



CoLab

User Guide

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Getting Started

Creating an Account

Access the CoLab home page and select the Sign Up option located in the main navigation menu.

Enter your details in the form, these include:

- First Name
- Last Name
- Email
- Password

Create your account




Organization is important to keep everyone in the team aware of the progress.



Customize your dashboard to help you access the most used features.



Assign responsibilities and tasks base on the stress levels.



or

Already have an account? [Log in](#)

SIGN UP

Logging in to Your Account

Once you have created an account you can log in to CoLab.

Select the Log In option located in the main navigation menu on the welcome page.

Enter your account details in the form provided.

Log in to your account




Organization is important to keep everyone in the team aware of the progress.



Customize your dashboard to help you access the most used features.



Assign responsibilities and tasks base on the stress levels.



or

[Forgot password?](#)

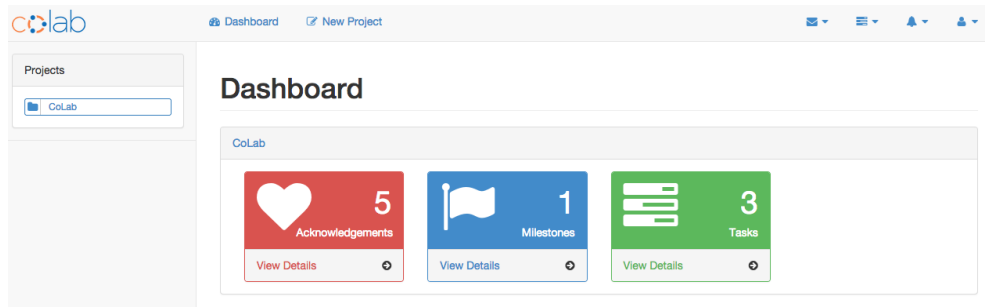
Don't have an account? [Sign up](#)

LOGIN

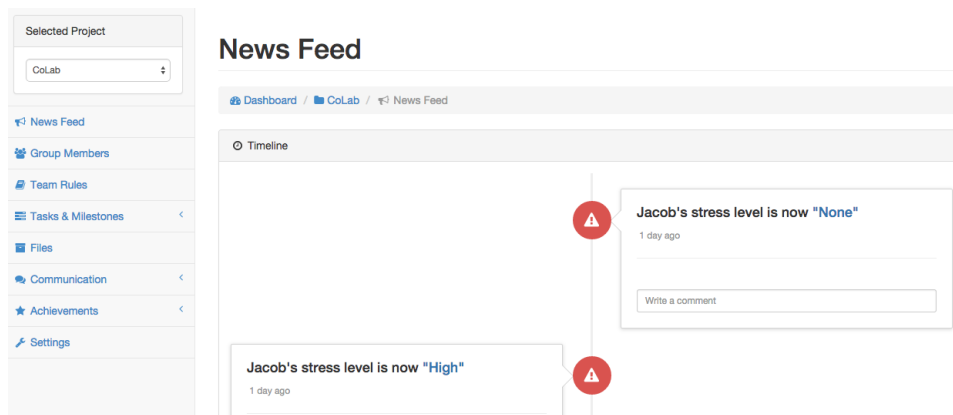
Basics

Dashboard

Once you have logged in to your account, you will be taken to the Dashboard page. This page contains an overview of your projects and teams.



In the left sidebar you will see a list of your projects. By selecting a link to a project you will be taken to the main project page and news feed.



The left sidebar on the main project page includes links to the following:

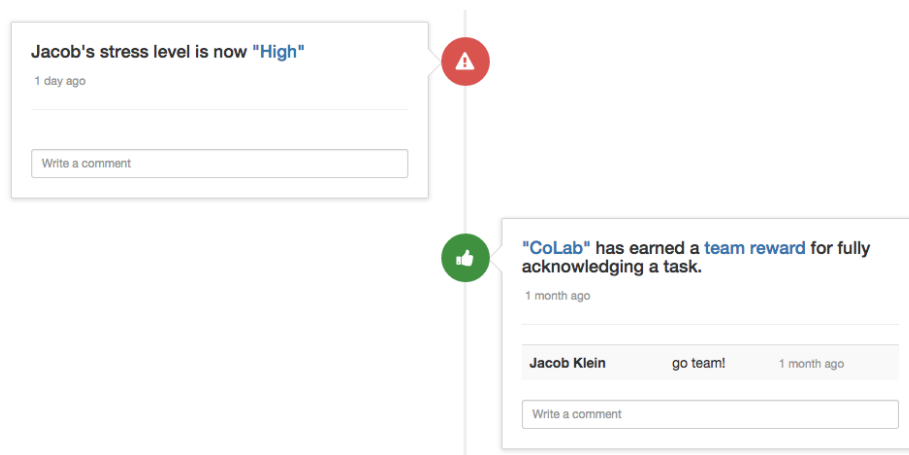
- News Feed
- Group Members
- Team Rules
- Tasks & Milestones
- Files
- Communication
- Achievements
- Settings

News Feed

The News Feed contains relevant notifications regarding the progress on the selected project.

These notifications include:

- Individual and team task completion
- Achievements
- Team members stress levels
- Files uploaded

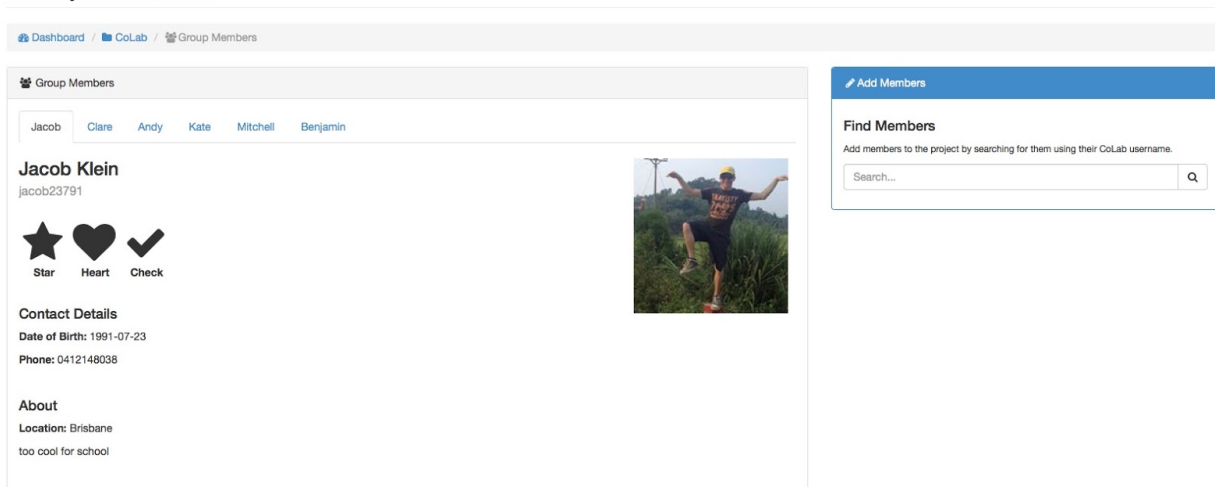


Group Members

Go to the Group Members page to view all members associated with the chosen project. Here you can see each user's profile, including their contact details and achievements.

Add members to the project by searching for them in the search bar on the right.

Group Members



Team Rules

By accessing the Team Rules page you are able to view any rules created by team members. These rules define the way team members interact with one another during the project.

Group Rules

[Dashboard](#) / [CoLab](#) / [Team Rules](#)

Rules

Description	Actions
If unable to attend a meeting, a team member must let all other members know ASAP through the messaging system.	DELETE
Rewards must be set and delivered for completed tasks.	DELETE

+ Add Rule

New Rule

Add a new rule that will define the way team members interact with one another during the project.

