

# **Manual for Todo Application**

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## 2. Login / Sign Up pages

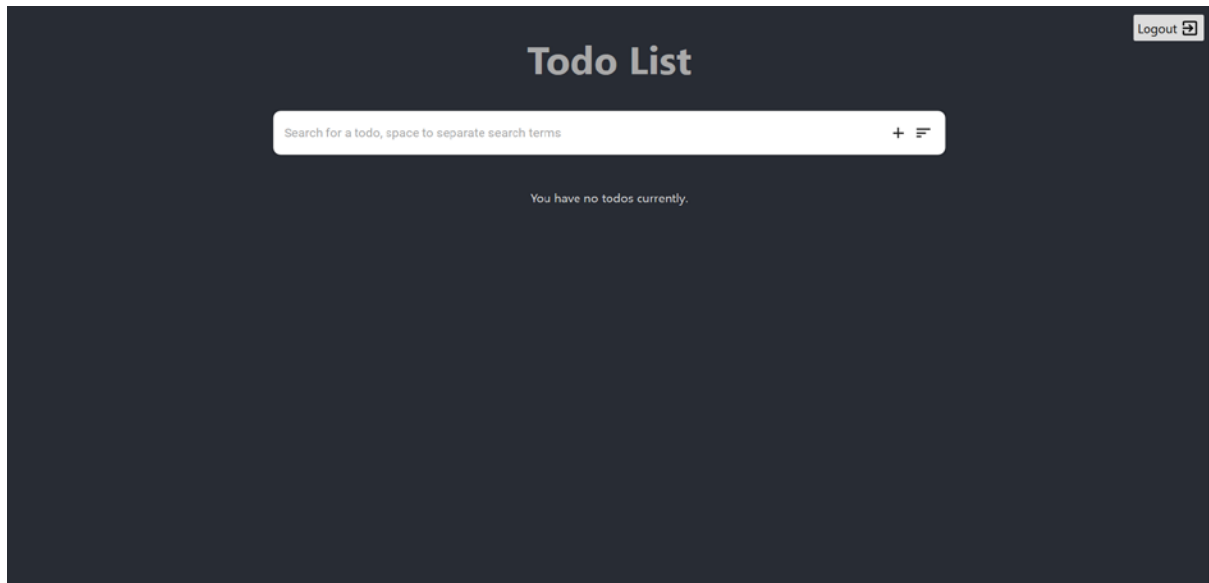
The image displays two side-by-side screenshots of the 'Todo List' application's login and sign-up pages. Both pages have a light gray background and the title 'Todo List' at the top center.

The left page is titled 'Sign in' and features a blue circular icon with a white lock symbol. It contains two input fields: 'Email Address \*' and 'Password \*', both with a small square icon on the right. Below these fields is a blue button labeled 'SIGN IN'. At the bottom, there is a link that says 'Don't have an account? Sign Up'.

