

Task and Project Management USER MANUAL

Version 1.0

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1 Introduction

This application is a Task and project management tool designed to streamline tasks, projects, user interactions, and document management. The application will have various functionalities, allowing users to register, modify profiles, create, and track projects, manage tasks, and handle file attachments.

The purpose of this document is to provide a comprehensive understanding of the requirements and specifications for developing a web-based Task and Management Application. The scope of this application encompasses:

- Streamlining project management processes.
- Enhancing collaboration among team members.
- Improving overall team productivity and communication.

2 Terminology

General Terms

User: Refers to anyone who interacts with the application, whether they are managing tasks, projects, or simply browsing.

Dashboard: The main interface that users see after logging in, where they can access all the features of the application.

Account Related

Registration: The process of creating a new user account.

Login: The process of entering the system by providing your username and password.

Username: A unique identifier chosen by the user during registration.

Password: A secret word or phrase used to gain access to the application.

Task Management

Task: A piece of work or activity that needs to be done, typically as part of a project.

Task ID: A unique identifier assigned to each task for tracking purposes.

Task Description: A brief explanation or details about a task.

Priority: The level of importance or urgency assigned to a task (e.g., High, Medium, Low).

Project Management

Project: A larger undertaking that may consist of multiple tasks.

Project ID: A unique identifier assigned to each project for tracking and reference.

Project Description: Detailed information about what the project entails.

Start Date/End Date: The scheduled beginning and completion dates of a project.

Tracking and Progress

Task Tracking: Monitoring the progress of a task from start to completion.

Project Tracking: Overseeing the development and completion of a project.

Progress Bar: A visual representation of how far along a task or project is towards

completion.

Miscellaneous

Archive: The process of storing completed projects and tasks for future reference.

Pie Chart: A circular statistical graphic used in the application to represent project progress in a visual format.

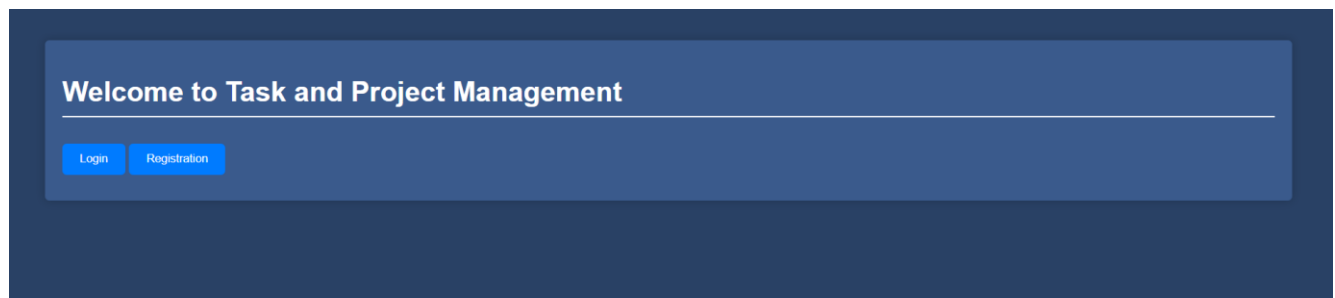
3 Pages

Navigation Overview

- **Welcome Page:** The starting point of the application.
- **Login Page:** For existing users to log in.
- **Registration Page:** For new users to create an account.
- **Dashboard:** Access various management features after logging in.

3.1 Welcome Page

- **Purpose:** First interaction point for users.
- **Features:**
 - **Login Button:** Click to move to the Login Page.
 - **Registration Button:** Click to proceed to the Registration Page.



3.2 Registration Page

Purpose: Enables new users to create an account.

How to Use:

Fill in the fields: First Name, Last Name, Username, Email, Password, and Confirm Password.

Click Register to create your account.

Footer Links: 'About Us' and 'Contact Us' for additional information (links need to be set up).

Use the Back Button to return to the Welcome Page.



The registration form is a dark blue rectangular box with a title bar at the top. It contains several input fields for user information and two buttons at the bottom.

Registration

First Name

Last Name

Username

Email

Password

Confirm Password

Register Back



A notification message is displayed in a light blue box. It includes the IP address '127.0.0.1:5000', the text 'says', and the message 'Registration successful'. An 'OK' button is located to the right of the message.

