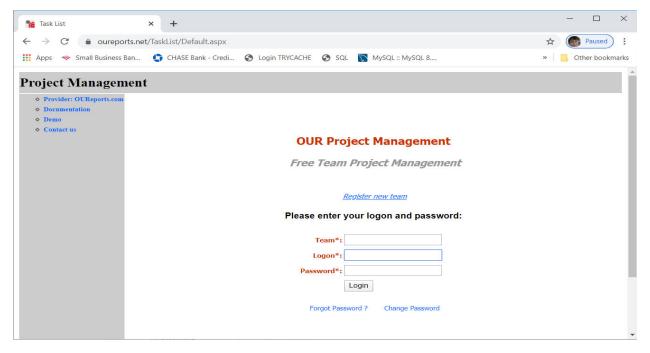
TaskList Project Management

Contents

askList Project Management	
Team Registration	2
Add Task	
Setting colors and dropdown items	
Using AI for analysis:	
Export data to Excel	
Add Topics	
Add members	
Edit the task	15
Add event to the calendar on user's device	17
Task List Monthly Calendar	18
Time Line	22

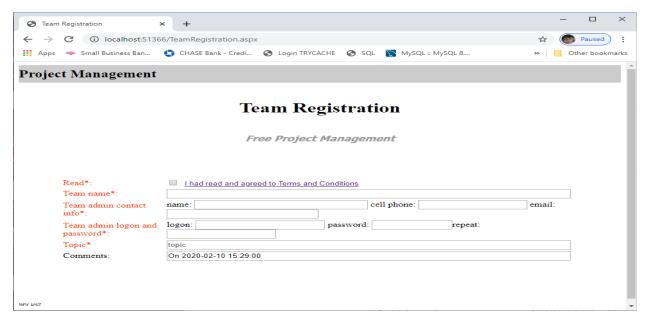
Open $\underline{\text{https://oureports.net/OUReports/index1.aspx}}$ and click the button "Project Manager" in the bottom of the page.



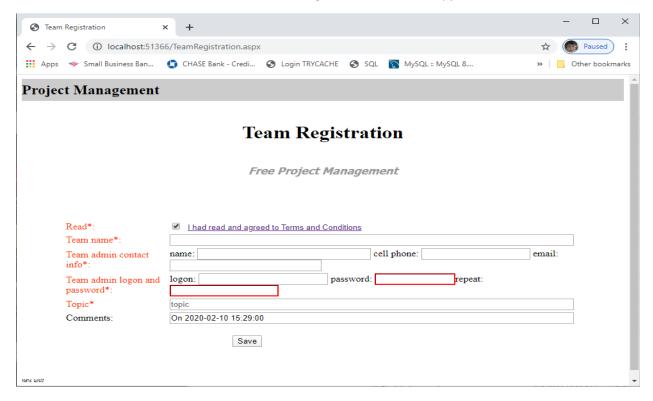
Left menu has links to Documentation and to Demo.

Team Registration

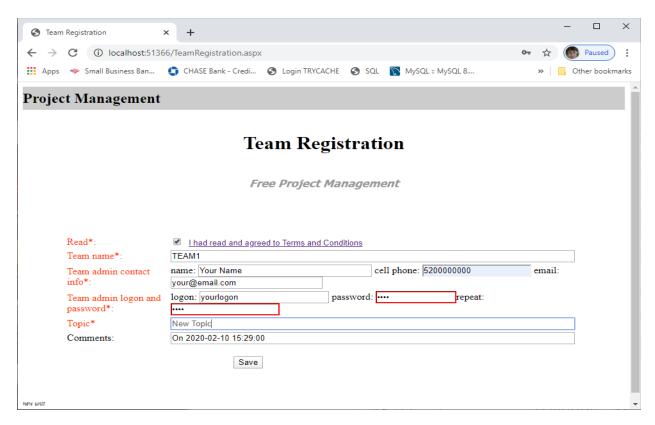
Click the link "Register new team":



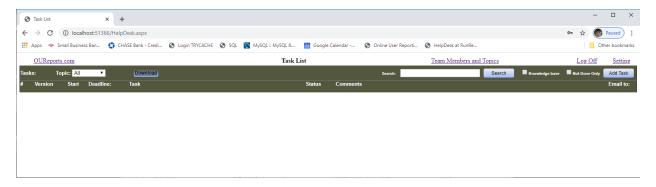
Read Terms and Conditions and click checkbox if agree. Button "Save" appeared below:



Fill out the form and click "Save":

