

Simply Lists 2.0

User's Guide

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Introduction

Simply Lists provides an easy way to manage lists of tasks. You can keep track of everything from simple grocery lists to more complex work lists. Use this simple and easy to use application to add a little organization to your life.

Share your lists with others via email. Create formatted reports for your next weekly meeting. Keep track of the things you need to do with no hassle.

This guide explains how you can use Simple Lists to manage your tasks. If you need additional help, or if you wish to provide information regarding possible bugs or feature requests, please use the follow contact information.

Simply Lists requires an iPhone or iPod touch with OS 3.1

The Bluetooth Syncing feature does not work on 1st generation iPhone or 1st generation iPod touches.

Simply Lists does not currently support syncing with any 3rd party websites. This feature may be added in the future. Simply Lists does allow for import / export via Email and in a simple text format.

Ask questions, send bug reports, or make suggestions via E Mail at SmilingFrogSoftware@gmail.com. You can communicate with us via Twitter at <http://www.twitter.com/SimplyLists>.



Dashboard

Simply Lists normally starts with the Dashboard view displayed. This view provides quick access to your tasks grouped by multiple properties.

You can quickly see how many tasks are overdue, due today, high priority, or that have specific tags.

Lists

Provides a table of all the top level lists you have. All tasks stored in Simply Lists belong to a single List. This is the primary grouping mechanism for organizing your tasks. Tasks can also be tagged. We will discuss tagging throughout the rest of this document.

Overdue

A list of all tasks that have Due Dates that occur prior to today.

Due Today

A list of all tasks that have today set as a Due Date.

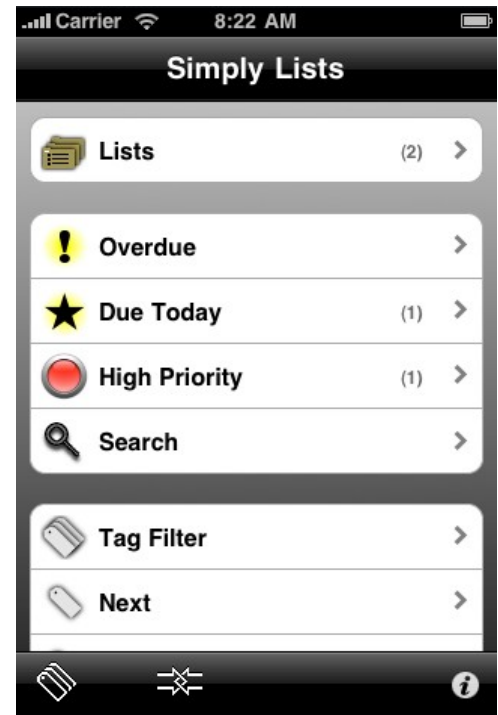
High Priority

A list of all tasks that have been given a High Priority. Simply Lists allows for Low, Normal, and High priorities.

Share Lists

The Share Lists view allows you to share lists with your friends via Bluetooth. Once connected using the standard connection interface you can choose lists you want to send to your friends. They will in turn be asked to accept the list you sent.

Note: Bluetooth is not supported on 1st generation iPhones or 1st generation iPod Touch.



Search

You can search for tasks or lists by entering text into the search field and touching the 'Search' button on the keyboard. The name and note properties of each task or list will be examined to find any that match the text you entered.

