

ARHOCH PRODUCT MANUALS

ARHOCH Todo

Complete user manual - tasks, conversations and history

Understand each area of the system and follow the procedures, from initial setup to everyday operations.

How to use this manual

Follow the quick start to prepare your environment. Then look up individual tasks in the chapters. Screenshots use demonstration data; available menus and actions depend on your permissions.

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About this manual

This manual describes existing ARHOCH Todo features. Examples and images use fictional demonstration data and do not represent customer records.

Controls depend on account permissions and the active branch. Refer to the IAM manual for shared account and access procedures.

Quick start

1. Sign in and check organization and branch.
2. Create the first task with a title and optional description.
3. Open details, comment and update status.
4. Use filters to track relevant tasks.

1 Getting started

1.1 Sign in and prepare access

What it is for Todo brings together the work and conversations of one branch. Your account, organization, branch and permissions are managed by IAM.

Where to find it <https://todo.arhoch.com/>

Step by step

1. Open Todo and choose Sign in. If you do not have an account, use Create account.
2. Complete registration and email verification when requested. Then return to Sign in; verifying an email does not start a session.
3. On first access, follow IAM onboarding to create or choose an authorized organization and branch.
4. Check the organization and branch names in the header before viewing or creating tasks.

Expected result

The Tasks area shows the records of the active branch, according to your access.

Important information

The IAM manual explains registration, access recovery, invitations, roles and account security. Do not create another organization just because a task did not appear: check the branch and filters first.

If something goes wrong

Sign-in unavailable

Use Reload page. If the problem persists, wait for identity service recovery or contact support.

1.2 Switch organization and branch

What it is for Choose the correct workspace. Tasks and comments belong to the branch in which they were created.

Where to find it Header → Organization and branch

Step by step

1. Save or deliberately discard any draft before switching context.
2. Select Organization and branch in the header or account menu.
3. Choose an authorized pair from the list. Wait for confirmation; navigation is blocked while the change is processed.
4. Check the new header and refreshed list.

Expected result

Only tasks from the confirmed branch are displayed.

Important information

Switching branches does not move tasks. URL links and filters represent navigation and do not grant access.

1.3 Understand access roles

What it is for Available buttons depend on permissions and record authorship.

Where to find it Team → People and access

Fields and options

Viewer	Reads tasks, comments and history.
Collaborator	Creates tasks; edits, changes status and deletes their own tasks; comments and manages their own comments.
Manager	In addition to collaborator abilities, can manage tasks and moderate comments from other people in the branch, according to assigned permissions.

Step by step

1. Ask the administrator for a role suited to the branch and the work you will perform.
2. Use the viewer role for reading; collaborator for your own tasks and comments; manager to also manage other people's records.
3. For invitations or member changes, consult the complete IAM manual.

Expected result

Each person accesses only the functions granted in the confirmed context.

If something goes wrong**No access to tasks**

Request access from the administrator or choose another authorized branch. You do not need to register again.

2 Create and track tasks

2.1 Create a task

What it is for Record a branch activity with a clear title and, when needed, a description.

Where to find it Tasks → New task

Before you start

- Permission to create tasks in the active branch.

