



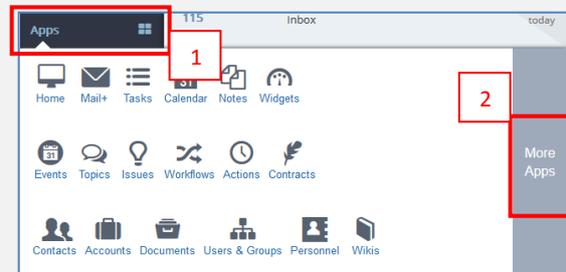
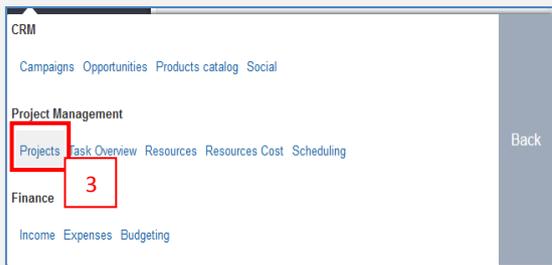
How to setup a project



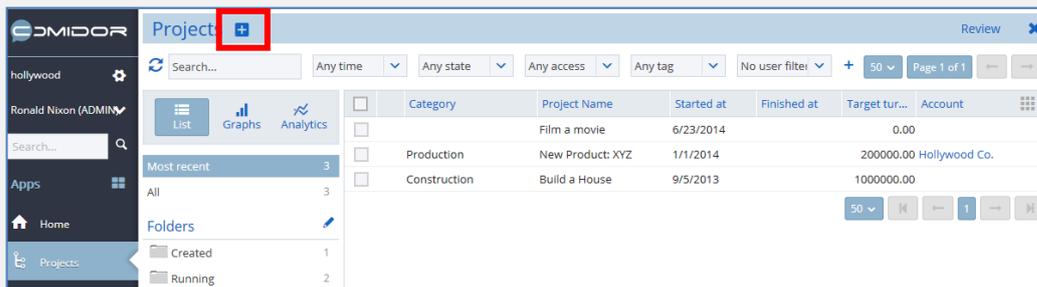
How to setup a project

Comidor can manage any kind of project, no matter the complexity or size of it. It's time to setup a project

To open the Project Unit, click on the “Apps”, then on “More Apps” and finally click “Projects”.

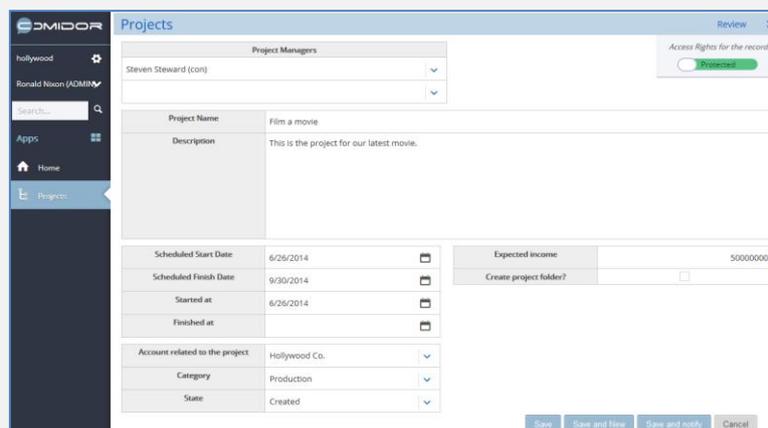


To create a New Project click the **new (+)** button



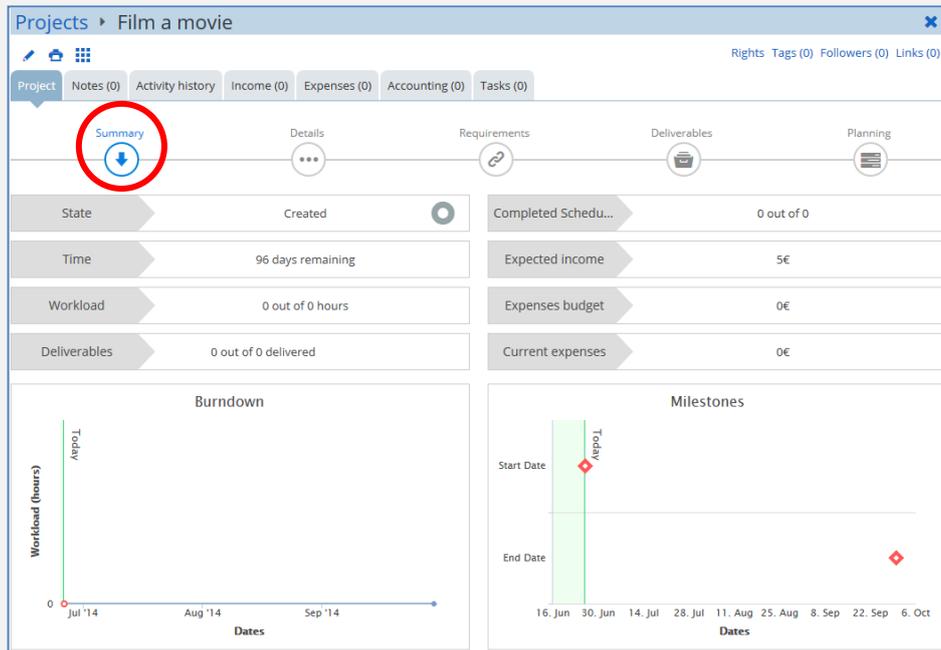
Add the details of the Project.

