

TaskMaster: The Adoption and Utilization of Task Management Tool for Philippine School of Business Administration

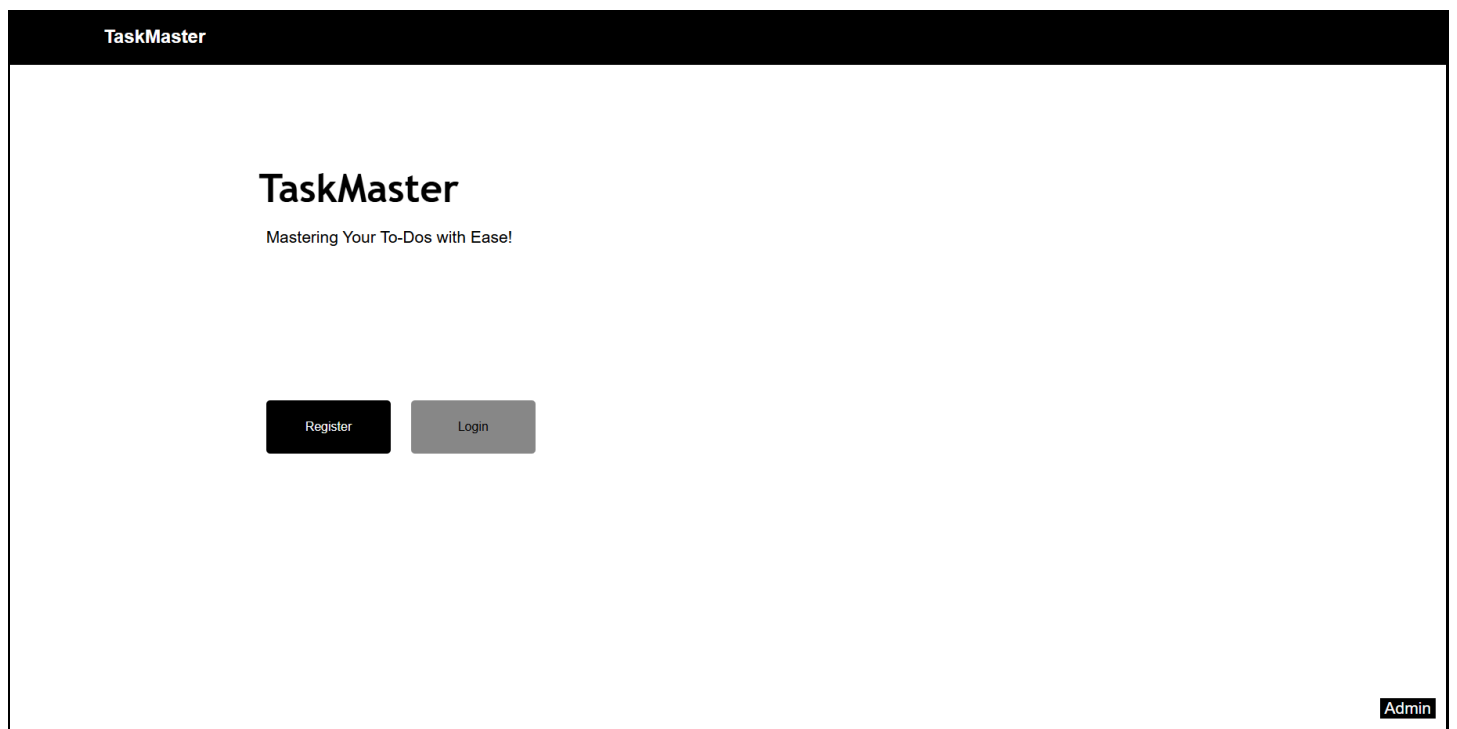
OUTLINE

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 - Title
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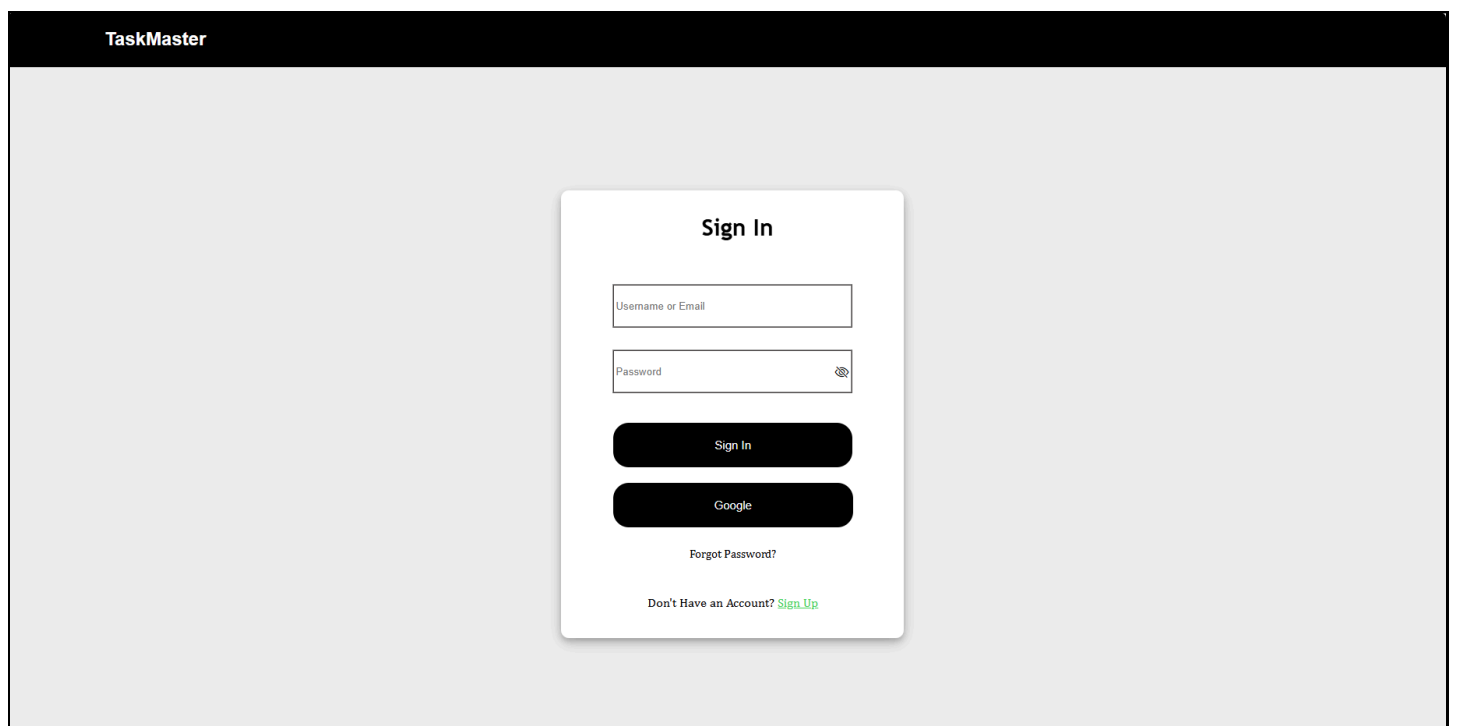
This user manual equips you, the PSBA faculty and students, to navigate TaskMaster effectively. TaskMaster is a web-based application designed to streamline task management, enhance collaboration, and boost productivity.

Main page

- **This is your entry point. You'll find buttons for "Register" and "Login."**

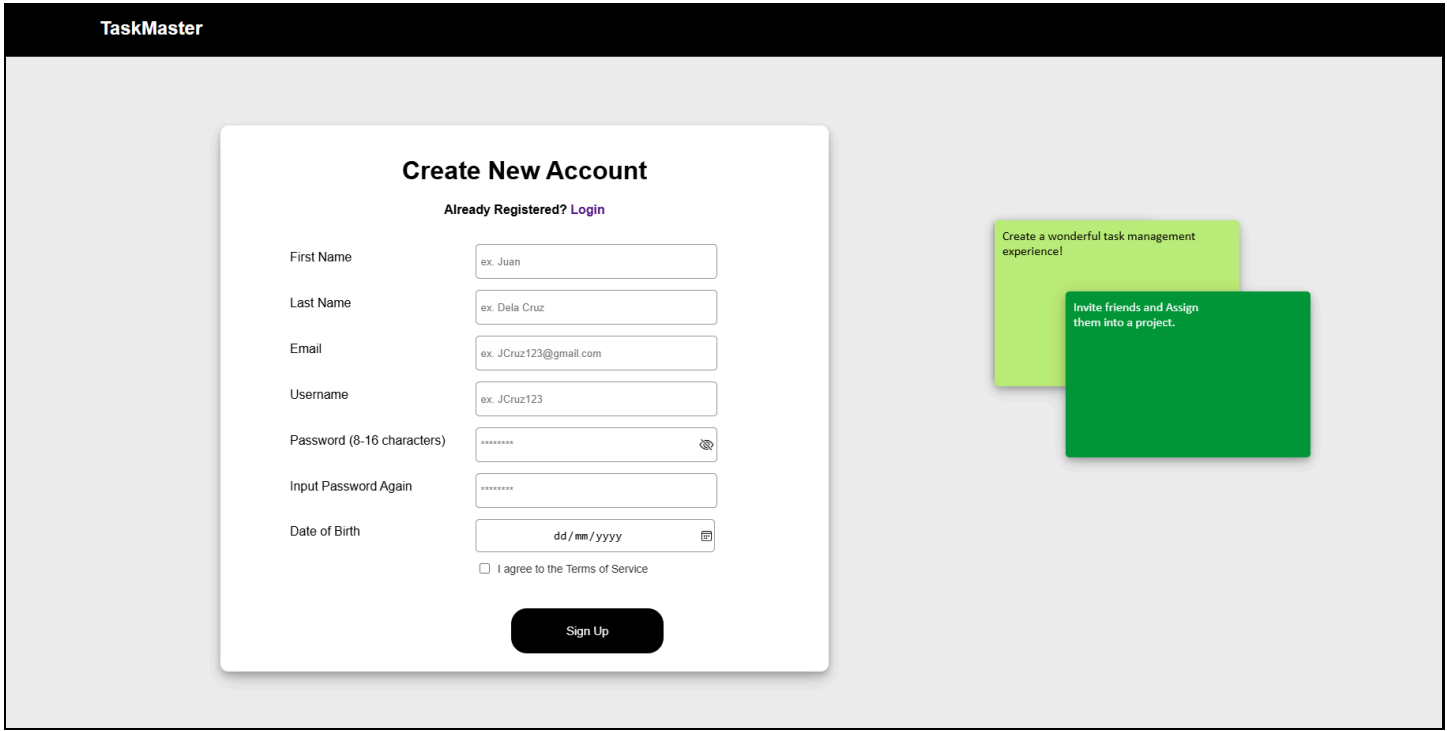


How to Login



- Existing users can access their accounts using their registered username and password.
 - Input the required details inside each field.

Create Account (Register):



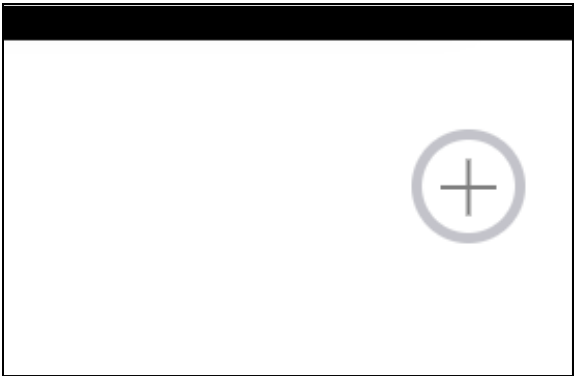
- New users can create an account by providing their:
 - name
 - email address
 - desired username
