Quack Time User Documentation

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Quack Time is a comprehensive web application designed to help users efficiently manage, track, and facilitate their tasks. With Quack Time, users can organize their tasks, set priorities, and monitor their progress with ease. The application includes a feature to set timers for study sessions or other activities, which are then logged to provide a detailed history of their progress. This log allows users to review their productivity patterns over time.

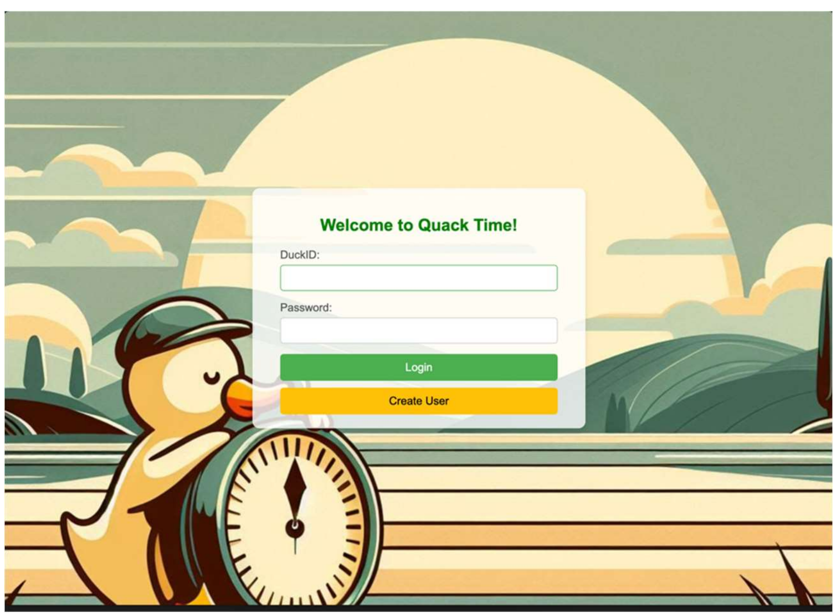
Furthermore, Quack Time incorporates a dynamic rating system that adjusts the timers for each task based on user feedback. This ensures that users can tailor their schedules to maximize efficiency and productivity. Whether you are a student aiming to optimize your study sessions or a professional managing multiple projects, Quack Time offers the tools you need to stay on top of your responsibilities and achieve your goals.

Step 1: Installation and Setup

The first step it to ensure that the application is downloaded and set-up. For this the user should follow the Installation Guide.

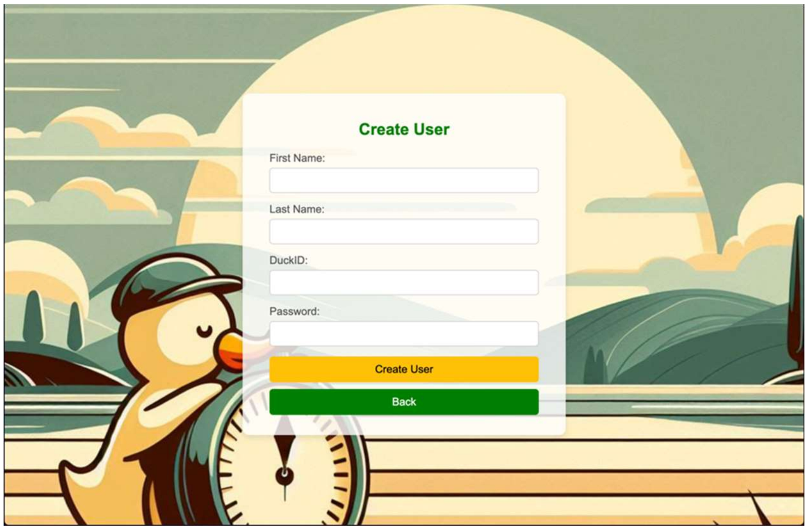
Step 2: Sign-In

1) Upon launching the application, the user will be prompted to login. Returning users can put in their info and skip the remaining sub steps in step 2.



New users follow these steps:

1) Click on Create User on the main page.



