

## **Project Manager**

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# Chapter 1. What is Project Manager?

Project Manager is a simple project management application. You can create tasks, add details about the task, give it a due date, attach files, and assign a status. Tasks can be edited, deleted, or assigned a different status.

## Chapter 2. Creating a Task

You will need to create an account at <https://pm.gruman.co/> and log in in order to create and manage tasks.

Learn how to create a task.

1. Click "Add Task" in the upper right hand corner.
2. Fill in the task's title, details, Date Create, Due Date, and status. Only the title is required.
3. Click Add Task.

The task will be added to the Project Manager board.

## Chapter 3. Editing a Task

You will need to create an account at <https://pm.gruman.co/> and log in in order to create and manage tasks.

Learn how to edit a task.

1. Click the task title to open the task editor.
2. Make the desired changes to your task. You can update the title, details, Date Created, status, or attach a file.
3. Click Save.
4. To return to the Project Manager board, click the "Project Manager" title at the top left.

The edits made to the task will be saved.

## Chapter 4. Attaching a File

You will need to create an account at <https://pm.gruman.co/> and log in in order to create and manage tasks.

Learn how to attach a file.

1. Click the task title to open the task editor.
2. In the middle column, click Choose File.
3. Navigate to the file on your computer and select it.
4. Click Upload!
5. Click Save.
6. To return to the Project Manager board, click the "Project Manager" title at the top left.

The file will be attached to the task and accessible when the task is opened or being edited.

# Chapter 5. Changing the Status of a Task

You will need to create an account at <https://pm.gruman.co/> and log in in order to create and manage tasks.

Learn how to change the status of a task.

1. On the Product Manager board, locate the existing task.
2. Click on the desired status to change the task to that status.

The task will automatically move to the selected status.