User Guide

Getting Started

System Requirements

• Operating System: Windows 10/11, macOS 10.15+, or Linux (Ubuntu 20.04+)
• Browser: Chrome 90+, Firefox 88+, Safari 14+, Edge 90+
• Internet Connection: Broadband (1 Mbps or faster)
• Screen Resolution: Minimum 1280 x 720

Account Creation

1. Visit the application website
2. Click "Sign Up" in the top-right corner
3. Enter your email address and create a password
4. Verify your email address by clicking the link sent to your inbox
5. Complete your profile information

Dashboard Overview

The dashboard is your central hub for accessing all features and information:

Main Navigation

• **Home**: Overview of your recent activity and important notifications
• **Tasks**: View and manage your assigned tasks
• **Projects**: Access all projects you're involved with
• **Calendar**: Schedule view of deadlines and meetings
• **Reports**: Analytics and data visualization
• **Settings**: Configure your account preferences

Quick Actions

• **Create Task**: Add a new task to your workflow
• **Start Timer**: Begin tracking time for a specific task
• **Add Note**: Create a quick note for later reference
• **Invite Team Member**: Send an invitation to collaborate

Task Management

Tasks are the fundamental units of work within the system.

Creating Tasks

1. Click the "+" button in the Tasks section
2. Enter a descriptive title
3. Select a due date (optional)
4. Assign to a user or team (default is yourself)
5. Add details in the description field
6. Set priority level (Low, Medium, High, Urgent)
7. Add tags for categorization
8. Click "Create" to save

Task States

• **Backlog**: Tasks that are not yet scheduled
• **To Do**: Tasks that are ready to be worked on
• **In Progress**: Tasks currently being worked on
• **Review**: Tasks awaiting approval or verification
• **Done**: Completed tasks

Task Actions

• Edit task details
• Change task state
• Add comments
• Attach files
• Create subtasks

• Set dependencies
• Log time spent
• Subscribe for notifications

Project Management

Projects help organize related tasks and team efforts.

Creating a Project

1. Navigate to the Projects section
2. Click "New Project"
3. Enter project name and description
4. Set start and end dates
5. Add team members
6. Configure project settings
7. Click "Create Project"

Project Views

• **Overview**: General project information and progress
• **Board**: Kanban-style view of tasks organized by state
• **List**: Detailed list view of all project tasks
• **Timeline**: Gantt chart showing task dependencies and timeline
• **Calendar**: Date-based view of project deadlines
• **Files**: Repository for all project-related documents
• **Discussions**: Team communication thread

Generating Reports

Reports provide insights into productivity and progress.

Standard Reports

• **Productivity Report**: Analysis of completed work over time
• **Time Tracking Report**: Breakdown of time spent on different tasks
• **Project Status Report**: Overview of project health and progress
• **Team Performance Report**: Metrics on team activity and completion rates

Custom Reports

1. Go to Reports section
2. Click "Create Custom Report"
3. Select data points to include
4. Configure visualizations
5. Set filters to focus on specific information
6. Save report configuration
7. Schedule automated generation (optional)

Keyboard Shortcuts

• **Ctrl/Cmd + N**: Create new task
• **Ctrl/Cmd + F**: Search
• **Ctrl/Cmd + S**: Save current item
• **Ctrl/Cmd + Enter**: Submit form
• **Ctrl/Cmd + P**: Print current view
• **Ctrl/Cmd + /**: Show all keyboard shortcuts

Additional Resources

• Video Tutorials: Available in the Help Center
• Knowledge Base: Searchable documentation
• Community Forum: Connect with other users
• Support Tickets: Request assistance from our team
• Webinars: Regular training sessions on advanced features
• API Documentation: For developers integrating with our platform