



Project Dashboard

Dashboard in a project shows important progress indicators, graphs, statistics, and other key performance indicators to quickly understand where the project stands.

Benefits:

- View summary of work items in the project
- Check progress of your project
- View and edit project details
- View summary charts
- Manage email alias

Widgets

The widgets showcase the status of the team in the best possible way. You can reposition widgets, change the chart type, and access data quickly in the dashboard. You need [permission](#) to view the respective module to view the widgets on the dashboard.

[Click to learn more about access privileges for various modules in Zoho Projects.](#)

Project Progress

You can view progress of your project from the project dashboard. Progress is shown as a percentage in the top left corner.

1. **Based on completed task and issue count** - Progress is calculated as a percentage of completed tasks and bugs. $([\text{no. of completed tasks} + \text{no of completed bugs}] * 100 / \text{total no of tasks and bugs in the project})$
2. **Based on task percentage completion** - Progress is calculated as a percentage of total count of tasks at each level of percentage completion and completed bugs. $([\text{no. of tasks at 1\% completion} * 1 + \text{no. of tasks at 2\% completion} * 2 + \text{no. of tasks at 3\% completion} * 3 + \dots + \text{no. of tasks at 100\% completion} * 100 + \text{no. of completed issues} * 100] / \text{total no. of tasks and bugs})$.
3. **Based on weightage field** - Users can customize the weightage for each task and issue. The project completion percentage is calculated based on the weightage value given in weightage field (numeric field or task duration or work hours).

Progress Of Work Items

The widgets - *Task Status*, *Issue Status*, and *Phase Status* show how many work items are closed and how many are open.

Performance Indicators

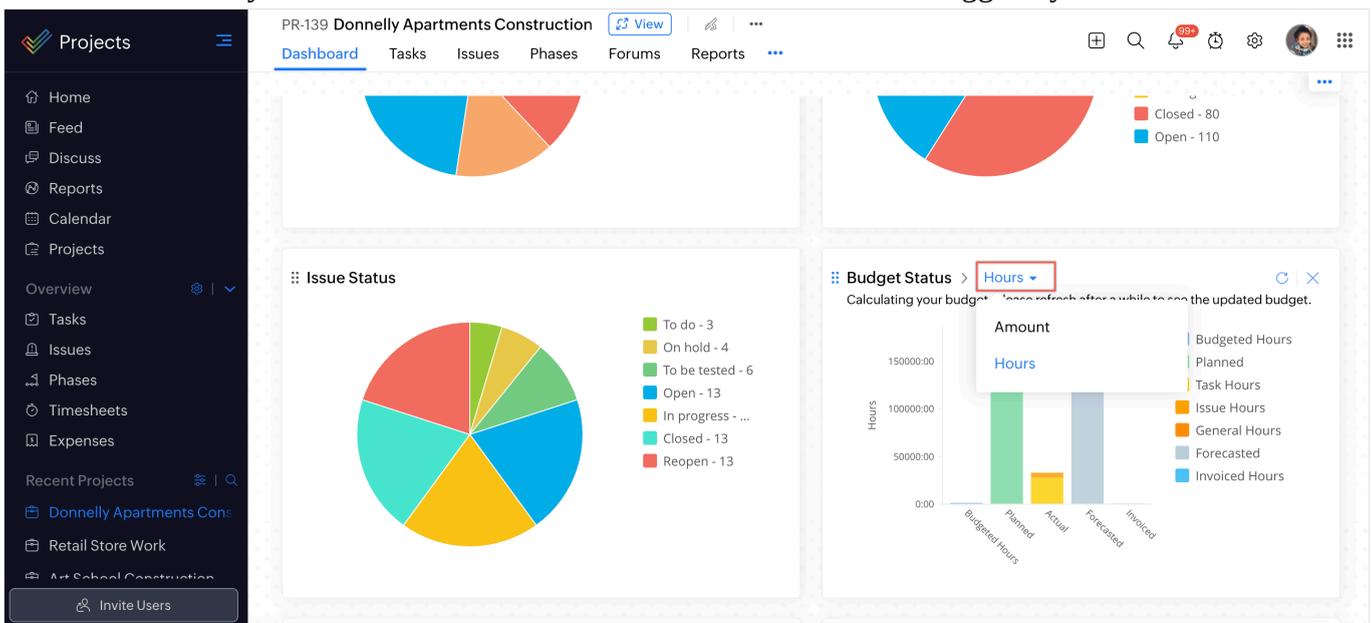
The widgets - *Team Status*, *Top 5 Go-getters*, and *Top 5 Issue fixers* display data that measure the team's performance.

