HOW TO USE THIS APPLICATION

1. Creating Project

Staff/User → Login to App → Access Menu Manage Projects → Access Menu Registered Projects → Click Add Project Button → Fill information in form → Submit → END
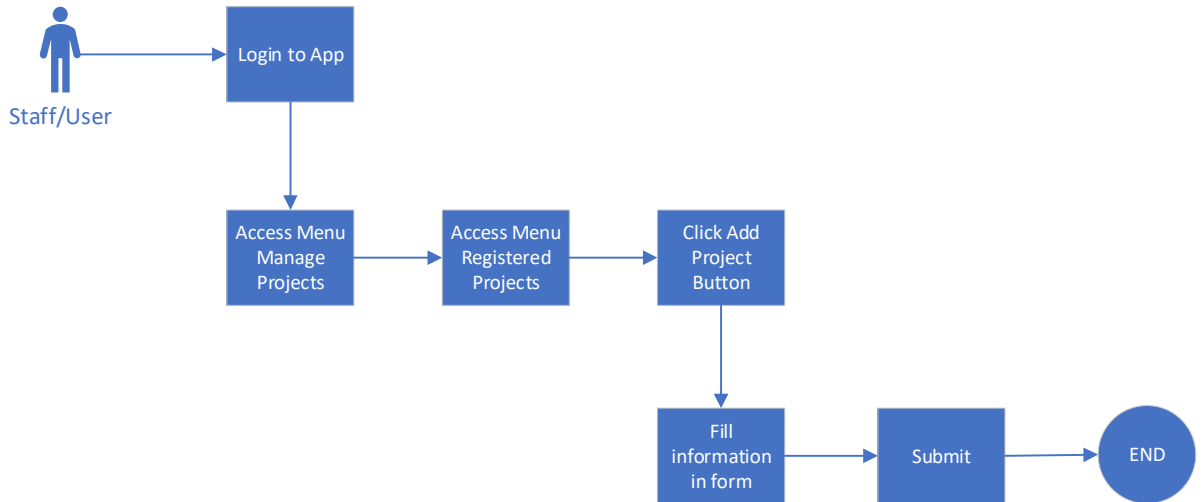
2. Updating Project

Please be aware that you can still update your project as long as the project has not started yet.

