

Stride User Manual

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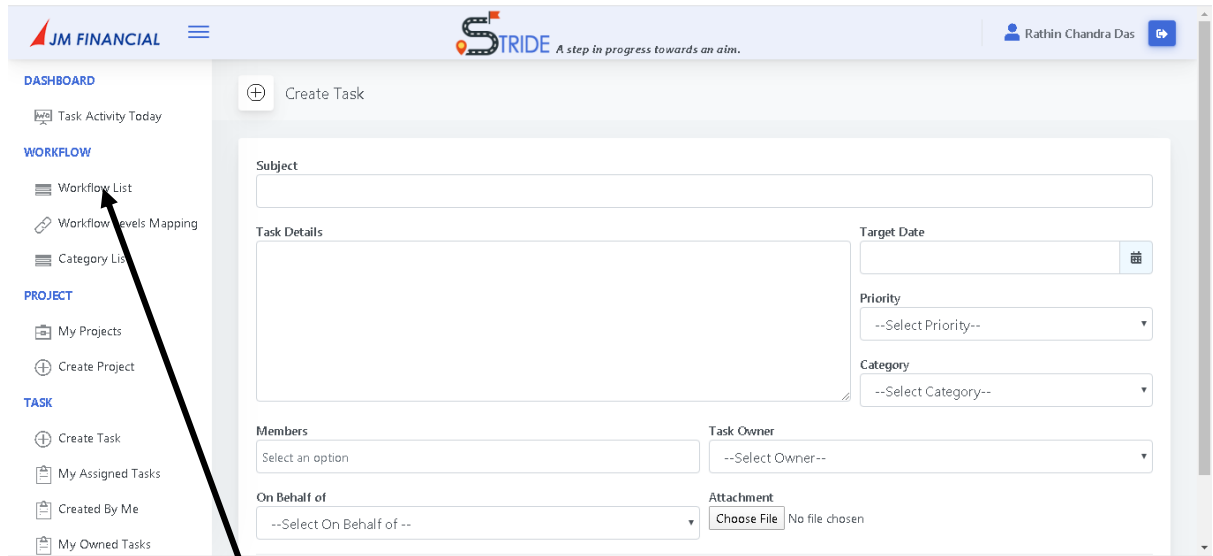
Prepared By	Reviewed By	Date	Approved By	Remarks
Rathin Das				

Version No	Remarks	Date Changed	Approved / Rejected By	Remarks
1				

Workflow related Tasks

A. Create and View Workflows

Enter the URL: <https://stride.jmfl.com>. The following screen will appear.



JM FINANCIAL **STRIDE** A step in progress towards an aim.

DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Create Task

Subject

Task Details

Target Date

Priority

--Select Priority--

Category

--Select Category--

Members

Select an option

Task Owner

--Select Owner--

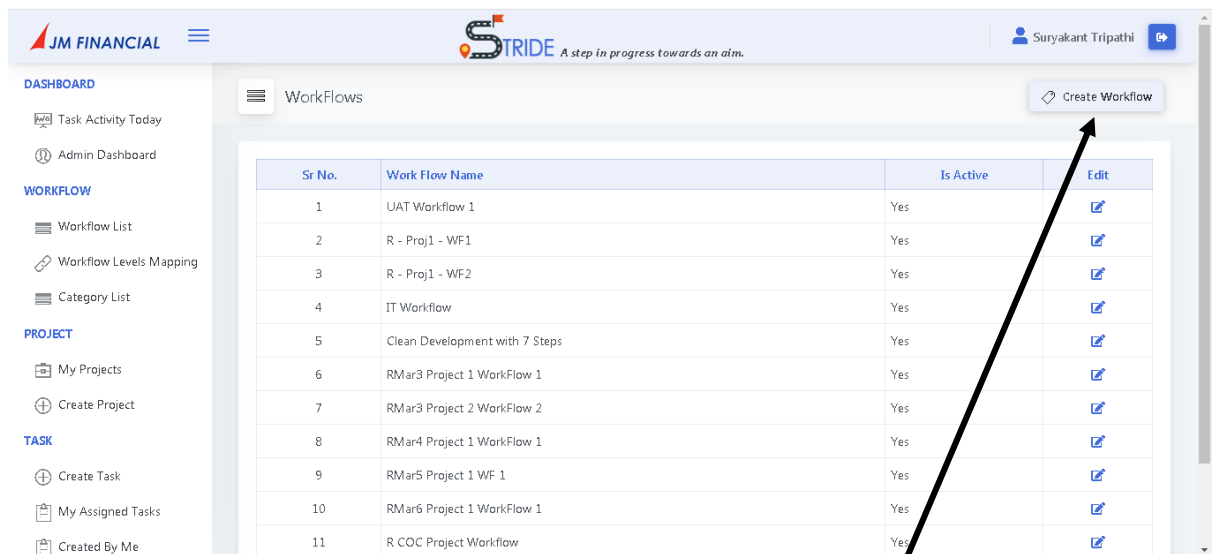
On Behalf of

--Select On Behalf of --

Attachment

Choose File No file chosen

Click on **Workflow List**. The following screen will appear.



JM FINANCIAL **STRIDE** A step in progress towards an aim.

DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK


- Create Task
- My Assigned Tasks
- Created By Me


WorkFlows


Create Workflow

Sr No.	Work Flow Name	Is Active	Edit
1	UAT Workflow 1	Yes	Edit
2	R - Proj1 - WF1	Yes	Edit
3	R - Proj1 - WF2	Yes	Edit
4	IT Workflow	Yes	Edit
5	Clean Development with 7 Steps	Yes	Edit
6	RMar3 Project 1 WorkFlow 1	Yes	Edit
7	RMar3 Project 2 WorkFlow 2	Yes	Edit
8	RMar4 Project 1 WorkFlow 1	Yes	Edit
9	RMar5 Project 1 WF 1	Yes	Edit
10	RMar6 Project 1 WorkFlow 1	Yes	Edit
11	R COC Project Workflow	Yes	Edit


The list of Workflows can be viewed here. Click on **Create Workflow**. The following screen will appear.








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Suryakant Tripathi



DASHBOARD

Task Activity Today

Admin Dashboard

WORKFLOW

Workflow List

Workflow Levels Mapping

Category List

PROJECT

My Projects

Create Project

TASK

Create Task

My Assigned Tasks

Created By Me

+


Create Workflow


Workflow Name


Is Active ☒

Save Workflow Name


Enter the **Workflow Name** and click on **Save Workflow Name**. The following screen will appear.








A step in progress towards an aim.


Suryakant Tripathi



DASHBOARD

Task Activity Today

Admin Dashboard

WORKFLOW

Workflow List

Workflow Levels Mapping

Category List

PROJECT

My Projects

Create Project

TASK

Create Task

My Assigned Tasks

Created By Me

+

Create Workflow

Record saved successfully.

Workflow Name

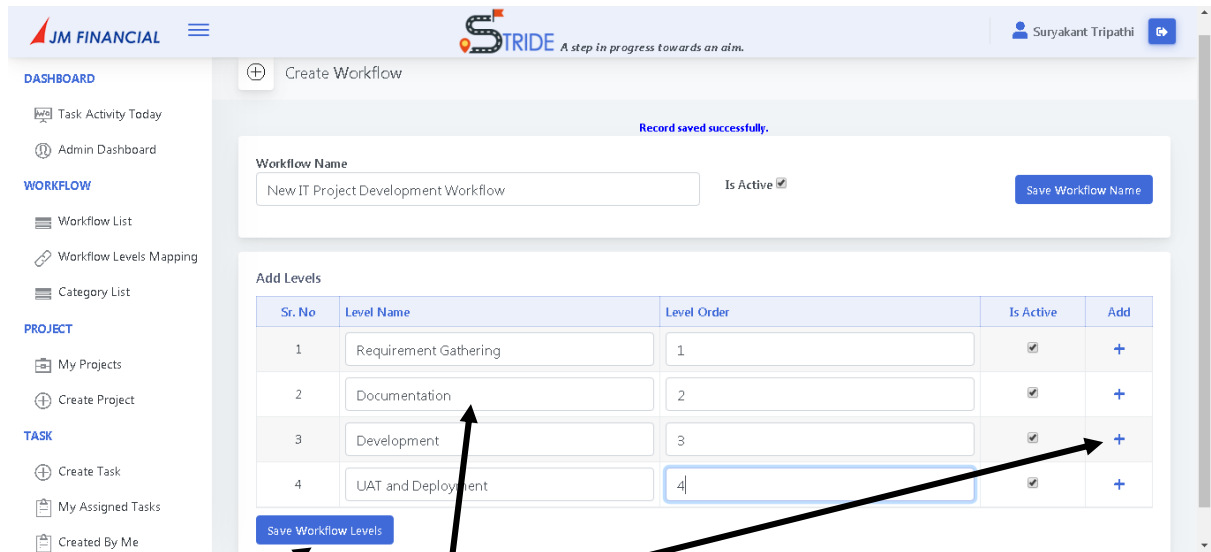
Is Active ☒

Save Workflow Name

Add Levels

Sr. No	Level Name	Level Order	Is Active	Add
1	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input data-bbox="1362 1285 1378 1308" type="button" value="+"/>

Save Workflow Levels



Workflow Name

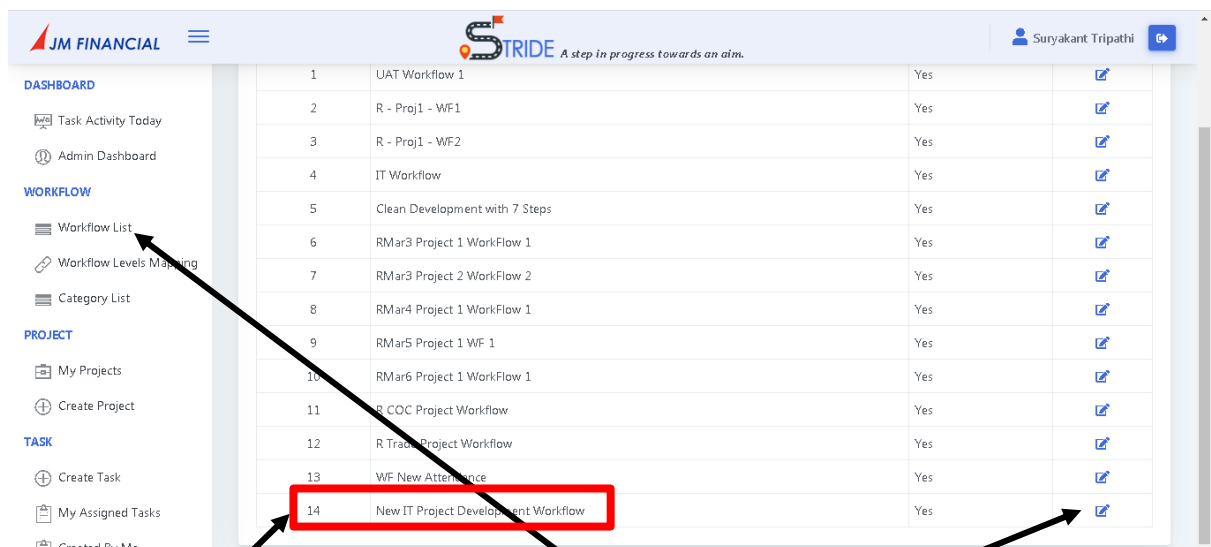
New IT Project Development Workflow ☒ Is Active [Save Workflow Name](#)

Add Levels

Sr. No	Level Name	Level Order	Is Active	Add
1	Requirement Gathering	1	<input checked="" type="checkbox"/>	+
2	Documentation	2	<input checked="" type="checkbox"/>	+
3	Development	3	<input checked="" type="checkbox"/>	+
4	UAT and Deployment	4	<input checked="" type="checkbox"/>	+

[Save Workflow Levels](#)

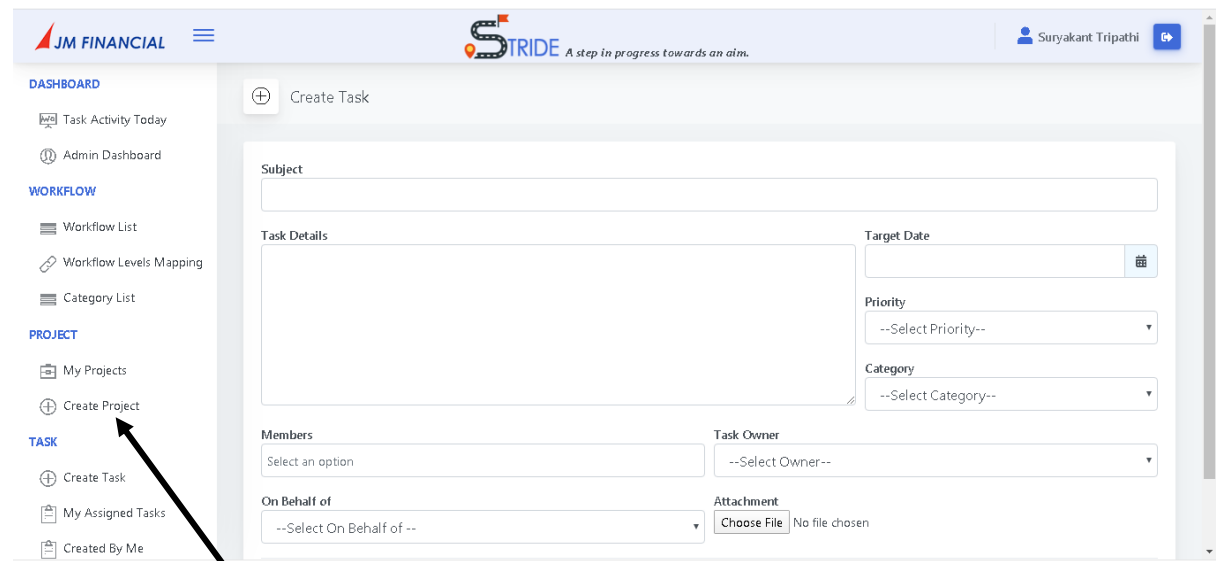
Enter the workflow levels **as shown**. The number of rows can be increased by clicking on the (+) button. After entering the details click on **Save Workflow Levels**.



