



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.

A screenshot of the Donezo Sign Up form. The form is centered on a background image of a person surfing on a blue and green ocean. The form has a title "SIGN UP" with a user icon. It contains four input fields: "Name *", "Email Address *", "Password (min. 6 characters) *", and "Confirm your password *". Below the fields is a green "SIGN UP" button and a link "Already have an account? Log in". In the top right corner of the page, there are "LOG IN" and "SIGN UP" buttons.

<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.

A screenshot of the Donezo Log In form. The form is centered on the same ocean background as the sign-up form. It has a title "LOG IN" with a lock icon. It contains two input fields: "Email Address *" and "Password *". Below the fields is a green "LOG IN" button and a link "Don't have an account? Sign Up". In the top right corner of the page, there are "LOG IN" and "SIGN UP" buttons.

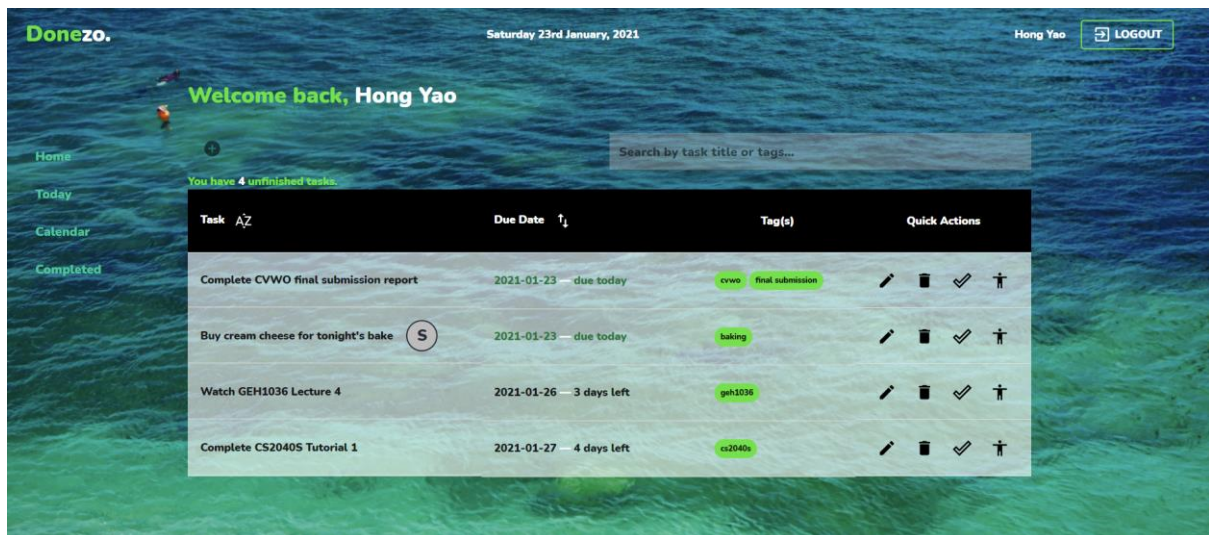
<https://itsdonezo.herokuapp.com/login>

2. Views

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

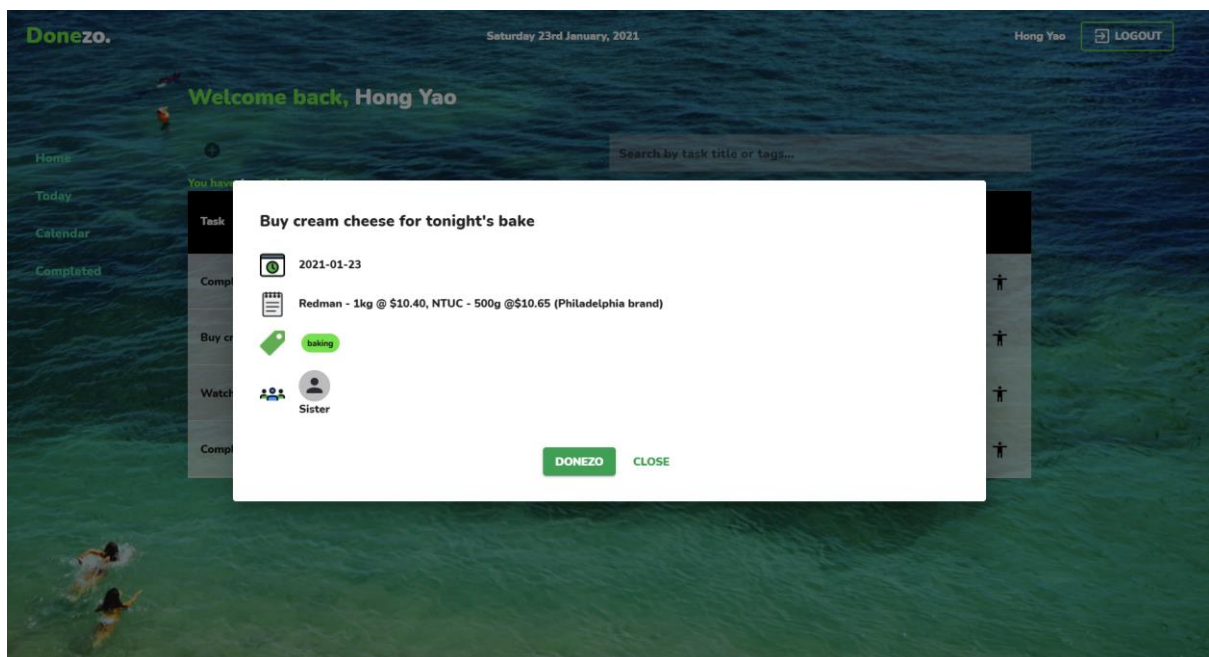
2.1. Home

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.



