



# **Task Management System (TMS)**

## ***Application User Manual***

Document Version 1.0

07 November 2021

## Disclaimer

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This guide has been validated and reviewed for accuracy. The instructions and descriptions it contains are accurate for Task Management System application. However, succeeding versions and guides are subject to change without notice.

## Revision History

Revision No.	Created/Updated By	Release Date	Comments
1.0	A S M Lutful Kabir	09 November 2021	1st Release

## Table of Contents

<b>1</b>	<b>About the Solution .....</b>	<b>6</b>
<b>2</b>	<b>Purpose of this Guide .....</b>	<b>6</b>
<b>3</b>	<b>Typographical Conventions .....</b>	<b>6</b>
<b>4</b>	<b>Application Channel .....</b>	<b>6</b>
<b>5</b>	<b>Login.....</b>	<b>7</b>
5.1	User Login .....	7
5.2	Invalid Email / Password .....	8
5.2.1	Forget Password.....	8
<b>6</b>	<b>Navigation Bar .....</b>	<b>9</b>
<b>7</b>	<b>Dashboard .....</b>	<b>11</b>
7.1	Assign New Task .....	13
7.1.1	Create New Task (Assigner Module) .....	14
7.1.2	Accept New Task (Assignee Module).....	18
<b>8</b>	<b>Task Analytics.....</b>	<b>20</b>
8.1	Overall Task Status .....	20
8.2	Program Wise Details .....	21
8.2.1	Overdue Task Status .....	21
8.2.2	Overall Task Status .....	22
8.2.3	Programme Task Details .....	22
<b>9</b>	<b>User Management.....</b>	<b>23</b>
9.1	All User List .....	23
9.2	Add New User .....	24
9.3	Edit User .....	26
9.4	Bulk Upload.....	27
<b>10</b>	<b>Role Management .....</b>	<b>28</b>
10.1	All Role List .....	28
10.2	Create Role .....	29
10.3	Edit Role .....	30
<b>11</b>	<b>Report .....</b>	<b>31</b>
<b>12</b>	<b>Notification Module .....</b>	<b>32</b>

## List of Figures

Figure 1 Login Page .....	7
Figure 2 Invalid Login .....	8
Figure 3 Reset Password Page .....	8
Figure 4 Navigation bar .....	9
Figure 5 User Dashboard .....	11
Figure 6 Assign a New Task .....	13
Figure 7 New Task Create .....	16
Figure 8 New Task Details Page .....	16
Figure 9 All Task List (Assignee Module) .....	18
Figure 10 Update Task Status .....	18
Figure 12 Request Menu .....	19
Figure 13 Overall Task Status Panel .....	20
Figure 14 Individual Task Details .....	20
Figure 15 Program Wise Details .....	21
Figure 16 Overdue Task Statistics .....	21
Figure 17 Statistics of Overall Task .....	22
Figure 18 Programme Task Details .....	22
Figure 19 All User list (1) .....	23
Figure 20 All User List (2) .....	23
Figure 21 Create New User Page .....	24
Figure 22 Edit User Page .....	26
Figure 23 Bulk Upload Page .....	27
Figure 24 Role Management Page .....	28
Figure 25 Add New Role Page .....	29
Figure 26 Edit Role Page .....	30
Figure 27 Report generate page .....	31
Figure 28 Notification Module page .....	32

## List of Tables

Table 1 User Login Page Details .....	7
Table 2 Navigation bar details .....	10
Table 3 User Dashboard Page Details.....	12
Table 4 Create New Task Form details .....	15
Table 5 New Task Page Details .....	17
Table 6 AI Task List Page Details .....	19
Table 7 All User list Page details .....	24
Table 8 Create New User Page Details .....	25
Table 9 Edit User Page Details .....	26
Table 10 Bulk Upload Page Details .....	27
Table 11 Role Management Page Details .....	28
Table 12 Add New Role Page details .....	29
Table 13 Edit Role Page details .....	30
Table 14 Report generate page details .....	31
Table 15 Notification Page details .....	33

## 1 About the Solution

Task Management System can improve the employee productivity and monitor the progress of any assigned project, task for the individual and team. Task Management System will enable to properly track and manage the task s)/project(s) in an efficient manner.

The proposed solution will be wrapped with some essential's features and functionalities through automation and monitoring.

This guide will enable you to use every option of the TMS solution application and provides detailed procedures. Based on the user's role, all the user will not get similar features and functions that are available in the system.

## 2 Purpose of this Guide

This document describes the functional and system level features of TMS application. This document contains overview of the application.

*User:* The primary user for this application who are categorized as:

- Users/Assignees
- Supervisors/Team Leads
- System Admin

## 3 Typographical Conventions

Type Face	Meaning
<b>Bold</b>	Used to indicate buttons on the screen.
<i>Italic</i>	Used as special instructions/actions/notes and reference to other sections.

## 4 Application Channel

The application will be used by intended user on their PC / Laptop/ Mobile Phone via web browser.

## 5 Login

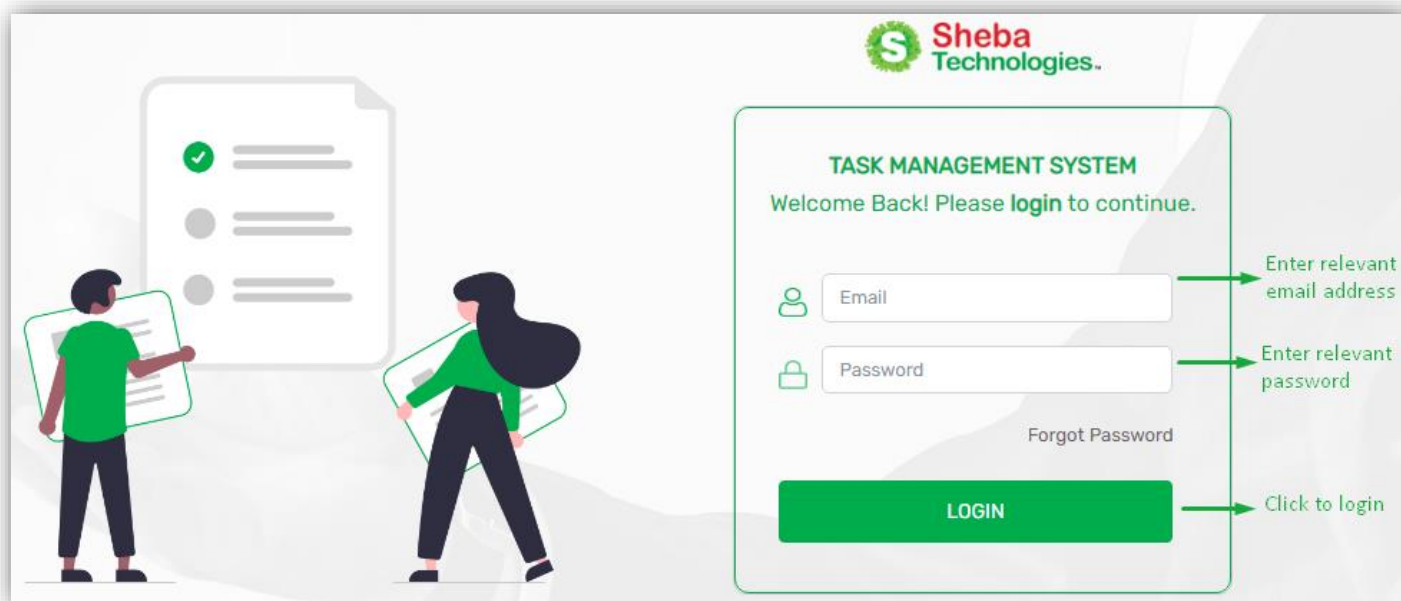


Figure 1 Login Page

❖ This is the Login Page for the user.

### 5.1 User Login

- ▲ For a general user admin have to create a user profile of that respective user in the system .Then the login panel will allow the user to access the application via their designated PIN & password.

Table 1 User Login Page Details

Field Name / Button	Description
<b>Email</b>	Enter relevant email address, in the Email field.
<b>Password</b>	Enter relevant password in the Password field
<b>LOGIN</b>	Click to login

## 5.2 Invalid Email / Password

- ▲ If the user enters invalid email or password then the system will show unauthorized access to the user.

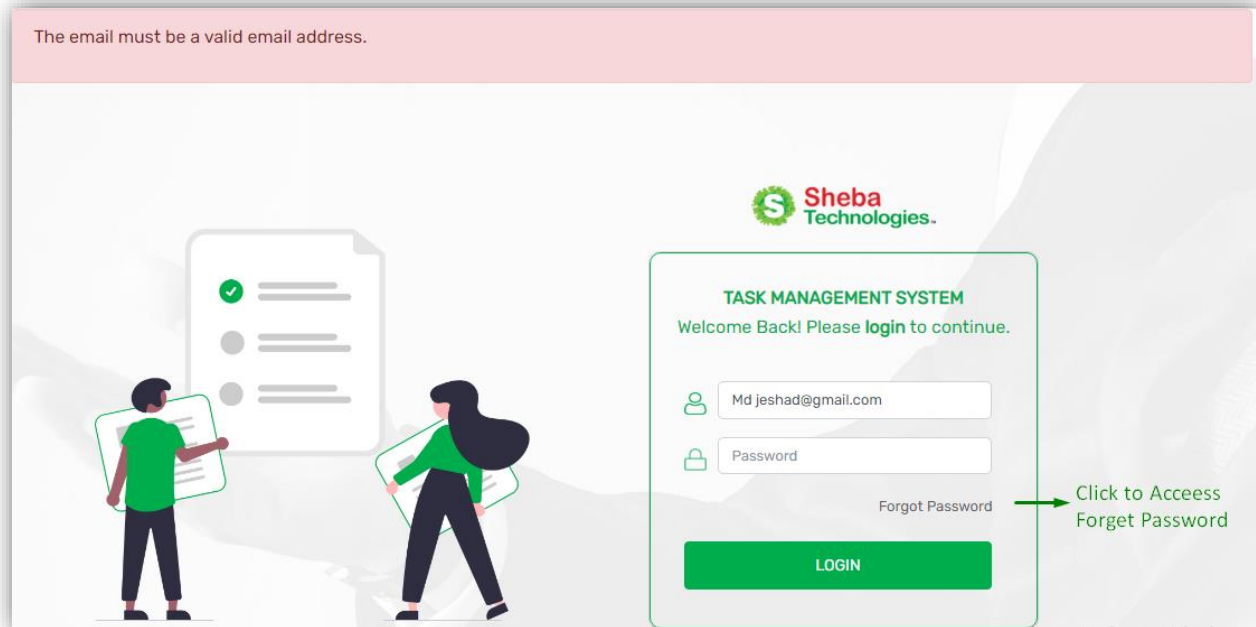


Figure 2 Invalid Login

### 5.2.1 Forget Password

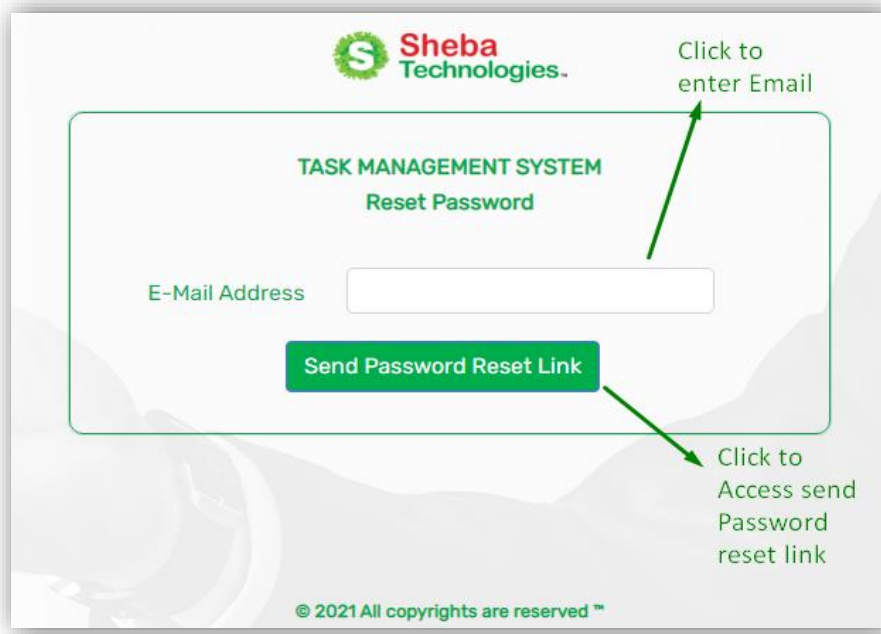


Figure 3 Reset Password Page

- ▲ Clicking on Forget password button will redirect to reset password page.
- ▲ Here user have to enter relevant user Email Address of the user.
- ▲ By clicking on Send Password Reset link button, user will get a password reset link in their given email address



## 6 Navigation Bar

- ❖ From the Navigation Function Users will be able to access Dashboard, Task, Team Management, User Management, Role Management, New Task, New Team and Time & Date Features.
- ❖ Permission of the Navigation is limited depending on the access control of the User.

