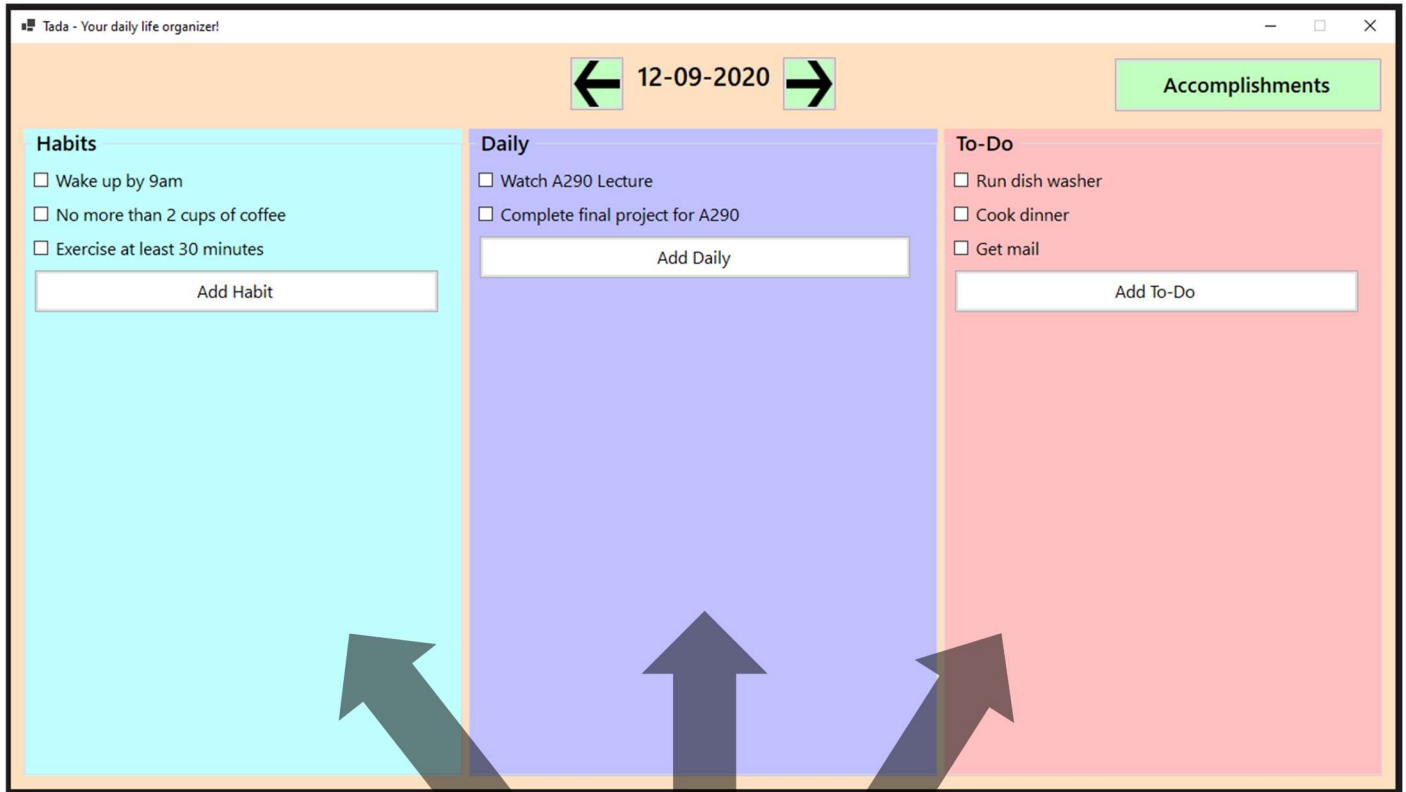# Tada User Guide

Tada daily life organizer is divided into three sections. These sections allow you to sort the tasks in your daily life into categories, these include:

- Long Term Habits
- Daily Activities
- Simple To-Do List

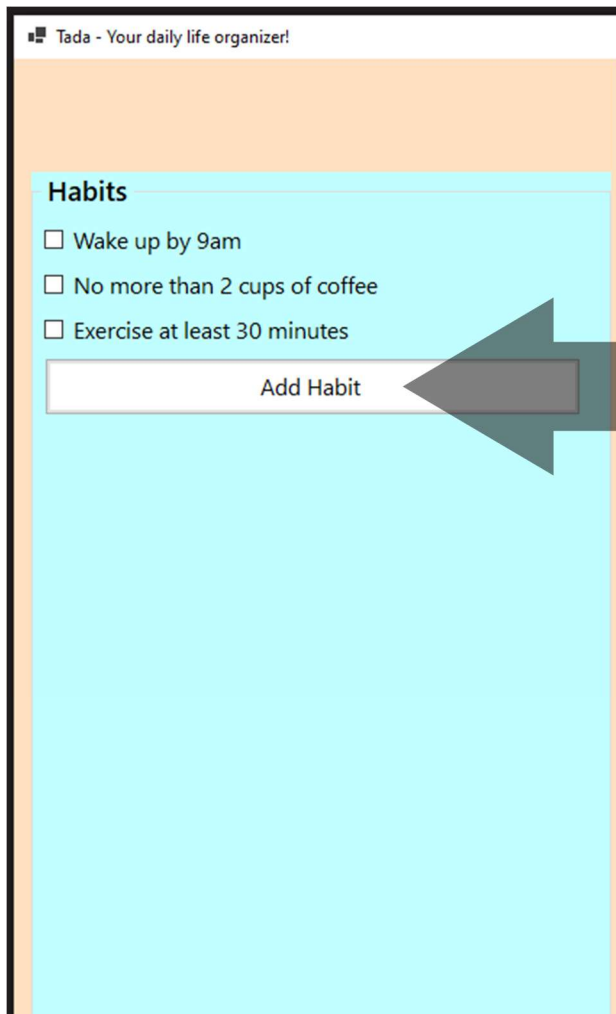//

// Name: Christopher DeRoche

// Username: cderoche

// Date Modified: 12/10/2020

// Assignment: Final Project Phase 3

//

Tada - Your daily life organizer!

Habits

☐ Wake up by 9am

☐ No more than 2 cups of coffee

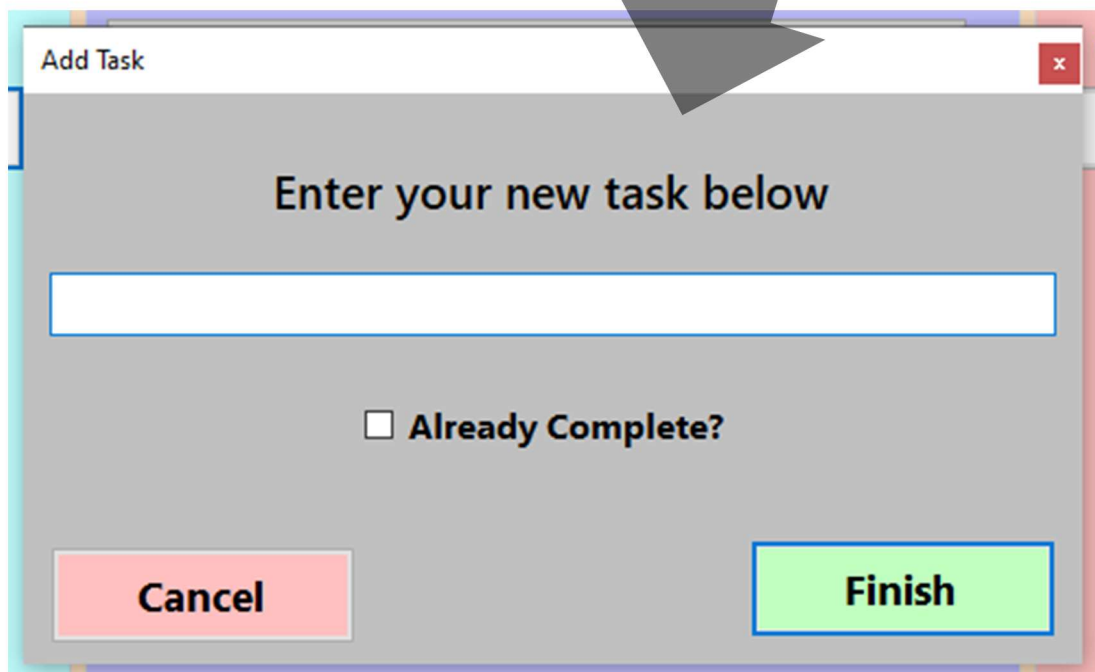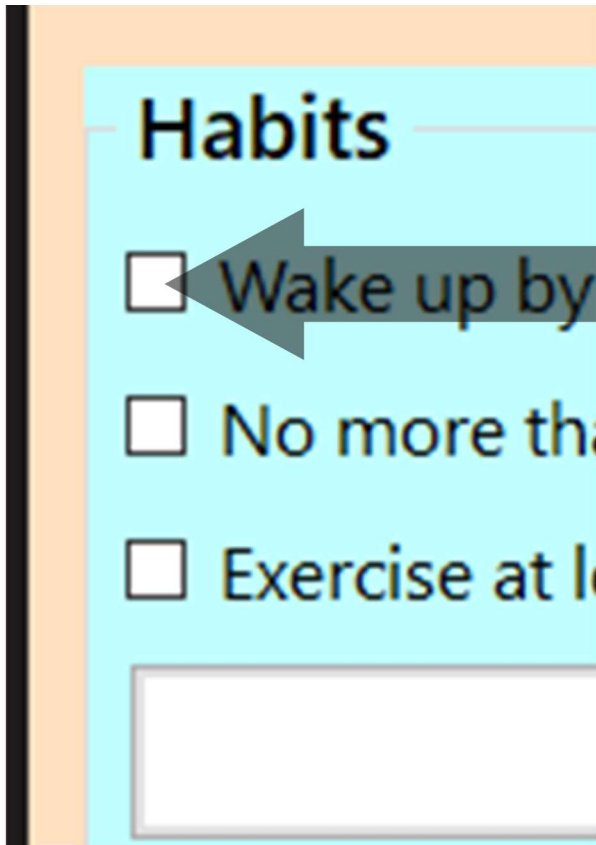☐ Exercise at least 30 minutes

Add Habit

Adding a task in any column is very easy! Just click the "Add" button at the bottom of any column to add a task to the respective column. If you cannot see the button, it is likely at the bottom and scrolling down will show the button.

