2Do – User Manual

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1. Start

When starting the application, you will be seeing the Menu on the left side and the "Today" window that is the opening window for the application on the right side.
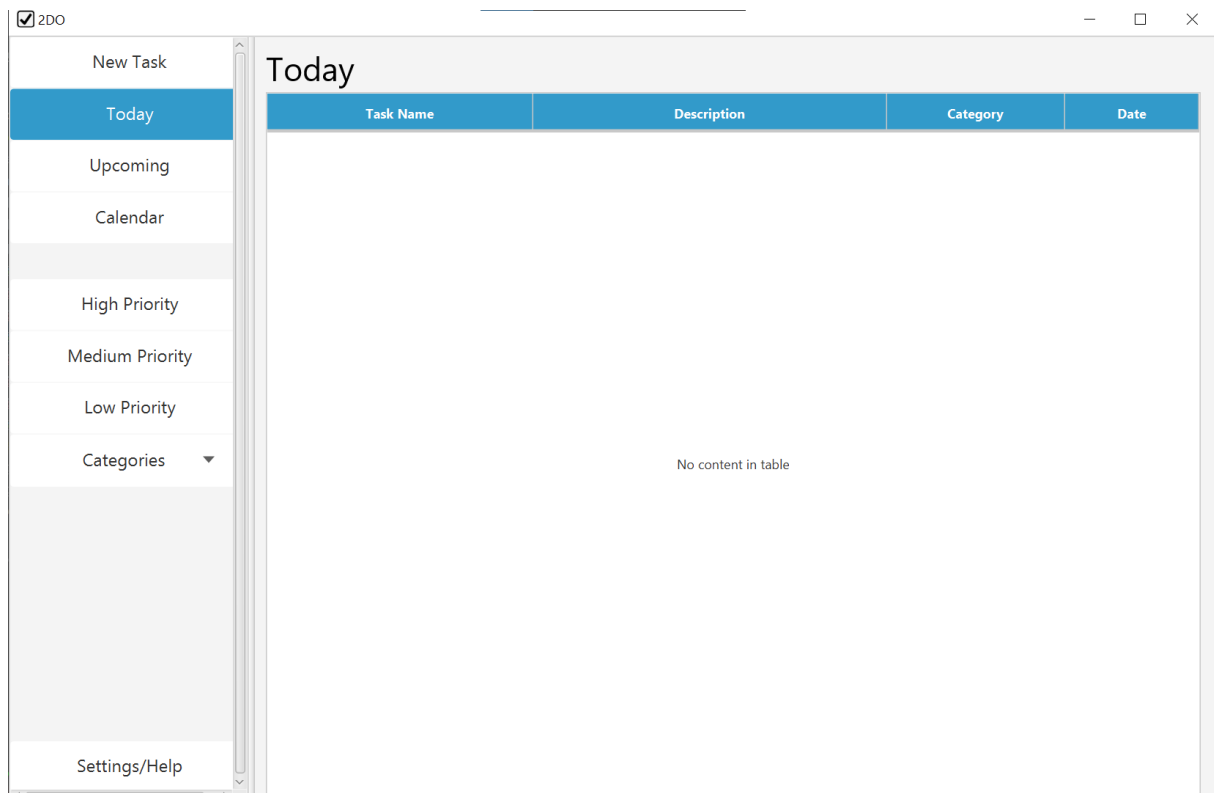

Figure 1: Start window. Obtained from application.

2. Menu

The left side of your window is the menu with different buttons (New Task, Today, Upcoming, High Priority, Medium Priority, Low Priority, Categories, Setting/Help). The menu will never disappear.

2.1 New Task

When clicking on the menu button "New Task" it will takes you to a window where you can type in/choose the information you want (for the fields: task name, description, category, date, and priority) for your new task.

2.2 Today

When clicking on the menu button "Today" it displays the tasks for the day and eventual tasks for earlier days if they are not set as finished (expired tasks).

2.3 Upcoming

When clicking on the menu button "Upcoming" it displays all upcoming unfinished tasks.

