

## Contents

Introduction.....	2
Capacity Planning Tool (CPT).....	2
Pages and Capabilities .....	3
Login Screen .....	3
Dashboard .....	4
Master Entry.....	5
Market Details.....	5
Employee Details .....	7
Project Details.....	11
Holiday Details .....	14
Project Allocation .....	16
Reports .....	18
Allocation By Market .....	18
Allocation By Resource .....	19
Allocation By Project.....	19
Holiday List .....	20
Help.....	21
Logout.....	21

## Introduction

### Capacity Planning Tool (CPT)

Capacity Planning Tool is a one solution Web-Based tool for all activities with respect to managing projects and resources. Using this we can keep track of capacity of an employee, ongoing projects, holidays and other non-working days for the organization as well as an individual. With the help of this tool, we can have all entry like Projects, Resources, Holidays, Markets, etc. directly from dedicated Master pages, furthermore from Project Allocation Page we can perform resource to project mapping within few seconds.

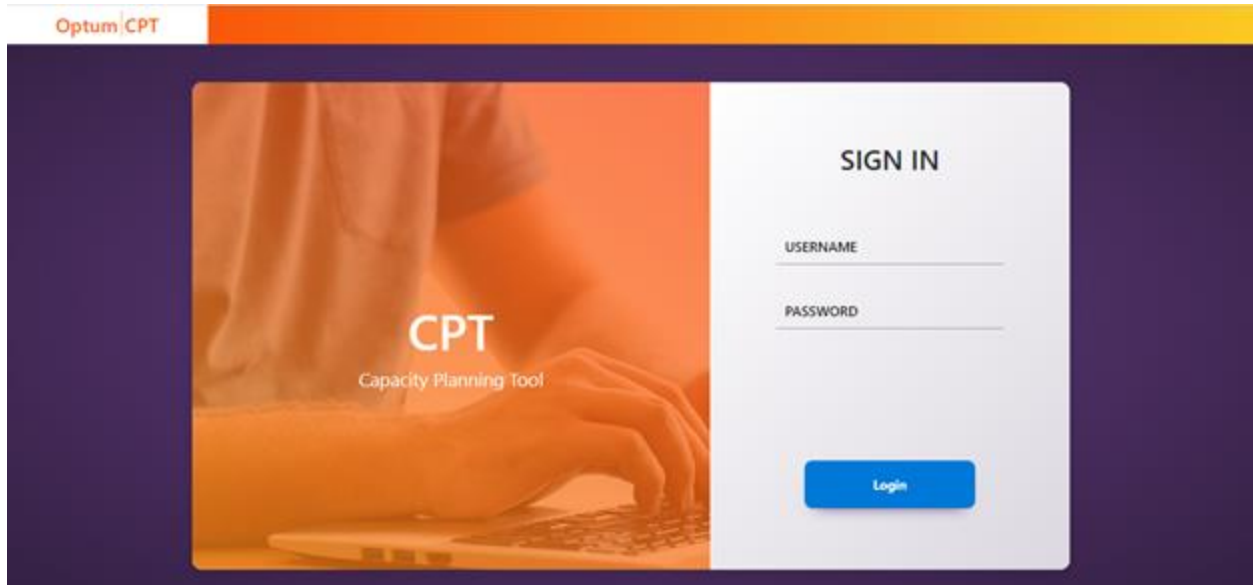
Agenda for this implementation is to bring multiple applications such as PPM Optics, TFS sprint, etc. on one platform for different markets. With the help of this tool, we can have all entry like Projects, Resources, Holidays, Markets, etc. directly from dedicated Master pages, furthermore from Project Allocation Page we can perform resource to project mapping within few seconds.

For better aid in utilization of the data capture from process, we have Power BI reports to represent different aspects of data analysis and visualization.

## Pages and Capabilities

### Login Screen

This is the first screen where a user is navigated, and this provides the interface through which a valid user can use.

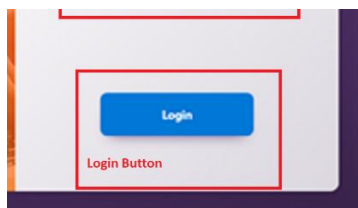


Screen provided for users to login using valid credentials. Using this screen, users with valid credentials can login. And use the app.

**Step 1:** User provides login credentials.



**Step 2:** User clicks the Login button

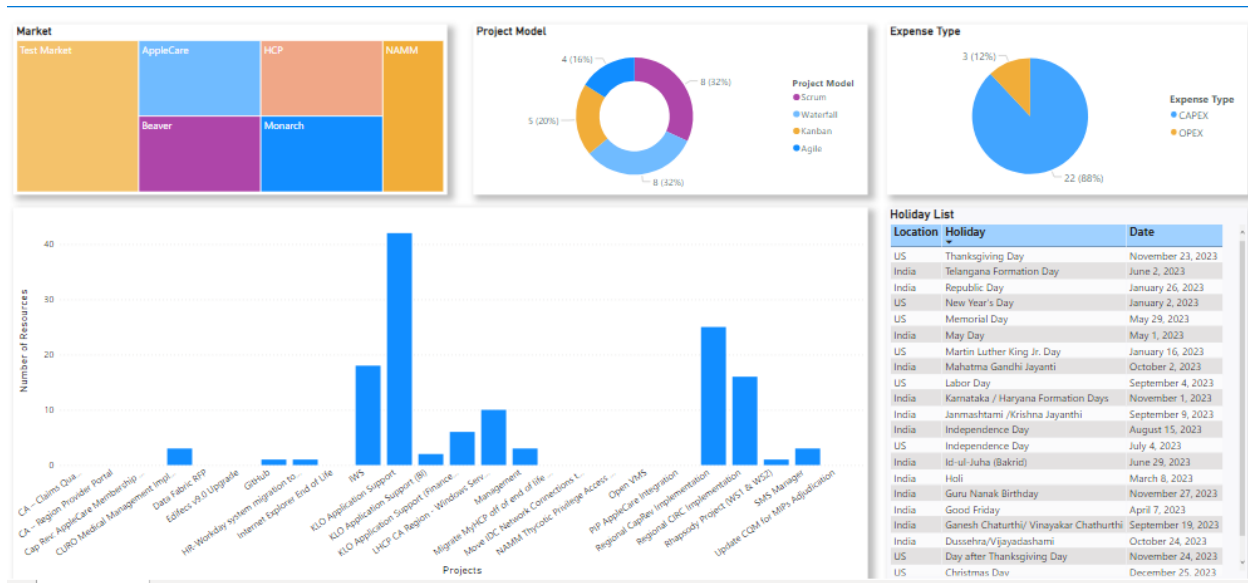


After clicking the Login button, both username as well as the password provided by the user is validated from the backend and if the credentials are valid, login is successful and user lands on the dashboard.

