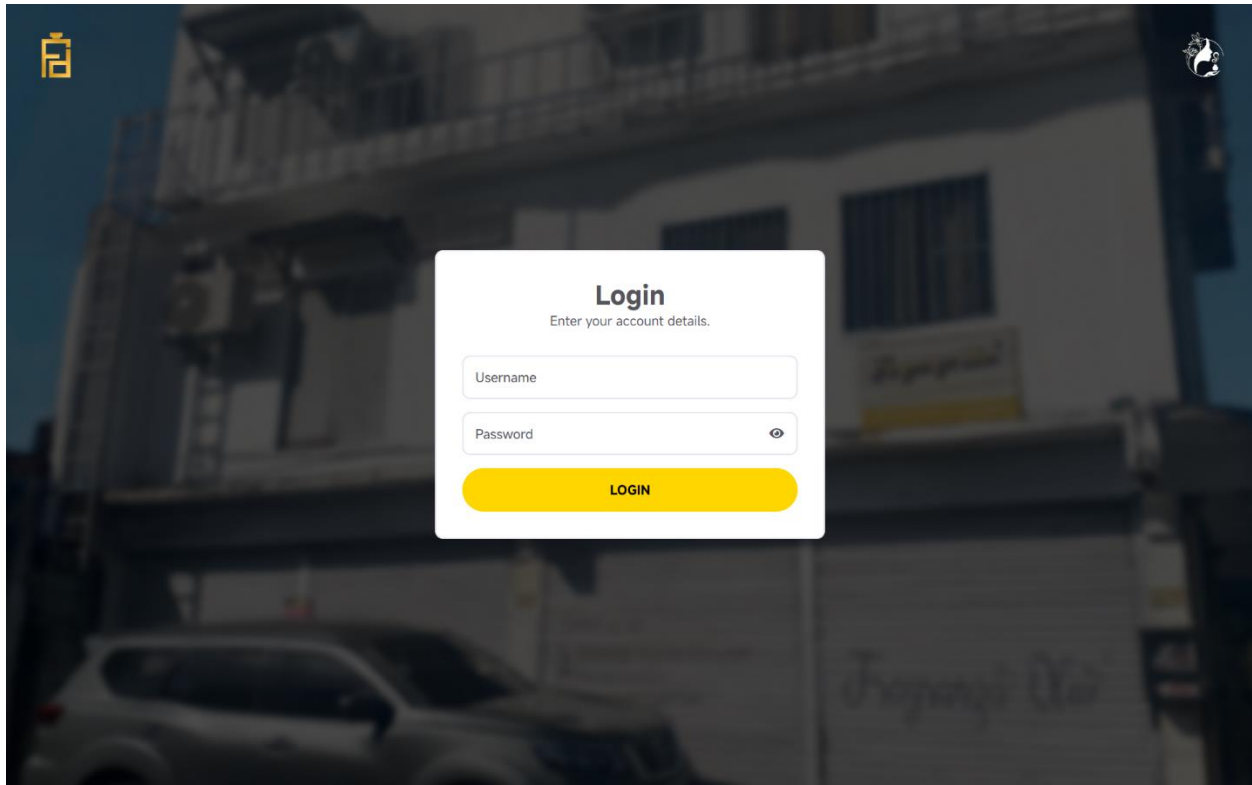




## INTERN USER MANUAL



### Logging in

Hello Intern! Welcome to the PCM TaskPlanner. This manual will serve as your guide to using the TaskPlanner to its fullest. But before we start, let's start setting up your account.

Your account will be created by the admin where they will give you the credentials to access your account.

Username: juandelacruz

Temp. password: 169193

**What's a temporary password?** 169193

It acts as a security measure to provide you with an option for you to change to your preferred password. As the name suggests, this is removed after you set up the password.


### Create a new password for this account

Great! You're one step closer into accessing your account. By going here, we assume you have been given a temporary password for this account. Please enter a new password for the temporary password to be replaced with yours.


CREATE PASSWORD

### What's this?

If you reach this page, congratulations! It means you've been successfully registered as an intern here at PCM. You're one step closer to accessing your account. You are prompted to change the temporary password to your preferred password. This is a security measure that's implemented to access your account without having us set up the password for you. Rest assured, your password is protected and cannot be viewed by us.

 **TaskPlanner**

- Home
- Your Tasks
- User Profile

 Juan Dela Cruz  
IT Department
 

Logout

Welcome,  
**Juan Dela Cruz!** 🎉

You have 0 pending task(s)

Pending Tasks

0

Completed Tasks

0

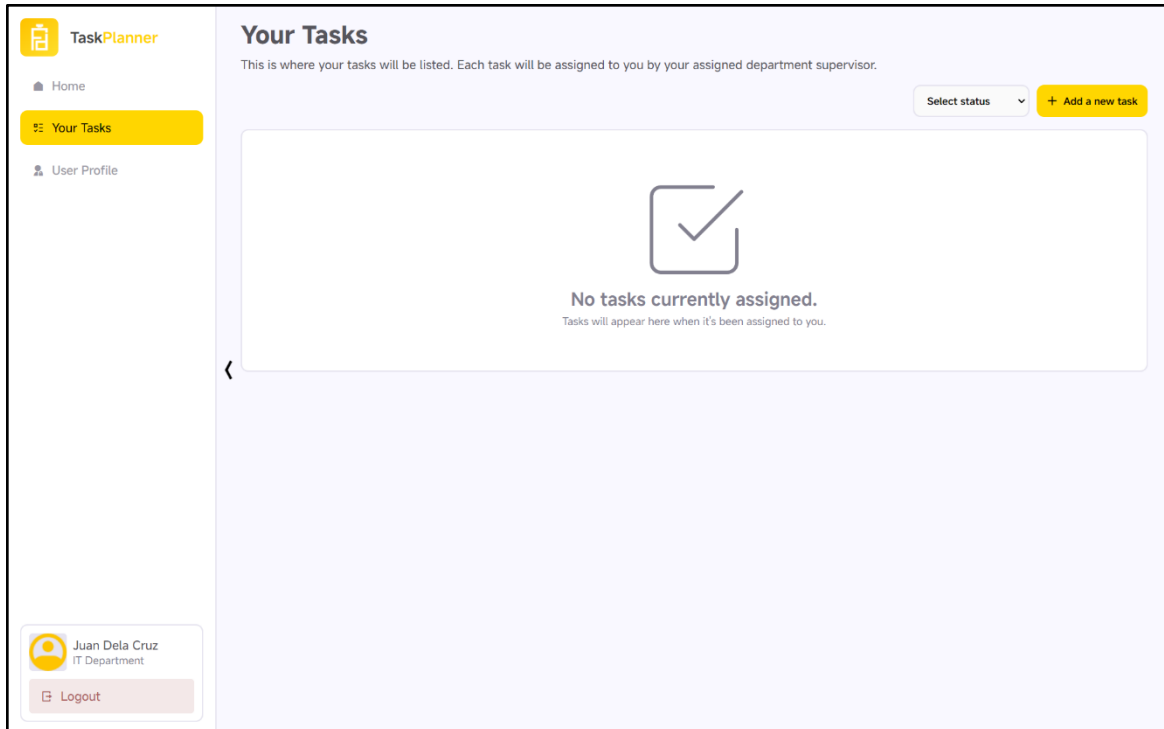
< May 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	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	31	1
2	3	4	5	6	7	8

Today

## Homepage Module

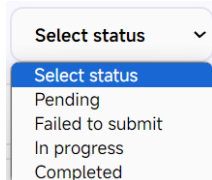
Welcome to the homepage! This gives you an overview of your account where you will see your pending tasks and completed tasks. A calendar is also provided to aid you in organizing your tasks.



## Your Tasks Module

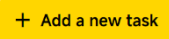
This is where your tasks will be listed. Each task will be assigned to you by your assigned department supervisor. For the first time, it will be empty, although you can add your own tasks.

