

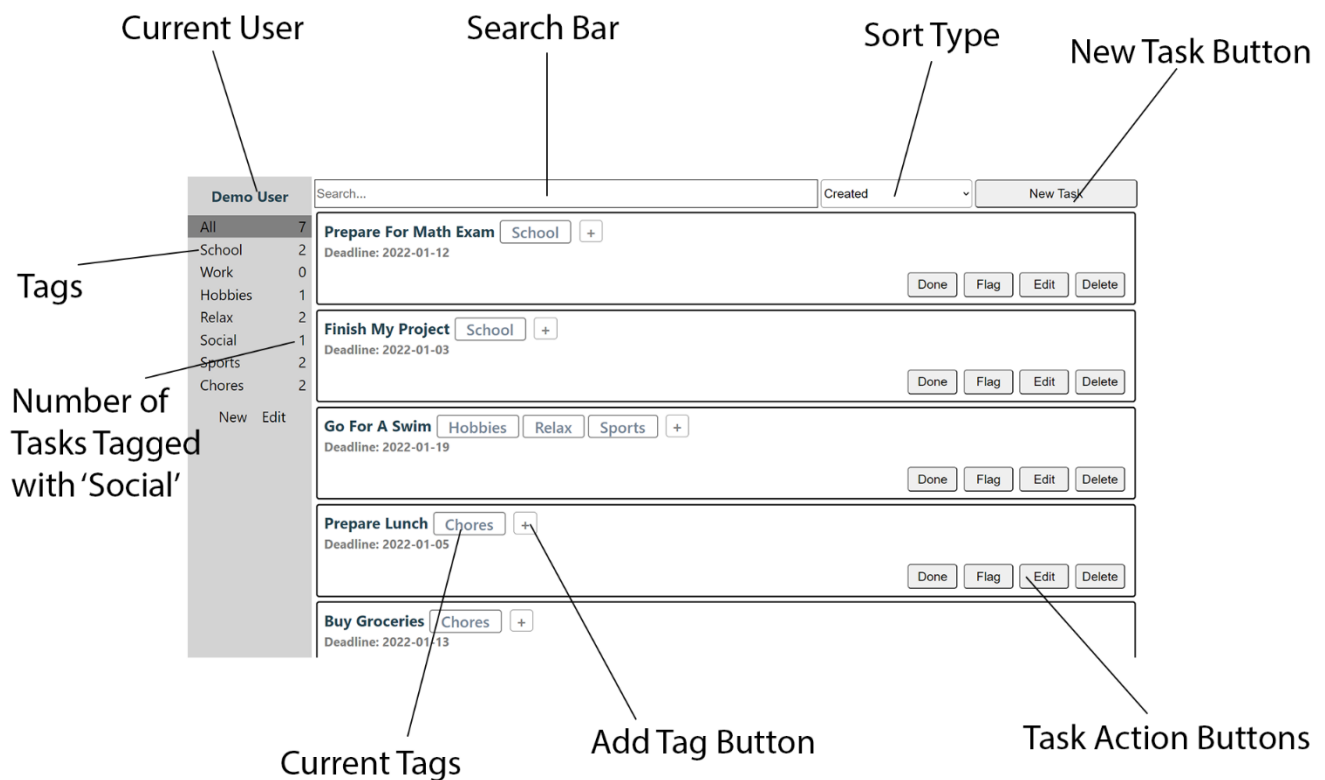
My Todo App (User Manual)

1. Introduction

Welcome to My Todo App. To start off, these are some of what this webapp can do for you.

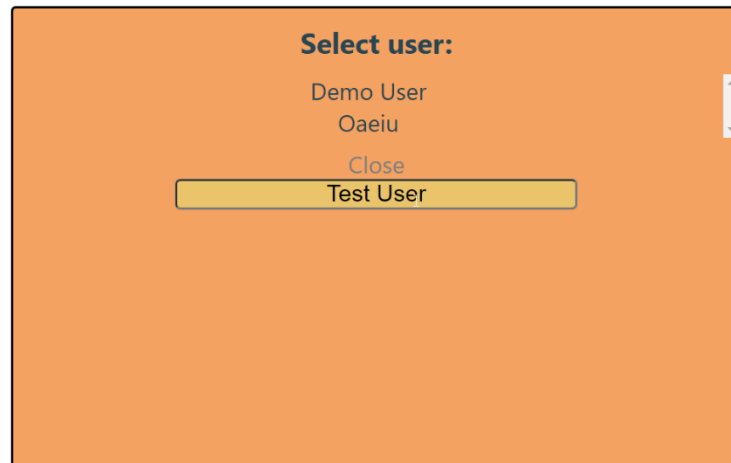
- Creating, editing, deleting, and marking your to-dos
- Tagging your to-dos and filtering them by your named tags
- Searching and sorting through your to-do list
- Creating multiple user profiles

2. UI Overview



3. Quick Start

- Upon connecting to the website, you will see a list of users. Click on “New User” to create a new profile.



