

Manage Tasks using Baya 4

Overview

Tasks are activities or work you have assigned to yourself or that someone else has assigned to you. They have a due date but, typically no particular time associated with it.

For example, consider a task as a Project to do. You can decide the deadline or due date to complete this project. Now, to complete this project create a list of things to do.

Let us consider a scenario, you have been given the responsibility to hire 10 new employees in your organization. So hiring 10 new employees is a task assigned to you. To complete your task, you can create a list of to-do things so that you won't miss anything.

Such as,

- Decide criteria for employees
- Publish an advertisement in a newspaper, job search engines, and other sources
- Participate in a job fair
- Collect resumes
- Shortlist resumes
- Arrange interviews
- Shortlist candidates
- Arrange final technical and HR interviews
- Issue offer letters to selected candidates
- Perform joining procedure for all new joiners

Tasks

SkyConnect allows you to manage your tasks and task lists easily. The content area of the tasks screen is divided into three areas:

- Tasks
- Tags
- Tasklist

The Tasks List

The right pane shows a list of the task items that match the current selection of active lists, filters, and tags. The listed tasks are sorted by the due date in the ascending order and completed ones move to the bottom.

Some basic editing like flagging, assigning a due date as well as completing tasks can directly be done in the list by clicking the checkbox, the flag icon, or the date selector.

A single click anywhere else on a taskbar displays all details in a dialog box. Press the key on the keyboard or click the close icon to hide the dialog box.

Double-clicks open the clicked task item for full detail editing.

Quick Filters

Use the quick filters above the list to refine the listed tasks according to their status or due date.

Tags

The tags list on the left is another way to display a selection of tasks. Click a tag to only display tasks with this tag assigned. Click it again to show all. Hold down the key on the keyboard to select multiple tags.

Task Lists

Use the toggle switch in the Task Lists box to control whether tasks from the list are displayed. Clicking the Quick View icon will show the tasks from that list. Click it again to turn off quick view mode and return to the regular display of active lists.

You can create any number of lists to store and manage all your tasks and name them individually.

Create a Task List

To create a task list,

1. Click the + icon in the task lists box footer.
2. In the dialog, give the new list a unique name.
3. Click **Save** to create it.

Edit List Names and Settings

1. Select the task list to edit by clicking the name in the box.
2. Click the gear icon in the box footer and select **Edit** from the options menu.
3. Adjust name or reminders settings in the edit dialog.
4. Click **Save** to finally update the list.

Remove entire Task Lists

1. To remove a task list, select the task list to edit by clicking the name in the box.
2. Click the gear icon in the box footer and select Delete from the options menu.
3. After a confirmation dialog, the selected list with all its tasks will be deleted. Be careful and confirm the deletion as this action cannot be undone.

Manage the tasks

Create new Tasks

1. Click the New task button in the toolbar. It will show an empty dialog.

2. Enter the task properties like **title**, **description**, **start/due dates**, and **reminder** settings.
3. Click **Save** to finally add it to the selected task list.
4. The text box in the center of the toolbar area lets you add new tasks very fast by simply entering a title and then press <Enter> on the keyboard.
5. Tasks will be created in the currently selected list.

Edit Tasks

1. Clicking a task item in the list, a dialog will display showing its details.
2. Click the **Edit** button to update all properties of the selected task.
3. Update the **Summary details** of the task
 - **Title:** A title of the task which you will see in the list.
 - **Description:** Description is any text that describes the task.
 - **Tags:** Assign a list of tags to this task. Add one by typing to the text box and press. Append a tag by pressing and continue typing to add more. Remove tags with a click on the Remove icon.
 - **Start:** Specify the date/time, the task is supposed to be worked on.
 - **Due:** Assign due dates to your tasks to not miss your deadlines.
 - **Reminder:** Enable reminder notifications for tasks. Define a time to set a reminder for the task. This will pop up with a notification at the specified time before the task is due.
 - **Complete:** This indicates the completeness state of a task in percent. Set a percentage value for a task's completeness. Until a task isn't fully completed, the percentage is displayed as a thick horizontal line in the list view.
 - **Tasklist:** The list the task is saved in. Change it to move an event from one list to another.

Create a Subtask

For bigger jobs or entire projects, tasks can be divided into subtasks and organized hierarchically to visualize dependencies.

1. Open the options menu of a task from the arrow icon on the far right of the taskbar.
2. Select **Add subtask**
3. Enter the subtask properties in the **Edit Dialog**
4. Press **Save** to insert it
5. The hierarchical nesting of tasks and subtasks can be changed at any time. Simple grab a task with the mouse and drop onto another one to make it a subtask.
6. Drop a task onto the small bar on top of the tasks list to make it the main task again.

Get Notifications

While logged into the webmail, reminders about soon-to-be due tasks will be displayed with pop-up boxes at the specified time before the task is due.

Enable or disable reminders in Task List Settings from the Task Lists.

Searching Tasks

1. The search box above the calendar view lets you quickly get a list of events matching the entered keyword in either the title or the description text.
2. Enter the search term into the box and press <Enter> on your keyboard to start the search.
3. After searching, you can still use the filters and tags as explained above to hide some results.
4. Clicking the **Reset** search icon on the search box will clear the search criteria.

Delete Tasks

1. Usually, finished tasks are marked as complete.
 2. Open the **options** menu of a task from the arrow icon on the far right of the taskbar.
 3. Select **Delete**.
 4. Click **Delete** again in the confirmation dialog.
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