Sr. No	Workflow Name	Is Active	Edit
1	UAT Workflow 1	Yes	Edit
2	R - Proj1 - WF1	Yes	Edit
3	R - Proj1 - WF2	Yes	Edit
4	IT Workflow	Yes	Edit
5	Clean Development with 7 Steps	Yes	Edit
6	RMAR3 Project 1 WorkFlow 1	Yes	Edit
7	RMAR3 Project 2 WorkFlow 2	Yes	Edit
8	RMAR4 Project 1 WorkFlow 1	Yes	Edit
9	RMAR5 Project 1 WF 1	Yes	Edit
10	RMAR6 Project 1 WorkFlow 1	Yes	Edit
11	R COC Project Workflow	Yes	Edit
12	R Trade Project Workflow	Yes	Edit
13	WF New Attendance	Yes	Edit
14	New IT Project Development Workflow	Yes	Edit

The **new workflow** can be seen in the **Workflow List**. Click **Edit** button to edit the workflow.

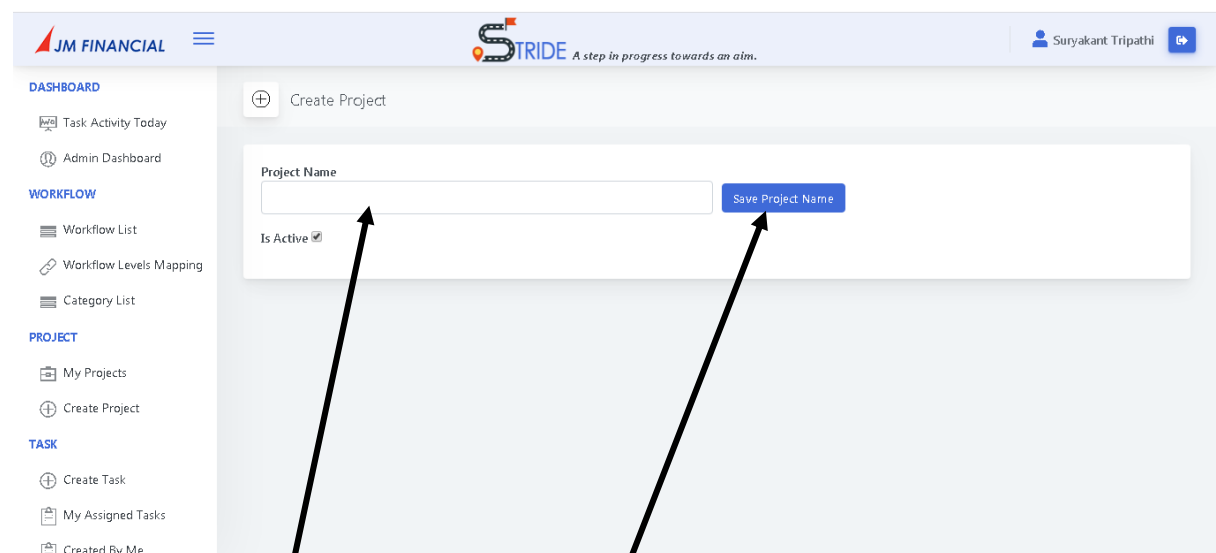
B. Create and View Projects



The screenshot shows the 'Create Task' form in the JM Financial STRIDE application. The left sidebar has a 'PROJECT' section with 'Create Project' highlighted by an arrow. The main form has the following fields:

- Subject:
- Task Details:
- Target Date:
- Priority:
- Category:
- Members:
- Task Owner:
- On Behalf of:
- Attachment: No file chosen



Click on **Create Project**. The following screen will appear.






The screenshot shows the 'Create Project' form in the JM Financial STRIDE application. The left sidebar has a 'PROJECT' section with 'Create Project' highlighted. The main form has the following fields:

- Project Name:
- Is Active: ☒
- Save Project Name:

Enter the **Project Name** and click on **Save Project Name**. The following screen will appear.


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Suryakant Tripathi


DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW


- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me


Edit Project



Project created successfully!


Project Name



Is Active ☒

Add Module

Sr. No	Module Name	Workflow	Is Active	Add
1	<input type="text"/>	Select Workflow	<input checked="" type="checkbox"/>	<input data-bbox="1364 604 1388 627" type="button" value="+"/>


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Suryakant Tripathi


DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW


- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me


Edit Project

Project created successfully!

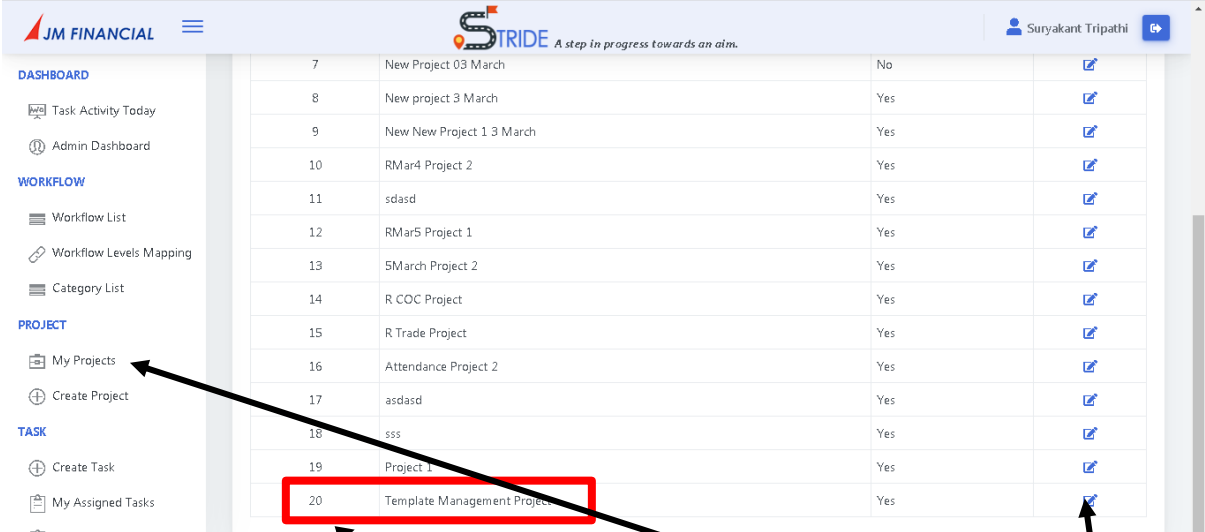
Project Name

Is Active ☒

Add Module

Sr. No	Module Name	Workflow	Is Active	Add
1	New Development	New IT Project Development Workflow	<input checked="" type="checkbox"/>	<input data-bbox="1364 1189 1388 1211" type="button" value="+"/>
2	New Change Request	WF New Attendance	<input checked="" type="checkbox"/>	<input data-bbox="1364 1234 1388 1256" type="button" value="+"/>

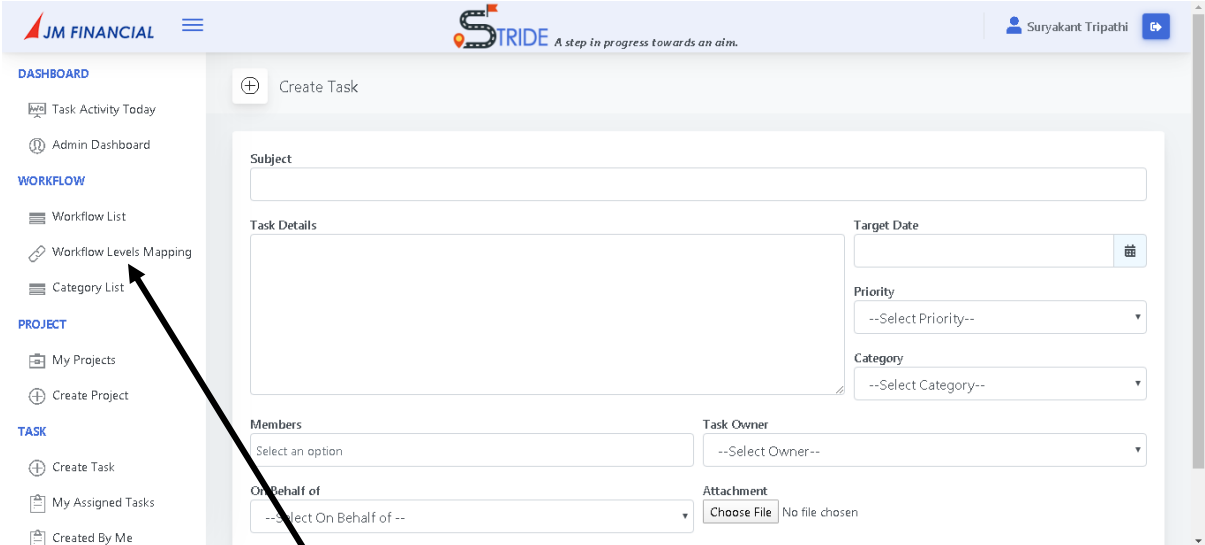
Enter the **Module Names**, select the **Workflows** (previously created) and click on **Save Project Modules**. The number of rows can be increased by clicking on the (+) button.



ID	Project Name	Status	Action
7	New Project 03 March	No	Edit
8	New project 3 March	Yes	Edit
9	New New Project 1 3 March	Yes	Edit
10	RMar4 Project 2	Yes	Edit
11	sdasd	Yes	Edit
12	RMar5 Project 1	Yes	Edit
13	SMarch Project 2	Yes	Edit
14	R COC Project	Yes	Edit
15	R Trade Project	Yes	Edit
16	Attendance Project 2	Yes	Edit
17	asdasd	Yes	Edit
18	sss	Yes	Edit
19	Project 1	Yes	Edit
20	Template Management Project	Yes	Edit

The **new project** can be seen after clicking on the **My Projects** button. Click **Edit** button to edit the project.

C. Workflow and Project Mapping



Create Task

Subject

Task Details

Target Date

Priority

Category



Members


Task Owner



On Behalf of

Attachment

Click on **Workflow Levels Mapping**. The following screen will appear.


A step in progress towards an aim.


Suryakant Tripathi


DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW


- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK



- Create Task
- My Assigned Tasks
- Created By Me



Module & Workflow Levels Mapping



Project Name

--Select Project--

No Records found!


A step in progress towards an aim.


Suryakant Tripathi


DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW


- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me


Module & Workflow Levels Mapping

Project Name

Template Management Project

Module Name

New Development

Workflow: New IT Project Development Workflow

Sr. No	Workflow Level	Users	Weightage
1	Requirement Gathering	Select an option	%
2	Documentation	Select an option	%
3	Development	Select an option	%
4	UAT and Deployment	Select an option	%

Save

Select the **Project** and the **Module**. The **Workflow Levels** will populate automatically.

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Module & Workflow Levels Mapping

Project Name: Template Management Project Module Name: New Development

Workflow: New IT Project Development Workflow

Sr. No	Workflow Level	Users	Weightage
1	Requirement Gathering	<input type="text" value="Rathin Chandra Das"/>	<input type="text" value="20"/> %
2	Documentation	<input type="text" value="Rathin Chandra Das"/>	<input type="text" value="20"/> %
3	Development	<input type="text" value="Vruddhi Dutt Rathin Chandra Das"/>	<input type="text" value="50"/> %
4	UAT and Deployment	<input type="text" value="Rathin Chandra Das"/>	<input type="text" value="10"/> %

Enter the **user details**, add **weightage** and click on **Save**.

