

## 5. Projects | Work'N'Roll

### 5.1. How to add a project

#### 5.2 Searching

#### 5.3 Project Information

### 5.1. How to add a project

5.1.1 On the main page, select the Projects section

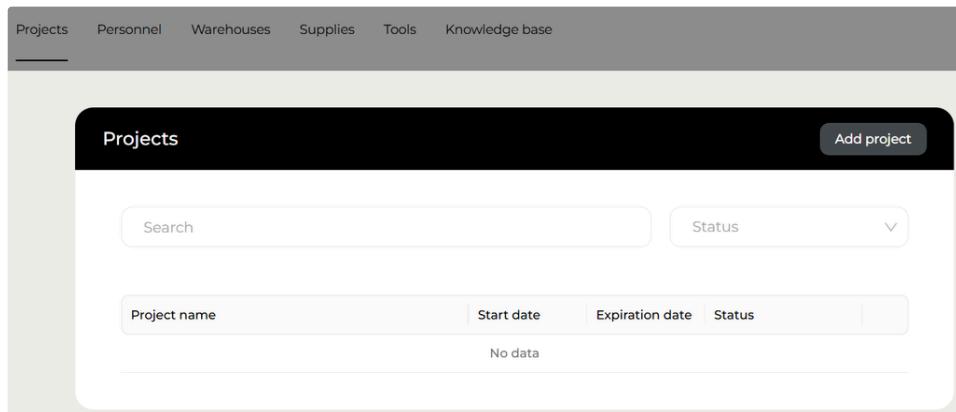


Figure 5.1 - Projects

5.1.2 Click Add Project

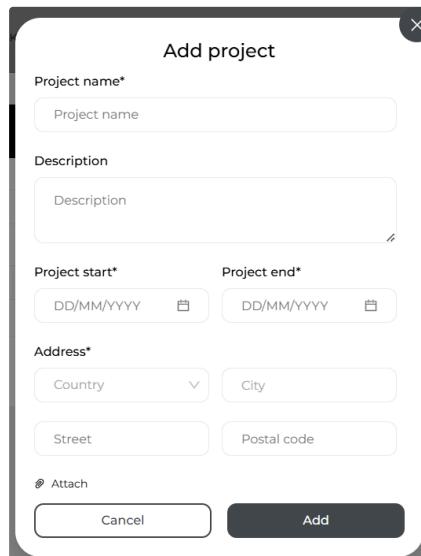
A screenshot of a modal window titled 'Add project'. The window contains several input fields and dropdown menus. The first section is 'Project name\*' with a text input field. The second section is 'Description' with a text area. The third section is 'Project start\*' and 'Project end\*' with date pickers. The fourth section is 'Address\*' with dropdowns for 'Country' and 'City', and text inputs for 'Street' and 'Postal code'. At the bottom of the window are two buttons: 'Cancel' and 'Add'.

