

NDatu

Your Task master

User Manual

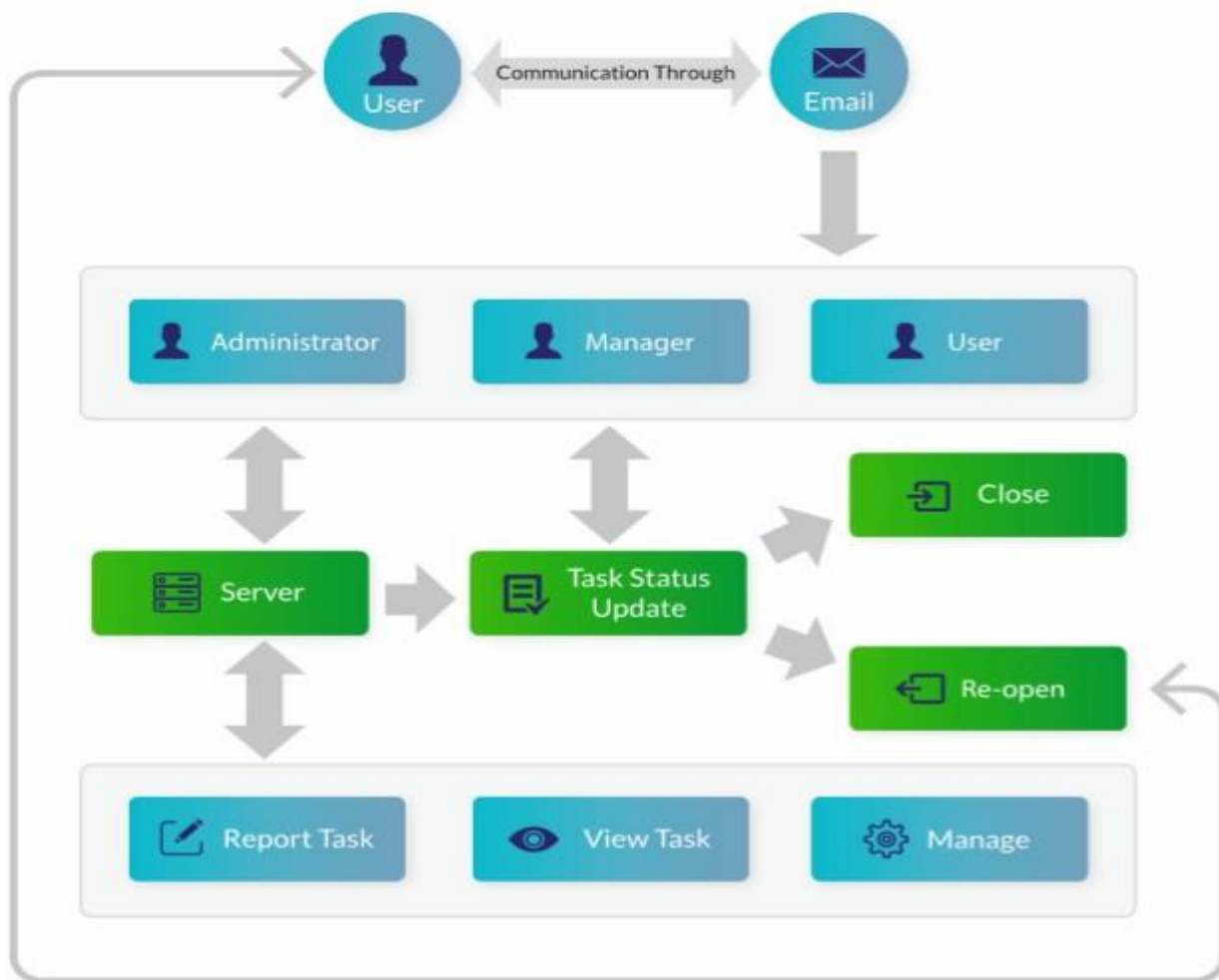
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1. NDatu Introduction

NDatu is a task management tool which is used for maintaining all data related to client, maintain all bill. We can maintain data about account.

