Donezo.

User Guide

1. Authentication

1.1. Sign up

Donezo is made for you and just you. To make sure that no one else can see your tasks, create an account!

Notes:

- Ensure that you have not used the same email address to sign up for an account before.
- Ensure that your password is at least 6 characters long.

https://itsdonezo.herokuapp.com/signup

1.2. Log in

If you have an existing account with us, please log in with your email address and password.

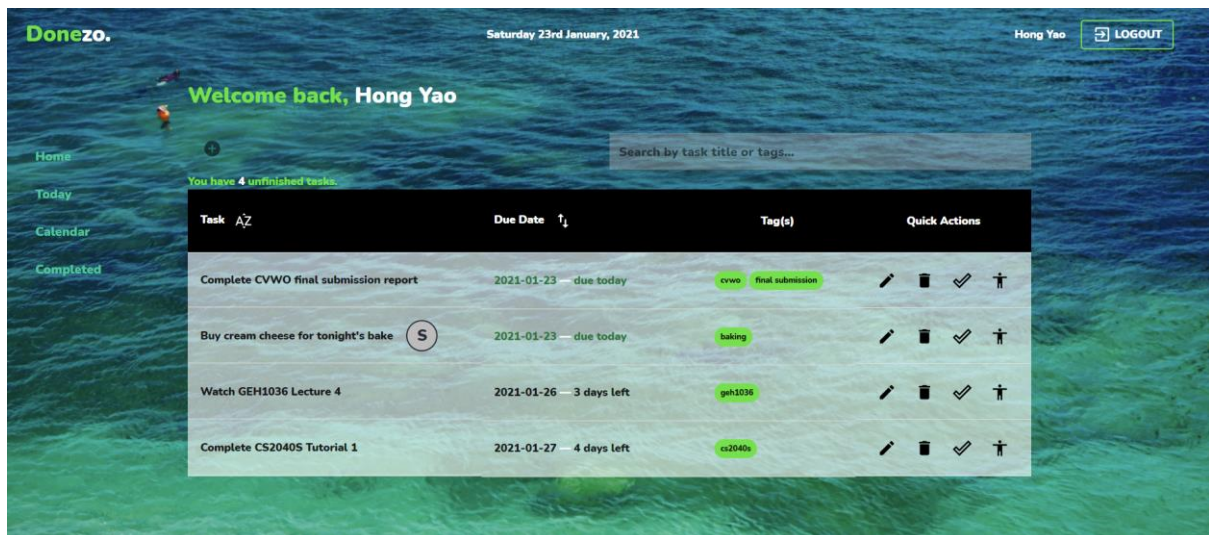*https://itsdonezo.herokuapp.com/login*

2. Views

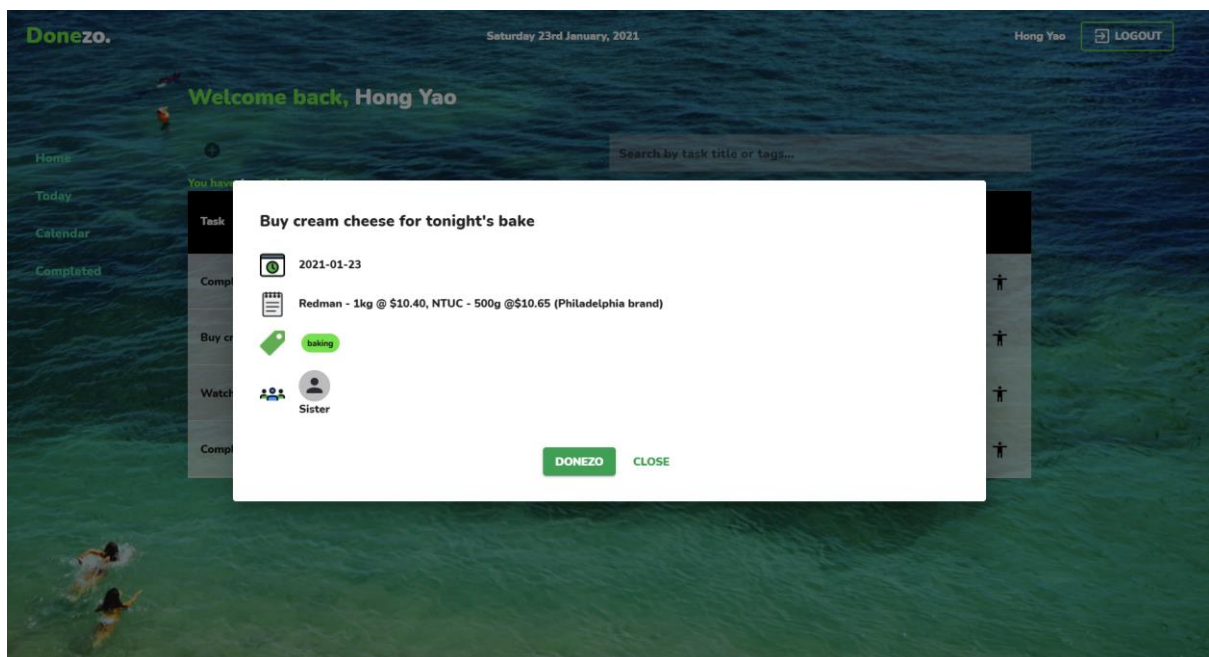Donezo supports four main views. Namely the Home view, Today view, Calendar view and the Completed view.

