

Todooo – Product Documentation

Introduction

Please read the Todooo product documentation.

We appreciate your choice to use Todooo, an effective task management application on the market that will make your life easier and more productive. In today's fast-paced economy, maintaining order and carrying out everyday tasks appropriately is critical. Todooo is here to help you every step of the way, whether it's time management, advanced project management, personal to-do lists, or staying on top of your scholastic requirements.

Todooo is a fantastic tool that simplifies project creation and management. We strive to provide a simple user experience that aids goal planning, prioritization, and achievement.

Key characteristics include:

1. Task Management Made Simple:

Todooo provides a comprehensive set of tools and features that allow you to handle activities with ease. Our platform simplifies the entire task management process, from generating and organizing tasks to setting due dates, reminders, and assigning priorities.

2. Versatile Task Management:

Todooo has you covered whether you're managing regular duties and chores, managing complex projects, maximizing your time management, or staying on top of your school activities. With our adaptable system, you can adapt Todooo to your individual requirements and measure your success across multiple areas of your life.

3. Prioritization and concentration:

Todooo allows you to arrange and prioritize tasks, allowing you to focus on what is most important. You can stay on track, boost your efficiency, and achieve your goals by clearly outlining your priorities.

4. Design that is user-friendly:

Todooo understands the value of simplicity and usability. Our website offers a simple and user-friendly interface that allows you to easily navigate and manage your chores. Spend less time on the system and more time on the work at hand.

We are excited to set out on this journey with you, aiding you in discovering your full potential and confidently attaining your goals. This product manual will act as your comprehensive reference, providing detailed instructions and insights on maximizing Todo00's features and functionalities. If you have any questions or need assistance, our dedicated support team is here to help. Don't hesitate to contact us at any time using our support channels.

Best regards,

Javier, Kathleen P

Web Developer

Getting Started with Todooo: Task Management Website

Welcome to Todooo, a powerful task management website designed to help you stay organized and track your tasks efficiently. This guide will walk you through the initial steps to get started with the Todooo platform and provide an overview of its key features.

System Requirements

Before getting started, ensure that your system meets the following requirements:

- **Operating System:** Windows 7, Windows 8, Windows, Linux, or macOS
- **Browsers:** Internet Explorer (version 11 or later), Chrome, Firefox, or Safari (version 10 or later)
- **Hardware:** Todooo is designed to run on standard PCs and should work with most processors, memory configurations, and screen resolutions.

Account Creation

To begin using Todooo, follow these steps to create an account:

1. Visit the Todooo homepage at Todooo.com
2. Click on the "Register" button, which will take you to the sign-up page.
3. Fill in the necessary information, including your username, email address, password, and optionally, your profile picture/image.
4. Once you've completed the registration form, click "Sign Up" to create your account.
5. After successful registration, you will be automatically redirected to the sign-in page.

Logging In

To log in to Todooo:

- **New Users:** After signing up, you will be redirected to the sign-in page automatically.
- **Existing Users:** Visit the Todooo homepage and click on the "Login" button. You will be directed to the sign-in page. Enter your username/email and password, then click "Login." Upon successful login, you will be taken to your account dashboard.

Dashboard Overview

The Todooo dashboard provides an organized view of your tasks and helps you stay on top of your commitments. Here are the key sections of the dashboard:

1. **Greetings and Task Reminder:** The dashboard displays a greeting and reminds you of any tasks due for the week, such as "You still have 1 task due this week."
2. **Current Time and Date:** The dashboard shows the current time and date to keep you informed.
3. **Calendar:** A calendar view allows you to visualize your task schedule and plan accordingly.
4. **Affirmation Section:** Boost your morale and productivity with random affirmation quotes/sentences.
5. **Note Pad:** Easily create and save notes directly within the dashboard for quick reference.
6. **Task Analytics:** Track the progress of your tasks with in-progress, pending, and completed task indicators.
7. **Weekly Task Overview:** Get an overview of new tasks added, finished tasks, and discarded tasks for the current week.
8. **Task Preview:** This section provides a quick preview of tasks with three containers: tasks due today, important tasks, and overdue tasks.

Navigation

Todooo offers a sidebar for easy navigation. Here are the nine category tabs available:

1. **Dashboard:** Redirects to the dashboard page, providing an overview of your tasks and key information.
2. **All Tasks:** Displays a comprehensive list of all your tasks.
3. **Tasks Today:** Shows tasks that should be completed by the current day.
4. **Important Tasks:** Highlights tasks marked as important or starred for your attention.
5. **Task Overdue:** Lists all tasks that have surpassed their due dates.
6. **Categories:** Allows you to organize tasks into different categories and view tasks by category.
7. **Archive:** Shows all completed tasks stored in the archive.
8. **Trash:** Displays tasks that have been discarded but can be restored if needed.
9. **Account and Logout:** Located at the bottom of the sidebar, this section shows your profile image, username, email, and provides an option to log out.

Creating a Task

To create a task in Todooo:

1. Navigate to the desired section/tab (except Dashboard and Categories).
2. Locate the "Add Task" button and click on it.
3. Provide the necessary information for the task, including the task title, due date, description, priority level (extreme, high, medium, low), category, and whether it should be starred or not.

Task Management Basics

When you navigate to a specific tab, you will see a list of tasks on the left side of the screen. Clicking on a task will display its full details in the center. In addition, you can configure the task using the task configuration panel, where you can set the current status (in-progress or completed), mark it as important by clicking the star button, unmark it as important by clicking the unstar button, or move it to the trash (which marks it as discarded but allows for restoration if needed).

Personalization and Customization

Todooo offers personalization options to suit your preferences. You can sort tasks by priority and importance using the sort button located above the task section. Additionally, a search function is available to help you find specific tasks more easily. The search function is located next to the "Add Task" button.

Help and Support

For any questions or assistance, you can access the Help section on the Todooo homepage. There, you'll find contact information for support. You can also refer to the documentation provided on the website for more detailed information.

Next Steps

Congratulations! You've successfully completed the getting started guide for Todooo. To learn more about advanced features and specific functionalities, please refer to the detailed User Guide section in the product documentation.

User Guide: Todooo Task Management Website

1. Introduction:

Welcome to Todooo, a powerful task management website designed to help you stay organized and productive. This User Guide will provide you with all the necessary information to make the most of Todooo's features and optimize your task management experience.