Figure 5.2 - Add Project

5.1.3 In the opened window, enter the project name

5.1.4 Add a project description

5.1.5 Specify the project start and end dates

5.1.6 Enter the address: country, city, street, postal code

5.1.7 Attach a file with project information

5.1.8 Click Add

## 5.2 Searching

5.2.1 On the main page, select the Projects section

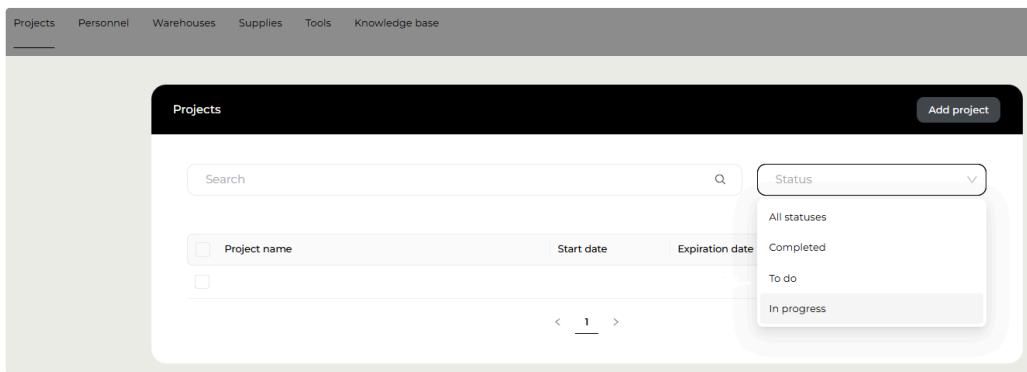


Figure 5.3 - Project Search

5.2.2 Search by project name or status

## 5.3 Project Information

5.3.1 From the home page, select the Projects section

5.3.2 Click on the line of the required project

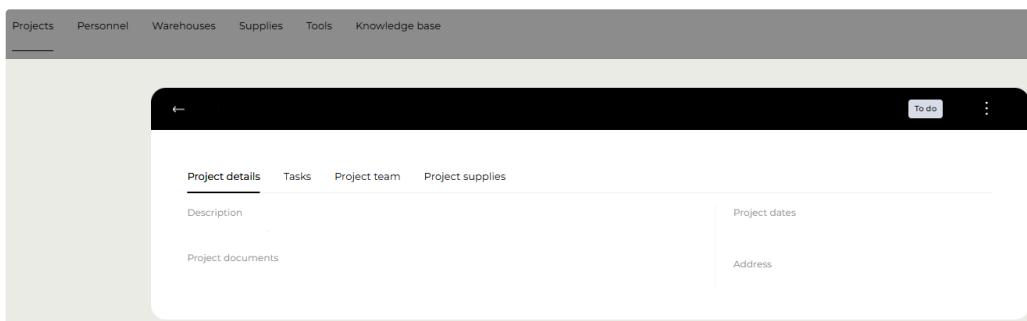


Figure 5.4 - Project information

5.3.3 Click on the Project Details tab

5.3.4 View the project description, project documents, project dates, and address

5.3.5 Click the Team per Project tab

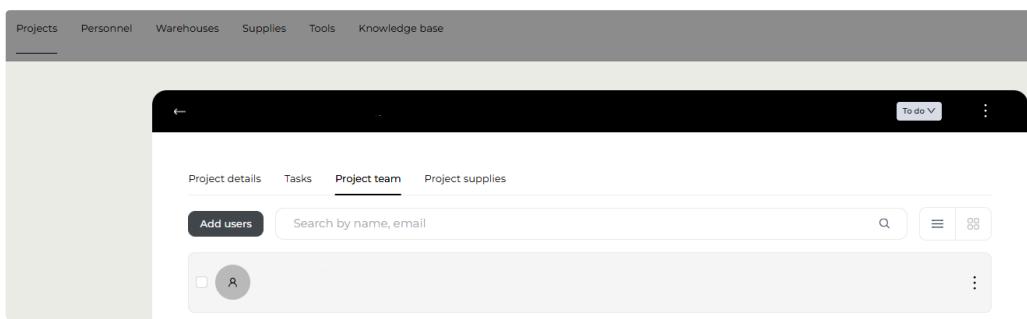


Figure 5.6 - Project Team

5.3.6 Click Add User

5.3.7 Select User Name

5.3.8 Click Add

5.3.9 Search for the user by name or email

5.3.10 Click on the field with the desired user

5.3.11 View the user's information

5.3.12 Click the Tasks tab

