ProjectWatch™

Watch-it in Real-Time

User Guide

A quick guide to Web and Mobile use case for Novice

ProjectWatch™

User Guide

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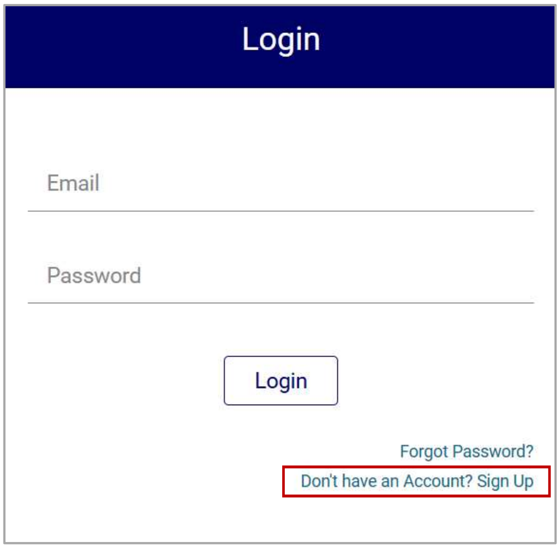
Sign Up of Account on Web

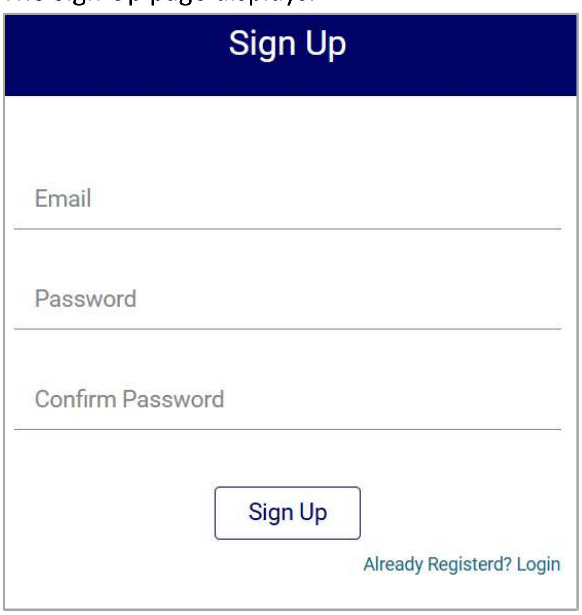
To sign up for web account:

1. Access the URL: https://projectwatch.com.ng/

2. On this page, click the **Free Trial** button.
   The login Page displays.



3. Click the link: **Don't have an Account? Sign Up**.
   The Sign Up page displays.



4. To sign-up, enter:
    a. **Email**: enter your email address. This is the email address where a confirmation link will be sent. You will have to access your email and open the confirmation email and then click the confirmation link to confirm that the specified email address is a valid email address that belongs to you.

    b. **Password and Confirm Password**: enter a password for your account. Re-enter the password in Confirm Password entry box.

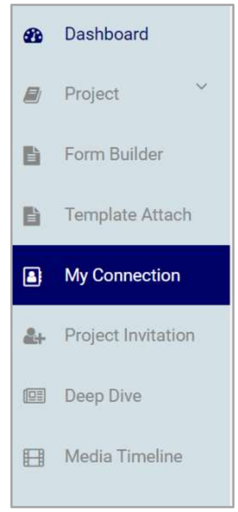
5. Click **Sign Up**.
   A confirmation message displays that informs you that an email has been sent for confirmation to the specified email account.

6. Access the email account and open the confirmation email sent from ProjectWatch™.

7. In the email you will find a **Click Here** link that lets you confirm your email address. Click the link. On clicking the link, you will confirm that the email address belongs to you. You can now access the web application using the login credentials.

After successfully logging in by using your credentials, you will have to set-up your profile on the Profile Setup page. Specify all the required information on this page and then click the Save button to proceed to the next step.

