

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 management interface. At the top left is a circular graphic with various icons. To its right is the project title 'Getting Started' with icons for edit, play, and info. Further right are status icons: 'Live', 'R', 'A', and 'G'. Below the title is a yellow update box: 'Updated: 11-05-2021 12:55 • Edit project update'. Underneath is the description: 'A project to discuss and create some initiatives to get started.' A progress bar below this shows '0% Completed'. Below the progress bar is a navigation menu with 'Tasks 3', 'Team 2', 'Discussion', 'Files', and 'History'. At the bottom right of the navigation area is a checkbox for 'Show Completed' which is checked. Below the navigation is a table of tasks:

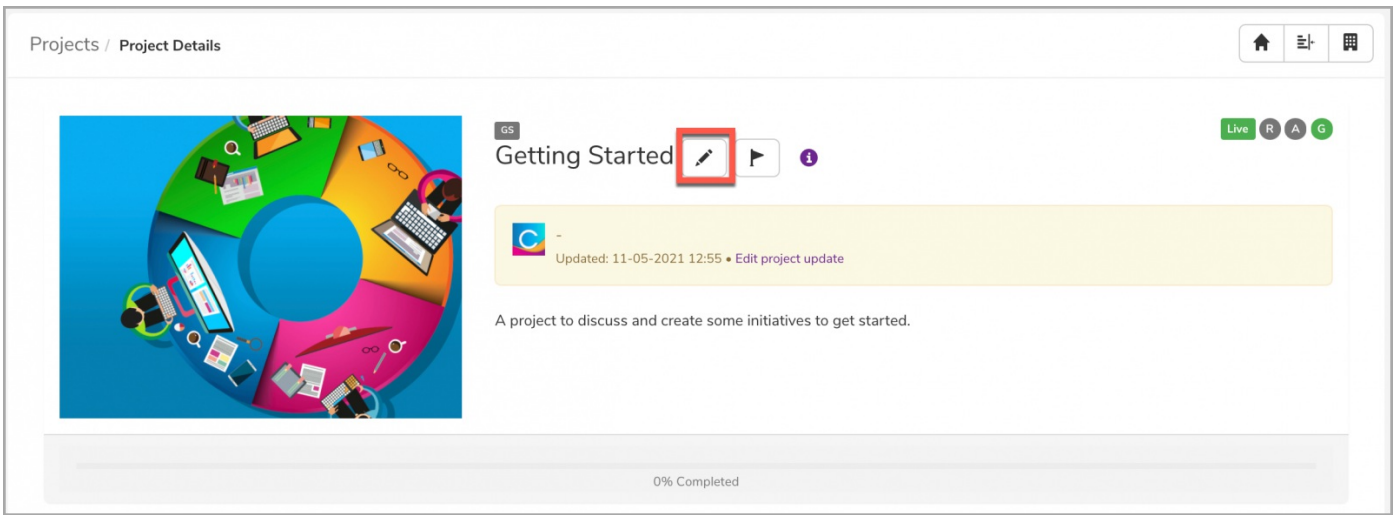
The start		+ Add Task	
<input checked="" type="checkbox"/> First Task	15 July 2021	1	
<input type="checkbox"/> Second Task	22 July 2021	1	
<input type="checkbox"/> Last task	16 July 2021		

Setting up the progress bar

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

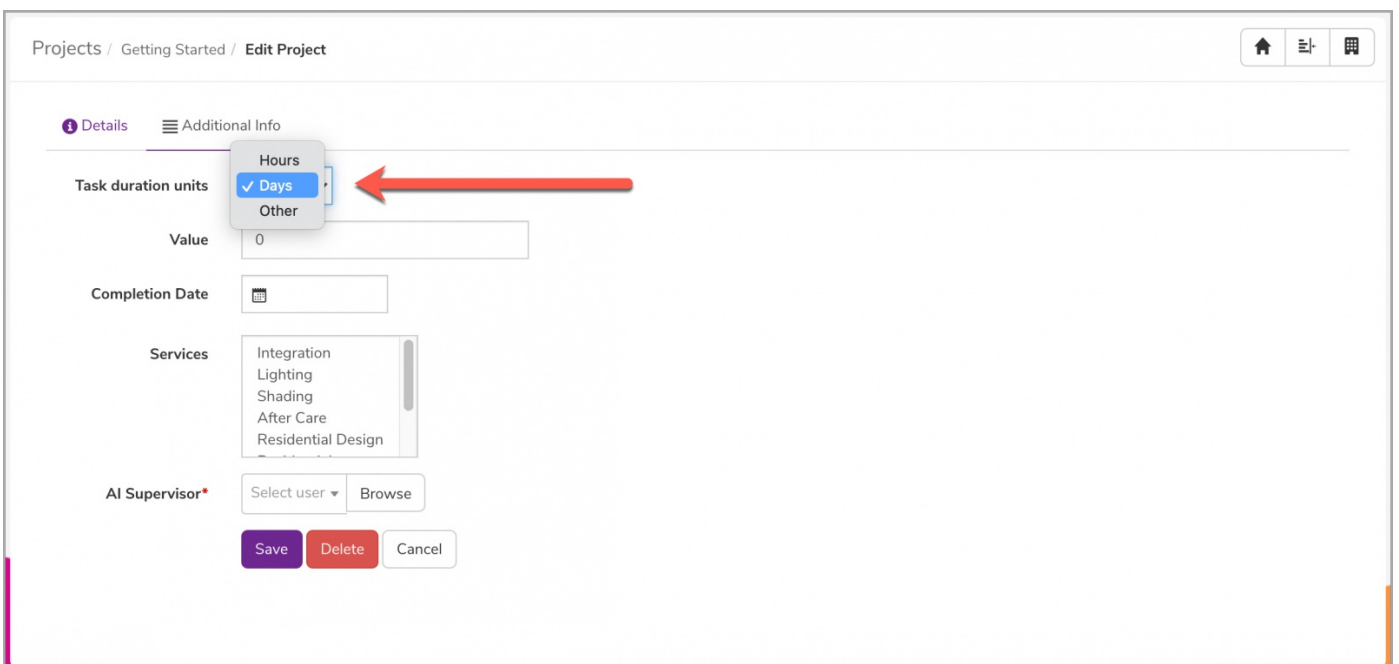
This can be days or hours (or custom entry) depending on how you configure the project settings.

