# Add New Task Page User Manual: Personal Time Manager

Overview

The Add New Task Page is designed for creating and adding tasks with specific details such as date, time, task name, and a tag to categorize the task. This page ensures tasks are structured and saved in the system for later use.

Features and Functionality

1. **Navigation Bar**
   - **Back Button (Arrow):**
     - Located at the top-left of the screen is a back arrow that allows users to return to the Home Page without saving changes.
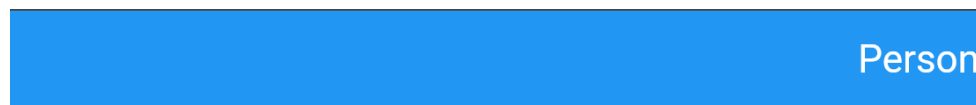
2. **Task Input Fields**
   To create new tasks, users must enter text in the following the correct format.
   - **Date Field:**
     - Enter the date for the task in the format Year/Month/Day.
   - **From Time Field:**
     - Enter the start time of the task in the specified 12-hour format.
   - **To Time Field:**
     - Enter the end time of the task in the specified 12-hour format.
   - **Task Field:**
     - Enter the name or description of the task.
   - **Tag Field:**
     - Enter a category or label for the task (ex: Work, Personal, School).

Date (YYYY/MM/DD)
2024/12/01

From Time (HH:MM AM/PM)
11:00 PM

To Time (HH:MM AM/PM)
11:59

Task
Final hour to finish the ASE456 Project.

Tag
School

3. **Save Button**
   - **Button: "Save Task"**
     - Pressing the Save Task button saves the entered task details into the database. Once the button is clicked, the inputs are validated and then added to the database. If the task inputs are valid and the task is successfully added to the Database, a snack bar will appear from the bottom notifying the success of adding the test.

Date (YYYY/MM/DD)
2024/12/01

From Time (HH:MM AM/PM)
11:00 PM

To Time (HH:MM AM/PM)
11:59

Task
Final hour to finish the ASE456 Project.

Tag
School

Save Task

4. **Preview Section**
   - **Sample Task Display:**
     - Located below the **Save Task** button.
     - This preview task box provides a visual example of how the task details will appear after saving. This helps users verify the format and structure of their task before saving.

Task
Final hour to finish the ASE456 Project.

Tag
School

Save Task

Final hour to finish the ASE456 Project.
2024/12/01 - 11:00 PM to 11:59   School

Error Handling

- If any field is left empty or the input format is incorrect:
  - A message will notify the user to complete all fields correctly before saving.

Date (YYYY/MM/DD)
2024/12/01212

Please enter a date in the format YYYY/MM/DD

From Time (HH:MM AM/PM)
11:00 PM

To Time (HH:MM AM/PM)
11:59

Please enter a time in the format HH:MM AM/PM

Task
Final hour to finish the ASE456 Project.

Tag
School

Save Task