To-Do List Unlimited 2019

Software User Guide

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CSE 360 Wednesday Section

Spring 2019

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1. Introduction

This document's purpose is to inform users how to use the To-Do List Unlimited 2019 application, and to highlight key its key features. The program overview explains the application's purpose and general use. The installation section will walk the user through where to access the file and how to download and install it on macOS, Linux, and Windows. The getting started section explains the application's use, while the user interface overview describes how to use each aspect of the program. The example runs section displays what the user should expect when performing various actions in the application. The restarting section explains how to restart the program without losing saved information, and the ending the program section describes how to safely and securely exit the program.

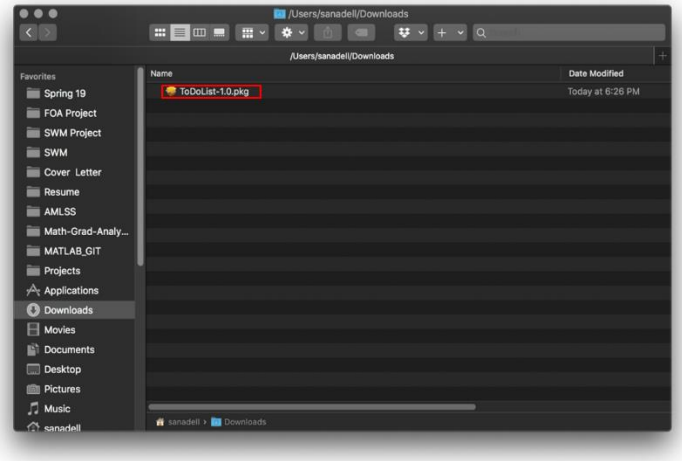
2. Program Overview

The To-Do List Unlimited 2019 allows the user to create a To-Do List for their day-to-day lives. The user can add an item to the To-Do List, add a description to the item, a due date, and a priority number input by the user. They are also able to change an item's traits such as its description, due date, priority number, and the item's status such as not started, in progress with the date started, and finished with the finish date. The user can delete items from the To-Do List as well as rearrange the list based on an item's priority number. By default, the list will display based on priority number, but the user has the option to display by name and due date as well. The user has the option to print out the displayed To-Do list into a separate text file as well. There is also an option for the user to save the list to edit later, as well as restore a previous list.

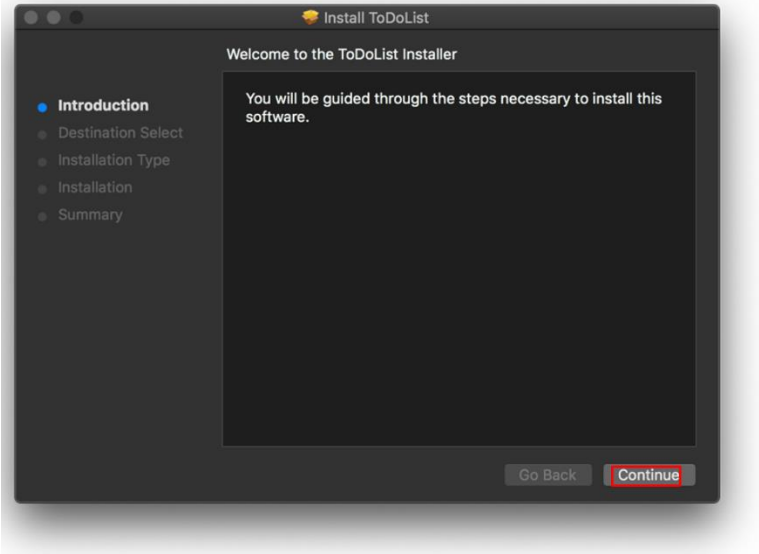
3. Installation

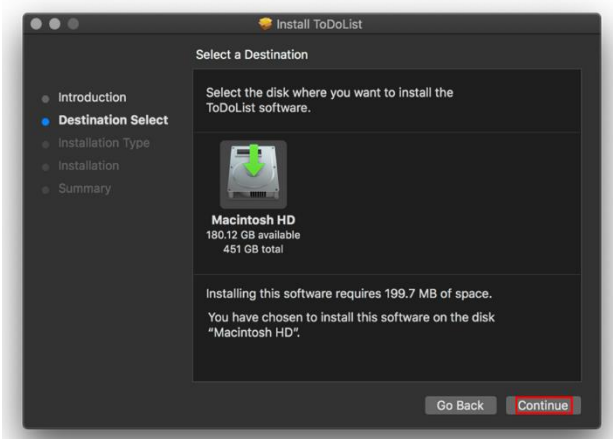
3.1 On macOS

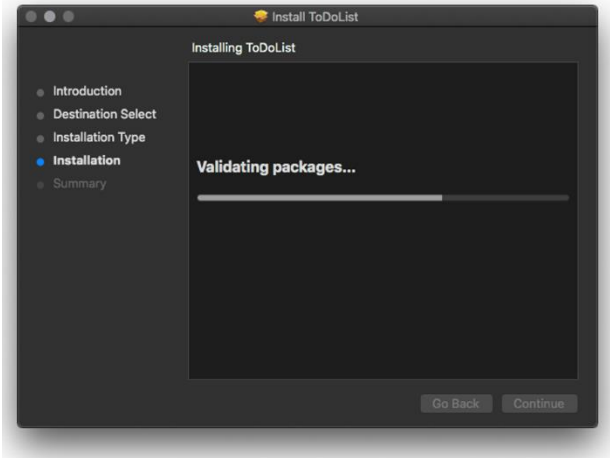
Download the **ToDoList-1.0.pkg** file from Blackboard

