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### What is *TrackThrough*?

*TrackThrough* is an online software for planning, tracking and monitoring activities of a project. The software serves as a common online place, yet private to your business where you and your team can exchange messages and documents.

Imagine a scenario where you run a business – small or medium; you have a set of tasks (or projects), employees, vendors, clients; you or your colleagues exchange messages and documents through electronic mail.

- ➔ As you may have experienced, it is often tedious to manage project specific messages and documents using email.
- ➔ You probably will find it too difficult to track forwarded messages and documents over a period of time.
- ➔ You will never know the correspondences between the team members and the leads unless the mails were copied to you.
- ➔ You can not possibly track messages, goals and deadlines just using email.
- ➔ It is not easy to organize project messages and documents in a way that can be referred long after the project has ended.

An online software like *TrackThrough* enables an organized approach to project management; listed below are the features of *TrackThrough* that can help you to manage your projects better:

- ➔ Clearly defined projects and tasks.
- ➔ Leads and teams (roles and authorization).
- ➔ Task assignments, project correspondences and project documents, workflow, progress monitoring.

### Why *TrackThrough*?

There are many project management softwares (commercial as well as free) having many more features than what *TrackThrough* provides. As a matter of fact, *TrackThrough* is meant to be a simple project management tool; it has been designed to have bare minimum features, just enough for someone who is not that tech savvy. You should consider using *TrackThrough* if you like the following:

- ➔ You need an add-on to your business web site to monitor your projects.
- ➔ You need a common, but a private place to store and to access all of the project correspondences and documents.
- ➔ You want to manage your projects and the teams remotely.
- ➔ You feel it is not worth spending money for any of the above features!

## Who should use *TrackThrough*?

- ❖ Consulting firms.
- ❖ Small and medium-sized companies.
- ❖ Professional firms.
- ❖ Educational institutions

## Future plans

The future versions of *TrackThrough* will remain simple in terms of features; however, below are some of the design changes we plan to include with the next release.

- ➔ The application as of now is using a quite old code base. The future version will make use of MVC frameworks like Codeignitor or ZEND.
- ➔ Web2.0 and AJAX based user interface to achieve better user experience.

*TrackThrough* is freely available for any purpose, including commercial purposes, at absolutely no cost. Read the details in the [license page](#).

We welcome your suggestions and feedbacks to make it simpler, leaner and useful.

Please do [write to us](#) for any questions or feedbacks or to keep posted of new developments and releases.

## System requirements



To install the *TrackThrough*, your system should have the following requirements.



### A PHP supported webserver

A webserver with PHP support is required; preferably Apache.

*TrackThrough* will work on Apache 1.3 or Apache 2.x hosted on unices or windows or others (but not tested).



### PHP

PHP of version 5 or higher is required.



## MySQL 4.1 or MySQL 5.0

Your host should allow the database accounts with the following rights:

SELECT, INSERT, UPDATE, DELETE, CREATE, DROP, INDEX, ALTER, CREATE TEMPORARY TABLES, LOCK TABLES.

## Release notes



### TrackThrough version 1.4.1

- ➔ Improved mobile access - trackthrough/mini.
- ➔ Search feature.
- ➔ Copying tasks from one project to another.
- ➔ Feature to add/change project icon.
- ➔ Feature to edit project and task descriptions.
- ➔ Feature to preview image attachments.
- ➔ Bug fix
  - ➔ Large file download issue.
  - ➔ Task assignment issue.
- ➔ Task comment mandatory(\*) field removed.
- ➔ Design change - Improved user permission model.

### TrackThrough version 1.4

- ➔ Mobile friendly web application - trackthrough/mini.
- ➔ Progress bar widget in project (or task) dashboard.
- ➔ Customizable themes.
- ➔ Bookmark feature for projects, tasks and messages.
- ➔ Accordion feature for project dashboard.
- ➔ Attachment icons based on file types.
- ➔ User specific settings to control number of projects and messages to be displayed.

### TrackThrough version 1.3.1

- ➔ Improved installation page.
- ➔ Style configurations for iPhone.
- ➔ Bug fixed in settings module.

