

Zoho Project management by Zoho One

Presented by... AQUAORANGE SOFTWARE CO., LTD. (HEAD OFFICE)

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Zoho Project Management

Zoho Projects is a **project management software that helps you track and manage work**. The in-built issue tracker module helps you resolve issues while keeping track of deadlines. Some highlighting features of Zoho Projects, Create a standalone task or group similar tasks into a task list.

The most comprehensive way to manage your projects



Why Choose Zoho Project?

Zoho Projects is free for up to five people and two projects, and paid plans are much cheaper than competing project management platforms. Good project management is essential while on any project. But there is generally a lot of steps and tasks to be managed for a project, regardless of the size. Zoho Projects is a useful platform that can be very helpful for project management processes.

It has a rich feature set that allows this project management software to stand out in a crowded field. To start, the software integrates seamlessly with the rest of the Zoho ecosystem, which includes apps for email, IT management, CRM, finance, meeting, and more. If your business uses Google's G Suite, Zoho Projects also integrates with most Google apps.

- Task Automation
- Task Management
- Time Tracking
- Social Project Management
- Charts and Reports
- Project Administration
- Issue Tracking
- Gantt charts
- Project timesheets
- Mobile projects management app



Key features of task management system

Manage project activities from a central place

Project tasks and task lists make it easy to keep your work items organized and manageable in one centralized, accessible location. You can monitor the status of tasks, assign them to members, set task dependencies, send email reminders, and track the progress of your project. You can even convert emails into tasks using our task tracking software.

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7 Home	All Tasks *	合 C						🗄 Plain 👻 🧲	Add Task	V
	C TASK ≑			OWNER	STATUS ₿	START DA 🕄	DUE DATE	% COMPL \$	DURATION	PRIORITY
③ Reports	DC-T728	Painting	•	Unassigned	Open	07/08/2019	07/08/2019	0%	12	None
Calendar Projects	DC-T727	Floor 3 pipeline	•	aparna.s	Open	10/05/2020	10/09/2020	0%	5 days	None
WORK OVERVIEW	DC-T726	Interior Design		Charles Charles Stone	Open	09/01/2020	09/10/2020	0%	8 days	None
Tasks	DC-T725	Interior Design		aparna.s , Aravindhan Rajendi	Open	09/04/2020	09/28/2020	0%	17 days	None
Issues Milestones	DC-T721	Install electric service panel		Unassigned	Open	09/11/2020	09/22/2020	30 %	8 days	None
Timesheets	DC-T720	Electrical walk-through	0	Avinash Manivarman	Open	09/10/2020	10/01/2020	10 %	16 days	None
Expenses	DC-T719	Paint touch-up and color	•	Unassigned	Open	09/14/2020	10/07/2020	50 %	17 days	None
Donnelly Apartments C	DC-T718	Inspect interiors	0	Helen Collins	Open	09/03/2020	09/11/2020	30 %	7 days	None
Wepage Migration Pha	DC-T715	Monthly Fire & Safety Check	6 0	Fathima Yilmaz, Chaitanya Me	Open	09/05/2020	09/15/2020	30 %	8 days	🚸 High
Prajaahita	DC-T714	Material cost		Unassigned	Open			0 %	-	None
Nexus 2.0 IIM-K	DC-T707	Interior	00	Stephen Rothermel	Open	02/11/2020	09/21/2020	0%	160 days	None
Chipco Heritage Bay	DC-T703	Testing	٢	Monica Hemsworth	Open		50	10 %		None
Zylsoft Web App Employee Enrollment	DC-T701	Material cost	۰	Anushree Bose	Open	09/11/2020	09/21/2020	4 0 %	7 days	None
Zylker airlines mobile a	DC-T699	Safety Unit Check 3	9 0	Unassigned	Level 2 Testing	09/11/2020	10/08/2020	80 %	19 days	None
Collaboration Hall Con:	DC-T698	Demo01		Unassigned	Open	3	-	10 %		None
	DC-T688	demo01		Charles Charles Stone	Open	10/12/2019	11/07/2019	10 %	20 days	None
	DC-T686	Roof trusses construction		Helen Collins	Open	09/13/2019	09/17/2019	0%	3 days	None
	DC-T685	Steel rods and concrete reinforcement -	澎	Jasmine Frank	Open	09/16/2019	11/08/2019	0%	40 days	None
	DC-T684	Wireframe		John Marsh, Lin Lin Brenn	Open	09/12/2019	09/17/2019	40 %	4 days	None

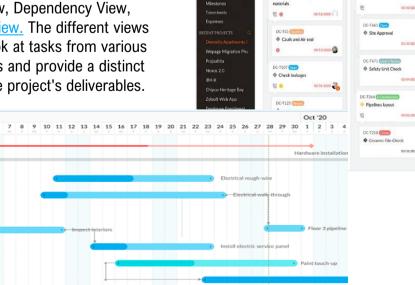
Overhead Tank Ins

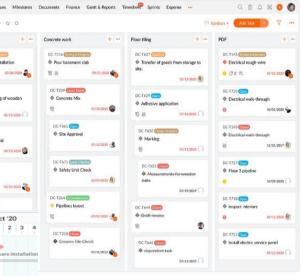
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View and manage tasks

2 3

You can now view tasks in several styles: Classic View, Plain View, Kanban View, Dependency View, and <u>Gantt View</u>. The different views help you look at tasks from various perspectives and provide a distinct status of the project's deliverables.