Staff/User → Login to App → Access Menu Manage Projects → Access Menu Registered Projects → Click Icon Edit Project Button → Fill information in Update form → Submit → END
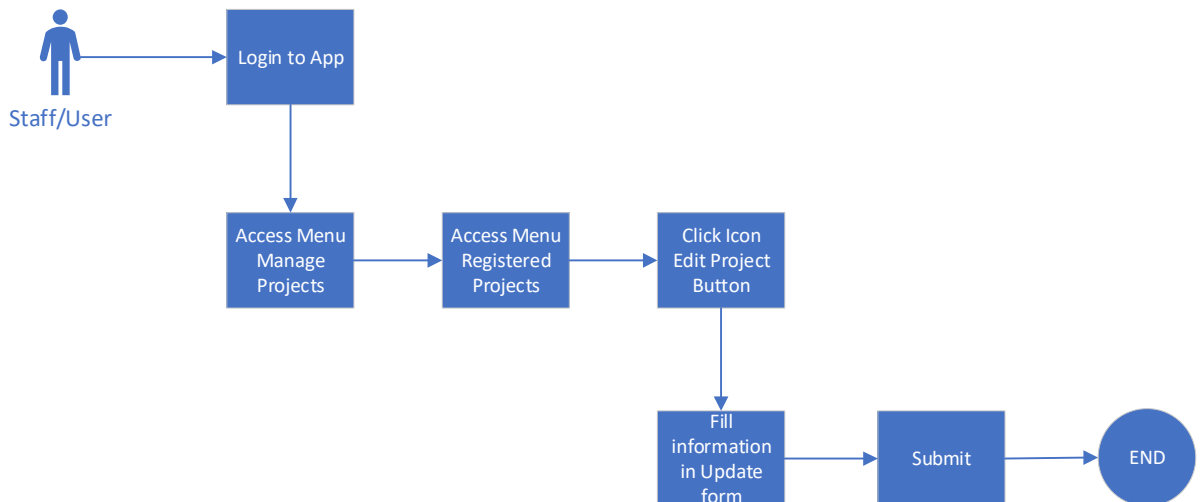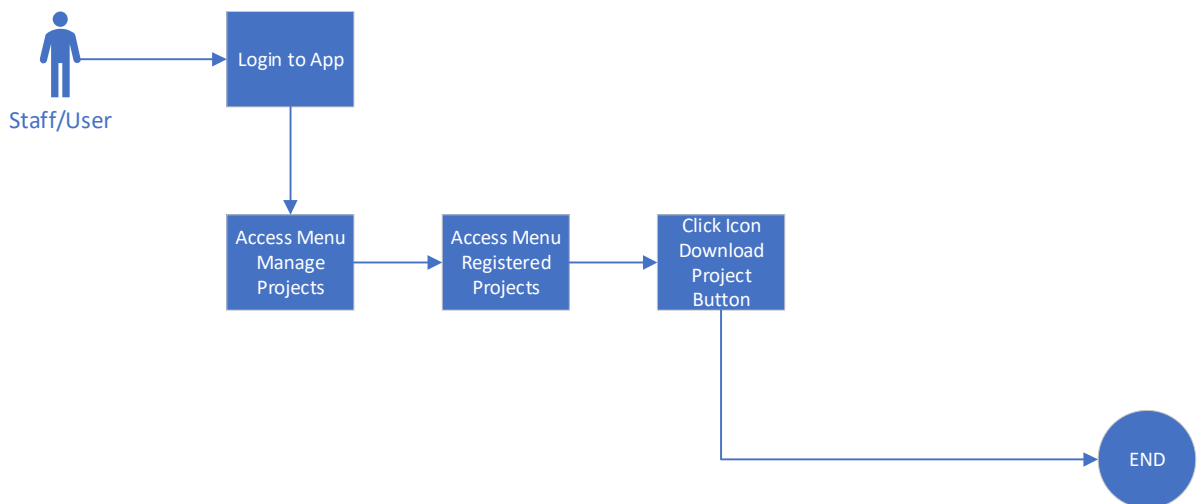
3. Deleting Project

