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)

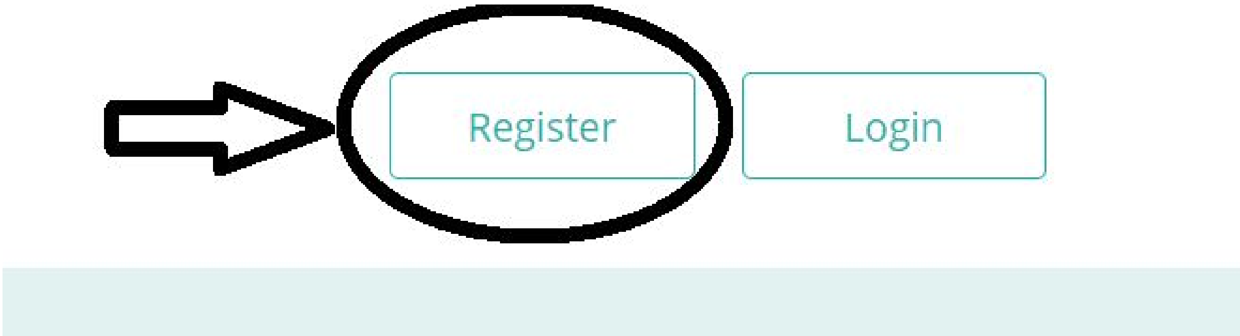
Setup of this project

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.