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Add new tasks

You can now quickly add a new task right from within the Gantt chart tool. More details like the task description, owner, start, and dates can be defined in the pop up that appears. The inserted tasks get added at the same level as tasks or subtasks in our online Gantt.

Г. 🛞 тп	TLE				%	'20	May '20	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	No
	ZWA-T18	Special featu	res		30	E							
8	ZWA-T19	WebApp mod	dule, libra (😂 +	21-	_							
	ZWA-T2	WebApp me	odule, librari	es and class	es								
⊘≮	Deployn Deployr	20% 01/	:han Brooks '22/2021 08:0 00 PM (57 day		2/202	1							
	⊙ ZWA	Predece	essors (1)	Successo	rs (0)								
	ZWA	ZWA-T18 S	pecial feature	s									
	ZWA	● SS ► Se	t time lag										
	ZWA Add Predecessor												
	ZWA-T3												
	0 714/4-												

Share your Gantt chart

If you'd like a copy of the Gantt chart to be sent via mail or used in presentations, you can do so by exporting the chart as a PDF. You can also print the chart as a hard copy. The Expand/Collapse task lists option lets you choose between an exhaustive view of tasks under each task list or a view of only the task list names.

				3 3	8 8
Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21
					- 1 + 1
			,		Zoom Out
					•

Gantt Chart 👻 > All Open 👻					
Show Options 🗸 🕤					
🛱 🛞 TITLE	%	STATUS	16	24	Se
⊙ Floor tiling	50		-		-
⊙ DC-T629 Adhesive application	60	Open			
DC-T630 Marking	20	Design Research			
Weight Test		••• ×			
DC-T55 Caulk and Air seal	20	Qualified			ſ
DC-T57 Import and testing of wooden materials	20	In Progress			

View additional task information

Hovering over the task name displays all additional information like the owner, completion percentage, start and end dates, and a list of all predecessors and successors. You can directly create new dependencies in our online Gantt chart tool or edit existing dependencies.

								1		. 6
iy '20 J	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Jan '21	6	Print
									3	Export to PDF
							E Fit to	width	¢. 1	Export Tasks
							🗄 Chart i	in View	÷	Dependency Setting
	_								88 1	egends
									01	Help

Rescale your Gantt chart

The chart can be rescaled to accommodate more Gantt bars or maximized to have a clear view of your online Gantt chart software. Rescale the Gantt chart with the Zoom in (+) and out (-) icons.



Track milestones

Milestones can be used to group tasks together and quickly evaluate how close the project is to completion. Zoho Projects categorizes milestones as upcoming, overdue, archived, or completed.

= 🎻 Projects	Dashboard Tasks Issues	villestones	Documents	Forums	Users Gantt & Reports	Timeshee Sprints	Expense	Q @ 🗘 % 😋 🔇
© Home E Feed	All Milestones							Add Milestone
	MILESTONE 8			% 8	OWNER 8	TAGS	START DATE 8	END DATE 8
Reports Gendar	Active Milestones							
Projects	Hardware installation			36%	Monica Hemsworth		09/01/2020	10/01/2020 (9 days to ge)
O WORK OVERVIEW	Inspire Demo Phase II			0%	Monica Hemsworth	÷	04/16/2020	10/17/2020 (20 days to go)
Tasks Issues	Floor finishes			50%	Helen Collins		04/27/2018	04/08/2021 (143 days to gc
Issues Milestones Timesheets RECENT PROJECTS Q, Donnelly Apartments C	Preparatory Site work		(External)	45%	Helen Collins	-	08/22/2019	10/02/2020 (10 days to ge)
	Cleaning and final walk-through			46%	Kavitha Raj		05/25/2018	12/08/2020 (56 days to go)
	Contracts and Agreements			18%	Eduardo Vargas	-	10/02/2016	11/06/2020 (34 days to gal
Donnelly Apartments C Nexus 2.0	Paint Work			58%	Helen Collins	-	12/31/2017	10/08/2020 (13 days to go)
Chipco Heritage Bay	Insulation			20%	Steve Banks	-	08/15/2018	09/30/2020 (8 days to go)
Zylsoft Web App	Exterior Landscaping			28%	Steve Banks	-	12/30/2016	04/08/2021 (143 days to gc
Employee Enrollment	Roofing			60%	Lin Lin Brenn		02/20/2017	02/04/2021 (98 days to go)
	Plumbing Rough-in			71%	Lin Lin Brenn	-	02/01/2020	08/05/2020 (32 days ago)
	Exterior Finishes			100%	Steve Banks		05/24/2017	11/05/2020 (33 days to go)
	MILESTONE ©				OWNER \$	TAGS	START DATE 🔅	END DATE \$
	Completed Milestones							
	Conference				Helen Collins		11/19/2018	11/20/2018
	Initial Inspection				Helen Collins		04/01/2018	10/27/2018
	Floor finishes				Helen Collins		08/13/2018	09/14/2018

Activate timer for tasks

Start the timer for a task to record your actual working hours. After completing the task, you can stop the timer and your entries are automatically logged in the timesheet. You can log time for tasks daily or weekly at your convenience and easily calculate the billable and non-billable hours for any project.

