

Welcome to MiTasks.

It's time to be Productive.



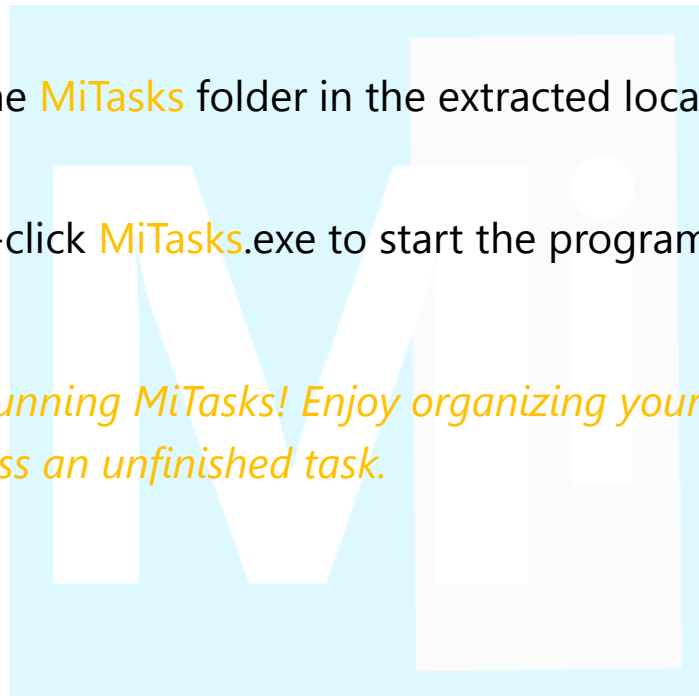
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Installation Guide

Time to get **Mitasks** up and running.

1. Turn on your PC
2. Insert CD
3. Extract the **MiTasks.zip**
4. Open the **MiTasks** folder in the extracted location
5. Double-click **MiTasks.exe** to start the program

Now you're running MiTasks! Enjoy organizing your school tasks and never miss an unfinished task.



User Guide

Time to get Productive.

These are the basic **Tasks** below to get your **tasks** organized.

Adding a New Subject

1. Click the '+' button near the "Subjects" title
2. An option window will open
3. Enter the name of your subject
4. Click 'Add' to add the subject to the list below the title named "Subjects"

Adding a New Task

1. Either use the New Task Wizard in the File Menu option or click the '+' button on the right of the "Tasks" title
 - a. When using the '+' button make sure a subject is selected
2. The Add Task window will open
3. Enter the appropriate information for your task
4. Then click 'Add' to add the task to the list

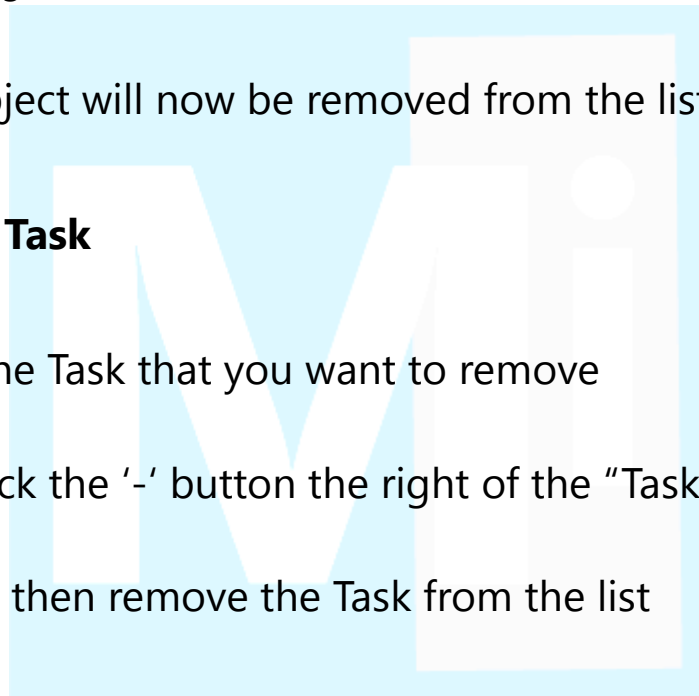
Removing a Subject

Note: This will also delete the Tasks associated with subject permanently.

1. Select the Subject that you want to remove
2. Then click the '-' button to the right of the "Subject" title
3. This will prompt a confirmation message
4. Click 'Yes'
5. The Subject will now be removed from the list

Removing a Task

1. Select the Task that you want to remove
2. Then click the '-' button the right of the "Tasks" title
3. This will then remove the Task from the list



Edit a Task

1. Double-click on the task that you want to edit
2. An Edit Task window will open
3. Change the items that you want to edit
4. Click 'Apply'
5. The task will then be updated

Now that you have learnt the functions. You are ready to be Productive.

Thank you for choosing MiTasks!

