

# TaskBuddy

## Family Task Management

### Complete User Manual

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Parent	Child	Admin
Create tasks, manage rewards, approve completions	Complete tasks, earn XP & points, redeem rewards	Platform oversight, family management, reports

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# 1. Introduction

TaskBuddy is a family task management application designed for families with children aged 10 to 16. It motivates children to complete household tasks through a game-like experience featuring XP, level progression, points, achievements, and a reward shop, while giving parents full visibility and control.

## 1.1 How the App Works

Parents create tasks and assign them to their children. Children complete the tasks and submit photo evidence. Parents review the evidence and approve or reject the submission. On approval, the child automatically receives XP (for levelling up) and Points (for spending on rewards). The cycle repeats daily, building habits and streaks over time.

## 1.2 Dual-Currency System

TaskBuddy uses two separate currencies so that fun progression and reward spending are kept independent:

- XP (Experience Points): earned when tasks are approved. XP fills a level bar. When the bar is full, the child levels up and receives a bonus points prize. XP can never be spent.
- Points: also earned on task approval (separate from XP). Points are spent in the reward shop. Level-up bonus points are added here.

## 1.3 Accessing the App

TaskBuddy runs in any modern browser on phones, tablets, and computers. Open your browser, navigate to the TaskBuddy URL, and log in. PWA installation (home screen shortcut) will be available in a future release.

💡 TaskBuddy works offline in PWA for viewing, but task submission and approvals require an active internet connection.

## Section 2 — Parent Manual

## 2. Parent Guide

As a parent, you have full control over your family's TaskBuddy experience. You can create and assign tasks, build a reward catalogue, approve completions, invite a co-parent, and view detailed analytics reports.

### 2.1 Getting Started

#### Creating a Family Account

If your family is new to TaskBuddy, the first parent registers the family account:

- Click "Get Started" on the home page.
- Enter your name, email address, password, and your family name.
- A unique memorable family code is automatically generated (e.g. MEGA-VIPER-8481). You can view it at any time after login in Settings. Share this code with your children so they can log in.
- You will receive a welcome email confirming your registration.

#### Logging In as a Parent

- Go to the TaskBuddy home page and click "Parent Login".
- Enter your email address and password.
- You will be taken to your parent dashboard.



⚠ Parent sessions end when you close the browser for security. Children's sessions are persistent by design.

### 2.2 The Parent Dashboard

Your dashboard gives you an at-a-glance view of your family's activity:

- Family overview: total tasks completed today, pending approvals, and active children.
- Pending approvals: tasks awaiting your review are shown prominently so nothing is missed.
- Children's progress: each child's current level, XP bar, points balance, and streak are shown on individual profile cards.
- Notification bell: the bell icon in the top navigation shows unread alerts. A badge displays the unread count. Click to open the notification dropdown.

## 2.3 Managing Children

### Adding a Child

- Navigate to Settings → Children → Add Child.
- Enter the child's name, date of birth, and a 4-digit PIN.
- The child uses the family code and their PIN to log in. No email address is required.

### Editing or Removing a Child

- Go to Settings → Children and select the child's profile.
- You can update their name, PIN, or date of birth.
- Removing a child archives their data. Task history is preserved.

## 2.4 Creating and Managing Tasks

### Creating a Task

- Go to Tasks → Create Task.
- Enter a task name, description, and choose a difficulty level (Easy, Medium, Hard). Harder tasks award more XP and Points.
- Set whether the task is Primary or Secondary. Secondary tasks are locked until all primary tasks assigned that day are completed or approved.
- Optionally set a scheduled date and time, a due date, and an estimated duration in minutes.
- Assign the task to one or more children.
- Click Save.

### Task Overlap Warning

If the time window of a new task overlaps with an existing task already assigned to the same child on the same day, a warning is displayed. You can choose to proceed anyway or adjust the timing.

### Assignment Limits

Each child can have a maximum of 3 active task assignments at one time. Attempting to assign a 4th task while 3 are pending will show a validation error.

### Recurring Tasks

Tasks can be set to recur daily, weekly, or on specific days. The system automatically generates new assignment instances at midnight for the next cycle.

### Editing and Archiving Tasks

- Open a task and click Edit to change its details.
- Archiving a task removes it from active assignment lists but preserves its history in reports.

