

Head Office

User Guide

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What is Head Office?

Head Office is your professional digital task and project assistant created for your business needs.

Plan all yours projects and tasks just in a few minutes and with a few taps. This tool merges all projects and tasks together, to give you a wider perspective of each project. Use Head Office to control everything and to get things done.

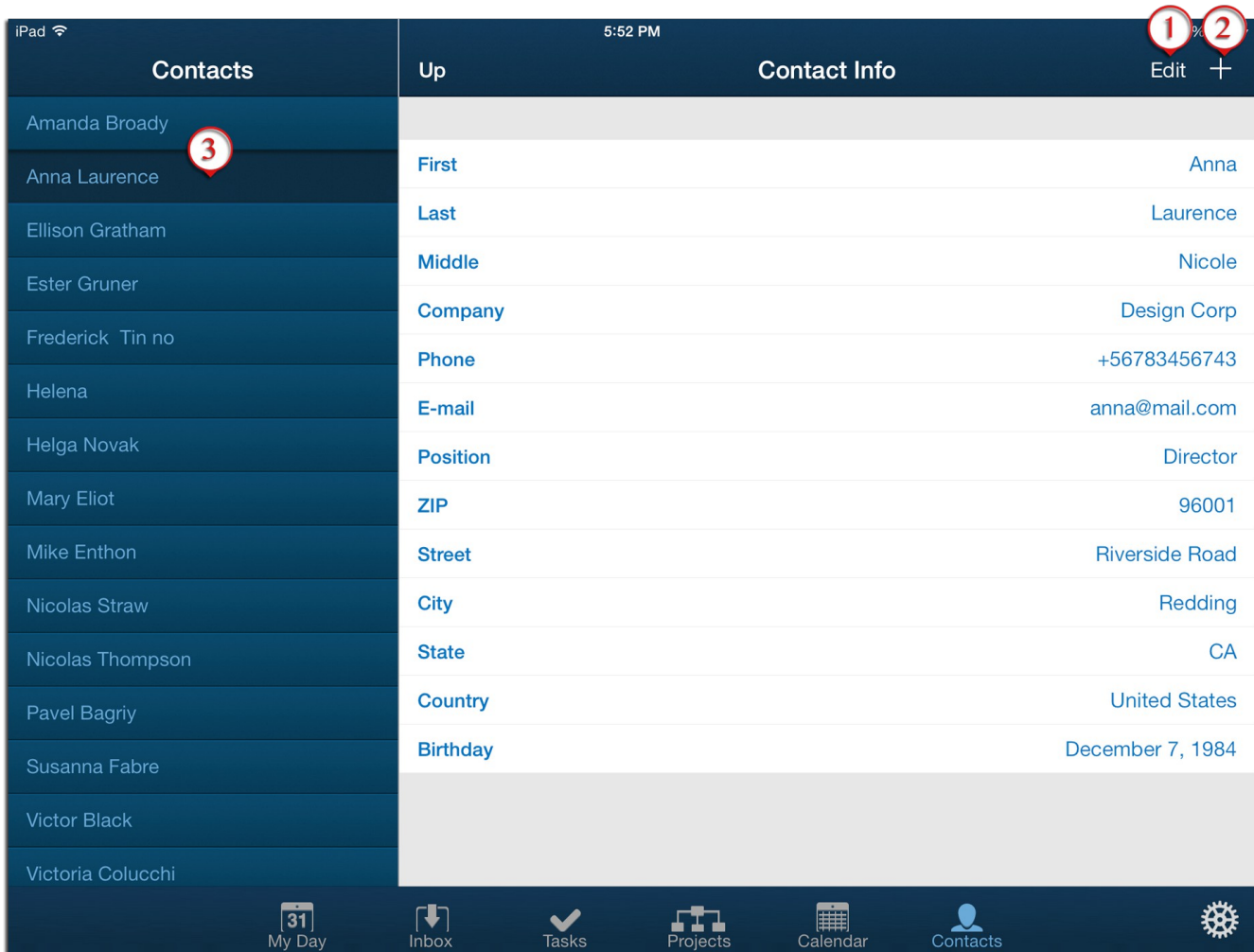
Compatibility: Requires iOS 7.0 or later. Compatible with iPad.


