**Tick Monitor Screens**

**1. Main Dashboard**

* **UI:**
  + The main dashboard should have an overview section with any visuals or charts showing salient features: Tasks open, closed, today’s tasks, recent message activity, upcoming deadlines, etc.
  + The overview section can be expandable into a separate pane/page showing full details of each metric’s individual overview to the user, with ability to directly navigate to tasks and pointers from there.
  + Utilize a clean, card-based layout for displaying tasks on the main page.
  + Each task card should prominently display the task title in a bold font.
  + Due dates should be displayed next to the title, with color coding (red for overdue, orange for upcoming within 3 days, none for others).
  + A separate category/bucket/section at the primary area of the page that has high priority tasks queued (tight deadline, assigned critical priority, etc.).
  + A separate category/bucket/section at the primary area of the page should have approval queue, with tasks pending decisions/approvals lined up in descending order of priority.
    - Approvals can be split into categories, such as deadline extensions, modifications, dependencies, etc.
  + Include a small avatar for the assigned user next to the due date.
  + Display a progress bar beneath the title indicating task completion (To initiate, In Progress, Completed, Delayed)
  + A prominent "Create Task" button should be placed at the bottom center of the screen with a plus (+) icon.
  + Chatbot to answer question w.r.t department/ tasks/ urgency etc. (NLP based solution – use the updated data dump of the tasks and read that)
  + In case of recurring tasks, an icon indicator should be present on the task card, along with short description (“Repeats every Monday”?)
  + Each task card should also show a progress bar (horizontal, numerical, etc.) indicating completion percentage of the task. (Refer to task details for how percentage is computed)
* **UX:**
  + Upon login, users automatically land on the main dashboard.
  + Tapping on a specific task card will navigate the user to the Task Details Screen (see point 2).
  + Long-pressing on a task card can reveal additional options like edit, delete, or mark as complete (depending on context).

**2. Task Details Screen**

* **UI:**
  + Display the task title at the top in a large, clear font.
  + Below the title, include a dedicated text field for a detailed task description.
  + Include a dedicated section for "Assigned To" showcasing the user's avatar, name, and title.
  + Each task should optionally be assigned to a Project within a department.
  + Display the due date prominently, with a countdown timer (show time remaining as days: hours format).
  + Include a badge next to the due date indicating task priority (e.g., red for high, yellow for medium, green for low).
  + Creator of a task (and later assignees) should be able to define milestones and stages to complete given task.
  + Implement a horizontal progress bar that automatically updates percentage of completion based on number of milestones/stages within a task completed. (3/5 = 60%, and so on).
  + Include a section for attachments (paperclip icon) where users can upload relevant files (documents, images).
  + Below this, include a dedicated comments section (chat bubble icon) where users can leave threaded comments and replies.
    - Include tagging (reference by @), reply chains in threads, other chat features (emojis, stickers, etc.), genAI features?
  + A chat window should be situated at the bottom of the screen, allowing for real-time discussions specific to the task b/w assignees and task creator. Add member can be done by the creator.
  + Allow a user to add task dependencies. They can list another task as a dependency that is to be solved before the current task is continued.
    - Addition of dependency should be sent to approval of the creator of the current task. Approval should be possible through this task detail page, or on the main page’s approval queue section.
    - The assignees of the dependency task should be notified of the task being marked as a dependency.
  + Assignees to a task can request extensions on deadlines for the task. It should consume the updated deadline date, and the reason for the extension request.
    - This should also be sent to be approved by the creator of the task, similar to above task dependencies (approve in page or on dashboard, notification, etc.)
  + Explore integrating addition of meetings (outlook, etc.) into task itself. Creating meetings should be possible both on main task itself (common task meeting room, persistent), and in chats/threads (adhoc meetings, inconsistent, do not persist).
  + On closing of a task by a creator or assignees (require approval again), the actual closing timestamp of the task is to be recorded. For closed tasks viewed from anywhere, the completion date should be visible.
* **UX:**
  + Tapping on a task from the main dashboard or task list opens the Task Details Screen.
  + Users can edit the task title, description, due date, and assigned user (if they have permission) from this screen.
  + Checking any milestones to completion should automatically update task completion progress bar and percentage.
  + Tapping on the attachment icon opens a file selection menu for uploading relevant documents or images.
  + Tapping on the chat bubble icon expands the chat window specifically for this task. Here, users can type messages, send files, and see the chat history related to the task.

**3. Chat Screen**

* **UI:**
  + Implement separate tabs for 1-on-1 chat, chatrooms, and broadcast messages, clearly labelled with icons (e.g., two avatars for chat, multiple avatars for chatrooms, a megaphone for broadcasts).
  + All messages, including broadcasts, should support multimedia (Image, text, video, or a combination of text with any media).
  + Each chat window should display the conversation history chronologically, with timestamps and sender names.
  + Include a text input field at the bottom of the chat window for composing messages.
  + Add an icon (paperclip) to allow users to attach files (documents, images) to their messages.
  + Add respective icons for other chat features (emojis, stickers, generative AI features, create a meeting, so on.)
  + Group chats should have admin features (creator can assign/delete admins, admins can change user roles – can/cannot chat, can/cannot attach, can/cannot create meetings, etc.)
  + Group chats can be public or private. Public group chats should be visible to all users on platform, but messages will only be visible on joining. Private group chats can either opt to be visible to others on platform (and users can request to join in), or can opt to be invisible (only admins can add/invite new users to this chat).
  + Automatic group chats should be created for specific categories (Department group chat, verticals, etc.)
  + Broadcast messages will be only configured access to create by platform admins. Broadcast messages are unilateral, and will be read-only visible to all selected or full platform users.
    - Broadcast message creators should be able to choose to allow comments to certain messages.
  + Allow user reactions with emojis to messages. A user can add 1 reaction at a time, and all users can react to any messages that they receive, including broadcast messages. On hover over each reaction, the list of users reacting should be visible.
* **UX:**
  + Users can access the Chat Screen from the main dashboard through a dedicated button (chat icon).
  + The tabs at the top of the screen allow users to easily switch between different chat functionalities (1-on-1 chat, chatrooms, broadcasts).
  + Tapping on a specific user or chatroom name within the chosen tab opens the conversation window.
  + Within a chat window, users can type messages in the text input field, send files by tapping the attachment icon, and scroll up to see the chat history.

**4. User Profile**

* **UI:**
  + Display a user profile picture/avatar at the top of the screen.
  + Include dedicated, editable sections for user name, email address, and other relevant information (optional: department, contact details).
  + Provide a clear menu or settings button that leads to a new screen with options to manage notification preferences (email, push notifications), chat settings (sound on/off), and other user account settings.
  + Provide a security section that allows users to modify their passwords.
* **UX:**
  + The User Profile can be accessed through a profile icon on the main dashboard.
  + Tapping on a specific user information field allows users to edit their details.
  + Clicking on the settings button within the User Profile opens a new screen where users can personalize their notification preferences, chat settings, and other account-related options.

**5. Navigation and persistent elements**

* **Navigation bar:**
  + - **Implement a global search feature. Search should filter from everything accessible to the specific user (chats, tasks, etc.). If autofill is enabled, then on clicking search icon, open a popup modal that let’s search happen.**
    - **Include a quick notification display icon (bell?) that, on hover, shows any recent notifications in a short preview. On click, should expand a notification tab, as described below.**
    - **Include a notification tab that pools all updates (chats, task updates, approvals, mentions). This will open a new page (or at least a pane). Each notification will have a short overview, on click should redirect to actual page of origin of notification.**
    - **Every new notification should update a number on the notification display icon.**
    - **If user is logged in when a notification arrives, it should play a notification sound, and show a small snackbar with a description of what type of notification just arrived. Snackbar should be clickable to behave as clicking the full notification in the tab.**
    - **Include a user avatar to allow users to navigate to their user profile settings page.**
    - **Include separate button to allow user to log out of the application.**
* **Chatbot:**
  + - **In every screen, there should be a floating action button (FAB) that opens a small chat window linked to a chatbot.**
    - **This chatbot will answer on the basis of certain documents and codes (HR policies), and also on the basis of current user’s data (their created/assigned tasks, work pointers, updates etc.)**

**6. Custom screens:**

* **Include a separate button in the navigation bar to redirect users to the list of their created tasks (like a glass-pane view dashboard, to monitor all their tasks). This will be a separate screen.**
  + **Similar to dashboard, at the top have an expandable section with visuals and charts displaying key metrics at a glance.**
* **Include a separate button in the navigation bar to redirect users to their calendar. This will be a separate calendar screen, with their created/assigned tasks laid out by due dates, and any tagged meetings or scheduled items displayed.**
* **Include a separate button/category for organization overview.** 
  + **Within organization, user can view their direct managers, report tos (like in teams), users assigned below/to them, etc.**
  + **Each user’s departments, in which they are assigned or are heading, should be visible. On click, it should open a department overview page.**
    - **Department overview page for assignee users is just a preview of the department details, and the peers within that department.**
    - **Department overview page for admins or managers should be a glass-pane overview dashboard (with visuals and charts similar to main page and user tasks overview pages). This page should display all key metrics on page (such as timelines, currently moving tasks, overdue tasks, projects, so on.)**
  + **Clicking on any project within a department should open a separate project overview screen.**
    - **Project overview will have an overview of all tasks within the project (only visible to project owner/admin). Overview pane will have a glass-pane dashboard with visuals and charts, and a full list of all tasks.**
    - **Project overview page to non-owners will show only those tasks within that project that they are a part of.**
    - **Project page will also show a calendar like a user’s personal calendar. If owner, shows all tasks and timelines. Else, only user tasks.**

**Screen Flow Connections:**

* The main dashboard acts as the central hub, providing an overview of tasks and access to all other functionalities. It should display prominent icons or buttons for:
  + Accessing the Task Details Screen (pencil icon).
  + Opening the Chat Screen (chat bubble icon).
  + Viewing the User Profile (profile icon).
* Users can seamlessly navigate between the Main Dashboard, Task Details Screen, Chat Screen, and User Profile through these strategically placed icons or buttons.
* Tapping on a specific task card on the Main Dashboard leads the user to the Task Details Screen for that specific task.
* Within the Task Details Screen, clicking the chat icon expands the chat window specific to that task, allowing for discussions directly related to the task at hand.
* The Chat Screen allows switching between 1-on-1 chat, chatrooms, and broadcast messages through the dedicated tabs at the top of the screen.
* Users can access the User Profile from the main dashboard to manage account settings, notification preferences, and personalize their experience within the application.