WPI-Suite

WPI-Suite Task Management Software

This is the documentation of R2-Team2's contribution to WPI-Suite, the WPI-Suite Task Manager.

Documentation

- Task Manager Wiki
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- Finding the Task Manager
- Using Tasks
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Task Manager Wiki

NOTICE: This site is under construction. Please bear with us as we attempt to provide you with the best help for WPI Suite Task Manager.

Add how-to article

Error rendering macro 'content-report-table' : In template Confluence.Templates.User.userLinkUrl: When evaluating "contextPath()": Error while computing function "contextPath()": null

Using this Resource

When attempting to use this resource for WPI Suite Task Manager Feature.

Step-by-step guide

Here are some tips to using this guide

1. Read the articles about each feature in WPI Suite Task Manager for more information.
2. Use the How-To Guides in congruence with the Task Manager.

What is the Task Manager?

The Task Manager is a feature in WPI Suite that allows the user to organize tasks in a customizable workflow. Users can create and move tasks around in a status based workflow in reference to the users needs.
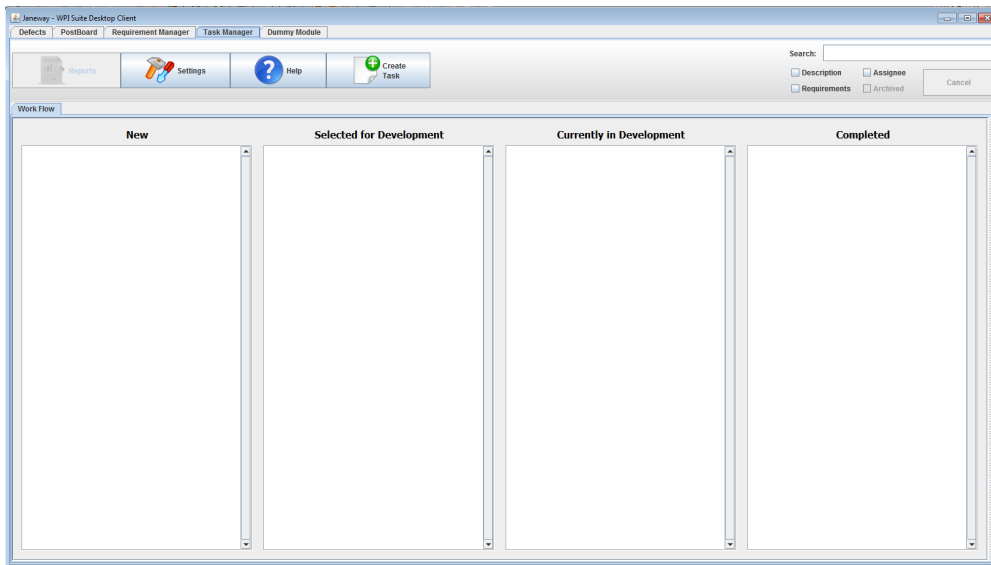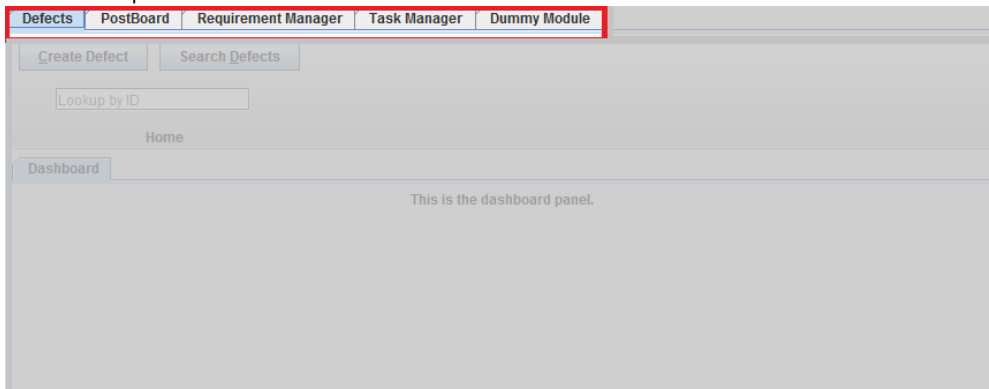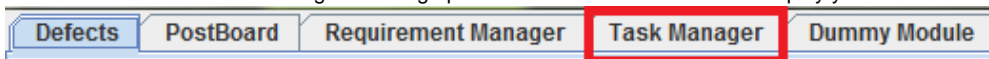
Finding the Task Manager

This page describes how to access the Task Manager once WPI Suite has been opened.

Step-by-step guide

1. Look at the top left corner for the feature tabs.

2. Select the tab called "Task Manager" to bring up this feature. This action should display your workflow.

Using Tasks

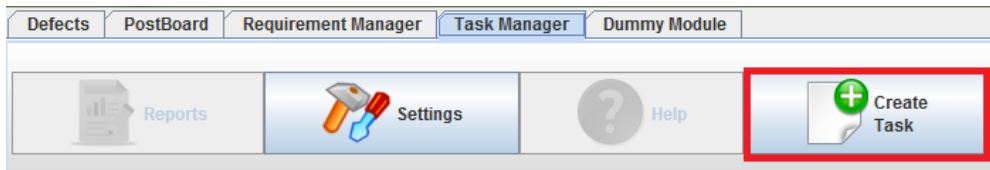The following sub articles will explain how to use tasks within the WPI Suite Task Manager.

