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**1. Introduction**

1.1 Overview

Welcome to our Household Chores Distributor Application! The purpose of this User Guide is to provide clear and comprehensive instructions on navigating and utilizing our platform's features effectively. Whether you are a returning user or a new one, this guide will help you maximize your experience and make the most out of our services.

**2. Registration**

To get started with our application, follow these steps to register:

* 1. Go to the Registration Page:
* Open your web browser and visit the registration page on our website.
  1. Enter Your Desired Username: Choose a unique username that you'll use to log in.
* Choose a Strong Password: Create a password with a combination of uppercase and lowercase letters, numbers, and special characters. Confirm the password.
  1. Provide a Valid Email Address:
* Enter an email address you can access for account-related notifications and password recovery.
  1. Click the "Register" Button:
* Complete the registration process by clicking the "Register" button.

Remember to keep your login credentials secure and do not share them with others.

**3. Login**

Once registered, log in using your credentials:

* 1. Navigate to the Login Page:
* Go to the login page on our website.
  1. Enter Your Username and Password:
* Input the username and password you provided during registration.
  1. Account Lockout Policy:
* If authentication fails 10 times, your account will be temporarily locked for security reasons. If this happens, contact our support team for assistance.

**4. Password Reset**

In case you forget your password, follow these steps to reset it:

1. Visit the login page and click on the "Forgot Password" option.

2. You will receive a verification message in your email.

3. Open the email and click on the provided link to reset your password.

4. Now, choose a new password and confirm it. Your password has been reset successfully.

**5. Dashboard**

Upon successful login, you'll land on the dashboard displaying available chores. Here's how to navigate:

* 1. Create a New Chore:
* Click on the "New Chore" button.
  1. Enter Chore Details:
* Provide a name for the chore.
  1. Set the due date for the chore.
* Assign the chore to yourself or other users.
  1. Send Notifications:
* Optionally, select the "Send Notification" option to notify assigned users.

**6. Chore Details**

Chores are presented in box containers with the following details:

* 1. Created By:
* Displays the username of the user who created the chore.
  1. Assigned By:
* Indicates the user who assigned the chore.
  1. Due Date:
* Shows the deadline for completing the chore.
  1. Priority Level:
* Automatically determined based on the due date.

Urgent (less than 2 days)

Required (less than 4 days)

Low (less than 7 days)

* 1. Status:
* Reflects the current status of the chore:
  1. Completed by the user.
* Not completed.

Expired (past due date without completion).

**7. Actions on Chores**

7.1 Complete a Chore:

* Hit the "Complete" button.

7.2 Delete a Chore:

* Hit the "Delete" button.

**8. Logout**

When you're done using the application, log out to ensure the security of your account:

* 1. Click the "Logout" Button:
* Located in the top right corner of the screen.