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WORK HUB

ADMIN

USER →

LOGIN

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Admin Panel

Dashboard

Users

Create Tasks

All Tasks

Reports

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ADMIN DASHBOARD

[Manage Users](#)

TASK LIST

search

Filter By:

Status:

[+ Add Task](#)

Title	Description	Assigned To	Due Date	Status
Design Homepage	Create a Homepage Design	Person	July 20	Completed
Develop API	Work on a new API	Person	July 22	Completed
Write Documentation	Prepare Documents..	Person	July 18	In Progress
Test Application	Perform Testing	Person	July 25	Pending



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Admin Panel

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USERS

 search

Name	Email	Role	Action	
John	Person@Example.com	Admin	<button>Edit</button>	<button>Remove</button>
Sarah	Person@Example.com	Editor	<button>Edit</button>	<button>Remove</button>
Alex	Person@Example.com	Viewer	<button>Edit</button>	<button>Remove</button>

+ Add User



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Admin Panel

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ADD TASKS

Title

Description

Assign To

Due Date

Priority

Save

Cancle





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Admin Panel

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ALL TASKS

 search + Add Task

Title	Description	Assigned To	Due Date
Design UI Mockup	Create a mockup for new UI design	John	July 20
Develop API	Implement Backend API	Alex	July 22
Write Documentation	Document the API endpoints	Sarah	July 18
Fix Bug #123	Resolve the issue causing crash	Peter	July 25

Work Hub

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Admin Panel

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Create Tasks

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All Tasks

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Reports

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Notification

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REPORTS

🔍 Report Type

Report Type

Task Status

▼

Time Period

Last 30 days

▼

Generate Report

Tasks	Assigned To	Status	Completed
Server Update	Alice Brown	In Progress	23/04/2024
Firewall Configuration	Bob Johnson	Completed	20/04/2024
Database Backup	Carol Williams	Completed	18/04/2024
Network Troubleshooting	David Miller	In Progress	25/04/2024



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New Comment

John has commented on your task

2 hours ago

Mark as Read

Task Completed

The Task "Write report" has been complete

5 hours ago

Mark as Read

New Message

You have received a new message

1 day ago

Mark as Read

System Update

The System was updated to version 1.2.0

3 days ago

Mark as Read





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Admin Panel

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Settings

Site Title

IT Sector Task Management

Default User Role

User

Email Notifications



Language

English

Save Changes





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WORK HUB

ADMIN



USER

LOGIN

Email

Password

Login

[Forgot Password?](#)



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User Panel

 Dashboard My Tasks Reports Notification Settings

Signed in as User

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Dashboard

My Pending Tasks

- Fix Login Bug
- Update API Docs
- Complete UI Design

Completed Tasks

- Database Backup
- Email Setup

Recent Notifications

- New task assigned: Fix login bug
- Reminder: Complete API docs by Friday

All Tasks

Title	Status	Due
<input type="checkbox"/> Fix login bug	In Progress	Today
<input checked="" type="checkbox"/> Deploy fix	Done	Yesterday
<input type="checkbox"/> Design API contract	Todo	Mon

Productivity (This week)





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User Panel

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 My Tasks

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My Tasks

Fix API Integration

High

Due: Sep 30, 2025

Status: In Progress



Update Status

UI Bug Fix - Login Page

Medium

Due: Oct 3, 2025

Status: Pending



Update Status

Database Backup

Low

Due: Oct 5, 2025

Status: Completed



Update Status





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REPORTS

Report Type

Task Status ▼

Time Period

Last 30 days ▼

 Search Report name

Generate

Export CSV

Reports Availabe

4

Unread Notifications

2

Task Covered

12

Report	Date	Type	Details	Action
My Task Status - Monthly Tasks (Todo:4 / InProgress:5 / Done:3)	20/9/2025	TASK STATUS	Generated by you	Download View
Time Spent (Sept) Total: 46h (Coding: 30h, Meetings: 10h)	18/9/2025	TIME SPENT	Generated by you	Download View
Activity Log - Last 30d 45 actions recorded	14/9/2025	ACTIVITY	Generated by you	Download View
Sprint Summary (Aug) Sprint: 12 tasks, 9 closed	31/8/2025	TASK STATUS	Generated by you	Download View

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Task Assigned

You have been assigned to fix API integration

5 mins ago

Mark as Read Clear

Deadline Approaching

UI Bug Fix is due tomorrow

2 hour ago

Mark as Read Clear

Task Completed

Database Backup marked as Done

1 day ago

Clear

Report Generated

Your Monthly Task Report is ready

3 days ago

Clear

Settings

Personal Setting

Language

English

▼

Theme

Dark

▼

Notifications

Email Notifications

Task Reminders

Save Changes



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Personal Setting

Language

English



Theme

Dark



Notifications

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Task Reminders

[Save Changes](#)