

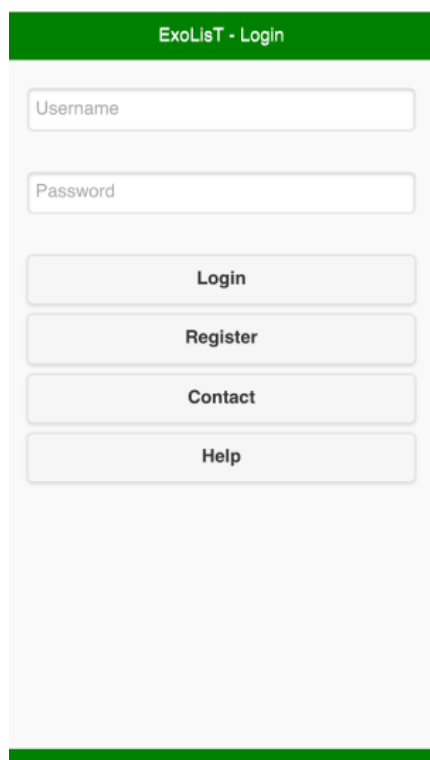
ExoLisT - User Guide

by Alec Sokso

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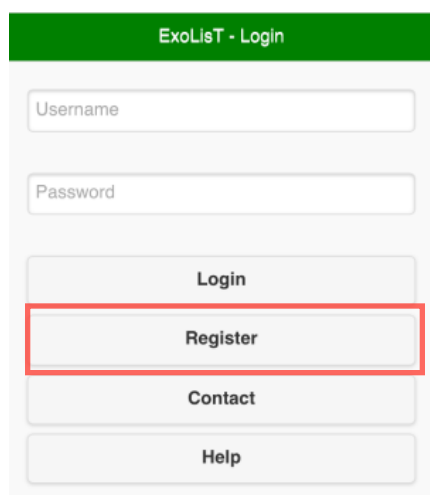
Creating a user account

At the login page of exolist you should see the following.



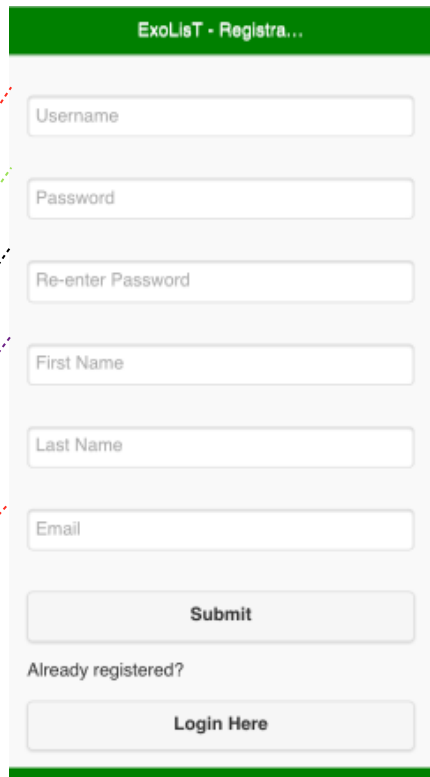
The image shows the ExoLisT - Login page. It features a green header bar with the text "ExoLisT - Login". Below the header, there are two input fields: "Username" and "Password". Underneath these fields are four buttons: "Login", "Register", "Contact", and "Help". The "Register" button is highlighted with a red border.

Select the “Register” button.



The image shows the ExoLisT - Login page, identical to the previous one, but with the "Register" button highlighted by a red border.

will bring you to the registration page.



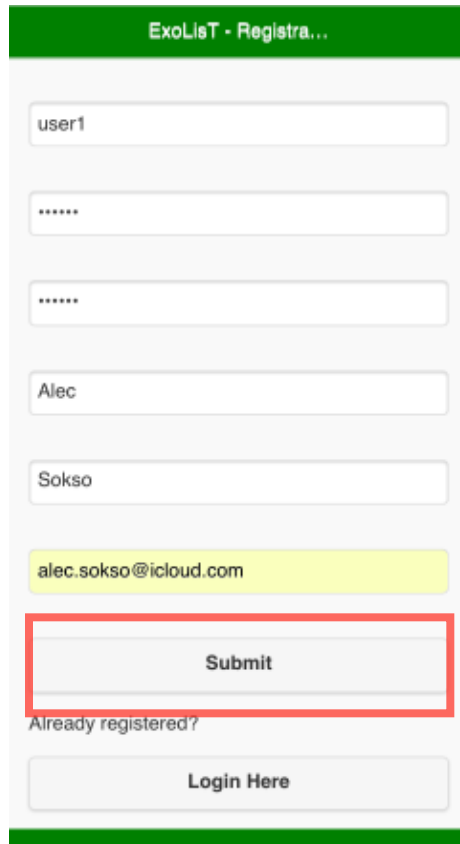
The registration form is titled "ExoLisT - Registra..." and contains the following fields and buttons:

- Username
- Password
- Re-enter Password
- First Name
- Last Name
- Email
- Submit
- Already registered?
- Login Here

Enter the following and regard the notes about them:

- **Username** - All capitalization will be stripped from this.
- **Password** - Case sensitive. Please choose a secure password. Exolist does not have any password requirements other than the fact that you **must** have a password. If your password is breached there is no guarantee of privacy.
- **Re-Enter Password** - verification of previous entry.
- **First Name** - Please enter your first name.
- **Last Name** - Please enter your last name.
- **Email** - Please enter an email address. ExoLisT does not use your email on any other occasion than to contact you if your account is being used in ways against policy. If this occurs and we do not get a response from the listed email address in 3 days. Your account may be deleted by an administrator without warning.

After you have entered the information into the registration page, please select the “Submit”

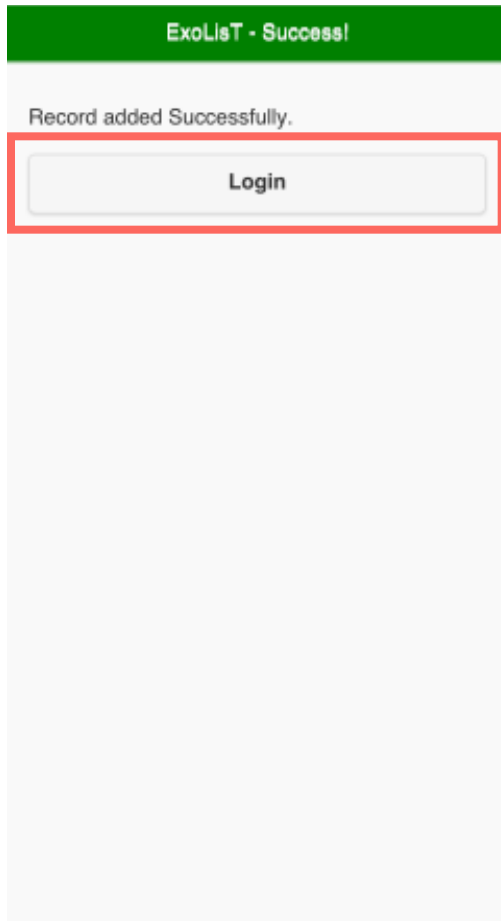


The image shows a registration form titled "ExoLisT - Registra...". It contains several input fields: a username field with "user1", two password fields with masked characters "*****", a first name field with "Alec", a last name field with "Sokso", and an email field with "alec.sokso@icloud.com". The email field has a yellow background. Below the email field is a "Submit" button, which is highlighted with a red rectangular border. Below the "Submit" button is a link that says "Already registered?". At the bottom of the form is a "Login Here" button. The form is set against a light gray background with a green header and footer bar.

button at the bottom of the information you previously entered.