Size: 17.7 MB

Languages: English, Arabic, Bokmål, Norwegian, Catalan, Czech, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese, Romanian, Russian, Simplified Chinese, Slovak, Spanish, Swedish, Thai, Traditional Chinese, Turkish, Ukrainian, Vietnamese

Contacts

This tab displays all imported and created contacts. On this page you can:

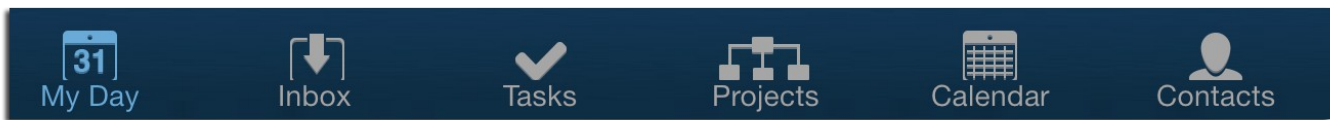


1. Edit – tap  button to edit selected contact.

2. Add – tap  button to create new task.

3. View – tap on contact  to see all information about this contact.

Inbox, Tasks & My Day




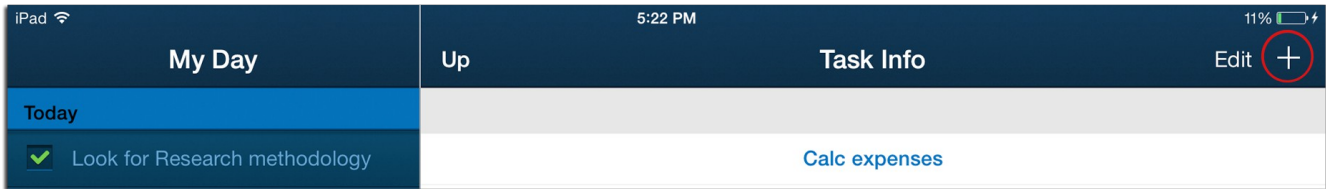
«Inbox» displays all created tasks without **Due Date**.

If user set Due Date of the task, this task moves **from** «Inbox» tab **to** «Tasks» & «My Day» tabs.

«My Day» displays only those tasks which were added to project.

Tasks

To create new task, tap  button in the upper right corner of Navigation Bar.



After that, system opens «New Task» modal window

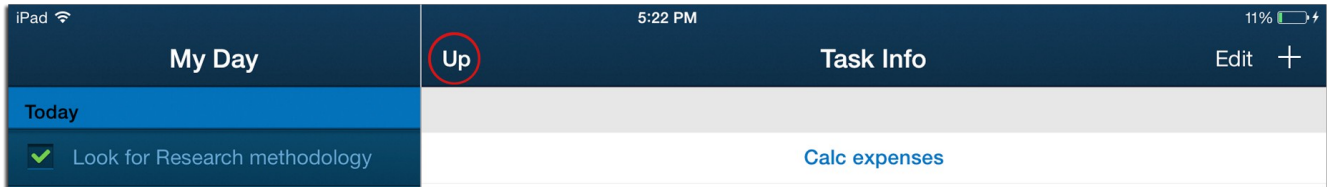
Cancel	New Task	Save
Title		
Project	None >	
Type	ToDo	Call E-mail Appointment Checklist
Status	Active	Pending Done
Priority	No priority	Low High
Start Date	>	
Due Date	>	
Owner	None >	
Details	None >	
Repeat	Single	Weekly Monthly Annually
Location	None >	
Linked Items	None >	
Tags	None >	
Created	7/22/14, 5:50 PM	

Here you can add title of task, select type of task, status and priority, set Start Date & Due Date, Assign task to team members and etc.

Filter



To active filter, tap **Up** button.



The system allows you to filter tasks by:

Type

Due Date

Status

Time of Creation

Owners


Participants

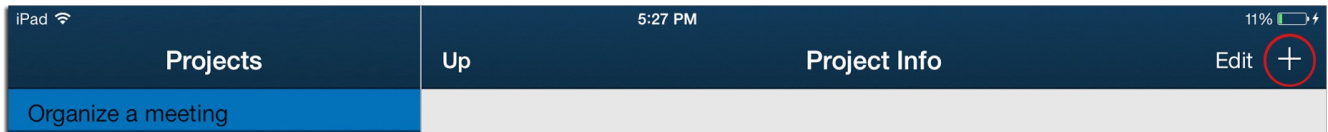
Location

Tags

FILTERS					
Type	ToDo	Call	E-mail	Appointment	Checklist
Due Dates	Today	Tomorrow	Following		
Statuses	Active	Pending	Done		
Created	Before	Yesterday	Today		
Owners	Nikole Woods	Sue Shin	Helen Novak	+	
Participants	Helen Novak	Anthony	Karen		
Locations	Chicago, IL, USA				

Projects

To create new project, tap  button in the upper right corner of Navigation Bar.



