USER GUIDE

HooTasks — Responsive user guide

Verified walkthroughs with annotated screenshots.

2 chapters

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1. Create a high-priority task

2. Save your notification preference

CHAPTER 01

Create a high-priority task

Add a task to Upcoming tasks and check that its title and priority remain after you reload the page.

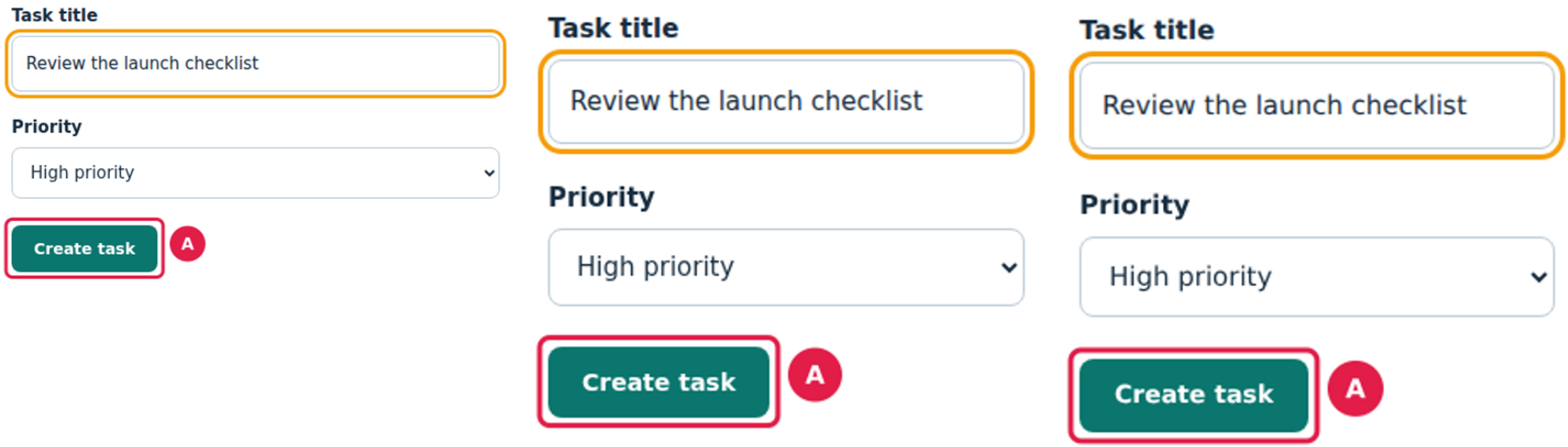
1. Under Create a task, enter a Task title and choose High priority. Select Create task.

2. When you see “Task created successfully.”, reload the page. Find your title under Upcoming tasks and check that High priority appears below it.

Figure 1.1 · Screen sizes

Title and priority before saving

Desktop · 1280 × 900 CSS px | Tablet · 768 × 1024 CSS px | Mobile · 390 × 844 CSS px

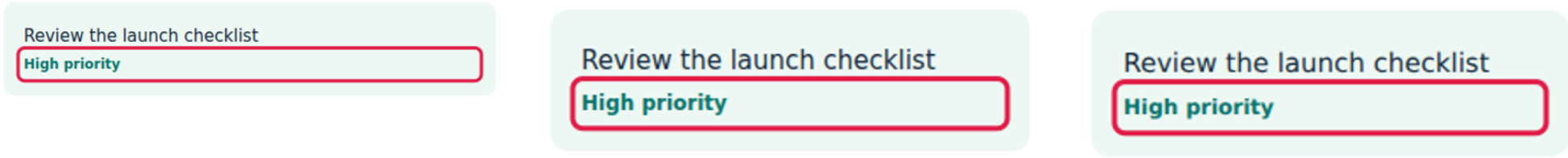


Overview. Full-size views with reference legends follow on the next pages.