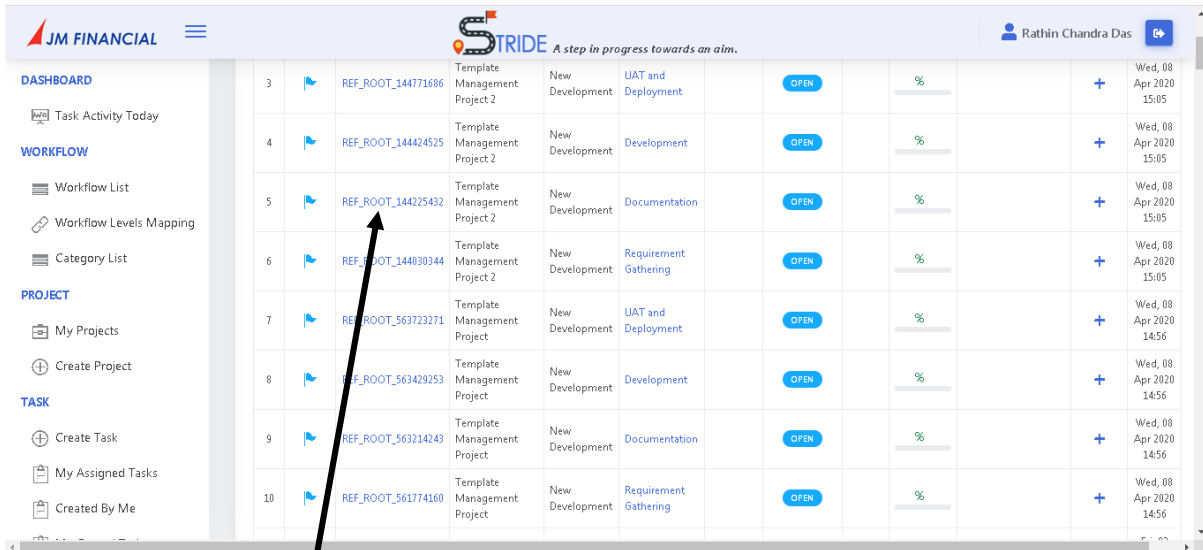
JM FINANCIAL **STRIDE** A step in progress towards an aim. Suryakant Tripathi

Tasks Created By Me

Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	UAT and Deployment	Template Management Project 2	New Development	OPEN		%		+	<input type="text" value="10.00"/>	Wed, 08 Apr 2020 15:05
2	Development	Template Management Project 2	New Development	OPEN		%		+	<input type="text" value="50.00"/>	Wed, 08 Apr 2020 15:05
3	Documentation	Template Management Project 2	New Development	OPEN		%		+	<input type="text" value="20.00"/>	Wed, 08 Apr 2020 15:05
4	Requirement Gathering	Template Management Project 2	New Development	OPEN		%		+	<input type="text" value="20.00"/>	Wed, 08 Apr 2020 15:05
5	UAT and Deployment	Template Management Project	New Development	OPEN		%		+	<input type="text" value="10.00"/>	Wed, 08 Apr 2020 14:56
6	Deployment	Template Management Project	New Development	OPEN		%		+	<input type="text" value="50.00"/>	Wed, 08 Apr 2020 14:56

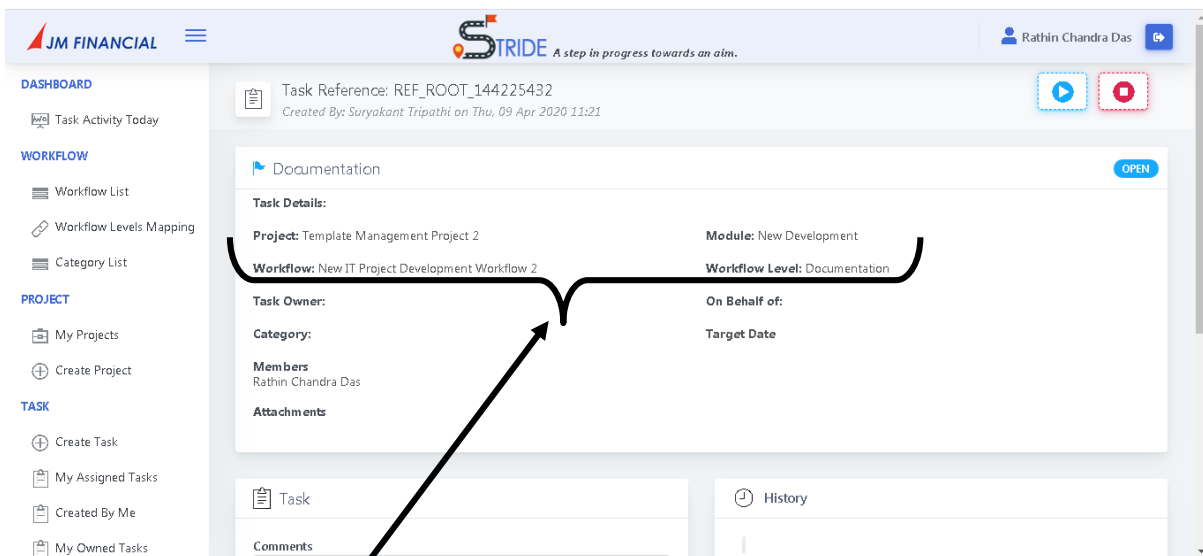
Each Workflow level will now convert into a **single task**. Every task will be related to a Project and a Module. These tasks can be seen in the views "**My Assigned Tasks**" and "**Created By Me**".

Workflow Tasks and It's Features



Task ID	Task Name	Project	Module	Workflow	Status	Progress	Assignee	Due Date
3	REF_ROOT_144771686	Template Management Project 2	New Development	UAT and Deployment	OPEN	%		Wed, 08 Apr 2020 15:05
4	REF_ROOT_144424525	Template Management Project 2	New Development	Development	OPEN	%		Wed, 08 Apr 2020 15:05
5	REF_ROOT_144225432	Template Management Project 2	New Development	Documentation	OPEN	%		Wed, 08 Apr 2020 15:05
6	REF_ROOT_144030344	Template Management Project 2	New Development	Requirement Gathering	OPEN	%		Wed, 08 Apr 2020 15:05
7	REF_ROOT_563723271	Template Management Project	New Development	UAT and Deployment	OPEN	%		Wed, 08 Apr 2020 14:56
8	REF_ROOT_563429253	Template Management Project	New Development	Development	OPEN	%		Wed, 08 Apr 2020 14:56
9	REF_ROOT_563214243	Template Management Project	New Development	Documentation	OPEN	%		Wed, 08 Apr 2020 14:56
10	REF_ROOT_561774160	Template Management Project	New Development	Requirement Gathering	OPEN	%		Wed, 08 Apr 2020 14:56

Click on any of the **tasks**. The following screen will appear.



Task Reference: REF_ROOT_144225432
Created By: Suryakant Tripathi on Thu, 09 Apr 2020 11:21

Documentation OPEN

Task Details:

Project: Template Management Project 2 **Module:** New Development

Workflow: New IT Project Development Workflow 2 **Workflow Level:** Documentation

Task Owner: **On Behalf of:**

Category: **Target Date:**

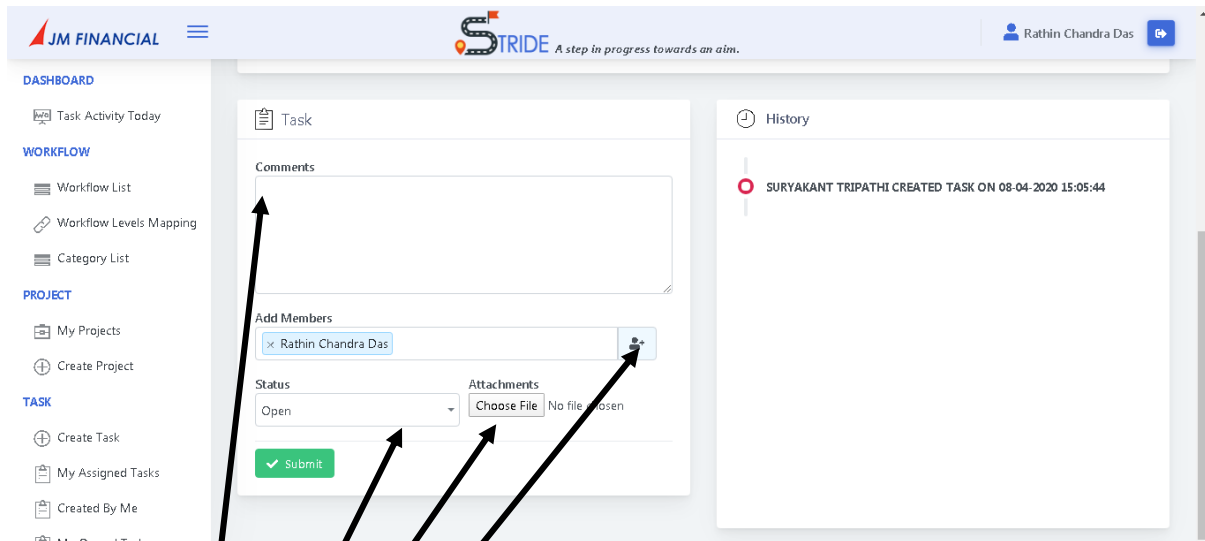
Members: Rathin Chandra Das

Attachments:

Task History

Comments

The **Project**, **Module** and **Workflow** details can be seen here.



DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Task Form:

Comments

Add Members: Rathin Chandra Das

Status: Open

Attachments: Choose File (No file chosen)

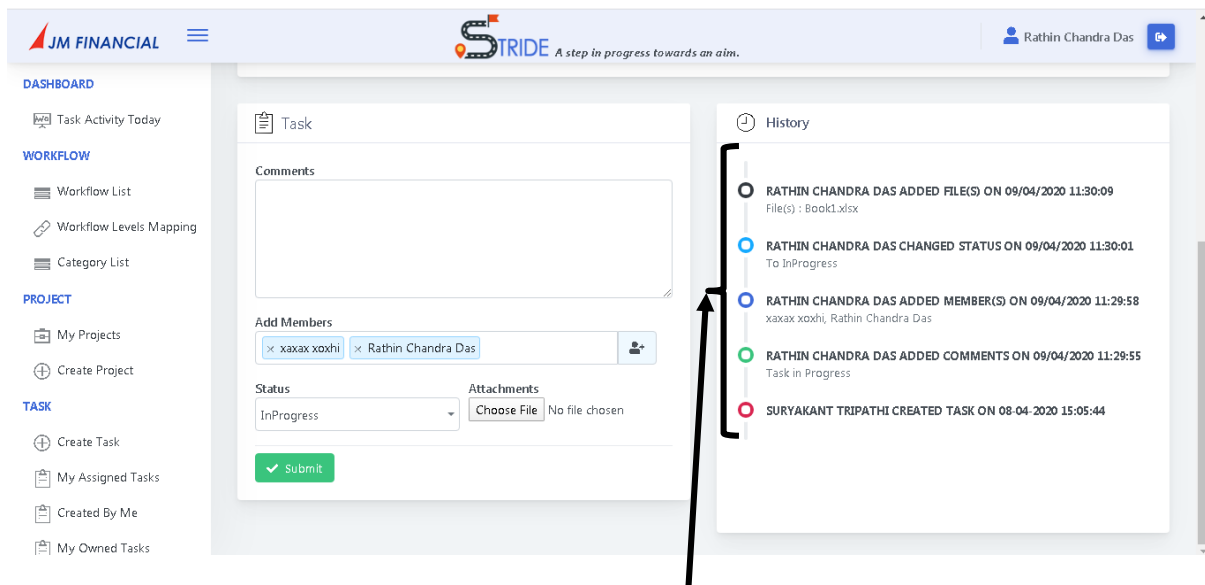
Submit

History:

- SURYAKANT TRIPATHI CREATED TASK ON 08-04-2020 15:05:44

The user will be able to:

1. Add Comments
2. Add and Remove Members
3. Change the status
4. Upload files



DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Task Form:

Comments

Add Members: xaxax xoxhi, Rathin Chandra Das

Status: InProgress

Attachments: Choose File (No file chosen)

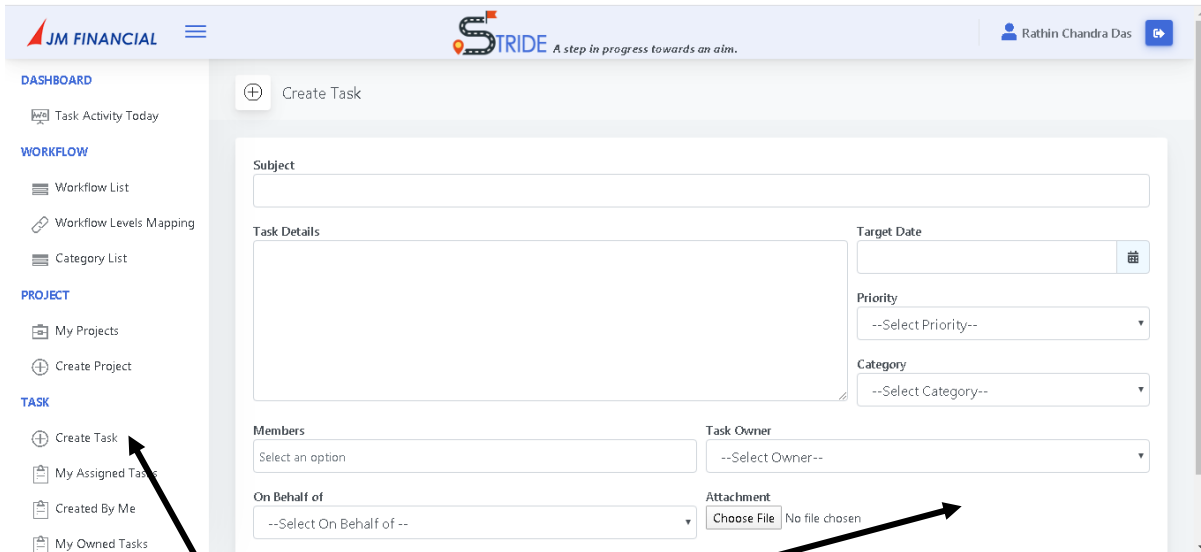
Submit

History:

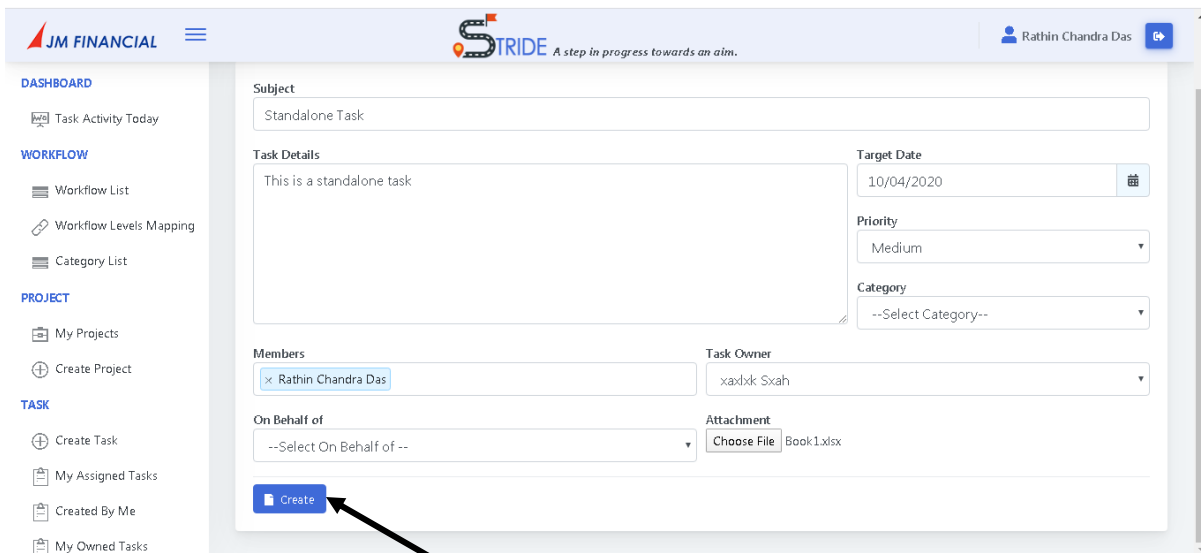
- RATHIN CHANDRA DAS ADDED FILE(S) ON 09/04/2020 11:30:09
File(s) : Book1.xlsx
- RATHIN CHANDRA DAS CHANGED STATUS ON 09/04/2020 11:30:01
To InProgress
- RATHIN CHANDRA DAS ADDED MEMBER(S) ON 09/04/2020 11:29:58
xaxax xoxhi, Rathin Chandra Das
- RATHIN CHANDRA DAS ADDED COMMENTS ON 09/04/2020 11:29:55
Task in Progress
- SURYAKANT TRIPATHI CREATED TASK ON 08-04-2020 15:05:44

Any changes made to the task can be seen in the **History** section.

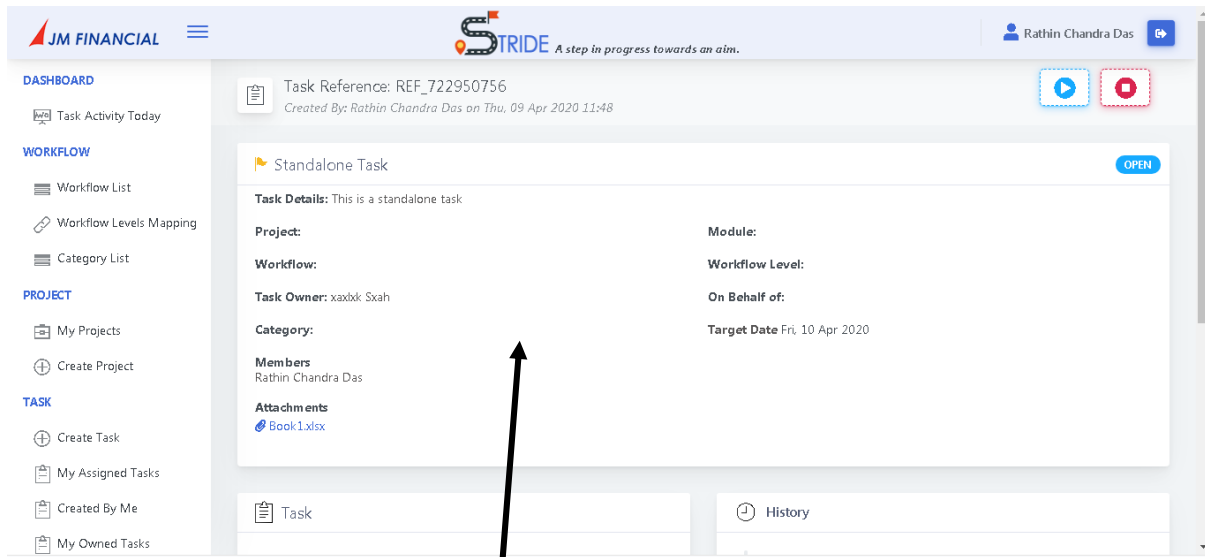
Standalone Tasks



Click on **Create Task**. The following screen will appear.



Fill the task details and click on **Create**.



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DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Task Reference: REF_722950756
Created By: Rathin Chandra Das on Thu, 09 Apr 2020 11:48

Standalone Task **OPEN**

Task Details: This is a standalone task

Project:

Workflow:

Task Owner: xaxbk Sxah

Category:

Members: Rathin Chandra Das

Attachments: [Book1.xlsx](#)

Module:

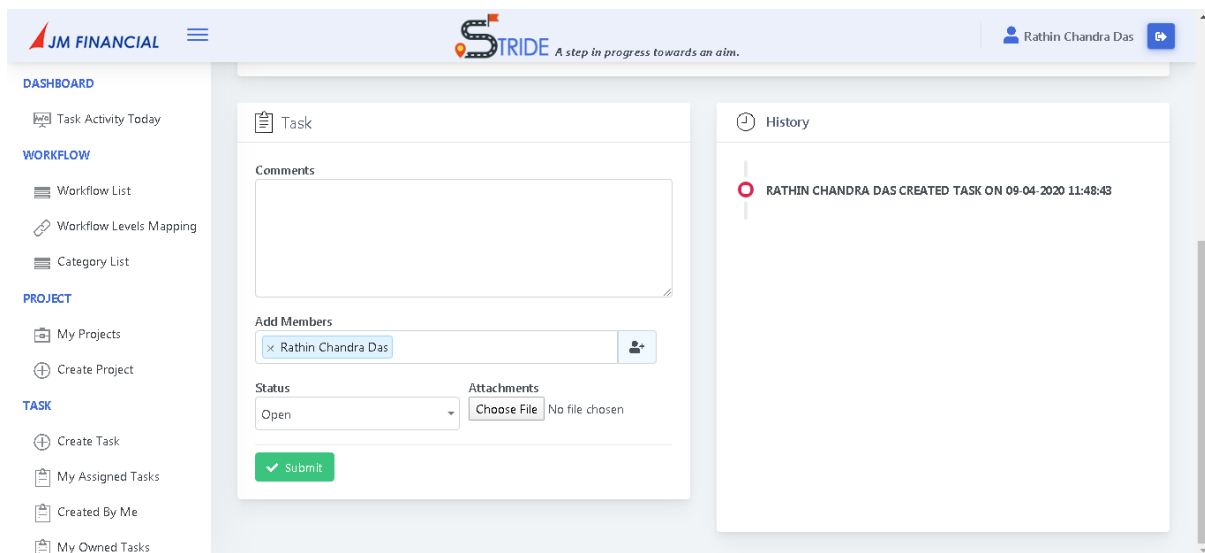
Workflow Level:

On Behalf of:

Target Date: Fri, 10 Apr 2020

Task **History**

The task will be created in the system. These tasks are not related to any projects but are standalone ones.



JM FINANCIAL **STRIDE** A step in progress towards an aim.

DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Task **History**

Comments

Add Members

+

Status

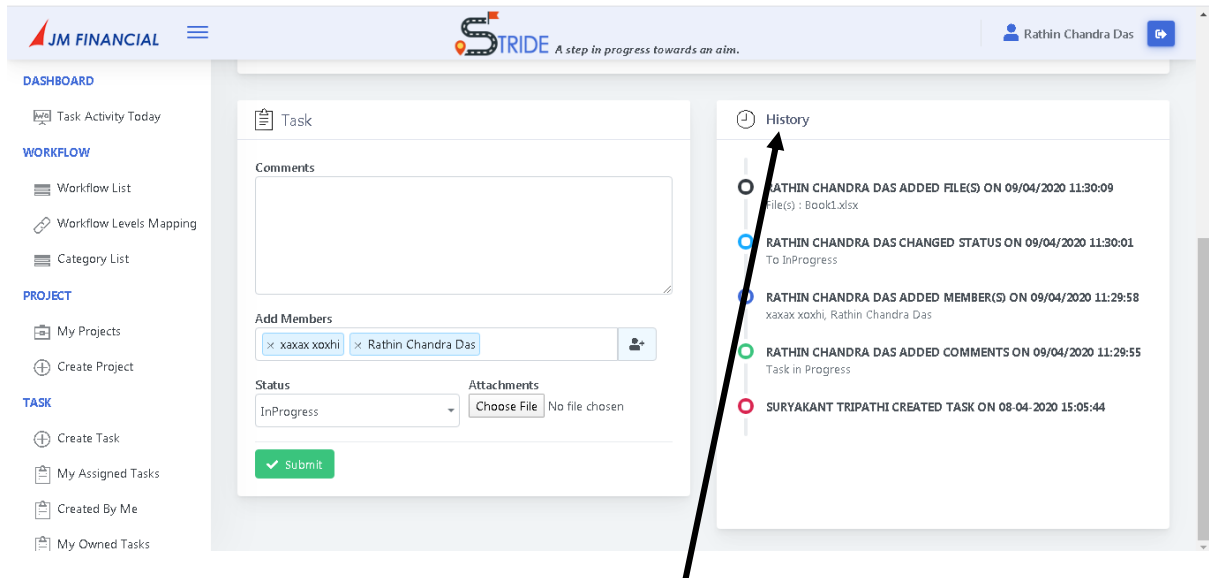
Attachments No file chosen

History

RATHIN CHANDRA DAS CREATED TASK ON 09-04-2020 11:48:43

The user will be able to:

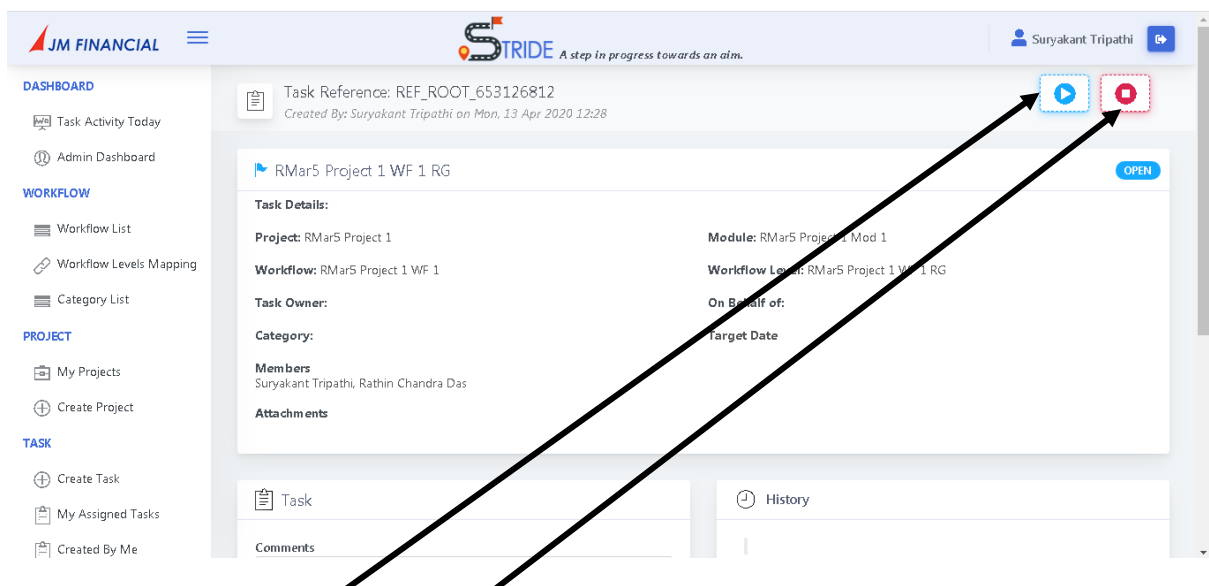
1. Add Comments
2. Add and Remove Members
3. Change the status
4. Upload files



The screenshot shows the JM Financial STRIDE interface. On the left is a sidebar with navigation options: DASHBOARD (Task Activity Today), WORKFLOW (Workflow List, Workflow Levels Mapping, Category List), PROJECT (My Projects, Create Project), and TASK (Create Task, My Assigned Tasks, Created By Me, My Owned Tasks). The main area is divided into two panels. The left panel is the 'Task' form, which includes a 'Comments' text area, an 'Add Members' section with a list of members (xaxax.xoxhi, Rathin Chandra Das), a 'Status' dropdown set to 'InProgress', and an 'Attachments' section with a 'Choose File' button. A green 'Submit' button is at the bottom. The right panel is the 'History' section, which lists recent actions: 'RATHIN CHANDRA DAS ADDED FILE(S) ON 09/04/2020 11:30:09', 'RATHIN CHANDRA DAS CHANGED STATUS ON 09/04/2020 11:30:01 To InProgress', 'RATHIN CHANDRA DAS ADDED MEMBER(S) ON 09/04/2020 11:29:58', 'RATHIN CHANDRA DAS ADDED COMMENTS ON 09/04/2020 11:29:55', and 'SURYAKANT TRIPATHI CREATED TASK ON 08-04-2020 15:05:44'. An arrow points from the 'History' section to the text below.