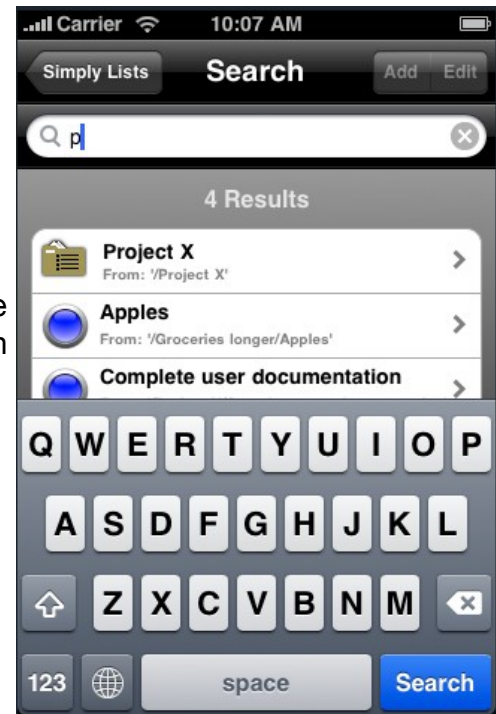
The number of results will be displayed at the top of the table directly under the search entry control. Each item returned can be modified as needed.

Tag Filter

The Tag Filter view allows you to search for tasks that have all of the tags you select. Simply select each tag and touch the 'Search' button.

Tags

The tag lists on the Dashboard view list tasks that have a specific tag. This is the same as using the Tag Filter view and selecting only one tag.



Tags View

On the left hand side of the Toolbar, on the Dashboard view, is a 'Tags' button that will take you to the Tag view. This view can be used to rearrange tags, add tags, rename tags, or delete tags.

Add

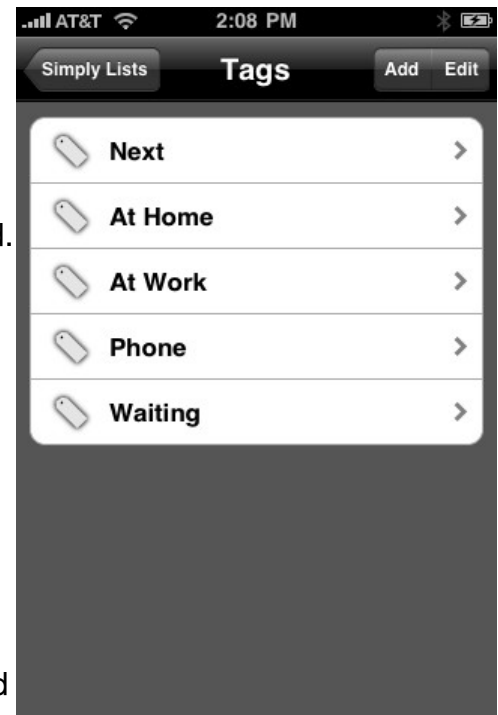
The 'Add' button will allow you to enter a new tag name and add it to the list of tags. All new tags are added at the bottom of the list. The order of the tags is up to you. This order will be maintained on each screen tags are displayed.

Edit

The 'Edit' button will place the table in edit mode allowing you to delete tags or move tags. Touch the 'Done' button to take the table out of edit mode. If you touch an individual tag you will be able to modify the name of the selected tag.

Delete

You can also swipe a tag to delete it. When a tag is deleted all tasks that contain that tag will be updated. Deleting a tag does not cause any related tags to be deleted.



Lists

When you select the 'Lists' row on the Dashboard view, you will be taken to the Lists view. This provides a list of all your current lists. It also provides a way to add, edit, and delete lists.

Add

If you touch the 'Add' button you can enter one or more new list names.

The 'Cancel' button will abandon the current name and return to the List view. The 'Add' button will add your current list name, clear the entry area and allow you to create a new list. The 'Save' button will add your current list name and return you to the List view.

Edit

The 'Edit' button will place the table in edit mode. Lists can be deleted or moved while the table is in edit mode. The 'Done' button will take the table out of edit mode. Move/Copy Selected

