

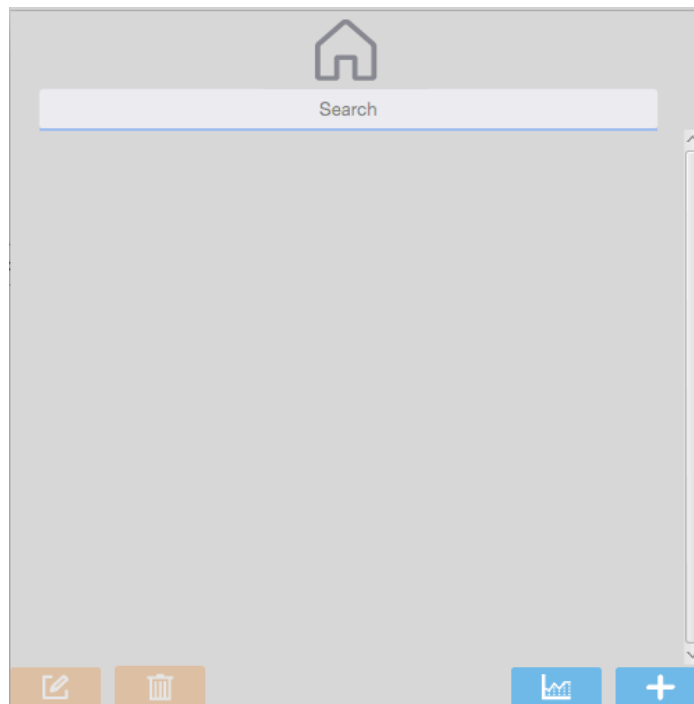
HELP DOCUMENT – HOW TO USE TRACKATTACK

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CREATE A CATEGORY

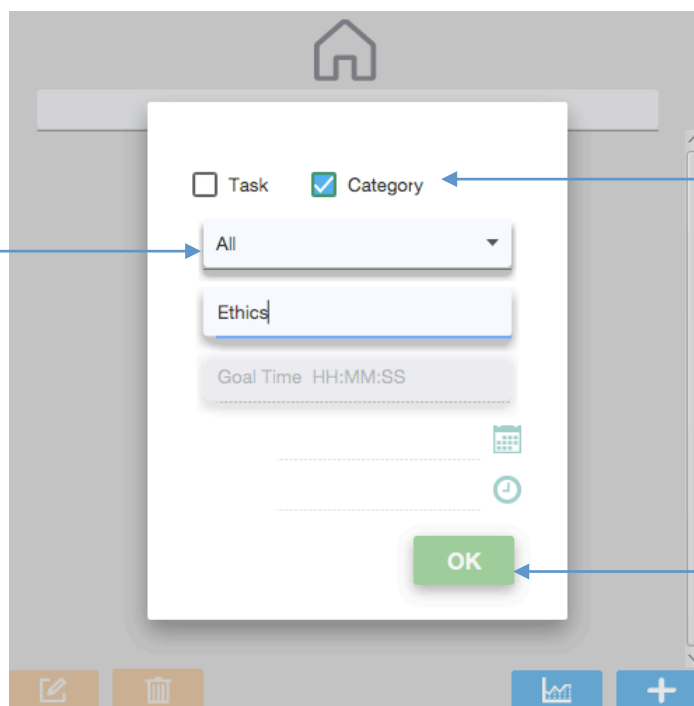
1. Click the  button



Click here to add categories and tasks

2. A form screen will appear. Click on the **Category** tick box ☒ Category

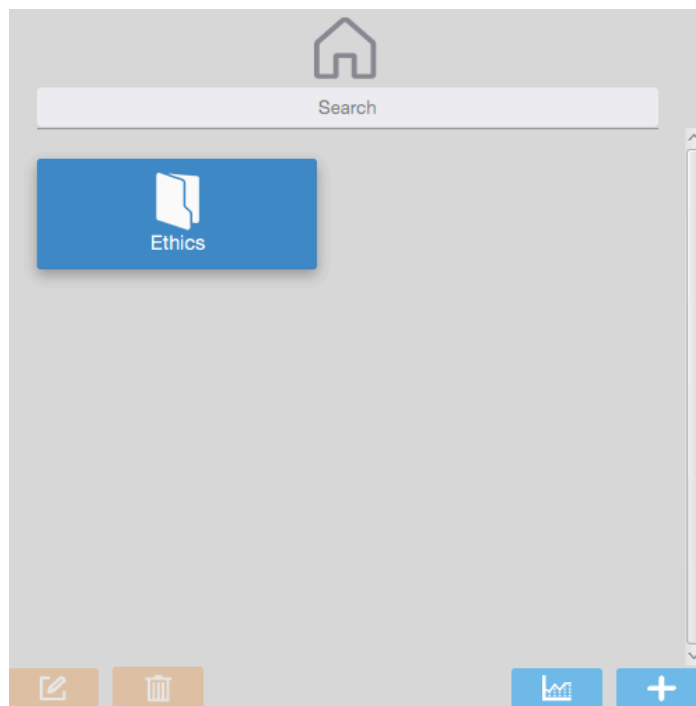
Select a category
(parent category) to
create a new
category under

A screenshot of a form screen for creating a category. The form is a white card with rounded corners. At the top, there are two checkboxes: 'Task' (unchecked) and 'Category' (checked). Below these is a dropdown menu with 'All' selected. Under the dropdown is a text input field containing 'Ethics'. Below that is a 'Goal Time' field with the placeholder 'HH:MM:SS'. At the bottom right of the form is a green 'OK' button. Arrows point from external text labels to the 'Category' checkbox, the dropdown menu, and the 'OK' button.

Click on the **box** next to
Category

Hit **OK** when you've
filled all required
inputs

3. You should see the category 'Ethics' created like this



CREATE A TASK

1. Create a task

Click on the **box** next
to Task

The dialog box is titled 'CREATE A TASK'. It features a 'Task' checkbox (checked) and a 'Category' checkbox (unchecked). Below these is a dropdown menu currently showing 'All', with 'LectureW1' selected. The 'Goal Time' section includes three input fields for 'HH', 'MM', and 'SS'. There are also fields for 'Due Date' and 'Due Time'. An 'OK' button is located at the bottom right of the dialog.