2.1. Home

Upon successful sign up / log in, you will be redirected to home page. This is where you can see all your outstanding tasks at a glance.
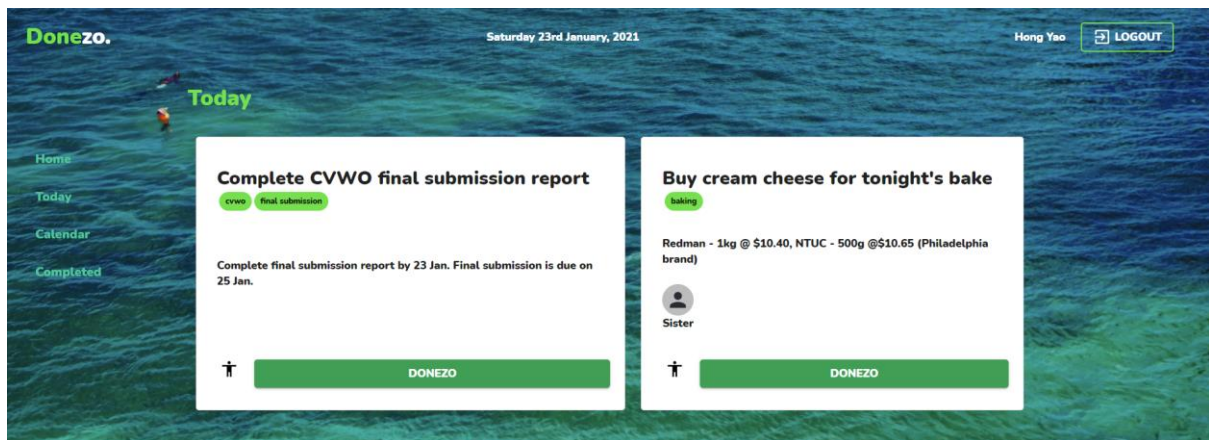