## 2.5 Reviewing and Approving Task Completions

When a child marks a task as complete and submits photo evidence, you receive an email notification (if enabled) and an in-app notification.

### Approval Steps

- Click the notification or navigate to Tasks → Pending Approvals.
- Review the child's submitted photo evidence.
- Click Approve to confirm completion. The child immediately earns their XP and Points.
- Click Return to send the task back to the child with written feedback. The child can resubmit after addressing the feedback.

 On approval, the system checks whether the child has levelled up and, if so, automatically awards bonus level-up points and sends a celebration notification.

## 2.6 Building the Reward Catalogue

### Creating a Reward

- Navigate to Rewards → Create Reward.
- Enter the reward name and a description (e.g. "Extra screen time, 30 minutes").
- Set the Points Cost: how many points a child must spend to redeem this reward.
- Set redemption limits (all are required):
  - Max Redemptions Per Child: how many times a single child can claim this reward.
  - Max Redemptions Total: the household-wide cap. Once reached, the reward shows "Sold Out" for all children.
  - Expiry Date (optional): after this date, the reward shows "Expired" and cannot be redeemed.
- Click Save to make the reward available in the children's reward shop.

### Managing Existing Rewards

- Edit: update the reward name, cost, or limits at any time.
- Deactivate: temporarily hide a reward from the shop without deleting it.
- Delete: permanently removes the reward.

### Fulfilling a Redemption

When a child redeems a reward, you receive a notification. Navigate to Rewards → Redemptions to see all pending fulfilments. Click "Mark as Fulfilled" once you have delivered the reward in real life.

## 2.7 Inviting a Co-Parent

You can invite a spouse, partner, or guardian to join your family with full parent permissions. Both parents share equal access: either can create tasks, approve completions, and manage rewards.

- Go to Settings → Family Members → Invite Co-Parent.
- Enter the co-parent's email address and click Send Invite.
- The co-parent receives an email with a secure link valid for 7 days.
- They follow the link, fill in their details, and create an account. They are immediately added to your family.
- To remove a co-parent, go to Settings → Family Members and click the remove icon next to their name. Only the primary account holder can remove a co-parent.

## 2.8 Email Notification Preferences

Navigate to Settings → Notifications to control which emails you receive. Each type can be toggled on or off independently:

Notification Type	When It Is Sent
Task Submitted	A child marks a task as complete and submits evidence
Task Approved	A task is approved (confirms to the child)
Task Rejected / Returned	A task is returned to the child with feedback
Task Expiring Soon	A task is approaching its due date
Task Expired / Overdue	A task passed its due date without completion
Reward Redeemed	A child redeems a reward from the shop
Level Up	A child reaches a new level
Streak At Risk	A child's daily streak is in danger of breaking
Welcome	Sent once when a parent account is created
Co-Parent Invite	Sent to the invited co-parent with their join link

## 2.9 Family Settings

Access all family configuration from the Settings page:

- Family Code: view your current memorable family code in Settings after logging in. Click "Regenerate" to create a new one if needed. Share the new code with your children.
- Streak Grace Period: configure how many hours past midnight a child has to complete at least one task before their streak breaks.
- Leaderboard Visibility: toggle whether children can see each other's rankings on the leaderboard page.

## 2.10 Analytics Reports

Navigate to Reports to access seven family-scoped analytics reports. Each report supports date range filtering and child filtering. Reports can be exported to CSV or PDF.

Report	What It Shows
R-01 Task Completion	Completion rates, trends, and per-child breakdowns
R-02 Points / XP Ledger	Points and XP earned and spent over time
R-03 Reward Redemptions	Which rewards were claimed, by whom, and when
R-04 Engagement & Streak	Streak lengths, at-risk days, daily activity heatmap
R-05 Achievements	Achievement unlock history for each child
R-06 Family Leaderboard	Ranked snapshot by points (weekly / monthly / all-time)
R-07 Expiry & Overdue	Tasks approaching or past their due dates

## Section 3 — Child Manual

### 3. Child Guide

TaskBuddy is your personal mission hub. Complete tasks, earn XP to level up, collect points to spend on rewards, build daily streaks, and unlock achievements. The more tasks you complete, the more you earn!

#### 3.1 Logging In

Children log in using a two-step process: first the family code is validated, then the child enters their username and PIN. No email address is needed.

