FENDOUS PLS

Getting started

Table of Contents

Introduction

Welcome to the Fendous Project Management System! This user manual will guide you through all the features and functionalities of the Fendous platform, helping you manage your projects efficiently and effectively.

Getting Started

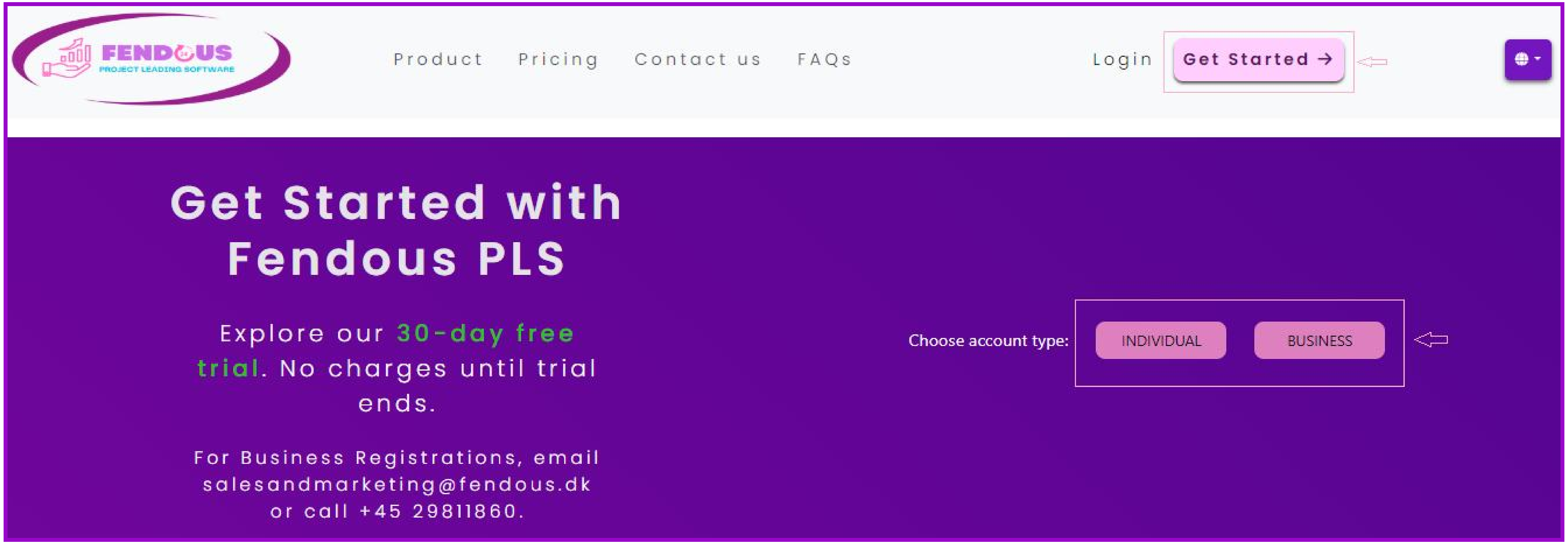
System Requirements

To use Fendous, ensure your system meets the following requirements:

- A modern web browser (Chrome, Firefox, Edge, Safari)
- Internet connection

Account Creation

1. Visit Fendous.
2. Look for a "Get started" button on the homepage.
3. Navigate to either an individual or business account based on your requirements.
4. Click on it and fill in the required information, such as your name, phone number, email, and password.
5. You will need to confirm the terms of service and privacy policy to log in.


FENDOUS
PROJECT LEADING SOFTWARE
Product
Pricing
Contact us
FAQs
Login
Get Started →
Get Started with Fendous PLS
Explore our 30-day free trial. No charges until trial ends.
For Business Registrations, email salesandmarketing@fendous.dk or call +45 29811860.
Choose account type:
INDIVIDUAL
BUSINESS

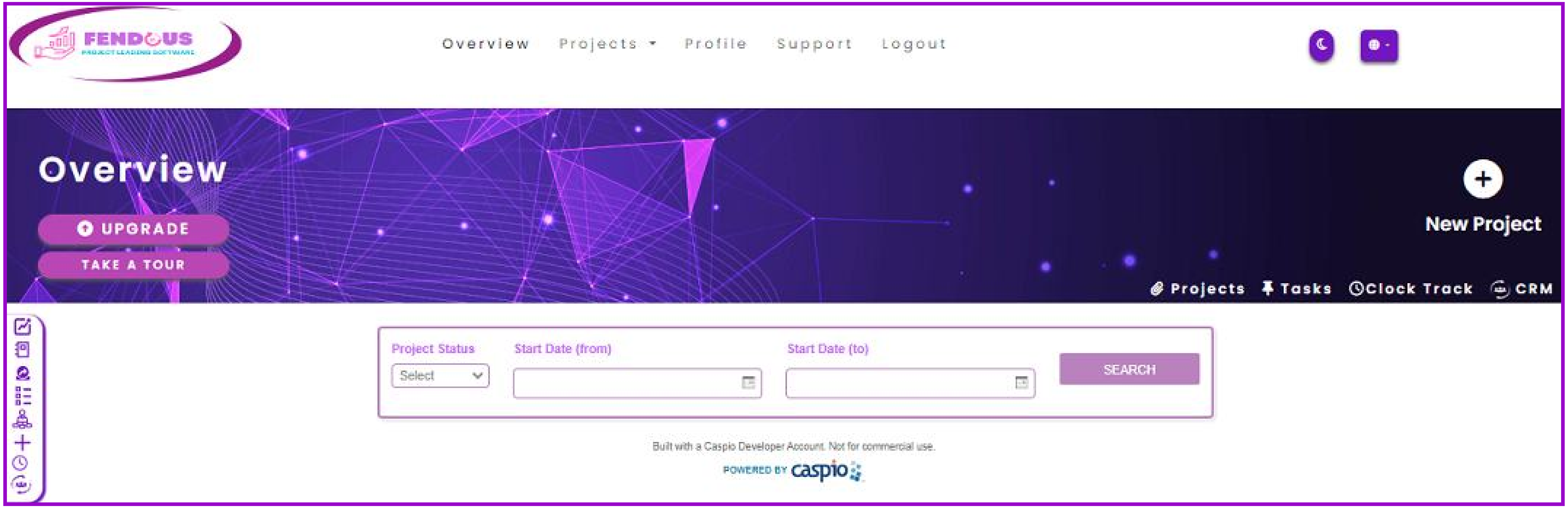
Dashboard Overview

Upon logging in, you will be directed to the dashboard. The dashboard provides a summary of your projects, tasks, and recent activities. It includes:

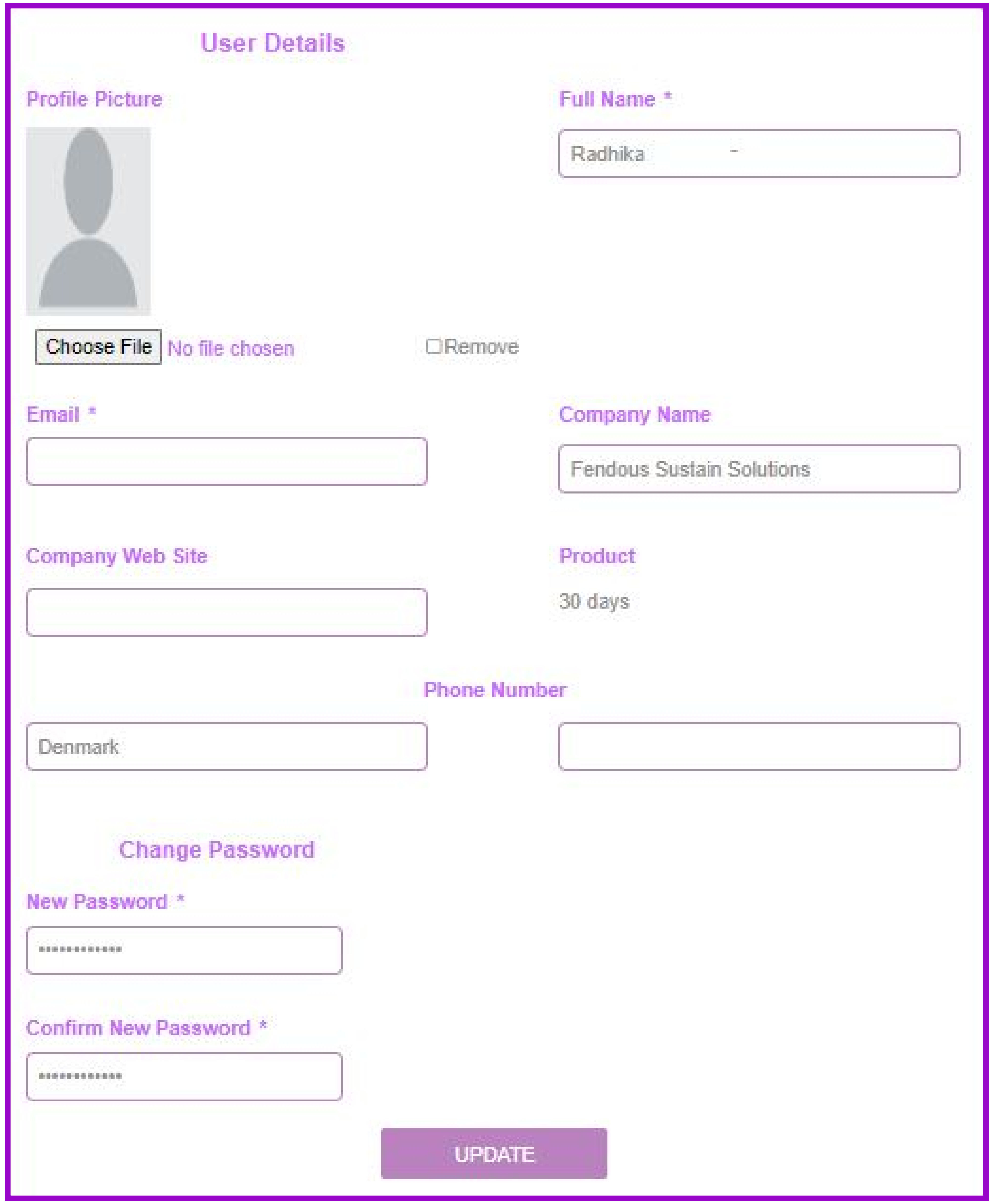
- Project Summary: Overview of active projects.
- Task Summary: Status of ongoing tasks.
- Profile: User’s Profile, where you can access the registered information and can also update.
- Quick Actions: Shortcuts to create projects, tasks, and messages.
- Clock Track : It keeps a track of login and logout session time.
- CRM: Fendous PLS is integrated with Customer relationship management in which a business or other organization administers its interactions with customers.

Tracking Project Progress

1. View Project status, deadlines, and hours spent in a graphical representation within a particular project.
2. Select Project Status, Start date(from), Start date (to).
3. Click on search.



