



**Department of Computer Science
American International University-Bangladesh**

Course Name: SOFTWARE REQUIREMENT ENGINEERING

“Assignment on Project Management Tool”

Section: B

Supervised By:

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We used **ClickUp** tool for the Project Management.

Our project is based on Online laundry Service, that includes a website service for the customers convenience. Our service is designed to take the hassle out of doing laundry, making it easier and more efficient. The laundry service offers a wide range of options to meet the customer's needs, including washing, drying, folding, and ironing. Our team of experienced professionals is dedicated to providing the highest quality service, ensuring that the clothes are handled with care and attention to detail. Our website service allows customers to easily schedule pickups and deliveries, track the laundry status, and make payments. The customers can customize the laundry preferences and receive notifications when their laundry is ready for pickup or delivery. We use the latest technology and equipment to ensure that laundry is done quickly and efficiently. Our facilities are equipped with state-of-the-art washers and dryers, and we use only the best quality detergents and fabric softeners to ensure that the clothes come out fresh, clean, and smelling great.

Steps for Sign Up:

For Member 1:

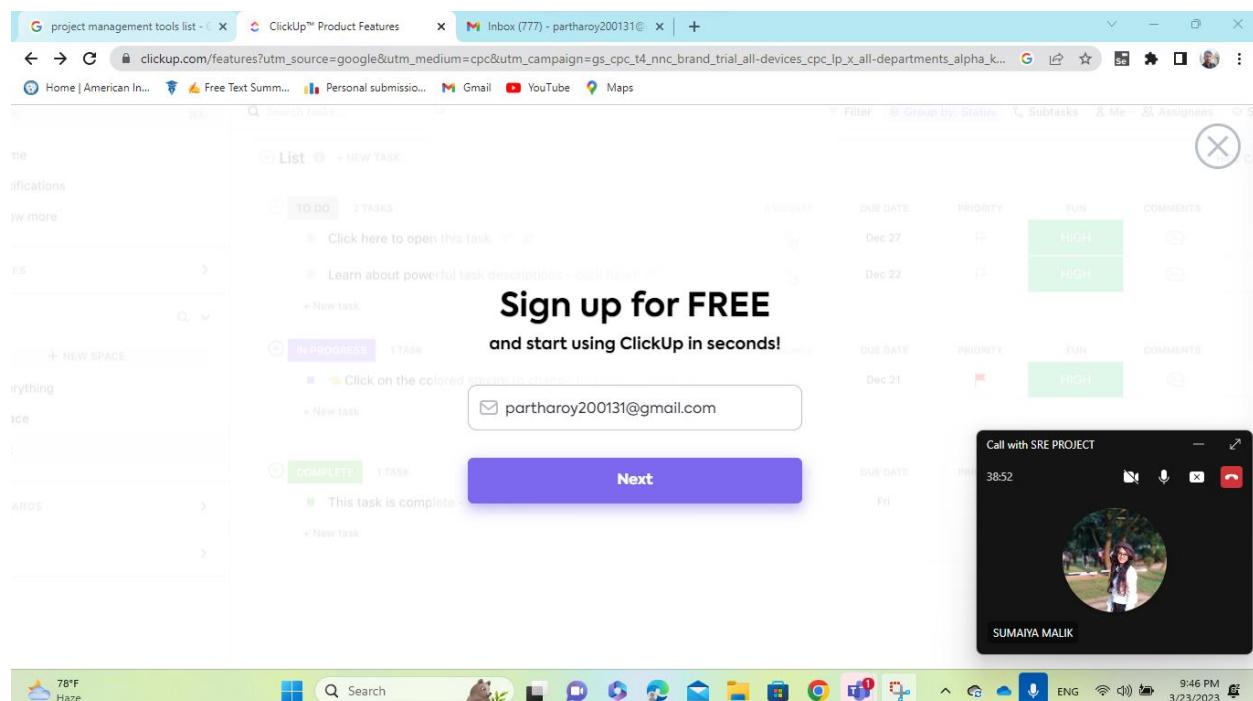


Figure: Singing up with email.

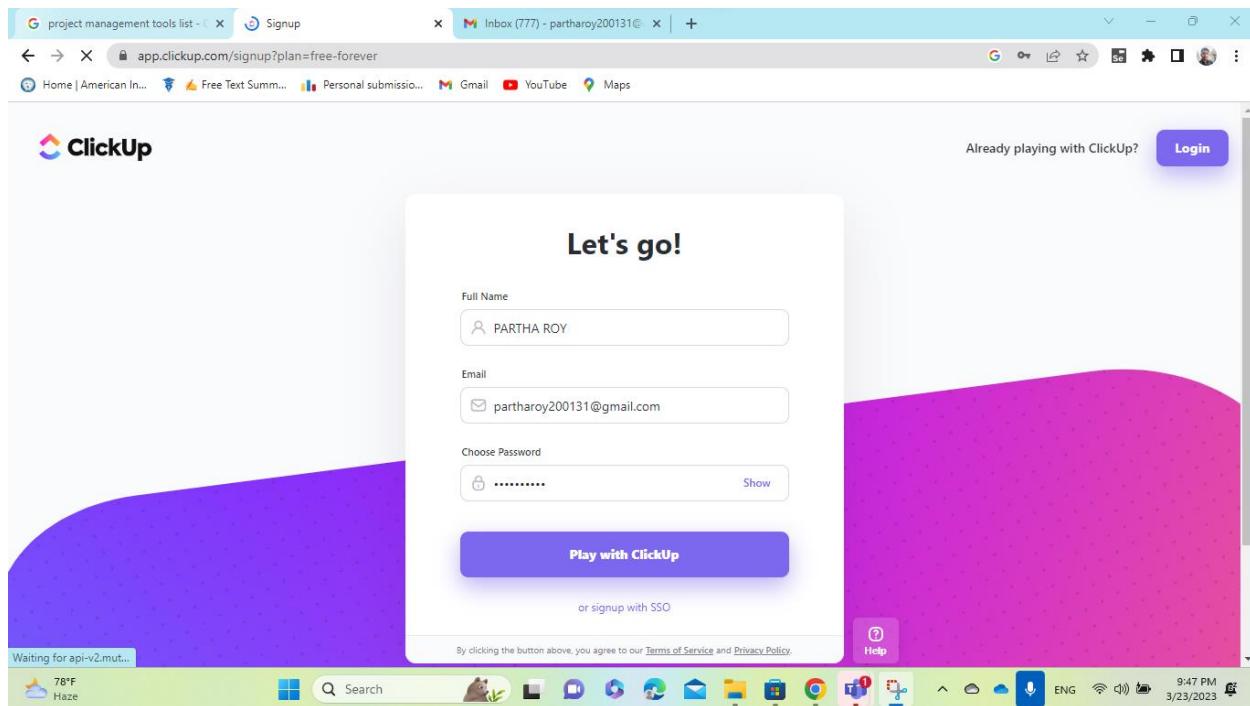


Figure: Write Full Name, Password and login.

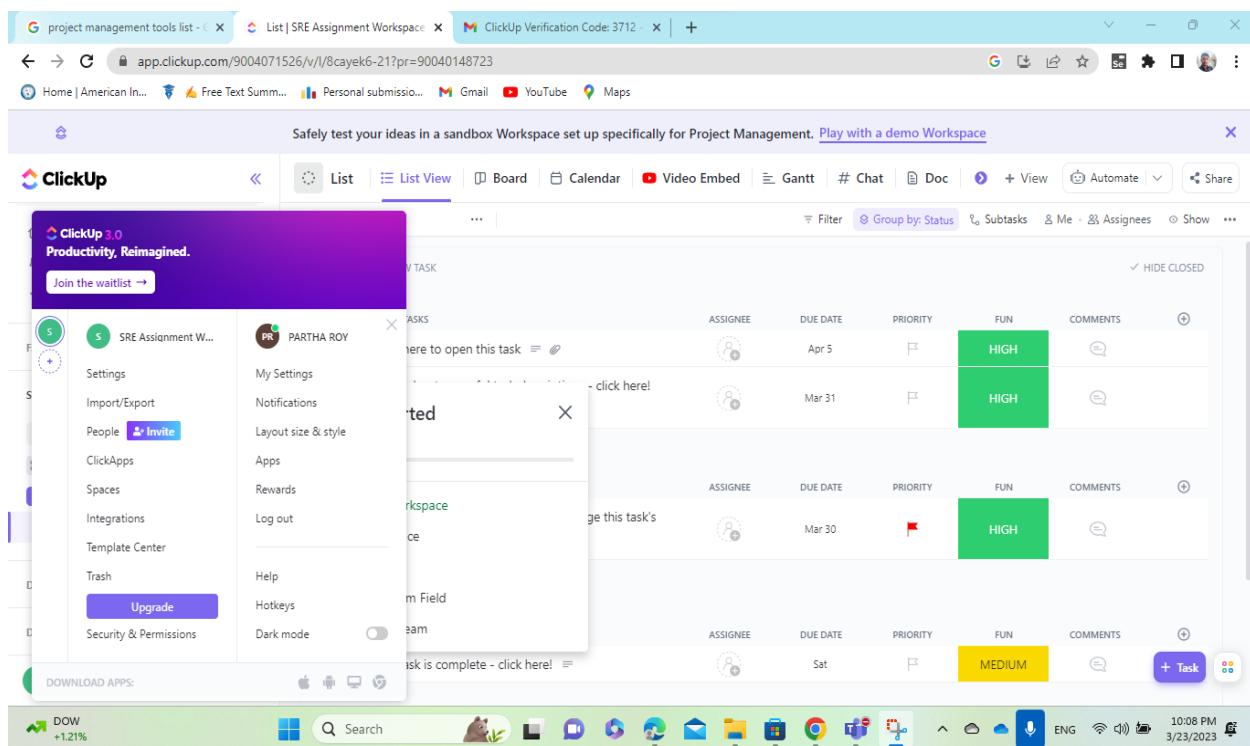


Figure: Dashboard after the successful login and settings.

For Member 2:

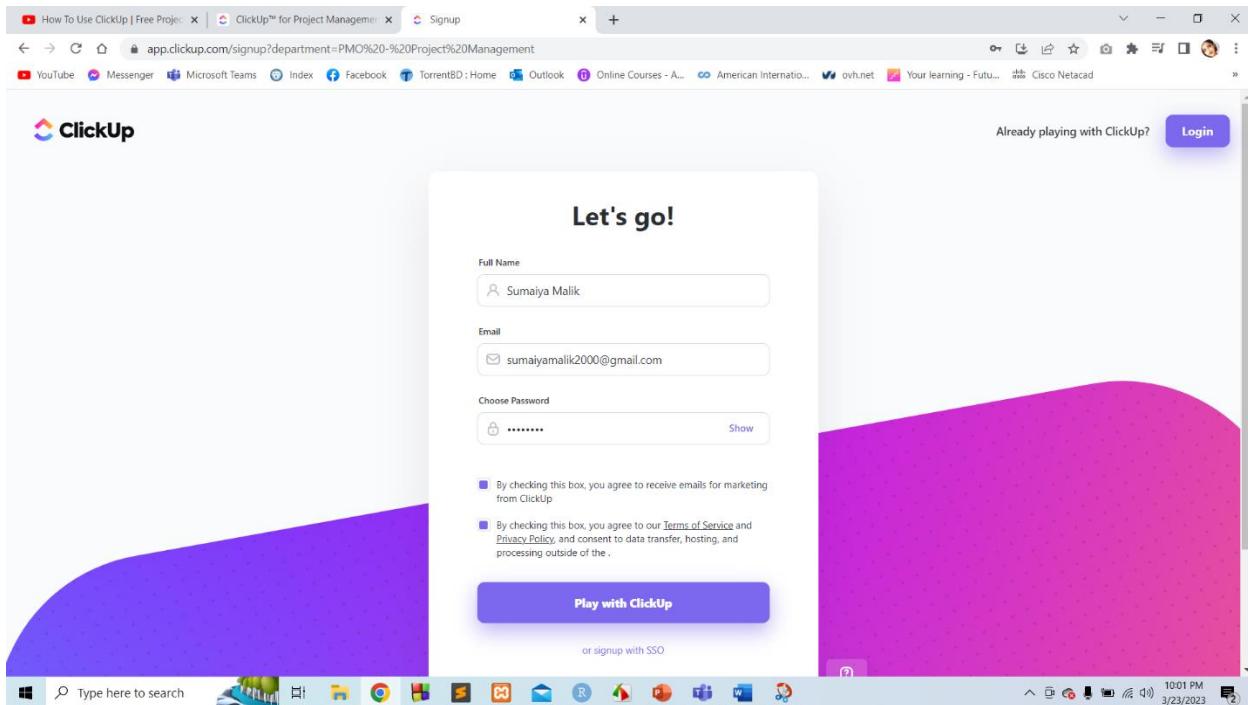


Figure: Write Full Name, Password and login.

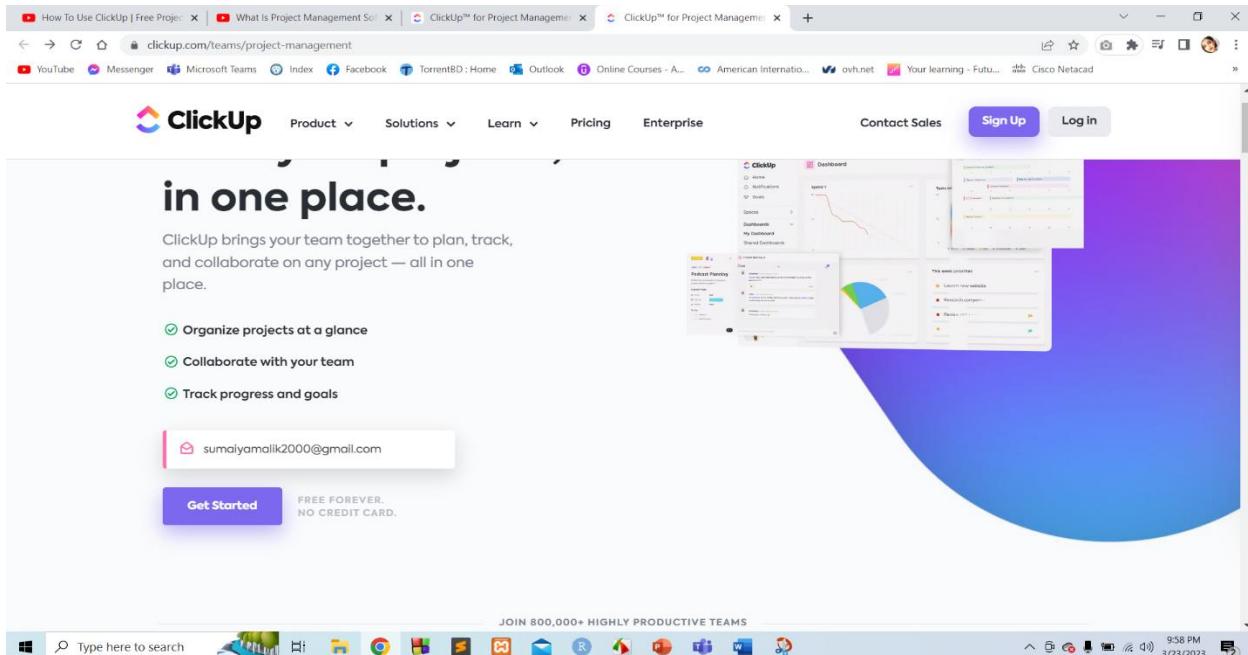


Figure: Singing up with email.

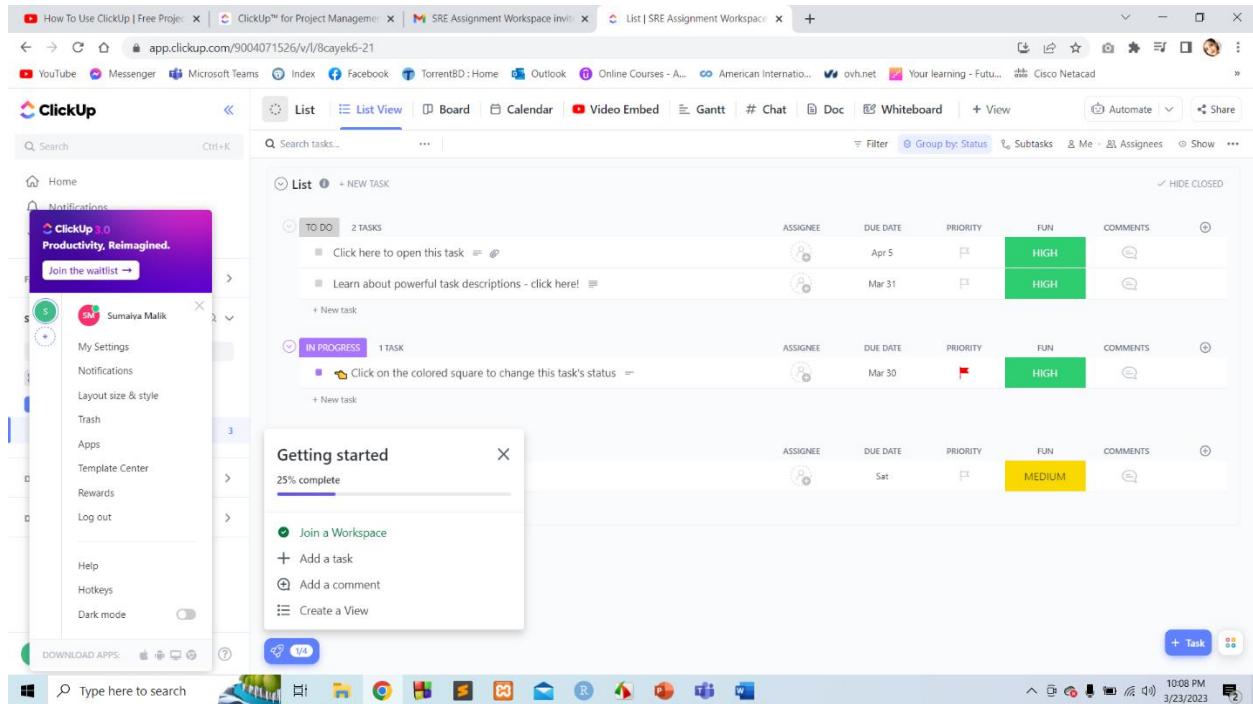


Figure: Dashboard after joining the project via email invitation.

For Member 3:

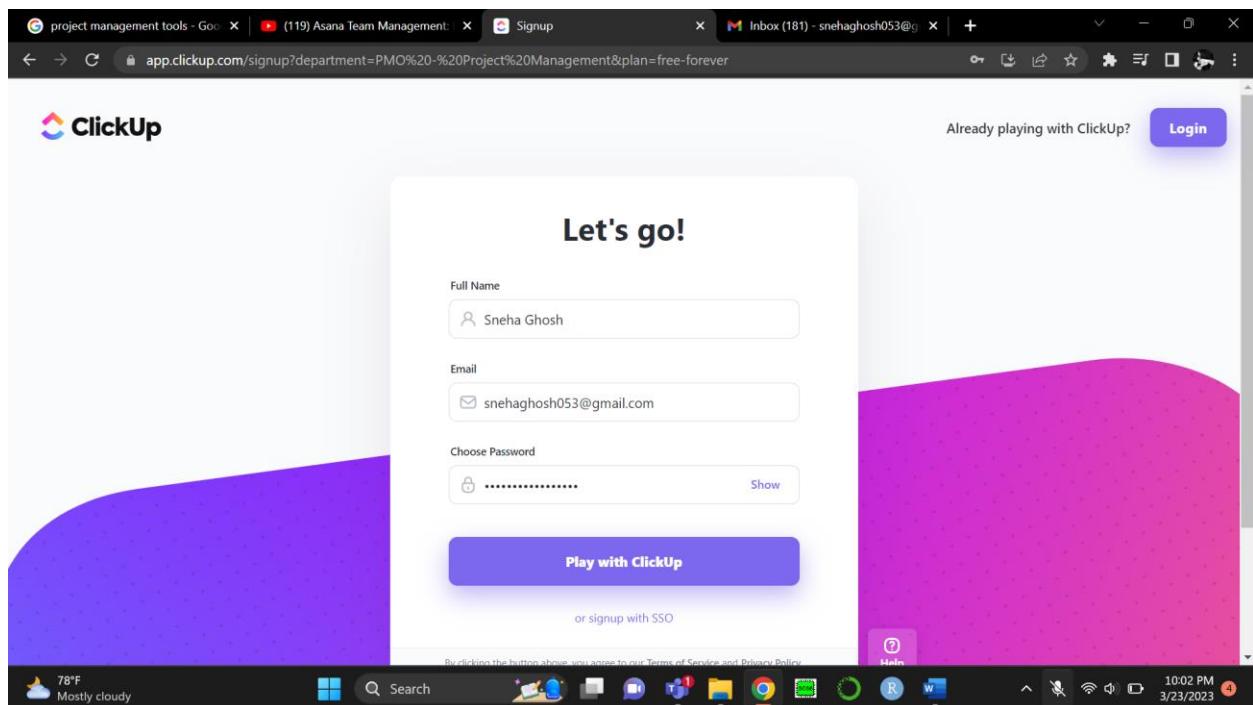


Figure: Then write Full Name, Password and login.

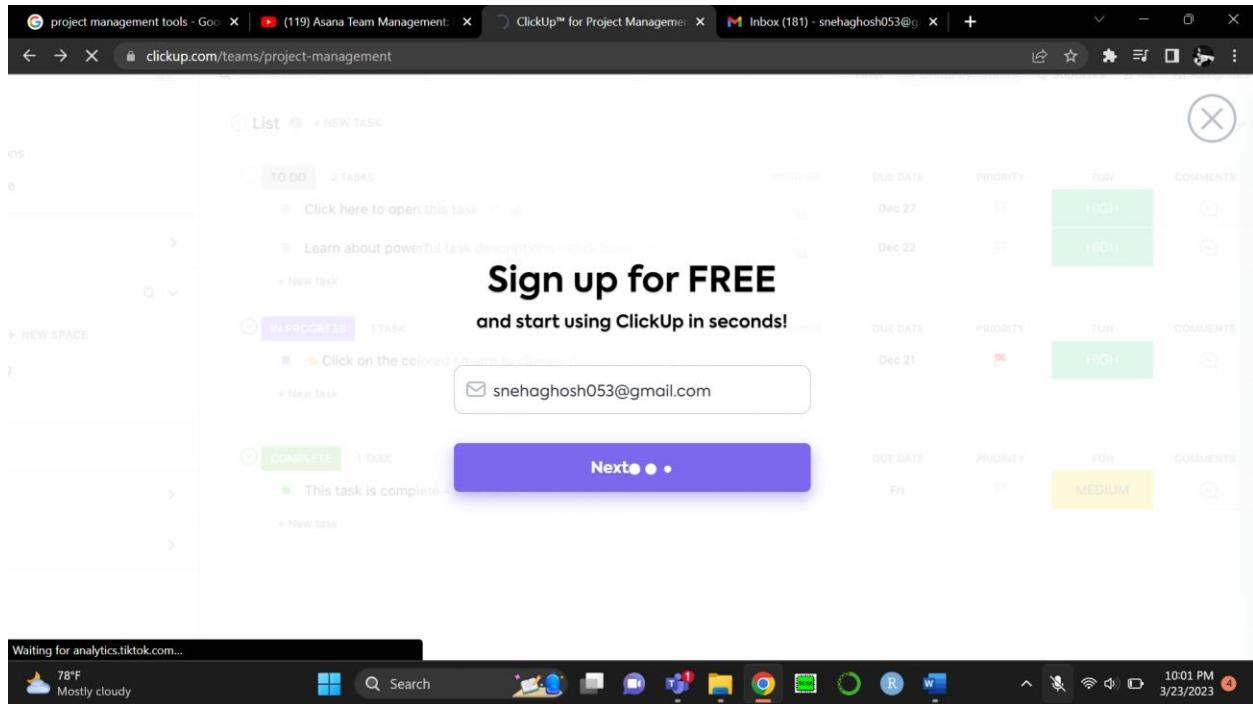


Figure: Singing up with email.

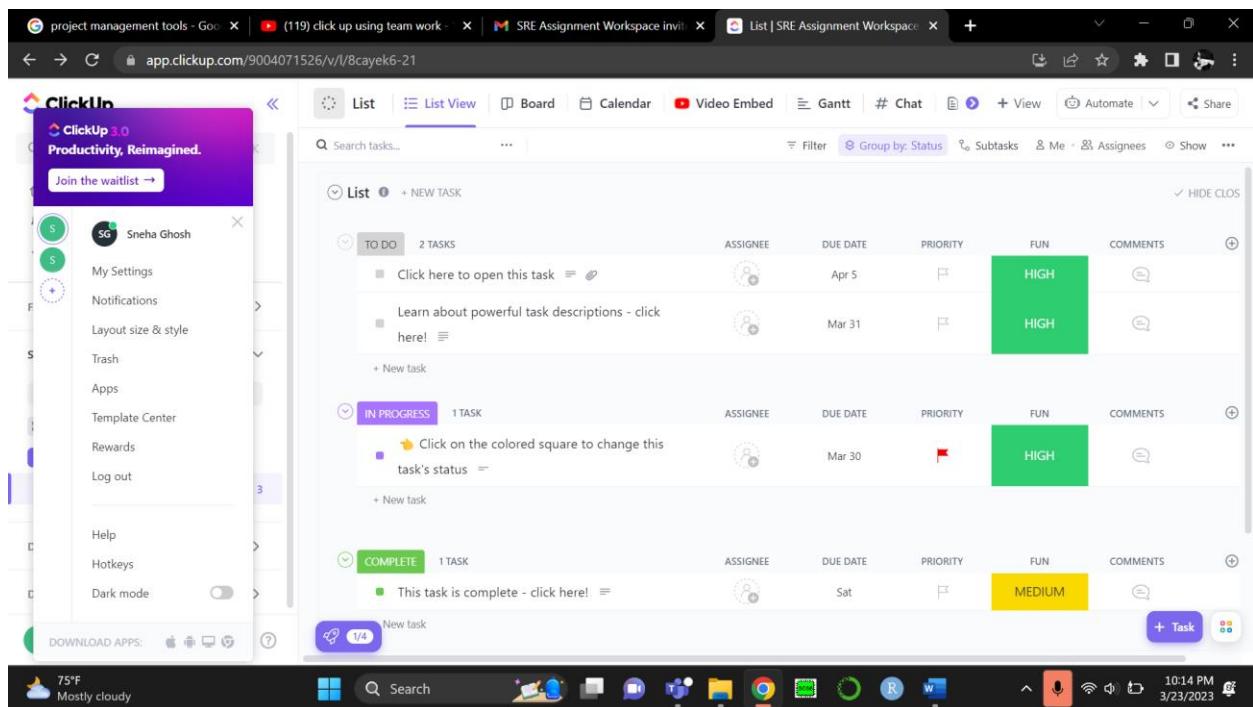


Figure: Dashboard after joining the project via email invitation.