 - password (twice for confirmation)
 - and agreeing to the Terms of Service.

Dashboard

This is your central hub. From here, you can create new projects, access existing ones, and view upcoming deadlines.



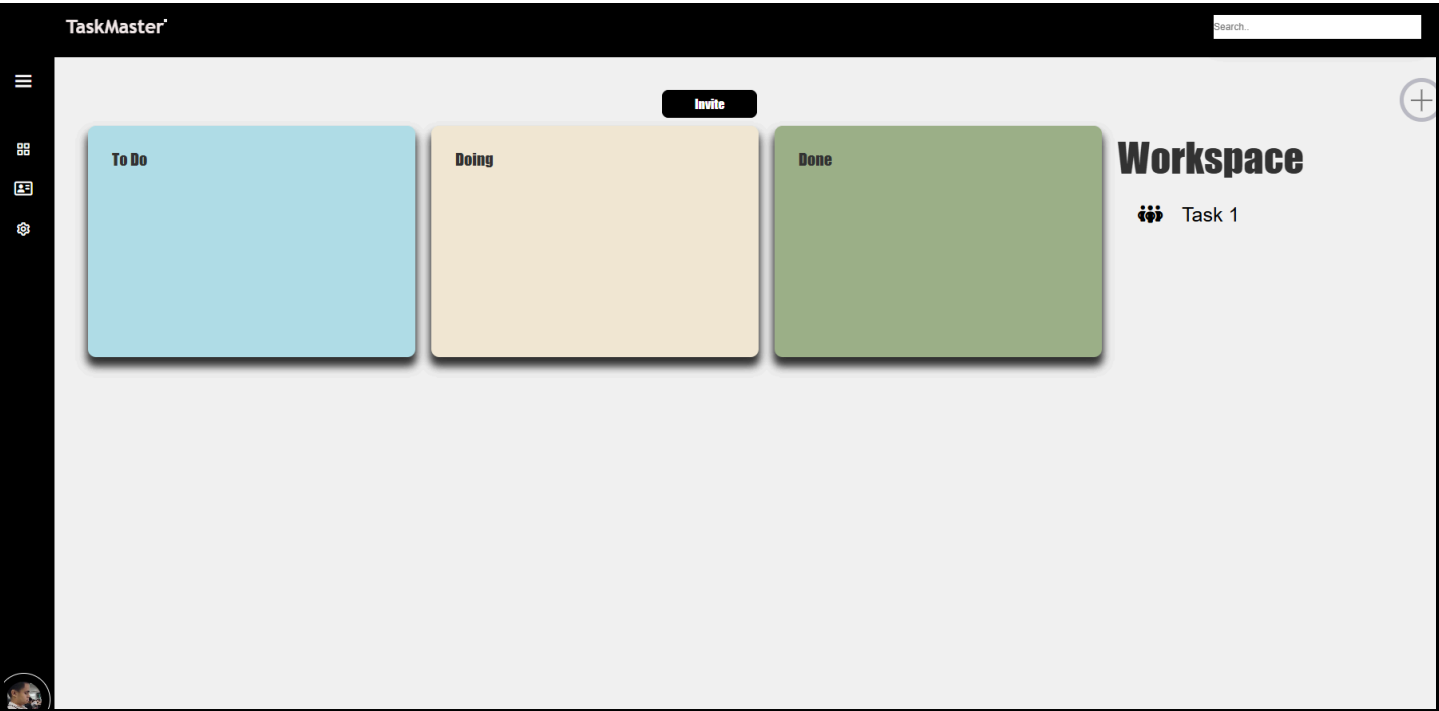
Create Project: Click this button to initiate a new project. Provide a title, description, and deadline to get started. Upon successful creation, you'll be redirected to the project workspace.



