

Arizona State University

To-Do List User Guide

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Introduction

This user guide introduces the To-Do application and guides you through installation and use of the application. This document additionally contains numerous helpful illustrations to help navigate around the interface and displays how to use this helpful software to make your daily routine more efficient.

Overview

The To-Do list application helps manage your day by prioritizing your tasks and keeping track of what is next, in progress, and completed. Additionally, you can print reports to monitor your productivity over a set amount of time.

Installation

The To-Do list application requires Java 8 or later to be downloaded. If you do not have Java installed, follow these instructions:

1. Head to <https://java.com/en/download/>
2. Click the “Free Java Download” button
3. Click the “Agree and Start Free Download” button
4. Choose to save the file it offers
5. Once it finishes downloading, open the file to run the installer

Once Java is installed, you're ready to run the To-Do list; see below for how to get started.

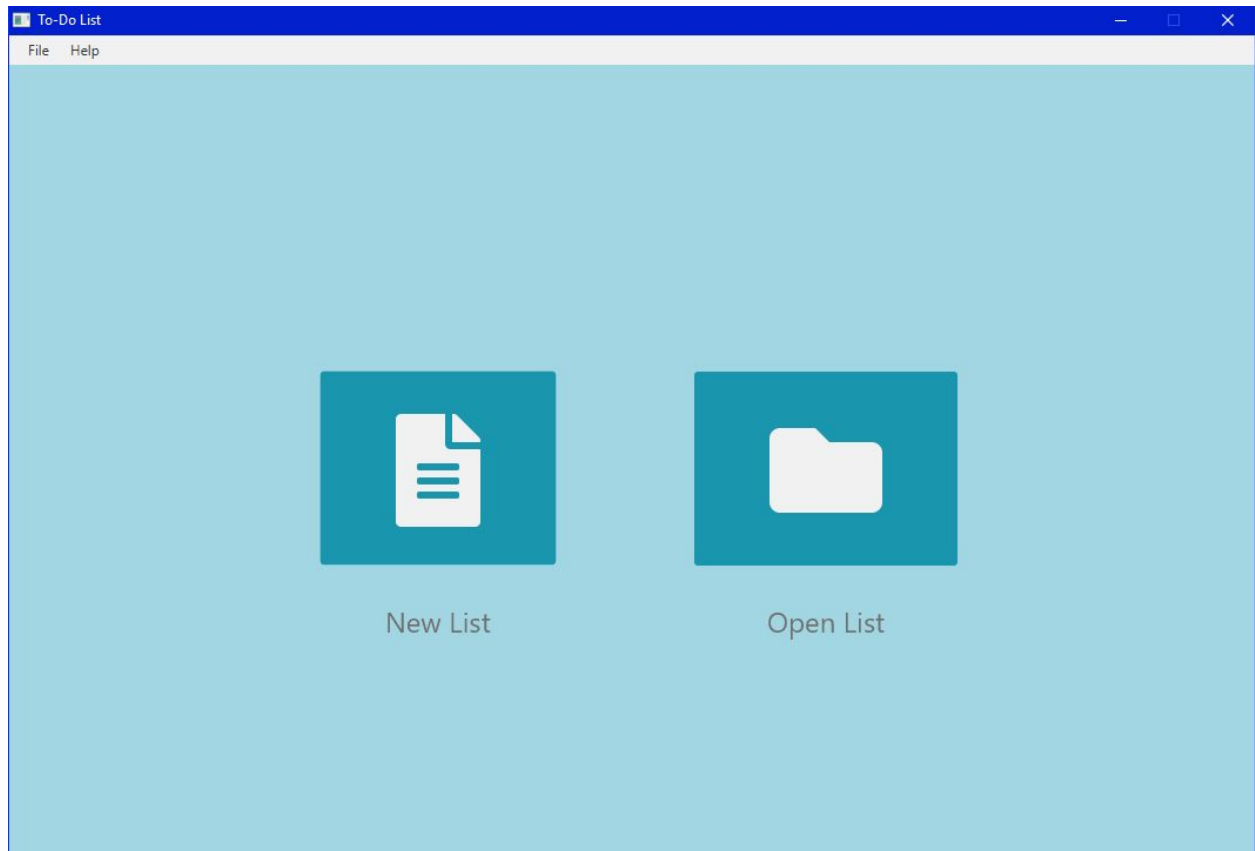
Getting Started

To launch the application, double-click the application icon, and the application window will appear on your screen.