- Enter a new username and press ‘Enter’ to create the new account. (Tip: existing usernames cannot be chosen)

4. Task Actions

- *Create a new task:* Click on the ‘New Task’ button on the top right. On the form that appears, enter the title of your new to-do, and optionally, its description and deadline. (Tip: titles are restricted to a maximum of 50 and 500 characters respectively)

Created

Cl

New Task:

Write More To-Dos!

I want to add more todos to this user

10/01/2022

Save Task

r Math Exam

School

+

2-01-12

Done

Flag

Edit

- *Edit an existing task:* Click the ‘Edit’ button beside the task you want to change. On the form that appears, enter the new title, description, and deadlines. Click on ‘Save Task’ to store the new information.

The screenshot shows a task management interface. At the top, there's a search bar and a 'New Task' button. Below, a list of tasks is visible. One task, 'Science Project (Edited)', is highlighted in yellow, and an 'Edit Task' form is overlaid on it. The form has three main sections: a title field containing 'Science Project (Edited)', a description field containing 'My Edited Description', and a deadline field set to '02/02/2022'. A 'Save Task' button is at the bottom of the form. In the background, other tasks like 'Programming Project' and 'Prepare For Math Exam' are visible with their respective category buttons (School, Urgent) and action buttons (Done, Flag, Edit, Delete).

- *Mark a task as done:* Click on the ‘Done’ button beside your task. The task will immediately be pushed to the bottom of your list and marked with a strike-through and green border.
- *Flag a task:* Click on the ‘Flag’ button beside your task. The task will immediately be marked with a red border and title.

The screenshot displays the full task management interface. On the left is a sidebar with a list of categories: All (10), School (4), Work (0), Hobbies (1), Relax (2), Social (1), Sports (2), Chores (2), and Urgent (1). The main area shows a list of tasks. The 'Prepare For Math Exam' task is highlighted with a red border and the word 'Flagged' in the center. The 'Science Project (Edited)' task is highlighted with a green border and the word 'Done' in the center. Both tasks show their category buttons (School, Urgent) and action buttons (Done, Unflag, Edit, Delete). The 'Flagged' task also shows a list of category buttons (Work, Hobbies, Relax, Social, Sports, Chores) on the right side of the modal.

- *Delete a task:* Click on the 'Delete' button beside your task. The task will be immediately deleted from your profile.
- *Search for a task:* Type (part of) the title of your task into the search bar at the top. Only tasks with matching titles will be displayed.

The screenshot shows a user interface for managing tasks. On the left is a sidebar with a 'Demo User' profile and a list of categories: 'Tool', 'k', 'bies', 'x', 'al', 'rts', 'res', 'New', and 'Edit'. The main area has a search bar at the top with the text 'Proje' and a 'Created' filter button. Below the search bar, there are three task cards:

- Science Project** (School) + Deadline: 2022-02-02
- Programming Project** (School) + Deadline: 2022-01-02
- Finish My Project** (School) + Deadline: 2022-01-03

- *Sort your tasks:* Click on the drop-down menu at the top. Select the sorting criteria. The tasks will be arranged according to the selected criteria.

This screenshot shows the same task management interface, but with the 'Created' dropdown menu open. The menu lists four sorting options: 'Created', 'Edited', 'Deadline', and 'Alphanumeric'. The 'Created' option is currently selected. Below the menu, the task cards are visible, including 'Project' (School) + 2022-02-02, 'Programming Project' (School) + 2022-01-02, and 'More To-Dos!' (+) 2022-01-10. Each task card has 'Done' and 'Flag' buttons at the bottom right.

5. Tagging Actions

- *Add a new tag:* Click on the 'New' button on the sidebar. Enter the name of your new tag and press 'Enter'. The new tag will appear on the sidebar

Demo User		Search...
All	10	Science Project (Edited) School + Deadline: 2022-02-02 My Edited Description
School	4	
Work	0	
Hobbies	1	
Relax	2	
Social	1	
Sports	2	
Chores	2	
Close Edit		
Urgent		
		Programming Project School + Deadline: 2022-01-02
		Prepare For Math Exam School + Deadline: 2022-01-12

- *Tag a task:* Click on the '+' button beside the list of tags on your task. Click on the tag that you want to add to your task. The newly added tag will immediately appear next to the existing tags. (Tip: the tag must have 10 or fewer characters)

1		D
lit	Prepare For Math Exam School Urgent - Work Hobbies Relax Social Sports Chores Deadline: 2022-01-12	D
	Finish My Project School + Deadline: 2022-01-03	D

- *Remove a tag from a task:* When hovering the mouse pointer over an existing tag, a 'X' symbol will appear beside the tag name. Click on the tag to remove it from the task.

