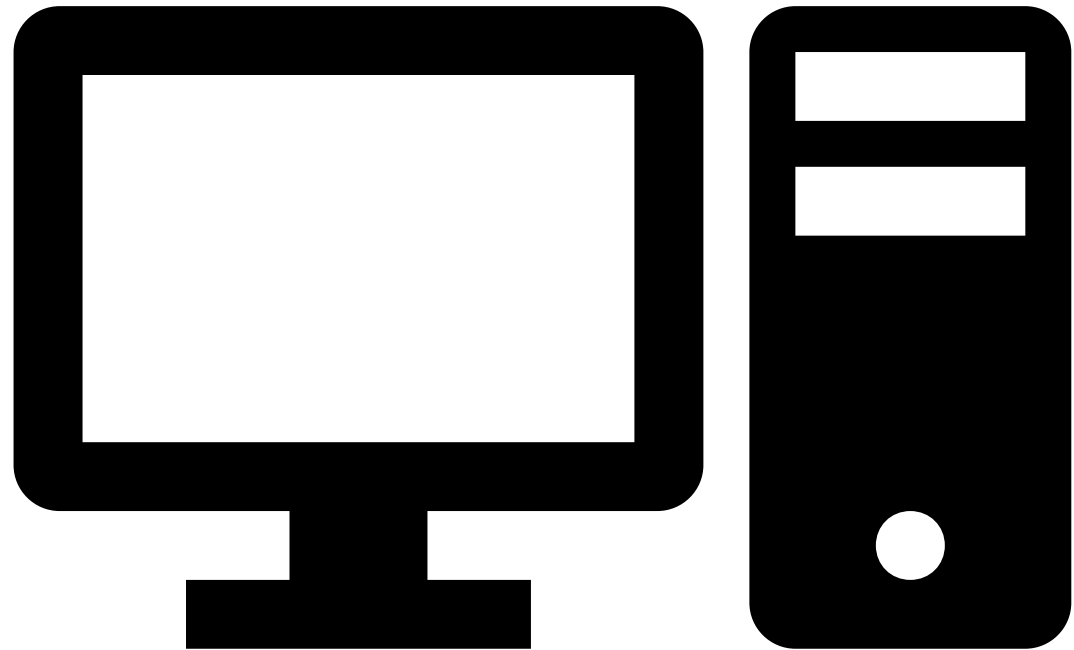


Chorewheel User Manual

A DESKTOP APPLICATION FOR TRACKING TASKS.

The Makers of Chorewheel

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- ▶ Tracy Albers
- ▶ Tuan Nguyen



