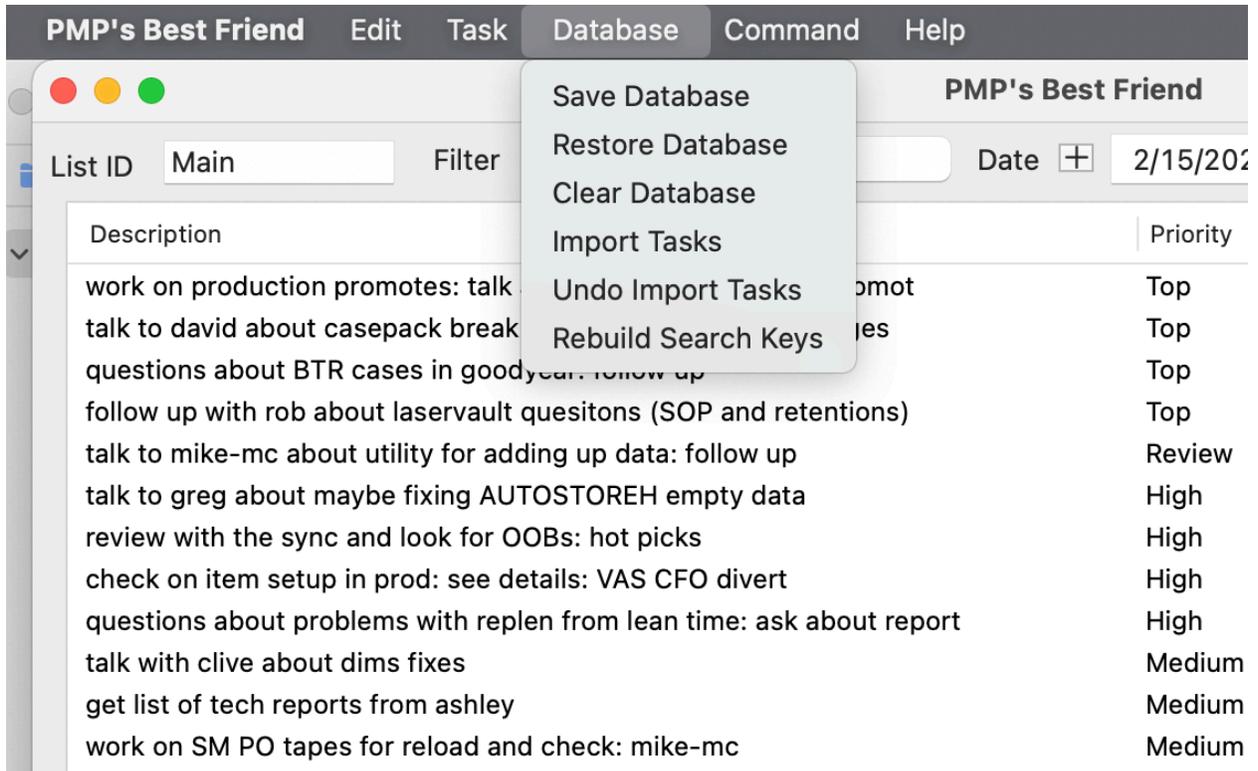
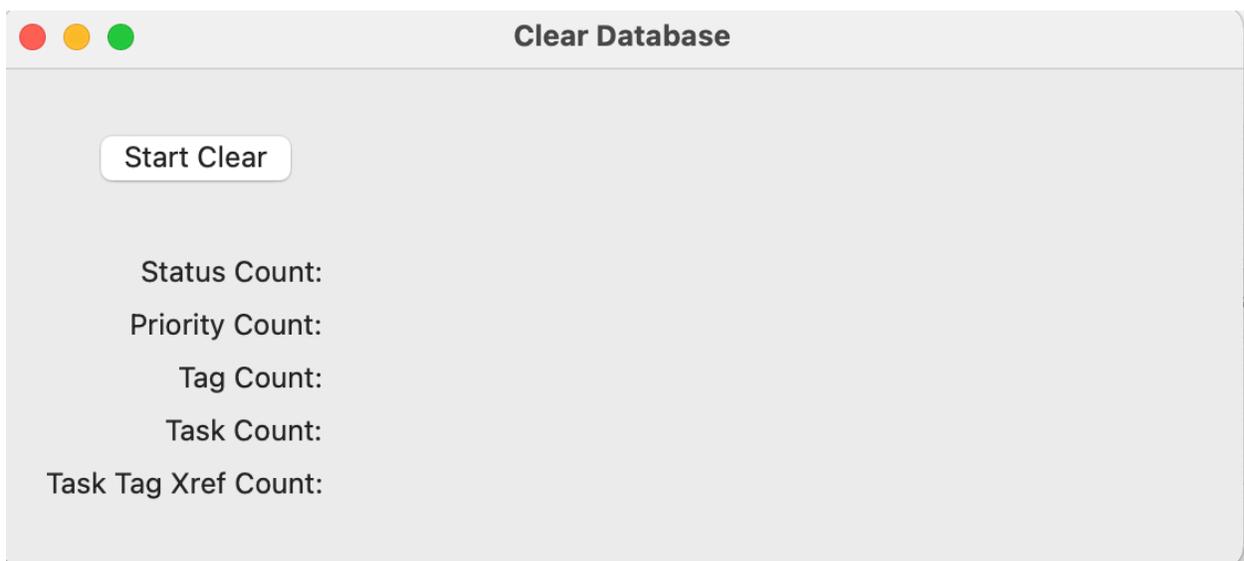


