

Associated Engineering

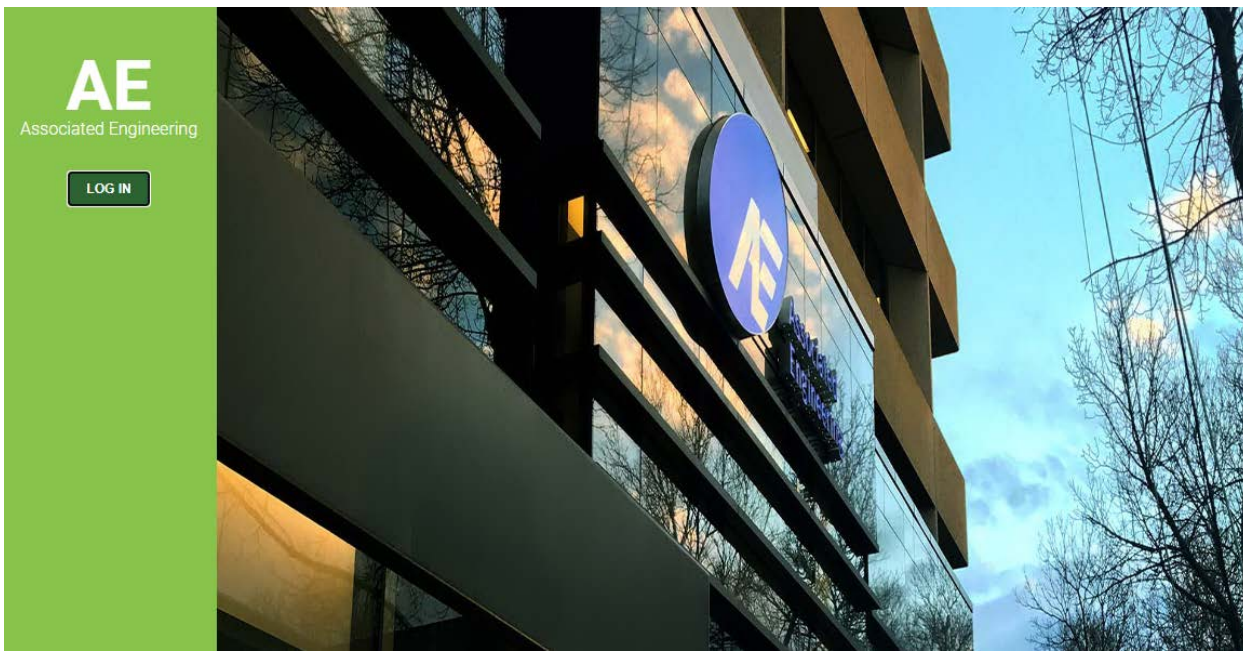
Resource Utilization User Guide

JSON Bourne

Table of Contents

USER ROLES	2
USERS	3
I. EDIT USER PROFILE.....	3
A. ADD DISCIPLINE & SKILLS	4
B. DELETING A DISCIPLINE & SKILLS	5
C. ADD AN UNAVAILABILITY	6
D. DELETE AN UNAVAILABILITY	6
E. SAVE ALL CHANGES.....	7
II. SEARCH USERS.....	8
PROJECTS	10
I. SEARCH PROJECTS.....	10
II. CREATE PROJECT	11
A. CREATE A NEW OPENING	12
B. SAVE NEW PROJECT	13
III. EDIT PROJECT	14
A. CREATE A NEW OPENING	14
B. DELETE AN OPENING	15
C. CHANGE PROJECT MANAGER	15
D. SAVE ALL CHANGES	16
IV. ASSIGN A RESOURCE.....	17
V. CONFIRM RESOURCE.....	18
VI. UNASSIGN A RESOURCE.....	19
VII. CHANGE PROJECT MANAGER.....	19
VIII. DELETE PROJECT	20
ADMIN.....	21
I. ADD DISCIPLINE	21
II. ADD SKILL	21
III. ADD PROVINCE.....	22
IV. ADD CITY	23
V. DELETE DISCIPLINE, SKILL, PROVINCE, OR CITY	24

USER ROLES



Upon logging in with Azure credentials, users will view their personal profile. They will be able to edit their profile from this view.

Admin users will have options in their sidebar to navigate to [Users](#), [Projects](#) and [Admin](#) options. Admin users are able to:

- View and edit any user/resource profile
- View and edit any project
- Create and delete any project
- Assign, unassign, and confirm resources to a project
- Add and remove disciplines, skills, provinces and cities

AE
Associated Engineering

Natasha Romanova
LOG OUT

Home
Users
Projects
Admin

Welcome, Natasha!