127.0.0.1:5000 says
Registration successful

OK

3.3 Login Page

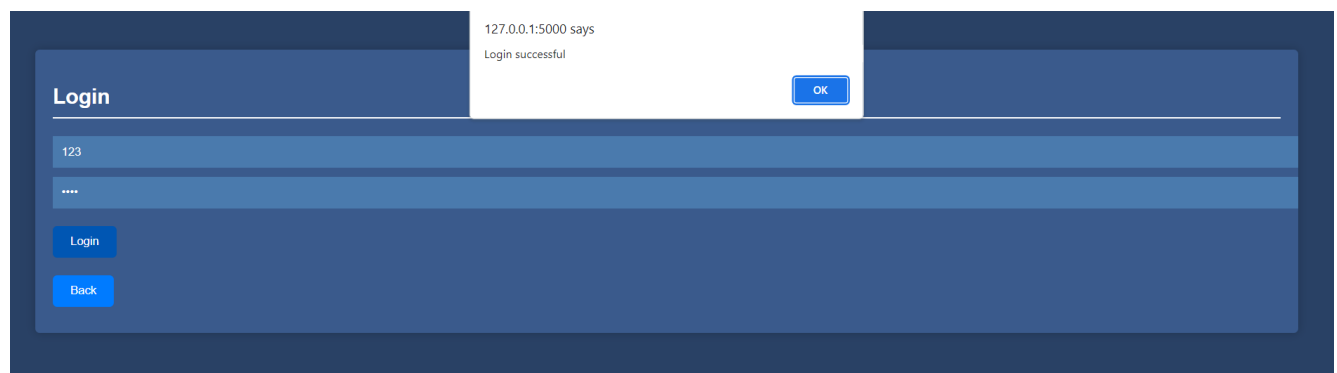
Purpose: Allows existing users to access their accounts.

How to Use:

Enter your **Username** and **Password**.

Click **Login** to access the Dashboard.

Use the **Back Button** to return to the Welcome Page.



The login form is a dark blue rectangular box with a title bar at the top. It contains two input fields for username and password, and two buttons at the bottom. A notification message is displayed above the form.

Login

123

....

Login Back

127.0.0.1:5000 says
Login successful

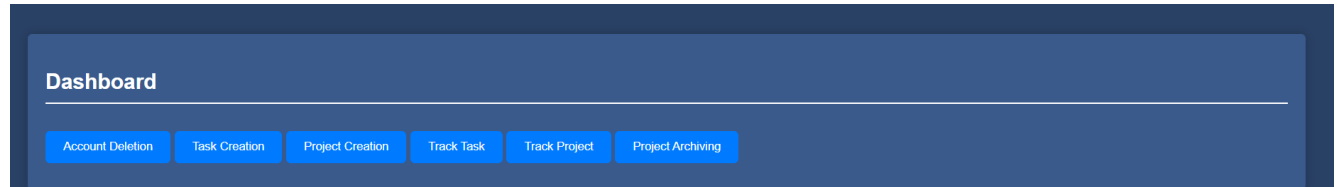
OK

3.4 Dashboard

Purpose: Central hub for accessing all features post-login.

Features:

Access to Task Creation, Project Creation, Task Tracking, Project Tracking, Account Deletion, and Project Archiving.



3.5 Project Creation Page

Purpose: Set up new projects.

How to Use:

Provide Project ID, Name, Description, Start and End Dates.

Click **Enter** to create the project.

Use **Back to Dashboard** to return.

 A screenshot of a web application form titled "Project Creation". The form is set against a dark blue background. It contains several input fields: "Project ID" (a single-line text box), "Project Name" (a single-line text box), "Project Description" (a multi-line text area), "Start Date" (a date picker showing "mm / dd / yyyy"), and "End Date" (a date picker showing "mm / dd / yyyy"). At the bottom of the form, there are two blue buttons: "Enter" and "Back to Dashboard".

 A screenshot of the same "Project Creation" form, but with sample data entered into the fields. The "Project ID" field contains "123", the "Project Name" field contains "Software project", and the "Project Description" field contains "this is my web application". The "Start Date" and "End Date" fields both show "mm / dd / yyyy". The "Enter" and "Back to Dashboard" buttons are still present at the bottom.

127.0.0.1:5000 says
Project created successfully

Project Creation

123

Software project

this is my web application

mm/dd/yyyy

mm/dd/yyyy

Enter Back to Dashboard

3.6 Task Creation

Purpose: Create new tasks for management.

How to Use:

Enter Task ID, Name, Description, and Priority.

Click Enter to submit the task.

