Task Management System (TMS)
User Manual & Documentation

Welcome to the **Task Management System (TMS)!** This user manual will guide you through the process of setting up and using our system to manage your tasks efficiently. Whether you are a seasoned professional or new to task management, we've designed TMS to be user-friendly and accessible to everyone.

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1. System Requirements:

- TMS requires an internet connection to function correctly, as it uses external CSS styles.

- You need to have XAMPP web server installed on your computer to use TMS locally.

2. Setting Up TMS:

Follow these steps to set up TMS on your local machine:

1. **Install XAMPP:** Download and install XAMPP in the **C:/** directory.

2. **Replace Files:** Replace the contents of **C:/xampp/htdocs** with the files provided in the **htdocs** folder attached.

* Unauthorized use of TMS is prohibited.

3. **Start Servers:** Open the XAMPP web server control panel and start both the Apache and MySQL servers.
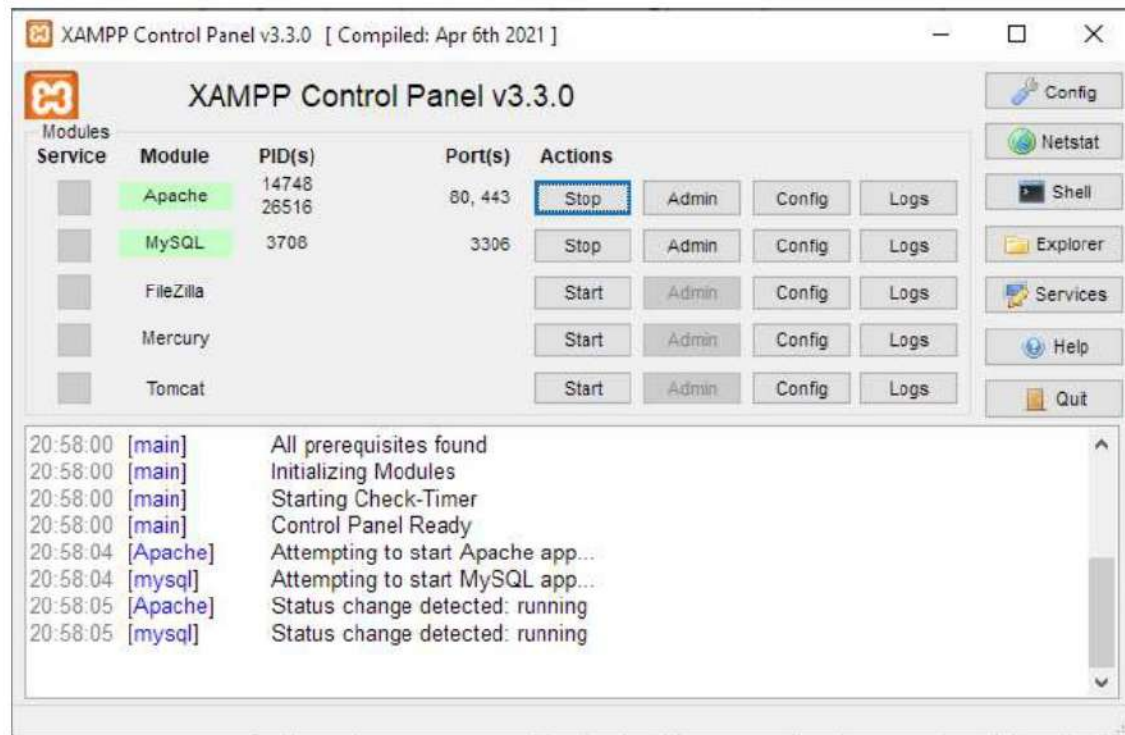
4. **Access TMS:** Open your web browser and type in **localhost** to access the TMS login page. If **localhost** cannot be reached, configure your web browser accordingly or manually enter your localhost IP address, typically **127.0.0.1**.
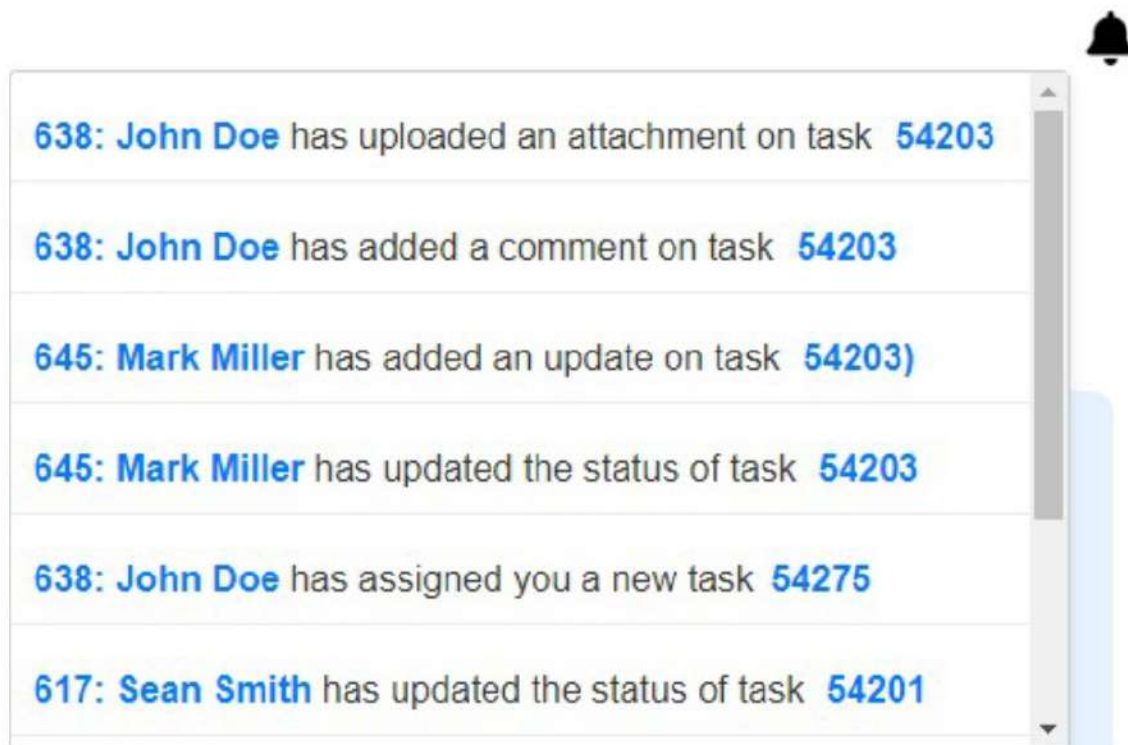
3. User Registration:

- On the main page, you can either log in with your email and password or click on the "Create New Account" button to register.

- When creating an account, provide your full name, email, and choose a password.

4. Notifications:

- Click on the notification bell icon to check for new notifications.

- Notifications include task assignments, status updates, comments, task updates, and attachments.

- Notifications provide information about who edited the task and the task ID that has been modified.

- Clicking on a notification will take you to the modified task.

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638: **John Doe** has uploaded an attachment on task **54203**

638: **John Doe** has added a comment on task **54203**

645: **Mark Miller** has added an update on task **54203)**

645: **Mark Miller** has updated the status of task **54203**

638: **John Doe** has assigned you a new task **54275**

617: **Sean Smith** has updated the status of task **54201**

5. Dashboard:

- The main dashboard displays your name, user ID, and the email registered with your account.

- Task statistics show the total number of tasks assigned to you and overall information about all tasks, helping you track your progress.

TODAY'S TASK
GET WORK DONE TODAY

Task Management Dashboard

Welcome, **Sarah Brown!**

User ID: 612

Email: sarah_brown67@gmail.com

Logout

Task Statistics

Total Tasks: 4

Tasks To Do: 1

Tasks In Progress: 0

Tasks Done: 3

Task Completion Percentage: 75.0%

6. Creating Tasks:

- To create a new task, go to the "Create New Task" section on the dashboard. You can assign tasks to yourself or other users.

Create New Task

Task Title

Task Description

Due Date:

dd.mm.yyyy

622: Admin

Create Task

7. Managing Tasks

- On the dashboard, you can see tasks assigned to you and their brief descriptions.

- Use the filter bar to sort tasks by due date and/or status. You can easily manage your tasks based on these filters.

| Filters | Due date range: | dd.mm.yyyy 🗓 | dd.mm.yyyy 🗓 | Status: | All ⌄ | Reset |

Develop User Interface

This task involves designing and creating an intuitive and user-friendly user interface (UI) for our upcoming software project. The UI should be visually appealing, easy to navigate, and provide a seamless user experience.

Due Date: 2023-09-15

Status: **In Progress**

Edit Task

Create Login & Registration Page

This task involves the development of essential login and registration pages for our web application. These pages serve as the gateway for users to access our platform, and they play a critical role in ensuring user security and access control.

Due Date: 2023-09-03

Status: **Completed**

Edit Task

8. Editing Your Own Tasks:

- To edit a task, click the "Edit Task" button on the task details page.

- On the task details page, you can view all task details, edit the task's status, add comments, updates, or upload attachments.

9. Editing Other Users' Tasks:

- To edit a task assigned to another user, they should provide you with their task ID.

- Manually enter the task ID in the URL to access and edit the task assigned to another user.

localhost/task-details.html?task_id=54200

Congratulations! You are now fully equipped to efficiently manage your tasks with the Task Management System. If you ever have any questions or run into any challenges, please don't hesitate to reach out to our dedicated support team. We're here to help you every step of the way. Wishing you a productive and successful journey in managing your tasks!