Enter a name for the
task created

2. Select a Category to place the task under

The dialog box is titled 'CREATE A TASK'. It features a 'Task' checkbox (checked) and a 'Category' checkbox (unchecked). Below these is a dropdown menu currently showing 'All', with 'All' and 'Ethics' as options. The 'Goal Time' section includes three input fields for 'HH', 'MM', and 'SS'. There are also fields for 'Due Date' and 'Due Time'. An 'OK' button is located at the bottom right of the dialog.

2. Enter a **Goal Time** (the time aimed to complete this task)

A screenshot of a mobile application interface showing a task creation dialog box. The dialog box has a white background and is centered on a grey background. At the top, there is a home icon. Below it, there are two checkboxes: 'Task' (checked) and 'Category' (unchecked). Below these are two dropdown menus: the first is set to 'All' and the second is set to 'LectureW1'. Below the dropdowns are three input fields for 'Goal Time', each containing a two-digit number: '00', '30', and '00'. Below these are two more input fields: 'Due Date' and 'Due Time', each with a corresponding icon (calendar and clock respectively). At the bottom right of the dialog box is a green 'OK' button. The background of the app shows a sidebar with blue and orange blocks and a bottom navigation bar with icons for edit, delete, analytics, and add.

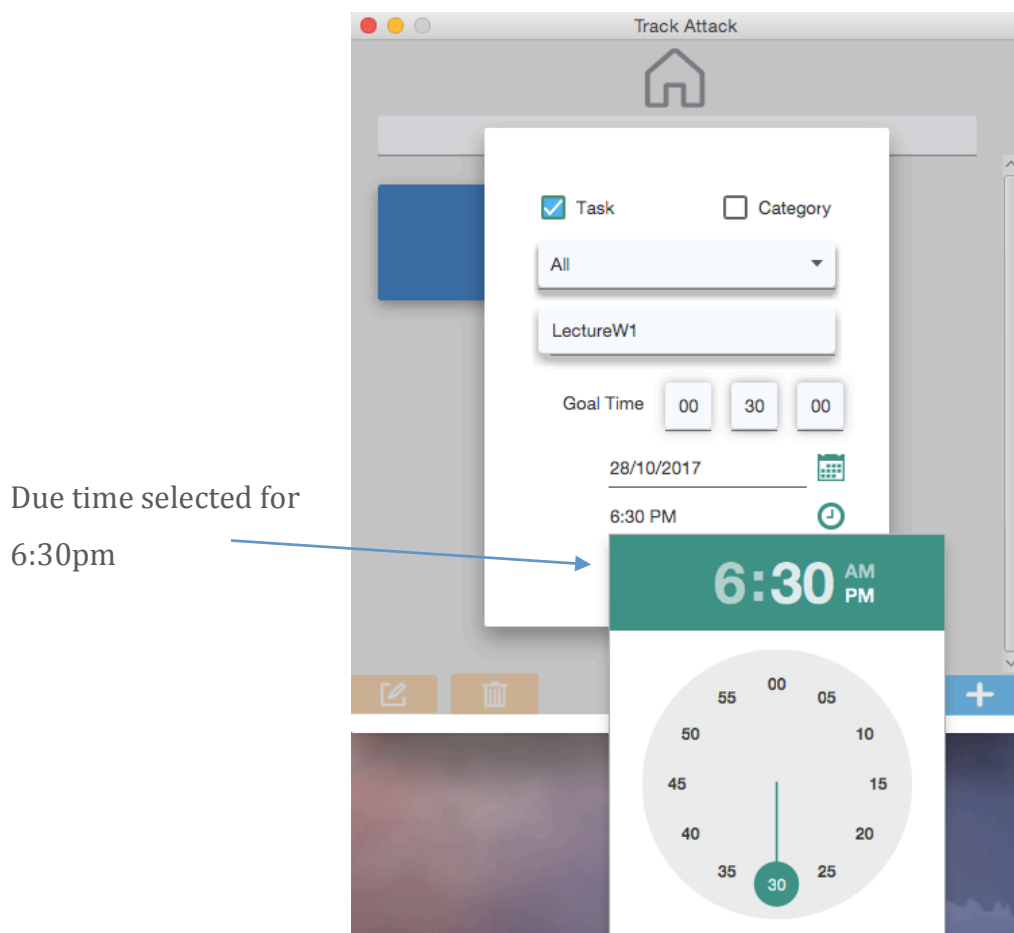
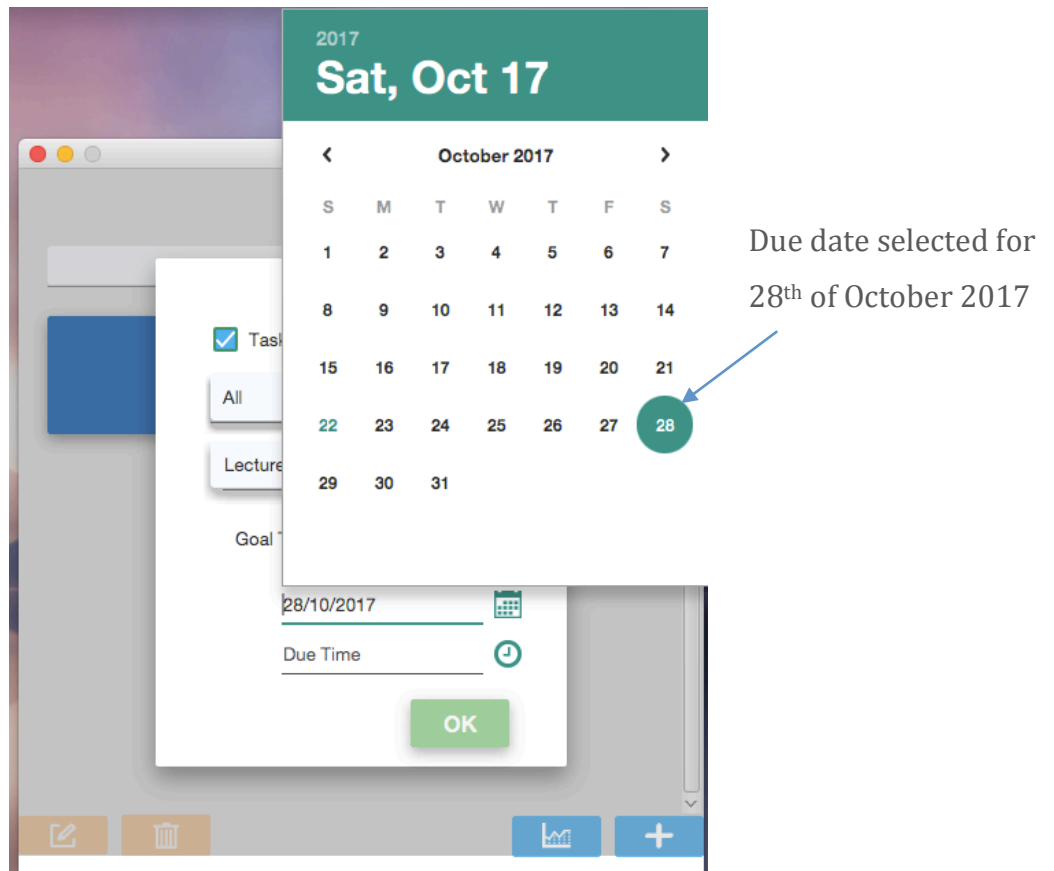
Enter a goal time here in the format
hours minutes seconds

