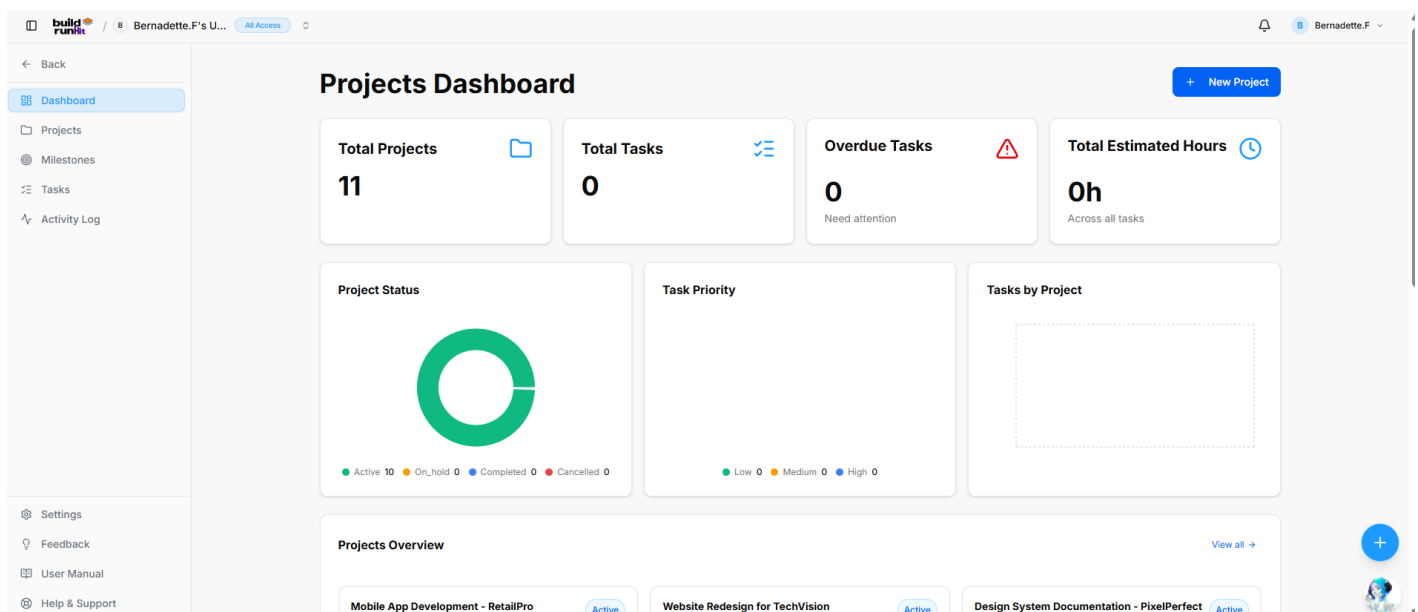


BuildRunKit Projects

- [BuildRunKit Projects Dashboard Overview](#)
- [BuildRunKit Projects: Projects Sub-Section](#)
- [BuildRunKit Projects: Milestones Sub-Section](#)
- [BuildRunKit Projects: Tasks Sub-Section](#)
- [BuildRunKit Projects: Activity Log Sub-Section](#)
- [BuildRunKit Projects: Projects Settings](#)

BuildRunKit Projects Dashboard Overview

BuildRunKit Projects: Projects Dashboard



Location & Navigation Sidebar

- **Top Left Action:** <- **Back** button to return to main workspace navigation.
- **Module Views:**
 - **Dashboard** (Currently Active)
 - **Projects**
 - **Milestones**
 - **Tasks**
 - **Activity Log**
- **Bottom Sidebar Links:** Settings, Feedback, User Manual, Help & Support.

Header Actions

- **Page Title:** Projects Dashboard
- **Primary Action:** + **New Project** button.

Top Metric Cards

- **Total Projects:** Displays total workspace projects (e.g., 11).
- **Total Tasks:** Tracks overall task count across projects (e.g., 0).
- **Overdue Tasks:** Highlights overdue items needing attention with alert icon (e.g., 0, "Need attention").
- **Total Estimated Hours:** Tracks total estimated duration (e.g., 0h, "Across all tasks").

Analytics & Visual Chart Panels

- **Project Status:** Donut chart breaking down project states (*Active, On_hold, Completed, Cancelled*).
- **Task Priority:** Distribution chart monitoring task urgencies (*Low, Medium, High*).
- **Tasks by Project:** Visual breakdown chart mapping task volume across individual projects.

