TAS – ADMIN (**ENKONIX)**

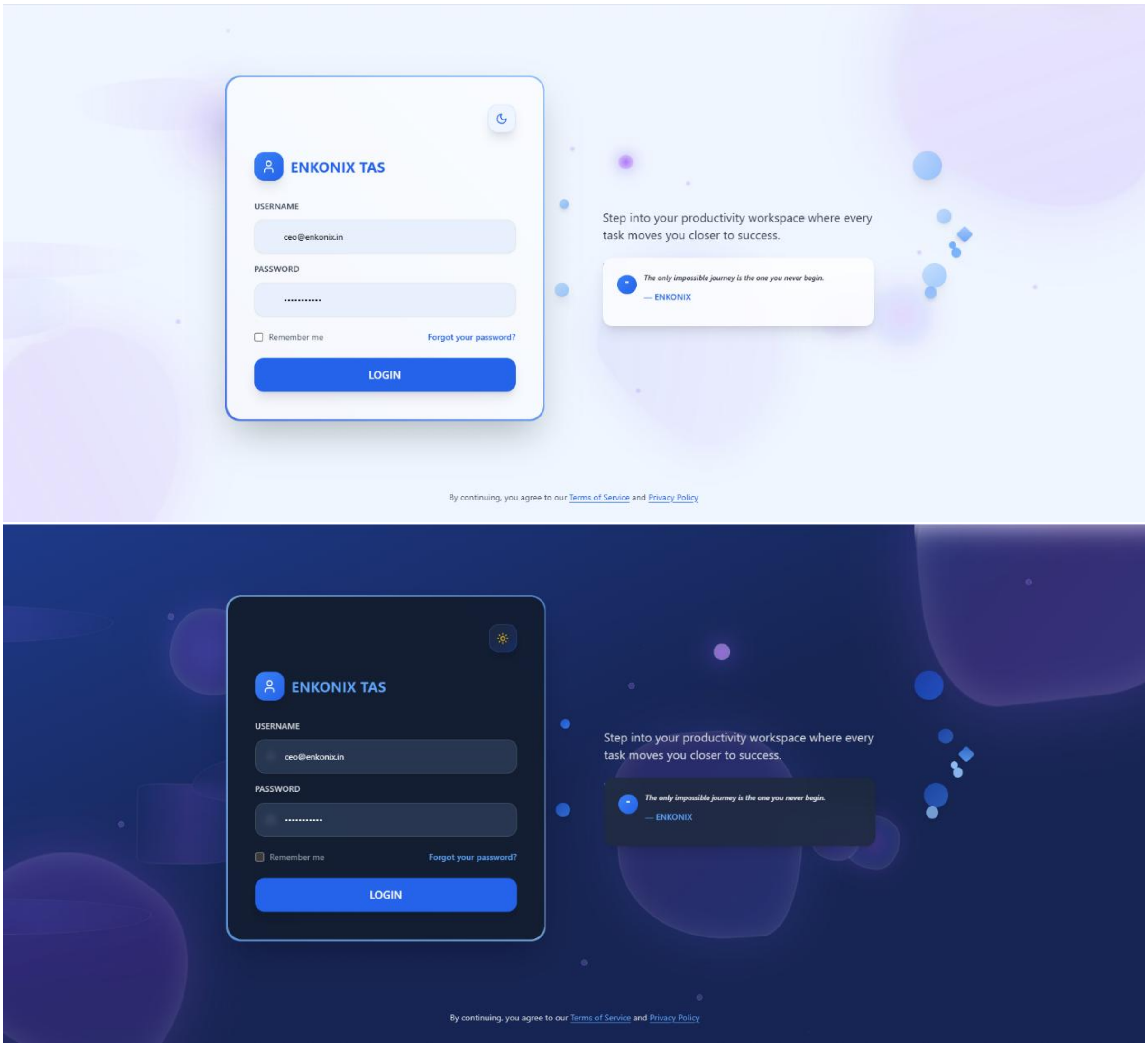
TAS ENKONIX is a project and task management platform designed to streamline team collaboration, track progress, and manage workflows efficiently. The system provides a **Dashboard** that offers a complete overview of activities, including performance metrics, analytics, reports, a Kanban board for visual task tracking, a calendar for scheduling, and an "All Tasks" section to monitor every assigned activity.

Under the **Projects** module, users can create and manage multiple projects, with options to view all projects, create new ones, and maintain dedicated sections for **Project Tasks** and **Documentation** to ensure organized progress tracking and record keeping.

The **Tickets** section helps manage support or issue-tracking activities, allowing users to create new tickets, view all existing ones, and track their status as *Complete Reissue* or *In Progress.*

In the **Administration** panel, administrators can add new users, assign team leads, and collect HR feedback to ensure smooth workflow management and communication. Overall, TAS ENKONIX serves as an all-in-one tool for project execution, performance analysis, and efficient team coordination.

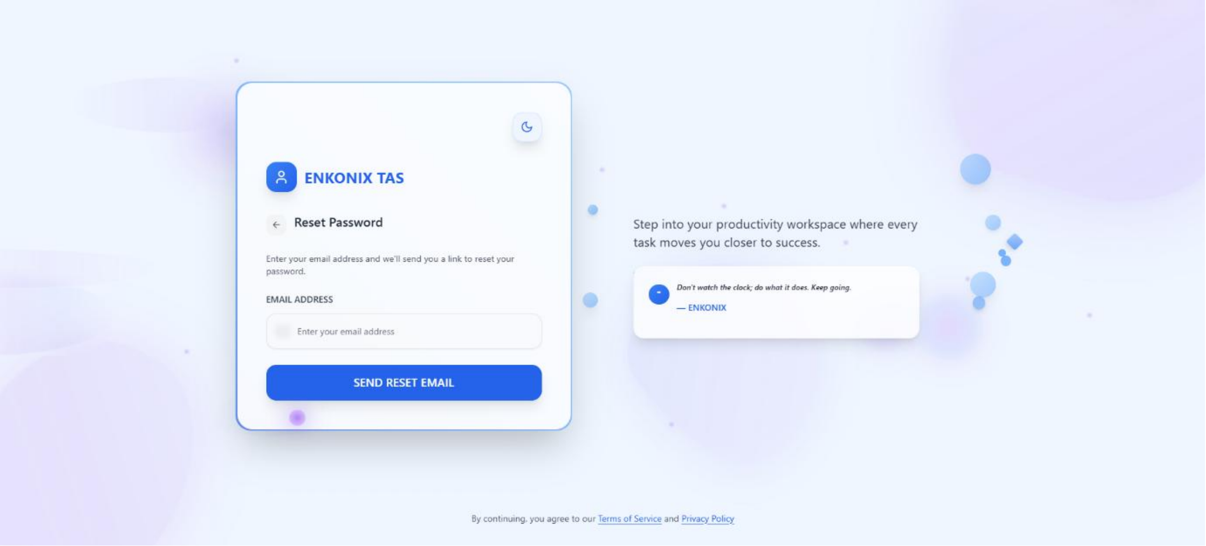
Login Screens

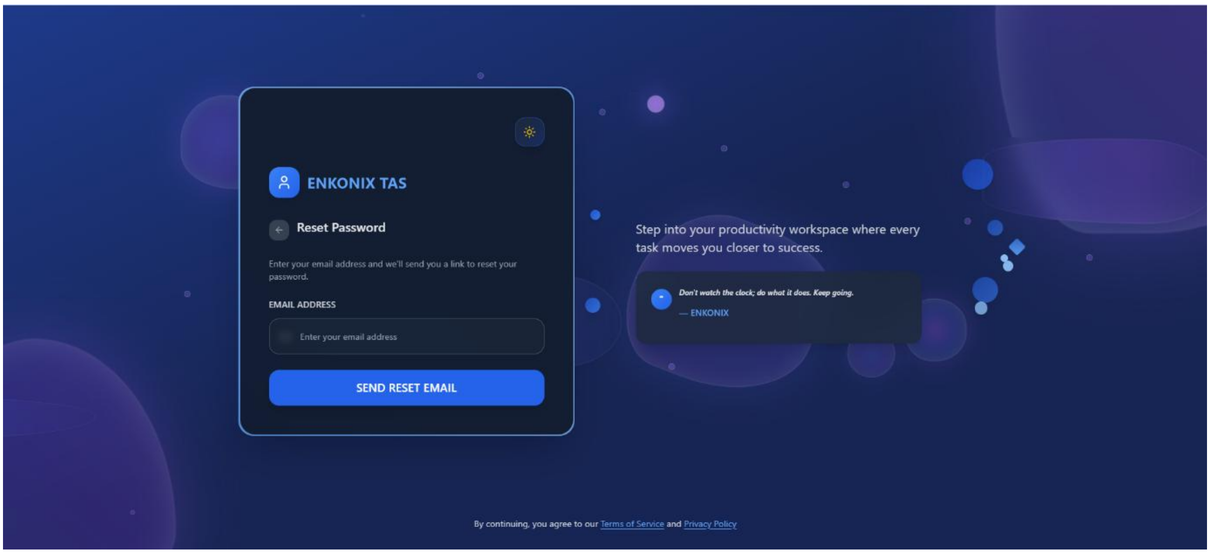


Login (CEO / Admin / HR Login)

- **Logo & Branding** – "ENKONIX TAS" branding, showing secure workspace.
- **Username / Email Address Field** – Input for the user's login email (e.g., ceo@enkonix.in / hr@enkonix.in).
- **Password Field** – Secure password entry.
- **Show/Hide Password (Eye Icon)** – Allows toggling password visibility.
- **Remember Me Checkbox** – Keeps the user logged in for the next session.
- **Login Button** – Submits credentials to authenticate.
- **Forgot Password? Link** – Redirects to reset password flow.
- **Welcome Message / Quote** – Motivational tagline for user engagement.
- **Theme Toggle (Sun/Moon Icon)** – Switch between light and dark mode.
- **Footer Notice** – Terms of Service & Privacy Policy compliance message.

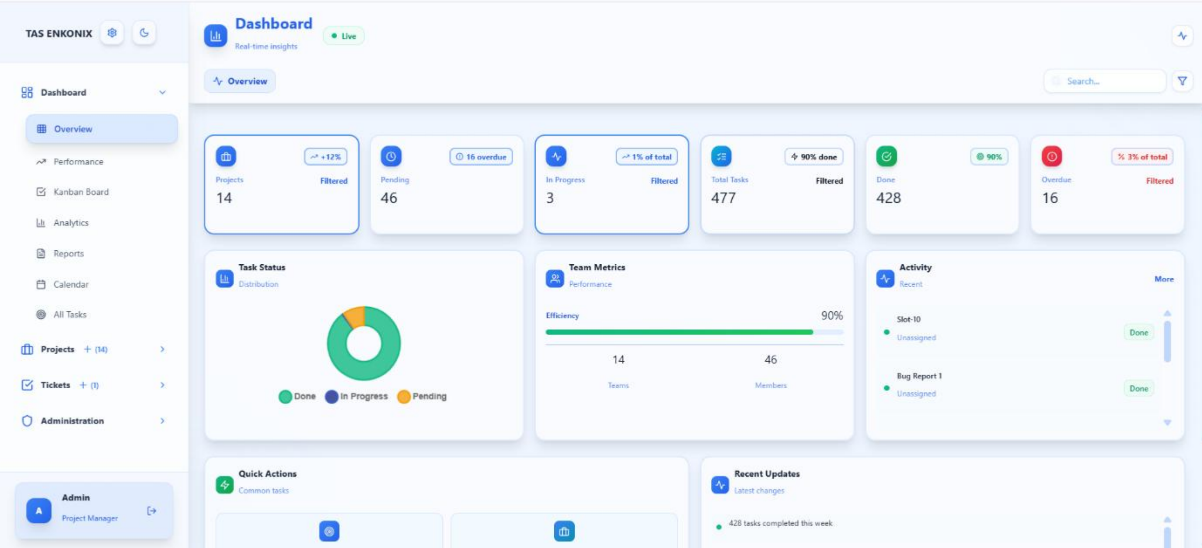
Password Reset Screen





- **Email Address Field** – Enter registered email to receive reset link.
- **Send Reset Email Button** – Triggers password recovery mail.
- **Back Arrow Button** – Returns to login screen.
- **Branding & Motivational Quote** – Same as login, for consistency.

Dashboard Screens



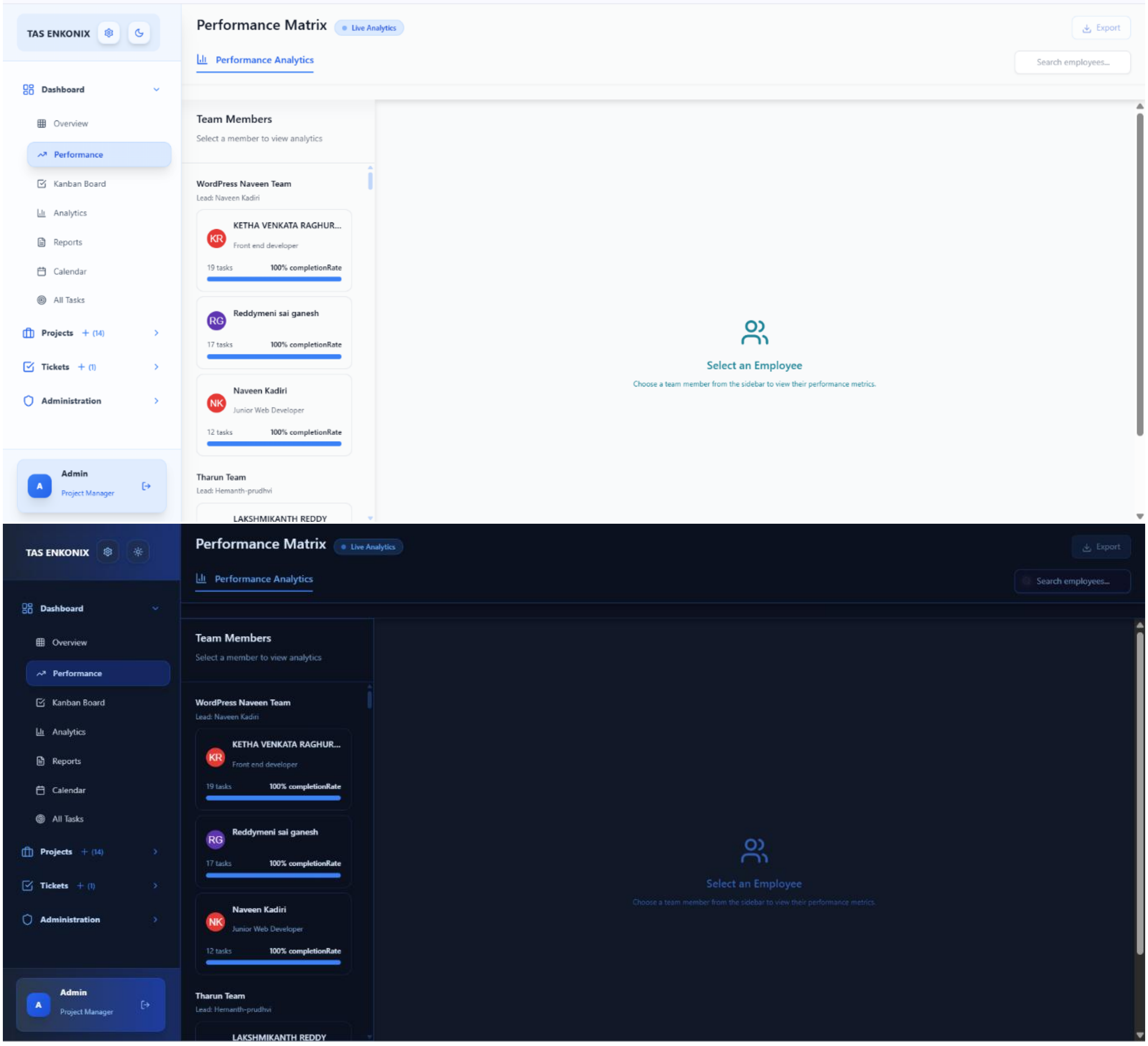
Dashboard – Overview

- **Sidebar Navigation (Left Panel)**:
  - **Dashboard**
    - Overview (default landing page)
    - Performance
    - Kanban Board
    - Analytics
    - Reports
    - Calendar
    - All Tasks
  - **Projects** – Manages active & archived projects.

        - Project Tasks
        - Project Dashboard
        - Documentation
    - **Tickets** – Bug reports, issues, and support requests.
        - Raise Ticket
        - View Tickets
    - **Administration** – Admin-level controls (users, teams, roles).
        - Add Users
        - Team Lead Assignment
        - HR Feedback
    - **Profile Panel (Bottom Left)** – Displays logged-in user (e.g., Admin – Project Manager).
        - Current Role: Admin – Project Manager

- **Main Dashboard Widgets**:
    - **Efficiency Bar** – Shows current team efficiency %.
    - **Teams & Members Count** – Total number of teams & members in system.
    - **Task Status Pie Chart** – Task distribution (Done, In Progress, Pending).
    - **Quick Actions** – Buttons for common operations:
        - View Tasks
        - Projects
        - Analytics
        - Calendar
    - **Recent Updates Panel** – Latest activity (tasks completed, projects, team activity).
    - **Project Metrics Cards**:
        - Total Projects
        - Pending Tasks (with overdue warning)
        - Tasks In Progress
        - Total Tasks
        - Done (Completed)
        - Overdue (highlighted red)
    - **Activity Section** – Shows live updates of completed tasks (e.g., Slot-10, Bug Report 1).

