# **Documentation**

## **Overview**

The **Daily Task Tracker** is a tailored web application developed exclusively for Advent Global Solutions to enhance productivity and streamline task management for employees. It is designed to address the specific needs of the organization by providing employees and managers with a centralized platform to manage and monitor daily tasks effectively.

## **Purpose and Objectives**

### **Purpose**

The primary purpose of this web application is to provide a structured, easy-to-use tool for tracking and managing tasks within a small organization with a limited number of employees. By centralizing task-related data, the platform ensures transparency, accountability, and efficiency in task completion.

### **Objectives**

* **Task Management**: Allow employees to add, track, and manage their daily tasks, including progress updates and deadlines.
* **Manager Oversight**: Enable managers to monitor employee tasks, track progress, and provide feedback where necessary.
* **Transparency and Accountability**: Ensure that tasks are clearly assigned to specific employees and that progress is visible to both employees and managers.
* **Role-Based Access**: Provide different functionalities based on roles (Employee vs. Manager).

## **Key Features**

### **1. Employee Dashboard**

* Employees can log in to their personalized dashboard to manage daily tasks.
* Features include:
  + Adding tasks with descriptions, due dates, and project associations.
  + Viewing all assigned tasks in a tabular format.
  + Updating the status of tasks (e.g., "In Progress" or "Completed").

### **2. Manager Dashboard**

* Managers can view all tasks assigned to employees.
* Features include:
  + Monitoring the progress of tasks.
  + Accessing detailed employee profiles.
  + Adding or modifying tasks for specific employees.

### **3. Role-Based Authentication**

* Employees and managers log in with unique credentials.
* Role-specific functionalities:
  + Employees can only manage their tasks.
  + Managers can oversee all employee tasks.

### **4. Task Details**

* Each task contains the following information:
  + Task Description
  + Task ID (Randomly Generated)
  + Associated Project
  + Due Date
  + Task Status (In Progress/Completed)
  + Employee ID (Fetched from the Employee Profile)

### **5. Employee Profiles**

* Each employee's profile includes:
  + Full Name
  + Email
  + Mobile Number
  + Role
  + Employee ID
  + Status (e.g., Active)

## **Technologies Used**

1. **Frontend**
   * React.js: For building a responsive and interactive user interface.
   * SCSS: For styling components and creating a clean, professional design.
   * React Router: For seamless navigation across pages.
2. **Backend**
   * Firebase Authentication: For user authentication and role management.
   * Firebase Firestore: For storing and managing employee and task data.

## **Workflow**

### **1. User Registration**

* Employees register through the platform, providing details like full name, email, mobile number, and password.
* Upon registration, an employee ID is generated, and their profile is stored in the Firestore database.

### **2. Login and Role-Based Navigation**

* Employees are navigated to the **Employee Dashboard** upon login.
* Managers are directed to the **Manager Dashboard** upon login.

### **3. Task Creation**

* Employees can add tasks, which are stored in Firestore with the following details:
  + Task ID (random 4-digit number).
  + Associated Employee ID (fetched from their profile).
* Tasks are categorized by project and assigned due dates.

### **4. Task Monitoring**

* Employees view their own tasks and update statuses.
* Managers have an overview of all tasks, allowing them to monitor progress and provide guidance.

## **Target Audience**

This application is designed for use within [Your Organization Name], specifically:

* **Employees**: To manage their daily workload and ensure timely task completion.
* **Managers**: To oversee employee performance and ensure organizational goals are met.

## **Benefits**

### **For Employees**

* Clear visibility of assigned tasks and deadlines.
* Simplified process for updating task progress.
* A centralized platform to manage all tasks efficiently.

### **For Managers**

* Real-time visibility into task progress across the organization.
* Simplified tracking of individual employee contributions.
* Improved task delegation and management.

## **Limitations**

* **Scope**: The application is specifically tailored for [Your Organization Name] and may not scale effectively for larger organizations without additional modifications.
* **Role Management**: Managers must be added manually to the database since there is no registration page for them.
* **Task Dependencies**: The current version does not support task dependency management (e.g., linking related tasks).

## **Conclusion**

The **Daily Task Tracker** is a lightweight yet powerful solution designed to improve task management and transparency for [Your Organization Name]. By centralizing task-related data and providing role-based access, this platform ensures that both employees and managers can achieve their objectives efficiently. It serves as a foundational tool for promoting accountability, productivity, and organizational growth.