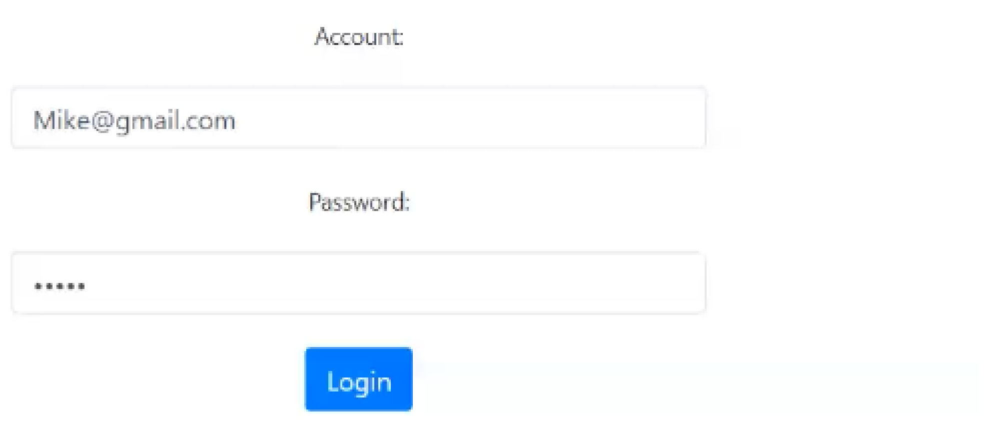
User Guide

Home

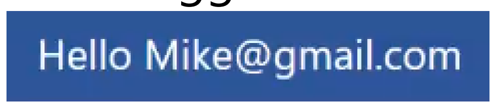
On the home page there are 3 buttons. Click any to go to other modules the application:

- Projects
- Teams
- Allocate

Login



To log in, enter your account name and password, then click the **Login** button.
Once logged in successfully, the user account will be shown in the top right corner.

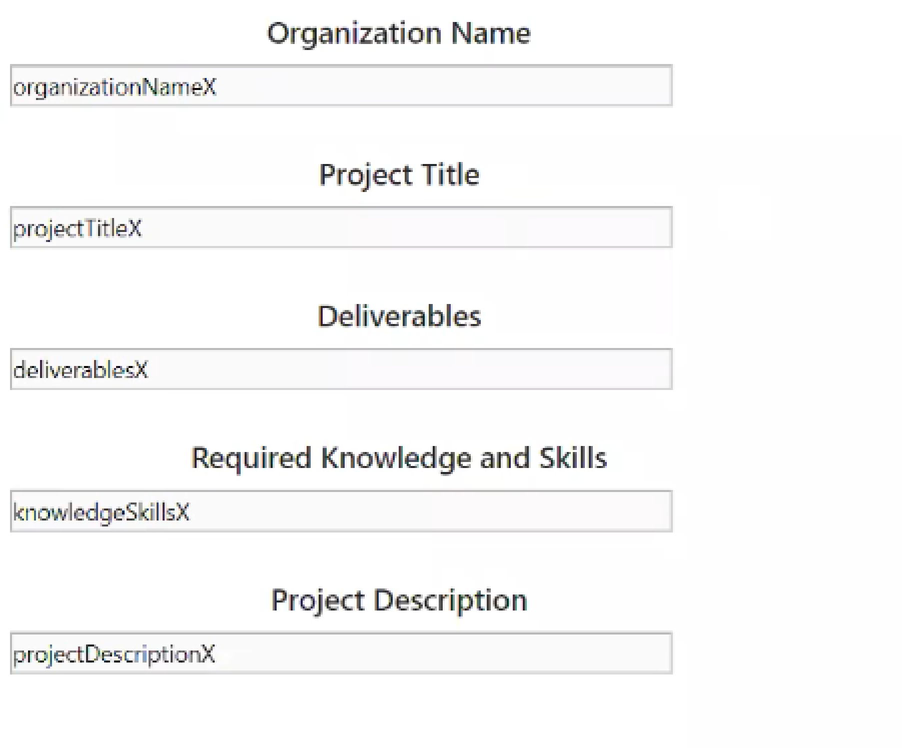


The login page will now display a **Log Out** button which can be used to log out of the account.

