

Search Tasks Page User Manual: Personal Time Manager

Overview

The Search Tasks Page allows users to search for specific tasks and filter them by different criteria such as task name, date range, or tags. Additionally, users can generate reports for tasks within a specified timeframe.

Personal Time Manager

[← Search Tasks](#)

Search & Filter Tasks

Search tasks by date, tag, or task name...

Search

Start Date

End Date

Filter

Generate Report

Search for tasks or generate a report.

Features and Functionality

1. Navigation

- **Back Button (Arrow):**
 - Located at the top-left of the screen, the blue arrow allows users to return to the Home Page.

← Search Tasks

Search

Search tasks by date, tag, or task name...

2. Search & Filter Tasks Section

- **Search Bar (Top Field):**


- Enter a keyword (date, task name or tag) to search for specific tasks.

- **Search Button:**


- Located to the right of the search bar, clicking this button filters the tasks based on the entered keyword.

Search & Filter Tasks


Project Due Date
2024/12/10 - 1:00 AM to 12:00 PM

School 

Get Ready For School Day
2025/01/17 - 8:00 AM to 9:00 AM

School 

School Day
2025/01/17 - 9:00 AM to 5:00 PM

School 

- **Date Range Filters:**

- **Start Date Field:**

- Enter the start date for filtering tasks.

- **End Date Field:**

- Enter the end date for filtering tasks.

- **Filter Button:**

- Located to the right of the date fields, clicking the filter button filters the tasks within the specified date range.

Search & Filter Tasks

Start Date

2024/12/1

End Date

2024/12/23

Filter

Generate Report

Project Due Date

2024/12/10 - 1:00 AM to 12:00 PM

School

3. Generate Report Section

- **Generate Report Button:**
 - Press the “Generate Report” button to get a quick report of time spent on tasks with the same tag. These are listed from most time spent to least time spent on those tasks.

Search & Filter Tasks

Start Date

End Date

Filter

Generate Report

personal

Total Time: 29h 58m

school

Total Time: 20h 0m

gaming

Total Time: 20h 0m

personal

Total Time: 5h 0m

work

Total Time: 1h 0m

Additional Notes

- If no matching tasks are found, the page will display a message stating that no results match the query.
- Use this page to organize and analyze tasks efficiently, ensuring you stay on top of your schedule.
- The red trash can icon on the right of the task allows you to delete a task. Clicking this prompts a confirmation dialog before deleting the task. This works the same as the home page