

User Guide v1

INTRODUCTION

The D4 Multimedia Project Manager is a web-based application accessible both internally and externally to registered users. Users may use the facility to create and monitor projects to be actioned by D4 Multimedia professionals.

QUICK START

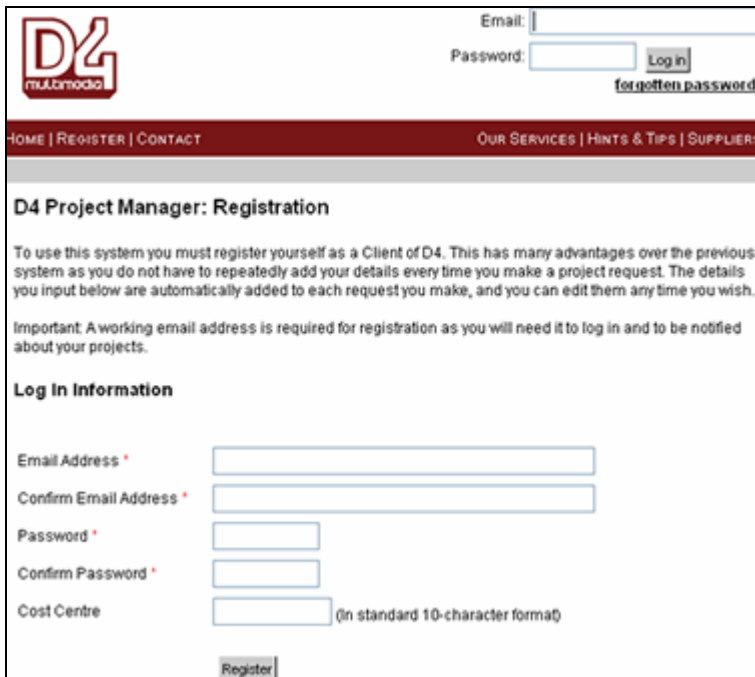
Accessing the Project Manager

Open a web browser such as Internet Explorer, and go to <http://www.tmpm.co.uk>

Register

If you do not have a user account you will need to first register your details in order to use the site.

1. Click the 'Register' button in the top left hand menu below the D4 logo;



The screenshot shows the registration page of the D4 Multimedia Project Manager. At the top left is the D4 logo. At the top right are fields for 'Email:' and 'Password:' with a 'Log in' button and a 'forgotten password?' link. Below this is a navigation bar with links: 'HOME | REGISTER | CONTACT' and 'OUR SERVICES | HINTS & TIPS | SUPPLIERS'. The main heading is 'D4 Project Manager: Registration'. Below this is a paragraph explaining that users must register as a Client of D4 and that details are added to project requests. An important note states that a working email address is required for registration. The 'Log In Information' section contains five input fields: 'Email Address *', 'Confirm Email Address *', 'Password *', 'Confirm Password *', and 'Cost Centre' (with a note '(in standard 10-character format)'). A 'Register' button is located at the bottom of the form.

