Comprehensive User Documentation

The User Documentation provides a comprehensive reference for end users to successfully traverse the system. The system supports user identification, time tracking, project management, and report generating. This guide is intended to help both new and experienced users learn how to use the system efficiently.

1. User registration and authentication.

Purpose: Enables new users to create accounts and existing users to log in securely.

How to register: Go to the registration page and fill out the essential information:

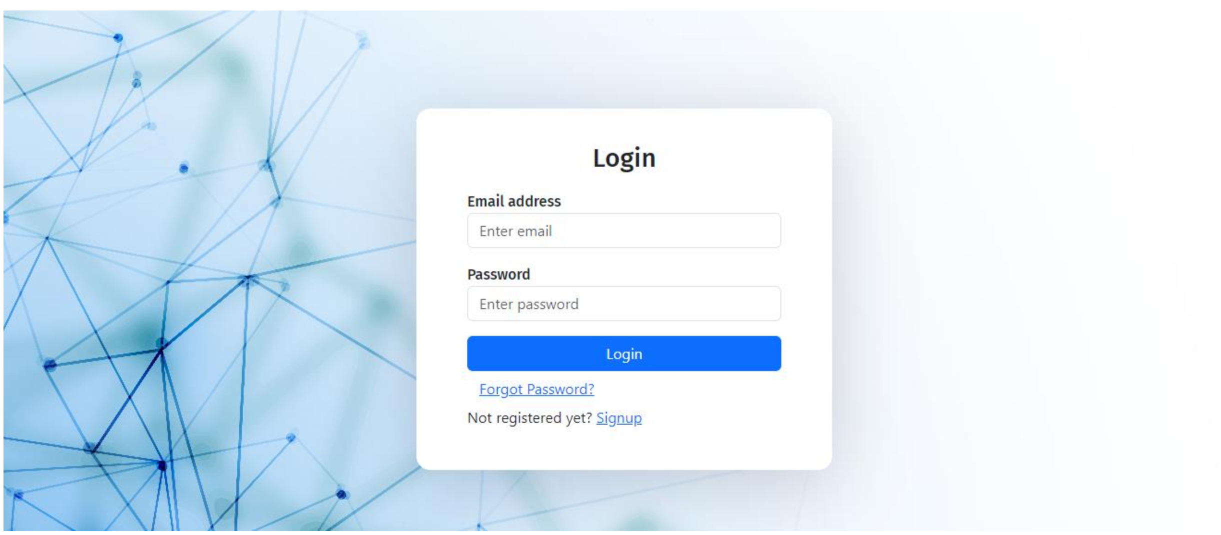
- Username: Select a unique username.
- Password: Make a strong password.
- Select your role (e.g., employee, manager).

You will receive an email confirming your registration. Click the confirmation link to activate your account.

How to log in: After registration, log in with your credentials:

- Email: Type your registered email address.
- Password: Enter your password.

If you've forgotten your password, click "Forgot Password?" to get a password reset link by email.



2. Time-tracking

Managing Your Time Logs

Employees can easily track their work hours and manage their time efficiently using the **Time Logs** section. Here's how you can clock in and out, and assign your time to projects:

2.1. Adding Time Logs:

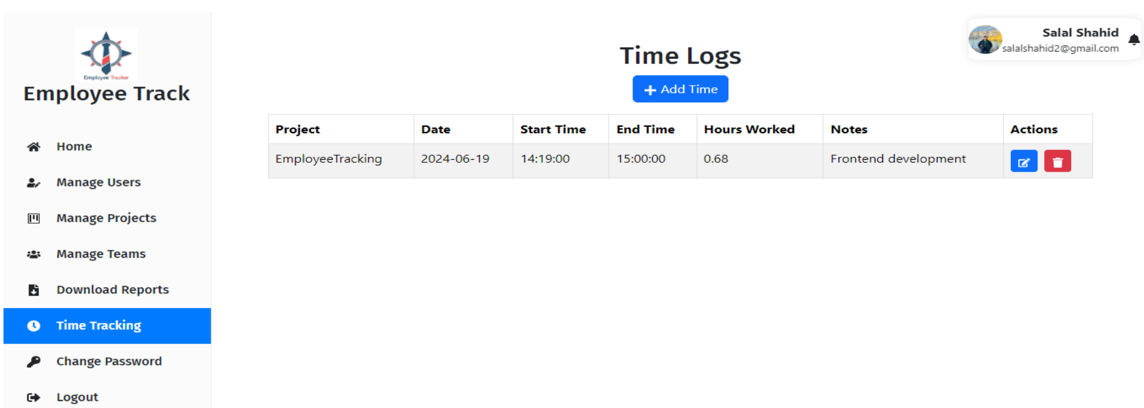
- To log your work hours, navigate to the **Time Tracking** section on the left-hand menu.
- Click on the **+ Add Time** button.
- Enter the following details:
    - **Project**: Select the project you're working on from the dropdown.
    - **Date**: Choose the date for the work session.
    - **Start Time**: Enter the time you started working.
    - **End Time**: Enter the time you finished working.
    - **Notes**: Optionally, you can add a note to describe the session.
- Click **Save** to add the time log to the system.

