

# User Manual for D3 Project Management Tool

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# 1. Installation (For Developers)

## Prerequisites

1. XAMPP (PHP development environment)
2. Composer (Dependency Manager for PHP)
3. Laravel (PHP development framework)

## Setup of this project

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1. Clone the repository.
2. Start `MySQL` server from XAMPP.
3. In MySQL console, run `create database db_name` to create a new database.
4. Run `php artisan migrate` to setup the database.
5. Run `php artisan migrate:status` to check status of each migration file.

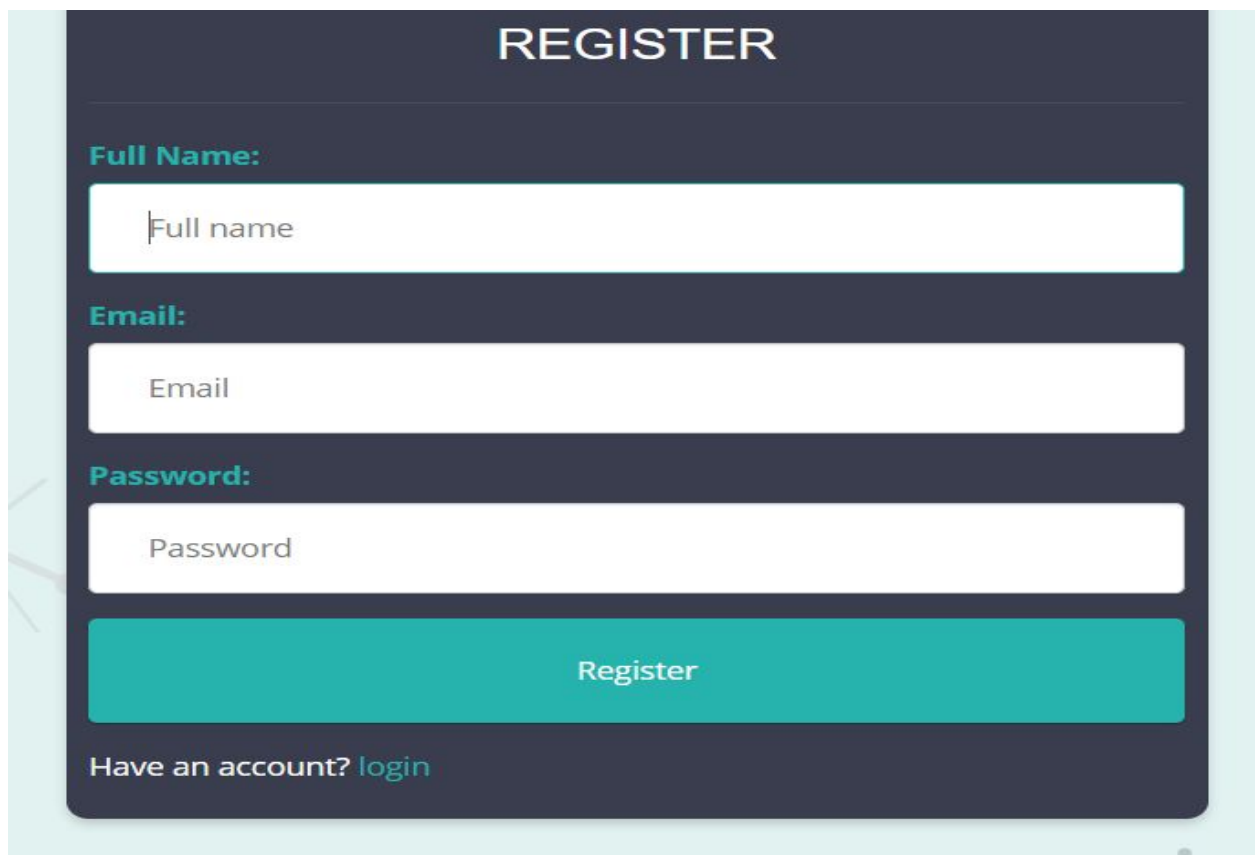
## 2. Login and Registration

### 2.1 To create a new account:

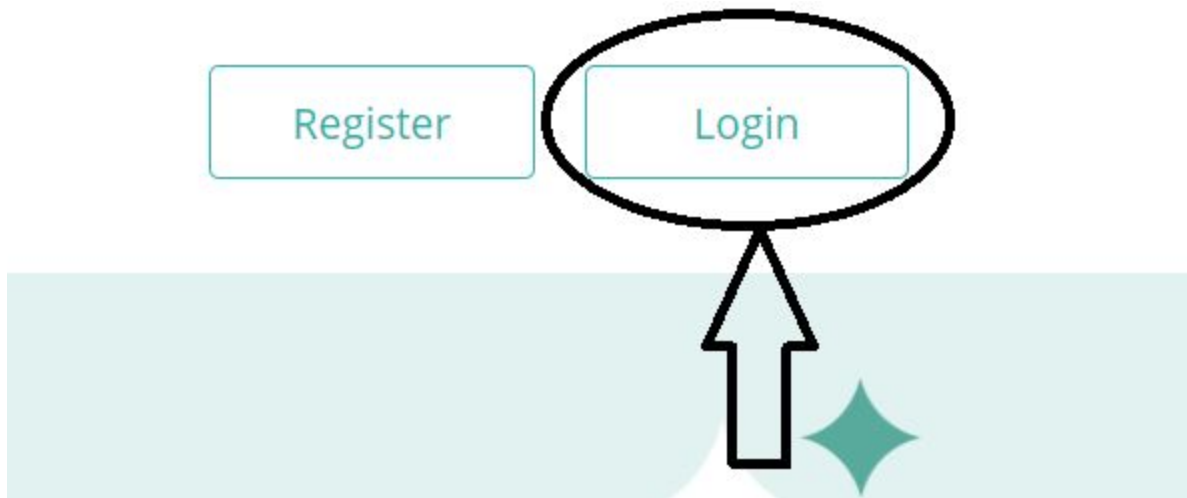
- Click on the Register button on the homepage.



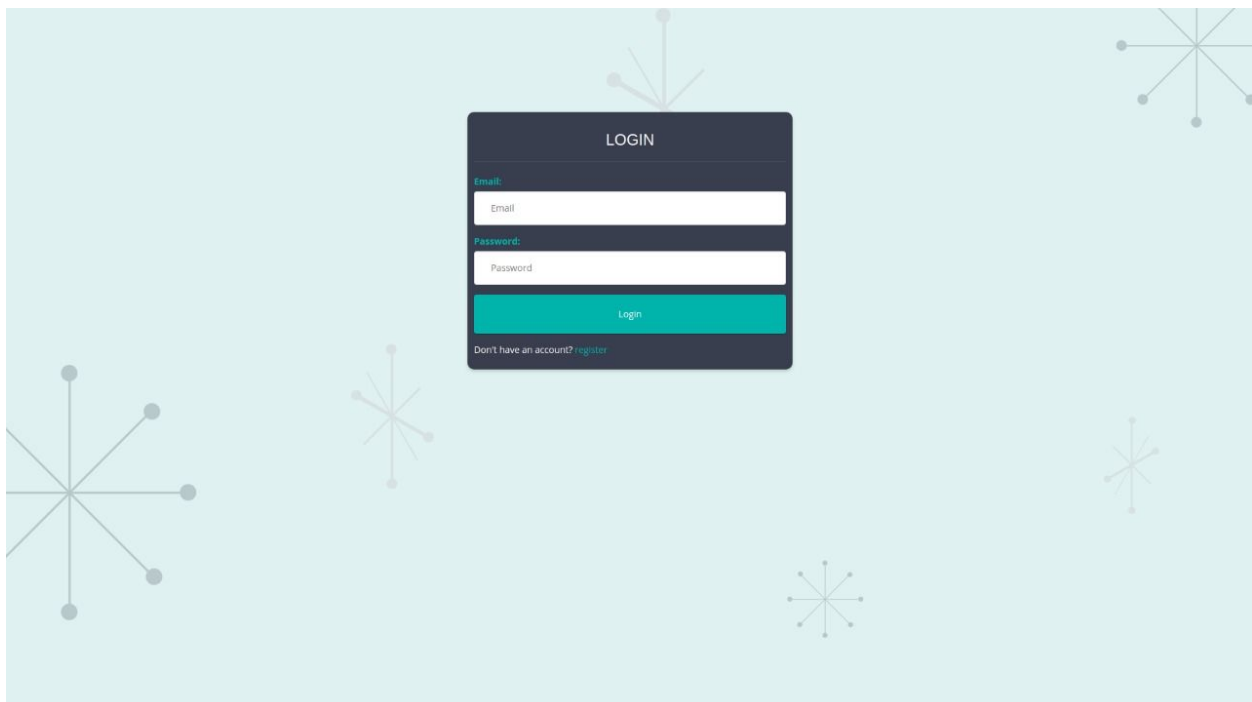
- Enter your full name, your Email and a valid password (at least 8 characters).