## How PMP's Best Friend can help you

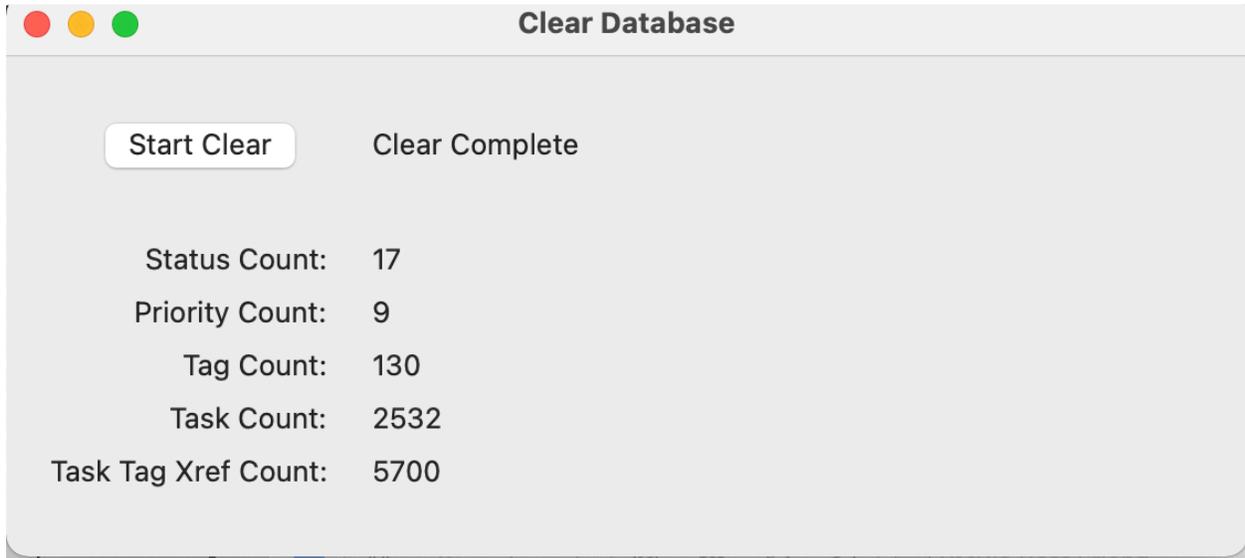
There are a lot of options in this product so probably it would be good to review some ways it can work for you. You can follow this demo by downloading the sample database and restoring it into a downloaded copy of the app.



