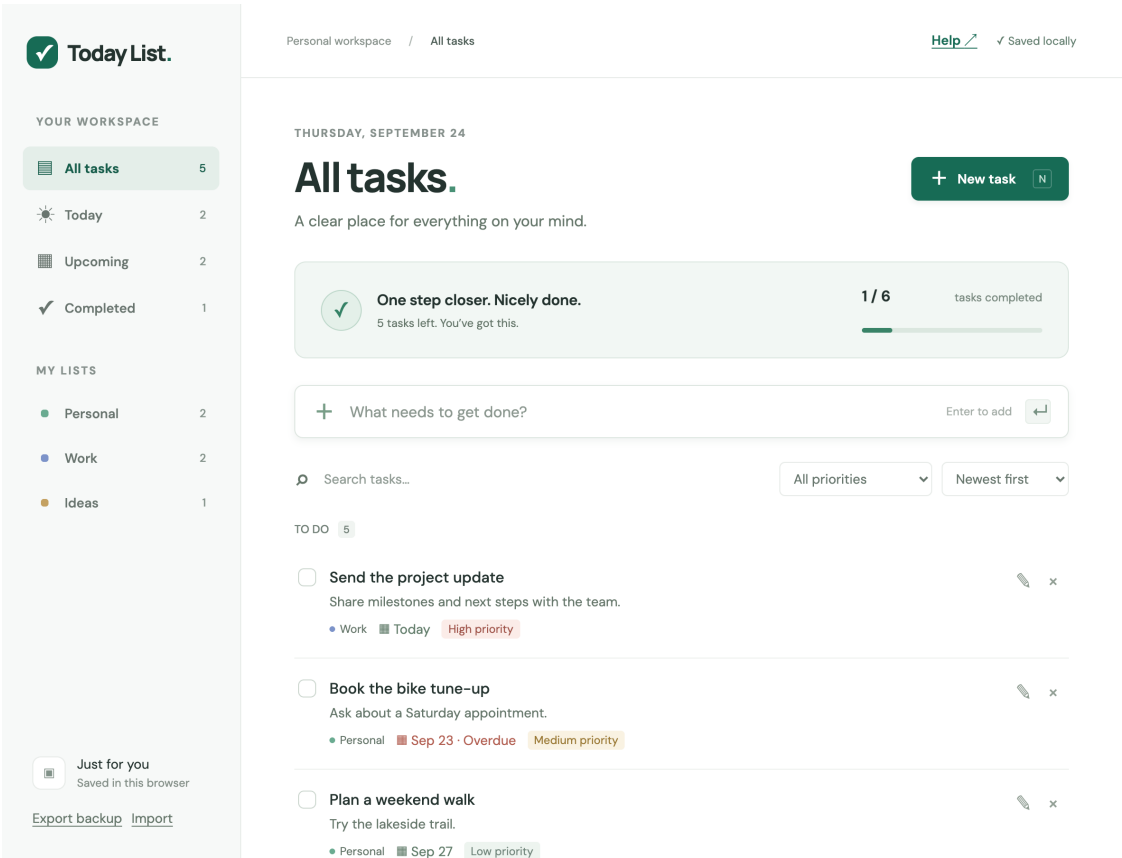


Your day, in order.

The illustrated user guide

Detailed instructions for every feature, from your first task to backups and recovery.



20 help topics • Step-by-step workflows • Desktop and mobile

Screenshots use fictional tasks and September 24, 2026 as the example date. Your task data, date picker, and browser download dialogs may differ.

FIND YOUR ANSWER

Contents

Select a topic below to jump to its instructions. PDF bookmarks provide the same navigation. The in-app Help page also includes keyword search and full-size images.

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FEATURE 01

Get started and find your way around

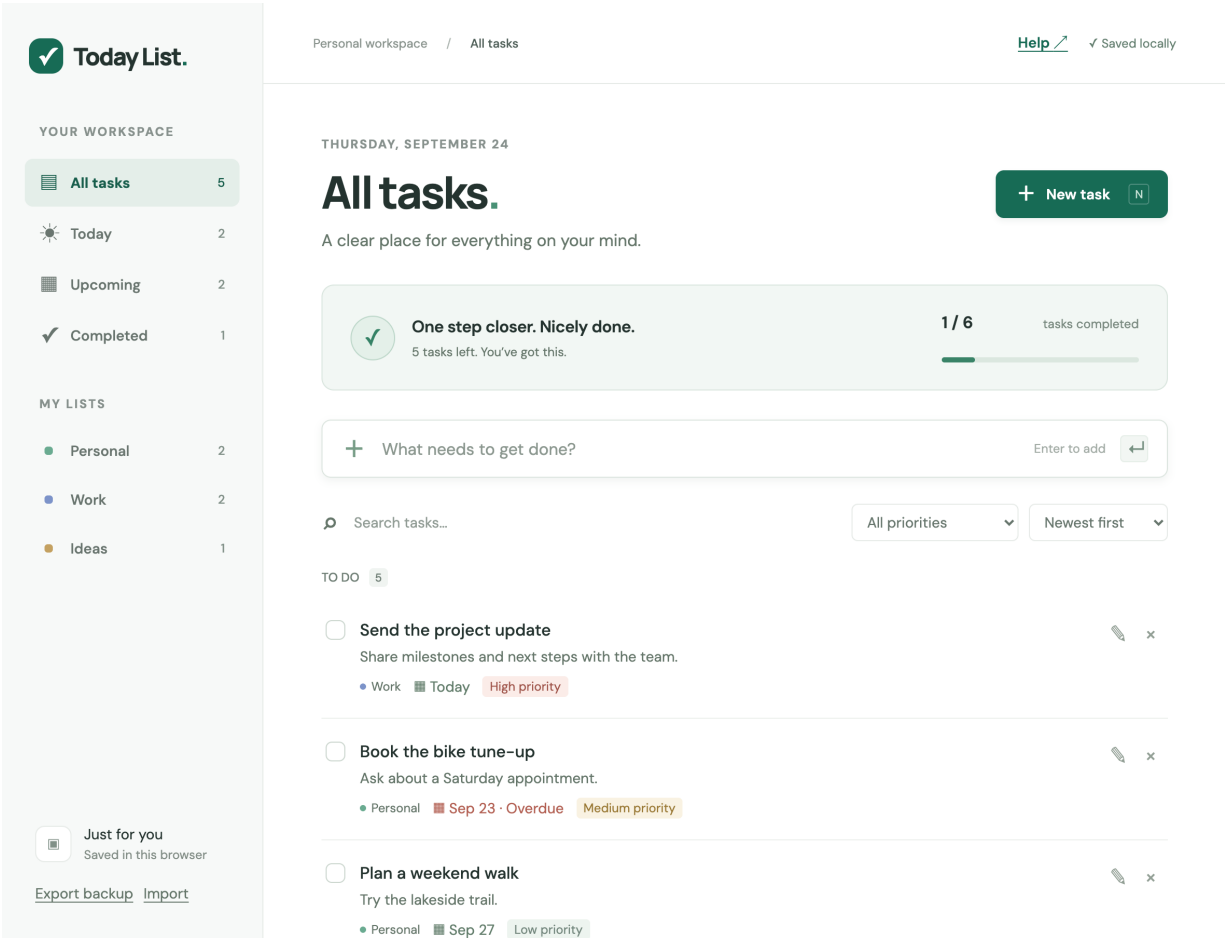
Today List is a personal task tracker. Use it to capture tasks, organize them into lists, plan due dates, and record progress. No account is required for local use.

