

User Manual

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Introduction

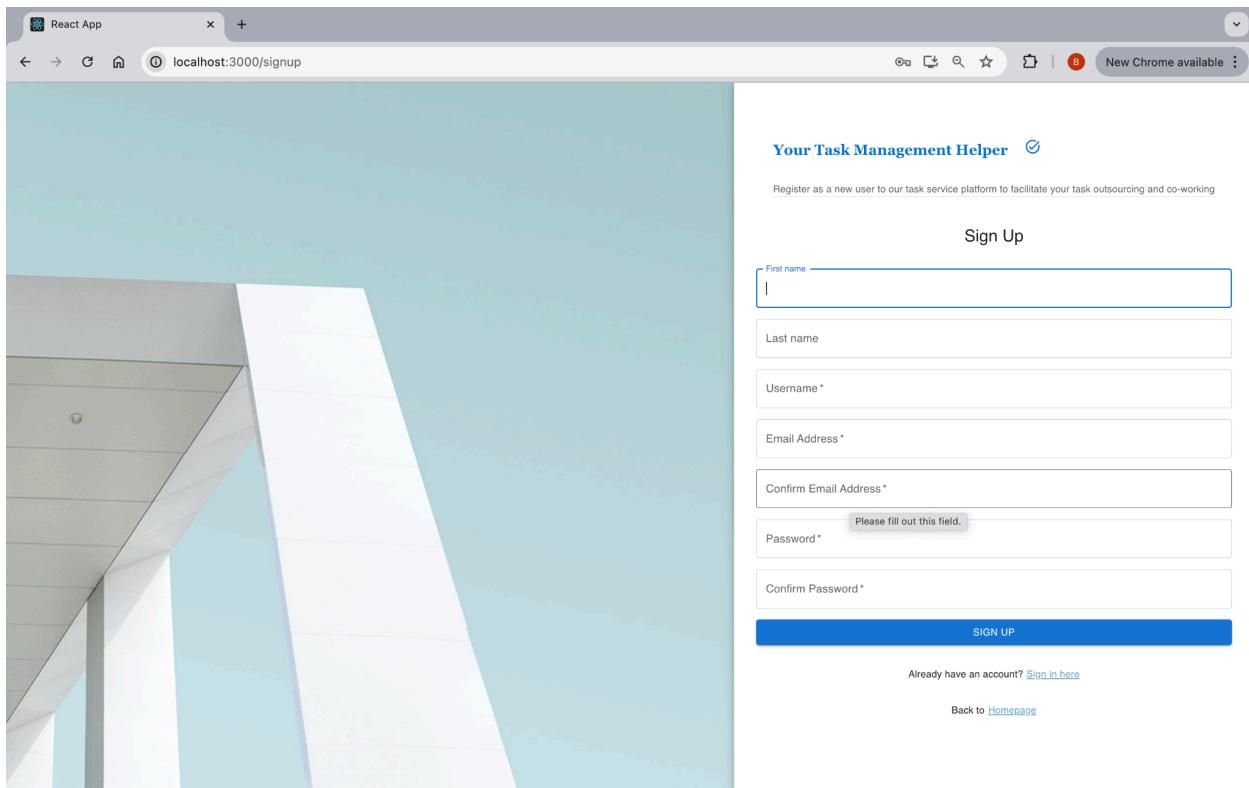
The system is designed to streamline the process of outsourcing small tasks, providing a seamless experience for both task creators and task completers. Users can easily publish tasks they wish to outsource, track progress, and manage these tasks all within the platform. On the other side, individuals looking for work can browse available tasks, pick them up, complete them, and submit their work. The system is also featured by a personalized task recommendation for all task completers and profile-based user interfaces.

The screenshot shows the homepage of the Task Service Platform. At the top, there's a dark banner with the text "A New Way To Tackle With Your Tasks" and a subtext "Start your task outsourcing and co-working simply by joining our platform. Fast, easy, personalized and efficient!". Below the banner, the header "Task Service Platform" is visible along with "SIGN IN" and "SIGN UP" buttons. The main content area has two main sections: "Use cases" on the left and "How does it work?" on the right. The "Use cases" section features a green box titled "Efficient Task Outsourcing" with a brief description of how task service platforms revolutionize business outsourcing. The "How does it work?" section is a vertical list of four steps: "Create an Account" (with a subdescription about signing up as a new user), "Publish Your Task" (with a subdescription about creating a new task and publishing it), "Task Taken by User" (with a subdescription about interested users taking tasks from the pool), and "Task Assigned" (with a subdescription about tasks being assigned to users).

[Homepage]

