

Waterfall V.0 Basic Guide

Thank you for your interest in Waterfall and downloading the App! It has been designed and built to be super user-friendly, but just incase you have any issues, we've prepared a basic user guide to hopefully solve all those issues!

Waterfall V.0 Basic Guide

Interface

The navigation at the top allows you to filter and view based on:

Ongoing indicates: all notes with infinite scroll.

Today indicates: All tasks that are today only.

Now indicates: All tasks that are in progress (amber).

As you first open the App, your notes will be empty, and it should be displaying from today's date.



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Adding/Editing

Place your cursor into the date's you want to add notes to, and the status bar will automatically appear.

Red indicates: Incomplete / Not started.

Amber indicates: In progress (these appear in the NOW view).

Green indicates: Task complete.

Now Today **Ongoing** Help Settings

Today
Thursday 11 March 2022

☒

 Team catch-up (9:00)

☒

 Bake cookies

☐

Project status call all with Naomi (13:00)

☒

 Feed Ralphie

☒

 Project A deck development

☐

 Pick up present for Jessica

☐

 Vegetable box arriving (20:00–23:00)

Tomorrow
Friday 12 March 2022

☐

 Team catch-up (9:00)

☐

 Finalise Project A deck and share with team (EOD)

☐

 Weekly review with the big boss.

☐

 Feed Ralphie

☐

 Work drinks (17:00)

☐

 Meeting Jessica for anniversary dinner (20:00)**Saturday 13 March 2022**

☐

 Pick up Zip Car (10:00)

☐

 Day out in Brighton

☐

 The gang round for dinner (20:00)

☐

 Cancel Spotify membership**Sunday 14 March 2022**

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Adding/Editing

Soft-return for sub-note that sit under one single task.

Now Today **Ongoing** Help Settings

Today
Thursday 11 March 2022

☒

 Team catch-up (9:00)

☒

 Bake cookies

☒

Project status call all with Naomi (13:00)

☒

 Feed Ralphie

☒

 Project A deck development

- Research
- Approach
- Concept
- Overview

☐

 Pick up present for Jessica

☐

 Vegetable box arriving (20:00–23:00)

Tomorrow
Friday 12 March 2022

☐

 Team catch-up (9:00)

- Projects for the week
- Go through project decks
- Brief team on Project C

☐

 Finalise Project A deck and share with team (EOD)

☐

 Weekly review with the big boss.

☐

 Feed Ralphie

☐

 Work drinks (17:00)

☐

 Meeting Jessica for anniversary dinner (20:00)**Saturday 13 March 2022**