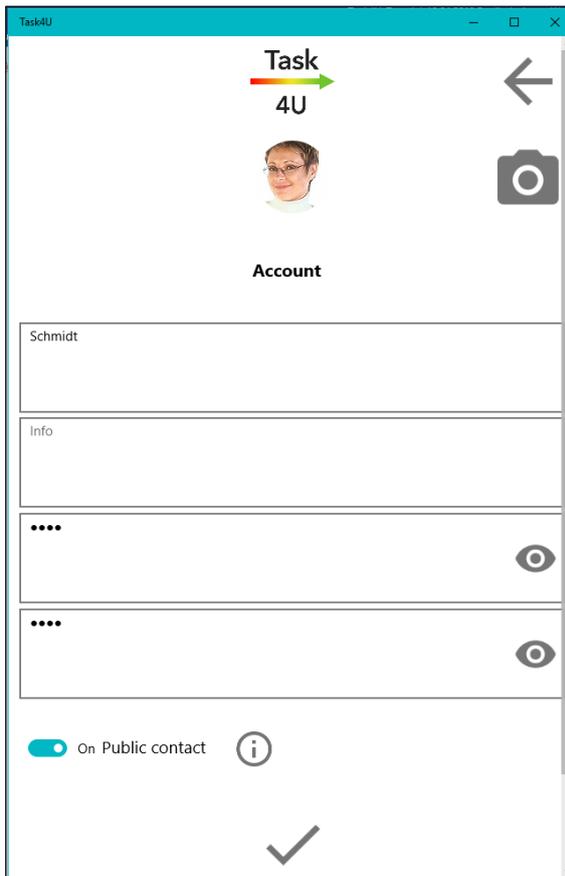# Task4U – Quick guide

Task4U - Create user

After download and installation start Task4U. Accept the terms of use and click on ✓ to login. If you are logging in for the first time, create a new user account.

Enter your name and a password. A photo upload is optional. Take a photo with the camera (camera icon) or use an already saved photo (picture icon) from your device.