Projects Overview Section

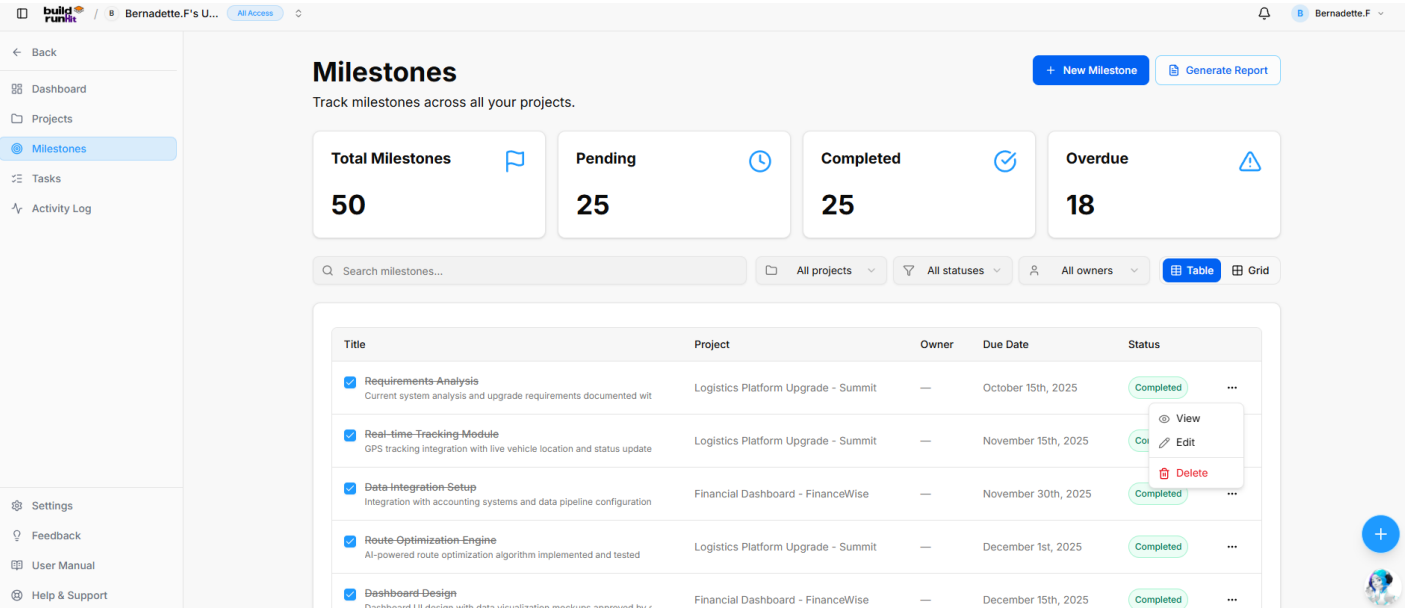
- **Section Header: Projects Overview** with **View all** -> quick link.
- **Project Cards:** Grid preview showing active project titles and status badges (e.g., *Mobile App Development - RetailPro, Website Redesign for TechVision, Design System Documentation - PixelPerfect*).

Task Lists & Activity Feed (Lower Dashboard)

- **Overdue Tasks Panel:** Dedicated list box displaying urgent past-due items (displays "No data available" / "Create your first task to get started" when clear).
- **Tasks Panel:** General task assignment feed (displays "No tasks yet" / "Create your first task to get started" when clear).
- **Recent Activity Section:**
 - **Section Title & Counter: Recent Activity** badge (e.g., 1).
 - **View All Link: View all** -> shortcut to the full log.
 - **Activity Log Table Columns:**
 - **Event:** Action type (e.g., *Project created* badge).
 - **Project:** Name of the associated project record.
 - **User:** Team member who performed the action.
 - **Date:** Timestamp of the event (e.g., *2026-05-13*).

BuildRunKit Projects: Projects Sub-Section

BuildRunKit Projects: Projects Sub-Section



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 - **Date:** Timestamp of the event (e.g., *2026-05-13*).

BuildRunKit Projects List Subsection

Page Header & Primary Actions

- **Page Heading:** **Projects**
- **Sub-description:** "Manage your projects and track progress."
- **Header Buttons:**
 - **+ New Project:** Primary action button to create a project entry.
 - **Generate Report:** Opens the **Projects Report** modal.

Top Metric Summary Cards

- **Total Projects:** Displays total logged project records (e.g., 11).
- **Active:** Counts ongoing projects currently in progress (e.g., 11).
- **Completed:** Counts finalized projects (e.g., 0).
- **On Hold:** Counts paused or delayed projects (e.g., 0).

Search, Filter, and Layout Bar

- **Search Field:** Text input (Search projects...) for instant keyword filtering.
- **Status Filter:** Dropdown menu to filter list items by stage (*All statuses*).
- **Owner Filter:** Dropdown menu to filter items by assigned manager (*All owners*).
- **View Switcher:** Toggle controls between **Table** view (Active) and **Grid** view.

Projects Data Table

- **Title:** Displays project name and short description text (e.g., *Mobile App Development - RetailPro*, *Website Redesign for TechVision*, *Design System Documentation - PixelPerfect*,

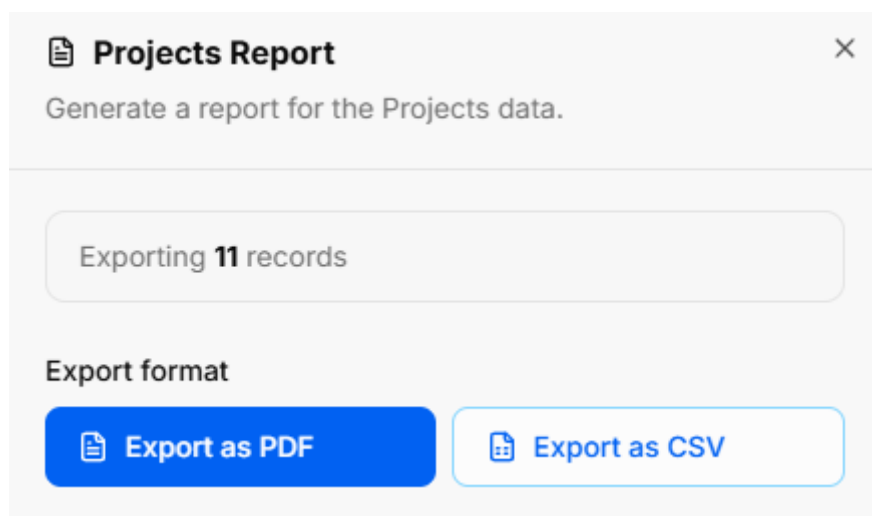
Logistics Platform Upgrade - Summit, Financial Dashboard - FinanceWise).

