



Todolist

User Manual

Summary

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- ▶ Edit/Delete a Task
- ▶ Mark a task as Done/To do
- ▶ Add/Delete Categories
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- ▶ Notifications

OverView

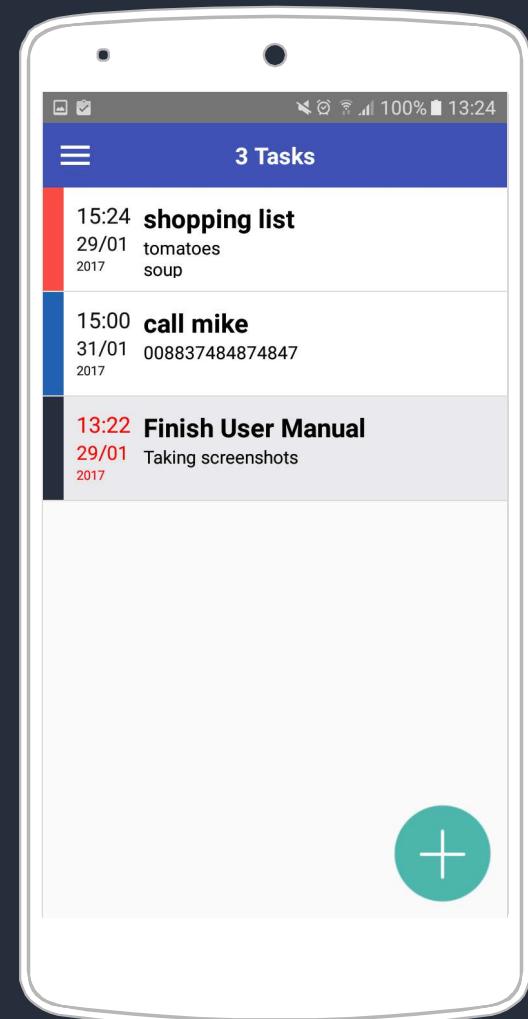
When Starting the Application,
you should have this view.

You can see the **number of tasks displayed**, the **category** of each task, the **due date** of each task (displayed in red if passed). The **title** and **description** of each task.



Create a new Task

Click on the  button and a new view will appear.



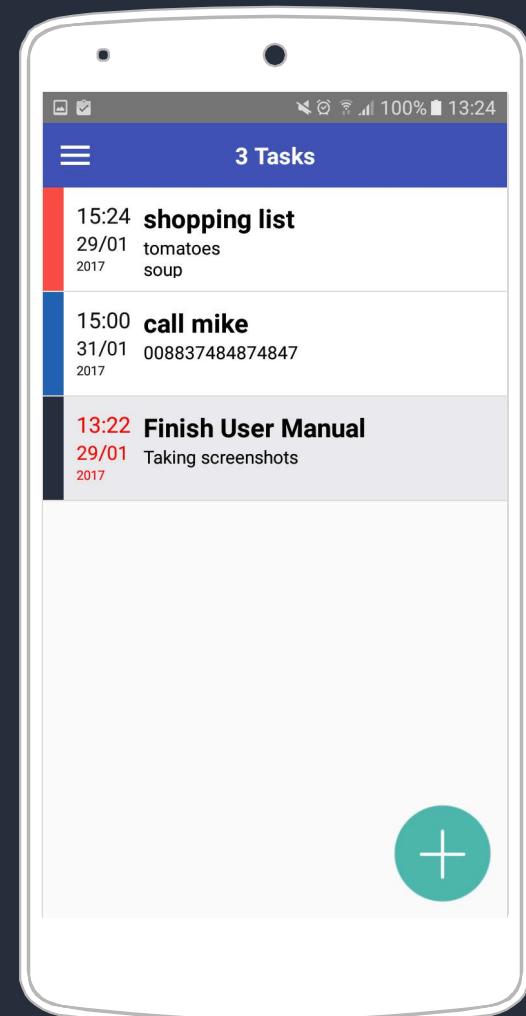
Create a new task

You can add your **Title**, **Task description**, **Date** and **Category**. You just have to click on “**Save**” to save your task and it will automatically be added to the main view.



Edit/Delete a task

When on the main screen, click on the task you want to edit or delete.



Edit/Delete a task

Edit Task

Same as when creating a task you can change the **Title**, **Description**, **Date** and **Category** of the task. When Finished click on “**Save**” to save.

Delete Task

Simply click on the  button. A confirmation dialog will show up making you able to delete the task or not.