Connection Invitation

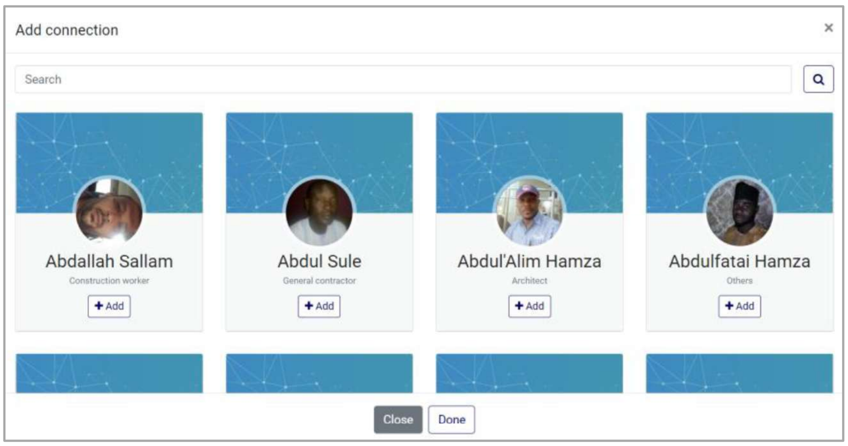


Once you set-up your profile, you can access all modules of the application, based on the role you chose in your profile.

To send connection invitations:

1. Click **My Connection** from the left panel.
   A page displays that lists your connections.

2. Click  to open the **Add Connection** dialog.



3. You can use the **Search** field to search for or simply scroll down to find the connection of your choice from this dialog. As a contractor search for PLSUBEB Admin and click add

4. Click the **Add** button for the connection you want to add to your connection list.
   A request is sent to selected connection. If they respond to your connection request, then the connection is actually added to your connection list. You can add multiple connections from this dialog.

5. Click **Done** once you have sent all the connection requests.

After a person accepts your connection request, you will be able to see that person under **My Connection List**.

To view My Connection List, click **My Connection** from the left pane.

Sending and Accepting Project Invitation

As a contractor, you are not supposed to create your project but only accept the Project Invitation that PLSUBEB will send to you (which is your LOT No)

Sending Project Invitation

To send project invitation:

1. Go to project to which you want to add the team member.
2. Click **Edit Team** icon that is available under **Action** column for the project.
   Team Edit dialog displays.
3. Click the Select Team Members button on the dialog.
   List of your available connections displays.
4. Click Add button for the connection you want to add to the project.
   An invite is sent to that connection. The connection now needs to accept your invite in order to become a member of the project team.

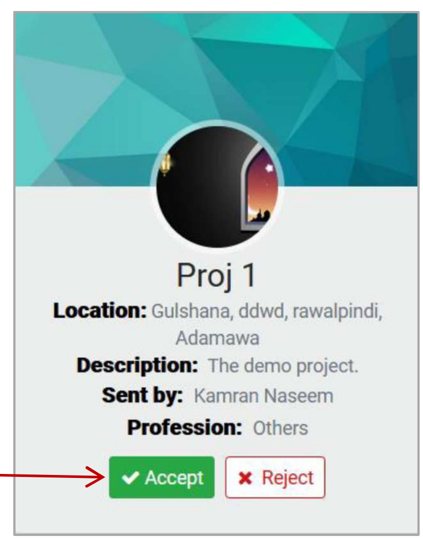
Accepting Project Invitation

To accept project invitation:

This is what contractors should do

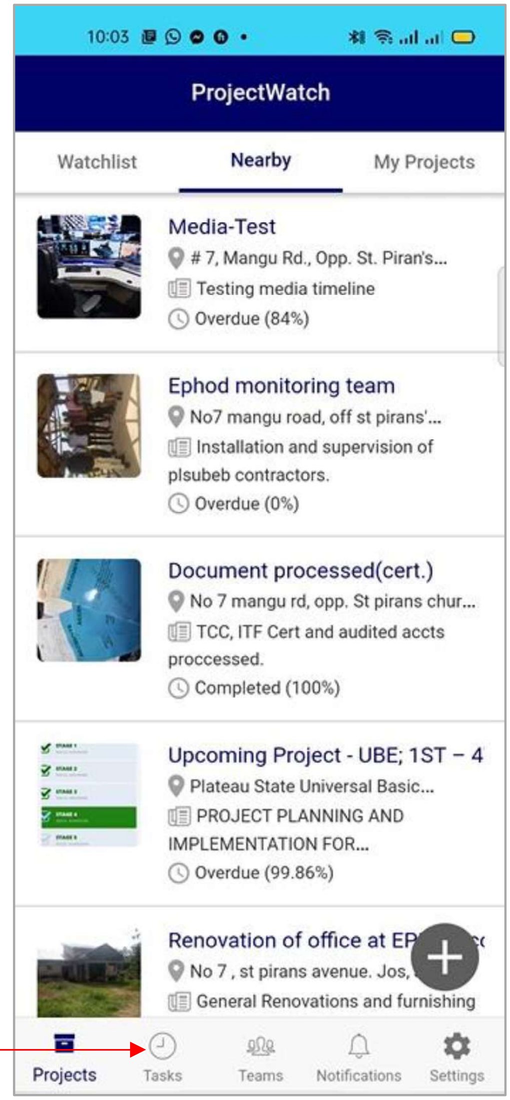
1. Log-in to the application.
2. Click **Notification** from the top right of the page.

   You will notice that the invite sent to you for connection is listed.

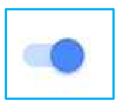


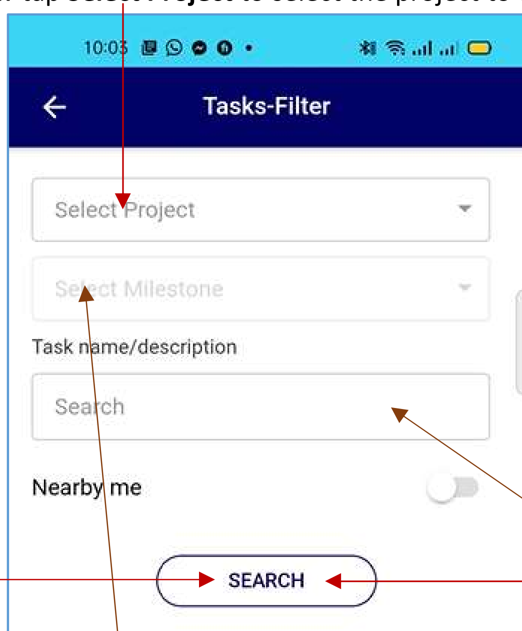
3. Click Read from the notification.
4. Click the notification text.
   The Received Connection List page opens that displays the invite sent to you.
5. Click **Accept** to accept the invitation.
   You are now an invited member of the project.
6. The sender of the invite also gets a notification that confirms that you have accepted the invite.

Capturing Media Using Mobile Application



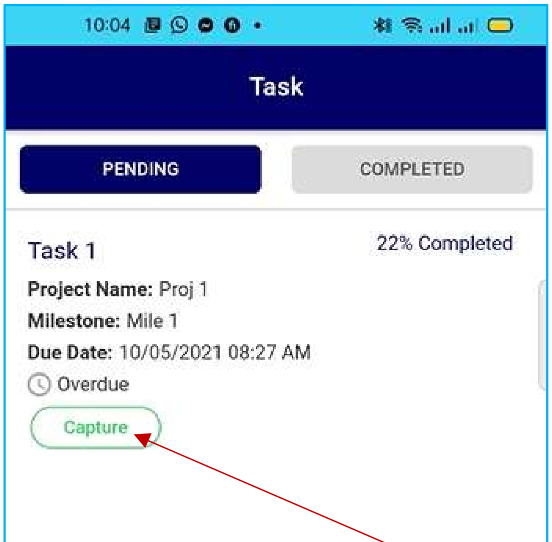
To capture media using the mobile application:

1. Log-in to the mobile application.
2. Tap **Tasks** at the bottom menu bar.
   You will see the list of tasks for the projects you are invited to.
3. Tap Filter icon  to open the task filter page.
   The task filter page opens and displays the parameters.
4. Tap **Nearby me**  **Switch** to turn it off.
   The form's inactive parameters become active.
5. Now tap **Select Project** to select the project to capture.