Use Back to Dashboard to exit

Task Creation

Task ID

Task Name

Task Description

Select Priority

Enter Back to Dashboard

Task Creation

234

CR

This is creation task

High

Enter Back to Dashboard

3.7 Track Project

Purpose: Visualize project progress.

How to Use:

Enter the Project ID.

Click Enter to display a pie chart of project status.

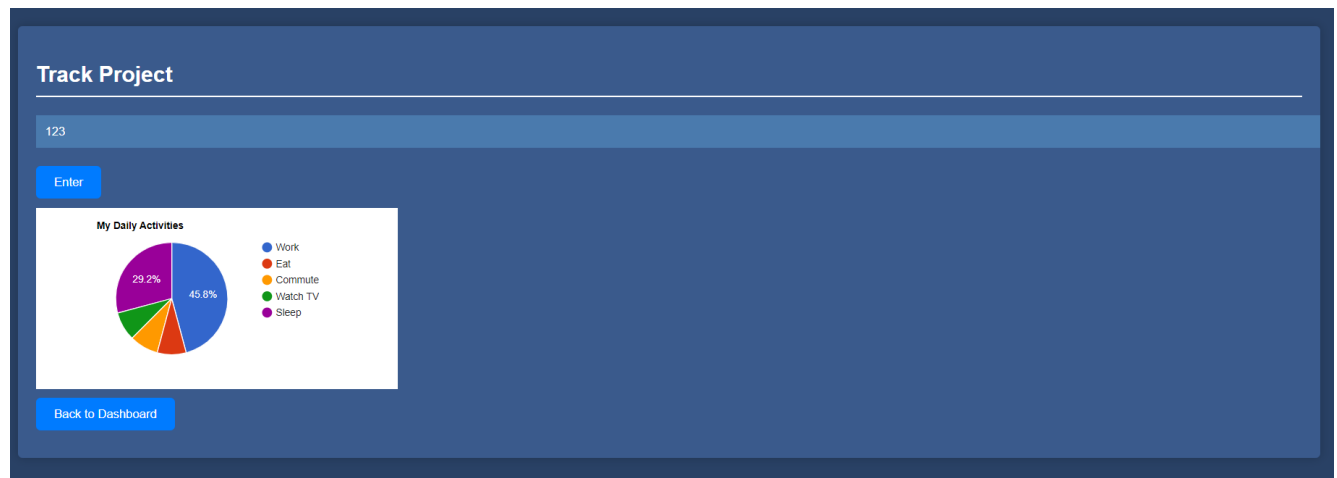
Use Back to Dashboard to return

Track Project

123

Enter

Back to Dashboard



3.7 Track Task

Purpose: Monitor the progress of tasks.

How to Use:

Input the Task ID to track.

Click Enter to view progress.

The Progress Bar shows task status.

Use Back to Dashboard to exit.



The screenshot shows a web interface titled "Track Task" with a dark blue header. Below the header is a text input field containing "123". To the right of the input field is a blue button labeled "Enter". Below the input field is a large, empty rectangular area with a light blue background, intended for a progress bar or task status. Below this area is another blue button labeled "Enter". At the bottom of the interface is a file upload section with a "Choose File" button and the text "No file chosen". To the right of the file upload section are two blue buttons: "Enter" and "Back to Dashboard".