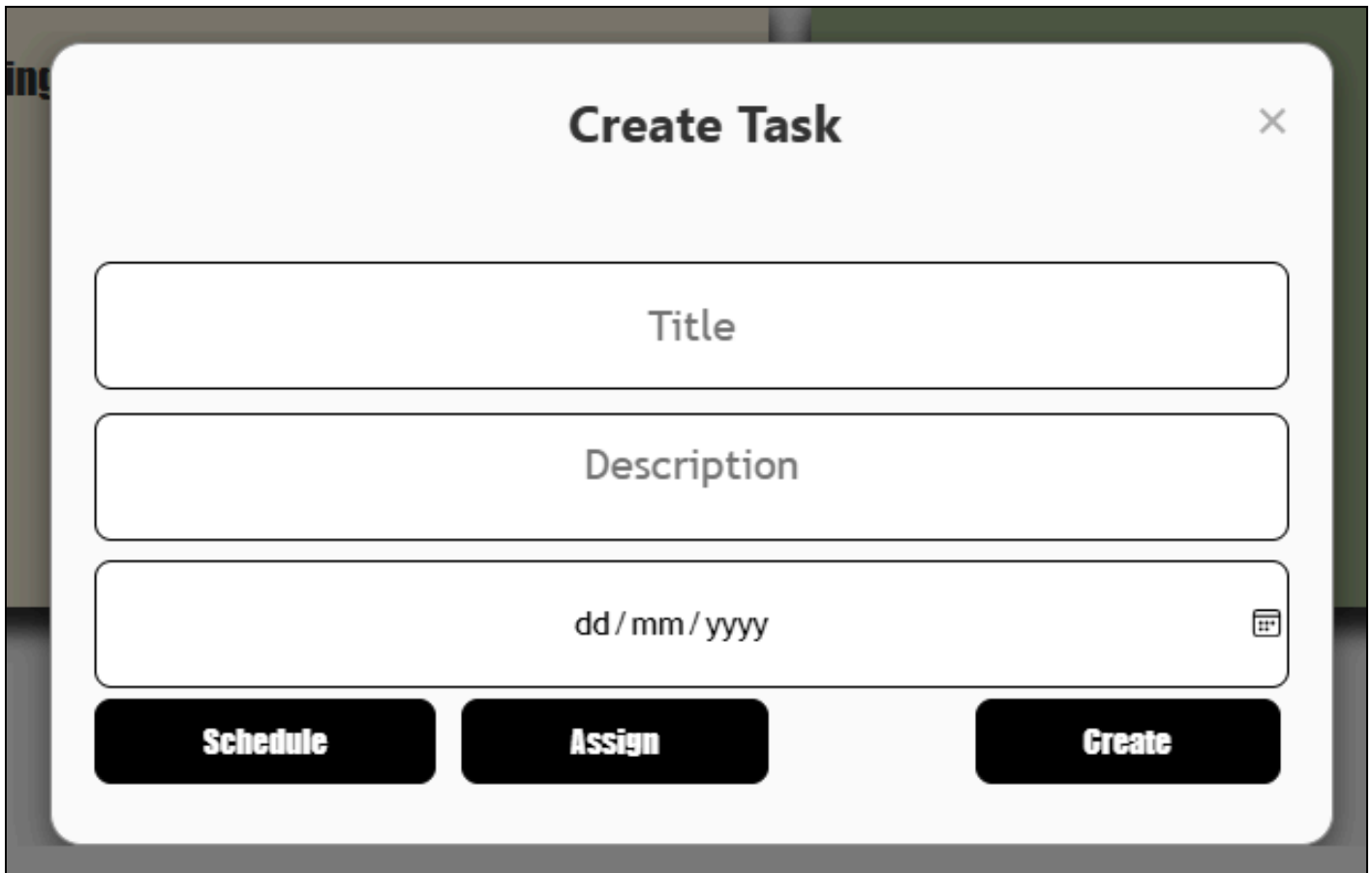
Search: Easily locate specific projects using the search bar.



Project Workspace - Where Collaboration Takes Center Stage




Create Task: Within a project workspace, use this feature to define individual tasks. Add a title, description, deadline, priority level, and assign team members for each task.

