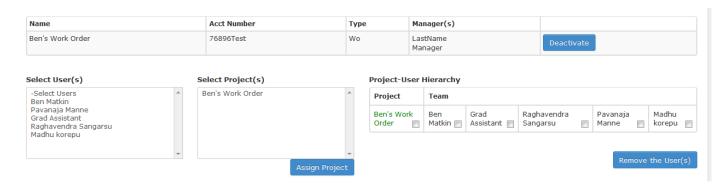
MANAGER HOME:

Home page of manager role is shown below. A manager can have the following responsibilities.

- Activate/Deactivate a project
- Assign user(s) to a project(s)
- Remove user(s) from project(s)



Activate/Deactivate a project:

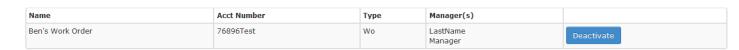
The very first table in home page of a manager contains all the details about a project as shown in the sample screen below. It mainly consists of

- Name of the project
- Account number of the project
- Type of the project
- List of Manager(s) managing the project
- A button to activate/deactivate a project

Click on deactivate a project, if the project is

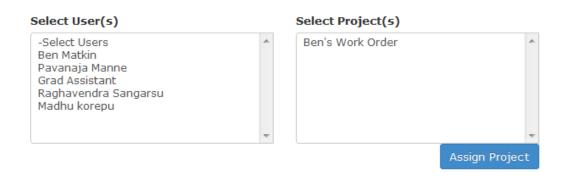
- 1. No longer available
- 2. On hold for any reasons
- 3. Completed

If you deactivate a project, it is no longer available for any employee who is assigned to that project to clock the hours.



If you want to activate a project again click on activate button provided corresponding to that project name.

A manager also has the privilege to assign employees to his/her projects. A manager can assign each user to a project or he/she can also assign multiple users to multiple projects at the same time. Select users from select User(s) list and projects from select Project(s) list and click on assign project.



A manager can also remove users from a project. Select the checkbox corresponding to the user you want to remove and click on remove the User(s) button. If you want to remove all the users from a project, click the checkbox corresponding to the name of project and click on remove the User(s) button.

Project-User Hierarchy



Remove the User(s)