Initially, there will be only two main buttons on the screen: “New List” and “Open File”. If you already have a saved To-Do list, you can use the “Open File” button to find and load it. Otherwise, you can use the “New List” button to create a brand new, empty list.

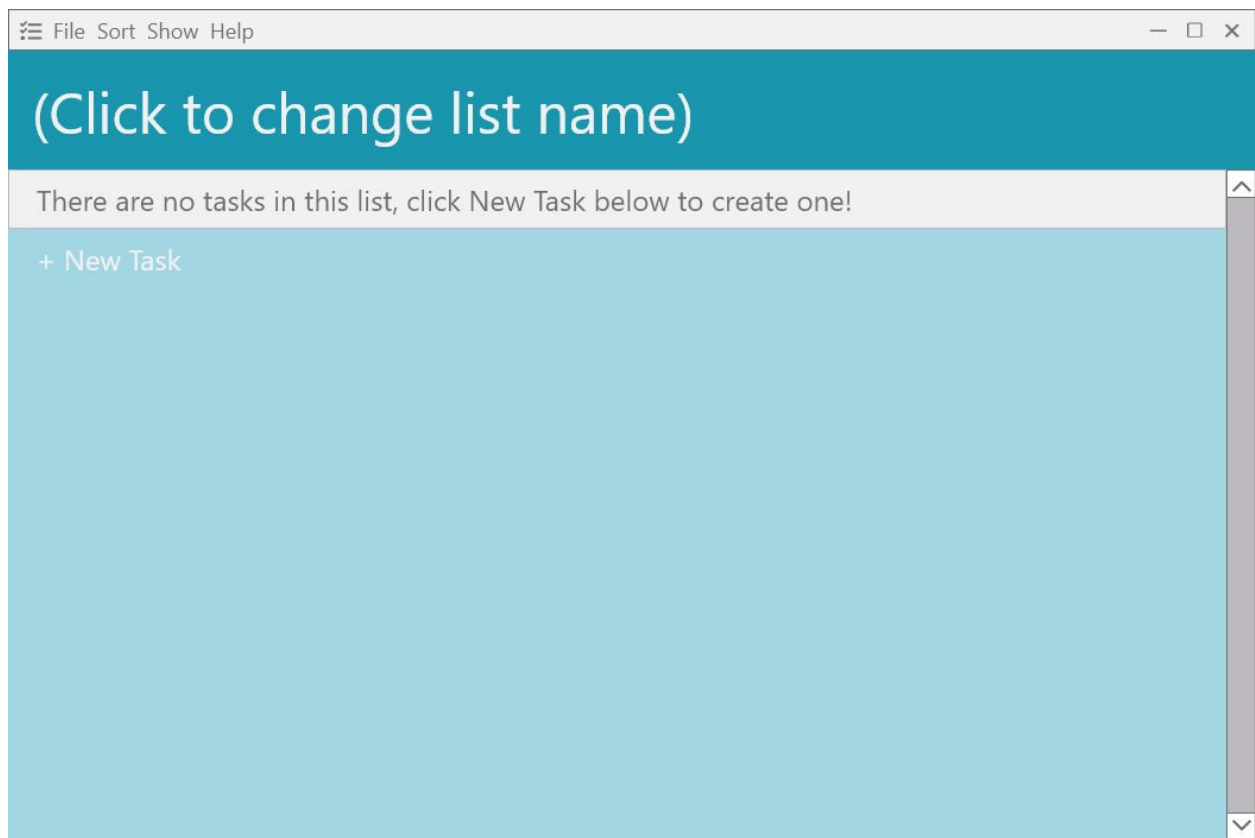
User Interface Overview

Start Screen



When the application is first loaded, you are presented with the option to begin a new, blank To-Do list or open an existing one. Simply click on the button that corresponds to your desired action. When you choose to open an existing list, a file browser will pop up and allow you to select the file to open. To-Do list files come with the extension `.tdl`.

