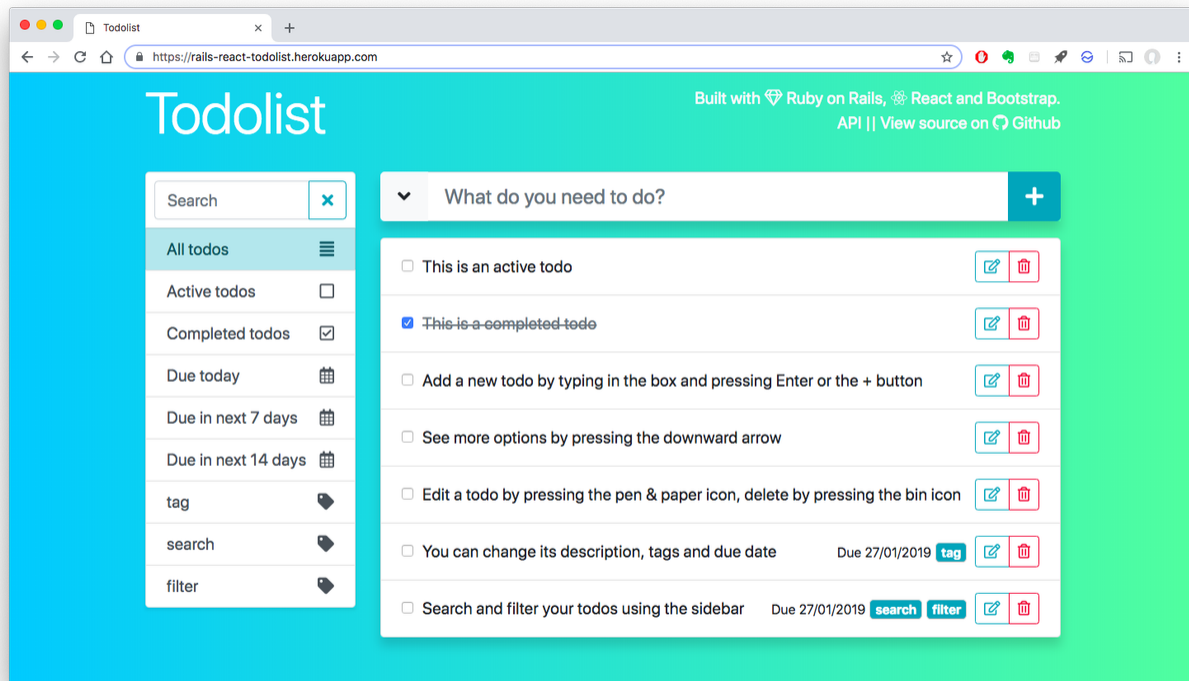


CVWO Todolist User Guide

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Viewing your todos

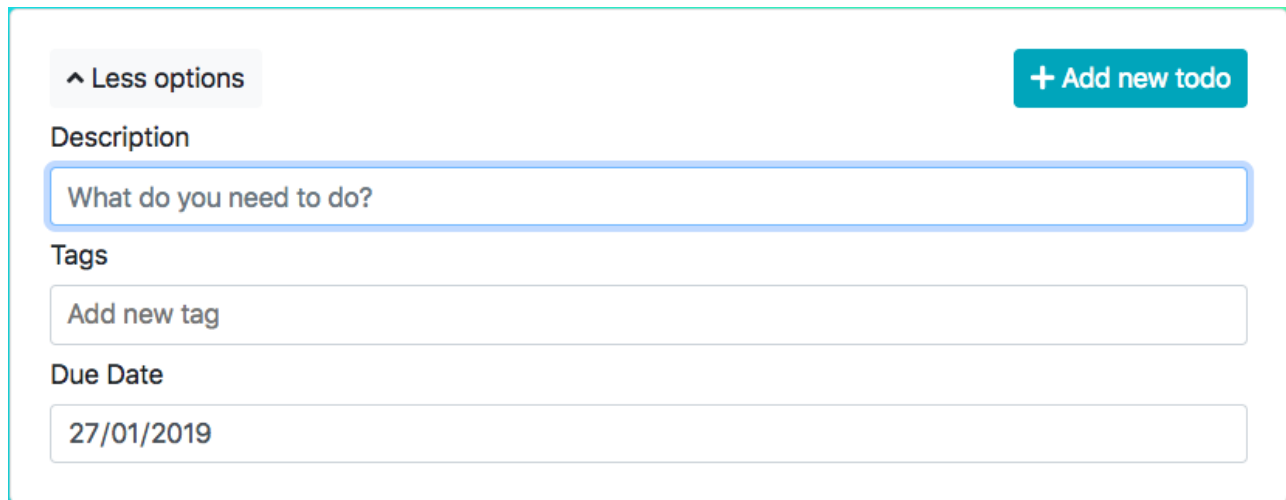
- When the website first loads, all your to-dos will be shown at the main panel on the right.
- Use the left sidebar to search your todos and/or filter by uncompleted/completed state, due date range and tags.
- NOTE: search and filter operate together, that is, it searches among the filtered to-dos, and filters on the to-dos matching the search term

Search	×
All todos	☰
Active todos	☐
Completed todos	☑
Due today	📅
Due in next 7 days	📅
Due in next 14 days	📅
tag	🏷
search	🏷
filter	🏷

Adding a todo

- Press on the box above the main panel with placeholder text "What do you need to do?"
- Type in a description for the new to-do.
- To see more options when adding a todo, press on the downward arrow.
- To edit its description, press on the text box labelled "Description" and make changes as desired.
- To edit its tags, press on the text box labelled "Tags"
 - To add a tag, type in the tag name and press Comma, Tab or Enter.
 - To delete a tag, press its blue rectangle or Backspace.
- To edit its due date, press on the text box labelled "Due date" and type according to the format shown or press the arrow on its right to open the date picker.

- Press the blue “Add new todo” button to add it to your todos with the default uncompleted state.



^ Less options + Add new todo

Description

What do you need to do?

Tags

Add new tag

Due Date

27/01/2019

Editing a todo

- To mark a to-do as uncompleted or completed, toggle the tick box at the left of each to-do.
- To edit a to-do's description and tags, press on the blue pen and paper icon on its right, which puts the to-do in editing mode.
- To edit its description, press on the text box labelled "Description" and make changes as desired.
- To edit its tags, press on the text box labelled "Tags"
 - To add a tag, type in the tag name and press Comma, Tab or Enter.
 - To delete a tag, press its blue rectangle or Backspace.
- To edit its due date, press on the text box labelled "Due date" and type according to the format shown or press the arrow on its right to open the date picker.
- Once done editing the to-do, press the "Done" button to commit the changes or "Discard changes" to discard the changes and return to viewing mode.

Deleting a todo

- On the right of each to-do in the main panel, press on the red trash bin icon to delete it.
- WARNING: there is no confirmation before the to-do is deleted

☐ This is an active todo



☒ ~~This is a completed todo~~



☐ Add a new todo by typing in the box and pressing Enter or the + button



☐ See more options by pressing the downward arrow



☐ Edit a todo by pressing the pen & paper icon, delete by pressing the bin icon



Description

You can change its description, tags and due date

Tags

tag x Add new tag

Due Date

27/01/2019



Done

Discard changes

☐ Search and filter your todos using the sidebar

Due 27/01/2019

search

filter