Figure 1.2 · Screen sizes

The saved task after a reload

Desktop · 1280 × 900 CSS px | Tablet · 768 × 1024 CSS px | Mobile · 390 × 844 CSS px

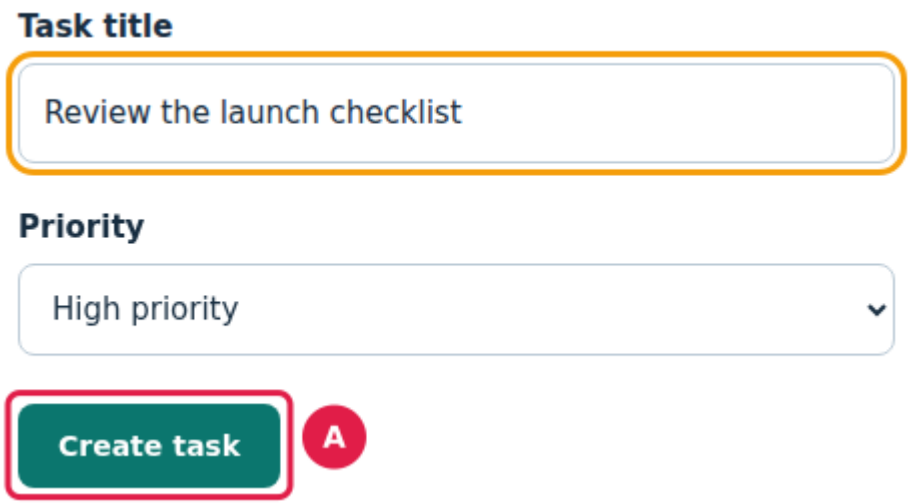


Overview. Full-size views with reference legends follow on the next pages.

FIGURE 1.1 · Desktop · 1280 × 900 CSS px

Title and priority before saving

The form is ready to submit with the example title and High priority selected.



A · Add this task to Upcoming tasks.

FIGURE 1.2 · Desktop · 1280 × 900 CSS px

The saved task after a reload

The saved entry shows the task title with High priority on the next line.

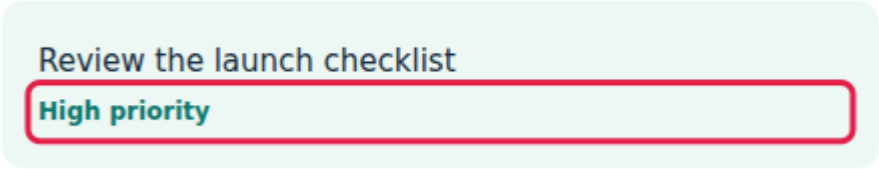
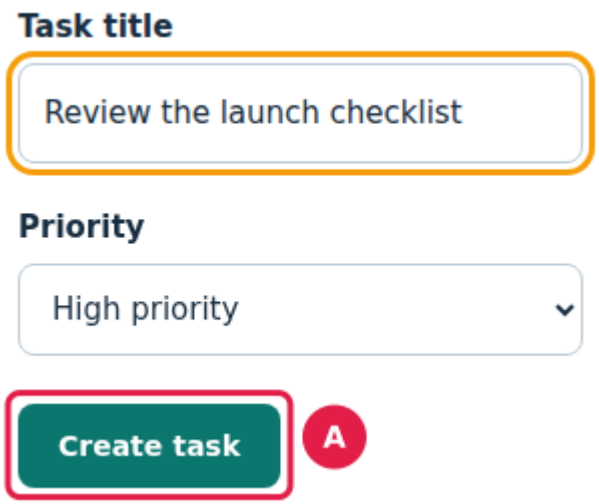


FIGURE 1.1 · Tablet · 768 × 1024 CSS px

Title and priority before saving

The form is ready to submit with the example title and High priority selected.



A · Add this task to Upcoming tasks.

FIGURE 1.2 · Tablet · 768 × 1024 CSS px

The saved task after a reload

The saved entry shows the task title with High priority on the next line.

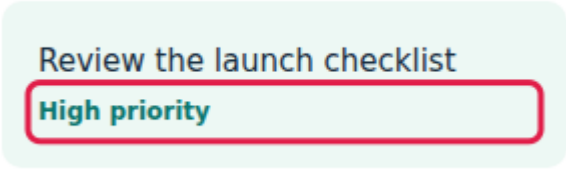
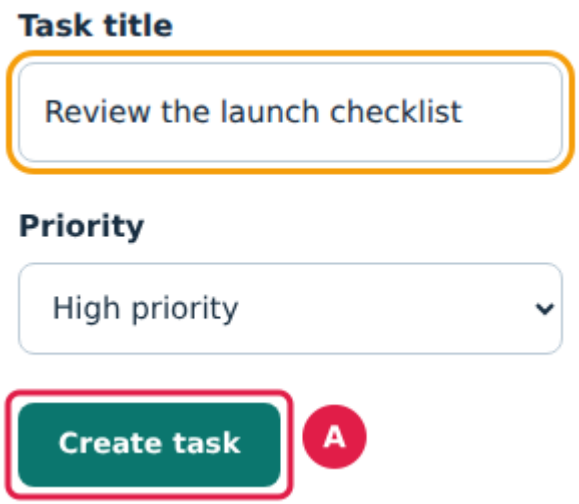


FIGURE 1.1 · Mobile · 390 × 844 CSS px

Title and priority before saving

The form is ready to submit with the example title and High priority selected.