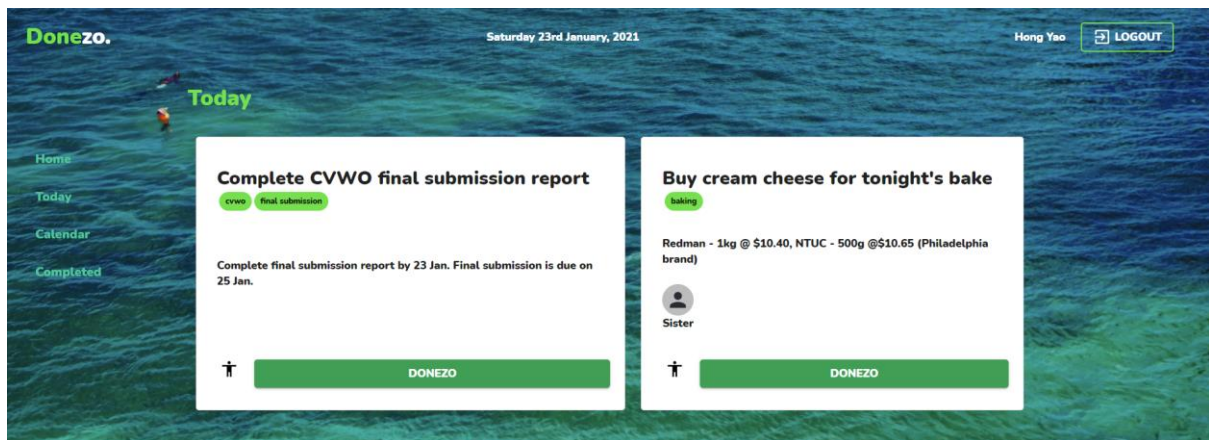
<https://itsdonezo.herokuapp.com/home>

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



2.2. Today

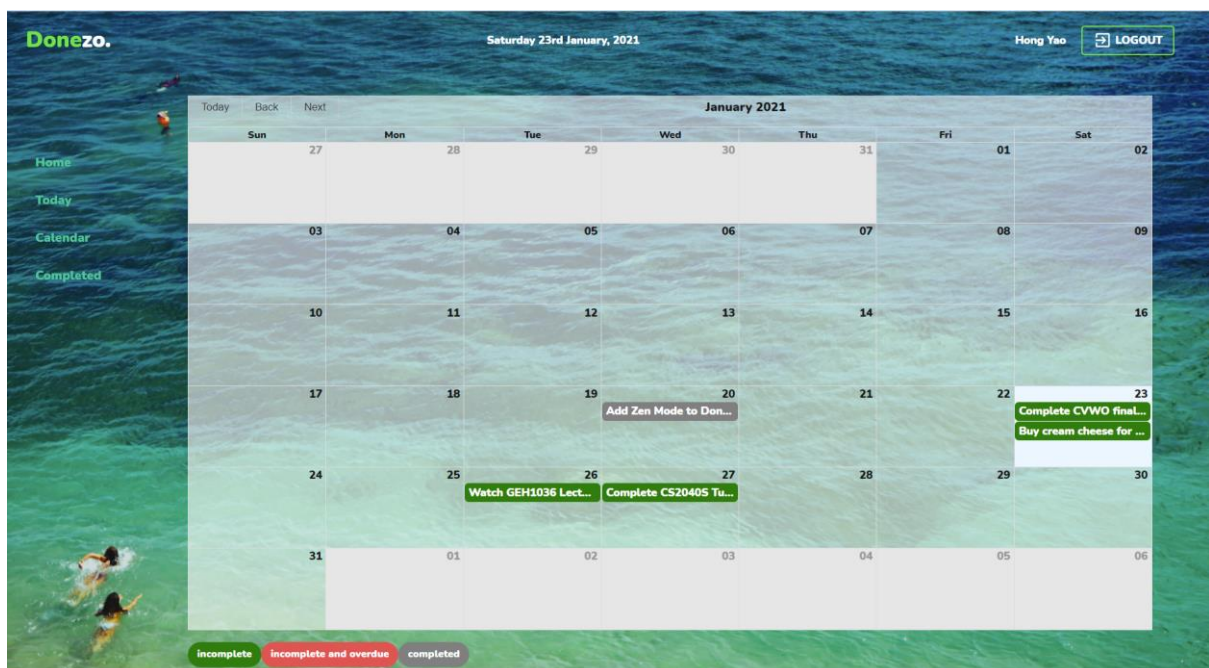
Donezo offers you a Today view. Here, you can see all your tasks that are due today in card form, so