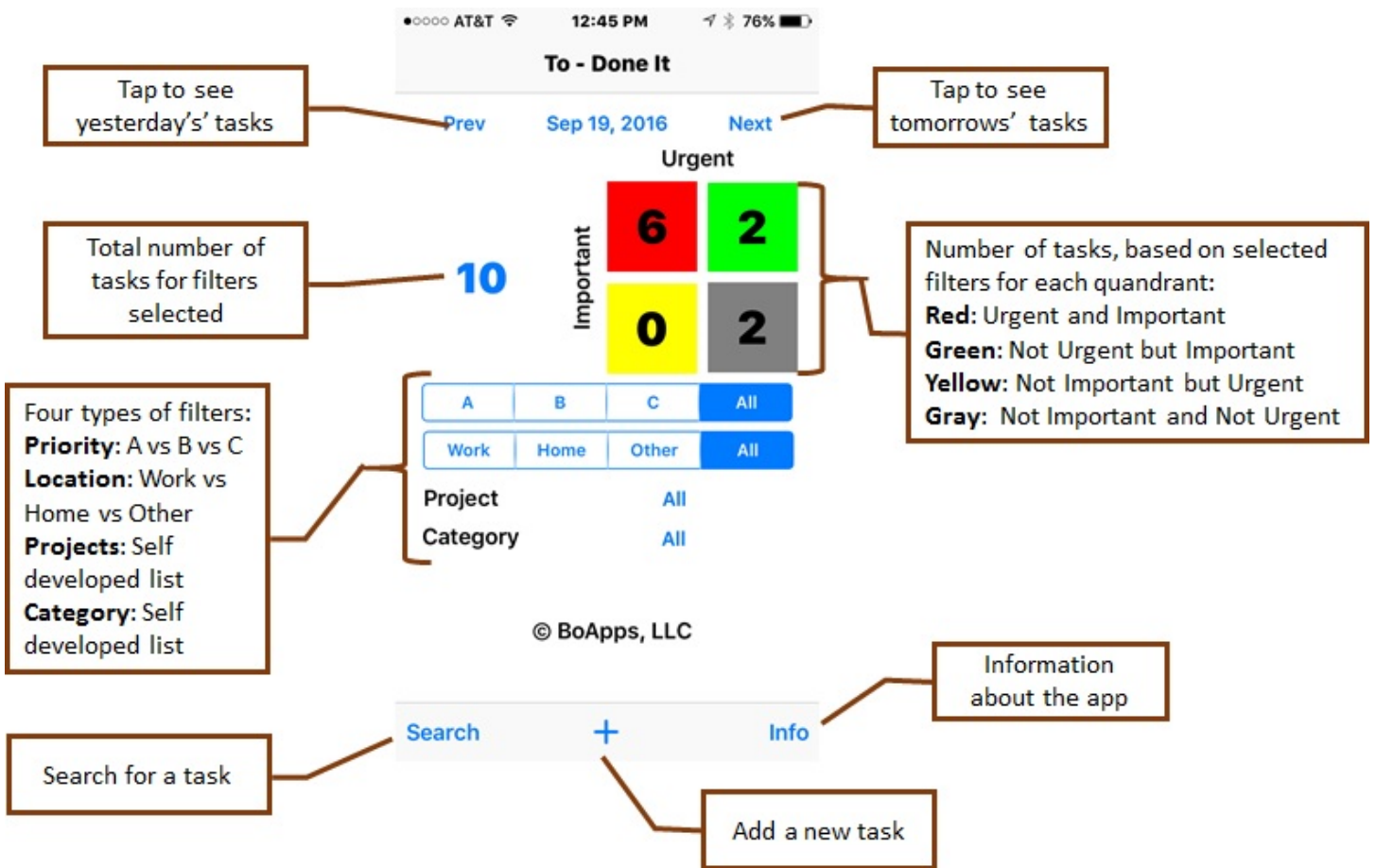




Basic User Guide

Home Screen





Basic User Guide

Task List Screen

The screenshot shows a mobile task list interface. At the top, the status bar displays 'AT&T', '6:19 PM', and '100%' battery. Below the status bar, the text 'Q1/A' is centered. A blue arrow points left to the text 'To - Done It Sep 19, 2016'. The task list contains three items:

- Task 1:** 'Book travel arrangements (flight, hotel & car)' with a grey dot status icon, 'Work, IPDI', and a red due date 'Sep 17, 2016'. A blue information icon is to its right.
- Task 2:** 'Develop message pic file & post to Facebook' with a green checkmark status icon, 'Work, EMM', and a red due date 'Sep 19, 2016'. A blue information icon and a right-pointing arrow are to its right.
- Task 3:** 'Post message to Facebook' with a red 'X' status icon, 'Work, EMM', and a blue due date. A blue information icon and a right-pointing arrow are to its right.

At the bottom of the list, there are two buttons: 'Hide Completed' and 'History'.

Callout Boxes:

- Top Right:** Tasks shown based on indicated filter selected from the Home Screen (points to 'To - Done It Sep 19, 2016').
- Left (Task 1):** Tap to cycle through the various task status's: Dot: In progress, Checkmark: Completed, X: Deleted, Arrow: Delegated (points to the grey dot).
- Right (Task 1):** Tap to see & edit the details of the task (points to the blue information icon).
- Left (Task 2):** The Filter selection(s) for the tasks (points to the green checkmark icon).
- Right (Task 2):** Task Due Date: Red indicates it is late (points to the red date).
- Left (Task 3):** Hide completed tasks so they don't clutter up the list (points to the red 'X' icon).
- Right (Task 3):** Show task History (points to the 'History' button).





Basic User Guide

Task Edit Screen

Return to the Task List screen WITHOUT saving your changes

Tap to Save your changes

Tap to change the Due On date

Tap to select a Category (Optional)

Tap to select a Project (Optional)

Tap to select a Repeat cycle (Optional)

Tap to select a Repeat Until (Required for Repeated tasks)

Sep 19, 2016 Edit Task Save

Task Name
Book travel arrangements (flight, hotel & car)

Status
Not Started

Due On
Sep 17, 2016

Category
IPDI

Project
(Optional)

Repeat
Every Sat

Repeat Until
Feb 29, 2036

Classification
Work Home Other

Priority
A B C

Importance
Important Not Important

Urgence
Urgent Not Urgent

Note

Delete

