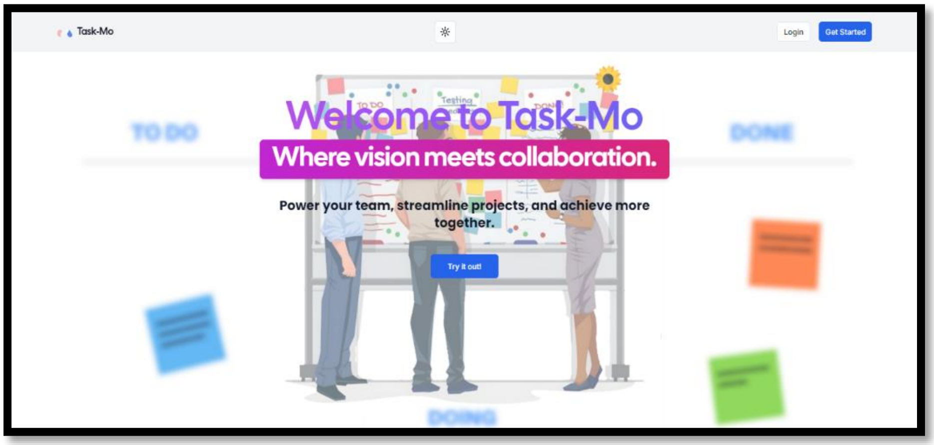
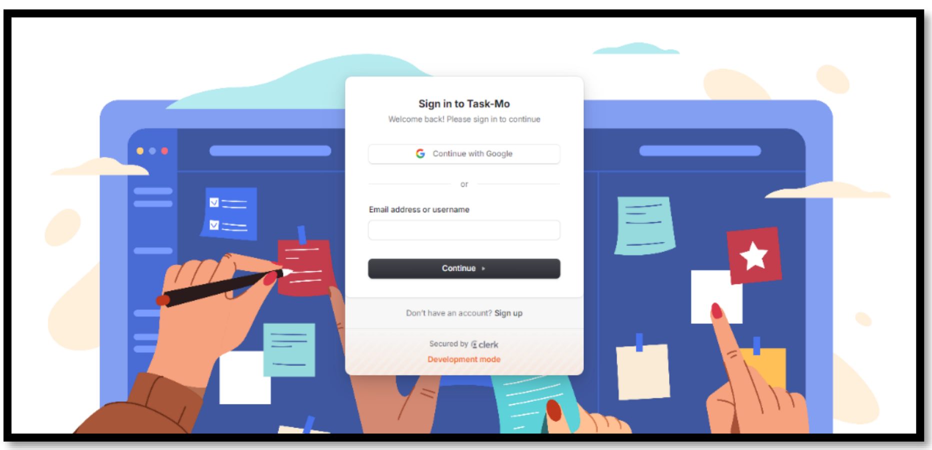
TASK-MO USER'S GUIDE

User-Guide of Task-Mo

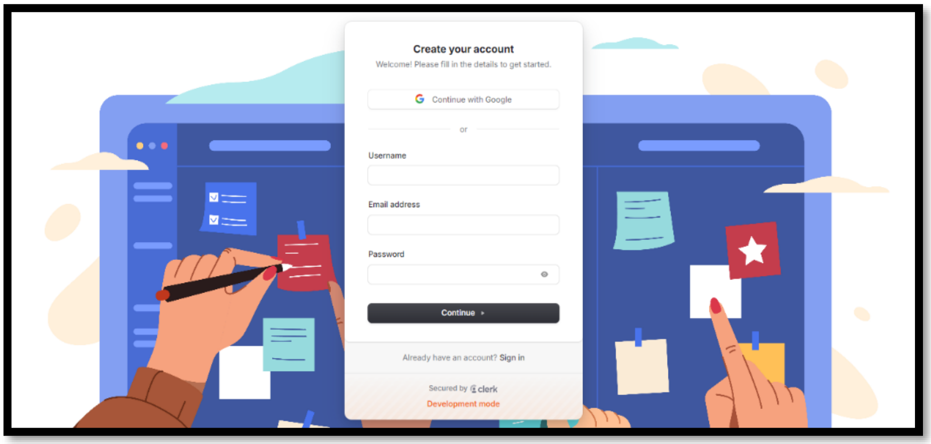
1. Landing Page
   a. Users will be greeted by the website's landing page
   b. Click the button "try it out" or "get started" to begin navigating the website
   c. Once click user's will be prompted on the registration page



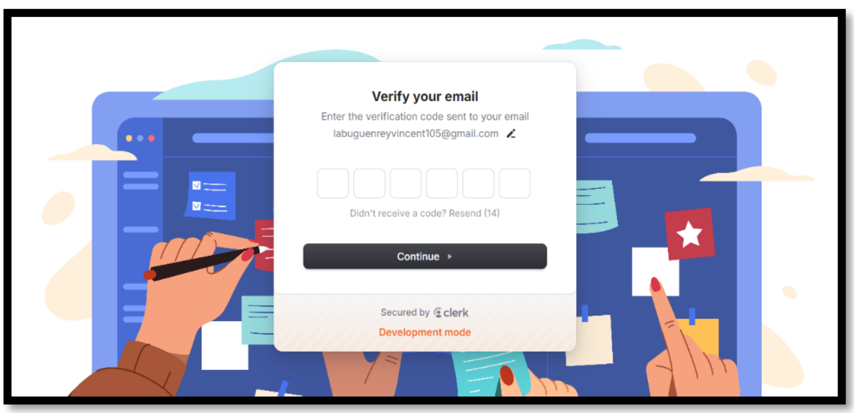
2. How to Sign- In
   a. If users have already an account simply input the email address or username, once inputted just click the button "continue"
   b. Users could also continue signing in using their registered google accounts
   c. If users are new to the website, simply click the "sign up" to register

