

# User Manual

*Unlimited To-Do List*

**CSE360**

**Wednesday 3:05pm—4:20pm**

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# Introduction

In this user guide, we will be exploring how to use “Unlimited To-Do List 2019”. First, an overview of To-Do List will explore the basic functionalities of the program, including but not limited to what the program is capable of, what To-Do List items can possess as properties, etc.

To begin use of the program, an installation guide will walk through the step-by-step process of installing the program on a PC or Mac. After install is complete, the Getting Started page may be followed on getting familiarized with the program with initial usage. Once setup, the User Interface Overview goes over the user-friendly interface of the program, explaining how to navigate To-Do List.

After becoming familiar with how to use To-Do List, they may examine or glance at Example Runs section to see what does and does not work with To-Do List. This section will go over how the user is expected to operate the program, and the errors which may occur if not properly used.

The Restarting section goes over how to properly save and load a To-Do List when restarting the program. After which, Ending the Program section will explain how to safely exit the program.

## Overview

The purpose of this program is for the user to have a simple way to prioritize items (tasks) in a To-Do list. Each item has a description, date, status, and priority. The user has the option to add, remove, or edit items. When the user wants to save or load a To-Do list, they have the option to do so as well, or the list will be saved automatically when exiting the application.

Regarding the items' properties themselves, the description and priority number of an item must be unique. If the user wishes to enter an item with an existing priority number, the new item will take priority. The status of an item indicates whether the item is not started, in progress, or completed.

What the user may *not* do is a number of things. These things include: loading an invalid file, adding an item with a non-sequential priority number, adding or updating an item with an existing description, leaving fields blank when adding an item, etc.

# Installation

First, for any OS, the latest version of Java must be installed for optimal performance of the program. Referencing the [Java installation page on installation](#), you must go to the [Manual Download Page](#), containing the installation files for Windows, Mac OS X, and Linux.

**PC:** If you wish to download the automatic online option, choose the “Windows Online” download file link which will download a file to automatically install Java for you. If you wish to install the offline option, first [find out if you have a 32-bit or 64-bit Windows Operating System](#) and download the respectable file.

**Mac:** Simply click the Mac OS X download file link, which will download a file to automatically install Java for you.

**Linux:** First, find out if you have 32-bit or 64-bit Linux Operating System. To do this, in the console, type “uname -a” without quotes. This will display a string of text, which will contain either x86\_64 or x86\_32 representing 64-bit and 32-bit respectively. To know whether or not you have RPM Linux or not, type “/usr/bin/rpm -q -f /usr/bin/rpm >/dev/null 2>&1” without quotes. [If the exit code is 0, then the system is probably](#)

[RPM based.](#) After deciding which of these you have, download the respectable install file.

For all Operating Systems: To install To-Do List Unlimited 2019, download the .jar file and run the program by either double clicking or right clicking and selecting “open” in the dropdown menu.

## Getting Started

To begin using the To-Do list, a To-Do list text file may be loaded into the application or new To-Do list items can be added to the empty list.

To *add* a new item to the list, simply click 'Add'. This will prompt the user with the Add New Task Dialogue Box. In this dialogue box, the user will be asked to enter a description, date, status, and priority of the new task. Once the fields have been filled out, simply click 'Okay' to submit the item into the To-Do list.

To *remove* an item in the To-Do list, simply click the item to select it, then click 'Remove'. This will remove the item from the list and automatically update the priority list if necessary.

To *edit* an item from the To-Do list, simply click the item to select it, then click 'Edit'. This will prompt the user with the Edit Task Dialogue Box. In this dialogue box the fields of the item will be pre-filled with the current information of the task. To edit a field, simply select it and modify the data. Next, click 'Okay' to submit the changes to the To-Do list.

To *save* a list, simply click 'Save'. This will create or overwrite the file 'To-Do List.txt' with the To-Do list information.

To *load* a list, simply click 'Load'. This will search for the file 'To-Do List.txt'. The file must be in the same directory as the To-Do list application. If the file can be found it will be loaded into the list, otherwise an error will be shown.

To *reset* the list, simply click 'Reset'. This will clear the contents of the list.