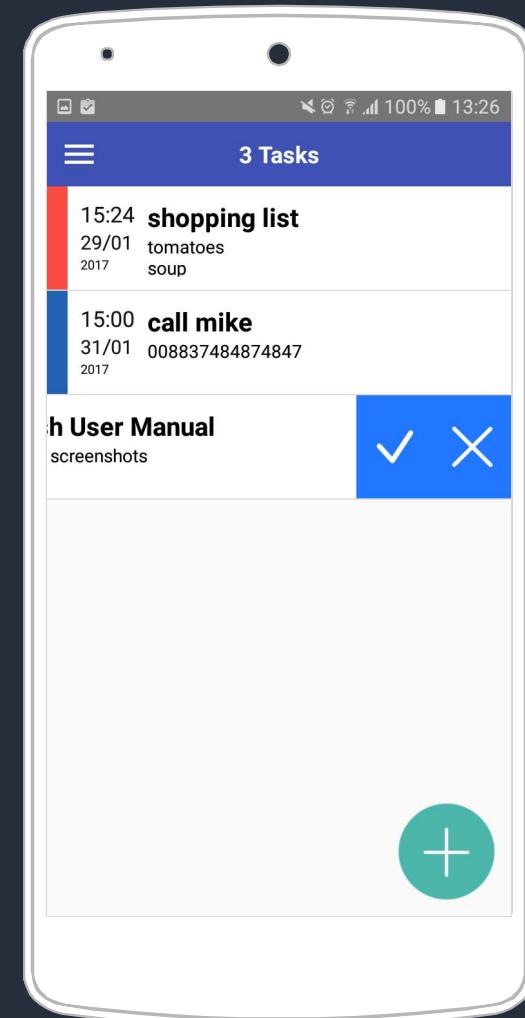


Mark a task as *Done* / *To Do*

When on the main screen, slide to the left the task you want to change the status of.

By clicking on ✓ you mark the task as **done**. And by clicking on ✗ you mark the task as **to do**.

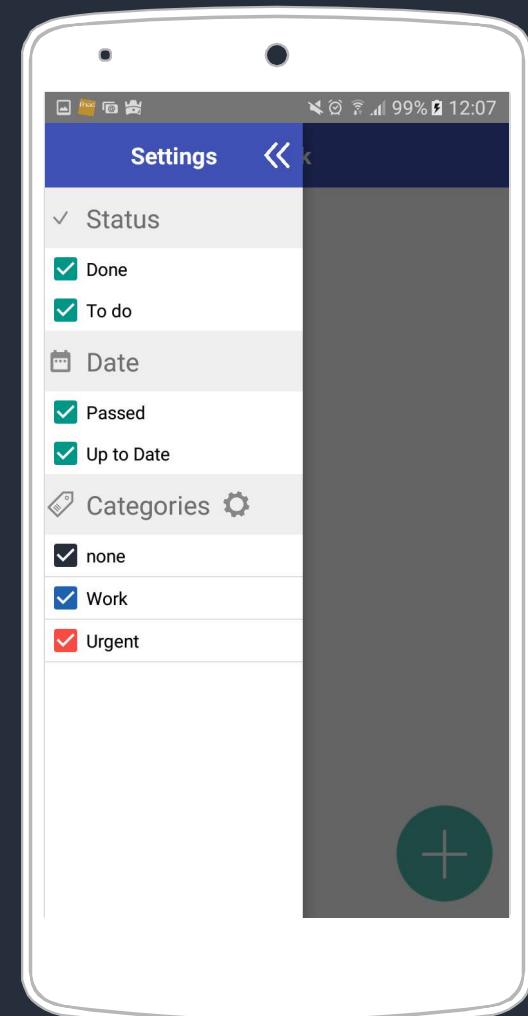
When a task is marked as done. The background will appear as the same color of the task category but a bit lighter. When a task is set as to do. The background remains white.



Add / Delete Categories

When on the main screen, click on  and a Menu should appear (to close it slide it back to the left or click on )

Then you need to Click on “Categories” or  to add and delete categories.



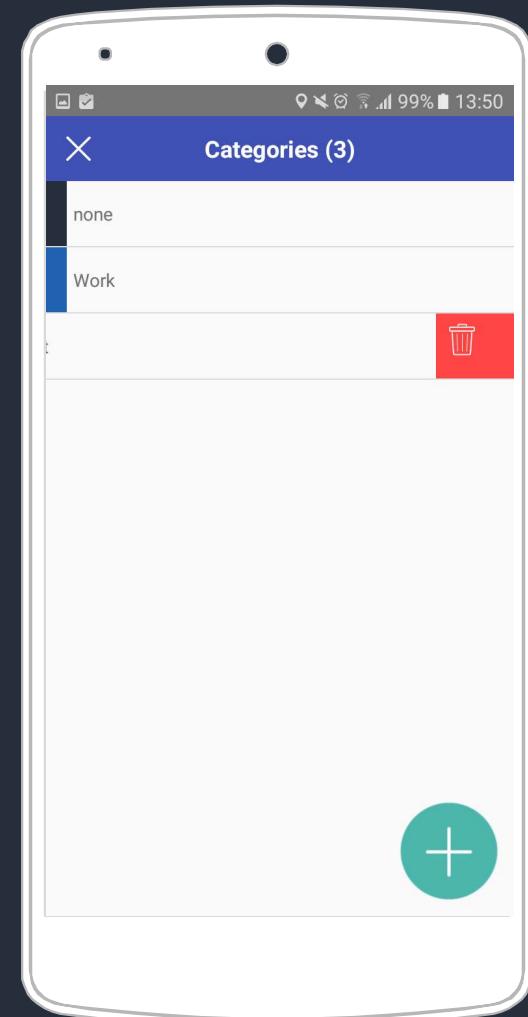
Add / Delete Categories

Add Category

Simply click on the  button and a Dialog will appear.