Concrete work ~	Ξ	Pour baseme	unt clab					& ×	4
DC-T216 Pour basement slab Lin Lin Brenn,Monica Hemswort 🕲	•	By Helen Collins	🗨 (1) 🧃 🕴 00:00:49 🔘					©	
DC-T239 Concrete Mix Ajith Kevin Devadoss,Aravind Rajku.		In Progress ~ CURRENT STATUS	Stop T	imer	\$ 14,280.00 PLANNED	\$ 335.00 ACTUAL	\$ 13,945.00 BUDGET BALANCE	\$ 8,903.00 FORECASTED	
DC-T661 Site Approval Charu Mathi S,Einhard Klein,Fathima	a	O Description	+						
DC-T671 Safety Unit Check Monica Hemsworth	•	NO DESCRIPT	ION AVAILABLE						
		O Task Inform	1949. - 2011 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 194	onica Hemsworth	× 🤣 Amritha Ag	rawal 🔀 🚳 (Sayathri V $ imes$		
Faiyazudeen Imtiyazudeen,Avinash . DC-T214 Termite treatment	•	Owner	🎯 Lin Lin Brenn 🗙 🛛 🔘 Ma			rawat 🗙 🔇		~	
Falyazudeen Imtiyazudeen Avinash . DC-1214 Termite treatment Monica Hemsworth ©			1949. - 2011 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 194	onica Hemsworth	× 🚱 Amritha Ag Start Date Priority	rawal 🗙 🚳 (Gayathri V × 11/01/2020 08:00 AN None		
Falyazudeen Imtiyazudeen Avinash . DC-T214 Termite treatment Monica Hemsworth O DC-T660 Curing		Owner Status	🔹 Lin Lin Brenn × 🔞 Ma	~	Start Date		11/01/2020 08:00 AN	1 🛛 🗐	
Falyazudeen Imtiyazudeen Avinash . DC-T214 Termite treatment Monica Hemsworth O DC-T660 Curing	•	Owner Status Due Date	 Un Lin Brenn × Ma In Progress 11/30/2020 08:00 AM 	~	Start Date Priority		11/01/2020 08:00 AN	4 🛛 🗊	
DC-7264 Pipelines layout Falyazudeen Imtiyazudeen, Avinash . DC-7214 Termite treatment Monica Hemsworth O DC-7660 Curing aparna.s ,Aravind Rajkumar,davidh	•	Owner Status Due Date Duration	 Lin Lin Brenn × Ma In Progress 11/30/2020 08:00 AM 21 days 	~ 8 11 ~	Start Date Priority		11/01/2020 08:00 AN	4 🛛 🗊	
Falyazudeen Imtiyazudeen Avinash . DC-T214 Termite treatment Monica Hemsworth O DC-T660 Curing	•	Owner Status Due Date Duration Billing Type	 Lin Lin Brenn × OM In Progress 11/30/2020 0B:00 AM 21 days None 	~ 8 11 ~	Start Date Priority		11/01/2020 08:00 AN	4 💿 🖬	

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Work with subtasks

Split a larger task into a number of subtasks that can be assigned and tracked separately in the project. Splitting tasks into subtasks often provides a better picture of the project progress.

Electricity and wiring- Al 🗸 📃	2) DC-7632
DC-T632 Install electric service panel	Install electric service panel 🔅 🗙 🛤
Charles Charles Stone	By Helen Collins 🗃 🚦 🕜
DC-T626 Electrical walk-through Chaitanya Mella	In Progress ~ \$ 3,000.00 \$ 2,445.00 \$ 555.00 \$ 5,445.00 CURRENT STATUS PLANNED ACTUAL BUDGET BALANCE FORECASTED FORECASTED
DC-T638 Set electric boxes	Tags (2
Charles Charles Stone 0	Reminder 🕢 None v Recurrence v
DC-T639 Electrical rough-wire Unassigned	Quantity
DC-T641 Ledger Reports	Work Hours 100:00
Unassigned 🔶	Comments Subtask (2) Log Hours (51:90) Documents Forums Dependency Status Timeline Bugs +++
DC-T640 Safety Unit Check Unassigned	DC-T632 Install electric service panel
DC-T673 Circuit breaker	DC-T626 Electrical walk-through
Unassigned 🔶	DC-T638 Set electric boxes
0C-T672 Maintenance Unassigned	DC-T639 Electrical rough-wire
	6

Analyze task reports

You can instantly view task reports under Tasks & Milestones. Task reports provide a consolidated view of all open and closed tasks in the selected project. You can click and view details of any owner, milestone, or priority in our project task management software.