Please be aware that you can still Delete your project as long as the project has not started yet.
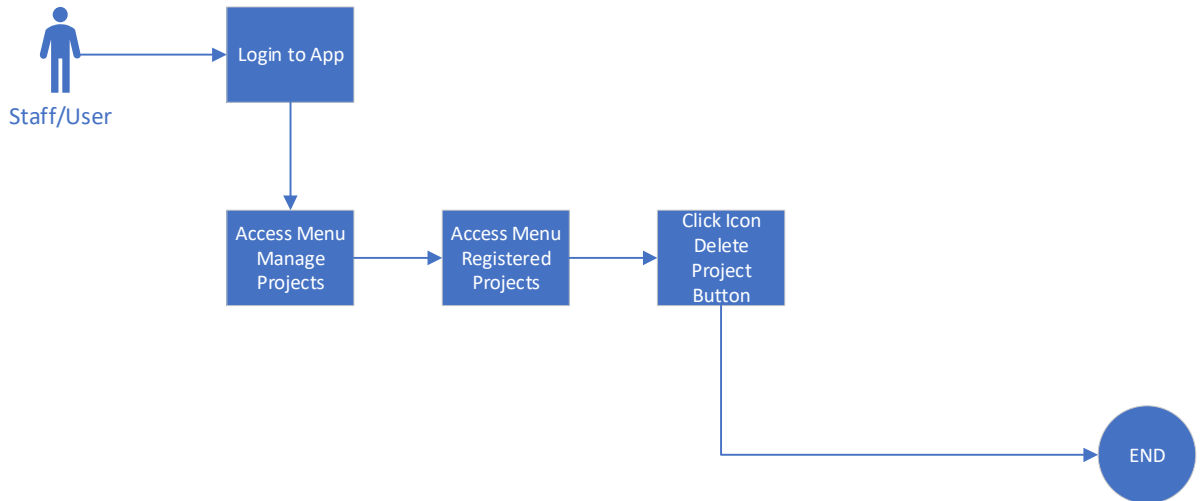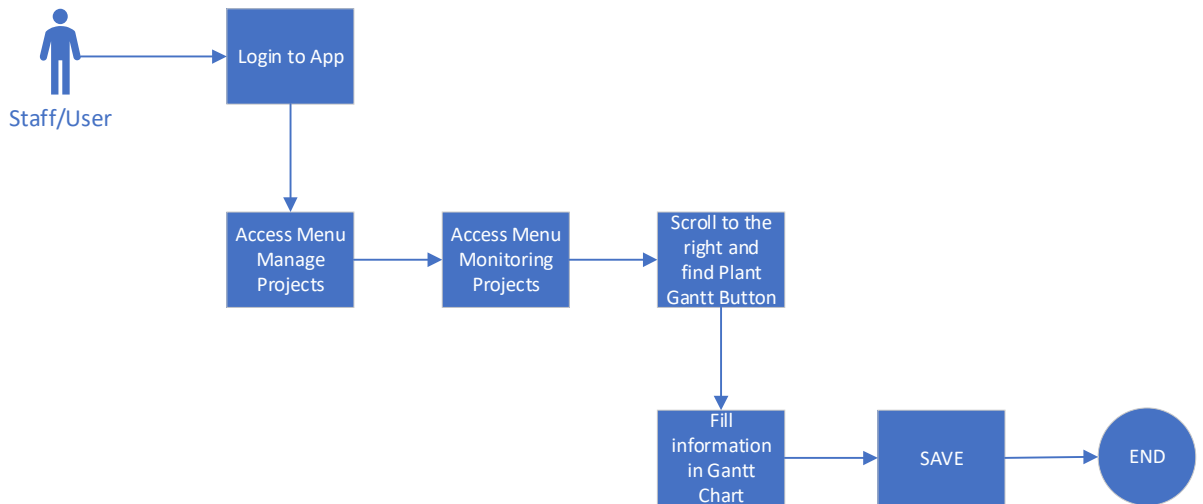

4. Download Project Information (PDF)

5. Manage Gantt Chart Plan
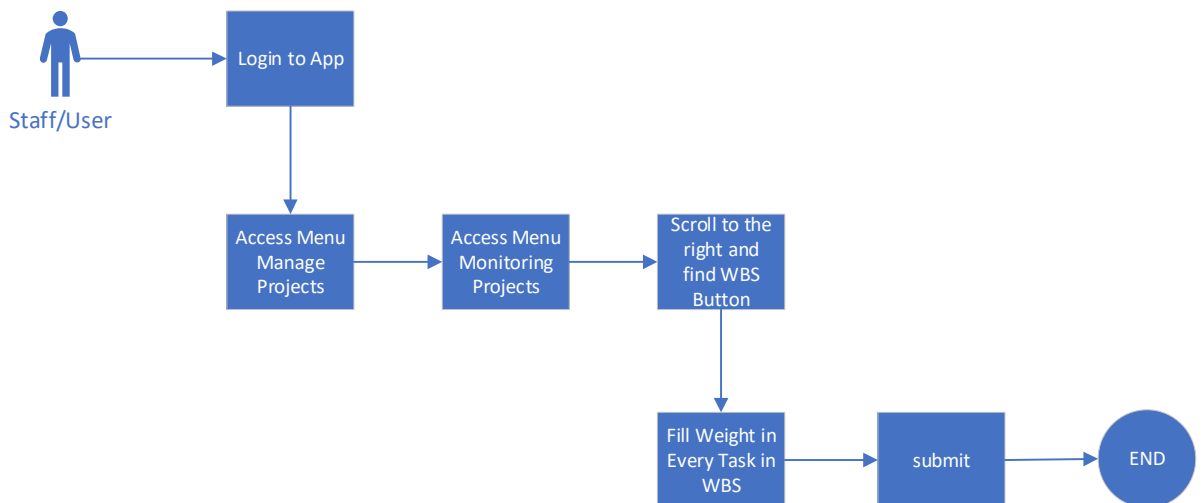   You can use any toolbar in ganttchart to adding task