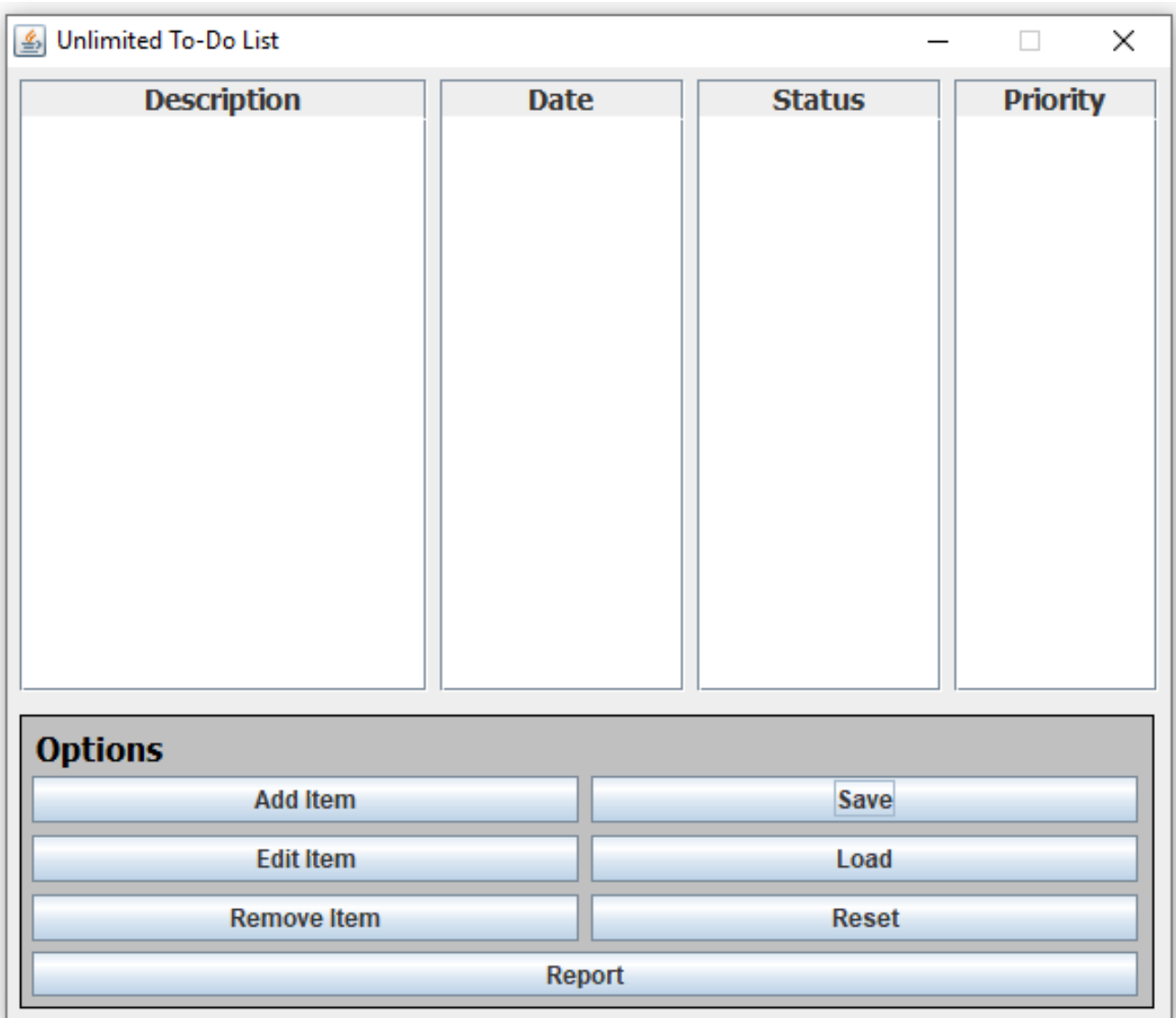
To *sort* the list, simply click on the label of any column header. Clicking once will color the label background blue, denoting ascending order. Clicking twice will color the label background red, denoting descending order.

To *view a report* of the list, simply click 'Report'. This will prompt the user with the Report List Dialogue Box. In this dialogue box, the user will be shown a read-only version of the To-Do list. Here the user may copy the report to the system clipboard, or print a physical copy of the report.



