

# ProjectFlow User Manual (v1.0)

Last Updated: October 15, 2025

## Introduction

Welcome to **ProjectFlow**, your all-in-one collaborative project management tool. This guide is designed to walk you through the core features of the platform, from setting up your account to managing complex projects with your team.

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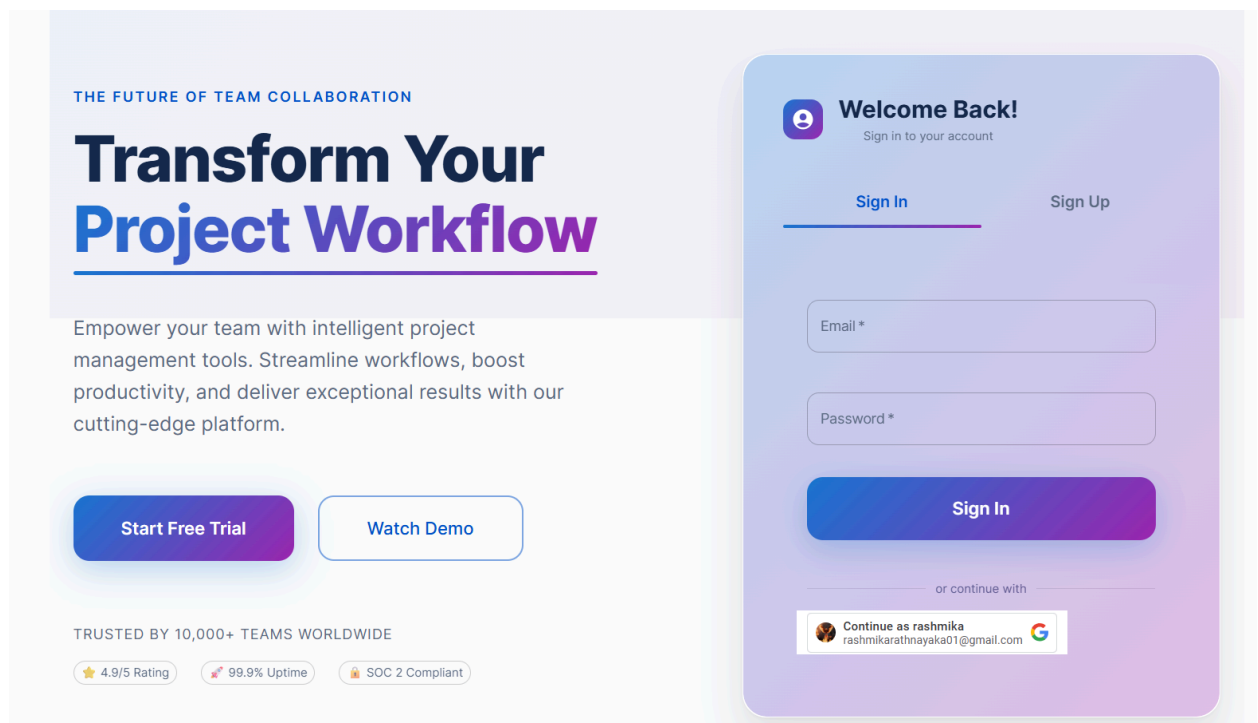
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# 1. Getting Started