Notice: If you forgot to enter some information or improperly entered some information into this form you may receive an error which will tell you what you missed link you back and allow you to try again.

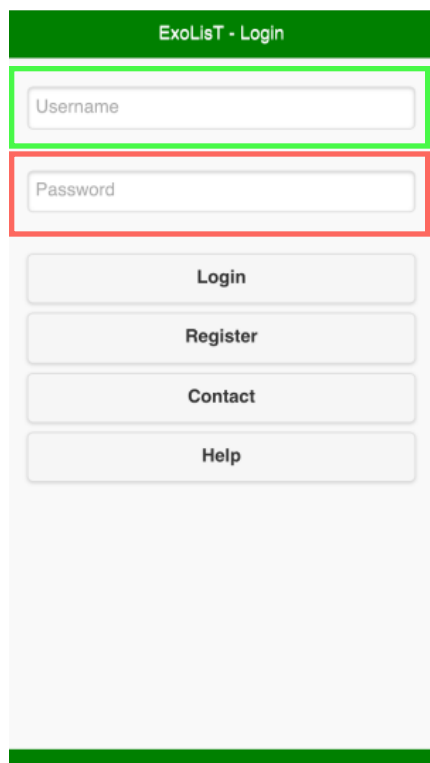
If everything was entered correctly you should see the following message.



Select the "Login" button to return to the login screen.

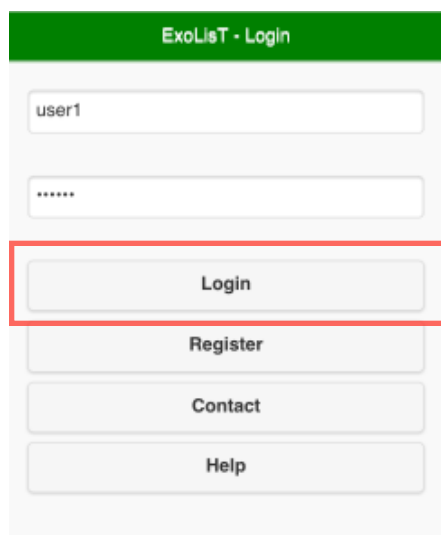
Logging in for the first time

To log in enter the username you created in the **Username** field then enter the password for that account in the **Password** field.



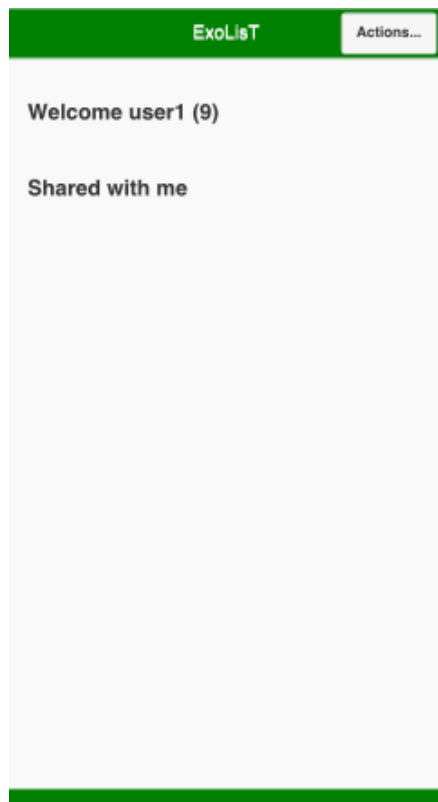
The image shows the 'ExoListT - Login' form. It has a green header bar with the text 'ExoListT - Login'. Below the header, there are two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a green border, and the 'Password' field is highlighted with a red border. Below the input fields, there are four buttons: 'Login', 'Register', 'Contact', and 'Help'.

After your credentials are entered select the “Login” button.



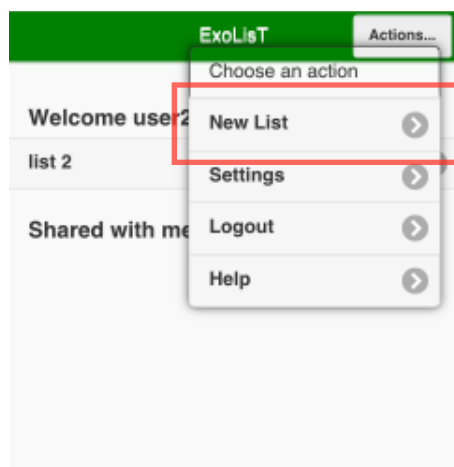
The image shows the 'ExoListT - Login' form with the 'Username' field filled with 'user1' and the 'Password' field filled with '*****'. The 'Login' button is highlighted with a red border. Below the 'Login' button, there are three more buttons: 'Register', 'Contact', and 'Help'.

At this point you will be in the main user screen.

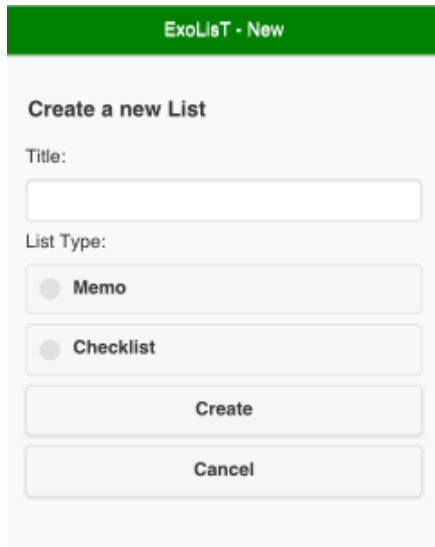


Creating a New List

Select the "Actions..." button and choose "New List" to create a new list.



You will then be on the list creation screen.



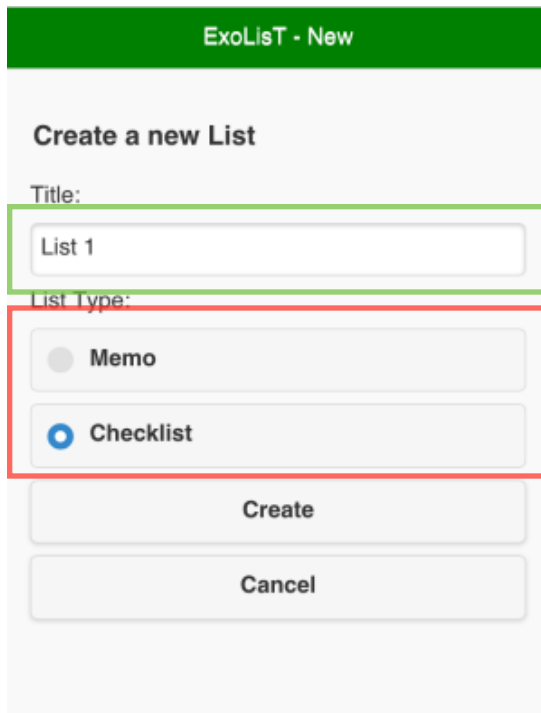
The screenshot shows the 'ExoLisT - New' screen. At the top is a green header with the text 'ExoLisT - New'. Below the header is a section titled 'Create a new List'. Under this title, there is a 'Title:' label followed by an empty text input field. Below the input field is a 'List Type:' label followed by two radio button options: 'Memo' and 'Checklist'. At the bottom of the form are two buttons: 'Create' and 'Cancel'.

