# Zenwork(alpha) – Guide Outline

***Version*** *1.0 -* ***Released date****: 12-Aug-2013*

## Dashboard

1. **Today task list** *(+video)*
   1. Add a new task *(live)*
   2. Edit task information
      * Name/subject *(live)*
      * Description *(live)*
      * Start/Deadline *(live)*
      * Assign to someone *(live)*
      * Create many uncontinous timeline for a task
      * Tagging a task *(live)*
      * Move task to another plan *(live)*
   3. Communication and Collaboration in a task
      * Comment and attach file in a comment on task
      * Attach, manage and sharing files on task
2. **Your monthly workload chart**
   1. Planning line *(live)*
   2. Actual line *(live)*

## Task Planner

1. **Working with plan(aka. list)**
   1. Select an existing plan *(live)*
   2. Create your own plan *(live)*
   3. Invite people to join and working together
2. **Working with task in plan**
   1. Add a new task into plan *(live)*
   2. Edit task information -> click on icon ‘details’
      * Name/subject
      * Description
      * Start/Deadline
      * Assign to someone
      * Create many uncontinous timeline for a task
      * Tagging a task
      * Move task to another plan
   3. Mark task complete
      * Mark task completed
      * Mark a timeline completed
      * Update my assign timeline completed
   4. Edit task order/structure in a plan -> click on icon ‘context menu’
      * Reorder task in a plan
      * Make task become subtask of another task
      * Make task become summary task
      * Delete a task
   5. Communication and Collaboration in a task -> click on icon ‘context menu’
      * Comment and attach file in a comment on task
      * Attach, manage and sharing files on task
3. **Working with timeline in plan** *(+video)*
   1. Moving timeline -> edit START day
   2. Resizing timeline -> edit duration
   3. Assign people to a timeline
   4. Change START/DEADLINE day by calendar widget
   5. \*Live drag&drop creating dependancies(aka. relationship) among timeline
   6. Delete a timeline
   7. \*Live drawing timeline on calendar