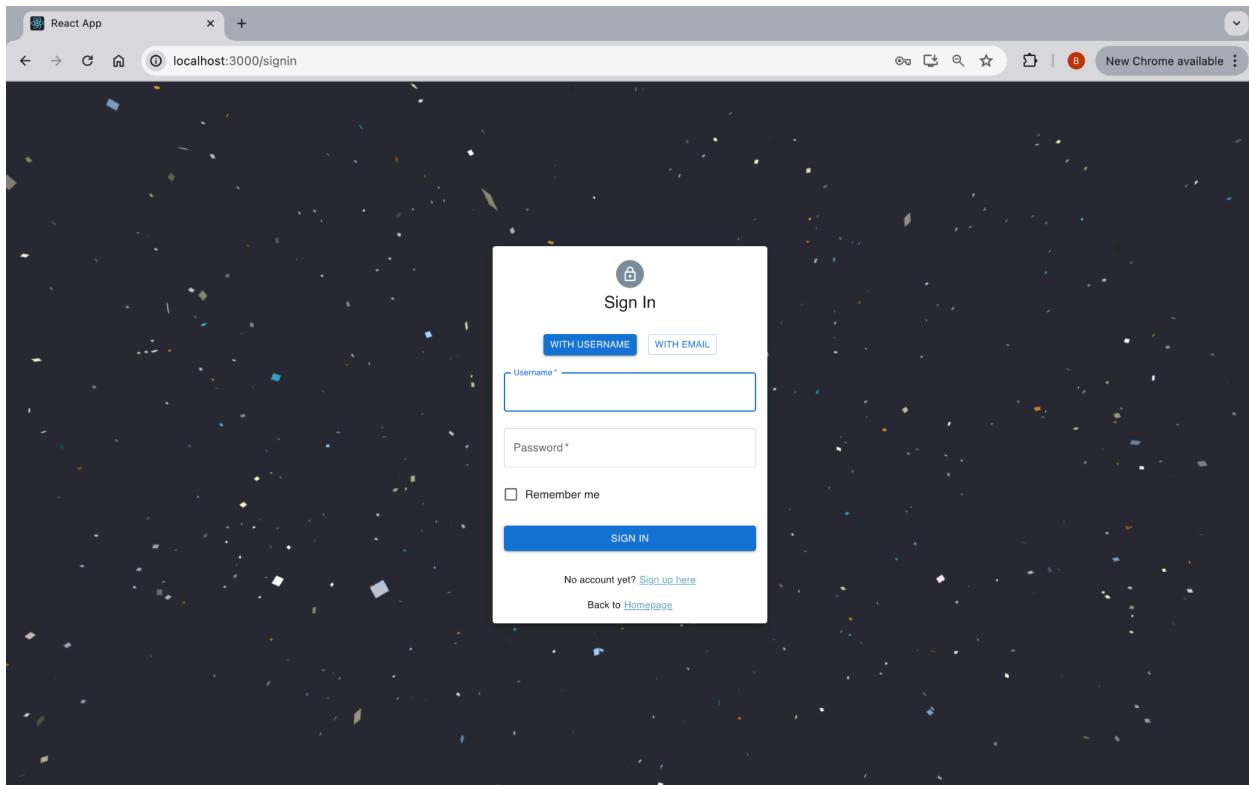
Create an Account

To get started, simply sign up by completing the signup form with the required information. After registering, you can sign in using the provided link. Upon your first login, you'll be prompted to set up your user profile. During this setup, you'll have the option to choose your role as either an employer or an employee. Employers can post and manage tasks, while employees can browse, pick up, and complete tasks. This personalized setup ensures you get the most out of the platform based on your chosen role.

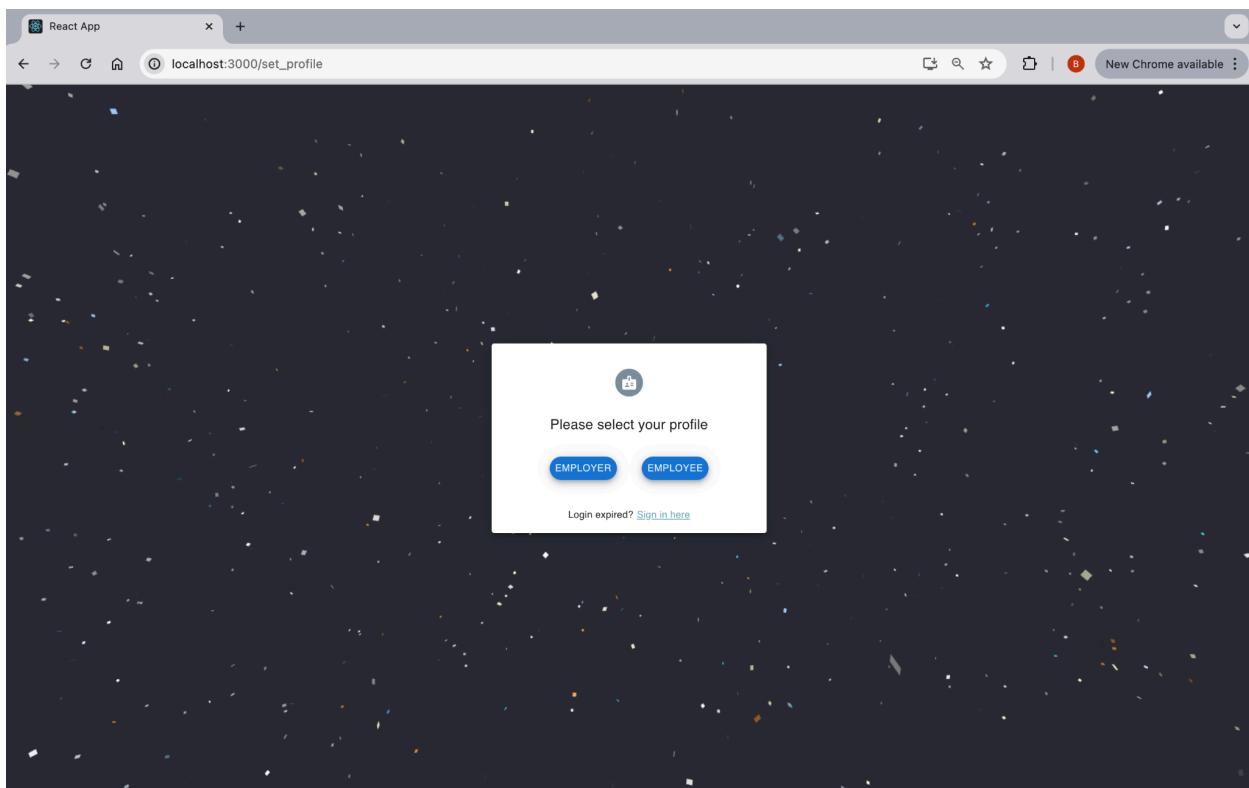


[sign up page]

You can either sign in with your username or your email address.