2. Technical Architecture



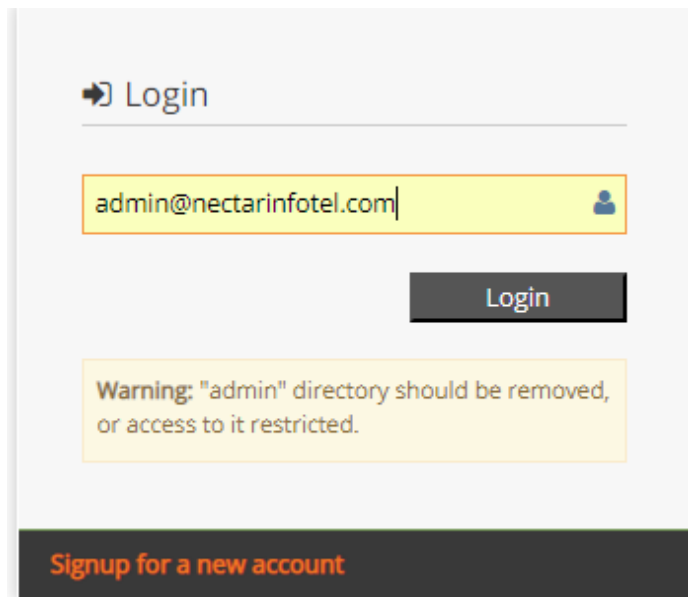
Connecting to NData

Business Process

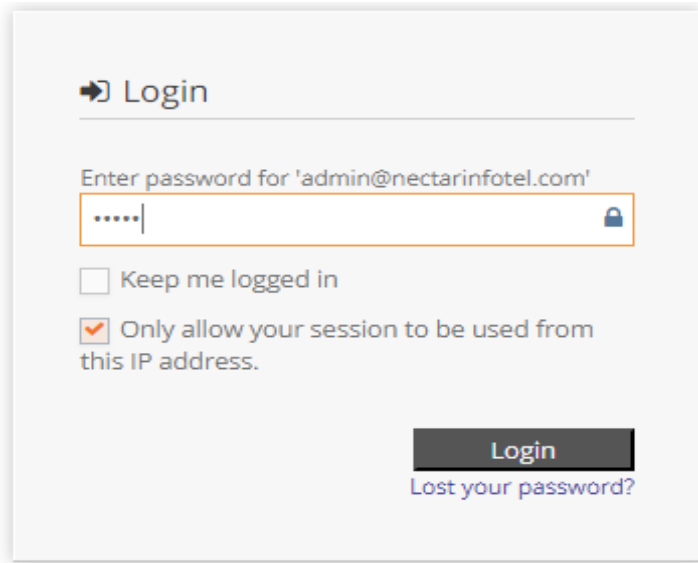
3. Login Page

The first screen displayed by NData is the login screen, *Welcome to NData*. Each *NData*.user must be identified before accessing the application.

Enter your **User Name** and **Password** given by your administrator, and click on ***login***.



The screenshot shows the NData login interface. At the top, there is a header with a right-pointing arrow icon and the word "Login". Below this is a text input field containing the email address "admin@nectarinfotel.com" and a user icon. To the right of the input field is a dark grey "Login" button. Below the input field is a yellow warning box with the text: "Warning: 'admin' directory should be removed, or access to it restricted." At the bottom of the form is a dark grey button with the text "Signup for a new account" in orange.



➔ Login

Enter password for 'admin@nectarinfotel.com'

.....

☐ Keep me logged in

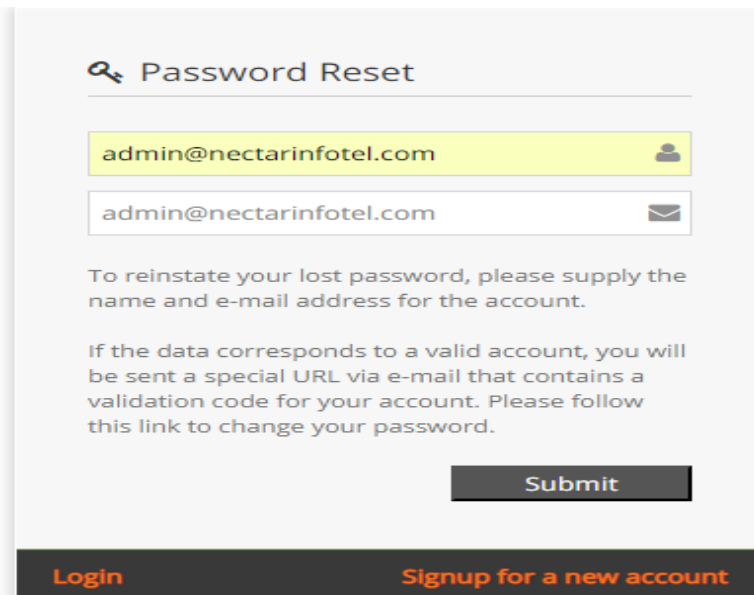
☒ Only allow your session to be used from this IP address.

Login

[Lost your password?](#)

4. Lost your Password

If user is forgot their password then he/she can go to **lost your password** and add **Email** and link sent to **register mail email address**.



🔍 Password Reset

admin@nectarinfotel.com

admin@nectarinfotel.com

To reinstate your lost password, please supply the name and e-mail address for the account.