https://itsdonezo.herokuapp.com/home

Click on a task to reveal more details (i.e. description, collaborators' full names).
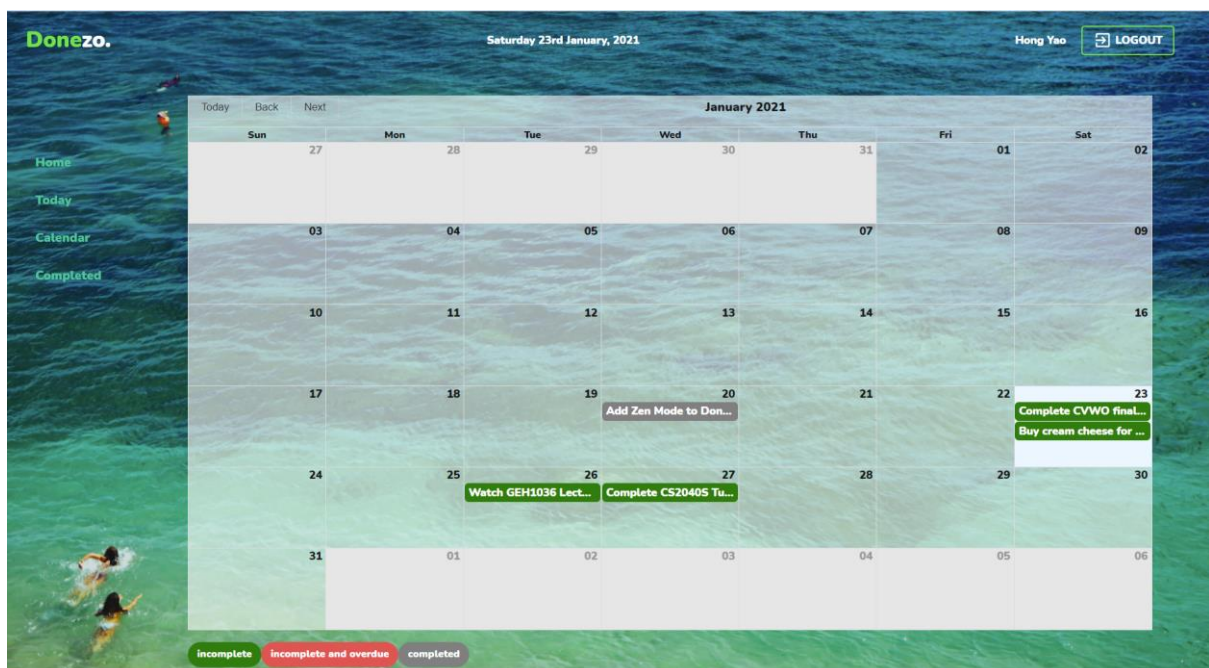
2.2. Today

Donezo offers you a Today view. Here, you can see all your tasks that are due today in card form, so you can focus on what's immediately due.

2.3. Calendar

Want to see an overview of your tasks in a calendar? Head over to the Calendar view, where you can see your tasks for each month.

Click on a task to reveal more details (i.e. description, collaborators' full names).

There are distinct colour coding here to show you which tasks are incomplete (in green), incomplete and overdue (in red) and tasks which are completed (in grey).

2.4. Completed

To admire what an efficient person you are, go to the Completed view. Your completed tasks would be displayed here.
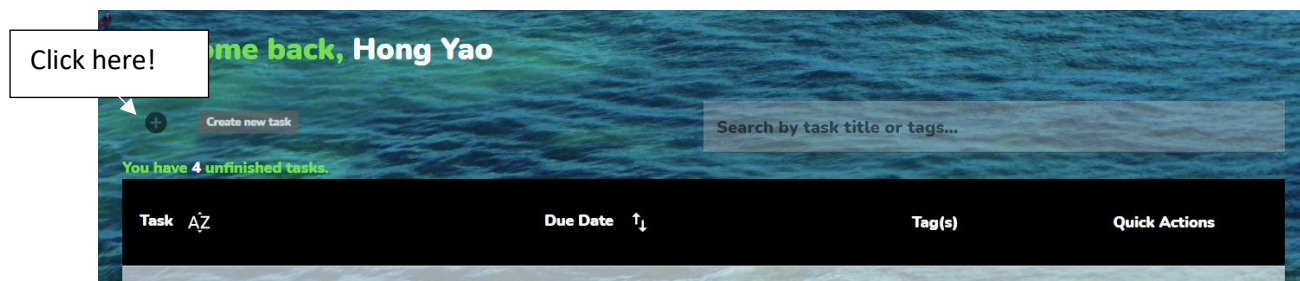

Note: Tasks that are completed have a green tick!

