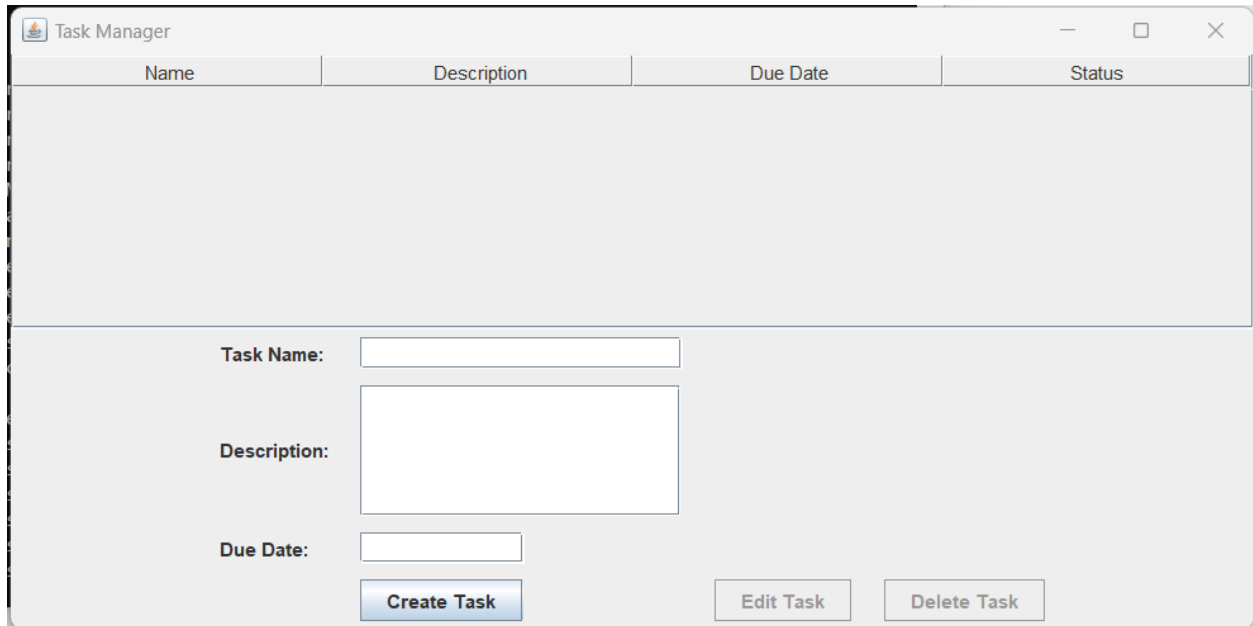


# BYERAHANGA BENSON MWOROZI

## Access Number A98714 Registration: KS22M10/007

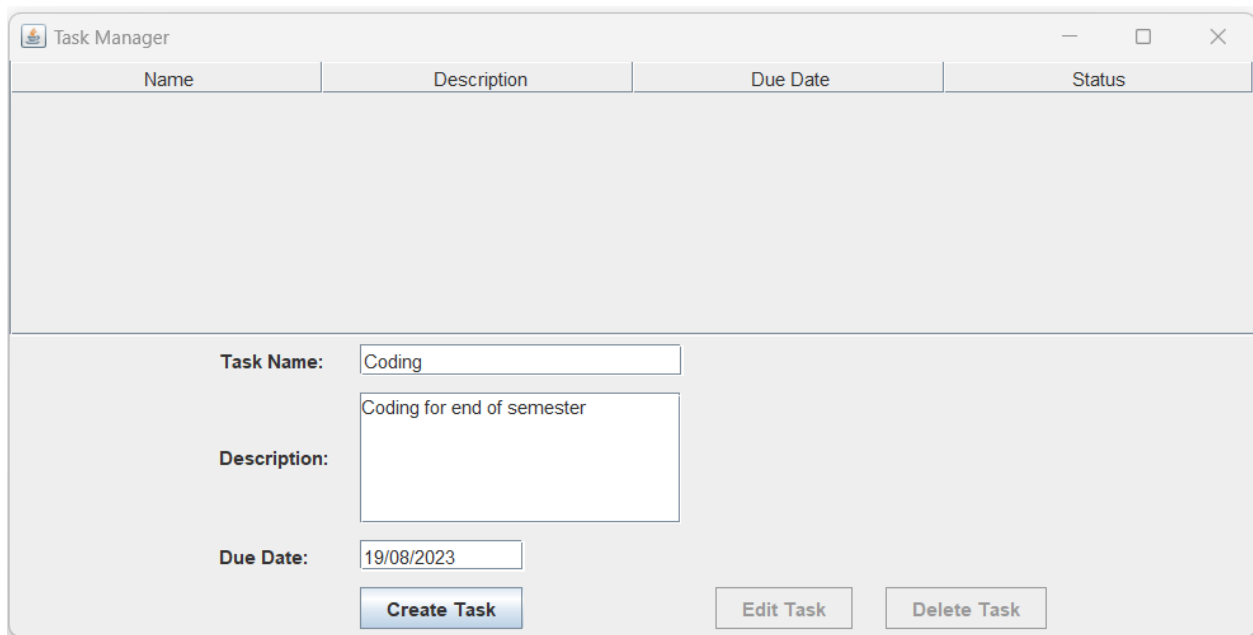
### PERSONAL TASK MANAGER USER GUIDE

1. Launch the App and the screen below will come up.



The screenshot shows a window titled "Task Manager" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a table with four columns: "Name", "Description", "Due Date", and "Status". The table is currently empty. Below the table is a form with three input fields: "Task Name:" (a single-line text box), "Description:" (a multi-line text box), and "Due Date:" (a date picker box). At the bottom of the form are three buttons: "Create Task" (highlighted in blue), "Edit Task", and "Delete Task".

2. Enter the task name, description and due date, and click create task.



