EASY TASK APPLICATION DOCUMENTATION

Introduction

Easy task is a System developed by SMSA Express Information Technology Department in order to cater the requirement of managing the day-to-day activities/Task.

The Easy Task system will enable the staff and manager to monitor the activities and status of the activity belong to a project and the tracking of whole project.
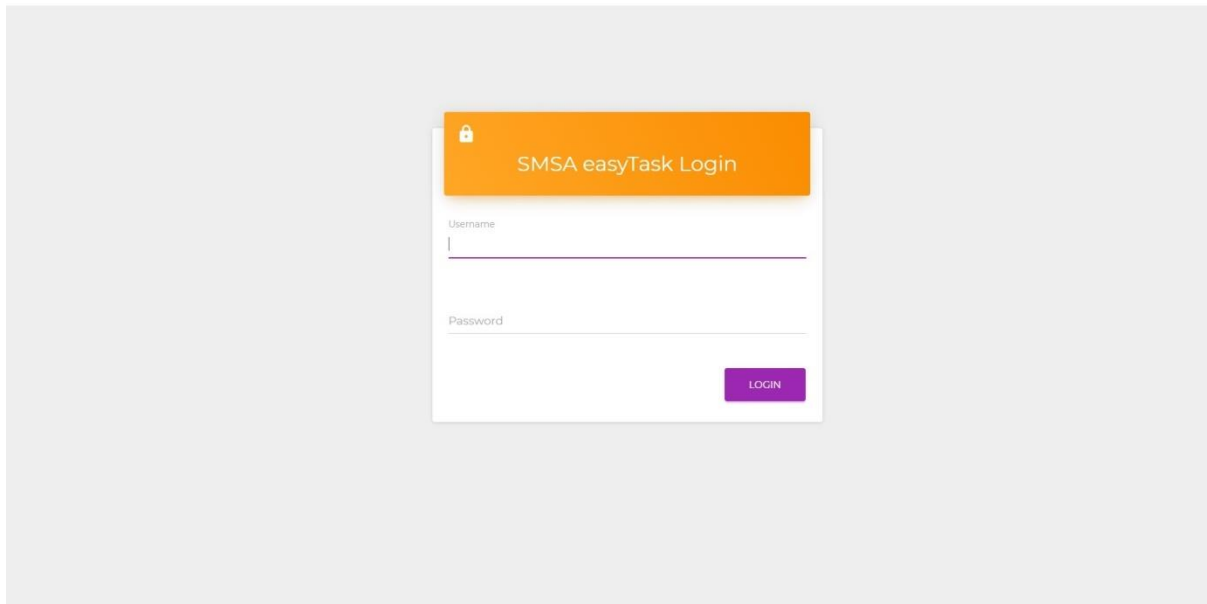
Login Screen

The web link for the system is as follows:

https://sam.smsaexpress.com/easyTask/Default.aspx
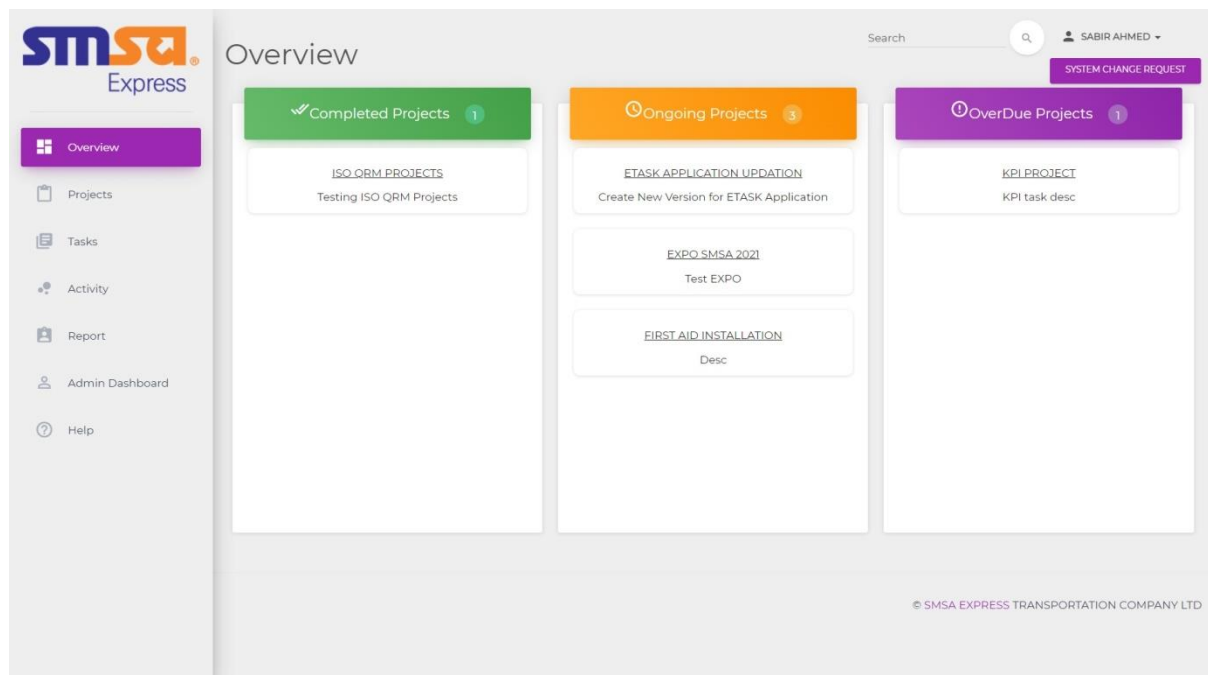
Username: Email ID(example - william)

