User Manual

CISC-460 Project Management

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**Sign In**

|  |  |
| --- | --- |
|  | In order to *sign in*, you must type in your ***username*** and ***password*** and press ***Sign In*** or navigate to *File > Sign In*. |
|  | If you forgot your password, then navigate to *Help > Password Hint* which will provide a hint to the password that you set up when creating your account through the administrator. |
|  | To exit the application, you must navigate to *File > Exit* or press ***Exit*** button. |

**Select A Form**

|  |  |
| --- | --- |
|  | To view the Available Contracts or to update an Available Contract, select ***Available Contracts*** or navigate to *File > Available Contracts*. See page 6 for more information. |
|  | To Submit a Forecasting Report, Select ***Forecasting Report*s** or navigate to *File > Forecasting Reports*. See page 10 for more information. |
|  | To create a contract of a given type, select ***Contract Entry*** navigate to *File > Contract Entry*.See page 12 for more information. |
|  | To view process descriptions attached to a given contract, select ***Process Descriptions*** or navigate to *File > Process Descriptions*. See page 14 for more information. |
|  | To get more details about a process, Select ***Process Definitions*** or navigate to *File > Process Definitions*.. See page 16 for more information. |
|  | To view the Archived Contracts or to update an Archived Contract, select ***Archived Contracts*** or navigate to *File > Archived Contracts*. See page 17 for more information. |
|  | To get Help with the selection process, navigate to *Help*. |
|  | In order to log out of the application, you must navigate to *File > Log Out.* |

**Available Contracts**

|  |  |
| --- | --- |
|  | To view details of an Available Contract or to modify one, enter Contract Number in the Contract Selection field at the bottom of the form and press ***Select***. See page 19 for more information. |
|  | In order to migrate the Available Contracts to Archived Contracts, press ***Update Archive*** at the end of the business day. |
|  | To get Help with the Available Contracts, navigate to *Help*. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |

**Forecasting Reports**

|  |  |
| --- | --- |
|  | To Submit a Forecasting Report, fill out all the required fields presented on the form and press ***Submit*** or navigate to *File > Submit*. |
|  | In order to print the forecasting report, navigate to *File > Print*. |
|  | To get Help with the Forecasting Reports, navigate to *Help*. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |

**Contract Entry**

|  |  |
| --- | --- |
|  | To create a Contract fill out all the required fields presented on this screen and press ***Submit*** or navigate to *File > Submit*. |
|  | To get Help with Contract Entry, navigate to *Help*. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |

**Process Descriptions**

|  |  |
| --- | --- |
|  | To create a new Process, enter a *unique 3-Digit Code* and fill out the required information about the process. Press ***Submit*** to submit the form. |
|  | To delete a Process, enter its *unique 3-Digit Code* and press ***Delete****.* |
|  | If you wish to go back to the ***Select A Form*** screen, press ***Cancel***. |

**Process Definitions**

|  |  |
| --- | --- |
|  | This form lists the unique *3-Digit Code* and the *Description* for each process. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |

**Archived Contracts**

|  |  |
| --- | --- |
|  | To view details of an Archived Contract or to modify one, enter Contract Number in the Contract Selection field at the bottom of the form and press ***Select*** navigate to *File > Select*. See page 19 for more information. |
|  | To get Help with the Archived Contracts, navigate to *Help*. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |

**Contract Information**

|  |  |
| --- | --- |
|  | In order to work on a contract, you must press ***Select Contract*** navigate to *File > Select Contract*. If the contract is available to modify and no one else is working on it at the moment, you will be brought to the selected contract. |
|  | In order to update the presented fields of the selected contract, press ***Update*** navigate to *File > Update*. |
|  | To save the changes made to the selected contract, you must press ***Submit*** or navigate to *File > Submit*. |
|  | If your modifications were saved, a message box will pop up indicating so. |
|  | To print the current contract, navigate to *File > Print*. |
|  | To get Help with the Contract Information, navigate to *Help*. |
|  | In order to exit this screen, you must navigate to *File > Exit* or press the ***Exit*** button*.* |