1. Open the app to see a similar screen

A screenshot of a cell phone

Description automatically generated

1. The top of the screen shows your current balance total
2. If you would like to add a transaction to you list and change your total, do the following
   1. Click the grey lines next to the labels “D”, “M”, “Y” and enter the date of the transaction
   2. Click the grey line next to the label “Price” and enter the Amount of the transaction
   3. Click the grey line next to the label “Item” and enter a short description of the nature of the transaction
   4. Click the button with the “+” if you made money and click the button with the “-” is you spent money
   5. After that the transaction will be added to a list on the bottom half of the screen
3. To filter the list by dates
   1. Look under the label “Date Range”
   2. Click the grey lines in the first row next to the labels “D”, “M”, “Y” and enter the date of the lower bound of your desired range of dates
   3. Click the grey lines in the second row next to the labels “D”, “M”, “Y” and enter the date of the upper bound of your desired range of dates
   4. Click the button labeled “Filter” to apply filter
4. To filter by money
   1. Look under the label “Money Range”
   2. Click on the grey line next to the left most dollar sign and enter the value of the lower bound of your desired money range
   3. Click on the grey line next to the right most dollar sign and enter the value of the upper bound of your desired money range
   4. Click the button labeled “Filter” to apply filter
5. To filter by dates and money
   1. Follow step 4a-4c and 5a-5c with desired values
   2. Click the button labeled “Filter” to apply filter
6. To clear filter click the button labeled “Clear Filter”