   Button information (from left to right)
   a. Back button: functions to return to the project monitoring page
   b. Undo button: functions to undo an action that has been made
   c. Redo button: functions to redo the action that has been created
   d. Insert Above button: functions to insert a task above another task
   e. Insert Below button: functions to insert a task below another task
   f. Un-Indent Task button: functions to shift the task to the left
   g. Indent Task button: functions to shift the task to the right
   h. Move Up button: functions to move the task up
   i. Move Down button: functions to move the task down
   j. Delete button: functions to delete tasks
   k. Zoom Out button: functions to enlarge the task
   l. Zoom In button: functions to reduce the task
   m. Print button: functions to print tasks
   n. Critical Path button: functions to view the critical path of an existing project
   o. Layout 1
   p. Layout 2
   q. Layout 3
   r. Color button
   s. Save button: functions to save changes manually
   t. Send Approval button: functions to send approval to the supervisor
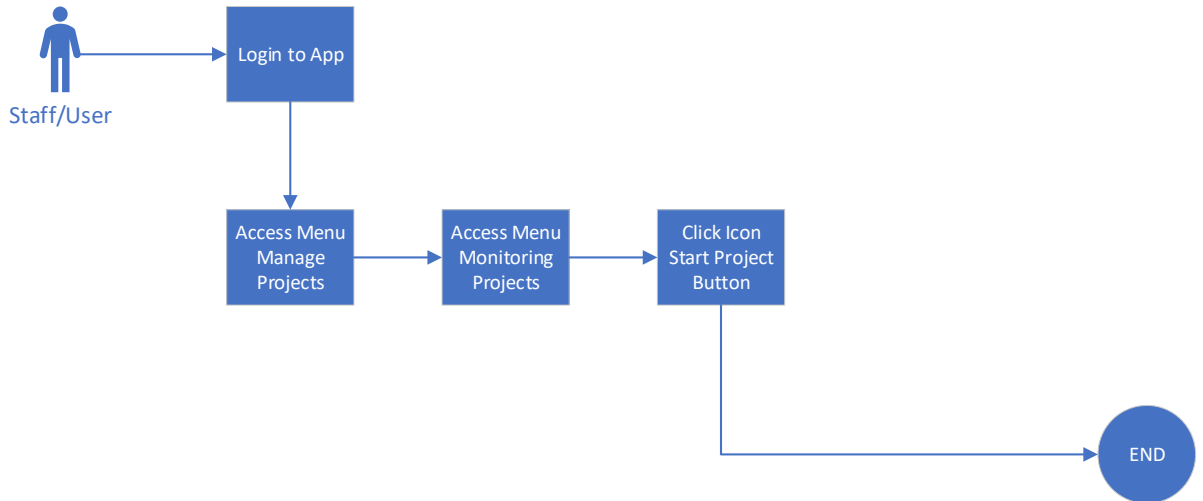
6. Manage Work Breakdown Structure Plan and Weight for every task
You can manage weight for every task in this function.

7. Start Project

Please note that Project can be started If WBS Weight Plan has been filled and Project Manager and Project Owner has been approved the project.

Apps notification and email notification will be sent to all projects users when start button project has been clicked.

8. Manage Gantt Chart Actual

You can use any toolbar in ganttchart to adding task

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