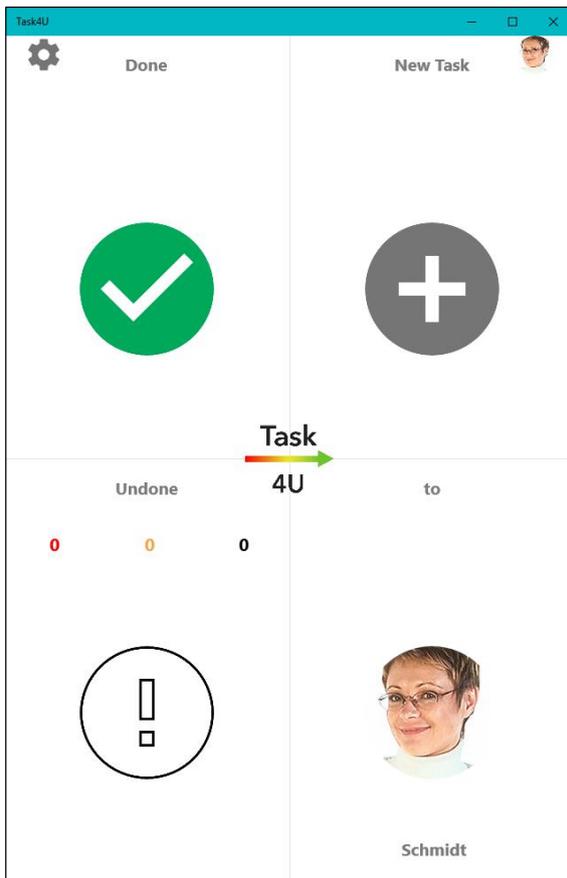
Information such as company status or profession are optional and only visible to you.
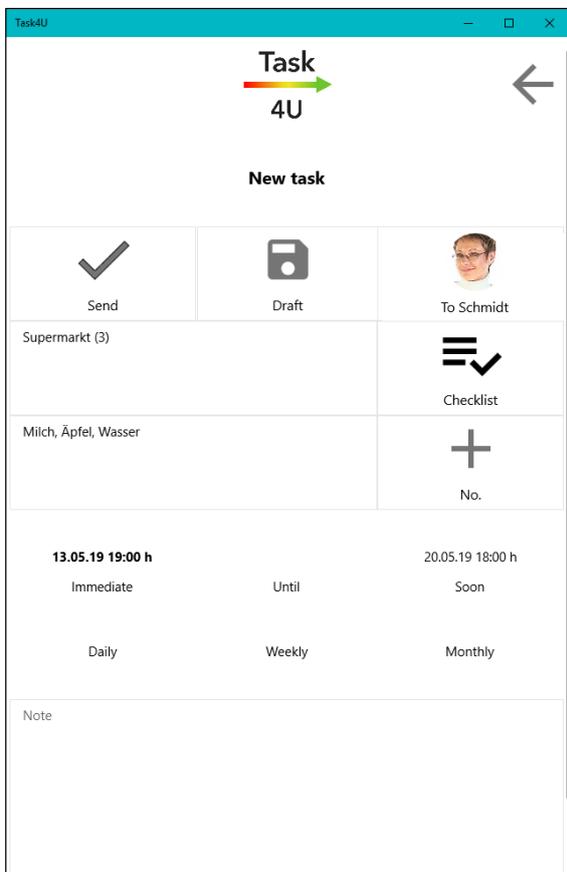
Press ✓ to confirm.
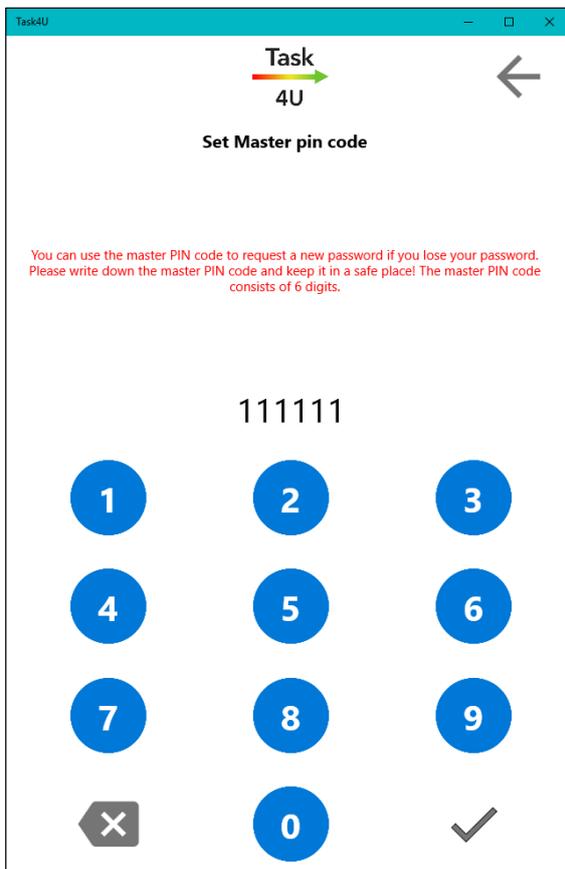
Before the user account is created, please assign a 6-digit Master PIN code.
If you lose your password, you can use this code to request a new password.