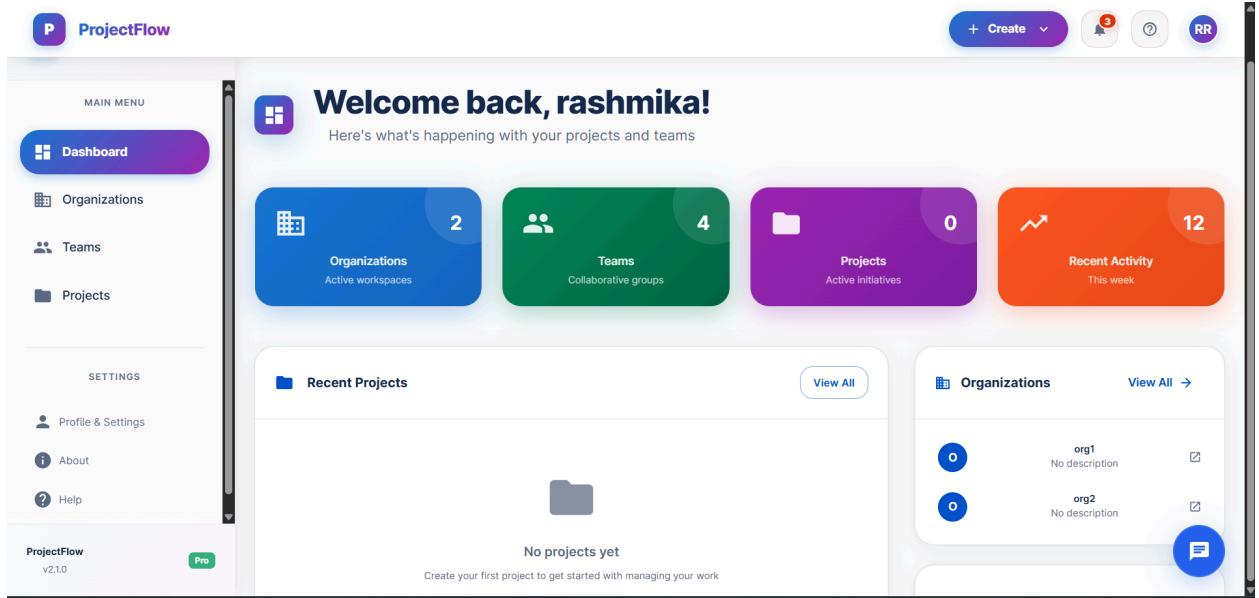
## 1.1 Creating an Account & Logging In

To begin using ProjectFlow, you must first sign in or create a new account.

- **Email & Password:** Use your registered email address and password.
- **Social Login:** For quick access, sign in using your existing Google or Facebook accounts.



- Then you navigate to the dashboard, where you can see a quick summary.



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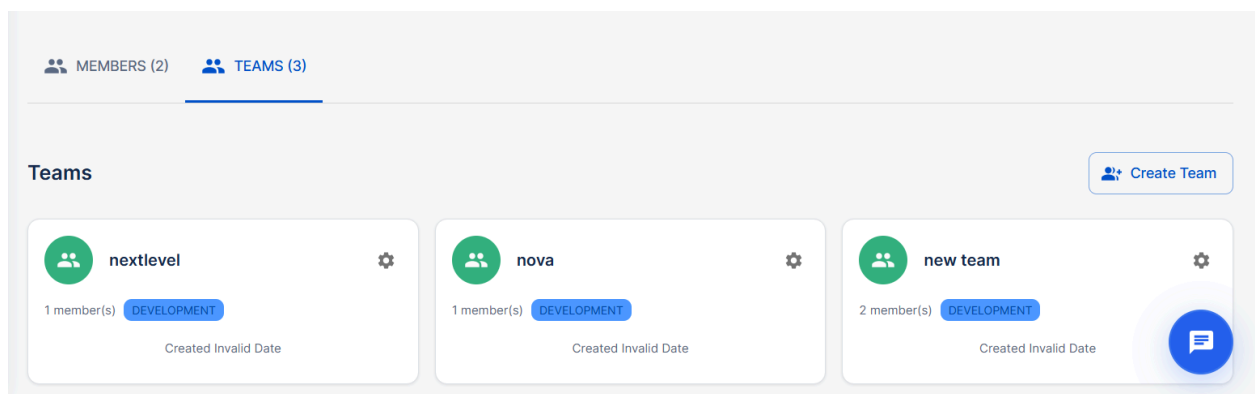
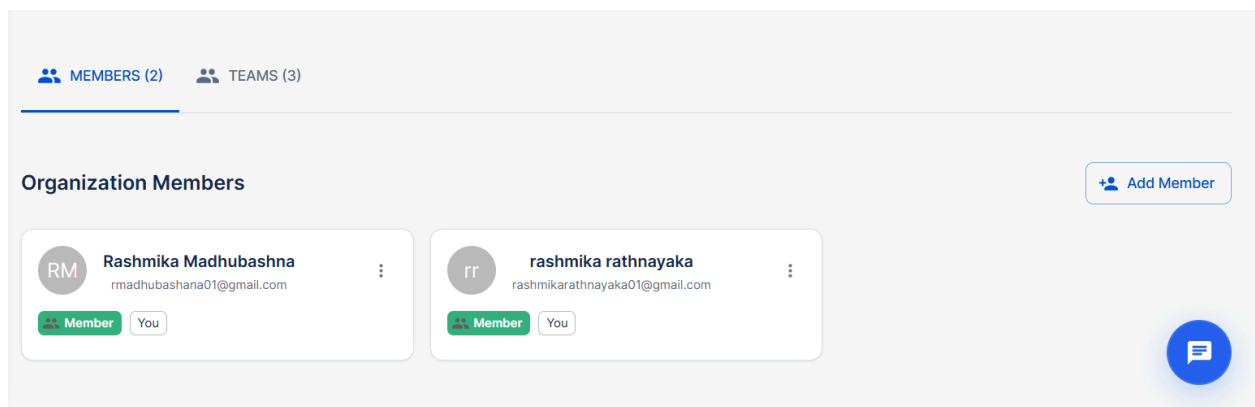
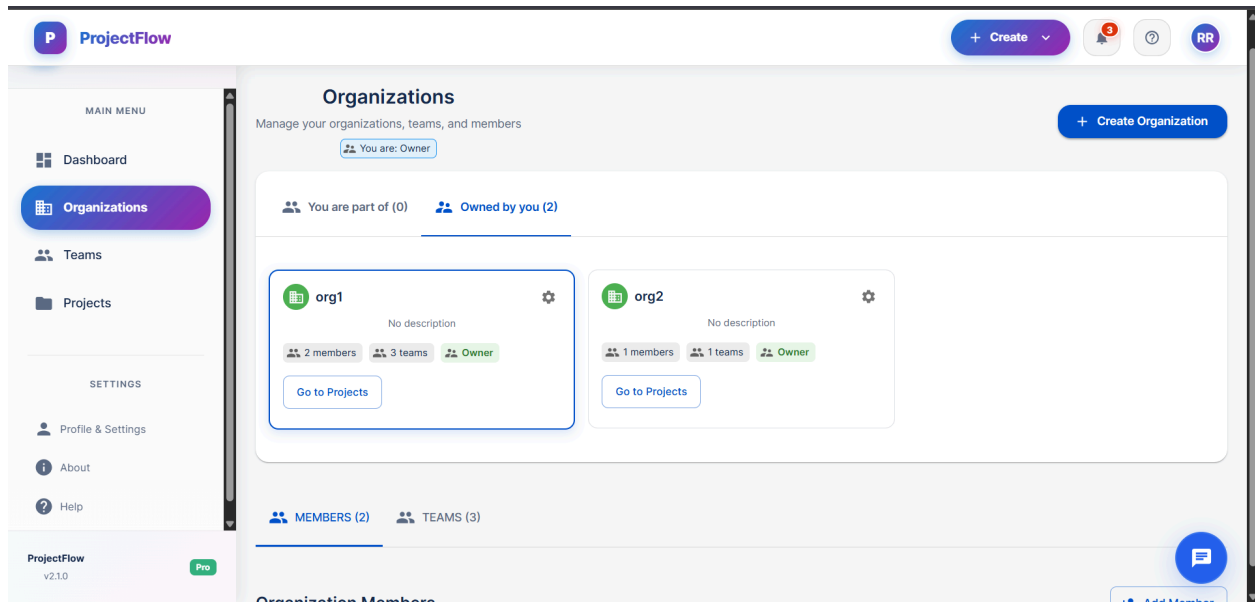
## 2. The Workspace: Organizations & Teams

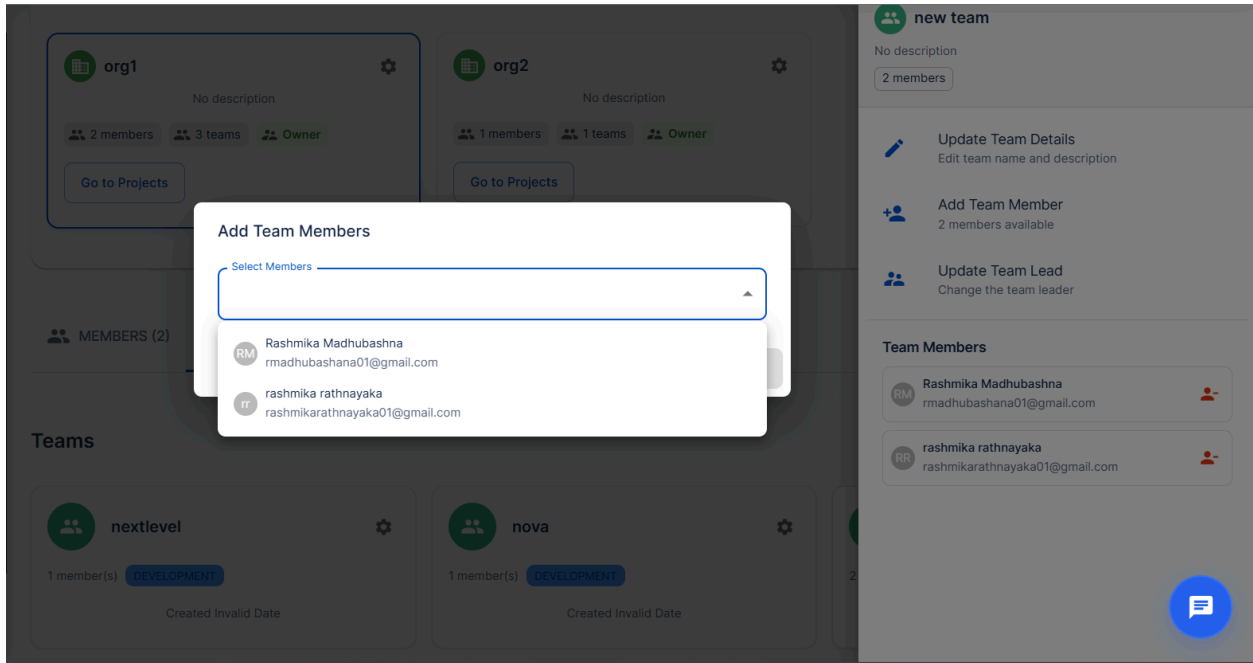
### 2.1 The Organizations Page

The **Organizations** page is your central hub for managing different workspaces. After logging in, you will select an Organization to work within.

From this page, you can:

- View all organizations where you are a member or an admin.
- Add new members to an organization.
- Create new teams to group users for specific projects.





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## 3. Managing Your Projects

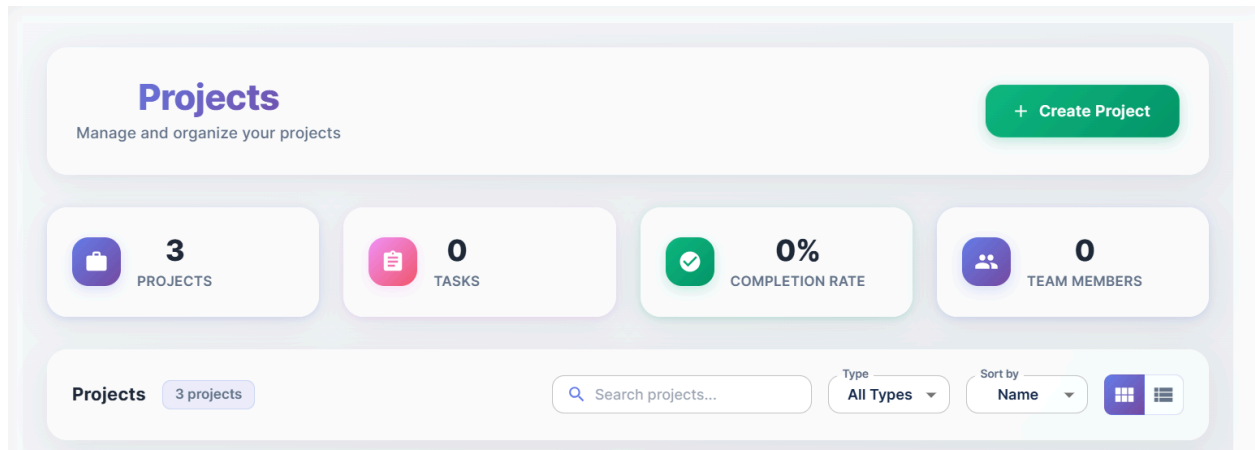
### 3.1 The Projects Dashboard

After selecting an organization, you will land on the **Projects Dashboard**. This screen provides a high-level overview of all projects, including key metrics like the total number of projects, active tasks, and overall completion rate.

### 3.2 Creating a New Project

To start a new project:

1. Click the green "+ Create Project" button.



2. In the "Select Type" window, choose a project template:
  - **Software:** For agile development with Scrum.
  - **Business:** For startup and business strategy projects.
  - **Classic:** For a traditional project management approach.



## Create Project



1

Select Type

2

Project Details

Choose the type of project you want to create



**Software**

SCRUM

Agile development with Scrum methodology



**Business**

STARTUP

Startup and business strategy projects



**Classic**

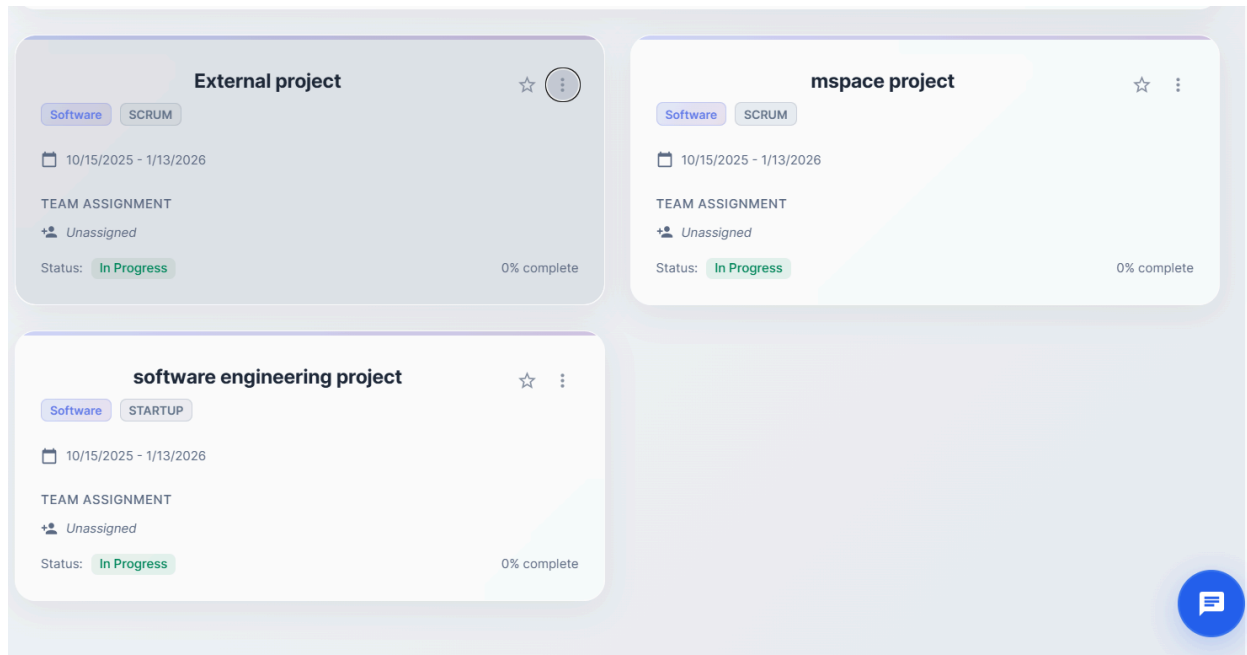
TRADITIONAL

Traditional project management approach

Cancel

3. Proceed to the next step to fill in the **Project Details**, such as the project name.

Your new project will now appear as a card on the Projects Dashboard.