3. Select a **Due Date and Due Time** (the date and time aimed to complete this task by)

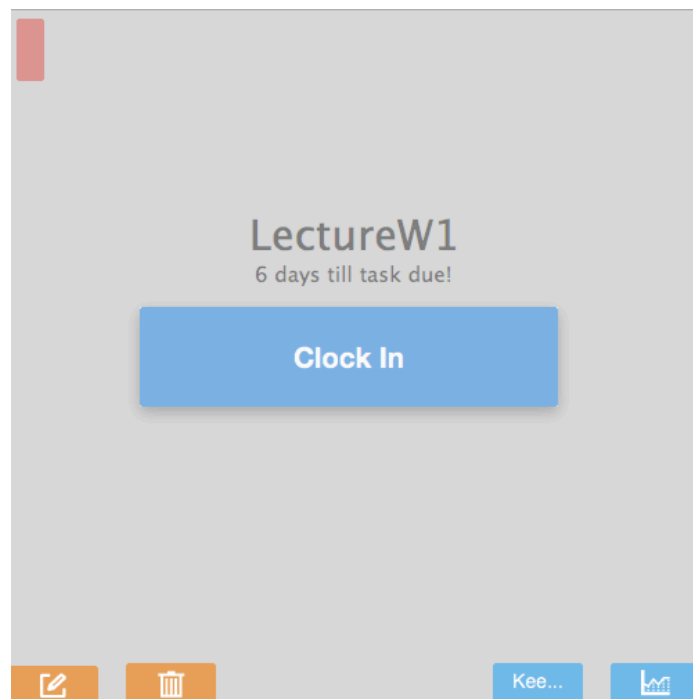
A screenshot of the same mobile application interface, showing the task creation dialog box. In this view, the 'Goal Time' fields are set to '01', '00', and '00'. The 'Due Date' and 'Due Time' fields are empty, but the calendar and clock icons next to them are highlighted with blue arrows pointing to them. The 'OK' button remains at the bottom right. The background and navigation bar are the same as in the previous screenshot.