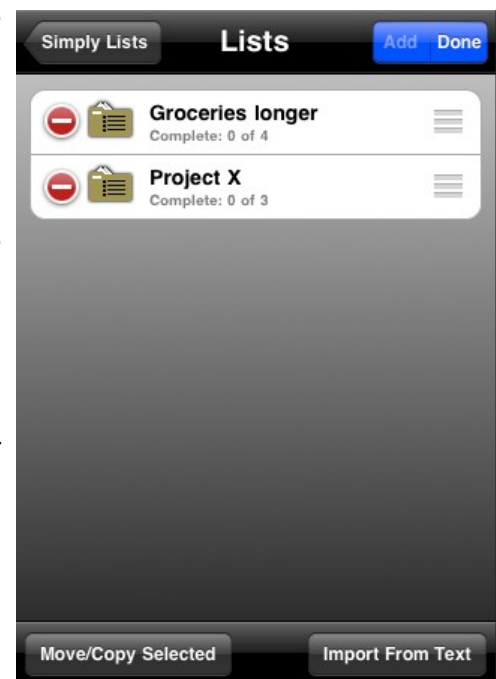
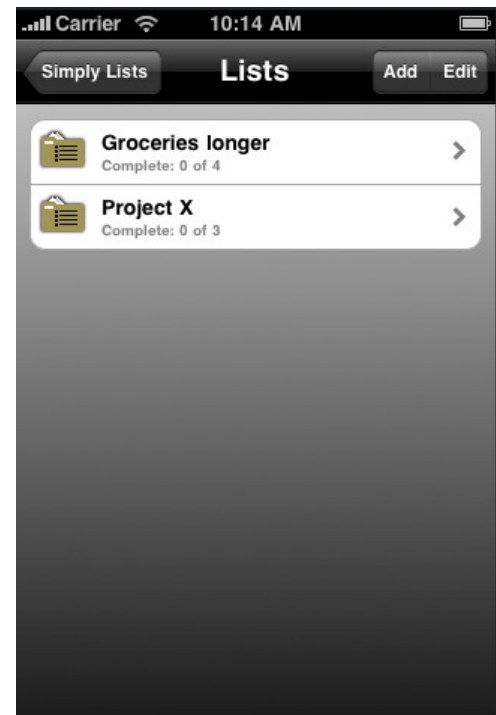
Select a list and choose a destination for the list. The list will be moved or copied based on your selection. The views used to select the destination will be presented later in this document.

Import From Text

Provides a way to create lists and tasks in text form. The views used to select the destination will be presented later in this document.

Delete

Each list in the Lists view can be swiped to delete. When a list is deleted all of its tasks will also be deleted. You can also delete lists while the table is in edit mode by touching the minus sign at the beginning of each row. Move/Copy View



List View

The List Tasks view is displayed when you select a list on the Lists view. This view displays all the tasks that belong to a selected list. It provides a way to add, edit, organize, and delete tasks.

Tasks can be marked as completed or uncompleted by touching the circular button on the left of each task. The color of this button corresponds to the priority of the task.

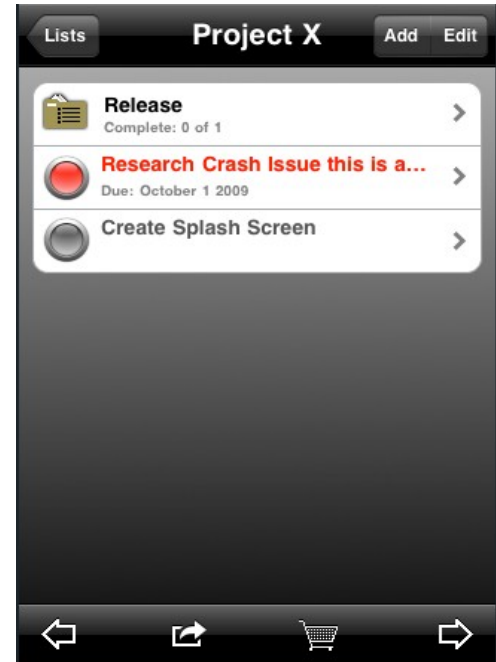
Red = High Priority, Blue = Normal Priority, Grey = Low Priority

The left and right arrows in the toolbar at the bottom of the screen can be used to navigate to the previous and next lists in the Lists view.