If the data corresponds to a valid account, you will be sent a special URL via e-mail that contains a validation code for your account. Please follow this link to change your password.


Submit


Login Signup for a new account

5. Signup Page


For new user of an application, user need to first signup to an application. For sign up user need to add **Username, Email and Captcha** and click on **signup button**.

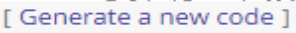
 Signup






Enter the code as it is shown in the box on the right:



 [Generate a new code]



On completion of this form and verification of your answers, you will be sent a confirmation message to the e-mail address you specified. Using the link provided in the e-mail, you will be able to activate your account. If you fail to do so within seven days, it may be purged. You must specify a valid e-mail address in order to receive the account confirmation e-mail.

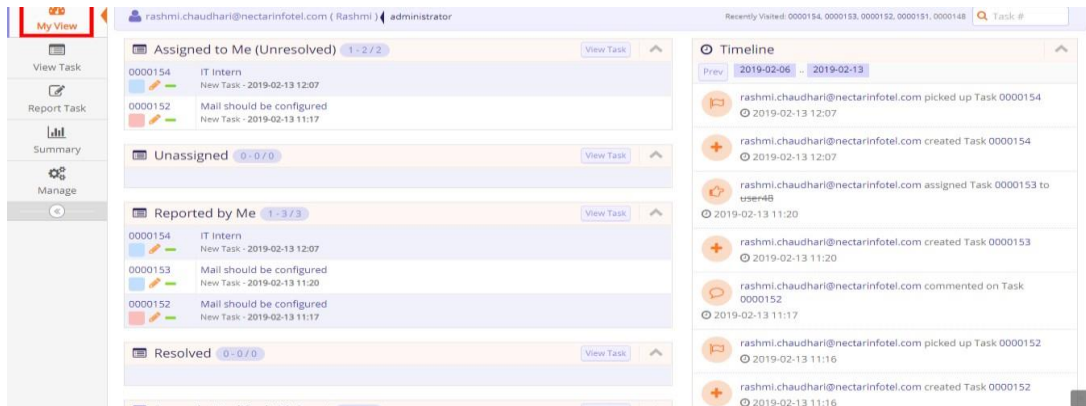
Signup

Login

Lost your password?

6. NData Main Screen

The picture below shows the main screen of the application, it contains all the standard elements of the NData screens:



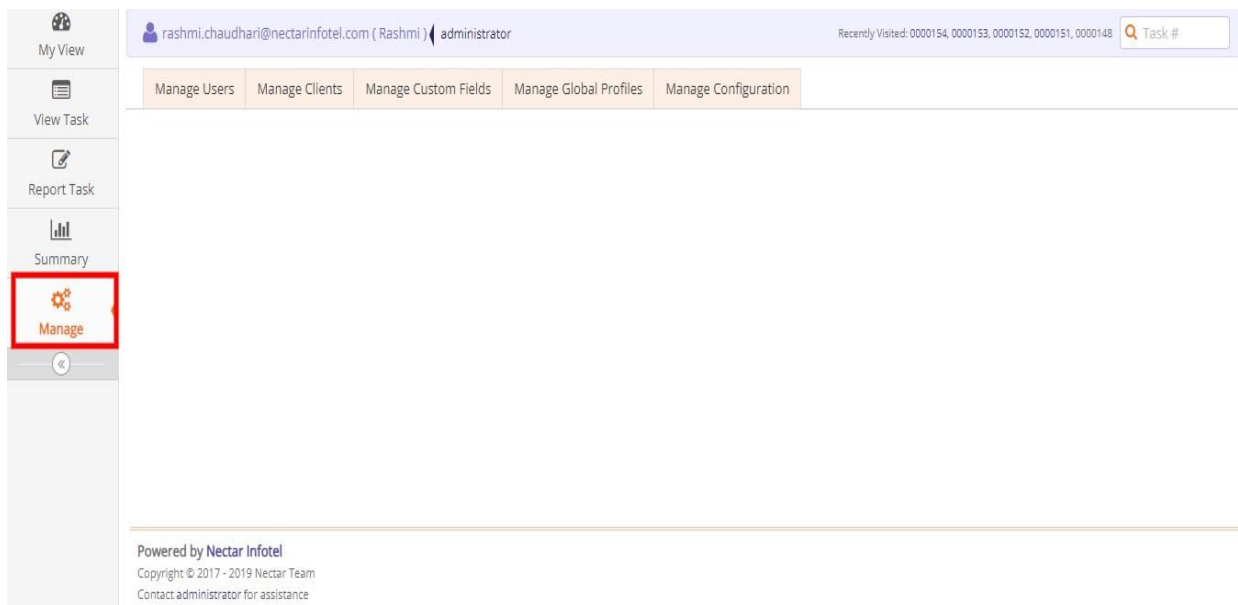
In the main screen of **NData**, user can see the assigned task, unassigned task, who is reported this task, how many resolved, how many recently modified task in 30 days.

At right side, user can see timeline at what time task is assigned.

7. Manage

This is the screen for management where administrator can manage user, manage client, manage custom field, manage global profile, manage configuration.

Following is screen for manage :-



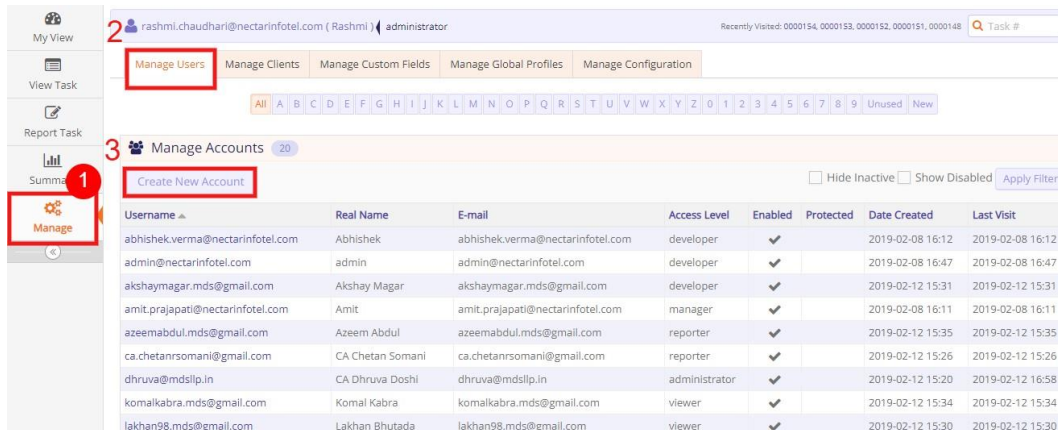
8. Manage User

Administrator has only authority to manage all user. He/She can create new user and give them authority or access level for viewer, reporter, development, manager, updater, administrator.

Administrator can see all user created by him/her.

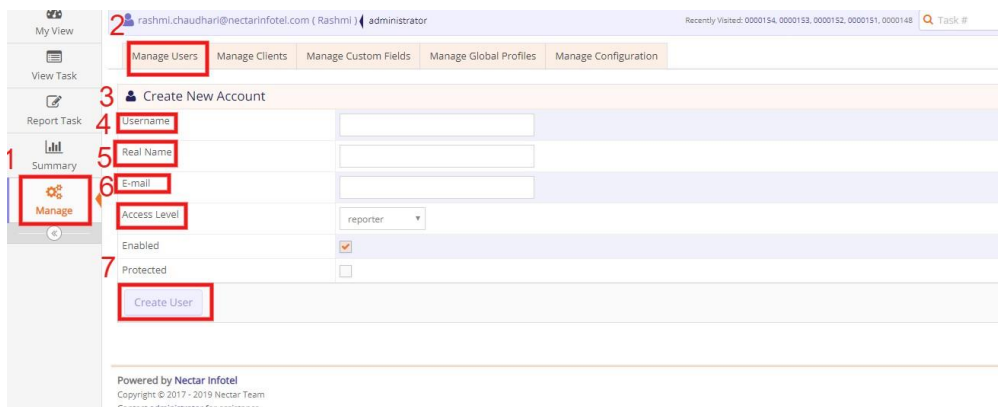
Administrator has authority to delete users as well.

Following is screen for all users in NData :-



Username	Real Name	E-mail	Access Level	Enabled	Protected	Date Created	Last Visit
abhishek.verma@nectarinfotel.com	Abhishek	abhishek.verma@nectarinfotel.com	developer	✓		2019-02-08 16:12	2019-02-08 16:12
admin@nectarinfotel.com	admin	admin@nectarinfotel.com	developer	✓		2019-02-08 16:47	2019-02-08 16:47
akshaymagar.mds@gmail.com	Akshay Magar	akshaymagar.mds@gmail.com	developer	✓		2019-02-12 15:31	2019-02-12 15:31
amit.prajapati@nectarinfotel.com	Amit	amit.prajapati@nectarinfotel.com	manager	✓		2019-02-08 16:11	2019-02-08 16:11
azeemabdul.mds@gmail.com	Azeem Abdul	azeemabdul.mds@gmail.com	reporter	✓		2019-02-12 15:35	2019-02-12 15:35
ca.chetanrsomani@gmail.com	CA Chetan Somani	ca.chetanrsomani@gmail.com	reporter	✓		2019-02-12 15:26	2019-02-12 15:26
dhruva@mdslp.in	CA Dhruva Doshi	dhruva@mdslp.in	administrator	✓		2019-02-12 15:20	2019-02-12 16:58
komalkabra.mds@gmail.com	Komal Kabra	komalkabra.mds@gmail.com	viewer	✓		2019-02-12 15:34	2019-02-12 15:34
lakhani98.mds@gmail.com	Lakhan Bhutada	lakhani98.mds@gmail.com	viewer	✓		2019-02-12 15:30	2019-02-12 15:30

Administrator can create new user and he can give authority to user's. For creating user, first click on create new account add username, real name, Email address, give access level as per priority and click on create user.



