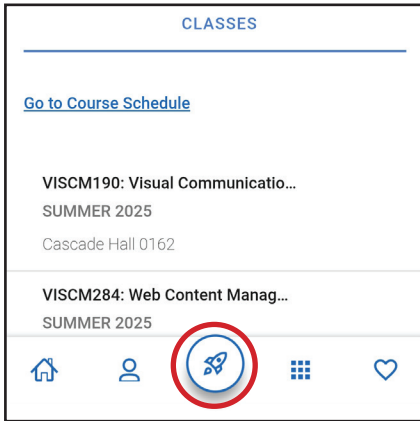


How to add to your To-Do list

Step 1.

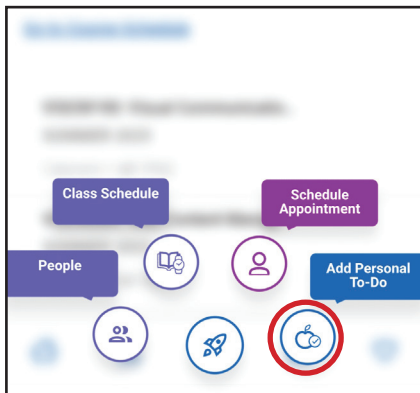
- Open the Navigate360 Mobile App.

- Tap on **Quick Launch** (rocketship icon), in the center of the bottom of the screen.



Step 2.

- Tap on "Add Personal To-Do"



Step 3.

This will bring up your "Personal To-Do" screen.

- You can input the Title of what you want to do, date and time, as well as a description.

- To save, Tap the blue "Submit" Button at the bottom of the screen.