- Open TaskBuddy in your browser.
- Select "Child Login".
- Step 1: Enter your Family Code (e.g. MEGA-VIPER-8481) and tap "Continue". Ask a parent for the code if you do not know it. You can find it in Settings once the parent is logged in.
- Step 2: Once the family code is validated, enter your username and your 4-digit PIN.
- Tap "Log In".

 Your session stays active even if you close the browser, so you will not need to log in again each time.

#### 3.2 Your Dashboard

The dashboard shows everything you need at a glance:

- Your name and current level badge at the top.
- XP bar: shows how much XP you need to reach the next level.
- Points balance: your current spendable points.
- Streak counter: how many days in a row you have completed at least one task.
- Today's tasks: a preview of your tasks for today. Tap "View all tasks" to see the full list.
- Next reward: the reward you are closest to being able to afford.
- Recent achievements: badges you have earned recently.

#### 3.3 Completing Tasks

##### Understanding Task Types

You may have two types of tasks:

- Primary tasks: these must be completed (or approved by a parent) before you can attempt secondary tasks for the day.
- Secondary tasks: these unlock automatically once your primary tasks are done. They usually offer bonus rewards.

## Completing a Task

- Tap on a task card to open it.
- Read the task description carefully.
- Complete the task in real life.
- Tap "Mark as Complete" and then use the camera or file picker to upload a photo as proof.
- Tap "Submit". The task moves to "Pending Approval" while a parent reviews it.

## Task Statuses Explained

Status	What It Means
Pending	Task is assigned and waiting for you to complete it
Submitted	You have submitted evidence and are waiting for a parent to approve
Approved ✓	A parent approved it. XP and Points have been added to your account
Returned X	A parent sent it back. Read their feedback and resubmit when ready
Overdue	The task passed its due date without being completed

## Returned Tasks

If a parent returns a task, it appears in the "Returned" tab on your tasks page. Open it to read the parent's feedback, then make any corrections and tap "Resubmit" to try again.

## 3.4 XP and Levelling Up

Every time a parent approves one of your tasks, you earn XP based on the task's difficulty:

- Easy tasks: base XP reward.
- Medium tasks: increased XP reward.
- Hard tasks: highest XP reward.

Watch the gold XP bar on your dashboard fill up. When it reaches 100%, you level up! Levelling up gives you:

- A new, higher-level badge.
- A bonus Points prize equal to your new level  $\times$  5 (e.g. reaching Level 4 gives you 20 bonus points).
- A live celebration animation on your screen.

**i** XP is purely for levelling up and cannot be spent. Only Points can be used in the reward shop.

## 3.5 Streaks

A streak counts how many days in a row you have completed at least one task. Keeping your streak alive is a great way to build good habits and earn recognition.

- The streak counter on your dashboard updates each day.
- If your streak reaches a milestone (7, 14, 30, 60, 100 days...), a special celebration toast appears on screen.
- Your streak is "at risk" if you have not yet completed a task today. You may receive an email reminder.
- Your parent can set a grace period (extra hours past midnight) before a streak breaks, so a late evening is forgiven.

## 3.6 The Reward Shop

Spend your points on rewards your parents have created for your family.

### Browsing Rewards

- Navigate to Rewards from the bottom navigation bar.
- Each reward card shows its name, description, and how many points it costs.
- Rewards you can afford are highlighted. Rewards you cannot yet afford show how many more points you need.

### Reward Availability

Some rewards may not always be available:

- "Sold Out": the household limit has been reached. No one else can claim this reward.
- "Expired": the reward's expiry date has passed. It can no longer be redeemed.
- "Already claimed": you have reached your personal limit for this reward.

### Redeeming a Reward

- Tap a reward card and then tap "Redeem".
- Confirm the redemption. Your points are deducted immediately.
- A notification is sent to your parent so they know to fulfil the reward.
- Wait for your parent to deliver the reward and mark it as "Fulfilled".

## 3.7 Achievements (Badges)

Achievements are special badges that unlock automatically when you hit milestones. When you unlock a new badge, a toast notification pops up on your screen in real time.

Navigate to the Achievements page to see all available badges, which ones you have earned, and the criteria for those you have not yet unlocked. Collecting badges is a great personal challenge!