Step 2: Basic Settings after login the ClickUp

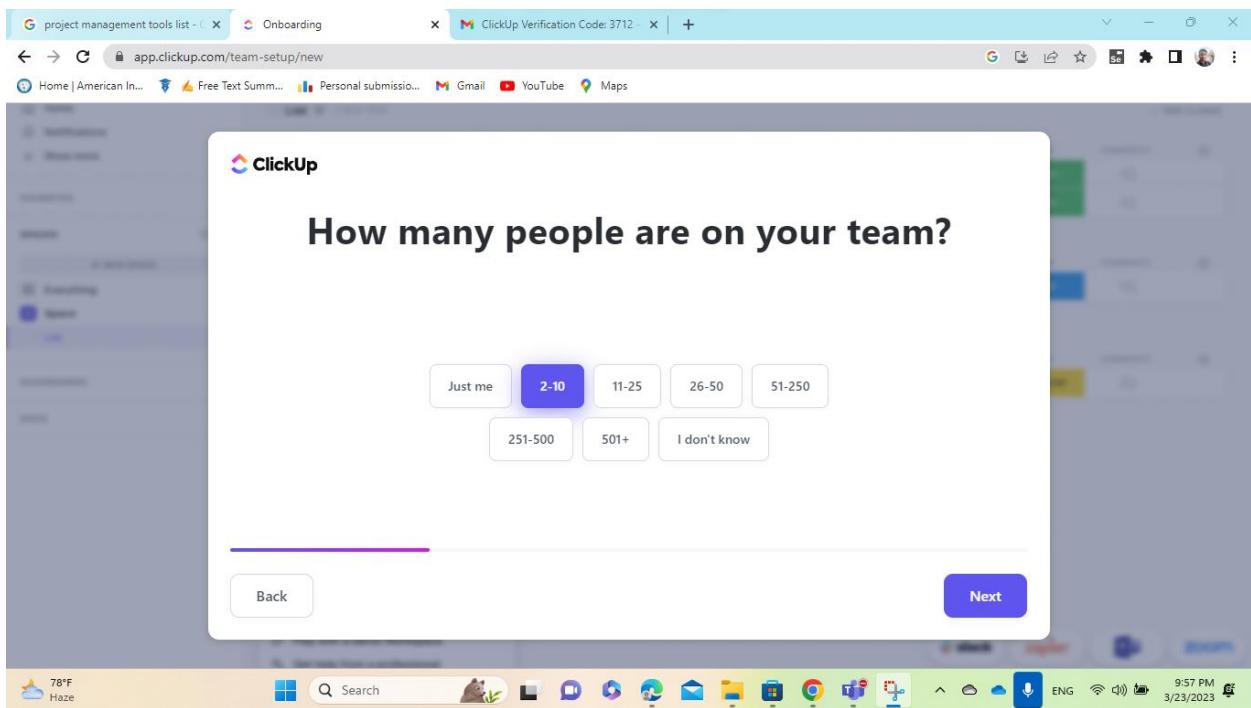


Figure: Selecting number of team members for the project.

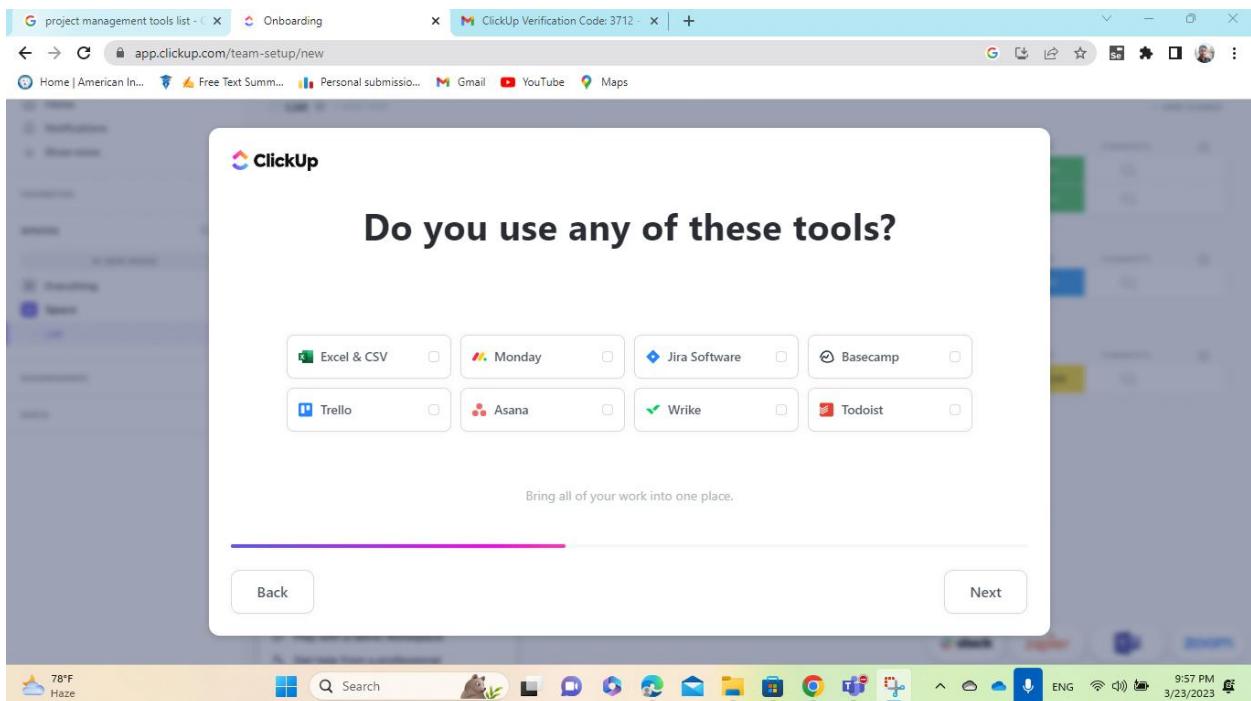


Figure: Choosing tools.

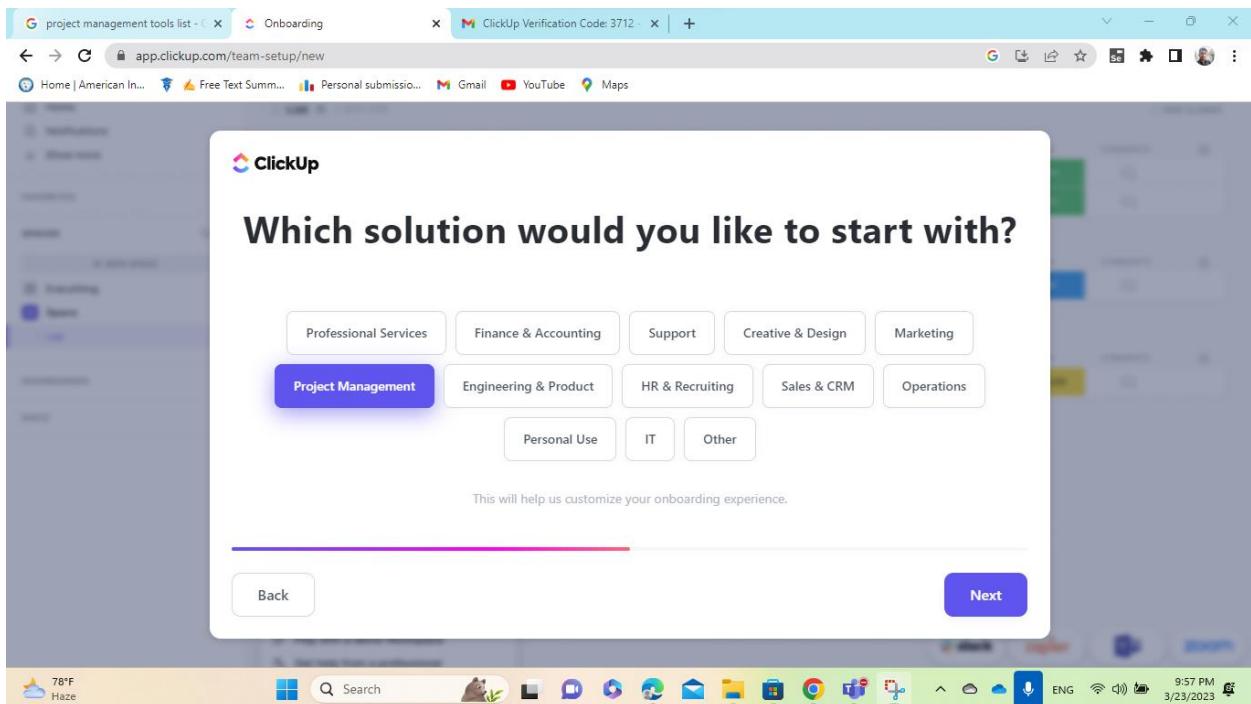


Figure: Choosing the type of solution.

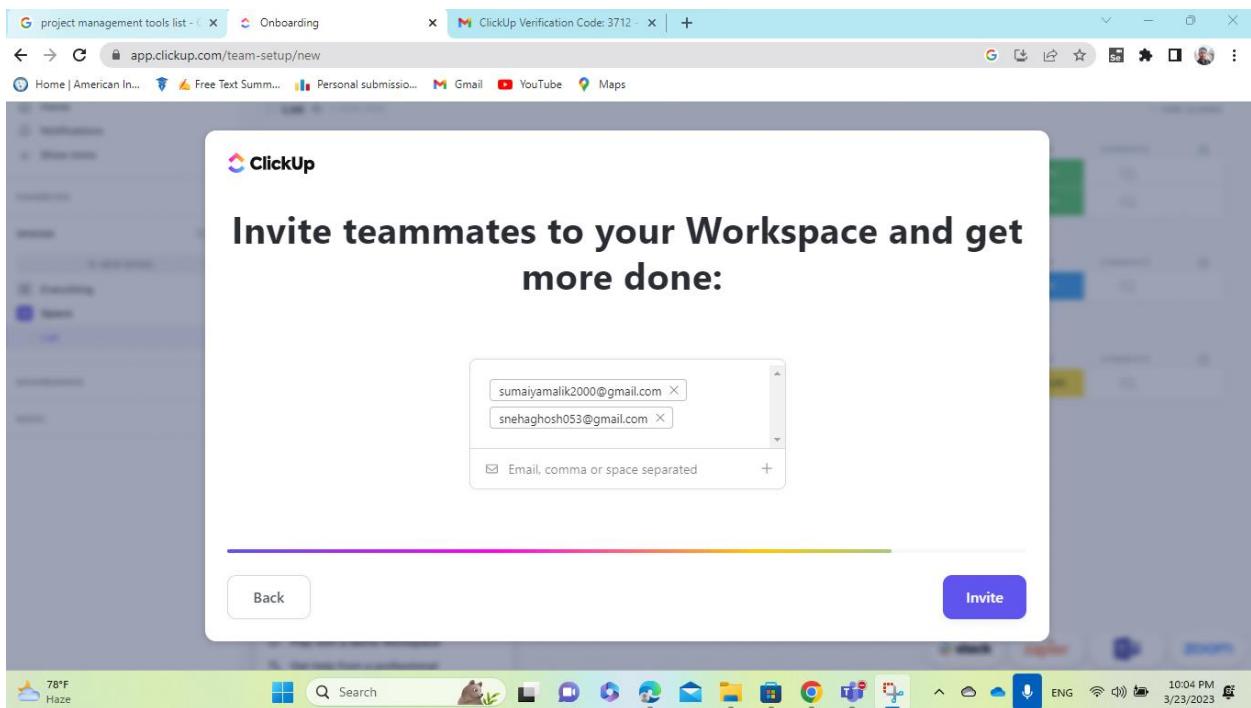


Figure: Inviting team members for the project.

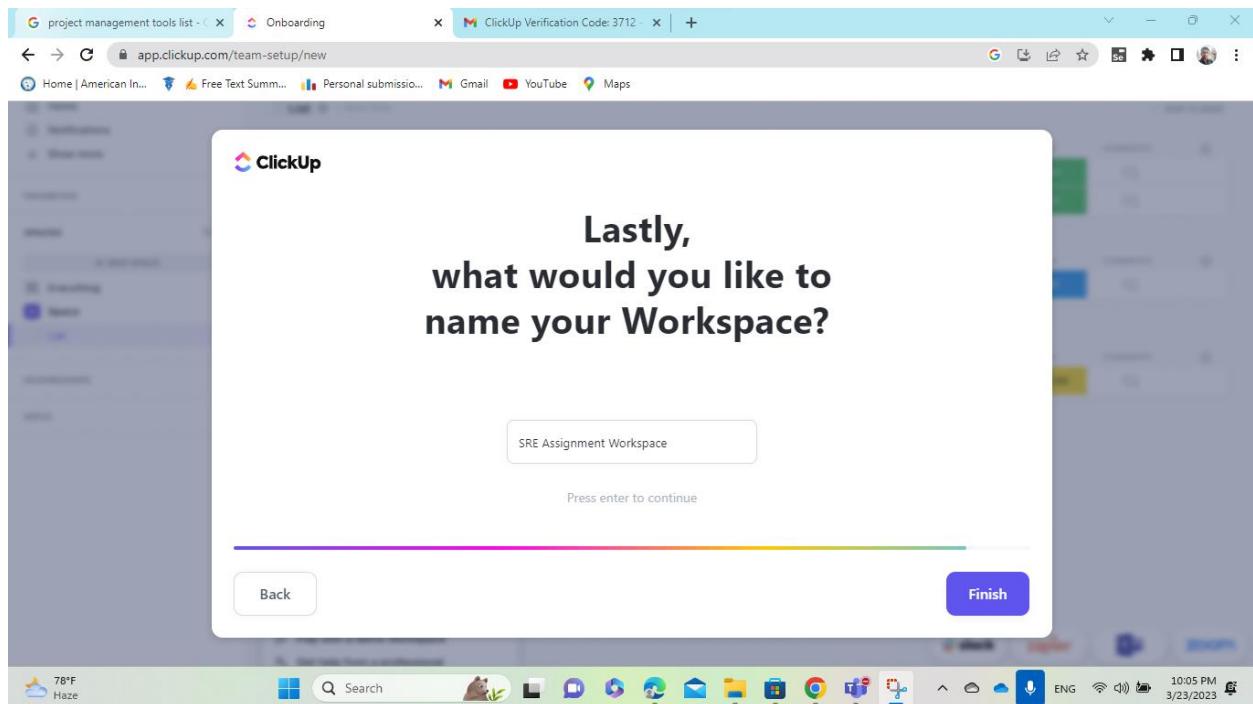


Figure: Naming the Workspace as SRE Assignment.

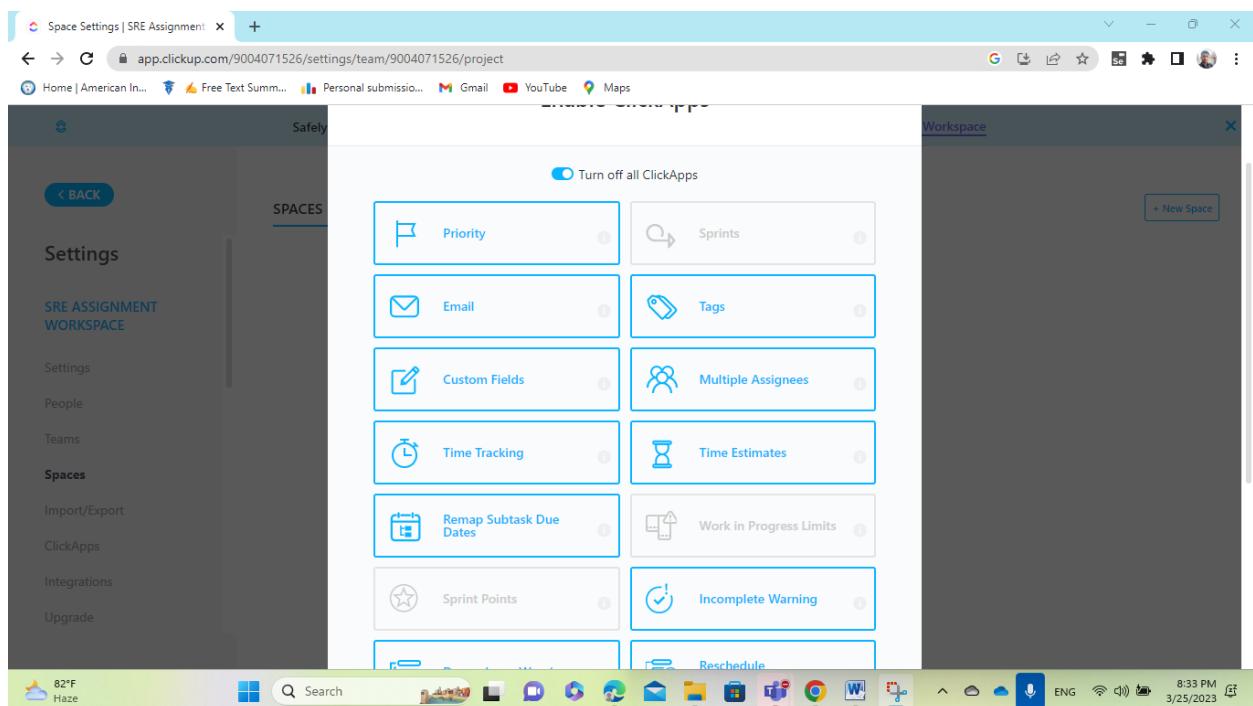


Figure: Notifications Turned ON for the ClickApps.

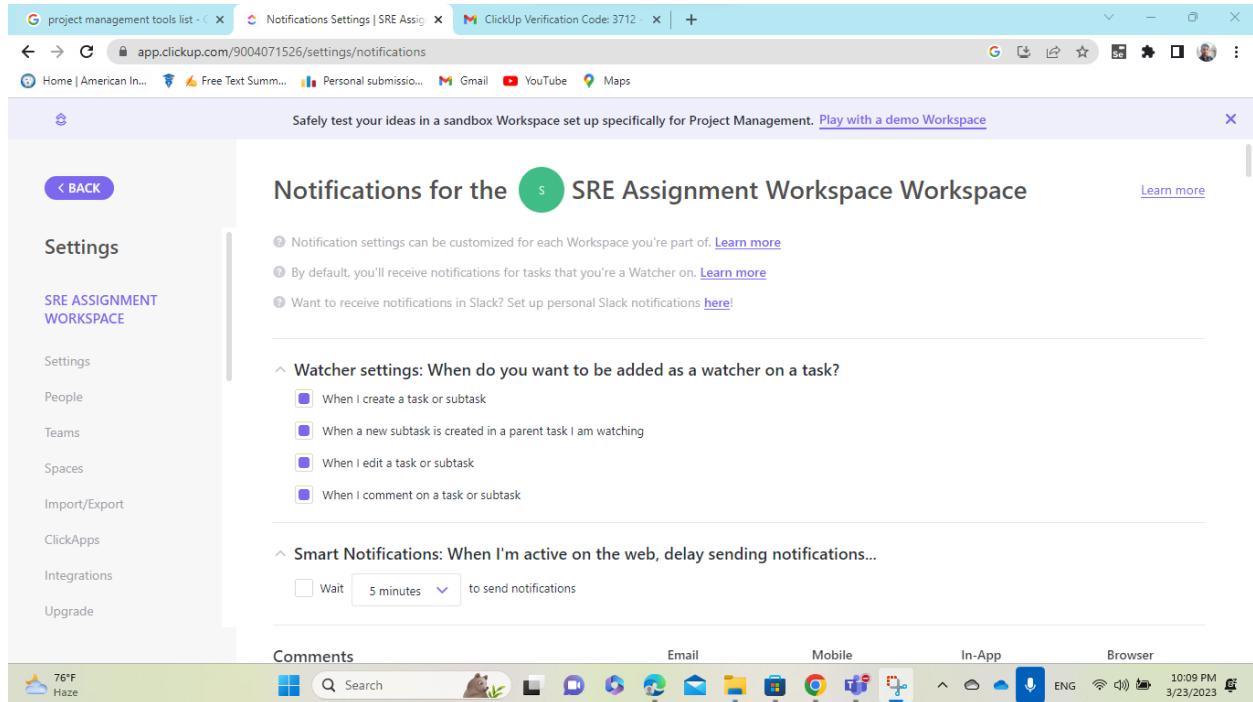


Figure: Turned ON Notifications for the Workspace.

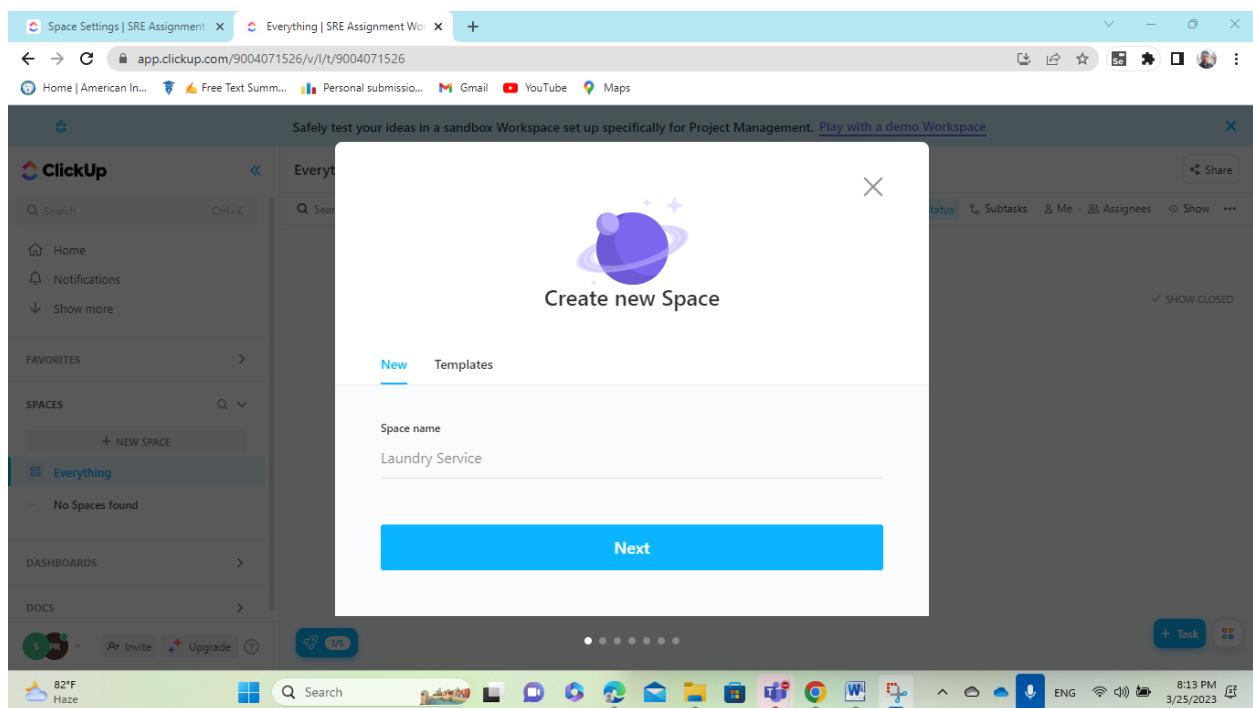


Figure: Create a New Space.

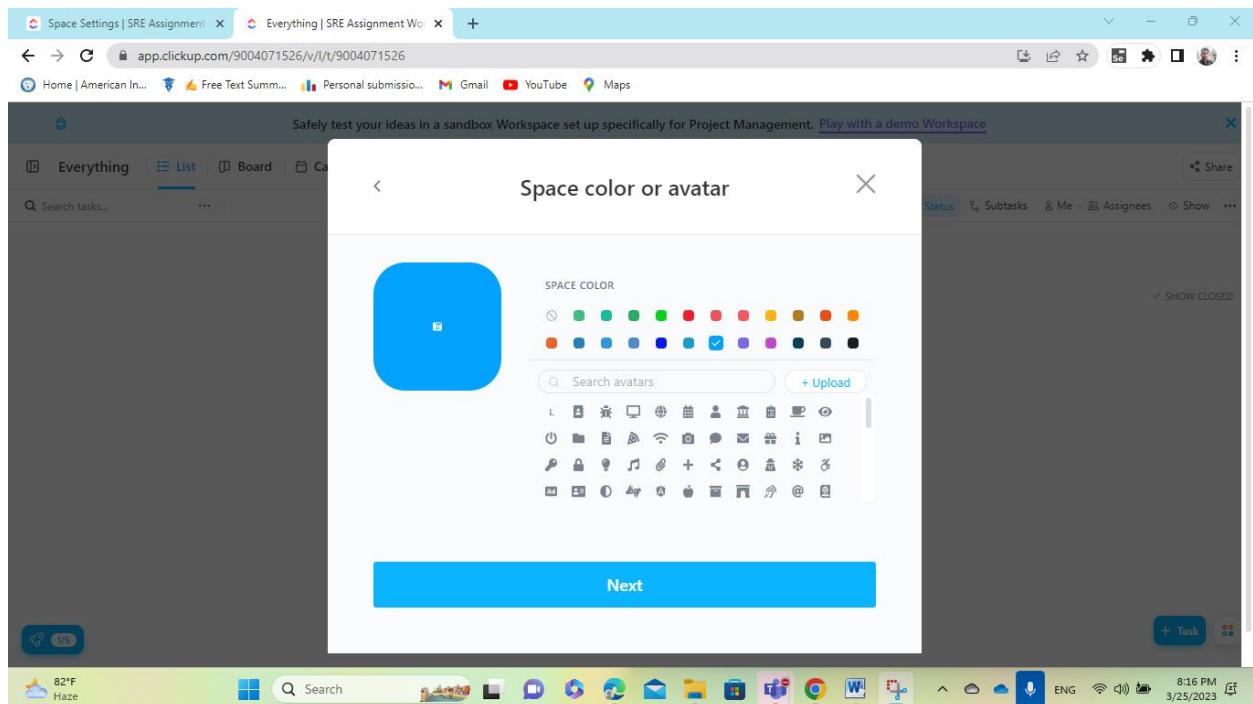


Figure: Selecting a color and avatar for the space.

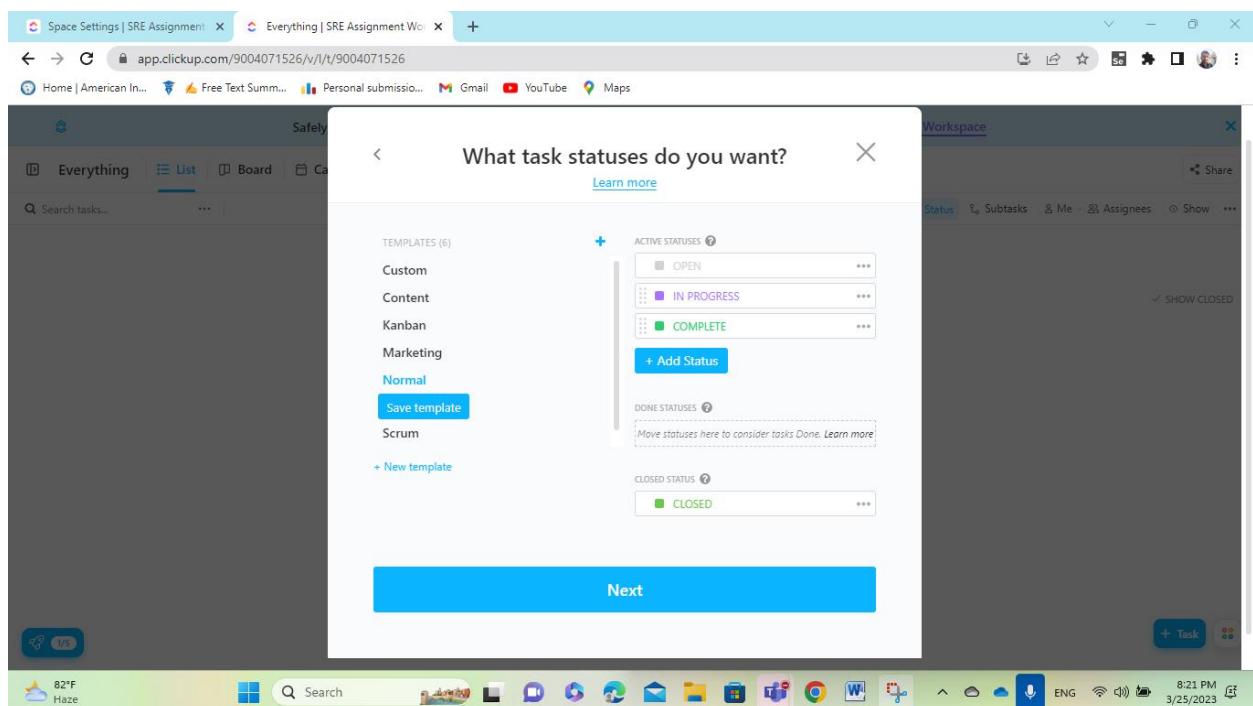


Figure: Setting the Task Status we want to see in the Dashboard.

