

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.

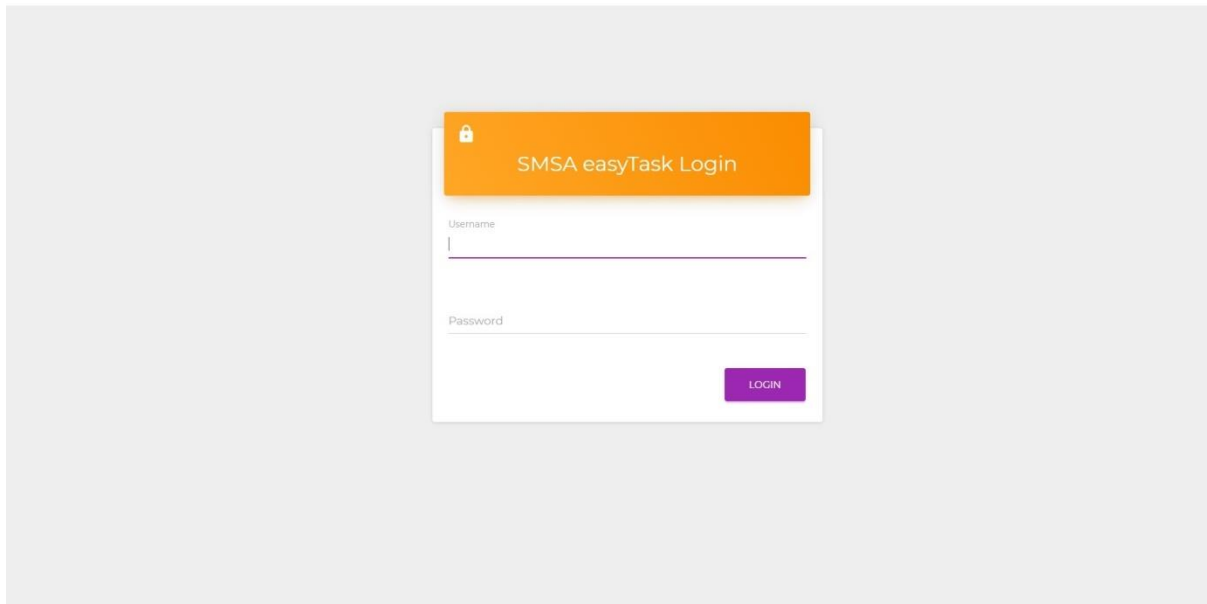
Login Screen

The web link for the system is as follows:

<https://sam.smsaexpress.com/easyTask/Default.aspx>

Username: Email ID(example - william)

