

IT Team Tracker

User Guide

Daily Work | Weekly PPP | Monthly Objectives

July 2026

Overview

The IT Team Tracker is a web-based platform for managing daily work entries, weekly progress reports (PPP), and monthly objectives across the IT department.



Daily Work

Track daily tasks, sites visited, and leave



Weekly PPP

Progress, Problems, and Plans each week



Monthly Objectives

Set and track monthly goals



Dashboard

Real-time analytics and submission status



Reports

Generate PDF reports for review

Login

Login Path: <https://adg-it-tracker.zeabur.app/>

1

Enter Email

Use your company email
e.g. name@aeondelightsasia.com

2

Enter PIN

Your 4-digit PIN
(Default: 1111)

3

Click Sign In

You'll be taken to the Dashboard

4

Change PIN

Click your name (top-right)
then 'Change PIN'

IT Team Tracker

Sign in to your account

Sign In

MONTHLY OBJECTIVE

July 2026

- PWH IoT Management platform (Live)

SUBMITTED

11

NON-SUBMITTED

19

TOTAL BLOCKAGES

1

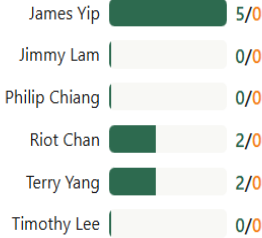
TOTAL DAILY ENTRIES

11

Submission Status per User (Mon - Fri)



Outside Work / Leave (Days)



Daily Work

All Users



From

06/07/2026



To

10/07/2026



Refresh

DATE	USER	SITES	DESCRIPTION	LEAVE	STATUS
10/07/2026	James Yip	CHT	Daily Work	-	Submitted
09/07/2026	Terry Yang	TKOT	BS team log sheet development	-	Submitted
09/07/2026	James Yip	CHT		-	Submitted
08/07/2026	James Yip	CHT	Set up connection of mini printer and CHT 4/F printer for Sa...	-	Submitted
08/07/2026	Terry Yang	TKOT	Development of log sheet for BS...	-	Submitted

Dashboard



Monthly Objective

Shows your current month objectives.
Green border = filled, Red border = not yet filled.



Submitted / Non-Submitted

Count of daily entries submitted vs non-submitted for the current week (Mon-Fri).



Total Blockages

Weekly PPP blockages reported.
Click the number to view details.



Submission Gauges

Visual gauge per user showing submission rate (green/red arcs).



Outside Work / Leave

Bar chart showing outside work days and leave days per user.



Daily Work Table

All daily entries with filters by user and date range.

Daily Work Entry

1

Select Date

Pick the date for your work entry

2

Leave (AM/PM)

Check if on leave. Both checked = full day leave, Sites not required

3

Select Sites

Choose one or more work locations. Leave blank only for full day leave

4

Enter Description

Describe the work completed for the day

5

Save or Submit

'Save Draft' to save for later, 'Submit' to finalize

The screenshot shows the 'Daily Work Entry' form within the 'IT Team Tracker' application. The navigation bar at the top includes 'Dashboard', 'Daily Work' (highlighted with a red box), 'Weekly PPP', 'Monthly Objectives', 'Report', 'Account Management', and 'System Config'. The form itself has a title 'Daily Work Entry' and contains the following sections:

- Date:** A date picker showing '08/07/2026' with a calendar icon.
- Leave:** Two checkboxes, 'AM Leave' and 'PM Leave', both of which are currently unchecked.
- Description:** A large text area containing the text 'Development for xxx'.
- Sites:** A section titled 'Sites (Allow multiple sites per entries. Leave it blank if you applied whole day leave)' containing two columns of checkboxes. The first column includes 'Back Office' (checked), 'Kai Tak Tunnel', 'Shing Mun Tunnel', 'Kwong Wah Hospital', 'Other Hospital', 'Aeon Store - Tsuen Wan', and 'Remote Control'. The second column includes 'Cross Harbour Tunnel', 'Lions Rock Tunnel', 'Tseung Kwan O Tunnel', 'Prince of Wales Hospital', 'Aeon Store - Mong Kok', and 'Others'.
- Buttons:** At the bottom right, there are two buttons: 'Save Draft' and 'Submit' (highlighted with a red box).

