

## ToDoly User Manual

\*\*\*\*\*

Open the program and it will print out a wellcome message with the number of tasks saved on the file

Sorted to Done and UnDone Tasks.

>> Welcome to ToDoly

>> You have x tasks todo and y tasks are done!

>> Pick an option:

>> (1) Show Task List (Sorted by date or project)

>> (2) Add New Task

>> (3) Edit Task (update, mark as done, remove)

>> (4) Search By Project Name

>> (5) Save and Quit

>>

>> Enter your choice :

\*\*\*\*\*

1-Show Task List (Sorted by date or project)

To print the tasks list enter 1 ,then you will see the show menu :

>> (1) Show Task List by date

>> (2) Show Task List by project

>> (0) To Go Back

>>

>> Enter your choice :

Enter 1 to sort tasks by the due date or 2 to sort them by the project name

And simply enter 0 to go back to the main menu.

\*\*\*\*\*

To add a new task enter num 2 :

>> (2) Add New Task

And then you can add the task's title , project and due date and it is by default is undone.

You will see a message to confirm that task is added and then see the main menu again.

\*\*\*\*\*

To edit an existing task Enter 3 :

You will see this menu:

>> (3) Edit Task (update, mark as done, remove)

>> Edit Task :

>> (1) Update Task

>> (2) Mark Task as Done  
>> (3) Remove Task  
>> (0) To Go Back  
>>  
>> Enter your choice :

On every option you will see list of the tasks and you choose the one to edit by entering the tasks's number( index ).

- \* To update task enter 1 on the update menu and enter the new information and simply enter no to keep the old info unchanged.
- \* To mark the task as done ,enter 2.
- \* To remove the task enter 3.

\*\*\*\*\*

To search the tasks list about a specific project ,enter 4 and type the project name :

>> (4) Search By Project Name

Enter Project Name :

\*\*\*\*\*

To exit the program and save your tasks list , enter 5 and the program will save your list to a file  
And simply load them again when you reopen the program

>> (5) Save and Quit

\*\*\*\*\*

Thanks for using my program and I'll be happy with your feedback on :  
Dania.tamim2018@gmail.com

Dania Tamim