



The Toodledo interface

- ✓ Precise targets
- ✓ A tidy, organized desk
- ✓ Important things first



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The Toodledo interface for mobile devices

As a sales representative, Frank travels a lot. Often it happens that he is sitting in a meeting with his client and would like to make the next appointment. Or that he wants to record a task.

Previously he would have unpacked his notebook or called his assistant Anita. Later, he would have synchronized appointments from meineZIELE with his smart phone using Outlook.

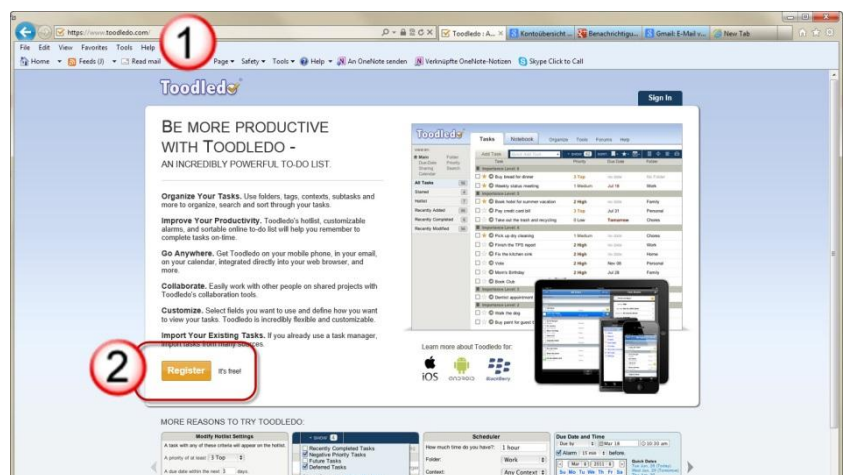
But he doesn't want to organize his tasks in Outlook at all. With his new tablet, he wants to finally have a solution that fits him better.



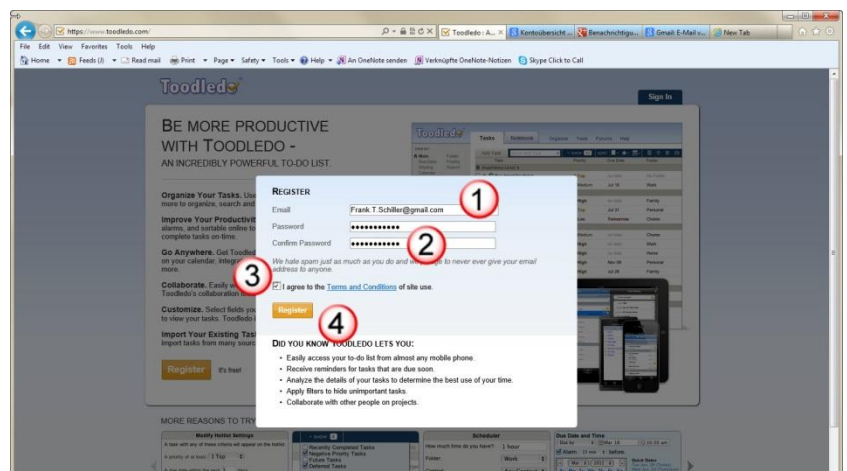
Frank wants to organize his entire to-do list with a cloud service, including appointments. A client has told him about Toodledo, a basically free cloud service. Later he will decide if he wants to purchase some useful but fee-based options.

Anyway he is happy when he finds an interface in meineZIELE that allows him to synchronize tasks and dates with the cloud.

So he visits toodledo.com and clicks "Register" (2) to create an account.



