

SBSH MyList User Manual

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Downloads and additional support can be found at our site

<http://www.sbsb.net>

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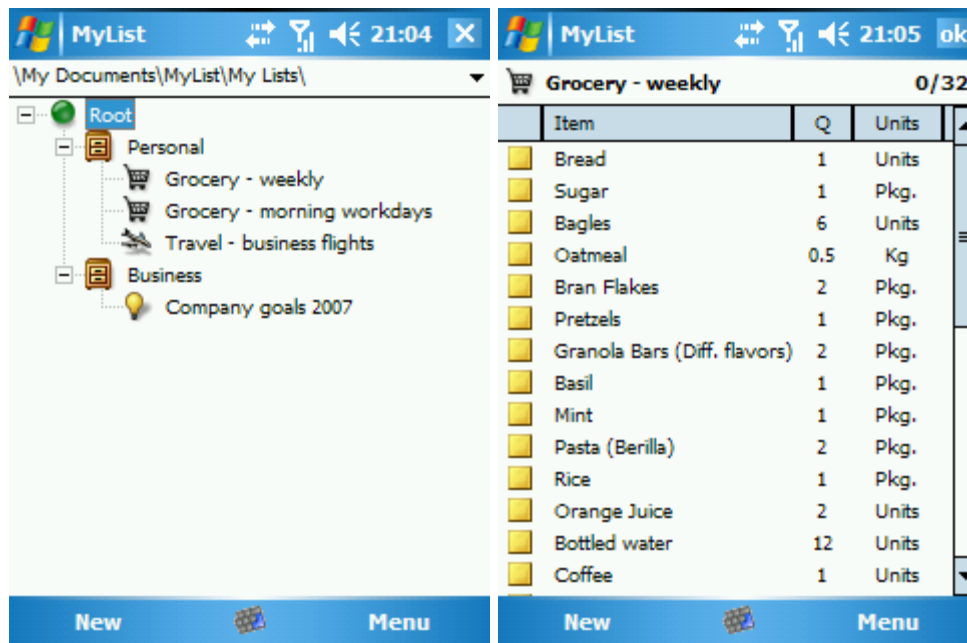
1. Introduction – What is MyList?

MyList an application that helps keep track of all sorts of lists that you can imagine. If you need to keep a simple list of tasks that you need to complete for a certain project, you can easily create a list for that with MyList. But MyList also works great containing your shopping list, where you can easily check the stuff you found in the supermarket. Another example of what you can do with MyList is to create a database of your total music collection, containing the album name, artist, and all other kind of information that you can imagine. Then you can easily sort the list alphabetically by artist, album name, or whatever kind of fields you created for that list.

MyList completely supports **QVGA** and **VGA** devices; all screen orientations and the following operating systems:

- Windows Mobile 2003 (WM 2003)
- Windows Mobile 2003 Second Edition (WM 2003 SE)
- Windows Mobile 5 (WM 5)
- Windows Mobile 6 (WM 6)

MyList can be configured to fit your needs. There are various font settings; you can determine the icons you want to use for your lists, etc.



MyList main view and an example shopping list ("Grocery")

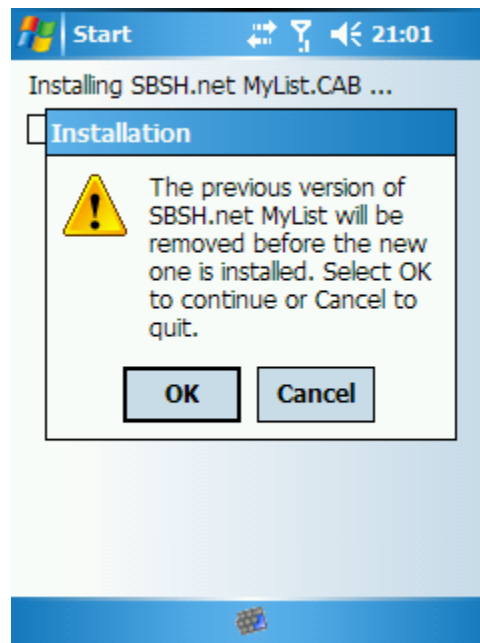
2. Installation

Generally, it is most recommended to soft reset your device before the installation.

Installation of MyList can be done by exe file or by cab file. When downloaded, MyList will be in a zip file. Unzip this file to find the exe file or the cab files. To install by exe just tap on the file on your desktop. Make sure that you have your device connected to your computer and synced. Then just follow the directions of the installer.

The other way to install is by taking the cab file located in the download folder. Move the correct file (depending on your Operating System, WM5 and WM6 use the same .cab installer) over to your device by using file explorer on your PC. Then navigate to the location of the cab file on your device and tap on it to start the install.

