

Tutorial : how to use the Time- manager platform

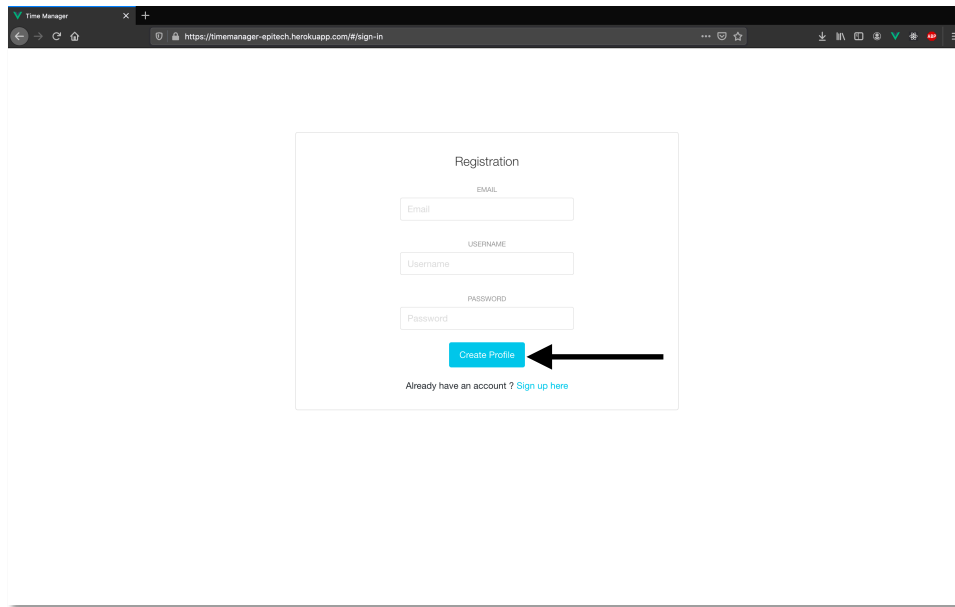
1. Sign in and sign up	2
1.1. I don't have an account	2
1.2. I already have an account	2
2. Manage my account	3
2.1. Modify my informations	3
2.2. Delete my account	3
3. Manage my teams (only for managers)	4
3.1. Create a team	4
3.2. Add a user in a team	4
3.3. Remove a user from a team	5
3.4. Delete a team	5
4. Manage my working time	6
4.1. Add a working time	6
4.2. Modify a working time	6
4.3. Delete a working time	7

1. Sign in and sign up

1.1. I don't have an account

If you don't have an account you must create one in order to use the platform. Fill your informations in the form and create your profile.

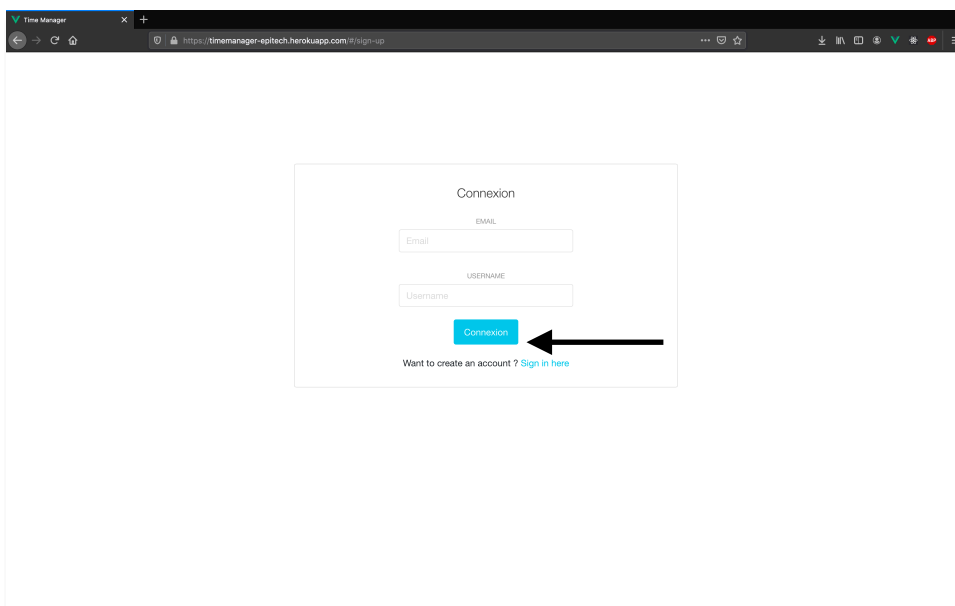
We advise you to use your professional email address to create your account



