

## Projects Progress Bar

Archived

The progress bar is a useful feature that can be used to display the current progress of a task or project.

Every time a task has been completed and ticked ✓, the progress bar will update team members on how close they are to completing the project.

The progress bar will display a value between 0% and 100% displaying the percentage of progress made from completing a task.

A screenshot of a project page in a software application. The page title is 'Getting Started' with a pencil icon for editing and a play icon for starting. There are status icons for 'Live', 'R', 'A', and 'G'. A yellow banner indicates the project was updated on 11-05-2021 at 12:55. Below the banner, a progress bar shows '0% Completed'. A navigation bar includes 'Tasks 3', 'Team 2', 'Discussion', 'Files', and 'History'. A 'Show Completed' checkbox is checked. The task list is titled 'The start' and includes a '+ Add Task' button. The tasks are: 'First Task' (due 15 July 2021, 1 comment), 'Second Task' (due 22 July 2021, 1 comment), and 'Last task' (due 16 July 2021). Each task has a checkbox, a date, a comment count, and a user icon.




## Setting up the progress bar

Task completion is tied to an 'expected duration' being set for the task.

This can be days or hours (or custom entry) depending on how you configure the project settings.

1. To start, click on the 'pencil icon' to go to the project properties:

Projects / Project Details

Getting Started   

Updated: 11-05-2021 12:55 • [Edit project update](#)

A project to discuss and create some initiatives to get started.

0% Completed

2. Click on the 'Additional Info' tab where you will find a field called 'task duration units'.

For this project, it is currently set to Days, but you can choose Hours instead or set your own unit using 'other'.

Projects / Getting Started / Edit Project

**Details** | **Additional Info**

Task duration units: **Days** (selected) | Hours | Other

Value: 0

Completion Date:

Services: Integration, Lighting, Shading, After Care, Residential Design

AI Supervisor: Select user | Browse


**Save** **Delete** **Cancel**




3. You can now head back to the main page of the project and click on the pencil icon to edit each task:

0% Completed

Tasks 3 | Team 2 | Discussion | Files | History

Show Completed

**The start** **+Add Task** 

<input type="checkbox"/> First Task	15 July 2021	1	
<input type="checkbox"/> Second Task	22 July 2021	1	
<input type="checkbox"/> Last task	16 July 2021		

**+ New Section**

4. By default, the 'expected duration' field will be empty but all you need to do here is enter a value of how many (estimated) days would be needed to

complete the task:

The start +Add Task

Task Name

Assigned to   Due date

Priority   Not visible to client

**Expected Duration**  Days

5. Now when completing each task, these weights are added to display the appropriate % based on how many tasks exist in the project. For example, if there are 10 tasks in the project and a task is given an 'expected duration' of 1 day, this would count as 10% of the overall project progress.

**Reminder:** Tasks will disappear when they are marked as completed. However, if you want the completed tasks to be visible, you can tick the following box:

0% Completed

Tasks 3 Team 2 Discussion Files History

Show Completed

The start +Add Task

<input type="checkbox"/> First Task	15 July 2021	1	
<input type="checkbox"/> Second Task	22 July 2021	1	
<input type="checkbox"/> Last task	16 July 2021		

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Tags: projects, user guide, progress