

# To do List Manual:

## 1. Main menu

The To Do List is an application that allows the user to create tasks and manage them. When starting the application the user will see the menu shown in the following picture. If it's not the first time you use the application, it will show you the amount of tasks you have left to do, and the amount of tasks you've already done. It will also show you 4 options to choose from.

```
=====
Welcome to Rafael Fernandes To Do List®
You already completed 0 tasks,
But you still have 1 unfinished tasks.
=====

=====
Type your option number
1. See my tasks
2. Add a task to my list
3. Edit task
4. To save and exit
=====
```

The user should type the number of the option he wants. If the user types any character that's not one of the numbers required (in this case 1 to 4) the program will display an error message and show the same menu again.

## 2. See tasks

The first option available (1. See my tasks) will be available only if the user already have tasks on your to do list. Without any tasks, if the user types "1" the program will display the message "Your list is empty. Add some tasks first".

If you already have tasks the program will show you another menu:

```
Choose one of the following options:
1. Sort list by project
2. Sort list by due date
```

This menu just asks the user to choose how he/she wants to see the list. Ordered by project or by due date.

### 3. Add tasks

Back to the main menu, option 2 will allow the user to add tasks to the list.

```
=====
type task name
task 1
=====
type name of project
project 1
=====
type due date of task in this format: dd-MM-yyyy
12-12-2020
Good job! Task added!
=====
```

When adding tasks the user will need to type the task name, the task project and the task due date. The program will only accept dates in the specified format dd-MM-yyyy, and it won't accept dates before the current date. Another field, the task status, will be automatically added to the task. The task status defines if a task is done or undone. When you create a task it will be undone by default.

### 4. Edit Tasks

Option 3 will only work if the user already created tasks, otherwise it will display an error message. If the user already added tasks, then the program will show all the tasks added so far, followed by the edit menu:

```
0 Task: task 1 | Project: project 1 | Due Date: 2020-12-12 | Status: UNDONE
=====
Choose one of the following edit options:
1 Change task status
2 Change task title
3 Change task project
4 Change task due date
5 Delete task
6 Go back
=====
```

In this menu the user will see options to interact with the tasks that he/she previously created. The user will be able to change any of the fields of the task, or even delete the whole task. Whichever is the option (1-5) the program will always ask for the task number, so it knows which task the user wants to edit. The task number is the number that the user can see before each task.

1. Change task status = it will change the status of the task. If the task is marked as “done”, it will change it to “undone”. If it’s “undone” it will change it to “done”.
2. Changes the task title to a new title that will be typed by the user
3. Changes the task project to a new project that will be typed by the user
4. Changes the task due date to a new date that will be typed by the user
5. Will go back to the main menu.

## 5. Save and Quit

When the user chooses the option 4, the program will save the list into a .CSV file and will exit.

```
=====
Thank you for using Rafael Fernandes To Do List®
=====
```