2.4 Calendar

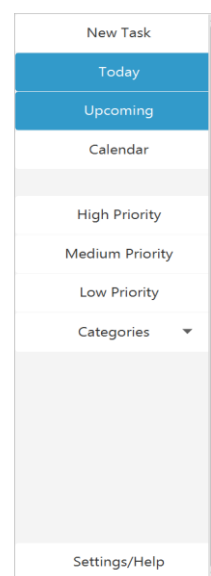When clicking on the menu button "Calendar" it displays a Calendar.

Figure 2: Menu. Obtained from application.

2.5 High Priority

When clicking on the menu button "High Priority" it displays all high prioritized unfinished tasks.

2.6 Medium Priority

When clicking on the menu button "Medium Priority" it displays all medium prioritized unfinished tasks.

2.7 Low Priority

When clicking on the menu button "Low Priority" it displays all low prioritized unfinished tasks.

2.8 Categories

When clicking on the menu button "Categories" it displays a list with the categories that has been used in task creation. When choosing one of them all tasks with the chosen category will be displayed.

2.9 Settings/Help

When clicking on the menu button "Settings/Help" it opens a new Window with different Settings and help.

3. Calendar

3.1 Calendar View

The calendar shows a day with red color if the day has unfinished tasks. If a day only has finished tasks the day will be shown with green color in the calendar. If there are no tasks on a day the day will not have any color in the calendar.

3.2 Calendar Function

When clicking one of the days in the calendar it will display all tasks on that day

<	April	>			< 2021 >	
	Man.	Tir.	Ons.	Tor.	Fre.	Lør.	Søn.
13	29	30	31	1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30	1	2
18	3	4	5	6	7	8	9

Figure 3: Calendar. Obtained from application.

4. Displays

The displays show different tasks after what is chosen by the user. The displays are as following: today, upcoming, by priority (High, Medium, Low), by day (chosen from calendar), and by category.

4.1 Coloring

Red is an open high prioritized task and yellow is an open medium prioritized task. Low prioritized tasks have no color and completed tasks is shown in green in the displays that shows finished tasks (today, and by day (chosen from calendar)).

Task Name	Description	Category	Date
Test1		Default	2021-04-21
Test2		Default	2021-04-21
Test3		Default	2021-04-21
Test4		Default	2021-04-21

Figure 4: Colors. Obtained from application.