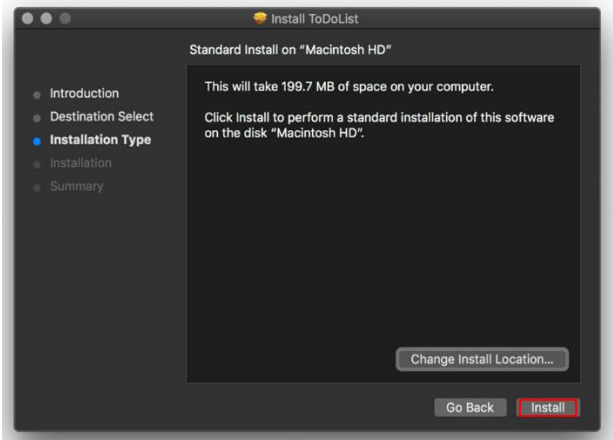


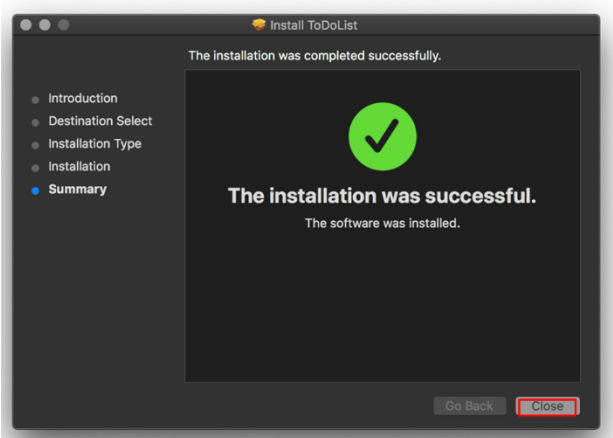
Double click on the package file to install. Select the options highlighted in the below screenshots to complete the installation.

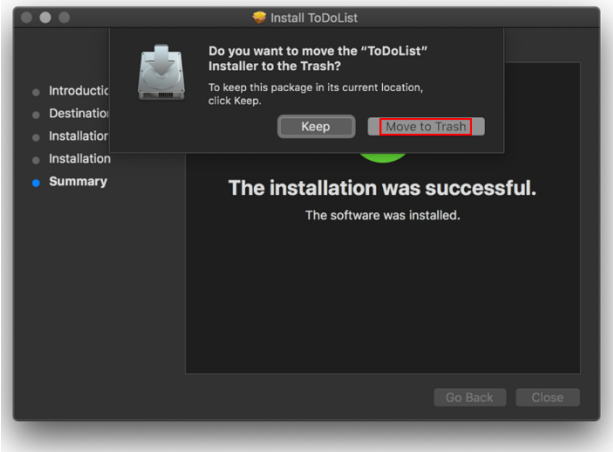



Install ToDoList
Select a Destination
Introduction
Destination Select
Installation Type
Installation
Summary
Select the disk where you want to install the ToDoList software.
Macintosh HD
180.12 GB available
451 GB total
Installing this software requires 199.7 MB of space.
You have chosen to install this software on the disk "Macintosh HD".
Go Back
Continue

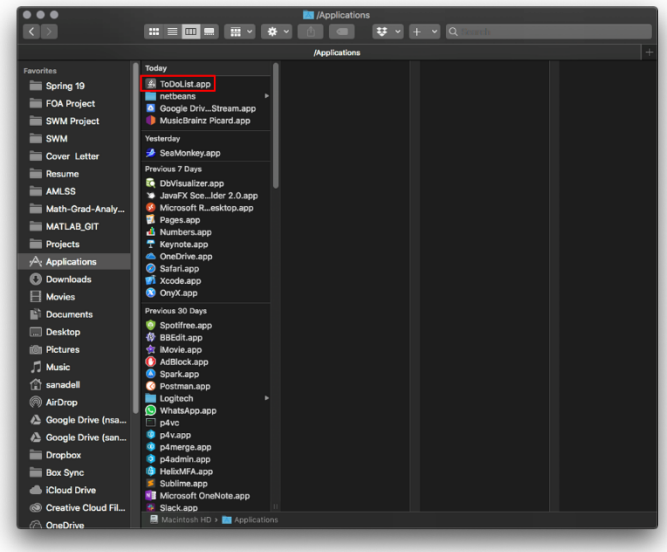

Install ToDoList
Installing ToDoList
Introduction
Destination Select
Installation Type
Installation
Summary
Validating packages...
Go Back
Continue

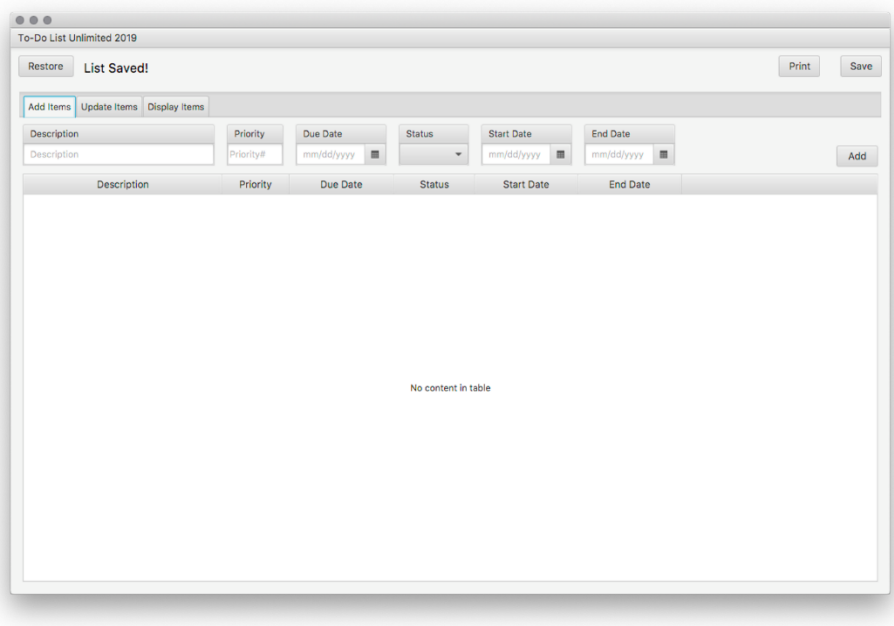

Install ToDoList
Standard Install on "Macintosh HD"
Introduction
Destination Select
Installation Type
Installation
Summary
This will take 199.7 MB of space on your computer.
Click Install to perform a standard installation of this software on the disk "Macintosh HD".
Change Install Location...
Go Back
Install



