

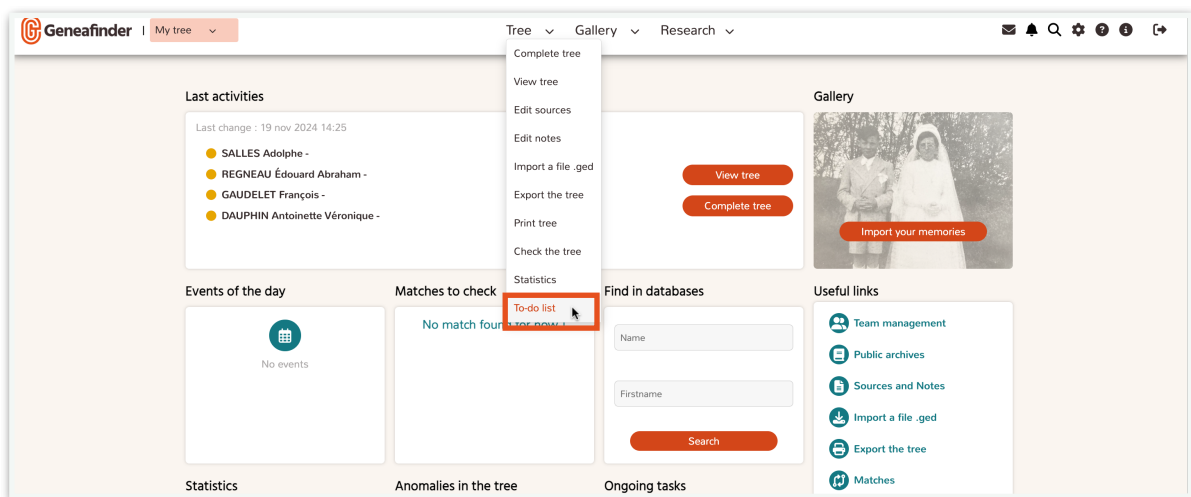
# Task Manager

## What is the Task Manager for?

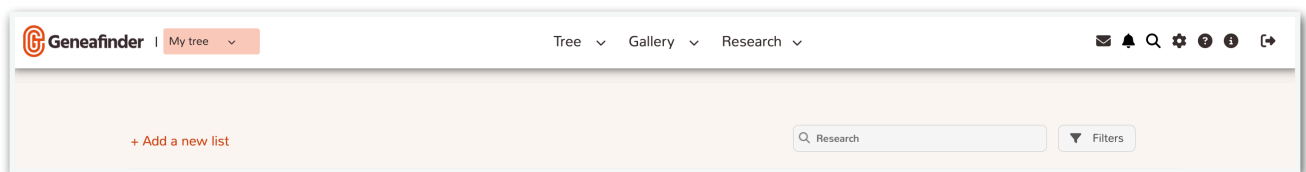
The Task Manager is a Premium tool available with a Solo, Duo, or Family subscription. This feature allows you to create task lists to centralize and organize your genealogical research and to-dos.

## How to use the Task Manager

1. Access the task manager by clicking the « **To-do list** » button or from the « **Ongoing tasks** » module on your dashboard.



