

**COSC 310**

# **Admin User Manual**

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Welcome to the Task Management System's admin interface. This guide will help you navigate and utilize the powerful administrative features available to you as a system administrator.

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## Accessing the Admin Dashboard

- **Logging In**
    - Navigate to the login page at </login>
    - Enter your admin email and password
    - Click "**Sign In**"
    - The system will detect your admin status and redirect you to the admin dashboard
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## Admin Interface Overview

After logging in, you'll see the Admin Panel with the following sections in the top navigation bar:

- **Metrics:** Dashboard with system-wide statistics and analytics
  - **Your Tasks:** View tasks assigned to you
  - **Users:** User management interface
  - **Tasks:** Manage all system tasks
  - **Messages:** Team communication center
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# User Management

## Viewing Users

- Navigate to **"Users"**
- View list showing:
  - User Name
  - Email
  - Role (Admin/User)
  - Action Buttons

## Filtering and Searching Users

- Use the search bar to find users by name or email
- Use the role dropdown to filter by user type (Admin/User)
- Click **"Clear Filters"** to reset

## Inviting New Users

- Click **"Invite User"**
- Fill the form:
  - Name
  - Email
  - Role (Admin/User)
- Click **"Send Invitation"**
- Copy and share the invitation link (expires in 48 hours)

## Editing User Information

- Click the **edit (pencil)** icon
- Modify name, email, or role
- Click **"Save Changes"**

## Deleting Users

- Click the **delete (trash can)** icon
  - Confirm deletion
  - **Warning:** Deletion is permanent; tasks will remain unassigned
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# Task Management

## Viewing Tasks

- Navigate to "**Tasks**"
- View task list showing:
  - Title & Description
  - Status (Complete/Incomplete)
  - Priority (High/Medium/Low)
  - Due Date
  - Lock Status
  - Assigned Users
  - Action Buttons

## Filtering and Searching Tasks

- Use the search bar or dropdowns to filter by:
  - Status
  - Priority
  - Assignee
  - Due Date
- Click "**Clear Filters**" to reset

## Creating New Tasks

- Click "**Create Task**"
- Fill in:
  - Title
  - Description
  - Priority
  - Due Date (optional)
  - Assignees
- Click "**Create Task**"

## Editing Tasks

- Click the **edit (pencil)** icon
- Modify fields as needed
- Click "**Save Changes**"

## Locking/Unlocking Tasks

- Click the **lock/unlock icon**
- **Locked tasks:** Cannot be edited by users
- **Only admins** can unlock

## Deleting Tasks

- Click the **delete (trash can)** icon
  - Confirm deletion
  - **Warning:** Action is permanent
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# Metrics and Analytics

## Available Metrics

- **User Statistics**
  - Total Users
  - Total Admins
- **Task Statistics (All Time)**
  - Total Tasks
  - Completed Tasks
  - Incomplete Tasks
  - Tasks by Priority
  - Locked Tasks
  - Overdue Tasks
- **Task Statistics (Last 30 Days)**
  - Tasks Created
  - Tasks Completed
  - Tasks by Priority
- **Top Performers**
  - Users ranked by completed tasks in the last 30 days

## Interpreting Charts

- **Task Status Distribution:** Pie chart (Complete vs. Incomplete)
- **Task Priority Distribution:** Pie chart (High/Medium/Low)
- **Top Performers:** Bar chart of top users

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## Messaging

### Starting New Conversations

- Go to "**Messages**"
- Click "**New Conversation**"
- Select recipients
- Add a subject (optional)
- Click "**Create**"

### Messaging Features

- Real-time chat
  - Preserved conversation history
  - Unread message indicators
  - Message notifications
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## System Settings

### Dark Mode Toggle

- Click the **moon/sun icon** to switch modes
- Your preference is saved

### User Profile Settings

- Click your **profile picture** > **Profile Settings**
  - You can update:
    - Name
    - Email
    - Password
    - Profile Picture
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# Troubleshooting FAQs

## Metrics & Reporting Issues

- **Dashboard not loading:**
  - Refresh page
  - Clear cache
  - Try a different browser
  - Check your internet
- **User not in Top Performers:**
  - Only shows users with tasks completed in the last 30 days

## Access Issues

- **"Forbidden" error:**
  - Session expired – log out and back in

## System Performance

- **System is slow:**
  - Refresh
  - Clear cache
  - Check your connection

## Login & Authentication Issues

### Can't log in even with correct credentials:

- Check if Caps Lock is enabled
- Clear browser cookies and cache
- Try logging in using an incognito/private window