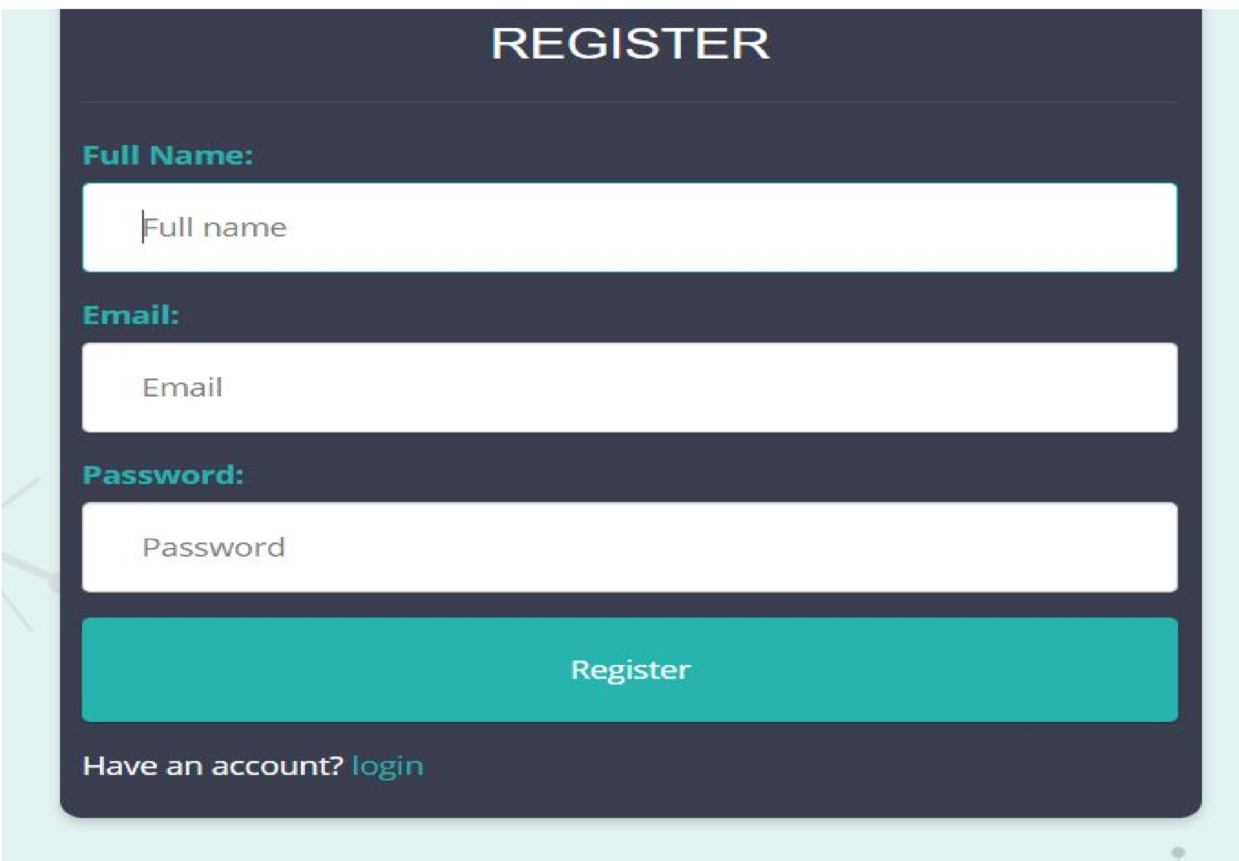
2. Login and Registration

2.1 To create a new account:

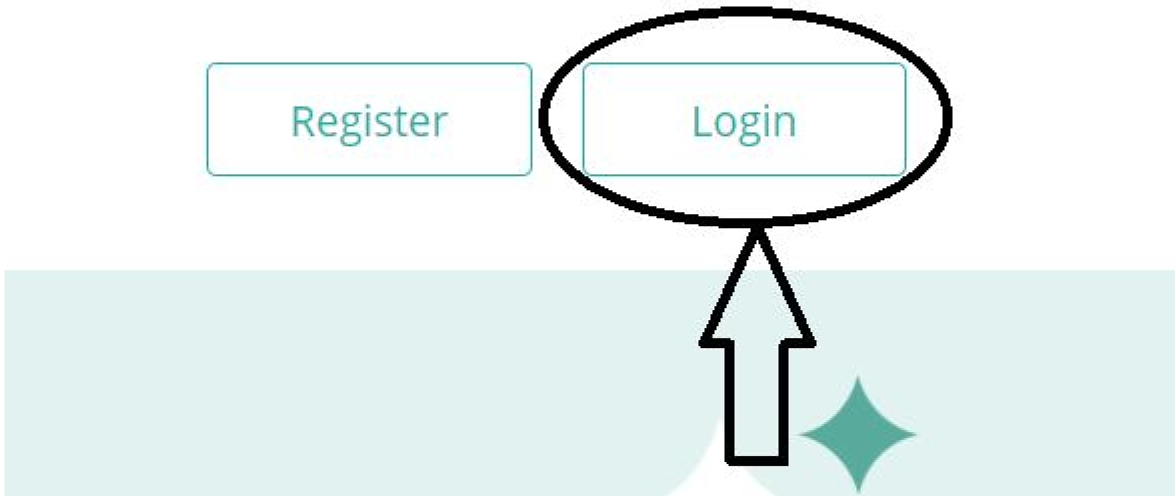
- Click on the Register button on the homepage.



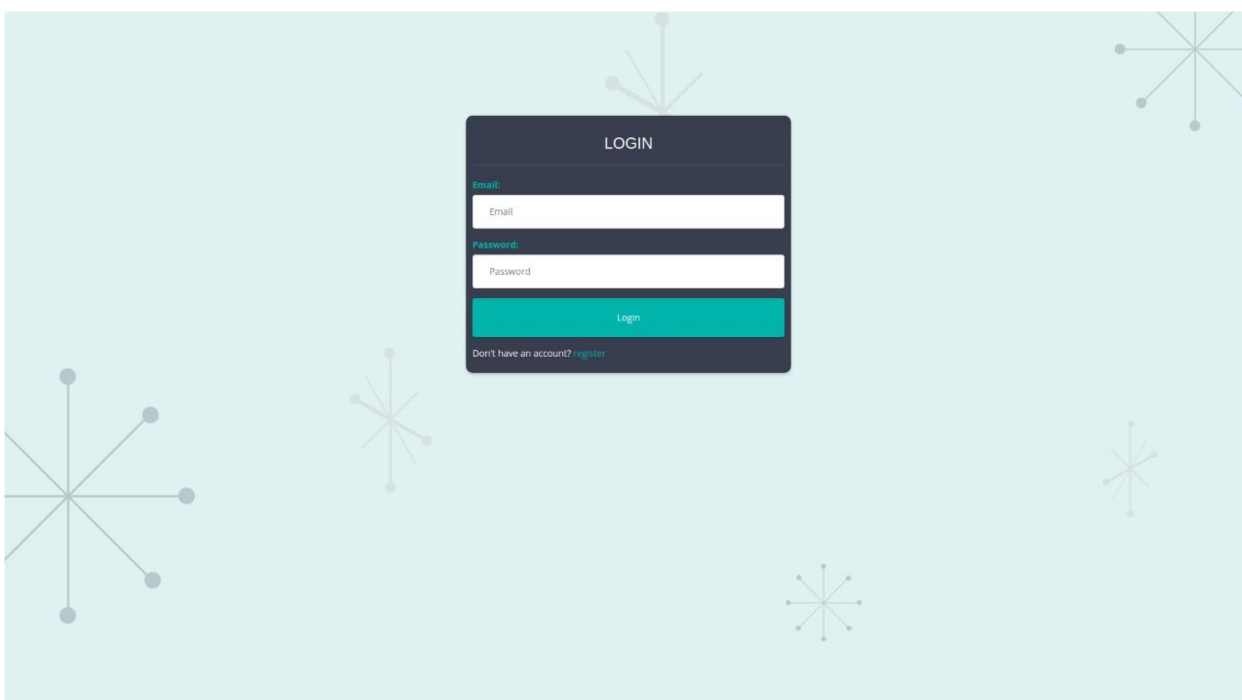
- Enter your full name, your Email and a valid password (at least 8 characters).