## 3.8 Leaderboard

The Leaderboard shows how your family's children rank against each other by points earned. Your parent can enable or disable this feature in family settings. Use it as friendly motivation, not pressure. Everyone progresses at their own pace!

## 3.9 Notifications

The bell icon in the top navigation bar shows your unread notifications. A badge number appears when you have new alerts. Tap the bell to open the notification dropdown and see all recent updates such as task approvals, rejections, level-ups, and achievement unlocks. Click a notification to mark it as read.

## Section 4 — Administrator Manual

# 4. Administrator Guide

The Admin role provides platform-wide oversight of all families using TaskBuddy. Administrators do not belong to any individual family. They have a cross-family view of the entire platform.

 Admin accounts are created manually by the development team. Admin credentials are not accessible through the public registration flow.

### 4.1 Logging in as Admin

- Navigate to the TaskBuddy URL and select "Admin Login".
- Enter your administrator email and password.
- You are taken directly to the Admin Dashboard.

### 4.2 Admin Dashboard: Platform Overview

The admin dashboard provides a real-time snapshot of platform health:

- Total families registered.
- Total users (parents and children across all families).
- Total tasks created and completed platform-wide.
- Number of active, suspended, and inactive families.
- Email delivery statistics (sent vs. failed in the last 24 hours).

### 4.3 Family Management

Navigate to Admin → Families to view all registered families on the platform.

#### Viewing a Family

- Click a family name to open its detail page.
- View all members (parents and children), tasks, and the family's memorable code.

#### Suspending a Family

Suspension prevents all members of a family from logging in. Use this for policy violations or billing issues.

- Open the family detail page.
- Click "Suspend Family" and enter a reason. The reason is recorded in the audit log.

- All members of the family will see a suspension notice if they attempt to log in.

## Reactivating a Family

- Navigate to Admin → Families and filter by "Suspended".
- Open the family detail page and click "Reactivate Family".
- Members can log in again immediately. The reactivation is recorded in the audit log.

## 4.4 User Management

Navigate to Admin → Users to search for any user across all families by name or email address. User search is useful when investigating a reported issue or locating an account for support purposes.

## 4.5 Achievement Management

Administrators manage the global achievement definitions that all families share. Children unlock these achievements automatically when they hit the defined criteria.

### Creating an Achievement

- Navigate to Admin → Achievements → Create Achievement.
- Enter the achievement name, description, and icon.
- Set the trigger criteria (e.g. "Complete 10 tasks", "Maintain a 7-day streak").
- Click Save. The achievement is immediately available for all families.

### Editing or Deleting Achievements

- Open an achievement from the list and click Edit to update its name, description, or criteria.
- Deleting an achievement does not remove badges already earned by children.

## 4.6 Audit Log

The audit log is an immutable record of every significant action taken on the platform. It cannot be edited or deleted. Navigate to Admin → Audit Log to view and search log entries.

### Filtering the Audit Log

Use the filter bar to narrow results by:

- Actor ID: find all actions performed by a specific user.
- Action type: e.g. CREATE, UPDATE, DELETE, APPROVE, REJECT, SUSPEND, REACTIVATE.
- Resource type: e.g. task, reward, family, user, achievement.
- Family ID: view all actions scoped to a specific family.

- Date range: set a From and To date.

## Exporting the Audit Log

Click the "Export CSV" button to download all matching log entries as a spreadsheet.

Action Type	What It Records
CREATE	A new resource was created (task, reward, family, user, achievement)
UPDATE	An existing resource was edited. Before/after snapshot stored in metadata
DELETE	A resource was permanently deleted
APPROVE	A task completion was approved by a parent
REJECT / RETURN	A task was returned to a child with feedback
REDEEM	A child redeemed a reward
FULFILL	A parent marked a reward redemption as fulfilled
SUSPEND	A family was suspended by an admin
REACTIVATE	A suspended family was reactivated
LOGIN	A user logged in
REGISTER	A new account was created
INVITE_SENT	A co-parent invitation email was dispatched
INVITE_ACCEPTED	A co-parent accepted their invitation and joined the family
FORCE_RESET	An admin forced a password reset for a user

## 4.7 Email Log

Navigate to Admin → Email Log to view the delivery history of every email the platform has sent. This is useful for diagnosing notification issues or verifying that a specific email was dispatched.