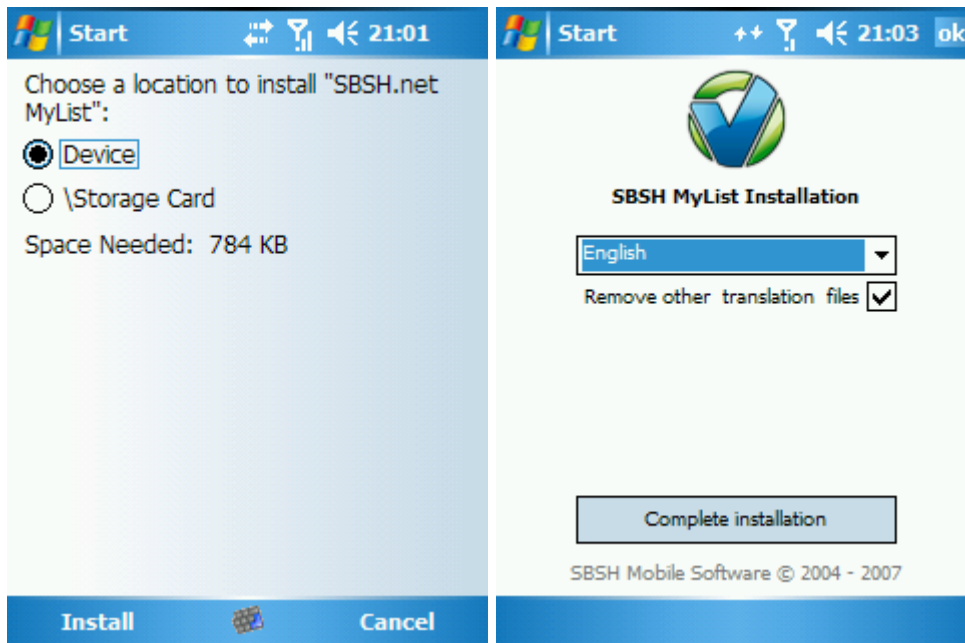
Installing on a WM5 or WM6 device will bring up a popup during the installation (*only* if MyList has been installed before). This lets you know that the previous version of MyList will be uninstalled. Tap on ok as this is normal. You will also be asked if you want to keep your previous MyList settings through the upgrade.



MyList upgrade popup

Note that if you have not done the soft reset before the installation as was mentioned above and you have issues with installing MyList over a previous version, it is wise to soft reset your device, and try to upgrade again.

After selecting where MyList should be installed (installing on external storage such as a SD Card is supported), you can follow the progress on your screen. At the final stage of installation a screen will appear that says that MyList is installed. You can choose your language, and decide to keep or remove the resource files of the other languages (that you don't use). Finally, tap OK to end installation.

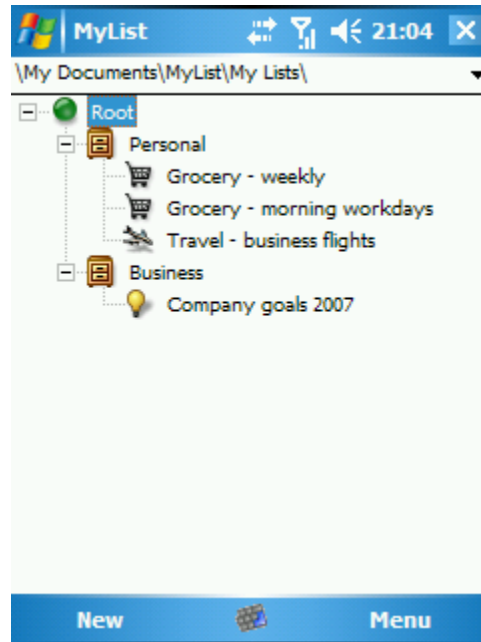


Installation destination choice

Installation Complete screen

3. The Main View

MyList has different views, which will be discussed in the coming chapters. When you open MyList, you will see the Main view.



The MyList Main view

In the main view you can see all the lists that are in the currently selected folder, along with the icon you assigned to it. Tapping, or pressing the D-Pad action button, on the name of a list will open the list in List View (see chapter 4).

The "Root" folder is the folder that is currently selected by the user. This can be done in two ways: by tapping the small down arrow in the top left, and then choosing "Select Folder...", or by opening the Menu on the right soft-key and choosing "Select Folder..." from there. If you choose a list, MyList will display all the sub-folders in this folder, along with the lists that are in these subfolders. The drop-down menu at the top of the screen (when you tap on the small arrow) also contains the last used folders so you can quickly switch between the most recently used folders.