Performance Module

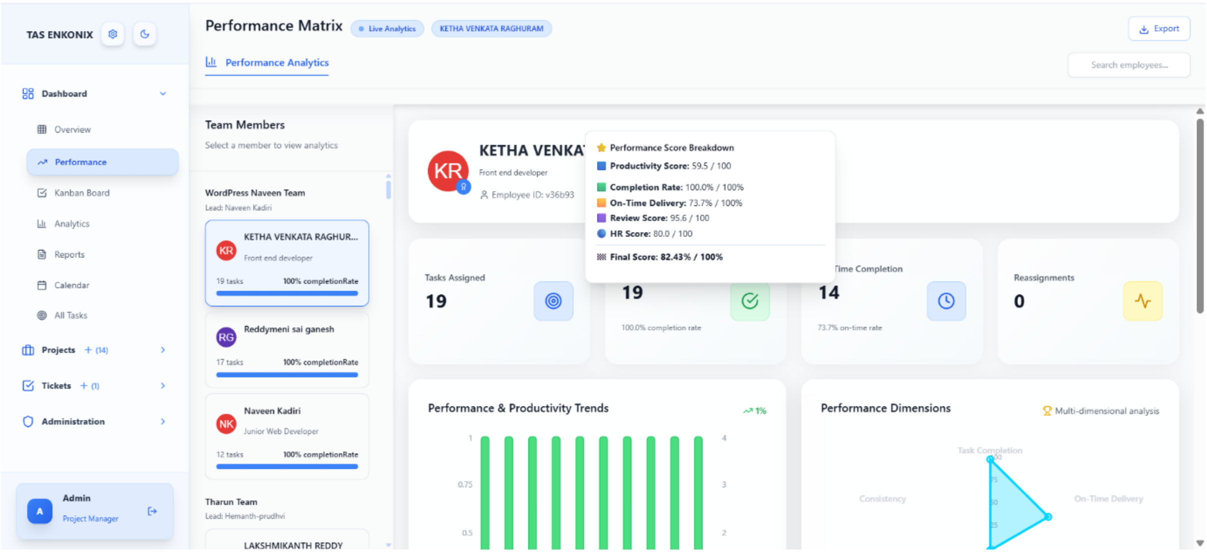


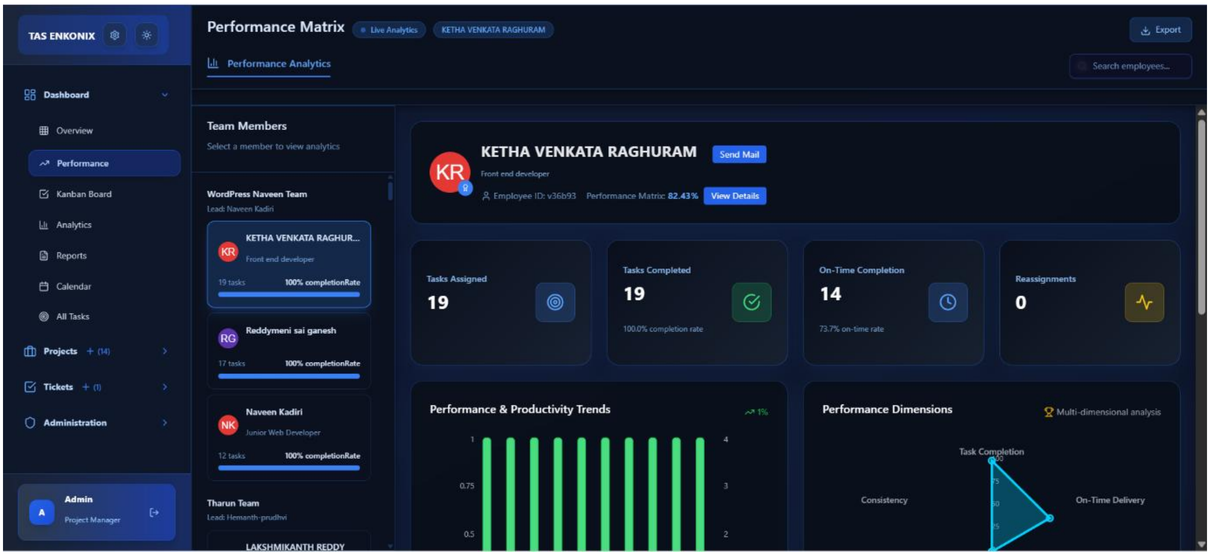
Performance Matrix – Employee Overview

- **Top Navigation Filters**:
  - **Search Bar** – Find employees by name/ID.
  - **Dropdown Filters** – Sort by Department, Project, Role, Date Range.
  - **Export Button** – Download report (Excel/PDF).
  - **Add Employee / Assign Task (Action Buttons)** – Quick HR/Admin actions.
- **Main Performance Table Columns**:
  - **Employee Name** – Staff member's name with profile picture/avatar.
  - **Employee ID** – Unique system identifier.
  - **Role / Department** – Job designation (e.g., Developer, QA, HR).
  - **Projects Assigned** – Number of projects/tasks allocated.

- **Tasks Done** – Completed tasks.
- **In Progress** – Ongoing tasks.
- **Pending** – Awaiting tasks.
- **Overdue** – Tasks past deadline (highlighted red).
- **Performance % (KPI)** – Efficiency score based on completion & deadlines.
- **Action Column (View / Edit Buttons)** – Allows drilling into individual analytics.

Employee Performance Detail View

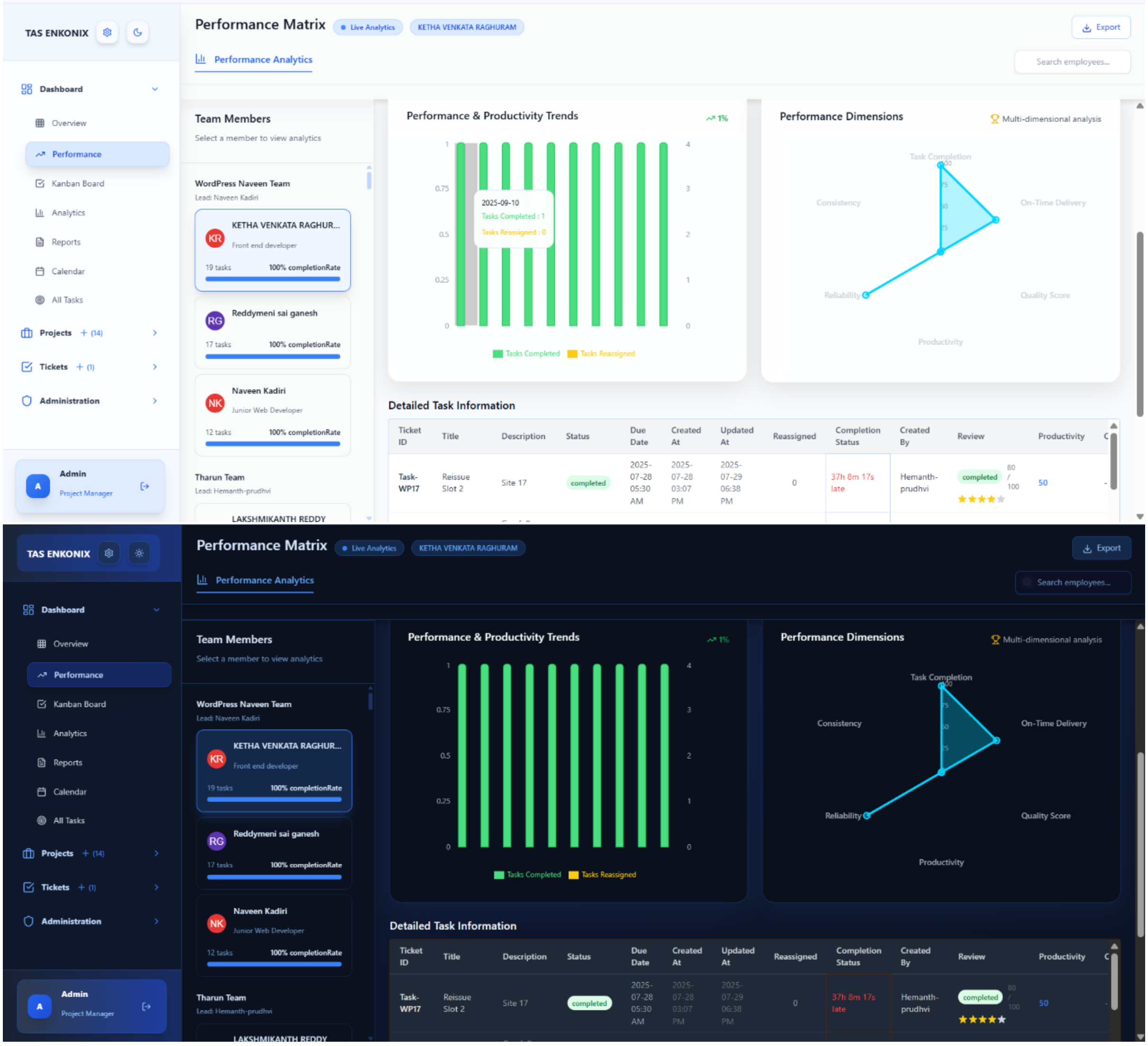




- **Header**: Employee name + role (e.g., "John Doe – Software Engineer").
- **KPI Score Card** – Overall performance rating (e.g., 78% efficiency).
- **Charts/Graphs**:
    - **Task Completion Chart** – Visual distribution (Done, In Progress, Pending).

    - **Timeline Progress Chart** – Tracks daily/weekly productivity.
- **Task History Table**:
    - Task ID
    - Task Name
    - Project
    - Status
    - Deadline
    - Assigned By
    - Remarks / Notes
- **Download / Print Button** – Export performance report.
- **Back to Matrix Button** – Return to global performance table.

Performance Analytics – Graphical View



- **Line Graph** – Trends of efficiency across weeks or months.
- **Bar Chart** – Comparison of employees or departments.
- **Filter Options** – Adjust chart by:
    - Date range
    - Department
    - Project
- **Legend Indicators** – Color-coded statuses for quick reference.

Calendar & Task Planning

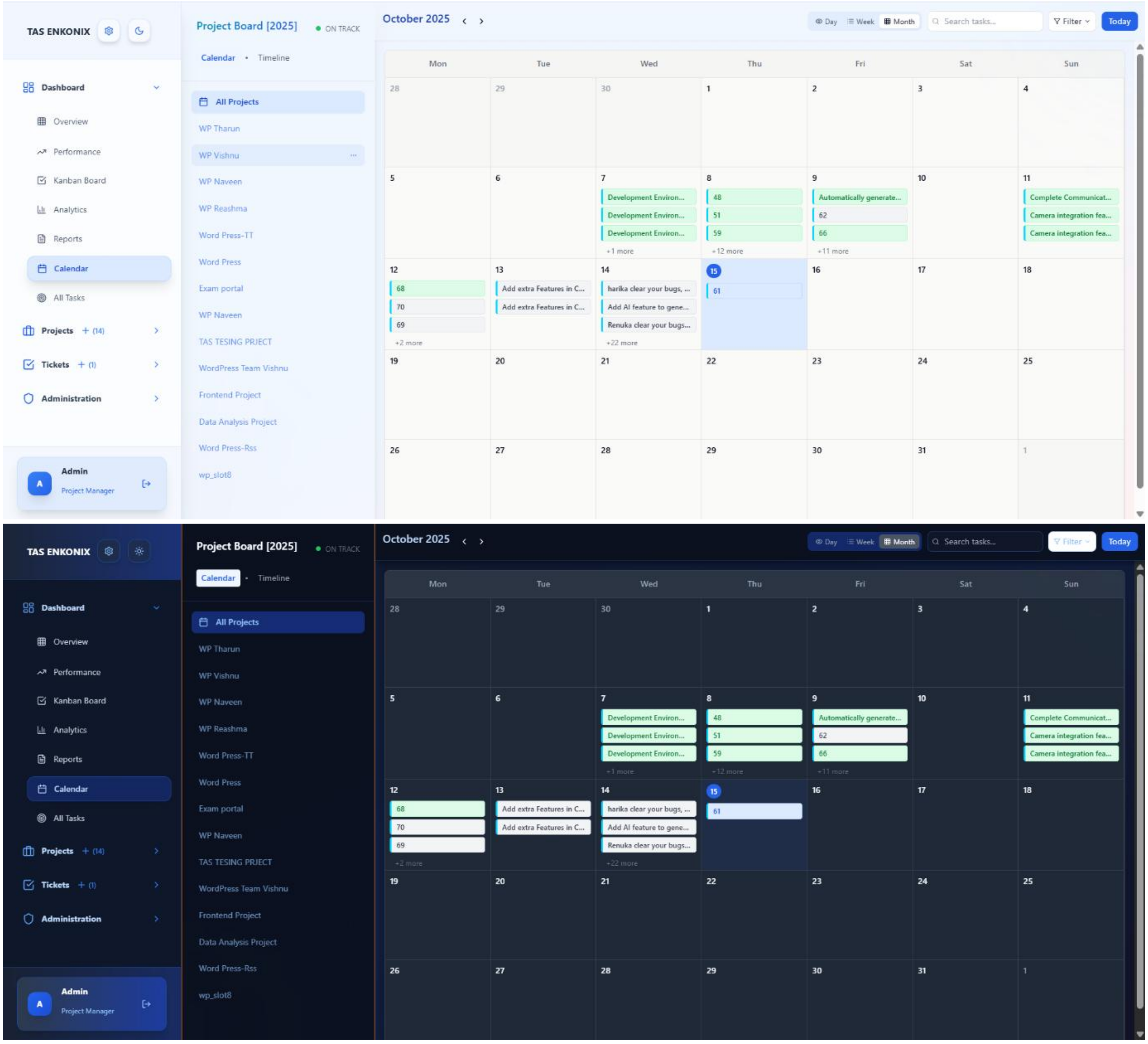
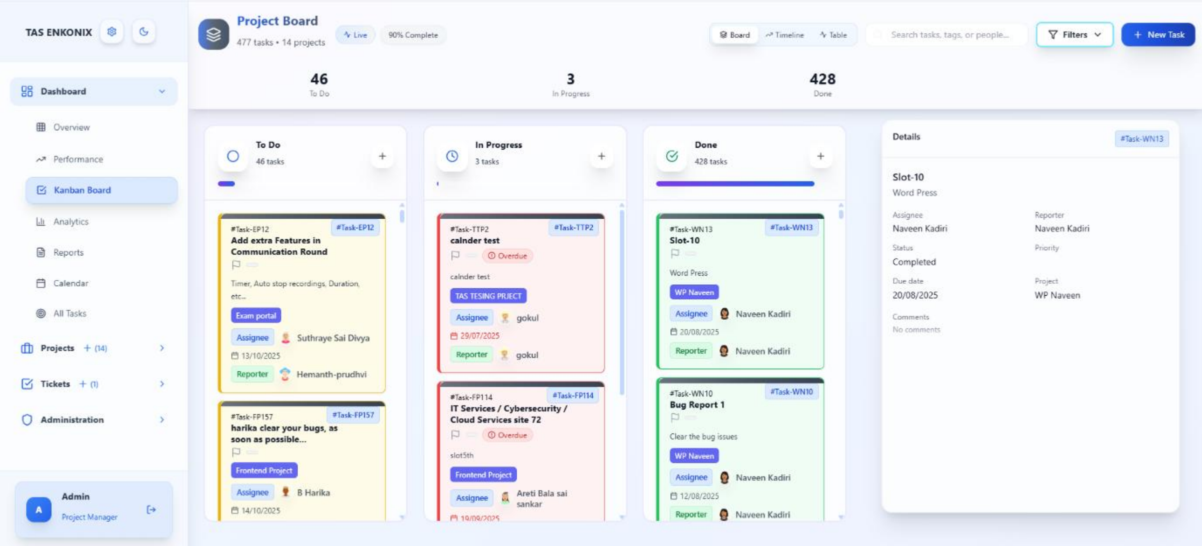
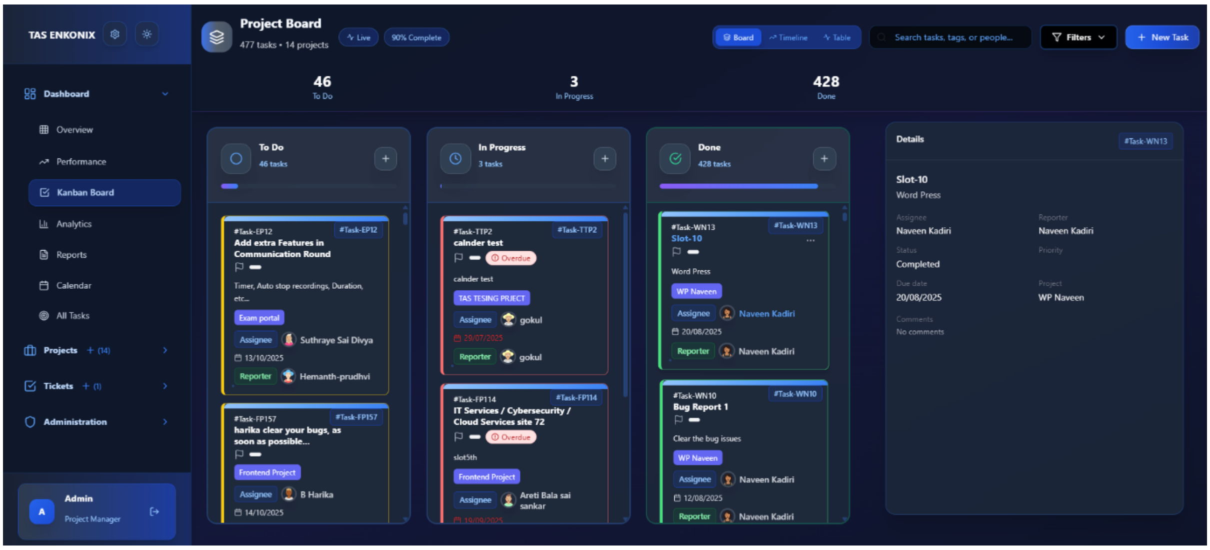


Image: *Calendar View*

- **Top Controls**:
  - **Month / Week / Day Toggle** – Change calendar granularity.
  - **Navigation Arrows** – Move to next/previous time period.
  - **Today Button** – Jump back to today's date.
- **Main Calendar Grid**:
  - Tasks displayed as colored blocks (based on status).
  - Clickable tasks → Open task details popup.
  - Overdue tasks highlighted in red.
  - Completed tasks in green.
  - Pending tasks in yellow.

