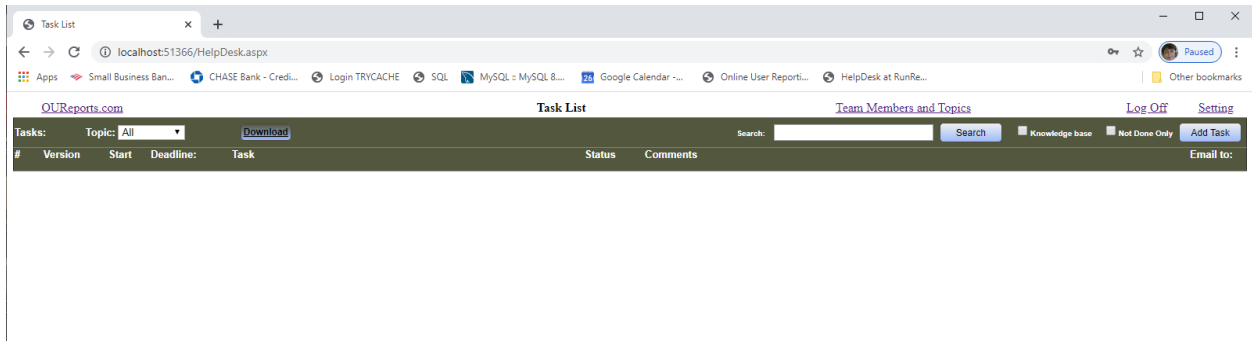
Read Terms and Conditions and click checkbox if agree. Button “Save” appeared below:



Fill out the form and click "Save":

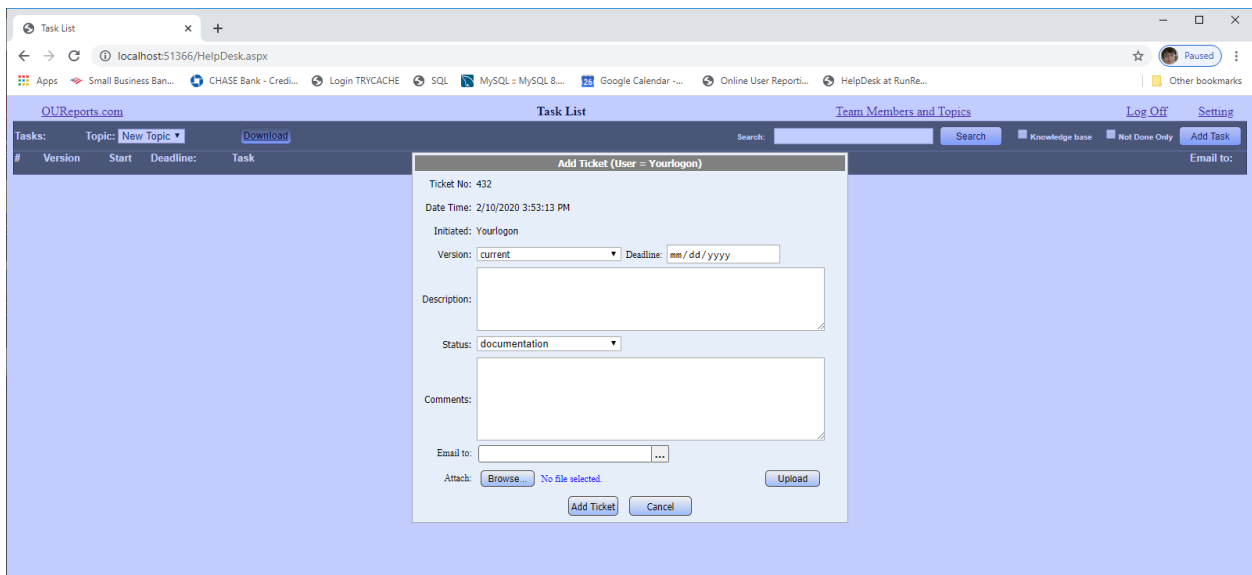


Log in and see empty list of tasks:

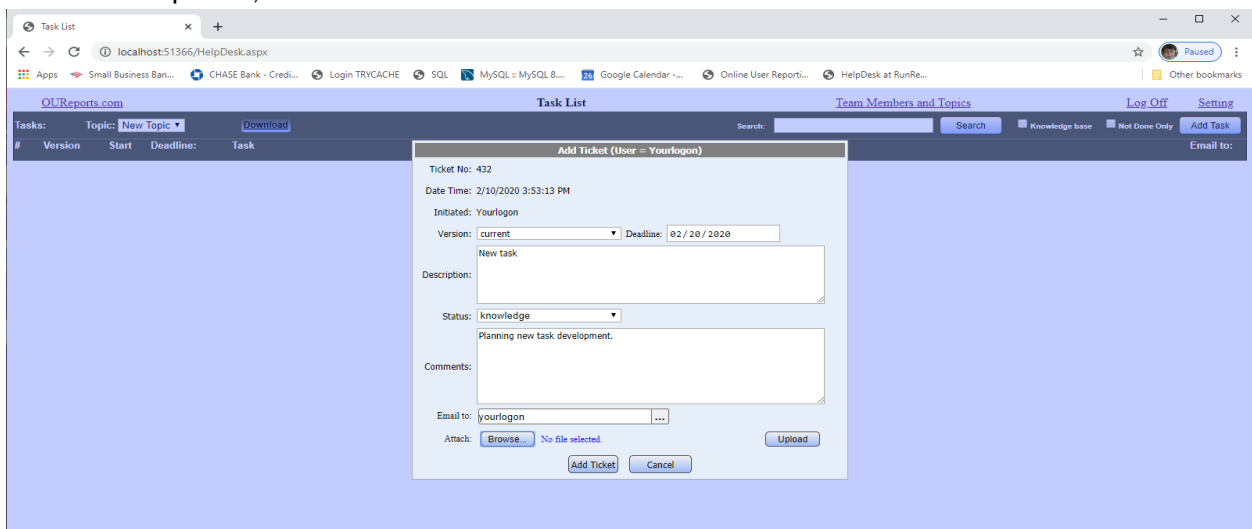


## Add Task

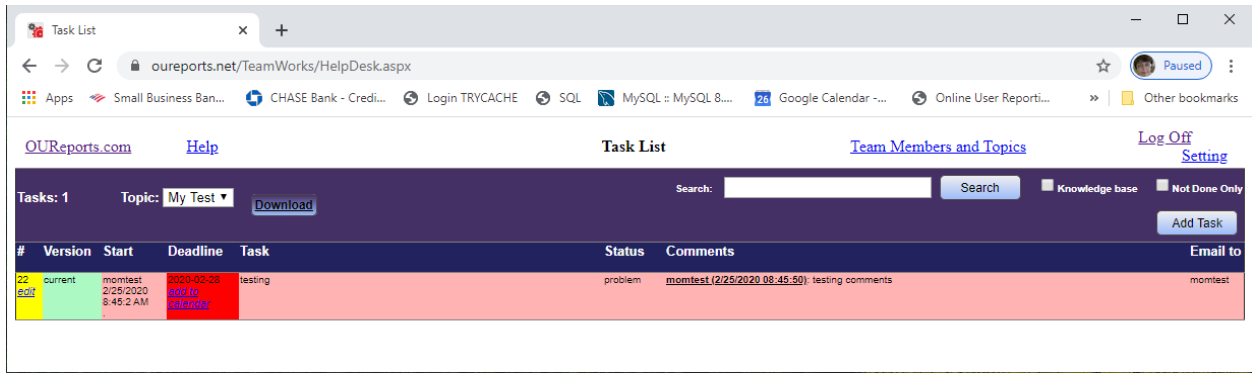
Click the button "Add Task" on the right. Ticket Dialog will appear:



Fill out the form selecting Version and Status from the dropdown lists, deadline if needed, and to whom to email the updates, attach file if needed:

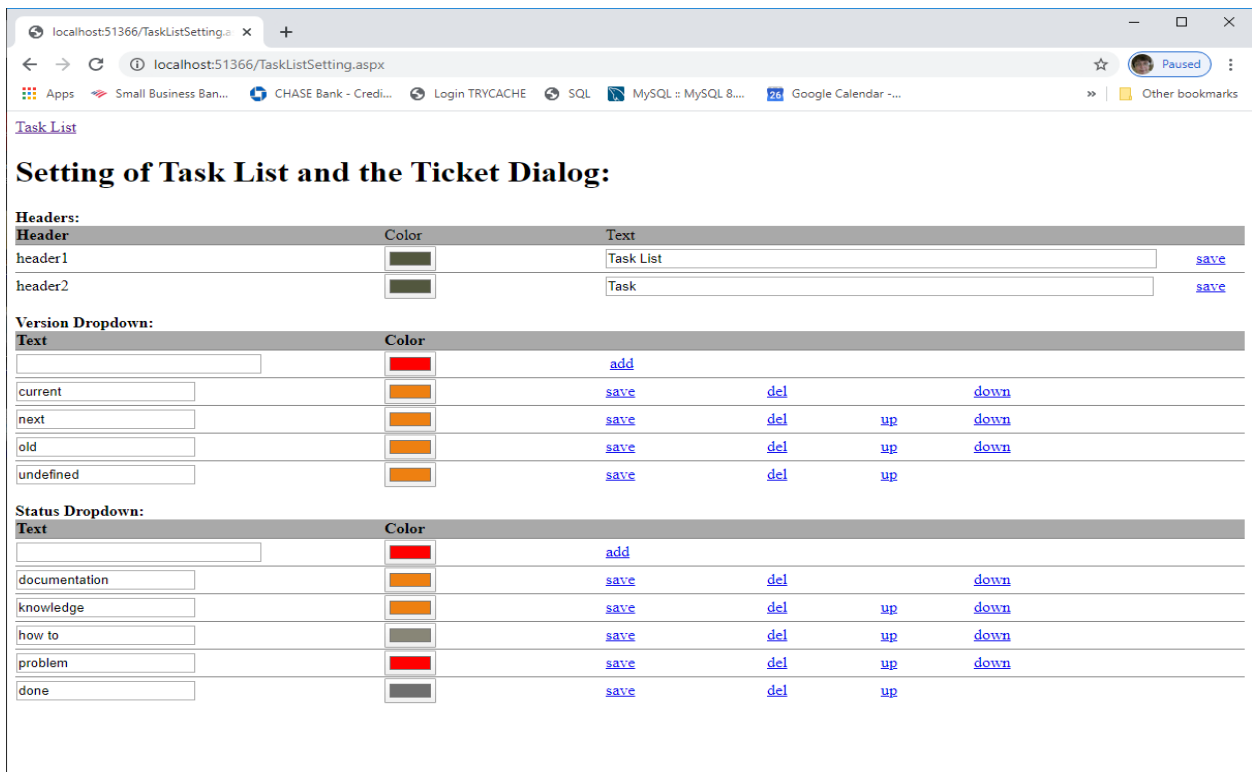


Click "Add Ticket":



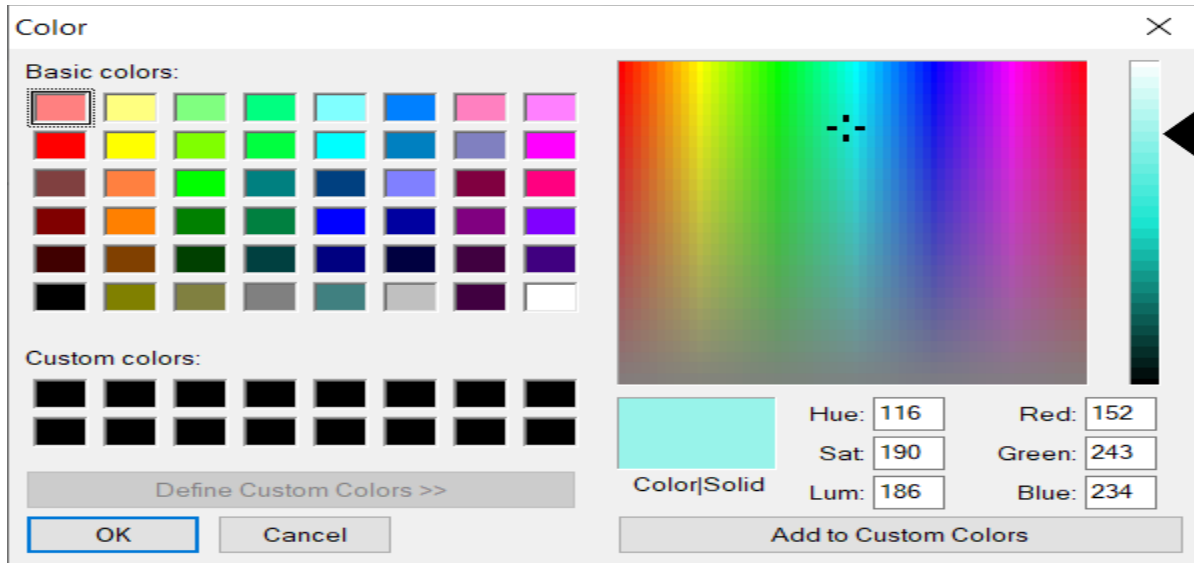
## Setting colors and dropdown items

If you don't like that colors, click the link "Setting" in the top right corner:



You can change colors, texts in headers, version, and status textboxes, move them up and down, add version and add status items. Save every record after each change. It will change the view of your Task List making it color coded for your convenience.

The Color control is best in Chrome browser:



It looks different in Edge:

oureports.net

https://oureports.net/TaskList/TaskListSetting.aspx

[Task List](#)

### Setting of Task List and the Ticket Dialog:

**Headers:**

Header	Color	Text
header1		Project Management <a href="#">save</a>
header2		Task <a href="#">save</a>

**Version Dropdown:**

Text	Color			
<input type="text"/>		<a href="#">add</a>		
current		<a href="#">save</a>	<a href="#">del</a>	<a href="#">down</a>
next		<a href="#">save</a>	<a href="#">del</a>	<a href="#">up</a> <a href="#">down</a>
old	Hue	<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
undefined	Saturation	<a href="#">del</a>	<a href="#">up</a>	

**Status Dropdown:**

Text	Color			
<input type="text"/>	Lightness			
urgent		<a href="#">del</a>		<a href="#">down</a>
documentation		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
knowledge		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
how to		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
problem		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
done		<a href="#">save</a>	<a href="#">del</a>	<a href="#">up</a>

localhost:51366/TaskListsetting.aspx

## Setting of Task List and the Ticket Dialog:

**Headers:**

Header	Color	Text
header1		Project Management <a href="#">save</a>
header2		Projects <a href="#">save</a>

**Version Dropdown:**

Text	Color	add	save	del	up	down
<input type="text"/>		<a href="#">add</a>				
current		<a href="#">save</a>		<a href="#">del</a>		<a href="#">down</a>
next		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
old		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
undefined		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>

**Status Dropdown:**

Text	Color	add	save	del	up	down
<input type="text"/>		<a href="#">add</a>				
eventually		<a href="#">save</a>		<a href="#">del</a>		<a href="#">down</a>
documentation		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
knowledge		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
how to		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
problem		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	<a href="#">down</a>
done		<a href="#">save</a>		<a href="#">del</a>	<a href="#">up</a>	

