Task Management App User Guide

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## 1. Introduction

Welcome to the Task Management App, a simple and intuitive tool designed to help you keep track of your tasks and to-dos efficiently. This user guide will walk you through the functionality of the app and provide step-by-step instructions on how to use it.

## 2. Getting Started

To get started with the Task Management App, follow these steps:

* Launch the app in your web browser.
* You will see a clean and user-friendly interface with the following sections:
  + Header: Displays the app's title.
  + Task Form: Allows you to add new tasks.
  + Task List: Shows your list of tasks.
  + Filter Options: Lets you filter tasks by "All," "Completed," or "Active."
  + Footer: Displays the number of remaining tasks and the "Clear Completed" button.

## 3. Adding Tasks

To add a new task:

* Locate the "Task Form" section at the top of the app.
* In the text input field, enter the description of your task.
* Press the "Add Task" button or hit the Enter key on your keyboard.
* Your new task will appear in the "Task List" section below.

## 4. Managing Tasks

### 4.1. Marking Tasks as Complete

To mark a task as complete:

* Find the task you want to mark as complete in the "Task List."
* Click the checkbox next to the task.
* The task will be visually marked as completed and moved to the "Completed" section if the "Completed" filter is applied.

### 4.2. Deleting Tasks

To delete a task:

* Locate the task you wish to delete in the "Task List."
* Click the "Delete" button next to the task.
* The task will be permanently removed from your list.

## 5. Filtering Tasks

You can filter tasks based on their completion status using the "Filter Options" section:

* "All" (default): Displays all tasks.
* "Completed": Shows only completed tasks.
* "Active": Shows only tasks that are not completed.

Simply select the desired filter from the dropdown menu to view tasks based on your preference.

## 6. Clearing Completed Tasks

To remove completed tasks from your list:

* Scroll down to the "Footer" section.
* You will see the number of remaining tasks.
* If you have completed tasks, a "Clear Completed" button will be visible.
* Click the "Clear Completed" button to remove all completed tasks from the list.

## 7. Conclusion

Congratulations! You now know how to use the Task Management App effectively to add, manage, filter, and clear your tasks. This app is designed to simplify your task management process and help you stay organized.

Feel free to explore the app, add tasks, mark them as complete, and use the filtering options to tailor your task list to your needs. If you have any questions or encounter any issues while using the app, please refer to the app's documentation or contact our support team for assistance.

Thank you for choosing our Task Management App. We hope it enhances your productivity and makes task management a breeze!

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