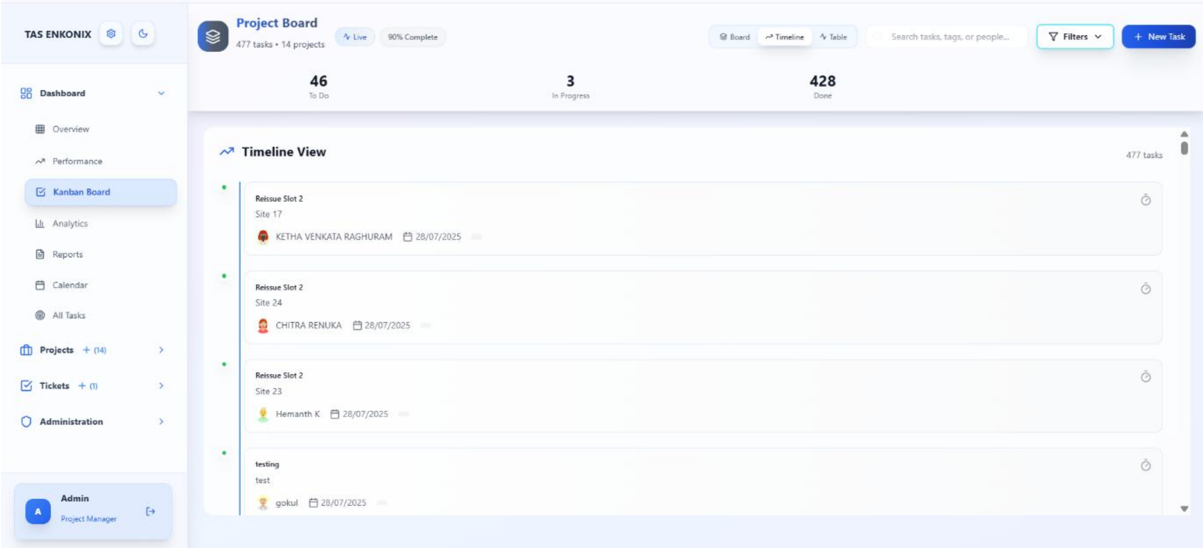
Kanban Board – Card View

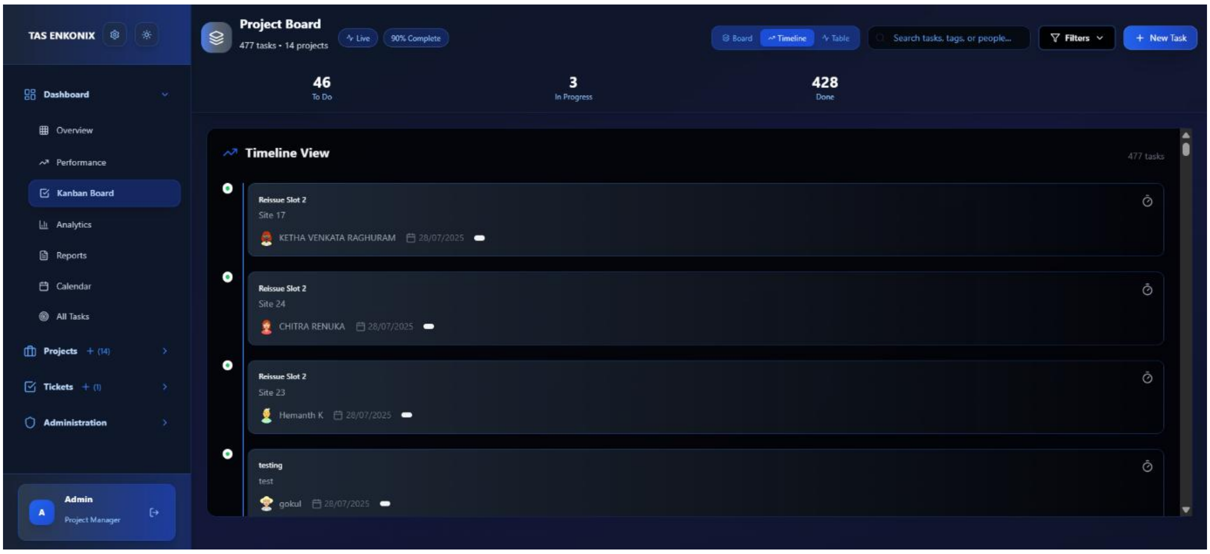




- **Task Columns**
  - **To Do**: Pending tasks
  - **In Progress**: Active tasks
  - **Done**: Completed tasks
- **Task Card Elements**
  - Task ID (e.g., *#Task-WT5*).
  - Title & Description.
  - Tags (e.g., *Frontend Project*).
  - Assignee(s) and Reporter(s).
  - Due Date (calendar).
  - Overdue label (red warning)

Kanban Board – Timeline View





- **Project Board Header**
  - Shows total tasks (245) and projects (12).
  - Progress bar: **94% complete**.
  - Task Summary: **14 To Do, 0 In Progress, 231 Done**.
  - View Options: Board | List | Timeline | Table.
  - Search bar: Search tasks, tags, or people.
  - **Filters** button: Apply filters for tasks.
  - **+ New Task** button: Create a new task.

  - Tasks arranged in a chronological order.

- Each task shows:
  - Task title (e.g., *Reissue Slot 2*).
  - Sub-label (e.g., *Site 17*).
  - Assignee (with avatar and name).
  - Due Date (calendar icon with date).
  - Status/Icons (progress, notes, etc.).

Kanban Board – Table View

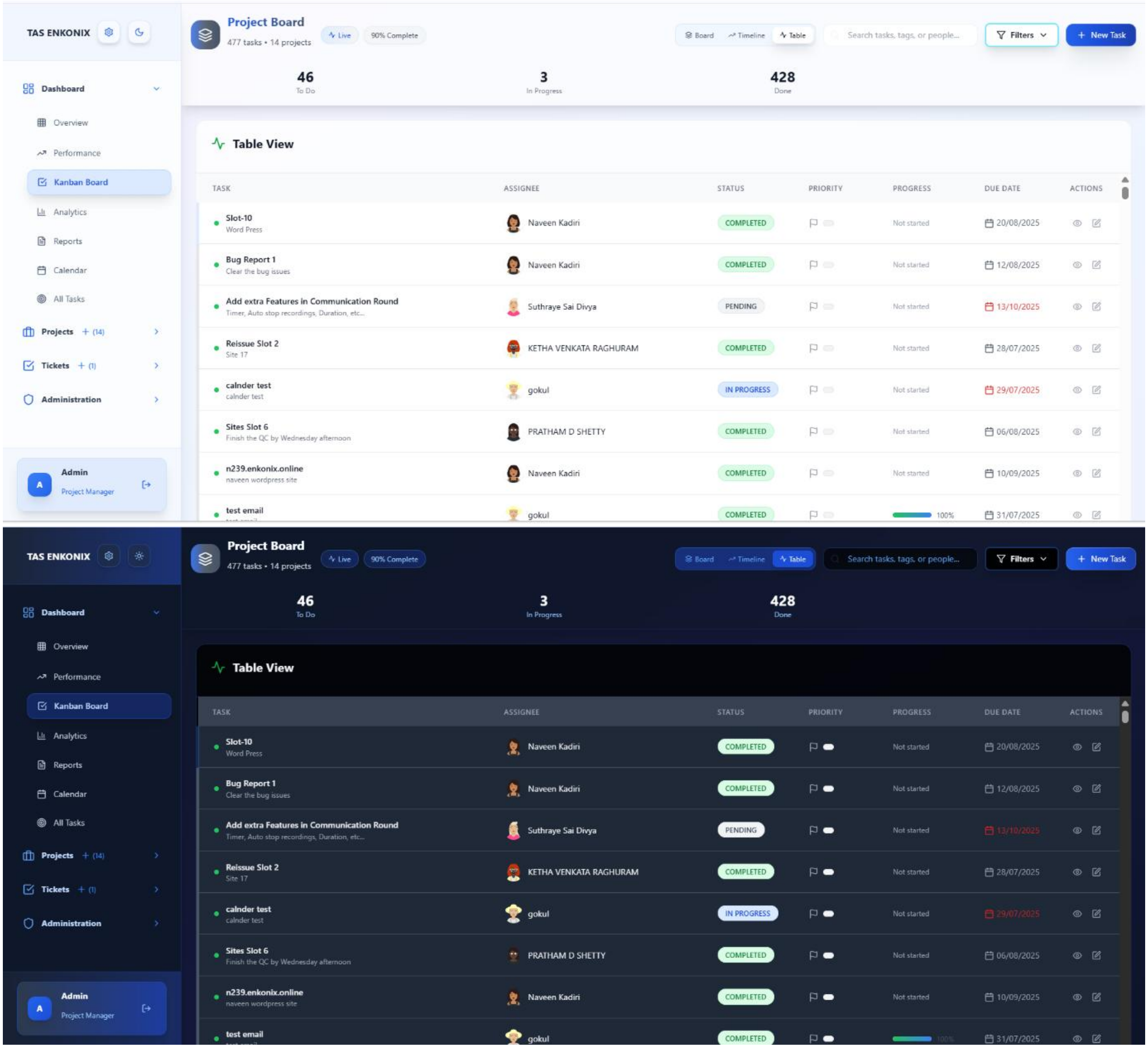


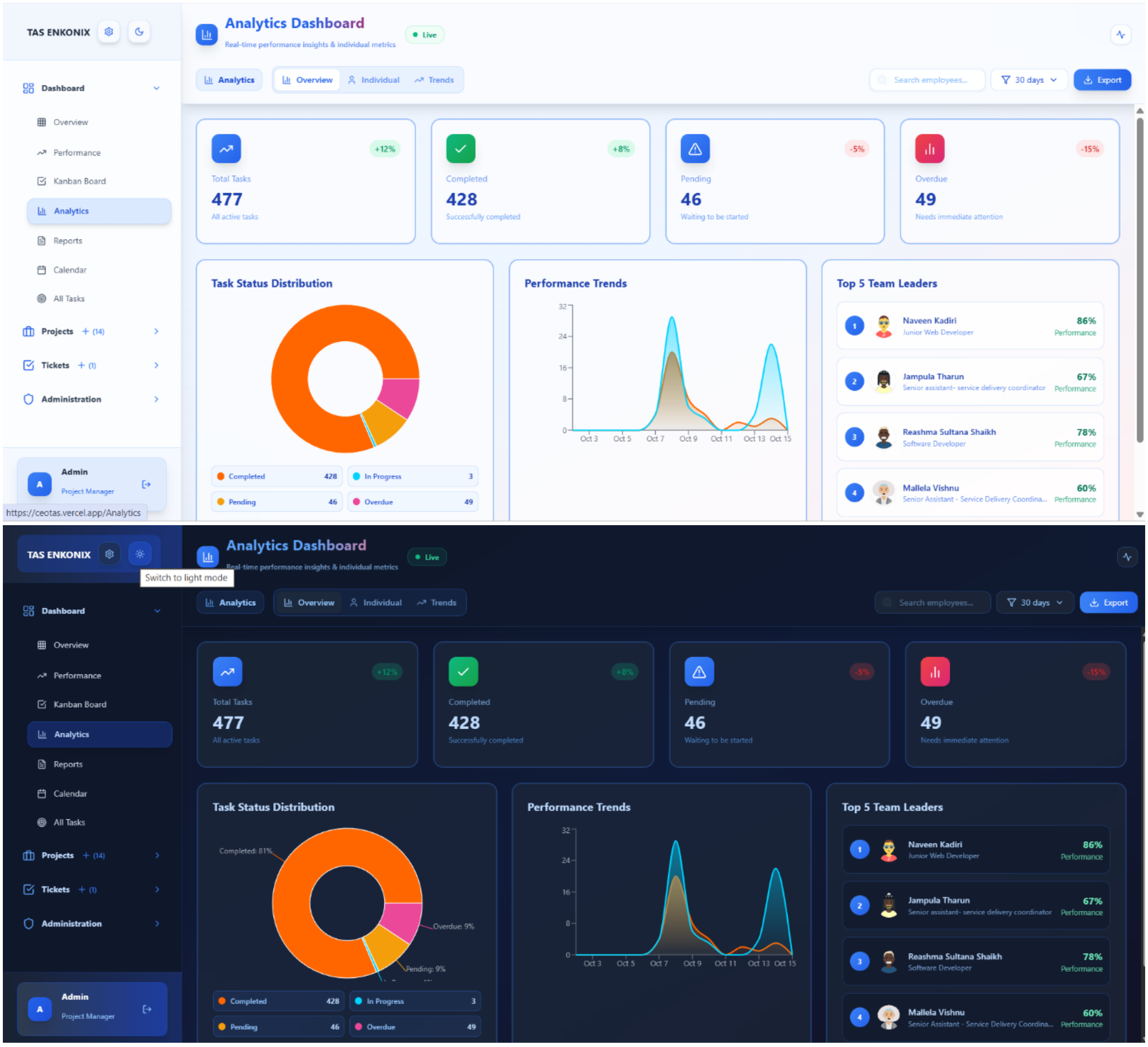
Table View Columns

- **Task**: Title and description.
- **Assignee**: Person responsible (avatar + name).
- **Status**: Task state (Completed, Pending, etc.).
- **Priority**: Task importance.

- **Progress**: Completion progress (bar/label).
- **Due Date**: Calendar icon with deadline.
- **Actions**: Eye (view), Pencil (edit).

- Displays a structured **spreadsheet-like view** for easy task monitoring.

Analytics Dashboard – Overview



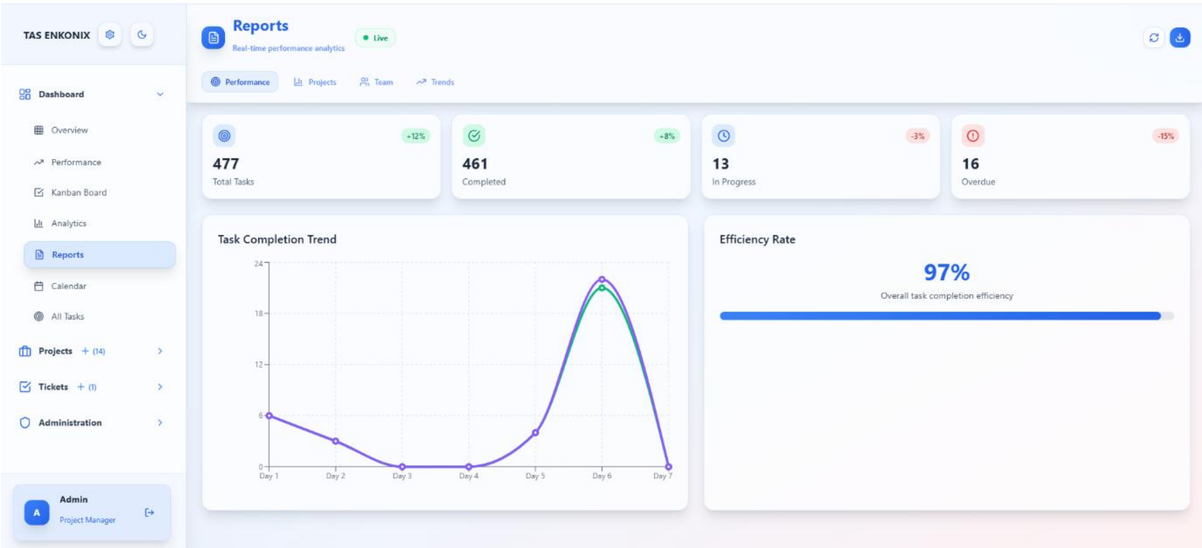
- **Top Metrics**
  - Total Tasks: 245.
  - Completed: 231.
  - Pending: 14.
  - Overdue: 13.
- **Task Status Distribution (Donut Chart)**

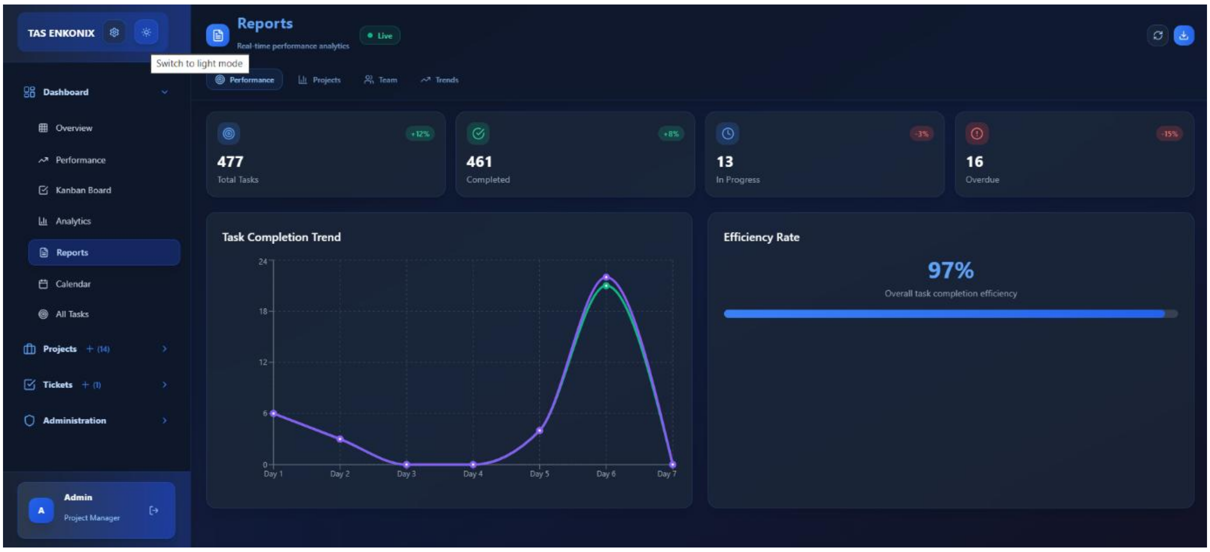
- Visual breakdown: Completed, Pending, In Progress, Overdue.

