How-to Document

for

Community Project Tracking

CS 472

Draft 0.1

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1 Introduction

1.1 Overview

This document is intended to be used by the recipient of the TODO software.

1.2 Staff member

Step 1: Login
step 2: Choose either submit timesheet, or view previous timesheets
step 2.1: If you chose view previous timesheet proceed to step 6
step 3: Click to select the typical timesheet for the task you are doing.
step 4: Fill in fields for where you worked, and what tools you used. press submit.
step 5: Choose whether to view timesheets, or log out.
step 6: Type the date of the time sheet you wish to view in the input box, and click submit
step 7: View the chosen timesheet.

1.3 Administrator

Step 1: Login
step 2: Choose either view/modify timesheets, generate report, or create group timesheet
step 2.1: If you chose generate report proceed to step 5
step 2.2: If you choose create group timesheet proceed to step 9
step 3: Select a date to view a timesheet
step 4: Click done to return to the menu.
step 5: To generate a report, select the fields you wish to include in your report, for instance area, tools used, or which employee worked there.
step 6: Press submit to receive the report.
step 7: Press done to return to the main menu.
step 8: Input the name of the group, where they worked, what tools they used, and how many hours they worked.
step 9: Press submit to return to menu.