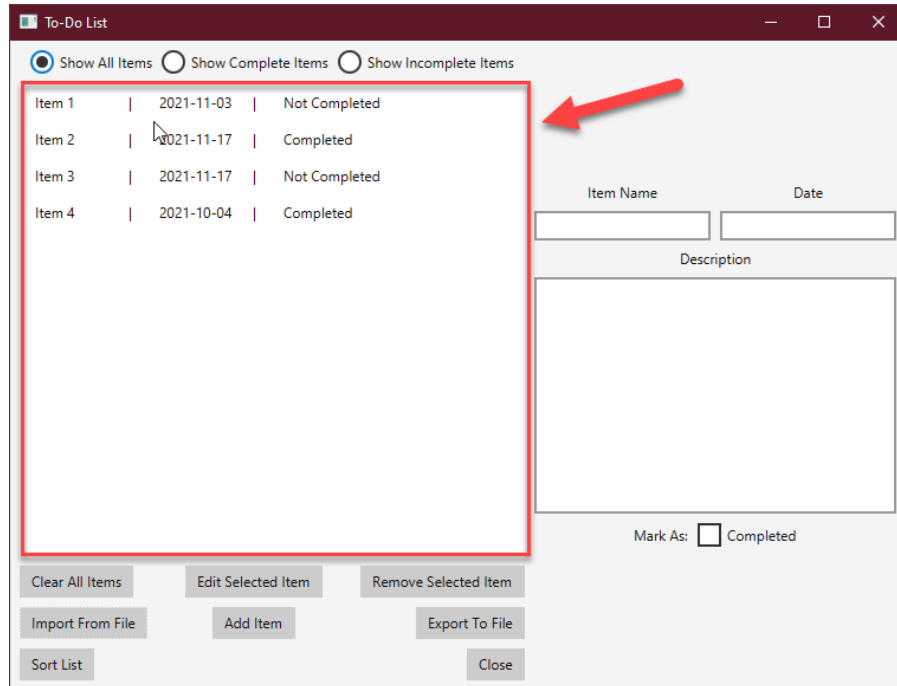


To-Do-List Application User Guide

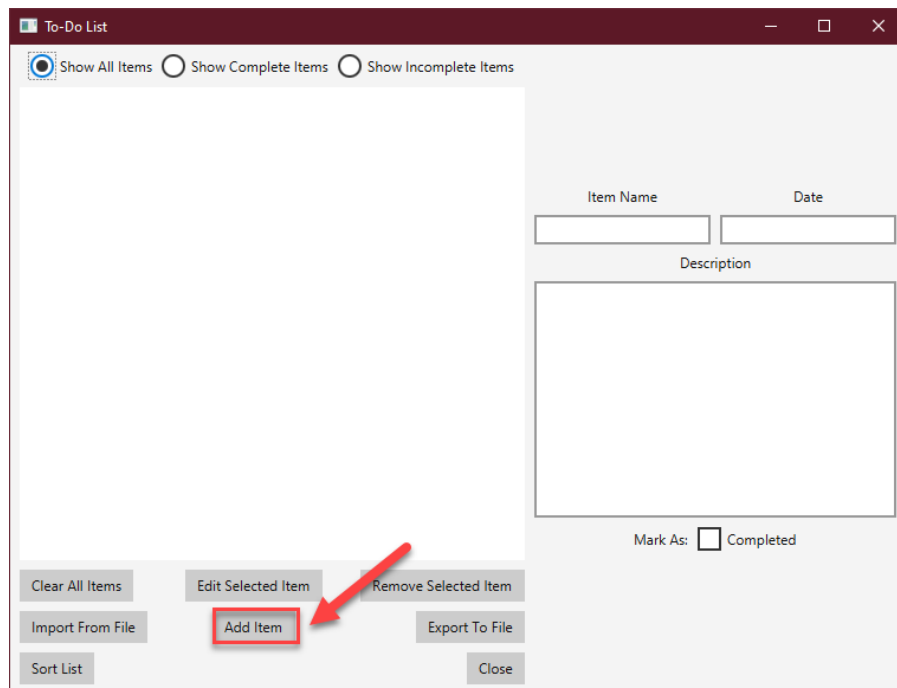
1. Where are the items shown?

Items are shown in the List View section of the application shown below.

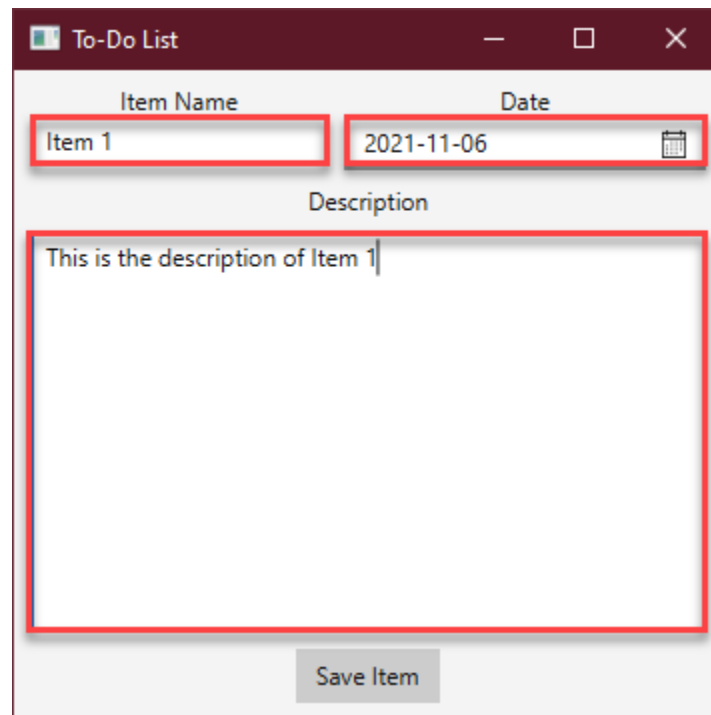


2. How do you add an Item?

- First you click the add Item button.

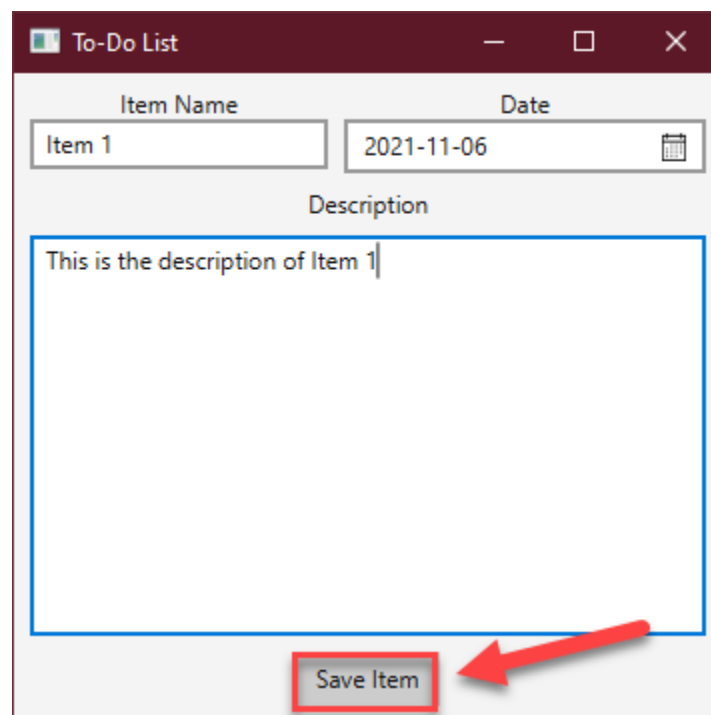


- b. Specify an item name, description, and due date.