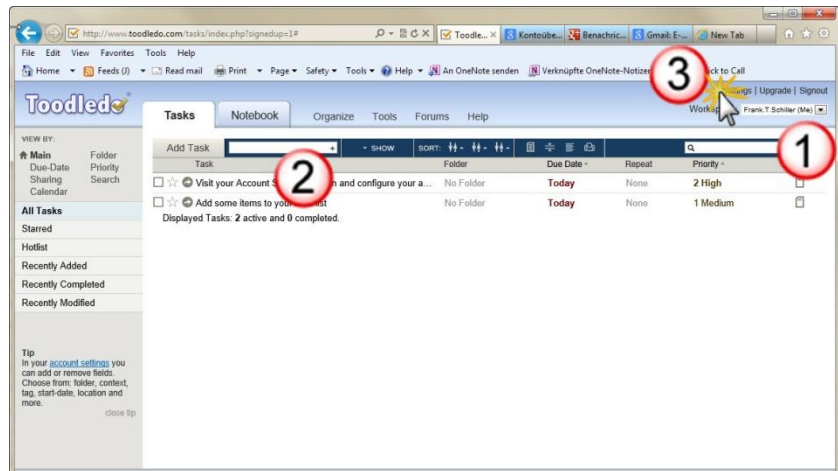
He enters his email address (1), chooses a password (2), confirms the terms and conditions (3) and clicks again on "Register" (4).



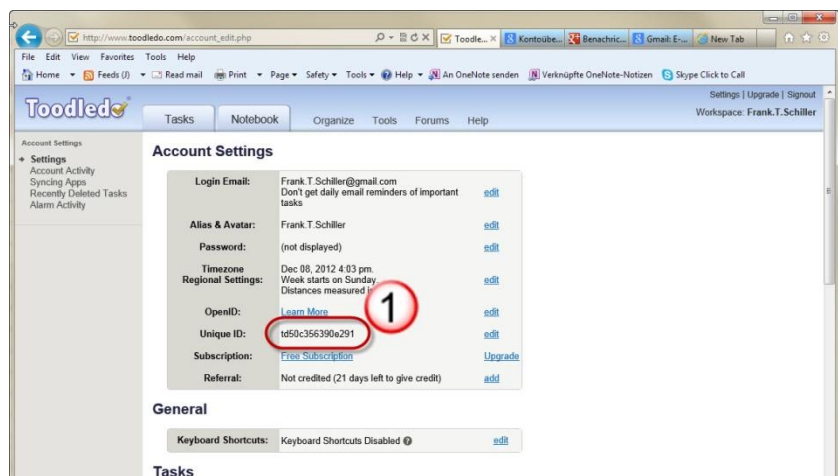
That was quick. Since he has created an account, he could start recording tasks now (2).

These would be saved in Toodledo and synchronized with his mobile device by the Toodledo app, what would work on his iPhone and almost any other smart phone on the market.

But how can he synchronize data with meineZIELE? He clicks on "Settings" (3).

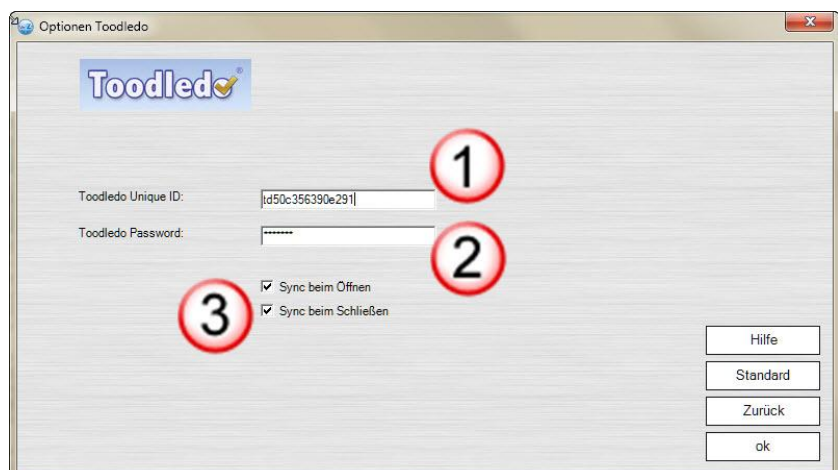


Frank immediately finds what he was looking for. There is his "Unique ID", a number that meineZIELE will need to get access to his tasks on the Internet.



Now he opens the interface settings in meineZIELE. These are available at Options → Interfaces → Toodledo.

He enters his unique ID and his password in the text fields at (1) and (2), respectively. Then he activates the two check boxes to make sure that his tasks and appointments will be synchronized automatically always when he opens and closes meineZIELE or his file.



Now, Toodledo will synchronize all activated and top tasks of meineZIELE; and of course, all his appointments.