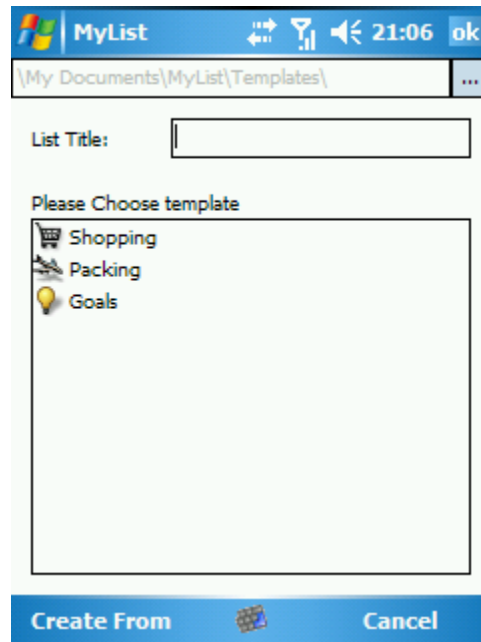
3.1 The "New" soft-key button

Tapping on the "New" soft-key button in the bottom left will open a popup menu. You can choose to create a new List or a new Category.

List

If you choose to create a new list, a new list will be created in the category (folder) that is currently selected. So if the highlight on the screen is on the "Personal" category (or one of the lists inside that category) when you create a new list, the list will be in the Personal category. If you have the "Root" selected, the list will be in the Root folder.

You will then see a screen where you need to select on which Template the list is based.



Template selection screen

In this screen, in the top (grey font) the Template folder is displayed. Tapping the "..." button will open a screen where you can browse to the folder that contains the template that you wish to use for your list.

Under that, in the "List Title:" box, you will need to insert the title of the list you are going to create. In the large box in the centre of the screen, you will need to select the template that is the base for your list. Now you can tap "ok" in the top right to create a new list based on that template, or choose "Selected template" from the "Create From" soft-key in the bottom left.

You can also choose to base your list on a new template. In order to do that, select "New Template" from the "Create From" soft-key menu. This will take you to the New Template screen which will be discussed in chapter 5.3.

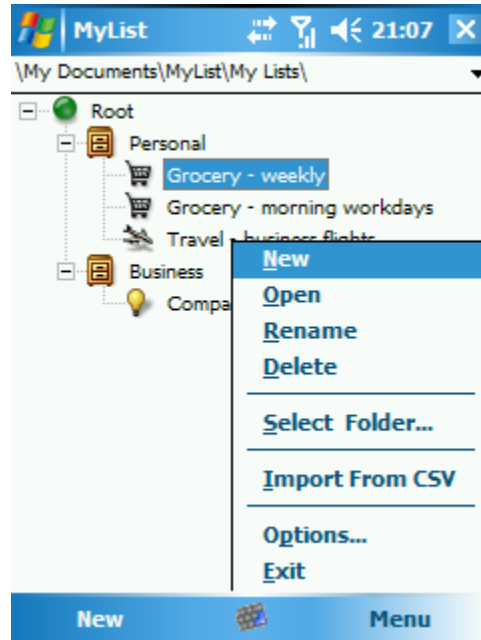
After you have created a new template or chosen an existing template, you are taken to the List View which will be discussed in chapter 4.

Category

Creating a new category will create a new sub-folder in the folder that you specified as the Root folder. So in the screen above, the root folder is \My Documents\MyList\My Lists\ and it has two subfolders \Personal\ and \Business\. If you create a new Category, there will be a new folder \My Documents\MyList\My Lists*NewCategory*\ where you can specify the name of the new category folder.

3.2 The "Menu" soft-key button

Tapping on the "Menu" soft-key button in the bottom right will open a popup menu. This popup menu has various items you can select.



The "Menu" soft-key popup menu

New

This is the same as choosing "New" – "List" from the left soft-key: it opens the screen where you can select the template on which to base a new list.

Open

This will open the currently highlighted list in the List View. If instead of a list, a category is selected, that category will be collapsed or expanded (depending on the current state). This is the same as tapping on the + or – sign in front of each category.

Rename

This allows you to rename the currently selected list or category.

Delete

This allows you to delete the currently selected list or category. You will get a confirmation dialogue asking if you really want to delete the list.

Select Folder...

This is the same as selecting the "Select Folder" option after tapping the arrow button in the Main view, which is discussed at the start of chapter 3. Here you can select the root folder, which determines what lists and categories (sub-folders) are being displayed in the Main View.

Import from CSV

Here you can import .csv files located on your device, into a MyList list.

Options

This will take you to the MyList Options page which is discussed in chapter 5.

Exit

This will close MyList.