The screenshot shows a window titled "To-Do List" with a dark red header bar. Inside the window, there are three main input areas: "Item Name" with the text "Item 1", "Date" with the text "2021-11-06" and a calendar icon, and a large "Description" text area containing the text "This is the description of Item 1". A "Save Item" button is located at the bottom center of the window. Red rectangular boxes highlight the "Item Name" field, the "Date" field, and the "Description" text area.

- c. Click the Save Item button to return to the To-do List with the item created.



This screenshot is identical to the previous one, showing the "To-Do List" window with the same form data. However, in this image, the "Save Item" button at the bottom center is highlighted with a red rectangular box. A red arrow points from the right side of the image towards the "Save Item" button, indicating the action to be taken.

d. Now you should see your item in the list.

The screenshot shows a window titled "To-Do List" with a dark red header. At the top, there are three radio buttons: "Show All Items" (selected), "Show Complete Items", and "Show Incomplete Items". Below this is a table with one row: "Item 1", "2021-11-06", and "Not Completed". The table is highlighted with a red border. To the right of the table are input fields for "Item Name" and "Date", and a larger text area for "Description". Below these is a checkbox labeled "Mark As:" followed by "Completed". At the bottom, there are several buttons: "Clear All Items", "Edit Selected Item", "Remove Selected Item", "Import From File", "Add Item", "Export To File", "Sort List", and "Close".

Item Name	Date	Description
Item 1	2021-11-06	Not Completed

3. How do you view the information of the item?

a. Select the item from the list and view the information from the fields to the left of the list.

The screenshot shows the same "To-Do List" window, but now with a list of four items. The third item, "Item 3", "2021-11-17", "Not Completed", is selected and highlighted in blue. A red arrow points from the selected item to the "Item Name" and "Date" input fields on the right, which now contain "Item 3" and "2021-11-17" respectively. Another red arrow points from the "Mark As:" checkbox to the "Completed" label. The "Description" text area now contains the text "This is item 3 description".

Item Name	Date	Description
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

4. How do you edit an item?
- a. First Select an item in the list.

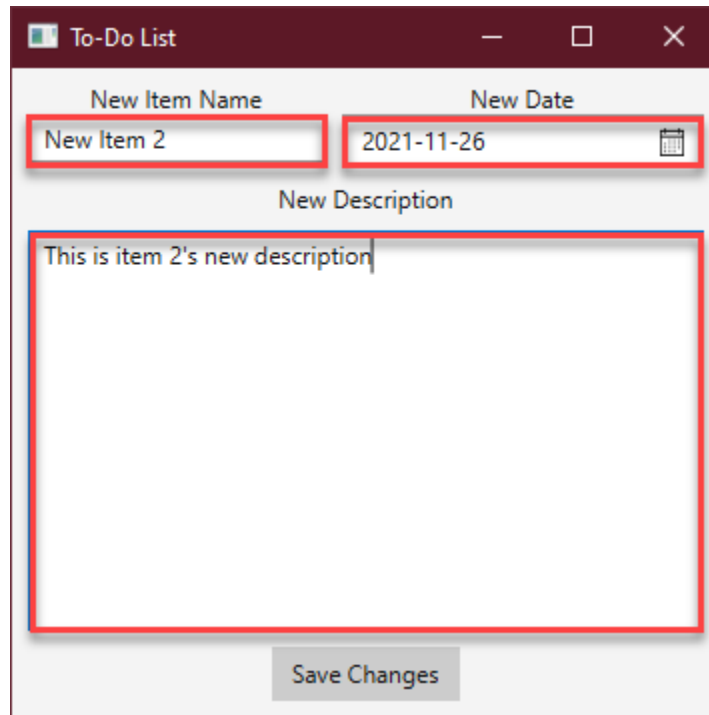
The screenshot shows the 'To-Do List' application window. At the top, there are three radio buttons: 'Show All Items' (selected), 'Show Complete Items', and 'Show Incomplete Items'. Below this is a table with four items. 'Item 2' is selected, highlighted in blue, and a red arrow points to it. To the right of the table, there are input fields for 'Item Name' (containing 'Item 2') and 'Date' (containing '2021-11-17'). Below these is a 'Description' text area containing 'This is item 2 description'. At the bottom right, there is a 'Mark As:' label followed by a checked checkbox and the text 'Completed'. At the bottom of the window, there are several buttons: 'Clear All Items', 'Edit Selected Item', 'Remove Selected Item', 'Import From File', 'Add Item', 'Export To File', 'Sort List', and 'Close'.

Item	Date	Status
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

- b. Click the Edit Selected Item button to open the edit item screen

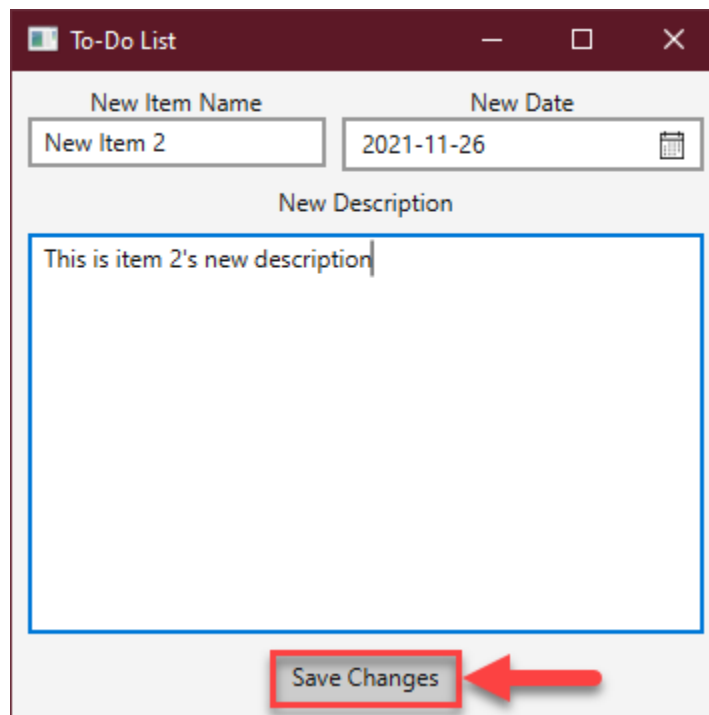
This screenshot is identical to the one above, showing the 'To-Do List' application. However, in this view, the 'Edit Selected Item' button at the bottom is highlighted with a red box, and a red arrow points to it. The rest of the interface, including the table, input fields, and other buttons, remains the same.

- c. Change the item name, description, and date to what you would like.