4.2 Double Click

Double click a task in one of the displays and you will be taken to a scene where you can change that task. To change them press "Apply Changes". If you press "Delete" the whole task will be deleted.
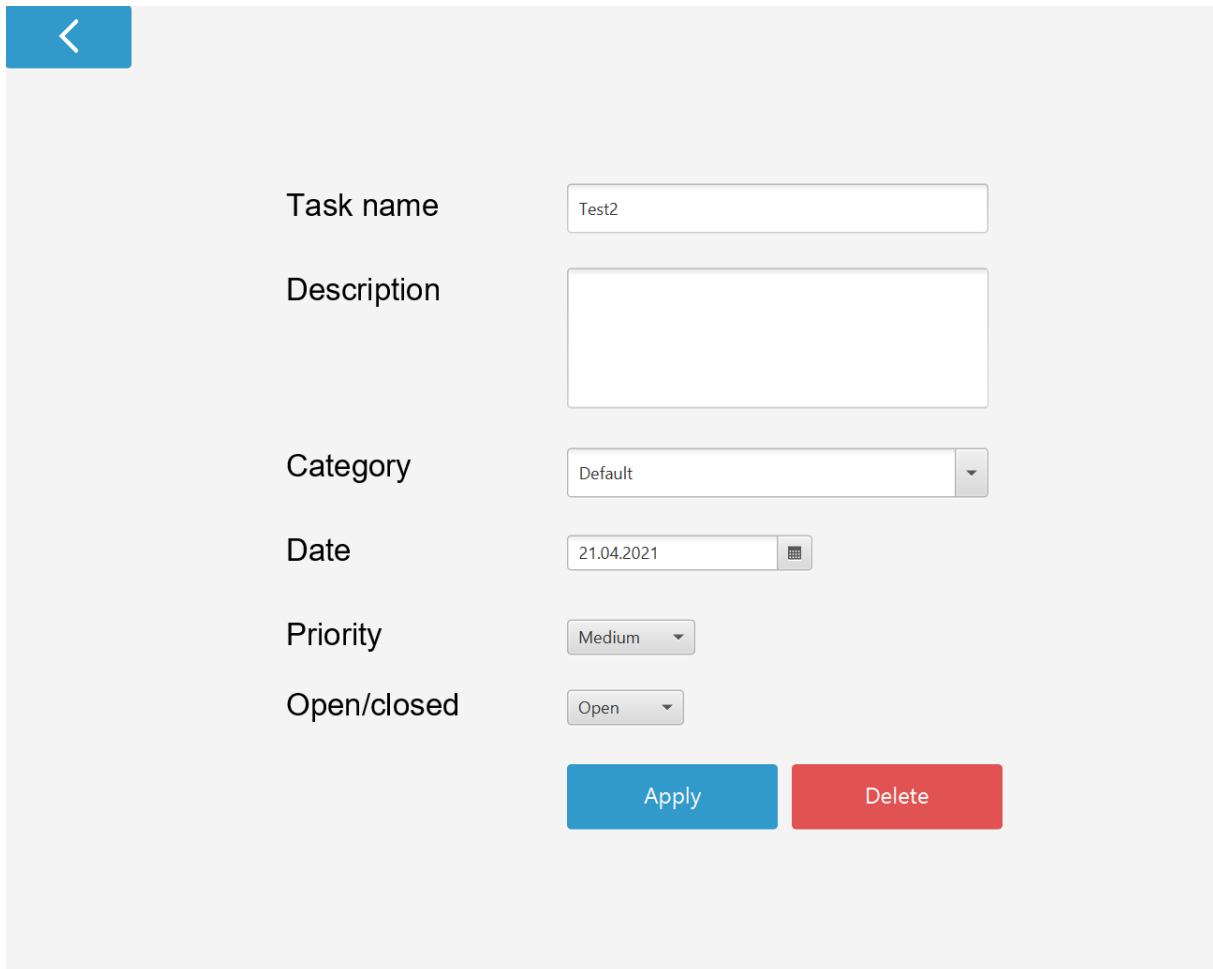

Figure 5: Edit window. Obtained from application.

4.3 Right Click

Right click a task in one of the displays and a menu will be shown with 4 choices: "Add task", "Edit", "Remove" and "Re-open" or "Finish" depending on the task being open or completed.

Figure 6: Right click Menu. Obtained from application.

4.3.1 Add Task

Takes you to the same scene as the "New Task" menu button and let you quickly add a new task.

4.3.2 Edit

Takes you to same scene as the double click and let you change or delete a task.

4.3.3 Remove

Deletes the task fast and simple.

4.3.4 Re-open or Finish
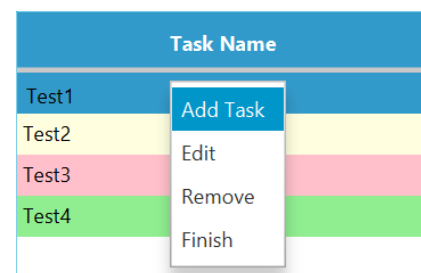
Let you change the status of the task fast and simple.

5. Settings/Help Window

5.1 Save

The user can choose were they want the application data (tasks) to be saved. Press "Apply Changes" to save the change.

5.2 User Manual

Click the "User Manual" link to open a pdf version of this user manual.

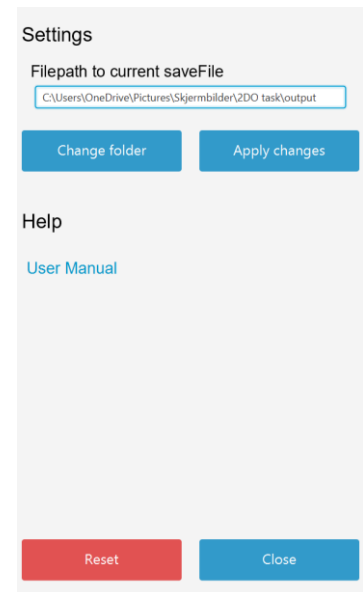### 5.3 Reset

The reset button resets the whole application.

Figure 7: Setting Window. Obtained from Application.