

# Tasks

- [Adding Tasks \(My Tasks vs. Manage >> Tasks\)](#)

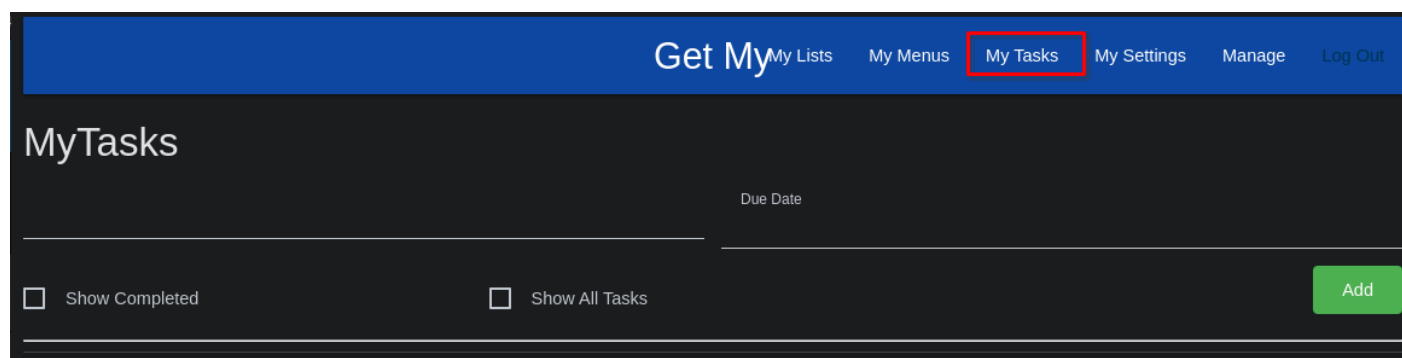
# Adding Tasks (My Tasks vs. Manage >> Tasks)

Tasks is a part of this app I created for my girls really. It was a way to separate and rotate their chores each day / week / etc. They could each login and see what their tasks were for any given day, and know what they were supposed to be doing. It all stemmed from the constant bickering about who did what on which day, and on, and on, as children will do.

Each user can use the My Tasks view to create tasks for themselves. This is a simple module meant to be used actively. There are no push notifications or reminders through email (yet). You just look at the list of tasks each day, and mark them complete as you get them done.

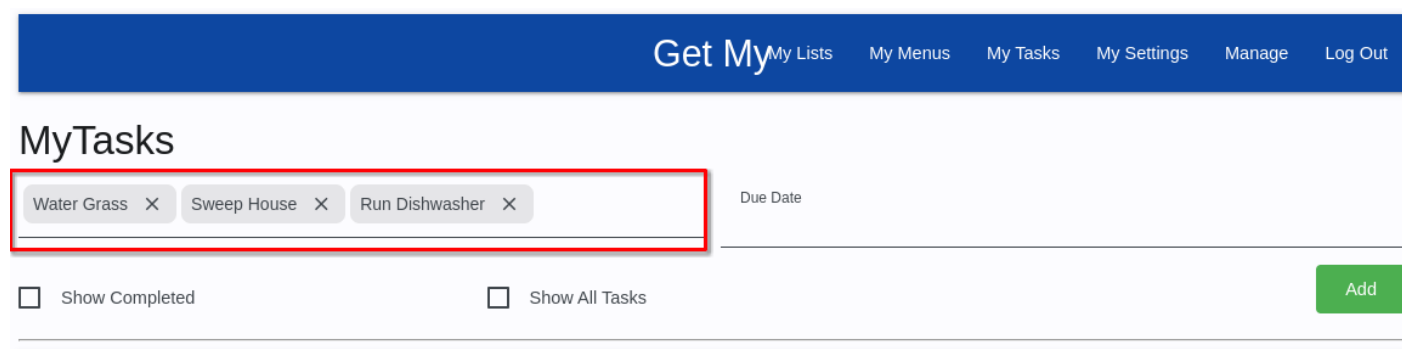
The Tasks will show up with a different color background when they go "overdue" (aren't completed by the due date).

To create a new Task in My Tasks, navigate to My Tasks in the top navigation, or the slide out navigation on mobile.



