
OVERVIEW

To Do List is a Red App that allows agents to track action items associated with customer calls including email address, title, due dates and notes.

The screenshot shows a web application window titled "To Do List". At the top, there is a text input field with the placeholder "Enter your task and click Add." and a green "Add" button. Below this, the list contains three tasks, each with a checkbox, a "Remove" button, and a "Due Date" button.

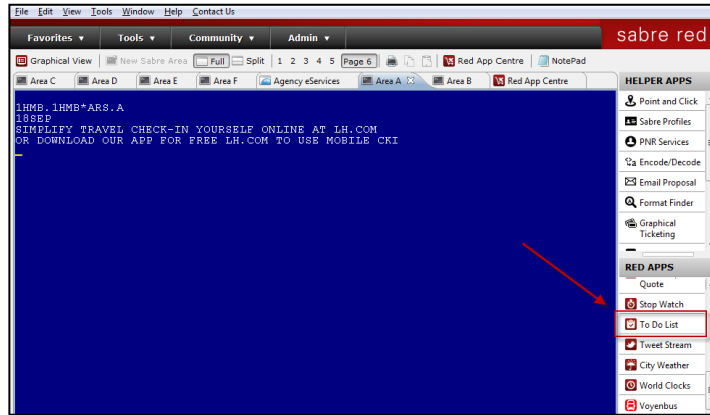
Task	Due Date
Task 1 Call client to pay for reservation	9/24/2013
Task 2 Reconfirm Hotel with Claudia	9/19/2013
Task 3 Contact John to advise Visa requirements	9/26/2013

TASK

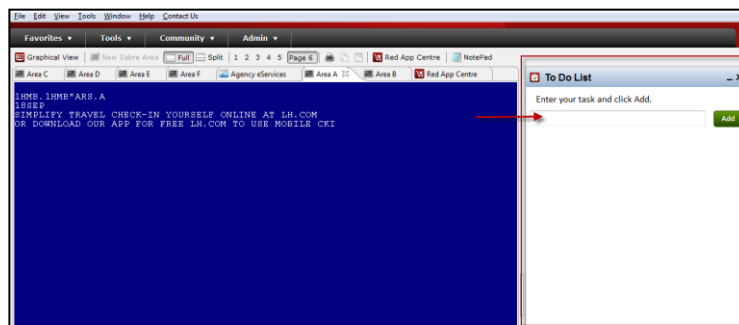
GRAPHIC

In order to use **To Do List**, user just needs to follow these steps:

Click on the **To Do List** on the menu side bar Red Apps.

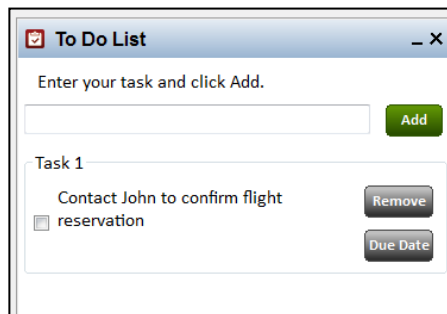


Type the task you want to register and click on **ADD** button to save it.



Task will be inserted and numbered. You can take the following actions:

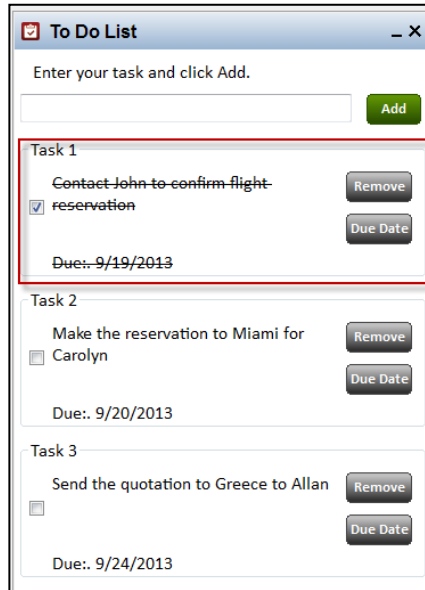
- Remove the task, by clicking on **Remove** button
- Add a due date, by clicking on **Due Date** button
- Consider the task complete, by clicking on the **blank box**.



TASK**GRAPHIC**

An example of a task completed.

Task number 1 was completed.



TASK

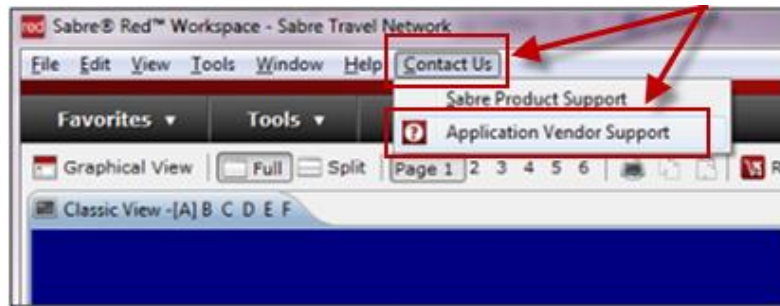
GRAPHIC

How to validate if a RED APP is already installed in my Sabre Red Workspace?

To validate that the user received the application before restarting Sabre Red Workspace, click Help and then History of Updates to look for Red Apps with a Status of Not Yet Activated.

Name	Version	Date	Status
Sabre Red Workspace_3YAB_3333 (Pr...	2.0.0.0000000007	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Air Routing Mileage Calc	1.0.0.201201161659	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Calculator	1.0.0.201112201654	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED

1. After restarting Sabre Red Workspace, you can also look under **Contact Us – Application Vendor Support** to validate that the application installed successfully.



2. The system will open a new window with all the Red Apps Installed.

Should you need to contact the Red App Vendor for support, just click on the Red App name to open the **Contact Details**.