A screenshot of a 'Create Task' dialog box. The dialog has a title bar with the text 'Create Task' and a close button (X) in the top right corner. Below the title bar, there are three input fields: the first is labeled 'Title', the second is labeled 'Description', and the third is labeled 'dd / mm / yyyy' with a calendar icon on the right. At the bottom of the dialog, there are three buttons: 'Schedule', 'Assign', and 'Create'.

Create Task ×

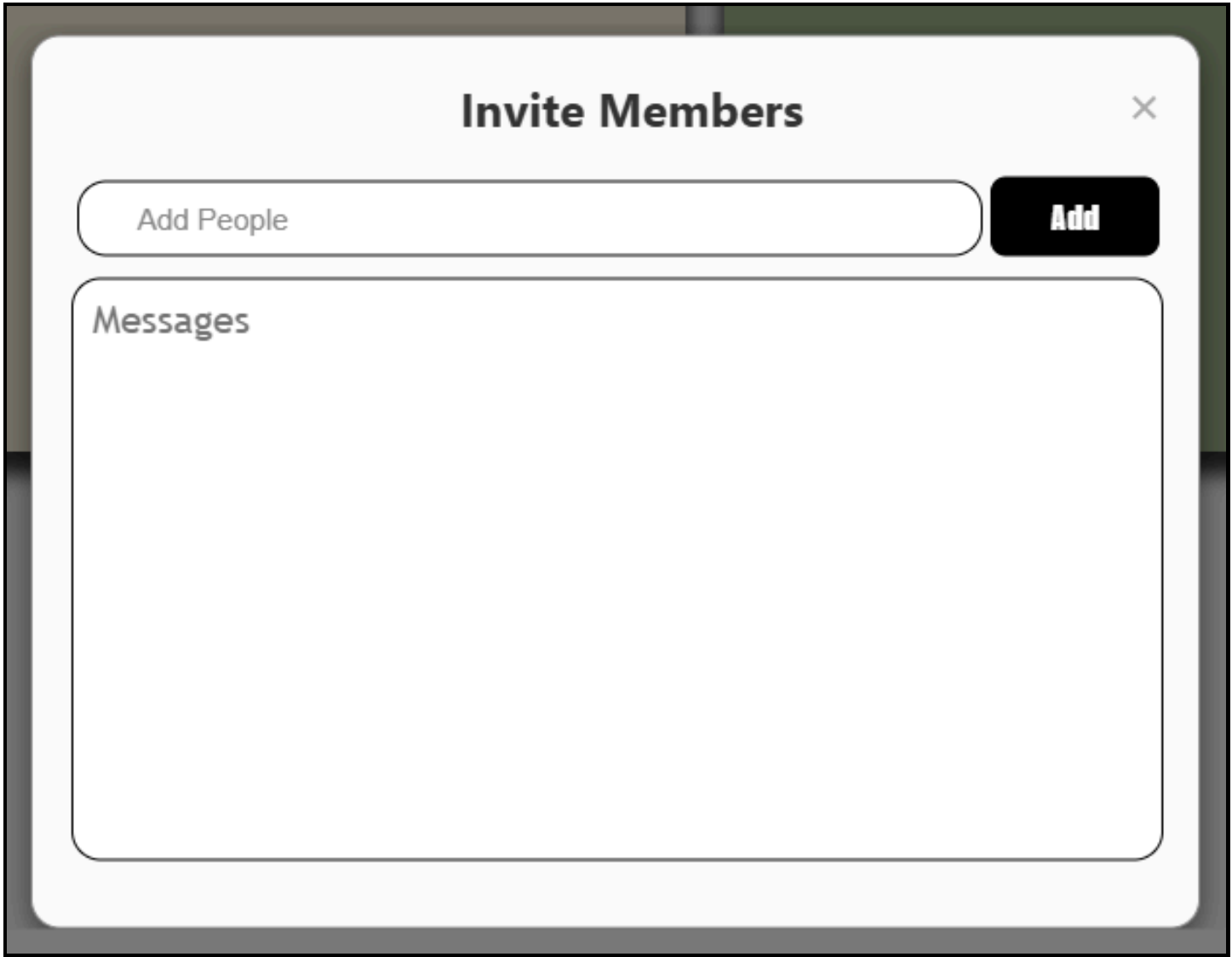
Title

Description

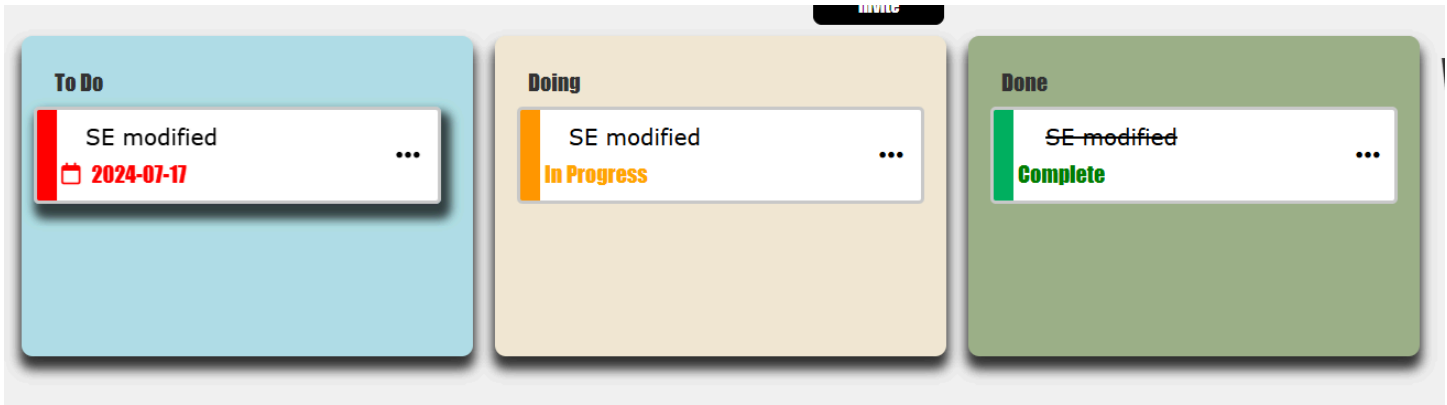
dd / mm / yyyy 

Schedule **Assign** **Create**

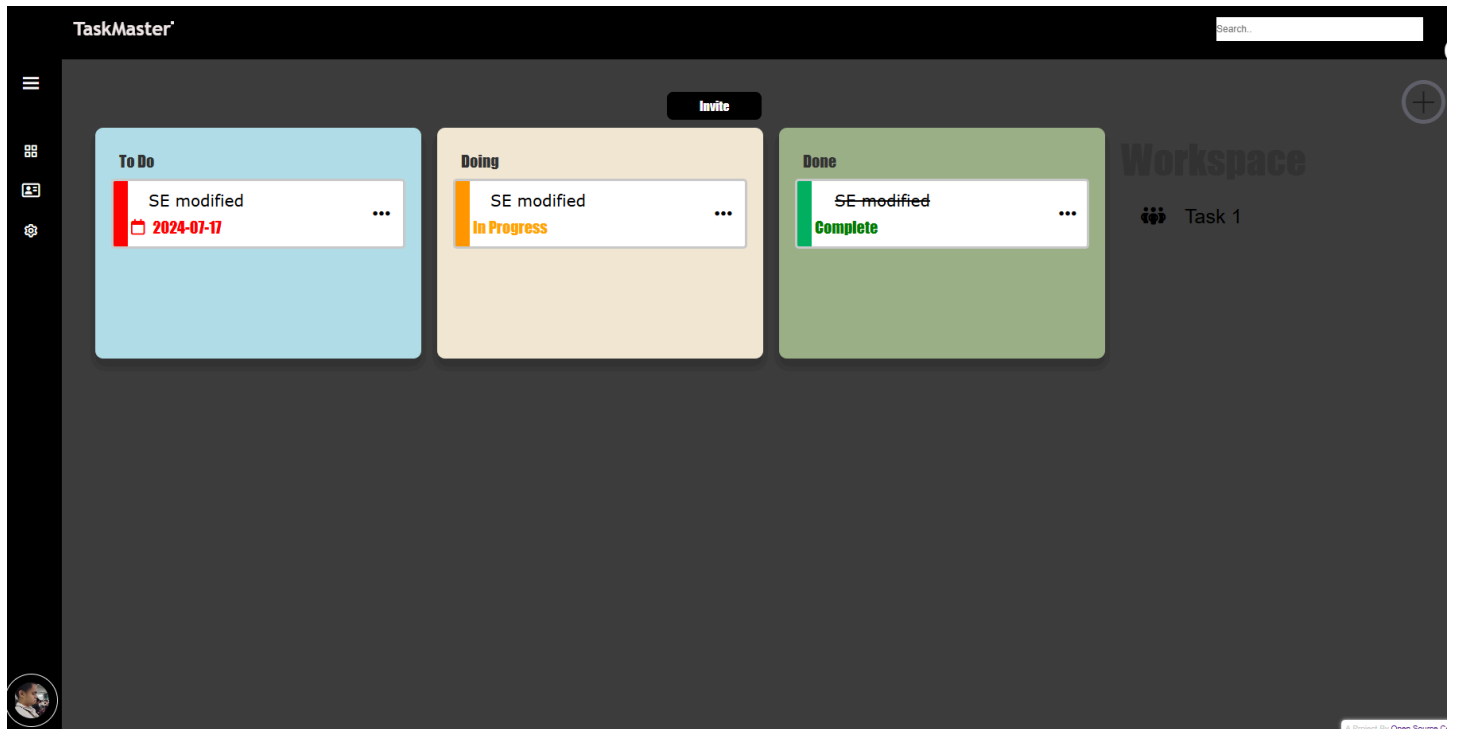
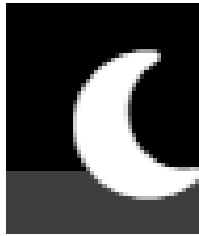
Invite: Build your project team by inviting members. You can specify user roles (e.g., Lead Programmer) and track invitation statuses (accepted, rejected, or pending).



