TRACKR
Website User Guide

Create, organise, assign and track work through a visual sprint-based workspace.

USER + ADMIN EDITION

FIT2101 Task Tracker

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At a glance Normal users manage their assigned work. Administrators can also manage sprints, memberships, directories and activity history.

1. Getting started

Trackr uses Firebase Authentication. You must sign in before the workspace and authorised task data can load.

Create an account

1. **Open Register**
   On the welcome panel, select the Register tab.
2. **Enter your details**
   Provide your full name, email address and a password.
3. **Choose the account type**
   Select Normal user for everyday task work or Administrator for project administration.
4. **Complete registration**
   Administrator registration requires the project-issued demonstration token. Select Create account when the form is complete.

> **Security note** The administrator token is intended for the classroom prototype. Do not share it in screenshots or reuse it as a personal password.

Sign in and sign out

- Open the Login tab and enter the email address and password used during registration.
- After sign-in, your name, role and avatar appear in the upper-right corner.
- Select Log out to end the current session. Sign-in and sign-out activity may appear in the administrator History view.

2. Navigation and profile

The interface keeps global controls in the header and project navigation in the left sidebar.

Home

Shows authorised work across all available sprints, including task totals and overall progress.

My Sprints

Opens a sprint board. Each coloured dot identifies the sprint category.

Directories

Registered users and Registered admins show names, roles and profile pictures.

Admin workspace

Visible to administrators for sprint setup, membership and audit tools.

Change language

Use the language selector in the header to switch between English and Chinese. English is the default. The current selection updates interface labels without changing project data.

Manage your profile

1. **Open the profile menu**
   Select your avatar in the upper-right corner.
2. **Change the picture**
   Choose Change profile picture, select a PNG, JPEG or WebP image, and wait for the updated avatar to appear.
3. **Change the username**
   Choose Change username, enter the new display name and save.

If an image does not appear	Try a smaller image in PNG, JPEG or WebP format. Refresh only after the save has completed.

3. Home workspace

Home is the fastest way to review all authorised tasks and understand overall progress.

Summary cards

Total, In Progress and Done values describe the current authorised task set.

Overall progress

The progress bar compares completed tasks with the total number of tasks.

Keyword search

Search by task wording, tags, sprint or person to narrow the visible board.

Task board

Cards are arranged by workflow stage and use sprint-colour accents.

Filter tasks

1. **Open Filters**
   Select Filters beside the search field.
2. **Choose conditions**
   Select one or more values for status, priority, difficulty, type, assignee or tag.
3. **Apply**
   Select Apply filters. Active filter chips remain visible after the panel closes.
4. **Clear**
   Select Clear filters to return to the complete authorised view.

How combinations work Different filter categories use AND logic. Multiple selections inside the same category use OR logic.

Group the board

Use Group by to arrange the visible tasks by status, assignee or priority. Choose No grouping to return to the standard board.

4. Working with sprints

A sprint groups related tasks, dates, members and a category colour.

Open a sprint

Select a sprint under My Sprints in the sidebar. The sprint page shows its date range, member chips, progress bar, filters and workflow columns.

Understand sprint colours

The coloured marker beside a sprint is its category colour. The same colour appears on related cards, task-tree markers and section accents so the project is easy to recognise across views.

Members

Member chips show everyone currently involved in the sprint, including profile pictures when available.

Progress

The sprint progress bar updates from the number of completed tasks.

Dates

The sprint heading shows its planned start and finish dates.

Board

TO DO, IN PROGRESS, NEEDS REVIEW and DONE show the permitted workflow.

Administrator action Administrators can select the sprint colour marker, choose another colour, edit sprint details, and add or remove members.

5. Creating and editing tasks

Tasks hold the work description, classification, schedule and responsibility information used throughout Trackr.

Create a task

1. **Start**
   Select + New task from Home or an open sprint.
2. **Choose the sprint**
   Select the sprint that will contain the task.
3. **Enter the task**
   Provide a unique task name within that sprint and add a clear description.
4. **Classify it**
   Choose a task type and optional priority, difficulty, due date and tags.
5. **Assign people**
   Open the assignee selector and choose one or more members of the selected sprint.
6. **Save**
   Review the form and create the task. New tasks begin in TO DO.

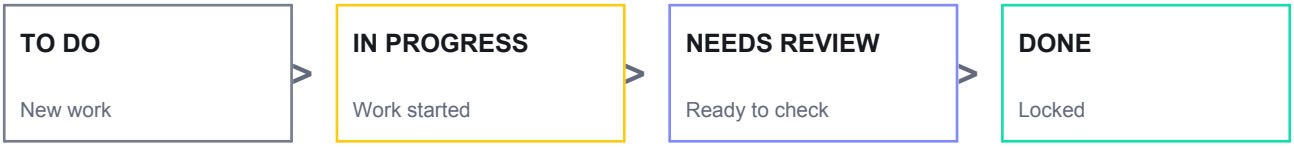
> **Duplicate names** Trackr does not allow two tasks with the same name inside one sprint. Use a more specific title if the name already exists.

