

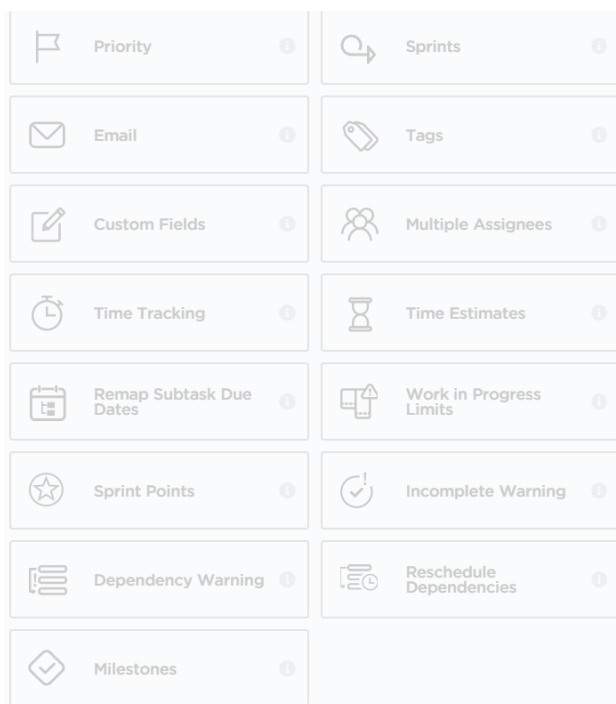
# TASK MANAGEMENT SYSTEM

## TIZIM HAQIDA

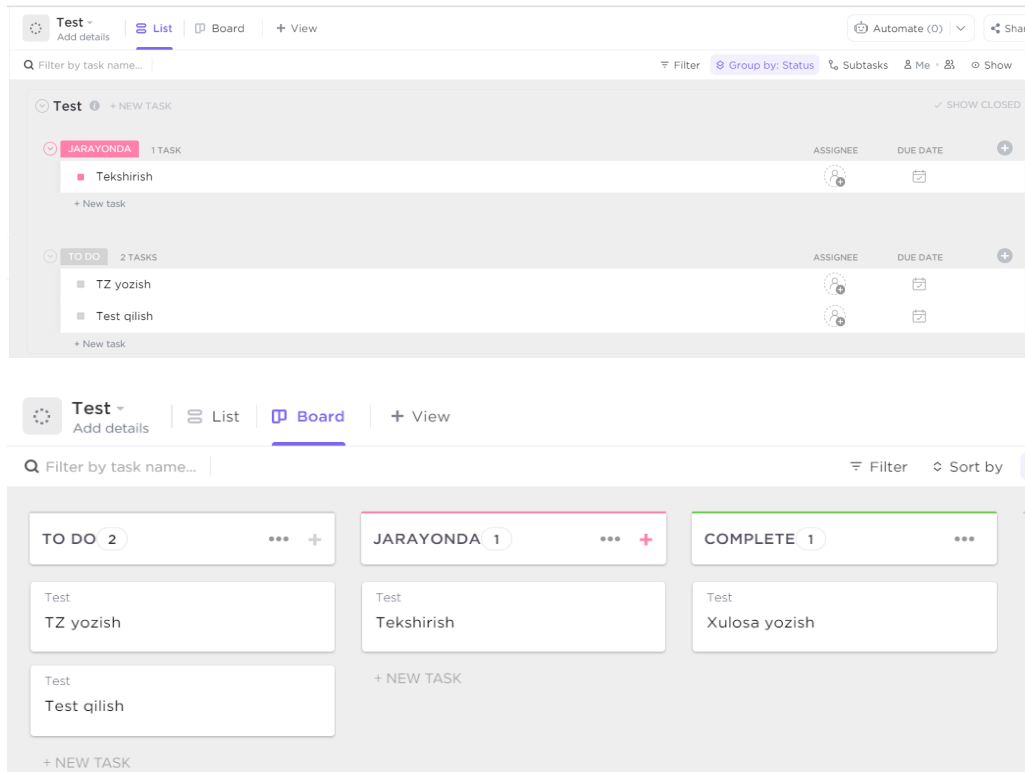
Ushbu tizim topshiriqlarni boshqarish uchun xizmat qiluvchi platforma hisoblanadi.

