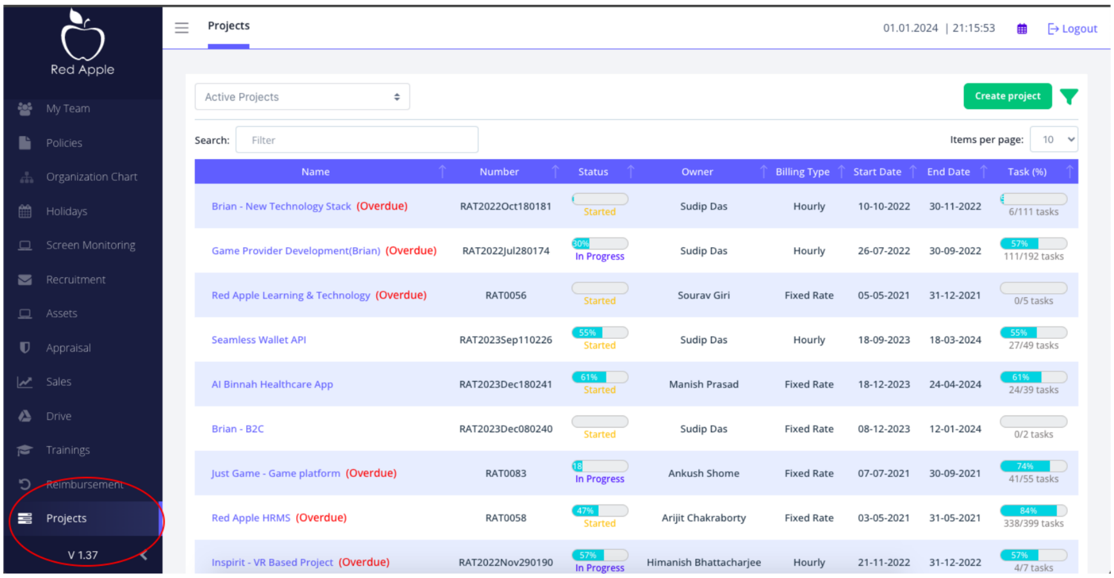
<u>**Project Management User Manual**</u>

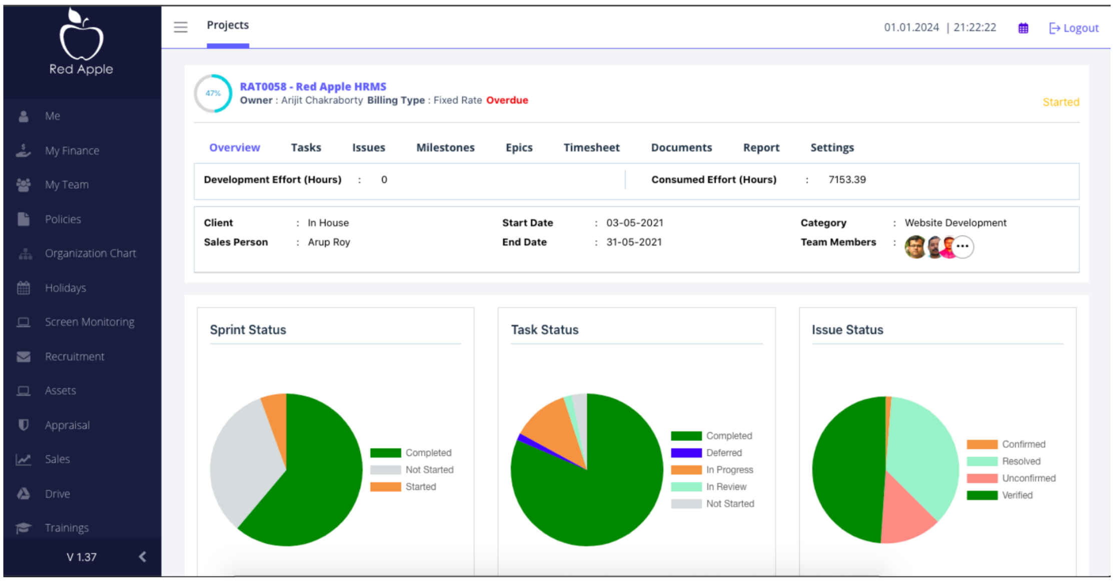
Please follow the below steps to use the **Project Management** Module in the **EMS** portal. Note: if you are not able to see the **“Projects”** menu, please login again. If you are still not able to see the menu, please contact **EMS** support team.