you can focus on what's immediately due.



<https://itsdonezo.herokuapp.com/today>

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.



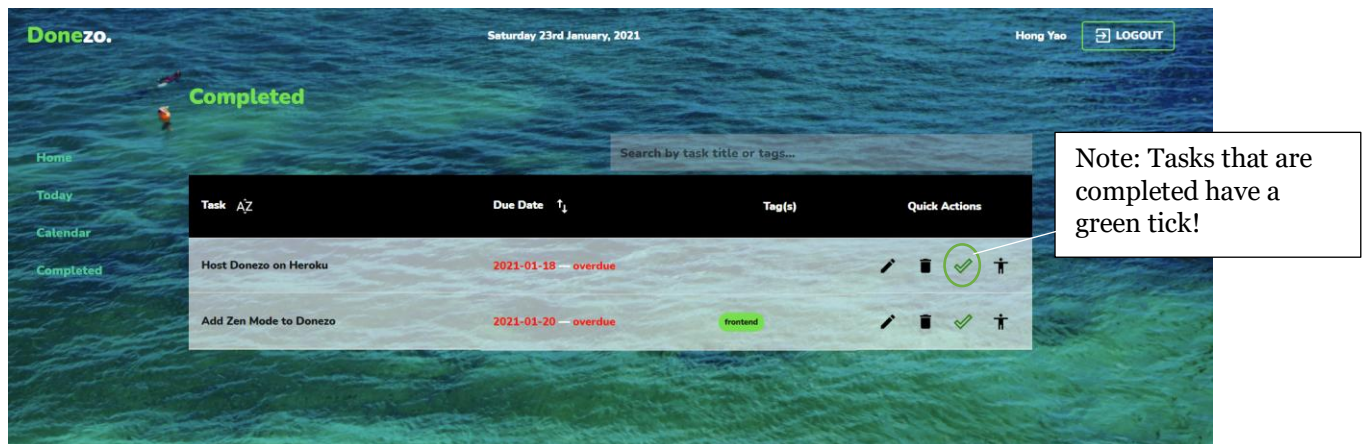
<https://itsdonezo.herokuapp.com/calendar>

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.



