PMAS User Manual

TechGenics

26 November 2020

Table of Contents

Installation Guide

Host Server

Requirements

Specifications	Value
Operating System	Windows
Processor	X64 1.4GHz
Hard Disk	6Gb
Connectivity	Internet
Memory	512mb

Installation

1. The below setup file will enable you to install the program on the host server, ensure that both of the files are in the same directory

Name	Date modified	Type	Size
RGSetup.msi	11/26/2020 22:40	Windows Installer ...	6,453 KB
setup.exe	11/26/2020 20:47	Application	531 KB

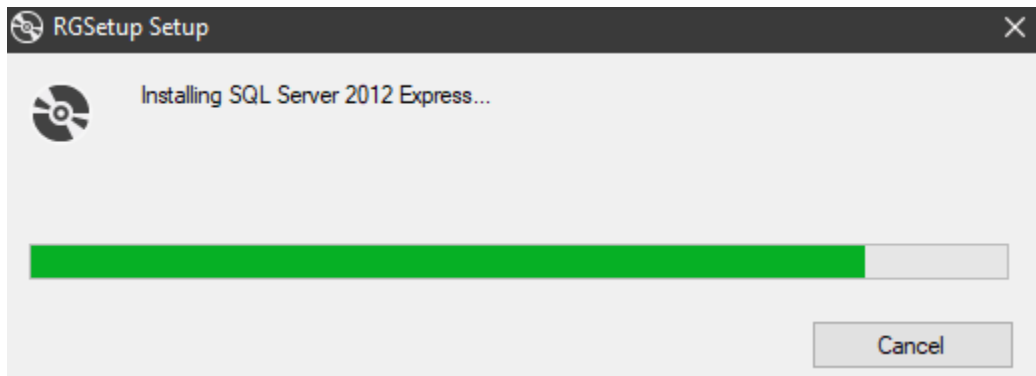2. The below window will be displayed, click "Accept" after reading the terms and conditions
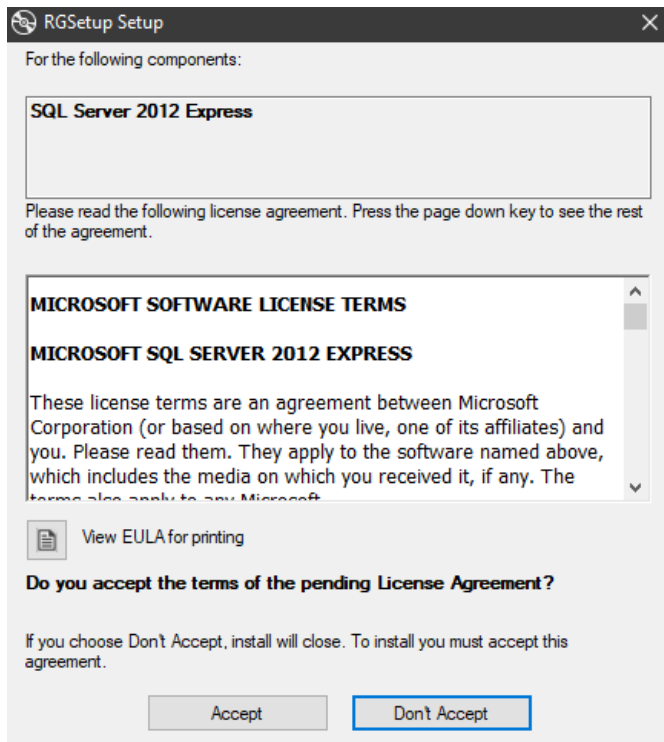
3. The below window will be displayed while the SQL server express is being downloaded
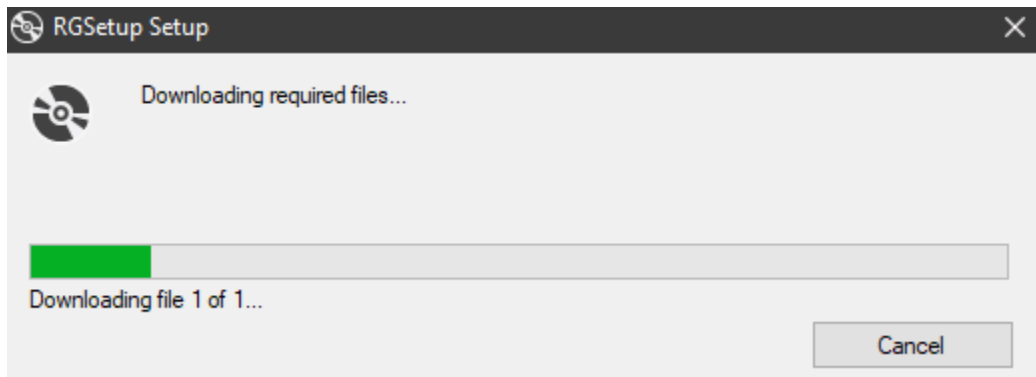
4. After the download is done, you will prompted whether you would like to install SQL Server, select "Yes"

