Check It Plus

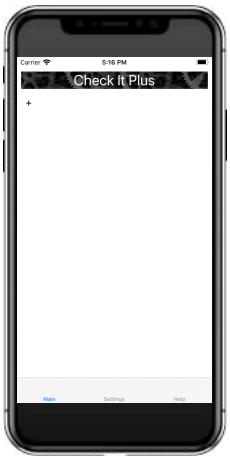
User Guide

Apps To Go - 10 July 2020

Creating a new check list 3
Editing a check list 6
Adding a task to a check list 7
Deleting a task from a check list 8
Changing the completion of a task 9
Changing the task order 10
Editing a task 11
Check list information 13
Sharing the check list 14
Copying a check list 15
Changing the check list order 17
Deleting a check list 18
Setting the date format 19

Creating a new check list

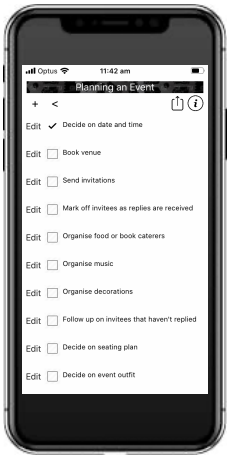
Launch **Check It Plus** by tapping the app icon and the main screen will appear.



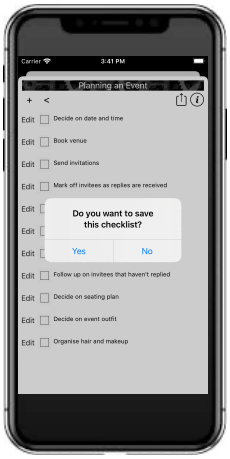
Tap + and a pop up list of check list types will appear.

The check list types include all the pre loaded check lists such as (Domestic Travel, International Travel, Moving House, Planning an Event, Applying for a Job and Preparing for an Exam). There is also the Custom check list type which enables you to create your own customised check list from scratch.
Choose the required check list type and tap **Continue**.

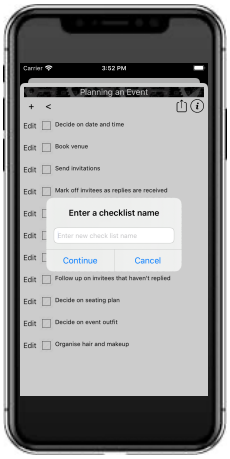
The selected check list will be displayed.



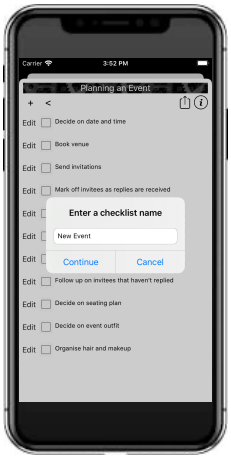
Make changes to the check list (refer to the section called Editing a check list). When you have finished making changes and are happy with the check list then tap **<**.
You will be asked if you want to save the check list, tap **Yes**.



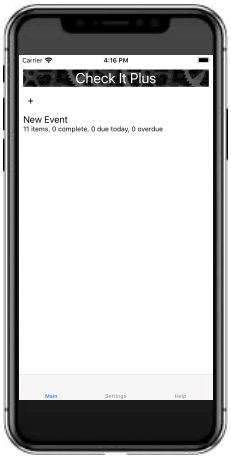
You will be asked for a check list name.



Enter a name for your new check list and tap **Continue**.

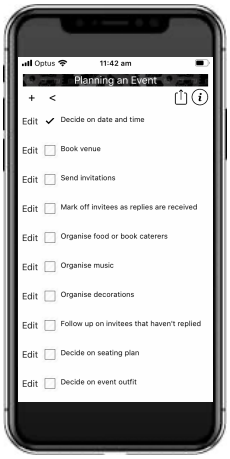


The main screen will be displayed and your new check list will appear in the list. The numbers of tasks in the check list will appear as X items underneath the check list name.

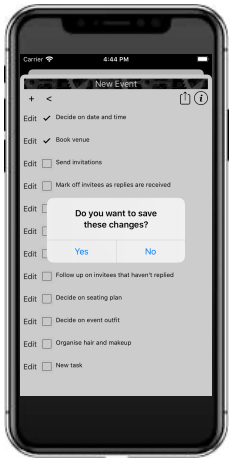


Editing a check list

From the main screen tap the check list name that you wish to edit.
The selected check list will be displayed.

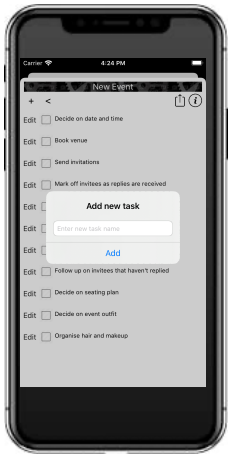


Make your changes to the check list. When you are finished tap **<**.
You will be asked if you want to save the changes to the check list. If you want to save the changes to the check list then tap **Yes**. If you don't want to save the changes tap **No**.

