

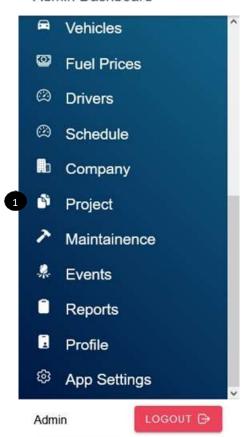
# **Projects**

#### Introduction

An admin, with the correct roles, has the ability to add, view and delete projects from the system.

Projects are accessed from the side menu as shown as below:

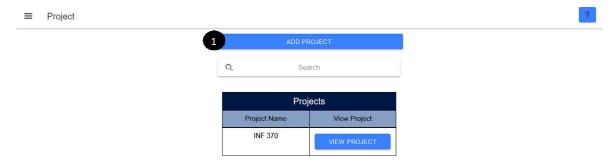
#### Admin Dashboard



Number	Name	Description
1	Project	Click on this button on the side menu when logged in as an admin.

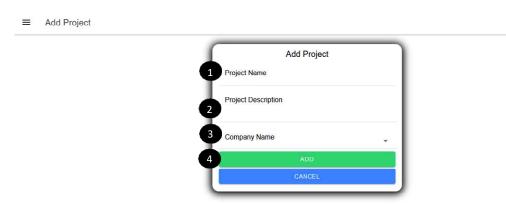


# Add a project by completing the following steps:



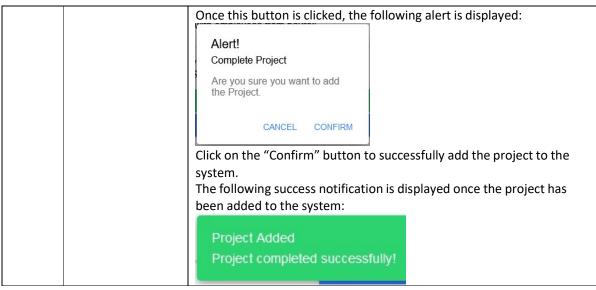
Number	Name	Description
1	Add Project	Click on this button to add a new project to the system.

# The add project screen is shown below:



Number	Name	Description
1	Project Name	Insert the name of the project. If the project name is not inserted, the following error is displayed:  Project Name
2	Project Description	Insert the project's description.  If the project description is not inserted, the following error is displayed:  Project Description
3	Company Name	Select the company name from the drop down.  If a company name is not selected from the drop down, the following error message is shown:  Company Name
4	Add button	Click on this button once the project's name, description and the associated company name has been added.



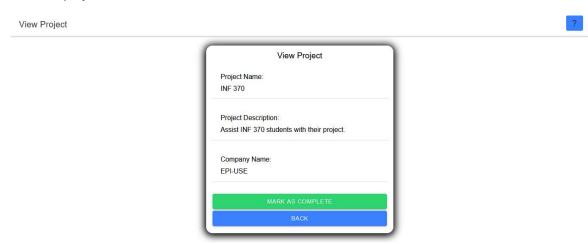


Click on the "View Project" button to view the corresponding project.



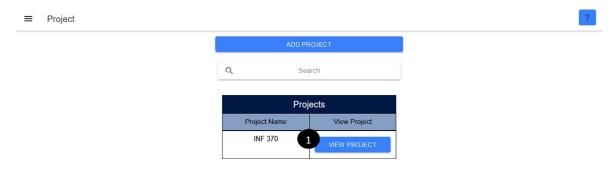
Number	Name	Description
1	View Project	Click on this button to view the project.

The view project screen is shown below:



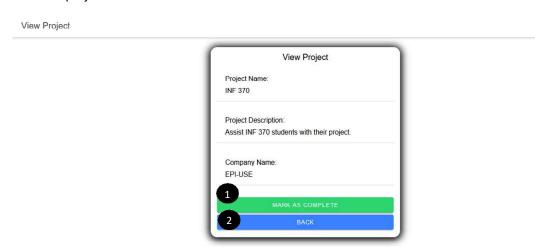


Click on the "View Project" button to view the corresponding project.



Number	Name	Description
1	View Project	Click on this button to view the project.

#### The view project screen is shown below:



Number	Name	Description
1	Mark as complete button	Click on this button to mark the project as complete.  The following alert is displayed to confirm whether the admin wishes to mark the project as complete:  Alert!  Complete Project  Are you sure you want to Complete the Project.
		The following success notification is displayed once the project has been marked as complete:  Project Completed Project completed successfully!
2	Go Back	Click on this button to return to the previous page.



# Conclusion

Projects include the project name, description and the company involved in the project. This can be added, viewed and deleted by admins with the correct roles.