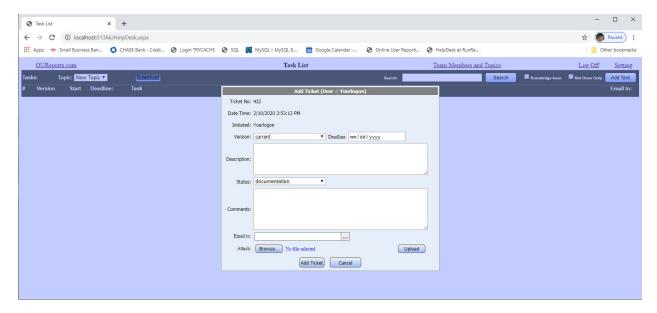


Log in and see empty list of tasks:

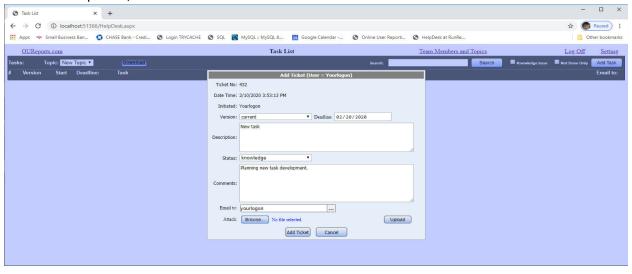


Add Task

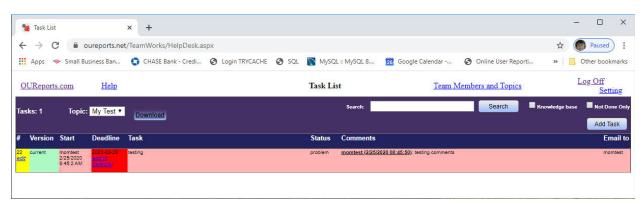
Click the button "Add Task" on the right. Ticket Dialog will appear:



Fill out the form selecting Version and Status from the dropdown lists, deadline if needed, and to whom to email the updates, attach file if needed:

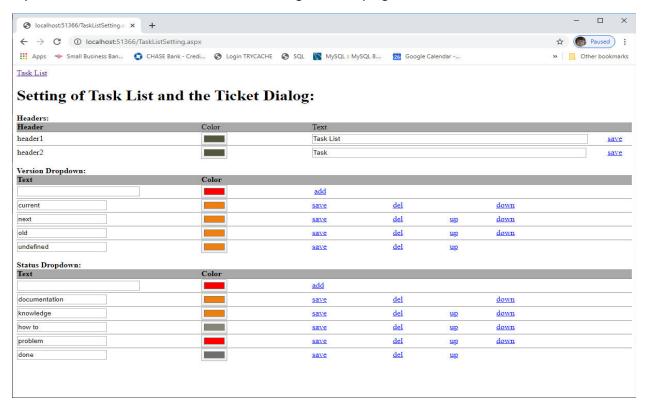


Click "Add Ticket":



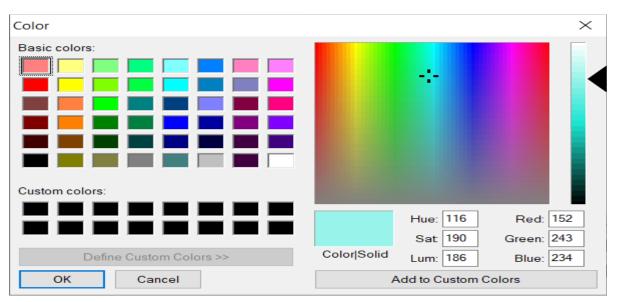
Setting colors and dropdown items

If you don't like that colors, click the link "Setting" in the top right corner:

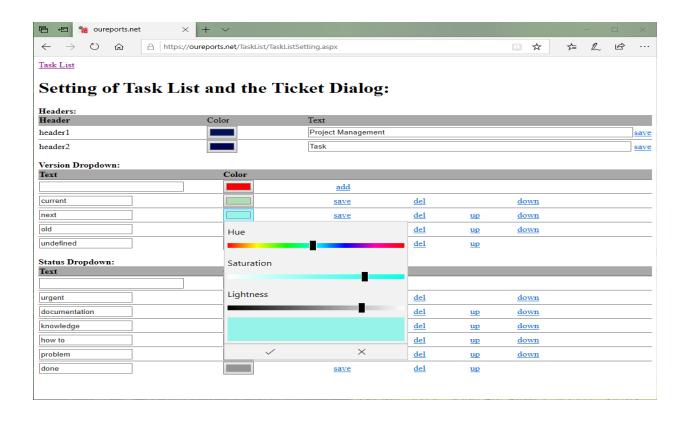


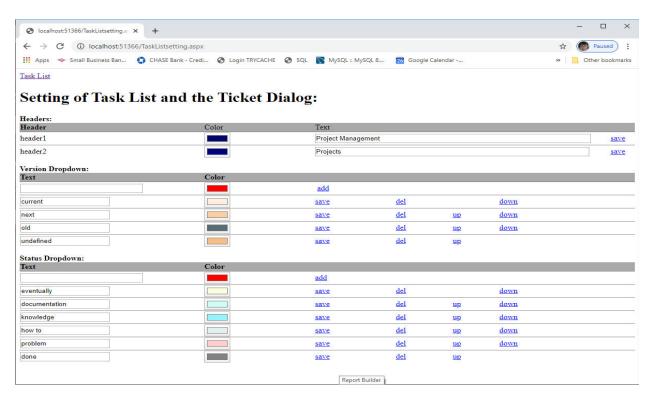
You can change colors, texts in headers, version, and status textboxes, move them up and down, add version and add status items. Save every record after each change. It will change the view of your Task List making it color coded for your convenience.

The Color control is best in Chrome browser:

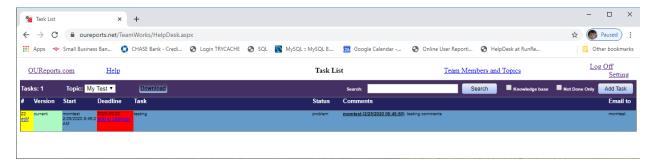


It looks different in Edge:

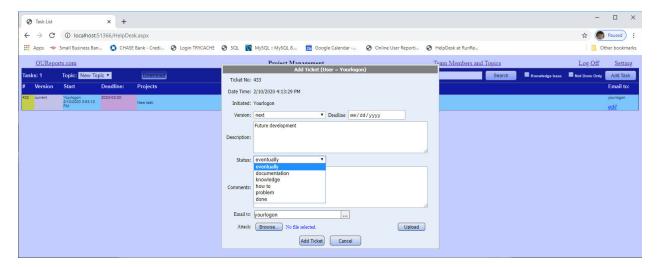




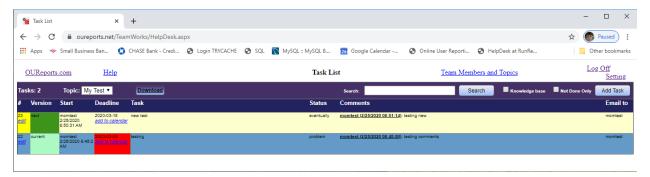
Return back to Task List:



Add new task:

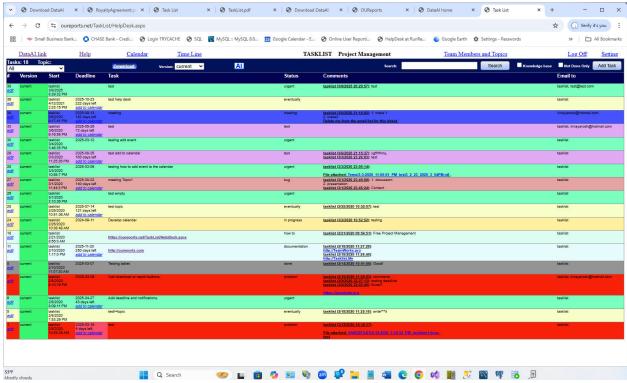


Status dropdown included new previously added item "eventually". Click "Add Ticket":

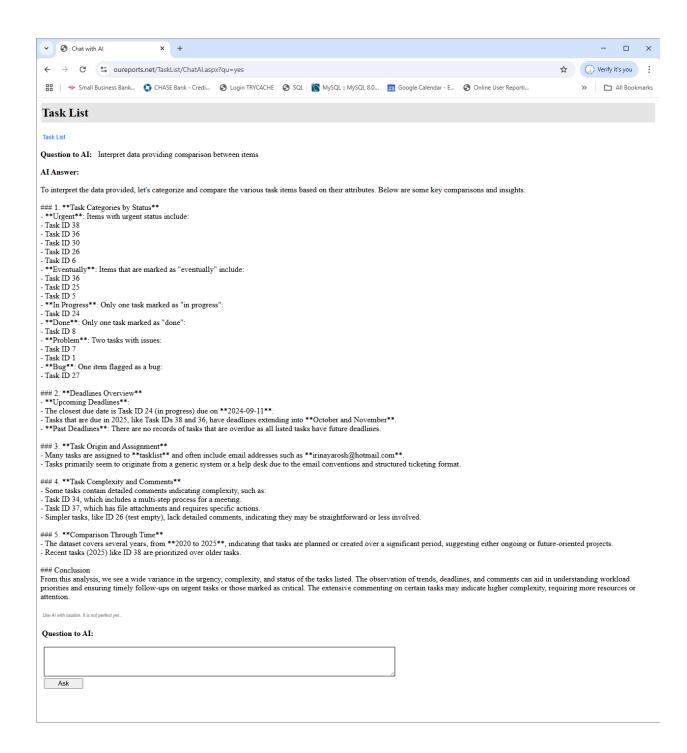


The dropdowns Version and Status can be used for your own purposes and have different meanings as you wish. Deadline is color coded. It is redder when deadline is close.

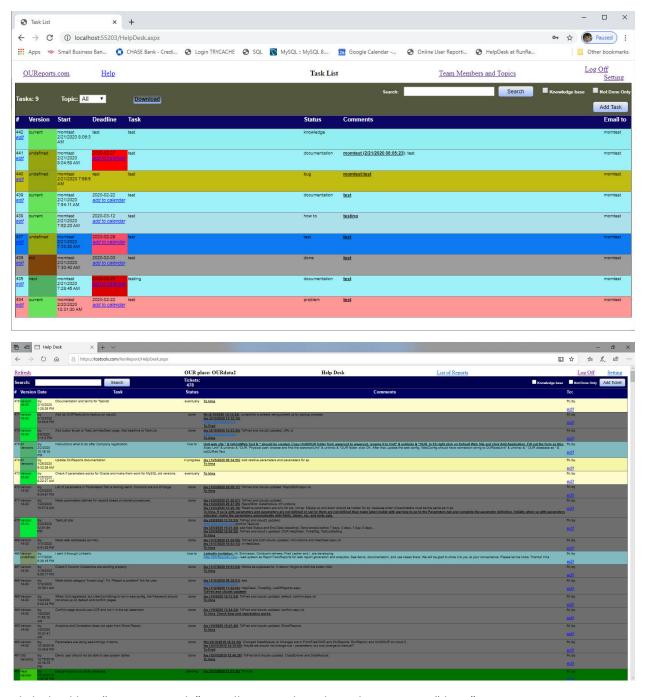
Using AI for analysis:



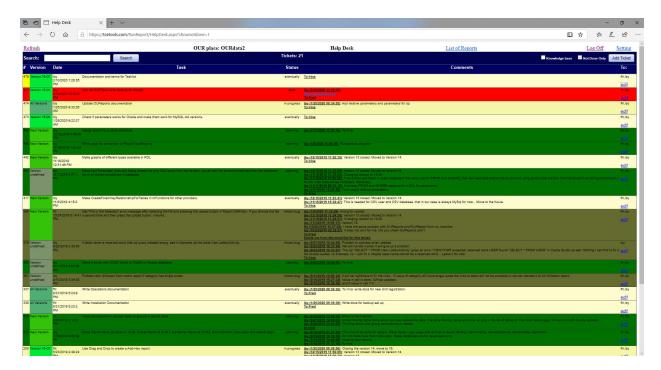
Click the link AI on the top of the table. Result:



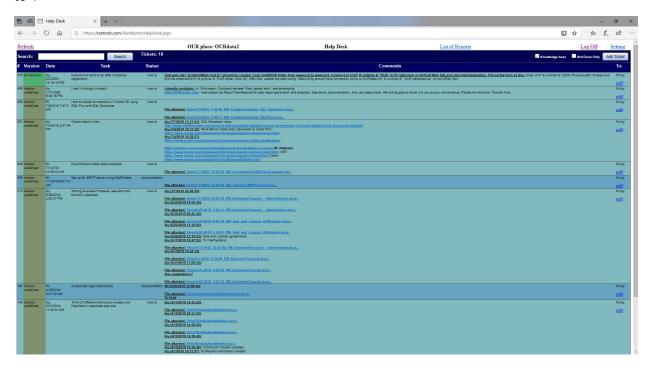
Samples for different colors and settings:



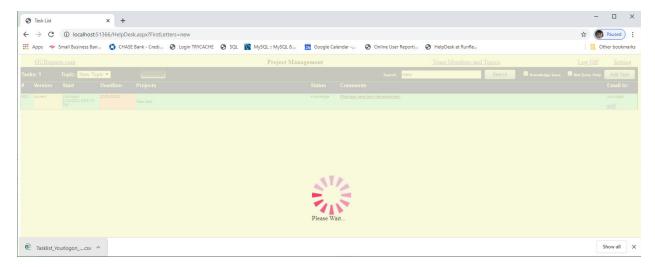
Click checkbox "Not Done Only". It will open only tasks with Status not "done":



Clicking checkbox "Knowledge base" will open task with Status "documentation", "knowledge", "how to":



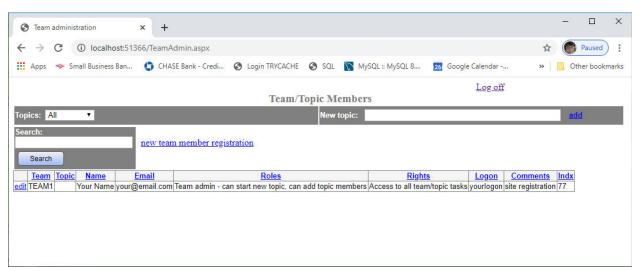
Clicking button "Download" will export data to Excel:



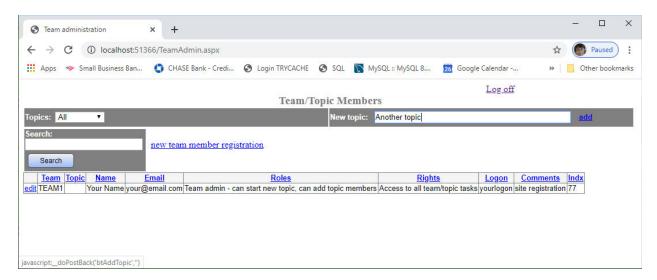
To return - refresh the page.

Add Topics

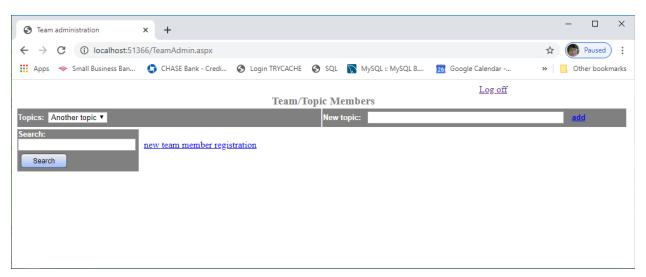
To add another topic or/and team member click the link "Team Members and Topics":



To add the new topic put the name in New Topic textbox:

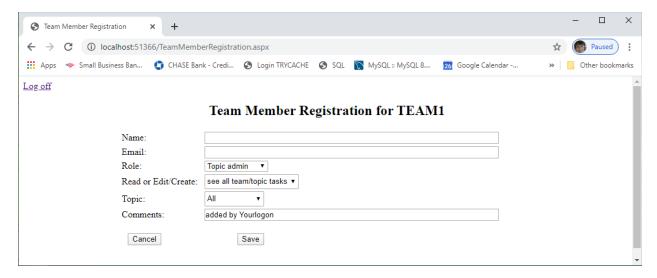


Click the link "add":

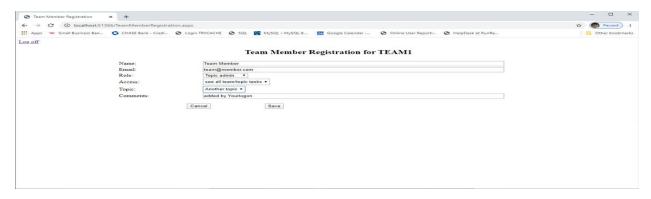


Add members

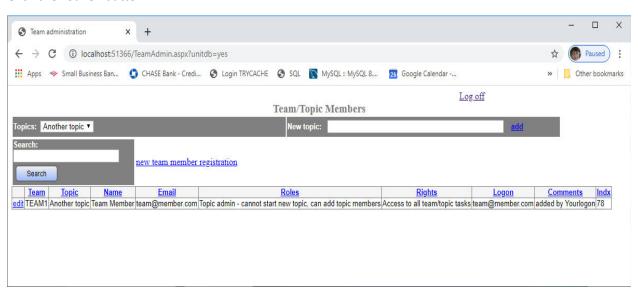
To add members to the team/topic click the link "new team member registration":



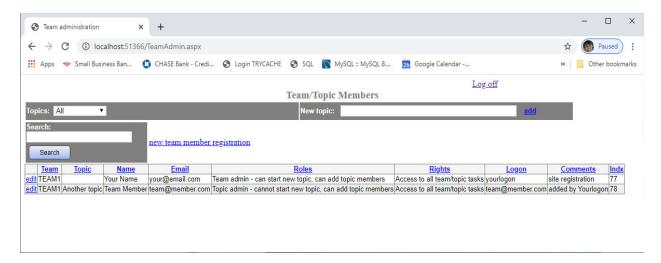
Fill out the form select Role and Access level:



Click the "Save" button:

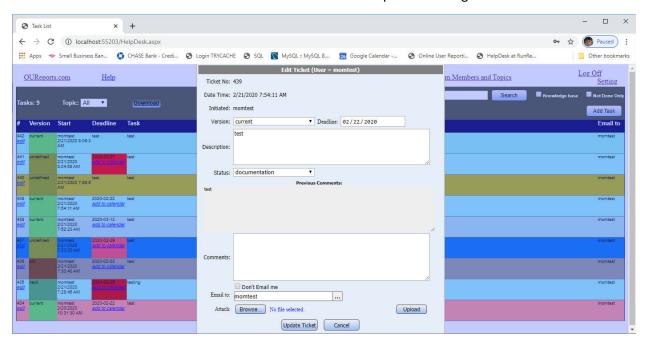


For All topics we have now 2 members:

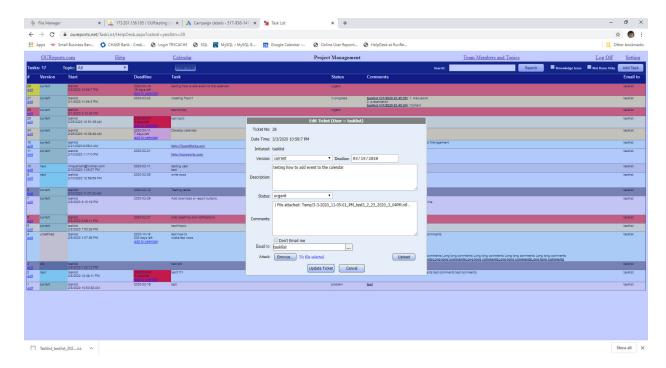


Edit the task

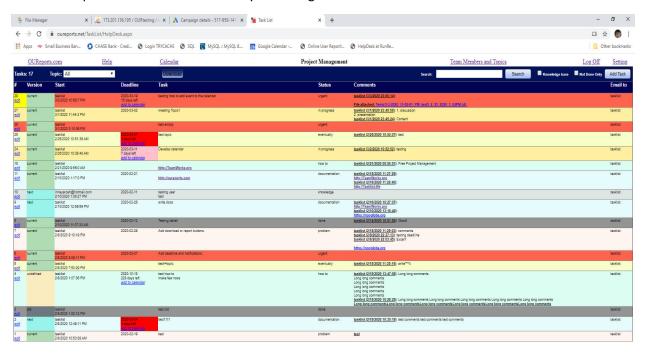
To edit the task click the link "edit" on the left column. It will open the dialog:



To attach the file click Browse button, select the file and click Upload button:



Then click Update Ticket button to save your changes. See the record that was edited:



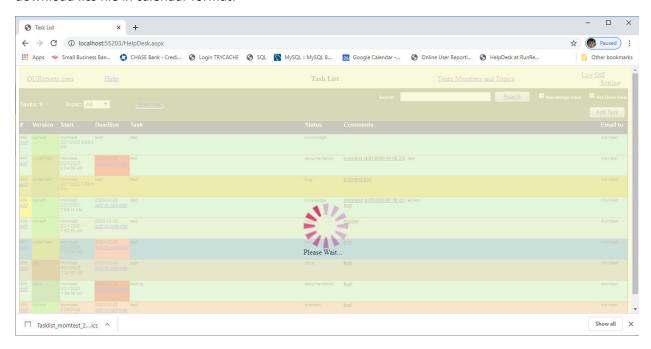
Show all X

You will see the link to the attached file.

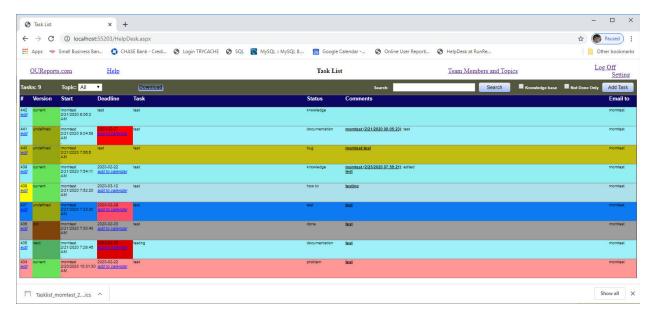
Tasklist_tasklist_202...ics ^

Add event to the calendar on user's device

To add deadline of the task to the calendar click the link "add to calendar" in the deadline column. It will download .ics file in calendar format:



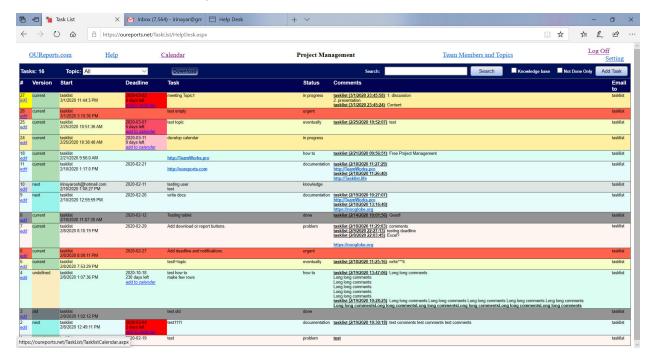
Click refresh button to return to Task List.



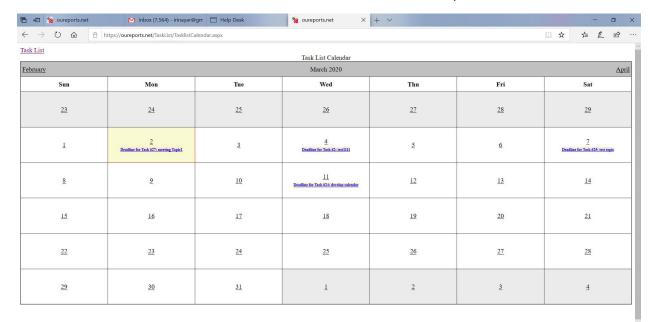
Opening the .ics file will add the event in the user default calendar. To add event in another calendar, the calendar should be open on your device and the .ics file should be imported in.

Task List Monthly Calendar

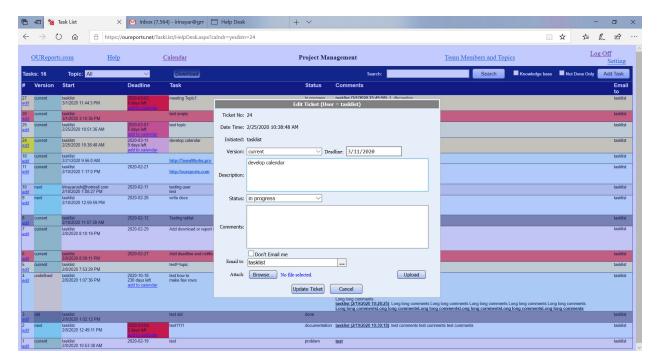
Click the link Calendar on the top:



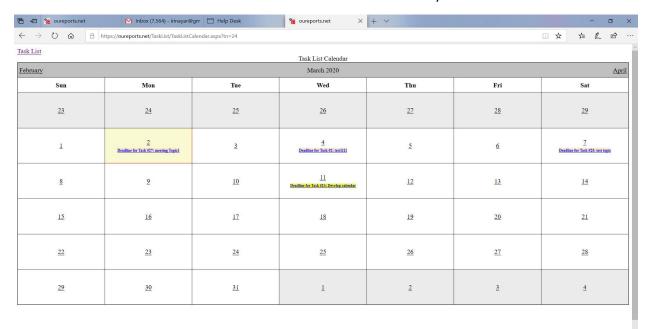
The month calendar with deadline information and links to the task will open:



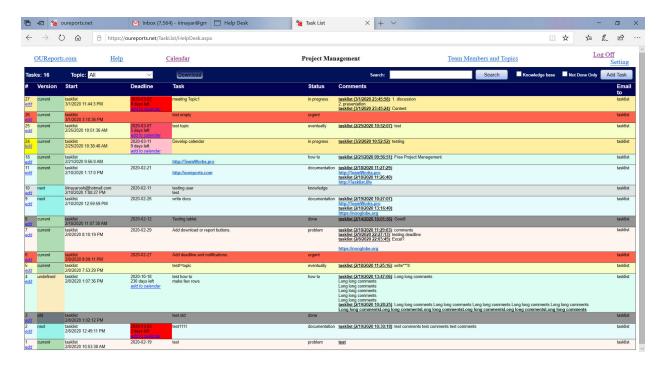
Clicking on the link will open Ticket Dialog for the task:



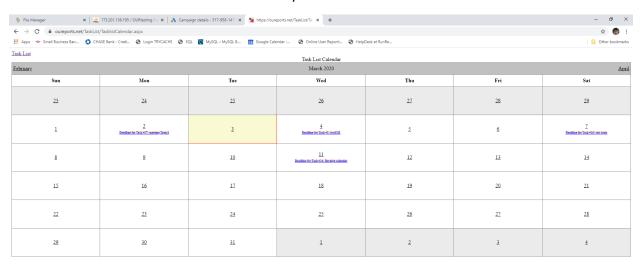
Edit and save. It will return the Calendar and edited Task #24 will have yellow back color:



Click Task List link in the top left corner open Task List, edited Task #24 will have yellow back color in the left column:

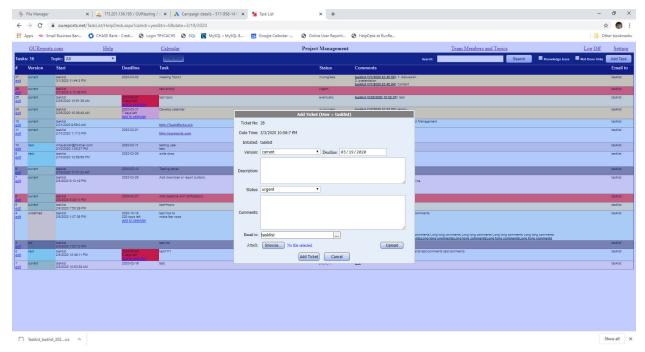


Click link Calendar to return to Task List Monthly Calendar:

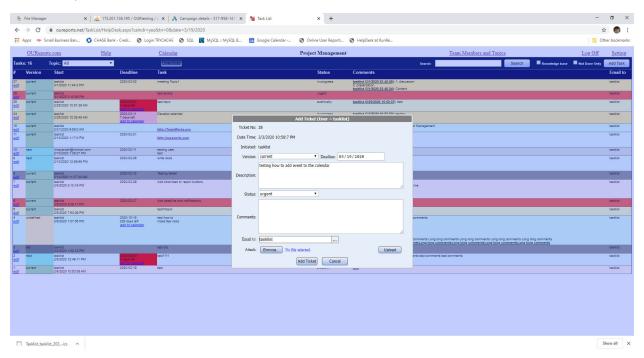


Takist takist 202...ics ^

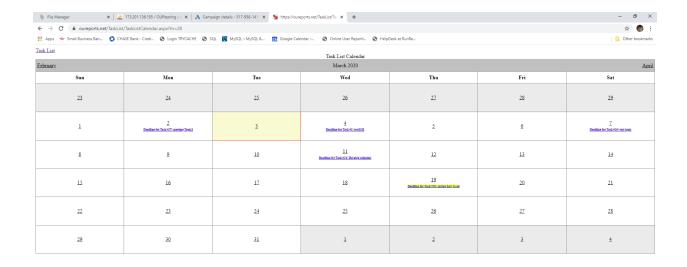
Click on day number link to add Task event to that day. It will open Ticket Dialog:



Add Description and other information if needed:



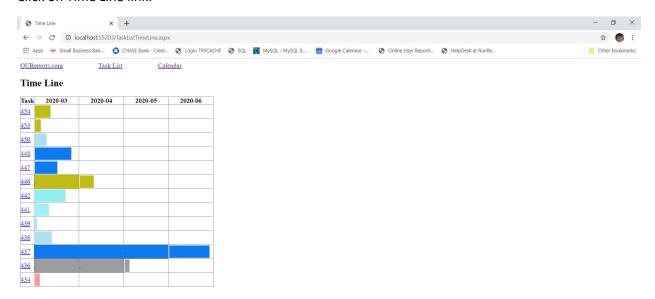
Click Add Ticket button. You will see new event added to March 19:





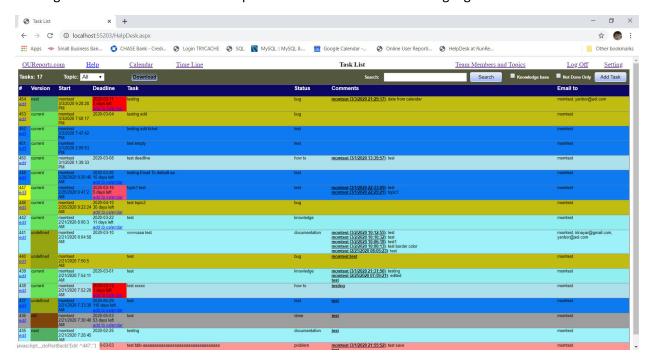
Time Line

Click on Time Line link:



Mouse Over show details about Task with deadline date.

Clicking on the Task number link will open Task List with Task number highlighted.



Returning to Time Line will highlight the active Task number:

