

Task and Time Management System

EEC 626 | SOFTWARE ENGINEERING PROJECT

USER MANUAL

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1. Introduction

Introduction gives you information regarding the some more in-depth detail about project such as what kind of feature it has covered, purpose, scope and what is being covered by web application. The main purpose of the system is to increase the efficiency of tracking the progress of the task. Apart from that number of offices are being managed in low budget so for keeping the track of time spent on the task, it can also increase the efficiency by time wise.

1.1. About the manual

The manual will include the information to use the developed system and discuss about implementing the related requirements in terms of doing it on the system. Manual will also include the images so that end user can compare it with the actual system and get system in use as fast as possible.

1.2. Audience

The manual can be used by any third person who is not aware of programming or development. For 'Task and Time Management System' there are three main users namely administrator, supervisor and student user.

1.3. Convention

There is just a

TTMS – Task and Time Management System

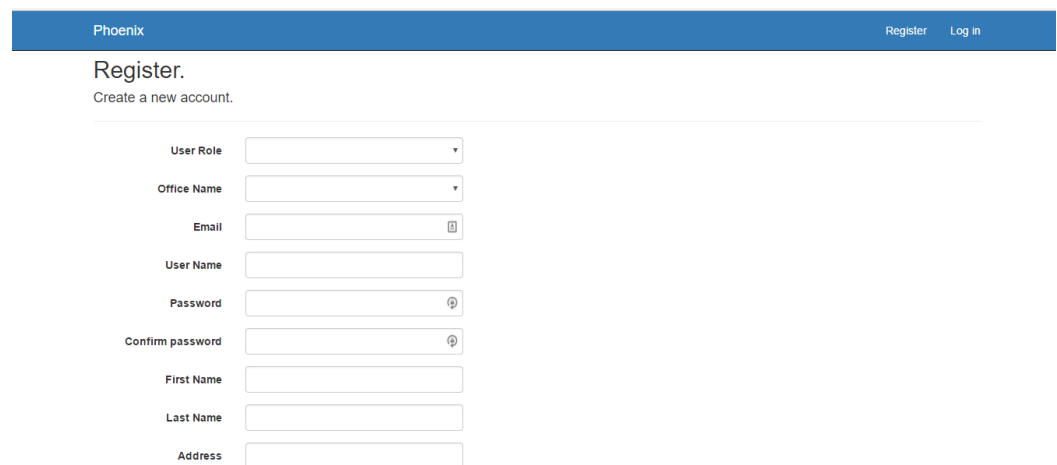
2. Functions

There are three modules of the system and it all has number of functionalities which has detailed description on how it can be implemented. For accessing all the features user must be authorized first to see the all options

2.1. Authorization and registration into system

2.1.1. Student Registration

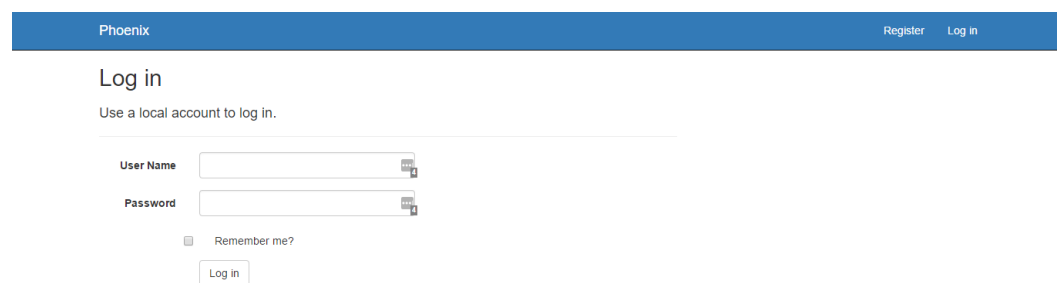
Student can be registered from the home page of the website by clicking Register button on navigation bar. Which will pop up the registration page and from there student user can register.



The screenshot shows the 'Register' page of the Phoenix system. At the top, a blue navigation bar contains the 'Phoenix' logo on the left and 'Register' and 'Log in' links on the right. Below the navigation bar, the heading 'Register.' is followed by the subtext 'Create a new account.' A horizontal line separates the heading from the registration form. The form consists of several input fields: 'User Role' (a dropdown menu), 'Office Name' (a dropdown menu), 'Email' (a text field with an '@' icon), 'User Name' (a text field), 'Password' (a text field with a 'P' icon), 'Confirm password' (a text field with a 'P' icon), 'First Name' (a text field), 'Last Name' (a text field), and 'Address' (a text field).

2.1.2. Login

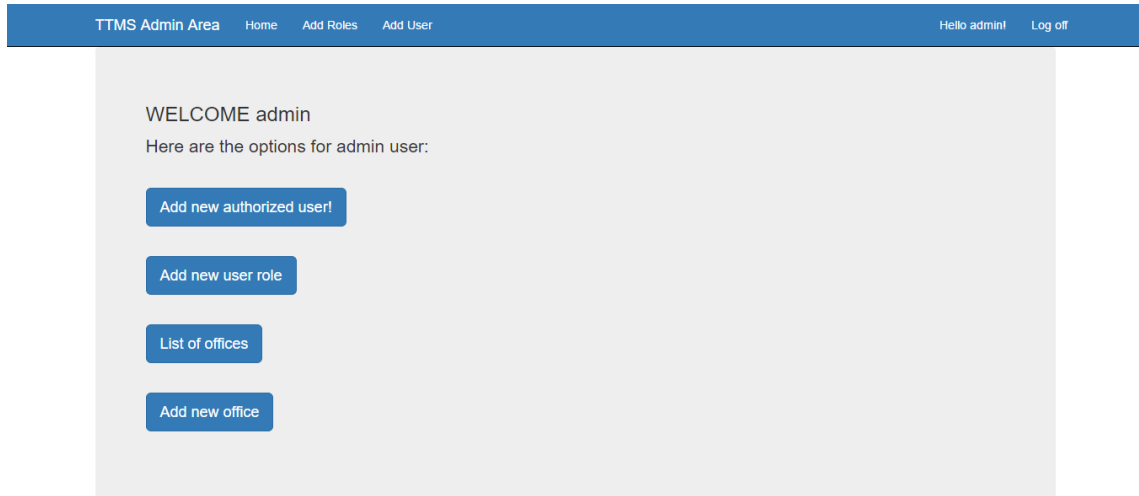
Login can be found from the navigation bar where any type of user can login and access the all functionalities provided in the system.



The screenshot shows the 'Log in' page of the Phoenix system. At the top, a blue navigation bar contains the 'Phoenix' logo on the left and 'Register' and 'Log in' links on the right. Below the navigation bar, the heading 'Log in' is followed by the subtext 'Use a local account to log in.' A horizontal line separates the heading from the login form. The form consists of two input fields: 'User Name' (a text field with a user icon) and 'Password' (a text field with a password icon). Below these fields is a checkbox labeled 'Remember me?'. At the bottom of the form is a 'Log in' button.

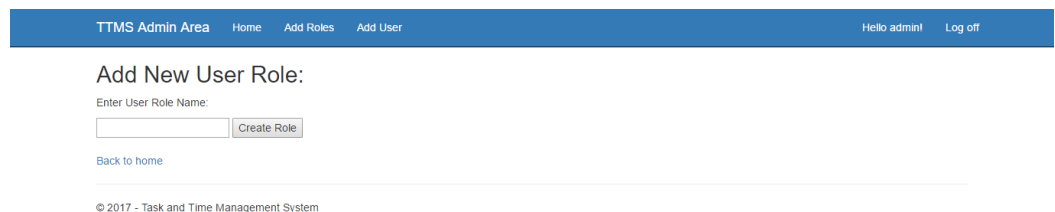
2.2. Admin

Admin module will be used by the admin of the system and following are functionalities from the home page of the admin area.



2.2.1. Admin can add new user roles

Once admin logged in to system, there is a clickable option called 'add new user role'. On click of that button there is a list of all user role and one option for adding a new user. It can be done by just typing text of user role and clicking a button 'Create Role'.



2.2.2. Admin can add new authorized user

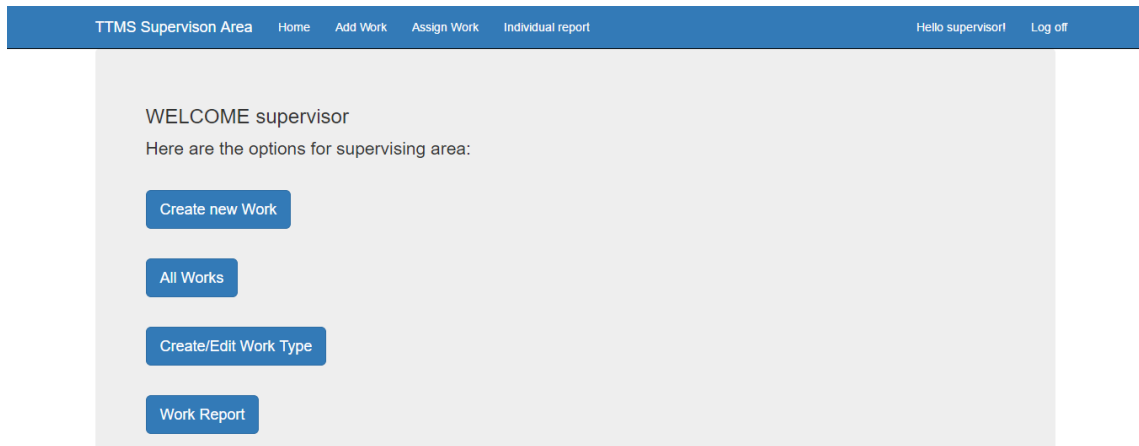
In Home page of admin area there is an option for adding new authorized user(Add New Authorized User). After that user can select role(Admin, Supervisor, Student) and select office further there will be all text boxes for email, username, password, first name, last name, address, city, state, country and phone number.

2.2.3. Admin can add new office

This system is developed for the use of the multiple offices of the Cleveland State University so this is the important feature is to add the office into system. And it can be done from home page by selecting the 'add new office' option.

2.3. Supervisor

Supervisor can create a new work with specific type such as Task, Project, Event and it also include detailed description, its deadline and its status. Supervisor can see list of work and from there they can assign those works to students. Supervisor can create a new work type. The last and main one is they can see the work report which shows work title with total hour spent it's also include the individual spent hours if it has been assigned to multiple students.



2.3.1. Supervisor can add new work

After log in section and using this feature supervisor can add new work by selecting a option name 'Create new work'. In creation work requires the type of work (task, project, event), priority and some description such as title, description, deadline and its status.

TTMS Supervision Area
Home
Add Work
Assign Work
Individual report
Hello supervisor!
Log off

Create a new Work

Work Type

Task

Priority

Low

Work Title

Description

Deadline

mm/dd/yyyy

Status

Create

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2.3.2. Supervisor can see list of work

List of work can be visible by clicking see all works from home page. The list contains the information such as priority, title, status, assigned students and related option.

TTMS Supervision Area
Home
Add Work
Assign Work
Individual report
Hello supervisor!
Log off

All list of works

[Create New](#)

[Tasks](#) | [Events](#) | [Projects](#)

Priority	Work Title	Description	Deadline	Status	Assigned Students	
Low	Creating Labels	Please produce mailing labels for the high school junior and senior girls on our mailing list.	5/11/2017	Completed	Arpit	Edit Edit Assignments Details Delete
High	Folders needed	We need 60 folders made for Engineer Scholars Day	5/21/2017	Completed	Yash Arpit Briana	Edit Edit Assignments Details Delete
High	School Visit 'True 2 You'	Need 40 information bags, 2 teachers folders	5/16/2017	Assigned	Yash Arpit Briana	Edit Edit Assignments Details Delete
Medium	'Spring Commencement'	Prepare 400 orange flyers for Commencement	5/10/2017	Assigned	Arpit Briana	Edit Edit Assignments Details Delete

2.3.3. Supervisor can short the list by work type

In the list of all works there is option to see only work with specific so it can be done by just clicking the name of the work type.

2.3.4. Supervisor can assign students to work

In list of work there is an option called 'Edit Assignments' from where it will open edit assignment where its shows all student users in system and from there supervisor can change the assignment by selecting multiple students.

TTMS Supervision Area
Home
Add Work
Assign Work
Individual report
Hello supervisor!
Log off

Edit Assignments

Work Title

Creating Labels

Status

Completed

Work

Yash
Arpit
Briana

Save

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2.3.5. Supervisor can comment on work

This feature can be used by clicking the detail button which will open the overall detail about project and in below section there is an option to add comment. Where supervisor and student can talk regarding the assigned task.

LEAVE YOUR COMMENTS

Add Your Comment Here...

