**TO DOS MONITORING PROGRAM (WEB BASED)**

**PROJECT DESCRIPTION:**
A web-based program with database to record to dos, upload weekly and monthly report and monitor progress of the to dos and activities of each employee.

**OBJECTIVE**:

1. To ensure accurate monitoring of corporate or company activities contributing to the earliest achievement of company vision and goals.
2. To check the progress of corporate or company activities and make sure it will not be missed.

**FEATURES:**

1. Registration form for new user
2. Login function
3. Encoding of to dos
4. Encoding updates on progress to be measure through percentage
5. Extract list of to dos to excel
6. Uploading of weekly and monthly report
7. Downloading of weekly and monthly report for Admin and Management side
8. Division and Directly Responsible Individual Filtering
9. Legends for the following:
    a. Completed on time – if the task is completed on time
    b. Completed early – if the task is completed early based on due date
    c. Completed late – if the task is completed but late based on due date
    d. Not Started – if the task is not started and the percentage is zero
    e. In progress – if the task is ongoing
    f. Overdue – if the task schedule is not been done by expected time
10. Category for to dos
    a. Regular – (Color Green)
    b. Priority – (Color Yellow)
    c. Critical – (Color Red)
11. Lock feature
    a. Start date is locked so that it cannot be changed
    b. Only authorized personnel can edit the to dos
    c. Only progress and due date can be edited
    d. User account is need to activate by Admin before you login
12. Counting of to dos
    a. Total to dos
    b. Pending to dos
    c. Finished to dos
    d. Cancelled to dos

**MANUAL OF PROCEDURE**

1. Open your browser (ex. Chrome, Mozilla or Edge)
2. Go to this URL https://todo.excelsispharmainc.com/
3. If new user kindly register your user account
    a. Click “Signup”
    b. Fill out all the fields
    c. In department field – choose your designated department
    d. If all fields are filled out click “save button”
    e. For the activation of account kindly contact the Administrator or Cyber Department
    f. After activation of your account, you may now able to login your account
4. If you have user account, please input your username and password in text field and click “login button”
5. To add task
    a. Go to “add to dos tab”
    b. Click “to dos for the day”
    c. Click add new task
    d. Task name - the description of the task to be completed
    e. Category - please specify if the task is Regular, Priority or Critical
    f. Start date - date when the task started
    g. Due date - due date of the task
    h. End date - this can be encoded once the task is 100%
    i. Percentage - percentage of the task
6. Click “save button”
7. Click the edit button or the blue button inside the action column of the table to edit task’s progress and if you have issues encountered or concern in your accomplishment kindly input on the text field provided. If not applicable kindly input “None”.
8. Click the cancel button or the red button inside the action column of the table if you want to cancel your to dos.
9. To extract the report in excel, click the “Excel Button” the program will automatically download the file in excel. The file name will include the date of the extraction.