Profile



Profile Settings

1. Click on Profile.
2. Update your personal information and click Update.

Clock Track

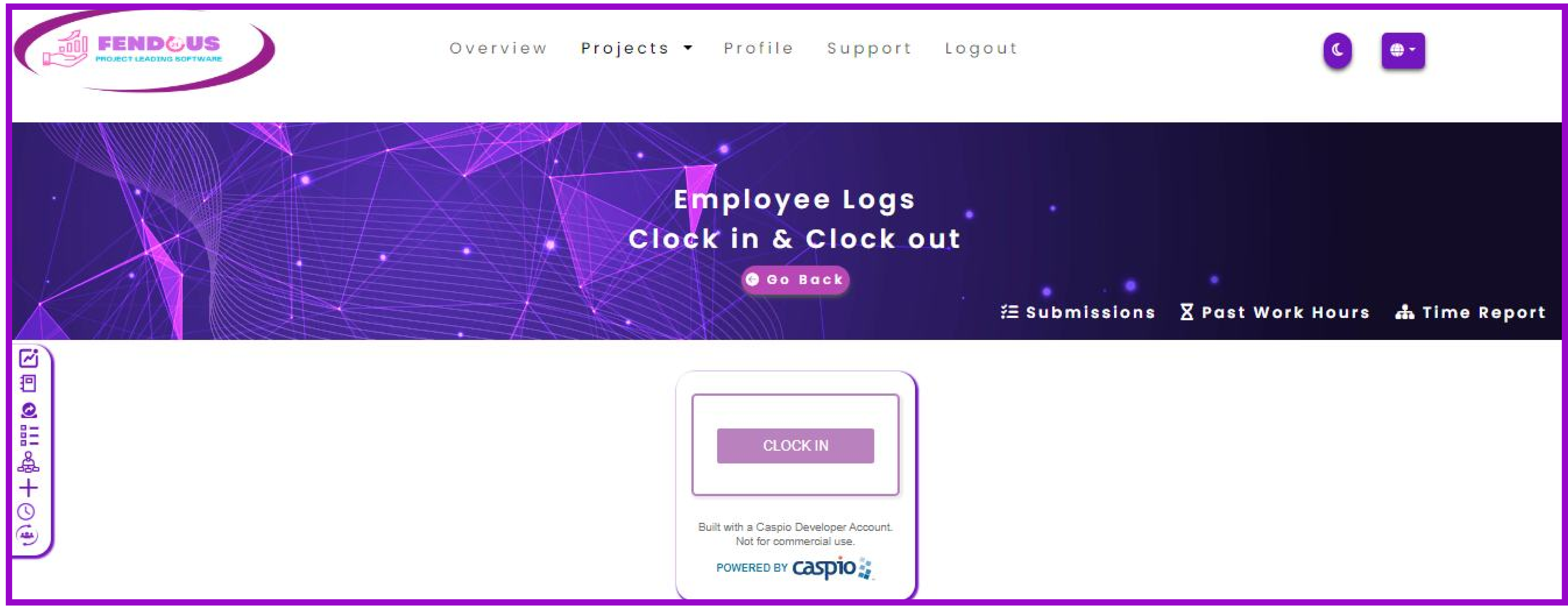
Logging Session Start Time

1. Upon logging in, click on clock track.
2. Select clock in to log your session start time.

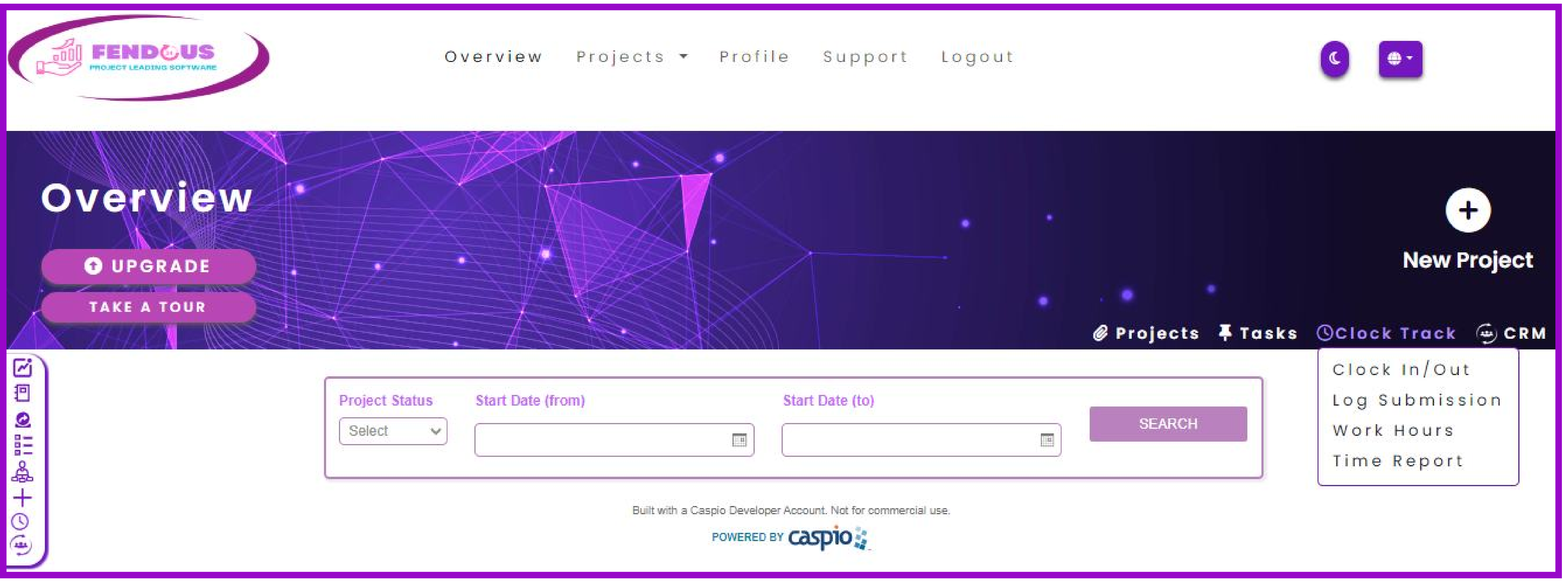
Logging Session End Time

1. When logging out, check if you took a lunch break.
2. click on clock out to log your session end time.

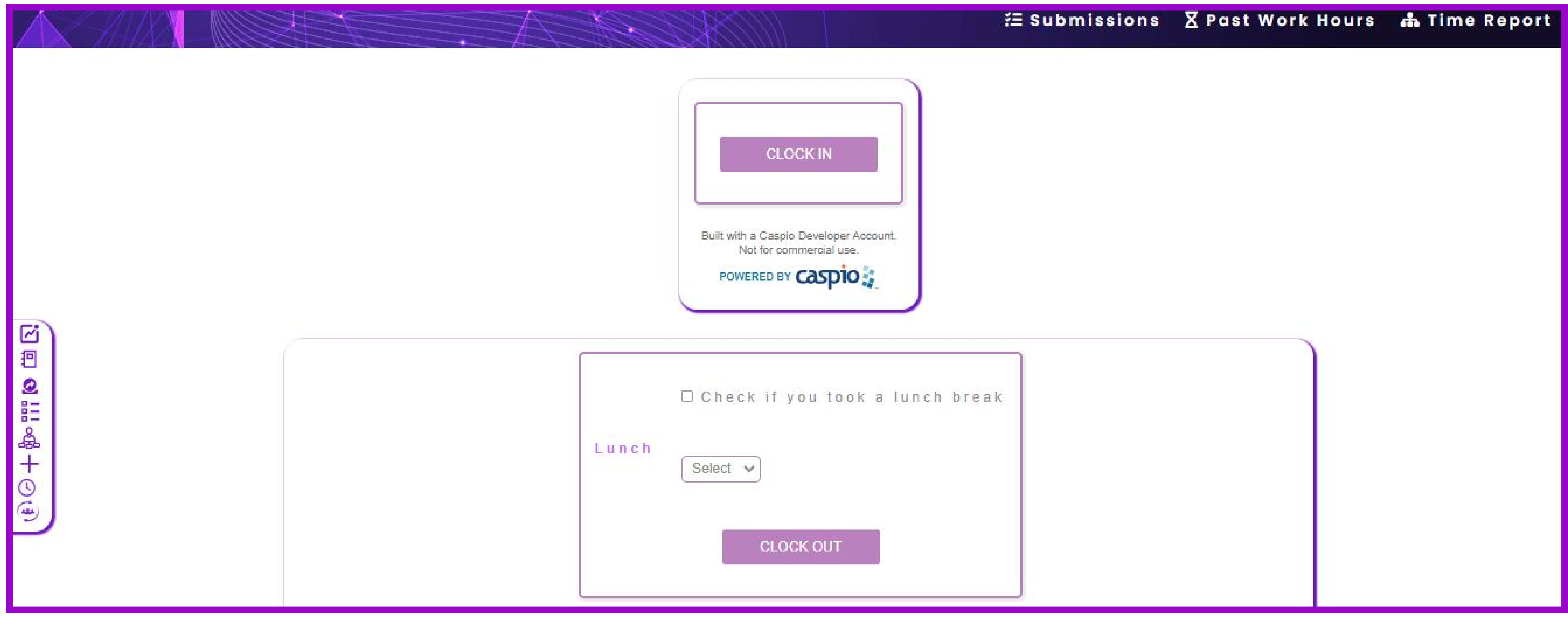
Step 2



Step 1

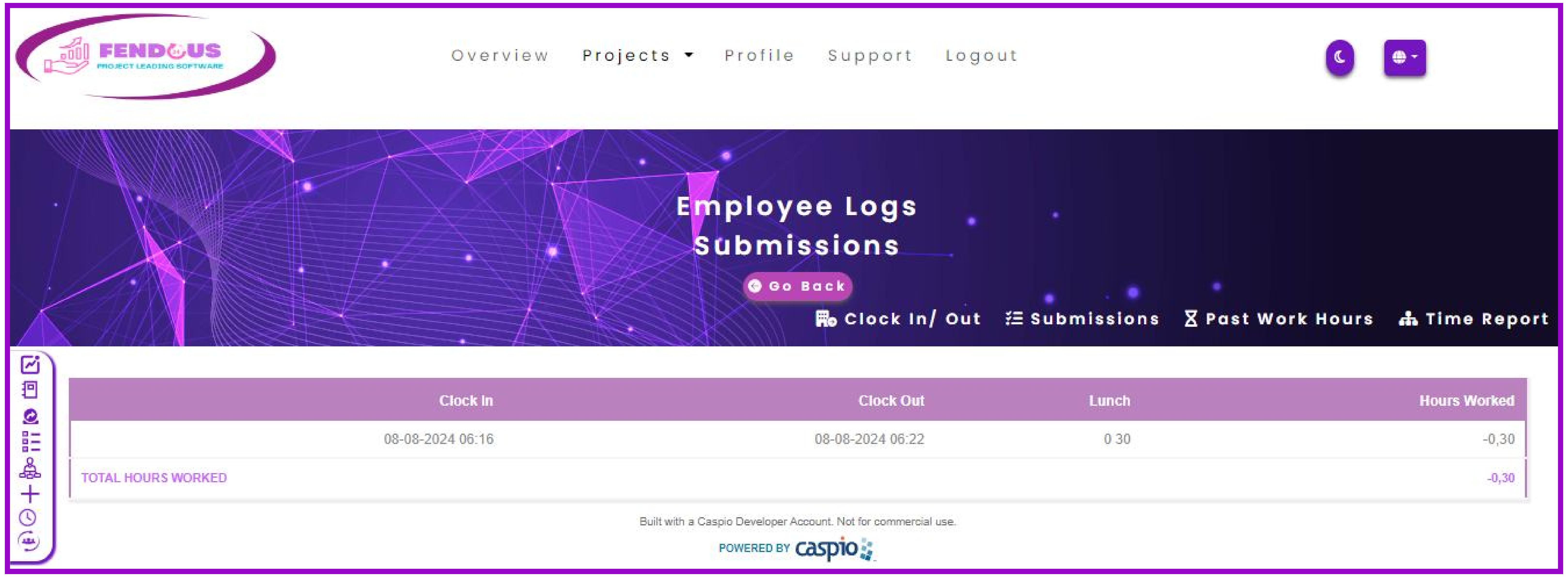


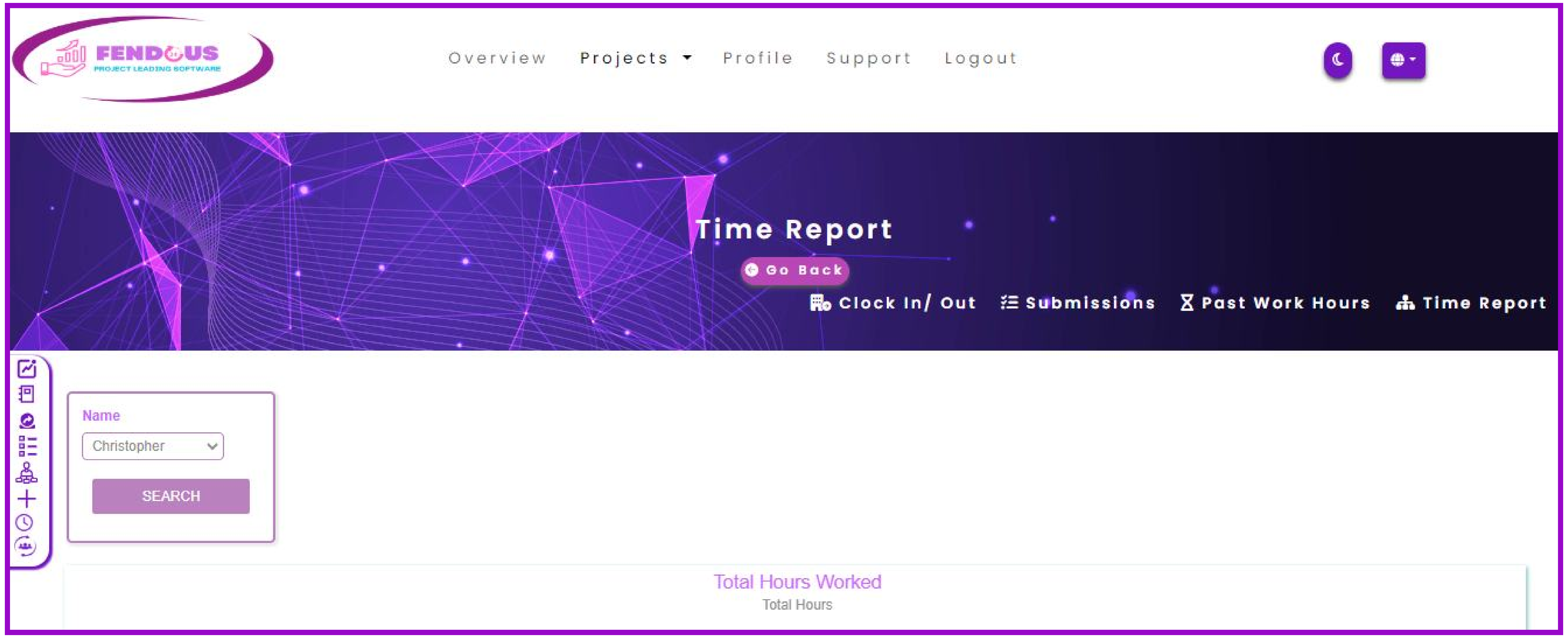
Step 3



Viewing Session Logs

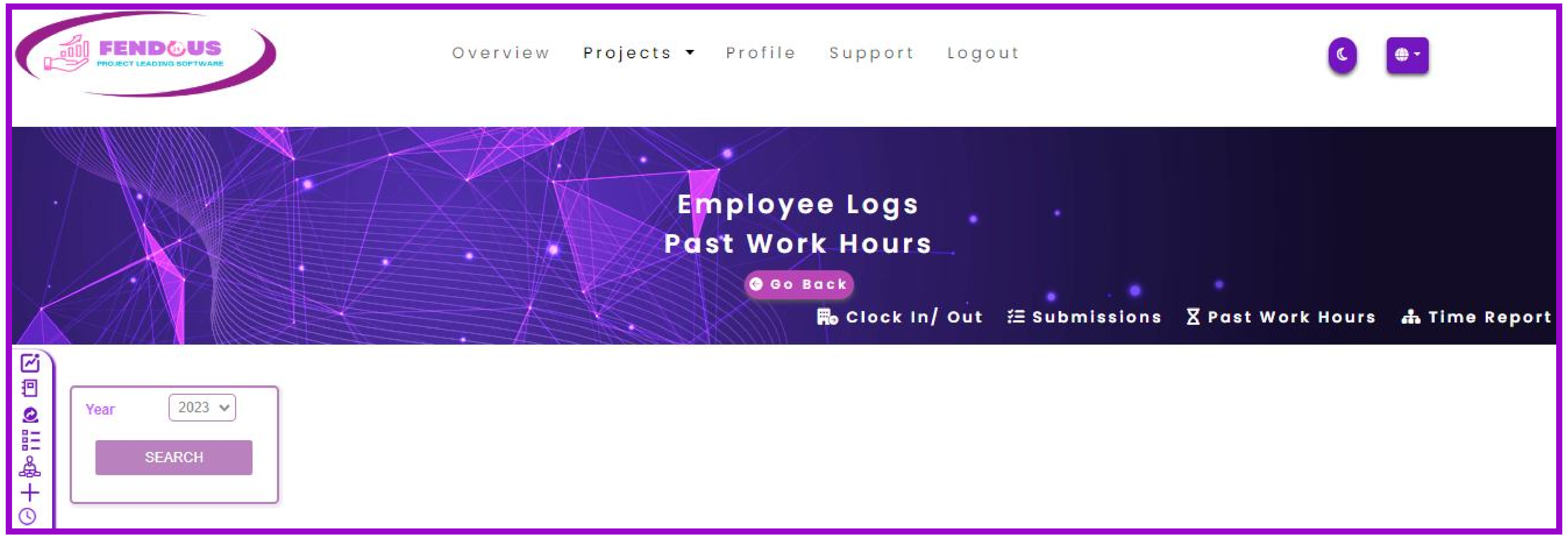
1. Go to the Submissions from the sub menu bar.
2. View a detailed log of your session start and end times of the same day.
3. Go to Time Report to access work hours of the employee.

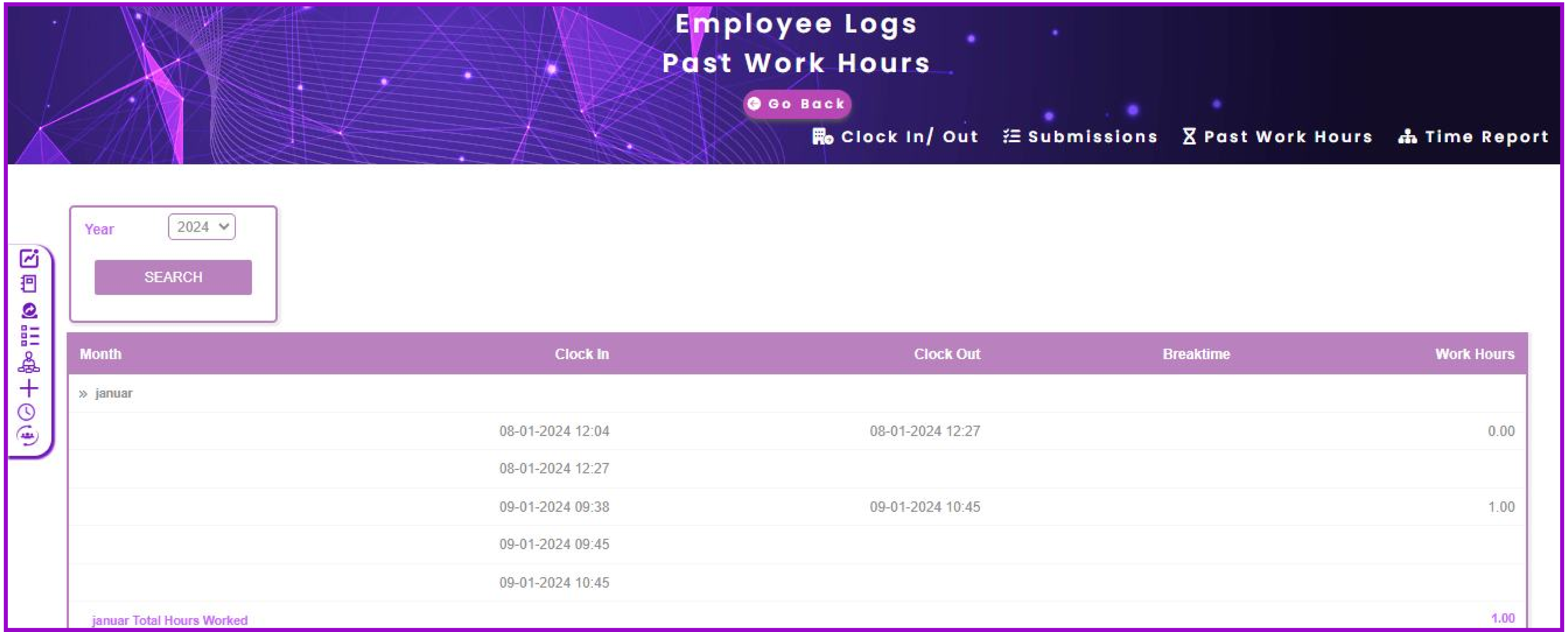




Viewing Session Logs

1. Go to the Past work hours from the sub menu bar.
2. Select year in the dropdown. You can filter logs by year to view specific time tracking information.
3. Click Search.
4. View a detailed log of your session start and end times.





Projects

Creating a New Project

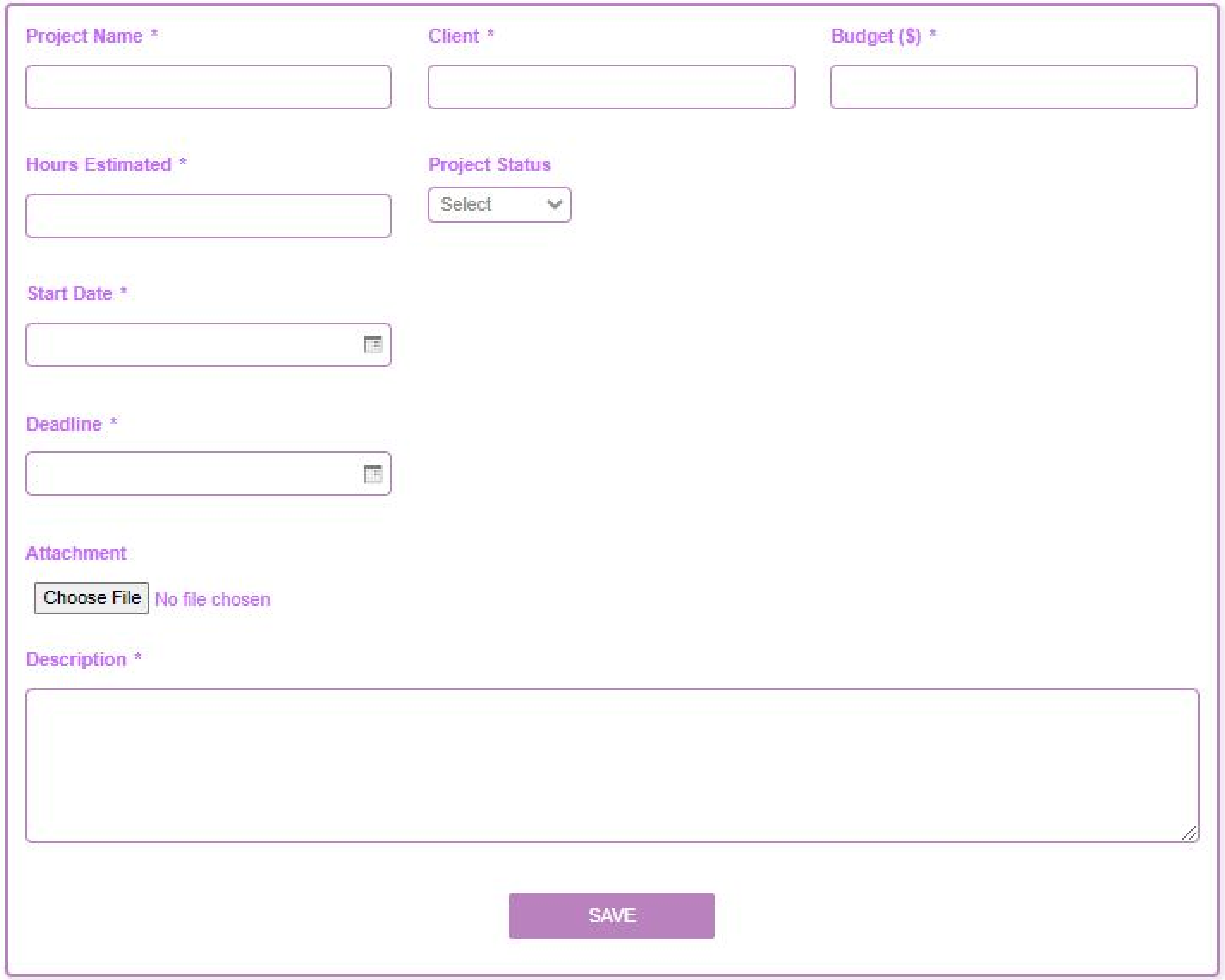
1. Go to the Projects section from the main bar.
2. Click on the New Project button.
3. Fill in the required details in the form.
4. Click Save.

File Management

Uploading Files

1. Within a project, go to the Attachment.
2. Click Choose File.
3. Select the file from your computer and click Open.
4. Upload the file within the project.

