

Lesson 6. How to Group and Sort Tasks

Users usually group tasks to gather tasks with equal attributes and sort tasks to see them in a certain order. VIP Quality Software allows you to GROUP and SORT tasks the way you like.

Group Tasks

You can group tasks by almost any column in your task list. Just drag the column header and drop it to the space above the grid.

Done	Name	Priority	Status	Category
<input type="checkbox"/>	Monitor positions in Google for main key	Normal	Created	Daily Work
<input type="checkbox"/>	Analyze website traffic	High	Created	Daily Work
<input type="checkbox"/>	Track purchase source place	Normal	Created	Daily Work
<input type="checkbox"/>	Read software marketing forum	Lowest	Created	Personal
<input type="checkbox"/>	Read marketing articles	Normal	Created	Personal
<input type="checkbox"/>	Meet the sales department	Low	Created	Meetings
<input type="checkbox"/>	Meet the development department	Normal	Created	Meetings
<input type="checkbox"/>	Meet the technical support department	Urgent	Created	Meetings
<input type="checkbox"/>	Meet the president	Normal	Created	Meetings
<input type="checkbox"/>	Call to Advertising Company	Urgent	Created	Calls



Done	Name	Status	Category	Due Date&T
Priority : Urgent				
<input type="checkbox"/>	Meet the technical support department	Created	Meetings	5/23/2006
<input type="checkbox"/>	Call to Advertising Company	Created	Calls	6/30/2006
Priority : Highest				
<input type="checkbox"/>	Analyze all the risks	Created	VIP Team Prc	9/16/2006
<input type="checkbox"/>	Release Alpha version	Created	New Product	9/18/2006
Priority : High				
<input type="checkbox"/>	Analyze website traffic	Created	Daily Work	5/10/2006
<input type="checkbox"/>	Call US resellers	Created	Calls	8/31/2006
Priority : Normal				
<input type="checkbox"/>	Monitor positions in Google for main key	Created	Daily Work	5/10/2006

Drag & Drop a column header

You can group tasks by multiple columns embedded one into another, so the task list will be displayed as a tree structure. It can help you focus on certain tasks or separate certain tasks from other tasks by applying some conditions or requirements. For example, you may want to see the tasks from the category 'Phone Calls' that need to be done 'Urgently'.

Done	Name	Due Date&Time
Category: Personal		
Status : Created		
Priority : Normal		
<input type="checkbox"/>	Read marketing articles	5/10/2006 6:10 PM
<input type="checkbox"/>	Buy some dog food	9/16/2006 4:39 PM
Priority : Lowest		
<input type="checkbox"/>	Read software marketing forum	5/10/2006 2:00 PM
Status : Waiting		
Priority : Low		
<input type="checkbox"/>	Play tennis	5/10/2006 2:30 PM
Status : Ok		
Priority : Low		
<input checked="" type="checkbox"/>	Buy some dog food	7/31/2006 4:00 PM

Drag column headers and drop them to the space above the grid one by one.

Sort Tasks

You can sort tasks within almost any column by clicking on triangle in the column header. For example, you can sort task Titles alphabetically from A to Z or from Z to A, task Priorities from Lowest to Urgent or from Urgent to Lowest, task Due Dates & Time from the earliest to the latest and vice versa, etc.

Done	Name	Priority	Due Date&Time	Category
<input type="checkbox"/>	Call to Advertising Company	Urgent	6/30/2006 6:00 PM	Calls
<input type="checkbox"/>	Meet the technical support	Urgent	5/23/2006 4:30 PM	Meetings
<input type="checkbox"/>	Develop promotion plan	Urgent	7/31/2006 7:00 PM	VIP Team F
<input type="checkbox"/>	Test Beta version	Urgent	8/17/2006 7:00 PM	New Produ
<input type="checkbox"/>	Analyze all the risks	Highest	9/16/2006 4:44 PM	VIP Team F
<input type="checkbox"/>	Release Alpha version	Highest	9/18/2006 4:00 PM	New Produ
<input checked="" type="checkbox"/>	Analyze all the risks	Highest	6/16/2006 5:00 PM	VIP Team F
<input type="checkbox"/>	Analyze website traffic	High	5/10/2006 10:20	Daily Work
<input type="checkbox"/>	Call US resellers	High	8/31/2006 4:00 PM	Calls
<input type="checkbox"/>	Monitor positions in Google for main	Normal	5/10/2006 10:05	Daily Work

Click on triangle to see tasks from high to low priority

Done	Name	Priority	Due Date&Time	Category
<input type="checkbox"/>	Read software marketing forum	Lowest	5/12/2006 2:00 PM	Personal
<input checked="" type="checkbox"/>	Read software marketing forum	Lowest	5/10/2006 2:00 PM	Personal
<input checked="" type="checkbox"/>	Read software marketing forum	Lowest	5/11/2006 2:00 PM	Personal
<input type="checkbox"/>	Meet the sales department	Low	5/10/2006 6:45 PM	Meetings
<input type="checkbox"/>	Play tennis	Low	5/10/2006 2:30 PM	Personal
<input checked="" type="checkbox"/>	Buy some dog food	Low	7/31/2006 4:00 PM	Personal
<input type="checkbox"/>	Monitor positions in Google for main	Normal	5/10/2006 10:05	Daily Work
<input type="checkbox"/>	Call to DVD box producer	Normal	9/14/2006 12:00	Calls
<input type="checkbox"/>	Meet the development department	Normal	5/15/2006 5:00 PM	Meetings
<input type="checkbox"/>	Meet the president	Normal	6/1/2006 1:00 PM	Meetings

Click on triangle to see tasks from high to low priority

Also you can sort the tasks within several columns or even within the columns they are grouped by.

Done	Name	Category	Priority	Status
<input type="checkbox"/>	Read marketing articles	Personal	Normal	Created
<input type="checkbox"/>	Buy some dog food	Personal	Normal	Open
<input type="checkbox"/>	Play tennis	Personal	Low	Waiting
<input type="checkbox"/>	Read software marketing forum	Personal	Lowest	Put On Hold
<input type="checkbox"/>	Meet the technical support	Meetings	Urgent	Created
<input type="checkbox"/>	Meet the president	Meetings	Highest	Created
<input type="checkbox"/>	Meet the development department	Meetings	Normal	Open

Hold SHIFT and click on triangle of each column header

Done	Category	Name	Due Date&Time
Priority : Urgent			
<input type="checkbox"/>	Meetings	Meet the technical support department	5/23/2006 4:30 PM
<input type="checkbox"/>	Calls	Call to Advertising Company	6/30/2006 6:00 PM
Priority : Highest			
<input type="checkbox"/>	New Product	Test Beta version	8/17/2006 7:00 PM
<input type="checkbox"/>	New Product	Release Alpha version	9/18/2006 4:00 PM

Drag & Drop column header and click on its triangle