https://itsdonezo.herokuapp.com/completed
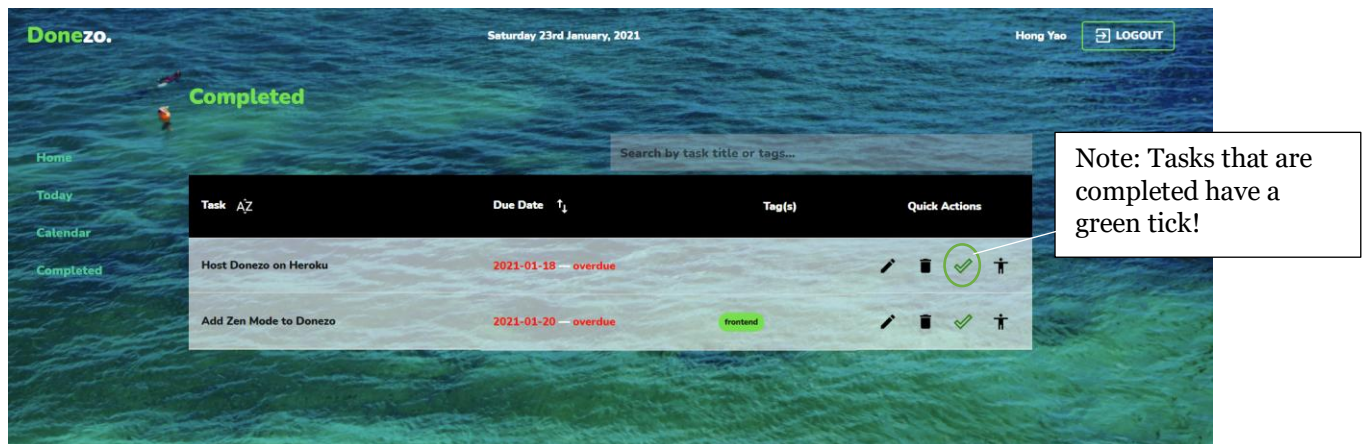
3. Supported Features

3.1. Adding, editing, completing and deleting tasks
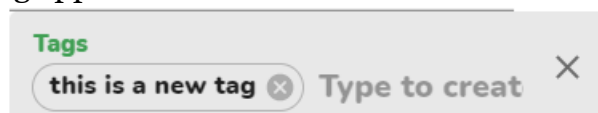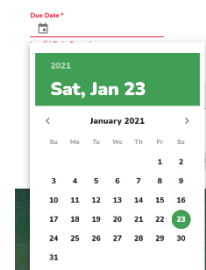
3.1.1. Adding tasks

You can add tasks from your home page.

Click here!

A dialog will pop up for you to fill in the details of the task you want to add.

Fields

- Title*
- Due date*
    - Use the inbuilt date picker for easier accessibility!
- Tags
    - Your past tags will be shown to you for quick selection.
    - To create a new tag, simply type the tag and click 'enter' to see the new tag appear.

- Description
- Collaborators

Create new task

Title *
Go for a 5km run

Due Date *
📅 **01/23/2021**

Tags
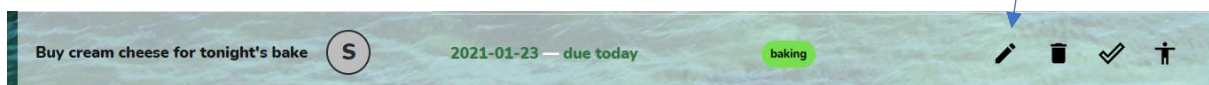(this is a new tag ⊗) Type to cre...

Description
Run at East Coast Park

Who are you working on this with?
(Dad ⊗) (Mum ⊗) Enter names

CANCEL **CREATE**

Click on "CREATE" to see your task get created!

3.1.2. Editing a task ✏️

Click here!