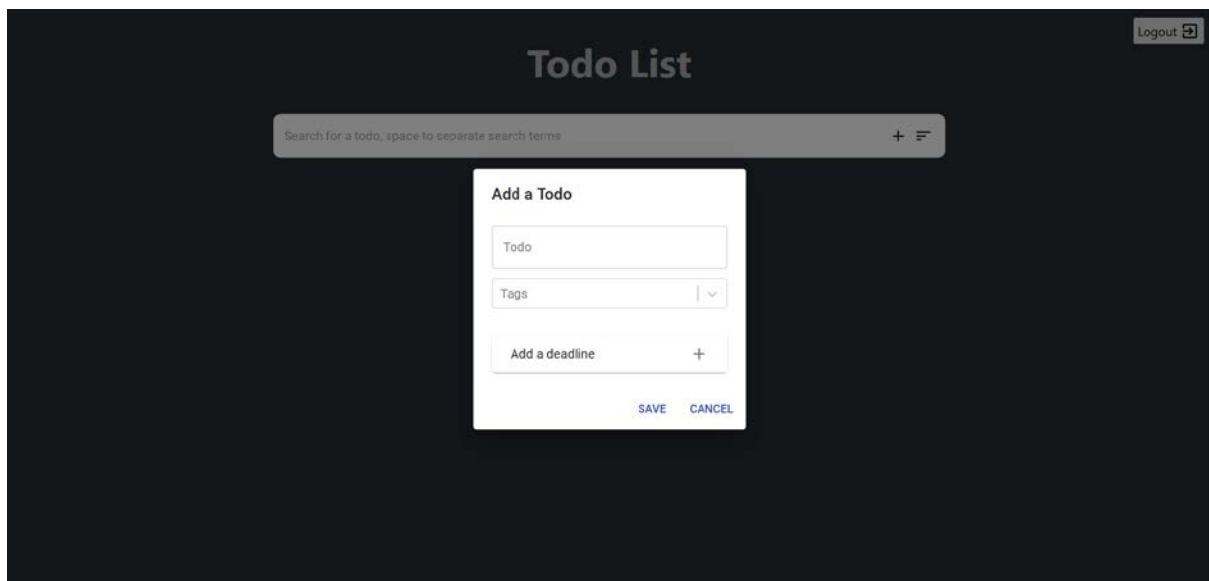
The right page is titled 'Create an account' and features a blue circular icon with a white person symbol. It contains four input fields: 'Email Address \*', 'Username \*', 'Password \*', and 'Retype Password \*', each with a small square icon on the right. Below these fields is a red button labeled 'SIGN UP'. At the bottom, there is a link that says 'Already have an account? Login.'.

As the name suggests, these pages are for you to login / sign up. For signing up, please use a proper email address format (e.g. [example@mail.com](mailto:example@mail.com)). Username must be more than 4 characters and password must be at least 8 characters (no uniqueness restriction). Please do remember your password as there is no forget/reset password functionality implemented. Once your account is created, you will be automatically logged in and should see the Todo List screen (refer to 2.).

### 3. Todo List



Once logged in, you should see this screen. To create a Todo, click the “+” button on the search bar, and the following dialog should appear.



The contents of the Todo should be placed in the first text box.

Tags to associate with the Todo can be placed in the second input field. To create the tag, just press enter on the keyboard, spaces will be included inside the tag itself.

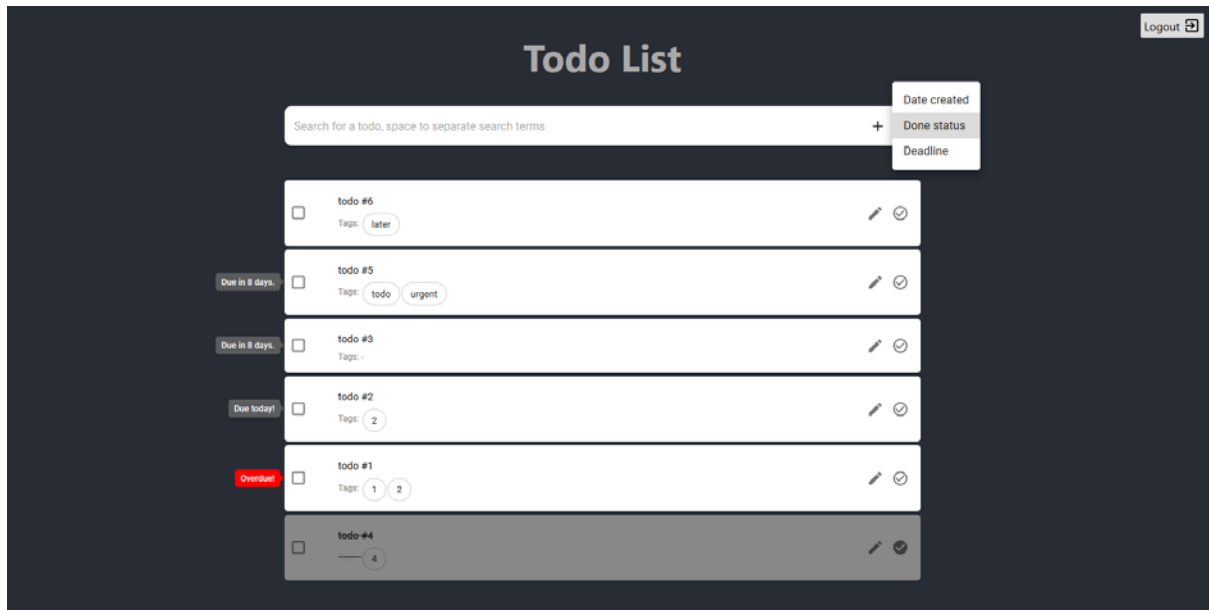
Adding a deadline is optional, but if needed, pressing the “+” button beside the “Add a deadline”, will allow you to pick a date. Conversely, pressing the “–” button removes the deadline.

