

ACT!2000 TaskListPlus

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Installation and Usage

ACT!2000 TaskListPlus shows the “standard” ACT! TaskList, but adds a column to display the user for which each task is scheduled – the “Scheduled For” information.

The ACT!2000 TaskList view displays a “grid” of information about Activities in an ACT!2000 database. Each activity is a row in the grid, and columns show information about each activity.

You can choose which types of activities to display and which priority activities to display. You can select the dates of the activities to display, and you can select which user’s activities to display. You can choose whether or not to display only the “timeless” activities, and whether or not to display “cleared” activities.


You can add columns to the display, but ACT! does not allow you to add a column to show which user is scheduled to perform the activity.

TaskListPlus provides replacement for the TaskList view. It offers all the “filtering” options of the ACT! TaskList view. And, it includes the column to show which user is assigned to the activity!

Installation

1. Shut down all running programs.
2. Run **Install_TaskListPlus.exe**.
3. Follow the instructions on the screen. Restart your computer if prompted to do so.

This will install **c:\program files\tnhg\TaskListPlus.exe** on your hard-drive, and add the TaskListPlus.exe program as an ACT! custom command. It will also put


the TaskListPlus icon  on the toolbars for the Contact View, ContactList View, Group View, TaskList View and all Calendar Views. TaskListPlus is also added to the View menu in each of these views.

Adding Keyboard Command

If you would like to be able to use a key combination to activate the TaskListPlus window (instead of clicking the TaskListPlus icon on the toolbar), you will need to do so manually.

Start ACT!2000, and activate the Contacts View. Select the **Tools** menu. Select the **Customize Contacts Window ...** option. Select the **Keyboard** tab. Change the **Categories** field to the “Custom Commands” option. Select **TaskListPlus** from the list of custom commands. Click the **Assign Shortcut** button. When the Assign Shortcut window opens, **hold down the key combination you want to use**, so that the Press new shortcut key: field shows that combination. Click **OK**. Click **OK** again to close the Customize Contact Windows dialog box. Repeat this process for the other views.

Usage

Start TaskListPlus by selecting it from any of the view menus or by clicking on the TaskListPlus  icon on any of the toolbars. TaskListPlus will remember what options and selections you used the last time you ran it, and will display the activities from the currently open database that match those options. The large status message displays the fact that TaskListPlus is refreshing the grid contents, and asks you to wait while it does that work. It then displays the results in the grid.

You can change any of the options to find just the activities you need – just like in the ACT! TaskList view. Whenever you change an option, the displayed grid is replaced with a message that the selections have changed, and that you will need to click the [Refresh] button when all your changes are made, so that the results of the new option selections can be displayed.

You can change the ordering of the activities displayed in the grid by clicking on the column heading of the column you want to use to sort, or order, the activities. Click on that same column heading again to see a descending sort. (In this version, there is no provision for changing the order of the columns, or which columns are displayed.) You can change the width of the columns displayed, and you can scroll left and right to display different columns.

You can also increase the size of the TaskListPlus window, to see more columns at the same time. When you decrease the size of the window, TaskListPlus only lets you go so far, then forces the minimum window size to be displayed.