2.2. Viewing and Editing Logs:

- After adding a log, it will appear in the **Time Logs** table with details such as project name, date, start time, end time, hours worked, and notes.
- You can **edit** or **delete** any log entry using the respective buttons under the **Actions** column.

2.3. Assigning Time to Projects:

- Each time log is automatically assigned to a project when you create the log.
- You can view the project associated with each time log under the **Project** column in the **Time Logs** table.



3. Project Management:

Purpose:
This section allows managers and supervisors to efficiently manage projects, track progress, and assign teams or individual employees to each project.

Starting a New Project (For Managers):

1. Navigate to the **Manage Projects** section from the left-hand menu.
2. Click the **+ Create New Project** button.
3. Fill in the project details:
    - **Project Name**: Provide a clear name for the project.
    - **Description**: Briefly describe the project's purpose or goals.
4. Assign teams or individual employees to the project:
    - **Assigned Teams**: Choose a predefined team from the **Manage Teams** section to work on the project.
    - **Individual Members**: You can also assign specific employees manually, as needed.
5. Click **Save** to create the project.

Editing or Deleting Projects:

- Projects appear in a table with columns for **Project Name**, **Description**, **Assigned Teams**, and **Individual Members**.
- To **edit** a project, click the **blue edit button** in the Actions column next to the project you want to modify.
- To **delete** a project, click the **red delete button** in the Actions column.

Assigning Teams to Projects:

Managers can allocate staff to projects using predefined teams from the **Manage Teams** section.

1. Go to **Manage Teams** in the left-hand menu.
2. Click on **+ Create New Team** to define a new team.
    - Enter the **team's name** and assign employees to the team by selecting them from the employee list.
3. Once a team is created, it can be assigned to any project in the **Manage Projects** section.
    - Teams will appear under the **Assigned Teams** column for each project.

- You can edit or delete a team by clicking the appropriate buttons under the Actions column.

Managing Users:

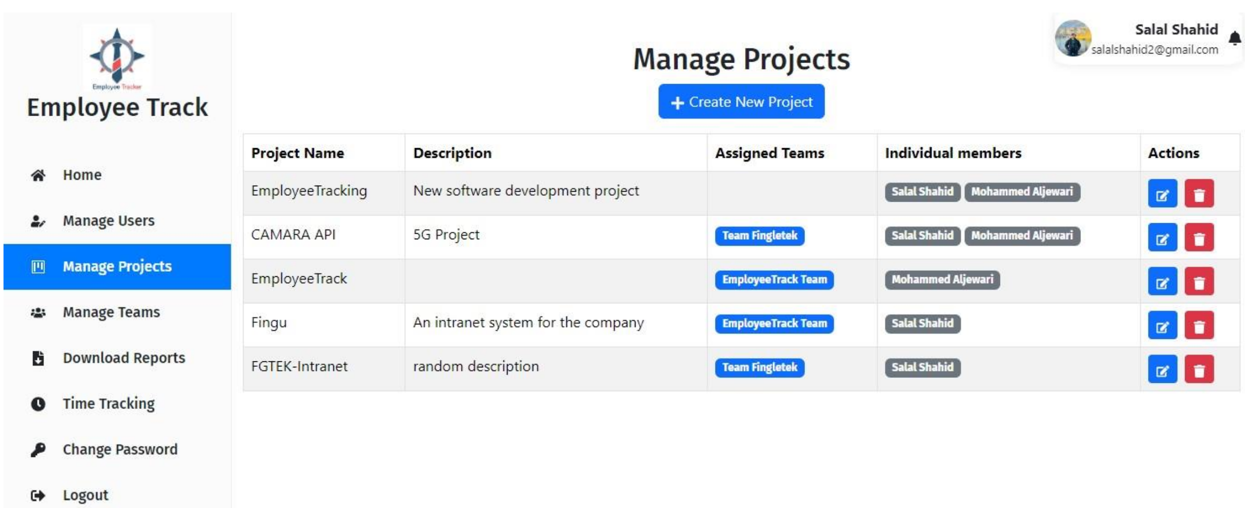
The **Manage Users** section helps administrators manage user roles and account statuses for employees.