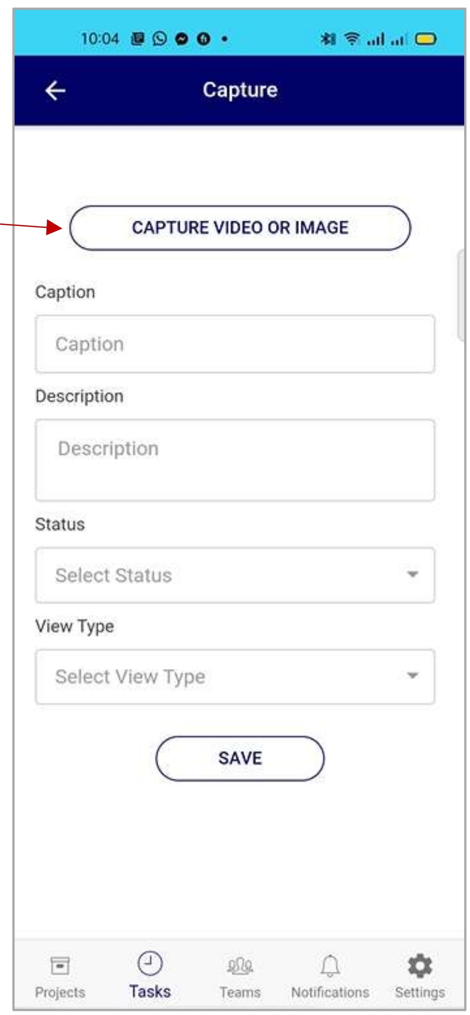


Proceed to **Select Milestone** of choice and then the specific task via **Search** before tapping on **SEARCH** or you can ignore the selection of Milestones and Task to proceed to tap on **SEARCH** enable the search result to display all the tasks of all the milestones for the selected project.

Task List page opens displaying the list of pending tasks.

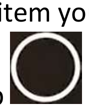


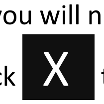
6. To capture media for the project, tap **Capture** under the task of choice. The **Capture** page opens that lets you capture the project information in either image or video format.



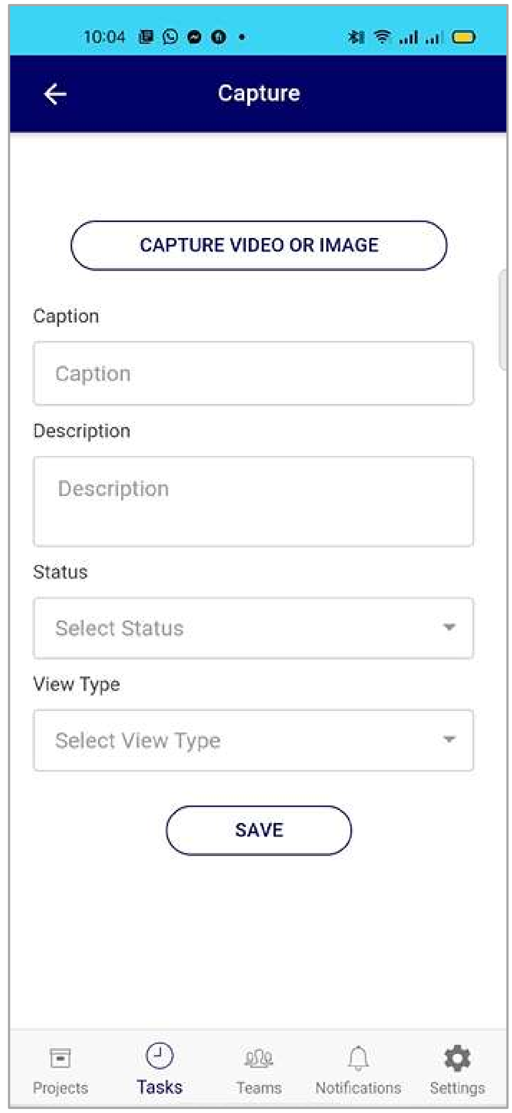
7. Tap **Capture Video or Image**. A menu opens that lets you choose between capturing Video or taking a photo.

8. As an example, click **Take Photo**. An interface opens that lets you take picture of the required item using the mobile phone camera.

9. Focus on the item you want to take picture of and once you are ready, tap  from the interface to take picture. Picture is taken.

