NINJAMANAGER

User Manual

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Introduction

NinjaManager is an online web application specifically designed for the administrative team at Code Ninjas, aimed at enhancing day-to-day task management efficiency. From adjusting memberships to addressing customer requests, its functionality covers a wide array of administrative duties.

What distinguishes Ninja Manager is its seamless integration into the Code Ninjas Dashboard, familiar to all team members. It offers essential features like task creation, calendar viewing for deadlines, and tracking task statuses.

In facilitating the Code Ninjas administrative team, the Ninja Manager plays a pivotal role in maintaining operational efficiency and ensuring a smooth workflow. Its user-friendly interface streamlines administrative tasks, providing an effective solution for the team's daily responsibilities.

Quick Guide to Ninja Manager

Getting Started:

1. **Create an Account:**

   Access the login screen and click "Sign Up". Fill in the required information and click the "Sign Up" button. An email with a one-time passcode (OTP) will be sent for verification. Enter the OTP to become a verified user.

2. **Login:**

Enter your email address and password at the login screen. If you've forgotten your password, use the "Forgot Password?" option to reset it.

Navigating the Interface:

- **Home Page:** View and manage "In Progress" and "Past Due" tasks. Tasks can be filtered by status, priority, due date, and keywords.
- **Task Creation:** Create tasks via the "Create Task" button. Input task details and optionally assign employees.
- **Calendar:** A visual representation of tasks. Edit tasks directly from this view and filter by time (month, week, day).

Advanced Features:

Owner/Admin Controls:

- **Promoting Admins:** Owners and admins can assign admin roles to employees.
- **Demoting Admins & Deleting Users:** Only the owner can demote admins to employees or delete users.

Managing Tasks:

- **Editing Tasks:** Edit task details, including title, due date, priority, and description from the "Overview" page.
- **Completing Tasks:** Mark tasks as complete from the "Overview" page. Completed tasks move to the "History" section.

- **History:** View completed or deleted tasks. Owners can permanently delete tasks from this section.
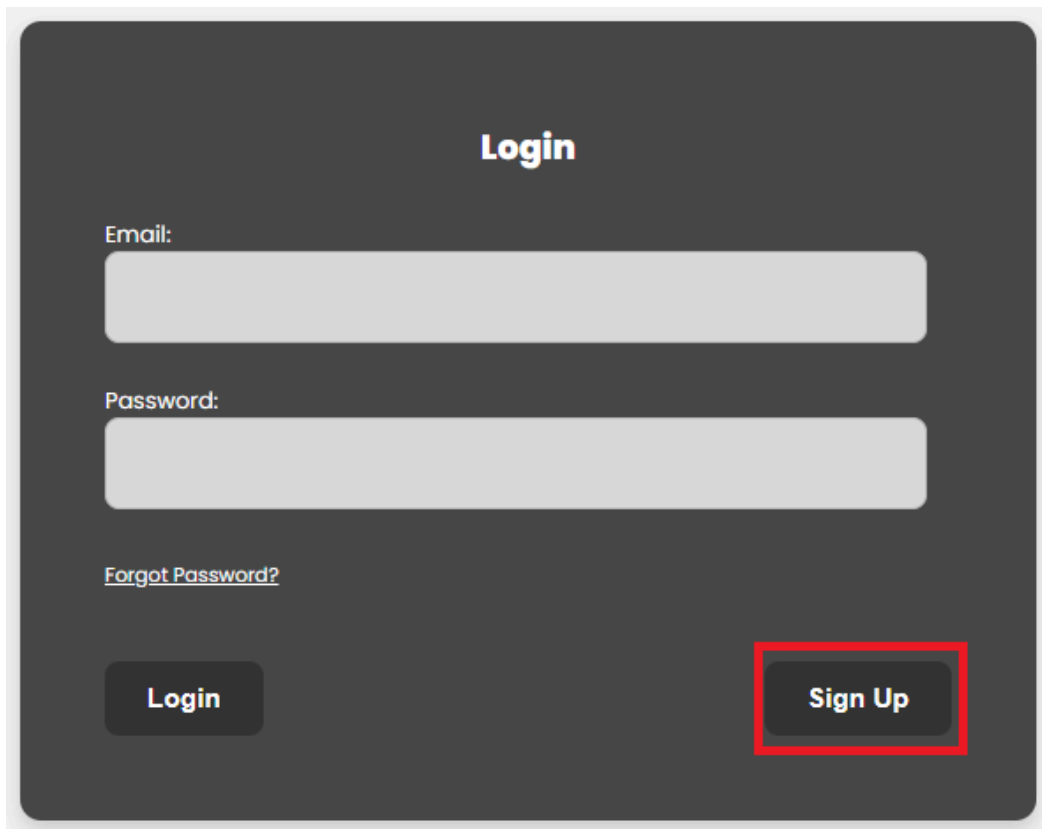
Additional Notes:

- Only owners have the authority to delete users and demote admins.

Authentication

Only the client must use the email-sending service (Mailtrap, Postmark, SendGrid, Mailgun) based on their preferences. The users are not required to use the email-sending service, and they will receive the verification OTP code in their email.

