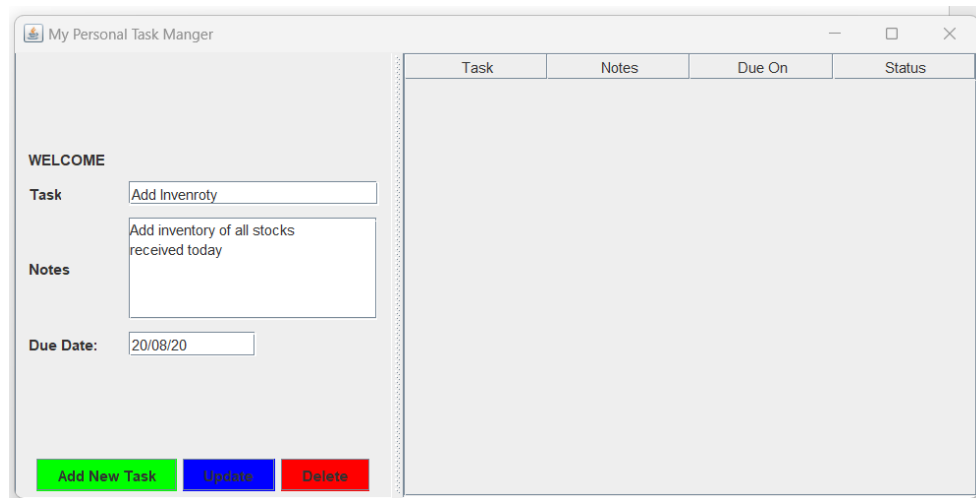


My Personal Task Manager - User Guide

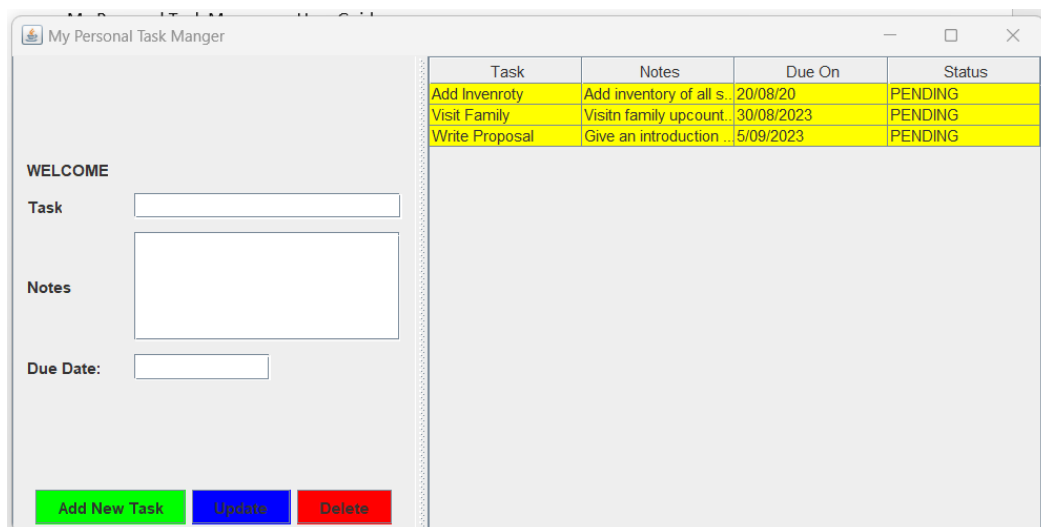
Step 1: Create Task

Add Task (Task Name, Description/Notes, Date Due)



The screenshot shows the 'My Personal Task Manager' application window. On the left, there is a 'WELCOME' section with a 'Task' input field containing 'Add Invenroty', a 'Notes' text area containing 'Add inventory of all stocks received today', and a 'Due Date' input field containing '20/08/20'. At the bottom of this section are three buttons: 'Add New Task' (green), 'Update' (blue), and 'Delete' (red). On the right, there is a table with four columns: 'Task', 'Notes', 'Due On', and 'Status'. The table is currently empty.

Click The “Add New Task” button to save. This will set the task on the right hand side of the window. By A status of pending will be assigned to it by default. This can be edited later to complete once the task is done. The system automatically saves the task in the back end of the application