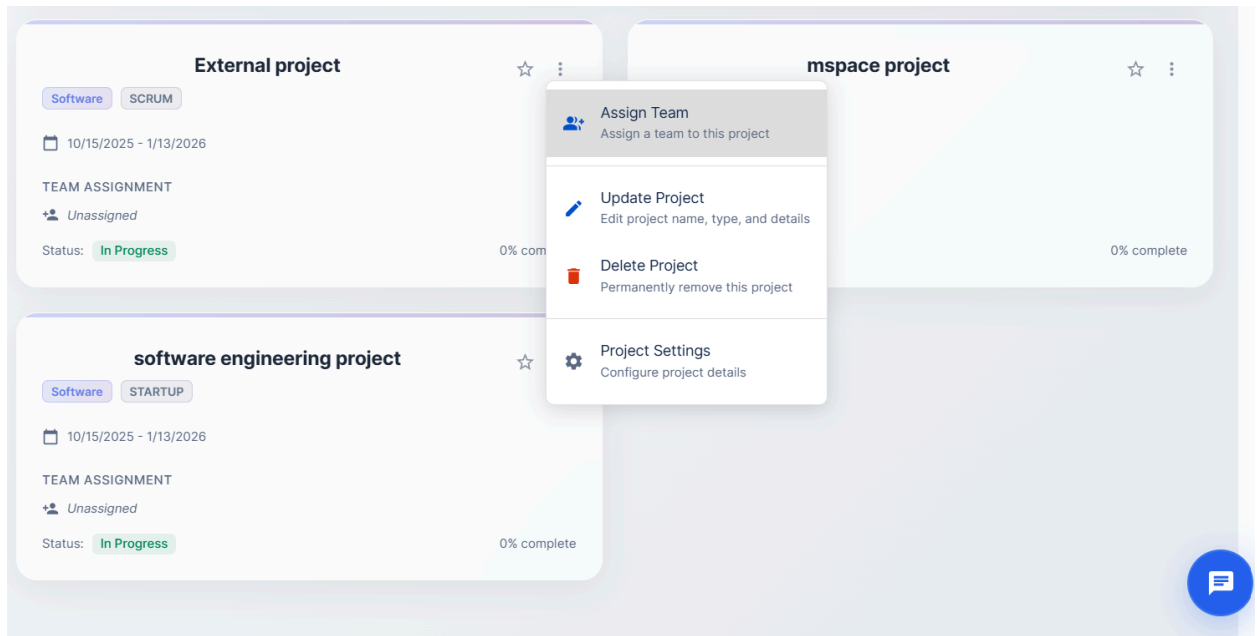


### 3.3 Project Options & Team Assignment

Manage existing projects by clicking the **three-dots menu icon** on a project card. This reveals several options:

- **Assign Team:** Assign a pre-defined team to the project.
- **Update Project:** Edit the project's details.
- **Delete Project:** Permanently remove the project.
- **Project Settings:** Configure project-specific details.





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## 4. Working Inside a Project

Clicking on a project card opens its dedicated workspace.

### 4.1 The Scrum Board

The **Scrum Board** gives you a visual, Kanban-style view of your sprint. Drag and drop tasks between columns (To Do, In Progress, etc.) to instantly update their status.

### 4.2 Creating and Managing Tasks

Add new tasks to your project by clicking **" + Create Issue "** or **" + New Task "**.

## Scrum Board Task

Add a new task to the sprint1 sprint

✓ This task will be assigned to: **sprint1**

👤 1 team member available for assignment

Task Title \*

Title is required

Description

Task Type



Task

Priority



Medium

Status

Todo



Story Points Estimation

Cancel

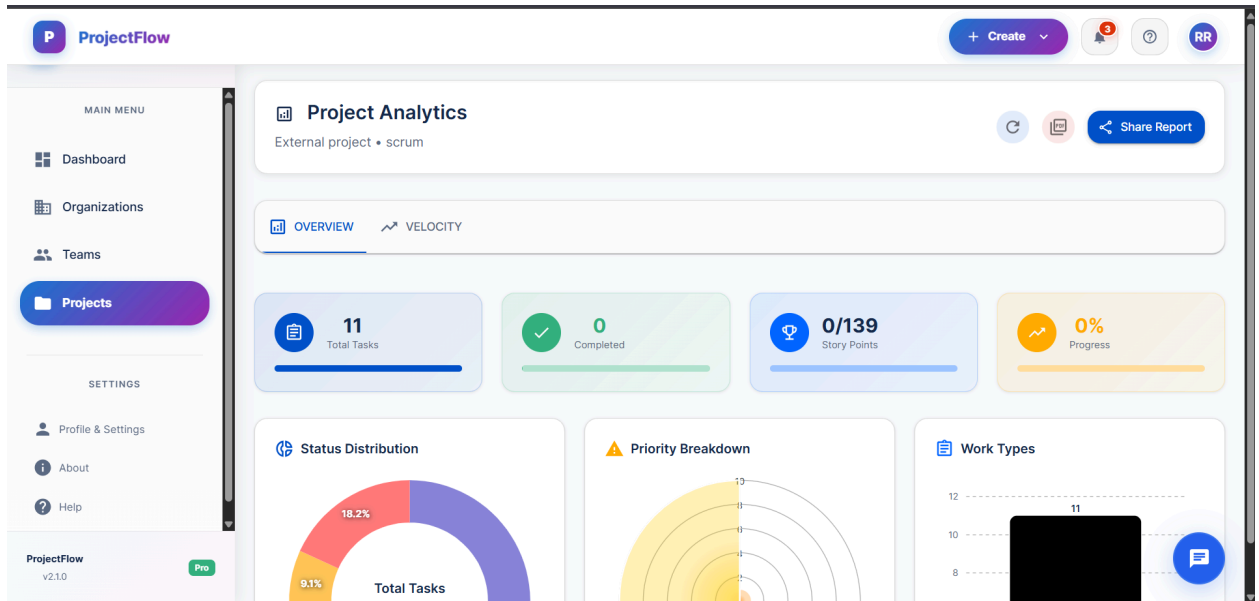
Create Task

A form will appear to define the task. You can set its title, description, type, priority, status, and assign **story points**. You can also assign the task to team members, who will receive a notification.