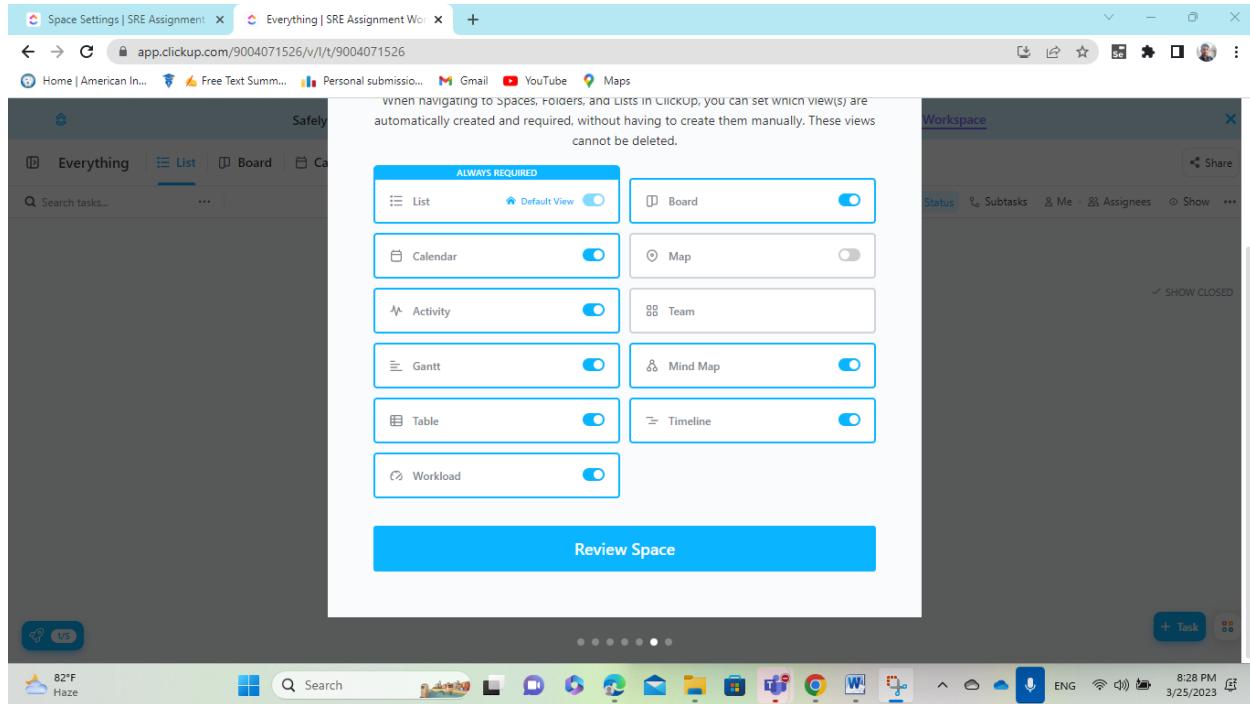


Figure: Notifications Turned ON that will be displayed on the dashboard.

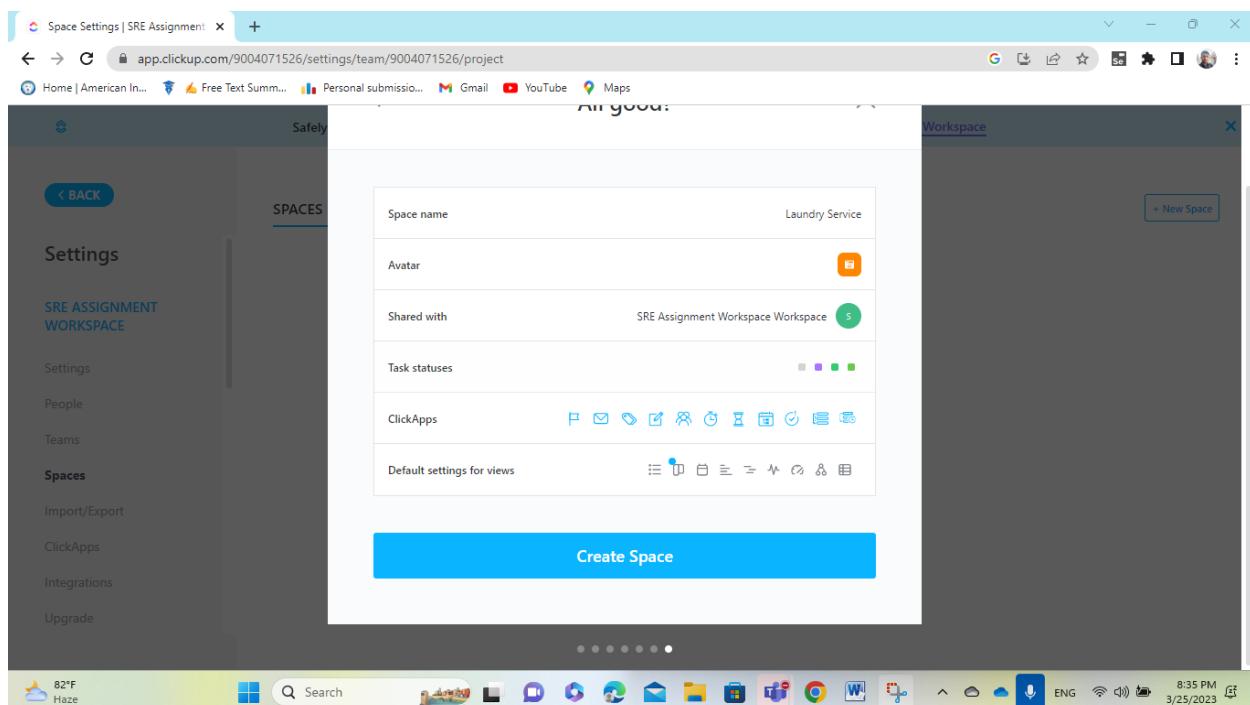


Figure: Summary of setting for create Space.

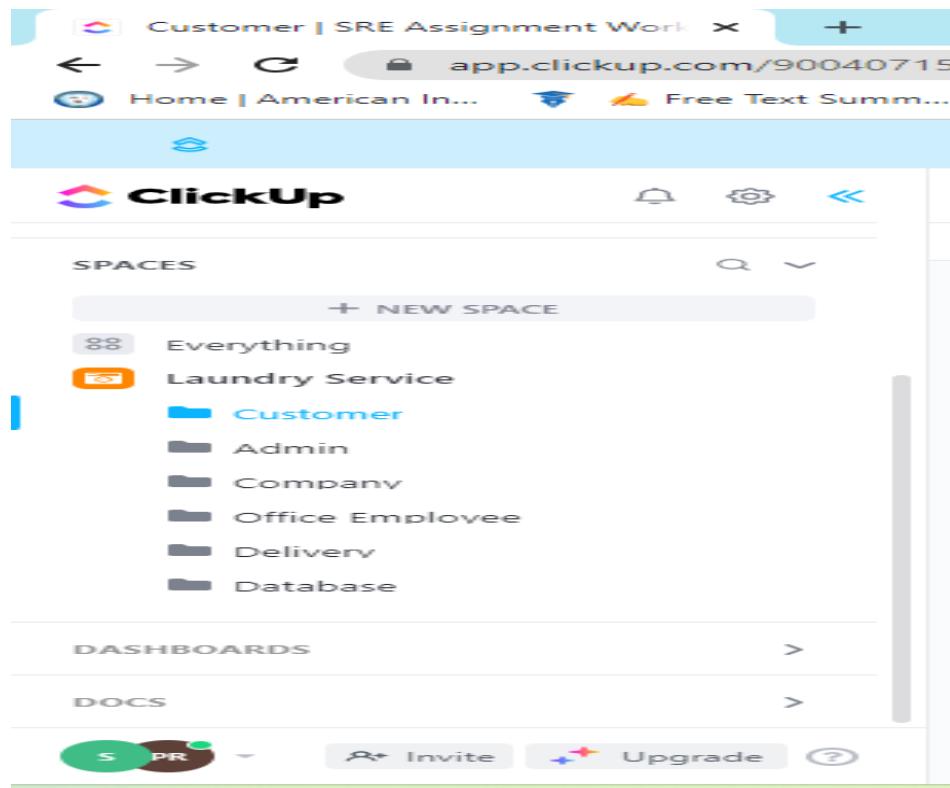


Figure: Folders created under Space (Laundry Service).

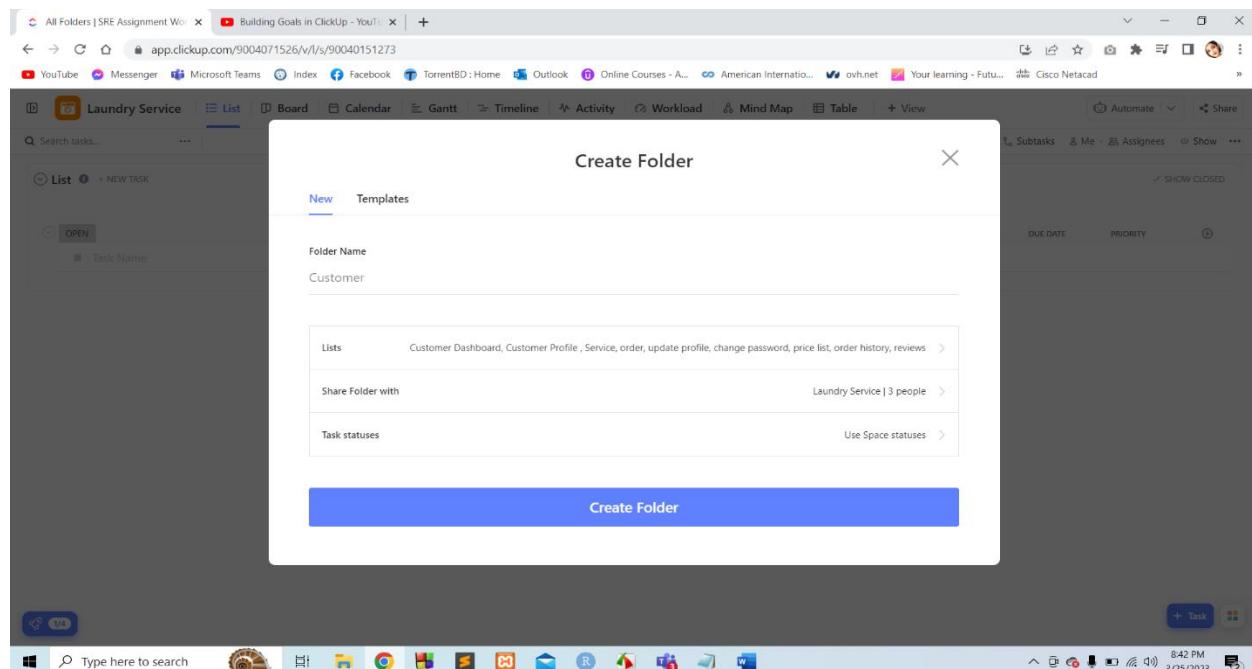


Figure: Creating a Folder (Customer).

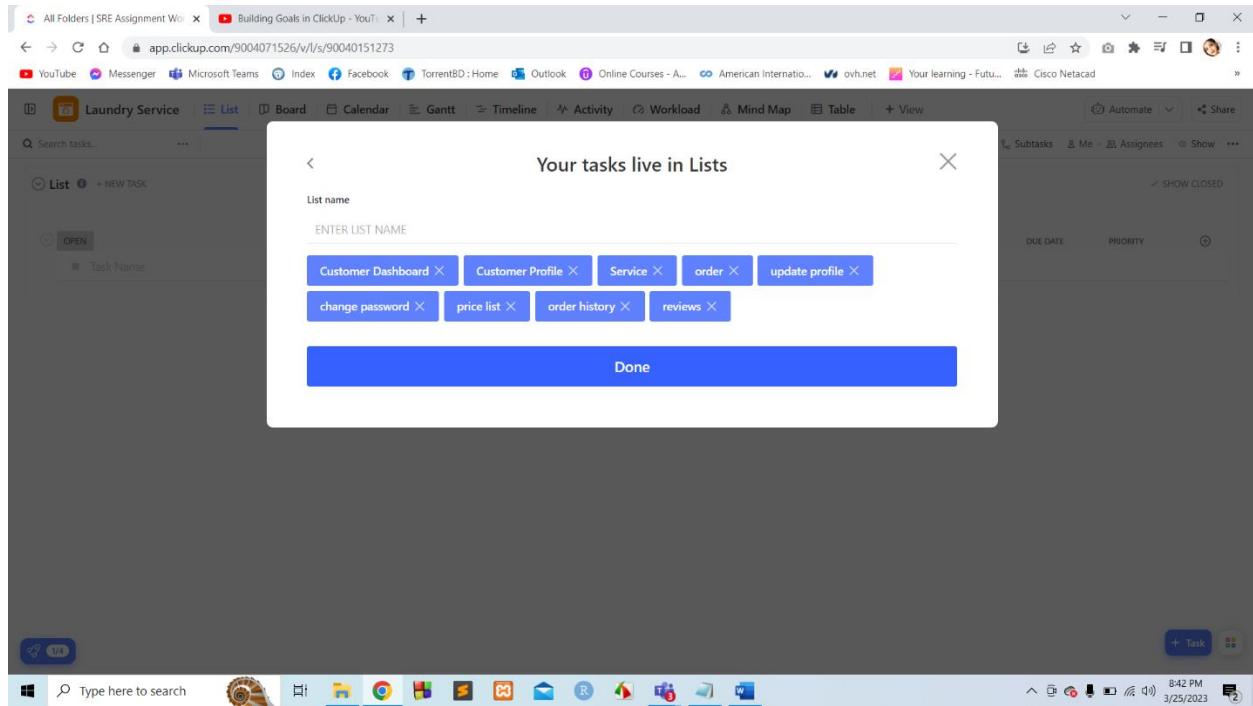
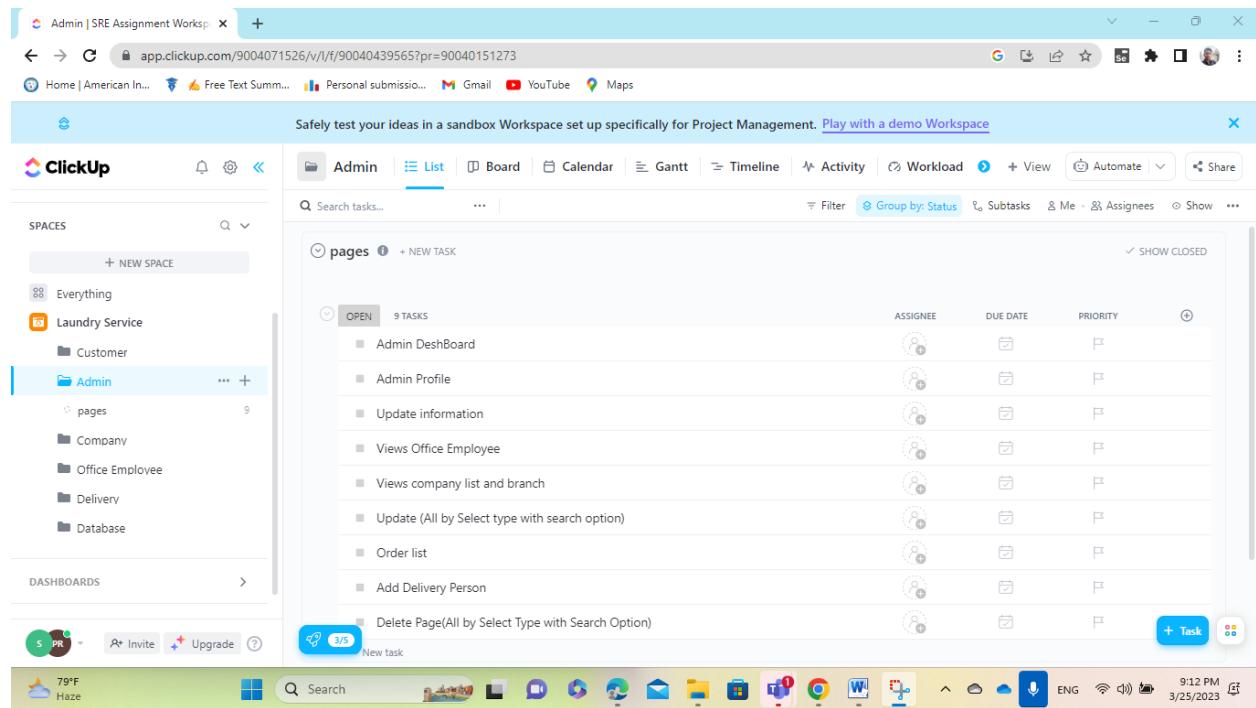


Figure: Creating list under the page section in the folder.

Create Task:

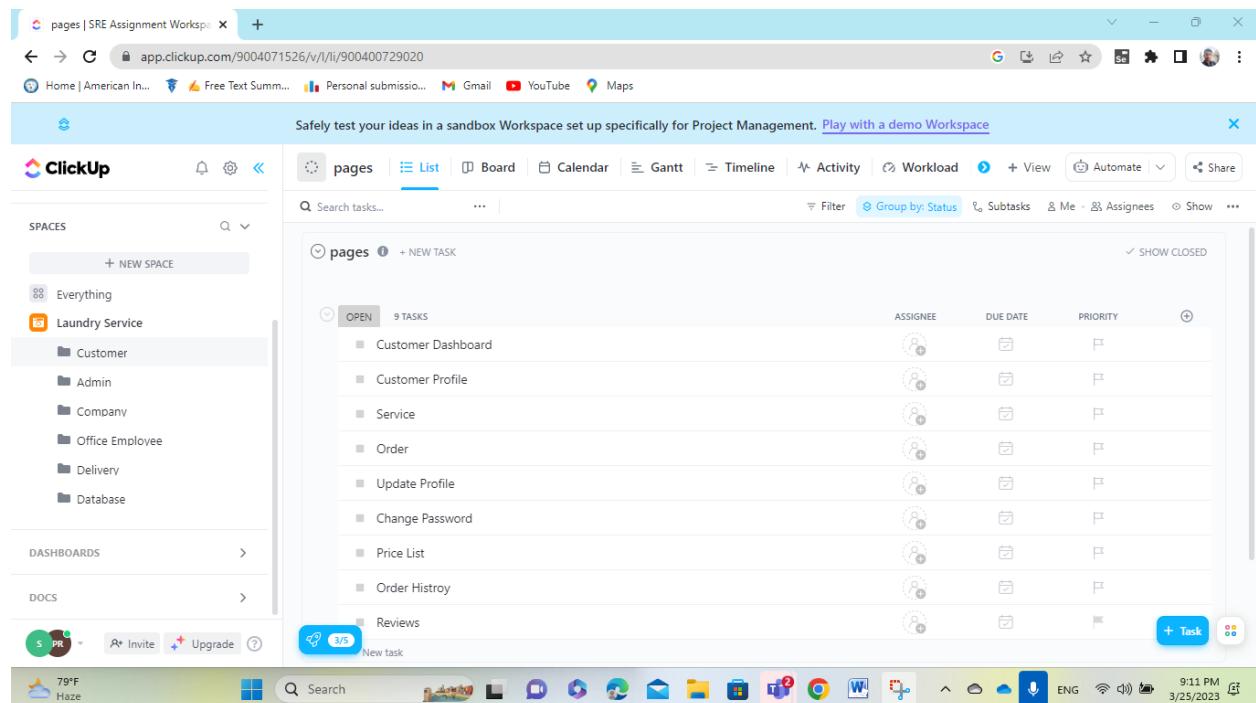


The screenshot shows a ClickUp workspace titled "Admin | SRE Assignment Worksp". The left sidebar lists spaces like "Admin", "Customer", "Company", etc. The main area shows a "pages" list with 9 tasks under the "OPEN" tab. The tasks are:

Task	Assignee	Due Date	Priority
Admin Dashboard	[User Icon]	[Calendar Icon]	[Priority Icon]
Admin Profile	[User Icon]	[Calendar Icon]	[Priority Icon]
Update information	[User Icon]	[Calendar Icon]	[Priority Icon]
Views Office Employee	[User Icon]	[Calendar Icon]	[Priority Icon]
Views company list and branch	[User Icon]	[Calendar Icon]	[Priority Icon]
Update (All by Select type with search option)	[User Icon]	[Calendar Icon]	[Priority Icon]
Order list	[User Icon]	[Calendar Icon]	[Priority Icon]
Add Delivery Person	[User Icon]	[Calendar Icon]	[Priority Icon]

At the bottom, there is a toolbar with various icons and a status bar showing "9:12 PM 3/25/2023".

Figure: Lists created for Admin.



The screenshot shows a ClickUp workspace titled "pages | SRE Assignment Worksp". The left sidebar lists spaces like "Customer", "Admin", "Company", etc. The main area shows a "pages" list with 9 tasks under the "OPEN" tab. The tasks are:

Task	Assignee	Due Date	Priority
Customer Dashboard	[User Icon]	[Calendar Icon]	[Priority Icon]
Customer Profile	[User Icon]	[Calendar Icon]	[Priority Icon]
Service	[User Icon]	[Calendar Icon]	[Priority Icon]
Order	[User Icon]	[Calendar Icon]	[Priority Icon]
Update Profile	[User Icon]	[Calendar Icon]	[Priority Icon]
Change Password	[User Icon]	[Calendar Icon]	[Priority Icon]
Price List	[User Icon]	[Calendar Icon]	[Priority Icon]
Order History	[User Icon]	[Calendar Icon]	[Priority Icon]

At the bottom, there is a toolbar with various icons and a status bar showing "9:11 PM 3/25/2023".

Figure: Lists created for Customer.

Safely test your ideas in a sandbox Workspace set up specifically for Project Management. [Play with a demo Workspace](#)

ClickUp Company List Board Calendar Gantt Timeline Activity Workflows + View Automate Share

Search tasks... Filter Group by Status Subtasks Me Assignees Show ...

Pages + NEW TASK

OPEN 3 TASKS

	ASSIGNEE	DUUE DATE	PRIORITY
View List (Current Folder)	[User Icon]	[Calendar Icon]	[Flag Icon]
Take Product From Deliver	[User Icon]	[Calendar Icon]	[Flag Icon]
Shift Product To Deliver	[User Icon]	[Calendar Icon]	[Flag Icon]

+ New task

DASHBOARDS

79°F Haze Search

https://app.clickup.com/t/861mj3kz + Task

9:14 PM 3/25/2023 ENG Wi-Fi Battery

Figure: Lists created for Company.

Safely test your ideas in a sandbox Workspace set up specifically for Project Management. [Play with a demo Workspace](#)

ClickUp Office Employee List Board Calendar Gantt Timeline Activity Workflows + View Automate Share

Search tasks... Filter Group by Status Subtasks Me Assignees Show ...

Pages + NEW TASK

OPEN 4 TASKS

	ASSIGNEE	DUUE DATE	PRIORITY
Office Employee Dashboard	[User Icon]	[Calendar Icon]	[Flag Icon]
Office Employee Profile	[User Icon]	[Calendar Icon]	[Flag Icon]
Check Order from Customer	[User Icon]	[Calendar Icon]	[Flag Icon]
Check Shift Product From Company	[User Icon]	[Calendar Icon]	[Flag Icon]

+ New task

DASHBOARDS

79°F Haze Search

https://app.clickup.com/t/861mj3kz + Task

9:14 PM 3/25/2023 ENG Wi-Fi Battery

Figure: Lists created for Office Employee.

The screenshot shows a ClickUp workspace titled "Delivery". The left sidebar lists spaces like "Everything", "Laundry Service", "Admin", "Company", "Office Employee", and "Delivery". Under "Delivery", there are "Pages" and "Database". The main area is a "List" view titled "Pages" with 4 tasks:

ASSIGNEE	DUUE DATE	PRIORITY
[User Icon]	[Calendar Icon]	[Priority Icon]
[User Icon]	[Calendar Icon]	[Priority Icon]
[User Icon]	[Calendar Icon]	[Priority Icon]
[User Icon]	[Calendar Icon]	[Priority Icon]

At the bottom, there are "DASHBOARDS" and a system tray showing "79°F Haze", "Search", and other system icons.

Figure: Lists created for Delivery.

The screenshot shows a ClickUp workspace titled "Database". The left sidebar lists spaces like "Everything", "Laundry Service", "Admin", "Company", "Office Employee", and "Delivery". Under "Delivery", there are "Pages" and "Database". The main area is a "List" view titled "Pages" with 2 tasks:

ASSIGNEE	DUUE DATE	PRIORITY
[User Icon]	[Calendar Icon]	[Priority Icon]
[User Icon]	[Calendar Icon]	[Priority Icon]

At the bottom, there are "DASHBOARDS" and a system tray showing "79°F Haze", "Search", and other system icons.

Figure: Lists created for Database.

Assign Task:

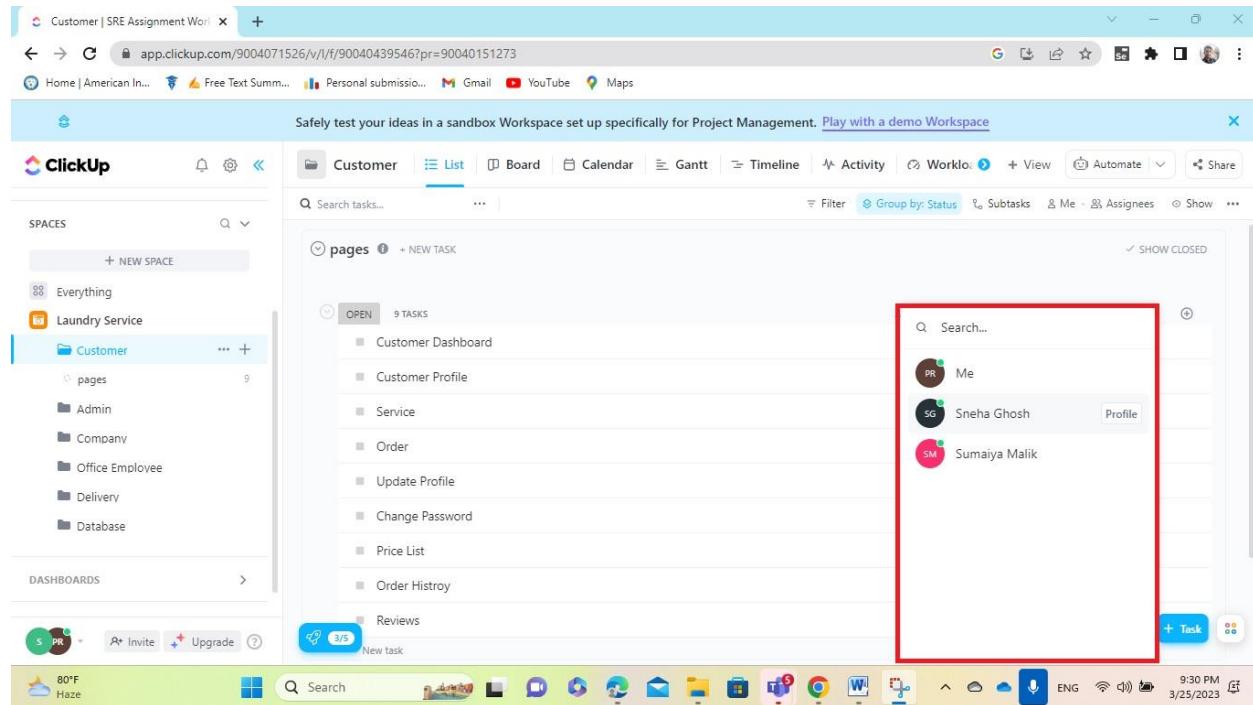


Figure: Showing the way of assigning the tasks to group members.

