

# Lessons Learned Database User Guide

This guide provides instructions for accessing, recording and removing items in the Lessons Learned Database. The purpose of the database is to be a source of information for future projects to reduce risks and enhance results. By accessing previous lessons learned project managers can improve efficiencies and achieve more effective outcomes.

## For unregistered users:

You can only search for lessons learned and view the content.

## For registered users:

You can search, add, edit or delete lessons learned and include ratings.

### 1. How to search for a Lessons Learned:

- Enter the information such as technology, risk or stakeholder
- Click SEARCH to submit details

### 2. How to register:

- Click REGISTER in the navigation bar. The register page will be displayed for users to enter personal details for creating a new account
- Enter email
  - \*A valid email address is required
- Enter password
  - \*Passwords must have at least one non alphanumeric character
  - \*Passwords must have at least one lowercase letter ('a'-'z')
  - \*Passwords must have at least one uppercase letter ('A'-'Z')
- Confirm password
- Click REGISTER to create account

### 3. How to login:

- Click LOG IN in the navigation bar. The login page will be displayed for users to enter login information
- Enter email
- Enter password
- Click LOG IN to submit

#### **4. How to create new Lesson Learned:**

- Click CREATE LESSON on the homepage
- Enter the information of a Lesson (project, organization, date start/end, abstract, budget, people involve, objective achievement, lesson learned, risk, technology, stakeholder)
- Click CREATE to create new lesson

#### **5. How to create Rating for a lessons learned:**

- Click RATING in a lesson learned on homepage
- Enter a number
  - **\*The rating number must be between 1 and 5**
- If users want to submit rating, click SAVE or click BACK TO LIST to go back to the homepage

#### **6. How to delete a lesson:**

- Click DELETE in a lesson learned on homepage
- Choose YES to delete or CANCEL to cease the action