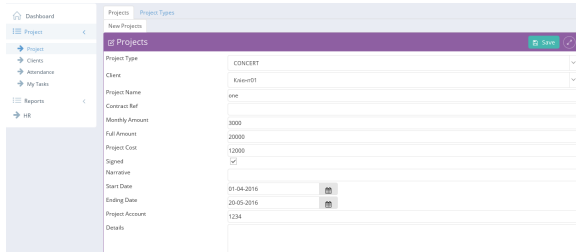


# Project Management

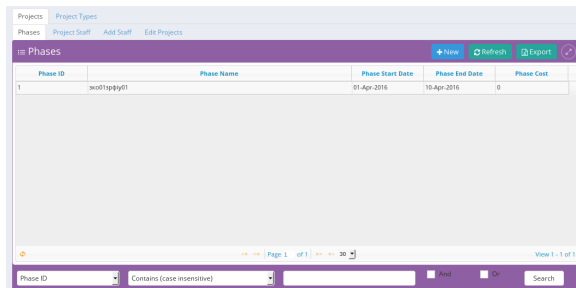
1.a. To add new projects to the system one has to define the project types. Click on 'Projects' then select 'Project Types'. Click on 'New', fill the fields then 'Save'.



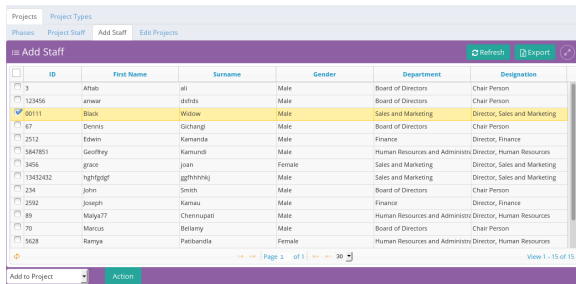
b. Under <Projects> select 'Projects'. Click on 'New', fill all the fields and then click on 'Save'



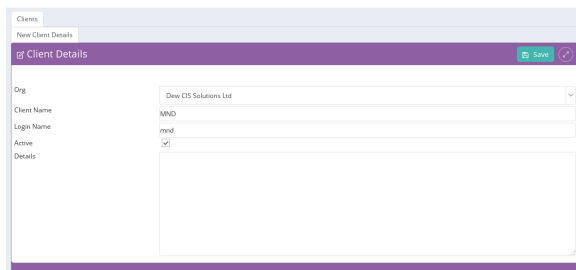
The system allows the user to add 'Project Phases'. Double click on a specific project, click on 'New' then 'Save'



To add a new staff into the project click on 'Add staff'. Check the record that has details of the employee you want to add then click the 'Action' button. The record is moved to 'Project Staff'



2. The system allows the user to add clients. Under <Projects> select 'Clients' and then 'New'. Fill in the details and 'Save'.



3. The system provides a "Shifts" module where the user can add various shift types, shift hours, days, time in &out for a specific project. Under <Projects> click on 'Shifts'.

## HCM Features

- >Recruitment
- >Payroll
- >Leave Management
- >Loans and Advances
- >Petty cash and claims

- >Business
- >Time and attendance
- >Appraisals

Dashboard

Shifts

Shift Schedule

Project

Shifts

Project: i-Tech project

Shift Name: \$

Shift Hours: 5

Include Holiday:

Include Mon:

Include Tue:

Include Wed:

Include Thu:

Include Fri:

Include Sat:

Include Sun:

Time In: 09:00 AM

Time Out: 02:00 PM

Details