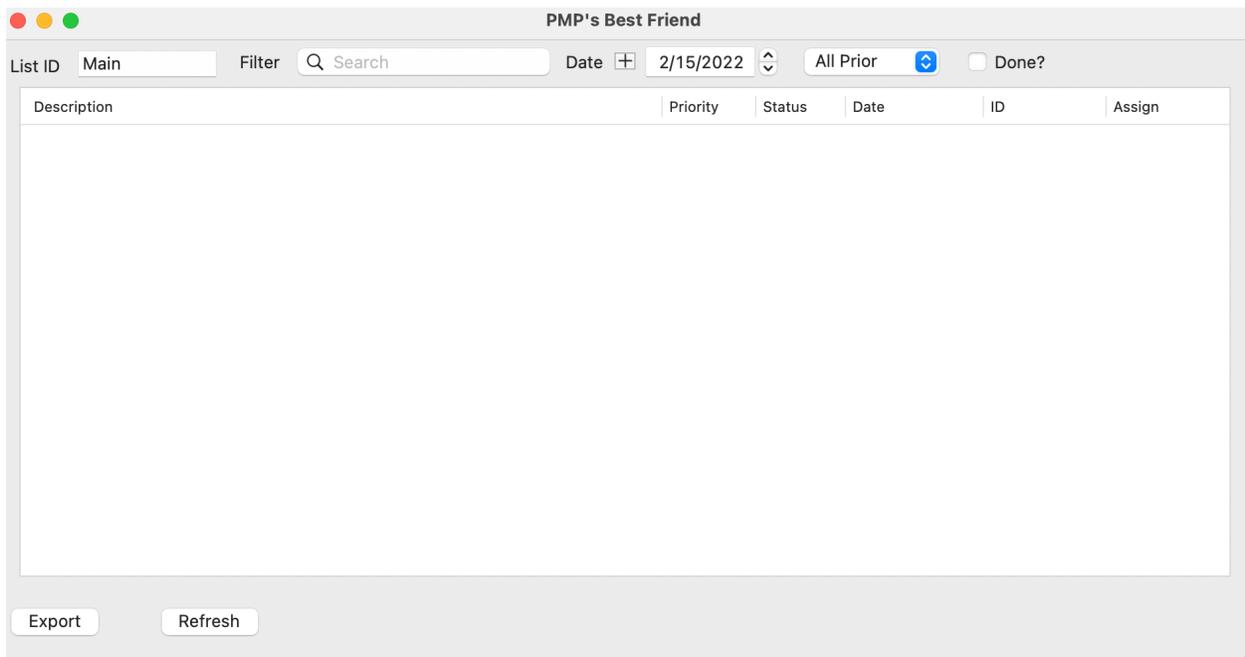
To do that, click 'Database > Clear Database' to empty out the database and then 'Database > Restore Database' to reload the database. The following boxes will pop up:



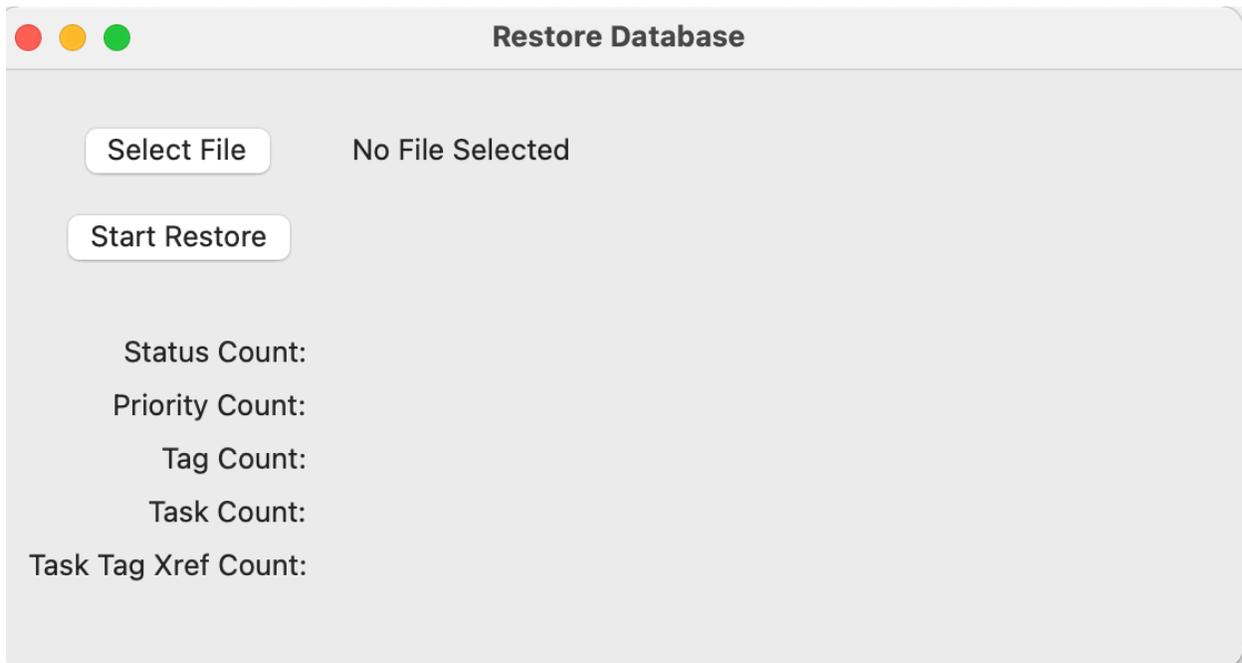
After the clear, you will see counts that are like this but might be different depending on what's in the database presently.