😑 💓 Projects	Dashboard Tasks Bugs	Milestones Forums Gantt & Reports +++	Q @ A % 📀 (
⊕ Home ⊫ Feed	Task Reports + > All Tasks -		E 7 .
 Feed Discuss Reports Calendar Projects WORK OVERVIEW Tasks Bugs Milestones Timesheets Expenses RECENT PROJECTS SIQ Project X Zylsoft Web App Nexus Advertising Agen Zylsoft Mobile app TEst with budget 	BASIC REPORTS Status Milestone Priority Owner Completion Percentage Tags ADVANCED REPORTS Owner-wise Task Status Owner-wise Task Completion Owner-wise Task Priority Custom Task Report	Custom Task Report Tailor-make the reports by comparing any two criteria and generate task report Milestone based Status report Apport Rough Carpe Rough Carpe Preparatory S. Cleaning and Cleaning and Floor finishes field field field Insulation field field field Building Foun Contracts an Contracts an Floor finishes field field field Floor finishes field field field Plumbing Ro Milestone field field field field Floor finishes field field field field Floor finishes field fiel	 Open Prototype Testing Contract sent Recruitment process Technical interview Closed Design Research New Under Construction Issues Found Onboard Written test Released Candidate recruitment In Progress In Development Quelified
ERP Phase III IIM-K ERP Phase VI		Roofing 23 3 0 5 10 15 20 25 30 Count	

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Update tasks in on go

You can update tasks selectively or in bulk. In Classic View, you can close tasks, set priority, change the task owner, and move a task from one task list to another. In Plain View, you can close tasks, set priority, and change the task owner.

😑 💞 Projects	Dashboard Tasks Bugs Milestones Docume	nts Timesheet ⁹ Finance Forums	Q @ A	× 💿 🛞
ମ୍ମ Home 🗈 Feed	All Open 🗸		🗄 Classic 🗸 🔷 Add Task 🕞	
	🖫 🛞 TASK 🖄	OWNER STATUS 🕸	START DATE DUE DATE	PRIORITY
⊗ Reports ⊞ Calendar	📀 General			
Projects	ZWA-T42 UI Breadcrumbs design	Charles Stone Open	01/01/2021 0 04/14/2021 0	🔶 Medium
WORK OVERVIEW Tasks	📀 Design > 🕂 Design			
Bugs	X a 2 Move Delete Associate Bugs Owner St	atus Start Date Due Date Priority	Billing Type Quantity	
Milestones Timesheets	ZWA-T8 Visual Guide	Helen Collins, K In Progress		🔶 Medium
Expenses	ZWA-T9 Wire Framing	Charles Stone, J In Progress		🔶 Medium
RECENT PROJECTS 📚 Q	ZWA-T10 UI Design	Eduardo Vargas Open	01/29/2019 0 02/26/2021 0	🔶 High
Zylsoft Web App Donnelly Apartments C	ZWA-T11 Mockups	John Marsh Open	02/07/2019 0 02/19/2021 0	🔶 Medium
Project X	ZWA-T12 Review and Crafting	Nathan Brooks Open	07/23/2019 0 02/26/2021 0	Low
Nexus Advertising Agen Zylsoft Mobile app	📀 Development > 🕂 Development			
TEst with budget	ZWA-T13 WebApp Architecture and Fram	😹 Kavitha Raj 🛛 Open	02/20/2019 0 03/05/2021 0	🚸 High
ERP Phase III IIM-K	ZWA-T14 Bootstrap	Kavitha Raj Open	02/20/2019 0 03/05/2021 0	🔶 Medium
	ZWA-T16 Templates	Lin Lin Brenn Open	04/11/2019 0 01/22/2021 0	Low

Setup task reminders and duration

With task reminders in Zoho Projects, you can stay on top of what's going on through timely email reminders, so you don't miss any important milestones. Set task duration in days or hours based on your project's needs. You can create tasks even if you are unsure of the start time in this task tracking software.

Math ~ SV1-TS8 Addition exercice Charles Stone,Monica Hemaworth	Functiona By Charu Mate					5 × © 0
Chana Mathi S	In Progress OURRENT STAT					
W1-T60 Basic division Enhard Klein	Task Info Owner	formation				
Charles Stone	Work Hours	120.00	U.	Status	In Progress	-
2/1-162 Round-off numbers	Start Date	01/20/2021 08:00 AM	@	Due Date	02/09/2021 04:00 PM	@ []
lasmine Jasmine Frank, Charu Mathi S.M., 🕲	• Priority	Medium		Duration	15 days	SQ 1
1103 Algebraic expressions fa Naveen Kumar	Completion P Tags	Percentage 40	×	Billing Type	None	~ 0
	Reminder () Based (Reminder Daily	on Due Date 🔷 Specific Date	U Depr	Recurrence endency Status Timeline	Bags Activities Google Driv	ve
	Time Hours O8 Notify use Me ×	Minutes v 00 v am ers Charu Mathi \$ × Naveen Kumar × reminder Remove Reminder	4.25 V	Feb 23	2 4 5 6 7 8 9 10 15 12 13 0	14 15 16 17 18 15

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See how Zoho Projects helps you learn better.

