User Manual

Provided Admin Account:

Username: admin

Password: adminpass

Welcome to Task Manager! Our site helps provide structure to your crazy schedule. To begin, simply click on “create an account”. Here, you will enter your desired username, password, and email. You will then be taken back to the login page. Your username and password will now log you in to your Home page.

From the home page, you can see your current groups and tasks on the left, under Dashboard. Additionally, functionalities are listed on the right of the home page. Functionalities include: create new group, create new task, join existing group, leave a current group, delete task, delete group, and edit a task’s progress.

Create new group will take you to a new page that will allow you to enter a name for your group. Upon submitting your group name, you will taken back to your home page, and your group will appear on your Dashboard.

Create new task will take you to a new page that will allow you to enter a name for your task, a category, such as MTH or ENG, the task’s due date, the group that you wish to be involved in the task, the progress on the task so far, and a priority status for the task. Upon submitting, you will taken back to your home page, and your task will appear on your Dashboard.

Join existing group will present you with a list of available groups and prompt you to enter the name of the group you wish to join. Upon submitting, you will taken back to your home page, and your new group will appear on your Dashboard.

Leave a current group will prompt you to enter the name of the group you wish to leave. Upon entering this name, you will be taken to the Home page.

Delete Task will allow you to enter the name of a task that you created. It will then return you to the home page, and your task will be gone.

Delete group will allow you to enter the name of a group that you own. Then, it will return you to the home page, and your group will be deleted.

Edit a task’s progress will take you to another page that requests the name of the task you are trying to update, as well as the progress you wish to report. This progress will replace whatever is currently in the progress box of that task. You will then be returned to the Home page.