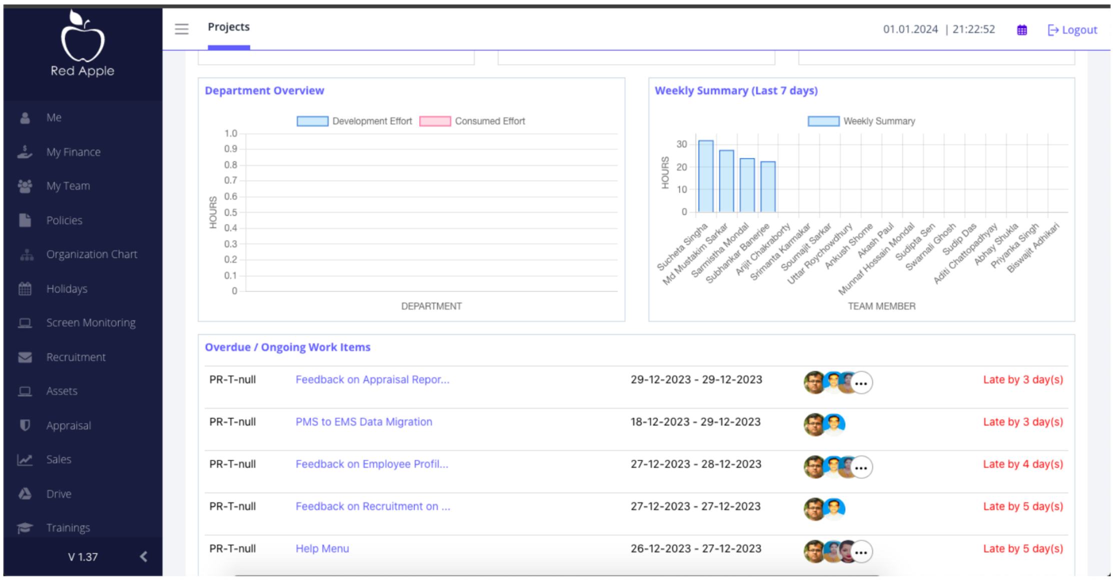
1. Once logged in, you can access the **“Projects”** menu from the left panel of the **EMS Portal**. Please see the red highlighted section for your reference.



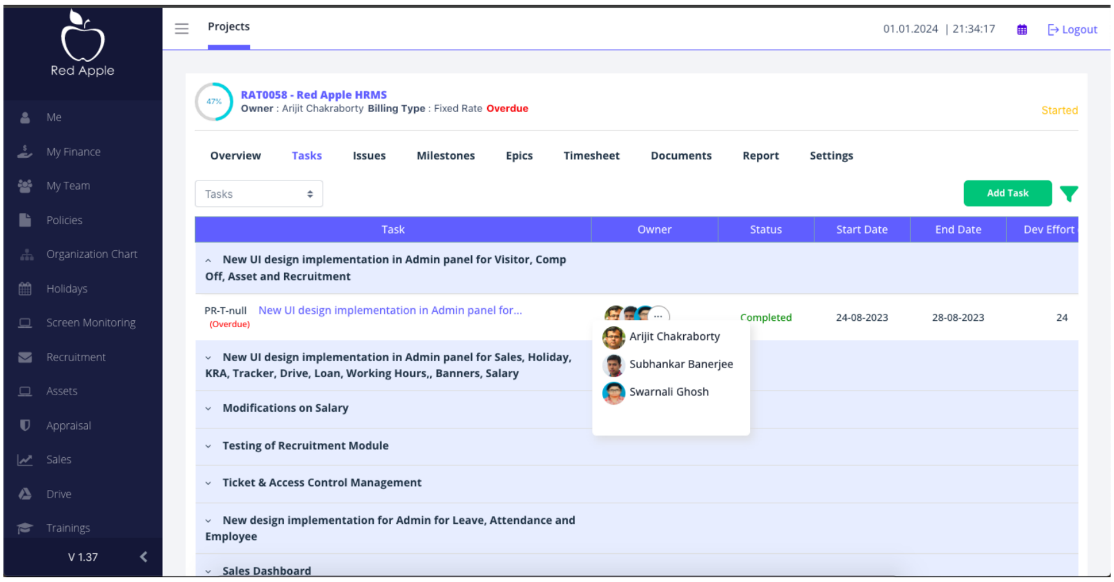
2. Projects can be filtered by their status.

3. Clicking on a project name will take you to the project’s details page. The details page consists of several tabs. Each tab represents a specific sub module of a project. The first tabs “Overview” shows the overall status of the project.