- **Status:** Badge displaying project state (e.g., *Active*).
- **Due Date:** Targeted completion deadline (e.g., *2026-05-30, 2026-03-15*).
- **Owner:** Assigned project owner (e.g., .
- **Actions** (): Context menu per row for additional record options.

Projects Report Modal

Clicking **Generate Report** opens the export utility overlay:

- **Modal Title: Projects Report**
- **Modal Sub-text:** "Generate a report for the Projects data."
- **Export Count Indicator:** Displays total scope of records to be generated (e.g., *Exporting 11 records*).
- **Export Format Options:**
 - **Export as PDF:** Primary action button to download styled PDF document.
 - **Export as CSV:** Secondary outline button to export structured CSV file.



BuildRunKit Projects: New Project Modal

New Project

Title *

Description *

Start Date

Pick a date

Due Date *

Pick a date

Status

Active

Owner

No owner

Cancel

Save

Modal Setup

- **Trigger Action:** Clicking the blue **+ New Project** button on the Projects Dashboard or Projects List view opens the **New Project** creation modal.
- **Modal Header:** **New Project** title with an **x** close icon in the top-right corner to exit without saving.

Field Specifications & Layout

- **Title ***: Required text field to enter the project name.
- **Description ***: Required multi-line text box to define project scope and details.
- **Start Date**: Date picker field (**Pick a date**) to schedule project commencement.
- **Due Date ***: Required date picker field (**Pick a date**) to set the completion deadline.
- **Status**: Dropdown selector to set initial state (*Active* by default).

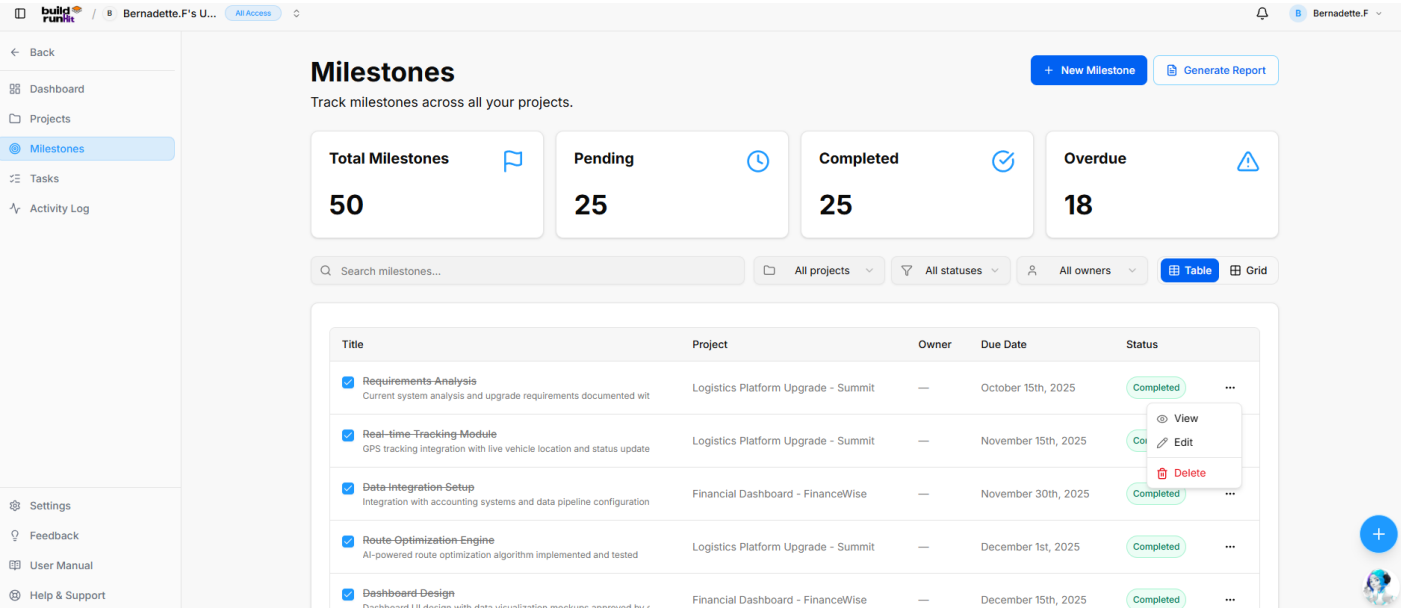
- **Owner:** Dropdown selector to assign a project manager from workspace team members (*No owner by default*).

Modal Actions

- **Cancel:** Discards all entered data and closes the overlay.
- **Save:** Validates required fields, creates the project record, and updates the project list and dashboard counters.