Projects

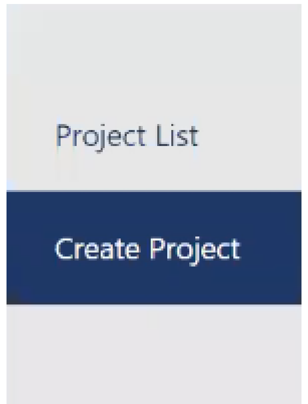
Project List

The project list page shows all of the projects.
To view more details about a single project, click on the project. This will show more details about a single project.

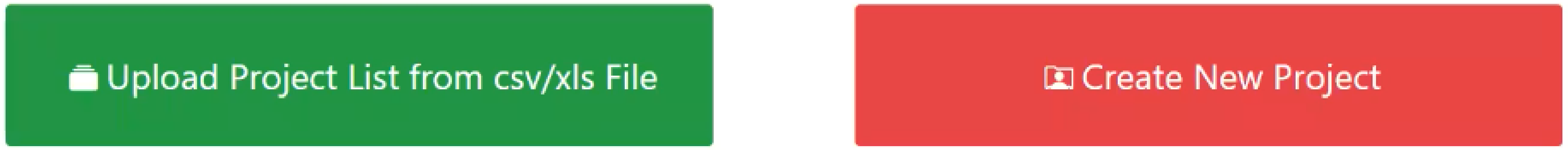


Create Project

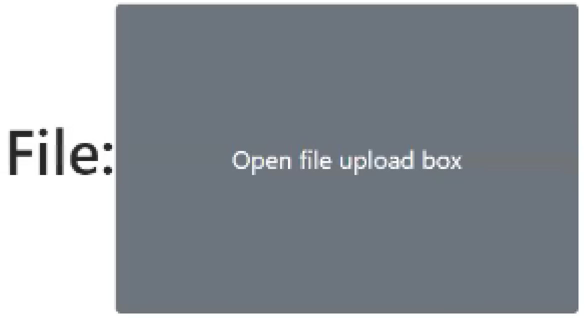
To create a project, first click the **Create Project** button from the menu on the left.



To add a project by uploading a file, click the **Upload Project List from csv/xls File** button.
To add a project by manually inputting information, click the **Create New Project** button.



Upload Project List



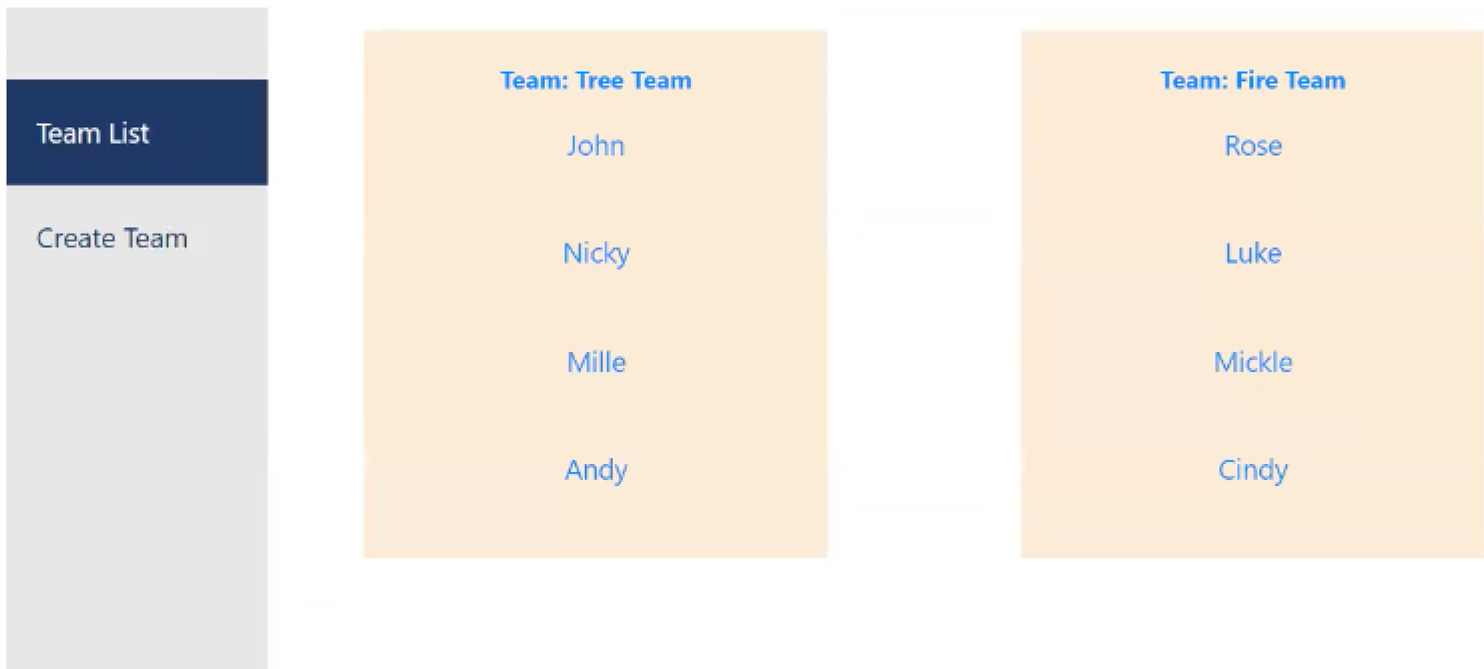
Click the **Open file upload box** button to open a dialog, where you can choose a csv/xls file containing project information for upload. Once uploaded the project will appear with the other projects.

