Link to article: https://discover.claromentis.com/knowledgebase/articles/960/projects-progress-bar-v21



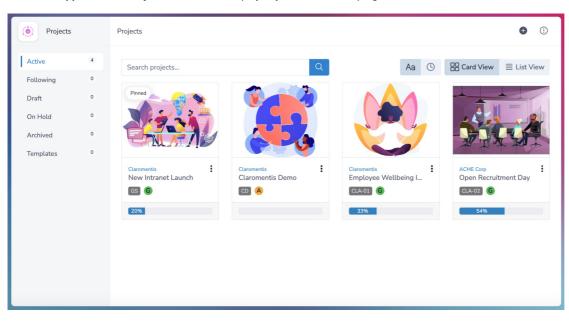
The progress bar is a useful feature that can be used to display the current progress of project.

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.

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. Head to Application > Projects, and select the project you want to track progress for.

2. From Project Overview, navigate to More Options > Edit.

Projects	Projects > Claromentis [١		
Project Overview Tasks 12 of 12 Team 11 Topics		Claromentis Demo 📷	company: caromento	Project info
Files History	Comments	sics and Tasks will be displayed here	Tasks Establish an initial project team Pre-project	□ Show all tasks View all

3. From Task duration units, choose the unit for the project and press $\ensuremath{\textit{Save}}$.

For this project, it is currently set to Days	, but you can choose Hours or Other instead.

Projects > Claromentis Demo > E	idit Project ()
(i) Details = Roles & Rights		
Company/Client	Claromentis 🗸	
Project Name	Claromentis Demo	
Project Code	CD	
Cover Image	Last project code added: "CD" C Change image Delete image	
Description	Bource (a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	
Task duration units	Hours V Days Other	
Value	0	
Completion Date		
Status	Live This project is a Template and will have no actual data Save Delete Cancel	

4. Head to the **Task** section to view the list of existing tasks.

Projects	Projects > Claromentis Demo > Tasks	•
Project Overview Tasks 3 of 3	✓ ● Pre-project :	🗐 List 📋 Board
Team 11 Topics	Establish an initial project team	ď
Files History	Conduct a content inventory ① To do ③ ③ ② #3	ď
	Book installation	ď

5. Use the pencil (Edit) icon located next to the task to view the task details.

Projects	Projects > Claromentis Demo > Tasks	•
Project Overview	Hide Completed Dist	🗖 Board
Team 11 Topics	Pre-project Establish an initial project team M In progress O O O O O O O O O O O O O O O O O	C
Files History	Conduct a content inventory ↑ ⓐ To do ⓓ ⓐ ⓐ ⓐ ⓐ ⓐ ⓐ ⓐ ⓐ ⓐ ⓑ ⓐ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ ⓑ	ď
i notor y	Book installation	ď

6. Enter the Expected duration value of the (estimated) days needed to complete the task.

claromentis		Edit task	× 🗰 🗢 🏭 🦉 💽
Home Company 🗸 Depa	rtment 🗸 🛛 Dashboards		
		Task Name	Establish an initial project team
Projects	Projects > New Intr	Description	The project can be managed primarily by one individual who ensures that it
Project Overview Tasks 12 of 16	✓ ● Pre-pro	Assigned to	×Abigail Clark Browse End ×Alison Kelly
Team 13 Topics	Establish an i		× Playground Admin × Playground User × Rose Sharp
Files	Conduct a co	Due date	۲ ۲
History	Book installa	Priority	ees Medium ~
			Private task Users can always see tasks assigned to them
		Expected Duration	3 Days
		· · · · ·	Save Delete Cancel

Please note: The Expected duration field will be empty by default.

7. Press **Save** to apply the changes.

When completing each task, the values will be 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.

Proje	ects	Projects > Claromentis D	(j)		
Project Ove	rview		Claromentis Demo 🚥		Project info
Tasks	12 of 12		Modified on: 28 September 2	2023 Company: Claromentis	
Team	11	A	Created on: 28 September 2023 Status: R A G		
Topics					
Files		Comments		Tasks	Show all tasks View all
History		Latest comments from Ton	ics and Tasks will be displayed here		
		Latest comments non rop	to and rasks with be displayed here.	 Establish an initial project team Pre-project Pre-good Pre-project 	

Reminder: Tasks will disappear when they are marked as completed. Use the toggle to view completed tasks.

Projects	Projects > New Intranet Launch > Tasks			
Project Overview	Show O Completed 🗐 List	Board		
	V Pre-project			
Team 13	V Initial Call	ď		
Topics	🗐 20 June 2017 🔸 💭 1 Done 🥷			
Files	Project Review	ď		
History	📰 19 November 2021 💭 2 Done 🥥			
,	Understand and capture employee needs and requirements	ď		
	📰 13 May 2022 🔨 🕦 Done 🥊			
	Establish an initial project team	ď		
	🗐 16 June 2022 🔨 🕕 In progress 🛛 🧔 😩 💽 +2			

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