Project and Work Tracking System

User documentation

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1. Introduction

1.1 Purpose

This document serves as a user guide for the Project and Work Tracking Information System. Its purpose is to help users understand the functionality of the system and provide clear instructions for performing common tasks. The documentation explains how to access the system, manage projects and tasks, track work progress, and utilize the available features effectively.

1.2 Intended Users

The Project and Work Tracking Information System is designed for several types of users within an organization. Project managers use the system to create projects, assign tasks, monitor progress, and oversee project completion. Team members use the system to view and update their assigned tasks, track project progress, and meet project deadlines. Administrators are responsible for managing user accounts, configuring system settings, and ensuring that the system operates correctly.

1.3 System Overview

The Project and Work Tracking Information System is a centralized platform developed to improve project organization and task management. It enables users to create and manage projects, assign tasks to employees, and monitor task progress throughout the project lifecycle. The system provides an organized overview of ongoing work, helping users keep track of deadlines, responsibilities, and project status.

2. Getting started

As shown in Figure 2.1, users enter their credentials to access the system. The login page is the entry point to the Project and Work Tracking Information System. Users must authenticate themselves before accessing any system features. This ensures that project information and user data remain secure and are only available to authorized users.

To access the system, the user should open the application and enter their registered username and password in the corresponding fields. After providing valid credentials, the user can click the Login button to proceed.

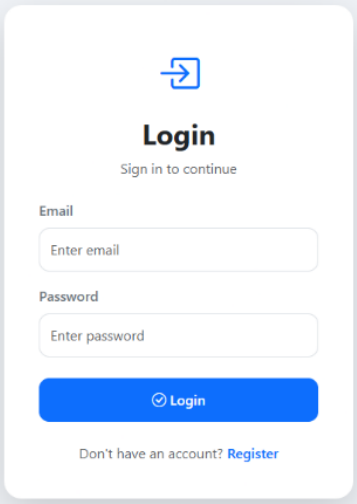

Figure 2.1 Login page

If the entered credentials are correct, the system successfully authenticates the user and redirects them to the dashboard. The dashboard provides an overview of the user's projects, assigned tasks and other relevant information based on their role within the system. If the username or password is incorrect, the system displays an error message and prompts the user to try again. In this case, the user should verify the entered information and repeat the login process.

3. Dashboard

After successful login, users are redirected to the dashboard shown in
Figure 3.1. The dashboard serves as the main page of the Project and Work Tracking Information System, and provides users with a quick overview of their current work and project activities. After successfully logging into the system, users are automatically redirected to the dashboard.