Tizimda quyidagi tushunchalar bor:

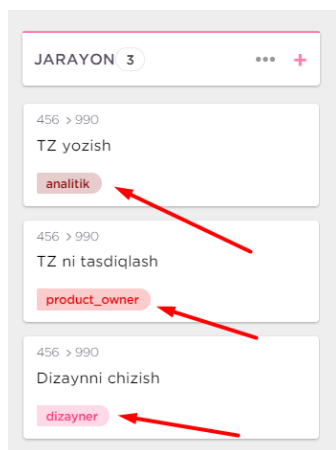
- **WORKSPACE** - bu ishxona;
- **SPACE** - ishxonadagi department(bo'lim) hisobalanadi;
- **PROJECT** - department tomonida bajariladigan loyiha hisobalanadi;
- **CATEGORY**- projectda qilinadigan topshiriqlarning mazmunan bir toifaga jamlanishi. Bunda bitta projectda ko'plab categorylar bo'lishi mumkin.
- **TASK** - biror bir categoryning ichida bo'ladi va bajariladigan topshiriq hisoblanadi. Bitta task bitta categoryga tegishli bo'ladi.
- **SUBTASK** - taskning ichidagi subtasklar bo'lishi mumkin
- **CHECKLIST** - taskning ichidagi check qilinadigan kichik tasklar
- **STATUS** - taskning qaysi holatda ekanligi. Har qanday task birotta bir statusga tegishli bo'ladi.
- **CLICK APPS** - tasklarni boshqarish uchun qulaylik yaratuvchi qo'shimcha imkoniyatlar.



## - **VIEW** - tasklarni qanday holatda ko'rinishi



- **PRIORITY** - tasklarni qay darajada muhimligi
- **TAGS** - taskni qaysi sohaga tegishli ekanligi va qo'shimcha ma'lumotlarni ifodalash uchun ishlatiladi



Tizimda quyidagi rolelar bo'ladi:

- **ROLE\_ADMIN** (Bu platformani boshqaruvchi eng yuqori role. Tizim yo'lga qo'yilganda yaratilgan bo'ladi)
- **ROLE\_MODERATOR** (Bu platforma bo'yicha kotentlarga javob beruvchi role. Ushbu roledagi foydalanuvchini admin qo'shadi)
- **ROLE\_USER** (tizimdan ro'yxatdan o'tib, undan foydalanuvchi role)

# TIZIMDA RO'YXATDAN O'TISH VA KIRISH

Userlar tizimga email orqali ro'yxatdan o'tadi. Email butun tizimda takrorlanmas bo'ladi. Ro'yxatdan o'tgan userga **ROLE\_USER** role berilishi kerak.

Let's go!


Full Name

 User

Email

 foydalanuvchi@gmail.com

Choose Password

 ..... [Show](#)



[or signup with SSO](#)

Emailiga tasdiqlash kodi keladi va shu kodni kiritib ro'yxatdan o'tish jarayoni yakunlanadi.

Let's go!



We just emailed you.

Please enter the code we emailed you.

foydalanuvchi@gmail.com

Confirmation Code

\_\_\_\_\_

**Verify**

[Resend Code](#) or [Logout](#)

Tizimga kirishda esa login va paroldan foydalanish kerak. Tizimga kimgach toki mijoz o'zi tizimdan "LOGOUT" qilmagunga qadar tizimdan chiqmasligi kerak.