- **Performance Trends (Line Graph)**
  - Shows performance over selected period (tasks completed, pending, etc.).

- **30-Day Performance Trends (Graph)**
  - **Orange Line**: Efficiency percentage.
  - **Yellow Line**: Tasks Completed.
  - **Blue Bars**: Tasks Created.
  - Provides insights on **productivity vs. workload** over 30 days.

Reports Dashboard



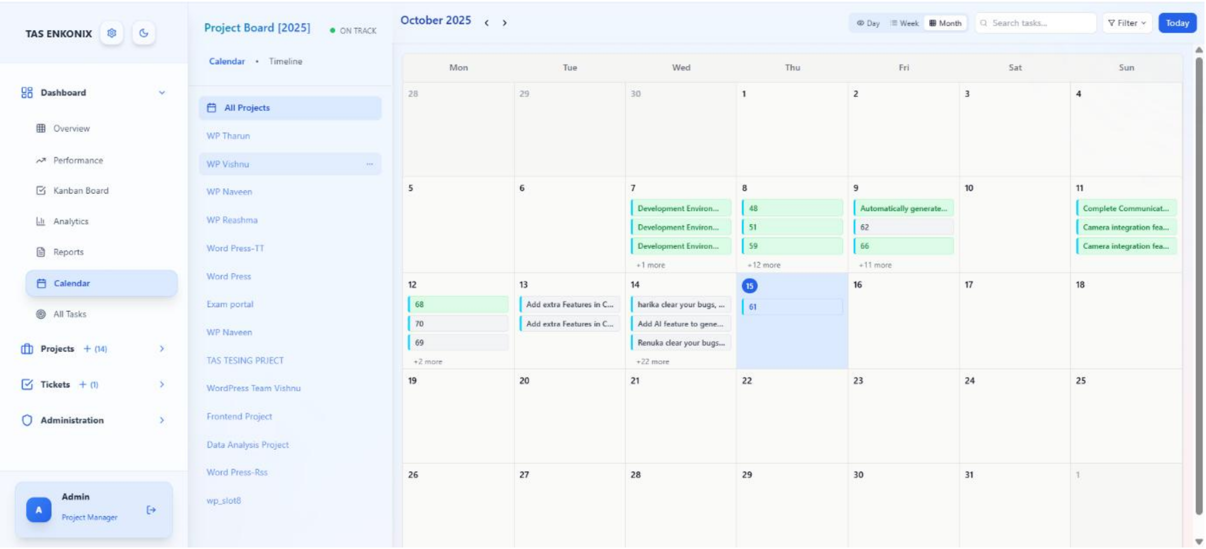


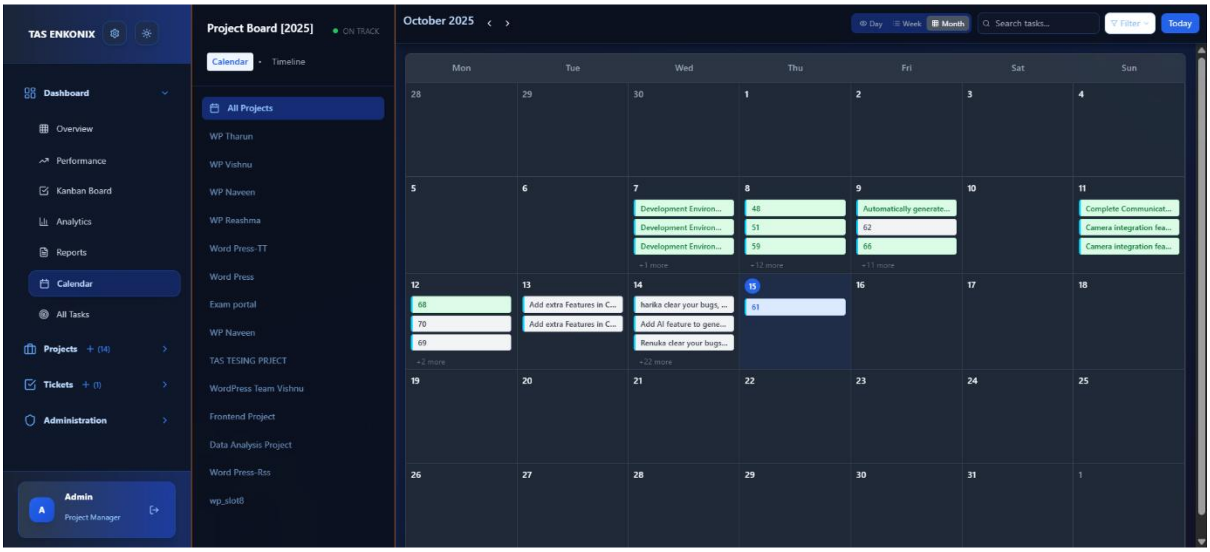
- **Top Summary Cards**

- Total Tasks
- Completed
- In Progress
- Overdue

- **Task Completion Trend (Graph)**
  - Daily completion rate visualized.
- **Efficiency Rate (Bar)**
  - Overall efficiency

Project Board (Calendar View)

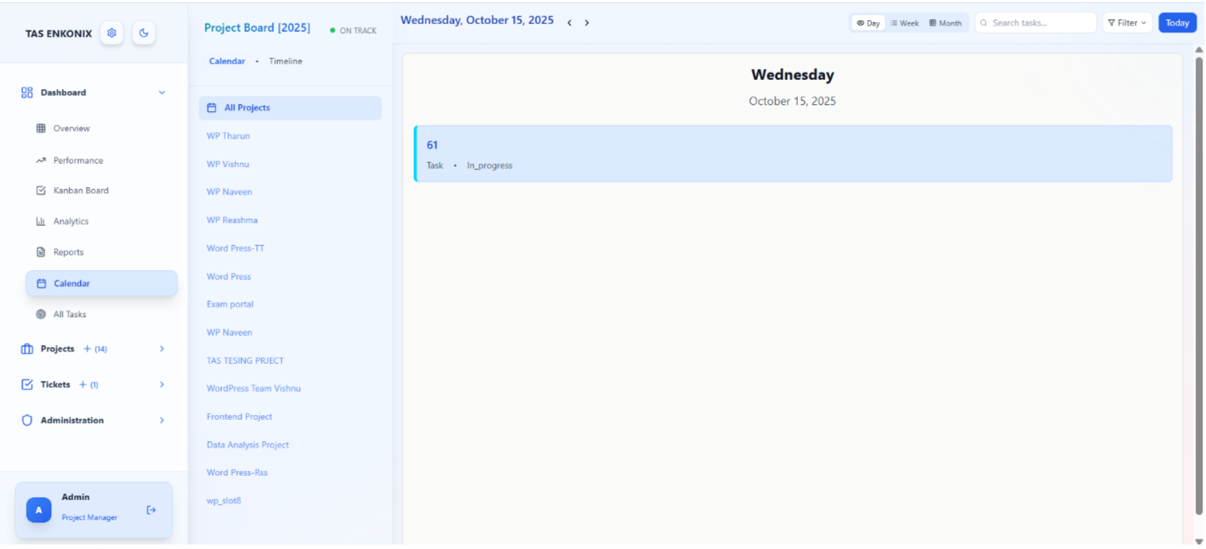


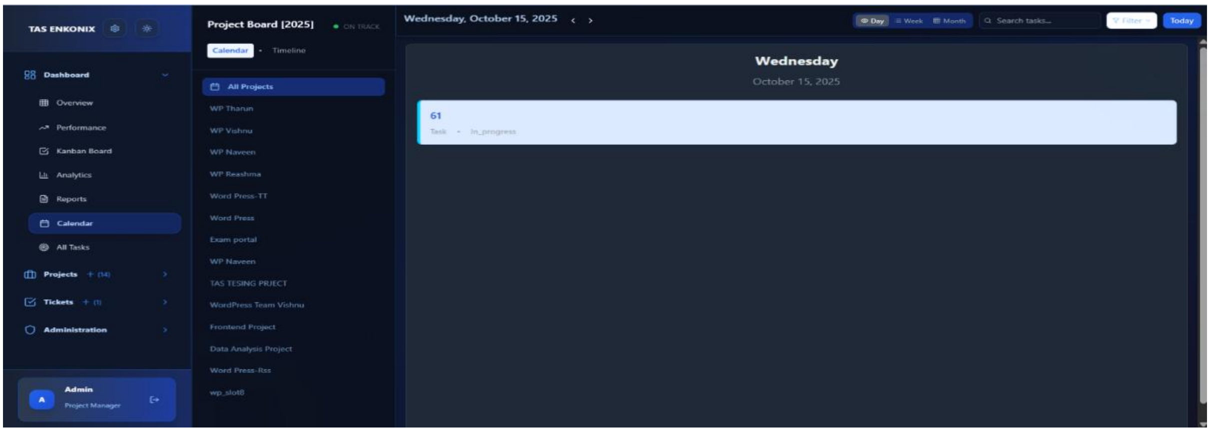


- **October 2025**: Monthly calendar view.
- **Day / Week / Month**: Toggle between different time views.

- **Search tasks... / Filter / Today**: Tools to navigate and filter tasks.
- **Calendar Grid**: Displays tasks for each day (e.g., no events on Sep 1, 2025).
- **Project Board [2025]**: Main section for viewing project timelines, currently on track.
- **Calendar / Timeline**: Toggle between calendar and timeline views.
- **All Projects**: Dropdown or section listing all projects (e.g., WP Tharun, WP Vishnu, etc.).
- **Date Range (Aug 31 - Sep 6, 2025)**: Current week view in the calendar.
- **Calendar Grid**: Displays days of the week with tasks (e.g., "slot 13" on Sep 2, assigned to someone).
- **Search tasks...**: Search bar to find specific tasks.
- **Filter**: Option to apply filters to tasks.
- **Today**: Button to jump to the current date (Sep 1, 2025).

Project Board (Timeline View)

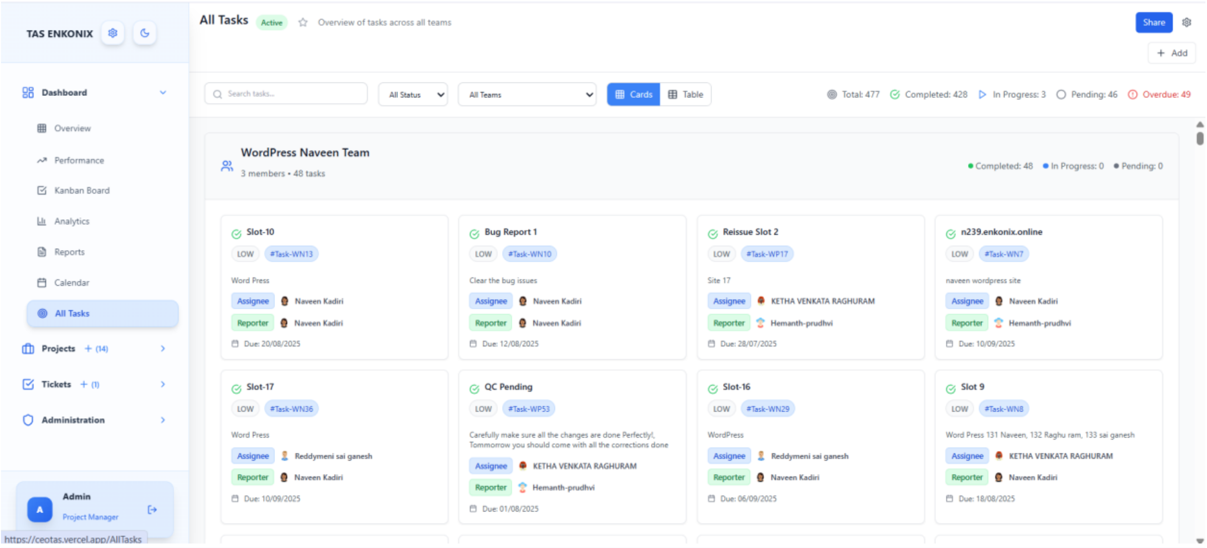


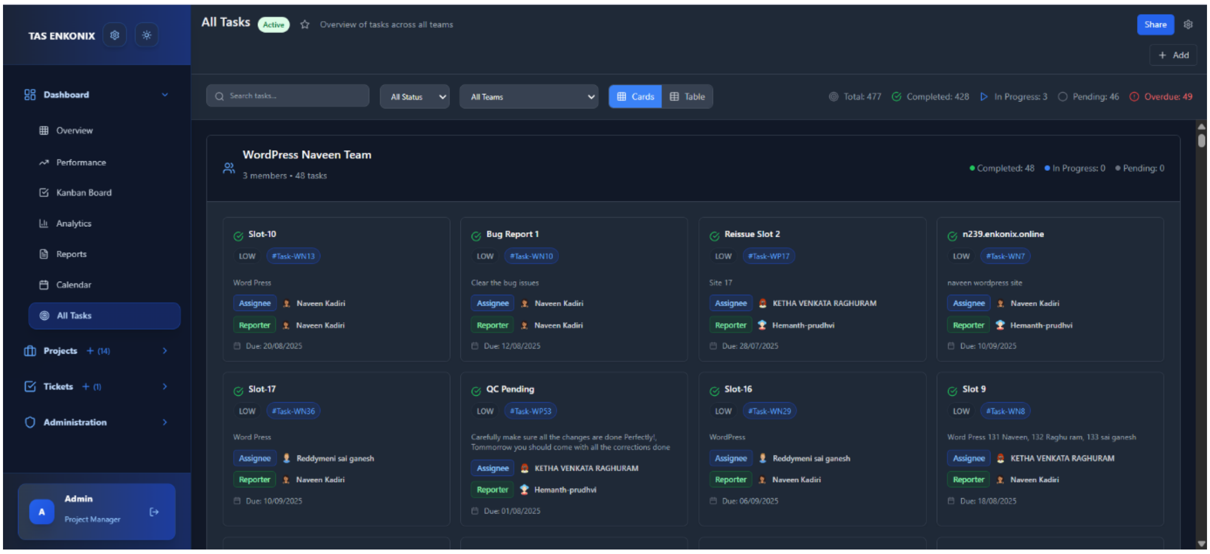


- **Project Timeline Chart**: Visual representation of task completion schedules.

- **Task Entries (e.g., Reissue Slot 2)**: Tasks with start dates (e.g., Jul 28, 2025), progress bars, and completion status (e.g., 100% completed).
- **Estimated completion time**: Time estimate for task completion.
- **Word Press**: Project or task category label.
- **Completed**: Status indicator for finished tasks.