If you press the 'Refresh' button on the main display, it will show an empty list.



Use 'Database > Restore Database' to pop up the restore database main screen:



Select the file using the 'Select File' button and press the 'Start Restore' button.

The counts will populate and the screen should look like this when you are done:



Press the 'Refresh' button on the main screen and you should see this screen:

PMP's Best Friend

List ID Main Filter  Date  All Prior  Done?

| Description   | Priority | Status  | Date    | ID        | Assign        |
|---|----------|---------|---------|-----------|---------------|
| back and forth with chris-j about ATS OOB check: follow up (newfix)         | Unknown  | Created | 2/8/22  | 611-15    | chris-j       |
| questions about EDI and phone numbers: follow up: follow up                 | Unknown  | Created | 2/8/22  | 611-5     | rob/kevin-m   |
| questions about retransmitted loads in GDY (BOPL): follow up                | Unknown  | Created | 2/9/22  | 647-6     | david         |
| follow up with rob about laservault quesitons (SOP and retentions)          | Unknown  | Created | 2/9/22  | 62-2      | rob           |
| help with mass LPK disconnect goodyear: darby SCOM                          | Unknown  | Created | 2/9/22  | 611-12    | mike-mc/jerma |
| picketicket header stuff got moved to prod: follow up                       | Unknown  | Created | 2/9/22  | 643-16799 | darby         |
| check with darby on goodyear BOPL emails                                    | Unknown  | Created | 2/9/22  | 647-6     | darby         |
| talk to scott-r about orphan order report: follow up                        | Unknown  | Created | 2/9/22  | 643-WF123 | scott-r       |
| questions about multiple CX lock codes: follow up                           | Unknown  | Created | 2/10/22 | 611-12    | ginger        |
| add five hours for billing for first PO                                     | Unknown  | Created | 2/11/22 | 61-2      | joe           |
| review debug of DQ6 loop  | Unknown  | Created | 2/11/22 | 611-14    | scott-r/babu  |
| questions about OOB changes for chain                                       | Unknown  | Created | 2/11/22 | 653-WF37  | rob/mike-mc   |
| front to back BOPL review: follow up  | Unknown  | Created | 2/11/22 | 647-3     | bosco         |
| questions about wave close and wave close problem: 620-01-03/05s: follow up | Unknown  | Created | 2/16/22 | 611-8     | kevin-k       |
| let's get an IBM call about branched gateway                                | Unknown  | Created | 2/16/22 | 647-3     | IBM           |
| let's get an IBM call about branched gateway                                | Unknown  | Created | 2/16/22 | 647-3     | IBM           |
| questions about wave close and wave close problem: 620-01-03/05s: follow up | Unknown  | Created | 2/16/22 | 611-8     | kevin-k       |
| scott-r on HLD/RLS reason codes: follow up                                  | Unknown  | Created | 2/16/22 | 643-3     | scott-r       |

Export Refresh

The data was saved on 2/15/22 so to see what the screen looked like on 2/15, change the Date either by typing it into the date box or by pressing '+' next to the date and click on 2/15/22.

PMP's Best Friend

List ID Main Filter  Date  All Prior  Done?

| Description   | Priority | Status  | Date     | ID       | Assign         |
|---|----------|---------|----------|----------|----------------|
| work on production promotes: talk about next steps: W3ER promot       | Top      | Created | 2/15/22  | 62-3     | rob            |
| talk to david about casepack break for claims 2.0 / label changes     | Top      | Created | 2/15/22  | 643-WF50 | david          |
| questions about BTR cases in goodyear: follow up                      | Top      | Created | 2/15/22  | 611-12   | jermaine/greg- |
| follow up with rob about laservault quesitons (SOP and retentions)    | Top      | Created | 2/15/22  | 62-2     | rob            |
| talk to mike-mc about utility for adding up data: follow up           | Review   | Created | 2/14/22  | 611-8    | mike-mc        |
| talk to greg about maybe fixing AUTOSTOREH empty data                 | High     | Created | 12/6/21  | 643-3    | greg-g         |
| review with the sync and look for OOBs: hot picks                     | High     | Created | 12/7/21  | 611-15   | louis/greg-g   |
| check on item setup in prod: see details: VAS CFO divert              | High     | Created | 12/14/21 | 62-3     | jeff-p         |
| questions about problems with replen from lean time: ask about report | High     | Created | 1/18/22  | 611-15   | kristi-d/louis |
| talk with clive about dims fixes                                      | Medium   | Created | 9/7/21   | 611-8    | clive          |
| get list of tech reports from ashley                                  | Medium   | Created | 9/12/21  | 611-8    | ashley         |
| work on SM PO tapes for reload and check: mike-mc                     | Medium   | Created | 9/24/21  | 611-4    | joe            |
| questions about case location type changes                            | Medium   | Created | 1/13/22  | 611-8    | rob/darby      |
| work on LTL label setups and carrier label setup doc                  | Medium   | Created | 1/17/22  | 64-1     | joe            |
| talk about security journal purges: follow up                         | Medium   | Created | 1/18/22  | 62-2     | renee/rob      |
| another few missing pilot EDI again: follow up: follow up             | Medium   | Created | 1/26/22  | 611-12   | mike-mc        |
| talk to rob about karmick RI11  | Medium   | Created | 1/31/22  | 62-3     | rob            |
| summed up EOM sync situation via email                                | Medium   | Created | 1/31/22  | 611-13   | joe            |