Weekly PPP Entry

Submit your weekly Progress, Problems, and Plans on every Friday

Progress

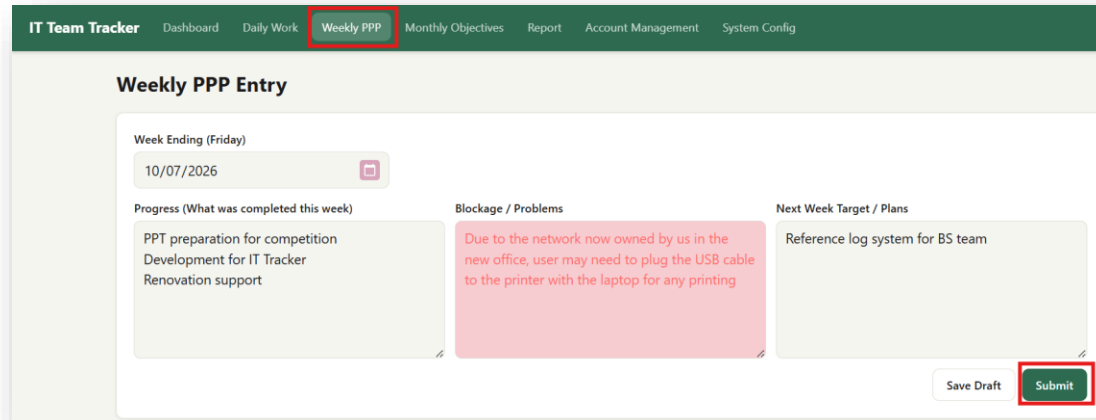
What was completed this week

Blockage / Problems

Any blockers or issues
(highlights red if filled)

Next Week Target

Plans and focus for next week



The screenshot shows the 'IT Team Tracker' application interface. The top navigation bar is dark green with white text for 'IT Team Tracker' and several menu items: 'Dashboard', 'Daily Work', 'Weekly PPP' (highlighted with a red box), 'Monthly Objectives', 'Report', 'Account Management', and 'System Config'. Below the navigation bar, the main heading is 'Weekly PPP Entry'. Under this heading, there is a section 'Week Ending (Friday)' with a date input field showing '10/07/2026' and a calendar icon. The main content area is divided into three columns: 'Progress (What was completed this week)', 'Blockage / Problems', and 'Next Week Target / Plans'. The 'Progress' column contains the text: 'PPT preparation for competition', 'Development for IT Tracker', and 'Renovation support'. The 'Blockage / Problems' column has a pink background and contains the text: 'Due to the network now owned by us in the new office, user may need to plug the USB cable to the printer with the laptop for any printing'. The 'Next Week Target / Plans' column contains the text: 'Reference log system for BS team'. At the bottom right of the form, there are two buttons: 'Save Draft' and 'Submit' (highlighted with a red box).

IT Team Tracker Dashboard Daily Work **Weekly PPP** Monthly Objectives Report Account Management System Config

Weekly PPP Entry

Week Ending (Friday)
10/07/2026

Progress (What was completed this week)	Blockage / Problems	Next Week Target / Plans
PPT preparation for competition Development for IT Tracker Renovation support	Due to the network now owned by us in the new office, user may need to plug the USB cable to the printer with the laptop for any printing	Reference log system for BS team

Save Draft Submit

Monthly Objectives

How to Use

1. Select Month and Year from the dropdowns
2. Click 'Load' to view objectives
3. Enter up to 5 lines of objectives per user
4. Click 'Save' to store your objectives

💡 The Dashboard shows your Monthly Objective with a green border if filled, or a red border if empty — reminding you to set your goals.

Access Rules

General Users

Can edit own objectives for the current month only. Past months are locked.

Reviewer / Admin

Can edit any user's objectives including past months. No restrictions.

IT Team Tracker Dashboard Daily Work Weekly PPP **Monthly Objectives** Report Account Management System Config

Monthly Objectives

July 2026 Load

James Yip

PWH Human Robot Integration platform
TD ACRS Upgrade (iTimex Replacement)

Save

Reports



Weekly PPP Report

- Select week range (Monday to Friday)
- Generates a landscape PDF including:
 - Submission metrics (Submitted, Non-Submitted, Blockages)
 - Submission status per user table
 - Weekly PPP entries with Progress, Blockage, Next Week
 - Blockage details section (if any)
 - Blockage cells highlighted in red



Monthly Objective Report

- Select month/year from dropdown
- Generates a portrait PDF including:
 - Objectives Filled vs Not Yet Filled counts
 - Each general user's objectives listed
 - Empty objectives highlighted in red

IT Team Tracker Dashboard Daily Work Weekly PPP Monthly Objectives **Report** Account Management System Config

Report

Weekly PPP Report

Week Starting (Monday) Week Ending (Friday)

06/07/2026 10/07/2026 **Generate PDF**

Generates a PDF summary of all general users' Weekly PPP entries for the selected week, including submission metrics.