Fields and options

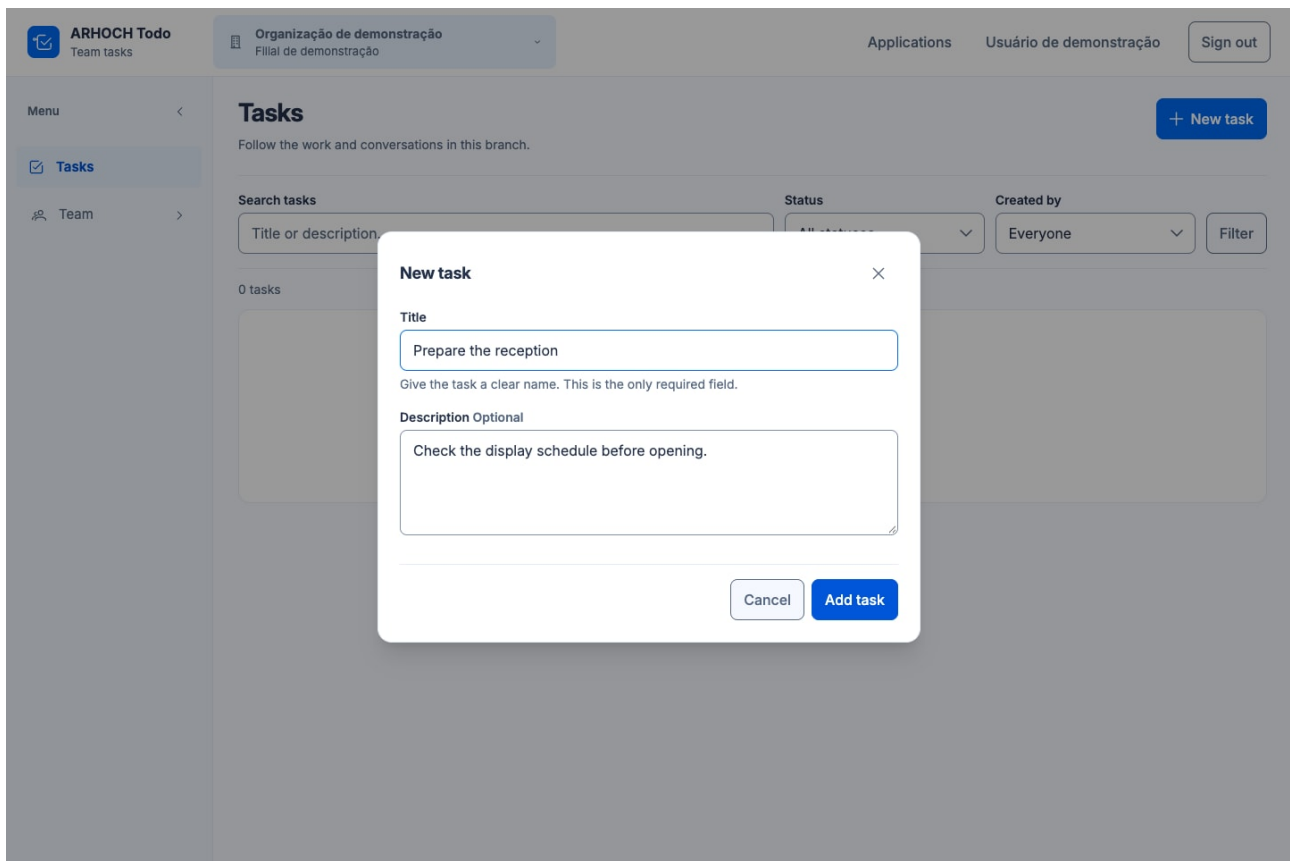
Title	Required; up to 200 characters. This is the name shown in the list and details.
Description	Optional; up to 10,000 characters. Use it for instructions and activity context.

Step by step

1. Select New task. When the list is empty, Add first task opens the same form.
2. Fill in Title and, optionally, Description.
3. Select Add task once and wait for confirmation.
4. Check for Task added. Use Open saved task to view the record, particularly if filters hide it.

Expected result

The new task is Open, with your account as author and creation and update timestamps.



Real Todo interface with fictional demonstration data.

Important information

This version has no due date, priority, attachment or assigned-owner fields. Created by indicates authorship and is not an editable assignment.

2.2 Read the list and open details

What it is for Each row summarizes a task and offers permitted actions without opening another screen.

