Task Management System
User Manual

Welcome to the Task Management System. This guide walks you through every feature from account setup through creating, viewing, updating, and deleting tasks, to managing your profile and handling notifications.

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1. Getting Started

1. Open your browser and navigate to the application URL [App link](#)

2. You will be greeted with the **Login/Register** screen.

2. Authentication

Register

1. Click **create account**.

2. Enter your **Email**, **Username**, **Password**, and **Confirm Password**.

3. Click **create account**.

4. If the passwords match and all fields are valid, you'll be asked to enter a verification code to the email you entered
5. You will be taken to your dashboard.

Login

1. Click **Sign In**.

2. Enter your **Email** and **Password**.

3. Click **Sign In**.

4. Successful login brings you to the main task dashboard.

Sign Out

*   From any page, click the **Sign Out** button (on the button left).

*   You will be logged out and redirected to the login screen.

3. Profile

1. Click your **Profile** icon on the button left to see profile click on it to see the profile.

2. View your account details (email, username, etc.).

4. Category Management

On the left sidebar:

Add New Category

1. Click **+ Add Category**.

2. Enter the **Category Name** (e.g., "Work", "Study", "Health").

3. Click **Save**.

4. Your new category appears in the list.

5. Task Creation

In the main canvas area:

1. Fill in the fields:

   - **Title**: brief summary (e.g., "Fix login bug").

   - **Description**: detailed information.

   - **Task Type**: select from your categories dropdown.

2. **Attach File** (optional):

   - Click **Attach File**.

   - Browse and select a file (screenshot, spec doc, etc.).

3. Click **Create Task**.

4. The new task appears in the task list under the selected category.

6. Viewing Tasks

1. On the left sidebar, click any **Category**.

2. The main canvas updates to show **all tasks** in that category.

7. Updating & Deleting Tasks

Each task in the list has two action icons:

- **Edit (Pen Icon)**

  1. Click the Pen icon next to the task.

  2. Update **Title**, **Description**, **Task Type**.

3. To change attachments:

■ Click **Remove** on the existing file.

■ Click **Attach File** to add a new one.

4. Click **Save Changes**.

● **Delete (Trash Icon)**

1. Click the Trash icon.

2. Confirm deletion in the prompt.

3. The task is permanently removed.

8. Notifications

● Whenever you **update** a task, a notification is sent to your email
● Example:

"Your task "Task Name" has been updated:

- Topic: Work

- Description: new description"