## User Interface

The user interface contains a master list and seven buttons. These buttons grant the user with the functionality previously discussed: add, remove, edit, load, reset, save, and view report. Upon launching the application for the first time the application will display the following:



Description	Date	Status	Priority
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**Options**

Add Item	Save
Edit Item	Load
Remove Item	Reset
Report	

## Examples

Adding an item to the list, a common operation, displays a dialogue box and prompts the user to enter information:

The screenshot displays the 'Unlimited To-Do List' application window. The main window has a title bar with a minimize, maximize, and close button. Below the title bar is a table with four columns: 'Description', 'Date', 'Status', and 'Priority'. The 'Description' column is the widest, followed by 'Date', 'Status', and 'Priority'. Below the table is an 'Options' section with five buttons: 'Add Item', 'Save', 'Edit Item', 'Load', 'Remove Item', 'Reset', and 'Report'. An 'Add Item' dialog box is open in the foreground, prompting the user to enter information for a new item. The dialog box has a title bar with a close button. It contains four fields: 'Description' (a text box with 'Take out the trash'), 'Date' (three dropdown menus for month, day, and year, showing 'April', '22', and '2019'), 'Status' (a dropdown menu showing 'Not Started'), and 'Priority' (a text box with '1'). At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Description	Date	Status	Priority
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**Options**

Add Item	Save
Edit Item	Load
Remove Item	Reset
Report	

**Add Item**

Description: Take out the trash

Date: April 22 2019

Status: Not Started

Priority: 1

OK Cancel

Upon adding an item to the list, the changes will appear in the application:

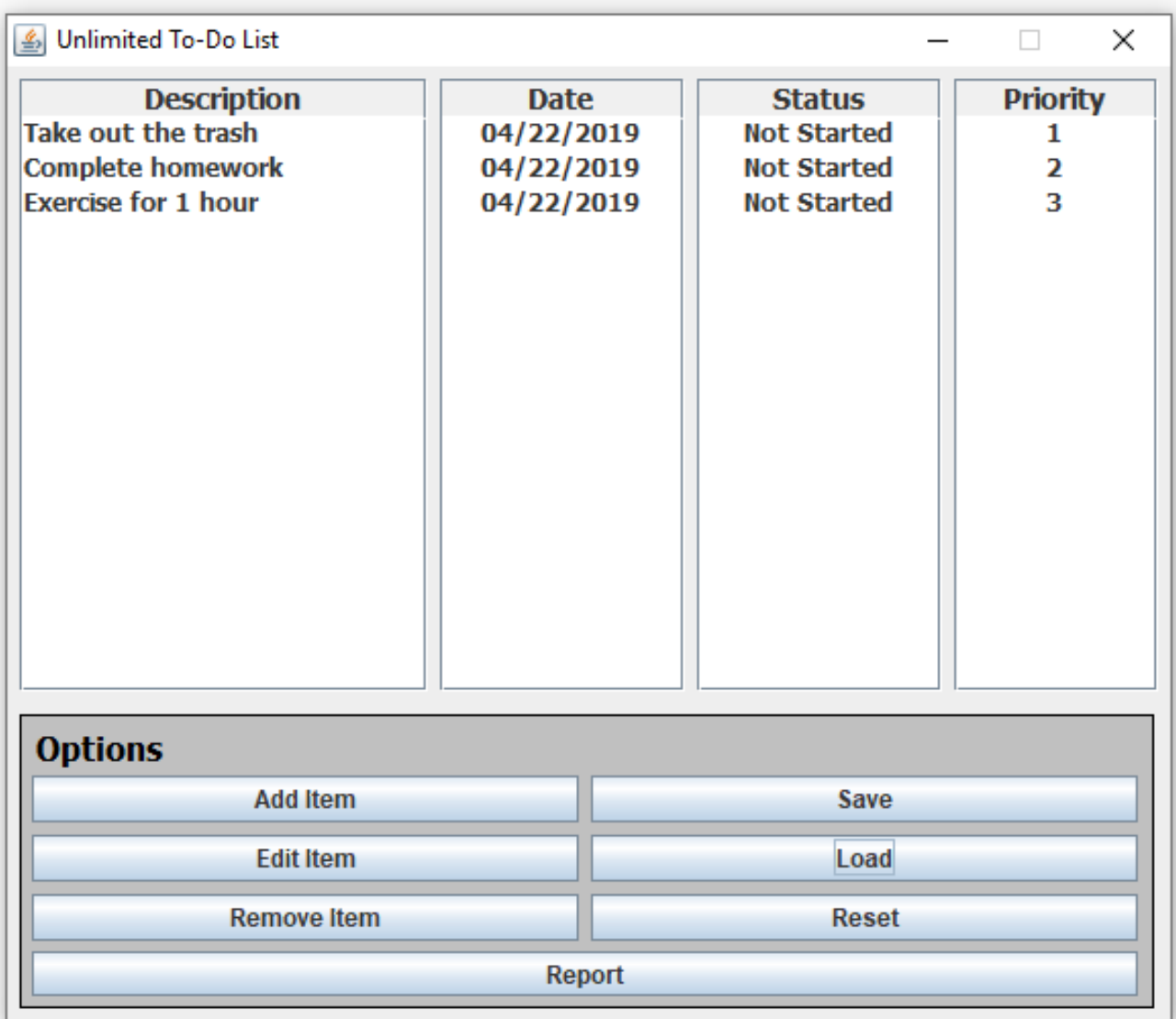
The screenshot shows a window titled "Unlimited To-Do List" with standard window controls (minimize, maximize, close). The main area contains a table with four columns: Description, Date, Status, and Priority. A single row is visible with the task "Take out the trash", dated "04/22/2019", with status "Not Started" and priority "1". Below the table is an "Options" panel containing several buttons for managing the list.