[Report Builder](#)

Return back to Task List:

Task List

oureports.net/TeamWorks/HelpDesk.aspx

[OUReports.com](#) [Help](#) **Task List** [Team Members and Topics](#) [Log Off](#) [Setting](#)

Tasks: 1 Topic: My Test [Download](#) Search:  [Search](#)  Knowledge base  Not Done Only [Add Task](#)

#	Version	Start	Deadline	Task	Status	Comments	Email to
432	current	momtest 2/25/2020 8:45:2 AM	2020-02-28 12:00:00 AM	testing	problem	momtest(2/25/2020 08:45:30): testing comments	momtest

Add new task:

Task List

localhost:51366/HelpDesk.aspx

[OUReports.com](#) [Help](#) **Project Management** [Team Members and Topics](#) [Log Off](#) [Setting](#)

Tasks: 1 Topic: New Topic [Download](#) Search:  [Search](#)  Knowledge base  Not Done Only [Add Task](#)

#	Version	Start	Deadline	Projects
432	current	Yourlogon 2/10/2020 3:53:13 PM	2020-02-20	New task

**Add Ticket (User = Yourlogon)**

Ticket No: 433

Date Time: 2/10/2020 4:13:29 PM

Initiated: Yourlogon

Version:  Deadline:

Description:

Status: 

- eventually
- documentation
- knowledge
- how to
- problem
- done

Comments:

Email to:

Attach: [Browse](#) No file selected [Upload](#)

[Add Ticket](#) [Cancel](#)

Status dropdown included new previously added item “eventually”. Click “Add Ticket”:

#	Version	Start	Deadline	Task	Status	Comments	Email to
23	test	momtest 2/25/2020 8:50:31 AM	2020-03-10 <a href="#">add to calendar</a>	new test	eventually	momtest (2/25/2020 08:51:14): testing new	momtest
22	current	momtest 2/25/2020 8:45:2	2020-02-25 <a href="#">add to calendar</a>	testing	problem	momtest (2/25/2020 08:45:50): testing comments	momtest

The dropdowns Version and Status can be used for your own purposes and have different meanings as you wish. Deadline is color coded. It is redder when deadline is close.

Samples for different colors and settings:

#	Version	Start	Deadline	Task	Status	Comments	Email to
442	current	momtest 2/21/2020 8:08:3 AM	test	test	knowledge		momtest
441	undefined	momtest 2/21/2020 8:04:58 AM	2020-02-27 <a href="#">add to calendar</a>	test	documentation	momtest (2/21/2020 08:05:23): test	momtest
440	undefined	momtest 2/21/2020 7:56:5 AM	test	test	bug	momtest: test	momtest
439	current	momtest 2/21/2020 7:54:11 AM	2020-02-22 <a href="#">add to calendar</a>	test	documentation	test	momtest
438	current	momtest 2/21/2020 7:52:20 AM	2020-03-12 <a href="#">add to calendar</a>	test	how to	testing	momtest
437	undefined	momtest 2/21/2020 7:52:35 AM	2020-02-29 <a href="#">add to calendar</a>	test	test	test	momtest
436	old	momtest 2/21/2020 7:30:40 AM	2020-02-03 <a href="#">add to calendar</a>	test	done	test	momtest
435	next	momtest 2/21/2020 7:28:45 AM	2020-02-25 <a href="#">add to calendar</a>	testing	documentation	test	momtest
434	current	momtest 2/20/2020 10:31:30 AM	2020-02-22 <a href="#">add to calendar</a>	test	problem	test	momtest

#	Version	Date	Task	Status	Comments	To:
470	Version 15-00	By 21/10/2020 1:28:35 PM	Documentation and terms for Tessist	eventually	To:Info	fr.by
471	Version 15-00	By 21/10/2020 12:44:49 PM	Add to OUR Tessist to backup on cloud.	done	By (11/25/2020 11:14:16) Version 15 already being done up by backup process. By (15/10/2020 11:15:10) To:Info	edgf
472	Version 15-00	By 21/10/2020 9:33:29 AM	Add button color to TaskList/Queue page. Add deadline to Tessist.	done	By (15/10/2020 12:53:29) To:Info and cloud updated. URL is To:Info	fr.by
473	All Versions	By 10/10/2020 10:16:18 PM	Instructions what to do after Company registration	how to	Unit web site "A, InUnitWeb_Test & " should be created. Copy InUnitOUR folder from wwwroot to wwwroot, rename it to InUnit & InUnitURL & "OUR" in JS right click on Default Web Site and click Add Application. Fill out the form as this: App: InUnit & OUR. Physic path: browse and find the wwwroot\InUnit & OUR folder. click OK. After that, update the web config. WebConfig should have connection string to OURDataUnit & InUnitURL & OUR database as " & InUnitURL: Test	fr.by
474	All Versions	By 10/10/2020 9:33:28 AM	Update OURReports documentation	in progress	By (11/25/2020 09:34:55) Add relative parameters and parameters for so. To:Info	edgf
475	Version 15-00	By 10/10/2020 9:22:27 AM	Check if parameters works for Oracle and make them work for MySQL old versions.	eventually	To:Info	fr.by
476	Version 14-00	By 10/10/2020 9:24:57 PM	List of parameters in Parameters Tab is looking weird. Columns are out of range.	done	By (11/27/2020 07:09:37) To:Info and cloud updated. Report@:aspv	fr.by
477	Version 14-00	By 10/10/2020 10:27:9 AM	Make parameters defined for reports based on stored procedures.	done	By (11/24/2020 21:26:47) To:Info and cloud updated. By (11/24/2020 20:47:29) Report@: DefaultModule, mFunctions. By (11/24/2020 16:26:18) Fixing parameters and only for asp, not up. Maybe up and down should be hidden for so, because order of parameters must be the same as in up. To:Info. If up is with parameters and parameters are not defined or url for them are not defined then make label visible with warning to go to the Parameters tab and complete the parameter definition. Initially when so with parameters selected, check the parameters automatically with InUnit, InUnitURL, and InUnitURL.	edgf
478	Version 15-00	By 10/10/2020 10:21:54 PM	TaskList site	done	By (28/09/20 13:10:33) To:Info and cloud updated. By (26/09/20 16:41:34) Info field Status and End Date (optional). Send email before 7 days, 3 days, 1 day, 0 days. By (26/09/20 14:46:26) To:Info and cloud updated. OUR HelpDesk, To:Info, TaskList@:aspv	fr.by
480	Version 14-00	By 11/10/2020 8:41:33 PM	Make web addresses as links	done	By (11/17/2020 21:04:48) To:Info and both clouds updated. mFunctions and HelpDesk.aspx	fr.by
480	Version undefined	By 11/10/2020 9:38:19 PM	I sent it through LinkedIn.	how to	LinkedIn invitation, M. Simonsen, Contact releases, Fred Laster and I, are developing <a href="http://tessist.com/">http://tessist.com/</a> - web system as Report@:Reports for each report generation and analysis. See demo, documentation, and use cases there. We will be glad to show it to you at your convenience. Please let me know. Thank! Inna	fr.by
480	Version 14-00	By 11/10/2020 9:28:17 PM	Check if Column Collections are working properly.	done	By (11/17/2020 18:51:54) Works as supposed to. In demo I forgot to click the button Add. To:Info	edgf
480	Version 14-00	By 11/10/2020 10:28:9 AM	Make label category "Item bug" for "Report a problem" link for user.	done	By (11/17/2020 09:38:01) *** By (11/17/2020 11:24:46) HelpDesk, To:Info, L@:Reports.aspx To:Info and clouds updated	fr.by
480	Version 14-00	By 11/10/2020 9:02:24 PM	When Unit registered, but UserConnectionString is not in web config, the Password should not show up on default and confirm pages.	done	By (11/24/2020 11:24:46) HelpDesk, To:Info, L@:Reports.aspx To:Info and clouds updated. default, confirm.aspx	fr.by
484	Version 14-00	By 11/10/2020 11:59:18 AM	Confirm page should use LINK and not in the sql statement.	done	By (11/20/2020 11:24:46) To:Info and cloud updated. confirm.aspx	fr.by
485	Version 14-00	By 11/10/2020 10:31:41 AM	Analytics and Correlation does not open from Show Report.	done	By (11/20/2020 10:47:48) To:Info and cloud updated. ShowReports	fr.by
485	Version 14-00	By 12/10/2020 12:04:8 PM	Parameters are doing weird things in demo.	done	By (12/10/2020 18:33:39) Changed DefaultModule via Changes are in FromFromOUR and OURReports, RunReport, and InUnitOUR on cloud 2. By (12/10/2020 15:26:00) Maybe we should not change web parameters, but only change to report? To:Info	fr.by
485	All Versions	By 12/10/2020 12:10:15 PM	User demo should not be able to see system tables	done	By (12/10/2020 12:40:30) To:Info and cloud updated. ClearError and DefaultModule.	fr.by
485	Version 15-00	By 12/10/2020 12:10:15 PM	Design Report to include database	waiting	By (12/10/2020 11:31:56) To:Info	fr.by

