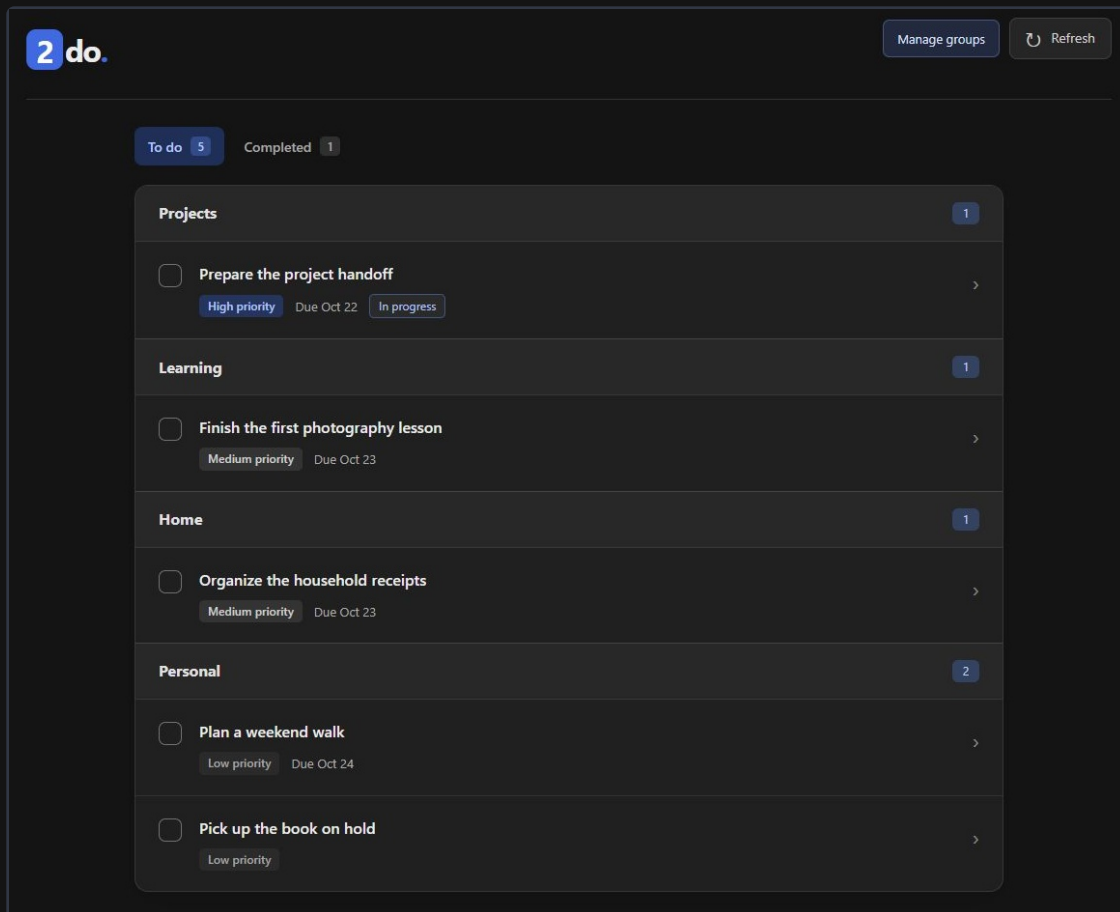


A little less on your mind.

The user guide for your local Windows task workspace.



INSTALL / ORGANIZE / FOLLOW THROUGH

Illustrated guide - Version 1.1.0 - Windows x64

01 / START HERE

Your next step, in one place.

A quick start, then the details when you need them.

1. Install 2do

Download the Windows installer from the official 2do website. Run Setup for your Windows user. Google Chrome is required; the runtime is included.

2. Open the dashboard

Launch 2do from the Start menu or desktop shortcut. Look for the blue checkmark in the system tray. The dashboard opens in Chrome on this PC.

3. Add your first task

Choose **Manage groups** to create a group. Then use **2do > Add a task to 2do** in the Start menu. The helper can also create your first group.

FIND YOUR WAY

03	Install and open	10	Complete, reopen, refresh
04	The dashboard	11	Back up and restore
05	Create your groups	12	Upgrade and uninstall
06	Add a task	13	Troubleshooting
07	Priorities and statuses	14	Optional task helper
08	Dates and priority	15	Release details and limits
09	Notes and sources		

Images show the released app with fictional records. Example source links use example.com.

