Documentation for using the website

1. **Getting the project ready:**
   a. Clone the project from https://github.com/manomoybiswas/Task-Management-System.git
   b. Download elasticsearch from https://www.elastic.co/downloads/elasticsearch and run the elasticsearch server
   c. First navigate to the project folder by **< cd Task_Management_System >**
   d. Run < **bundle install >** to install all the dependencies.
   e. Run < **rails db:setup** >, wait for creating database, database migrations and seeding the database to complete.

2. **Starting the website**:
   a. Start the rails server by **"rails server"** or **"rails server -b 0.0.0.0 -p 3050"**
   b. On another terminal Run **< bundle exec sidekiq >** to run the sidekiq
   c. Access the homepage by typing **"localhost:3000"** or **"localhost:3050"** in your browser url.

3. **Admin Login:**
   a. Goto **Admin Login** in navbar
   b. Check the **seed** file in **db** folder
   c. Login using username and password for Admin

4. **Add Employee:**
   a. Goto **Users → Add users**
   b. Fill the details of employee and create user

5. **Employee and HR Login:**
   a. Once an Admin creates an Employee and hR can login via only **Google Account.**
   b. Only employee with Google Account and Added by admin can login to the system

6. **Task Category:**

   a. Only admin has the right to create task category

   b. Goto **Dashboard → Category → Create category**

   c. Fill the details and create category

7. **Task Assign:**

   a. **Admin User:**

      i. Goto **Dashboard → Tasks → Create task**

      ii. Fill the necessary details and assign task to any employee except HR

   b. **Employee:**

      i. Goto **Dashboard → Create task or Dashboard → My Tasks → Create task**

      ii. Fill the necessary details and assign task to any employee

      iii. Employee can only assign task to other employees not **Admin** or **HR**

8. **Subtask Create:**

   a. Click on + button in Task Form and add subtask as much as you need

9. **View Task:**

   a. **Admin:**

      i. Goto **Dashboard → Tasks**

      ii. This page List all the task and each task has view edit delete approved(if submitted) button

      iii. By clicking on view button admin can view task details

   b. **Employee:**

      i. Goto **Dashboard → My Tasks**

      ii. This page List all the task assigned to the employee and each task has view submit button

      iii. By clicking on view button admin can view task details

10. **Submit Subtask:**

    a. Goto **Dashboard → My Task →** Click **View** Button

    b. On Task Details page all sub task listed

    c. Click on **Submit** button to submit sub task

11. Submit Task:

    a. Employee can submit task by clicking the **submit** button

    b. Make sure all sub tasks (if available) submitted before task submitted

12. View My Assigned Task:

    a. Goto **dashboard → Set Tasks**

    b. This page List all the task assigned by employee and each task has **view, edit, delete, approve** (if submitted) button

13. Approved Task:

    a. **Admin:**

        i. Goto **Dashboard → Tasks**

        ii. This page List all the task and each task has **view, edit, delete** approve (if submitted) button

        iii. By clicking on **Approve** button admin can approve a task

    b. **Employee:**

        i. Goto **dashboard → Set Tasks**

        ii. This page List all the task assigned by employee and each task has view edit delete approve (if submitted) button

        iii. By clicking on **Approve** button admin can approve a task

14. Notify HR:

    a. If task approved admin can notify HR by clicking on **Notify HR** button

15. View Notified Task (HR user)

    a. HR dashboard has a Approved task section where HR can see all notified task with view and print option

16. Print Approved Task (HR user)

    a. On Approved task section in HR user each task has **print** button

    b. By clicking on **Print** Button HR can print each task

17. Print Approved Task List (HR user)

    a. Approved task section in HR user has **print task list** button

    b. By clicking on **Print task list** Button HR can print list of approved task

18. Notification:

    a. On task create update submit approved employee and admin get a notification performed by action cable

19. Email:

    a. On task create update submit approved employee and admin get a Email performed by action mailer

    b. Sidekiq perform the mail sending job

20. Search

    a. On typing the task name category on search field in navbar user (except hr) can search task

    b. For searching elasticsearch is used. It reduce overhead in actual database

21. User profile:

    a. In the navbar on clicking on username, a drop down opens.

    b. Select **change profile** option

    c. Here employees can find **change profile pictures** and **edit** user details options.

22. Logout

    a. In the navbar on clicking on username, a **drop down** opens.

    b. Select **logout**