

Sheet1

| TASK,C,36                            | PATH,C,36                            | FILE,C,8 |
|--------------------------------------|--------------------------------------|----------|
| "How To" Help                        | <Ctrl> F1                            | 0        |
| Active Task Report                   | Report Menu / Active Task Report     | 7        |
| Add Telephone Numbers & Addresses    | Name-Phone Maintenance / <Ins>ert    | 26       |
| Add a Holiday                        | Holidays                             | 36       |
| Add a New Client                     | Client Maintenance / <Ins>ert        | 21       |
| Add a Note to a Task                 | Task Maintenance / F6                | 3        |
| Add a Printer                        | Utility Menu / Change Printers / F7  | 23       |
| Add a Special Date                   | Special Date Maintenance / <Ins>ert  | 18       |
| Add a Task                           | Task Maintenance / <Ins>ert          | 3        |
| Add an Important Number              | Important Numbers / <Ins>ert         | 39       |
| Backup                               | Quit (<Esc>ape from Main Menu)       | 40       |
| Calender                             | F10                                  | 16       |
| Change Client Billing Rate           | Client Maintenance                   | 21       |
| Change Client Name                   | Client Maintenance                   | 21       |
| Change Modem COM Port                | Name-Phone Maintenance / ^F2         | 26       |
| Change Modem Dialing Parameters      | Name/Address/Phone / ^F2             | 26       |
| Change Printer                       | Utility Menu / Change Printer        | 23       |
| Change Priority Names                | Utility Menu / Change Priority Names | 25       |
| Change a Special Date                | Special Date Maintenance             | 18       |
| Change a Special Date Description    | Special Date Maintenance             | 18       |
| Change a Special Date Reminder Days  | Special Date Maintenance             | 18       |
| Change a Task's Client               | Task Maintenance                     | 3        |
| Change a Tasks Description           | Task Maintenance                     | 3        |
| Change a Tasks Est. Completion Date  | Task Maintenance                     | 3        |
| Change a Tasks Estimated Hours       | Task Maintenance                     | 3        |
| Change a Tasks Priority              | Task Maintenance                     | 3        |
| Change the Date that ToDo uses       | Utility Menu / Change ToDo Date      | 24       |
| Change the Password for Important #s | Important Numbers / <F2>             | 39       |
| Choose Task Dependencies             | Task Maintenance / F2                | 37       |
| Client Mailing Labels                | Client Maintenance / ^F5             | 21       |
| Complete a Task                      | Task Maintenance                     | 3        |
| Completed Task Report                | Report Menu / Completed Task Report  | 7        |
| Daily Hours Report                   | Report Menu / Hours by Day Report    | 71       |
| Data Base Status Report              | Utility Menu / Status Report         | 8        |
| Delete ALL Data Bases (Fresh Start!) | Utility Menu / Delete all Data       | 8        |
| Delete Telephone Numbers & Addresses | Name-Phone Maintenance / <Del>ete    | 26       |
| Delete a Client                      | Client Maintenance / <Del>ete        | 21       |
| Delete a Holiday                     | Holidays                             | 36       |
| Delete a Printer                     | Utility Menu / Change Printers / F9  | 23       |
| Delete a Special Date                | Special Date Maintenance / <Del>ete  | 18       |
| Delete a Task                        | Task Maintenance / <Del>ete          | 3        |
| Delete an Important Number           | Important Numbers / <Del>ete         | 39       |
| Dial a Phone Number                  | Name-Phone Maintenance / F2          | 26       |
| Enter Daily Hours                    | Enter Hours-Expenses                 | 4        |
| Enter Expenses                       | Enter Hours-Expenses / <F6>          | 6        |
| Expense Report                       | Report Menu / Expense Report         | 77       |
| Export Data to an ASCII File         | Utility Menu / Create ASCII File     | 19       |
| File Cleaning                        | (ToDo does this Automatically)       | 27       |

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|                                      |                                      |    |
|--------------------------------------|--------------------------------------|----|
| Forget a Special Date                | Special Date Maintenance / F8        | 18 |
| Hours and Expense Billing Report     | Report Menu / Billing Report         | 77 |
| Hours by Week                        | Report Menu / Weekly Report          | 7  |
| Important Numbers                    | Important Numbers                    | 39 |
| Link a Task to a Special Date        | Special Dates Maint.                 | 38 |
| Move Tasks FROM Archive TO Current   | Utility Menu / Restore Tasks         | 11 |
| Password (Important Numbers)         | Important Numbers                    | 39 |
| Print Client List                    | Client Maintenance / F5              | 21 |
| Print Name & Address Mailing Labels  | Name-Phone Maintenance / ^F5         | 26 |
| Print Names, Addresses and Phone #'s | Name-Phone Maintenance / F5          | 26 |
| Print Special Dates                  | Special Date Maintenance / F5        | 18 |
| Print Tasks                          | Task Maintenance / F5                | 3  |
| Print a Calendar                     | Report Menu / Print a Calender       | 32 |
| Purge Current Tasks from Archive     | Utility Menu / Archive Tasks         | 9  |
| Purge Old Expenses                   | Utility Menu / Purge Expenses        | 13 |
| Purge Old Special Dates              | Utility Menu / Purge Special Dates   | 29 |
| Purge Tasks from Archive             | Utility Menu / Purge Archive         | 12 |
| Purging Information                  |                                      | 31 |
| Re-index ALL Data Bases              | Utility Menu / Reindex               | 8  |
| Remove Task Dependencies             | Task Maintenance / F2                | 37 |
| Restore                              | Utility Menu / Restore               | 40 |
| Review Last Screen Report            | Report Menu / Review Last Screen Rpt | 7  |
| Search for Name/Address/Phone #'s    | Name-Phone Maintenance / F3          | 26 |
| Select Names to print Mailing Labels | Names/Address/Phone / ^F5            | 28 |
| Status Report                        | Report Menu / Status Report          | 22 |
| System Help                          | <Alt> F1                             | 0  |
| Task Date/Time Summary (Briefing)    | Task Maintenance / F4                | 3  |
| Task Dependency List                 | Task Maintenance / F2 / F2           | 37 |
| Task Hours by Day                    | Report Menu / Hours by Task          | 7  |
| Time Line Chart                      | Report Menu / Time Line Chart        | 76 |
| ToDo List                            | Report Menu / ToDo Report            | 2  |
| Topic Help                           | F1                                   | 0  |
| Transfer Hrs from 1 Task to Another  | Utility Menu / Transfer Hours        | 14 |
| Update Telephone Numbers/Addresses   | Name-Info Maintenance / F6           | 26 |
| Update a Printer's Control Codes     | Utility Menu / Change Printers / F8  | 23 |
| View Special Date History            | Special Dates Maintenance / F9       | 18 |
| View the Error Log                   | Utility Menu / View Error Log        | 8  |
| View/Change Client Address/Contacts  | Client Maintenance / F6              | 21 |