02 / INSTALLATION

From download to dashboard.

Windows 10 22H2 or Windows 11, on Intel / AMD x64.

Before you start	What to expect
Google Chrome	Used for the local dashboard. The installer does not install Chrome.
Current Windows user	A per-user installation; administrator rights are not required.
Included runtime	No separate Node.js, npm, or developer tools setup is needed.
Version 1.1.0	A fresh installation has no groups, tasks, or notes. Create your own groups.

Run the installer

Open **2do-Setup-1.1.0-x64.exe**. Follow the wizard and choose whether to create a desktop shortcut. Keep the default folder unless you have a reason to change it.

Launch 2do

Use the Start menu or desktop shortcut. The blue checkmark may be under Windows' hidden-icons arrow. Left-click it to open the dashboard again.

About the Windows prompt

The installer is unsigned. Windows or your browser may display an unknown-publisher or reputation warning. Verify the download source and checksum before deciding whether to proceed. This guide does not require changing Windows protection settings.

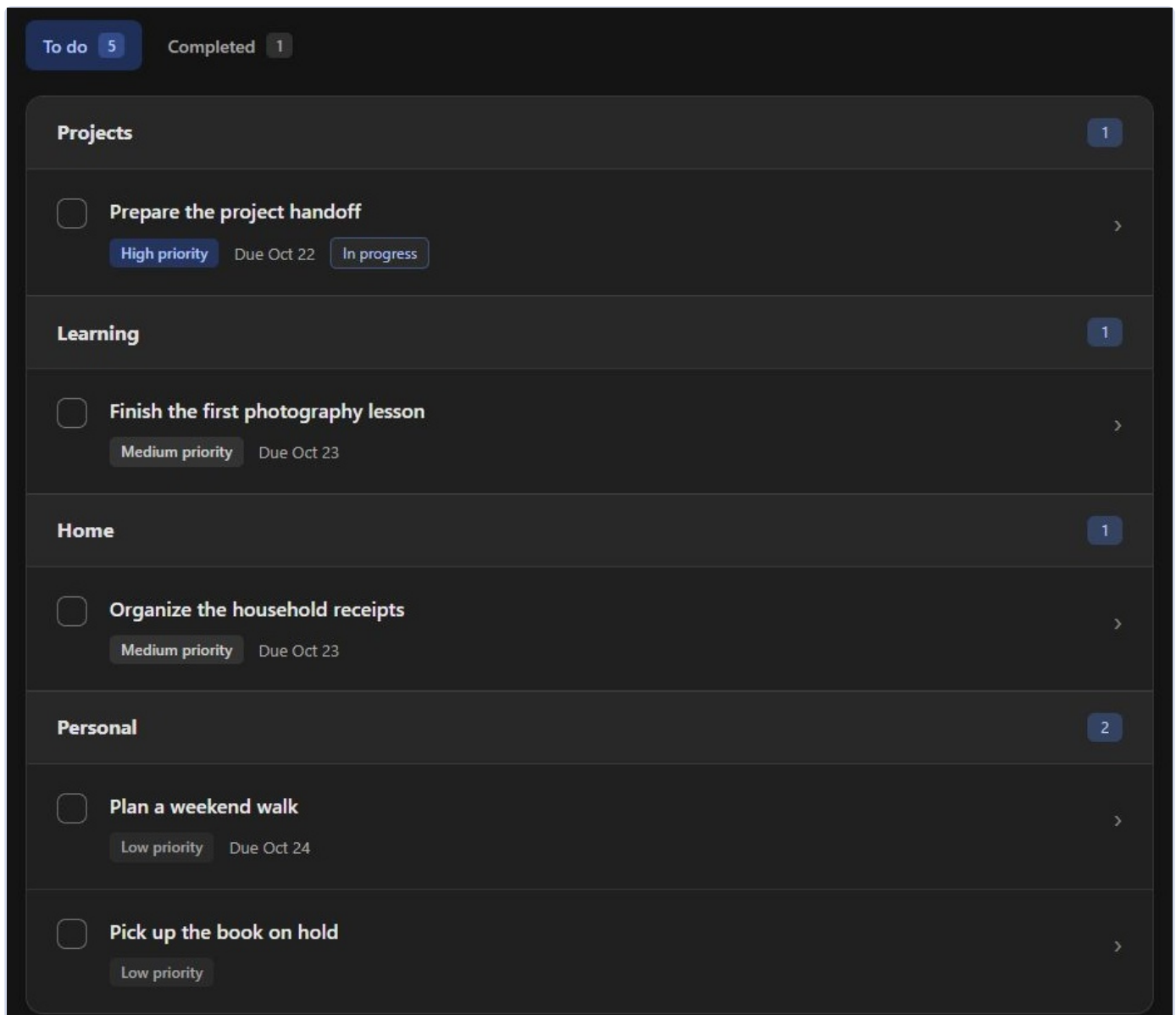
[Official downloads and checksum](#)

No automatic Windows startup entry or firewall rule is added.

