# roo! | Project Manager | PHP Script

version 4.0

**roo!** is a project manager application for non-project managers. It's light, simple to use and it's responsive.

**roo!** is a web-based project management solution, online collaboration tool and task manager.

**roo!** is free and it comes with three plans (standard, extended and unlimited). Change the default plans as you see fit.
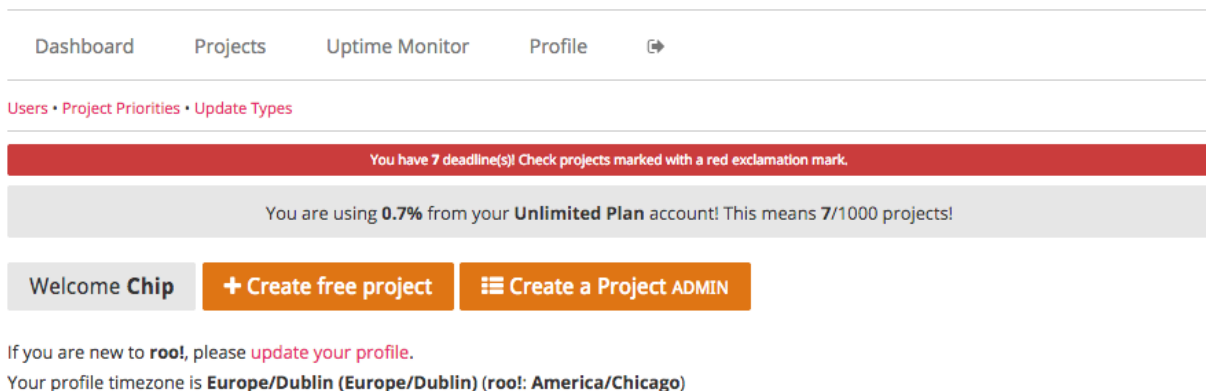
**roo!** is accessed and managed online, so none of the software or data is actually stored on your computer. You can share the project management data with your fellow freelancers or an entire company.

**roo!** helps you manage multiple projects at a time with update lists, tasks, comments, deadlines, attachments, chatting, messages, and more.

## How to

### Projects

Unlimited plans are for administrators only. Manage your users and plans from the **Users** menu item.



Standard and extended plans have 3 and 10 projects available by default, and can be configured from the configuration file[1].

### How to add a member to a project

In your project screen you have a "Manage Members" area, where all project members are listed. In order to add a new member to this list, use the available text box. The requirement is to already know the member's

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[1] All configuration is done via the `includes/config.php` file.

username, which might have been previously communicated by phone, email or instant messaging. Remember that the name is case-sensitive.

**Archive**

You can archive replies from your projects by clicking the box icon next to each reply name. You can view the archived replies by clicking the **View Archive** button in the project's menu bar.

**Types and deadlines**

You can mark projects as done and you can add deadlines. If you have more than one deadline, a red notification bar will appear globally inside **roo!**.

**Profile**

Your profile consists of your username (cannot be changed), your email address, number of updates/tasks/replies per page, email notification options and timezone (for time synchronisation). Your profile also has an avatar[2] attached to it, which will display throughout **roo!**.

**Uptime monitor**

The uptime monitor is an admin-only tool and it's been added as a bonus.

**Installation**

1. Upload the **roo** folder to your server (rename it as you see fit)
2. Import the attached .sql (/sql/roo.sql) file to your database
3. Review the options and set the database information in `includes/config.php` file
4. Start using **roo!**
5. Your first user is called admin and the password is admin

If you want to use reCAPTCHA verification, you need a free API key from https://www.google.com/recaptcha/admin/create.

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[2] Avatars are provided by Gravatar. To sign up for a free avatar, please visit Gravatar now.