



To Do Checklist



User's Guide

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Application Overview

To Do Checklist is a mobile application available for iPhone, which allows you to create and manage numerous lists with tasks, such as shopping list, house renovation or trip preparation checklist.

Each task can hold several types of details, for example you can add reminder and due date for a task, a phone number and email address related to this task and some text notes.

Task lists can be synchronized via Dropbox, sent by SMS and emailed from the app.

The main application window is divided on two parts.

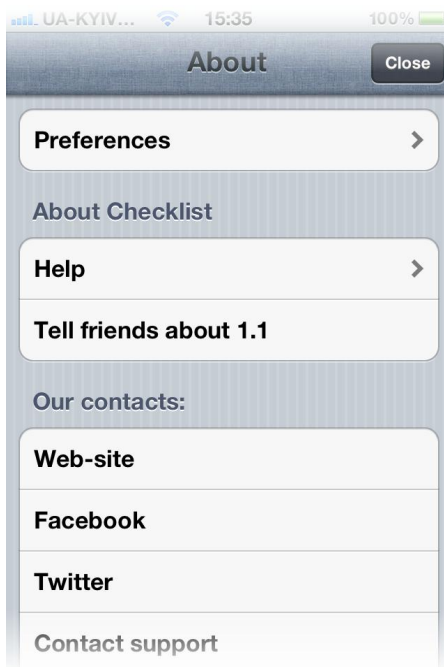
There are lists in the upper part of the application window and categories in the bottom part.



You may create lists and add tasks with different details in those lists. Read more about creating lists - [Creating a task list](#)

Processed tasks will be divided by categories. Read more about categories - [Tasks categories](#)

Tap on the  icon to open **About** window.



This window gives access to the application Settings, Manual and social links of Brain in Stock. Also here you can write a feedback or contact support.

In the Preferences section you can set whether you want to enable or disable Dropbox synchronization for all task lists created as shared and connect to your Dropbox account. Also you can define here such settings as badge notifications displaying and in-app notifications about shared tasks updates.



Creating a task list

All tasks are placed in the lists, so first of all you need to create a list.

To create a list tap on the  icon.

In the opened dialog input the list name

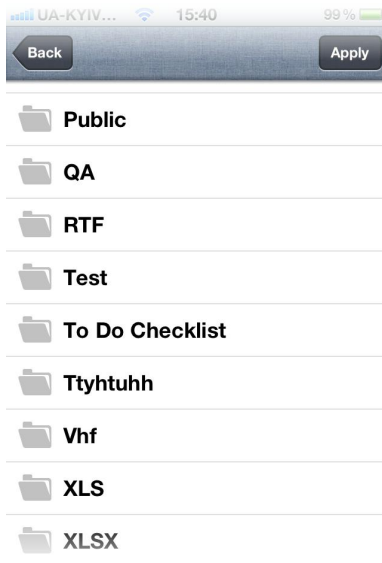


You can also tap the arrow icon to open title patterns list and select a name from it. If you already have such task list there will be added a number suffix.

Now define the synchronization options for this list. You can make this list available for all users invited to selected Dropbox folder. Switch **Sync With Dropbox** option to ON.

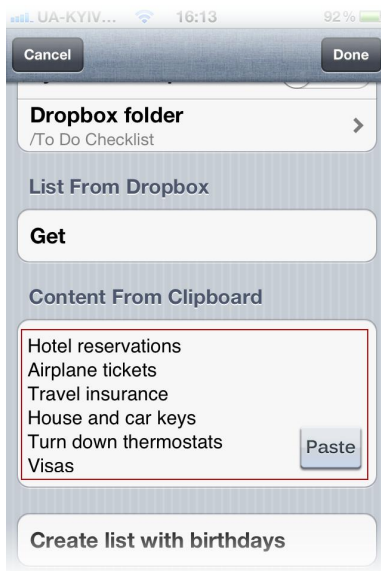


Then tap **Dropbox folder**, allow the application to connect to your Dropbox account and select a folder for storing tasks. Tap **Apply** when done. The selected folder will be listed under the **Dropbox folder** sign.



