

That's great and all but how do we see groups of tasks? Let's look at the list of done tasks. Do that by clicking the 'Done' click box on the main screen:

Description	Priority	Status	Date	ID	Assign
check on MANH open items	Medium	Done	2/15/22 19:20	61-2	joe
attended babu review	Medium	Done	2/15/22 09:00	61-2	babu/scott-r
talk about D20 ER forms not running	Medium	Done	2/14/22 16:00	62-3	rob
talk about chagnes for new order entry	Medium	Done	2/14/22 15:45	643-WF129	greg-g
review EOM sync questions: daily file and debug: next steps CN: follow up	Top	Done	2/14/22 15:15	611-13	joe/greg-g
review first level interface training	Medium	Done	2/14/22 15:00	64-1	nayan
quick call around to see what's going on	Medium	Done	2/14/22 12:00	61-2	joe
caught up about DR in goodyear	Medium	Done	2/14/22 11:45	62-2	rob
backstock 2.0 review	Medium	Done	2/14/22 11:00	653-2	meeting
let's get new tape move template for JIRA	Unknown	Done	2/14/22 10:20	62-2	rob
mroe with gurpreet with DC to DC testing - bug fix	Top	Done	2/14/22 10:00	69-WF17	mike-mc/gurpr
took note of some tickets mike-mc closed	Medium	Done	2/14/22 10:00	611-8	mike-mc
add five hours for billing for first PO	Unknown	Done	2/14/22 09:00	61-2	joe
work on cleaning up issue review list	Medium	Done	2/12/22 13:00	61-2	joe
work on password change	Medium	Done	2/12/22 10:30	62-1	joe
work on activity report and billing	Medium	Done	2/12/22 08:00	61-2	joe
work on task list	Medium	Done	2/11/22 14:00	61-2	scott-r/babu
mroe with gurpreet with DC to DC testing - bug fix	Top	Done	2/11/22 13:40	69-WF17	mike-mc/gurpr

Note that the tasks are listed in descending done date/time order limited by the date in the date box. If you change the date in that box, it will change what tasks are shown.

Also here are four different date display range options that can be used with both done tasks and with tasks that are not completed.

Priority	Status	Date	ID	Assign
Medium	Done	2/15/22 19:20	61-2	jo
Medium	Done	2/15/22 09:00	61-2	ba
Medium	Done	2/14/22 16:00	62-3	ro
Medium	Done	2/14/22 15:45	643-WF129	gr
Top	Done	2/14/22 15:15	611-13	jo
Medium	Done	2/14/22 15:00	64-1	na
Medium	Done	2/14/22 12:00	61-2	jo
Medium	Done	2/14/22 11:45	62-2	ro

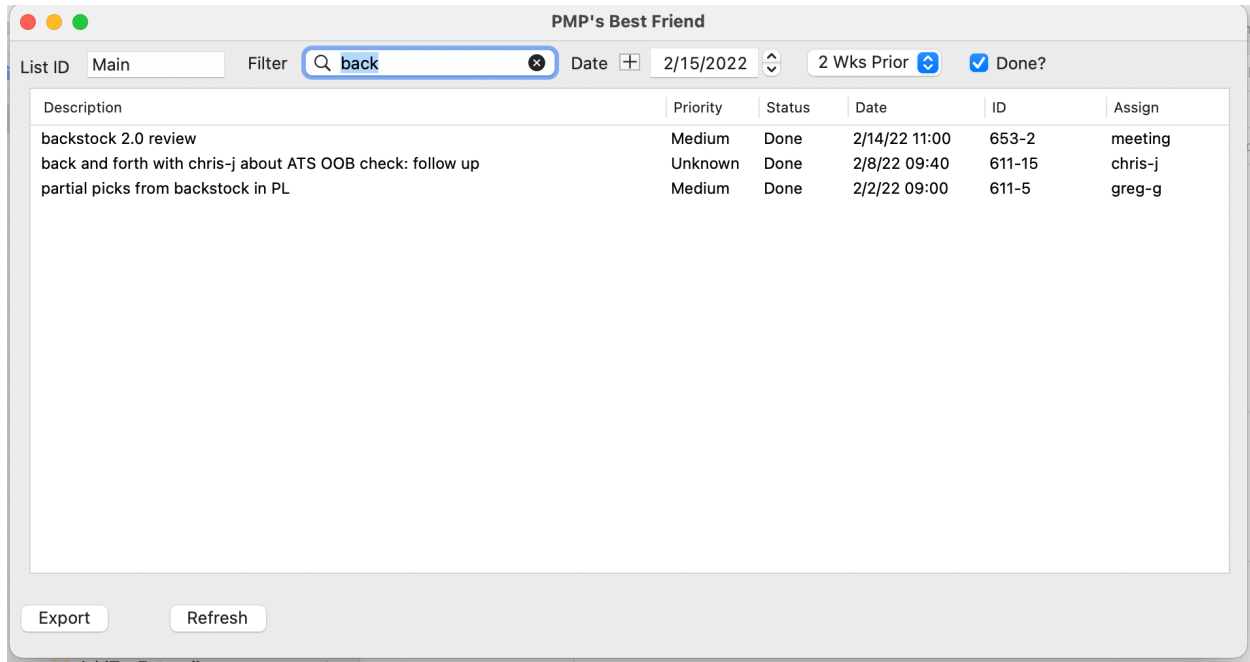
'All Prior' shows all tasks with either done or task date less than the date in the date picker.