1. Open your workspace

Open the app in your browser. On a new browser or site address, the task area is empty. Select New task, use the quick-add field, or select Add a task in an empty view.

2. Recognize the main areas

The left navigation contains task views and lists. The center contains your progress, quick-add field, search, filters, and task rows. Export backup and Import are at the bottom of the desktop sidebar. The top bar shows the save status and Help link.



Step 2 · Desktop workspace with fictional example tasks. The screenshots use September 24, 2026 as the current date.

3. Read a task row

The checkbox completes or reopens the task. Select its title or pencil icon to edit it. Under the title, the row shows notes, list, due date if set, and priority. The × at the right deletes that task.

4. Open this guide again

Select Help in the top bar. It opens in a separate tab so your current task editor stays available. Use the topic links or Search help to find instructions. Select Download PDF for the complete illustrated guide.

Things to know

- All example names and tasks in this guide are fictional. Your dates, task counts, and browser date picker may look different.
- Your tasks are saved in this browser at this site address. There is no account-based or cross-device sync. Export backups regularly.

FEATURE 02

Add a task quickly

Quick add is the fastest way to capture a task name. You can add notes and change other details afterward.

1. Choose the view or list first

Select Work, Personal, or Ideas to create the task in that list. From Today, the due date defaults to today. From Upcoming, it defaults to tomorrow. Other views start with no due date. Outside a named list, the default list is Personal.

2. Type a task name

Select What needs to get done? and type a clear action, such as Pick up a library book. Names must contain 1-200 characters after trimming surrounding spaces; a blank or spaces-only name will not create a task.



Pick up a library book

Enter to add 

Step 2 · Enter the task name in the quick-add field.

3. Add it

Press Enter or select the arrow button at the right of the field. A successful save clears the input, adds the task, and shows Task added. Quick-added tasks have Medium priority, no notes, and an incomplete status.

TO DO 6

☐

Pick up a library book

Personal

Medium priority

x

☐

Send the project update

Share milestones and next steps with the team.

Work

Today

High priority

x

☐

Book the bike tune-up

Ask about a Saturday appointment.

Personal

Sep 23 · Overdue

Medium priority

x

☐

Plan a weekend walk

Try the lakeside trail.

Personal

Sep 27

Low priority

x

☐

Sketch a reading corner

Save ideas for shelves and lighting.

Ideas

Low priority

x

☐

Prepare the workshop outline

Include the welcome activity and a short demo.

Work

Sep 25

Medium priority

x

COMPLETED 1

☒

Water the plants

Personal

Today

Low priority

Task added.

x

x

Step 3 · The new library task appears in the task list.

4. Add more detail if needed

Select the task name or pencil icon to open its editor. If it is hidden by your current search or priority filter, clear those controls or select All tasks in the navigation.

Things to know

- Adding a task from Completed switches to All tasks because the new task starts incomplete.
- There is no special syntax for dates, tags, or priorities in quick add. Text such as tomorrow becomes part of the name; set the due date in the editor.

FEATURE 03

Create a task with all its details

The full editor lets you set a name, notes, list, priority, and optional due date before creating the task.

1. Open the editor

Select New task at the top of the workspace. You can also press N when focus is outside an input, text area, or selection control.

2. Fill in the fields

Enter a Task name (required, up to 200 characters). Add Notes if useful (up to 5,000 characters). Choose Personal, Work, or Ideas under List, then Low, Medium, or High under Priority. Set Due date using the browser date picker or date input; leave it blank if the task has no deadline.

MAKE IT HAPPEN

×

New task

Task name

Plan the team workshop

Notes (optional)

Draft the agenda, book a room, and invite the team.

List

Work

▼

Priority

High

▼

Due date (optional)

09/25/2026

📅

Cancel

Create task

Step 2 · Completed example: a Work task with notes, High priority, and a future due date.

3. Save the task

Select Create task. When saving succeeds, the dialog closes and Task added appears. Check the row for the name, list, priority, and due date you intended.

☐ **Plan the team workshop**  

Draft the agenda, book a room, and invite the team.

• Work

■ Sep 25

High priority

Step 3 · The saved task displays the details entered in the editor.

4. Leave without saving

Before submitting, select Cancel, the × in the top-right corner of the editor, or press Escape. The unsaved details are discarded; there is no draft autosave.

Things to know

- Medium is the default priority. List and date defaults follow the view you opened the editor from; see Quick add for the defaults.
- Dates are calendar dates between 1900-01-01 and 9999-12-31. There is no time-of-day field, reminder notification, recurrence, or automatic completion.
- If saving fails, the editor stays open and the app shows an error. Resolve the problem before assuming the task was saved.

FEATURE 04

Edit a task and manage notes

Change a task without recreating it. The editor preserves its completed or incomplete status.

1. Find and open the task

Select its title or the pencil icon on the right. Completed tasks can also be edited: select Completed, then open the task.

2. Update the details

Change any combination of name, notes, list, priority, or due date. To remove a due date, clear the date field using your browser control. To remove notes, delete their text.

MAKE IT HAPPEN

×

Edit task

Task name

Send the project update

Notes (optional)

Share milestones and next steps with the team.
Attach the revised timeline.

List

Work

Priority

High

Due date (optional)

09/25/2026

Cancel

Save changes

Step 2 · Edit task shows the current values and a Save changes button.

3. Save or cancel

Select Save changes to keep your edits, or Cancel / × / Escape to discard them. A successful save shows Task updated. If you move a task to another list or change its date or priority, it may no longer match the current view or filter.

4. Read longer notes

Rows show up to two lines of notes. Open the editor to read or change the full text. Notes are plain text: line breaks are preserved, and a pasted link is displayed as text rather than a dedicated clickable link.

Things to know

- There is no edit history or Undo for text edits. Copy important text or export a backup before making extensive revisions.
- If another tab deleted the task while its editor was open, saving reports that the task was removed. Close the editor and locate the current task state.

