

9. Project Management


9.1 Creating a project





Project Profile Contact Contract

Project Code *

Project Name *





Project Description

- Click **Project Management** >>  to create project
- Enter project code
- Key in Project Profile, Contact & Contract details
- Click **Save** when done


example project (XXX) Pending Commencement Date:    

Client: Completion Date:


9.2 Edit a Project

example project (XXX) Pending Commencement Date:    

Client: Completion Date:

- Click the  button to make changes to a project
- Click **Update** when done


9.3 Project Status

- Click  to edit project status
- You should come to a page like this:

Project Status ✕

Project Code





Status

- Click the  button to select status
- Click **Update** when done

9.4 Submitting attendance

You can submit attendance for the project


























- Click 

example project (XXX) Pending    

Client: _____ Commencement Date: _____
Completion Date: _____



✕

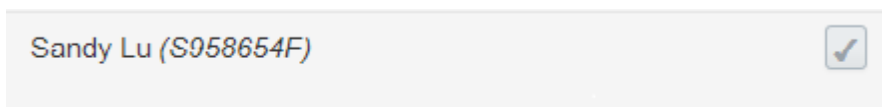
🔍 + ✕

	Michael Jackson (001)	   
	Taylor Swift (895412229)	   
	Park Jae-Sang (003)	   
	Wilelu Bai (004)	   
	Sandy Lu (5958654F)	   

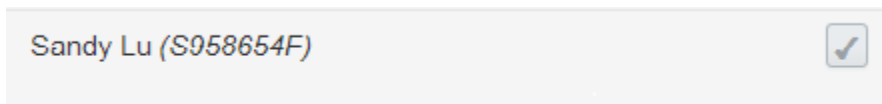
- Click the date and select the date for attendance



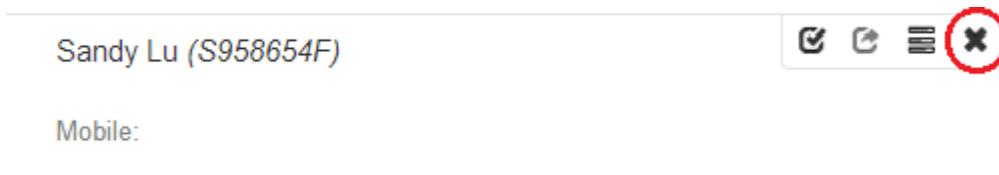
- Choose the date to submit attendance
- Click  to search for workers
- Click  to add workers
- Check the box to select worker into attendance list




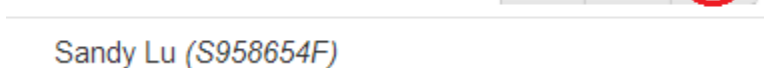
- Uncheck a box to deselect worker



- Click **X** (cross) at the top right hand corner of the worker to deselect the worker

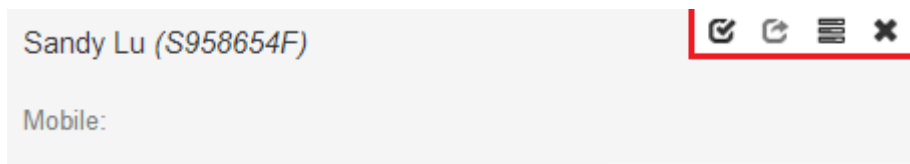



- Click  beside the search tab to cancel the added workers to the attendance list

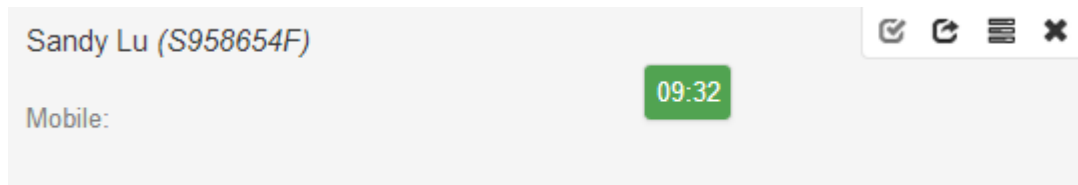



- Click **Submit Attendance** to confirm attendance or **Cancel** to cancel attendance

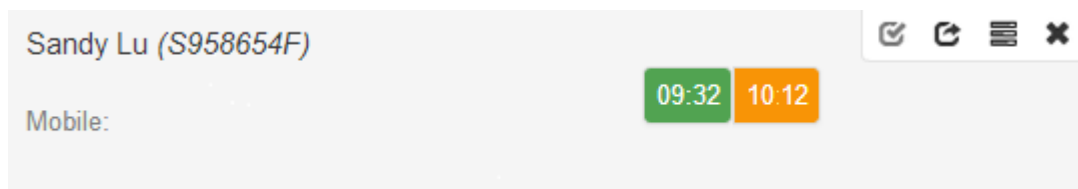
9.4.1 Check in & out



- Click  to check a worker in. It will display the current time

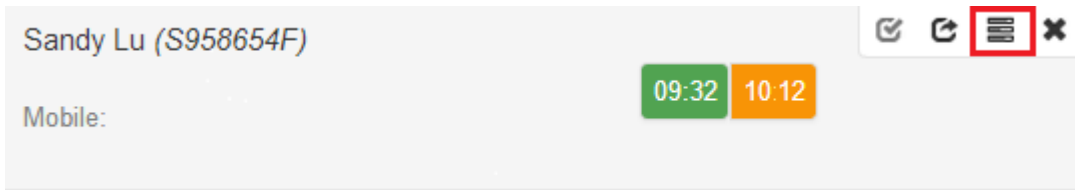



- Click  to check out a worker



9.4.2 Assign Task

- Task can only be assigned to workers involved in the project



- Click on  at the top right hand corner as shown above
- Select Task for the worker and state the start and stop time. Details for creating task can be found in [10.3.2](#)
- Click **Confirm** to assign task or **Cancel** to delete

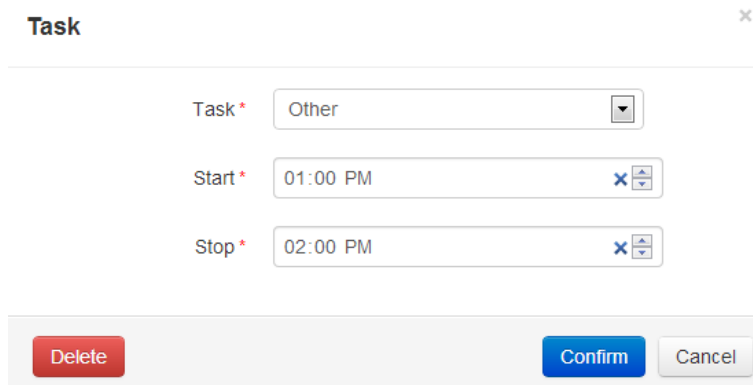
- It will show a display like this



- You may continue assigning more tasks as you wish

9.4.2.1 Delete or Edit Task for Worker

- Click the task to open the window like the image below



Task ×

Task * Other

Start * 01:00 PM

Stop * 02:00 PM

Delete Confirm Cancel

- Make the necessary changes and click **Confirm**
- Click **Delete** to delete the task


9.4.3 Upload Image with Attendance

- You may also choose to upload an image together with the attendance list as proof of attendance



2013-04-23

No images selected

- Click  to upload an image