TARS Instructions for First Time Use

- The following tables in the database must be populated:
  - dbo.Divisions
  - dbo.EarningsCodes
  - (We've done this part already on the DHWTarsd1 server)
- An Administrator must add a PCA code for a division before a Work-Effort
can be added in that division.
  - (Since a PCA must be selected when adding a Work-Effort)
- A manager/approver or Administrator must add a Work-Effort for a division before an employee
of that division can add hours to their timesheet.
  - (Since a Work-Effort must be selected when adding hours)
- An Administrator must add employees to TARS before they can log in to the system.
- From that point on, TARS can be easily navigated.