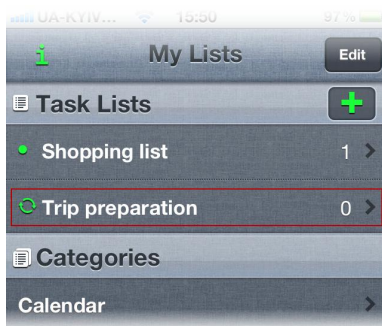
To get an existing task list from the Dropbox folder tap **Get** in the **List From Dropbox** field. Then select a list from the opened file manager.

To add tasks from text message or email you can use Content From Clipboard option. Copy tasks from text message or email and then tap Paste in this field. The application creates lists from any text separated by next symbols - ".", ",", ":", ";", "\n".



To create a list containing all birthdays from your Contacts tap the **Create list with birthdays** option.

As you can see, the list was added and now it contains 0 tasks. Local lists are marked with a green dot, while shared lists are marked with a green circle.



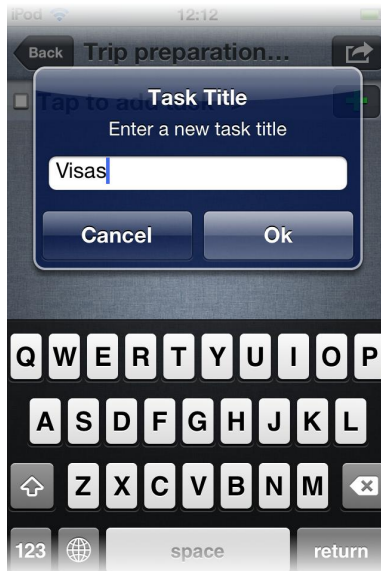
To delete a list swipe it and tap **Delete** button. You can also tap **Edit** button to delete or sort tasks. To sort tasks simply drag them to required position.



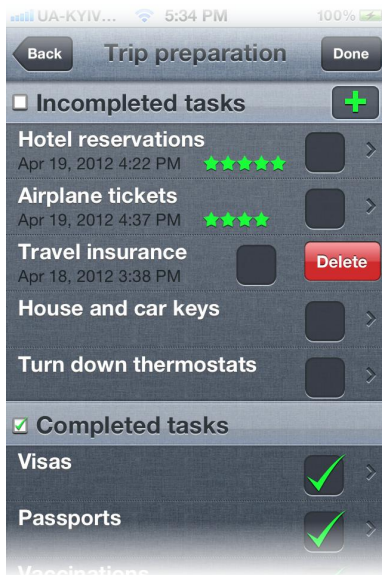
To open the added list tap on it. The empty list will open, where you can add tasks.



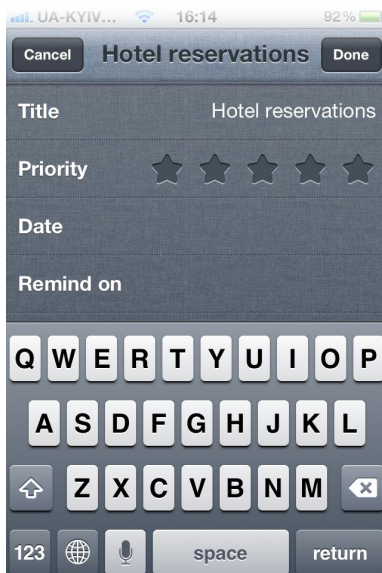
Add tasks using the plus icon and name them in the opened dialog.