Submit

Comments of this work

supervisor
23 Hours Ago

This is first comment from supervisor user!!

Arpit
23 Hours Ago

This is first comment from Student user!!

supervisor
4 Hours Ago

Hellow world!!

2.3.6. Supervisor can delete the work

Supervisor can delete the work by just clicking the delete option from right side menu of the list of the work.

2.3.7. Supervisor can create a new type of work

There are already three type of work there namely task, event and project but in the future if supervisor wants to add new type of work then it can be done by choosing the 'Create/Edit Work Type' option.

TTMS Supervision Area
Home
Add Work
Assign Work
Individual report
Hello supervisor!
Log off

Work-types

[Create New](#)

Work Type	
Task	Edit Delete
Project	Edit Delete
Event	Edit Delete

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2.3.8. Supervisor can see work report

This is one of the most important feature of the system from where supervisor can see the work report in the terms of total hour spent on work by students. This option is in the home page of supervisor area.

TTMS Supervision Area
Home
Add Work
Assign Work
Individual report
Hello supervisor!
Log off

Work Report

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Work Title	Hour Worked	
Creating Labels	15.12	See Individual Hour Spent
Folders needed	4.42	See Individual Hour Spent
School Visit 'True 2 You'	6.28	See Individual Hour Spent
'Spring Commencement'	0	See Individual Hour Spent
P-Card Statement	0	See Individual Hour Spent

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2.3.9. Supervisor can see individual work report

This is another feature of work report where supervisor can see the individual hour spent by students if that task is assigned to multiple students. This option is in the Work Report option.

TTMS Admin Area
Home
Add Roles
Add User
Hello supervisor!
Log off

Report By Individual Hour

Work Title	Student Worked	Hour Spent
School Visit 'True 2 You'	Yash	3.26
School Visit 'True 2 You'	Arpit	2.01
School Visit 'True 2 You'	Briana	1.01

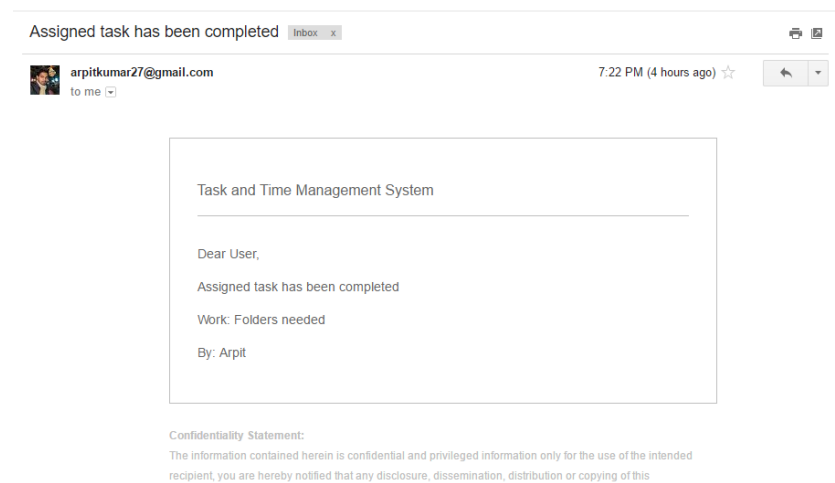
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2.3.10. Supervisor can receive email notification

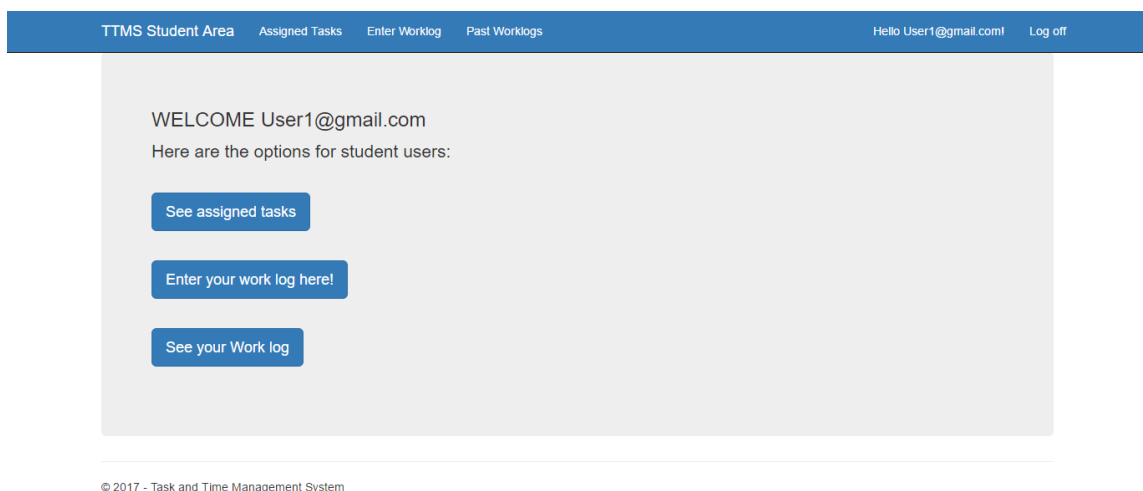
How the supervisor get to know that assigned task has been completed. For this requirement, project has email notification feature so when student change the