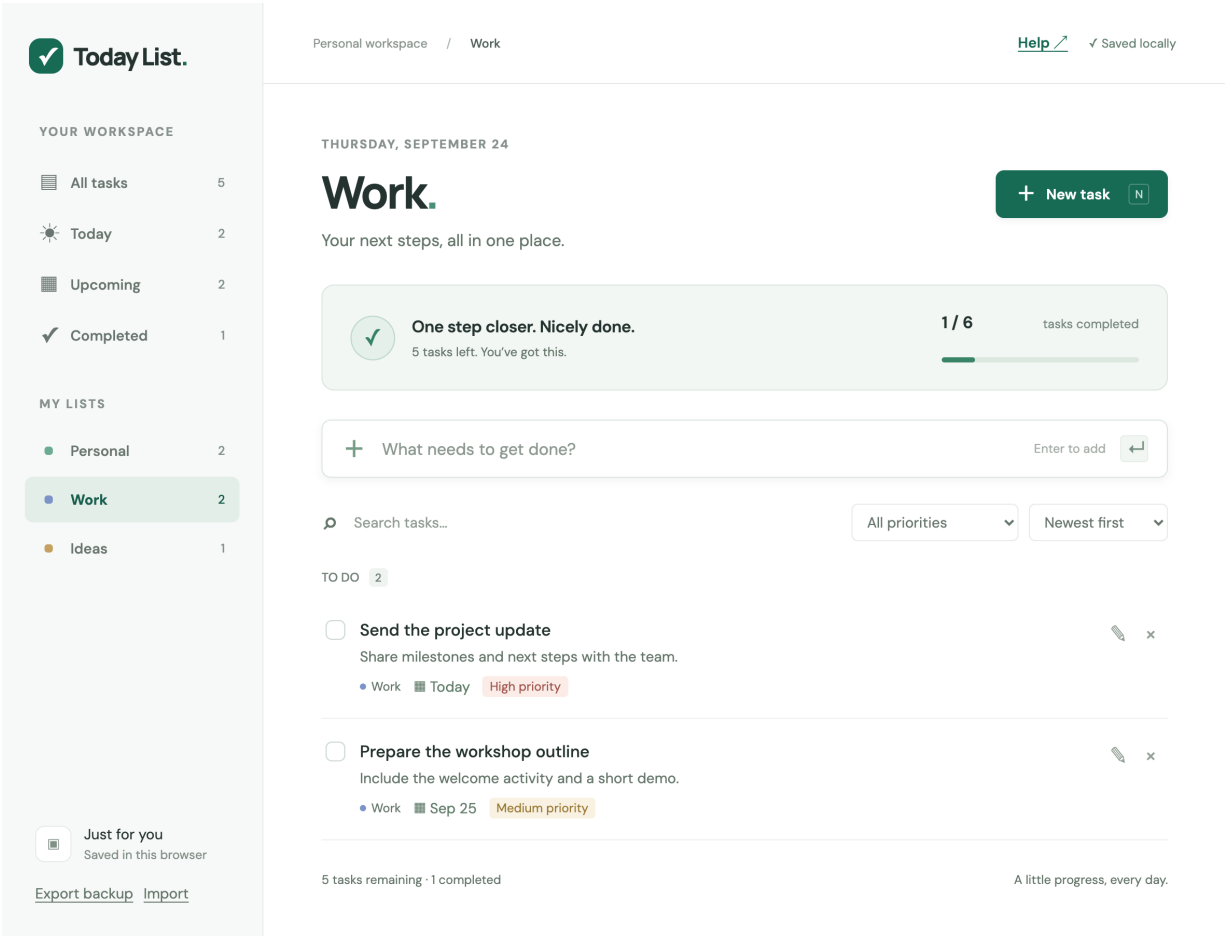
FEATURE 05

Organize tasks into Personal, Work, and Ideas

The three built-in lists give each task one home. A list shows both incomplete and completed tasks, in separate sections.

1. Open a list

Select Personal, Work, or Ideas under MY LISTS. The selected list is highlighted. On a narrow screen, swipe the horizontal navigation to reveal more list buttons.



Step 1 · The Work list shows tasks assigned to Work.

2. Create directly in that list

While viewing a list, use quick add or New task. The new task inherits that list. In the full editor you can change List before creating it.

MAKE IT HAPPEN

×

New task

Task name

What would you like to do?

Notes (optional)

Add a little context, a link, or your next step...

List

Work

Priority

Medium

Due date (optional)

mm/dd/yyyy

☞

Cancel

Create task

Step 2 · Opening New task from Work preselects Work.

3. Move an existing task

Open the task editor, change List, and select Save changes. Open the destination list to confirm the move. A task can belong to only one list at a time.

Things to know

- Personal, Work, and Ideas are fixed choices; the current app does not create, rename, or delete lists.
- A list badge counts incomplete tasks in that list. Completed tasks can still be visible below TO DO, so the badge may be smaller than the total number of rows.
- Changing views through navigation clears search and the priority filter, but keeps the selected sort order.

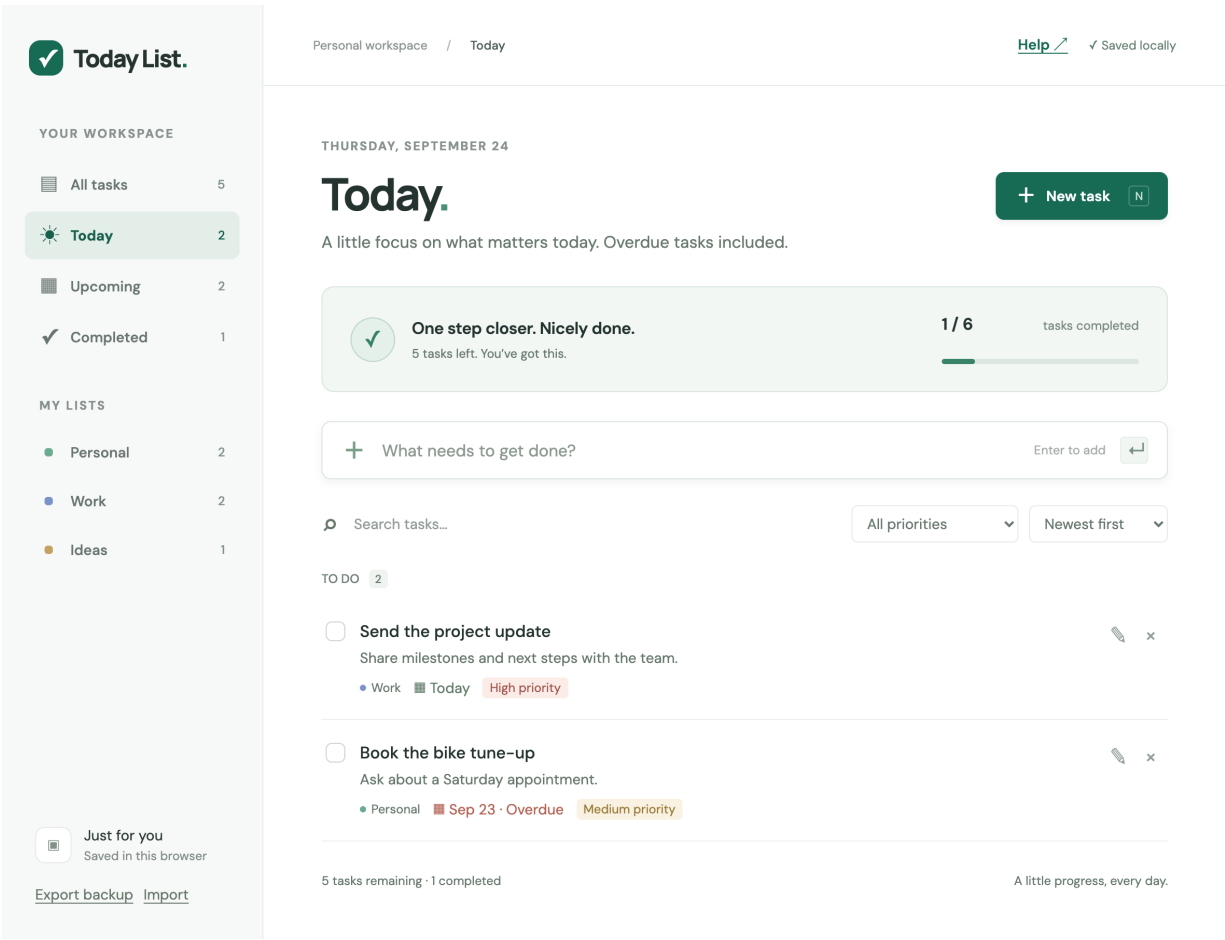
FEATURE 06

Plan Today and handle overdue tasks

Today shows incomplete tasks due today or earlier. Use it to focus on dated commitments that need attention.

