Easify - Users Manual

Login Page
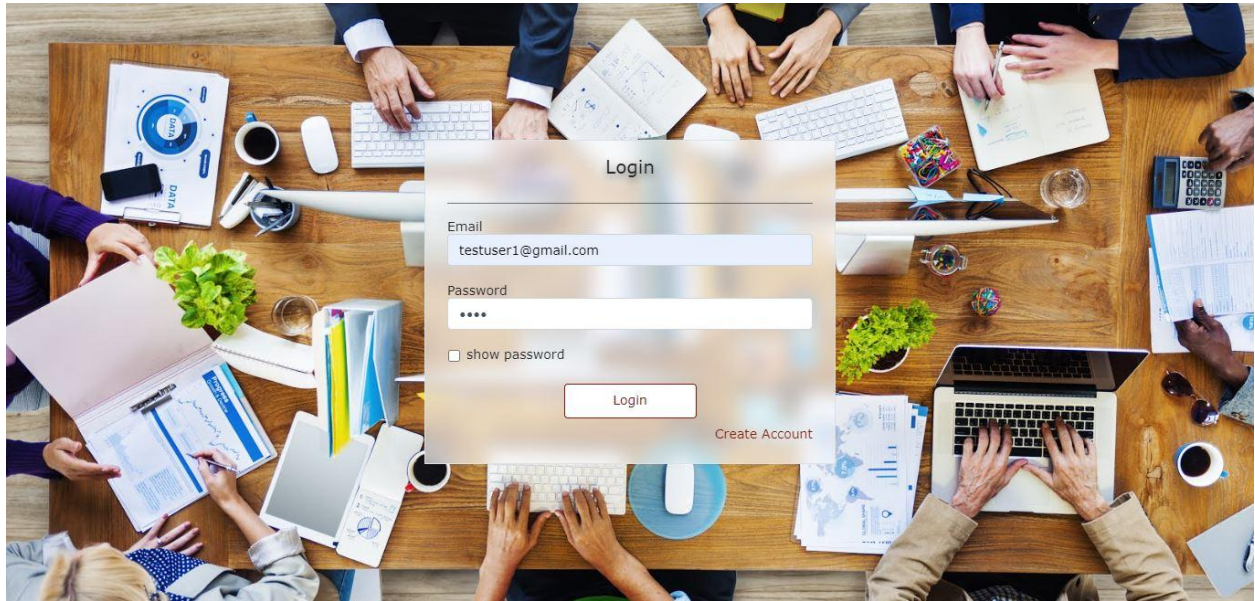
Easify is a web application that starts with the Login Page. It will ask for the user's email and password. If credentials are entered correctly, the system will redirect to My Project Page. If the credentials are not correct and the user left one of the fields empty, the system will show the error. If the user does not have an account in Easify, he/she can click on the "Create Account" in the bottom left. It will redirect to the Register Page.