All Tasks

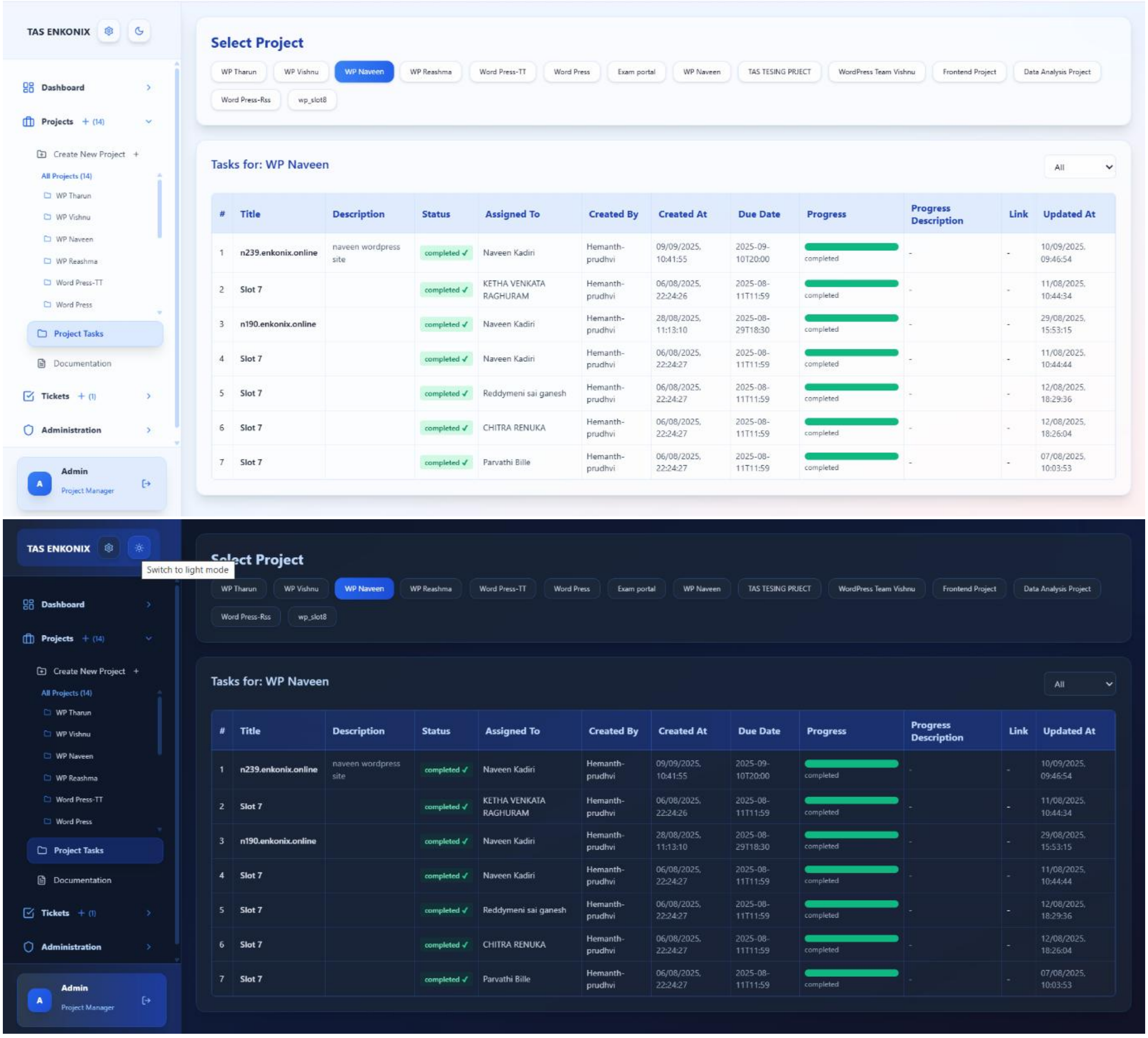




- **All Tasks**: Section showing an overview of tasks across all teams.
- **Search tasks...**: Search bar to filter tasks.
- **Al Status / All Teams**: Dropdowns to filter tasks by status or team.
- **Cards / Table**: Toggle between card and table views (table view active).
- **WordPress Naveen Team**: Specific team section with task details.

- **Task Cards (e.g., Slot 10, Bug Report 1)**: Individual tasks with status (e.g., LOW priority), assignees, reporters, due dates, and progress.
- **Total: 245, Completed: 231, In Progress: 0, Pending: 14, Overdue: 13**: Summary of task statuses.
- **Share**: Option to share the task view.

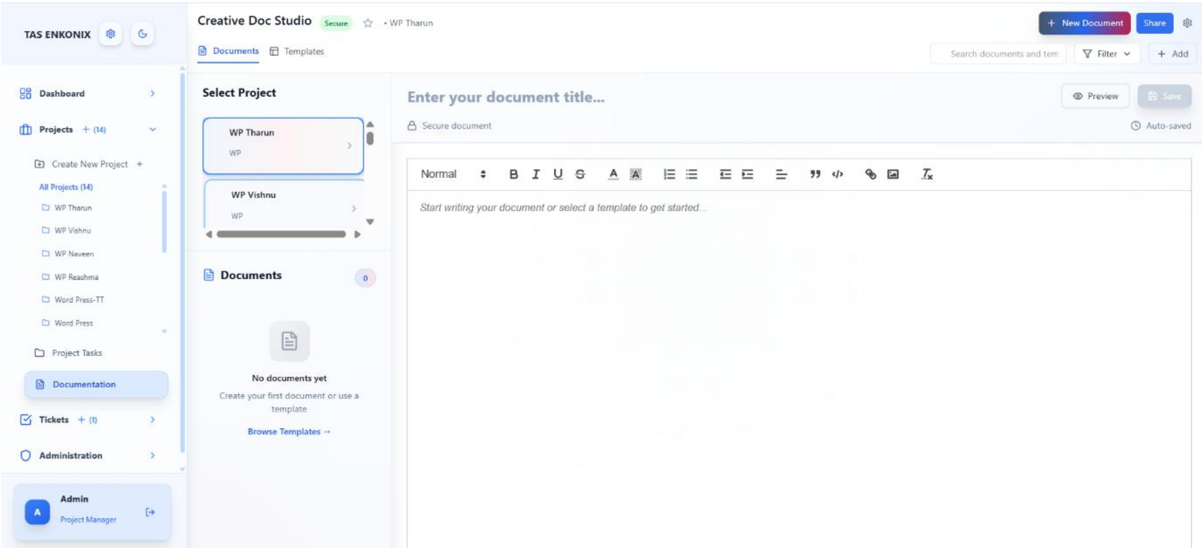
Project Tasks

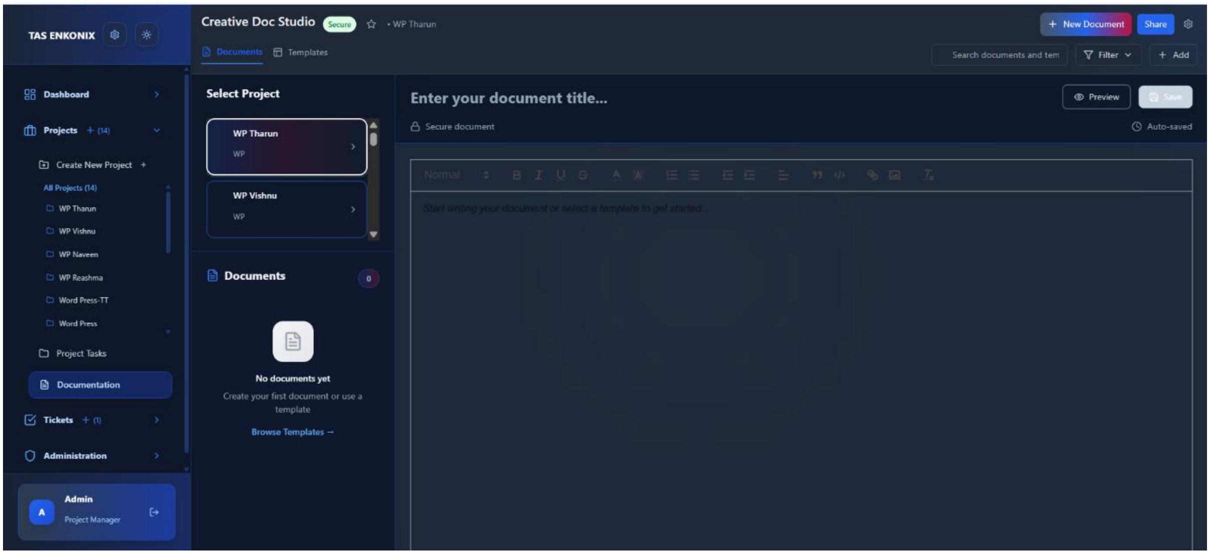


- **Tasks for: WP Tharun**: List of tasks specific to the WP Tharun project.
- **Table Columns**:
  - **#**: Task number.
  - **Title**: Task name (e.g., t176_enkonix.online).
  - **Description**: Brief task description.
  - **Status**: Task status (e.g., assigned, completed).

- **Assigned To**: Person assigned to the task.
- **Created By**: Person who created the task.
- **Created At**: Task creation date and time.
- **Due Date**: Task deadline.
- **Progress**: Progress bar for task completion.
- **Progress Description**: Additional progress notes.
- **Link**: Hyperlink to task details.
- **Updated At**: Last update timestamp.

Creative Doc Studio (Landing)





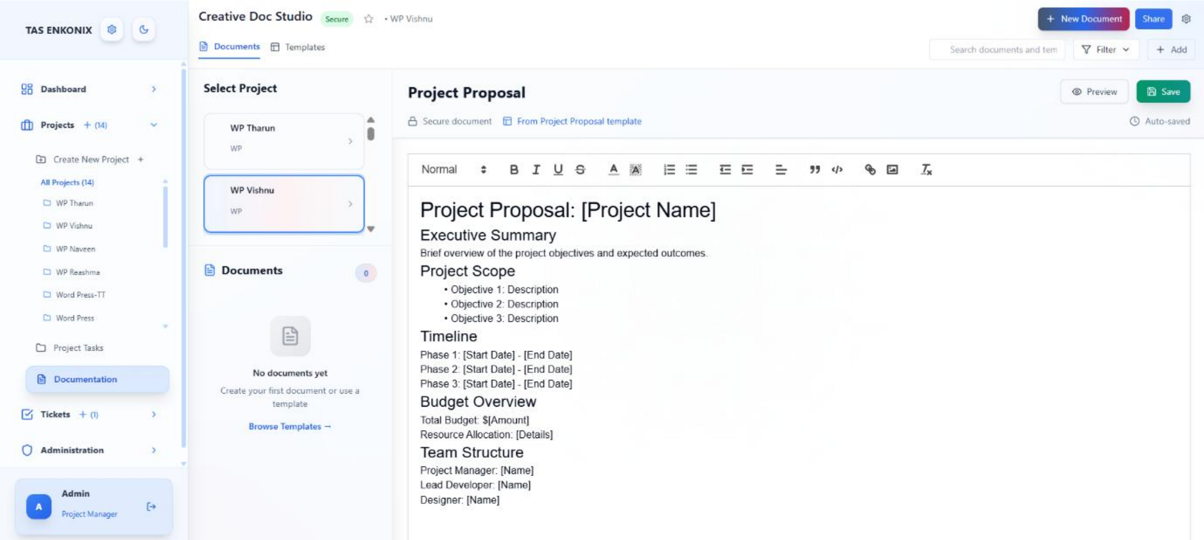
Path: Sidebar → **Documentation**

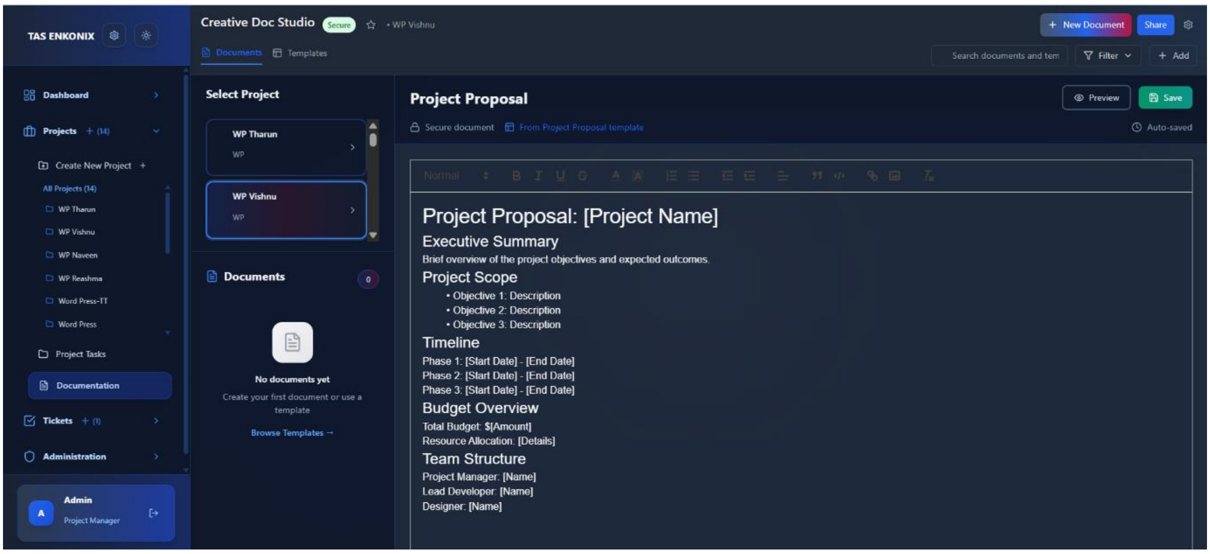
You can see: Two tabs (**Documents**, **Templates**), a **Select Project** panel (left), welcome panel (right), and actions: **New Document**, **Share**, **Filter**, **Add**.

Do it step-by-step:

1. In **Select Project**, click the project (e.g., *WP Tharun* or *WP Vishnu*).
2. Click **New Document** to start a doc under that project.
3. Optionally click **Share** to set visibility and collaborators.
4. Use **Search documents and tem...** to locate existing docs.
5. Click the **Templates** tab if you prefer starting from a pre-made structure.

Creative Doc Studio (New Document Editor)





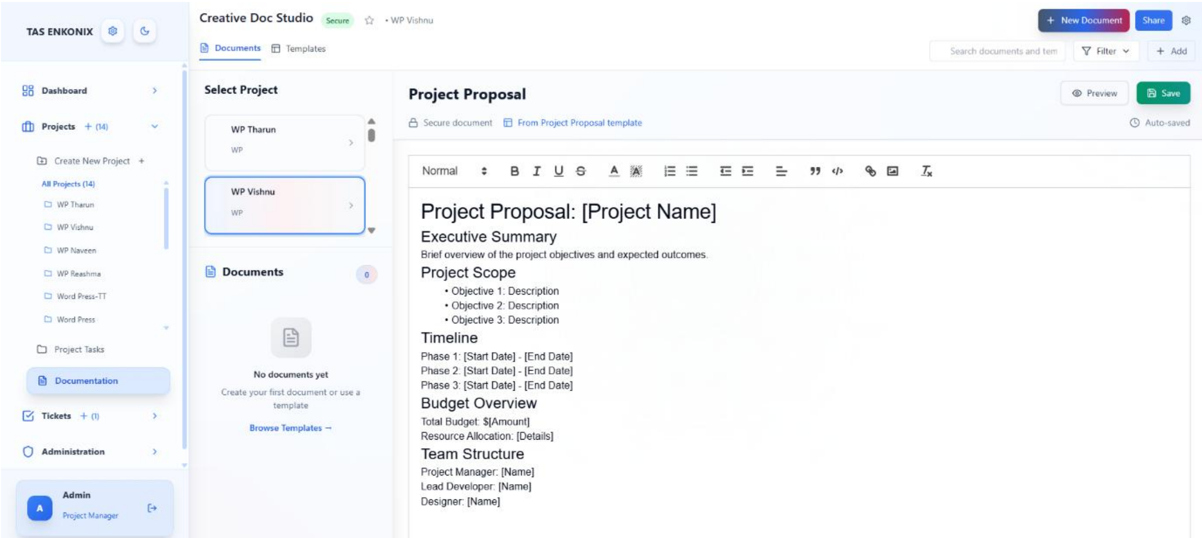
Path: Sidebar → **Documentation** → **Documents** tab → **New Document**

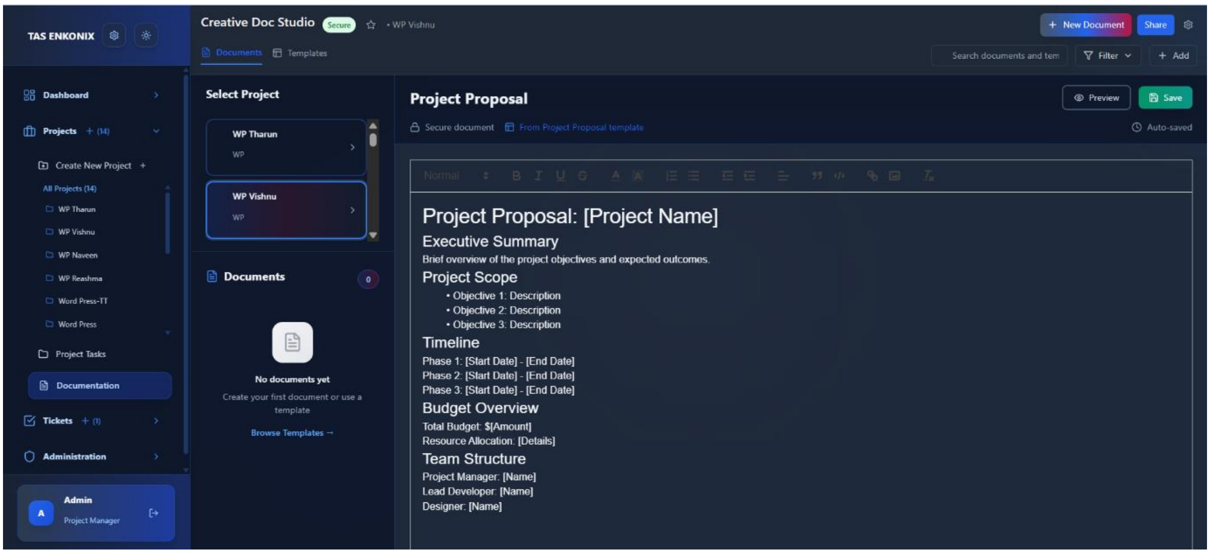
You can see: Title field, **Secure document** indicator, rich text toolbar, **Preview** and **Save** buttons, and a **Select Project** panel.

Do it step-by-step:

1. Select the target project in the left panel.
2. Enter a **document title** in the black title bar.
3. Start writing in the editor; use the toolbar for headings, bold/italic, lists, code, images, and links.
4. Click **Preview** to see the final look.
5. Click **Save**; autosave is also enabled (check the indicator).

Creative Doc Studio (Templates – Project Proposal)





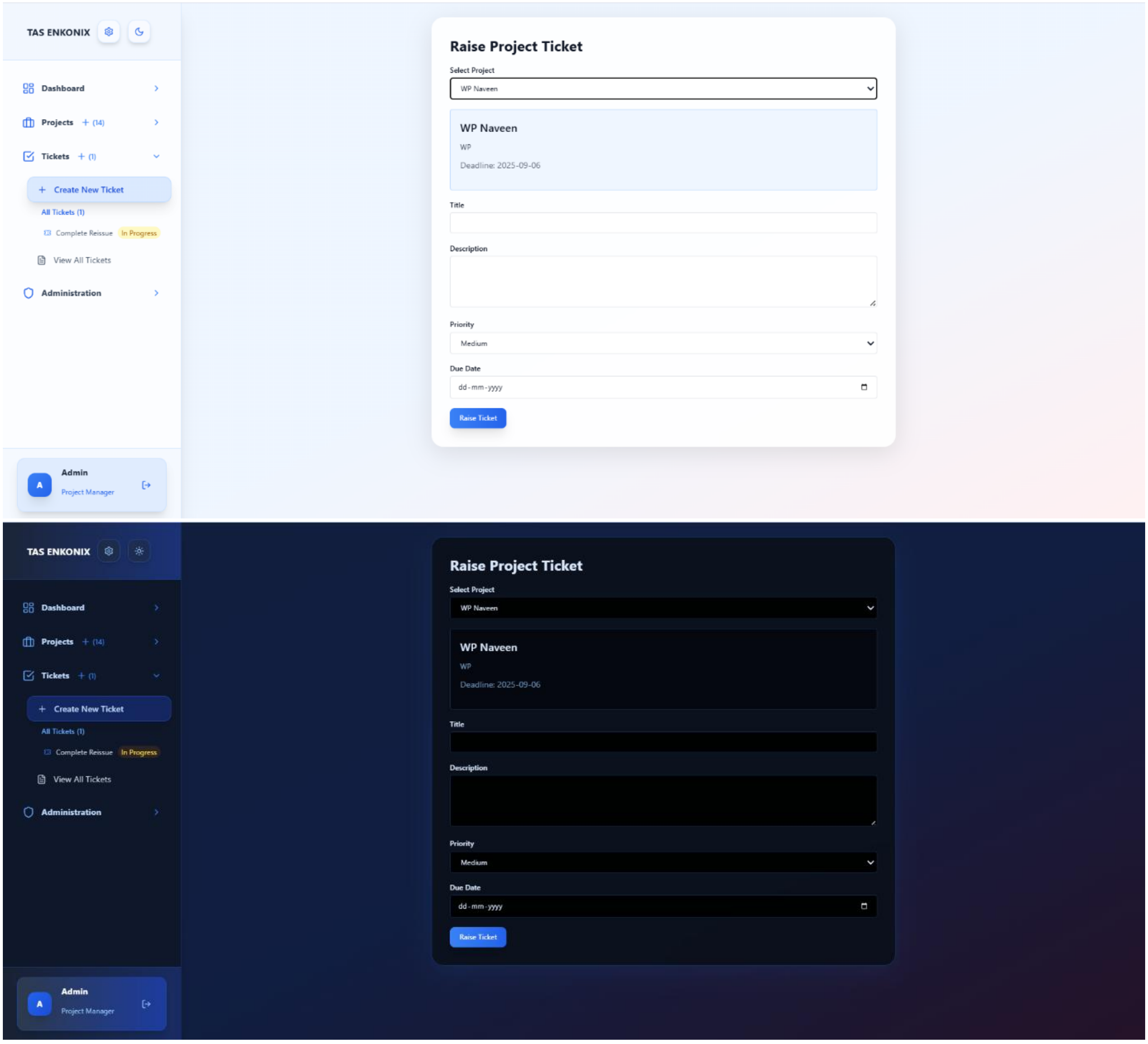
Path: Sidebar → **Documentation** → **Templates** tab → **Project Proposal**

You can see: A full proposal structure with sections like **Executive Summary**, **Project Scope**, **Timeline**, **Budget Overview**, **Team Structure**.

Do it step-by-step:

1. Open **Templates** and select **Project Proposal**.
2. Click **Use template** (or **New Document** from template, depending on your UI).
3. Replace placeholders (e.g., **[Project Name]**, dates, budget) with real data.
4. Add or remove subsections as needed using the toolbar.
5. **Save** and optionally **Share** with stakeholders.

Tickets (Raise Ticket – empty state)



Path: Sidebar → **Tickets** → **Raise Ticket**

You can see: A form container with a **Select Project** dropdown.

Do it step-by-step:

1. Open the **Select Project** dropdown.

2. Choose the project the ticket belongs to.
3. The rest of the form will appear

Tickets (Raise Project Ticket – full form)

Path: Sidebar → **Tickets** → **Raise Ticket** → Select a project (e.g., *WP Naveen*)

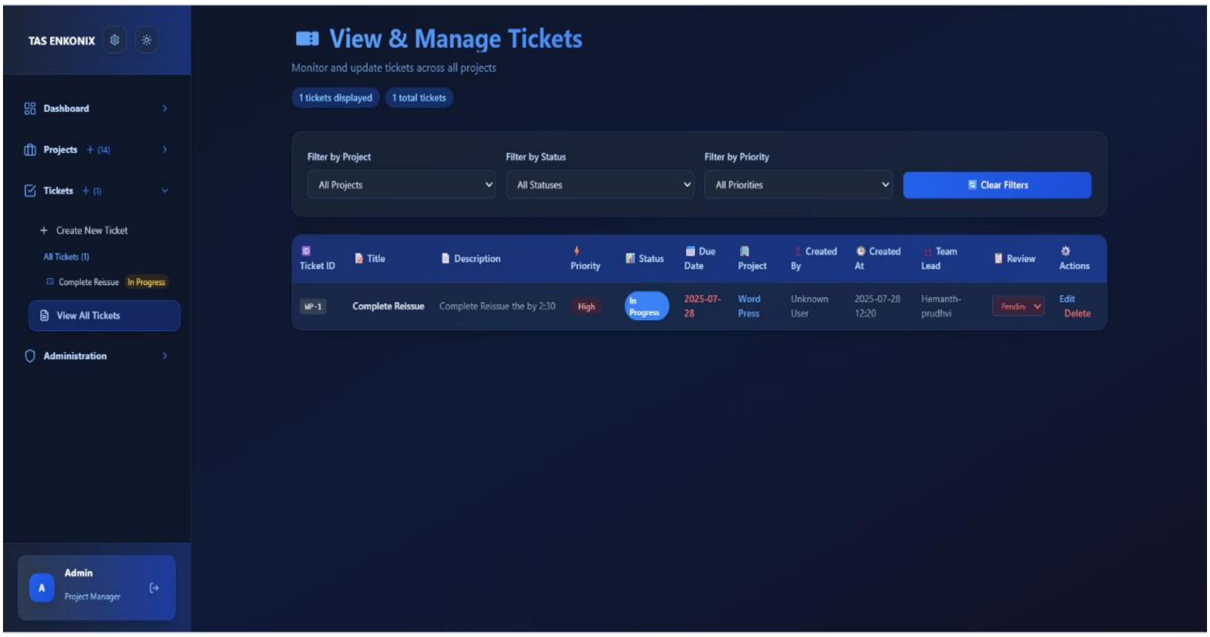
You can see: Project summary (name, type, deadline) and the ticket form: **Title**, **Description**, **Priority**, **Due Date**, **Raise Ticket**.

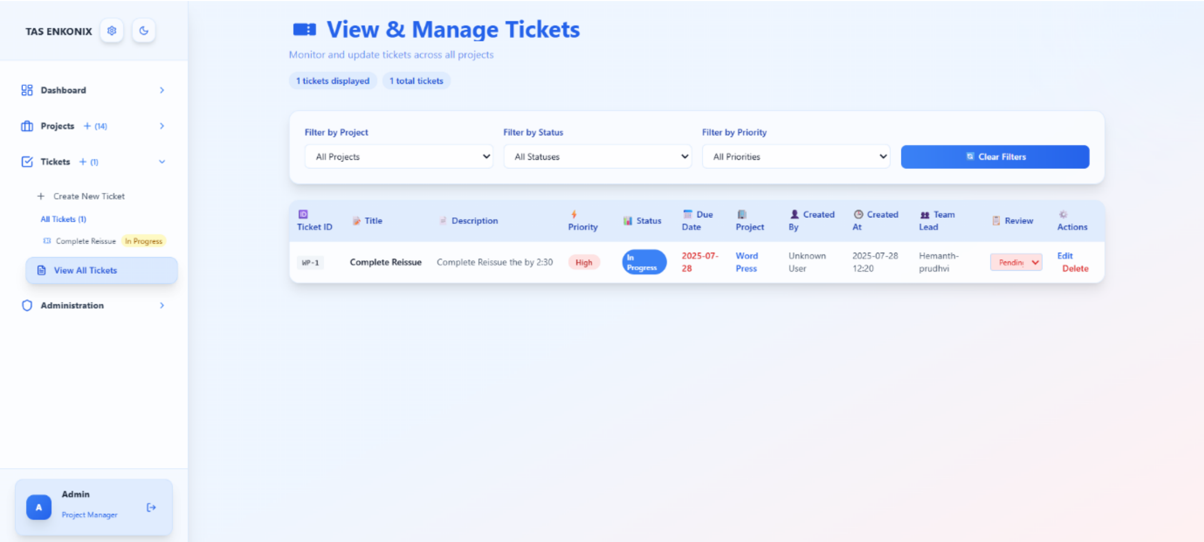
Do it step-by-step:

1. Confirm the **Project** is correct (shows at the top).
2. Enter a concise **Title** (what needs to be done).
3. Add a clear **Description** with acceptance criteria or reproduction steps.
4. Set **Priority** (Low / Medium / High / Critical per your workflow).
5. Pick a **Due Date** with the date-picker.
6. Click **Raise Ticket**. You'll be redirected to **View Tickets** or see a success toast.

Tips: Include attachments or links inside the description (designs, logs, URLs) to help assignees.

View&ManageTickets





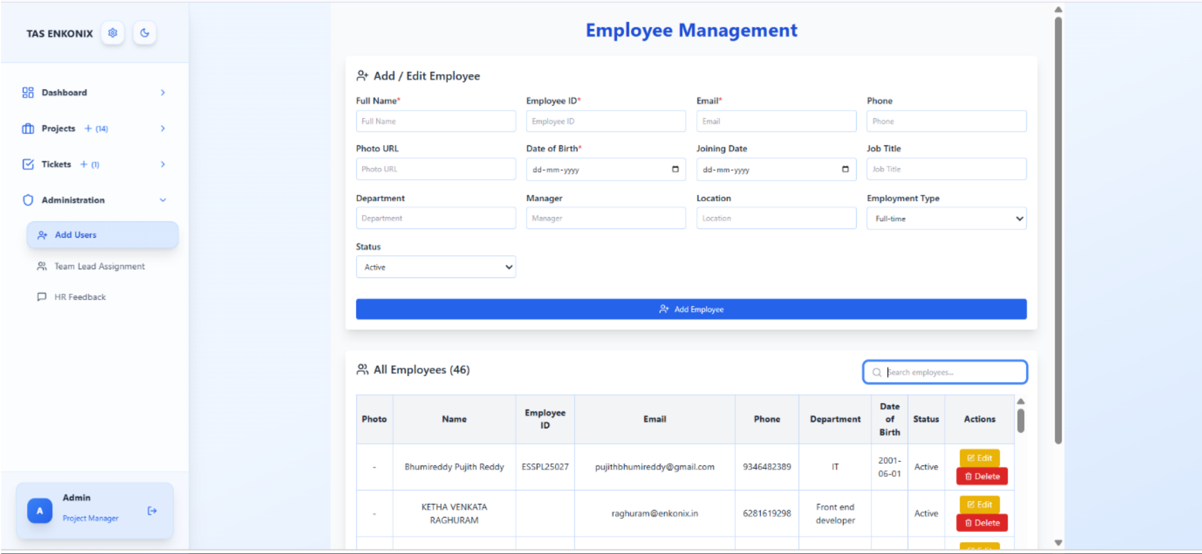
Path: Sidebar → **Tickets** → **View Tickets**

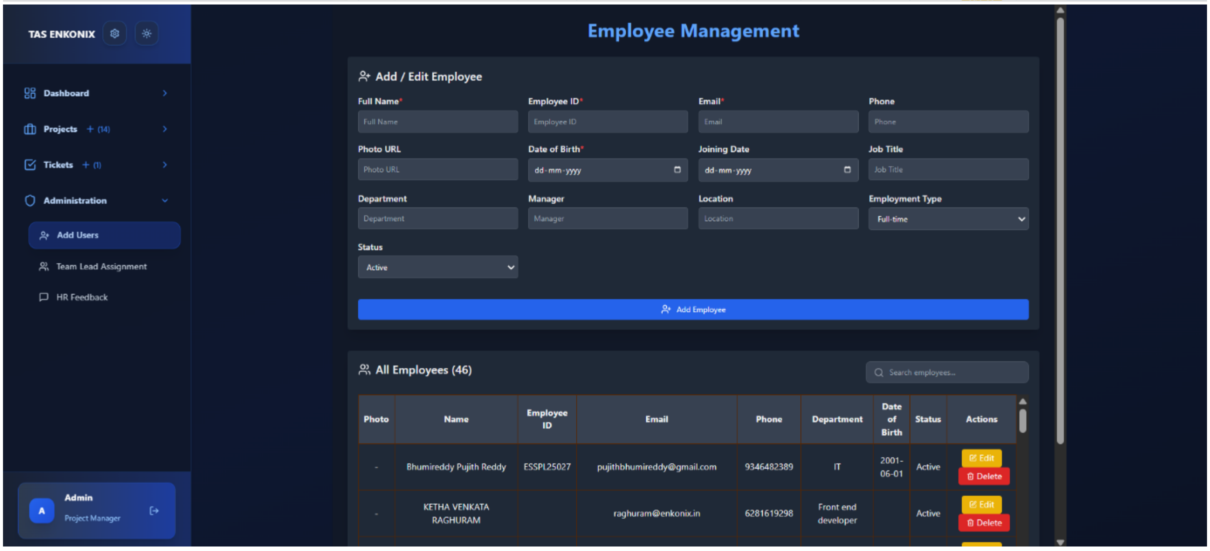
You can see: Filter bar (**Project**, **Status**, **Priority**), **Clear Filters**, and a tickets table with columns like **Ticket ID**, **Title**, **Description**, **Priority**, **Status**, **Due Date**, **Project**, **Created By/At**, **Team Lead**, **Review**, **Actions**.

Do it step-by-step:

1. Narrow the list using **Filter by Project / Status / Priority**.
2. Click **Clear Filters** to reset.
3. Check **Status** chips (e.g., *In Progress*, *Done*) to track work.
4. Use the **Review** dropdown for QA/PM review states (e.g., *Pending*, *Approved*).
5. Click **Edit** to modify a ticket or **Delete** to remove it (with confirmation).
6. Click a row to open the ticket details page if available.

Administration (Add Users / Employee Management)





Path: Sidebar → **Administration** → **Add Users**

You can see: An **Add / Edit Employee** form and an **All Employees** table.

Do it step-by-step (create a user):

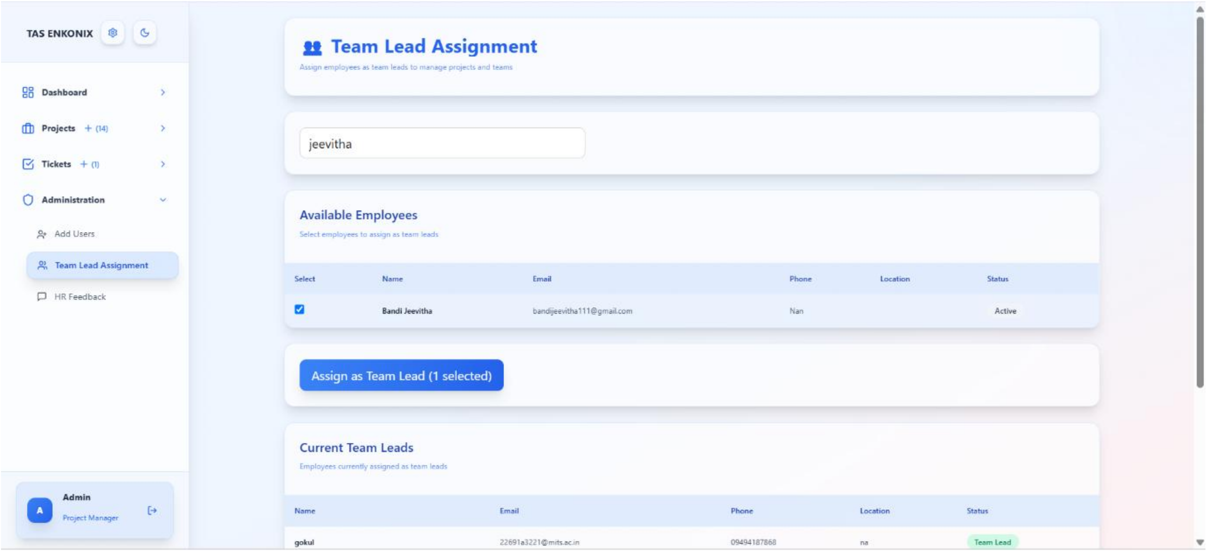
1. Fill **Full Name**, **Employee ID**, **Email**, **Phone**.
2. (Optional) Add **Photo URL** (publicly accessible image link).
3. Set **Date of Birth**, **Joining Date** via pickers.
4. Enter **Job Title**, **Department**, **Manager**, **Location**.
5. Choose **Employment Type** (Full-time/Contract etc.) and **Status** (Active/Inactive).
6. Click **Add Employee**.