Click here to select a date


Click here to select a time

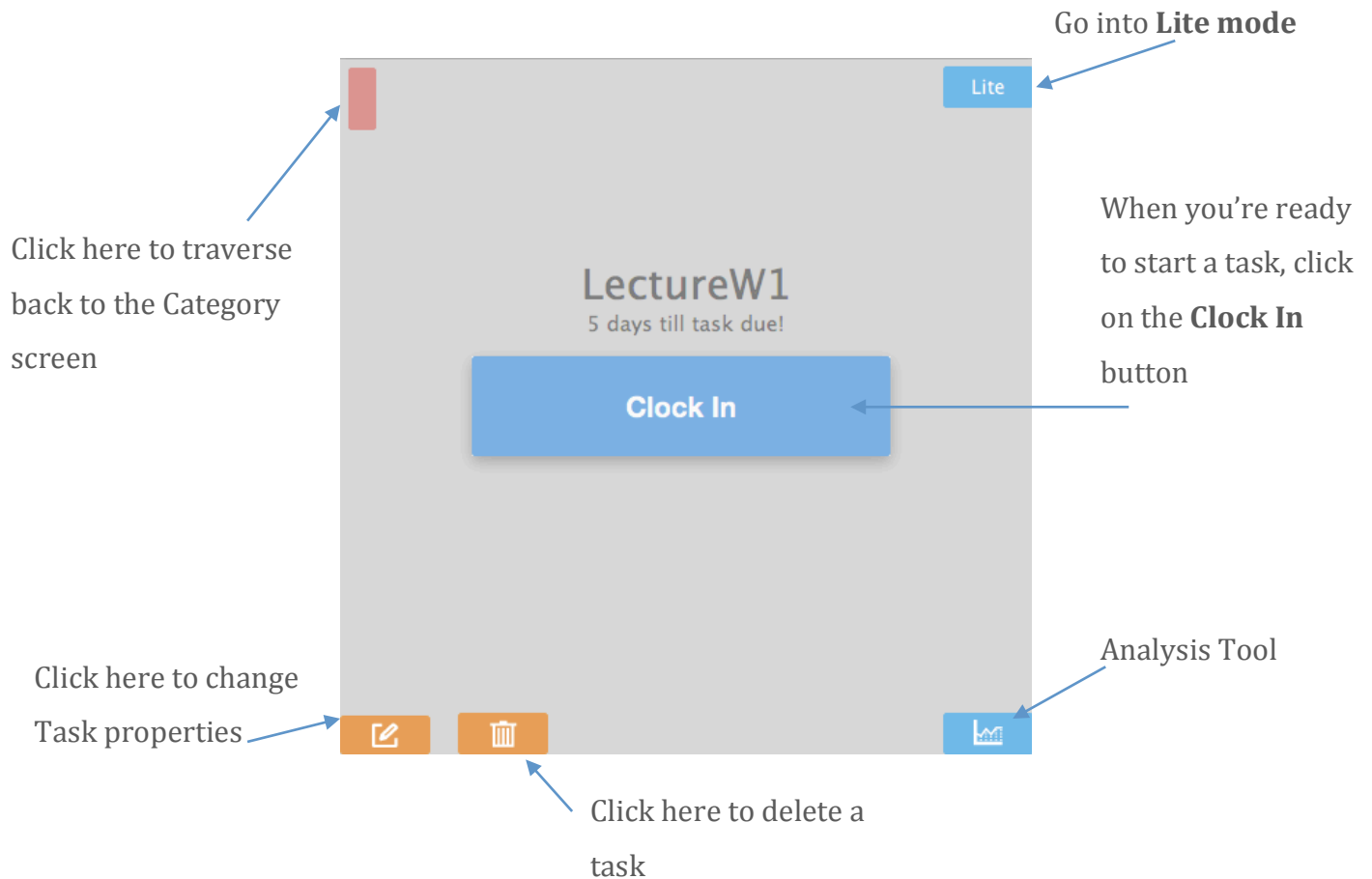


4. Hit **OK** after all input has been filled in. You are now in the Task screen

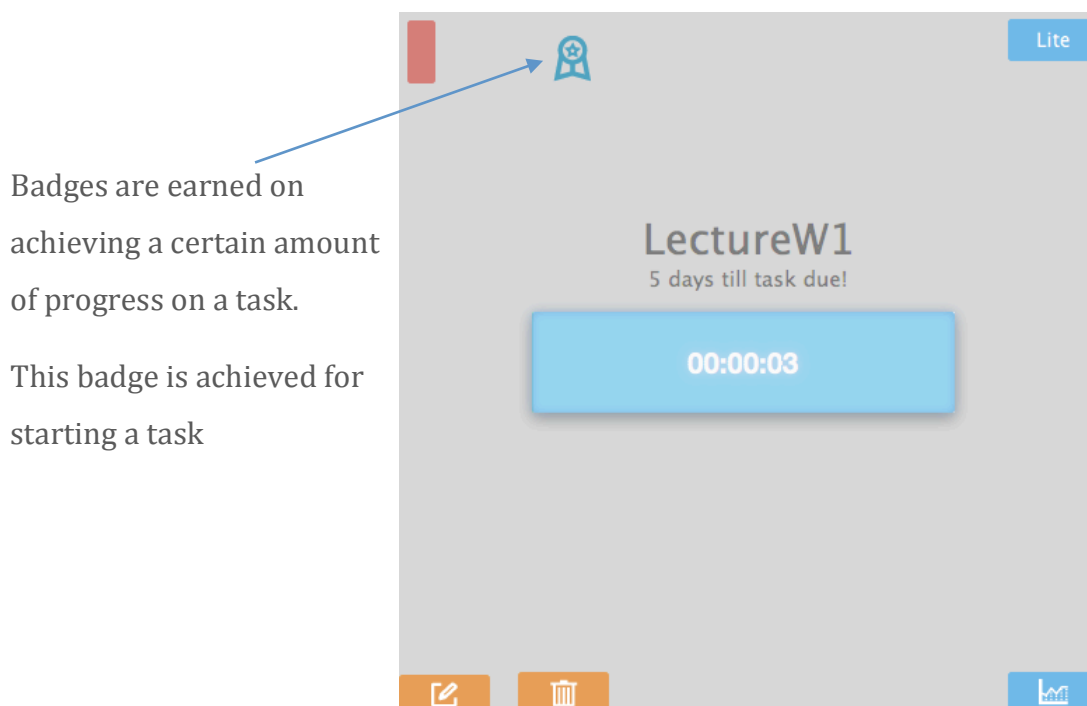


CLOCKING IN AND OUT OF A TASK

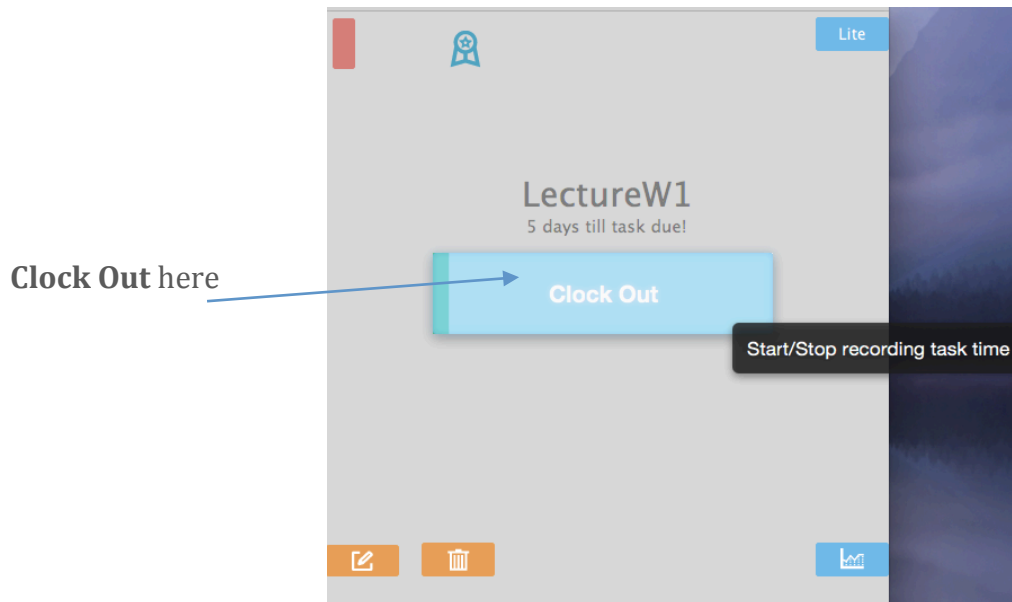
1. Click on  to clock into a task



After you've clocked in, you will see the time running and a badge appear

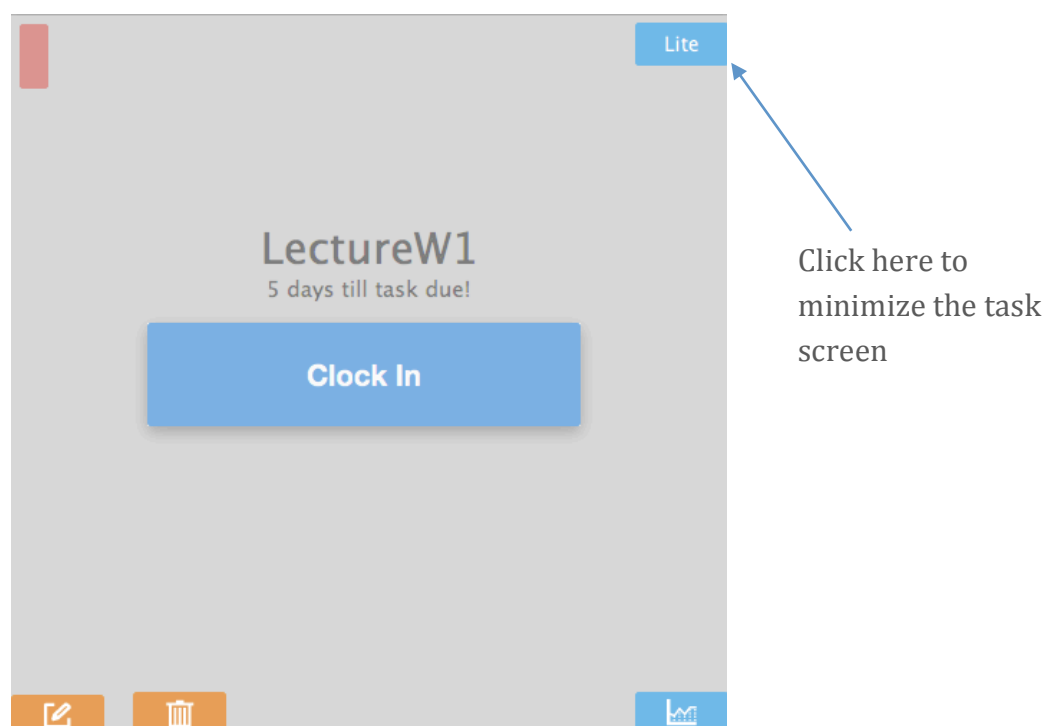


2. **Clock out** of a task at any time by clicking on the **Clock Out** button



3. Resume back to the same task by clocking in again. The timer will continue where it was clocked out of previously.