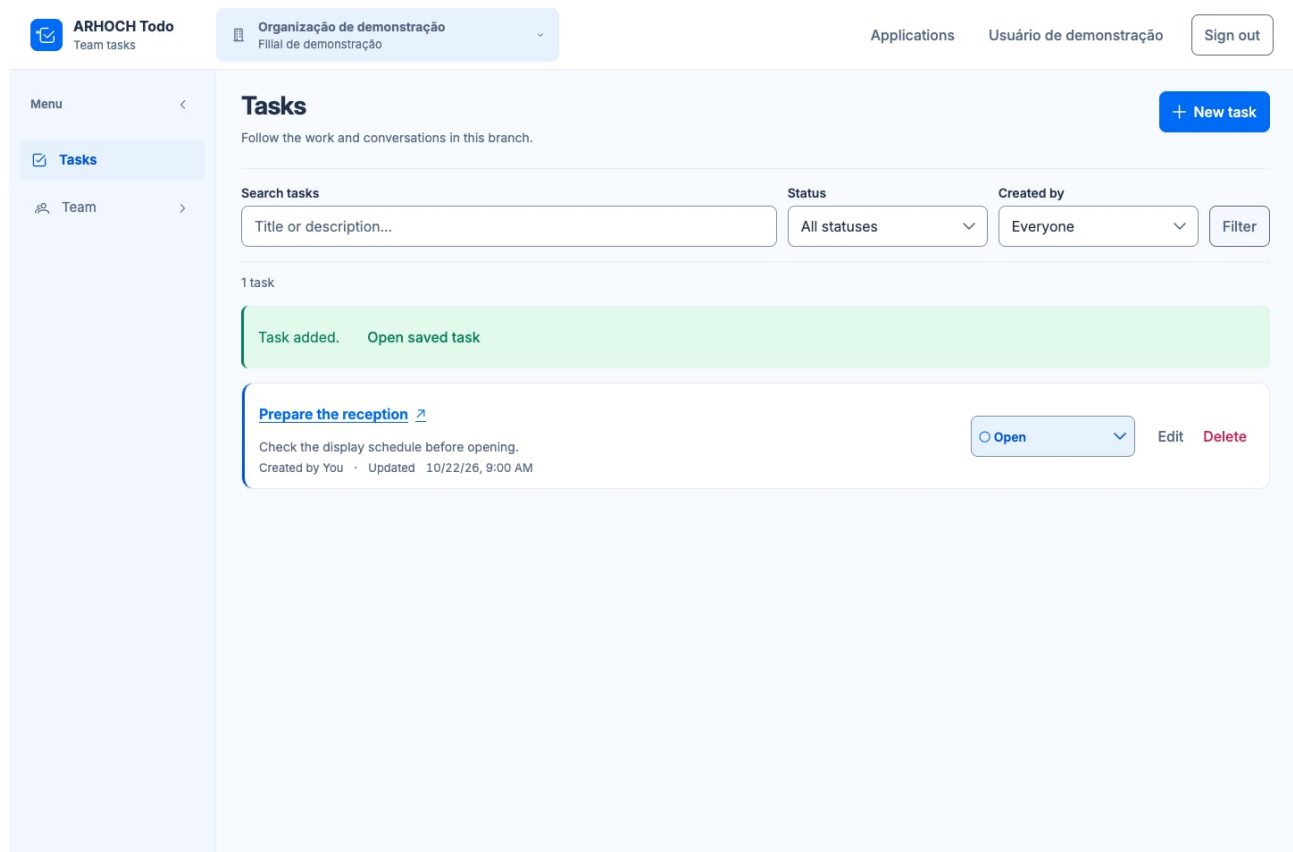
Where to find it Tasks

Step by step

1. Read the title, description excerpt, Created by, Updated and status.
2. Select the title to open Task details.
3. Read the full description, authorship, timestamps, comments and Activity history.
4. Use Close to return to the list.

Expected result

Reading preserves the list position and filters.



Real Todo interface with fictional demonstration data.

2.3 Edit title and description

What it is for Update task information when the activity changes.

Where to find it Tasks → Edit, or Task details → Edit task

Before you start

- Edit permission for your own task; for another person's task, management permission is also required.

Step by step

1. Open Edit on the row or Edit task in the details.
2. Change Title and/or Description within the same limits used for creation.
3. Select Save task and wait for Task saved.
4. If you decide not to change anything, use Cancel and confirm discarding when a draft exists.

Expected result

Updated content and the new update timestamp become available; the change appears in history.

2.4 Change status and reopen

What it is for Show the current state of the work without deleting its record.

Where to find it Row status selector or Task details → Task status

Step by step

1. Open the status selector for the intended task.
2. Choose Open, In progress, Completed or Canceled.
3. Wait for Status updated. If a completed task needs more work, select Open or In progress.

Expected result

The status is updated in the list, details and history.

Important information

Canceled is a reversible status. Delete is a separate, confirmed action with no recovery in the interface.

2.5 Delete a task

What it is for Remove a task that should no longer remain available in the branch.

