CoLab

User Guide

Contents

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 responsabilities and tasks base on the stress levels.

or

First Name

Last Name

Email

Password

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 responsabilities and tasks base on the stress levels.

or
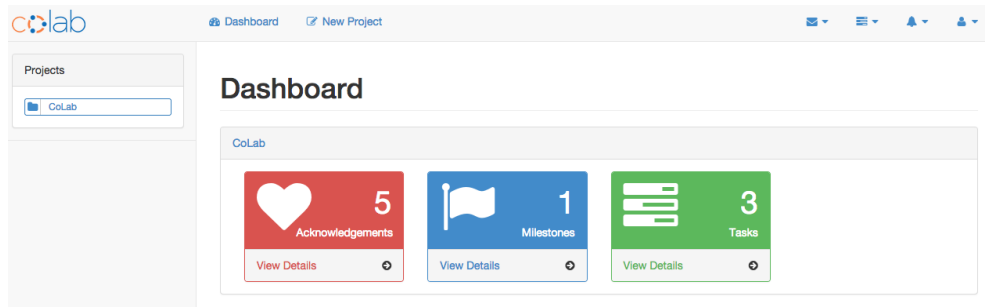
Email

Password

Forgot password?

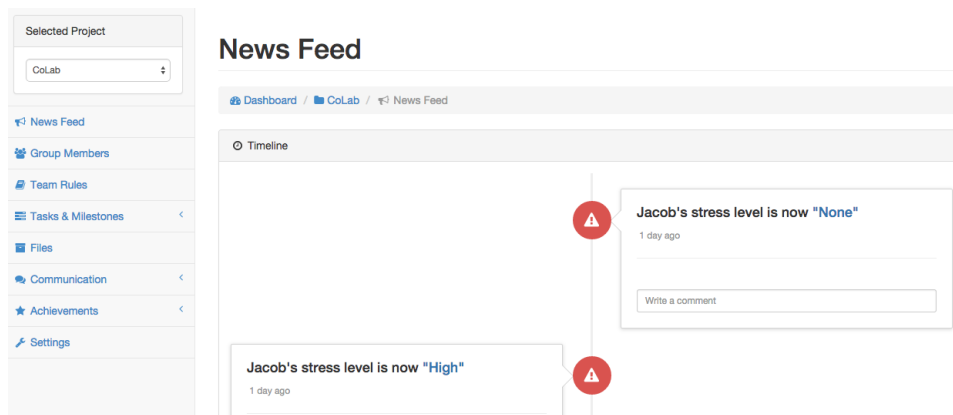Don't have an account? **Sign up**

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
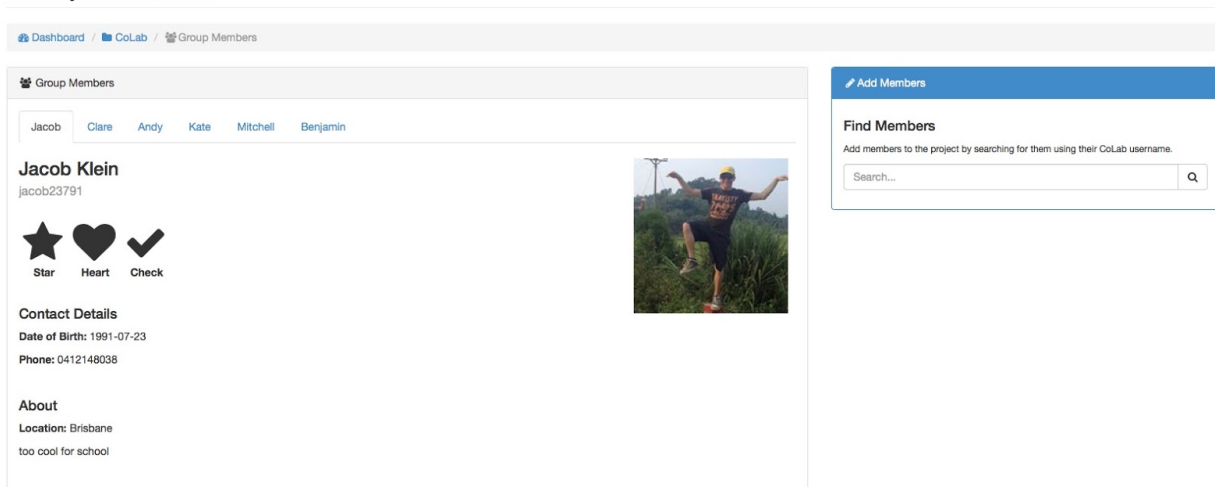- Team members stress levels
- Files uploaded
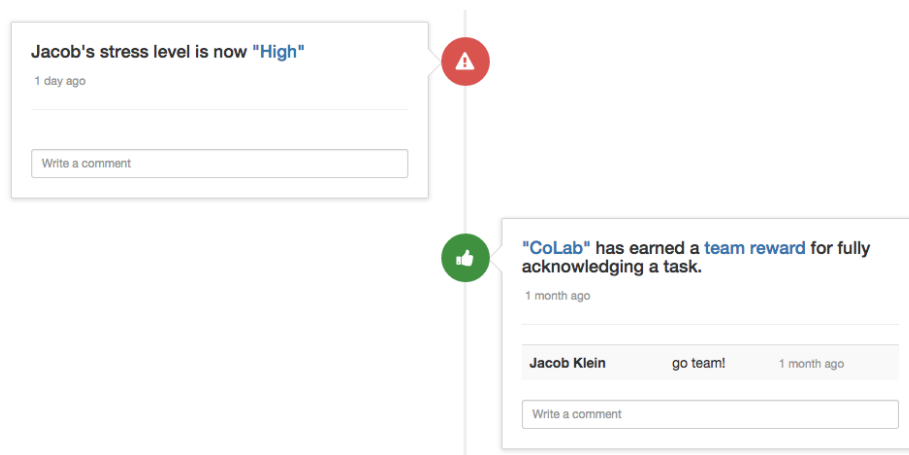
Group Members