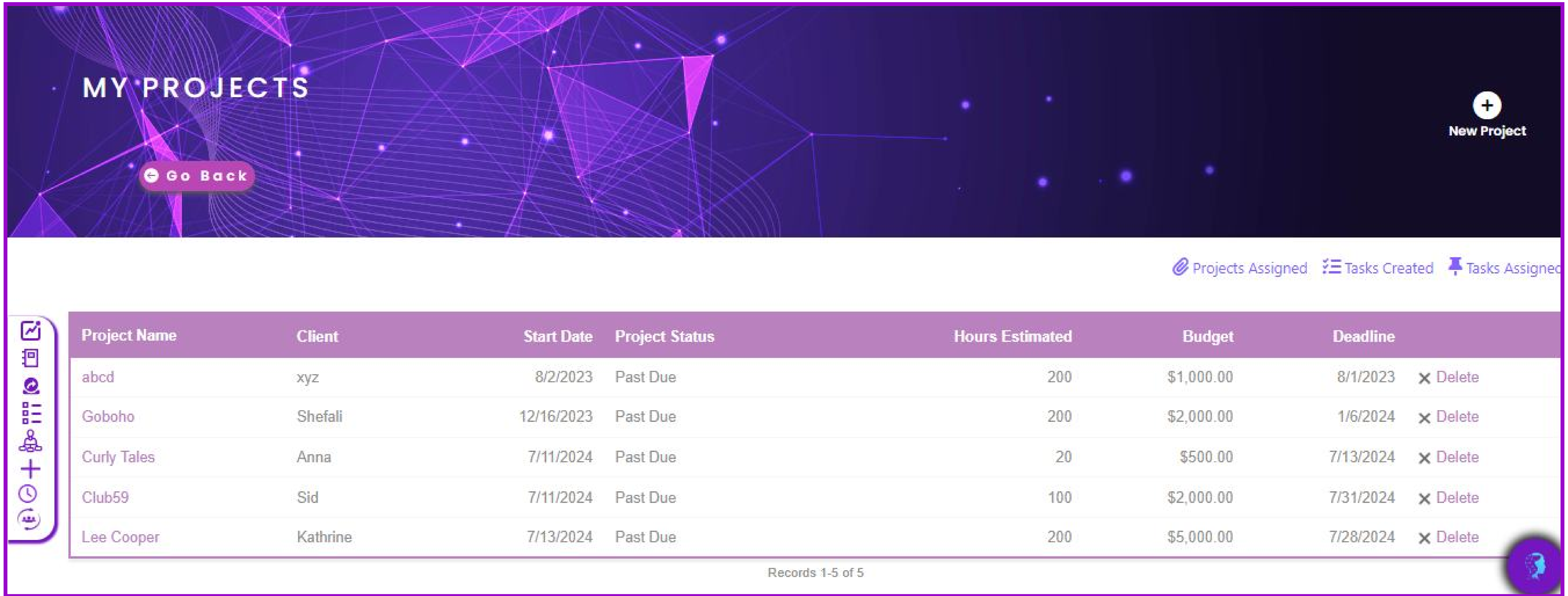
New Project Form



Managing Projects

1. In the Projects section, click on a My projects to view its details.
2. Click on any “Project Name” to view and update the details of the project.
3. You can edit project details, add tasks, assign team members, and also track progress from the project overview page.

My Projects

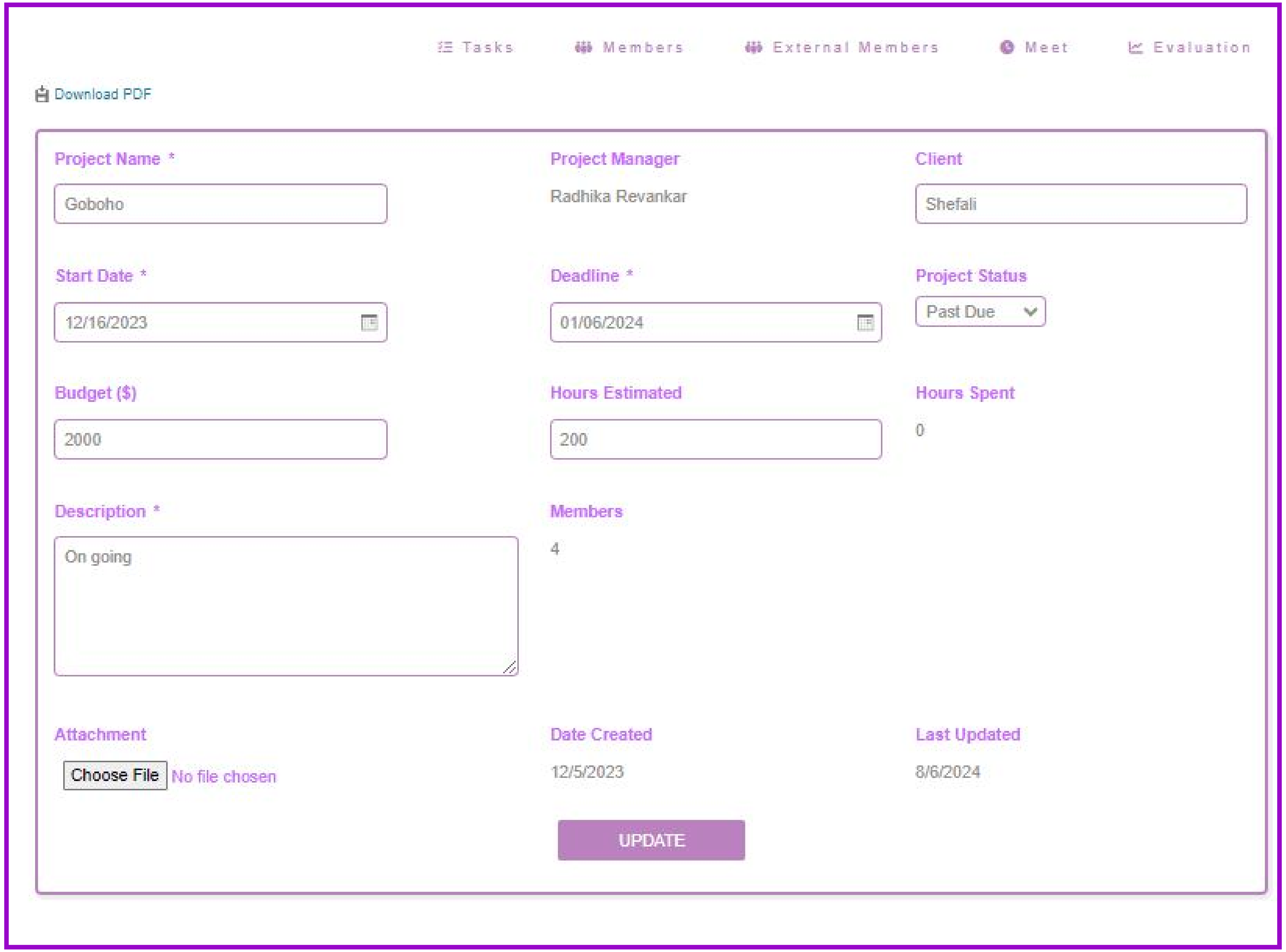


Project Name	Client	Start Date	Project Status	Hours Estimated	Budget	Deadline	
abcd	xyz	8/2/2023	Past Due	200	$1,000.00	8/1/2023	Delete
Goboho	Shefali	12/16/2023	Past Due	200	$2,000.00	1/6/2024	Delete
Curly Tales	Anna	7/11/2024	Past Due	20	$500.00	7/13/2024	Delete
Club59	Sid	7/11/2024	Past Due	100	$2,000.00	7/31/2024	Delete
Lee Cooper	Kathrine	7/13/2024	Past Due	200	$5,000.00	7/28/2024	Delete

Project Details

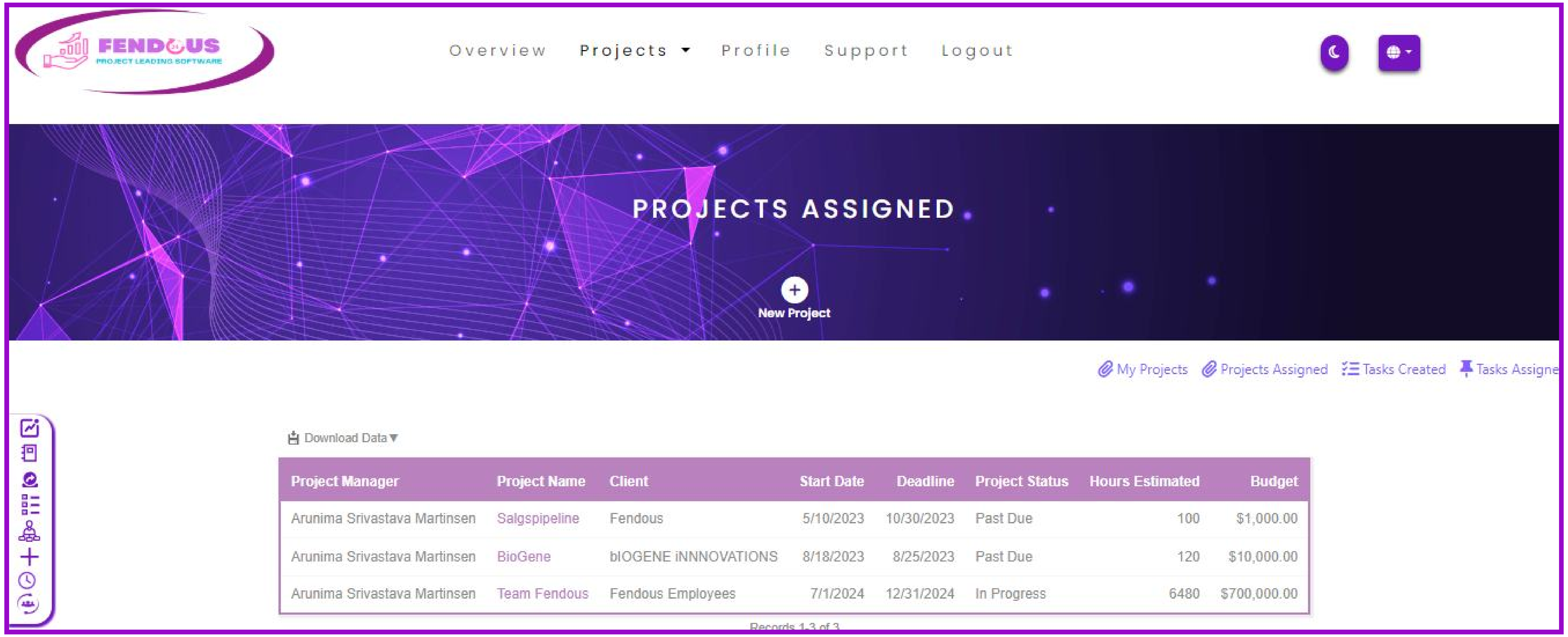
Managing Project Details

1. Edit the information if required and click on update button.
2. You can even click on Download pdf at the top left corner to download the Goboho project details in pdf format.
3. You can also add Tasks, members, external members, meeting and view evaluation of particular project.



Projects

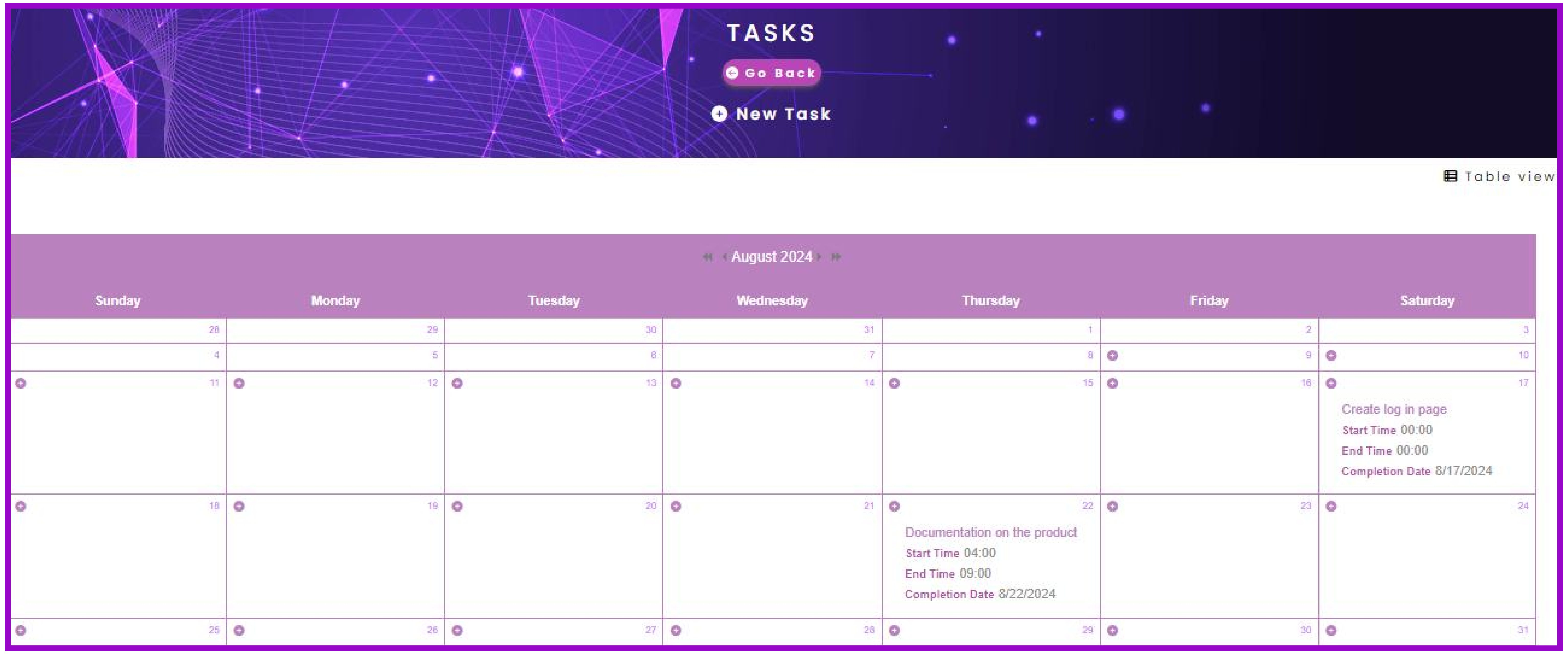
1. Click on projects.
2. Select project assigned in the dropdown.
3. View the Projects Assigned by another team member.
4. Quick navigation to Projects Assigned from sub menu bar.
5. Click on Download data at top left corner of the table to download the projects assigned details.



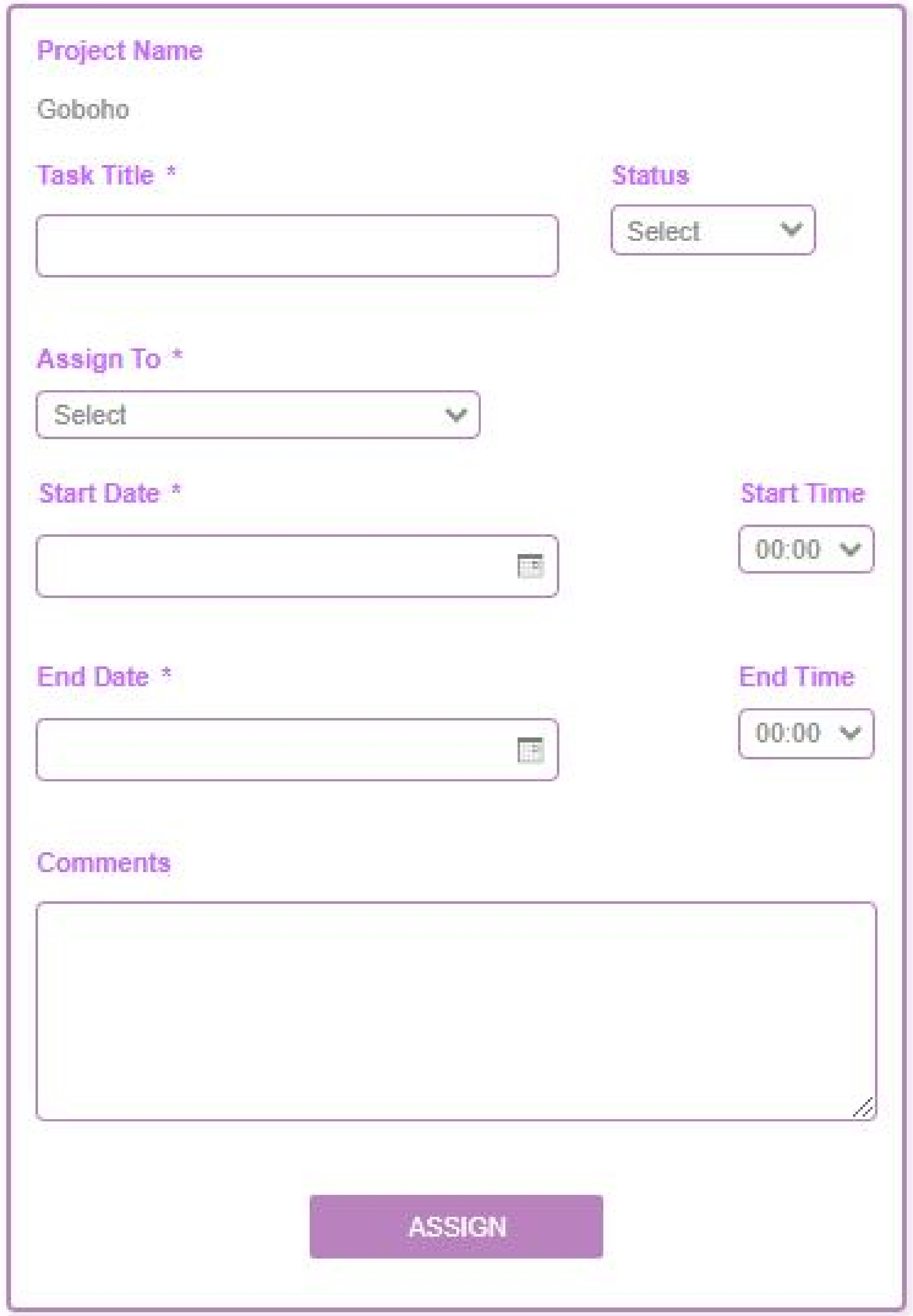
Tasks

Adding Tasks

1. Within a project, go to the Tasks tab.
2. Click on plus(+) symbol on the calendar to Add Task.
3. Enter the task title, status, assign to, start date, end date, start time, end time and comments.
4. Click Assign.

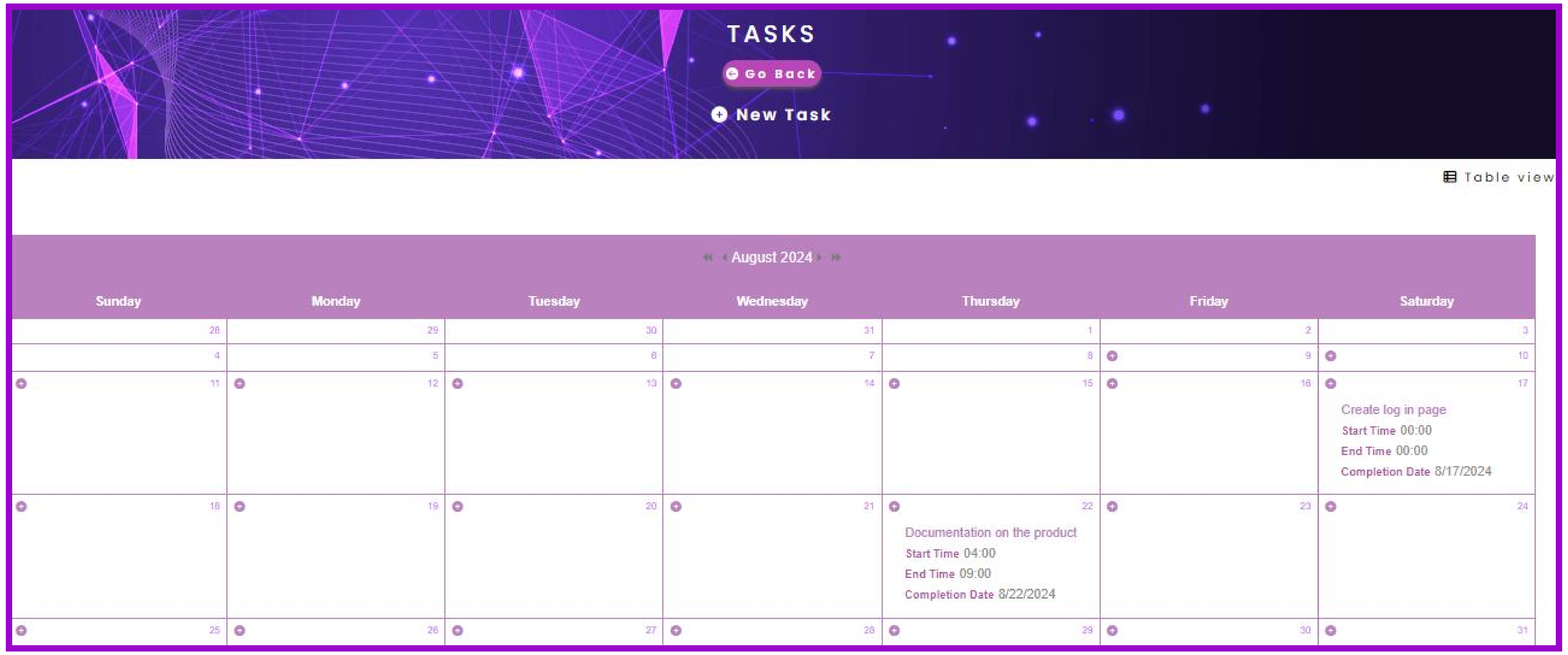


Task Form

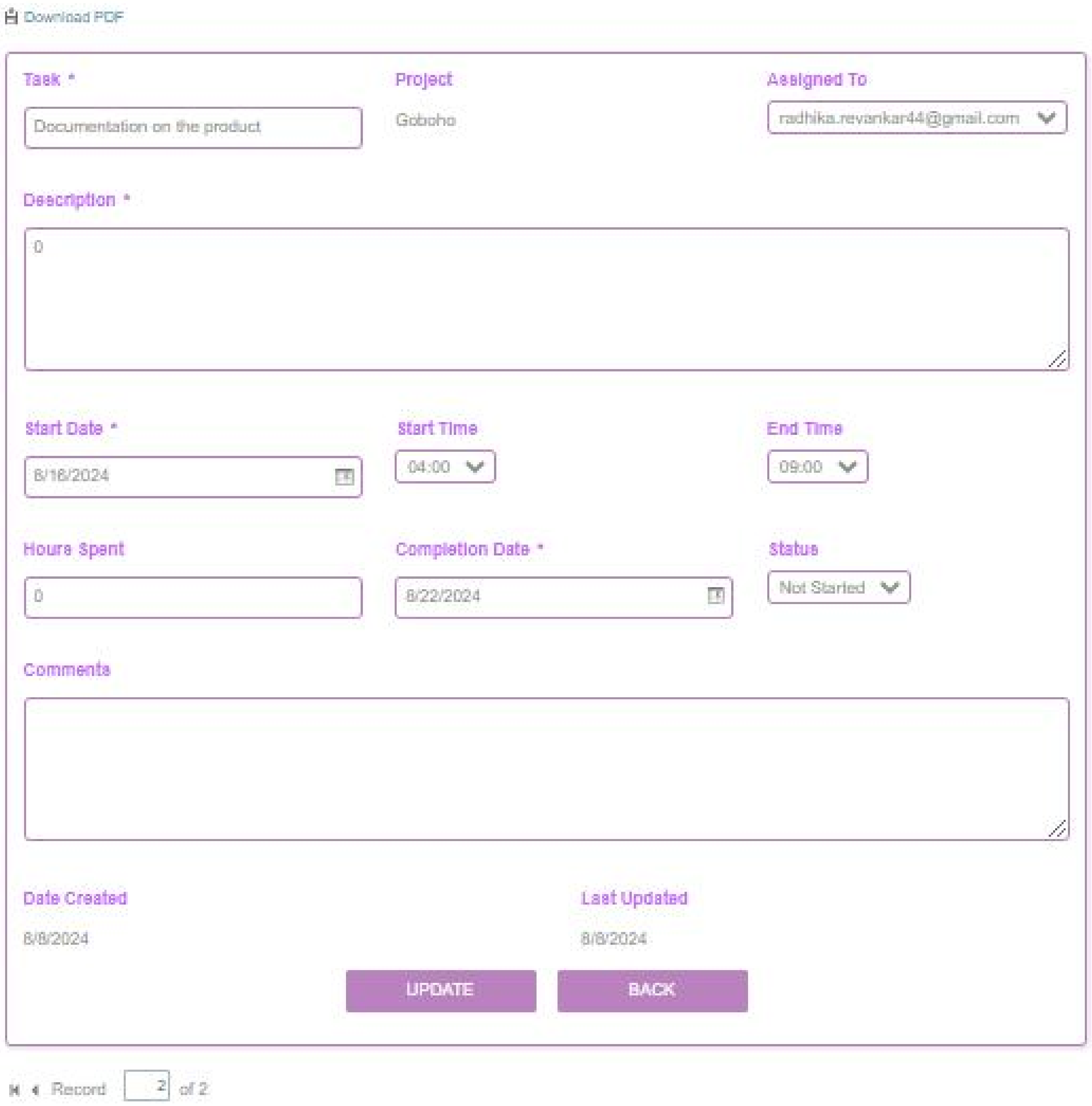


Editing Tasks

1. When editing a task, click on the task title on the Calendar view.
2. Edit the form as per requirement.
3. Click update button.
4. Scroll to the next page if there are more than one task added at the bottom left corner.
5. Download task details by clicking on Download pdf at the top left corner of the form.
6. The task can also be deleted by hovering the cursor over the task title on the calendar.

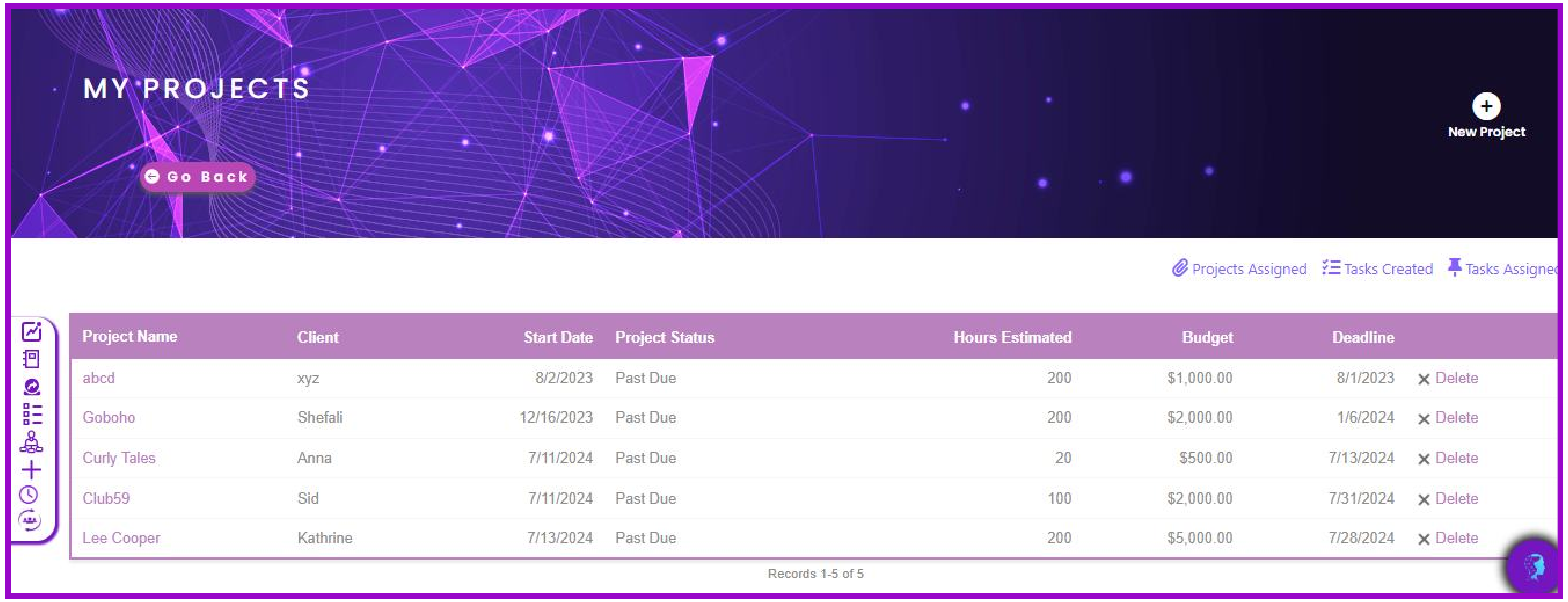


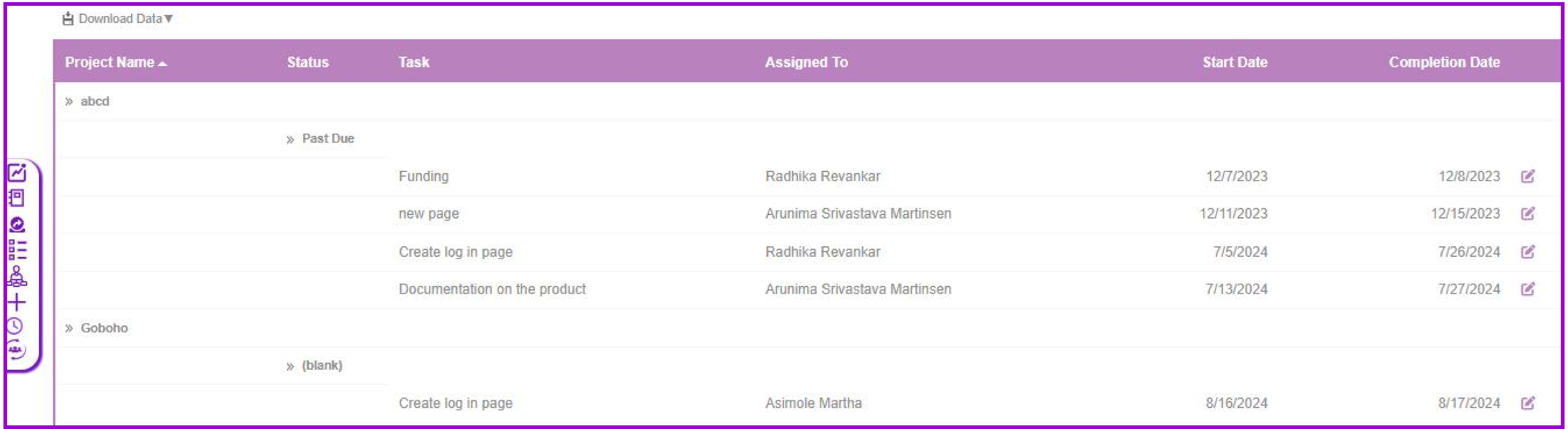
Task Edit Form



Quick navigation to Tasks Created

1. Go to Projects.
2. Click on My projects in dropdown.
3. Click on Task created in sub menu bar.
4. Access the task created to update changes by clicking the right most edit icon of each row.
5. Similarly view tasks assigned.

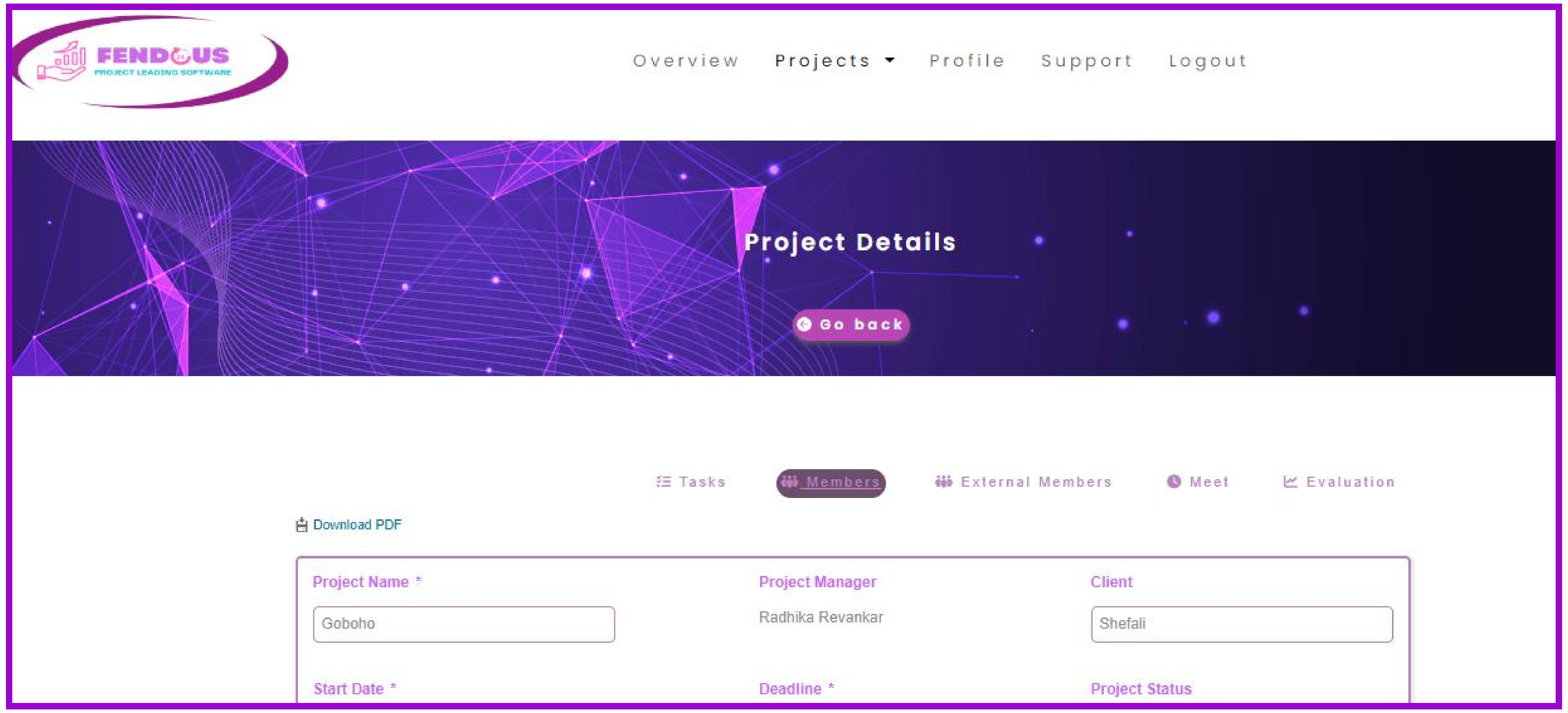


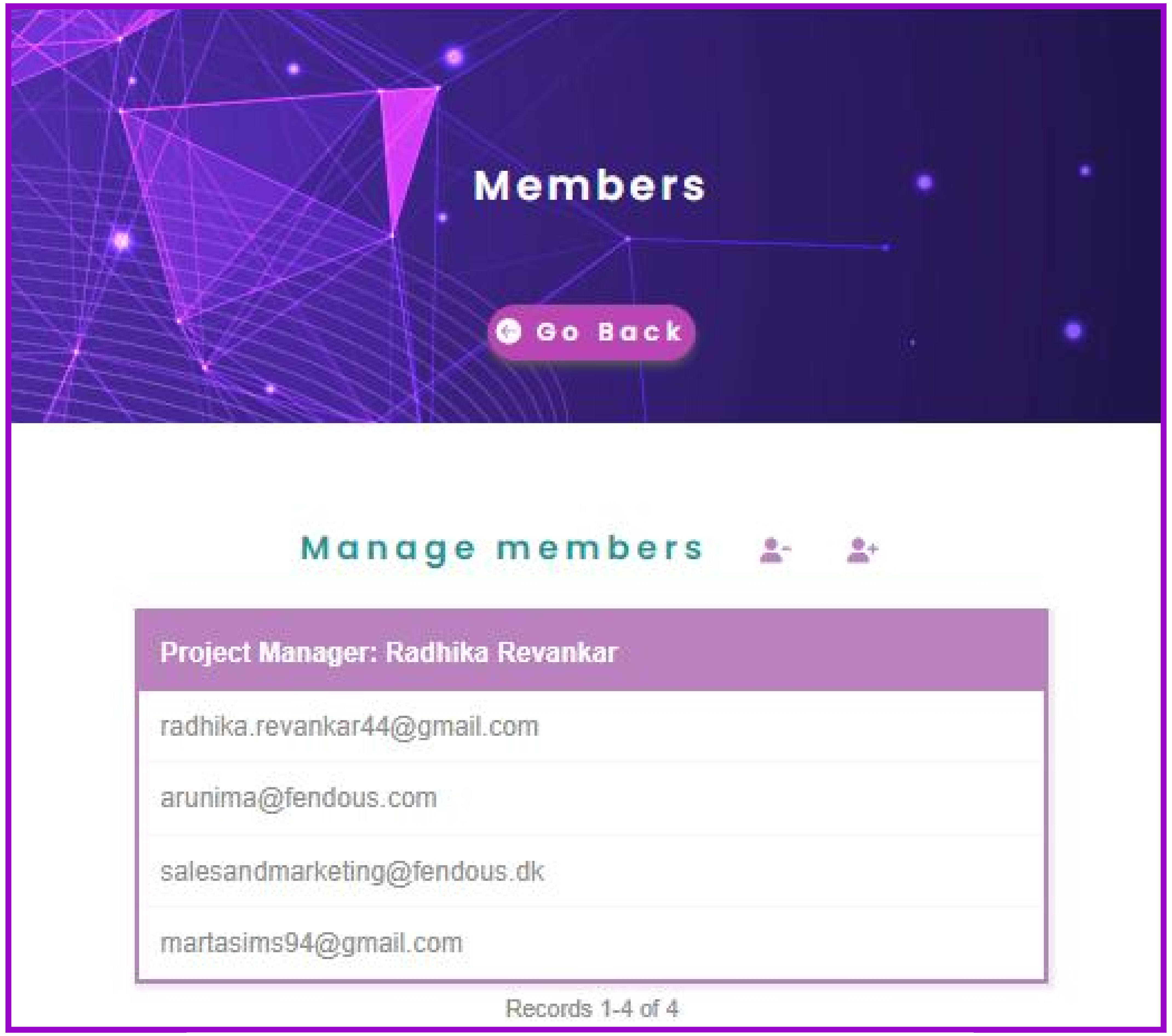


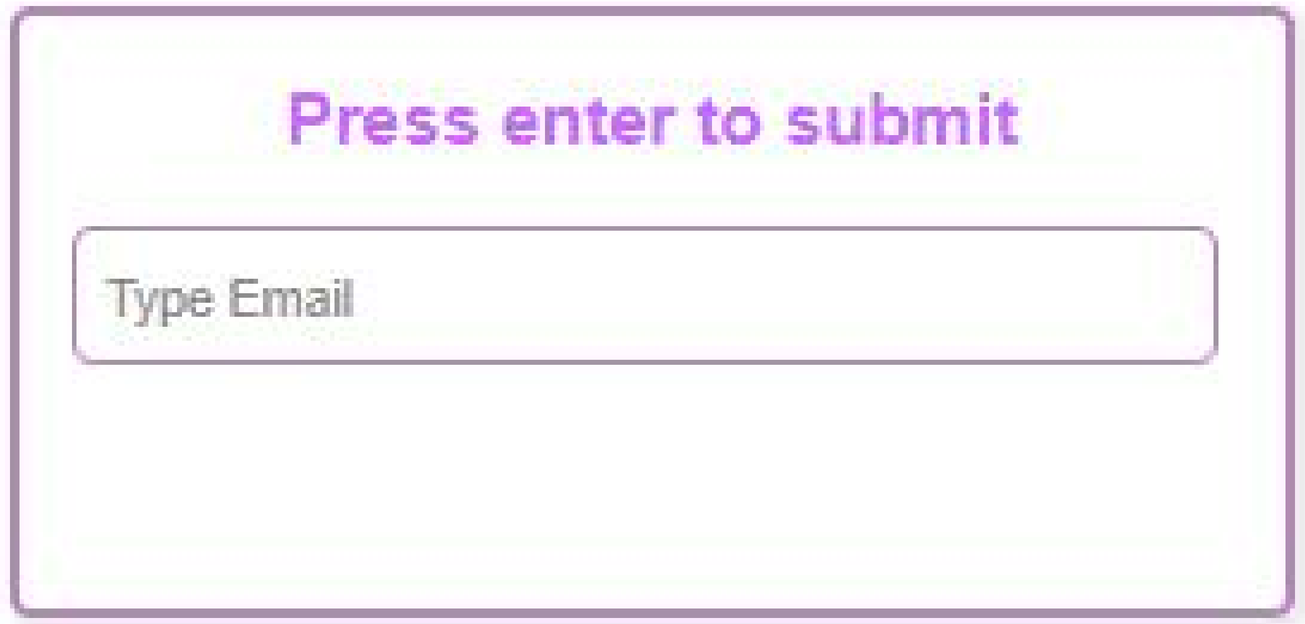
Team Management

Adding Team Members

1. Go to the members from the sub menu bar.
2. Click Members.
3. Add or delete members by clicking on (+) or (-) symbol.
4. Enter the email address of the new member.
5. Press enter to submit.