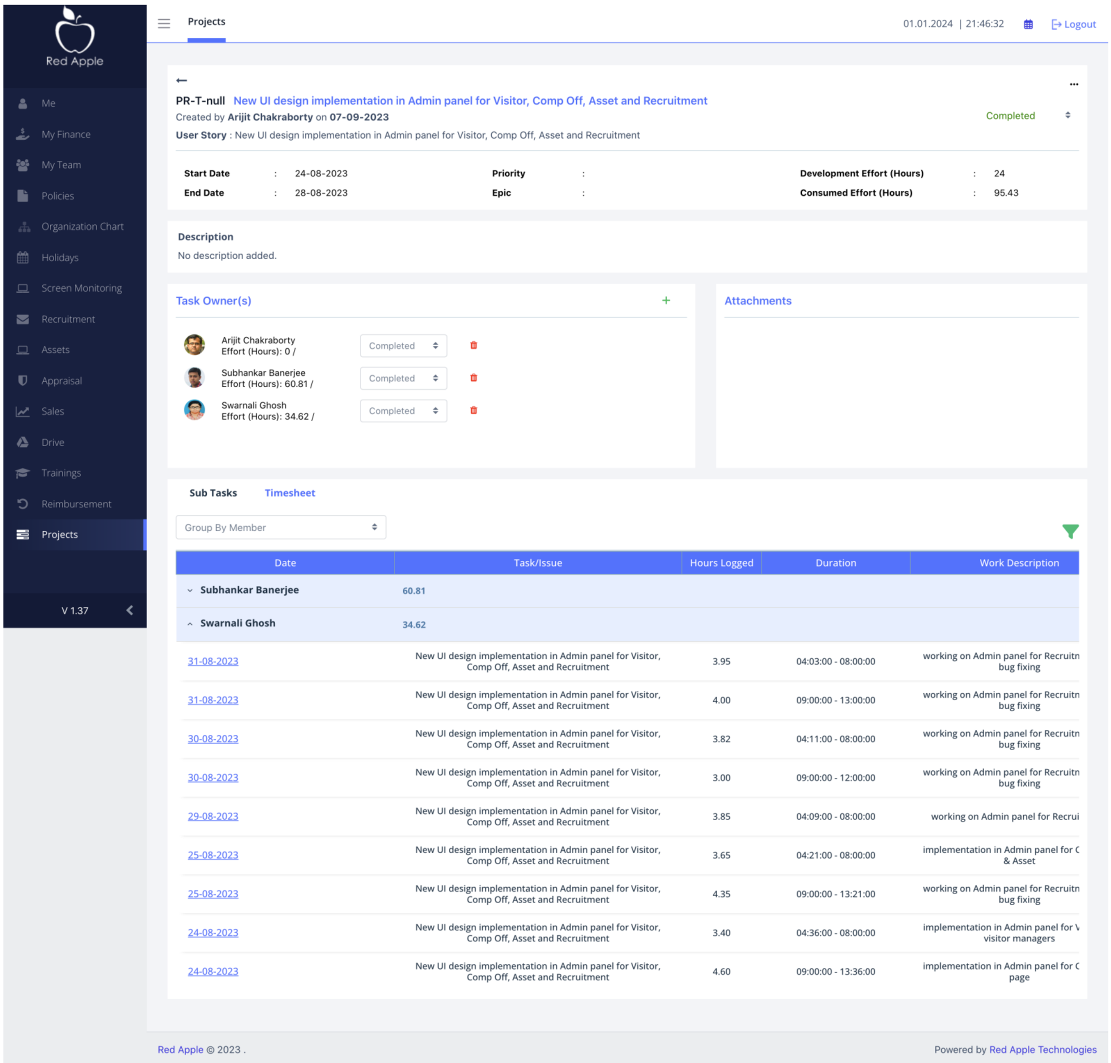


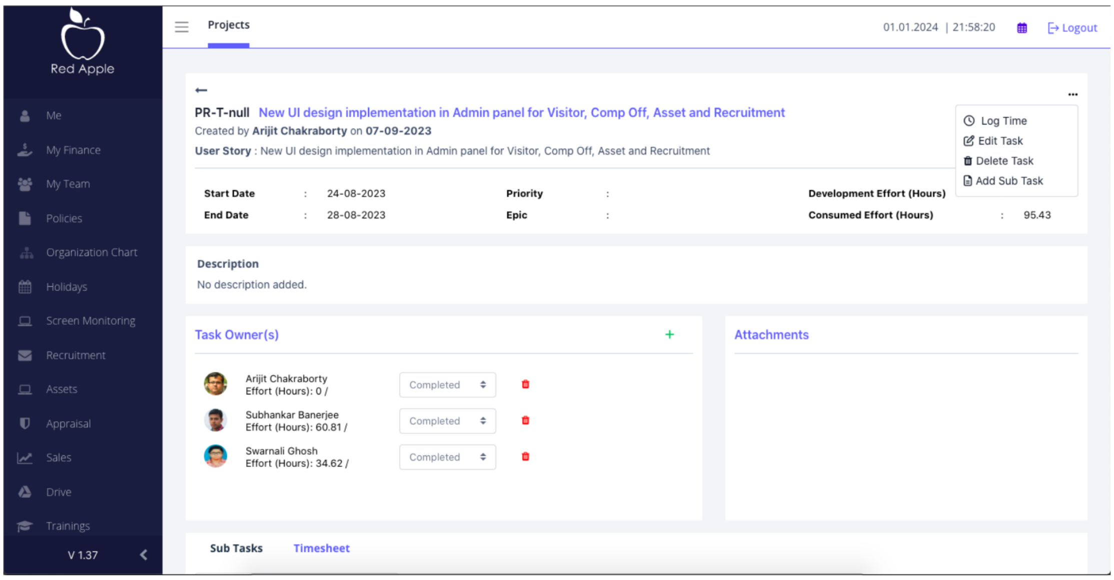


4. Clicking on "Tasks" will show the list of tasks from the currently active sprint(s). Tasks are grouped by user stories. However, tasks may exists without user stories and in that case all tasks that do not have any user story associated with it will be shown under the group "Unassigned". Tasks can be created by the team members having "Manager" role. Task can be created by clicking the **"Add Task"** option. Clicking on specific task will show the details of the task.



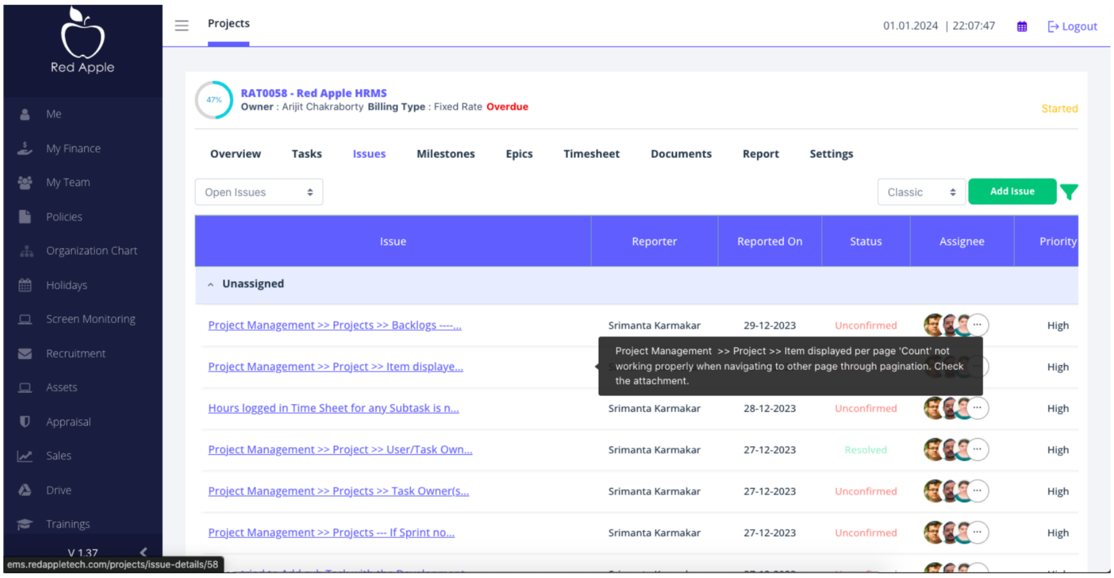
5. The task details page shows the details of the task. It also shows the list of sub-tasks if any along with timesheet added for that task. Task ower section represents the teams members the task is assigned to. Clicking on the 3 dots at the top right corner will allow you to log your time against the task, edit or delete a task and create a sub task as well. At the bottom of the task details, there are two tabs such as “Sub Tasks” and “Timesheet” which show s the list of sub tasks and timesheet added for the current task respectively.





6. Clicking on “Issues” tab will show the list of issues.Issues can be grouped by issue category. However, issues may exists without issue category and in that case all issues that do not have any issue category associated with it will be shown under the group

"Unassigned". Issue can be created by the team members irrespective of any role. Issue can be created by clicking the **"Add Issue"** option. Clicking on specific issue will show the details of the issue.



7. The issue details page shows the details of the issue. It also shows the timesheet added for that issue. Issue ower section represents the teams members the issue is assigned to. Clicking on the 3 dots at the top right corner will allow you to log your time against the issue, edit and delete the issue. At the bottom of the issue details, there is a tab "Timesheet" which shows the list of timesheet added for the current issue.