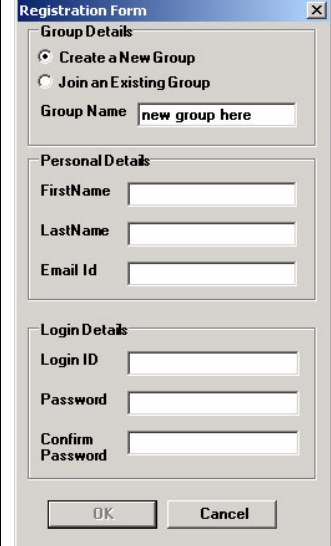



## How To Use Todo

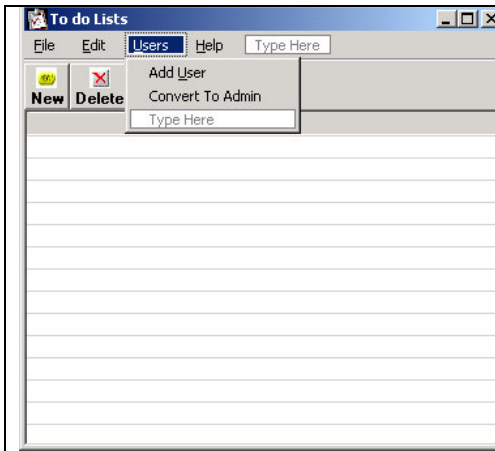
### How to Create a New Group.

	<p>Click on RegisterNow Link on Login Form.</p> <p>The user is presented with a Registration form.</p> <p>Select 'Create a New Group' and enter the new group name and fill personal and login details and click on ok button.</p> <p>If a user is registered then he is assigned the role of admin for the new group which he has created .</p>
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### How to Join a New user to the Existing Group

	<p>Click on RegisterNow Link on Login Form</p> <p>The user is presented with a Registration form.</p> <p>Select 'join an existing group' and enter the existing group name and fill personal and login details in Registration Form and click on ok button.</p> <p>If a user is registered then he becomes a member of the group which he specified.</p>
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**How can an admin of the Group can create new Users (with or without Admin rights).**

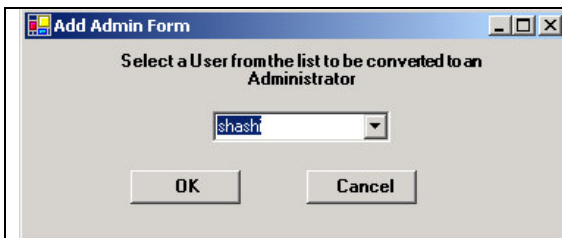


After sign in the admin gets a Todolists Form from where he can add user to his group with or without admin rights.

From users menu click on add user or Click on add user icon on tool bar .

The admin is presented with a registration form which is to be filled. If allow administrator access is checked then that user has administrator rights.

### **Assigning to the User, the role of admin, If not done so while creating a new User.**



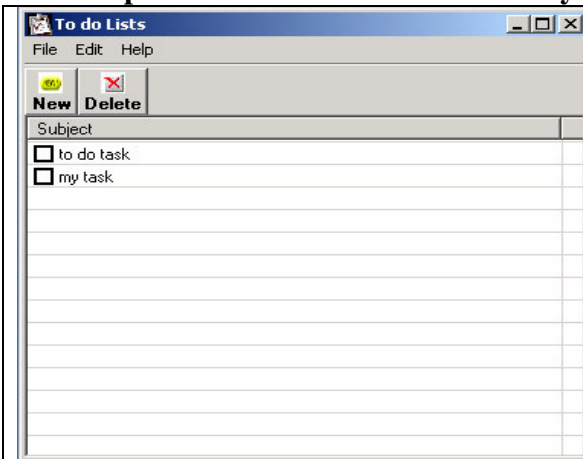
To convert a user as another administrator of the same group an admin needs to click on users menu and click on convert to admin.

The admin is presented with a addAdmin form

Where he can select the user to be converted

As an administrator of the same group.

## How to post a Todo and delete a Todo by user



To post a todo click on new icon button on toolbar or from edit menu click on new task from todolist form.