3.3 Context menu's

If you tap-and-hold on the "Root" title, a category title, or a List title, a context menu will appear.

Root

Tap-and-hold on the "Root" title will give you a context menu with these options:

"New List" – This will create a new List, like described in paragraph 3.1.

"New Category" –Creates a new Category, like described in paragraph 3.1.

Category

Tap-and-hold on a category title will give you a context menu with these options:

"New" – This will create a new category.

"Open" – This will expand/collapse the selected category in the Main view.

"Rename" – Here you can rename the selected category.

"Delete" – Here you can delete the selected category. Before actually deleting the category, a confirmation dialogue will ask you if you are sure.

List

Tap-and-hold on a category title will give you a context menu with these options:

"New" – This will create a new list.

"Open" – This will open the selected list in the List View.

"Rename" – Here you can rename the selected list.

"Delete" – Here you can delete the selected list. Before actually deleting the list, a confirmation dialogue will ask you if you are sure.

4. The List View

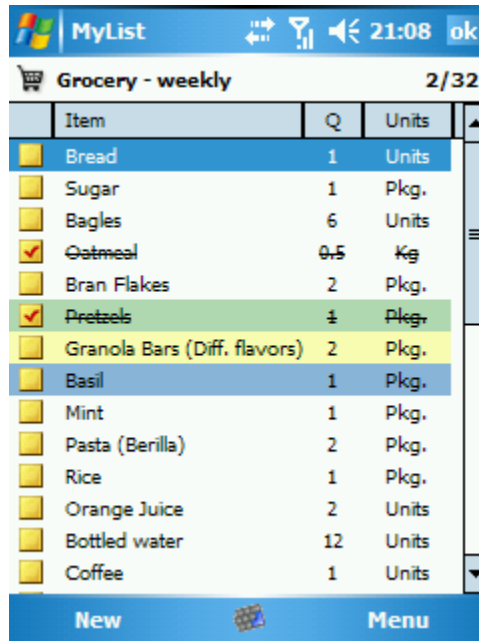
The List View will be the core of the program for the users. Here you can see your lists, sort them, mark items as Completed, and so on. The List View contains an OK button which will return you to the Main View, and a bar with list properties. Displayed is the name of the list, the amount of checked items, and the total amount of items in the list.

Then there are the column headers. The column header and column properties are determined by the Template you used when creating this list.

Tapping on a column header will sort that column alphabetically. So tapping on the "Title" header in the screen below will order the items as Beer – Eggs – Mineral water – Pizza. Tapping it again will order them in the opposite direction: Pizza – Mineral water – Eggs – Beer. Tapping on the Quantity header will sort the list by quantity, the items with the value "3" being on top, and with the value "6" being on the bottom. Tapping this header again will also sort the list in the opposite direction, with the Beer and Mineral water on top (you need 6 of them) and the Eggs and Pizza at the bottom (since the quantity is only 3 here).

Tapping on the black vertical line between two columns will automatically resize the column width to make the widest item in that list fit. This will make sure that all info in a column is displayed, but that no unnecessary space is used for that column.

If you have specified a checkbox to be the first column in your Template, tapping the box will strike-through the line, in addition to marking the checkbox as complete.



Item	Q	Units
<input type="checkbox"/> Bread	1	Units
<input type="checkbox"/> Sugar	1	Pkg.
<input type="checkbox"/> Bagles	6	Units
<input checked="" type="checkbox"/> Oatmeal	0.5	Kg
<input type="checkbox"/> Bran Flakes	2	Pkg.
<input checked="" type="checkbox"/> Pretzels	1	Pkg.
<input type="checkbox"/> Granola Bars (Diff. flavors)	2	Pkg.
<input type="checkbox"/> Basil	1	Pkg.
<input type="checkbox"/> Mint	1	Pkg.
<input type="checkbox"/> Pasta (Berilla)	2	Pkg.
<input type="checkbox"/> Rice	1	Pkg.
<input type="checkbox"/> Orange Juice	2	Units
<input type="checkbox"/> Bottled water	12	Units
<input type="checkbox"/> Coffee	1	Units

The MyList List View

Under the column headers is the actual list, with the items you inserted into the list. If you just created a new list, this part will be empty.

Under that, are the soft-keys which will be discussed below.

4.1 The "New" soft-key button

Pressing the New soft-key button will open the Edit Item screen. Here you can enter the content for a new item in your list. The content of this screen depends on the Template that is the base for the current list.

The New Item screen

Pressing "OK" in the bottom left saves this info into a new item in your list, pressing "Cancel" returns to the list without applying the new information as a new item in the list.

4.2 The "Menu" soft-key button

Choosing the "Menu" soft-key opens a popup menu with the following options:

Menu options for the currently opened list

New Item

Here you can create a new item for your list, in the screen that has been discussed before in chapter 4.1.

