Task Planner App by Time Lords

Table of Contents:

I.   Getting to know the layout
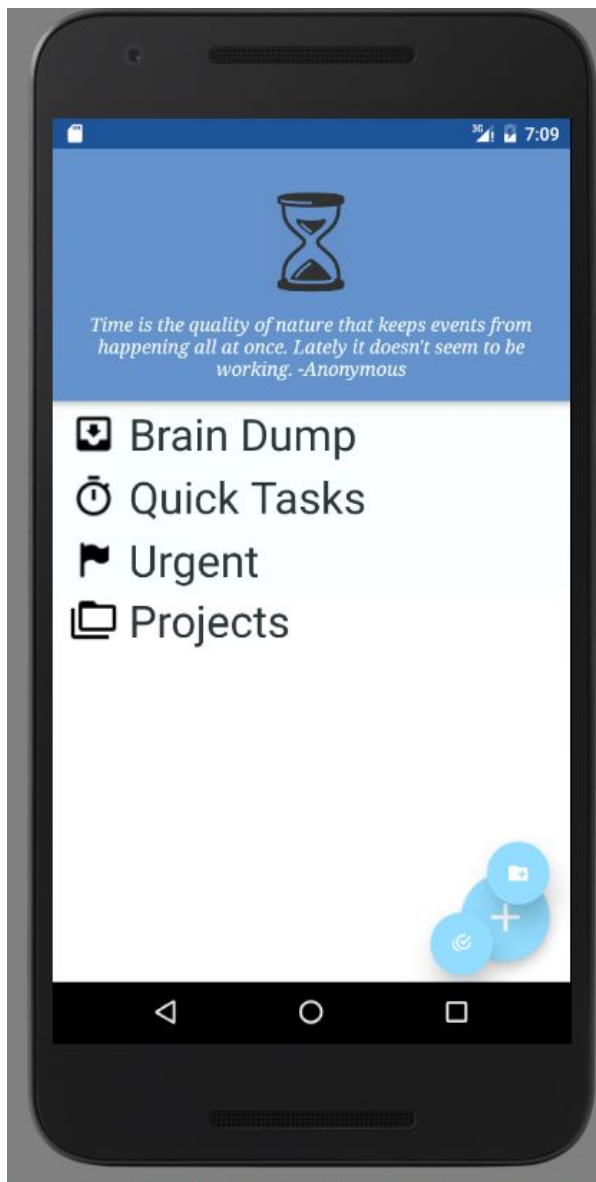
- The first three links on the home-page lead to special built in projects
- The "Brain Dump" link takes the user to a page where all tasks that are not assigned a project by the user are held
- The "Quick Tasks" link takes the user to a page where all tasks that take less than a user-specified amount of time appear. Please note this is non-functional at this stage in our release!
- The "Urgent" link takes the user to a page where all the tasks that are labeled with a "high" priority are held
- Finally the "Projects" expands a list of all the user defined projects

- Note the three buttons in the bottom right corner. Originally only the large "plus sign" button appears. Upon clicking the button two smaller buttons appear that allow the user to choose to add and edit a new task or project
- The top-most button allows users to create a new project
- Clicking the left-most button allows users to create a new task