03 / THE DASHBOARD

See what needs your attention.

Use To do and Completed to switch views. Select a task title to open its details.



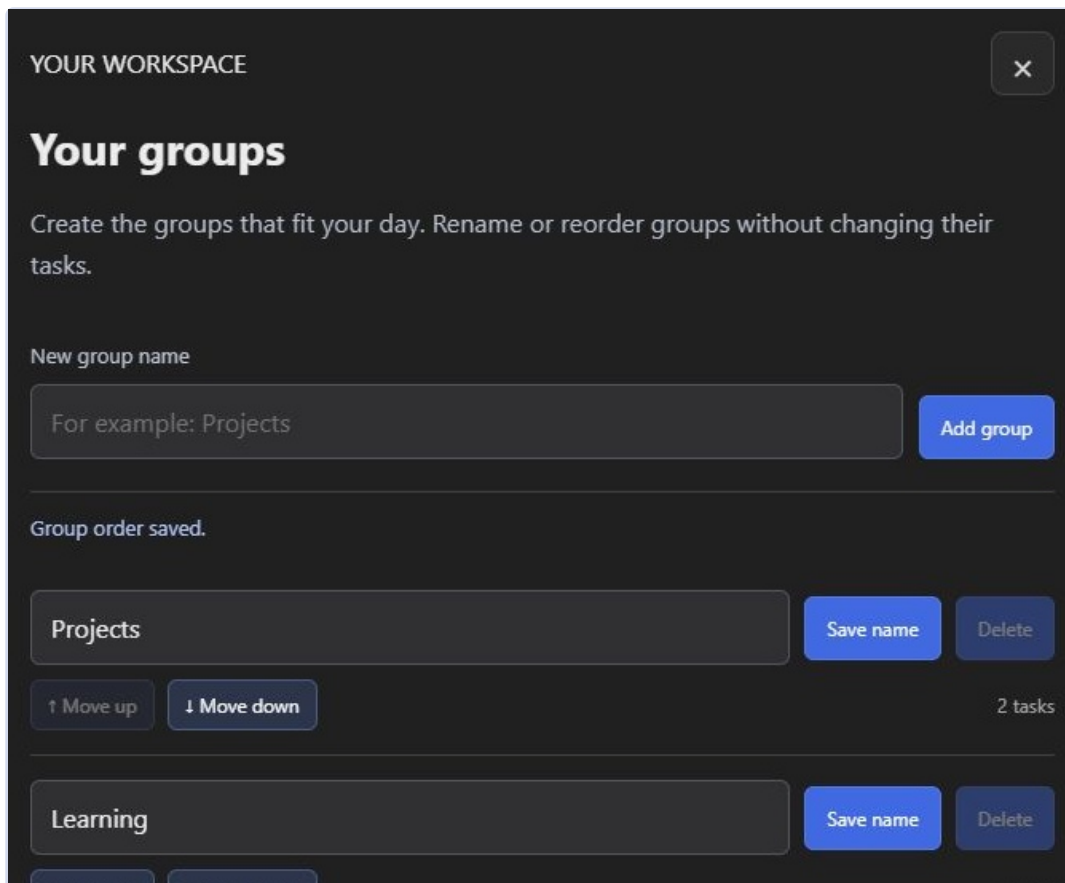
Actual 2do dashboard with fictional tasks. Groups appear in the order shown.

Within each group, tasks are ordered by priority and urgency. The counters show saved tasks in each view. Group names in this guide are examples created for the screenshots; they are not preloaded.

04 / YOUR GROUPS

Build it around your day.

Fresh installations start with no groups, tasks, or notes. Choose the names that fit you.



Manage groups: names and task counts from a fictional workspace.

