

## 4.8 Projects: Map, Notes & To Do Functions

Version V3.10.32: 24 March 2012

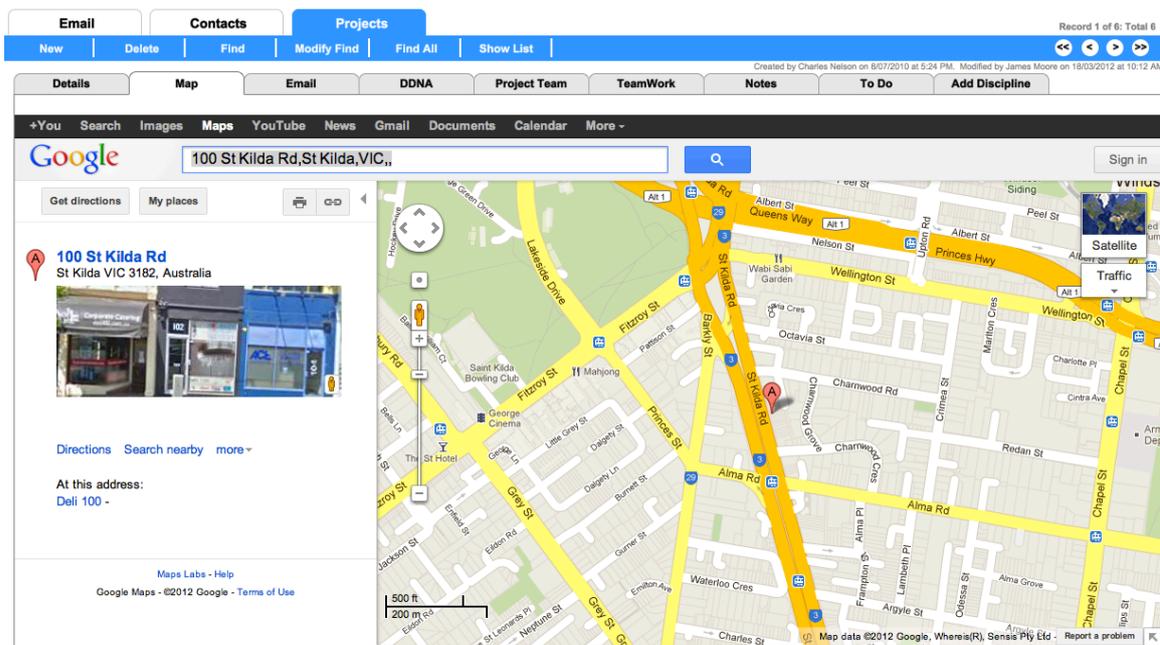
### Overview

This UserGuide discusses three simple but very useful **Projects** tools: The **Map**, **Notes** and **To Do** functions.

### Map

Need directions to a new project site? Just click **Map**, print, and head on over there.

If you are running **iProjects** on your iPhone or iPad, it's even easier; your map to their location is in your hand.



If you are connected to the Internet, clicking the **Map** tab will take you straight to a Google map of the address of the project whose record you are on – provided that the project record shows a street address.

### Notes

The Notes function provides for the entry of virtually unlimited information about a project that is not otherwise captured in the **Details** page.



Unless you have keen eyesight, this screen shot may be a little hard to read here, but it provides:

- ❖ A list (left) of all Notes assigned to the project.
- ❖ A text field (centre) that displays the title, date, and name of the person who created the Note, at the top, plus a scrollable, unlimited field where you can enter a Note of any length.
- ❖ A container field (right) where you can paste in any graphic that helps explain the note, such as a drawing or photo.

Clicking the red arrow at the left of a Note in the list displays the record for that Note. You can create unlimited numbers of notes for each project. Create a new project Note by clicking the [New](#) button at the top of the Notes list.

You can attach a **To Do** item to any **Note**, by clicking the [Create Note](#) button when you are on a particular Note (see below). This brings the Note to own attention as a reminder, or to the attention of any team member, by causing it to be referenced on your, or your team member's Home page. This function provides an instant link from a brief reminder – in front of you or your colleague – to a fully detailed issue that requires attention. You can view any related **To Do** item by clicking the [View To Do](#) button.

## The To Do List

The **To Do** function connects your internal team members to tasks that need doing. New project **To Do** items can be created by using the [New](#) button at the right edge of a list item, and can be viewed by clicking the [View To Do](#) button.

Priority	Date Created	Created By	Due Date	Assigned To	Key Contact	Text
16/12/10	James Moore					Test Project ToDo
9/3/12	Charles Nelson	13/3/12	Charles Nelson			Revise UserGuide details
9/3/12	Charles Nelson	16/3/12	Charles Nelson	Steven Turner		Create extra ToDo messages for training
9/3/12	Charles Nelson	23/3/12	Charles Nelson	Barry Gale		Review Structural list for Teamwork
9/3/12	Charles Nelson	30/3/12	Charles Nelson	Ron Hose		Discuss M&E list for Teamwork

This screen shot is also not for the vision-impaired. It includes the **To Do** priority, date created, who created it, a date by which action is required, who the **To Do** is assigned to for action, the Key Contact it is assigned to (if any) and a brief text field identifying the note it relates to.

**To Do** priorities color-coded and are assigned by the dropdown Priority field, as shown in the legend below. See UserGuide 1.4 **To Do** for more information.

LEGEND: ■ = Urgent ■ = High ■ = Medium ■ = Low ■ = Closed

Note that two of the **To Do** items for this project are linked to project Notes and are assigned to Charles Nelson; the others are not (see Notes above). The graphic below shows these two project **To Do** items, related to the Megatowers Training project.

Priority	Project Name	Contact Name	Assign To	Text
High	Megatowers Training	S2F Pty Ltd (QLD)	Charles Nelson	Sample ToDo item
Medium	psmj meeting	Barry Gale	Charles Nelson	Contact Barry to discuss setting up a
Low	Internal Test	David Sutherland	Charles Nelson	Set up review meeting with David
Low	Megatowers Training		Charles Nelson	Test Project ToDo