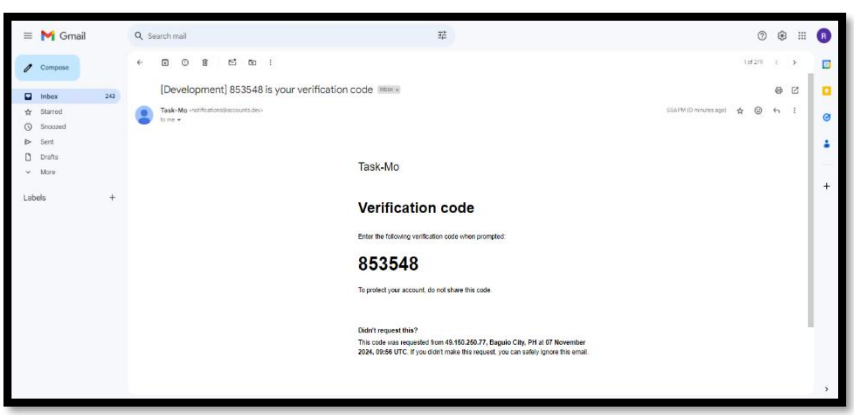


3. How to Sign Up
   a. Users could create their accounts first, by using their google accounts
   b. If users choose to sign up based on information that they want, they need to input their preferred username, the email address that they want to use and preferred password they want. Once data are inputted, just click the continue button to finish registration



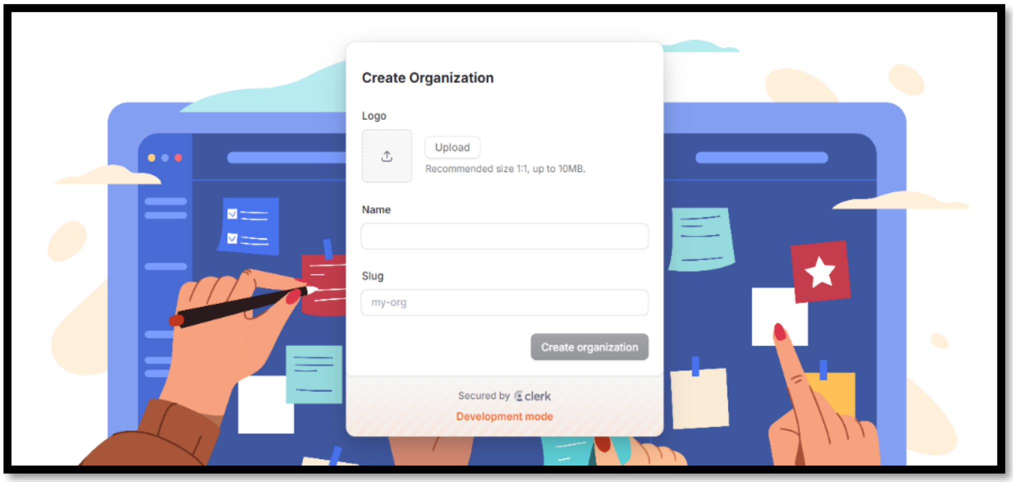
4. Verification Page
   a. When users prefer to use their emails a verification code will be sent to that they've used. Check your email inbox to see the code that was sent.
   b. Input that code on this page and make sure you'll input the right code for verification
   c. Once Done simply click the continue. Users can also have the option to change the email that they initially used. Sample email verification code is shown below.