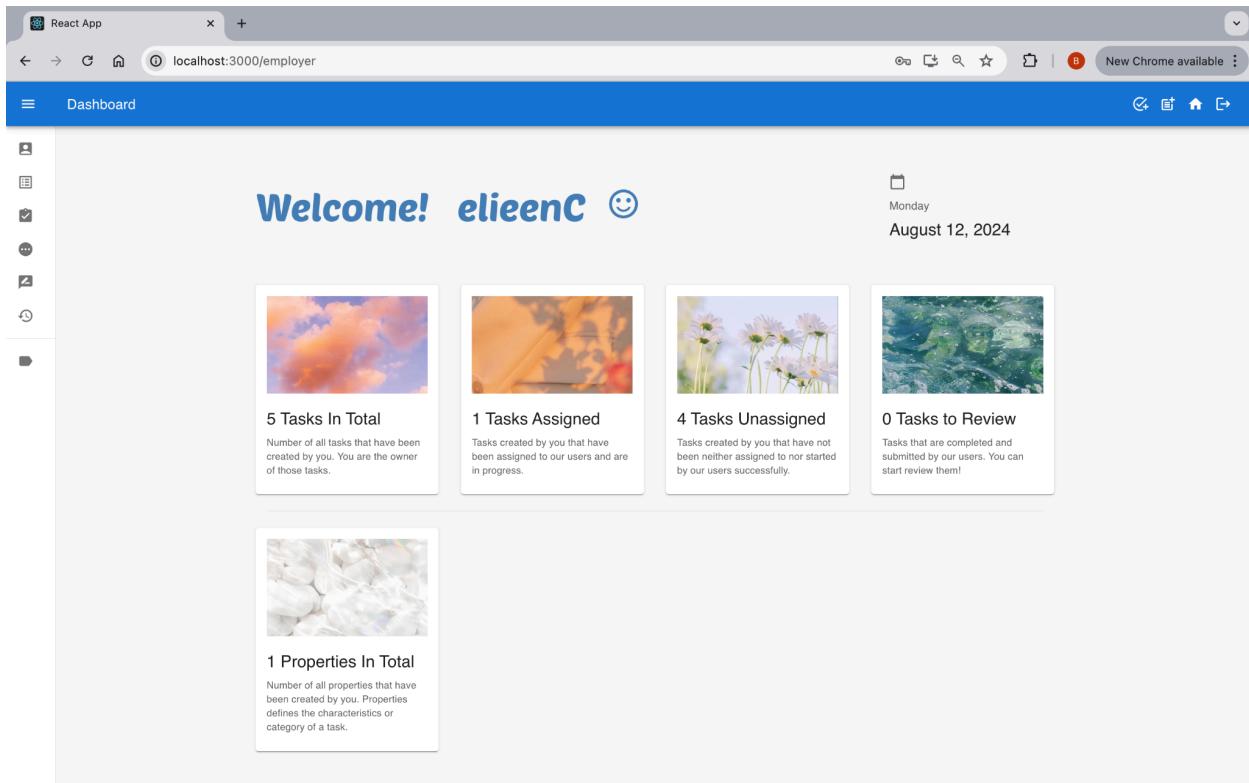


[sign in page]



[page to set up your profile when logging in for the first time]

After signing in, you'll be redirected to your personalized dashboard, where you can access and perform all actions associated with your chosen role.



[dashboard for an employer user]

Employer Dashboard

By clicking the drawer / sidebar, you can see the detailed information of your action buttons. By clicking the buttons in the left upper corner, you can, for example as an employer user, create a new task or property tag which can be used to describe the characteristics of the task. You can also go back to the home page or log out.

React App

localhost:3000/employer

Dashboard

Welcome! elieenC 😊

Monday
August 12, 2024

- Profile
- Created Tasks
- Assigned Tasks
- Unassigned Tasks
- Tasks to Review
- Tasks Approved
- Created Property Tags

 5 Tasks In Total
Number of all tasks that have been created by you. You are the owner of those tasks.

 1 Tasks Assigned
Tasks created by you that have been assigned to our users and are in progress.

 4 Tasks Unassigned
Tasks created by you that have not been neither assigned to nor started by our users successfully.

 0 Tasks to Review
Tasks that are completed and submitted by our users. You can start review them!

 1 Properties In Total
Number of all properties that have been created by you. Properties defines the characteristics or category of a task.

[opened drawer / sidebar]

React App

localhost:3000/employer

Dashboard

Welcome! elieenC 😊

Monday
August 12, 2024

- Profile
- Created Tasks
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 1 Properties In Total
Number of all properties that have been created by you. Properties defines the characteristics or category of a task.

