Task Manager – Quick Start Guide

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1.Introduction

Welcome to the Task Manager Web App! This guide will help you quickly set up and start using the application for organizing your tasks efficiently.*

Description: Learn how to install, use, and troubleshoot Task Manager with this quick guide

2.Installation Steps

1.Open your browser and visit -> www.TaskManager.com

2.Click Sign Up and create an account.

3.Verify your email and log in.

4.Start managing your tasks!

3.Main Features

-Task Creation: Add new tasks with deadlines.

-Categories & Labels: Organize tasks into groups.

-Reminders & Notifications: Get alerts for upcoming tasks.

-Collaboration: Share tasks with teammates.

4.Basic Usage Guide

Adding a New Task

1.Click on the "Add Task" button.

2.Enter task details (Title, Due Date, Priority).

3.Click "Save" to add the task.

Editing or Deleting a Task

1.Click the Edit button to modify task details.

2.Click Delete to remove a task permanently.

4.Troubleshooting

Problem: Unable to Log In

-Ensure your email and password are correct.

-Try resetting your password.

Problem: Tasks Not Saving

-Refresh the page and try again.

-Clear your browser cache.

6. FAQs

Q: Is this app free to use?

A: Yes, the basic version is free.

Q: Can I use it on mobile?

A: Yes, it is mobile-friendly and works on all devices.