After that, system opens «New Project» modal window.

Cancel		New Project				Save
Title						
Stages	Start	Stage 1	Stage 2	Stage 3	Finish	>
Status	Active	Pending	Done			
Start Date	7/22/14, 5:51 PM					>
Due Date	7/23/14, 5:51 PM					>
Owner	None					>
Participants	None					>
Details	None					>
Company						
Locations	None					>
Linked Items	None					>
Tags	None					>
Created	7/22/14, 5:51 PM					
Tasks	None					>

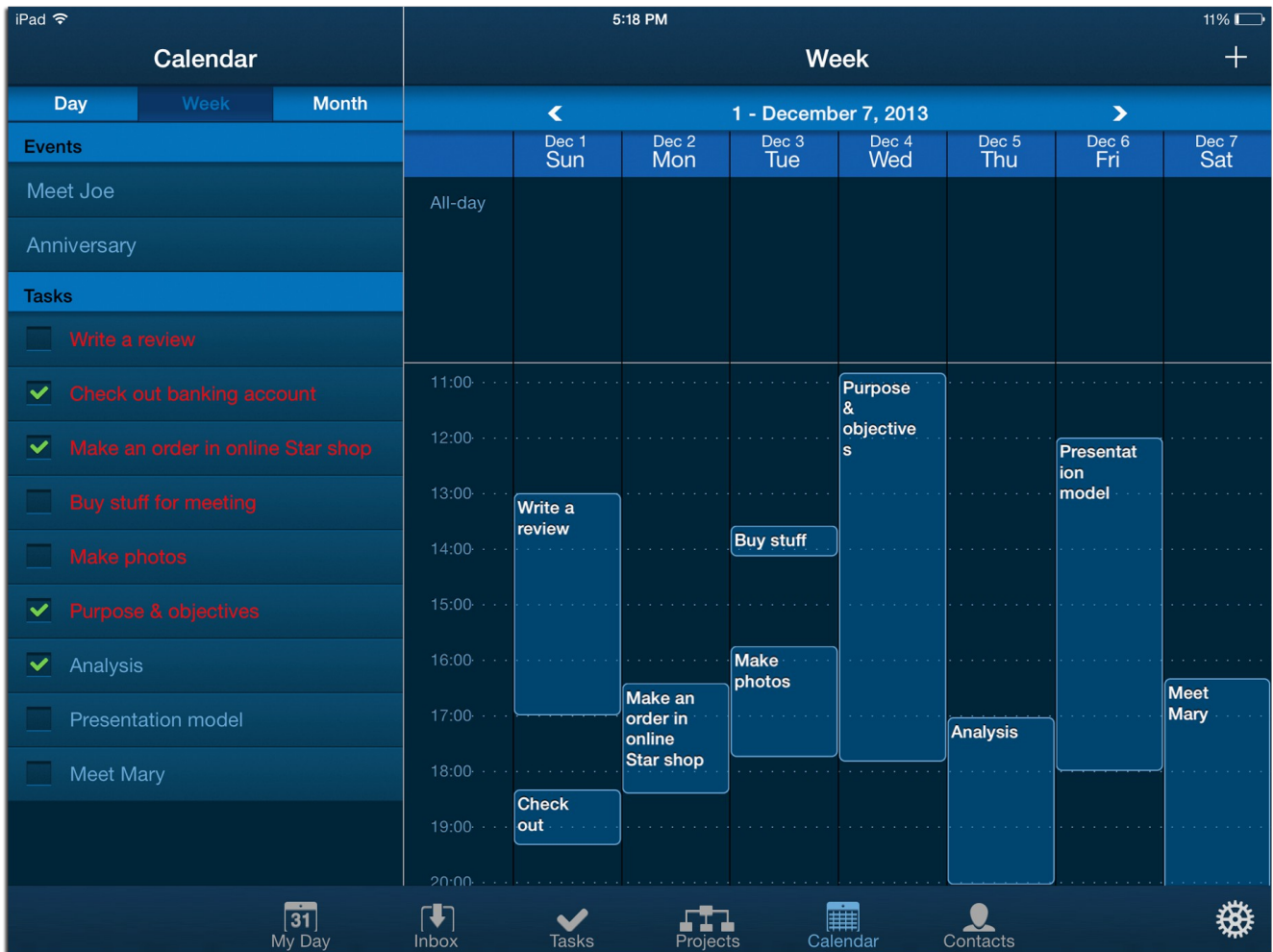
Here you can add title of project, select status of project, set Start Date & Due Date, add tasks to project and etc.