## Welcome back!

Email



Password

[Forgot Password?](#)

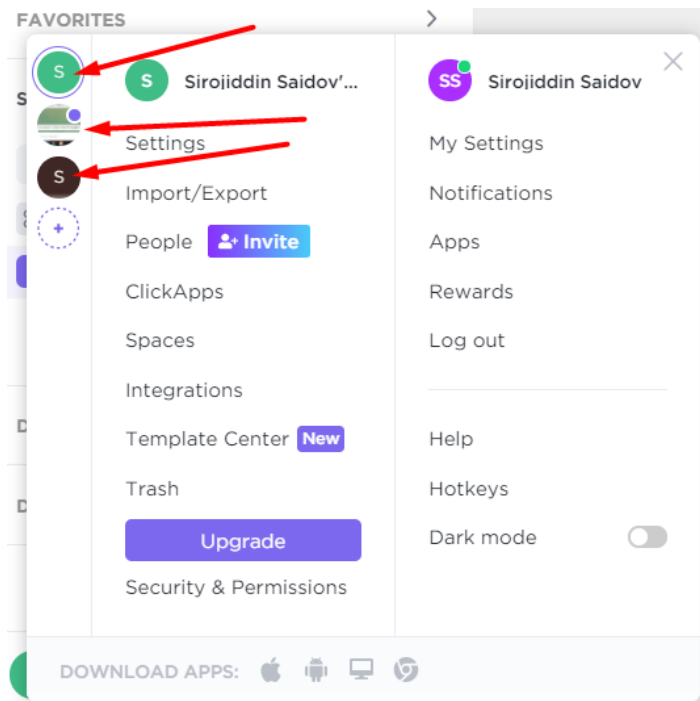
Log In

# WORKSPACE

Tizimga ro'yxatdan o'tgan user o'zi uchun hohlagancha workspace(ishxona) ochishi mumkin bo'ladi.

Workspace ochish uchun quyidagi ma'lumotlarni to'ldirishi kerak:

- nomi;
- avatar rasm yoki rang (ixtiyoriy).



Workspace bu eng muhim qism hisoblandi. Tizimdagi barcha harakatlar uning ichida amalaga oshiriladi.

Har bir workspace uchun alohida ravishda uning owner tomonidan oylik to'lov qilinadi.

To'lov uchun turli tarifflar bo'ladi. Tarifflar ishchilar soniga nisbatan summa oshib boradi. Tarifflar admin tomonidan boshqariladi.


Workspacening nomi va avatar rasm yoki rang o'zgartish imkoni doim bo'ladi.

Workspaceda boshlang'ich holatda 4 ta lavozim bo'ladi:

- **OWNER** (Workspace egasi. U workspace bo'yicha barcha huquqlarni qila oladi);
- **ADMIN** (Workspace boshqaruvchisi. U workspace ownerdan keyingi o'rinda turadi)

- **MEMBER** (Workspace ishchisi. U workspace admindan keyingi o'rinda turadi)
- **GUEST** (Workspaceda ma'lum bir project uchun yollanuvchi ishchi. U workspacedagi o'ziga share(biriktirilgan) project va categoryarni ko'ra oladi)

Workspacega hohlagancha yangi role qo'shish mumkin bo'ladi:

 **Advanced permissions** [Learn more](#)

Search for action... + New Role

ACTIONS	ADMIN	MEMBER	GUEST	ADVANCED ...	LIMITED M... ...
<b>MANAGE ACTIONS</b>					
<b>Add/Remove Members</b> Gives the user the permission to add or remove members to the Workspace.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Edit Statuses</b> Gives the user the permission to create, edit, and delete statuses. If you have Edit Statuses toggled on, but Delete Items off, you will not be able to delete statuses.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Manage Custom Fields</b> Gives the user the permission to create, edit, and delete Custom Fields. If you have Manage Custom Fields toggled on, but Delete Items off, you will not be able to delete Custom Fields.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Manage Tags</b> Gives the user the permission to create, edit, and delete tags. If you have Manage Tags toggled on, but Delete Items off, you will not be able to delete tags.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CREATE AND DELETE ACTIONS</b>					
<b>Custom Roles</b> Gives the user the ability to create, edit, delete and manage all custom roles. Users with this permission by default have access to all permissions. Only custom admins can be granted this permission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Create Spaces</b> Gives the user the permission to create Spaces in the team Workspace.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Create Views</b> Gives the user the permission to create and edit views on locations. When toggled off, full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Workspaceda avvaldan mavjud bo'lgan permissions(huquqlar)ni hohlagan rolega berish yoki olib tashlash mumkin bo'ladi.