Account Creation
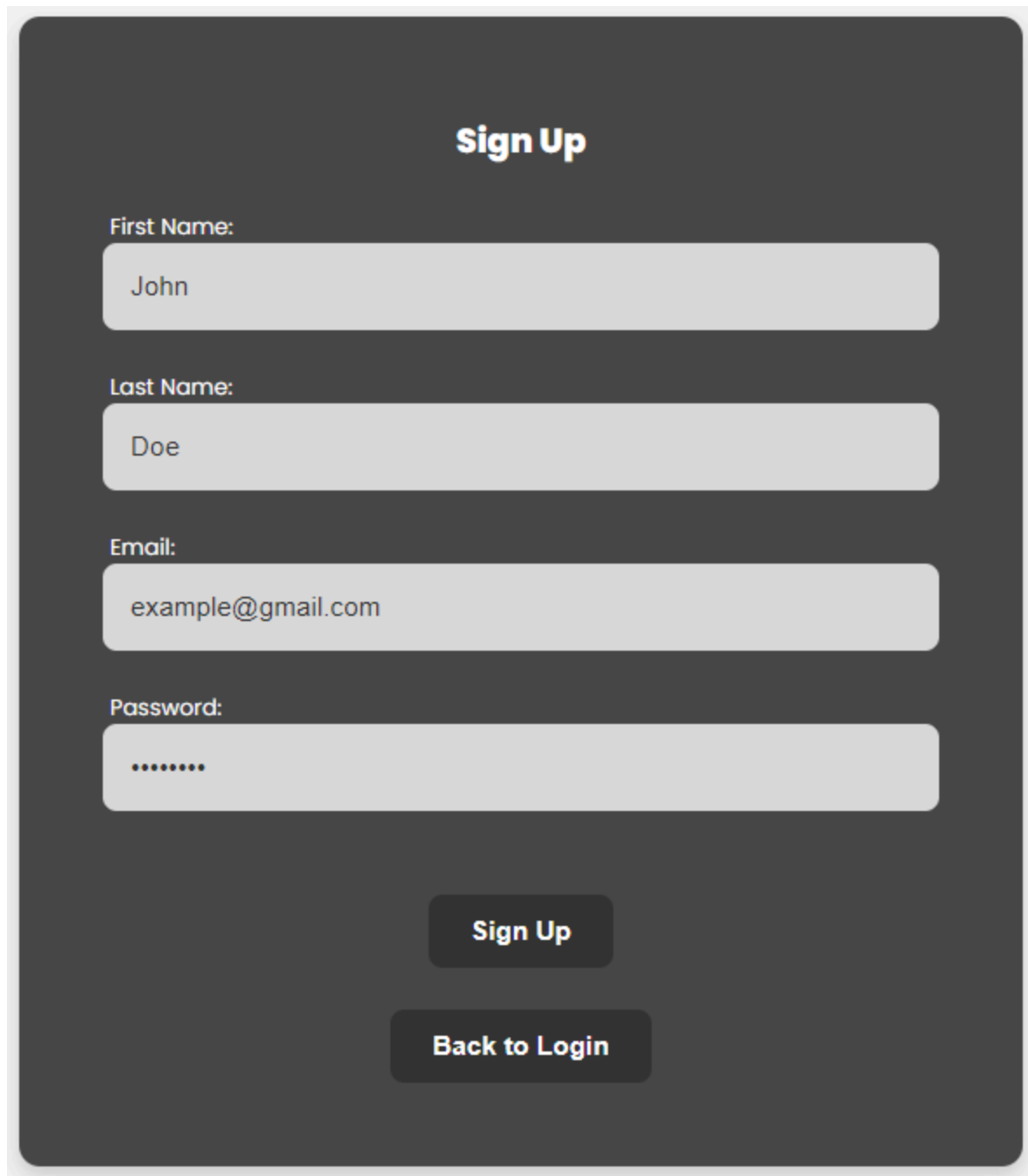
To create an account, at the login screen, simply click *Sign Up.* After clicking Sign Up, you will be prompted to input the necessary information as shown below.
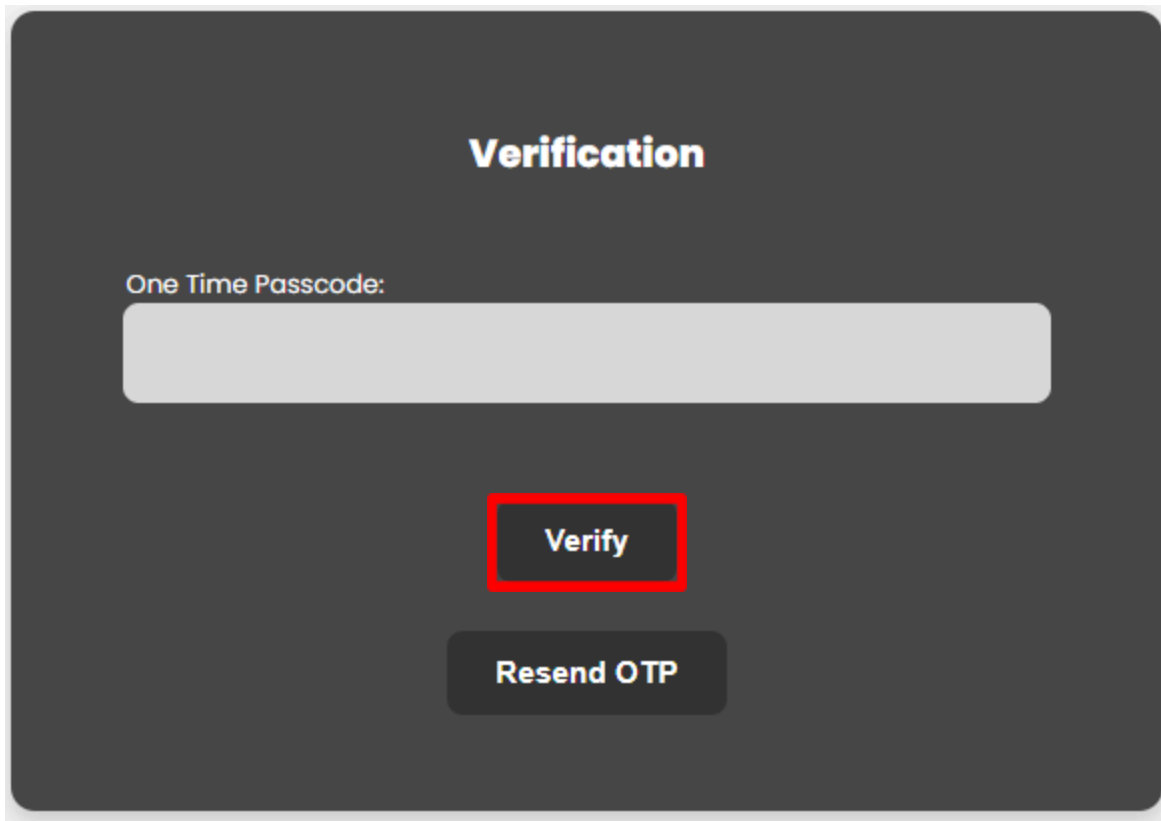
After completing the sign up form, click the *Sign Up* button which will send an email one-time passcode to the email you have inputted. Refer to the image below.
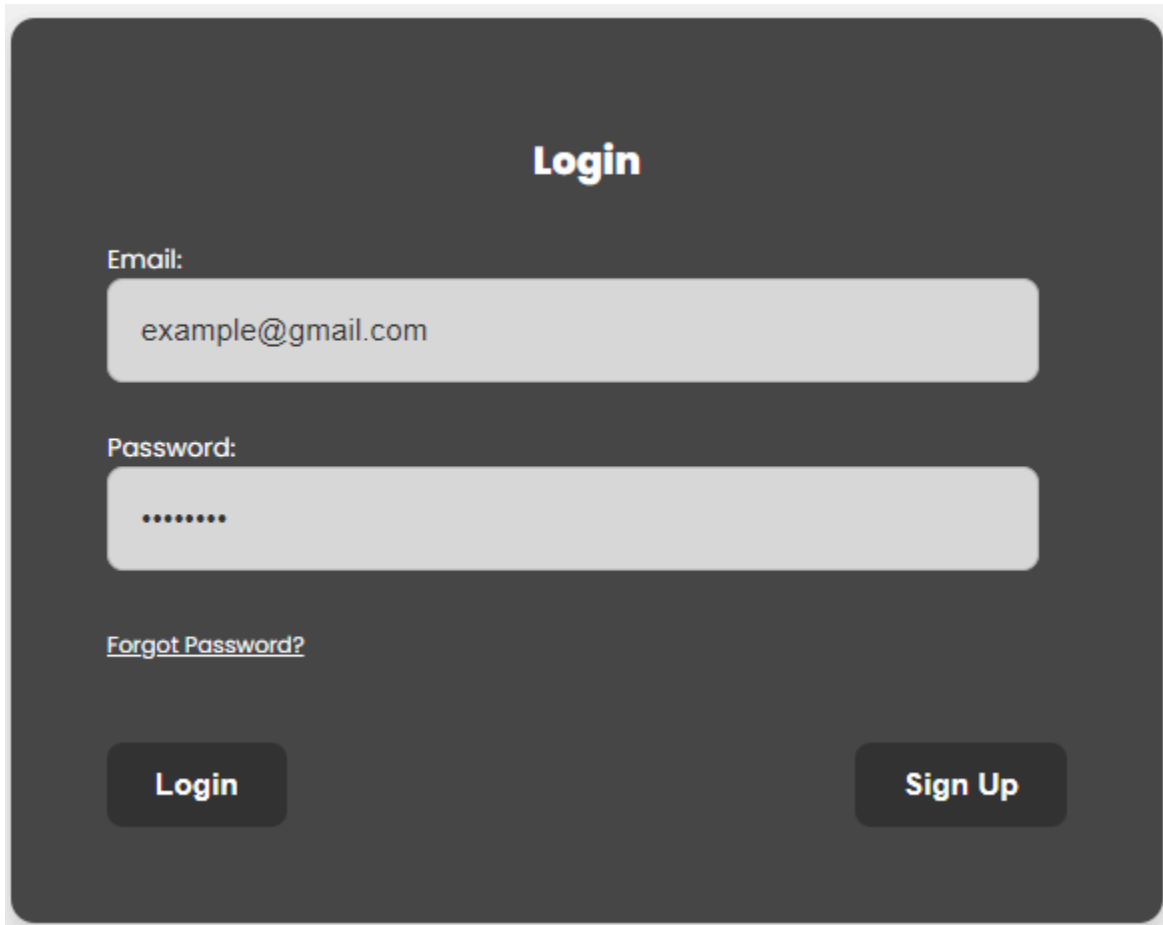
Email Verification

If you did <u>not</u> receive a one-time passcode, click *Resend OTP*. Once you have input the one-time passcode, click *verify* which will make you a verified user. Congratulations, you have successfully created an account for Ninja Manager!