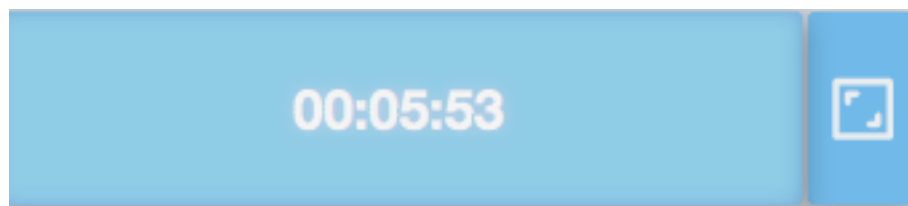
4. **Task screen in 'Lite mode'**: Minimize the task screen by clicking on the **Lite** button



Lite Mode will appear like this




You can clock in and out from **Lite Mode**



Maximize the Task screen



The minimized task screen will stay appeared on your screen while you work, even when you move between different programs!

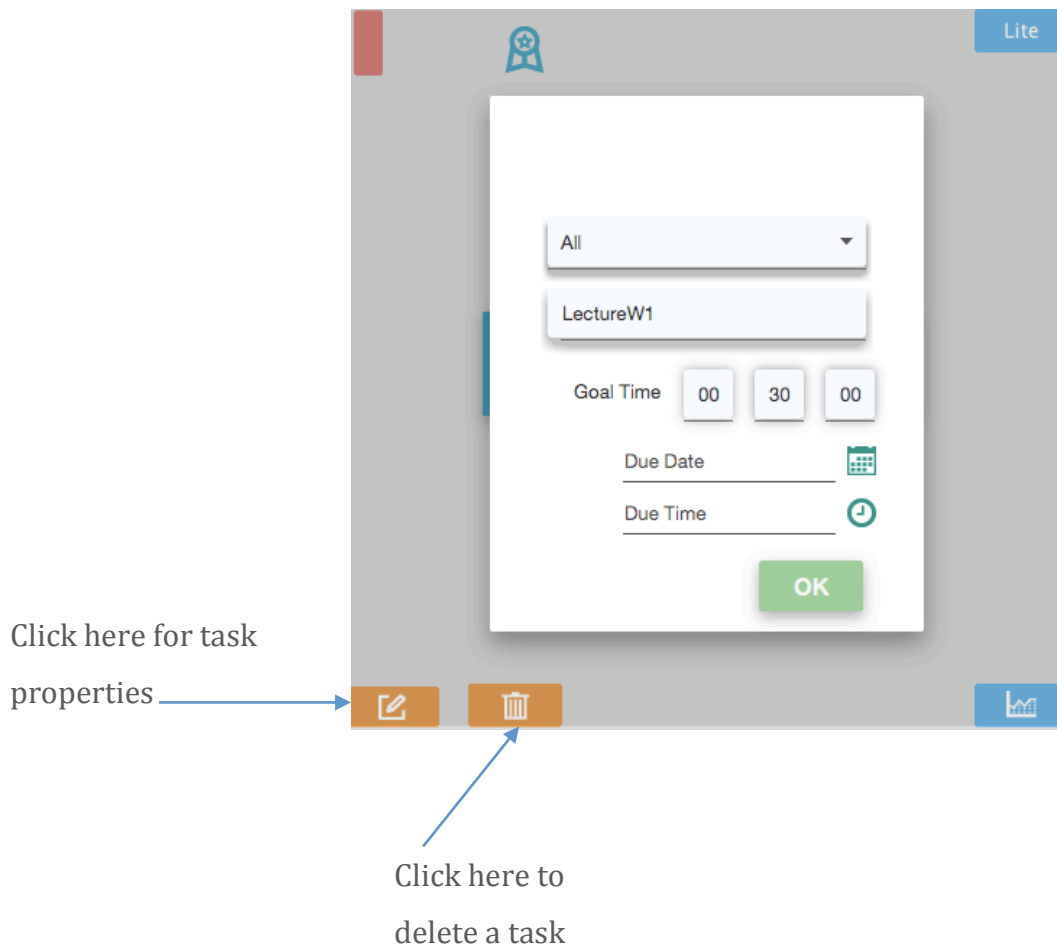


COMP4920	
comp4920 report	
<input type="button" value="Google Search"/>	<input type="button" value="I'm Feeling Lucky"/>