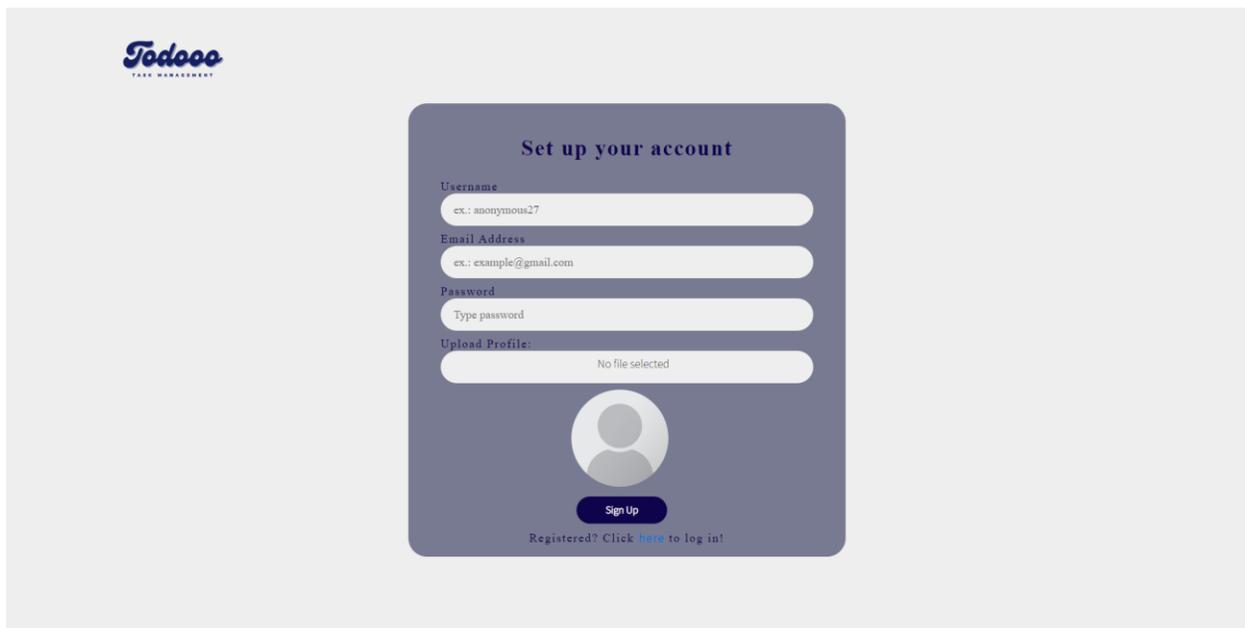
2. Getting Started:

2.1 System Requirements:

Todooo is compatible with Windows 7, Windows 8, Windows, Linux, and Mac operating systems. Supported browsers include Internet Explorer, Chrome, Firefox, and Safari (latest versions recommended). The hardware requirements are standard and should run on most PCs.

2.2 Account Creation:

To get started, click on the "Register" button on the homepage. Fill in the required information such as username, email, password, and profile picture/image. After signing up, you will be redirected to the sign-in page.



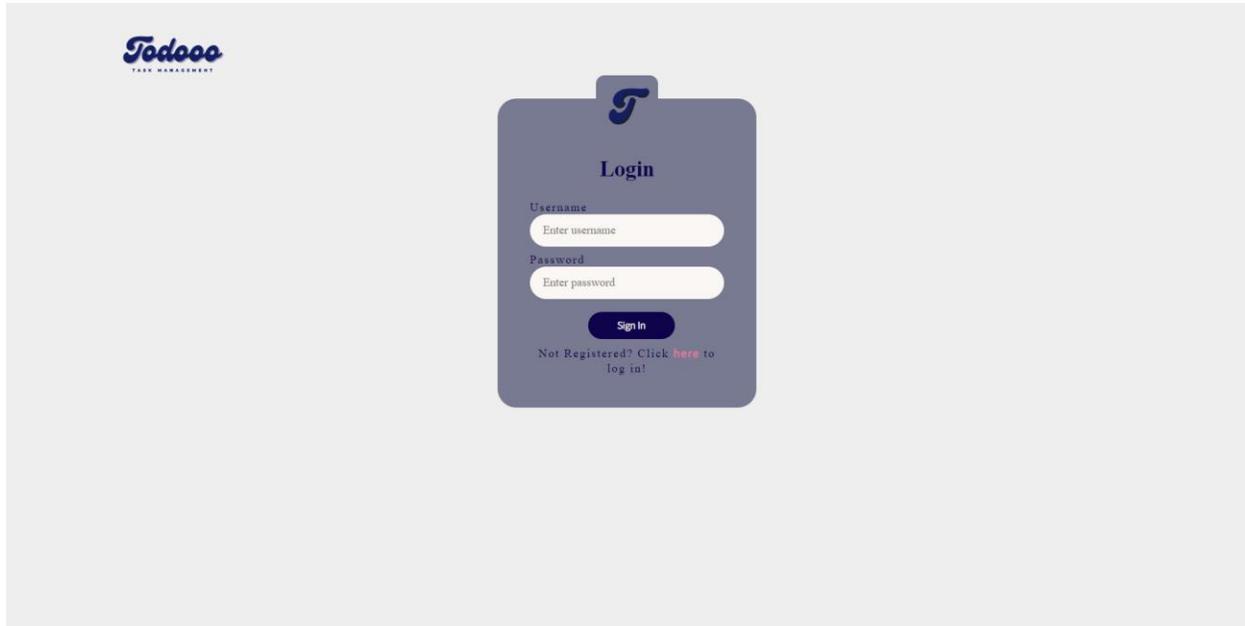
The image shows a registration form titled "Set up your account" on the Todooo website. The form is contained within a dark blue rounded rectangle. At the top left of the page, the Todooo logo is visible. The form fields are as follows:

- Username:** Input field with the example text "ex.: anonymous27".
- Email Address:** Input field with the example text "ex.: example@gmail.com".
- Password:** Input field with the placeholder text "Type password".
- Upload Profile:** A file selection area showing "No file selected".

Below the form fields is a circular profile picture placeholder. At the bottom of the form is a dark blue "Sign Up" button. Below the button, there is a link: "Registered? Click [here](#) to log in!".