A registration form titled 'REGISTER' in white capital letters on a dark blue background. The form contains three input fields: 'Full Name:', 'Email:', and 'Password:'. Each field has a placeholder text: 'Full name', 'Email', and 'Password' respectively. Below the input fields is a large teal button labeled 'Register'. At the bottom of the form, there is a link that says 'Have an account? login'.

## 2.2 To login to an existing account:



- Click on the Login button on the homepage.
- Enter your valid credentials and click on the Login button.

A screenshot of a login form titled 'LOGIN'. The form is dark blue with white text. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a teal 'Login' button. At the bottom of the form, there is a link that says 'Don't have an account? register'. The background is light blue with several decorative starburst patterns.

### 3. Website Environment

Your HUD shows the summary of your clients, projects, tasks and the projects you have been invited to.

The screenshot displays a web application interface with a dark sidebar on the left and a main content area. The sidebar contains a user profile icon labeled 'Random Name', a search bar, and navigation links for 'Hud', 'Clients', 'Settings', and 'Logout'. The main content area is titled 'Hud' and features three summary cards: 'Clients' with the value '1', 'Projects' with the value '2', and 'Tasks' with the value '1'. Each card has a callout bubble explaining the value: 'Number of clients', 'Number of projects you are working on', and 'Number of tasks assigned to you'. Below these cards is a 'My Projects' section with a search bar and a table listing projects. The table has columns for '#', 'Name', and 'Progress'. It lists two projects: '1 SEN' and '2 SEN 2', each with a progress bar. A callout bubble points to the table with the text 'A list of all your projects'. To the right of the table is a yellow box with the text: 'Projects that you have been invited to will show up here. Currently you have not been invited to any project.' At the bottom right, there is a 'Activate Windows' watermark.

**Hud**

Clients: 1 (Number of clients)

Projects: 2 (Number of projects you are working on)

Tasks: 1 (Number of tasks assigned to you)

**My Projects**

Search projects

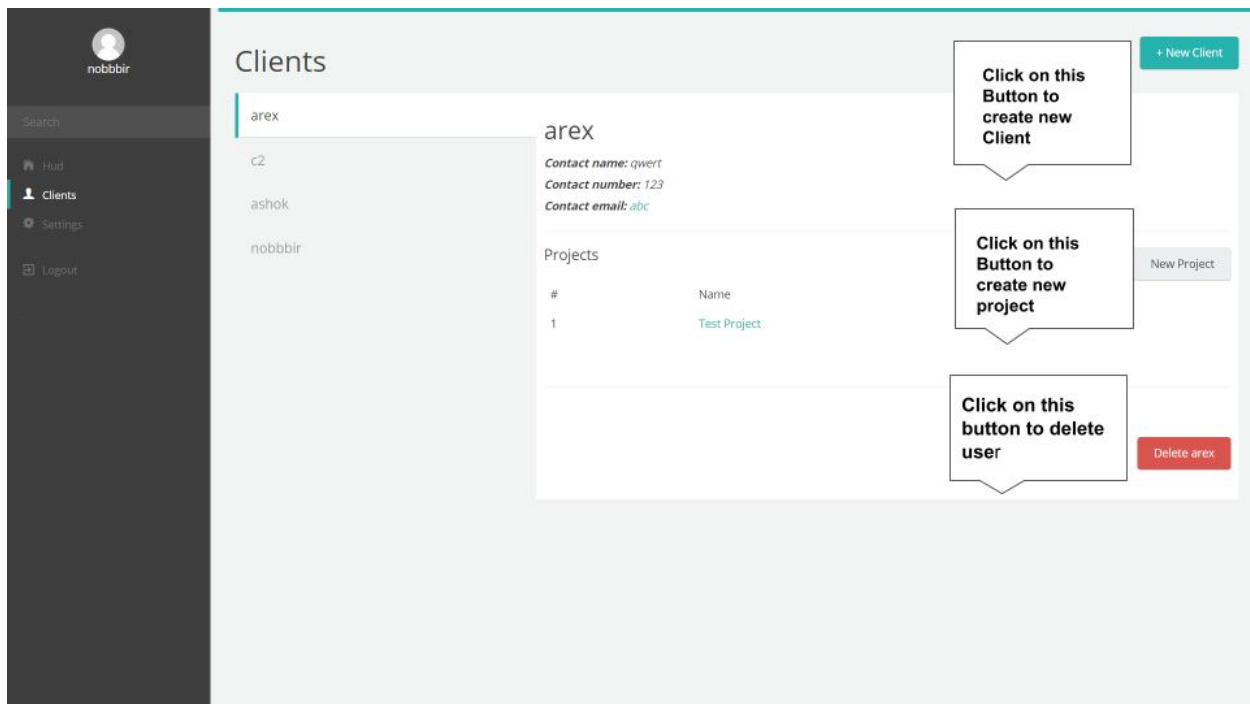
#	Name	Progress
1	SEN	<div></div>
2	SEN 2	<div></div>

A list of all your projects

Projects that you have been invited to will show up here. Currently you have not been invited to any project.

