

Meta - Dates

Customize your figure’s meta properties

To change your figure’s meta properties either click the Meta button on the inspector bar, or see the Meta tab in the Inspector shelf.

Dates

Your figures can have assigned dates for easy task planning. Curio even supports automatic date calculations in collections such as lists and mind maps so that tasks can have precedence ordering.

Start Date

Enable start dates with the on/off checkbox. Then you can set a start date. The date can be entered directly or you can click the little calendar button to pick a date.

Optionally Curio can automatically calculate the start date if you wish. Curio's pretty smart about this and will check to see if it should be determined by you manually entering a date, or based on when a previous sibling (in a list or mind map) ends, or based on when a previous sibling starts, or when a parent starts. Or you can directly choose one of those options if you wish. For example, if an item is the first child in a list then Curio would automatically choose ‘based on when parent starts’. If the item is a middle child then Curio’s chooses ‘based on when previous sibling ends’.

Due Date

Enable due dates with the on/off checkbox. Then you can set a due date. The date can be entered directly or you can click the little calendar button to pick a date.

As with start date, Curio can automatically calculate the due date if you wish. In this case, the due date can be determined by you manually entering a date, or automatically determined when this figure's children have all ended, or based on the start date plus an entered duration.

If the due date is at midnight then the due date adornment next to the figure reports the day before. For example, say in the date inspector for a figure you set the start date to June 6th at midnight and the due date to June 8th at midnight, thus it a 2-day duration. The resulting adornment will show "6/6 - 6/7" since that looks more appropriate (i.e. you have to work on the 2-day task on 6/6 and 6/7). This change was made so it matches what is displayed in applications such as Calendars where the task would be displayed from 6/6 to 6/7.

Start/Due Date Gear Button Menus

Note both the start and due date areas have gear button menus which allow you to specify if ‘manually’ should always be used as the default.

Via the gear button you can also specify your project work schedule including work days and work hours. Curio will use this work schedule to automatically determine task end dates based on start dates and durations within the current project. For instance, click to turn off Saturdays and Sundays if you want Curio to ignore weekends when calculating due dates and durations. This same work schedule is taken under consideration when using the +1 Day, +1 Week, and +1 Month buttons.

The start date gear button also allows you to specify what time should be used: either midnight, the current time, or the workday start.

Duration

Specify a duration for the figure in minutes, hours, days, weeks, months, or years.

Curio can use these durations when computing start and due times for siblings and parents figures in a hierarchical collection such as a list or mind map.

Note that if the due date is determined by some means other than Start Date + Duration then the duration and most appropriate duration units will automatically be determined and displayed.

Done Date

The done date is completely independent of a figure's specified end date. You can think of the former as when the task was actually done, while the latter is when the task needs to be done.

By default the done date is automatically set when a figure is checked or marked as 100% completed. The reverse is also true, if you set a done date Curio will make sure the figure is marked as 100% completed and checked if the figure checkmark is visible.

The done date also has an gear button menu where you can fine-tune the done date’s automatic setting, and also specify how the done date time should be reported: start of the day, the end-of-work day as specified by the Workday Schedule (set via the dates meta actions menu), or the end of day.

Added Date

The added date is set by Curio automatically when you add a figure to an idea space. However, we allow you to change the date if you're trying to mark a specific date of entry for note-taking or research purposes.

Mini Popover

Curio has a handy mini popover for setting dates which can be handy when you don’t want to bring up the inspector.

To show the date mini popover: Option-click an existing date adornment, or press the Slash (“/”) key. As a hint to remember this keyboard shortcut, think of a slash used in a date such as 12/25/2013.

To hide the popover press the Escape key, or click its little close button.