2 rashmi.chaudhari@nectarinfotel.com (Rashmi) administrator Recently Visited: 0000154, 0000153, 0000152, 0000151, 0000148 Task #

Manage Users Manage Clients Manage Custom Fields Manage Global Profiles Manage Configuration

3 Manage Accounts 20

1 Create New Account

4 Username

5 Real Name

6 E-mail

Access Level reporter

Enabled ☒

Protected ☐

7 Create User

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Contact administrator for assistance

After creating user, mail is generated for registered user email address.

to me ▾

The user rashmi.chaudhari@nectarinfotel.com has created an account for you with username "chaudharirashmi1@gmail.com". In order to complete your registration, visit the following URL (make sure it is entered as the single line) and set your own access password:

http://ndatu.nectarinfotel.com/verify.php?id=49&confirm_hash=arxbWzB6GWgNoTSw1EhGd6JvOLdLLmhy_j-Mo1j8l6zKCX7-lAaiZbxKDnRyB5XrekN_nbeUTGhA-Vxjrj70b

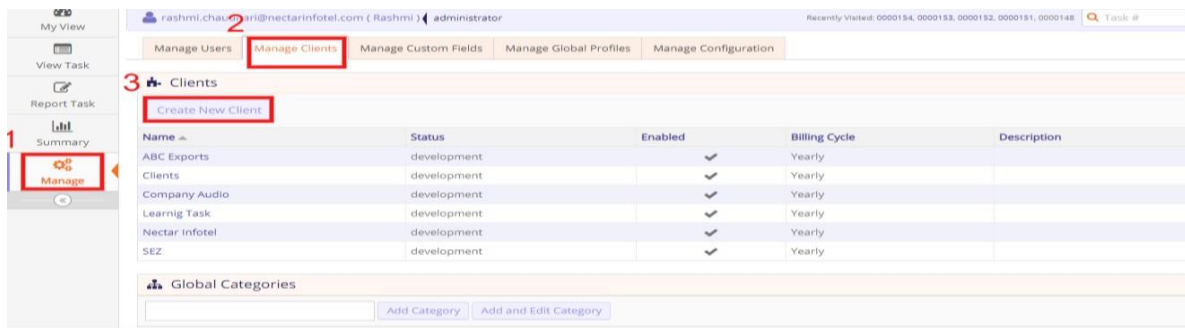
If you did not request any registration, ignore this message and nothing will happen.

Do not reply to this message

i. Manage Client

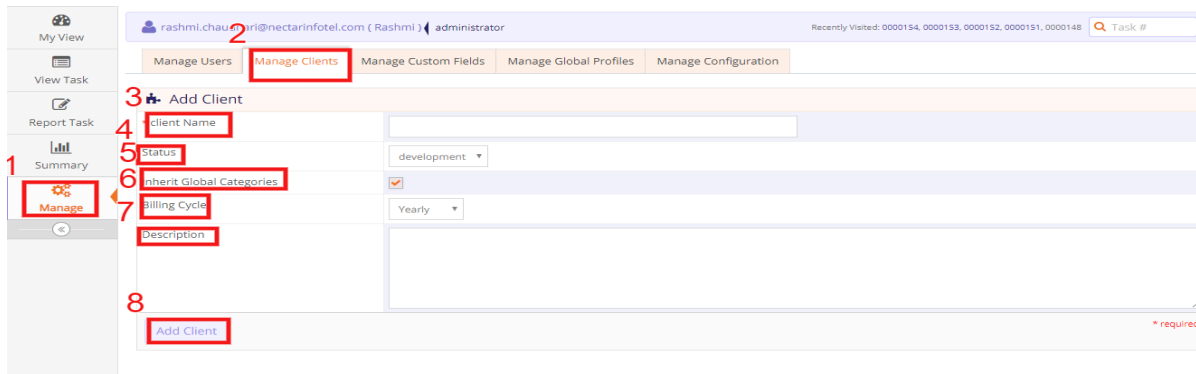
In manage client, administrator has right to add client. Here we can add client as well as their subclient as well.