Rule Description

Create

To add new rules, type the description in the text box to the right and click Create.

Tasks and Milestones

Tasks & Milestones

Overview

New Milestone

New Task

Project Status

Files

Communication

Achievements

The Tasks and Milestones section of the website includes four pages that allow you to:

- See an overview of all milestones and tasks attached to your project
- Create a New Milestone for your selected project
- Create a New Task for your selected project
- View the status of your project in regards to milestone completeness, along with viewing team member's stress levels

The **Overview** page in the Tasks and Milestones section provides the user with information regarding any milestones or tasks that are assigned to the project. This shows the milestone name, task name, the members they are assigned to, the due date and the options to edit or delete them.

Project Overview

[Dashboard](#) / [CoLab](#) / [Tasks & Milestones » Overview](#)

My tasks

You have no tasks for this project.

Project's Overview

Milestone	Task	Assigned to	Due Date	Actions
Final Product Demonstration	Redesign Existing Database	Jacob Klein	Nov 23 - completed	Edit Delete
Final Product Demonstration	Add messages to database	Jacob Klein	Nov 23	Edit Delete
Final Product Demonstration	Add timeline comments to database	Jacob Klein	Nov 23	Edit Delete

Stress level

None

Low

Medium

High

Going insane

The **New Milestone** page allows users to create new milestones for the project and assign team members to them as well as due dates.

New Milestone

[Dashboard](#) / [CoLab](#) / [Tasks & Milestones » New Milestone](#)

Create a new Milestone

Name

Description

Due Date

Start

End

CreateReset

Help

What is a Milestone?

A milestone is a group of tasks that form an important stage of the project.

Why create a Milestone?

Tracking the completion of Milestones lets the team know when an important stage of the project is finished and is a great moment for an special rewards.

Should the Milestone have a Reward?

Yes! It will keep the team happy and motivated.

There is also a help note to the right of the new milestone form. This provides the user with helpful information about the creation of new milestones.

The **New Task** page contains a form that allows users to input details for the creation of a new task. The options for this task include: Milestone the task is associated with, name of task, description, due date and which team members the task is assigned to (if any).

New Task

[Dashboard](#) / [CoLab](#) / [Tasks & Milestones](#) » New Task

Create a new Task

Milestone

Select

Name

Description

Due Date

Start

End

Assign to

Help

What is a Task?

A task is a specific assignment of a project.
Milestones are formed by tasks.

Why create a Task?

To be able to assign the task to a member or members of the team and track the progress of the project.

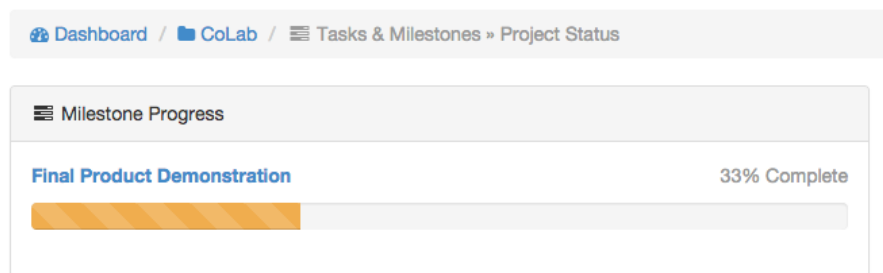
Should the Task have a Reward?

It is a good idea to acknowledge the effort of the team and individual.