Register Page

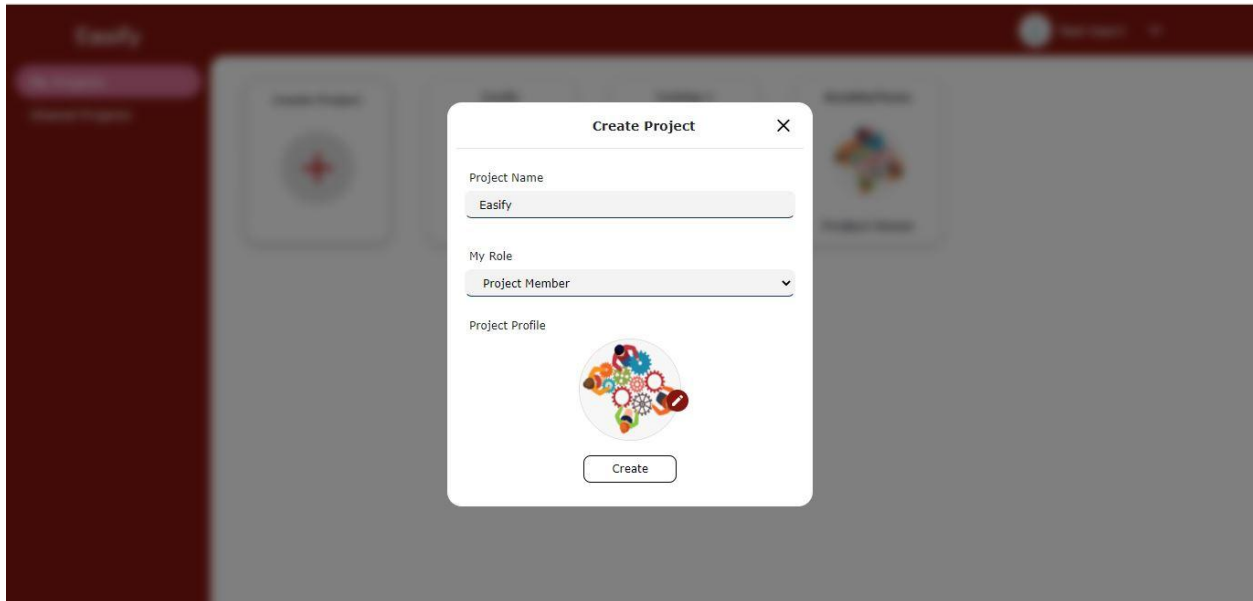Register Page will ask for the user's name, email, password and confirm password fields. On Register Page, the password and confirm password have some checklists to follow which we can see in the above photo. If the user misses any of the checklists, the system will show the error message. If entered email id already exists in the Easify system, it will show you the message to enter a new email or go to the Login page by clicking on "Already have an Account".