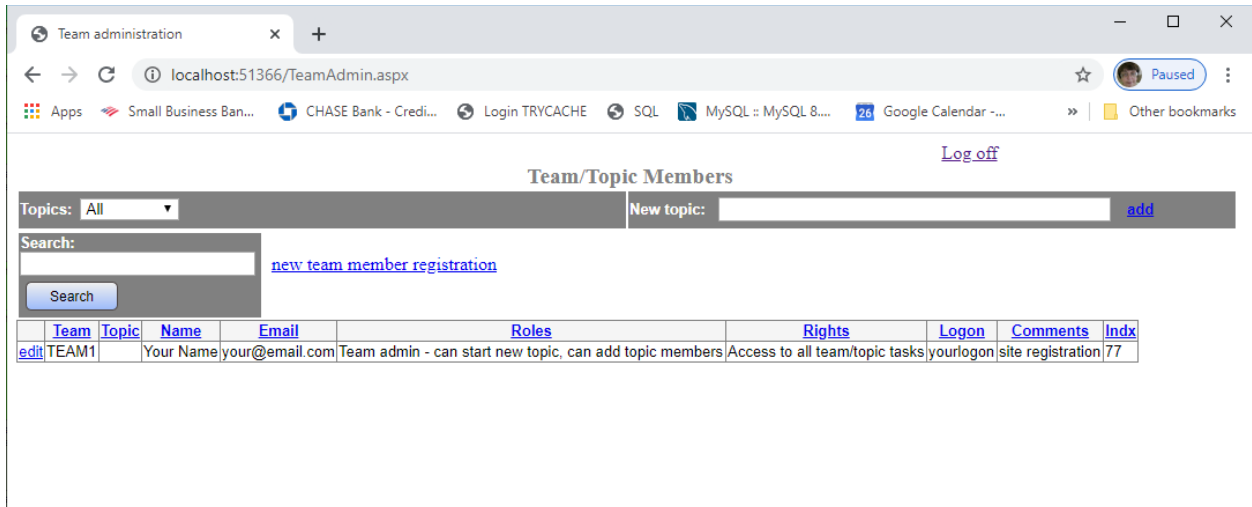
Click checkbox "Not Done Only". It will open only tasks with Status not "done":

#	Version	Date	Task	Status	Comments	To:
413	Version 15-00	By 21/10/2020 1:28:35 PM	Documentation and terms for Tessist	eventually	To:Info	fr.by
471	Version 15-00	By 21/10/2020 12:44:49 PM	Add to OUR Tessist to backup on cloud.	wait	By (11/10/2020 11:14:16) To:Info By (15/10/2020 11:15:10) To:Info	fr.by
474	All Versions	By 10/10/2020 9:33:29 AM	Update OURReports documentation	in progress	By (11/25/2020 09:34:55) Add relative parameters and parameters for so. To:Info	fr.by
475	Version 15-00	By 10/10/2020 9:22:27 AM	Check if parameters works for Oracle and make them work for MySQL old versions.	eventually	To:Info	fr.by
480	Version 15-00	By 11/10/2020 8:41:33 PM	Make web addresses as links	waiting	By (11/17/2020 21:04:48) To:Info	fr.by
480	Version 15-00	By 11/10/2020 9:38:19 PM	I sent it through LinkedIn.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
480	Version 15-00	By 11/10/2020 9:28:17 PM	Check if Column Collections are working properly.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
480	Version 15-00	By 11/10/2020 10:28:9 AM	Make label category "Item bug" for "Report a problem" link for user.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
480	Version 15-00	By 11/10/2020 9:02:24 PM	When Unit registered, but UserConnectionString is not in web config, the Password should not show up on default and confirm pages.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
484	Version 15-00	By 11/10/2020 11:59:18 AM	Confirm page should use LINK and not in the sql statement.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
485	Version 15-00	By 11/10/2020 10:31:41 AM	Analytics and Correlation does not open from Show Report.	waiting	By (11/20/2020 11:59:18) To:Info	fr.by
485	Version 15-00	By 12/10/2020 12:04:8 PM	Parameters are doing weird things in demo.	waiting	By (12/10/2020 18:33:39) Changed DefaultModule via Changes are in FromFromOUR and OURReports, RunReport, and InUnitOUR on cloud 2. By (12/10/2020 15:26:00) Maybe we should not change web parameters, but only change to report? To:Info	fr.by
485	All Versions	By 12/10/2020 12:10:15 PM	User demo should not be able to see system tables	waiting	By (12/10/2020 12:40:30) To:Info	fr.by
485	Version 15-00	By 12/10/2020 12:10:15 PM	Design Report to include database	waiting	By (12/10/2020 11:31:56) To:Info	fr.by

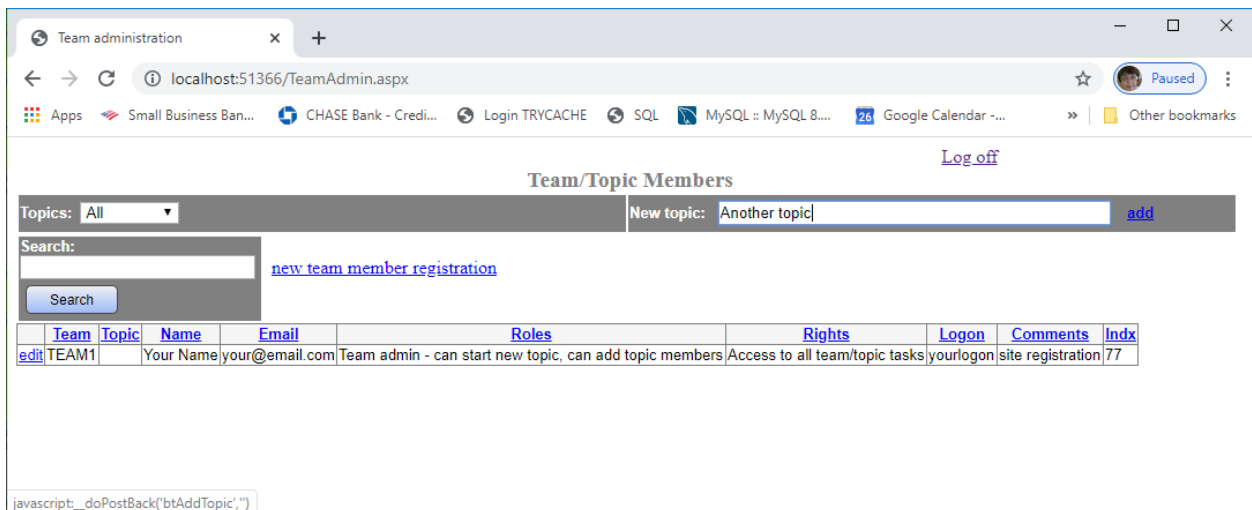
Clicking checkbox "Knowledge base" will open task with Status "documentation", "knowledge", "how to":



