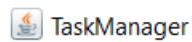


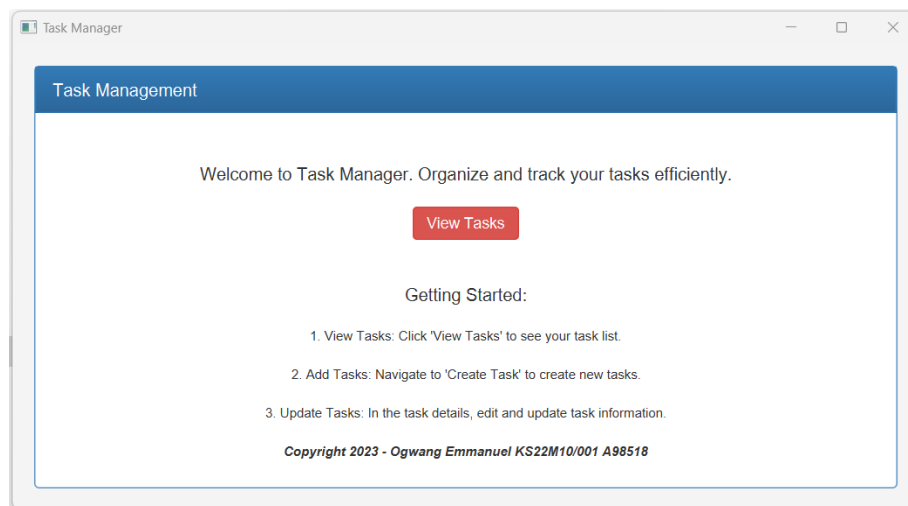
# HOW TO USE TASK MANAGER APP

By: Emmanuel Ogwang KS22M10/001 A98518

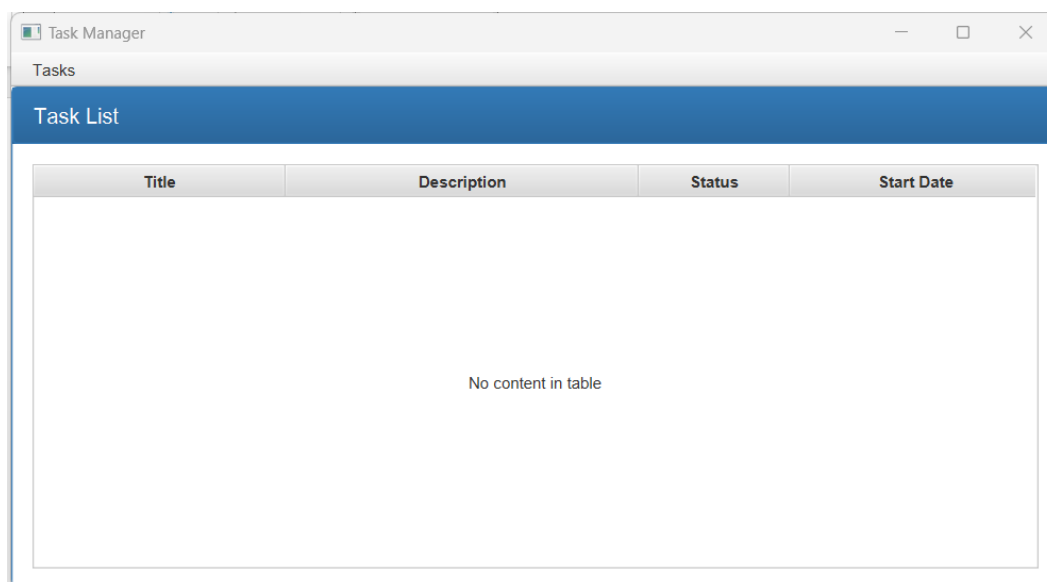
1. Open the manager by clicking on the icon below.



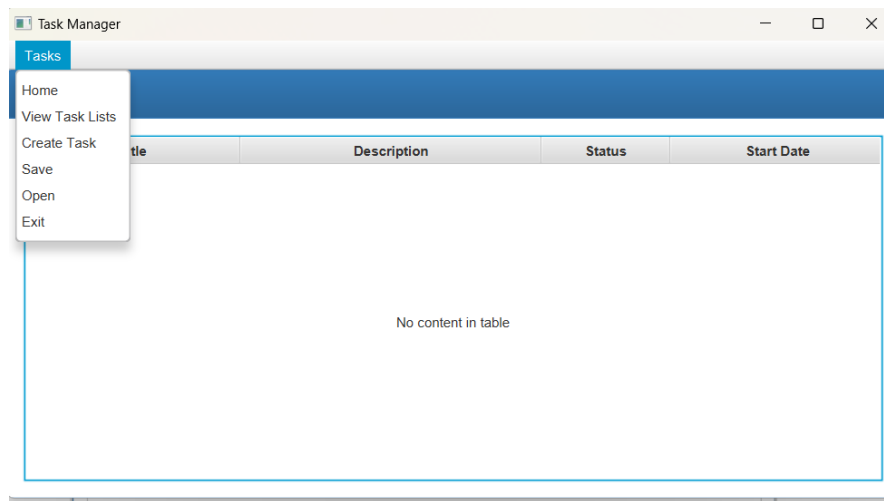
The Welcome screen therefore will show up with basic instructions as shown below.