Export Refresh

As you scroll through the list using traditional means, you will see that the tasks are sorted by a variety of Priority entries.

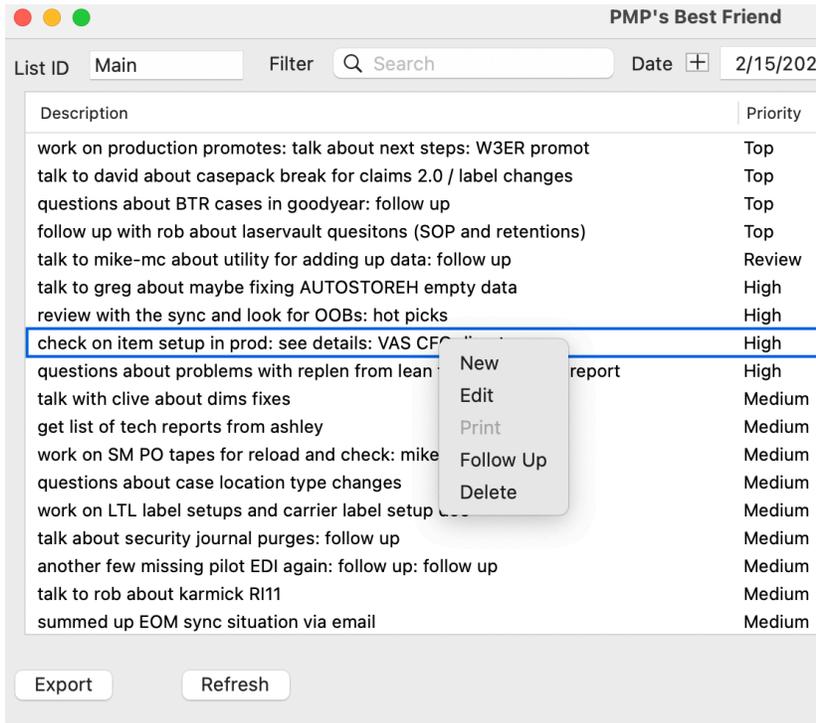
| Description   | Priority | Status  | Date     | ID       | Assign         |
|---|----------|---------|----------|----------|----------------|
| work on production promotes: talk about next steps: W3ER promote      | Top      | Created | 2/9/22   | 62-3     | rob            |
| scott-r on HLD/RLS reason codes: follow up                            | Top      | Created | 2/9/22   | 643-3    | scott-r        |
| work with david/greg on journal restore: do more of this              | Top      | Created | 2/10/22  | 611-12   | david/greg-g   |
| follow up with rob about laservault questions (SOP and retentions)    | Top      | Created | 2/15/22  | 62-2     | rob            |
| talk to david about casepack break for claims 2.0 / label changes     | Top      | Created | 2/15/22  | 643-WF50 | david          |
| questions about BTR cases in goodyear: follow up                      | Top      | Created | 2/15/22  | 611-12   | jermaine/greg- |
| work on production promotes: talk about next steps: W3ER promot       | Top      | Created | 2/15/22  | 62-3     | rob            |
| talk to mike-mc about utility for adding up data: follow up           | Review   | Created | 1/31/22  | 611-8    | mike-mc        |
| talk to candice about BOPL packing fix: promote cleanup               | Review   | Created | 1/31/22  | 647-6    | rob            |
| questions about double cases in conklin - tape ok - unconsume         | Review   | Created | 2/8/22   | 611-15   | mike-mc        |
| talk to mike-mc about utility for adding up data: follow up           | Review   | Created | 2/14/22  | 611-8    | mike-mc        |
| talk to greg about maybe fixing AUTOSTOREH empty data                 | High     | Created | 12/6/21  | 643-3    | greg-g         |
| talk to greg about maybe fixing AUTOSTOREH empty data                 | High     | Created | 12/6/21  | 643-3    | greg-g         |
| review with the sync and look for OOBs: hot picks                     | High     | Created | 12/7/21  | 611-15   | louis/greg-g   |
| review with the sync and look for OOBs: hot picks                     | High     | Created | 12/7/21  | 611-15   | louis/greg-g   |
| check on item setup in prod: see details: VAS CFO divert              | High     | Created | 12/14/21 | 62-3     | jeff-p         |
| check on item setup in prod: see details: VAS CFO divert              | High     | Created | 12/14/21 | 62-3     | jeff-p         |
| questions about problems with replen from lean time: ask about report | High     | Created | 1/18/22  | 611-15   | kristi-d/louis |

