

User's manual

User and customer parts

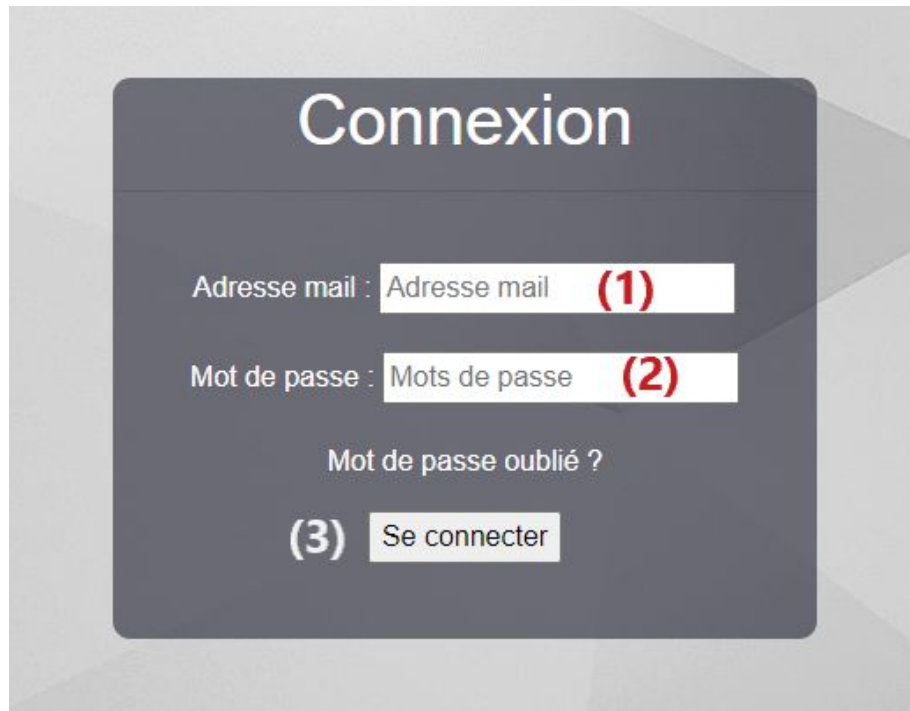
June 2020

Concept&Co

Log in	3
Forgotten password	3
Your profile	4
Change your informations	4
Options about your account	4
Deactivated your account	4
User's part	4
Projects' management	4
Create a project	4
Modify a project	5
Archive a project	5
Delete a project	5
Tasks' management	5
Create a task	5
Modify a task	6
Archive a task	6
Delete a task	6
Users' management	6
Create an user	6
Modify an user	6
Deactivate an user	7
Teams' management	7
Customer's part	7
Teams' management	7
Tasks' management	7

I. Log in

- To access in the management website, you have to go to the login page.
- Enter your email **(1)** and password **(2)** created during the registration, in the related fields.
- When it's done, click on "*Se connecter*" **(3)**.
 - If all the fields are correctly completed, you will be guide to the homepage.
 - If there is a mistake, an error message appears and invite you to restart.



Connexion

Adresse mail : Adresse mail **(1)**

Mot de passe : Mots de passe **(2)**

Mot de passe oublié ?

(3) Se connecter

II. Forgotten password

- If you have forgotten your password, go to the login page.
- Click on the link "*Mot de passe oublié ?*" (Forgotten password ?)
- A form will appear, put your email, first name and last name.
- If it is correct, a new open will open. Click on the link.
- It is the last form which ask you your new password and its confirmation.
- Caution: your password should have, at least:
 - a capital letter
 - a minuscule
 - a number
 - a special character
 - 8 characters

III. Your profile

- With the aim of access to your profile's parameters, click on the *"My account"* tab.

1. Change your informations

- If you want to modify the informations about your account, click on the button *"Modify"*.
- Change the informations needed, then click on *"Submit"*.

2. Options about your account

- If you need to change the language of the website, click on *"Anglais"* or *"Français"*, on the top of all the pages.
- If you are visual impairment, click on *"Visual impaired"*.

3. Deactivated your account

- If you want to deactivated your account, you can do to that:
 - from the *"Accounts' management"*:
 - go to the page.
 - click on the green button which corresponding to your account.
The circle will be red.
 - from *"My account"*:
 - go to the page.
 - click on the button *"Deactivate the account"*.

IV. User's part

1. Projects' management

a. Create a project

- To create a project, click on the *"Add a project"* tab.
- Enter all the informations needed in the form.
- While it is done and all the fields are correctly fulfilled, press *"Submit"*.

b. Modify a project

- If you need to modify the project's progress:
 - On the *"Homepage"*, click on the project's name.
 - You will be guided to the project's page and all its informations.
 - Click on the button *"Status"*.
 - Select the correct value, then push *"Submit"*.

- If you wish to change the informations, other than the progress:
 - On the *"Homepage"*, click on the project's name.
 - You will be directed to the project's page.
 - Press the button *"Modify the project"*.
 - Change the necessary informations, then validate.

c. Archive a project

- A project is considered as an archives and be visible on the *"Projects' archive"* tab, its progress should be passed in *"Finished"*.
- To modify a project's progress, go to the project's page and push the button *"Status"*.
- Choose the option *"Finished"* and submit.
- The project will be now considered as an archives.

d. Delete a project

- The removal of a project is directly manage on the page of the concern project.
- In a first place, you have to go to this page - on the homepage, click on the project's name.
- When it is done, simply press the button *"Delete the project"*.
- The project, but also its linked tasks, will be definitely remove.

2. Tasks' management

a. Create a task

- A task is always linked to a specific project.
- Consequently, to add a task, you have to go to the project's page and click on *"Add a task"*.
- Fill the form with all the informations needed and finally push *"Submit"*.

b. Modify a task

- If you need to modify a task, go to the homepage and press the project's name.
- The task's page will opened.
- If you want to change the task's progress:
 - Click on the button *"Status"*.
 - Choose the right option and submit.
- If you want to modify an other information:
 - Push *"Modify the task"*.
 - Replace the informations wished
 - Then validate.

c. Archive a task

- A task is archived and visible in the *"Tasks' archive"* tab, the progress has to be on *"Finished"*.
- If you have to change the progress, go to the task's page and push *"Status"*.
- Select the option *"Finished"* and submit.
- The task is regarded as finished and an archives.

d. Delete a task

- The deletion of a task is directed on its page.
- So first, go to this page.
- When you are in, just press *"Delete the task"*.
- The task is now definitely deleted.

3. Users' management

For this part, the management takes place on the *"Accounts' management"* tab.

a. Create an user

- When you are on the accounts' management page, you just have to press the button *"Add an user"*.
- Fill the form correctly and submit.

b. Modify an user

- On the accounts' management page, push the button *"Modify"* next to the user you have to modify.
- When the form is loaded, change the informations needed and validate.

c. Deactivate an user

- To deactivate an user's account, you just have to press the green circle (which means "the account is activated") just on the user's line. The circle's colors is now red (means that the account is deactivated).
- In the same way, you just have to press the red circle to activate an account. The circle become green, that signal that the account is activated.

4. Teams' management

- To see the differents teams and their composition, press the "*Teams*".

V. Customer's part

1. Teams' management

- On the homepage, you can see all the projects that are not archives.
- Just click on the project's name and you will be directed to the project's informations.

2. Tasks' management

- Just click on the task's name and you will be directed to the task's informations.