Edit Item

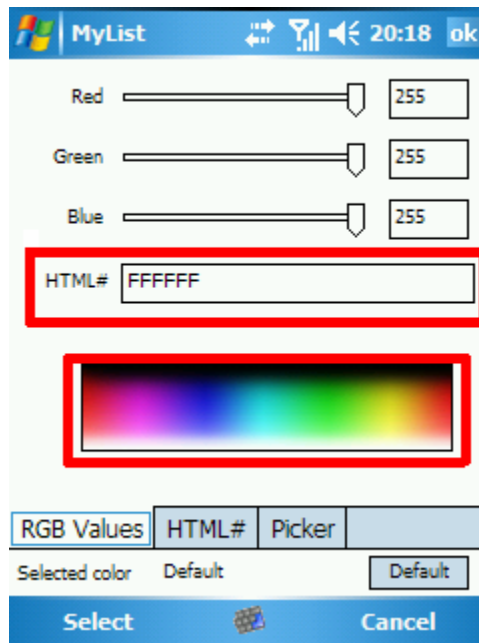
Here you can edit an existing item in your list. The lay-out of the screen is the same as for the New Item screen.

Remove Item

Choose this if you want to remove an item from a list.

Highlight Item

Here you can set a pre-defined color to highlight an item in your list. You can also select "Custom" in the sub-menu, which will allow you to pick the highlight in three ways; all are displayed in a combined screenshot below. In fact these options are available by tapping on the "RGB Values", "HTML#" and "Picker" tabs, so you will only see one option to select the color on each tab. Pressing the "Default" button will return the color to the default value.



Highlight color selection screen

Change Icon

Here you can change the icon that is assigned to the list. Pressing the "None" button applies the default icon.

Auto Column Width

By tapping here, the column width is automatically resized to a nice value.

Export to CSV

You can export your list to a file with the .csv format. This file type is a universal file type so by exporting your list to a .csv file you can open this file in Excel for example.

Save

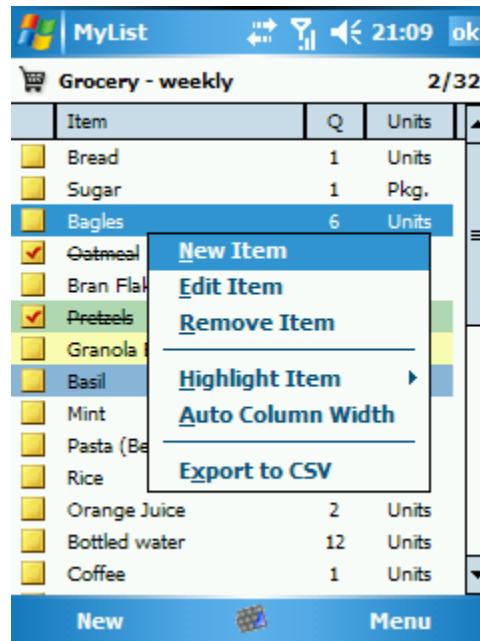
Pressing Save saves the list and returns to the Main View. This is the same as tapping OK in the top right corner.

Cancel

Pressing Cancel returns to the Main View without saving any changes made to the list.

4.3 Context menu

If you tap-and-hold on an item in a list, a context menu will display. It looks like this:



Context menu for List items

New Item

Here you can create a new item for your list, in the screen that has been discussed before in chapter 4.1.

Edit Item

Here you can edit an existing item in your list. The lay-out of the screen is the same as for the New Item screen.

Remove Item

Choose this if you want to remove an item from a list.

Highlight Item

Here you can highlight your item, just like it is described above in paragraph 4.2.

Auto Column Width

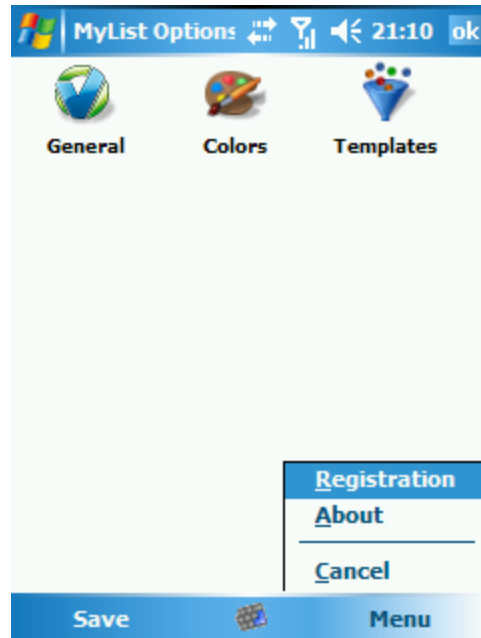
By tapping here, the column width is automatically resized to a nice value.