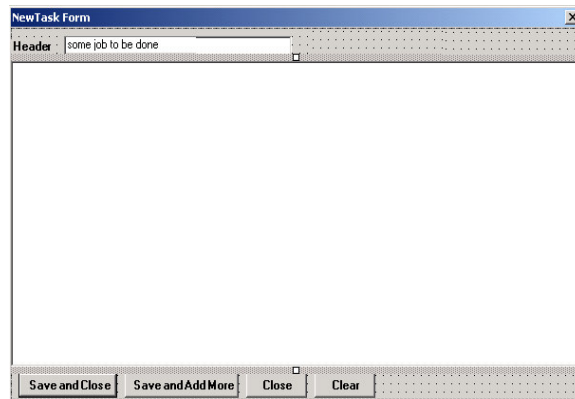
The user is presented with a new task form then user can enter the todo header and the body and then click on 'save And close' button or click on 'save and add more' button to add more todo tasks.

To close new task form click on Close .

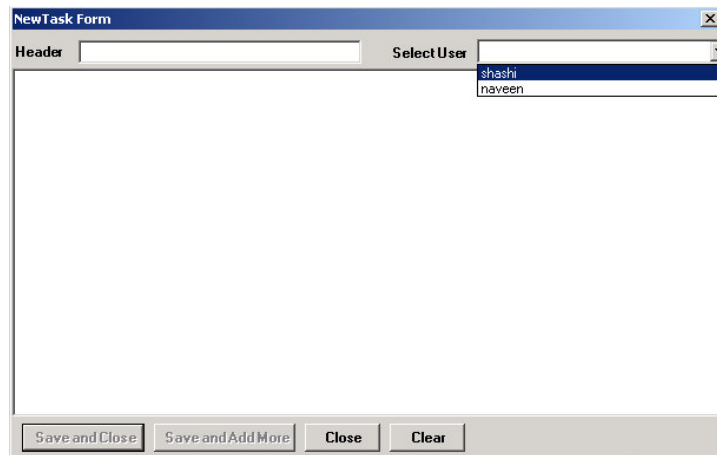
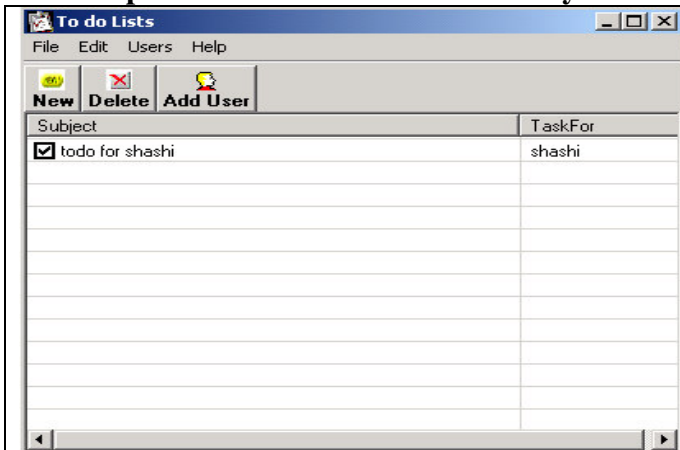
After closing the form the todo header is Displayed in todo lists form.

To view the body of the todo double click on the header info on the todolists form .

To delete the todo check the checkbox before the todo header and then click on delete button on the toolbar or click on delete tasks from edit menu of the todolists form.



## How to post a Todo and delete a Todo by Admin



To post a todo click on new icon on toolbar or from edit menu click on new task from todolist form.

The admin is presented with a new task form then admin can enter the todo header and the body and select the user of his group and then click on 'save And close' button or click on 'save and add more' button to post more todo tasks.

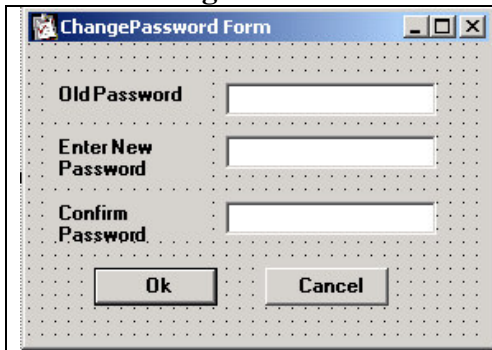
To close new task form click on Close .

After closing the form the todo header is Displayed in todolist form and the name of the user to whom the todo is posted.

To view the body of the todo double click on the header info on the todolist form .

To delete the todo check the checkbox before the header and then click on delete button on the toolbar or click on delete tasks from edit menu of the todolist form.

## How to Change Password



The image shows a screenshot of a Windows-style dialog box titled "ChangePassword Form". The dialog box has a blue title bar with standard minimize, maximize, and close buttons. The main area has a light gray background with a dotted pattern. It contains three text input fields, each preceded by a label: "Old Password", "Enter New Password", and "Confirm Password". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

To change the password click on change password from edit menu.

The user is presented with change password form. Where he can enter the existing password and the new password to be changed.