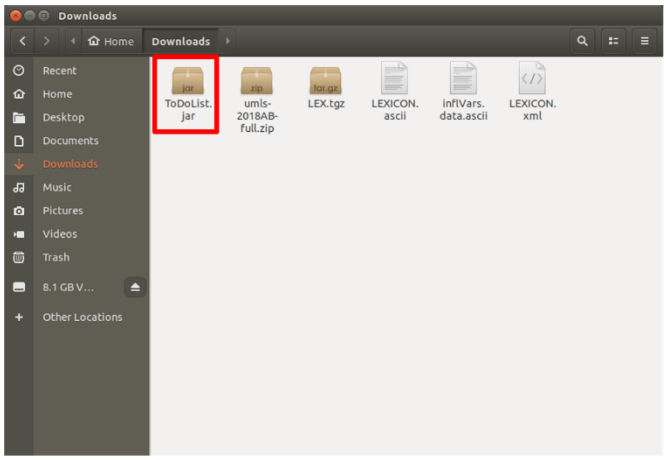


Double click **ToDoList.app** under **Applications** to open

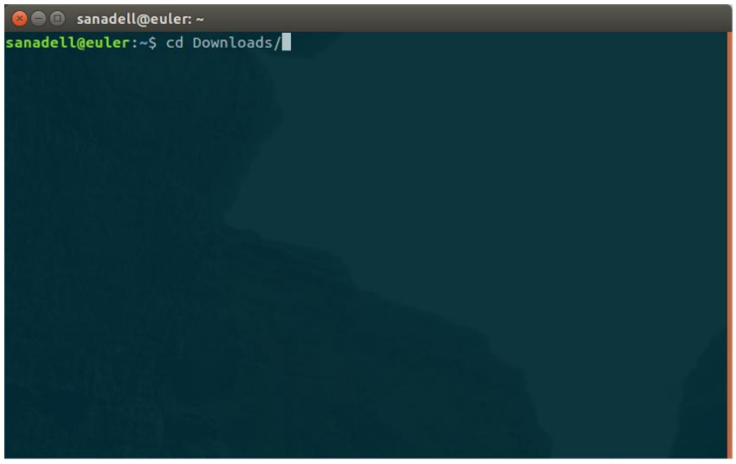


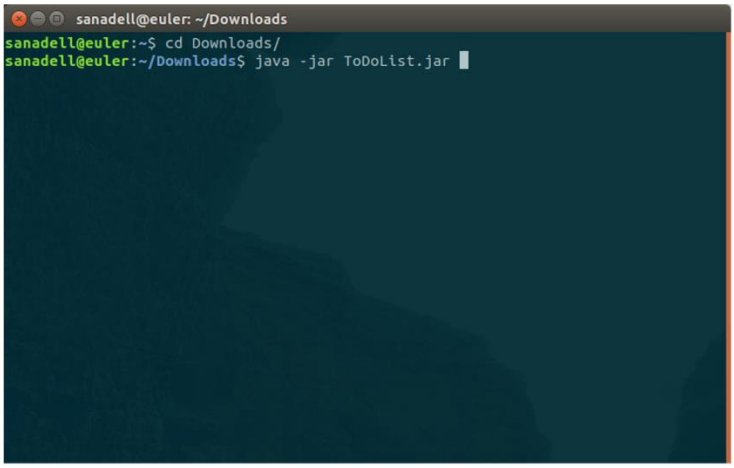

To-Do List Unlimited 2019
Restore
List Saved!
Print
Save
Add Items
Update Items
Display Items
Description
Priority
Due Date
Status
Start Date
End Date
Add
No content in table

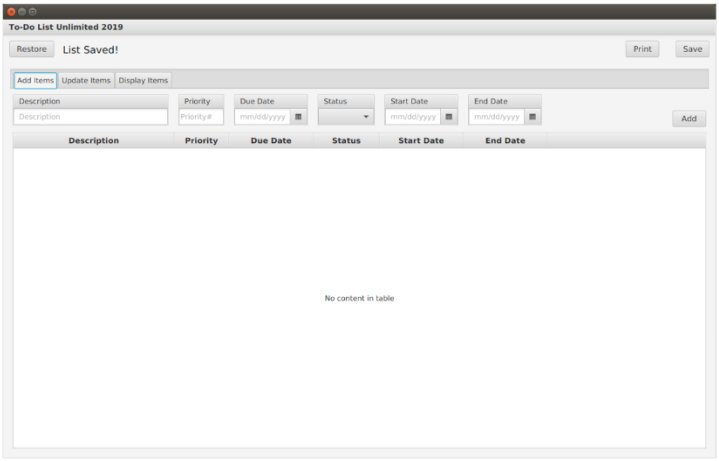
3.2 On Linux


Downloads
Home
Downloads
Recent
Home
Desktop
Documents
Downloads
Music
Pictures
Videos
Trash
8.1 GB V...
Other Locations
ToDoList.jar
umls-2018AB-full.zip
LEX.tgz
LEXICON.ascii
inflVars.data.ascii
LEXICON.xml