Create or rename a group

Select **Manage groups** at the top of the dashboard. Enter a name and choose **Add group**. To rename one, edit its name and choose **Save name**. Its tasks and notes stay with the same group. Use **Move up** and **Move down** to save a new order for the dashboard, Group selector, and task helper.

Delete an empty group

Delete is available only when a group has no tasks, including completed tasks. Move those tasks to another group first, save each change, then return here. Confirm the deletion of the empty group.

Upgrading keeps your existing group names and classifications. Projects, Learning, Home, and Personal are examples you can create yourself.

05 / CREATE A TASK

Give the next thing a place.

Use the included Start menu task helper, then manage the task in the dashboard.

Open the task helper

Choose **Start > 2do > Add a task to 2do**. A text window asks for the task title, group, due date, and optional notes. It is a prompt-based helper, rather than an Add button on the dashboard.

Prompt	What to enter
Task title	A clear next action, such as Plan a weekend walk. A blank title cancels adding the task.
Group	Choose a number from your own groups. Enter chooses the first group. With no groups yet, the helper asks you to name your first one.
Due date	Use YYYY-MM-DD, for example 2026-10-24, or press Enter for no date.
Notes	Optional context. You can append more notes later in task details.

Confirm the result

Look for **Saved:** followed by your title. Return to 2do and select **Refresh**, or wait for the next automatic refresh. The task appears in its selected group.

Choose the group deliberately

The helper lists your saved groups in order. For a JSON workflow, use the group id returned by the groups command. An omitted category chooses the first group; create one before adding a task.

This release does not include dashboard controls to rename a task or permanently delete one. Completing a task keeps its notes available in Completed.

06 / TASK DETAILS

Make the next step clear.

Open a task to choose its Group, Priority, and Status. Select Save changes to commit them.

ACTION ITEM Mark complete ×

Prepare the project handoff

High priority Due Oct 22 In progress

Priority set by you

Group

Projects ▾

Priority

High ▾

Status

In progress ▾

Automatic uses due dates and task details.

Save changes

Actual task detail controls. The sample is fictional.

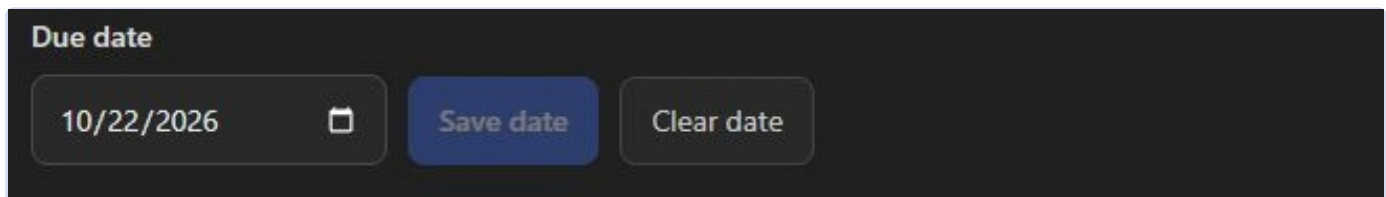
Control	Available choices
Group	Your saved groups, using the names you created. Create or rename them with Manage groups.
Priority	Automatic, High, Medium, Low. A manual choice overrides the calculated level.
Status	To do, In progress, Waiting on Customer, Blocked, Completed.

Each area saves separately: **Save changes** for these selectors, **Save date** for the due date, and **Add note** for a new note. Close the details after confirming the relevant saved message.

07 / DATES AND PRIORITY

Let the due date do its job.

Set a calendar date, or let a task stay undated when a deadline is not known.



The date control uses your browser's display format; the helper accepts YYYY-MM-DD.

Set or change the date

Open the task. Select a date in **Due date**, then choose **Save date**. The message **Due date saved.** confirms the change.

Remove a date

Choose **Clear date**, then **Save date**. Clearing the field alone does not save the removal. Wait for **Due date removed.** before closing.

Use Automatic when the task should respond to context

Automatic priority uses due dates, status, and existing task details. Overdue tasks and tasks due within three days receive high priority. Blocked tasks also receive high priority unless a manual choice overrides it. Waiting on Customer can be low until timing makes it urgent.

Set a manual priority when you need control

Choose High, Medium, or Low in the Priority selector, then **Save changes**. The detail view shows **Priority set by you**. Choose Automatic and save to return to calculated priority.

