



Project Dashboard

Dashboard in a project shows important progress indicators, graphs, statistics, and other key performance indicators to quickly understand where the project stands.

Benefits

- View summary of work items in the project
- Check progress of your project
- View and edit project details
- View summary charts
- Manage email alias

Widgets

The widgets showcase the status of the team in the best possible way. You can reposition widgets, change the chart type, and access data quickly in the dashboard. You need permission to view the respective module to view the widgets on the dashboard.

Project Progress

You can view progress of your project from the project dashboard. Progress is shown as a percentage in the top left corner.

1. **Based on closed bugs count** - Progress is calculated as a percentage of closed bugs. $([\text{no of closed bugs}] * 100 / \text{total no of bugs in the project})$
2. **Based on weightage of closed bugs** - A numeric field or weightage field can be added from the Bug Layout. The project progress is calculated as a percentage sum of weightage of closed. $((\text{sum of closed bugs weightage field values} * 100) / (\text{sum of all the bugs weightage field values}))$

Progress Of Work Items

The widgets - Bug Status and Phase Status show how many work items are closed and how many are open.

Performance Indicators

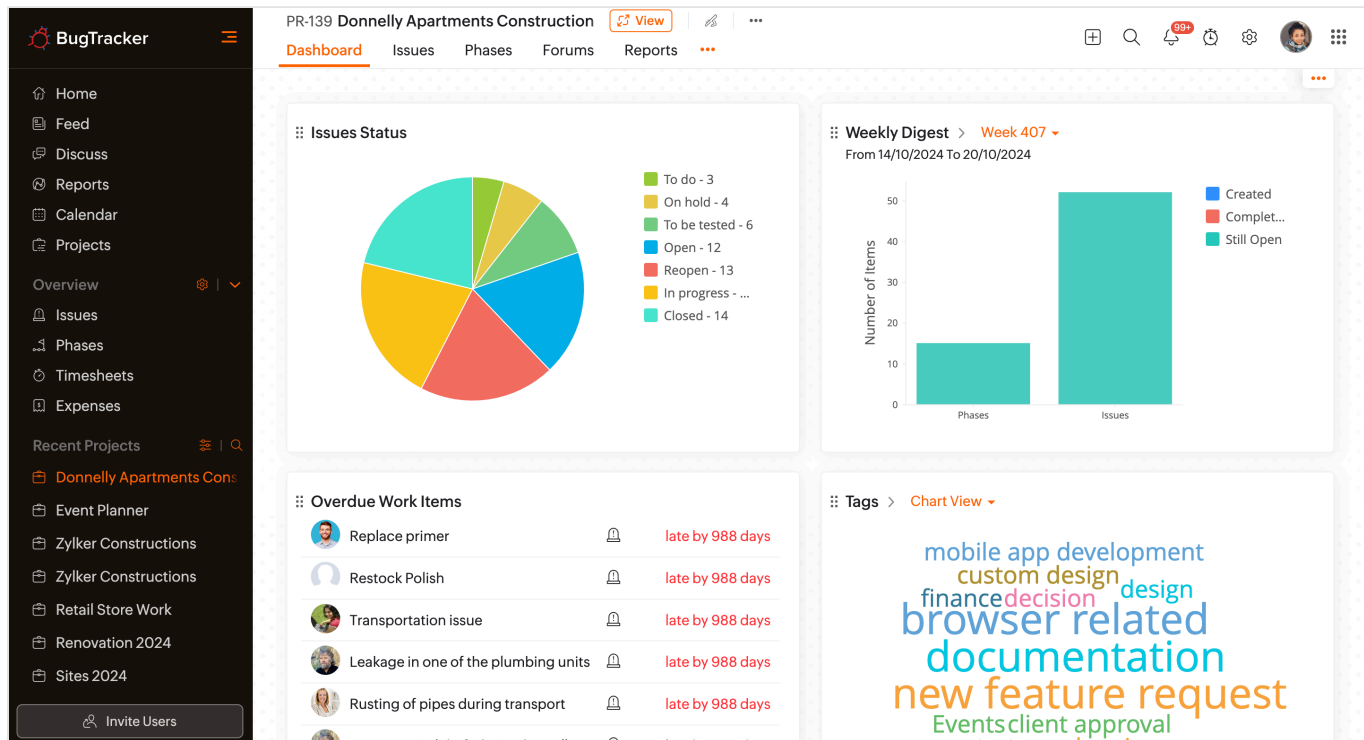
The widgets - Team Status and Top 5 Bug Fixers display data that measure the team's performance.