Report inappropriate predictions

TASK PROPERTIES

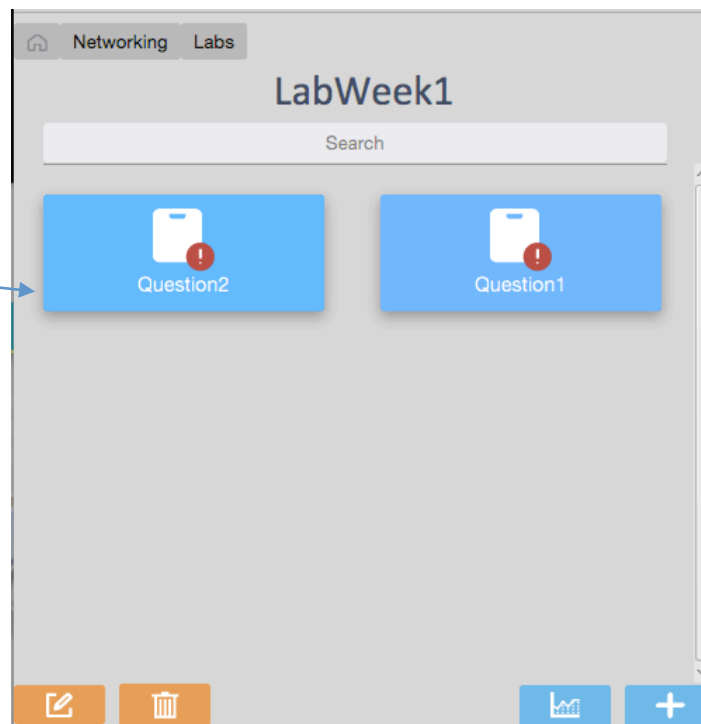
1. To change a task name, goal time, due date and due time, change the category of the task, click the  button. Fill in the changes you'd like to make.
2. To delete a task, click on the  button



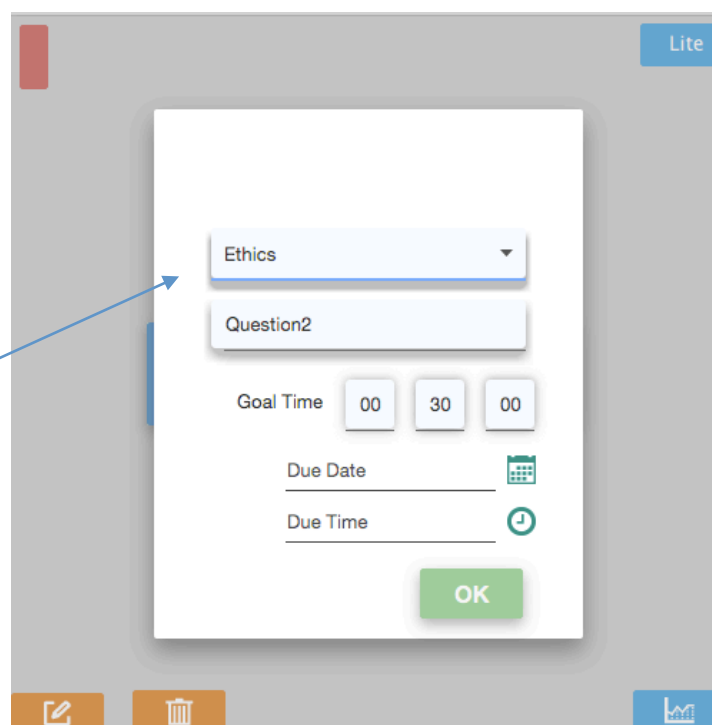
Moving the 'Question2' task to the Ethics category

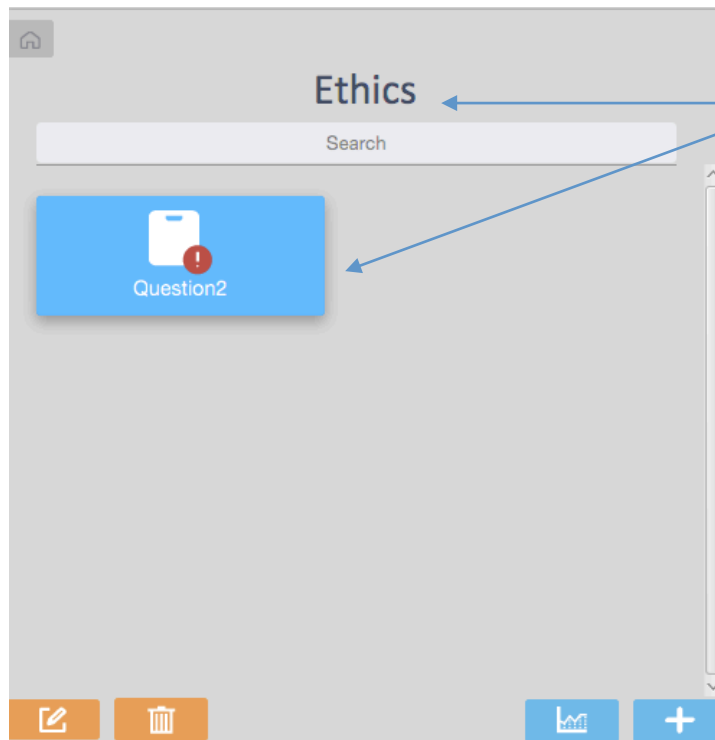
Moving task
'Question 2' to
'Ethics' Category

Click on the pencil
button to change the
task category




Change the category
to 'Ethics'