Create New Task

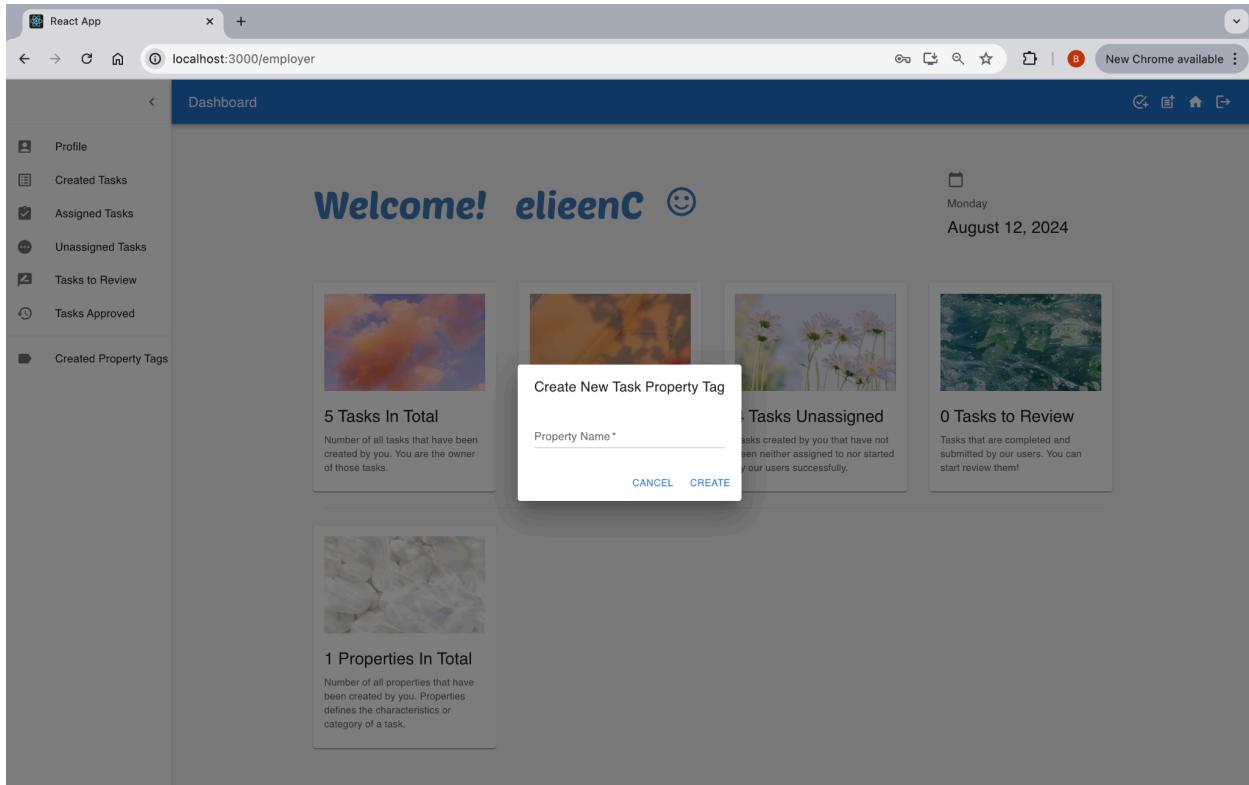
Task Name *

Task Description *

Task Output

CANCEL CREATE

[dialogue opened to create a new task]



[dialogue opened to create a new task property]

As an employer, your dashboard provides a comprehensive view of all the tasks you've created. Each task is listed in a table where you can view its details by clicking the button under the 'Action' column. Additionally, you can monitor the status of tasks, including those assigned or unassigned to specific employees.

When an employee submits a completed task, you can access it through the 'Tasks to Review' section. After reviewing the task, you can approve it if it meets your expectations.

If you haven't created, reviewed, or approved any tasks, a message will inform you of this status. Similarly, you'll be notified if none of your tasks have been assigned or unassigned, ensuring you're always up to date with your task management.

Created Tasks

<input type="checkbox"/>	Task Name	Description	Status	Updated on	Created on	Actions
<input type="checkbox"/>	Gardening	Taking care of my roses	Not started	7/21/2024	5/12/2024	
<input type="checkbox"/>	Tree Planting	Plant two trees in my garden	In progress	8/16/2024	5/12/2024	
<input type="checkbox"/>	Beauty	Do face massage to make me more beautiful	Not started	8/16/2024	5/12/2024	
<input type="checkbox"/>	Schooling	Teach me how to write in Chinese	Not started	7/21/2024	5/12/2024	
<input type="checkbox"/>	Watering	Water the plant in my living room	Not started	7/21/2024	5/12/2024	

Rows per page: 5 1–5 of 5 < >

[all created tasks are displayed as a table]

Task Details

	Updated on	Created on	Actions
<input type="checkbox"/>	7/21/2024	5/12/2024	
<input type="checkbox"/>	8/16/2024	5/12/2024	
<input type="checkbox"/>	8/16/2024	5/12/2024	
<input type="checkbox"/>	7/21/2024	5/12/2024	
<input type="checkbox"/>	7/21/2024	5/12/2024	

CLOSE

[opened dialogue window for task details]

Users link an existing property to their tasks by name. If the property you want to link doesn't exist in the current database, you have to create it first.

The screenshot shows a web browser window titled "React App" with the URL "localhost:3000/all_created_tasks". The main content is a "Created Tasks" table with columns: Task Name, Description, Status, Updated on, Created on, and Actions. There are five rows of task data. A modal dialog box titled "Set Up Task Property" is overlaid on the table. The dialog has a single input field labeled "Task Property Name*" and two buttons at the bottom: "CANCEL" and "SAVE".

Task Name	Description	Status	Updated on	Created on	Actions
Gardening	Taking care of my roses	Not started	7/21/2024	5/12/2024	
Tree Planting	Plant two trees in my garden	Pending	6/16/2024	5/12/2024	
Beauty	Do face massage to make me more beautiful	Pending	6/16/2024	5/12/2024	
Schooling	Teach me how to write in Chinese	Pending	7/21/2024	5/12/2024	
Watering	Water the plant in my living room	Not started	7/21/2024	5/12/2024	

[dialog to link a task to a certain property]

By ticking the box on the right of the task, you can choose to delete the selected task.

React App

localhost:3000/all_created_tasks

Dashboard

1 selected

	Task Name	Description	Status	Updated on	Created on	Actions
<input checked="" type="checkbox"/>	Gardening	Taking care of my roses	Not started	7/21/2024	5/12/2024	 
<input type="checkbox"/>	Tree Planting	Plant two trees in my garden	In progress	6/16/2024	5/12/2024	 
<input type="checkbox"/>	Beauty	Do face massage to make me more beautiful	Not started	6/16/2024	5/12/2024	 
<input type="checkbox"/>	Schooling	Teach me how to write in Chinese	Not started	7/21/2024	5/12/2024	 
<input type="checkbox"/>	Watering	Water the plant in my living room	Not started	7/21/2024	5/12/2024	 

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[deleting a task]