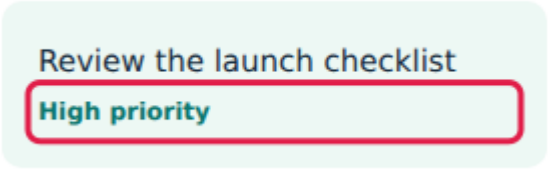


A · Add this task to Upcoming tasks.

FIGURE 1.2 · Mobile · 390 × 844 CSS px

The saved task after a reload

The saved entry shows the task title with High priority on the next line.



CHAPTER 02

Save your notification preference

Turn on Email notifications for this browser session and check your saved choice.

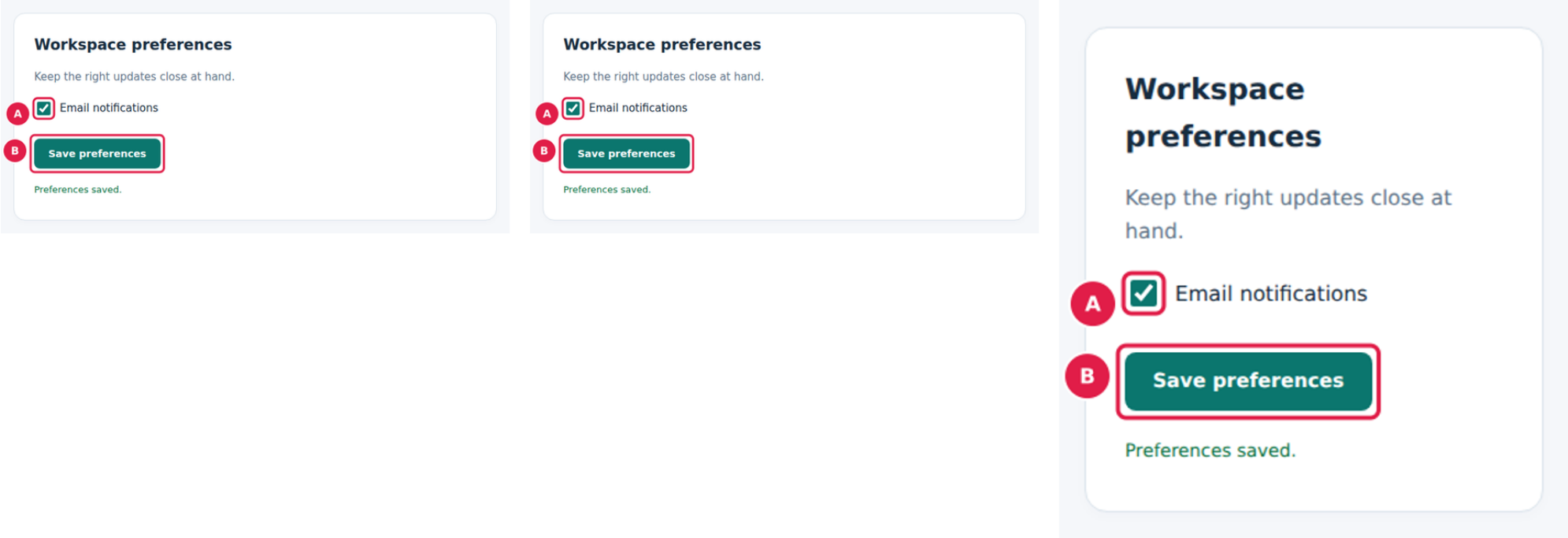
1. Scroll down to Workspace preferences. Select Email notifications, then Save preferences. Look below the button for “Preferences saved.”