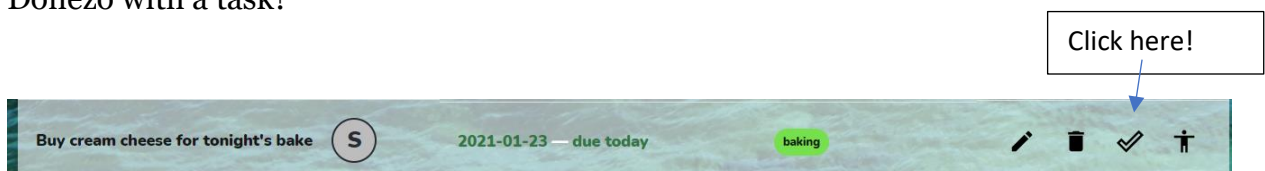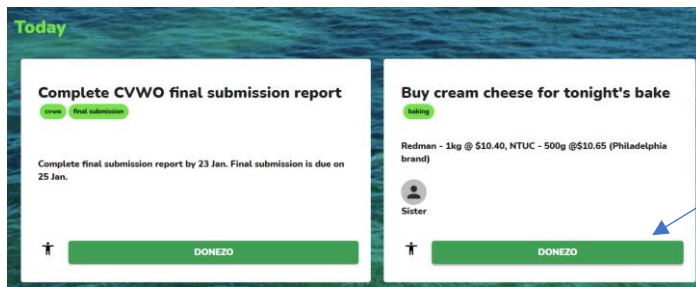Buy cream cheese for tonight's bake (S) 2021-01-23 — due today   baking   ✏️ 🗑️ ✔️ 🚹

To edit a task from the Home page, simply click on the ✏️ button, and a similar dialog will pop up for you to make changes. Once done, click 'EDIT'.

3.1.3. Completing a task ✔️

Donezo with a task?

Click here!

Buy cream cheese for tonight's bake (S) 2021-01-23 — due today   baking   ✏️ 🗑️ ✔️ 🚹
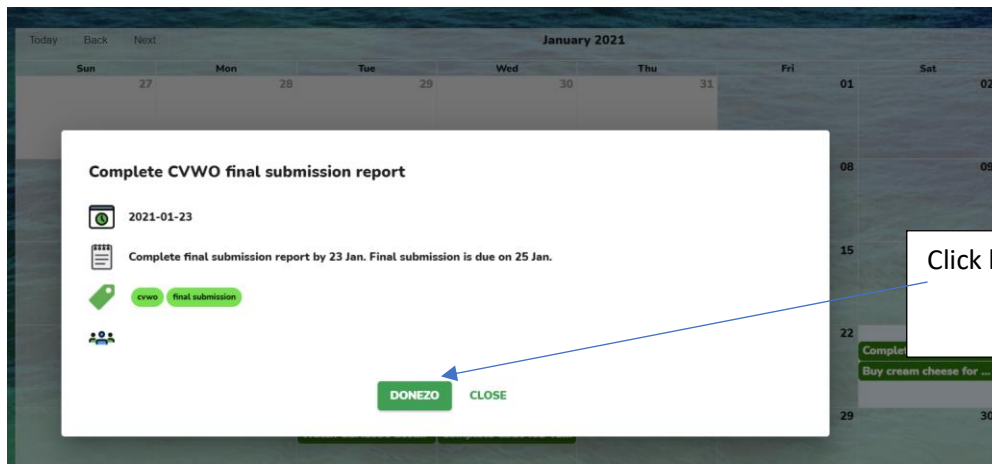
Completing a task from the Home page
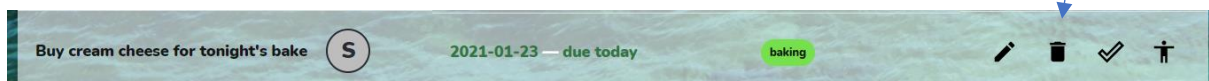
Completing a task from the Today page

From the calendar page, click the task and a dialog will open up.