React App

localhost:3000/all_created_tasks

Dashboard

Created Tasks

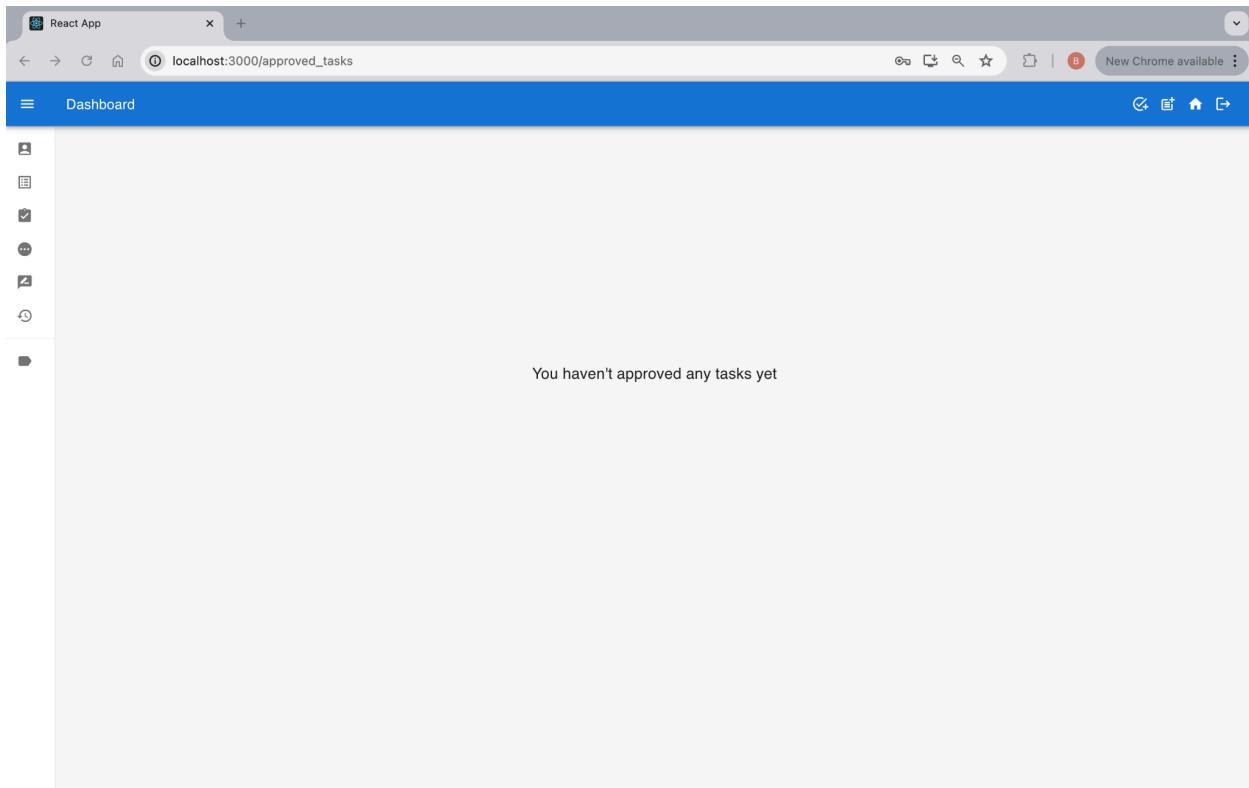
Filter list

CLEAR SORT

	Task Name ^	Description	Status	Updated on	Created on	Actions
<input type="checkbox"/>	Gardening	Taking care of my roses	Not started	7/21/2024	5/12/2024	 
<input type="checkbox"/>	Tree Planting	Plant two trees in my garden	In progress	6/16/2024	5/12/2024	 
<input type="checkbox"/>	Beauty	Do face massage to make me more beautiful	Not started	6/16/2024	5/12/2024	 
<input type="checkbox"/>	Schooling	Teach me how to write in Chinese	Not started	7/21/2024	5/12/2024	 
<input type="checkbox"/>	Watering	Water the plant in my living room	Not started	7/21/2024	5/12/2024	 

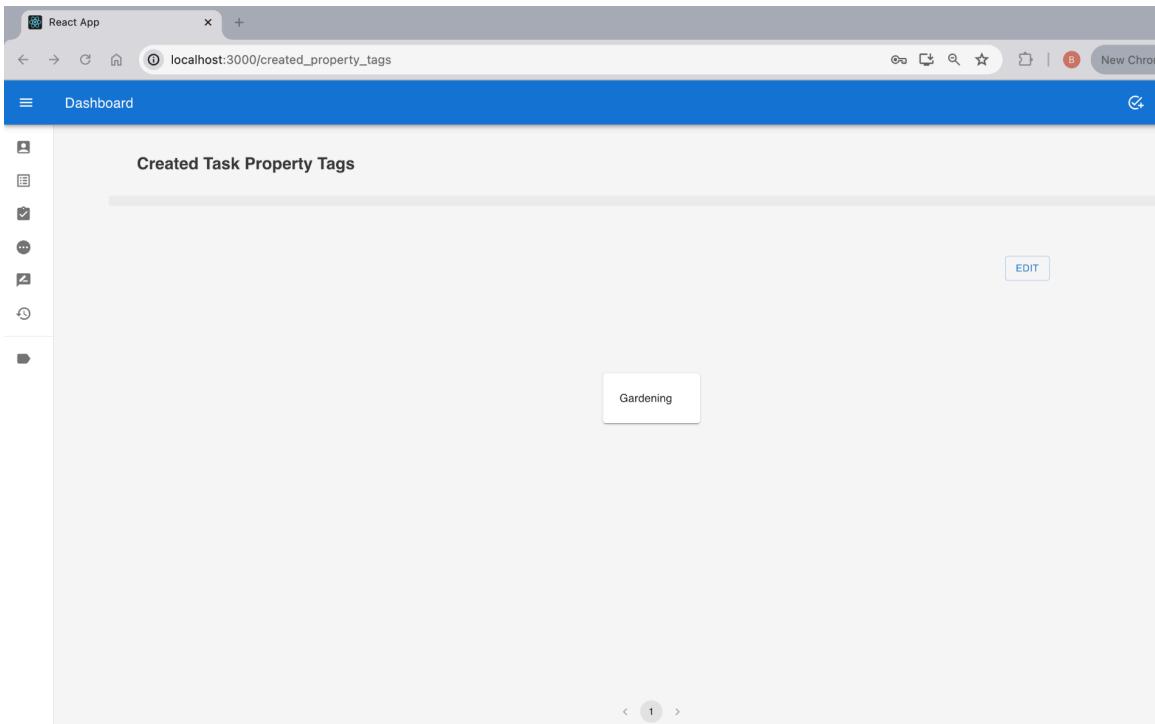
Rows per page: 5 ▾ 1–5 of 5 < >

[sorting]



[you will be given a status message if you haven't approved any task]

