

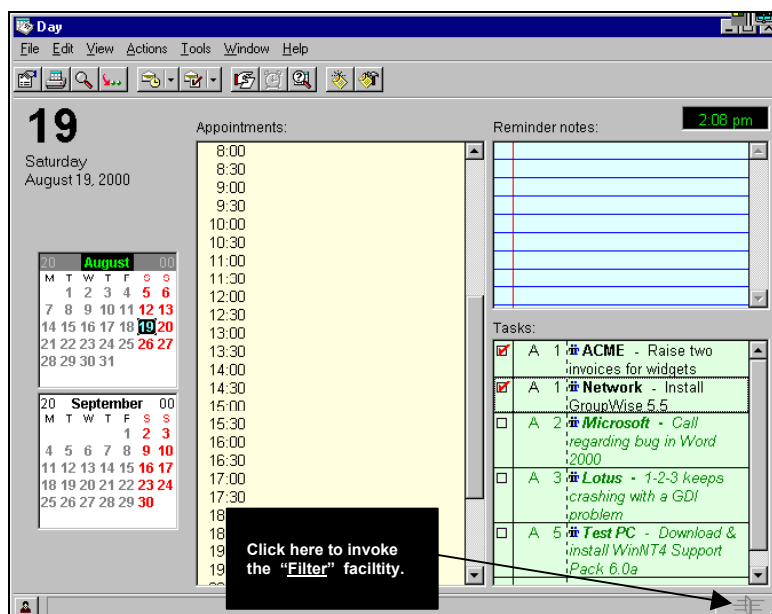
Showing only Outstanding Tasks on the GroupWise 5.5 calendar

While some users like to see the completed tasks accumulate as they complete their tasks one by one through the day, other users prefer to see their task list becoming progressively smaller through the day. In other words, that second group of users like to see all completed tasks disappear from their calendar while the first group of users prefers to have the whole daily record of completed and outstanding tasks showing on their calendar. Different people, different preferences.

Displaying only Outstanding Tasks

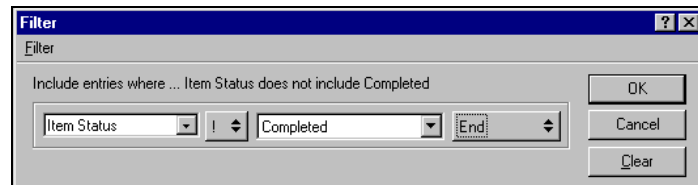
To display only outstanding tasks on your calendar you will need to use the little known, and little used, GroupWise **Filters** feature, as follows :

- Switch to your calendar, which might look as shown below :

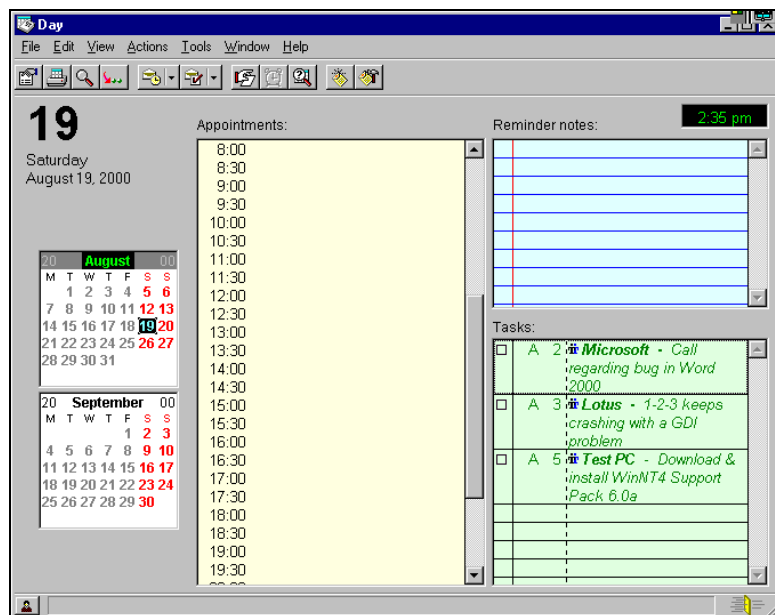


- As you can see in the above example, this user has already completed two tasks today, the top two tasks on his calendar.

- To invoke the **Filter** feature either go to the **View \ Filter \ Edit/Create...** menu option, or click on the **Filter** icon in the bottom right-hand corner of your calendar and choose the **Filter...** option on the menu that comes up (see above illustration).
- Fill the filter definition dialogue box that comes up exactly as shown below :



- Click **OK**.
- As soon as you click OK, the calendar immediately applies the filter and redisplay your list of tasks with the filter applied. In the example below you can see a) that the top two tasks are no longer displayed, and b) that the filter icon now displays an opened yellow door to indicate that a filter is in place (whoever thought of that for an icon !!).



- That's it. You're done.** Your calendar is now showing only Outstanding Tasks.

Things you need to know ...

- 1) **Filters are temporary.** GroupWise only applies filters for the duration of your current GroupWise session. As soon as you close down either the calendar or GroupWise, the filter is cleared. The next time you open the calendar you will need to recreate the filter.
- 2) **What filter ?** If you cannot remember what filter you created for your current GroupWise session, simply run the mouse pointer over the filter icon in the bottom right-hand corner of your calendar and a description of the filter that is in place will pop up above the mouse pointer.
- 3) **Clearing the filter.** To clear the filter click on the filter icon in the bottom right-hand corner of your calendar and choose **Clear Filter** on the menu that pops up.

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