2.2 To login to an existing account:

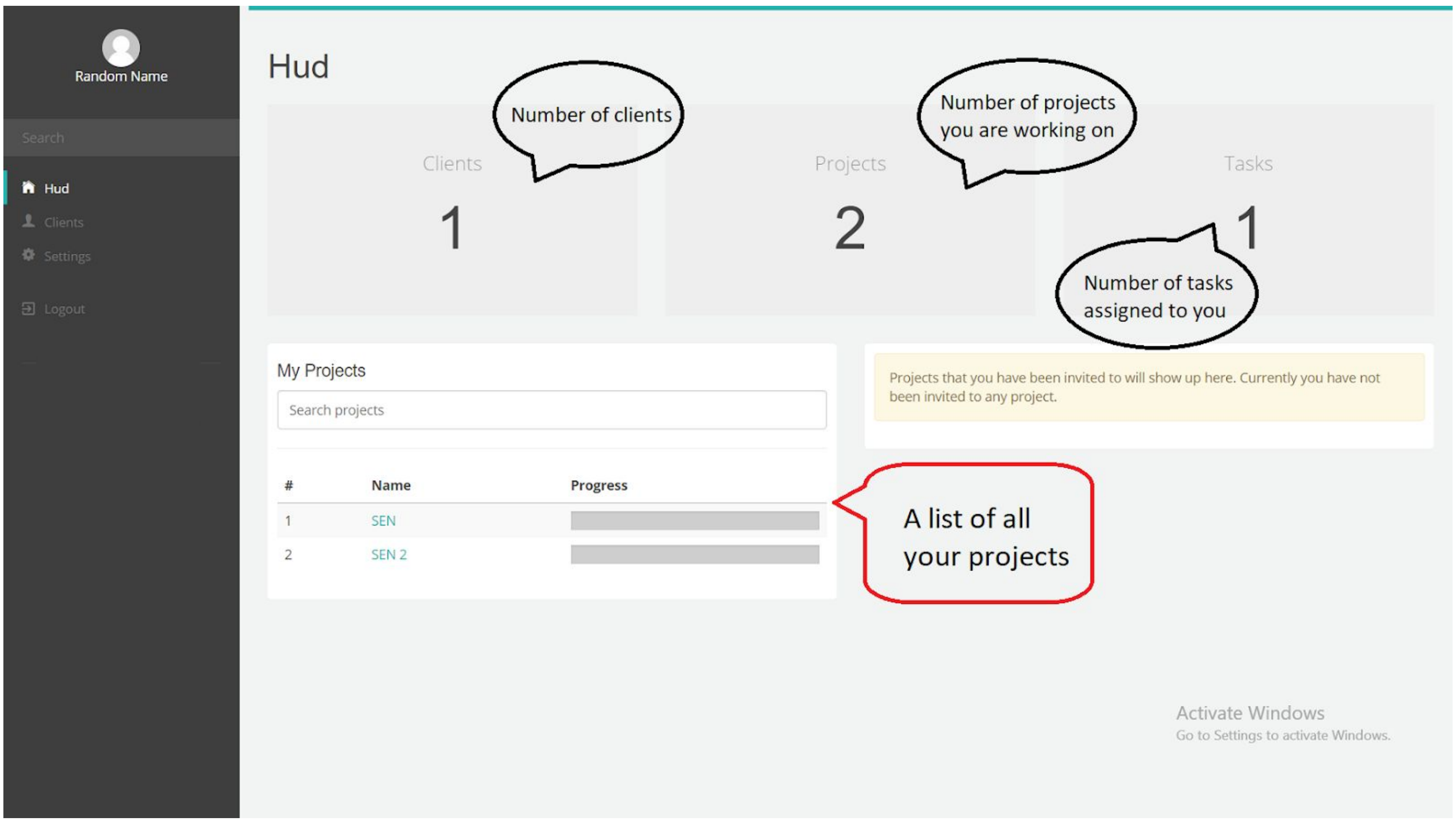


- Click on the Login button on the homepage.
- Enter your valid credentials and click on the Login button.