#### 4. Marking Todos as Done

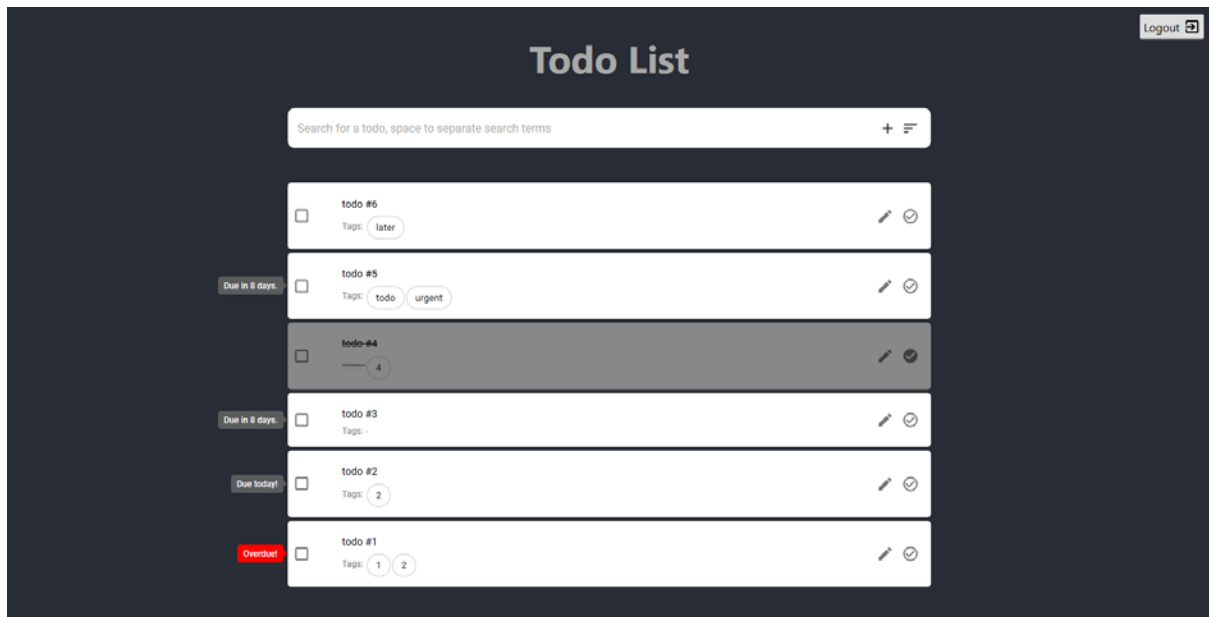
Marking Todos as Done can be done by pressing the circled tick on the right side of the Todo. The Todo will then become greyed out and move to the bottom of the list. Clicking the (now-filled) circle tick will then un-mark it as Done, moving it back.