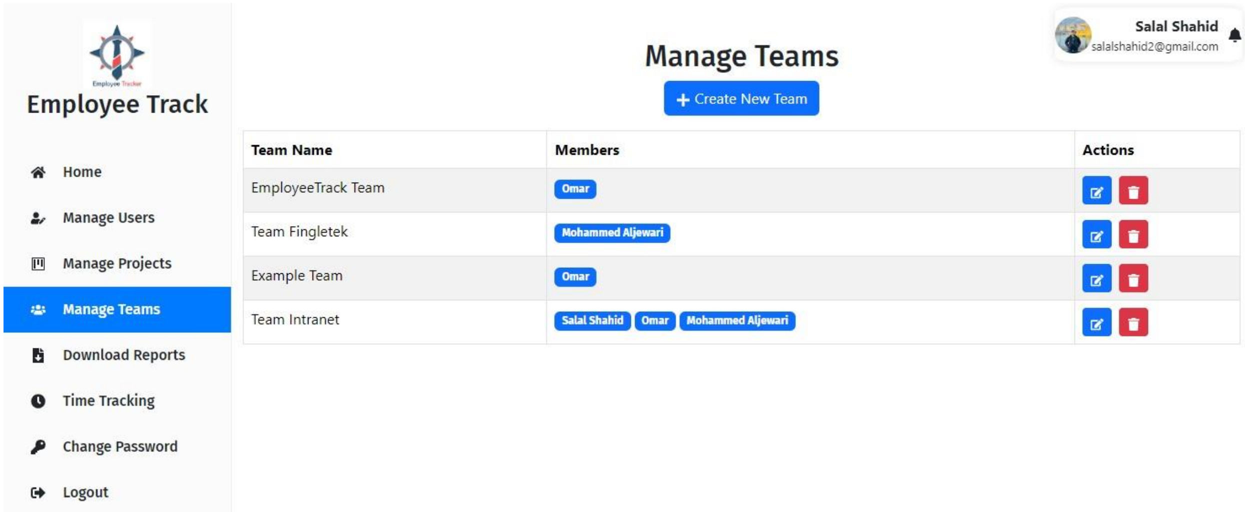
1. Navigate to the **Manage Users** section from the left-hand menu.
2. The user table will show **Full Name**, **Email**, **Role**, and **Account Status** for each employee.
    - **Roles**: This can include roles like administrator, employee, or manager.
3. To **edit a user's role**, click the **blue Edit Role button** next to their name.
4. To **disable an account**, click the **red disabled User button** next to the user's name.
    - Disabled users will no longer have access to the system.