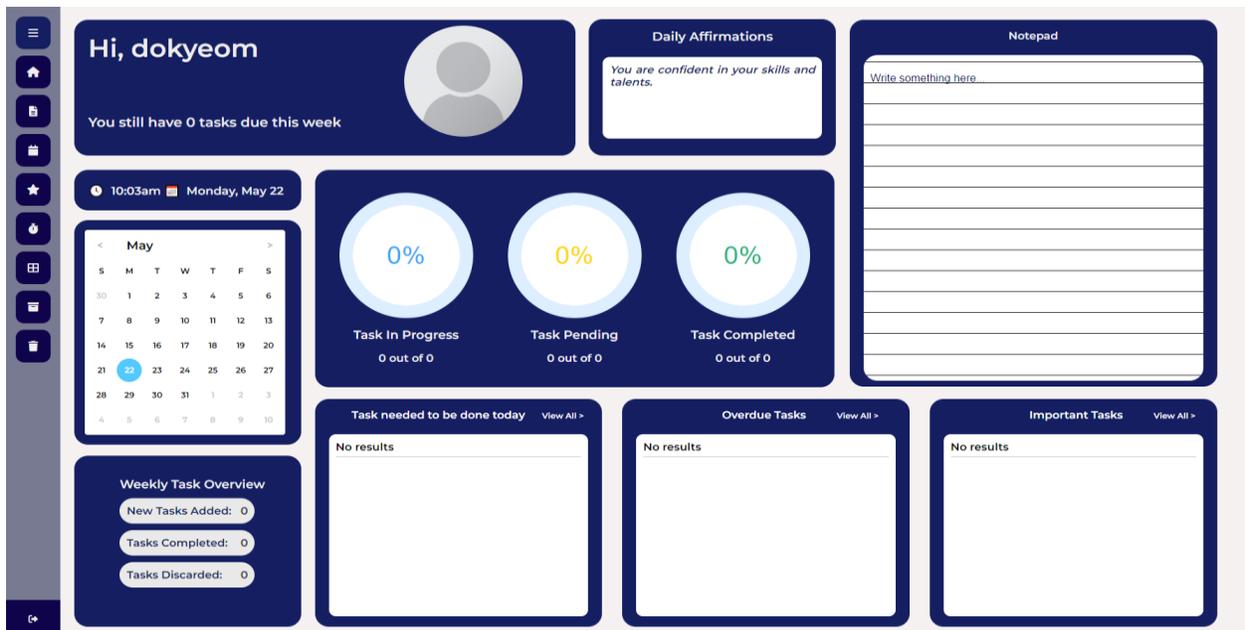
2.3 Logging In:

For new users, after signing up, you will be automatically redirected to the sign-in page. Existing users can click on the "Login" button on the homepage to access the sign-in page. Enter your credentials and click "Sign In" to access your account dashboard.



2.4 Navigating the Dashboard:

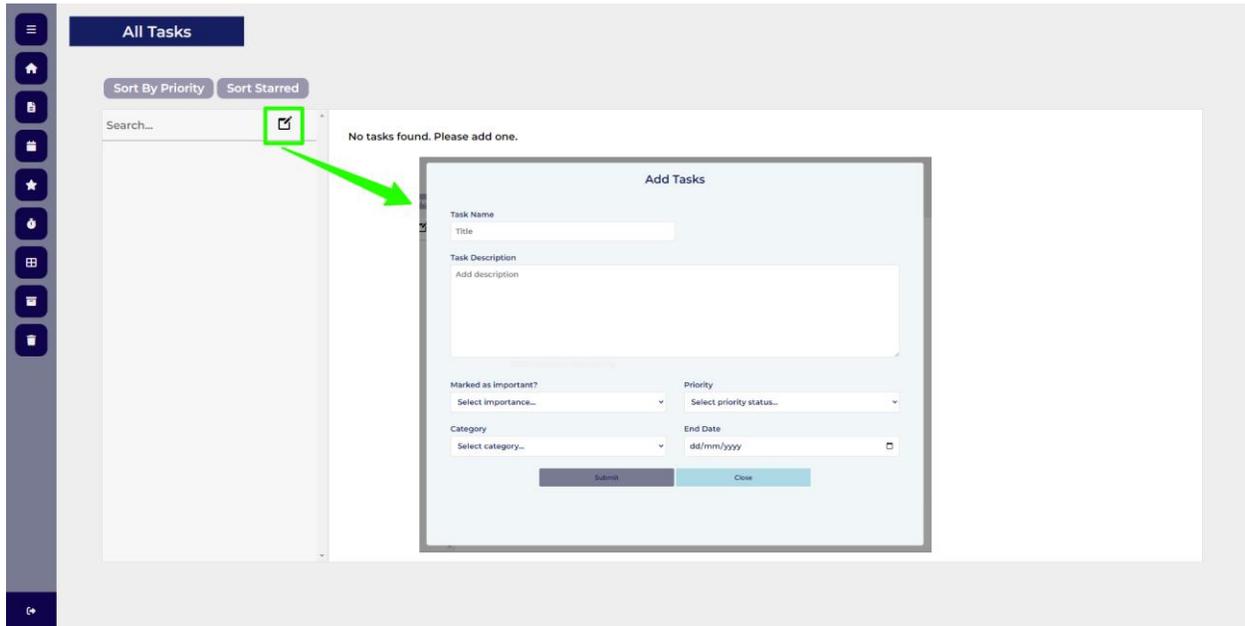
The Todooo dashboard provides an overview of your tasks and key information. It consists of sections such as greetings and task reminders, current time and date, calendar, affirmation section, note pad, task analytics, weekly task overview, and task preview. Use the sidebar navigation to access different sections and features.



3. Creating and Managing Tasks:

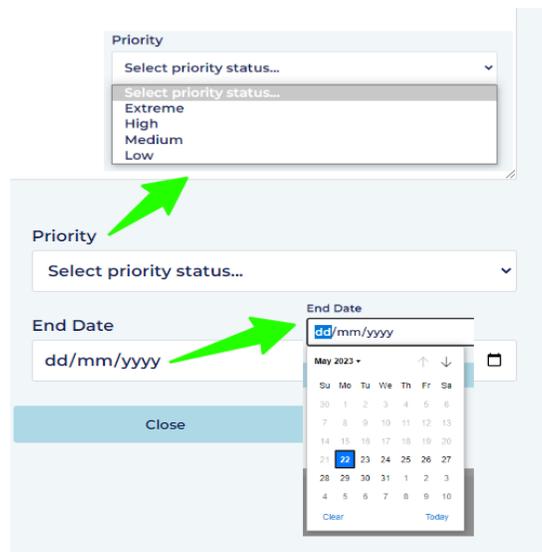
3.1 Creating New Tasks:

To create a new task, navigate to the relevant section (e.g., "All Tasks" or "Tasks Today") and click the "Create Task" button. Provide the task title, set a due date, add a description if needed, assign a priority level (e.g., extreme, high, medium, low), specify the category, and mark it as starred if desired.



