Manual for Recurring Tasks Feature

Description:

The Recurring Tasks feature will allow users to create tasks that will occur regularly, so the user has the option have a task repeated daily, weekly, monthly, and yearly. They also have the ability to set an interval and start and end dates.

Instructions to Use:

1. **Creating a Recurring Task**

   - To create a new recurring task, when the user is creating a new task they need to select the checkbox that says 'Recurring Task?' above it.

   - Once that is selected four new options will pop up that will allow you to customize your recurring task.

     - **Frequency** allows you to set the task to recur daily, weekly, monthly, or yearly.

     - **Interval** allows you to set an interval for the task to occur at. An example of this would be if you set it to 3 and chose daily as the frequency it would occur every 3 days.

     - **Start Date** allows you to set when the task will begin repeating.

     - **End Date** allows you to set when the task will end repeating.

2. **Using a Recurring Task**

   - Once a recurring task is created it will repeat at the specified frequency and interval until deleted using the red x on the task.

- To mark a task as completed for that interval the user will select the blue check mark to the left of the title.
    - When a task is marked as completed it will not show up again until it its next eligible date.