- **Team Status** - It displays the count of the overdue and open work items for every user in the team. It also displays the number of bugs to be addressed by the user on the current day.
- **Top 5 Bug fixers** - The users with the maximum number of closed bugs are listed in this widget.

Reports and Summary Charts

The widgets - *Weekly Digest*, *Timesheet Summary*, display the work status in the form of reports and graphs.

- *Weekly Digest* - Get the status of the phases, and bugs in the current week from this widget. Select a week from the drop-down to view its status. You can also select a different view from the lot in the upper right part of the widget.
- *Timesheet Summary* - Track the billable and non-billable hours that are logged by the team.



Pipeline Work Item Indicators

The widgets - *Today's Work Items*, *Overdue Work Items*, and *Upcoming Events* display the work that is yet to be completed.

- *Today's Work Items* - Get the list of the work items that are scheduled for the current day.
- *Overdue Work Items* - Get the list of the work items that are incomplete and have gone past the due date.
- *Upcoming Events* - View the events that are scheduled for the current week.


Manage Project Details

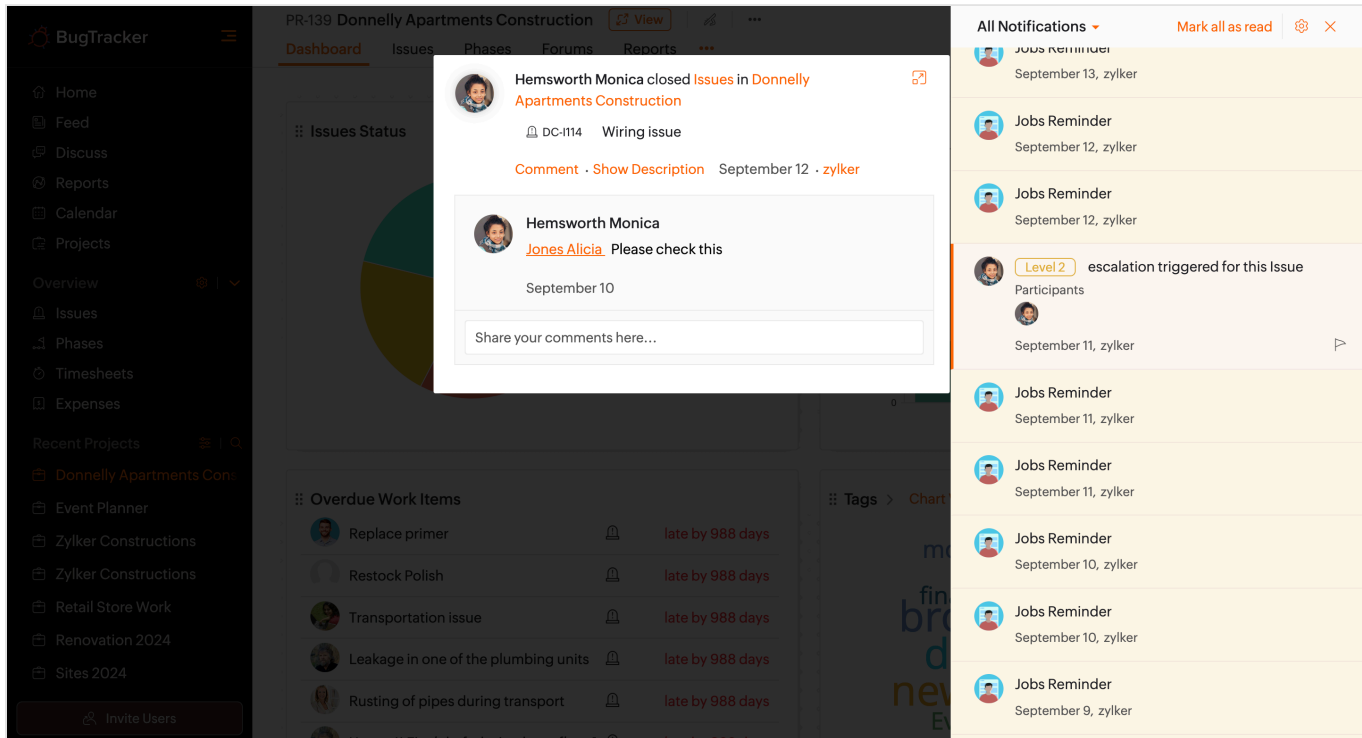
From the dashboard, you can also edit the project description, information and also add additional fields.