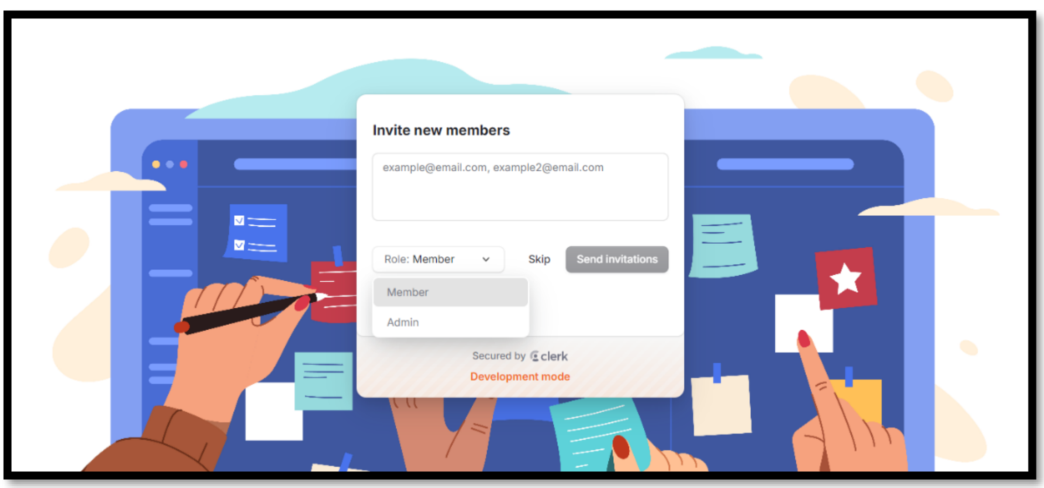


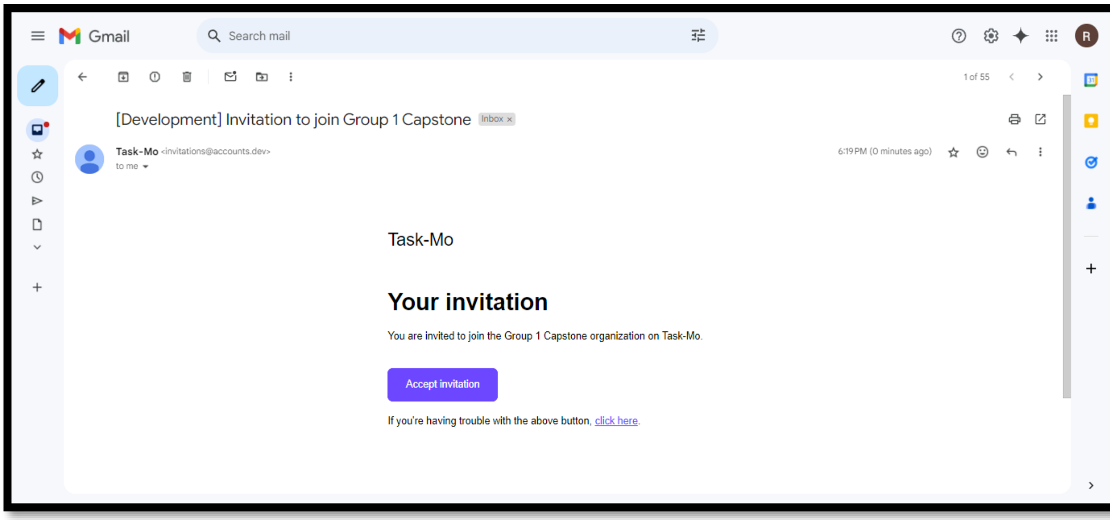
5. How to create Organization
   a. In creating an organization, users will be prompted on this page

b. Input the name of your organization
c. Users can also input the slug of their organization
d. For the Logo, users can upload a photo of their organization's logo/image

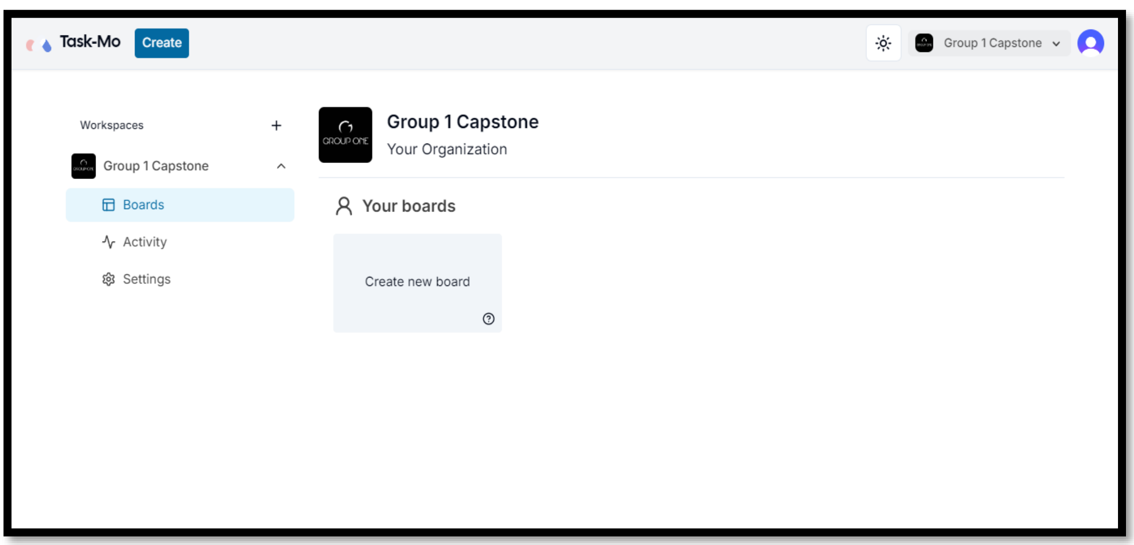


6. How to invite Members
   a. Simply input the email address of the member you want to invite
   b. An invitation email will be sent to that individual
   c. You could also directly manipulate the role of that member, you could either make them a member or an admin
   d. Once the email and roles are inputted click the "Send invitation"
   e. You could also have the option to skip this for a while if you just want to use it for personal purposes only
   f. See image below as sample for member invitation '