Create New Project

On the Create New Project page, a project can be inputted by typing the details of the project into the text boxes. Once done, press the **Create** button to add the project. The project will appear with the other projects.

Teams

Team List



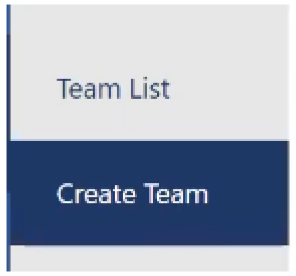
The Team List page shows a list containing the teams that are currently added.
To see more detail about an individual team, click on that team.

ProjectID	Email	FamilyName	GivenName	Gpa
	209822@qut.edu.au	Rose	Wina	5.7
	121275@qut.edu.au	Luke	Dousen	6.2
	120972@qut.edu.au	Mickle	Cemy	4.25
	122166@qut.edu.au	Cindy	Roth	5.6

This will show more details about an individual team, as shown. It will include details of the members in the team.

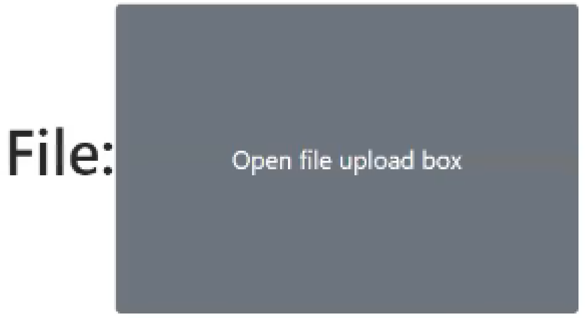
Create Team

To create a team, first click the **Create Team** button from the menu on the left.