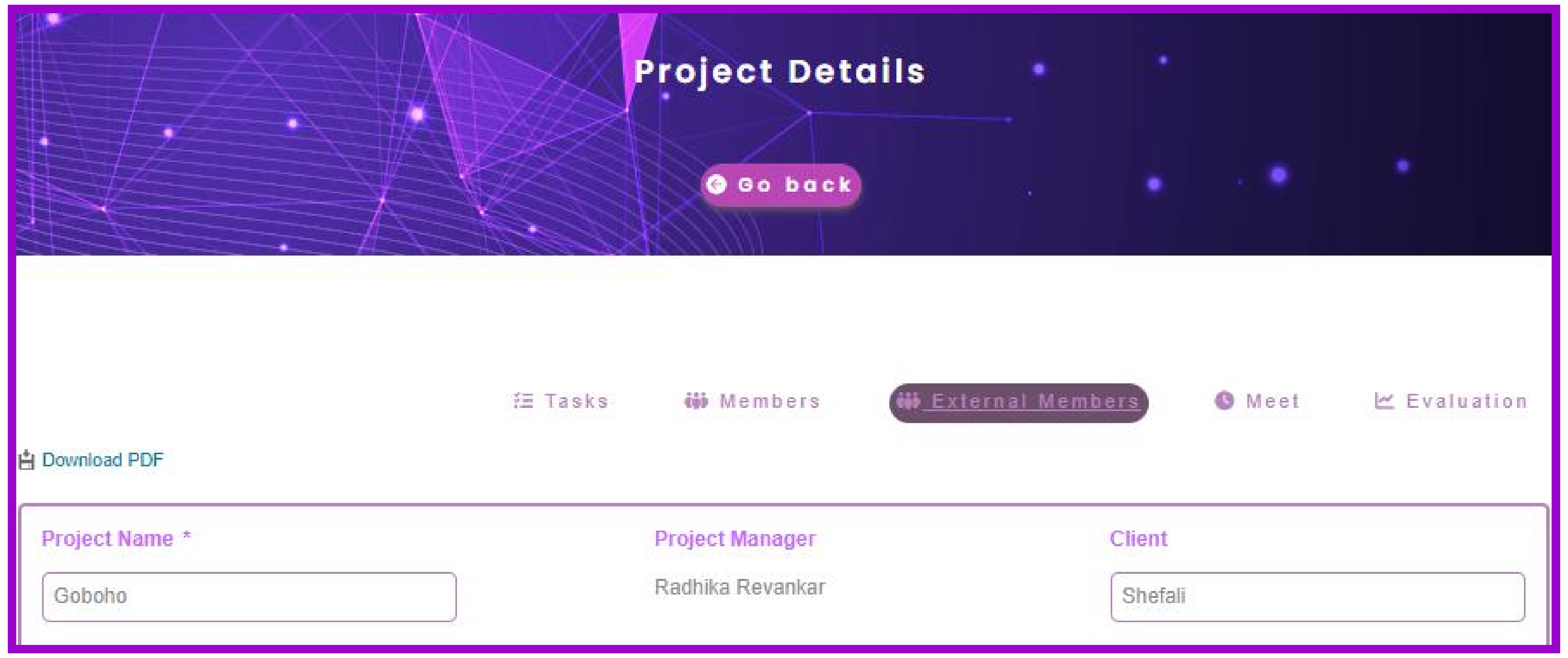


External Member Management

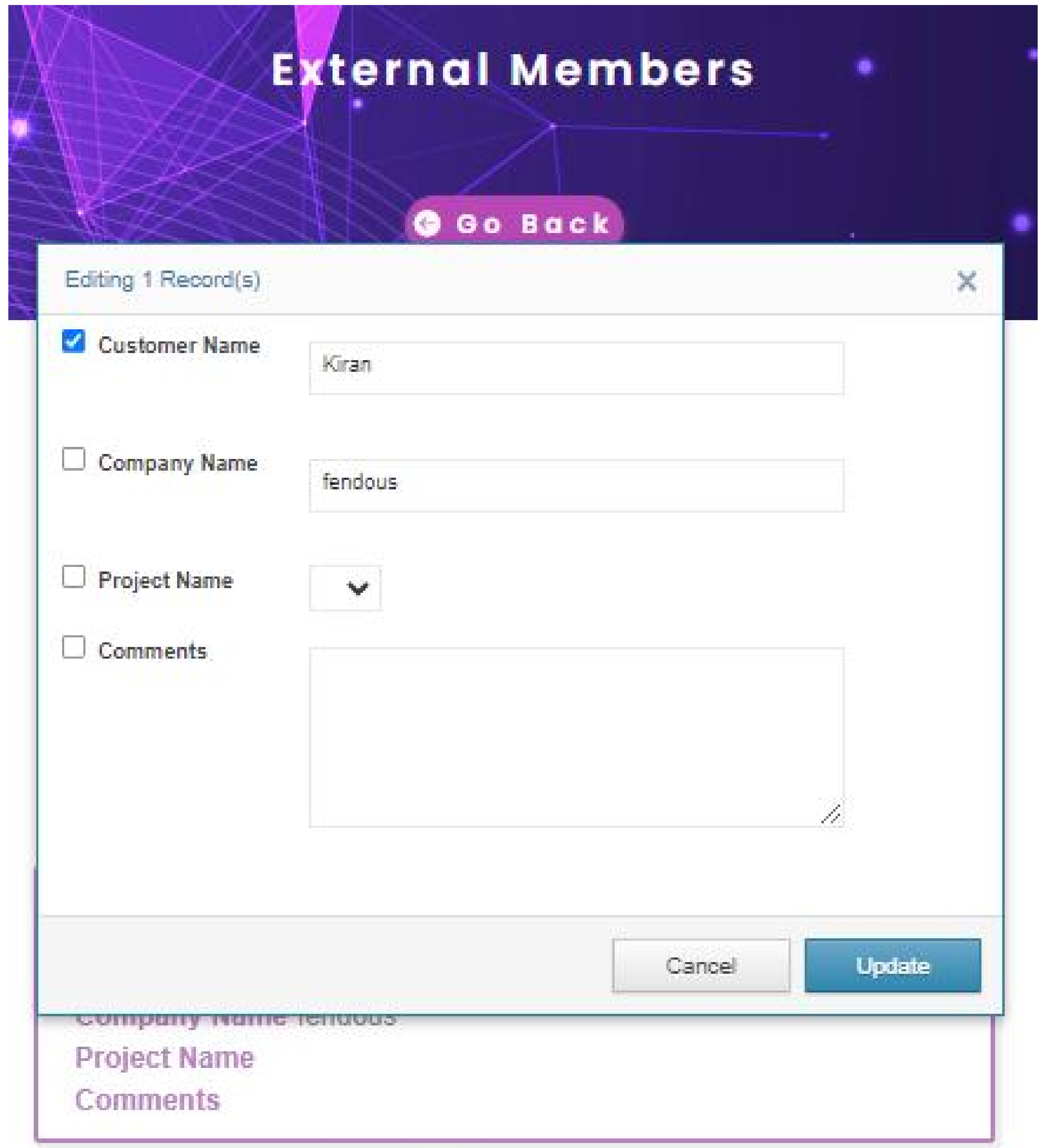
Managing External Members via CRM

1. Go to the External members from the sub menu bar.
2. Click External Members.
3. Select Customer Name from dropdown.
4. Click on Search.
5. Sort by customer name, company name, comments or project name.
6. Click on select all or bulk edit to make changes in the record.
7. Edit the details in the form by selecting the checkbox.
8. Click Update.

