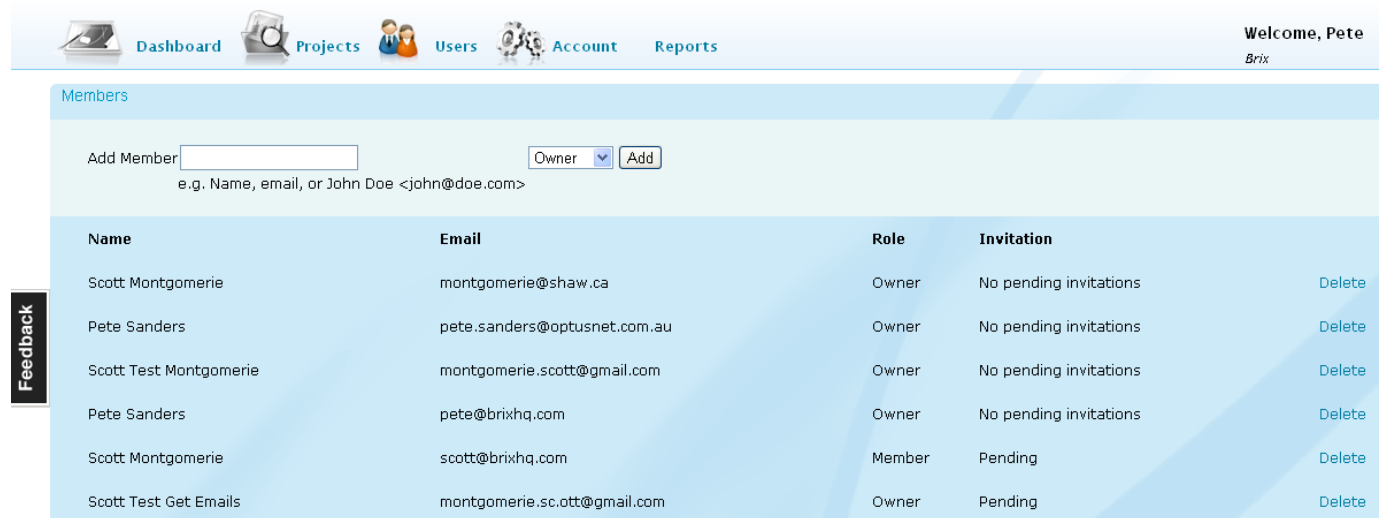


BrixHQ Getting Started Guide

Thanks for signing up to BrixHQ we hope that you find it as useful in managing your agile projects online as we have. Here's a brief Getting Started Guide to make the set up of BrixHQ even more straight forward for you and get you and your team working sooner.

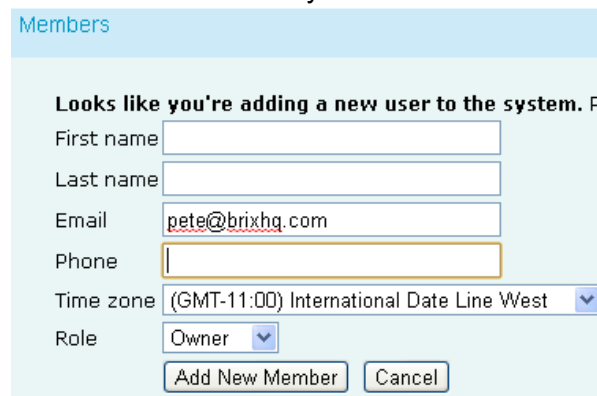
1. Invite users to join

Inviting users to join is really simple and straight forward. Select the Users Icon from the menu bar and you'll be taken to the User screen as show below.



Name	Email	Role	Invitation	
Scott Montgomerie	montgomerie@shaw.ca	Owner	No pending invitations	Delete
Pete Sanders	pete.sanders@optusnet.com.au	Owner	No pending invitations	Delete
Scott Test Montgomerie	montgomerie.scott@gmail.com	Owner	No pending invitations	Delete
Pete Sanders	pete@brixhq.com	Owner	No pending invitations	Delete
Scott Montgomerie	scott@brixhq.com	Member	Pending	Delete
Scott Test Get Emails	montgomerie.sc.ott@gmail.com	Owner	Pending	Delete

To add new users simply enter the users email address in the 'Add Member' box and select the appropriate role from the drop down box and then select Add. If it is the first time a User has been entered into Brix you'll be asked for further details as seen in the screen below:



Looks like you're adding a new user to the system. P

First name

Last name

Email

Phone

Time zone (GMT-11:00) International Date Line West

Role















Repeat this step for each new user you want to add.

2. Set up and Manage your Projects:

Setting up and Managing your Projects is really easy and straight forward. Select the Projects icon from the menu and you'll be taken to the screen below

Dashboard Projects Users Account Reports Welcome, Pete [Sign out](#)
Brix

Projects + New project

Name	Start date	End date	Project manager	Status	
Brix Development Project This is the Brix development project for the 1.0 release.	2010-06-16	2010-08-31	Pete	Active	 
Brix 1.1 Release Project This is the next phase of development for the Brix project	2010-09-30		Pete	Active	 
Brix 2.0 Project Brix 2.0 Project development	2010-11-30		Pete	Active	 
Alpha Release 1.0 Alpha release 1.0 of the project that is critical to project success	2010-07-01	2010-08-31	Pete	Active	 
ACME Test project for development Acme Test project short development sprint	2010-08-16	2010-09-30	Pete	Active	 
Project Integration Integration Project for BrixHQ	2010-09-01	2010-10-15	Pete	Active	 
Next Phase Development Project This is the next phase development project that will start once release 1.0/1.1 is bedded down	2010-11-01		Pete	Active	 

3. Entering and Managing Tasks:

Entering a Task from the Project

You can select the task from the list of Tasks under the Project and you'll be taken the to the screen below. Enter a summary of the Task and then as much or as little detail as you like into the Description. You can then set the Status, Priority, who it is Assigned to, which Release or Sprint the task is part of, Start date, expected End date, estimated hours and percentage complete and then click Create.