Export to CSV

You can export your list to a file with the .csv format. This file type is a universal file type so by exporting your list to a .csv file you can open this file in Excel for example.

5. MyList Options

When you choose "Options" in the right softkey "Menu" in the main view of MyList, you will see the MyList Options screen.



MyList Options screen

General

This will take you to the General section of MyList Options, which is discussed in chapter 5.1.

Colors

This will take you to the Colors section of MyList Options, which is discussed in chapter 5.2.

Templates

This will take you to the Templates section of MyList Options, which is discussed in chapter 5.3.

"Save" soft-key

Saves the settings and returns to the MyList Main View.

"Menu" soft-key

Pressing this opens a menu with the following options:

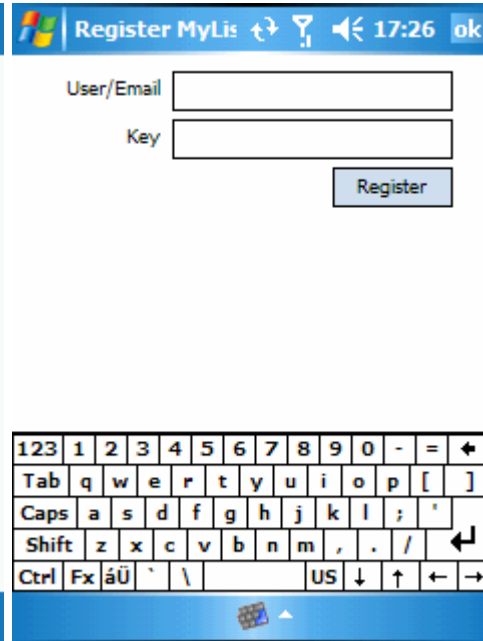
"Registration" - Here you can register MyList with the registration info you received after your purchase. It will unlock the time-limited trial of MyList.

"About" - Here you can see the version number of MyList, and you can also see if MyList is registered. If not, you will see a "Register" button.

“Cancel” - Leave the MyList Options without saving the changes.



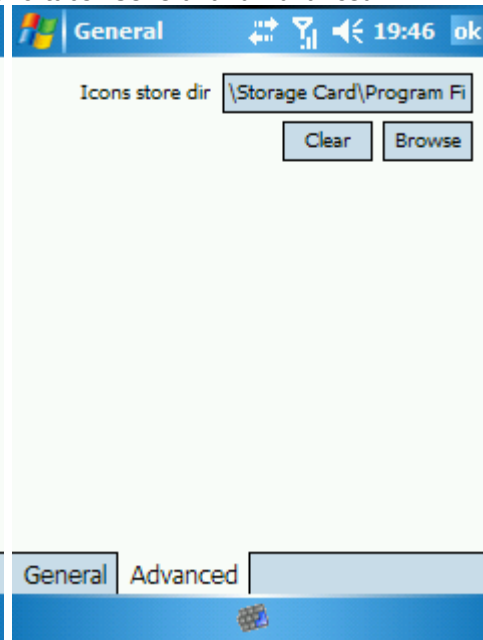
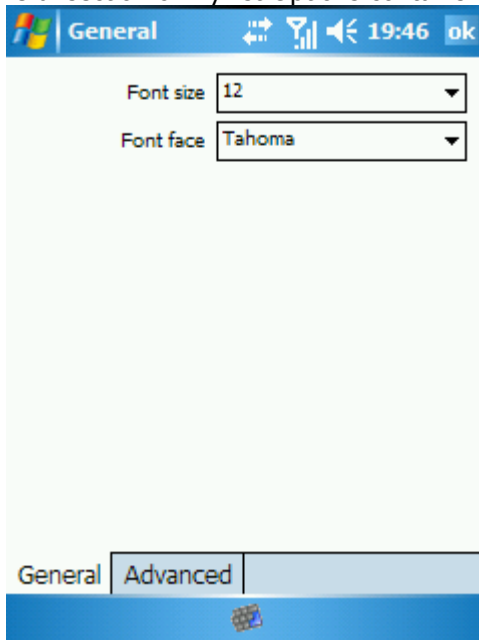
MyList About screen



MyList Registration screen

5.1 General

The General section of MyList Options contains two tabs: General and Advanced.



MyList General Options and Advanced General Options section

The General tab contains the following settings.

Font size

Here you can set the font size that MyList should use. Sizes can be from 8 to 16, with a default size of 12.

Font face

Here you can set the font that MyList should use. The drop-down menu contains the default system fonts, and the fonts that are stored in the \Windows\Fonts\ folder on your device.

