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[▶ Introduction](#) ▶ [System requirements](#) ▶ [Installation instructions](#)

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.

➔ Pluggable themes - feature to be able to define themes based on user preferences or domain preferences.

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](#) ▶ [Installation instructions](#) ▶ [Getting started](#)

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.

▶ [Installation instructions](#) ▶ [Postinstall procedures](#) ▶ [Getting started](#)

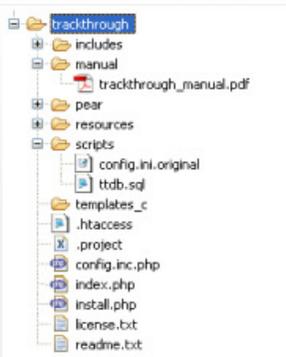


Download *TrackThrough*

Download the latest '*trackthrough.zip*' (compressed source) file from <http://www.bispark.com/trackthrough/download>.

Unzip '*trackthrough.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/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 & 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.

Manual installation

To install *TrackThrough* manually, you need to follow the steps below:

1. Create *TrackThrough* database

Create a database (e.g.: *ttdb*) using phpMyAdmin or any other MySQL client.



Import the database schema from file 'ttdb.sql' (you can find schema file inside scripts folder).

e.g.: `mysql -uusername -p -h localhost ttdb < C:\...\your_installation_directory\scripts\ttdb.sql`

2. Configure ini file

Copy the file 'config.ini.original' from `installation_directory/scripts` to `installation_directory /config.ini`.

e.g.:

copy `your_installation_directory\scripts\config.ini.original` your `installation_directory\config.ini`



3. Edit config.ini to modify the following variables

Base URL: Web address of for your installation (`http://yoursite.com/trackthrough`)

Database name: Database source name - *ttdb* (the one you created above).

Database server: The MySQL server. It can also include a port number. e.g.: "hostname:port" or a path to a local socket
e.g.: ":\path/to/socket" for the localhost. If the PHP directive `mysql.default_host` is undefined (default), then the default value is `localhost:3306`.

Database username: Default value is the name of the user that owns the server process.

Database password: Default value is an empty password.

For more information refer the screenshot.

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](#) ▶ [Postinstall procedures](#) ▶ [Administer settings](#)

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://www.bispark.com/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://youiste.com/trackthrough>.

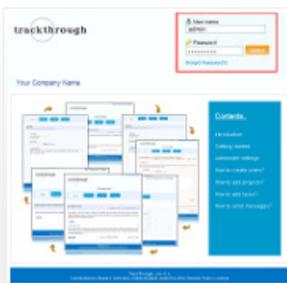
Application backend: It is installed at the location you specified during installation.

e.g.: C:\Program Files\Apache Software Foundation\Apache2.2\htdocs\trackthrough or /home/yoursite/www/trackthrough (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.

▶ [Postinstall procedures](#) ▶ [Administer settings](#) ▶ [How to create teams \(or leads\)?](#)

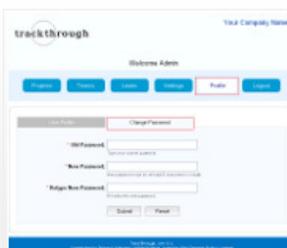
Postinstall procedures



Login to the application using administrator credentials

User Name:

Password:



Change administrator password

You must change the password using "profile" menu.

Change administrator email

Email address of administrator is empty by default. You must change this to your email address.



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



User profile (optional)

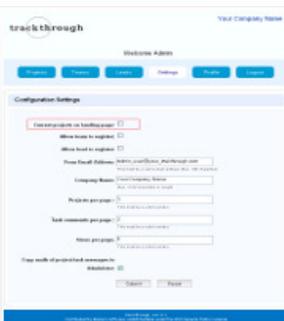
You may also change other profile attributes like login name to suit your personal choice.

- [Administer settings](#)
- [How to create teams \(or leads\)?](#)
- [How to add projects?](#)

Administer settings

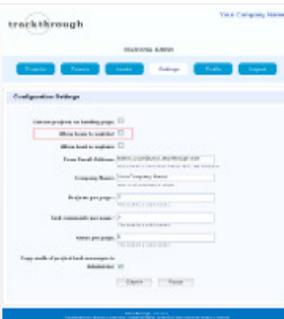


You may change the following settings of *TrackThrough*:



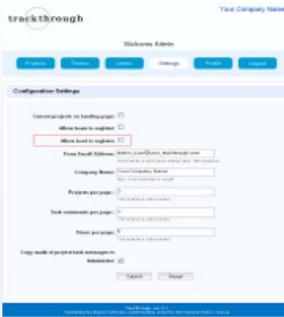
Current projects on landing page

Select this check box to display recently posted projects and tasks on the landing page.



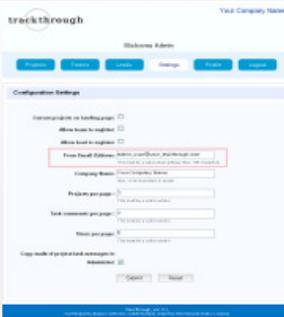
Allow team to register

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.



