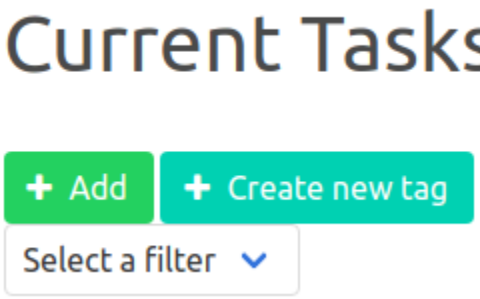
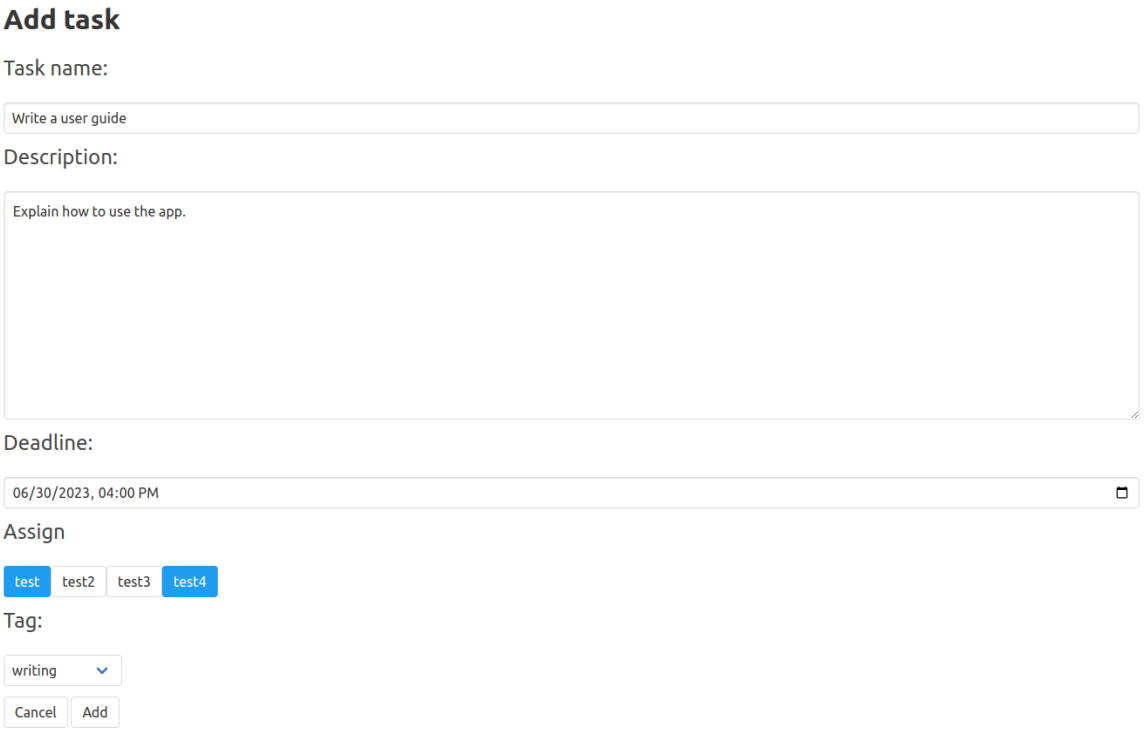
Creating a task:

1. Click the “Add” button:



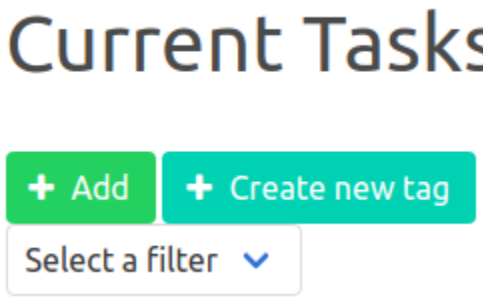
2. Fill out the fields. You can give the task a name, description, completion deadline, tag, and user assignments (who else should work on the task).



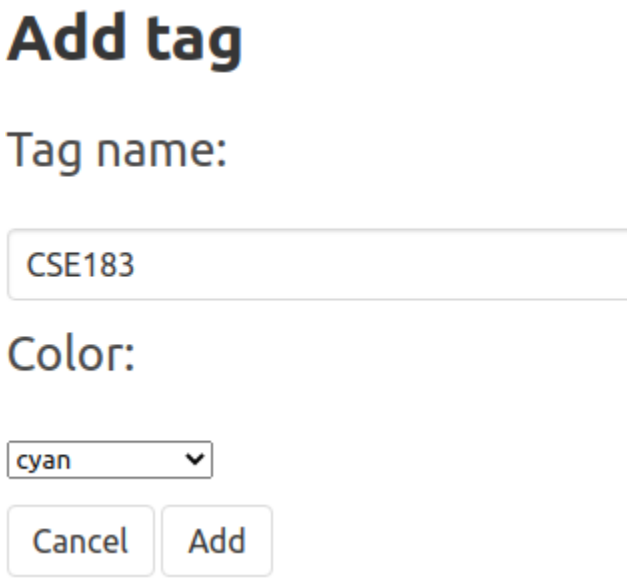
3. Click “Add” to submit the form.
    a. If necessary, you can edit the task later and change any of the above fields.
4. The task will now be displayed.