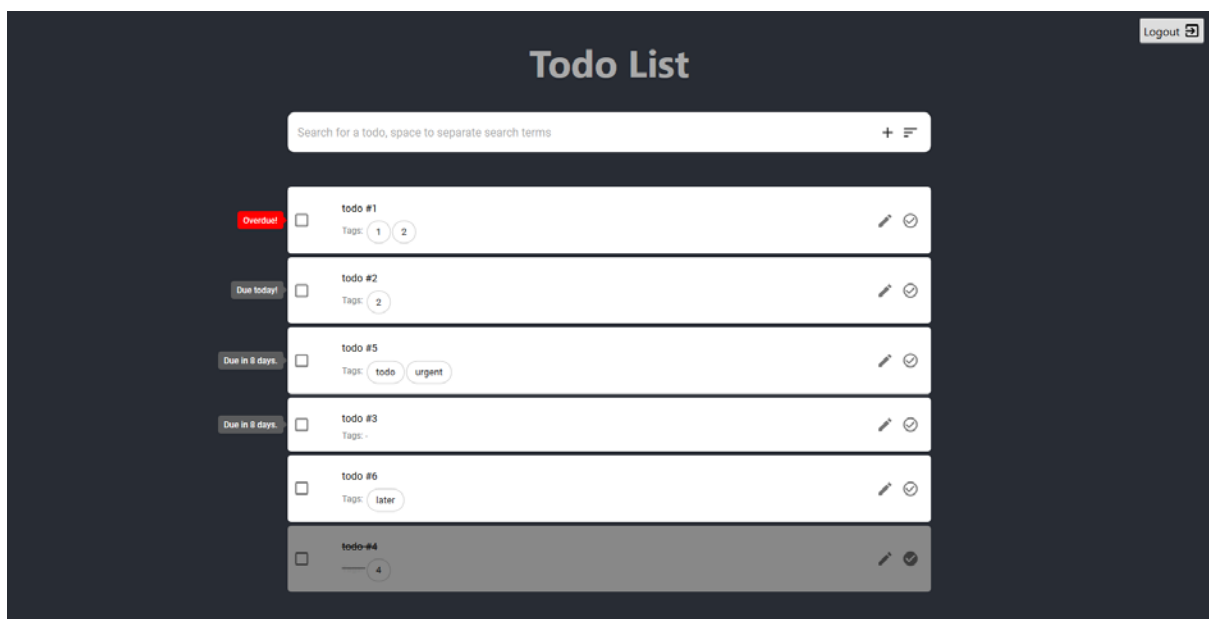
## 5. Sorting Todos



By clicking the button beside the “Add a todo” button, one can view the sort menu. There are currently 3 ways of sorting your Todos: “Date created”, “Done status”, and “Deadline”. By default, they are sorted by “Done status”, which means those Todos which are marked as done move to the bottom of the list, while those that aren’t are moved to the top, and then sorted by date created within the Done and Not-done. The other 2 sorting methods are illustrated below:



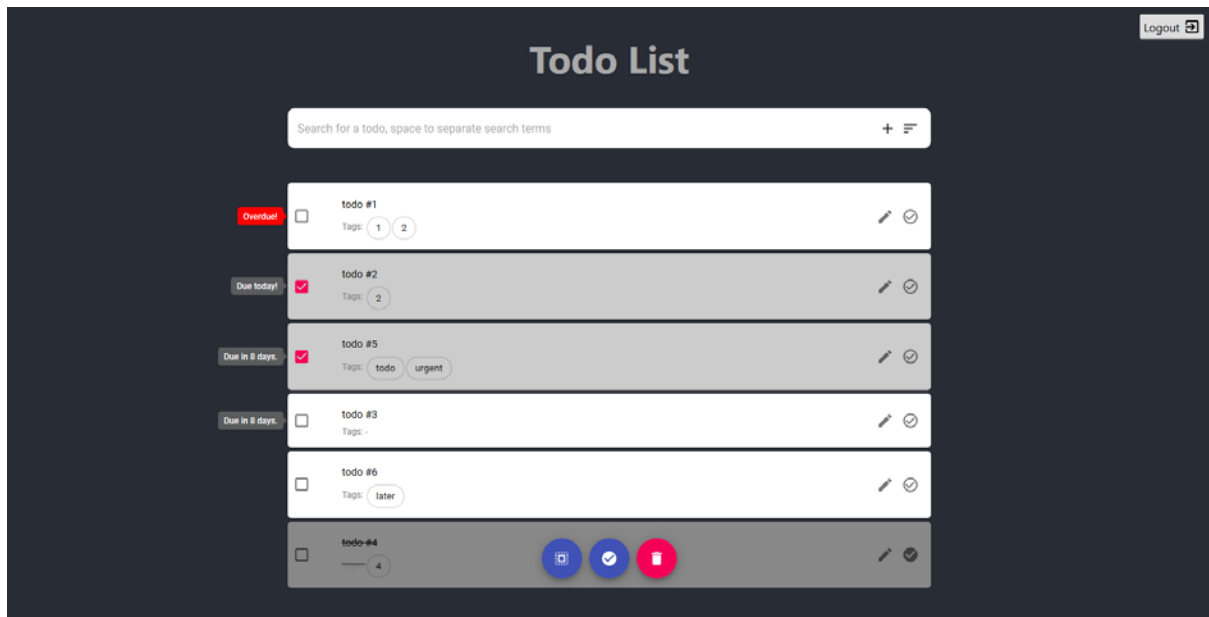
Todos sorted by “Date created”, meaning Todos that were more recently created go to the top of the list, regardless of Done status.