5. The below progress window will show that it is installing SQL Server on your machine

6. After the installation of the SQL Server has been completed, you will get a window that will enable you to install the project management program, click "Next" to proceed from the below window
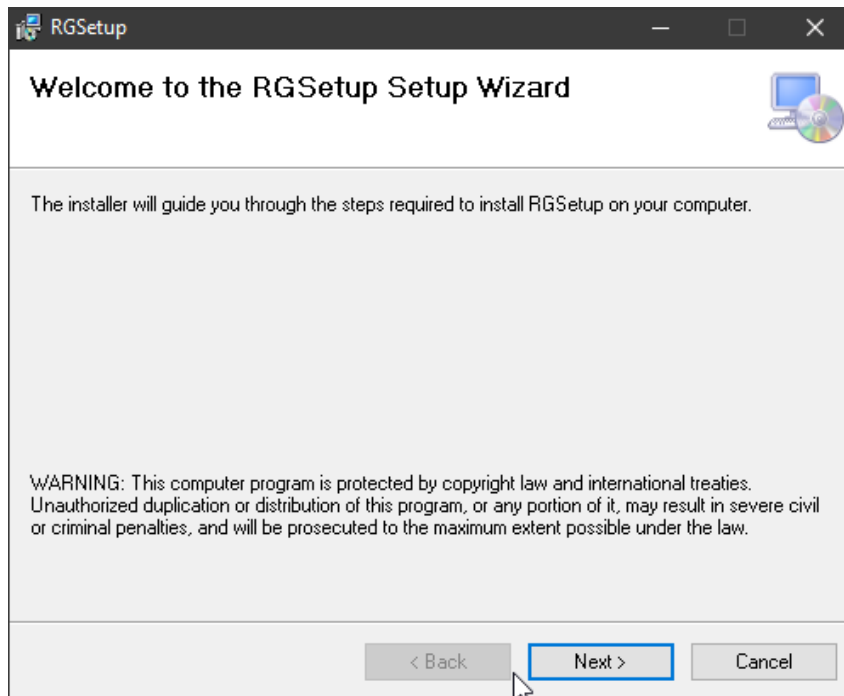
7. You will be asked to provide the directory location of where the project management should be saved under and whether the program should only be available for the current user or every user of the computer. When you done with your preferences click on "Next"
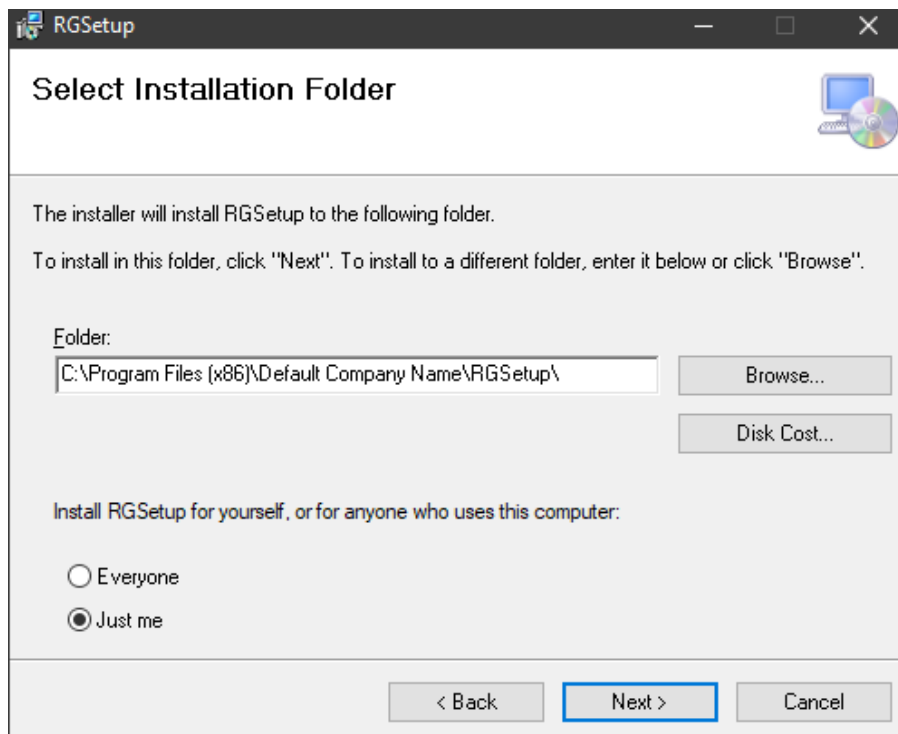
8. You will get the below window confirmation of the installation, click on "Next" to proceed with the installation
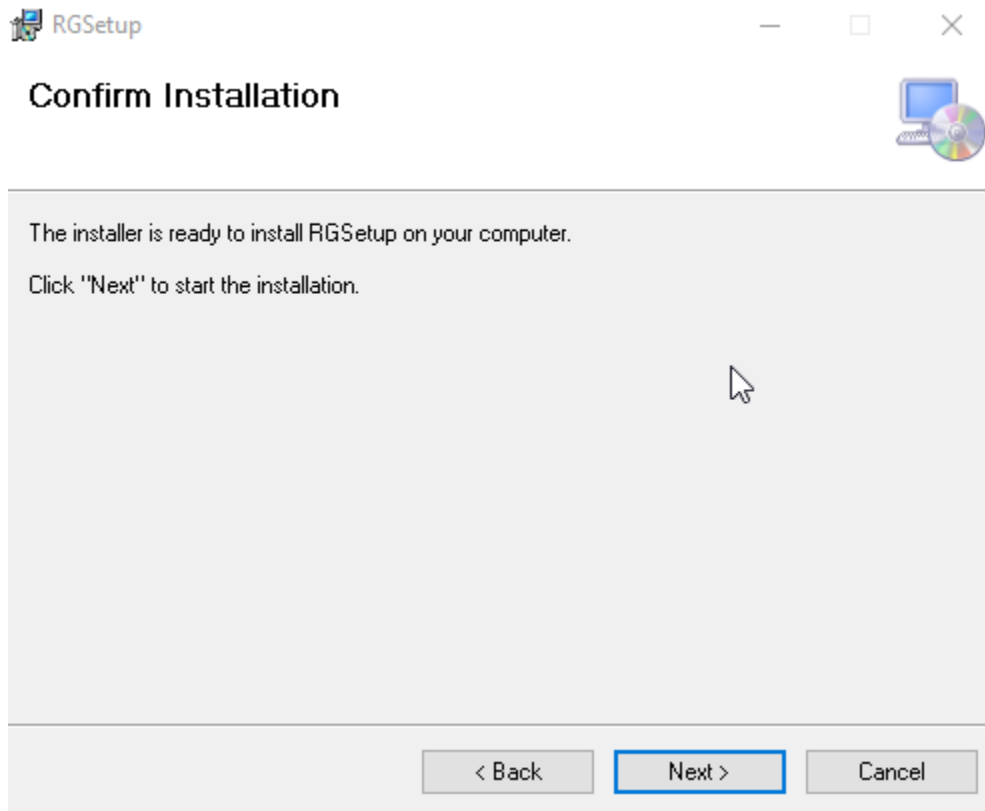
9. Once the installation has been completed, you will get the below window. Click on "Close" then go to your desktop
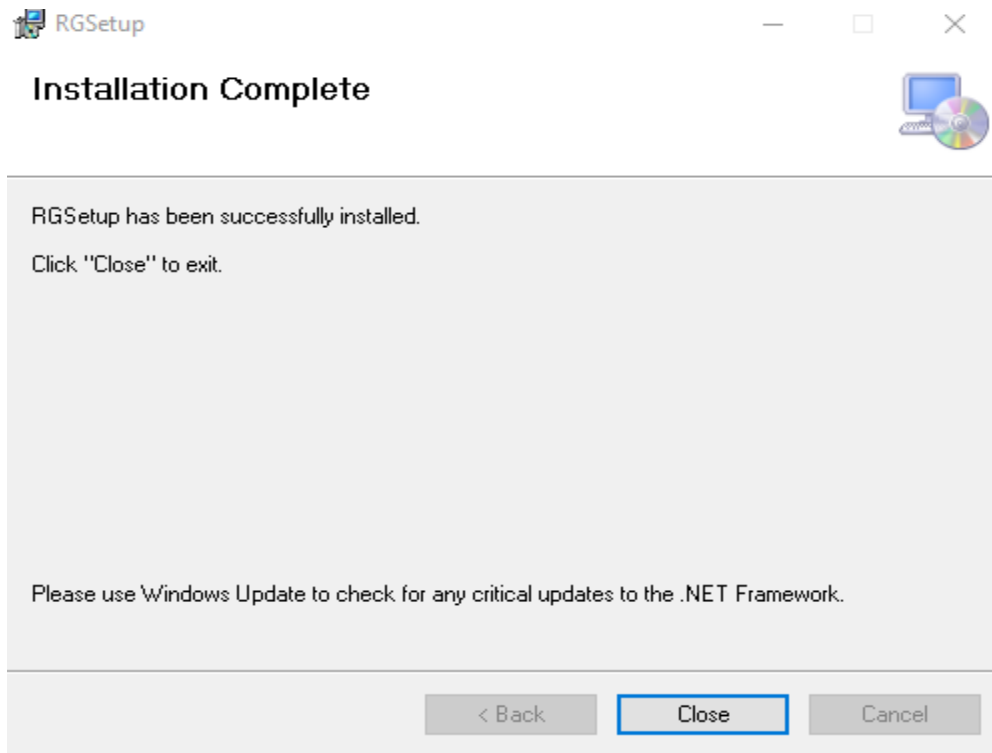
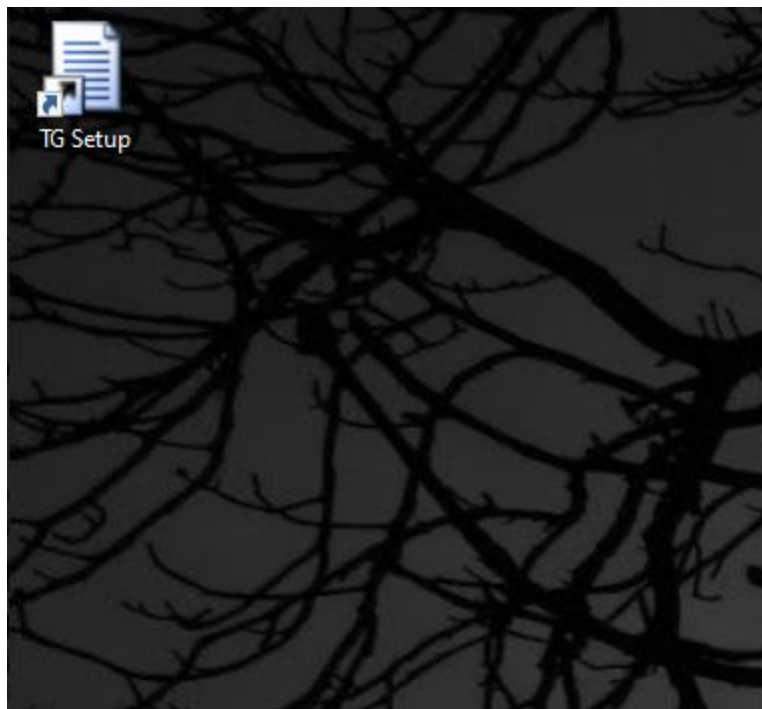10. Click on this icon on the Desktop to start the program