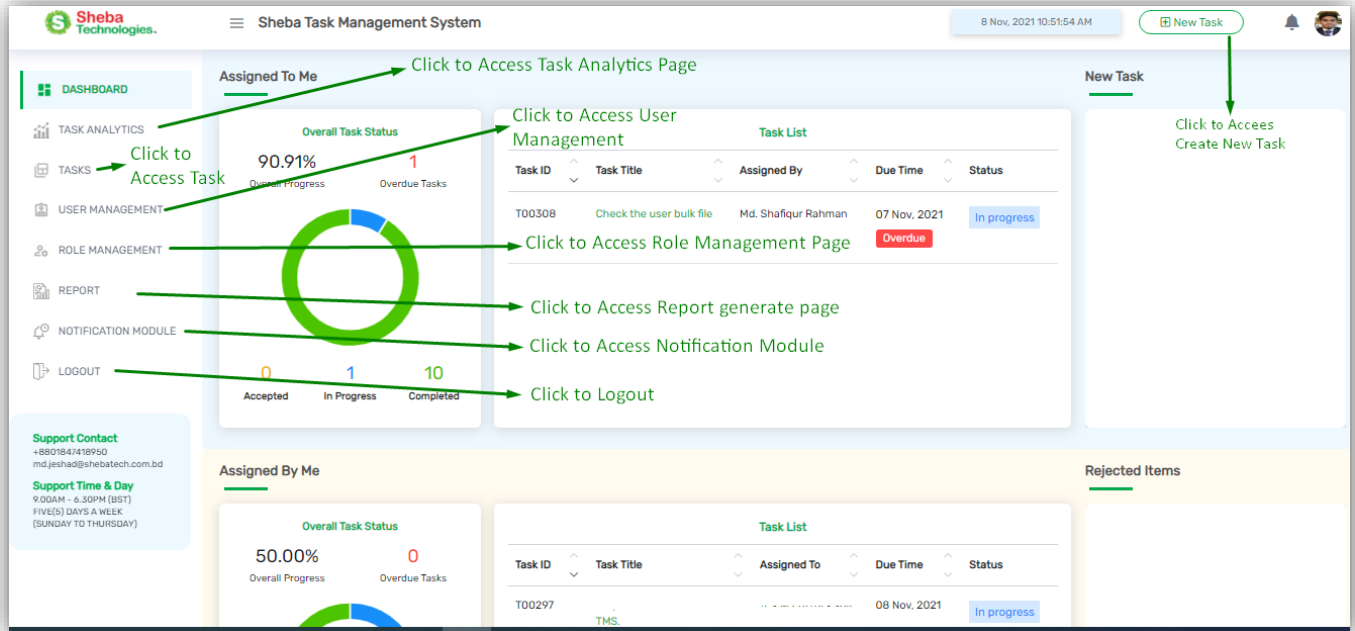


Figure 4 Navigation bar

*Table 2 Navigation bar details*

Field Name/Button	Description
<b>Dashboard</b>	Clicking the button will redirect user to Dashboard Page
<b>Task Analytics</b>	Clicking the button will redirect user to Overall Task Status Page
<b>Task</b>	Clicking the button will redirect user to All Task List Page
<b>User Management</b>	Clicking the button will redirect user to All User List Page
<b>Role Management</b>	Clicking the button will redirect user to All Role List Page
<b>Logout</b>	Prompt the user to logout and redirect user to Login Page
<b>Report</b>	Clicking on the user will be redirect to Report generate Page
<b>Notification Module</b>	Clicking the button will redirect user to All Event List Page

## 7 Dashboard

The Dashboard is divided into two section, which are as follows:

### ❖ Assigned To Me

1. Overall Task Status: View the status of the task that are assigned to the user.
2. Task List: View the task information which are assigned to the user.
3. New Task: New task that are requested to the user.

### ❖ Assigned By Me

1. Overall Task Status: View the **overall** status of the task that are assigned by the user.
2. Task List: View the task information which are assigned by the user.
3. Rejected Items: Displays assigned task which are rejected **and requested** by **assignee** users.

Please bold the important parts rather than Highlight

### ❖ New Task View Card

### ❖ Rejected Items View Card

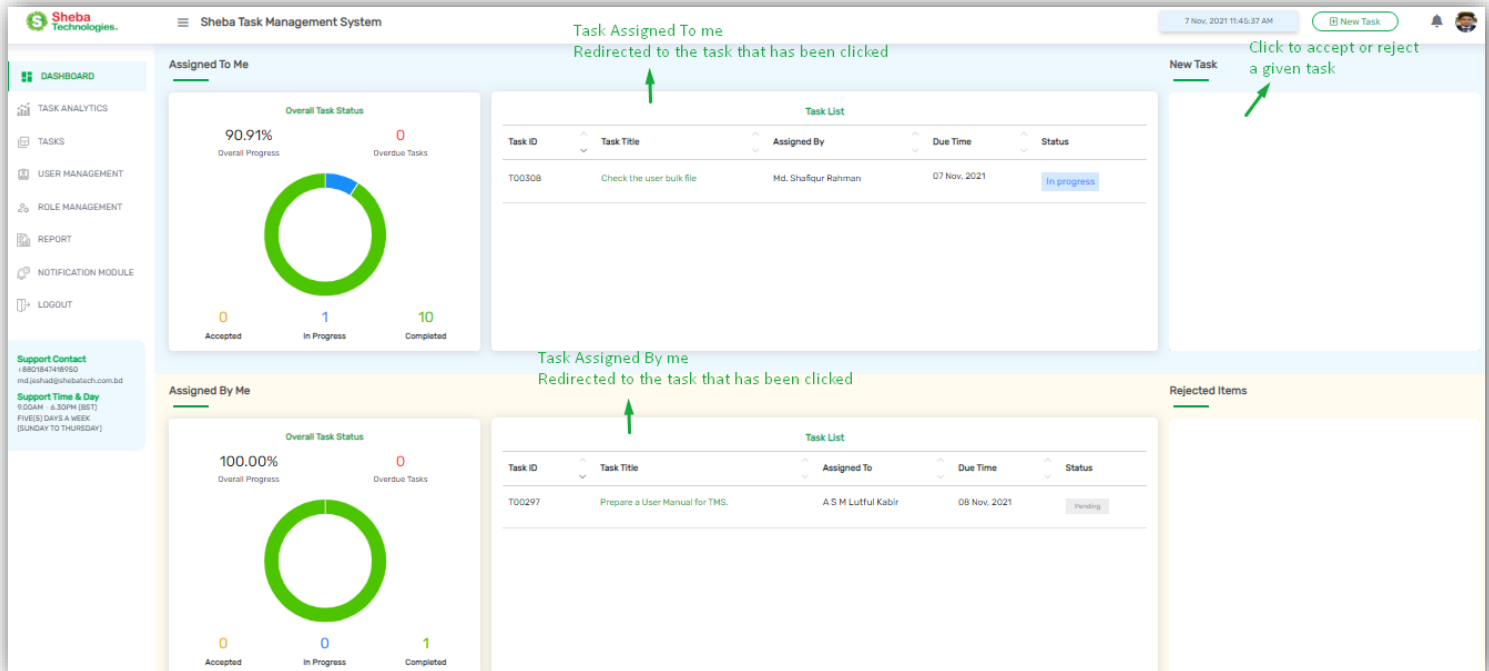


Figure 5 User Dashboard

Table 3 User Dashboard Page Details

Column/Field Name/Button	Description
<b>Task Assigned To Me</b>	User can click the task that are assigned to the user, to view the task detail
<b>Assigned by</b>	Name of the respective user who assigned the task
<b>Task Assigned By Me</b>	User can click the task that are assigned by the user, to view the task detail
<b>Assigned To</b>	Name of the respective user who will assigned for the task
<b>Task ID</b>	Relevant Id of Task
<b>Task Title</b>	Title of the Task
<b>Due Time</b>	Due date / time of the task
<b>Status</b>	Status of the relevant task
<b>New Task (View Card)</b>	User can click the task in the new task, to accept or reject the task
<b>Rejected Items (View Card)</b>	User can click the task from the rejected items, to reassign rejected task to other user or accept requests

