

LifeSync

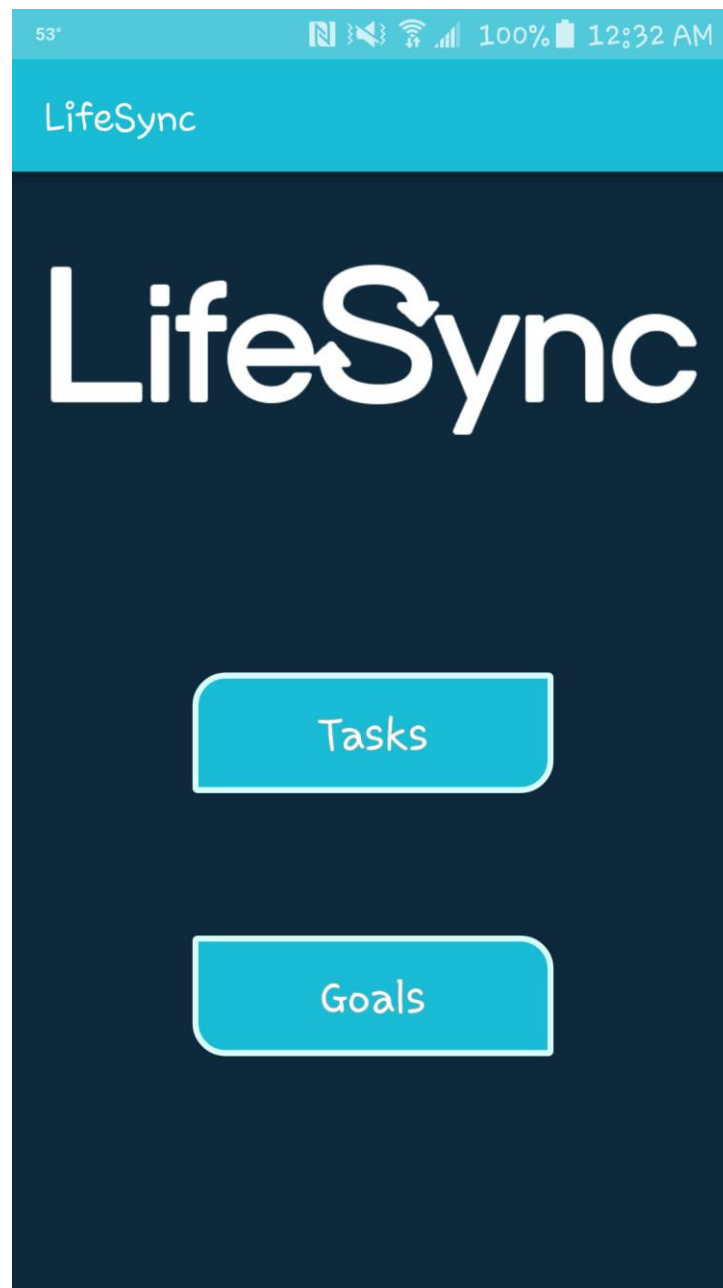
User Manual

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Getting Started

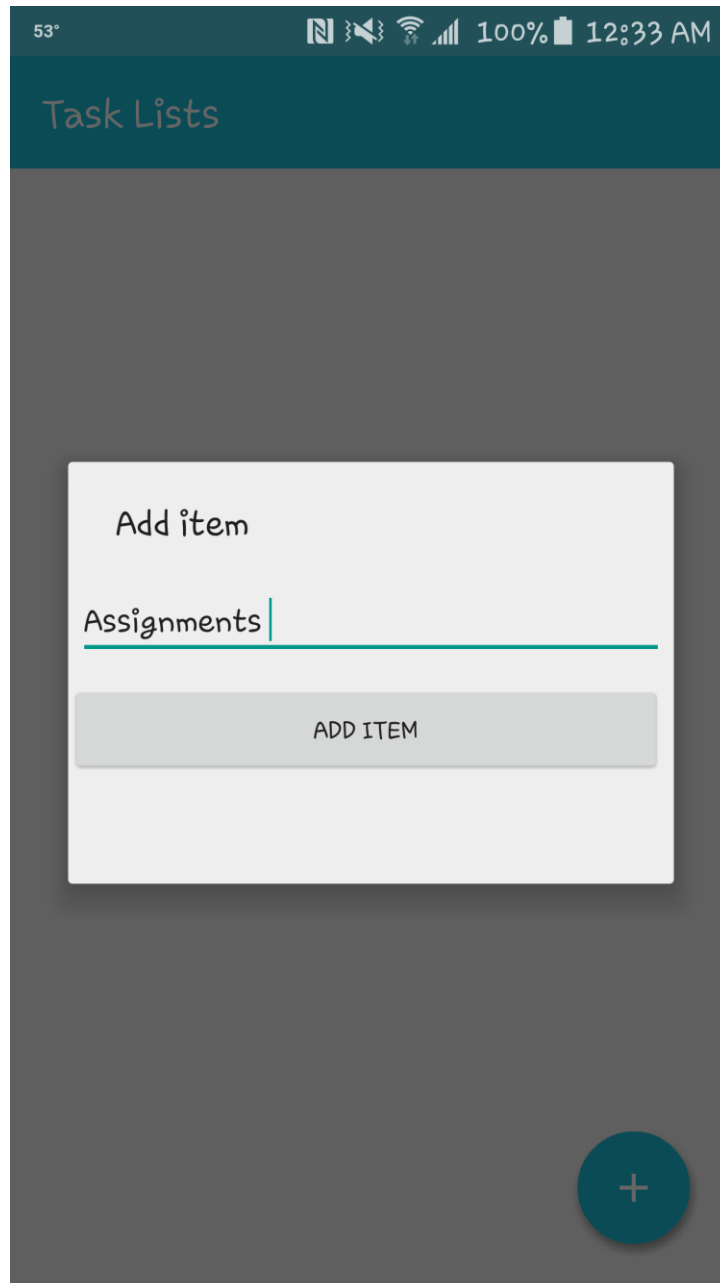
Welcome to **LifeSync**, a new way to help you stay organized! This user manual will guide you through all the basics of using the LifeSync application.



Press on **Tasks** to begin!

Create a Task List


Once you are viewing the **Task Lists** page, press the **Add** button  located at the bottom right of the screen.