Enter a “Title” for your list and select a “List Type”

List Types:

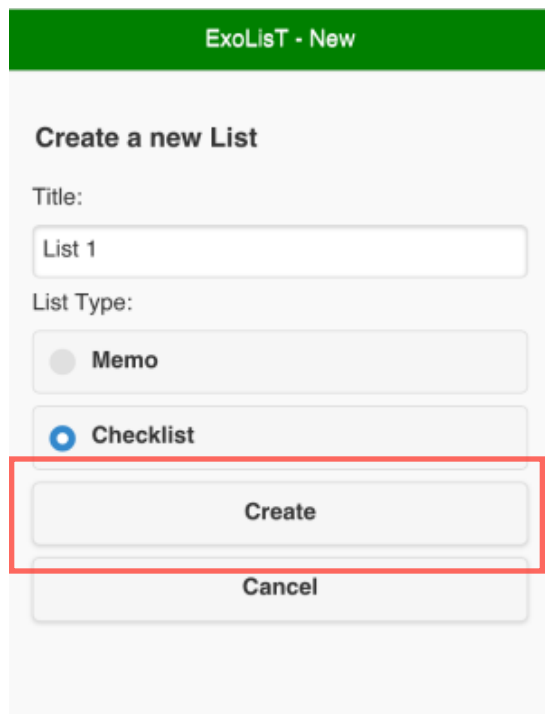
Memo - Regular list without checkboxes

Checklist - List with checkboxes. good for reusable lists.



This screenshot shows the same 'ExoLisT - New' screen as the previous one, but with user input. The 'Title' field now contains the text 'List 1' and is highlighted with a green rectangular border. The 'List Type' section has two radio buttons: 'Memo' and 'Checklist'. The 'Checklist' radio button is selected, indicated by a blue dot, and the entire 'List Type' section is highlighted with a red rectangular border. The 'Create' and 'Cancel' buttons remain at the bottom.

Select the “Create” button after you have finished with the previous step.



ExoLisT - New

Create a new List

Title:

List 1

List Type:

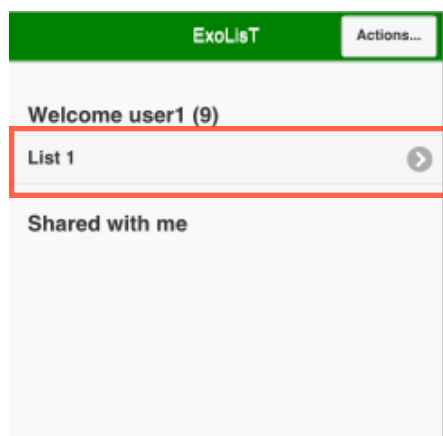
☐ Memo

☒ Checklist

Create

Cancel

You will then see the user page again, but this time it will show the list you have just created. Select it to open it up.



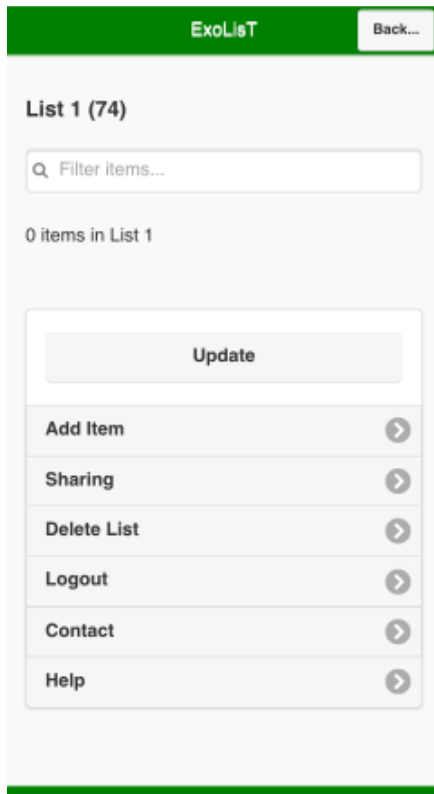
ExoLisT Actions...

Welcome user1 (9)

List 1

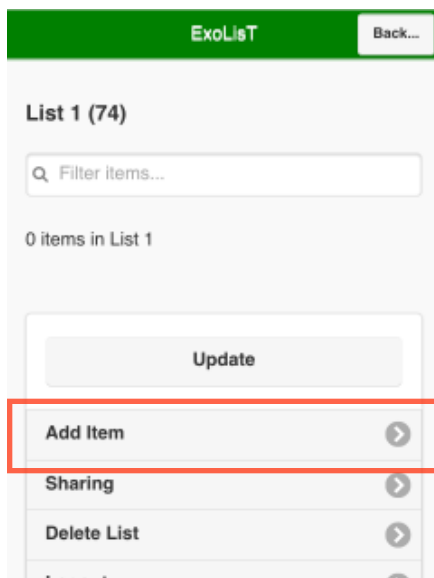
Shared with me

This is what your list view page looks like. You have successfully created a list.

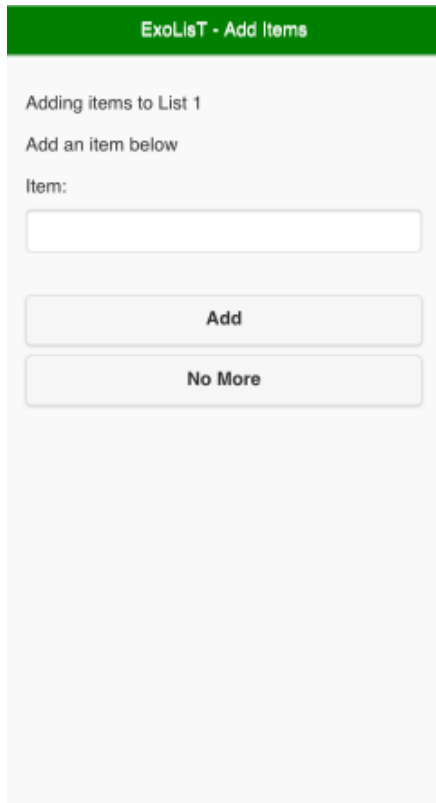


Adding Items to a list

To add an item to a list, Select the “Add Item” button in your list view.



When “Add Item” is selected the following page appears.



ExoListT - Add Items

Adding items to List 1

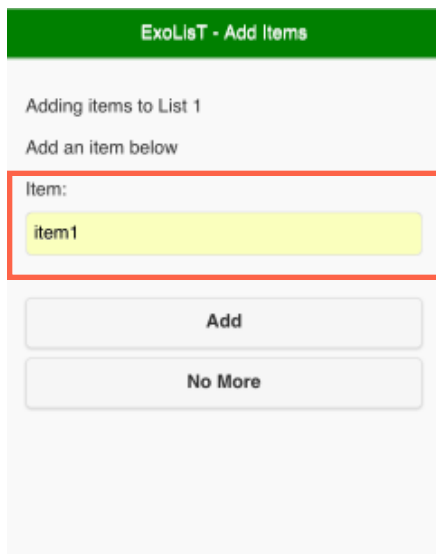
Add an item below

Item:

Add

No More

Input the text of the item you want to add to the list.



ExoListT - Add Items

Adding items to List 1

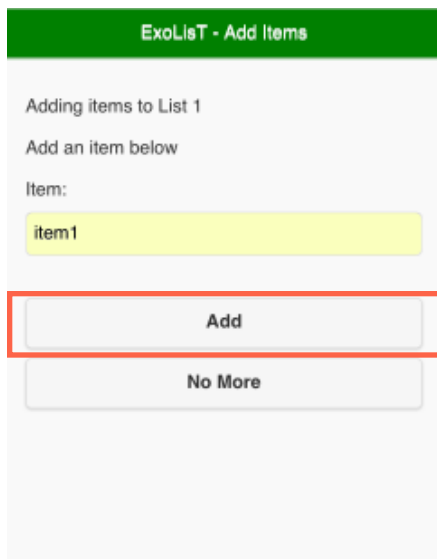
Add an item below

Item:

Add

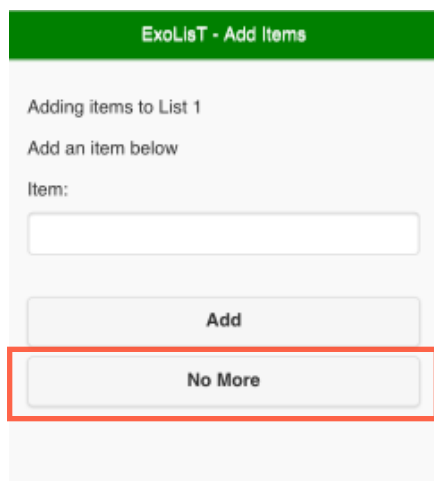
No More

Select “Add” to add the item to the list.



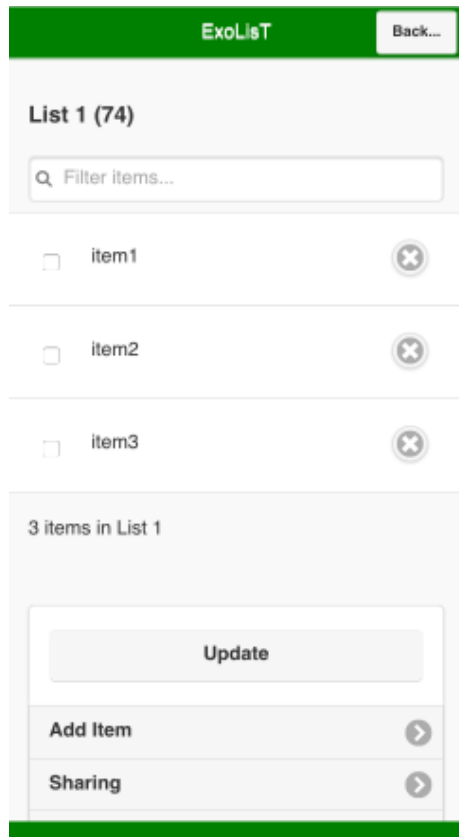
The screenshot shows the 'ExoListT - Add Items' screen. At the top is a green header bar with the text 'ExoListT - Add Items'. Below the header, the text 'Adding items to List 1' is displayed. Underneath, it says 'Add an item below'. Then, there is a label 'Item:' followed by a yellow input field containing the text 'item1'. Below the input field are two buttons: 'Add' and 'No More'. The 'Add' button is highlighted with a red rectangular border.

At this point the item will be added to the list. The add item screen will continue to cycle through until the “No More” button is selected.



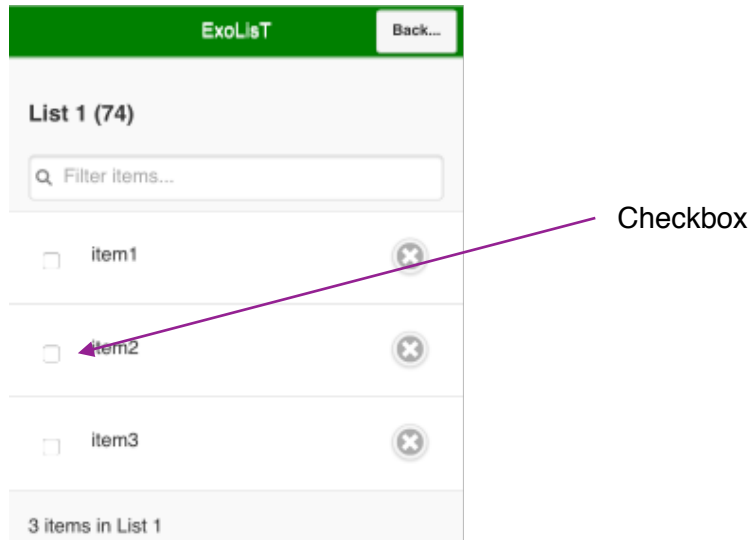
The screenshot shows the 'ExoListT - Add Items' screen. At the top is a green header bar with the text 'ExoListT - Add Items'. Below the header, the text 'Adding items to List 1' is displayed. Underneath, it says 'Add an item below'. Then, there is a label 'Item:' followed by an empty white input field. Below the input field are two buttons: 'Add' and 'No More'. The 'No More' button is highlighted with a red rectangular border.

This is what the list looks like with items added.

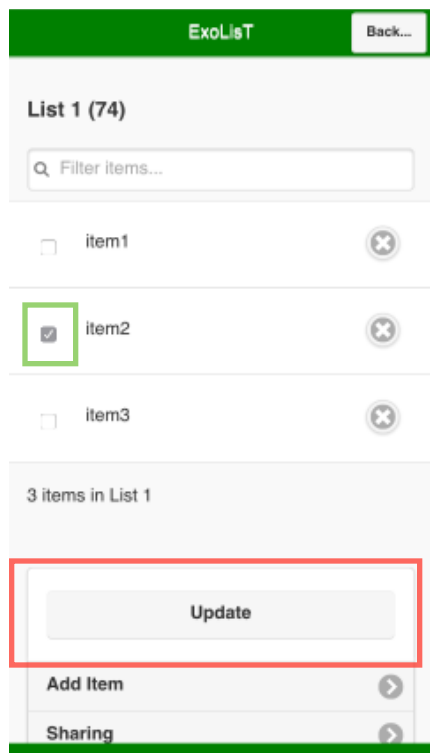


Checking and Unchecking Checklist Items

To check and uncheck Checklist items you may use the checkbox to the left of the items in the list.



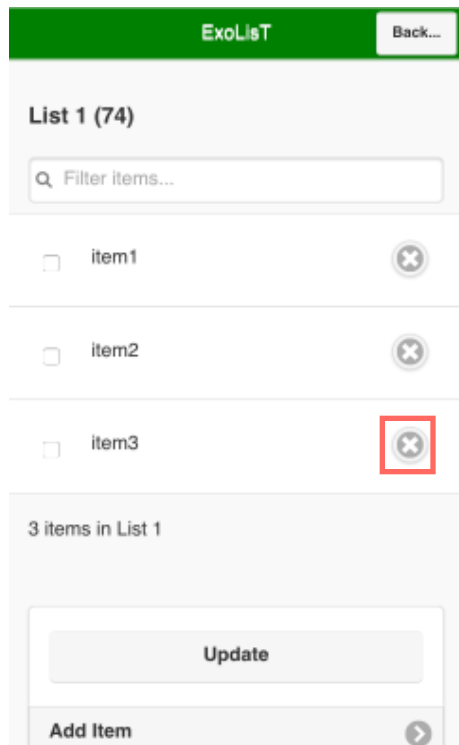
When you **check** or **uncheck** an item press the **"Update"** button to record your changes.



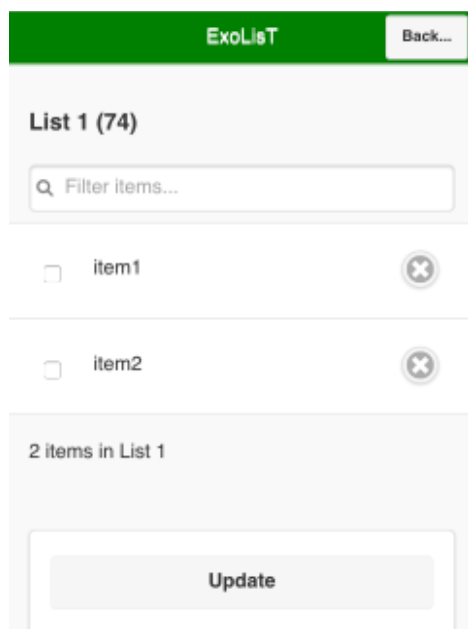
You have now successfully Checked/Un-Checked and item

Deleting list items

To delete a list item select the “X” button to the right of the item.

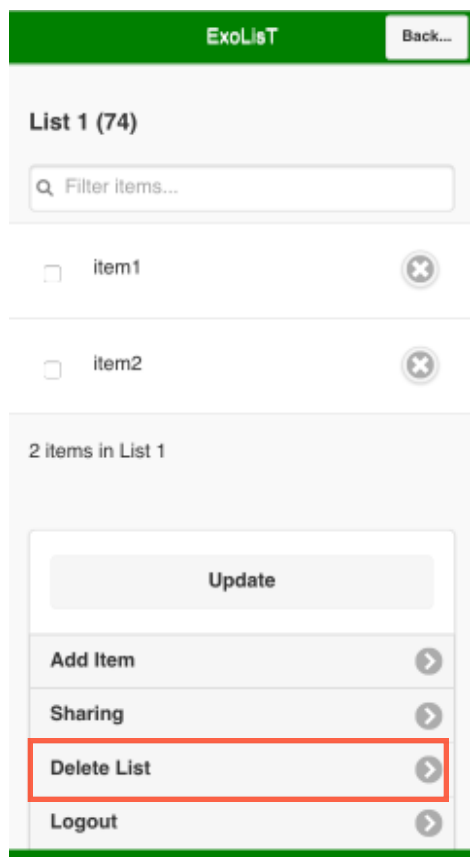


The item is then deleted.

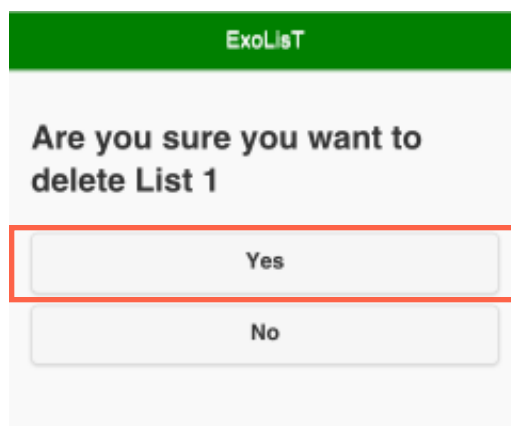


Deleting a list

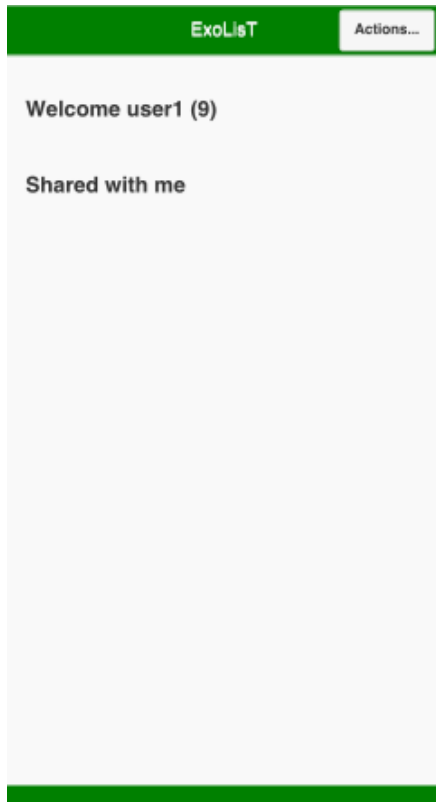
To delete a list, scroll down to the bottom of the list view screen and select “Delete List”



After selecting “Delete List” you will be prompted with this message. Select “Yes” to delete the list and everything associated with it.

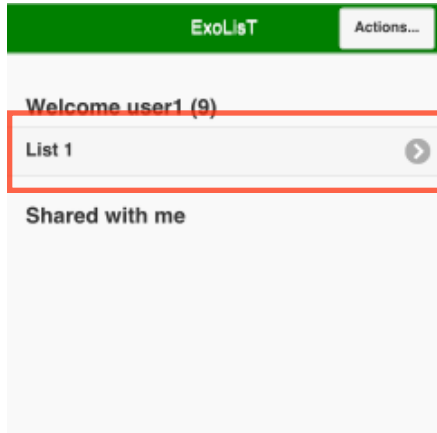


The list is now deleted.