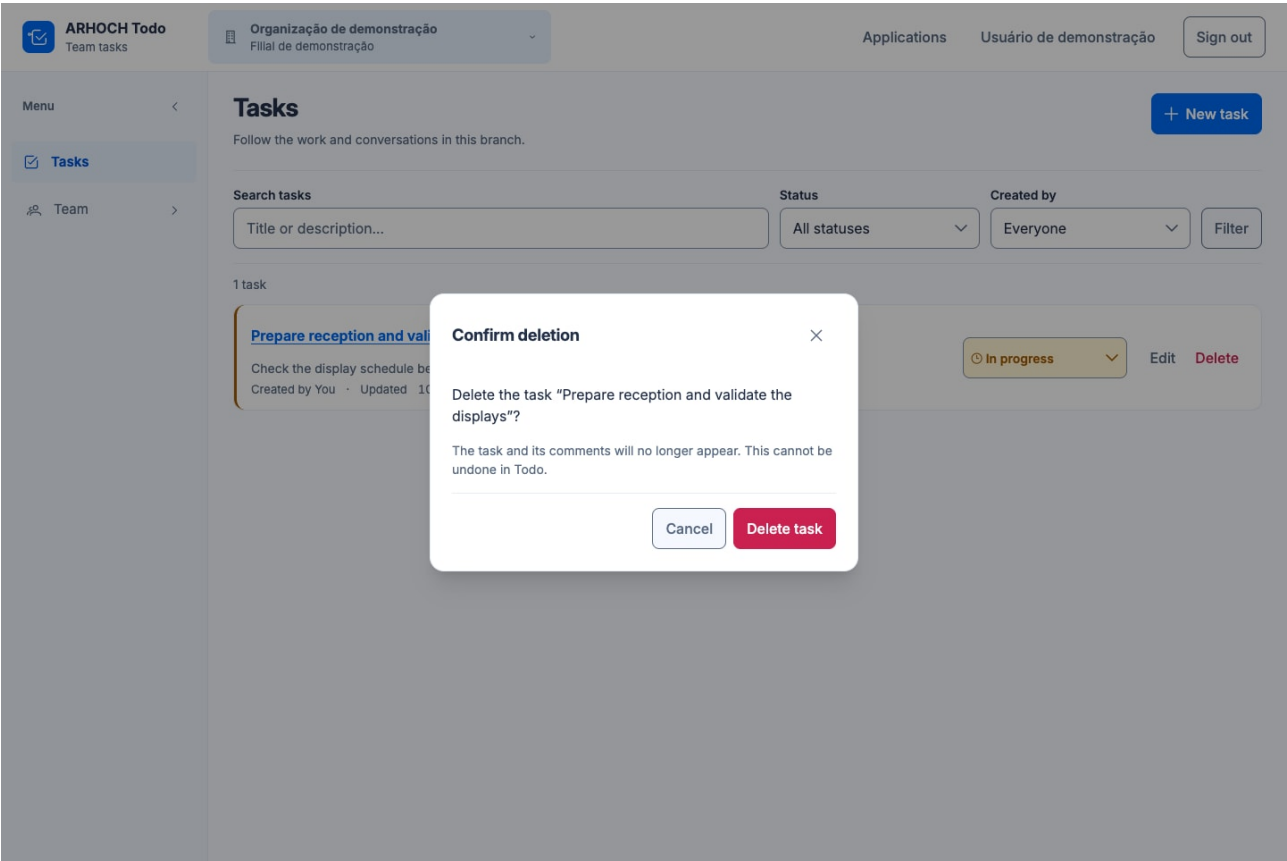
Where to find it Tasks → Delete, or Task details → Delete task

Step by step

1. Select Delete or Delete task on the correct record.
2. Check the title and consequence shown in Confirm deletion.
3. If deletion is needed, select Delete task. To keep the task, select Cancel.
4. Wait for Task deleted.

Expected result

The task and its comments stop appearing. Todo does not provide restoration.



Real Todo interface with fictional demonstration data.

3 Find and organize your view

3.1 Search, filter and clear filters

What it is for Narrow the list by text, status and authorship. The list changes only when filters are applied.

Where to find it Tasks → Filter tasks

Fields and options

Status	All statuses, Open, In progress, Completed or Canceled.
Created by	Everyone or Created by me. A URL with a specific author may preserve Another team member; this is not an assignment selector.