Manage all your tasks and set reminders to complete them, on time. Use the Calendar to manage schedules, plan events and be in the know always.

Calendar							QC	0 %	•)
Month			<	August 2020 >			Add A	Activity	7	
Assignee: Is Me ×										
G MONDAY		UESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		SUNDAY		
	oftware developers recruitmen									
Layouts Finding • 5	Software developers recruitmer									
	Jul 27	28	29	30	:	31	Aug 1		2	
Slab inspection + S	oftware developers recruitmen	t								
Layouts Finding + 3	Software developers recruitme	nt								
Product Delivery an	d Billing + Project Managemer	ıt								
R				Generate ad reports June 2020 Nexus 1.0	恋 Defective bulbs to be replaced Chipco Heritage Bay					
	3	4	5	6		7	8		9	
	oftware developers recruitmen									
	Software developers recruitme									
Product Delivery a	d Billing + Project Managemer	artments Construction			Product Delivery and Billing + 0	Collaboration Hall Construction				
	10	11	12	13	:	14	15		16	
Slab inspection + S	oftware developers recruitmen	t								
Layouts Finding + 1	Software developers recruitme	nt								
Product Delivery ar	nd Billing + Project Manageme	nt								
Product Delivery a	d Billing + Collaboration Hall	Construction								
	17	18	19	20	:	21	22		23	
Slab inspection + S	oftware developers recruitmen	t								
Layouts Finding + 3	Software developers recruitme	nt								
	nd Billing + Project Managemen									
Product Delivery an	d Billing + Collaboration Hall									
	24 +1 more	25	26	27	+1 more	28 +5 more	29		30	
Slab inspection + S	oftware developers recruitmen	t								
Layouts Finding + :	Software developers recruitme	nt								
Product Delivery an	nd Billing + Project Managemen	nt								
Product Delivery an	nd Billing + Collaboration Hall	Construction								
+1 more	31 +2 more	Sep 1 +2 m	ore 2	3	+1 more	4 +4 more	5		6	

Manage all your tasks and set reminders to complete them, on time.

Use the Calendar to manage schedules, plan events and be in the know always.

Math ~	= Functional tab	las				
GV1-T58 Addition exercice Charles Stone,Monica Hemsworth	By Chany Mathi S					00
GV1-T59 Functional tables Charu Mathi S	In Progress ~ CURRENT STATUS					
GV1-T60 Basic division Einhard Klein	 Task Informat 					
GV1-T61 Decimal numbers	Owner	😗 Charu Mathi S 🗵				~
Charles Stone	Work Hours	120:00	~	Status	In Progress	~
GV1-T62 Round-off numbers	Start Date	01/20/2021 08:00 AM	(3)	Due Date	02/09/2021 04:00 PM	•
Jasmine Jasmine Frank, Charu Mathi S, M 🖑	 Priority 	Medium	~	Duration	15 days	~
GV1-T63 Algebraic expressions	Completion Percent	tage 40	~	Billing Type	None	~
Linda "Naveen Kumar	♦ Tags	Q1 (2)				¢
	Reminder ①	Daily at 8:00 am	~	Recurrence		~
	 Based on Due 	Date 🔘 Specific Date				
	Reminder Type					
	Daily		✓ Deperture	endency Status Timelin	e Bugs Activities Google Dr	ive •••
	Time Hours	Minutes	4 25	Feb 2 26 27 28 29 30 31 1 2	21 1 3 4 5 6 7 8 9 10 11 12 13	14 15 16 17 18 1
	08	🗸 00 🗸 am	÷ .			
	Notify users					
		aru Mathi S $ imes$ Naveen Kumar $ imes$				
	Update remind	er Remove Reminder				
	Opdate remind	Remove Reminder				

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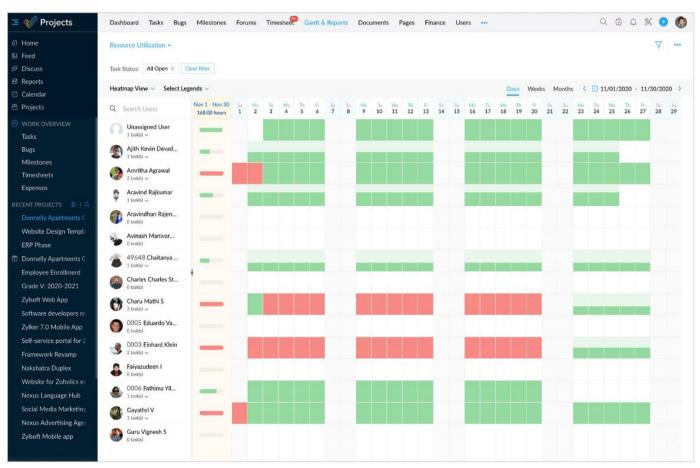




Post status updates, share files and loop in people for their views in the Feed.

😑 🎻 Projects	Feed
ග Home ම Feed	Select Project Grade V: 2020-2021 -
영 Discuss 영 Reports E Calendar	Share a quick thought and start a discussion.
🖻 Projects	Feed Status Activity Stream
WORK OVERVIEW Tasks Bugs Milestones Timesheets Expenses	Charu Mathi S posted Status in Grade V: 2020-2021 *** I've compiled a set of problems for the first assignment this year. Please take a look and let me know your thoughts.
RECENT PROJECTS 🕃 🔍 Grade V: 2020-2021 Zylsoft Web App Donnelly Apartments C	
TEst with budget	Assignment.pdf 🔄 Comment - Friday at 1:46 PM
Project creation with lay Events Dine & Dance Website ZylSoft Mobile App Collaboration Hall Cons	Comment + Privaria Linderni Monica Hemsworth Seems fairly easy, Charu. I'm a bit skeptical about problem 7 though. What do you think, Naveen Kumar ? Friday at 1:49 PM Share your comments here

Manage and distribute the workload using the Resource Utilization chart.





Best fit allocation

Achieve maximum results from your team by allocating work based on resources and availability. When you have a task to add, this chart helps you decide who is free enough to take it up.

≡ 🎻 Projects	Dashboard Tasks Bugs	Milestones	Forums	Timesh	ee	Gantt 8	Reports	Do	cumen	ts Pa	iges	Financ	e Us	ers								C	2 4	2 4	1 %	Ð	۲
금 Home ▣ Feed	Resource Utilization -																									7	
Discuss	Task Status: All Open ×	Clear filter																									
ତ Reports ≣ Calendar	Bar View $ \smallsetminus $ Select Legends	· ~														D	ays	Week	is M	lonths	<	1	1/01/	2020	- 11/3	0/202	:0 >
Projects	Q Search Users	Nov 1 - Nov 30 168:00 hours	Su Mo 1 2	Tu V 3	Ve Th 4 5	Fr 6	Sa S 7 8		Tu 10	We 11	Th 12	Fr 5: 13 14		Mo 16	Tu 17	We 18	Th 19	Fr 20	5a 21	Su 22	<mark>Мо</mark> 23	Tu 24	We 25	Th 26	Fr 27	5a 28	Su 29
WORK OVERVIEW Tasks	Unassigned User	-		-			_	-		-		-		_	_		-								_		
Bugs	Ajith Kevin Devad			-				-	-	-				-		-							-				
Milestones Timesheets	Amritha Agrawal 2 task(s) ^	-	_				_			-				_	_		_										-
Expenses	DC-T99 Steel Rods)=																							
Donnelly Apartments C	DC-T216 Pour basement slab		800-800		800	8:00		800	800	8:00		.00		8:00	800	8-00	800	800			8:00	800	800	8:00			Ø
Website Design Templa ERP Phase	Aravind Rajkumar		-			-		-	-	-	-			-	-	-		-			-	-	-				
Donnelly Apartments C	Aravindhan Rajen 0 task(s)																										
Employee Enrollment Grade V: 2020-2021	Avinash Manivar 0 task(s)	† —																									
Zylsoft Web App	49648 Chaitanya 1 task(s) ~		-		-	-				-				-		-						-					-
Software developers re Zylker 7.0 Mobile App	Charles Charles St 0 task(s)																										
Self-service portal for Z Framework Revamp	Charu Mathi S 2 task(s) ~	-		_						-		-		_	_		_				-	-	-	-			-
Nakshatra Duplex	0005 Eduardo Va																										
Website for Zoholics ev Nexus Language Hub	0003 Einhard Klein	-						-						_				_				-	-	-	-		
Social Media Marketing	DC-T625 Interior work		- 400	4:00 4:0	0 400	4:00		4:00	400	400		.00		4:00	400	400	4:00	400			4:00	4:00	400	4:00	600		đ
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View schedule for the selected period If you need to know your team's schedule over a specific time period, we've got you covered. View the task allocation schedule daily, weekly or monthly, or select a custom date range with the help of the calendar.

= 候 Projects	Dashboard Tasks Bugs	Milestones	Forum	s Tin	neshee	P Ga	antt &	Report	s Do	umen	ts F	ages	Fina	ance	User	s								Q	0 1	2 %	5 🕂	
∂ Home ⊇ Feed	Resource Utilization -																										7	
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ତ Reports ⊞ Calendar	Bar View 🗸 Select Legends	~																Day	s Wee	eks	Mont	hs	< 🗇	11/0	1/2020	- 11/	30/202	20 >
Projects	Q Search Users	Nov 1 - Nov 30 168:00 hours		40 Tu 2 3	We 4	Th 5	Fr 6	Sa 7	Su Mo 8 9		We 11	«	<		Nov 20	20						Dec 2	020		> >>	Fr 27	Sa 28	Su 1
WORK OVERVIEW	Unassigned User						·								ED THU			-	MO		JE WE							
Tasks	1 task(s) ~												26 27 2 3			30 6		8	7	1 ' 8		3	4	5	6 13			
Bugs	Ajith Kevin Devad 1 task(s) ∽		-		-	-				-	-					13		15	14						20			
Milestones	🚳 Amritha Agrawal		_				_					1	6 17	7 1	8 19	20	21	22	21	1 2	2 23	24	25	26	27	1		_
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Expenses	DC-T99 Steel Rods												0						4	-	5 6	7	8	_	10			
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Donnelly Apartments C	Aravindhan Rajen 0 task(s)																											
Employee Enrollment Grade V: 2020-2021	Avinash Manivar 0 task(s)	•																										
Zylsoft Web App Software developers re	49648 Chaitanya 1 task(s) ~		-		-	-				-	-	-										÷	÷	÷		-		
Zylker 7.0 Mobile App	Charles Charles St 0 task(s)																											
Self-service portal for Z Framework Revamp	Charu Mathi S 2 task(s) ~	-	-				-						_									÷	÷	÷		-		-
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Add and manage tasks Don't stop with a glance, act on your observations too! Add new tasks in one click, drag and drop tasks bars to reassign them to a different member or slide the task bar to reschedule or adjust the work hours.

			Document	New Task		Standard Layout 🧷
				Task Name*		
				Verify documents and print copies		<i>h</i>
Bar View - Select Legends				Add Description		
			Mo Tu 9 10	B I U ↔ Lato v 12 v A 🖪	≣ • I≡ • Œ • x² • ×	3
			-			
Ajith Kevin Devad 1 task(s) ~						
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				Task List		
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Aravind Rajkumar				Drop files or add attachments here		Maximum 10 files
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Charu Mathi S 2 task(s) ~				Select Teams		
0005 Eduardo Va 0 task(s)				Start Date	Due Date	Enter Duration
2 task(s) A			_	11/09/2020 08:00 AM	11/09/2020 04:00 PM	
DC-T625 Interior work			00	Priority Vone		
DC-T661 Site Approval				Add Save and add to Zoho Sprints Add N	More Cancel	

Collaborate on documents in real-time. Made possible with Zoho Docs.

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■ FILE → ☆ Event Itinerary	COMPOSE REVIEW DISTRIBUTE 🐺 🛛 🕧 🛞
COLLABORATION: 💽 🦛 TRACK CHANGES: 💽 All Markup	p 🗸 🤤 Add Comment
	COMMENTS CHANGES
Science Exhibition Event Itinerary DAY 1 - 8.00 AM -10.00 AM: Registration	USER: AI (2) ✓ VIEW: Unresolved (2) ✓ Kavitha Raj 8 minutes ago Have we finalized the speaker? ✓ Like ✓ Hide replies Control Lin Brenn 4 minutes ago Yes, I have emailed the details to you. ♥ Like
10.30 AM -11.30 AM: Keynote 11.30 AM -12.30 PM: Exhibit set-up [in tream] 12.30 PM - 1.30 PM: Ljunch	Reply here Image: Second
 1.30 PM - 3.00 PM : Exhibition 3.00 PM - 3.30 PM - Charity contest setting up 3.30 PM - 5.00 PM - Prize distribution 5.00 PM - 6.00 PM - Closing Note and proceedings to charity organization 	

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Log your present hours and approve it with the Timesheets module.

•••									
≡ 🞻 Projects	Dashboar	d Tasks Bugs	Milestones	Documents Timesheet	Finance Forums	Users Gantt & Reports	Expense		Q @ A % 🕒 🄇
ගි Home 🖹 Feed	Group By	Date 👻			< 🛅 01/	18/2021 to 01/24/2021	,	i≣ List +	Add Time Log 🔹 🏹 🚥
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 Calendar Projects 	0	01/22/2021	02:30 h	02:00 h 04:30 h					
WORK OVERVIEW	I	GV1-T58 Addition	exercice	Monica Hemsworth		Non Billable	02:00 (07:00 PM - 09:00 PM)	Rejected	Monica Hemsworth
Tasks Bugs	l Č	GV1-T54 Proper N	ouns	Monica Hemsworth		Billable	01:30	Pending	Monica Hemsworth
Milestones Timesheets	0	GV1-T57 Grading		Charu Mathi S		Billable	01:00 (10:00 AM - 11:00 AM)	Approved	Charu Mathi S
Expenses	0	01/21/2021	02:45 h	03:00 h 05:45 h					
RECENT PROJECTS	0	GV1-T62 Round-o	ff numbers	Monica Hemsworth		Billable	02:00 (12:00 PM - 02:00 PM)	Pending	Monica Hemsworth
Zylsoft Web App	0	GV1-T57 Grading		Charu Mathi S		Non Billable	03:00 (10:00 AM - 01:00 PM)	Approved	Charu Mathi S
Donnelly Apartments Co	i d	GV1-T59 Function	al tables	Charu Mathi S		Billable	00:45	Pending	Charu Mathi S
TEst with budget Inspire 2020									
Project creation with lay									
Dine & Dance Website									
ZylSoft Mobile App Collaboration Hall Const									

Discuss topics, have conversations, and hold Q&A sessions in the Forums.