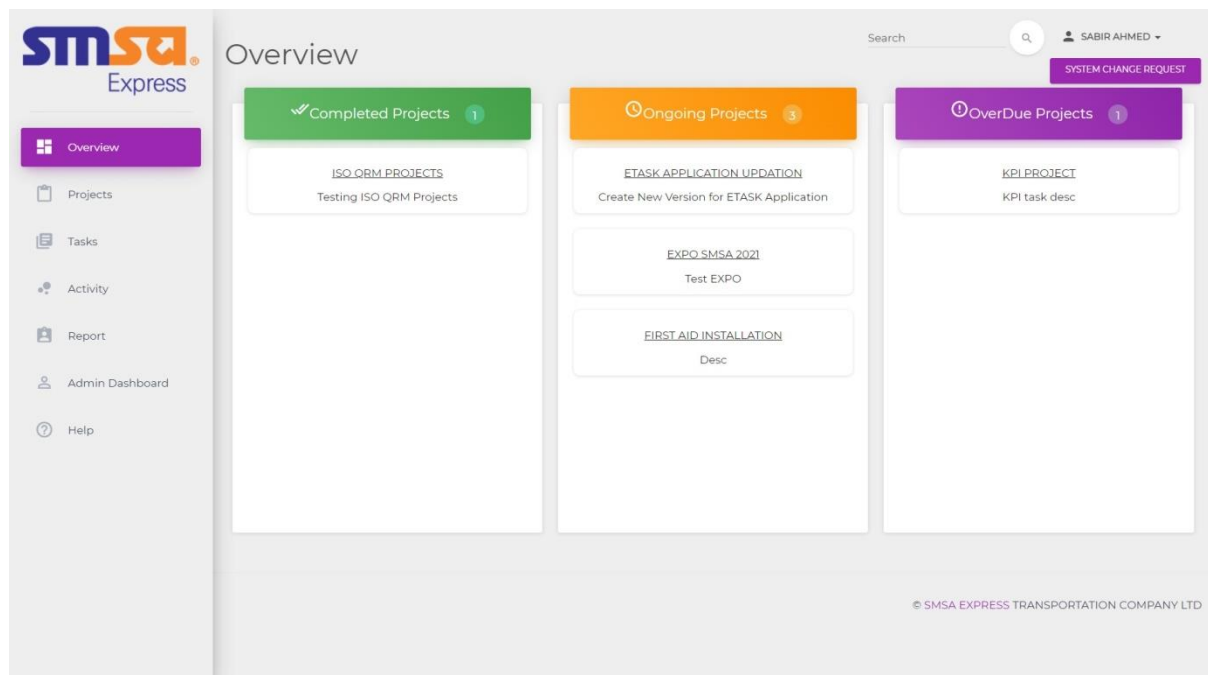
Password: same as windows password



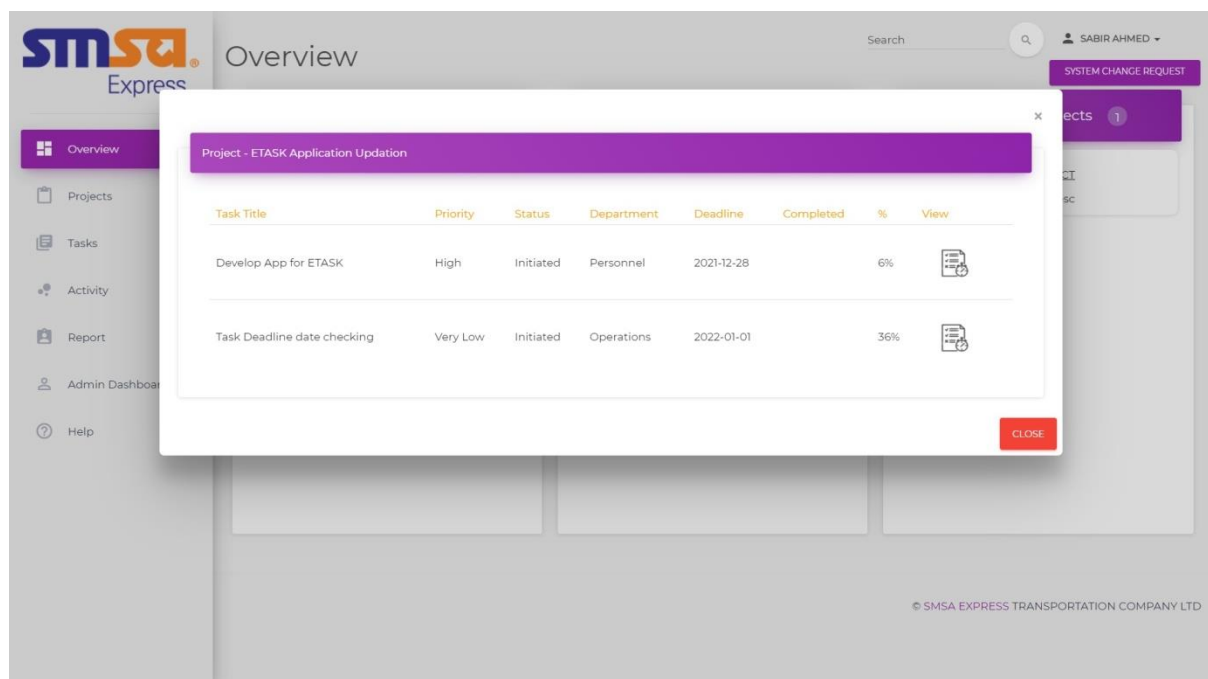
User's will be created by the ITD based on the requests received, if you wish to create a user you may forward the below details to ithelpdesk@smsaexpress.com.

