# PMC User Manual

## Creating folders

On the sidebar press "Add Folder", type the name of the folder and select between "Simple", "Recurrent" or "List".

Simple folders will have a To-Do List where you can create tasks and check them as you do them. You can also star tasks so they go to the top. For each task you can define a description, a start date and time and an end date and time. You can also move a simple task to another simple folder.

Recurrent folders will have a weekly grid of checkboxes that you can check every day. You can set a start time and an end time for each task. You can also define the specific days of the week when you will do those tasks.

There is an option to cancel today's task and to restart the counter for a task.

You can setup the tasks and when the time comes you check if it's necessary to do the task and if it isn't you place the checkmark anyway.

List folders will just display a list of items.

Daily To-Dos are another type of folder where you can define tasks for a specific date, mark them as done and if you switch to Eisenhower mode you can organize your daily tasks according to the eisenhower categories by dragging and dropping them.

On Monthly folders you can set tasks to be done on a monthly basis. To create a new monthly task write the description and choose on which months it needs to be done.

**Github tasks**

On this page will be displayed the tasks from any TODO.md files that you have on the root of your repos and any open issues on your repos.

**Motivation**

CURRENTLY UNAVAILABLE

**Random Task**

This page will display a random task from any folder that isn't done.

**Schedule**

CURRENTLY NOT WORKING CORRECTLY

**Calendar**

On this page you can see events weekly in a timetable or a list and you can create new events. If you set a start datetime and end datetime on a simple task it will automatically generate an event.

**Note**

The app is responsive, it's a PWA, it works on mobile and you can install it on your home screen. And you can set your browser to remember the password.