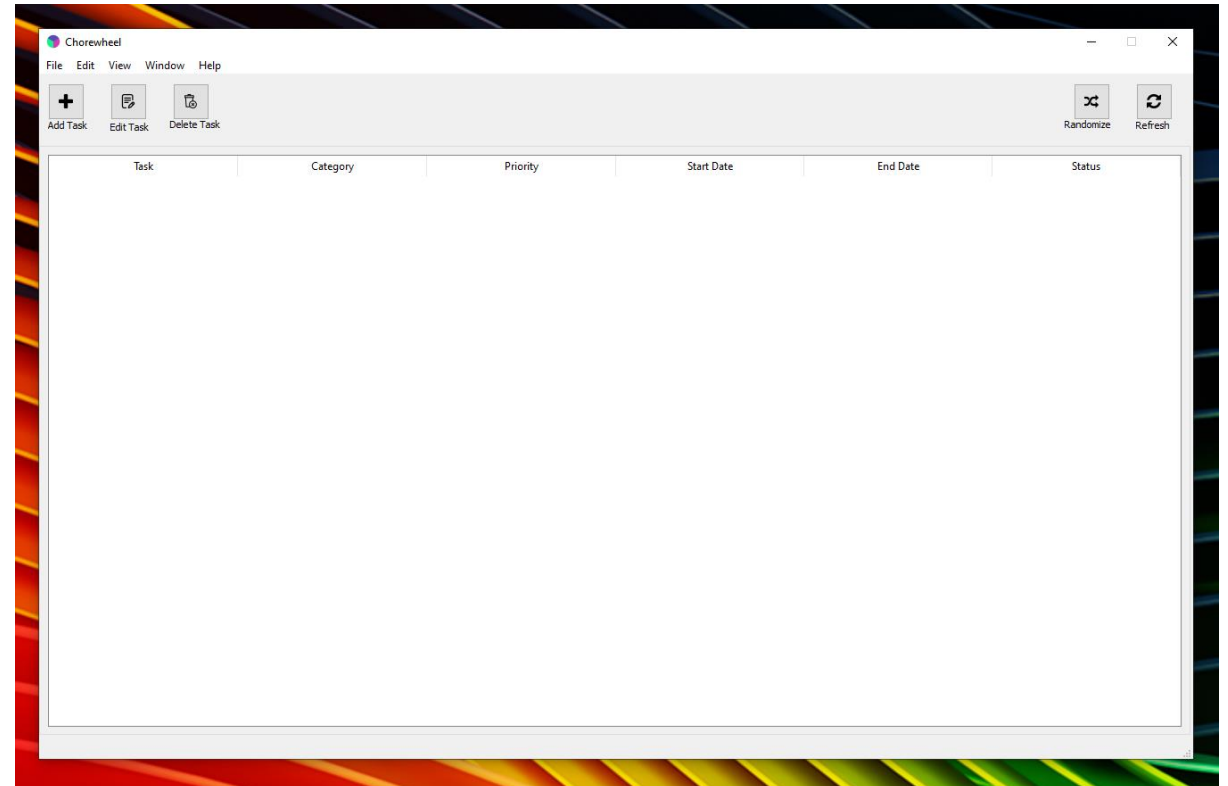
Installing Chorewheel

System Requirements (Minimum Requirements):

- ▶ Operating System: Windows 7, Windows 8, Windows 10
- ▶ 256MB of RAM
- ▶ 500 MHz CPU, 1 GHz preferred for 60-FPS velvet-smooth UI

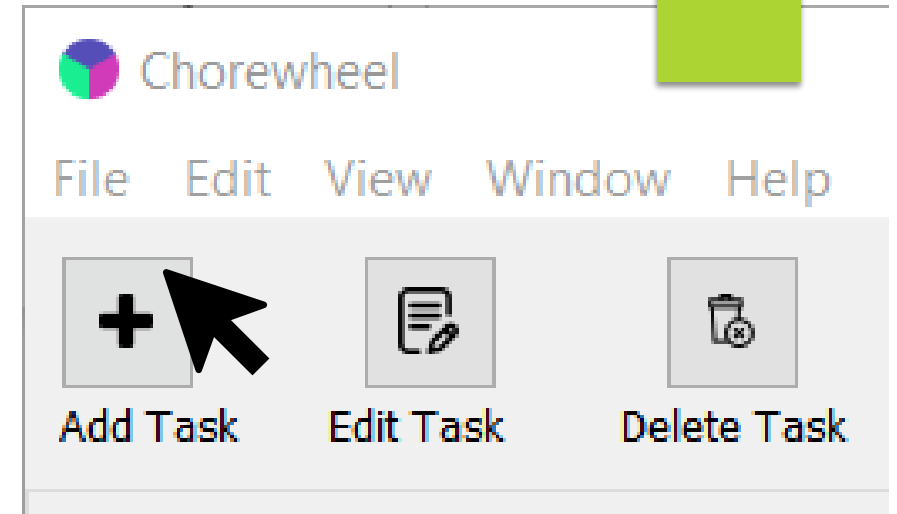
Installation and Configuring Procedure:

- ▶ 1. Download Chorewheel.zip file
- ▶ 2. Extract files from .zip file
- ▶ 3. Access Chorewheel file
- ▶ 4. Run Chorewheel executable



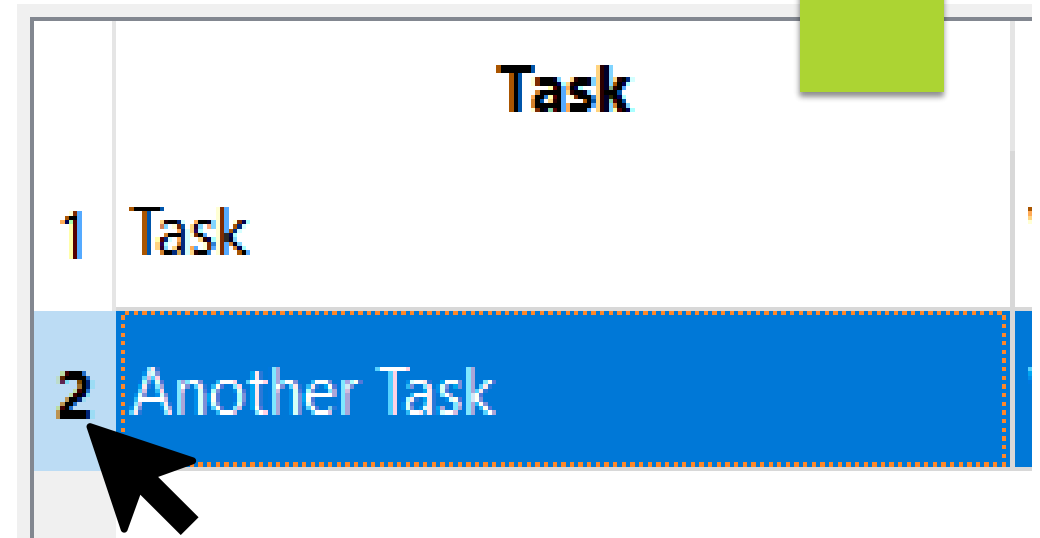
Adding an item to a list

- ▶ CLICK THE “ADD TASK” ICON TO ADD AN ITEM.
- ▶ ENTER THE TITLE AND DETAILS OF THE TASK.
- ▶ NAME: ENTER THE NAME OF YOUR TASK
- ▶ CATEGORY: ENTER THE CATEGORY OF YOUR TASK OR LEAVE BLANK.
- ▶ PRIORITY: SET TO LOW, MEDIUM, OR EXTREME. DEFAULT IS LOW.
- ▶ STARTING AND END DATE: ENTER MONTH DATE AND YEAR FOR EACH OR LEAVE BLANK.
- ▶ CLICK “OK” WHEN FINISHED OR “CANCEL” TO CANCEL THE TASK.