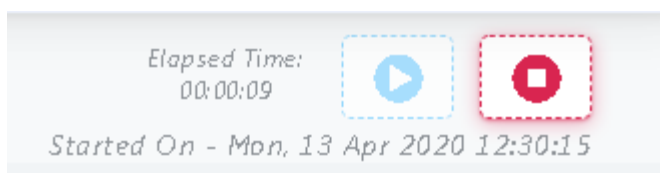
Any changes made to the task can be seen in the **History** section.

Starting and Stopping a Task



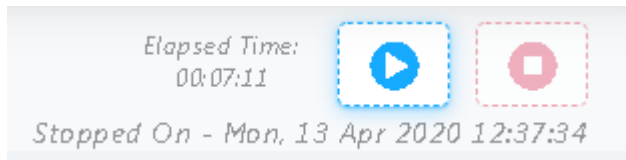
The screenshot shows the JM Financial STRIDE interface with a task details view. The top bar shows the user 'Suryakant Tripathi'. The main area displays task details for 'Task Reference: REF_ROOT_653126812', created by 'Suryakant Tripathi' on 'Mon, 13 Apr 2020 12:28'. The task is titled 'RMar5 Project 1 WF 1 RG'. Below the title, there are sections for 'Task Details', 'Project', 'Workflow', 'Task Owner', 'Category', 'Members', and 'Attachments'. At the top right of the task details section, there are two buttons: a blue 'Start' button (play icon) and a red 'Stop' button (stop icon). An arrow points from the 'Start' button to the text below. Another arrow points from the 'Stop' button to the text below.

Every task will have a **Start** and **Stop** buttons as shown.



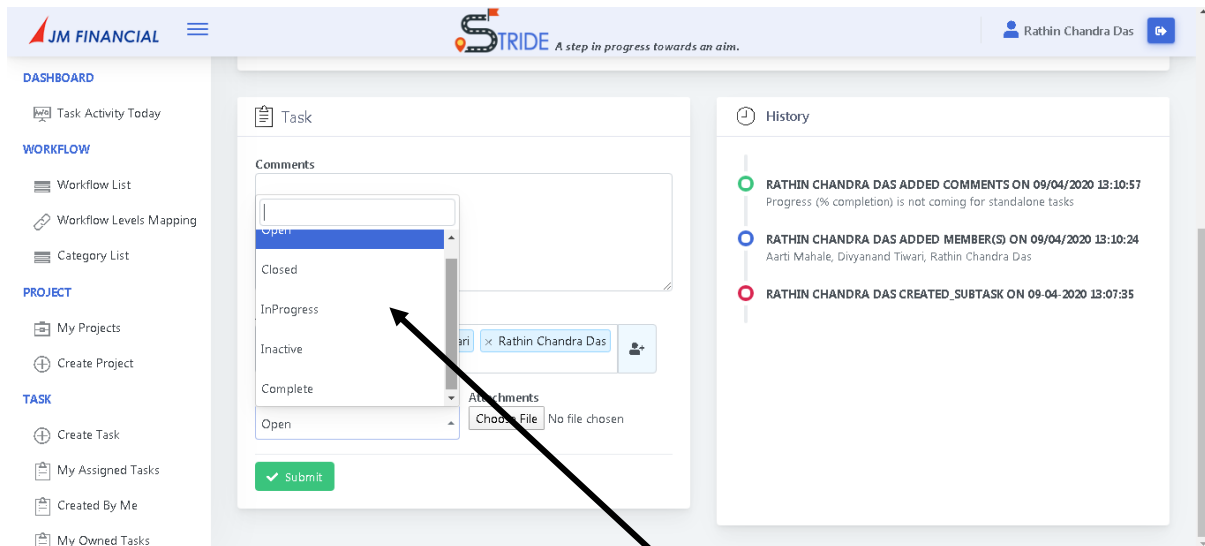
This is a close-up of the task interface showing a timer. The text 'Elapsed Time: 00:00:09' is displayed above two buttons: a blue 'Start' button (play icon) and a red 'Stop' button (stop icon). Below the buttons, the text 'Started On - Mon, 13 Apr 2020 12:30:15' is shown.

On clicking the Start button the countdown timer will start. Before starting a task the employee will have to click on the Start button.



On clicking the Stop button the countdown timer will stop. After stopping a task the employee will have to click on the Stop button.

Status and Priority

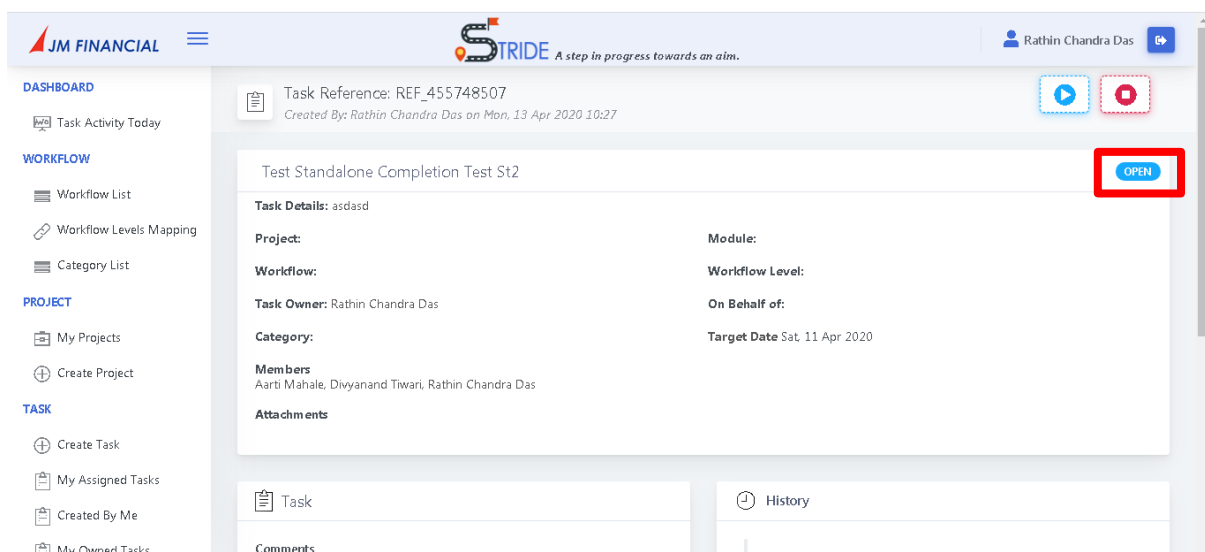


Task Status can be changed by selecting the **dropdown field**.

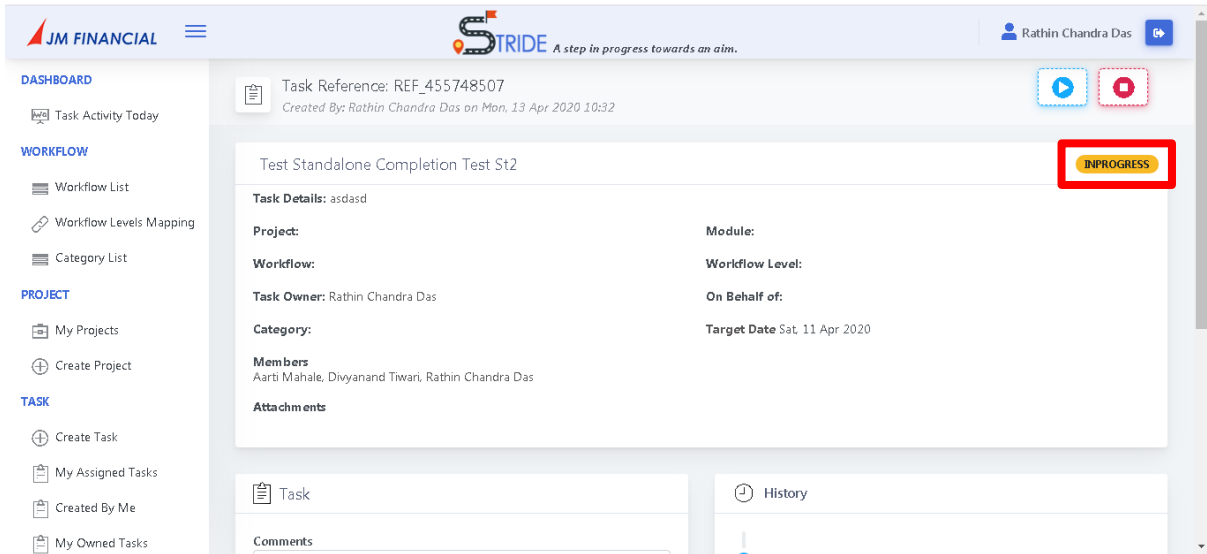
The Status applicable are:

1. Open
2. In Progress
3. Complete

Task in Open status

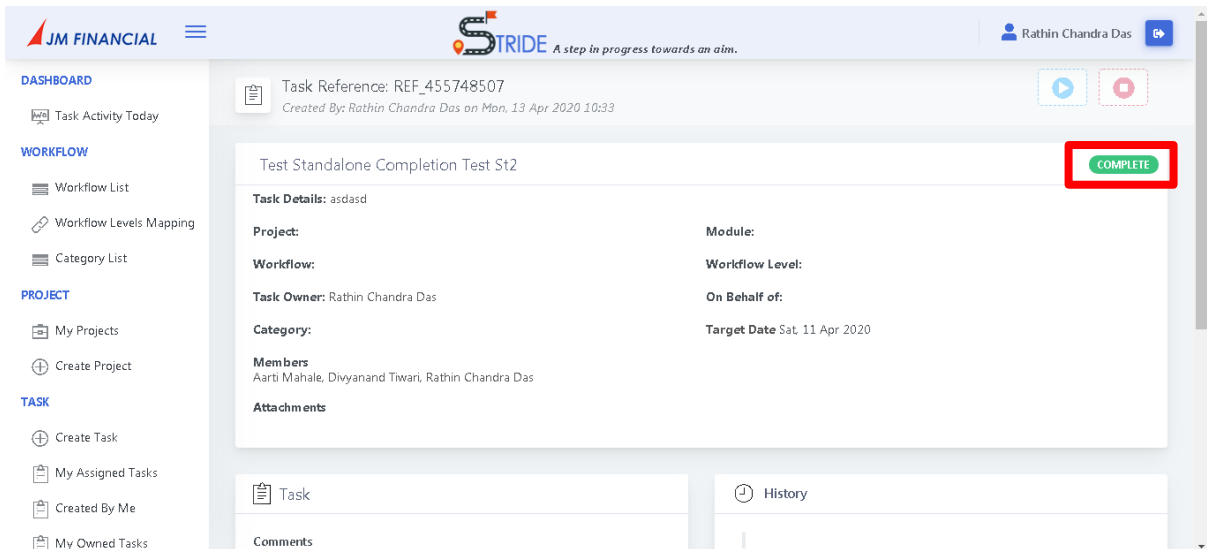


Tasks in In Progress status

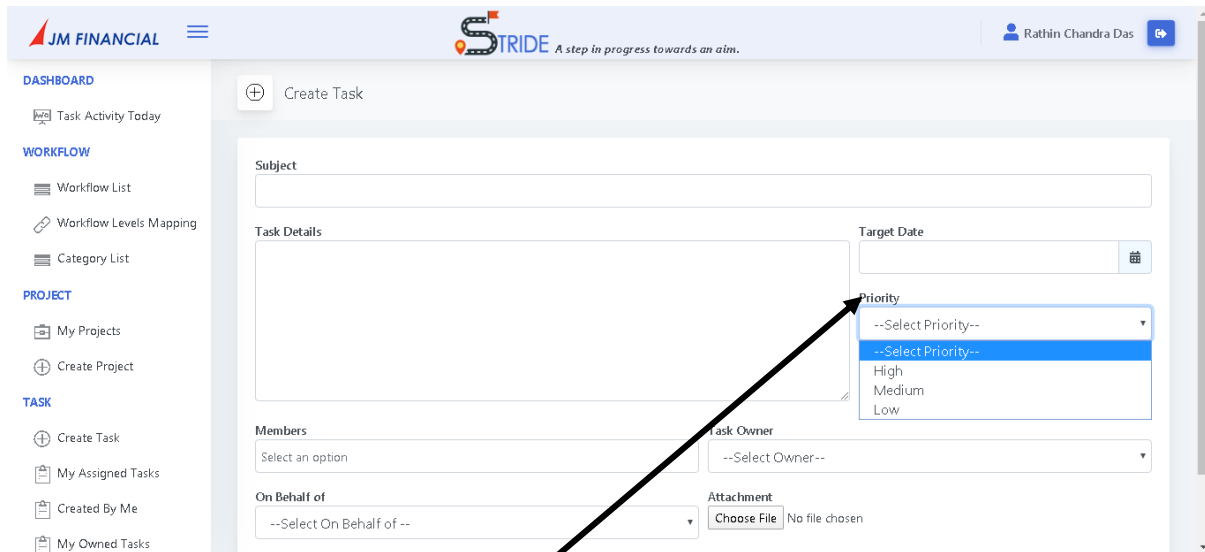


The screenshot displays the JM Financial STRIDE application interface. The top navigation bar includes the JM Financial logo, a menu icon, the STRIDE logo with the tagline "A step in progress towards an aim.", and the user profile "Rathin Chandra Das". The left sidebar contains navigation links for Dashboard, Workflow, Project, and Task. The main content area shows a task titled "Test Standalone Completion Test St2" with a status of "INPROGRESS" highlighted in a red box. The task details include: Task Details: asdasd, Project: (blank), Workflow: (blank), Task Owner: Rathin Chandra Das, Category: (blank), Members: Aarti Mahale, Divyanand Tiwari, Rathin Chandra Das, and Attachments: (blank). The task was created by Rathin Chandra Das on Mon, 13 Apr 2020 10:32. The bottom section shows tabs for Task, History, and Comments.

Tasks in Complete Status. No further changes can be made to the after the status is changed to complete.



The screenshot displays the JM Financial STRIDE application interface, showing the same task "Test Standalone Completion Test St2" but with a status of "COMPLETE" highlighted in a red box. The task details remain the same as in the previous screenshot. The bottom section shows tabs for Task, History, and Comments.



CREATE TASK

Subject:

Task Details:

Target Date:

Priority:

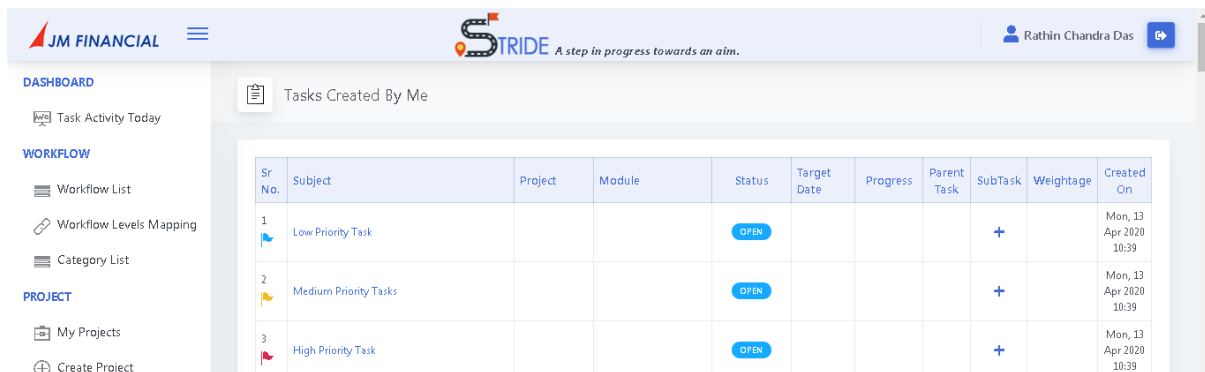
Members:

Task Owner:

On Behalf of:




Attachment: No file chosen

Task priority can be set from the **Priority** field.

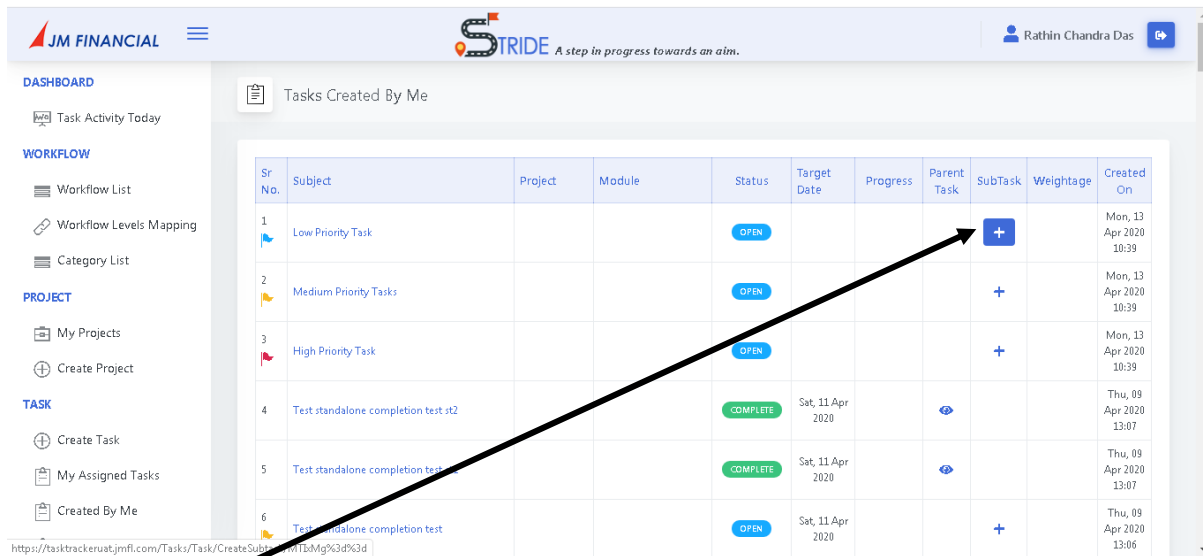


Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	Low Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39
2	Medium Priority Tasks			OPEN				+		Mon, 13 Apr 2020 10:39
3	High Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39

The tasks based on priority are marked with coloured flags as shown below.

1. High Priority - 
2. Medium Priority - 
3. Low Priority - 

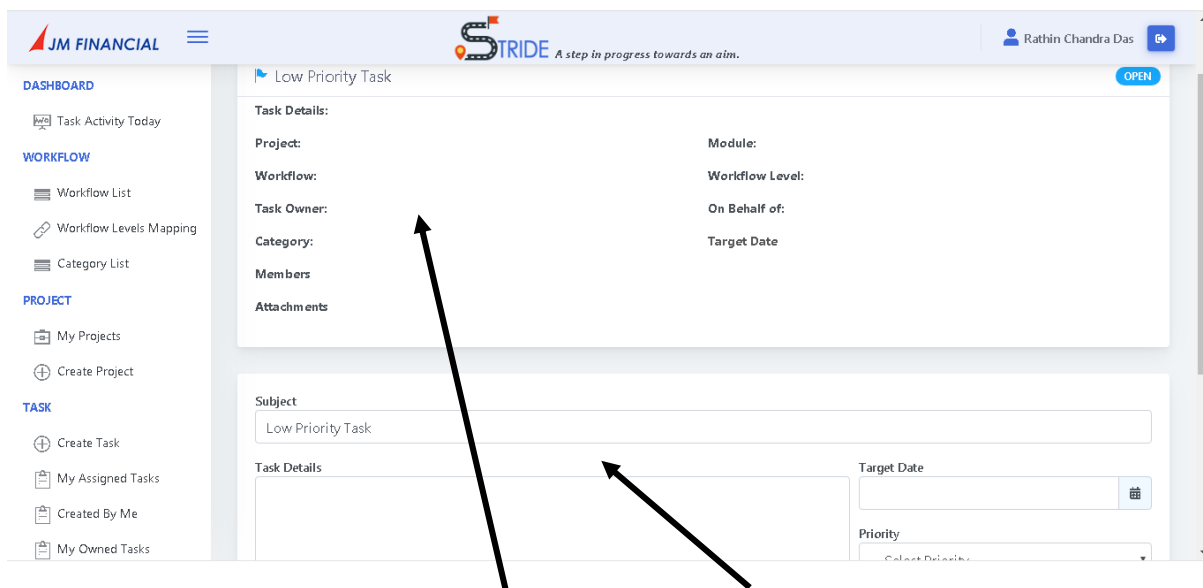
Subtasks and Weightages



The screenshot shows the 'Tasks Created By Me' section in the STRIDE application. The table lists tasks with columns: Sr No., Subject, Project, Module, Status, Target Date, Progress, Parent Task, SubTask, Weightage, and Created On. The first task, 'Low Priority Task', has a '+' button in the 'SubTask' column, which is highlighted by a black arrow.


Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	Low Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39
2	Medium Priority Tasks			OPEN				+		Mon, 13 Apr 2020 10:39
3	High Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39
4	Test standalone completion test st2			COMPLETE	Sat, 11 Apr 2020					Thu, 09 Apr 2020 13:07
5	Test standalone completion test st1			COMPLETE	Sat, 11 Apr 2020					Thu, 09 Apr 2020 13:07
6	Test standalone completion test			OPEN	Sat, 11 Apr 2020			+		Thu, 09 Apr 2020 13:06


Click on the (+) button to create a sub task. The following screen will appear.




The screenshot shows the 'Low Priority Task' details form. The form is divided into two main sections: 'Task Details' and 'Task Details' (repeated). The 'Task Details' section at the top contains fields for Project, Module, Workflow, Workflow Level, Task Owner, On Behalf of, Category, Target Date, Members, and Attachments. The 'Task Details' section at the bottom contains fields for Subject, Task Details, Target Date, and Priority. A black arrow points to the 'Task Details' section at the top, and another black arrow points to the 'Task Details' form at the bottom.


The parent task will be seen at the **top** and a form **below** will be available to add the subtask.









A step in progress towards an aim.



Rathin Chandra Das





DASHBOARD


Task Activity Today


WORKFLOW



Workflow List


Workflow Levels Mapping



Category List


PROJECT



My Projects



Create Project

TASK


Create Task



My Assigned Tasks



Created By Me



My Assigned Tasks

Sr No.	Priority	Task ID	Project	Module	Subject	Owner	Status	Target Date	Progress	Parent Task	SubTask	Created On
1		REF_455748507			Test standalone completion test st2	Rathin Chandra Das	COMPLETE	Sat, 11 Apr 2020		REF_385258452		Thu, 09 Apr 2020 13:07
2		REF_428808955			Test standalone completion test st1	Rathin Chandra Das	COMPLETE	Sat, 11 Apr 2020		REF_385258452		Thu, 09 Apr 2020 13:07
3		REF_385258452			Test standalone completion test	Rathin Chandra Das	OPEN	Sat, 11 Apr 2020			+	Thu, 09 Apr 2020 13:06
4		REF_722950756			Standalone Task	xapbdk Srah	OPEN	Fri, 10 Apr 2020			+	Thu, 09 Apr 2020 11:48
5		REF_362234001			Standalone Task for Pankaj		OPEN	Thu, 16 Apr 2020			+	Wed, 08 Apr 2020 17:06
6		REF_ROOT_876187730	Test_Test_Tracker	Create Task	Req Gathering		COMPLETE		100.00%			Wed, 08 Apr 2020


The parent task and sub task relationship can be seen as above.









A step in progress towards an aim.



Rathin Chandra Das





DASHBOARD


Task Activity Today


WORKFLOW



Workflow List


Workflow Levels Mapping



Category List


PROJECT



My Projects



Create Project


TASK


Create Task


My Assigned Tasks




Created By Me


My Owned Tasks


Tasks Created By Me

Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	UAT and Deployment - Subtask 2	Template Management Project	New Development	OPEN		%		+	0.00 +	Mon, 13 Apr 2020 11:17
2	UAT and Deployment - Subtask 1	Template Management Project	New Development	OPEN		%		+	0.00 +	Mon, 13 Apr 2020 11:16
3	Low Priority Task - Sub Task 1			OPEN				+		Mon, 13 Apr 2020 11:11
4	Low Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39
5	Medium Priority Tasks			OPEN				+		Mon, 13 Apr 2020 10:39
6	High Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39

After the subtasks are created, go to the view **Created By Me** and click on **Weightage**. The following screen will appear.