Delete Category

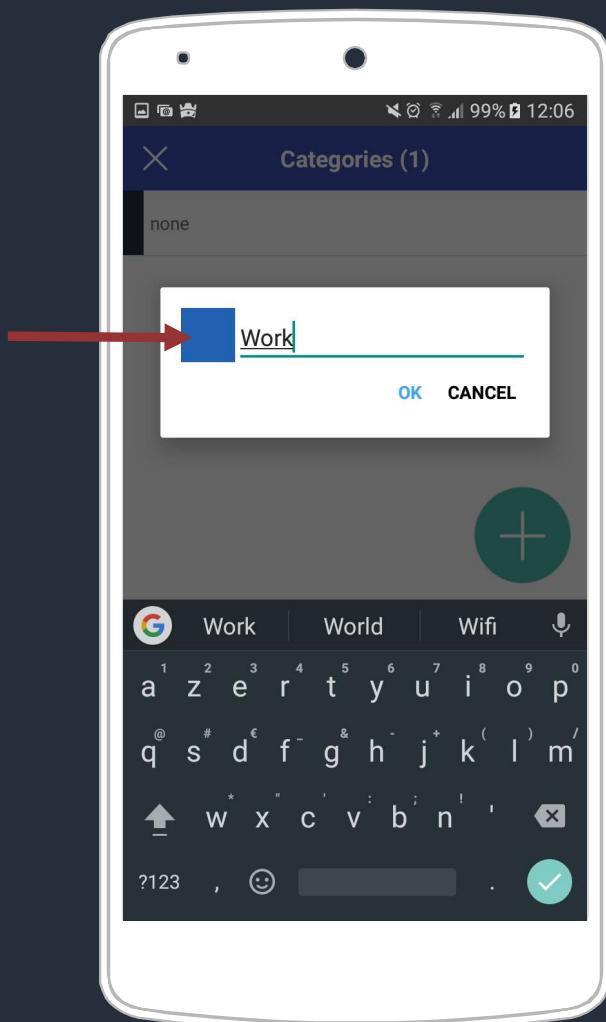
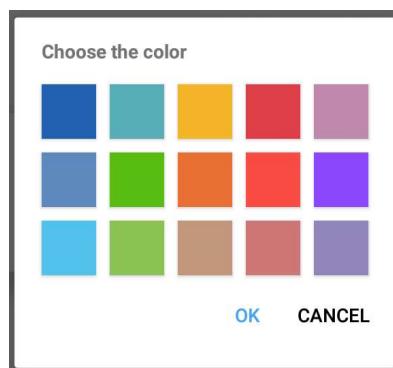
Slide the category you want to delete to the left and a bin  will appear. Click on it to delete the category.



Add / Delete Categories

Add Category

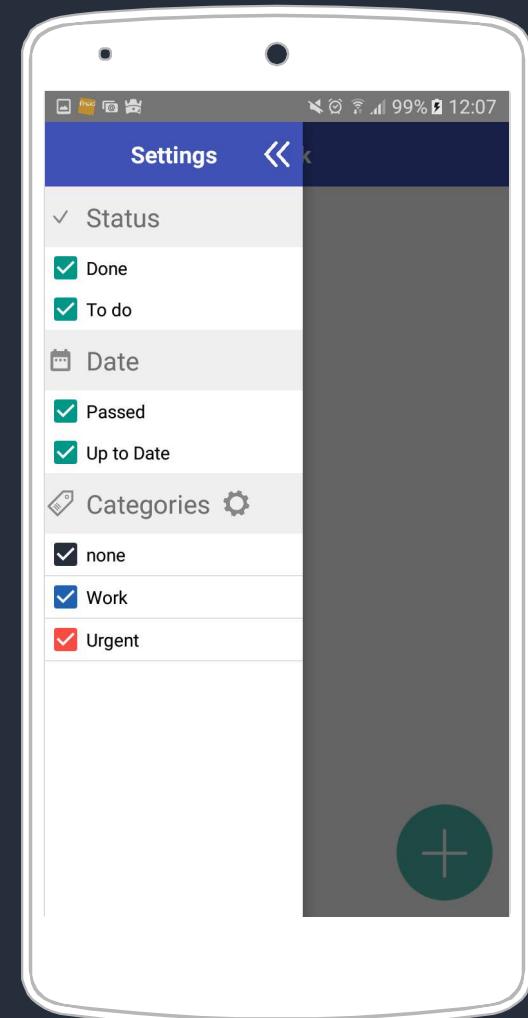
You can choose the Name and the color of the category. Simply type in the name you want. To choose the color click on the **square** and this dialog will appear letting you choose which color you want :



Filter Tasks

When on the main screen, click on  and a Menu should appear (to close it slide it back to the left or click on )

You can filter the tasks by showing only the ones you want. Simply click on the checkbox if you want to show/unshow a task by status / date / category.



Notification

When a task is due. You will receive a notification on the date given when creating the task. The notification will appear showing you the **category** (its color), **title** and **descripiton** of the task.