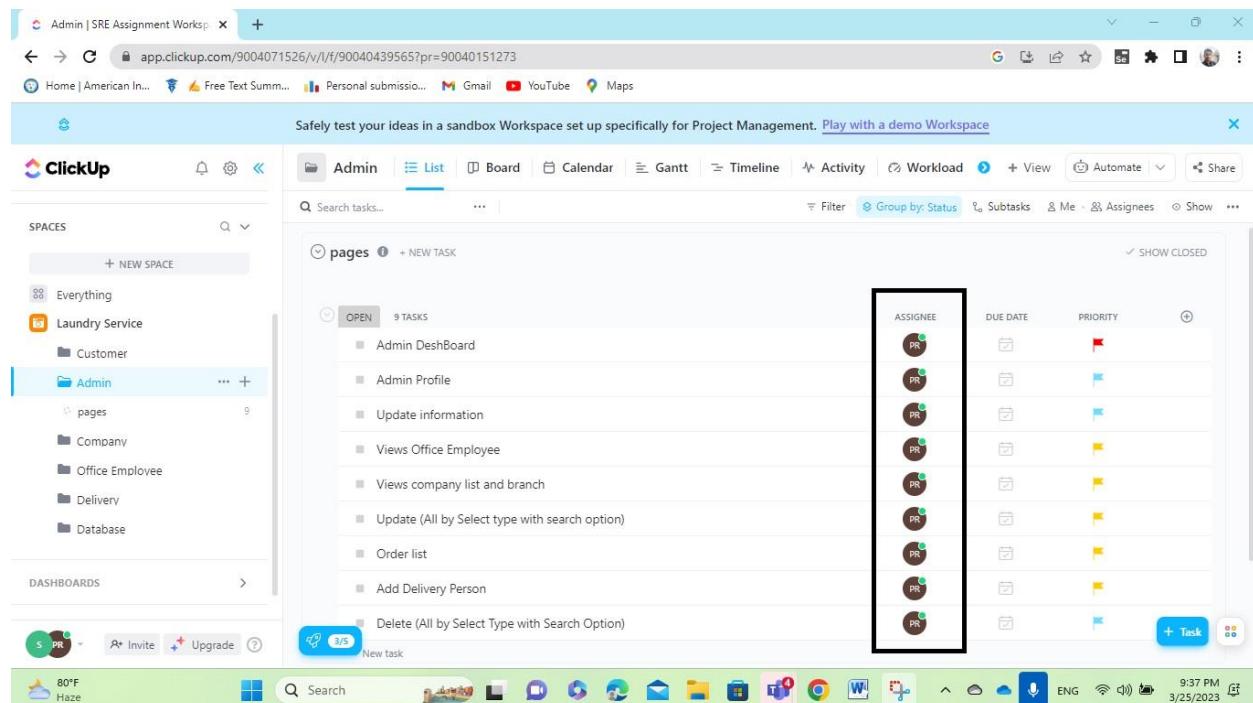


Figure: Assigning the tasks for Admin to group members.

The screenshot shows a ClickUp workspace titled "Customer | SRE Assignment Work". The left sidebar lists "Customer" under the "Customer" space. The main area displays a "List" view with 9 tasks assigned to "SM".

ASSIGNEE	DUE DATE	PRIORITY
SM	2023-03-26	High
SM	2023-03-27	Medium
SM	2023-03-28	High
SM	2023-03-29	Medium
SM	2023-03-30	High
SM	2023-03-31	Medium
SM	2023-04-01	High
SM	2023-04-02	Medium

Figure: Assigning the tasks for Customer to group members.

The screenshot shows a ClickUp workspace titled "Company | SRE Assignment Work". The left sidebar lists "Company" under the "Company" space. The main area displays a "List" view with 4 tasks assigned to "SG".

ASSIGNEE	DUE DATE	PRIORITY
SG	2023-03-26	High
SG	2023-03-27	Medium
SG	2023-03-28	High
SG	2023-03-29	High

Figure: Assigning the tasks for Company to group members.

The screenshot shows a ClickUp workspace titled "Office Employee | SRE Assignment". The left sidebar lists spaces like "Everything", "Laundry Service", "Office Employee", and "Delivery". The main area is a "List" view for the "Office Employee" space, showing 4 tasks under the "OPEN" tab. The tasks are:

- Office Employee Profile
- Check Order from Customer (4 sub-tasks: Views Order, Shipped to Deliver, Delivery Information, Task Status(Deliver))
- Check Shift Product From Company (3 sub-tasks: View Lists, Shipped to Deliver, Track Status(Deliver))

Each task has an assignee icon (SG, SM, PR) and a priority level (yellow or green). The right side of the screen shows a detailed view of the "Check Shift Product From Company" task, listing its sub-tasks and their details.

Figure: Assigning the tasks for Office Employee to group members.

The screenshot shows a ClickUp workspace titled "Delivery | SRE Assignment Works". The left sidebar lists spaces like "Everything", "Laundry Service", "Office Employee", and "Delivery". The main area is a "List" view for the "Delivery" space, showing 5 tasks under the "OPEN" tab. The tasks are:

- Dashboard
- View List
- Take Product From Deliver (4 sub-tasks: Shift Product To Company, Deliver Product To Customer)

Each task has an assignee icon (PR) and a priority level (red or blue). The right side of the screen shows a detailed view of the "Take Product From Deliver" task, listing its sub-tasks and their details.

Figure: Assigning the tasks for Delivery to group members.

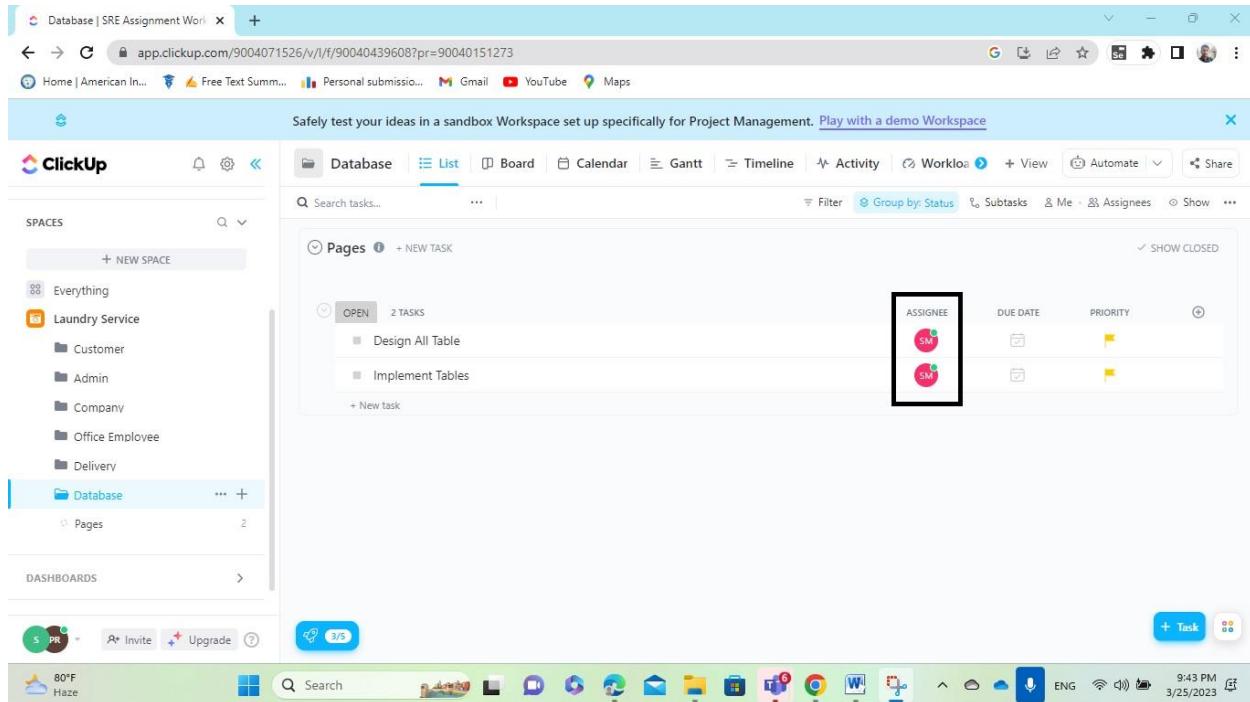


Figure: Assigning the tasks for Database to group members.

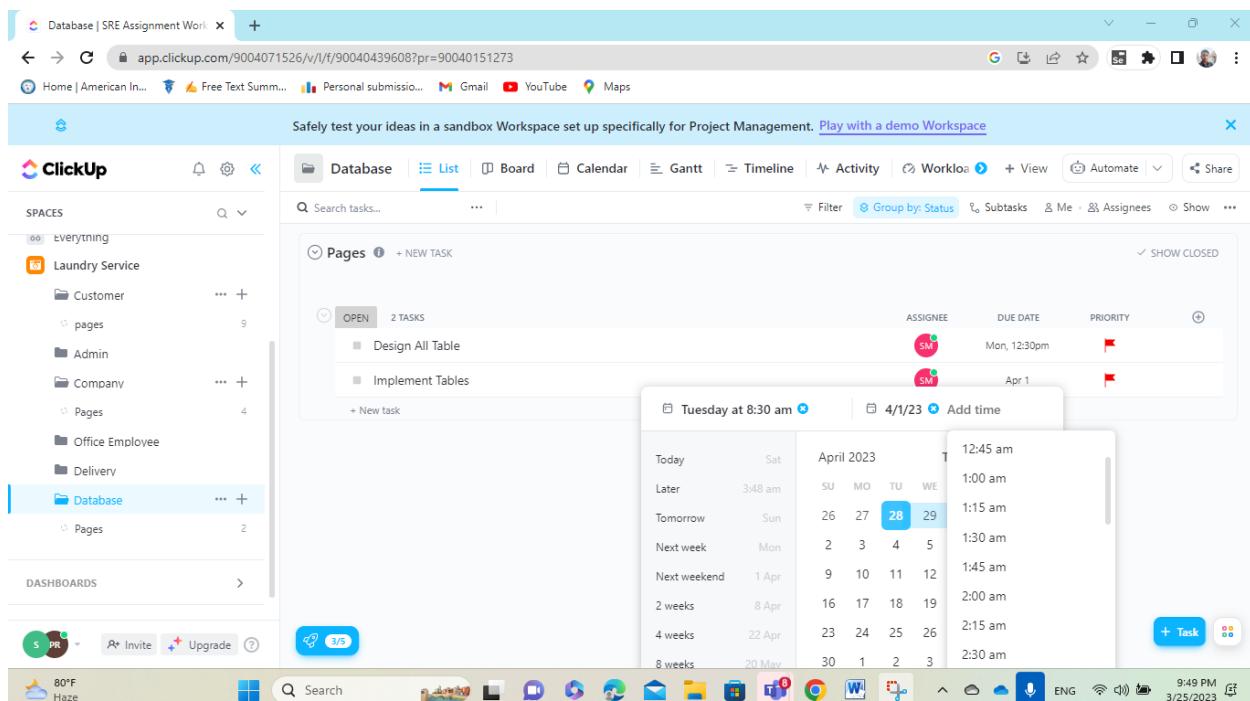


Figure: Showing the way of allocating due date to group members.

The screenshot shows a ClickUp workspace titled "Admin | SRE Assignment Worksp". The left sidebar has "Admin" selected under "Customer". The main area displays a list of tasks for the "pages" category. The tasks are:

ASSIGNEE	DUE DATE	PRIORITY
PR	Tue, 4pm	High
PR	Apr 25, 1:30pm	Medium
PR	Apr 29, 12pm	Medium
PR	Apr 3, 3:30pm	Low
PR	Apr 6, 4pm	Medium
PR	Apr 9, 5pm	Low
PR	Apr 12, 12am	Low
PR	Apr 15, 4pm	Low
PR	May 1, 4:15pm	Low

At the bottom right of the task list, there is a blue button labeled "+ Task".

Figure: Allocating the due date for Admin to group members.

The screenshot shows a ClickUp workspace titled "Customer | SRE Assignment Worksp". The left sidebar has "Customer" selected under "Customer". The main area displays a list of tasks for the "pages" category. The tasks are:

ASSIGNEE	DUE DATE	PRIORITY
SM	Apr 5, 12am	Low
SM	Apr 27, 12pm	Low
SM	Apr 22, 12am	Low
SM	Apr 3, 12:15pm	High
SM	Apr 29, 3:30pm	Medium
SM	Apr 24, 12am	Low
SM	May 1, 12pm	Medium
SM	May 4, 12pm	Low
SM	May 8, 4pm	Low

At the bottom right of the task list, there is a blue button labeled "+ Task".

Figure: Allocating the due date for Customer to group members.

Safely test your ideas in a sandbox Workspace set up specifically for Project Management. [Play with a demo Workspace](#)

Company [List](#) [Board](#) [Calendar](#) [Gantt](#) [Timeline](#) [Activity](#) [Workload](#) [+ View](#) [Automate](#) [Share](#)

Pages + NEW TASK

OPEN 4 TASKS

ASSIGNEE	DUE DATE	PRIORITY
SG	Thu, 2:30pm	High
SG	Apr 15, 4pm	Medium
SG	Oct 4, 11am	Low
SG	Apr 13, 2pm	Low

Dashboard
View List (Current Folder)
Take Product From Deliver
Shift Product To Deliver
+ New task

+ Task

80°F Haze

Figure: Allocating the due date for Company to group members.

Safely test your ideas in a sandbox Workspace set up specifically for Project Management. [Play with a demo Workspace](#)

Office Employee [List](#) [Board](#) [Calendar](#) [Gantt](#) [Timeline](#) [Activity](#) [Workload](#) [+ View](#) [Automate](#) [Share](#)

Pages + NEW TASK

OPEN 4 TASKS

ASSIGNEE	DUE DATE	PRIORITY
SG	Mon, 4pm	High
SG	Apr 3, 1pm	Medium
SG	Apr 6, 12:15pm	Low
SG	Apr 8, 2pm	Low

Office Employee Dashboard
Office Employee Profile
Check Order from Customer (4)
Check Shift Product From Company (3)
+ New task

+ Task

80°F Haze

Figure: Allocating the due date for Office Employee to group members.

The screenshot shows the ClickUp interface for the 'Delivery' workspace. On the left, the sidebar lists spaces like 'Everything', 'Laundry Service', 'Office Employee', 'Delivery', and 'Database'. The 'Delivery' space is currently selected. The main area displays a 'List' view for the 'Pages' section, showing five tasks: 'Dashboard', 'View List', 'Deliver Product To Customer', 'Take Product From Deliver', and 'Shift Product To Company'. Each task has an assignee icon (PR) and a due date: April 1, 2pm; May 4, 2pm; May 6, 12pm; May 8, 2:30pm; and May 10, 2:45pm. A priority column indicates high priority for all tasks. A blue box highlights the 'Due Date' column.

Figure: Allocating the due date for Delivery to group members.

The screenshot shows the ClickUp interface for the 'Database' workspace. The sidebar lists spaces including 'Database', which is selected. The main area shows a 'List' view for the 'Pages' section with two tasks: 'Design All Table' and 'Implement Tables'. Both tasks are assigned to 'SM' and have due dates of 'Mon, 12:30pm' and 'Apr 1, 3pm' respectively. A priority column is present. A blue box highlights the 'Due Date' column.

Figure: Allocating the due date for Database to group members.

The screenshot shows a ClickUp workspace titled "Admin | SRE Assignment Worksp". The left sidebar lists "SPACES" like "Everything", "Laundry Service", "Customer", and "Admin". Under "Admin", there are sub-folders: "pages", "Company", "Office Employee", "Delivery", and "Database", with a total of 9 tasks. The main area displays a "List" view of these tasks. A red box highlights the "PRIORITY" column, which uses color-coded flags (red, blue, yellow) to indicate task importance. The tasks listed are:

Task	Assignee	Due Date	Priority
Admin DeshBoard			Red
Admin Profile			Blue
Update information			Yellow
Views Office Employee			Blue
Views company list and branch			Yellow
Update (All by Select type with search option)			Blue
Order list			Yellow
Add Delivery Person			Blue
Delete (All by Select Type with Search Option)			Yellow

Figure: Allocating the Priority for the task of Admin.

The screenshot shows a ClickUp workspace titled "Customer | SRE Assignment Wor...". The left sidebar lists "SPACES" like "Everything", "Laundry Service", and "Customer". Under "Customer", there are sub-folders: "pages", "Admin", "Company", "Office Employee", "Delivery", and "Database", with a total of 9 tasks. The main area displays a "List" view of these tasks. A red box highlights the "PRIORITY" column, which uses color-coded flags (blue, yellow, red). The tasks listed are:

Task	Assignee	Due Date	Priority
Customer Profile			Blue
Service			Yellow
Order			Red
Update Profile			Blue
Change Password			Yellow
Price List			Blue
Order Histroy			Yellow
Reviews			Blue
+ New task			Blue

Figure: Allocating the Priority for the task of Customer.

The screenshot shows the ClickUp software interface with the title bar "Company | SRE Assignment Wor". The main area displays a "List" view for the "Company" workspace. On the left, a sidebar shows a tree structure of workspaces: "Everything", "Laundry Service", "Admin", "Company" (selected), "Office Employee", "Delivery", and "Database". The "Company" workspace has 4 tasks listed under "Pages": "Dashboard", "View List (Current Folder)", "Take Product From Deliver", and "Shift Product To Deliver". Each task has an "ASSIGNEE" icon, a "DUE DATE" calendar icon, and a "PRIORITY" column with four colored flags (red, blue, yellow, green). A red box highlights the priority column for the "Shift Product To Deliver" task. At the bottom, there's a toolbar with icons for "Task", "Share", and "Upgrade". The system tray at the bottom shows the date and time as 3/25/2023, 9:25 PM.

Figure: Allocating the Priority for the task of Company.

This screenshot shows the ClickUp software interface with the title bar "Office Employee | SRE Assignment Wor". The main area displays a "List" view for the "Office Employee" workspace. The sidebar shows the same workspace structure as the previous screenshot. The "Office Employee" workspace has 4 tasks listed under "Pages": "Office Employee Dashboard", "Office Employee Profile", "Check Order from Customer" (with 4 sub-tasks), and "Check Shift Product From Company" (with 3 sub-tasks). The "Priority" column for these tasks is highlighted with a red box, showing red, yellow, and green flags. The bottom toolbar and system tray are identical to the first screenshot, showing the date and time as 3/25/2023, 9:24 PM.

Figure: Allocating the Priority for the task of Office Employee.

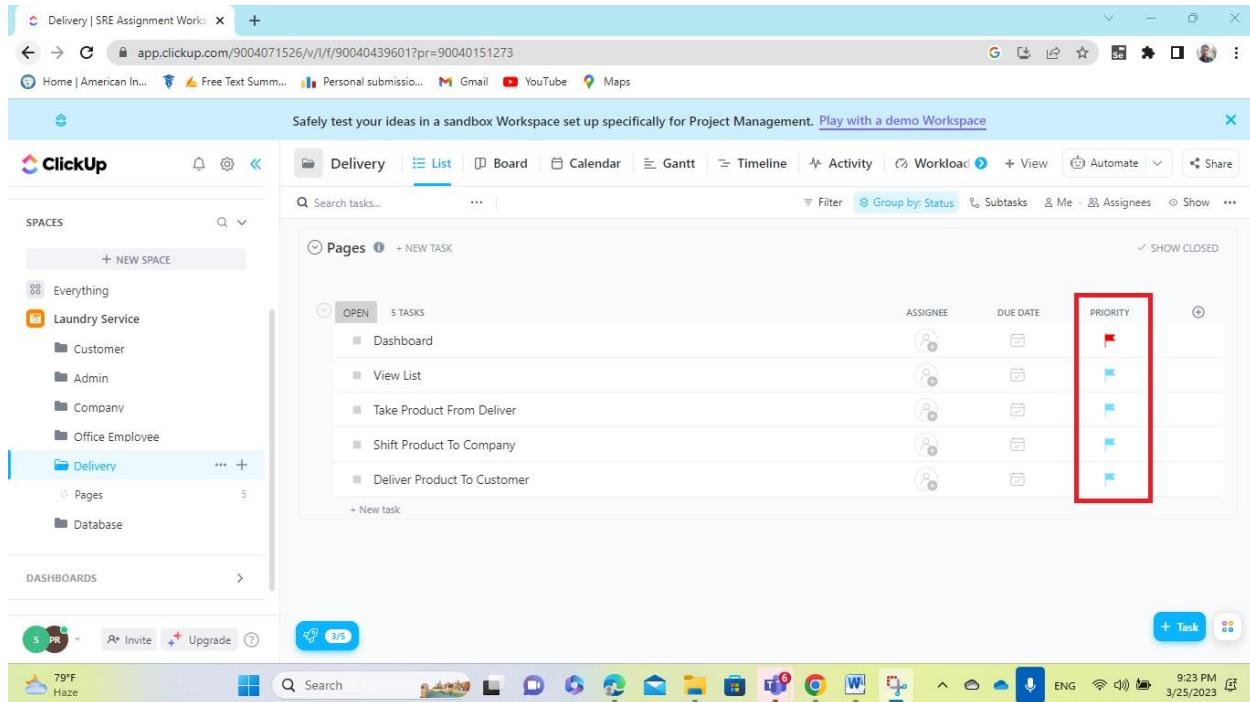


Figure: Allocating the Priority for the task of Delivery.

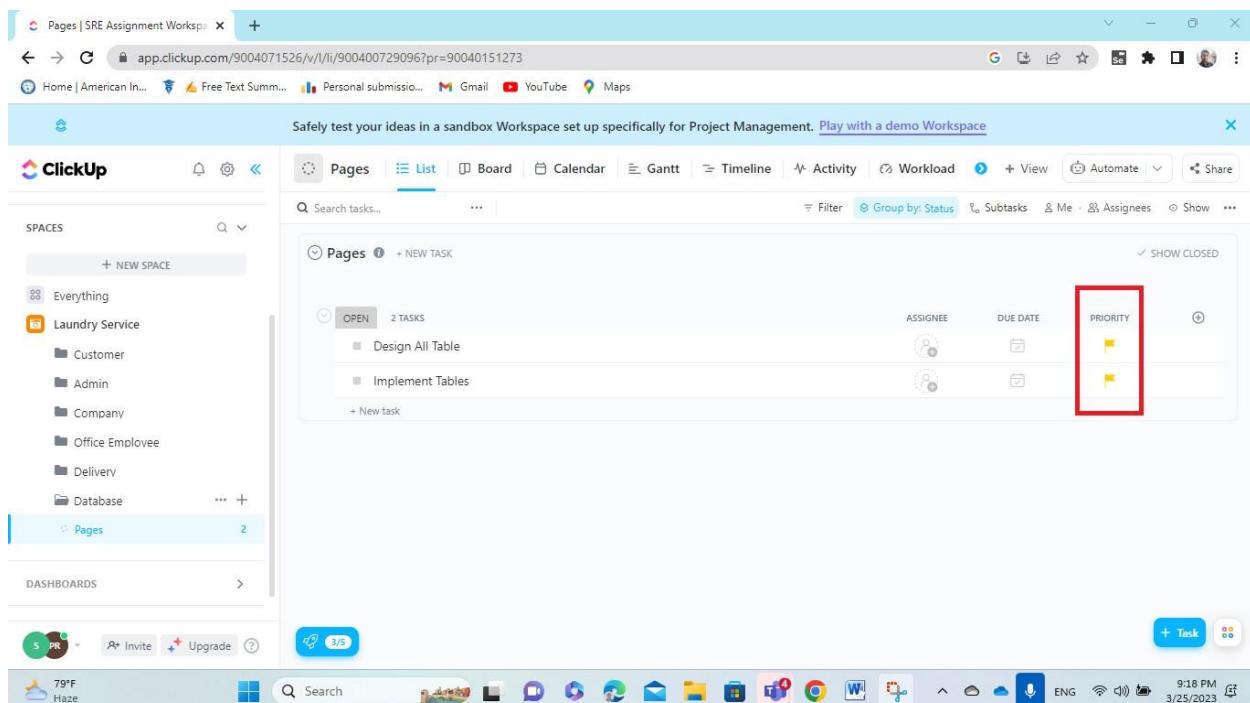


Figure: Allocating the Priority for the task of Database.

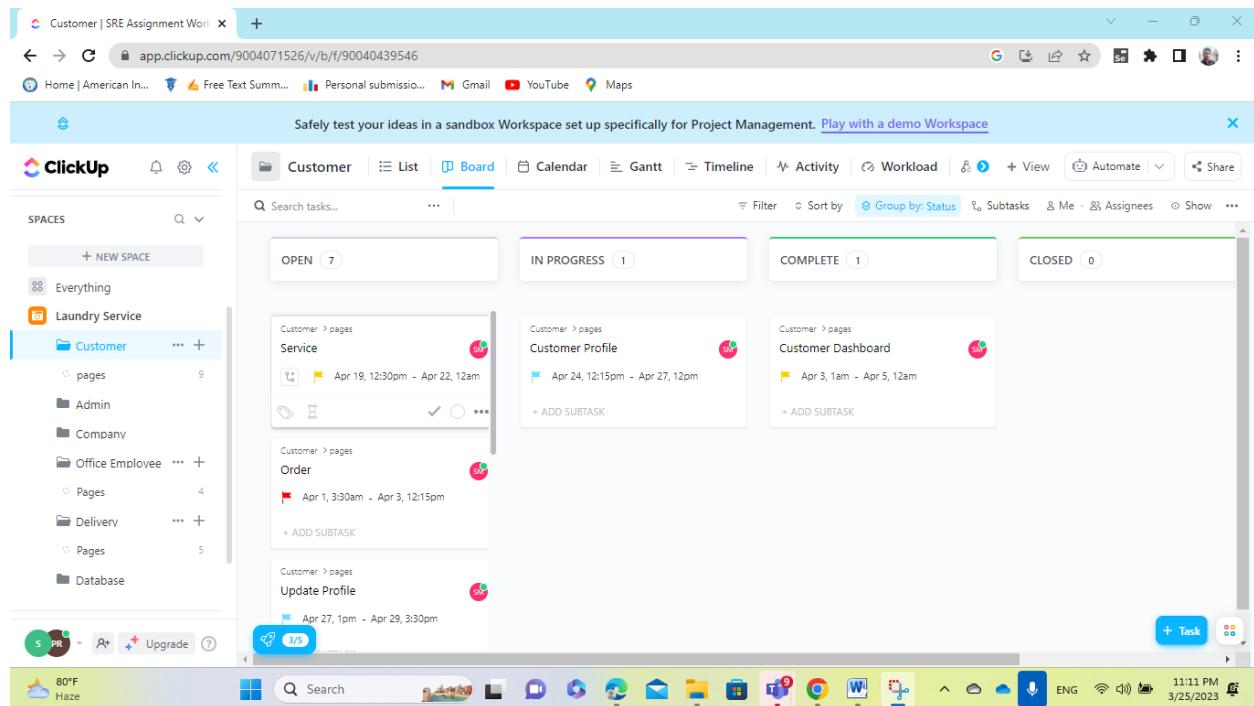


Figure Showing Board task view for Customer.