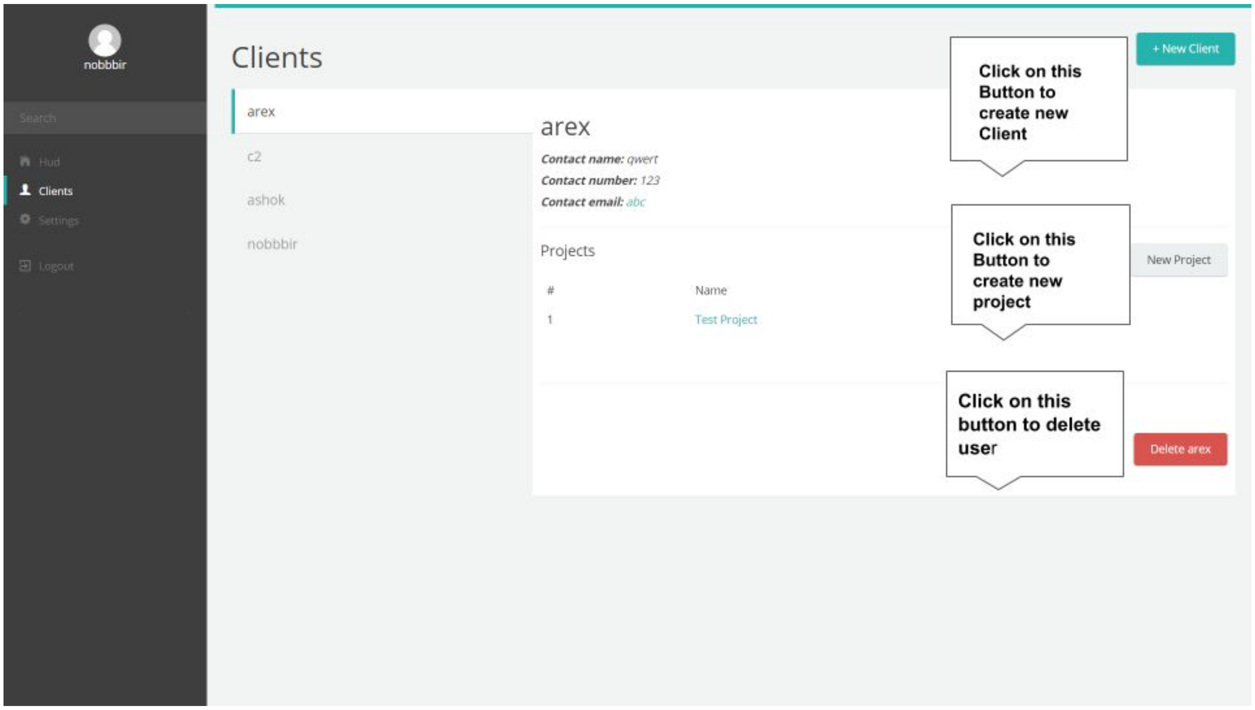


3. Website Environment

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



4. Clients

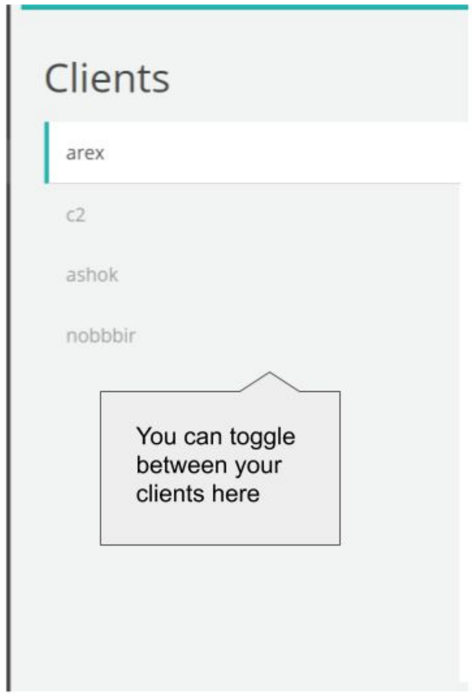


4.1 Client Workspace

- 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

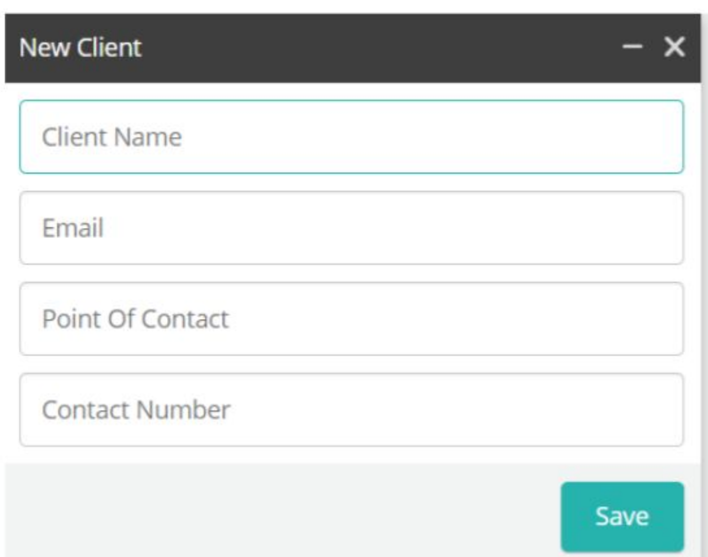
Projects

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

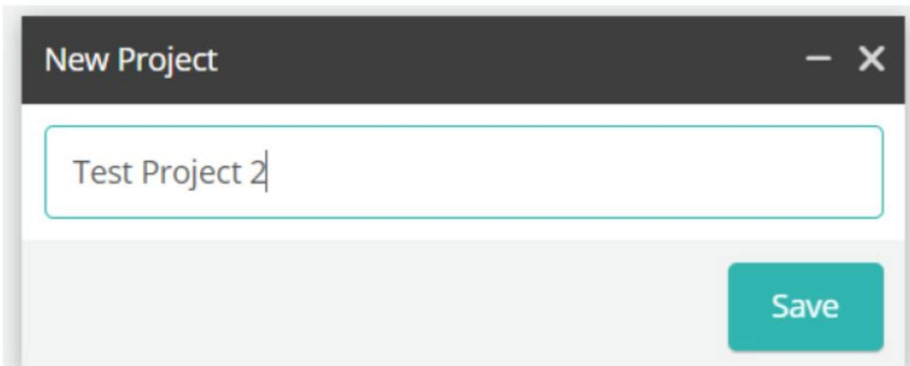


4.2 Creating a new client

- 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

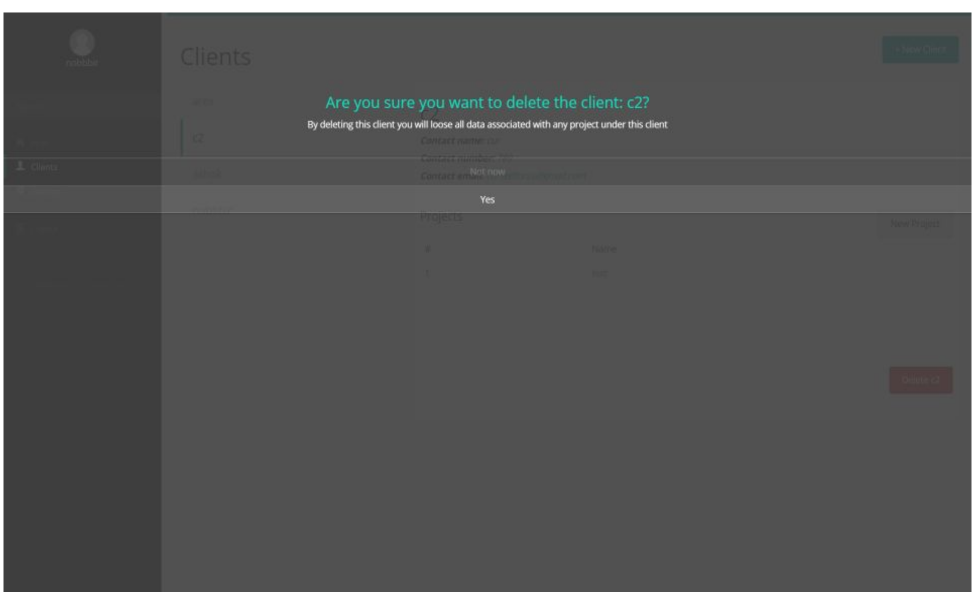