Logging in

To login, simply input your email address and password for your account. If you do not have an account, refer back to the **Account Creation** section of this manual.
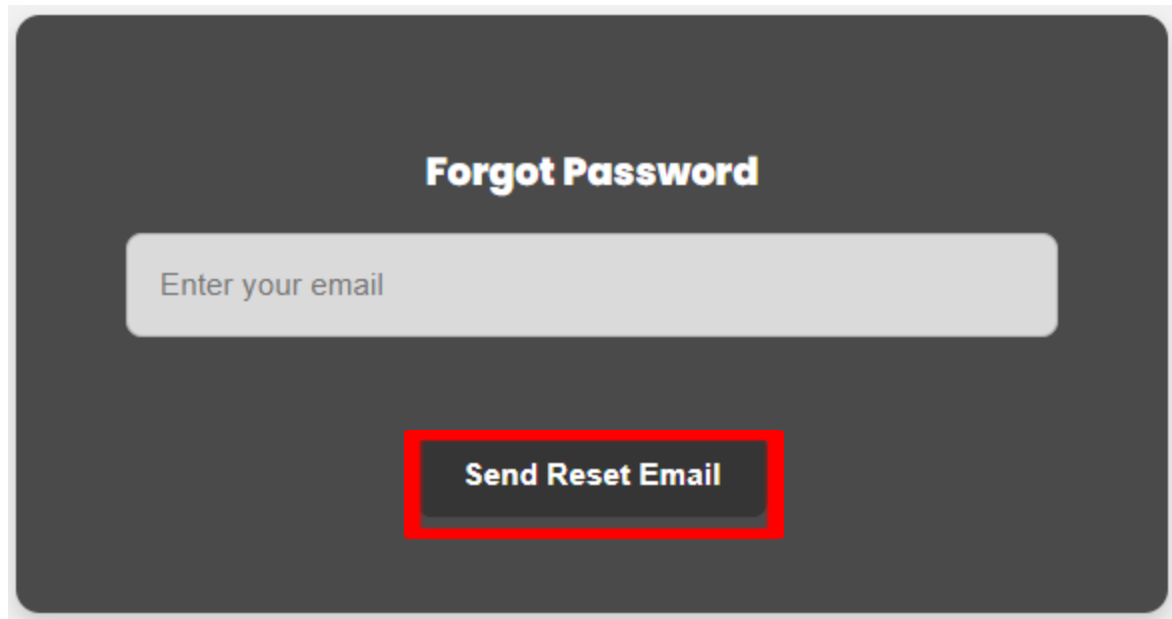
Forgot Password

If you have forgotten your password, click *Forgot Password?* This will ask you to input your email address. After you have inputted your email address, click *Send Reset Email*.
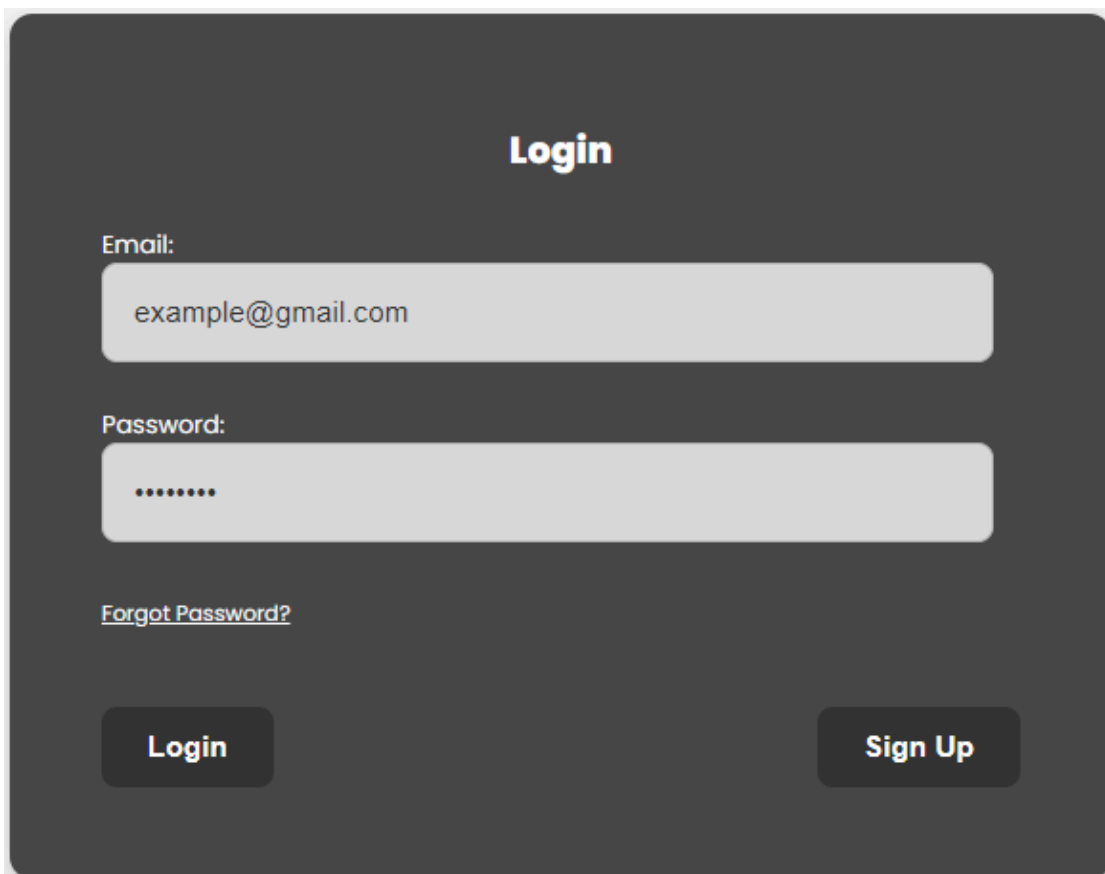
If you have forgotten your password, click *Forgot Password?* This will ask you to input your email address. After you have inputted your email address, click *Send Reset Email*.
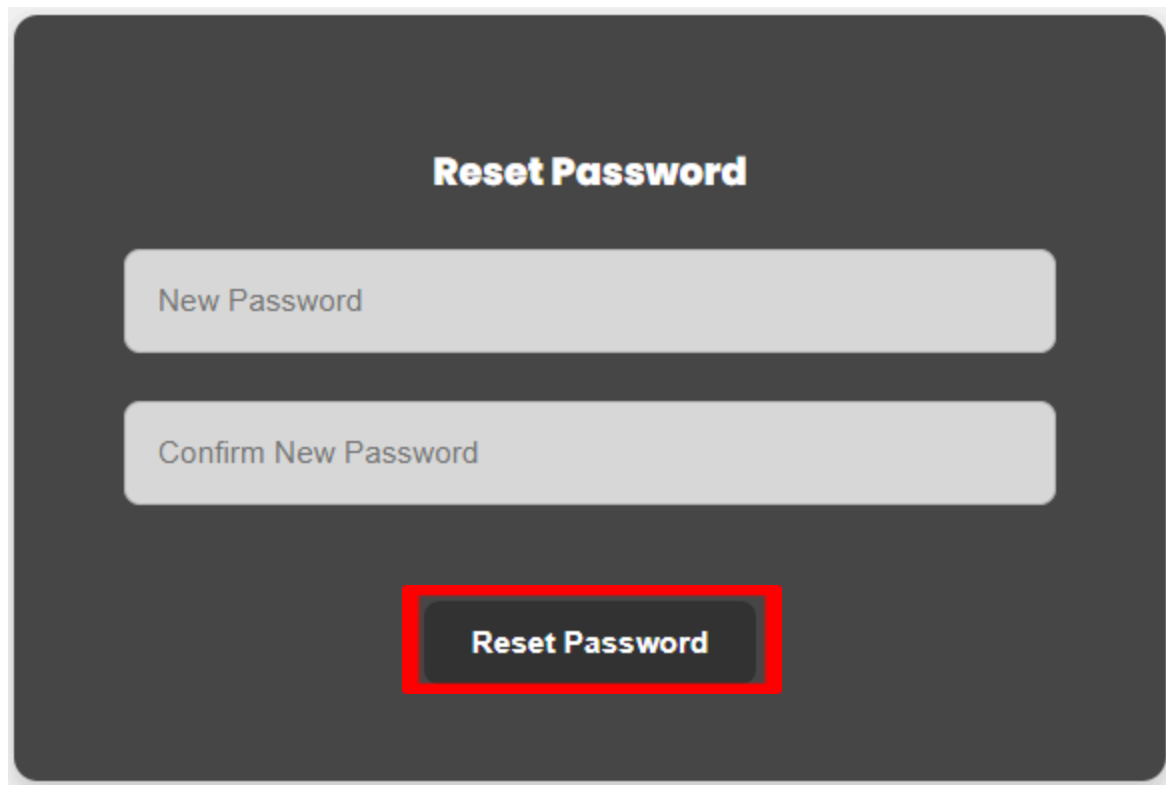
If the email you have inputted exists, you will receive a *Reset Password* link where you will be able to input a new password.