## 7.1 Assign New Task

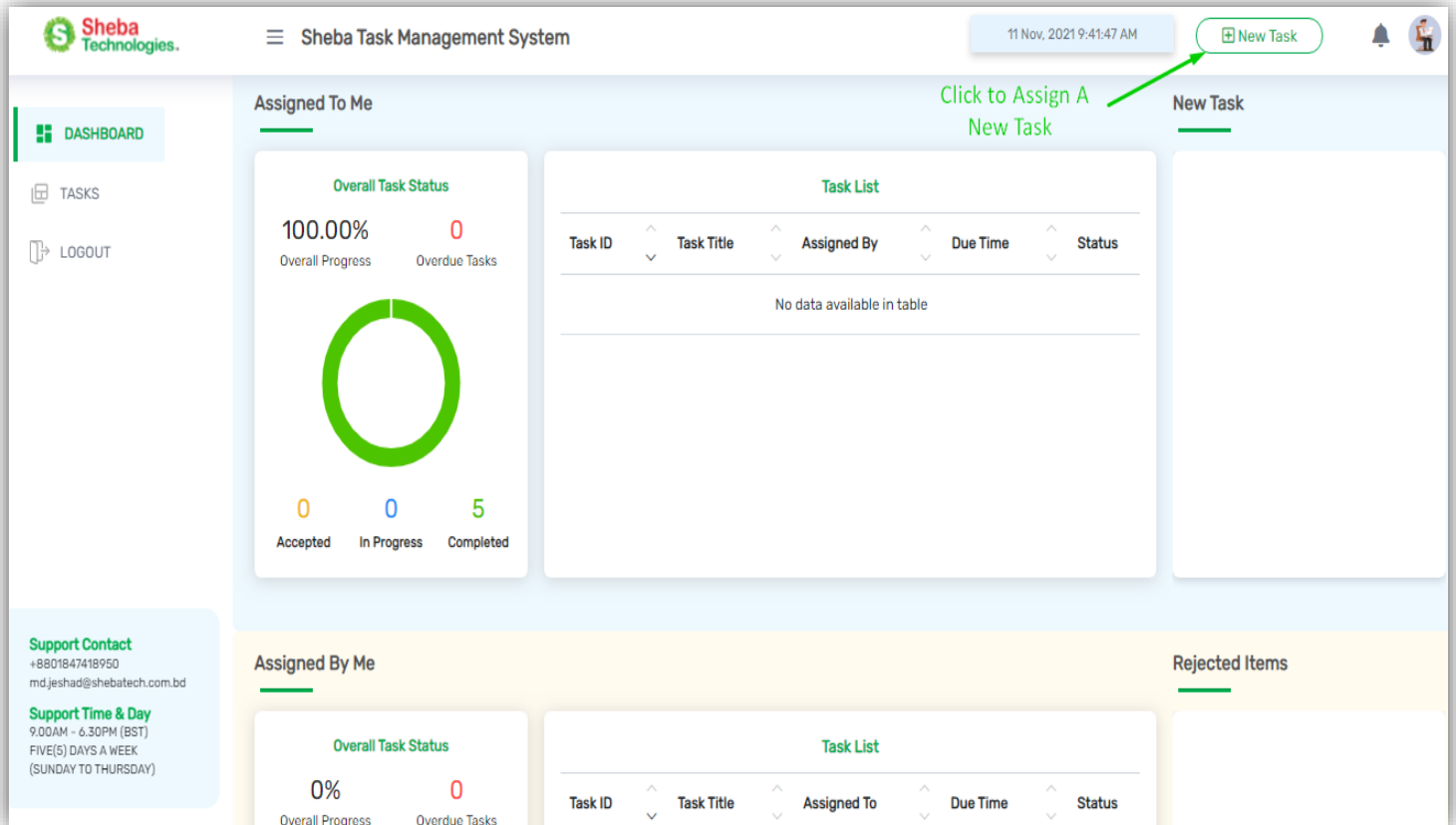
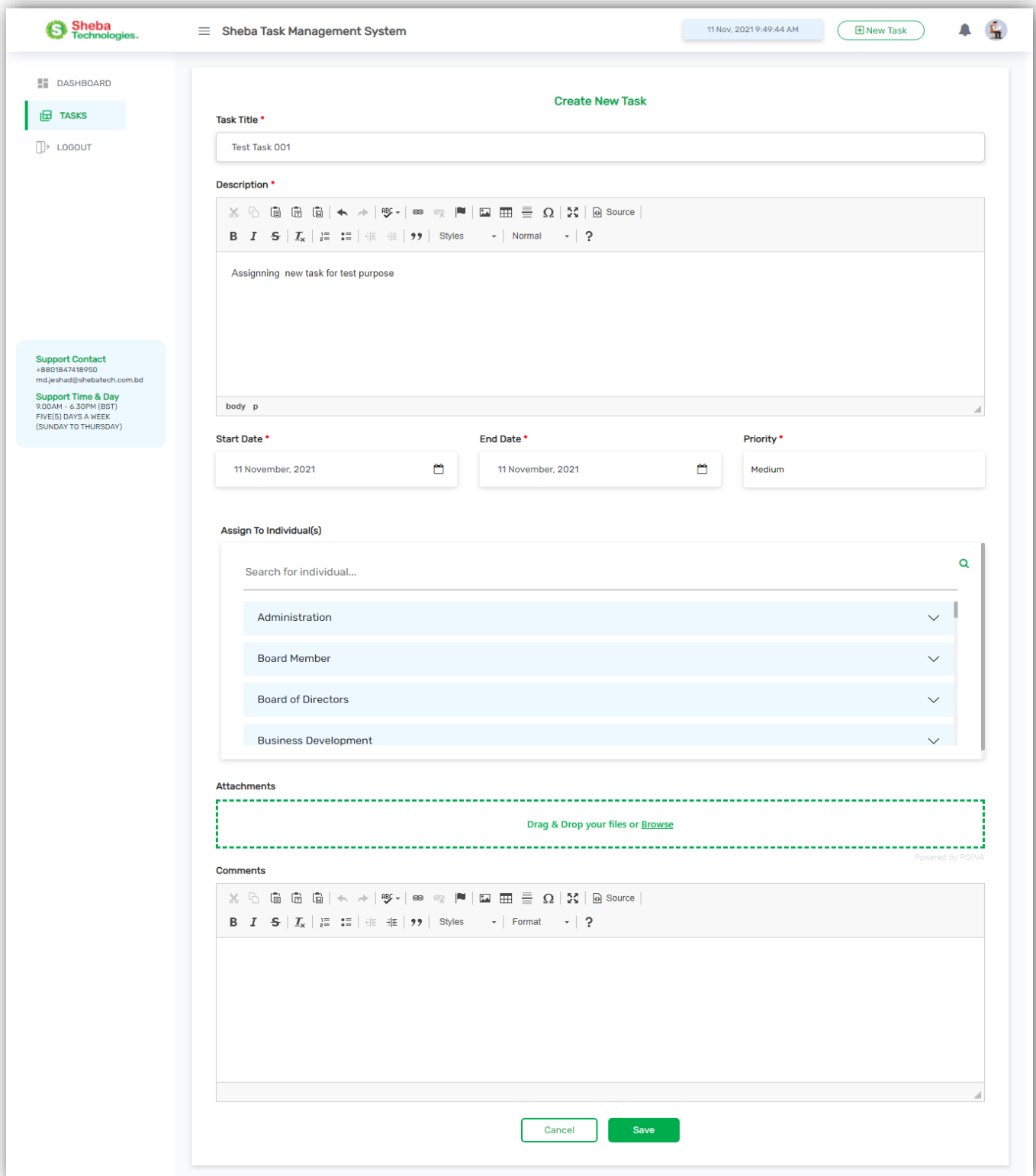


Figure 6 Assign a New Task

- Clicking on the New Task button user will redirect to Create New Task page.
- Here user will find a form for assigning a task to a designated person

## 7.1.1 Create New Task (Assigner Module)



**Sheba Technologies** Sheba Task Management System 11 Nov, 2021 9:49:44 AM [New Task](#)

**Task Title \***  
Test Task 001

**Description \***  
Assigning new task for test purpose

**Start Date \*** 11 November, 2021 **End Date \*** 11 November, 2021 **Priority \*** Medium

**Assign To Individual(s)**  
Search for individual...  
Administration  
Board Member  
Board of Directors  
Business Development

**Attachments**  
Drag & Drop your files or [Browse](#)

**Comments**  
Powered by PQ/NA

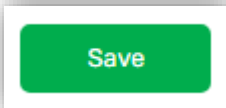

[Cancel](#) [Save](#)

Figure 7 Create New Task Form

- ▲ Here user will find few fields, buttons Description box.
- ▲ Clicking on Save button will assign a new task.
- ▲ Clicking on Cancel button will close the form

Add a Task Title for create a task and add relevant Description about the task then select Individual or Multiple Assignee as per the need. User can add Attachment and Comments if required.

Table 4 Create New Task Form details

Field Name/Button	Description
<b>Task Title</b>	Title of the relevant task.
<b>Description box</b>	Enter description for the relevant.
<b>Assign To Individual</b>	Here search with the keywords and put check mark on the check box, and assign the task to a relevant assignee.
<b>Start Date</b>	Select relevant start date for the task.
<b>End date</b>	Select relevant end date for the task
<b>Priority</b>	Select priority level (High / Medium / Low) from the dropdown menu
<b>Attachments</b>	By clicking on Attachments button user will be able to attach relevant file and documents for the task.
<b>Comments</b>	Enter relevant comments for the task
	By clicking on the button user will be able to assign a new task
	By clicking on the button user will be able to close the Create New Task form

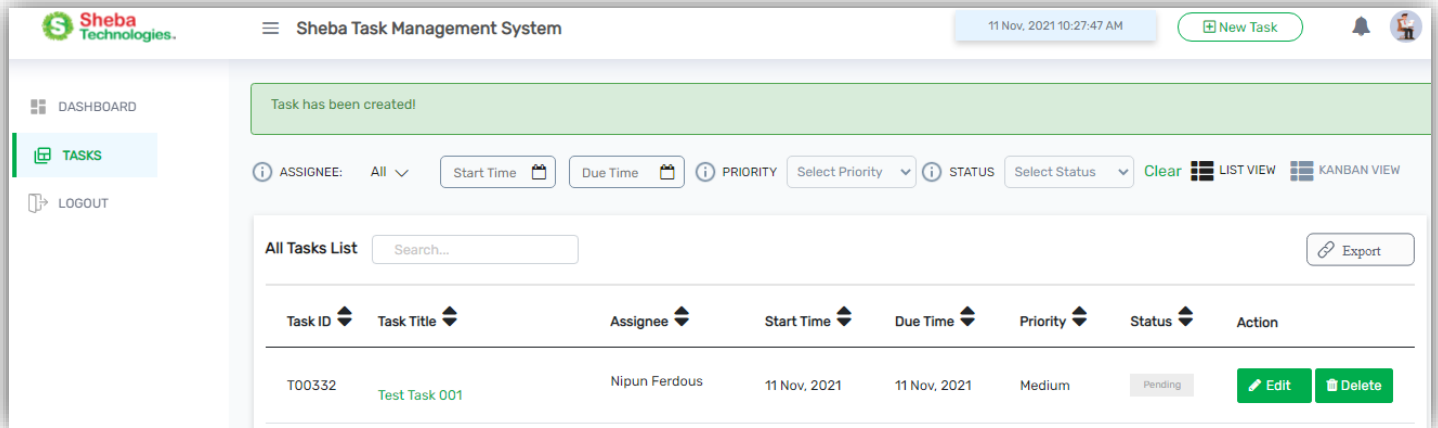


Figure 8 New Task Create

- After assigning a task user will see a confirmation message (Task has been created) on the top of All Task List page
- Assignee will get a notification in the web application and also at their relevant email.
- Here user can Edit or Delete a assigned task from the Action column
- Clicking on the relevant task from the All task list table, user will redirect to the Task Details page

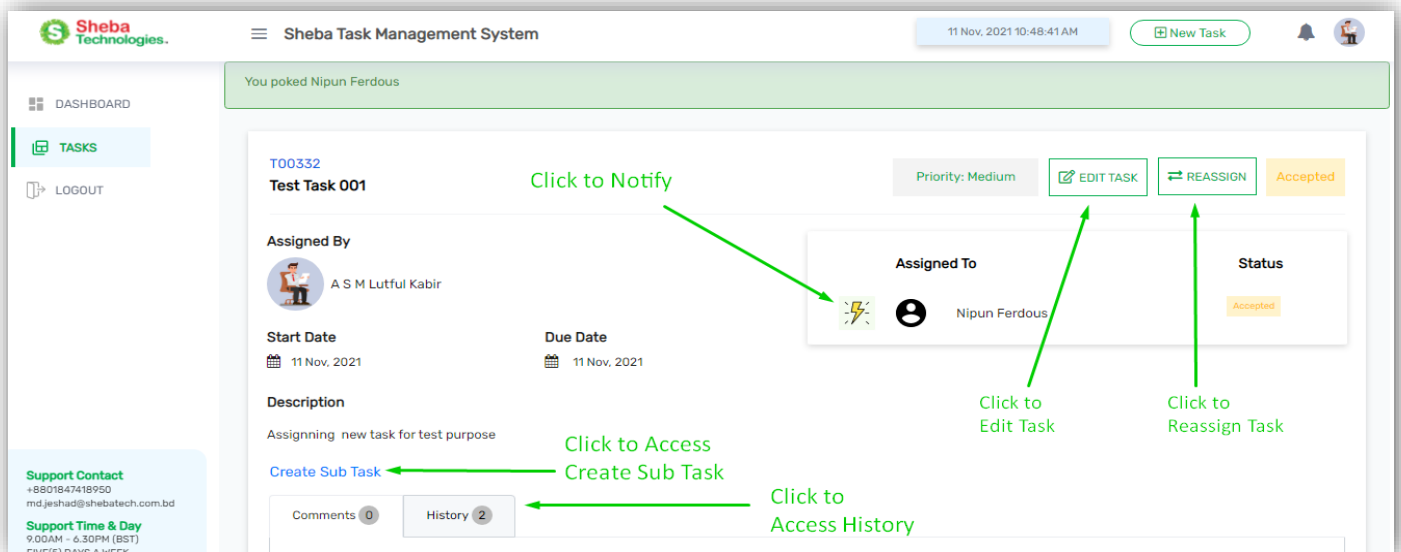



Figure 9 New Task Details Page

- Here user can perform this following actions
  - Edit task,
  - Reassign task
  - Notify the assignee (Nudge button)
  - Acceptance status
  - Create Sub Task of that task
  - Comments / History about the task



Table 5 New Task Page Details

Field Name/Button	Description
Assigned By	Name of the person who assigned the task.
Assigned To	Designated person for the task
Status	Acceptance status of the task.
Edit Task	Edit the relevant task.
Reassign	Reassign to task to another person.
Description	Description about the relevant task.
Create Sub Task	Clicking on this user will be able to create sub task.
History	Click to access history.
Comments	Here user can add comments in the task.
Priority level	Priority level of the relevant task
Nudge Button 	Clicking on the button notify the designated person for the task.