A step in progress towards an aim.
Rathin Chandra Das

DASHBOARD
 Task Activity Today

WORKFLOW
 Workflow List
 Workflow Levels Mapping
 Category List

PROJECT
 My Projects
 Create Project

TASK
 Create Task
 My Assigned Tasks
 Created By Me
 My Owned Tasks



Task Reference: REF_ROOT_563723271
 Created By: Suryakant Tripathi on 13-04-2020 11:20:33

UAT And Deployment

Sub Tasks

Sr. No	Task ID	Subject	Weightage
1	REF_413868113	UAT and Deployment - Subtask 1	0.0%
2	REF_454438451	UAT and Deployment - Subtask 2	0.0%

Save



A step in progress towards an aim.
Rathin Chandra Das

DASHBOARD
 Task Activity Today

WORKFLOW
 Workflow List
 Workflow Levels Mapping
 Category List

PROJECT
 My Projects
 Create Project

TASK
 Create Task
 My Assigned Tasks
 Created By Me
 My Owned Tasks

Task Reference: REF_ROOT_563723271
 Created By: Suryakant Tripathi on 13-04-2020 11:20:33




UAT And Deployment



Sub Tasks

Sr. No	Task ID	Subject	Weightage
1	REF_413868113	UAT and Deployment - Subtask 1	20%
2	REF_454438451	UAT and Deployment - Subtask 2	80%

Save

Give weightage % to the subtasks and click on Save.




A step in progress towards an aim.


Rathin Chandra Das


DASHBOARD

- Task Activity Today

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me
- My Owned Tasks

Tasks Created By Me

Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	UAT and Deployment - Subtask 2	Template Management Project	New Development	OPEN		%		+	80.00 +	Mon, 13 Apr 2020 11:17
2	UAT and Deployment - Subtask 1	Template Management Project	New Development	OPEN		%		+	20.00 +	Mon, 13 Apr 2020 11:16
3	Low Priority Task - Sub Task 1			OPEN				+		Mon, 13 Apr 2020 11:11
4	Low Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39
5	Medium Priority Tasks			OPEN				+		Mon, 13 Apr 2020 10:39
6	High Priority Task			OPEN				+		Mon, 13 Apr 2020 10:39

The weightage can be seen in the sub tasks.

13		REF_ROOT_563723271	Template Management Project	New Development	UAT and Deployment		OPEN		20.00%		+	Wed, 08 Apr 2020 14:56
----	--	--------------------	-----------------------------	-----------------	--------------------	--	------	--	--------	--	---	------------------------

Sr No.	Priority	Task ID	Project	Module	Subject	Owner	Status	Target Date	Progress	Parent Task	SubTask	Created On
1		REF_454438451	Template Management Project	New Development	UAT and Deployment - Subtask 2		OPEN		%	REF_ROOT_563723271	+	Mon, 13 Apr 2020 11:17
2		REF_413868113	Template Management Project	New Development	UAT and Deployment - Subtask 1		COMPLETE		100.00%	REF_ROOT_563723271		Mon, 13 Apr 2020 11:16

Mark any of the subtask as complete. The **progress** of the subtask will show 100%. The **progress of the parent task** will be equal to the weightage given to the subtask that was completed.



Views

Three types of views are available

1. My Assigned Tasks
2. Created By Me
3. My Owned Tasks

A. My Assigned Tasks

The tasks assigned to a user are listed here.



A step in progress towards an aim.
Rathin Chandra Das

DASHBOARD
 Task Activity Today

WORKFLOW
 Workflow List
 Workflow Levels Mapping
 Category List

PROJECT
 My Projects
 Create Project



TASK
 Create Task
 My Assigned Tasks
 Created By Me
 My Owned Tasks

Task Reference: REF_ROOT_144771686
 Created By: Suryakant Tripathi on Thu, 09 Apr 2020 12:52

UAT And Deployment

Task Details:
Project: Template Management Project 2
Module: New Development
Workflow: New IT Project Development Workflow 2
Workflow Level: UAT and Deployment
Task Owner:
Category:
Members: Rathin Chandra Das
On Behalf of:
Target Date:

Task
 History
 Comments



A step in progress towards an aim.
Rathin Chandra Das

DASHBOARD
 Task Activity Today

WORKFLOW
 Workflow List
 Workflow Levels Mapping
 Category List

PROJECT
 My Projects
 Create Project



TASK
 Create Task
 My Assigned Tasks
 Created By Me
 My Owned Tasks

My Assigned Tasks

Sr No.	Priority	Task ID	Project	Module	Subject	Owner	Status	Target Date	Progress	Parent Task	SubTask	Created On
1		REF_722950756			Standalone Task	xaabdk Saha	OPEN	Fri, 10 Apr 2020			+	Thu, 09 Apr 2020 11:48
2		REF_362234001			Standalone Task for Pankaj		OPEN	Thu, 16 Apr 2020			+	Wed, 08 Apr 2020 17:06
3		REF_ROOT_876187730	Test_Task_Tracker	Create Task	Req Gathering		COMPLETE		100.00%			Wed, 08 Apr 2020 16:24
4		REF_ROOT_144771686	Template Management Project 2	New Development	UAT and Deployment		OPEN		%		+	Wed, 08 Apr 2020 15:05
5		REF_ROOT_144424525	Template Management Project 2	New Development	Development		OPEN		%		+	Wed, 08 Apr 2020 15:05
6		REF_ROOT_144225432	Template Management Project 2	New Development	Documentation		INPROGRESS		%		+	Wed, 08 Apr 2020 15:05

B. Created By Me

The tasks created by a user are listed here.



A step in progress towards an aim.
Rathin Chandra Das

DASHBOARD
 Task Activity Today

WORKFLOW
 Workflow List
 Workflow Levels Mapping
 Category List

PROJECT
 My Projects
 Create Project

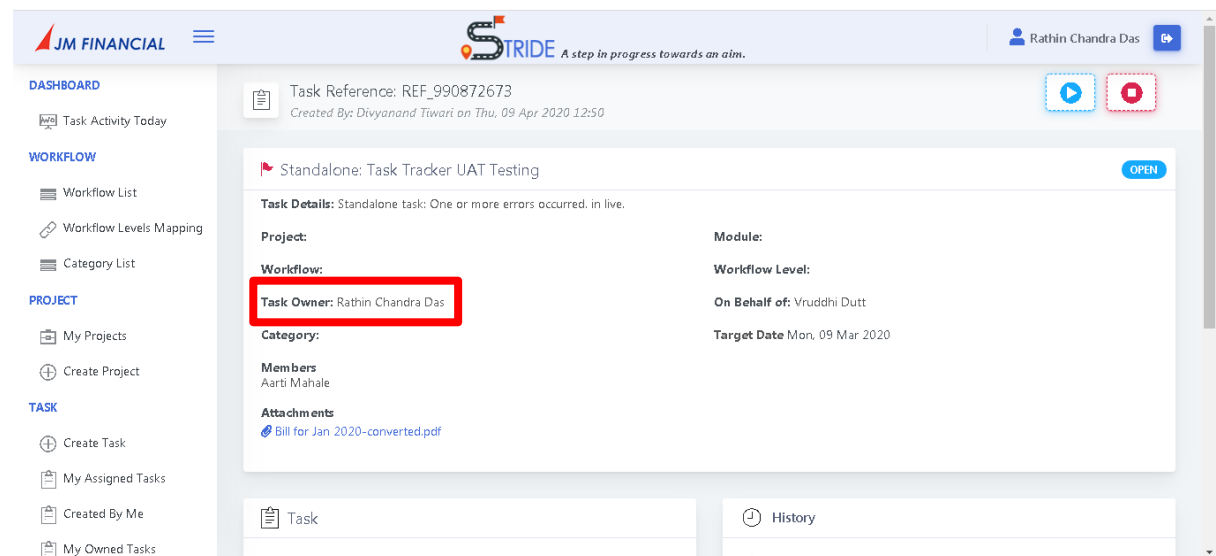
TASK
 Create Task
 My Assigned Tasks
 Created By Me
 My Owned Tasks

Tasks Created By Me

Sr No.	Subject	Project	Module	Status	Target Date	Progress	Parent Task	SubTask	Weightage	Created On
1	Standalone Task			OPEN	Fri, 10 Apr 2020			+		Thu, 09 Apr 2020 11:48
2	Trade Live	Project 1	Module 1	OPEN		%		+	10.00 +	Fri, 03 Apr 2020 10:12
3	Trade UAT	Project 1	Module 1	OPEN		%		+	20.00 +	Fri, 03 Apr 2020 10:12
4	Trade Development	Project 1	Module 1	OPEN		%		+	50.00 +	Fri, 03 Apr 2020 10:12
5	Trade Documentation	Project 1	Module 1	OPEN		%		+	10.00 +	Fri, 03 Apr 2020 10:12
6	Trade Requirement Gathering	Project 1	Module 1	OPEN		%		+	10.00 +	Fri, 03 Apr 2020 10:12

C. My Owned Tasks

The tasks owned by a user are listed here.



JM FINANCIAL **STRIDE** A step in progress towards an aim. Rathin Chandra Das

DASHBOARD
Task Activity Today

WORKFLOW
Workflow List
Workflow Levels Mapping
Category List

PROJECT
My Projects
Create Project

TASK
Create Task
My Assigned Tasks
Created By Me
My Owned Tasks

Task Reference: REF_990872673
Created By: Divyanand Tiwari on Thu, 09 Apr 2020 12:50

Standalone: Task Tracker UAT Testing **OPEN**

Task Details: Standalone task: One or more errors occurred. in live.

Project: **Module:**

Workflow: **Workflow Level:**

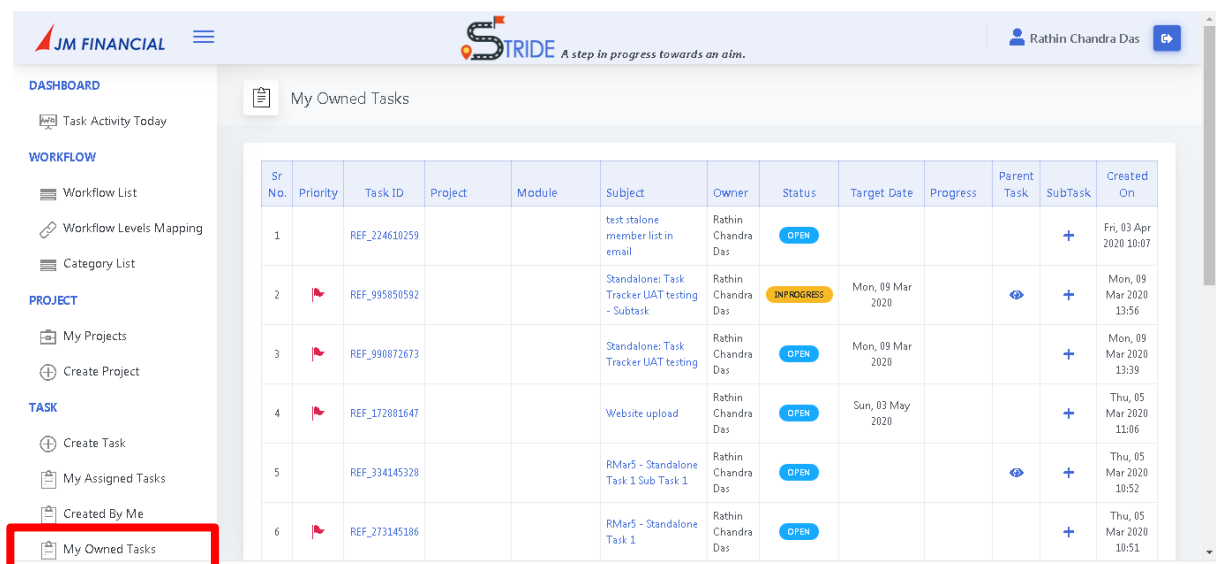
Task Owner: Rathin Chandra Das **On Behalf of:** Vruddhi Dutt