Step by step

1. In Search tasks, enter part of a title or description, up to 200 characters.
2. Choose Status and Created by when needed. On mobile, open Status and author to reveal those fields.
3. Select Filter. Editing a field without applying keeps the previous query and displays a reminder.
4. Use Clear filters to return to an unrestricted query.

Expected result

The summary shows the result range and the filters actually applied.

The screenshot shows the ARHOCH Todo application interface. At the top, there's a header with the ARHOCH Todo logo, a dropdown menu for 'Organização de demonstração' (Filial de demonstração), and links for 'Applications', 'Usuário de demonstração', and 'Sign out'. On the left, a sidebar menu shows 'Menu', 'Tasks' (selected), and 'Team'. The main content area is titled 'Tasks' and includes a '+ New task' button. Below the title, it says 'Follow the work and conversations in this branch.' The 'Search tasks' field contains 'not-present'. The 'Status' dropdown is set to 'All statuses', and the 'Created by' dropdown is set to 'Everyone'. There are 'Filter' and 'Clear filters' buttons. Below the filters, it shows '0 tasks' and a search bar with 'Search: "not-present"'. A message box states 'No tasks found' with a magnifying glass icon and the text 'Try another search or clear the filters.' and a 'Clear filters' button.

Real Todo interface with fictional demonstration data.

3.2 Navigate pages and share queries

What it is for Browse larger lists without losing applied filters.

Where to find it List footer → Previous / Next

Step by step

1. Check Page X of Y and the record range. Pages contain up to 20 tasks.
2. Use Next or Previous. Controls are unavailable at the limits and while loading.
3. To share the query, copy the browser address after applying filters.
4. The person opening the link must sign in and have access to the appropriate context.

Expected result

Search, status, authorship, page and navigation area can be recovered from the URL.

Important information

The address does not transfer permissions or define an authorized branch. Avoid placing confidential data in a shared URL search.

4 Comments and history

4.1 Add a comment

What it is for Keep the conversation about an activity with its task.

Where to find it Task title → Task details → New comment

Before you start

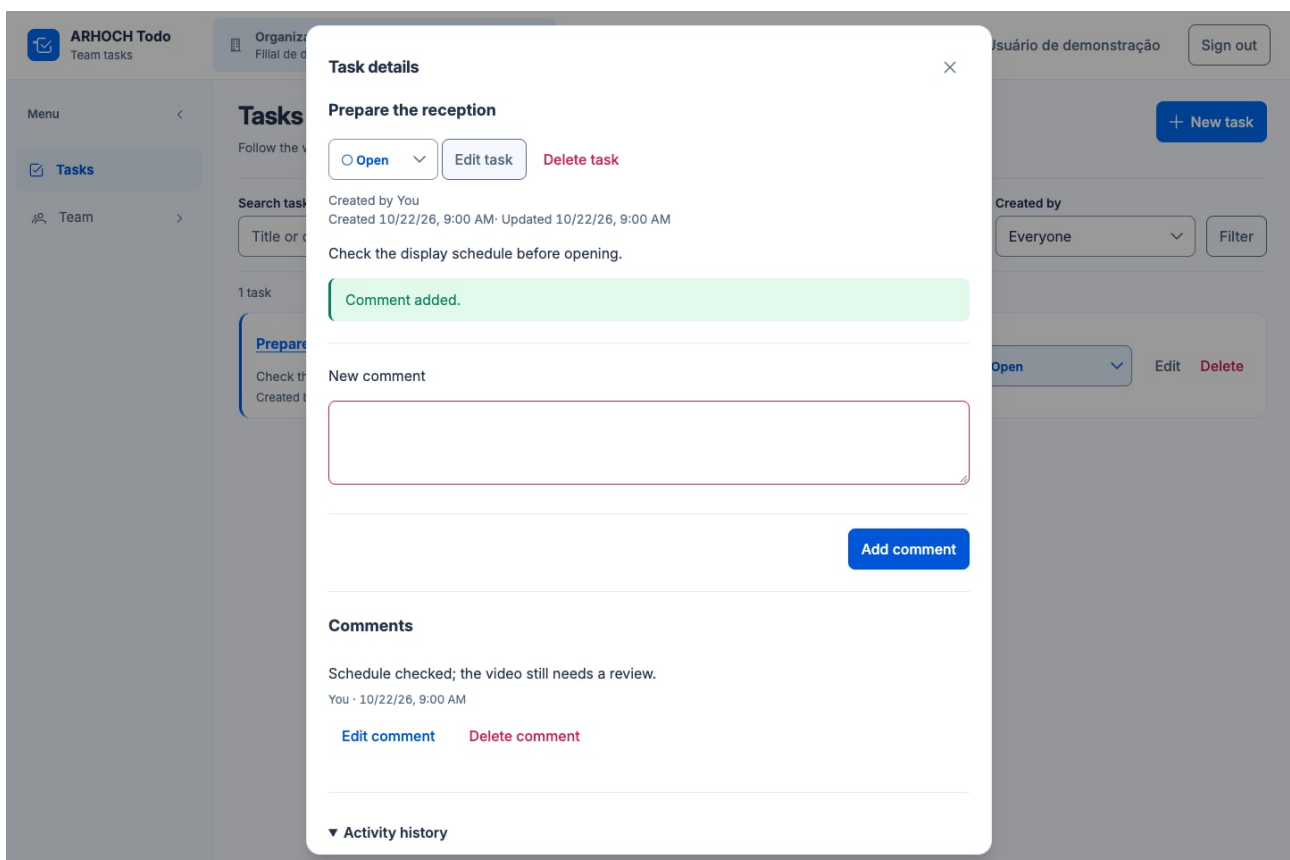
- Permission to comment in the active branch.