Open or edit a task

- Select a task card to open its detail page.
- Review its sprint, status, assignees, due date, description and classification.
- If you have permission, edit the task and save only the fields that changed.
- A task can use up to five tags. Keep each tag short and descriptive.

6. Task workflow

Work moves forward through a controlled four-stage process. Backward movement is intentionally blocked.



Move a task

1. **Begin work**
   Move a task from TO DO to IN PROGRESS.
2. **Request review**
   Move it from IN PROGRESS to NEEDS REVIEW.
3. **Complete**
   After review, move it to DONE.

> **Forward only** A task cannot be returned to a previous status. Once it reaches DONE, a lock symbol appears and the task can no longer be dragged.

Drag-and-drop tips

- Drag only into the next valid workflow column.
- If a drop is rejected, confirm the task is not already completed and that you are moving it forward by one stage.
- The task status, progress statistics and activity history update after the save succeeds.

7. Collaboration and membership

Sprint membership controls who can be assigned and helps the team understand responsibility.

Multiple assignees

A task may be assigned to several people when responsibility is shared. Assigned names and avatars appear on the card, detail view and relevant audit entries.

Manage sprint members - administrators

1. **Open the sprint**
   Select the sprint from the sidebar.
2. **Add a person**
   Select the plus control beside the member chips and choose a registered normal user.
3. **Remove involvement**
   Use the remove control on a member chip. Review affected tasks before removing the person.
4. **Update task assignment**
   Open affected tasks and select the correct remaining assignees if required.

Registered users

Browse normal user accounts and their profile pictures.

Registered admins

Browse administrator accounts separately from normal users.

Assignment rule Only registered users who belong to the selected sprint are available in its task-assignee list.

8. Administrator workspace

The administrator workspace provides a compact sprint overview and a colour-coded task tree.

Sprint list

Fixed-size cards show sprint names, dates, task counts and category colours.

Task tree

The selected sprint expands into a vertical tree with coloured branches and task markers.

Create sprint

Use + New sprint to enter a name, description and planned dates.

Open sprint

Move from the overview into the complete sprint board and membership controls.

Create a sprint

1. **Open Admin workspace**
   Select it from the sidebar.
2. **Select + New sprint**
   Enter a unique, meaningful name and optional description.
3. **Set the schedule**
   Choose a start date and expected finish date. The finish cannot be before the start.
4. **Create**
   Save the sprint, then choose its colour and add members from the sprint page.

Deleting a sprint Deletion removes the sprint from the workspace. Confirm the target carefully and check its tasks before proceeding.

9. History and accountability

Administrators can review important site activity in the History section.

What is recorded

Account activity

Account creation, sign-in, sign-out and site-view events with timestamps.

Task activity

Creation, edits, deletion, movement and status changes.

Actor details

The responsible user's name, role, avatar and account information.

Task context

Sprint name, assignees, task details and a task-style visual snapshot.

Read the two-column history

The left column contains normal-user activity. The right column contains administrator activity. Newest events appear first, with the event time and action description displayed together.

Use history responsibly

- Use the log to understand project changes and investigate unexpected actions.
- Do not treat the interface as a replacement for production-grade security monitoring.
- Avoid exposing profile or activity information outside the authorised project team.

10. Troubleshooting

Most problems can be isolated by checking authentication, permissions, selected scope and the browser console.

Problem	What to try
Data could not be loaded	Select Retry. Confirm you are signed in, have sprint access and have a stable network connection.
Task cannot be moved	Move it only to the next workflow stage. DONE tasks are locked.
User not available as assignee	Ask an administrator to add that registered user to the sprint first.
Profile image does not appear	Use PNG, JPEG or WebP, try a smaller file, and wait for the save to finish.
Duplicate task rejected	Choose a different task name within the same sprint.
Admin feature is missing	Confirm the account role shown beside the avatar is Administrator.

Inspect errors on macOS

1. **Chrome or Edge**
   Press Command + Option + I to open Developer Tools.
2. **Open Console**
   Select the Console tab and reproduce the problem.
3. **Check Network**
   Use the Network tab to identify failed requests or permission errors.
4. **Report clearly**
   Capture the exact error, the action that caused it, the account role and the page name.

11. Quick reference

Keep this page nearby when you need the shortest path to a common action.

Goal	Where to go	Action
Find work	Home	Search, filter or group tasks
Open a project	My Sprints	Select the sprint name
Create work	Home or Sprint	Select + New task
Advance work	Sprint board	Drag or use the next-stage action
Manage profile	Header avatar	Change picture or username
Manage sprints	Admin workspace	Create, edit, colour or delete
Review activity	History	Inspect user/admin audit records

Recommended daily flow Sign in, review Home, open your sprint, filter to your assigned work, advance tasks one stage at a time, and sign out when finished.

Permissions summary

Normal user

View authorised work, update assigned tasks, manage personal profile and browse account directories.

Administrator

All normal-user capabilities plus sprint management, memberships, directories, task oversight and history.

End of guide

Trackr is designed around clear ownership, visual sprint categories and a forward-only workflow. If behaviour differs from this guide, record the exact page, action, account role and error message for the project team.

Website: residentialpropertykl.com