Overview

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

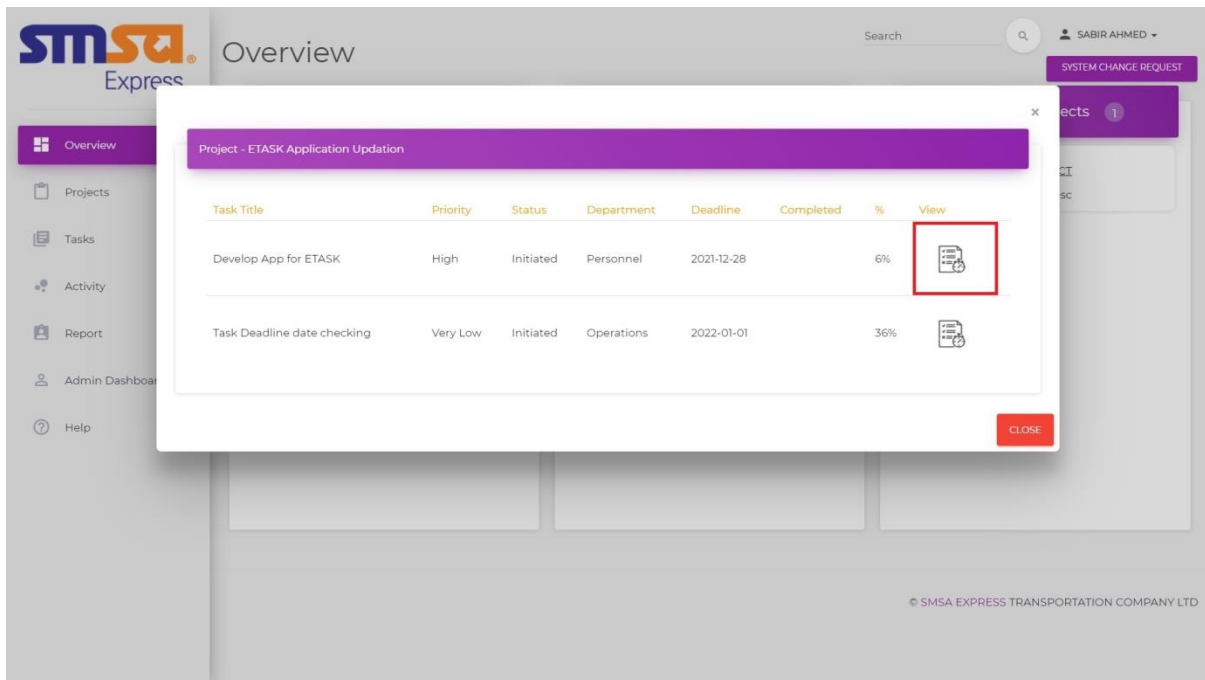


The user can click any project wizard and can view the tasks based on that projects.



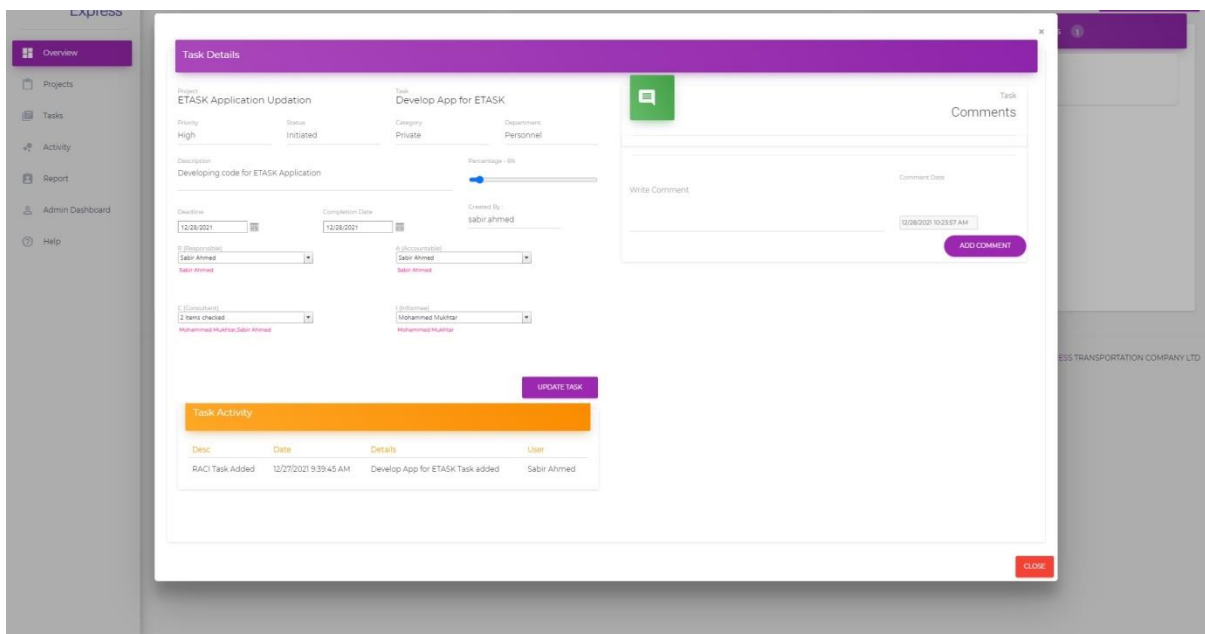
Example : User can click the Project - ETASK Application Updation then he can view the task details of that project.

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.

The screenshot shows the 'Projects' page in the SMTA Express system. The left sidebar contains navigation links: Overview, Projects (selected), Tasks, Activity, Report, Admin Dashboard, and Help. The main content area is titled 'Projects' and includes a search bar and a user profile for SABIR AHMED. Below the title is a table of 'Existing Projects'.

Title	Description	Owner	Status	Deadline	Completed Date
First Aid Installation	Desc	sabir.ahmed	Initiated	12/30/2021	
EXPO SMSA 2021	Test EXPO	sabir.ahmed	Initiated	12/29/2021	
KPI Project	KPI task desc	sabir.ahmed	Initiated	12/25/2021	
ISO QRM Projects	Testing ISO QRM Projects	sabir.ahmed	Completed	1/5/2022	2021-12-27
ETASK Application Updation	Create New Version for ETASK Application	sabir.ahmed	Initiated	1/2/2022	

Below the table are two main sections: 'Add Project' and 'Members'. The 'Add Project' section has fields for Title, Deadline (12/29/2021), Status (Select Status), Department (Information Technology), and Description, with an 'ADD PROJECT' button. The 'Members' section has a 'Select Project' dropdown, a 'Member' dropdown, and an 'ADD MEMBER' button. There is also a 'Select Project' button at the bottom of the Members section.

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

This screenshot is similar to the previous one, but the 'EXPO SMSA 2021' project in the 'Existing Projects' table is highlighted with a red box. The URL at the bottom of the page is 'sam.smtaexpress.com/easyTaskDev/ProjDetails.aspx?projId=10038'.

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 -- EXPO SMSA 2021

Search | SABIR AHMED | SYSTEM CHANGE REQUEST | ADD TASK

Task Details	Priority	Status	Department	Deadline	Completed	%	Detail View
EXPO TASK2 Time Left 2 Days	Low	Ongoing	Operations	2021-12-30		66 %	
TASK EXPO SMSA Time Left 3 Days	Standard	Ongoing	Finance Audit Dept	2021-12-31		46 %	

EXPO SMSA 2021
Test EXPO

Owner: Sabir Ahmed | Deadline: 12/29/2021
Status: Initiated | Completion Date: 12/28/2021
UPDATE PROJECT

Members
Mohd Abdul Sattar
Sabir Ahmed

Project Activity
Details of Activities about the Project

Desc	Date	Details	Task	User
RACI Task Added	12/28/2021 9:20:29 AM	test Task added		Sabir Ahmed
RACI Task Added	12/28/2021 9:18:14 AM	test Expo Task added		Sabir Ahmed
Comment Added	12/27/2021 9:33:13 PM	Hello Comments	EXPO task2	Sabir Ahmed
Task Description Updated	12/27/2021 12:59:36 PM	Description Updated from TASK.2 to Task will update soon	EXPO task2	Sabir Ahmed
Task Percentage Updated	12/27/2021 12:59:36 PM	Percentage Updated from 38 to 66	EXPO task2	Sabir Ahmed
Comment Added	12/27/2021 12:57:43 PM	Complete task as soon as possible	Task EXPO SMSA	Sabir Ahmed
Task Percentage Updated	12/27/2021 12:42:37 PM	Percentage Updated from 0 to 46	Task EXPO SMSA	Sabir Ahmed
Task Status Updated	12/27/2021 12:42:37 PM	Status Updated from Initiated to Ongoing	Task EXPO SMSA	Sabir Ahmed
Task Percentage Updated	12/27/2021 12:42:18 PM	Percentage Updated from 0 to 38	EXPO task2	Sabir Ahmed
Task Status Updated	12/27/2021 12:42:18 PM	Status Updated from Initiated to Ongoing	EXPO task2	Sabir Ahmed
RACI Task Added	12/27/2021 12:41:43 PM	EXPO task2 Task added		Sabir Ahmed
RACI Task Added	12/27/2021 12:40:26 PM	Task EXPO SMSA Task added		Sabir Ahmed

Project Details screen through this,

- 1) User can 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.

Project Details -- EXPO SMSA 2021

Search | SABIR AHMED | SYSTEM CHANGE REQUEST | **ADD TASK**

Task Details	Priority	Status	Department	Deadline	Completed	%	Detail View
EXPO TASK2 Time Left 2 Days	Low	Ongoing	Operations	2021-12-30		66 %	
TASK EXPO SMSA Time Left 3 Days	Standard	Ongoing	Finance Audit Dept	2021-12-31		46 %	

EXPO SMSA 2021
Test EXPO

Owner: Sabir Ahmed | Deadline: 12/29/2021
Status: Initiated | Completion Date: 12/28/2021
UPDATE PROJECT

Project Activity
Details of Activities about the Project

Desc	Date	Details	Task	User
RACI Task Added	12/28/2021 9:20:29 AM	test Task added		Sabir Ahmed
RACI Task Added	12/28/2021 9:18:14 AM	test Expo Task added		Sabir Ahmed

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.

Tasks Details

EXPO SMSA 2021 >> EXPO task2
Task will update soon

Priority: Low | Status: Ongoing | Category: Public | Department: Operations

Description: Task will update soon | Percentage: 66%

Deadline: 12/30/2021 | Completion Date: 12/28/2021 | Created By: sabir.ahmed

Assignees: (Unassigned) Sabir Ahmed | (Assigned) Sabir Ahmed

Comments: Hello Comments Sabir Ahmed @ 12/27/2021 10:30:22 PM

Write Comment: | Comment Date: 12/28/2021 11:38:13 AM | ADD COMMENT

UPDATE TASK

Task Activity

Desc	Date	Details	User
Comment Added	12/27/2021 9:33:13 PM	Hello Comments	Sabir Ahmed
Task Description Updated	12/27/2021 12:59:36 PM	Description Updated from TASK 2 to Task will update soon	Sabir Ahmed

Task

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

Tasks

Completed Tasks: 3 | Ongoing Tasks: 4 | Over Due Tasks: 1

ADD TASK

Tasks: [X] COMPLETED [] ONGOING [] OVER DUE

Project	Task Details	Priority	Status	Department	Deadline	Completed %	Detail View
KPI Project	KPI TASK 2 Time Left -5 Days	Standard	Completed	Customer Service	2021-12-23	2021-12-27 100 %	[Icon]
ISO QRM Projects	ISO TASK Time Left 1 Days	Very Low	Completed	Finance	2021-12-29	2021-12-27 100 %	[Icon]
ISO QRM Projects	ISO QRM PROJECT DOCUMENTATION Time Left 1 Days	Standard	Completed	Training	2021-12-29	2021-12-27 100 %	[Icon]

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).

The screenshot shows the 'Project Activity' page in the SMSA Express application. The left sidebar contains navigation links: Overview, Projects, Tasks, Activity (highlighted), Report, Admin Dashboard, and Help. The main content area features a search bar, a user profile for SABIR AHMED, and a 'SYSTEM CHANGE REQUEST' button. Below this is a 'Projects Activity' table with columns: Title, Description, Owner, Status, Deadline, and Completed Date. The table lists five projects: First Aid Installation, EXPO SMSA 2021, KPI Project, ISO QRM Projects, and ETASK Application Update. The footer indicates the copyright for 2021 SMSA EXPRESS TRANSPORTATION COMPANY LTD.

Title	Description	Owner	Status	Deadline	Completed Date
First Aid Installation	Desc	sabir.ahmed	Initiated	12/30/2021	
EXPO SMSA 2021	Test EXPO	sabir.ahmed	Initiated	12/29/2021	
KPI Project	KPI task desc	sabir.ahmed	Initiated	12/25/2021	
ISO QRM Projects	Testing ISO QRM Projects	sabir.ahmed	Completed	1/5/2022	2021-12-27
ETASK Application Update	Create New Version for ETASK Application	sabir.ahmed	Initiated	1/2/2022	

This screenshot displays the 'Project Activity' page with a timeline view for the 'EXPO SMSA 2021' project. The left sidebar is identical to the previous screenshot. The main content area shows a vertical timeline with five activity entries, each with a date, time, and description of the action taken by Sabir Ahmed.

- Dec 28, 2021 Tue 09:20 AM**: test Task added. RACI Task Added By Sabir Ahmed
- Dec 28, 2021 Tue 09:18 AM**: test Expo Task added. RACI Task Added By Sabir Ahmed
- Dec 27, 2021 Mon 09:33 PM**: EXPO task2 Hello Comments. Comment Added By Sabir Ahmed
- Dec 27, 2021 Mon 12:59 PM**: EXPO task2 Description Updated from TASK 2 to Task will update soon. Task Description Updated By Sabir Ahmed
- Dec 27, 2021 Mon 12:59 PM**: EXPO task2 Percentage Updated from 38 to 66. Task Percentage Updated By Sabir Ahmed

Report

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

The screenshot shows the 'Task Details Report' page. On the left is a sidebar with navigation links: Overview, Projects, Tasks, Activity, Report (highlighted), Admin Dashboard, and Help. The main content area has a search bar and a user profile 'SABIR AHMED'. Below these are buttons for 'SYSTEM CHANGE REQUEST', 'GETDETAILS', and 'EXPORT TO PDF'. The report title 'Task Details Report' is centered. Below it is a table with columns: Task Details, Priority, Status, Category, Department, R(Responsible), A(Accountable), C(Consultant), I(Informee), Last Comment, Deadline, and Percentage. The table contains two rows of data. At the bottom right, there is a copyright notice: '© 2021 SMSA EXPRESS TRANSPORTATION COMPANY LTD'.

Task Details	Priority	Status	Category	Department	R(Responsible)	A(Accountable)	C(Consultant)	I(Informee)	Last Comment	Deadline	Percentage
EXPO task2	Low	Ongoing	Public	Operations	Sabir Ahmed	Sabir Ahmed	Sabir Ahmed	Sabir Ahmed	Hello Comments by sabir.ahmed @ 12/27/2021 10:30:22 PM	2021-12-30	66%
Task EXPO SMSA	Standard	Ongoing	Public	Finance Audit Dept	Mohd Abdul Sattar, Sabir Ahmed	Sabir Ahmed	Sabir Ahmed	Sabir Ahmed	Complete task as soon as possible by sabir.ahmed @ 12/27/2021 12:43:56 PM	2021-12-31	46%

Admin Dashboard

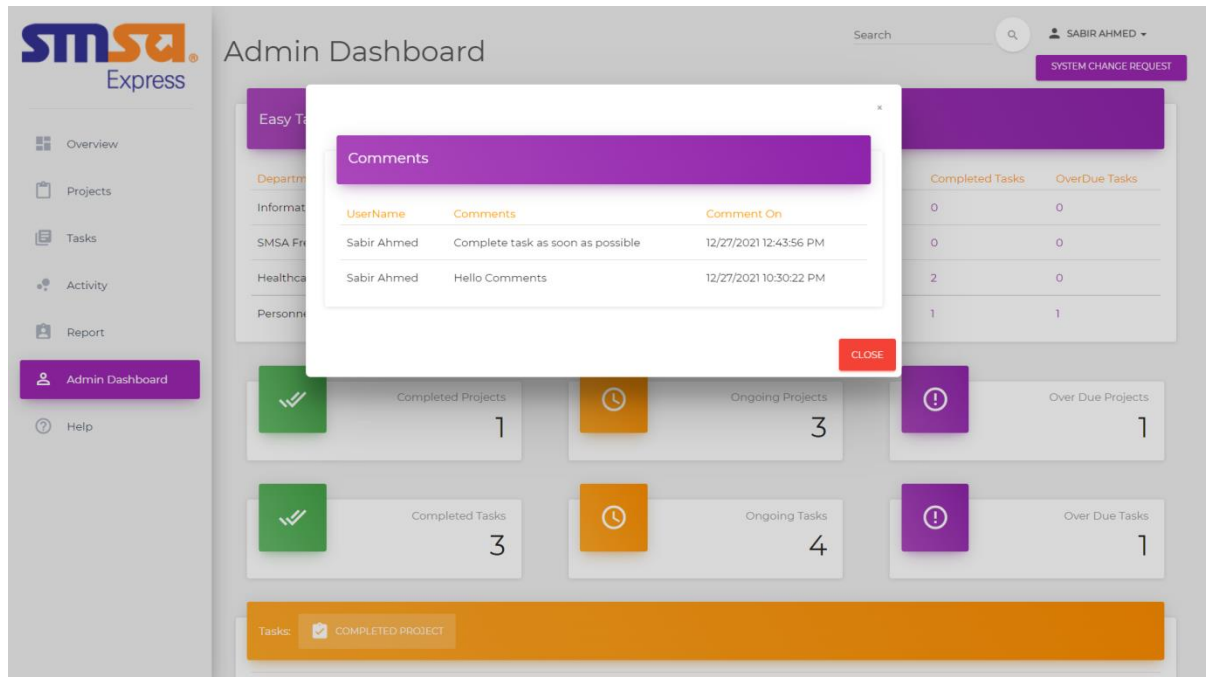
Dashboard screen shows the overall project and task status in one shot, this screen will visible for the admin roles only.

The screenshot shows the 'Admin Dashboard' page. The sidebar is identical to the previous screen, with 'Admin Dashboard' highlighted. The main content area has a search bar and a user profile 'SABIR AHMED'. Below these are buttons for 'SYSTEM CHANGE REQUEST' and 'EXPORT TO PDF'. The dashboard features a 'Easy Task Stats' section with a table showing statistics by department. Below this are six summary cards: Completed Projects (1), Ongoing Projects (3), Over Due Projects (1), Completed Tasks (3), Ongoing Tasks (4), and Over Due Tasks (1). At the bottom, there is a 'Tasks' section with a 'COMPLETED PROJECT' button and a table showing project details. The table has columns: Project, Project Details, Status, Owner, and Deadline. It contains one row of data for 'ISO QRM Projects'.

Department	Total Projects	Total Tasks	Total Comments	Total Users	Ongoing Tasks	Completed Tasks	Over Due Tasks
Information Technology	1	2	0	2	1	0	0
SMSA Freight Dept	1	2	2	2	2	0	0
Healthcare	2	3	0	4	1	2	0
Personnel	1	2	0	4	0	1	1

Project	Project Details	Status	Owner	Deadline
ISO QRM Projects	ISO QRM PROJECTS Time Left 8 Days	Completed	sabir.ahmed	2022-01-05

- 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.



Comments

UserName	Comments	Comment On
Sabir Ahmed	Complete task as soon as possible	12/27/2021 12:43:56 PM
Sabir Ahmed	Hello Comments	12/27/2021 10:30:22 PM

Easy Task Stats

Department	Total
Information Technology	1
SMSA Freight Dept	1
Healthcare	2
Personnel	1

Task Status Summary:

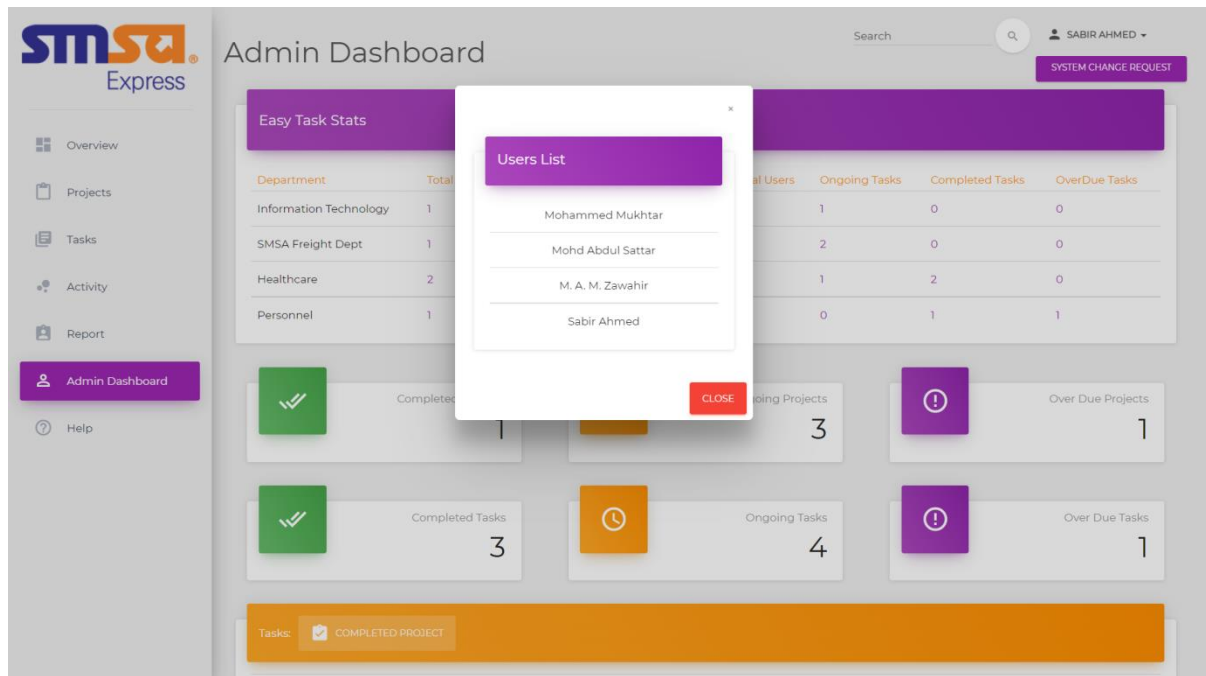
Completed Projects	Ongoing Projects	Over Due Projects
1	3	1

Task Status Summary:

Completed Tasks	Ongoing Tasks	Over Due Tasks
3	4	1

Task: COMPLETED PROJECT

- 4) Clicking on total users, shows the user's list who are all mapped of the task related to that projects.



Users List

Mohammed Mukhtar
Mohd Abdul Sattar
M. A. M. Zawahir
Sabir Ahmed

Easy Task Stats

Department	Total
Information Technology	1
SMSA Freight Dept	1
Healthcare	2
Personnel	1

Task Status Summary:

Completed Projects	Ongoing Projects	Over Due Projects
1	3	1

Task Status Summary:

Completed Tasks	Ongoing Tasks	Over Due Tasks
3	4	1

Task: COMPLETED PROJECT