## TrackThrough version 1.3

- ➔ Unread messages - link to unread messages on user dashboard [new feature]
- ➔ Editing of project and task titles (for leads) [new feature]
- ➔ Hyperlinked project and task descriptions [new feature]
- ➔ Alternate colors for sent/received messages [new feature]
- ➔ Attachment upload size display [new feature]
- ➔ Unique message identifiers for project and task correspondences [new feature]
- ➔ Copy of all correspondences to the administrator [new feature]
- ➔ Improved error reporting [bug fix]

## TrackThrough version 1.2

- ➔ Fixed mail issues
- ➔ Added CSS to support iphone

Please check manual/trackthrough\_manual.pdf for installation instructions and usage.

## Upgrading from version 1.4 to 1.4.1



### 1. Please make a backup of your current installation folder and database.

### 2. Download *TrackThrough* version 1.4.1

Download the latest *trackthrough\_1\_4\_1.zip* from [http://bispark2/bispark\\_latest/trackthrough/download](http://bispark2/bispark_latest/trackthrough/download) and extract (unzip) this to a temporary directory.

e.g.: extract *trackthrough\_1\_4\_1.zip* to */temp/trackthrough\_1\_4\_1*.

Copy the contents of includes, resources and mini folder from above download to your current installation

e.g.:

```
cp /temp/trackthrough_1_4_1/includes to /var/www/trackthrough/  
cp /temp/trackthrough_1_4_1/resources to /var/www/trackthrough/  
cp /temp/trackthrough_1_4_1/mini to /var/www/trackthrough/
```

### 3. Alter *database* table

#### 1. Assuming *ttdb* is your current database, run the following queries to create *userpermission* table:

```
CREATE TABLE `userpermission` ( `id` int(10) unsigned NOT NULL auto_increment, `user_id` int(10) unsigned NOT NULL, `permission` tinyint(4) NOT NULL, `record_type` tinyint(4) NOT NULL, `record_id` int(10) unsigned default NULL, PRIMARY KEY (`id`), FOREIGN KEY (`user_id`) REFERENCES `userrecord` (`id`) ON DELETE CASCADE ON UPDATE NO ACTION ) ENGINE=InnoDB DEFAULT CHARSET=latin1 AUTO_INCREMENT=1 ;
```

**Caution:** if you had used database prefix in your old installation you may want to modify the above query as appropriate.

## 2. Alter table projectrecord

```
ALTER TABLE `projectrecord` ADD `updated_at` DATETIME NOT NULL DEFAULT '0000-00-00 00:00:00' AFTER `created_at`  
ALTER TABLE `projectrecord` ADD `icon_name` VARCHAR( 256 ) NULL DEFAULT NULL AFTER `description`
```

**Caution:** if you had used database prefix in your old installation you may want to modify the above query as appropriate.

## 3. Alter table taskrecord

```
ALTER TABLE `taskrecord` ADD `updated_at` DATETIME NOT NULL DEFAULT '0000-00-00 00:00:00' AFTER `created_at`
```

**Caution:** if you had used database prefix in your old installation you may want to modify the above query as appropriate.

## 4. Edit config.ini file

Edit config.ini file in your installation folder as shown below:

[ETC]

project\_attachment\_folder=resources/uploads/project/

mail\_template\_folder=resources/mail\_templates/

attachment\_icons\_folder = attachment\_icons

hashed\_password=false

version = 1.4.1

default\_theme\_color = blue

[index]

title = "TrackThrough - Index"

[password]

title = "TrackThrough - Retrieve Password"

[project]

title = "TrackThrough - Projects"

[project view]

title = "TrackThrough - Project View"

[project create]

title = "TrackThrough - Add Project"

[task view]

title = "TrackThrough - Task View"

[task create]

title = "TrackThrough - Add Task"

[task copy]

title = "TrackThrough - Copy Task"

```
[bookmark]
title = "TrackThrough - Bookmarks"

[teams]
title = "TrackThrough - Teams"

[leads]
title = "TrackThrough - Leads"

[register]
title = "TrackThrough - Register User"

[settings]
title = "TrackThrough - Settings"

[profile]
title = "TrackThrough - Profile"

[admin settings]
title = "TrackThrough - Configuration Settings"

[messages]
title = "TrackThrough - Messages"

[search]
title = "TrackThrough - Search Results"

[error]
title = "TrackThrough - Error page"
```

```
[Attachment_icon]
css = css.png
csv = xls.png
default = attach.png
doc = doc.png
flv = flv.png
gif = image.png
jpg = image.png
mht = mht.png
module = php.png
pdf = pdf.png
png = image.png
php = php.png
odt = odt.png
rtf = doc.png
txt = txt.png
tar = tar.png
xls = xls.png
zip = zip.png
```