4.3 Creating a New Project



- 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

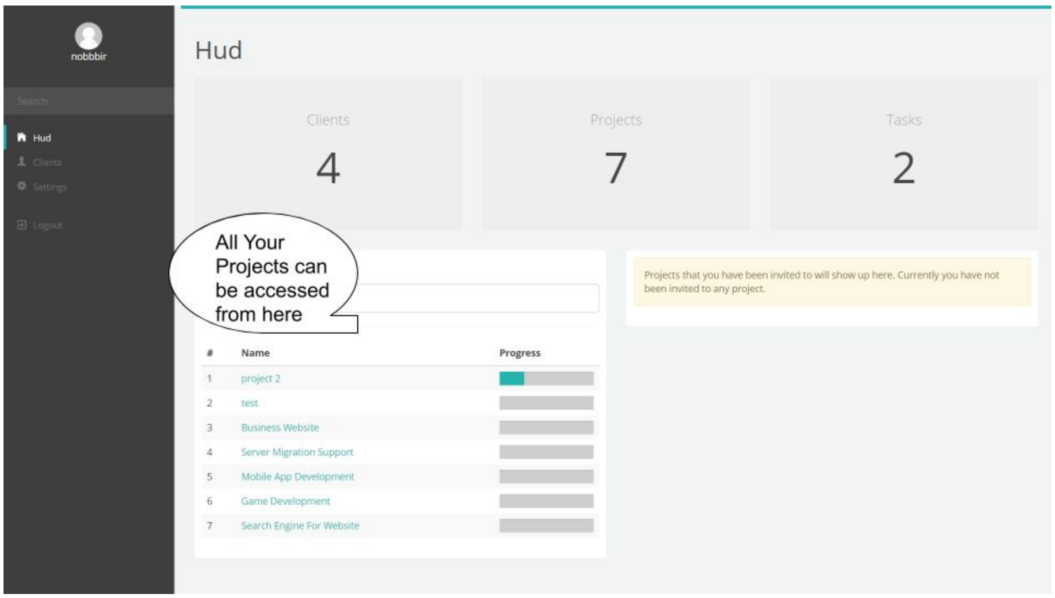
4.4 Deleting a Client



- 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

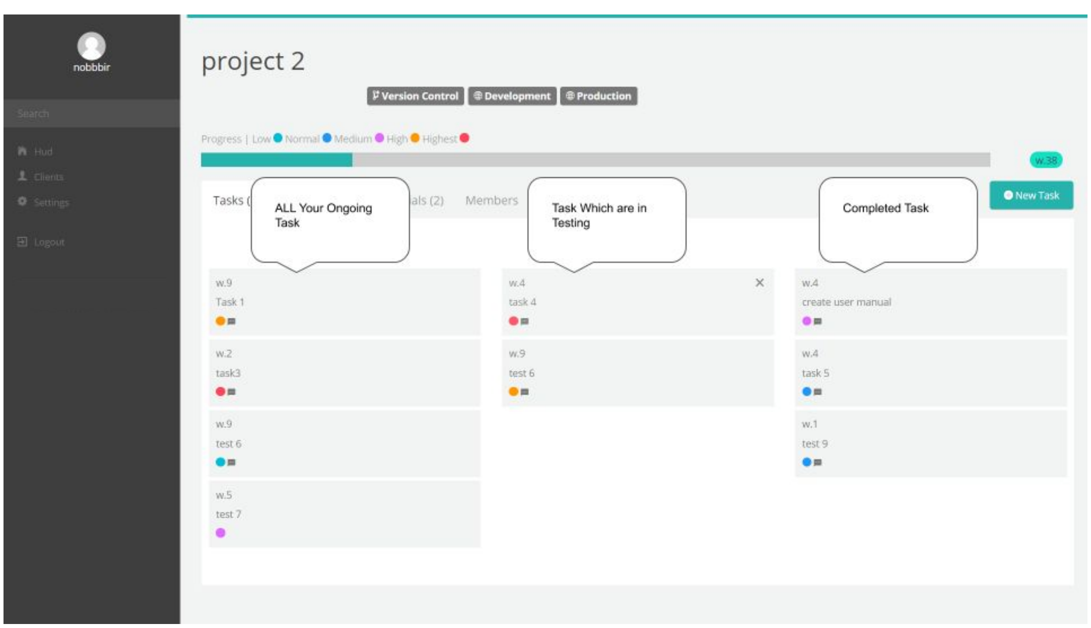
5. Projects

5.1 Project Workspace



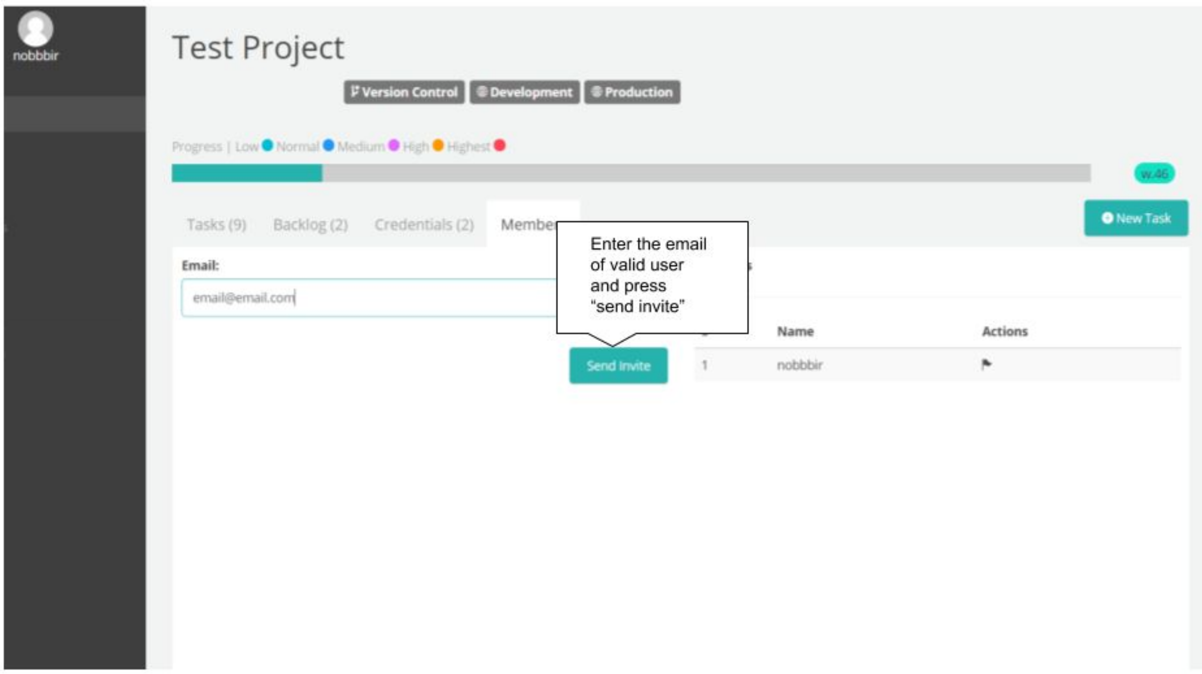
You can view all the projects that you are part of on the HUD screen which is also the default homepage of the website. This also includes all the projects in which you are invited by the project owner. Click on any project to see the project management page.