status of the assigned task to 'completed' system will send email notification to supervisor.



2.4. Student/User

Students see the list of assigned task check the details of it and they can add comments to it if they have any questions. Student can update the status of the task for instance, from assigned to In-Progress, AboutToFinish or Completed. They can enter the hour spent on the that day and check for all work log history.



2.4.1. Student can see assigned task

From home page of student area there is an option named 'see assigned tasks' will land student to list of assigned task. On above the list of assigned task there are three option for shorting the list by its type.

TTMS Student Area
Assigned Tasks
Enter Worklog
Past Worklogs
Hello User1@gmail.com!
Log off

Your Assigned Tasks

[Your tasks](#) | [Your group projects](#) | [Upcoming events](#)

Work Type	Priority	Work Title	Deadline	Status	
Task	Low	Creating Labels	5/11/2017	Completed	Update the status Details
Project	High	Folders needed	5/21/2017	Completed	Update the status Details
Event	High	School Visit 'True 2 You'	5/16/2017	Assigned	Update the status Details
Event	Medium	'Spring Commencement'	5/10/2017	Assigned	Update the status Details
Task	High	P-Card Statement	5/11/2017	Assigned	Update the status Details

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2.4.2. Student can update the status of the work

From the list of assigned task each task has option to change the status of the task by clicking 'update status' student can change the status of the task from listed option.

TTMS Student Area
Assigned Tasks
Enter Worklog
Past Worklogs
Hello User1@gmail.com!
Log off

Update Status

Work Title

Creating Labels

Description

Please produce mailing labels for the hlg

Creation Date

4/9/2017 12:00:00 AM

Deadline

5/11/2017 12:00:00 AM

Status

Inprogress
NotAssigned
Assigned
Inprogress
AboutToFinish
Completed

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2.4.3. Student can comment on the assigned task

In the list of all assigned work there is one more option named detail for seeing the detail of the task and this page has comment section from where student can comment on those tasks and see the other comments as well.

2.4.4. Student can enter their work-log

From home page of user there is an enter work log button which lands student to enter the work log page. Where they can select time range and select the assigned task.

2.4.5. Student can see their work log

After adding work hour if student wants to see the added hour which can be viewable form the home page by clicking the ‘see your work log’ button.

TTMS Student AreaAssigned TasksEnter WorklogPast Worklogs

Hello User1@gmail.comLog off

Work-log History

[Add new work log](#)

Work Title	Start Time	End Time	Total Time Spent
Creating Labels	4/17/2017 5:20:00 PM	4/17/2017 5:25:00 PM	0.08
Creating Labels	4/17/2017 4:00:00 PM	4/17/2017 5:00:00 PM	1
School Visit 'True 2 You'	4/27/2017 12:28:00 PM	4/27/2017 2:29:00 PM	2.01
School Visit 'True 2 You'	4/27/2017 3:52:00 PM	4/27/2017 4:53:00 PM	1.01
School Visit 'True 2 You'	4/27/2017 2:36:00 PM	4/27/2017 5:52:00 PM	3.26
Folders needed	4/27/2017 12:00:00 PM	4/27/2017 4:25:00 PM	4.42
Creating Labels	4/27/2017 5:48:00 PM	4/27/2017 7:49:00 PM	2.02
Creating Labels	5/10/2017 7:23:00 AM	5/10/2017 7:24:00 PM	12.02

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