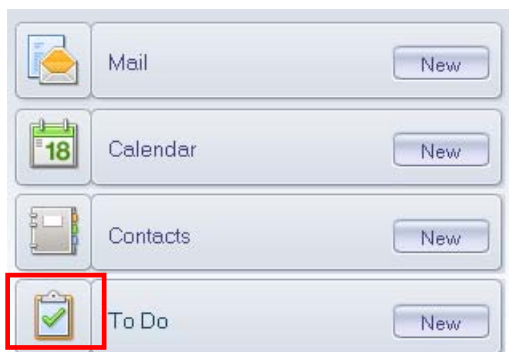


All items in your To Do list can be modified at anytime. You can edit the content, change the date, change the status and attach a file.

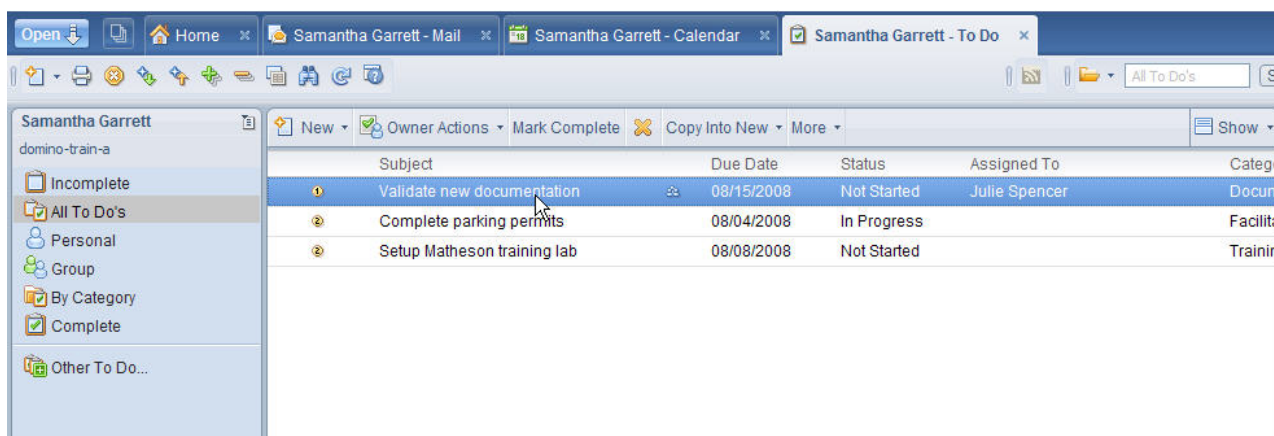
Modifying a To Do item

1. Click on the **To Do** icon on the **Home** page to access your To Do list.

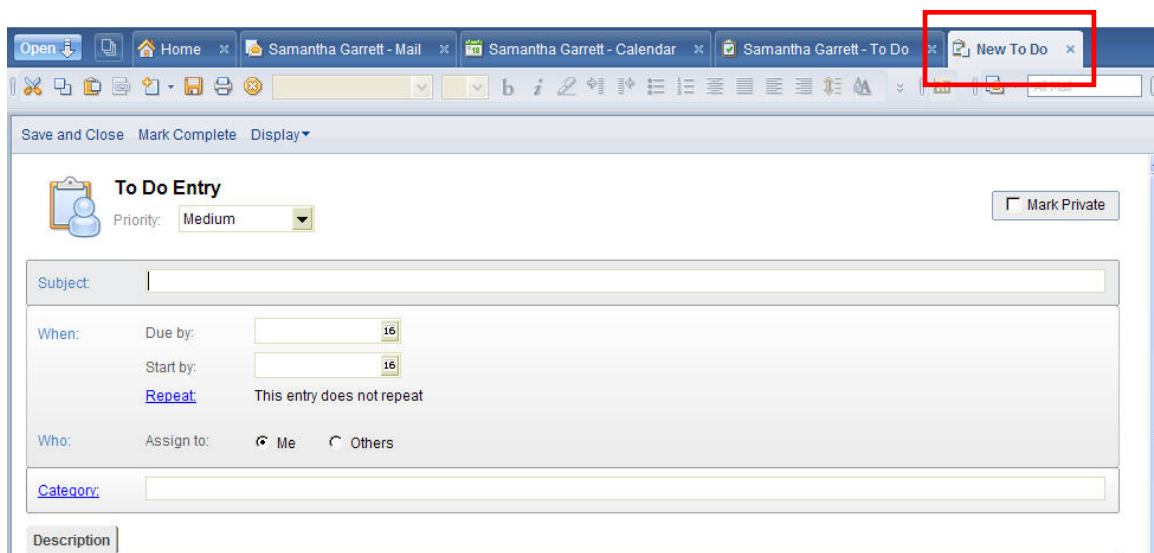


2. Select the To Do item you wish to modify.

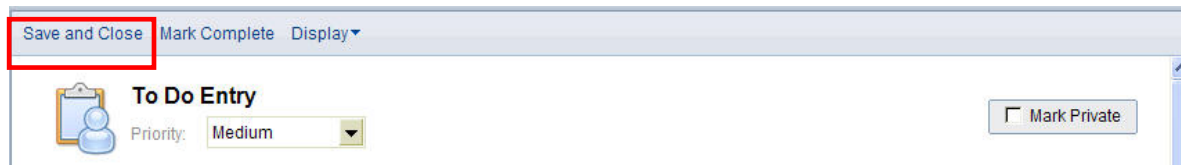
3. Double click on the To Do item in the list to open the To Do item.



- The To Do item will open in a separate tab across the top of your screen.



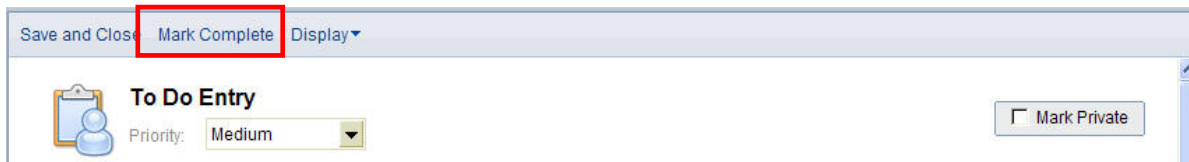
4. Update the details of the To Do item as required.
