



Project Manager



Department Leader



Director and Administrator



Employee

## Project Management



### To Add a Project

Go to **Project Management** tab > Choose **Add New** > **Project** > **New Project**  
or

Go to **Project Management** tab > **Projects** > **Add New Project** > **New Project**  
or

Go to **Project Management** tab > **Tasks** > **Add New Task** > **Add New Project** > **New Project**



### To Add a Task

Go to **Project Management** tab > Choose **Add New** > **Task** > **New Task**  
or

Go to **Project Management** tab > **Tasks** > **Add New Task** > **New Task**  
or

Go to **Project Management** tab > **Projects** > *Select a project* in the list > **Tasks** > **Add New Task** > **New Task**  
or

Go to **Project Management** tab > **Timesheet** > **Add New Task** > **New Task**



**To Add Multitask** Multi task is collection of multiple tasks added to one project. Managers can add multiple tasks to the project.

Go to **Project Management** tab > Choose **Add New** > **Multi task** > **New Multi Task**



### To Add Timesheet

Go to **Project Management** tab > **Timesheet** > **Fill timesheet hours**



### To Submit Timesheet for Approval

Go to **Project Management** tab > **Timesheet** > **Submit for Approval** > *Filter by Project and Dates* > **Select Tasks** > **Submit For Approval**



### To Approve Timesheet

Go to **Project Management** tab > **Timesheet approval** > **Approve Timesheet hours**



### To Edit Gantt Chart

Go to **Project Management** tab > **Projects** > **Gantt Chart** > **Edit Gantt Chart** > **Save**



### To Add Documents to the Project

Go to **Project Management** tab > **Projects** > **Documents** > **Add New Attachment** > **New Attachment**



### To Add a Workstream

Go to **Project Management** tab > Choose **Add New** > **Workstream** > **New Workstream**



### To View Work Breakdown Structure

Go to **Project Management** tab > **Projects** > Choose *Project* > **WBS**



**To View Cost Setup**

Go to **Project Management** tab > **Projects** > Choose *Project* > **Edit Project** > **Cost Setup**



**To Edit a Project**

Go to **Project Management** tab > **Projects** > Choose *Project* > **Edit Project**