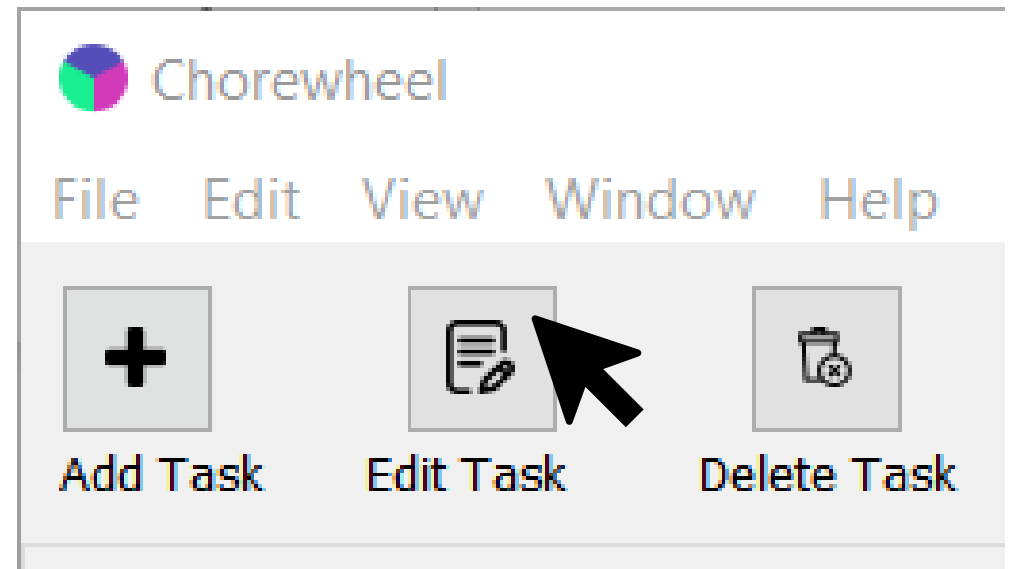
A screenshot of the "Add Task" dialog box. The title bar shows the text "Add Task" next to a multi-colored circular icon, with a question mark and a close button (X) on the right. The dialog contains several input fields: "Name:" with a text box, "Category:" with a text box, "Priority:" with a dropdown menu set to "Low", "Starting Date (mm/dd/yyyy):" with three separate text boxes for month, day, and year, and "End Date (mm/dd/yyyy):" with three separate text boxes for month, day, and year. At the bottom right are "OK" and "Cancel" buttons.

Edit a Task

- ▶ ANY TASK ON THE LIST CAN BE EDITED.
- ▶ SIMPLY CLICK THE NUMBER ON THE LEFT COLUMN. THE TASK WILL TURN BLUE AND THE DESIRED ROW WILL BE HIGHLIGHTED.
- ▶ NEXT, CLICK THE “EDIT TASK” BUTTON. A DIALOGUE BOX WILL OPEN WHERE EVERY FIELD CAN BE EDITED.
- ▶ CLICK “OK” WHEN FINISHED OR “CANCEL” TO CANCEL THE CHANGES.