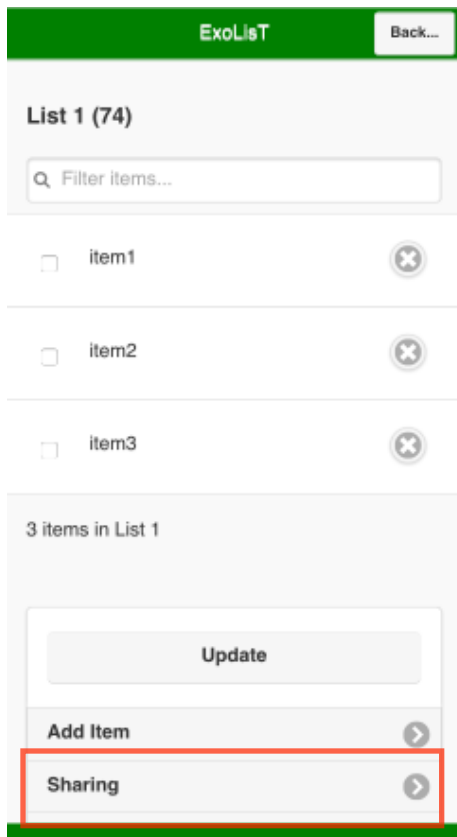


Sharing a List

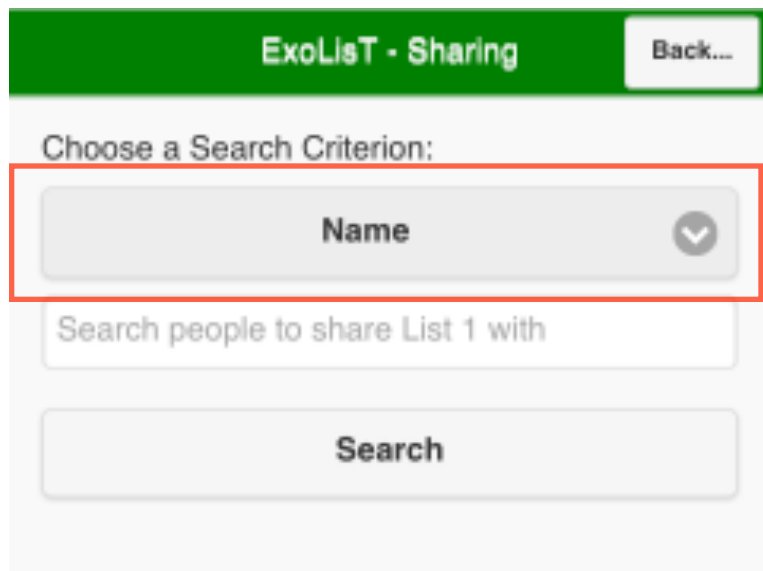
To share a list with another user, first select the list from the main user screen.



This will open up the list.
Select the “Sharing” button at the bottom of the page.



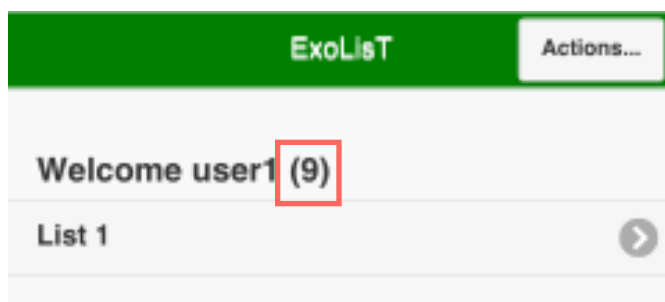
You will then enter the sharing screen for that list.



The screenshot shows the 'ExoListT - Sharing' screen. At the top is a green header with the title 'ExoListT - Sharing' and a 'Back...' button. Below the header, the text 'Choose a Search Criterion:' is followed by a dropdown menu currently set to 'Name'. This dropdown is highlighted with a red rectangle. To the right of the dropdown, a dashed arrow points to it with the text 'Select dropdown to select criteria type'. Below the dropdown is a search input field with the placeholder text 'Search people to share List 1 with'. At the bottom is a large 'Search' button.

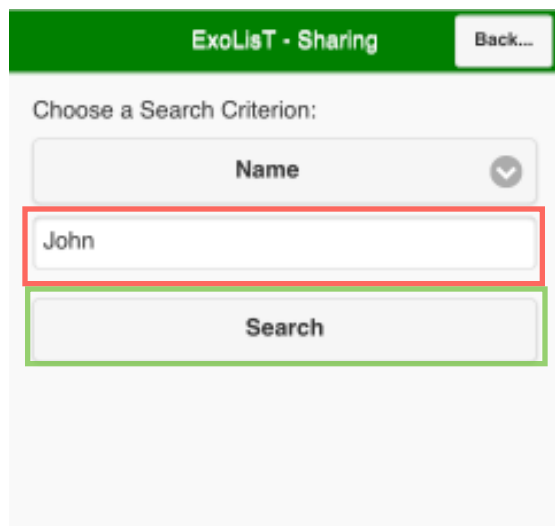
There are 3 different types of criteria to choose to search with.

- Name
 - This is the default search criteria type
 - It searches for other users by name.
- Email
 - Searches for users by email showing only their name.
- ID
 - Searches for users by there ID
 - User ID's can be found in parenthesis on the list view next to the user's username.



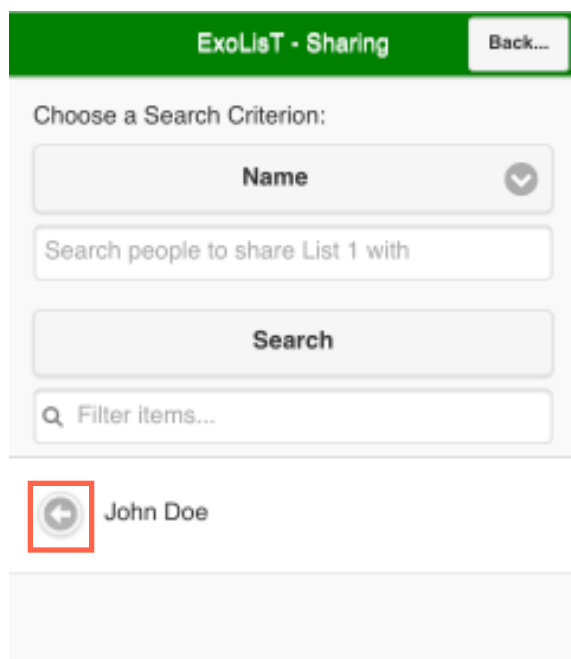
The screenshot shows the 'ExoListT' list view. At the top is a green header with the title 'ExoListT' and an 'Actions...' button. Below the header, the text 'Welcome user1 (9)' is displayed, with the '(9)' circled in red. Below this is a row for 'List 1' with a right-pointing arrow icon.

Once you have chosen your search criteria, You can enter your search information into the search box and select the “Search” button.



The screenshot shows the 'ExoListT - Sharing' interface. At the top, there is a green header bar with the text 'ExoListT - Sharing' and a 'Back...' button. Below the header, the text 'Choose a Search Criterion:' is displayed. Underneath, there is a dropdown menu labeled 'Name' with a downward arrow. Below the dropdown, there is a text input field containing the name 'John'. This input field is highlighted with a red rectangular border. Below the input field, there is a 'Search' button, which is highlighted with a green rectangular border.