Furthermore, Frank discovers an icon that reminds him of the Toodledo logo. What a coincidence.



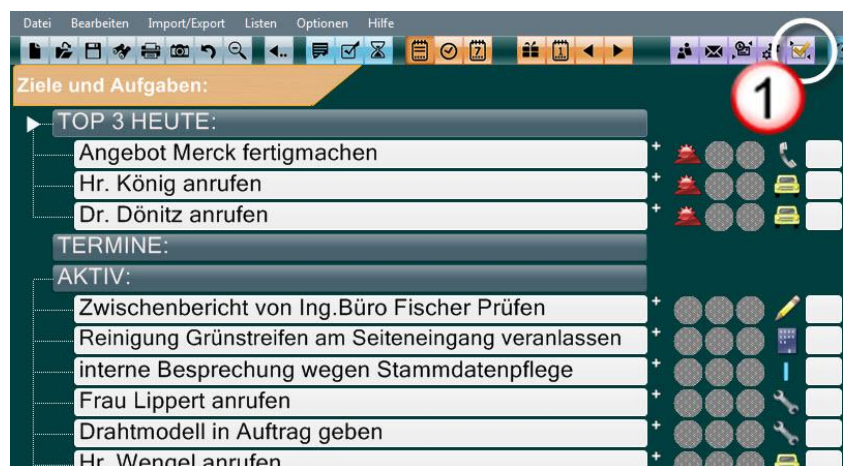
With this icon he makes Toodledo additionally synchronize the objective field "Aktuelle Kundenprojekte" (1).

The icon is effective at any single entry or subordinate task.



Now Frank wants to test the functionality of the Toodledo interface. An additional button appeared at (1) when he entered his unique ID. Everything that is marked as "top" or "active" should appear online at Toodledo as soon as he clicks on this button.

Recurring events are not supported.



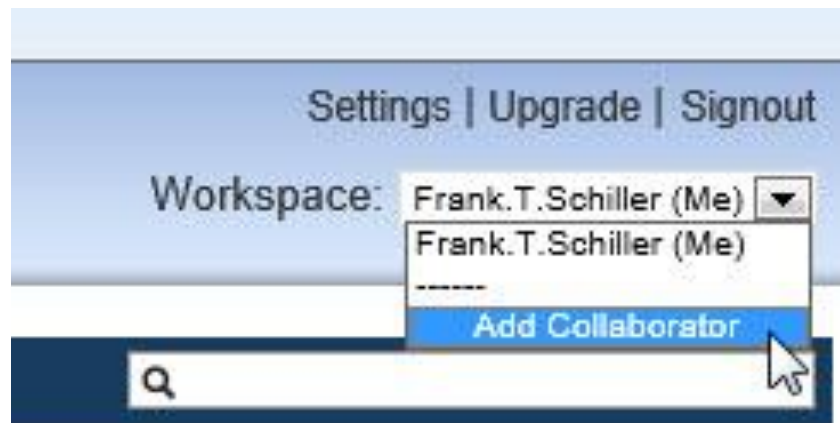
The synchronization is carried out immediately. In Toodledo, the objectives fields from meineZIELE are transformed to folders (1). meineZIELE's top tasks are transformed to top priority tasks in Toodledo (2). Active tasks get "high priority" (3). All other synchronized tasks get "low priority". That is the tasks that are transferred to Toodledo without having been active in meineZIELE.

Task	Folder	Due Date	Repeat	Priority
<input type="checkbox"/> ☆ Angebot Merck fertigmachen	Wiedervorlage	no date	N	3 Top
<input type="checkbox"/> ☆ Dr. Dönitz anrufen	Marketing Oldtimer	no date	N	3 Top
<input type="checkbox"/> ☆ Hr. König anrufen	Marketing Oldtimer	no date	N	3 Top
<input type="checkbox"/> ☆ Zwischenbericht von Ing.Büro Fischer Prüfen	Projektleiter neues H...	no date	None	2 High
<input type="checkbox"/> ☆ Reinigung Grünstreifen am Seiteneingang veranlassen	Haupteingang innen...	no date	None	2 High
<input type="checkbox"/> ☆ interne Besprechung wegen Stammdatenpflege	Umstellung neue Ke...	no date	N	2 High
<input type="checkbox"/> ☆ Frau Lippert anrufen	Entwicklung	no date	N	2 High
<input type="checkbox"/> ☆ Drahtmodell in Auftrag geben	Entwicklung	no date	None	2 High
<input type="checkbox"/> ☆ Hr. Wengel anrufen	Marketing Oldtimer	no date	None	2 High
<input type="checkbox"/> ☆ Volksbank anrufen wegen Fondskauf	Finanzen	no date	N	2 High
<input type="checkbox"/> ☆ Angebotszeichnung Fischer fertigmachen	elle Kundenproj...	no date	N	0 Low