Add

If you touch the 'Add' button you can quickly add multiple tasks or sub lists to the current list. The edit dialog is displayed and allows you enter the name of a new task or new list repeatedly.

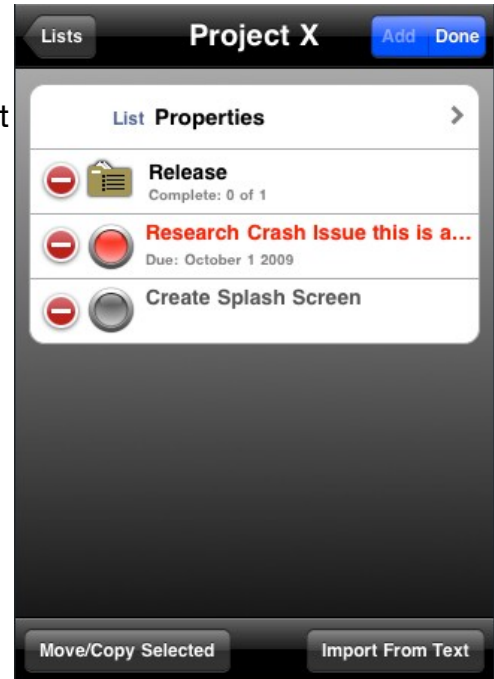
The 'Cancel' button will abandon the current name and return to the List Tasks view. The 'Add' button will add your current task name or list name, clear the entry area and allow you to create a new task or list. The 'Save' button will add your current item name and return you to the List view. New tasks are added at the bottom of the table. The order of the lists is up to you, unless you have set the list to automatically keep the list sorted, in which case the new task will be placed in its sorted location.



Edit

Touching the 'Edit' button will place the table in edit mode allowing you to delete tasks and lists, if the list is not automatically sorted, you can also change the order of items in the list.

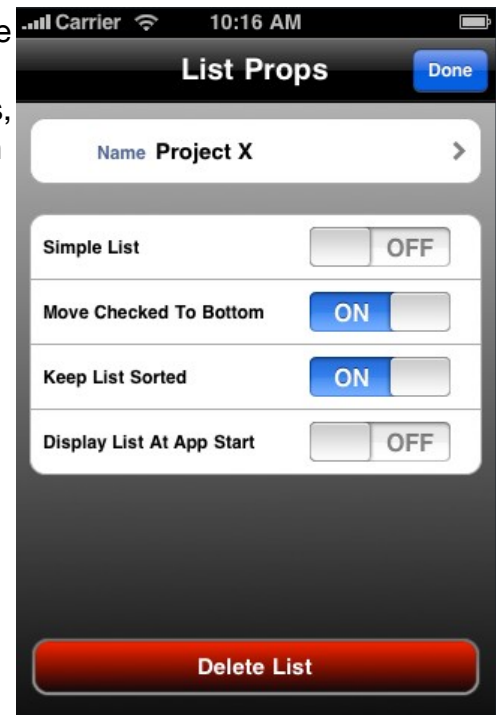
- Touching the 'Done' button will take the table out of edit mode.
- While the table is in edit mode it is possible to select an individual item and touch the move/copy button in the toolbar. This will take you to the Move/Copy view.
- Touching the Import From Text button will allow you to create a text version of a List and import it.



List Properties

The List Options view allows you to change the name of an existing list and to set the other properties of a list. This view can only be reached when the list table is in edit mode. If you select a list while the table view is not in edit mode you will be taken to the Task view.

- **Simple List:** Simple lists contain tasks that only have a name property. This kind of list is used for things like grocery lists. If you wish to add notes, priorities, tags, percent complete, or due dates to a task, then your list can not be a Simple List.
- **Move Checked To Bottom:** This options causes tasks that are marked as complete to automatically be moved to the bottom of your list. This option is redundant when the 'Keep List Sorted' option is set to 'Yes'.
- **Keep List Sorted:** Keeps a list automatically sorted.
- **Display List At App Start:** This list will be displayed when the application starts. Only one list can have this enabled.