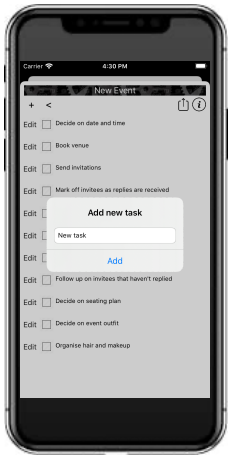


Adding a task to a check list

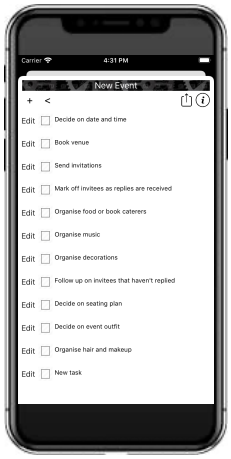
From the check list screen tap +. You will be asked for a name for the new task.



Enter the new task name and tap **Add**.

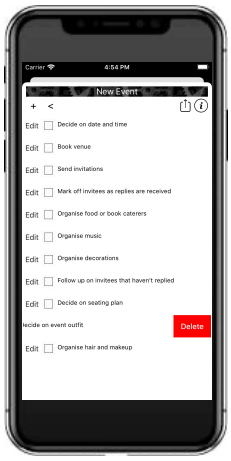


Your new task will be added to the end of the check list.

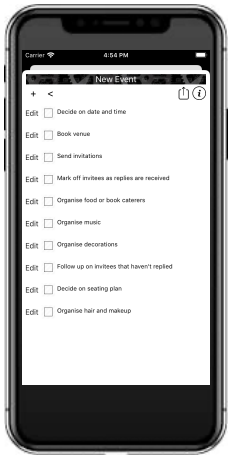


Deleting a task from a check list

From the check list screen. Right swipe the task that you wish to delete and tap **Delete.**

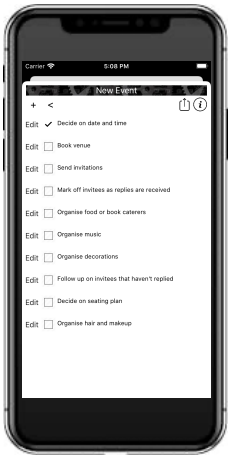


The check list will be re displayed and the task which has been deleted will be removed.

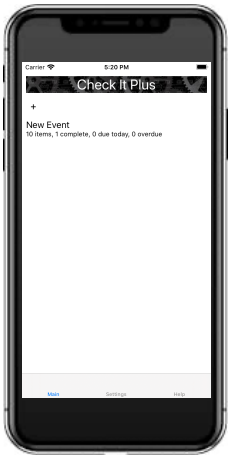


Changing the completion of a task

From the check list screen tap the **empty square** next to the task. The empty square will change to a **tick** to indicate that the task is complete.



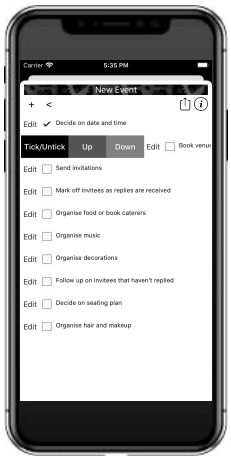
Tap **<** and save the changes. The main screen will be displayed and underneath the check list name the X complete will be updated.



If you tap the **tick** next to a task name then the tick will become an **empty square**. This indicates that the task is now incomplete.

Changing the task order

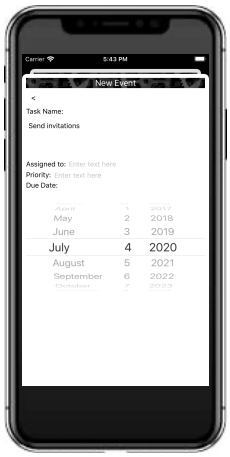
You can move a task up or down in the check list. From the check list screen left swipe the task that you want to move.



Tap **up** to move the task up or tap **down** to move the task down.
The check list is re-displayed to show the new order.

Editing a task

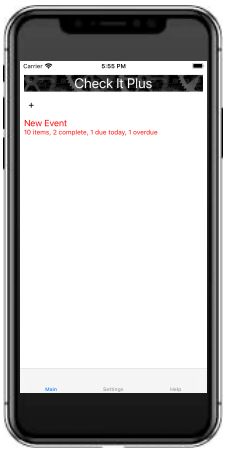
From the check list screen tap **edit** next to the task that you wish to edit.
The task edit screen will be displayed.