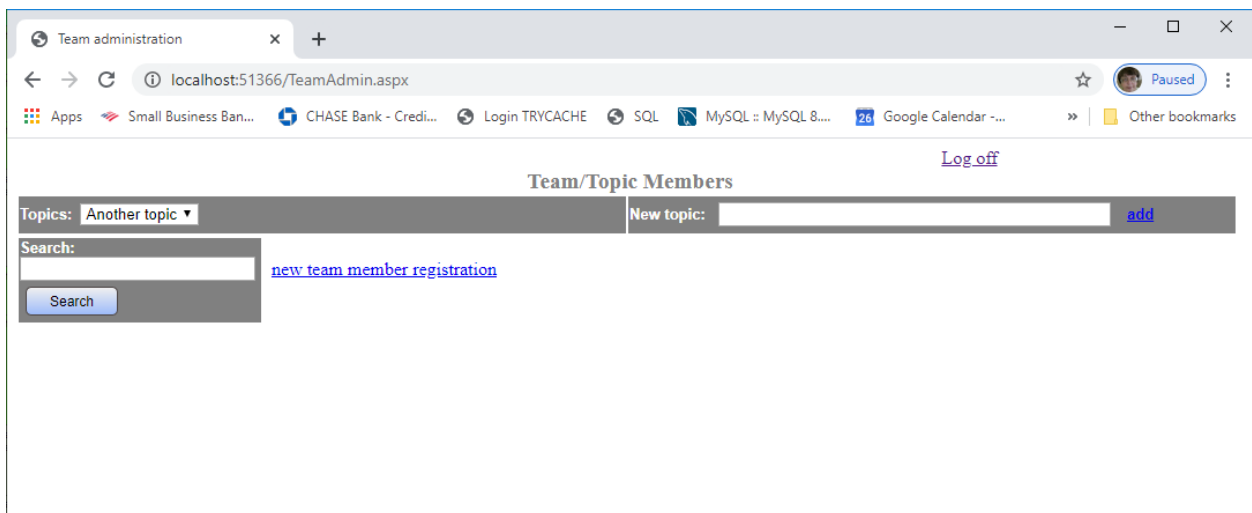




To add the new topic put the name in New Topic textbox:



Click the link "add":



## Add members

To add members to the team/topic click the link “new team member registration”:

[Log off](#)

### Team Member Registration for TEAM1

Name:

Email:

Role:

Read or Edit/Create:

Topic:

Comments:

Fill out the form select Role and Access level:

[Log off](#)

### Team Member Registration for TEAM1

Name:

Email:

Role:

Access:

Topic:

Comments:

Click the “Save” button:

[Log off](#)

### Team/Topic Members

Topics:  New topic:  [add](#)

Search:  [new team member registration](#)

<a href="#">Team</a>	<a href="#">Topic</a>	<a href="#">Name</a>	<a href="#">Email</a>	<a href="#">Roles</a>	<a href="#">Rights</a>	<a href="#">Logon</a>	<a href="#">Comments</a>	<a href="#">Indx</a>
<a href="#">edit</a> TEAM1	Another topic	Team Member	team@member.com	Topic admin - cannot start new topic, can add topic members	Access to all team/topic tasks	team@member.com	added by Yourlogon	78

For All topics we have now 2 members:

[Log off](#)

Topics: All    New topic:  [add](#)

Search:  [new team member registration](#)

Team	Topic	Name	Email	Roles	Rights	Logon	Comments	Indx
<a href="#">edit</a> TEAM1		Your Name	your@email.com	Team admin - can start new topic, can add topic members	Access to all team/topic tasks	yourlogon	site registration	77
<a href="#">edit</a> TEAM1	Another topic	Team Member	team@member.com	Topic admin - cannot start new topic, can add topic members	Access to all team/topic tasks	team@member.com	added by Yourlogon	78

## Edit the task

To edit the task click the link “edit” on the left column. It will open the dialog:

**Edit Ticket (User = momtest)**

Ticket No: 439  
 Date Time: 2/21/2020 7:54:11 AM  
 Initiated: momtest  
 Version: current    Deadline: 02/22/2020  
 Description: test  
 Status: documentation  
 Previous Comments: test  
 Comments: test  
 Don't Email me   
 Email to: momtest  
 Attach: [Browse...](#) No file selected. [Upload](#)  
[Update Ticket](#) [Cancel](#)

To attach the file click Browse button, select the file and click Upload button:

The screenshot shows the OURreports.com Project Management interface. A modal window titled "Edit Ticket (User = tasklist)" is open, displaying details for Ticket No: 28. The ticket is currently in "urgent" status with a deadline of 03/19/2020. The description is "testing how to add event to the calendar". A file named "Temp3-3-2020\_11-05-01\_PM\_test3\_2\_21\_2020\_3\_04PM.rtf" is attached. The modal includes fields for Version, Deadline, Description, Status, and Comments, along with "Update Ticket" and "Cancel" buttons.

#	Version	Start	Deadline	Task	Status	Comments	Email to
28	current	2/3/2020 10:58:7 PM	2020-03-19	testing how to add event to the calendar	urgent	tasklist (1/2/2020 22:50:14) File attached: Temp3-3-2020_11-05-01_PM_test3_2_21_2020_3_04PM.rtf	tasklist
27	current	3/1/2020 11:44:3 PM	2020-03-02	meeting Topic!	in progress	tasklist (1/1/2020 21:45:58) 1. discussion 2. press-manip tasklist (1/1/2020 21:45:24) Content	tasklist
26	current	3/1/2020 3:10:36 PM		test empty	urgent		tasklist
25	current	2/25/2020 10:51:36 AM	2020-02-27	test topic	eventually	tasklist (2/25/2020 10:52:07) test	tasklist
24	current	2/25/2020 10:38:43 AM	2020-02-11	Develop calendar	in progress	tasklist (1/2/2020 10:52:53) testing	tasklist
18	current	2/1/2020 9:58:0 AM		http://TeamWorks.org	how to	tasklist (2/21/2020 09:55:51) Free Project Management	tasklist
11	current	2/10/2020 1:17:0 PM	2020-02-21	http://ourreports.com	documentation	tasklist (2/18/2020 11:47:28) http://teamworks.org tasklist (2/18/2020 11:46:49) http://tasklist.org	tasklist
10	need	01/09/2020 1:58:27 PM	2020-02-11	testing user	knowledge	tasklist (2/18/2020 10:27:07) http://teamworks.org	tasklist
9	need	2/10/2020 12:59:59 PM	2020-03-28	write docs	documentation	tasklist (2/10/2020 12:59:59) http://teamworks.org	tasklist
8	current	3/1/2020 11:07:30 AM	2020-02-12	Testing table!	done	tasklist (2/14/2020 10:31:56) Oood!	tasklist
7	current	2/9/2020 8:10:19 PM	2020-02-29	Add download or report buttons.	problem	tasklist (2/18/2020 11:28:03) comments tasklist (2/9/2020 22:27:11) testing deadline tasklist (2/9/2020 22:27:49) Error!	tasklist
6	current	2/2/2020 8:08:11 PM	2020-02-27	Add deadline and notifications	urgent	https://ibooqibla.org	tasklist
5	current	2/8/2020 7:53:29 PM		test topic	eventually	tasklist (2/18/2020 11:26:15) write""	tasklist
4	undefined	2/9/2020 1:07:30 PM	2020-10-18	test how to make new ops	how to	tasklist (2/19/2020 13:47:58) Long long comments Long long comments Long long comments Long long comments Long long comments tasklist (2/19/2020 10:20:25) Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments	tasklist
3	old	2/8/2020 1:02:12 PM		test old	done		tasklist
2	need	2/8/2020 12:49:11 PM	2020-03-04	test1111	documentation	tasklist (2/19/2020 10:30:18) test comments test comments test comments	tasklist
1	current	2/9/2020 10:53:38 AM	2020-02-19	test	problem	test	tasklist

Then click Update Ticket button to save your changes. See the record that was edited:

The screenshot shows the OURreports.com Project Management interface after the ticket has been updated. The task list now includes the updated information for Ticket No: 28, including the attached file link and the updated status and deadline.