BuildRunKit Projects: Milestones Sub-Section

BuildRunKit Projects: Milestones Sub-Section



Location & Header

- **Page Heading: Milestones**
- **Sub-description:** "Track milestones across all your projects."
- **Header Actions:**
 - **+ New Milestone:** Primary action button to create a new project milestone entry.
 - **Generate Report:** Opens the **Milestones Report** export modal.

Top Metric Summary Cards

- **Total Milestones:** Displays total logged project milestones (e.g., 50).
- **Pending:** Tracks upcoming or active milestones in progress (e.g., 25).
- **Completed:** Counts finalized milestones (e.g., 25).
- **Overdue:** Highlights past-due milestones requiring immediate attention (e.g., 18).

Search, Filter, and Layout Controls

- **Search Field:** Text input () for instant keyword filtering across titles and descriptions.
- **Project Filter:** Dropdown selector to filter milestones by a specific project (*All projects*).
- **Status Filter:** Dropdown selector to filter by progress state (*All statuses*).
- **Owner Filter:** Dropdown selector to filter by assigned team member (*All owners*).
- **View Switcher:** Toggle buttons to switch between **Table** view (Active) and **Grid** view.

Milestones Data Table

- **Title:** Displays the milestone name, completion checkbox indicator, and supporting description text (e.g., *Requirements Analysis, Real-time Tracking Module, Data Integration Setup, Route Optimization Engine, Dashboard Design*).
- **Project:** Name of the associated parent project (e.g., *Logistics Platform Upgrade - Summit, Financial Dashboard - FinanceWise*).
- **Owner:** Assigned team member (e.g.,)
- **Due Date:** Target deadline date (e.g., *October 15th, 2025, November 15th, 2025*).
- **Status:** Badge displaying current state (e.g., *Completed*).
- **Row Actions** () : Context menu providing options to edit or delete the milestone record.

Milestones Report Modal

Clicking **Generate Report** opens the report export utility:

- **Modal Title: Milestones Report**
- **Modal Sub-text:** "Generate a report for the Milestones data."
- **Export Scope Indicator:** Displays total count of records included in the output (e.g., *Exporting 50 records*).
- **Export Format Actions:**
 - **Export as PDF:** Primary blue button to download a formatted PDF file.
 - **Export as CSV:** Secondary outline button to export raw CSV structured data.

 **Milestones Report**

Generate a report for the Milestones data.

Exporting **50** records

Export format

 **Export as PDF**

 **Export as CSV**

BuildRunKit Projects: New Milestone Modal

New Milestone

Project *

Select an option

Title *

Description *

Due Date *

Pick a date

Owner

No owner

Completed

Cancel

Save

Modal Setup

- **Trigger Action:** Clicking the blue **+ New Milestone** button on the Milestones view opens the **New Milestone** creation modal.
- **Modal Header:** **New Milestone** title with an **x** close icon in the top-right corner to exit without saving.

Field Specifications & Layout

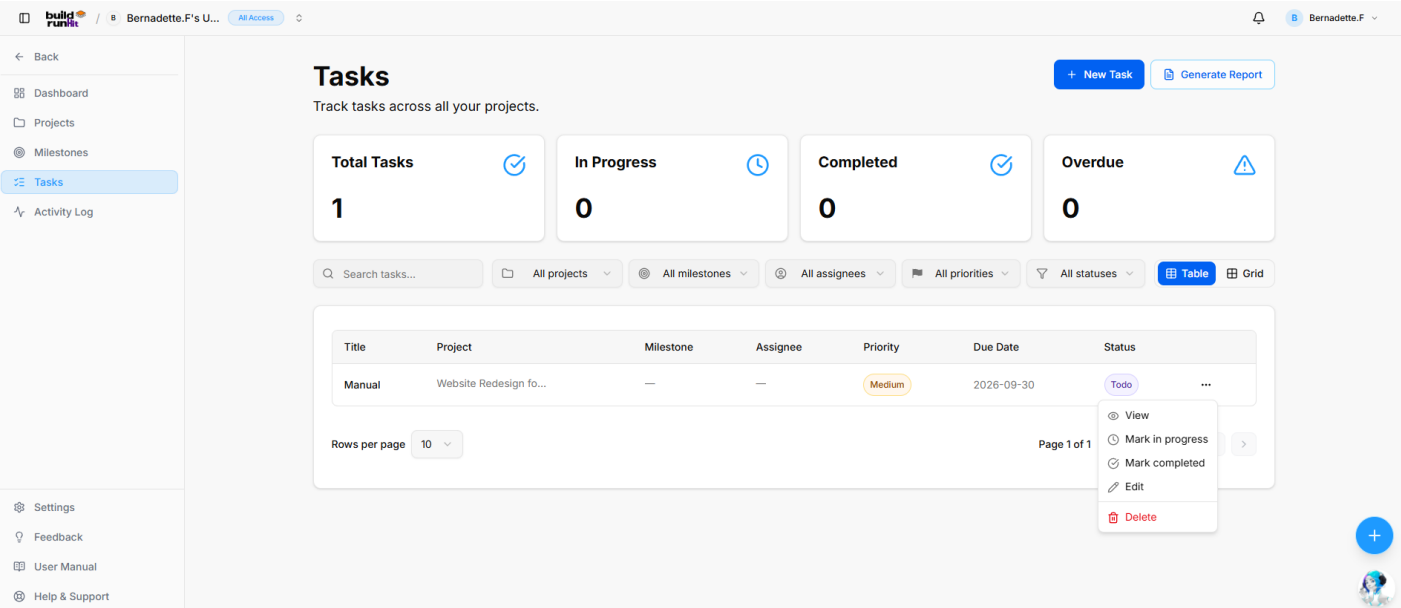
- **Project** *: Required dropdown selector () to link the milestone to a specific parent project.
- **Title** *: Required single-line text field to name the milestone.
- **Description** *: Required multi-line text box to outline milestone objectives and scope.
- **Due Date** *: Required date picker field () to establish the target completion date.
- **Owner**: Dropdown selector to assign responsibility to a workspace team member (*No owner* by default).
- **Completed**: Toggle switch to manually mark the milestone status as complete upon creation.