Creating a tag:

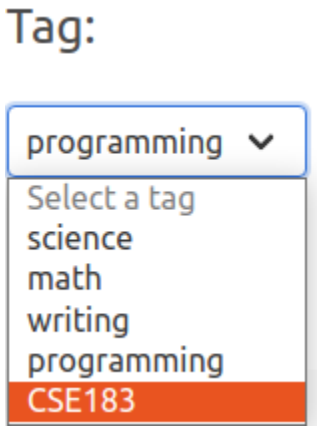
1. Click “Create new tag”:



2. Enter a name for the tag and choose a color.

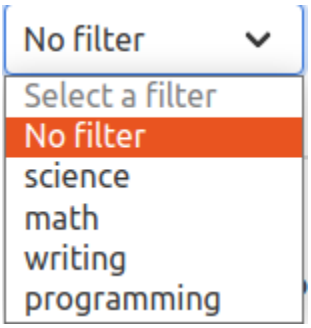


3. The tag will now be available as a choice when adding/editing tasks.

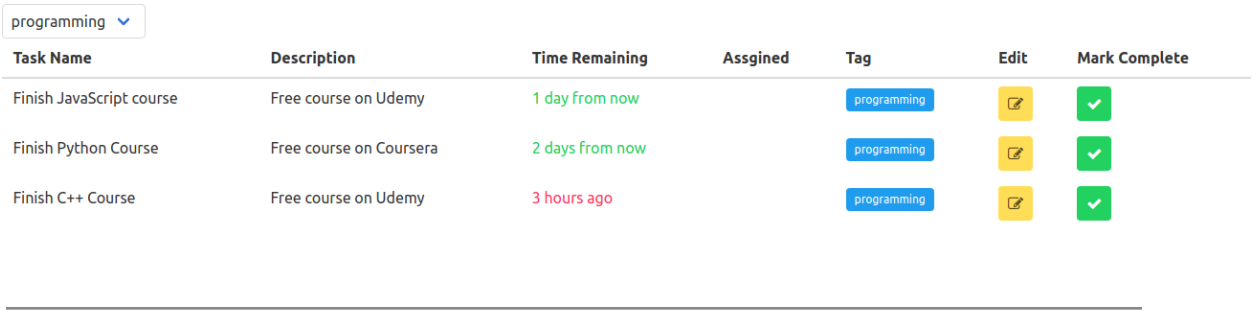


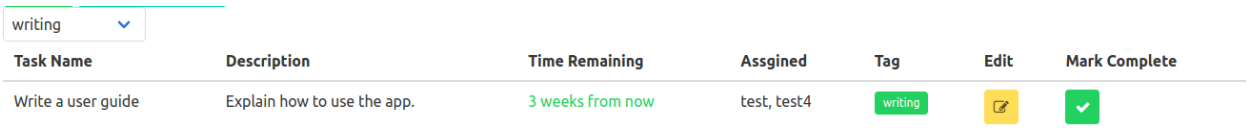
Filtering tasks by tags:

1. Click “Select a filter”:



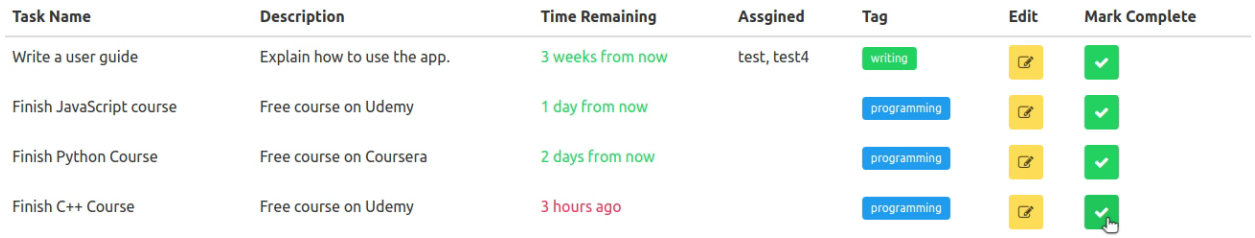
2. Choose which tag you want to filter by (or choose “No filter” to see all tasks).
3. The table will update to only show the appropriate tasks.





Completing/restoring a task:

1. To mark a task as incomplete, click the checkbox next to it.



2. The task will be moved to a different table which only lists finished tasks.

3. To restore the task (denote it as incomplete) and bring it back to the first table, click the plus button.