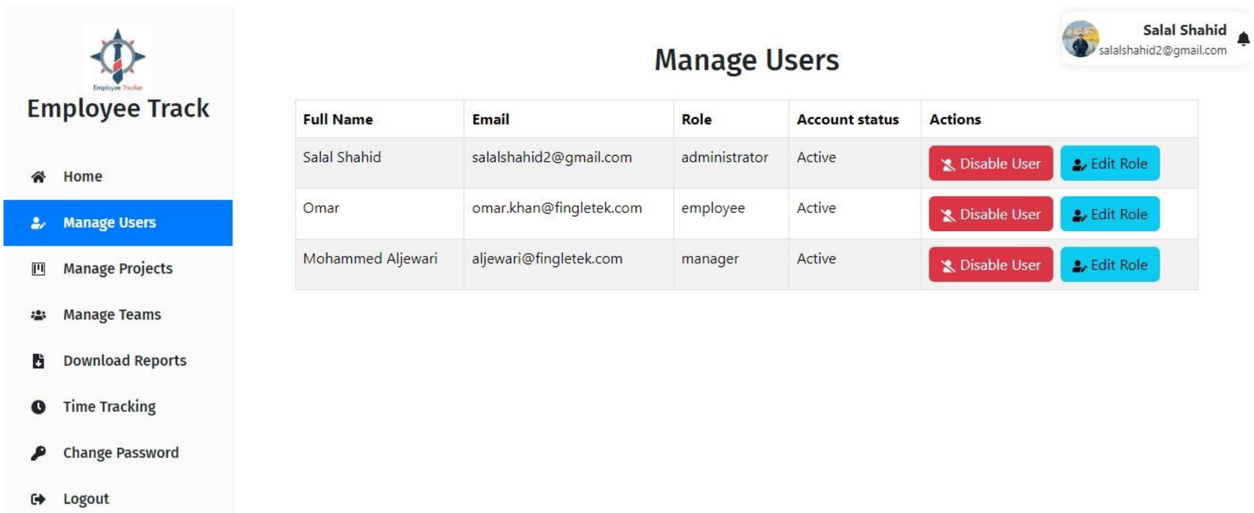
Managing Projects, Teams, and Users Together:

- **Projects**: Use **Manage Projects** to organize and assign work to teams or individuals. Each project can have a team or individual contributors working on it.
- **Teams**: Under **Manage Teams**, you can create and edit teams to streamline the assignment of employees to projects.
- **Users**: In **Manage Users**, you control who has access to the system and their role within the organization.

This structure streamlines project management, making it easy to allocate resources and track project progress efficiently.







4. Report Generation

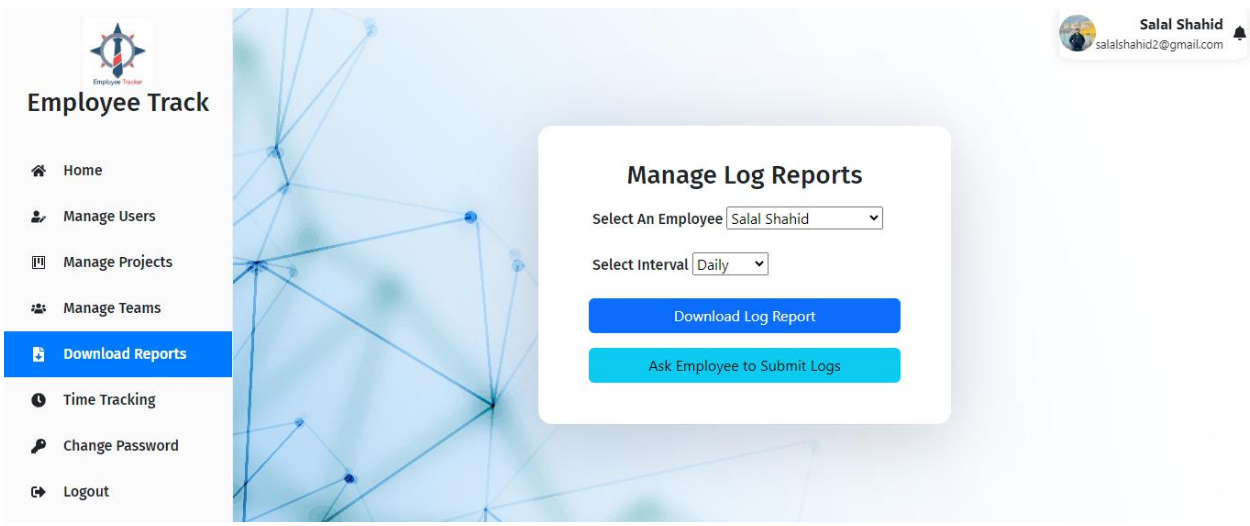
Purpose:
Users can generate detailed reports on employee work hours, project involvement, and time log summaries.