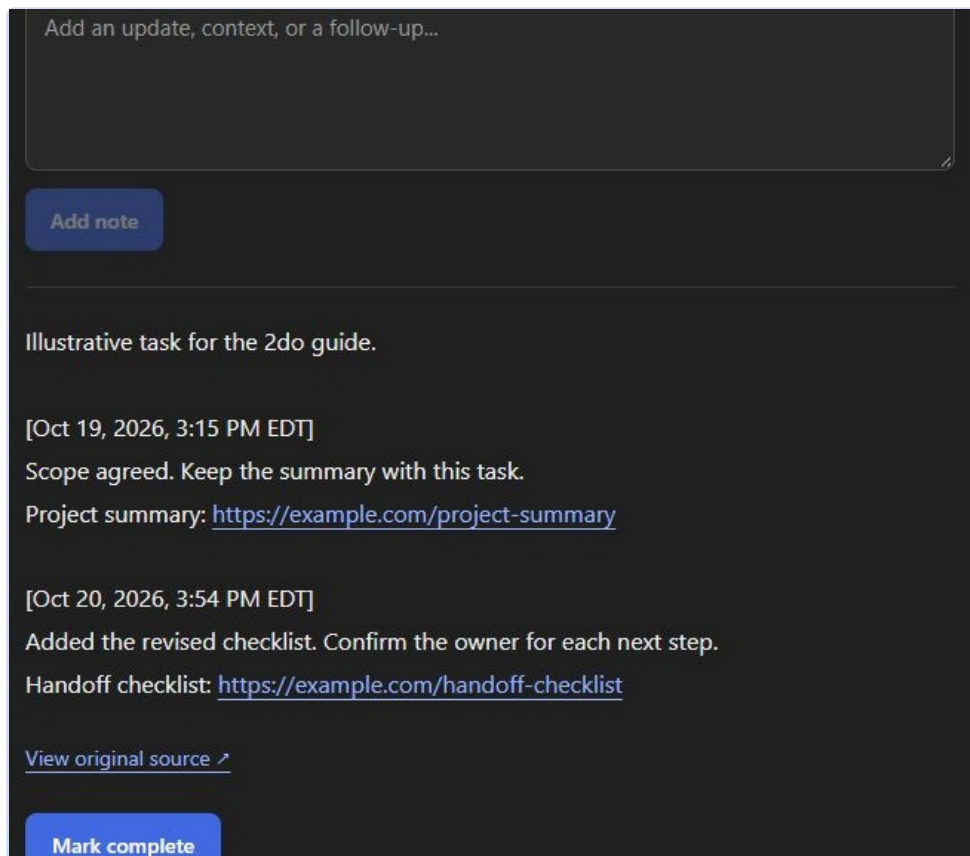
How 2do reads the day

Due dates are calendar dates. Relative labels such as Due today use America/New_York. Saved-note timestamps also use Eastern Time, even if your Windows time zone differs. Priority is an ordering aid; it does not create a reminder notification.

08 / NOTES AND SOURCES

Keep the story with the task.

Add the update, the decision, and the link that will help you pick back up.

A screenshot of the 2do application's note editor and history. At the top is a dark grey text input area with the placeholder text "Add an update, context, or a follow-up...". Below this is a blue button labeled "Add note". The main area displays a list of notes. The first note is "Illustrative task for the 2do guide." followed by a timestamp "[Oct 19, 2026, 3:15 PM EDT]". The text of the note is "Scope agreed. Keep the summary with this task." and "Project summary: [https://example.com/project-summary](\"https://example.com/project-summary\")". The second note is timestamped "[Oct 20, 2026, 3:54 PM EDT]" and contains the text "Added the revised checklist. Confirm the owner for each next step." and "Handoff checklist: [https://example.com/handoff-checklist](\"https://example.com/handoff-checklist\")". Below the notes is a link "View original source" with an external link icon. At the bottom is a blue button labeled "Mark complete".

Add an update, context, or a follow-up...

Add note

Illustrative task for the 2do guide.

[Oct 19, 2026, 3:15 PM EDT]
Scope agreed. Keep the summary with this task.
Project summary: <https://example.com/project-summary>

[Oct 20, 2026, 3:54 PM EDT]
Added the revised checklist. Confirm the owner for each next step.
Handoff checklist: <https://example.com/handoff-checklist>

[View original source](#)

Mark complete

Actual note editor and history, with fictional text and example.com source links.

Append an update

Type into **Add a note**, then select **Add note**. Notes can contain line breaks and up to 4,000 characters. A successful save appends the note with an Eastern Time timestamp; earlier notes remain.