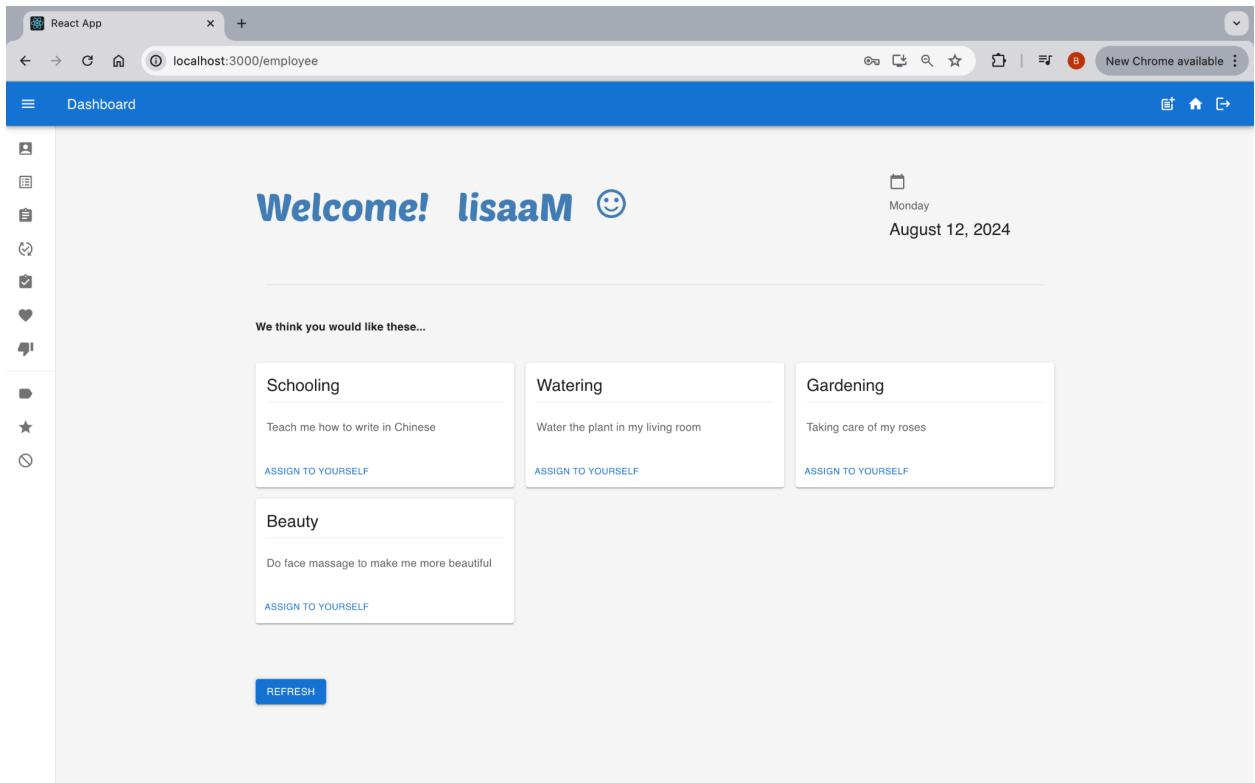
By clicking the 'Created property tags', you can view and edit all the properties created by you.



[you can view and edit all the task property tags you have created]

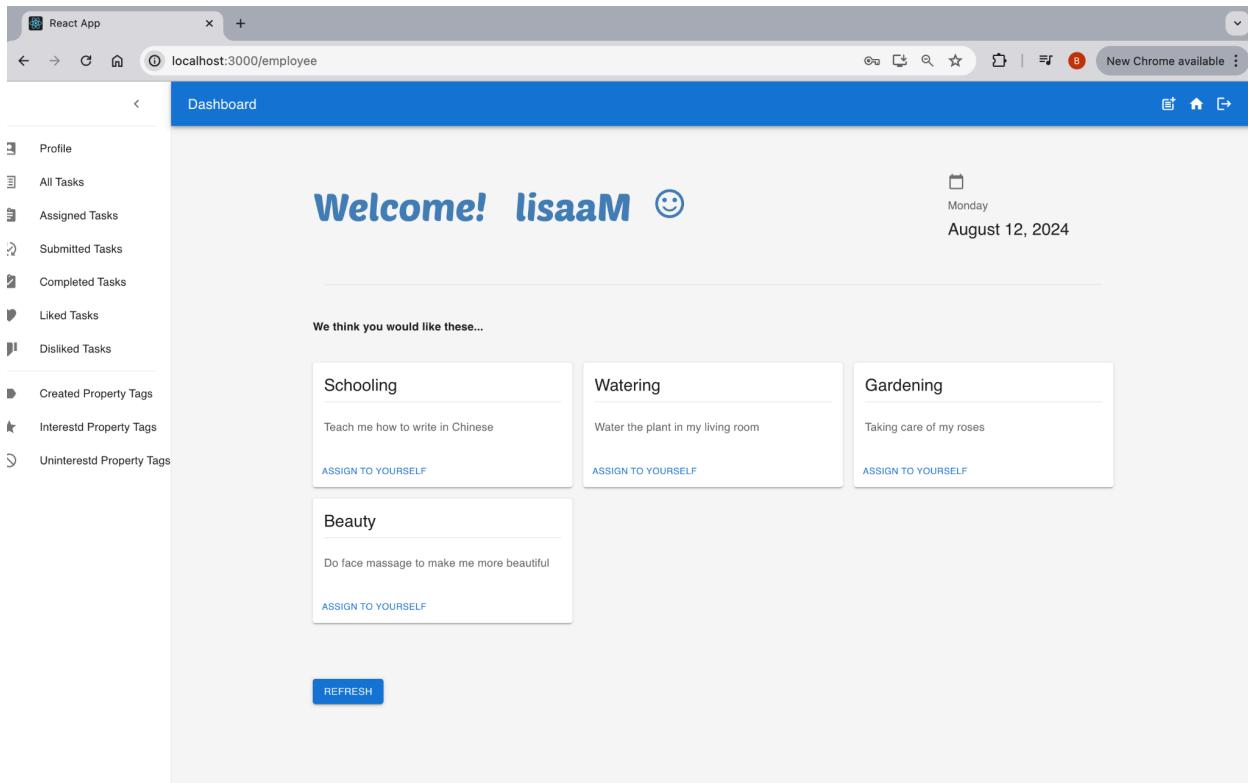
Employee Dashboard

The employee dashboard mirrors the layout of the employer dashboard but offers additional actions tailored to the 'employee' profile. As an employee, you have access to a broader range of functionalities, enabling you to browse available tasks, pick them up, like or dislike a task and submit completed work and so on. You will be given a personalized task recommendation.