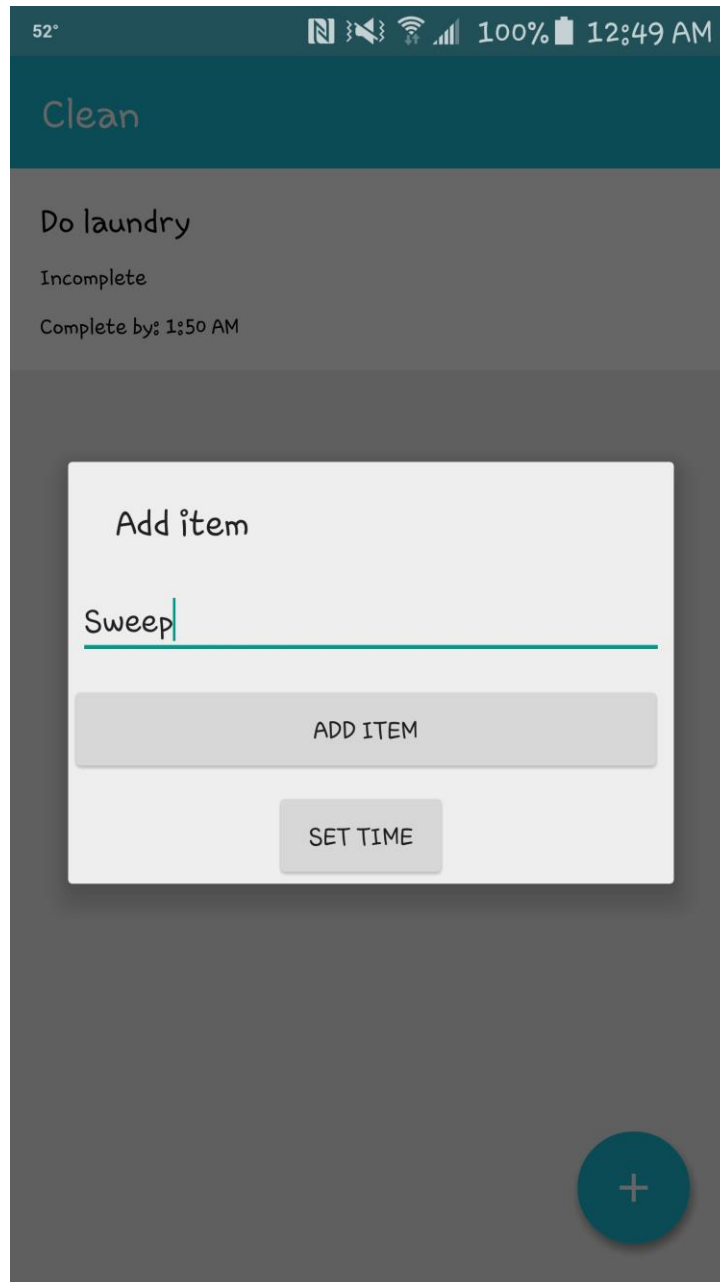


The screenshot shows a mobile app interface. At the top, a dark teal header bar contains the text "Task Lists" in a light brown font. Below the header is a large, dark gray rectangular area. In the center of this area is a white dialog box with rounded corners. The dialog box has a title "Add item" in a dark gray font. Below the title is a text input field containing the word "Assignments" with a green underline. At the bottom of the dialog box is a light gray button with the text "ADD ITEM" in a dark gray font. In the bottom right corner of the dark gray area, there is a dark teal circular button with a white plus sign.

Enter the desired name of your Task List, and then press **Add Item**.

Adding Tasks to a Task List

To add a **Task** to a Task List, first press on the desired Task List. Once you are viewing the chosen Task List's screen, press the **Add**  button located at the bottom right of the screen.