After you have inputted your new password, click *Reset Password* to change your password.

Change Password

If you wish to change your password, click on the drop down *Menu* button located on the top right of the screen. You will be prompted with two options: *Profile* and *Logout*. Click on the *Profile* button which will navigate you to your profile settings.

Once at the profile page, click *Change Password*. You will be sent an email with a one time passcode and will be prompted to enter your *Current Password, New Password* and *OTP* (One Time Passcode). Once the right information has been imputed, you have successfully changed your password and will be navigated to the login page. See image reference below.
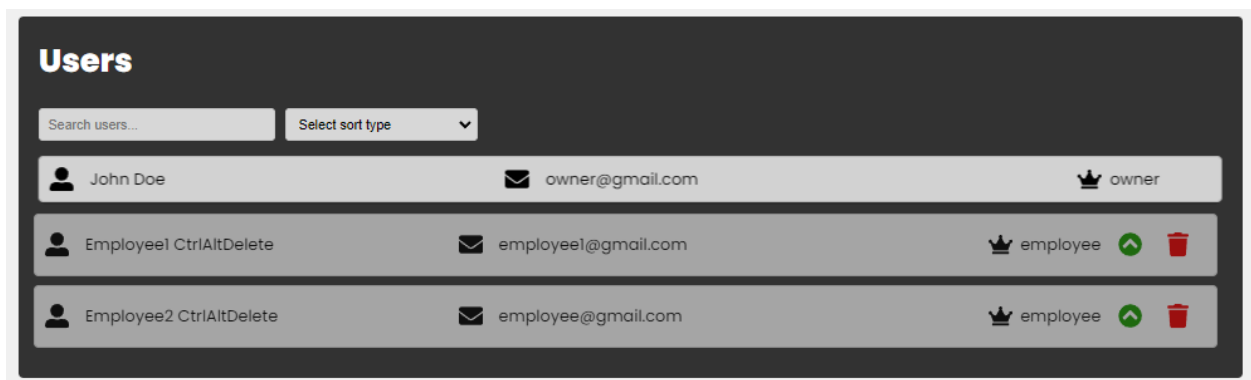
Owner/Admin Controls

Owner and Admins can assign admins to employees, however, only the owner can de-assign admins and delete users.

# Promoting Admins (Owner/Admins)

If you are an owner or an admin, click on the *Menu* dropdown button located on the top right of the screen and click on *Users* to navigate to the users page.

On this page, both the owner and admins can assign employees to admins by clicking the *green arrow* icon.
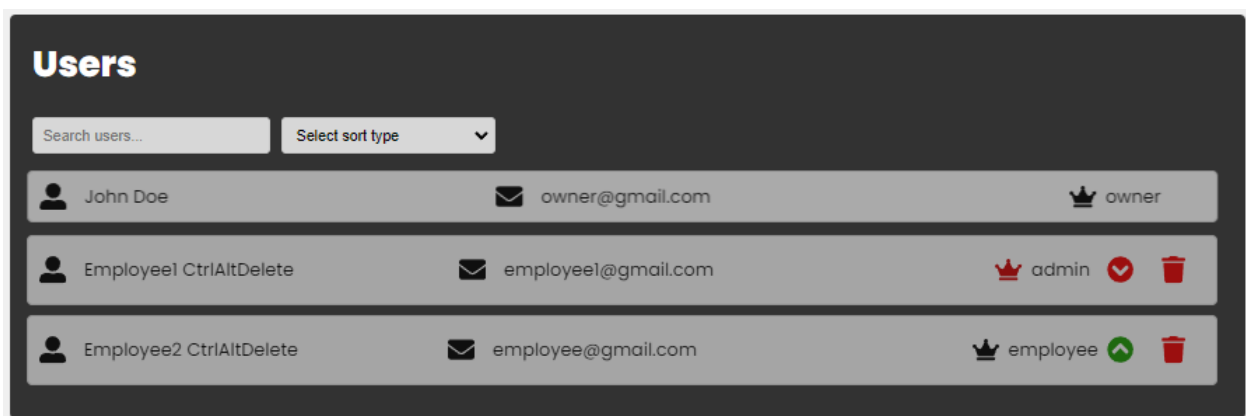
Demoting Admins (owner)

If you are an owner, click on the *Menu* dropdown button located on the top right of the screen and click on *Users* to navigate to the users page.
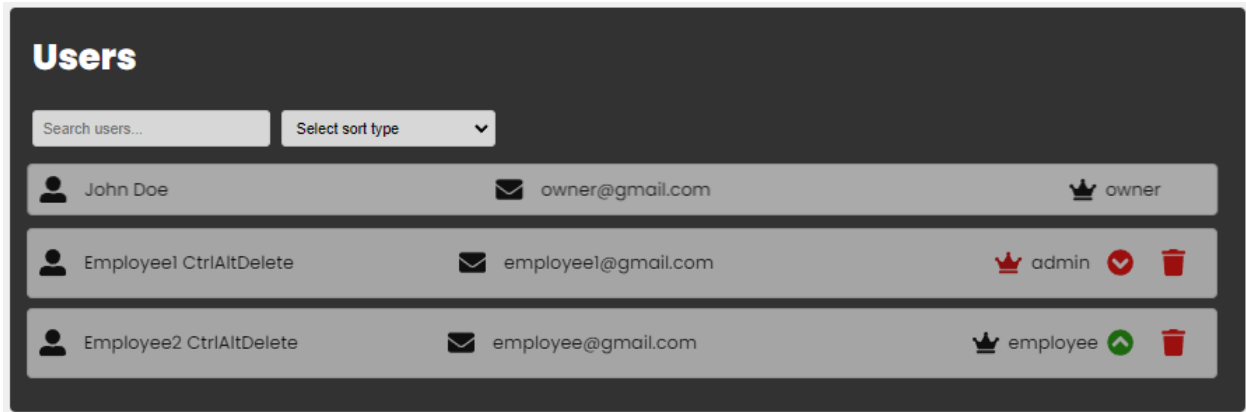
On this page, the owner can demote admins back to employees by clicking the *red arrow* icon.
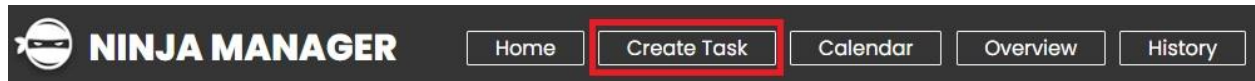
Deleting Users (owner)

To delete users, the owner can delete users by clicking the *red trash* icon.

Create Task

Creating tasks is the main feature of Ninja Manager. Tasks can be created by employees and admins, and assigned to any employee in the database. To reach the create task page, simply click on "Create Task" on the Navbar at the top of the page.