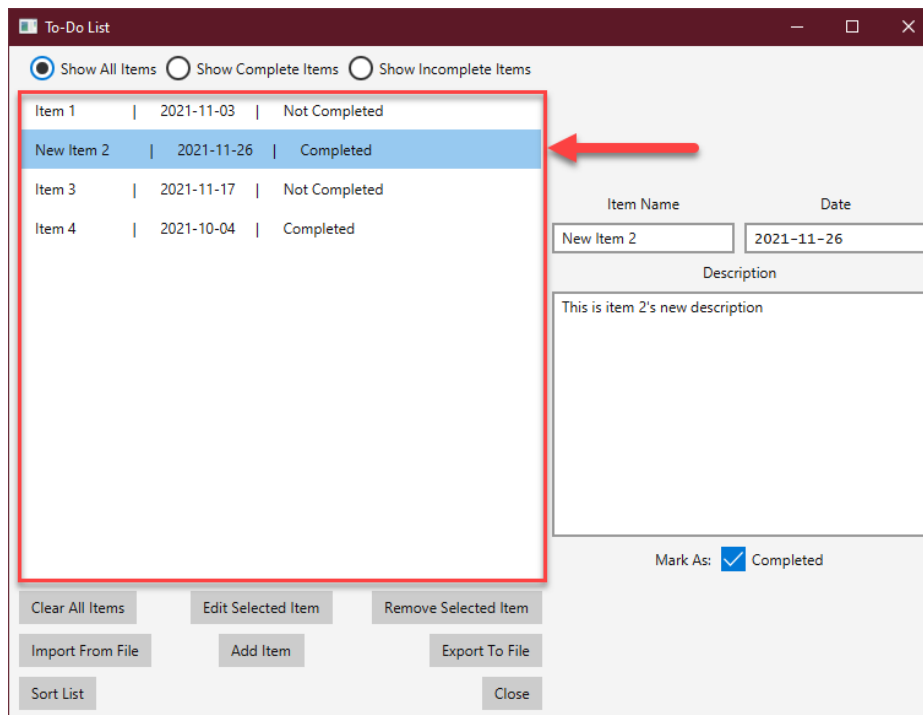
The screenshot shows a window titled "To-Do List" with a dark red header bar. Inside the window, there are three input fields: "New Item Name" containing "New Item 2", "New Date" containing "2021-11-26" with a calendar icon, and "New Description" containing "This is item 2's new description". A "Save Changes" button is at the bottom. Red rectangular boxes highlight the "New Item Name", "New Date", and "New Description" input fields.

- d. Click the Save Changes button to return to the list with your edited item.



This screenshot is identical to the previous one, showing the "To-Do List" window with the same input fields and "Save Changes" button. However, a red rectangular box highlights the "Save Changes" button, and a red arrow points directly to it from the right.

e. Now you should see your edited item in the list.

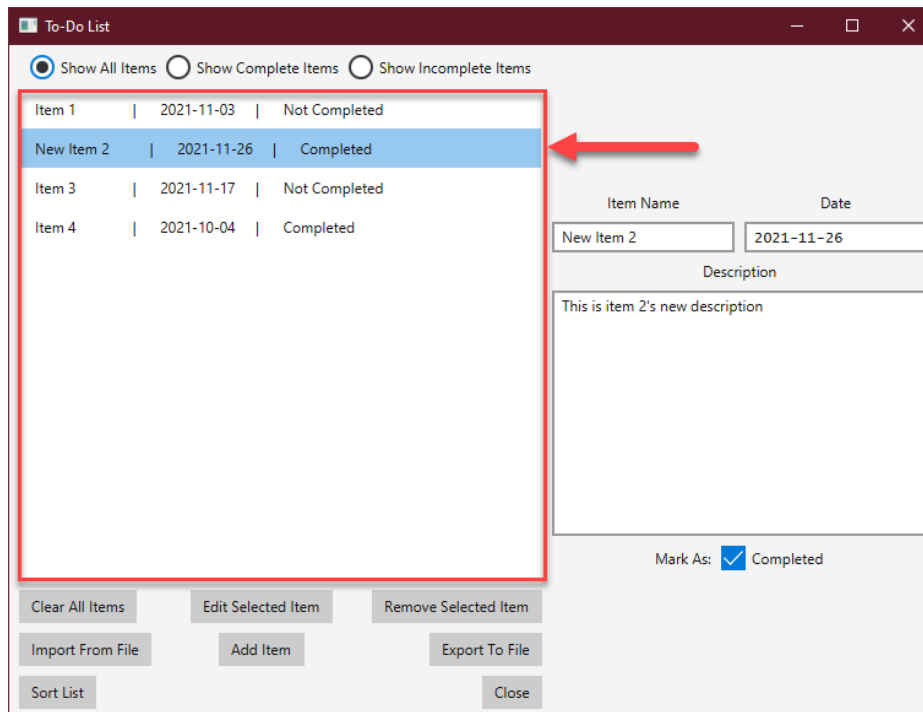


The screenshot shows the 'To-Do List' application window. At the top, there are three radio buttons: 'Show All Items' (selected), 'Show Complete Items', and 'Show Incomplete Items'. Below this is a table with four items. The second item, 'New Item 2', is highlighted in blue. A red arrow points to this item. To the right of the table is a form for editing the selected item. The form has two input fields: 'Item Name' (containing 'New Item 2') and 'Date' (containing '2021-11-26'). Below these is a 'Description' text area containing 'This is item 2's new description'. At the bottom of the form is a 'Mark As:' label followed by a checked checkbox and the word 'Completed'. At the bottom of the window are several buttons: 'Clear All Items', 'Edit Selected Item', 'Remove Selected Item', 'Import From File', 'Add Item', 'Export To File', 'Sort List', and 'Close'.

Item Name	Date	Status
Item 1	2021-11-03	Not Completed
New Item 2	2021-11-26	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

5. How do you remove an item?

a. Select the item that you want to remove.



This screenshot is identical to the one above, showing the 'To-Do List' application with 'New Item 2' selected and highlighted. A red arrow points to the selected item. The form on the right shows the item's details, and the bottom buttons are visible.

Item Name	Date	Status
Item 1	2021-11-03	Not Completed
New Item 2	2021-11-26	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

b. Click the Remove Selected Item Button.

The screenshot shows a web application titled "To-Do List". At the top, there are three radio buttons: "Show All Items" (selected), "Show Complete Items", and "Show Incomplete Items". Below this is a table with four items:

Item Name	Date	Status
Item 1	2021-11-03	Not Completed
New Item 2	2021-11-26	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

Below the table, there are several buttons: "Clear All Items", "Edit Selected Item", "Remove Selected Item" (highlighted with a red box and a red arrow), "Import From File", "Add Item", "Export To File", "Sort List", and "Close".

On the right side, there is a form for editing the selected item. It has two input fields: "Item Name" (containing "New Item 2") and "Date" (containing "2021-11-26"). Below these is a "Description" field containing the text "This is item 2's new description". At the bottom of the form, there is a "Mark As:" label followed by a checked checkbox and the text "Completed".