The screenshot shows a web browser window with the URL <https://timemanager-epitech.herokuapp.com/#/sign-in>. The page displays a "Registration" form with the following fields: EMAIL (with a placeholder "Email"), USERNAME (with a placeholder "Username"), and PASSWORD (with a placeholder "Password"). Below these fields is a blue button labeled "Create Profile". A black arrow points to this button. At the bottom of the form, there is a link that says "Already have an account ? [Sign up here](#)".

1.2. I already have an account

If you created an account before you can fill your signup data and click on the button to access the platform.



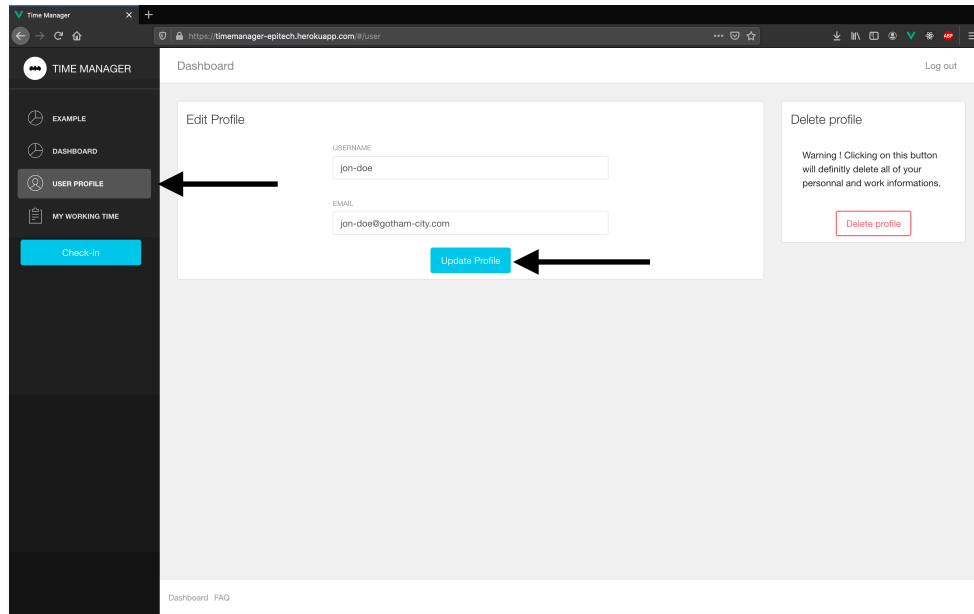
The screenshot shows a web browser window with the URL <https://timemanager-epitech.herokuapp.com/#/sign-up>. The page displays a "Connexion" form with the following fields: EMAIL (with a placeholder "Email") and USERNAME (with a placeholder "Username"). Below these fields is a blue button labeled "Connexion". A black arrow points to this button. At the bottom of the form, there is a link that says "Want to create an account ? [Sign in here](#)".

If you don't have an account go to : [1.1 I don't have an account](#).