10. If you are satisfied with the picture, then simply tap . You move back to **Capture** dialog where you will now add information related to the image. Else click 

to retake.



11. In this dialog, provide the following information:

    Caption: Provide caption for the image.

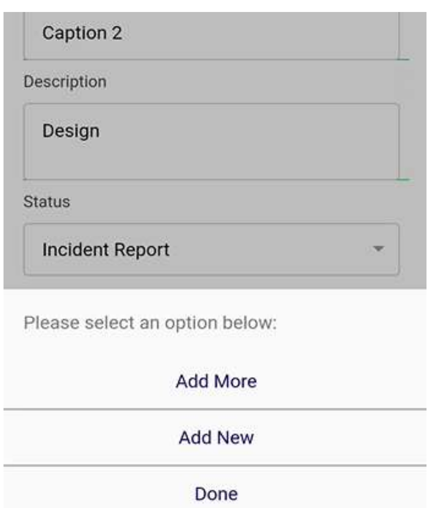
    Description: Provide description for the image.

    Status: Specify the status for the image. Status indicates what information you are trying to convey using the image. You can choose from Status Report, Completion Report, Incident Report, and Request Extension.

    View Type: Specify the scope for the image. This means that you are choosing who can view this image. You can choose from **Private**, **Public**, and **Team Only**.

12. Tap the **Save** button to save the information. Information is saved and you are now given the option to repeat the process to capture more images using the information you provided already. This means that if you click **Add More** then you are allowed to take more images and the information you have already provided will be used for this image also.

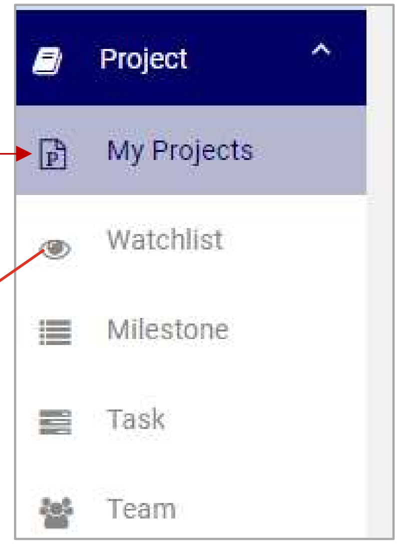
    If you want to capture a new image and enter new information for it then you should tap **Add New**.



13. Tap **Done** if you are done with adding Media.

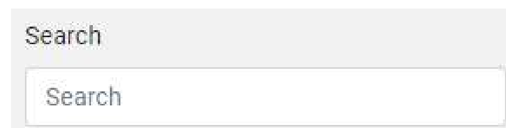
Monitoring Project Information Using Media Timeline on Web

Media Timeline: This shows all the details of pictures/media captured on the project. To monitor project information using Media Timeline, do the following:

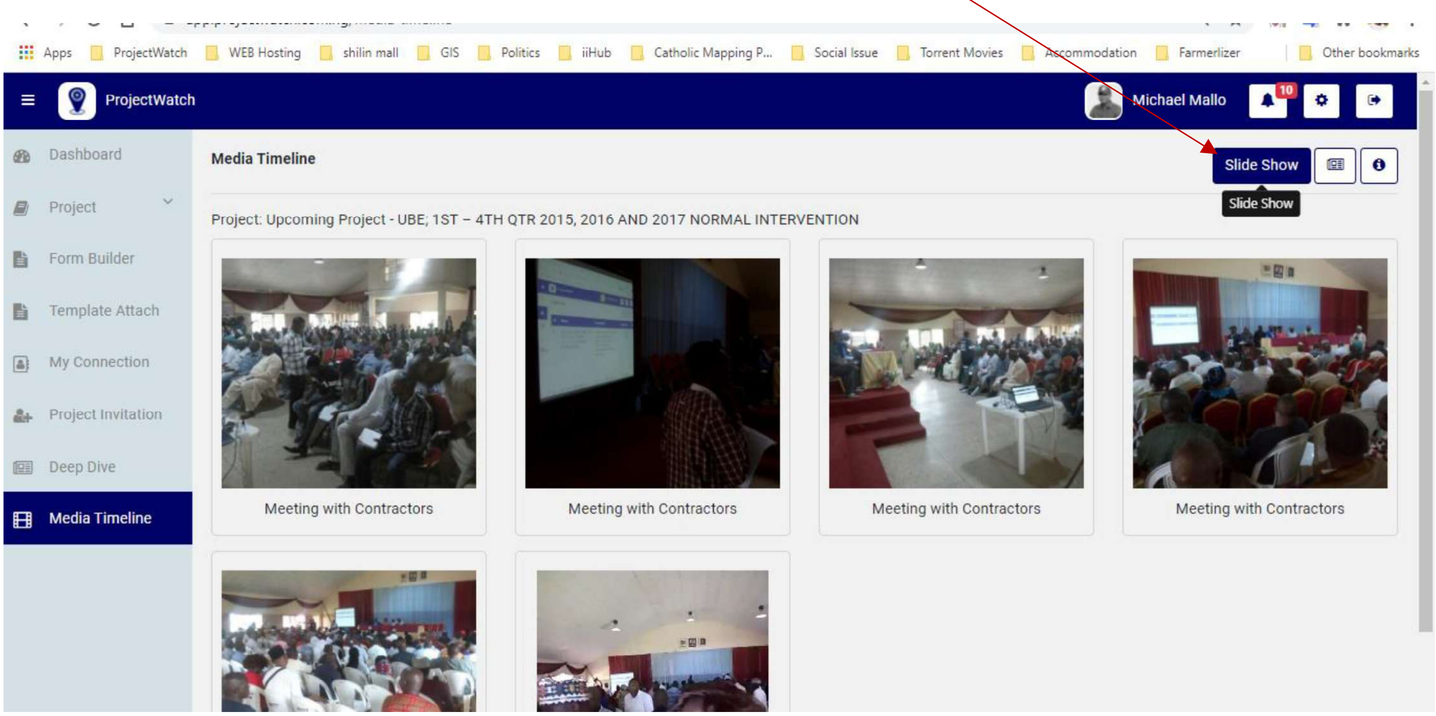


1. Log-in to the web application.
2. Click **My Project**. or Watchlist as a Contractor
   You will see the list of projects you are invited to.
3. Click ≡ at the top left conner to open the left menu panel.
   The menu panel displays.
4. Click **Project** from the menu panel.
   Various components of the project display in the menu.

   Watchlist as a Contractor
5. Now Click **My Project** from the menu.
   The **Project List** page opens displaying the list of projects. Click the filter and scroll to the project or type the name in the search bar and click **Apply.** The result will list the project.



6. To monitor project progress, click **Media Timeline** under the **Action** column of the **Project**.
   The **Media Timeline** opens that displays the list of all media taken for the project.
7. Click the media of your choice to view. You can also click **Slide Show** from the top menu to view a slide show of available media.