Open each source from the detail view

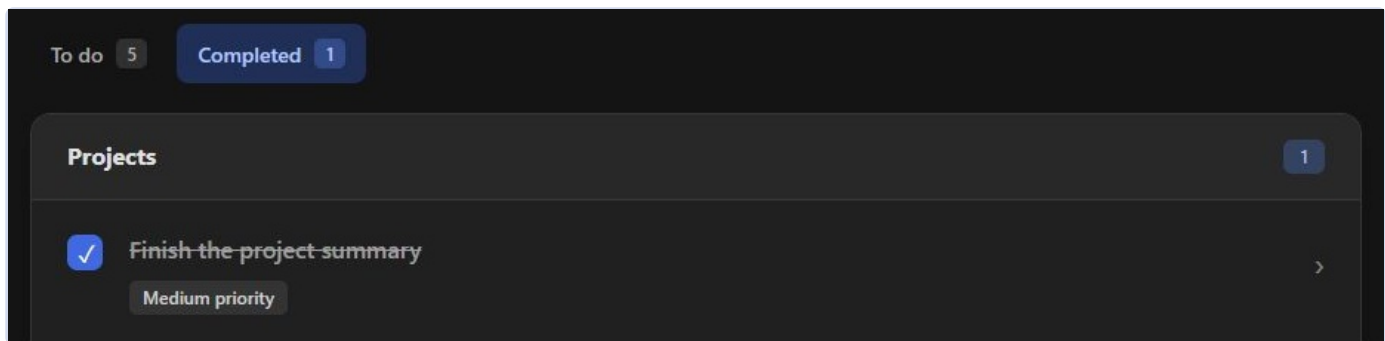
HTTP and HTTPS URLs in the note history are clickable. The **View original source** link also appears when the task has an original source. These links open separately and may require your normal sign-in to that service.

Source links appear inside task details. The dashboard list keeps the task view uncluttered. Notes are appended; this release does not provide a note-edit or note-delete control.

09 / FINISH AND RETURN

Keep the work. Mark the progress.

Completed is a record you can revisit, rather than a deleted task.



The Completed view keeps the saved task and its notes. Fictional task shown.

Complete a task

Use the checkbox beside a task, choose **Mark complete** at the top or bottom of its details, or select Completed in Status and choose **Save changes**. The task moves to Completed.

Reopen it when the work returns

Switch to **Completed** and use the checked box, or open the task and choose **Reopen task**. Reopening a completed task returns its status to To do. Its notes and other saved details remain.

Refresh when another local workflow adds a task

Select **Refresh**. The dashboard also refreshes approximately every five seconds and when the browser regains focus. Check the selected To do / Completed view if an item seems missing.

Save before leaving

Date and selector edits still need their own save buttons. Note drafts are kept while switching between tasks in the same open page, but are not a backup and can be lost by closing or reloading the page. If a save times out, refresh to check the result before submitting again.

10 / YOUR DATA

A backup you can find again.

Your program files and task database are stored separately in your Windows account.

Location	Purpose
%LOCALAPPDATA%\Programs\2do	Default location for the installed program files.
%LOCALAPPDATA%\2do\data	Your task database, tray log, and any local configuration.
tasks.sqlite	The database file inside the data folder. It holds saved tasks and notes.

Make a backup

1. Right-click the system tray checkmark and choose **Quit 2do**.
2. Press Windows+R, enter **%LOCALAPPDATA%\2do\data**, and press Enter.
3. Copy the entire folder to a dated backup location you control.
4. Reopen 2do after the copy finishes.

Restore a backup on the intended Windows account

Quit 2do first. Preserve a separate copy of the current data folder before replacing anything. Copy the backed-up folder contents into the data location above, then launch 2do and check the tasks. Restoring replaces the current database; this is not a merge or sync feature.

Keep the records with the right person

An installer contains no preloaded personal tasks. The data folder belongs to its Windows user and is not included in the public downloads. Treat backups as personal records, and store them somewhere appropriate for their contents.

11 / APP LIFECYCLE

Close, update, come back.

The browser window and the tray app have different jobs.

Action	Result
Close the Chrome tab	The tray app and local server continue running.
Left-click the blue tray icon	Opens the dashboard in Chrome again.
Right-click > Start server	Starts the local server if it is stopped.
Right-click > Quit 2do	Stops the tray app and the server it owns.
Gray tray icon	Indicates that the local server is stopped.

Upgrade

Back up the data folder, then run the newer installer for the same Windows user and installation folder. Setup stops the existing installed tray app before replacing program files. It retains the separate data folder. Version 1.1.0 does not include an automatic updater.

Uninstall

Use **Windows Settings > Apps > Installed apps > 2do**, or the Start menu's **Uninstall 2do** shortcut. Program files and shortcuts are removed, while the data folder is retained. Reinstalling under the same Windows user reconnects to that data.

Starting with Windows

This installer does not add an automatic Windows startup entry. Launch 2do from its shortcut when you need it. Keep your backup even when an uninstall retains the original data folder.

12 / TROUBLESHOOTING

Find the next useful check.

Start with the symptom you can see. Preserve your data before making changes.

What you see	What to check
The dashboard will not open	Confirm Google Chrome is installed. Find the tray icon, choose Start server if needed, then left-click the icon to open the dashboard.
No tray icon	Check Windows' hidden-icons arrow. Launch 2do from the Start menu if it is not running.
The local address is unavailable	The installed dashboard normally uses <code>http://127.0.0.1:4312/</code> . Another 2do copy or application may occupy that port. Close the known conflicting copy and restart 2do; do not end an unidentified process.
A task seems missing	Check To do and Completed, select Refresh, and confirm the group. After reinstalling, verify that you are using the same Windows account and retained data folder.
Changes did not stick	Use the save button for the relevant area. Save changes, Save date, and Add note operate separately. A disabled button can mean the value is unchanged or a save is underway.
A source link will not open	The URL must be an HTTP/HTTPS link. Online sources still require internet access and permission to view the destination.
A save reports a timeout	Refresh to see whether the change was already saved before trying again, especially when appending a note.

The tray log is stored in the data folder. Review it locally when diagnosing startup trouble; it may include local paths or error details. There is no automatic support upload in this release.

13 / OPTIONAL TASK HELPER

For a local workflow you configure.

The Start menu prompts are enough for everyday use. These commands are optional.

Open **Command Prompt** in your 2do installation folder. The helper reads and writes the database for that Windows user. It does not connect an online account or read ChatGPT conversations.

```
2do-tasks.cmd groups
2do-tasks.cmd group-add "Projects"
2do-tasks.cmd list
2do-tasks.cmd complete TASK_ID
2do-tasks.cmd reopen TASK_ID
```

Replace TASK_ID with the id returned by list. Add a task by piping one JSON object into the add command:

```
echo {"title":"Take a walk","category":"GROUP_ID"} | 2do-tasks.cmd add
```

JSON field	Accepted values or meaning
title	Required. A nonblank task title, up to 500 characters.
category	A saved group id from the groups command. Replace GROUP_ID before running the example.
due	Optional calendar date in YYYY-MM-DD format, or null.
priority	high, medium, low, or null for Automatic.
status	todo, in_progress, waiting_on_customer, blocked, or completed.
notes / source	Optional initial notes; optional original HTTP/HTTPS source URL.

Refresh the dashboard to see helper changes. Integrations with an assistant or another tool require a separate local setup and access to the intended data folder.

14 / RELEASE REFERENCE

2do 1.1.0, at a glance.

Windows local installer - Built October 20, 2026.

Included in this release

A Windows tray launcher and prompt-based task helper; a Chrome dashboard; customizable groups; saved priorities, statuses, dates, and appended notes; clickable sources inside task details; a bundled Node.js runtime and SQLite storage.

Current boundaries

Windows 10 22H2 / Windows 11 on Intel / AMD x64. No Mac or ARM installer. No app account, built-in cloud sync, automatic account connections, scheduled reminders, dashboard task-renaming, or permanent-delete control. Phone access is not enabled by this installer. The local server listens on this PC only by default.

Release validation

The installer was tested locally, including install, task persistence, upgrade, and retained data after uninstall. Validation on a second physical PC is still pending. The installer is unsigned. Public downloads contain no preloaded task database, notes, or account credentials.

INSTALLER SHA-256

```
cf074b596b27423c3049e14a62dd8489
747fdf721455ada06d4642db4d041ca0
```

[2do website and current downloads](#)

[Open the product pamphlet](#)

[Open the installer checksum file](#)

Document edition: October 20, 2026. Screenshots use the exact 1.1.0 interface with fictional tasks. A cropped screenshot may show only the controls discussed on that page. The app and its source links can change independently of this guide.