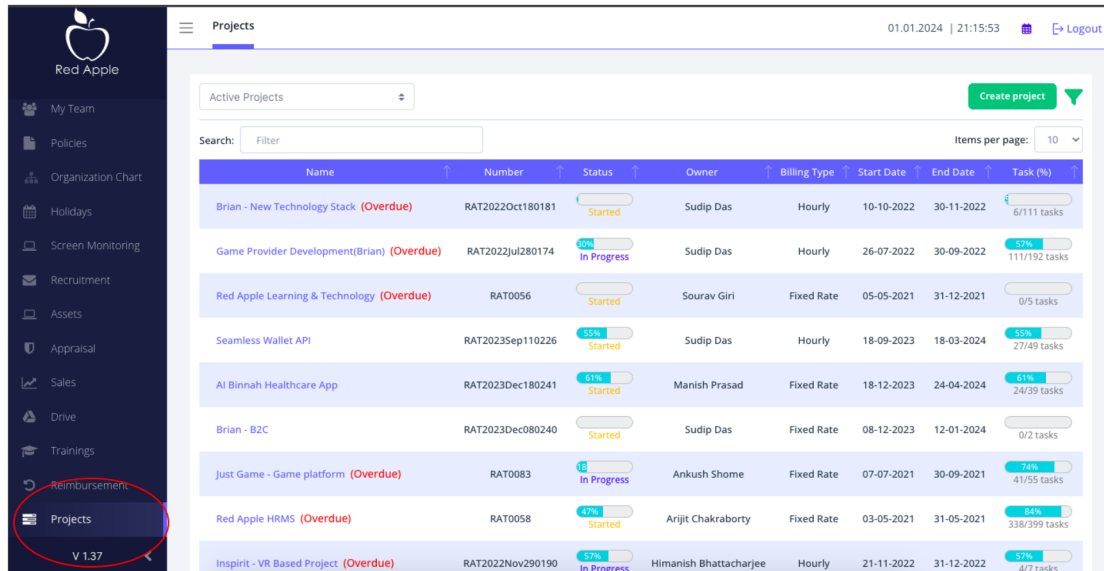


## Project Management User Manual

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.



The screenshot shows the EMS portal interface. On the left sidebar, the 'Projects' menu item is highlighted with a red circle. The main content area displays a list of active projects with columns for Name, Number, Status, Owner, Billing Type, Start Date, End Date, and Task (%). The projects listed include:

Name	Number	Status	Owner	Billing Type	Start Date	End Date	Task (%)
Brian - New Technology Stack (Overdue)	RAT2022Oct180181	Started	Sudip Das	Hourly	10-10-2022	30-11-2022	6/111 tasks
Game Provider Development(Brian) (Overdue)	RAT2022Jul280174	50% In Progress	Sudip Das	Hourly	26-07-2022	30-09-2022	111/192 tasks
Red Apple Learning & Technology (Overdue)	RAT0056	Started	Sourav Giri	Fixed Rate	05-05-2021	31-12-2021	0/5 tasks
Seamless Wallet API	RAT2023Sep110226	55% Started	Sudip Das	Hourly	18-09-2023	18-03-2024	27/49 tasks
AI Binnah Healthcare App	RAT2023Dec180241	61% Started	Manish Prasad	Fixed Rate	18-12-2023	24-04-2024	24/39 tasks
Brian - B2C	RAT2023Dec080240	Started	Sudip Das	Fixed Rate	08-12-2023	12-01-2024	0/2 tasks
Just Game - Game platform (Overdue)	RAT0083	18% In Progress	Ankush Shome	Fixed Rate	07-07-2021	30-09-2021	41/55 tasks
Red Apple HRMS (Overdue)	RAT0058	47% Started	Arijit Chakraborty	Fixed Rate	03-05-2021	31-05-2021	338/399 tasks
Inspirit - VR Based Project (Overdue)	RAT2022Nov290190	57% In Progress	Himanish Bhattacharjee	Hourly	21-11-2022	31-12-2022	4/7 tasks

2. Projects can be filtered by their status.



The screenshot shows the EMS portal interface with the 'Projects' menu filtered by status. A dropdown menu is open, showing the following options: Active Projects (checked), Completed, On Hold, Started, In Progress, and Cancelled. The main content area displays a list of active projects with columns for Name, Number, Status, Owner, Billing Type, Start Date, End Date, and Task (%). The projects listed include:

Name	Number	Status	Owner	Billing Type	Start Date	End Date	Task (%)
Brian - New Technology Stack (Overdue)	RAT2022Oct180181	Started	Sudip Das	Hourly	10-10-2022	30-11-2022	6/111 tasks
Game Provider Development(Brian) (Overdue)	RAT2022Jul280174	50% In Progress	Sudip Das	Hourly	26-07-2022	30-09-2022	111/192 tasks
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Inspirit - VR Based Project (Overdue)	RAT2022Nov290190	57% In Progress	Himanish Bhattacharjee	Hourly	21-11-2022	31-12-2022	4/7 tasks

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.