The screenshot shows the same "Task Manager" window as before, but now the form fields are filled with example data. The "Task Name:" field contains "Coding", the "Description:" field contains "Coding for end of semester", and the "Due Date:" field contains "19/08/2023". The "Create Task" button is still highlighted in blue, while "Edit Task" and "Delete Task" remain disabled.

By default, the app will set the task status to pending.

Task Manager

Name	Description	Due Date	Status
Coding	Coding for end of semester	19/08/2023	PENDING

Task Name:

Description:

Due Date:

### 3. How to edit/update task

Click on the task, and an edit window will pop up as below.

Task Manager

Name	Description	Due Date	Status
Coding	Coding for end of semester	19/08/2023	PENDING

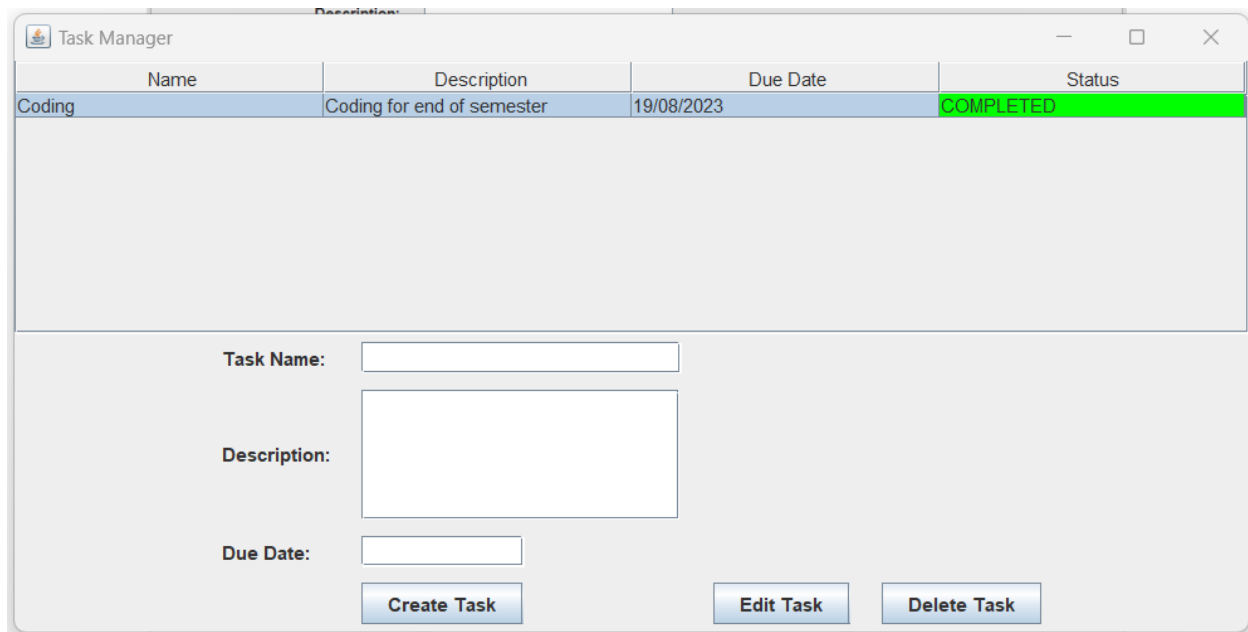
Task Name:

Description:

Due Date:

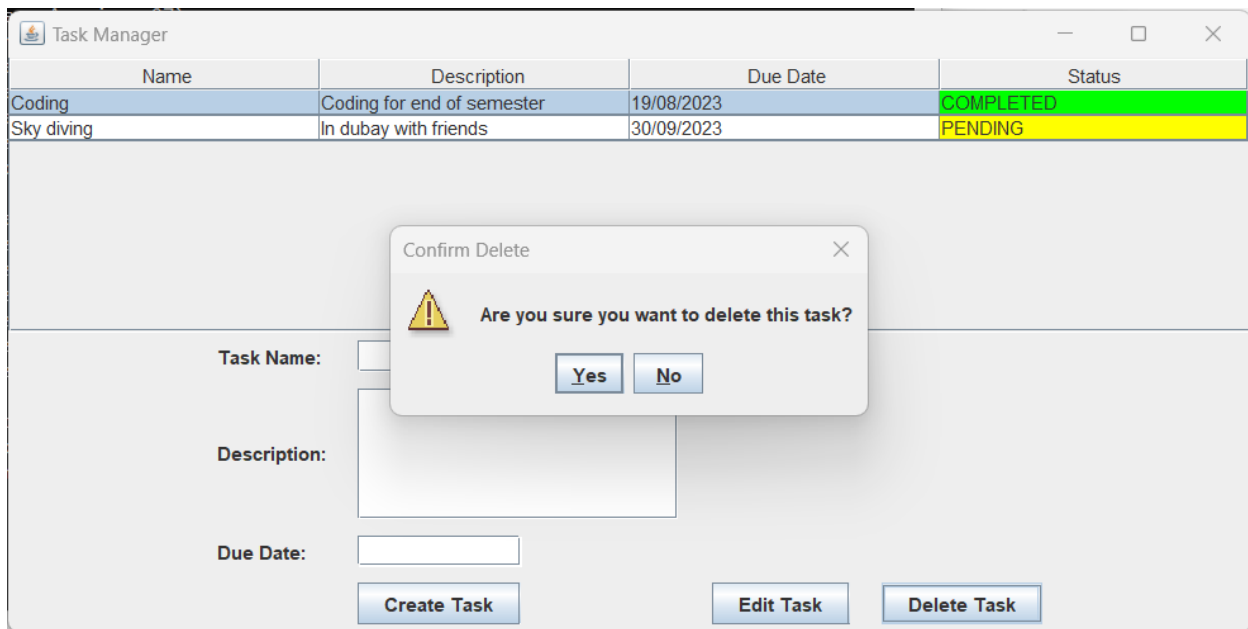
Status:

You can edit every detail about the task including the status, which will be represented by a different color. See the example below of a completed task.



#### 4. Delete task

To delete a task, select the task on the table and click delete task, you will be prompted to confirm action.



#### 5. Saving the tasks

By default the app saves the task in a .dat file automatically.

ENJOY AND MANAGE YOUR TASK HUSTLE FREE