[employee dashboard, personalized task recommendation is shown in the main page]

In addition to the shared actions with employer users, employees have several unique capabilities. As an employee, you can like or unlike tasks, and express interest or disinterest in specific task property tags. You also have the flexibility to assign yourself to tasks that interest you and can unassign yourself from any task, provided it hasn't been completed or submitted yet. These features give you greater control over the tasks you choose to engage with, ensuring a more personalized and efficient workflow.



[opened drawer / sidebar for employee user]

When viewing all the available tasks, you have more choices of different actions you can make. Beyond the option to check the detailed information of the selected task, you can also assign / unassign, like / dislike it.

Task Name	Description	Status	Updated on	Created on	Actions
Gardening	Taking care of my roses	Not started	7/21/2024	5/12/2024	
Beauty	Do face massage to make me more beautiful	Not started	6/16/2024	5/12/2024	
Schooling	Teach me how to write in Chinese	Not started	7/21/2024	5/12/2024	
Watering	Water the plant in my living room	Not started	7/21/2024	5/12/2024	
task1	clean clothes	In review	6/16/2024	4/2/2024	

[All available tasks are shown in a task table for employee users]

For assigned tasks, users can decide if they want to unassign or submit them for review.

Task Name	Assignee	Status	Updated on	Created on	Actions
Brush teeth	lisaam	In progress	6/16/2024	4/2/2024	
coffee	lisaam	In progress	6/16/2024	4/2/2024	
Tree Planting	lisaam	In progress	6/16/2024	5/12/2024	

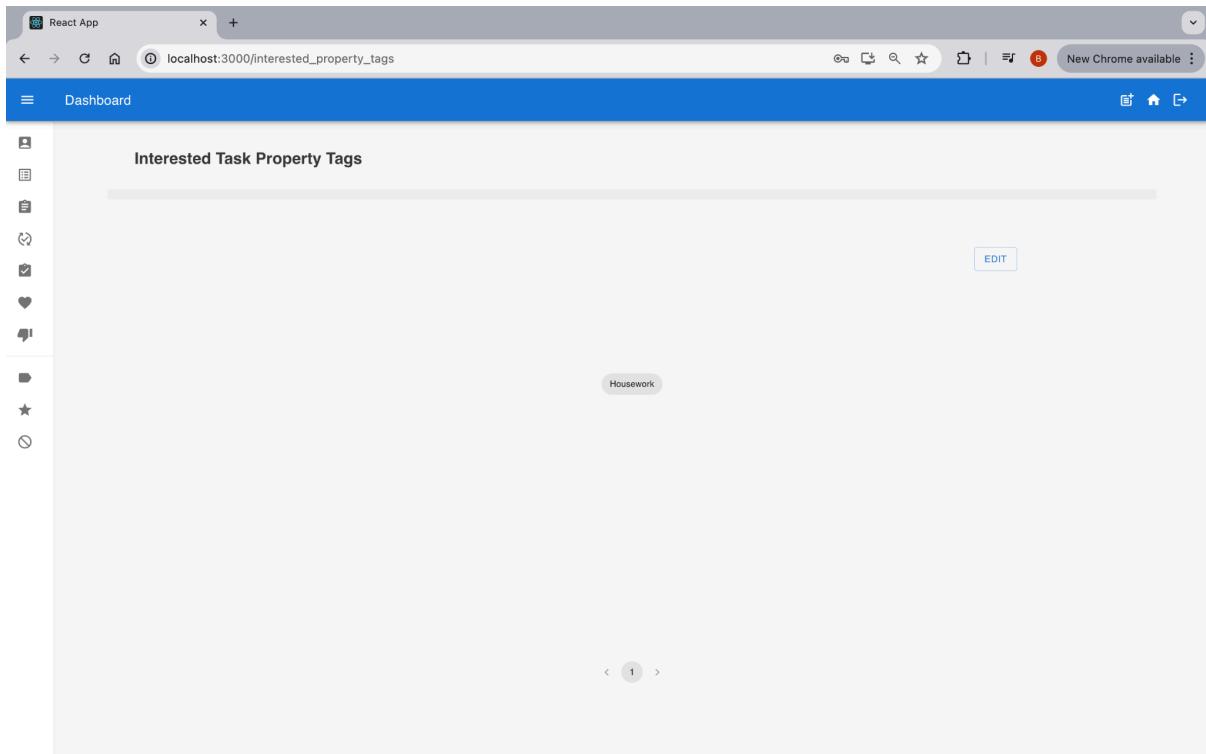
[assigned tasks are shown in a task table with related actions]

After liking a task, you can also delete it from your liked task lists.