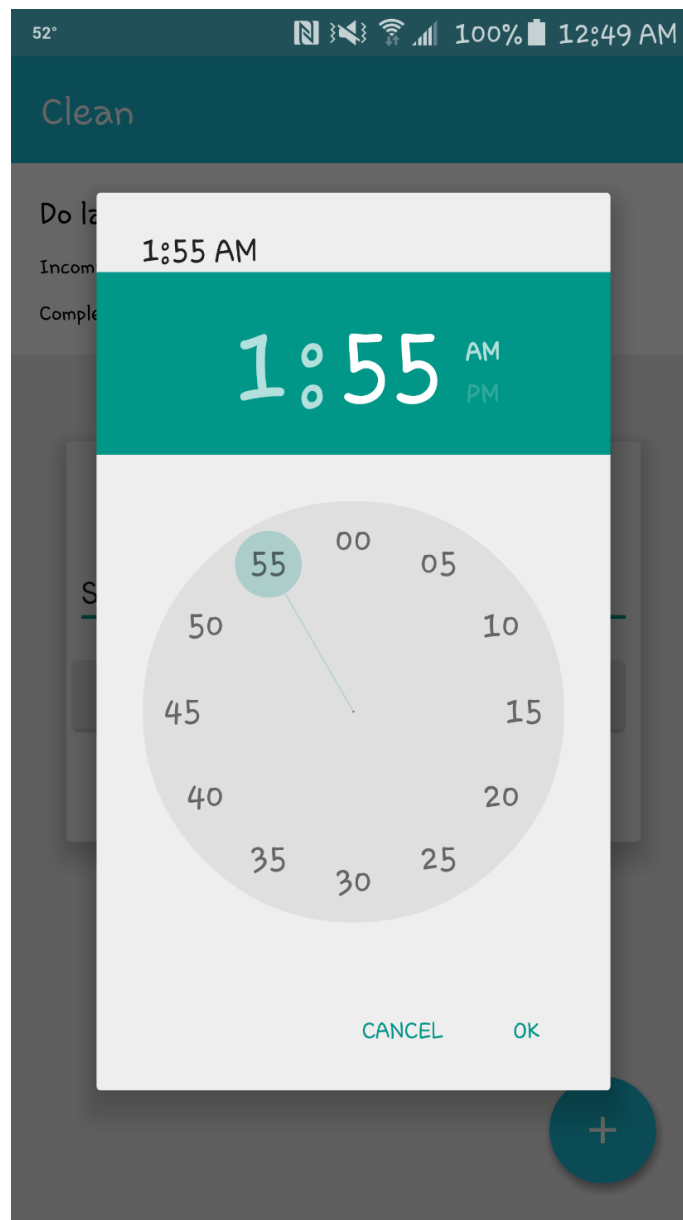


Enter the desired name of your Task.

Adding Tasks to a Task List

Setting the time

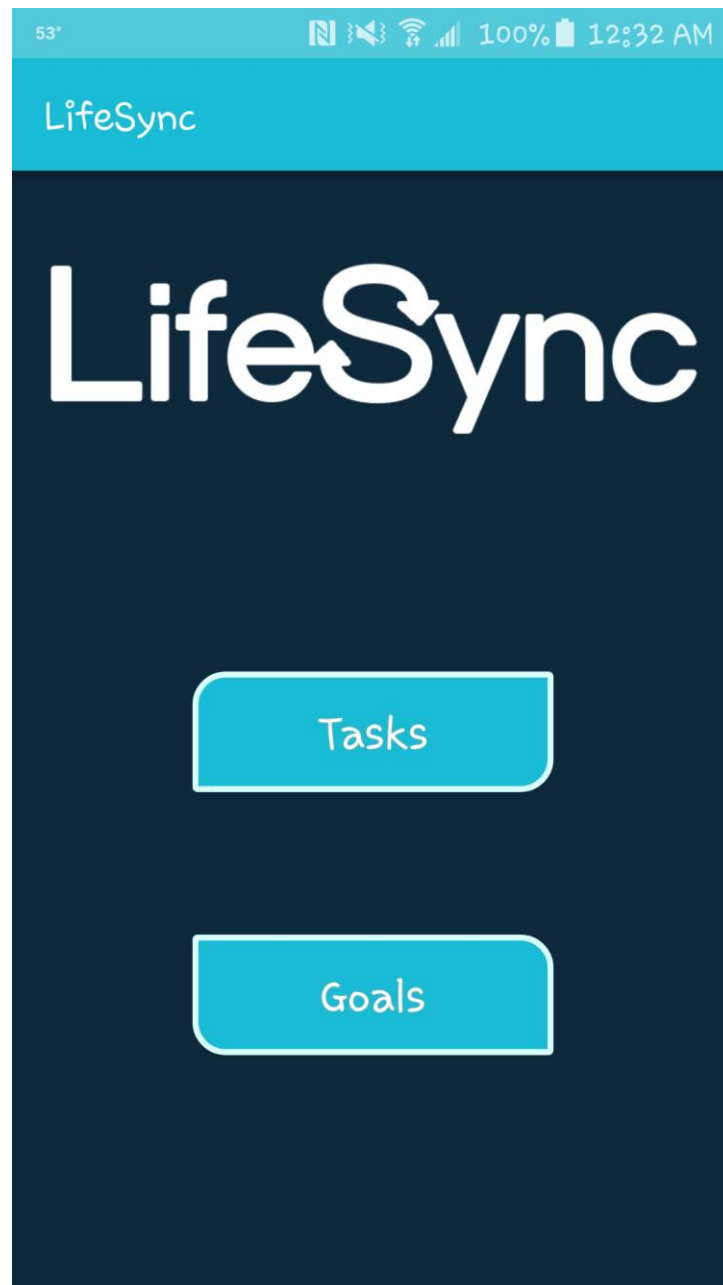
The default time a Task is set to be completed by is **12:00pm**. To set the time a Task must be completed by, press **Set Time** in the creation window.