Modal Actions

- **Cancel**: Discards all entries and closes the overlay without saving.
- **Save**: Validates required inputs, creates the milestone record, and updates the project milestone metrics.

BuildRunKit Projects: Tasks Sub-Section

BuildRunKit Projects: Tasks Sub-Section



Location & Header

- **Page Heading: Tasks**
- **Sub-description:** "Track tasks across all your projects."
- **Header Actions:**
 - **+ New Task:** Primary action button to create a new task record.
 - **Generate Report:** Opens the **Project Tasks Report** export modal.

Top Metric Summary Cards

- **Total Tasks:** Tracks overall task volume across projects (e.g., 1).
- **In Progress:** Counts active tasks currently being worked on (e.g., 0).
- **Completed:** Counts finished tasks (e.g., 0).
- **Overdue:** Highlights past-due tasks requiring immediate attention (e.g., 0).

Search, Filter, and Layout Controls

- **Search Field:** Text input () for keyword filtering.
- **Project Filter:** Dropdown selector to scope tasks by parent project (*All projects*).
- **Milestone Filter:** Dropdown selector to filter by linked milestone (*All milestones*).
- **Assignee Filter:** Dropdown selector to filter by assigned team member (*All assignees*).
- **Priority Filter:** Dropdown selector to filter by urgency level (*All priorities*).
- **Status Filter:** Dropdown selector to filter by progress state (*All statuses*).
- **View Switcher:** Toggle buttons to switch between **Table** view (Active) and **Grid** view.

Tasks Data Table

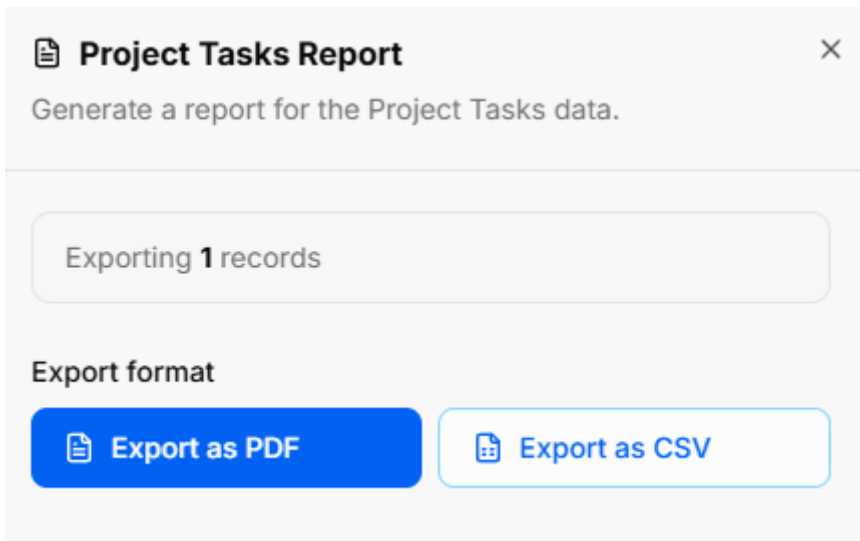
- **Title:** Name of the task entry (e.g., *Manual*).
- **Project:** Name of the associated parent project (e.g., *Website Redesign fo...*).
- **Milestone:** Linked milestone record (e.g.,)
- **Assignee:** Assigned team member (e.g.,)
- **Priority:** Urgency badge indicator (e.g., *Medium*).
- **Due Date:** Target completion deadline date (e.g., *2026-09-30*).
- **Status:** Badge displaying current state (e.g., *Todo*).
- **Row Actions ():** Context menu providing the following quick options:
 - **View:** Opens task detail panel.
 - **Mark in progress:** Updates status directly to In Progress.
 - **Mark completed:** Updates status directly to Completed.
 - **Edit:** Opens the editing wizard.
 - **Delete:** Removes the task entry.
- **Table Pagination Controls:** Page size selector () , page status indicator () , and navigation controls.

Project Tasks Report Modal

Clicking **Generate Report** opens the task export utility overlay:

- **Modal Title:** **Project Tasks Report**
- **Modal Sub-text:** "Generate a report for the Project Tasks data."
- **Export Scope Indicator:** Displays total count of task records included (e.g., *Exporting 1 records*).
- **Export Format Actions:**

- **Export as PDF:** Primary blue button to download a formatted PDF report.
- **Export as CSV:** Secondary outline button to export structured CSV raw data.