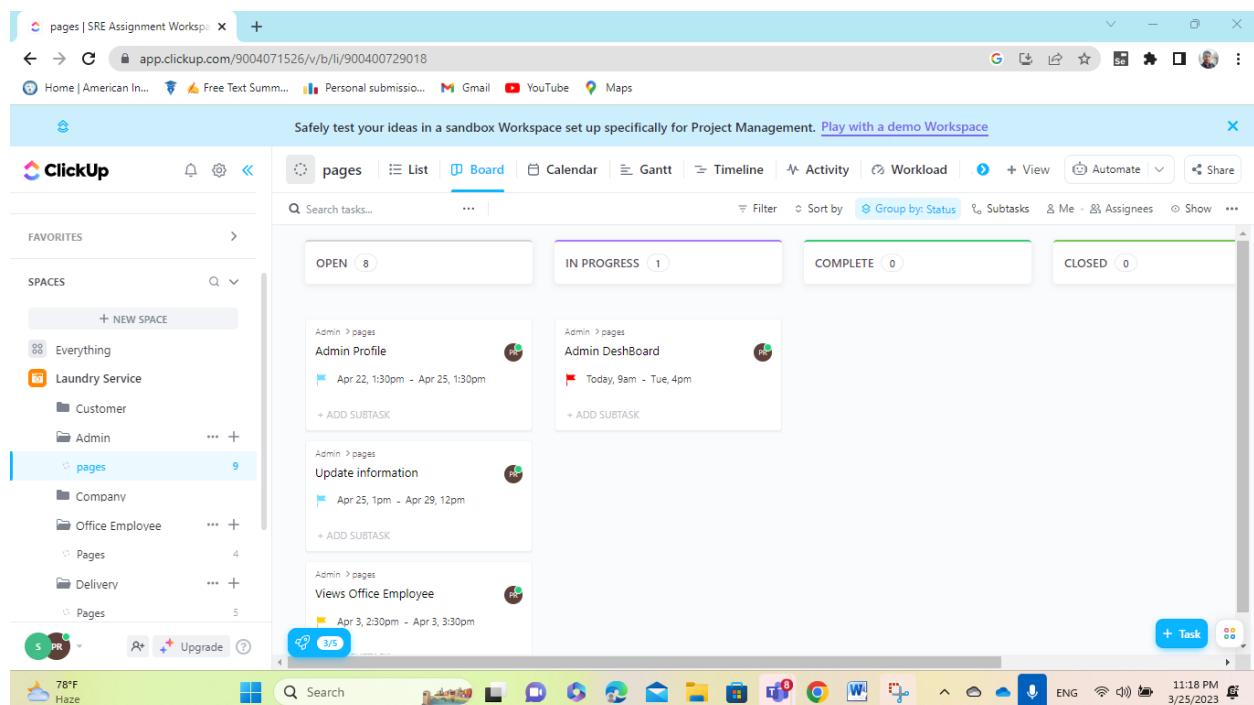


Figure: Showing Board task view for Admin.

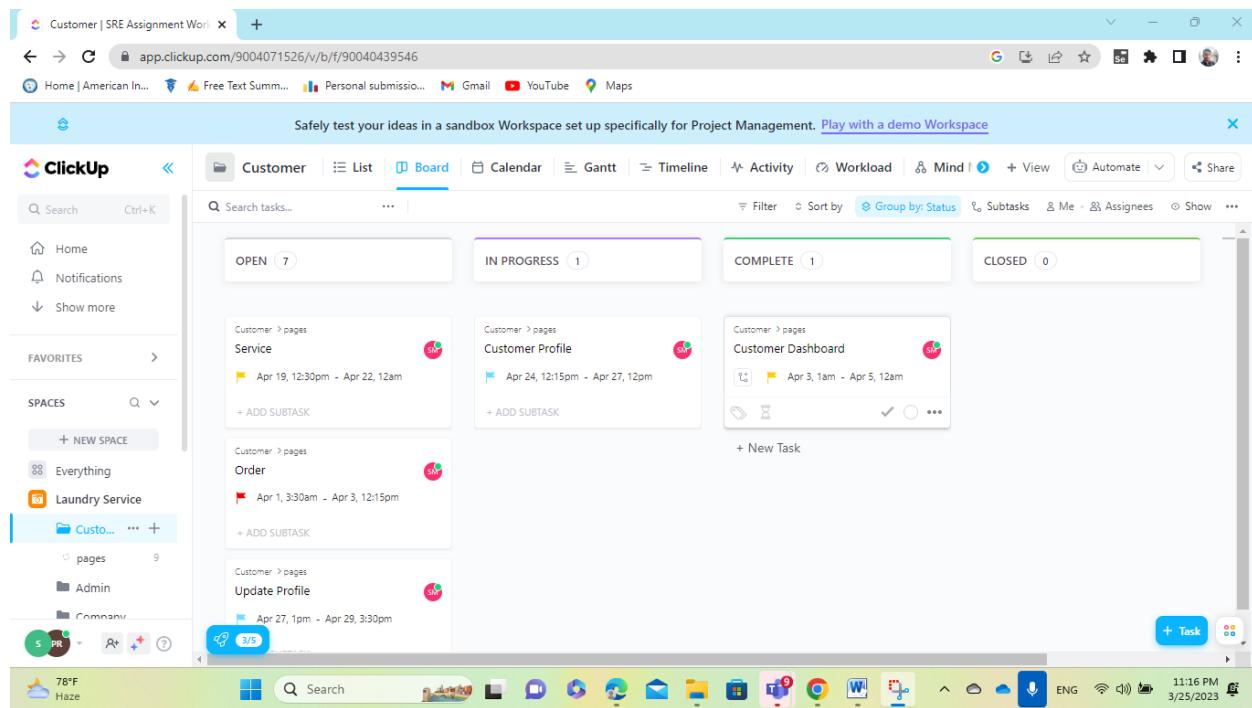


Figure: Showing Board task view for Customer.

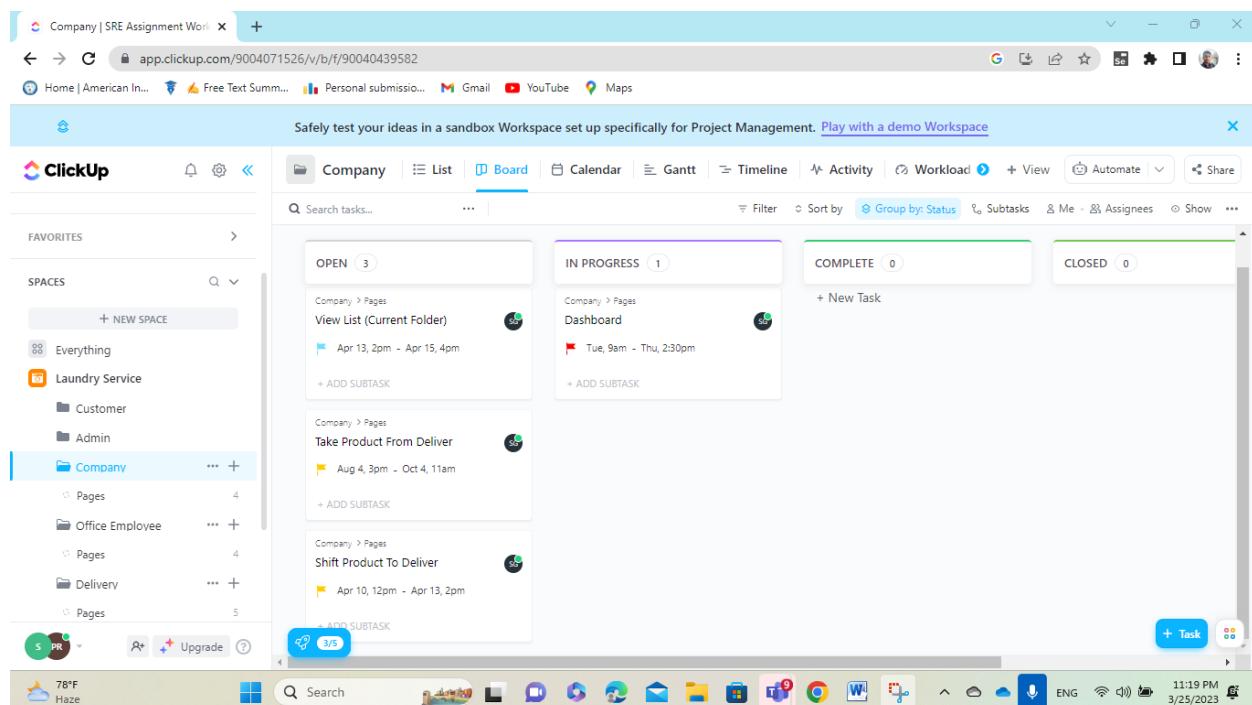


Figure: Showing Board task view for Company.

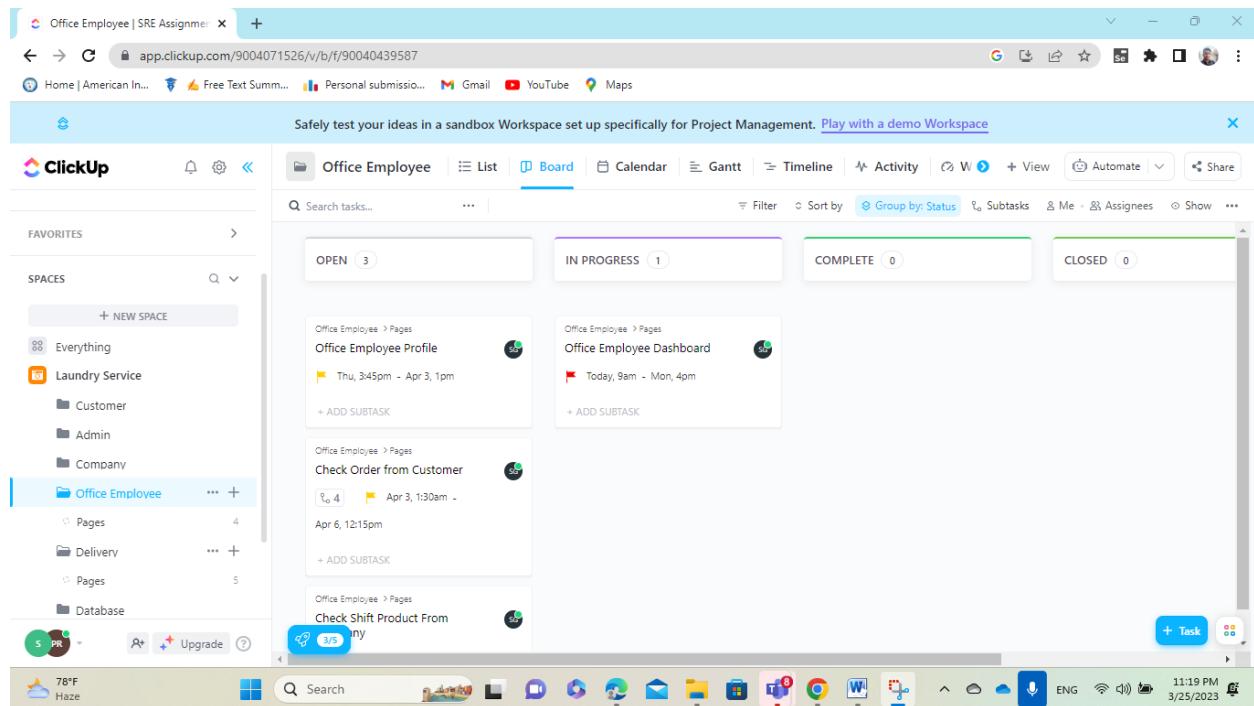


Figure: Showing Board task view for Office Employee.

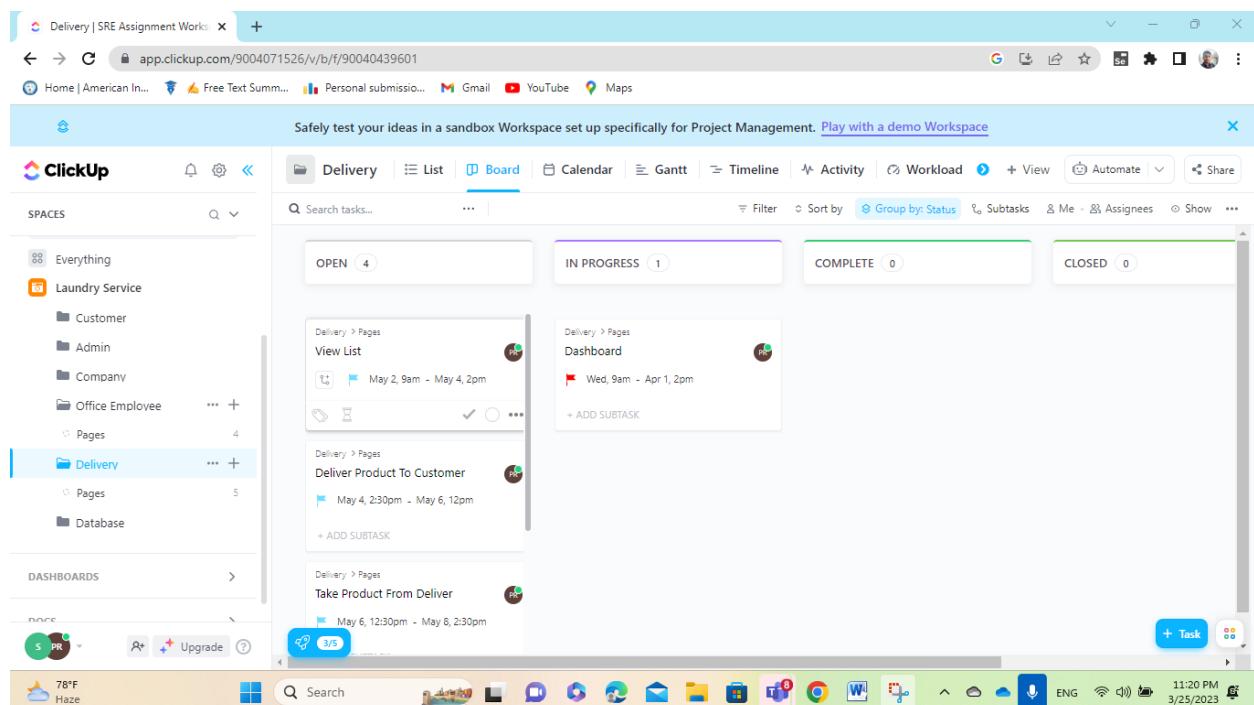


Figure: Showing Board task view for Delivery.

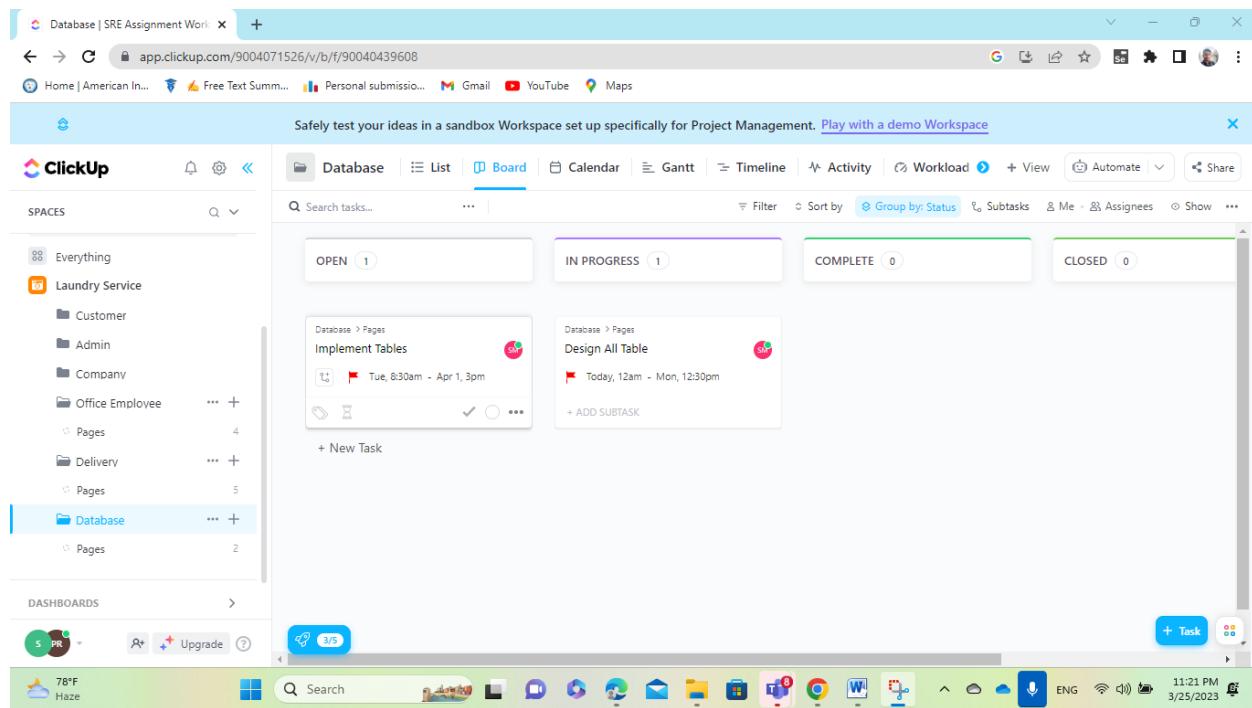


Figure: Showing Board task view for Database.

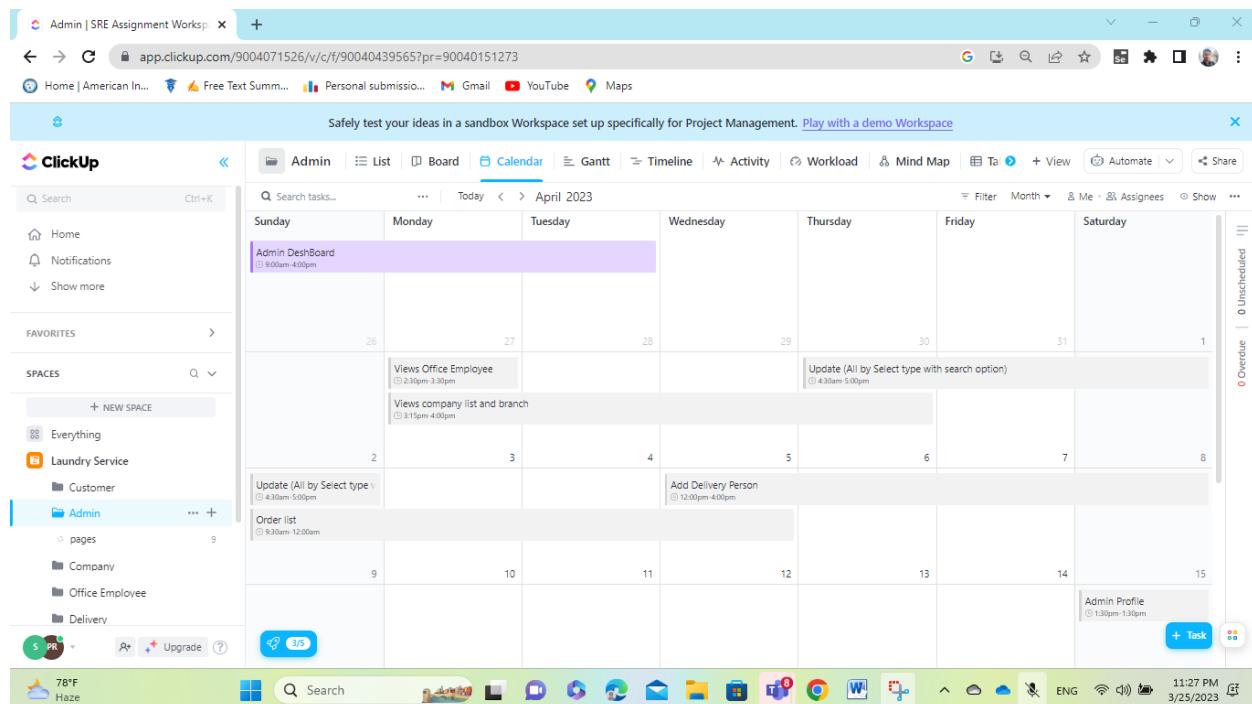


Figure: Showing Calander view for Admin.

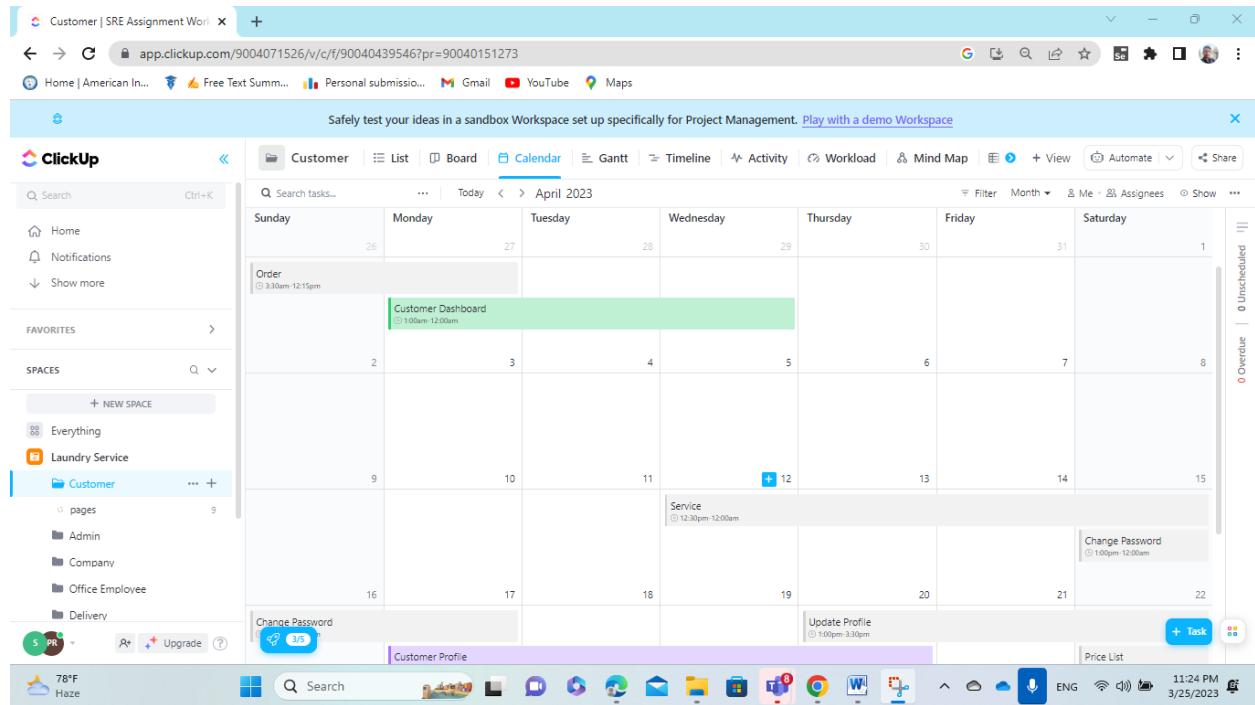


Figure: Showing Calendar view for Customer.

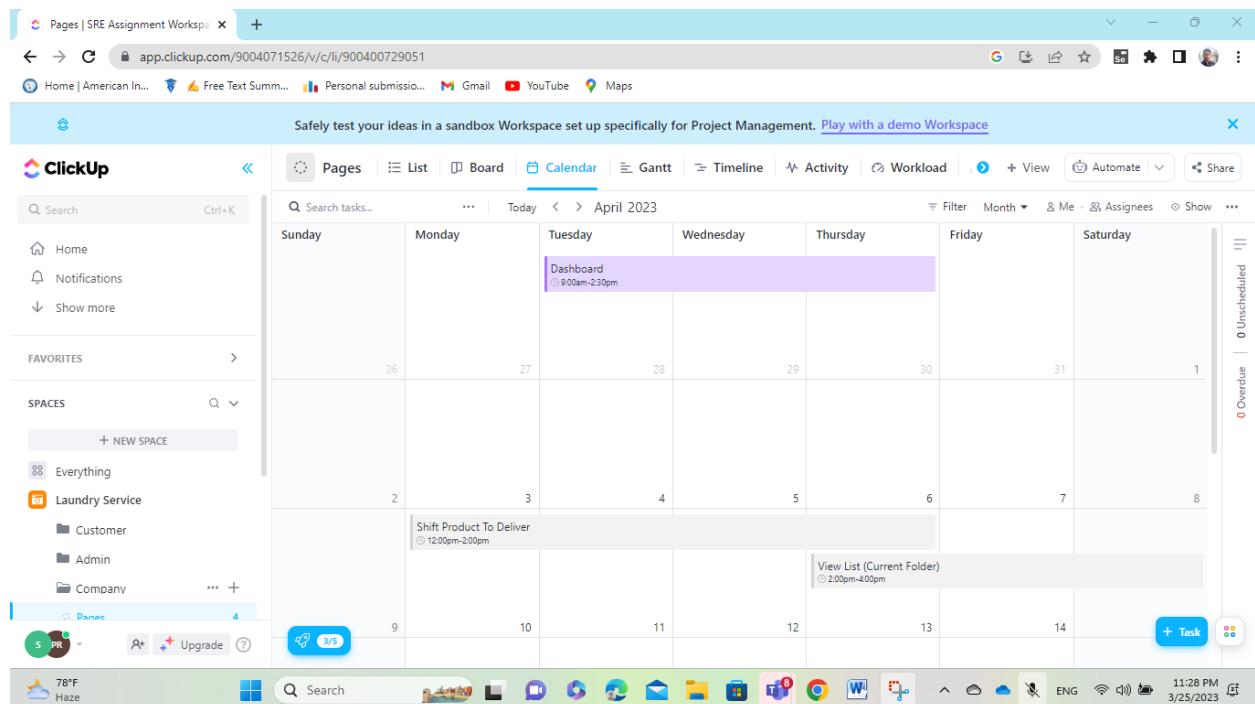


Figure: Showing Calendar view for Company.

The screenshot shows the ClickUp application interface for the 'Office Employee' workspace. The main view is the 'Calendar' tab, displaying tasks scheduled from April 26 to May 1. A purple task 'Office Employee Dashboard' is on April 26 from 9:00am-4:00pm. On April 27, there is a task 'Office Employee Profile' from 3:45pm-1:00pm. On April 28, a task 'Check Order from Customer' is scheduled from 1:30pm-12:15pm. On April 29, a task 'Check Shift Product From Company' is from 12:45pm-2:00pm. On April 30, there is another 'Office Employee Profile' task from 3:45pm-1:00pm. The sidebar on the left shows 'FAVORITES' and 'SPACES'. The 'Office Employee' space is selected, showing 'Pages' (4), 'Delivery', and 'Database'. The bottom status bar shows '78°F Haze' and the date '3/25/2023'.

Figure: Showing Calendar view for Office Employee.

The screenshot shows the ClickUp application interface for the 'Delivery' workspace. The main view is the 'Calendar' tab, displaying tasks scheduled from May 1 to May 13. A grey task 'View List' is on May 1 from 9:00am-2:00pm. On May 2, there is a task 'Deliver Product To Customer' from 2:30pm-12:00pm. On May 3, a task 'Take Product From Deliver' is from 12:30pm-2:30pm. On May 4, a task 'Shift Product To Company' is from 2:30pm-2:45pm. The sidebar on the left shows 'SPACES' and 'DASHBOARDS'. The 'Delivery' space is selected, showing 'Pages' (5) and 'Database'. The bottom status bar shows '78°F Haze' and the date '3/25/2023'.

Figure: Showing Calendar view for Delivery.