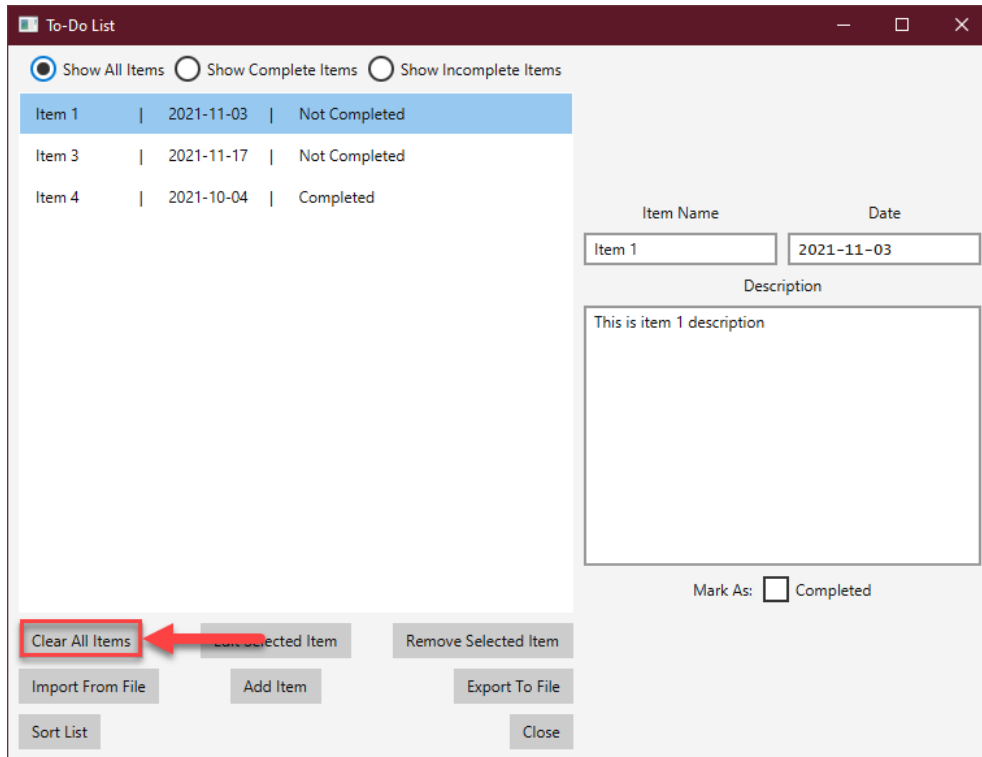
c. Now you should see how the item has been removed from the list.

The screenshot shows the same "To-Do List" application. The "Show All Items" radio button is still selected. The table now only contains three items:

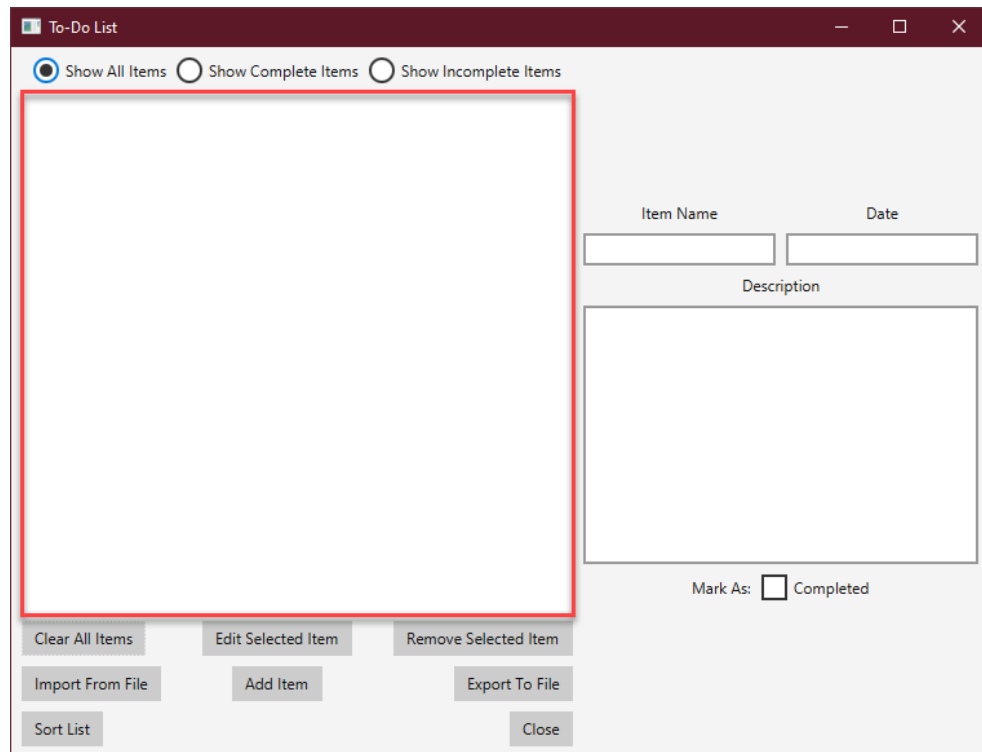
Item Name	Date	Status
Item 1	2021-11-03	Not Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

The "Remove Selected Item" button is still highlighted with a red box. The form on the right now shows the "Item Name" as "Item 1", the "Date" as "2021-11-03", and the "Description" as "This is item 1 description". The "Mark As:" label now shows an unchecked checkbox followed by the text "Completed".

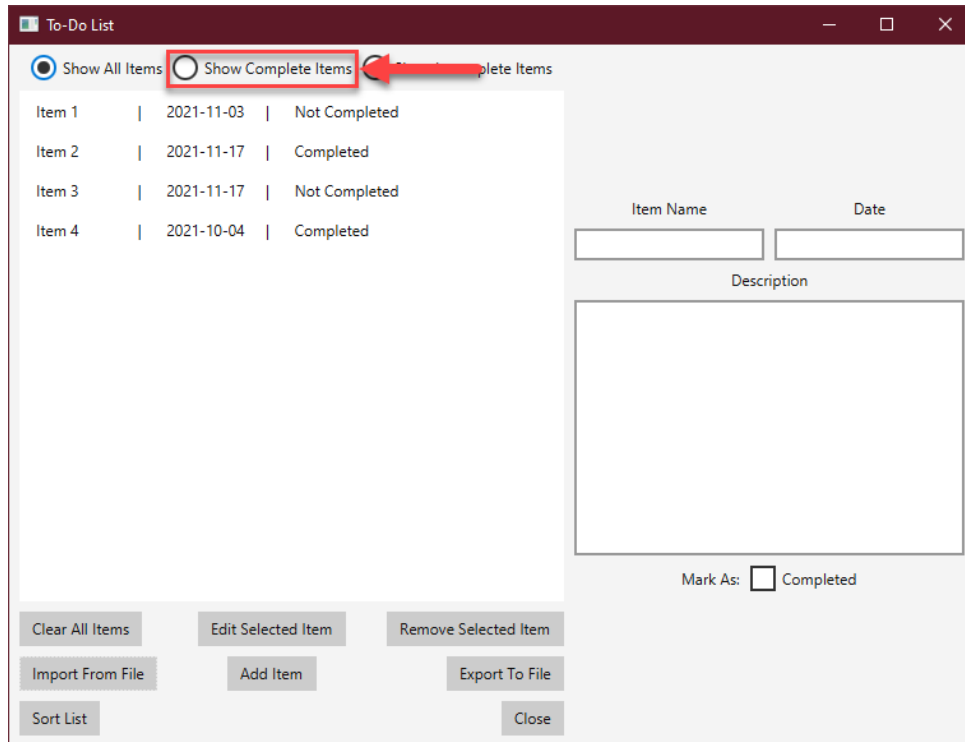
6. How to clear all items from the list?
- a. Simply click the Clear All Items button.



- b. Now you should see that the list is empty.



7. How do you sort the items by complete or incomplete items?
- a. To sort by complete, click the Show Complete Items radio button.