Here you can see the Priority entries that are set up via the 'Command > Priorities' entry screen.

| Priority  | Sort | Color |
|-----------|------|-------|
| Unknown   | 01   |       |
| Top       | 03   |       |
| Review    | 05   |       |
| Today     | 10   |       |
| High      | 20   |       |
| Medium    | 30   |       |
| Low       | 40   |       |
| Long Term | 50   |       |

You can see there is a list of Priorities and the sort order isn't dependent on the Priority value.

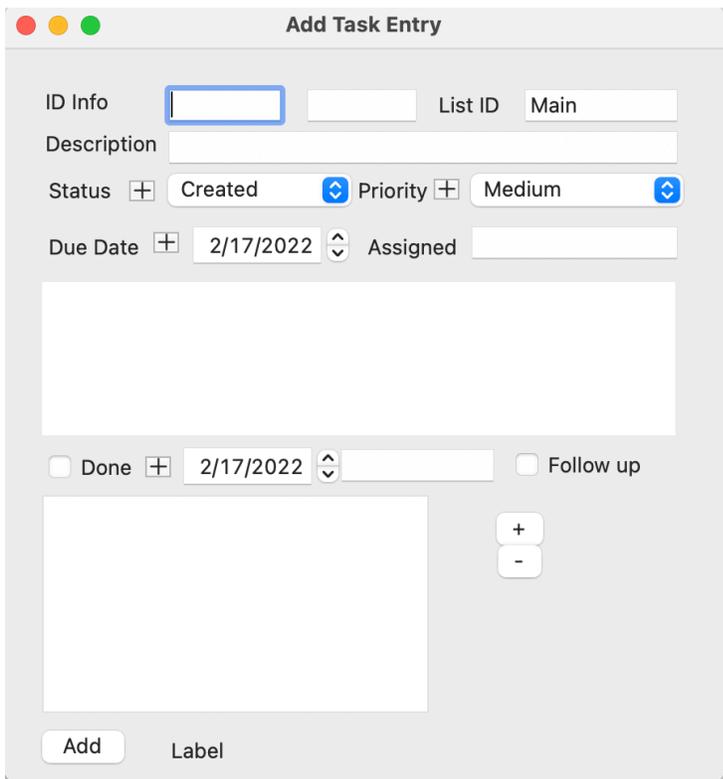
So let's add a task. 'Command N' or right clicking in the main screen and clicking on 'new' will get you started:



The screenshot shows a window titled "PMP's Best Friend" with a task list. The list has columns for "Description" and "Priority". A context menu is open over the task "check on item setup in prod: see details: VAS CFO". The menu options are: New, Edit, Print, Follow Up, and Delete. Below the list are "Export" and "Refresh" buttons.

| Description  | Priority |
|--|----------|
| work on production promotes: talk about next steps: W3ER promot    | Top      |
| talk to david about casepack break for claims 2.0 / label changes  | Top      |
| questions about BTR cases in goodyear: follow up                   | Top      |
| follow up with rob about laservault quesitons (SOP and retentions) | Top      |
| talk to mike-mc about utility for adding up data: follow up        | Review   |
| talk to greg about maybe fixing AUTOSTOREH empty data              | High     |
| review with the sync and look for OOBs: hot picks                  | High     |
| check on item setup in prod: see details: VAS CFO                  | High     |
| questions about problems with replen from lean                     | High     |
| talk with clive about dims fixes                                   | Medium   |
| get list of tech reports from ashley                               | Medium   |
| work on SM PO tapes for reload and check: mike                     | Medium   |
| questions about case location type changes                         | Medium   |
| work on LTL label setups and carrier label setup                   | Medium   |
| talk about security journal purges: follow up                      | Medium   |
| another few missing pilot EDI again: follow up: follow up          | Medium   |
| talk to rob about karmick RI11                                     | Medium   |
| summed up EOM sync situation via email                             | Medium   |

