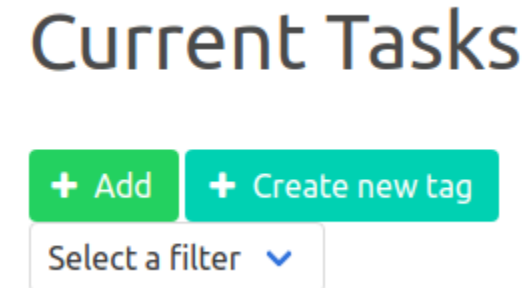


# Creating a task:

1. Click the “Add” button:



The screenshot shows the 'Current Tasks' header. Below it are two buttons: a green '+ Add' button and a teal '+ Create new tag' button. Below these is a white box with the text 'Select a filter' and a blue downward arrow.

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).

## Add task

Task name:

Write a user guide

Description:

Explain how to use the app.

Deadline:

06/30/2023, 04:00 PM

Assign

test test2 test3 test4

Tag:

writing

Cancel Add

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”:

## Current Tasks

+ Add

+ Create new tag

Select a filter ▼

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

## Add tag

Tag name:

Color:

cyan ▼

Cancel

Add

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

Tag:

programming ▼

Select a tag

science

math

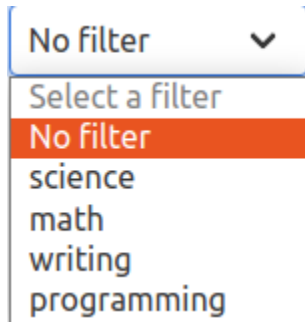
writing

programming







CSE183



# 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.

programming						
Task Name	Description	Time Remaining	Assigned	Tag	Edit	Mark Complete
Finish JavaScript course	Free course on Udemy	1 day from now		programming		
Finish Python Course	Free course on Coursera	2 days from now		programming		
Finish C++ Course	Free course on Udemy	3 hours ago		programming		

writing						
Task Name	Description	Time Remaining	Assigned	Tag	Edit	Mark Complete
Write a user guide	Explain how to use the app.	3 weeks from now	test, test4	writing		

# Completing/restoring a task:

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

Task Name	Description	Time Remaining	Assigned	Tag	Edit	Mark Complete
Write a user guide	Explain how to use the app.	3 weeks from now	test, test4	writing		<input checked="" type="checkbox"/>
Finish JavaScript course	Free course on Udemy	1 day from now		programming		<input checked="" type="checkbox"/>
Finish Python Course	Free course on Coursera	2 days from now		programming		<input checked="" type="checkbox"/>
Finish C++ Course	Free course on Udemy	3 hours ago		programming		<input checked="" type="checkbox"/>

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

Task Name	Description	Assigned	Tag	Edit	Restore
Finish C++ Course	Free course on Udemy		programming		<input checked="" type="checkbox"/>

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