## User Manual

## Dashboard

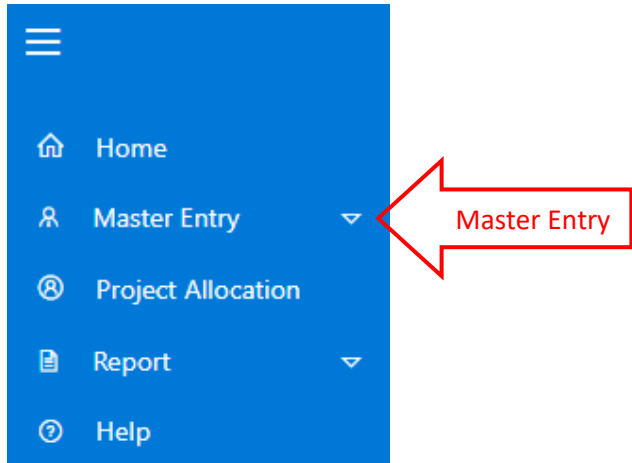
The dashboard shows Markets, Project models, Expense Type and Holiday data. We have visuals on Project models along with Expense Type for project in a selected market. It also shows projects along with the number of resources working in the project using bar chart. The holiday list shows holidays along with location for selected Market.



Dashboard with different graphs and charts related to ongoing projects and resources.

## Master Entry

Master Entry provides an interface for the management of different resources and events i.e. any valid user can add, see and update. A valid user can manage Market Details, Employee Details, Project Details and Holiday Details. And it can be accessed from the sidebar on the left.

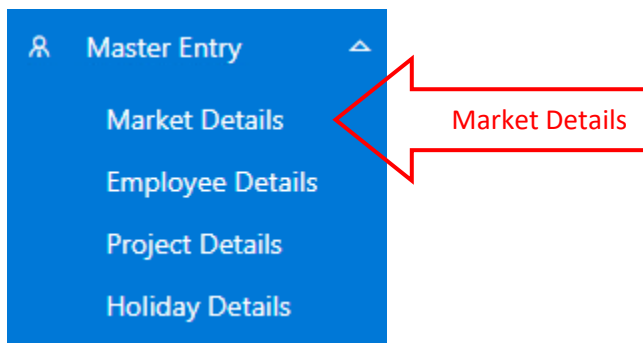


## Market Details

Market Details provides controls to manage different markets and their details such as their domain, status etc.

### Accessing Market Details:

**Step 1:** In order to access Market Details user clicks on the Market Details dropdown under Master Entry.



**Step 2:** User gets navigated to following screen

Market Details

Master | Market

+ Add Market

Search

Market Name	Market Domain	Status	Created Date	Created By
AppleCare	AppleCare	Active	2023-01-04	Admin
Beaver	Beaver	Active	2023-01-05	Admin
HCP	HCP	Active	2023-01-04	Admin
Monarch	Monarch	Active	2023-01-23	Admin
NAMM	NAMM	Active	2023-01-09	Admin

Market Details

Rows per page: 10 1-5 of 5 |< < > >|

We have a search functionality using that we can search on the basis of different values.

## User Manual


*Capabilities available within the Market Details Tab*

User can access details related to Markets associated with us. Accessible details are Market Name, Market Domain, Status (Active or Inactive), date of creation and who has created a Market.

User can search, using which users can get details for a market. Apart from search user can also add Markets that are associating.

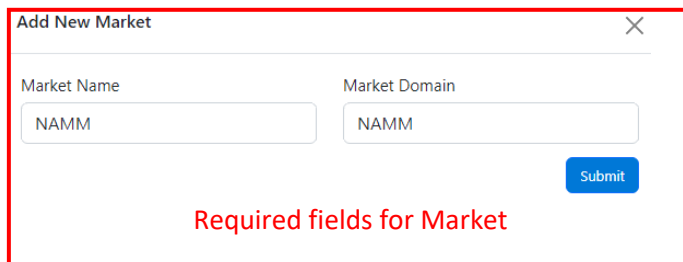
*Steps to add a market*

**Step 1:** On the Market Details tab user can find a button “+ Add Market” available on top right corner below the Username and profile picture. User clicks on the button then a form with required fields opens-up.

A blue button with a white plus icon and the text '+ Add Market'.

Add new Market from here

**Step 2:** User fills in the required details and submits the form.

A modal form titled 'Add New Market' with a close button (X) in the top right. It contains two input fields: 'Market Name' with the value 'NAMM' and 'Market Domain' with the value 'NAMM'. A blue 'Submit' button is at the bottom right. A red box highlights the form, and the text 'Required fields for Market' is written in red below the inputs.

Market Name

NAMM


Market Domain

NAMM

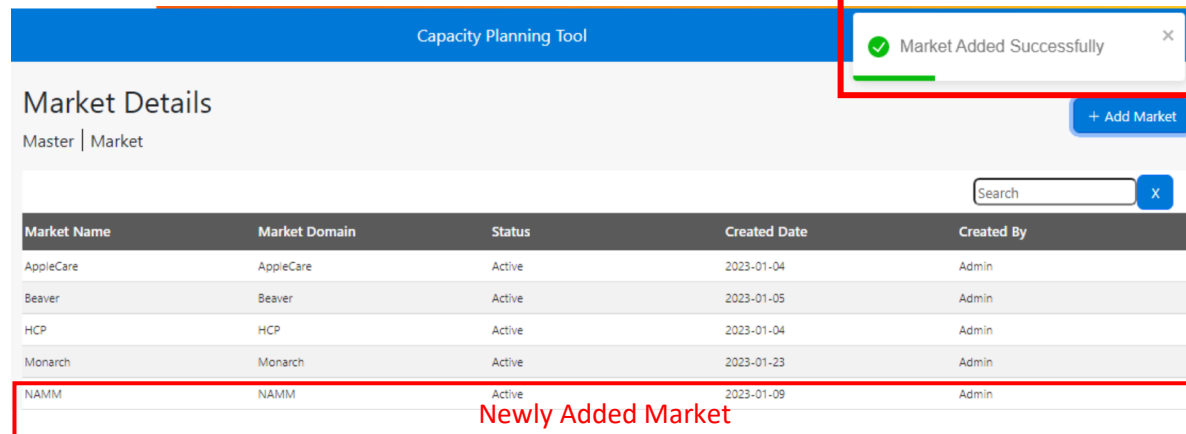
Submit

Required fields for Market

After submission user gets an alert and returns to the Market Details screen where he can see the newly added market.