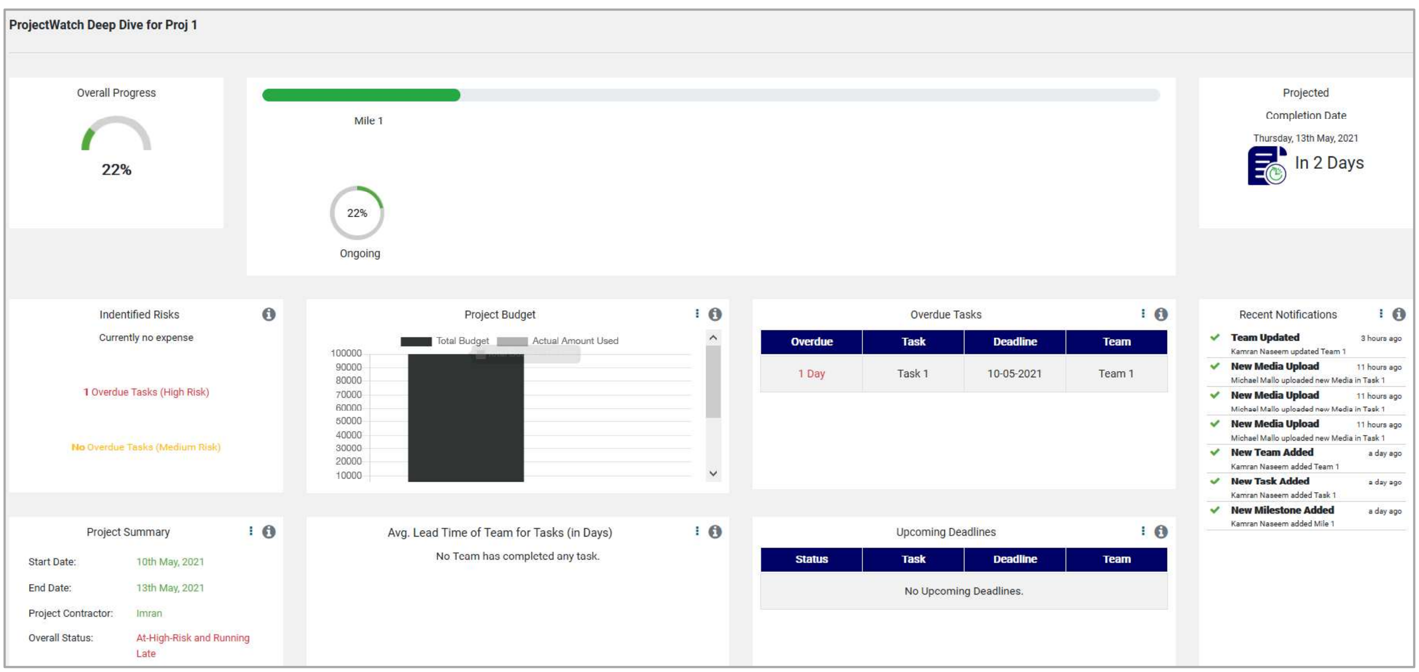
Viewing Project Analytics Using Deep Dive on Web

Deep Dive module provides all critical information related to your project in a glance.

To access Deep Dive:

1. Select your project and then tap Deep Dive from the left menu panel.

The Deep Dive page opens.



As mentioned earlier, all critical information related to a project is provided with this interface. This provides you deep insight into the project in a glance.

2. You can judge project health quickly by glancing at the **Identified Risks**, **Project Summary**, **Overdue Tasks**, and **Upcoming Deadlines** sections.

Definition of Terms

Project

A project is any undertaking, carried out individually or collaboratively and possibly involving research or design, that is carefully contemplated, devised, or planned to achieve a particular aim.

Project Details

S/N	ITEM	DESCRIPTION	COMMENT/REMARKS
1	**Project Name**	The name of the project; construction of XYZ	
2	**Project Type**	Specify the nature of the project; agricultural, construction, trainings, others (for projects not captured by available options; details can be typed in).	
3	**Project Description**	Brief details about the project	
4	**Longitude & Latitude**	The coordinates of project location, these can be gotten from the map by tapping "**Find in Map**". If you however know the location coordinates you could as well key them in. Note that coordinates must be in decimal degrees.	
5	**Visibility**	This has to do with privacy of the project; who can view the project (**private**, **public**, **team only**) and to what extent.	
6	**Project Address**	The address where project is situated: Address Line 1; The main address of location for e.g House No., Address Line 2; Any other details that may aid in describing the location for eg Street name or Landmarks.	
7	**Country**	The Country in which project is situated eg Nigeria, USA, UK etc.	
8	**State**	The State i.e Atlanta USA, Lagos Nigeria, etc of the country in which project is situated.	
9	**Town/City**	This narrows the project location to small towns and cities in the State (e.g the Local Government area).	
10	**Zip Code/Postal Code**	Zip code is postal code that consists of numbers only while Postal code has both letters and numbers. They are unique for every town and help in sorting out mails to estimated location.	
11	**Budget**	The financial estimate for running the project	
12	**Awarded Date**	The date at which the project is awarded	
13	**Start Date/Time**	Date and time of project kick-off	
14	**End Date/Time**	Estimated date and time of project completion	
15	**Duration**	Length of time which the project should last (this will be automatically generated from items **13** and **14** above)	

Milestones

These are specific and important stage of accomplishment in the project timeline that must be reached to achieve success and are used to track progress of the project. Could also be referred to as **targets**. You can set multiple milestones to suite your project.