Natasha Romanova
Utilization: 0
Location: Fort McMurray, Alberta

Discipline & Skills
1 **Biological engineering**
Experience: 10+

Current Projects
1 **Nikki's Test**
Position: Project Manager
2 **Jackie's Project Test**
Position: Project Manager

Unavailability
This resource does not have any unavailabilities.

EDIT

Regular users (resources) will only be able to view & edit their own profile, view the projects to which they are assigned, and view the profiles of project teammates.

AE

Associated Engineering

Json Bourne

LOG OUT

Home

Json Bourne

[EDIT](#)

Utilization: 11

Location: Fort McMurray, Alberta

Discipline & Skills

1 Military engineering

Experience: 10+

Current Projects

1 Abandoned Steady Parachute

Position: Military engineering

Hours Committed this Month: 20

Unavailability

This resource does not have any unavailabilities.

USERS

I. EDIT USER PROFILE

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Welcome, Natasha!

Natasha Romanova

Utilization: 0

Location: Fort McMurray, Alberta

Discipline & Skills

1 Biological engineering

Experience: 10+

Current Projects

1 Nikki's Test

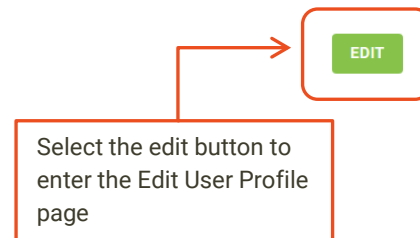
Position: Project Manager

2 Jackie's Project Test

Position: Project Manager

Unavailability

This resource does not have any unavailabilities.



In the Edit User page, users will be able to edit their personal details, disciplines & skills and their unavailability dates.

NOTE: Exiting the Edit User page before selecting the Save button at the bottom of the page will discard any changes made.

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Edit user

Personal Details

Name

Natasha

Romanova

Location

Alberta

Edmonton

Disciplines & Skills

Discipline

Skills

Years of Experience

Select a range

ADD TO LIST

1 Biological engineering

Experience: 10+

Unavailability

Leave Duration

04/06/2020

04/06/2020

Reason

Reason

ADD UNAVAILABILITY

This resource does not have any unavailabilities.

SAVE

A. ADD DISCIPLINE & SKILLS

Disciplines & Skills

Discipline

Skills

Discipline

Aerospace engineering

Airport engineering

Architecture

Audio engineering

Automation

Automotive engineering

Biological engineering

Bionics

Broadcast engineering

Building engineering

Ceramic engineering

Chemical engineering

Select Discipline from dropdown menu. Associated Skills will then populate the Skills dropdown menu for selection.

Aerospace engineering

Aircraft configurations x

Aircraft components x

Years of Experience

Select a range

ADD TO LIST

1 Biological engineering

Experience: 10+

Aerospace engineers

Aerodynamics

Aerospace engineering awards

Aerospace engineering software

Aerospace system testing

Users can select multiple Skills from the dropdown menu. Skill selection is optional.

Aerospace engineering

Aircraft configurations x
Aircraft components x

Years of Experience

ADD TO LIST

Select a range

Select a range

10+
1-3
3-5
5-10

Select Years of Experience from the dropdown menu.

Disciplines & Skills

Discipline

Skills

Years of Experience

ADD TO LIST

Select a range

Select Add to List button. The new Discipline & Skills will be added to the list.

- 1 **Biological engineering**
Experience: 10+
- 2 **Aerospace engineering**
Skills: Aircraft configurations • Aircraft components
Experience: 3-5

B. DELETING A DISCIPLINE & SKILLS

- 1 **Biological engineering**
Experience: 10+
- 2 **Aerospace engineering**
Skills: Aircraft configurations • Aircraft components
Experience: 3-5

Select the trash can icon on the right of the Discipline that will be deleted.

Disciplines & Skills

Discipline

Skills

Years of Experience

ADD TO LIST

Select a range

- 1 **Aerospace engineering**
Skills: Aircraft configurations • Aircraft components
Experience: 3-5

The Discipline will be removed from the list.

C. ADD AN UNAVAILABILITY

Unavailability

Leave Duration Start Date End Date

Reason

ADD UNAVAILABILITY

This resource does not have any unavailability.

SAVE

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select Start and End Dates from the dropdown calendar.

Unavailability

Leave Duration

Reason

ADD UNAVAILABILITY


Type in a Reason for unavailability then select Add Unavailability.

Unavailability

Leave Duration

Reason

ADD UNAVAILABILITY

Apr 6 2020 to Jun 6 2020 Vacation in Hawaii 

New Unavailability will be added to the list.


D. DELETE AN UNAVAILABILITY

Unavailability

Leave Duration

Reason

ADD UNAVAILABILITY

Apr 6 2020 to Jun 6 2020 Vacation in Hawaii 

Select the trash can icon on the right of the Unavailability that will be deleted.

Unavailability

Leave Duration

Reason

ADD UNAVAILABILITY

This resource does not have any unavailabilities.

Deleted Unavailability will be removed from the list.

E. SAVE ALL CHANGES

AE
Associated Engineering

Natasha Romanova
LOG OUT
Home
Users
Projects
Admin

Location

Disciplines & Skills

Years of Experience

ADD TO LIST

1 Biological engineering
Experience: 10+

2 Aerospace engineering
Skills: Aerospace engineering awards • Aerospace system testing • Aircraft maintenance
Experience: 10+

Unavailability

Leave Duration

Reason

ADD UNAVAILABILITY

Apr 6 2020
to
Apr 17 2020

Off-book spy mission

SAVE

Be sure to save all changes by selecting the Save button. Making changes and not saving them will discard all changes.

AE
Associated Engineering

Natasha Romanova
LOG OUT
Home
Users
Projects
Admin

Natasha Romanova
Utilization: 0%
Location: Fort McMurray, Alberta

EDIT

Discipline & Skills

1 Biological engineering
Experience: 10+

2 Aerospace engineering
Skills: Aerospace engineering awards • Aerospace system testing • Aircraft maintenance
Experience: 10+

Current Projects

1 Nikki's Test
Position: Project Manager

2 Jackie's Project Test
Position: Project Manager

Unavailability

Apr 6 2020
to
Apr 17 2020

Off-book spy mission

Users will be redirected to the Profile page where the changes can be seen.

II. SEARCH USERS

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Navigate to the Users page by clicking the Users option in the sidebar.

Users will be taken to the All Users page which lists all resources in the system. By default, the list is sorted in descending order of utilization.

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

All Users

Search

Can search by resource first or last name

SEARCH

Add Filters

Sort by:

< Page 1 >

Kamden Ross Location: Fort McMurray, Alberta	617%
Dallas Knapp Location: Yellowknife, Yukon	176%
Riley Bray Location: Prince Albert, Saskatchewan	115%
Kane Gates Location: Niagara-on-the-Lake, Ontario	113%
Elsie Murillo Location: Kelowna, British Columbia	112%

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

All Users

Search

SEARCH

Add Filters

Sort by:

< Page 1 >

Kamden Ross
Location: Fort McMurray, Alberta

If filters are unneeded, select the Search button to execute the search.

All Users

APPLY FILTERS

Add Filters

Locations
+ Provinces | Cities

Disciplines
+ Disciplines | Skills

Years of Experience
Years |

Availability
04/06/2020 | 04/06/2020

Utilization Range
0 | 150 | 200

Click the arrow in the Add Filters bar to expand the filter panel. Choose from any of available options then click Apply Filters button.

Users

REMOVE ALL FILTERS

SEARCH

Add Filters

Search Results

< Page 1 >

Savanna Espinoza
Location: Vancouver, British Columbia
Disciplines: Textile engineering (3-5)

Layla Mercado
Location: Vancouver, British Columbia
Disciplines: Airport engineering (5-10)

Chase Reed
Location: Vancouver, British Columbia
Disciplines: Ceramic engineering (1-3)

Sort by:

• Lastname: A-Z
• Lastname: Z-A
• Utilization: High to Low
• Utilization: Low to High
• Locations: A-Z
• Locations: Z-A
• Disciplines: A-Z
• Disciplines: Z-A
• Years of Experience: High to Low

Apply a sort order by selecting from option in Sort by dropdown menu

0%

Search Results

Sort by:

< Page 1 >

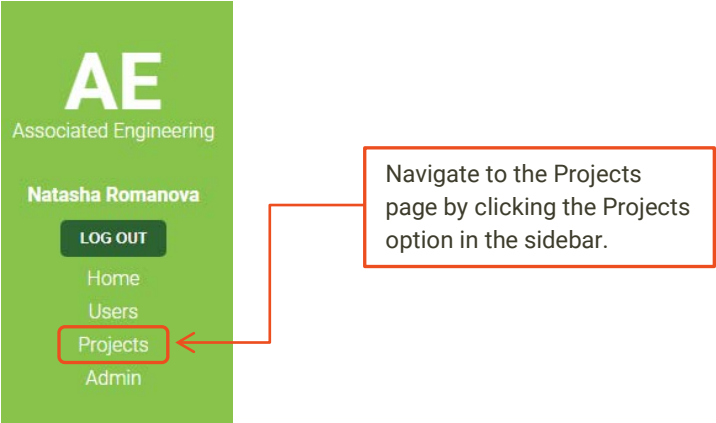
Savanna Espinoza
Location: Vancouver, British Columbia
Disciplines: Textile engineering (3-5)

Selecting the name from list will open their profile for viewing.