**Projects** 01.01.2024 | 21:22:22 [Logout](#)

**RAT0058 - Red Apple HRMS** Owner: Arijit Chakraborty Billing Type: Fixed Rate **Overdue** Started

**Overview** Tasks Issues Milestones Epics Timesheet Documents Report Settings

Development Effort (Hours) : 0 Consumed Effort (Hours) : 7153.39

Client : In House Start Date : 03-05-2021 Category : Website Development  
Sales Person : Arup Roy End Date : 31-05-2021 Team Members : [Avatar] [Avatar] [Avatar]

**Sprint Status**

- Completed
- Not Started
- Started

**Task Status**

- Completed
- Deferred
- In Progress
- In Review
- Not Started

**Issue Status**

- Confirmed
- Resolved
- Unconfirmed
- Verified

**Projects** 01.01.2024 | 21:22:52 [Logout](#)

**Department Overview**

Legend: Development Effort (Blue), Consumed Effort (Pink)

**Weekly Summary (Last 7 days)**

Legend: Weekly Summary (Blue)

**Overdue / Ongoing Work Items**

Item ID	Item Name	Start Date	End Date	Team Members	Due Date
PR-T-null	Feedback on Appraisal Repor...	29-12-2023	29-12-2023	[Avatar] [Avatar] [Avatar]	Late by 3 day(s)
PR-T-null	PMS to EMS Data Migration	18-12-2023	29-12-2023	[Avatar] [Avatar]	Late by 3 day(s)
PR-T-null	Feedback on Employee Profil...	27-12-2023	28-12-2023	[Avatar] [Avatar] [Avatar]	Late by 4 day(s)
PR-T-null	Feedback on Recruitment on ...	27-12-2023	27-12-2023	[Avatar] [Avatar]	Late by 5 day(s)
PR-T-null	Help Menu	26-12-2023	27-12-2023	[Avatar] [Avatar] [Avatar]	Late by 5 day(s)

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 exist 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.

The screenshot displays the Red Apple HRMS interface. On the left is a dark sidebar with navigation items: Me, My Finance, My Team, Policies, Organization Chart, Holidays, Screen Monitoring, Recruitment, Assets, Appraisal, Sales, Drive, and Trainings. The top header shows 'Projects' and '01.01.2024 | 21:34:17' with a 'Logout' button. The main content area is titled 'RAT0058 - Red Apple HRMS' and shows a task list table. A dropdown menu is open over the first task, listing team members: Arijit Chakraborty, Subhankar Banerjee, and Swarnali Ghosh.

Task	Owner	Status	Start Date	End Date	Dev Effort
New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment					
PR-T-null (Overdue)	New UI design implementation in Admin panel for...	Completed	24-08-2023	28-08-2023	24
New UI design implementation in Admin panel for Sales, Holiday, KRA, Tracker, Drive, Loan, Working Hours,, Banners, Salary					
Modifications on Salary					
Testing of Recruitment Module					
Ticket & Access Control Management					
New design implementation for Admin for Leave, Attendance and Employee					
Sales Dashboard					

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 owner 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.

**Projects** | 01.01.2024 | 21:46:32 | Logout

**PR-T-null** [New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment](#)  
 Created by [Arijit Chakraborty](#) on 07-09-2023 | **Completed**

**User Story** : New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment

<b>Start Date</b>	: 24-08-2023	<b>Priority</b>	:	<b>Development Effort (Hours)</b>	: 24
<b>End Date</b>	: 28-08-2023	<b>Epic</b>	:	<b>Consumed Effort (Hours)</b>	: 95.43

**Description**  
No description added.

**Task Owner(s)**

- [Arijit Chakraborty](#) (Effort: 0 / ) [Completed]
- [Subhankar Banerjee](#) (Effort: 60.81 / ) [Completed]
- [Swarnali Ghosh](#) (Effort: 34.62 / ) [Completed]