- *Team Status* - It displays the count of the overdue and open work items for every user in the team. It also displays the number of tasks or bugs to be addressed by the user on the current day.
- *Top 5 Go-getters* - The users with the maximum number of closed tasks are listed in this widget.
- *Top 5 Issue fixers* - The users with the maximum number of closed issues are listed in this widget.

Reports and Summary Charts

The widgets - *Task Progress Chart*, *Weekly Digest*, *Timesheet Summary*, and *Budget Status* display the work status in the form of reports and graphs.

- *Task Progress Chart* - Get the task count against a specific completion percentage from the graph. Hover over any shaded part in the graph to get the exact task count against a completion percentage.
- *Weekly Digest* - Get the status of the tasks, task lists, phasephases, and bugs in the current week from this widget. Select a week from the drop-down to view its status. You can also select a different view from the lot in the upper right part of the widget.
- *Budget Status* - Track the budget and ensure whether the team is on track. You can also measure the team's productivity with the help of the *Planned vs Actual* section.
- *Timesheet Summary* - Track the billable and non-billable hours that are logged by the team.



Pipeline Work Item Indicators

The widgets - *Today's Work Items*, *Overdue Work Items*, and *Upcoming Events* display the work that is yet to be completed.

- *Today's Work Items* - Get the list of the work items that are scheduled for the current day.
- *Overdue Work Items* - Get the list of the work items that are incomplete and have gone past the due date.
- *Upcoming Events* - View the events that are scheduled for the current week.

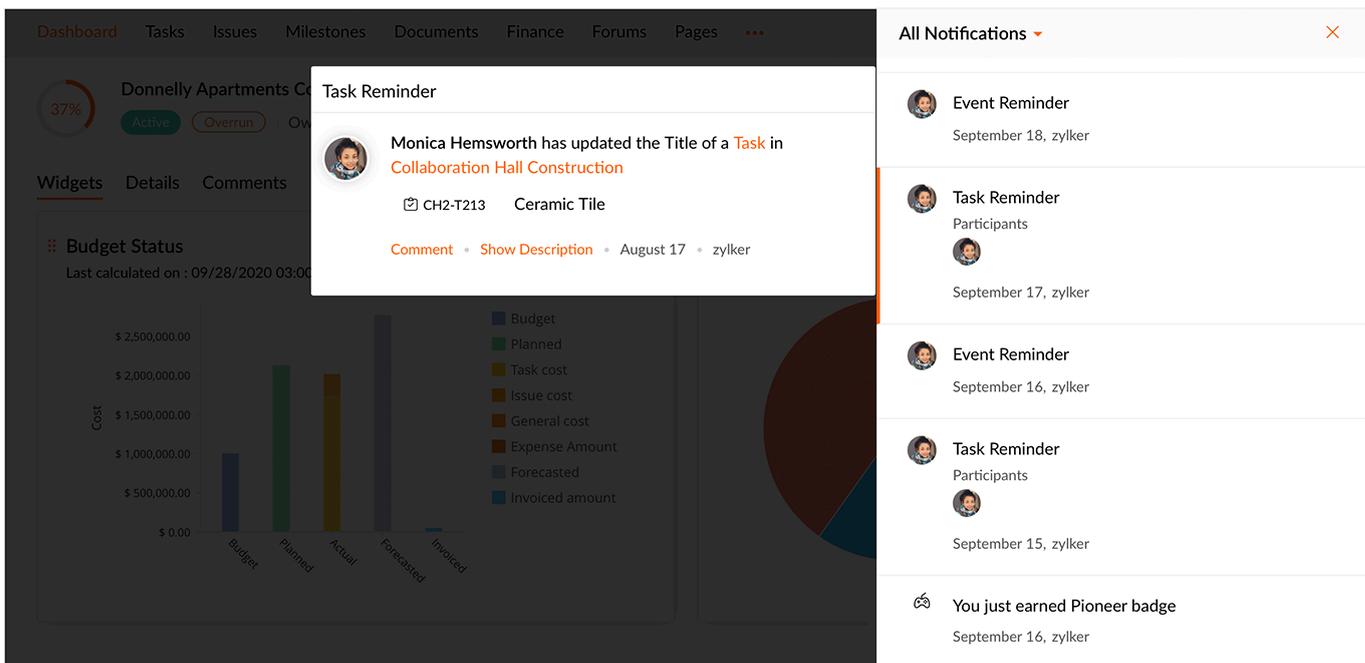
Manage Project Details

From the dashboard, you can also edit the project description, information and also add additional fields.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Click **•••** beside the project title and select the **Access Project** option.
3. Click **Dashboard** from the top panel.