Set To-Do, Doing, Done: Organize your tasks visually using these options. Track progress as tasks move from "To-Do" to "Doing" and finally to "Done."



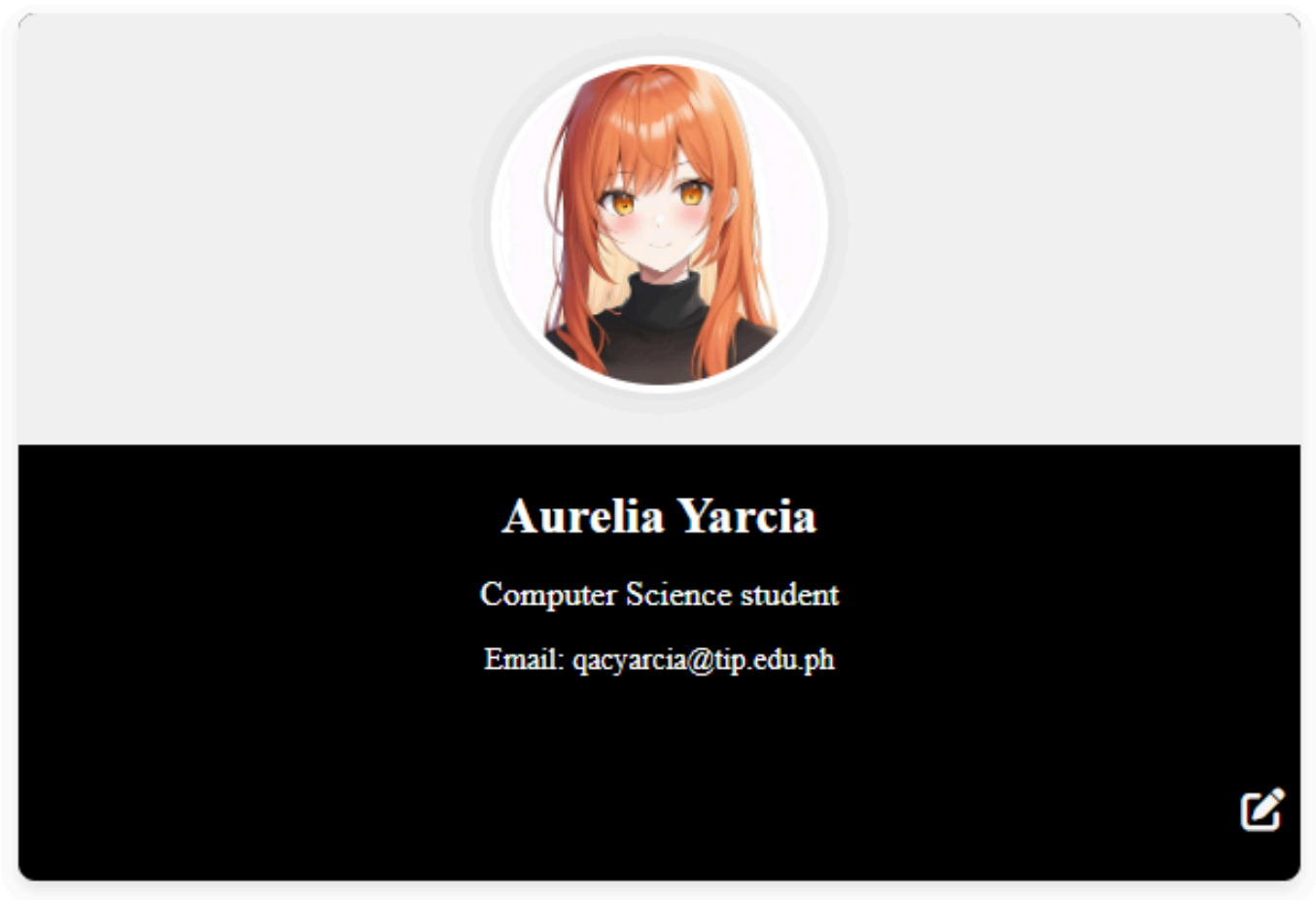
Customize Appearance: Turning on Dark Mode workspace.




Search: Easily locate specific tasks using the search bar.



Your Profile - Stay Connected and Informed



Profile: Manage your profile information here. Update your profile picture, bio, and email address (verification required for email changes).