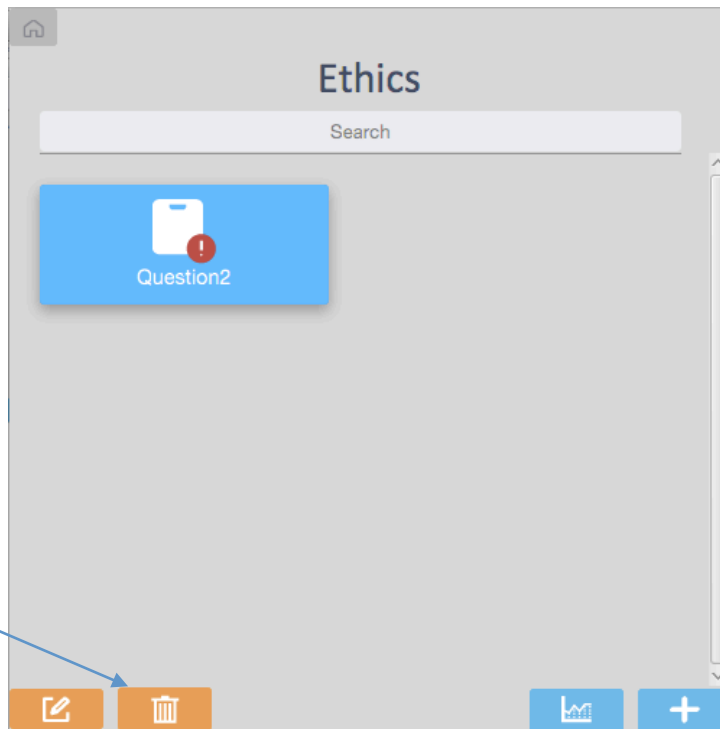


Voilà, the task
'Question2' has been
moved to the 'Ethics'
category

DELETE A CATEGORY

1. To delete a Category and all the subcategories and tasks that belong under the category, click the  button on the Category screen to delete (The category 'Ethics' in this example)

Click here to
delete the
category



ACHIEVEMENTS

Badges are earned when a task starts and for when progress has been made for 25%, 50%, 75% and 100% of a task.

Achievement badge for completing 25% progress of a task

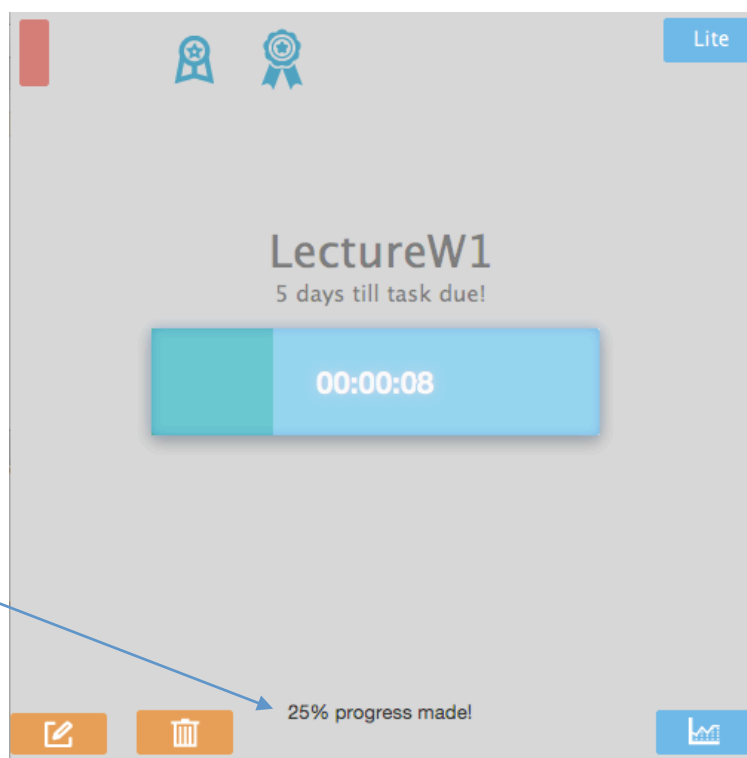
Achievement badge for completing 50% of the task

Achievement badge for completing 100% of a task


Achievement badge for completing 75% of a task

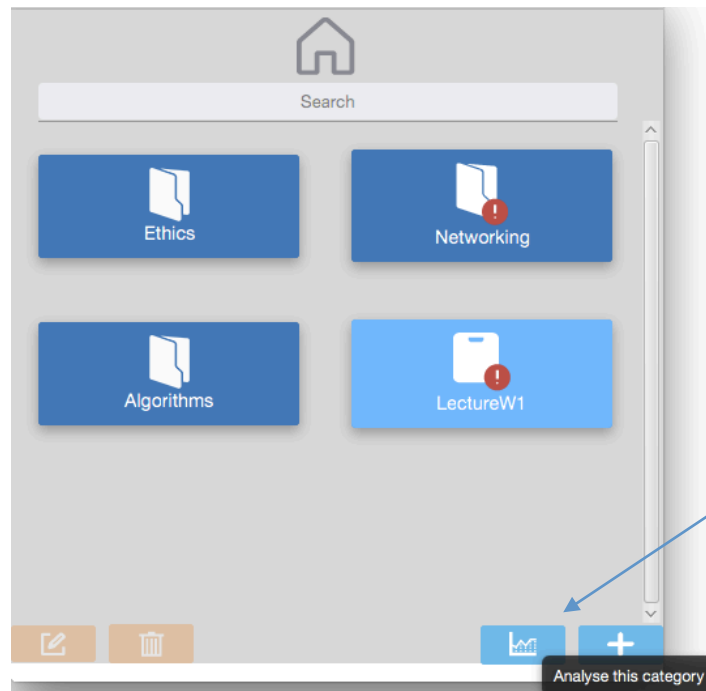


A message will pop up when you have made an achievement



ANALYSIS TOOL

1. The **Analysis** tool can be accessed from any category or task page by clicking on the  button.



Click here for Analysis tool

2. Clicking on the **Analysis tool** from the home screen will provide analysis for all tasks from all categories. The analysis screen provides three kinds of analysis: Task log, Task breakdown and Task progress.