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

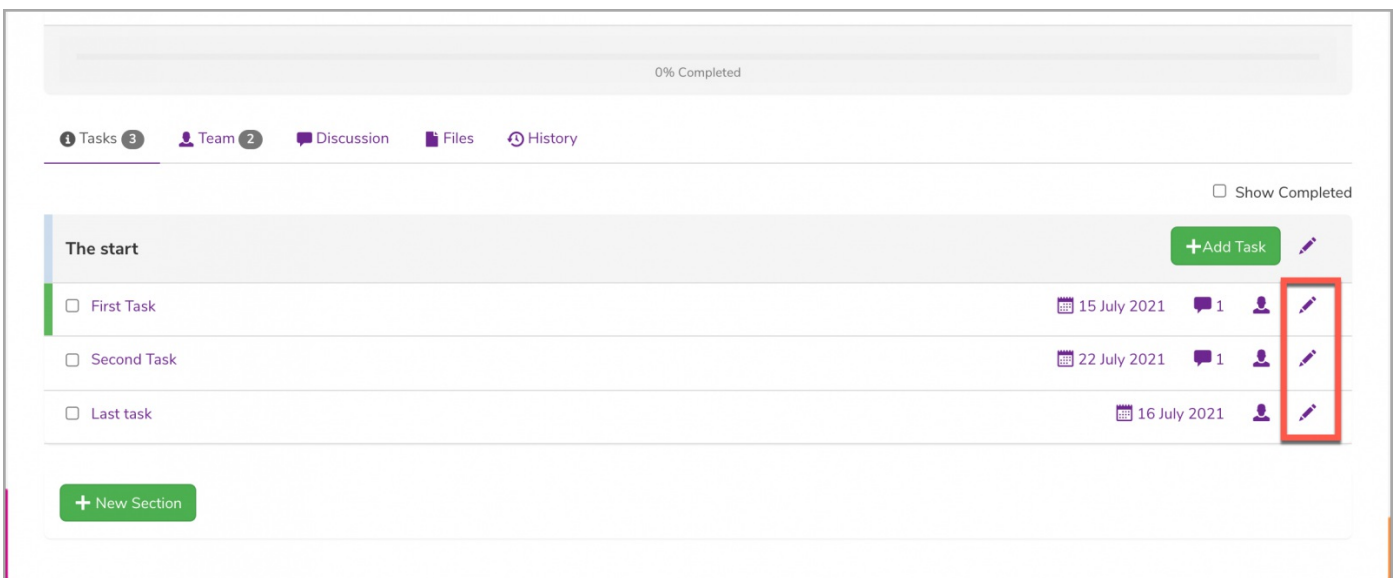


2. Click on the 'Additional Info' tab where you will find a field called 'task duration units'.

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



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



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 screenshot shows a task creation form with the following fields and controls:

- Task Name:** A text input field containing "First Task".
- Assigned to:** A dropdown menu showing "Austin Glover" with a "Browse" button next to it.
- Due date:** A date picker field showing "15-07-2021".
- Priority:** A dropdown menu showing "Low".
- Not visible to client:** A checkbox with a lock icon, currently unchecked.
- Expected Duration:** A field with a red border containing "1" and "Days".
- Buttons:** "Save" (purple), "Delete" (red), and "Cancel" (grey).
- Header:** "The start" title and a "+Add Task" button with an edit icon.

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:

The screenshot shows a task list interface with the following elements:

- Progress Bar:** A bar at the top indicating "0% Completed".
- Navigation:** "Tasks 3", "Team 2", "Discussion", "Files", and "History" tabs.
- Checkbox:** A "Show Completed" checkbox with a blue checkmark, highlighted by a red arrow.
- Task List:**
 - The start:** Header with "+Add Task" and edit icon.
 - First Task:** 15 July 2021, 1 day, 1 person.
 - Second Task:** 22 July 2021, 1 day, 1 person.
 - Last task:** 16 July 2021, 1 person.