- Creating a New Task
- Editing a Task
- Viewing a Task

Creating a New Task

Follow these instructions to understand how to create a new task for the workflow.

Step-by-step guide

1. Click on the "Create Task" button on the top left hand corner of the Task Manager window.

2. A side panel titled "New Task" should pop out from the right hand side of your workflow.


3. Enter the following required fields to create a new task:
   a. Title: give the task name a title to be displayed with the task. A user should easily recognize a task from its title.
   b. Description: provide a description of what the task is or what it should accomplish.

4. Provide any of the following optional task information:
   a. Status: Defines the status location of the task in the workflow.
   b. Requirements: Reference a user specified project requirement.
   c. Estimated Effort: An integer value to estimate the amount of effort needed to complete this task.
   d. Actual Effort: An integer representation of the amount of effort it took to complete this task.
   e. Start Date: Month/Day/Year that the task got started.
   f. Due Date: Month/Day/Year that the task should be completed by.

   > ⚠ Due Day may precede start date.

   g. Assignees: Add or remove team members from being assigned to this task.

5. Click the "create" button at the bottom left corner of the panel to save your new task. Clicking "Cancel" will deleted any progress on the creation of the new task at this time.
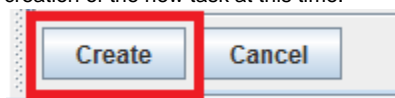
   > ⚠ The "Create" button will be grayed out if the Required information is not completed
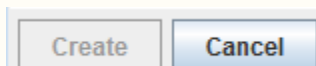
6. A task card should now appear in the selected status column for this task.

Editing a Task

Reference this article to understand how to edit a preexisting task.

Step-by-step guide

1. Click on the task card you wish to edit in the workflow.
2. The task view will open in the task in the right hand panel.
3. At the bottom left select edit. This will allow you to update any of the information about a task.
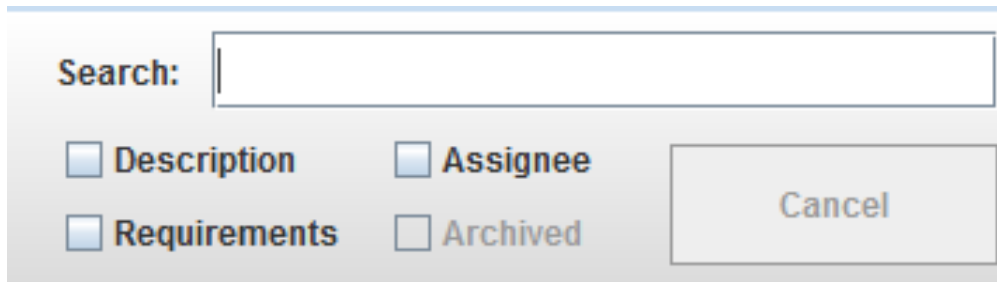4. Click "Save" to update the task card.

Viewing a Task

This article will explain how to view all of a tasks information.

Step-by-step guide

1. Click on the task card you wish to view from the workflow window.
2. The task view will open in the task in the right hand panel.

Using the Search Bar

This article explains how to use the search bar within the task manger.

The search functionality within the task manger is aces sable at all times via the top right hand corner of the user window.

Searching

As soon as the user starts to type an item into the search bar the workflow view will update only displaying tasks that meet the entered criteria.

> ⚠ Note that the search bar is NOT sensitive to case.

Clearing Search Results

A user can restore the unfiltered workflow view by simply clearing the "Search" field or by clicking Cancel.

Search Alternative Fields

> ⊘ By default the search bar will search within the title of a task.

Alternative search locations including a task's description, assignee, or linked requirement.

⚠️ The search performs a OR search queering all of the selected fields and returning any task that meets the search criteria in any of the selected fields.

Including these alternative locations is as simple as checking the box next to each items name in the search dialog.

Report a Bug

You can report a bug from any page in our Task Manager Wiki by selecting the blue, "Report A Bug with Our Software", widget on the right side of your screen.
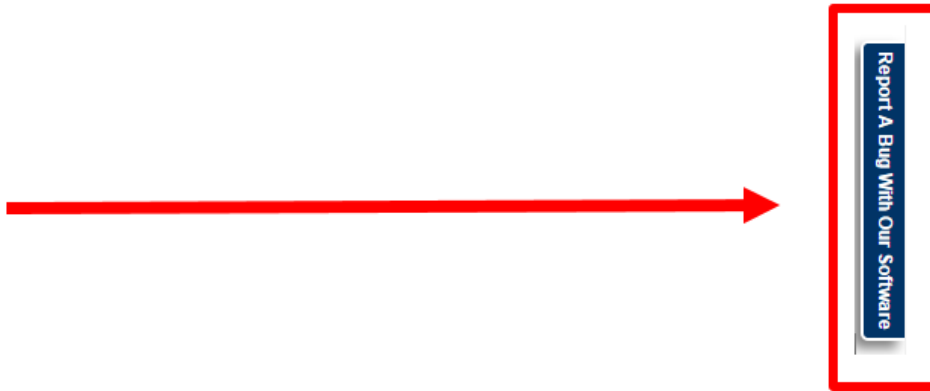
Thanks! Happy bug hunting!

Contact Us!

During normal business hours, you can talk to one of our developers through this online chat support.

✅ A instant chat support web page will open in another window.

Otherwise, contact our developers through email to team2@wpi.edu, and we'll be happy to get back to you shortly!