•••		
	Helen Internal 07/04/2019 04:17 pm Post Comment Followers (2) Science Group Activity Let's come up with fun ideas here!	Follow ···· X
	Tags: Comments (3) Tasks Task	
	 Kavitha Raj We can begin with photosynthesis. It'd be great to partner them up to take care of a plant. 07/04/2019 04:21 pm Helen That's a good idea. We can also see how responsible they are, in taking care of their plants! 07/04/2019 04:23 pm 	
	Post Comment Share your comments here	

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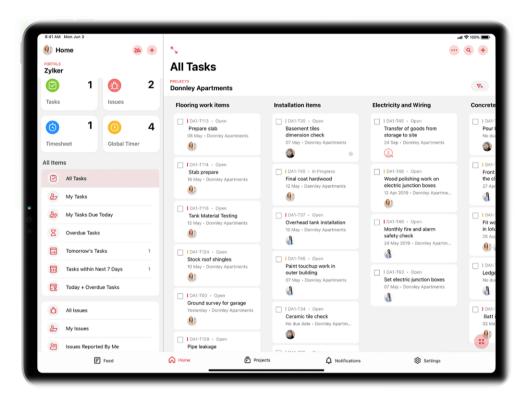
Project management app for mobile teams

Whether you are on the road, attending a conference, or away on holiday, project management apps will allow your projects to stay by your side. With native iOS, Android, and iPad apps for Zoho Projects, any place can become your desk.



Your home is all about you

Want to check some items off of your list while travelling? Get down to business right away by landing at Home in our mobile project management app. This page is where you view tasks assigned to you, issues that need your attention, and your active timers.



Plan and track your projects better

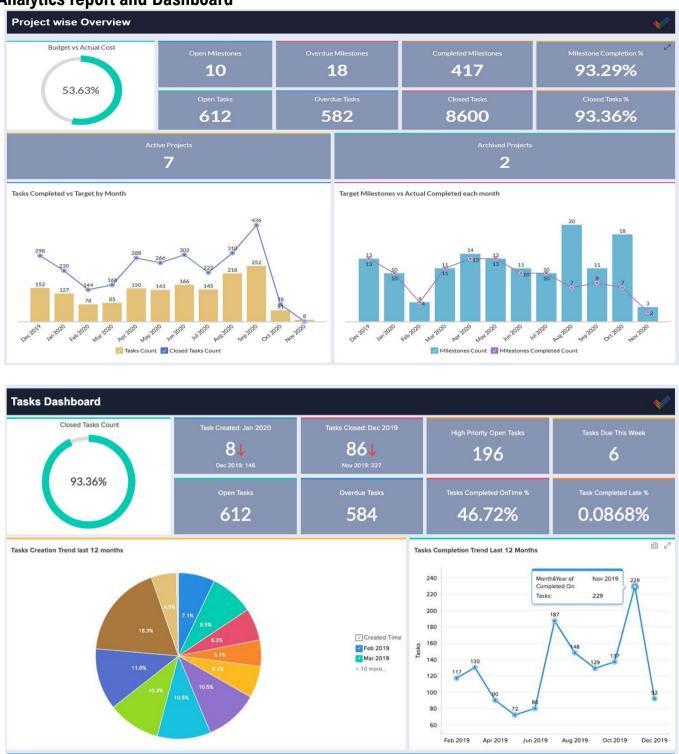
Gantt charts help you plan and track your project better by giving you a visual representation of the status of the project with respect to your initial plans. You can also easily set up dependencies and reschedule tasks using the simple drag and drop function.

				1 Feb,	2021 - 7 F	eb, 2021					8 Feb, 2	2021 - 14	Feb, 2021					15
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Set-electric-junction-b	oxes					¢)	4	Set el	ectric ju	unction	boxes						
+ Add task																		

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Analytics report and Dashboard



Why is Zoho Projects the best task management software?

Zoho Projects has a multitude of strong task management features like reminders, recurrence, status timeline, Kanban view, task timers, reports, task automation and more at an affordable price. These are available in an easy-to-use platform that supports team collaboration and remote work, making it one of the best task management software. Zoho Projects also values your privacy and data security. We even have the option for you to create PII fields which is encrypted to store sensitive client information. Customization is another aspect of our task management app that sets it apart. From custom fields and layouts to custom roles and profiles, you have the capability to truly make your tasks your own. For all these reasons and more, Zoho Projects can be considered the best task management tools. Don't believe us? Hear what our customers and critics have to say about us!







Security

Zoho provides Software as a Service(SaaS) products to millions of users worldwide to solve their business problems. Security is a key component in our offerings, and is reflected in our people, process, and products. This page covers topics like data security, operational security, and physical security to explain how we offer security to our customers.



Operational security

Organizationa	lsecurity
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Physical security Incident management Infrastructure security Responsible disclosures 0 0 Data security Vendor management 0 Identity and access control Customer controls for security









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