Once you've set the time, press **OK** and then **Add Item**.

Goals

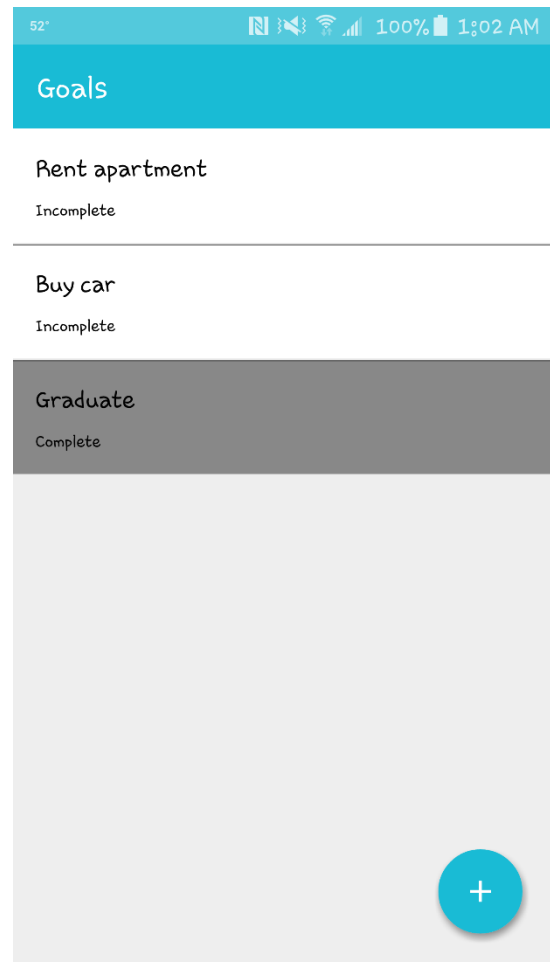
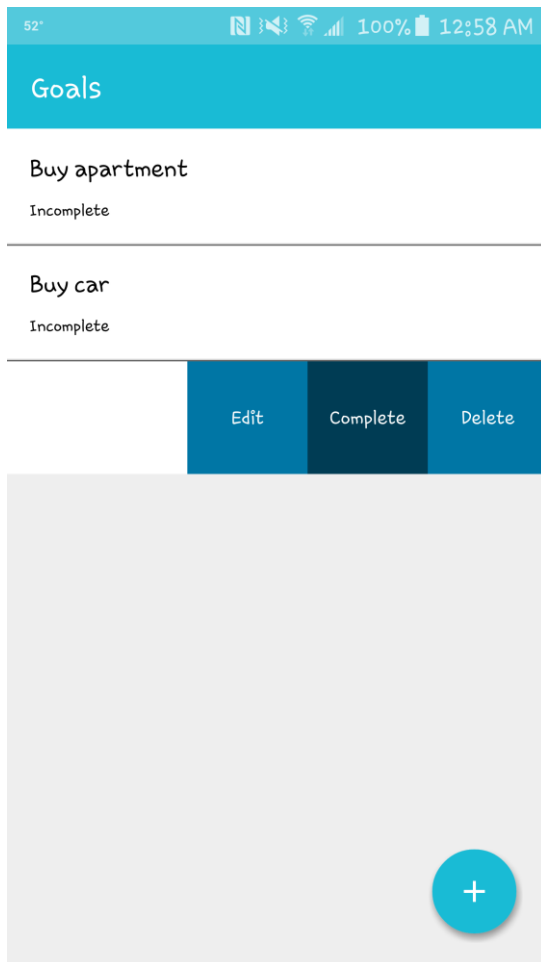
Goals are Task Lists whose Tasks are meant to be completed over a long period of time. In this section you will be instructed on functionality that can also be used with Task Lists and Tasks—**Edit**, **Complete**, and **Delete**.