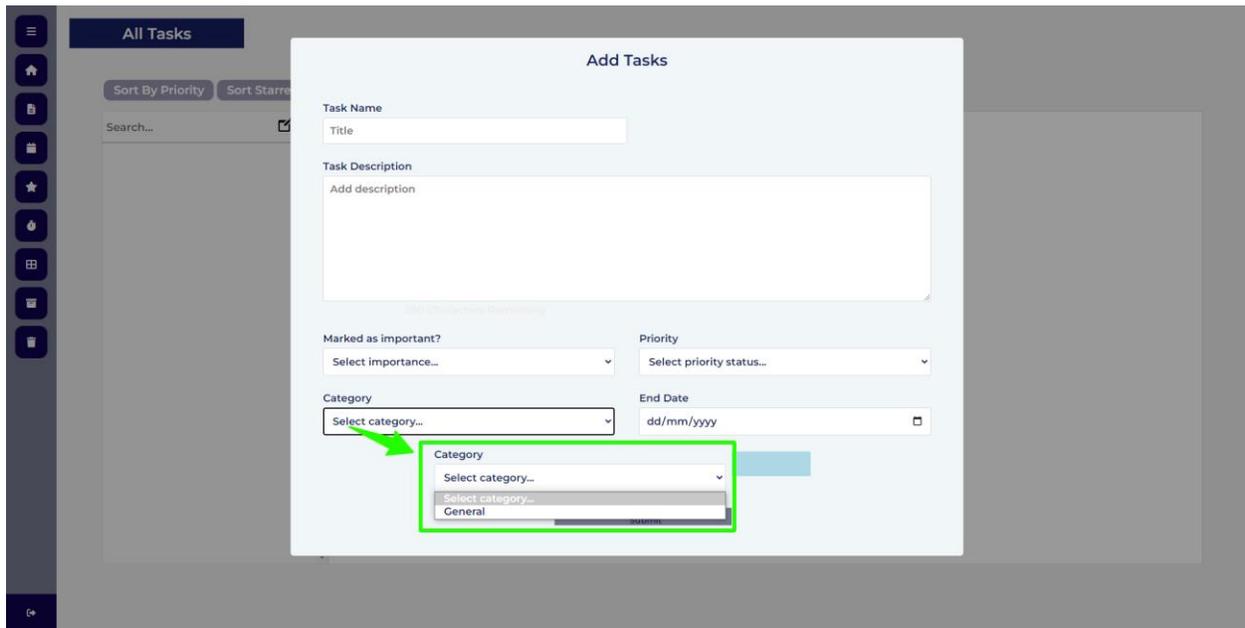
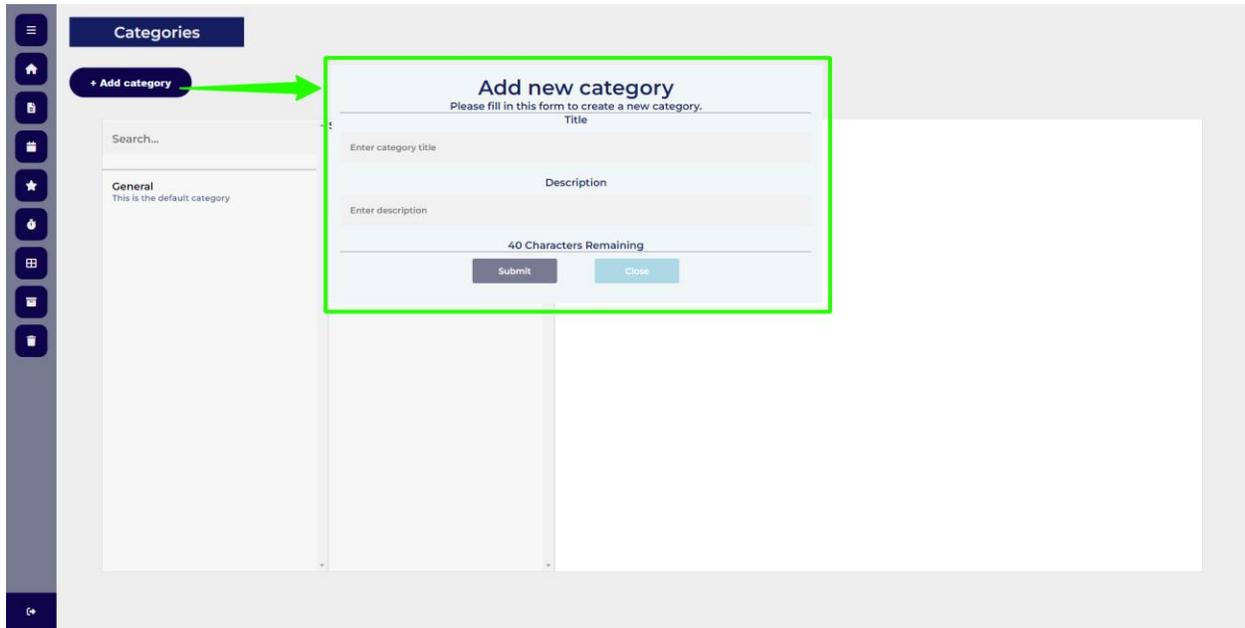
3.2 Setting Due Dates, Descriptions, and Priorities:

When creating or editing a task, set a due date to ensure timely completion. Add descriptions to provide more details about the task. Assign priorities to tasks to indicate their importance and urgency.



3.3 Organizing Tasks by Category:

Organize tasks by assigning them to relevant categories or projects. Use the category feature to group tasks together and manage them efficiently.



3.4. Sorting Task

The Todooo Task Management Website provides convenient options to sort your tasks based on priority and importance. You can easily arrange your tasks to focus on what matters most. Here are the available sorting options:

1. **Sort by Priority:** Clicking on the "Sort by Priority" button allows you to arrange your tasks based on their priority levels. This option helps you identify and tackle tasks that require immediate attention. The tasks will be ordered in descending order, starting with the highest priority (e.g., Extreme) down to the lowest priority (e.g., Low).



2. **Sort by Starred:** The "Sort by Starred" button enables you to organize your tasks based on their importance. Tasks that are marked as important or starred will be listed first, followed by non-starred tasks. This sorting option helps you quickly locate and focus on tasks that hold significant importance.