A white alert box with a green checkmark icon and the text 'Market Added Successfully'. A red box highlights the alert, and the text 'Alert for successful Market addition' is written in red above it.

Alert for successful  
Market addition

The 'Market Details' screen shows a table of markets. The table has columns: Market Name, Market Domain, Status, Created Date, and Created By. The first four rows are AppleCare, Beaver, HCP, and Monarch. The fifth row, highlighted with a red box, is NAMM. A red box also highlights the alert message above the table.

Capacity Planning Tool

Market Details

Master | Market

+ Add Market

Search X

Market Name	Market Domain	Status	Created Date	Created By
AppleCare	AppleCare	Active	2023-01-04	Admin
Beaver	Beaver	Active	2023-01-05	Admin
HCP	HCP	Active	2023-01-04	Admin
Monarch	Monarch	Active	2023-01-23	Admin
NAMM	NAMM	Active	2023-01-09	Admin

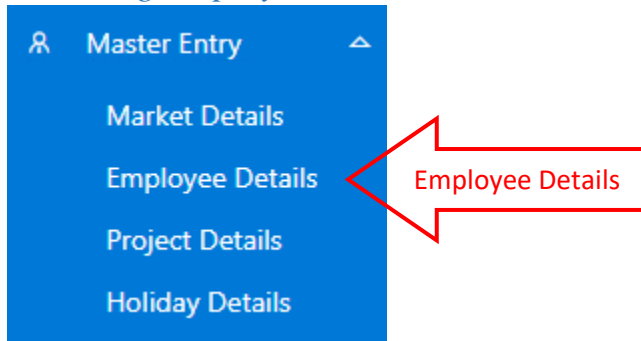
Newly Added Market

## User Manual

## Employee Details

Employee Details provides the capability to manage the employees and the projects they are working on or have worked on in the past along with the number of hours on respective projects and some other details.

### Accessing Employee Details



In order to access Employee Details user selects Employee Details tab under Master Entry of the sidebar, then it navigates to the following screen.

Employee Details

Master | Employee Details

Role: Select Resource Type: Select Market: Select Status: Select Clear Filters ▾

Search X

Resource	Role	Email Address	Manager	Resource Ty...	Market	Location	Sub Location	Status	Created Date	Created By
Ajay Singh	Sr. Developer	user@optum.com	Puneet Ratti	OGS	HCP	India	Noida	Active	2023-01-24	Admin
Alexander Rozenb...	Developer	user@optum.com	Vipul Suri	GTM	HCP	US	California	Active	2023-01-25	Admin
Anand Pachipala	Developer	user@optum.com	Ashish Khare	OGS	HCP	India	Hyderabad	Active	2023-01-24	Admin
Anant Toshniwal	Developer	user@optum.com	Ashish Khare	OGS	HCP	India	Noida	Active	2023-01-24	Admin
Andrey Zagaynov	Developer	user@optum.com	Vipul Suri	GTM	HCP	US	California	Active	2023-01-24	Admin

Employee Details

Here we also have search functionality using it we can search different fields and on the basis of that we get all the records. Apart from search we also have filters and clear filter functionality. We can filter employees on the basis of role, resource type, market and their status of activeness.

Role: Select Resource Type: Select Market: Select Status: Select Clear Filters ▾ Clear Filters Button

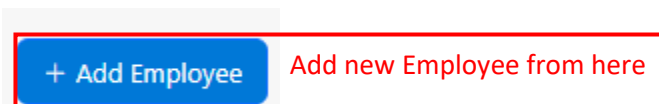
Using the clear filters button we can cancel all filters and get the unfiltered records on the screen.

*Capabilities accessible from the Employee Details screen.*

1. User can see details related to employees
2. User can also download the list of employees with afore-mentioned fields using the download button available beside the upload button.
3. User can see a list of employees and the list can be filtered as well on the basis of different filters namely
  - a. Market
  - b. Role
  - c. Resource Type
  - d. Status
4. User can also search an employee.
5. Adding Employees details in bulk
6. Adding Employees details individually
7. Edit or Update Employee Details

*Steps for Adding Individual Employees:*

**Step 1:** User clicks on the “+ Add Employee” button available on the top right corner then a form with required details opens-up.



**Step 2:** After filling in all the required fields user can submit it.

A form titled 'Add New Employee' with a close button (X) in the top right corner. The form contains several input fields and dropdown menus arranged in two columns. The fields are: Resource (text input), Role (dropdown with 'Select' and a downward arrow), Email Address (text input), Manager (text input), Resource Type (dropdown with 'Select' and a downward arrow), Market (dropdown with 'Select' and a downward arrow), Location (dropdown with 'Select' and a downward arrow), and Sub Location (dropdown with 'Select' and a downward arrow). At the bottom of the form, there is a red text label 'Required fields for Employee' and a blue 'Submit' button.

After submission with all the valid details an employee gets added and the user gets an alert of successful addition, and the newly added employee can be found on the employee details screen.



## User Manual

*Downloading A Template of Employee Details*

User can simply download a template with all the required details of all the employees by clicking the highlighted button.



Downloading a Template for Bulk Upload Employee Details

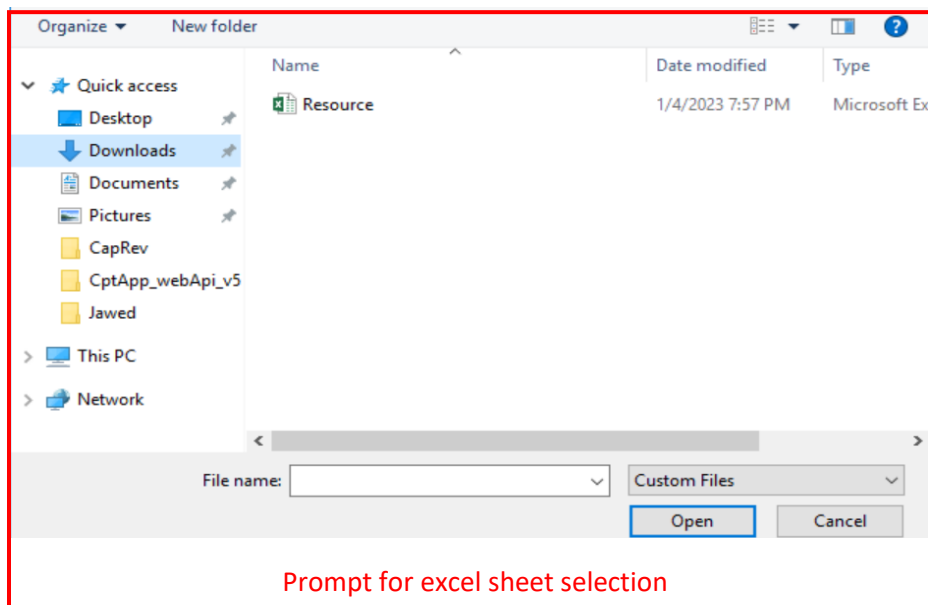
*Steps for adding Employees' details in bulk:*

**Step 1:** User selects the second button available on top right corner of the Employee Details screen then a pop up for selecting an excel sheet with all the required fields.



