



Quick Guide

TaskMaster for BlackBerry® Wireless Handheld

About

TaskMaster is a fully featured task application with the “easy-to-use” approach for accessing tasks.

Installation

Extract all contents of the .zip file to a single directory and select the .alx in the “Application Loader” of your “BlackBerry Desktop Manager”. Follow the instructions and the program will be installed on your BlackBerry®. More detailed guides on third party application installation can be found here:

- [Using a Microsoft Windows PC](#)
- [Using an Apple Mac OS X machine](#)

Usage – Task Details

Whenever you create or view a task you can edit its details and are given the following preferences:

- Name:** summary of the task.
- Status:** state of the task (not started / in progress / completed / waiting / deferred).
- Priority:** (high / normal / low).
- Category:** assign a category to your task. More details on page 2.
- Due:** date that the task is due.
- Reminder:** be reminded about your task. More details on page 2.
- Note:** additional information regarding the task.

Edit Task !

Name:

Status:

Priority:

Category:

Due: 14 Jun 2010 17:00

Reminder:

Note:

Who should use TaskMaster?

TaskMaster users are productivity gurus who want to make more of their time and are mostly interested in self-improvement and personal productivity optimization. This application has been designed to help you achieving your goals and become one of the most productive BlackBerry® user on earth. While TaskMaster provides very easy and fast access to categories and tasks it is still a fully featured task application.

Usage – Main Screen

TaskMaster has been built to **boost your productivity**. Therefore, TaskMaster's main screen comes in a very simple layout. It allows to access and process your tasks as fast as no other task application on the market. You can also switch between categories in easiest way you have ever seen on a BlackBerry® Wireless Handheld!

The toolbar on the bottom allows for quick access besides using hotkeys to create and sort tasks, and view the options screen. This can be enabled by selecting “Yes” in the options screen beside “Show Toolbar in the MainScreen”.

Please find an example below:





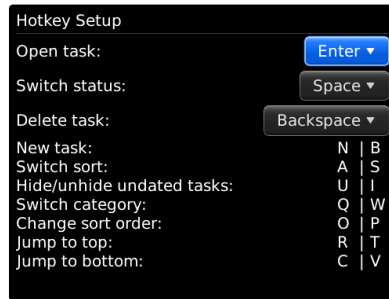
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Usage – Default Hotkeys

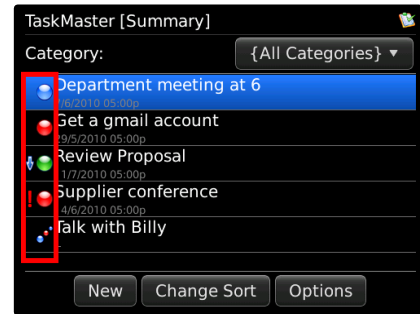
You can use a lot of key shortcuts in every screen. Below is an overview of the default hotkeys, please note they can be personalized in hotkey settings:

"R" Key	Jump to Top
"C" Key	Jump to Bottom
"O" Key	Change Sort Order
"N" Key	Opens up a new task
"U" Key	Hide/Unhide undated tasks
"A" Key	Sorts tasks using other methods
"Q" Key	Switches category of tasks shown
ENTER	Enters the currently selected task
BACKSPACE	Deletes the currently selected task
SPACE	Switches the <i>Status</i> of the currently selected task



Usage – Task Status & Priorities

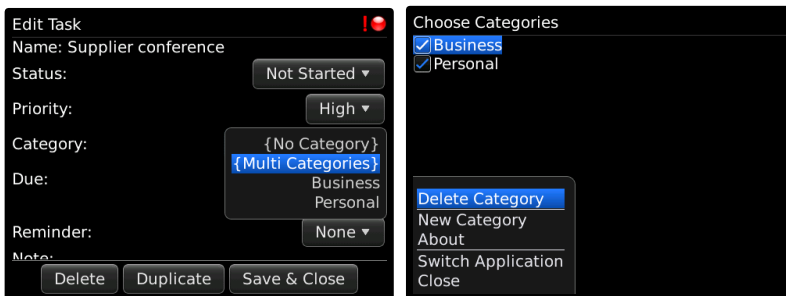
TaskMaster allows you to identify task status and priorities on the main screen. Icons are shown on the left side of each task to display this information.



- Not Started
 - In Progress
 - Completed
 - Waiting
 - Deferred
- High
 - Normal
 - Low

Multiple Categories

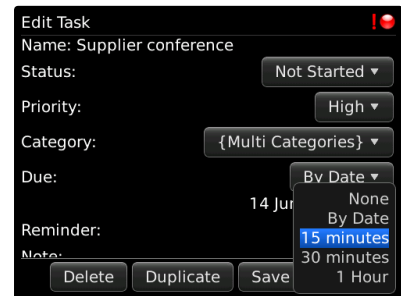
Besides assigning a single category to tasks, it is also possible to assign multiple categories. To do this, select "Multi-Categories" when creating/editing a task and select the appropriate categories you would like to assign to a task. Then *TaskMaster* will show tasks with multiple categories within the appropriate category at the listing screen. However if the default categories (Personal/Business) are not appropriate, you may create a new category or delete an existing category as shown below.