New Lists



When you start a new To-Do list, it is initially blank and unnamed. You can click the title area “(Click to change list name)” to modify the name of the To-Do list. Names can be anything, but it’s helpful to describe briefly what the list is about for easy reference when you have multiple lists. Press the enter key once you have finished editing the name to save it. If you click outside the name it will not be saved.

Clicking on the “+ New Task” button will allow you to add tasks to your list. See below for more information on adding tasks.

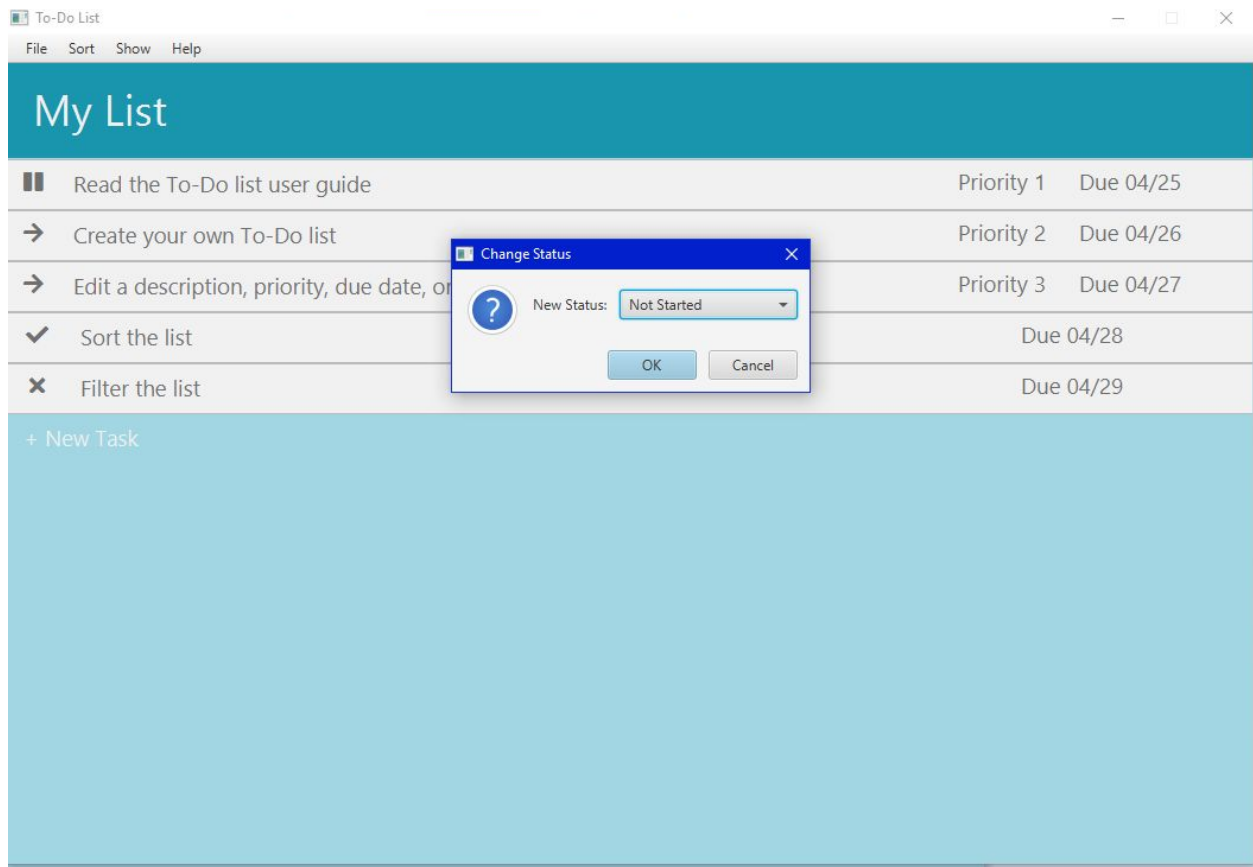
The List

My List			
▮▮	Read the To-Do list user guide	Priority 1	Due 04/25
→	Create your own To-Do list	Priority 2	Due 04/26
→	Edit a description, priority, due date, or status	Priority 3	Due 04/27
✓	Sort the list		Due 04/28
✕	Filter the list		Due 04/29
+ New Task			