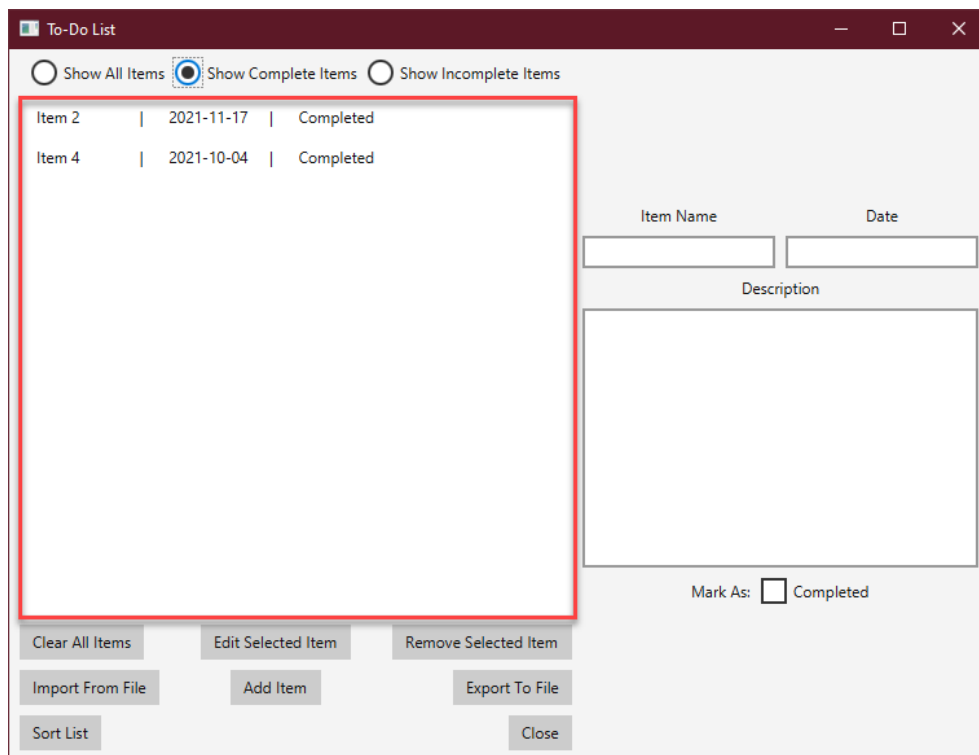


The screenshot shows the 'To-Do List' application window. At the top, there are three radio buttons: 'Show All Items' (selected), 'Show Complete Items' (highlighted with a red box and an arrow), and 'Show Incomplete Items'. Below the radio buttons is a table with four items:

Item	Date	Status
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

Below the table are several buttons: 'Clear All Items', 'Edit Selected Item', 'Remove Selected Item', 'Import From File', 'Add Item', 'Export To File', 'Sort List', and 'Close'. On the right side, there are input fields for 'Item Name' and 'Date', a 'Description' text area, and a 'Mark As: ☐ Completed' checkbox.

- b. Now you can see only the completed items.



The screenshot shows the 'To-Do List' application window with the 'Show Complete Items' radio button selected. The table now only displays the two completed items:

Item	Date	Status
Item 2	2021-11-17	Completed
Item 4	2021-10-04	Completed

The rest of the interface, including the buttons and input fields, remains the same as in the previous screenshot.

c. To sort by incomplete, click the Show Incomplete Items radio button.

The screenshot shows the 'To-Do List' application window. At the top, there are three radio buttons: 'Show All Items', 'Show Complete Items', and 'Show Incomplete Items'. The 'Show Incomplete Items' button is selected and highlighted with a red box and a red arrow. Below the radio buttons, there is a table with two rows of data:

Item Name	Date	Status
Item 2	2021-11-17	Completed
Item 4	2021-10-04	Completed

Below the table, there are several buttons: 'Clear All Items', 'Edit Selected Item', 'Remove Selected Item', 'Import From File', 'Add Item', 'Export To File', 'Sort List', and 'Close'. On the right side, there are input fields for 'Item Name' and 'Date', a 'Description' text area, and a 'Mark As: ☐ Completed' checkbox.

d. Now you can see only the incomplete items.

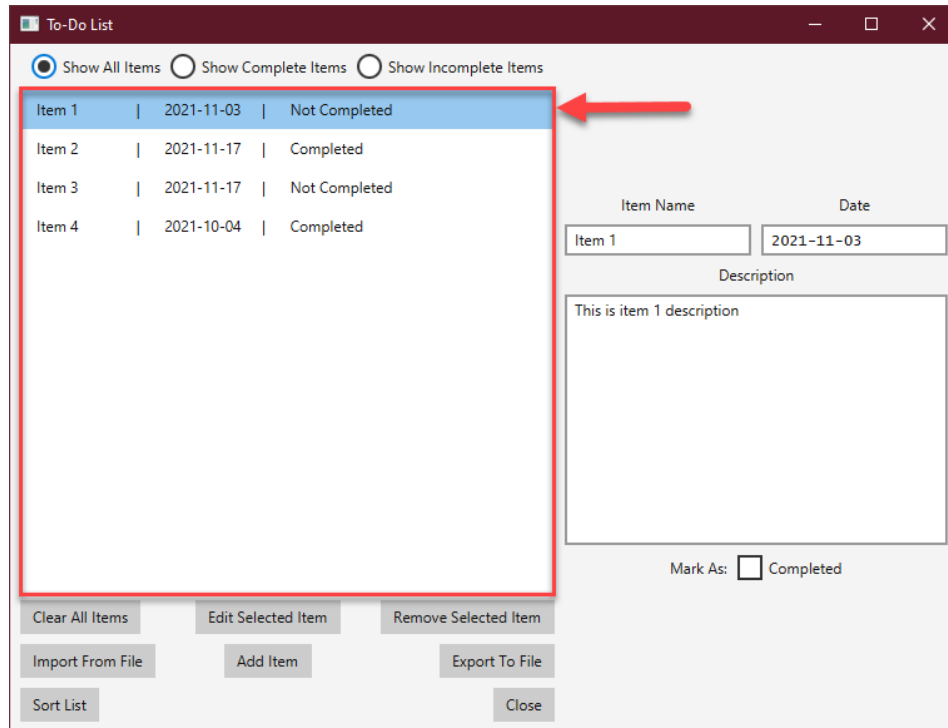
The screenshot shows the 'To-Do List' application window with the 'Show Incomplete Items' radio button selected. The table now displays only incomplete items:

Item Name	Date	Status
Item 1	2021-11-03	Not Completed
Item 3	2021-11-17	Not Completed

The table is highlighted with a red box. The rest of the interface, including the buttons and input fields, remains the same.

e. You can repeat this process to view All items or complete items again.

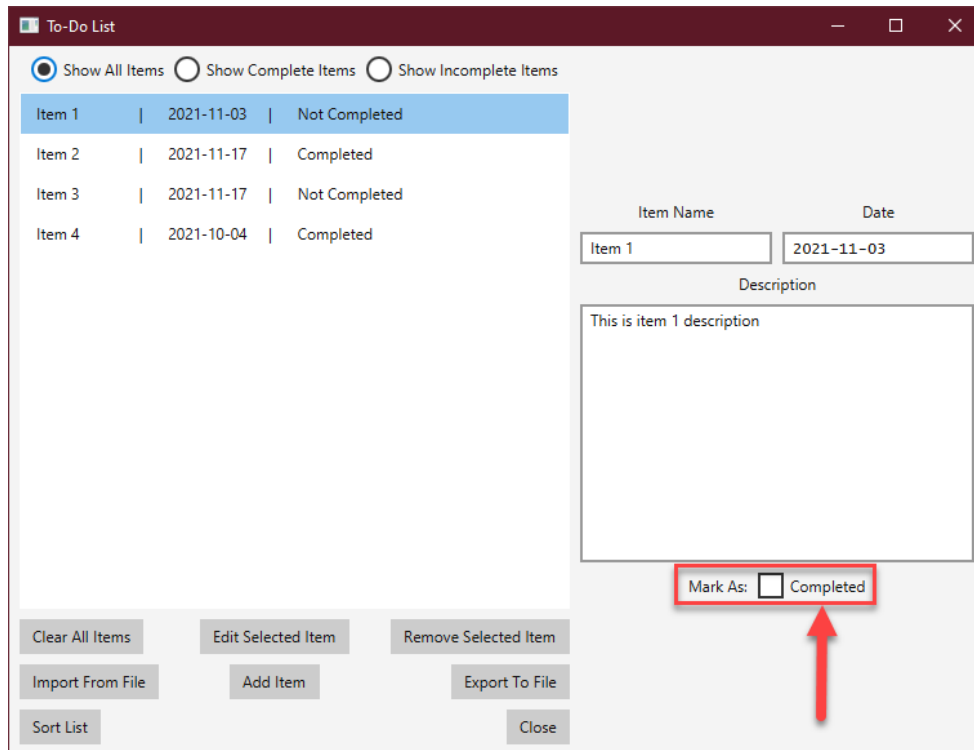
8. How do you mark an item as complete or incomplete?
- a. Select the item that you want to set as complete or incomplete.



