Tradeflow 0.1

Documentation and Overview

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TBA

Using tradeflow

2.1) Logging In

1. Visit <http://tradeflow.thinkgeist.com>
2. Enter your registered username & password to log into your company’s version of tradeflow
3. Do your work!

2.2) Adding a new job

Adding a new job to your Company’s database is easy! Tradeflow automatically manages incrementing and assigning PO’s to new jobs so employers don’t have to keep track with their employees what the next available PO is! If power is required to create a job under a GIVEN PO and not be assigned one, this must be done by a power user appointed by the administrator (See 2.3)

When filling out the normal job creation form only two fields are required (Name and date) and the job can be edited at any time to correct or change these values. Of course the necessary amount of information varies on a per job basis, and managers should be clear of such requirements. General outline of job creation is found immediately below:

1. Fill in the Job name with something relevant and identifiable
2. Use the date picker to pick the START date (Or whatever date discussed with your management authority)
3. Fill in the optional fields (Address, Phone, Description, Materials, Completion status)
4. Submit the job (Note if Name and/or date are blank the form will not submit)
5. Upon successful submission the user will be provided a PO and the job will now be available in the “View Jobs” page.

2.3) Viewing Jobs

Viewing jobs is as simple as it is to make them:

1. From the home menu, choose “Job List”
2. The list will auto populate
3. Select any reference on the line of the job you desire to inspect
4. Information entered about the job is then presented to the user in an organized format.
5. User may also edit the job from this view by choosing the “Edit Job” button at the bottom of the page.