**MANUAL**

**To translate:**

Install the Google Translator Tooltip Expanded if your use Google Chrome or Install the Greasemonkey in your Mozilla Firefox.

Projects: Routine for project documentation, has the Project Name, Description, Home, End, type (where information that can be selected are loaded from the database, and they can be edited through the settings) and status (where the information can be selected are loaded from the database, and they can be edited through the settings). The routine is possible to Search, View, Add, Change, Delete, Print design.

It has modules that can be added or not to the project:

Steps: Where can you register several steps ie dynamically add, remove and edit how many steps you wish, and each step has the field Action, Result, Start and End.

Gantt chart for steps: In amendment of the project you can select a checkbox to indicate whether you want to or not to display the Gantt chart of the steps in the Design view where the name is "Step + No", and the period will determine the the step length and position thereof.

Innovation Project: Where can I register multiple records dynamically ie add, remove and edit how many records you want, and each record is a representation of a new routine that the project will develop, thus saving the project the name and description are also used to add a new routine routines table, each record has the routine name fields and routine description.

Change Project: Where can I register multiple records dynamically ie add, remove and edit how many records you want, and each saved record represents a change in an existing routine, thus the field information As will be: It becomes the new description of the routine in routines table, each record has the routine name fields (where you can select only the routines present in the routines table), change the goal, before (non-editable field, the information is loaded the description of the routine that is selected) and How will :.

Correction Project: Where can I register multiple records dynamically ie add, remove and edit how many records you want, and the module is the corrections to be made in each routine, have the routine name fields (where you can select only routines present in the routines table), Description (error) and As will be fixed.

History: Module which displays the registration date of the project and any changes of dates, and to delete the project information is not erased and is also added another record to the history informing the exclusion of the project.

User request: The module allows you to add the information in the request, which were the status, ID, Name, Date and User who performed, allowing the module to be added normally (where the information will be included in the table of requests), or through a button in the preview request (where the module information will be loaded from an already registered request) also in requests it can view the projects that were registered through the same. It can change the information of requests at all times.

Tasks: In this module you can describe the tasks of each user, where it is possible to enter the job name, description, start and end, and you can enter multiple tasks for different users, making people participating in the project.

Users: this routine are searched, viewed, registered, altered and removed all system users, it is possible to give permission or not for a user to view, enter, modify or delete any information that is present in the routines that make up the system.

Along installing the system, it registered a standard user name & password admin, and you should change the password the same for obvious reasons, only this user can not be removed or have its permissions changed, and it has all the system permissions.

There is also the Type field, with only two options, they Normal and Applicant being the normal user gets access usually the main routines as projects and events, but Applicant user, as you can imagine, is redirected to a page where it may make requests, that page is also described in that document.

It can view all requests made by the users selected in the preview.

Can view all the tasks that are being made by the user

Requests: Routine in which they appear all the requests made by requesting users through the questionnaire page, which is also described in that document, in addition it can delete the request and change the status and the request observation, arriving with standardized values registration, and the status as "Joined" and notice how "Sent Request", the requesting user is viewing all the information of the requests that it made through the questionnaire page, thus becomes a way to inform the user in which status your request is and add a note to any that the same view.

Events: In this routine you can view within the period informed all steps (the module Steps) Project that start or end, all projects that begin or end, the Project that have changed and all requests made. It is displayed information as Project Number / Step / Request, Project Name / Request, day and time of the event and what user who performed the action.

Timer display, indicating when time is left for such a project, step, task start or finish.

Routines: Where are displayed all the routines that have been registered, either manually or through the Innovation Project module routine projects. This routine it can query, view, register, change, or delete routines.

In view of the routine you can view what changes (registered in the Change Project module) and corrections (registered in the Correction Project module) were made in routine, and the amendment appears the change in goal, as it was before the change, as stayed and the Effective Date of change (which is equal to the end of the project set out to change), the correction appears the description (error), as will be fixed and the execution of the date (which is also equal to the end of project that contains the fix).

Settings: In this routine you can add or delete information selectable in some parts of the system.

Restore Settings button: When you click all settings default values ​​are applied.

Project Type: Determines what types of projects that the user can select the "Type" field, present in routine Projects> Register, Change.

Project status: Determines which status of projects that the user can select in the "Status", present in the routine Projects> Register, Change

Quiz questions: Determine which questions will be asked on the application form, applicants displayed to users.

Status of requests: Determines which request status that the user can select the "Status" field, present in routine Requests> View.

Styles of pages: You can choose the system theme.

Configuration possibility of items to display per page routines Projects, Users, routines, requests and questionnaires.

Possibility to choose whether or not the modules will be displayed in the projects.

Possibility of allowing or not the applicants users to add new questions.

Quiz: This routine is only displayed to the user that they have on their register the same type the Applicant, it will display all requests that it has already made and information about them, moreover, it is possible for the user to make a new request answering questions listed on the form (certain questions in Settings) and clicking the "Submit Request" button.

If it is stipulated in settings, users can add new questions.