Once you add some items, the To-Do list will look something like the above. Each item has a Priority, Status, Description, and Due Date. By default, the list is sorted in order of Priority, with the highest-priority item first. You can modify the priority of a list item by clicking on its priority, then entering the desired new priority.

To modify the status, description, or due date, simply click on the status icon, the description, or the due date. To change the sorting of the list, or show/hide finished and cancelled tasks, use the Sort and Show menus in the menu bar.

Item Status



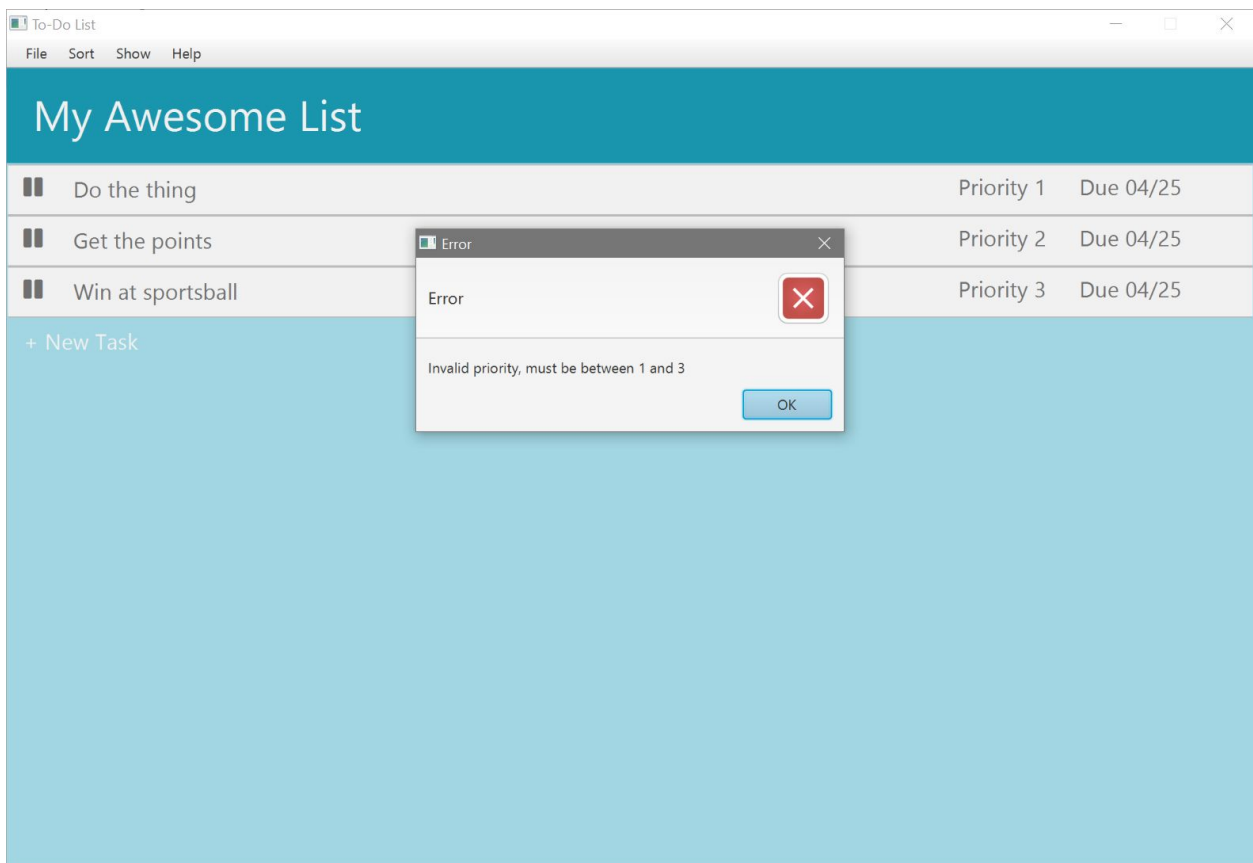
Each list item can have one of the following statuses: Not Started, In Progress, Finished, and Cancelled. To change the status of a list item, click the status icon and select the new desired status. By default, when you mark a list item as Finished or Cancelled, it will disappear from the list. Use the Show menu to modify whether or not these items should be shown.

