User Manual

Viewing all Tasks

Tasks **Categories**

Click to view tasks or categories.

Tasks

New Task

Click on "New Task" link to reveal the new task row, and fill in the details accordingly.

Press the button to create your new task.

Filters

Use filters to sift through your tasks below.

Click "Reset" to remove filters.

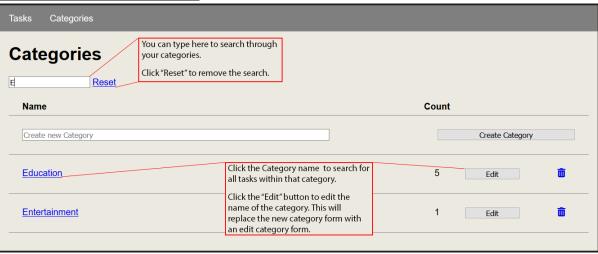Click "Clear Completed Tasks" to remove completed tasks. (Excluding repeated tasks)

Due: Today

Priority: ☐ 🚩 ☐ 🟡 ☐ 🟠 ☐ 🔴
Category: All
Completed: ☐

Reset

Clear Completed Tasks

Title	Due Date	Priority
Name of Task	27 / 01 / 2019	None	>

Click on Checkbox to mark as completed.

Click on Task Title to open "Task Details" page. Hover to see comments.

Overdue tasks are colored red.

Priority level can be changed by hovering over the flag and selecting a different color.

Delete a task by clicking on the trash bin.

☐ **Click Me First**   Fri, 25 Jan 19

Tasks are created from the Details" page by clicking the "Tasks" page, you can You can create new catego

☐ O   Sat, 26 Jan 19

Viewing Task Details

Tasks **Categories**

Task Details

Click to edit all details of a Task.

Edit | Back

☐ **Subtasks**   Sun, 27 Jan 19   🟡   🗑

☐ Incomplete subtask   Update Subtask   🗑

Subtasks function similarly to Tasks, but they can be edited easily within their rows by clicking on the "Edit" link.

You can also add a new subtask by typing and creating it below.

☑ ~~Mark me completed!~~   Edit   🗑

Subtask Name   Create Subtask

Repeat Daily: No

Comments:

Subtasks can be added to a task to keep track of smaller can be easily edited from the "Task Details" page.

Category: Education

Tasks can be set to repeat daily from the "Edit" page. Repeating tasks will repeat at midnight if it has been completed the day before. It's new duedate will be at the new day's midnight. All subtasks will be marked incomplete as well. Repeating tasks must be cleared manually and cannot be removed by the Clear Completed Tasks button.

ed as completed. Furthermore, they

Editing Tasks

Tasks	Categories

Edit Task

Back

☐ [Filters]

Due Date: 27 / 01 / 2019 ⊗ [23 ▾] : [59 ▾]

Priority: [High ▾]

You can also change the time due for the task. By defualt it is due at the end of the day, but if you change the time here, it's new time will be shown on the "Tasks" page.

Repeat Daily: ☐

Comments:
```
Filter through all tasks using the Filters above the task listings. Click on the "Reset"
link to go back to the default setting.
You can filter by due date, priority, category and completion. Try them out!
```

Select Categories:
```
Education
Entertainment
Shopping
```

When editing a task, you can hold CONTROL and click on multiple categories to assign it more than one category.

You can also easily create new categories by typing them and seperating them with a comma (,)!

or create new Categories (seperated by ','):
[School, Groceries, etc.]

[Update Task]

Viewing and Editing Categories

Tasks	Categories

Categories

You can type here to search through your categories.

Click "Reset" to remove the search.

[E] Reset

Name	Count
[Create new Category]	[Create Category]

Click the Category name to search for all tasks within that category.

Click the "Edit" button to edit the name of the category. This will replace the new category form with an edit category form.

| Education | 5 | [Edit] | 🗑 |
| Entertainment | 1 | [Edit] | 🗑 |

Thoughts and Accomplishments

I found Web development to be an area that is difficult to enter without proper references and advice. I am glad that I managed to complete a todo manager early in the assignment. However, it was a just a simple site with very basic features, making it simple but with lots of room for improvement. Without references or advice, it is difficult to know how to properly code and design a website. Stackoverflow, the Rails documentation, as well as various other reference sites provided a lot of assistance in addressing some of these.

In order to improve the UX, I added in AJAX in some parts of the site as recommended to make some parts more user friendly, such as changing priority level or filtering and searching for tasks. However, at the same time, it felt like I was making the manager more complex, and less intuitive, as users might not notice that these features exist. Especially for the case of a todo manager, simplicity might be a better option.

The todo manager still has many possible improvements, especially since I feel that my approach to the HTML and CSS side of the site felt rather messy despite ensuring that I kept to the DRY philosophy. There are also several features I would have liked to implement if I had more time, e.g., users and reminders. However, I am happy with the result that I managed to come up with within the two months, and it was an enjoyable step into web development.