Monthly Objective Report

Month / Year

July 2026 **Generate PDF**

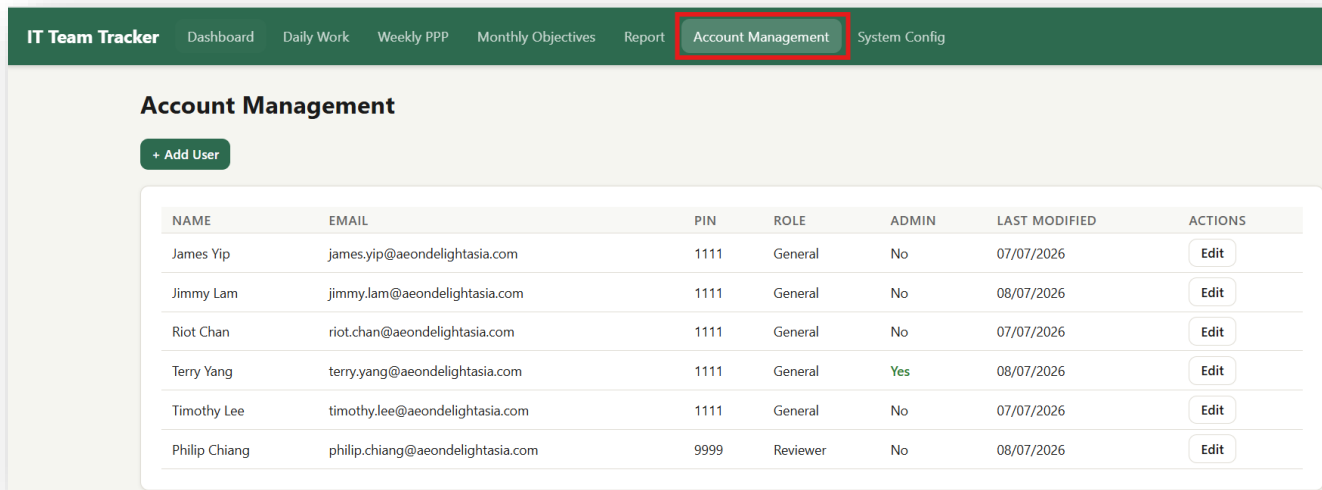
Generates a PDF showing each general user's monthly objectives for the selected month.



This page only available for Reviewer / Admin role only

Account Management

Admin Only



The screenshot displays the 'Account Management' interface within the 'IT Team Tracker' application. The top navigation bar includes links for Dashboard, Daily Work, Weekly PPP, Monthly Objectives, Report, **Account Management** (highlighted with a red box), and System Config. Below the navigation bar, the page title 'Account Management' is followed by a '+ Add User' button. A table lists the following user accounts:

NAME	EMAIL	PIN	ROLE	ADMIN	LAST MODIFIED	ACTIONS
James Yip	james.yip@aeondelightsia.com	1111	General	No	07/07/2026	<button>Edit</button>
Jimmy Lam	jimmy.lam@aeondelightsia.com	1111	General	No	08/07/2026	<button>Edit</button>
Riot Chan	riot.chan@aeondelightsia.com	1111	General	No	07/07/2026	<button>Edit</button>
Terry Yang	terry.yang@aeondelightsia.com	1111	General	Yes	08/07/2026	<button>Edit</button>
Timothy Lee	timothy.lee@aeondelightsia.com	1111	General	No	07/07/2026	<button>Edit</button>
Philip Chiang	philip.chiang@aeondelightsia.com	9999	Reviewer	No	08/07/2026	<button>Edit</button>

Features

- View all registered user accounts in a table
- Create new users — set Name, Email, PIN, Role, and Admin flag
- Edit existing user details (name, email, PIN, role, admin status)



This page only available for Admin role only