1. Select Today

Choose Today in the navigation. Tasks due today display Today; unfinished tasks with an earlier due date show their date and an Overdue label.



Step 1 · Today includes a task due today and a bike appointment task that is overdue.

2. Add a task for today

Use quick add to create a task due today, or select New task and review the prefilled Due date. You can change that date before saving.

MAKE IT HAPPEN

×

New task

Task name

What would you like to do?

Notes (optional)

Add a little context, a link, or your next step...

List

Personal

▼

Priority

Medium

▼

Due date (optional)

09/24/2026

📅

Cancel

Create task

Step 2 · New task opened from Today preselects the current date.

3. Resolve an overdue task

Check its box if it is done. To reschedule it, open its editor, set a new Due date, and save. A future date moves the unfinished task to Upcoming; clearing the date removes it from Today.

4. Understand an empty view

Your day is looking clear means no incomplete tasks are due today or overdue, unless a search or priority filter is hiding them. Undated tasks still exist in All tasks and their named lists.

Things to know

- Today is based on your browser/device local calendar date. Dates have no time-of-day component.
- Completed tasks are excluded from Today even when their due date is today or overdue. Find them in Completed.
- If the app stays open across midnight, switch views, return to the tab, or reload to refresh the date-based display.

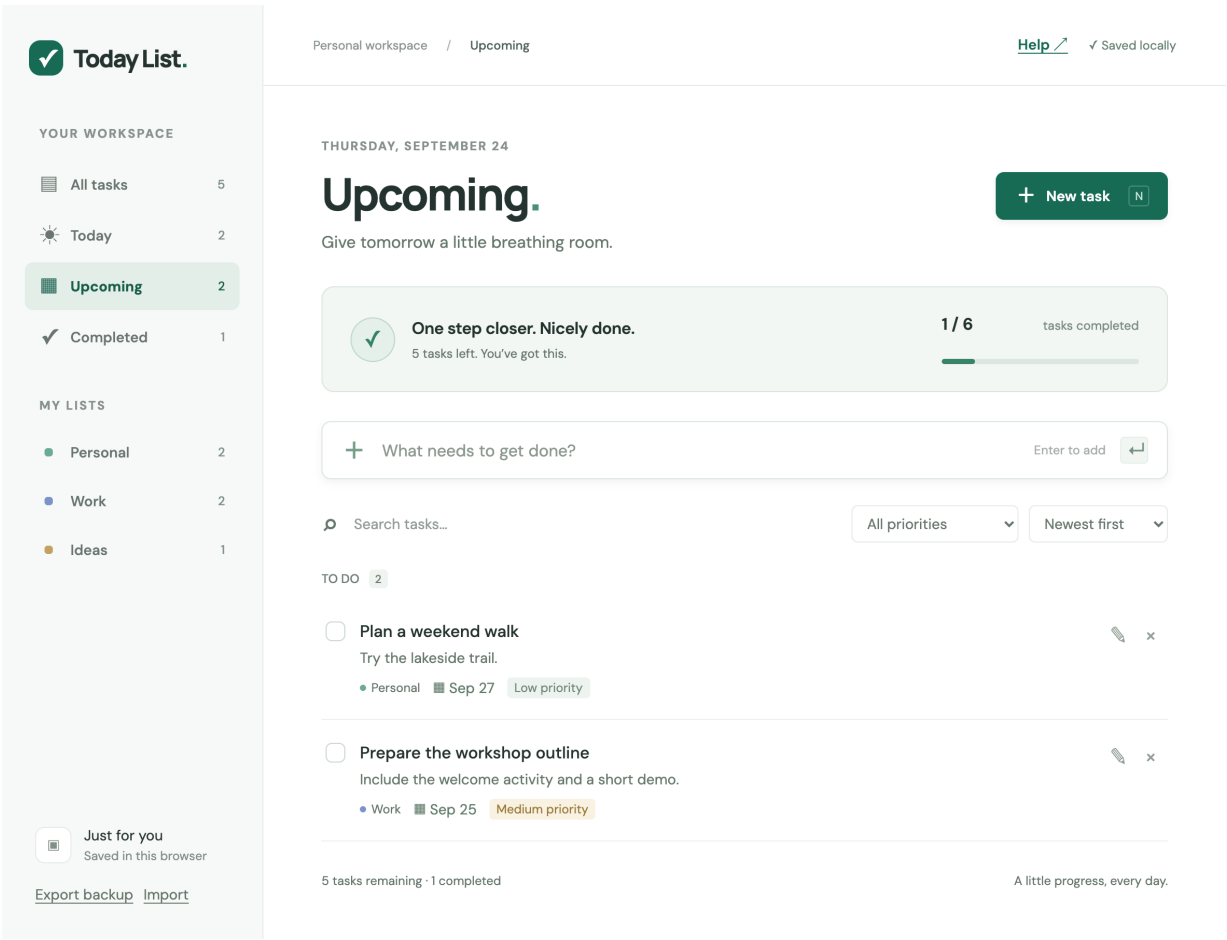
FEATURE 07

Plan future work with Upcoming

Upcoming shows incomplete tasks with a due date later than today. Tasks without a due date are not included.

1. Select Upcoming

Open Upcoming in the navigation to see future dated tasks. Choose Due date in the sort control if you want the nearest deadlines first.



Step 1 · Upcoming contains future tasks only; today and overdue tasks are excluded.

2. Create a future task

Use quick add for a task due tomorrow, or open New task to choose a specific future date. The editor defaults to tomorrow when opened from Upcoming.

MAKE IT HAPPEN

×

New task

Task name

What would you like to do?

Notes (optional)

Add a little context, a link, or your next step...

List

Personal

Priority

Medium

Due date (optional)

09/25/2026

Cancel

Create task

Step 2 · Tomorrow is preselected; change Due date before creating a task for another day.

3. Change the schedule

Edit a task and select a different date, then Save changes. A date of today or earlier moves an incomplete task to Today. Removing its date leaves it in All tasks and its list.

4. Review work as dates arrive

When the local date advances, a future task becomes eligible for Today. Return to the tab, change views, or reload to refresh the display.

Things to know

- Upcoming is a filtered list, not a calendar. There are no scheduled alerts or recurring tasks.
- The default sort is Newest first, so Upcoming is not automatically ordered by due date.

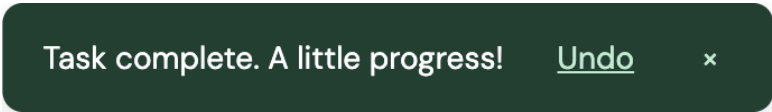
FEATURE 08

Complete and reopen tasks

Checking off tasks records progress. You can reopen a completed task at any time.

