

# The 'Project Tracker' Manual

## Overview of the 'Project Tracker'

**What does it do?** This application will allow you to track the time your team members spend on different projects

**How is the data saved?** The data is saved as a CSV file

**What data is saved?** Employee Name, Project Name, Date, and Hours Worked on project

**How do I enter the data?** The data is entered via the user input interface

**Do I have to create the CSV file?** The application will create the file for you

**Can I change or delete entries?** Entries may be deleted and re-entered with the appropriate changes

## Step by step guide to using the application

### 1) Once you run the application the initial page will give you simple instructions

This program keeps track of number of hours each employee has worked on a specific project. Employee and project names should only contain letters.  
Dates should be entered as 01/01/2021 and hours worked per project as decimals  
- for example 3.5 represents 3 and a half hours.  
Add a new project name to the project list before adding it as a new entry.

### 2) The application will then print the following messages when you first run it. These inform you that a file does not currently exist and there are no employee-hour entries or projects in the lists

```
-----  
File does not currently exist or is empty.  
A file will be created once you save your entries.  
-----
```

```
----    Current entries are:    ----  
There are no entries in the list.  
-----
```

```
----    Current projects are:    ----  
There are no projects in the list.  
Before adding new entries, add projects  
using MENU OPTION 6.  
-----
```

**3) It will then print the menu of options and guide you to enter a project name**

```
-----  
There are no projects in the list. Please enter a project name before starting to track employee work hours on a project.  
  
----    Current projects are:    ----  
There are no projects in the list.  
Before adding new entries, add projects  
using MENU OPTION 6.  
-----  
Are you sure you want to add a new project name? (y/n) -
```

**4) Once you enter 'y' you can enter the name of your project**

```
-----  
Are you sure you want to add a new project name? (y/n) - y  
Enter name of new project:  
-----
```

- 5) Once you enter the project name, you will be able to start entering employee-hours in the Project Tracker by choosing option '1'

Menu of Options:

- 1) Add a new entry
- 2) Delete an existing entry
- 3) Save data to CSV File
- 4) Reload data from CSV File
- 5) Show list of all entries
- 6) Show & add to project list
- 7) Exit program

Enter name of new project: *ETL*

New project was added to list of projects

Press the [Enter] key to continue.

Menu of Options:

- 1) Add a new entry
- 2) Delete an existing entry
- 3) Save data to CSV File
- 4) Reload data from CSV File
- 5) Show list of all entries
- 6) Show & add to project list
- 7) Exit program

-----  
Which option would you like to perform? [1 to 7] - |

- 6) You will see inputs for entering employee name, project name, date (in the correct format) and number of hours worked on the project

```
-----  
Which option would you like to perform? [1 to 7] - 1
```

```
Enter employee name: Bill Smith
```

```
Enter project name: ETL
```

```
Enter date in 01/01/2020 format: 08/26/2021
```

```
Enter number of hours: 5
```

```
New entry was added to list.
```

```
Press the [Enter] key to continue.
```

- 7) If the entries are in an incorrect format, you will see the following message

```
Enter employee name: Bill 123
```

```
Enter project name: Web Planning
```

```
Enter date in 01/01/2020 format: 02/1/20
```

```
Enter number of hours: 5
```

```
The project name was not in the list of projects.
```

```
Check for correct spelling
```

```
or add project to list of projects first.
```

```
Data rejected. Employee and process names should only contain letters.
```

```
Dates should be entered as 01/01/2021 and be valid.
```

```
Hours worked should be entered as decimals.
```

```
Press the [Enter] key to continue.
```

**In this example the project name was not in the project list; the employee's last name was entered as digits, and the date was formatted incorrectly. Therefore, the entry was rejected**

- 8) Menu of options: allows you to add or delete an entry  
save data to a comma separated values (CSV ) file  
read data from a CSV file  
show list of all entries  
show and add to project list  
EXIT**

**Menu of Options:**

- 1) Add a new entry
- 2) Delete an existing entry
- 3) Save data to CSV File
- 4) Reload data from CSV File
- 5) Show list of all entries
- 6) Show & add to project list
- 7) Exit program