Bulk Upload Button

**Step 2:** After selecting an excel sheet with all the required fields for adding individual employee details. After selecting the file user submits.



After successful upload, all the valid details get updated and user gets an alert. All newly added employees can be seen on the employee details screen.

## User Manual

*Steps for Updating an Employee Details*

**Step 1:** User double clicks on an employee detail row then a prepopulated form opens from the right side of the screen. If a user does not want to update, he can click outside the form or can click on the “x” button available on the top right corner of the form.

Update Employee

Resource

Ajay Singh

Role

Sr. Developer

Email Address

user@optum.com

Manager

Puneet Ratti

Resource Type

OGS

Market

HCP

Location

India

Sub Location

Noida

Status

Active

Submit

Employees details that can be updated

**Step 2:** User can update the details with valid set of information and can submit it. All the updated information can be seen on the employee details screen itself.

Capacity Planning Tool

Alert on Update  
✓ Resource Updated Successfully

Employee Details

Master | Employee Details

Role

Resource Type

Market

Status

Filter Filter X

Updated Detail

Search

X

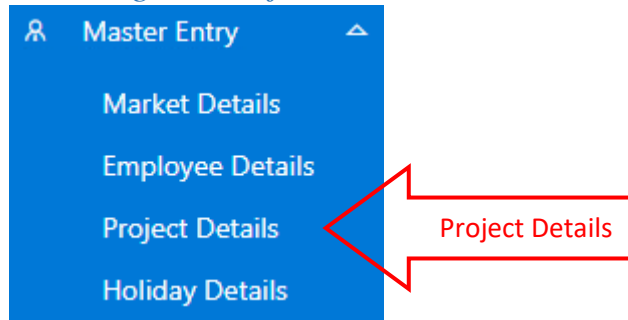
Resource	Role	Email Address	Manager	Resource Type	Market	Location	Sub Location	Status	Created Date	Created By
Ajay Singh	Sr. Developer	user@optum.com	Puneet Ratti	OGS	HCP	India	Noida	Active	2023-01-24	Admin
Alexander Rosenbaum	Developer	user@optum.com	Vipul Suri	GTM	HCP	US	California	Active	2023-01-25	Admin

## User Manual

## Project Details

This screen provides project management capability. From this screen user can see projects, their code, market, manager, model and some other details. And user can also add, search and filter projects

### Accessing the Project Details Screen



In order to access Project Details user selects Project Details dropdown under Master Entry of the sidebar, then it navigates to the following screen.

**Project Details**

Master | Project Info

+ Add Project

Project Model: Select | Market: Select | Expense Type: Select | Status: Select | Clear Filters

Search

Project Code	Project Name	Project Model	Market	Program Mana...	Expense Type	Status	Created Date	Created By
PRJ0010593	Internet Explorer End o...	Kanban	Beaver	Test Manager	CAPEX	Active	2023-01-25	Admin
22222	Open VMS	Kanban	HCP	Shriyans Sharma	CAPEX	Active	2023-01-25	Admin
33333	GitHub	Agile	Monarch		CAPEX	Active	2023-01-25	Admin
44444	Management	Waterfall	HCP	Ashish Khare	CAPEX	Active	2023-01-25	Admin
A2514	PIP AppleCare Integrati...	Agile	HCP	Chul Cho	CAPEX	Active	2023-01-25	Admin

Project Details

By leveraging the search functionality we can search on the basis of different fields. Apart from search we can also filter projects on the basis of project model, market, expense type and their status.

Project Model: Select | Market: Select | Expense Type: Select | Status: Select | Clear Filters

Clear Filters Button

And once we are done with filters we can cancel all filters using the clear filter button.

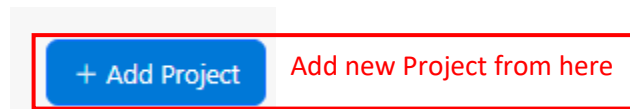
## User Manual

*Capabilities accessible from the Project Details screen.*

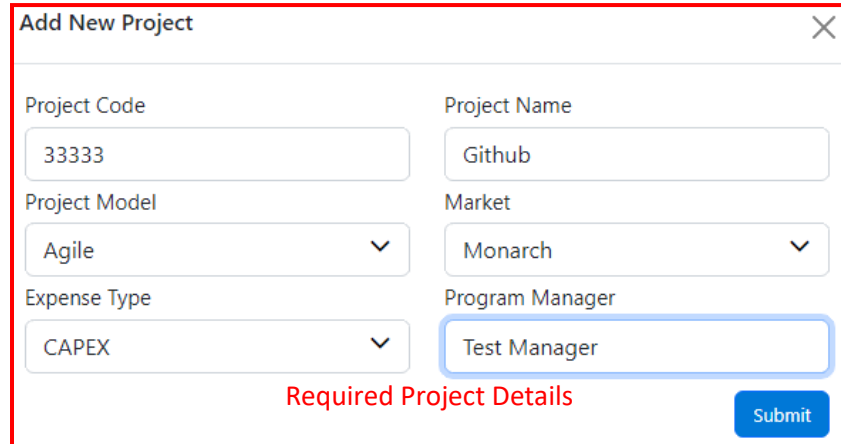
1. User can see details related to projects
2. User can see a list of projects and the list can be filtered as well on the basis of different filters namely
  - a. Project Model
  - b. Market
  - c. Expense Type
  - d. Status
3. User can also search a project.
4. Adding Project Detail
5. Editing Project Detail

*Steps to Add a Project*

**Step 1:** User clicks on the “+ Add Project” button available on the top right corner of the Project Details screen, then following form opens-up with required fields.



**Step 2:** User fills in the required field of the form and submits it. Project Model, Market and Expense Type are predefined set of information, and they are restricted to available options only.

A screenshot of a web form titled 'Add New Project' with a close button (X) in the top right corner. The form contains six input fields arranged in two columns. The left column has 'Project Code' (text input with '33333'), 'Project Model' (dropdown menu with 'Agile' selected), and 'Expense Type' (dropdown menu with 'CAPEX' selected). The right column has 'Project Name' (text input with 'Github'), 'Market' (dropdown menu with 'Monarch' selected), and 'Program Manager' (text input with 'Test Manager'). Below the 'Program Manager' field, the text 'Required Project Details' is written in red. A blue 'Submit' button is located at the bottom right of the form.

After successful addition of the project user gets an alert and the newly added project can be seen on the project details screen as in the following screen.

Project Code	Project Name	Project Model	Market	Program Manager	Expense Type	Status	Created Date	Created By
PRJ0010593	Internet Explorer End of Life	Kanban	Beaver	Test Manager	CAPEX	Active	2023-01-25	Admin
22222	Open VMS	Kanban	HCP	Shriyans Sharma	CAPEX	Active	2023-01-25	Admin
33333	Github	Agile	Monarch		CAPEX	Active	2023-01-25	Admin

Newly Added Project

### Steps to Update a Project

**Step 1:** User double clicks on a project details row available on the project details screen then a prepopulated form opens from the right side of the screen. If a user does not want to update, he can click outside the form or can click on the “x” button available on the top right corner of the form.

Update Project

Project Code

33333

Project Name

GitHub

Project Model

Agile

Market

Monarch

Expense Type

CAPEX

Program Manager

NA

Status

Active

Project details that can be updated

Submit

**Step 2:** User can update the details with valid set of information and can submit it. All the updated information can be seen on the project details screen itself.

Capacity Planning Tool

Alert on Update

Project Updated Successfully

Project Details

Master | Project Info

Project Model

Market

Expense Type

Status

Select

Select

Select

Select

Clear Filters

Search

X

Project Code	Project Name	Project Model	Market	Program Manager	Expense Type	Status	Created Date	Created By
PRJ0010993	Internet Explorer End of Life	Kanban	Beaver	Test Manager	CAPEX	Active	2023-01-25	Admin
22222	Open VMS	Kanban	HCP	Shrilyans Sharma	CAPEX	Active	2023-01-25	Admin
33333	GitHub	Agile	Monarch	NA	CAPEX	Active	2023-01-25	Admin

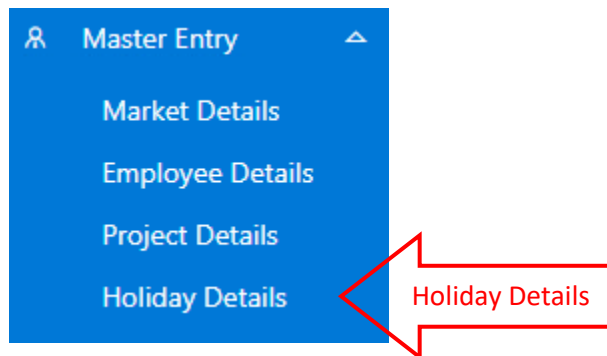
Updated Details

## Holiday Details

This screen provides capability to manage holidays, it provides details like market, location and other details applicable for a particular holiday.

### *Accessing the Holiday Details screen:*

In order to access the Holiday Details Screen user selects Holiday Details from the Master Entry dropdown of the left sidebar.



And after clicking the Holiday Details it navigates to following screen.

### Holiday Details

Master | Holiday Details

+ Add Holiday

Market: Select Location: Select Sub Location: Select Status: Select Clear Filters

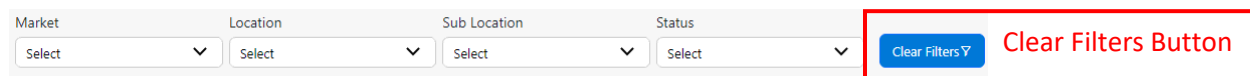
Search X

Occasion	Holiday Date	Market	Location	Sub Location	Status	Created Date	Created By
Republic Day	2023-01-26	AppleCare	India	Noida	Active	2023-01-05	Admin
Republic Day	2023-01-26	Beaver	India	Gurgaon	Active	2023-01-05	Admin
Independence Day	2023-07-04	AppleCare	US	California	Active	2023-01-05	Admin
Independence Day	2023-08-15	HCP	India	Hyderabad	Active	2023-01-05	Admin

Holiday Details

On this screen user can see some details related to a holiday like the occasion, date, market, location, sublocation and some other details as well.

On this screen we have a search functionality using it we can search on the basis of different fields. We also have filters and clear filter functionality. We can filter holidays on the basis of market, location, sublocation and their status whether they are active or inactive.



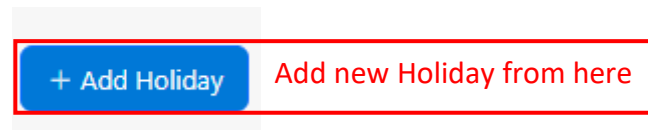
And once we are done with filters we can cancel all filters using the clear filter button.

### Capabilities available on this screen:

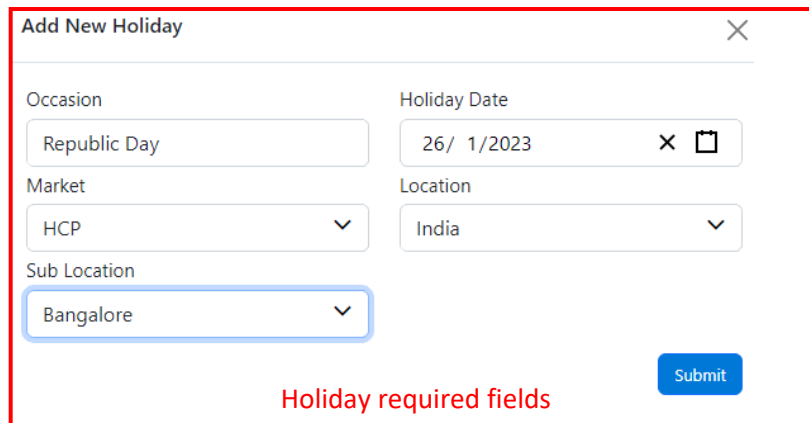
1. User can see details related to Holidays
2. User can see a list of Holidays and the list can be filtered as well on the basis of different filters namely
  - a. Market
  - b. Location
  - c. Sub Location
  - d. Status
3. User can also search a holiday.
4. Adding Holiday detail

### Steps to add a Holiday

**Step 1:** User clicks on the “+ Add Holiday” button available on the top right corner of the Holiday Details screen, then following form opens-up with required fields.



**Step 2:** User fills in the required field of the form and submits it.

A screenshot of a form titled 'Add New Holiday' with a close button (X) in the top right corner. The form contains several input fields: 'Occasion' (text box with 'Republic Day'), 'Holiday Date' (text box with '26/ 1/2023' and a calendar icon), 'Market' (dropdown menu with 'HCP'), 'Location' (dropdown menu with 'India'), and 'Sub Location' (dropdown menu with 'Bangalore'). A blue 'Submit' button is at the bottom right. Below the form, the text 'Holiday required fields' is written in red.

Add New Holiday

Occasion: Republic Day

Holiday Date: 26/ 1/2023

Market: HCP

Location: India

Sub Location: Bangalore

Submit

Holiday required fields

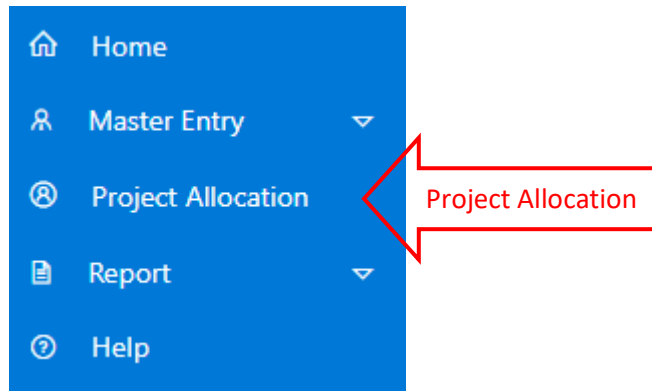
After successful addition user gets alert and the holiday can be seen on the holiday details screen as in the following screen.

Occasion	Holiday Date	Market	Location	Sub Location	Status	Created Date	Created By
New Year's Day	2023-01-02	HCP	US	California	Active	2023-01-30	Admin
Martin Luther King Jr. Day	2023-01-16	HCP	US	California	Active	2023-01-30	Admin
Republic Day	2023-01-26	HCP	India	Bangalore	Active	2023-01-30	Admin

Newly Added Holiday

## Project Allocation

This screen provides capability to see and manage employees' allocated hours and other project related details. Whenever an employee is aligned to a project then a user can allocate the project by providing the resource name, project name, start date, end date, PTOs and the percentage of the allocation for the project.



In order to access the Project Allocation Screen, user has to click on the Project Allocation button from the sidebar and then user gets navigated to the following screen

Project Allocation + Allocate New Project

Resource Type: Select Role: Select Location: Select Resource Market: Select Project Market: Select Expense Type: Select Clear Filters

Search X

Resource	Resource Type	Role	Supervisor	Location	Resource Ma...	Project	Resource Ty...	Project Market	Project Code	Expense Type	Start Date	End
Ajay Singh	OGS	Sr. Developer	Puneet Ratti	India	HCP	KLO Application Su...	Sr. Developer	HCP	PRJ0010012	OPEX	2023-01-01	202
Ajay Singh	OGS	Sr. Developer	Puneet Ratti	India	HCP	SMS Manager	Sr. Developer	HCP	PRJ0011644	CAPEX	2023-01-01	202
Alexander Rozenba...	GTM	Developer	Vipul Suri	US	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	OPEX	2022-12-01	202
Alexander Rozenba...	GTM	Developer	Vipul Suri	US	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	OPEX	2023-01-01	202
Anand Pachipala	OGS	Developer	Ashish Khare	India	HCP	Regional CapRev L...	Developer	HCP	PRJ0010580	CAPEX	2023-01-01	202
Anant Toshniwal	OGS	Developer	Ashish Khare	India	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	OPEX	2023-01-01	202
Andrey Zagaynov	GTM	Developer	Vipul Suri	US	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	CAPEX	2023-01-01	202
Andrey Zagaynov	GTM	Developer	Vipul Suri	US	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	CAPEX	2022-12-01	202
Anindita Talukdar	OGS	Developer	Shriyans Sharma	India	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	OPEX	2022-12-01	202
Anindita Talukdar	OGS	Developer	Shriyans Sharma	India	HCP	Regional CIRC Impl...	Developer	HCP	PRJ0011513	CAPEX	2022-12-01	202

Rows per page: 10 1-10 of 209 < > >>

On this screen details like resource type, role on a project, supervisor for that project, location, market, project name, capacity in which the employee is aligned to that project, expense type, start date, end date can be accessed and managed by a valid user.

Here we also have search functionality using it we can search on the basis of different fields. Apart from search we also have filters and clear filter functionality. We can filter allocated projects on the basis of market, location, sublocation and their status of activeness.

Resource Type: Select Role: Select Location: Select Resource Market: Select Project Market: Select Expense Type: Select Clear Filters Clear Filters Button

We can cancel all the applied filters using the clear filter button.



## User Manual

*Steps for allocating a project*

**Step 1:** User clicks on the “+ Allocate New Project” button available on the top right corner of the Project Allocation screen,

+ Allocate New Project

Allocate new project from here

then following form opens-up with required fields.

**Step 2:** User fills in the required field of the form and submits it.

Allocate New Project

Resource

Ajay Singh

Resource Type

OGS

Role

Sr. Developer

Supervisor

Puneet Ratti

Location

India

Resource Market

HCP

Project

KLO Application Support

Resource Type 1

Sr. Developer

Project Market

HCP

PPSID

PRJ0010012

Expense Type

OPEX

Allocation Start Date

1/12/2022

Allocation End Date

31/12/2022

PTO Days

0

Allocation(Percentage)

30

Allocation(Hours)

77

Submit

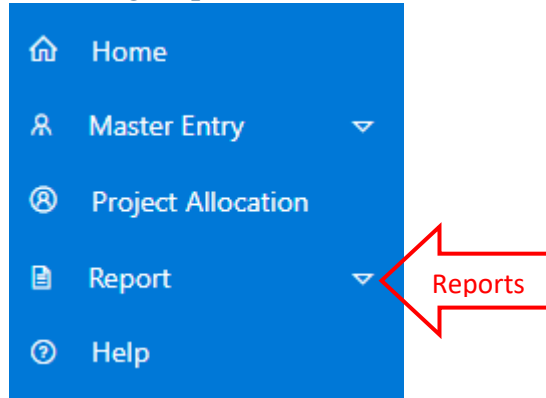
After successful addition user gets alert and the employee on a new project and date can be seen on the project allocation screen as in the following screen.