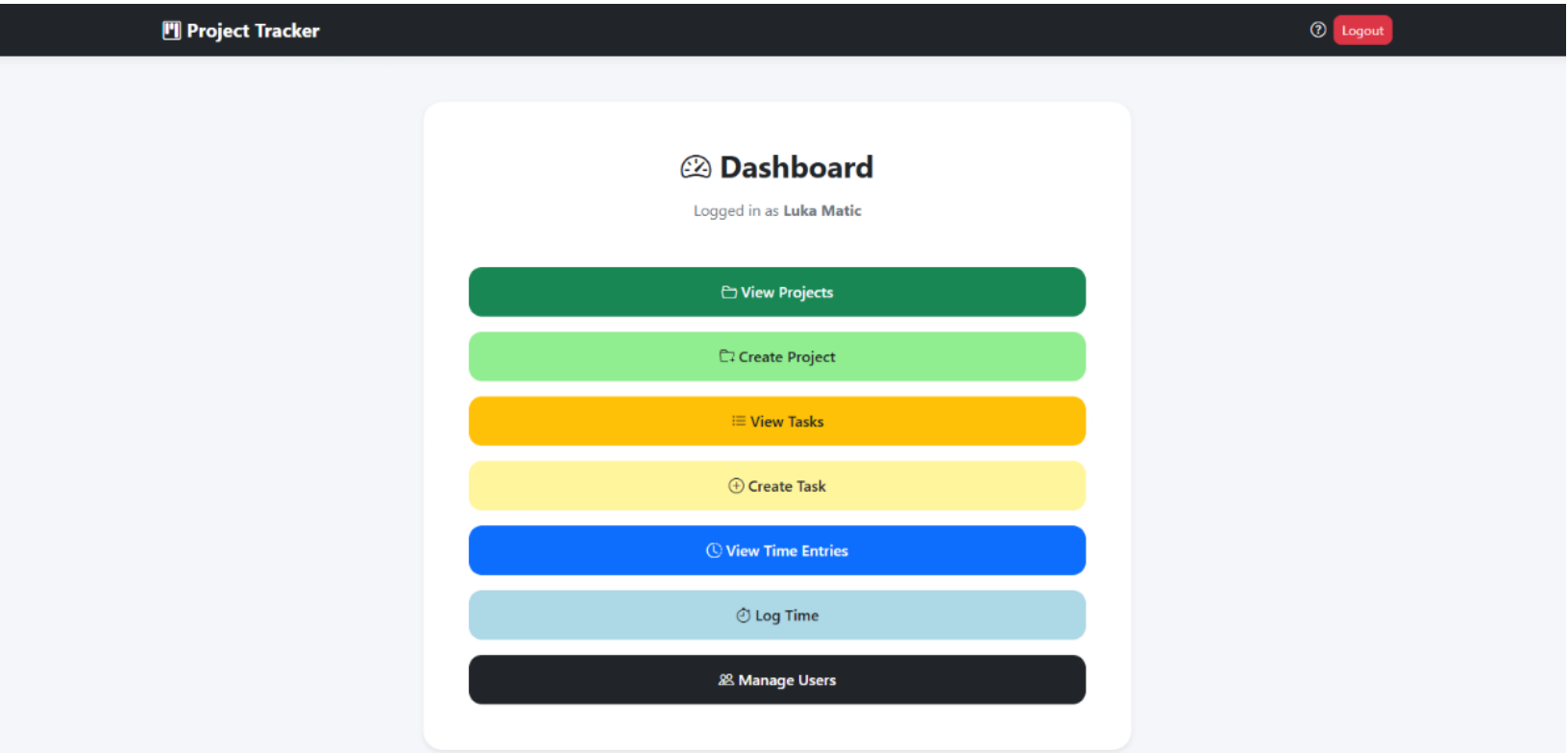

Figure 3.1 Dashboard

The dashboard is designed to present important information in a clear and organized manner. Users can view active projects, monitor upcoming deadlines and review assigned tasks. This allows users to quickly assess the current state of their work and identify tasks that require immediate attention. In addition to displaying project information, the dashboard provides access to the main navigation menu. The navigation menu allows users to move between different sections of the system and perform various management activities.

The Dashboard section allows users to create, view, edit, and manage projects. The Tasks sections as the home page and provides a summary of important information. The Projects section is used for creating and updating tasks, assigning responsibilities, and tracking task progress.

4. Managing projects

4.1 Creating projects

The Project and Work Tracking Information System allows users to create and manage projects throughout their lifecycle (Figure 4.1). To create a new project, the user should navigate to the Projects section and select the Create Project option. The system then displays a form where the user can enter the required project information, including the project name, description, start date and end date. After all required information has been provided, the user can save the project by clicking the Save button. Once the project has been successfully created, it becomes visible in the project list and can be accessed for further management and task assignment.

