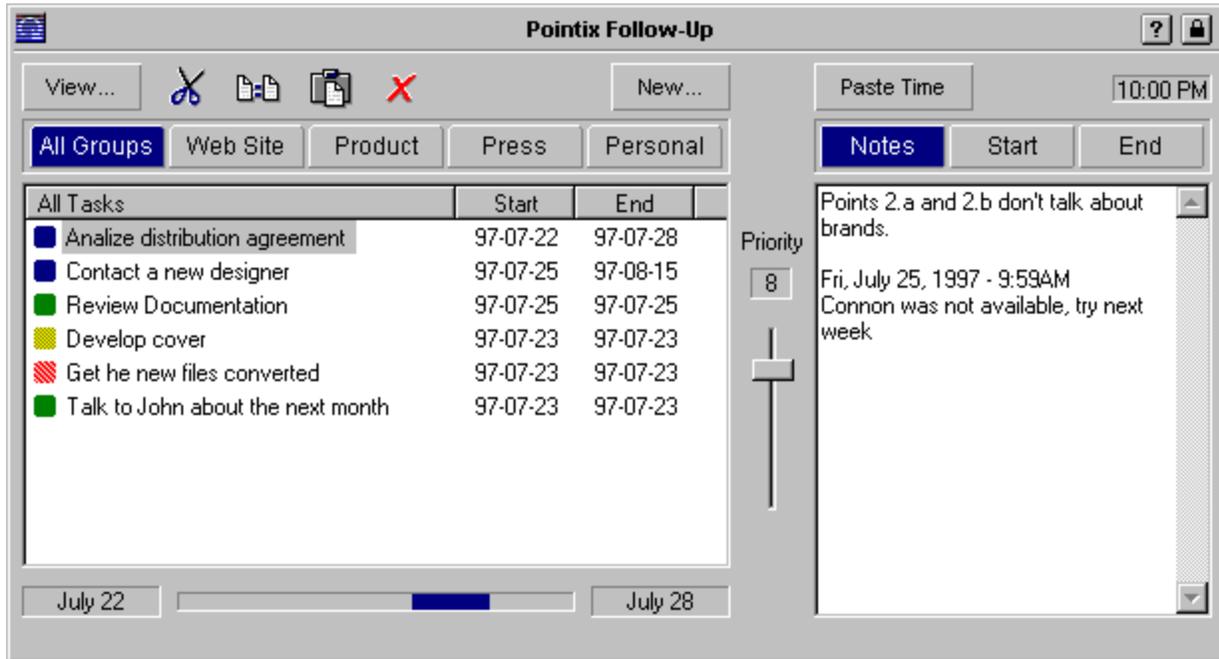


## Pointix Follow-Up

Pointix Follow-Up is a floating utility that lets you keep track of your tasks fast and easily. It lets you perform all the operations found on other todo-list applications, through an easy-to-use and highly optimized interface. While other todo-list applications need to be launched from outside the application you are in, Pointix Follow-Up is always just one click away!

Click on the various areas of the following figure to display a specific topic.



## Menu Options

### Capture Glicks

When this option is set, all glicks done within the application's window are captured, i.e., the command assigned to that glick is not executed. This is to prevent an accidental glick of fading the application's window in the middle of an important operation. Once you get used to Pointix Engine, you might want to turn off this option.

Default: Set

### Default is "No Timing"

If this option is set, all new tasks start with the "No-Timing" style. No-Timing tasks are either long term tasks or tasks with no due time.

Default: Set

### Ignore Week Ends

If this option is set, week-end days are ignored in all time calculations.

Default:           Set

**Load Data From Ext. File**  
**Save Data To Ext. File**

These menu options let you load and/or save the application's data from/to an external backup file.

Pointix applications use a single internal file for storing all data. This feature allows Pointix Engine to load or unload applications as they are requested without asking you if you want to save changes made to your data, or if you want to save your changes on another file, etc.

Pointix Engine assumes you always work with the same data file, and that only eventually you may need to save your data to a backup file, load data from a backup file, or load data from a file you bring from another computer, etc.

**Note:** You should always keep backup files of your important data.

## Tasks

A task in Pointix Follow-Up is any action that you have to do in the near future, but you don't have a precise day and time assigned to it. Pointix Follow-Up will help you in keeping track of all your tasks and stay organized.

### Task States

Tasks in Pointix Follow-Up can be in one of the following states:

-  Active
-  Completed
-  Suspended
-  Dropped

A new task is always in Active state. It will remain in that state until you move it to another state. An active task can be displayed in different ways, according to the current time vs. the task's time-frame.

-  Over due
-  Future task

You will work almost all the time with you active tasks, although you may need to browse other tasks to get some annotated data or check when it was finished, dropped, suspended, etc.

### Task Properties

A task has three main properties:

- 1) Notes
- 2) Start Time
- 3) End Time

You can always modify a task's property if it is in the Active state. The *Notes* property can hold a maximum of 1024 characters. You can use the "Paste Time" feature to insert the current date and time in the notes editor. This is very useful if you want to keep track of a long-term task's timing.

## About Pointix Follow-Up

Module: Pointix Follow-Up  
Version: 1.0  
Copyright: 1997, Pointix Corporation.

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**View Options**

Selects what type of tasks to display.

## **Editing Commands**

You can move or copy a task to another group by copying and pasting.

**New..**

Enter a new task in the current group.

## **Group Selector**

You can organize your tasks in four groups. Click on a tab twice to modify the group's name.

## **Task Display**

Displays tasks belonging to the current group according to the view settings. Tasks can be sorted by clicking on the display's headers.

## **Task Priority**

The task's priority is used as a sorting parameter and as a reminder of the task's importance.

## **Notes Editor**

You can keep and edit notes for each task so that you can easily remember your last action regarding that task.

## **Task Properties**

Click on the tabs to select what task property you want to browse or modify.

**Start Time**

This area shows the task's starting time of the selected task (only if it is active).

**End Time**

This area shows the task's ending time of the selected task (only if it is active).

## **Progress Bar**

This control shows the status of the selected task (only for active tasks).

## **Paste Time**

Clicking here pastes the current date and time on the Notes Editor. Useful to keep track of the evolution of a long term task.