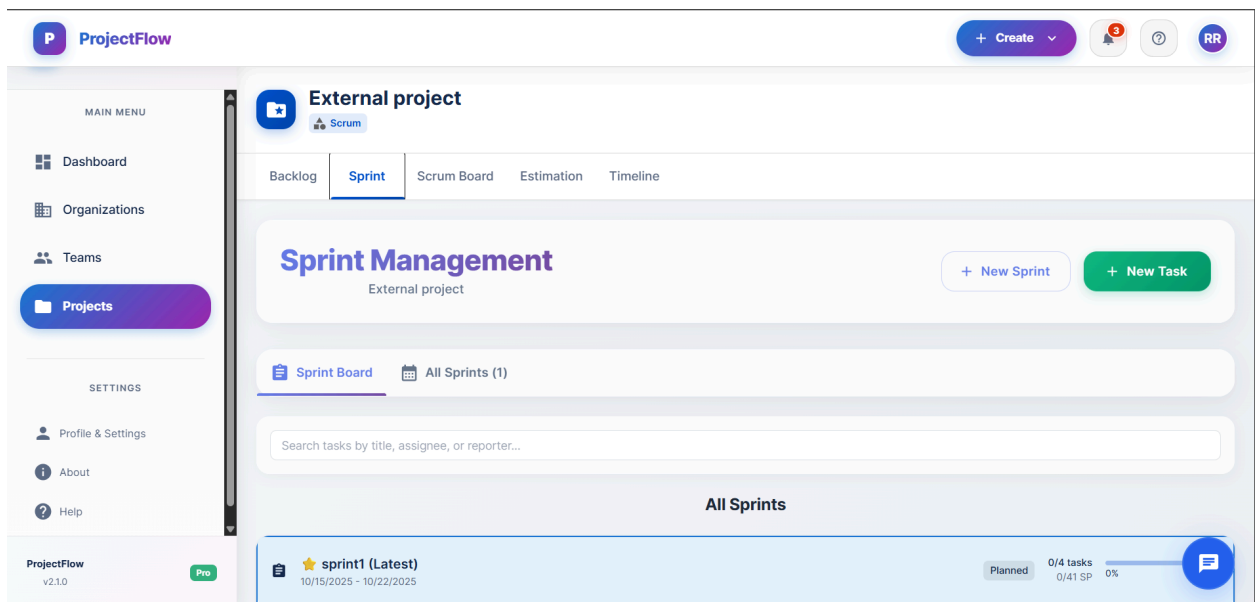
## 4.3 Other Project Views

Your workspace includes several other powerful views:

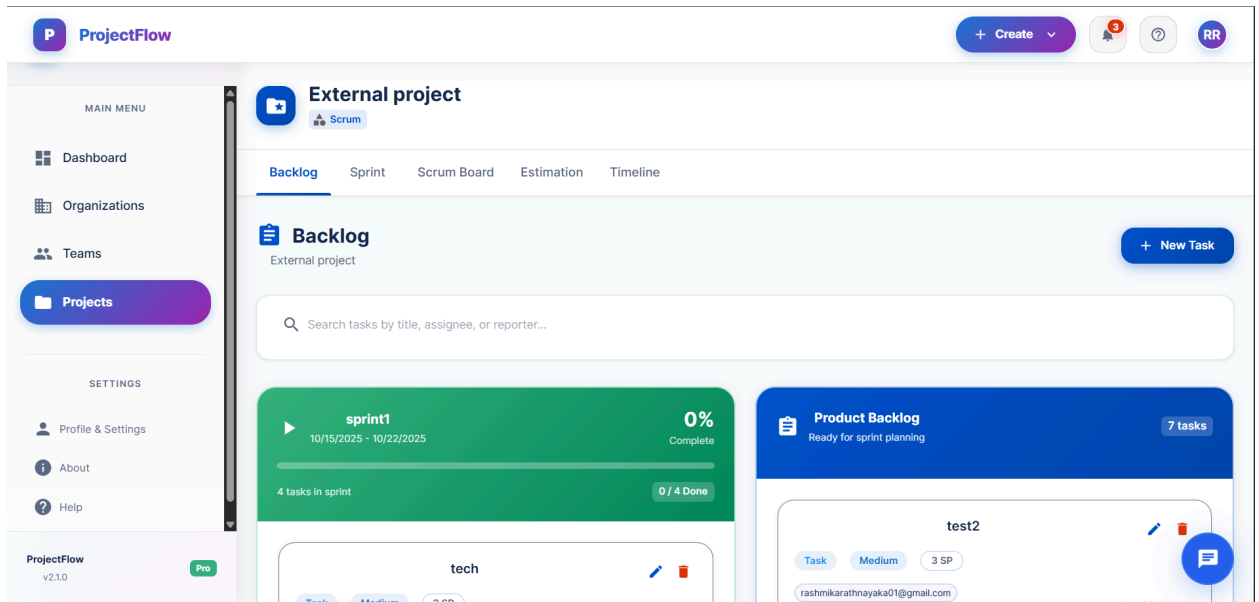
- **Project Analytics:** Get insights into project health, task distribution, story points, and more.