127.0.0.1:5000 says
Task ID not present in the task table

Track Task

123

Enter

Comment, Description

Enter

Choose File No file chosen

Enter Back to Dashboard

OK

Track Task

12345

Enter

Started

In Progress

Completed

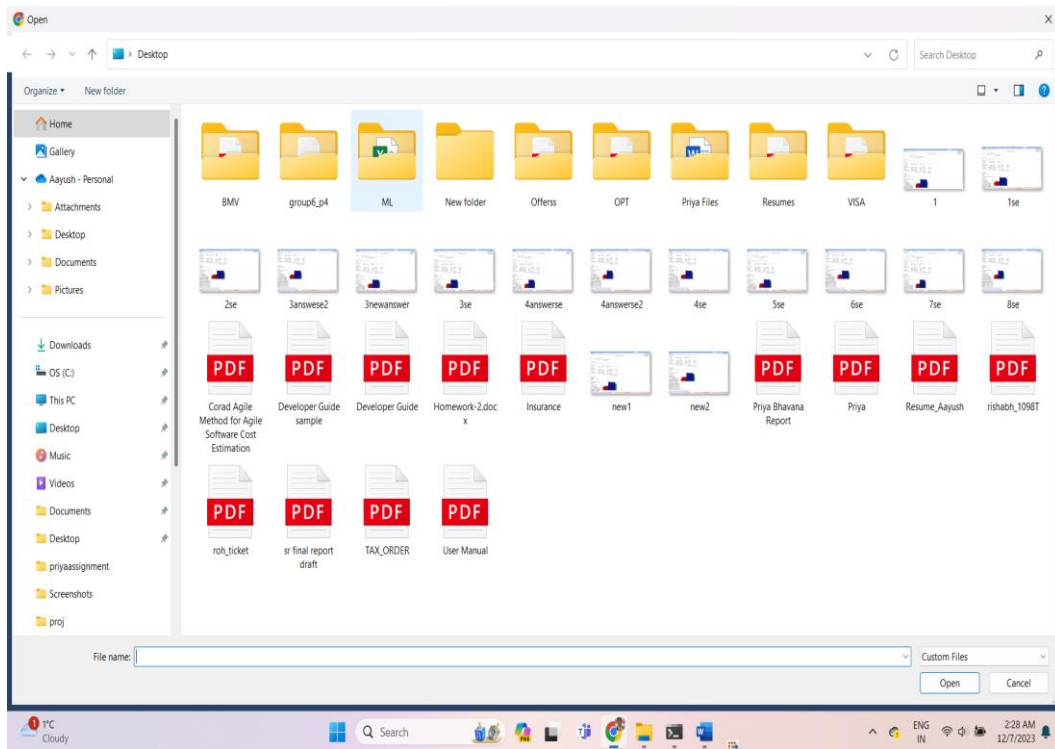
Deployed

Comment, Description

Enter

Choose File No file chosen

Enter Back to Dashboard



Track Task

12345

Enter

Started

In Progress

Completed

Deployed

this is description

Enter

Choose File

No file chosen

Enter

Back to Dashboard

3.8 Project Archiving

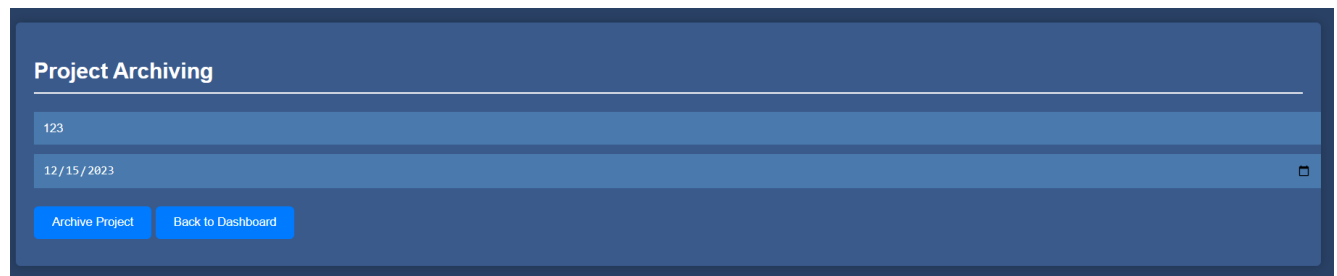
Purpose: Archive completed projects.

How to Use:

Enter Project ID and End Date.

Click Archive Project to archive.

Use Back to Dashboard to return.



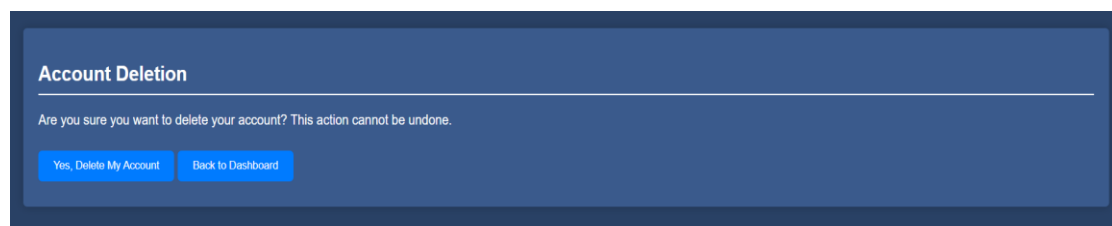
3.9 Account Deletion Page

Purpose: Permanently delete user account.

How to Use:

Click **Yes, Delete My Account** to confirm deletion.

Use **Back to Dashboard** to cancel.



You can find all documents for this application here

<https://github.com/Priyabhavanarajampalli/Task-and-Project-Management.git>