



Portal Home

The *Home* displays the most sought-after stats across your projects in the form of widgets. You can view a comprehensive list of the status of all the work items across all the projects in your portal.

Personal

Click the **Home** tab in the top band of your portal to view the status of your work across projects in terms of bugs, phases, timesheets, events, etc. The following is the complete list of widgets that are present in the *Home* of your portal.

- **My Bugs** - Bugs you need to resolve across projects.
- **My Overdue Work Items** - Work items across projects past the due date.
- **My Phases** - An overview of your phases across projects.
- **My Work Items Due Today** - Work items scheduled for the current day across projects.
- **My Timesheet** - Graphical representation of the time log entries made in the past 7 days.
- **My Events** - Events scheduled for the current week.
- **My Approvals** - Leave records pending for approval.

The *Today's Work Items* widget and the *Overdue Work Items* widget clearly display the list of work items that are in the pipeline and that have gone past the due date respectively.

The screenshot shows the Zoho BugTracker Portal Home dashboard. On the left is a dark sidebar with navigation options: Home, Feed, Discuss, Reports, Calendar, Projects, Overview, Issues, Phases, Expenses, Recent Projects, and Invite Users. The main content area is titled 'Home' and includes a welcome message for 'Hemsworth Monica' from 'Zyker Corporations'. It features four summary cards: 20 Open Issues, 7 Closed Issues, 116 Open Phases, and 1 Closed Phases. Below these is a 'My Expense' widget showing a table of expense claims. At the bottom, there are two more widgets: 'Issues for my team members' and 'My Overdue Work Items'.

DATE	PROJECT	CATEGORY	REPORT	STATUS	AMOUNT
22/05/2024	IT Support Project	Fuel/Mileage Expenses	-	Unreported	Rs.200.00
07/06/2022	Donnelly Apartments Construction	IT and Internet Expenses	WFH	Approved	\$50.00
07/06/2022	Donnelly Apartments Construction	Fuel/Mileage Expenses	Customer Meeting	Approved	\$200.00
03/06/2022	Donnelly Apartments Construction	IT and Internet Expenses	Work from Home	Approved	\$50.00
24/09/2020	Donnelly Apartments Construction	Travel Expense	Trip to New York	Approved	\$1,000.00
23/09/2020	Donnelly Apartments Construction	Travel Expense	Trip to New York	Approved	\$1,000.00

You can drag a widget and swap its position with another. This repositioning will help you have the widgets that you need the most always on top.

Home - Detailed View

To get a detailed view of the *My Phases*, *My Bugs*, *My Events*, and *My Timesheet* widgets, click the **View More** button in the upper right corner of the respective widgets. Hover over the widget name in the detailed view and navigate to the other widgets from the detailed view itself.

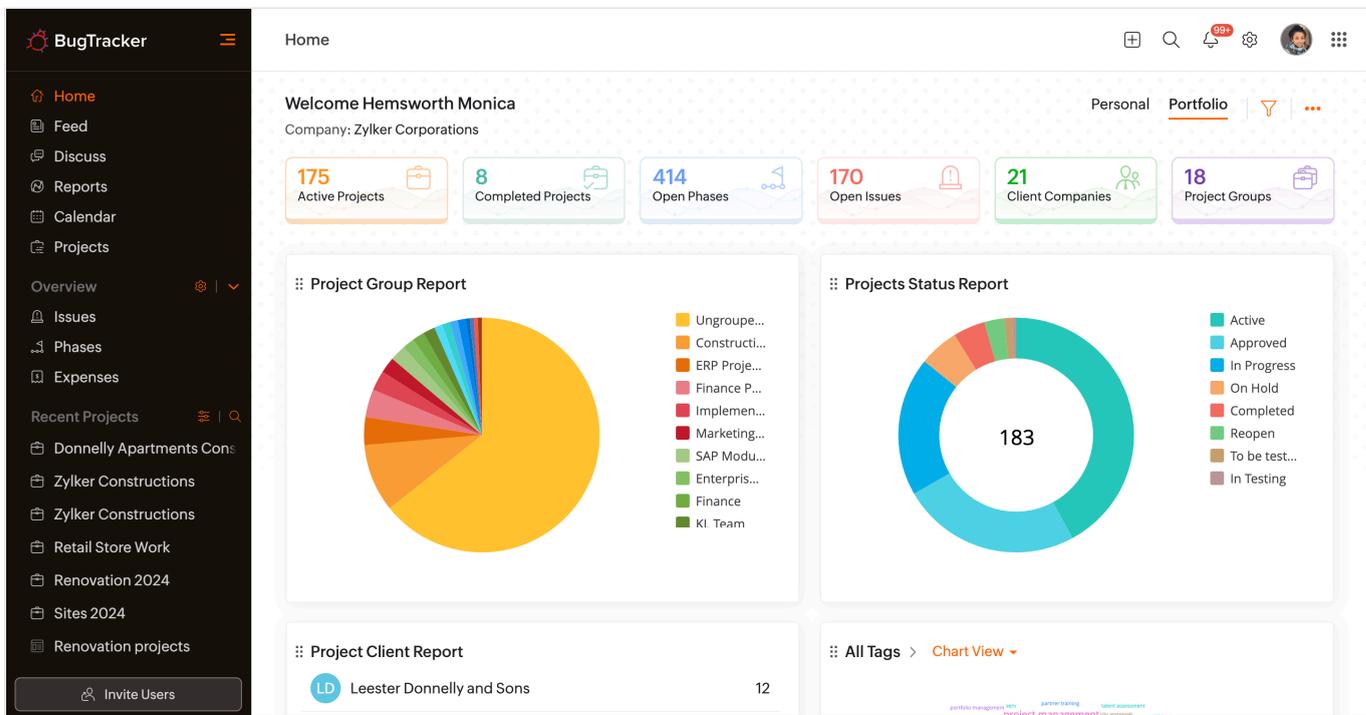
Enable Widgets

Add widgets to the dashboard to focus on important stats of your project.