1. Complete a task

Select the empty checkbox to the left of the task name. After saving, the task name is struck through. In All tasks and a named list, it moves to the COMPLETED section; in Today or Upcoming, it disappears from that view.



Step 1 · A completion notification includes a temporary Undo button.

2. Review finished work

Select Completed in the navigation. All completed tasks appear here, subject to the current search and priority filter.

COMPLETED 2

☒

Send the project update

Share milestones and next steps with the team.

Work

Today

High priority



☒

Water the plants

Personal

Today

Low priority



Step 2 · Checked boxes and struck-through titles identify completed tasks.

3. Reopen a task

Uncheck its box. The task becomes incomplete with its existing name, notes, list, priority, and due date. It disappears from Completed; find it in All tasks, its named list, or the matching date view.

4. Undo an accidental status change

Select Undo in the notification within 12 seconds to restore the prior completion status. Both completing and reopening offer Undo. Later, you can still change status manually using the checkbox.

Things to know

- Progress and navigation counts update after a successful save. Completing a task does not delete it.
- Undo applies only to the most recent notification that offers it. Another action that displays a notification can replace that Undo opportunity.

FEATURE 09

Delete a task and use Undo

Delete removes a task immediately. A short Undo window lets you restore an accidental deletion.

1. Choose the correct task

Locate the task and read its title. If several tasks share a name, use the list, notes, and due date to identify the intended row.

2. Select the row delete button

Select the × at the far right of the task row, next to the pencil icon. This is the task delete control, not the × used to close an editor or notification. The app does not ask for a second confirmation.

3. Undo promptly if needed

The Task deleted notification includes Undo for 12 seconds. Select it to restore the deleted task and its details.



Step 3 · Select Undo in the deletion notification before it disappears.

4. Recover after Undo expires

There is no trash folder. If you have a backup containing the task, import it to restore missing task IDs. Existing IDs are kept, so importing does not roll back other tasks. Without Undo or a backup, the deleted task cannot be restored by the app.

Things to know

- The app keeps one Undo action at a time, not an undo history. A subsequent notification can replace it; reloading also removes the opportunity.
- Closing the notification hides the Undo button. Export a backup before deleting tasks you may need later.

FEATURE 10

Search tasks and clear filters

Search checks task names, notes, and list names within the current view. It updates as you type.

1. Choose the search scope

Select All tasks to search incomplete and completed tasks across every list. Select a named list, Today, Upcoming, or Completed to narrow the scope first.

2. Enter a word or phrase

Type in Search tasks. Matching is case-insensitive and looks for the literal text you entered anywhere in the combined name, notes, and list text. Surrounding search spaces are ignored.

 milestones

All priorities ▼

Newest first ▼

Step 2 · Searching for milestones finds text stored in notes.

3. Review the matching rows

The example finds Send the project update because its notes contain milestones. Priority filtering can narrow these results further. Dates and priority labels are not searchable fields.

TO DO 1

☐

Send the project update

Share milestones and next steps with the team.

• Work

■ Today

High priority

Step 3 · A notes match returns the corresponding task row.

4. Reset a search with no matches

If Nothing matches just yet appears, select Clear filters to empty the search and reset priority to All priorities. Or manually clear Search tasks and choose All priorities.

Nothing matches just yet.

Try a different search or priority to find your task.

Clear filters

Step 4 · Clear filters resets both search and priority filtering.

Things to know

- Clear filters keeps the current view and sort order. If you still cannot find a task, select All tasks in the navigation.
- The navigation badges, progress panel, and footer describe saved tasks, not just the matching search results. Section counts beside TO DO and COMPLETED describe the visible filtered rows.
- Search does not support special query operators or separate keyword matching.

FEATURE 11

Set priorities and filter by importance

Each task has one priority: High, Medium, or Low. Priority is independent of due date and completion status.

1. Assign a priority

Open a task or select New task. Choose High, Medium, or Low in the Priority field, then select Save changes or Create task. Quick-added tasks start at Medium.

2. Filter the visible tasks

Open All priorities above the task list and choose High priority, Medium priority, or Low priority.

Search tasks...

High priority

Newest first

Step 2 · High priority filters the current view to high-priority tasks.

3. Read the result

Only tasks matching the chosen priority, current view, and search remain visible. Priority badges include text, so you do not need to rely on color alone.

TO DO 1

☐ **Send the project update**  

Share milestones and next steps with the team.

• Work

■ Today

High priority

Step 3 · The High priority badge identifies the matching task.

4. Return to every priority

Choose All priorities. If there are no results, Clear filters resets both priority and search. Selecting a different navigation view also resets both.

Things to know

- Filtering does not change or delete task data. A newly created Medium-priority task may be hidden by a High-priority filter.
- To order all tasks by importance instead of hiding other priorities, choose Priority in the separate sort control.

FEATURE 12

Sort tasks

Use the right-hand sort control to change the display order. Sorting does not change task details.

1. Choose a view and filters

Select the tasks you want to examine. Sorting works on the results of the current view, search, and priority filter.

2. Select an ordering

Choose Newest first for creation time descending; Due date for earliest dates first with undated tasks last; Priority for High, then Medium, then Low; or A–Z for alphabetical task names.

 Search tasks...

All priorities ▼

Due date ▼

Step 2 · Due date is selected in the sort control.

3. Read each section separately

TO DO and COMPLETED remain separate sections. Sorting applies within each section, so completed tasks do not move into the TO DO section when their date or priority is higher.

TO DO 5

☐

Book the bike tune-up

Ask about a Saturday appointment.

Personal

Sep 23 · Overdue

Medium priority

x

☐

Send the project update

Share milestones and next steps with the team.

Work

Today

High priority

x

☐

Prepare the workshop outline

Include the welcome activity and a short demo.

Work

Sep 25

Medium priority

x

☐

Plan a weekend walk

Try the lakeside trail.

Personal

Sep 27

Low priority

x

☐

Sketch a reading corner

Save ideas for shelves and lighting.

Ideas

Low priority

x

COMPLETED 1

☒

Water the plants

Personal

Today

Low priority

x

Step 3 · The overdue task comes before later dates; the undated idea follows dated tasks.

4. Change the order whenever needed

Choose a different sort option. Your selected order carries across navigation views during the current page session. Reloading starts again at Newest first.

Things to know

- For equal due dates or equal priorities, newer tasks come first. Newest first uses creation time, not the last edit time.
- A–Z uses the browser locale for text comparison. The app does not provide a manual drag-and-drop order.

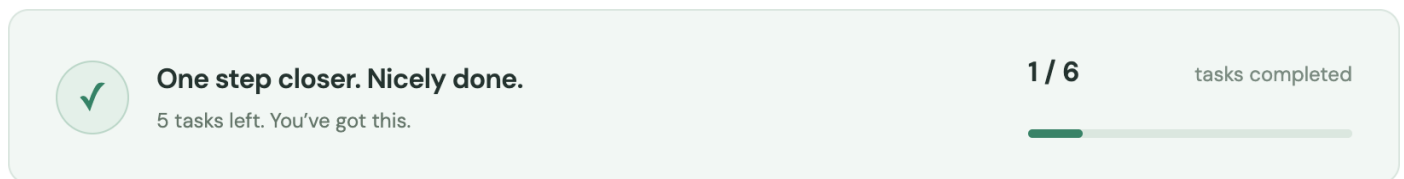
FEATURE 13

Understand progress and task counts

The progress panel summarizes your whole saved workspace, even while you are looking at one list or a filtered result.

1. Read the fraction

The first number is completed tasks; the second is all saved tasks. For example, 1 / 6 means one complete task out of six total. The progress bar represents the same fraction.



Step 1 · Workspace-wide progress: 1 completed task out of 6 saved tasks.

2. Read the remaining count

The panel message and bottom footer count incomplete tasks across the whole workspace. Completing, reopening, creating, deleting, or importing tasks can change these totals.

3. Compare navigation and section badges

All tasks counts incomplete tasks. Today and Upcoming count incomplete tasks meeting their date rules. Personal, Work, and Ideas count incomplete tasks in that list. Completed counts completed tasks. The TO DO and COMPLETED section headings count only the visible rows after filters.

4. Interpret all-done and empty states

All done appears when there are tasks and all are complete. An empty workspace instead invites you to add your first task. A clear Today view alone does not mean all tasks in other views are complete.

Things to know

- All tasks and named lists display completed tasks as well as incomplete tasks, despite their navigation badges counting only incomplete tasks.
- Task completion is a current total, not a streak, daily history, or productivity score.

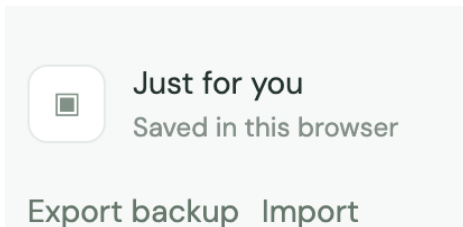
FEATURE 14

Export a backup

Export downloads a JSON copy of your saved tasks. Use it before clearing browser data, moving to another browser, or making extensive changes.

1. Find Export backup

On desktop, look at the bottom of the left sidebar. On mobile, scroll below the task list to the backup controls.



Step 1 · Desktop backup controls are under Saved in this browser.

2. Download the backup

Select Export backup. Your browser downloads a file named today-list-YYYY-MM-DD.json, using the current local date. The backup contains all saved tasks, including completed tasks, regardless of the current view, search, or filter.

Backup downloaded. Keep it somewhere safe. ×

Step 2 · The app reports that the backup download was initiated.

3. Check and store the file

Check the browser download list or download folder to confirm the file was actually saved. Keep a copy somewhere you can find later. If the browser asks for a destination, choose one and finish saving.

4. Use the backup on another browser or device

Open Today List at the intended address in the destination browser, transfer the file there, and follow Import a backup. Export creates a snapshot; it does not set up ongoing sync.

Things to know

- The JSON includes task names, notes, lists, dates, priorities, status, and identifiers. Treat it as a readable copy of your task information.
- If stored data is unreadable, Export backup downloads the raw stored content instead of a normal validated backup. Keep that file for recovery; it may need repair before it can be imported.
- Only successfully saved changes are included; a failed save or unsaved editor draft is not part of the backup.

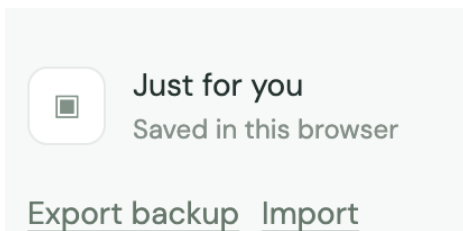
FEATURE 15

Import a backup and understand duplicates

Import merges a valid Today List JSON backup into the current browser. It adds missing task IDs and keeps existing tasks unchanged.

1. Choose the backup file

Select Import at the bottom of the desktop sidebar, or Import backup below the task list on mobile. In the browser file chooser, select a previously exported Today List .json file. Canceling the file chooser makes no changes.



Step 1 · Select Import to open your browser file chooser; its appearance depends on your device.

2. Check the import result

After validation and a successful save, a message reports how many tasks were imported. Existing tasks remain. There is no preview or second confirmation screen.



Step 2 · A successful merge reports the number of tasks added.

3. Find imported tasks

Select All tasks and clear any search or priority filter. Imported tasks retain their original list, due date, priority, notes, completion status, and creation time, so they may not appear first under Newest first.

TO DO 1

☐ **Review the community garden plan**  

Bring a sketch to the planning meeting.

• Work

■ Today

High priority

Step 3 · The example backup added a new community garden task.

4. Understand duplicates

If a task ID already exists, the imported version is skipped, even if its title or notes are different. Importing the same backup again does not create duplicates. Tasks with different IDs can have the same title and both will be kept.

These tasks are already in your list. 

Step 4 · When every imported ID already exists, the app reports that the tasks are already in your list.

Things to know

- Import is a merge, not a full restore or overwrite. It cannot revert an existing task to an older backed-up version. There is no single Undo for an import; delete any unwanted added tasks individually.
- The file must be a Today List version 1 backup with valid task data and unique IDs within the file. It supports at most 10,000 tasks per file and rejects files larger than 5,000,000 bytes. Keep files under 5 MB.
- A spreadsheet, CSV, plain task list, or backup from another app is not accepted. A corrupt or invalid file is rejected without changing tasks.

FEATURE 16

Saving, browser storage, and moving devices

Today List saves automatically when you create, edit, complete, reopen, delete, or import tasks. It stores them locally in the current browser.

1. Check the save status

Look for Saved locally in the top bar after a successful action. Reloading the same site in the same browser restores saved tasks. A new task or edited row should only be treated as saved after the action succeeds.

2. Keep using the same browser and site address

Storage belongs to the browser profile and exact site origin (protocol, host, and port). A local preview, a published address, a different port, and another browser can each have separate task collections.

3. Use tabs with care

Open tabs on the same site in the same browser normally pick up saved task changes through browser storage events. An editor already open in another tab can still contain older text; close and reopen it before editing after a change elsewhere.

4. Move data deliberately

Export a backup from the original browser. Open the destination site/browser and import that file. Verify the tasks are present before removing the original data.

Things to know

- There is no cloud task service or automatic cross-device synchronization. Private browsing and clearing site data can remove locally saved tasks.
- View, search, priority filter, and sort selection are not saved preferences. Reloading returns to All tasks with a blank search, All priorities, and Newest first.
- Simultaneous edits in multiple tabs are not conflict-resolved. For important edits, finish in one tab and verify the saved result.

FEATURE 17

Troubleshoot missing tasks and save or import errors

Use the exact status message to decide what to do next. Avoid clearing browser storage until you have preserved recoverable data.

1. If a task seems missing

Select All tasks in the navigation to clear search and priority filters. Check Completed and the other named lists. Confirm that you are using the same browser profile and site address. Date views exclude undated tasks, and Today/Upcoming exclude completed tasks.

2. If an import is rejected

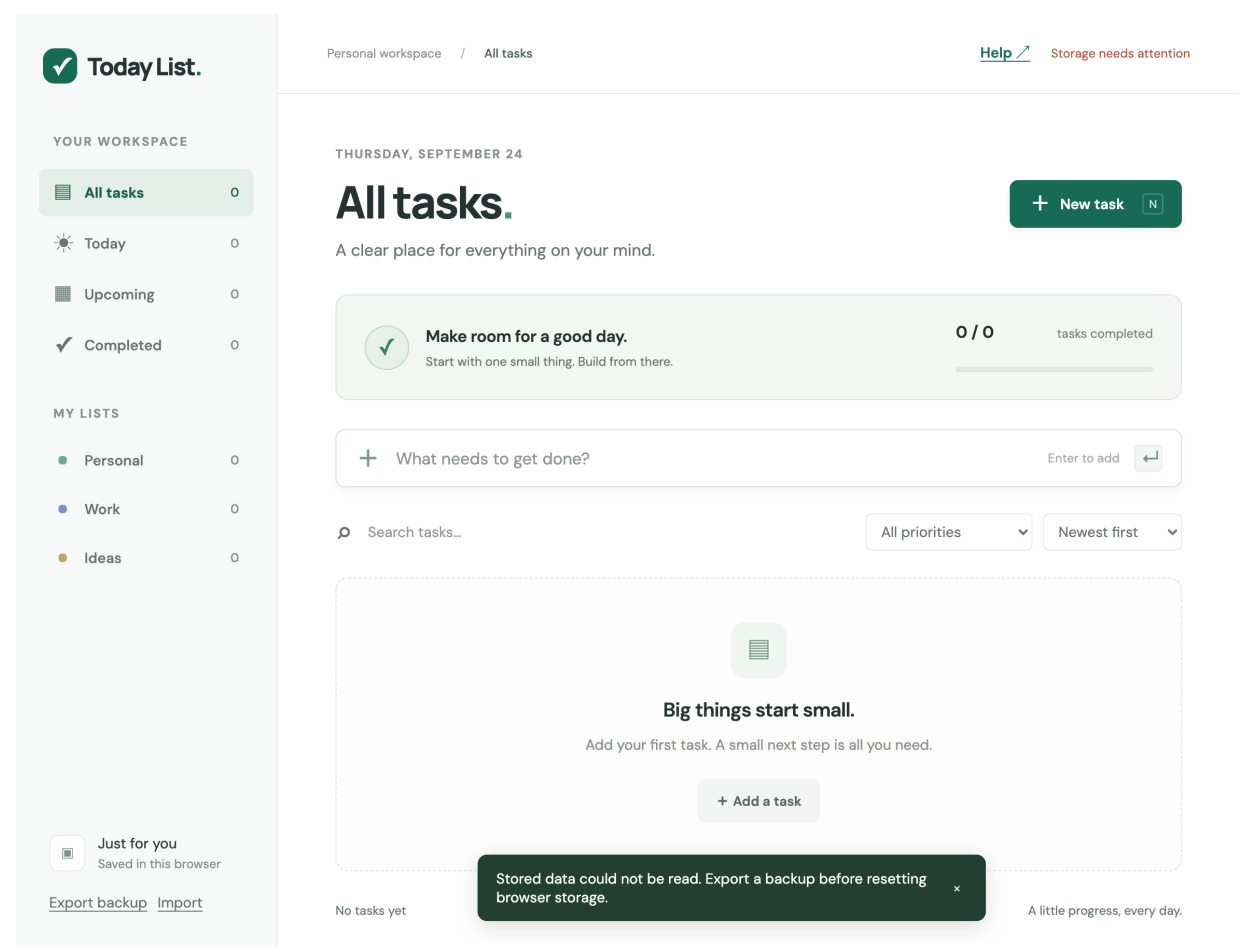
For This file is not valid JSON, select an intact exported backup. For Choose a valid Today List backup, the file is not in the supported format or contains invalid task data. For the 5 MB message, select a smaller valid backup. Rejected imports do not change your tasks.

This file is not valid JSON. No tasks were changed. ×

Step 2 · An invalid JSON file is rejected without changing saved tasks.

3. If Storage needs attention appears

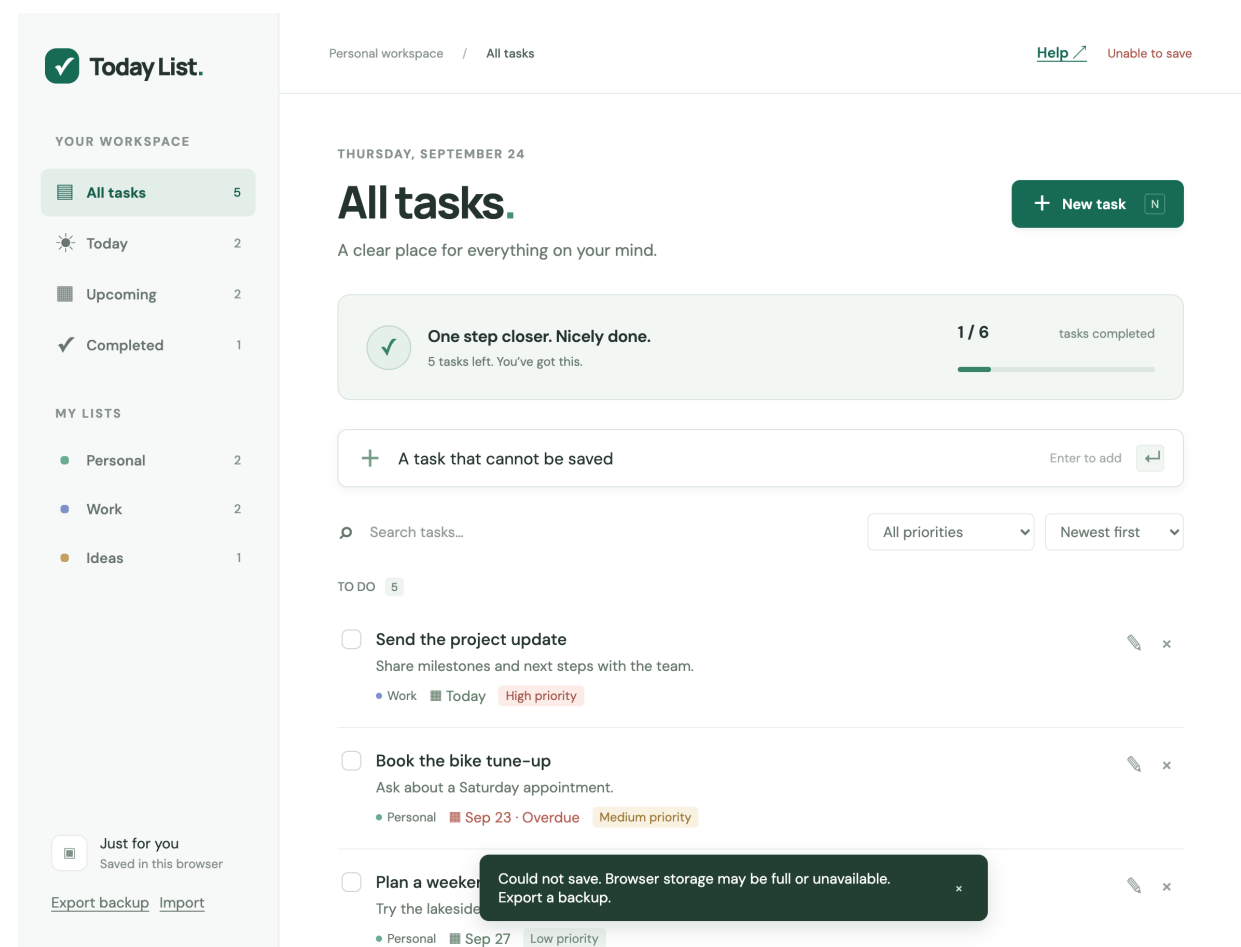
Stored task data could not be read or validated. Select Export backup first to preserve the raw content. Normal saving is blocked so the unreadable data is not overwritten. Keep the exported file; repair or technical help may be needed before it can be imported.