Move / Copy

The Move/Copy view allows you to move or copy an individual task or list to another list. Choose the destination list and select 'Move' or 'Copy' at the top of the view and select a destination list at the bottom.

Touch the 'Cancel' button to cancel the move or copy and return to the List Tasks view. Touch the 'Move' or 'Copy' button at the top right of the navigation bar to perform the selected operation.

Note: Lists can not be moved into themselves. This would result in the list being deleted.



Delete

You can swipe to delete tasks from the table or while in edit mode you can touch the minus sign to delete tasks.

List Actions

When the 'List Action' button, which is located in the toolbar of the Lists view, is touched a menu will be displayed with the following options.

Copy List

The 'Copy List' option will create a duplicate of the current list and then return to the Lists view. The duplicated list will have the same name with the word 'Copy' added to it to make the list name unique.

Sort

This option will appear to have no effect if your list is automatically sorted. If your list is not automatically sorted, this option will cause the tasks in this list to be sorted.

Completed To Bottom

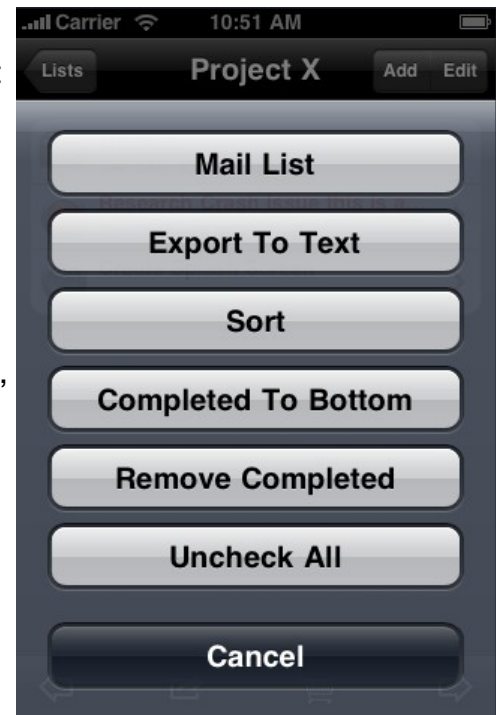
This option will appear to have no effect if your list is automatically sorted. If your list is not automatically sorted this option will move all completed tasks to the bottom of the list.

Remove Completed

This option will delete all completed tasks from this list. If there are sub lists then you can also choose to delete all completed tasks from all sub lists as well.

Uncheck All

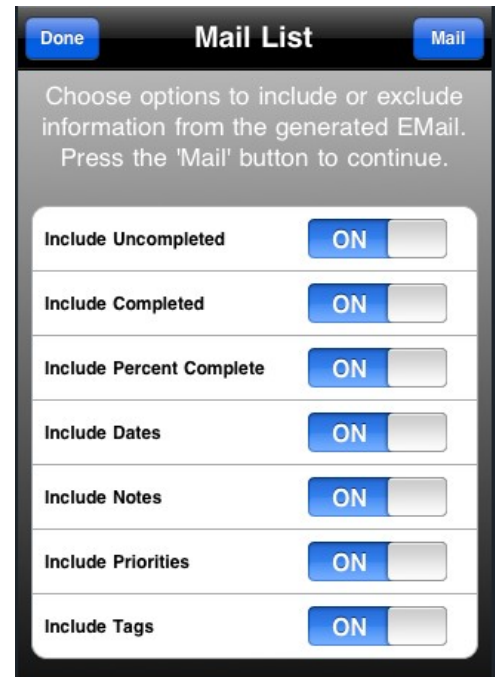
This option will mark all completed tasks as uncompleted in this list. If there are sub lists then you can also choose to delete all completed tasks from all sub lists as well.



Mail List

This option will cause the Mail List view to be displayed. This view can be used to determine which properties will be included in a generated E Mail. The E Mail will contain a textual representation of the list's tasks, as well as a URL link that can be used by Simply Lists to import the list. The imported lists will only have the properties that you chose to include on the Mail List view.