11. You will get the below screen.
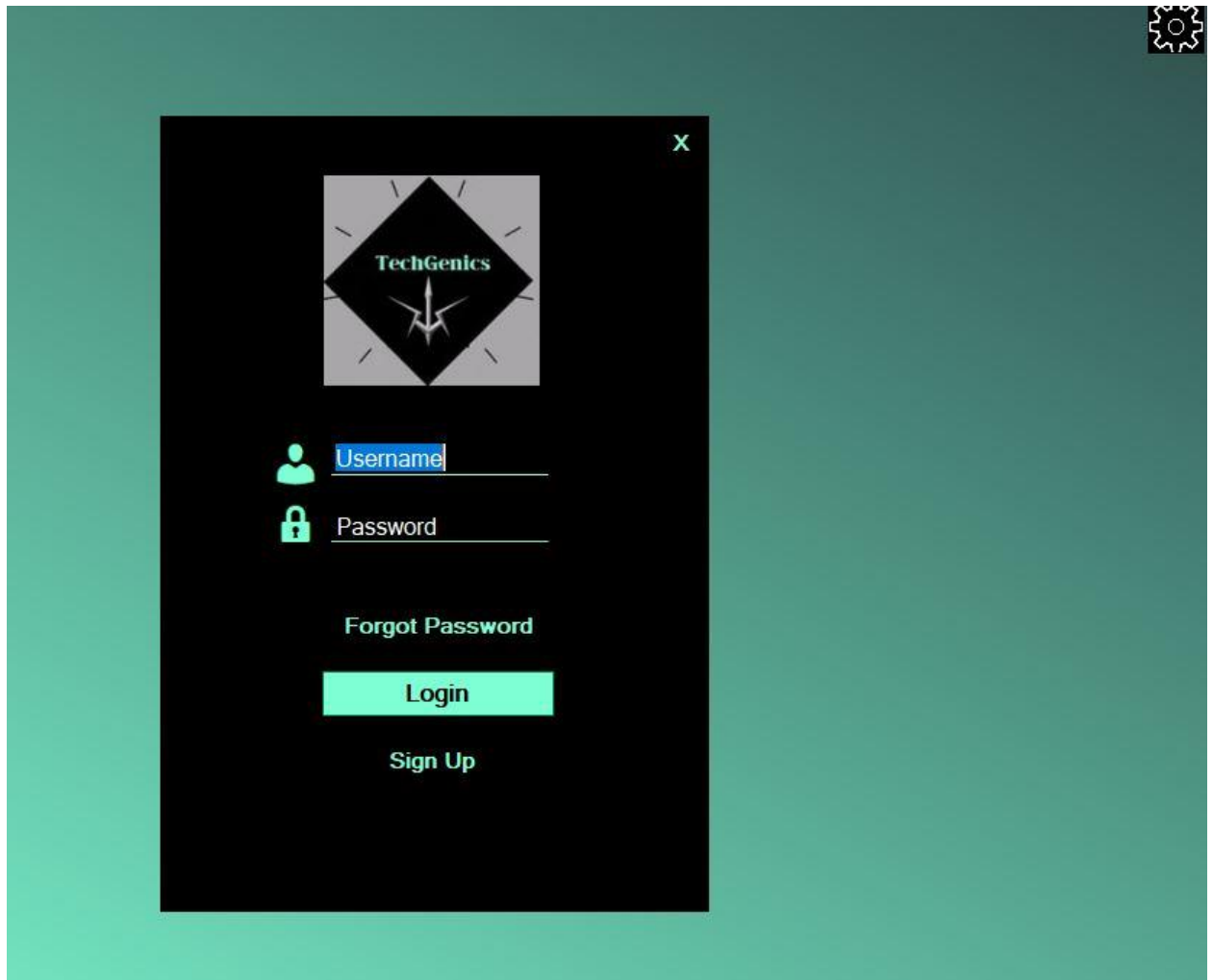
12. Congratulations, you have install the project management system. Now you can start creating an account, projects and add members