Task Reminders

Set reminders for tasks to remind yourself about a task that you want to pay attention to within a certain time period. You can set it by date or by time (15 minutes/30 minutes/1 hour). Please be aware that after setting up a reminder in *TaskMaster* please don't modify the reminder in any other program, especially not in BlackBerry Tasks.

Please find an example below:





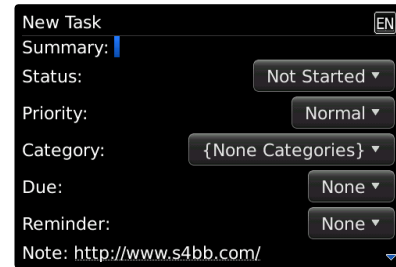
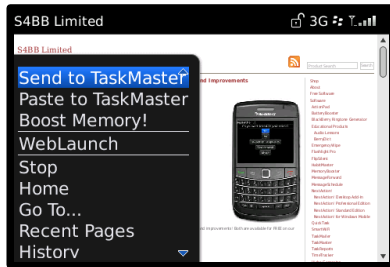
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Integrating with Native BlackBerry® Applications

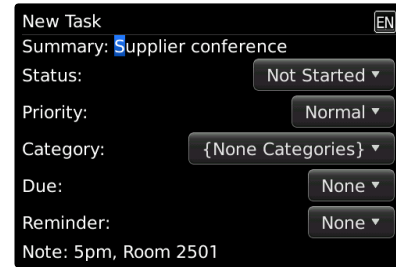
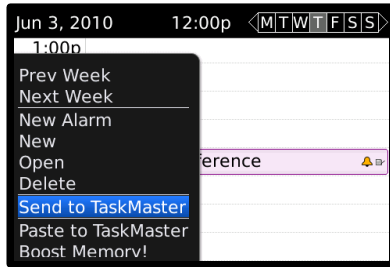
By integrating with native BlackBerry® applications *TaskMaster* provides very quick ways to get information into your task management. You can create a task right out of Address Book, Browser, Calendar, Messages, Tasks in any application where “Send to TaskMaster” is available, or paste any clipboard content direct into a new task where “Paste to TaskMaster” is available.

Example: Send to TaskMaster (Browser)



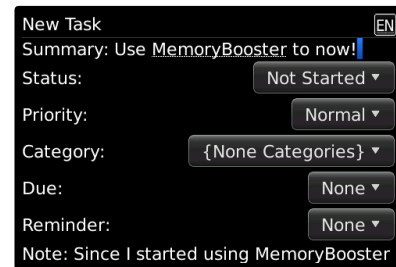
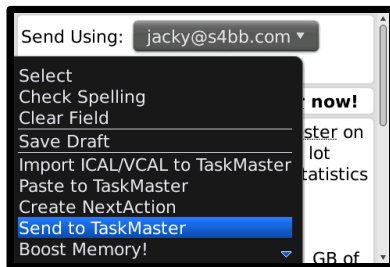
To save a desired link from Browser to *TaskMaster*, hit the options key from the keypad and select “Send to TaskMaster”. A new task will be created with the website's URL will be the *note*.

Example: Send to TaskMaster (Calendar)



To save a desired appointment from Calendar to *TaskMaster*, hit the options key from the keypad and select “Send to TaskMaster”. A new task will be created, the title will be the subject of the appointment, and the *note* will be the notes of the appointment.

Example: Send to TaskMaster (Messages)



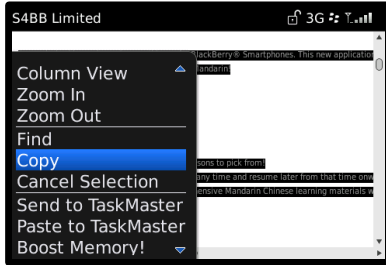
To save a desired email or SMS from Messages to *TaskMaster*, hit the options key from the keypad and select “Send to TaskMaster”. A new task will be created, the title will be the subject of the email, and the *note* will be the email contact.



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Example: Paste to TaskMaster

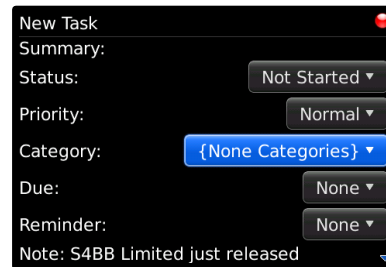
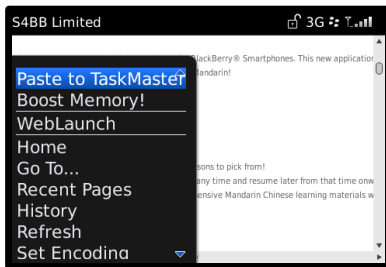


The standard copy/paste principle of transferring information from one program to another is available in *TaskMaster* as well.

