

# User Manual: To-Do List Mobile Application

Version: 1.0

# Table of Contents

1. Introduction: .....	3
2. Getting Started: .....	4
2.1. Installation: .....	4
2.2. Account Creation:.....	4
2.3. Logging In: .....	4
3. Main Features: .....	5
3.1. Adding a New To-Do Item: .....	5
3.2. Viewing the To-Do List:.....	5
3.3. Updating a To-Do Item: .....	5
3.4. Changing the Status of a To-Do Item: .....	5
3.5. Deleting a To-Do Item: .....	6
4. Settings:.....	7
4.1. Notifications: .....	7
4.2. Theme Selection:.....	7
4.3. Account Management:.....	7
5. Troubleshooting: .....	8
5.1. Unable to Log In: .....	8
5.2. Sync Issues: .....	8
6. Frequently Asked Questions (FAQs):.....	9
7. Conclusion:.....	10

## **1. Introduction:**

The To-Do List Mobile Application is a user-friendly tool designed to help you manage and organize your tasks effectively. This user manual provides instructions on how to use the application's key features and optimize your productivity.

## 2. Getting Started:

### 2.1. Installation:

To install the application, follow these steps:

- a. Open the App Store (iOS) or Google Play Store (Android).
- b. Search for "To-Do List" in the search bar.
- c. Select the appropriate result and tap "Install" or "Get."

### 2.2. Account Creation:

To create an account, open the application and follow these steps:

- a. Tap on the "Sign Up" or "Create Account" button.
- b. Enter your email address and desired password.
- c. Follow the on-screen instructions to complete the account creation process.

### 2.3. Logging In:

To log in to your account, follow these steps:

- a. Open the application.
- b. Tap on the "Sign In" button.
- c. Enter your email address and password.
- d. Tap "Sign In" to access your account.

### 3. Main Features:

#### 3.1. Adding a New To-Do Item:

To add a new to-do item, follow these steps:

- a. Open the application.
- b. Tap the "+" button.
- c. Enter the title and details of the to-do item.
- d. Set a due date if desired.
- e. Tap "Save" to create the new to-do item.

#### 3.2. Viewing the To-Do List:

To view your to-do list, follow these steps:

- a. Open the application.
- b. The main screen will display your to-do items in a list format.
- c. Scroll up or down to view all the items on your list.
- d. Tap on a specific item to view its details.

#### 3.3. Updating a To-Do Item:

To update a to-do item, follow these steps:

- a. Open the application.
- b. Locate the to-do item you want to update.
- c. Tap on the item to open its details.
- d. Edit the title, details, or due date as desired.
- e. Tap "Update" to apply the changes.

#### 3.4. Changing the Status of a To-Do Item:

To change the status of a to-do item (e.g., mark as completed), follow these steps:

- a. Open the application.
- b. Find the to-do item you want to update.
- c. Tap on the item to open its details.

- d. Locate the status or completion checkbox.
- e. Toggle the checkbox to mark the item as completed or vice versa.

### 3.5. Deleting a To-Do Item:

To delete a to-do item, follow these steps:

- a. Open the application.
- b. Locate the to-do item you want to delete.
- c. Swipe right on the item and look for a delete option.
- d. Confirm the deletion when prompted.

## 4. Settings:

### 4.1. Notifications:

To manage notifications, follow these steps:

- a. Open the application.
- b. Access the "Settings" menu.
- c. Locate the "Notifications" option.
- d. Enable or disable notifications as per your preference.

### 4.2. Theme Selection:

To change the application theme, follow these steps:

- a. Open the application.
- b. Access the "Settings" menu.
- c. Find the "Theme" option.
- d. Select the desired theme (light/dark) from the available options.

### 4.3. Account Management:

To manage your account settings, follow these steps:

- a. Open the application.
- b. Access the "Settings" menu.
- c. Locate the "Profile" option.
- d. Make changes to your profile, password, or other account details as needed.

## 5. Troubleshooting:

### 5.1. Unable to Log In:

If you're experiencing difficulties logging in, follow these steps:

- a. Double-check your email address and password for accuracy.
- b. Ensure you have a stable internet connection.
- c. Reset your password, if necessary, by tapping "Forgot Password" on the login screen.

### 5.2. Sync Issues:

If you're facing synchronization issues between devices, follow these steps:

- a. Check your internet connection on both devices.
- b. Ensure you're using the same account on both devices.
- c. Pull down to refresh the to-do list on the affected device.
- d. If the issue persists, log out and log back in on both devices.



## 6. Frequently Asked Questions (FAQs):

Refer to the application's website or support section for a list of frequently asked questions and their answers.

## 7. Conclusion:

Congratulations! You are now familiar with the main features of the To-Do List Mobile Application. Utilize this user manual as a reference to efficiently manage your tasks, update their status, and organize your to-do list. If you encounter any issues, refer to the troubleshooting section or reach out to customer support for assistance. Enjoy using the application!