Client Computer

Requirements

Specifications	Value
Operating System	Windows
Processor	X64 1.4GHz
Hard Disk	6Gb
Connectivity	LAN
Memory	512mb

## Installation

Refer to <u>Installation</u>, the main difference between an installation of the host and client is that the host's installation includes the installation of the SQL Server express whilst the installation on the client machine does not.

User Manual

This user manual is aimed at assisting the users to be able to use the project management tool.

Login Screen

The below screen will appear after the program has been run, we will be looking at the four controls that will help the user to login, signup change color scheme and to also recover their passwords
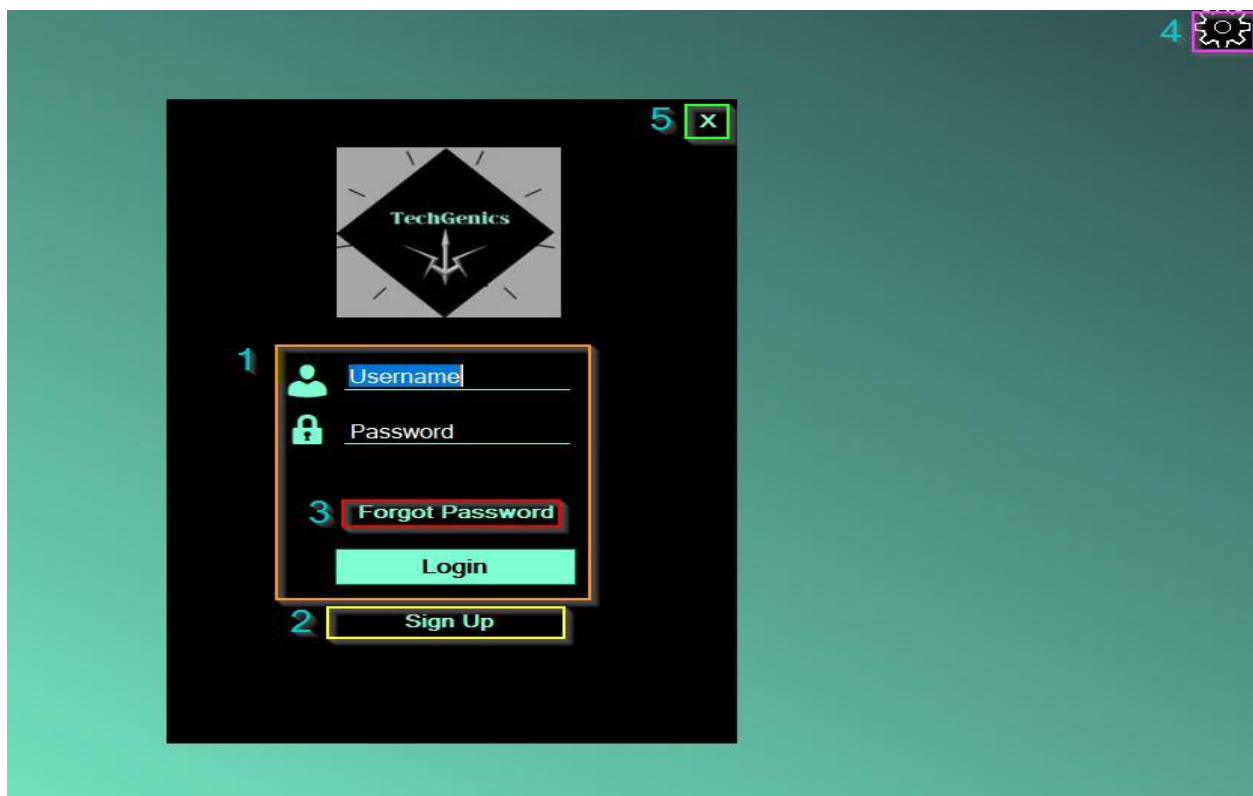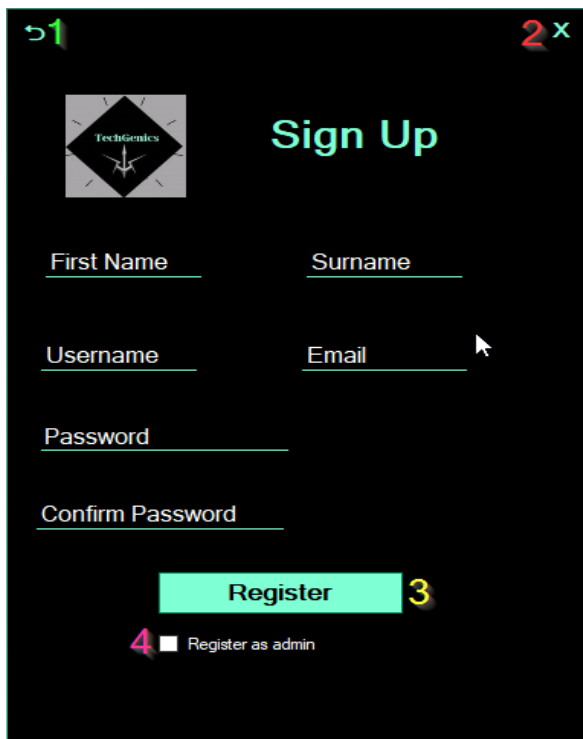

1. User Login

A user who has successfully signed/registered up on the system will be required to provide his/her set username and password to be able to proceed.

Once the user has successfully logged in, the <u>Main Screen</u> will appear

2. User Registration

During user registration, the user is able to provide his/her details for account registration on the database.


1. Once clicked, the user will go back to the previous screen
2. Once clicked, the program will be closed
3. Once clicked, the details provided will be submitted for account creation to the database
4. Tick if you would like to register user as admin with the provided details

3. User forgot password

A password recovery feature used to recover your forgotten password

4. Settings

a.
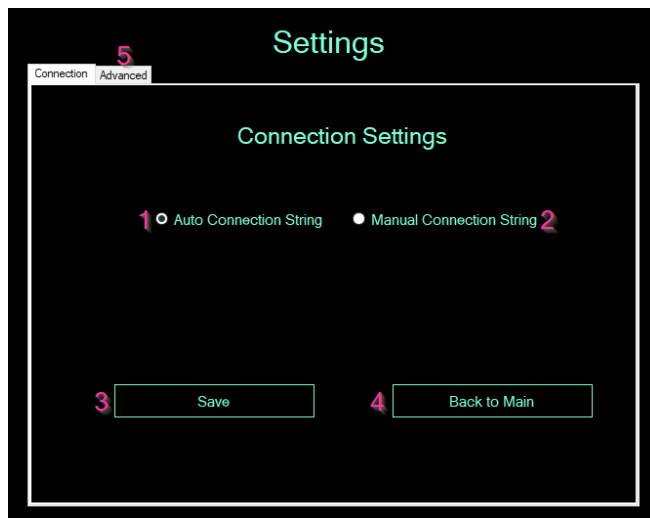
1. Tick if you would prefer the system to automatically configure the connection to the database
2. If ticked, you will be required to provide a full connection string to the sql server database
3. Click save, to apply the set preferences.
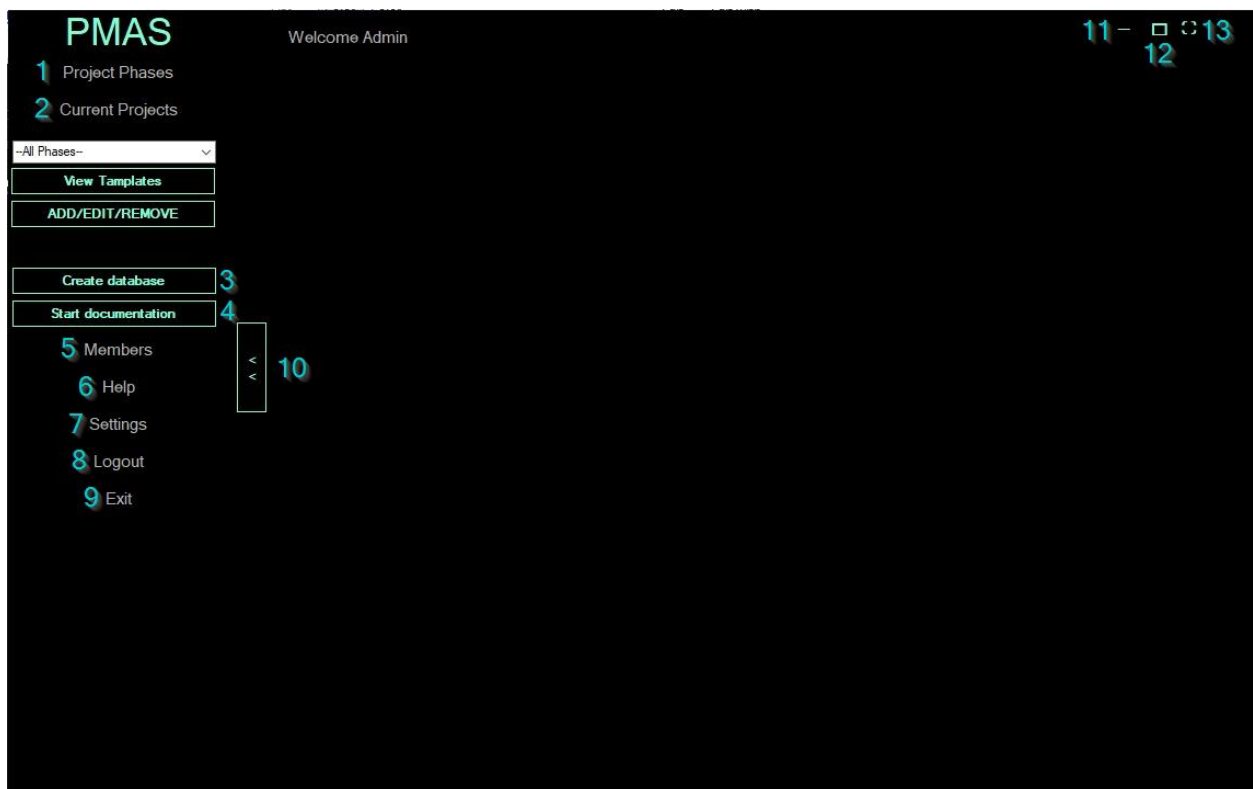4. Click to back to the Login Screen

b.

1. If ticked, the color scheme of the system will switch from dark to light
2. If ticked, the color scheme of the system will switch from light to dark
3. Click save, to apply the set preferences
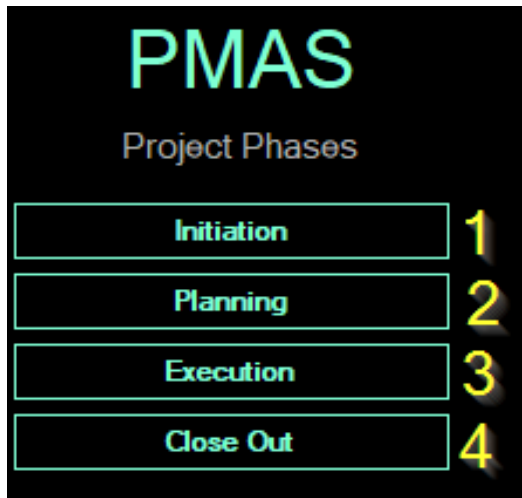
Main Screen

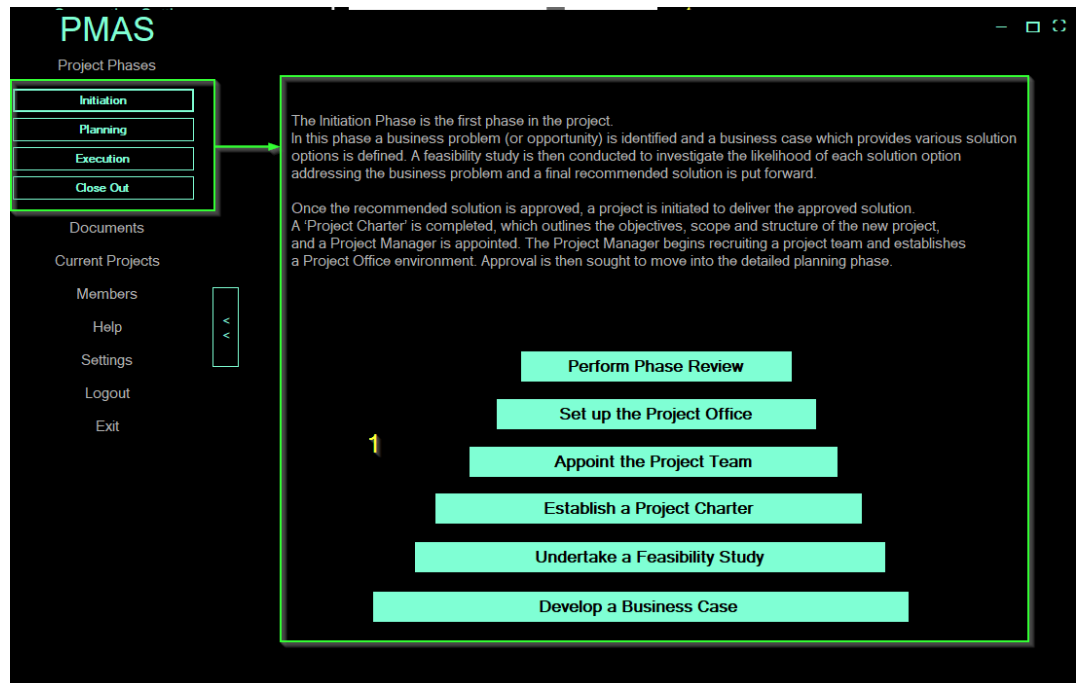This is the main screen of the system.

1. Project Phases

   Once clicked, a dropdown of project phases will appear for you to select the project phase you wish to view its content

   1. When option 1-4 is clicked, the relevant details of that project phase will be displayed on the display section, you will also be able to view the content/steps of each project phase.

1.	When any step is being selected to be viewed, its key roles will be displayed. A template of the relevant step of the project phase will be available to be used when 2 is clicked.
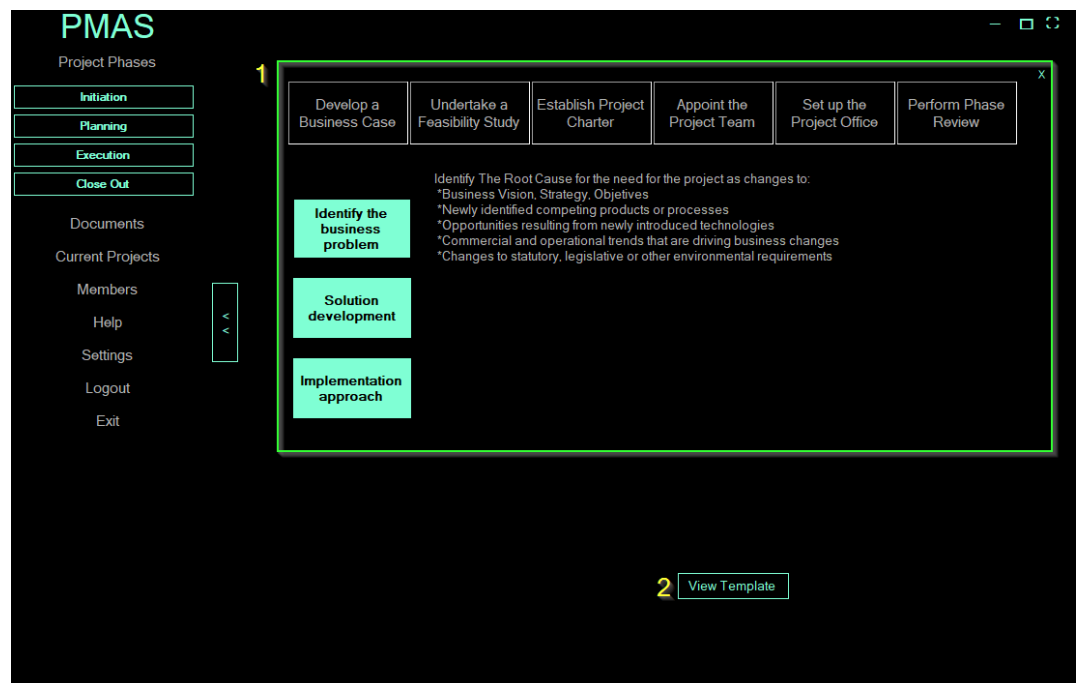
2. Current Projects

Once clicked, a drop down of existing projects will be display, together with an option to create a new project.
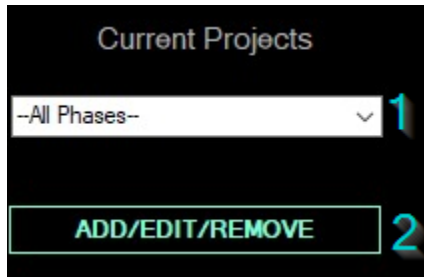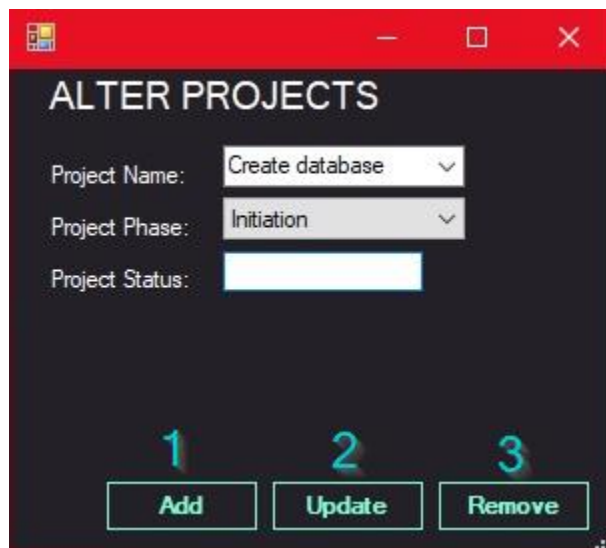

1. When clicked, a dropdown list of Project phases will be displayed to allow the user to select the project phase they want to work on.

