User Manual: **Fehrist**

Thank you for choosing our Fehrist! This user manual will guide you through the various features and functionalities of our platform, helping you stay organized and productive. Let's get started!

**1. Authentication:**

- To access the Fehrist, you must authenticate yourself. You have three options: Google, Facebook, or email ID.

- Regardless of the authentication method you choose, you must manually enter your password.

**2. Adding a New Task:**

- Once you have successfully logged in, you will see a PLUS floating action button (FAB).

- Click on the PLUS button to add a new task to your To Do list.

**3. Creating a To Do:**

- After clicking the PLUS FAB, a modal window will appear, allowing you to create a new To Do.

- The modal supports various types of To Do entries:

- Empty To Do: Just a blank To Do item.

- Title-only To Do: Enter a title for the task.

- Description-only To Do: Add a description for the task.

- Image-only To Do: Upload an image related to the task.

- Background color-only To Do: Set a background color for the task.

- Due time-only To Do: Specify a due time for the task.

- Combination: You can set any combination of the above options or set them all at once.

- To add images, click the image button and repeat the process to add multiple images.

**4. Task Flow:**

- For the optimal task flow, follow these steps:

1. Add a title for the task.

2. Enter a description if needed.

3. Select a priority color for the task.

4. Specify the due time for the task.

5. Add any necessary images.

6. Click the "Done" button to save the task.

**5. Viewing To Do:**

- After closing the modal, you will be able to view all the To Dos you have added.

- The To Dos will be displayed on the screen.

**6. Searching To Do:**

- You can search for specific To Dos using the search functionality.

- Enter the title or description of the task you are looking for.

- The matching To Dos will be listed for your reference.

**7. Empty Screen:**

- In case there are no matching To Do(s) found during a search, a placeholder screen will be generated.

- This screen will indicate that no results were found based on your search criteria.

**8. Managing To Do:**

- Each To Do item can be managed through various actions:

- Delete: Permanently remove the To Do from your list.

- Archive: Move the To Do to an archive section for future reference.

- Mark as complete: Indicate that the task has been finished.

- Change color: Modify the color associated with the To Do.

- Edit: Edit the existing details of the To Do, opening a modal similar to step 3.

**Congratulations! You are now familiar with the key features of our Fehrist. Feel free to explore and make the most of your organizational capabilities. Should you have any** further questions or require assistance, please refer to the Help section or reach out to our support team. Happy organizing!