Activate Windows  
Go to Settings to activate Windows.

## 4. Clients

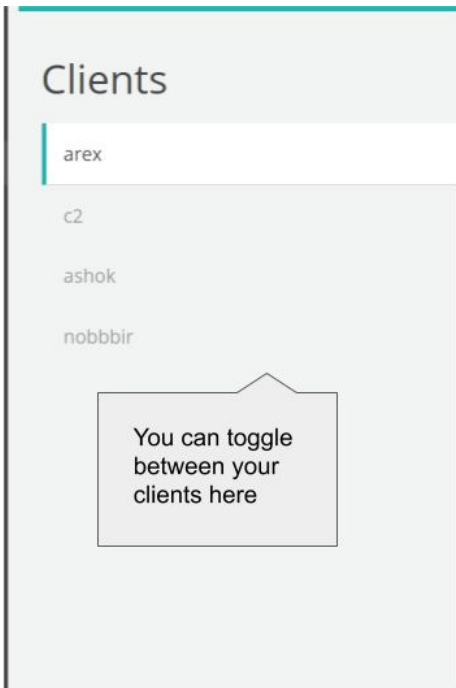


### 4.1 Client Workspace

- Click on the Client tab on the left side to access the client workspace
- This workspace allows the user to manage the clients, create new clients, update the client's information, create new projects, and delete the clients
- The user can toggle between different clients to manage and view them
- All the projects of the client can be accessed from this page

#### Projects

#	Name
1	Business Website
2	Server Migration Support
3	Mobile App Development

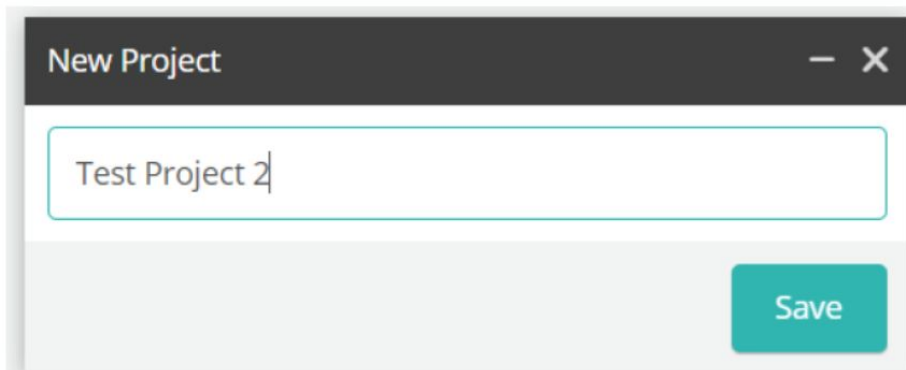


## 4.2 Creating a new client

- Click on “+ Client” button in the top left corner of the page
- This will open a dialogue box
- Enter the client’s name, email address, point of contact, contact number
- Click on save button

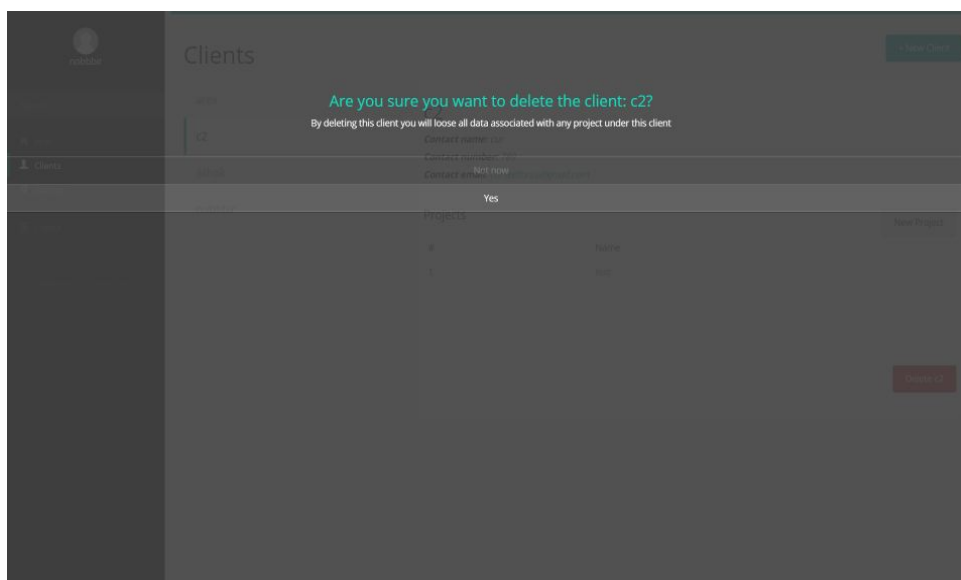
A screenshot of a 'New Client' dialog box. The dialog box has a dark header bar with the title 'New Client' and a close button (X). Below the header, there are four input fields: 'Client Name', 'Email', 'Point Of Contact', and 'Contact Number'. At the bottom right of the dialog box, there is a green 'Save' button.