Manage Notifications

Stay up to date in the project with the help of notifications. Click  in the top band and view the latest updates in the project. You can also navigate to a specific work item from the notification panel itself.



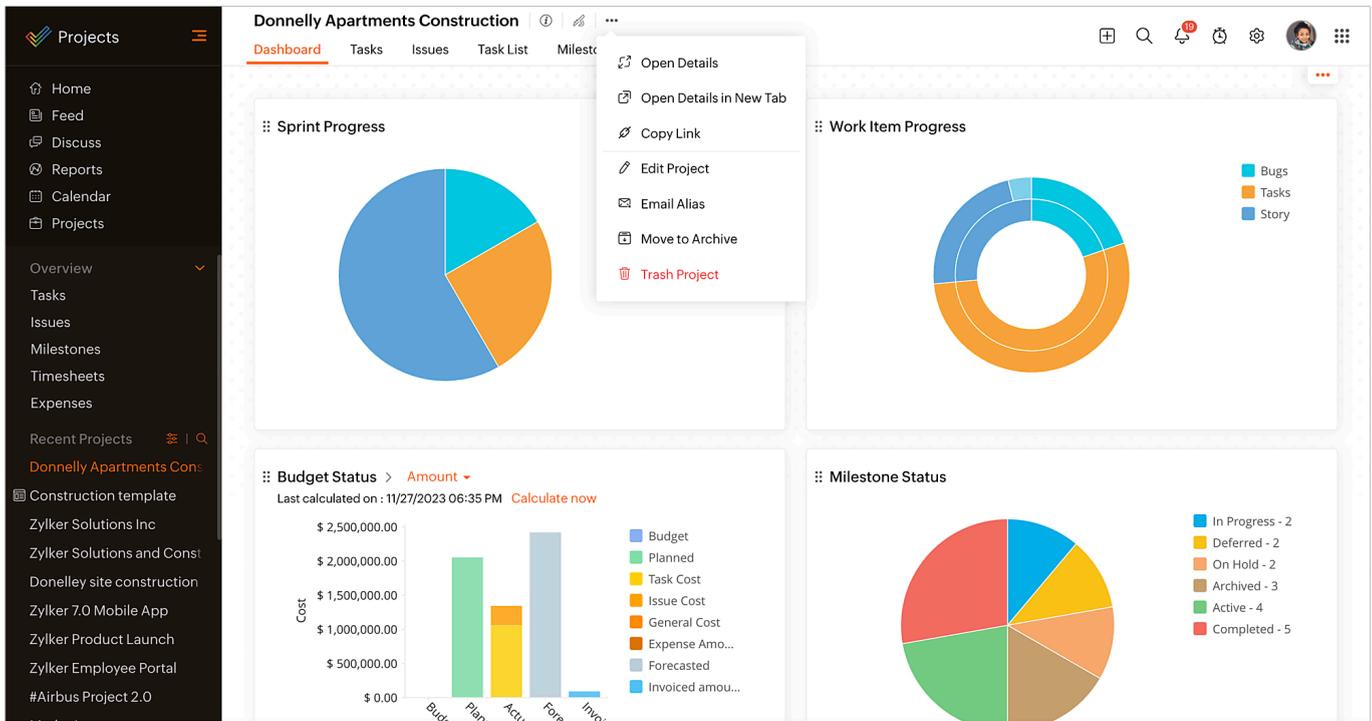
The screenshot displays the Zoho Projects dashboard for a project named "Donnelly Apartments Construction". The top navigation bar includes "Dashboard", "Tasks", "Issues", "Milestones", "Documents", "Finance", "Forums", and "Pages". A notification panel is open on the right, titled "All Notifications", showing a list of notifications: "Event Reminder" (September 18), "Task Reminder" (September 17), "Event Reminder" (September 16), "Task Reminder" (September 15), and "You just earned Pioneer badge" (September 16). A task reminder is also visible in the center, stating "Monica Hemsworth has updated the Title of a Task in Collaboration Hall Construction" with details for "CH2-T213 Ceramic Tile" and options to "Comment" or "Show Description". The background shows a "Budget Status" widget with a bar chart comparing Budget, Planned, Actual, Forecasted, and Invoiced amounts.

Email Project Management

Zoho Projects now supports email based project management. Now, you can easily manage your projects with emails.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the **Access Project** option.
3. Click **•••** in the top panel beside Open Details.