Item Priority

Each list item in the Not Started or In Progress status has a priority, starting from 1. Priority 1 is the most important task, and they get less important as the priority increases. To change the priority of a task, click on the Priority number and type in its new priority. The task will become that priority, and other tasks will be shoved down (decreased in priority) if applicable in order to make room. If you attempt to enter a priority that is not a number, or that would fall outside the bounds of the list, you will be shown one of the error messages below.



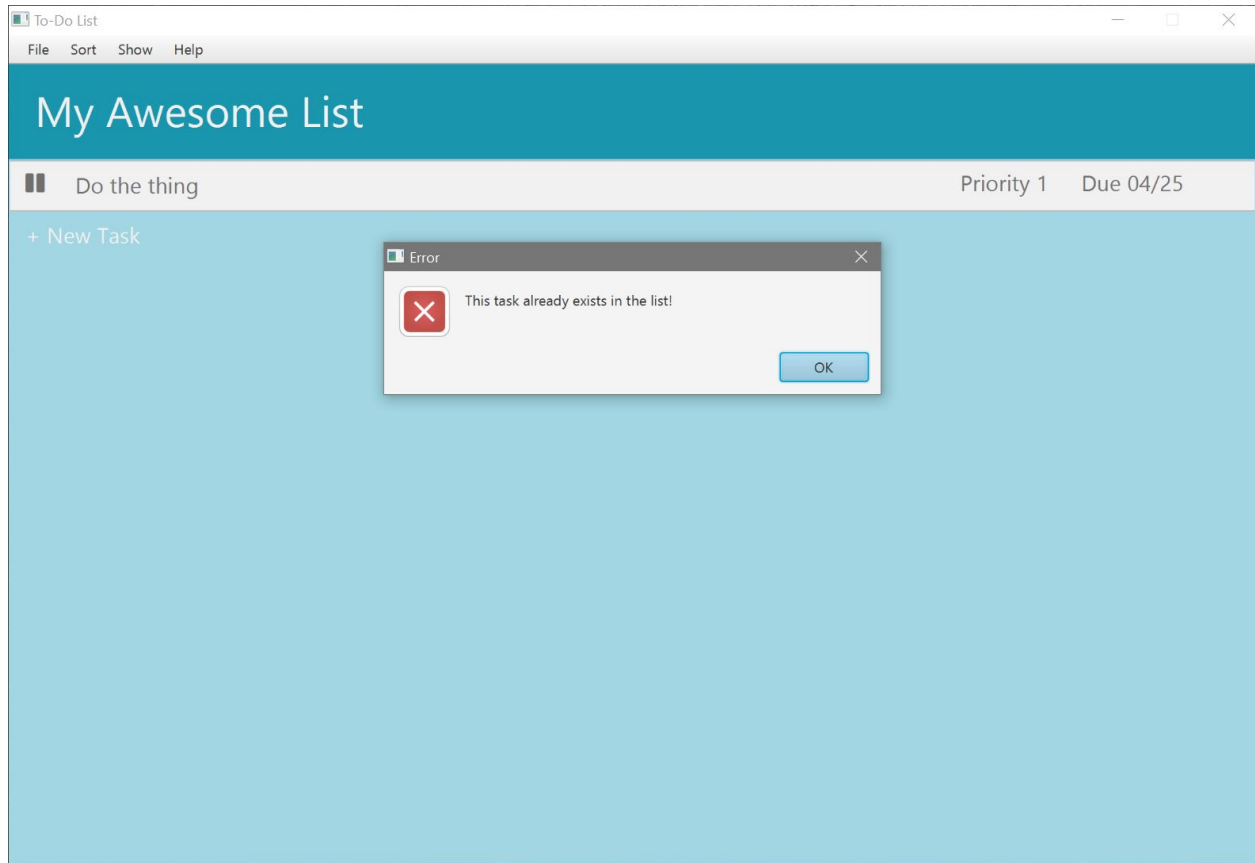
Error message shown when the priority typed is not a number.