## 4.3 Creating a New Project



- Click on the “Project” button on the left side of the page
- This will open a dialogue box
- Enter the name of the new project
- Click save
- This will create a new project under the current client

## 4.4 Deleting a Client

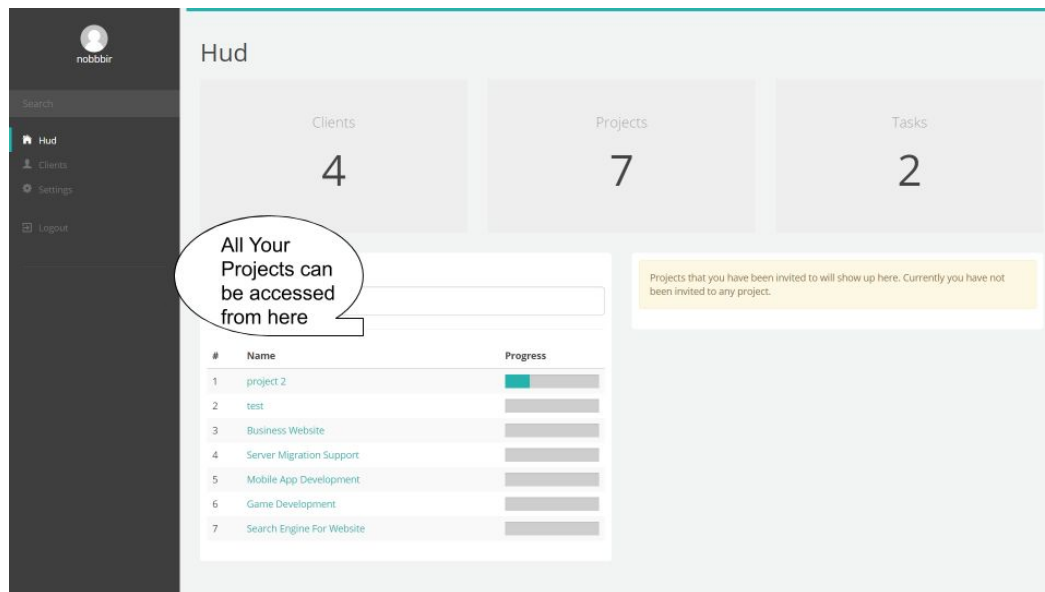




- To delete a client click on the “Delete” button
- Click on “Yes”
- This will delete the client and all the associated data/projects with it
- Once deleted the projects cannot be recovered so be careful with this button