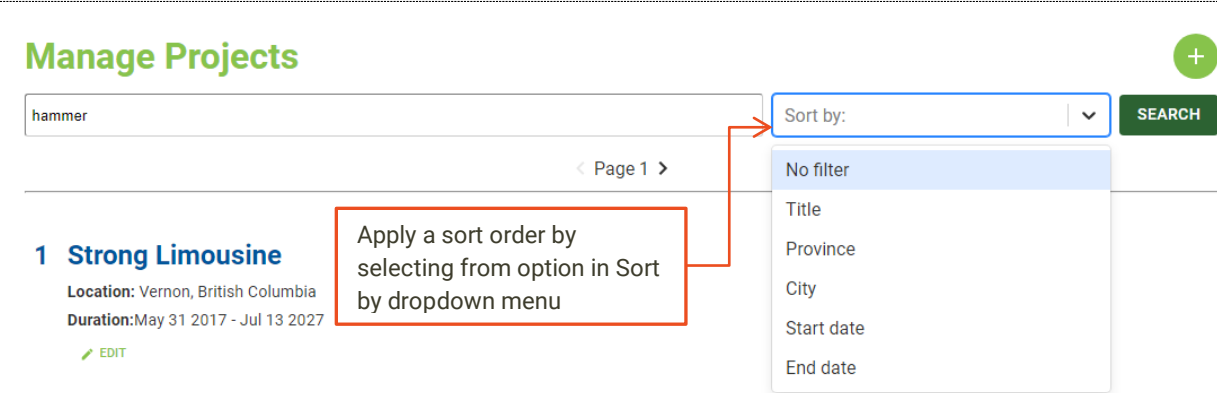
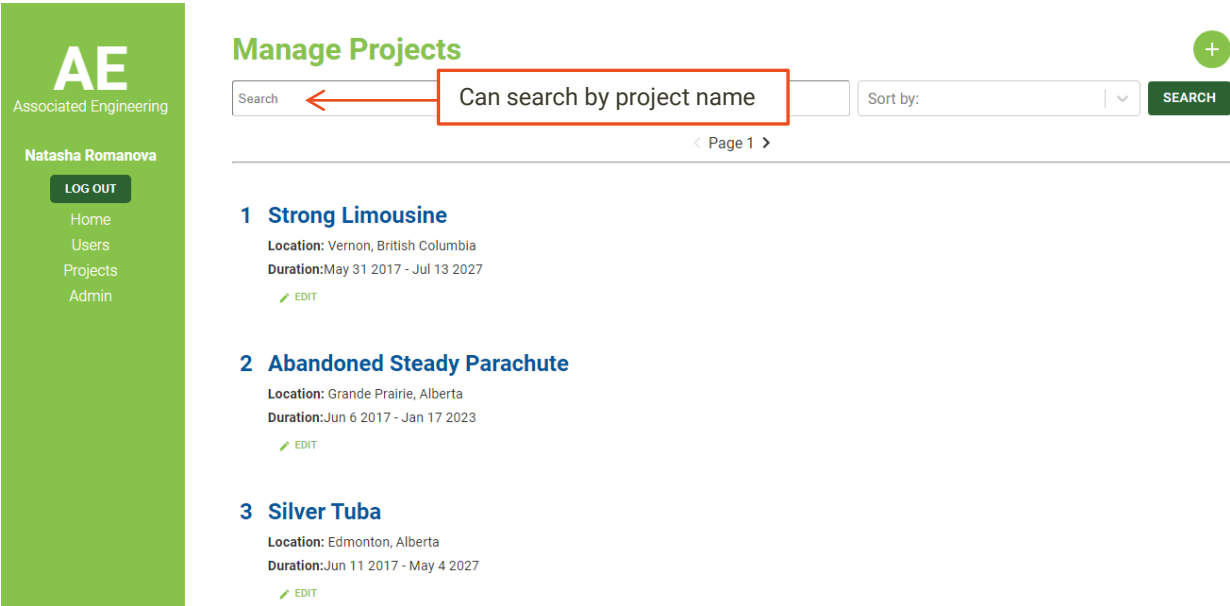
48%

PROJECTS

I. SEARCH PROJECTS



Users will be taken the Manage Projects page which lists all the projects in the system. By default, the list is sorted in ascending order by project start date.