The screenshot shows the 'To-Do List' application window. At the top, there are three radio buttons: 'Show All Items' (selected), 'Show Complete Items', and 'Show Incomplete Items'. Below this is a table with four items. Item 1 is highlighted with a blue background and a red border. A red arrow points to the 'Not Completed' status of Item 1. To the right of the table, there are input fields for 'Item Name' (containing 'Item 1') and 'Date' (containing '2021-11-03'). Below these is a 'Description' text area containing 'This is item 1 description'. At the bottom right, there is a 'Mark As:' label followed by an unchecked checkbox and the word 'Completed'. At the bottom of the window, there are several buttons: 'Clear All Items', 'Edit Selected Item', 'Remove Selected Item', 'Import From File', 'Add Item', 'Export To File', 'Sort List', and 'Close'.

Item	Date	Status
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

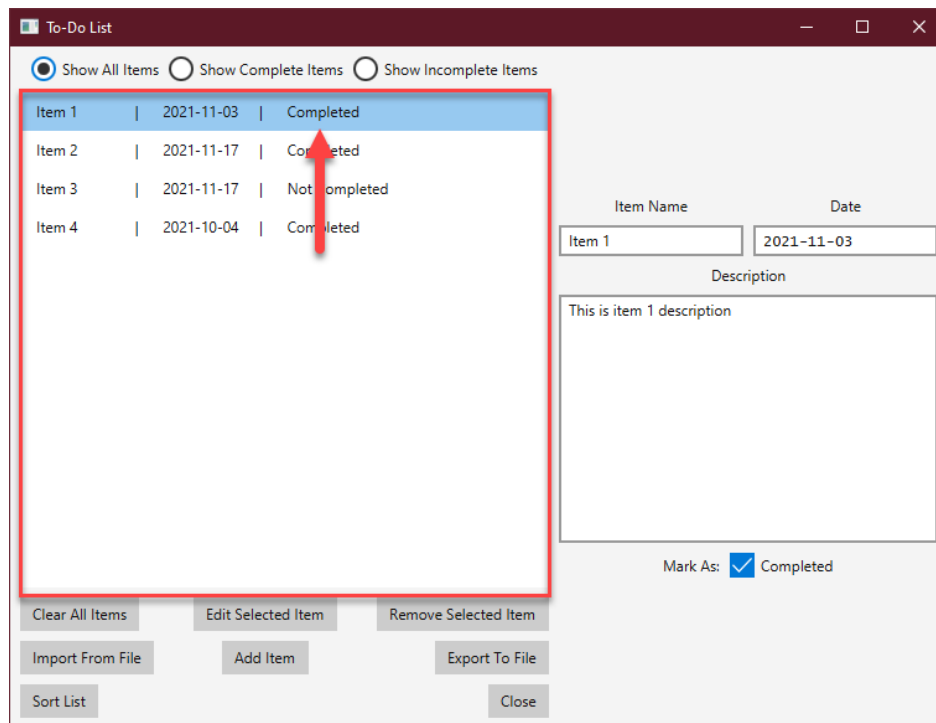
- b. Beside the Mark As label, click the completed check box.



This screenshot is identical to the previous one, but the checkbox next to the 'Mark As:' label is now checked. A red arrow points to the checked checkbox. The rest of the interface remains the same.

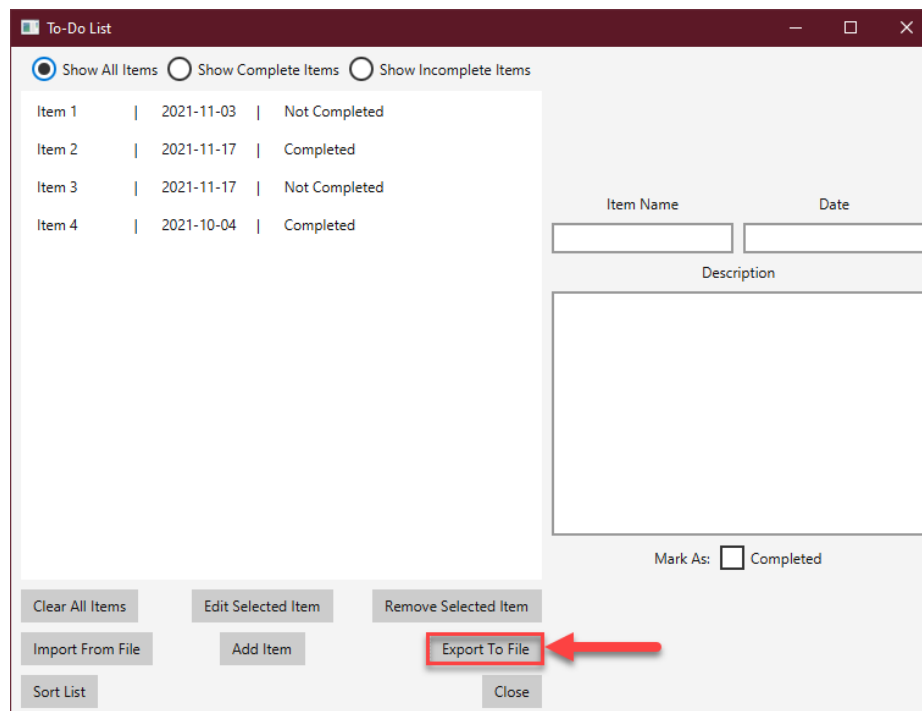
Item	Date	Status
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

c. Now, you should see the item changed from not complete to complete or vice versa.