After clicking the respective "Add" button another window should open with a field to add your task. There will be a text entry and a check box to mark the task as complete if it has already been done.

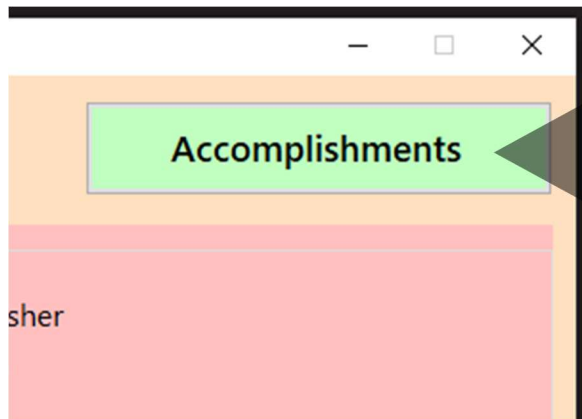When complete click the "Finish" button to add the task to the column.

To close the window and do nothing click the "Cancel" button.

Add Task

☒

Enter your new task below

☐ **Already Complete?**

Cancel

Finish

Habits

☐ Wake up by

☐ No more th

☐ Exercise at l

To mark a task as complete. Simply left-click the task and it will put a check next to it. This will mark it as complete.

To edit a task, users can right-click the task and the program will open another window. In this window the user has a few options. The user can edit the task, change the completion, delete it, or cancel the operation.

Edit Task ✖

Edit

Wake up by 9am

☐ **Already Complete?**

| Cancel | Delete | Update |

Accomplishments

— □ ✕

sher

To view your weekly and monthly number of accomplishments, simply click the "Accomplishments" button to open another window. It can sometimes take some time to calculate these accomplishments so be patient after clicking the button. The window that appears will show your progress from the last 7 days and the last 30 days.

Accomplishments ✕

What you have accomplished!

The last week: 0

The last month: 0

Close

← 12-09-2020 →
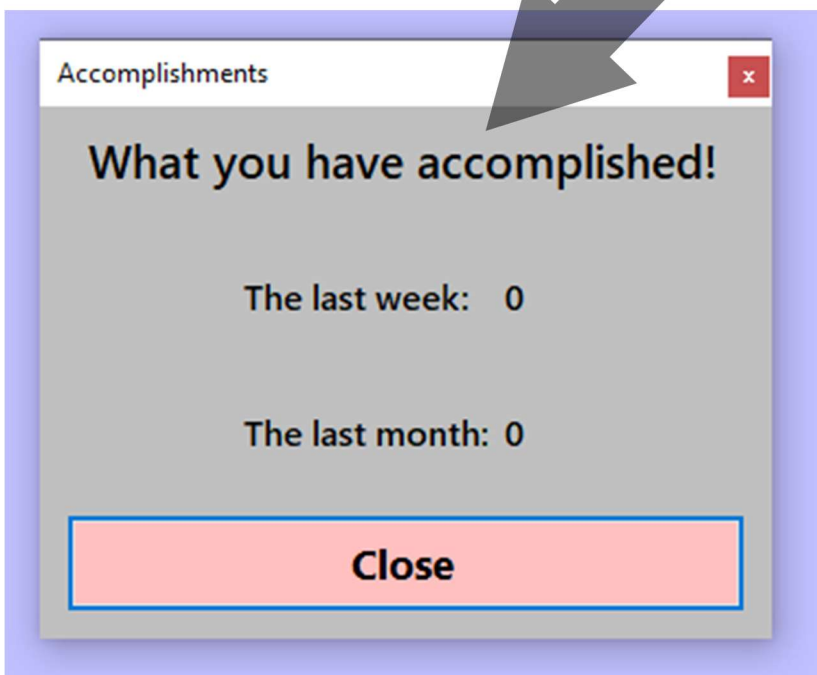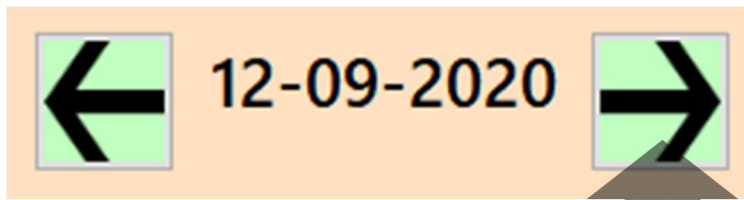
Moving between days is at the top of the screen. The left arrow goes back in time. Users can add things they have potentially missed, mark things as complete, or even add additional tasks they may have forgotten. The default date when the program launches will always be the present date of the system. But users can freely move forwards using the right button or backwards using the left button.

← 12-10-2020 →