Computer Science student

Choose File

No file chosen

Edit Profile

Username:

Aurelia Yarcia

Bio:

Email:

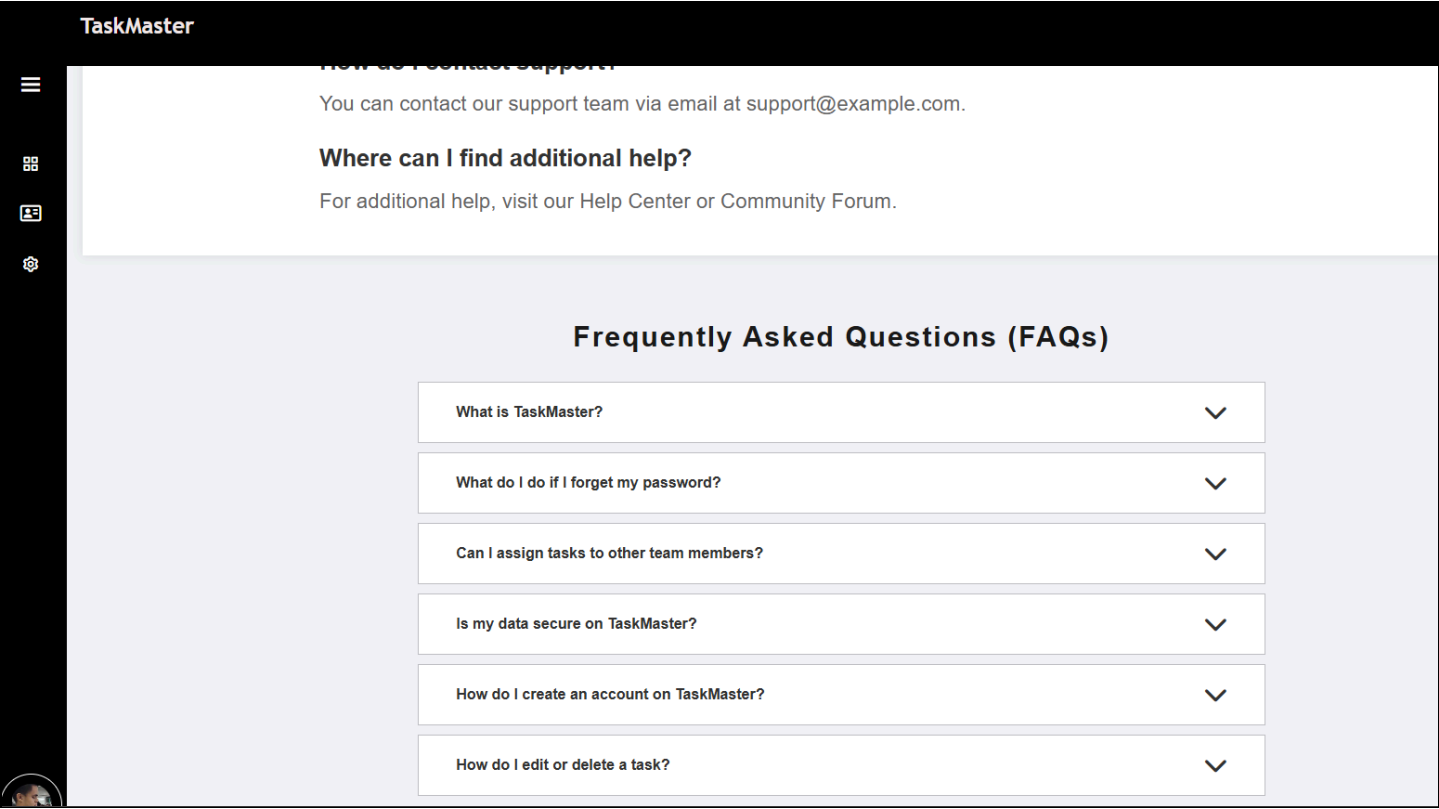
qacyarcia@tip.edu.ph

Save

Cancel

Getting Help

Help: This section provides resources including this user manual, Frequently Asked Questions (FAQs), and a platform for submitting and reporting issues.

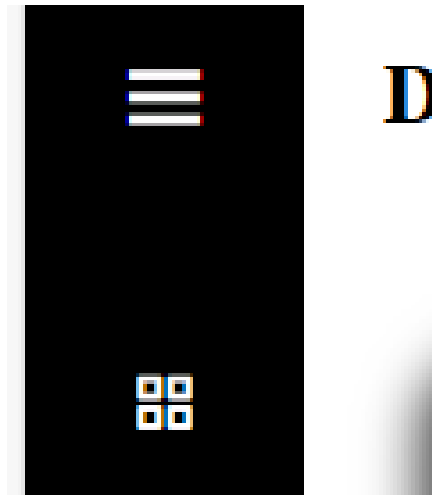


About: Learn more about TaskMaster's purpose and functionalities on this static information page.



Logging Out

1. **Logout:** Click the "Logout" button on the sidebar to safely exit your TaskMaster account.



Clicked Burger Menu



Press Logout to exit the software.

End of steps.

For further questions, please contact us.

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