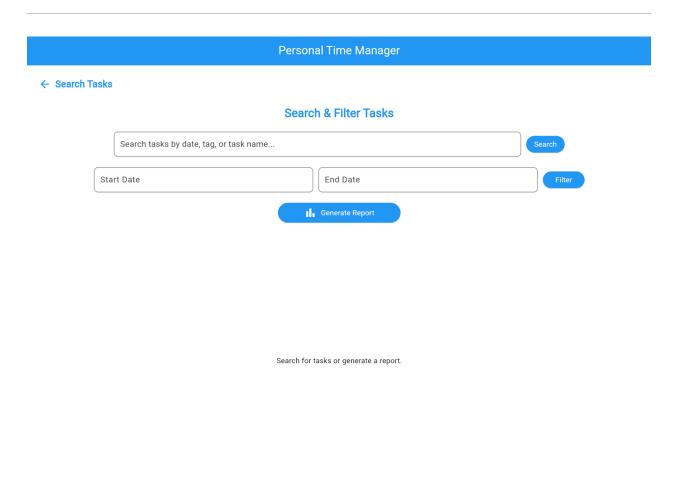
# Search Tasks Page User Manual: Personal Time Manager

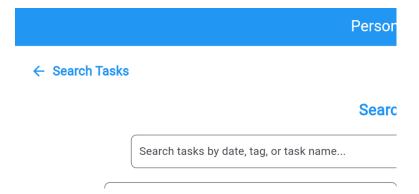
### Overview

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.



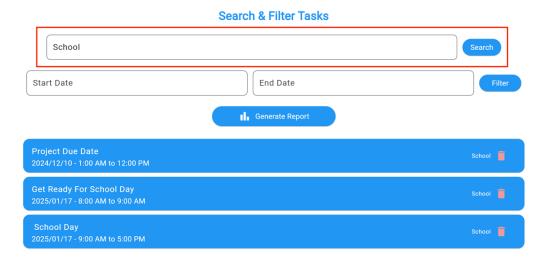
# Features and Functionality

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



### 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.



### 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**



### 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 Search tasks by date, tag, or task name... Start Date End Date Filter personal Total Time: 29h 58m school Total Time: 20h 0m personal Total Time: 20h 0m personal Total Time: 5h 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