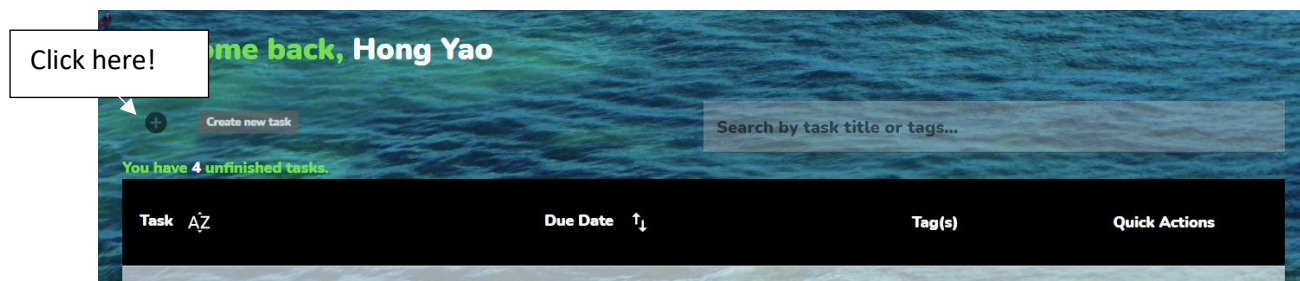
<https://itsdonezo.herokuapp.com/completed>

3. Supported Features

3.1. Adding, editing, completing and deleting tasks

3.1.1. Adding tasks

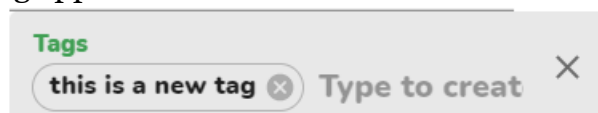
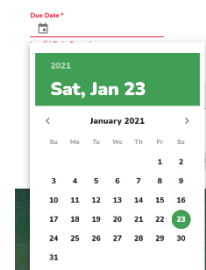
You can add tasks from your home page.



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...

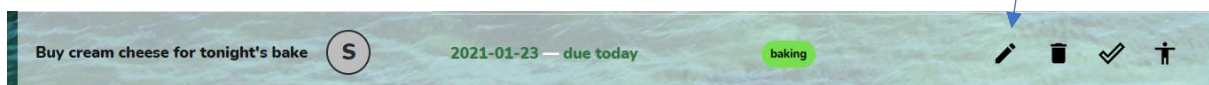
Description
 Run at East Coast Park

Who are you working on this with?
 Dad × Mum × Enter names

CANCEL CREATE

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

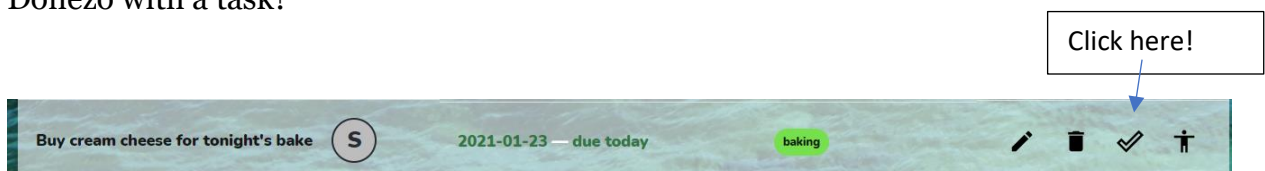
3.1.2. Editing a task ✎



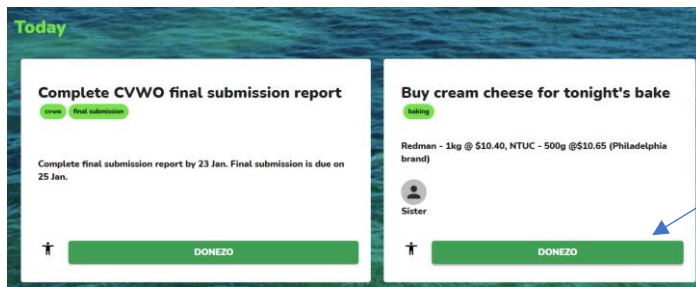
To edit a task from the Home page, simply click on the ✎ button, and a similar dialog will pop up for you to make changes. Once done, click 'EDIT'.

