# ProjeQtor

## 01 ProjeQtor detailed steps and explanation of how to use to complete work activity (suitable for 1st time and inexperienced users).

FAQ on Using ERM first time use for each activity received.

1. Access Projeqtor using the secured link https://iconic.productions/projeqtor/view/main.php

2. Login with your username and password.
    1. Your username is first part of your work email address excluding @iconic.productions. In example name.lastname@iconic.productions the username is name.lastname.
    2. If it is the first time you are using ProjeQtor you will be provided with a temporary password. After entering the temporary you will be asked to change the password to something you remember

3. **Today View:**
    1. 2.1. This page will show you all your schedule work for the day, week and month. button on the right hand side.

        1. 2.2.1 You can change the settings to display specific items for you.
            1. 2.2.1.1 ***due date:*** will display activities based on the number you entered.
            2. 2.2.1.2 ***refresh parameters:*** leave settings as is for correct refresh.
            3. 2.2.1.3 ***items to be displayed:*** all self explanatory.Â  Only recommendation is to untick 'projects'

    3. 2.2. In **scope of the numbers counted :Â** it displays the overall records of your work activities.Â  It also will display the overall of all projects.Â  If you unticked this as explained in 3.2.2.1.3 it won't display all project details (optional).

4. **How to view and acces your Work Items or Activities:**
    1. Use the Activities Tables List feature.Â  Click here for how to use this.
    2. Use the Diary feature. Click here for how to use this.
    3. Use the Resource Planning. Check here for how to use this.

5. **First time opening your Work Item or Activity:**
    1. 4. After pressing on the work item it will display many fields.Â  There are few important things to do if this is the first time you are about to view the work item or activity.Â  You should do the following for every new work item you receive.
    2. Click on the spannerÂ
        1. 4.1. **Check your assigned hours.** The assigned hours is an estimated amount of hours that your supervisor has placed on the activity.Â  When working on the item you may find it took you less or more.Â  This is only an estimation.

        2. 4.1. **Check your progress dates and duration.** This can be found inÂ **ProgressÂ** sub-heading section.
            1. 4.1.2. **Validated dates.** This is your suggested start and end date.Â  This helps with planning and is only a suggestion.Â  You are required to enter your suggested dates here.Â  This date fields cannot be left blank.
            2. 4.1.2. **Planned dates.** This is the recommended system dates of start


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and end to be on time.

3. 4.1.2. **Requested dates.** This is the dates your manager or supervisor has requested you to complete.

3. 4.1. **Description.** Recommended that you read the description information, before doing anything else. This is where your manager or supervisor or a worker types in the description of the work, task or activity that you are required to do.Â  It can be very detailed.

4. 4.1. **Notes / Activity Stream.** Recommend that you read the notes or the activity stream for updated information, additional work required.Â  All staff with the right permissions can make a note on an activity or activity stream.
    1. 4.1.4 If you do not see the activity stream section press the Activity Stream button
    . .
    2. 4.1.4 If you want to enter a note with text formatting press the green + button on the inÂ **NotesÂ** sub-heading section.
    Â
    3. 4.1.4 If you only want to enter a quick note with out formatting type your text in the activity stream text area box.

        1. 4.1.4.3. Please note pressing enter in this box, saves the notes.Â  Activity stream does not allow for new lines or paragraphs.

6. **Start/Commence your set work, work task, activity or item.**
    1. 5. You are now ready to start working on your activity by following the steps in this procedure policy for commence work on a work task, work activity, or work item.Â Click here to see the required steps to commence your work management procedure.
7. **Completed the Work, what next?**
    1. After completing step 5 above, once you are done, if you have other work to do follow the same procedure.

Attached files:

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