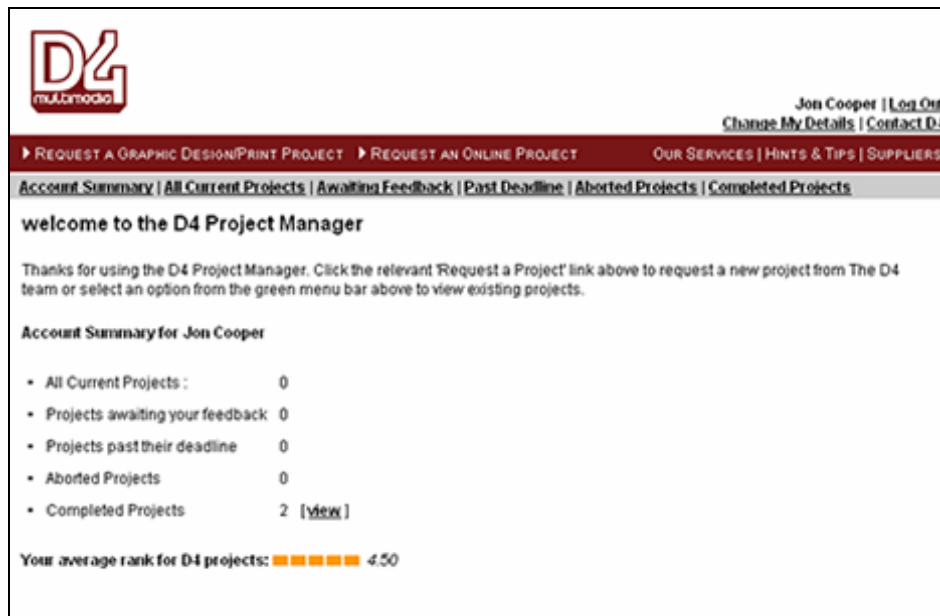
2. Complete the registration form and click the 'Register' button.
3. You will shortly (within 1hr) receive an email containing an account activation link. Click this link to activate your new account.
4. Complete your profile details in the form provided. Only when this step has been completed will you be logged in and able to create a new project.

Log In

If you do have a user account, simply enter your registered email address and password into the fields at the top right hand side of the website. Click the 'Log In' button to enter the website.


USING THE PROJECT MANAGER

Once you have been logged in, you will see the main 'Project Summary' screen.



The screenshot shows the D4 Multimedia Project Manager interface. At the top left is the D4 Multimedia logo. On the top right, the user is identified as Jon Cooper with links for 'Log Out', 'Change My Details', and 'Contact D4'. Below this is a red navigation bar with links: 'REQUEST A GRAPHIC DESIGN/PRINT PROJECT', 'REQUEST AN ONLINE PROJECT', 'OUR SERVICES | HINTS & TIPS | SUPPLIERS'. A grey sub-menu bar contains links: 'Account Summary | All Current Projects | Awaiting Feedback | Past Deadline | Aborted Projects | Completed Projects'. The main content area starts with a welcome message: 'welcome to the D4 Project Manager'. It then says: 'Thanks for using the D4 Project Manager. Click the relevant 'Request a Project' link above to request a new project from The D4 team or select an option from the green menu bar above to view existing projects.' Below this is the 'Account Summary for Jon Cooper' section, which contains a table of project statistics:

• All Current Projects :	0
• Projects awaiting your feedback	0
• Projects past their deadline	0
• Aborted Projects	0
• Completed Projects	2 [view]

At the bottom of this summary screen, an 'average rank' indicator displays the average score you have recorded for all completed projects: Your average rank for D4 projects:  4.50

The main menu now displays links to create new Graphic Design/Print Projects and Online Projects.

Below this is a pale grey sub-menu displaying links to the Account Summary page (this homepage), and existing projects as various statuses.

These are replicated in the Account Summary table below which displays the number of projects at any particular status and, if any exist, a matching 'view' button.

At the bottom of this summary screen, an 'average rank' indicator displays the average score you have recorded for all completed projects.

CREATING A NEW PROJECT

To create either an Online or Graphic Design/Print project follow the following process. The steps are the same but some form fields vary.

- Step 1: Click the appropriate 'Request a...' button on the main red menu. If unsure, please first contact D4Multimedia;
- Step 2: Complete all the required fields (indicated by an asterisk (*)) then click the 'continue...' button;
- Step 3: On the 'Attach Files' you may browse to and upload as many files as necessary to support the project work (eg images, a specification);
- Step 4: Click the 'Finish Adding Project' button to register the project and to generate its unique reference number.

EXISTING PROJECTS

Newly created projects will appear under the 'All Current Projects' menu. As projects progress they will move through several statuses reflected by the sub-menu options and the Account Summary screen links.

Click a status menu to view projects at that status. Clicking a project's Job Number will display the project details including a rolling progress report and the ability to 'score' completed projects and comment on the quality of work performed.