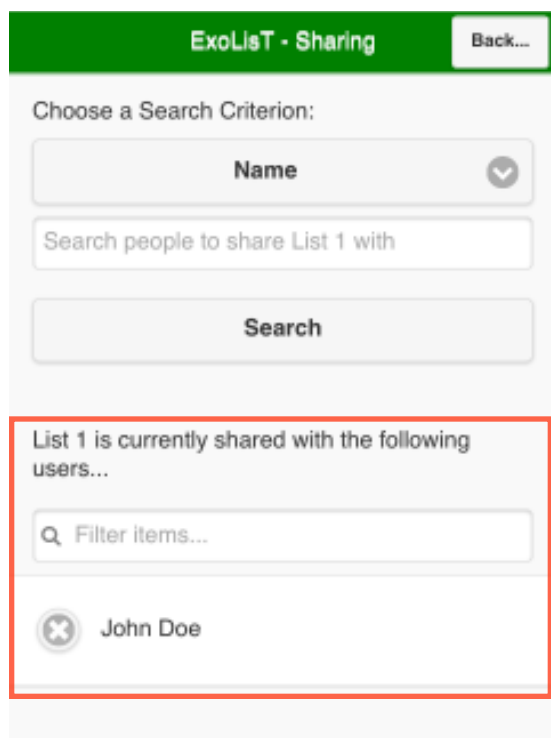
You will then see a display of all users fitting your search criteria.



The screenshot shows the 'ExoListT - Sharing' interface after a search. The header bar is the same. Below the 'Choose a Search Criterion:' section, there is a dropdown menu labeled 'Name' with a downward arrow. Below the dropdown, there is a text input field containing the text 'Search people to share List 1 with'. Below this input field, there is a 'Search' button. Below the 'Search' button, there is a search filter input field with a magnifying glass icon and the text 'Filter items...'. Below the filter input field, there is a list of search results. The first result is 'John Doe', which is highlighted with a red rectangular border. To the left of 'John Doe' is a circular button with a left-facing arrow, which is also highlighted with a red rectangular border.

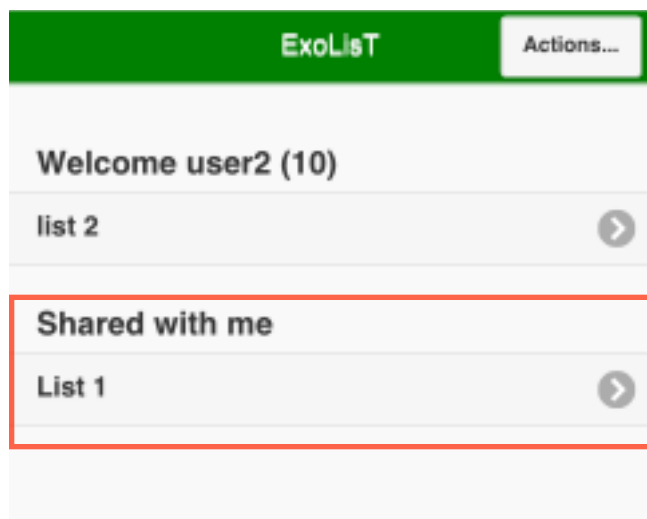
To share with a user select the left facing arrow to the left of the user you wish to share your list with.

That user will then show up under a section on the sharing page saying that the list is “currently shared with the following users...”



The screenshot shows the 'ExoListT - Sharing' interface. At the top is a green header with the title 'ExoListT - Sharing' and a 'Back...' button. Below the header, there is a section titled 'Choose a Search Criterion:' with a dropdown menu set to 'Name'. Underneath is a search input field with the placeholder text 'Search people to share List 1 with' and a 'Search' button. A red rectangular box highlights a section below the search area. This section contains the text 'List 1 is currently shared with the following users...' followed by a search input field with a magnifying glass icon and the placeholder 'Filter items...'. Below this, there is a user entry for 'John Doe' with a circular icon containing an 'X' to the left of the name.

The list is then shared with that user and they can now view/edit it.



The screenshot shows the 'ExoListT' interface. At the top is a green header with the title 'ExoListT' and an 'Actions...' button. Below the header, there is a section titled 'Welcome user2 (10)'. Underneath, there is a list item 'list 2' with a right-pointing arrow icon. A red rectangular box highlights a section below 'list 2'. This section is titled 'Shared with me' and contains a list item 'List 1' with a right-pointing arrow icon.

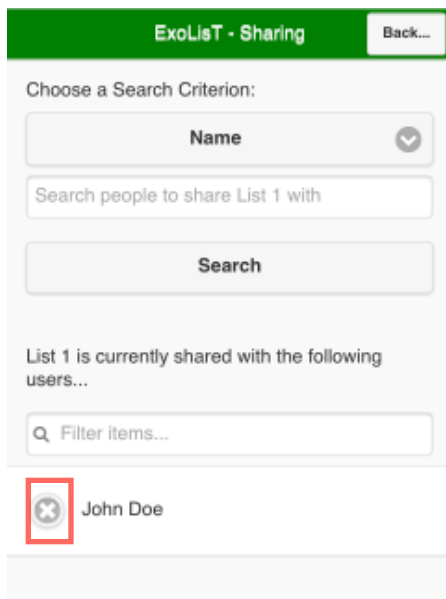
Un-sharing a List

There are two ways to unshare a list.

- The first one is in the situation where a user with a shared list does not want to share a list with another user anymore.
- The second is in the situation where someone is sharing a list with you that you don't want to see.

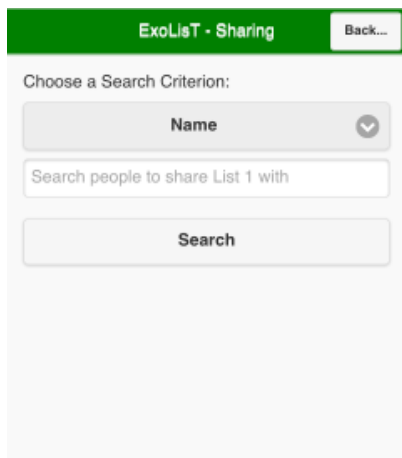
First Scenario

From the sharing screen of the list you wish to un-share from a specific user, select the “X” button to the left of the user’s name.



The screenshot shows the 'ExoListT - Sharing' interface. At the top, there is a green header bar with the text 'ExoListT - Sharing' and a 'Back...' button. Below the header, there is a section titled 'Choose a Search Criterion:' with a dropdown menu set to 'Name'. Below this is a search input field with the placeholder text 'Search people to share List 1 with' and a 'Search' button. Further down, there is a section titled 'List 1 is currently shared with the following users...' with a 'Filter items...' input field. Below this, there is a list of users. The first user is 'John Doe', and next to his name is a circular button with an 'X' inside, which is highlighted by a red square.

The list is not shared with that user anymore.

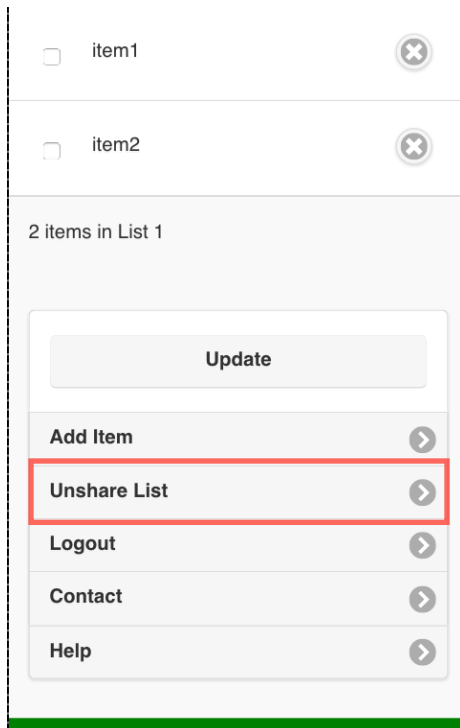


This screenshot shows the same 'ExoListT - Sharing' interface as the previous one, but the user 'John Doe' has been removed from the list of users sharing the list. The 'X' button next to his name is no longer visible.