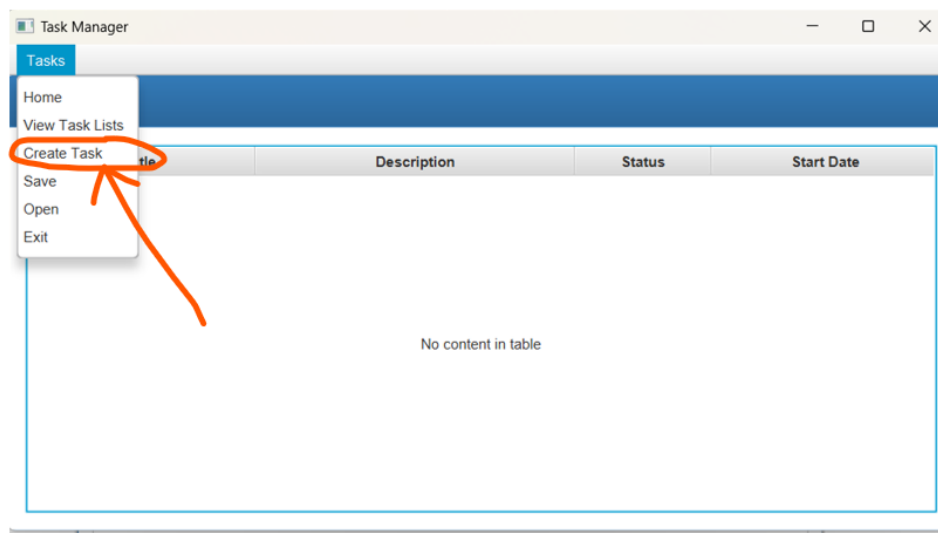
2. Click on the view tasks button to view the already recorded task. If there is none recorded, it will show a blank page/ table. Below is a table with no task(s) recorded.



3. Navigate to the Task Menu to add Task



4. Click Create Task to add a new task and provide the required details, and click save.



Task Manager

Tasks

### Create New Task

Title:

Description:

Start Date:

End Date:

Save

Task Manager

Tasks

### Task List

Title	Description	Status	Start Date
Going to Shop in Nakawa Market	Buy grocery for week two, buy clothers	Not Started	2023-08-19

You can add as may task as possible.

5. To delete and change status of a task, select the task row and it will automatically fetch details related to that task, as below.

Task Manager

Tasks

### Task Details

Title: Going to Shop in Nakawa Market

Description: Buy grocery for week two, buy clothers

Start Date: 2023-08-19

End Date: 2023-08-21

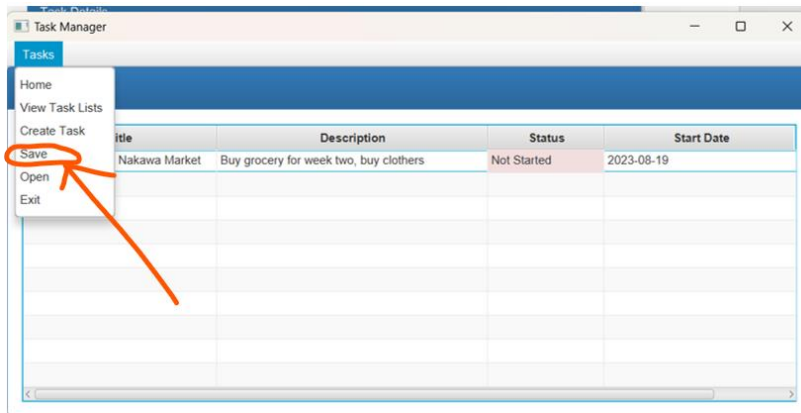
Status: Not Started

Not Started

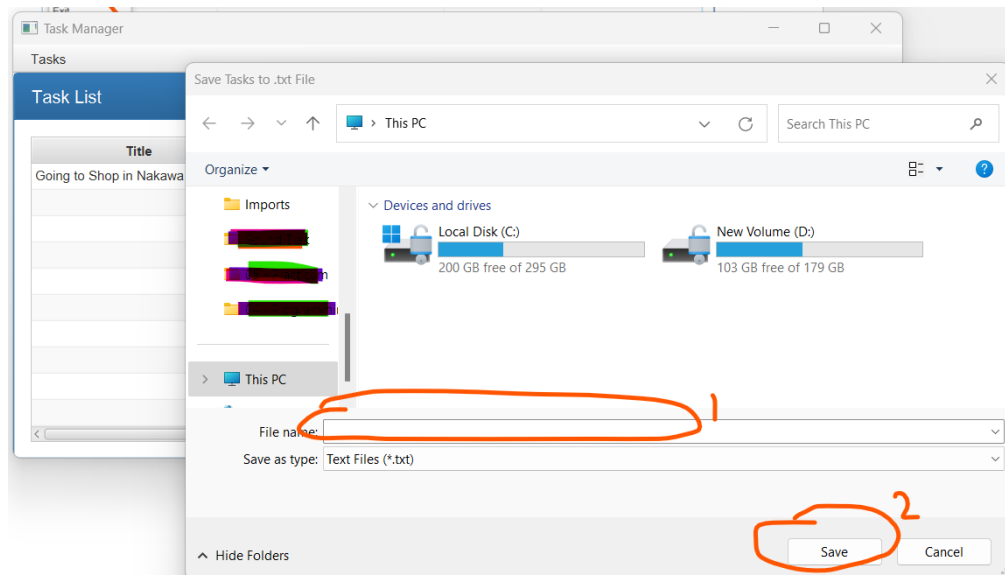
Delete Task

## 6. Saving for Later User

To save, click save task



It will then prompt you to give the task name and location. This will be saved in a .txt file format.



ENJOY THE TASK MANAGER