TaskFlow Pro - User Guide

# Welcome to TaskFlow Pro

TaskFlow Pro is a comprehensive project management SaaS platform designed to help teams collaborate efficiently and manage projects from start to finish.

# Getting Started

## Account Setup

1. Sign up for TaskFlow Pro at https://taskflow.pro  
2. Verify your email address  
3. Complete your profile setup  
4. Invite your team members

# Core Features

## Project Management

Create unlimited projects, set deadlines and milestones, track progress with visual timelines, and assign team members to projects.

## Task Management

Create tasks with descriptions and priorities, set due dates and reminders, add attachments and comments, and track time spent on tasks.

## Team Collaboration

Real-time chat within projects, file sharing and version control, team member @mentions, and activity notifications.

# User Roles and Permissions

## Admin

Full access to all features, user management, billing and subscription management, and security settings.

## Project Manager

Create and manage projects, assign tasks to team members, view project reports, and manage project settings.

## Team Member

View assigned tasks, update task status, participate in discussions, and submit time logs.

# Pricing Plans

## Starter Plan ($9/month)

Up to 5 team members, 10 projects, 5GB storage, basic support.

## Professional Plan ($19/month)

Up to 25 team members, unlimited projects, 100GB storage, priority support, advanced reporting.

## Enterprise Plan ($49/month)

Unlimited team members, unlimited projects, 1TB storage, 24/7 phone support, custom integrations, advanced security features.