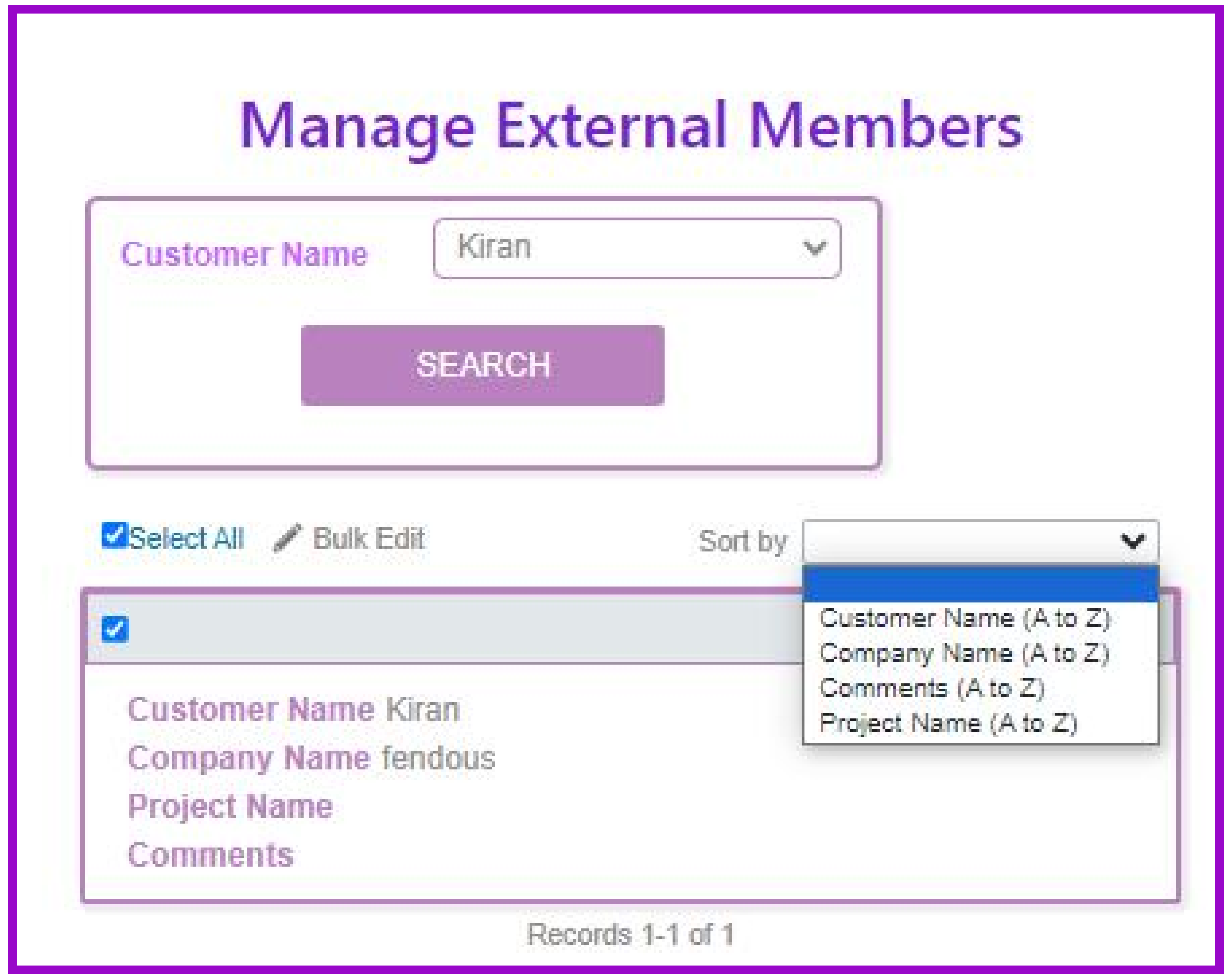
Step 1



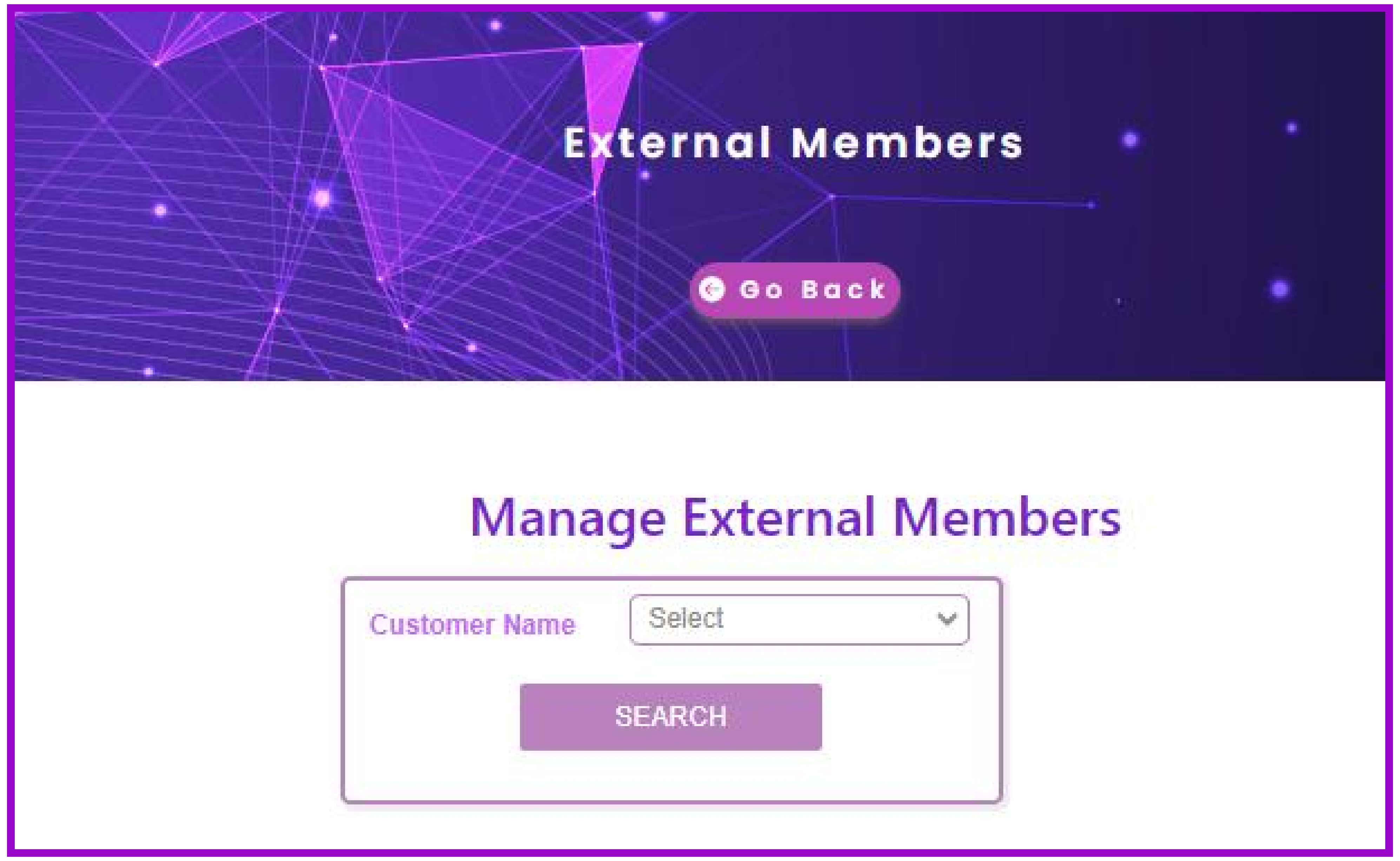
Step 4



Step 3



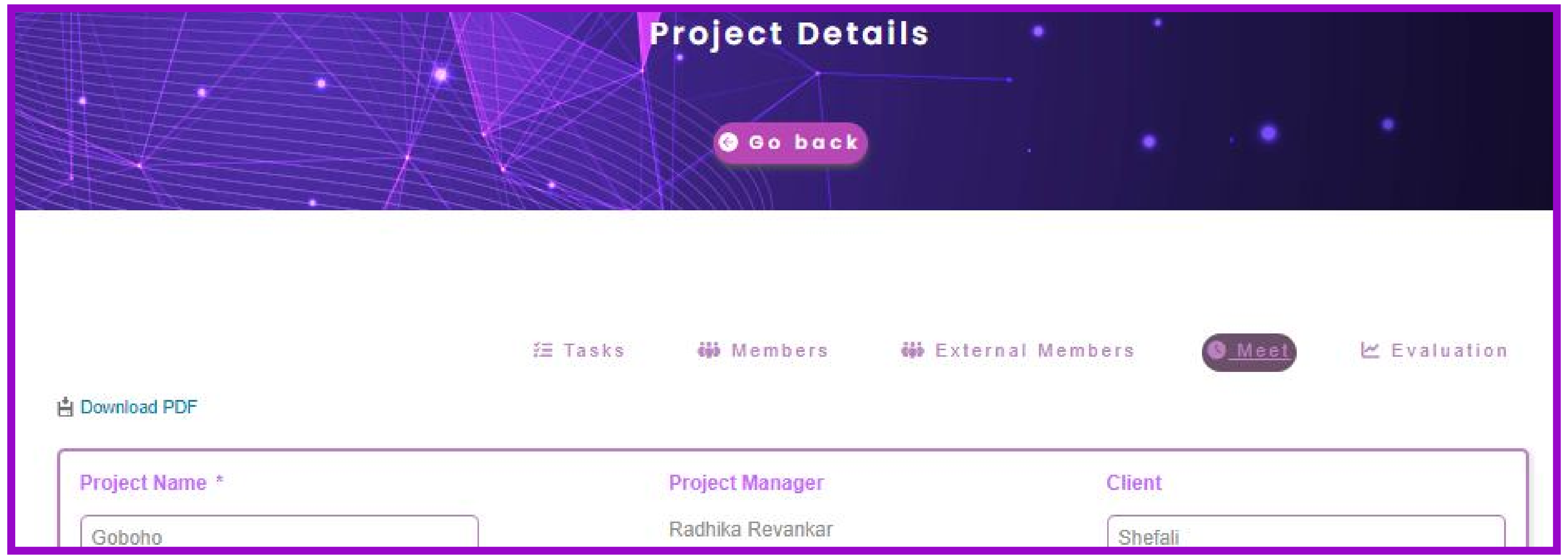
Step 2



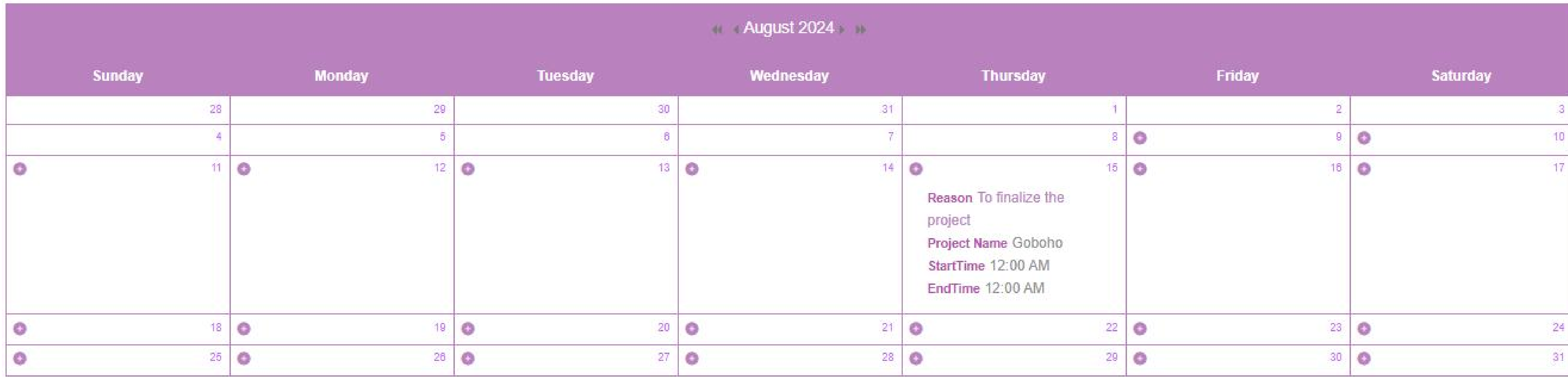
Schedule Meeting

1. Go to the meet from the sub menu bar.
2. Click Meet.
3. Click on plus(+) symbol on the calendar to Schedule a meeting.
4. Enter the Meet with by selecting a member using dropdown, reason, meeting link, Start time, end time, date, duration, comments.
5. Click on Save

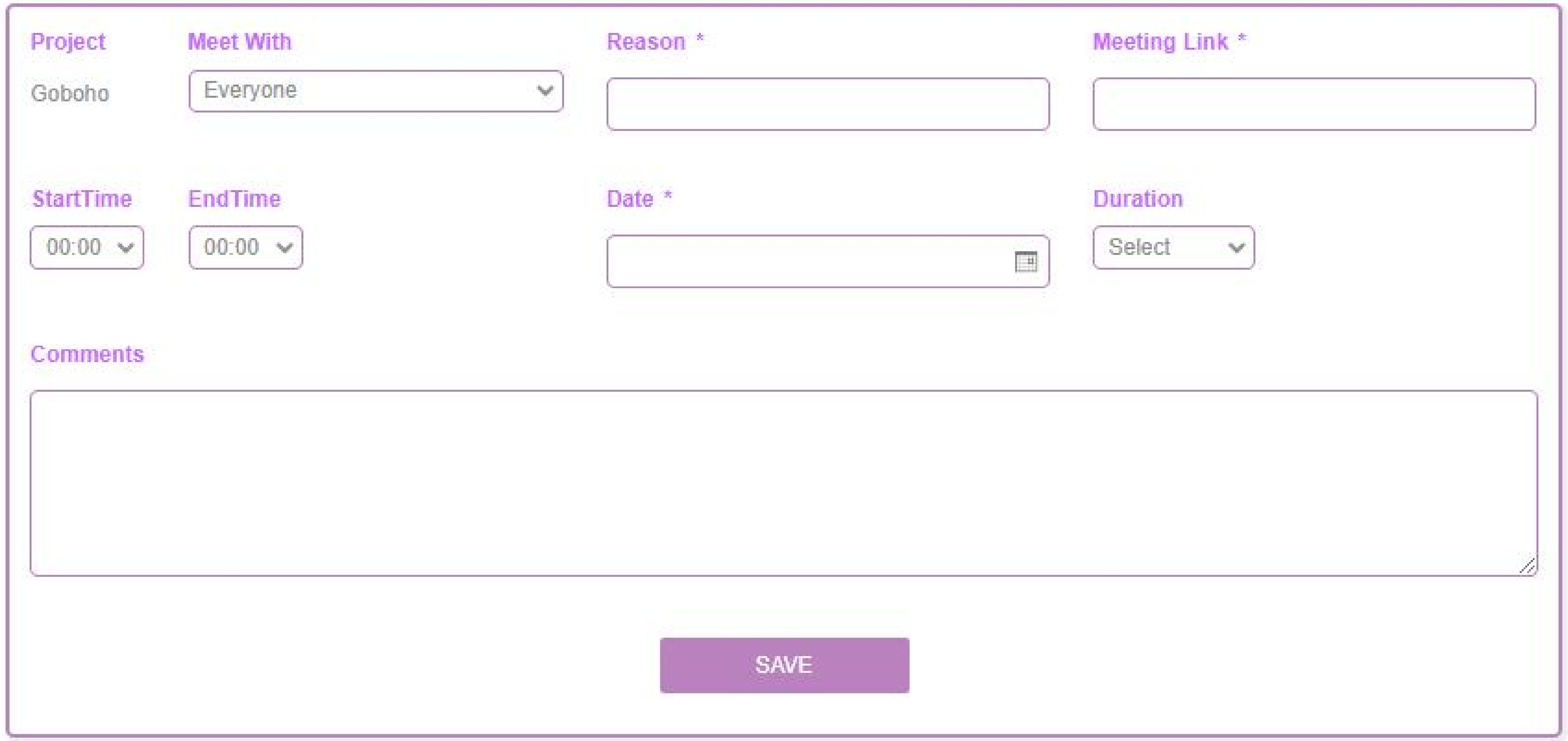
Step 1



Step 2

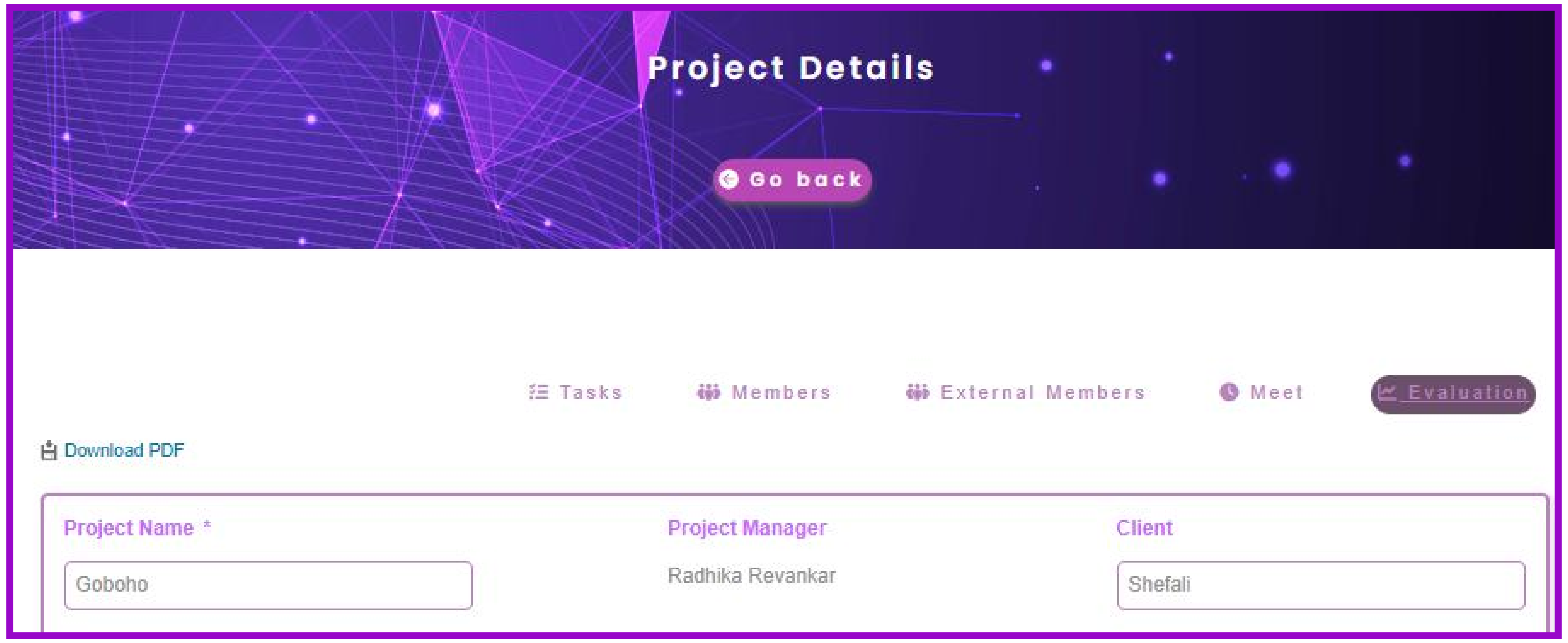


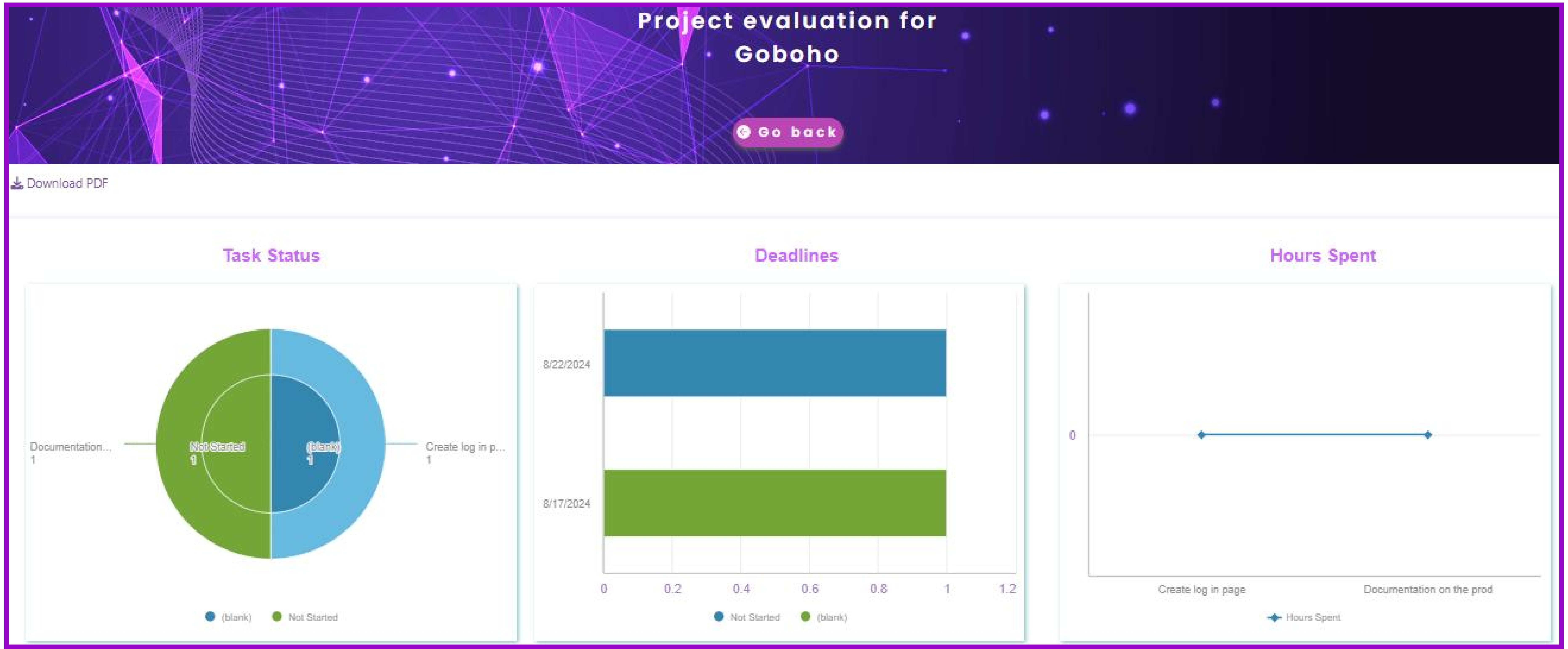
Step 3



Tracking Project Progress

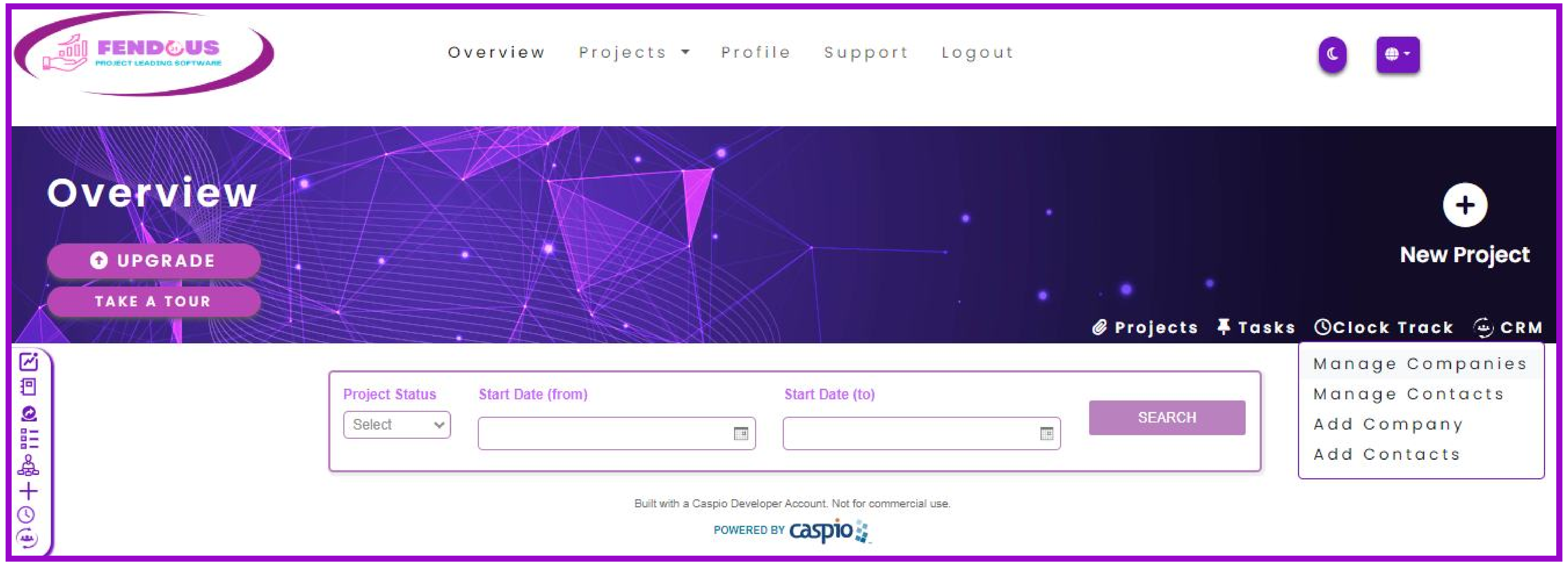
1. View task status, deadlines, and hours spent in a graphical representation within a particular project.
2. Example : Project Evaluation for Goboho.