'2 Wks Prior' shows all tasks with either done or task date between the date in the date picker and the date two weeks prior to the date in the date picker. This is helpful because when displaying done tasks, displaying TOO many at one time will slow down the display. This is the default setting set when the 'Done' click box is clicked on. You can change the horizon just by clicking on the date range drop down menu.

'Today Only' shows only tasks with a done date or task date equal to the date in the date picker. This can be used to validate newly entered tasks.

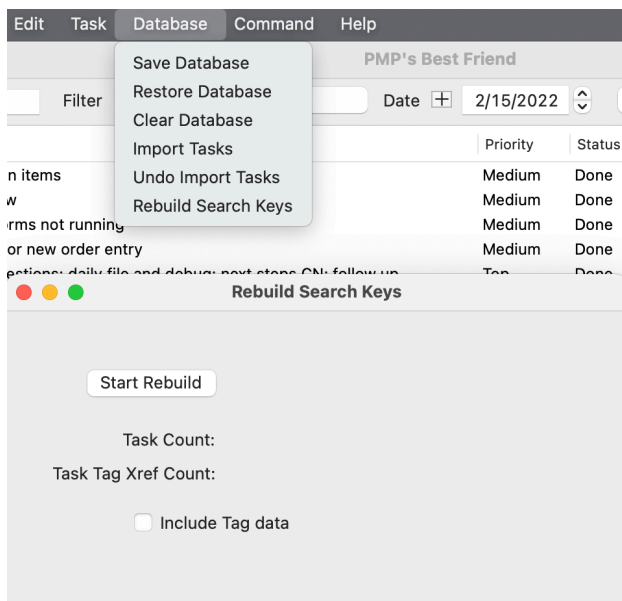
'All' shows all done or uncompleted tasks no matter if the date is future dated or not.

On top of that, the Search field allows you to do compound searches on all data in the task. In this example, a search for the term 'back' filtered the display down to three tasks.



To do compound searches across fields, you will need to do a combined search field run to make that possible. This option also allows you to use the tags as search terms. These fields are not updated on the fly as tasks are added currently but by running the rebuild option (which takes seconds), it opens up that capability.

So let's walk through an example of that type of build and search. Take 'Database > Rebuild Search Keys' to initiate the build.



If you click on 'Include Tag data' it will include the tag data you have build into the search key rebuild. If you don't use tags, it will run slightly faster if you don't click that box.

Once that's completed, you can search across fields as well as by the entered tags:

The screenshot shows the 'PMP's Best Friend' application window. At the top, there are window control buttons (red, yellow, green) and the title 'PMP's Best Friend'. Below the title bar, there is a navigation area with 'List ID' set to 'Main', a 'Filter' field containing 'support', a 'Date' field set to '2/15/2022', a '2 Wks Prior' dropdown, and a 'Done?' checkbox which is checked. The main area contains a table with the following columns: Description, Priority, Status, Date, ID, and Assign. The table lists 20 items related to support tickets. At the bottom of the window, there are 'Export' and 'Refresh' buttons.