## 7.1.2 Accept New Task (Assignee Module)

- User can see the assigned task from the Task menu, as well as from the dashboard.

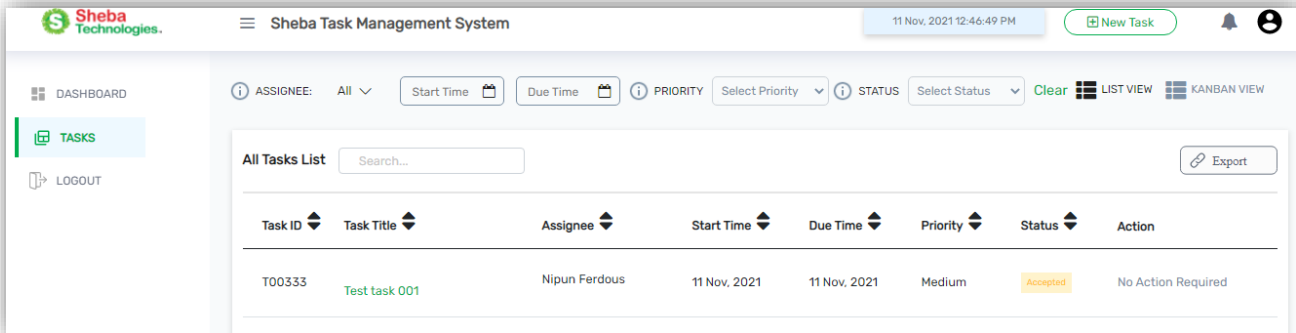


Figure 10 All Task List (Assignee Module)

- Clicking on Accept or Reject button, user will be able to accept or reject a task.
- Clicking on relevant task user will redirect to details page of that task.

### 7.1.2.1 Update Task Status

- In this page user will find all the details about the Task.

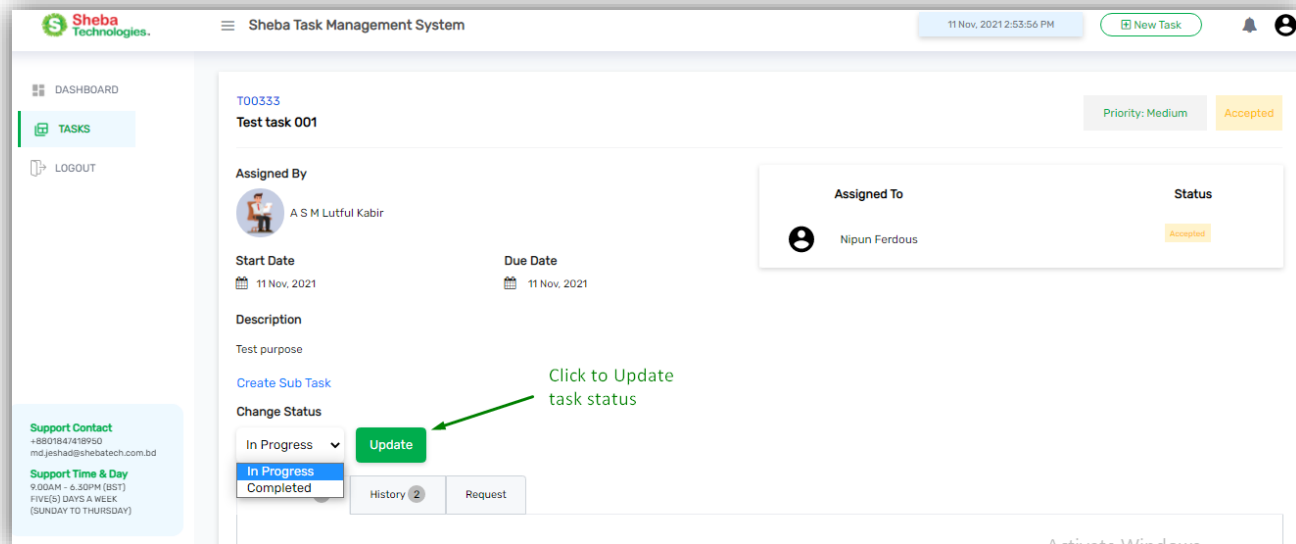


Figure 11 Update Task Status

- From Change Status drop down user can change the task status, then user have to click update button to update status of the task.
- User can add comments about a task, check history about the task.

### 7.1.2.2 Request In Task & Reject Task.

- ▲ Clicking on request button user will be able to be redirected to Request for menu
- ▲ Here user can request for leave, time extension etc. [Describe reject functionalities.](#)
- ▲ Clicking on Save button user will be able to submit the request
- ▲ Clicking on Close button user will be able to close the form

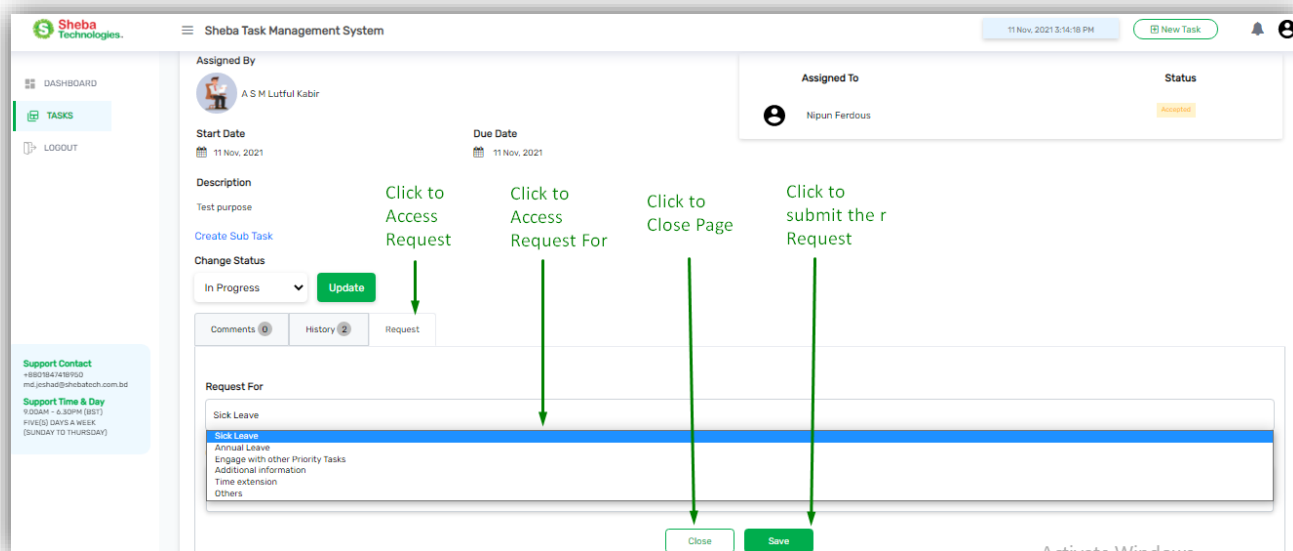
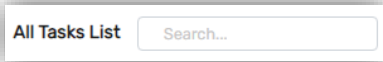


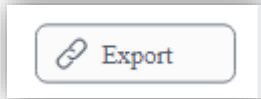


Figure 12 Request Menu

Table 6 All Task List Page Details

Field Name/Icon/Button	Description
	Enables admin to search for any keyword;
	User can go back and forth of pages by clicking Next/Previous buttons.
	User can decide to view the number of entries of total skills from this drop down list at the bottom left corner of this page.
	Click to generate report.

## 8 Task Analytics

Clicking on Task Analytics button user will redirected to Task analytics page  
Here user will find following sections:

- ❖ Over All Task Status.
- ❖ Direct Supervisee Status.
- ❖ Program Wise Details
  - Overdue Task Status
  - Overall Task Status
  - Programme Task Details
  - Individual Task Details

### 8.1 Overall Task Status

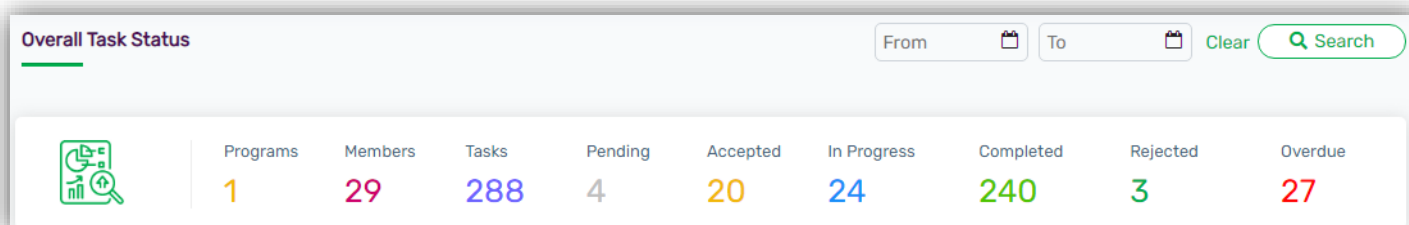


Figure 13 Overall Task Status Panel

- ❖ Here user will find all statistics related to the task that are assigned accepted, In Progress, completed rejected, overdue.

Direct Supervisee Status

PRIORITY Select Priority

Individual Task Details Search...

Export

SL No.	Full Name	Programme	Total Task	Accepted	In Progress	Completed	Overdue
1	Shuvashish Roy	Team1	0	0	0	0	0
2	Md. Anwar Hossain	Team1	0	0	0	0	0
3	Nipun Ferdous	Business Operations	19	1	3	15	2
4	Md. Jeshad	Business Operations	11	0	1	10	0
5	Nafisa Haque	Business Operations	12	1	0	10	2

Showing from 1 to 5 of 12

1 2 3

Figure 14 Individual Task Details

- ❖ Here user will find the designated Supervisee status of that user.
- ❖ Assigned task details of the Supervisee.

## 8.2 Program Wise Details

Add a arrow to the point.



Figure 15 Program Wise Details

▲ Here user will find program wise details of the supervisee.