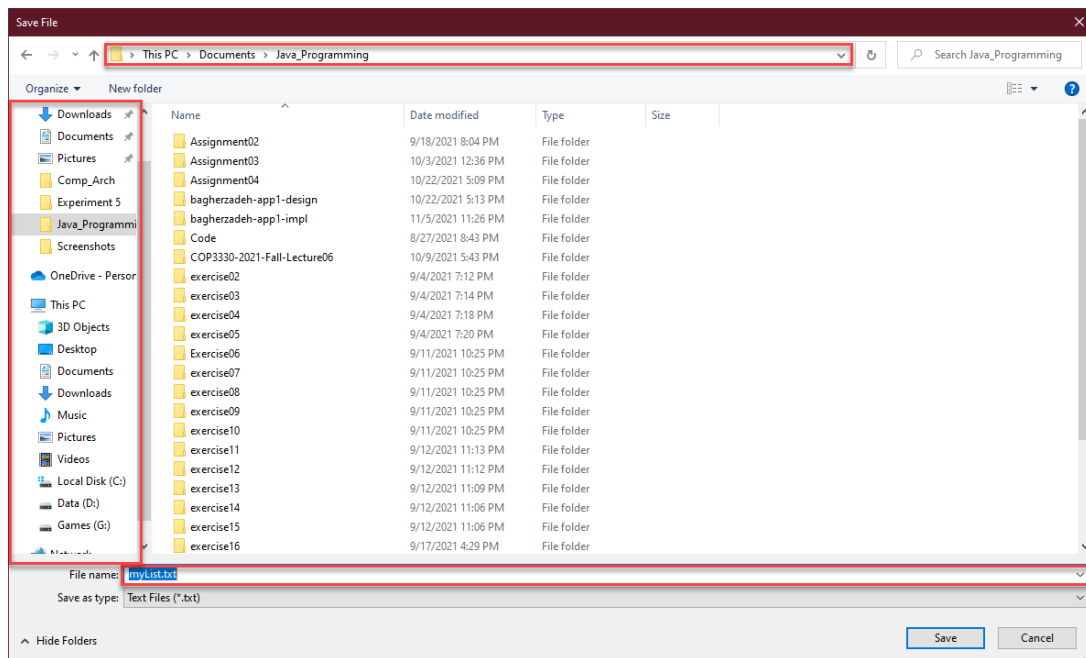


9. How do you save your items to a file?

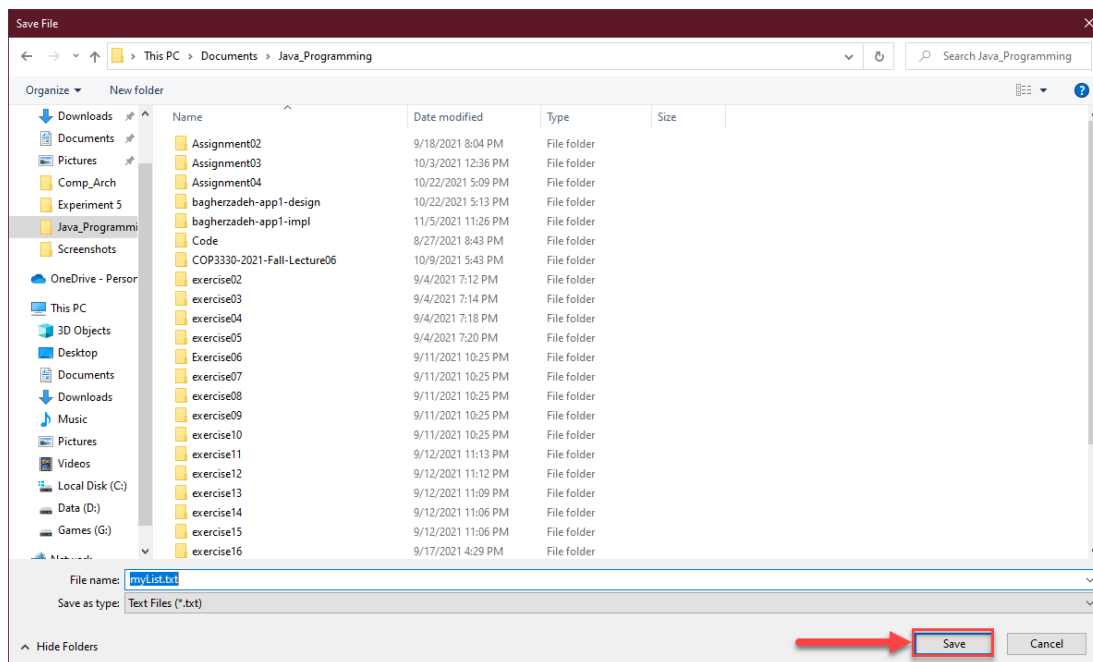
a. Start by clicking the Export to File button.



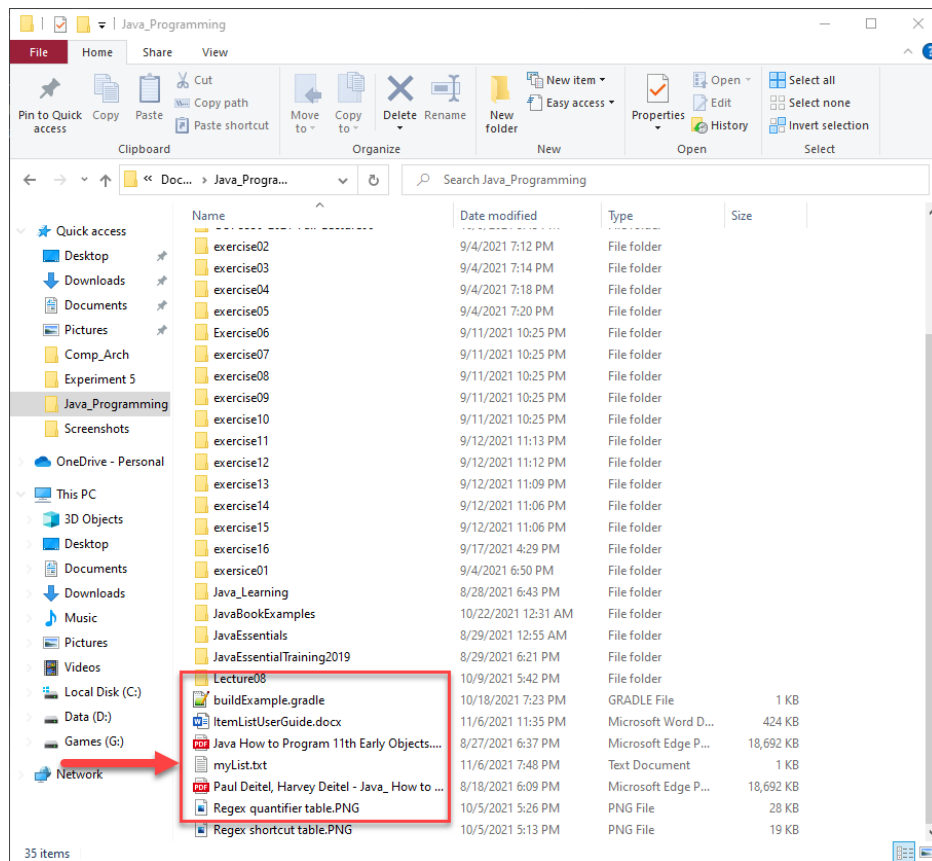
b. Now, enter the file name and choose a location.



c. Click Save to save the file.

