**TaskMaster User Manual**

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**1. Introduction**

**TaskMaster** is a user-friendly task management application designed to help users manage their daily tasks efficiently. With TaskMaster, you can add tasks, prioritize them, set deadlines, and track their status. The application also allows customization of task categories and generates summary reports.

**2. System Requirements**

To run TaskMaster, your system should meet the following requirements:

* **Operating System**: Windows 7 or later, macOS, or Linux
* **Python**: Version 3.6 or higher
* **Libraries**:
  + **Tkinter** (for GUI)
  + **Pillow** (for image handling)

**3. Installation**

Step 1: Download Python

If you don't have Python installed, download it from https://www.python.org/downloads/.

Step 2: Install Required Libraries

Use the following command to install the required Python libraries:  
  
**Step 3: Clone the Repository**

If you're working with the source code from GitHub, clone the repository:



**4. Running the Application**

1. **Navigate to the Project Folder**: Open a terminal or command prompt and navigate to the directory where TaskMaster is located:  
   
2. **Run the Application**: Run the application by executing the Python script:  
   

**5. Using TaskMaster**

**Main Window Overview**

When you launch TaskMaster, you will see the main window with the following sections:

* **Task List**: A table displaying all your tasks with columns for name, category, deadline, priority, and status.
* **Menu Bar**: Access options for adding tasks, managing categories, generating task summaries, and settings.
* **Buttons**: Buttons to add, edit, delete, or mark tasks as completed.

**Adding a Task**

1. Click on **File > New Task** from the menu or press the **Add Task** button.
2. A new window will appear with fields for:
   * **Task Name**
   * **Category**
   * **Deadline** (format: YYYY-MM-DD)
   * **Priority** (High, Medium, or Low)
3. Click **Add Task** to save your new task.

**Editing a Task**

1. Select the task you want to edit from the task list.
2. Click the **Edit Task** button or right-click and select **Edit**.
3. Modify the task details in the form that appears.
4. Click **Save Changes** to update the task.

**Deleting a Task**

1. Select the task you want to delete from the task list.
2. Click the **Delete Task** button or right-click and select **Delete**.
3. Confirm the deletion when prompted.

**Marking a Task as Completed**

1. Select the task from the task list.
2. Click the **Mark as Completed** button.
3. The task status will change to "Completed".

**Task Prioritization**

Tasks can be set to three priority levels: **High**, **Medium**, or **Low**. When adding or editing a task, select the desired priority level. Tasks with higher priority are visually distinguished.

**Task Categories**

When adding a task, you can assign it to a category (e.g., Work, Personal, Study). Categories help organize your tasks.

**Task Summary Report**

You can generate a task summary by selecting **Reports > Task Summary** from the menu. This will display:

* Total number of tasks.
* Number of completed tasks.
* Number of pending tasks.

**6. Settings and Customization**

**Adding and Deleting Categories**

1. Go to **Settings > Manage Categories**.
2. To add a category:
   * Click the **Add Category** button.
   * Enter a name for the new category and click **OK**.
3. To delete a category:
   * Select the category from the list.
   * Click the **Delete Category** button.

**7. Image Management**

TaskMaster uses two images:

* **Task Manager Icon** (PNG format)
* **Task List Background** (JPG format)

Both images are stored in the images/ folder:

* C:\Users\justi\TaskMaster-JusticeHill\images\task\_icon.png
* C:\Users\justi\TaskMaster-JusticeHill\images\task\_list\_bg.jpg

Ensure these images are in the correct folder before running the application.

**8. Troubleshooting**

* **Issue**: Application does not launch.
  + **Solution**: Ensure Python is installed and that all dependencies are installed using pip install pillow.
* **Issue**: Tasks do not save correctly.
  + **Solution**: Ensure that all required fields (Task Name, Deadline) are filled in correctly.
* **Issue**: Images are not displaying.
  + **Solution**: Ensure the images are correctly placed in the images folder and named correctly.

**9. FAQs**

**Q: Can I add custom categories?**

A: Yes, you can add custom categories under **Settings > Manage Categories**.

**Q: How do I reset or delete all tasks?**

A: You will need to manually delete each task. There is currently no "delete all" feature.

**Q: Can I change the date format?**

A: No, the application currently supports only the YYYY-MM-DD date format.   
**End of User Manual**