2. Reload the page and return to Workspace preferences. Email notifications should still be checked.

Figure 2.1 · Screen sizes

The saved notification setting

Desktop · 1280 × 900 CSS px | Tablet · 768 × 1024 CSS px | Mobile · 390 × 844 CSS px

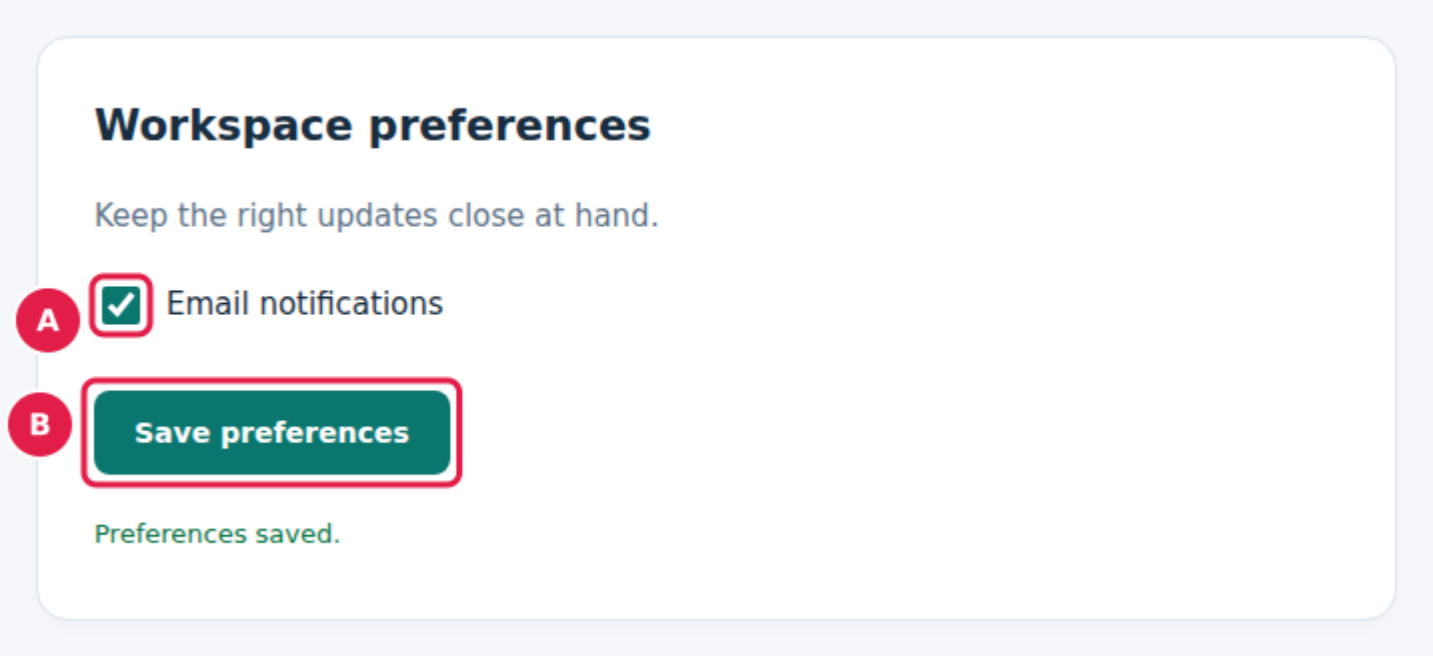


Overview. Full-size views with reference legends follow on the next pages.

FIGURE 2.1 · Desktop · 1280 × 900 CSS px

The saved notification setting

The checkmark shows the selected setting; the message below the button confirms the save.



