**Task Management System**

User Manual

A task management system that allows users to create tasks, assign them to team members, and track their progress. The list created are names of individuals utilizing the app, sort by task completed and time taken to complete the task. The system also provides features such as time tracking, and notifications for the app to showcase creativity for the application.

Functionality

* Multi-User Addition to the system is implemented, different users may register the task they are doing and track the time they set for themselves.
* Tracks progress of task assigned to users, through a progress-bar specific to each user to encourage completion of task.
* A user may enter that they completed a task to increase their progress and show they are active.
* Allows edits to task for mistakes made on entry, such as incorrect names, amount of time expected to do the task and name of the task being done.
* The program also encourages collaboration between users through an overall progress-bar that tracks the amount of task hours completed by all users.
* The program also sorts the users
* Tasks May be deleted as well by selecting the specific user and task through a drop down in case they were not meant to be used.

**Main Panel**

Graphical user interface, application, table, Word, Excel

Description automatically generated

This is where the user will interact with the program and can select the following options:

* Manipulate Data
* Check a Task
* Sort by Time Needed To Complete
* Sort by Completed Tasks

**Manipulate Data**

Graphical user interface, application

Description automatically generated

User can then select what he wants to do the database

**Add Data**

Graphical user interface, text, application, Word

Description automatically generated

User inputs the necessary data and saves it to the database

**Edit Data**

Graphical user interface, application, Word

Description automatically generated

User can edit any part of each task in this screen and click the ‘Change’ button when finished typing

**Delete Data**

Graphical user interface, application

Description automatically generated

The user can multi-select Tasks and click the ‘Delete’ button when they are finished

**Check Task**

Graphical user interface

Description automatically generated

User can check a task to show that it is complete

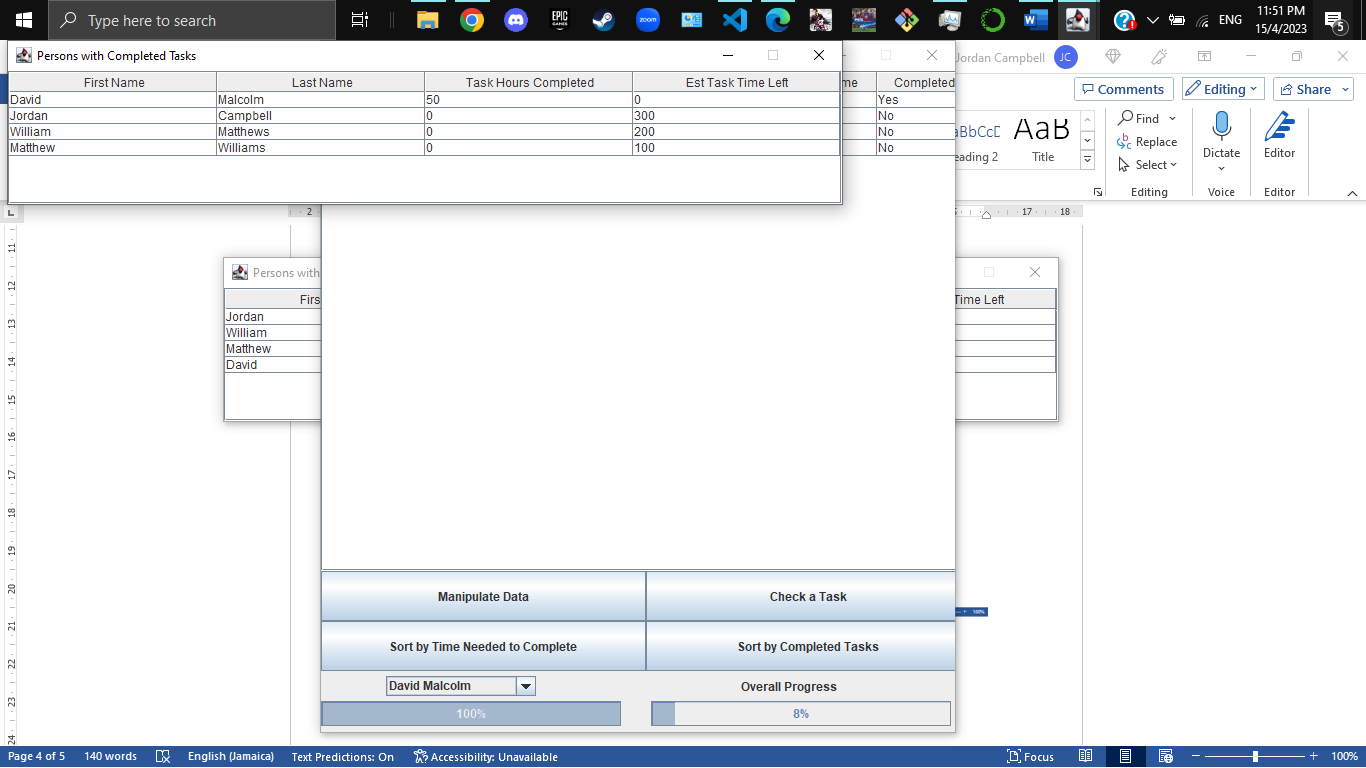
**Sort by Time Needed To Complete**

Graphical user interface, application, table, Word

Description automatically generated

This screen appears to show the Tasks sorted in longest time to shortest time to take to finish the task

**Sort by Completed Tasks**



This screen appears which shows the tasks that are completed at the top