

## 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)

Name	Acct Number	Type	Manager(s)	
Ben's Work Order	76896Test	Wo	LastName Manager	<button>Deactivate</button>

  

**Select User(s)**  
-Select Users  
Ben Matkin  
Pavanaja Manne  
Grad Assistant  
Raghavendra Sangarsu  
Madhu korepu

**Select Project(s)**  
Ben's Work Order

**Project-User Hierarchy**

Project	Team
Ben's Work Order	Ben Matkin Grad Assistant Raghavendra Sangarsu Pavanaja Manne Madhu korepu

Assign ProjectRemove the User(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.

Name	Acct Number	Type	Manager(s)	
Ben's Work Order	76896Test	Wo	LastName Manager	<button>Deactivate</button>

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.

#### Select User(s)

-Select Users

Ben Matkin

Pavanaja Manne

Grad Assistant

Raghavendra Sangarsu

Madhu korepu

#### Select Project(s)

Ben's Work Order

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

Project	Team				
Ben's Work Order <input type="checkbox"/>	Ben Matkin <input type="checkbox"/>	Grad Assistant <input type="checkbox"/>	Raghavendra Sangarsu <input type="checkbox"/>	Pavanaja Manne <input type="checkbox"/>	Madhu korepu <input type="checkbox"/>

Remove the User(s)