Step 3 · A storage-read problem is shown in the top bar and notification.

4. If Unable to save appears

The browser may have blocked storage or run out of space. Export the currently saved tasks, keep any unsaved editor text separately, and check the browser storage/site settings. Free space or allow storage, then retry the failed action. The failed change was not saved.



Step 4 · A failed write leaves the previous saved tasks intact and displays an error.

5. Reset only after preserving what you need

If you intentionally choose to start fresh, use your browser settings to clear this site's stored data, then reload Today List. This removes its saved tasks. Browser settings differ, and Today List has no in-app reset button. Import a known-good backup afterward; an unrepaired raw export may still be invalid.

Things to know

- A download notification alone is not proof that a backup is on disk. Check the downloaded file before resetting anything.
- If an import says These tasks are already in your list, that is a duplicate-ID result, not a failure. Existing tasks are intentionally kept.
- If other-tab changes could not be read, preserve a backup and inspect the original tab before continuing edits.

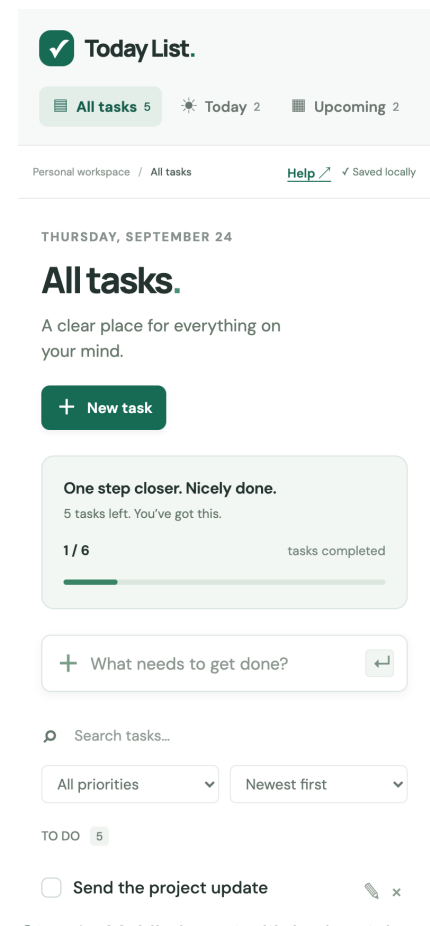
FEATURE 18

Use Today List on a phone or narrow screen

The same task features adapt to a smaller screen. Navigation moves above the workspace, and backup actions move below the tasks.

1. Navigate horizontally

At narrow widths, the task views and lists appear in a horizontal row below the app name. Swipe or scroll that row sideways to reach Personal, Work, and Ideas. Select a view just as on desktop.



Step 1 · Mobile layout with horizontal navigation, New task, progress, and quick add.

2. Create and edit tasks

Use New task or quick add. Tap a task title to edit it; the checkbox completes it. The editor may need vertical scrolling on a small screen to reach Create task or Save changes.

MAKE IT HAPPEN

×

New task

Task name

What would you like to do?

Notes (optional)

Add a little context, a link, or your next step...

List

Personal

Priority

Medium

Due date (optional)

mm/dd/yyyy

Cancel

Create task

Step 2 · The full task editor fits a narrow screen and supports scrolling when needed.

3. Find backup controls

Scroll below all visible tasks to find Export backup and Import backup. Your device handles saving or selecting the JSON file.

[Export backup](#) [Import backup](#)

Step 3 · Backup controls appear below the task list on mobile.

4. Return to Help

The top bar still includes Help. It opens this guide in another tab. Use its topic menu and search to find instructions, or download the PDF for reference.

Things to know

- Mobile storage is separate from your desktop browser. Transfer an exported backup if you want the same starting tasks on your phone; later changes will not sync automatically.
- Priority filtering and sorting remain available below the search field. On narrow screens, some controls move onto a separate row.

FEATURE 19

Use the keyboard and accessible controls

The task editor and primary actions can be operated without a mouse. Visible labels and focus outlines help identify the current control.

1. Move between controls

Press Tab to move forward and Shift+Tab to move backward through links, buttons, fields, and task controls. Press Enter to activate a focused button or link; press Space to toggle a focused task checkbox.

2. Open New task quickly

Press N while focus is outside an input, text area, select, or editable text. The shortcut does not fire while you are typing, and it ignores Command/Ctrl/Alt combinations. The task-name field receives focus when the editor opens.

3. Work inside the dialog

Tab between Task name, Notes, List, Priority, Due date, and the action buttons. Use your browser's keyboard controls for select fields and dates. Focus remains in the modal editor until it closes.

4. Submit or dismiss deliberately

In quick add, Enter adds the task. In the editor, focus Create task or Save changes and press Enter to submit. Use Escape, Cancel, or Close task editor to discard unsaved changes. Enter within Notes adds a new line.

5. Use accessible names

Screen readers encounter names such as Complete [task name], Reopen [task name], Edit [task name], and Delete [task name]. Notifications announce status changes, and the progress bar is labeled Overall task completion.

Things to know

- The × in a task row deletes that task; the × in the dialog closes the editor. Check the accessible name or focus location before activating.
- Keyboard and date-picker details can vary by browser or assistive technology. The screenshot of the full editor in Create a task identifies its fields and action buttons.

FEATURE 20

Optional browser assistant tools

In a browser that supports WebMCP and exposes `document.modelContext.registerTool`, Today List attempts to register three tools for a compatible assistant. This is optional and has no dedicated button in the app.

1. Use a compatible browser assistant

Open Today List in a browser/assistant environment that supports this integration. If it exposes the tools, the assistant can work with tasks saved on this page. The regular task interface works without this support.

2. Read tasks with `list_tasks`

The read-only `list_tasks` tool returns saved tasks and their IDs, names, notes, lists, priorities, dates, creation times, and completion status. An assistant can use the IDs to identify a task for a later status change.

3. Create a task with `create_task`

The title is required. Optional inputs are notes, list (Personal/Work/Ideas), priority (low/medium/high), and due in YYYY-MM-DD format. The tool defaults to Personal, Medium priority, and no due date, independently of the current view. A successful call displays All tasks and clears search and priority filters.

4. Change status with `set_task_completed`

Supply an existing task id and a boolean completed value: true to complete it or false to reopen it. The saved status and visible list update. The tool does not provide the interface's temporary Undo notification; status can be changed again.

5. Verify the result in the app

Review the task row and save status. The same data validation and storage limits apply to tool actions. If the browser does not expose these tools, use the standard interface.

Things to know

- These are the only registered tools. There are no dedicated assistant tools for editing task text, deleting, importing, or exporting.
- Registration depends on browser support and can fail without affecting ordinary app use. Screenshots are not applicable because there is no built-in assistant setup screen.
- This section describes the app's implemented integration; it does not claim that every browser or assistant supports it.