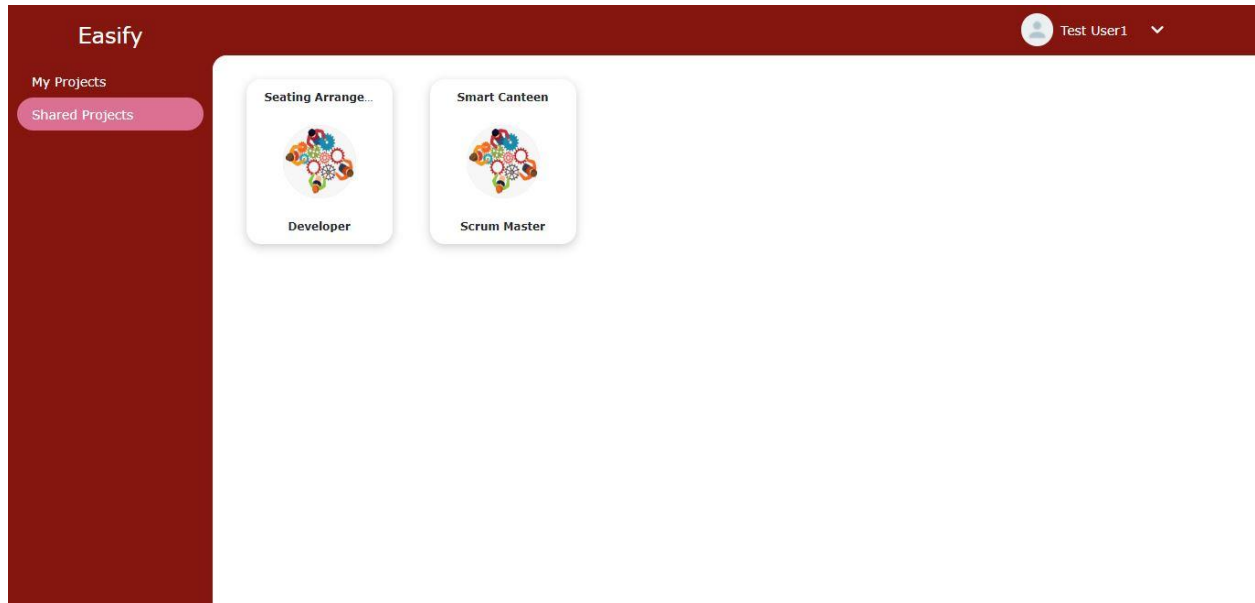
My Project Page
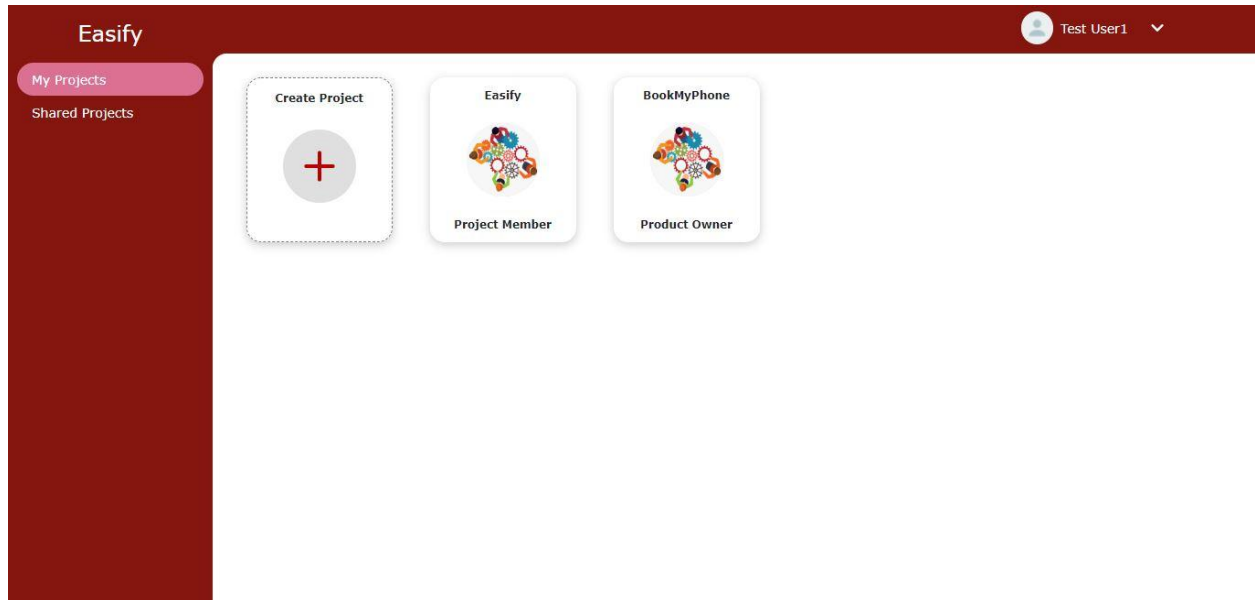
After successful login, the user will see this My Project Page. This page contains all the projects which are created by him/ her. If the user clicks on "Create Project", the user will see the Create Project Popup to create a new project which we see on the next page (next screenshot). If the user clicks on any of the projects, it will redirect to the Product Backlog Page.