The illustration on the left side demonstrated how to use this feature. In any application just select the text you would get into a netaskmo and hit "Copy" from the BlackBerry® menu. Now open the menu again and select "Paste to TaskMaster".

TaskMaster will be started and a new task is created. The new task has the copied text in *note* and therefore, this method is an easy way to create a task with specific content right out of nearly any application on the BlackBerry®.

Requirement: "Paste to TaskMaster" menu must be activated in "Options".



Desktop Synchronization

A task application is nothing worth if you cannot synchronize your tasks with your desktop application. *TaskMaster* integrates natively into your BlackBerry® tasks database and is therefore compatible with a lot of desktop applications you can synchronize your data with:

- Microsoft Outlook®
- Lotus Notes®
- ACT!®
- Novell Groupwise®
- Entourage®
- ICAL®
- VCAL®
- Now Contact® / Now Up-To-Date®

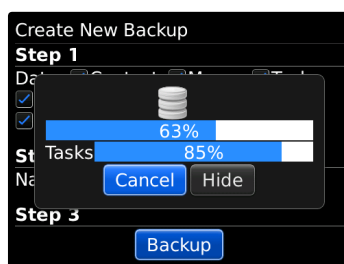
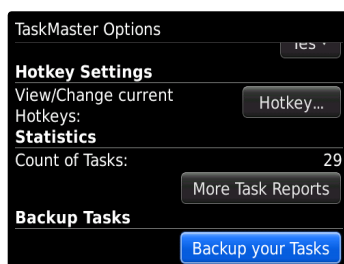
Detailed Synchronization Guides

This kind of synchronization has been tested on Microsoft Windows® and Mac OS X® machines. Please refer to the following links for detailed synchronization guides:

- [Data Synchronization - BlackBerry to Microsoft Windows](#)
- [Data Synchronization - BlackBerry to Mac OS X](#)

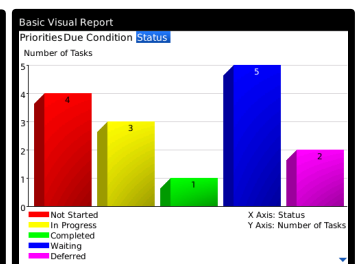
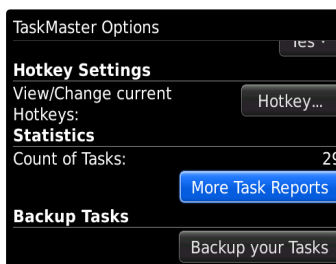
Backup your Tasks

DataBackup is a free application that can backup and restore your device's data to the sd card. Contacts, memos, tasks, calendar, events, and more are supported. Always keep a backup of your important data.



Task Statistics

With *TaskReports* you can grasp a quick overview on your tasks and even email reports to your colleagues.



Get more for your BlackBerry®

Designed for BlackBerry® Wireless Handheld

You can get more for your BlackBerry®!



In cooperation with MobileSoftMarket we are providing discount coupons exclusively for our customers. You can **save 25%** on all purchases of BlackBerry® software products. The discount coupon can be found at the bottom of this page, and recommended products are listed below.



[Ziplorer](#)



[MemoryBooster](#)



[BatteryBooster](#)



[MessageForward](#)

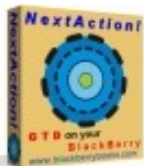


[MessageSchedule](#)

Productivity Software for BlackBerry®!



No matter you are a business user or an individual who likes to use the BlackBerry®. Improving your productivity is crucial for all of your life's parts. It is important that you can fulfill your tasks at work and at home in an easy and fast way. Productivity software can help you to increase your own productivity while using a BlackBerry® Wireless Handheld. Please find a selection of best selling productivity applications for BlackBerry® here:



[NextAction!](#)



[NextAction! Pro](#)



[TaskMaster](#)



[HabitMaster](#)



[TaskMailer](#)

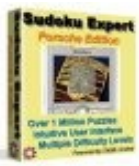
Games for BlackBerry®!



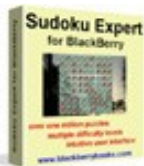
Playing games is a way of relaxing and getting away from stress. Even though it might just happen in your lunch break. Here are the favorites:



[Sudoku Expert
Martial Arts Edition](#)



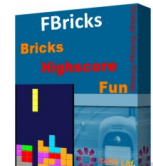
[Sudoku Expert
Porsche Arts Edition](#)



[Sudoku Expert
Standard Arts Edition](#)



[Sudoku Expert
Yacht Arts Edition](#)



[FBricks](#)

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