- 9) Once you have added the entries choose option 3 to save data to file.  
The next time you start the application will automatically read the  
entries from the file and sort the entries based on the project names**

```
Data read from file.
-----
---- Current entries are: ----
Entry # | Project Name | Hours Worked | Date | Employee Name
1 | DB Review | 3.5 | 1/1/2020 | Cosimo Cheverell
2 | DB Review | 4.75 | 1/1/2020 | Debbie Trusler
3 | DW Implementation | 4.5 | 1/2/2020 | Jackie Boshere
4 | DW Implementation | 4.75 | 1/4/2020 | Modesty Rableau
5 | DW Implementation | 6.75 | 1/6/2020 | Margaretha Novik
6 | DW Planning | 3.75 | 1/2/2020 | Giff Tinwell
7 | DW Test | 0.75 | 1/3/2020 | Margaretha Novik
8 | DW Test | 8.75 | 1/3/2020 | Margaretha Novik
9 | Document Update | 3.75 | 1/2/2020 | Drusi Cluett
10 | Document Update | 4.75 | 1/3/2020 | Cosimo Cheverell
11 | ETL | 7.75 | 1/1/2020 | Olivero Coping
12 | ETL | 5.25 | 1/4/2020 | Jackie Boshere
13 | Login Update | 2.75 | 1/1/2020 | Adler Reames
14 | Web Logging Addon | 6.75 | 1/2/2020 | Debbie Trusler
15 | Web Site Review | 7.5 | 1/5/2020 | Lukas Bole
16 | Web Site Review | 7.25 | 1/6/2020 | Debbie Trusler
```

**... and the print a project list of your current projects**

```
-----  
----      Current projects are:      ----  
DB Review  
DW Implementation  
DW Planning  
DW Test  
Document Update  
ETL  
Login Update  
Web Logging Addon  
Web Site Review  
-----
```

**10) Option 2 allows you to delete an existing entry**

```
-----  
Which option would you like to perform? [1 to 7] - 2  
  
Enter the entry number to remove: 15  
The entry you chose to remove is:  
15 | Web Site Review | 7.5 | 1/5/2020 | Lukas Bole  
Are you sure you want to delete this entry? (y/n) - y  
Entry was removed.  
  
Press the [Enter] key to continue.
```

**11) Option 4 allows you to reload data from the file. However, any entries since the last file save will be lost**

```

-----
Which option would you like to perform? [1 to 7] - 4

Warning: Unsaved Data Will Be Lost!
Are you sure you want to reload data from file? (y/n) - y
Data read from file.
----      Current entries are:      ----
Entry # | Project Name | Hours Worked | Date | Employee Name
1 | DB Review | 3.5 | 1/1/2020 | Cosimo Cheverell
2 | DB Review | 4.75 | 1/1/2020 | Debbie Trusler
3 | DW Implementation | 4.5 | 1/2/2020 | Jackie Boshere
4 | DW Implementation | 4.75 | 1/4/2020 | Modesty Rableau
5 | DW Implementation | 6.75 | 1/6/2020 | Margaretha Novik
6 | DW Planning | 3.75 | 1/2/2020 | Giff Tinwell
7 | DW Test | 0.75 | 1/3/2020 | Margaretha Novik
8 | DW Test | 8.75 | 1/3/2020 | Margaretha Novik
9 | Document Update | 3.75 | 1/2/2020 | Drusi Cluett
10 | Document Update | 4.75 | 1/3/2020 | Cosimo Cheverell

```

**12) The entries are saved as a CSV file, that you can share with you colleagues and management**

EntryNum	EmployeeName	ProjectName	FullDate	HoursWorked
1	Cosimo Cheverell	DB Review	1/1/2020	3.5
2	Debbie Trusler	DB Review	1/1/2020	4.75
3	Adler Reames	Login Update	1/1/2020	2.75
4	Olivero Coping	ETL	1/1/2020	7.75
5	Debbie Trusler	Web Logging Addon	1/2/2020	6.75
6	Drusi Cluett	Document Update	1/2/2020	3.75
7	Jackie Boshere	DW Implementation	1/2/2020	4.5
8	Giff Tinwell	DW Planning	1/2/2020	3.75
9	Margaretha Novik	DW Test	1/3/2020	0.75
10	Margaretha Novik	DW Test	1/3/2020	8.75
11	Cosimo Cheverell	Document Update	1/3/2020	4.75

## Summary of feature of the ‘Project Tracker’

**Track:** Employee Name, Project Name, Date, and Hours Worked on project

**Add and delete entries:** using a user-friendly interface

**Save entries as:** a CSV file

**Sort entries:** based on alphabetical order of project names

**We look forward to your feedbacks on how we can better fulfill your requirements. Please visit us at [ProjectTracker.org](https://ProjectTracker.org)**