Column	Description
To	Recipient email address
Type	The trigger type (e.g. task_submitted, level_up, welcome)
Family	The family the email relates to
Status	sent, failed, or bounced
Timestamp	When the email was queued and sent
Error	If status is "failed", the error message from the mail server

Use the "Resend" button on a failed email entry to attempt redelivery.

## 4.8 Platform Reports (Admin)

Navigate to Admin → Reports to access all 10 system reports. Admin reports include family and child filters that are not available in the parent-facing reports.

Report	Scope	Export
R-01 Task Completion	Any family	CSV, PDF
R-02 Points / XP Ledger	Any family / child	CSV
R-03 Reward Redemptions	Any family	CSV
R-04 Engagement & Streak	Any family / child	CSV
R-05 Achievements	Any family	CSV
R-06 Family Leaderboard	Any family	CSV, PDF
R-07 Expiry & Overdue	Any family	CSV
R-08 Platform Health	Platform-wide only	CSV, PDF
R-09 Audit Trail	Platform-wide	CSV
R-10 Email Delivery	Platform-wide	CSV

## 5. Troubleshooting & FAQs

### 5.1 Common Parent Questions

Problem	Solution
I forgot my password	Use the "Forgot Password" link on the login page to receive a reset email
My child cannot log in	Verify the family code and the child's username and 4-digit PIN in Settings, Children
I regenerated the family code, now what?	Share the new code with your children. Old codes immediately stop working
A task shows no photo evidence	The child may have submitted without uploading. Return the task and ask them to resubmit with a photo
I cannot see a co-parent's tasks	All tasks are shared. Check the date filter on the Tasks page. Tasks may be filtered to a different day
An email notification did not arrive	Check your spam folder. Check Settings, Notifications to confirm the type is enabled. Contact admin if the issue persists

### 5.2 Common Child Questions

Problem	Solution
I cannot see my secondary tasks	Secondary tasks only unlock after all primary tasks for the day are completed or approved. Complete your primary tasks first
My task was returned, what do I do?	Open the Returned tab, read the parent's feedback, fix the issue, and use the Resubmit button
I lost my streak	Streaks reset if no task is completed within the grace period. Start a new streak today. The longest streak on your profile is always preserved
A reward shows "Sold Out"	The household cap has been reached. Ask a parent if the cap can be raised
My points did not increase after approval	Points update in real time when a parent approves. Refresh the page if the balance has not updated after a few seconds
I levelled up but did not get bonus points	Bonus points are awarded automatically. Check your points history (Points Ledger) and they should appear there

### 5.3 Common Admin Questions

Problem	Solution
A family cannot be found in the list	Use the search bar on the Families page. Suspended families appear in the filtered view. Check the status filter
An email log entry shows "failed"	Open the entry to see the error message. Use the Resend button. If it continues to fail, check the platform mail configuration
An audit log entry shows a null actorId	This indicates a system or cron-triggered action (e.g. automatic task expiry or streak cron). This is expected
A child's achievement was not unlocked despite meeting criteria	Achievements are evaluated on task approval. Ask the parent to verify the last approved task. Contact the development team if the issue persists

## 6. Glossary

Term	Definition
XP (Experience Points)	Currency earned on task approval used exclusively to fill the level bar. Cannot be spent.
Points	Spendable currency earned on task approval. Used to redeem rewards in the shop.
Level	A cosmetic rank that increases as the XP bar fills. Each level-up grants bonus Points.
Streak	A count of consecutive days on which a child completed at least one task.
Grace Period	Extra hours after midnight during which a task completion still counts toward the current day's streak.
Primary Task	A task that must be completed before secondary tasks for the day unlock.
Secondary Task	A task that unlocks only after all primary tasks are completed or approved.
Family Code	A memorable three-part code (e.g. MEGA-VIPER-8481) used by children during the first step of login. Viewable by parents in Settings after logging in.
Co-Parent	A second adult invited to share full parent access to the family account.
Achievement	A badge unlocked automatically when a child reaches a defined milestone.
Audit Log	An immutable record of every significant action on the platform, accessible to admins.
PWA (coming soon)	Progressive Web Application: a web app that can be installed on your home screen like a native app. This feature will be available in a future release.
Household Cap	The maximum number of times any child across the whole family can redeem a specific reward.
Per-Child Cap	The maximum number of times a single child can redeem a specific reward.