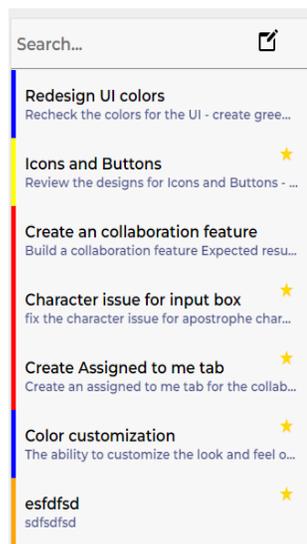
To use these sorting options, simply click on the respective buttons, and the tasks will be rearranged according to your selected criteria. You can switch between sorting options as needed to adapt to your current workflow.

4. Setting Priorities:

4.1 Assigning and Adjusting Priorities:

Prioritization is crucial for effective task management. Understand the importance of setting priorities to focus on critical tasks and ensure productivity. Assign priorities to tasks based on their importance and urgency. Adjust priorities as needed to adapt to changing circumstances or shifting project requirements.

Legends: ■ - Extreme ■ - High ■ - Medium ■ - Low



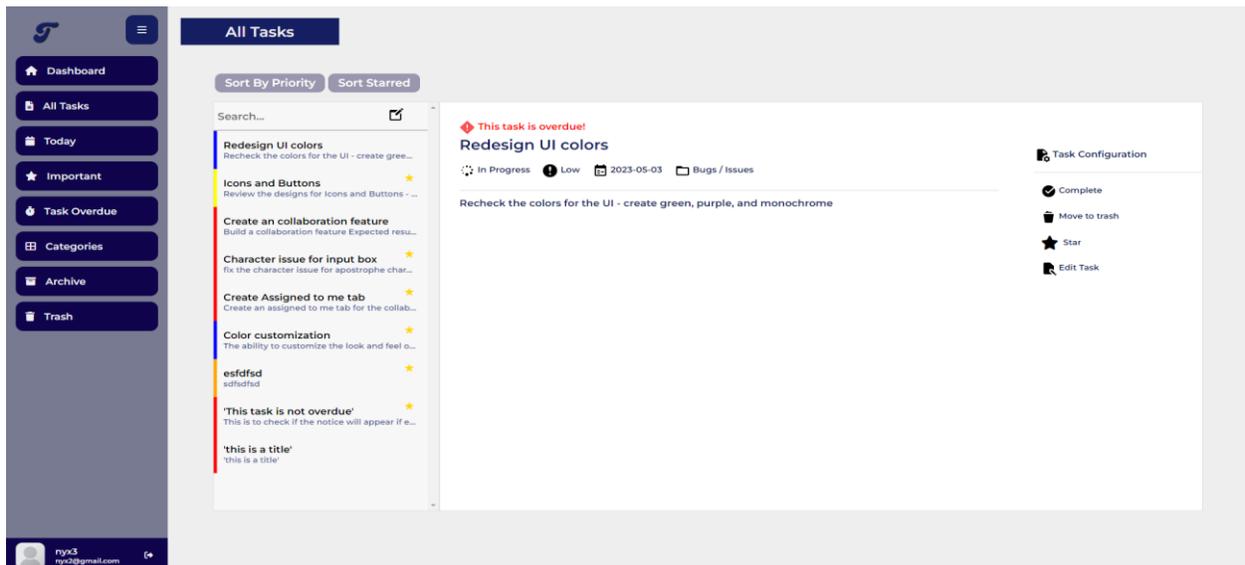
5. Navigating through sidebar

The sidebar in Todooo Task Management Website provides easy access to different sections and features of the application. It allows you to quickly navigate and switch between various views and tasks. Here's a breakdown of the different options available in the sidebar:

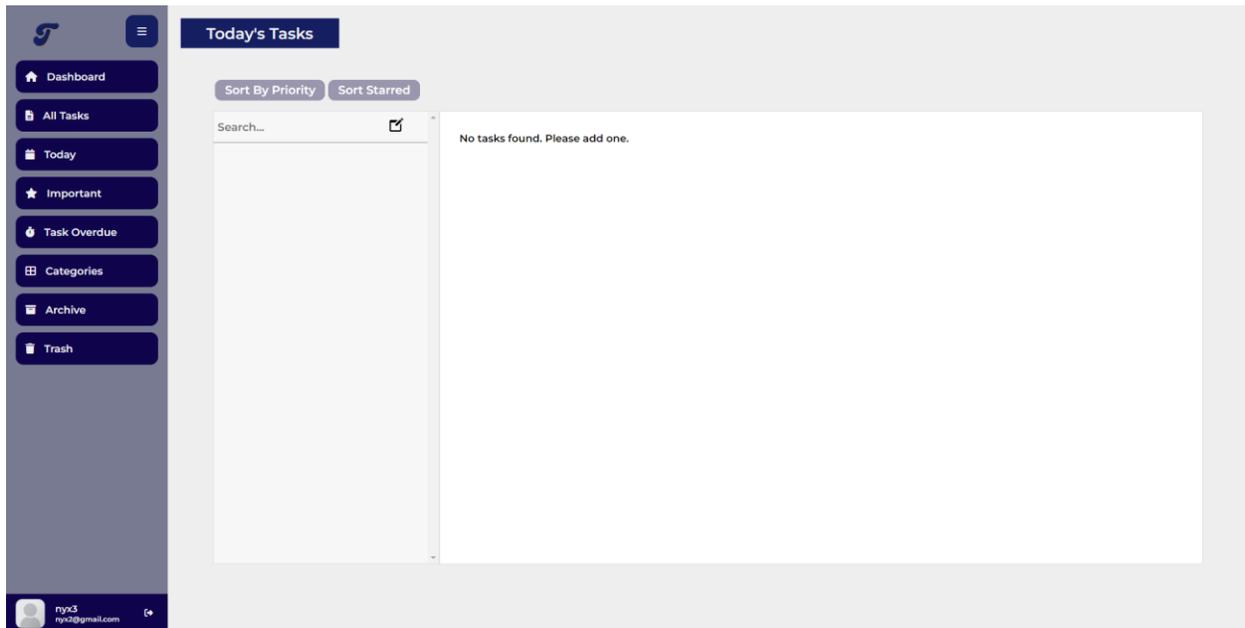
1. **Dashboard:** Clicking on the "Dashboard" tab will take you to the main dashboard page. The dashboard provides an overview of your tasks, calendar, progress tracker, and other important information.