ACTIONS	GUEST	MEMBER	ADMIN
ADD/REMOVE MEMBERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CREATE SPACES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CREATE VIEWS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DELETE ITEMS	<input checked="" type="checkbox"/> Only if created	<input checked="" type="checkbox"/> Only if created	<input checked="" type="checkbox"/> Only if created
EDIT STATUSES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXPORTING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IMPORTING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INVITE GUESTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MANAGE CUSTOM FIELDS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MANAGE TAGS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORKSPACE INTEGRATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORKSPACE PERMISSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Workspacega ishchilarni qo'shish uchun ularning email manzillari kiritiladi va emailga qaysi ishxona taklif qilayotganligi haqida xabar boradi.

Agar ishchi hali tizimdan ro'yxatdan o'tmagan bo'lsa emailga borgan link asosida ro'yxatdan o'tadi, parol o'rnatadi va unga tasdiqlash kodi borishi shart emas.

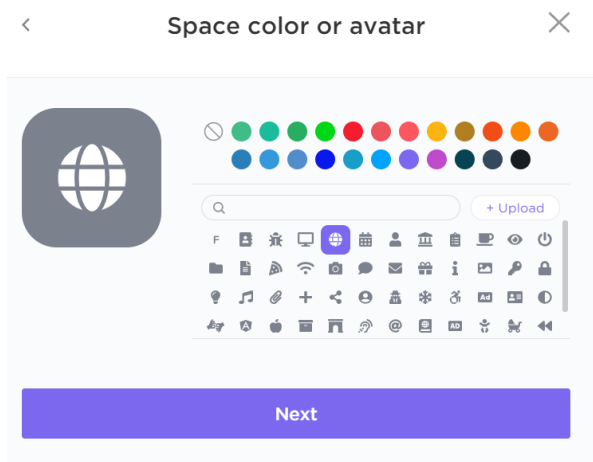
Workspace ning owner(egasi) bitta user bo'ladi. Owner hohlagan payti workspace member(ishchi)larni birortasini owner qilib belgilashi mumkin bo'ladi. Bunda avvalgi owner admin role ga ega bo'ladi. Ammo yangi owner hohlagan payti eski ownerni ishxonadan chiqarib yuborishi mumkin.

Workpsace ni o'chirish imkoni doim uning ownerida bo'ladi.

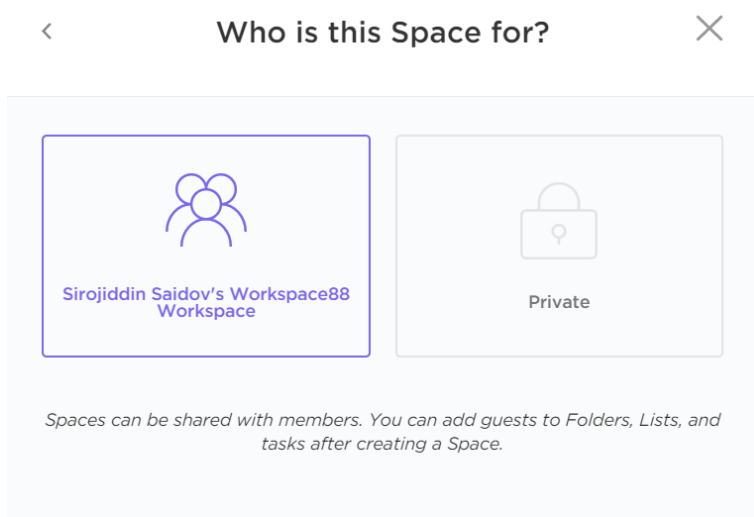
# SPACE

Space ochish uchun quyidagi ma'lumotlarni to'ldirishi kerak:

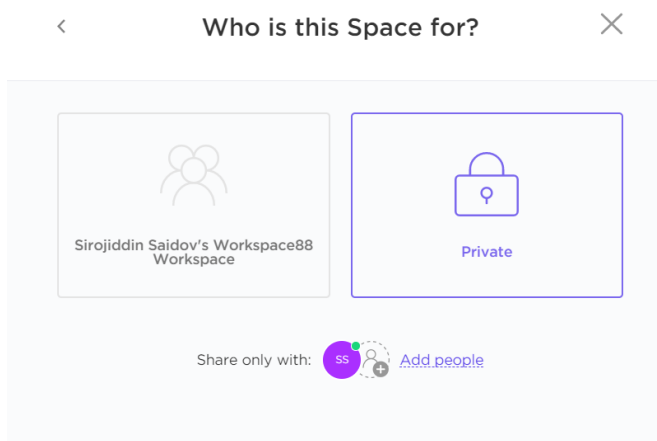
- nomi;
- avatar rasm, yoki rang, yoki icon (ixtiyoriy);



- Ushbu spacedan kimlar foydalana olishlari mumkinligi;



Agar "PRIVATE" tanlansa



- qaysi statuslari bo'lishi



Use Space statuses

Scrum

TEMPLATES (7)

Space

Custom

Normal

Kanban

Content

Marketing

Scrum

+ New template

ACTIVE STATUSES

OPEN

PENDING

IN PROGRESS

COMPLETED

IN REVIEW

ACCEPTED

REJECTED

BLOCKED

+ Add Status

DONE STATUSES

Move statuses here to consider tasks Done. [Learn more](#)

CLOSED STATUS

CLOSED

- **CLICK APPS** dan qaysilari bo'lishi

<

Enable ClickApps

×

Turn off all ClickApps

Priority

Default Settings

Email

Tags

Custom Fields

Multiple Assignees

Time Tracking

Time Estimates

Remap Subtask Due Dates

Work in Progress Limits

Sprint Points

Incomplete Warning

Dependency Warning

Reschedule

- Taschlarni qanday ko'rinishi bo'yicha "VIEW" lar tanalanadi

<

Default settings for views


×

Required Views

Default View Templates


When navigating to Spaces, Folders, and Lists in ClickUp, you can set which view(s) are automatically created and required, without having to create them manually. These views cannot be deleted.

ALWAYS REQUIRED


 List

🏠 Default View


☒

 Board


☒

 Calendar


☐

 Map


☐

 Activity


☐

 Box


☐

 Gantt

☐


 Mind Map

☐


 Table

...

☐

 Timeline

☐

 Workload

☐

Shu ma'lumotlar kiritilgach space yaratiladi

<


All good?

×


Space name

SPRING


Avatar




Shared with

Sirojiddin Saidov's Workspace88 Workspace 


Task statuses



ClickApps



Default settings for views



Create Space

# PROJECT

Project bu biror-bir spacening ichida yaratiladigan loyiha hisoblanadi.

Folder Name

Test

Lists	List >
Share Folder with	ddd99   3 people >
Task statuses	Use Space statuses >

Loyiha yaratish uchun quyidagilar bo'ladi:

- Nomi;
- private yoki public (agar private bo'lsa faqat biriktirilgan foydalanuvchilarga ko'rinadi xolos. Foydalanuvchilarni biriktirishi kerak bo'ladi.

Agar hech kimni biriktirmasa faqat shu projectni ochadigan xodimgagina ko'rinadi.

Agar project public bo'lsa va space private bo'lsa spacedagi foydalanuvchilarga.

Agar project public bo'lsa va space ham public bo'lsa workspacedagi memberlarga va ushbu projectga biriktirilgan mehmonlarga ko'rinadi)

- boshlang'ich holatda qanday categorylar bilan ochilishi.
- qanday statuslari bo'lishi

Use Space statuses

**Scrum**

TEMPLATES (7) +

Space

Custom

Normal

Kanban ✎ ✕

Content

Marketing

Scrum

+ New template

ACTIVE STATUSES ?

■ OPEN	...
■ PENDING	...
■ IN PROGRESS	...
■ COMPLETED	...
■ IN REVIEW	...
■ ACCEPTED	...
■ REJECTED	...
■ BLOCKED	...

+ Add Status

DONE STATUSES ?

Move statuses here to consider tasks Done. [Learn more](#)

CLOSED STATUS ?

