

## OhWhatToDo! User Guide

**\*Before pressing any buttons, make sure the show all items radio button is set to on. \***

### Add Item:

This button allows the user to add an item to the list displayed in the table regardless of whether the table is populated or not. Upon clicking this button, a window will appear with two text boxes and a date picker for your new item. Enter a name, description, and a date (if applicable) for your item and click confirm to add it to your list.

### Remove Item:

This button allows the user to remove an item from their list. Prior to pressing this button, the user must first click on the item in the table that they wish to remove. After selecting an item, click Remove Item to remove it from the list.

### Edit Item:

This button allows the user to edit an existing item in the table. Prior to pressing this button, the user must first click on the item in the table that they wish to edit. After selecting an item, click Edit Item to make a popup appear with your current item's information. All 3 fields are editable, so once the user is satisfied with the changes, click confirm to change your list.

### Clear All Items:

This button allows the user to get rid of all items in the list without saving anything. At any time click this button to empty your table and list without saving the changes.

### Toggle Completion:

This button allows the user to toggle completion for any item in the table. Prior to pressing this button, the user must first click on the item in the table that they wish to change the completion for. After selecting an item, click Toggle Completion to see the table update the Done? Column of the table.

### Show All Items:

This radio button allows the user to show all the items present in the current list.

#### Show Incomplete Items:

This radio button allows the user to show all the items present in the current list that are incomplete (Done? Column is set to no).

#### Show Completed Items:

This radio button allows the user to show all the items present in the current list that are complete (Done? Column is set to yes).

#### Save:

This button allows the user to save the list currently displayed. Prior to pressing this button the name of the file must be specified in the text field directly above the button. The file will be saved to an output folder in the project.

#### Load List:

This button allows the user to load a list from a folder and file that are contained within the project's structure. Upon clicking the button, a new window with a text field will popup allowing the user to type in the file path and name. After clicking confirm the selected file will load in a list into the main table.

#### Exit:

This button closes the application WITHOUT saving any information.