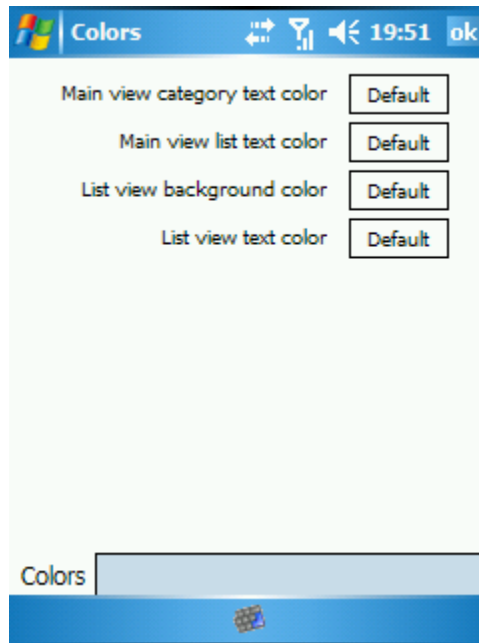
The Advanced tab contains the following settings:

Icons store dir

Here you can specify where the icons should be stored that can be assigned to lists in MyList. Icons should be 16x16 pixels for QVGA and 32x32 for VGA. The file format should be .tga (which stands for Truevision Targa Graphic). If you press "Clear", the field is cleared, and if you press "Browse", you can browse to the preferred storage folder.

5.2 Colors

The Color section of MyList Options contains the following settings.

**MyList Color Options section****Main view category text color**

Here you can determine the color that is used to display the category names in the MyList Main View.

Main view list text color

Here you can set the color for the name of the lists in the Main View.

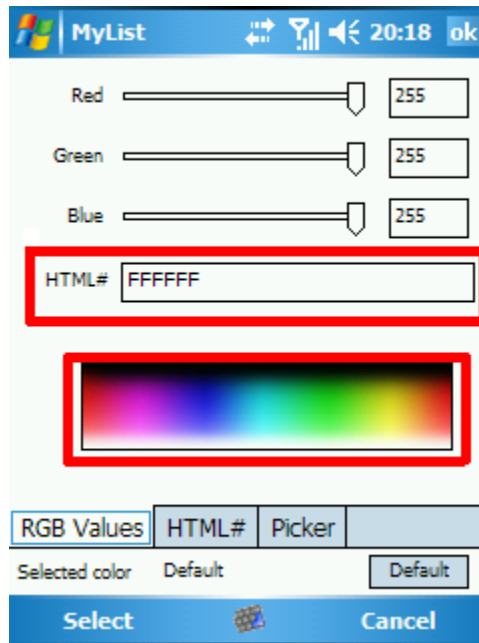
List view background color

Here you can set the color of the background that is used in the List View.

List view text color

Here you can set the color that is used to display the text in the List View.

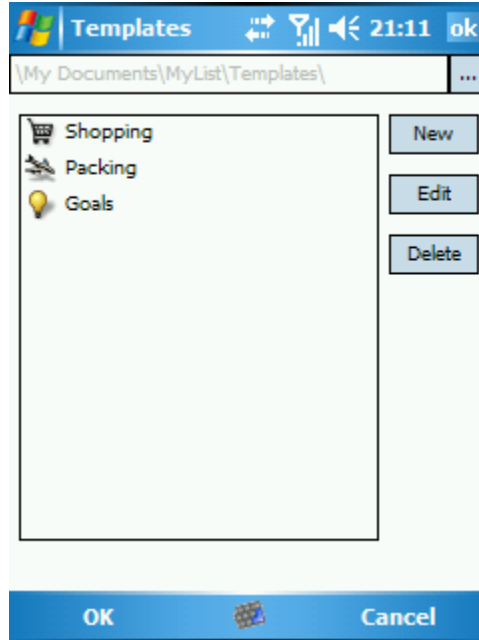
You can select the colors in three ways; all are displayed in a combined screenshot below. In fact these options are available by tapping on the "RGB Values", "HTML#" and "Picker" tabs, so you will only see one option to select the color on each tab. Pressing the "Default" button returns the color to the default value.



Color selection screen

5.3 Templates

In this section of MyList Options, you can work on your Templates. They can be created, edited, and deleted, following the buttons along the right side of the screen.