Step by step

1. Open the intended task details.
2. Fill in New comment with up to 5,000 characters. Text is required.
3. Select Add comment and wait for Comment added.
4. Check the text, author and date in Comments.

Expected result

The comment is linked to the task and the signed-in account as author.



Real Todo interface with fictional demonstration data.

4.2 Edit a comment or cancel editing

What it is for Correct an existing comment without publishing another record.

Where to find it Task details → Comments → Edit comment

Step by step

1. Select Edit comment beside the correct comment.
2. Change the text in Edit comment.
3. Select Save comment. To keep the previous text, use Cancel editing.
4. Check Comment saved and the Edited information.

Expected result

The same comment shows the new content and editing timestamp.

Important information

Editing your own comment requires the corresponding permission; editing another person's comment also requires moderation.

4.3 Delete a comment

What it is for Remove a comment that should no longer remain visible.

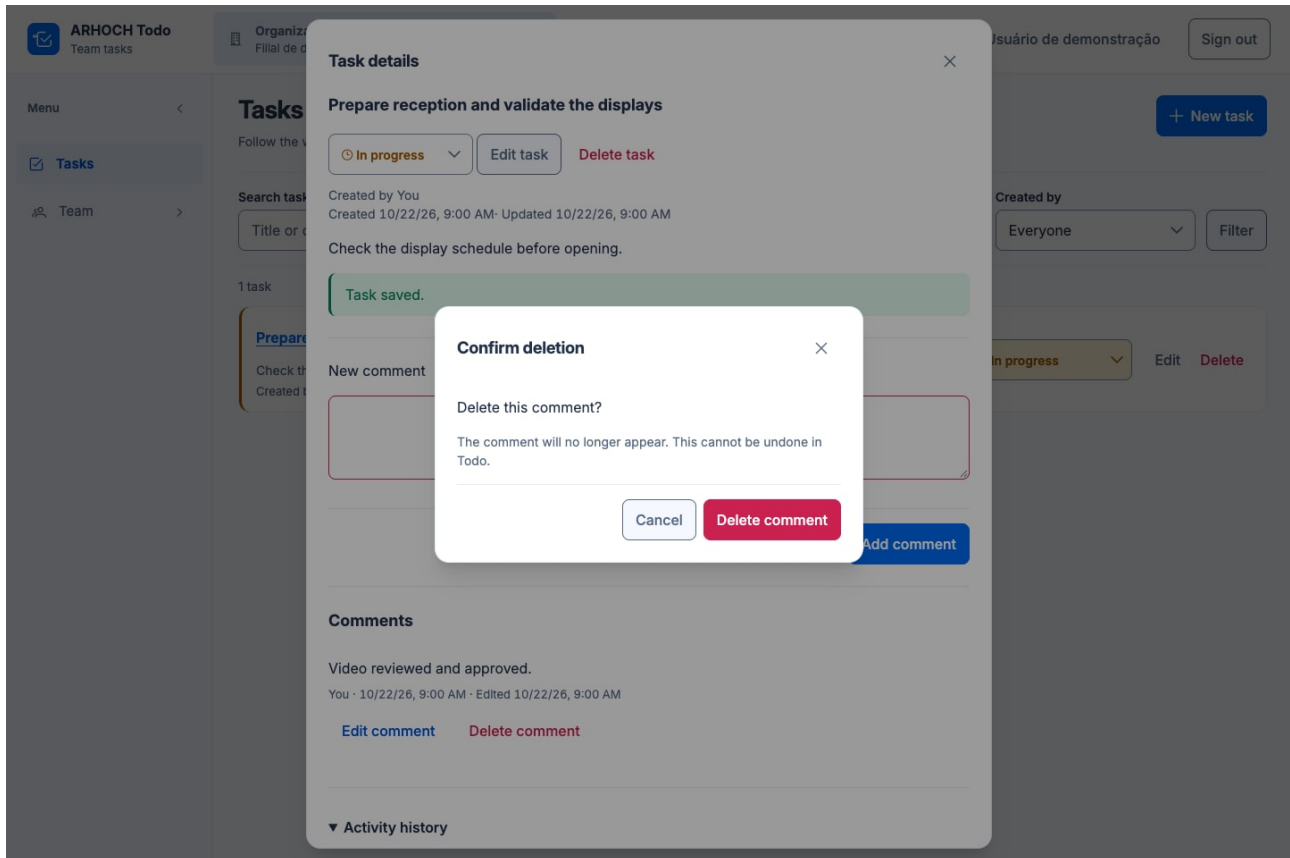
Where to find it Task details → Comments → Delete comment