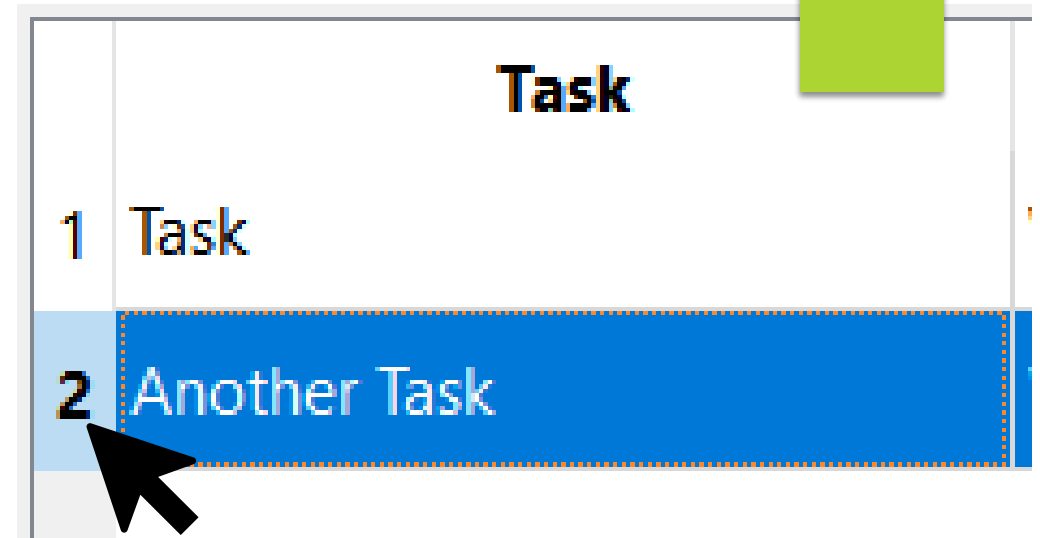


	Task
1	Task
2	Another Task

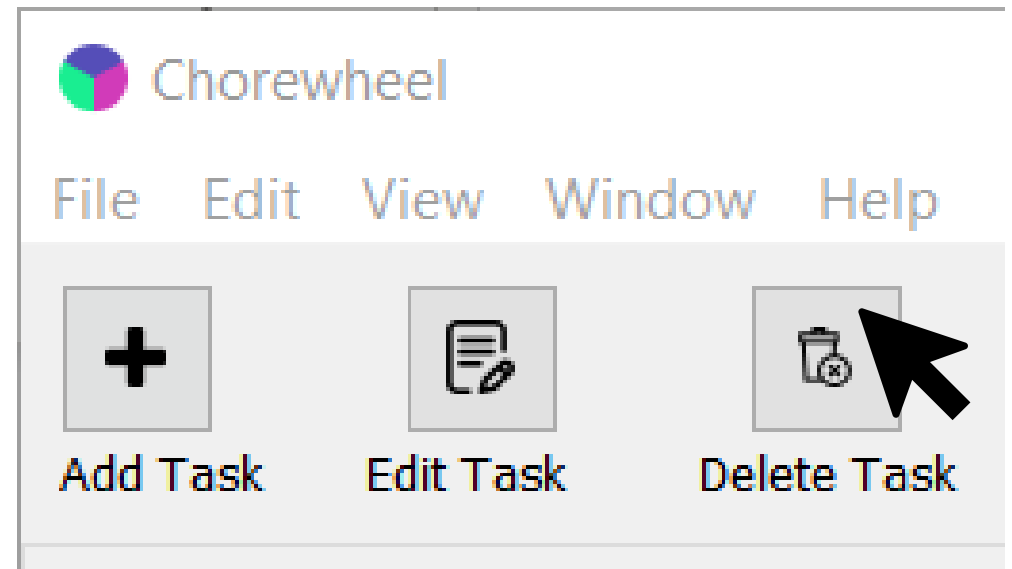


Delete a Task

- ▶ ANY TASK ON THE LIST CAN BE DELETED.
- ▶ SIMPLY CLICK THE NUMBER ON THE LEFT COLUMN. THE TASK WILL TURN BLUE AND THE DESIRED ROW WILL BE HIGHLIGHTED.
- ▶ NEXT, CLICK THE “DELETE TASK” BUTTON. NOTE: THIS CANNOT BE UNDONE.



	Task
1	Task
2	Another Task

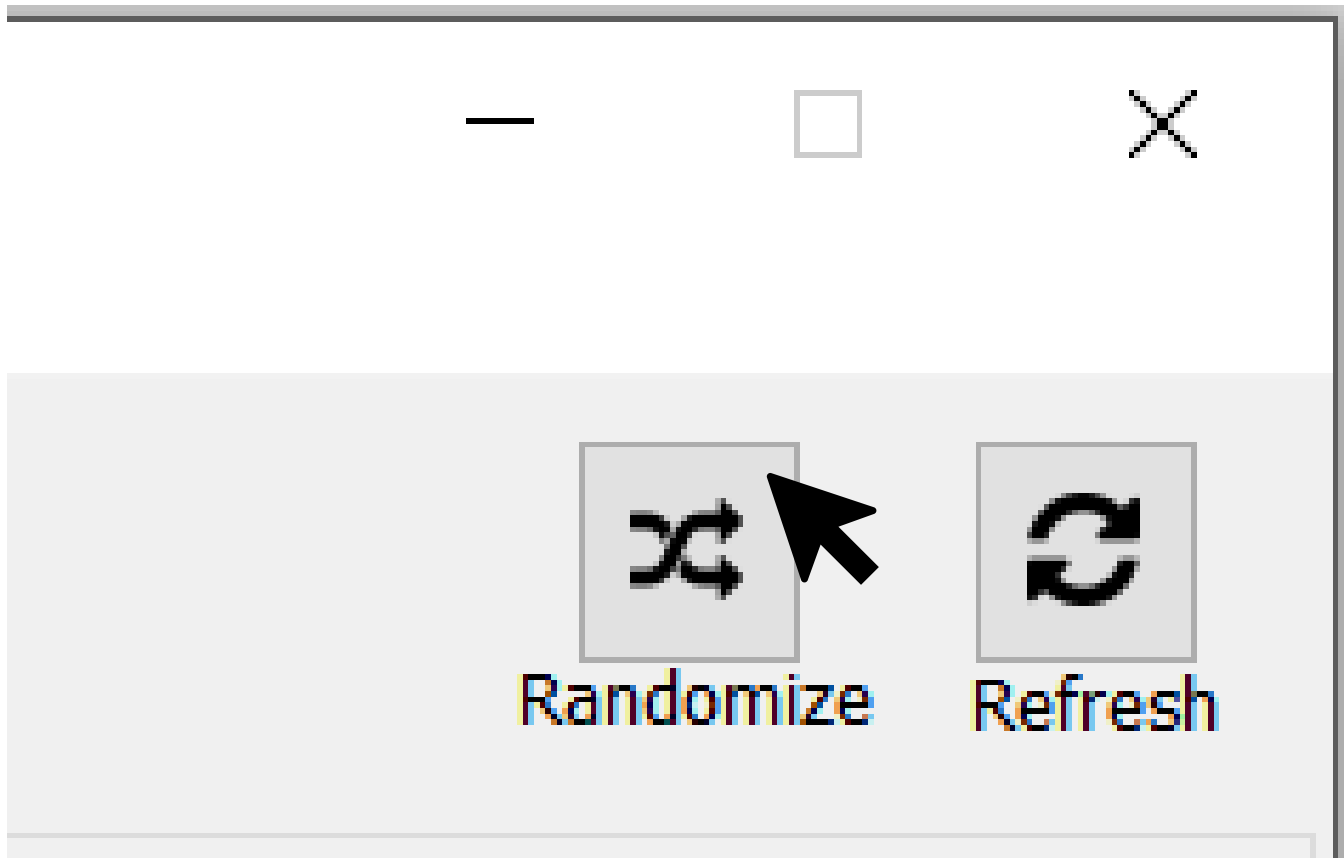


Check a Task as done

► UNDER THE STATUS COLUMN, CLICK INSIDE THE SMALL SQUARE TO INDICATE THAT A TASK HAS BEEN COMPLETED.

► THIS CAN BE UNDONE BY CLICKING INSIDE THE SQUARE AGAIN.

	Priority	Start Date	End Date	Status
	Extreme	12/3/2019	12/5/2019	<input checked="" type="checkbox"/>
	Moderate	12/1/2019	12/12/2019	<input checked="" type="checkbox"/>
	Moderate	12/26/2018	12/24/2019	<input type="checkbox"/>
	Low	8/30/2019	12/17/2019	<input type="checkbox"/>
	Extreme	12/5/2019	12/12/2019	<input type="checkbox"/>
	Moderate	11/21/2019	12/20/2019	<input type="checkbox"/>

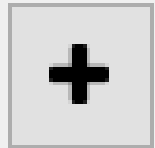


Randomize your list

CLICKING THE
“RANDOMIZE” BUTTON
WILL CAUSE YOUR LIST TO
CHANGE TO A RANDOMLY
GENERATED ORDER.



File Edit **View** Window Help



Add Task

1 Make 3

2 Study f



View Task



Sort Task Alphabetically



Sort Category Alphabetically



Sort Priority



Sort Start Date



Sort Due Date



Sort Status

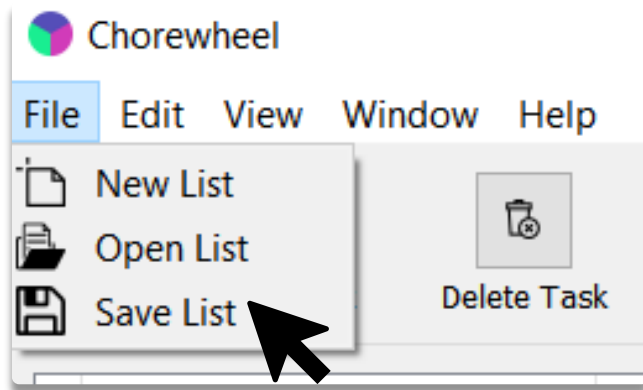


Different Views

YOUR LIST CAN BE SORTED BY DIFFERENT PARAMETERS.

CLICK ON THE VIEW TAB THEN CHOOSE HOW YOU WOULD LIKE TO VIEW YOUR TASKS.

Saving a List

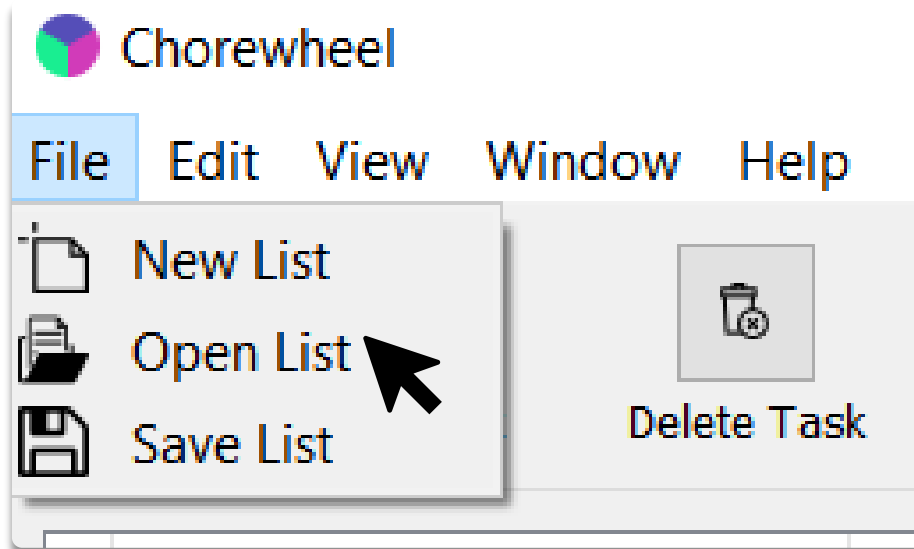


► TO SAVE YOUR CURRENT LIST, CLICK ON THE FILE TAB AND SELECT "SAVE LIST."

► IF THIS IS YOUR FIRST TIME SAVING, ENTER A NAME FOR YOUR LIST IN THE DIALOGUE BOX.

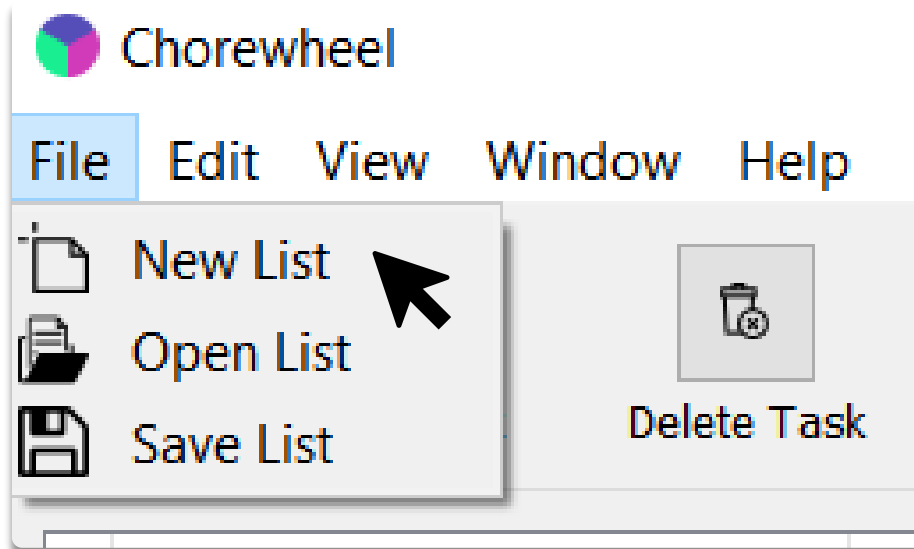
► IF THIS WAS AN EXISTING LIST, IT WILL SAVE UNDER THE EXISTING NAME AND A DIALOGUE BOX WILL NOT OPEN.