Administrator can create client as well as see all the list of client.



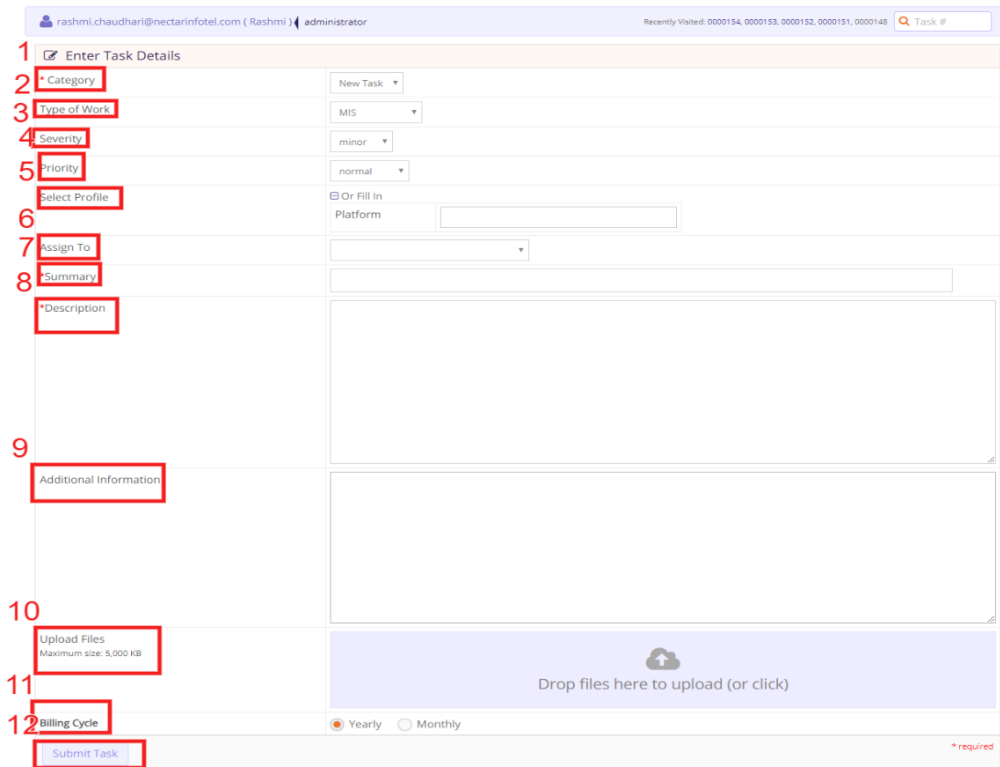
Name	Status	Enabled	Billing Cycle	Description
ABC Exports	development	✓	Yearly	
Clients	development	✓	Yearly	
Company Audio	development	✓	Yearly	
Learning Task	development	✓	Yearly	
Nectar Infotel	development	✓	Yearly	
SEZ	development	✓	Yearly	

For creating client, we need to add client name, status, billing cycle, description and click on add client.



9. Report Task

In report task, user can add task. User need to add all information like categories, type of work, severity, priority, select profile, assign to, summary of task, description of task, additional information about task, upload image, select billing cycle and click on submit.



1 Enter Task Details

2 *Category

3 Type of Work

4 Severity

5 Priority

6 Select Profile

7 Assign To

8 *Summary

9 *Description

10 Additional Information

11 Upload Files
Maximum size: 5,000 KB

12 Billing Cycle

Submit Task

Drop files here to upload (or click)

Yearly Monthly

* required

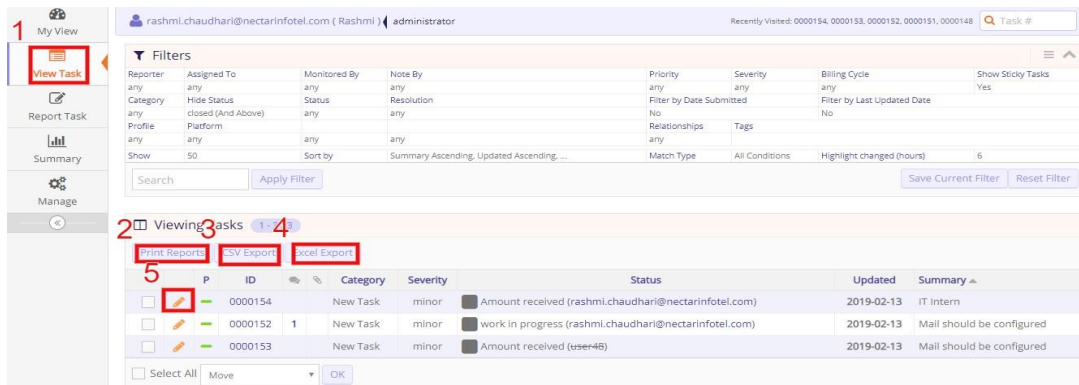
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Contact administrator for assistance

After submitting reported task, user can see this task from view task tab.