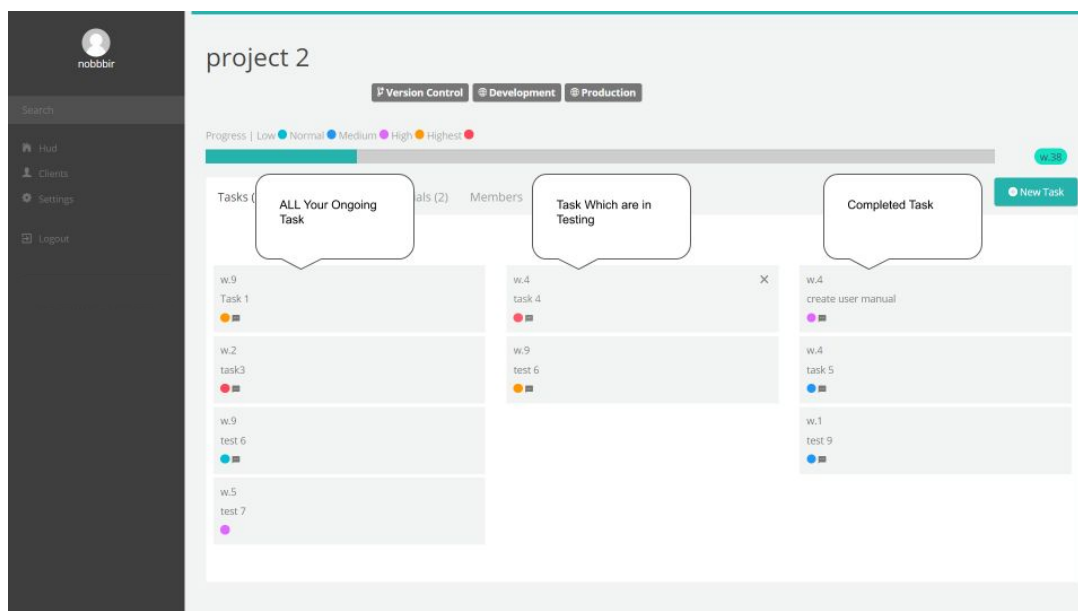
## 5. Projects

### 5.1 Project Workspace



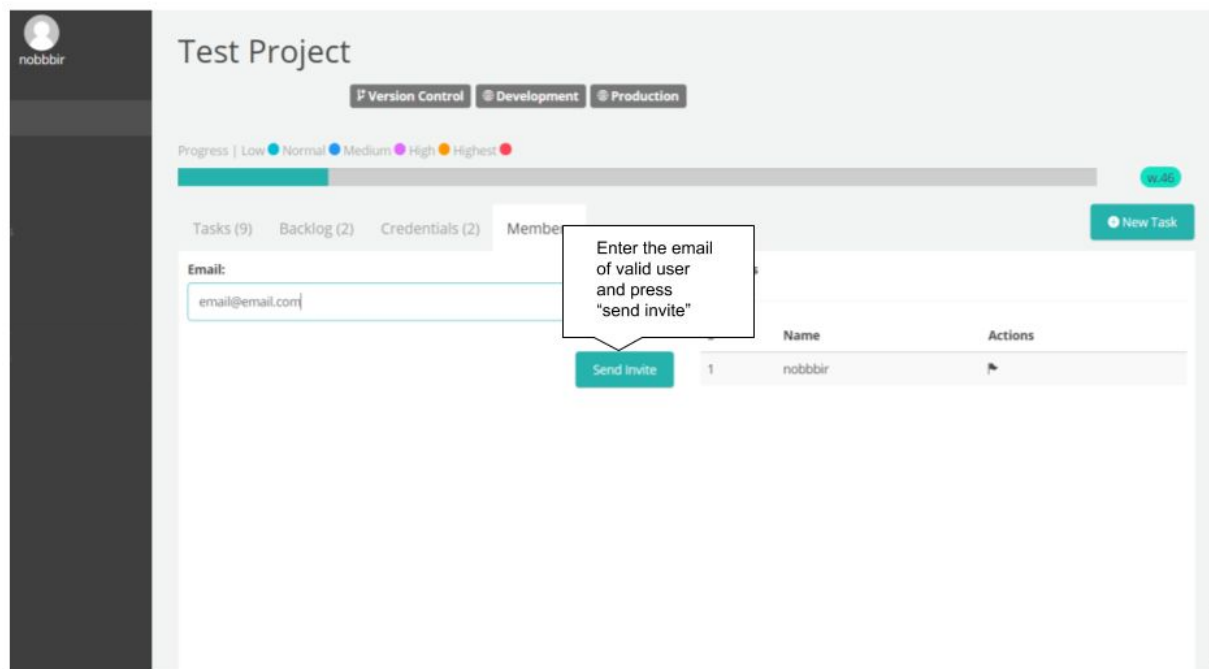
You can view all the projects that you are part of on the HUD screen which is also the default homepage of the website. This also includes all the projects in which you are invited by the project owner. Click on any project to see the project management page.

Moreover, you can also view the number of active clients, number of active projects and the number of active tasks on HUD



As you can see the above screencap is the project management page, this is where user can keep track of all the active tasks, backlogs, tasks under testing and completed task. Moreover, the project owner can also add other members into this workspace through email invites.

## 5.2 Adding Members to Project Workspace



- Click on the “Members” tab of the project workspace
- Enter the email address of the user with a registered account
- Click on “send invite”
- This will automatically send an email invite to the user
- The user name would appear in the “Members List” once the user accepts the invite

## 5.3 Updating Project Metadata

- Click on the project name which is displayed on the top of workspace
- This will open a dialogue box in where you can update the project name, GitHub link, production link and development link

Update Project

Name:

Test Project

Production Url:

github.com/pro

Development Url:

github.com/dev

Github (or other):

github.com/git

Description:

Project Description

230

Update

## 5.4 Creating New Task

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Search

Hud

Clients

Settings

Logout

project 2

Version Control

Development

Production

Progress | Low | Normal | Medium | High | Highest

Tasks (2)

Members

ALL Your Ongoing Task

w.9 Task 1

w.2 task3

w.9 test 6

w.5 test 7

Task Which are in Testing

w.4 task 4

w.9 test 6

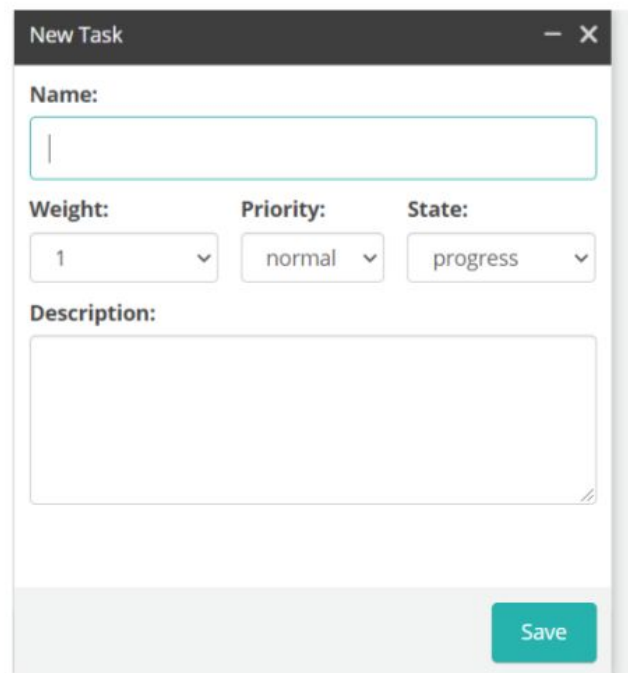
Completed Task

w.4 create user manual

w.4 task 5

w.1 test 9

New Task



New Task

Name:

Weight: 1 Priority: normal State: progress

Description:

Save

- To create a new task click on the “New Task” button in the top right corner
- This will open up a dialogue box
- Enter the name of this task
- Enter the weight( Complexity/Difficulty) of this task on the scale of 1-10
- Select the Priority of the task from low, normal, high and highest
- Select the current state of the task from “In Progress”, “Testing”, “Backlog” and “Completed”.
- Click on save

## 5.5 Update Tasks

- Click on the task in project workspace which you want to update
- You can update the task name, status, weight and priority
- Updating the status to “testing” would display the task under “Testing” tab
- Similarly updating the status to “Completed” would display the task under the “Completed” tab
- Updating the task to ”Backlog” would display it under the “Backlog” tab

Update Task

Name:

Task 1

Weight:

9

Priority:

high

State:

progress

Description:

Loren Ipsum

238

Update

## 6. Settings

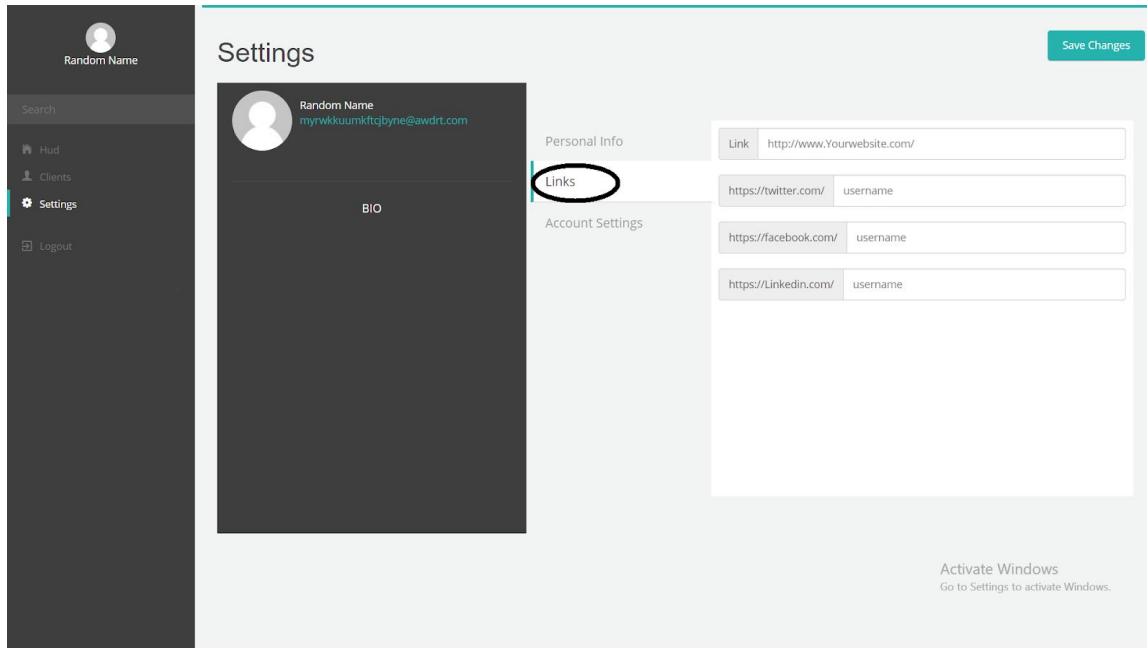
### 6.1 Edit your personal information:

- Update your full name, email, bio or title in their respective fields.
- Click on the Save Changes button.

