

Time Management Application User Manual

Introduction

Welcome to the Time Management Application! This application is designed to help you record and track how you spend your time efficiently. Whether you want to log your study sessions, work hours, or any other activities, this app has got you covered.

Table of Contents

- Recording Time
- Searching Tasks
- Generating Reports
- Viewing Priorities
- Exiting the Application
- Additional Tips

Recording Time

1. Choose "Record Time":

When prompted, enter 1 to record your time.

2. Enter Details:

Provide the required information, including the date, start time, end time, task name, and task tag.

Date should be in the format YYYY-MM-DD or use 'today' for the current date.

Time should be in the format HH:MM AM/PM.

3. Confirmation:

Once entered, the application will confirm that the data has been successfully inserted into the database.

Searching Tasks

1. Choose "Search Tasks":

When prompted, enter 2 to search for tasks.

2. Select Search Criteria:

Choose the search criteria based on date, start time, end time, task name, task tag, or a time range.

3. View Results:

The application will display the search results, or inform you if no results are found.

Generating Reports

1. Choose "Generate Report":

When prompted, enter 3 to generate a report.

2. Enter Date Range:

Specify the start and end dates for the report in the format YYYY-MM-DD.

3. View Report:

The application will display a report of your activities within the specified date range.

Viewing Priorities

1. Choose "View Priorities":

When prompted, enter 4 to view priorities.

2. View Results:

The application will display a list of activities you spend the most time on.

Exiting the Application

1. Choose "Exit":

When prompted, enter 5 to exit the application.

2. Confirmation:

The application will close, and you'll return to the command prompt or terminal.

Additional Tips

Date and Time Formats:

- Follow the specified formats for dates and times to ensure accurate data entry.

Date format:

- YYYY-MM-DD or 'today'.

Time format:

- HH:MM AM/PM.

Invalid Inputs:

- The application will guide you if it encounters invalid inputs. Follow the prompts to correct any errors.

Explore Commands:

- While using the application, you can explore other commands by entering the corresponding numbers when prompted.