TaskManager 2.0 User Guide

Introduction

Welcome to TaskManager 2.0, your comprehensive solution for task management and productivity tracking. This guide will help you navigate the features and functionality of the application to maximize your productivity and stay organized.

Getting Started

Logging In

1. Open TaskManager 2.0 in your web browser
2. Enter your email and password on the login screen
3. Click "Log In" to access your dashboard

Registration (New Users)

1. Click "Register" on the login screen
2. Fill in your name, email, and password
3. Click "Create Account" to complete registration

Dashboard Overview

The Dashboard is your central hub for monitoring your tasks and productivity at a glance.

Key Dashboard Elements

- Welcome Section: Personalized greeting with your name
- Task Overview: Quick statistics showing completed tasks, points earned, and overdue tasks
- Your Tasks: List of your active tasks
- Upcoming Deadlines: Tasks with approaching due dates
- Weekly Productivity: Visual representation of your task completion rate

Managing Tasks

Creating a New Task

1. Navigate to the Tasks page
2. Click "Add New Task" button

3. Fill in the task details:
   - Title: Enter a descriptive name for your task
   - Description: Add any additional details
   - Due Date: Set a deadline for completion
   - Priority: Select High, Medium, or Low
   - Category: Choose from Work, Personal, School, or Other
4. Click "Add Task" to save

Editing Tasks

1. Find the task you want to edit in your task list
2. Click the edit (pencil) icon
3. Modify any details as needed
4. Click "Update Task" to save changes

Completing Tasks

1. Click the checkbox next to any task to mark it as complete
2. Completed tasks will be visually distinguished and can be filtered separately

Deleting Tasks

1. Find the task you want to delete
2. Click the delete (trash) icon
3. Confirm deletion when prompted

Filtering and Sorting Tasks

Filter Options

- All Tasks: View all tasks regardless of status
- Active Tasks: View only incomplete tasks
- Completed Tasks: View only finished tasks

Task Categories

Tasks can be organized into the following categories:
- Work
- Personal
- School
- Other

Priority Levels

Tasks can be assigned one of three priority levels:
- High

- Medium
- Low

Productivity Tracking

The Productivity page provides detailed insights into your task management habits and efficiency.

Key Productivity Features

- Completion Rate: Percentage of tasks completed on time
- Weekly Overview: Visual chart showing task completion patterns
- Points System: Earn points for completing tasks based on priority and timeliness

Account Settings

Profile Management

1. Navigate to the Account page
2. View your profile information

Tips for Effective Task Management

1. Prioritize Effectively: Use the priority levels to focus on what matters most
2. Set Realistic Due Dates: Avoid setting all tasks as urgent
3. Categorize Properly: Organize tasks into appropriate categories for better filtering
4. Regular Review: Check your dashboard daily to stay on top of upcoming deadlines
5. Track Progress: Use the productivity metrics to identify patterns and improve your workflow

Troubleshooting

Common Issues

Issue: Tasks not appearing in the list
Solution: Check your current filter settings; you might be viewing a filtered list
Issue: Unable to mark task as complete
Solution: Refresh the page and try again

Thank you for using TaskManager 2.0! We hope this application helps you stay organized and productive.