#	Version	Start	Deadline	Task	Status	Comments	Email to
28	current	3/3/2020 10:58:7 PM	2020-03-19	testing how to add event to the calendar	urgent	tasklist (1/2/2020 22:50:14) File attached: Temp3-3-2020_11-05-01_PM_test3_2_21_2020_3_04PM.rtf	tasklist
27	current	3/1/2020 11:44:3 PM	2020-03-02	meeting Topic!	in progress	tasklist (1/1/2020 21:45:58) 1. discussion 2. press-manip tasklist (1/1/2020 21:45:24) Content	tasklist
26	current	3/1/2020 3:10:36 PM		test empty	urgent		tasklist
25	current	2/25/2020 10:51:36 AM	2020-02-27	test topic	eventually	tasklist (2/25/2020 10:52:07) test	tasklist
24	current	2/25/2020 10:38:43 AM	2020-02-11	Develop calendar	in progress	tasklist (1/2/2020 10:52:53) testing	tasklist
18	current	2/1/2020 9:58:0 AM		http://TeamWorks.org	how to	tasklist (2/21/2020 09:55:51) Free Project Management	tasklist
11	current	2/10/2020 1:17:0 PM	2020-02-21	http://ourreports.com	documentation	tasklist (2/18/2020 11:47:28) http://teamworks.org tasklist (2/18/2020 11:46:49) http://tasklist.org	tasklist
10	need	01/09/2020 1:58:27 PM	2020-02-11	testing user	knowledge	tasklist (2/18/2020 10:27:07) http://teamworks.org	tasklist
9	need	2/10/2020 12:59:59 PM	2020-03-28	write docs	documentation	tasklist (2/10/2020 12:59:59) http://teamworks.org	tasklist
8	current	3/1/2020 11:07:30 AM	2020-02-12	Testing table!	done	tasklist (2/14/2020 10:31:56) Oood!	tasklist
7	current	2/9/2020 8:10:19 PM	2020-02-29	Add download or report buttons.	problem	tasklist (2/18/2020 11:28:03) comments tasklist (2/9/2020 22:27:11) testing deadline tasklist (2/9/2020 22:27:49) Error!	tasklist
6	current	2/2/2020 8:08:11 PM	2020-02-27	Add deadline and notifications	urgent	https://ibooqibla.org	tasklist
5	current	2/8/2020 7:53:29 PM		test topic	eventually	tasklist (2/18/2020 11:26:15) write""	tasklist
4	undefined	2/9/2020 1:07:30 PM	2020-10-18	test how to make new ops	how to	tasklist (2/19/2020 13:47:58) Long long comments Long long comments Long long comments Long long comments Long long comments tasklist (2/19/2020 10:20:25) Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments	tasklist
3	old	2/8/2020 1:02:12 PM		test old	done		tasklist
2	need	2/8/2020 12:49:11 PM	2020-03-04	test1111	documentation	tasklist (2/19/2020 10:30:18) test comments test comments test comments	tasklist
1	current	2/9/2020 10:53:38 AM	2020-02-19	test	problem	test	tasklist

You will see the link to the attached file.

## Add event to the calendar on user's device

To add deadline of the task to the calendar click the link "add to calendar" in the deadline column. It will download .ics file in calendar format:

The screenshot shows a web browser window displaying a 'Task List' page. The page has a header with 'OURReports.com', 'Help', 'Task List', 'Team Members and Topics', and 'Log Off Setting'. Below the header, there are search and filter options. The main content is a table with columns: #, Version, Start, Deadline, Task, Status, Comments, and Email to. The table contains 9 tasks. A large 'Please Wait...' overlay is centered on the table. At the bottom of the browser window, a download bar shows a file named 'Tasklist\_momtest\_2....ics'.

#	Version	Start	Deadline	Task	Status	Comments	Email to
442	current	momtest 2/21/2020 8:09:3 AM	test	test	knowledge		momtest
441	undefined	momtest 2/21/2020 8:04:58 AM	2020-02-22	test	documentation	momtest (2/21/2020 08:05:23) test	momtest
440	undefined	momtest 2/21/2020 7:56:5 AM	test	test	bug	momtest test	momtest
439	current	momtest 2/21/2020 7:54:11 AM	2020-02-22	test	knowledge	momtest (2/25/2020 07:59:21) edited test	momtest
438	current	momtest 2/21/2020 7:52:20 AM	2020-03-12	test	how to	testing	momtest
437	undefined	momtest 2/21/2020 7:33:30 AM	2020-02-29	test	test	test	momtest
430	old	momtest 2/21/2020 7:30:40 AM	2020-02-03	test	done	test	momtest
435	next	momtest 2/21/2020 7:28:45 AM	2020-02-03	testing	documentation	test	momtest
434	current	momtest 2/20/2020 10:31:30 AM	2020-02-22	test	problem	test	momtest

Click refresh button to return to Task List.

The screenshot shows the same 'Task List' page as the previous one, but the 'Please Wait...' overlay is gone. The table is fully visible and contains the same 9 tasks. The browser window shows the same address bar and search options.

#	Version	Start	Deadline	Task	Status	Comments	Email to
442	current	momtest 2/21/2020 8:09:3 AM	test	test	knowledge		momtest
441	undefined	momtest 2/21/2020 8:04:58 AM	2020-02-22	test	documentation	momtest (2/21/2020 08:05:23) test	momtest
440	undefined	momtest 2/21/2020 7:56:5 AM	test	test	bug	momtest test	momtest
439	current	momtest 2/21/2020 7:54:11 AM	2020-02-22	test	knowledge	momtest (2/25/2020 07:59:21) edited test	momtest
438	current	momtest 2/21/2020 7:52:20 AM	2020-03-12	test	how to	testing	momtest
437	undefined	momtest 2/21/2020 7:33:30 AM	2020-02-29	test	test	test	momtest
430	old	momtest 2/21/2020 7:30:40 AM	2020-02-03	test	done	test	momtest
435	next	momtest 2/21/2020 7:28:45 AM	2020-02-03	testing	documentation	test	momtest
434	current	momtest 2/20/2020 10:31:30 AM	2020-02-22	test	problem	test	momtest

Opening the .ics file will add the event in the user default calendar. To add event in another calendar, the calendar should be open on your device and the .ics file should be imported in.

## Task List Monthly Calendar

Click the link Calendar on the top:

#	Version	Start	Deadline	Task	Status	Comments	Email to
27	current	tasklist 3/1/2020 11:44:3 PM	2020-03-22 8 days left	meeting Topic1	In progress	tasklist (2/1/2020 23:45:58) 1 discussion 2 presentation tasklist (3/1/2020 23:45:24) Content	tasklist
26	current	tasklist 3/1/2020 3:10:36 PM		test empty	urgent		tasklist
25	current	tasklist 2/25/2020 10:51:36 AM	2020-03-07 8 days left	test topic	eventually	tasklist (2/25/2020 10:52:07) test	tasklist
24	current	tasklist 2/25/2020 10:38:48 AM	2020-03-11 9 days left	develop calendar	In progress		tasklist
18	current	tasklist 2/21/2020 9:56:0 AM		<a href="http://TeamWorks.pro">http://TeamWorks.pro</a>	how to	tasklist (2/21/2020 09:56:51) Free Project Management	tasklist
11	current	tasklist 2/10/2020 1:17:0 PM	2020-02-21	<a href="http://oureports.com">http://oureports.com</a>	documentation	tasklist (2/18/2020 11:27:28) <a href="http://teamworks.pro">http://teamworks.pro</a> tasklist (2/18/2020 11:26:40) <a href="http://tasklistfile">http://tasklistfile</a>	tasklist
10	next	irinarosh@hotmail.com 2/10/2020 1:08:27 PM	2020-02-11	testing user test	knowledge		tasklist
9	next	tasklist 2/10/2020 12:59:59 PM	2020-02-26	write docs	documentation	tasklist (2/19/2020 10:27:07) <a href="http://teamworks.pro">http://teamworks.pro</a> tasklist (2/10/2020 13:16:40) <a href="https://nooiglobe.org">https://nooiglobe.org</a>	tasklist
8	current	tasklist 2/10/2020 11:07:30 AM	2020-02-12	Testing tablet	done	tasklist (2/10/2020 10:31:56) Good!	tasklist
7	current	tasklist 2/8/2020 8:10:19 PM	2020-02-29	Add download or report buttons.	problem	tasklist (2/18/2020 11:25:03) comments tasklist (2/20/2020 22:21:13) testing deadline tasklist (2/8/2020 22:03:45) Excel?	tasklist
6	current	tasklist 2/8/2020 8:09:11 PM	2020-02-27	Add deadline and notifications	urgent		tasklist
5	current	tasklist 2/8/2020 7:53:29 PM		test=topic	eventually	tasklist (2/18/2020 11:25:16) write""it	tasklist
4	undefined	tasklist 2/8/2020 1:07:36 PM	2020-10-18 239 days left	test how to make feur rows	how to	tasklist (2/19/2020 13:47:06) Long long comments Long long comments Long long comments Long long comments Long long comments tasklist (2/19/2020 10:28:23) Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments	tasklist
3	old	tasklist 2/8/2020 1:02:12 PM		test old	done		tasklist
2	next	tasklist 2/8/2020 12:49:11 PM	2020-03-04 8 days left	test1111	documentation	tasklist (2/19/2020 10:30:18) test comments test comments test comments	tasklist
1			20-02-19	test	problem	test	tasklist

The month calendar with deadline information and links to the task will open:

Task List Calendar						
February	March 2020					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2 <a href="#">Deadline for Task #27: meeting Topic1</a>	3	4 <a href="#">Deadline for Task #2: test1111</a>	5	6	7 <a href="#">Deadline for Task #25: test topic</a>
8	9	10	11 <a href="#">Deadline for Task #21: develop calendar</a>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Clicking on the link will open Ticket Dialog for the task:

The screenshot shows the 'Edit Ticket' modal for task #24. The modal contains the following information:

- Ticket No: 24
- Date Time: 2/25/2020 10:38:48 AM
- Initiated: tasklist
- Version: current | Deadline: 3/11/2020
- Description: develop calendar
- Status: in progress
- Comments: (empty text area)
- Options:  Don't Email me, Email to: tasklist, Attach: (Browse... No file selected), Upload, Update Ticket, Cancel

The background task list shows task #24 with a yellow background, indicating it is the selected task.

Edit and save. It will return the Calendar and edited Task #24 will have yellow back color:

The screenshot shows the 'Task List Calendar' for March 2020. The calendar grid is as follows:

February	March 2020						April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
23	24	25	26	27	28	29	
1	2 Deadline for Task #24: meeting Topic1	3	4 Deadline for Task #2: test111	5	6	7 Deadline for Task #25: test topic	
8	9	10	11 Deadline for Task #24: Develop calendar	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

The task #24 is highlighted in yellow in the left column of the calendar.

Click Task List link in the top left corner open Task List, edited Task #24 will have yellow back color in the left column:



OUReports.com Help Calendar Project Management Team Members and Topics Log Off Setting

Tasks: 16 Topic: All Download Search: Knowledge base Not Done Only Add Task

#	Version	Start	Deadline	Task	Status	Comments	Email to
27	current	tasklist 3/1/2020 11:44:3 PM	2020-03-02 1 days left <a href="#">add to calendar</a>	meeting Topic1	in progress	tasklist (3/1/2020 23:45:58) 1 discussion 2 presentation tasklist (3/1/2020 23:45:24) Content	tasklist
26	current	tasklist 3/1/2020 3:10:36 PM		test empty	urgent		tasklist
25	current	tasklist 2/25/2020 10:51:36 AM	2020-03-07 9 days left <a href="#">add to calendar</a>	test topic	eventually	tasklist (2/25/2020 10:52:07) test	tasklist
24	current	tasklist 2/25/2020 10:38:48 AM	2020-03-11 9 days left <a href="#">add to calendar</a>	Develop calendar	in progress	tasklist (3/2/2020 10:52:52) testing	tasklist
18	current	tasklist 2/21/2020 9:56:0 AM		<a href="http://TeamWorks.pro">http://TeamWorks.pro</a>	how to	tasklist (2/21/2020 09:56:51) Free Project Management	tasklist
11	current	tasklist 2/10/2020 1:17:0 PM	2020-02-21	<a href="http://oureports.com">http://oureports.com</a>	documentation	tasklist (2/18/2020 11:27:28) <a href="http://TeamWorks.pro">http://TeamWorks.pro</a> tasklist (2/18/2020 11:26:40) <a href="http://tasklist.life">http://tasklist.life</a>	tasklist
10	next	irinarash@hotmail.com 2/10/2020 1:58:27 PM	2020-02-11	testing user test	knowledge		tasklist
9	next	tasklist 2/10/2020 12:59:59 PM	2020-02-26	write docs	documentation	tasklist (2/19/2020 10:27:07) <a href="http://TeamWorks.pro">http://TeamWorks.pro</a> tasklist (2/19/2020 13:16:40) <a href="https://nooglobe.org">https://nooglobe.org</a>	tasklist
8	current	tasklist 2/10/2020 11:07:30 AM	2020-02-12	Testing tablet	done	tasklist (2/14/2020 10:01:56) Good!	tasklist
7	current	tasklist 2/8/2020 8:10:19 PM	2020-02-29	Add download or report buttons.	problem	tasklist (2/18/2020 11:29:03) comments tasklist (2/8/2020 22:27:13) testing deadline tasklist (2/8/2020 22:25:55) Exam!	tasklist
6	current	tasklist 2/9/2020 8:09:11 PM	2020-02-27	Add deadline and notifications	urgent	<a href="https://nooglobe.org">https://nooglobe.org</a>	tasklist
5	current	tasklist 2/9/2020 7:53:29 PM		test-topic	eventually	tasklist (2/18/2020 11:25:16) write""it	tasklist
4	undefined	tasklist 2/8/2020 1:07:36 PM	2020-10-18 239 days left <a href="#">add to calendar</a>	test how to make few rows	how to	tasklist (2/19/2020 13:47:06) Long long comments Long long comments Long long comments Long long comments Long long comments tasklist (2/19/2020 10:28:25) Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments Long long comments	tasklist
3	old	tasklist 2/9/2020 1:02:12 PM		test old	done		tasklist
2	next	tasklist 2/8/2020 12:49:11 PM	2020-03-04 9 days left <a href="#">add to calendar</a>	test1111	documentation	tasklist (2/19/2020 10:30:18) test comments test comments test comments	tasklist
1	current	tasklist 2/8/2020 10:53:38 AM	2020-02-19	test	problem	test	tasklist