**Sub Tasks** | **Timesheet**

Group By Member

Date	Task/Issue	Hours Logged	Duration	Work Description
<b>Subhankar Banerjee</b> (60.81)				
<b>Swarnali Ghosh</b> (34.62)				
31-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.95	04:03:00 - 08:00:00	working on Admin panel for Recruitn bug fixing
31-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	4.00	09:00:00 - 13:00:00	working on Admin panel for Recruitn bug fixing
30-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.82	04:11:00 - 08:00:00	working on Admin panel for Recruitn bug fixing
30-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.00	09:00:00 - 12:00:00	working on Admin panel for Recruitn bug fixing
29-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.85	04:09:00 - 08:00:00	working on Admin panel for Recruitn bug fixing
25-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.65	04:21:00 - 08:00:00	implementation in Admin panel for C & Asset
25-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	4.35	09:00:00 - 13:21:00	working on Admin panel for Recruitn bug fixing
24-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	3.40	04:36:00 - 08:00:00	implementation in Admin panel for v visitor managers
24-08-2023	New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment	4.60	09:00:00 - 13:36:00	implementation in Admin panel for C page

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**Projects** | 01.01.2024 | 21:58:20 | Logout

**PR-T-null** [New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment](#)  
 Created by [Arijit Chakraborty](#) on 07-09-2023

**User Story** : New UI design implementation in Admin panel for Visitor, Comp Off, Asset and Recruitment

<b>Start Date</b>	: 24-08-2023	<b>Priority</b>	:	<b>Development Effort (Hours)</b>	: 24
<b>End Date</b>	: 28-08-2023	<b>Epic</b>	:	<b>Consumed Effort (Hours)</b>	: 95.43

**Description**  
No description added.

**Task Owner(s)**

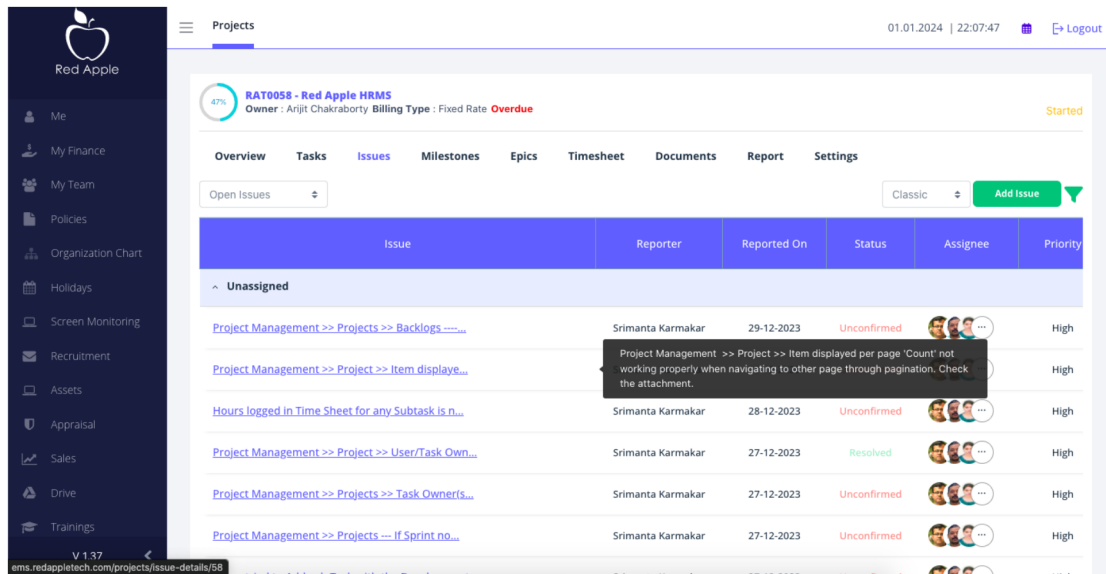
- [Arijit Chakraborty](#) (Effort: 0 / ) [Completed]
- [Subhankar Banerjee](#) (Effort: 60.81 / ) [Completed]
- [Swarnali Ghosh](#) (Effort: 34.62 / ) [Completed]

**Sub Tasks** | **Timesheet**

Log Time | Edit Task | Delete Task | Add Sub Task

6. Clicking on "Issues" tab will show the list of issues. Issues can be grouped by issue category. However, issues may exist 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 owner 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.

