



Job Management Program For Documentation Specialist

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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 [link](#).

2. Listing Jobs in Progress

The initial screen, which lists all the open jobs in progress, is shown in [Figure 1](#). Each job includes “Events,” which are details for a particular job. Events are viewed by clicking on the relevant job number in [Figure 1](#), which then brings up the screen shown in [Figure 2](#).

Figure 1: Task Display Box

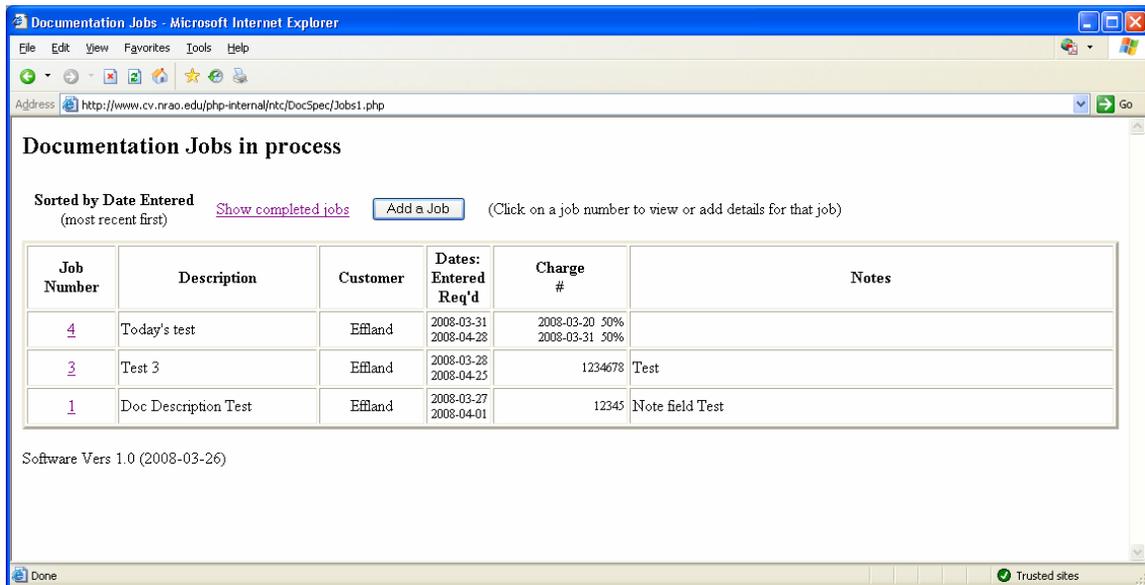
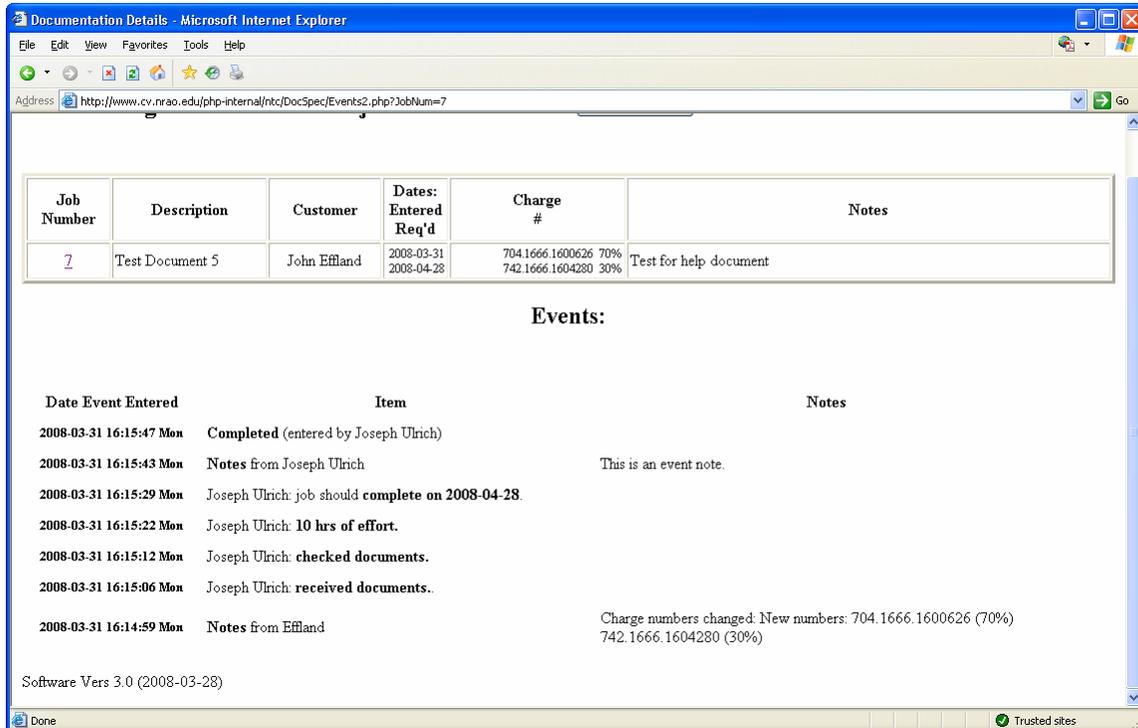