Dashboard Projects Users Account Reports

Projects » Brix Development Project » Tasks » New Task

Task Summary

Description

Status Start date

Priority End date

Assigned To Estimated hours

Category Percent complete %

Release/Sprint

Pending Attachments: (Max of 15 each under 5MB)

No file chosen

* You can also enter a Task from the Dashboard by selecting the Add Task button on the Dashboard

Managing a Task from the Dashboard

To edit a task from the Dashboard first click on the task and you'll be taken into the Task in Edit mode - it's as simple as that. The screenshot shows the options that you have at the Task level on the Dashboard.

The Wall Gantt My Tasks Graphs

The Wall

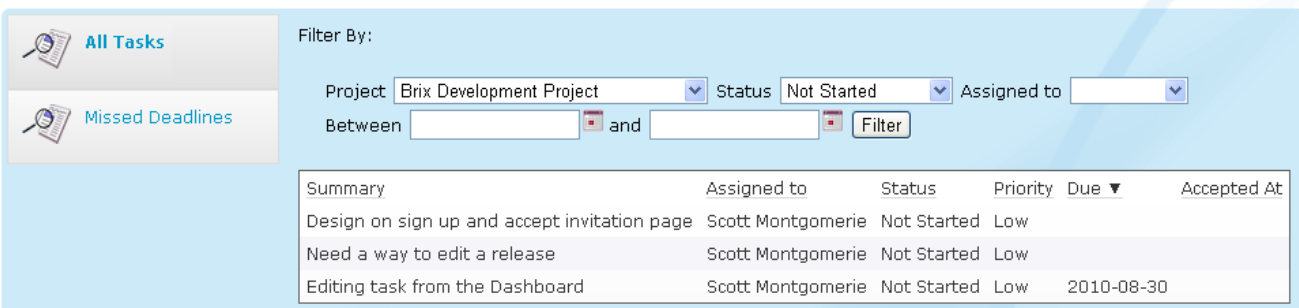
Not Started	In Progress
Brix Development Project	
Not Assigned to Release	
<ul style="list-style-type: none">Filter options on the All Tasks Report aren't workingNeed a way to edit a releaseDesign on sign up and accept invitation page'Cancel approval' buttonEditing task from the Dashboard	<ul style="list-style-type: none">Find and Contact all the Agile PM BloggersView of BrixHQ home page in IE 8.0 screen res 1024x768 Attached is the view of BrixHQ home page in IE 8.0 with a screen resolution of 1024 x 768 on an IBM T43. Assigned To: Scott <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Request Approval"/>I hate how ordering changes when you click on something in the dashboard

4. Reporting

The Reporting in Brix is customisable by using the Filter options available on each of the reports.

All Tasks

The All Tasks Report is literally All your Tasks in Brix. The Filter options in this report allow you to go from having All Tasks displayed down to displaying Tasks either by a particular; Project, Status, User or between certain dates.



Summary	Assigned to	Status	Priority	Due ▼	Accepted At
Design on sign up and accept invitation page	Scott Montgomerie	Not Started	Low		
Need a way to edit a release	Scott Montgomerie	Not Started	Low		
Editing task from the Dashboard	Scott Montgomerie	Not Started	Low	2010-08-30	

Missed Deadline

The Missed Deadline Report gives you the details of all Tasks where they haven't been completed by the assigned End Date. The filter options here are by Individual Project.

 All Tasks	Project: <input type="text" value="Brix Development Project"/> <input type="button" value="Filter"/>																		
 Missed Deadlines																			
	<table><tr><td>Server Set up Set up the Brix dedicated server</td><td>Due: 2010-08-24</td><td>Assigned To: Pete Sanders</td></tr><tr><td>Set up the Public CMS Set up of Public CMS</td><td>Due: 2010-08-19</td><td>Assigned To: Pete Sanders</td></tr><tr><td>Build basic website with live blog Build basic website with the live blog capabilities</td><td>Due: 2010-08-24</td><td>Assigned To: Pete Sanders</td></tr><tr><td>User authentication system User authentication system</td><td>Due: 2010-08-26</td><td>Assigned To: Pete Sanders</td></tr><tr><td>Engage graphic designer for all web design work Get Graphic Designer on board for all web screenshots design work.</td><td>Due: 2010-08-31</td><td>Assigned To: Pete Sanders</td></tr><tr><td>Add Google Analytics to the site</td><td>Due: 2010-08-31</td><td>Assigned To: Pete Sanders</td></tr></table>	Server Set up Set up the Brix dedicated server	Due: 2010-08-24	Assigned To: Pete Sanders	Set up the Public CMS Set up of Public CMS	Due: 2010-08-19	Assigned To: Pete Sanders	Build basic website with live blog Build basic website with the live blog capabilities	Due: 2010-08-24	Assigned To: Pete Sanders	User authentication system User authentication system	Due: 2010-08-26	Assigned To: Pete Sanders	Engage graphic designer for all web design work Get Graphic Designer on board for all web screenshots design work.	Due: 2010-08-31	Assigned To: Pete Sanders	Add Google Analytics to the site	Due: 2010-08-31	Assigned To: Pete Sanders
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Add Google Analytics to the site	Due: 2010-08-31	Assigned To: Pete Sanders																	

Gantt Chart

You can also print the Gantt Chart off from the Dashboard by selecting the Print button which will give you a Print Preview before printing.

For all your support needs we use www.GetSatisfaction.com/brixhq or you can email us at