■ CLOSED	...
----------	-----



# CATEGORY

Category bu biror-bir projectning ichida yaratiladigan yoki biror-bir spacening ichida ochilishi mumkin.

Categoryning quyidagi maydonlari bo'lishi kerak:

- Nomi;
- Qaysi project yoki spacega tegishli ekanligi;
- private yoki public (agar private bo'lsa faqat biriktirilgan foydalanuvchilarga ko'rinadi xolos. Foydalanuvchilarni biriktirishi kerak bo'ladi).

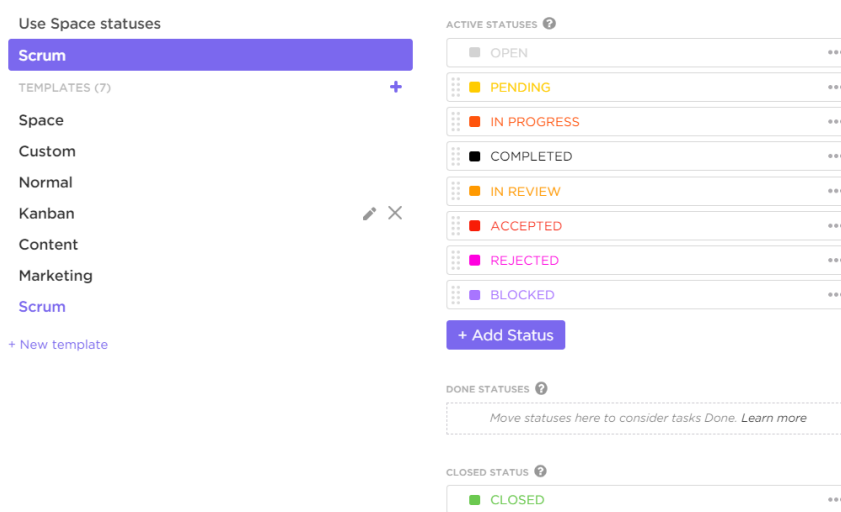
Agar hech kimni biriktirmasa faqat shu categoryni ochadigan xodimgagina ko'rinadi.

Agar category public bo'lsa, project ham public bo'lsa va space ham public bo'lsa workspacedagi barcha memberlarga, category va projectga biriktirilgan foydalanuvchilarga ko'rinadi.

Agar category public bo'lsa, project ham public bo'lsa va space private bo'lsa spacedagi barcha foydalanuvchilarga, category va projectga biriktirilgan foydalanuvchilarga ko'rinadi.

Agar category public bo'lsa, project private bo'lsa, category va projectga biriktirilgan foydalanuvchilarga ko'rinadi.

- boshlang'ich holatda qanday statuslari bo'lishi



# TASK

Task bu categoryni ichida bo'ladigan topshiriq hisoblanadi.

Taskning quyidagi maydonlari bo'lishi mumkin:

- Nomi;
- Description;
- Qaysi statusga tegishli ekanligi;
- Priority;
- Subtasklari;
- Checklistlari;
- Attachmentlari (biriktirilgan fayllar). Bunda bitta taskga ko'plab file lar bitiktirilishi mumkin;
- Yaratilgan vaqti;
- Active bo'lgan vaqti - taskni yaratilgan paytdagi statusdan boshqa statusga o'tgan vaqti;
- Boshlanish sanasi va vaqti - task qachon boshlanishi kerakligi;
- Yakunlash sanasi va vaqti;
- Biriktirilgan bajaruvchilar - taskni bajarish uchun biriktirilgan userlar;
- Commentlar - task uchun izoh;
- Tags;
- Dependencies(Tasklarni bir-biriga qaramliligi. Misol uchun A task bajarilmaguncha B taskni bajarish imkonsiz. Shu holatda B task kutadi A taskni. A task esa bloklab qo'ymoqda B taskni.  
Yoki B taskni bajarish uchun boshqa tasklarni ko'rib chiqsa foydali bo'ladi degan ma'no qilmoqchi bo'lsa, o'sha tasklarni linkini qo'yib ketsa bo'ladi)