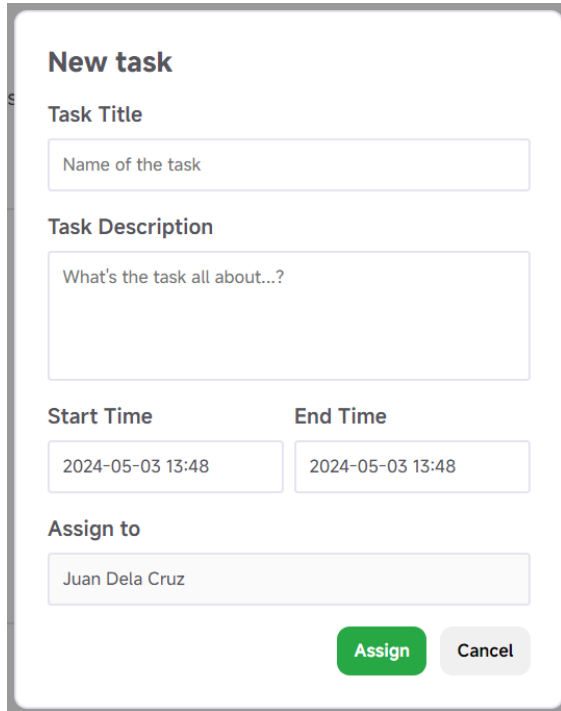
### Your Tasks > Filter



- Filter the table by status.

## Your Tasks > Add a new task

To create a task, click . You will be prompted to a modal that will allow you to manage the task information.



**New task**

**Task Title**

Name of the task

**Task Description**

What's the task all about...?

**Start Time** **End Time**

2024-05-03 13:48 2024-05-03 13:48

**Assign to**

Juan Dela Cruz

**Assign** **Cancel**

### Task Title

This is the name of the task.

### Task Description

This is the description of the task to provide more context.



### Start Time

The starting time and date of the task.




### End Time

The ending time and date of the task.

After successfully adding a task, it will now be displayed. Moreover, you'll be given tasks by your supervisor. *(Note, you will not be able to remove your own tasks.)*

Your Tasks					
This is where your tasks will be listed. Each task will be assigned to you by your assigned department supervisor.					
Select status				+ Add a new task	
TASK TITLE	START TIME	END TIME	STATUS	TASK ATTACHMENT	ACTION
My Task	2024-05-03 13:48:00	2024-05-04 13:55:00	In progress	× No task attachment	 

Let's move on to an example task given by a supervisor.

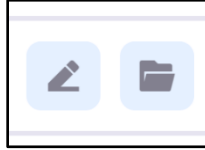
TASK TITLE	START TIME	END TIME	STATUS	TASK ATTACHMENT	ACTION
Work PC not opening	2024-05-03 14:03:00	2024-05-04 14:03:00	Pending	 <a href="#">See attachment</a>	 

Let's break down the necessary information:

- Each task has a status. These are:
  - **In progress** – Tasks that are already being worked on.
  - **Pending** – Tasks that were given recently.
  - **Completed** – Tasks that were finished.
  - **Failed to submit** – Tasks that have failed due to not providing proof within the task time duration.
- Task attachments can be opened and/or downloaded directly.

### ***What's a task attachment?***

Task attachments can either be an image or any other file. Only supervisors can provide on this part if a task can't be described textually and requires more visual procedures.



## User Management/Administration > Actions

These are located at the very right of each task entry, which allows you to manage or view more details.



### Edit Task

This allows you to edit a task's detail. Similar to the contents of adding a task, an extra input file is provided.



### Task details

This displays the full information of a task entry.

### Edit Task

**Task Title**

**Task Description**

The PC doesn't boot. Yesterday, one of the interns who used the PC told that the PC has been showing signs of freezing and hanging up. Your task is to reformat the PC and install necessary desktop applications.


**Start Time**

**End Time**

**Assign to**

**Status**

**Proof Image / File**



Click to upload or drag and drop

Only one file is allowed

### Task details

**Task Title**

Work PC not opening

**Task Description**

The PC doesn't boot. Yesterday, one of the interns who used the PC told that the PC has been showing signs of freezing and hanging up. Your task is to reformat the PC and install necessary desktop applications.