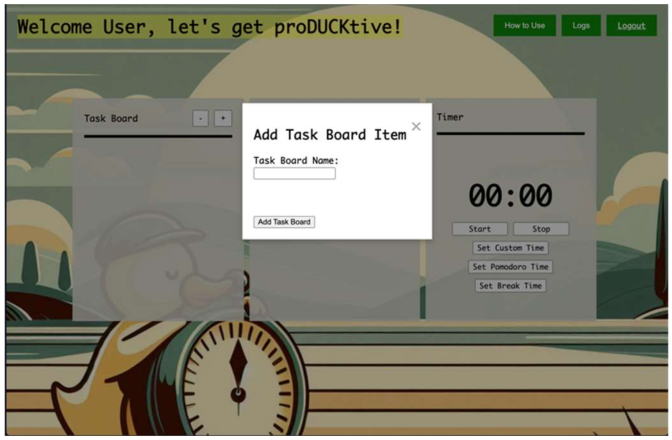
2) Enter user information (Note: DuckID is the user's 95 number)

3) After signing up, populate the appropriate fields and the user will be logged in

Step 3: Task Board System

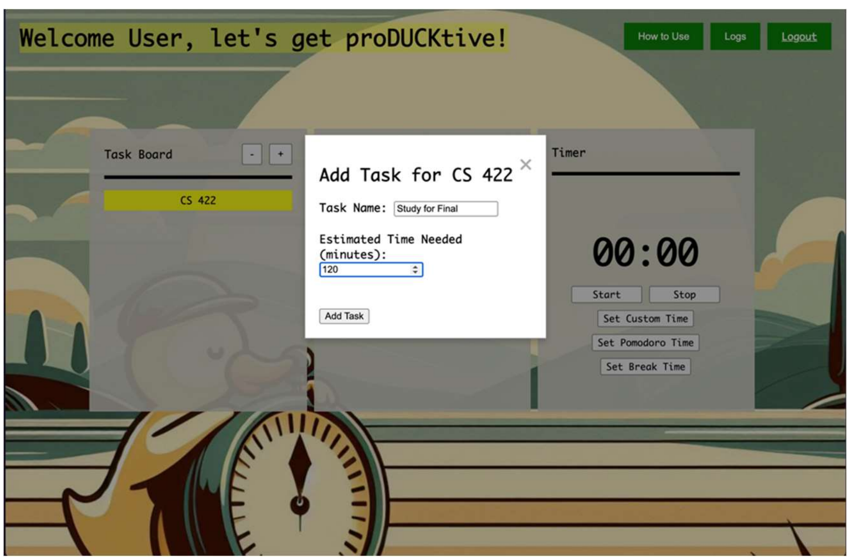
The main homepage of the application features the task board system. The task board system features a hierarchical structure. The left-hand side features the overarching tasks, which can be classes, projects, etc. The middle panel features the individual tasks, think of assignments, modules for a project, etc. The right panel features the timer.

1) On the left panel the user needs to press the plus sign to add a new "task board".



2) Once a task board is created the user must click on it, then corresponding tasks will populate the middle panel (Note: this will only be populated for returning users who have created tasks).

3) If there are no tasks in the middle panel, the user can create some with the plus sign at the top.
    a. Tasks will require a name and a projected time to complete the task.

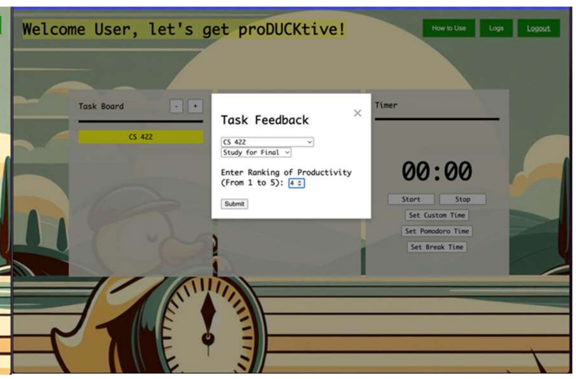


4) To start working the user will look to the right panel to set a timer.

Step 4: Working on Tasks

When a user is ready to start working on a task in their system all they need to do is start a timer.

1) Navigate to the right panel of the home page.
2) The user can set a custom timer, or a preset “Pomodoro Timer” for 25 minutes.
3) Press Start
4) Once the timer is finished the user will be prompted to rate their productivity from 1-5. The system will then automatically subtract time from the task’s allotted time using the rating and timer length.
5) The user should repeat steps 1-4 until the task is complete
    a. The pictures below show a timer running and the rating system that appears after the timer goes off.



Step 6: ProDUCKtivity Log

The users can look at their previous “study” history through the log screen.

1) Navigate to the ProDUCKtivity Logs screen by clicking the Logs button located in the top right corner.
2) This screen is populated with all users feedback across the account lifetime.
3) Each entry holds the date and time, task board, task name, time spent and rating:

4) Users can return to the homepage by clicking the top right button.