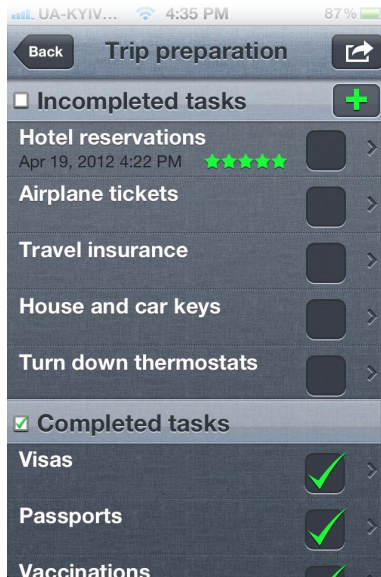
To delete a task swipe it and you will see the **Delete** button.



To rename a task tap on it to open the [Details](#) window and tap the task name. Then input a new name using the opened keyboard.



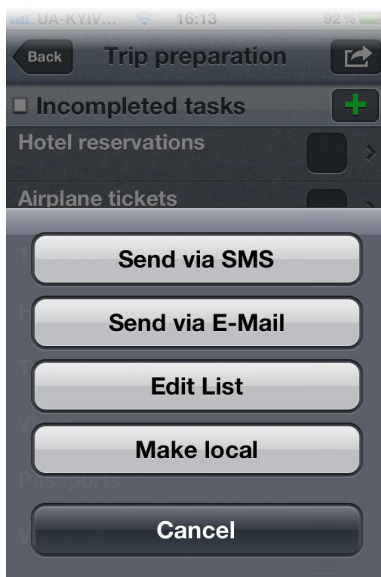
If the task is finished you can mark it as completed by tapping on the checkbox.



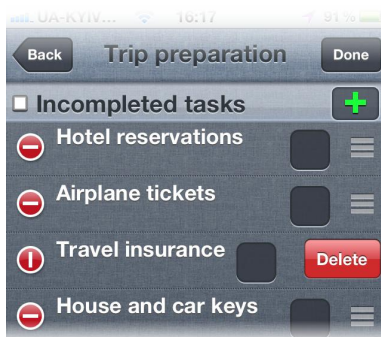
All completed tasks automatically move to the Completed tasks [category](#). You can remove mark to set a task as uncompleted by tapping on it again.

Created task list can be synchronized via Dropbox or made local, edited, sent by sms or by email using the context menu

To open the menu tap on the  icon.

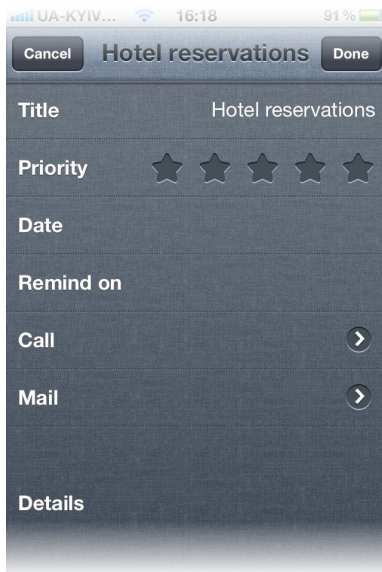


To sort a list tap **Edit List** and then drag tasks on the required places or delete them using the **Delete** button.



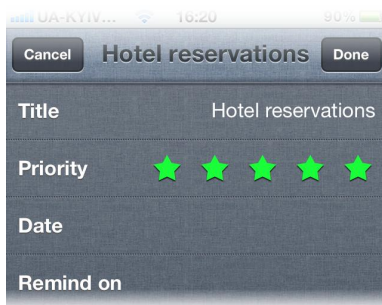
Adding task details

Each task can contain some details such as priority, text notes, phone number, email address, date for completion and reminder.