5. When completed, click on the **Save and Close** button to close the To Do item.



Marking a To Do item as complete

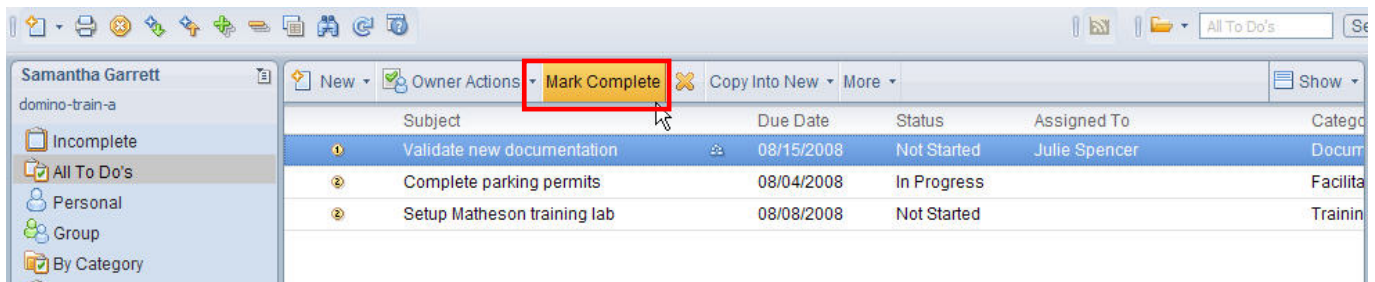
Option 1:

1. Double click on the To Do item to open the To Do item in its own tab.
2. Click on the **Mark Complete** button in the Action Bar.



Option 2:

1. Click once on the To Do item in your list.
2. Click on the **Mark Complete** button in the Action Bar.



Deleting a To Do item

1. Click once on the To Do item in the To Do list.
2. Press the **Delete** key on the keyboard.
3. A confirmation box will appear if the task has not been completed.
4. Click on **Yes** to confirm deletion.

Tip: Changes can be also be made to the To Do items by right mouse clicking on the To Do item and selecting **Edit**.

