NextGen Task Tracker User Manual v2.0

Author(s):	**Vivek, Saloni, Jayadevan**	Project:	***NextGen Task Tracker User Manual***
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1 INTRODUCTION

1.1 Overview

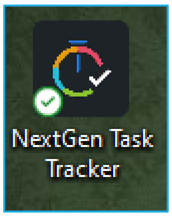
The NextGen Task Tracker app is a lightweight tool designed to simplify and streamline task management, helping users efficiently track and log daily tasks with minimal input. While users manually enter tasks and activities, the app reduces data entry efforts by auto-populating frequently used fields, such as Client Name, Project Name and Lead Name, based on recent entries. This allows users to manage tasks in real-time, add task titles quickly, start timers, and receive reminders every two hours to update their activity. With these features, the app ensures accurate activity records for reporting, enabling employees to focus more on their core responsibilities without the distraction of repetitive data entry.

1.2 Key Features

- Auto-populated fields based on the last entry.
- Automatic reminders to update ongoing tasks every two hours.
- Options to continue or end tasks based on the current status of tasks.
- Multi-tasking support with multiple sessions.

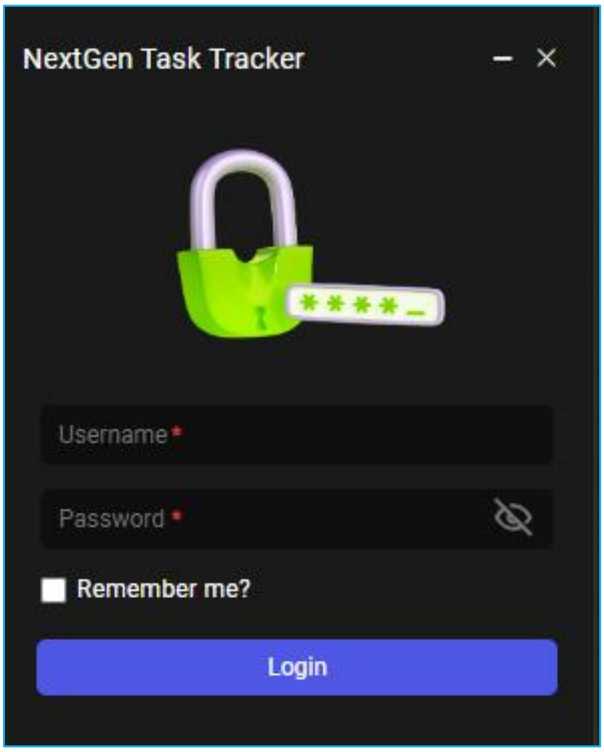
1.3 Setting Up Task Tracker

- **Installation**: Download the NextGen Task Tracker executable file (.exe) and install it by following the on-screen prompts.
- **Opening the App**.: Double-click on the NextGen Task Tracker shortcut to launch the application. Once launched, it will navigate to the Login page.



2 USER LOGIN

The User Login page serves as the entry point for accessing the NextGen Task Tracker. This page requires users to authenticate themselves by entering their AD username and AD password to ensure secure access to the platform.



Note: VPN is not required to log in to the App.

3 USER DASHBOARD

3.1 Logging Daily Tasks

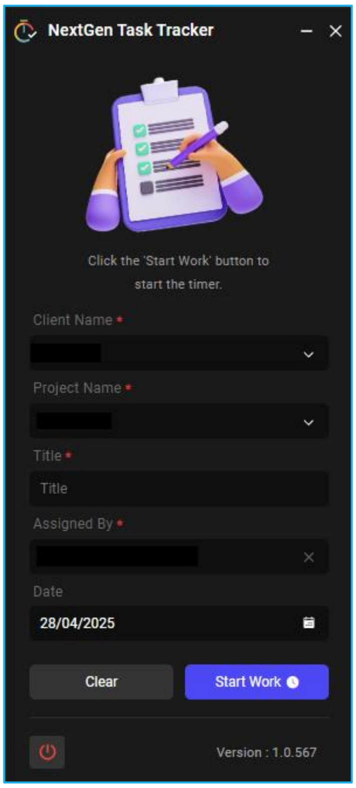
3.1.1 Steps to add tasks for the Current day:

Select Client, Project, and Assigned By:

- Enter the **Client Name**, **Project Name**, and **Assigned By** details.
- These fields will auto-fill based on your previous entries to save time.
- If you're working on a different client or project, update the fields accordingly.

Enter Task Title and Start the Task:

- In the **Task Title** field, type a brief description of the task.
- Click **Start Work** to begin tracking time. The timer will start, and the task will be logged in the system.

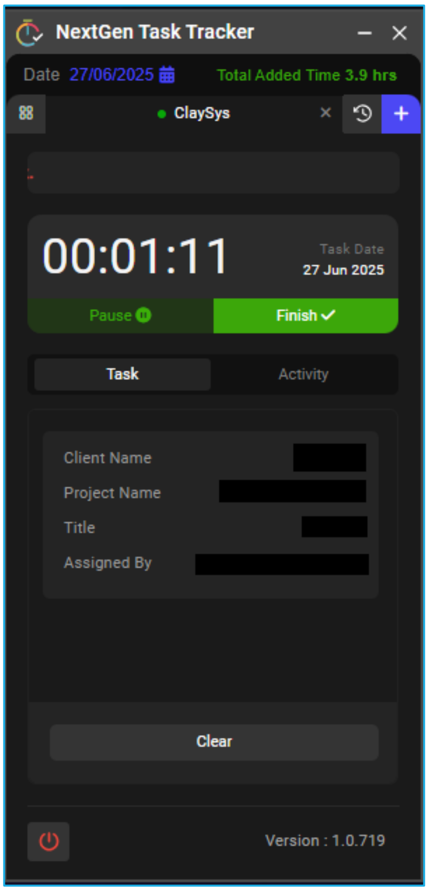


Note: The "**logout**" button in the User Dashboard is located in the bottom-left section.

3.1.2 Completing a Task in NextGen Task Tracker

Once your task is in progress, follow these steps to finish and save it properly:

- Click "Finish"
    - After completing the task, click the **Finish** button.
    - A confirmation pop-up will appear asking:
      “Do you want to finish this task?”
      Click **Yes** to proceed.



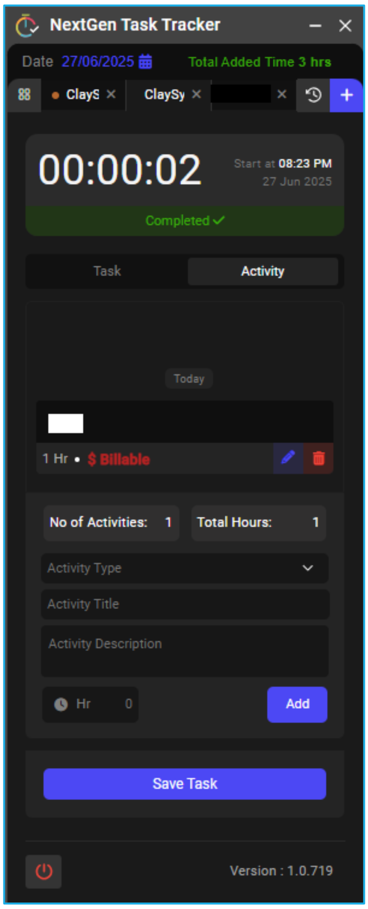
3.1.3 Fill in the Activity Tab

You’ll be automatically redirected to the Activity tab.

- Split the task into one or more activities by entering the following mandatory fields:
    - Activity Type
    - Activity Title
    - Activity Description
    - Hours
    - Is it Billable (Enable the toggle if the activity is billable)

- Click **Add** to log each one.

Note: You must add at least one activity to save the task.



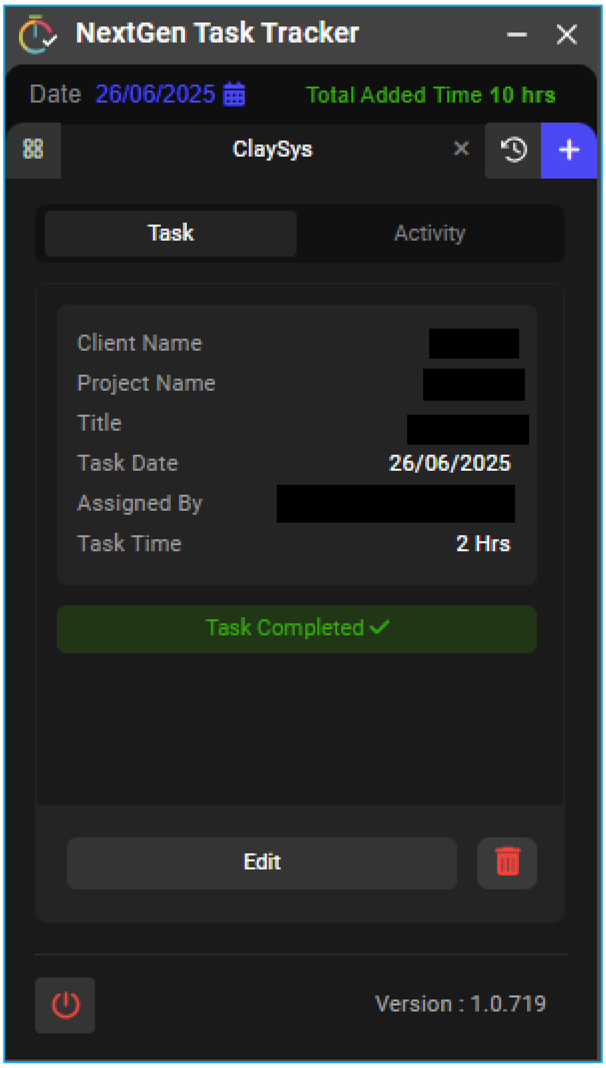
3.1.4 Save the Task

- After adding activities, click Save Task.
- If the total Activity Hours exceed the Task Time, a warning pop-up will appear:
    - "**Activity hours exceed the task time. Do you want to proceed?**"
- Click **Proceed** to adjust the task time to match the activities.
- A confirmation will appear:
  "Task Added Successfully" with the date.

3.1.5 Finalize the Task

- Click OK to view the task summary. The message "**Task Completed**" will be displayed below the summary.

Use the **Edit** or **Delete** icons below to modify or remove the task if needed.



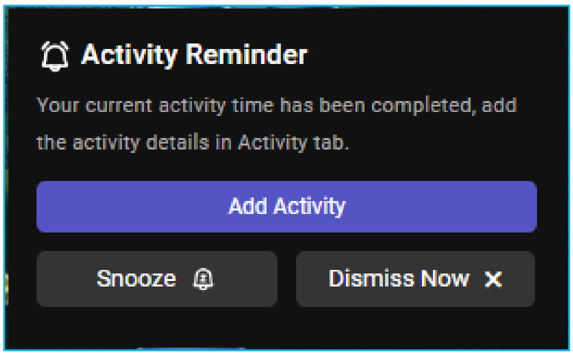
Note: For **Non-Mandatory tasks**, the user can save the task by simply adding the **task details** and **task hours**; adding an activity is not required.

