

Tasks

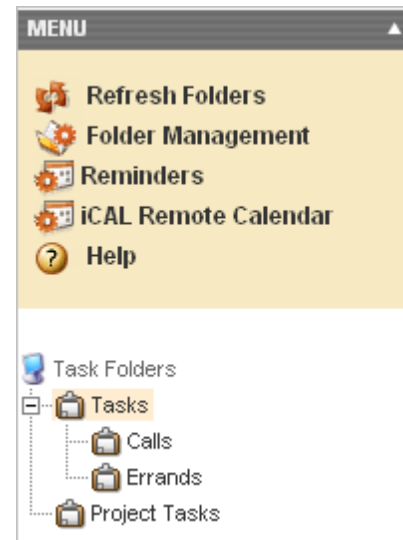
WizMailer allows you to track your tasks items within your Webmail interface itself. We provide an advanced tasks management system where you can access all your tasks, organize them in folders, share them with your other accounts and even sync them with your email client using our plug-ins.

Overview



To the right is a picture of the WizMailer Tasks Bar with some options and your tasks folder tree. Remember, you can create more than one tasks folder and even have them organized as sub-folders.

A list of current tasks and completed tasks will be displayed on the homepage. By default, the items in the root folder will be loaded. If you have more than one folder, you will need to click on the folder first to preview its list of tasks.



Viewing Tasks Folder Tasks (3 Items) [Folder Properties]

Create New Task

Current Tasks

Completed%	Subject	Priority	Due Date
<input type="checkbox"/> 0%	Project Documentation	Low	November 04, 2007

Recently Completed Tasks

Completed%	Subject	Priority	Due Date
<input checked="" type="checkbox"/> 0%	All-hands Meeting	Low	November 04, 2007

To access your task items, click on it. This will present the details of the task.

Your Task			
Subject:	Project Documentation		
Start Date:	November 04 2007	Priority:	Low
Due Date:	November 09 2007	Status:	In Progress
%Complete:	29 %		
Reminder:	<input checked="" type="checkbox"/>	Reminder Date:	November 07 2008
Body:	Complete documentation for client's project.		

Managing Tasks

Adding a New Task

To add a new task item, visit the Tasks section in webmail and click on the “Create New Task” button. If the task is to be created needs to be located in a subfolder- open it, and then click on the “Create New Task” button.



Your Task Details			
Return to Tasks			
You must save each section of information first. When you're ready to complete the task, simply click "Save Task & Return" above.			
Your Task			
Subject:			
Start Date:	November 05 2007	Priority:	Low
Due Date:	November 05 2007	Status:	Not Started
%Complete:	0 %		
Reminder:	<input type="checkbox"/>	Reminder Date:	- - -
Body:			
Save your Basic Task Information			

Fill in the subject line and the other fields. Most of them are option, so they can be skipped if not needed. We also offer addition of extra information that can be accessed by click on the details link at the top.

You must save each section of information first. When you're ready to complete the task, simply click "Save Task & Return" above.

Details

Date Completed:	- <input type="text"/> - <input type="text"/> - <input type="text"/>
Total Work:	<input type="text"/> hours
Actual Work:	<input type="text"/> hours
Mileage:	<input type="text"/>
Billing Information:	<input type="text"/>
Companies:	<input type="text"/>

When you are done, click on the "Save your Basic Task Information" button to save the task item.

The newly added task item will show up in the Tasks front-page:

Current Tasks			
Completed %	Subject	Priority	Due Date
<input type="checkbox"/> 0%	Project Documentation	Low	November 04, 2007
<input type="checkbox"/> 0%	A New Task	Low	November 05, 2007

Tasks with the status of "completed" will appear in the "Recently Completed Tasks" section.

Updating a Task

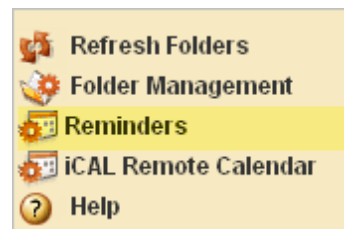
To update a task item, click on the task to bring it up. You can then edit it and afterwards click on the "Save your Basic Task Information" button to save your changes.

Removing a Task

You can remove a task by opening it and clicking on the "Delete Task" button.