Newly Allocated Project															
Resource	Resource Type	Role	Supervisor	Location	Resource Ma...	Project	Resource Ty...	Project Market	Project Code	Expense Type	Start Date	End Date	PTO Days	Allocation(H...	Status
Ajay Singh	OGS	Sr. Developer	Puneet Ratti	India	HCP	KLO Application Su...	Sr. Developer	HCP	PRJ0010012	OPEX	2023-01-01	2023-01-31	0	77	Active
Ajay Singh	OGS	Sr. Developer	Puneet Ratti	India	HCP	SMS Manager	Sr. Developer	HCP	PRJ0011644	CAPEX	2023-01-01	2023-01-31	0	179	Active
Alexander Rozenba...	GTM	Developer	Vipul Suri	US	HCP	KLO Application Su...	Developer	HCP	PRJ0010012	OPEX	2022-12-01	2022-12-31	0	255	Active

## Reports

This collection of dropdowns provides capability to generate reports on the basis of different set of data available on the database.

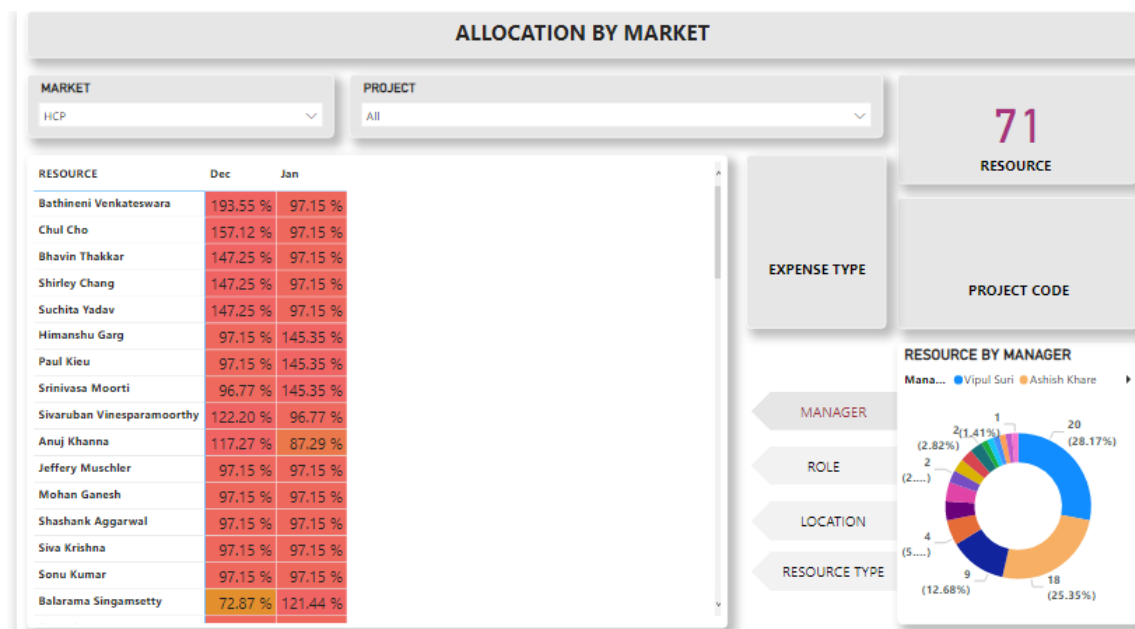
### Accessing Reports Screen



In order to access this set of screens user has to select a dropdown from the Report tab of the left sidebar and it navigates the user to screen with respective report.

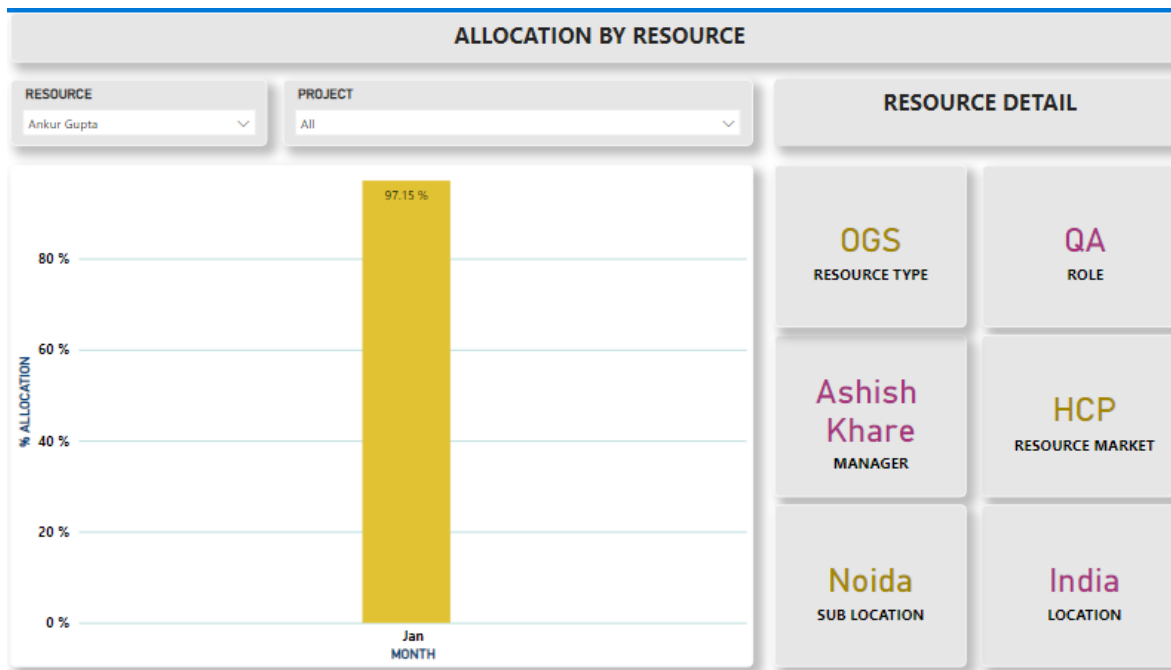
### Allocation By Market

This Report gives details related to Market like Number of projects under each market and Resources under each project and shows Allocation Percentage for each resource under particular project in each market. Initially it will show Allocation Percentage for all Resources in a particular market unless a particular project selected.