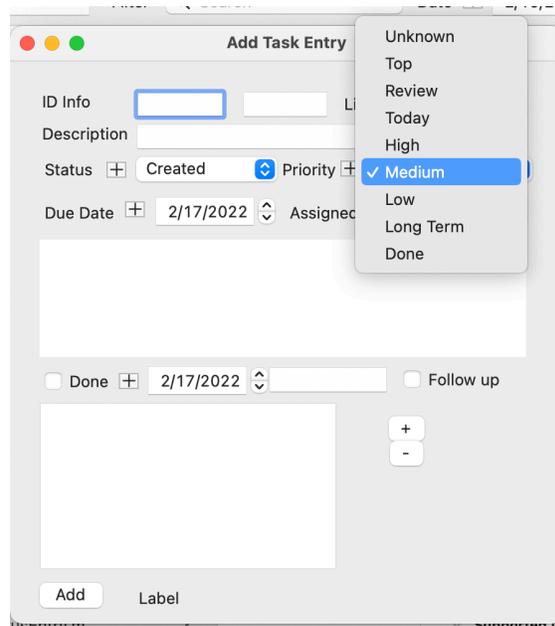
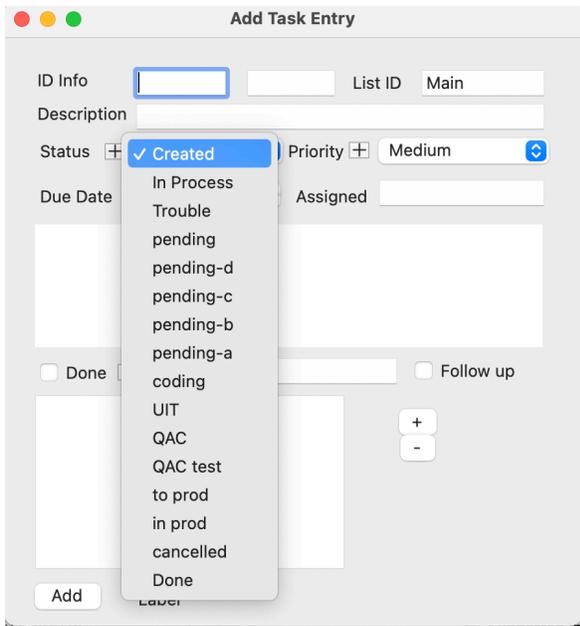
Here is the pop up box for the new task:



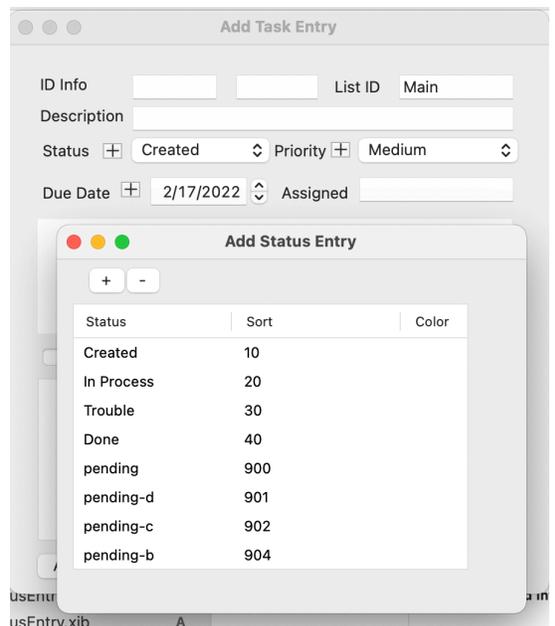
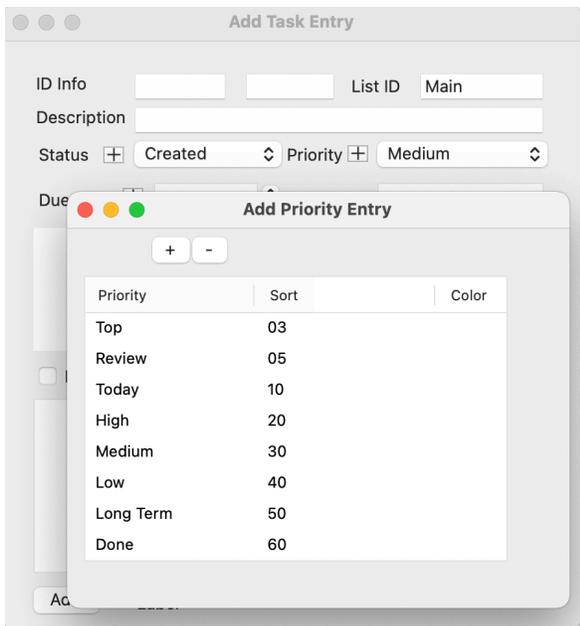
The "Add Task Entry" dialog box contains the following fields and controls:

- ID Info:  List ID: Main
- Description:
- Status:  Created Priority:  Medium
- Due Date:  2/17/2022 Assigned:
- Done  2/17/2022  Follow up
- 
- Buttons: Add, Label

Some features to outline here.. so you can select a Status or Priority based on a drop down list and/or add a new Status or Priority on the fly. Here are some pertinent screen shots:



These screen shots show show those drop down menus. Clicking on the 'plus' sign will bring up those maintenance screens and let you add a new Status or Priority if you like:



Most of the rest of the entries are pretty self explanatory but let's look at a couple of interesting features. For example, tasks can be entered as 'Done' by clicking a button toward the bottom of the screen:

The screenshot shows a window titled "Add Task Entry" with the following fields and controls:

- ID Info:** A text input field, currently highlighted with a blue border.
- Description:** A text input field.
- List ID:** A text input field containing "Main".
- Status:** A dropdown menu with a plus sign, currently set to "Done".
- Priority:** A dropdown menu with a plus sign, currently set to "Unknown".
- Due Date:** A date picker with a plus sign, currently set to "2/17/2022".
- Assigned:** A text input field.
- Done:** A checked checkbox with a plus sign.
- 2/17/2022 18:07:** A date and time field with a dropdown arrow.
- Follow up:** An unchecked checkbox.
- Buttons:** "+" and "-" buttons, and an "Add" button at the bottom left.

Clicking the 'done' box will automatically set the Status value to the default value in the Preferences screen as well as setting the done date and time to be the current date and the current time.

The screenshot shows a window titled "Settings" with the following settings:

- Backup Directory:** A text input field.
- Backup time HH:MM:** A text input field, currently highlighted with a blue border.
- Enable Daily Backup:** A checkbox labeled "Check if yes", which is currently unchecked.
- Initial Task Status:** A dropdown menu set to "Created".
- Initial Task Priority:** A dropdown menu set to "Medium".
- Done Task Status:** A dropdown menu set to "Done".
- Save:** A button at the bottom left.

The done date and time can be changed but the initial default is the current date and time.

There is also a 'Follow up' button that can be used as well. If that is clicked and the new task is 'added', another task with the same data as the first added task is created and allows you to add it in as well. You can keep doing this as much as you like. Why would you do this? Say you have a task which you completed (a phone call for instance) and you want to mark it complete but you want to follow up in a week, use this to create a follow up task in the future.

Here is a sample flow. Here I called Aaron and asked him about security passes. I added the original task to show it in my audit trail and history:

The screenshot shows a window titled "Add Task Entry" with the following fields and options:

- ID Info: 647, WF187, List ID: Main
- Description: called aaron about security passes
- Status: Done (selected), Priority: Medium
- Due Date: 2/17/2022, Assigned: [empty]
- Follow up:  Follow up
- Done:  Done, 2/17/2022, 16:45
- Person: Aaron Smithnosky, BOPL
- Buttons: Add, Label

Notice I also added some tag entries to go along with the task. I pressed the 'Add' button:

The screenshot shows the same "Add Task Entry" window after the 'Add' button was pressed. The changes are:

- Description: called aaron about security passes: follow up
- Status: Created (selected), Priority: Medium
- Follow up:  Follow up
- Done:  Done, 2/17/2022, [empty]
- Person: Aaron Smithnosky, BOPL
- Buttons: Add, Label

The original task was added and this window replaced the original add window. You don't HAVE to add this into the database (red dot click will make it go away) but you can. Note that the words 'follow up' were added to the description.

Updating tasks work much the same way. Existing tasks can be opened and then marked as 'Done' or deleted or moved or whatever you like.