Open **Terminal** application

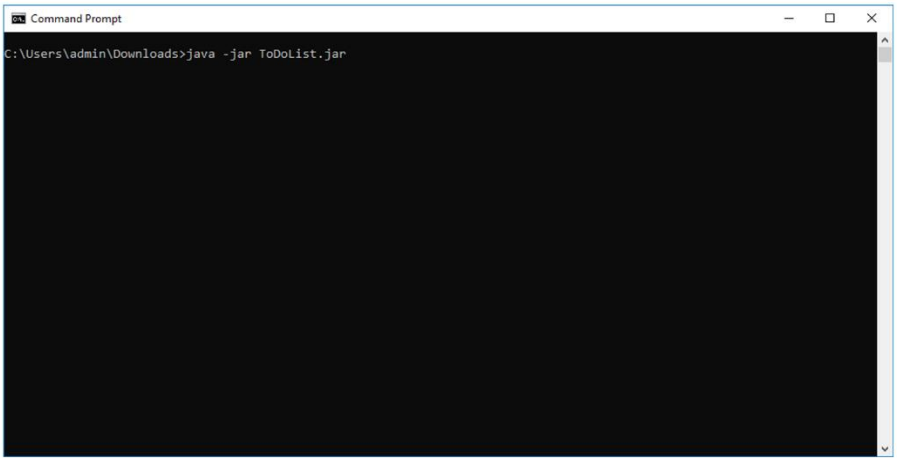


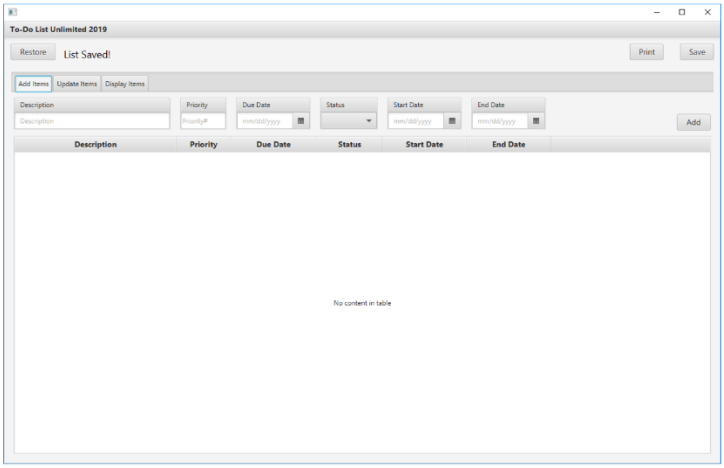




3.3 On Windows

Open **Command Prompt** and navigate to **Downloads** location





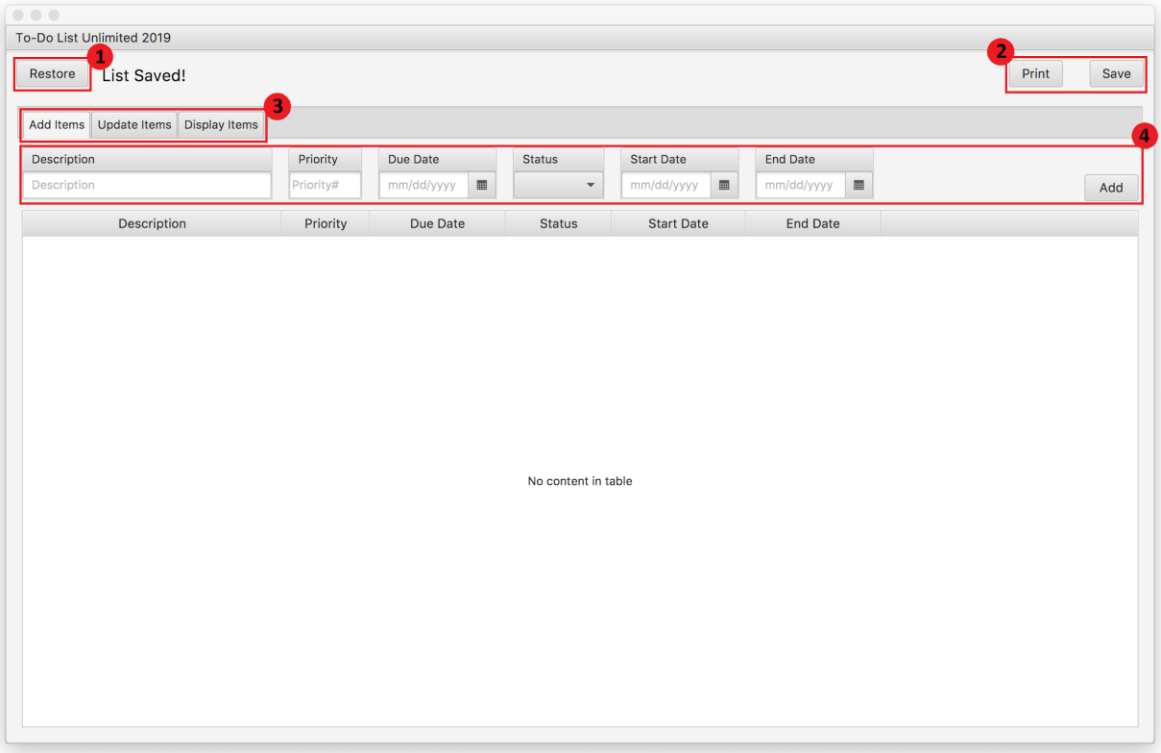
4. Getting Started

This guide will help you learn how to use **To-Do List Unlimited 2019**:

- ➔ Plan and organize everything that you need for everyday work. Never miss your due dates again!
- ➔ Prioritize tasks and track things easily with a click of a button
- ➔ Sort the items based on Start Date, Due Date, Priority and Task status
- ➔ Print the list and pin to a drawing board in your room
- ➔ Save task list and never forget things again!

5. User Interface Overview

5.1 Add Items Tab



1. **Restore**

   The **Restore** button lets you restore a previously saved To-Do List.

2. **Print and Save**

   The **Print** button lets you print the current To-Do List.

   The **Save** button lets you save the current To-Do List.

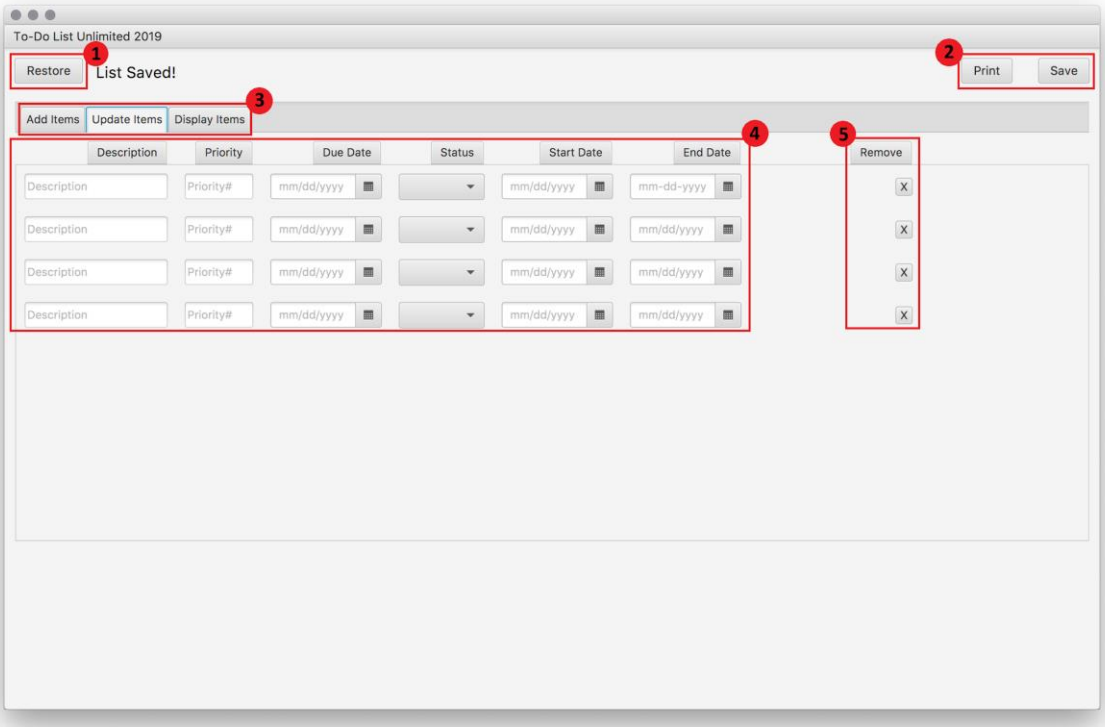
3. **Display Tab**

   Click one of the three tabs to either **add items**, **edit items**, or **display** your To-Do List.