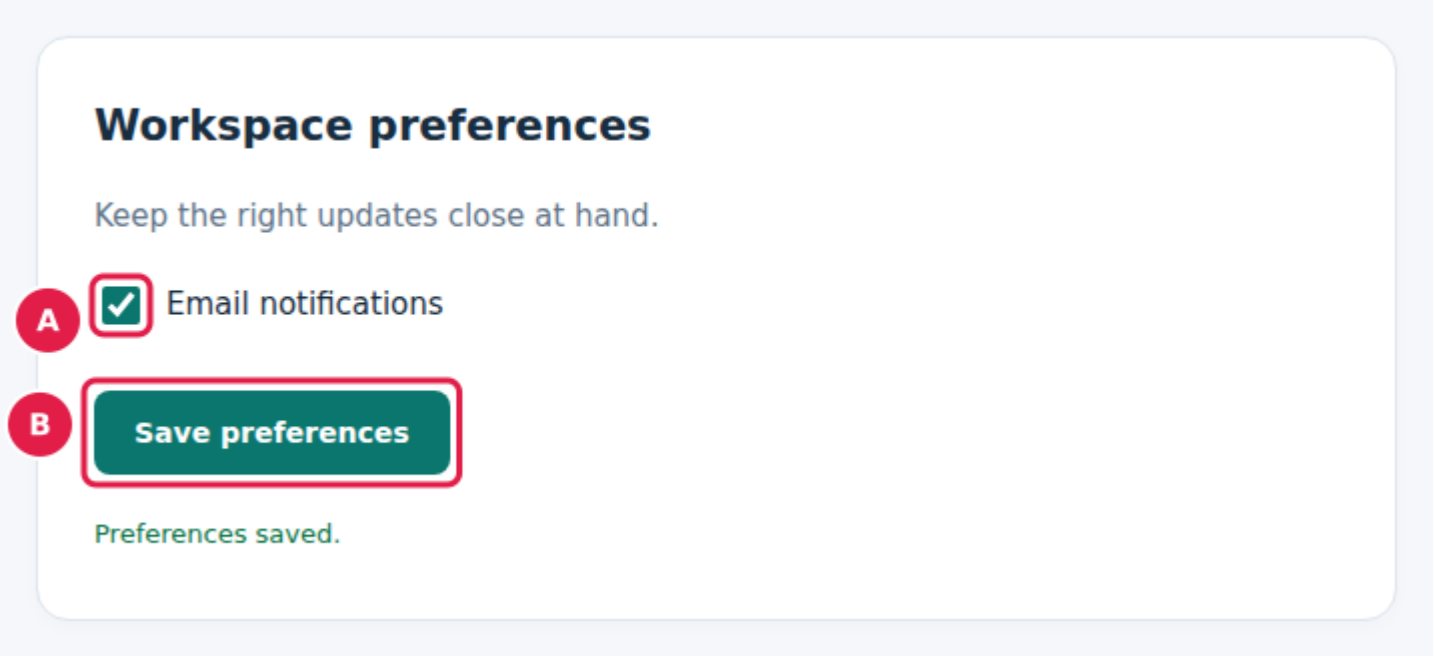
A · A checkmark means notifications are on.

B · Save your choice for this session.

FIGURE 2.1 · Tablet · 768 × 1024 CSS px

The saved notification setting

The checkmark shows the selected setting; the message below the button confirms the save.



A · A checkmark means notifications are on.

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FIGURE 2.1 · Mobile · 390 × 844 CSS px

The saved notification setting

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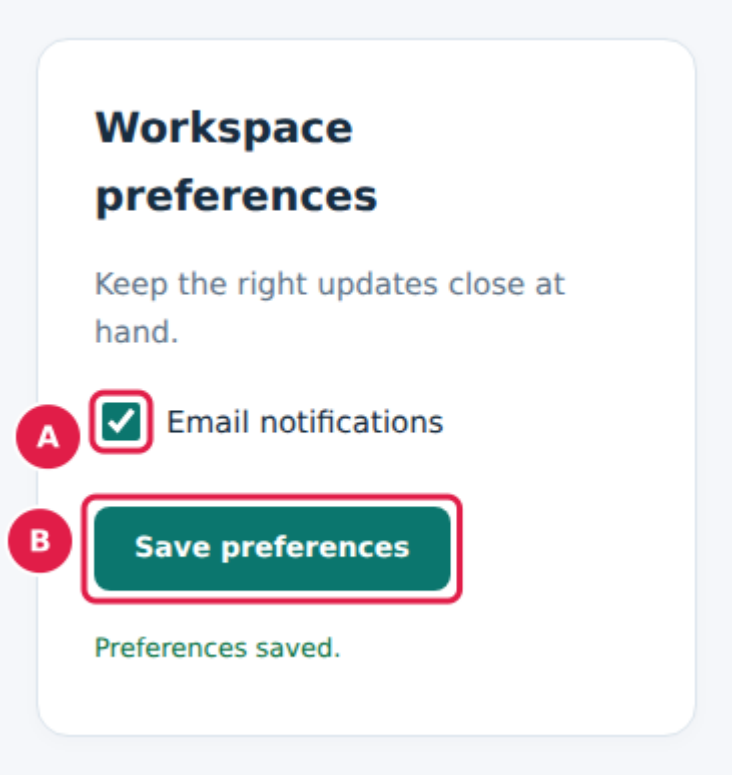

A · A checkmark means notifications are on.

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