BuildRunKit Projects: New Task Modal

New Task

×

Project *

Select an option

Milestone

Select a milestone

Assignee

No assignee

Title *

Description *

Start Date

Pick a date

Due Date *

Pick a date

Estimated Hours

Status

Todo

Priority

Medium

Cancel

Save

Modal Setup

- **Trigger Action:** Clicking the blue + **New Task** button on the Tasks view opens the **New Task** creation modal.
- **Modal Header:** **New Task** title with an **x** close icon in the top-right corner to exit without saving.

Field Specifications & Layout

- **Project *:** Required dropdown selector (

Select an option

) to assign the task to a parent project.
- **Milestone:** Optional dropdown selector (

Select a milestone

) to link the task to a specific project milestone.

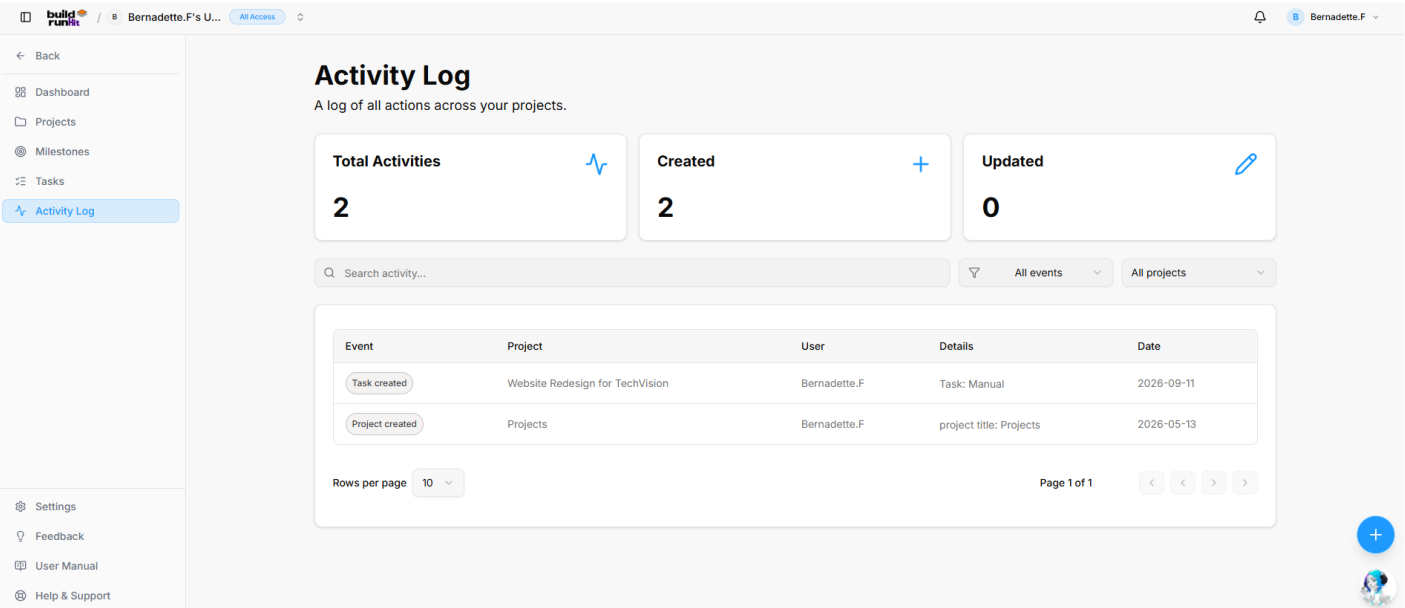
- **Assignee:** Optional dropdown selector to assign responsibility to a workspace team member (*No assignee* by default).
- **Title** *: Required single-line text input field for the task name.
- **Description** *: Required multi-line text field to detail task expectations and notes.
- **Start Date:** Optional date picker field () to schedule task commencement.
- **Due Date** *: Required date picker field () to establish completion deadline.
- **Estimated Hours:** Optional numeric input field to track allocated work hours.
- **Status:** Dropdown selector to set initial progress state (*Todo* by default).
- **Priority:** Dropdown selector to set urgency level (*Medium* by default).

Modal Actions

- **Cancel:** Discards all entered values and closes the overlay.
- **Save:** Validates required inputs, stores the task record, and updates dashboard and list counters.

BuildRunKit Projects: Activity Log Sub-Section

BuildRunKit Projects: Activity Log Sub-Section



Location & Header

- **Page Heading:** Activity Log
- **Sub-description:** "A log of all actions across your projects."

Top Metric Summary Cards

- **Total Activities:** Tracks total recorded system actions across all project entities (e.g., 2).
- **Created:** Counts total creation events recorded (e.g., 2).
- **Updated:** Counts total record modification events recorded (e.g., 0).

Search and Filter Controls

- **Search Field:** Text input (Search activity...) for instant keyword filtering across events, users, and details.