4. **Add To-Do List Items**

   The **Add** button lets you add an item to your To-Do List after filling out the appropriate information about the item.

5.2 Update Items Tab



1. **Restore**

   The **Restore** button lets you restore a previously saved To-Do List.

2. **Print and Save**

   The **Print** button lets you print the current To-Do List.

   The **Save** button lets you save the current To-Do List.

3. **Display Tab**

   Click one of the three tabs to either **add items**, **edit items**, or **display** your To-Do List.

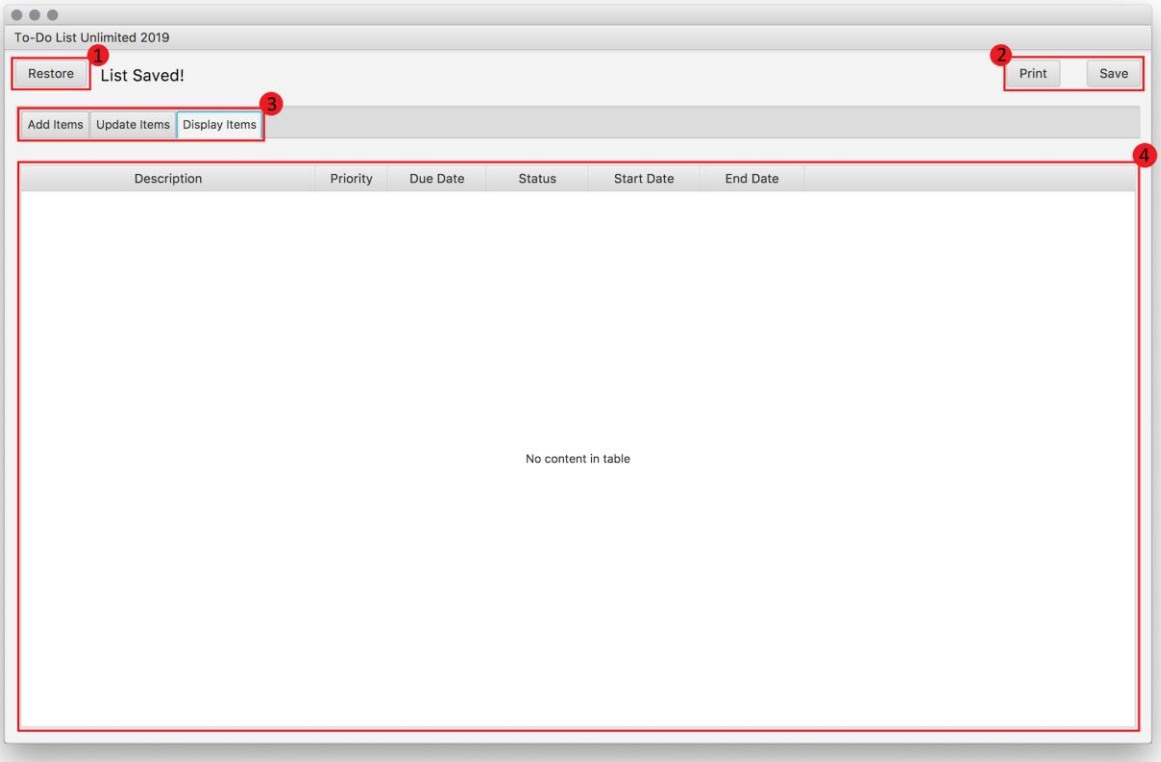
4. **Update To-Do List Items**

   Edit any previously entered item information from your To-Do List.

5. **Remove To-Do List Items**

   Click the **Remove** button to remove a previously entered item from your To-Do List.

5.3 Display Items Tab



1. **Restore**

   The **Restore** button lets you restore a previously saved To-Do List.

2. **Print and Save**

   The **Print** button lets you print the current To-Do List.

   The **Save** button lets you save the current To-Do List.

3. **Display Tab Bar**

   Click one of the three tabs to either **add items**, **edit items**, or **display** your To-Do List.