Milestone Details

S/N	ITEM	DESCRIPTION	COMMENT/REMARKS
1	**Milestone Title/Name**	The name of what activity or stage of the project you wish to set as milestone (progress point) for example foundation, block work etc.	
2	**Description**	A description of the schedule of activities that help to reach the milestone.	
3	**Start Date & Time**	The date and time when the schedule of activities should start so as to be able to achieve the milestone	
4	**End Date & Time**	The estimated date and time at which the milestone should be reached.	
5	**Duration**	The period for which the activities should last towards achieving the milestone (this will be automatically generated from items **3** and **4** above)	
6	**Status**	This refers to the state of activities to be carried out towards the milestone (Schedule, Overdue…). This is also automatically derived from items **3** and **4.**	

Task

This refers to assigning of responsibilities, work activities or schedule to milestones; the activities that must take place for a milestone to be achieved.

S/N	ITEM	DESCRIPTION	COMMENTS/REMARKS
1	**Select Milestone**	Choose any of the milestones previously set	
2	**Task Name**	Name of the task you are assigning	
3	**Description**	Details of the task assigned	
4	**Start Date & Time**	The date and time this activity/task should begin	
5	**End Date & Time**	The estimated date and time when this activity/task should end.	
6	**Duration**	Period for which this activity/task should last (automatically generated from items 4 and 5)	
7	**Status**	This refers to the state of activities to be carried out towards achieving the task (Schedule, Overdue…). This is also automatically derived from items **4** and **5.**	
8	**Task Frequency Update**	How often you would like to see updates	
9	**Preferred mode of Update**	How you would like to receive your progress report and updates for your project for example pictures, videos, or both.	
10	**Priority of Task**	This refers to urgency or importance of the task in the project (high, low, medium)	

Team

This refers to group of workers or people involved in monitoring and evaluation of different stages of the project per time. You could have different teams for every milestone in the project; people who have access and control over what events take place in the project and when they occur.

S/N	ITEM	DESCRIPTION	COMMENTS/REMARKS
1	**Team Name**	The name of the group	
2	**Team Members**	The members of the group (note that you can only have members from connections)	
3	**Description**	Details of the team tasks.	

Glossary of Words

Profile: this allows you as a user to fill in and save your personal details (name, phone number, profession, address location, etc). The profile created can be edited if you choose; go to **settings** click on ***my profile***, click on the edit button.

Settings: this is your control panel where you can set your user preferences.

- **My Profile:** This is the panel where you fill in personal information as a user.
- **My Connections**: Your user connections on ProjectWatch.
- **Connection Invitations:** Invitations from other users.
- **Project Invitations:** An invitation sent by the creator of the project to members of the project team.
- **Push Notifications:** These are small messages on whatever is going on in your ProjectWatch environment from connection invitations, project updates that can reach you anywhere and anytime. This function can be turned on/off as you choose.
- **Email Notifications:** This function allows you get updates via email, this function can also be turned on/off as you choose.
- **Change Password:** Allows you change your set user password.
- **Help:** As the name implies, it serves as help guide to the user.
- **Terms and Conditions:** These are the rules by which users must agree to abide in order to use ProjectWatch.

Projects: A task or series of tasks to be carried out in a particular order.

Watchlist: allows you monitor your projects and also view any other projects that have their privacy level as public.

Nearby: shows you a list of projects created and monitored by you and other users on ProjectWatch within 40,000m radius

My Projects: this allows you view projects already created or create a new project.

Project Details: contains details of the project

Save & Next Button: Allows the user(s) to save entries that are made and move on to the next item in the process.

"Find in Map": This takes you the user(s) to a map environment where you can now zoom in and pan to get your location on the map. As soon as you are able to identify his/her location, click on the point and then on the **Done** button at the top right corner of the screen. Automatically the coordinates of the project location are generated for you.

Milestones: These are specific and important stage of accomplishment in the project timeline that must be reached to achieve success and are used to track progress of the project. Could also be referred to as **targets**. You can set multiple milestones to suite your project.