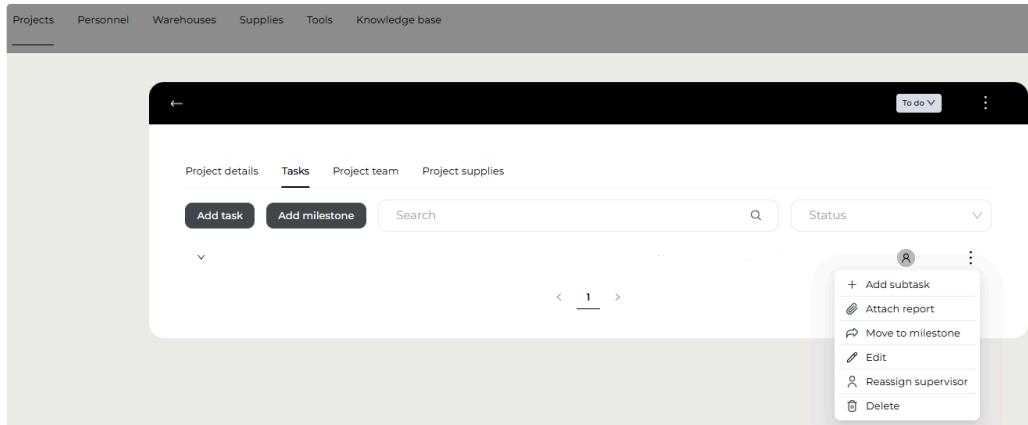


Figure 5.5 - Project Tasks

5.3.13 Click Add task

5.3.14 Fill in the fields according to section 4.1 How to add tasks [4. Tasks | Work'N'Roll](#)

5.3.15 Click Add Milestone

5.3.16 Enter the milestone name, start and end date

5.3.17 Click Add

5.3.18 Search for the task by name or status

5.3.19 Click on the three dots icon next to the desired task

**NOTE.**

You will see a drop-down list with a list of actions

5.3.20 Use the Task Management functions as described in section 4.3 [4. Tasks | Work'N'Roll](#)

5.3.21 Click on the Project Materials tab

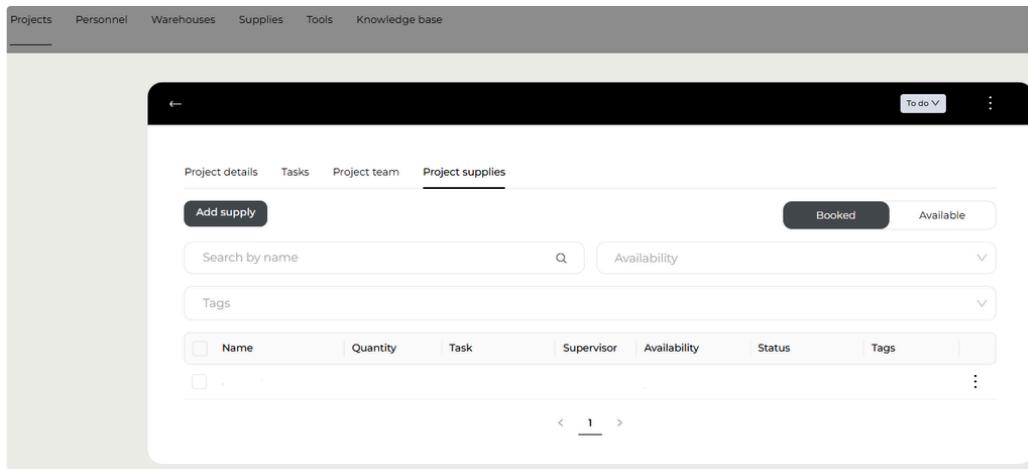


Figure 5.7 - Project Materials

5.3.22 Click Add Supply

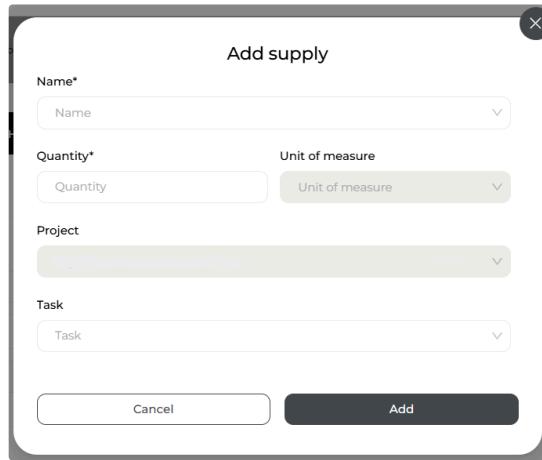


Figure 5.8- Adding a material

5.3.23 In the window that opens, select the material name from the drop-down list (required field)

5.3.24 Specify the quantity of material (required field)

5.3.25 The unit of measure and project will be filled in automatically

5.3.26 Select a task from the drop-down list

5.3.27 Click Add

5.3.28 Use the material search by busy, available, title, status or tags