### 8.2.1 Overdue Task Status

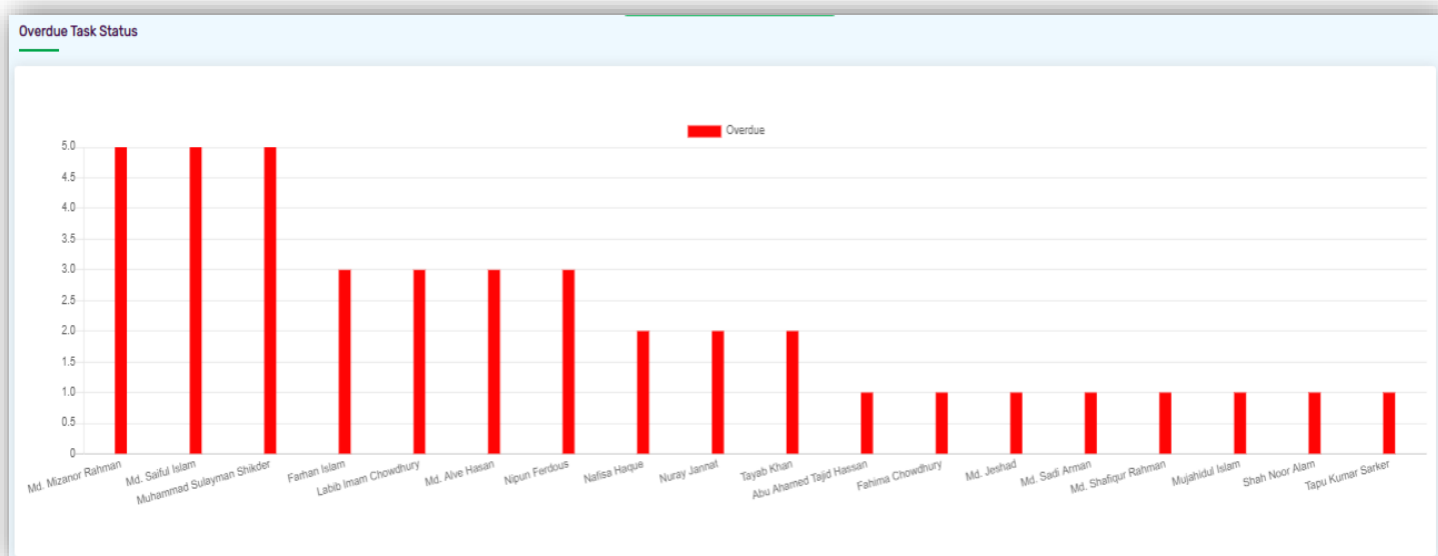


Figure 16 Overdue Task Statistics

▲ Here user will find the name wise statistical chart of Overdue Task Status.

## 8.2.2 Overall Task Status

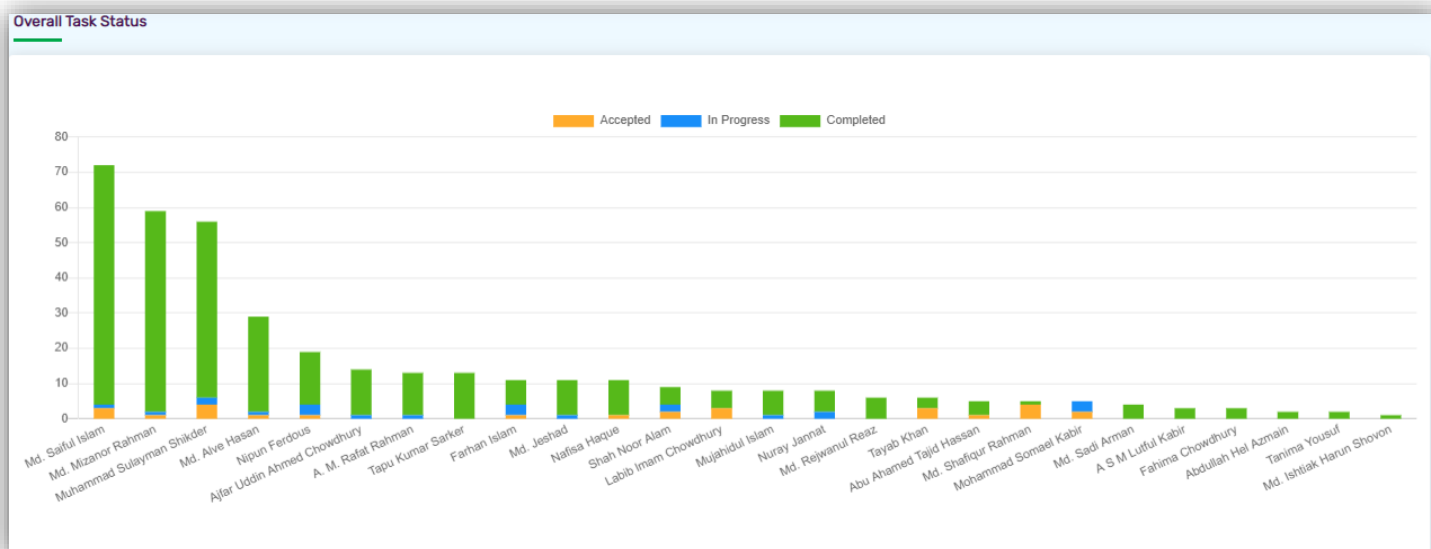



Figure 17 Statistics of Overall Task Give some details.

## 8.2.3 Programme Task Details

Programme Task Details



Members  
**29**

Tasks  
**288**

Pending  
**4**


Accepted  
**20**

In Progress  
**24**

Completed  
**240**

Rejected  
**3**

Overdue  
**27**

 +25

Individual Task Details  [Export](#)

SL No.	Full Name	Programme	Total Task	Accepted	In Progress	Completed	Overdue
1	Tayab Khan	IT Infrastructure	6	3	0	3	2
2	Tapu Kumar Sarker	Software Development	14	0	0	13	1
3	Tanima Yousuf	Software Development	2	0	0	2	0
4	Shah Noor Alam	Software Development	9	2	2	5	1
5	Reaz U Ahmed	Business Operations	0	0	0	0	0

Showing from 1 to 5 of 29

Activate Windows  
Go to Settings to activate Windows.

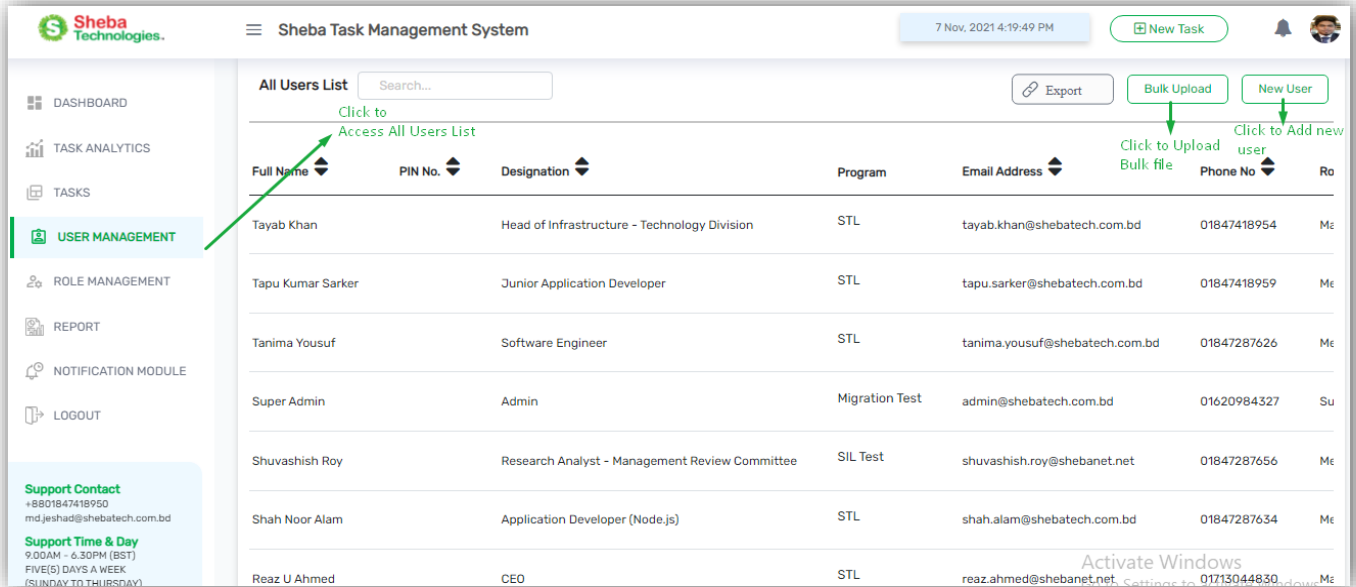
Figure 18 Programme Task Details

- ✦ Here user will find statistical details of Programme Task Details.
- ✦ Relevant Individual Task Details, Search box, Report generate etc.

## 9 User Management

- ❖ Clicking on User management from the navigation bar , admin will be redirected All User List Page

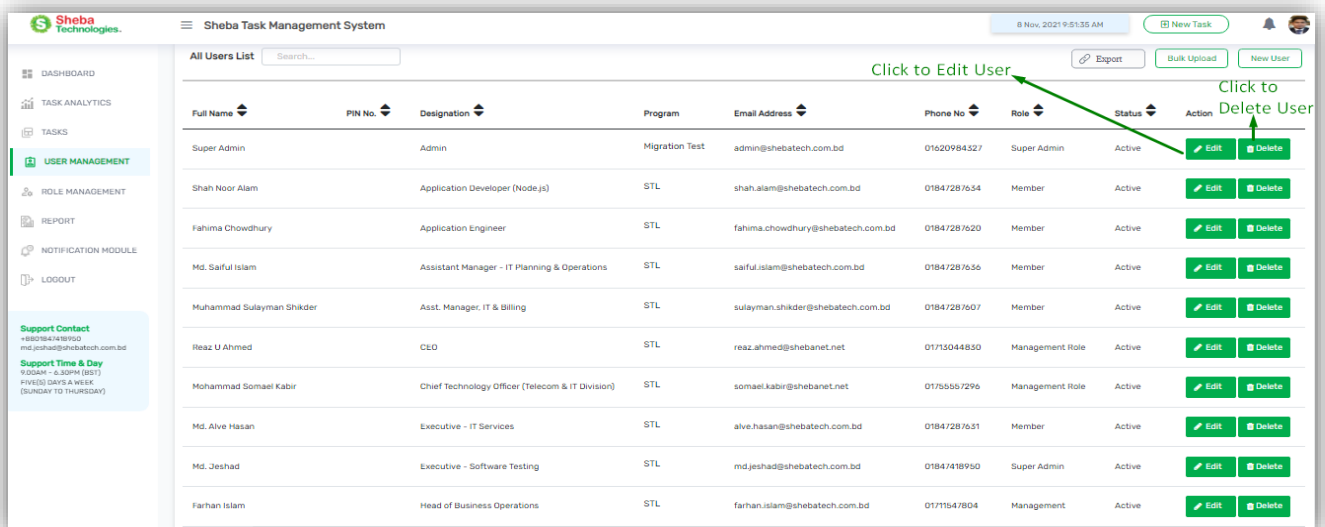
### 9.1 All User List



Full Name	PIN No.	Designation	Program	Email Address	Phone No.	Role
Tayab Khan		Head of Infrastructure - Technology Division	STL	tayab.khan@shebatech.com.bd	01847418954	Me
Tapu Kumar Sarker		Junior Application Developer	STL	tapu.sarker@shebatech.com.bd	01847418959	Me
Tanima Yousuf		Software Engineer	STL	tanima.yousuf@shebatech.com.bd	01847287626	Me
Super Admin		Admin	Migration Test	admin@shebatech.com.bd	01620984327	Su
Shuvashish Roy		Research Analyst - Management Review Committee	SIL Test	shuvashish.roy@shebanet.net	01847287656	Me
Shah Noor Alam		Application Developer (Node.js)	STL	shah.alam@shebatech.com.bd	01847287634	Me
Reaz U Ahmed		CEO	STL	reaz.ahmed@shebanet.net	01713044830	Me

Figure 19 All User list (1)

- ▲ The user management feature will allow the Admin to create and modify user roles for the system.
- ▲ By Clicking on Export (PDF) button, Admin will be able to download all user list details report.
- ▲ By Clicking on Edit button, enables admin to modify the specific user information.
- ▲ By Clicking on New User button, allows admin to create or register new user.
- ▲ By Clicking on Bulk Upload button, enables admin to register user through bulk format.