2. When clicked, a window of options of adding, editing or removing will be displayed

   1. When clicked, the set Project Name, Project Phase and Project Status will be created then saved to the database.
   2. When clicked, an existing project will be updated with the set details.
   3. When clicked, an existing project will be removed from the database and all users will not have any access to it

3. Create Database (Project Name)

   Once clicked, the project will be displayed depending on the select phase on Current Projects, together with its created tasks. A drag and drop functionality is also provide to allow you to move a task from one state to another.
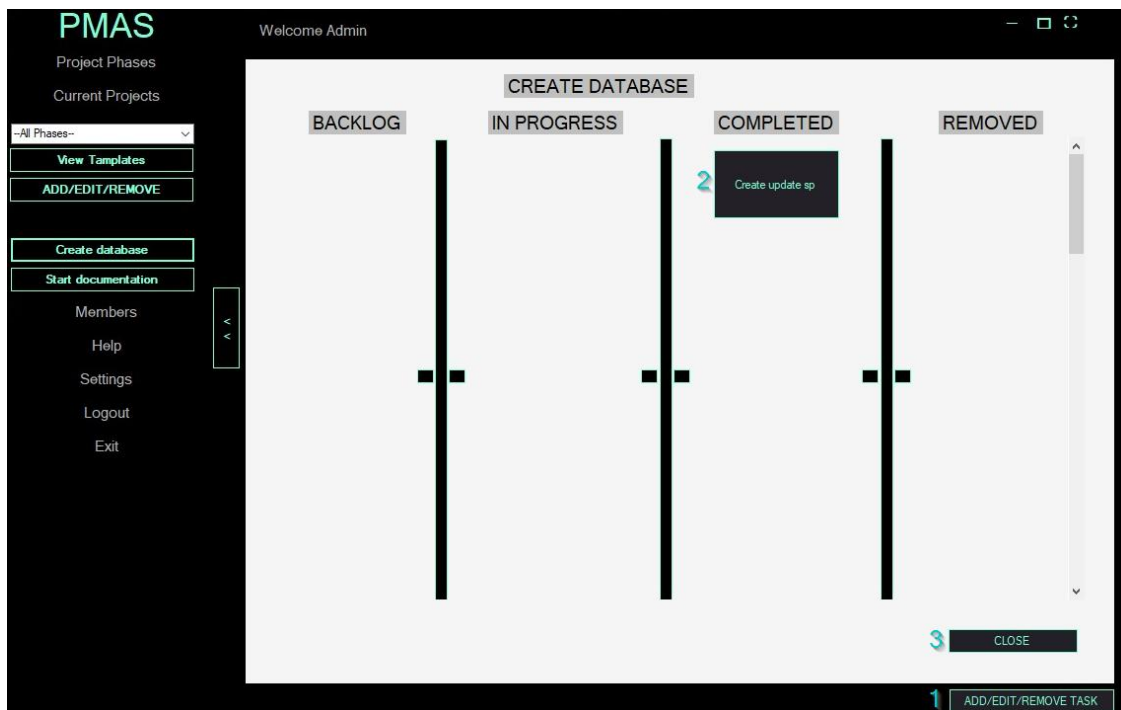
1. When clicked, a window will be displayed to allow you to create, edit or remove a task to an existing project.

1. When clicked, a new task will be added to the select project with all the specifications made by the user on the available options.

2. When clicked, an existing task will be updated with your specifications made.
3. When clicked, an existing task will be deleted and removed from the project.

2. When clicked, the functionality provided on 1 will be available for you to add, edit or remove the selected task

3. When clicked, the currently opened project will be closed and all the work done will be saved to the database

4. Start Documentation

Once clicked, a window will be displayed to allow you to select which option to choose for modifying a project template document.