Manage Projects

< Page 1 >

1 Strong Limousine

Location: Vernon, British Columbia

Duration: May 31 2017 - Jul 13 2027

[EDIT](#)

Select the Search button to execute the search

Manage Projects

< Page 1 >

1 Screaming Sledgehammer

Location: Grande Prairie, Alberta

Duration: Mar 26 2018 - Sep 25 2020

[EDIT](#)

Selecting the name from list will open the project profile for viewing

II. CREATE PROJECT

AE
Associated Engineering

Natasha Romanova

[LOG OUT](#)

[Home](#)

[Users](#)

[Projects](#)

[Admin](#)

Manage Projects

< Page 1 >

1 Strong Limousine

Location: Vernon, British Columbia

Duration: May 31 2017 - Jul 13 2027

[EDIT](#)

Select the + icon to enter the Create New Project page

AE
Associated Engineering

Natasha Romanova

[LOG OUT](#)

[Home](#)

[Users](#)

[Projects](#)

[Admin](#)

Create new project

Enter Project Details

Project Details

ProjectNumber

Title

Location

Project Duration

Team Requirements

Discipline

Skills

Years of Experience

April 2020

May 2020

June 2020

A. CREATE A NEW OPENING

Team Requirements

New Openings are created in the Team Requirements section of the page

Discipline ▼ Skills ▼

Years of Experience Select a range ▼

April 2020 May 2020 June 2020

ADD TO LIST

Team Requirements

Discipline ▼ Skills ▼

Discipline

Aerospace engineering

Airport engineering

Architecture

Audio engineering

Automation

Automotive engineering

Select Discipline from dropdown menu. Associated Skills will then populate the Skills dropdown menu for selection.

Architecture ▼

Years of Experience Select a range ▼

April 2020 May 2020 June 2020

ADD TO LIST

Select Skills from the dropdown menu. Multiple can be selected. Skill selection is optional.

Architecture by continent x

Architecture by country x

Architecture by culture

Architecture by date

Architecture by region

Architectural styles

Architecture ▼

Years of Experience Select a range ▼

April 2020 May 2020 June 2020

ADD TO LIST

Select Years of Experience from the dropdown menu.

Select a range

10+

1-3

3-5

5-10

Architecture ▼

Years of Experience 10+ ▼

April 2020 May 2020 June 2020

ADD TO LIST

Input the number of expected hours for each month of the project

Discipline

Skills

Years of Experience

Select a range

April 2020

May 2020

June 2020

hours

hours

hours

ADD TO LIST

Select Add to List button. The new Opening will be added to the list.

1 Architecture

Skills: Architecture by continent • Architecture by country

Experience: 10+

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

B. SAVE NEW PROJECT

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Create new project

Project Details

ProjectNumber

0118-NP-9998

Title

New Project

Location

Ontario

Niagara-on-the-Lake

Project Duration

2020-04-06

2020-06-30

Team Requirements

Discipline

Skills

Years of Experience

Select a range

April 2020

May 2020

June 2020

hours

hours

hours

ADD TO LIST

1 Architecture

Skills: Architecture by continent • Architecture by country

Experience: 10+

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

Select the Save button to create the new project.

SAVE

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Openings

1 Architecture

Skills: Architecture by continent • Architecture by country

Experience: 10+

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

Once created, users will be taken to the project's Profile Page

EDIT

ASSIGN

III. EDIT PROJECT

The screenshot shows the 'New Project' page. On the left is a green sidebar with the 'AE' logo and 'Associated Engineering' text. Below the logo is the user's name 'Natasha Romanova' and a 'LOG OUT' button. A menu lists 'Home', 'Users', 'Projects', and 'Admin'. The main content area has a 'New Project' header. Below it, project details are shown: 'Location: Niagara-on-the-Lake, Ontario' and 'Duration: Apr 6 2020 - Jun 30 2020'. A section titled 'The Team' shows 'Natasha Romanova' as 'Project Manager' with an 'EDIT MANAGER' button. An 'Openings' section shows a table for 'Architecture' with columns for 'Apr 2020', 'May 2020', and 'Jun 2020'. An 'ASSIGN' button is to the right. A red box highlights the 'EDIT' button in the top right corner, with an arrow pointing to it from a text box that says 'Select the Edit button to open the Edit Project Page'.

In the Edit Project page, users will be able to edit the project's details, add/remove openings, reassign project to a new project manager, and delete the project.

NOTE: Exiting the Edit Profile page before selecting the Save button at the bottom of the page will discard any changes made.

The screenshot shows the 'Edit project' page. The sidebar is identical to the previous page. The main content area has an 'Edit project' header. Below it, project details are shown: 'Natasha Romanova' as 'Project Manager' with an 'EDIT MANAGER' button. A 'Project Details' section contains form fields for 'ProjectNumber' (0118-NP-9998), 'Title' (New Project), 'Location' (Ontario), and 'Project Duration' (2020-04-06 to 2020-06-30). A 'Team Requirements' section has dropdowns for 'Discipline' and 'Skills', a 'Years of Experience' dropdown, and input fields for 'April 2020', 'May 2020', and 'June 2020' hours. An 'ADD TO LIST' button is below. A section titled '1 Architecture' shows project details and a table for hours. A red trash icon is to the right. The 'The Team' section at the bottom states 'There are currently no resources assigned to this project.'

A. CREATE A NEW OPENING

The steps to create a new opening is the same as when the project is being created. [View those steps here.](#)

B. DELETE AN OPENING

Team Requirements

Discipline

Skills

Years of Experience

Select a range

April 2020

May 2020

June 2020

hours

hours

hours

ADD TO LIST

1 Architecture

Skills: Architecture by continent • Architecture by country

Experience: 10+

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020

May 2020

Jun 2020

50 hrs

25 hrs

70 hrs

Select the Trash Can icon besides the opening to be deleted.

Team Requirements

Discipline

Skills

Years of Experience

Select a range

April 2020

May 2020

June 2020

hours

hours

hours

ADD TO LIST

The deleted Opening will be removed from the list

There are currently no openings for this project.

C. CHANGE PROJECT MANAGER

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Edit project

Natasha Romanova

Project Manager

EDIT MANAGER

Select Edit Manager button

Project Details

ProjectNumber

0118-NP-9998

Title

New Project

Location

Ontario

Niagara-on-the-Lake

Project Duration

2020-04-06

2020-06-30

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Assign: Manager

Can search for a new manager similar to [searching for users](#)

All Users

SEARCH

Add Filters

< Page 1 >

Sort by:

Kamden Ross

Location: Fort McMurray, Alberta

ASSIGN

645%

Search Results

Sort by:

< Page 1 >

Adrian Bass

Location: Vernon, British Columbia

Disciplines: Architecture (3-5)

ASSIGN

From the search results, select the Assign button to assign the new manager.

51%

Nolan Ochoa

Location: Kitchener, Ontario

Disciplines: Architecture (3-5)

ASSIGN

30%

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Adrian Bass

Project Manager

EDIT MANAGER

Openings

1 Architecture

Skills: Architecture by continent • Architecture by date • Architecture lists

Experience: 3-5

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020

May 2020

Jun 2020

50 hrs

25 hrs

70 hrs

ASSIGN

EDIT

Once assigned, users are redirected back to the project's Profile page where the change can be seen.

D. SAVE ALL CHANGES

The Team

There are currently no resources assigned to this project.

SAVE

DELETE

Be sure to save all changes by selecting the Save button. Making changes and not saving them will discard all changes.

IV. ASSIGN A RESOURCE

AE
Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

EDIT

Location: Niagara-on-the-Lake, Ontario
Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova
Project Manager

EDIT MANAGER

Openings

1 Architecture
Skills: Architecture by continent • Architecture by date • Architecture lists
Experience: 3-5
Total Expected Number of Hours: 145
Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

From the Project Profile page, select the Assign button besides the Opening of interest.

ASSIGN

AE
Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

Project: New Project

Assign: Architecture

All Users

Search

SEARCH

Add Filters

Sort by:

< Page 1 >

Nigel Wu
Location: Kamloops, British Columbia

ASSIGN

17600%

Kamden Ross
Location: Fort McMurray, Alberta

ASSIGN

617%

Can search for resources similar to [searching for users](#)

Search Results

Sort by:

< Page 1 >

Harley Noble
Location: Kamloops, British Columbia
Disciplines: null (null)

ASSIGN

0%

From the search results, select the Assign button to assign the resource to the opening.

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Harley Noble

CONFIRM

Discipline: Architecture | Years of Experience: 3-5 years

Location: Kamloops, British Columbia

UNASSIGN

MANAGE USER

Openings

There are currently no openings for this project.

EDIT

Once assigned, users are redirected back to the project's Profile page the newly assigned resource has been added to The Team and the Opening is removed.

0%

NOTE: the resource's utilization is not updated until they have been confirmed for the position.

V. CONFIRM RESOURCE

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Harley Noble

CONFIRM

Discipline: Architecture | Years of Experience: 3-5 years

Location: Kamloops, British Columbia

UNASSIGN

MANAGE USER

Openings

There are currently no openings for this project.

EDIT

Select the Confirm option beside the resource's name to confirm them for the position.

0%

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Harley Noble

Discipline: Architecture | Years of Experience: 3-5 years

Location: Kamloops, British Columbia

UNASSIGN

MANAGE USER

Openings

There are currently no openings for this project.

EDIT

Once confirmed, their utilization for the current month will update (if the position has hours for the current month).

28%

VI. UNASSIGN A RESOURCE

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

EDIT

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Harley Noble

Discipline: Architecture | Years of Experience: 3-5 years

Location: Kamloops, British Columbia

X UNASSIGN

MANAGE USER

Select the Unassign option below the resource's information. This can be done on confirmed and unconfirmed resources.