Task Name	Assignee	Status	Updated on	Created on	Actions
Gardening	Not assigned	Not started	7/21/2024	5/12/2024	

[liked tasks for employee users, they can delete the task they have liked]

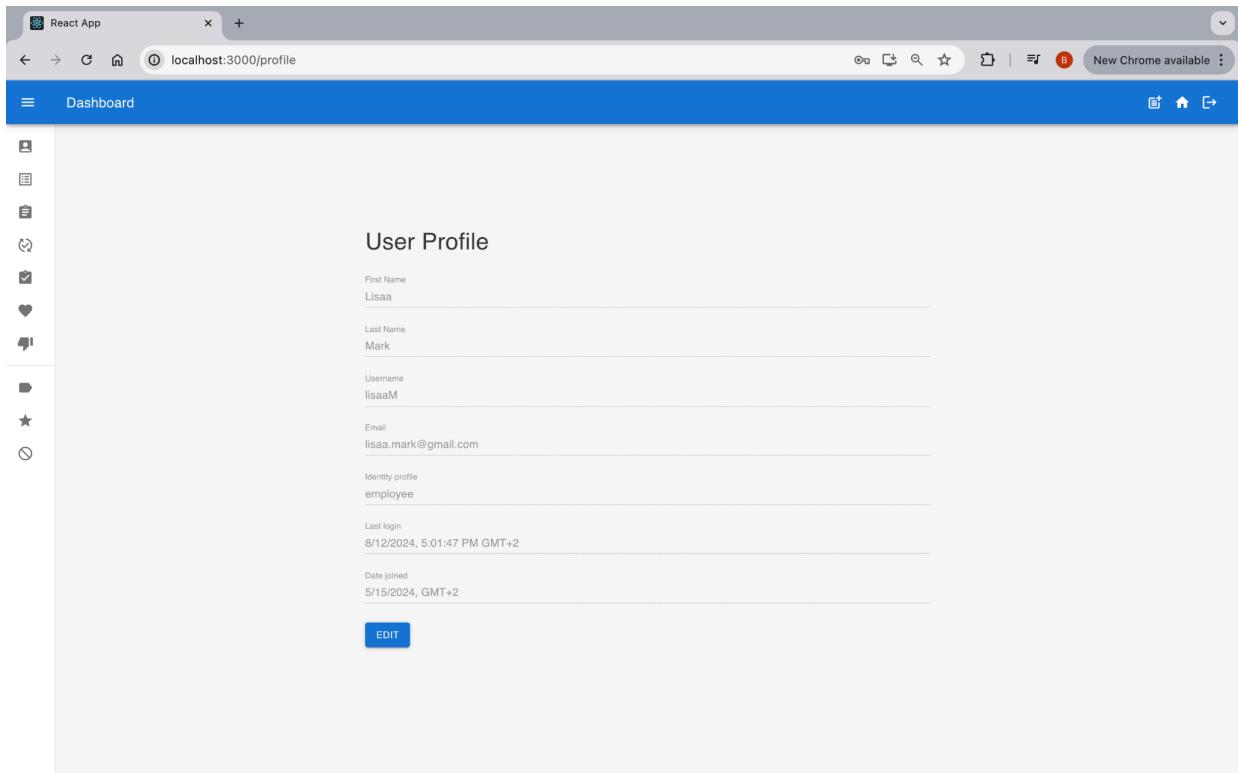
As an employee user, you can do more than just create a task property tag. You can make them your interested properties or uninterested properties and view them in your dashboard.



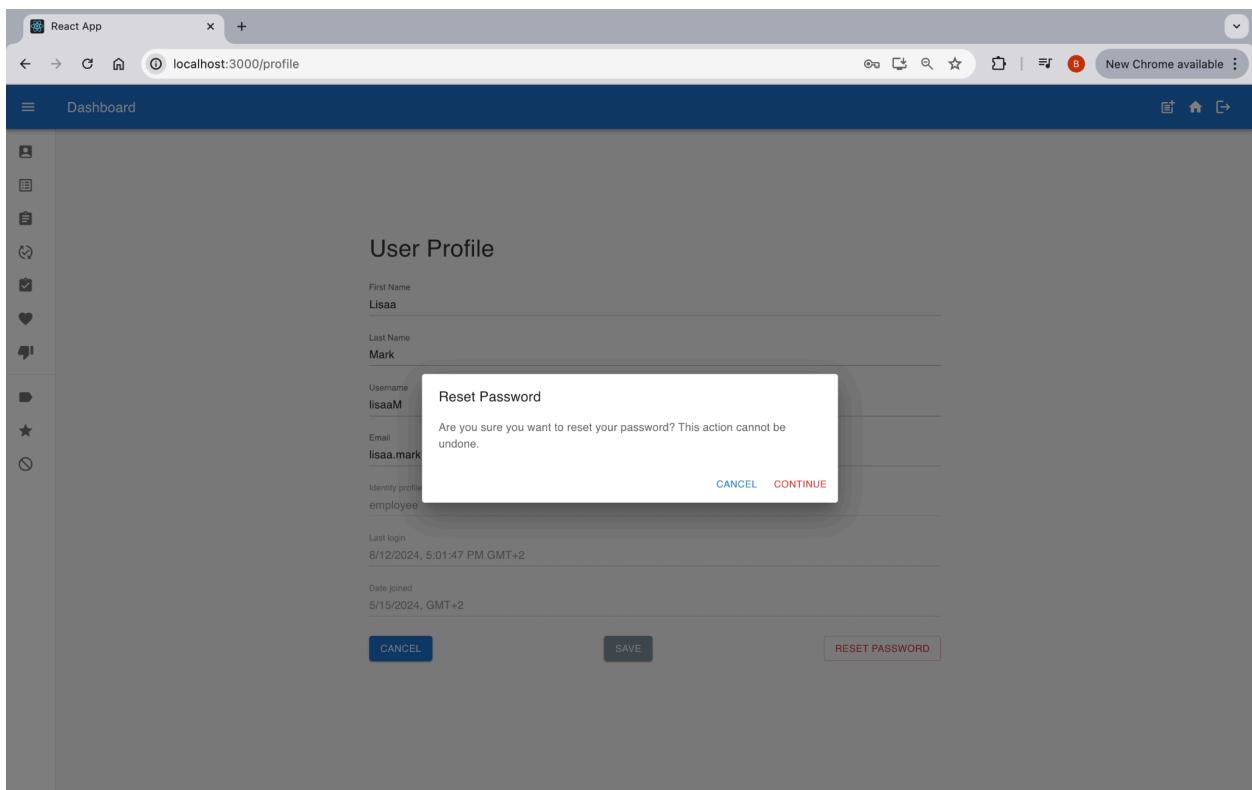
[interested task property tags]

Manage User Profile

You can edit your user profile and reset your password by going to the profile section in your user dashboard.



[user profile, start editing by clicking 'edit' button]



[by clicking 'continue' you can reset your password]