

# Using the tasks area of the Status shelf

## Change the Scope

- Use the Tasks In popup to determine what projects should be searched for tasks.

## Changing the Grouping

- Choose the desired task grouping from the Group By popup:
  - a. Date — You can group tasks by “Action Items” (tasks with a start and/or due date assigned to them, or items that have a checkbox next to them), by “Start Date”, or by “Due Date”.
  - b. Rating
  - c. Priority
  - d. Tag Set — For example, you might choose to group tasks by the GTD (“Getting Things Done”) tag set, in which case any tasks that have been tagged with one or more of the GTD tags will appear under the appropriate tags.
  - e. Local Project Tags — only available if Tasks In is set to Only This Project.
  - f. Local Project Resources — only available if Tasks In is set to Only This Project.

## Changing the Sorting

1. Choose the desired task sorting from the Sort By popup:
  - a. Action Date
  - b. Start Date
  - c. Due Date
  - d. Title
  - e. Percent Complete
  - f. Rating
  - g. Priority
2. If a project category or All Categorized Projects is selected then sorting by project name is also available as a sort option.

## Jump to a Task

1. Click on a task to jump to its location in the project. If the task is from a different project, Curio will automatically switch to that project.
2. Hold down the Option key while clicking on the task if you want Curio to open the project in a separate window.

## Changing Task Properties (For Tasks in the Opened Project Only)

1. Right-click on the task in the Status shelf and change the item’s associated tags, its percent complete value, its rating, and its priority.
2. If you're grouping your tasks by rating, priority, resource, or global/local tag set then you can drag-and-drop tasks between groups. With resources and tags, Curio will disassociate the figure from the task's prior grouping and associate it with its new grouping

## Action Menu Options

1. Copy all the displayed tasks as text or to export the tasks as an RTF document to disk. This is a very easy way to share assignments with other team members.
2. Export all task information as markdown for display in a markdown-compatible viewing app.
3. Export all raw task information as CSV file perfect for importing into Apple Numbers or Microsoft Excel. The following fields are exported: Task Title, Project, Section, Idea Space, Start Date, Due Date, Duration, Duration Units, Percent Complete, Priority, Rating, Tags, Resources. Duration units are specified using a numeric code: seconds=0, minutes=1, hours=2, days=3, weeks=4, months=5, years=6.
4. By default, Curio will include items with checkmarks (aka to-do items) which are unchecked but have no start or due dates. If you want to only include to-do items that have start or due dates then uncheck the “Include items with no start or due dates” item in the actions menu.
5. By default, Curio will alert you of tasks that have a start date associated with them and it is currently past the start date and the completion percentage of the task is zero percent. If you don’t want to be warned in this event then uncheck the “Include items late in starting that are 0% done” item in the actions menu.
6. By default, Curio doesn’t include untagged tasks when you group by tag set or local tags. However, you can enable this by checking the “Include grouping for untagged tasks” item in the actions menu.