Description	Date	Status	Priority
Take out the trash	04/22/2019	Not Started	1

**Options**

Add ItemSaveEdit ItemLoadRemove ItemResetReport

Clicking 'Load' will attempt to load "To-Do List.txt". The changes will appear if loading could be completed successfully:



The screenshot shows a window titled "Unlimited To-Do List" with a standard Windows-style title bar (minimize, maximize, close buttons). The main content area is a table with four columns: "Description", "Date", "Status", and "Priority". The table contains three rows of data. Below the table is an "Options" panel with several buttons: "Add Item", "Save", "Edit Item", "Load", "Remove Item", "Reset", and a "Report" button at the bottom.

Description	Date	Status	Priority
Take out the trash	04/22/2019	Not Started	1
Complete homework	04/22/2019	Not Started	2
Exercise for 1 hour	04/22/2019	Not Started	3

**Options**

Add ItemSave

Edit ItemLoad

Remove ItemReset

Report

To edit an existing item, select the item then click 'Edit Item'. In the Edit Item dialogue box, data may be modified:

The screenshot shows the 'Unlimited To-Do List' application window. It contains a table with four columns: Description, Date, Status, and Priority. The third row, 'Exercise for 1 hour', is selected. An 'Edit Item' dialog box is open, allowing modification of the selected item's details. The dialog box includes fields for Description, Date (month, day, year), Status (a dropdown menu), and Priority (a text input). At the bottom of the dialog are 'OK' and 'Cancel' buttons. Below the table, there is an 'Options' section with buttons for 'Add Item', 'Edit Item', 'Remove Item', 'Save', 'Load', 'Reset', and a 'Report' button.

Description	Date	Status	Priority
Take out the trash	04/22/2019	Not Started	1
Complete homework	04/22/2019	Not Started	2
Exercise for 1 hour	04/22/2019	Not Started	3

Options	
Add Item	Save
Edit Item	Load
Remove Item	Reset
Report	

**Edit Item**

Description  
Exercise for 1 hour

Date  
April 22 2019

Status  
Completed

Priority  
3

OK Cancel

Upon clicking 'OK' the changes will appear in the list:

The screenshot shows a window titled "Unlimited To-Do List" with a standard Windows-style title bar (minimize, maximize, close buttons). The main area contains a table with four columns: Description, Date, Status, and Priority. The table lists three tasks: "Take out the trash" (Not Started, Priority 1), "Complete homework" (Not Started, Priority 2), and "Exercise for 1 hour" (Completed, Priority 3). Below the table is an "Options" panel with five buttons: "Add Item", "Save", "Edit Item", "Load", "Remove Item", "Reset", and a wide "Report" button at the bottom.

Description	Date	Status	Priority
Take out the trash	04/22/2019	Not Started	1
Complete homework	04/22/2019	Not Started	2
Exercise for 1 hour	04/22/2019	Completed	3

**Options**

Add ItemSaveEdit ItemLoadRemove ItemResetReport

To sort the list of items in ascending order, simply click any list header once. A blue background will appear under the label to denote ascending order:

The screenshot shows a window titled "Unlimited To-Do List". It contains a table with four columns: Description, Date, Status, and Priority. The "Description" header is highlighted in blue. The table contains three rows of data. Below the table is an "Options" section with several buttons.