Completing a task from the Calendar page

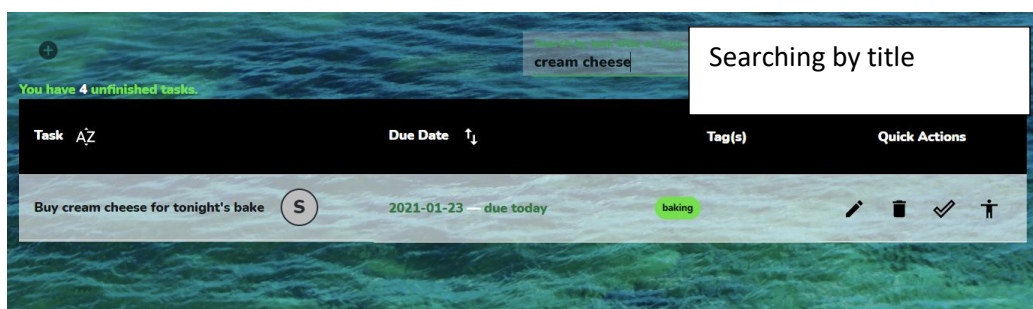When you complete a task, a lovely "Donezo!" notification will pop up. Try it!

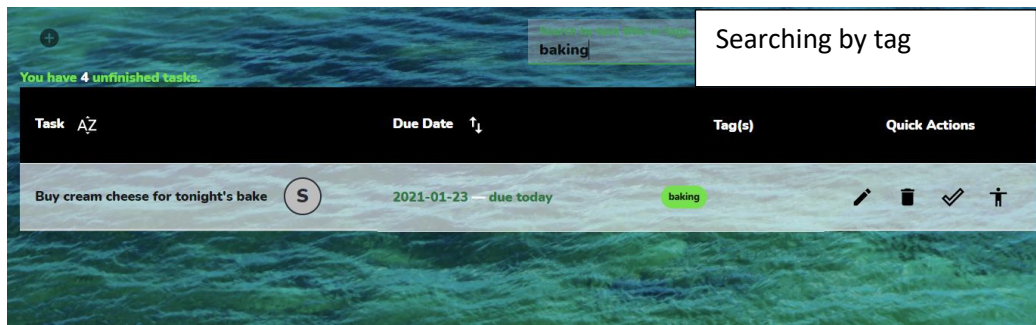## 3.1.4. Deleting a task 🗑

3.2. Searching 🔍

On your Home page and Completed page, there is a search bar above the table. Type in your search query and see your tasks being filtered.

You can search for a task either by its title or its tag.

Searching by tag

3.3. Sorting ☰

On your Home page and Completed page, you will notice icons in the table header.

Click on those icons to sort your tasks.