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.

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.

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

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).

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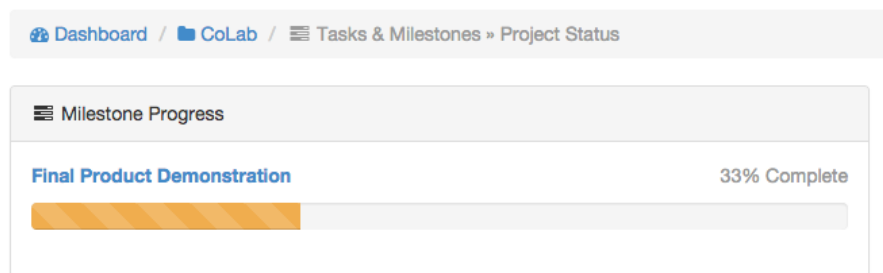
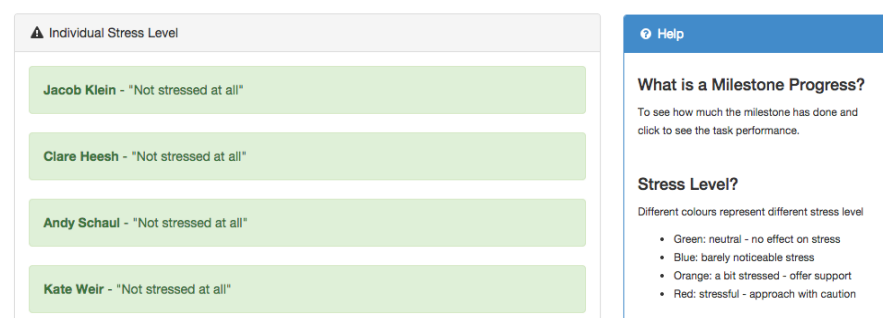There is also a tab that shows the individual team member's stress levels along with helpful tips on the right of the status to assist users.

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.

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.

Communication

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

These are represented as two separate pages in the Communication section.
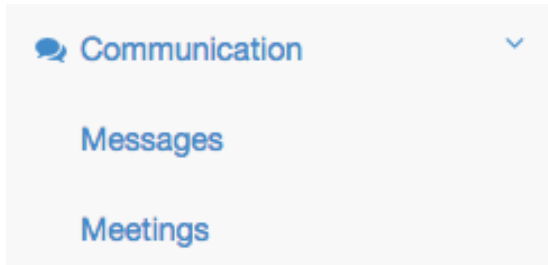
The **Messages** page contains a conversational instant message system.

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

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

📖 Meetings

No meetings found.   ×

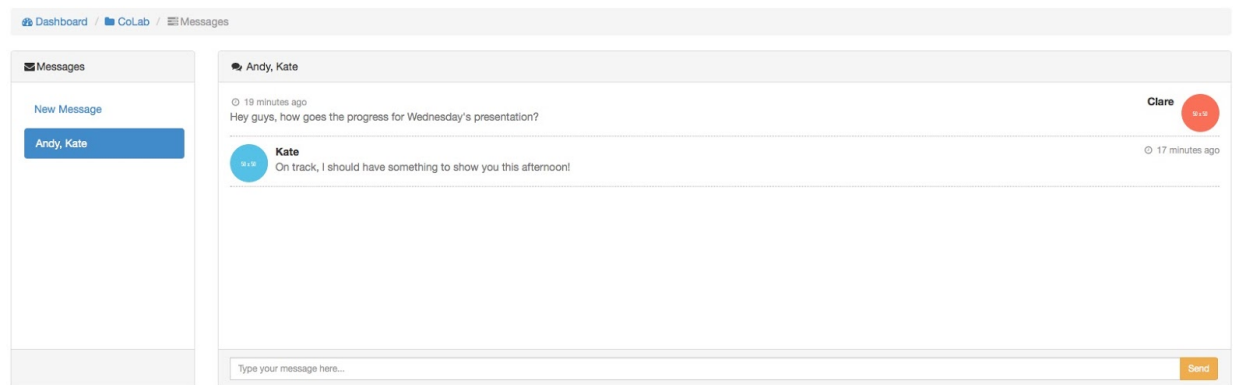🚩 Create a new meeting

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

⭐ My badges

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

📁 New Project

Project Name

Project Description
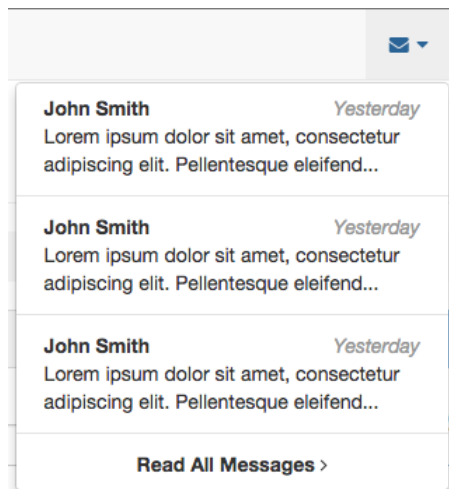
Start Date

End Date
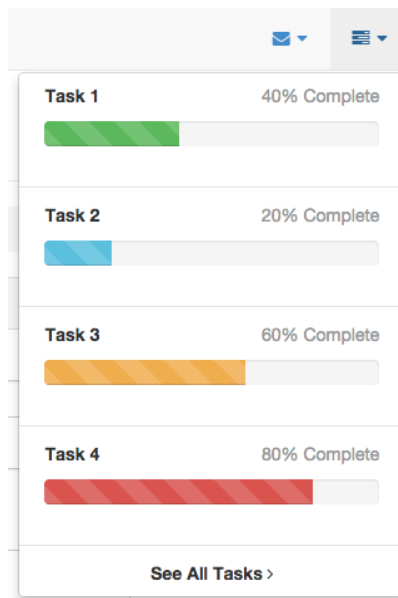
Create   Reset

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.
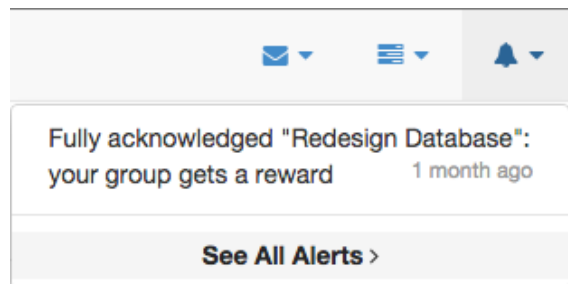
Preview View of Messages

John Smith   *Yesterday*
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Pellentesque eleifend...

John Smith   *Yesterday*
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Pellentesque eleifend...

John Smith   *Yesterday*
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Pellentesque eleifend...

Read All Messages ›

Preview of Tasks

Task 1   40% Complete

Task 2   20% Complete

Task 3   60% Complete

Task 4   80% Complete

See All Tasks ›

Alerts

User Profile, Setting and Logout