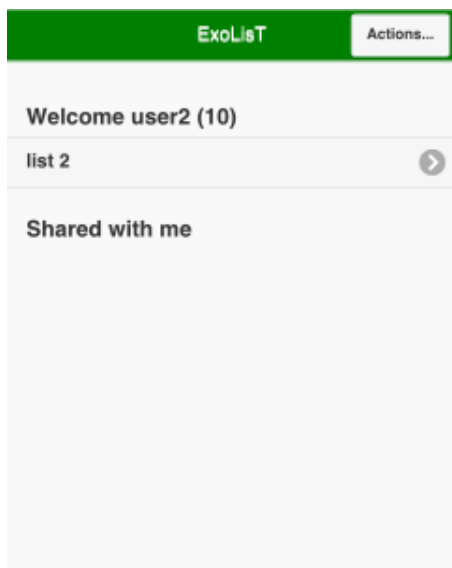
Second Scenario

Open up the list that is shared with you.

Select the “Unshare List” button at the bottom of the page.

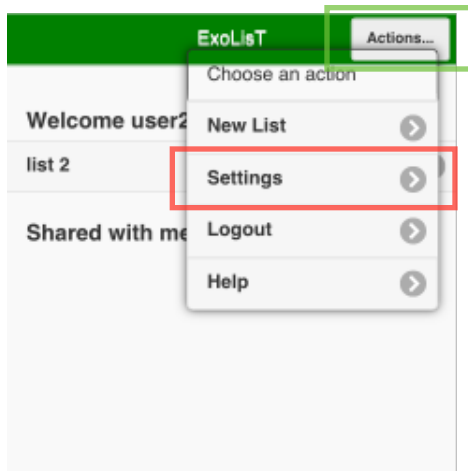


The list will then be unshared.

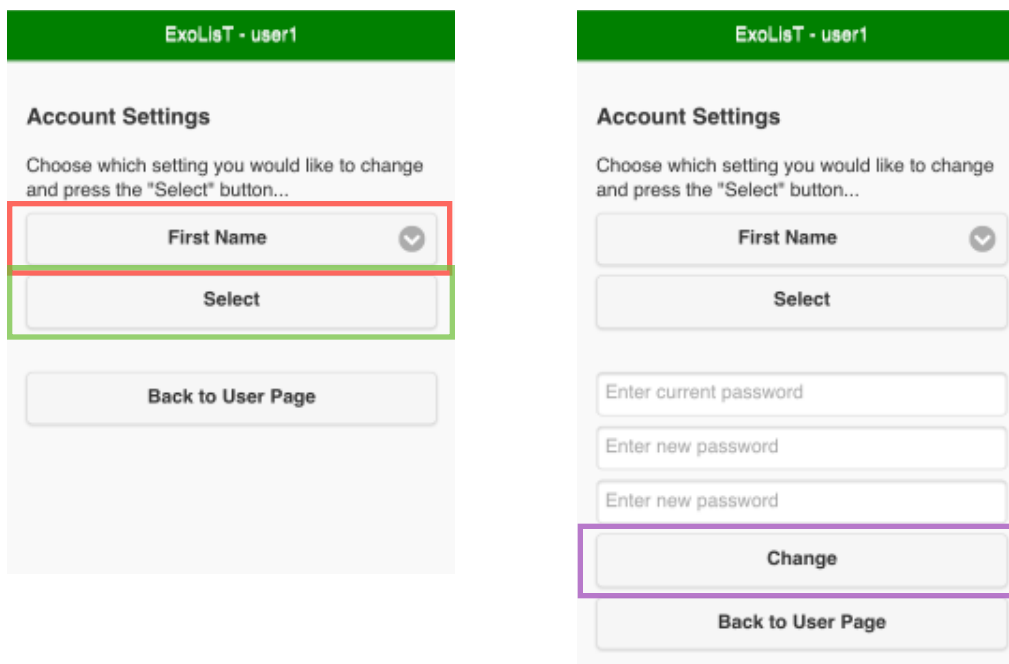


Changing Account Settings

To change account settings, select the “Actions...” button then select “Settings” from the main user screen.



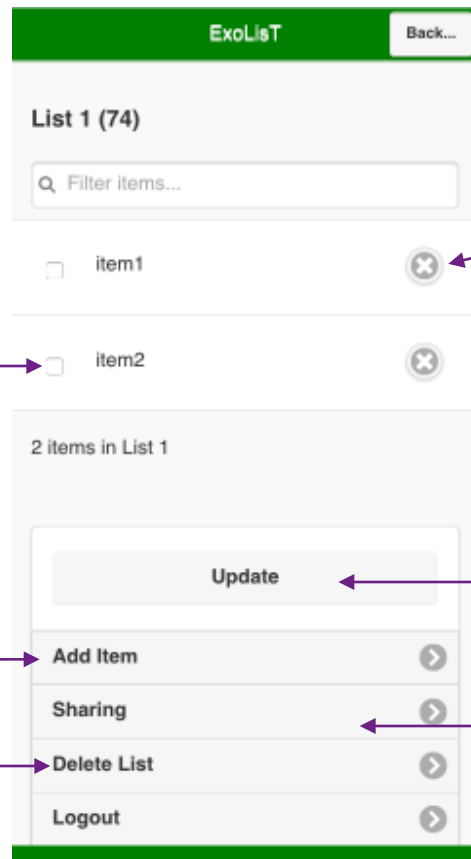
Once you are in the Settings page, select the item you would like to change from the dropdown, select the “Select” button, and fill out the proper information.



When that is finished select the “Change” button.

Note: If you did not enter information correctly you may receive an error and a link to try again.

UI Button Reference



Check/Uncheck item

Delete list item

Add list item

Update Checkboxes

Delete list

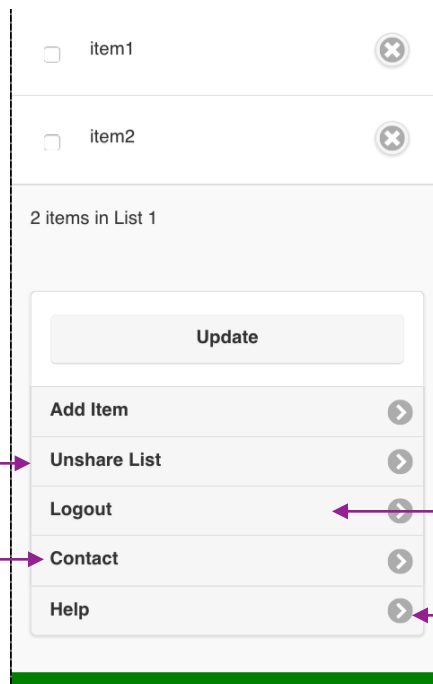
Sharing Page

Unshare a list

Contact Support

Logout button

Get Help



UI Button Reference Contd.