1. Click **Projects** in the left navigation panel and navigate to your project.

2. Click **...** beside the project title and select the **Access Project** option.
3. Click **Dashboard** from the top panel.

Manage Notifications

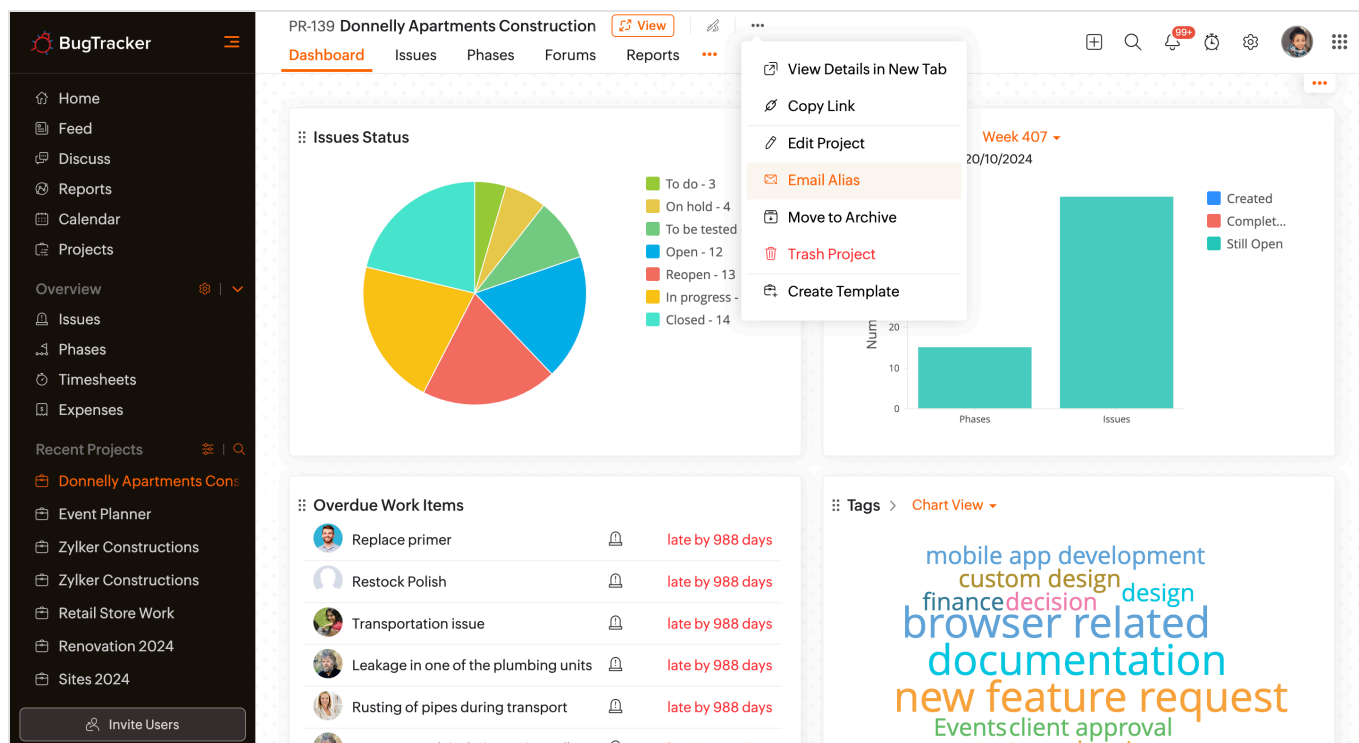
Stay up to date in the project with the help of notifications. Click  in the top band and view the latest updates in the project. You can also navigate to a specific work item from the notification panel itself.



Email Project Management

Zoho BugTracker now supports email based project management. Now, you can easily manage your projects with emails.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the **Access Project** option.
3. Click **...** in the top panel beside Open Details.
4. Click **Email Alias**.



Know your requirements

1. You need to register your personal or business email address with accounts.zoho.com.
2. You have to be associated with that project to add bugs, comments, and files via email into the projects.
3. If you are not associated with the project, still you can manage your project. But, this is possible only if you own the Premium edition of Zoho BugTracker. You must configure the email settings, to forward bugs from Zoho BugTracker to your configured mail address.

Now, open your email and start adding your project activities in one click.

1. To add a status - Copy the email address given in the **To Add Status** section to your To address.
2. To add an bug - Copy the email address given in the **To Add bug** section to your To address.
3. To add a forum post - Copy the email address given in the **To Add Forum** section to your To address.
4. To upload a document - Copy the email address given in the **To Upload Document** section to your To address.

Forums

While adding a forum via email:

1. In Subject, first select if the forum post is an announcement or a sticky post followed by the forum message.
2. Syntax for announcement: [announcement] Example: [announcement] Release Note for build 4.0
3. Syntax for sticky post: [sticky].

Bug Comments

1. Click the required bug in the bug list view.
2. Click the **Comments** tab and copy the bug mail address 'To add Bug Comment via email'.

3. Compose a mail and paste this email address in the **To** address.
4. Type your contents and click **Send**.

Add Comments / Attach Files for an Event

1. Click **Calendar** and select the required event.
2. Copy the event email address specific for this event provided in 'Post a comment via email'
3. From your mail account, compose a mail and paste the copied email address in the **To** address.
4. Add comments, attach files and then click **Send**.

The contents added in the email is automatically posted as comments along with the files for your event.

Upload Files to a Folder

1. Select a project in *Projects* and click **Documents**.
2. Select a *folder* to upload the file(s).
3. Scroll down to the right bottom of the page and click **Show Info**. Copy the email address to this folder in *Send Document via email*, for uploading the document.
4. Compose a mail and paste this email address in the **To** address.
5. Attach files and click **Send** to attach files to the selected folder.

Supported Date Formats



Zoho BugTracker supports many date formats such as Today, Tomorrow, Yesterday, Monday, Tuesday, Next Thursday, Next Friday and so on. The supported Start Date and End Date formats are listed below:

Start Date formats:

Date must be in 'mm-dd-yyyy' format or in any one of the following strings: Today, Tomorrow, Yesterday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Next day, Next week, Next month, Next year, Next Monday, Next Tuesday, Next Wednesday, Next Thursday, Next Friday, Next Saturday, Next Sunday.


Modify Email Alias

From the dashboard, you can also edit the project information and get the email Alias to add work items from your registered Email address to your Zoho BugTracker portal.

1. Click Projects in the left navigation panel and navigate to your project.
2. Hover over your project and click the Access Project option.
3. Click Open Details in the top panel beside the Project Title.
4. Click  in the right panel.
5. Click  to change the email alias.
6. Update the email alias and Click Save.