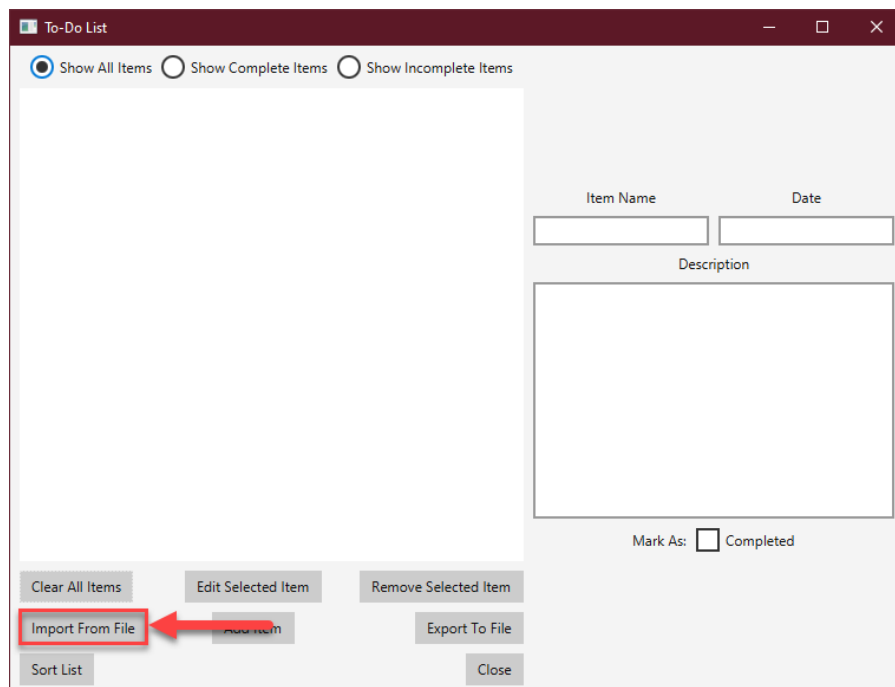


d. Now you should see the saved file in the location you chose.

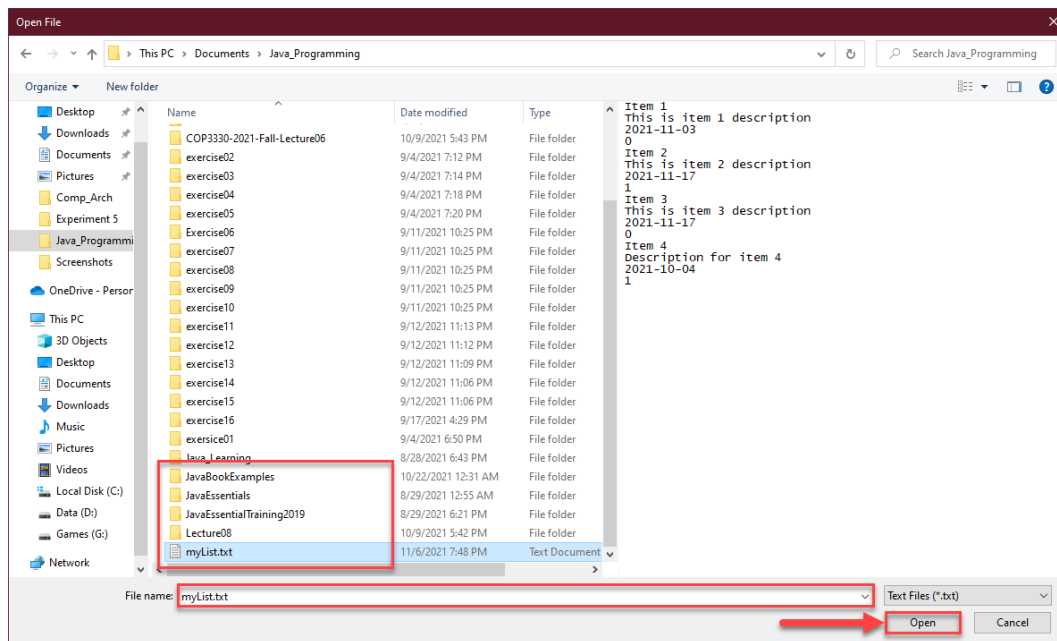


10. How do you load items by opening a file?

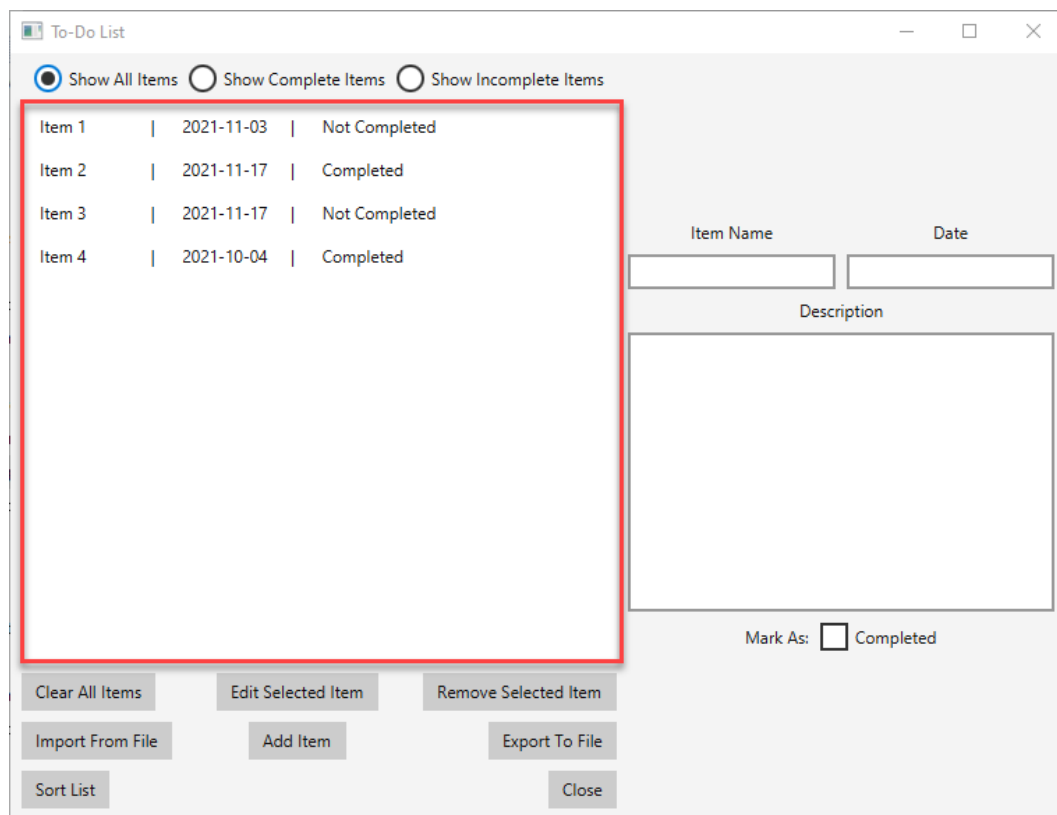
a. Start by clicking the Import from File button.



b. Find the file from the file explorer window and click open.



c. Now you should see your items from the file in the list.



11. How do you sort the list by due date?
- a. Click the Sort List button to sort the list.

The screenshot shows a window titled "To-Do List". At the top, there are three radio buttons: "Show All Items" (selected), "Show Complete Items", and "Show Incomplete Items". Below them is a table with four items:

Item	Due Date	Status
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed
Item 4	2021-10-04	Completed

To the right of the table is a form with fields for "Item Name", "Due Date", and "Description". Below the form is a checkbox labeled "Mark As: Completed". At the bottom of the window, there are several buttons: "Clear All Items", "Edit Selected Item", "Remove Selected Item", "Import From File", "Add Item", "Export To File", "Sort List" (highlighted with a red box and a red arrow), and "Close".

- b. Now you should see that the list was sorted by due date.

The screenshot shows the same "To-Do List" window, but the list is now sorted by due date. The items are:

Item	Due Date	Status
Item 4	2021-10-04	Completed
Item 1	2021-11-03	Not Completed
Item 2	2021-11-17	Completed
Item 3	2021-11-17	Not Completed

The list is highlighted with a red box. The "Sort List" button is no longer highlighted.

- c. You can repeat this process when viewing only complete or incomplete items as well.