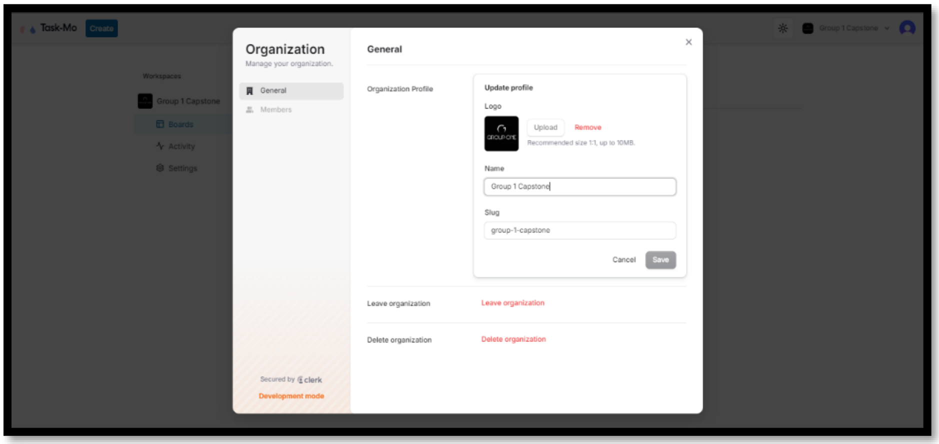


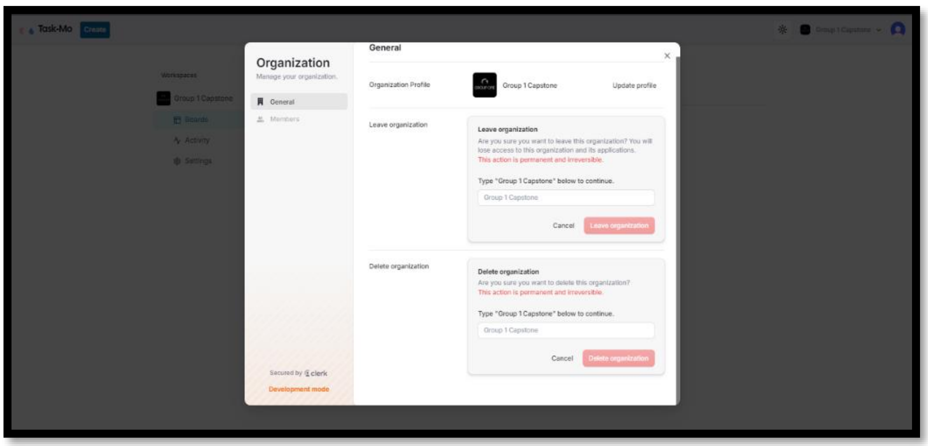


7. Dashboard
    a. In this page, users could see the organization that they've creates
    b. This shows the preview of the boards that they have created
    c. Activities made can also be seen
    d. Users could also manage the organization that they have
    e. A preview of their profile is also presented.

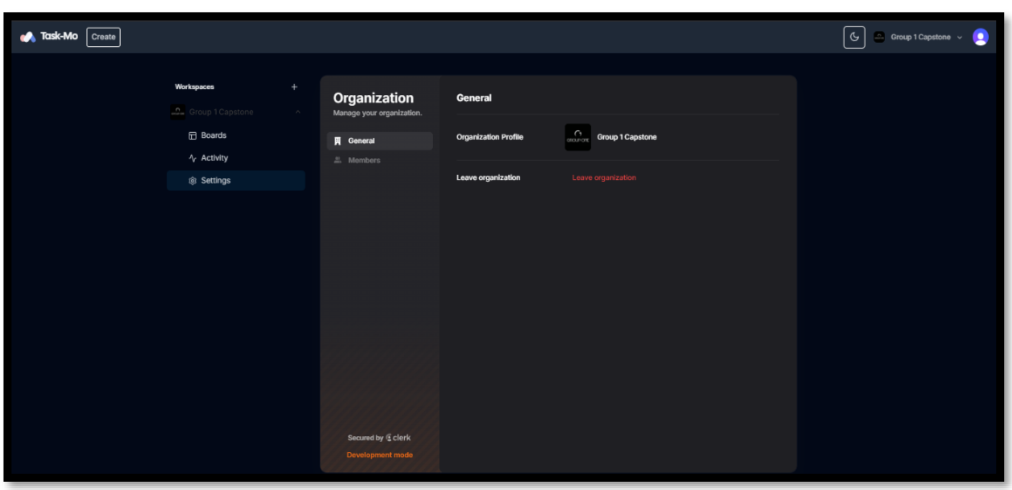


8. Organization Management (Admin)
    a. This shows the setting that an admin can access
    b. Admin can change the organization's profile, name and slug the save it
    c. Admin can also have permission to leave and delete the organization

