



User Guide for TaskFlow Employees



TaskFlow User Guide

Project Name: TaskFlow – Team Task Manager

Technology Stack: Vue.js + Firebase

Hosting Link: <https://taskflow-84e54.web.app>



1. How to Sign Up and Login

- Visit: <https://taskflow-84e54.web.app>
- Click on **Sign Up** if you're a new user.
- Fill in your **email** and **password** to register.
- After signup/login, you will be redirected to the **Dashboard**.



2. User Roles

There are **two types of users**:

Role	Description
Admin	Can add, edit, delete tasks
Member	Can only add/view tasks


Admin role is set by the management in Firebase manually.

3. Managing Tasks

Once you're on the **Dashboard**:

- Enter a task title in the input box
- Click **Add Task**
- All tasks will appear in a list below

If you're an admin:

- You will see  Edit and  Delete buttons next to each task
- You can modify or remove any task

4. Real-Time Updates

- All tasks update **instantly** for all users using Firebase Firestore
- No need to refresh the page

5. Notes

- If you're unable to edit or delete tasks, your role is likely **"member"**
- Contact admin if your role needs to be upgraded
- All user roles are stored in the users collection in Firebase Firestore

Support

For help or issues, contact the TaskFlow admin team.