**Start Time**

2024-05-03 14:03:00

**End Time**

2024-05-04 14:03:00

**Assigned to**


Juan Dela Cruz

**Status**

Pending

**Attached proof**

× No attachment is provided.

**Attached Task**


'No attachment is provided' will be displayed as default if you have not passed any evidence/proof yet.

Let’s try uploading a proof as an intern:

Status

Completed

Proof Image / File

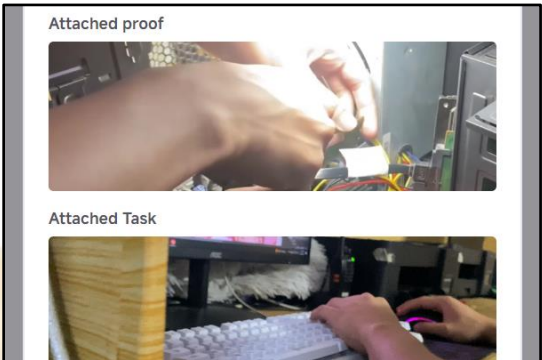
CHOOSE ANOTHER FILE

fix.png

Update Now


Back

At the **Edit Task** modal, we upload a proof of the task being done. Make sure to set the status to Completed .



Viewing the **Task details** modal, you will be able to see your uploaded proof of the task, which can be seen by your supervisor.

Proof Image / File



Wrong upload?




Don't worry, you can try again.

Update Now


Back

You can also try again if you uploaded a wrong file.

Result

Task Title	Start Time	End Time	Status	Task Attachment	Action
Work PC not opening	2024-05-03 14:03:00	2024-05-04 14:03:00	Completed		 

Now you’re done with your task.

 TaskPlanner
 

- Home
- Your Tasks
- User Profile**


## User Profile


Update your profile.

⚠ Any usage of inappropriate or sensitive content in your profile will result you in suspension.

### Profile Picture

This image will be displayed on your profile





Click to upload or drag and drop  
JPG, PNG or GIF (Recommended ratio 1:1)

Update

### Personal Information

Update your personal details here.

Full name

Juan Dela Cruz

Your name will appear on tasks. You can change it at any time, but please refrain from abusing it.

School

STI

Username

juandelacruz

This will be used to login to this account.

Email

juandelacruz@gmail.com

Position

IT Department

Change your department. Only do this with your supervisor's permission.

Save changes

### Change password


Enter your current password to update.

Current password

New password

Confirm password

Confirm



Juan Dela Cruz  
IT Department

Logout

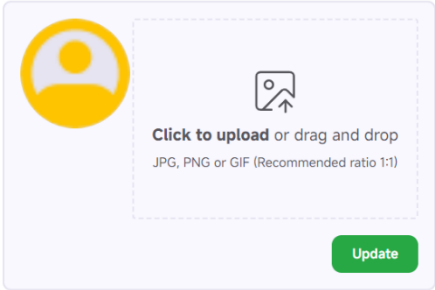
## User Profile Module

This is where you can update your personal information. Be wary of the information you input here. Any usage of **inappropriate or sensitive content** in your profile will result in **suspension**.



The User Profile module is divided into 3 sections:

**Profile Picture**  
This image will be displayed on your profile



Click to upload or drag and drop  
JPG, PNG or GIF (Recommended ratio 1:1)

Update

**Profile Picture** – This image will be displayed on your profile. This is visible to everyone, including the supervisors.

**Personal Information** – You can update your personal details here. However, please refrain from inputting any information that is not relevant to you (impersonation, fictional character, etc.). As for the position, please seek your supervisor to authorize your changing of departments.

**Personal Information**  
Update your personal details here.

**Full name**  
Juan Dela Cruz

Your name will appear on tasks. You can change it at any time, but please refrain from abusing it.

**School**  
STI

**Username**  
juandelacruz

This will be used to login to this account.

**Email**  
juandelacruz@gmail.com

**Position**  
IT Department

Change your department. Only do this with your supervisor's permission.

Save changes

**Change password**  
Enter your current password to update.

**Current password**

**New password**

**Confirm password**

Confirm

**Change password** – This allows you to update your password.