

Welcome <USERNAME>

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Start Logging Hours!

On click, goes to Logging View

List all tasks, per project; Sort by
Deadline by default; Sort by Task
Name, Status and Priority available

On click, open Add Task Lightbox. Any added tasks via USER
mode starts with status, has Task.TaskApproval set to TRUE

Add Task


Crowne Plaza - Web 1					
Stat	Priority	Deadline		Task Name	Notes
Assigned		6/1/2013		Skin the chicken	
In Progress		6/2/2013		Boil the broth	
Completed		6/3/2013		Place in oven	
Crowne Plaza - Web 2					
Potts - SEO (Completed)					

On Click Edit Tags on the far left; Make Task Notes editable

DO NOT SHOW ARCHIVED PROJECTS
Move Completed Projects to Bottom

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On select previous days, load new frame that shows logged hours for that day; do not allow for editing for USER level if CurDate + 3 > ChosenDate; Only display Tomorrow, if CurDate < ChosenDate

← Yesterday  July 01, 2013 Tomorrow →

	Stat	Priority	Task Name	Hours	Notes
✕	Assigned		Skin the chicken	<input type="text"/>	
✕	In Progress		Boil the broth	<input type="text"/>	
✕	Completed		Place in oven	<input type="text"/>	
+			Task Name...		
			Place in oven		
			Skin the Chicken		
			Boil the broth		
			ADD TASK...		

On Click X, Show confirmation dialog box “Are you sure you want to Delete this entry?” Y/N; Delete on Yes.

Save Changes

[Add Task](#)

On Click +, Enable edit of Task Name, Hours, Notes; On Select of task in Task Name dropdown, auto populate Stat and Priority; Make Stat editable as well; Show Plus on next line

On Select ADD TASK on drop down: Add Task Lightbox shows up. Any added tasks via USER mode starts with status, has Task.TaskApproval set to TRUE

If Project Name is selected – throw error: “Must Select a Task Name, not a Project Name. If a Task doesn’t exist, add a new one by selecting Add Task at the bottom”;
Reset Task Name drop down to “Task Name...”

Structure Dropdown as follows:

- CROWNE PLAZA - SEO
 - Place in Oven
 - Skin the Chicken
 - Boil the Broth
- CROWNE PLAZA – WEB
 - Task 1
 - Task 2

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Sort by Status (Active on Top), then Name by default; Sort by All other columns available – Sort by Status ALWAYS ON

ADMIN VIEW ONLY

On Click Client Name, Dropdown shows with list of Unarchived projects

Status	Client Name
Edit Active	Crowne Plaza
Edit Active	MyCarBuyingSecrets.com
Edit Active	Potts
Edit Inactive	Sullivan

On Click Edit, show lightbox for Editing Status and Client Name

On Select Project – Go to Coparison View for that Project

Add Client

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Select Project

Projects	▼
Crowne Plaza - SEO	
Crowne Plaza - Website	
UCLA - Video	
UCLA - Website	

ADMIN VIEW ONLY

Select Assigned Filter
Keith
Parthiva
Ross
Sean

On Tag click on the far right, open Edit Task (similar to Add Task);

Make all fields editable. DO NOT DISPLAY: Total Hours, Offset;





ALSO DISPLAY: Notes, Approval Flag "Needs Approval"

On Click, Add Task, show Add Task Lightbox; Add that to this list

upon completion

Add Task

Sort by Deadline by default; Sort by All other columns available

Task Name	Priority	Assignee	Completion Date	Deadline	Estimated Hours	Total Hours	Offset	
Skin the chicken	Blue	Sean	6/1/2013	6/1/2013	3	1	2 AHEAD	
Boil the broth	Yellow	Sean	6/2/2013	6/2/2013	2	2	0 OK	
Place in oven	Red	Sean	6/4/2013	6/3/2013	1	3	-2 DELAYED	
Clean stain (Needs Approval)	Yellow	Sean		6/10/2013	5	2	3 IP	
							1 DELAYED TASK	
							1 UNDERESTIMATED TASK	

DELAYED =Not marked competed before deadline

UNDERESTIMATED = Not marked completed and Total Hours > Estimated Hours

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Sort by Status (In-Progress, Client Feedback Needed, Completed, Archived – that order, on top), then Name by default; Sort by All other columns available – Sort by Status ALWAYS ON

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Add Project

ADMIN VIEW ONLY

DO NOT SHOW INACTIVE CLIENTS

Status	Client Name	Type	Budget	Start Date	End Date	Notes
In-Prog	Crowne Plaza	Web	\$20,000	3/3/2013	IP	
Client F	MyCarBuyingSecrets.com	Web	\$5,000	8/9/2012	IP	
Comple	Potts	Web	\$3,000	1/20/2012	2/2/2012	
Archive	Sullivan	Branding	\$30,000	11/29/2011	3/3/2012	

On Client Name/Type Click, go to that Project’s Comparison view