3.1.3. Completing a task ✓

Donezo with a task?

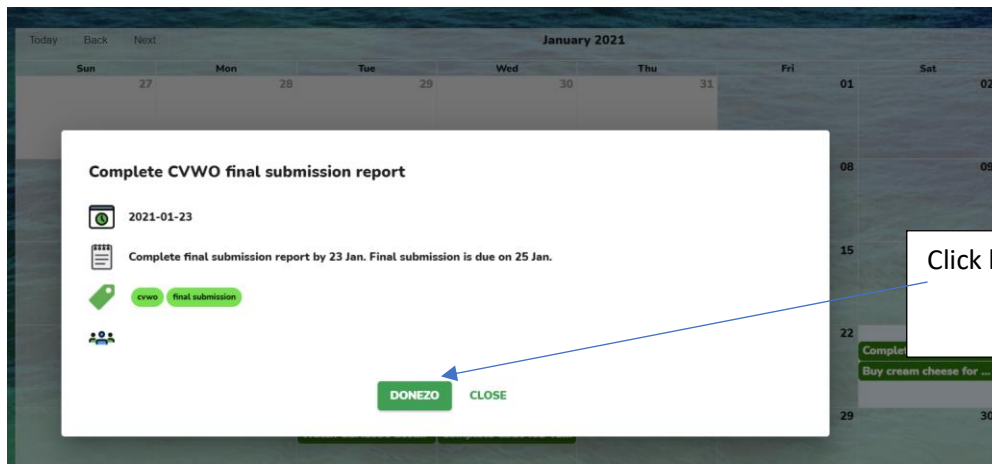


Completing a task from the Home page



Completing a task from the Today page

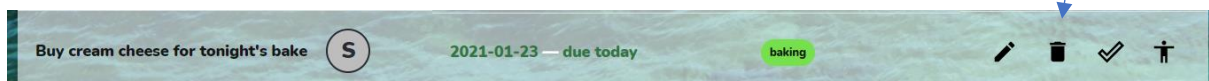
From the calendar page, click the task and a dialog will open up.



