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## 1. Introduction

This program provides a method of listing and updating documentation management jobs for the documentation specialist. The program is accessed through this <u>link</u>.

## 2. Listing Jobs in Progress

The initial screen, which lists all the open jobs in progress, is shown in <u>Figure 1</u>. Each job includes "Events," which are details for a particular job. Events are viewed by clicking on the relevant job number in <u>Figure 1</u>, which then brings up the screen shown in <u>Figure 2</u>.

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### Figure 1: Task Display Box

Figure 2: Events Screen

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	2	Test Docume:	nt 5	John Effland	2008-03-31 2008-04-28	704.1666.1600626 70% 742.1666.1604280 30%	Test for help document	
						Events:		
	Date Eve	nt Entered		1	item		Notes	
	2008-03-31 1	6:15:47 Mon	Complete	ed (entered by Jose	eph Ulrich)			=
	2008-03-31 1	6:15:43 Mon	Notes fro	m Joseph Ulrich		This	is an event note.	
	2008-03-31 1	16:15:29 Mon	Joseph Ul	rich: job should <b>co</b>	mplete on 200	08-04-28.		
2008-03-31 16:15:22 Mon Joseph Ulrich: 10 hrs of effort.								
2008-03-31 16:15:12 Mon Joseph Ulrich checked documents.								
2008.03.31.16.15.06 May Logan Dirich pagained documents								
	2008-03-31 1	16:14:59 Mon	Notes fro	m Effland		742	. 1666.1604280 (30%)	
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# 3. Adding a New Task

New tasks are added by selecting the *Add a Job* button on the main screen (Figure 1). The user then fills out the screen shown in Figure 3.

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### Figure 3: Screen for Entering a New Documentation Job

# 4. Adding Events to an Existing Task

Events are added to existing tasks by selecting the task number from the main screen (Figure 1), then entering information in the screen shown in Figure 4. Press the *Add event in database* button after completing the form.

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Job Number	Description	Customer	Dates: Entered Req'd	Charge #	Notes	
4	Today's test	Effland	2008-03-31 2008-04-28	2008-03-20 50% 2008-03-31 50%		
□Doc received or □Doc checked by Docs checked or Hours worked Estimated completion date □Job complete or		2008-03-31 16:18.23 Joseph Ulrich 2008-03-31 16:18.23 O Tomorrow 2 days 1 week 4 weeks 0 Other: 2008-04 2008-03-31 16:18.23	28			
	Notes:					
Add/C	Change Charge Nums:	2008-03-20 2008-03-31	%: %: %: %:	50		
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Figure 4: Adding a New Event to an Existing Task

### 5. Marking a Job Complete

To mark a job complete, add an event (Section <u>4</u>) and select the "Job Complete on…" box shown in <u>Figure 4</u>. A listing of completed jobs can be viewed by clicking on the "Show Completed Jobs" link on the job listing screen, <u>Figure 1</u>.

## Figure 5: Completed Job Listing

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Completed Documentation Jobs Sorted by Date Entered (most recent first) Add a Job (Click on a job number to view or add details for that job)										
Job Number	Description	Customer	Dates: Entered Req'd	Charge #	Notes	=				
2	Test Document 5	John Effland	2008-03-31 2008-04-28	704.1666.1600626 70% 742.1666.1604280 30%	Test for help document					
<u>6</u>	Final Test	Effland	2008-03-31 2008-04-28	1227a 45% 1227b 65%						
5	Test 4	Effland	2008-03-31 2008-04-28	1234 70% 4567 30%	Notes for today					
2	Test 2	Effland	2008-03-28 2008-04-25	23456	This is a note.					
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