



**TASK MANAGEMENT SYSTEM USER MANUAL**

**BY**

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**AT**

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## **INTRODUCTION**

Task management systems are a key aspect in automating and streamlining the task management process, allowing Efficiency, effective monitoring, task tracking, organization, and setting priorities for tasks to be achieved.

This document presents a detailed description of how the Task management system functions

This document is intended to guide the users in the process of using the system to manage different tasks assigned to them.

The document also outlines how the system shall help supervisors and administrators how to streamline the daily tasks and provide real-time access to data on the performance of different units.

The system will further help the ease of accessibility through the following functionalities; registration of all users into the system, capturing user's task performance into the system, issuing of automated reports, generation of reports at all levels, monitoring of user access on the

The Task Management system addresses the following problems.

1. Inaccessible Softcopy Reports
2. Inefficiency of teams
3. Limited progress tracking for assigned tasks
4. Miss allocation/misuse of resources
5. Poor accountability of resources
6. Lack of an automated chain of command to staff for a task management system, allowing search and retrieval functionalities on user performance.

## **SYSTEM MODULES**

The Task Management system will be a web application system with the ability to automate various tasks associated with user activity, progress, and performance.

Efficiency, effective monitoring, task tracking, organization, and setting priorities to achieve better efficiency results from the staff of RD&I must be the major goal of this system. Efficiency refers to the peak level of performance that uses the least amount of inputs to achieve the highest amount of output. TMS will have four modules and four different types of users that use this system and these are as follows;

- **The users**

This user receives tasks from the intermediate head of the unit, the head of the department, and the overall admin.

- **The Head of Units**

This user assigns work to users and can also be assigned tasks by the head of the department, and the overall admin.

- **The Head of the Department**

This is the intermediate admin who manages the unit head and users at the lowest level

# USER MANUAL

## AUTHENTICATION

### LOGIN AND REGISTRATION.

For the user to gain access, Users have to first register in the system.

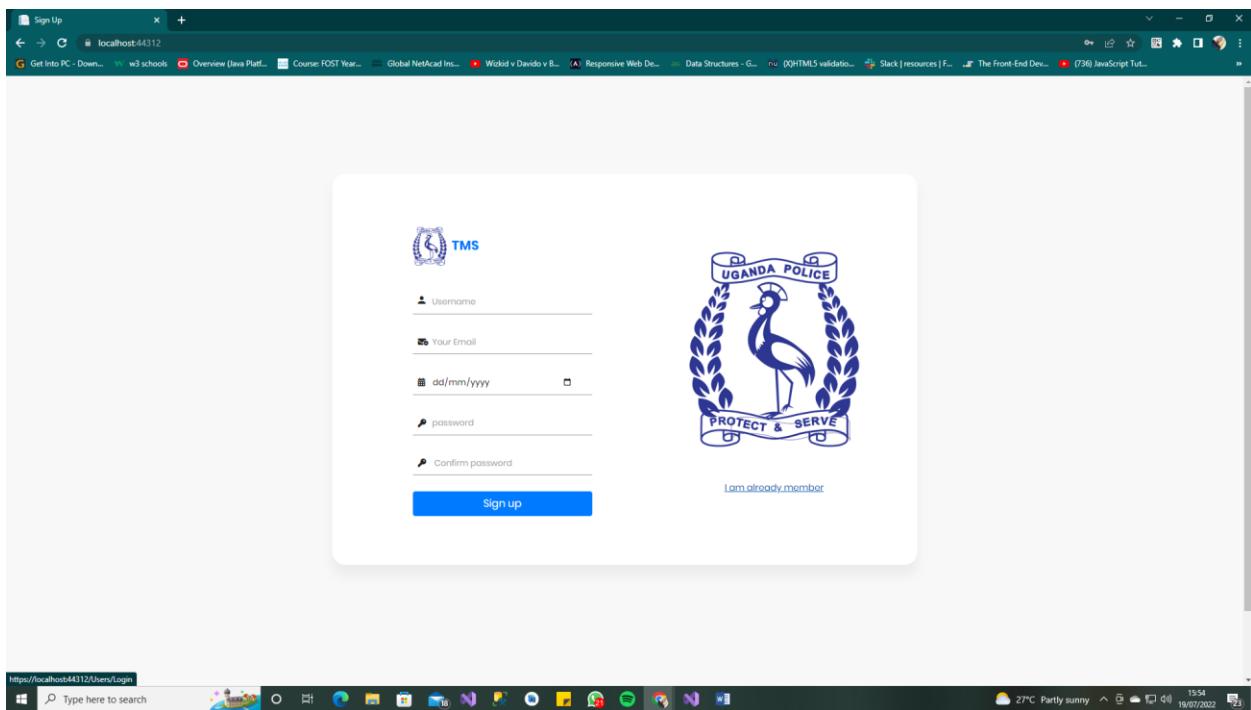


Figure 1 registration page

The user should not reuse an email or username that was already used in the system.

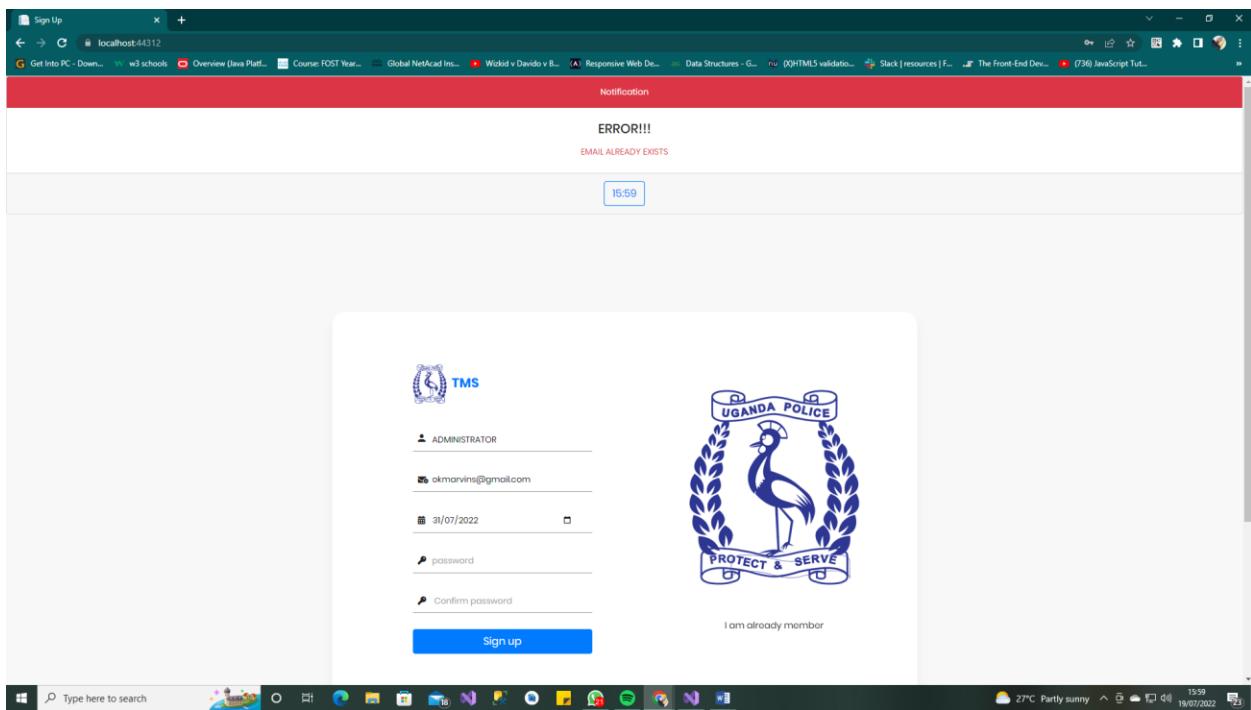


Figure 2 happens if the username or email already exists

### Successful registration.

Once the registration is successful, a verification link for your account is sent to the email provided.

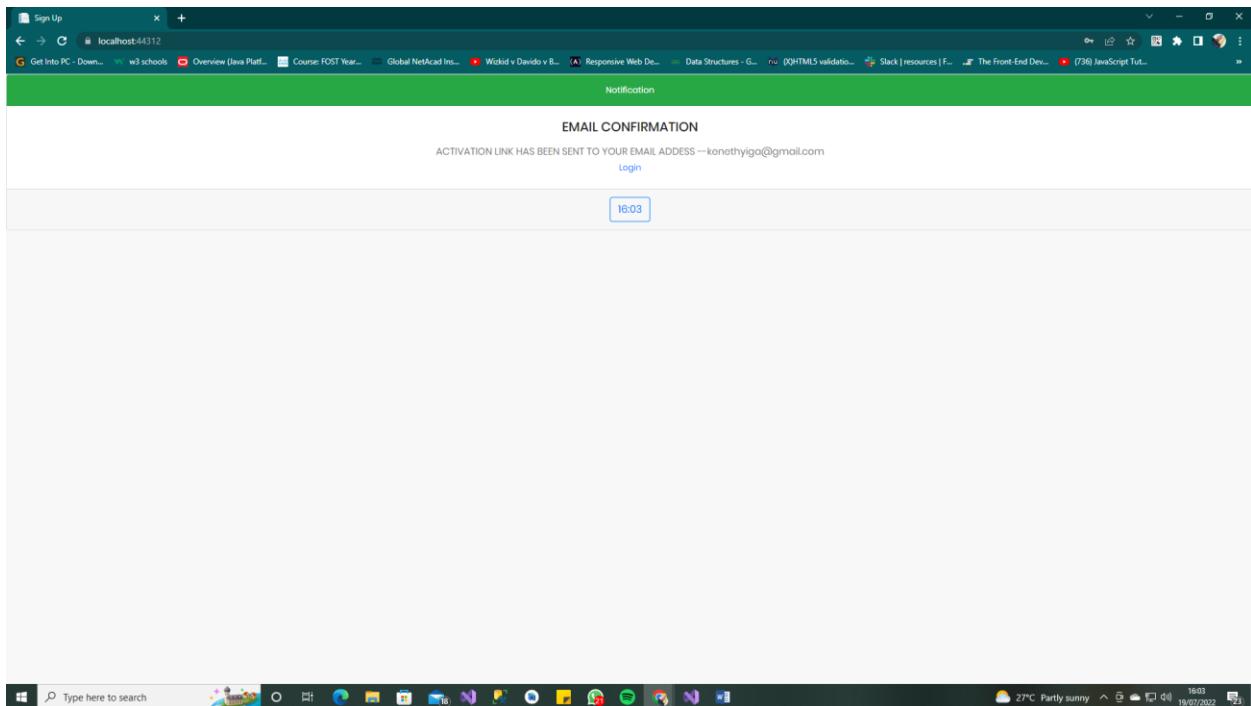


Figure 3 verification link to email for confirmation

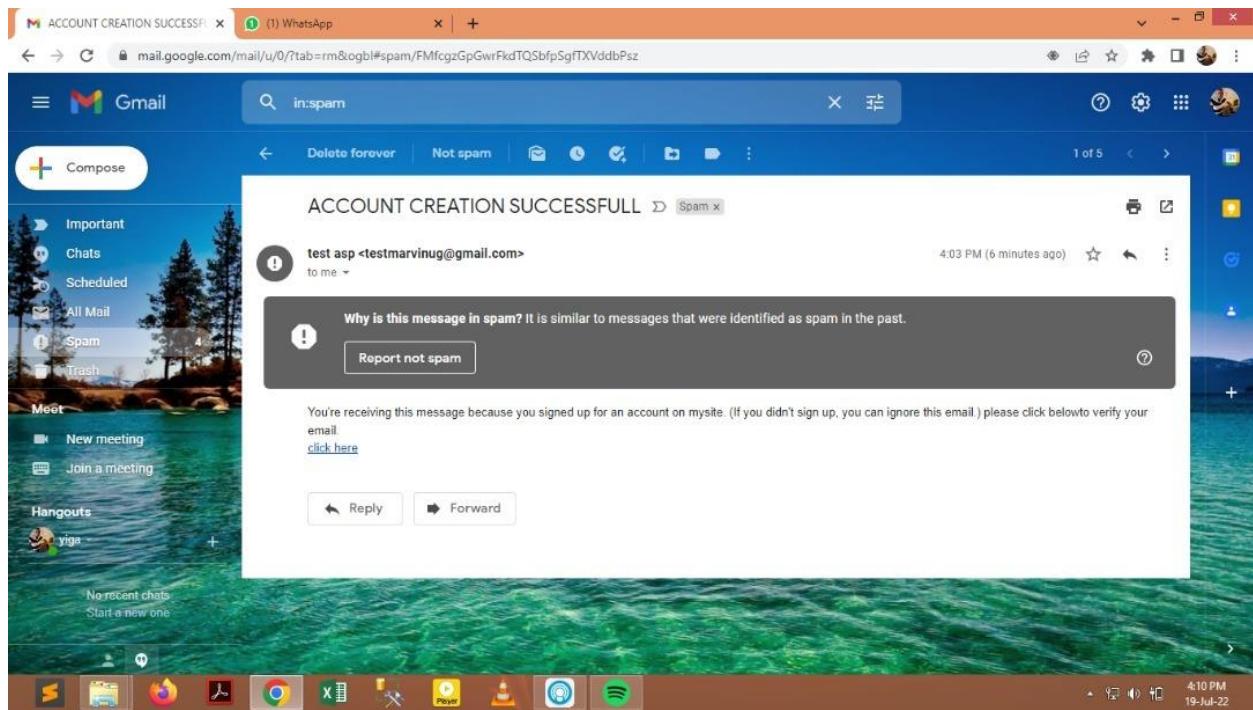
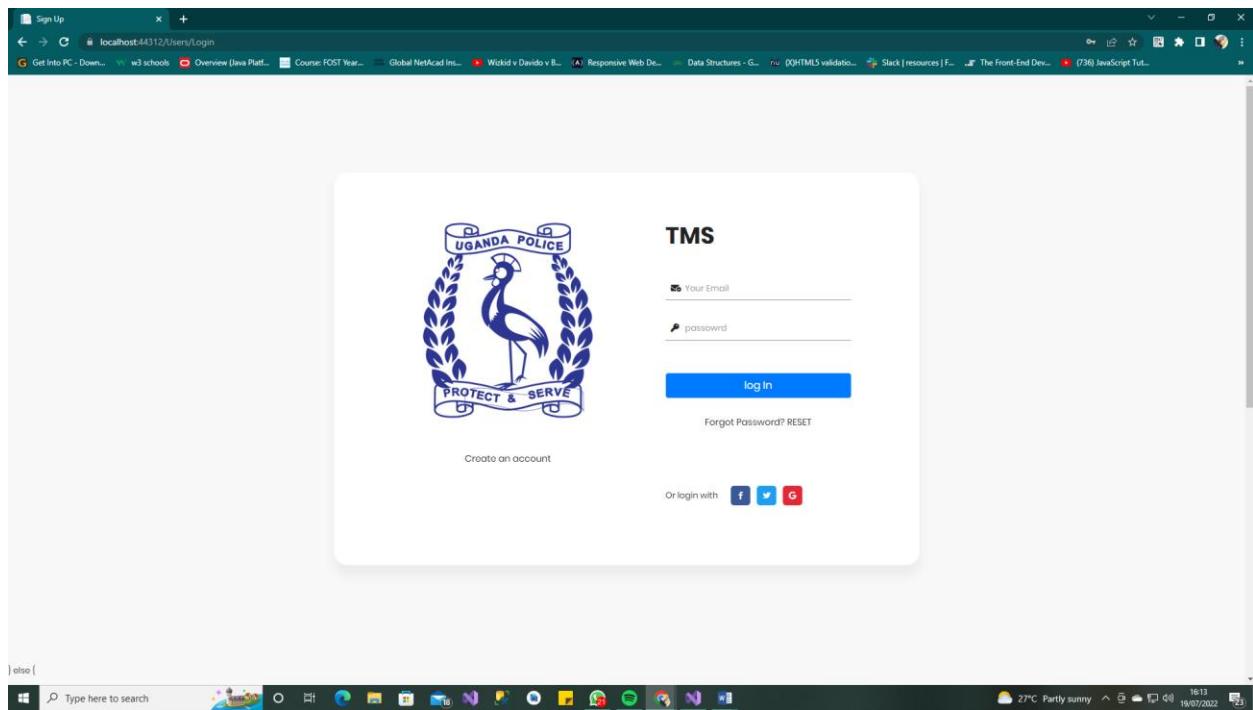


Figure 4 email sent to the user.

In case the user doesn't see the email. They are advised to check their spam folder.

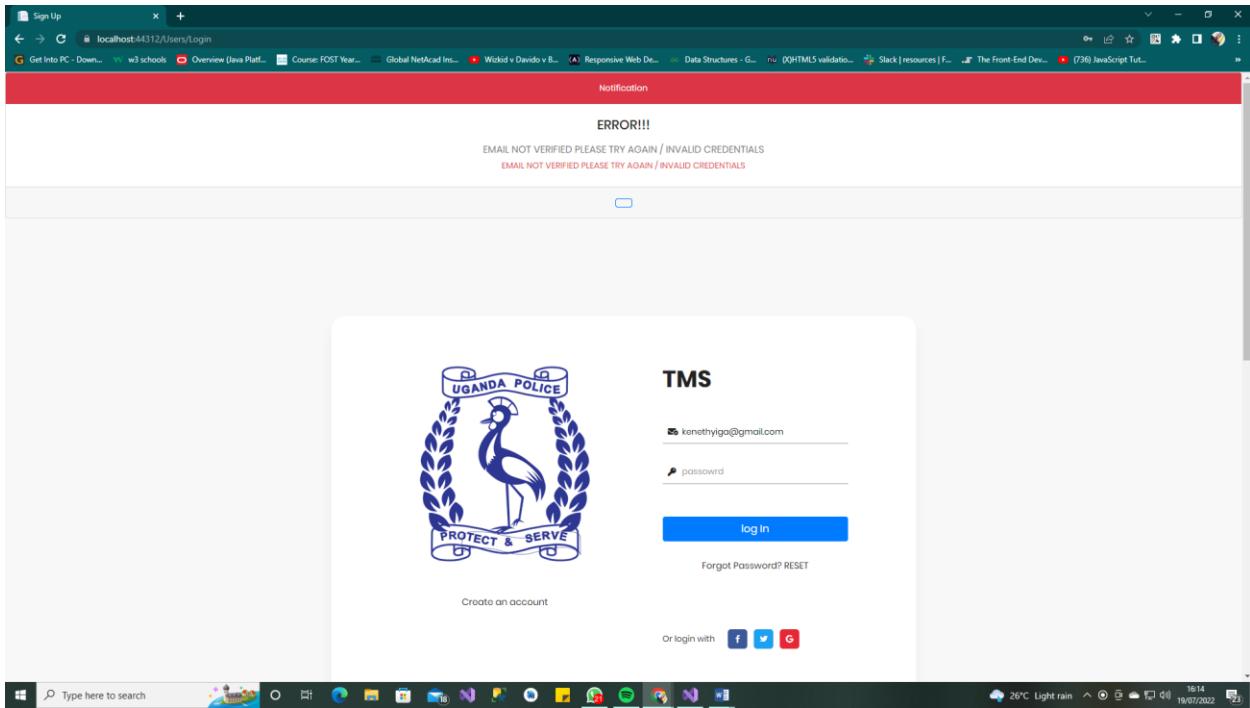
After verification of the account, the user has to proceed to the login page.

## LOGIN.



This page enables user to gain access to the system.

For the user to login, **YOU MUST** have verified your email. In case you did not verify your email, you will get an error on logging in.



The user must first verify the email to gain access.

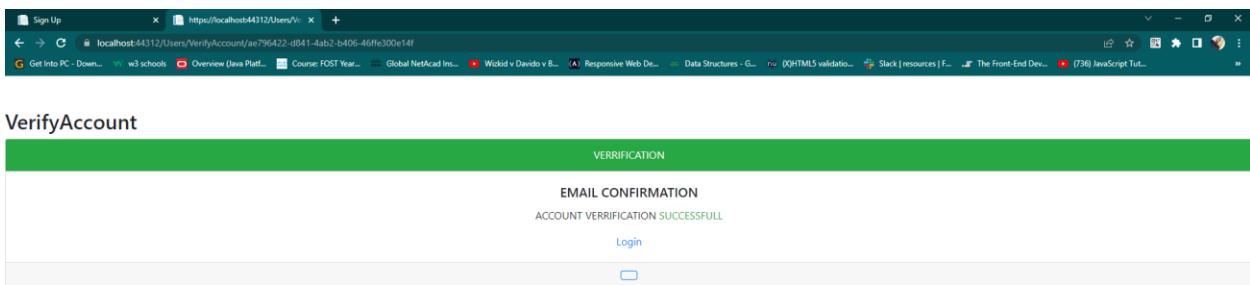
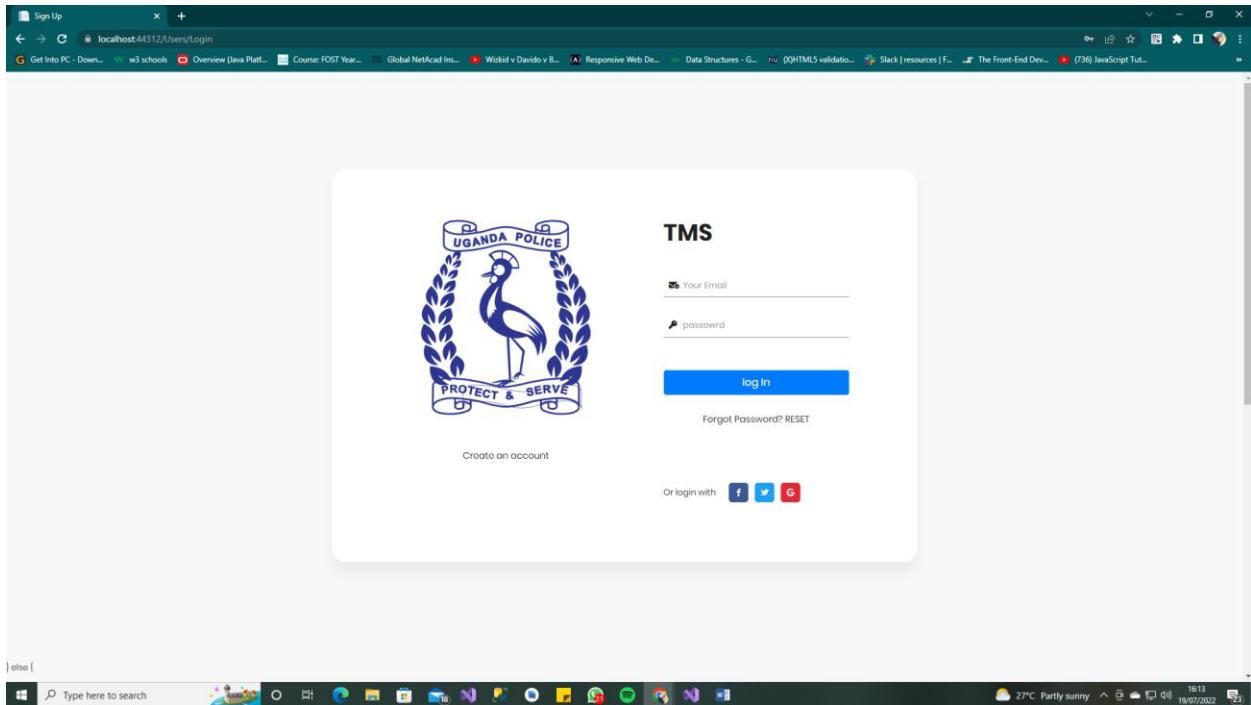


Figure 5 successful email verification.

After verification, the user has to login afresh with the same credentials. Given that email is verified.



After passing the login system with the correct credentials, you are required to set up google-authenticator for you to access the codes.

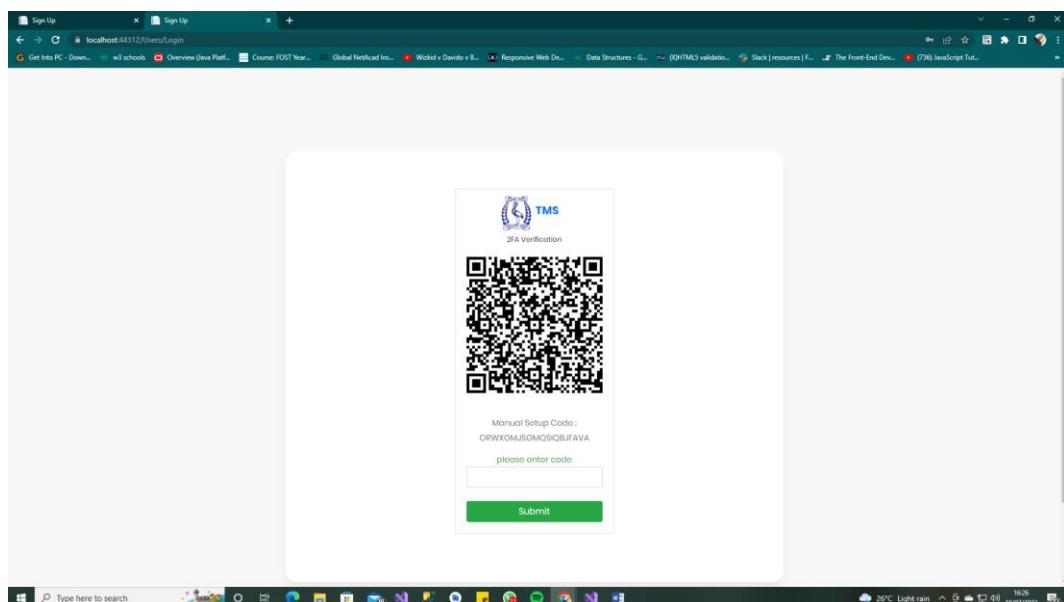
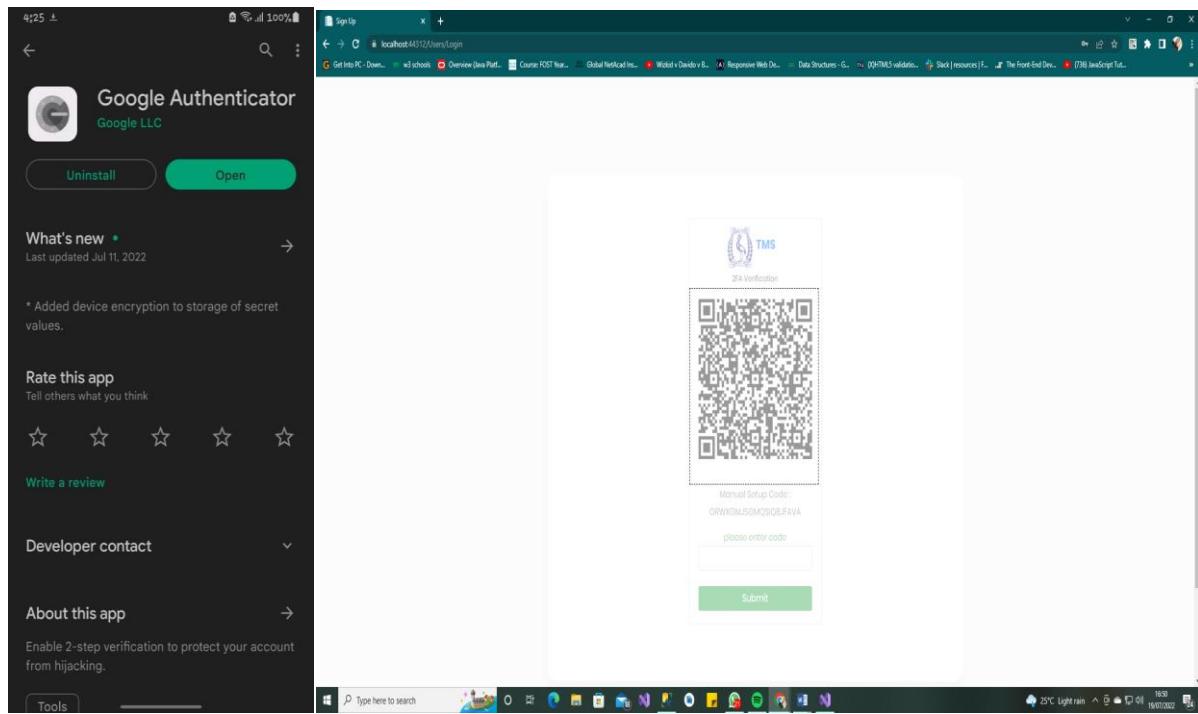
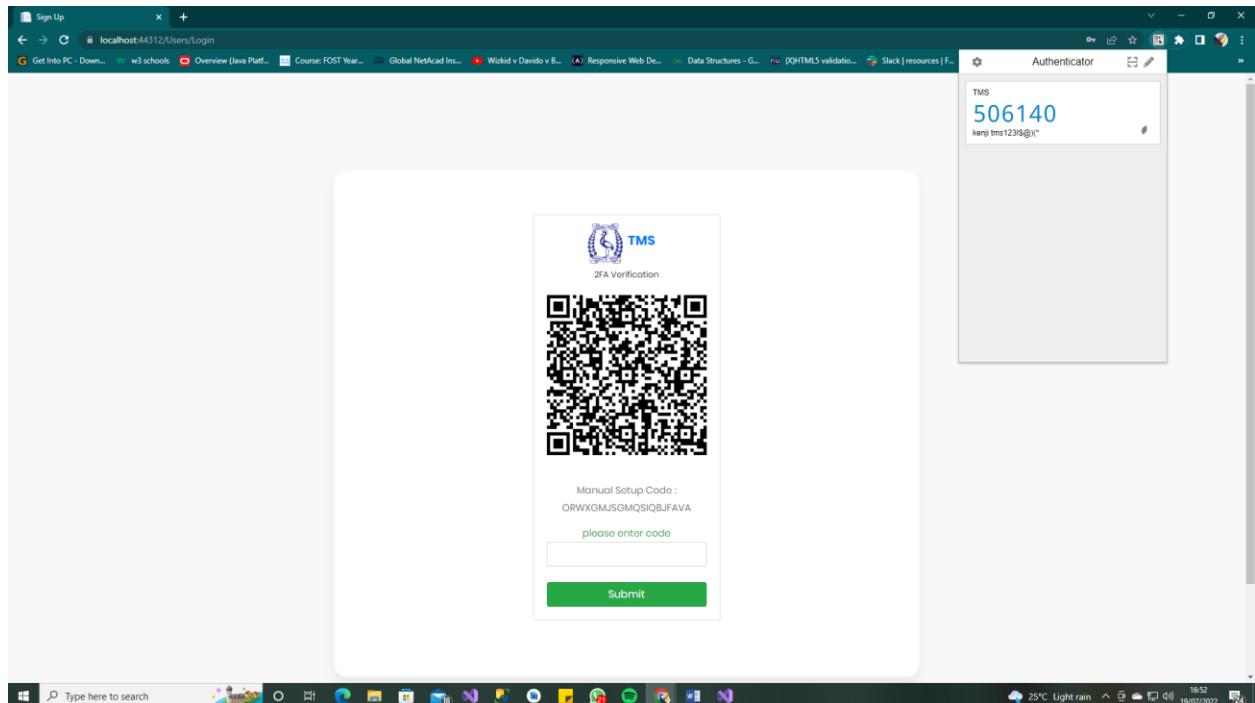


Figure 6 google authenticator

Kindly download the google-authenticator from the play store or apple store.



Scan the QR code or enter the manual setup code in your google authenticator. To generate codes.



From your google authenticator enter the digits in the field provided to gain access.

After successful login. You will not need to set up the authenticator again rather use the same random codes that are generated every after one minute.

## Successful login.

### USER

For the very first login, the user will see an error message on their screen which indicates that they don't have a role in the system. Therefore they should ask their supervisor to activate their role in the system for them to access.

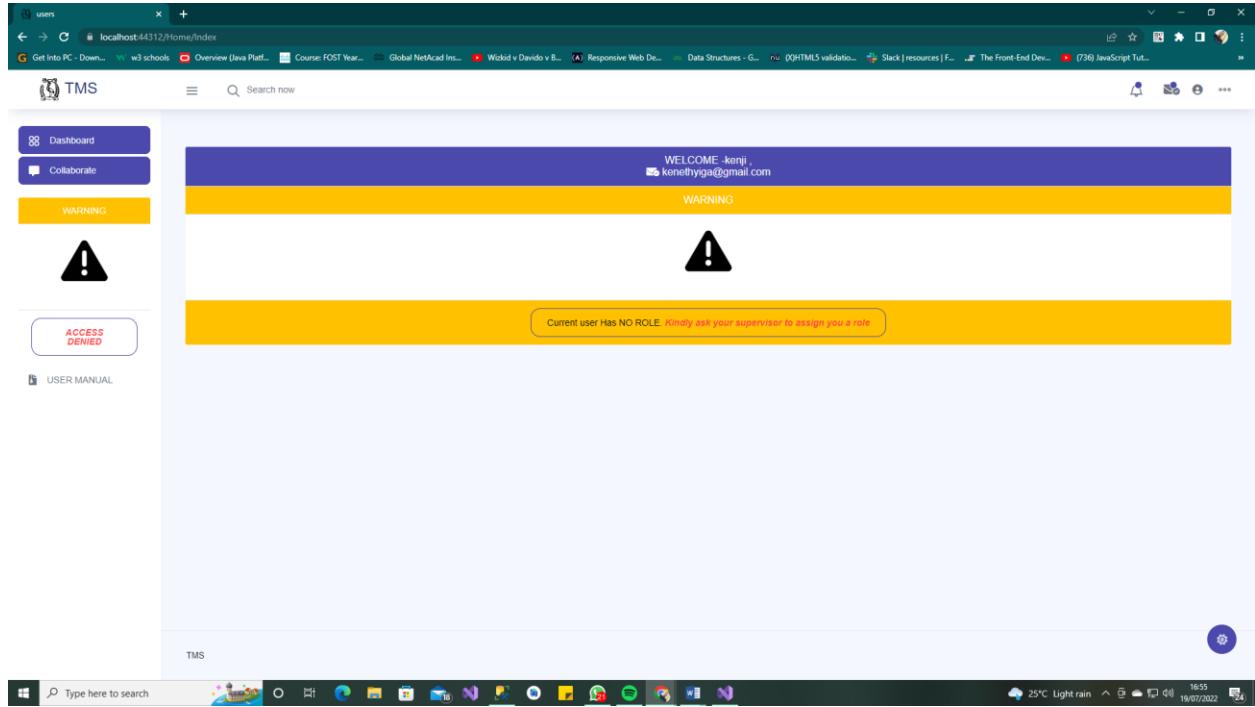


Figure 7 initial page on login

After the administrator has assigned the specific user a role. This error message will disappear and the user will gain be required to log out and log back in to see the dashboard.

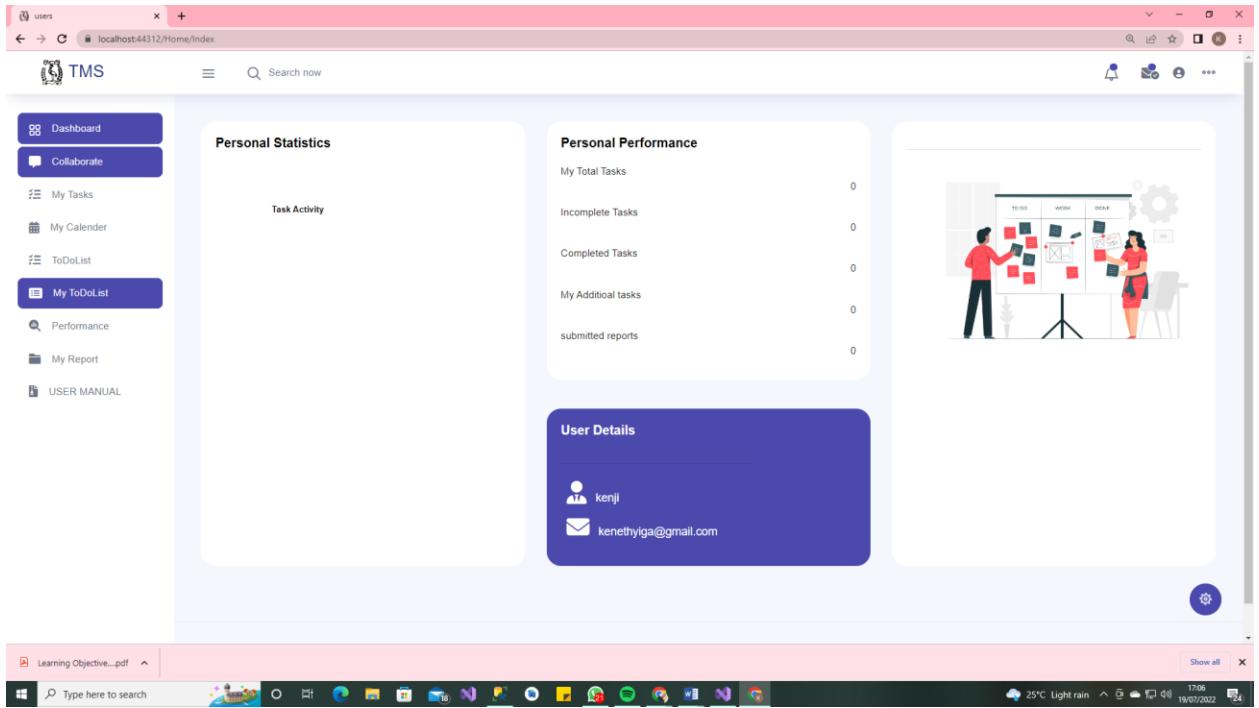


Figure 8 user dashboard

## Dashboard.

The user will only see the tabs in figure 8 namely: dashboard, collaborate, my tasks, my Calender, to-do list, my to-do list, performance, my reports, and user manual. On the dashboard, personal statistics and progress are tracked throughout the whole system. In case the user has nothing assigned to them, his dashboard will look like figure 8.

In case the user has roles assigned the dashboard will look like

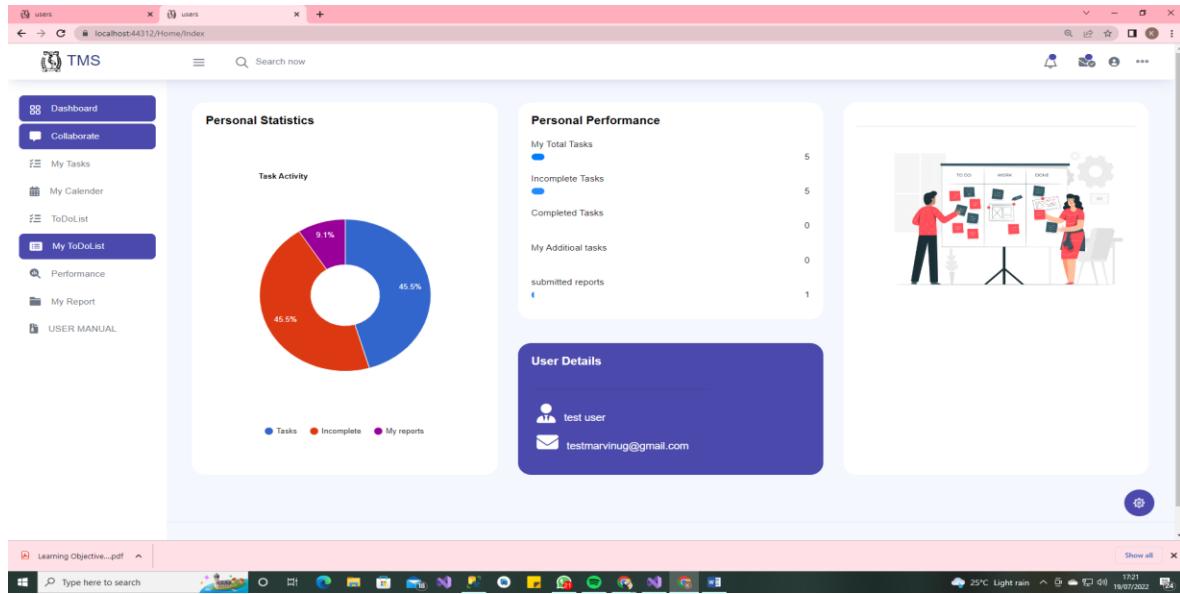


Figure 9 shows performance in case you have been assigned roles

## My Tasks tab.

This tab shows tasks that have been assigned to the user. It also has control buttons for editing and viewing the tasks assigned to you. The blue button is an edit button while the green is the details button for the tasks. A timer for each task countdown is enabled as soon as the task is set.

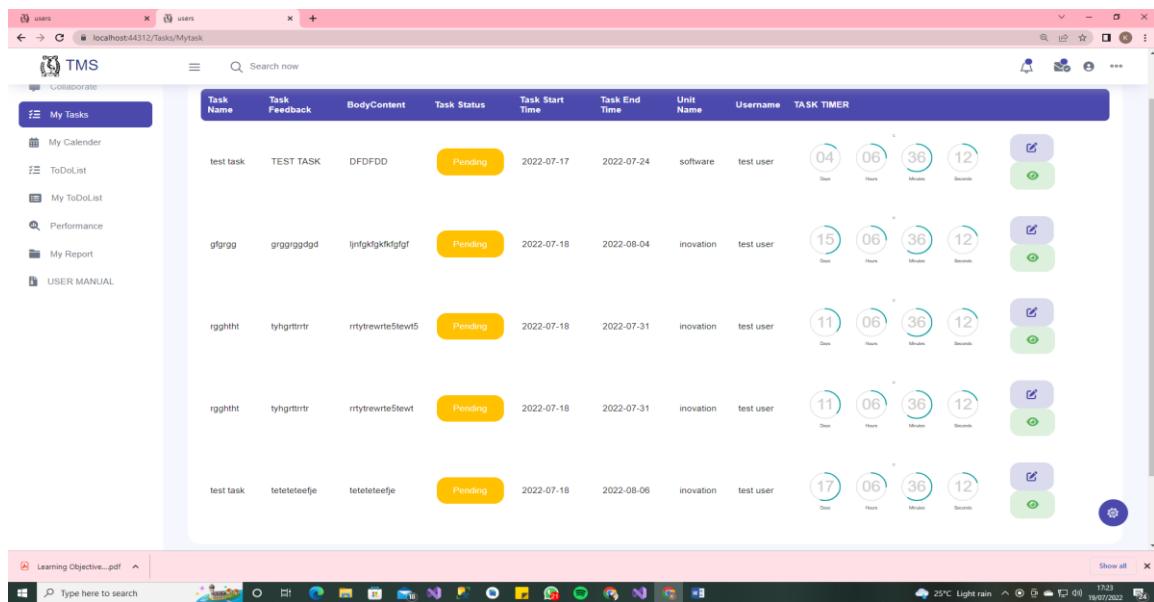


Figure 10 my task tab

## VIEW TASK TAB

Once you click on the View tasks tab you will see the interface showing the details of the task and the timer which counts down the time. It has an edit button to edit tab and a back button for users tasks

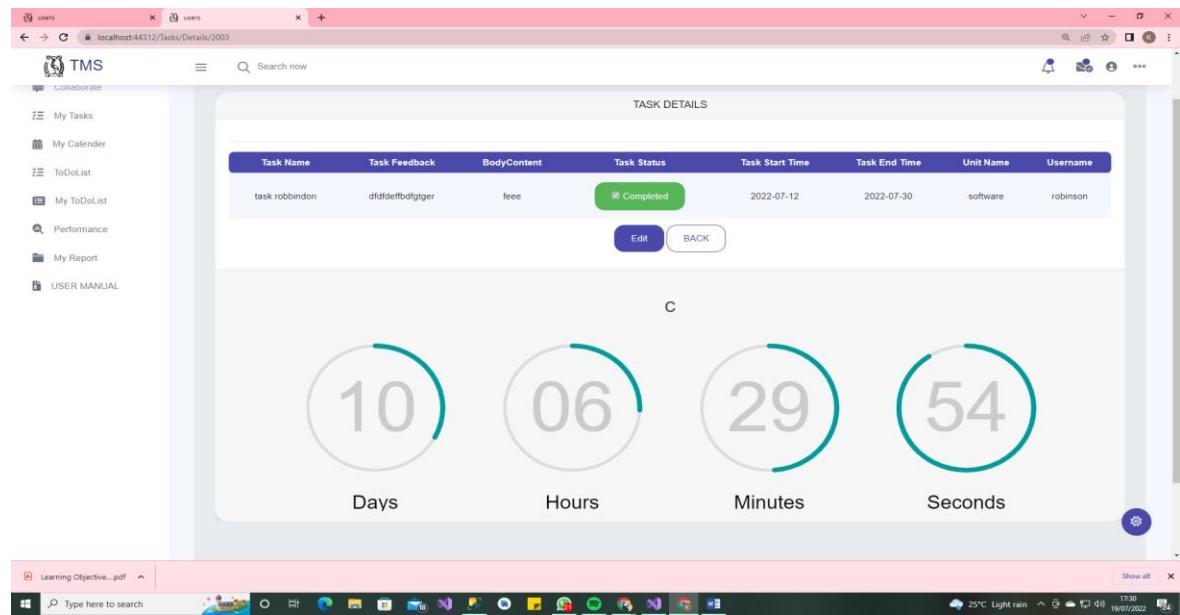
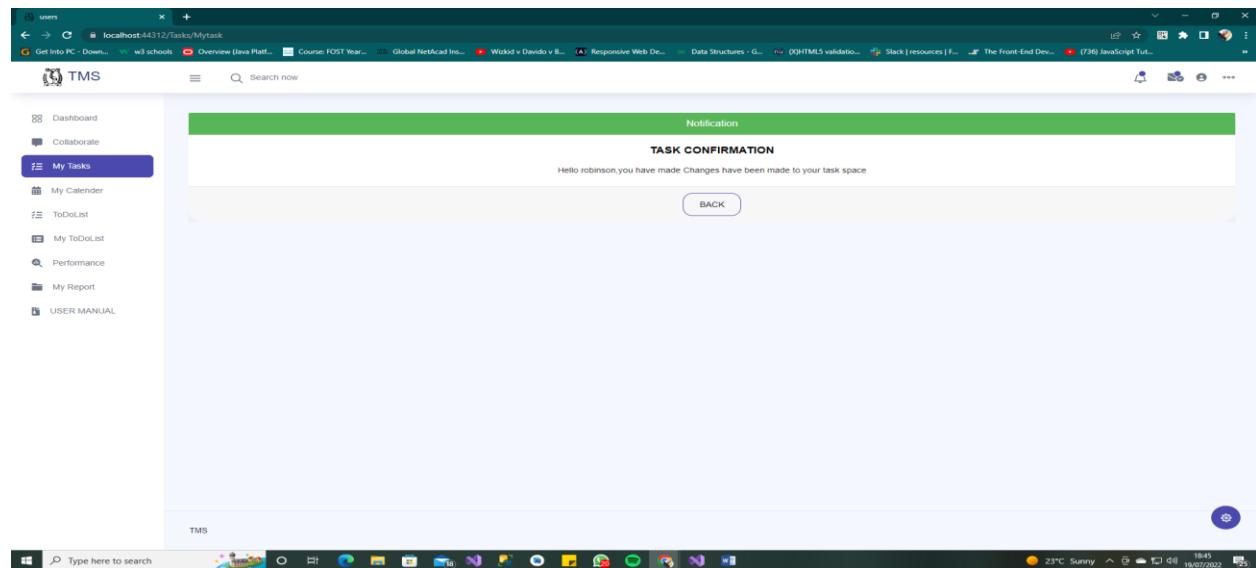


Figure 11 Details view

## EDITING TASK

once the task is the notification is sent user's email



## MY TODO LIST

This page shows the personal information that you write down to accomplish. This data is not seen by anyone else but just you the user.

The screenshot shows a web browser window titled "users" with the URL "localhost:44312/PersonalToDoList/Index". The page has a header "PERSONAL TODOLIST" with the sub-instruction "Allows you track your daily progress and activities to accomplish". On the left, there's a sidebar with "TMS" logo and links: Dashboard, Collaborate, My Tasks, My Calender, ToDoList, My ToDoList (which is selected), Performance, My Report, and USER MANUAL. The main content area contains an "Advanced Table" with columns: TASK NAME, DESCRIPTION, TASK RESULTS / FEEDBACK, and ACTIONS. Two rows of data are shown:

TASK NAME	DESCRIPTION	TASK RESULTS / FEEDBACK	ACTIONS
bvnbn	gghg	ghgh	
sdsds	ss	sd	

To the right of the table is a "Completed Tasks" section which is currently empty. The bottom of the screen shows a Windows taskbar with various icons and a weather widget indicating 25°C Light rain.

This section has four buttons the create button which is the plus sign at the top right corner. The other is the edit button with a pencil-like button which helps the user to edit his/her list the last is the delete button. Once the user wants to delete a to-do item they do this at this part.

The screenshot shows a web browser window titled "users" with the URL "localhost:44312/PersonalToDoList/Create". The page has a header "CREATING A TASK" with the sub-instruction "create todo task". On the left, there's a sidebar with "TMS" logo and links: Dashboard, Collaborate, My Tasks, My Calender, ToDoList, My ToDoList (selected), Performance, My Report, and USER MANUAL. The main content area contains a "TODOLIST" section with the instruction "Add to your todo List". It includes three input fields: "TASK NAME" (with an empty input field), "DESCRIPTION" (with an empty input field), and "TASK RESULTS / FEEDBACK" (with an empty input field). At the bottom are two buttons: "Create" (in a blue box) and "View Changes". The bottom of the screen shows a Windows taskbar with various icons and a weather widget indicating 25°C Light rain.

Figure 12 create todo task for self

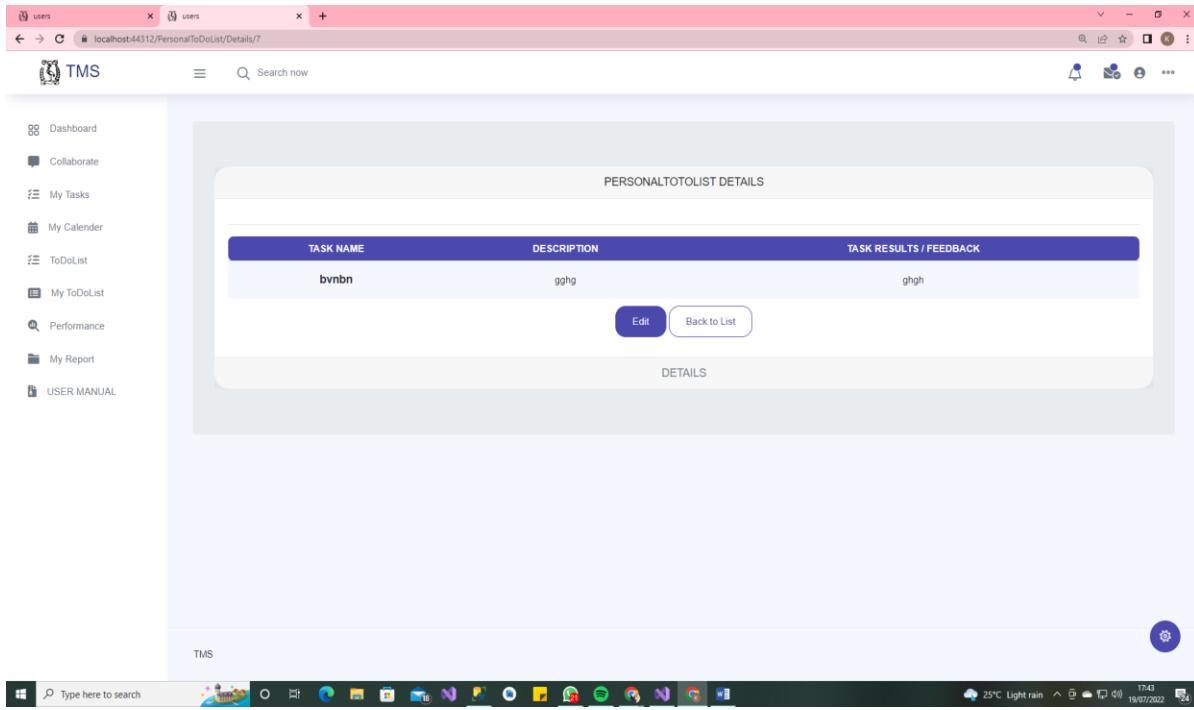


Figure 13 the view details view during view details of a task

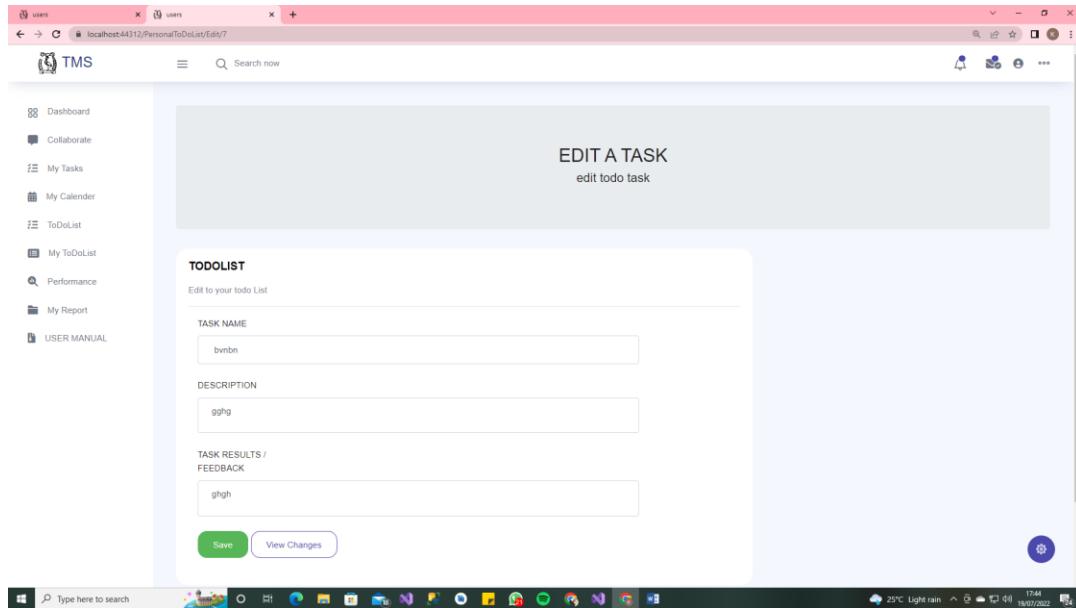
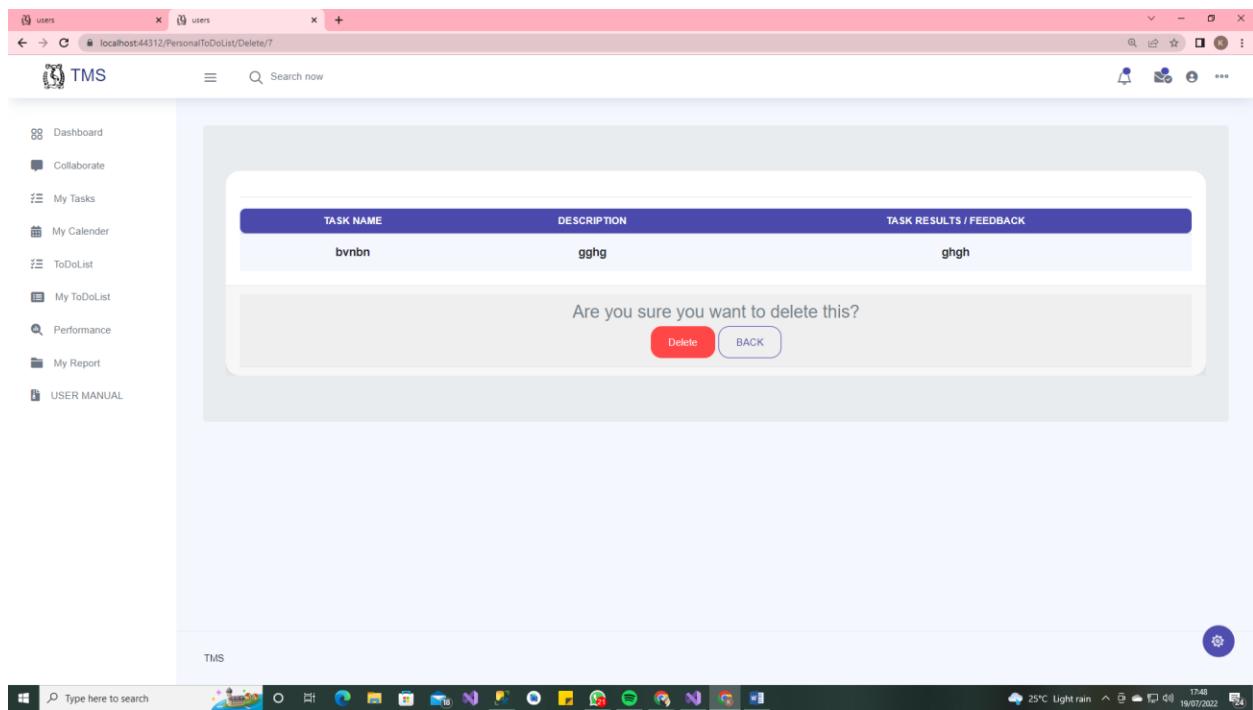


Figure 14 edit todo list task

All those modules have buttons which for navigation back to the list view by clicking view changes or back

Deleteing a task will bring you this view where you will delete the task form your list. The red button confirms deletion and the back button takes you back to the list view



## TODO LIST

This tab shows the user additional tasks that must be done but not urgently. All those tasks will show in this part

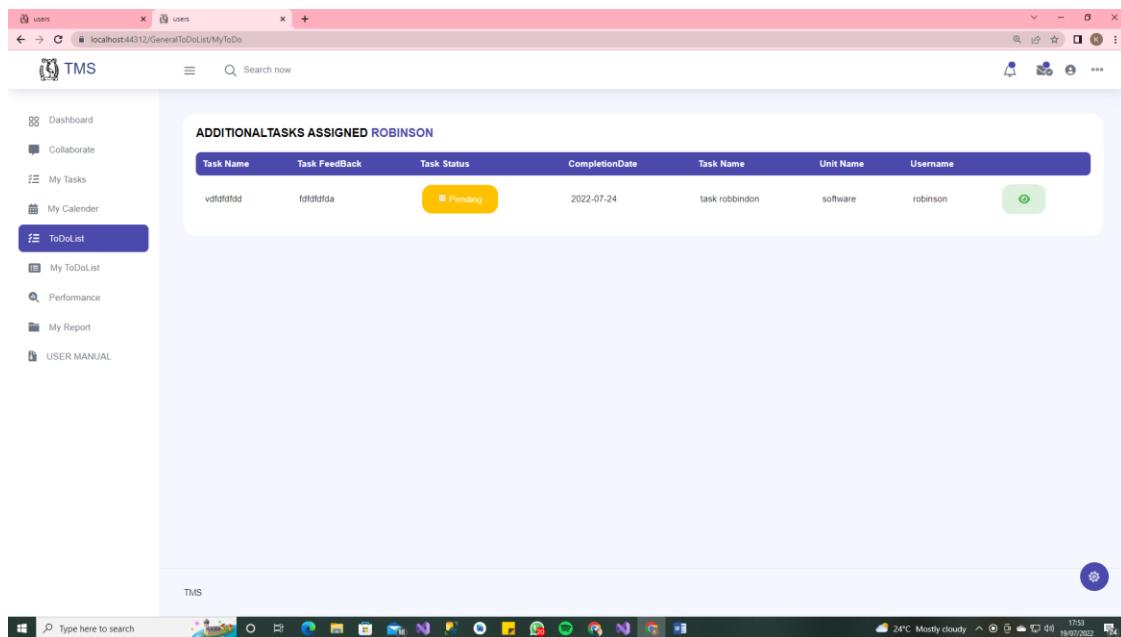
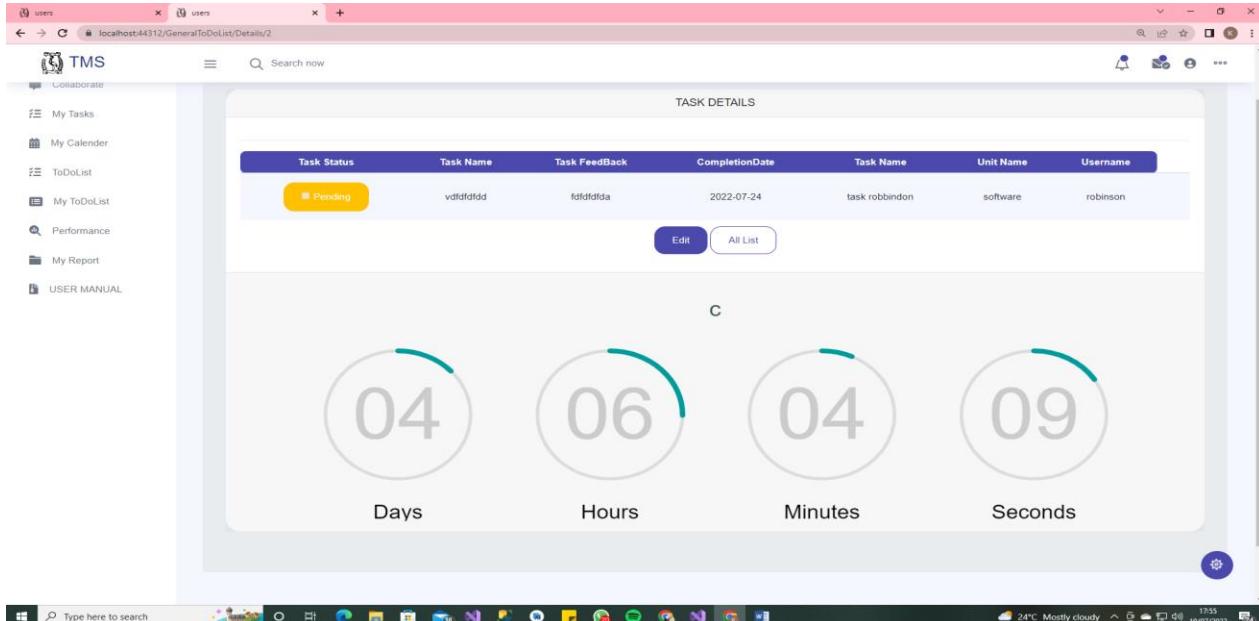


Figure 15 general to-do list for additional tasks

The green button shows that you can view the details of the task that has been sent to the user space.

Once the task is marked complete the orange button changes color and a timer is also shown to show its remaining time. The edit tab takes you to the edit task and the all list takes you to the user list of additional tasks.



## PERFORMANCE

This tab shows personal performance. It collects data from all modules of the system and presents them as statistics in piechart format and progress bars. All items according to the user are tracked from here.

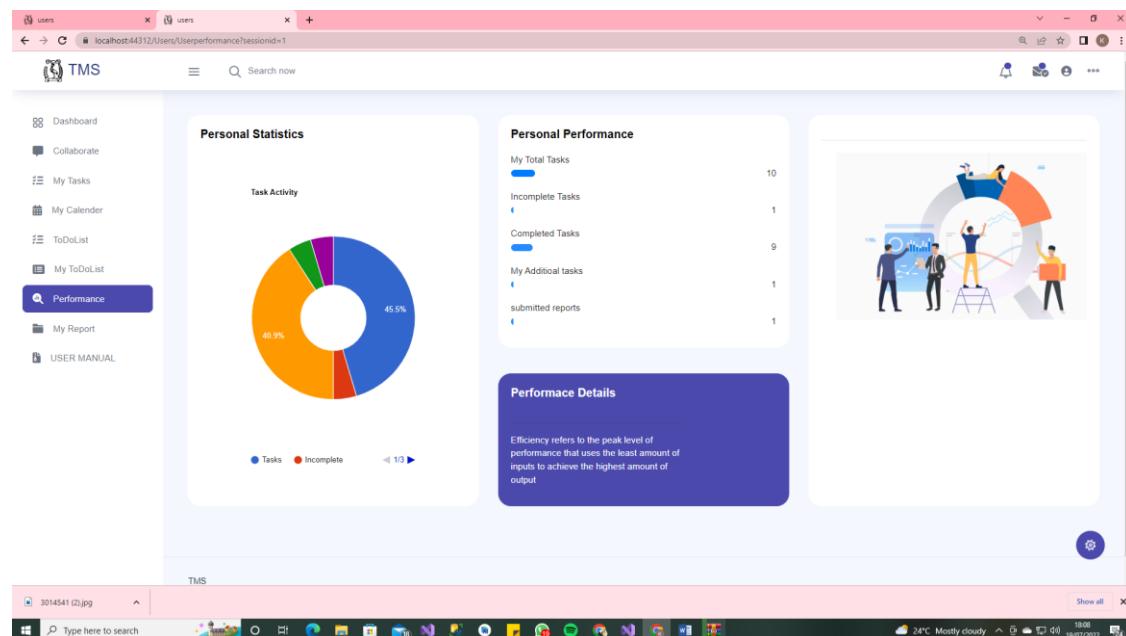


Figure 16 user performance

## MY REPORT

This tab shows which reports have been submitted to and which tasks are being referenced. The file icon represents the uploaded file report which can later be downloaded once you click on both icons on the right and left in blue color.

The screenshot shows the TMS application interface. On the left, there is a sidebar with various menu items: Dashboard, Collaborate, My Tasks, My Calendar, ToDoList, My ToDoList, Performance, My Report (which is highlighted in blue), and USER MANUAL. The main content area is titled "All Submitted Reports" and contains a table with one row. The table columns are "Report Name", "Task Name", and "Username". The data in the table is: Report Name - fgggfg, Task Name - test task, Username - robinson. To the right of the table are two buttons: a blue cloud icon and a red trash bin icon. At the top of the main content area, there is a button labeled "Download Report Document" with a blue file icon. The status bar at the bottom of the screen shows "TMS".

## REPORT SUBMISSION.

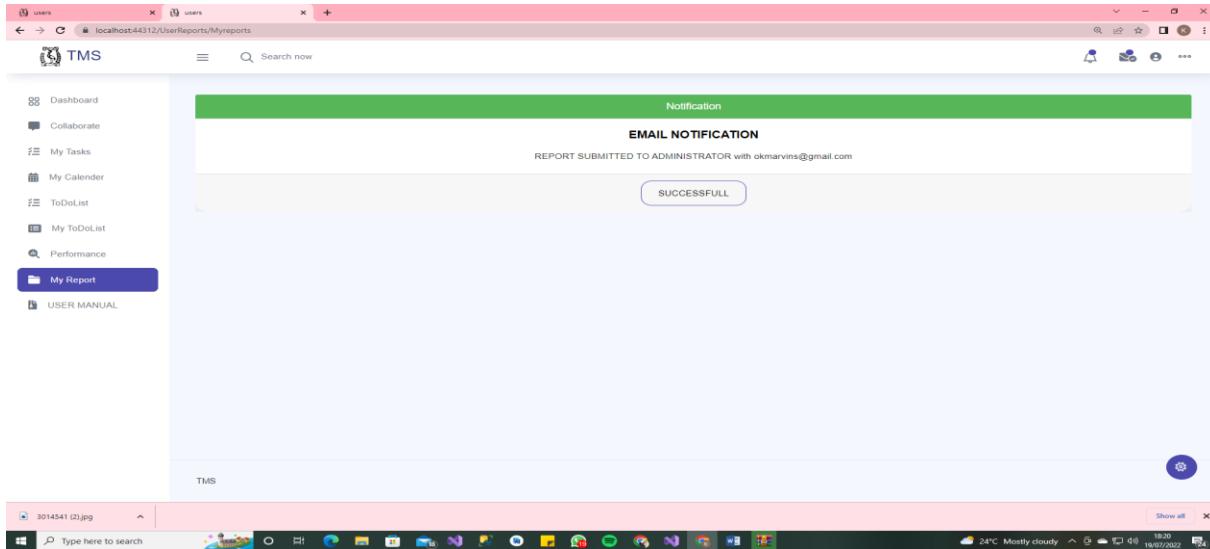
Here from the previous image, the plus sign at the top right corner is for submitting a report. Once you click on the button, the view below will be seen.

The screenshot shows the TMS application interface. On the left, there is a sidebar with various menu items: Dashboard, Collaborate, My Tasks, My Calendar, ToDoList, My ToDoList, Performance, My Report (which is highlighted in blue), and USER MANUAL. The main content area is titled "REPORT SUBMISSION" and contains a form with several input fields: "Userid" (set to "robinson"), "Taskid" (set to "test task"), and a "Choose File" button with the message "No file chosen". Below these fields is a "Report Name" input field. At the bottom of the form are two buttons: "Create" and "View Changes". To the right of the form is a decorative illustration of two people working with a whiteboard divided into "TO DO", "WORK", and "DONE" sections, surrounded by office equipment like a printer and a computer monitor. The status bar at the bottom of the screen shows "TMS".

The user id field represents **TO WHOM THE REPORT IS BEING SUBMITTED** while the Task id is showing the exact task **BEING REFERENCED**. The upload field is for uploading reports of any format and size. The create button help the user submit the report and the view changes made and back to the list.

## ON SUBMISSION

Once the report is submitted, the person you are sending to the report is notified by email.



In case anything goes wrong, an error will be shown.

## DOWNLOADING REPORT

The two download icons, blue can download the file according to the file chosen for review. Once it is clicked the file will be downloaded automatically for viewing

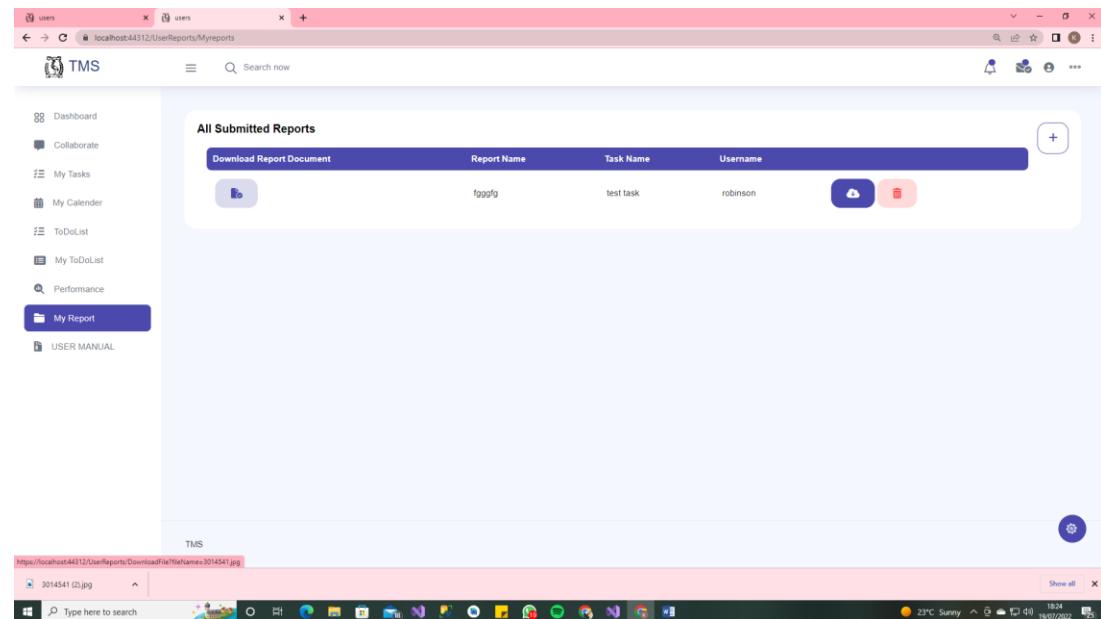


Figure 17report download

## DELETING REPORT

The red button with a trash can is for deleting the report in case you have submitted a bad report or wrong report. By deleting the report will be retrieved from the person you sent to the report.

The back button takes you back to the list of all reports in your space

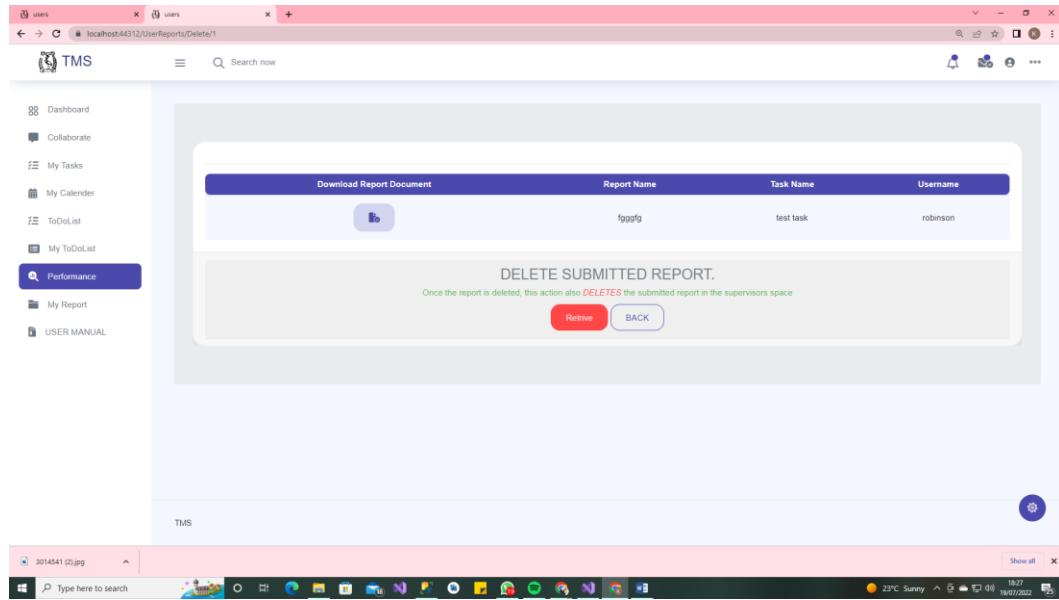


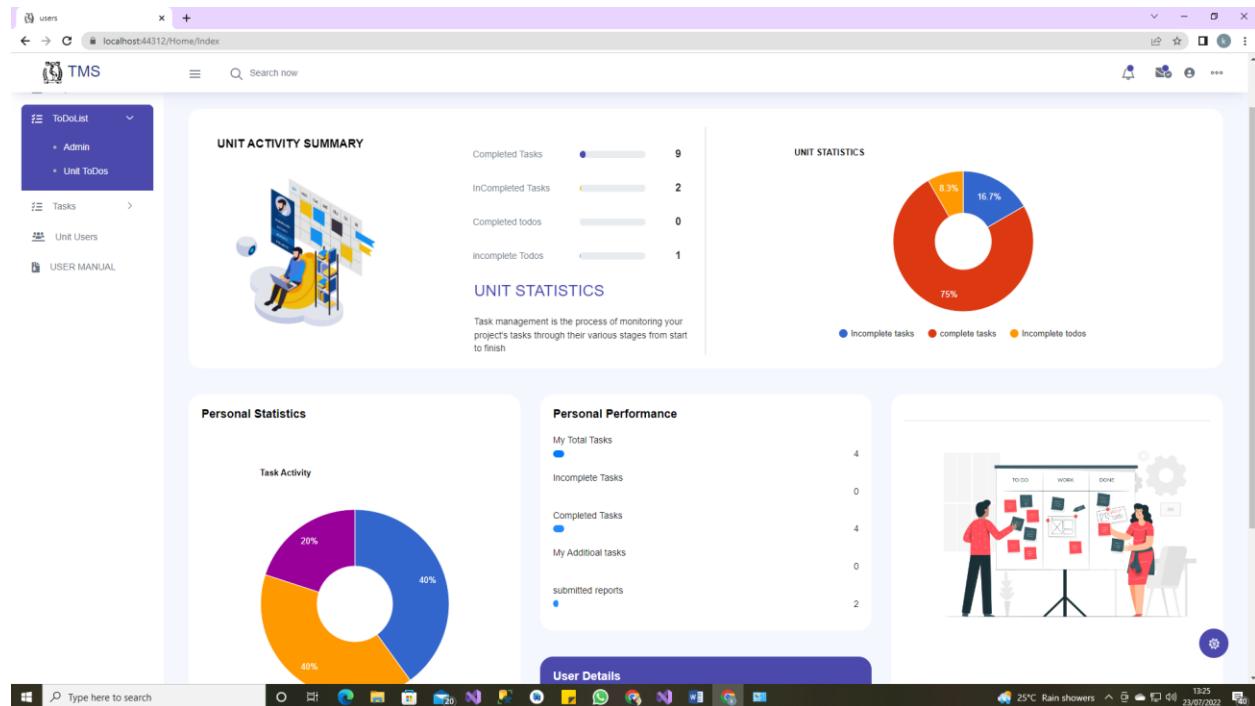
Figure 18 delete view

## SECTION ADMINISTRATOR.

This user has partial rights as the administrator. This is management at unit level. Only his/her unit data is seen by this administrator.

### DASHBOARD.

The dashboard contains general performance of the unit and personal performance of the administrator.



## TASKS TAB

Under this tab the user will have two options

- **unit tasks**

- a. Here the administrator sees only all tasks for his unit plus all that is under it.

The screenshot shows a web-based application interface titled "TMS". The left sidebar has a "Tasks" section with "My Tasks" and "Unit Tasks" options. The main content area is titled "All Tasks" and displays a table with the following data:

Task Name	Task Feedback	BodyContent	Task Status	Unit Name	Username	Action Buttons
test task	test feedback	this is a test task	Complete	software	robinson	[Edit] [Delete]
task robbindon	dfdfdfdfdfger	fee	Complete	software	robinson	[Edit] [Delete]
ffhhhhgggg	TEST FEEDBACK	TEST FEEDBACK	Complete	software	robinson	[Edit] [Delete]
test task	gogfhgrgre	rnewmere	Complete	software	robinson	[Edit] [Delete]
task test	TEST TASK	DFDFDD	Complete	software	robinson	[Edit] [Delete]
dvdvfd	dfdf	fdfdf	Complete	software	ADMINISTRATOR	[Edit] [Delete]
dvdvfd	dfdf	fddfhhhh	Pending	software	robinson	[Edit] [Delete]
dvdvfd	dfdf	fdfdf	Complete	software	robinson	[Edit] [Delete]
dvdvfd	dfdf	fdfdf	Complete	software	robinson	[Edit] [Delete]
dvdvfd	dfdf	fdfdf	Complete	software	ADMINISTRATOR	[Edit] [Delete]

- **personal tasks**

- a. The user's tasks that are assigned to him specifically are seen in this tab.

**TASKS ASSIGNED ADMINISTRATOR**

Task Name	Task Feedback	BodyContent	Task Status	Task start time	Task deadline	Unit Name	Username	TASK TIMER
test task	none	dtdfrf	Completed	2022-07-15	2022-07-09	research	ADMINISTRATOR	<div><span>00</span> Days <span>00</span> Hours <span>00</span> Minutes <span>00</span> Seconds</div> <span>edit</span> <span>delete</span>
ghhg	fgdfg	dgdgd	Completed	2022-07-08	2022-07-22	research	ADMINISTRATOR	<div><span>00</span> Days <span>00</span> Hours <span>00</span> Minutes <span>00</span> Seconds</div> <span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Completed	2022-07-14	2022-07-23	software	ADMINISTRATOR	<div><span>00</span> Days <span>00</span> Hours <span>00</span> Minutes <span>00</span> Seconds</div> <span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Completed	2022-07-16	2022-07-31	software	ADMINISTRATOR	<div><span>07</span> Days <span>10</span> Hours <span>32</span> Minutes <span>03</span> Seconds</div> <span>edit</span> <span>delete</span>

In all these tabs the admin has the rights to manage the tasks in his unit.

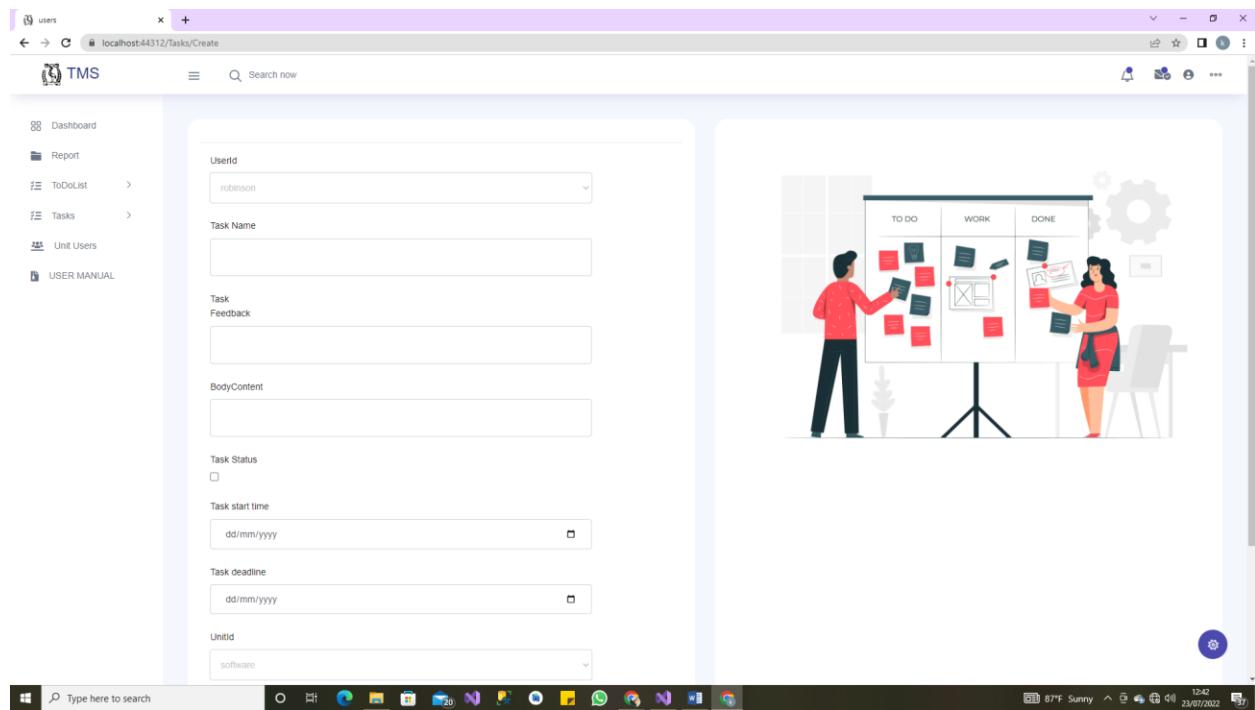
## What the admin can do

Assign tasks directly to the users of his unit. This can be done by clicking on the plus symbol at the top right corner which will take you to the tasks creation tab.

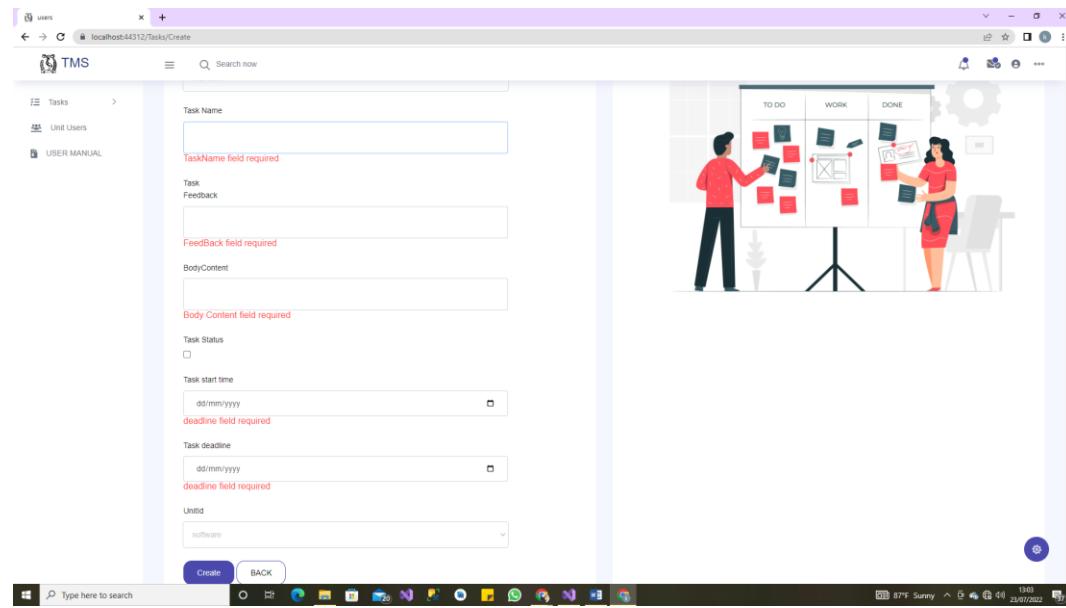
**All Tasks**

Task Name	Task Feedback	BodyContent	Task Status	Unit Name	Username	
test task	test feedback	this is a test task	Complete	software	robinson	<span>edit</span> <span>delete</span>
task robbindon	dfdfdfdfdfger	fee	Complete	software	robinson	<span>edit</span> <span>delete</span>
ffffhinggggg	TEST FEEDBACK	TEST FEEDBACK	Complete	software	robinson	<span>edit</span> <span>delete</span>
test task	gbgfgrgrre	rnewrre	Complete	software	robinson	<span>edit</span> <span>delete</span>
task test	TEST TASK	DFDFDD	Complete	software	robinson	<span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Complete	software	ADMINISTRATOR	<span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddffhhh	Pending	software	robinson	<span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Complete	software	robinson	<span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Complete	software	robinson	<span>edit</span> <span>delete</span>
dvdvfd	dfdfdf	fddrf	Complete	software	ADMINISTRATOR	<span>edit</span> <span>delete</span>

Figure 19 adding tasks



The administrator must fill in according to the table fields. Under the userid , the administrator has to select the person they are assigning to tasks. The unit id specifies the unit the person's task is being assigned to.



All the fields labeled with an error message must be filled in. the task status should be left unchecked if the task being assigned is new. Checking the task status means that the task has been completed.

## Notifications

Once a task is created the user will be notified of the task in his space by email

The screenshot illustrates the notification process for a task creation. At the top, a browser window displays a 'Notification' page from 'TMS' with a 'TASK CONFIRMATION' message stating 'USER kauta marvin with kauta.marvins@gmail.com has been notified'. Below this, a 'BACK' button is visible. On the left, a sidebar menu includes 'Dashboard', 'Report', 'ToDoList', 'Tasks', 'Unit Users', and 'USER MANUAL'. A search bar at the top right says 'Search now'. The bottom of the browser window shows a taskbar with various icons.

Below the browser, the Windows desktop environment is shown. A Gmail inbox window is open, displaying an email from 'UPF TASK MANAGEMENT <testmarvins@gmail.com>' with the subject 'NEW TASK ADDED TO YOUR SPACE'. The email body reads: 'Hello [username], Some changes have been made on your account, please check them out'. The inbox also shows other items like 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. Below the inbox, a 'Hangouts' section shows a contact named 'kauta'. A desktop notification for 'Gmail' is visible in the bottom right corner, prompting to 'Enable desktop notifications for Gmail.' The taskbar at the bottom of the screen includes icons for File Explorer, Task View, Edge, Mail, OneDrive, Photos, OneNote, PowerToys, File History, and Task Scheduler.

## Editing a task.

Once the pencil like icon is clicked an edit tab will load where the administrator will choose to edit the given task according to his preferences

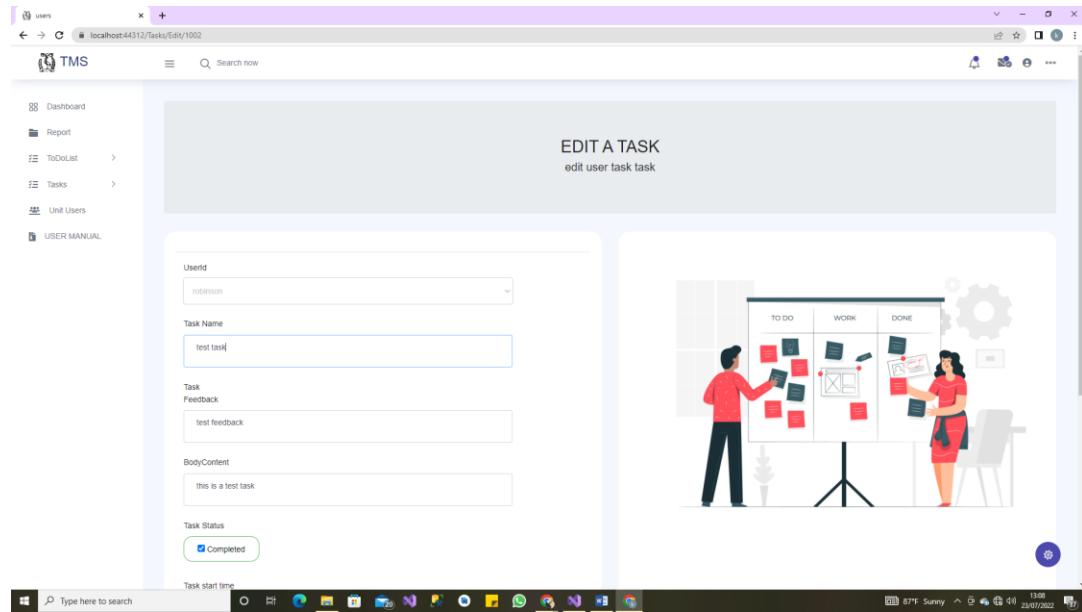


Figure 20 edit task

## View task details

Task details for a selected task will be showed once the user clicks on the green eye icon. The task timer also shows how long the task is re

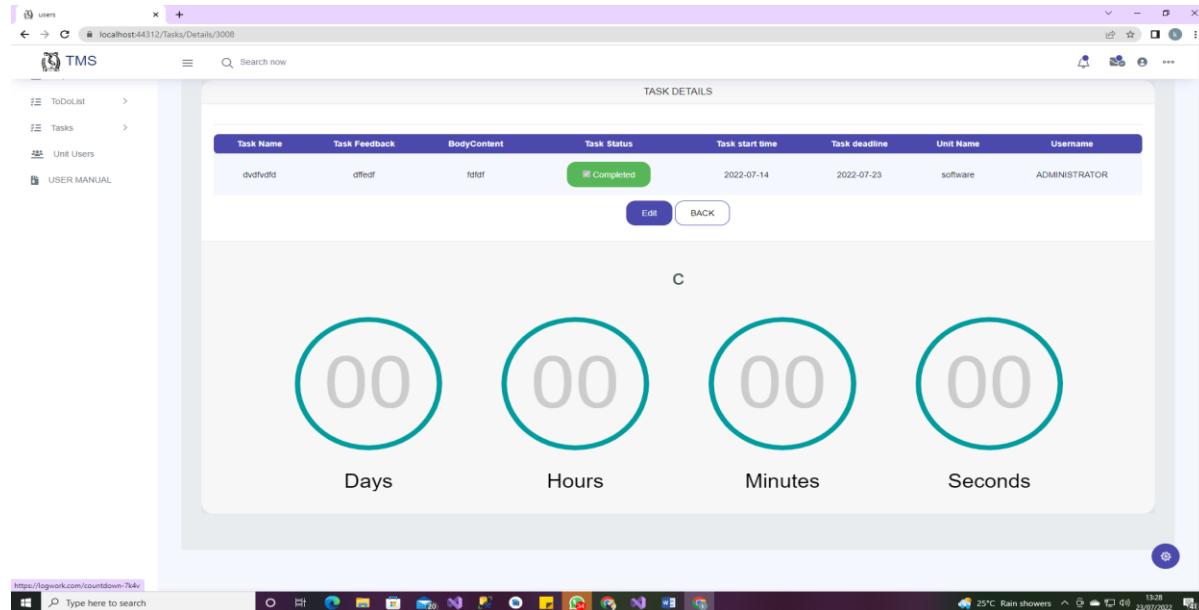


Figure 21 task details

## REPORTS TAB

Here the administrator will see all reports that have been submitted to him.

The screenshot shows a web browser window for the 'TMS' application. The URL is 'localhost:44312/UserReports/Myreports'. The interface includes a sidebar with links like 'Dashboard', 'Report' (which is currently selected), 'ToDoList', 'Tasks', 'Unit Users', and 'USER MANUAL'. The main content area is titled 'INCOMING REPORTS' and displays a table with two rows:

Report	Report Title	Task Name	Username
	fdgfhfmyrt	dvdvdd	ADMINISTRATOR
	test report	task robbindon	ADMINISTRATOR

Each row has a blue cloud icon and a red square icon next to it. At the top right of the table is a blue plus sign button.

Figure 22 report tab

At the top right corner there is a plus sign for submitting his own reports to specific people. Once its clicked the report tab will be opened as below

The screenshot shows a web browser window for the 'TMS' application. The URL is 'localhost:44312/UserReports/Create'. The sidebar and main content area are identical to Figure 22, but the main content area now contains a 'REPORT SUBMISSION' form:

Userid	<input type="text" value="robinson"/>
TaskId	<input type="text" value="test task"/>
Choose File	<input type="file" value="No file chosen"/>
Report Title	<input type="text"/>

Below the form are two buttons: 'Create' and 'View Changes'. To the right of the form is a decorative illustration of two people working on a large whiteboard divided into 'TO DO', 'WORK', and 'DONE' sections, with sticky notes and gears.

The user id field id for the person you are sending to the report. Tasks id is the task which you are referencing to.

## DOWNLOADING REPORT

Once you click on the file icons both on the left and right, you will be able to download that file and view its content

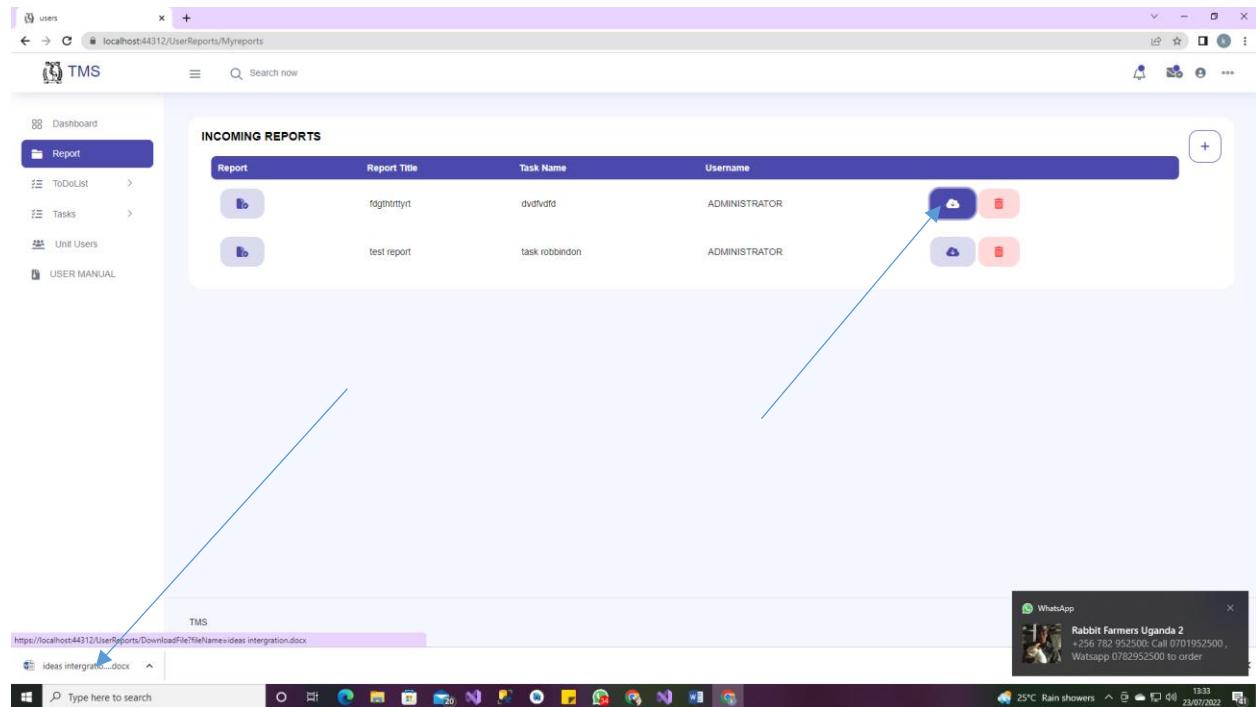
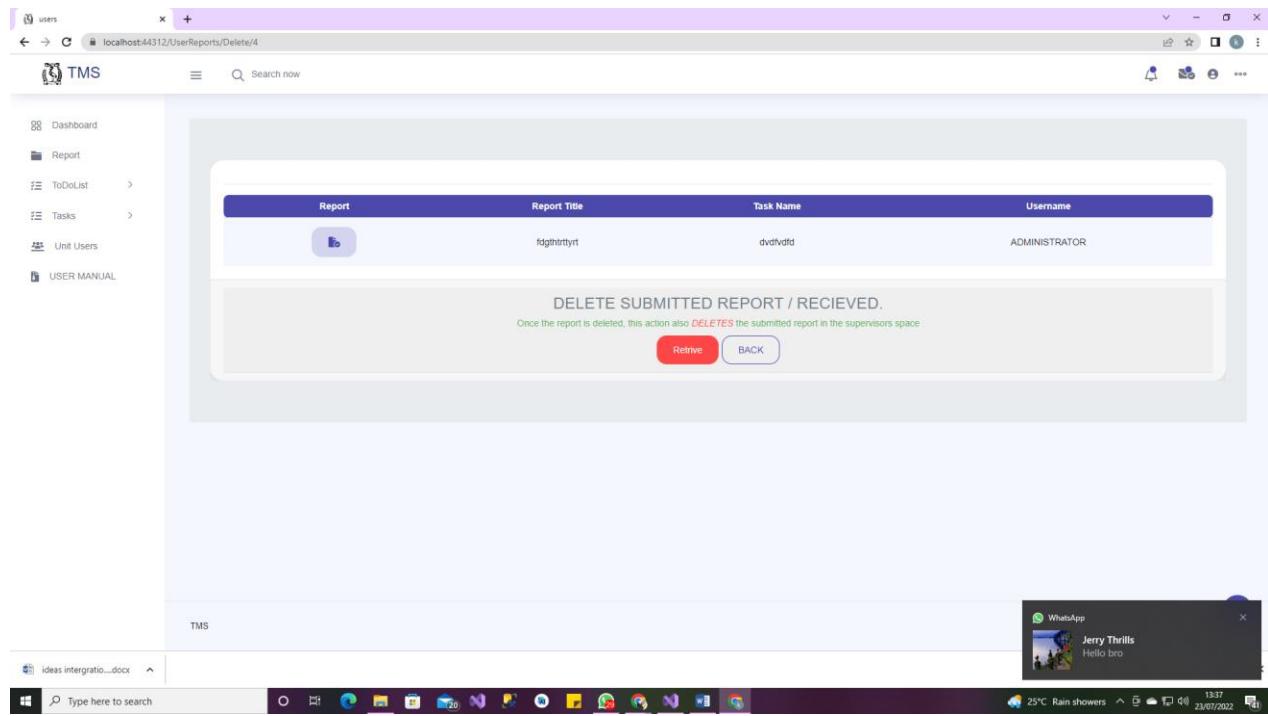


Figure 23 downloading report

## DELETING REPORT

Deleting the report will only delete it from the person who sent the report. It won't be able to be recovered. The view below will come when you click on the trash icon in red color. The back button takes you back to the previous page you were on and the retrieve button deletes the report.

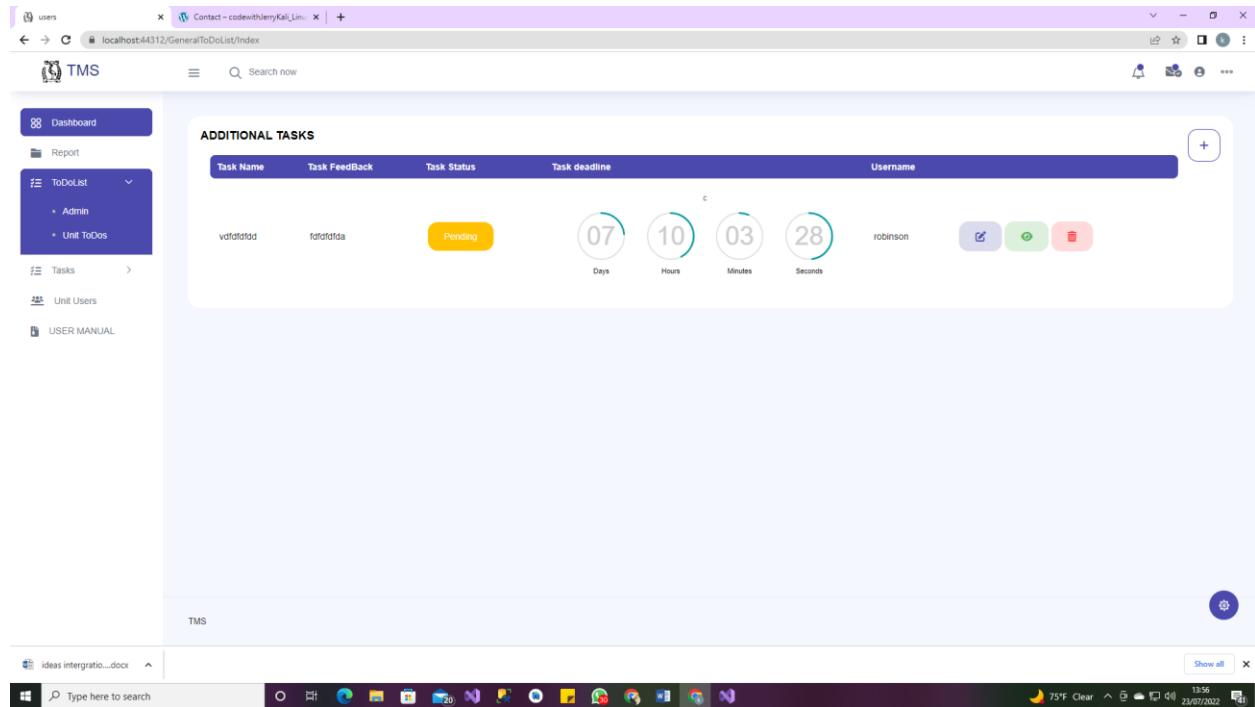
At this point, the user can also download the document and view it before deleting it



## TODOLIST TAB

This section shows all to-do list tasks that the supervisor assigned to the unit. The user will see the

### Unit to-do lists



The edit button in a pencil like icon id for editing the task, the green button is for viewing the task and the red trash icon is for deleting the to-do.

This screenshot shows the TMS application interface. On the left, there's a sidebar with options like Dashboard, Report, ToDoList (selected), My ToDos, Unit ToDos, Tasks, Unit Users, and User Manual. The main area is titled 'ADDITIONAL TASKS' and lists a single task: 'vdfdfdfdd' with 'fddfdffda' feedback, marked as 'Pending'. The task has a deadline of '07 Days', '09 Hours', '55 Minutes', and '02 Seconds'. To the right of the task list is a column for 'Username' with 'robinson'. Below each username are three small icons: a purple square with a white pencil, a green square with a white eye, and a red square with a white trash can. A blue arrow points from the top of the page to each of these three icons.

This user can also assign other to-dos to other users of his unit using the create icon in the top right corner.

This screenshot is similar to the previous one but includes a large blue arrow pointing from the bottom left towards the top right corner of the 'ADDITIONAL TASKS' header. The header contains a blue '+' icon, which is also highlighted by the arrow. The rest of the interface is identical to the first screenshot, showing the task list and the three icons for each user entry.

## MANAGING USERS

Managing users is under the UNIT USERS where the administrator can only view the users under his unit so that he can edit them.

The screenshot shows the TMS application interface. On the left, there is a sidebar with navigation links: Dashboard, Report, ToDoList, Tasks, Unit Users (which is highlighted in blue), and USER MANUAL. The main content area has a header with 'Username' and 'Unit Name'. It lists three users: 'kauta marvin' (Unit Name: software), 'ADMINISTRATOR' (Unit Name: software), and 'robinson' (Unit Name: software). Each user entry has two buttons in the 'USER ACTION' column: a green circle with a person icon and a blue square with a gear icon. Below the table, there is a section titled 'TMS' with a gear icon. At the bottom, there is a taskbar with various icons and a system tray showing the date and time as 14:06 23/07/2022.

## WHAT ADMIN CAN DO.?

He can see performance of each user under his unit .by clicking on the pie chart icon. The performance for a specified user will be showed

The screenshot shows the TMS application interface. On the left, there is a sidebar with navigation links: Dashboard, Report, ToDoList, Tasks, Unit Users, and USER MANUAL. The main content area has a header with 'Personal Statistics' and 'Personal Performance'. Under 'Personal Statistics', there is a pie chart titled 'Task Activity' with segments: 43.5% (blue), 39.1% (orange), 8.7% (purple), and 3% (red). Below the chart, there is a legend: 'Tasks' (blue) and 'Incomplete' (red). Under 'Personal Performance', there is a table with the following data:

Category	Value
My Total Tasks	10
Incomplete Tasks	1
Completed Tasks	9
My Additional tasks	1
submitted reports	2

Below the table, there is a section titled 'Performe Details' with the following text: 'Efficiency refers to the peak level of performance that uses the least amount of inputs to achieve the highest amount of output'. To the right, there is a graphic illustration of four people working on a large circular chart. At the bottom, there is a notification from OneDrive stating 'Screenshot saved' and 'The screenshot was added to your OneDrive.' Below the notification, there is a taskbar with various icons and a system tray showing the date and time as 14:11 23/07/2022.

## USER DETAILS

On clicking the eye like green button, a view will be showed showing the details of the specified user

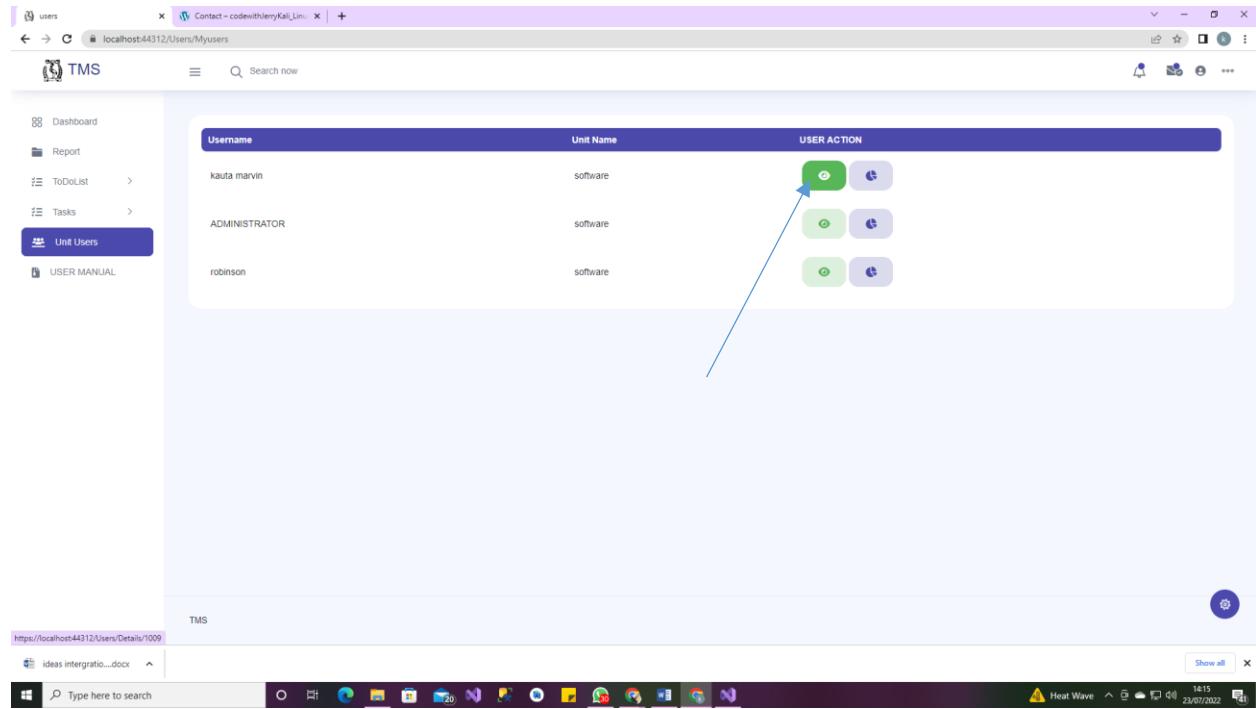


Figure 24 selecting the details icon

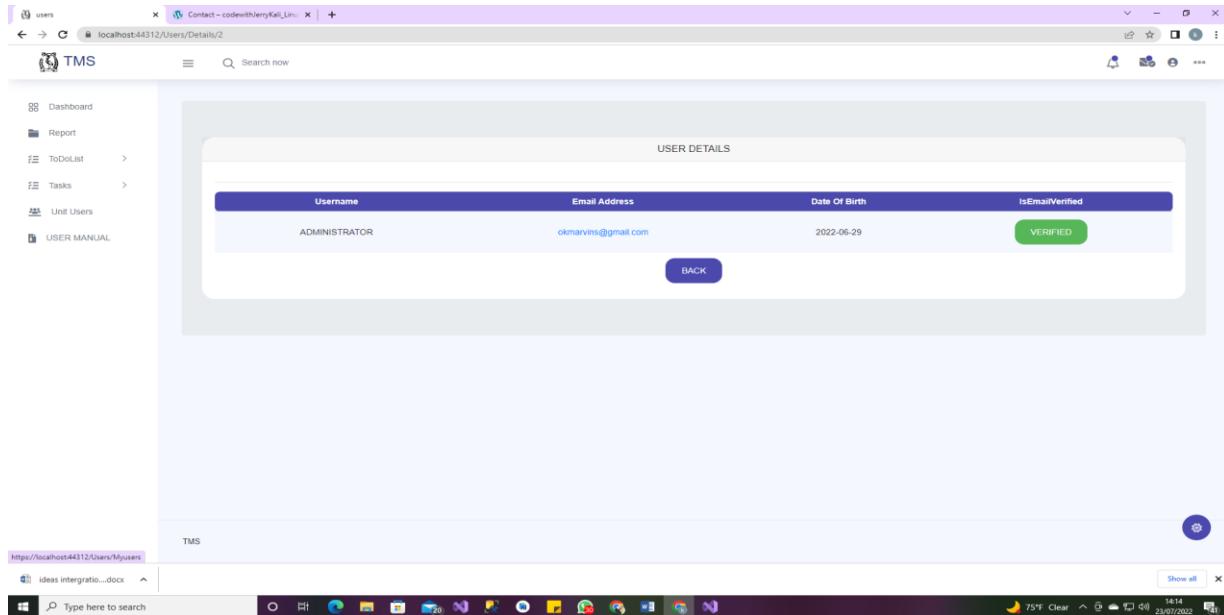


Figure 25 user details

The back button take you back to the users list view.

## GENERAL ADMINISTRATOR

This user manages the system using different functionalities that are outlined below.

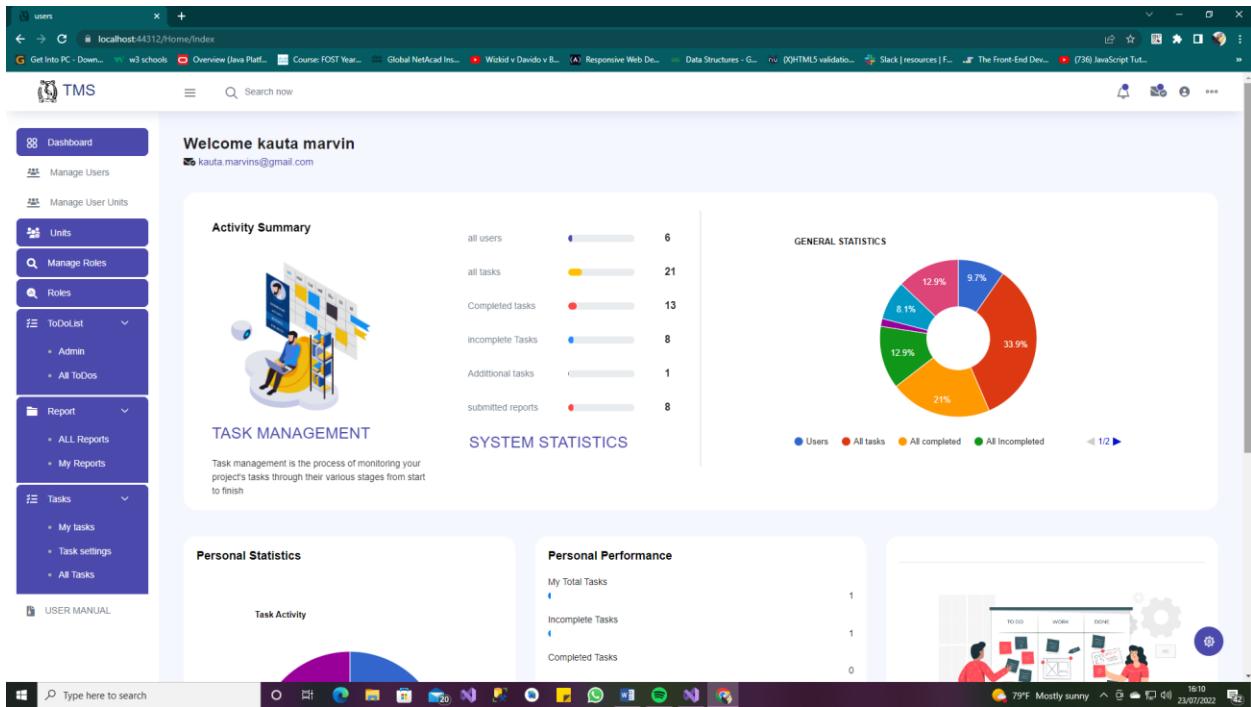


Figure 26 admin dashboard

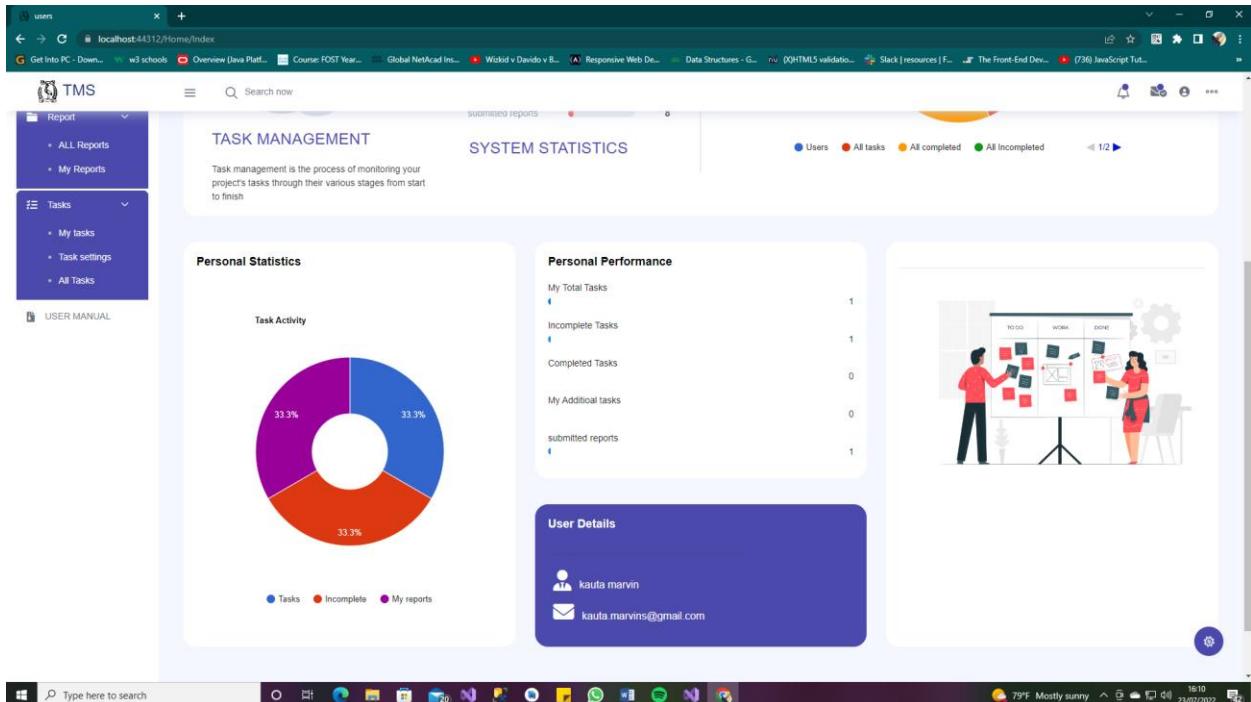


Figure 27 admin dashboard

## MANAGE USERS

Under this tab

- The admin sees all users in the system
- The admin can see each users performance in real-time
- The admin can see the users details
- Create users in the system

Username	Email Address	Date Of Birth	IsEmailVerified	Action
robinson	marvins.kauta@gmail.com	2022-07-10	Verified	[Edit, Delete]
ADMINISTRATOR	okmarvins@gmail.com	2022-06-29	Verified	[Edit, Delete]
test user	testmarvinug@gmail.com	2022-07-17	Verified	[Edit, Delete]
kenji	kenethyiga@gmail.com	2022-07-19	Verified	[Edit, Delete]
kauta marvin	kauta.marvins@gmail.com	2022-07-30	Verified	[Edit, Delete]
test user2	testuser@gmail.com	2022-07-31	Pending verification	[Edit, Delete]

## Creating a user

The screenshot shows the same 'ALL USERS' page as the previous one, but with a blue arrow highlighting the '+' icon in the top right corner of the main content area. This icon typically represents a 'Create New User' function.

Using the plus sign the view tab for creating a user is accessed through that part . the view has a form for entering user details. All fields must be inserted carefully.

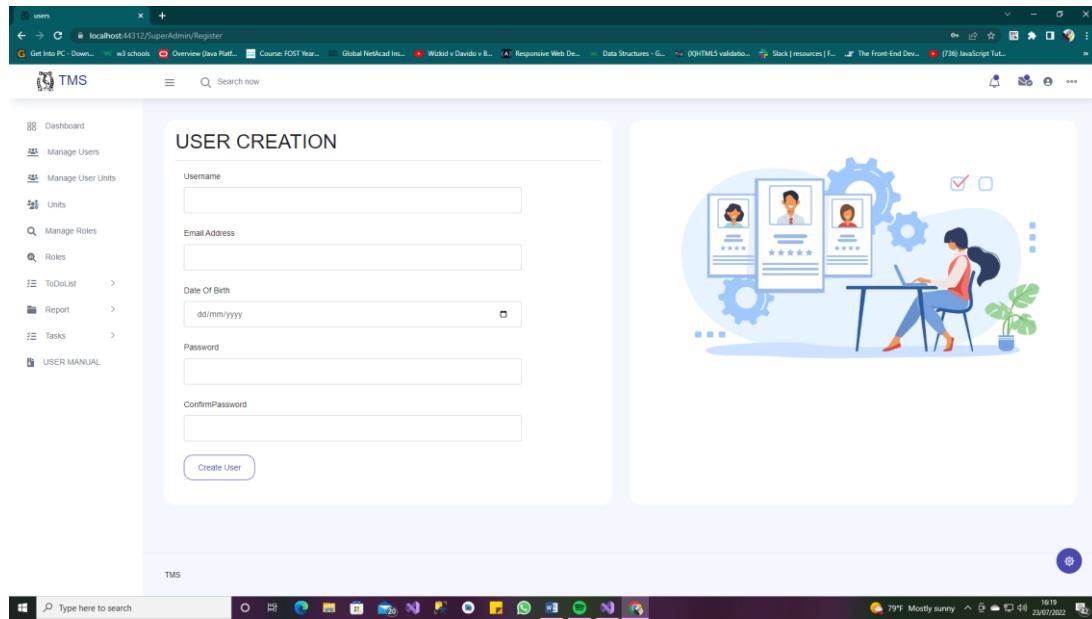


Figure 28 view for creating a user

### The don'ts

- You should not create a user with the same name that already exists in the system
- You should not create a user with the same email that already exists in the system

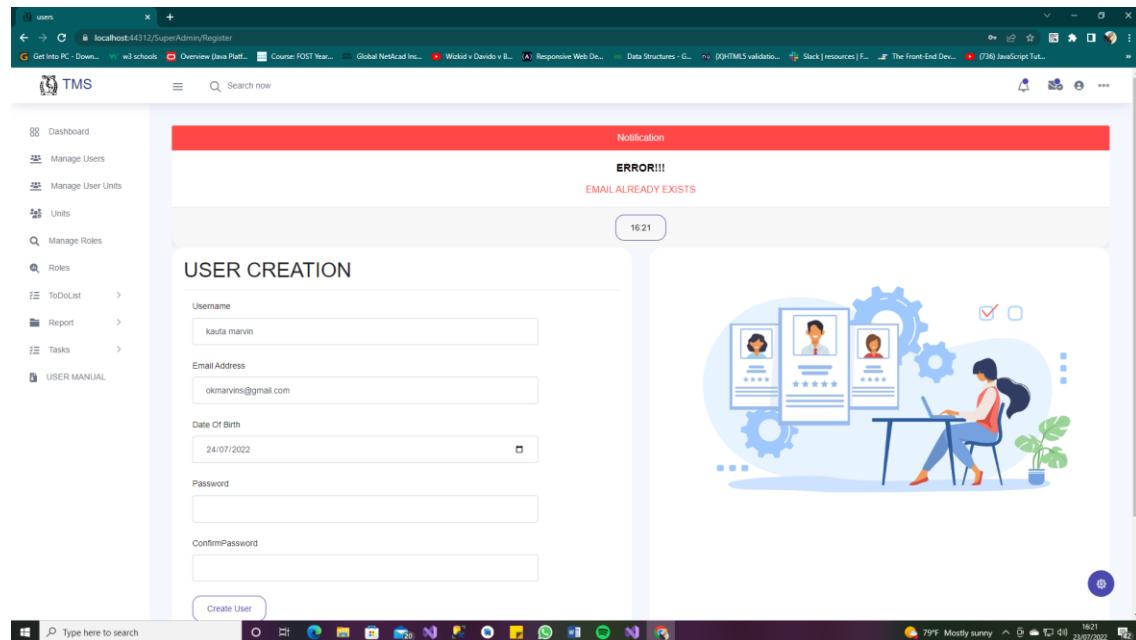


Figure 29 error that happens if user -email already exists

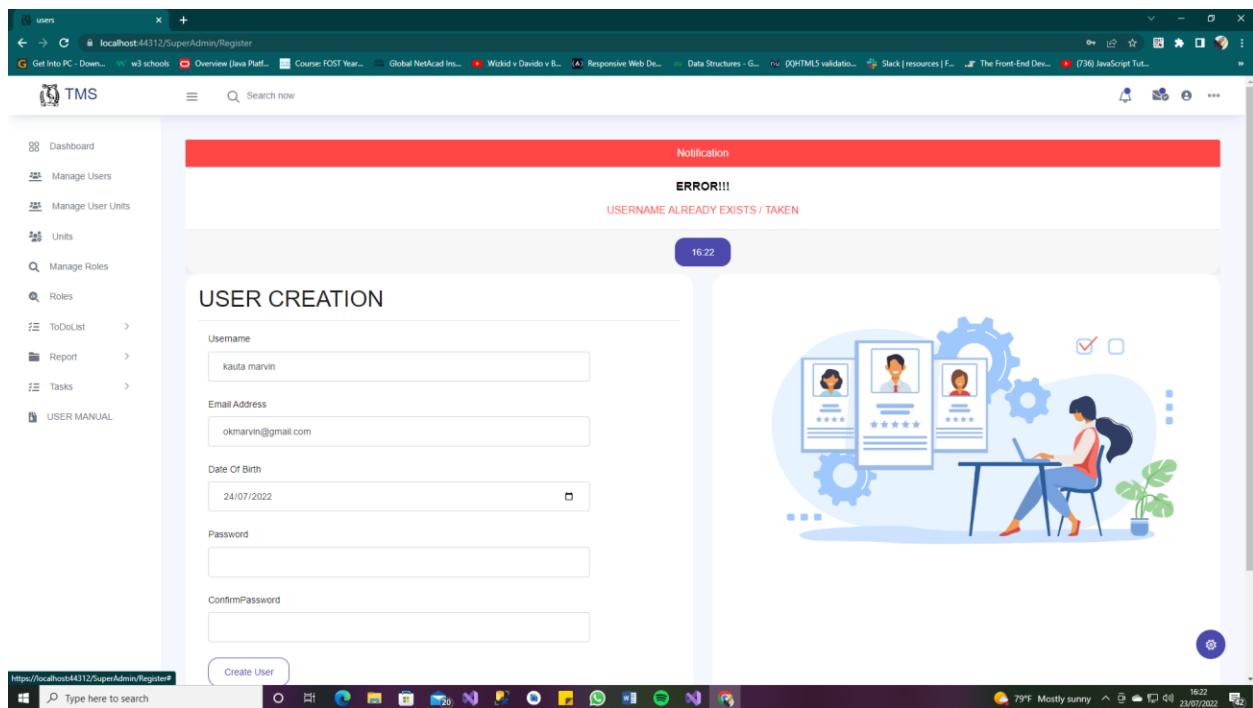


Figure 30 username taken incase u use a name that's already in the system

**On successful creation** – an email with a user password will be sent to the user that they will use to access the system and later create a new one

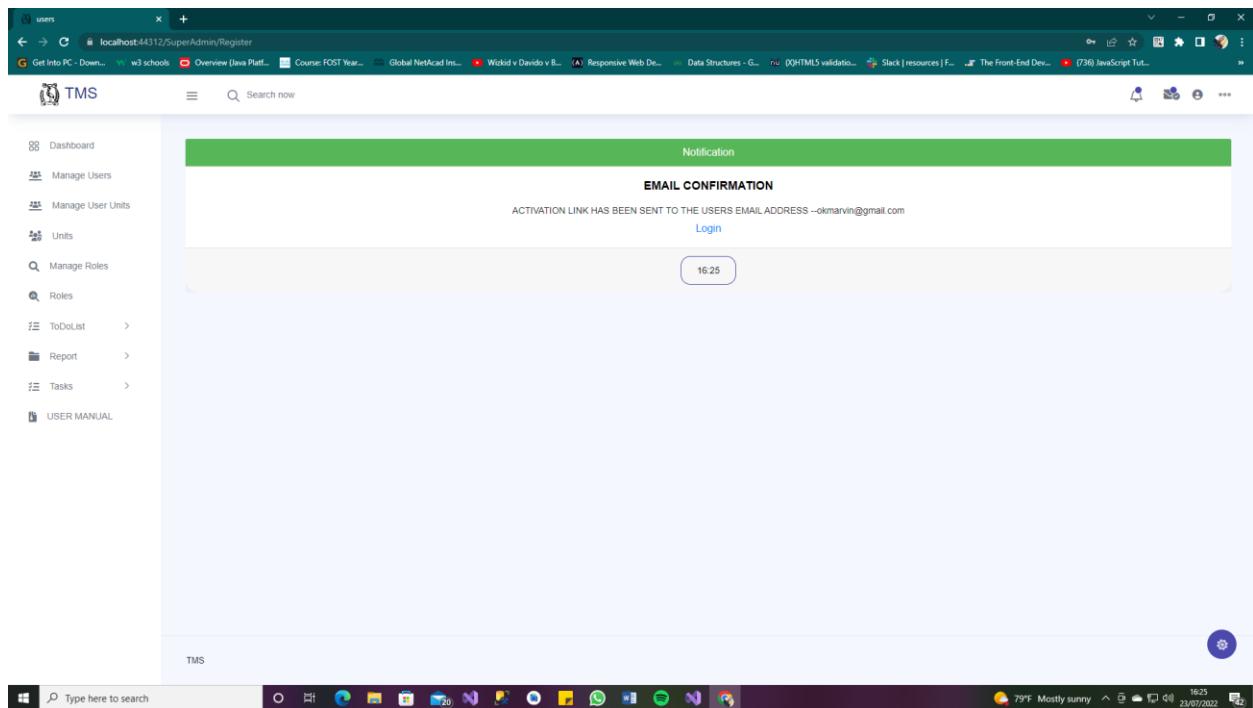


Figure 31 user notification via email

The user has to activate their account by clicking on the link in their email and later use the password sent to login.

## USER DETAILS

The screenshot shows the TMS application's user management interface. On the left, a sidebar contains links for Dashboard, Manage Users (which is currently selected), Manage User Units, Units, Manage Roles, Roles, ToDoList, Report, Tasks, and USER MANUAL. The main area displays a table titled 'ALL USERS' with columns: Username, Email Address, Date Of Birth, and IsEmailVerified. The 'IsEmailVerified' column contains green 'Verified' buttons for most users and yellow 'Pending verification' buttons for 'test user2' and 'testuser'. Each user row has a blue eye icon in the last column. A blue arrow points from the 'Manage User Units' button in the sidebar to the eye icon in the row for 'test user2'. A modal window titled 'USER DETAILS' is open for this user, showing the same four columns of information.

Username	Email Address	Date Of Birth	IsEmailVerified
robinson	marvins.kauta@gmail.com	2022-07-10	Verified
ADMINISTRATOR	okmarvins@gmail.com	2022-06-29	Verified
test user	testmarvinus@gmail.com	2022-07-17	Verified
kenji	kenethyiga@gmail.com	2022-07-19	Verified
kauta marvin	kauta.marvins@gmail.com	2022-07-30	Verified
test user2	testuser@gmail.com	2022-07-31	Pending verification
testuser	okmarvin@gmail.com	2022-07-24	Pending verification

To access the user details, the user must click on the eye icon for a user to see their details. The back buttons takes the user back to list view of all users

The screenshot shows the 'USER DETAILS' modal for the user 'test user2'. The modal has a header 'USER DETAILS' and contains a table with the same four columns as the main list. The 'IsEmailVerified' column shows a green 'VERIFIED' button. At the bottom of the modal is a blue 'BACK' button. The background shows the TMS sidebar and the 'ALL USERS' list.

Username	Email Address	Date Of Birth	IsEmailVerified
robinson	marvins.kauta@gmail.com	2022-07-10	VERIFIED

Figure 32 user details on clicking the eye button

## USER PERFORMANCE

The screenshot shows the 'ALL USERS' page in the TMS application. The left sidebar contains navigation links for Dashboard, Manage Users, Manage User Units, Units, Manage Roles, Roles, ToDoList, Report, Tasks, and a User Manual. The main area displays a table with columns: Username, Email Address, Date Of Birth, IsEmailVerified, and several small circular icons representing user status. One row for 'test user2' has a yellow 'Pending verification' button instead of a green 'Verified' button. A blue arrow points from this button to a pie chart icon located on the right side of the user's row.

To view user performance, the user must click on the pie chart icon that will give them a view for the user performance regarding all what they have done.

The screenshot shows the 'User Performance' detailed view in the TMS application. The left sidebar is identical to the previous screenshot. The main area is divided into three sections: 'Personal Statistics' (a pie chart titled 'Task Activity' showing segments for 'complete' (43.5%), 'Tasks' (43.5%), and '8.7%'), 'Personal Performance' (a bar chart showing 'My Total Tasks' at 10, 'Incomplete Tasks' at 0, 'Completed Tasks' at 10, 'My Additional tasks' at 1, and 'submitted reports' at 2), and 'Performance Details' (a purple box containing the text: 'Efficiency refers to the peak level of performance that uses the least amount of inputs to achieve the highest amount of output'). To the right of these sections is a decorative graphic of four people working on a large circular chart.

Figure 33 user performance

## MANAGING USER UNITS

The screenshot shows the 'All User Units' page of the TMS application. On the left, there's a sidebar with links like 'Dashboard', 'Manage Users', 'Manage User Units' (which is highlighted), 'Units', 'Manage Roles', 'Roles', 'ToDoList', 'Report', 'Tasks', and 'USER MANUAL'. The main area displays a table with columns 'Username' and 'Unit Name'. It lists three users: 'kauta marvin' (Unit: software), 'ADMINISTRATOR' (Unit: software), and 'robinson' (Unit: software). Each row has three buttons: a blue edit icon, a green checkmark icon, and a red 'DEACTIVATE' button. A blue arrow points from the 'Manage User Units' link in the sidebar to the 'DEACTIVATE' button for the 'robinson' row.

Here the user can assign a local user a unit in which they belong by clicking on the plus sign

The screenshot shows the 'Create' form for assigning a user to a unit. The sidebar is identical to the previous screenshot. The main form has two dropdown fields: 'UserId' (set to 'robinson') and 'UnitId' (set to 'software'). Below the fields are 'Create' and 'BACK' buttons. In the background, there's a decorative illustration of a person sitting at a desk with a laptop, surrounded by gears and user profile icons. The URL in the address bar is 'localhost:44312/UnitAdmin/Create'.

Figure 34 assigning user a unit

Here you will have to select the user name and the unit to which you are assigning them to the create button creates a new user unit and the back button takes you back to the list view of units

## EDITTING USER UNIT

Username	Unit Name	Action Buttons
kauta marvin	software	
ADMINISTRATOR.	software	
robinson	software	

Figure 35 Editing user unit

On clicking on the edit button, the admin can change which unit a user is belonging

Userid: kauta marvin

UnitId: software

Figure 36 editing the user role

## VIEW USER UNIT

Username	Unit Name			
kauta marvin	software			DEACTIVATE
ADMINISTRATOR	software			DEACTIVATE
robinson	software			DEACTIVATE

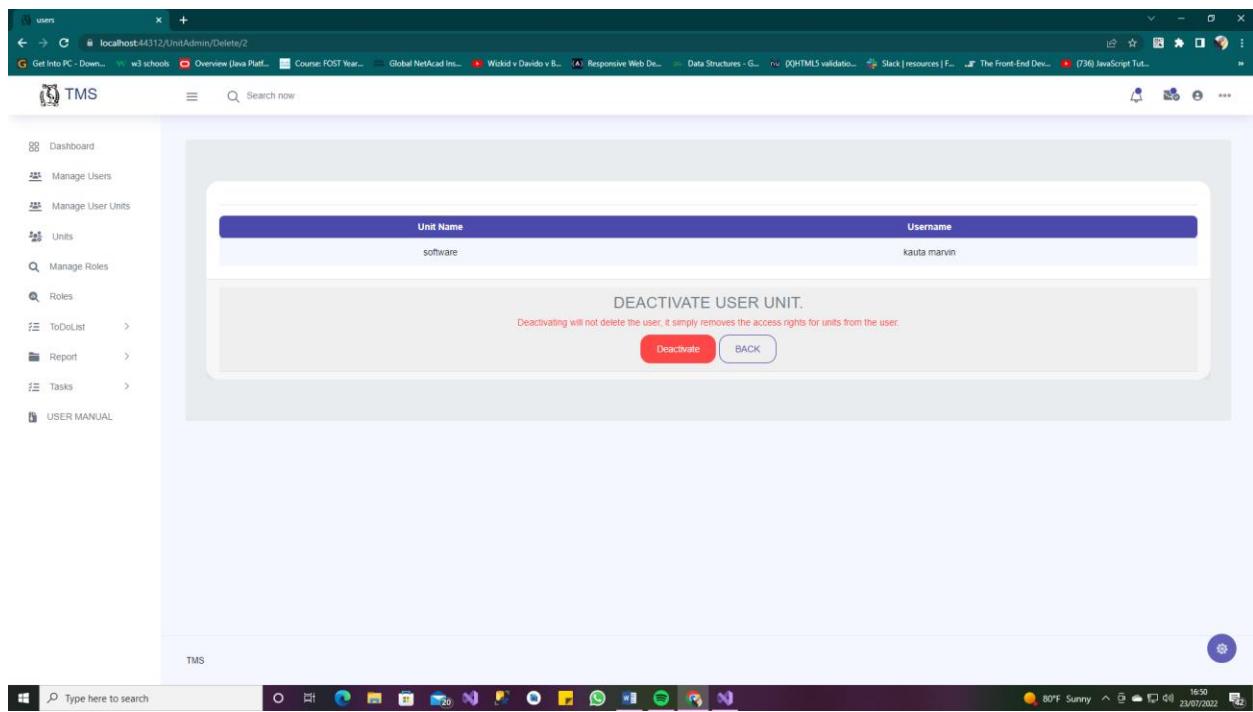
Figure 37 View User Unit

## DEACTIVATING A USER

To deactivate the user unit you have to remove a unit from the user.

Username	Unit Name			
kauta marvin	software			DEACTIVATE
ADMINISTRATOR	software			DEACTIVATE
robinson	software			DEACTIVATE

Figure 38 DEACTIVATING USER UNIT



This action just retrieves the unit from the user and renders then unit less although they will be able to use the system even without the unit.

## MANAGING UNITS AND PERFORMANCE

The screenshot shows the TMS application's interface. On the left, a sidebar menu includes 'Dashboard', 'Manage Users', 'Manage User Units' (which is currently selected), 'Units', 'Manage Roles', 'Roles', 'ToDoList', 'Report', and 'Tasks'. Under 'Report', there are 'ALL Reports' and 'My Reports'. Under 'Tasks', there are 'My tasks', 'Task settings', and 'All Tasks'. At the bottom of the sidebar is a 'USER MANUAL' link. The main content area is titled 'All Submitted Reports' and lists three units: 'software', 'inovation', and 'research'. Each unit has two buttons: 'Unit Tasks' and 'Unit todos'. A blue arrow points to the '+' icon in the top right corner of the report table.

*Figure 39 UNITS*

At this tab the admin can view all unit performance, tasks and to-dos assigned to them

### CREATING UNITS

Using the plus sign labeled in fig 39, the admin can create a new unit. All the fields must be filled in

The unit id must a number. Unit ids should not be repeated or unit name

The screenshot shows the 'Unit Create' form. The sidebar is identical to Figure 39. The main form has a header 'create units while following numbering of the units in their order'. It contains two required fields: 'UnitID' and 'Unit Name', both of which have red borders and error messages ('UnitID field required' and 'Unit Name field required'). Below the fields are 'Save' and 'View Changes' buttons. To the right of the form is a decorative illustration of a person sitting at a desk with a laptop, surrounded by gears and charts. The Windows taskbar at the bottom shows various open applications.

*Figure 40 creating a unit*

## UNIT ERRORS

The unit id must a number. Unit ids should not be repeated or unit name

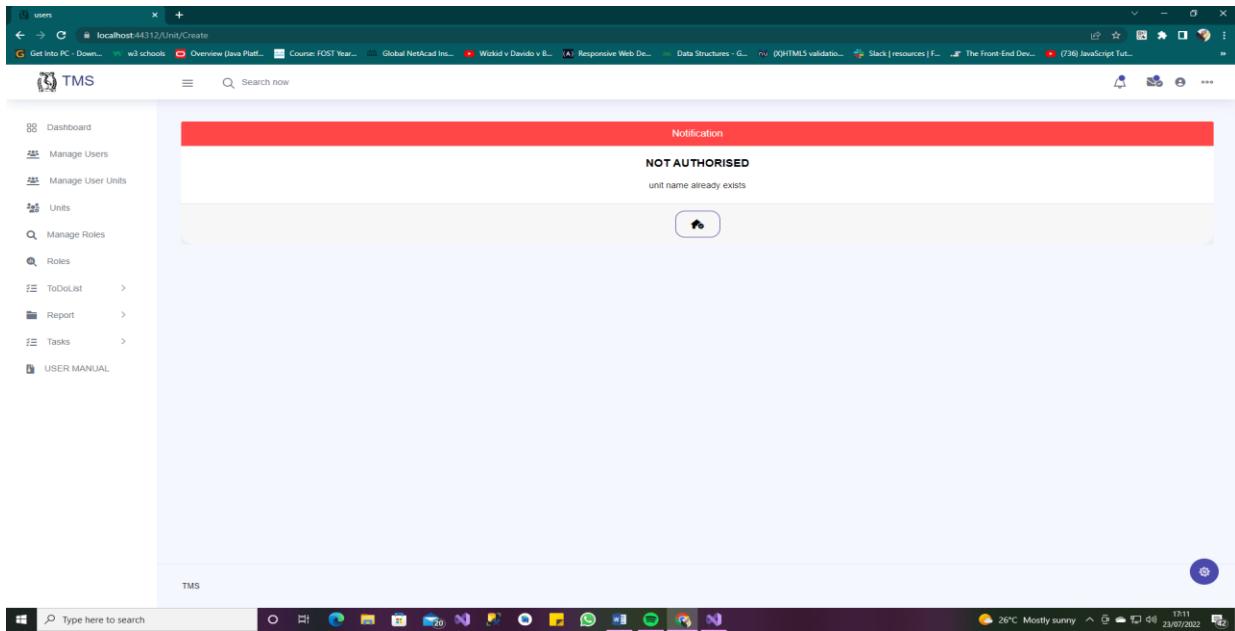


Figure 41 for a case where unit name already exists

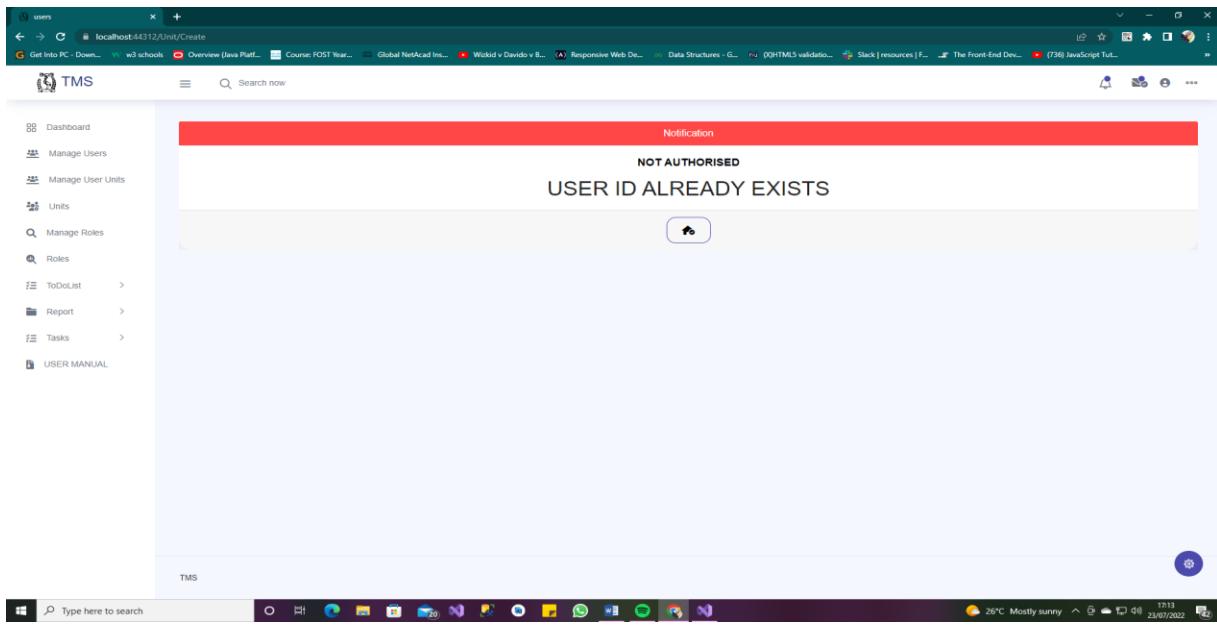


Figure 42 case of whether the unit put already exists

## UNIT PERFORMANCE

To see unit performance, the admin has to click on the desired unit and view what's under that unit.

- all unit tasks
- all unit todos
- all unit statistics

## UNIT TASKS

The screenshot shows the TMS application interface. On the left is a sidebar with navigation links: Dashboard, Manage Users, Manage User Units, Units (selected), Manage Roles, Roles, ToDoList (with Admin and All Todos sub-links), Report (with ALL Reports and My Reports sub-links), Tasks (with My tasks, Task settings, and All Tasks sub-links), and a USER MANUAL link. The main content area is titled 'All Submitted Reports' and lists three units: software, innovation, and research. Each unit row has three buttons: 'Unit Tasks' (highlighted with a blue arrow), 'Unit todos', and a green circular icon with a checkmark. The bottom status bar shows system information like 'Type here to search', date, and weather.

This button take you back to all unit tasks assigned to it . it will give a huge list of tasks assigned to that unit

The screenshot shows the 'ALL UNIT TASKS' page. The sidebar is identical to the previous screenshot. The main content area is titled 'ALL UNIT TASKS' and lists five tasks assigned to the 'software' unit by 'robinson'. Each task row includes columns for Task Name, Task Feedback, BodyContent, Task deadline (all marked as 'Completed'), Unit Name, Username, and a 'TASK TIMER' section. The 'TASK TIMER' section contains four circular progress indicators with numerical values (e.g., 00, 06, 34, 28) and two small control buttons. The bottom status bar shows system information like 'Type here to search', date, and weather.

Figure 43 all unit tasks

Details for individual tasks can be viewed by using the eye icon which will render the tasks as below, the timer shows how long the task is going to last or ended or began

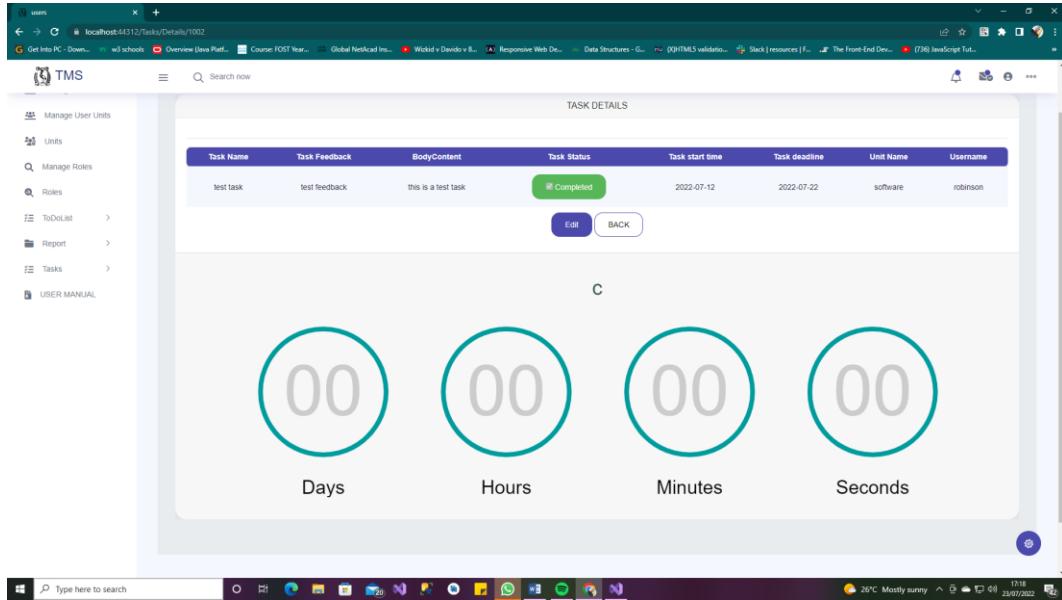


Figure 44 task details

## UNIT TODOS

All the to-dos for a system can be viewed by tapping the to-dos of all the units

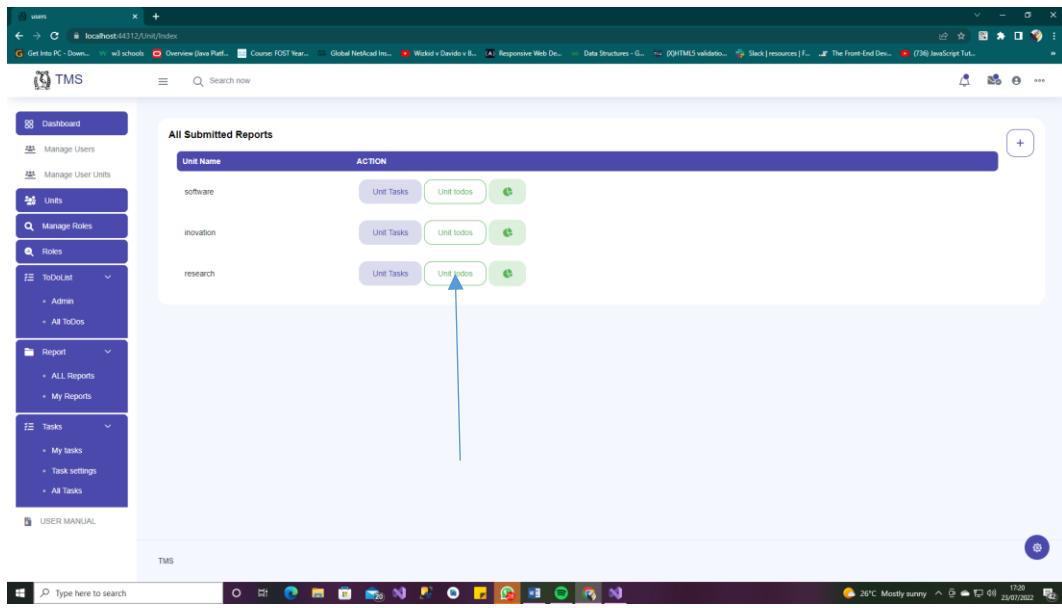


Figure 45 link to all to-dos for each unit

Figure 46 all unit to-dos

This view has some more additional functionalities like the view edit and delete to-dos, create and delete to-dos for the user selected

## Unit statistics

The pie chart shows all the unit statistics in real-time according to the unit that has been selected

That icon will render all the views in the bar and pie charts

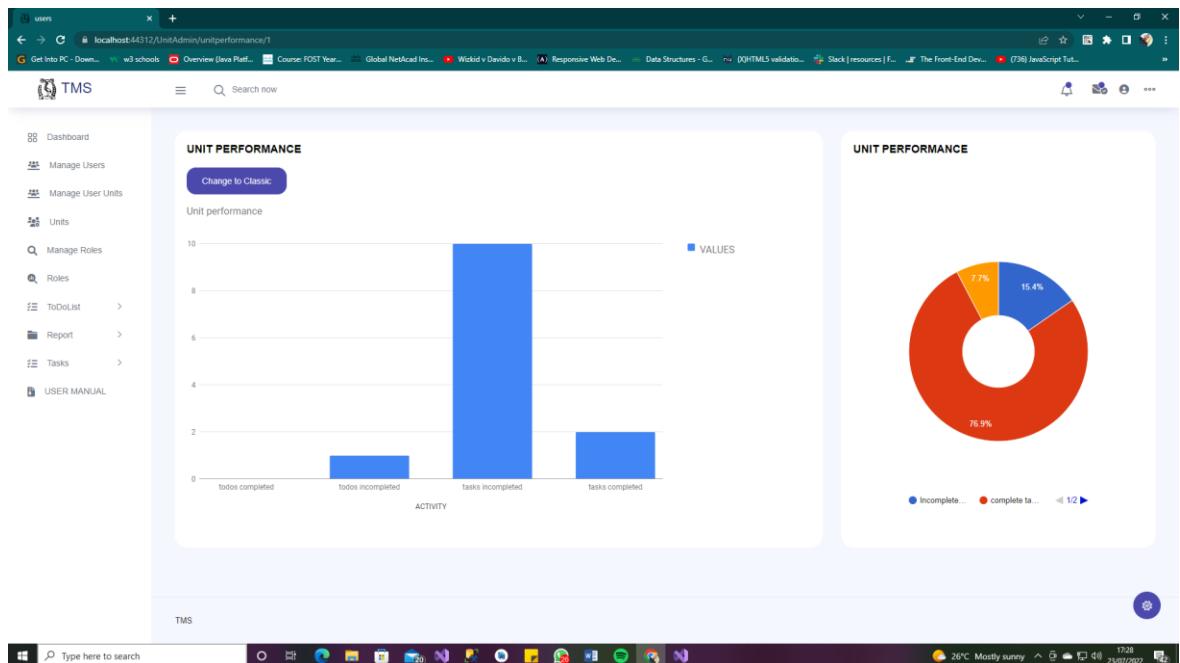


Figure 47 unit performance

## MANAGING USER ROLES.

This is the most important part of the system. Managing roles gives rights to allow user access all the system according to a user role. Once the user is added into the system they are required to ask the admin to assign them roles.

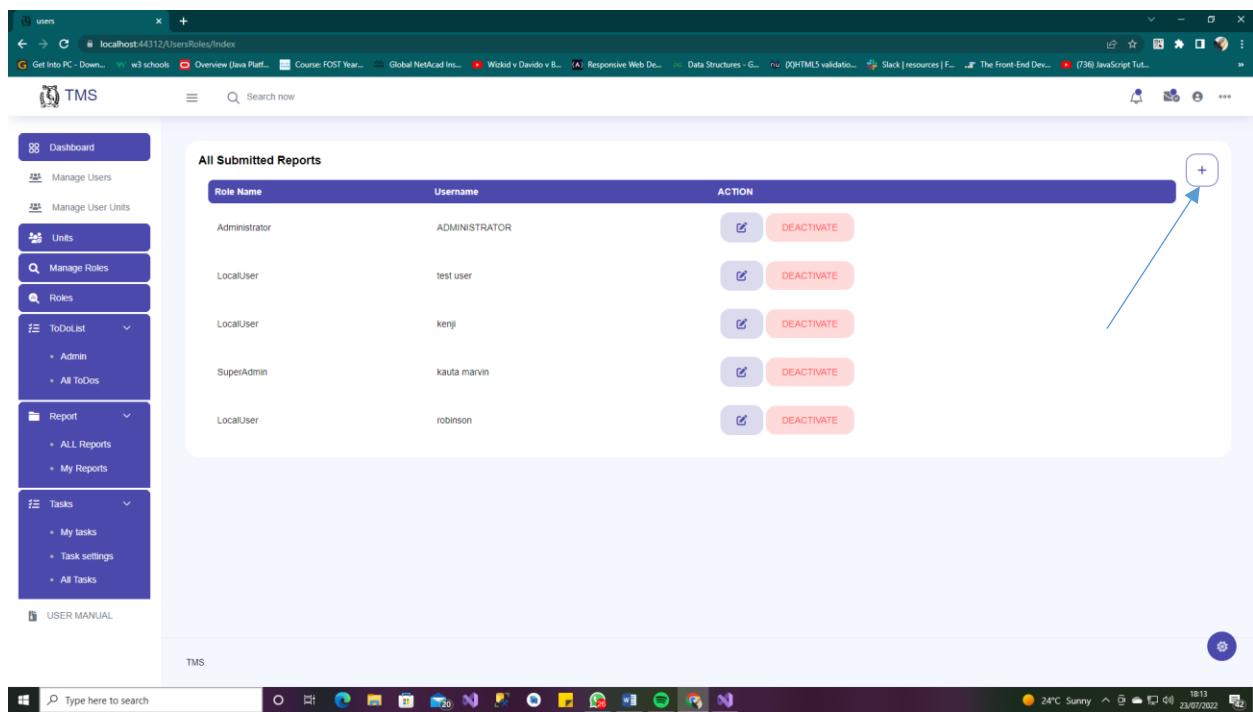


Figure 48 role admin page

This tab shows all the roles that users have in the system. This tab also has the create role. Which is at the top right corner. This tab takes you to the create role page.

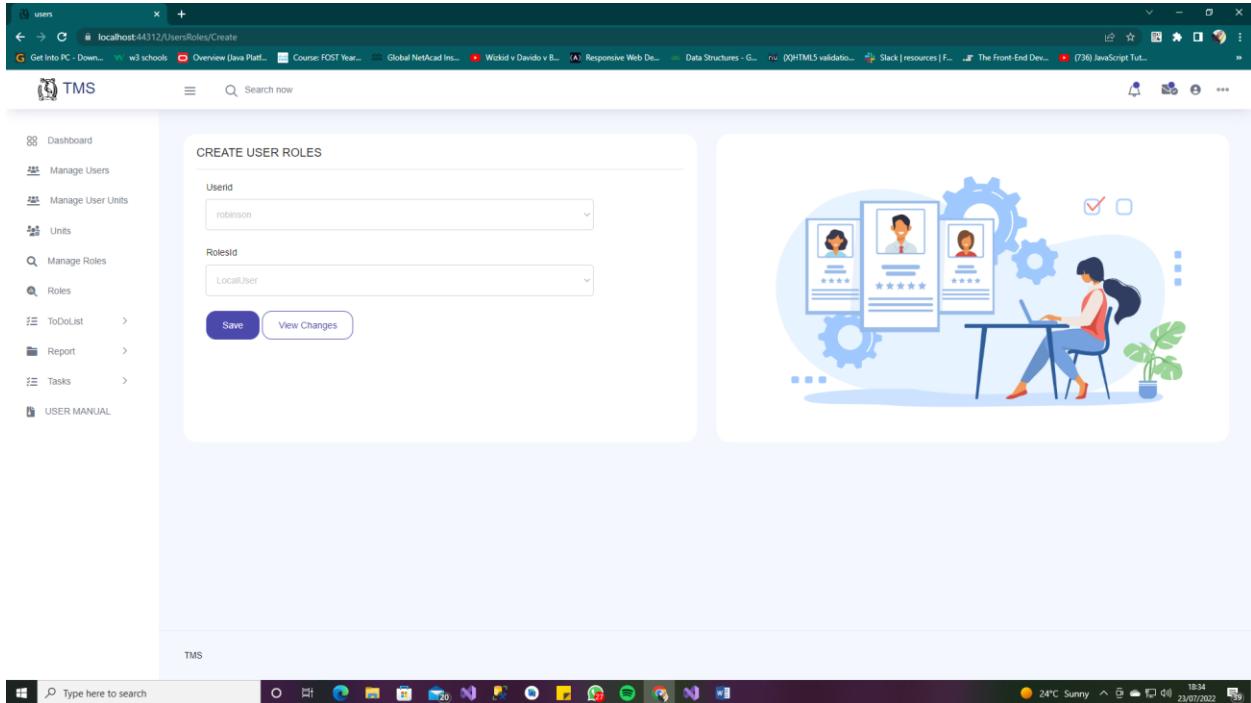


Figure 49 creation of user roles

This page you must select the user and the role to assign them. Only a user who does not have a role can be added a role. Once you attempt to give a role to a user with a role, an error message will be displayed.

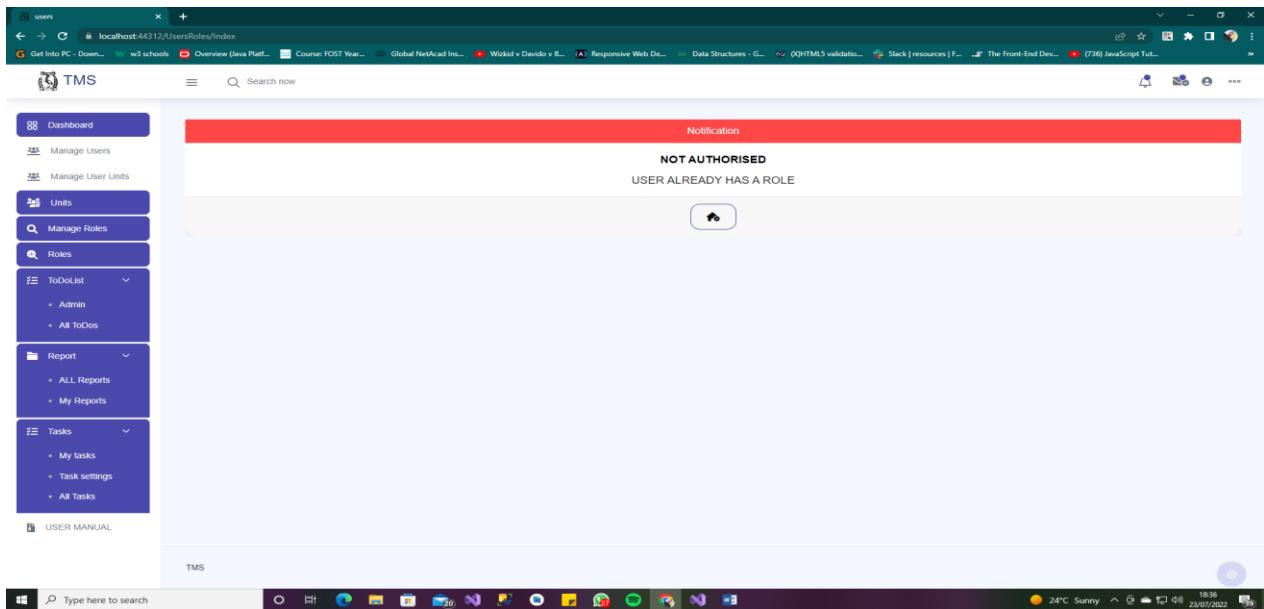


Figure 50 user already has role error

## **EDITTING USER ROLES.**

Once the administrator wants to change a person's role they are supposed to click on the edit icon which will allow them to change the user role. Changing user roles grants rights to see different dashboards.

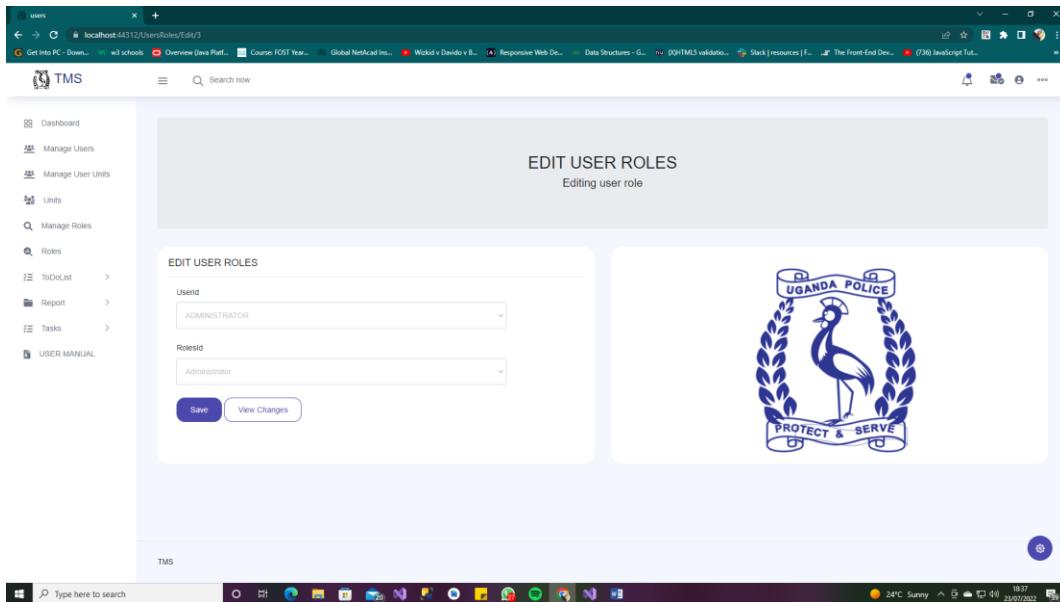


Figure 51 editing view

## **DE-ACTIVATING THE USER.**

This part gives rights to the admin to remove rights off the user from the system so that they can no longer see content in the system.

Removing rights does not render the user invalid. It just locks the user out of the system

The screenshot shows the TMS application's 'All Submitted Reports' page. On the left, there is a sidebar with various navigation links: Dashboard, Manage Users, Manage User Units, Units, Manage Roles, Roles, ToDoList, Report, Tasks, and a User Manual link. The main content area displays a table titled 'All Submitted Reports' with columns for 'Role Name', 'Username', and 'ACTION'. The table lists five users: Administrator (username: ADMINISTRATOR), LocalUser (username: test user), LocalUser (username: kenji), SuperAdmin (username: kauta marvin), and LocalUser (username: robinson). Each user row has two buttons in the 'ACTION' column: a blue 'Edit' button and a red 'DEACTIVATE' button. A blue arrow points from the 'DEACTIVATE' button for the first user ('ADMINISTRATOR') to a second screenshot below.

**DEACTIVATE USER ROLE.**  
Deactivating will not delete the user. It simply removes the access rights from the user.  
**Deactivate**   **BACK**

Figure 52 deactivation view

Once the rights are taken away the user will see the following screen

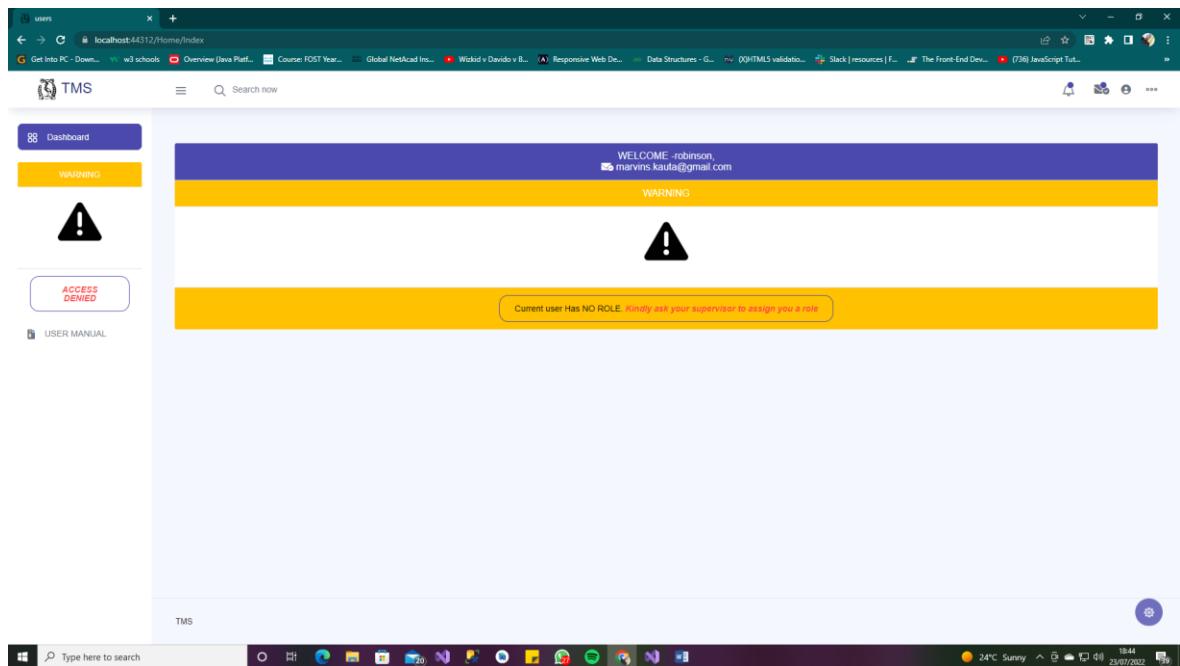


Figure 53 screen appears once the user has no role in the system.

Once the role is reinstated the user will view all his data as it was before

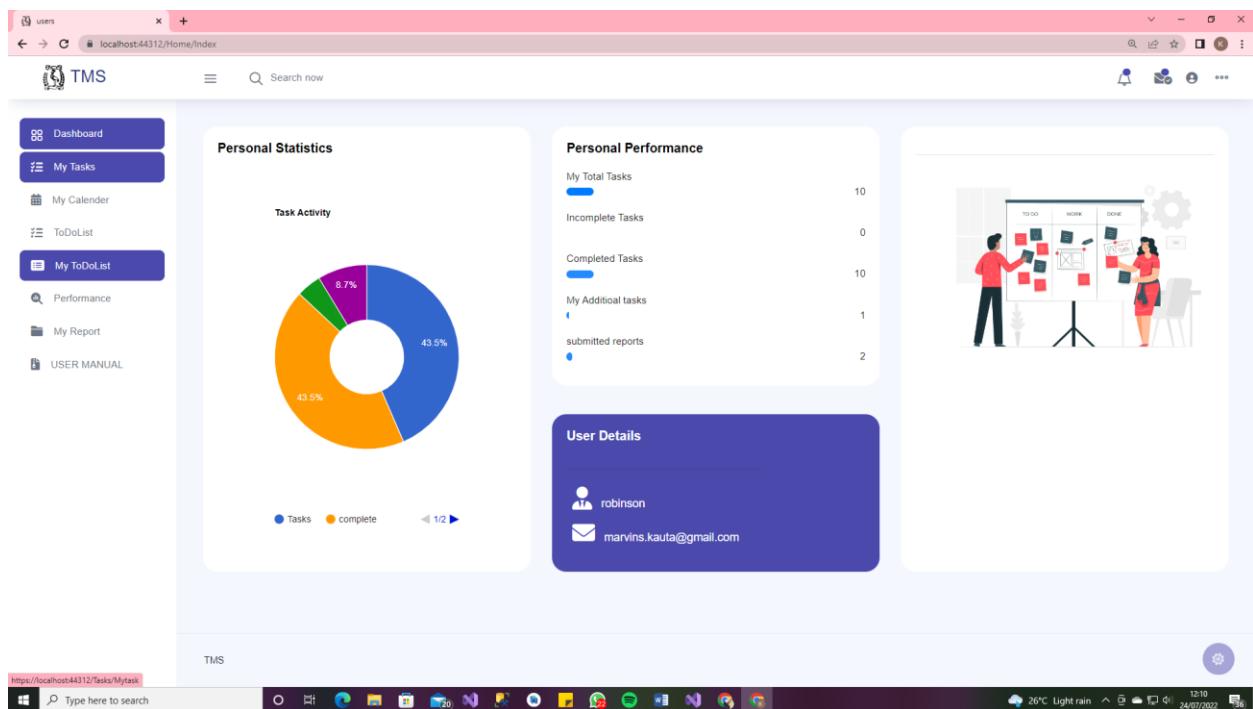


Figure 54 user pages seen after receiving role.

## ALL ROLES

These can be seen once you click on the roles tab.

The screenshot shows the TMS application interface. On the left is a vertical sidebar with a dark blue header containing icons for Dashboard, Manage Users, Manage User Units, Units, Manage Roles, Roles, ToDoList (with Admin and All Todos), Report (with ALL Reports and My Reports), Tasks (with My tasks, Task settings, and All Tasks), and a USER MANUAL section. Below the sidebar is a light blue header bar with the TMS logo and a search bar. The main content area has a white background and a title 'All ROLES'. It contains a table with a single row for 'Role Name' (LocalUser) and an 'ACTION' column with a blue '+' button. At the bottom of the main area is a footer bar with the TMS logo and a gear icon. The taskbar at the bottom of the screen shows various application icons and the system clock.

Figure 55 all roles tab

## ALL TODO LIST TAB

This tab outlines all the to-dos of the system and users. It also has buttons to do all the edit view and delete operations as discussed earlier on respectively

The screenshot shows the TMS application interface. The sidebar and header are identical to Figure 55. The main content area now displays a table titled 'ADDITIONAL TASKS' with columns for Task Name, Task Feedback, Task Status, Task deadline, and Username. The table shows two rows: 'vtdtdtd' and 'fdtdtdtd', both with a 'Pending' status. To the right of the table is a user profile for 'robinson' with a blue '+' button above it. Below the table are four circular progress bars indicating time remaining: 06 Days, 11 Hours, 38 Minutes, and 43 Seconds. Arrows point from the text 'Edit View' and 'Delete' to the blue '+' button and the user profile respectively. The taskbar at the bottom of the screen shows various application icons and the system clock.

Figure 56 all general to do lists

## REPORTS

This tab shows the administrator all the reports that have been submitted through the system to the right destinations. The admin can download any report and view any report. He can also see reports that have been specifically sent to him

The screenshot shows the TMS application interface. On the left is a sidebar with various navigation options: Dashboard, Manage Users, Manage User Units, Units, Manage Roles, Roles, ToDoList (with Admin and All ToDos), Report (with ALL Reports and My Reports), Tasks (with My tasks, Task settings, and All Tasks), and a USER MANUAL link.

The main content area is titled "All Submitted Reports" and displays a table with the following data:

Report	Report Title	Task Name	Username
	fppppfg	test task	robinson
	report	ghhgB GBG	test user
	1gmrtrtryt	dvdvdfd	ADMINISTRATOR
	test report	task robbindon	ADMINISTRATOR
	TEST UPLOAD	test task	kauta marvin
	TEST	test task	test user
	test repor	test task	robinson
	test title	ddsfed	ADMINISTRATOR

Each row in the table includes a blue cloud icon with a download arrow for download options.

Figure 57 report view

The screenshot shows the TMS application interface. The sidebar is identical to Figure 57, showing the same navigation options.

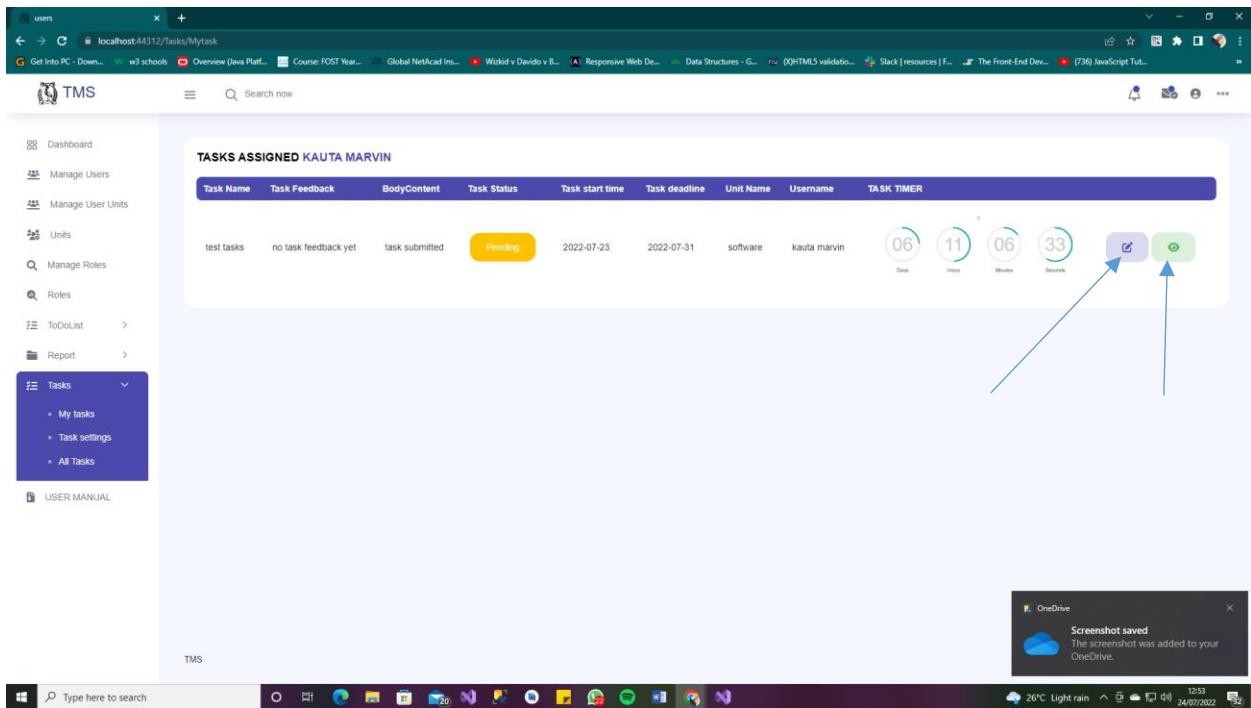
The main content area is titled "INCOMING REPORTS" and displays a table with the following data:

Report	Report Title	Task Name	Username
	TEST UPLOAD	test task	kauta marvin

Each row in the table includes a blue cloud icon with a download arrow and a red square icon with a minus sign for delete options.

Figure 58 personal reports

## TASKS TAB.



Under this tab we have all three functions where the admin can see his tasks, task setting and all system tasks. All these have similar buttons that do the same functionalities on all tasks. The edit and view tasks, does the same as the as the other buttons explained in above parts.

The timer is a countdown for the remaining time remaining for the task to close.

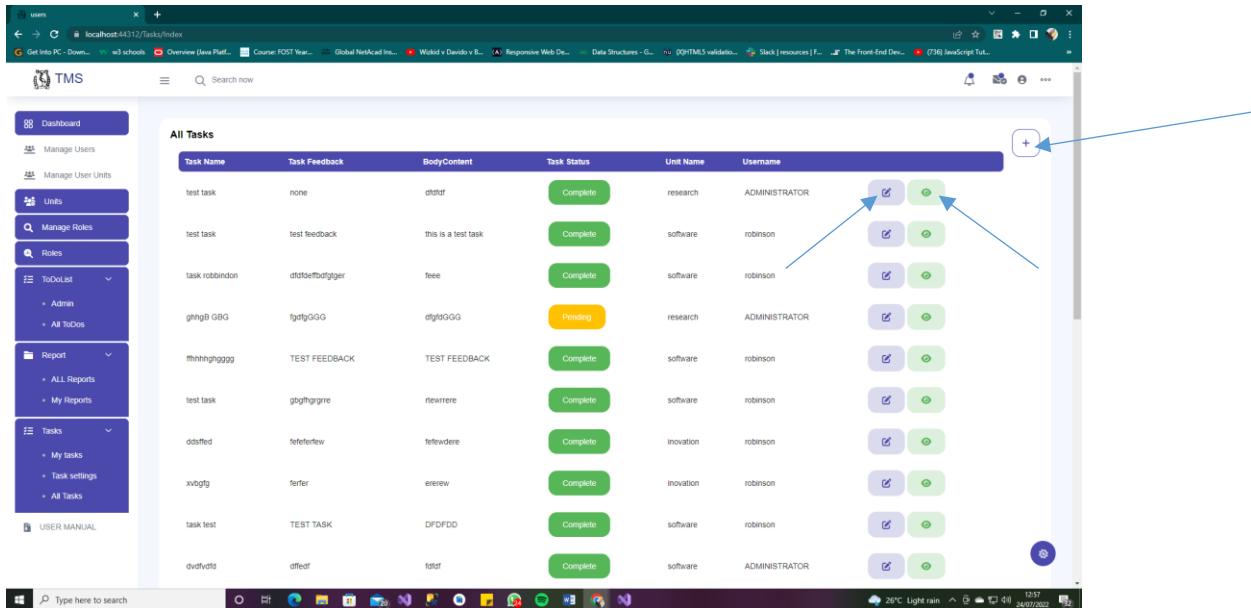
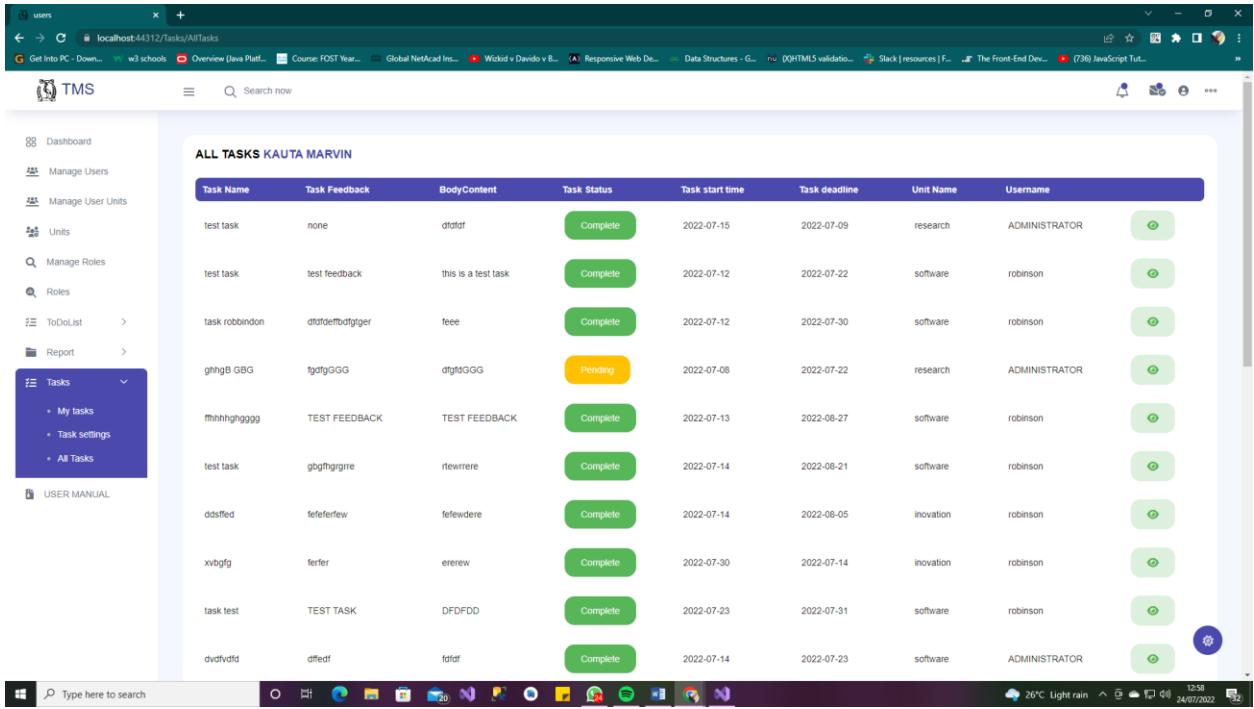


Figure 59 task setting view with create edit view task buttons respectively

## All task view



## *Figure 60 all tasks view*