Completing a task from the Calendar page

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

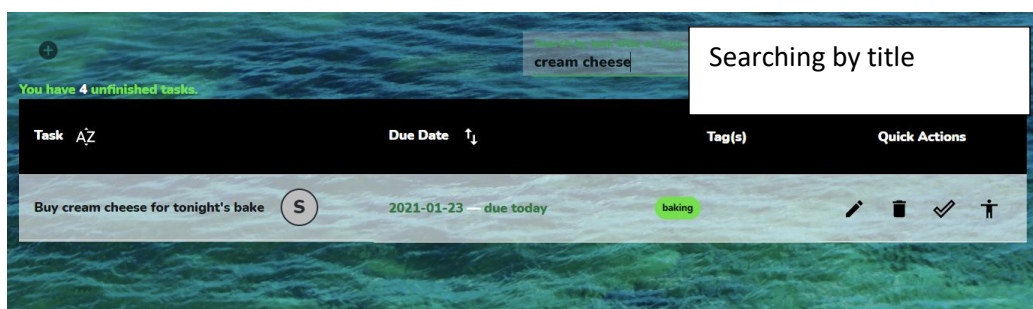
3.1.4. Deleting a task

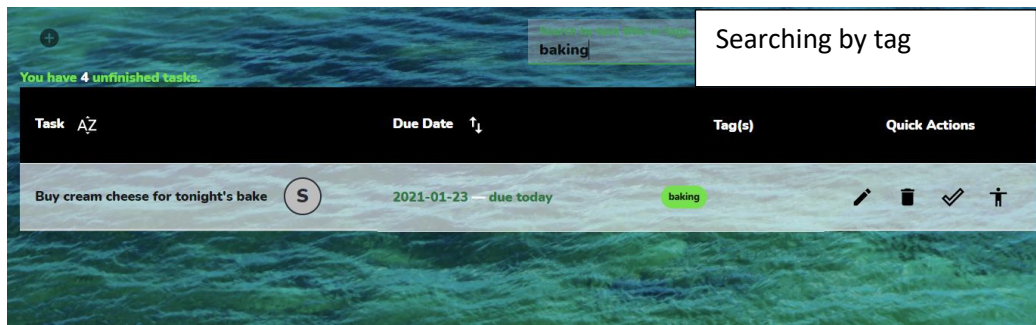


3.2. Searching

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.





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.



You have 4 unfinished tasks.

Task	Due Date	Tag(s)	Quick Actions
Buy cream cheese for tonight's bake S	2021-01-23 — due today	baking	
Complete CS2040S Tutorial 1	2021-01-27 — 4 days left	cs2040s	
Complete CVWO final submission report	2021-01-23 — due today	cvwo final submission	
Watch GEH1036 Lecture 4	2021-01-26 — 3 days left	geh1036	

Tasks sorted by alphabetical order

You have 4 unfinished tasks.

Task	Due Date	Tag(s)	Quick Actions
Complete CVWO final submission report	2021-01-23 — due today	cvwo final submission	
Buy cream cheese for tonight's bake S	2021-01-23 — due today	baking	
Watch GEH1036 Lecture 4	2021-01-26 — 3 days left	geh1036	
Complete CS2040S Tutorial 1	2021-01-27 — 4 days left	cs2040s	