Description	Date	Status	Priority
Complete homework	04/24/2019	Not Started	2
Exercise for 1 hour	04/22/2019	Completed	3
Take out the trash	04/25/2019	Not Started	1

**Options**

Add Item Save

Edit Item Load

Remove Item Reset

Report

To sort the list of items in descending order, click any list header twice. A red background will appear under the label to denote descending order:

Description	Date	Status	Priority
Exercise for 1 hour	04/22/2019	Completed	3
Complete homework	04/24/2019	Not Started	2
Take out the trash	04/25/2019	Not Started	1

**Options**

Add ItemSaveEdit ItemLoadRemove ItemResetReport



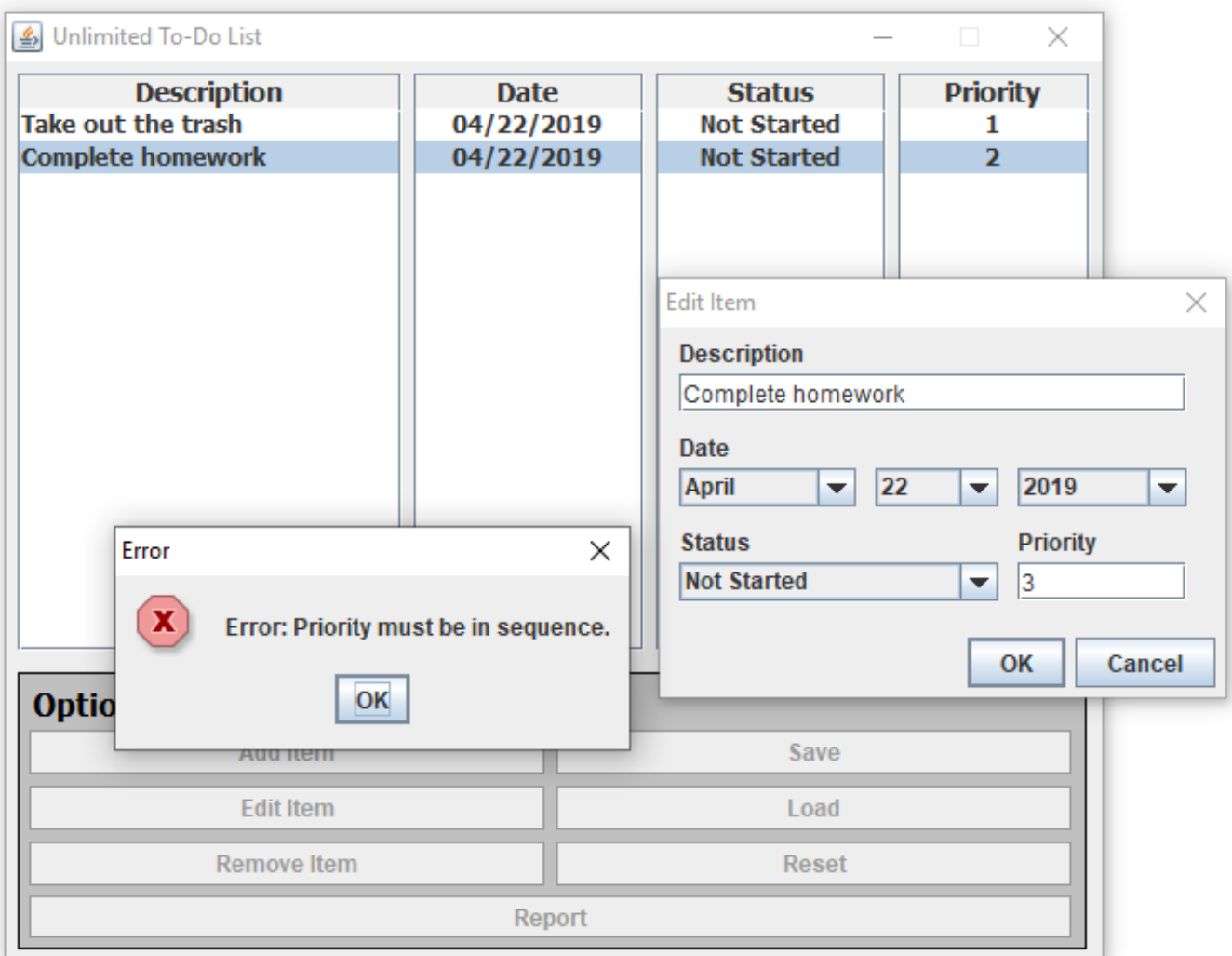
To remove an item simply select the item, then click 'Remove Item':