Setting Reminders

You can set up email or text message reminders for any upcoming task. Before using this option, you will need to configure the reminders. To do so, click on the "Reminders" link in the left option bar.



Reminder Addresses

This is where you should configure all notification addresses that should be notified when we detect a reminder for Appointment (Calendar) Items and Task Items.

The reminder addresses below could be email addresses or text pager addresses to your wireless phone. [Add Reminder Address](#)

Select **Pager Address**

You currently do not have any reminder alerts set.

Click the “Add Reminder Address” button.

Reminder Addresses

Add Reminder Address

Address Type:

Enter Reminder Address or 10-digit Wireless Phone:
If you selected a wireless provider, please enter your 10 digit phone number here. Do not apply a +1 or 1 to your 10-digit phone number

Wireless Confirmation: I agree that if I am sending alerts to my wireless provider additional fees for text alerts may apply from my provider.

[Add Reminder Address](#)

Select the address type, which can be either an email address or a mobile phone provider. Next, enter the address or the 10-digit phone number. Check the wireless confirmation to agree having us send notification to your phone number. Once you are done, click on the “Add Reminder Address” button.

Select	Pager Address
<input type="radio"/>	1234567891@tmomail.net
Edit	Delete

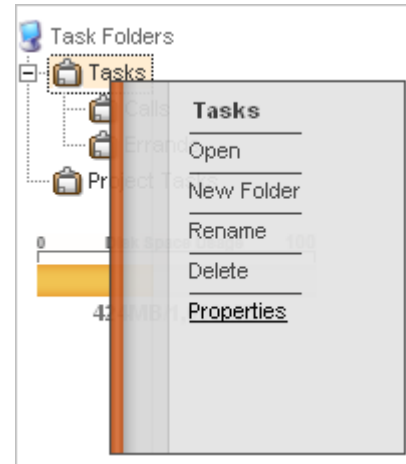
You can set up more than one notification addresses and all of them will be used to notify you.

To be reminded of a particular task, check the reminder option when adding or updating a task item. You will also need to select the date for which you’d like the notification to be sent.

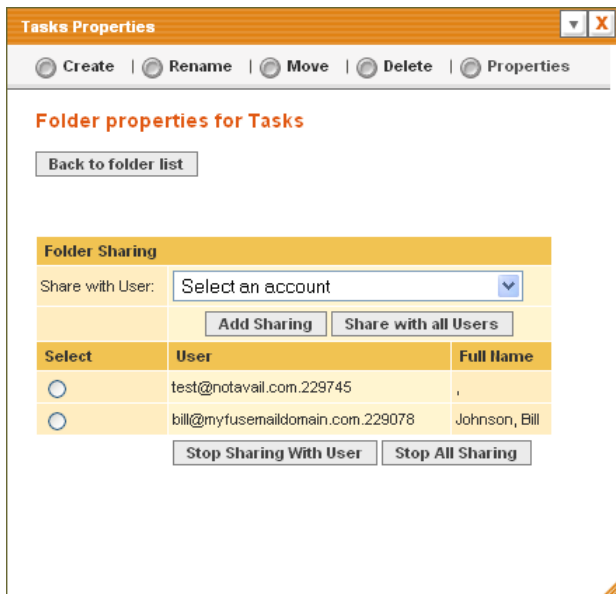
Reminder: <input checked="" type="checkbox"/>	Reminder Date: <input type="text" value="November"/> <input type="text" value="16"/> <input type="text" value="2007"/>
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Sharing Tasks

If you have more than one account in your package, you can share your tasks folders to other accounts. To do so, right-click on the tasks folder you want to share and select “Properties” from the context menu.



Select the account to which you'd like to share the folder and click on the “Add Sharing” button. This will replicate the folder as a shared folder to the other account.



Synchronizing Tasks

Outlook Sync Plugin

We also provide a plug-in for Outlook, Outlook Express and Blackberry that allows you to automatically sync your tasks items. These plug-ins can be downloaded by logging in your Webmail account and visiting Settings -> Utilities -> Sync Plug in-for Outlook, Outlook Express & BlackBerry . Download and install the plug-ins and refer to our plug-in manual for more information.

Other SyncML Clients

Configuration for other clients will vary depending on the SyncML client you use. However, below are some of the settings that are common to all of them and are necessary for proper configuration:

Port: 80

Contact folder: ./Contacts

SyncML Server: sync.wizmailer.com