10. View Task

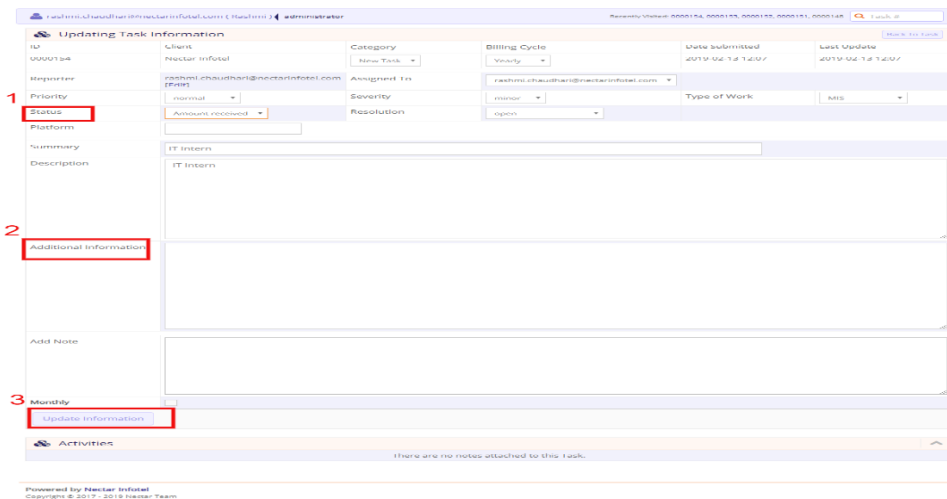
In view task user can see the all task related to him/her. From view task user can edit this task.

If user want print for this task then he/she can print as well and if user want task in excel format. So, they can download it as well.



User can edit the one of task, if they want to change any field related option. If user want to change status of task then he/she can change the status and click on update information.

After updating information about status, then mail is triggered to that person who is assigned this task.



Note :- User can change any of field as per their need

From select all option, user can move the task to next client, If he/she want to delete task they can do this.

User just need to select option from drop-down list and click on OK button.

1

My View

View Task

Report Task

Summary

Manage

rashmi.chaudhari@nectarinfotel.com (Rashmi) administrator

Recently Visited: 0000154, 0000153, 0000152, 0000151, 0000148

Task #

Filters

Reporter	Assigned To	Monitored By	Note By	Priority	Severity	Billing Cycle	Show Sticky Tasks
any	any	any	any	any	any	any	Yes
Category	Hide Status	Status	Resolution	Filter by Date Submitted	Filter by Last Updated Date		
any	closed (And Above)	any	any	No	No		
Profile	Platform			Relationships	Tags		
any	any	any	any	any	any		
Show	50	Sort by	Summary Ascending, Updated Ascending, ...	Match Type	All Conditions	Highlight changed (hours)	6

Viewing Tasks 1 - 3 / 3

	P	ID	Category	Severity	Status	Updated	Summary
<input type="checkbox"/>		0000154	New Task	minor	Amount received (rashmi.chaudhari@nectarinfotel.com)	2019-02-13	IT Intern
<input type="checkbox"/>		0000152	New Task	minor	work in progress (rashmi.chaudhari@nectarinfotel.com)	2019-02-13	Mail should be configured
<input type="checkbox"/>		0000153	New Task	minor	Amount received (user486)	2019-02-13	Mail should be configured

2

☐ Select All

Move

11. Summary

In summary, user can see all the open task, close task, assigned task, work in progress task, pending task, amount received task, etc.,

Here, you can see all the information about all the project summary about how long task is open, which task is in progress, who reported the issue, etc.,

rashmi.chaudhari@nectarinfotel.com (Rashmi)

administrator

Recently viewed: 0000154, 0000153, 0000152, 0000151, 0000148

Tasks: 2

Summary

Int. Summary

By Client	open	resolved	closed	total	resolved ratio	ratio
Nectar Infotel	3	0	0	3	0.0%	75.0%

By Status	open	resolved	closed	total	resolved ratio	ratio
work in progress	1	-	-	1	-	33.3%
Amount received	2	-	-	2	-	66.7%

By Severity	open	resolved	closed	total	resolved ratio	ratio
minor	3	0	0	3	0.0%	100.0%

By Category	open	resolved	closed	total	resolved ratio	ratio
New Task	3	0	0	3	0.0%	100.0%