Press on **Goals** to begin!

Changing Item Status

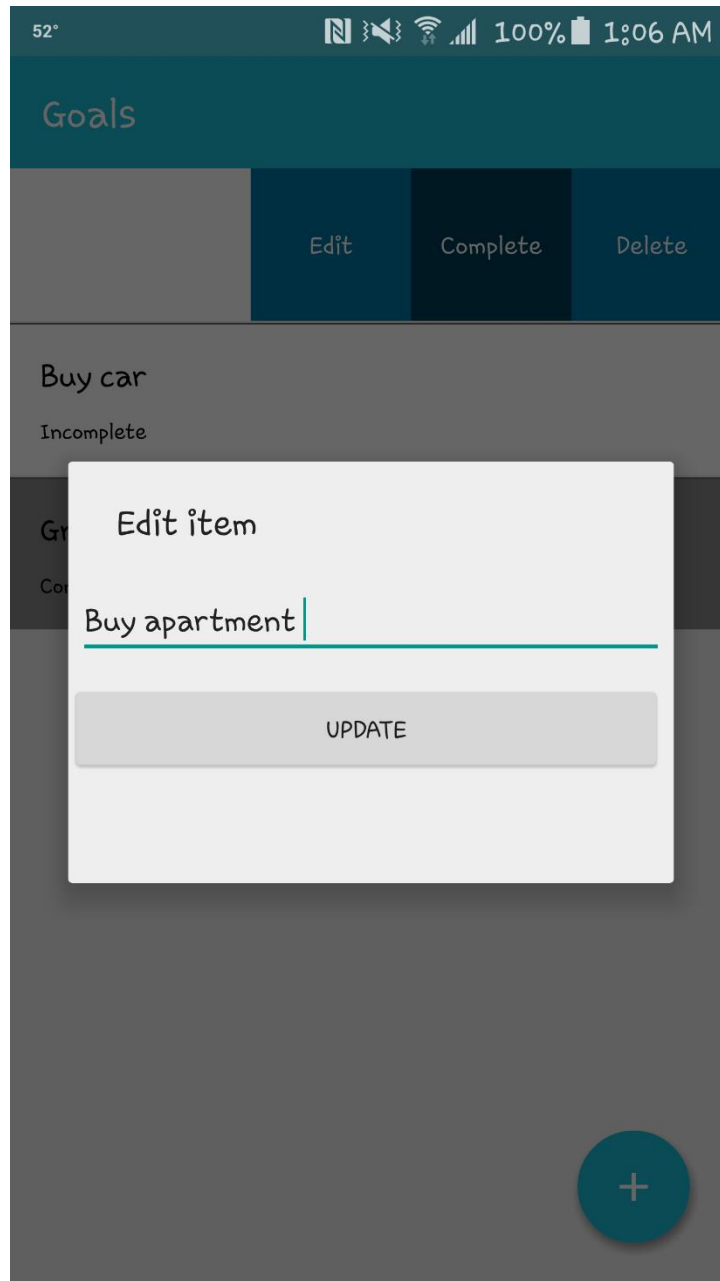
Changing an item's status is how you mark it as **Complete** or **Incomplete**. To view this option, swipe the item towards the **Left**. Pressing **Complete** will reverse the current status of the item (if it's incomplete it will be marked as completed, and vice versa).



Items marked as complete will be greyed out.

Editing Item

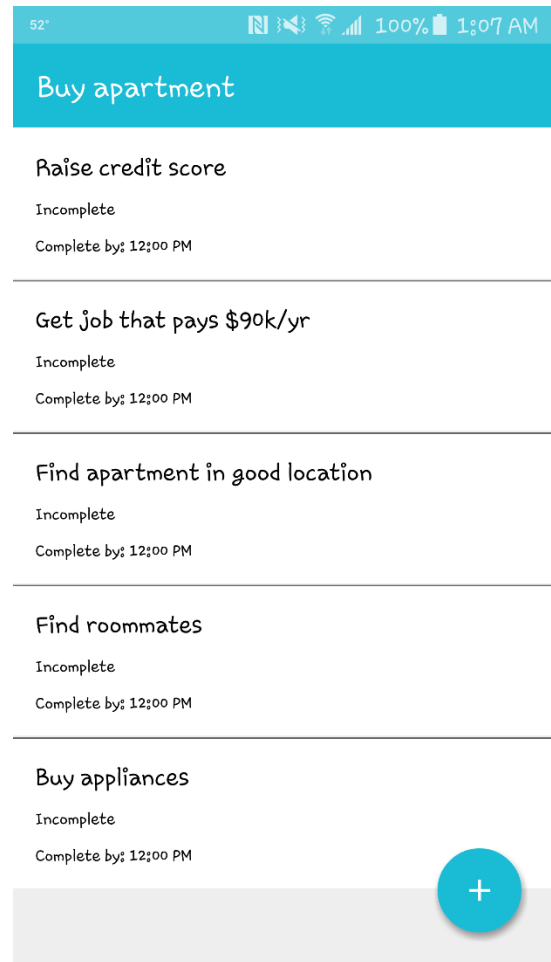
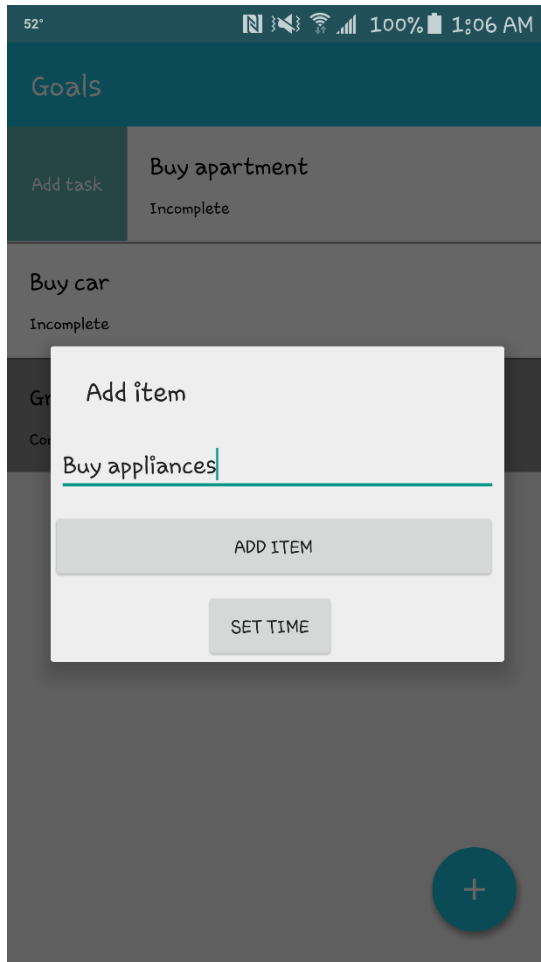
If you want to change an item's name, you can **Edit** it. To do so, swipe the item towards the **Left**, and press **Edit**. If you want to **Delete** an item, press **Delete**.



Change the name, and then press **Update**.

Adding a Task to a Goal

There are two ways to add a Task to a Goal. Method one is adding a Task in the same way you would add a Task to a Task List. Method two is swiping the Goal towards the **Right**, and pressing **Add task**.



Once you press **Add Item**, the new Task will appear in the Goal it was created under.