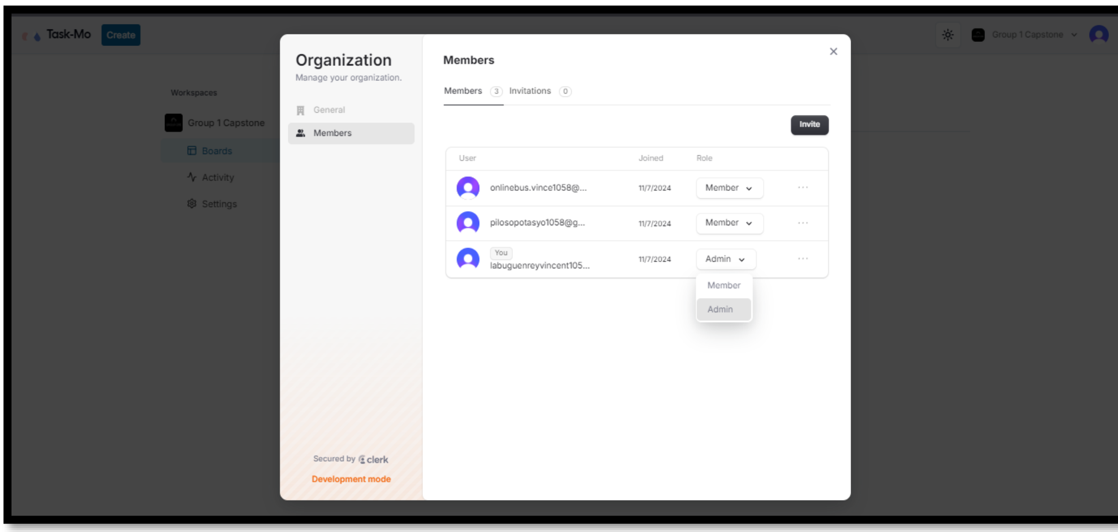


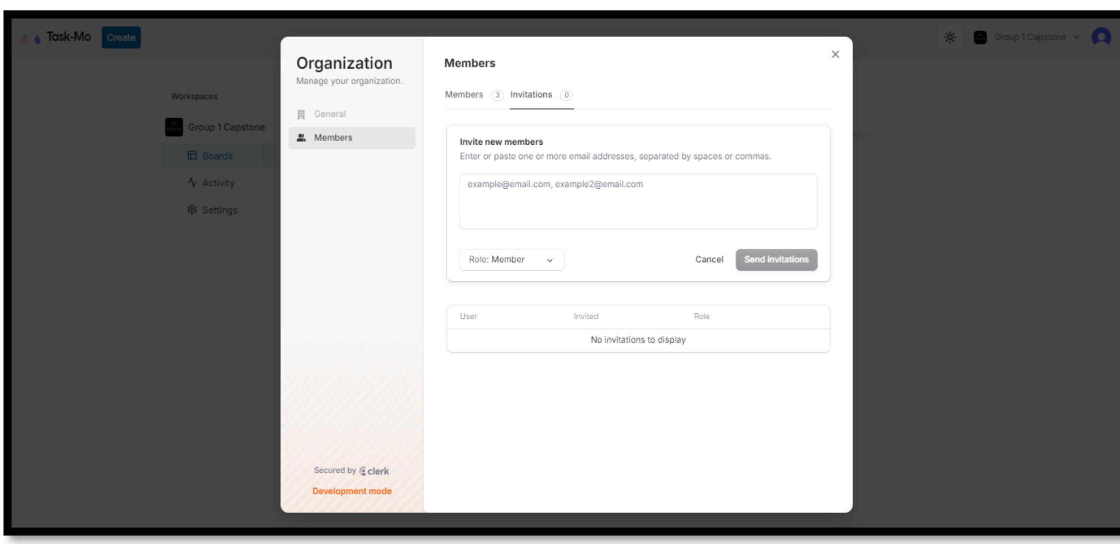


9. Organization Management (Member)
    a. In this page members can see the settings they could also access in the organization
    b. Users can only have the option to leave the organization that they are in



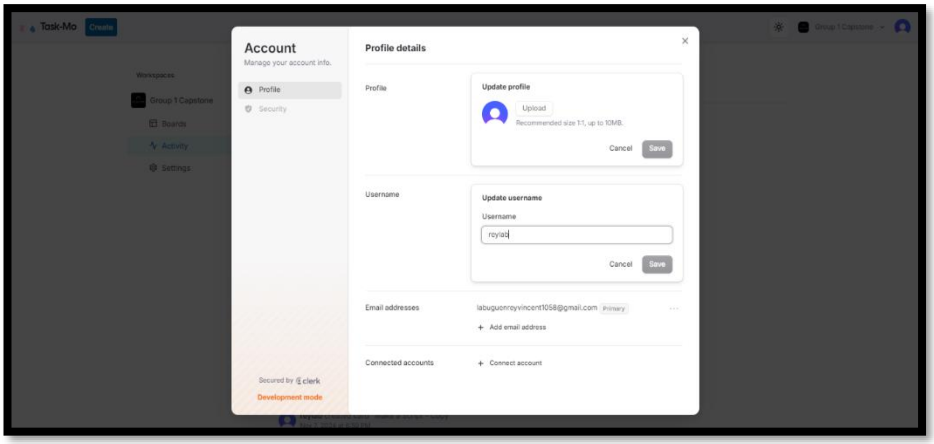
10. Organization Management for Member (Admin)
    a. As an admin, they could have access to the members' information
    b. If an admin wishes to remove a certain individual, they could have the permission to
    c. An admin could also change the role of a certain member
    d. Admin can have the option to change the role of a member from member to admin and vis versa
    e. If an admin wishes to invite another individual, they could also have access to it, by simply clicking the invite button and inputting the email of that certain individual.
    f. Once an email of that individual is inputted, identify the role of that certain individual, an option if you want them to be a member or an admin
    g. Click the "send invitation" button for the invite to be successful.



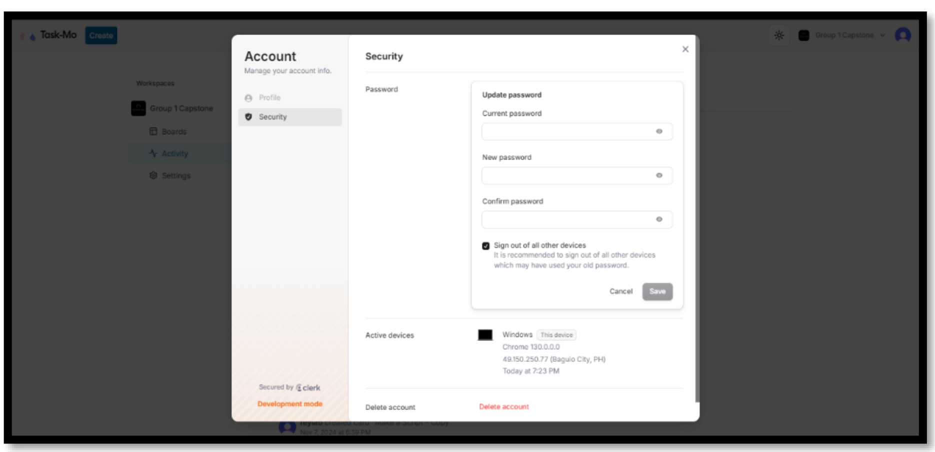


11. Profile Management
    a. To manage your profile simply go to profile details
    b. You could change your profile picture by uploading your desired image

c. Users can also change their username, after updating the username, save it for changes to appear
d. Users can also add another email address to set as backup
e. Users can also have an option to connect to other accounts that they have.