Search...

Created

1

5

1

2

3

2

2

3

1

Write More To-Dos!

School

Hobbies

X Relax

Social

Chores

+

Deadline: 2022-01-10

I want to add more todos to this user

Done

Flag

Prepare Lunch

Chores

+

Deadline: 2022-01-05

Done

Unflag

Buy Groceries

Chores

+

Deadline: 2022-01-13

Done

Flag

- *Delete a tag:* Click 'Edit' on the sidebar. The numbers will change to a 'X' symbol. Click 'X' to remove the tag from your profile.

Demo User

All

10

School

X

Work

X

Hobbies

X

Relax

X

Social

X

Sports

X

Chores

X

Urgent

X

New

Close

Search...

Programming Project

School

+

Deadline: 2022-01-02

Write More To-Dos!

+

Deadline: 2022-01-10

I want to add more todos to this user

Prepare For Math Exam

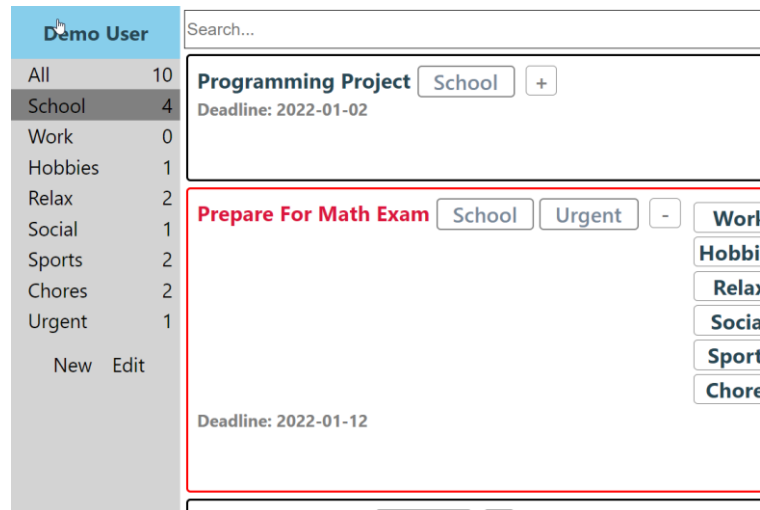
School

Urgent

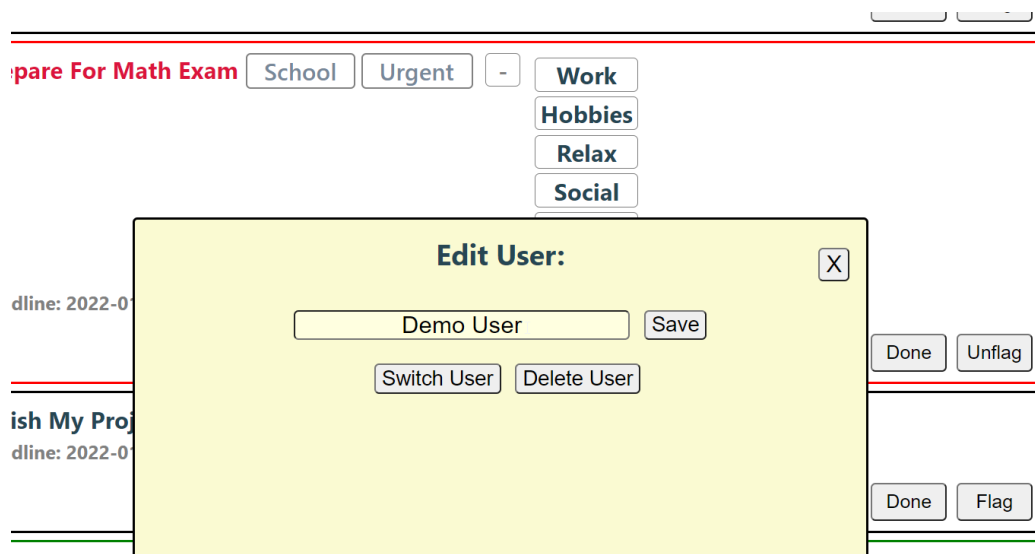
Deadline: 2022-01-12

6. Profile Actions

- *Switch profiles:* Click on your username on the top left. On the pop-up dialog, click the 'Switch Profiles' button to access the profile selector.



- *Change username:* Click on your username on the top left. On the pop-up dialog, enter your new username and click 'Save'. (Tip: the username must be between 5 and 30 characters in length and cannot be the same as another existing username)



- *Delete User:* Click on your username on the top left. On the pop-up dialog, click on the 'Delete User' button. Click 'Ok' on the confirmation dialog. (Tip: All tags and tasks associated with your profile will be wiped)