Password: same as windows password

User's will be created by the ITD based on the requests received, if you wish to create a user you may forward the below details to ithelpdesk@smsaexpress.com.

Overview

The Overview page will provide the summary of the projects with status of completed, ongoing and overdue.

The user can click any project wizid and can view the tasks based on that projects.
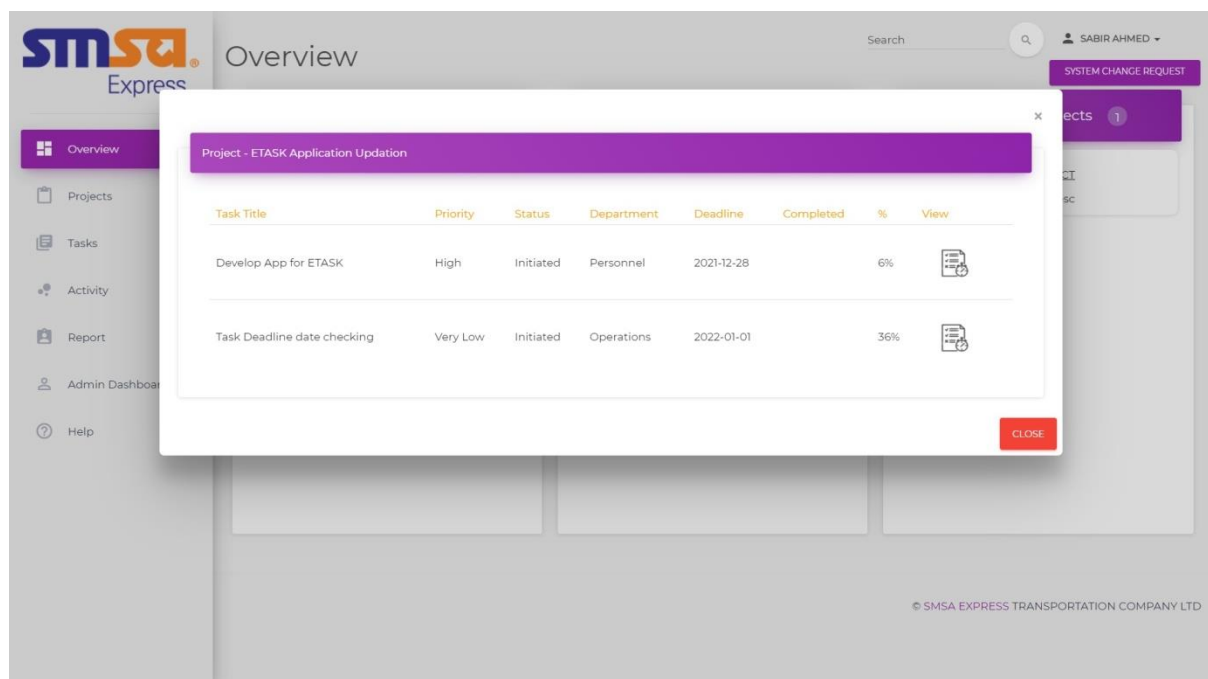
Example : User can click the Project - ETASK Application Updation then he can view the task details of that project.

If users want to know the details of particular task, then should click the View column based on that particular row of that task.
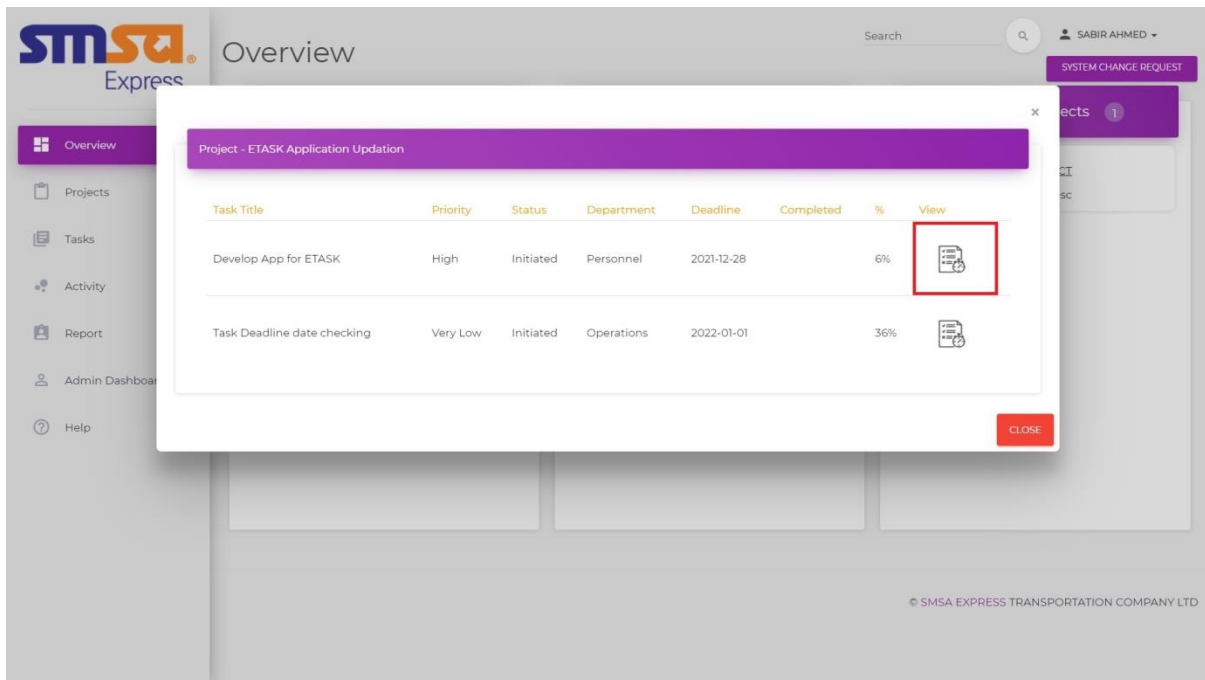
Example : Users want to know the details of Task – Develop App for ETASK, then should click the View logo image for that particular task row, like above image.

Once click that view image of particular task, then popup shows the whole details of that task
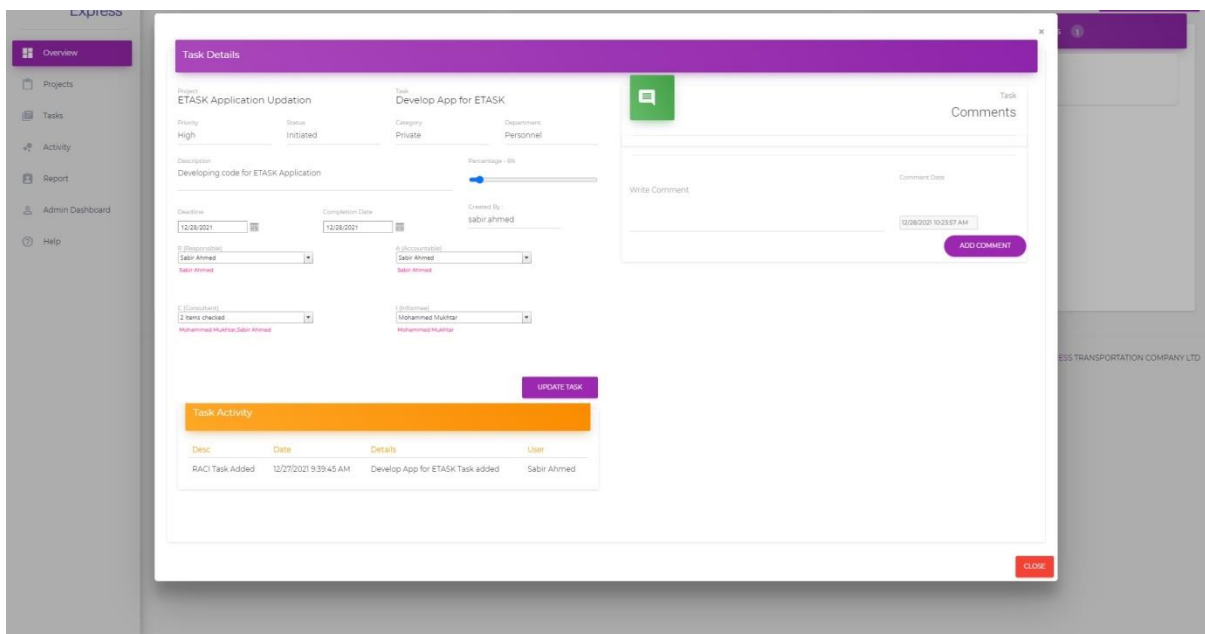
From this popup user can update the fields which allows editing to him, giving comments for this task and also view the task activity. If any activity done by user through this popup screen the respective persons belongs to this task will get notification (email), through this they will get the task updation.

Note: According to this Screen Projects and Task will display to the user based on mapping.

Project

Project screen will display the existing project with summary of details such as Title, Description, Status, deadline etc.

User can add new project through Add Project block. Members block, used to add the members for the project.

After creating the project and members, if users want to view the details of the particular project , then he should click on the Name of the projects in Existing Project List

Example: User want to view the details of Project – EXPO SMSA 2021 need to click on Project title as we marked on above image. Then system redirects to the Project Details Screen.

Project Details

Project Details screen through this,

1) User can we view whole details of that particular project.

2) Edit the status of the project.

3) View the Task list based on this project

4) Add the new task based on the project which we selected, by clicking add task button.

Once clicked shows the popup for adding new task, by selecting the default project which we are working. In this case currently we are in Project – EXPO Task 2021 so its selected default.

User wants to edit the existing task through list need to click on Task title Name as we marked on below image. It will redirect to Task Details Screen.

Task Details

User can view all the details of this task, we which we already seen on overview page task details popup same functionality will process here.

Task

Task screen will display the summary of a task with status of completed, ongoing and overdue, click on task status to filter.

To add new task click on Task button through popup user can add new task. Edit the task by clicking on Task Details task title name it will redirect Task details through user edit the task.

Project Activity

This screen will display a summary of the project's information under a respective manager, you may click on Title to expand (to view further details).

Report

This screen provides the option to get the report of a particular project, also there is option to export in PDF format
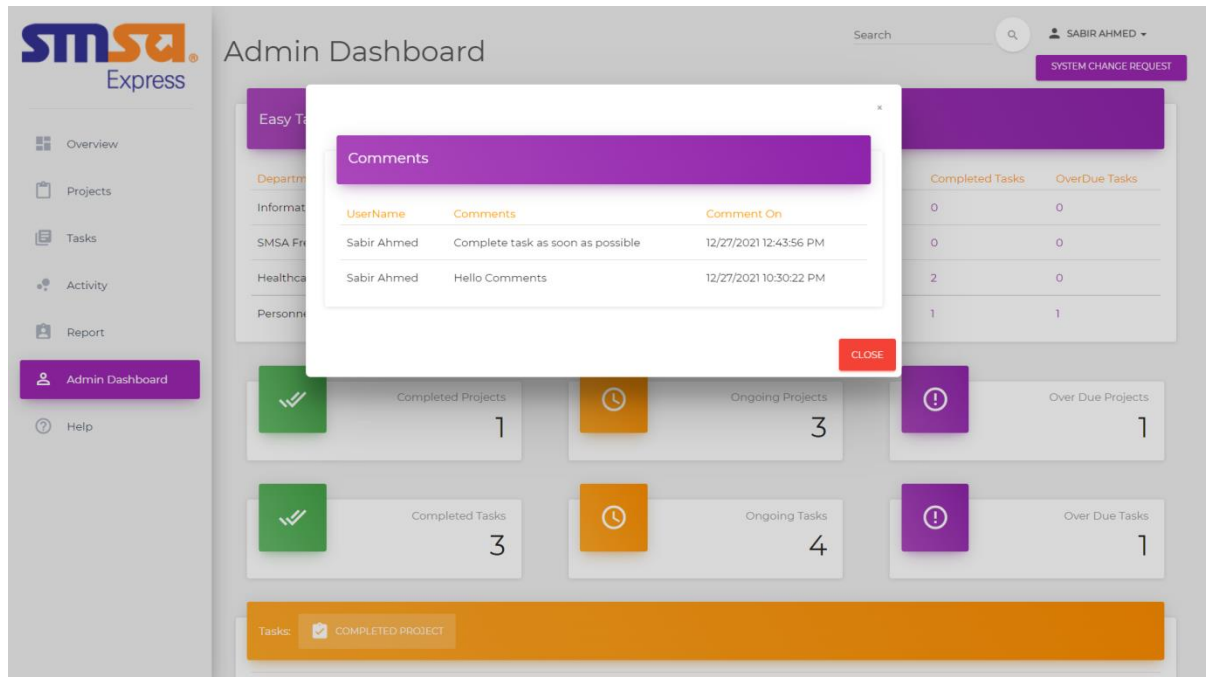

Admin Dashboard

Dashboard screen shows the overall project and task status in one shot, this screen will visible for the admin roles only.

1) Easy Task Status block shows the overall project and task status by department wise
2) By clicking the total projects count it will redirect to the project screen that will show only the projects based on that department, same for total tasks, ongoing tasks, completed tasks and overdue tasks
3) Clicking on total comments show the popup with that comment details.
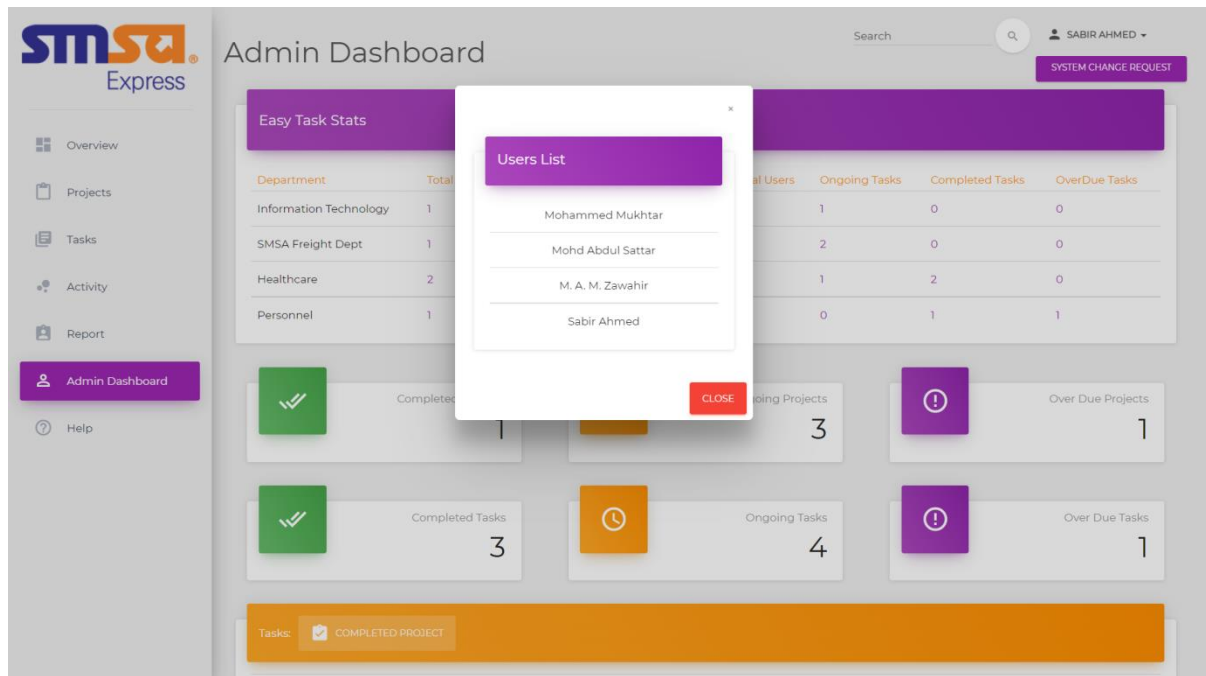
4) Clicking on total users, shows the user's list who are all mapped of the task related to that projects.