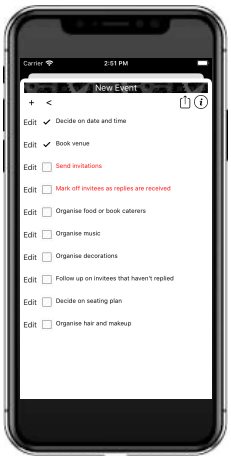
Tap on the text under Task Name: and you can edit the name of the task.
Tap on 'Enter text here' next to Assign To: and you can enter the person/group assigned to the task.
Tap on 'Enter text here' next to Priority: and you can enter the priority of the task.
Tap on the date picker under Due Date: and you can pick the date on which the task is due.
When you have finished, tap < to go back to the check list screen.
From the check list screen tap < and save the changes.

The main screen is displayed and the X due today and X overdue is updated. X due today is the number of incomplete tasks with a due date of today. X overdue is the number of incomplete tasks which a due date before today.

The check list now appears in red text. This is so that you can know that this check list has tasks which are due today or overdue.



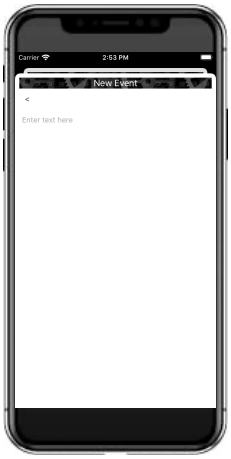
If you now edit this check list, you will find that the tasks which are due today or overdue are also displayed in red text (see below).



Check list information

From the check list screen tap ⓘ

The check list information screen is displayed.

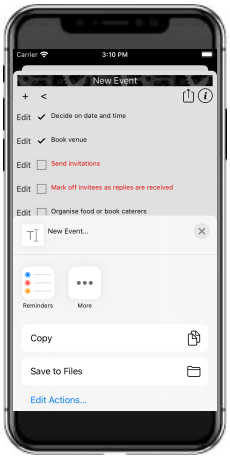


Tap on ‘Enter text here’ and then enter in any information that you want. When you are finished tap <.

Sharing the check list

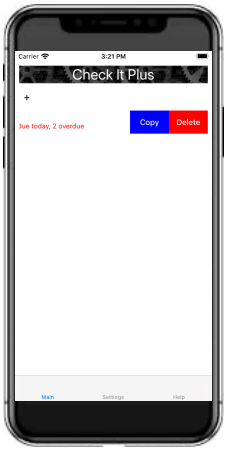
From the check list screen tap

The standard iPhone pop up is displayed. Choose the app and then the people that you wish to share this check list to.

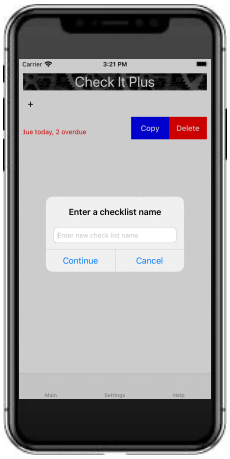


Copying a check list

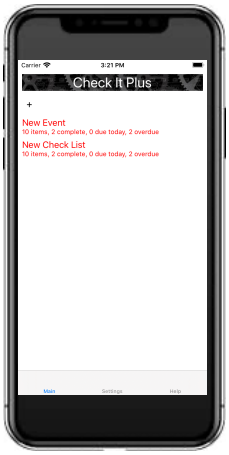
From the main screen right swipe the check list that you wish to copy and tap **Copy**.



Enter in the new check list name and tap **Continue**.

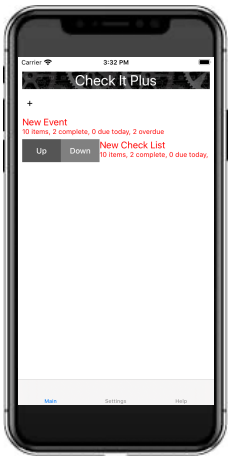


The check list will be copied to the new check list and the main screen will be re-displayed. Your new check list will be added to your list of check lists.



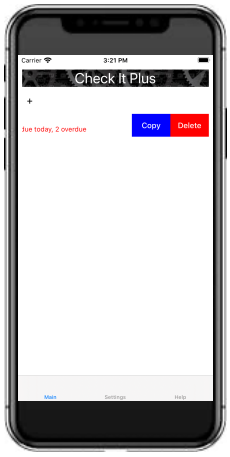
Changing the check list order

From the main screen, left swipe the check list that you want to move. Tap either **Up** or **Down** to move the check list.

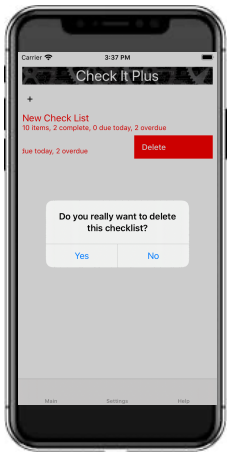


Deleting a check list

From the main screen right swipe the check list that you wish to delete and tap **Delete**.



You will be asked if you really want to delete the check list.



Tap **Yes** to delete the check list or **No** to keep the check list.

Setting the date format

From the main screen tap **Settings**. The settings screen will be displayed.

Select the required date format. This format is used when the check list is shared with other apps. Tap **main** to return to the main screen.