The screenshot displays the 'Settings' page of a web application. On the left is a dark sidebar with a user profile 'Random Name' and a search bar. Below the search bar are menu items: 'Hud', 'Clients', 'Settings' (highlighted with a blue bar), and 'Logout'. The main content area is titled 'Settings' and features a profile card for 'Random Name' with the email 'myrwkuumkftqbyne@awdrt.com' and a 'BIO' section. To the right of the profile card are three tabs: 'Personal Info' (selected), 'Links', and 'Account Settings'. The 'Personal Info' tab contains four input fields: 'Full Name' (with 'Random Name' as placeholder text), 'Email' (with 'myrwkuumkftqbyne@awdrt.com'), 'Title', and 'Bio' (with a placeholder 'A little about me..'). A character count '250' is visible at the bottom right of the Bio field. In the top right corner of the settings area, a teal 'Save Changes' button is circled in red. At the bottom right of the page, there is a 'Activate Windows' watermark with the text 'Go to Settings to activate Windows.'

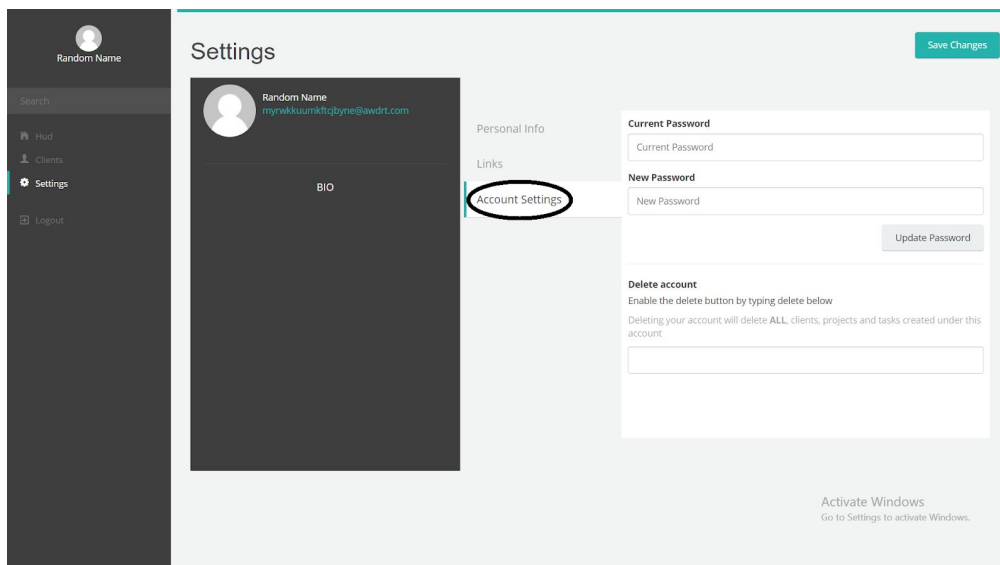
### 6.2 Add or update Links:

- Click on the Links tab in Settings.
- Add or update the links and click on Save Changes button.



### 6.3 Change Password:

- Click on the Account Settings tab in Settings.
- Enter your current password and your new password. The new password should be at least 8 characters long.
- Click on the Save Changes button.





## 7. Deleting your account:

- Click on the Account Settings tab in Settings.
- Type “delete” in the field under the Delete account section.
- Click on “Yes”.

The screenshot shows the 'Settings' page with the 'Account Settings' tab selected. The 'Delete account' section is active, displaying a warning message: 'Delete account. Enable the delete button by typing delete below. Deleting your account will delete ALL, clients, projects and tasks created under this account.' A text input field contains the word 'delete', and a red button labeled 'Delete my account' is circled in black. A 'Save Changes' button is visible in the top right corner.

The screenshot shows the same 'Settings' page, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Are you sure you want to delete your account' and 'This action is irreversible'. Below this text are two buttons: 'No now' and 'Yes'. The 'Yes' button is circled in red. The background settings page is dimmed.