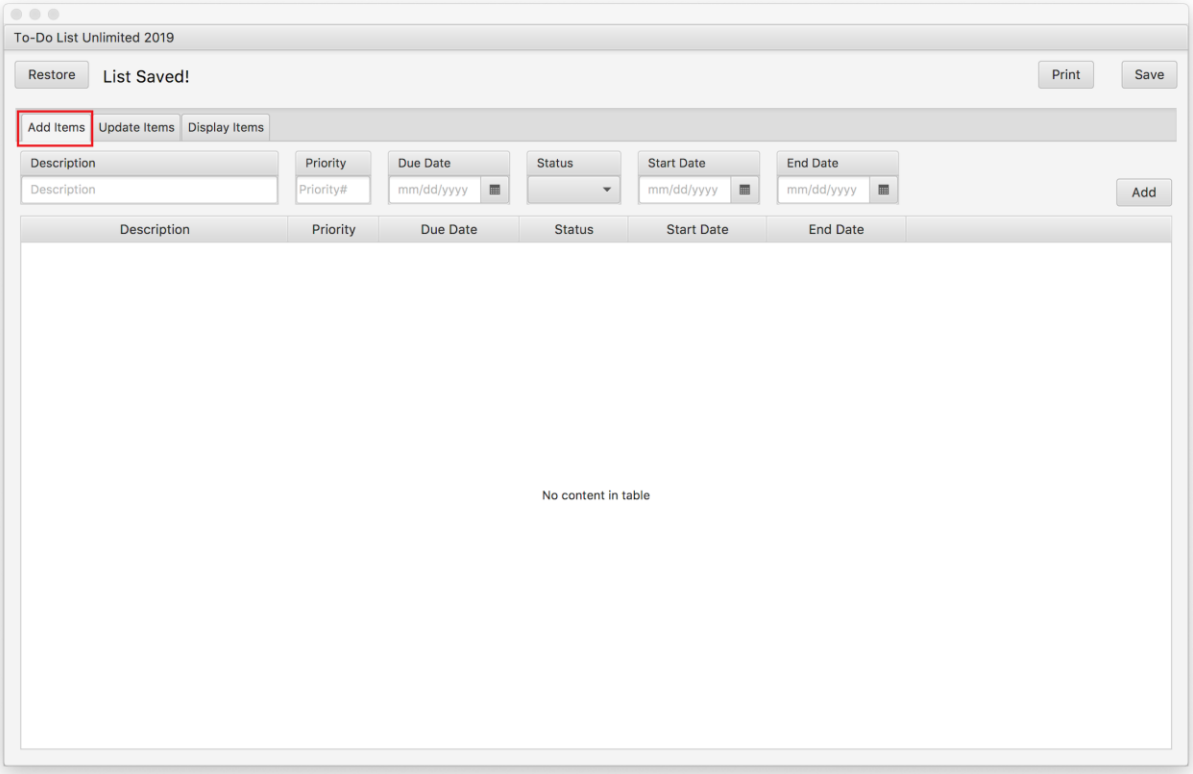
4. **To-Do List Table Display**

   A table where you will be able to see all of your entered items of your To-Do List. The table can be sorted in ascending or descending order based on the item name, priority, or due date.

6. Example Runs

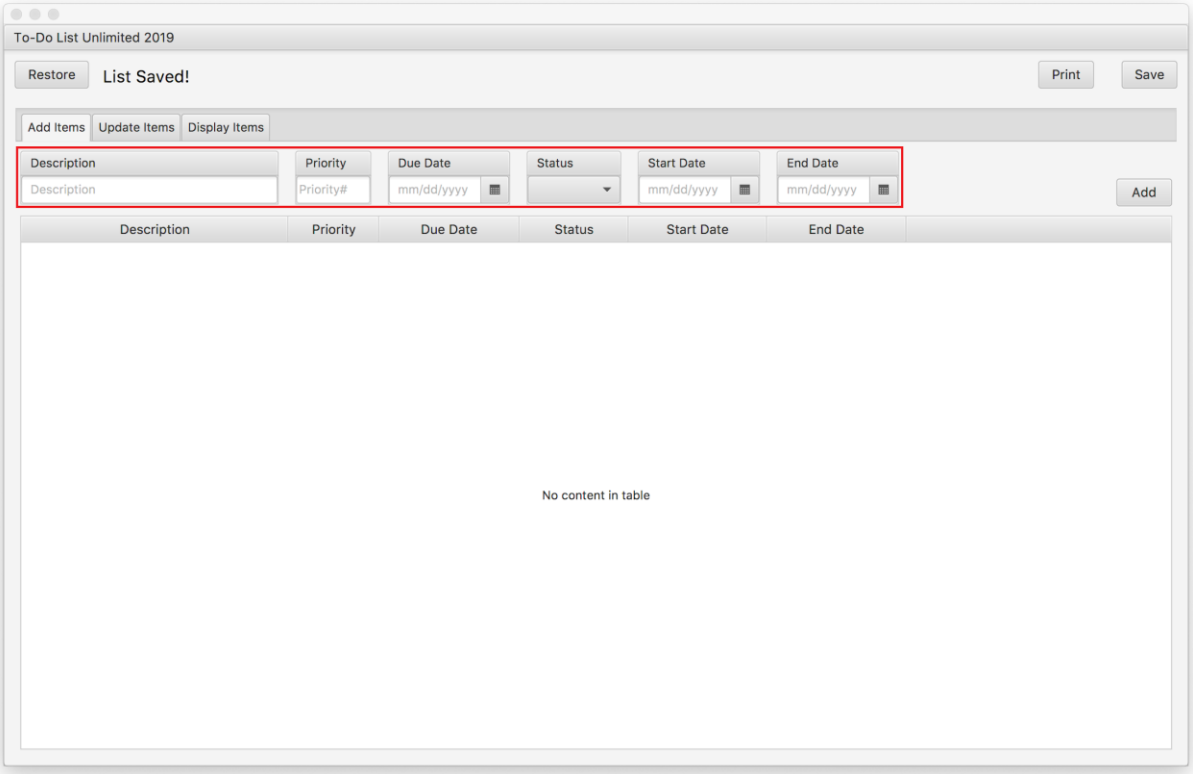
6.1 How to Add Items

1. Click the **Add Items** button on the **Display Tab Bar** to get to the **Add Items Tab**.



2. Enter the To-Do List item information using the following boxes:

NOTE: An item must have a **Description**, **Priority**, **Due Date**, and **Status** set to be added to the To-Do List otherwise you will receive an error about attempting to add an incomplete item.



Description: A description of the To-Do List item. This description must be **unique**. This means that no two items can have the exact same description.

NOTE: If you try adding an item with the same description as a previously entered item, you will receive an error telling you to re-enter a **unique** description for the item.

Priority: The priority number of the To-Do List item. This priority number must be **unique**. This means that no two items can have the exact same priority number.

NOTE: If you add a To-Do List item with the **same** priority number as a previously entered item, the **newest** item entered will take that priority number and the rest of the priority numbers of entered items will be shifted to accommodate the new To-Do List item.

Due Date: The due date of the To-Do List item.

NOTE: If you try adding a To-Do List item without a due date, you will receive an error and be told to enter in a due date for the item.