Once at the "Create Task" page, you will see the page below. Using this feature is very self-explanatory and user-friendly. Each field will be described in more detail below.

Task Title:

The user will enter the title of their task in this field

Task Title:

Example Task

Due Date:

Clicking the calendar icon on the far right of this field (circled in red) will open a menu where you can select both the date and time you want the task to be completed by.

Due Date:

mm/dd/yyyy --:-- --

Due Date:

04/20/2024 04:20 AM

April 2024 ▾				↑	↓		04	20	AM

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

05   21   PM
06   22
07   23
08   24
09   25
10   26

Clear   Today
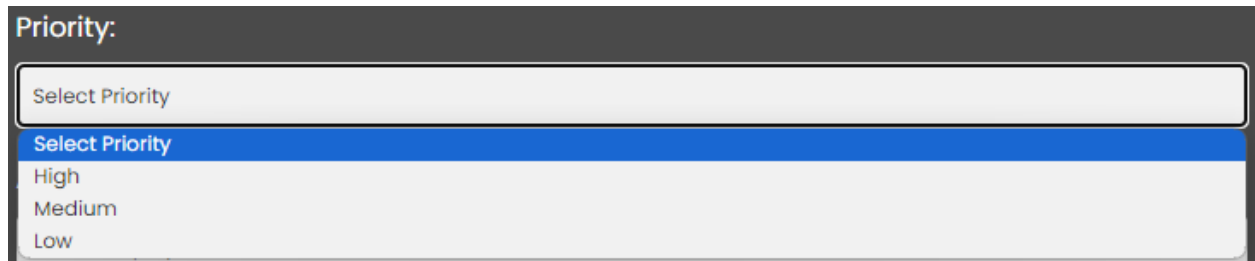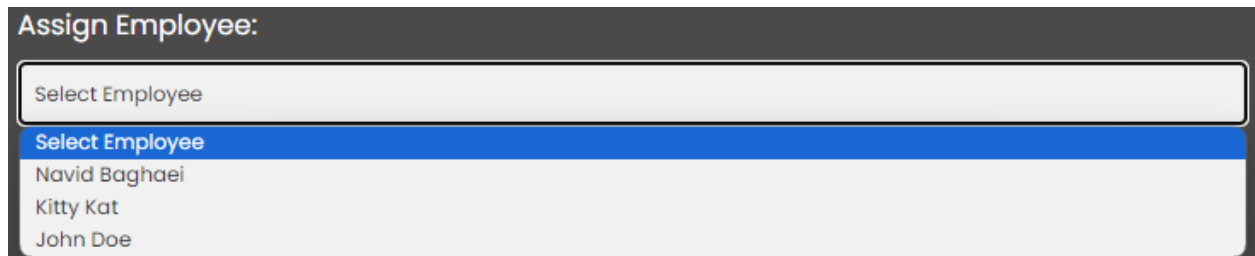
Priority:

Clicking on this field opens a drop down menu where the user can choose between 3 priority levels: "Low", "Medium", and "High".
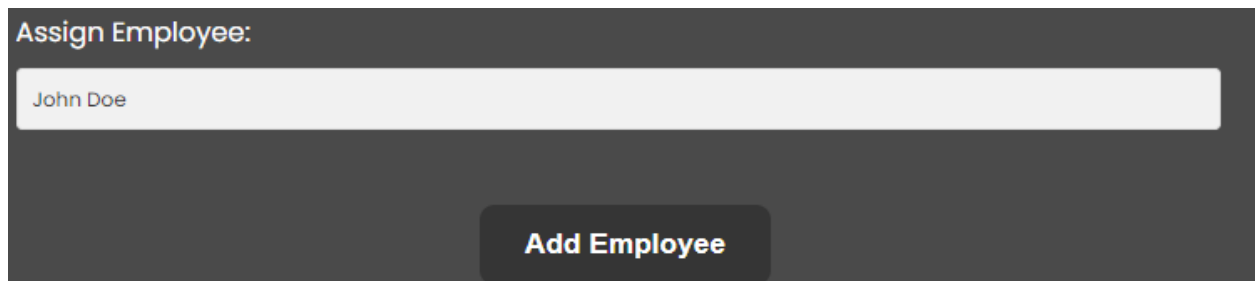

Assign Employee:

Clicking on this field opens a drop down menu where the user can choose to assign any listed employee to the task.

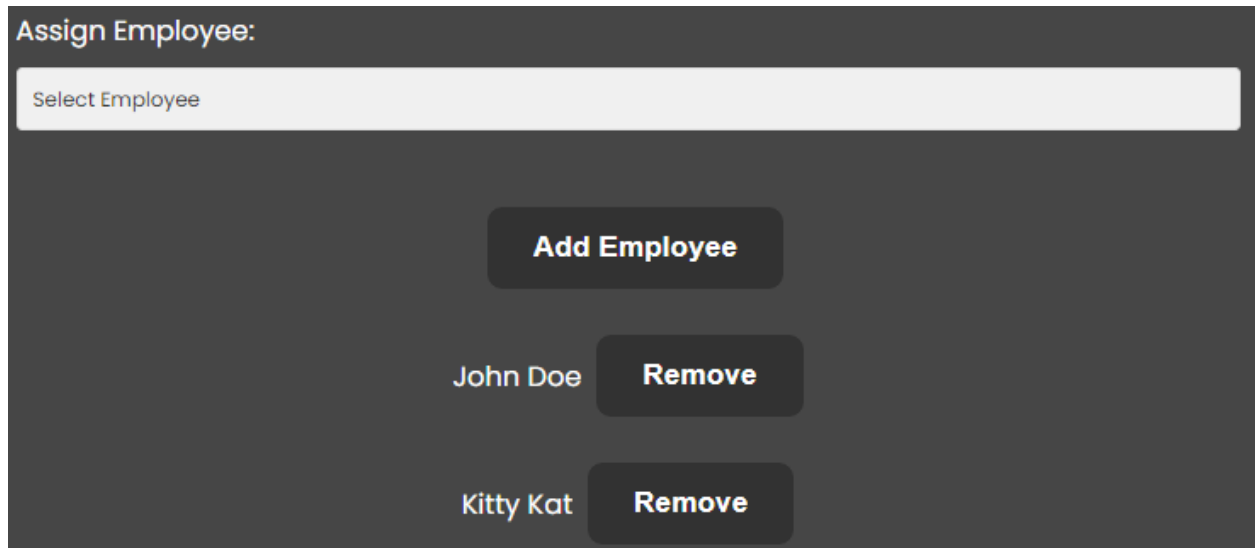When the employee has been selected, the user must click "Add Employee" to add them to the task.

When the employee has been added, a "Remove" button will appear next to their name in case changes need to be made. Multiple employees can be assigned to a single task as seen below.
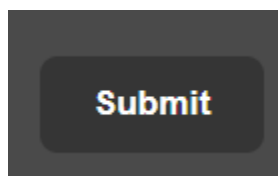
Description:

The user will enter the description of their task in this field
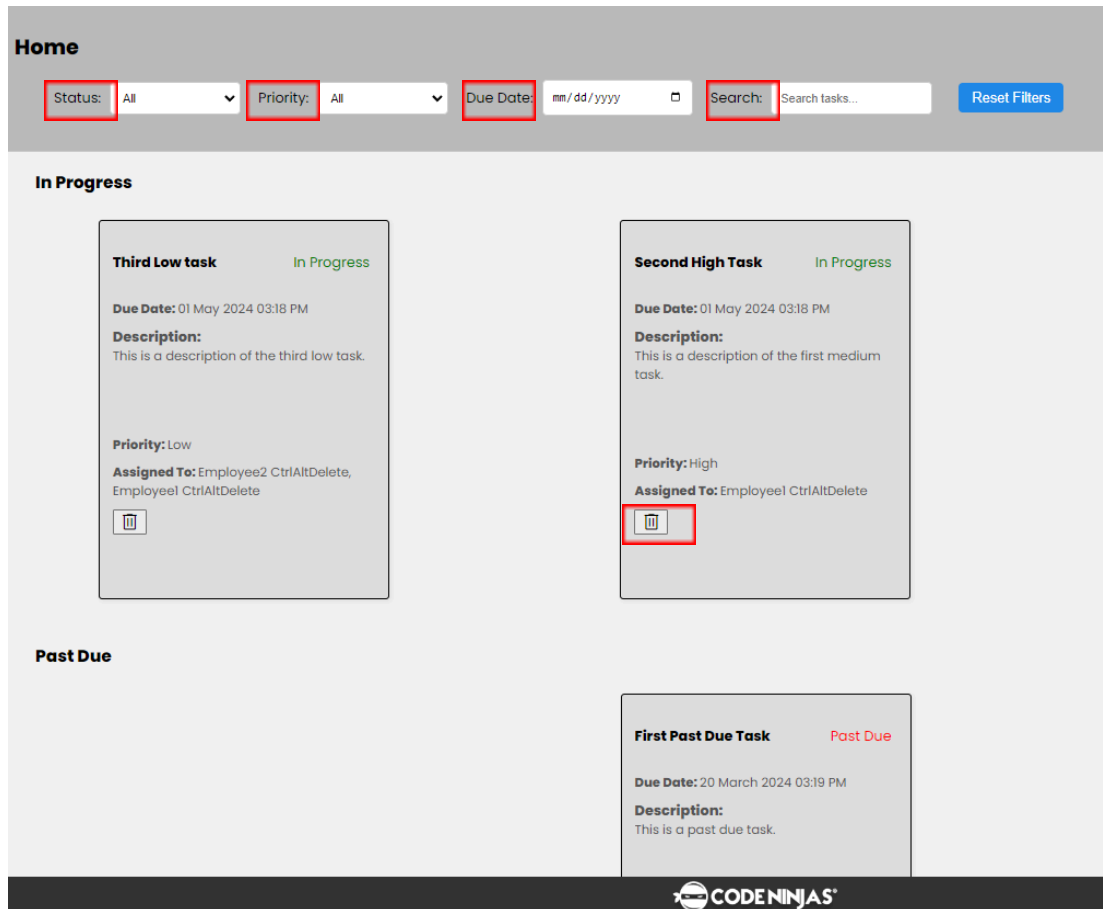

Once all of the fields have been filled out, the user will click the "Submit" button at the bottom of the form to finish creating their task. Once the task has been created, it will appear on the home, calendar, and overview pages.

Home Page

Home page contains a list of *In Progress* and *Past Due* tasks. On this page, a user is able to:

1. View the current In Progress and Past Due tasks,

2. Delete Tasks,

3. Filter through tasks by: Status, Priority, Due Date and Search keywords.

Calendar

On the calendar page, you will be able to visualize tasks on a calendar as well as on an agenda. On this page, you will also be able to view and edit task information.

Past due tasks will be displayed partially transparent while completed tasks will be crossed out.On the agenda, completed tasks will also have their checkboxes checked.
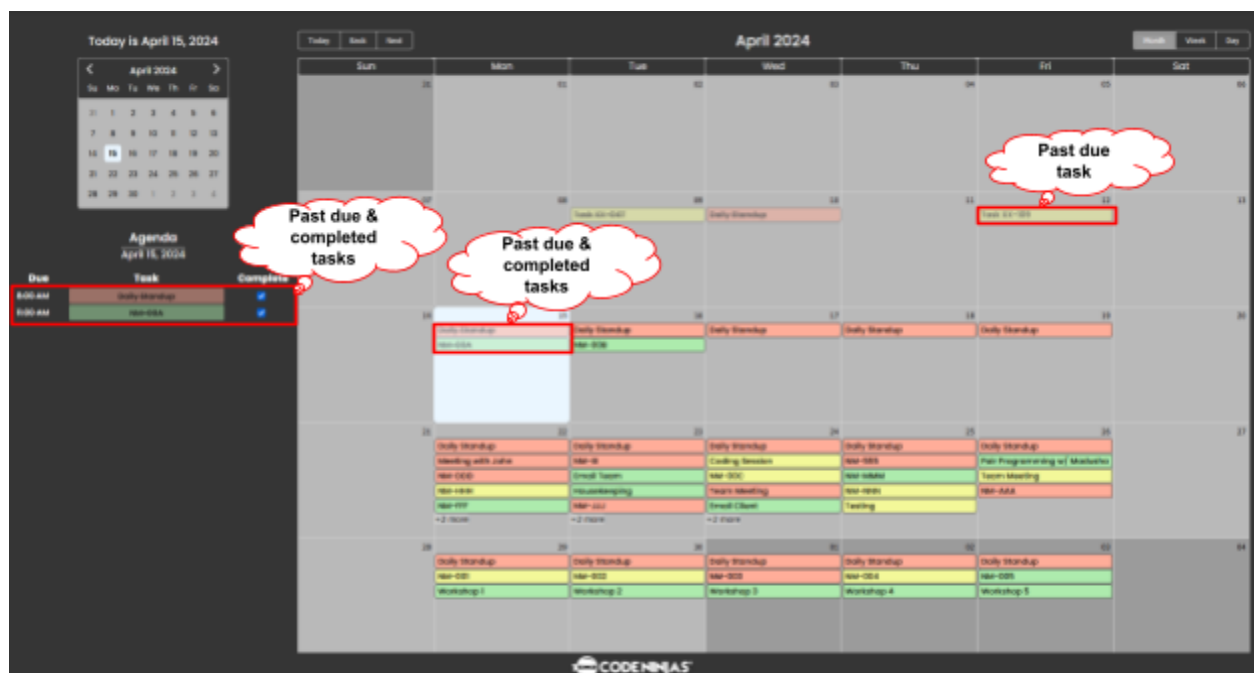
On the top left of the calendar, there are three buttons that you can use to traverse the calendar. If the "Today" button is clicked, the calendar will show the current date on whichever view is currently selected. If the "Back" or "Next" button is clicked, the calendar will move back or forward a day, week, or month depending on which view is currently selected. This will also change the date of the agenda. By default, the agenda will show the list of tasks due 'today'.

On the top right of the calendar, there are three buttons which you can use to change the view of the calendar. These views include a month view, a week view, and a day view. The highlighted button indicates which view is currently selected.