Time Stats For Resolved Tasks (days)						
Longest open Task	0.00					
Longest open	0.00					
Average time	0.00					
Total time	0.00					

Developer Stats	open	resolved	closed	total	resolved ratio	ratio
rashmi.chaudhari@nectarinfotel.com	2	0	0	2	0.0%	66.7%
user48	1	0	0	1	0.0%	33.3%

By Date (days)	Opened	Resolved	Balance
1	3	0	>3
2	3	0	>3
3	3	0	>3
4	3	0	>3
5	3	0	>3
6	3	0	>3
7	3	0	>3
8	3	0	>3
9	3	0	>3
10	3	0	>3
11	3	0	>3
12	3	0	>3
13	3	0	>3
14	3	0	>3
15	3	0	>3
16	3	0	>3
17	3	0	>3
18	3	0	>3
19	3	0	>3
20	3	0	>3
21	3	0	>3
22	3	0	>3
23	3	0	>3
24	3	0	>3
25	3	0	>3
26	3	0	>3
27	3	0	>3
28	3	0	>3
29	3	0	>3
30	3	0	>3
31	3	0	>3
32	3	0	>3
33	3	0	>3
34	3	0	>3
35	3	0	>3
36	3	0	>3
37	3	0	>3
38	3	0	>3
39	3	0	>3
40	3	0	>3
41	3	0	>3
42	3	0	>3
43	3	0	>3
44	3	0	>3
45	3	0	>3
46	3	0	>3
47	3	0	>3
48	3	0	>3
49	3	0	>3
50	3	0	>3
51	3	0	>3
52	3	0	>3
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55	3	0	>3
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57	3	0	>3
58	3	0	>3
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60	3	0	>3
61	3	0	>3
62	3	0	>3
63	3	0	>3
64	3	0	>3
65	3	0	>3
66	3	0	>3
67	3	0	>3
68	3	0	>3
69	3	0	>3
70	3	0	>3
71	3	0	>3
72	3	0	>3
73	3	0	>3
74	3	0	>3
75	3	0	>3
76	3	0	>3
77	3	0	>3
78	3	0	>3
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80	3	0	>3
81	3	0	>3
82	3	0	>3
83	3	0	>3
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87	3	0	>3
88	3	0	>3
89	3	0	>3
90	3	0	>3
91	3	0	>3
92	3	0	>3
93	3	0	>3
94	3	0	>3
95	3	0	>3
96	3	0	>3
97	3	0	>3
98	3	0	>3
99	3	0	>3
100	3	0	>3

Most Active	Score
0000152: Max should be configured	5
0000154: If open	3
0000153: Max should be configured	3

Longest open	Days
0000152: Max should be configured	0
0000154: Max should be configured	0
0000153: If open	0

By Resolution	open	resolved	closed	total	resolved ratio	ratio
open	3	0	0	3	0.0%	100.0%

By Priority	open	resolved	closed	total	resolved ratio	ratio
normal	3	0	0	3	0.0%	100.0%

Reporter Stats	open	resolved	closed	total	resolved ratio	ratio
rashmi.chaudhari@nectarinfotel.com	3	0	0	3	0.0%	100.0%

Reporter Effectiveness	Severity	False	Total
rashmi.chaudhari@nectarinfotel.com	15	0	15

Reporter By Resolution	open	fixed	reopened	unable to reproduce
rashmi.chaudhari@nectarinfotel.com	3	0	0	0

Developer By Resolution	open	fixed	reopened	unable to reproduce
rashmi.chaudhari@nectarinfotel.com	2	0	0	0
user48	1	0	0	0

not fixable	duplicate	no change required	suspended	won't fix	Total	% Fixed
0	0	0	0	0	0	0%
0	0	0	0	0	0	0%
0	0	0	0	0	0	0%
0	0	0	0	0	0	0%

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13.Pre-Sales

Discovery – In this process, it uncovers details about the business problem. The presales person will understand and closely analyze the requirements from clients.

Preparation – Making specific presentations like PPT or software presentation that meets need of the clients.

Demonstration – A demonstration of the client product that specifically addresses the business problems. It will be done in a manner that highlights an easy method to solve those problems using the tools available within the vendor's suite of products.

Request for Proposal (RFP) – Presales team have detailed information about products and services as well as business problem. Even if, presales involve in technical document.

Marketing assistance –In that, presales is directly in touch with the market, they can share market feedback with the marketing team. Presales will often create technical detail for use in marketing collateral.

Product management assistance – Presales are able to provide unparalleled market feedback to product managers that can be used to influence or provide feedback on product roadmap items.

Proposal assistance – In that, presales were involved in the sale since the discovery of the prospect business problems, presales will often complete the business analysis and technical component of a sales proposal with case studies and facts.

Thank you!

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