## Dependencies



**● WAITING ON**

Tasks that must be completed before this task

+ Add waiting on task

**● BLOCKING**

Tasks that can't start until this task is completed

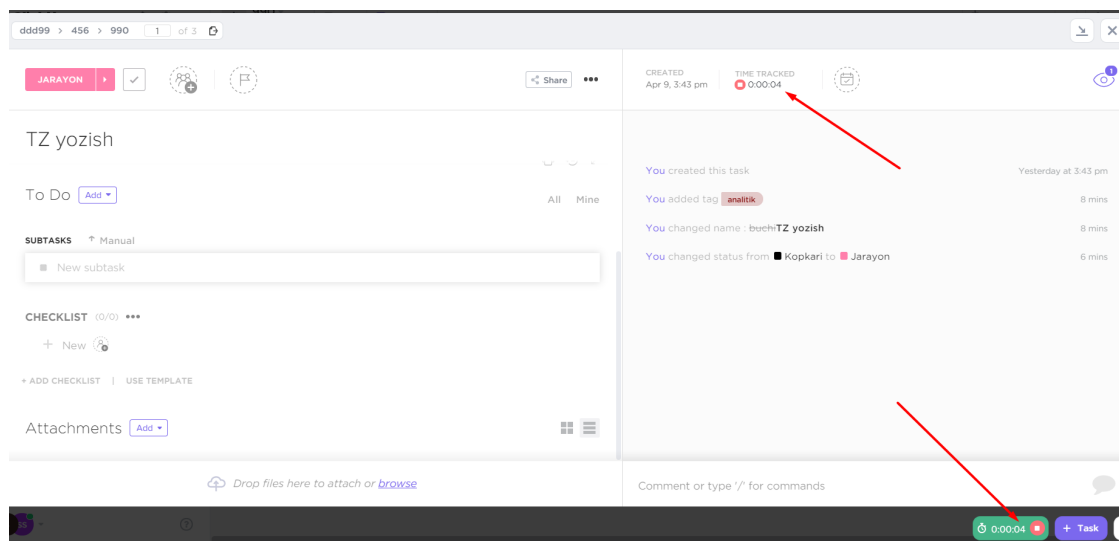
+ Add task that is blocked

**🔗 TASKS**

Tasks that relate to each other but aren't actually dependent on the other

+ Add linked task

- Time tracked - bu shu taskni bajarishni qachon boshlagani va qachon to'xtatgani. Misol uchun siz qiyin bir taskni bajarishni boshlagan vaqtingiz timetrackedni yoqasiz. Qachon tanaffus qilsangiz yoki ish vaqtingiz tugagasa, yoki taskni yakunlab bo'lgach to'xtatib qo'yasiz.



Time trackedni yuritishni 3 ta usuli bo'ladi:

- start va stop qilish orqali;
- Qo'lda qancha ishlaganligini kiritish orqali;
- Qaysi vaqtdan boshlab qaysi vaqtgacha ishlagini kiritish orqali

CREATED  
Apr 9, 3:43 pm

TIME TRACKED  
3:51:37



THIS TASK ONLY

3h 52m

TOTAL WITH SUBTASKS

3h 52m



Me

3:51:37



Timer



Manual



Range



Enter time e.g. 3 hours 20 mins

When: now



Cancel

Save



Taskni bir statusdan boshqa statusga o'tkazganda taskni statusi o'zgarishi kerak. Kim o'zgartirgani, qachon o'zgartirgani va shunga o'xshash ma'lumotlar saqlanib borishi kerak.

Ikkita bir xil statusdagi taskni foydalanuvchiga ko'rsatishda tartibli holatda ko'rsatsin.

# STATUS

Statuslar bu tasklarni qaysi holatda(bosqichda) ekanligi bildiradi.

Misol uchun OPEN, IN-PROGRESS, TESTING, REJECTED, COMPLETED, CLOSED va h.k.

Statusning quyidagi maydonlari bo'ladi:

- Nomi;
- Rangi;
- Tartibi;
- Qaysi space, project yoki categoryga tegishli ekanligi;

Statusni o'chirish yoki tahrirlash imkoni mavjud bo'lishi kerak.