Tasks sorted by alphabetical order
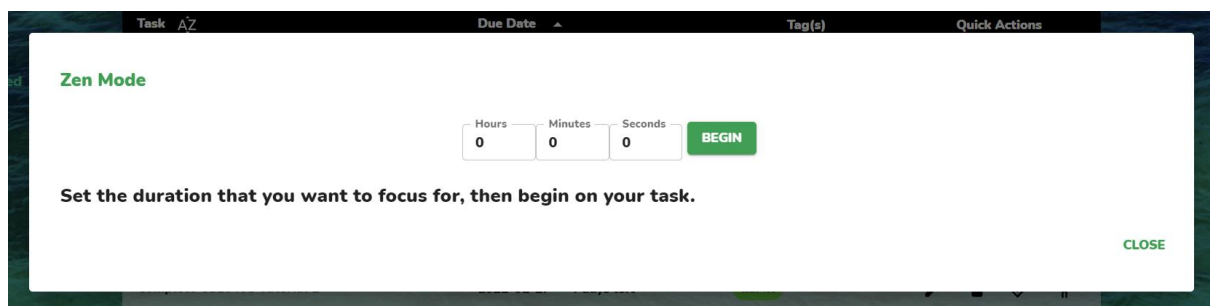

Tasks sorted by due date

3.4. Collaborators 👥

If you have added collaborators, you can see their avatar on any of the pages / dialogs.
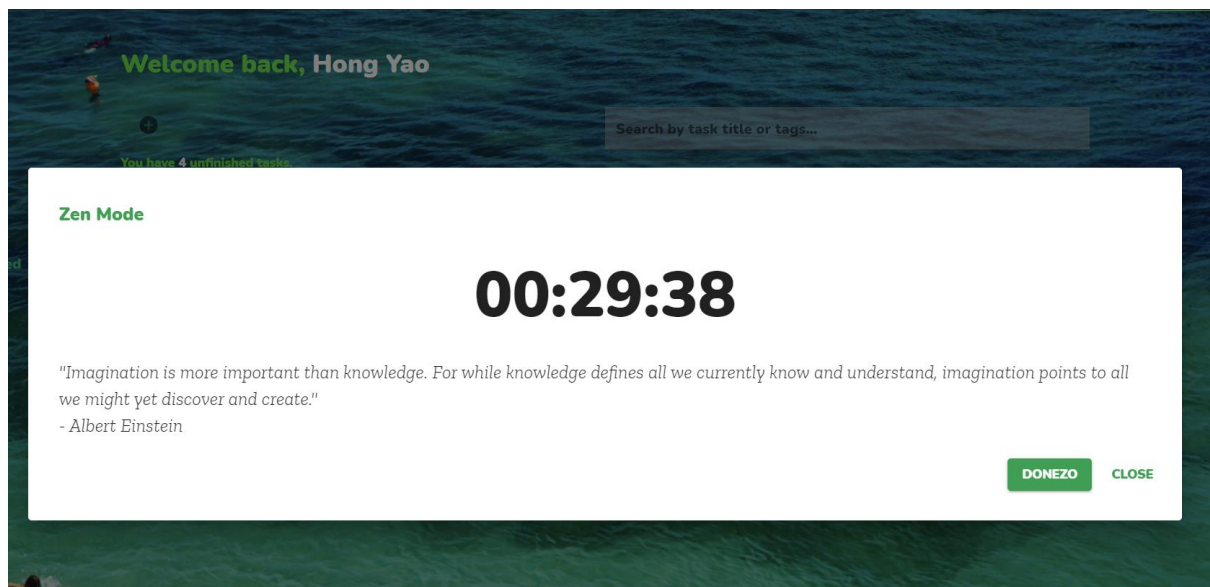
3.5. Zen Mode 🧍

This feature is for you to sit down and focus on a task at hand. You can enter Zen Mode from the Home page or Today page. Click on the 🧍 icon to enter.

Upon entering Zen Mode, you will be prompted to set the timer. This will be your desired duration to work on the task!
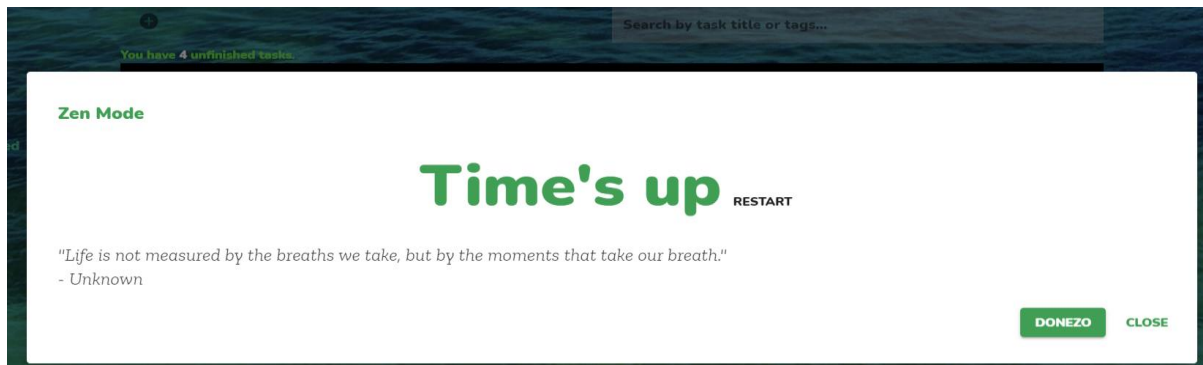

After you begin the timer, the clock will start running.

The timer has begun! Stay focused!

Once the time is up, you can click on RESTART to continue working on the task, or DONEZO to mark the task as completed. Well done!

4. Logging out

Once you are done with your current session, you can choose to log out of your account. Simply click the Log Out button at the top right corner of the page to do so.

That's it for now, but please do look out for more features to come.

- Donezo! 😊 -