3.1.6 Reminder Notifications

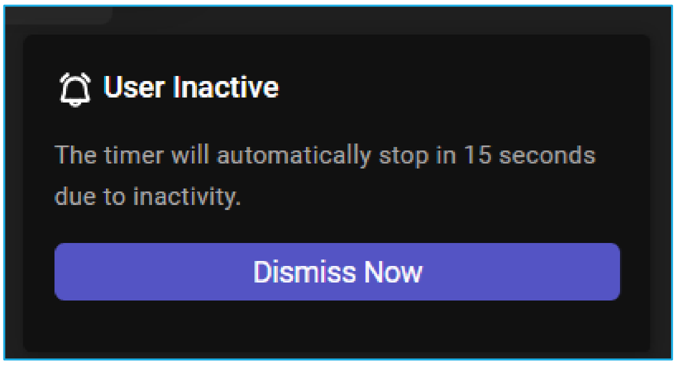
- **Two-Hour Pop-up Reminders**:
  - Every two hours, a pop-up reminder will prompt you to either update your current task activity or add a new activity by selecting **'Add Activity**.' This ensures accurate tracking of ongoing tasks.
  - You can either update the current task activity or confirm that you're continuing with the same task title by selecting the '**Dismiss Now**' option.
  - There is a Snooze option that allows you to delay the current task before updating it. The available snooze times are 30 minutes, 1 hour, and 1.5 hours.

Note: The **two-hour pop-up reminder** will automatically disappear after **30 seconds**.

- **Continuing the Same Task**:
  - If you are working on the same task for an extended period, you can either select the "**Dismiss Now**" option in the pop-up reminder or ignore the pop-up, and the current task will automatically continue for the next 2 hours.



- **Idle time**
  - If the ongoing task enters an idle state for 15 minutes, a pop-up notification will appear with the message: "**The timer will automatically stop in 15 seconds**." You can close the pop-up manually by clicking the 'Dismiss Now' button.

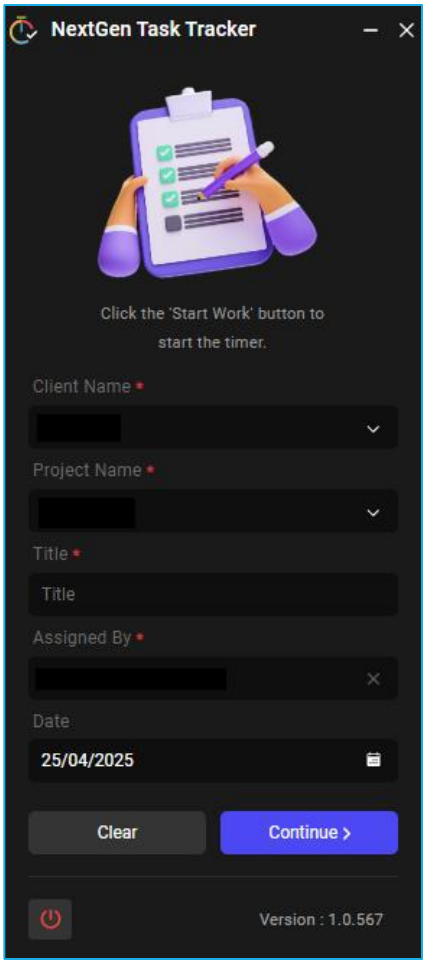


3.2 Adding Previous Day Tasks

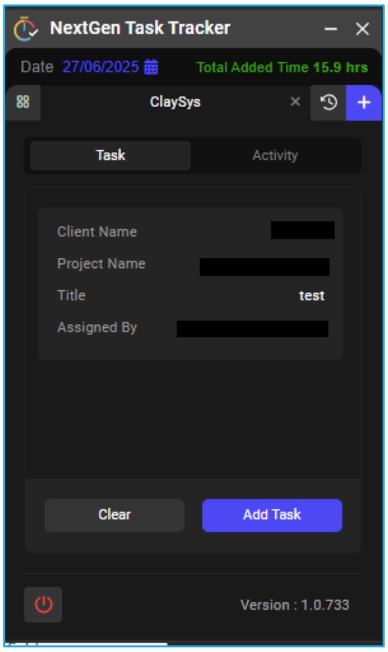
Although the current date will be auto-populated on opening the application, you will be able to modify the ‘Date’ field to log tasks for a previous date. However, you will only have the provision to add the pending tasks that you have performed for the **past two working days**.

<u>Steps to update the task tracker for the previous day</u>:

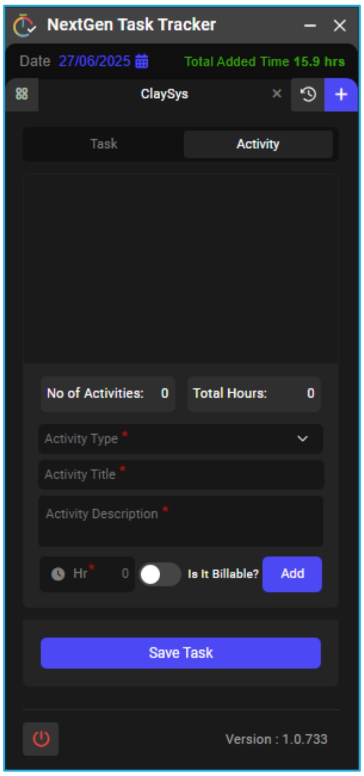
1. Add the task title and select the date for the previous working day using the date picker in the ‘Date’ column. Click on ‘**Continue’** to proceed.



2. Click on the ‘**Add Task**’ button to log the activities associated with the task. It will redirect to the Activity Tab.



3. In the Activity Tab, the corresponding task can be split up and added as separate activities. Here you can see the Activity Type, Activity Title, Activity Description and Hours to be filled. These fields are mandatory to fill out. Enable the "Is it Billable" toggle if the activity is considered billable. After adding the respective columns, click the **Add** button to save the activity. The added activity will be displayed in the center portion of the app. Repeat this step to add additional activities (if any); otherwise, click the '**Save Task**' button, and a pop-up appears displaying "**Task Added Successfully**" along with the date.

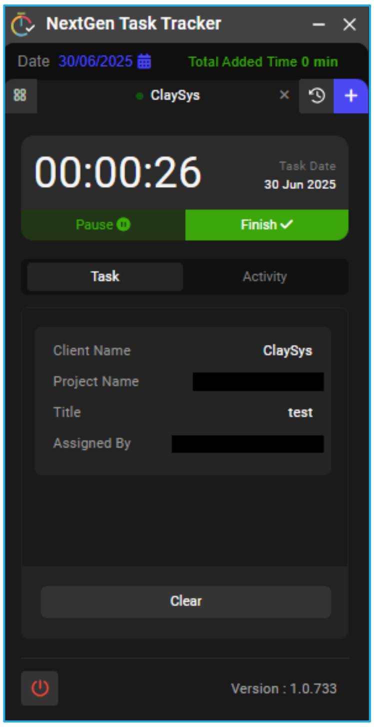


- Click OK to view the task summary. The message "**Task Completed**" will be displayed below the summary.

Note: For **Non-Mandatory tasks**, the user can save the task by simply adding the **task details** and **task hours**; adding an activity is not required.

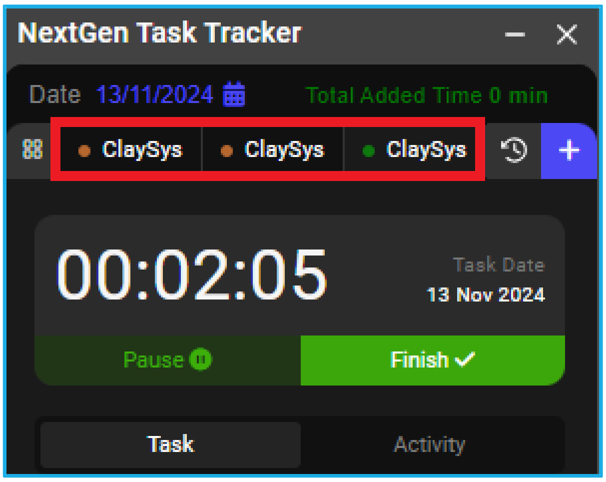
3.3 Task Details Window

- **Time Tracking**:
    - The time tracker displays the total duration spent on a specific task. In the example below, 01:08:10 is the duration of the task that is logged.
    - Users can pause, resume, or finish tasks using the respective buttons.
- **Total Added Time**:
    - The total time logged for all the added tasks is displayed at the top of the window, which represents the cumulative time spent on all the tasks.
- **Task Details**:
    - The 'Client Name' field identifies the client associated with your work.
    - The 'Project Name' field specifies the particular project you are engaged in under the selected client.
    - The 'Title' field identifies the name of the task.
    - The 'Assigned By' field indicates the team lead who has assigned the task to you.
- **Task Date**:
    - Displays the date of the task for user reference.
- **Activity Tracking**:
    - Users can switch between the 'Task' and 'Activity' tabs to view details about ongoing work and activities.
- **Action Buttons**:
    - **Clear**: Clears the Task Details field.
    - **Finish**: Marks the task as complete when the work is done. After clicking the Finish button in the Timer, the system should automatically redirect the user to the Activity tab (This button is in the Timer section).
- **Version Information**: Displays the current version of the application at the bottom right section of the application.

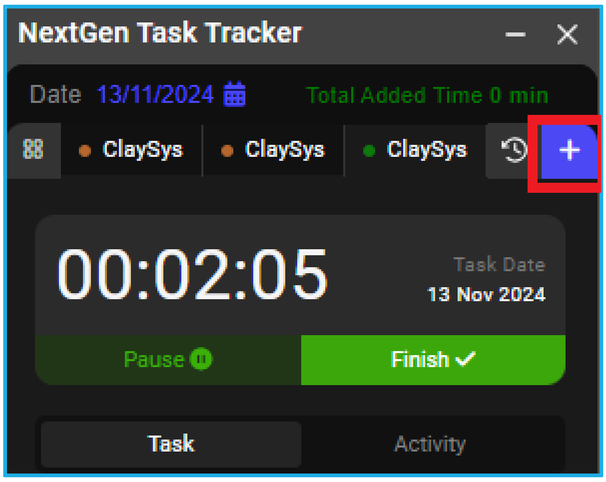


3.4 Viewing and Managing Ongoing Tasks

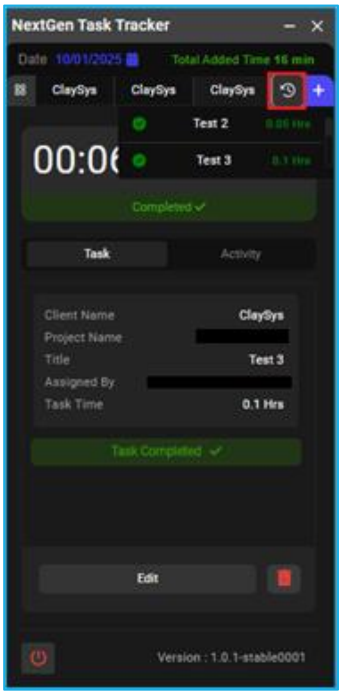
- **Viewing Current Tasks**:
    - The app allows you to view the ongoing task in the top section, where each task has a separate tab. The title of the tab depends on the Client Name that was selected while adding a task. A green dot within a tab indicates an active task, while an orange dot shows a task on hold. Additionally, you can switch between the "Task" and "Activity" tabs to view details about ongoing work and activities.



- **Running Multiple Sessions** (**Multitasking**):
    - If you are working on multiple tasks simultaneously, you can open a new session by clicking the **"+"** button for each additional task. Each session operates independently, allowing for effective multitasking.



- **Saved Tasks**:
    - To view tasks added for a specific date, select the desired date from the date picker in the Title section and click the history icon. Clicking on a task title will display its details below, where you can edit or delete the task.



- **Edit Saved Tasks**:
  - Click on the Edit button by selecting the date from the date picker at the top of the window and the task from the saved tasks.
  - Click on the Activity tab to edit the activity(s).
  - Then click on the **Update Task & Activity** button. If all fields are filled correctly, a notification will appear confirming that the "**Task details updated successfully**".