Tasks sorted by due date

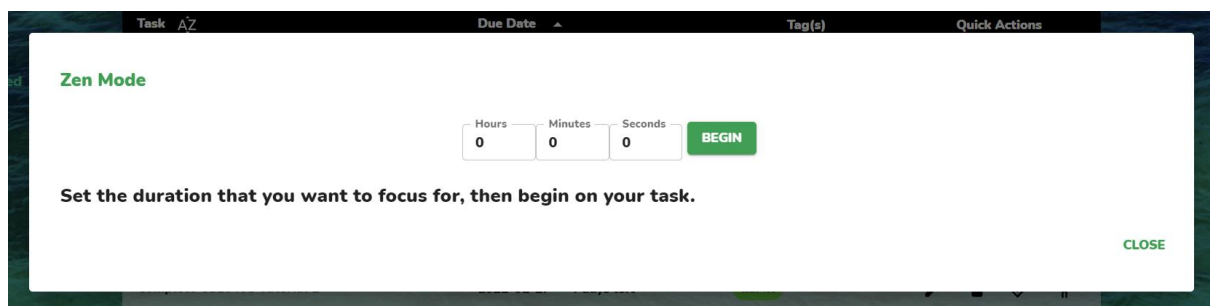
3.4. Collaborators 👤

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

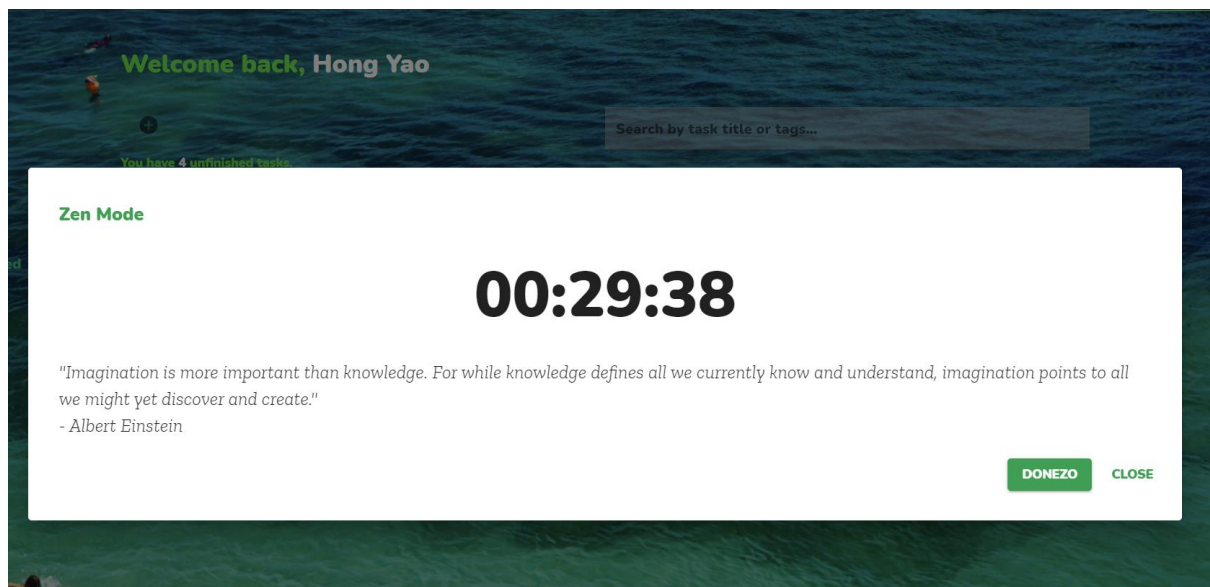
3.5. Zen Mode 🧘

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!

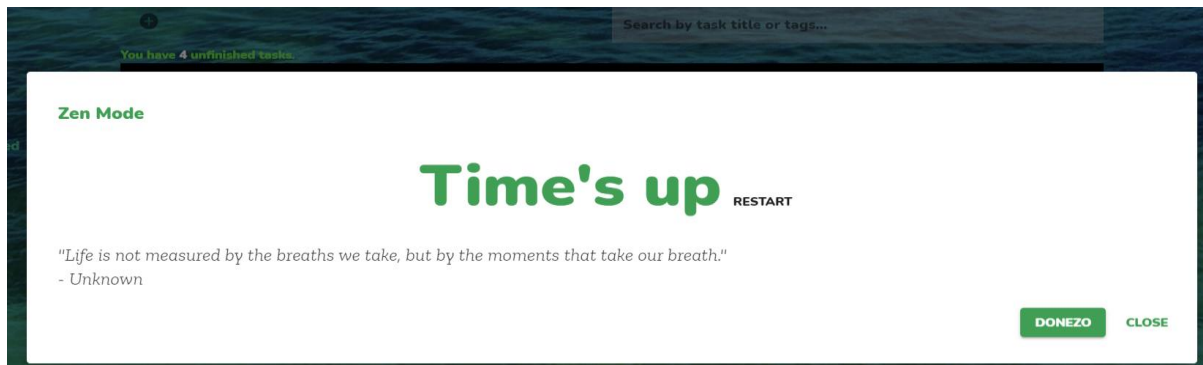
A screenshot of a web application interface showing a 'Zen Mode' dialog box. The dialog has a title 'Zen Mode' in green. Below the title, there are three input fields for 'Hours', 'Minutes', and 'Seconds', each containing the number '0'. To the right of these fields is a green 'BEGIN' button. Below the input fields, there is a line of text: 'Set the duration that you want to focus for, then begin on your task.' In the bottom right corner of the dialog, there is a green 'CLOSE' button. The background of the application is visible behind the dialog, showing a dark header with 'Task', 'Due Date', 'Tag(s)', and 'Quick Actions'.

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

A screenshot of the web application interface with the 'Zen Mode' dialog box open. The dialog box now shows a large digital clock displaying '00:29:38'. Below the clock, there is a quote: '"Imagination is more important than knowledge. For while knowledge defines all we currently know and understand, imagination points to all we might yet discover and create."' followed by '- Albert Einstein'. In the bottom right corner, there are two green buttons: 'DONEZO' and 'CLOSE'. The background of the application is visible behind the dialog, showing a dark header with 'Welcome back, Hong Yao' and a search bar.

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! 😊 -