Description	Priority	Status	Date	ID	Assign
review EOM sync questions: daily file and debug: next steps CN: follow up	Top	Done	2/14/22 15:15	611-13	joe/greg-g
caught up about DR in goodyear	Medium	Done	2/14/22 11:45	62-2	rob
let's get new tape move template for JIRA	Unknown	Done	2/14/22 10:20	62-2	rob
took note of some tickets mike-mc closed	Medium	Done	2/14/22 10:00	611-8	mike-mc
work on password change	Medium	Done	2/12/22 10:30	62-1	joe
work with david/greg on journal restore for GDY: do more of this as class	Top	Done	2/11/22 10:30	64-1	david/greg-g
ask brian-g about carton swapping	Medium	Done	2/11/22 09:40	611-8	brian-g
more about DQD debug: get SOP for inventory move	Top	Done	2/11/22 09:40	611-15	louis/greg-g
follow up with rob about laservault quesitons (SOP and retentions)	Top	Done	2/11/22 09:35	62-2	rob
review swapping program for pulling: follow up with brian	Unknown	Done	2/11/22 09:10	611-12	brian-g
follow up with rob about laservault quesitons (SOP and retentions)	Top	Done	2/11/22 08:00	62-2	rob
more about DQD debug: get SOP for inventory mov	Top	Done	2/10/22 14:30	611-15	louis/greg-g
more about DQD debug: get SOP for inventory move	Top	Done	2/10/22 10:15	611-15	louis/greg-g
follow up with rob about laservault quesitons (SOP and retentions)	Top	Done	2/10/22 09:25	62-2	rob
work with mike-mc on allocation problem in DSM	Medium	Done	2/10/22 09:00	611-8	mike-mc
questions about multiple CX lock codes: follow up	Unknown	Done	2/10/22 08:50	611-12	mike-mc
more about DQD debug: get SOP for inventory move	Top	Done	2/10/22 08:30	611-15	louis/greg-g
more about WRKMEDBRM and copied tapes	Medium	Done	2/10/22 08:00	62-2	rob/renee

In this scenario, the user is searching by 'support' (which is a component of several tags) and then can make that more specific by searching for 'support atlanta'.

The screenshot shows the 'PMP's Best Friend' application window with the search filter updated to 'support atlanta'. The table now displays 5 items related to support tickets in Atlanta. The rest of the interface, including the title bar, navigation area, and buttons, remains the same as in the previous screenshot.

Description	Priority	Status	Date	ID	Assign
more about QA access for sys admins	Medium	Done	2/10/22 08:00	611-8	darby
review problems with ATL sorter	Medium	Done	2/4/22 14:15	611-10	many
more about bad case routing in atlanta	Medium	Done	2/3/22 15:00	611-10	greg-g/rebecca
more about bad case routing in atlanta	Medium	Done	2/3/22 11:45	611-10	greg-g/rebecca
questions about cases not diverting in atlanta	Medium	Done	2/3/22 09:00	611-10	gerald

If I click on one of these tasks, you can see the tags:

The screenshot shows a window titled "Update Task Entry" with the following fields and controls:

- ID Info:** A text input field containing "611-10" and a "List ID" dropdown menu set to "Main".
- Description:** A text input field containing "more about bad case routing in atlanta".
- Status:** A dropdown menu set to "Done".
- Priority:** A dropdown menu set to "Medium".
- Due Date:** A date picker set to "2/ 3/2022".
- Assigned:** A text input field containing "greg-g/rebecca".
- Follow up:** A section with a checked "Done" checkbox, a date picker set to "2/ 3/2022", a time input field set to "15:00", and an unchecked "Follow up" checkbox.
- Tags:** A list of tags: "Greg Giletto", "Rebecca Atlanta", and "Support Atlanta". To the right of the list are "+" and "-" buttons.
- Update:** A button at the bottom left of the dialog.

Other task managers use tags but require multiple tags to for example, allow you to pull up 'support' tasks vs 'support atlanta' tasks. You need a 'Support' and a 'support atlanta' tag to make that work. In this app, you only need one. Doesn't sound like much until you need to enter 20 tasks.