Error message shown when the priority entered is outside of the list's bounds.

Item Description

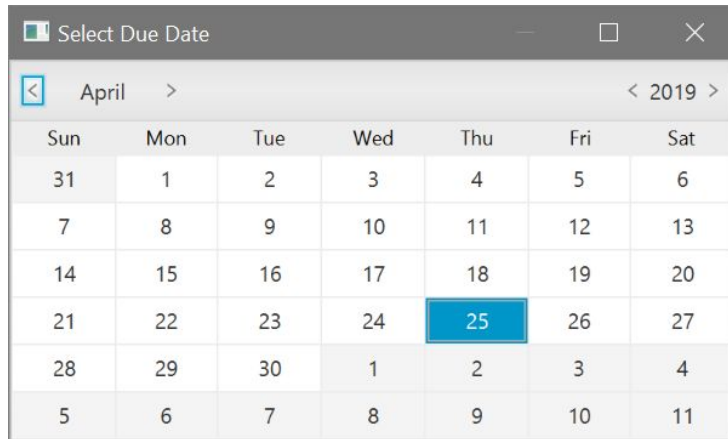
Each list item has a description, which is arbitrary text that you enter. Descriptions must be unique across all list items, and you will be shown the error message below if you try to add or edit a list item to have a duplicate description. To stop editing the description, press the enter key and any changes made to the description will be saved. **If you click outside the description box without pressing enter it will not save.**



Error message shown when attempting to add a duplicate description.

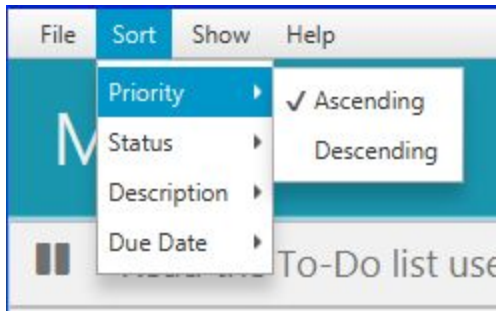
Due Date

Clicking on a due date will display a calendar, allowing you to easily modify what the due date for the task is. To change the due date, simply click on one of the dates in the calendar. The calendar will default to the current date.



Calendar display

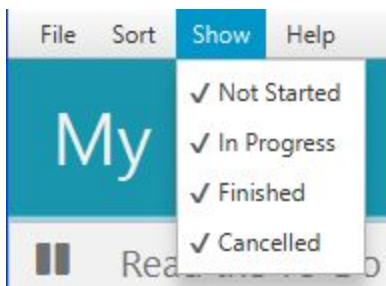
Sorting



By default, the list is sorted by Priority order, with the highest-priority task first. You can additionally sort the list by Status, Description, or Due Date by going into the Sort menu.

The above screenshot is an example of how the sort menu looks. Each sorting type can be used in both ascending and descending order.

Changing Shown Items



By default, only Not Started and In Progress tasks are shown in the list. You can filter what tasks are shown by using the Show menu. For example, when you elect to show Finished tasks, they will appear at the end of the list.