After confirming with ✓ you are now in the main menu.

With a click/touch on the lower right tile in the main menu you get to the contact management.

Here you can add new contacts using "+".

Task4U - Create tasks

Assign a new task to one of your contacts and select the urgency or the due date for it.

Use "Fast" or "Soon" buttons for a quick selection of task settlement urgency. ("Fast" means within the next 2 hours, "Soon" means within 1 week).

Click "Send" or "Save draft" to complete the task processing.

The task can be edited via "Open" in the context menu, as long as it is still unfinished.

If you want to delete the task, use the "Back" button (arrow at the top right) and return to the main overview.
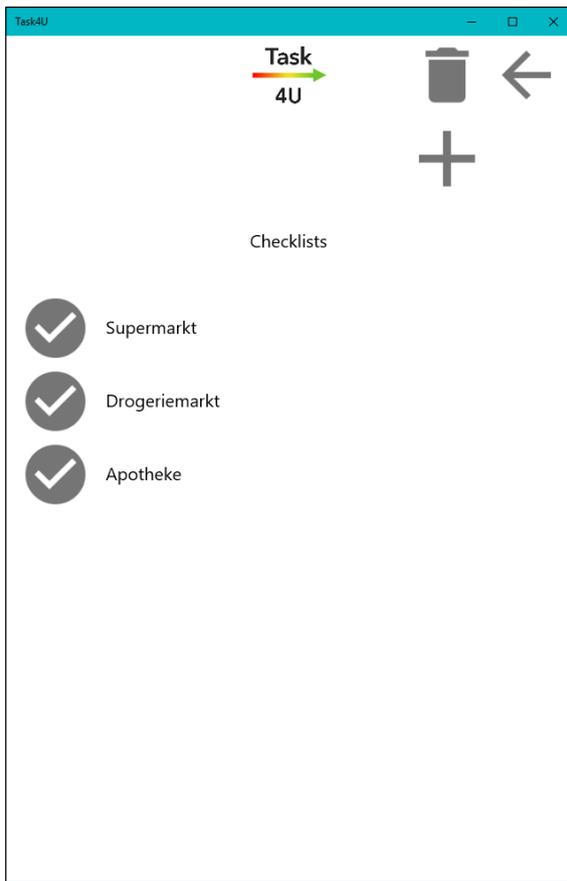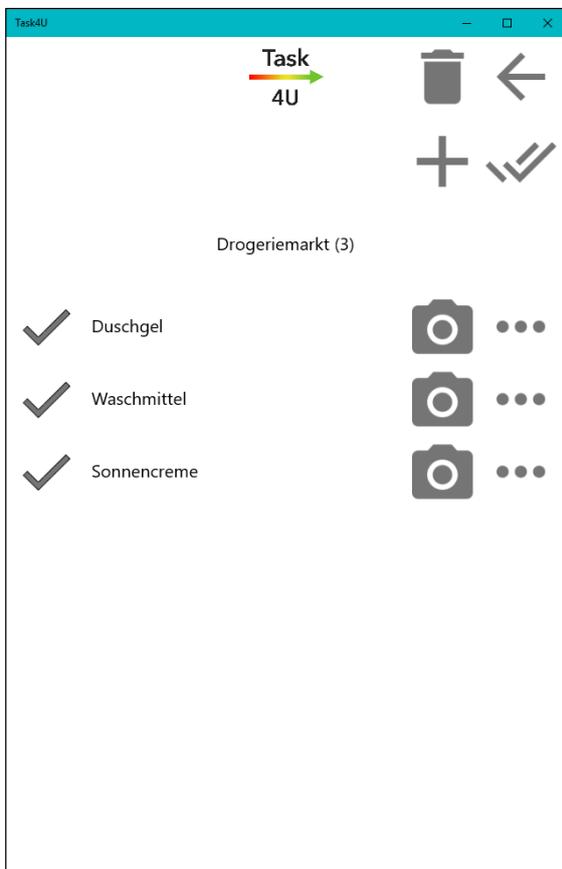
Task4U - Create checklists

With "+" individual checklists can be created.

After a while, you will get here a personal tasks library where you can select the tasks for new future checklists.

You can change the priority of the tasks by vertically moving the items in the list.

After checking the elements to be completed (using "double hook" button) all elements of the list will be selected and you return to the task overview with the "back" button (arrow at the right top corner). You can now send the task or the checklist or save it as a draft.

The individual elements can be added to the checklist with "+" or removed via the delete symbol.
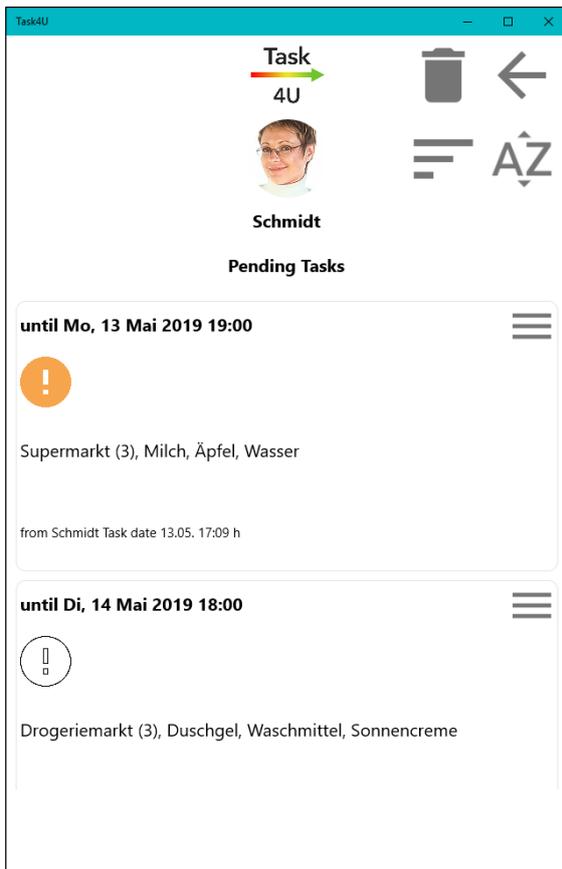
Task4U - Manage tasks

In the main menu is an overview of all completed or open tasks.

With a click/touch on the button at bottom left you can see the unfinished tasks in a list view. The tasks can be edited here.

A task marked as "Completed" is automatically moved to the list of completed tasks. Here the tasks can be deleted permanently.