Features of the Project Management Tool

Dashboard Breakdown

The 'Me View' dashboard serves as the central hub for managing projects, tasks, and communication. It features real-time synchronization, customizable widgets, and quick navigation shortcuts. Each element connects seamlessly to the broader ProofHub ecosystem.

Project and Task Management

ProofHub provides comprehensive project control through task creation, subtasks, dependencies, custom fields, milestones, and templates. Users can visualize progress using Board, Gantt, and Calendar views, ensuring smooth workflow management.

Time Tracking and Reporting

The platform includes built-in timers, manual log options, and automatic time tracking per task or project. Reports include workload, resource utilization, and project performance. Data can be exported to CSV or PDF for external analysis.

Collaboration and Communication

Teams can collaborate in real time through chat, discussions, and proofing tools. Announcements, mentions, and file-sharing ensure everyone stays informed. Notes and Stickies help track quick ideas or meeting minutes.

Views and Accessibility

ProofHub offers personalized and team-wide views, with accessibility features like keyboard navigation and language localization. Users can bookmark items, manage Stickies, and use shortcut keys for rapid navigation.

Admin and Security Controls

Administrators can manage users, roles, permissions, and project access. Security features include IP restrictions, two-factor authentication, and white labeling. Deleted data can be recovered within 30 days.

Integrations and Mobile

The tool integrates with major file storage systems like Google Drive, Dropbox, and OneDrive. Mobile apps for Android and iOS provide push notifications, offline viewing, and seamless collaboration on the go.

Strengths and Limitations (2025 Insights)

Strengths: Unlimited users, flat-rate pricing, and a unified workspace. Limitations: No offline editing or GPS time tracking. Recent updates include UI refresh, emoji support, and enhanced subtask filtering.