Menu Bar

The menu bar is located at the top of the applications and contains the File, Sort, Show, and Help buttons.

The **File** menu has the following options:

1. **New** - Creates a new, empty To-Do list. If you currently have a list opened, this action will close the open list first. If the list is not saved, you will be asked if you wish to save your changes.
2. **Open** - Opens an existing To-Do list. You will be shown a file browser so that you can select what list file to open.
3. **Close** - Brings the user back to the splash screen where New List and Open List can be selected.
4. **Save** - Saves the current list to the hard drive, so that you can Open it later.
5. **Save As** - Allows you to save the current list to the hard drive under a different name, useful if you wish to make a copy of the list.
6. **Print** - Prints the To-Do list. The Print function will take your given Sorting and Shown statuses into account, and will additionally show information such as Date Started and Date Finished, where relevant. Selecting this will save the file as a text document on your computer, and open the file for immediate viewing.
7. **Exit** - Exits the application. If your current list has unsaved changes, you will be asked if you wish to save before exiting.

The **Sort** menu has the following options:

1. **Priority** - Sort by the task's priority
2. **Status** - Sort by the task's completion status, in order of Not Started, In Progress, Finished, and Cancelled.
3. **Description** - Sort alphabetically by the task's description
4. **Due Date** - Sort by when the tasks are due

Each action in the Sort menu allows you to sort **Ascending** or **Descending**. By default, the list is sorted by Priority in Ascending order.

The **Show** menu has the following options:

1. **Not Started**
2. **In Progress**
3. **Finished**
4. **Cancelled**

Clicking an option will either check or uncheck it. When checked, tasks of that status are shown in the list and are printed when File->Print is selected. When unchecked, tasks of that status are not shown in the list. By default, Not Started and In Progress are checked.

The **Help** menu has the following options:

1. **User Guide** - Opens your internet browser to view this User Guide online.
2. **About** - Displays information about the application and its authors.

Example Runs

Alice has multiple projects to complete and is having a hard time keeping track of them all. She downloads and installs the To-Do list application to get more control over her life by planning proactively. Her first order of business is creating a new list, which she can easily do by clicking the button on the start screen. She decides to name her list “My Projects” and begins adding tasks to be completed. What’s important for Alice is that she can easily rearrange what tasks need to get worked on next as new things come in. Thankfully, the To-Do list application makes this very easy by allowing her to click each task and set how important it is to her by changing the Priority. Now that she has one place to keep track of everything, she begins working on completing items in the list.

Bob is planning a party, and needs to ensure that everything is in order before the big day. He downloads and installs the To-Do list application to help organize the long list of tasks that go into party planning and creates a new list in it. He names it “Party” and adds the necessary tasks. Bob knows that in order for things to be completed without issues, certain tasks absolutely must be finished by a certain date. Furthermore, he wants to see things that he’s already accomplished in the list, to reassure himself that he didn’t miss anything. Bob changes the Sort order to Due Date to get a good overview of what tasks need to be tackled on any given date, and selects to display Finished tasks via the Show menu so that he can see his past work.

Carol is always on the go and rarely has access to a computer. She keeps a notebook handy to track everything she needs to do, but over time, pages get lost or scratched-out enough to make things disorganized. She downloads the To-Do list application and transfers her list over there, then uses the Print feature to print out an easy-to-reference report. As she completes tasks, she can check them off from her paper list, and later when she has access to a computer again she can mark them off in the application as well, and Print a fresh list. Due to her busy lifestyle, she saves the list to a thumb drive, making good use of the application’s ability to open and save lists anywhere, rather than tying them to the local hard drive.

Restarting

To restart the application, click the red “X” button in the top right corner of the window, or select File->Exit. If you have unsaved changes, you will be asked if you wish to save them. Then, you

can double-click the application to open it to the Start screen, where you can start fresh with a new list. Or you can open up a list that you have previously worked on.

Ending the Program

To end the application, click the red “X” button in the top right corner of the window, or select File->Exit. If you have unsaved changes, you will be asked if you wish to save them.