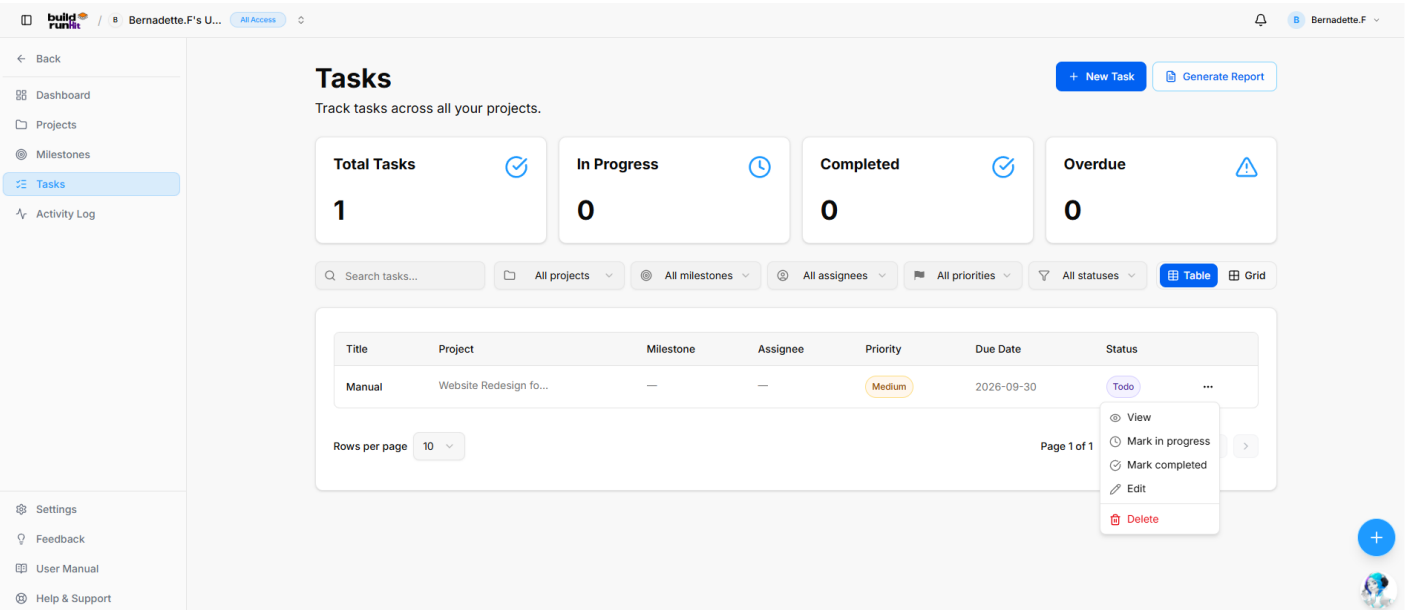


BuildRunKit Projects: Tasks Sub-Section

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 (Search tasks...) 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

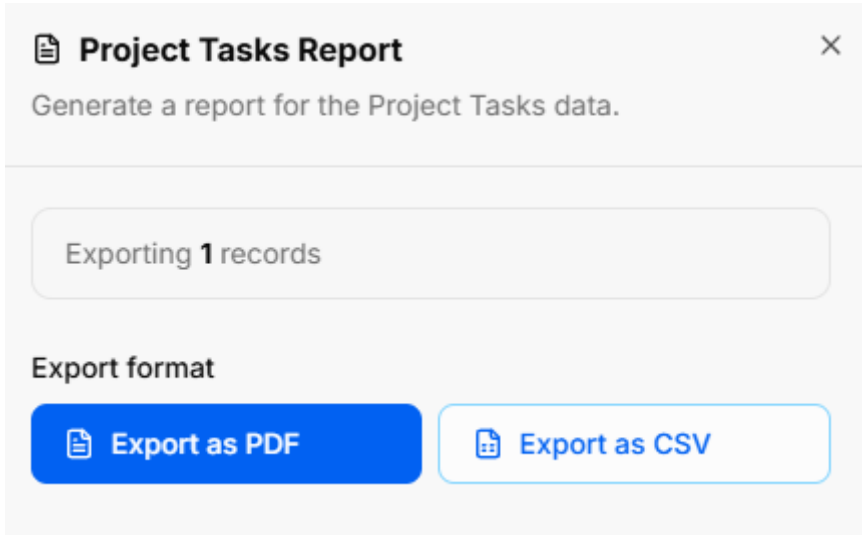
- **Title:** Name of the task entry (e.g., *Manual*).
- **Project:** Name of the associated parent project (e.g., *Website Redesign fo...*).
- **Milestone:** Linked milestone record (e.g., -).
- **Assignee:** Assigned team member (e.g., -).
- **Priority:** Urgency badge indicator (e.g., *Medium*).
- **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 (Rows per page 10), page status indicator (Page 1 of 1), 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.

Revision #7

Created 2026-05-13 12:09:33 UTC by Bernadette F

Updated 2026-09-11 13:23:02 UTC by Bernadette F