Archive a Project

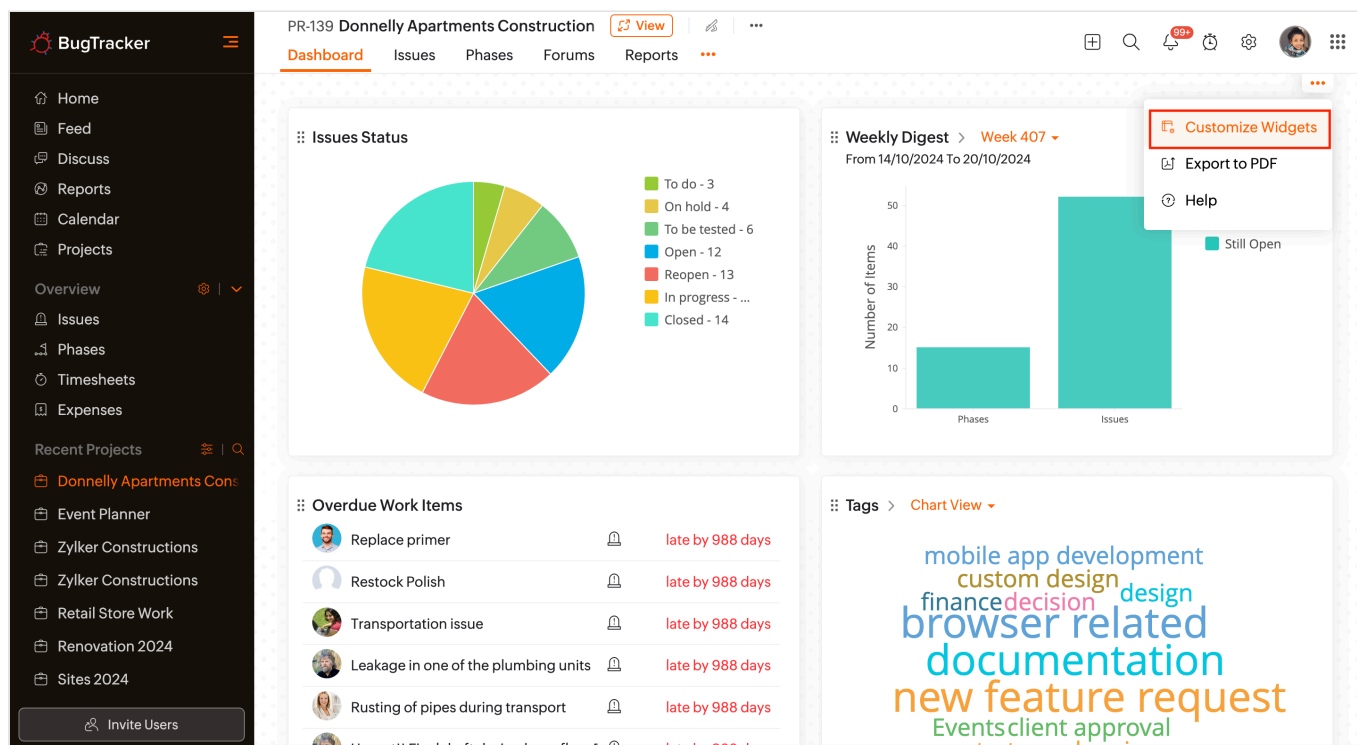
1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the Access Project option.
3. Click **•••** in the top panel beside the Open Details.
4. Click **Move to Archive**.
5. Confirm your action.

 You can also archive a project from the *Project Details*. Click **•••** in the upper-right corner and click **Move to Archive**.

Customize Widgets

Rearrange the order in which the widgets display in the dashboard by following these steps:

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the Access Project option.
3. Click **Dashboard** from the top panel.
4. Click **•••** and select **Customize Widget**, you will see the complete list of widgets available in the dashboard with their status.
5. Toggle a module to enable/disable it. You can also drag and drop a widget reorder it.



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