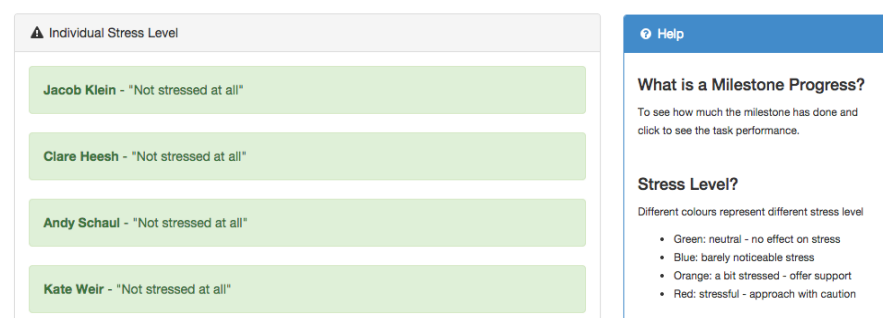
There are also helpful notes to the right of the form to assist the user with the task.

The **Project Status** page shows the overall status and completeness of the milestones.

Project Status



There is also a tab that shows the individual team member's stress levels along with helpful tips on the right of the status to assist users.



Stress

The **Stress** page puts the team stress information in one location. It shows the teams overall stress levels, as well as individual team member's stress levels and allows them to change that stress level. Along with helpful tips on the right of the status to assist users.

Group Stress Levels

[Dashboard](#) / [CoLab](#) / [Group Stress Levels](#)

Current Team Stress Level: None

⊙ Stress level

None Low **Medium** High Going insane

⚠ Individual Stress Level

Jacob Klein - "Not stressed at all"

Clare Heesh - "Average stress level"

Andy Schaut - "Not stressed at all"

Help

Stress Level?

Different colours represent different stress level

- Green: neutral - no effect on stress
- Blue: barely noticeable stress
- Orange: a bit stressed - offer support
- Red: stressful - approach with caution

Files

The Files page of the website's project view allows users to upload new files and view current files associated with the project.

To add new files to the project's library, select the file in the Upload File box to the right of the current files view.

Group Files

[Dashboard](#) / [CoLab](#) / [Group Files](#)

Files

No files found.

+ Upload File

File Description

File

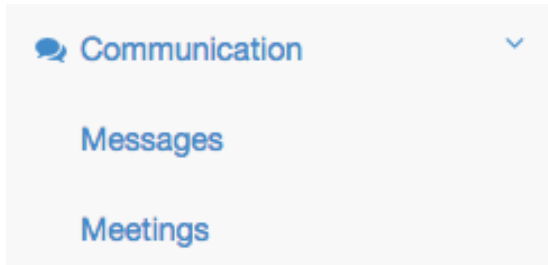
Choose File No file chosen

Create

Communication

The main forms of communication in CoLab are Messages and Meetings.

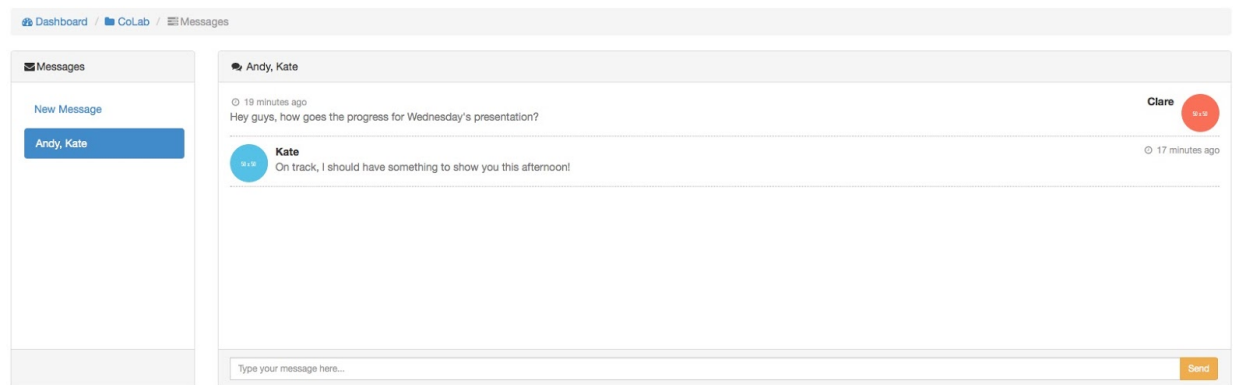
These are represented as two separate pages in the Communication section.