## 5. Edit *mini* config

Edit `mini/config.ini` file as shown below:

```
[FW]
module_dir = ../includes/modules image_dir = resources/images
base_url= http://yoursite.com/trackthrough/mini
```

[HTML\_Template\_Flexy]

templateDir = ./includes/templates

compileDir = ../templates\_c

[FlexyView]

resources\_dir = ./resources

style\_sheets= ./images/style.css

java\_scripts = ./js/trackthrough.util.js

## 6. Run php script

Run php script under scripts folder named `db_upgrade_to_1_4_1.php` as shown below:

open command prompt and run the script as `php db_upgrade_to_1_4_1.php`

e.g.:

```
cp /temp/trackthrough/scripts/php db_upgrade_to_1_4_1.php
```

**Caution:** Please change the localhost, username, password, database name and prefix according to your previous installation settings in the `db_upgrade_to_1_4_1.php` file.



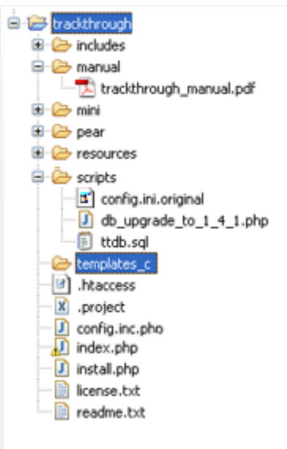


### Download TrackThrough

Download the latest *trackthrough\_x\_x.zip* (compressed source) file from [http://bispark2/bispark\\_latest/trackthrough/download](http://bispark2/bispark_latest/trackthrough/download).

Unzip *trackthrough\_x\_x.zip* file into your webserver's document root.  
e.g.: C:\Program Files\Apache Software Foundation\Apache2.2\htdocs or /var/www/html (please check your webserver documentation to find out correct document root path).

If you have configured a virtual host, use the appropriate directory to unzip the source.



### Directory structure

After you unzip the source please verify that the installation directory resembles the screenshot.

Please make sure the folder *templates\_c* is writeable for web user.



### Web installation

To install *TrackThrough*, you need to run *install.php* from web browser.

1. Visit the following URL using your favorite browser <http://yoursite.com/trackthrough/install.php>; this should take you to a page (please check the screen shot) asking to input following details – database name, database server, database user name and database user password.
2. Input the database particulars
3. Input Admin username, Admin email address & submit. If everything goes fine, you should see an installation success page (please check the screenshot).

If you had problem using the web installation you may want to try the manual installation procedure explained in the next section.



## Common error messages

### Application is already installed; please remove 'config.ini' file and run this script to reinstall the application

You get this error when *TrackThrough* is already installed. To reinstall the application, access the installation URL after removing the config.ini file.

### Missing config file in the distribution source

The file config.ini.original is missing from your source.

Please check installation\_directory/script folder for the config.ini.original file.

### Can't create ini file

The installation directory may not have write/create permission for web user.

### Could not connect to MySQL Server

The error indicates incorrect database particulars.

### Could not create database. Database already exists

The database you are trying to create already exists. Select YES option for *Have you already created a database?* and resubmit the values. You may also want to input *table prefix* if you are sharing the database with other applications.

### There is no database by name .....

The database is not yet created; you can create the database manually and resubmit the page. Alternatively select NO option for *Have you already created a database?* and resubmit the values.

### Missing sql file in the distribution source

You may have not copied the correct installation source.

### Invalid config file

You may have not copied the correct installation source.

## Getting started



### Welcome to *TrackThrough*!

If you are new to *TrackThrough*, you may want to go through [introduction](#) section first.

You can download *TrackThrough* using the link: [http://bispark2/bispark\\_latest/trackthrough/download](http://bispark2/bispark_latest/trackthrough/download).

If you want to install *TrackThrough*, the [Installation instructions](#) has step by step details.

You may want to refer [Postinstall procedures](#) once you have successfully completed the installation.

## Terminology

**Project:** A project is a collection of tasks. It may have other attributes like name, specification, scope, and time line.