Full Name	PIN No.	Designation	Program	Email Address	Phone No.	Role	Status	Action
Super Admin		Admin	Migration Test	admin@shebatech.com.bd	01620984327	Super Admin	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Shah Noor Alam		Application Developer (Node.js)	STL	shah.alam@shebatech.com.bd	01847287634	Member	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Fahima Chowdhury		Application Engineer	STL	fahima.chowdhury@shebatech.com.bd	01847287620	Member	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Md. Saiful Islam		Assistant Manager - IT Planning & Operations	STL	saiful.islam@shebatech.com.bd	01847287636	Member	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Muhammad Sulayman Shikder		Asst. Manager, IT & Billing	STL	sulayman.shikder@shebatech.com.bd	01847287607	Member	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Reaz U Ahmed		CEO	STL	reaz.ahmed@shebanet.net	01715044830	Management Role	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Mohammad Somael Kabir		Chief Technology Officer (Telecom & IT Division)	STL	somael.kabir@shebanet.net	01755557296	Management Role	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Md. Alve Hasan		Executive - IT Services	STL	alve.hasan@shebatech.com.bd	01847287631	Member	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Md. Jeshad		Executive - Software Testing	STL	md.jeshad@shebatech.com.bd	01847418950	Super Admin	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Farhan Islam		Head of Business Operations	STL	farhan.islam@shebatech.com.bd	0171547804	Management	Active	<a href="#">Edit</a> <a href="#">Delete</a>

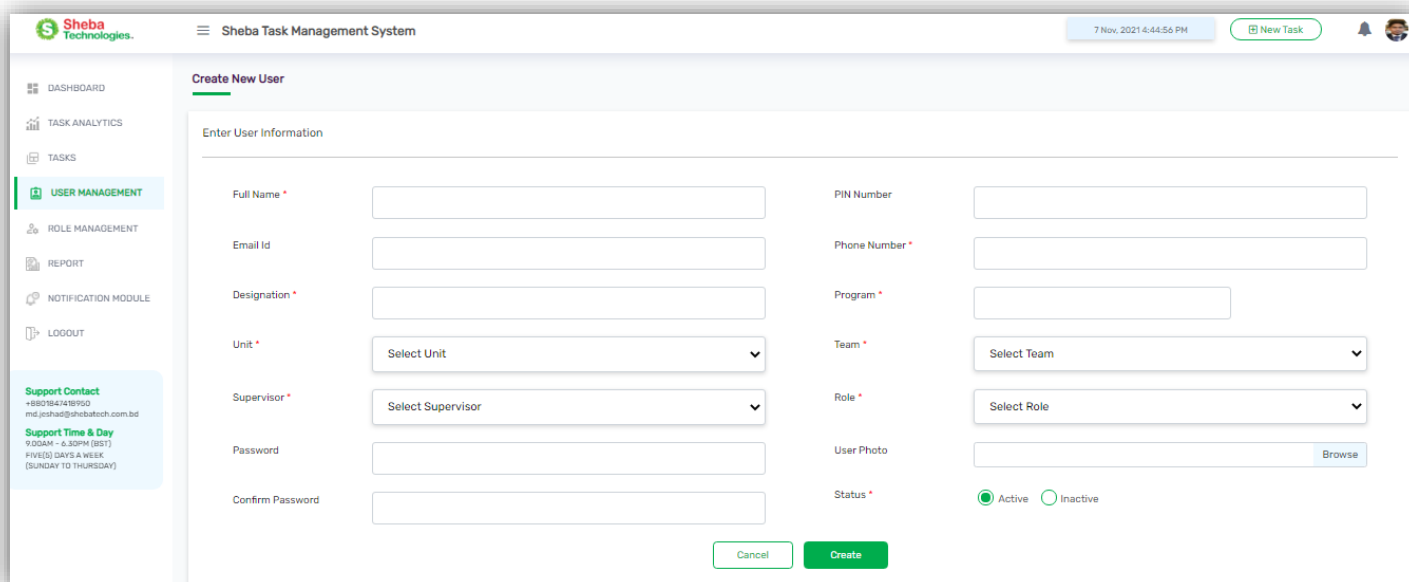
Figure 20 All User List (2)

Table 7 All User list Table details

Column / Field Name /Button	Description
<b>New User</b>	By clicking on the button admin will be able to create or register new user
<b>Edit / Delete</b>	Modify the specific User/Delete a specific user
<b>Bulk Upload</b>	Upload bulk file to register User
<b>Export (PDF)</b>	Generate report of All User List
<b>Full Name</b>	Name of the User
<b>Designation</b>	Designation of the relevant user
<b>Program</b>	Relevant Program name of the user
<b>Email Address</b>	Email address of the user
<b>Phone No</b>	Relevant phone no of the user
<b>Status</b>	Active or Inactive status of the user
<b>Action</b>	Click to Edit information of the user , Click to Delete the user

## 9.2 Add New User

- ▲ Clicking on New User button Admin will redirect to Create New User Page



The screenshot displays the 'Create New User' interface within the Sheba Task Management System. The page header includes the Sheba Technologies logo, the system name, the current date and time (7 Nov, 2021 4:44:56 PM), and a 'New Task' button. A sidebar on the left contains navigation links for Dashboard, Task Analytics, Tasks, User Management (highlighted), Role Management, Report, Notification Module, and Logout. Below the sidebar, there is a 'Support Contact' section with an email address and a 'Support Time & Day' section with operating hours. The main content area is titled 'Create New User' and contains a form titled 'Enter User Information'. The form is divided into two columns. The left column contains fields for Full Name, Email Id, Designation, Unit (a dropdown menu), Supervisor (a dropdown menu), Password, and Confirm Password. The right column contains fields for PIN Number, Phone Number, Program, Team (a dropdown menu), Role (a dropdown menu), User Photo (with a 'Browse' button), and Status (radio buttons for Active and Inactive). At the bottom of the form, there are 'Cancel' and 'Create' buttons.

Figure 21 Create New User Page



- ▲ Adding new user will require user's full name, designation, email address, PIN, password, role unit, supervisor, team, program, phone number and user photo.
- ▲ The super admin can then select a role for a new user for specific role and can determine Activity Status as well;

*Table 8 Create New User Page Details*

Field Name/Button	Description
<b>Full Name</b>	Enter user full name
<b>Designation</b>	Enter user designation
<b>PIN Number</b>	Assign a PIN for the user
<b>Email</b>	Enter user email address
<b>Phone Number</b>	Enter user phone number
<b>Password</b>	Enter a password for user
<b>Confirm Password</b>	Enter same password to confirm
<b>Role</b>	Select Role from role data
<b>Unit</b>	Select Unit from unit data
<b>Supervisor</b>	Select Supervisor from supervisor data
<b>Team</b>	Select Team from team data
<b>Program</b>	Select Program from program data
<b>User Photo</b>	Browse and upload user photo
<b>Create</b>	Clicking on the button will create new user
<b>Cancel</b>	Clicking on the button will close the form.

## 9.3 Edit User

- ▲ Clicking on Edit button from the action column will redirect to Edit User Page;
- ▲ Editing a user will give the ability to change user's full name, designation, email address, PIN, password, role unit, supervisor, team, program, and phone number and user photo.
- ▲ The super admin can then change a role for a new user for specific role and can determine Activity Status as well.

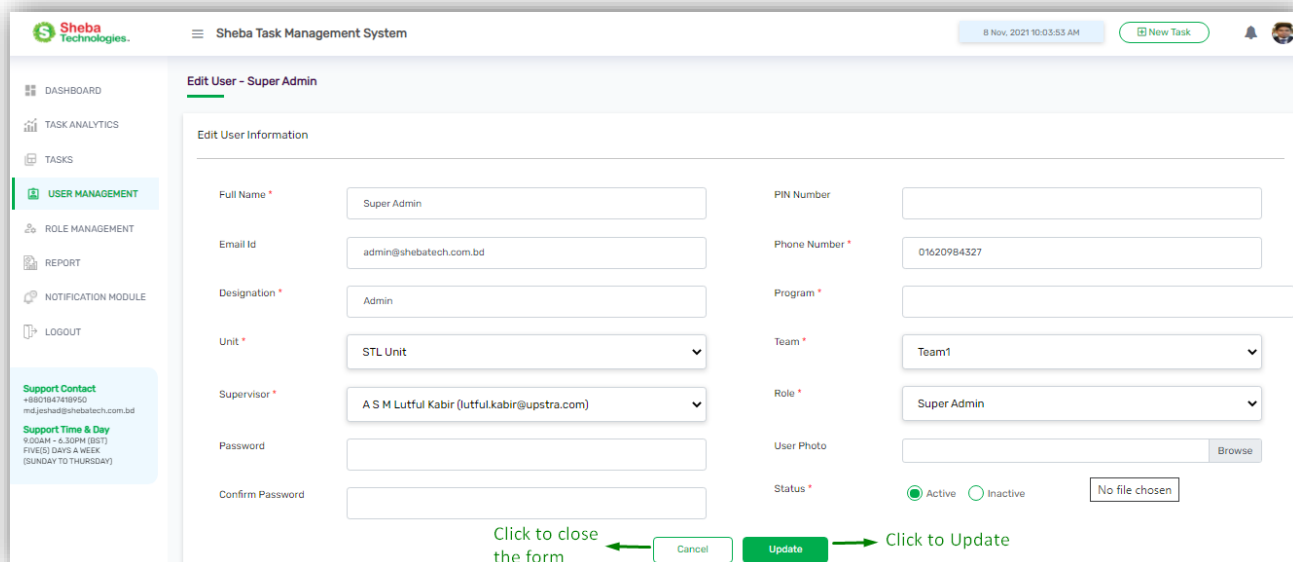


Figure 22 Edit User Page

Table 9 Edit User Page Details

Field Name/Button	Description
<b>Full Name</b>	Enter user full name
<b>Designation</b>	Enter user designation
<b>PIN Number</b>	Assign a PIN for the user
<b>Email</b>	Enter user email address
<b>Password</b>	Enter a password for user
<b>Confirm Password</b>	Enter same password to confirm
<b>Role</b>	Select Role from role data
<b>Unit</b>	Select Unit from unit data
<b>Supervisor</b>	Select Supervisor from supervisor data
<b>Team</b>	Select Team from team data
<b>Program</b>	Select Program from program data
<b>Phone Number</b>	Enter user phone number
<b>User Photo</b>	Browse and upload user photo

## 9.4 Bulk Upload

- ▲ Clicking on Bulk Upload button from the User Management Page will redirect to Upload Bulk File Page

