**User Guide for ABC Software**

**1. Introduction**
Welcome to ABC Software — a software solution for project and task management. This program is designed to enhance your team's productivity, improve collaboration, and simplify planning processes. This document provides instructions on installation, setup, usage, and answers to frequently asked questions.

Before starting to use the program, make sure that your computer meets the minimum system requirements. Proper operation of the program requires an internet connection and an account on our website.

**Minimum System Requirements:**

* Operating System: Windows 10 or later / macOS 10.14 or later
* Processor: 2.0 GHz or higher
* RAM: 4 GB or more
* Disk space: 500 MB for installation
* Internet connection for updates and data synchronization

**2. Installing the Program**
To install ABC Software, follow these steps:

1. **Download the Program**
Visit the official ABC Software website and select the version suitable for your operating system. Download the installation file, which will have the extension .exe (for Windows) or .dmg (for macOS).
2. **Run the Installer**
Double-click the downloaded file. On Windows, you may be asked to confirm the installation process by selecting "Yes" in the User Account Control (UAC) window. On macOS, the installer file will open automatically, and you will need to drag the program icon into the "Applications" folder.
3. **Completing the Installation**
Follow the instructions in the installer to complete the installation. After installation, the program will launch automatically. If you encounter any issues during the installation, please refer to the "Frequently Asked Questions" section or contact technical support.

**3. Program Setup**
After installation, the program will prompt you to complete the initial setup. To optimize your experience with the program, follow these steps:

1. **Create an Account**
Upon the first launch of the program, you will be asked to create an account. Enter your email address and create a password for access. Ensure your password is strong enough to secure your account.
2. **Select Language and Interface Theme**
In the program settings, choose your preferred language for the interface. Currently, the following languages are supported: English, Russian, German, French, Spanish. You can also select the theme — light or dark, based on your preferences.
3. **Set Up Notifications**
In the "Notification Settings" section, choose which events should trigger notifications. These can include reminders of deadlines, new tasks, project status updates, and other important actions.

**4. Main Program Features**

ABC Software includes a variety of tools designed to increase productivity. Here are some of them:

* **Dashboard**
The main screen of the program is the central place for managing all your tasks and projects. Active projects, recent updates, and notifications are displayed here. You can customize the layout of the dashboard by changing the arrangement of toolbars and widgets.
* **Project Manager**
A separate page is created for each project, displaying all tasks, their statuses, deadlines, and assigned team members. You can add, modify, and delete tasks, as well as set deadlines and priorities.
* **Collaboration**
The program allows team members to work on a project simultaneously. Task statuses are updated in real time, and a history of changes is maintained. You can leave comments, attach files and links, and mention team members so they receive notifications of important changes.
* **Calendar**
The built-in calendar helps you keep track of deadlines and schedules. You can sync it with Google Calendar to ensure you don't miss important events and meetings. All tasks and projects will appear on the calendar, helping you plan work more effectively.
* **Reports and Analytics**
The program provides tools for generating reports on task and project performance. You can analyze team productivity, track time spent, and identify areas for improvement.

**5. Frequently Asked Questions (FAQ)**

**How to recover my password?**
If you have forgotten your password, go to the password recovery page on our website and follow the instructions. A link to reset your password will be sent to your email.

**How to add a new user?**
To add a new user to a project, go to the "Team Management" section and click "Add User." Enter their email address and select the role they will have in the project (e.g., manager, executor, observer).

**How to delete a project?**
To delete a project, go to its settings and select the "Delete Project" option. Be cautious, as deleting a project will remove all data associated with it.

**6. Support and Updates**
If you have any questions or issues, our support team is always ready to help. You can contact us via email, live chat on our website, or by phone. We also regularly release program updates that add new features and improve security. To receive updates automatically, make sure the auto-update feature is enabled.

**7. Conclusion**
Thank you for choosing ABC Software to manage your projects. We are confident that this software will help you and your team work more efficiently and collaboratively. If you have any questions or suggestions, please don't hesitate to contact us.