**Tasks:** Tasks are the activities that make a project.

**Messages/Comments:** Messages or comments are informations pertaining to a task or project (e.g.: instructions, updates, feedbacks).

**Attachments:** Attachments are the documents (e.g.: word, pdf, multimedia) that are shared through a project and task messages.

**Leads:** A lead is a user who can lead a group of projects and teams. The lead can define the projects, tasks and can assign teams to tasks.

**Teams:** A team is a group of users who work on tasks; a team can access only the tasks they are associated with.

**Admin:** The admin is a super user, who has access to all the features of *TrackThrough* – projects, tasks, comments, attachments, settings, lead and team accounts.

## TrackThrough concepts

*TrackThrough* being a web application it has following components:

**Web client (application front end):** The one you access using web browser. Depending on where you install the application, URL of *TrackThrough* may look like – <http://yoursite.com/trackthrough>.

**Application backend:** It is installed at the location you specified during installation.

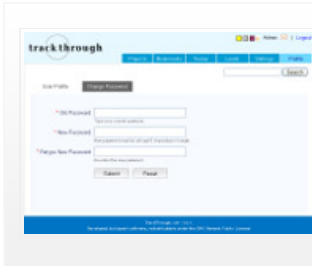
e.g.: C:\Program Files\Apache Software Foundation\Apache2.2\htdocs\trackthrough or  
[/home/yoursite/www/trackthrough](http://home/yoursite/www/trackthrough) (*TrackThrough* folder or some other folder name if this is something you changed during installation). You can explore the downloaded source or installation folder on your webserver to know more about the application modules, templates and database schema.

We will include a section on architecture and design of the application with the future version of this manual.



### Login to the application

Login to the application using the admin username (or email address) and password given during the time of installation.



### Change administrator password

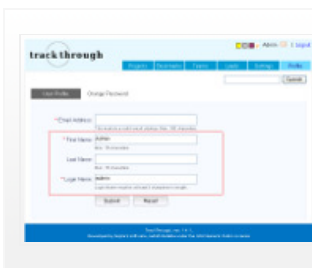
You can change the password using profile menu.



### Change administrator email

You may want to provide an email address if you did not do so during installation.

Please make sure to double check your email address as the application uses this address to notify all *TrackThrough* events.



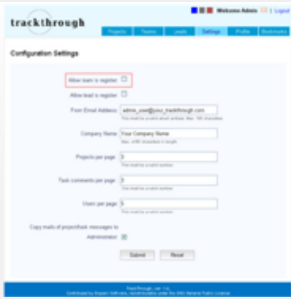
### Edit profile (optional)

You may also change other profile attributes like login name to suit your personal choice.



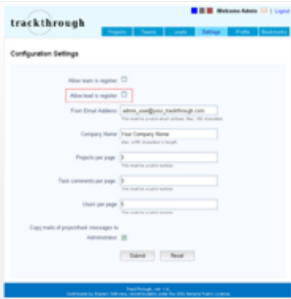
## Administer settings

You may change the following settings of *TrackThrough*:



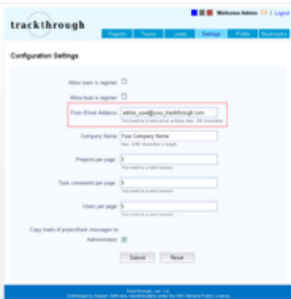
**Allow team to register**

Select check box to display team registration link on the landing page.



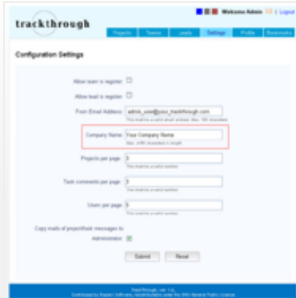
**Allow lead to register**

Select check box to display lead registration link on the landing page.



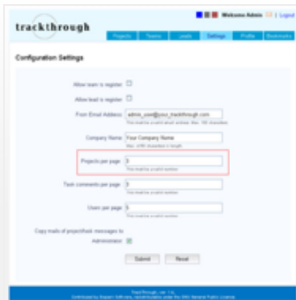
**From email address**

The email address to be used in the from address field of application generated emails.



