Project Daily status report /project

Project

Teams

Status

Add New project

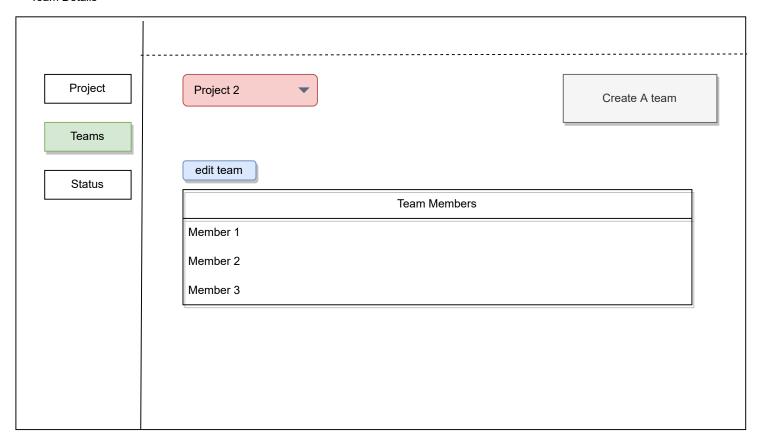| Projects |
|---|
| Project 1 |
| Project 2 |
| Project 3 |

After clicking Add New Project /create-new-project

Fill The Project Details
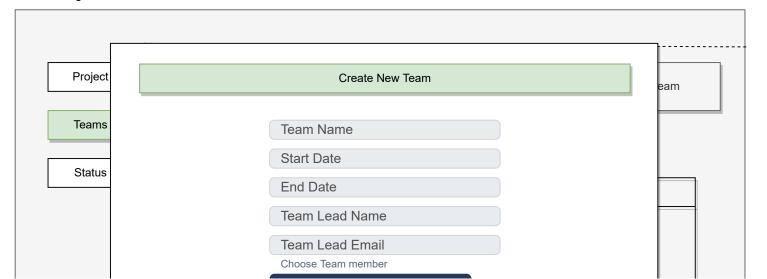
Project Name

Start Date

End Date

Manager Name

Manager Email

Daily status report Mailing list

Email 1

Email 2

Email 3

Create

On Teams /teams

Project

Select Project ▼

Create A team

Teams

Status

Team Details

Project

Teams

Status

Project 2 ▼

Create A team

edit team

Team Members
Member 1
Member 2
Member 3

On Clicking create new Team

Project

Teams

Status

Create New Team

Team Name

Start Date

End Date

Team Lead Name

Team Lead Email

Choose Team member

Paige Turner ▼

Paige Turner

Sam Samuels

Create

Status Details

Project
Teams
Status

Select User ▼

Ticker Id

Hours Spent

Status (In Progress/Blocked/Completed/PTO/In Review)

Comment

Update Status