**How to use Listastic**

Listastic is a web-based, sharable To-Do List application. To use the site, a user must first create an account by providing personal details such as an email address, name, username, and password. At that point, the user can log in and out at their leisure with their new credentials.

Originally, a user’s to-do list will be empty. To add an item, the “Add Item” button should be selected from the top. Here, the details of their to-do can be added including a name and description, in addition to some optional values including priority, location, filter(s), and the date & time it is due. If the user changes his/her mind about creating an item, it can be cancelled at any time.

Once items have been added, they will appear on the user’s home page. From here, there are several viewing options. For example, if the user has applied filters to some of their list items (for example, to say that a to-do list item relates to school), they can select the filter they want to view, and only items that are tagged with that filter will appear. Additionally, there are options to sort the data so that you can view your highest priority items at the top, the items that are due soonest, created most recently, etc. For any task with a location provided, the location field will appear as a link to a Google Maps search for that place. At any point, any of these items can be updated if a task has changed, or deleted if the task is done or no longer relevant to the user.

Tasks can also be shared with other users so that they can see them on their to-do lists as well. Once a task has been shared, the user who has “received” the task can now update the task or share it with other users, though only the creator can delete it.

At any point, the user and log out, and when he or she logs back in, the data will have persisted to be viewed or changed.