II. Creating a new Project
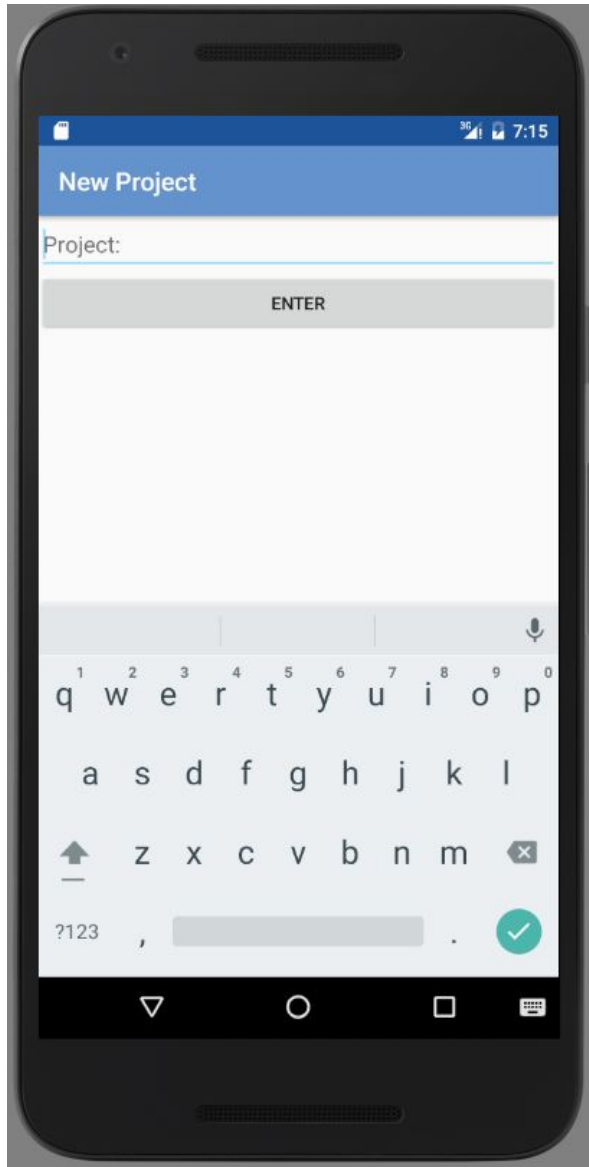
- In order to access the new project page click the floating action plus sign button on the home screen
- Then click the smaller floating action button with the picture of a folder on it
- This is the screen that will appear when the "new project" button is pushed!
- In order to create a new project enter some text in the project text box at the top of the page and then press enter
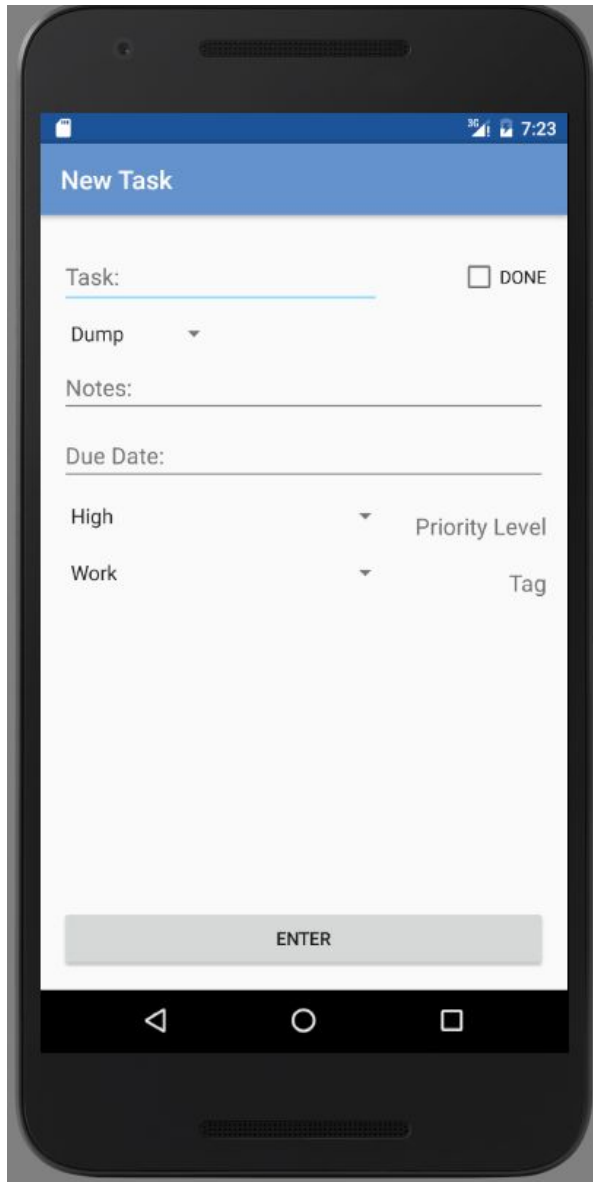
III. Viewing Your Project
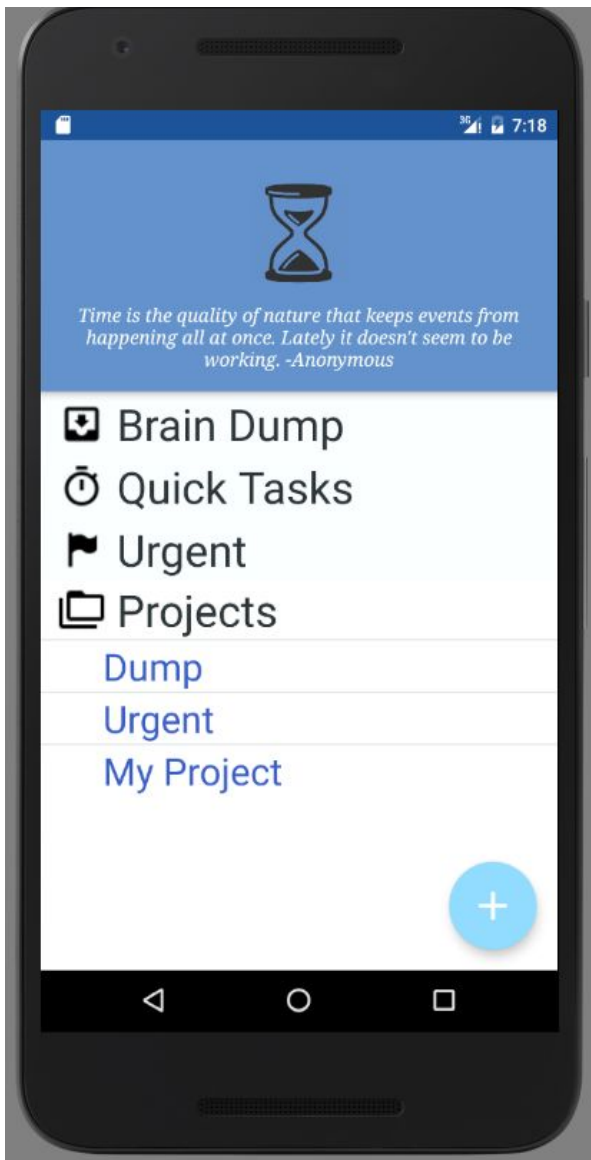
- After creating a project and pressing enter the app takes us back to the home page
- To view your new project click on the "Projects" link
- This expands a list of all the current projects
- Next click on the name of the project to view the tasks associated with that project

