To-Do Documentation

About

Designed to hold a list of projects and allow creation and storage of tasks related to those projects. The data is held as a JSON file in local storage, so **your data will be lost if you clear your browser data**.

If there is no data present when the program loads, a series of sample projects and tasks are created

Projects

The projects area shows a list of all projects currently on the system, with the active folder highlighted in blue. Click on a project name to make it the active folder. You can add, edit or delete projects from within this section, although the *Default* folder can neither be edited or deleted.

The projects are listed alphabetically; the Default project appears at the top of the list since it has a space as the first character, so when adding new projects you should avoid starting the name with a space if you want them to sort correctly.

Each project name is preceded by a number within a circle, indicating the number of incomplete tasks associated with that project.

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Add a Project

Project ⊕

Click the Plus icon at the end of the project header, then enter the name of the new project on the popup form.

Add a new project

Project Name: [   ]

[Cancel] [Add]

Click on *Add* to add the project; if the name is blank or the project already exists an error message is displayed. Clicking *Cancel* closes the form without any further action.

Edit a Project

5 Car ✎

Click the Edit icon on the relevant project row then enter the new project name on the popup form.

Edit project

Project Name: [Car   ]

[Cancel] [Edit]

Click on *Edit* to change the project name; if the name is blank or the project already exists an error message is displayed. Clicking *Cancel* closes the form without any further action.

Delete a Project

🗑

Click the Bin icon on the relevant project row, then click *Delete* to confirm deletion or *Cancel* to close the form without any further action.

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Tasks

The tasks area shows a list of all tasks currently associated with the active project (highlighted in blue). You can add, edit or delete tasks from within this section.

The tasks are listed in ascending due-date order, with completed tasks greyed-out.

Task	Description	Due Date	Completed Date	⊕
Test 1	Sample 1	2025-10-21		✎ 🗑
Test 2	Sample 2	2025-10-22	19/10/2025	✎ 🗑
Test 3	Sample 3	2025-10-23		✎ 🗑
Push Test	Sample pushed task	2025-10-30		✎ 🗑
Service	Book service for December	2025-10-31		✎ 🗑
Dash-Cam	Check dash-cams with main dealer	2025-11-30		✎ 🗑

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Add a Task

Click the Plus icon at the end of the task header; this will open the add new task popup form.

Priority can be selected via the dropdown, and dates entered using the date picker if required.

Click on **Add** to add the task; if the name, description or due date aren't entered then error messages are displayed. The due date entered cannot be prior to the current date. Clicking **Cancel** closes the form without any further action.

Edit a Task

Click the edit icon on the relevant task row, which displays the same form as that for "Add a new task".

Click on **Edit** to edit the task; if the name, description or due date aren't entered then error messages are displayed. Unlike the "Add a new task" form, the due date entered can be prior to the current date. Clicking **Cancel** closes the form without any further action.

Delete a Task

Click the Bin icon on the relevant task row, then click **Delete** to confirm deletion or **Cancel** to close the form without any further action.