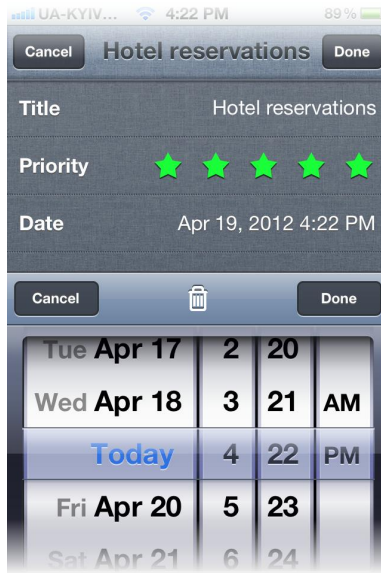
To open the **Details** window simply tap on a task in a task list.

To set a priority set the required amount of stars. All tasks with 5 stars will be placed in the **Important** tasks category. Note that the highest priority from the tasks set for a current date will be also displayed in the **Calendar**.

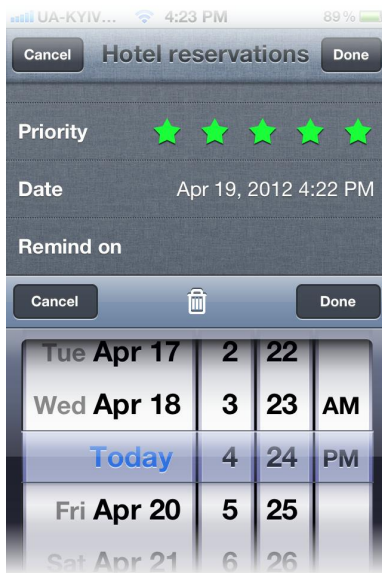


Tap on the **Date** to add completion date. When the date comes this task will

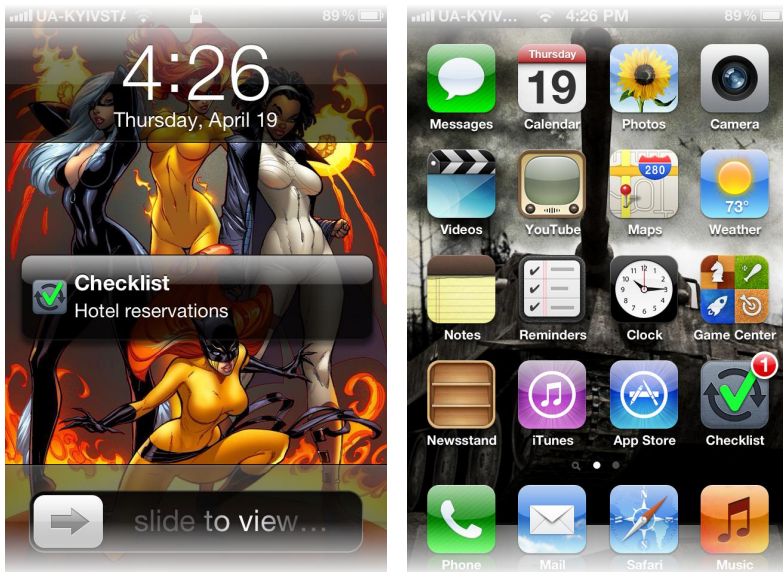
be placed in the **Today tasks** category. If the task won't be checked as completed during this day it will be moved to the **Delayed** category. Tap **Done** when the date is selected. To delete this or any other detail, open it and tap the trash bin icon.



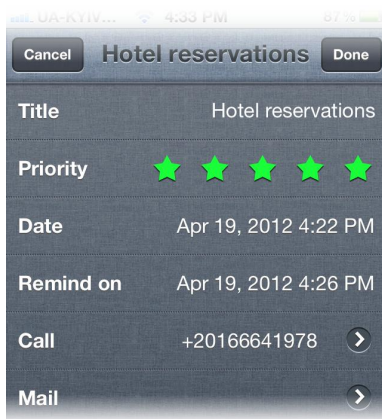
Tap on the **Remind on...** to add a reminder and select a date and time. Tasks with set reminder will be added to the **Reminders** category. Read more about categories in the chapter - [Tasks categories](#).



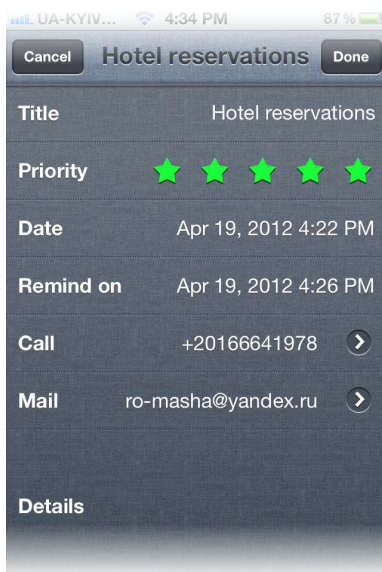
The reminder will be shown on the main screen of your iPhone.



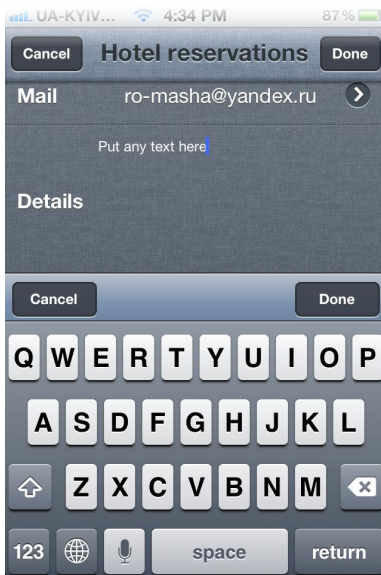
Tap on the **Call** to add a phone number which can be used for call regarding the task. You can call right from this window by tapping the number.



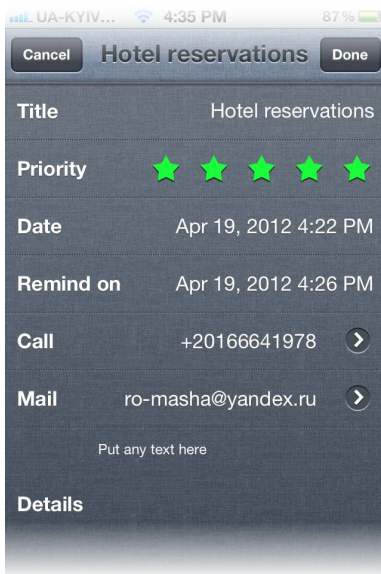
Tap on the **Mail** to add an email address. You can send an email right from this window.



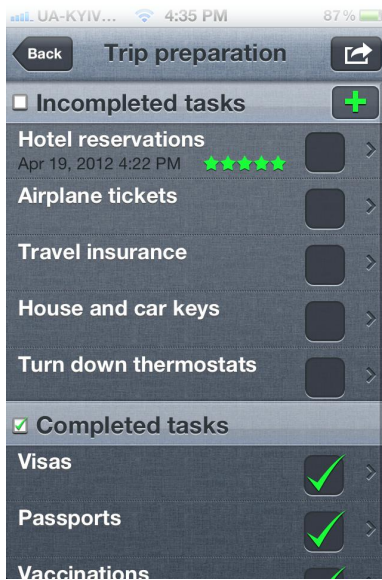
Tap on the **Details** to add text notes regarding the task.



Tap on the **Done** button to return to the tasks list.



Detailed task will look as follows:



Tasks categories

All tasks in the application are divided by several predefined categories for quick and easy navigation. The categories list located in the bottom part of the main screen.



Calendar category - opens the Calendar which shows dates with set tasks and the highest priority of the task set for this date.



Important Tasks - contains all tasks with the 5 stars priority.



All Tasks category - contains all tasks from all lists in the application.

Today tasks category - contains all tasks with the **Date** parameter set for today (see [Adding task details](#))

Delayed category - each task with the Date parameter set earlier then current date and not done yet, will be placed here.

Reminders category - contains all tasks with the **Reminder** parameter set.



Done category - contains all completed tasks from all lists.

