

ToDo's are entries that shall remind you of a task to be done as long it is not done. To enter such tasks, choose "ToDo" from the popup menu beneath the starting time of an entry in the central input window.

Beneath this popup menu two new ones are activated. One of them lets you choose between three different priorities A, B and C. The other marks the entry done or not done.

All tasks appear in the todo list window which can be opened by choosing "ToDo-List" from the "View" menu. ToDo's are displayed from the starting date onwards. The list is sorted by done and not done and by priority in addition.

To toggle between done and not done just click the respective task in the todo list or choose from the respective popup menu in the central input window. ToDo's are set forth in the todo list as long as they are not marked done.