

Collabfast

User/admin manual

Register

- When the web page loads click the button in the middle of the screen that says “login/register”
- You will be redirected to the log in screen
- Under the password section is link for registering a new user. Click the link.
- Enter in your email and desired password, then retype the same password in confirm password section
- With the information filled out click the register button.
- You will be registered as a new user and should automatically be logged in.
- If you are not already logged in proceed to the Login instructions below

Login

- Click the button labeled “login/register” in the middle of the screen
- You will be redirected to the login screen
- Enter the email and password combination that you used when registering
- If you have not already registered follow the Register instructions above
- Now that you have entered your email and password click login.
- This will take you to the projects you have access to. If this is your first time, you likely do not have access to any projects yet

Viewing Projects

- If you are not logged in, use the Login instructions listed above
- Click the Projects tab at the top the of the page
- This will redirect you to the Projects page which lists all the projects you are a part of
- If this is your first time you may not be a part of any projects yet
- You can edit the details of a project by clicking on the edit link to the right of the project name
- You can view the details of a project by clicking on the edit link to the right of the project name
- You can delete a project by clicking the delete link to the right of the project name

Create a Project

- Navigate to the Projects page using the Viewing Projects instruction listed above
- Click the “Create Project” link
- To create a project you need to name the project and assign an owner
- Click create to create the project.
- This will take you back to the Projects page and the new project will be listed

View Tasks

- If you are not logged in, use the Login instructions listed above
- Click the Task tab at the top of the page
- This will redirect you to the tasks tab.
- If this is your first time you may not have any tasks yet
- You can edit the details of the tab by clicking the link to the right of the task name

- You can view the details of a task by clicking the details link to the right of the task name
- You can delete a task by clicking the delete link to the right of the task name

Create a Task

- Navigate to the Task page by following the View Tasks instructions listed above
- Click the “Create Task” Link
- To create a task you will need to enter a task name, assign someone to the task, set a due date, and set a priority.
- Click create to create the task
- This will take you back to the tasks page and the new task will be listed