The **Messages** page contains a conversational instant message system.

This allows users to send messages to other members of the selected project.

Messages



The **Meetings** page provides an overview of any meetings allocated to your project.

Underneath this section there is a form that allows users to create new meetings.

Group Meetings

[Dashboard](#) / [CoLab](#) / [Group Meetings](#)

Meetings

No meetings found.



Create a new meeting

Meeting Date

Date

Start Time

9



00



AM



Achievements

The Achievements page is split into two sections: Personal and Team.

★ Achievements



Personal

Team

The **Personal** page shows an overview the user's individual achievements.

Personal Achievement

[Dashboard](#) / [CoLab](#) / [★ Achievements » Personal](#)

★ My badges



Star



Heart



Check



Film



Glass



Laptop

The **Team** page is similar to the one shown above, as it displays an overview of any achievements made by your team as a whole.

New Project

The New Project page allows users to set up a new project.

The options include:

- Project Name
- Project Description
- Start Date
- End Date

New Project

[Dashboard](#) / [New Project](#)

New Project

Project Name

Project Description

Start Date

End Date

Create

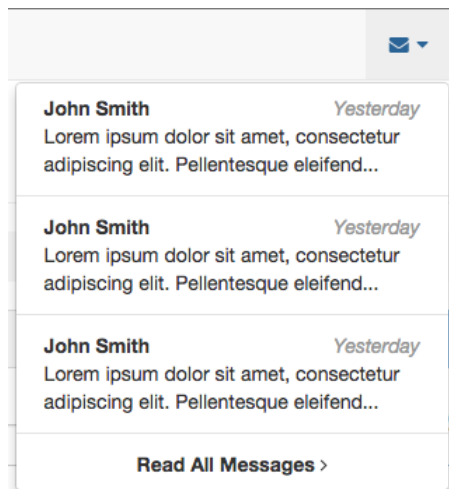
Reset

Navigational Links

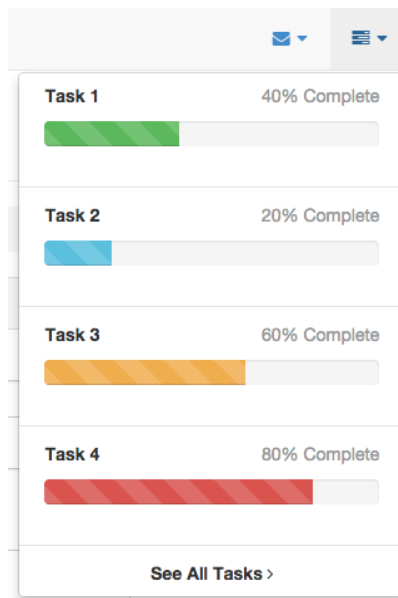
There are several navigational links that can be accessed on any page of the website once logged in.

They can be found in the top navigational bar, to the right. They include: a preview of messages, a preview of tasks that need completing, alerts, user profile, settings and a logout button.

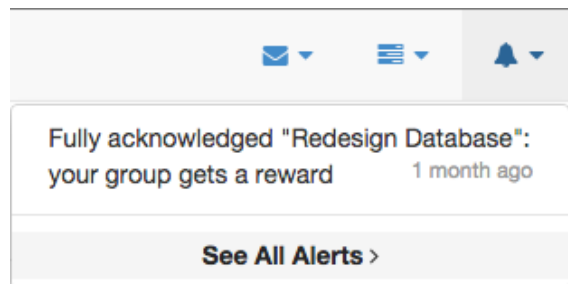
Preview View of Messages



Preview of Tasks



Alerts



User Profile, Setting and Logout