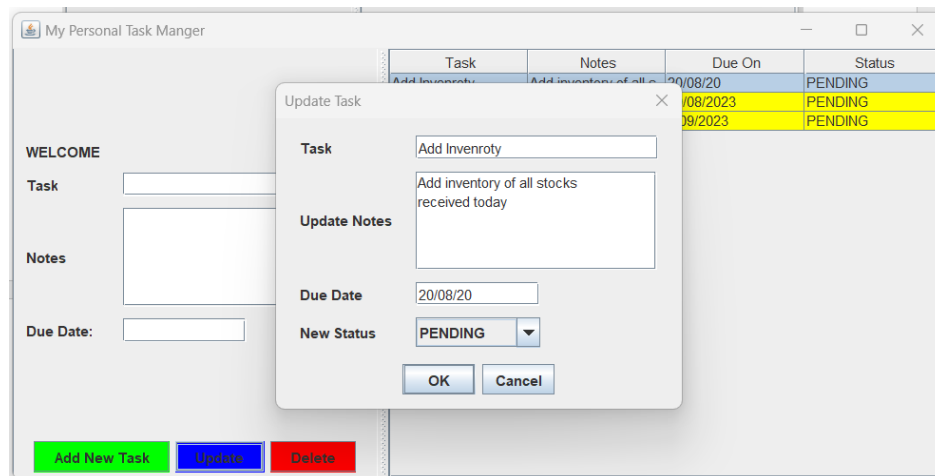


The screenshot shows the 'My Personal Task Manager' application window after adding a new task. The left sidebar remains the same. The table on the right now contains three tasks, all with a status of 'PENDING':

Task	Notes	Due On	Status
Add Invenroty	Add inventory of all s...	20/08/20	PENDING
Visit Family	Visitn family upcount.	30/08/2023	PENDING
Write Proposal	Give an introduction ..	5/09/2023	PENDING

Step 2: Update Task

Click on any task in the table and click the blue button “Update”. This will bring an update window as below.



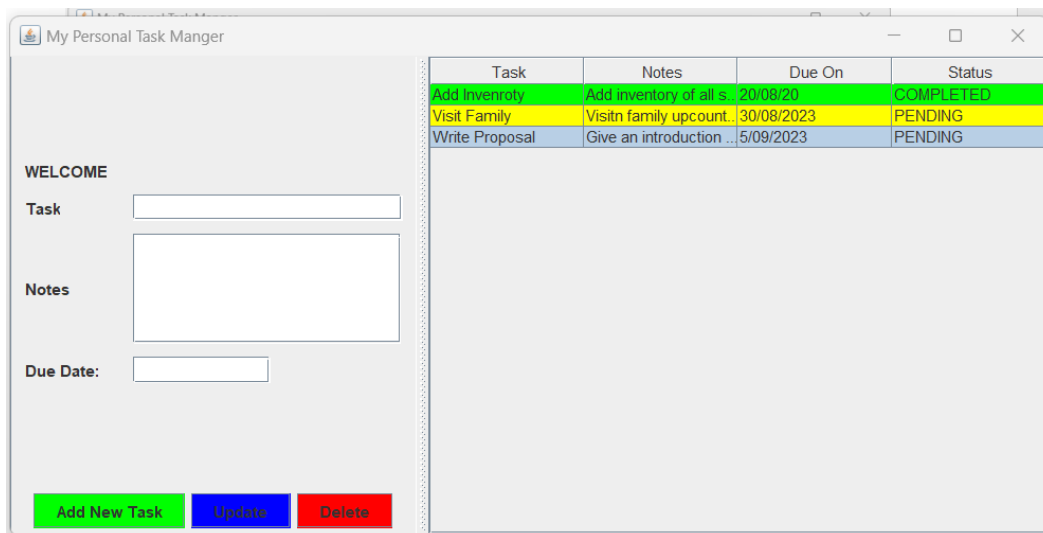
The screenshot shows the 'My Personal Task Manger' application. A modal dialog box titled 'Update Task' is open, allowing the user to edit an existing task. The dialog box contains the following fields:

- Task:** A text input field containing 'Add Invenroty'.
- Update Notes:** A text area containing 'Add inventory of all stocks received today'.
- Due Date:** A date input field containing '20/08/20'.
- New Status:** A dropdown menu currently set to 'PENDING'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

In the background, a table displays the current task list:

Task	Notes	Due On	Status
Add Invenroty	Add inventory of all s...	20/08/20	PENDING
Visit Family	Visitn family upcount...	30/08/2023	PENDING
Write Proposal	Give an introduction ...	09/2023	PENDING

Edit the necessary field and click ok. If the task is completed, the row color will change to green.



The screenshot shows the 'My Personal Task Manger' application after the task update. The 'Add Invenroty' task has been updated to 'COMPLETED' status, and its row color has changed to green. The other tasks remain unchanged.

Task	Notes	Due On	Status
Add Invenroty	Add inventory of all s...	20/08/20	COMPLETED
Visit Family	Visitn family upcount...	30/08/2023	PENDING
Write Proposal	Give an introduction ...	5/09/2023	PENDING

Step 3: Deleting a task

To delete a task, click on the delete button and the task will be erase immediately.

My Personal Task Manger

WELCOME

Task

Notes

Due Date:

Add New Task

Update

Delete

Task	Notes	Due On	Status
Add invenroty	Add inventory of all s	20/08/20	COMPLETED
Visit Family	Visitn family upcount	30/08/2023	PENDING

END OF USER GUIDE