Step by step

1. Select Delete comment beside the correct text.
2. Read Confirm deletion and the consequence.
3. Confirm with Delete comment or keep the text with Cancel.

Expected result

The comment stops appearing. Todo does not provide restoration.



Real Todo interface with fictional demonstration data.

4.4 View history and load more records

What it is for Understand who made changes and when.

Where to find it Task details → Activity history

Step by step

1. Open Activity history in the details.
2. Read the date, action, author and status transition when recorded.
3. Use More activity when more events exist. In Comments, More comments loads the next conversation page.
4. If loading fails, use Retry loading activity or Retry loading comments in the affected section.

Expected result

New records are appended without losing those already visible.

Important information

History is read-only; it does not restore an earlier version or undo deletions.

5 Team, account and recovery

5.1 People, organization, branches and preferences

What it is for Use shared areas to manage access and presentation without duplicating the operations in Todo.

Where to find it Team and account menu

Step by step

1. In Team, open People and access for members, roles and invitations, according to your access.
2. Open Organization or Branches to view or manage permitted areas. Renaming a branch also affects other applications that share it.
3. In the account menu, use Profile, Preferences and Account security. Preferences contains language, theme and time zone; Security contains password, sessions and API tokens.
4. Follow the IAM manual for the full procedures in these areas, including user invitations and acceptance.

Expected result

Shared settings are maintained by IAM and reused across applications.

5.2 Resolve errors without losing work

What it is for Distinguish read failures, conflicts and uncertain confirmations before repeating an action.

Where to find it List, editor or detail messages

Step by step

1. Read the message beside the operation. During submission, wait; buttons and closing are blocked to avoid repetition.
2. If only the list fails, use Refresh list. This does not require recreating the task.
3. On an edit conflict, reload the record and review the current version before editing again.
4. If the context changed in another tab, confirm organization and branch and reload the query.
5. When closing an edited draft, confirm discarding only when you no longer need the draft.

Expected result

You resume from a confirmed state.

If something goes wrong

Saved task does not appear

Check filters, page and branch; use Open saved task after confirmation.

Edit or delete button missing

Check authorship and permissions with the administrator. This is not a filter problem.

6 Glossary

Task

A record of a branch activity.

Authorship

The signed-in person who created a record; it does not mean assigned owner.

Context

Organization and branch pair confirmed by IAM.

Draft

A local change not yet confirmed by saving.

7 Help and next steps

ARHOCH support: contact@arhoch.com · WhatsApp +55 51 99764-4349. When requesting help, provide the screen, action, time and message; do not send passwords, tokens or unnecessary personal data.