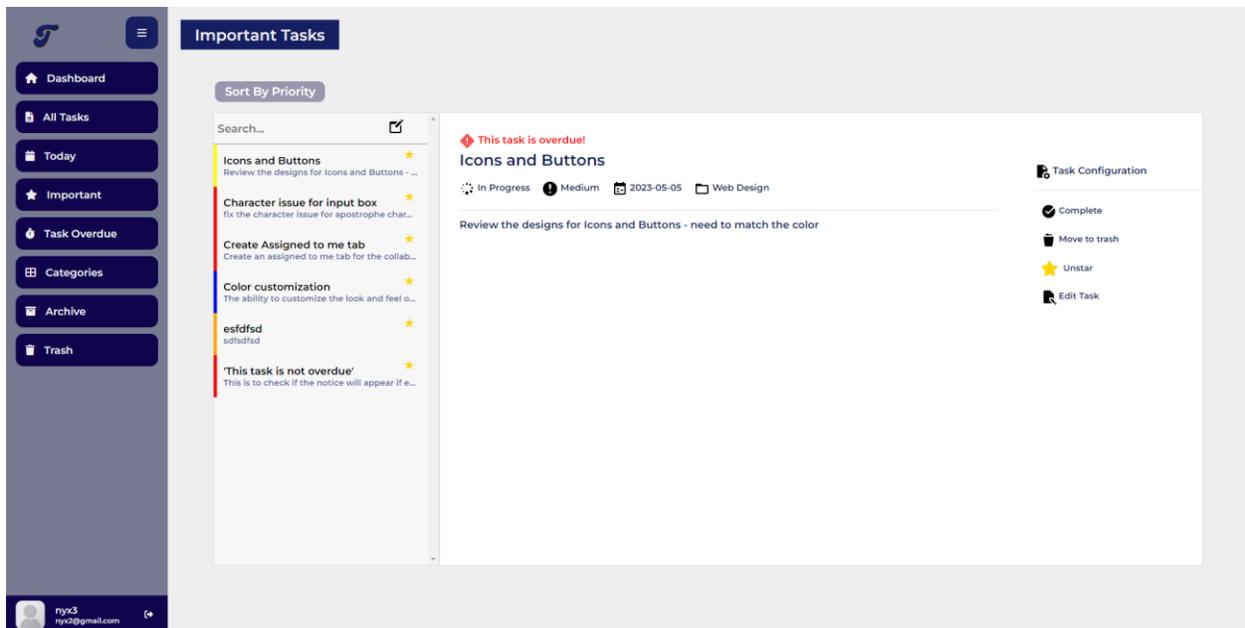
2. **All tasks:** Selecting the "All tasks" tab will display a list of all your tasks, including both active and completed tasks. This view allows you to see all your tasks at once for comprehensive task management.



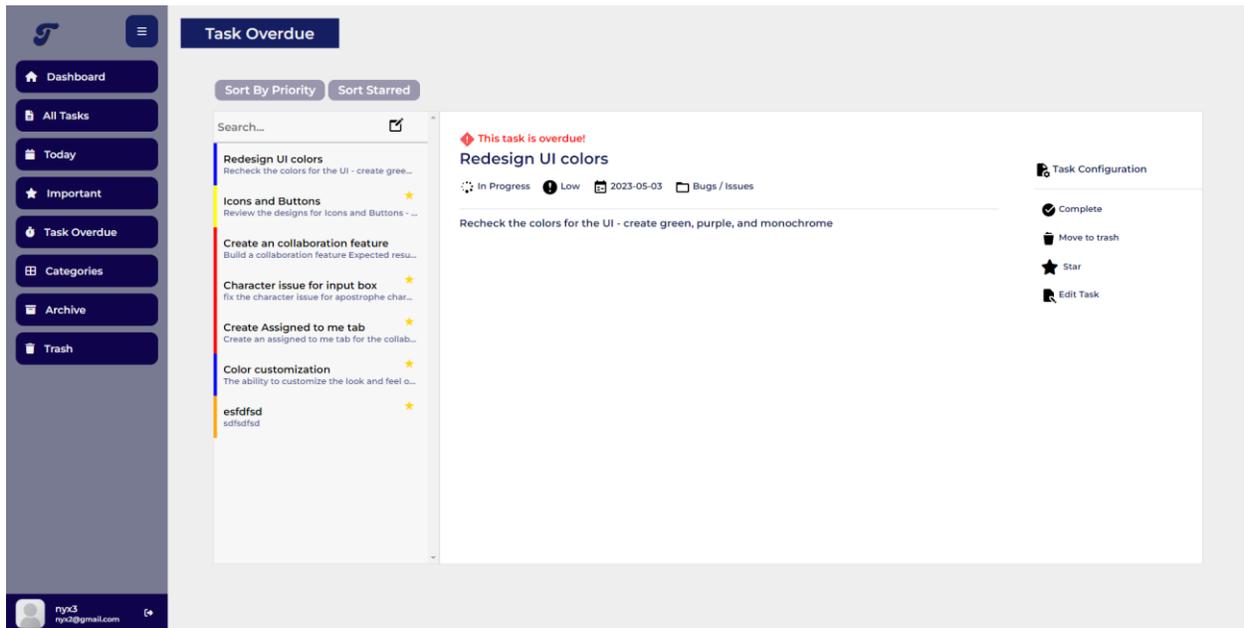
3. **Tasks today:** The "Tasks today" tab shows you a list of tasks that are due for completion on the current day. This view helps you focus on the tasks that need immediate attention.



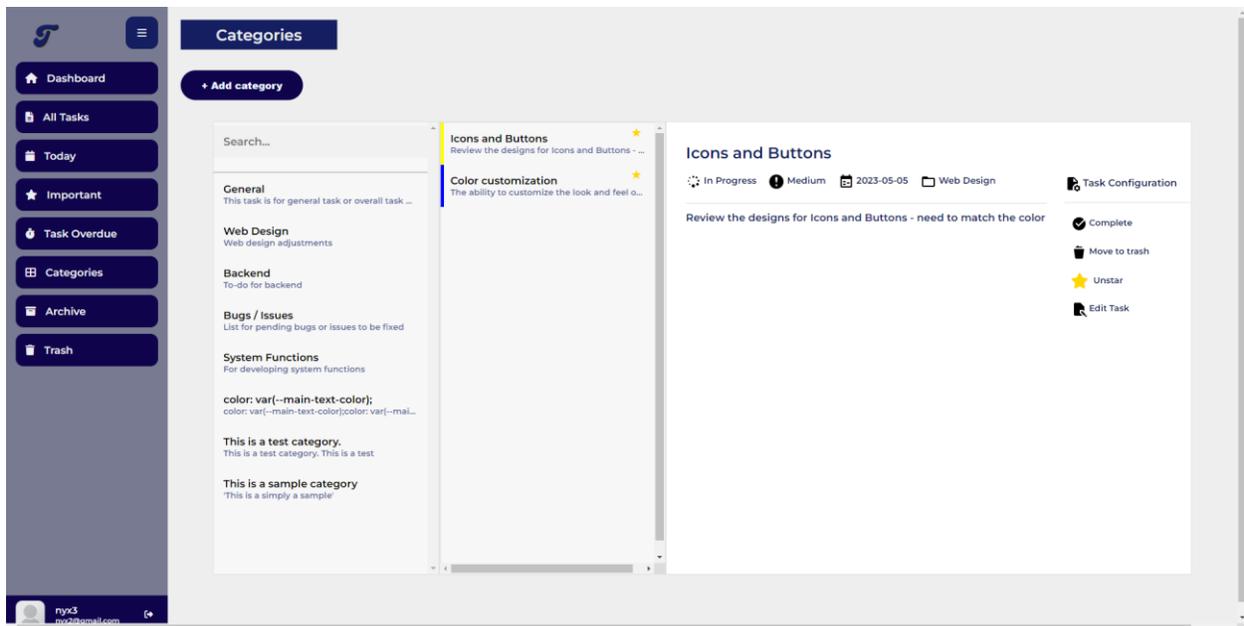
4. **Important tasks:** The "Important tasks" tab displays a list of tasks that you have marked as important or starred. It helps you prioritize and highlight specific tasks that require special attention.