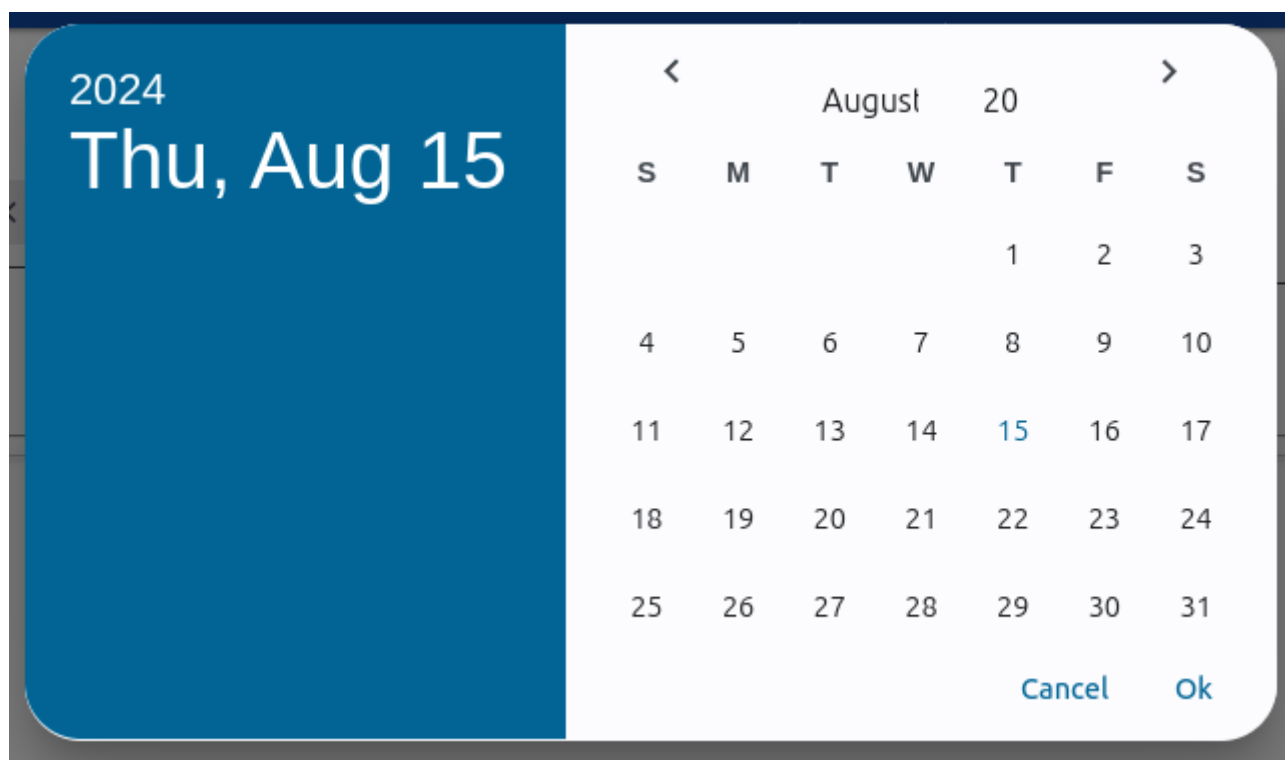
The screenshot shows the 'MyTasks' interface. At the top is a blue navigation bar with the text 'Get My' followed by links: 'My Lists', 'My Menus', 'My Tasks' (highlighted with a red box), 'My Settings', 'Manage', and 'Log Out'. Below the navigation bar, the title 'MyTasks' is displayed. To the right of the title is a 'Due Date' label. Below these are two checkboxes: 'Show Completed' and 'Show All Tasks'. On the far right is a green 'Add' button. The main area below the checkboxes is a large, empty white box for entering tasks.

Once there, you can enter multiple task items into the blank under the 'My Tasks' title. After an entry, press Enter, and you'll see the entry turned into a chip. Do this for each item you need to complete on the date(s) to save time on entry (especially for items that will repeat over multiple dates).



This screenshot shows the 'MyTasks' interface after several tasks have been added. The top navigation bar is the same, with 'My Tasks' highlighted. Below the 'MyTasks' title, the 'Due Date' label is present. The task entry area now contains three grey chips: 'Water Grass X', 'Sweep House X', and 'Run Dishwasher X'. Below the chips are the same 'Show Completed' and 'Show All Tasks' checkboxes, and the green 'Add' button is still on the right. The main area below the chips is empty.

Next, you can enter multiple dates using the 'Due Date' field. Click / touch the 'Due Date' field to bring up the date selection calendar.



Click the first date you need to complete the tasks on, then click 'Ok'. Do this for each date you need to add a task for, clicking 'Ok' after each date added. You'll see the dates added beneath the 'Due Date' field.

Due Date

Aug 25, 2024

Aug 19, 2024

Aug 22, 2024

Aug 25, 2024

Add

Keep in mind, that for each task you enter, it will be repeated in the task list for each date you enter. In my example I have three tasks to be done on three dates, so there will be a total of (3 x 3) 9 tasks created for the various due dates. Click the 'Add' button once you've entered the tasks and dates you want them done on to have them added to the task list.

# MyTasks

		Due Date
<input type="checkbox"/> Show Completed	<input checked="" type="checkbox"/> Show All Tasks	<button>Add</button>
Water Grass		▼
Sweep House		▼
Run Dishwasher		▼
Water Grass		▼
Sweep House		▼

The tasks are expandable sections. Clicking / Touching a section will expand it to give you the ability to see more details about the task, and / or mark it complete.

Water Grass	▲
Aug 19, 2024	 <input checked="" type="checkbox"/>
Complete? 	
Completed On? Not Complete	
Sweep House	▼
Run Dishwasher	▼

Touching / clicking the check-mark on a tasks details will mark the task as complete, and set the Completed On date for the task. Completed tasks can be viewed by checking the box labeled 'Show Completed'. Completed tasks are displayed with a green background to help differentiate them from the incomplete and overdue tasks.