Description	Date	Status	Priority
Take out the trash	04/22/2019	Not Started	1
Complete homework	04/22/2019	Not Started	2

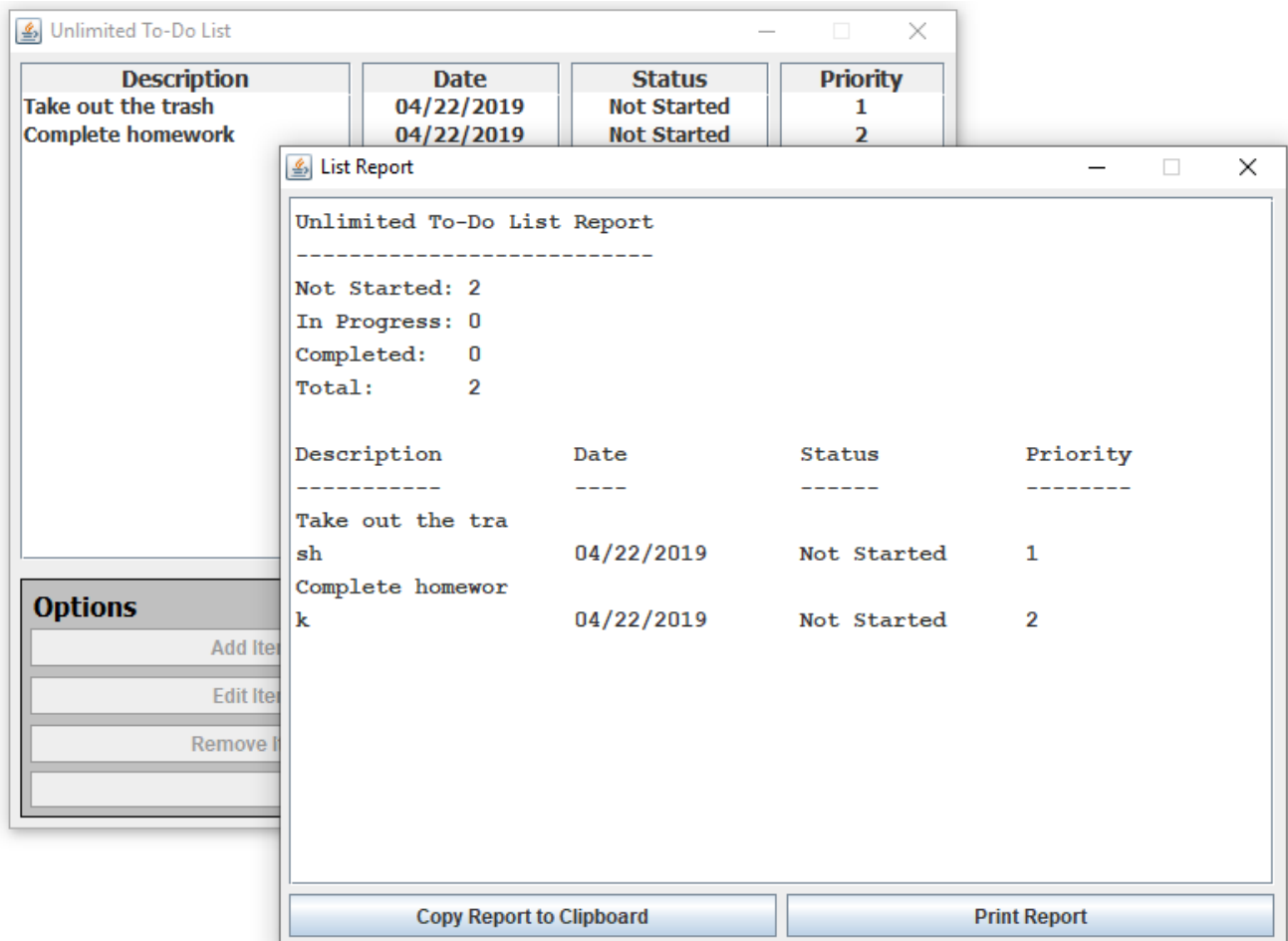
**Options**

Add ItemSaveEdit ItemLoadRemove ItemResetReport

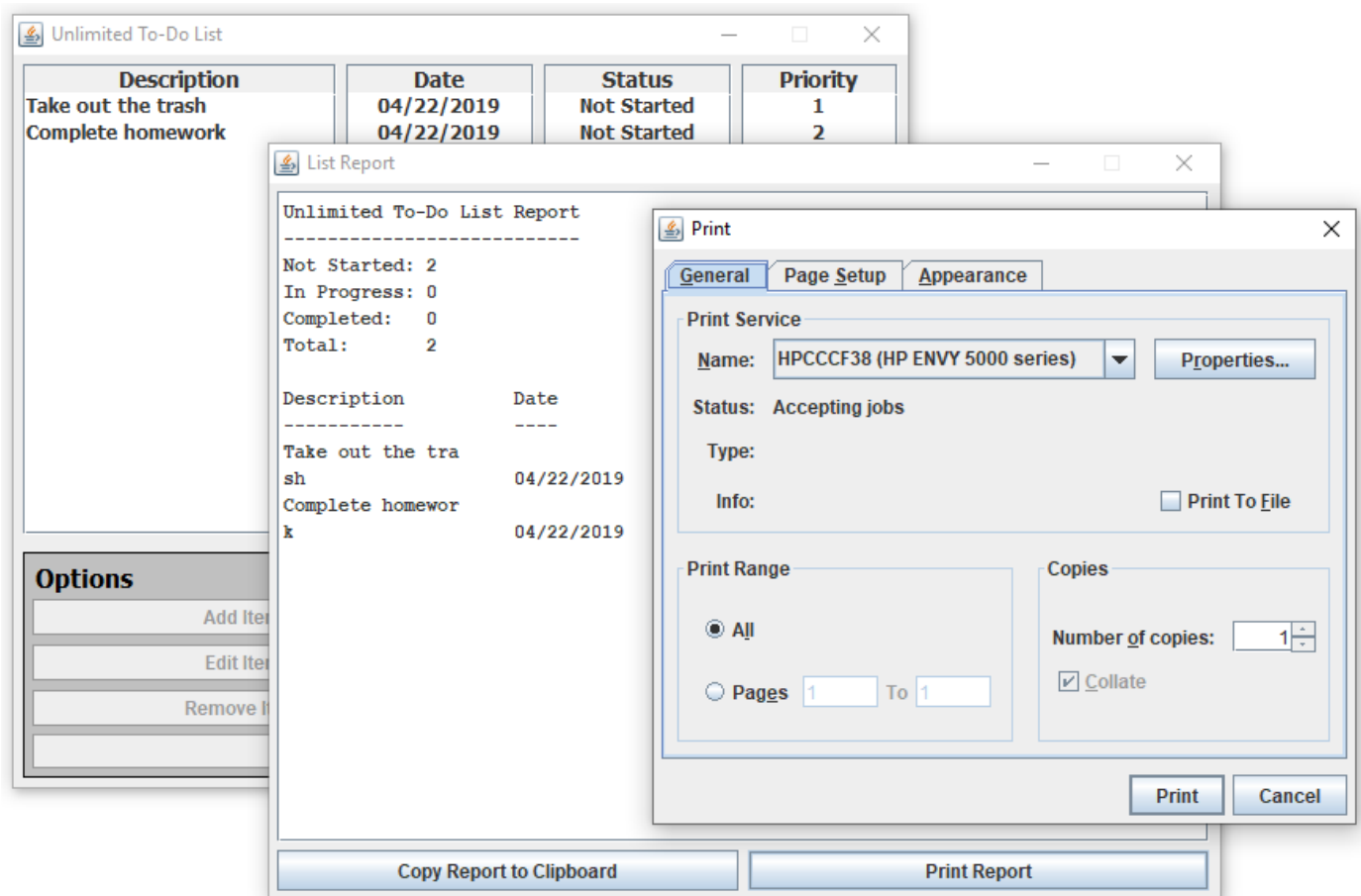
If invalid input is entered when adding or removing an item, an error will be shown detailing the error:



To view a summary of the list, click on 'Report':



When viewing a report, the report can be copied to the system clipboard or printed out. For example, clicking print will display the following:



## Restarting

To restart the program, simply click the 'X' in the upper right-hand corner and start the program back up. During this, all the added or edited description, priority number, due date, and status will be saved automatically to 'To-Do List.txt'. When the program has been started, all of the contents is restored exactly as before the program was terminated. The program will display the first event in the To-Do List.

## Termination

To end the program, simply click the 'X' in the upper right-hand corner. The list will be saved automatically to 'To-Do List.txt'.