Left panel contains the Projects and Tasks list.

Right panel shows all the activity related to a project or a task selected in the left panel — comments, files, etc.

Add projects & tasks

You can split your projects into **Groups**

Filter projects & tasks by status, people and tags

Add comments, files and report task progress
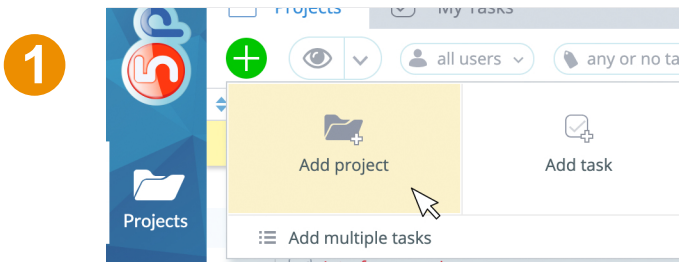
Shows selected project or task details

Click on projects & parent tasks to unfold them
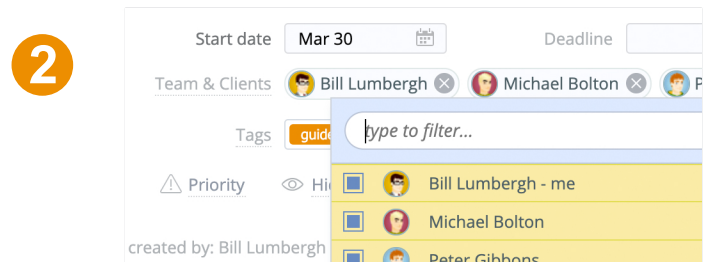
Close a task by clicking on its icon

Select a Group, Project or Task in the left panel to see its info and activity in the right one
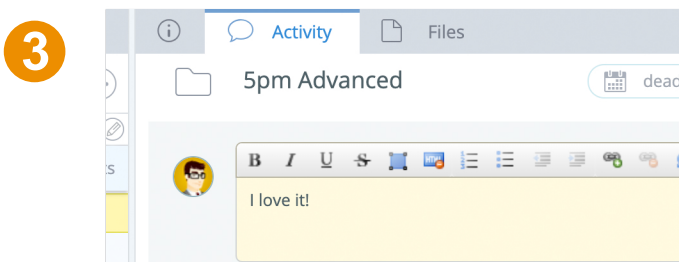
Shows which project or task the post is related to

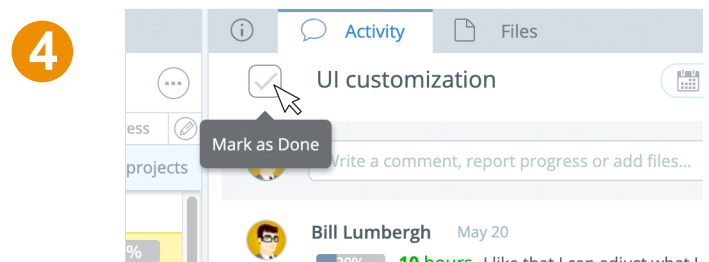## Here are the basic steps on how to get started with 5pm:

1

Add a Project and then **add Tasks** to it — use the "+" button on the top of the left panel.

2

Assign a Team to a Project or a Task in the Project/Task form.

3

Add Comments to Projects and Tasks selected in the left panel — the form is on the top of the right panel.

4

To **close a task**, you can simply click on its icon.

Tips:

- To edit your user profile details, including your password and email, use the People area — big tab on the left.
- To print out data, use the General Report — big tab on the left.
- To hide the old closed projects and tasks, use the "view" filter on the top of the left panel (the one with the "eye" icon).