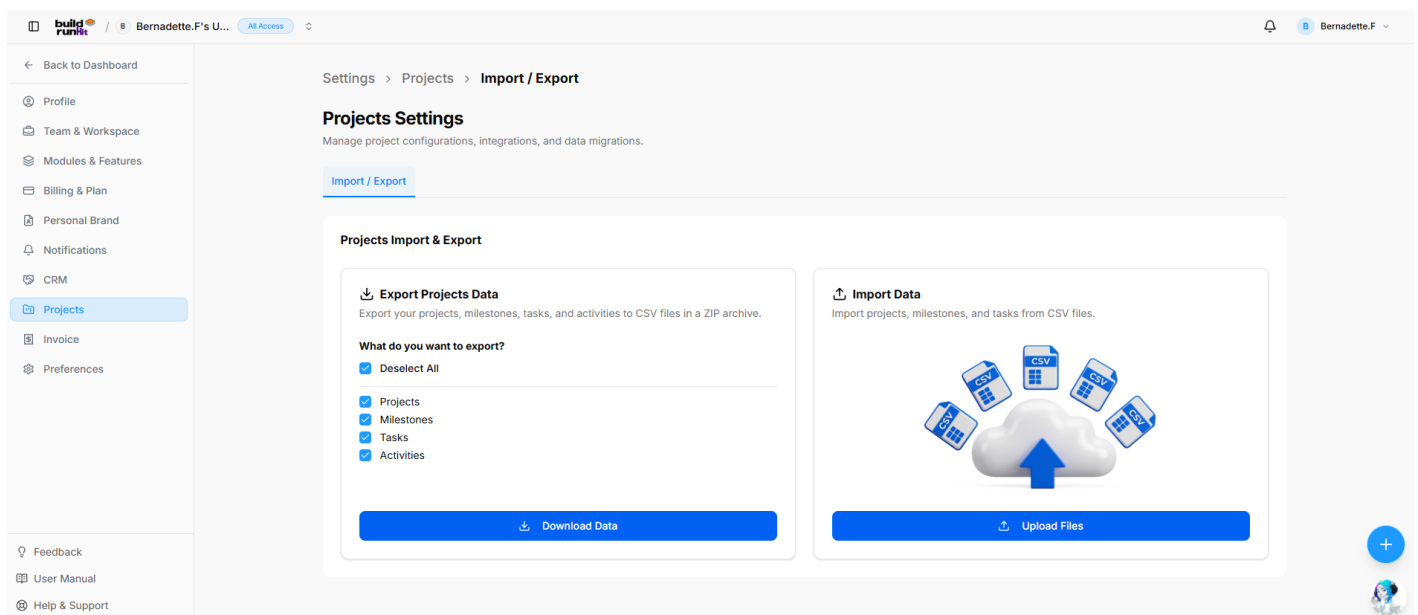
- **Event Filter:** Dropdown selector to filter audit logs by specific action type (*All events*).
- **Project Filter:** Dropdown selector to scope audit logs by a designated parent project (*All projects*).

Activity Log Data Table

- **Event:** Action type badge indicator (e.g., *Task created*, *Project created*).
- **Project:** Name of the associated parent project (e.g., *Website Redesign for TechVision, Projects*).
- **User:** Workspace team member who initiated the action (e.g., *Bernadette.F*).
- **Details:** Brief contextual summary of the specific change (e.g., *Task: Manual, project title: Projects*).
- **Date:** Timestamp recording when the action occurred (e.g., *2026-09-11*, *2026-05-13*).
- **Table Pagination Controls:** Rows selector (), status indicator (), and navigation controls.

BuildRunKit Projects: Projects Settings

BuildRunKit Projects: Projects Settings - Import / Export Tab



Location & Header

- **Breadcrumb Trail (Traction Navigation Path):** Settings > Projects > Import / Export
- **Page Heading:** Projects Settings
- **Sub-description:** "Manage project configurations, integrations, and data migrations."
- **Active Tab:** Import / Export