Category: **Target Date:** Mon, 09 Mar 2020

Members: Aarti Mahale

Attachments: Bill for Jan 2020-converted.pdf

Task History



JM FINANCIAL **STRIDE** A step in progress towards an aim. Rathin Chandra Das

DASHBOARD
Task Activity Today

WORKFLOW
Workflow List
Workflow Levels Mapping
Category List

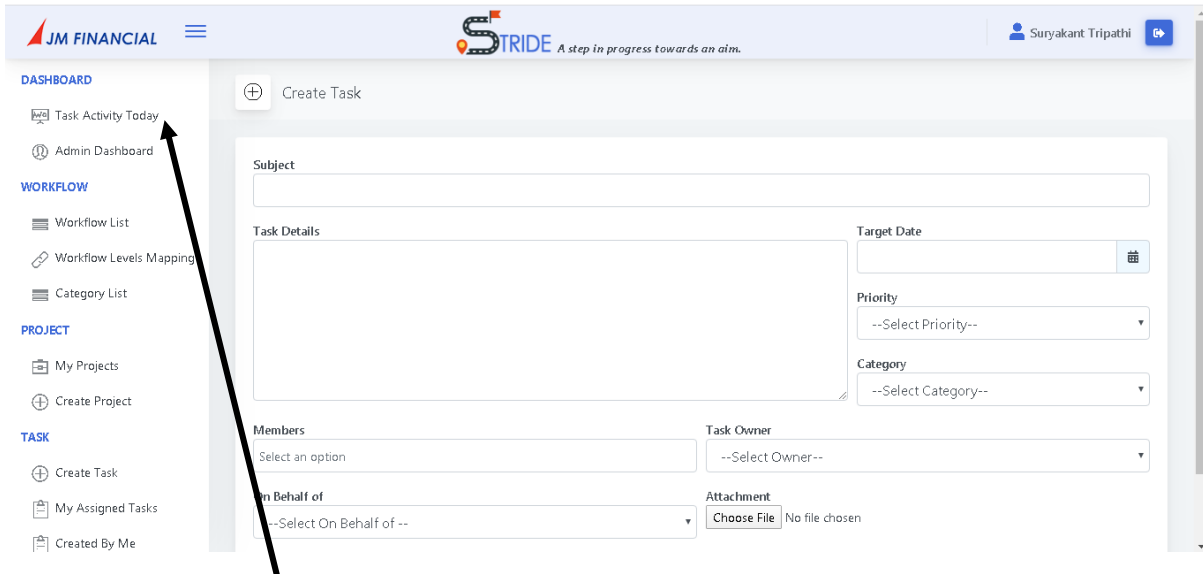
PROJECT
My Projects
Create Project

TASK
Create Task
My Assigned Tasks
Created By Me
My Owned Tasks

My Owned Tasks

Sr No.	Priority	Task ID	Project	Module	Subject	Owner	Status	Target Date	Progress	Parent Task	SubTask	Created On
1		REF_224610259			test standalone member list in email	Rathin Chandra Das	OPEN				+	Fri, 03 Apr 2020 10:07
2		REF_995850592			Standalone: Task Tracker UAT testing - Subtask	Rathin Chandra Das	INPROGRESS	Mon, 09 Mar 2020			+	Mon, 09 Mar 2020 13:56
3		REF_990872673			Standalone: Task Tracker UAT testing	Rathin Chandra Das	OPEN	Mon, 09 Mar 2020			+	Mon, 09 Mar 2020 13:39
4		REF_172881647			Website upload	Rathin Chandra Das	OPEN	Sun, 03 May 2020			+	Thu, 05 Mar 2020 11:06
5		REF_334145328			RMAR5 - Standalone Task 1 Sub Task 1	Rathin Chandra Das	OPEN				+	Thu, 05 Mar 2020 10:52
6		REF_273145186			RMAR5 - Standalone Task 1	Rathin Chandra Das	OPEN				+	Thu, 05 Mar 2020 10:51

Reports and Dashboards



JM FINANCIAL **STRIDE** A step in progress towards an aim. Suryakant Tripathi

DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me

Create Task

Subject

Task Details

Target Date

Priority

Category

Members

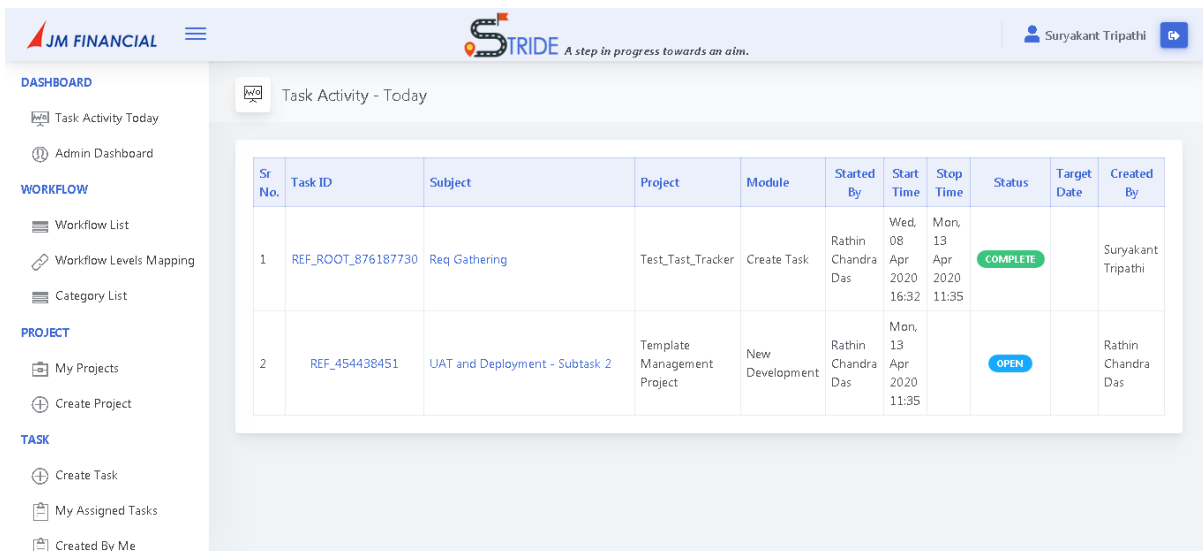
Task Owner

On Behalf of

Attachment

Choose File No file chosen

Click on **Task Activity Today**. The following screen will appear.



JM FINANCIAL **STRIDE** A step in progress towards an aim. Suryakant Tripathi

DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

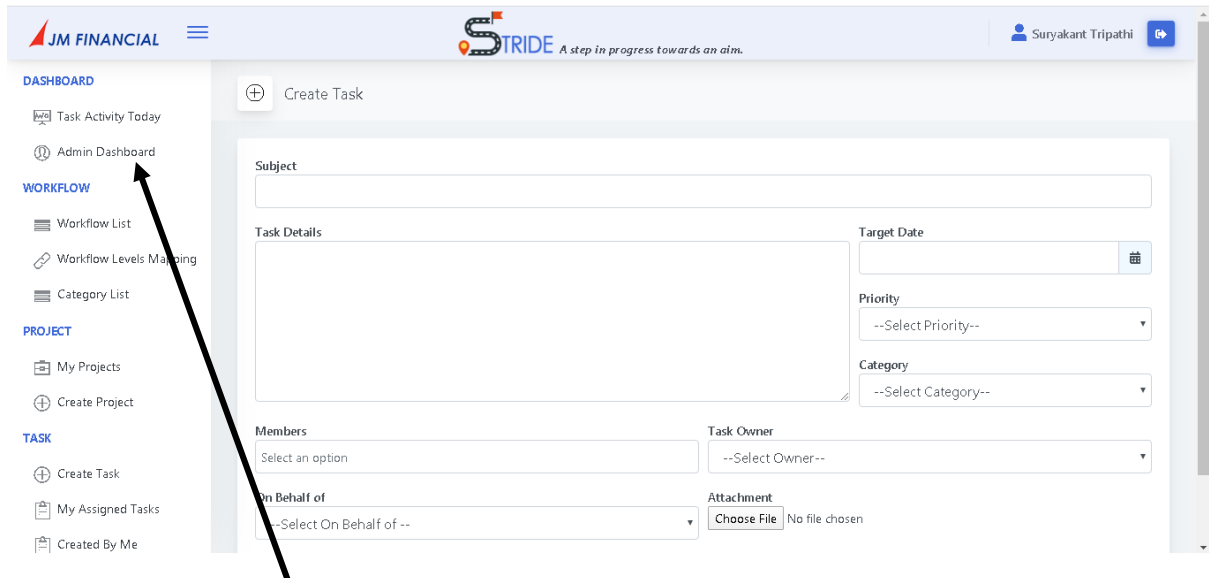
TASK

- Create Task
- My Assigned Tasks
- Created By Me

Task Activity - Today

Sr No.	Task ID	Subject	Project	Module	Started By	Start Time	Stop Time	Status	Target Date	Created By
1	REF_ROOT_876187730	Req Gathering	Test_Tast_Tracker	Create Task	Rathin Chandra Das	Wed, 08 Apr 2020 16:32	Mon, 13 Apr 2020 11:35	COMPLETE		Suryakant Tripathi
2	REF_454438451	UAT and Deployment - Subtask 2	Template Management Project	New Development	Rathin Chandra Das	Mon, 13 Apr 2020 11:35		OPEN		Rathin Chandra Das

All the tasks undertaken by various employees/users will be displayed.



JM FINANCIAL **STRIDE** A step in progress towards an aim.

Suryakant Tripathi

DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me

Create Task

Subject

Task Details

Target Date

Priority

Category

Members

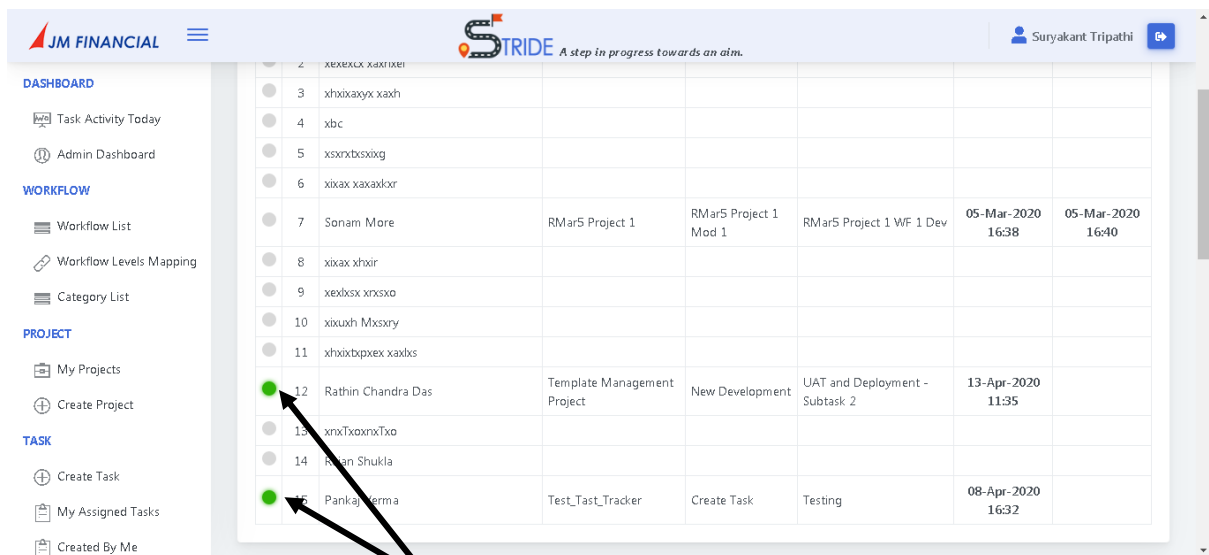
Task Owner

On Behalf of

Attachment

Choose File No file chosen

Click on **Admin Dashboard** (Available to Senior Management only). The following screen will appear



JM FINANCIAL **STRIDE** A step in progress towards an aim.

Suryakant Tripathi

DASHBOARD

- Task Activity Today
- Admin Dashboard

WORKFLOW

- Workflow List
- Workflow Levels Mapping
- Category List

PROJECT

- My Projects
- Create Project

TASK

- Create Task
- My Assigned Tasks
- Created By Me

ID	Name	Project	Task	Status	Start Date	End Date
3	xhxixaxyx xaxh					
4	xbc					
5	xsxrxbxsxig					
6	xixax xaxaxlor					
7	Sonam More	RMar5 Project 1	RMar5 Project 1 Mod 1	RMar5 Project 1 WF 1 Dev	05-Mar-2020 16:38	05-Mar-2020 16:40
8	xixax xhxir					
9	xexlxsx xrxsxo					
10	xixuxh Mxsxy					
11	xhxixbpxex xaxlxs					
12	Rathin Chandra Das	Template Management Project	New Development	UAT and Deployment - Subtask 2	13-Apr-2020 11:35	
13	xnxTxoxrxTxo					
14	Rohan Shukla					
15	Pankaj Verma	Test_Tast_Tracker	Create Task	Testing	08-Apr-2020 16:32	

The employees who are **currently working** on a particular task will have a green indicator against them. The indicator will turn green only when the employee/user click on the start button against a task. The indicator will turn grey when the employee/user click on the stop button against a task.

JM FINANCIAL		STRIDE		A step in progress towards an aim.		Suryakant Tripathi	
DASHBOARD Task Activity Today Admin Dashboard WORKFLOW Workflow List Workflow Levels Mapping Category List PROJECT My Projects Create Project TASK Create Task My Assigned Tasks Created By Me	7	xhxaxxyx xaxh				0	
	8	xexexox xaxhxel				0	
	9	xbc				0	
	10	xixax xaxaxlox				0	
	11	Sonam More	RMar5 Project 1		RMar5 Project 1 Mod 1	0	
	12	xixax xhxir				0	
	13	Pankaj Verma	Test_Task_Tracker		Create Task	0	
	14	Rathin Chandra Das	UAT Project 1		Proj 1 Module 1	31	
	15	Rathin Chandra Das	RMar4 Project 1		RMar3 Project 1 Module 1	16	
	16	Rathin Chandra Das	RMar4 Project 1		RMar4 Project 1 Module 1	23	
	17	Rathin Chandra Das	RMar5 Project 1		RMar5 Project 1 Mod 1	4	
	18	Rathin Chandra Das	R COC Project		R COC Project New Development	0	
	19	Rathin Chandra Das	R Trade Project		Trade Recon New Development	68	
	20	Rathin Chandra Das	Attendance Project 2		New Attendance Recording	19	
	21	Rathin Chandra Das				622	
	22	Rathin Chandra Das	Test_Task_Tracker		Create Task	115	
	23	Rathin Chandra Das	Template Management Project		New Development	0	

On scrolling down further, the team activity report will be displayed. This report gives a project wise and user wise effort for a set of users or teams.