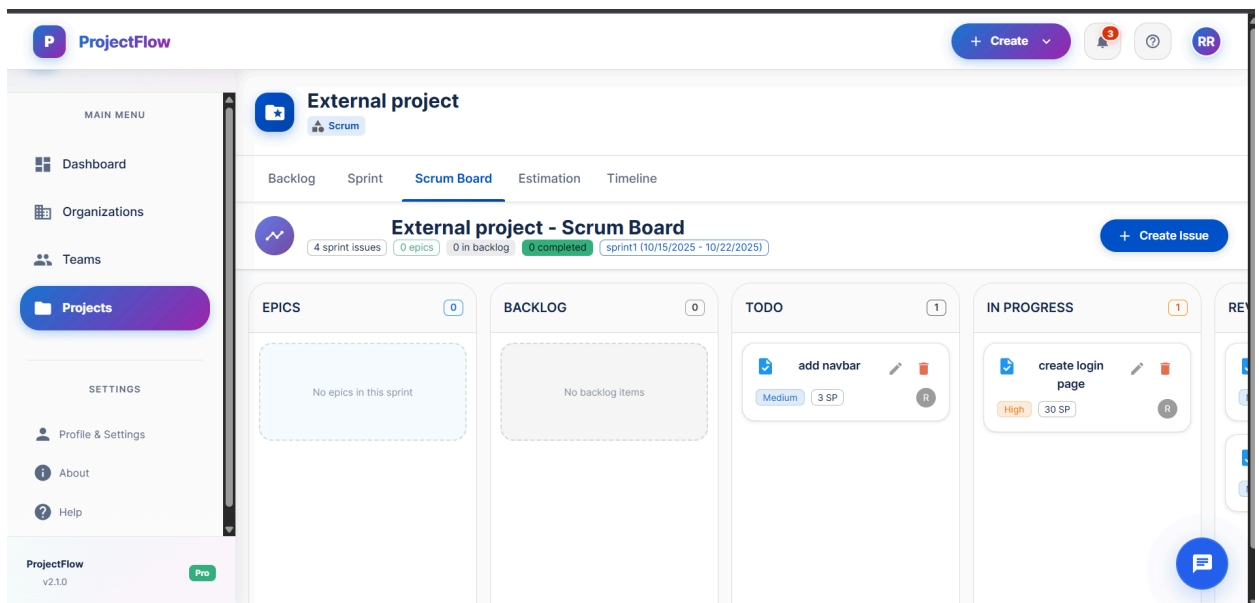
- **Sprint Management:** Plan and manage your sprints from a dedicated list view.



- **Backlog:** Manage and prioritize your product backlog to prepare for future sprints.







- **Scrum boards:** see task status and workflow.




## 5. Collaboration and Messaging

### 5.1 Team Messaging

ProjectFlow includes a **built-in messaging service** to help your team collaborate in real-time. You can communicate with team members and share files without leaving the application.

 **Messages**   



## Collaboration Messaging



Sign in to your account


**Email Address**

**Password**

**Sign In**

Or continue with

 **Continue as rashmika**  
rashmikarathnayaka01@gmail.com 

 **Continue with Facebook**

**Don't have an account? Sign up**