III. Viewing Your Project (continued)
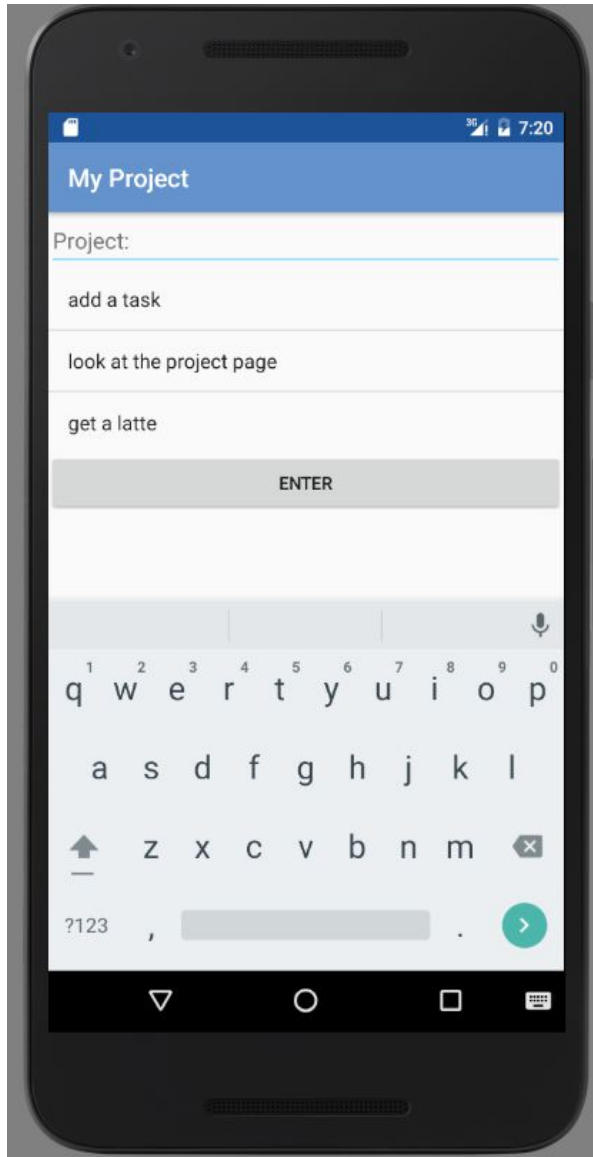
- By selecting the name of the desired project under the expandable list of projects we reach the to-do list for a given project
- This page shows all of the tasks associated with that project
- Next we will learn how to make a task so you can populate your projects lists!

IV. Creating a New Task

- By clicking on the new task floating action button (as described in section one) we are able to reach the task edit page
- This page allows users to create new tasks and edit existing tasks
- Note that there are various fields to select
- Filling in the name of the task is mandatory but all else is optional!
- To select the project associated with this task choose from the drop down menu of existing projects below the task name text box
- To mark a task as done check the done box adjacent to the task name text box
- To add notes type using the keyboard in the notes field
- To add a due date type a valid date in the Due Date field. Note that there is currently no function checking if the due date is valid so it is up to the user to pick a valid date
- To change the priority and tags select from the last two drop down lists
- And finally, to save your tasks click the enter button at the bottom of the page!