Alternatively, you can set the date of the big calendar and agenda by selecting a date on the mini calendar located at the top left of the page. After selecting a date, the selected date will be highlighted on the mini calendar.
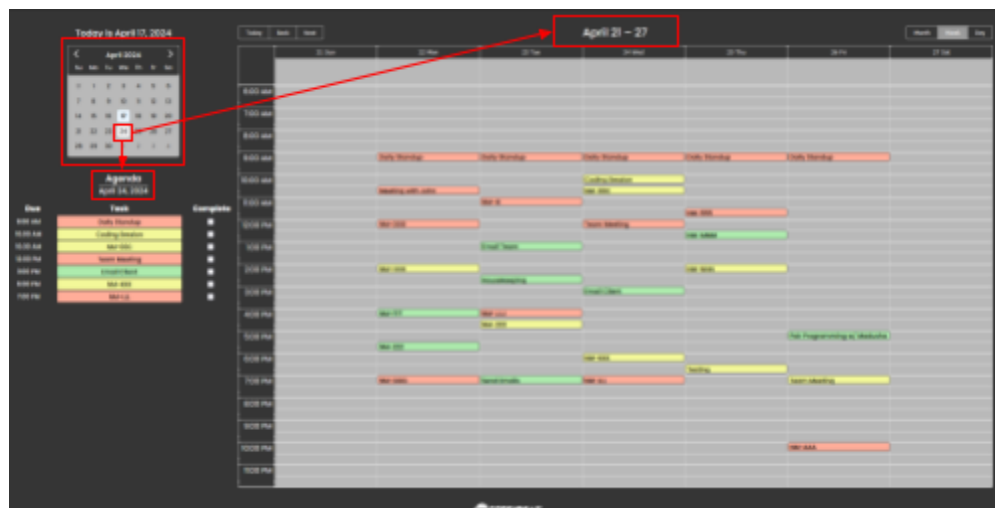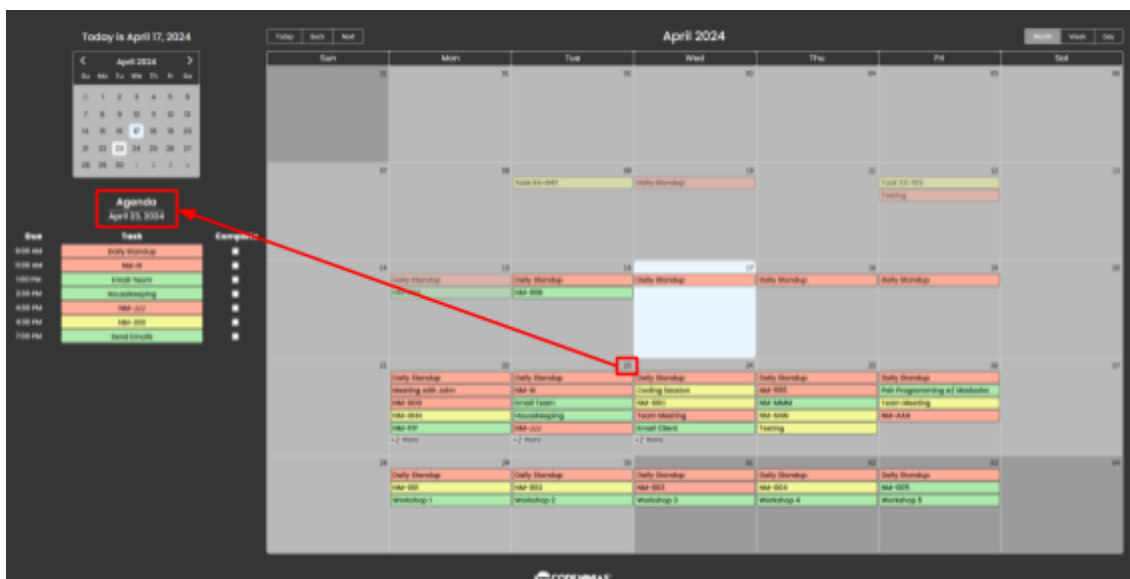
You can also change the date of the agenda by selecting a date on the big calendar.
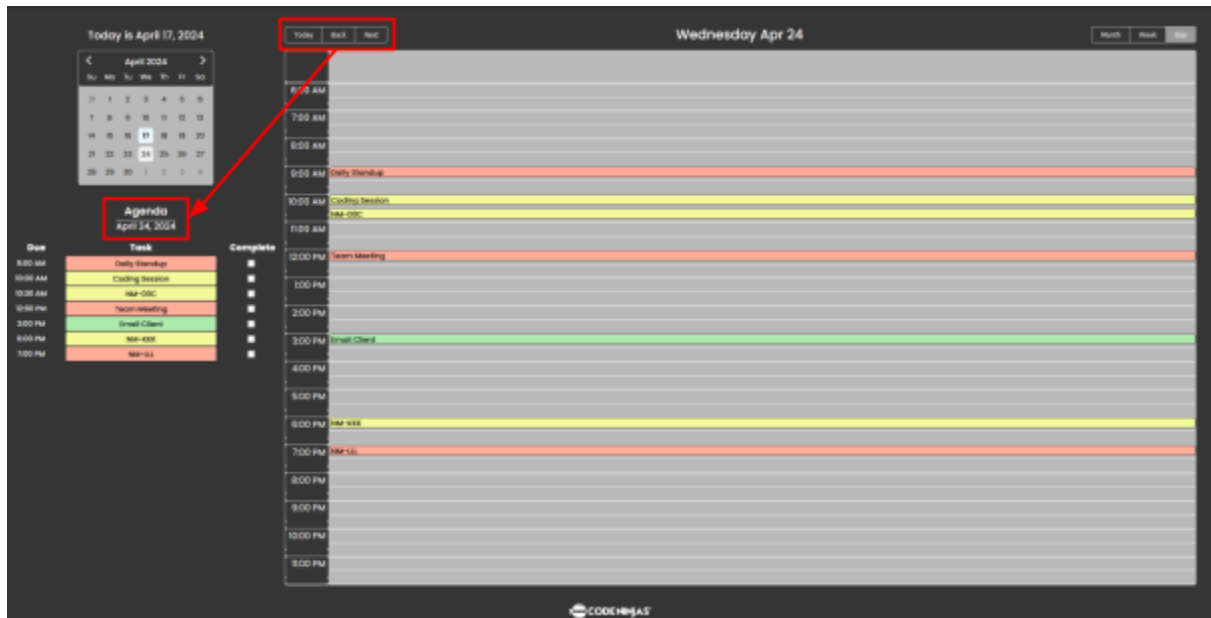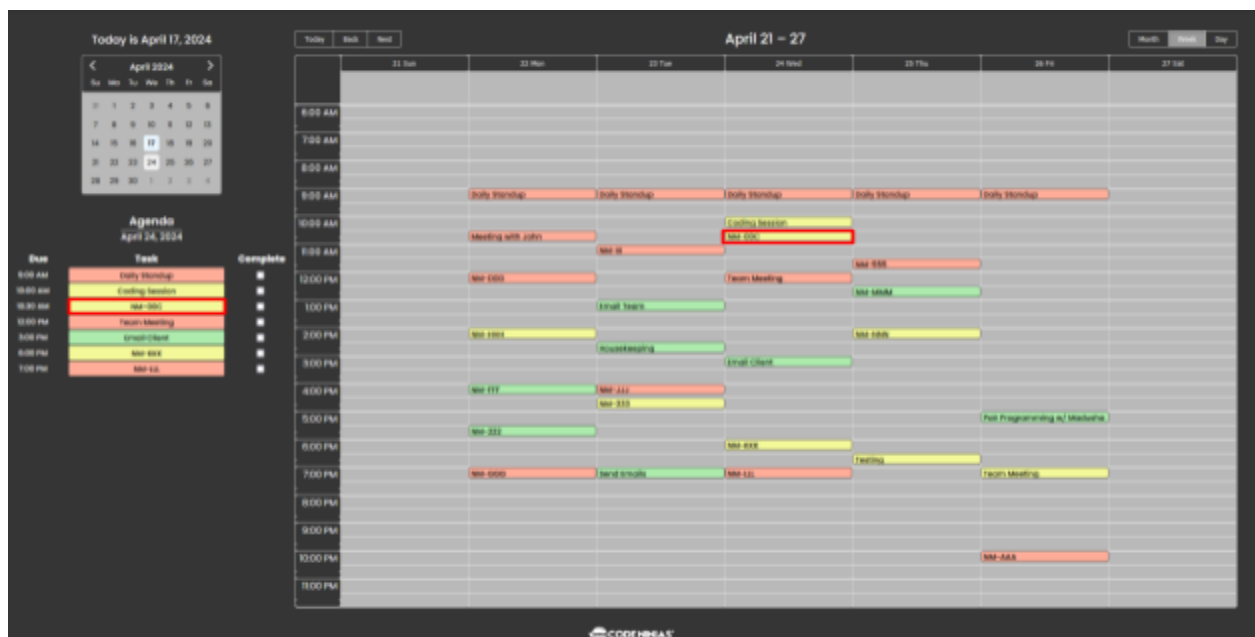
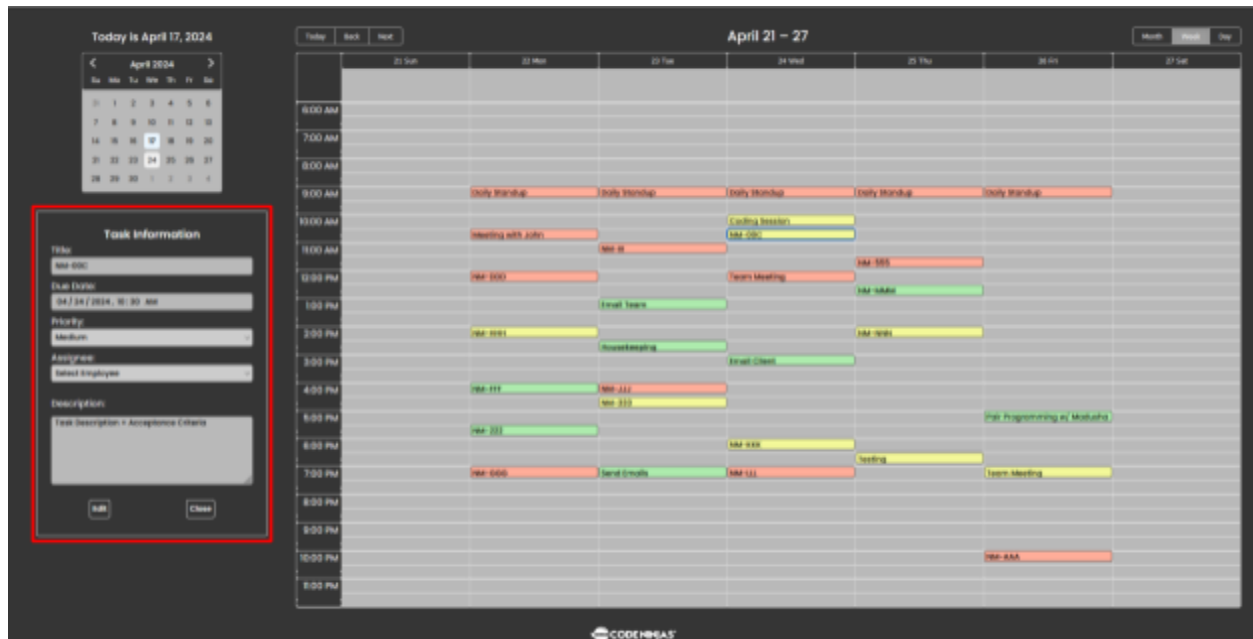Week view:
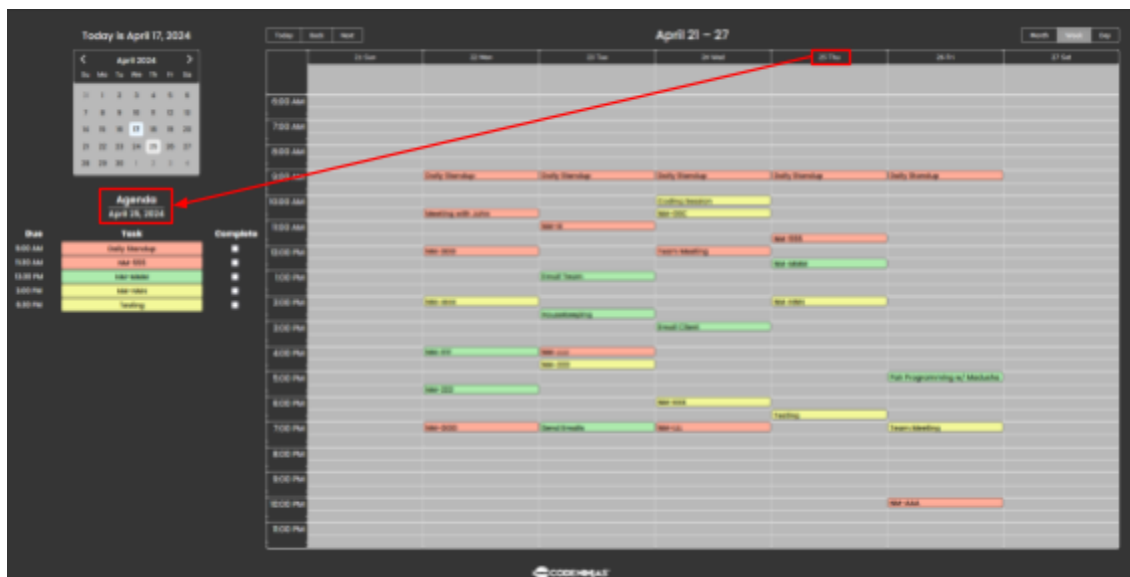
Month view:

Day view:
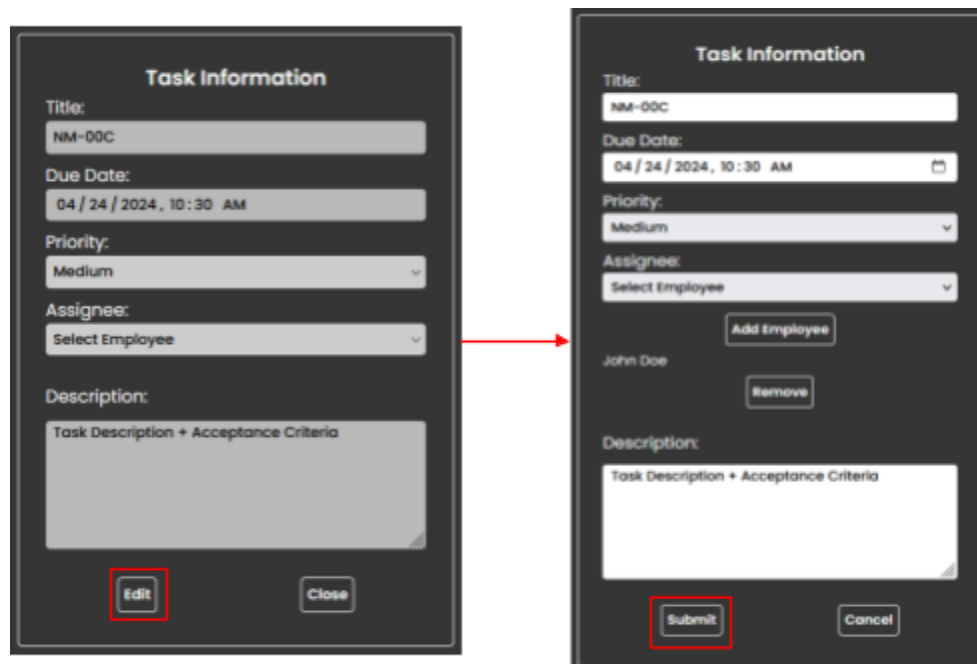

Viewing and editing task information:

To view a task's information, simply click on the task.

Doing this will replace the agenda with the task's information.

To edit a task, simply click on the edit button at the bottom of the task information box to enable editing. Edit any field you please and click the submit button to save the changes.

Overview

The overview page contains detailed information about the tasks which include the task's title, status, priority, due date, assigned employees, task description and the edit history. This page has the functionality to complete and edit tasks. Additionally, you will be able to filter throughout the tasks by: priority, status, due date and search keywords.

Editing Tasks

To edit tasks, click on the *pencil* icon located on the bottom right of the task form. Once clicked, information regarding the task will be prompted.

On this form, you are able to edit the following: Task Title, Due Date, Priority, and Description. Additionally, you can remove and/or add employees to the task. Once the form is submitted, the *edit history* section will prompt the user that last edited this task.

Completing Tasks

To complete tasks, on the overview page, simply click the *Mark Complete* button located on the top right of the form. Doing so, this task will be removed from the overview/home page and will be forwarded to the **History** page.

History

To navigate to the history page, simply click the *History* button on the navigation bar located on top of the screen. The history page contains information of the tasks that were marked as completed in the overview page. Additionally, this page contains all the tasks that were deleted in the home page. This page only shows tasks that are completed or deleted and these tasks will not show up anywhere else in the other pages.

Deleting Tasks (Owner)

To delete a task, the **owner** can simply click the *trash icon* located on the bottom right of the form. This will remove the task from the database and be lost forever.

If the user is logged into an employee account, they won't be able to see or interact with the *trash icon.* Their page will look something like the page below.