Status: The status of the To-Do List Item. There are three possible Status options of an item:

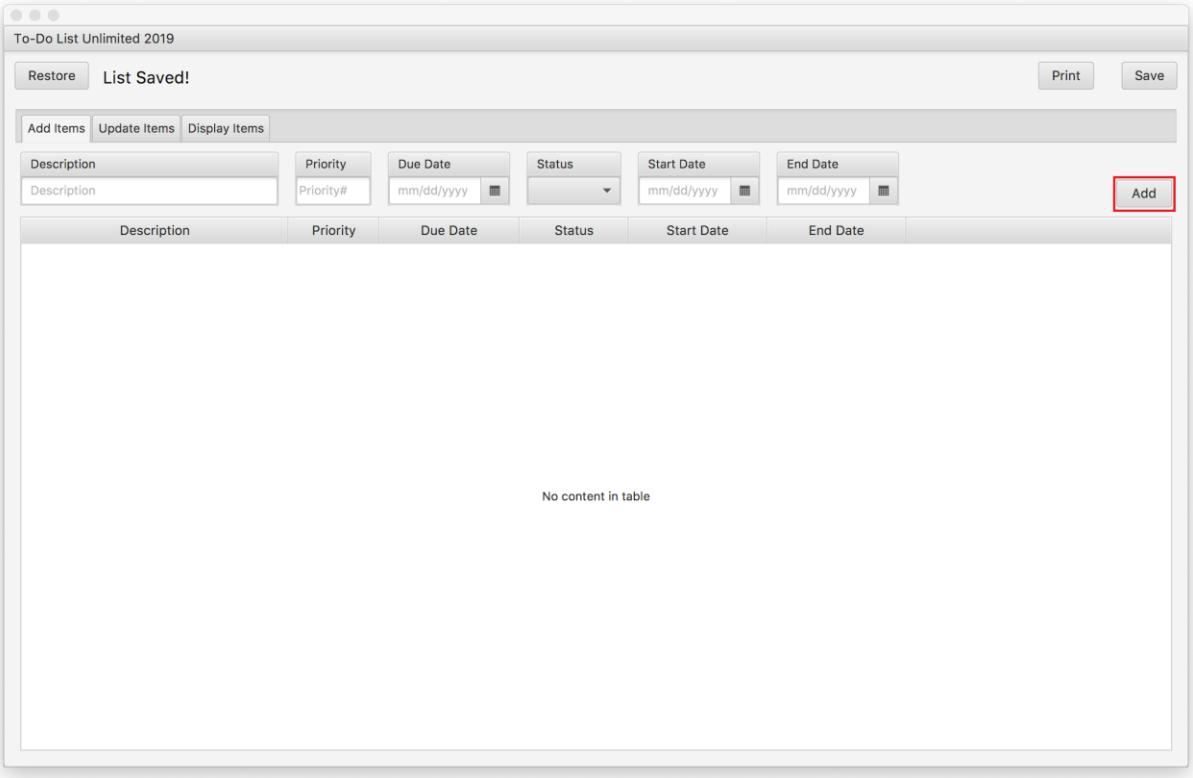
- **Not Started**: The item has yet to be started.
- **In Progress**: The item is in progress.
- **Finished**: The item has been finished.

NOTE: If you try adding a To-Do List item without a status, you will receive an error telling you to set a status for the item.

Start Date: The start date of the To-Do List item. The start date is set once your item status has been updated to **In Progress**.

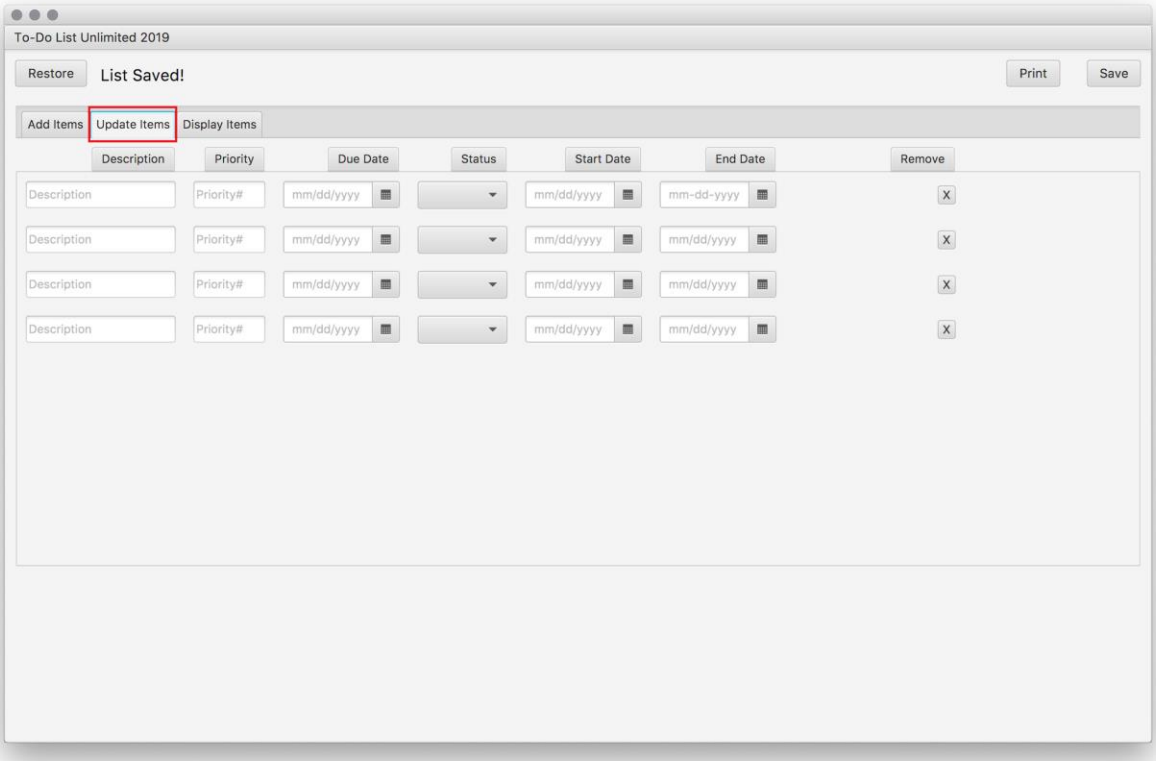
End Date: The end date of the To-Do List item. The end date is set once your item status has been updated to **Finished**.

