



Projects progress bar v2.1+

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.

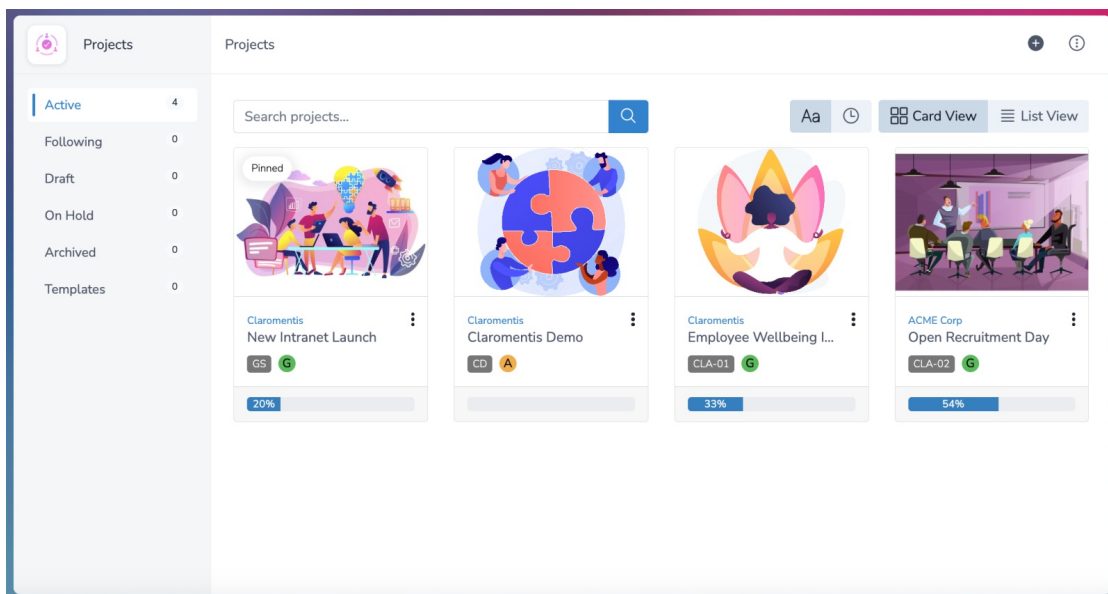
The progress bar will display a value between 0% and 100% displaying the percentage of progress made from completing a task.

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 > Claramentis Demo > Overview

Project Overview

Tasks 12 of 12

Team 11

Topics

Files

History

Claramentis Demo CD

Modified on: 28 September 2023

Created on: 28 September 2023

Company: Claramentis

Status: R A G

Project info

Edit

Follow

Add a project update

Delete project

Comments

Latest comments from Topics and Tasks will be displayed here

Tasks

Show all tasks View all

Establish an initial project team

Pre-project

3. From **Task duration units**, choose the unit for the project and press **Save**.

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

Projects > Claramentis Demo > Edit Project

Details Roles & Rights

Company/Client Claramentis

Project Name Claramentis Demo

Project Code CD

Last project code added: "CD"

Cover Image

Change image

Delete image

Description

Source

Font Size

Planning and launching a successful intranet for our company.