Steps to Generate Reports:

1. **Navigate to the Reports Section**:
   - From the left-hand menu, select **Download Reports**.
2. **Select an Employee**:

- Use the **Select an employee** dropdown to choose the employee for whom you want to generate the report.

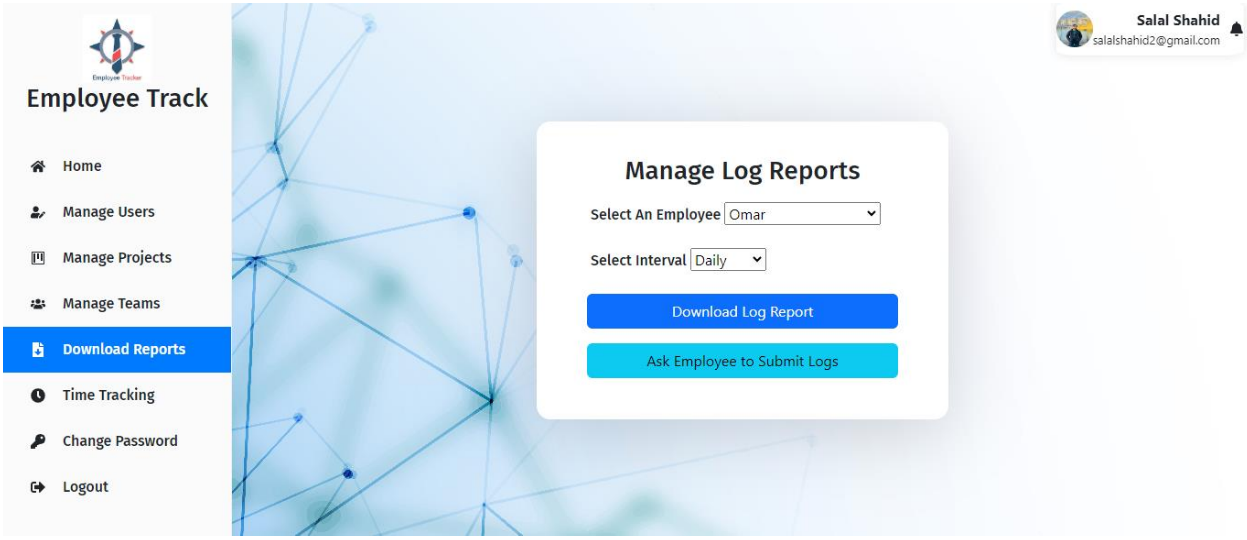
3. **Choose the Time Interval**:
   - Use the **Select Interval** dropdown to choose the time period for the report. Options include:
     - **Daily**
     - **Weekly**
     - **Monthly**
4. **Download the Report**:
   - Click the **Download Log Report** button. The report will include a summary of hours worked during the selected time period.
   - The report can include details such as total hours worked, project data, and any overtime documented for the employee.
5. **Submit Missing Logs**:
   - If there are missing logs, click the **Ask Employee to Submit Logs** button to prompt the employee to fill in any missing time logs.

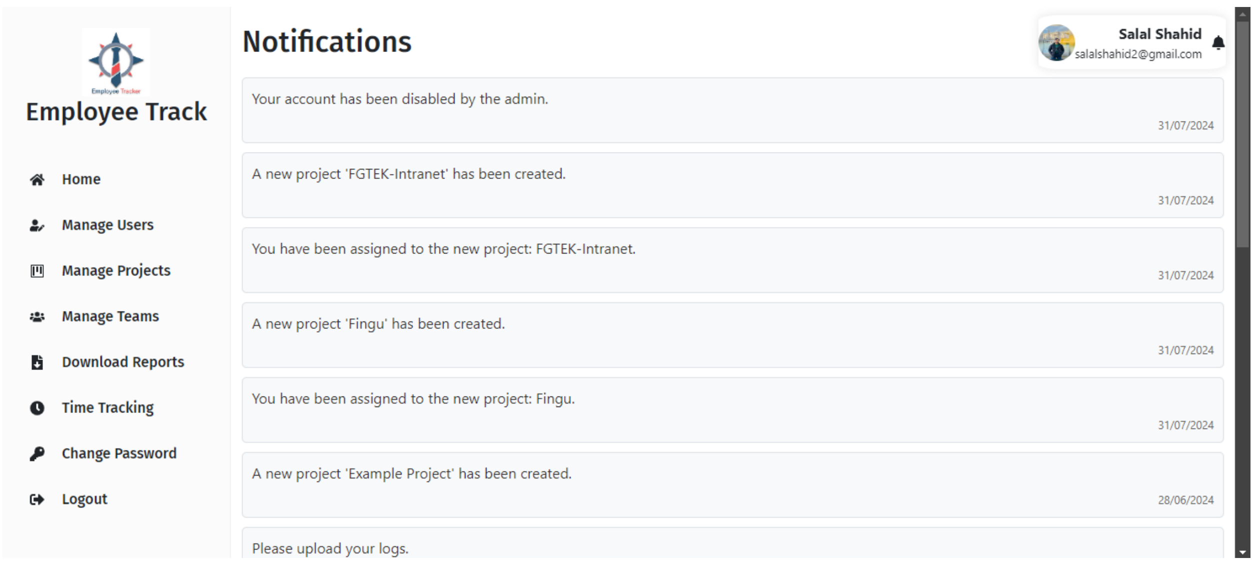


5. Notifications And Alerts

Reminds users to log their hours, make reports, and monitor project status.

- Toggle in-app notifications for project updates and deadlines.
- Notifications ensure that no vital activities are overlooked.



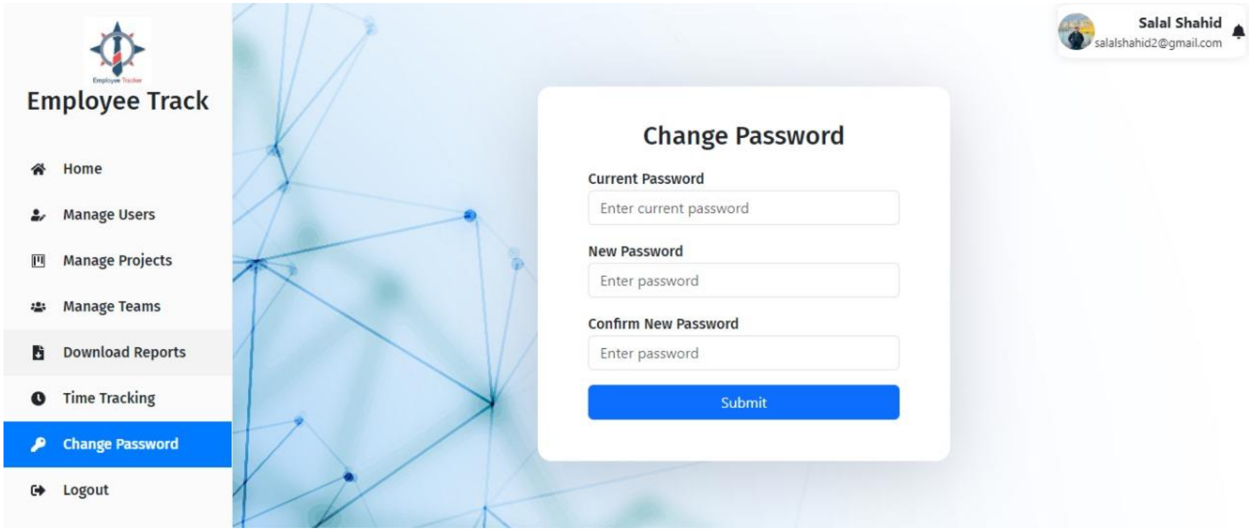


6. Troubleshooting:

Purpose: Provides solutions to typical concerns that users have when using the system.

Common Issues:

- Forgotten Password: On the login screen, click Forgot Password? and then follow the instructions.
- Cannot Log Time: Make sure that your boss has allocated you to the project.
- Project Not Visible: Confirm that the project is operational and that you are assigned to it.


Employee Track
Home
Manage Users
Manage Projects
Manage Teams
Download Reports
Time Tracking
Change Password
Logout
Salal Shahid
salalshahid2@gmail.com
Change Password
Current Password
Enter current password
New Password
Enter password
Confirm New Password
Enter password
Submit