Select the **Project Manager(s)**, give a **project name**, write a **description** and define the **scheduled start** and **end date**. You may also add other details for the project (expected income, state etc). Then click the “Save” button.



4

The project is ready! In the Summary you can see an overview of your project.

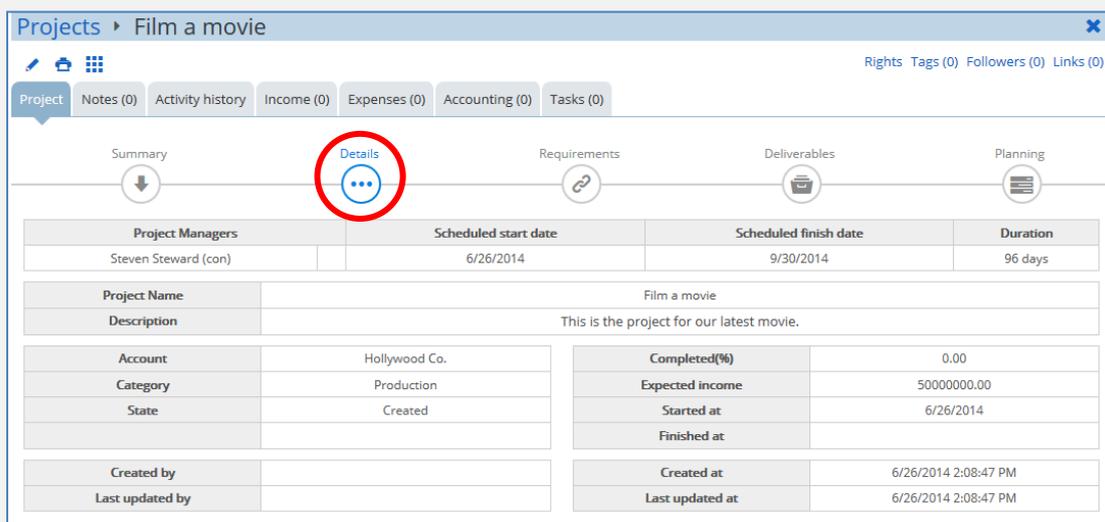


Note: If you don't add the scheduled end date to your project details, you won't be able to plan the project.

A

Details

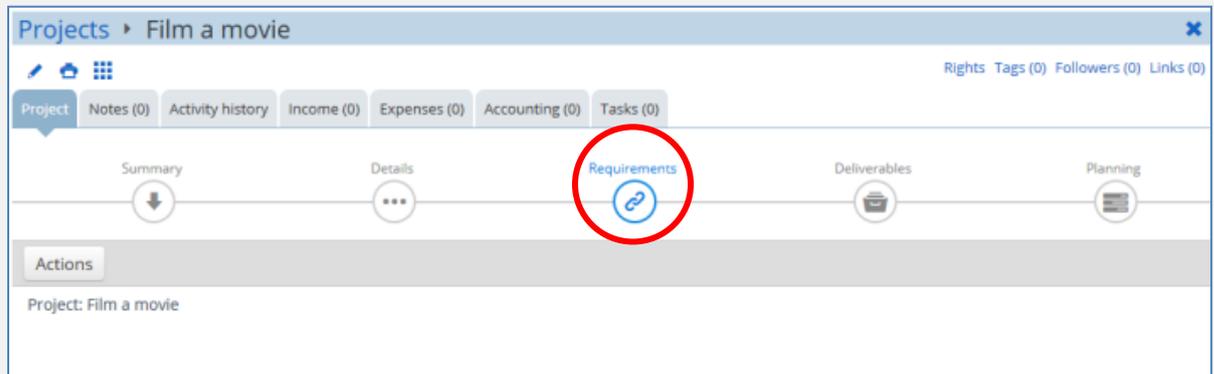
See the details of your project by clicking on the "Details" button. You can edit the project details any time. Just click the edit button 



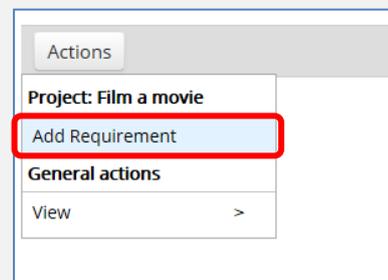
B

Project Requirements

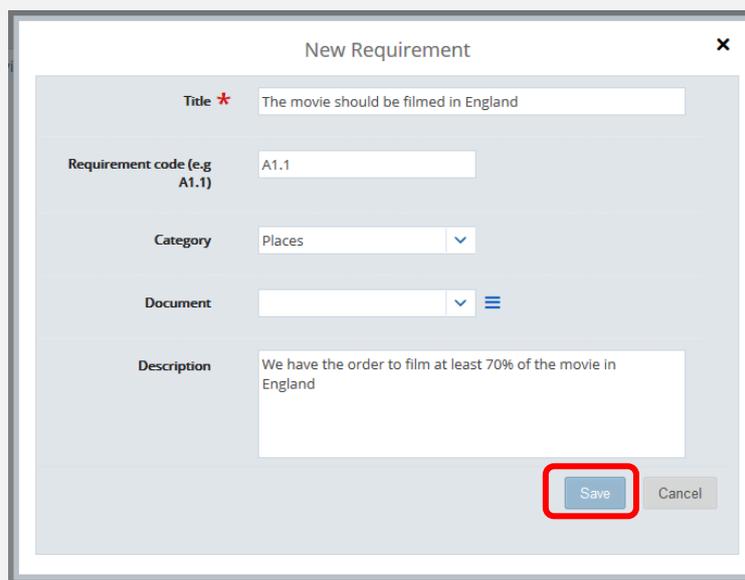
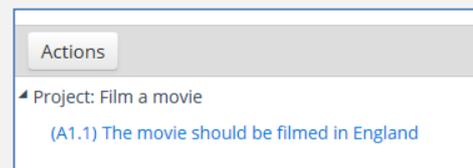
- 1) Click the “**Requirements**” button to set the requirements of the project.



- 2) To add a new requirement click on the “**Actions**” button and then “**Add Requirement**”. A new window appears where you should add the details of the requirement.



- 3) **Add the details** of the requirement and click the “**Save**” button. The new requirement is added. You can add an unlimited number of requirements.

A screenshot of the "New Requirement" form. The form has a title "New Requirement" and a close button. It contains several fields: "Title" with a red asterisk and the value "The movie should be filmed in England"; "Requirement code (e.g. A1.1)" with the value "A1.1"; "Category" with a dropdown menu set to "Places"; "Document" with a dropdown menu and a hamburger menu icon; and "Description" with the text "We have the order to film at least 70% of the movie in England". At the bottom right, the "Save" button is highlighted with a red box, and a "Cancel" button is next to it.

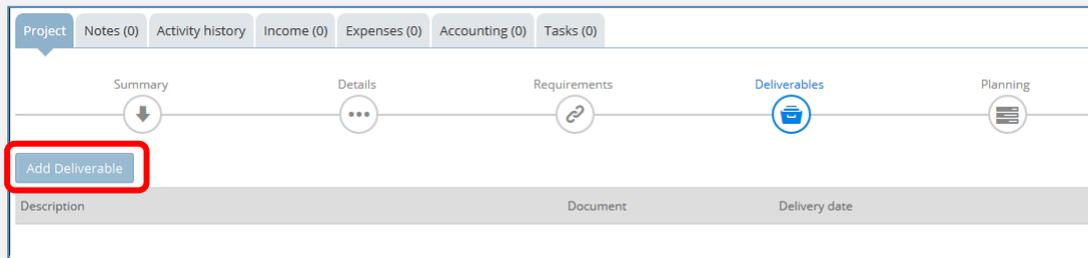


Project Deliverables

- 1) Click the “Deliverables” button to set the deliverables of the project



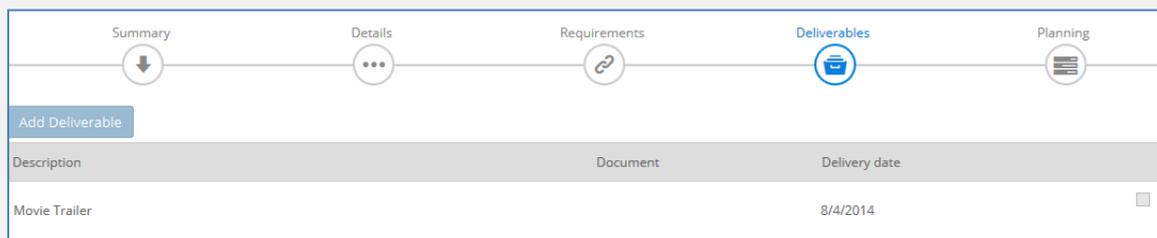
- 2) To add a new deliverable click on the “Add Deliverable” button. A new window appears where you should add the details of the deliverable



- 3) **Add the details** of the deliverable. Give a short description, choose a category and select the date you want it to be ready. You can also **connect the delivered document**. Check the “Is delivered” box when the deliverable is ready.

Description *	Movie Trailer
Category	Trailers
Document	
Delivery date	8/4/2014
Is delivered?	<input type="checkbox"/>

- 4) Click the “Save” button. The deliverable is added. You can add all the deliverables of the project.





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