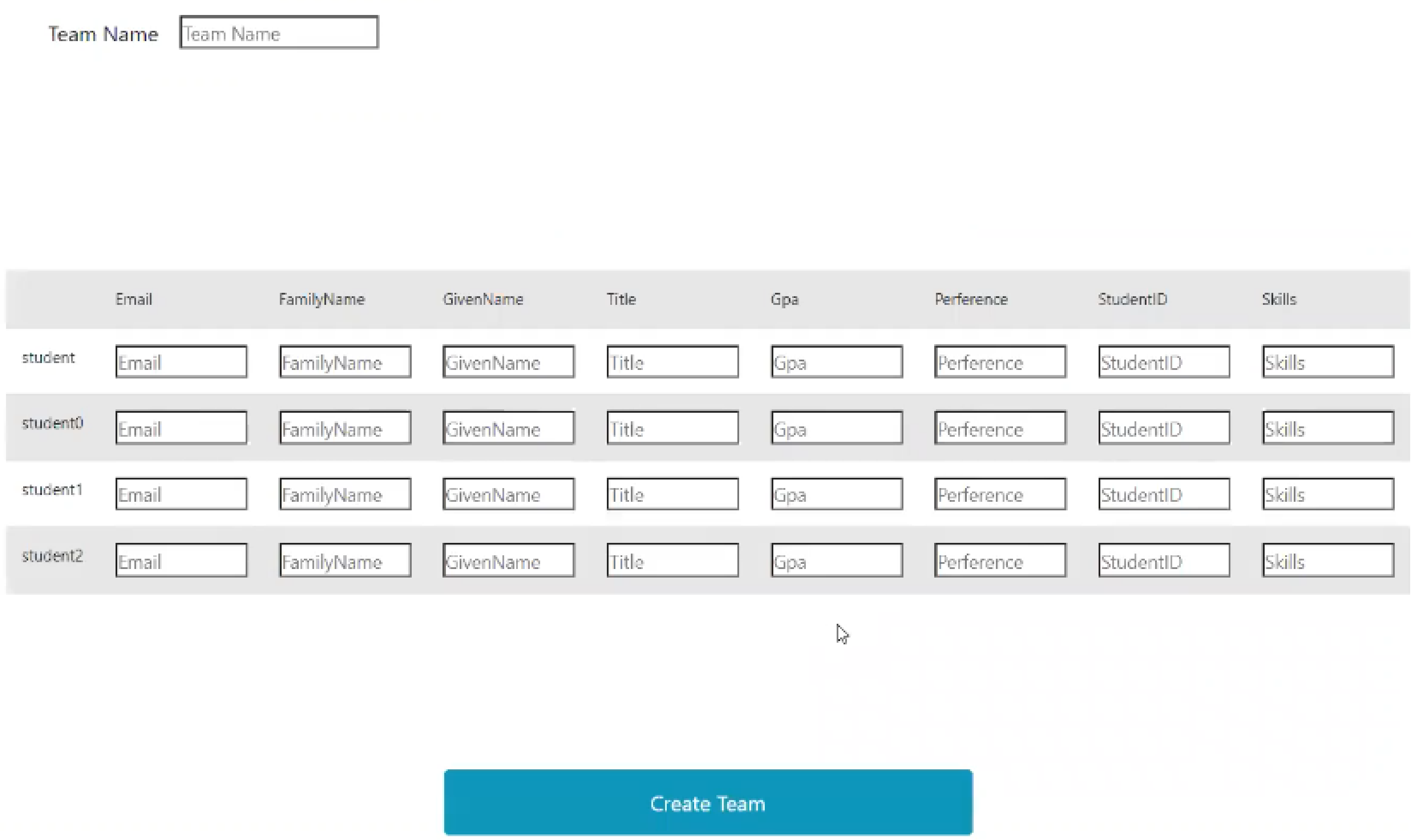
To add a team by uploading a file, click the **Upload Team List from csv/xls File** button.
To add a team by manually inputting information, click the **Create New Team** button.

Upload Team List



Click the **Open file upload box** button to open a dialog, where you can choose a csv/xls file containing team information for upload. Once uploaded the team will appear with the other teams.