Create Project

On My Project Page, if the user clicks on "Create Project", he/she can see this popup. Here, the user has to enter a unique name of the project, role in the project and project's profile photo. If the user enters an existing name, the system will show the error. If all the details are correct and the user clicks on "Create", the new project will be created and the user can see it on the My Project Page.

Shared Project

After successful login, the user can navigate to this Shared Project Page. This page contains all the projects which are shared with the user. If the user clicks on any of the projects, it will redirect to the Product Backlog Page.

Product Backlog Page

Click on any project on My Project Page and Shared Project Page will redirect to the project screens. Here we can see the Product Backlog, the Sprint and the Project Settings in the header. This is the Product Backlog Page. At the bottom, there is "Add Item". The user has to give input and click enter to add any item to the product backlog. After listing out all the functionalities, the user can set the type of item and prioritize the product backlog. All the item has a unique key, it is generated by Easify to identify the backlog items. In the last column, we can see the Sprint label. The users can select the Sprint number for any task to add that task to the sprint backlog. The users can delete any item from the product backlog by clicking on the delete icon.
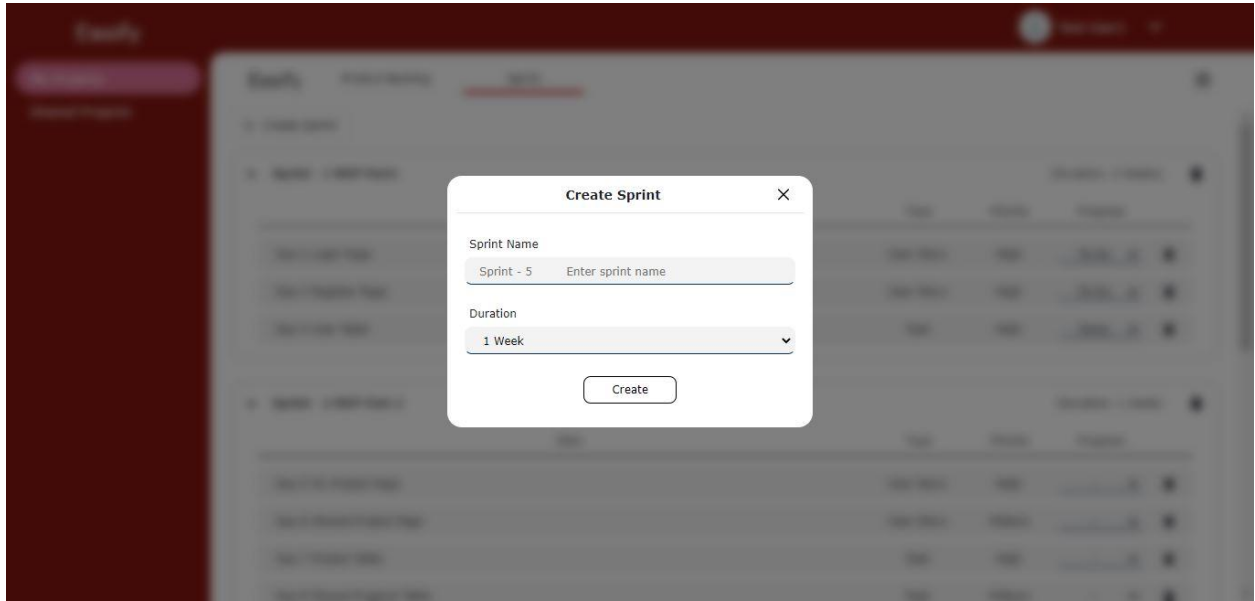
Sprint Page

This is the Sprint Page. At the top, we can see the "Create Sprint" button. By clicking on that, it will show a popup to create a new sprint. We will see this on the next page (next screenshot). On the Sprint Page, the user can create sprints and sprint backlogs and update his/her progress. The last column is for the progress. The users can select "to do", "in progress" or "done" from that dropdown. If the user wants to delete any item, he/she can click on the delete icon. The user can also delete the whole sprint.

Create Sprint


On the Sprint Page, we see the "Create Sprint" button. By clicking on that, the user can open this popup. It will ask for the sprint name and the sprint duration. The sprint name field is optional but the sprint duration field is required to create a new sprint and sprint backlog. The unique sprint number will automatically be generated by Easify.