2. Create a list by clicking the "Add a new list" button.

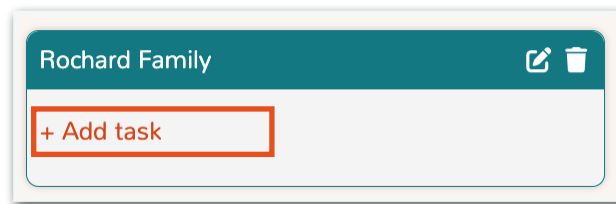


3. Name your list and choose a card color. Click **Save**.

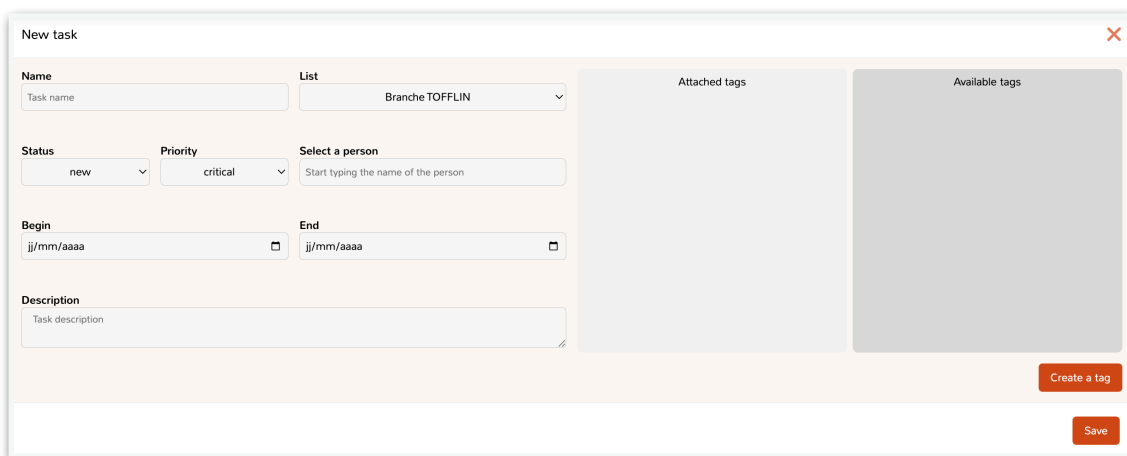


4. **Your task list is created.** You can edit it by clicking the **Pencil** icon. You can delete it (along with its associated tasks) by clicking the **Trash** icon.

5. To add a task to a list, click the "**Add a task**" button.

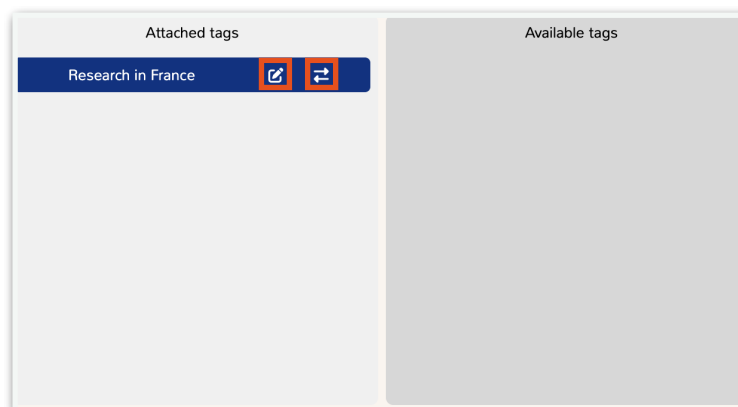


6. **Customize your new task.** Give it a name, add a status and priority, and set a start and end date. You can also link this task to a specific person in your tree.

A screenshot of a 'New task' form. The form has a title bar with 'New task' and a close button. It contains several sections: 'Name' with a 'Task name' input field and a 'List' dropdown menu showing 'Branche TOFFLIN'; 'Status' with a dropdown menu showing 'new'; 'Priority' with a dropdown menu showing 'critical'; 'Select a person' with an input field and the text 'Start typing the name of the person'; 'Begin' and 'End' with date input fields showing 'ij/mm/aaaa'; and 'Description' with a text area. At the bottom right, there are two buttons: 'Create a tag' and 'Save'.

7. To easily organize your tasks, add labels. Click the "**Create a tag**" button and customize it.

8. The created label will be automatically attached to your task. You can remove or add a label to a task by clicking the Move icon or by using drag-and-drop with your mouse. You can edit a label by clicking the Pencil icon.



9. Save your new task by clicking **Save**.

The 'New task' form contains the following fields and elements:

- Name:** Task name
- List:** Branche TOFFLIN
- Status:** new
- Priority:** critical
- Select a person:** Start typing the name of the person
- Begin:** jj/mm/aaaa
- End:** jj/mm/aaaa
- Description:** Task description
- Attached tags:** Research in France
- Available tags:** (empty)
- Buttons:** Create a tag, Save

10. Check that your task appears in your list. The status, priority, and colored label indicators will be displayed on the task card. To edit it, click the **Pencil** icon. To delete it, click the **Trash** icon.

The 'Rochard Family' task list displays the following task card:

- Task Card:** Find Birth
- Status:** new
- Priority:** critical
- Icons:** Pencil (edit), Trash (delete)

11. To save time, use the search bar to find a task and apply filters.

The interface shows the following elements:

- Search Bar:** Research
- Filters Sidebar:**
  - Lists:** Lists
  - Tasks:** Tasks
  - Statut:**
    - New:
    - Ongoing:
    - Finished: