**City Boy Planners User Guide**

**How to Create New Tasks:**

* To add a new assignment, fill in the information boxes labeled “Name”, “Due Date”, “Time”, and “Description”.
* Then, Click the “ADD ITEM:” button.

**How to Sort Tasks by Date:**

* To sort the tasks by closest due date, hover your cursor over the “DueDate” column name, and click the drop-down arrow to adjust how the dates are sorted.

**HELP**

**“My task is not appearing when I add it.”**

* If your task is not appearing when you click “ADD ITEM:”, then the issue is that the item has empty information fields.
* To make the task appear, insure that you have filled in all information boxes, then click “ADD ITEM:”

“**My tasks are not sorting in the right order.”**

* If your tasks are not sorting correctly, then there has been an input error with the due date provided.
* To fix this error, insure that you are filling in the “Due Date:” field with the syntax “MM/DD/YYYY”, then click “ADD ITEM:”