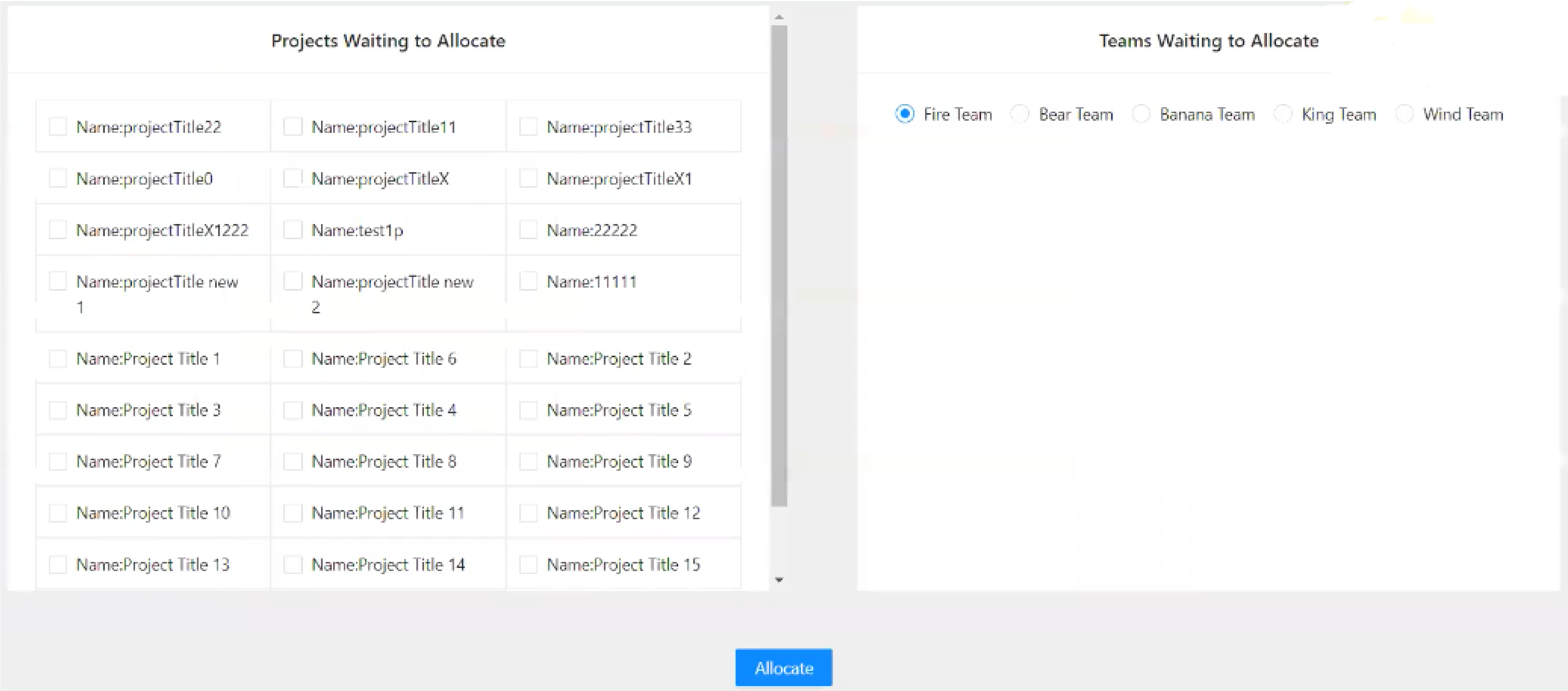
Create New Team



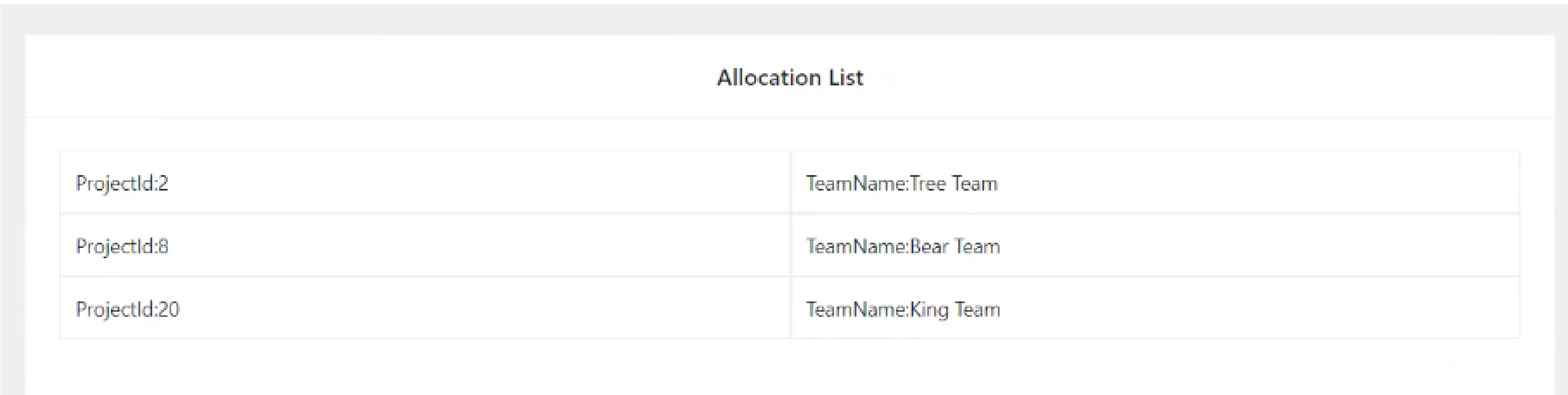
On the Create New Team page, a team can be inputted by typing the details of the team into the text boxes. Once done, press the

Create Team button to add the team.

Allocate



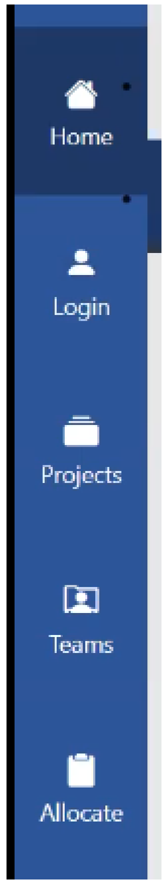
On the left side is a display of projects that haven't been allocated a team. On the right are teams that haven't been allocated a project. To allocate a project to a team, click a project, and then select a team, then click **Allocate**.



The Allocation List will appear below to confirm the allocations that have just been made.

Sidebar

The sidebar is visible from every page.



It can be used to navigate around the application. It has 5 buttons:

- Home
- Login
- Projects
- Teams
- Allocate