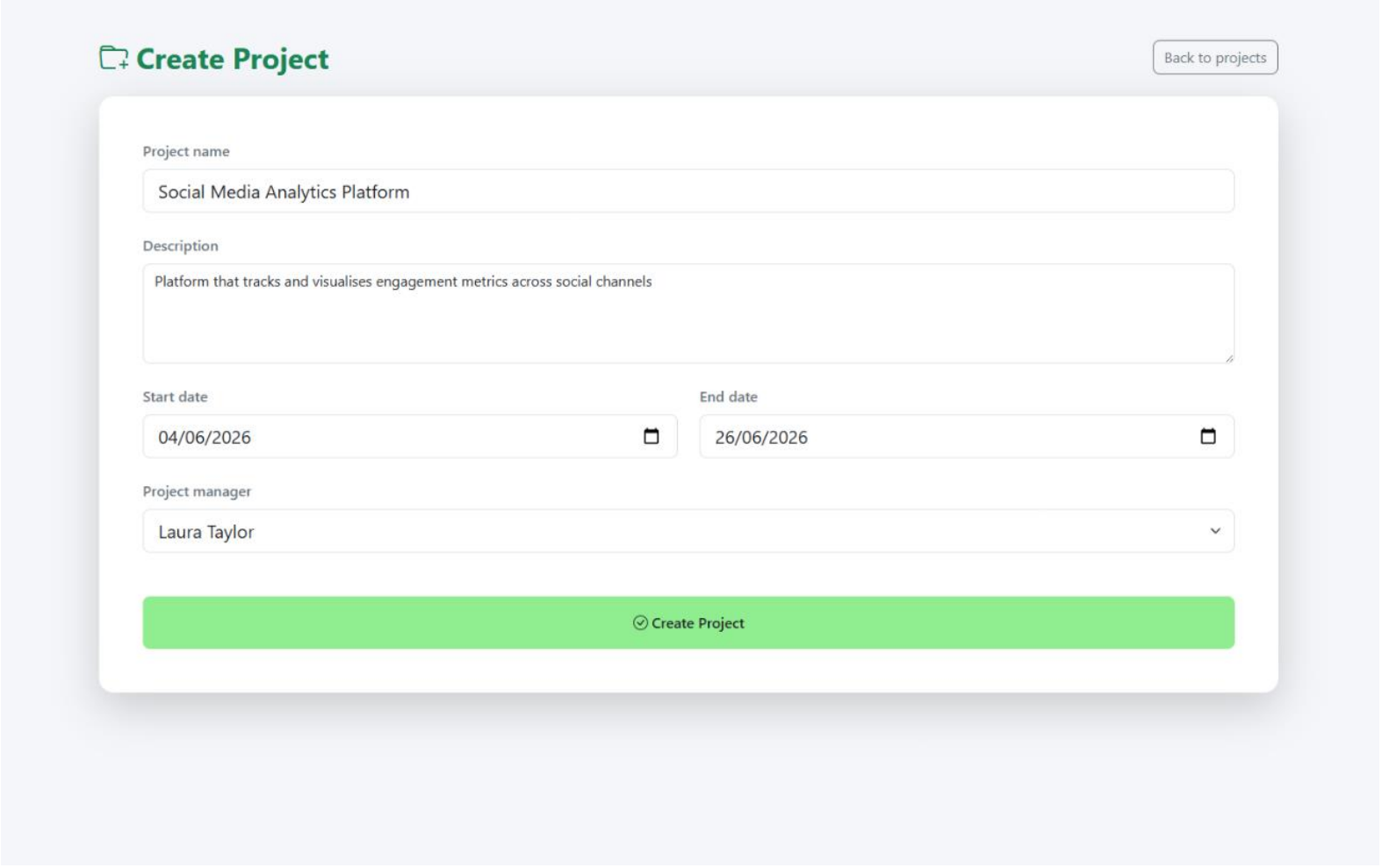

Figure 4.1 Create Project form

4.2 Editing projects

Existing project information can be modified using the form shown in Figure 4.2. To edit a project, the user first opens the desired project from the project list and selects the Edit option. The system displays the current project information, allowing the user to make the necessary changes. After updating the information, the user can save the modifications by clicking Save Changes. The system then updates the project details and displays the latest information to all authorized users.

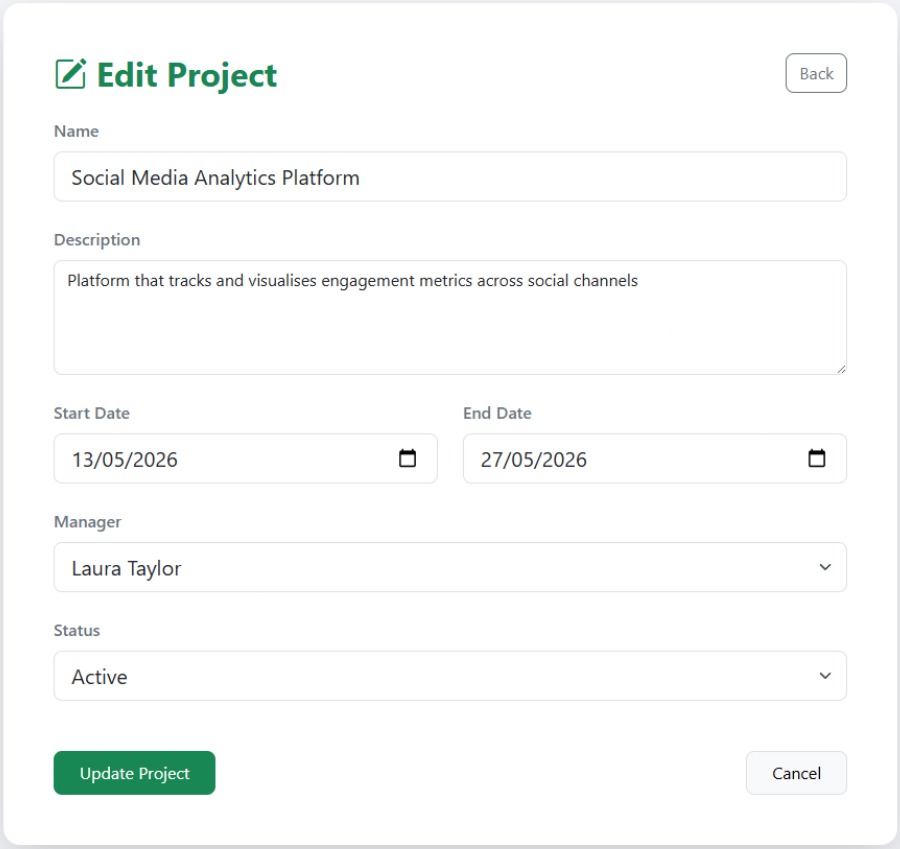

Figure 4.2 Edit Project form

4.3 Changing project status

The system allows users to change the status of a project instead of permanently deleting it (Figure 4.3). This approach helps preserve project information and history while clearly indicating whether a project is currently active or inactive.
To change a project's status, the user opens the desired project and selects the appropriate status option. A project can be marked as Active when work on the project is ongoing, or Inactive when the project has been completed, suspended, or is no longer being actively managed. After selecting the desired status, the user saves the changes. The system immediately updates the

project information and displays the new status throughout the application. This allows users to easily distinguish between active projects that require attention and inactive projects that are retained for reference and historical purposes.

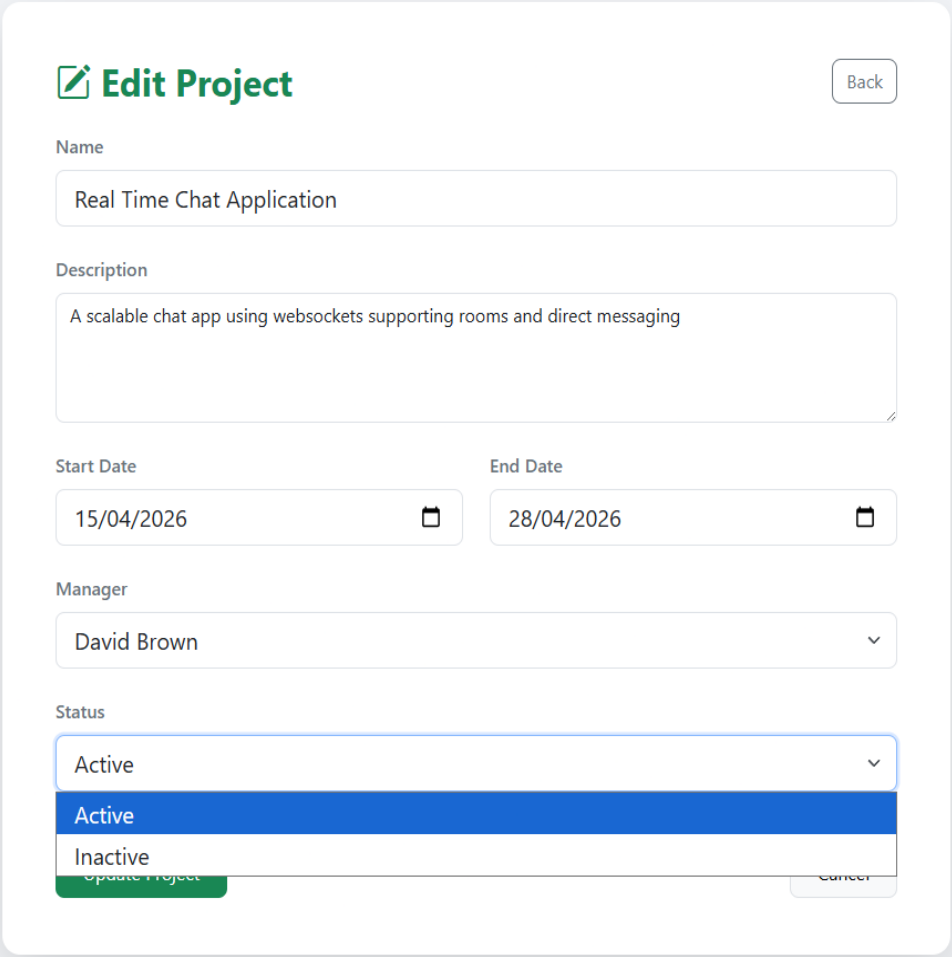

Figure 4.3 Project status selection

5. Managing tasks

5.1 Creating tasks

Tasks are used to organize and track individual pieces of work within a project. The task creation form is presented in Figure 5.1. The user first opens the Tasks window or directly from the dashboard panel and selects the Add Task option. The system then displays a form where the user can enter the necessary task information.

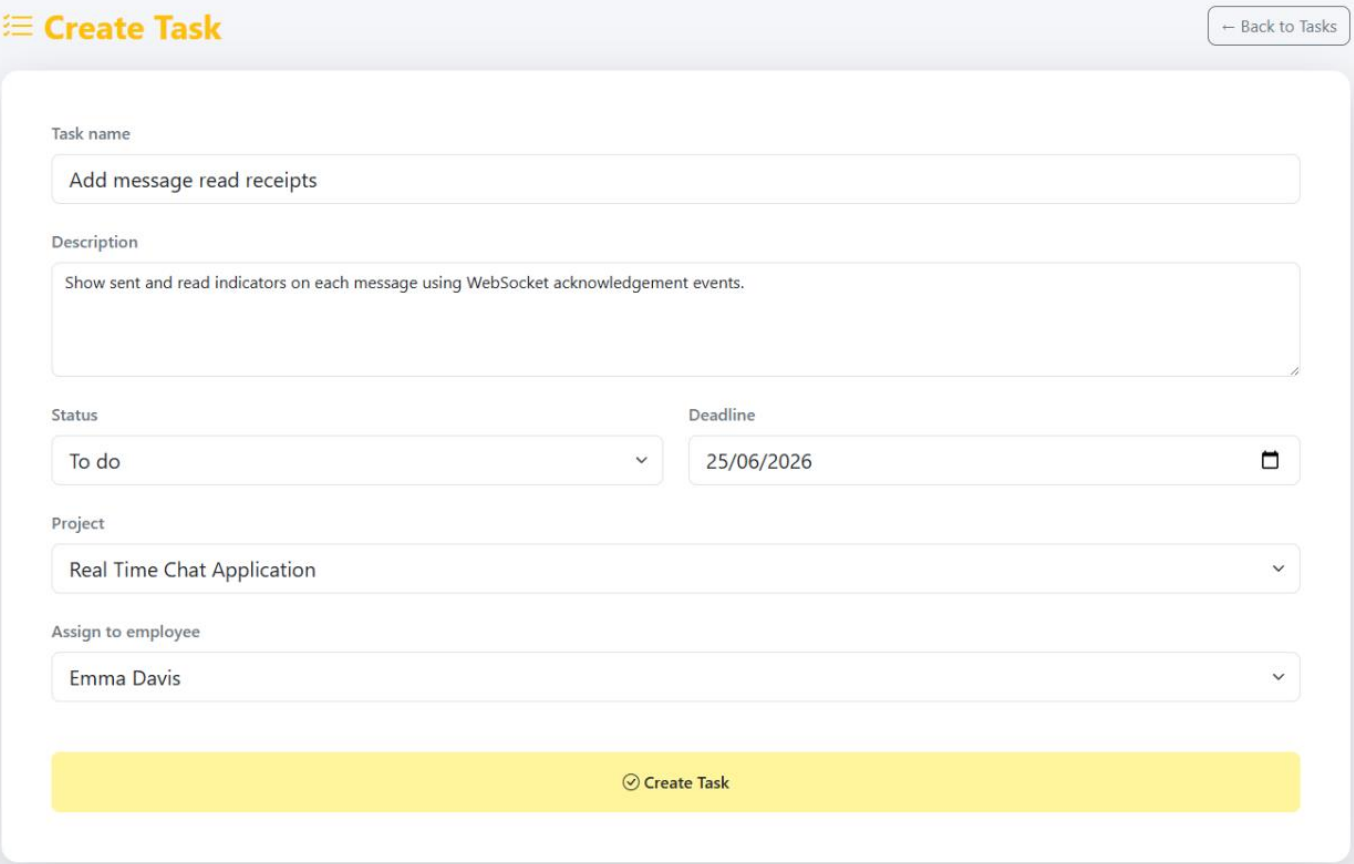

Figure 5.1 Create Task form

When creating a task, the user provides details such as the task name, a brief description of the work to be completed, the task status, the deadline and the employee responsible for completing the task. Once all required information has been entered, the task can be created by selecting the Create Task button. After the task has been successfully created, it becomes visible within the project and can be monitored by both project managers and assigned team members.

5.2 Editing a task

The system allows users to modify existing tasks whenever task information needs to be updated. To edit a task, the user opens the desired task within a project and selects the Edit option. The interface is shown in Figure 5.2. The system then displays the current task information, allowing the user to make the necessary changes.
Users can update task details including the description and task status. This flexibility ensures that task information remains accurate and reflects the current state of the project.

After making the required modifications, the user saves the changes. The system immediately updates the task information and makes the revised details available to all authorized users. This helps maintain

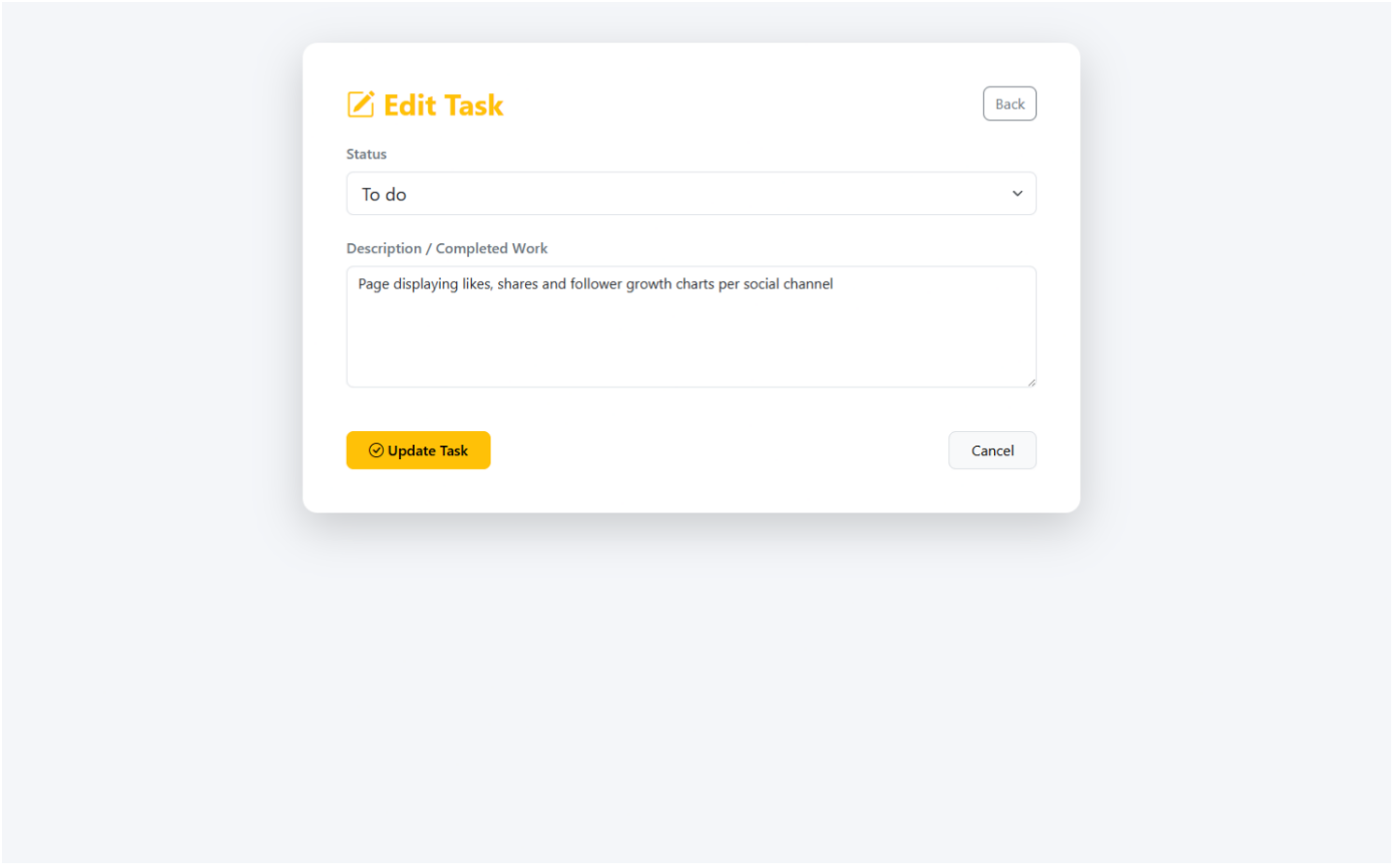

Figure 5.2 Edit Task form

accurate project records and ensures that team members always have access to the latest task information.

5.3 Updating task status

As work progresses, users can update the status of their tasks to reflect their current state. To modify a task's status, the user opens the desired task and selects the appropriate status option.

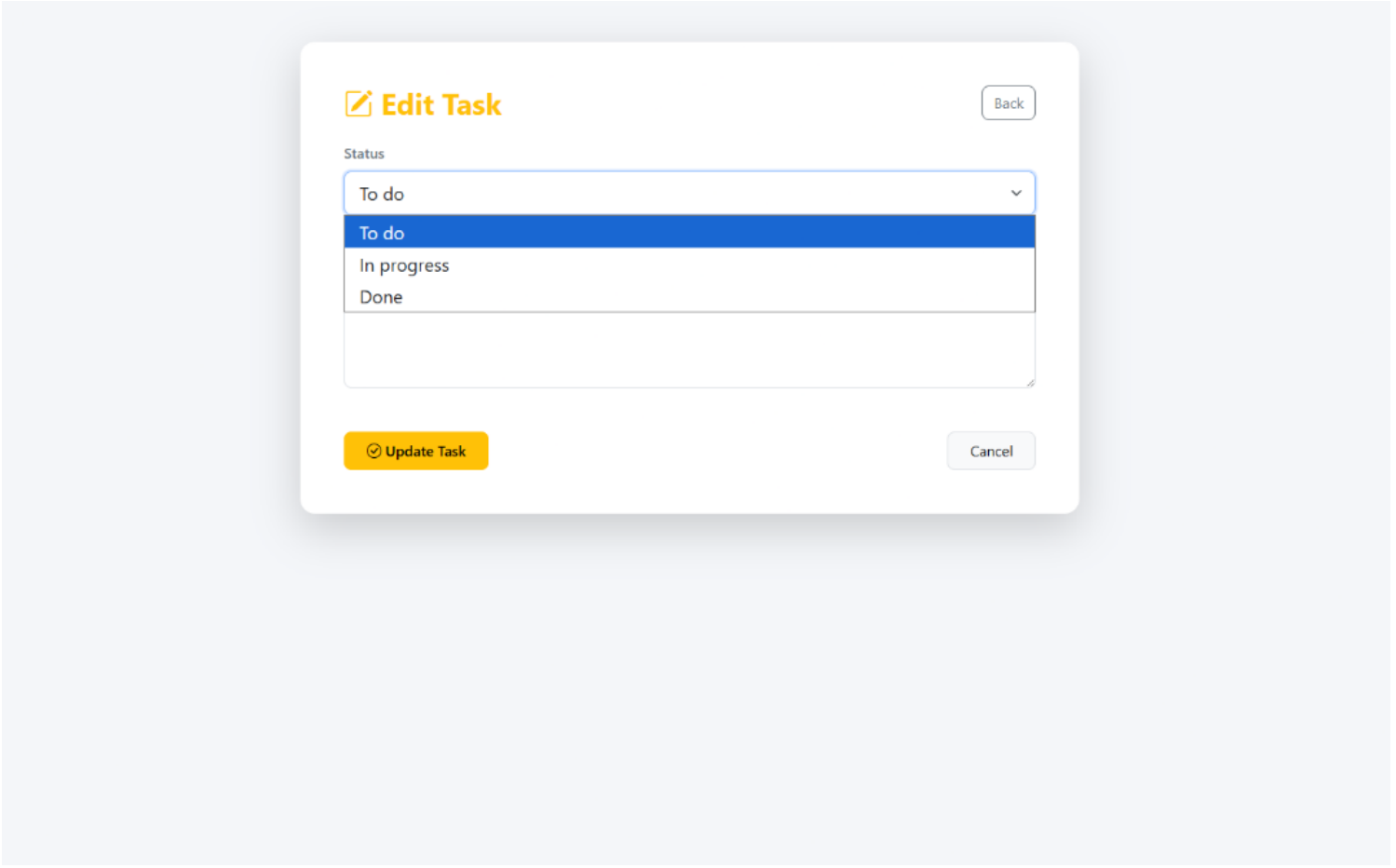

Figure 5.3 Updating task status

The system supports several task statuses, including: *To do*, *In Progress*, and *Done*. These statuses help project managers and team members monitor the progress of ongoing work and quickly identify tasks that require attention.
After selecting the desired status, the user saves the changes. The system immediately updates the task information and displays the new status throughout the application, ensuring that all project participants have access to the most up-to-date information regarding task progress.

6. Employee management

The Project and Work Tracking Information System uses a role-based access model to ensure that users have access only to the features necessary for their responsibilities. When a new user account is created, the system automatically assigns the default Employee role. This role provides basic access to the system, allowing users to view and update information related to their assigned tasks.

Only users with the Administrator role have permission to assign or modify user roles (Figure 6.1). After a new user account has been created, an administrator can review the user's responsibilities and assign the appropriate role based on their position within the organization.

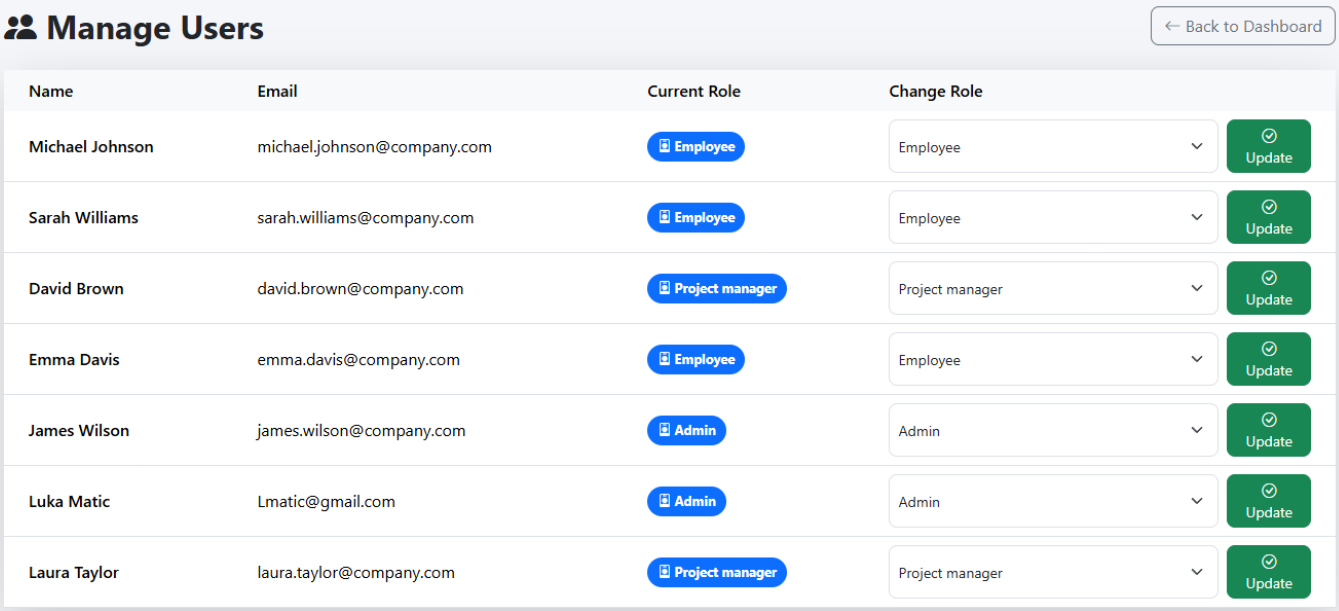

Figure 6.1 User management page

For example, users who are responsible for managing projects and coordinating team activities may be assigned the Project Manager role, while users who require full access to system administration functions may be assigned the Administrator role. By controlling role assignment through administrators, the system helps maintain security and ensures that users receive the correct permissions for their duties.
Any changes to user roles take effect immediately and determine which system features and management functions are available to the user.

7. Employee time tracking

The system also includes a time tracking feature that allows employees to record the amount of time spent on individual tasks. This helps provide a clearer overview of work effort and supports better project planning and analysis.

Employees are expected to log the time they spend working on each task during its progress. When a task is completed, the user enters the total time spent on that task before marking it as finished. This ensures that all completed tasks have an associated time record.

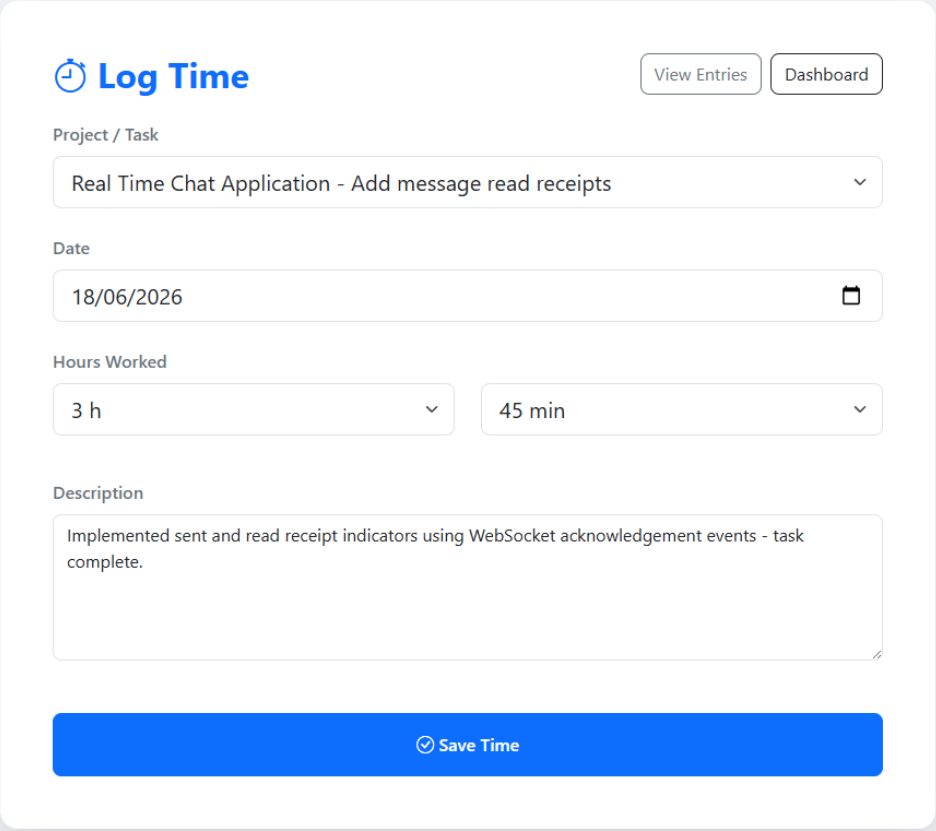

Figure 7.1 Time entry form

The recorded time data can later be used by project managers to evaluate productivity, estimate future workloads, and improve project planning accuracy. By integrating time tracking directly into task management, the system provides a more complete overview of both task progress and work effort.

8. Project progress tracking

The Project and Work Tracking Information System includes a progress tracking feature that provides users with a visual overview of project completion through a progress bar (Figure 8.1). The progress bar helps project managers and team members quickly understand the current state of a project without reviewing each task individually.

Project progress is calculated using two key factors: the percentage of completed tasks and the amount of work hours logged by employees. As tasks are completed and employees record the time spent on their work, the system continuously updates the project's overall progress.

The task completion component is based on the ratio between completed tasks and the total number of tasks within the project. For example, if 8 out of 10 tasks have been completed, the project has achieved 80% task completion. In addition, the system takes into account the hours logged by employees, providing a more realistic representation of project advancement, especially for projects where tasks vary significantly in complexity and duration.

The progress bar is updated automatically whenever a task is completed, modified, or when additional work hours are recorded. This allows project managers to monitor project development in real time and identify potential delays before they become critical.

By combining task completion data with logged working hours, the progress bar offers a more accurate representation of project progress and helps improve project planning, monitoring, and decision-making.

E-commerce Payment Gateway	Secure payment processing system integrating multiple payment providers	2026-05-11	2026-05-25	David Brown	Active	Edit
Bug Tracking Dashboard	Web dashboard for logging, assigning and tracking software bugs across teams	2026-04-14	2026-04-28	Emma Davis	Active	Edit
Automated Parking Allocation API	Backend API that detects and assigns available parking spots in real time	2026-04-10	2026-04-29	James Wilson	Active	Edit
Real Time Chat Application	A scalable chat app using websockets supporting rooms and direct messaging	2026-04-15	2026-04-28	David Brown	Inactive	Edit
Student Learning Management System	Web platform for managing courses, assignments and student progress tracking	2025-10-01	2026-06-20	David Brown	Inactive	Edit
Code Review Automation Tool	A tool that automatically reviews pull requests and suggests code improvements	2026-04-07	2026-04-14	David Brown	Active	Edit

Project Progress

Project	Status	Total Tasks	Completed Tasks	Progress	Logged Hours
Social Media Analytics Platform	Active	4	1	25%	2.50
E-commerce Payment Gateway	Active	2	1	50%	5.50
Bug Tracking Dashboard	Active	5	2	40%	7.50
Automated Parking Allocation API	Active	3	1	33%	1.25
Real Time Chat Application	Inactive	3	3	100%	7.75
Student Learning Management System	Inactive	5	0		0.00
Code Review Automation Tool	Active	6	1	17%	3.50

Figure 8.1 Project progress overview