Opening a List



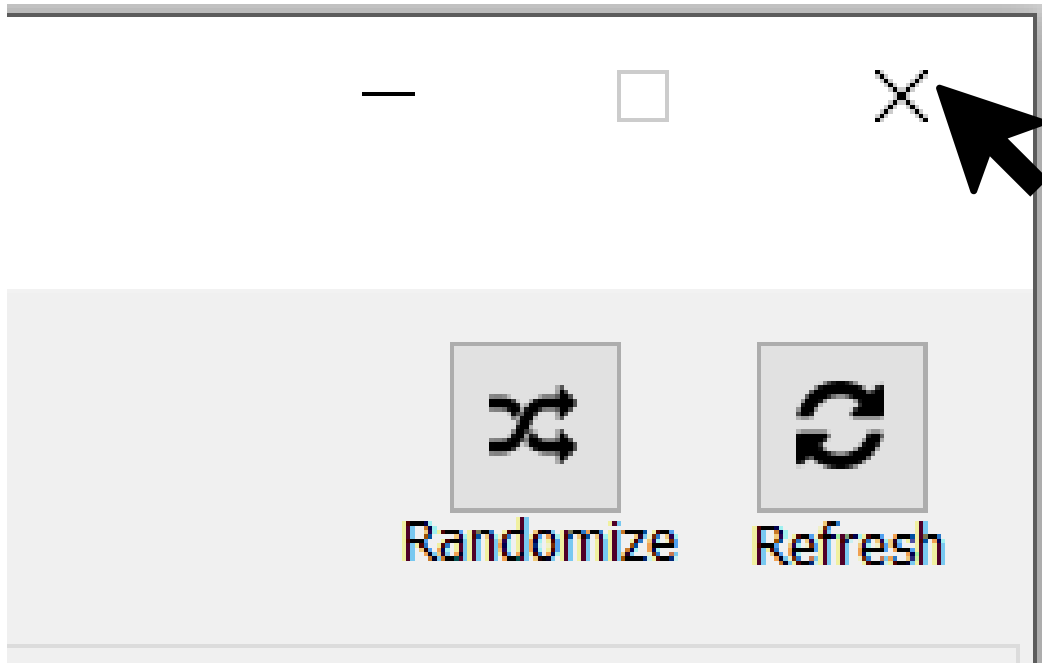
- ▶ To open a List, select the File tab and click “Open List.”
- ▶ A file browser will open. If the file was changed from the default folder, browse to the location of the .txt file to open.

Starting a new list



► To start a new list, click the File tab and select “New List.” This will clear the existing list and you will have a list with no items. After adding your tasks, be sure to save your new list.

► Note: Clicking New List will not save the current list automatically. Be sure to save any changes that have been made before selecting a New List.



Closing Chorewheel

TO CLOSE THE PROGRAM, CLICK ON THE X ICON ON THE UPPER RIGHT CORNER OF THE PROGRAM. BE SURE TO SAVE ANY CHANGES MADE TO YOUR LISTS BEFORE CLOSING.



Feedback

Questions or Comments?

www.chorewheel.com (not real)