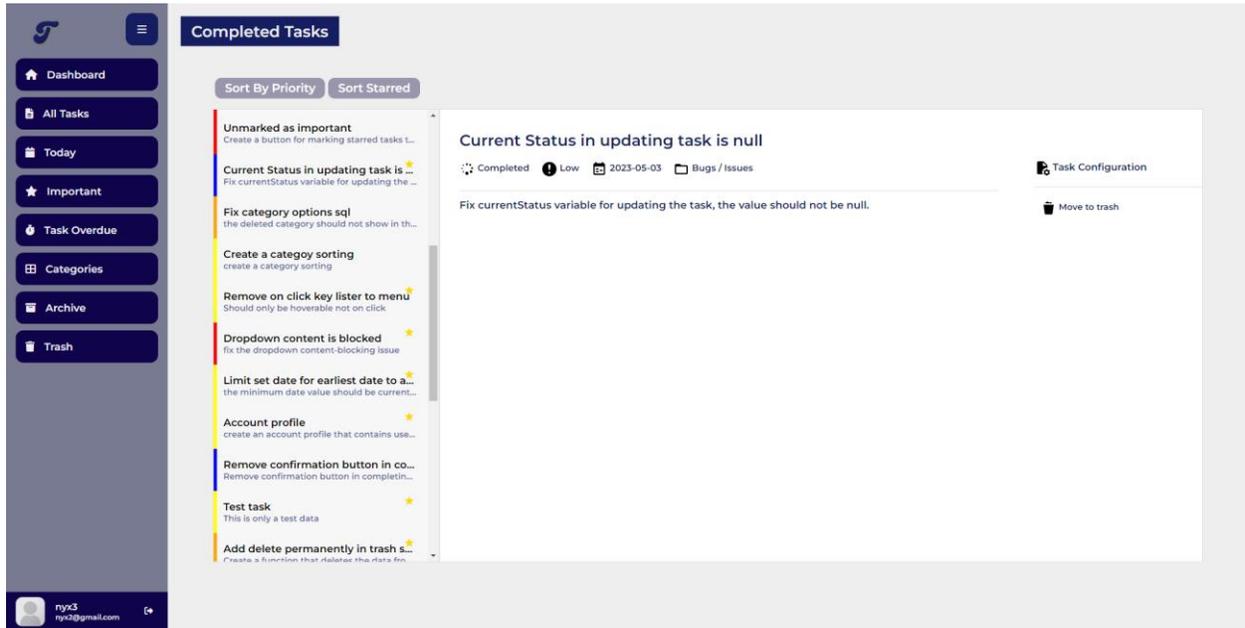
5. **Tasks overdue:** Selecting the "Tasks overdue" tab shows you a list of tasks that are past their due dates. This view ensures that you can easily identify and address any overdue tasks.



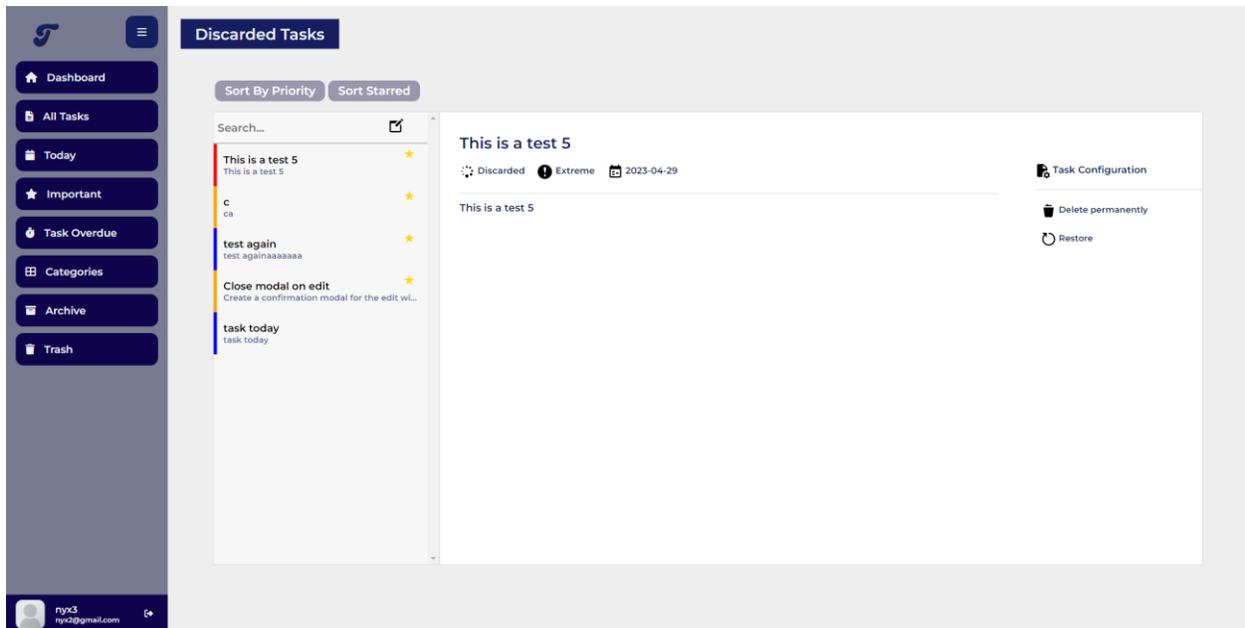
6. **Categories:** Clicking on the "Categories" tab allows you to manage and organize your tasks into different categories or projects. It provides a convenient way to group tasks based on their related themes or areas of focus.