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.

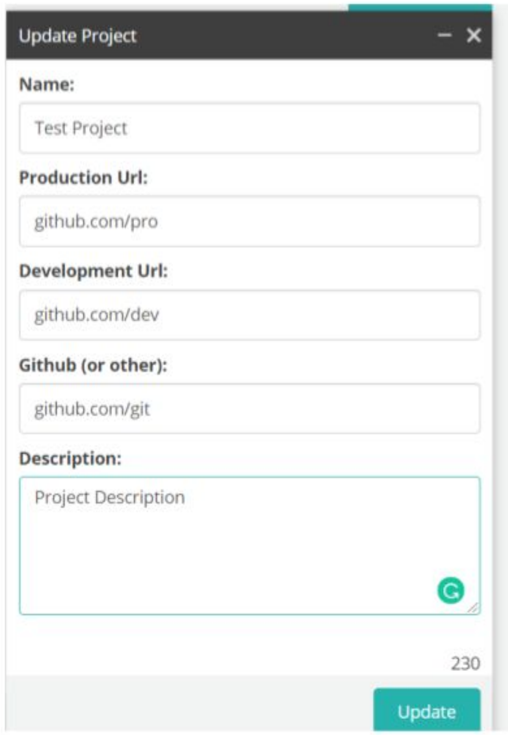
5.2 Adding Members to Project Workspace



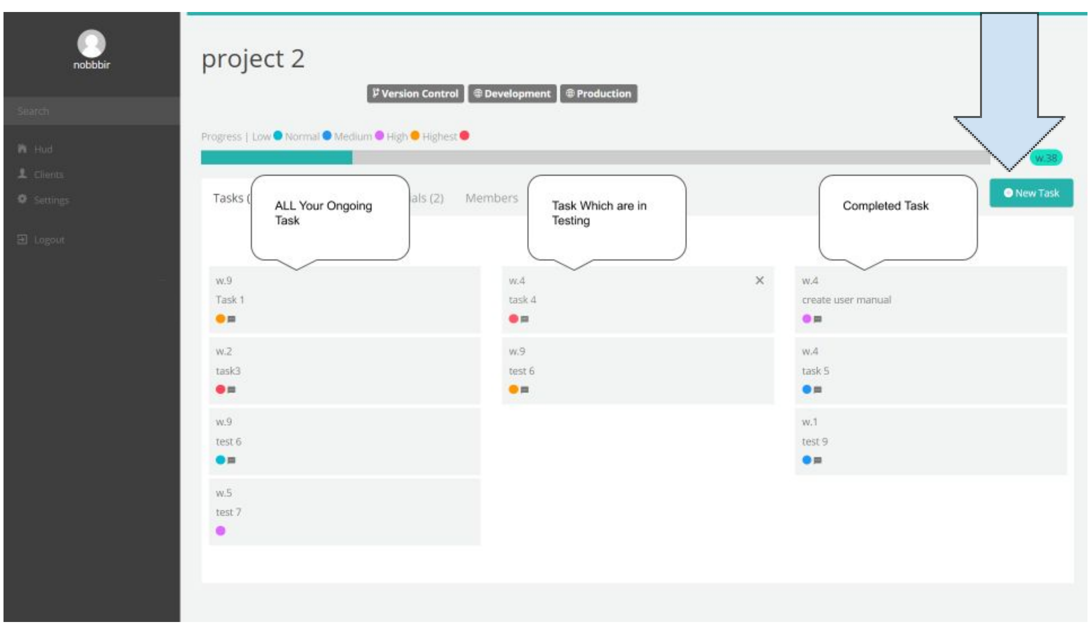
- Click on the “Members” tab of the project workspace
- Enter the email address of the user with a registered account
- Click on “send invite”
- This will automatically send an email invite to the user
- The user name would appear in the “Members List” once the user accepts the invite