4. Click **Email Alias**.



Know your requirements

1. You need to register your personal or business email address with accounts.zoho.com.
2. You have to be associated with that project to add tasks, issues, comments, and files via email into the projects.
3. If you are not associated with the project, still you can manage your project. But, this is possible only if you own the Enterprise edition of Zoho Projects. You must configure the email settings, to forward issues from Zoho Projects to your configured mail address.

Now, open your email and start adding your project activities in one click.

1. To add a status - Copy the email address given in the **To Add Status** section to your To address.
2. To add a task - Copy the email address given in the **To Add Task** section to your To address.
3. To add an Issue - Copy the email address given in the **To Add Issue** section to your To address.
4. To add a forum post - Copy the email address given in the **To Add Forum** section to your To address.
5. To upload a document - Copy the email address given in the **To Upload Document** section to your To address.
6. To add tasks to a task list - Copy the email address given in the **To add Task via email to this Task list** from the task list detail page.

Contracts and Agreements 9 Open 0 Closed 24 ... X

Initiation Stage/ Planning Stage | KL Constructions | Tags:

Cost: \$ 0.00 PLANNED, \$ 0.00 ACTUAL, \$ 0.00 BUDGET BALANCE, \$ 0.00 FORECASTED. 10/03/2025 11:53 PM Last Sync

Tasks | Comments | Chart View

All Open Add Task

ID	Task Name	Status	Completi...	Start Date	Due Date	Start Dat...
COA9-T93	Secure financing	On Track	90 %	15/08/2024 01	23/08/2024 01:56 AM (143 day(s))	13/08/2024 C
COA9-T94	Construction Loan settlement	Possible Delay	90 %	08/02/2025 0	23/09/2025 09:50 PM (142 day(s))	08/02/2025
COA9-T95	Supply contract plans	Possible Delay	0 %	09/06/2024 0	14/08/2024 09:50 PM (148 day(s))	13/08/2024 C
COA9-T96	Supply contract site plan	Possible Delay	0 %	09/07/2024 0	14/08/2024 09:50 PM (148 day(s))	11/08/2024 0
COA9-T99	Contract specifications	Open	0 %	10/07/2024 0	06/10/2024 09:50 PM (111 day(s))	22/08/2024 (
COA9-T100	Supply agreement	Possible Delay	0 %	24/08/2024 0	21/11/2024 08:50 PM (77 day(s)) an	24/08/2024 (
COA9-T101	Construction agreement	Possible Delay	0 %	14/09/2024 0	02/10/2024 09:50 PM (113 day(s))	09/09/2024 0
	Add Task					

To add Task via email to this Task list

Task

While adding a task via email:

1. In Subject, enter its priority first, followed by the task message. (Note: !- Low priority, !!- Medium priority, !!!- High priority). Your subject should look like this: SYNTAX - Subject: !!Redesign Template for credit cards
2. You can also add the start date and end date for tasks in the subject. The first square bracket contains the start date and the second square bracket contains the end date. [11-29-2019][11-30-2019].
3. The task will be assigned to users mentioned in the CC.
4. The files that you attach to the task from your email alias, will be added to the documents section in your task details page. Also, the file size that you attach in the email should not exceed 20 MB.
5. Open a task to view the details page. Scroll down to the comments tab and copy the email address in 'To add Task Comment via email'. The contents email to this address will be added as task comments.

Forums

While adding a forum via email:

1. In Subject, first select if the forum post is an announcement or a sticky post followed by the forum message.
2. Syntax for announcement: [announcement] Example: [announcement] Release Note for build 4.0
3. Syntax for sticky post: [sticky].

Issue Comments

1. Click the required [issue](#) in the Issue list view.
2. Click the **Comments** tab and copy the issue mail address 'To add Issue Comment via email'.

3. Compose a mail and paste this email address in the **To** address.
4. Type your contents and click **Send**.

Add Comments / Attach Files for an Event

1. Click **Calendar** and select the required event.
2. Copy the event email address specific for this event provided in 'Post a comment via email'
3. From your mail account, compose a mail and paste the copied email address in the **To** address.
4. Add comments, attach files and then click **Send**.

The contents added in the email is automatically posted as comments along with the files for your event.

Upload Files to a Folder

1. Select a project in *Projects* and click [Documents](#).
2. Select a *folder* to upload the file(s).
3. Scroll down to the right bottom of the page and click **Show Info**. Copy the email address to this folder in *Send Document via email*, for uploading the document.
4. Compose a mail and paste this email address in the **To** address.
5. Attach files and click **Send** to attach files to the selected folder.