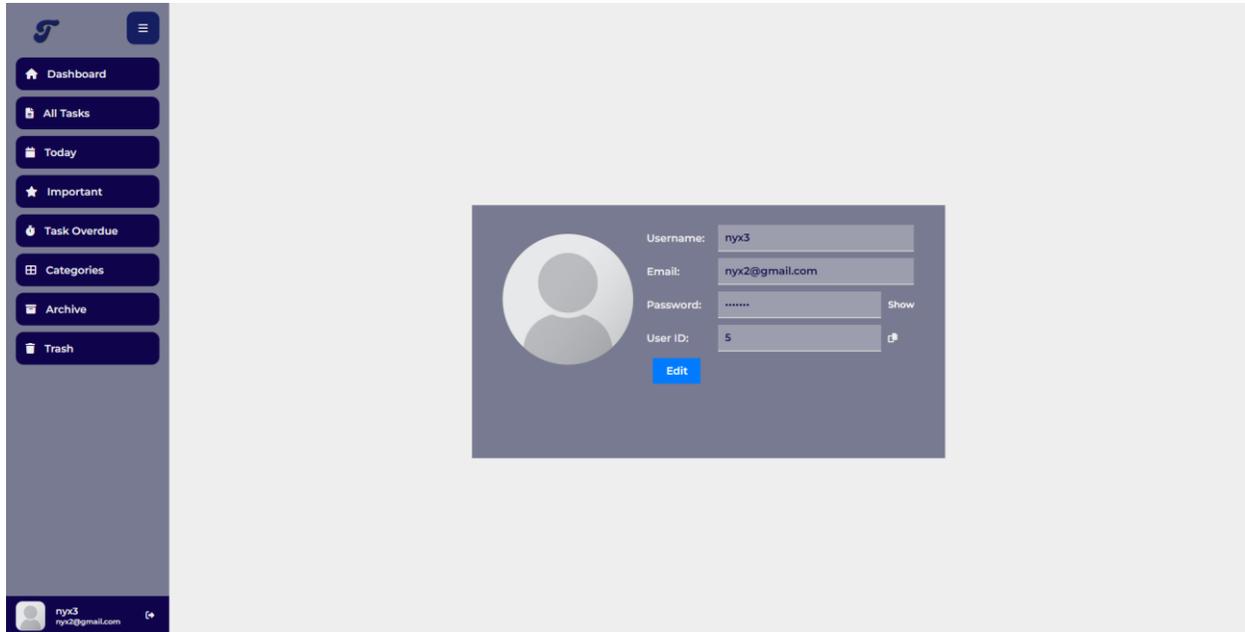
7. **Archive:** The "Archive" tab displays all your completed tasks. Archived tasks are stored here for reference and can be accessed whenever needed.



8. **Trash:** The "Trash" tab contains all the tasks that you have discarded. Deleted tasks are moved to the trash but can be restored if needed before being permanently deleted.



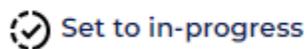
9. **Account and Logout:** At the bottom of the sidebar, you will find your profile information, including your profile image, username, and email. You can click on this section to access your account settings and make any necessary changes. Additionally, the logout button allows you to securely log out of your Todooo Task Management account.



5.Task Configuration

Within the Todooo Task Management Website, you have the ability to configure and manage your tasks using various options. The task configuration options allow you to customize the status, priority, importance, and disposal of your tasks. Here's a breakdown of the available task configuration features:

1. **Set as in-progress:** When a task is not already in progress, the "Set as in-progress" button will be displayed. Clicking on this button will update the status of the task to "In Progress," indicating that you have started working on it. This option is only visible when the task's current status is not already set as "In Progress."



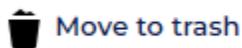
2. **Completed:** The "Completed" button is displayed only when a task is in progress. Clicking on this button will mark the task as completed and move it to the "Archive" section. Completed tasks are stored in the archive for future reference.



3. **Star/Unstar:** The "Star" button is shown for tasks that are not marked as important. Clicking on the "Star" button will mark the task as important or starred, allowing you to highlight its significance. Conversely, if a task is already marked as important, the "Unstar" button will be displayed. Clicking on the "Unstar" button will remove the task from the list of important tasks.



4. **Move to trash:** Clicking on the "Move to trash" button allows you to move the task to the "Trash" section. This action does not permanently delete the task but instead marks it as discarded. If needed, you can restore tasks from the trash.



5. **Delete permanently:** The "Delete permanently" button is only shown for tasks that have been moved to the trash. Clicking on this button will permanently delete the task from the system. Exercise caution when using this option, as the task cannot be recovered once deleted.



6. **Restore Task:** The "Restore Task" button is displayed for tasks that have been moved to the trash. Clicking on this button will restore the task and make it accessible again in the appropriate task list.



Release Note - Version 1.0.0 (May 24)

Summary: We are excited to announce the initial release of Todooo Task Management Website! This version lays the foundation for effective task management and provides essential features to help you stay organized and productive.

Features:

- **Task Creation:** Easily create tasks with titles, due dates, descriptions, and priority levels.
- **Task Management:** View, edit, and delete tasks as needed.
- **Priority Management:** Assign priority levels (High, Medium, Low) to tasks for better organization.
- **Task Categories:** Organize tasks into categories to streamline your workflow.
- **Dashboard Overview:** Get a comprehensive overview of your tasks, including task counts and upcoming deadlines.
- **Sidebar Navigation:** Seamlessly navigate through different sections of the website, such as All Tasks, Tasks Today, Important Tasks, Task Overdue, Categories, Archive, and Trash.
- **Task Configuration:** Manage task status (In Progress, Completed), mark tasks as important, and move tasks to the trash or restore them.
- **User Account:** Create a personal account, allowing you to save your tasks.

Known Issues:

- We are actively working to address minor performance optimizations and usability enhancements for future releases.

Acknowledgments: We would like to express our gratitude to all the early adopters and beta testers who provided valuable feedback during the development and testing phase. Your input has played a vital role in shaping this initial release of Todooo Task Management Website.

Thank you for choosing Todooo! We are committed to continually improving the platform and adding new features to enhance your task management experience. We value your feedback, so please don't hesitate to reach out to our support team with any questions or suggestions.