Displayed Tasks: 11 active and 0 completed.

Now, Frank would also like to simplify the communication with Anita, his assistant. Since Anita also uses meineZIELE, they could manage tasks well with meineZIELE's team features (delegate, feedback). However, as they are using mobile devices, Toodledo is a good solution for meineZIELE's team work features as well.

Therefore, Anita also creates a Toodledo account and Frank adds her as a collaborator. To do so, at least Frank needs Toodledo Pro, which is still inexpensive.



As soon as Anita accepts Frank's invitation, she can see all non private entries of his workspace. Although they don't need more than that at the moment, they already consider an enhanced solution which would allow Anita to edit Frank's tasks and to give feedback in Toodledo. Of course, it would be fine if she could also download Frank's tasks to her meineZIELE as well. That could be realized with Toodledo's joint tasks. They already foresee that the hereby necessary Pro account for Anita will pay off quickly...

Of course, Anita shall not see everything of Frank's to-do list. His private tasks and share transactions shall remain private.

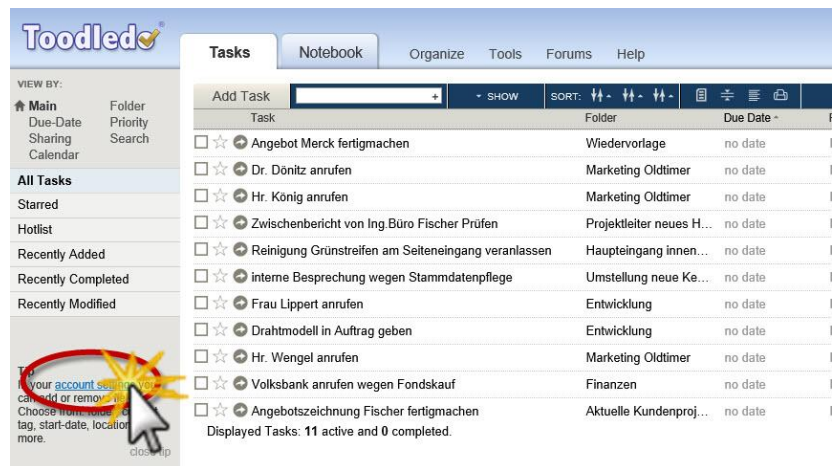
Toodledo can't indicate single tasks as private, but folders. That is why Frank uses the locker icon (3) in meineZIELE. By that, the folder of his finances ("Finanzen") and the sub entries remain invisible for Anita in Toodledo.



„Now I still have to be able to see what I have delegated to whom.”

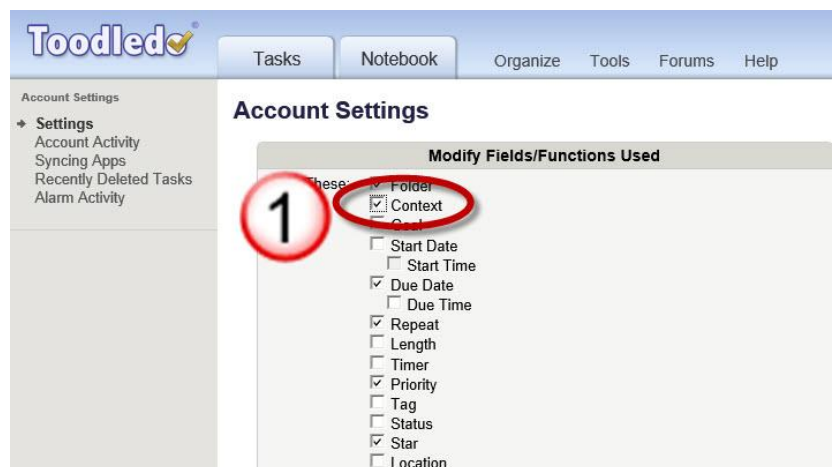
Frank knows that Toodledo doesn't provide this function. However, meineZIELE can include the information for this purpose by utilizing the field "Context".