Except created projects, system displays all task which were added to projects.

Calendar

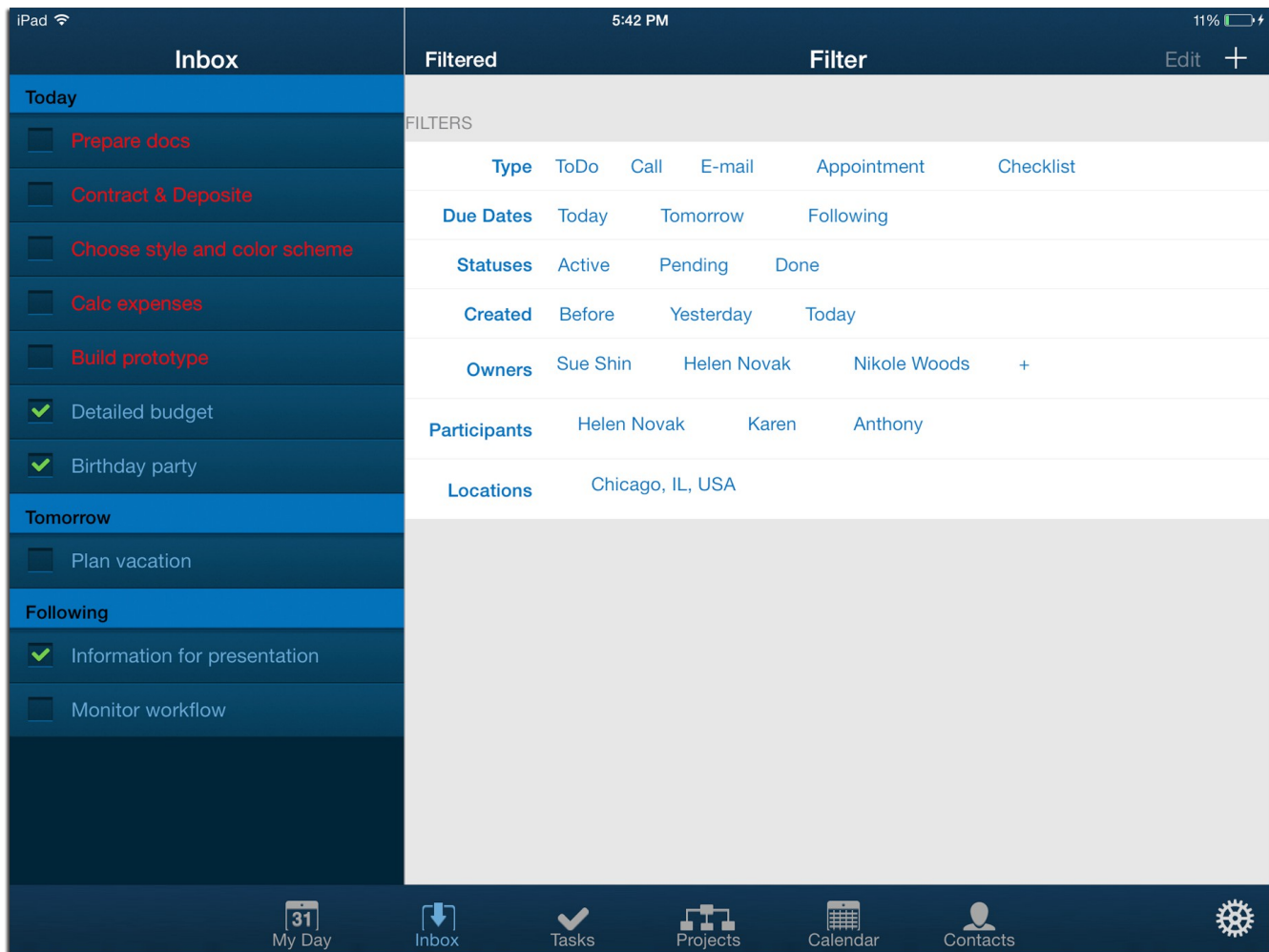
System displays all scheduled tasks (tasks which have Due Date). You can choose calendar view: day, week or month.

You also can create new tasks and events.



Due Date

When Due Date of task / project comes, task's/project's color becomes red.



You also can see quantity of overdue tasks on iPad desktop.



Additional Resources

Feel free to drop us a line and let us know what you like about Head Office, this manual, or if you need a helpful hand to sort out how to do something in Head Office.

You can always contact us by help.stepanrevych@gmail.com!