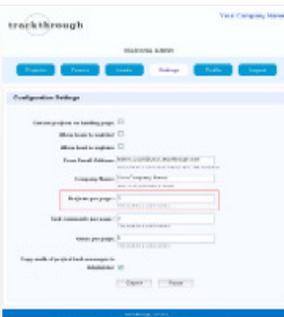
From email address

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



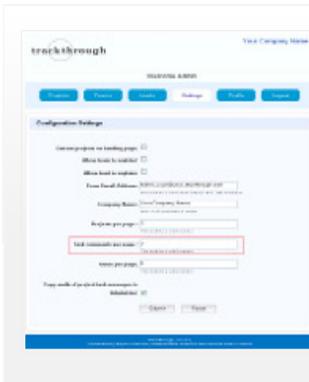
Company name

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



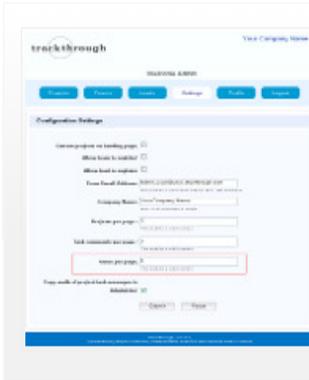
Projects per page

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



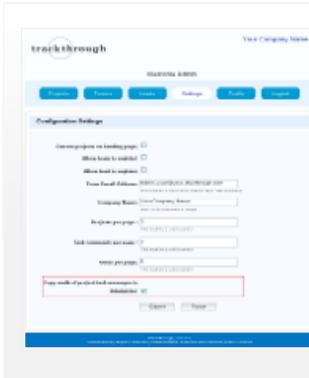
Task comments per page

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 \(or leads\)?](#)
- ▶ [How to add projects?](#)
- ▶ [How to add tasks?](#)

How to create teams (or leads)?

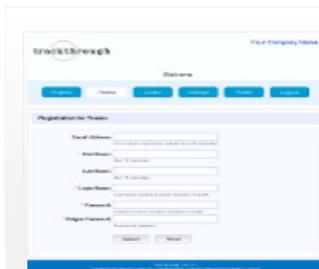
There are two types of users, Leads and Teams. Users can be created either through direct registration (refer [Administer settings](#)) or by the administrator. You need to login as administrator to complete the following steps.





Select team (or lead)

Click on the team (or lead) menu button.



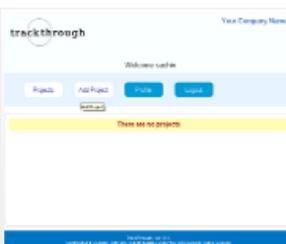
Enter the registration details

Enter the appropriate registration details and click submit button.

- [▶ How to add projects?](#)
- [▶ How to add tasks?](#)
- [▶ How to send messages?](#)

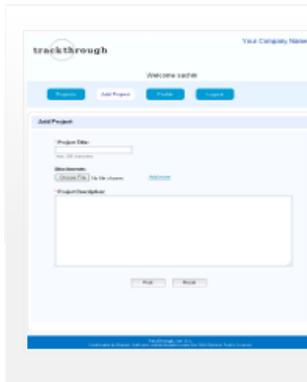
How to add projects?

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



Click add project menu button

Click on the add project menu button.



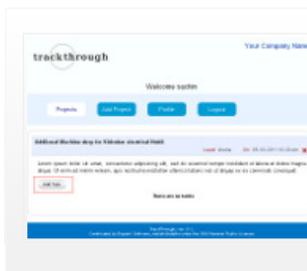
Enter project details

Enter project title and description. Attach files (if any) and click submit.

- [▶ How to add tasks?](#)
- [▶ How to send messages?](#)
- [▶ Administer messages](#)

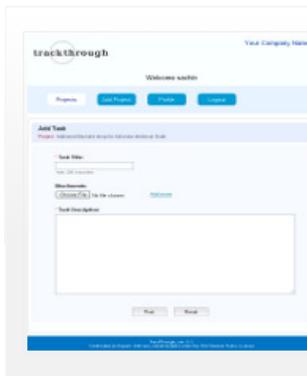
How to add tasks?

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



Click add task button

Click on the add task button.



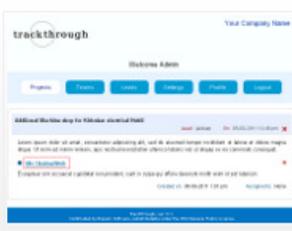
Add task details

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

- [▶ How to send messages?](#)
- [▶ Administer messages](#)

How to send messages?

Login to *TrackThrough* using lead or team credentials.

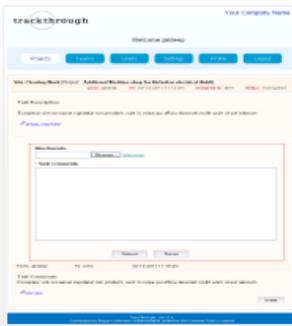


Select task

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.



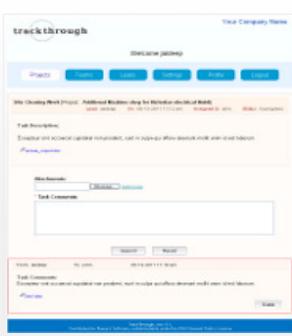
Enter comments details

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

[Administer messages](#)

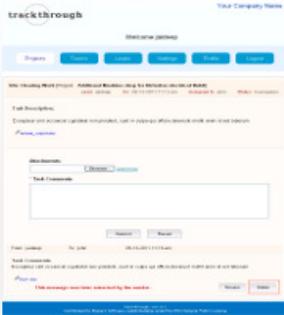
Administer messages

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).



Admin can see all the messages

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.
- ➔ Administrator can undelete hidden messages to make the messages visible on message board.