1. Click **☰** in the upper-right corner.
2. Toggle on the widgets to add them to the dashboard.
3. Click **Save**.

Portfolio

The portfolio dashboard gives a summary across all projects in the portal. A counter displays statistics related to your projects, bugs, clients, and project groups. The project timeline Gantt provides a visual indicator of project schedules and where it stands.



Users can customize the dashboard by selecting widgets that they would like to see.

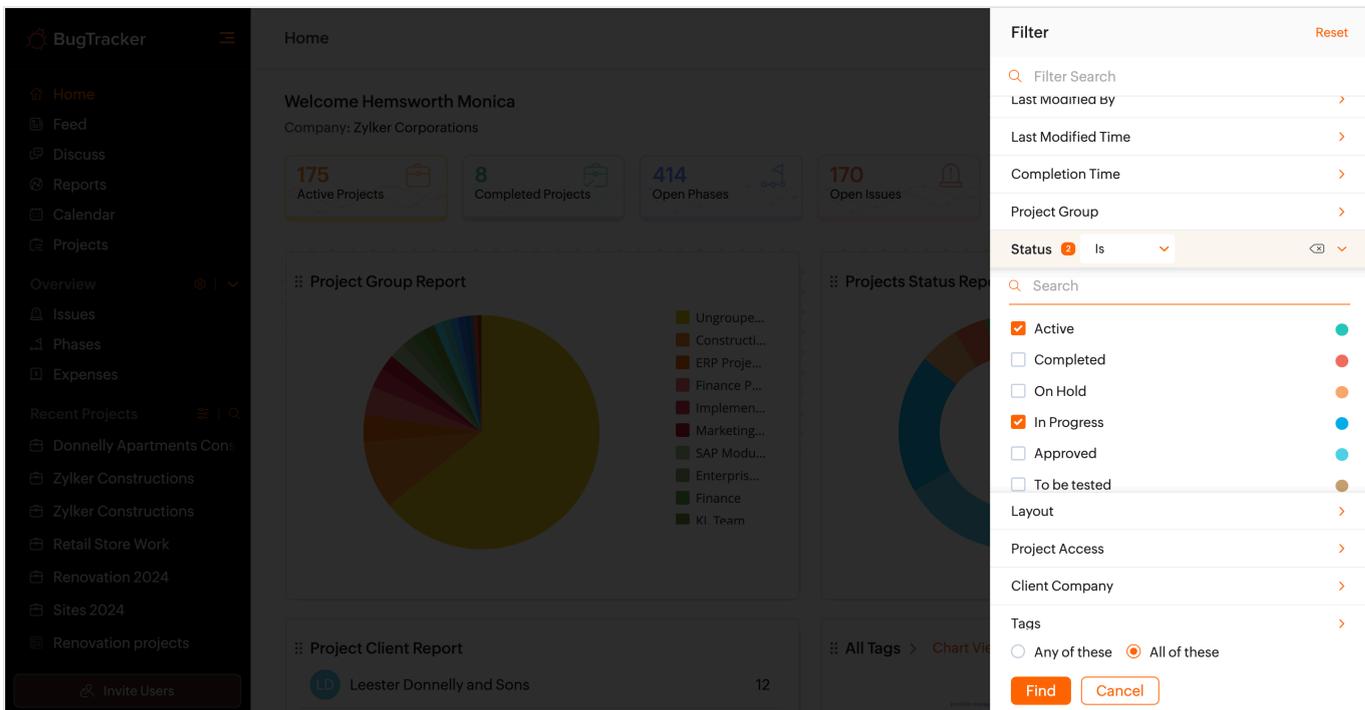
1. Click **☰** in the upper-right corner and toggle the widgets.

2. Click **Save** to update your selection.
3. Reorder a widget by hovering over it and clicking and dragging the reorder icon (☰). Release the mouse pointer once the widget is in the desired location.

Conditional Reports

The portfolio dashboard can further be drilled down using conditions. This will ensure the reports are optimized to individual or specific business needs.

1. Click  in the upper-right corner.
2. Select conditions to apply.
3. Click **Find**.
4. View reports based on the conditions selected.



The screenshot displays the BugTracker dashboard interface. On the right side, a 'Filter' overlay is open, allowing users to refine their data. The dashboard background shows a 'Project Group Report' with a pie chart and a 'Project Client Report' for 'Leester Donnelly and Sons'.

Filter Panel Details:

- Filter Search:** A search bar for filtering conditions.
- Last Modified by:** A dropdown menu.
- Last Modified Time:** A dropdown menu.
- Completion Time:** A dropdown menu.
- Project Group:** A dropdown menu.
- Status:** A dropdown menu currently set to 'Is'.
- Search:** A search bar for the filter conditions.
- Active:** (Green dot)
- Completed:** (Red dot)
- On Hold:** (Orange dot)
- In Progress:** (Blue dot)
- Approved:** (Light Blue dot)
- To be tested:** (Brown dot)
- Layout:** A dropdown menu.
- Project Access:** A dropdown menu.
- Client Company:** A dropdown menu.
- Tags:** A dropdown menu.
- Tags Selection:** Radio buttons for 'Any of these' and 'All of these'.
- Buttons:** 'Find' and 'Cancel' buttons at the bottom.