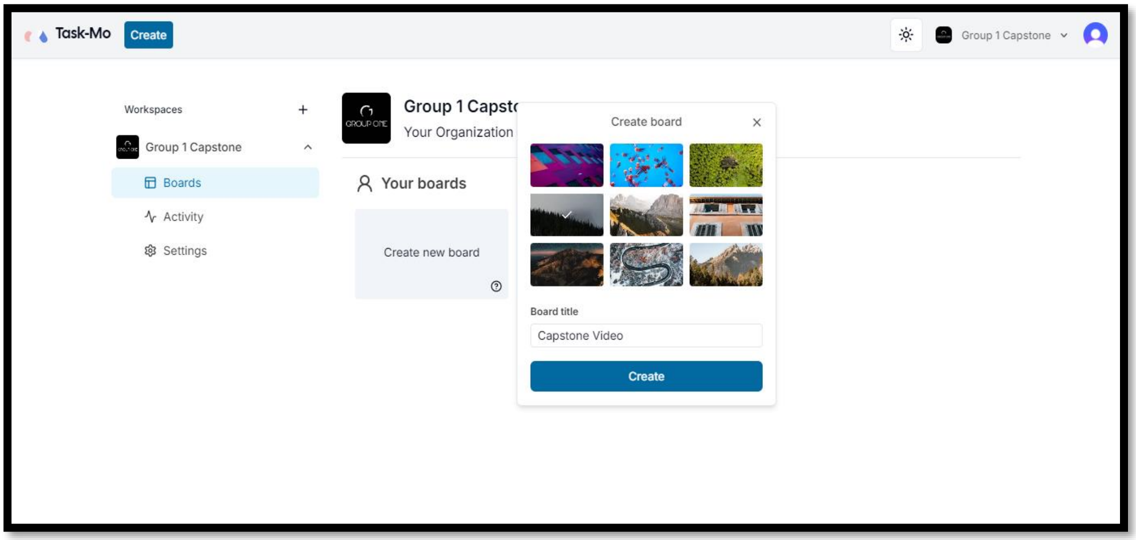


12. Account Management Security
    a. To secure one's account, the most important thing to do is to create a strong password
    b. Users can update their passwords, simply input the current password that they are using, then create a new password, re-enter the new password that you've generated for confirmation
    c. Save the updated password
    d. Each user can also see the devices that their accounts are signed into, users can have the option to disconnect those devices
    e. In this same setting, the owner of the account has the option to delete the account.
13. Board Tab

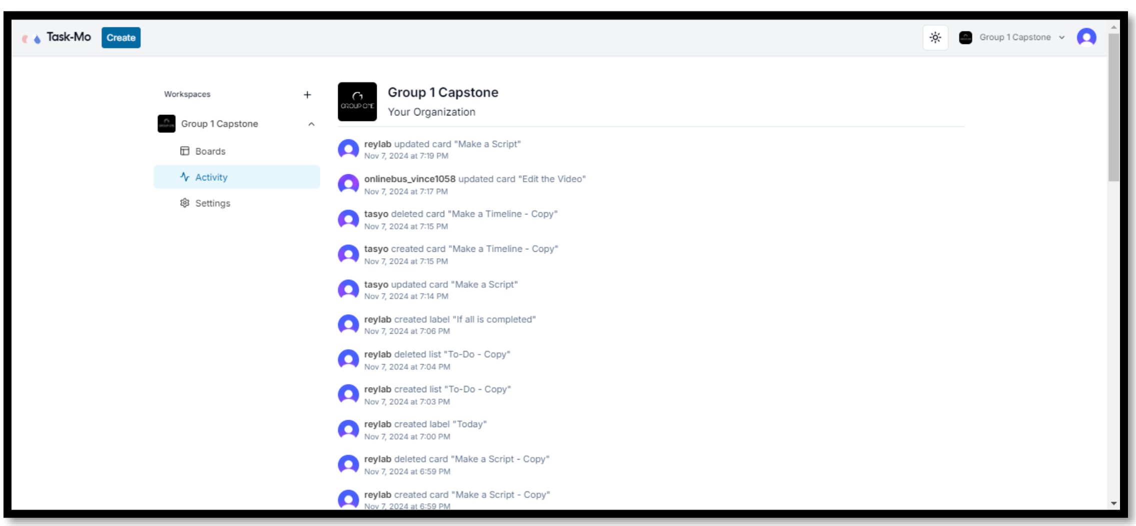


    a. Users can see the preview of board creation,
    b. If a user wanted to create a board already, click the "create your board"
    c. A creation preview will pop out
    d. Select a background you desire to use on your board

e. Input the name of the board you want to create; this will become the title of your board.
f. Click create once everything was inputted