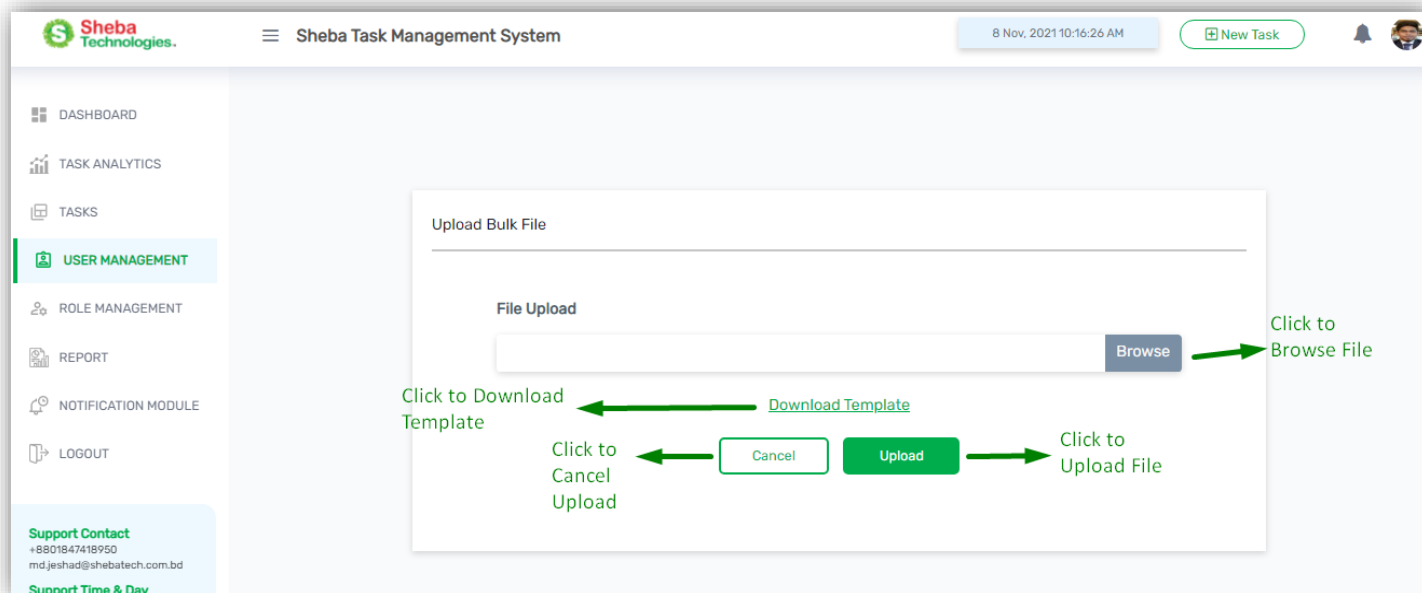


Figure 23 Bulk Upload Page

- ▲ Admin will be able to upload list of users by use of Bulk Upload. The format is being clarified in the Template

Table 10 Bulk Upload Page Details

Field Name/Button	Description
<b>Browse</b>	By clicking on the button user can browse and select file from the local device and upload the file.
<b>Download Template</b>	By clicking on the button user can download the format of the Bulk file
<b>Update</b>	Click to update a new users into the user list.
<b>Cancel</b>	Click cancel to close.

# 10 Role Management

- ❖ Clicking on Role Management Function Admin will redirect to All Role List page.
- ❖ Here admin will find Create Role and Edit Role Features.

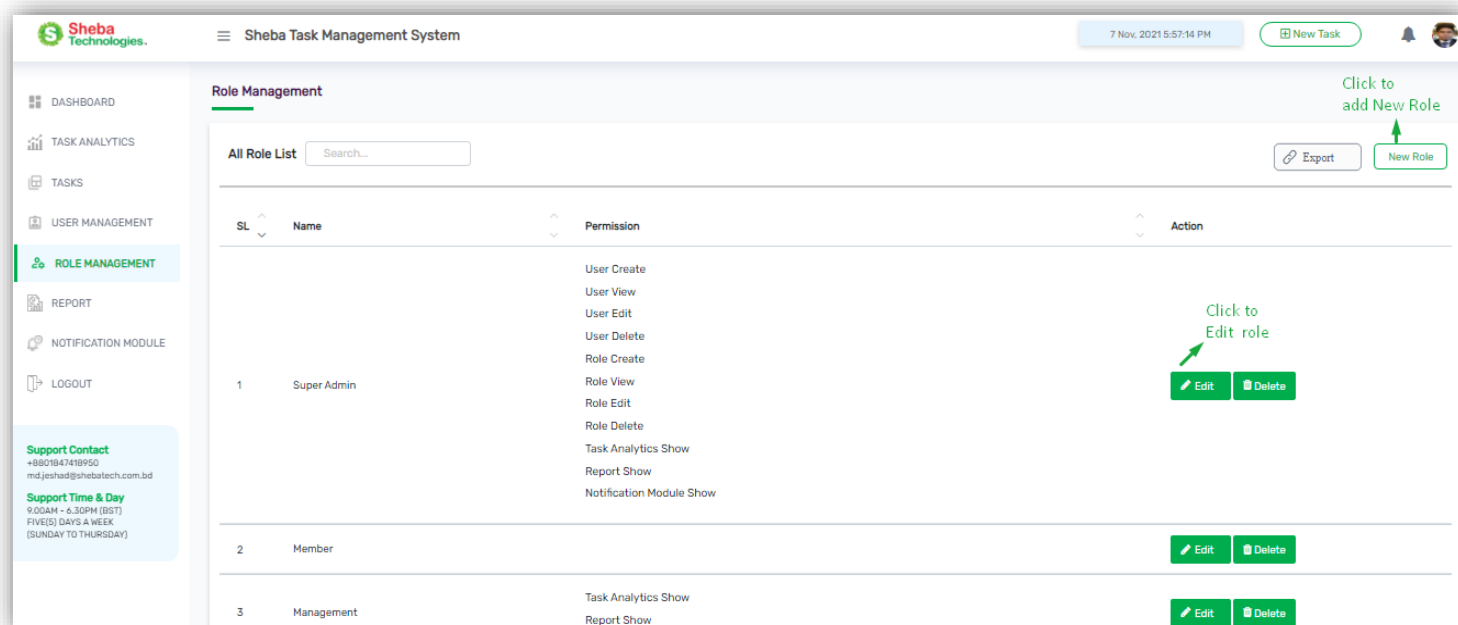


Figure 24 Role Management Page

## 10.1 All Role List

- ▲ Role List will provide the details of the roles and permission, along with features such as Creating Role, Editing, Deleting and Exporting

Table 11 Role Management Page Details

Column /Field Name/Button	Description
<b>New User</b>	Create or register new Role
<b>Name</b>	Name of the role
<b>Permission</b>	Relevant Permission for the designated role
<b>Edit</b>	Modify the specific Role
<b>Delete</b>	Remove Role from Role List
<b>Export (PDF)</b>	Generate report of All Role List

## 10.2 Create Role

▲ Clicking on new role will redirect to Add New Role page

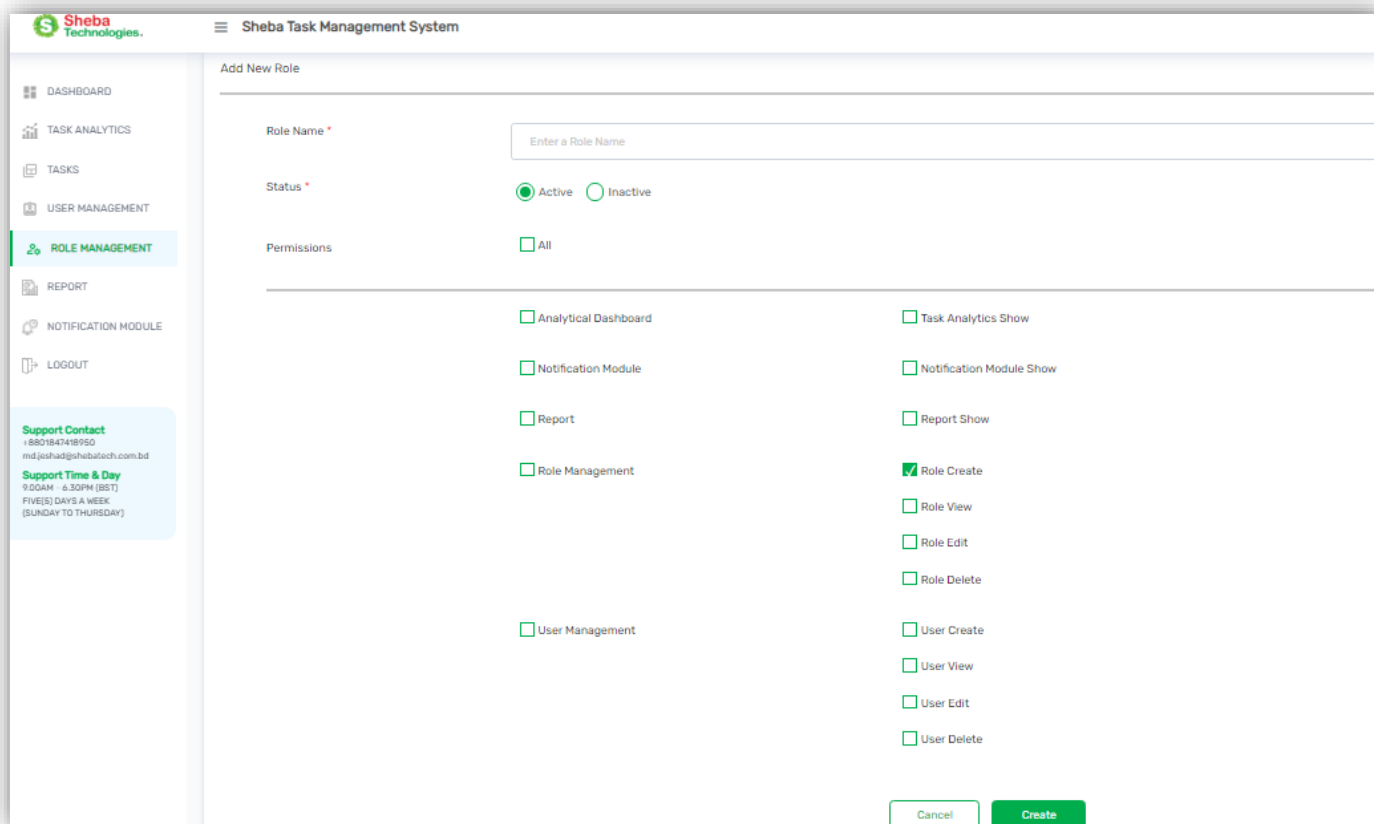


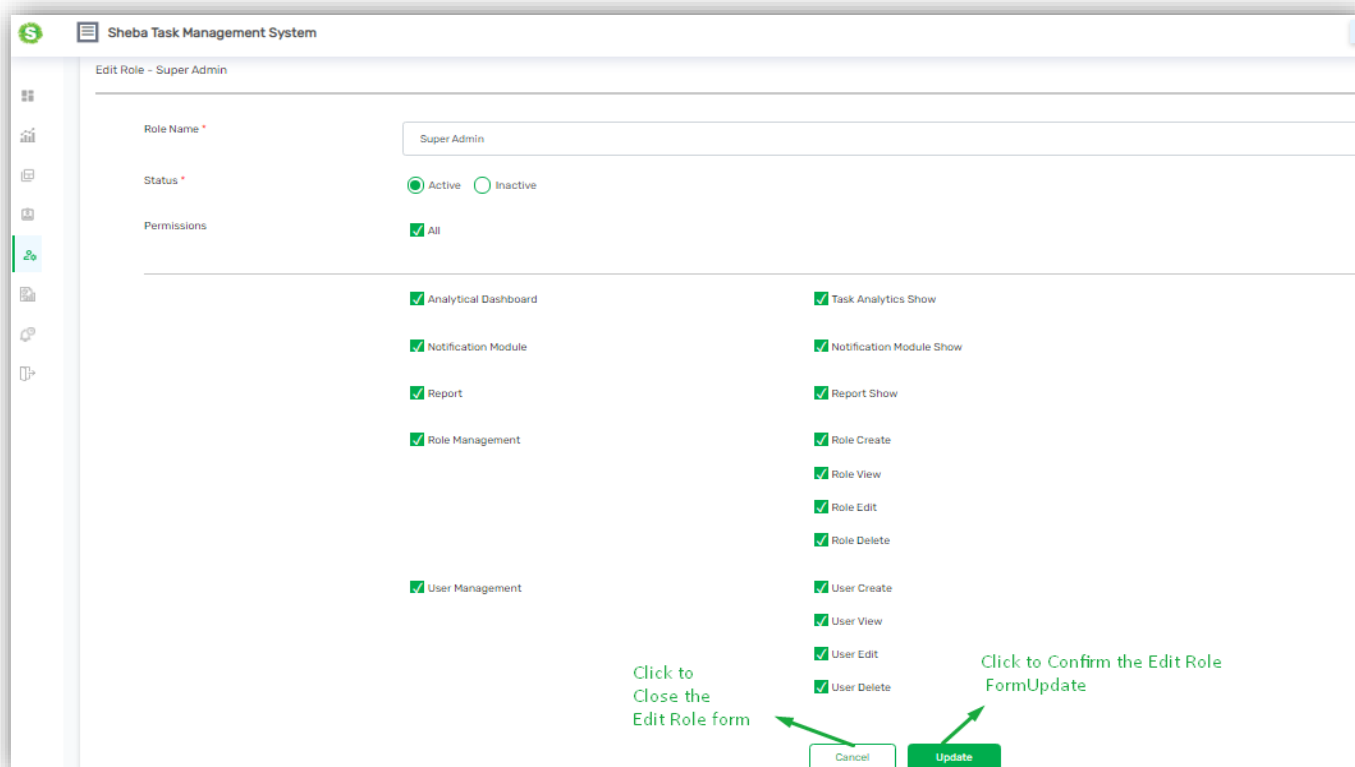
Figure 25 Add New Role Page

▲ Here user will find relevant information for adding a New Role into the system

Table 12 Add New Role Page details

Field Name/Button	Description
<b>Role Name</b>	Enter Role Title
<b>Status</b>	Select Status between Active & Inactive
<b>Permission</b>	Select relevant Permission from Permission check box
<b>Create</b>	Click to create a new role into the role list.
<b>Cancel</b>	Click cancel to close.