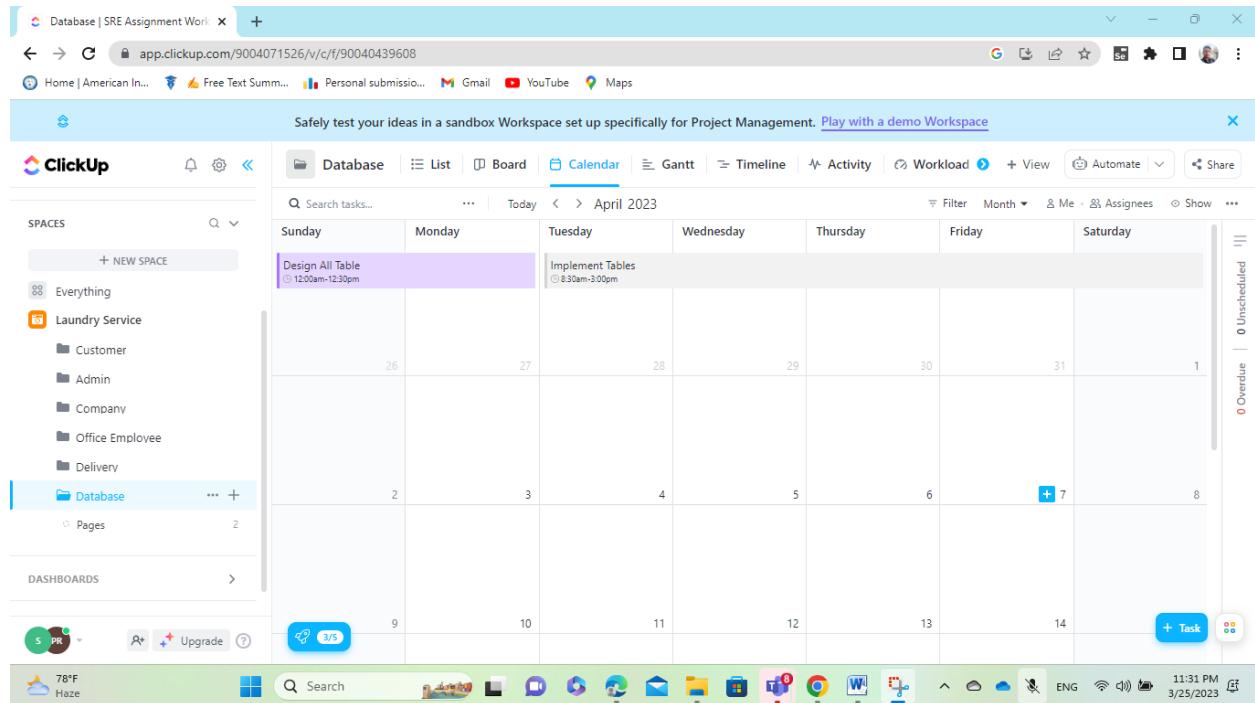


Figure: Showing Calendar view for Database.

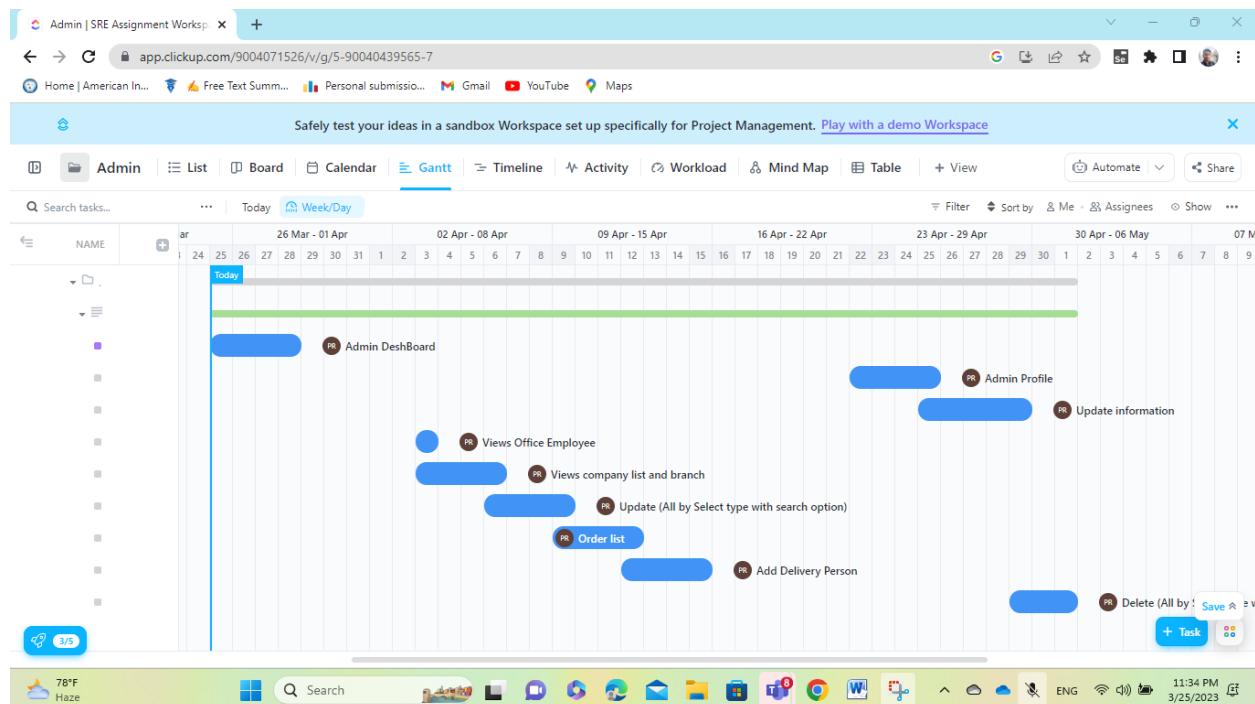


Figure: Showing Gantt view for Admin.

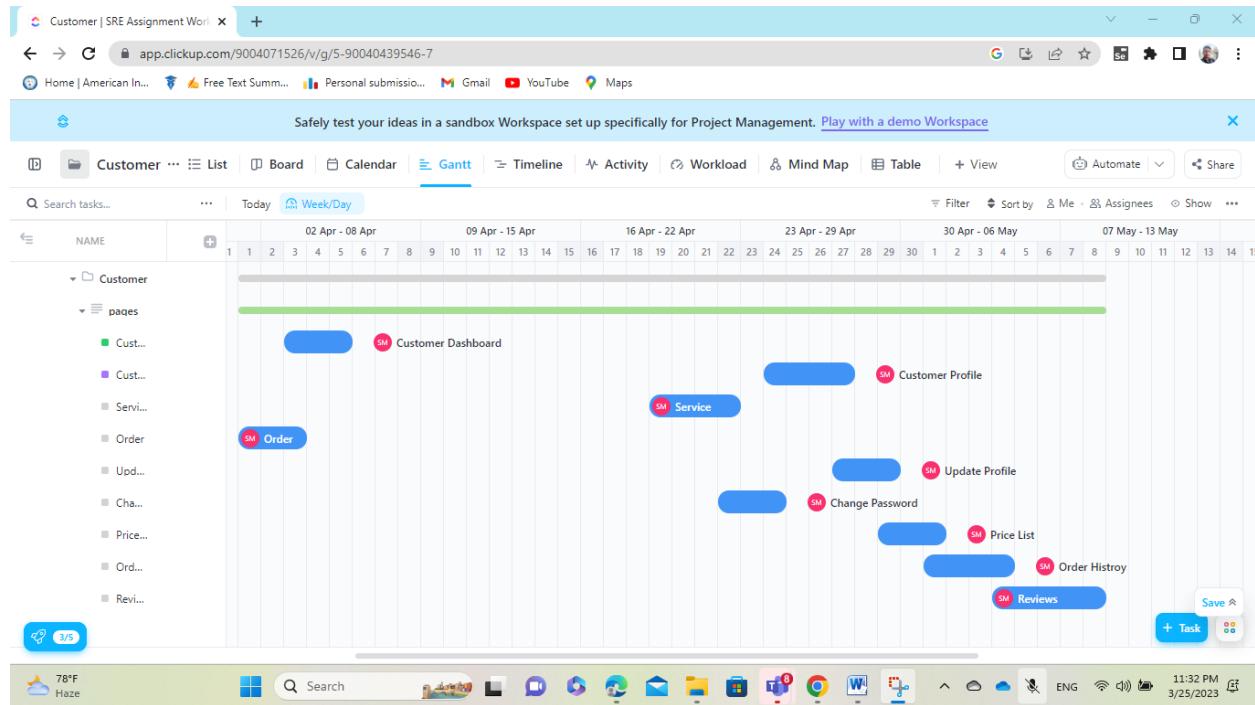


Figure: Showing Gantt view for Customer.

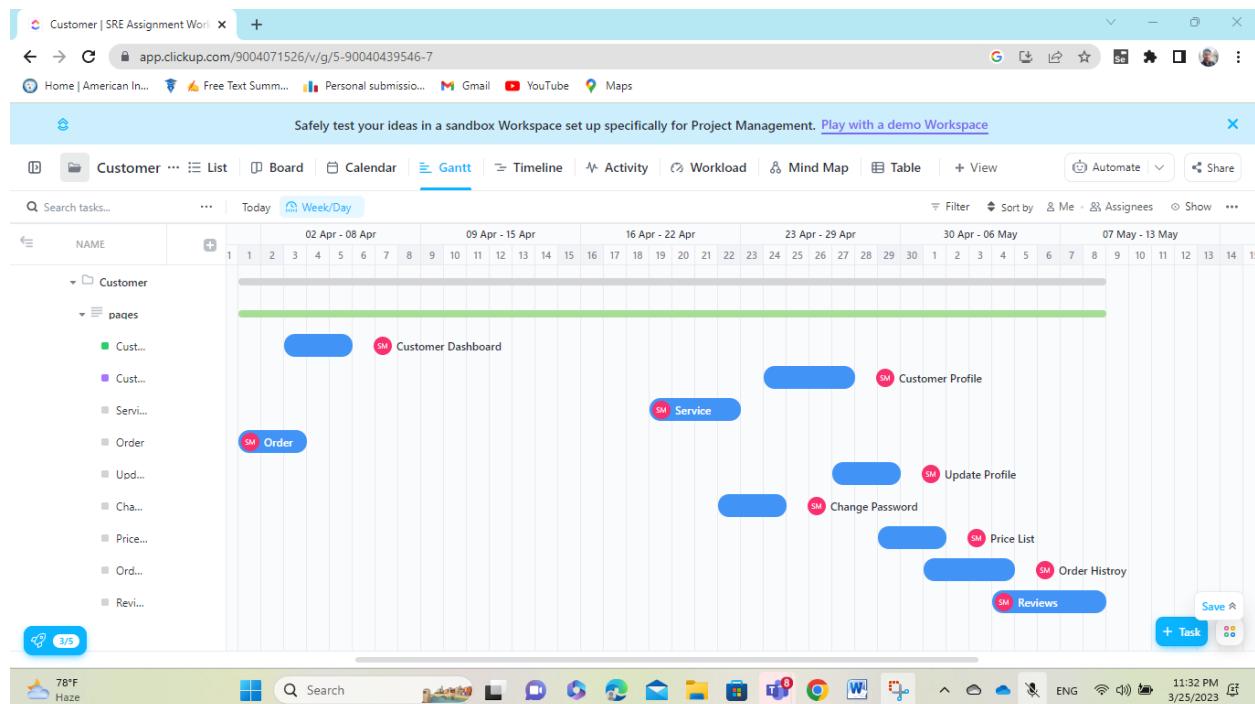


Figure: Showing Gantt view for Company.

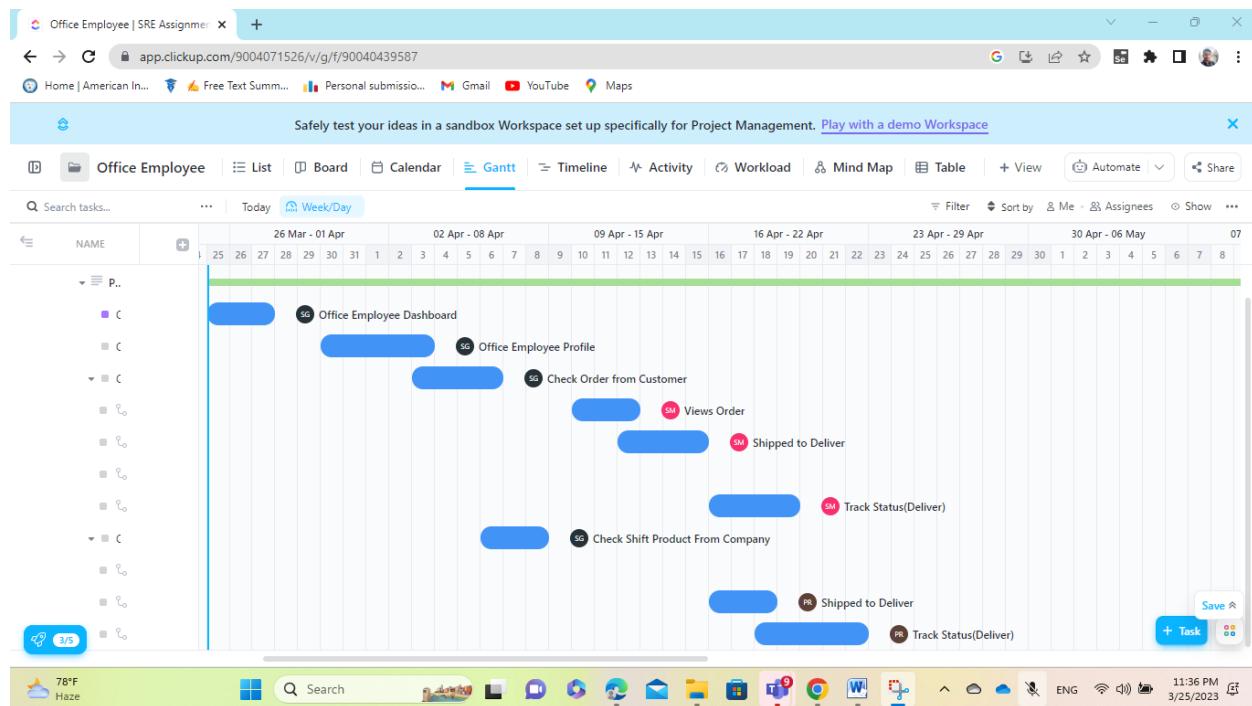


Figure: Showing Gantt view for Office Employee.

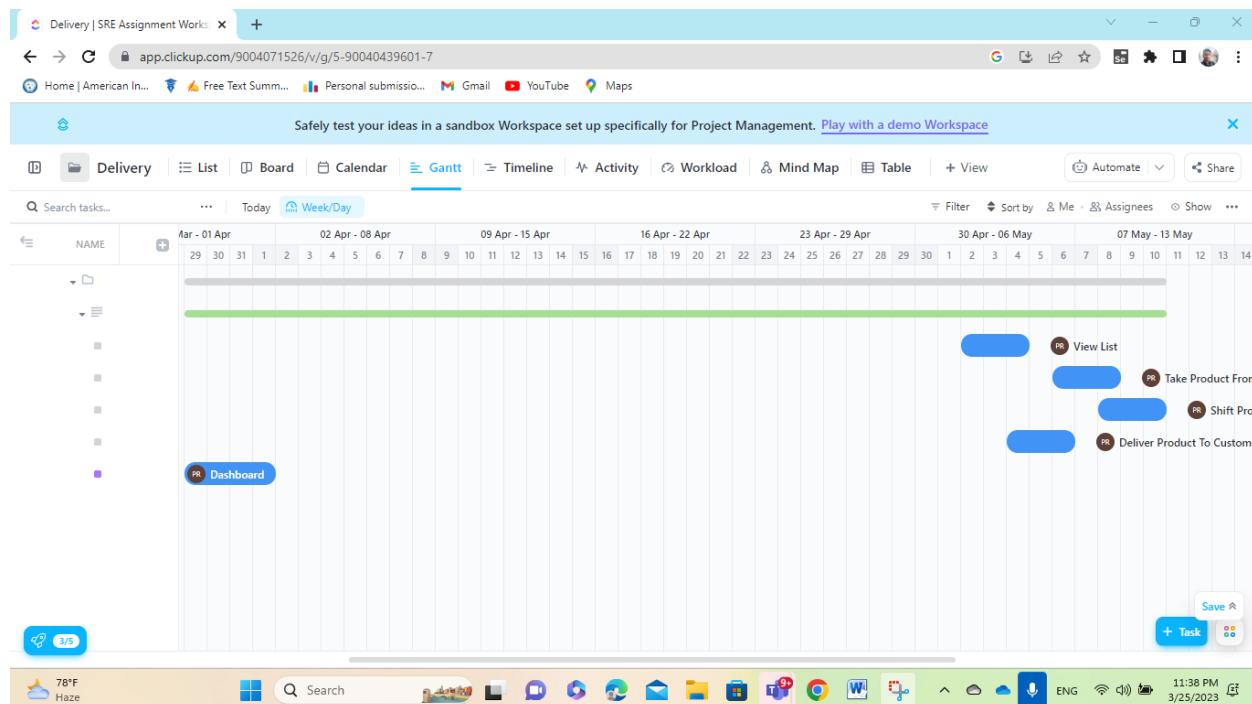


Figure: Showing Gantt view for Delivery.

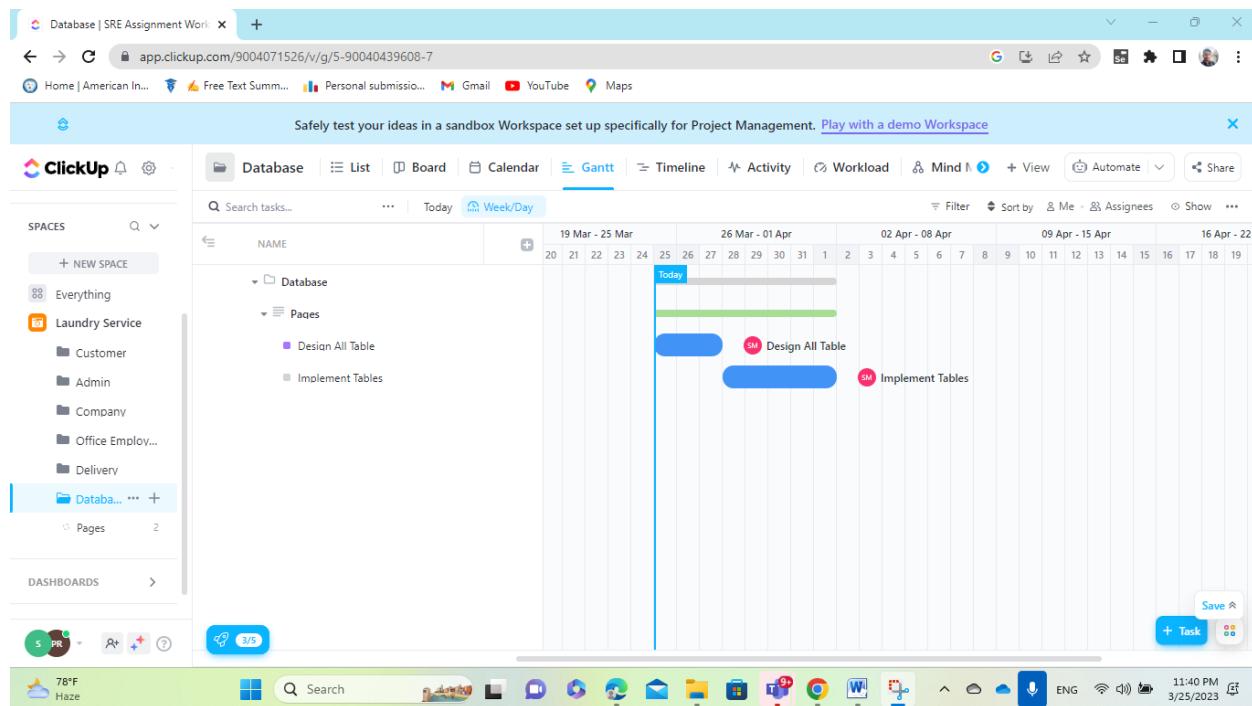


Figure: Showing Gantt view for Database.

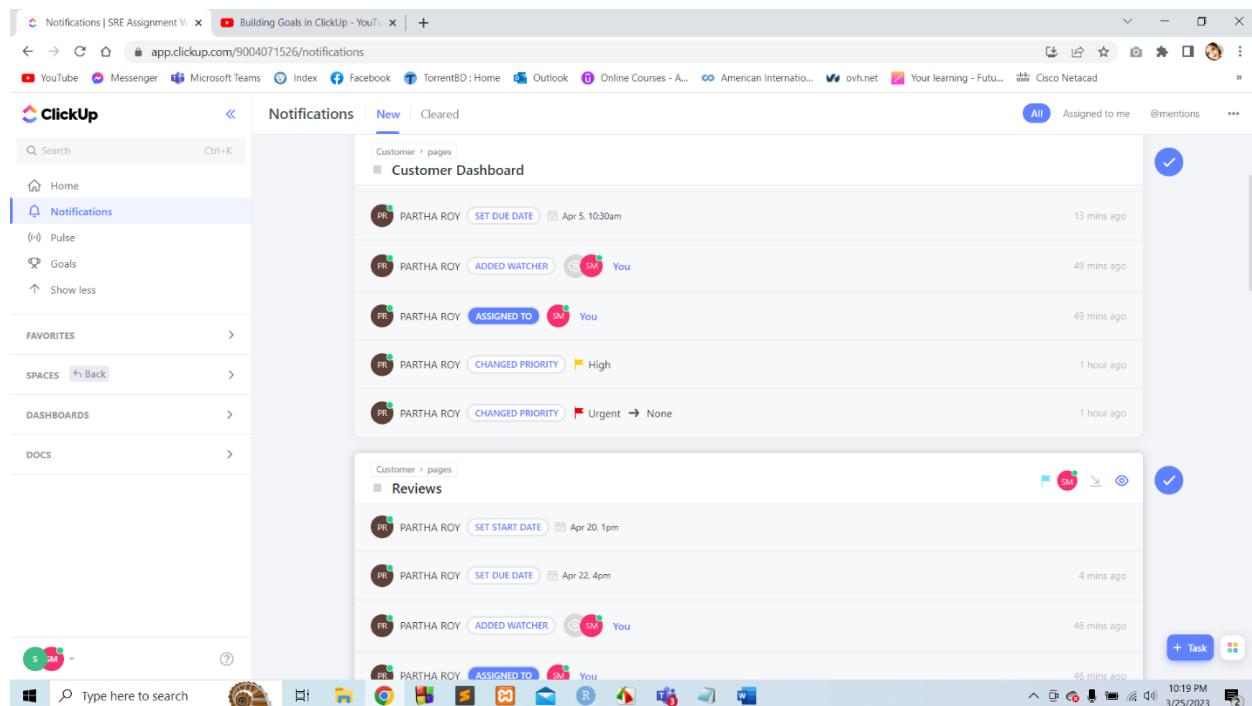


Figure: Notifications received by Group members due to assigning tasks, allocating due dates and setting priorities.

The screenshot shows a ClickUp interface with the following details:

- Header:** All Folders | SRE Assignment Work | Building Goals in ClickUp - YouT... | +
- Address Bar:** app.clickup.com/9004071526/v/gr/s/90040151273
- Toolbar:** YouTube, Messenger, Microsoft Teams, Index, Facebook, TorrentBD: Home, Outlook, Online Courses - A..., American Internatio..., ovh.net, Your learning - Futu..., Cisco Netacad
- Left Sidebar:**
 - ClickUp logo
 - Search bar: Search tasks... Ctrl + K
 - Home
 - Notifications
 - Pulse
 - Goals
 - Show less
 - Favorites: Laundry Service
 - Spaces: Laundry Service
 - + NEW SPACE
 - Customer: pages, Admin, Company, Office Employee, Deliver
- Table View:**

#	Task Name	Assignee	Status	Due Date	Priority
1	Customer Dashboard	Sumaiya Malik	COMPLETE	4/5/23 12:00 am	High
2	Customer Profile	Sumaiya Malik	IN PROGRESS	4/27/23 12:00 pm	Medium
3	Service	Sumaiya Malik	OPEN	4/22/23 12:00 am	Low
4	View List (Current Folder)	Sneha Ghosh	OPEN	4/15/23 4:00 pm	Medium
5	Order	Sumaiya Malik	OPEN	4/3/23 12:15 pm	High
6	Update Profile	Sumaiya Malik	OPEN	4/29/23 3:30 pm	Medium
7	Take Product From Deliver	Sneha Ghosh	OPEN	4/12/23 11:00 am	Low
8	Change Password	Sumaiya Malik	OPEN	4/24/23 12:00 am	Low
9	Price List	Sumaiya Malik	OPEN	5/1/23 12:00 pm	Medium
10	Shift Product To Deliver	Sneha Ghosh	OPEN	4/13/23 2:00 pm	Low
11	Order History	Sumaiya Malik	OPEN	5/4/23 12:00 pm	Medium
12	Reviews	Sumaiya Malik	OPEN	5/8/23 4:00 pm	Medium
13	Admin Dashboard	PARTHA ROY	IN PROGRESS	Tuesday 4:00 pm	High
14	View List	PARTHA ROY	OPEN	5/4/23 2:00 pm	Medium
15	Take Product From Deliver	PARTHA ROY	OPEN	5/8/23 2:30 pm	Medium
16	Admin Profile	PARTHA ROY	OPEN	4/25/23 1:30 pm	Medium
17	Shift Product To Company	PARTHA ROY	OPEN	5/10/23 2:45 pm	Medium
18	Deliver Product To Customer	PARTHA ROY	OPEN	5/6/23 12:00 pm	Medium
19	Update Information	PARTHA ROY	OPEN	4/29/23 12:00 pm	Medium
- Bottom Bar:** + Task, Columns, Show, Filter, Group by: None, Hiding Subtasks, Me, Assignees, Columns, Show, ...

Figure: The overall total list for the Space (Laundry Service).

The screenshot shows a ClickUp interface with the following details:

- Header:** All Folders | SRE Assignment Work | Building Goals in ClickUp - YouT... | +
- Address Bar:** app.clickup.com/9004071526/v/b/s/90040151273
- Toolbar:** YouTube, Messenger, Microsoft Teams, Index, Facebook, TorrentBD: Home, Outlook, Online Courses - A..., American Internatio..., ovh.net, Your learning - Futu..., Cisco Netacad
- Left Sidebar:**
 - ClickUp logo
 - Search bar: Search tasks... Ctrl + K
 - Home
 - Notifications
 - Pulse
 - Goals
 - Show less
 - Favorites: Laundry Service
 - Spaces: Laundry Service
 - + NEW SPACE
 - Customer: pages, Admin, Company, Office Employee, Deliver
- Board View:**

OPEN	IN PROGRESS	COMPLETE	CLOSED
26	6	1	0

Tasks listed under each status:

 - OPEN:**
 - Company > Pages: View List (Current Folder) (Due: Apr 13, 2pm - Apr 15, 4pm)
 - Customer > Pages: Service (Due: Apr 19, 12:30pm - Apr 22, 12am)
 - Customer > Pages: Order (Due: Sat, 3:30am - Apr 3, 12:15pm)
 - Customer > Pages: Update Profile (Due: Apr 27, 1pm - Apr 29, 3:30pm)
 - Delivery > Pages: Dashboard (Due: Wed, 9am - Sat, 2pm)
 - IN PROGRESS:**
 - Company > Pages: Dashboard (Due: Tue, 9am - Thu, 2:30pm)
 - Admin > Pages: Admin Dashboard (Due: Yesterday, 9am - Tue, 4pm)
 - Office Employee > Pages: Office Employee Dashboard (Due: Yesterday, 9am - Tomorrow, 4pm)
 - COMPLETE:**
 - Customer > Pages: Customer Dashboard (Due: Apr 3, 1am - Apr 5, 12am)
 - CLOSED:** 0
- Bottom Bar:** + Task, Columns, Show, Filter, Sort by, Group by: Status, Subtasks, Me, Assignees, Columns, Show, ...

Figure: The overall total Board for the Space (Laundry Service).

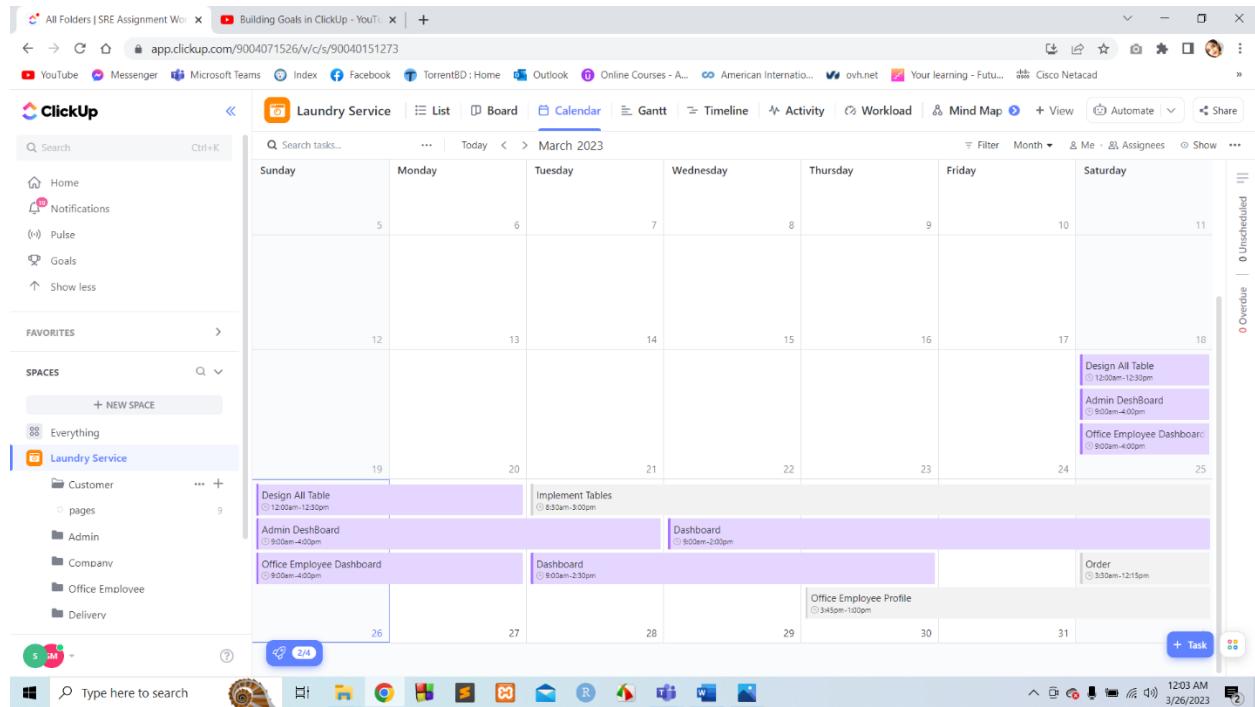


Figure: The overall total Calander for the Space (Laundry Service).

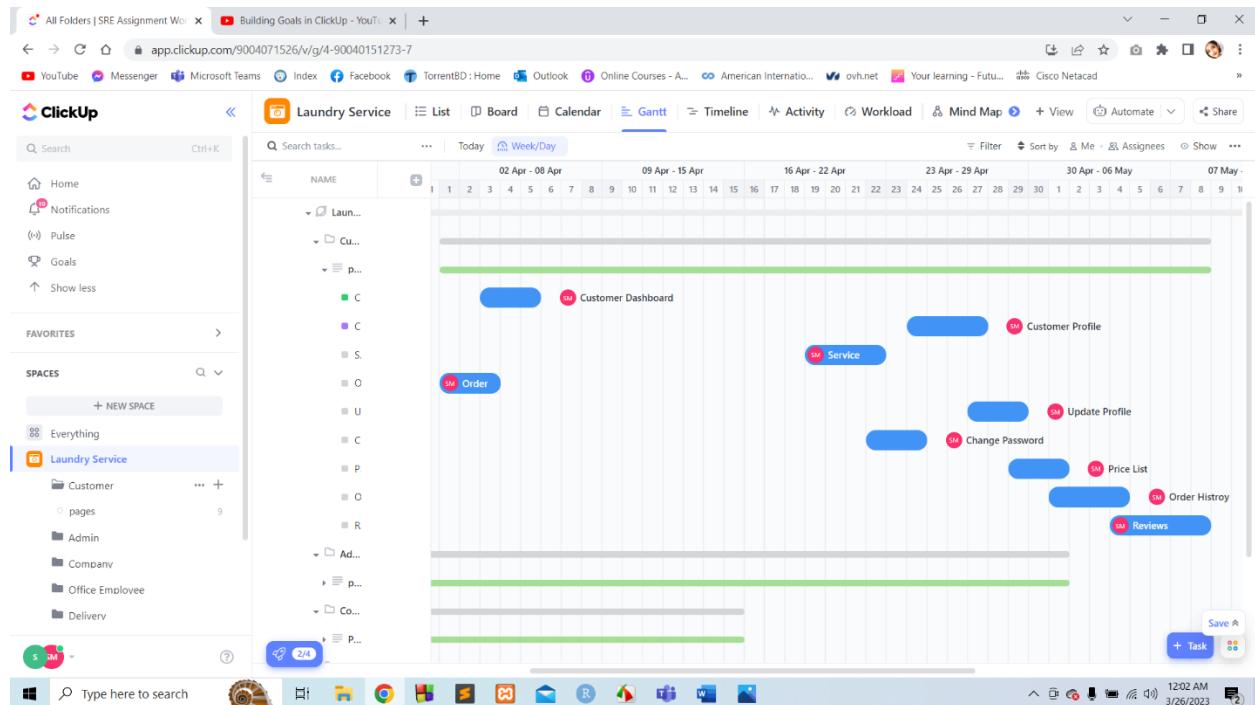


Figure: The overall total Gantt for the Space (Laundry Service).

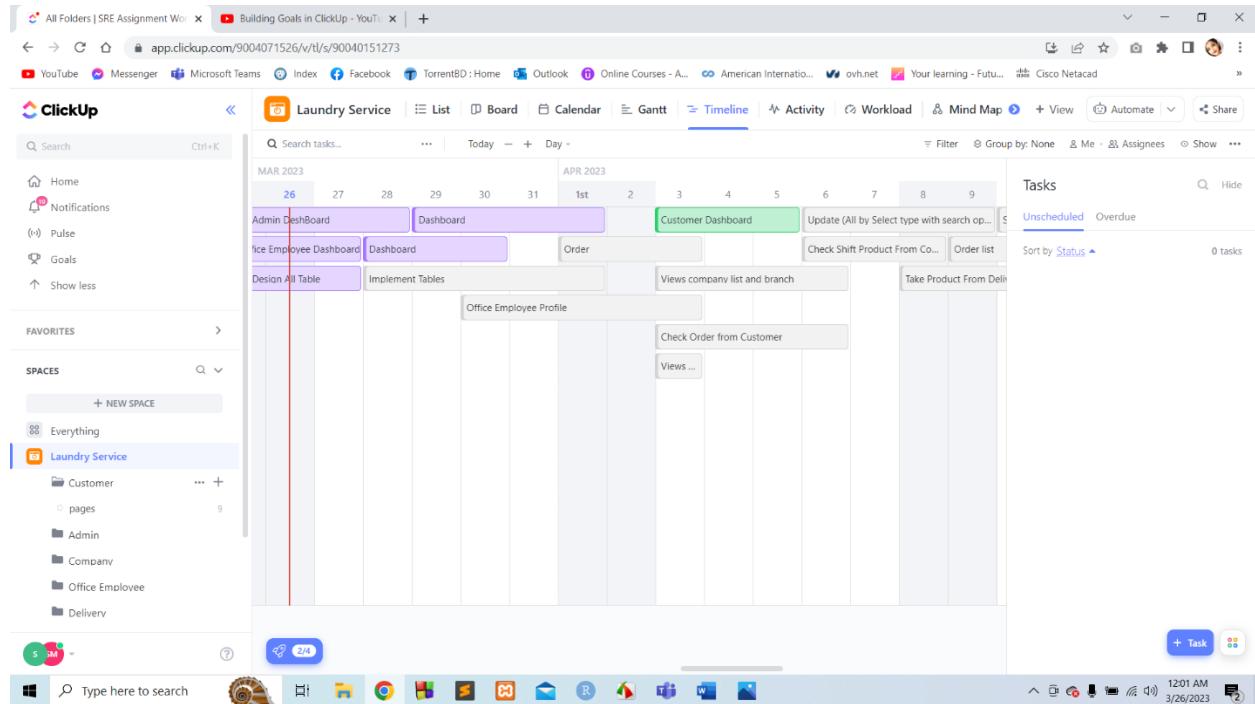


Figure: The overall total Timeline for the Space (Laundry Service).

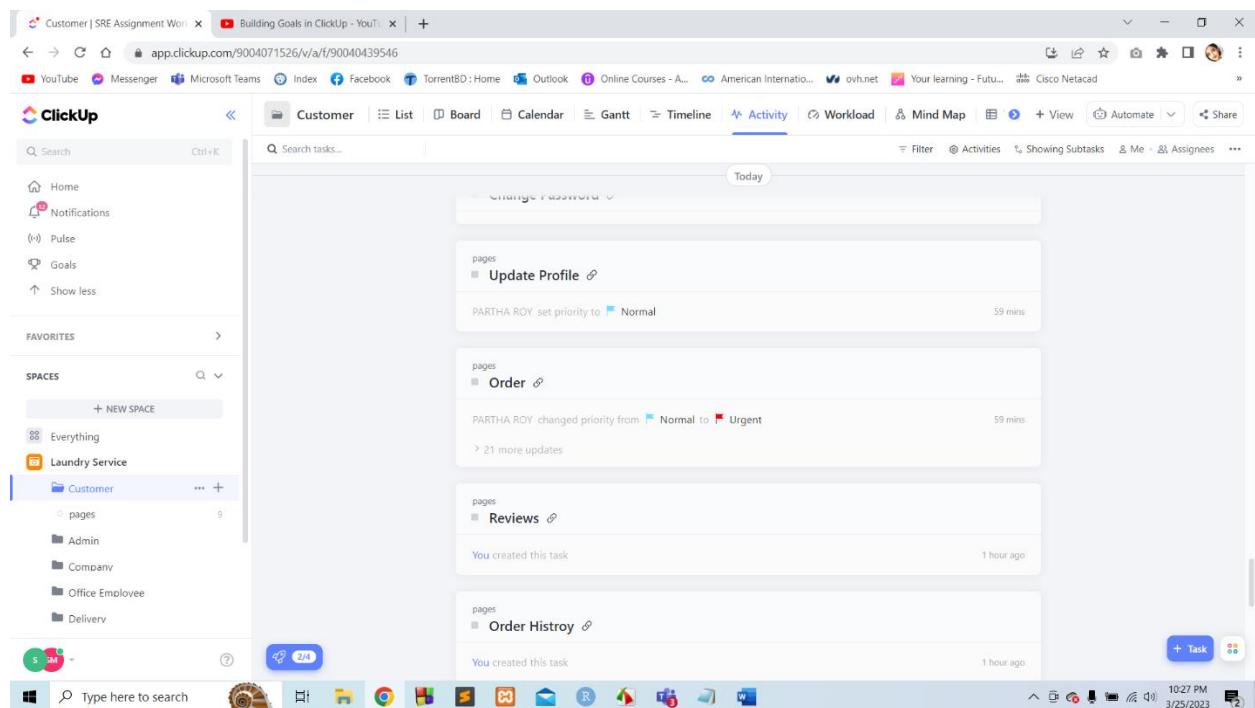


Figure: The overall total Activity for the Space (Laundry Service).

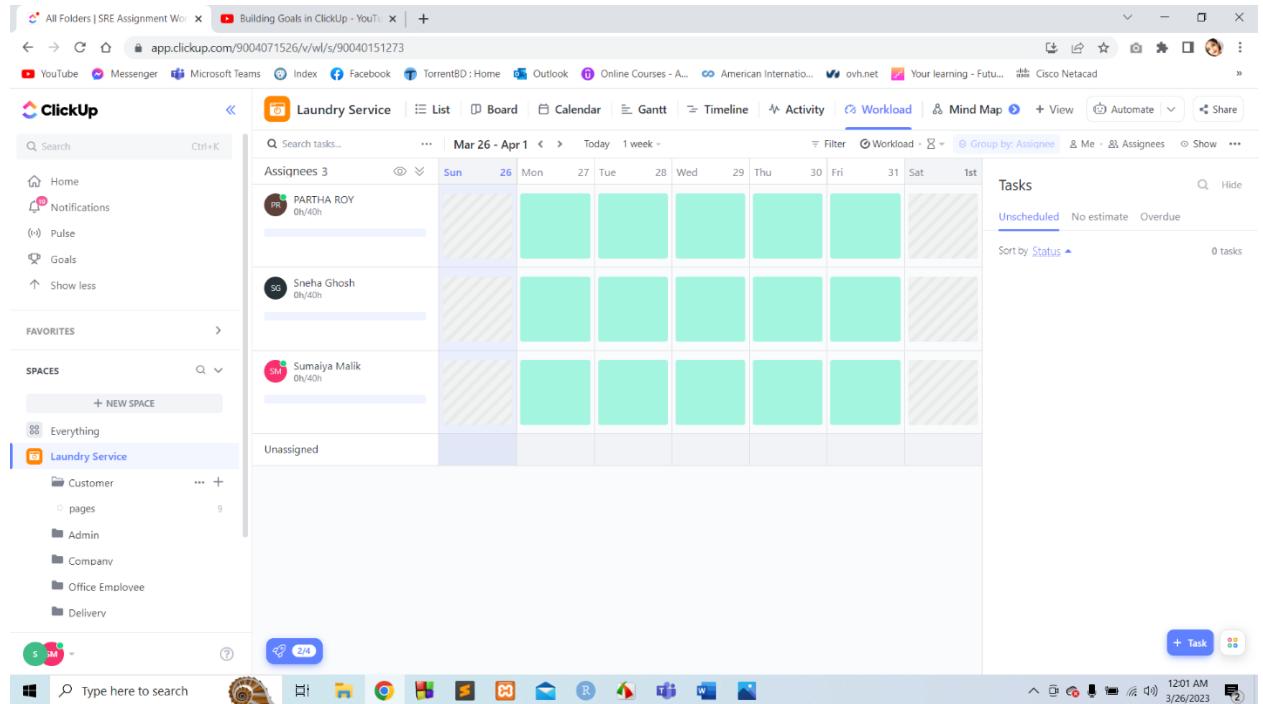


Figure: The overall total Workload (1st Week) for the Space for group members (Laundry Service).

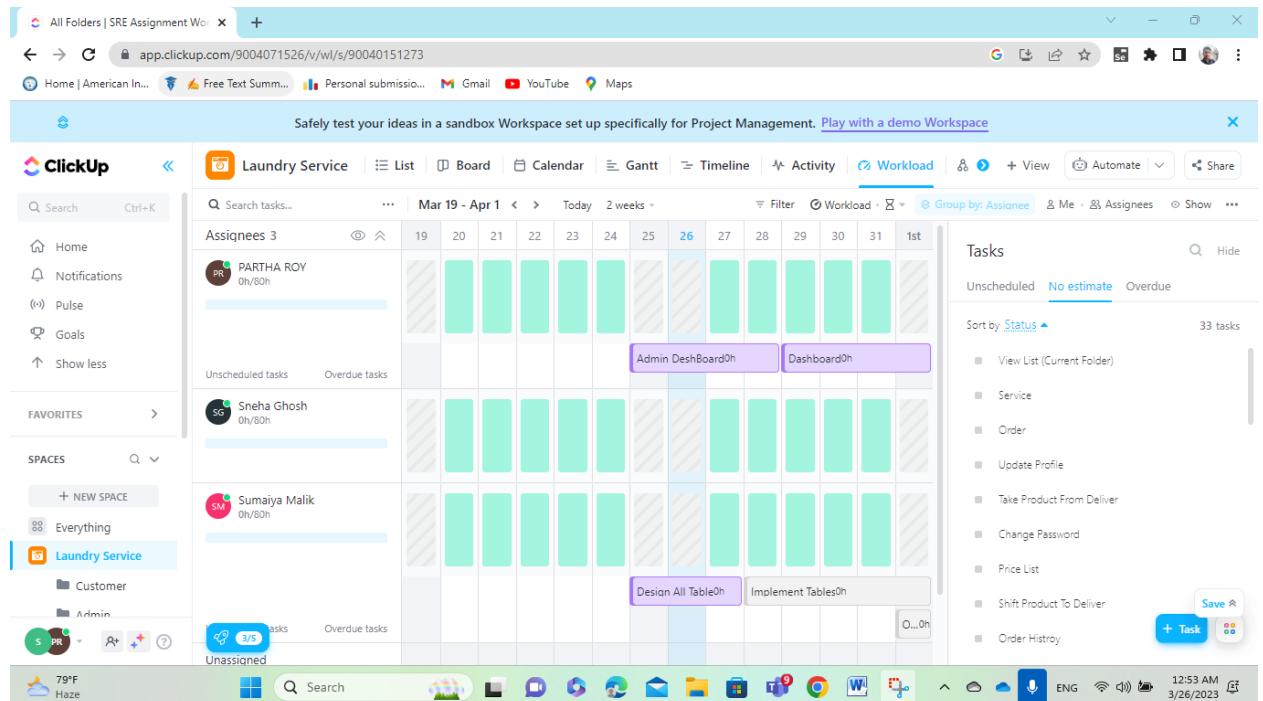


Figure: The overall total Workload (2nd Week) for the Space for group members (Laundry Service).

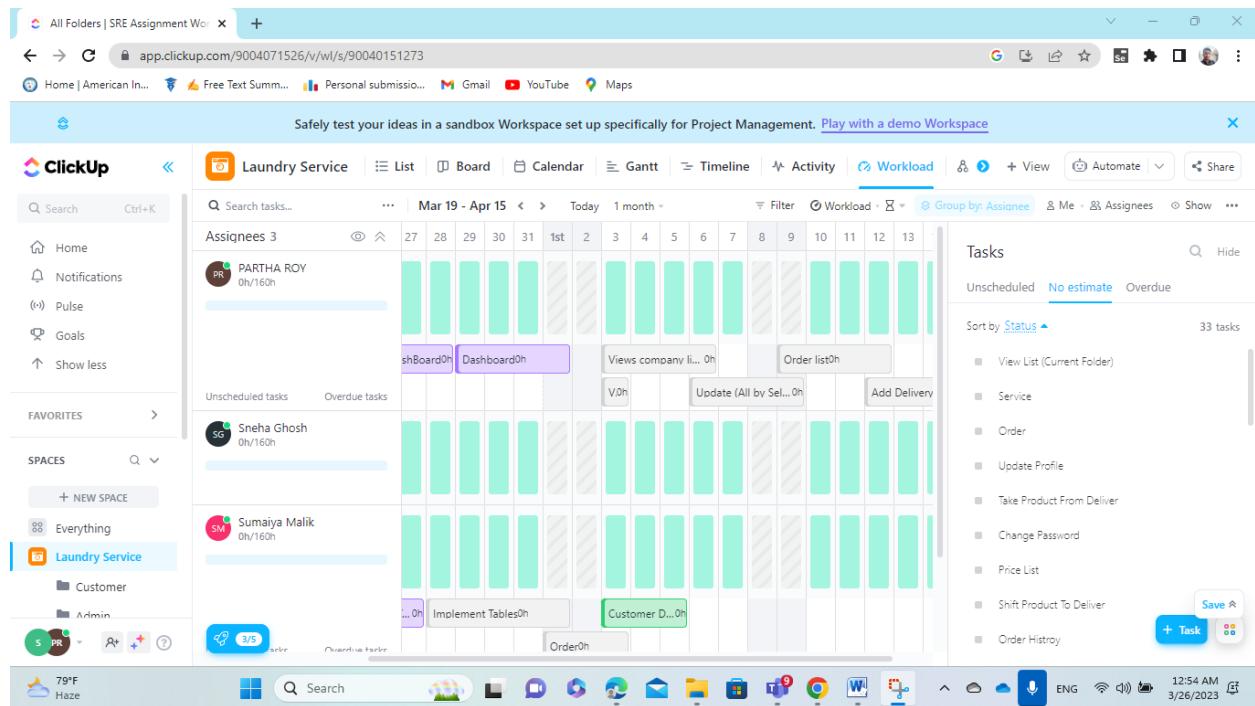


Figure: The overall total Workload (1 month) for the Space for group members (Laundry Service).

Set Goals Steps:

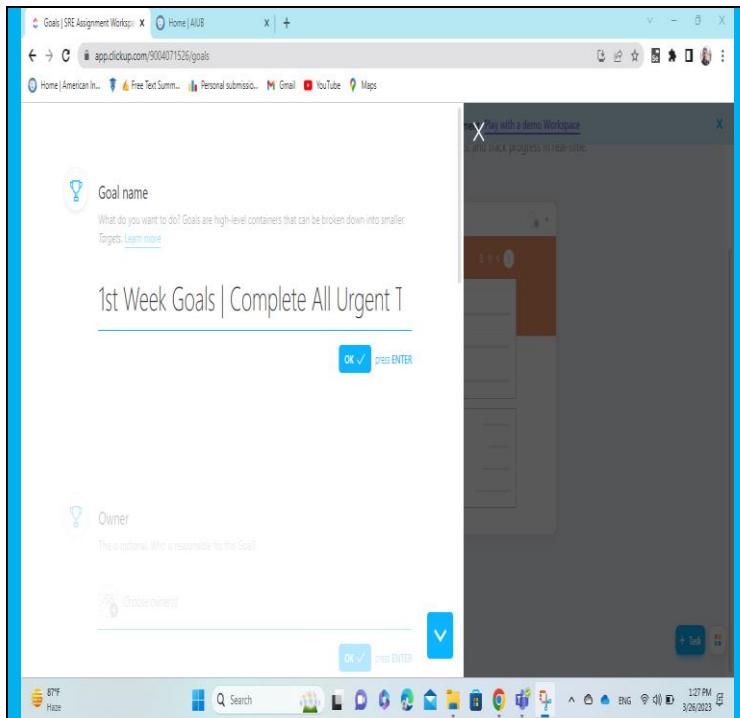


Figure: Set goal name

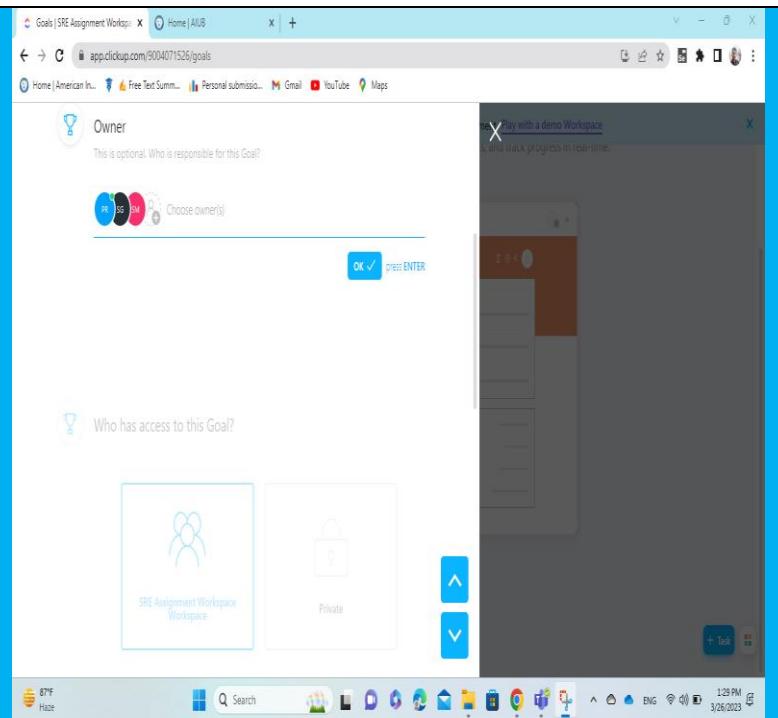


Figure: Assign Owner for the goal

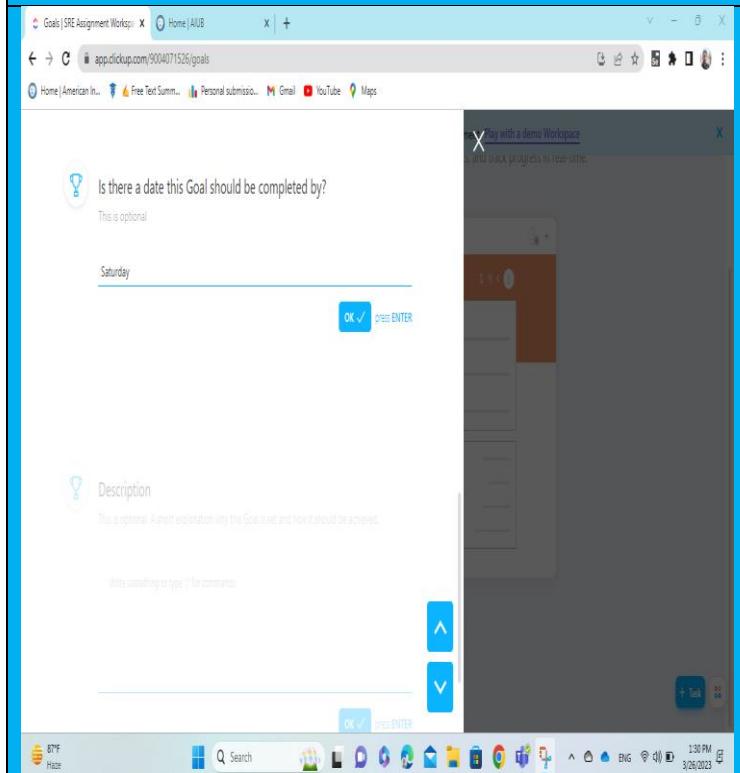


Figure: Set TimeLine for the goal

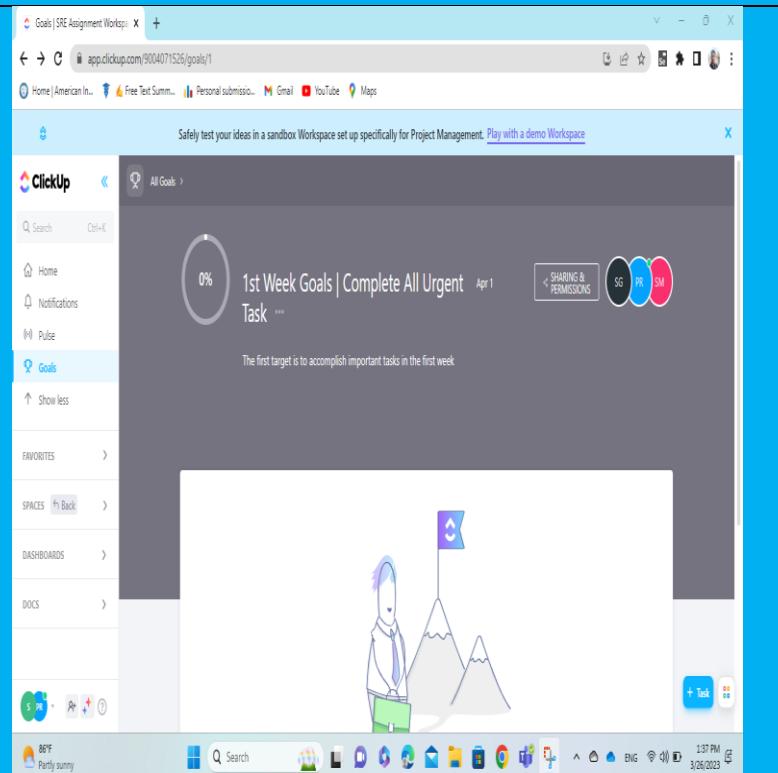


Figure: Goal for 1st week

Figure: All Steps to create a Goal.

Set A Target for Goal Steps:

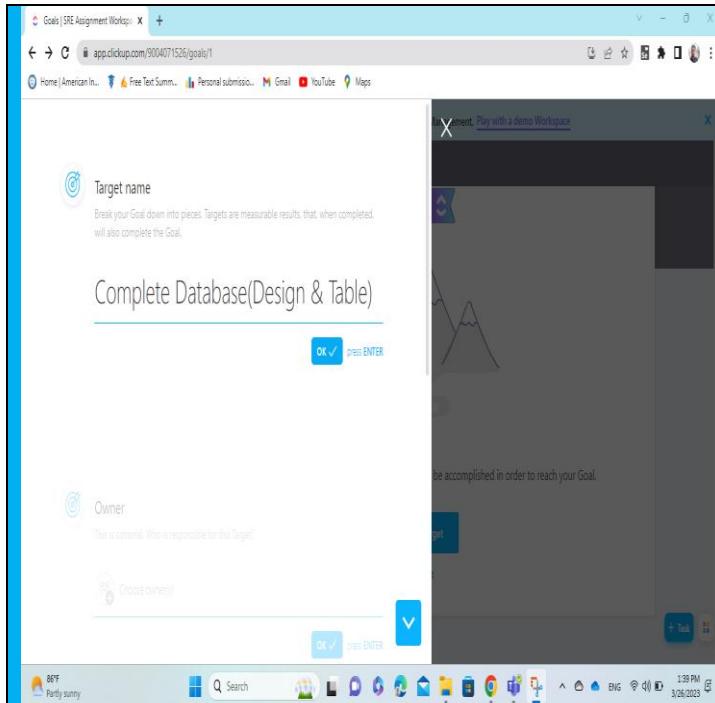


Figure: Set Target name

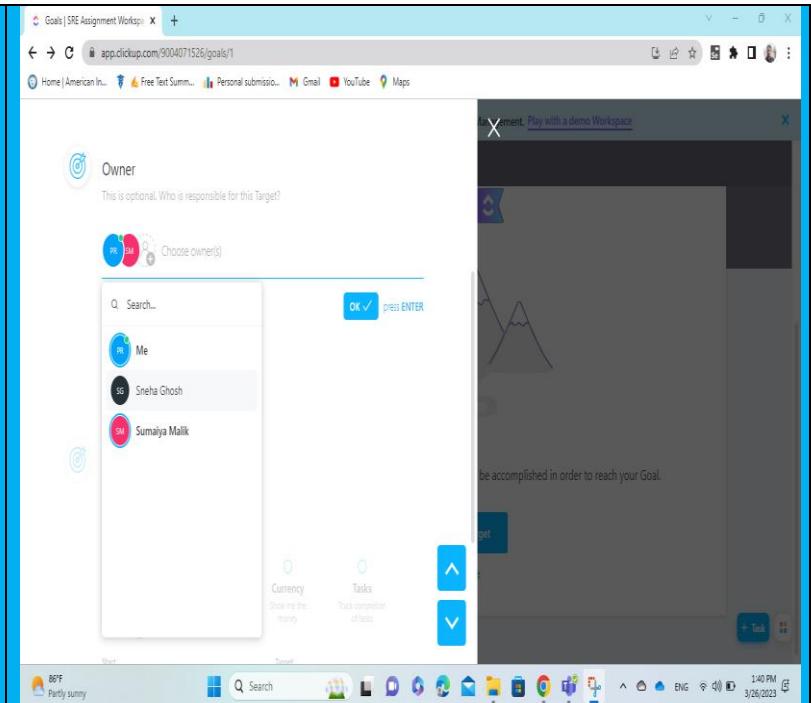


Figure: Assign Owner for the Target

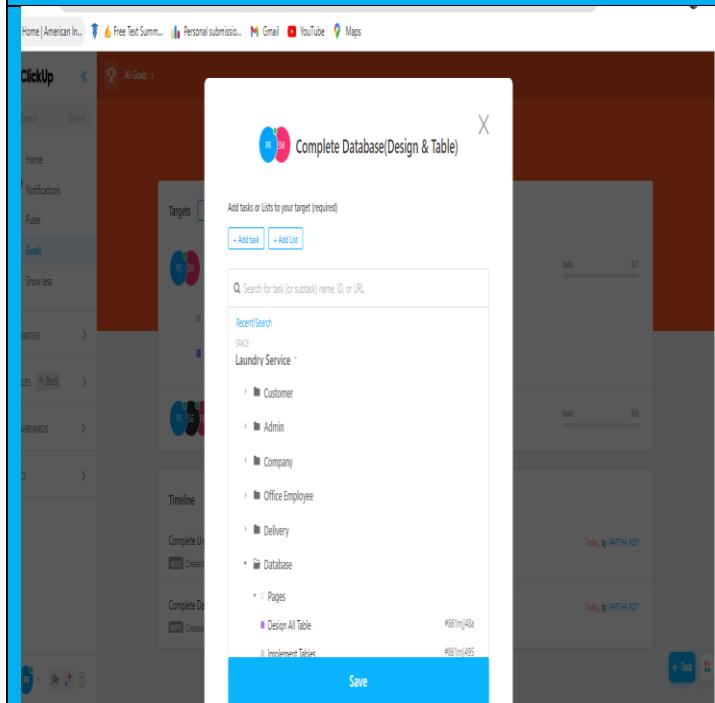


Figure: Add task

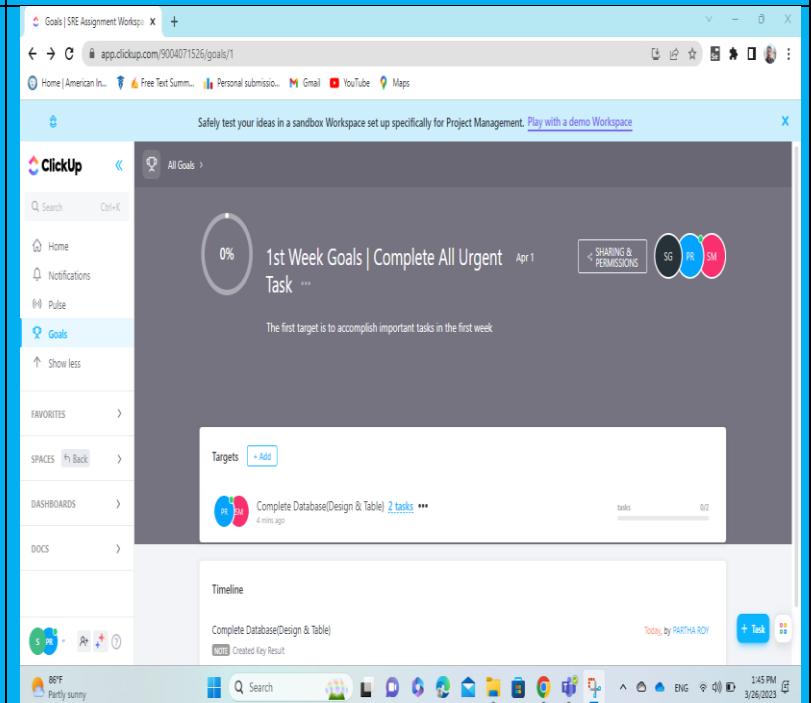


Figure: Set a target for 1st week Goal

Figure: All Steps to create a Target.

1st Week Goals:

The screenshot shows the ClickUp application interface. The main title is "1st Week Goals | Complete All Urgent Task" with a progress bar at 0%. Below it, a sub-section titled "Targets" lists two tasks:

- Complete Database(Design & Table) [2 tasks](#) 50 mins ago tasks 0/2
- Complete Urgent Flags(Pages) [6 tasks](#) 42 mins ago tasks 0/6

On the left sidebar, under the "Goals" section, there is a "Targets" button with "+ Add". The timeline section shows two entries:

- Complete Urgent Flags(Pages) Today, by PARTHA ROY Created Key Result
- Complete Database(Design & Table) Today, by PARTHA ROY Created Key Result

The bottom status bar shows system information: 90°F Haze, a search bar, and various system icons like battery, signal, and date/time (2:32 PM, 3/26/2023).

Figure: A complete goal (1st week goal) with 2 target and assign task.

Update Status OR Change task status:

The screenshot shows the ClickUp application interface. The left sidebar displays the workspace navigation with 'Customer' selected. The main area shows a 'List' view for the 'pages' workspace, containing 9 tasks. The tasks are listed as follows:

Task	Assignee	Due Date	Priority
Customer Dashboard	SM	Apr 5, 12am	High
Customer Profile	SM	Apr 27, 12pm	Medium
Service	SM	Apr 22, 12am	Low
Order	SM	Apr 3, 12:15pm	High
Update Profile	SM	Apr 29, 3:30pm	Medium
Change Password	SM	Apr 24, 12am	Low
Price List	SM	May 1, 12pm	Medium
Order History	SM	May 4, 12pm	Low
Reviews	SM	May 8, 4pm	Medium

Figure: Before Change task status in Customer

This screenshot shows the same ClickUp interface as the previous one, but with a modal open over the task list. The modal is titled 'Search Statuses...' and contains the following options: OPEN, IN PROGRESS, COMPLETE, and CLOSED. The 'IN PROGRESS' option is highlighted with a purple background. The task list below remains the same as in the first screenshot.

Figure: Changing task status from in Customer list

The screenshot shows the ClickUp application interface. The left sidebar displays the 'pages' space with 9 items. The main area shows a task list for the 'Customer' space. There is one task in 'IN PROGRESS' status: 'Customer Dashboard'. Below it, there are eight tasks in 'OPEN' status: 'Customer Profile', 'Service', 'Order', 'Update Profile', 'Change Password', 'Price List', 'Order Histroy', and 'Reviews'. A modal window is open at the bottom left, showing a list of tasks: 'Update Profile' (IN PROGRESS), 'Profile' (NEW TASK), and 'Order' (IN PROGRESS). The task 'Update Profile' has been selected.

Status	Task	Assignee	Due Date	Priority
IN PROGRESS	Customer Dashboard	SM	Apr 5, 12am	High
OPEN	Customer Profile	SM	Apr 27, 12pm	Medium
OPEN	Service	SM	Apr 22, 12am	Medium
OPEN	Order	SM	Apr 3, 12:15pm	High
OPEN	Update Profile	SM	Apr 29, 3:30pm	Medium
OPEN	Change Password	SM	Apr 24, 12am	Medium
OPEN	Price List	SM	May 1, 12pm	Medium
OPEN	Order Histroy	SM	May 4, 12pm	Medium
OPEN	Reviews	SM	May 8, 4pm	Medium

Figure: After Change task status in Customer

The screenshot shows the ClickUp application interface. The left sidebar displays the 'pages' space with 9 items. The main area shows a task list for the 'Customer' space. There are two tasks in 'COMPLETE' status: 'Customer Dashboard' and 'Customer Profile'. Below them, there are two tasks in 'IN PROGRESS' status: 'Order' and 'Update Profile'. A modal window is open at the bottom left, showing a list of tasks: 'Update Profile' (IN PROGRESS), 'Profile' (NEW TASK), and 'Order' (IN PROGRESS). The task 'Update Profile' has been selected.

Status	Task	Assignee	Due Date	Priority
COMPLETE	Customer Dashboard	SM	Apr 5, 12am	High
COMPLETE	Customer Profile	SM	Apr 27, 12pm	Medium
IN PROGRESS	Order	SM	Apr 3, 12:15pm	High
IN PROGRESS	Update Profile	SM	Apr 29, 3:30pm	Medium
OPEN	Service	SM	Apr 22, 12am	Medium
OPEN	Change Password	SM	Apr 24, 12am	Medium
OPEN	Price List	SM	May 1, 12pm	Medium
OPEN	Order Histroy	SM	May 4, 12pm	Medium
OPEN	Reviews	SM	May 8, 4pm	Medium

Figure: After Change task status in Customer

The screenshot shows the ClickUp application interface in a web browser. The main header includes the ClickUp logo, a search bar, and navigation tabs like 'List', 'Board' (which is selected), 'Calendar', 'Gantt', 'Timeline', 'Activity', 'Workload', 'Mind Map', 'Table', and 'View'. Below the header, there's a filter section with 'Group by Status' and other options. The board view displays four columns: 'OPEN' (7 tasks), 'IN PROGRESS' (1 task), 'COMPLETE' (1 task), and 'CLOSED' (0 tasks). Each column contains cards representing tasks, such as 'Customer > pages Service' and 'Customer > pages Order'. A sidebar on the left lists 'FAVORITES' and 'SPACES', with 'pages' currently selected. The bottom of the screen shows a task bar with various icons and system status indicators.

Figure: Board After Change task status

The screenshot shows the ClickUp application interface in a web browser, similar to the previous one but with a different view. The main header and sidebar are identical. The central area is a 'Table' view showing a list of tasks with columns for 'TASK NAME', 'ASSIGNEE', 'STATUS', 'DUE DATE', and 'PRIORITY'. The tasks listed are: Customer Dashboard (Sumaiya Malik, COMPLETE, 4/5/23 12:00 am, red), Customer Profile (Sumaiya Malik, OPEN, 4/27/23 12:00 pm, blue), Service (Sumaiya Malik, OPEN, 4/22/23 12:00 am, blue), Order (Sumaiya Malik, IN PROGRESS, 4/3/23 12:15 pm, red), Update Profile (Sumaiya Malik, IN PROGRESS, 4/29/23 3:30 pm, blue), Change Password (Sumaiya Malik, OPEN, 4/24/23 12:00 am, blue), Price List (Sumaiya Malik, OPEN, 5/1/23 12:00 pm, blue), Order History (Sumaiya Malik, OPEN, 5/4/23 12:00 pm, blue), and Reviews (Sumaiya Malik, OPEN, 5/8/23 4:00 pm, blue). The bottom of the screen shows a task bar with various icons and system status indicators.

Figure: Table After Change task status.

Chat Or Comment:

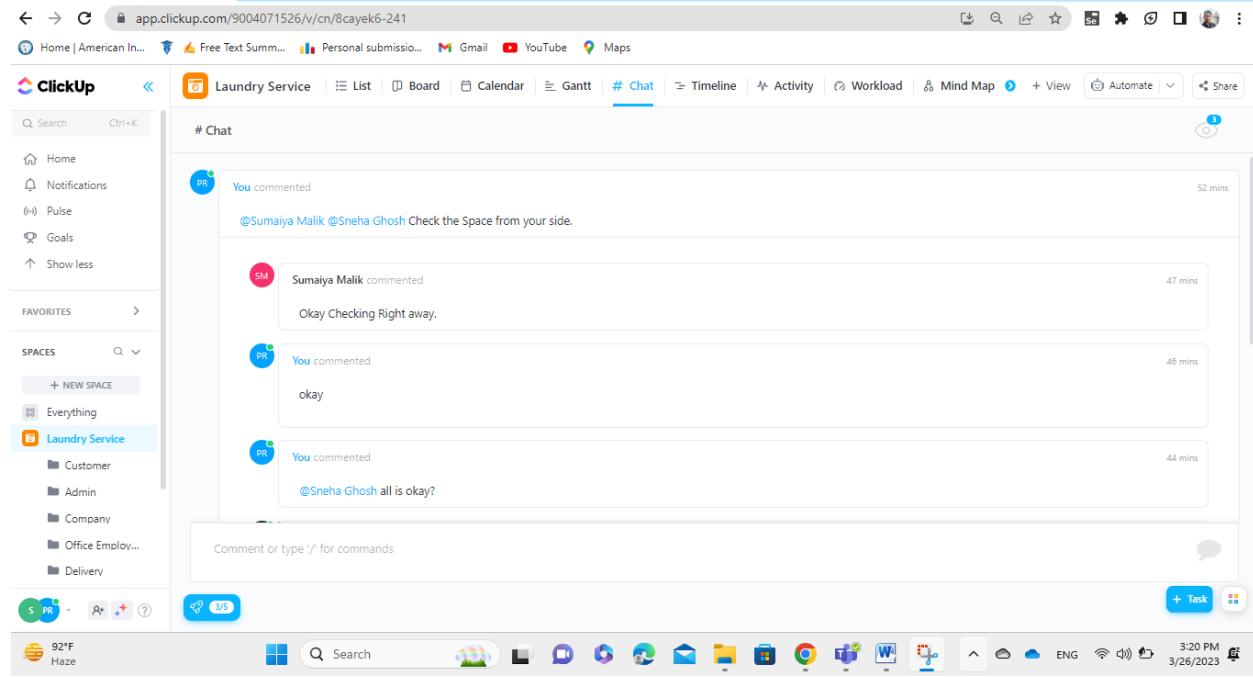


Figure: Chat during working hours.

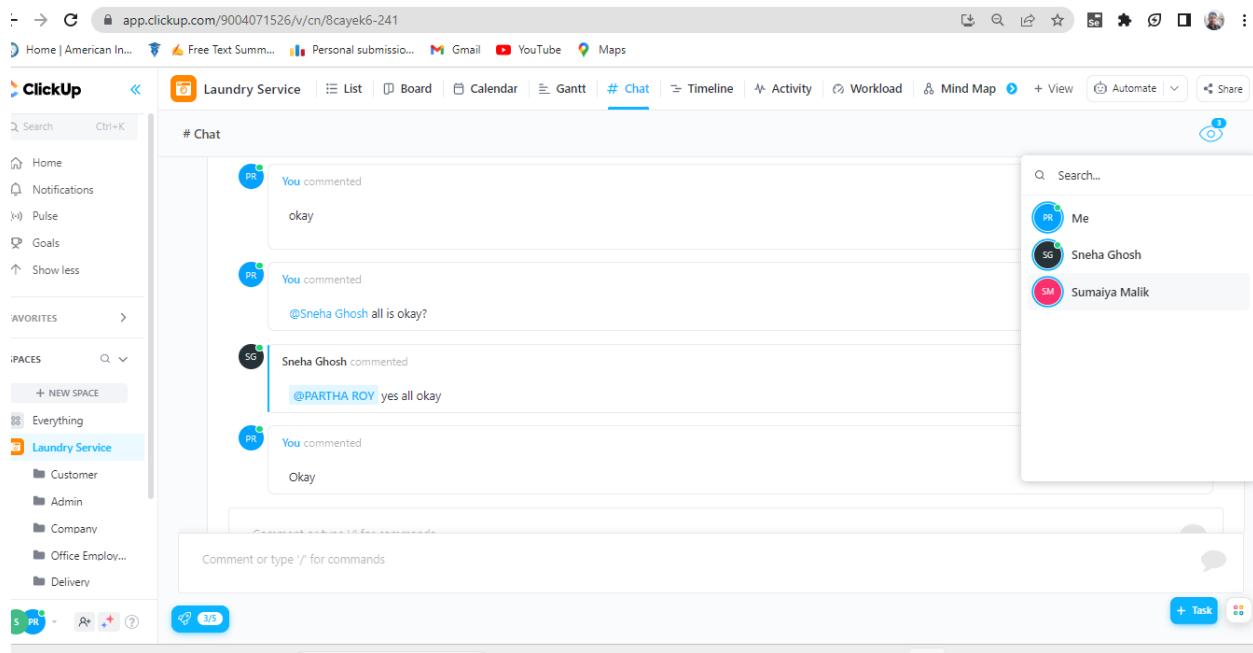


Figure: Chat during working hours.

Notification and Alert By Email:

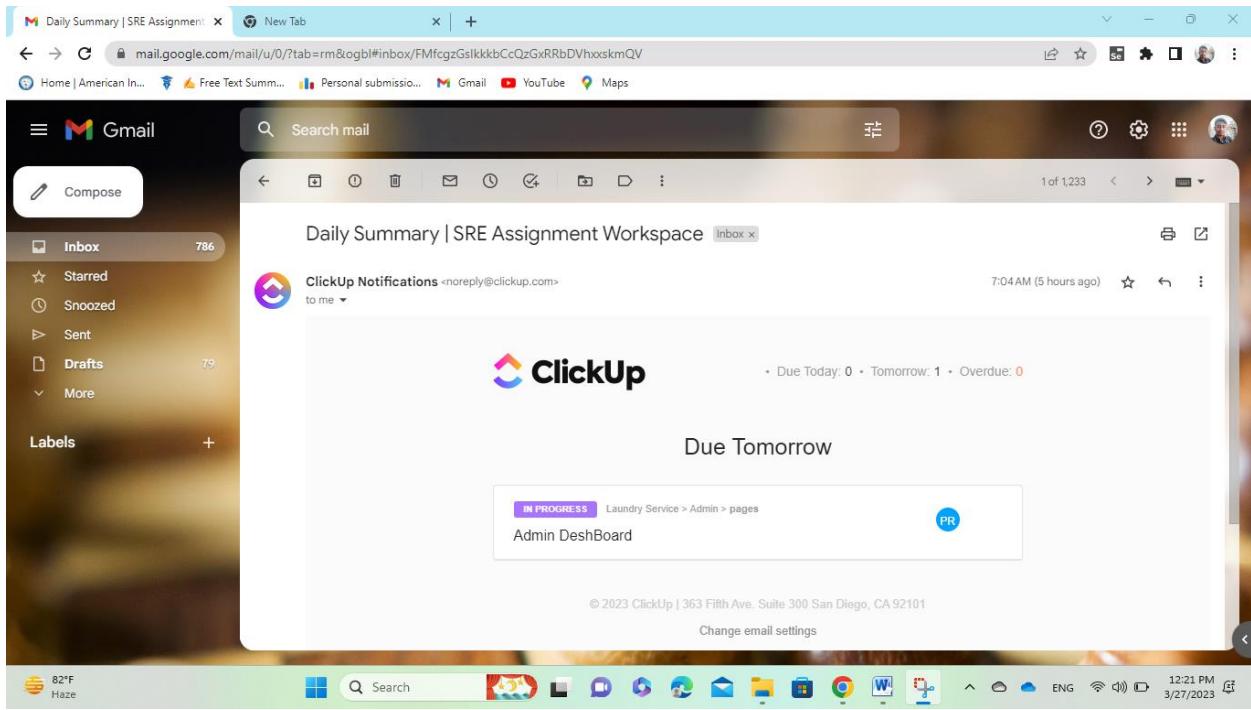


Figure: Notification by Email.

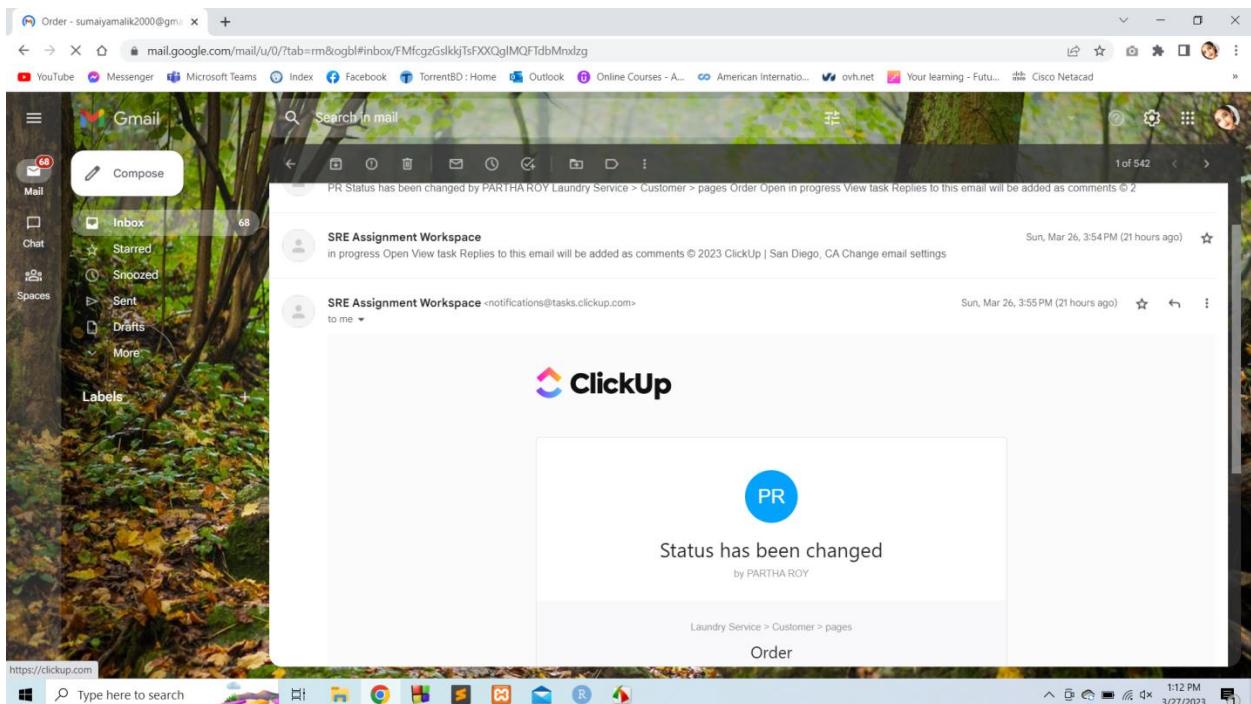


Figure: Notification by Email.

White Board:

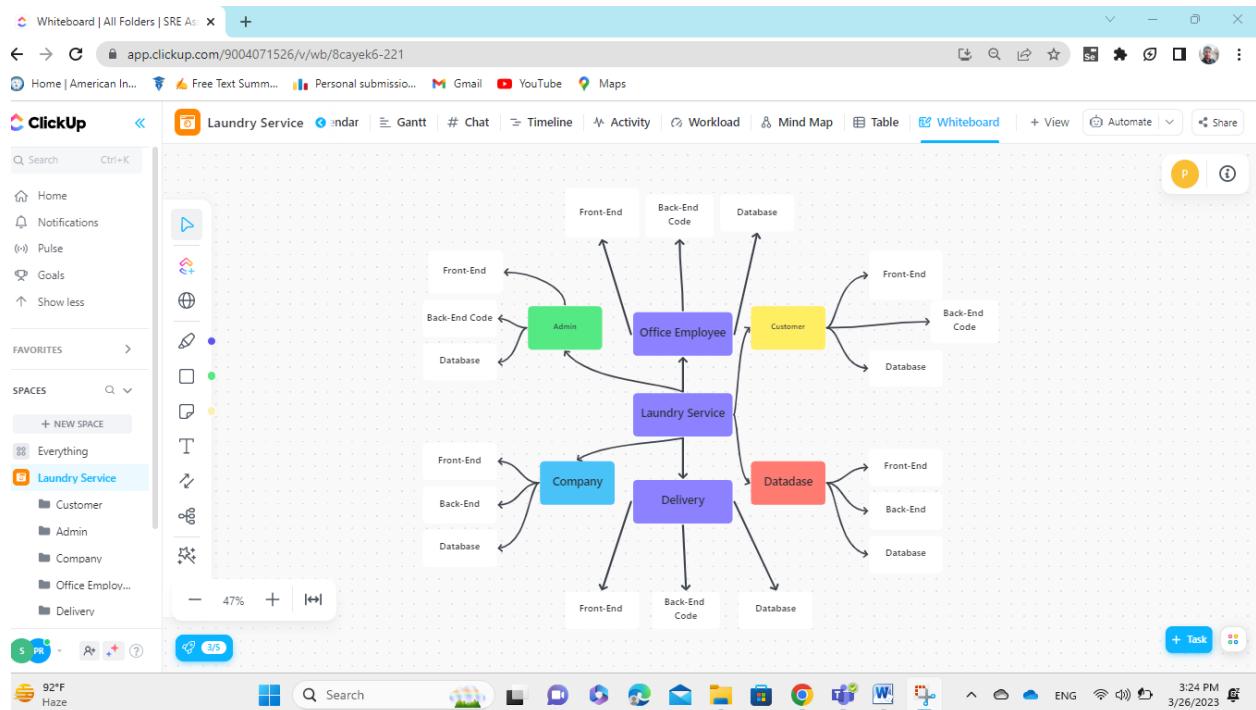


Figure: Basic design diagram for Work Space.