So he opens the account settings again.



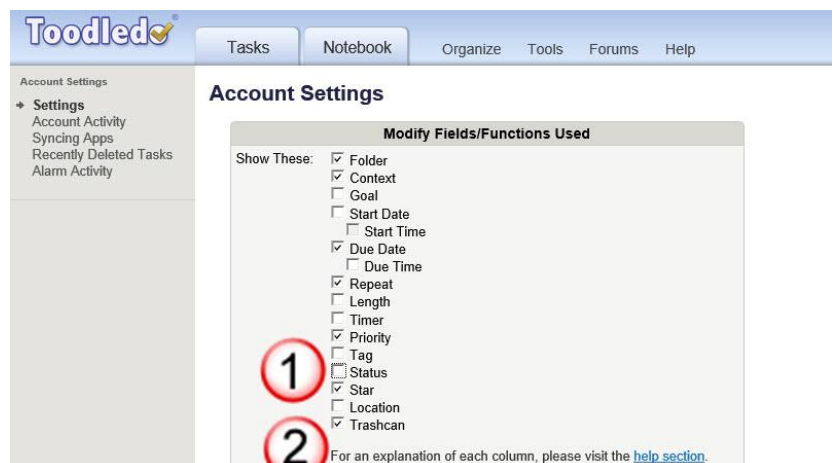
There, he adds the field „Context“ (1) by checking it. By that, a new column is created which is for the content of meineZIELE's "Who?" column.

Of course Frank would not delegate the tasks to Anita. If he did so, she would receive them twice. However, he would like to delegate tasks to George and Lucas from the workshop directly in Toodledo.

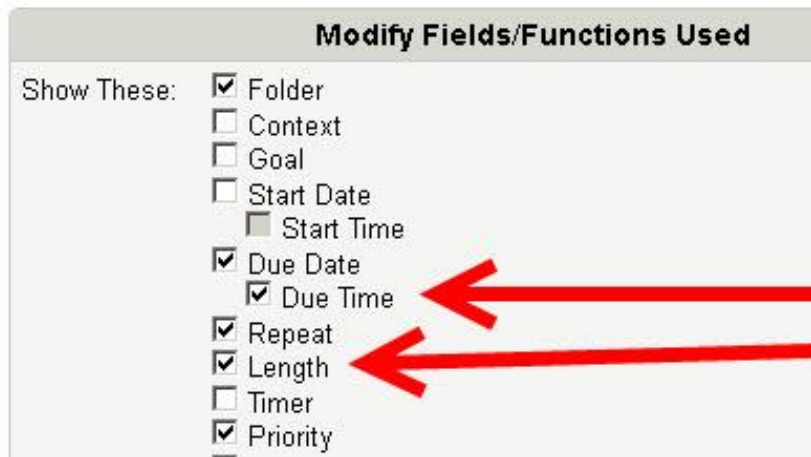


On that occasion he also selects the column with the trashcan (2), so that tasks can be deleted more easily. (meineZIELE also deletes all entries that are canceled in Toodledo.) Deletion is also synchronized with meineZIELE.

He selects the star (1) as well. A star set in Toodledo will create a corresponding icon in meineZIELE and vice versa. However, Frank still has to think about what exactly he will identify with it...



Frank knows from the instructions that the checkbox “Length” should also be activated. Otherwise, Toodledo doesn’t know the duration of appointments. Then, incorrect times can be transferred to meineZIELE while synchronizing.



Now Frank has only to get the respective Toodledo for his mobile devices. Then he will be ready to get started.

The iPhone app costs €2.69/\$2.99 (April 2013). Frank enters his email and password in the settings. Furthermore he makes Toodledo synchronize changes immediately.

Now he doesn’t need the Toodledo website anymore. It is as if he had established a direct connection between meineZIELE and his smart phone...

