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TaskNow - User Manual

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1. General Information

TaskNow is an application that was designed to provide a user-friendly means to help users manage time and tasks, in order to get their tasks and projects completed in a more efficient manner. Combined with motivators to boost incentives for completing tasks, procrastination is reduced while organization is increased.

1.1 System Overview

The TaskNow application allows users to create tasks and notes combined with a time management system. Task or notes that are created carry content and a 'due by' time set by the user when created. When logged in, tasks due on the day are presented to the user in the order of their upcoming completed deadlines. The application also has a motivation section to encourage users to complete their tasks. TaskNow is a java-based application intended to run on all platform browsers (in Linux, Windows and macOS) such as Chrome, Firefox and Internet Explorer. For the requirements presented, this generated executable file is runnable on a 64-bit, Windows 10 based Personal computer.

2. System Summary

The application retains your created task, event, reminders, and note content. When the application is ran on a new day, all created events and task for the day in question are displayed on the central clock corresponding to user's previously set deadline.

2.1 System configuration

TaskNow operates on x64-bit based Windows 10 systems. The application does not require an internet connection. Content is stored locally. After double-clicking the executable, TaskNow can be used immediately without further configuration.

2.2 Contingencies

In case of power interruptions to the computer system, events and task created prior to the interruption will be stored, but but incomplete task or note content will be lost.

3. Getting Started

To execute the application, double-click the .exe. After double-clicking, the application should launch. Installation or further configuration is not required.

4. Using the Software

TaskNow is intended to be a simple, user-friendly application that is easy to use. This section of the manual will indicate the important areas of the main windows and how the user interacts and controls the application. Creating a task by manually entering the information into a text file which serves as our database at this stage of development.

4.1 Main window area layout

The main window of the interaction area is divided into X main areas. As seen in Figure 1, the yellow area at the top displays inspirational quotes which change every 20 seconds. The white area on the left is a visual motivation area containing a trophy, and task completion progress bar. The blue area on the bottom left displays notifications for any upcoming deadlines for the day. The green area is the main clock area displaying an active moving clock with with bubbles on the clock indicating event times. This area also contains the 'add button' at the top right of the green area which creates a new note on the right hand pane. The grey area on the left is the note area containing all creates notes. These notes are draggable and can be placed anywhere in the right hand panel. Task creation is done via an inputted text file.
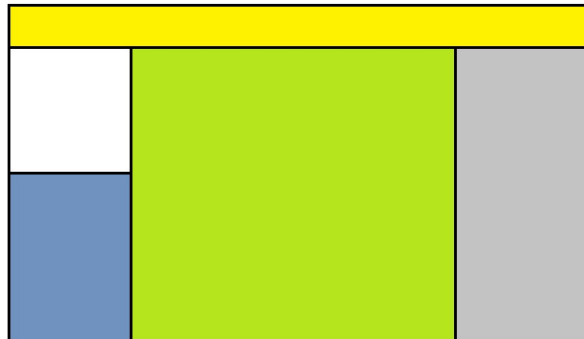

Figure 1: TaskNow main window area layout.

4.2 User Controls and Interactions

The user interacted with the user interface via the mouse and keyboard. The main points of interaction are the 'add button' which creates a new note. The user also types their desired content on the note. Task creation is done via the database text file.

5. Ethical and Legal

This software is intended to contribute to the betterment and well-being of society and human-beings. This software is also intended to respect the privacy and confidentiality of its users. Thus, at no time the user will have their information shared with anyone while using this software. This software will not contain any words that relate to abusing or harming anyone. No violent or profane words or phrases will be present. It is also ensured that specifications for this software satisfy the users' requirements as presented in the given problem.

6. Support and Contact

If further support is needed for this application, please do not hesitate to contact the developers.
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