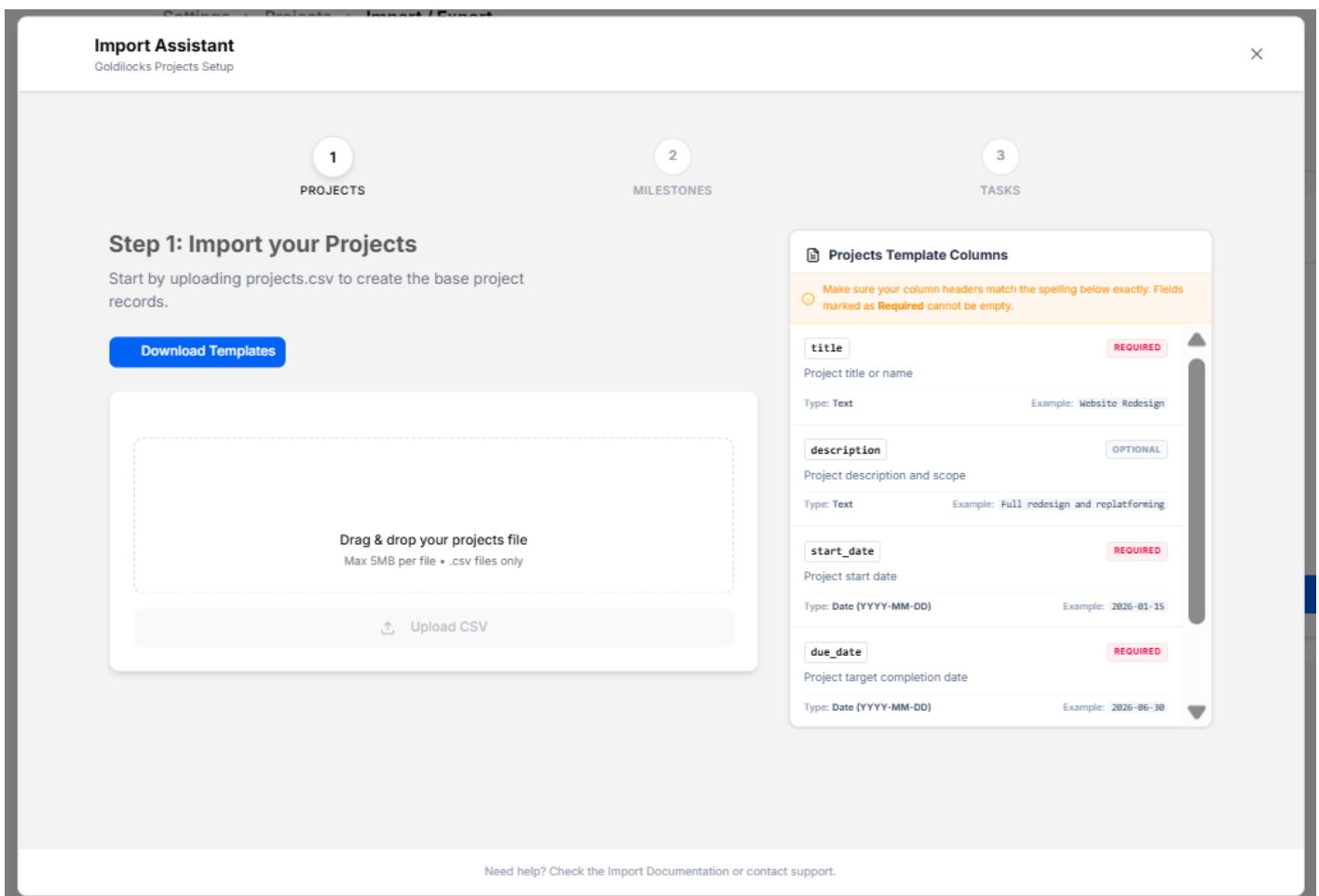
Projects Import & Export Dashboard

The dashboard provides side-by-side modules for exporting system backups and importing bulk data:

- **Export Projects Data Panel:**

- **Description:** "Export your projects, milestones, tasks, and activities to CSV files in a ZIP archive."
- **Select All / Deselect All Toggle:** Master checkbox to select or deselect all record categories.
- **Export Categories Checkboxes:** Selectable data sets (*Projects, Milestones, Tasks, Activities*).
- **Download Data Button:** Primary action button to generate and export the compressed ZIP archive.
- **Import Data Panel:**
 - **Description:** "Import projects, milestones, and tasks from CSV files."
 - **Upload Files Button:** Primary action button to open the import wizard modal.

BuildRunKit Projects: Import Assistant Wizard Modal



Import Assistant

Goldilocks Projects Setup

×

1

PROJECTS

2

MILESTONES

3

TASKS

Step 1: Import your Projects

Start by uploading projects.csv to create the base project records.

Download Templates

Drag & drop your projects file

Max 5MB per file • .csv files only

Upload CSV

Projects Template Columns

Make sure your column headers match the spelling below exactly. Fields marked as Required cannot be empty.

title

Project title or name

Type: Text

Example: Website Redesign

REQUIRED

description

Project description and scope

Type: Text

Example: Full redesign and replatforming

OPTIONAL

start_date

Project start date

Type: Date (YYYY-MM-DD)

Example: 2026-01-15

REQUIRED

due_date

Project target completion date

Type: Date (YYYY-MM-DD)

Example: 2026-06-30

REQUIRED

Need help? Check the Import Documentation or contact support.

Modal Setup

- **Trigger Action:** Clicking the blue **Upload Files** button on the Import / Export settings tab opens the multi-step **Import Assistant** overlay.
- **Modal Header:** **Import Assistant** with sub-heading (*Goldilocks Projects Setup*) and an **x** close icon in the top-right corner.
- **Progress Tracker:** Displays numbered 3-step navigation sequence:
 1. **PROJECTS** (Active)
 2. **MILESTONES**
 3. **TASKS**

Step 1: Import your Projects

- **Section Heading:** **Step 1: Import your Projects**
- **Sub-description:** "Start by uploading projects.csv to create the base project records."
- **Download Templates Button:** Action button to download standardized sample `.csv` file structures for mapping.
- **File Drag & Drop Upload Zone:**
 - Interactive upload box (`Drag & drop your projects file`, *Max 5MB per file • .csv files only*).
 - **Upload CSV:** Button to trigger local file directory selection.

Projects Template Columns Reference Panel

- **Panel Warning Header:** "Make sure your column headers match the spelling below exactly. Fields marked as Required cannot be empty."
- **Column Mapping Specifications:**
 - `title` (**(REQUIRED)**): Project title or name (*Type: Text, Example: Website Redesign*).
 - `description` (**(OPTIONAL)**): Project description and scope (*Type: Text, Example: Full redesign and replatforming*).
 - `start_date` (**(REQUIRED)**): Project start date (*Type: Date (YYYY-MM-DD), Example: 2026-01-15*).
 - `due_date` (**(REQUIRED)**): Project target completion date (*Type: Date (YYYY-MM-DD), Example: 2026-06-30*).

Footer Support Text

- "Need help? Check the Import Documentation or contact support."