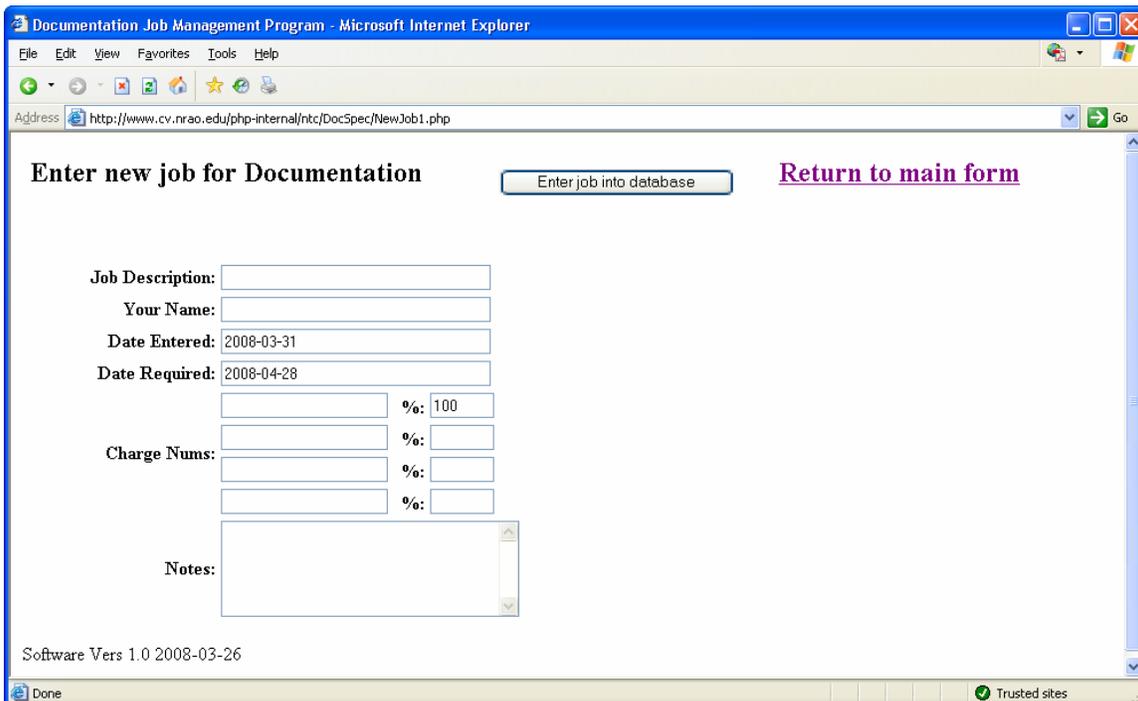
Figure 2: Events Screen



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.

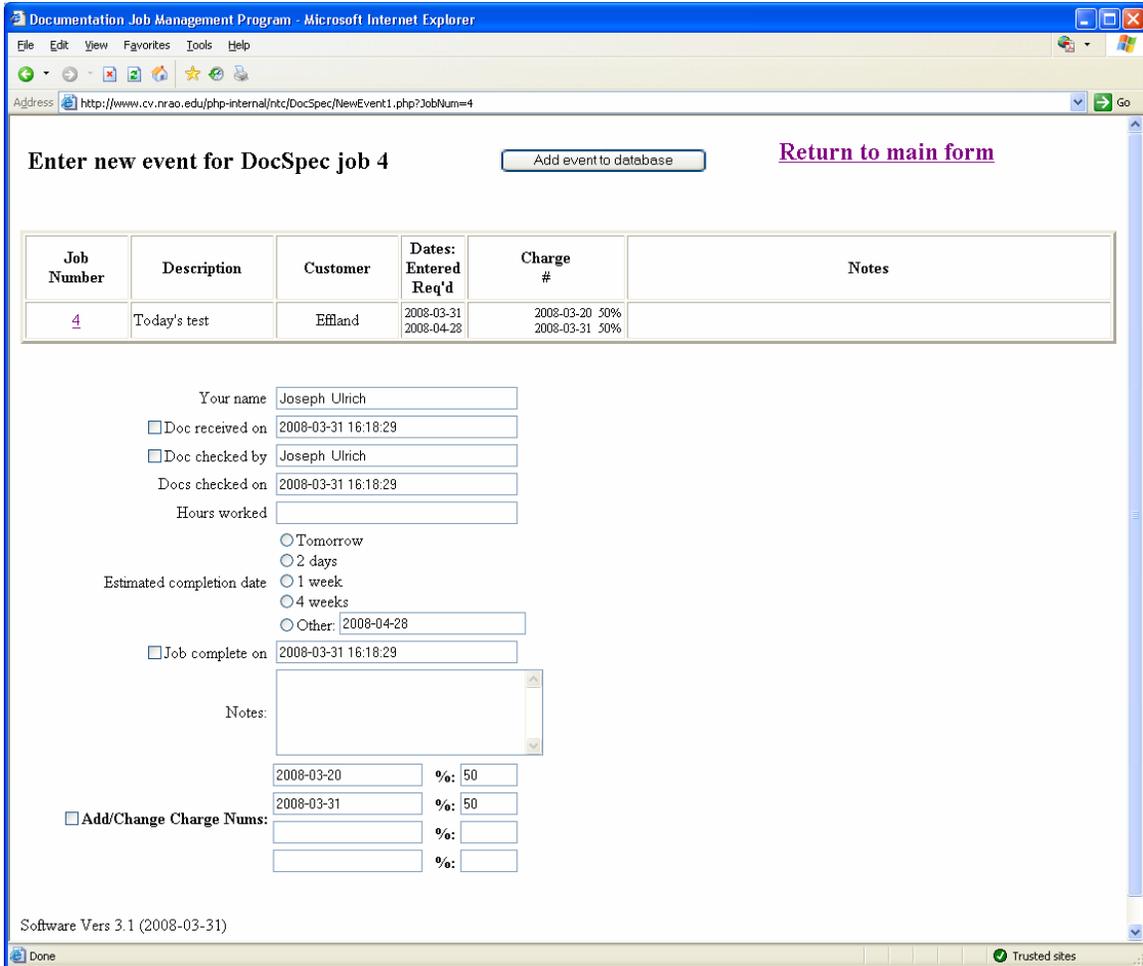
Figure 3: Screen for Entering a New Documentation Job



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.

Figure 4: Adding a New Event to an Existing Task



Documentation Job Management Program - Microsoft Internet Explorer

Address: <http://www.cv.nrao.edu/php-internal/ntc/DocSpec/NewEvent1.php?JobNum=4>

Enter new event for DocSpec job 4 [Return to main form](#)

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%	

Your name:

Doc received on:

Doc checked by:

Docs checked on:

Hours worked:

Estimated completion date:

Tomorrow

2 days

1 week

4 weeks

Other:

Job complete on:

Notes:

Add/Change Charge Nums:

<input type="text" value="2008-03-20"/>	%: <input type="text" value="50"/>
<input type="text" value="2008-03-31"/>	%: <input type="text" value="50"/>
<input type="text"/>	%: <input type="text"/>
<input type="text"/>	%: <input type="text"/>

Software Vers 3.1 (2008-03-31)

5. Marking a Job Complete

To mark a job complete, add an event (Section [4](#)) and select the “Job Complete on...” box shown in [Figure 4](#). A listing of completed jobs can be viewed by clicking on the “Show Completed Jobs” link on the job listing screen, [Figure 1](#).



Figure 5: Completed Job Listing

The screenshot shows a Microsoft Internet Explorer window titled 'Documentation Jobs - Microsoft Internet Explorer'. The address bar displays 'http://www.cv.nrao.edu/php-internal/ntc/DocSpec/Jobs1.php?sortdef=2'. The main content area is titled 'Completed Documentation Jobs'. Below the title, there is a sorting option 'Sorted by Date Entered (most recent first)', a link 'Show jobs in progress', and a button 'Add a Job'. A note says '(Click on a job number to view or add details for that job)'. The table below contains the following data:

Job Number	Description	Customer	Dates: Entered Req'd	Charge #	Notes
7	Test Document 5	John Effland	2008-03-31 2008-04-28	704.1666.1600626 70% 742.1666.1604280 30%	Test for help document
6	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.