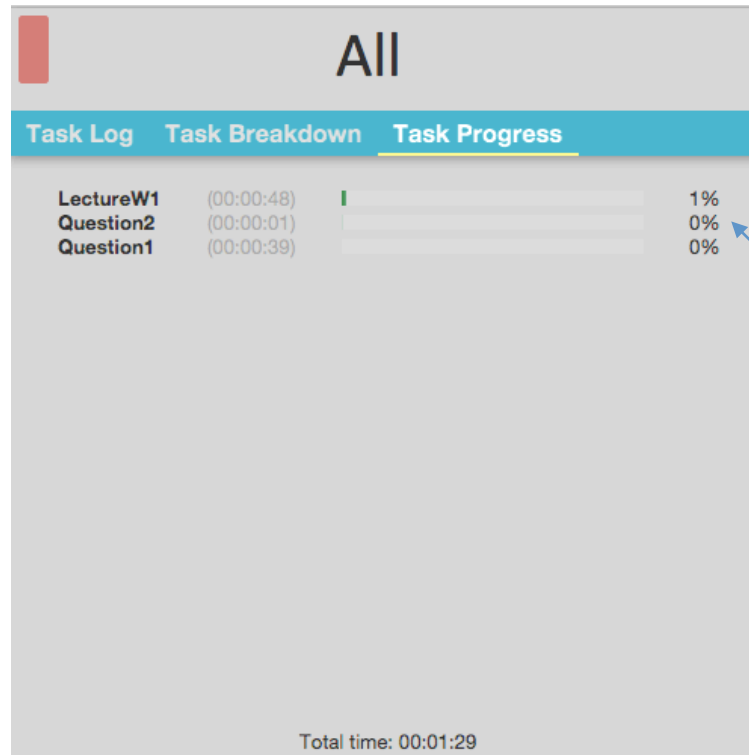
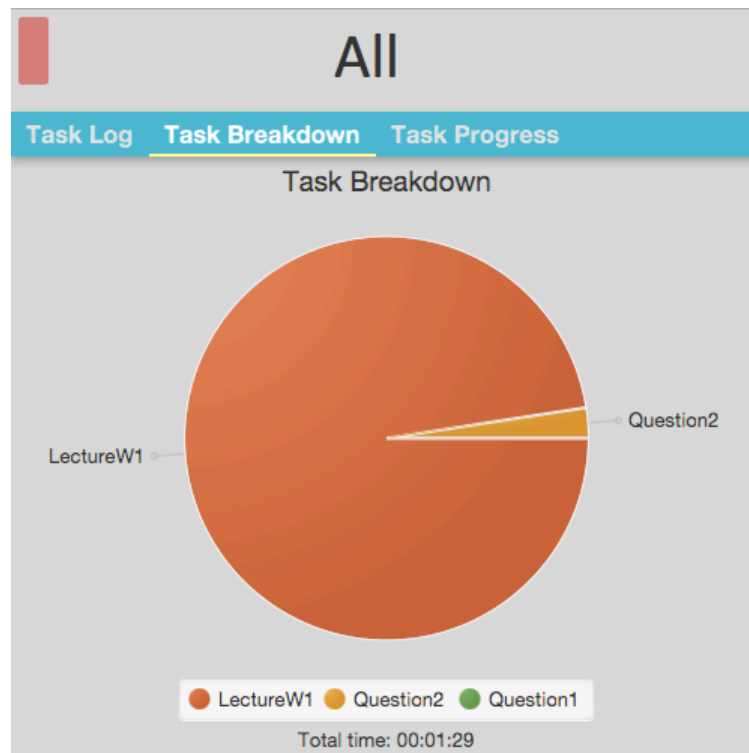
Task log analysis

All	
Task Log	Task Breakdown Task Progress
LectureW1 logged 00:00:10 on 22/10/2017	
LectureW1 logged 00:00:13 on 22/10/2017	
LectureW1 logged 00:00:25 on 22/10/2017	
Question1 logged 00:00:01 on 22/10/2017	
Question1 logged 00:00:38 on 22/10/2017	
Question2 logged 00:00:01 on 22/10/2017	
Total time: 00:01:29	

Individual time log of a task with the duration and time that was clocked in and out

Total time spent on all tasks from the current category (All categories this example)

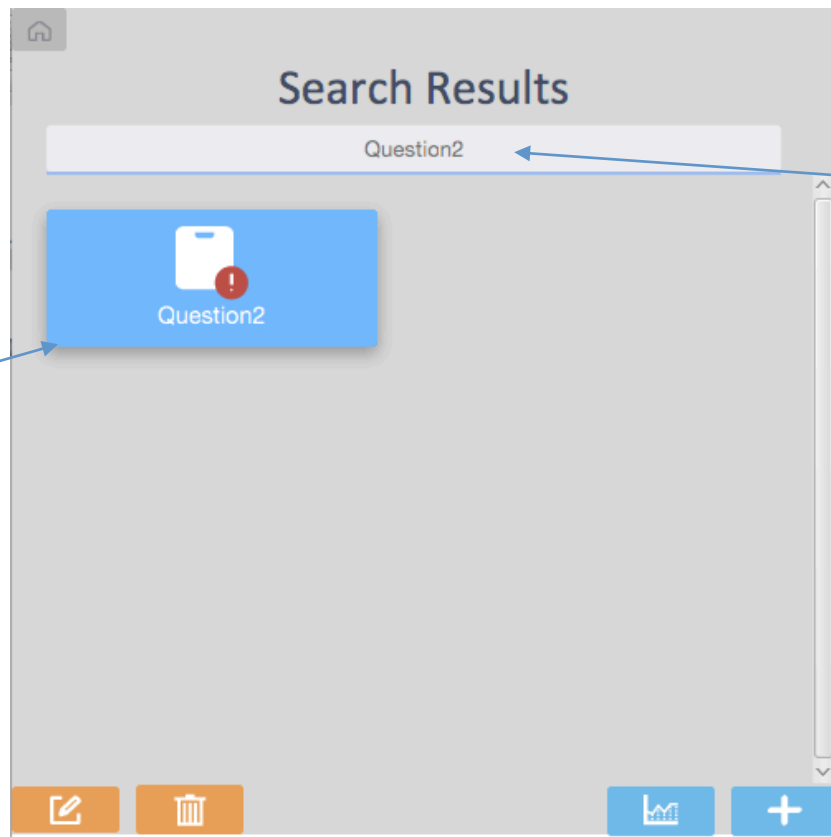
Task Breakdown chart



Individual task progress achieved. If no goal time is set, the task progress will be set to 0%

SEARCH FOR A TASK OR CATEGORY

1. Searches for Task and Categories can be made on any category screen.



Enter search keywords
here

Search results