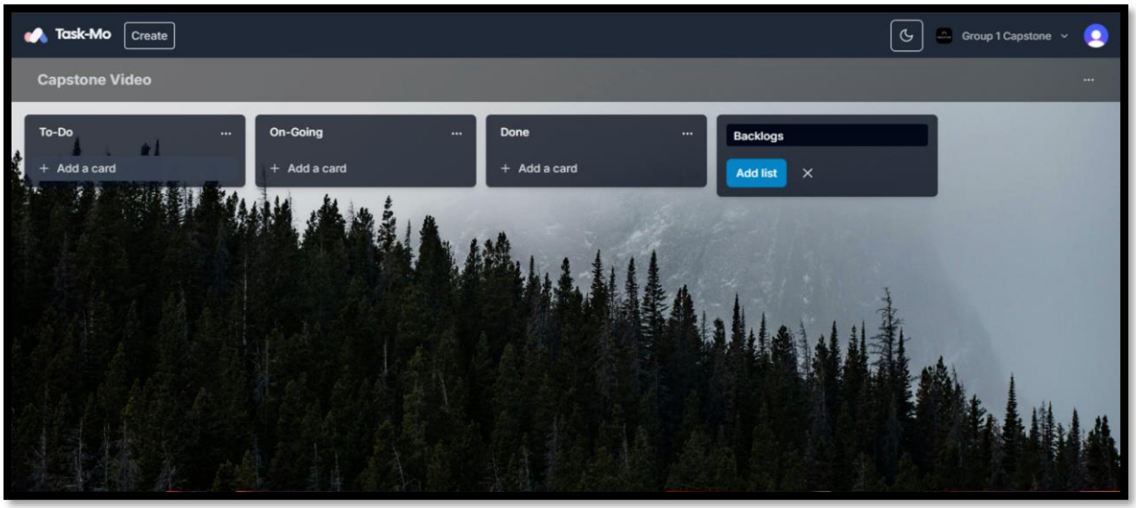


14. Dashboard Activity Tag
a. Everything that was created on the board can be seen on the activity tag
b. In here members including the admin can see all the activities that were created, from who created a certain task, the time it was created, and what activity that certain individual made.

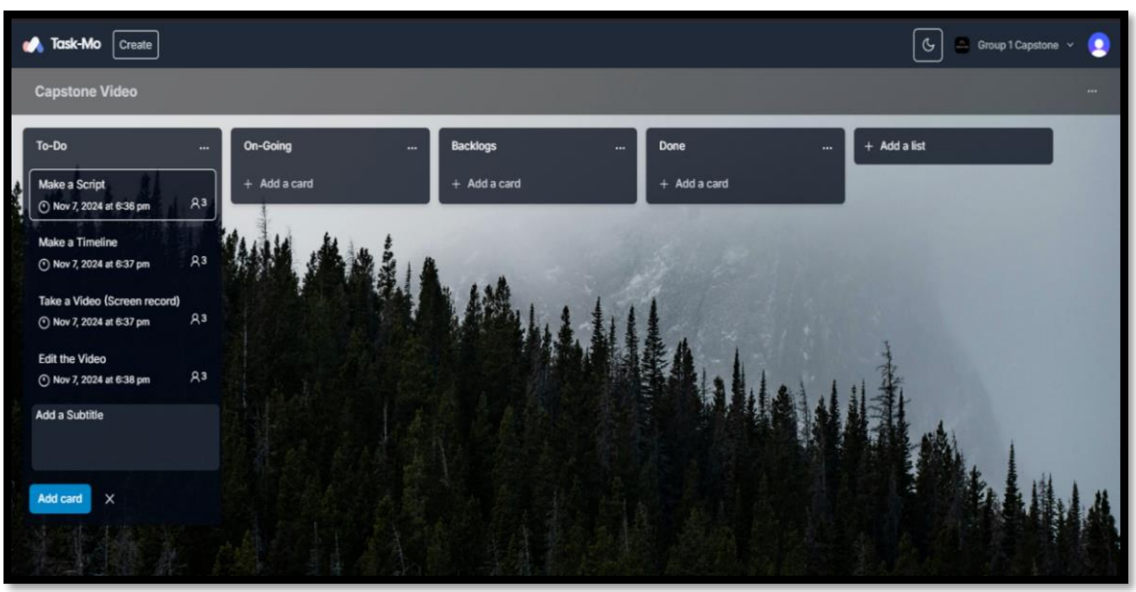


15. Creation of a Kanban Board (How to create Lists)
a. Inside the board, users can now start creating their list of activities based on a certain task/ project they want to do.
b. In this part, users can see the title of the board they have created

c. To create a list, just add "List" and then type the title of that list, this list can be flexible, or the title can differ based on what activity a certain user needs.
d. A sample list is shown below.

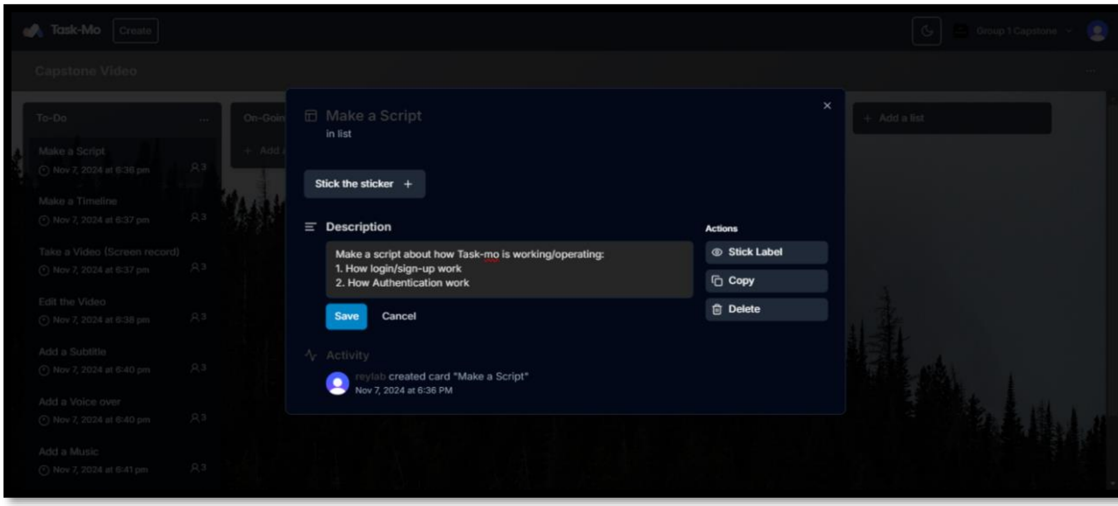


16. Creation of Kanban Board (How to create a card)
    a. After creating the list, users can now add to create the cards that will hold the activities that they need to accomplish a certain task
    b. Click the "add card" then add the task you wanted to be in that certain list.
    c. Example, on the "To-Do" list, add a card "Make a script"
    d. In the same part, you can see when that certain card was created.