Todos sorted by “Deadline”, meaning those with earlier deadlines go to the top of the list, while Done Todos remain at the bottom of the list.

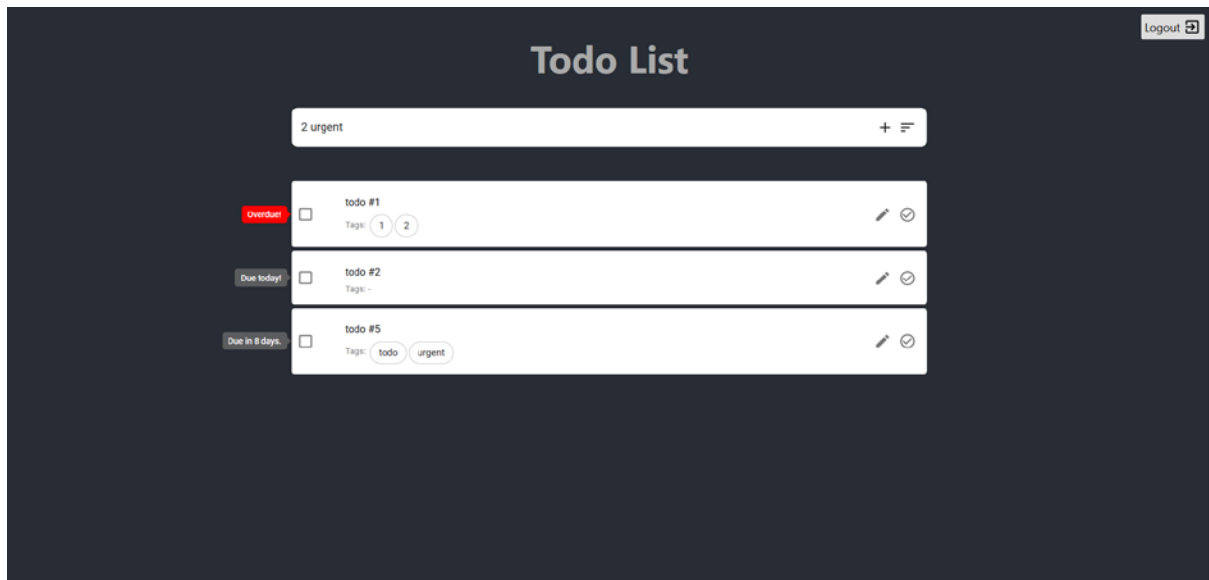
## 6. Deleting Todos

Todos can be deleted by selecting them (click on either the Todo or the checkbox), and pressing the delete button that will pop up at the bottom of the screen (The pink button shown in the below screenshot).



## 7. Searching

Typing in the search bar will search your Todo list for any content, including tags, that matches your search term. To search using multiple terms, use spacing between the terms.



For example, search “2 urgent” finds the “2” tag from todo #1, the “2” in “todo #2”, and the “urgent” tag from todo #5.