- Touch the 'Cancel' button to return without E Mailing the list.
- Touch the 'Mail' button to create the E Mail and open the Mail application so that you can add contacts to the E Mail or add other information to the E Mail before sending.



Shopping Mode

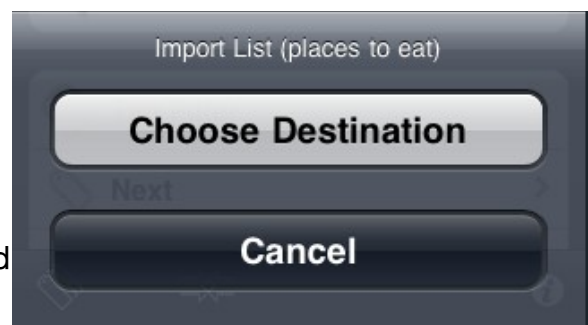
Shopping mode allows you to click anywhere on a task to mark the task complete. This mode is meant for when your using one hand to mark items complete. The app will stay in Shopping mode until you turn the mode off or turn the app off. You can not add new items or edit items while in shopping mode.



Importing Lists

When a Simply Lists URL is activated on your device the Simply Lists application will start and you will be prompted with a list of importing options.

- Choose Destination: The Move Copy dialog displayed earlier will allow you to choose a destination for the imported list.
- Cancel: If you choose to cancel the import then the Simply Lists application will start and the list will not be imported.



Tasks

When you select a task in the List Tasks view and the list is a 'Simple List' you will be presented with a dialog that allows you to change the name of the selected task. When the list is not a 'Simple List' you will be presented with the Detail view.

Tasks can be marked as completed or uncompleted by touching the circular button on the left of the task name.

Task Properties

Name

The name of the task. The task name can not be blank.

Note

An optional note property that can be used to hold any information about the task.

Created Date

The date the task was created. This property can not be edited by the user.

Due Date

An optional due date for the task. If you touch this field you will be taken to a Due Date view that lets you select 'No Due Date', 'Today', 'Tomorrow', or a specific date.

Tags

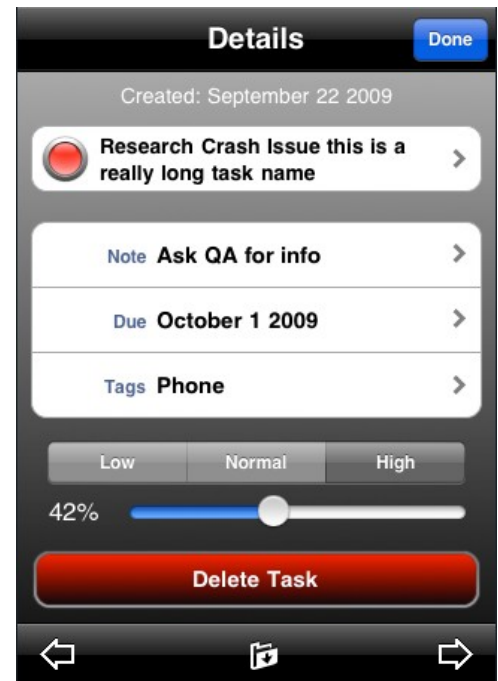
The tags you wish to be associated with this task.

Priority

The priority of this task. Low, Normal, or High.

Percent Complete

A value form 0 to 100 that represents how complete this task is.



Importing and Exporting Lists as Text

Using the options to Export a List as text, or the Import From Text buttons will display the Import Text View.

This view can be used to create lists and tasks from a simple text language. The easiest way to learn this format is to navigate to a list and choose the 'Export To Text' action.

1. Using this view you can create a list on your computer and send it to your iPhone or iPod Touch via Email.
2. You can then copy the text and paste it into Simply Lists.
3. Once you touch the Import List button you can choose where you want to add this new list.