3. Click the **Add Button** to add your item to the To-Do List.



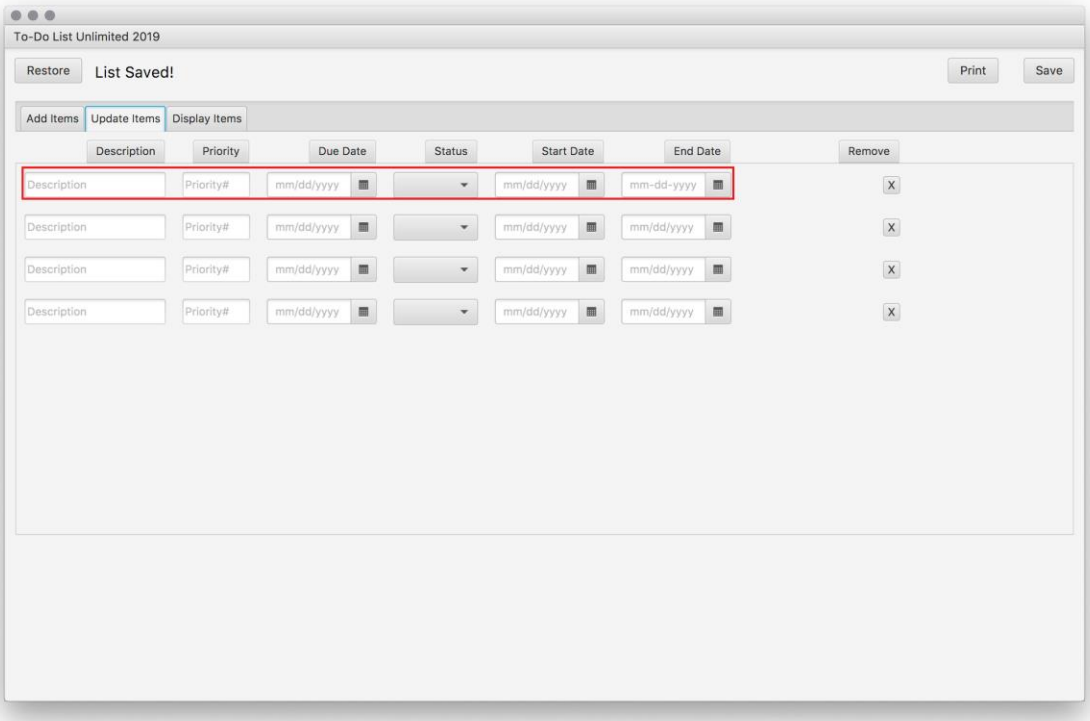
6.2 How to Update or Remove Items

1. Click the **Update Items** button on the **Display Tab Bar** to get to the **Update Items Tab**.

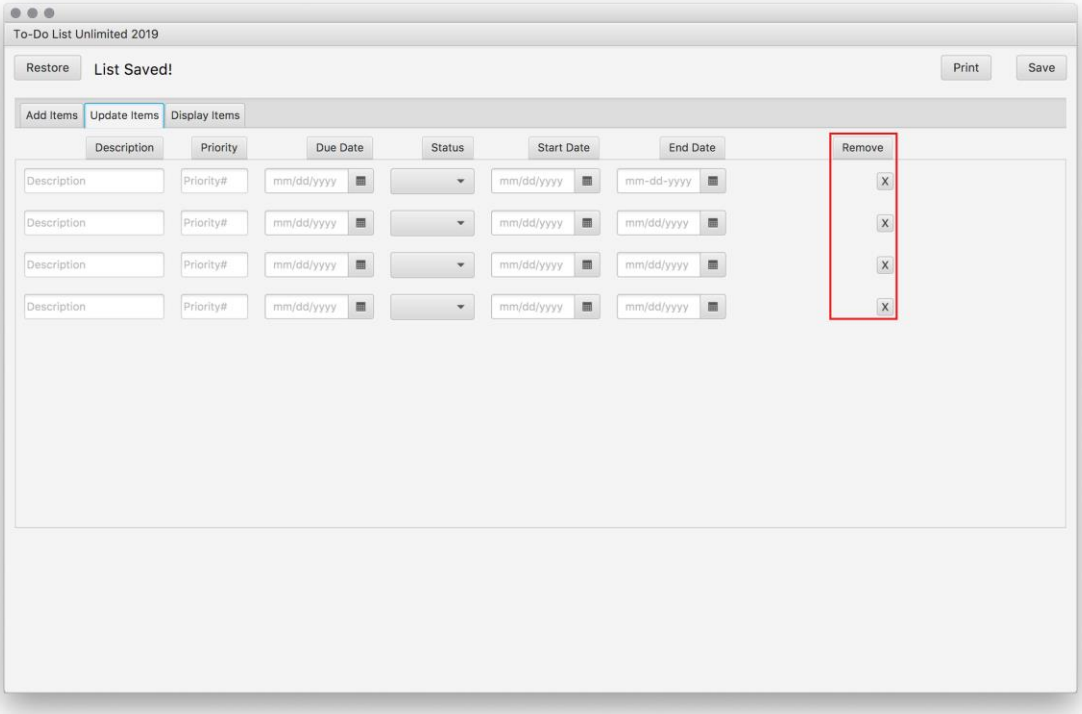


2. Update an item from the To-Do List of your choosing

NOTE: If you try to update the information on an item and the **Description**, **Priority**, **Due Date**, or **Status** are not included you will receive an error message and cannot update the item until it meets these requirements. You also cannot update an item if the **Description** or **Priority** are not **unique** and will receive an error message until you enter in a unique description or priority for the To-Do List item.



3. Remove the item from the To-Do List by hitting the **Remove** button



6.3 Displaying the Current To-Do List

1. Click the **Display Items** button on the **Display Tab Bar** to see the table display of your To-Do List.

6.4 Printing the To-Do List

To print your To-Do List, you will click the **Print** button and it will save your To-Do List in a reader-friendly format that will allow you to print the list from your choice of word processing software.

6.5 Saving the To-Do List

If you wish to update your To-Do List at a future time and save it, you can simply click the **Save** button and it will save your list in a text file where you will be able to restore it to its previous state using the program.

6.6 Restoring the To-Do List

If you wish to restore your To-Do List, you will click the **Restore** button and select your previously saved To-Do List. As soon as the software has loaded in your saved To-Do List, it will be ready for you to add, remove, update, and display once again.

7. Restarting

To restart the program, first ensure that the created To-Do List is either saved, printed or no longer needed. Afterward, exit out of the program via the close (X) button on the top of the program window, and re-enter the program according to the Installation Chapter (Chapter 3). The program will start up a new To-Do List where either a previous list can be restored or a new list can be created.

8. Ending the Program

Before exiting the program, make sure that the created To-Do List is either saved, printed, or no longer needed. Afterwards, simply press the close (X) button located along the top of the program window. It will be on the top right for Windows computers and top left for macOS computers.