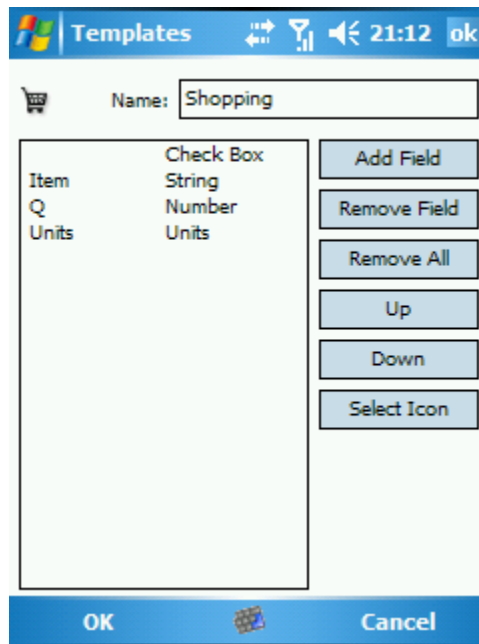


MyList Templates Options section

The grey text in the box at the top displays the folder from which the included templates are currently displayed in the box below it. Tapping the "..." box lets you browse to a different folder from which you can see the included templates.

Pressing "OK" (the left soft-key button) will save the changes and return to the MyList Options screen. Pressing "Cancel" (the right soft-key button) will return to the MyList Options screen without saving the changes.

If you choose "New" or "Edit" you will be brought to the New/Edit Template screen.



MyList New/Edit Template section

In this screen you can edit the template. The order of the fields that you see in the box on the left determines the order of the columns in the list (from left to right) that you create with this template.

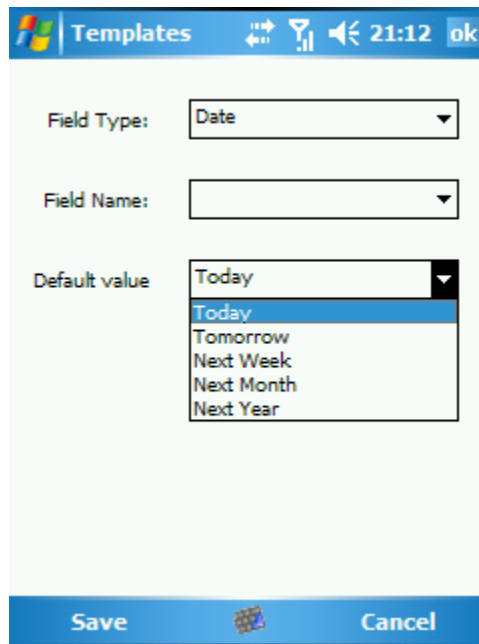
Various settings are available. Pressing "OK" saves the template and returns to the MyList Options – Templates screen. (Or, if you arrived here from choosing the "Create From" – "New Template" in the New List screen, you will be taken to your new list with the newly created template as base for the new list). Pressing "Cancel" will return to the previous screen without saving the new template or any changes made to it.

Name:

Here you can enter or change the name of the current list.

Add Field

Here you can create a new field for the template that will result in a column in your list.



Add Field to Template screen

"Field Type"

Here you can set the kind of field that will be used. Available are:

Date - Date

Time - Time

Priority – A priority value: Normal, High or Low

String – A string of text

Yes/No – A simple Yes or No value

Number – A digit

Check Box – A checkbox. If the checkbox is tapped, a checkmark will appear in it. If the field with the checkbox is the first in the template (and only then), the item in the list will also be strike through when the checkbox is tapped.

Date & Time – A combination of the Date and Time fields

Units – A unit, such as \$, Kg. and Feet

“Field Name”

Here you can set the name for the field, which will be the column title in the list.

“Default Value”

Here you can assign a default value for the current field. Almost all Field types have corresponding default values that you can choose from. For example, a checkbox can be set to Checked or Unchecked by default, and the Date field can be set to display Today’s date by default, tomorrows date, next weeks date, next months date, or next years date.

Of course you can also leave this box empty. Then there will be no default value and you manually set the content for each list field when you create a new list item.

Remove Field

Here you can remove an existing field from the template.

Remove All

Using this button you can remove all fields from the template.

Up

With this button you can move an item up in the template, meaning that the column in the list will be moved one position to the left.

Down

With this button you can move an item down in the template, meaning that the column in the list will be moved one position to the right.

Select Icon

Here you can change the icon that is assigned to the template. Pressing the “None” button applies the default icon.

6. Support Links

For additional questions or support please use the following links:

SBSH support team email address: support@sbsb.net

For help in recovering your password please use the password recovery tool located at: <http://www.sbsb.net/support/>

All SBSH software can be registered and downloaded at our site: <http://www.sbsb.net>

Additional questions and information can be found at our forums: <http://forums.sbsb.net>

Dedicated MyList forums are at: <http://forums.sbsb.net/index.php?showforum=12>

This is the end of the MyList user manual.

We hope that you will enjoy using MyList and other SBSH products.