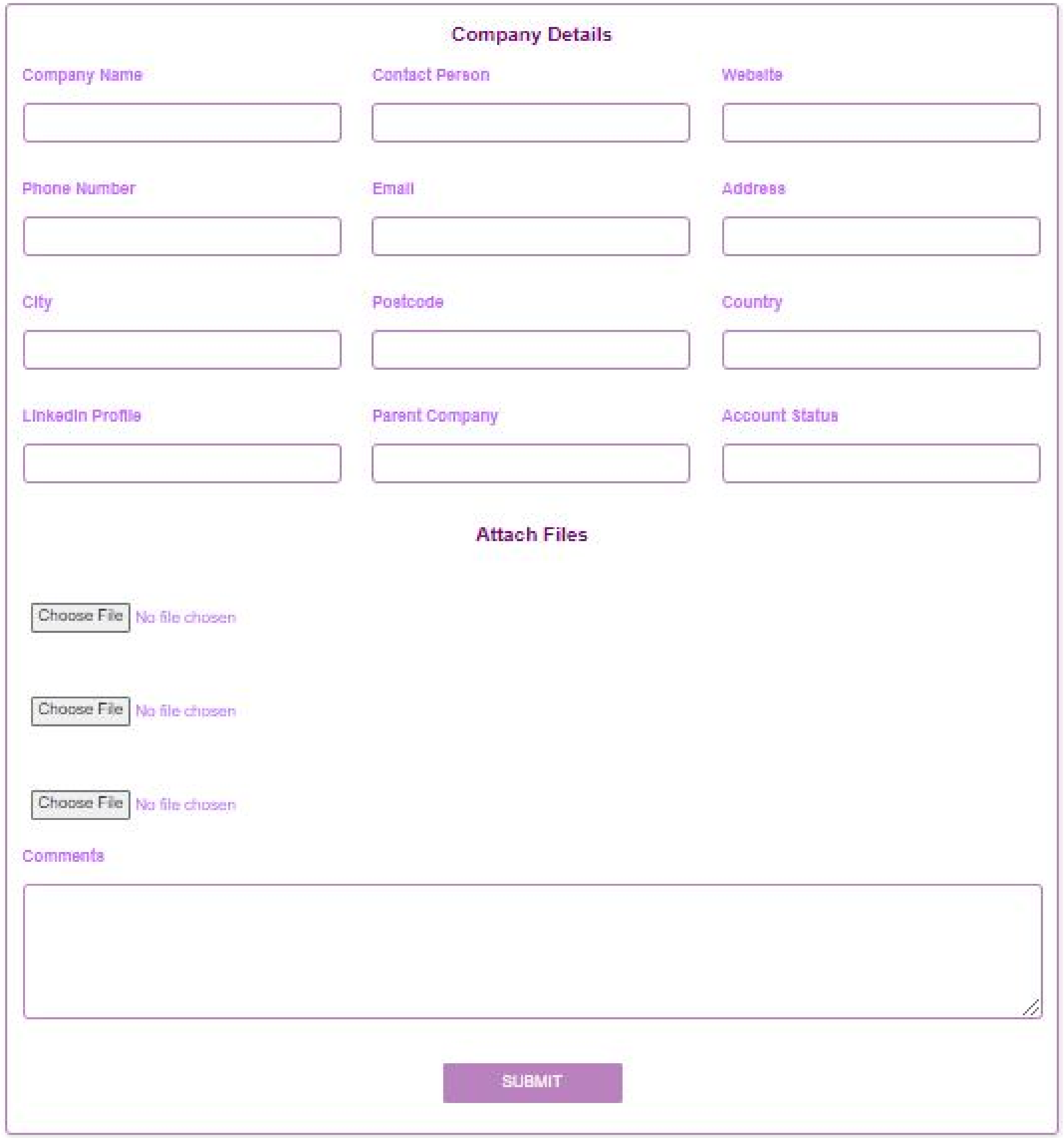




CRM integration in PLS

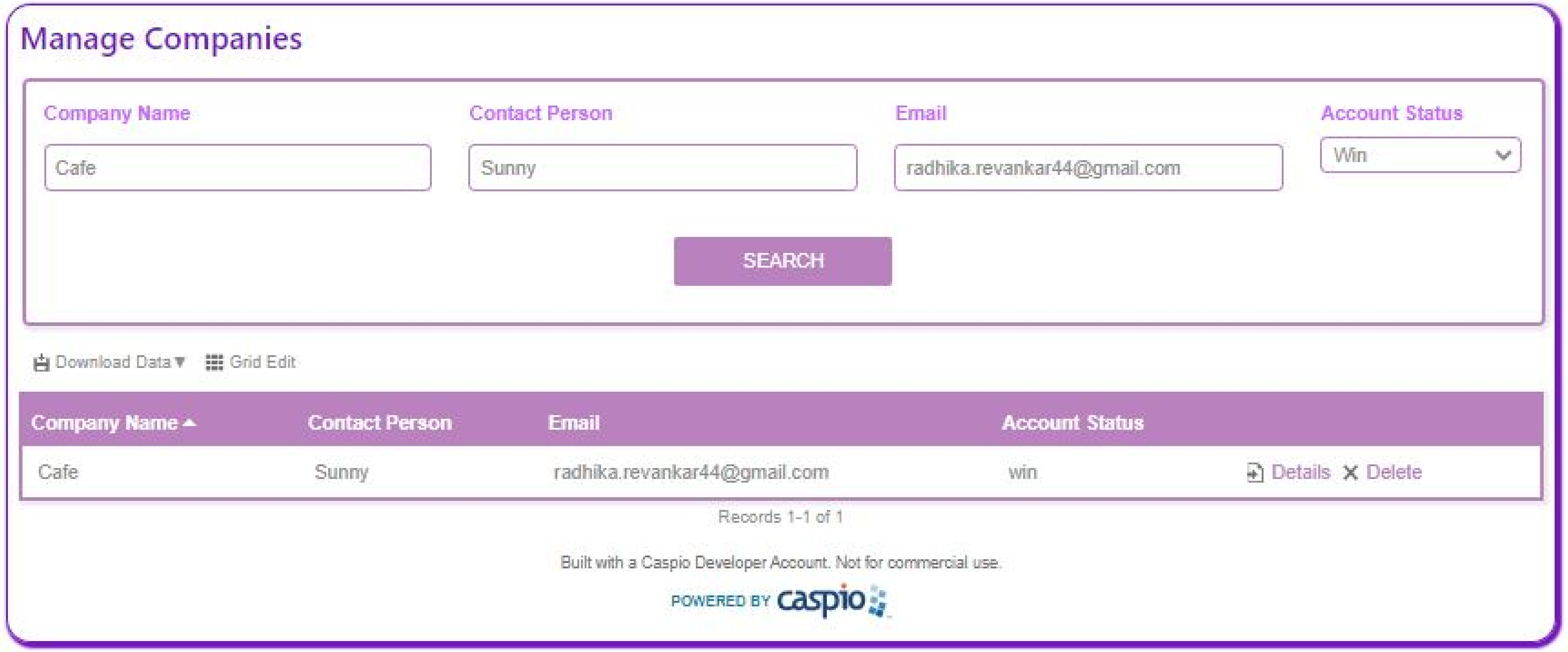
1. Click on CRM.
2. Select Add company.
3. Enter the company details.
4. Attach files if any.
5. Click Submit.

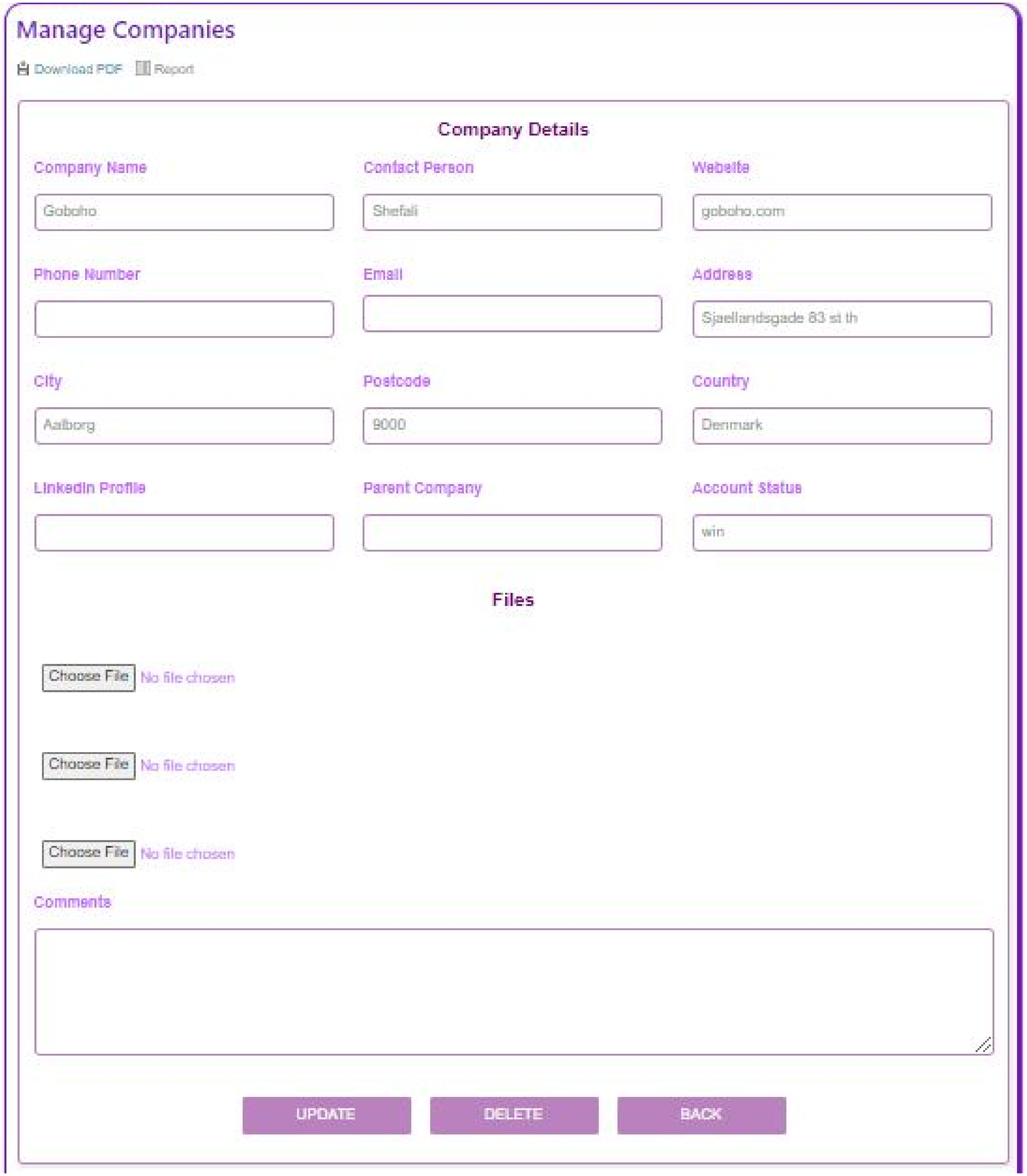




Manage Companies

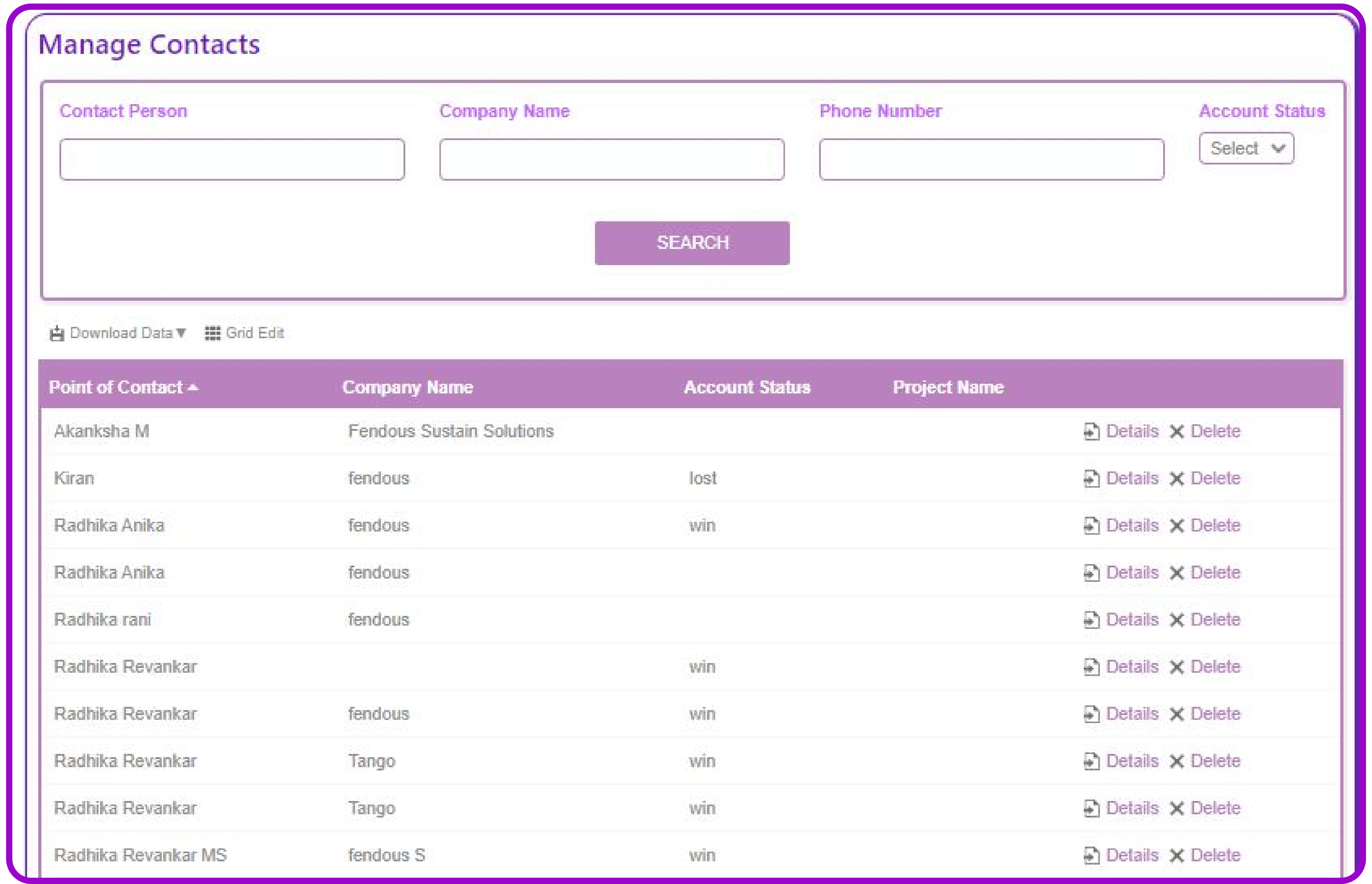
1. Go to Manage Companies from CRM dropdown.
2. Search the company using any of this filter : Company name, contact person, Email, Account status.
3. View the records below.
4. Click on details in the right corner of the record row.
5. Edit if any entry needs to be changed.
6. Click on download PDF to download company details.
7. Click on Update button to save the changes.
8. Click on delete button to delete the entry.

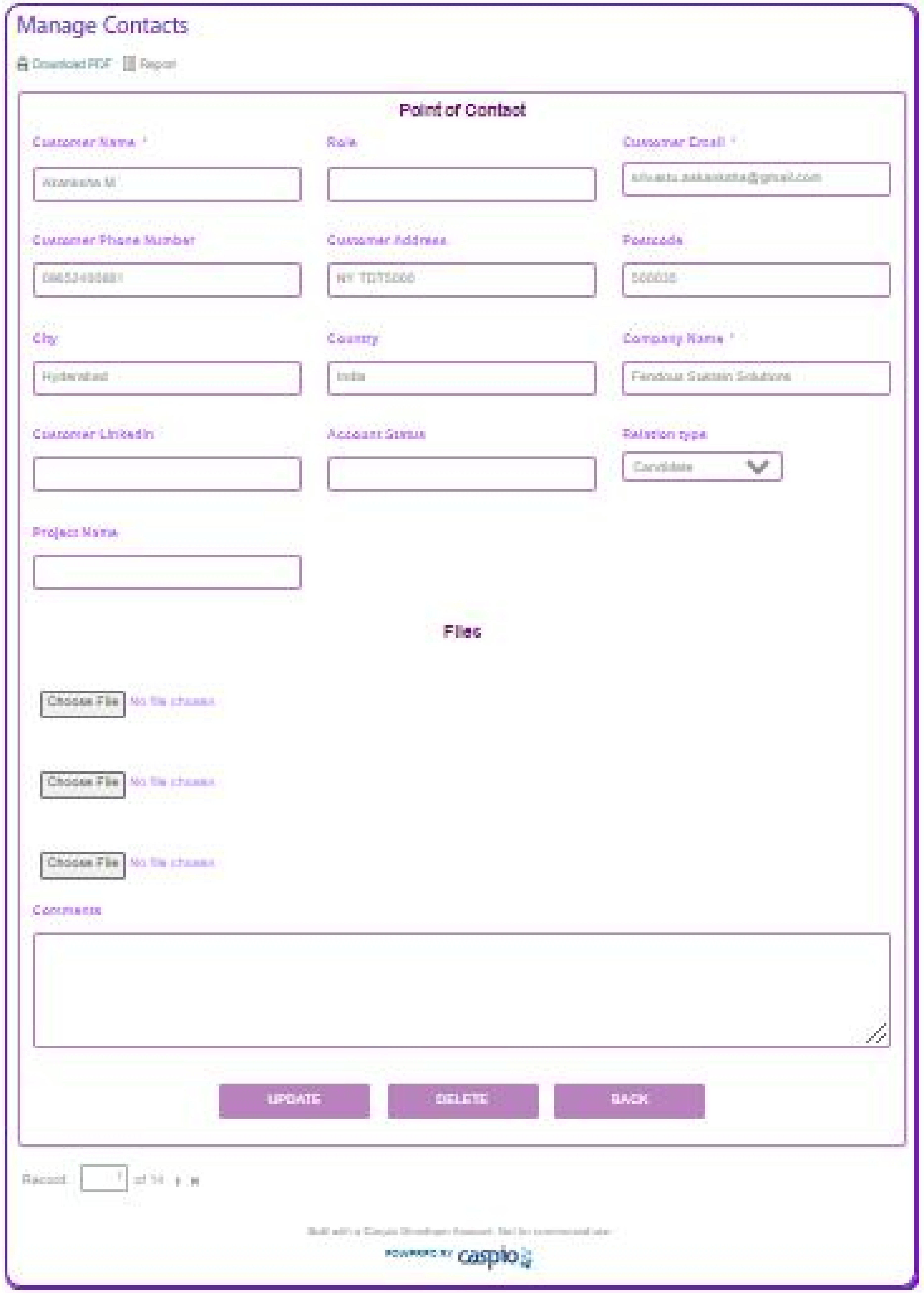




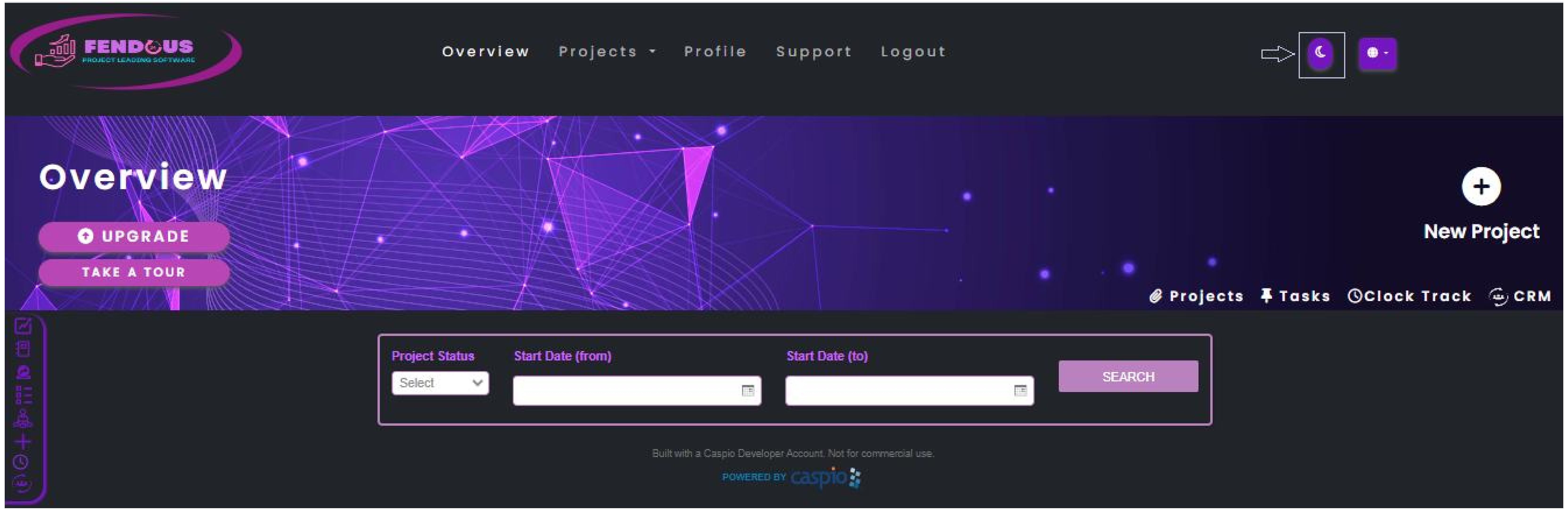
Manage Contacts

1. Go to Manage Contacts from CRM dropdown.
2. Search the contact using any of this filter : Contact Person, company name, Phone Number, Account status.
3. View the records below.
4. Click on details in the right corner of the record row.
5. Edit if any entry needs to be changed.
6. Click on download PDF to download company details.
7. Click on Update button to save the changes.
8. Click on delete button to delete the entry.