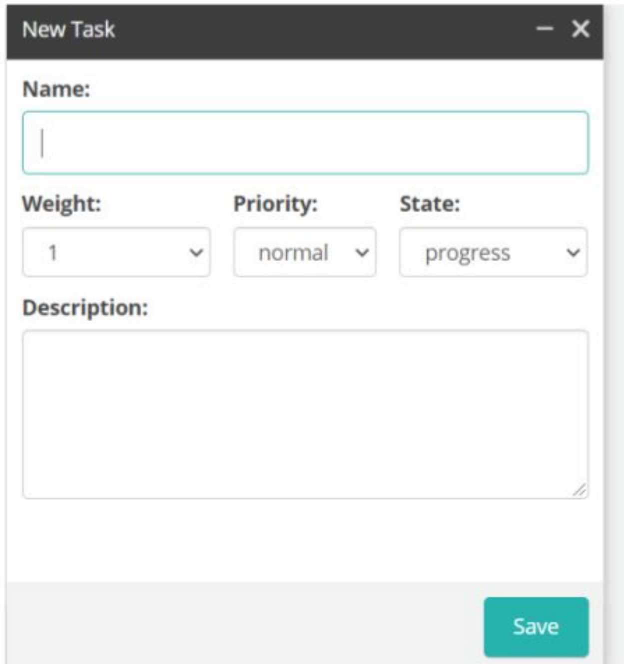
5.3 Updating Project Metadata

- 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



5.4 Creating New Task

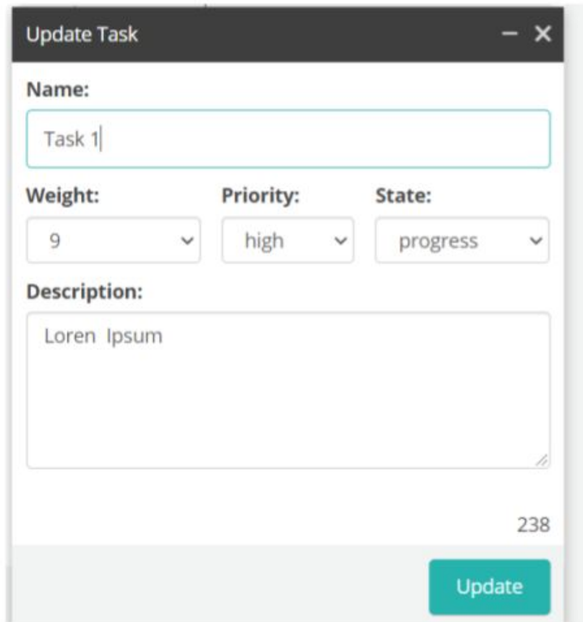




- To create a new task click on the “New Task” button in the top right corner
- This will open up a dialogue box
- Enter the name of this task
- Enter the weight(Complexity/Difficulty) of this task on the scale of 1-10
- Select the Priority of the task from low, normal, high and highest
- Select the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

5.5 Update Tasks

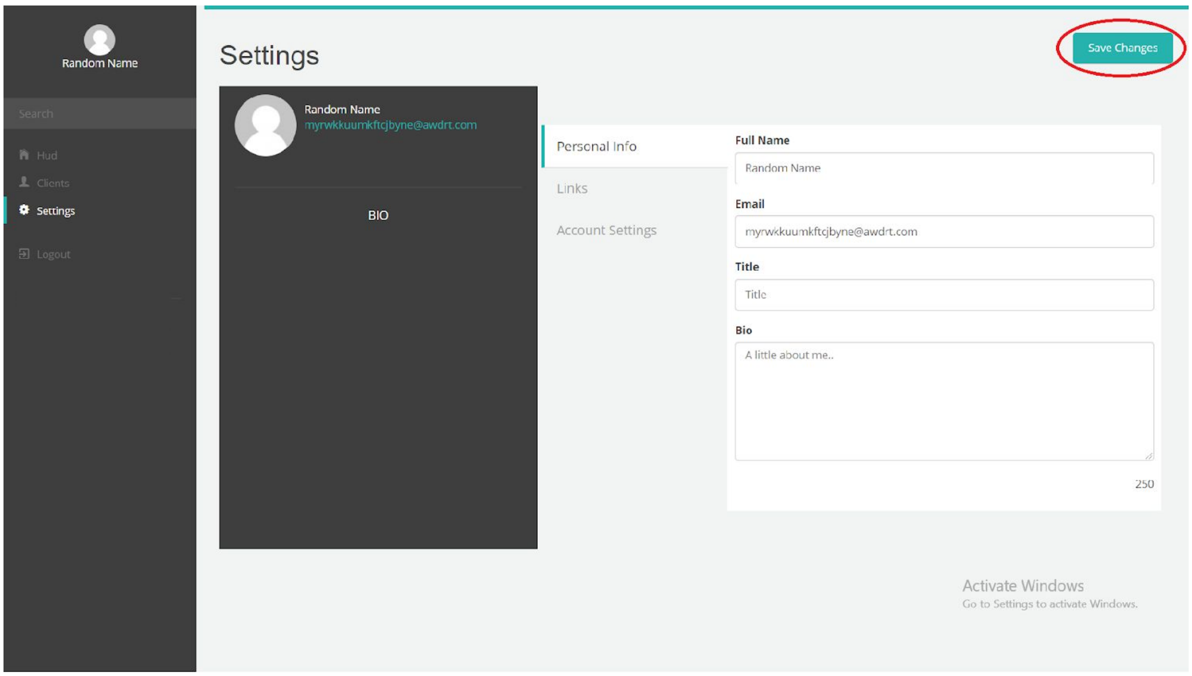
- Click on the task in project workspace which you want to update
- You can update the task name, status, weight and priority
- Updating the status to “testing” would display the task under “Testing” tab
- Similarly updating the status to “Completed” would display the task under the “Completed” tab
-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