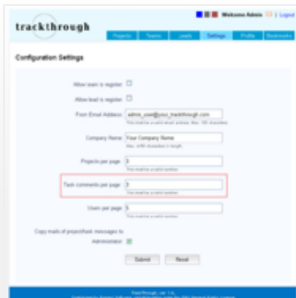
### Company name

Your business or company name to be displayed on all page headers.



### Projects per page

You may change this value to control the number of projects displayed on a page.



### Task comments per page

You may change this value to control the number of task comments displayed on a page.



### Users per page

It is the number of teams and leads displayed on administrator pages.



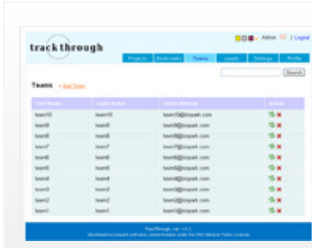
### Copy mails of project or task messages to administrator

Select this check box to get emails when lead or team sends messages.

### How to create teams (or leads)?



There are two types of users, Leads and Teams. Users can be created either through direct registration (refer [Administer settings](#)) or by the administrator. You need to login as administrator to complete the following steps.



### Select team (or lead)

Click on the team (or lead) menu button.



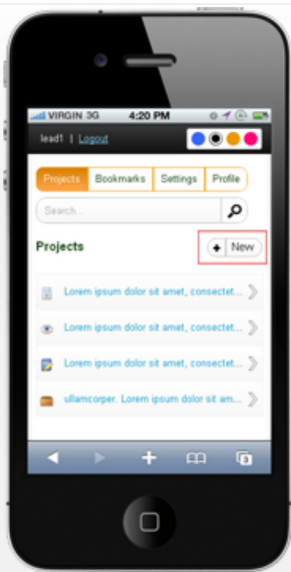
### Enter the registration details

Enter the appropriate registration details and click submit button.




### How to add projects?

You need to login as lead to complete the following steps.



**Click add project menu button**

Click on the add project menu button.




**Enter project details**

Enter project title and description. Upload project icon and attach files (if any) and click submit.


## How to add tasks?

You need to login as lead to complete the following steps.



**Click add task button**

Click on the add task button.




**Add task details**

Add task title and description. Attach files (if any) and click submit.

### How to send messages?

Login to *TrackThrough* using lead or team credentials.




**Select task**

Select the task to access the task message.

If you have team credentials you can send messages to the lead of the task to which you have been assigned.

If you have lead credentials you can send messages to the team associated with your projects.



**Enter comments details**

Enter comments and attachments (if any) and click submit.

### Administer messages

The project (or task) messages (and attachments) are accessible only to leads and teams of the project (or task). However an administrator can access the message board of any of the projects (or tasks).

#### View message

Admin can see all the messages sent by a team or a lead.



#### Delete message

The messages deleted by any team or lead are hidden from message board and visible only to the administrator.

Administrator can delete the hidden messages permanently.



#### Revoke message

The messages deleted by any team or lead are hidden from message board and visible only to the administrator.

Administrator can revoke hidden messages to make them visible on message board.






## How to bookmark?

You can bookmark any projects, tasks or comments/messages for quick access.



**Select project**

Click on the bookmark button to bookmark the project.



**Select bookmarks**


You can select previously bookmarked project to view the project details and comments.

Similarly tasks or messages can be bookmarked.



## How to change theme?

Login to *TrackThrough* using your credentials.




**Select theme**

You can click on theme thumbnails to select theme of your liking. You can find six different themes - yellow, grey, red, violet, blue and green just below *logout* link.


### Show or hide project contents

Login to *TrackThrough* using your credentials.



**Select collapse button**

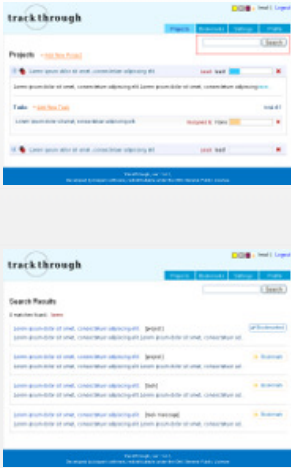
Select the collapse button to hide the contents of a project.



**Select expand button**

Select the expand button to show the hidden project contents.

### Search



**Enter a keyword to search**

Enter a keyword in the search text field and click search button.



### Select Copy task

Select *copy task* from task view page.



### Select destination project

Select the destination project to which the task is to be copied. You may delete the original task once it is copied to the destination project.