28%

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

EDIT

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

The resource will be removed from The Team and the Opening will re-appear in the Openings section.

Openings

1 Architecture

ASSIGN

Skills: Architecture by continent • Architecture by date • Architecture lists

Experience: 3-5

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020 May 2020 Jun 2020

50 hrs 25 hrs 70 hrs

VII. CHANGE PROJECT MANAGER

Change Project Manager process can be initiated in two places: the [Edit Project Page](#) and the Project Profile Page.

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

EDIT

Location: Niagara-on-the-Lake, Ontario

Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Select the Edit Manager button to start the process.

Openings

1 Architecture

ASSIGN

Skills: Architecture by continent • Architecture by date • Architecture lists

Experience: 3-5

Total Expected Number of Hours: 145

Expected Number of Hours per Month:

Apr 2020 May 2020 Jun 2020

50 hrs 25 hrs 70 hrs

The remaining steps are the same as starting from the Edit Project Page. [View those steps here.](#)

VIII. DELETE PROJECT

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

New Project

Location: Niagara-on-the-Lake, Ontario
Duration: Apr 6 2020 - Jun 30 2020

The Team

Natasha Romanova

Project Manager

EDIT MANAGER

Openings

1 Architecture

ASSIGN

Skills: Architecture by continent • Architecture by country
Experience: 10+
Total Expected Number of Hours: 145
Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

Select the Edit button to open the Edit Project Page

EDIT

AE

Associated Engineering

Natasha Romanova

LOG OUT

Home

Users

Projects

Admin

ProjectNumber

0118-NP-9998

Title

New Project

Location

Ontario

Niagara-on-the-Lake

Project Duration

2020-04-06

2020-06-30

Team Requirements

Discipline

Skills

Years of Experience

Select a range

April 2020

May 2020

June 2020

hours

hours

hours

ADD TO LIST

1 Architecture

DELETE

Skills: Architecture by continent • Architecture by country
Experience: 10+
Total Expected Number of Hours: 145
Expected Number of Hours per Month:

Apr 2020	May 2020	Jun 2020
50 hrs	25 hrs	70 hrs

The Team

There are currently no resources assigned to this project.

SAVE

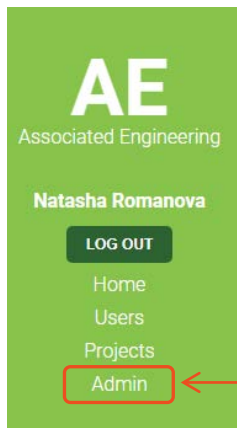
DELETE

Scroll to the bottom of the Edit Project Page and select the Delete button.

SAVE

DELETE

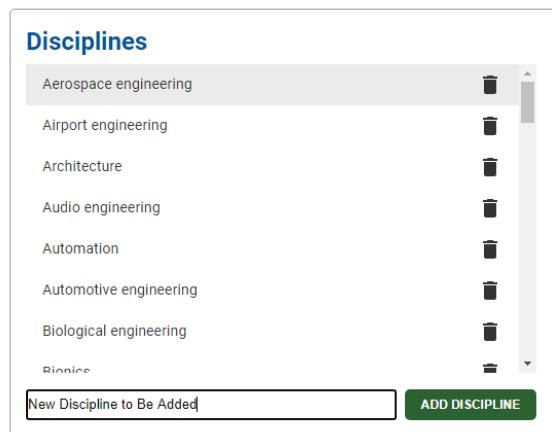
ADMIN



Navigate to the Admin page by clicking the Admin option in the sidebar.

