

# Quick Guide

## QuickTask designed for BlackBerry® Wireless Handheld

### About

QuickTask allows you to create new Tasks in a matter of seconds.



### 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®. A more detailed guide on third party program installation can be found here:

- [Install Applications using a Microsoft Windows Desktop](#)
- [Install Applications using a Mac OS X Desktop](#)

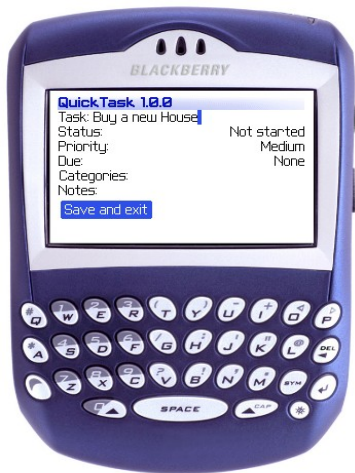
### How to create a new task

1. Open the QuickTask application
2. Fill in as much details of the new task as you want.

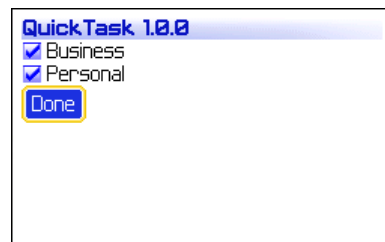
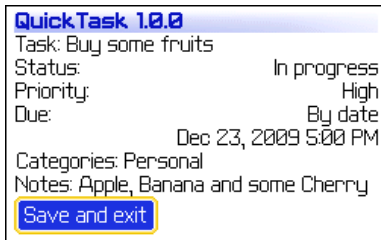
QuickTask allows you to set the name of the new task, a status, a priority, a due date, categories (see below), and additional notes.

3. Setting categories is optional, yet very easy. Scroll to the categories, so they are highlighted. Hit the trackwheel to enter the categories selection. Choose which categories to associate with Your new task. Either click the "Done" button or hit enter on your keypad to save the categories.

4. Once finished save your task by clicking the "Save and exit" button. Alternately you can hit the enter key on the keypad to save your new task and exit the application at any time, except when you are in the categories selection.



On this BlackBerry device QuickTask has just been opened and a the name of the new Task has just been entered. At this point the new task can be saved by just hitting the enter key on the keypad.



### Who should use QuickTask?

As QuickTask allows you to create new tasks very fast and at the same time it's very easy to use. If you often create Tasks QuickTask can help you to easily do just that. Also, if you have to create tasks, when there is not much time, maybe between two meetings, the QuickTask enables you to create the task within seconds.

### What QuickTask does

With QuickTask you are able to add a new task to your task database in a swift. Once opened you already see a new empty task. Just fill in the fields and hit the Save button and your new task is created. QuickTask gives you much freedom: If you feel, you just want to create a task without details, just enter the name of the task (the topmost field) and hit the enter key on your keypad. Done. If you want to create another task, just open QuickTask again.

### Binding BlackBerry's convenience keys

Your BlackBerry® device has one Convenience key one on the left side and one on the right side. Depending on the configured theme, you might not be able to change the application that is assigned to a Convenience key. Normally you are able to change it, here is how it goes:

1. In the device options, click Screen/Keyboard.
2. Set the Convenience Key Opens fields.
3. Press the Menu key.
4. Click Save.

### Example Task

A new task with all fields filled in. The task is now ready to be saved. Clicking the Save and exit button at this point will save everything to your task database and the application will be closed. Mention: Not all fields need to be filled in, only the first field. This gives you the flexibility of adding task quickly when some fields are unknown.

### Example Categories

The categories screen lets you select which categories should be associated with your task. Once finished click Done or hit the enter key on the keypad to return to the task overview.

**Requirements:** BlackBerry® OS 4.1 or above

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