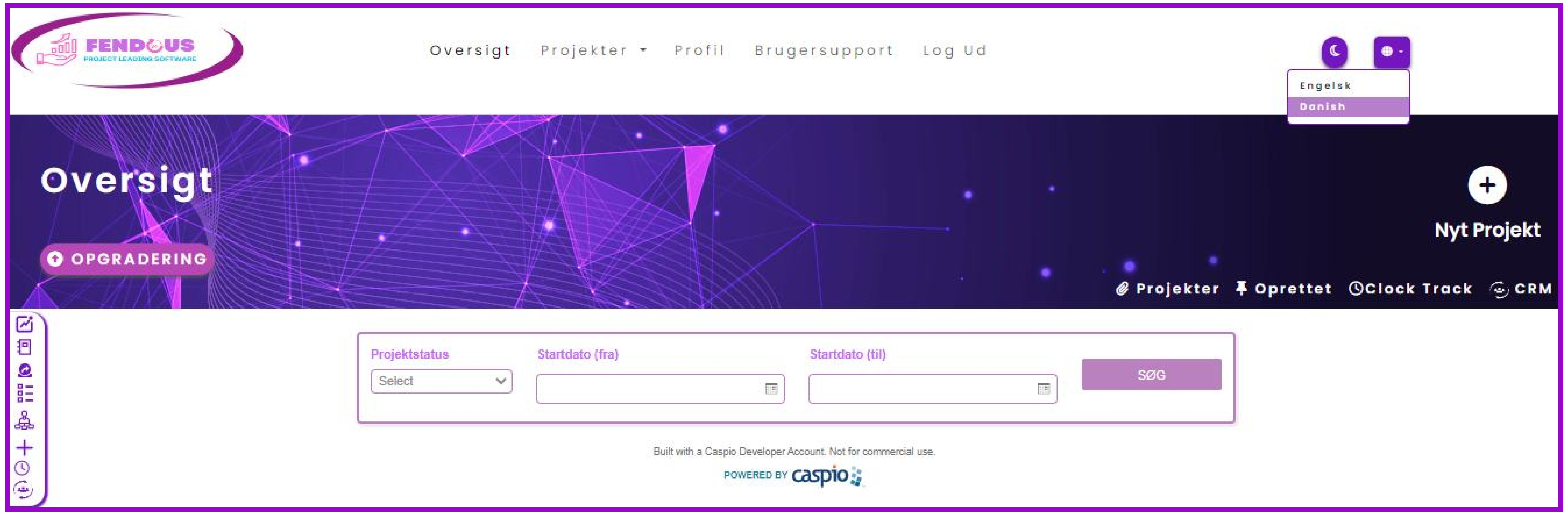




Light and Dark Version Interface
For better eye comfort, we offer both light and dark mode options for the interface.

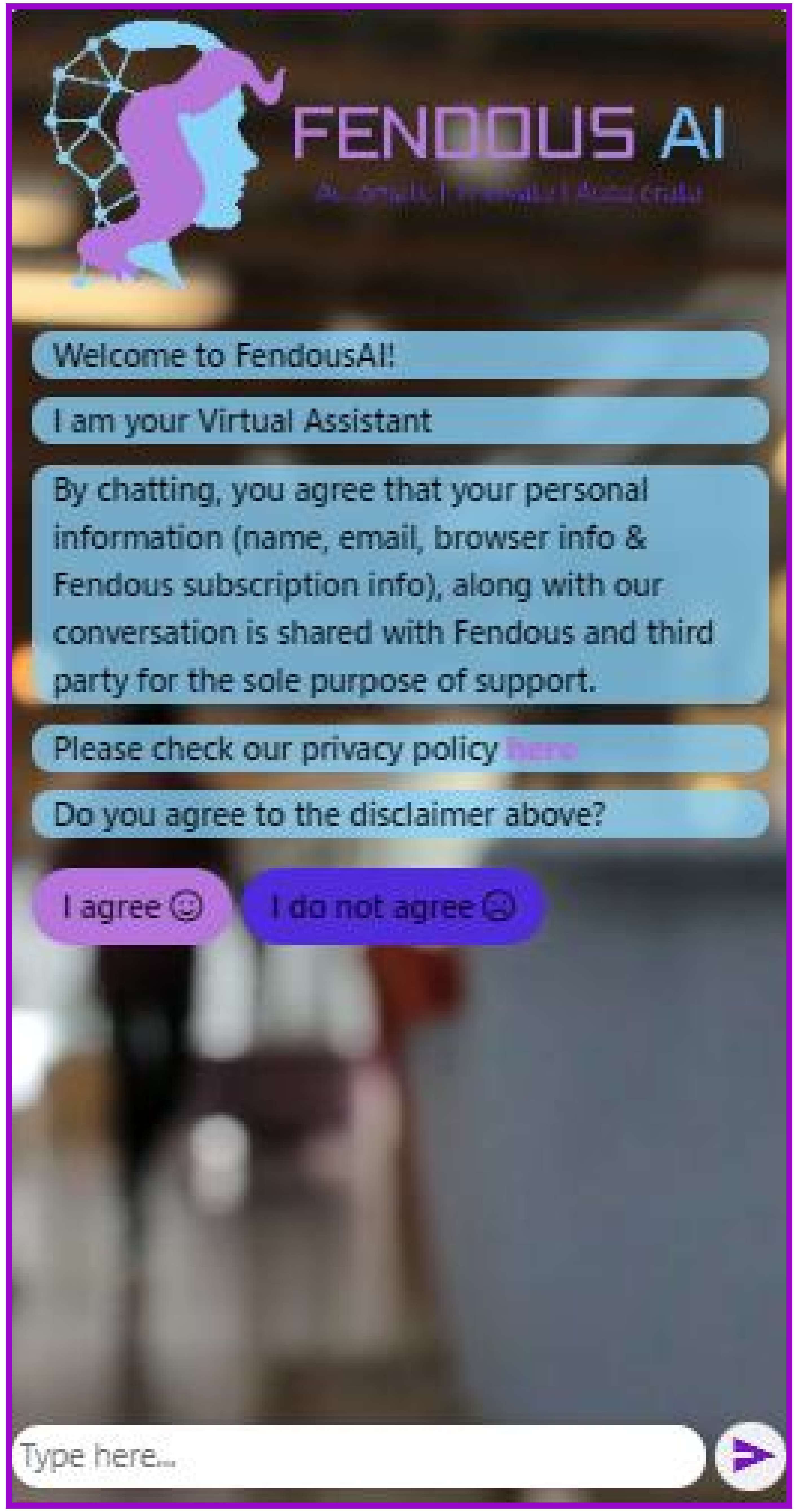


English and Danish Version Interface
Fendous PLS offers both English and Danish interfaces for improved accessibility.



FENDOUS AI

- **Welcome Message**: The assistant greets the user with "Welcome to FendousAI!" and identifies itself as the "Virtual Assistant."
- **Privacy and Disclaimer Notice:** There is a notification informing the user that by using the chat, they agree to the collection of personal information (name, email, browser info, and Fendous subscription info). It also mentions that the conversation may be shared with Fendous and a third party for support purposes. A link to the privacy policy is provided.
- **Agreement Prompt:** The user is asked if they agree to the disclaimer with two buttons: "I agree 😊" and "I do not agree 😒."
- **Input Field:** At the bottom, there is a text input field where users can type their messages or queries to interact with the virtual assistant.



User Interaction:

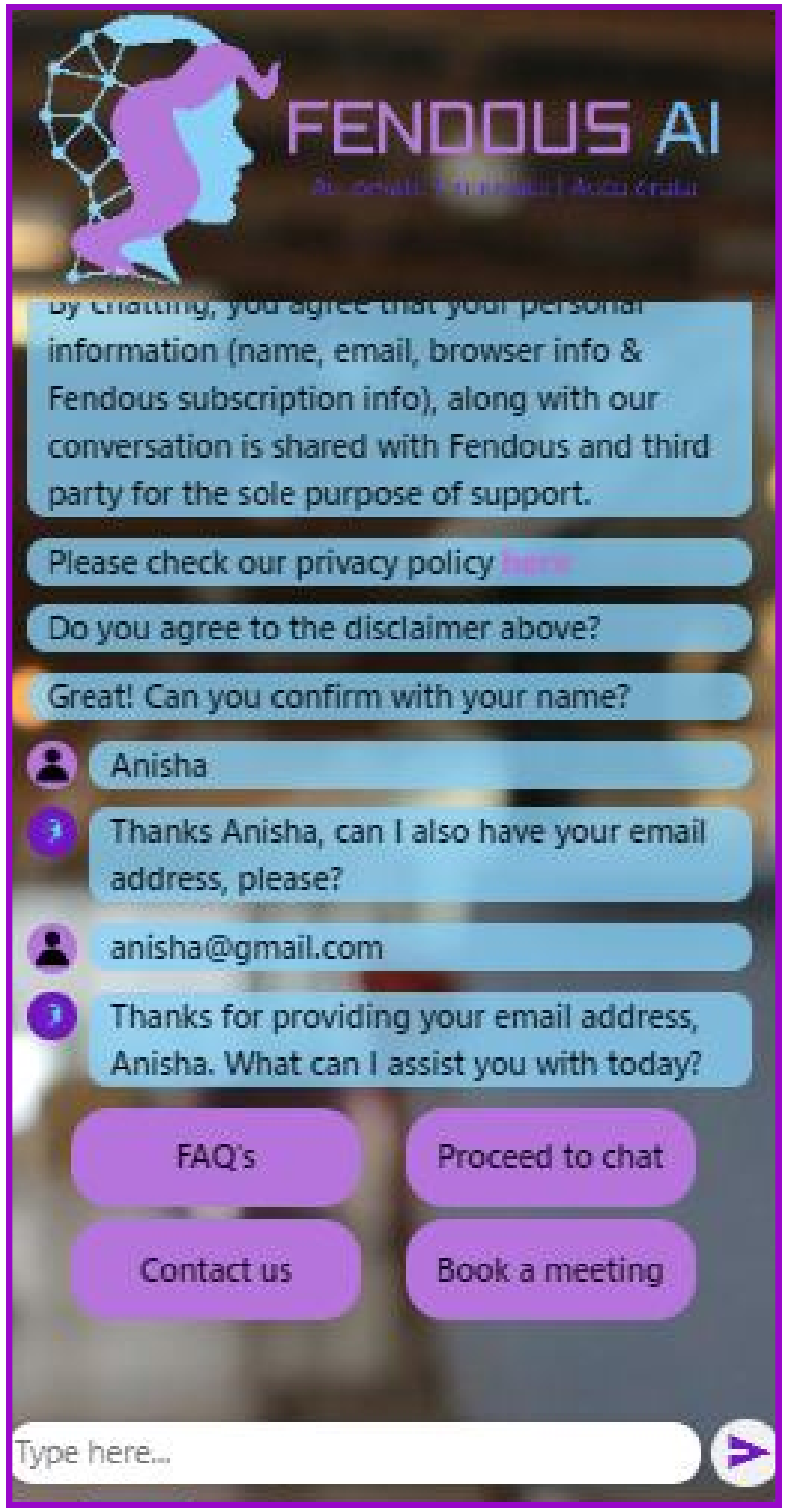
- The assistant asked the user to confirm their name.
- User responded by typing "Anisha."
- The assistant then requested Anisha’s email address.
- Anisha provided the email address: "anisha@gmail.com."
- The assistant thanked Anisha for providing the email and asked what assistance was needed.

Action Buttons:

Below the conversation, four buttons are visible, offering different options for further interaction:

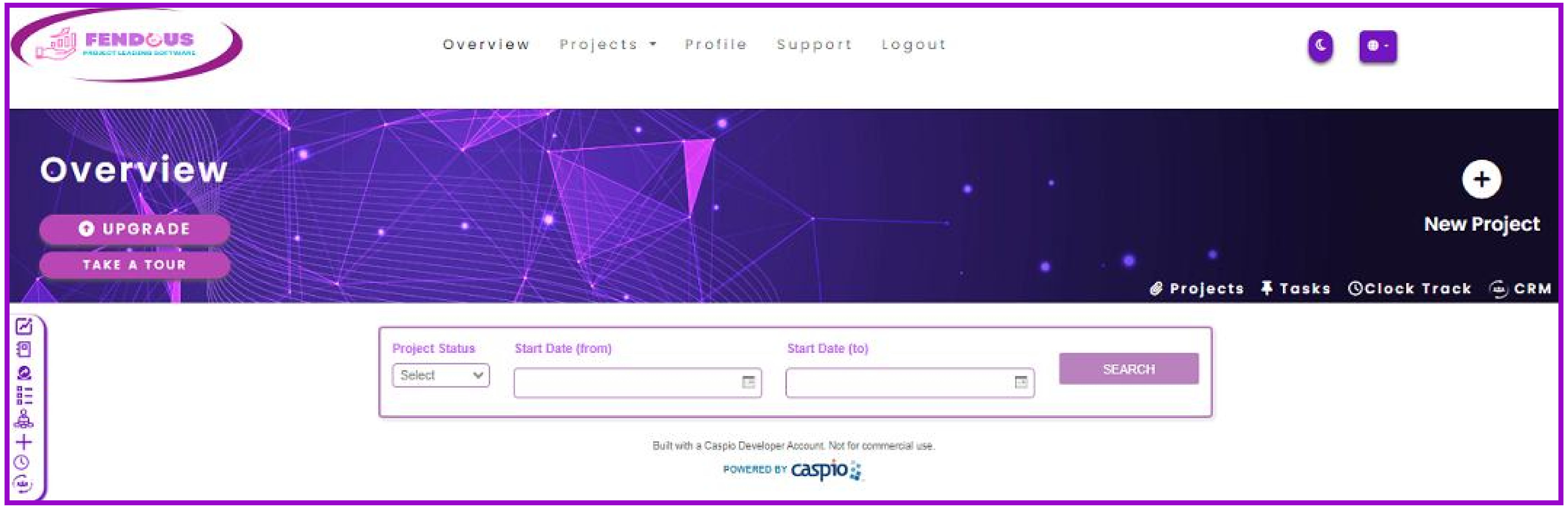
- FAQ’s: Likely to navigate to a page with frequently asked questions.
- Proceed to chat: To continue chatting with the assistant.
- Contact us: To contact customer support or other relevant departments.
- Book a meeting: To schedule a meeting, probably with a representative or support staff.
- Input Field: The text input field at the bottom remains for further user interaction.

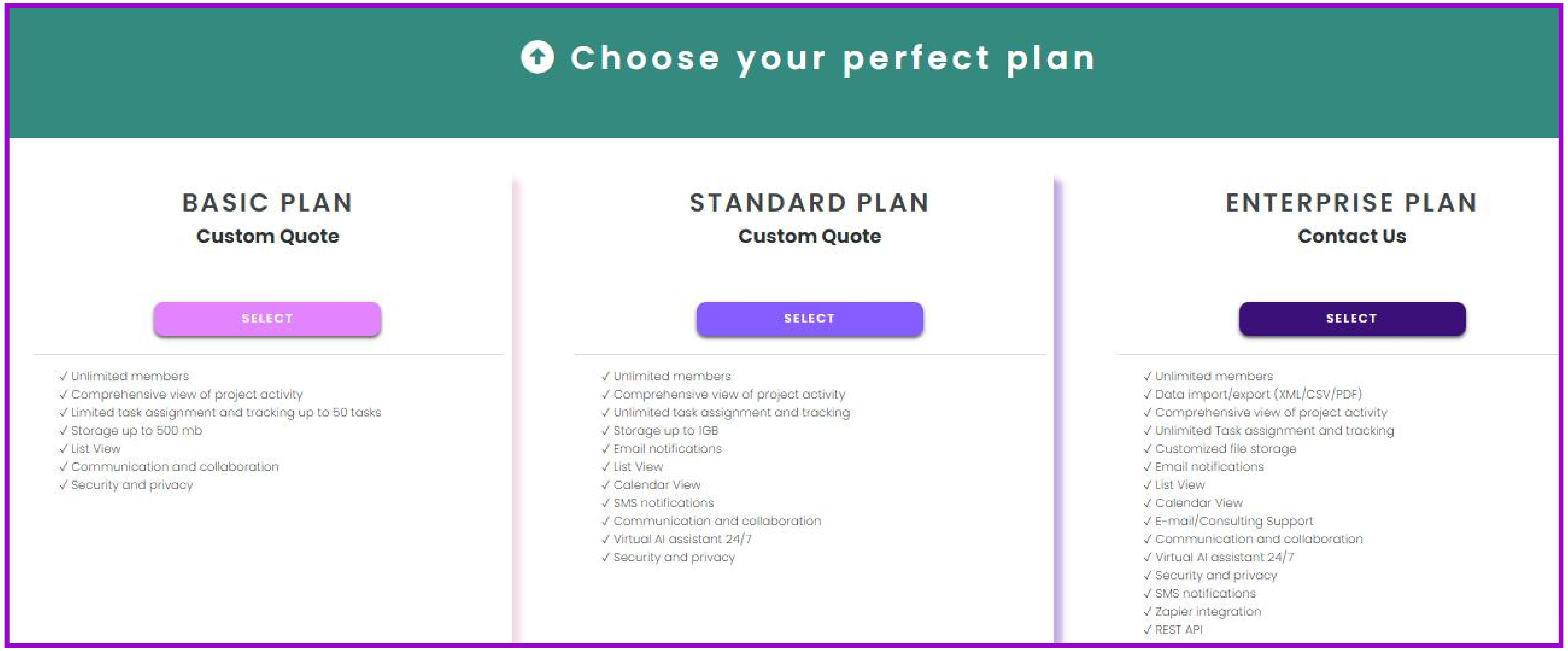
The interface is focused on guiding the user through steps to obtain assistance, confirming details like the user's name and email, and then offering several options for further actions. The design remains consistent, with a clear, user-friendly layout.



Upgrade your plan

- Click "Upgrade" on the dashboard(top left corner) to navigate to the "Choose Your Plan" page.
- We offer three plans: Basic, Standard, and Enterprise. The Basic and Standard plans are available with custom quotes, while the Enterprise plan requires contacting a manager for details.





Take a tour

- Click on TAKE A TOUR at top left corner of dashboard overview page.

- In this tour, you'll learn how to create projects, assign and manage tasks, and oversee the entire project lifecycle efficiently. We will guide you step-by-step through setting up your projects, organizing tasks, and using the tools provided to streamline project management. By the end, you'll have a comprehensive understanding of how to utilize the system to its fullest potential.