a. Create new document
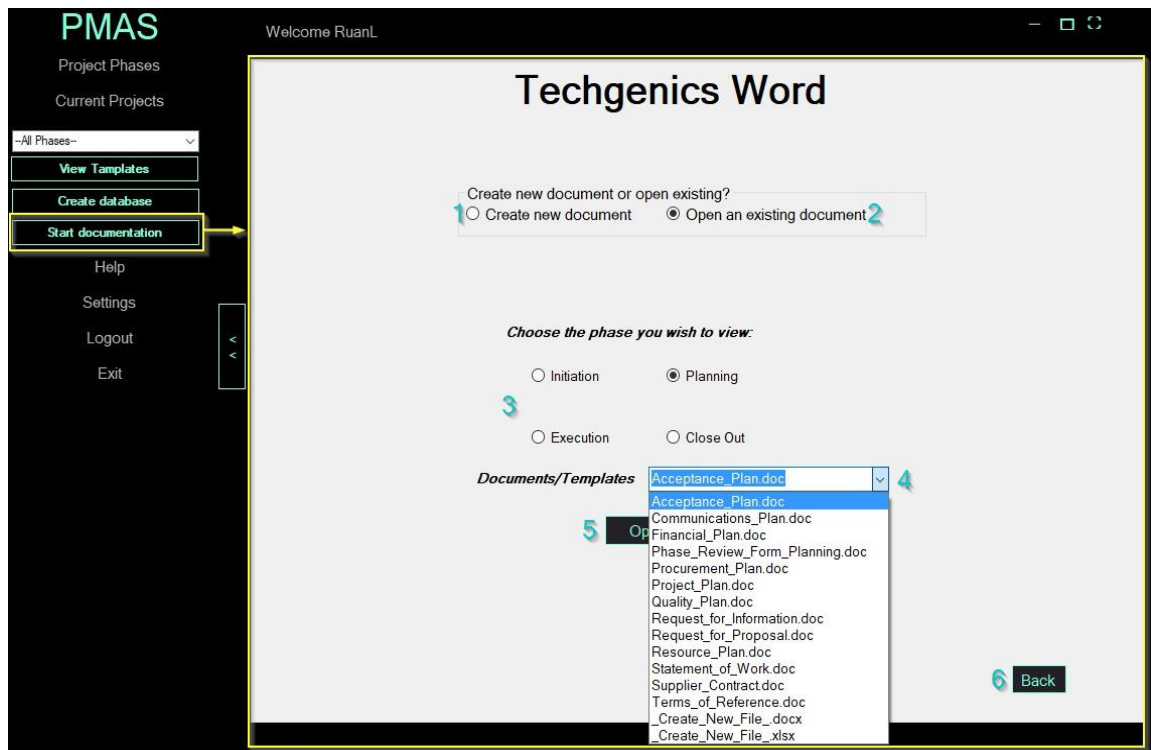

1. If selected, a new project file will be created.
2. If selected, an already existing project template will be used.

3. If selected, a word document will be created
4. If selected, an excel document will be created
5. When selected, a project phase should be chosen from the dropdown list of the phase this document will be assigned under.
6. When clicked, assuming that all options were specified. The document will be created with all the specifications made. Once done, the document will be opened up.
7. When clicked, this window will be closed.

b. Open Existing Document

1. If selected, a new project file will be created.
2. If selected, an already existing project template will be used.
3. Options to select project phase of which template to use
4. Options of templates available to select under the selected project phase.
5. When clicked, the selected template will be opened
6. When clicked the current window will be closed.

5. Members

Once clicked, a drop down of existing members will be displayed, also an option to add a new member to a project will be displayed
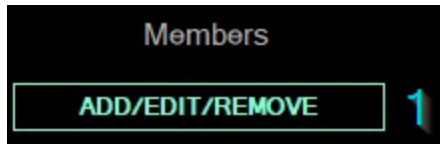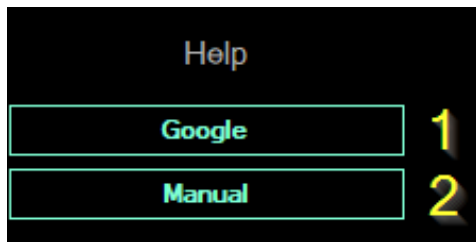
1. Once clicked, a window will be displayed with options and permissions that can be assigned and set for a user.


1. When clicked, a new user will be added to the currently selected project with permissions assigned to him/her.
2. When clicked, an existing user's details or permissions to a project will be updated.
3. When clicked, the permissions or user will be revoked or removed from the project

6.   Help

Once clicked, a dropdown of options that can help or assist you will be displayed

1. When clicked, a window with the google will be displayed for quick browsing
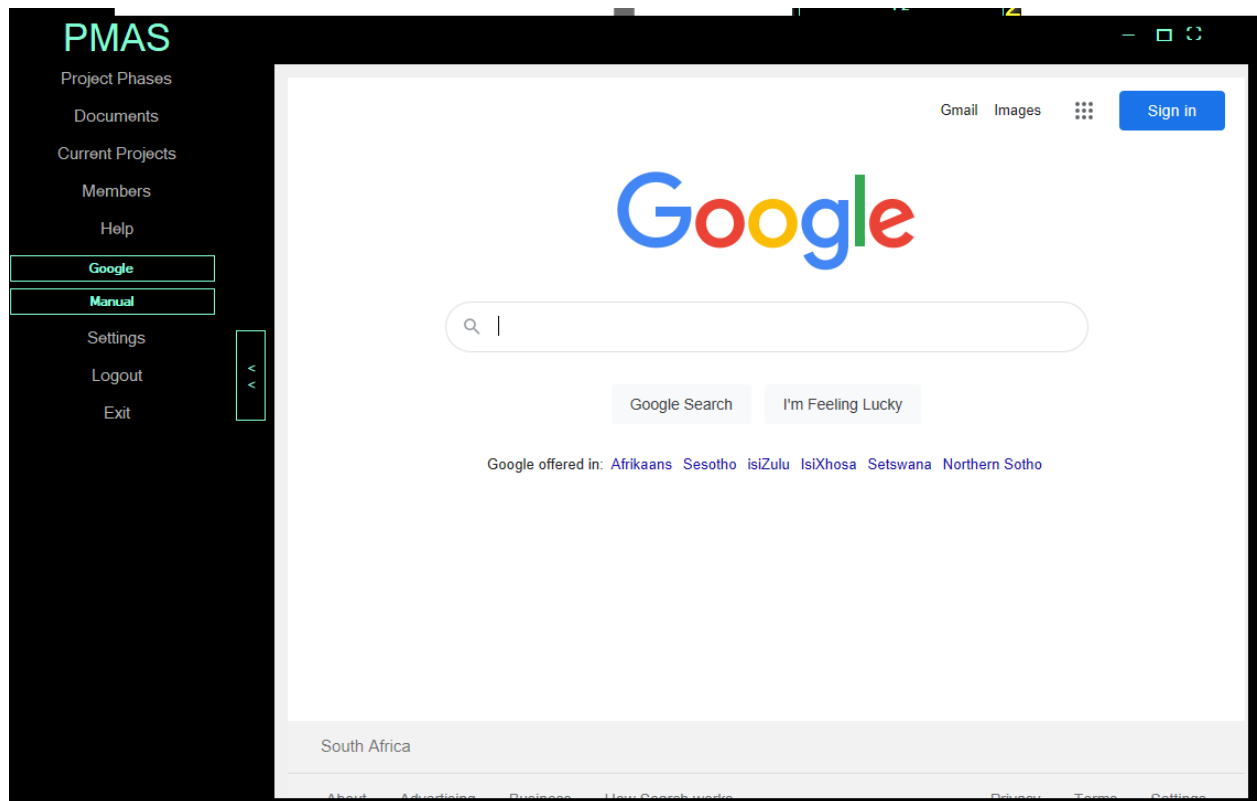
2. When clicked, this document will be opened up.

7. Settings

When clicked, the Settings window will be displayed

8. Logout

When clicked, the Login Screen window will be displayed

9. Exit

When clicked, the program will be terminated

10.   Sidebar Toggle

When clicked, the sidebar with all the controls will be toggled to hiden or shown

11.   Minimize

When clicked, the program will not be displayed on the screen but would be running in the background

12.   Compact View

When clicked, the program will displayed in a compact view

13.   Maximize

When clicked, the program will be displayed in full screen view