2. Manage my account

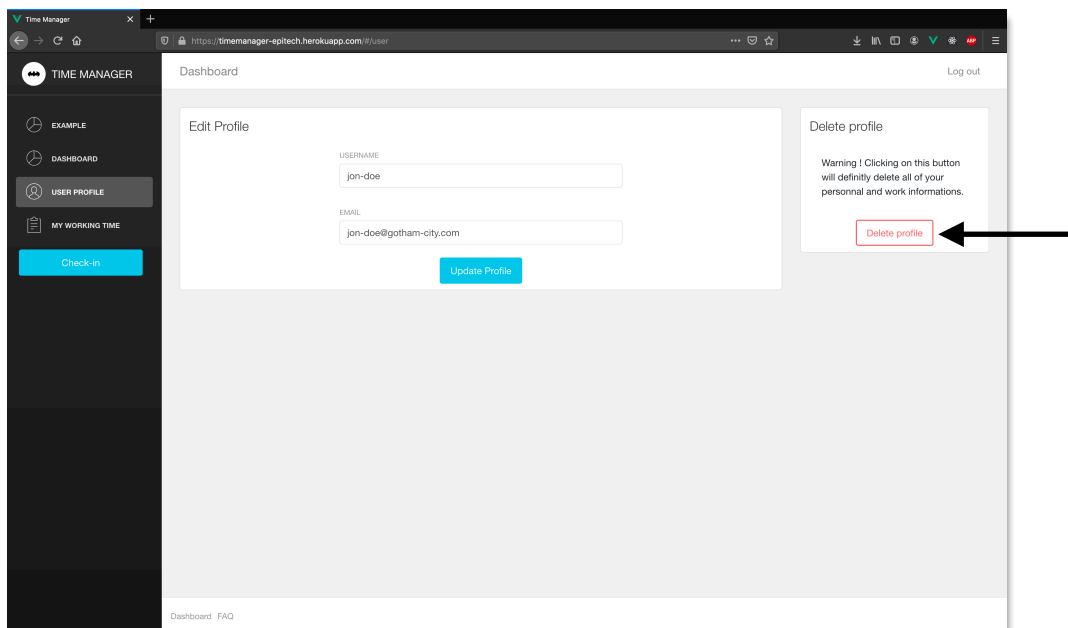
2.1. Modify my informations

To modify your informations you must go in the *USER PROFILE* section. You can edit your email and username. To submit the changes click ont the *Update Profile* button.



2.2. Delete my account

To delete you account you can simply click on the *Delete profile* button.



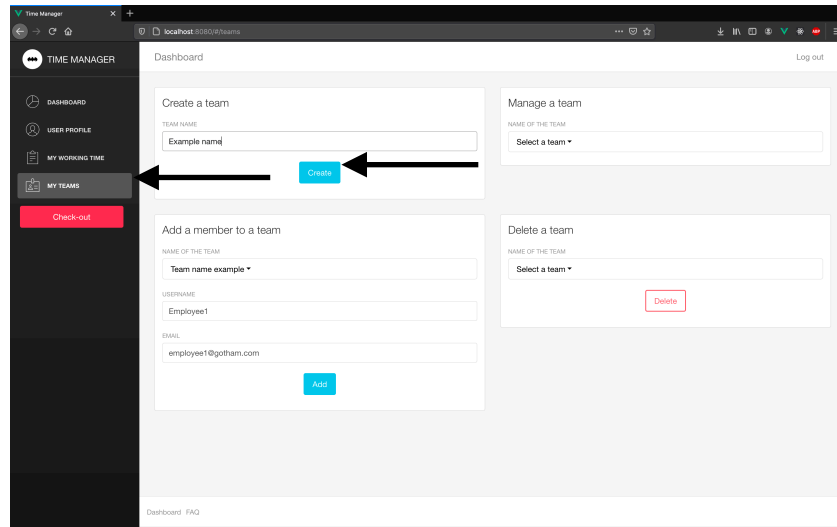
WARNING : this will definitely delete all of your informations and working times.

3. Manage my teams (only for managers)

To perform any action on teams you must be manager or administrator.

3.1. Create a team

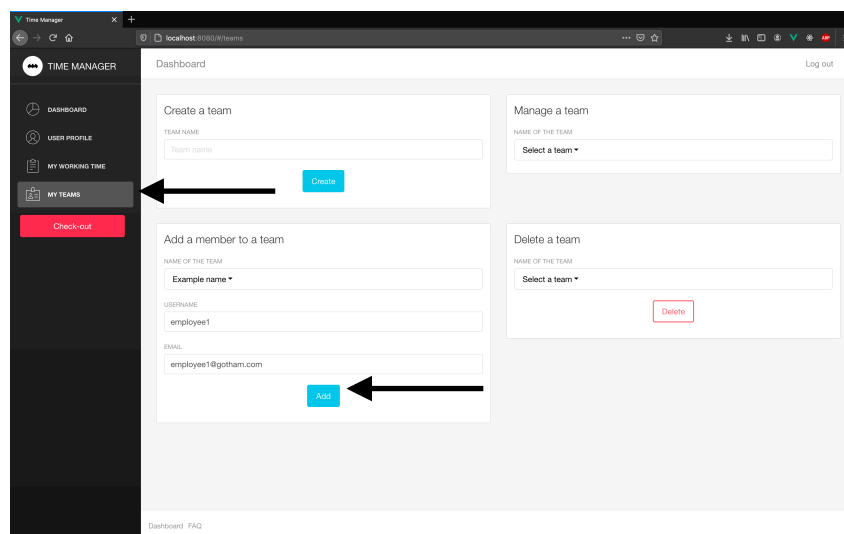
To create a team go on the *MY TEAMS* section. Fill the *team name* field and click on the *Create* button. You can now see your team in the *Select a team* drop-downs.