## 10.3 Edit Role



Sheba Task Management System

Edit Role - Super Admin

Role Name \*

Status \* ☒ Active ☐ Inactive

Permissions

☒ All

☒ Analytical Dashboard ☒ Task Analytics Show

☒ Notification Module ☒ Notification Module Show

☒ Report ☒ Report Show

☒ Role Management ☒ Role Create

☒ User Management ☒ Role View

☒ ☒ Role Edit

☒ ☒ Role Delete

☒ User Create

☒ User View

☒ User Edit

☒ User Delete

Click to Close the Edit Role form

Click to Confirm the Edit Role FormUpdate

Figure 26 Edit Role Page

- ▲ Edit Role will provide the user to change roles, permission and status
- ▲ Here user will find relevant information for edit a role

Table 13 Edit Role Page details

Field Name/Button	Description
<b>Role Name</b>	Rewrite Role Title
<b>Status</b>	Change Status between Active & Inactive
<b>Permission</b>	Change Permission from Permission data
<b>Create</b>	Click to create a new role into the role list.
<b>Cancel</b>	Click cancel to close.

## 11 Report Generate

- ❖ Clicking on Report Button from the Navigation user will redirect to report generate page

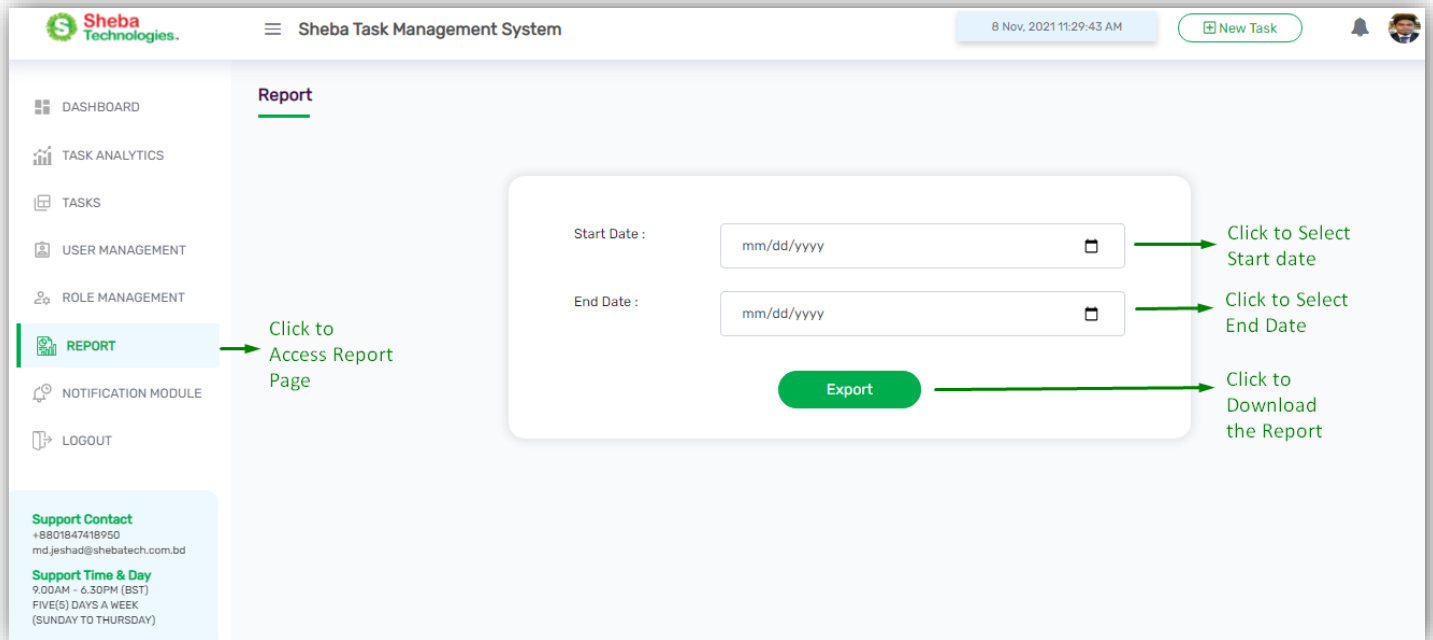


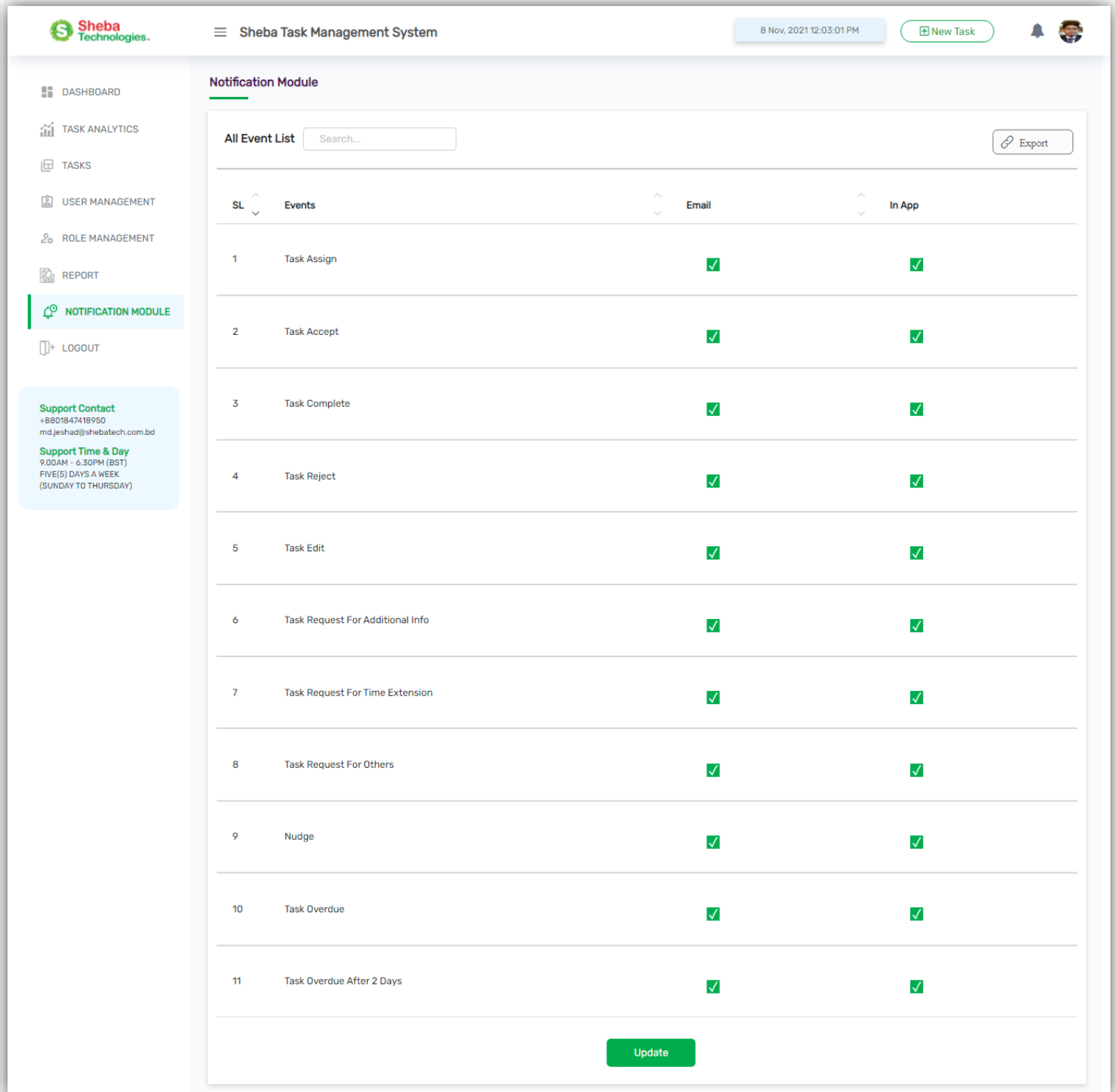
Figure 27 Report generate page

- ❖ Here User will find Start Date field and End Date Field, Export button.

Table 14 Report generate page details

Field Name/Button	Description
Start Date	Relevant start date for the report
End Date	Relevant end date for the report
Export	Click to generate and download the report

## 12 Notification Module



**Sheba Task Management System**

8 Nov, 2021 12:03:01 PM [New Task](#)

**Notification Module**

**All Event List**  [Export](#)

SL	Events	Email	In App
1	Task Assign	✓	✓
2	Task Accept	✓	✓
3	Task Complete	✓	✓
4	Task Reject	✓	✓
5	Task Edit	✓	✓
6	Task Request For Additional Info	✓	✓
7	Task Request For Time Extension	✓	✓
8	Task Request For Others	✓	✓
9	Nudge	✓	✓
10	Task Overdue	✓	✓
11	Task Overdue After 2 Days	✓	✓

[Update](#)

**Support Contact**  
+8801847418950  
md.jeshad@shebatech.com.bd

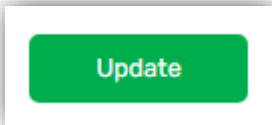
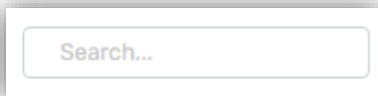
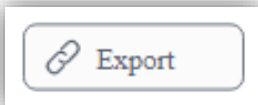
**Support Time & Day**  
9:00AM - 6:30PM (BST)  
FIVE(5) DAYS A WEEK  
(SUNDAY TO THURSDAY)

Figure 28 Notification Module page

- ❖ Clicking on Notification module from the navigation bar user will redirect to Notification Module's All Event List page.
- ❖ Here user will find all events name, Email column In APP column, Export button, Update button, Search Box.



*Table 15 Notification Page details*

Column/Field Name/Button	Description
<b>Events</b>	Name of the relevant Event.
<b>Email</b>	In this column user will find relevant check boxes for any respective event Check / Uncheck will allow that event to send notification via Email
<b>In App</b>	In this column user will find relevant check boxes for any respective event Check / Uncheck will allow that event to send notification In app
	Clicking on Update button will confirm all relevant changes have been made
	Using relevant keyword in the Search box user will be able to search any information
	Clicking on Export button user will be able to generate relevant report
<b>Checkboxes</b>	User can check / uncheck boxes for any respective event

*THANK YOU*