**User Manual**

**How to Add a New Task:**

* Click the ( + ) button in the bottom right and fill in the form
* Fill in the Date:  
  Graphical user interface, text, application

  Description automatically generated
* Fill in the From:  
  Graphical user interface, application

  Description automatically generated
* Fill in the To:  
  Graphical user interface, application

  Description automatically generated
* Fill in the Task:  
  Graphical user interface, text, application, email

  Description automatically generated
* Fill in the Tag:  
  Graphical user interface, text, application, table, email

  Description automatically generated
* Then Click Create New:  
  Graphical user interface, text, application

  Description automatically generated

**How to Edit a Task:**

* Select the Pencil Icon on the task’s card
* Change one of the following fields:  
  Graphical user interface, text, application, table, email

  Description automatically generated
* Click Update:  
  Graphical user interface

  Description automatically generated with medium confidence

**How to Delete a Task:**

* Click the trash can button on the task’s card:  
  Graphical user interface

  Description automatically generated

**How to Query Items:**

* Select the magnifying glass on the top right of the screen:
* Query for Date, Task, or Tag:  
  Graphical user interface, text, application

  Description automatically generated
* Press the Search Button:  
  Chart

  Description automatically generated with medium confidence