3.2. Add a user in a team

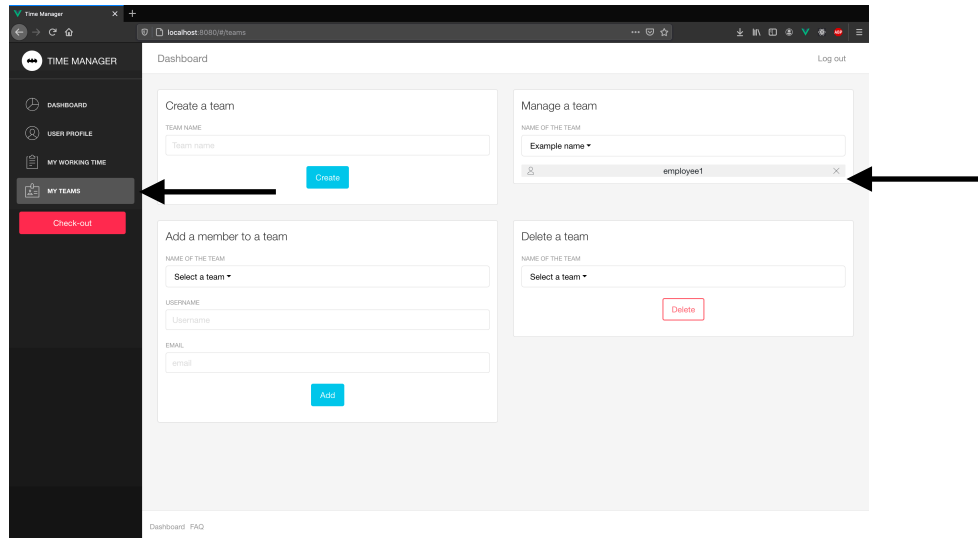
To add a user in a team, go on the *MY TEAMS* section. Select the team you want (you must have created at least one) and fill the employee *username* and *email*. Then, click on the *Add* button.

You can now see the members of the team in the *Manage a team* card.



3.3. Remove a user from a team

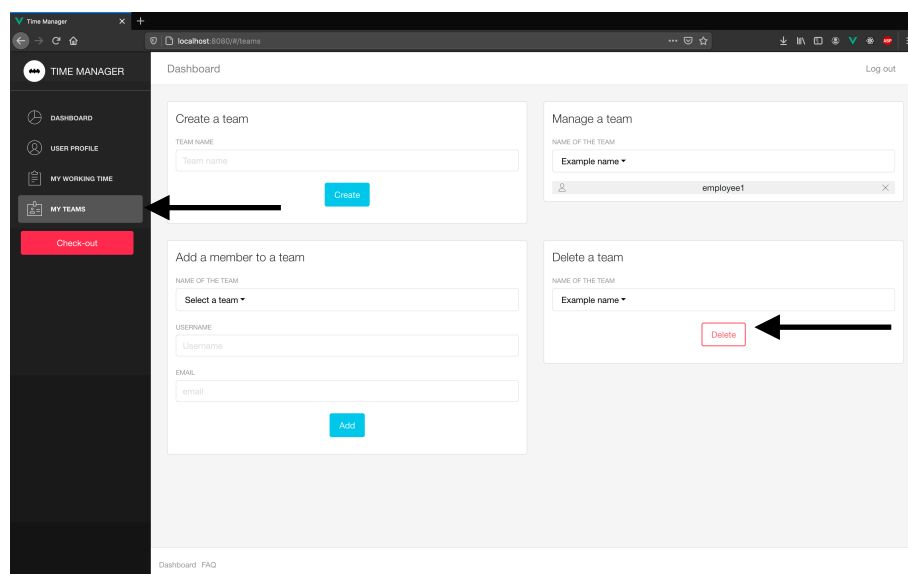
To remove a user in a team, go on the *MY TEAMS* section. Select the team you want (you must have created at least one) and click on the cross next to the employee name. You must have added at least one employee to the team.



3.4. Delete a team

To remove a user in a team, go on the *MY TEAMS* section. Select the team you want and click on the *Delete* button.

WARNING : this will definitely delete all the informations of the team. (The users will be removed from the team but won't be deleted).

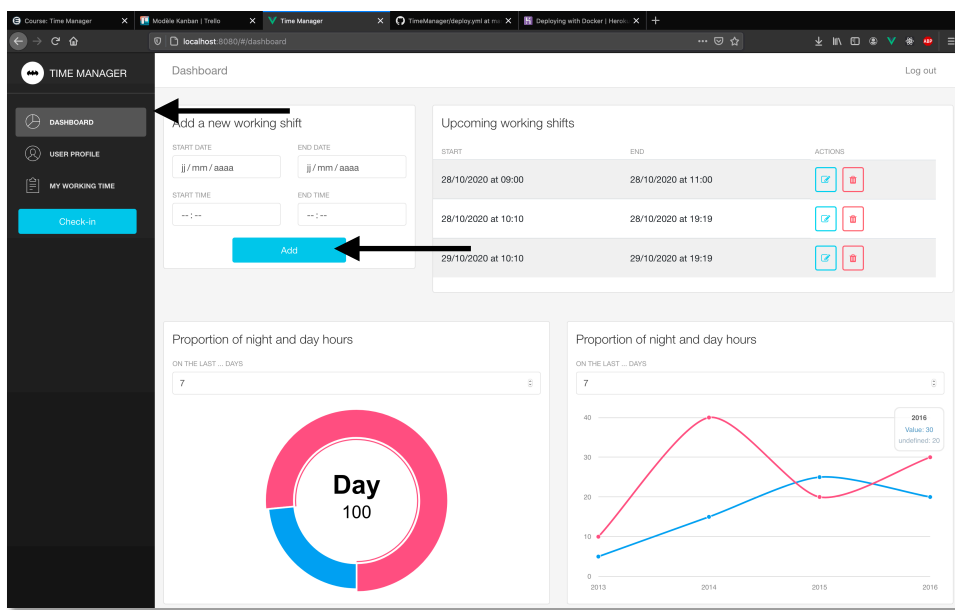


4. Manage my working time


You can see your 3 upcoming working times on the *DASHBOARD* section. If you want to see all of your upcoming working times, go on the *MY WORKING TIMES* section.

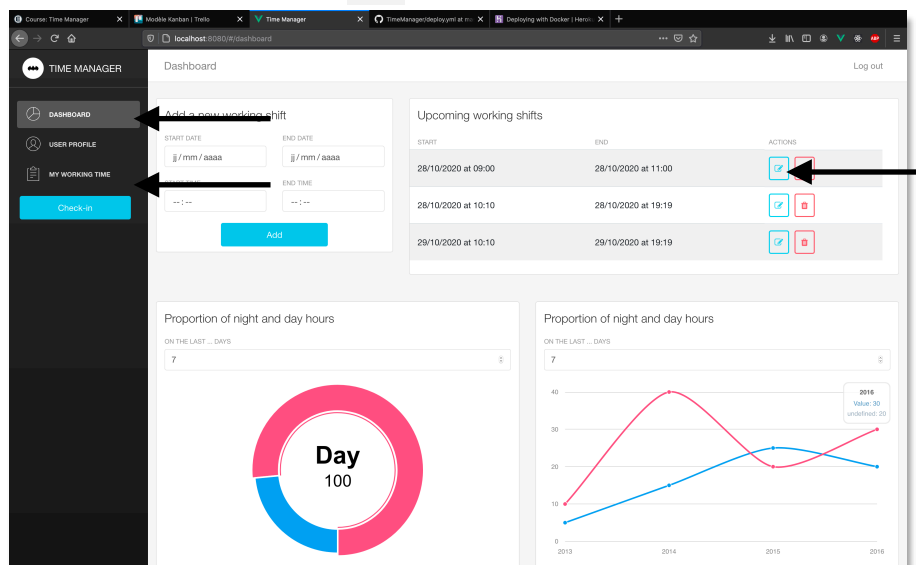
4.1. Add a working time

To add a new working time, go to the *DASHBOARD* section and use the *Add working time* form. Fill the asked informations and click on the *Add* button.




4.2. Modify a working time

To modify a working time, you can go on the *MY WORKING TIMES* or *DASHBOARD* and click on the  button.



A pop-up will open so you can modify the data. To validate, click on the *Modify* button.

4.3. Delete a working time

To modify a working time, you can go on the *MY WORKING TIMES* or *DASHBOARD* and click on the  button.