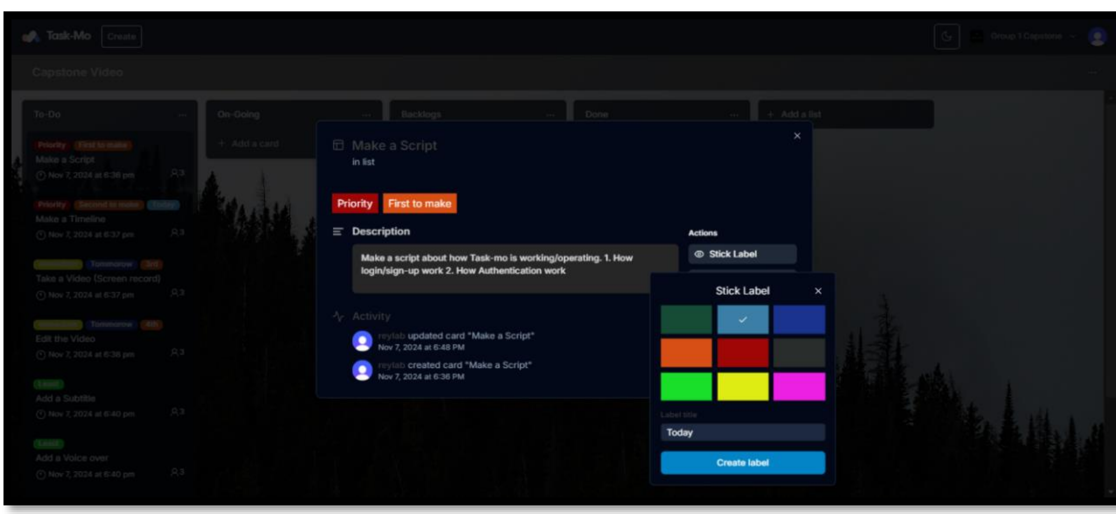


17. Kanban Board (Card Content)
    a. In the card that was created card content can be better managed
    b. If users wished to describe the card, they could add a description to give a detailed description of what that card is all about

c. Once that description is done simply save it.
d. An automatic activity will be shown detailing what was updated on that board.

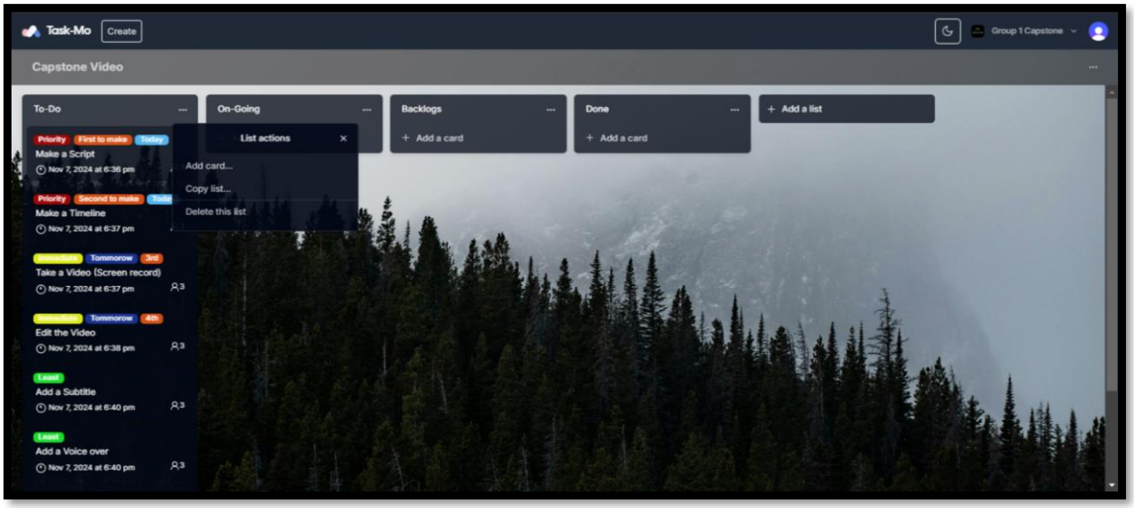


18. Kanban Board (How to add labels)
    a. On the same part as the description, users can add labels to identify the level of prioritization, or additional descriptions about the card they have created.
    b. To add a label, click the “Stick a label”
    c. Choose the color you want to use for that label
    d. Add the title for that label (see image below for example)
    e. Click the “Create label" button for the label that you’ve created to be shown



19. Kanban Board List Actions
    a. Once a user has finished creating their lists, cards, labels, and descriptions, and preview of actions will be shown

b. In the list actions, users can have the option to add cards, copy a list, and even delete that list.



20. Deletion of Kanban Board

a. If a user wishes to delete the entire board that they've initially created they could do that by clicking the board action button that can be seen on the end part of the title of the board, clicking the three (3) dots to see the deletion option