## Allocation By Resource

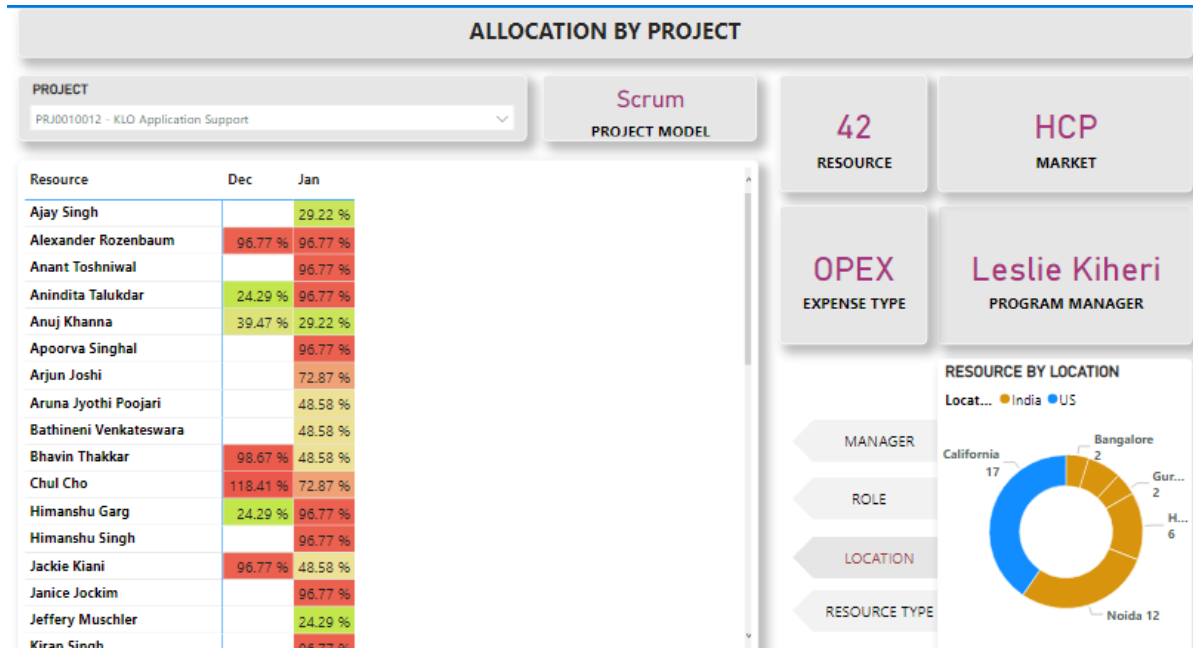
This Report gives details related to Projects, Resources included in particular project and its Allocation Percentage within each project. It gives other details such as Project model, Expense Type, Market associated with it. One can also check the Managers, Resource Type, Roles and Location of various resource. The Heatmap is shown to visualize the Allocation percentage with respect to months and the allocation percentage is shown with different colors to show the occupancy of the resource. The occupancy of the Resource is represented with combination of green, yellow and red color.



## Allocation By Project

This Report gives details related to Market like Number of projects under each market and Resources under each project and shows Allocation Percentage for each resource under a particular project in each market. Initially it will show Allocation Percentage for all Resources in a particular market unless a particular project selected. The Heatmap is shown to show the data related to that. The occupancy of the Resource is represented with combination of green, yellow and red color.

## User Manual



## Holiday List

This Report gives details related to holiday for current year for each market and for each location and sub location. The three dropdowns are provided on the left pane to filter the holiday list according to markets, countries and State and on the right pane the holiday list is displayed.

HOLIDAY LIST			
<div>MARKET</div> <div>All</div>			
<div>COUNTRY</div> <div>India</div>			
<div>STATE</div> <div>All</div>			
OCCASION	Day	Month	Year
Republic Day	26	January	2023
Holi	8	March	2023
Good Friday	7	April	2023
May Day	1	May	2023
Id-ul-Juha (Bakrid)	29	June	2023
Telangana Formation Day	2	June	2023
Independence Day	15	August	2023
Ganesh Chaturthi/ Vinayakar Chathurthi	19	September	2023
Janmashtami /Krishna Jayanthi	9	September	2023
Dussehra/Vijayadashami	24	October	2023
Mahatma Gandhi Jayanti	2	October	2023
Guru Nanak Birthday	27	November	2023
Karnataka / Haryana Formation Days	1	November	2023
Christmas	25	December	2023

Filters

Search

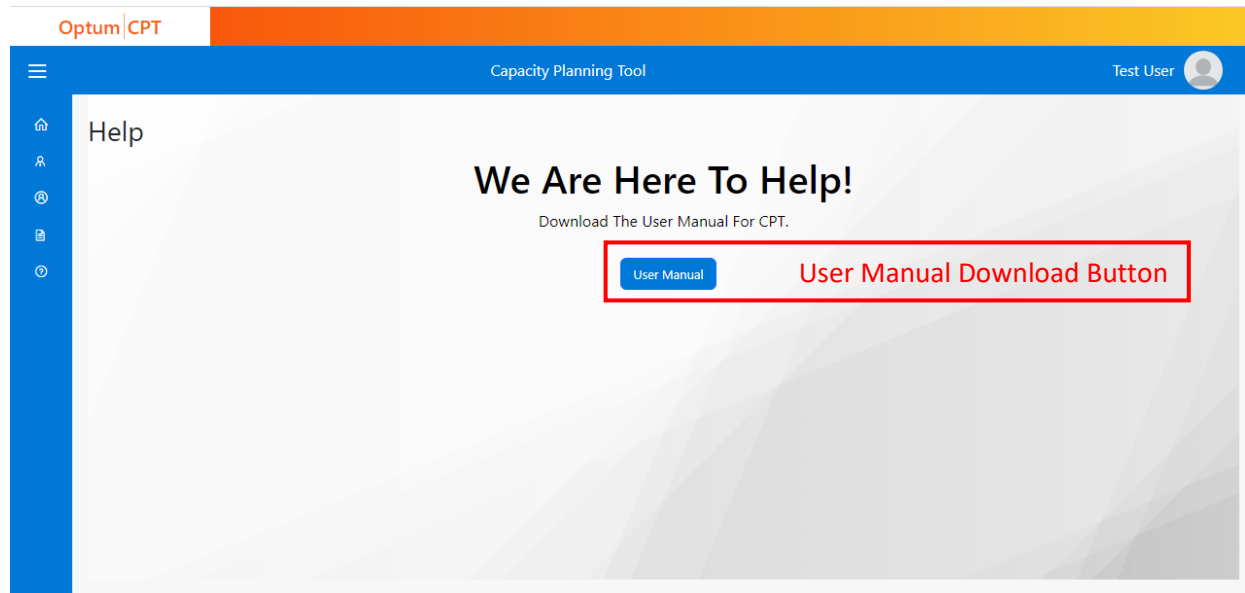
Filters on this page

HolidayDate - Year is (All)

## User Manual

## Help

Users can User Manual by click the highlighted button



## Logout

User can logout after clicking the Logout button which is accessible after clicking the user icon on the top right corner.