Click link Calendar to return to Task List Monthly Calendar:

Task List Task List Calendar

February March 2020 April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2 <a href="#">Deadline for Task 41: merge times</a>	3	4 <a href="#">Deadline for Task 41: merge times</a>	5	6	7 <a href="#">Deadline for Task 41: merge times</a>
8	9	10	11 <a href="#">Deadline for Task 51: Devise calendar</a>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Click on day number link to add Task event to that day. It will open Ticket Dialog:

The screenshot shows the 'OURreports.com' Task List interface. A modal window titled 'Add Ticket (User = tasklist)' is open, allowing a user to create a new task. The modal contains the following fields:

- Ticket No: 28
- Date Time: 3/3/2020 10:58:7 PM
- Initiated: tasklist
- Version: current (dropdown menu)
- Deadline: 03/19/2020 (text input)
- Description: (empty text area)
- Status: urgent (dropdown menu)
- Comments: (empty text area)
- Email: tasklist (text input)
- Attach: (Browse button) No file selected
- Buttons: Add Ticket, Cancel, Upload

The background shows a task list table with columns for #, Version, Start, Deadline, Task, Status, and Comments. The table contains 16 tasks, with the first task being 'meeting Topic' and the last task being 'test'.

Add Description and other information if needed:

This screenshot is identical to the first one, but the 'Add Ticket' modal window now has the following updated content:

- Description: testing how to add event to the calendar
- Status: urgent (dropdown menu)
- Comments: (empty text area)
- Email: tasklist (text input)
- Attach: (Browse button) No file selected
- Buttons: Add Ticket, Cancel, Upload

The background task list table remains the same as in the first screenshot.

Click Add Ticket button. You will see new event added to March 19:

Task List

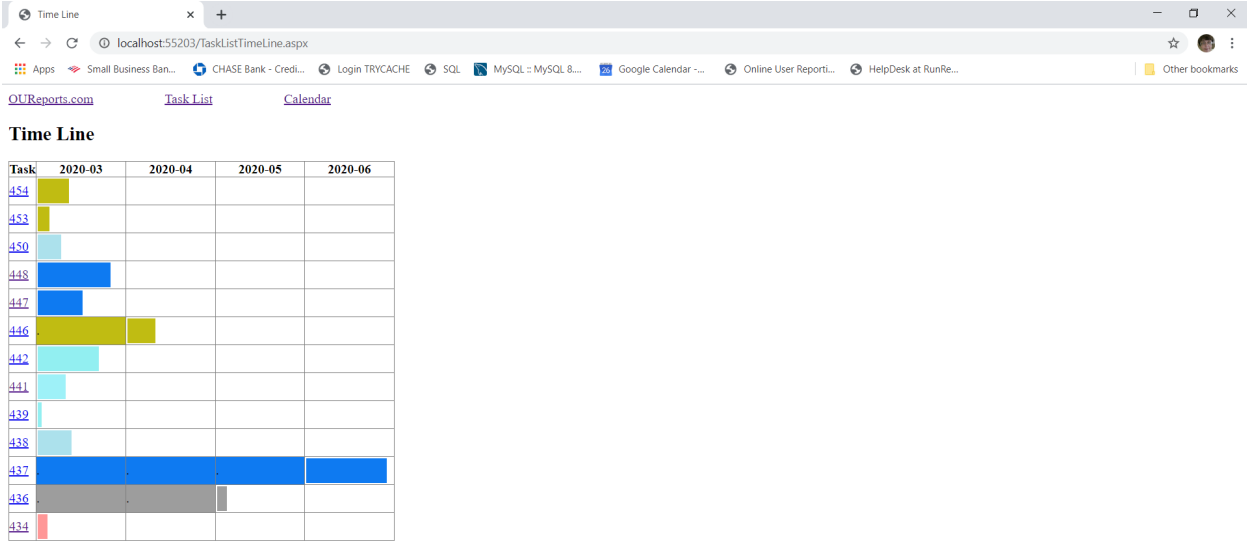
Task List Calendar

February							March 2020							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29														
1	2 <a href="#">Deadline for Task 457, update times</a>	3	4 <a href="#">Deadline for Task 452, install</a>	5	6	7 <a href="#">Deadline for Task 452, test 100%</a>														
8	9	10	11 <a href="#">Deadline for Task 452, Deviate calendar</a>	12	13	14														
15	16	17	18	19 <a href="#">Deadline for Task 452, update time table</a>	20	21														
22	23	24	25	26	27	28														
29	30	31	1	2	3	4														

Tasklist\_tasklist\_2020\_ics Show all

## Time Line

Click on Time Line link:



Mouse Over show details about Task with deadline date.

Clicking on the Task number link will open Task List with Task number highlighted.

#	Version	Start	Deadline	Task	Status	Comments	Email to
454	next	monttest 3/3/2020 9:28:26 PM	2020-03-11 8 days left	testing	bug	monttest (3/3/2020 21:29:17) date from calendar	monttest_yanbor@aol.com
453	current	monttest 3/3/2020 7:50:17 PM	2020-03-04	testing add	bug		monttest
452	current	monttest 3/3/2020 7:47:42 PM		testing add ticket	test		monttest
451	current	monttest 3/1/2020 2:06:53 PM		test empty	test		monttest
450	current	monttest 3/1/2020 1:39:33 PM	2020-03-08	test deadline	how to	monttest (3/1/2020 13:39:57) test	monttest
448	current	monttest 2/28/2020 9:20:46 AM	2020-03-26 15 days left	testing Email To default as	test		monttest
447	current	monttest 2/25/2020 9:47:3 AM	2020-03-16 9 days left	topic1 test	test	monttest (3/1/2020 22:33:09) test monttest (3/1/2020 22:29:21) topic1	monttest
446	current	monttest 2/25/2020 9:22:24 AM	2020-04-10 16 days left	test topic2	bug		monttest
442	current	monttest 2/21/2020 8:06:3 AM	2020-03-22 11 days left	test	knowledge		monttest
441	undefined	monttest 2/21/2020 8:04:58 AM	2020-03-10	vvvvaaa test	documentation	monttest (3/2/2020 10:12:59) test monttest (3/2/2020 10:10:37) test monttest (3/2/2020 10:06:18) test monttest (2/21/2020 08:05:23) test border color monttest test	monttest_linayar@gmail.com, yanbor@aol.com
440	undefined	monttest 2/21/2020 7:56:5 AM		test	bug	monttest test	monttest
439	current	monttest 2/21/2020 7:54:11 AM	2020-03-01	test	knowledge	monttest (3/1/2020 21:31:56) testing monttest (2/25/2020 07:59:21) edited test	monttest
438	current	monttest 2/21/2020 7:52:20 AM	2020-03-12 21 days left	test xxxxx	how to	testing	monttest
437	undefined	monttest 2/21/2020 7:33:38 AM	2020-06-29 110 days left	test	test	test	monttest
436	old	monttest 2/21/2020 7:30:40 AM	2020-05-03 13 days left	test	done	test	monttest
435	next	monttest 2/21/2020 7:28:45 AM	2020-02-25	testing	documentation	test	monttest
			6:03:03	test bbb-aaaaaaaaaaaaaaaaaaaaaaaaaaaa	problem	monttest (3/1/2020 21:55:52) test save	monttest

Returning to Time Line will highlight the active Task number:

