# Introduction

TaskHive is a simple note taking web app for you. Use this app to quickly record your ideas and tasks so that you always have a hang of your ideas and work items.

It segregates tasks and notes under two sections, so that:

* You can quickly sift through tasks that need your attention, and
* Notes where your ideas and points live for later reference.

# Tasks

Tasks are items that you want to do. In simpler terms, tasks form your to-do list. Add your tasks to TaskHive so that you get the to-do list and you can keep a track of things that need your attention and optimize your productivity.

Each task on the TaskHive app has its status attached to it. The status is either of the following:

* Complete: The green check mark icon ✅ states that the task is complete.
* Incomplete: The red cross ❌ icon states that the task is incomplete.

## Add a task

To add a task:

1. Under the **Tasks** section, use the **New task title**… box to provide your task’s title and then click **Add**.  
   A screenshot of a computer

   AI-generated content may be incorrect.  
   **📘  
   Note**: You cannot provide descriptions and multi-line details for a task at this point. We’re working towards it and very soon you will get an option to add task descriptions with details that span across multiple-lines.

ℹ️   
**Info:** TaskHive adds your task to the list. By default, the task is added as an incomplete task. Click on the status icon to change the task’s status as complete or incomplete.

## Delete a task

To delete a task:

1. Click on the task’s trash bin button 🗑️ to delete it. TaskHive deletes the task and removes it from the list.  
   

# Notes

Notes are simple items in the TaskHive app that contain ideas or points that you note down so that you can reference them later. These could be discussion points from a meeting, a thought, or some piece of information that you want to quickly record.

## Add a note

If you want to add a note:

1. Under the **Notes** section, use the **New note**… box to type your note and then click **Add**.  
   A screenshot of a computer

   AI-generated content may be incorrect.TaskHive adds your note the list.   
     
   📘  
   **Note**: TaskHive doesn’t support rich text and multi-line notes, yet. We’re working towards it, and soon you can create multiline notes.

## Delete a note

To delete a note:

1. Click on the note’s trash bin button to delete it. TaskHive deletes the note and removes it from the list.  
   