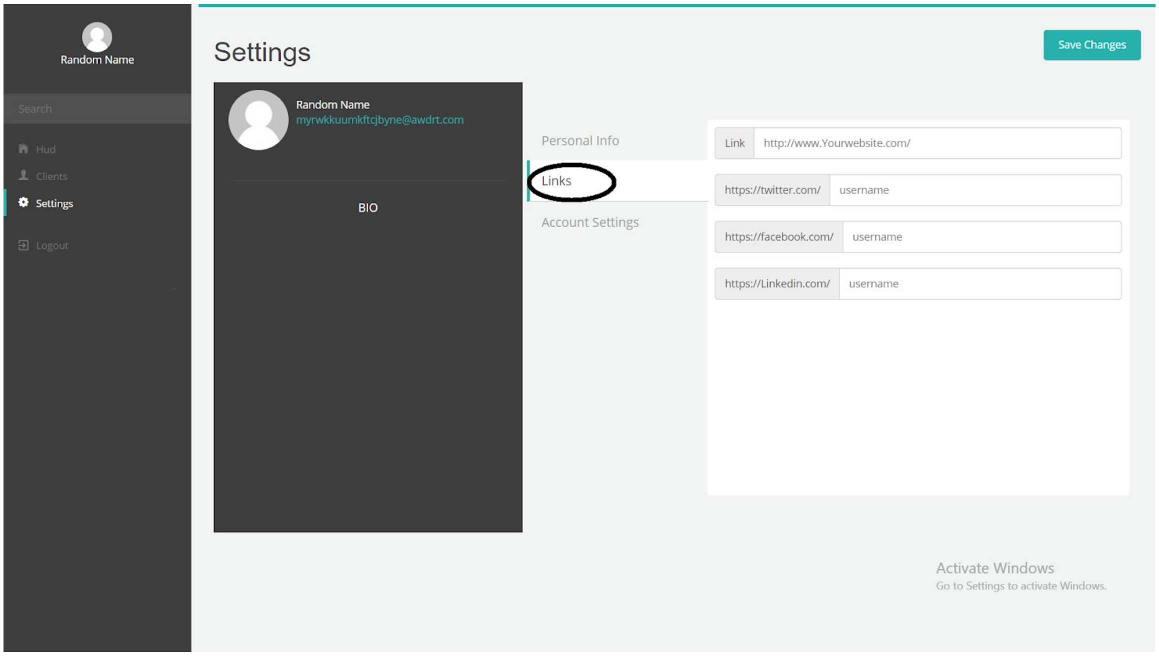
6.1 Edit your personal information:

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



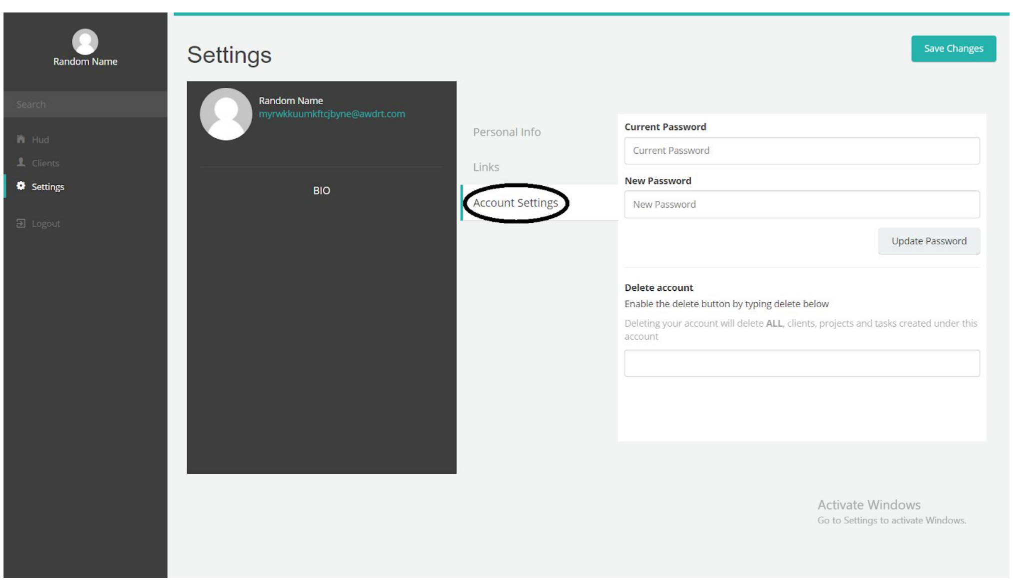
6.2 Add or update Links:

- 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”.