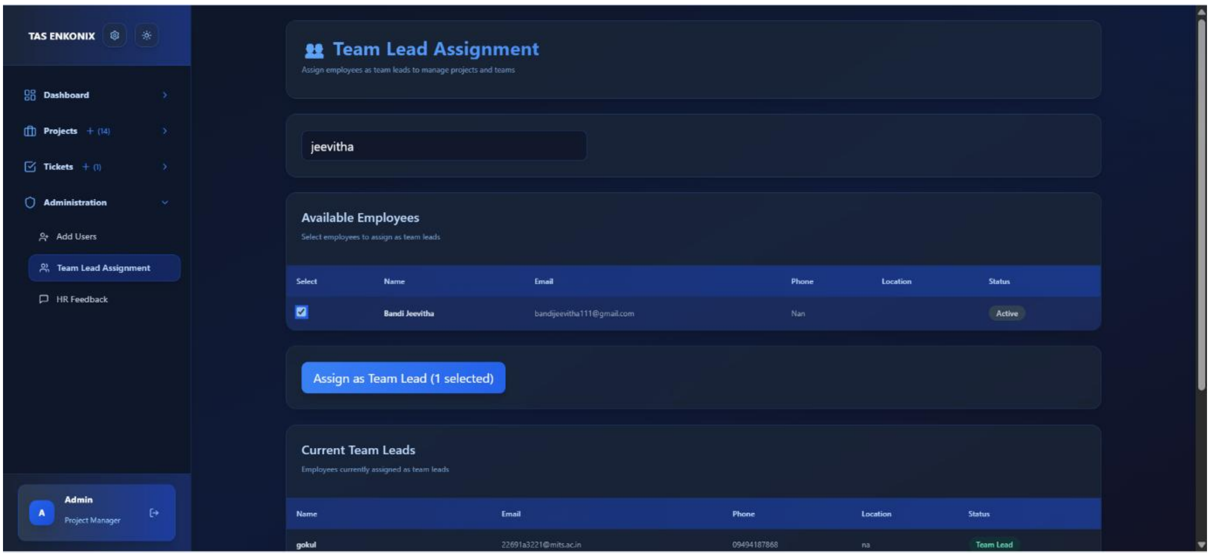
Manage existing users:

1. Use the table search (top-right of the table) to find an employee.

2. Click **Edit** to update details.
3. Click **Delete** to remove (with confirmation and permission checks).

Administration (Team Lead Assignment)





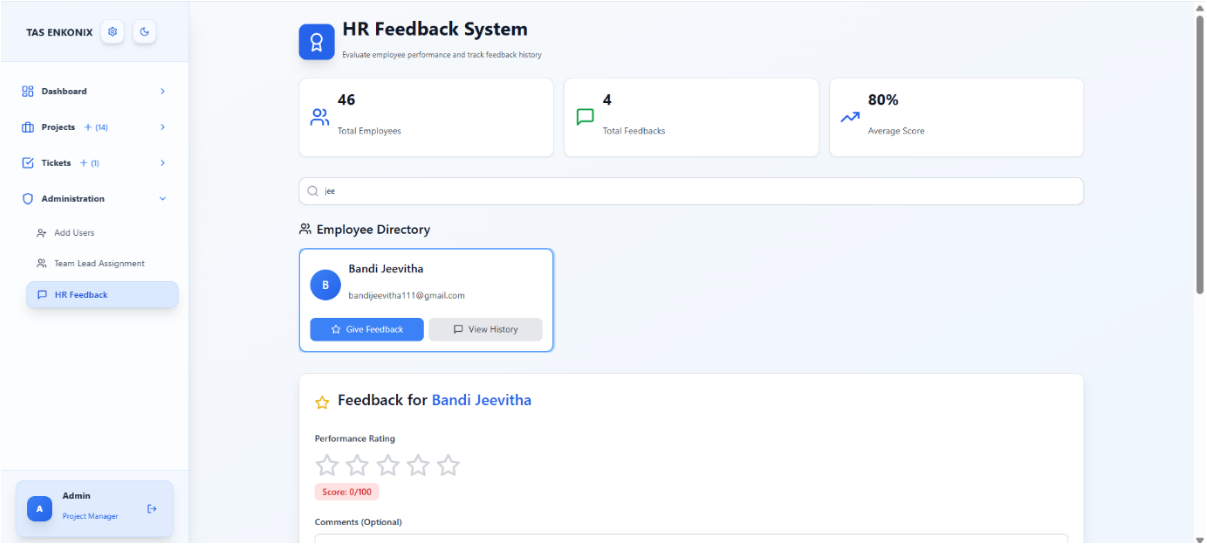
Path: Sidebar → **Administration** → **Team Lead Assignment**

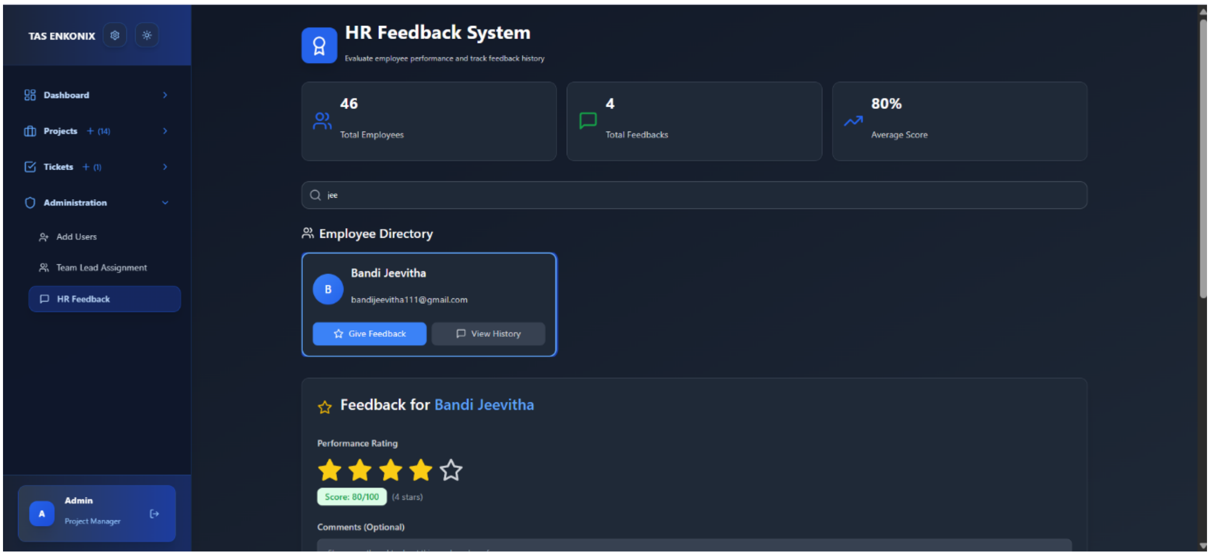
You can see: A page to assign team leads with a **search** field and a table of employees (Name, Email, Phone, Location, Status) and checkboxes.

Do it step-by-step:

1. Use the **search** field to find candidates by name/email/phone.
2. Select one or more employees using the **checkbox** in the left column.
3. Click **Assign as Team Lead** (or the primary action shown on your build).
4. Verify roles are updated (your table or a toast should confirm the change).

HR Feedback System: Dashboard





What you see

- **Header: “HR Feedback System.”** Describes the module purpose: evaluate employee performance and track feedback history.
- **Summary KPI Cards:**
  - **Total Employees :** Count of employees in the directory.
  - **Total Feedbacks :** Number of feedback entries recorded.
  - **Average Score :** Average performance score across all feedback.
- **Search Bar:** “Search employee by name…” live-filters the directory.
- **Employee Directory:** Grid of employee cards, each shows:
  - **Avatar Initial**, **Full Name**, **Email**.
  - **Give Feedback** button → opens the feedback panel for that employee.

    - **View History** button → opens that employee's past feedback.

What you see

- **Title:** "Feedback for *[Employee Name]*".
- **Performance Rating (Stars, 1–5):** Click to set the score. The **Score 0/100** indicator updates as you select stars (typically 20 points per star).
- **Comments (Optional):** Free-text notes about the employee's performance.
- **Submit Feedback** button: visible at the bottom; appears disabled until a rating is provided (as shown).

Steps to submit feedback

1. Confirm the **employee name** at the top.
2. Click a **star rating** (1 = poor, 5 = excellent). The **Score** counter updates.
3. (Optional) Type remarks in **Comments**.
4. Click **Submit Feedback**. A success message or refresh of stats confirms submission.

Tips

- You can change the star selection before submitting; the latest value is saved.
- Keep comments factual and specific—this helps for future reviews.

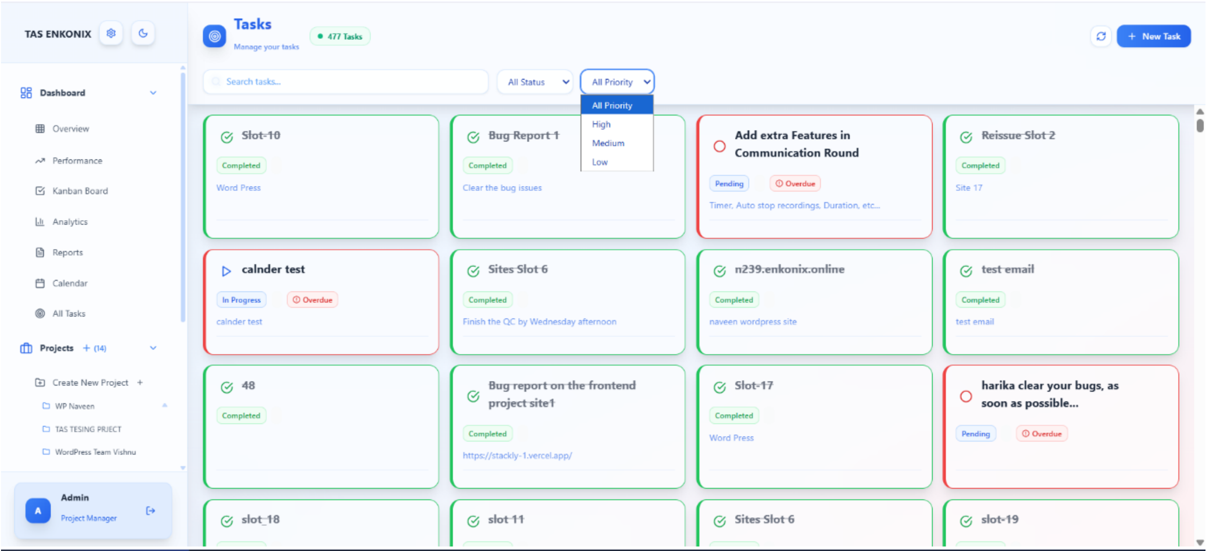
How to give feedback (from the dashboard)

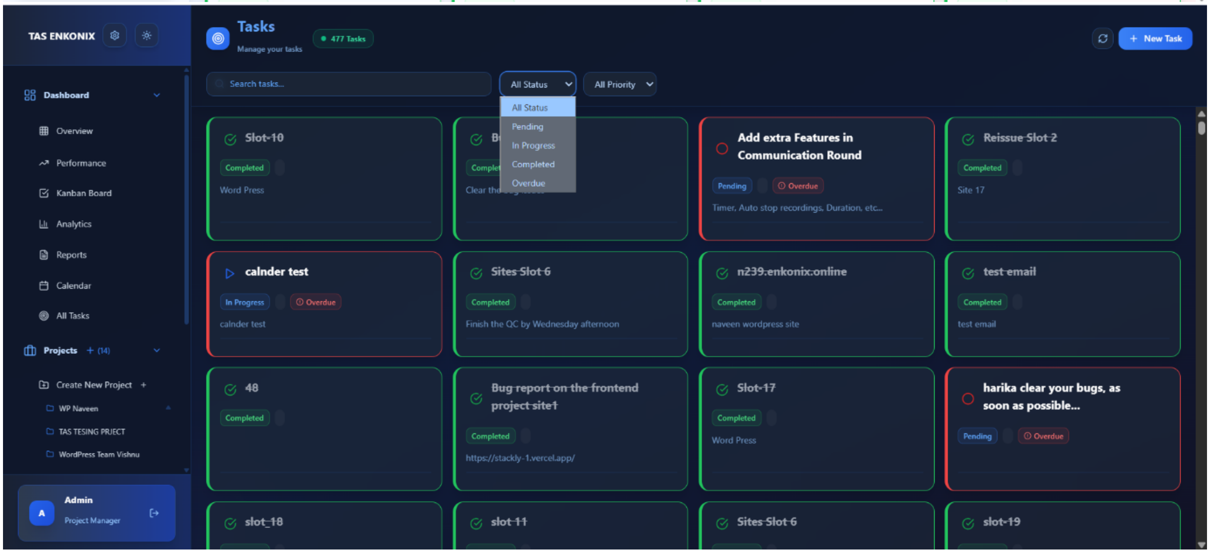
1. Use **Search** to find the employee or scroll the directory.
2. Click **Give Feedback** on the employee card.
3. The feedback panel (Screenshot 2) appears for that employee.

How to view a person's past feedback

1. Locate the employee card.
2. Click **View History** to see all previous entries for that person.

Tasks: Dashboard Overview





What you see

- **Header: "Tasks"** with a badge (e.g., **245 Tasks**) showing the current list size.
- **Search** field to filter by task title/keywords.
- **Filters:**
  - **All Status** dropdown — filter by Pending/In Progress/Completed/Overdue (see Screenshot 4).
  - **All Priority** dropdown — filter by priority level.
- **Refresh** icon — reloads the task list.
- **New Task** button — opens the create modal (Screenshot 6).
- **Task Cards (Grid):** Each card shows
  - **Title** (e.g., "Bug Report 1").
  - **Status chip** (e.g., Completed).
  - **Short description** or link.

- (Some cards show a small progress toggle/badge indicator.)

- **Left Sidebar (Module Navigation):** Overview, Performance, Kanban Board, Analytics, Reports, Calendar, All Tasks, plus Projects/Tickets/Administration sections.

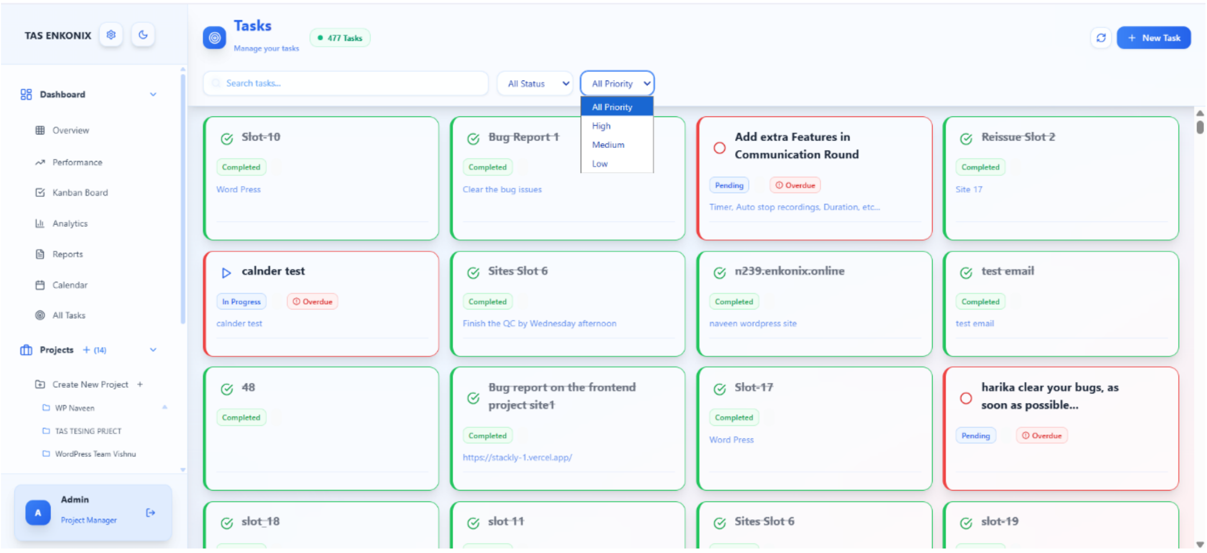
Steps to find work quickly

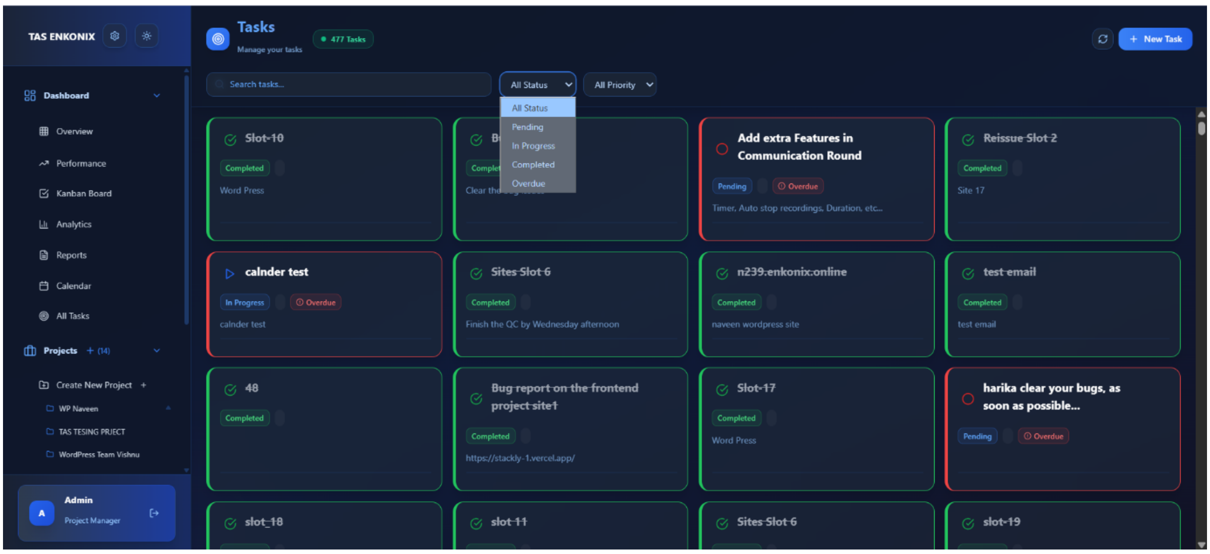
1. Type a keyword in **Search** (e.g., "slot 10").
2. Narrow with **All Status** and **All Priority**.
3. Click a **task card** to open its details (Screenshot 5).