Task duration units

Hours

Days

Other

Value 0

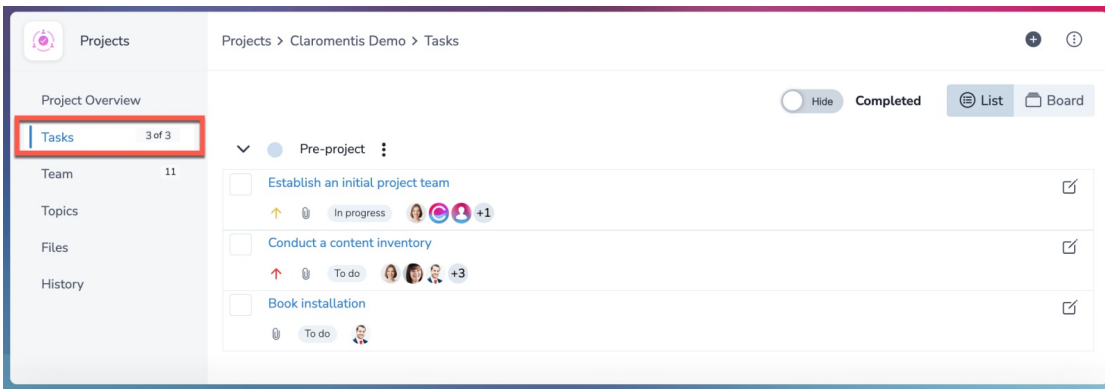
Completion Date

Status Live

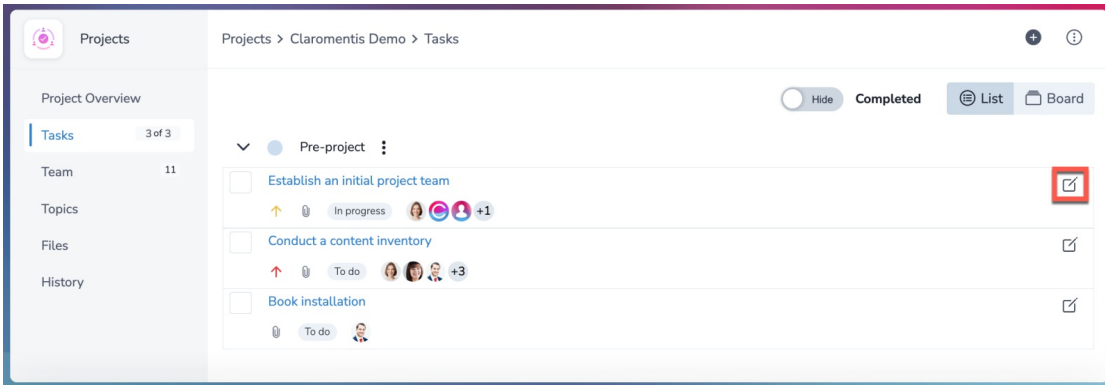
This project is a Template and will have no actual data

Save Delete Cancel

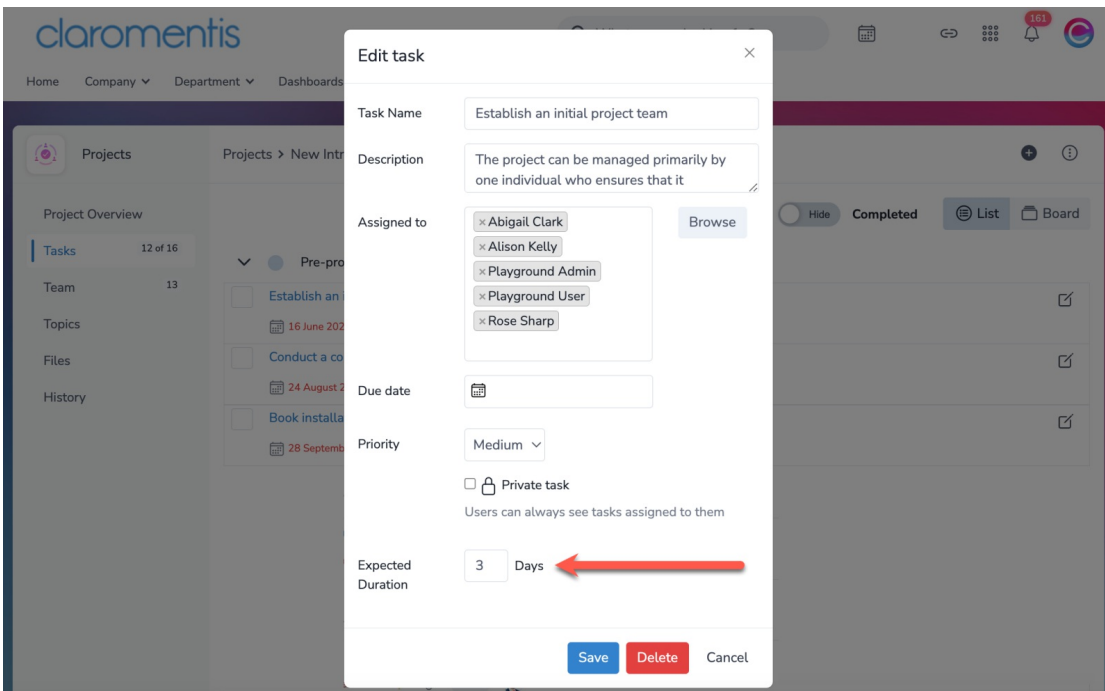
4. Head to the **Task** section to view the list of existing tasks.



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



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



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.

The screenshot shows a project overview for 'Claromentis Demo'. On the left is a sidebar with 'Project Overview' selected, listing 'Tasks' (12 of 12), 'Team' (11), 'Topics', 'Files', and 'History'. The main content area includes a project icon, a progress indicator at 20%, and metadata: 'Modified on: 28 September 2023', 'Created on: 28 September 2023', 'Company: Claromentis', and 'Status: R A G'. Below this are sections for 'Comments' (with a placeholder text) and 'Tasks' (with a toggle for 'Show all tasks' and a 'View all' link). A single task is visible: 'Establish an initial project team' (Pre-project) with three assignees.

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

The screenshot shows a task list for 'New Intranet Launch'. The sidebar on the left shows 'Tasks' (16 of 16) selected. The main area has a 'Show Completed' toggle (indicated by a red arrow) and 'List' and 'Board' view options. A dropdown menu is open for 'Pre-project', showing a list of tasks: 'Initial Call' (20 June 2017, Done, 1 comment), 'Project Review' (19 November 2021, Done, 2 comments), 'Understand and capture employee needs and requirements' (13 May 2022, Done, 0 comments), and 'Establish an initial project team' (16 June 2022, In progress, 2 assignees).