Supported Date Formats

Zoho Projects supports many date formats such as Today, Tomorrow, Yesterday, Monday, Tuesday, Next Thursday, Next Friday and so on. The supported Start Date and End Date formats are listed below:

Start Date formats:

Date must be in 'mm-dd-yyyy' format or in any one of the following strings: Today, Tomorrow, Yesterday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Next day, Next week, Next month, Next year, Next Monday, Next Tuesday, Next Wednesday, Next Thursday, Next Friday, Next Saturday, Next Sunday.

Modify Email Alias

From the dashboard, you can also edit the project information and get the email Alias to add work items from your registered Email address to your Zoho Projects portal.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the **Access Project** option.
3. Click Open Details in the top panel beside the Project Title.
4. Click  in the right panel.
5. Click  to change the email alias.
6. Update the email alias and click **Save**.

Archive a Project

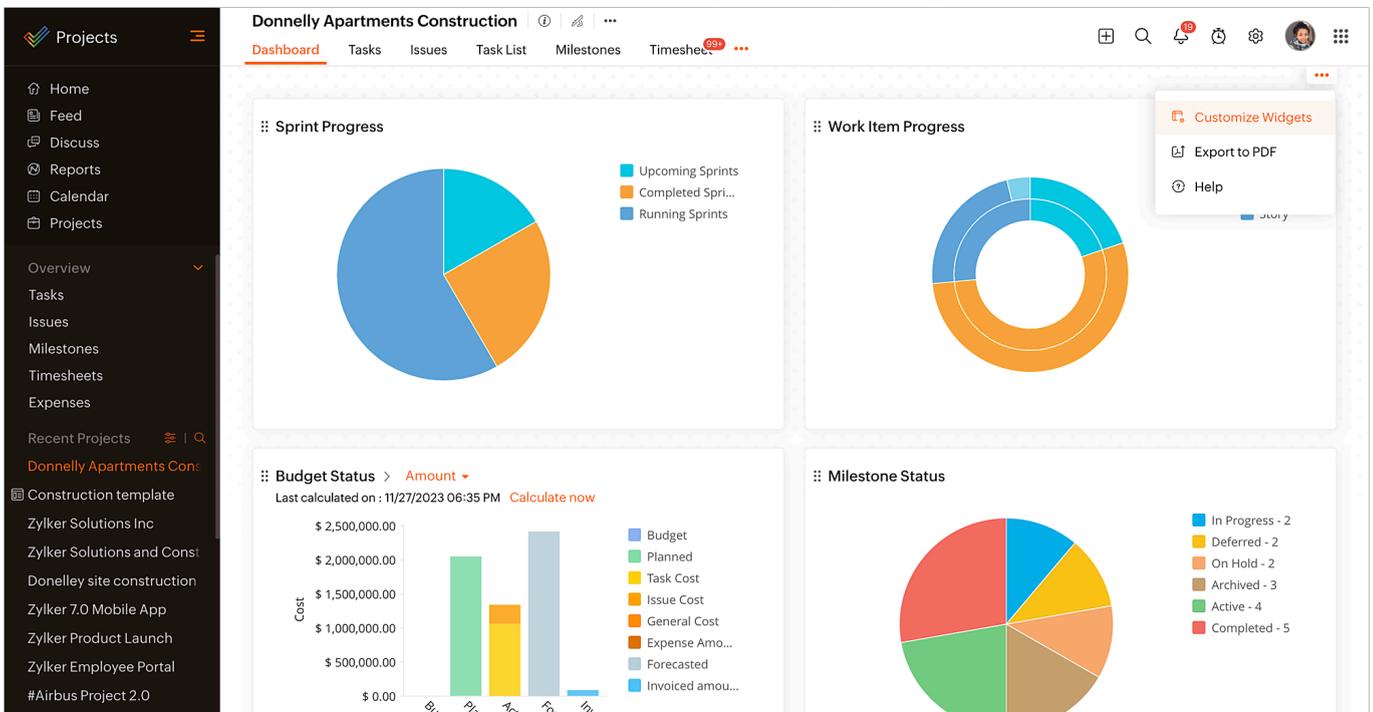
1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the Access Project option.
3. Click **...** in the top panel beside the Open Details.
4. Click **Move to Archive**.
5. Confirm your action.

 You can also archive a project from the *Project Details*. Click **...** in the upper-right corner and click **Move to Archive**.

Customize Widgets

Rearrange the order in which the widgets display in the dashboard by following these steps:

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the Access Project option.
3. Click **Dashboard** from the top panel.
4. Click **...** and select **Customize Widget**, you will see the complete list of widgets available in the dashboard with their status.
5. Toggle a module to enable/disable it. You can also drag and drop a widget to reorder it.



More Reads

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