Create a new task (quick)

1. Click **New Task**.
2. Complete the form in Screenshot 6 and click **Create**.

Tasks: Status Filter Dropdown





What you see

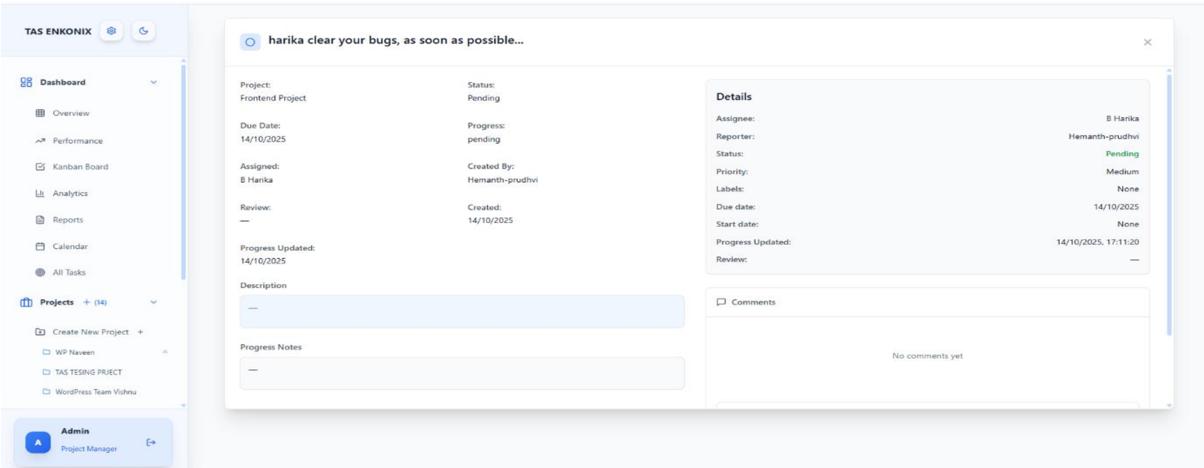
- The **All Status** dropdown is expanded with options:
    - **All Status** — show everything.
    - **Pending** — not started.
    - **In Progress** — being worked on.
    - **Completed** — finished tasks.
    - **Overdue** — past due date and not completed.

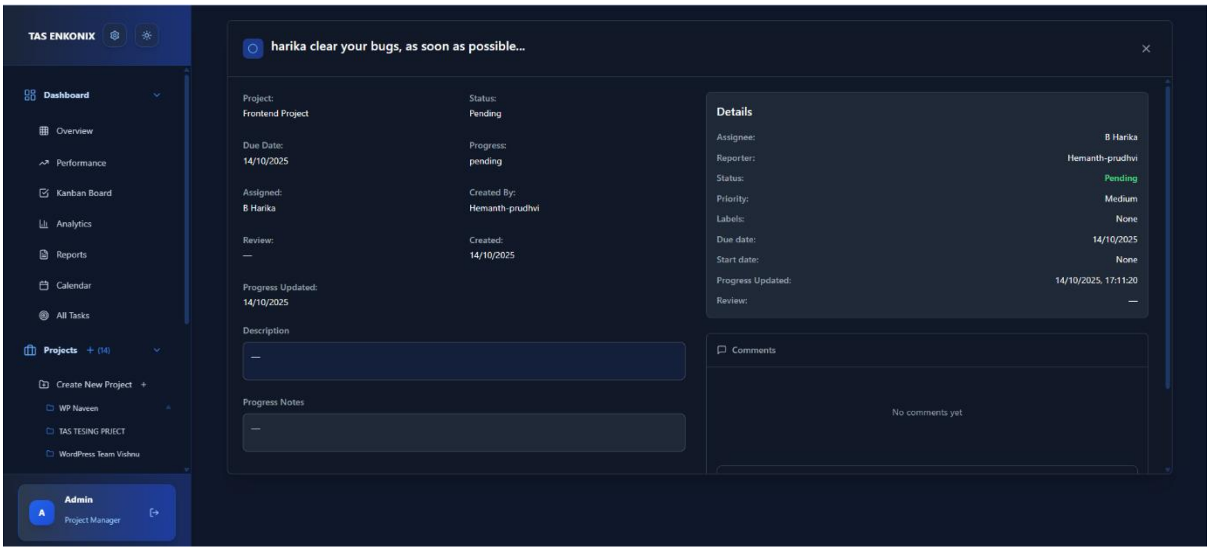
Steps to filter by status

1. Click the **All Status** dropdown.
2. Select your desired status (e.g., **In Progress**).
3. The grid updates to show matching tasks only.

Tip: Combine with **All Priority** to get, for example, "Overdue + High" items.

TaskDetailsDrawer





What you see

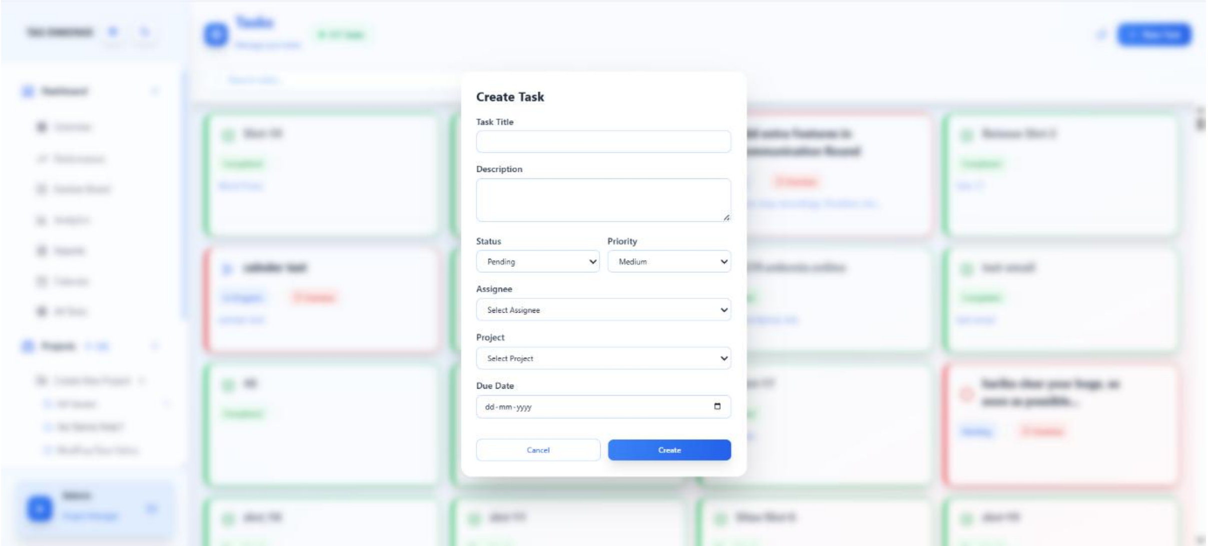
- **Title:** e.g., “Bug Report 1”.
- **Left Column (Task Meta):**
  - **Project** name
  - **Status**
  - **Due Date**
  - **Assigned** (assignee)
  - **Created By**
  - **Review** (star rating and numeric score)
  - **Progress Updated** (timestamp)
  - **Description** (editable text area)
  - **Progress Notes** (free-form notes area)
- **Right Panel: Details** (readable snapshot of key fields):
  - **Assignee, Reporter, Status, Priority, Labels, Due date, Start date, Progress Updated, Review**
- **Comments** section: add discussion or clarifications.
- **Close (×) icon** top-right to dismiss the drawer.

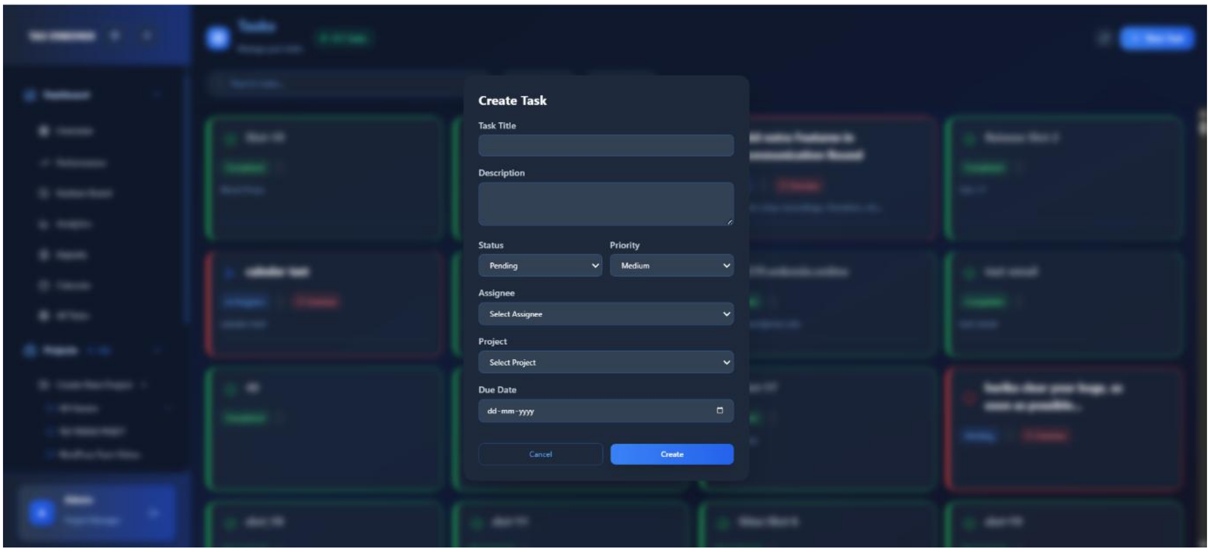
Steps to review or update a task

1. From the grid, click a **task card** to open this details view.
2. Read the **Details** panel for a quick snapshot.
3. Update **Description** and/or add **Progress Notes** as needed.
4. Use the **Comments** box to mention blockers or ask questions.
5. Close the drawer when done (changes are saved per app rules; if a Save action appears, use it).

Tip: The **Review** score is useful for post-completion quality checks (e.g., 100/100 indicates a perfect review).

Create Task Modal





What you see (fields & purpose)

- **Task Title** — required brief name of the task.
- **Description** — details, acceptance criteria, or links.
- **Status** — initial state (e.g., Pending).
- **Priority** — urgency (Low/Medium/High, etc.).
- **Assignee** — person responsible.
- **Project** — project the task belongs to.
- **Due Date** — date picker input.
- **Actions** — **Cancel** (discard) and **Create** (save task).

Steps to create a task

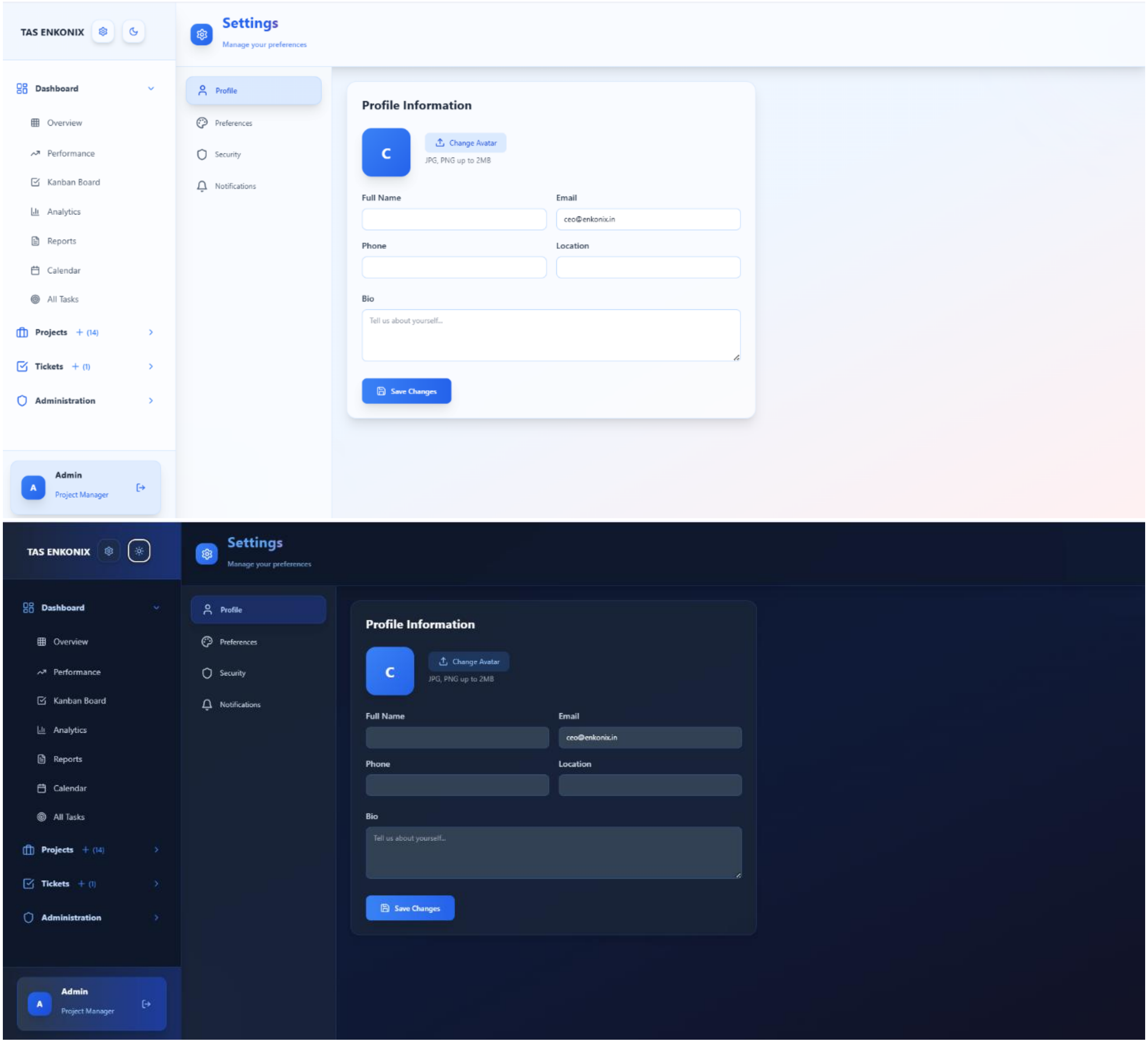
1. Click **New Task** on the Tasks dashboard to open this modal.

2. Enter a **Task Title** and **Description**.
3. Choose **Status** and **Priority**.
4. Pick an **Assignee** and **Project** from the dropdowns.
5. Set a **Due Date** using the calendar icon.
6. Click **Create** to save. The modal closes and the new task appears in the grid.

Validation notes

- Empty required fields will prevent creation and may show inline errors.
- You can switch **Status** later from the task details view if needed.

Settings: Profile



What you see

- **Tabs:** Profile, Preferences, Security, Notifications.

- **Profile Information:**
    - **Avatar** with **Change Avatar** (JPG/PNG up to 2MB).
    - **Full Name** (editable).
    - **Email** (pre-filled; may be read-only depending on roles).
    - **Phone** and **Location** (optional contact fields).
    - **Bio** (long-form text about you).
    - **Save Changes** button to persist edits.
- **Global settings icons** (top-right of the app): theme toggle and preferences quick access.

Steps to update your profile

1. Go to **Settings** (top-right **cog** icon) → **Profile** tab.
2. Click **Change Avatar** to upload an image (≤2MB, JPG/PNG).
3. Edit **Full Name**, **Phone**, **Location**, and **Bio** as needed.
4. Click **Save Changes**. A confirmation toast/snackbar should appear.

Tips

- Keep your **Bio** short and role-focused to help others understand your responsibilities.
- Use the **Preferences** tab to customize UI behavior (e.g., theme, density) if available.