I. ADD DISCIPLINE

Admin

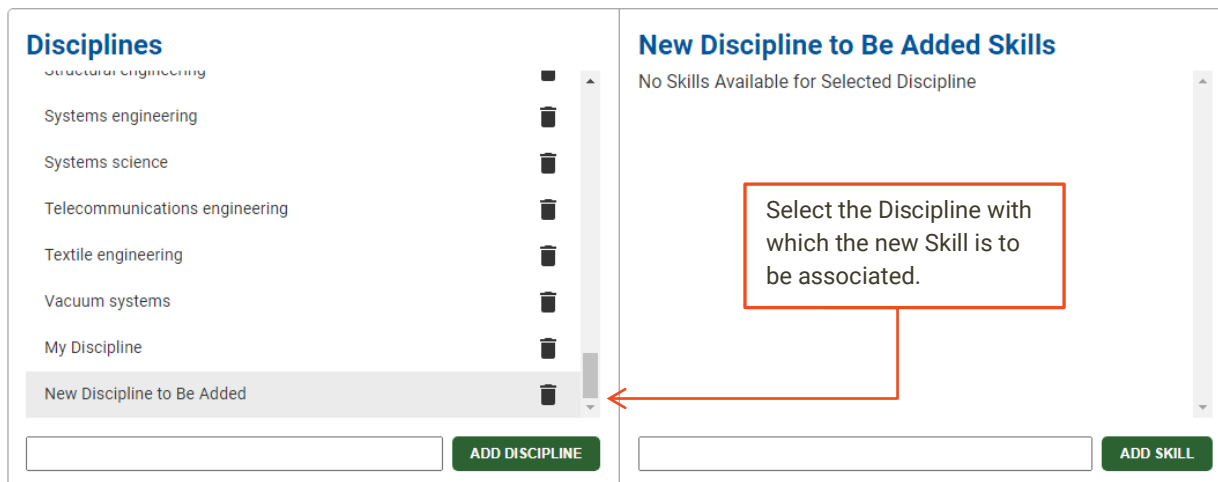


In the Disciplines section, type new discipline name and select Add Discipline

NOTE: disciplines must have unique names. If the discipline already exists in the list, an error message will be given.

II. ADD SKILL

Admin



Select the Discipline with which the new Skill is to be associated.

Admin

Disciplines

- Structural engineering
- Systems engineering
- Systems science
- Telecommunications engineering
- Textile engineering
- Vacuum systems
- My Discipline
- New Discipline to Be Added

New Discipline to Be Added Skills

No Skills Available for Selected Discipline

The selected Discipline name will be shown in the Skills title

New Discipline to Be Added Skills

No Skills Available for Selected Discipline

In the Skill section, type new skill name then select Add Skill

NOTE: the combination of discipline name and skill name must be unique. If the skill is already associated with the discipline, an error message will be given.

III. ADD PROVINCE

Province

- Alberta
- another new province
- British Columbia
- Manitoba
- My Province
- New Brunswick
- Newfoundland and Labrador
- New province

In the Province section, type new province name then select Add Province

NOTE: provinces must have unique names. If the province already exists in the list, an error message will be given.

IV. ADD CITY

Province

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

ADD PROVINCE

Quebec Cities

No Cities Available for Selected Province

ADD CITY

Select the Province with which the new City is to be associated.

Province

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

ADD PROVINCE

Quebec Cities

No Cities Available for Selected Province

ADD CITY

The selected Province name will be shown in the Cities title

Quebec Cities

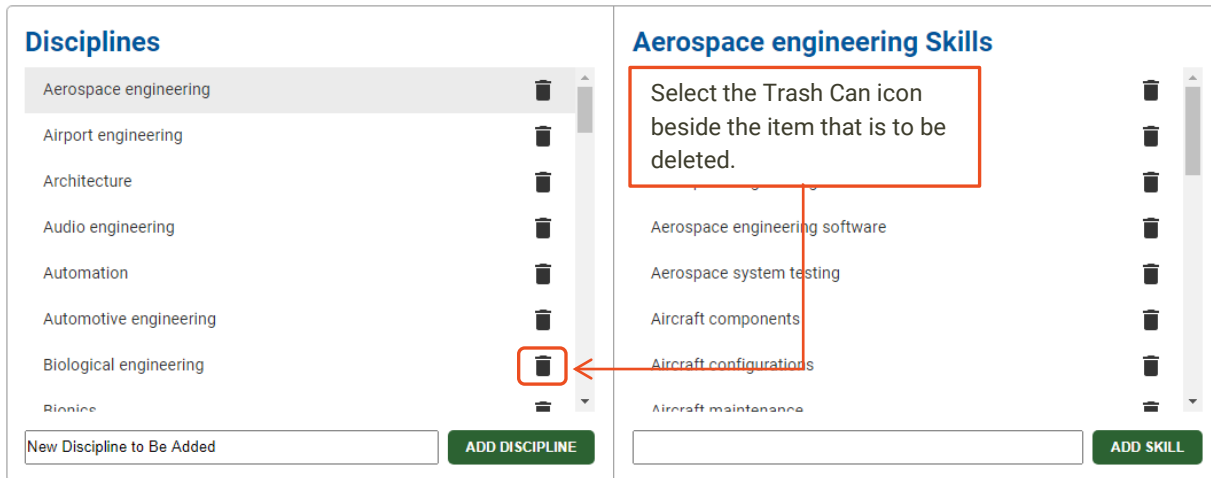
No Cities Available for Selected Province

ADD CITY

In the Cities section, type new city name then select Add City

NOTE: the combination of province name and city name must be unique. If the city is already associated with the province, an error message will be given.

Admin



NOTE: if the item is currently in-use, i.e. assigned to a resource or project, it may not be deleted and an attempt to delete will return an error message.

NOTE: provinces and disciplines may not be deleted is they have associated cities and skills respectively. An attempt to delete will return an error message.