Project Settings
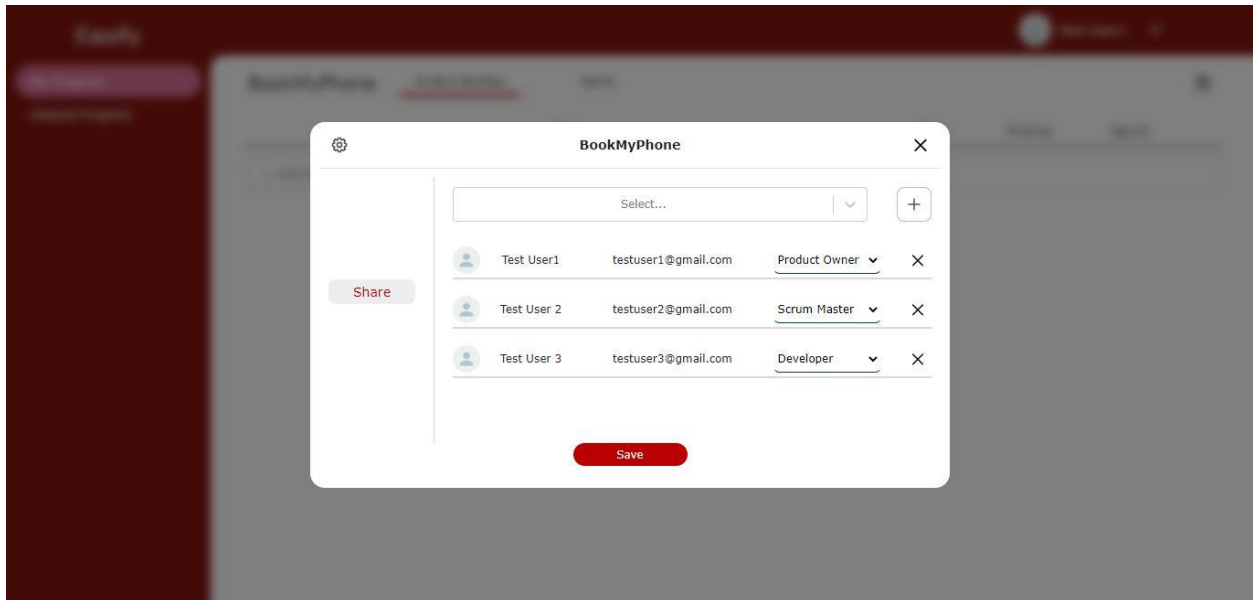
This is the Project Settings. From this feature, the user can share his/ her project with other Easify users. Here we can see the input at the top. The input will show the users' email list to select from that. After selecting any user's email, click on the plus icon and the system will add that user to the bottom list. From the bottom list, the user can set the role of that newly shared user or delete any user from the list (except himself/ herself). After all the changes are done, the user has to click on the "Save" button to save the updated project settings.

Logout
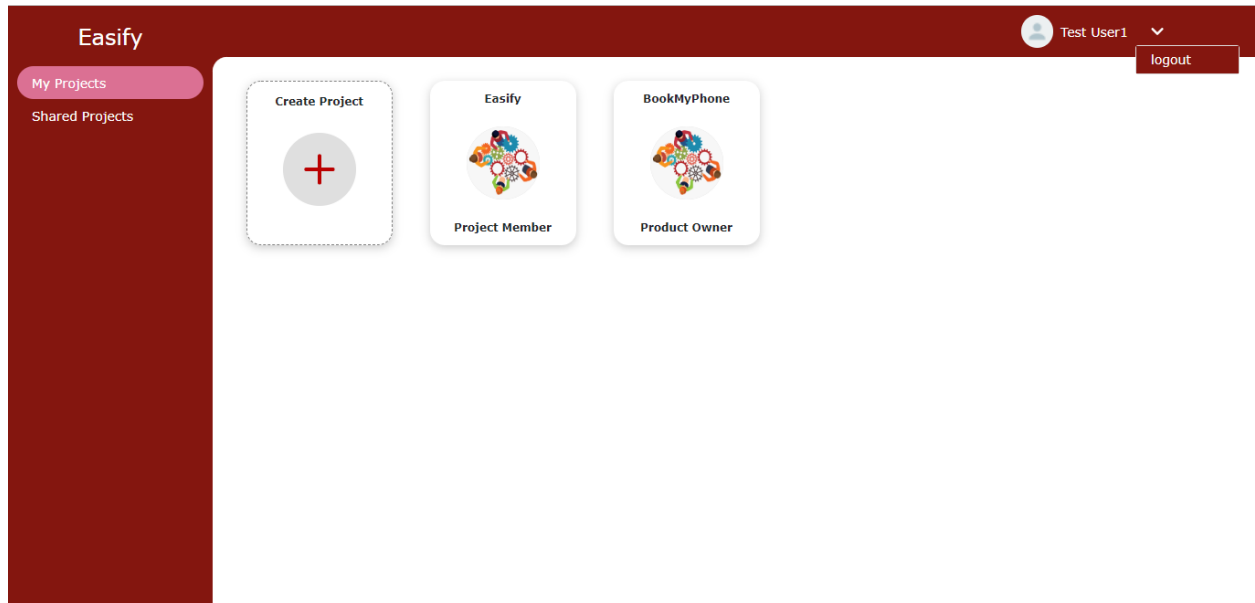
At the top-right, the user can see the "Down Arrow". If the user puts the arrow on that, the system will show the "Logout" option. If any user wants to end the session of Easify, he/ she can logout from the system by clicking on the "Logout" button.