



**Control Log Application**  
**User Guide**

## 1.0 Introduction

**Welcome to the Control Log Application User Guide.**

**This guide was created to provide step-by-step instructions for general users on how to use the new Control Log Application.**

**The guide pertains to general users of the application, and contains detailed instructions on how to input control logs and invoices, as well as how to maintain a user's personal information.**

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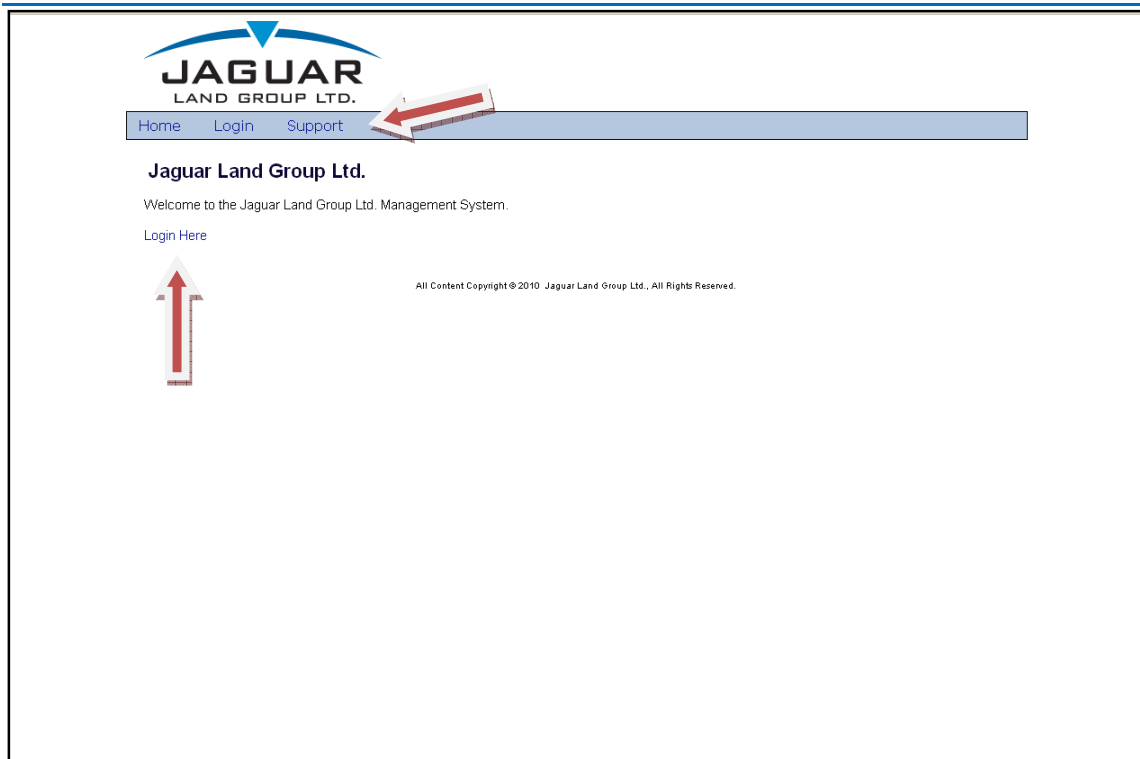
## 2.0 General User

The general user of the application has access to their own user information, as well as being able to input control log hours and upload their invoices.

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### 2.1 Main Home Page

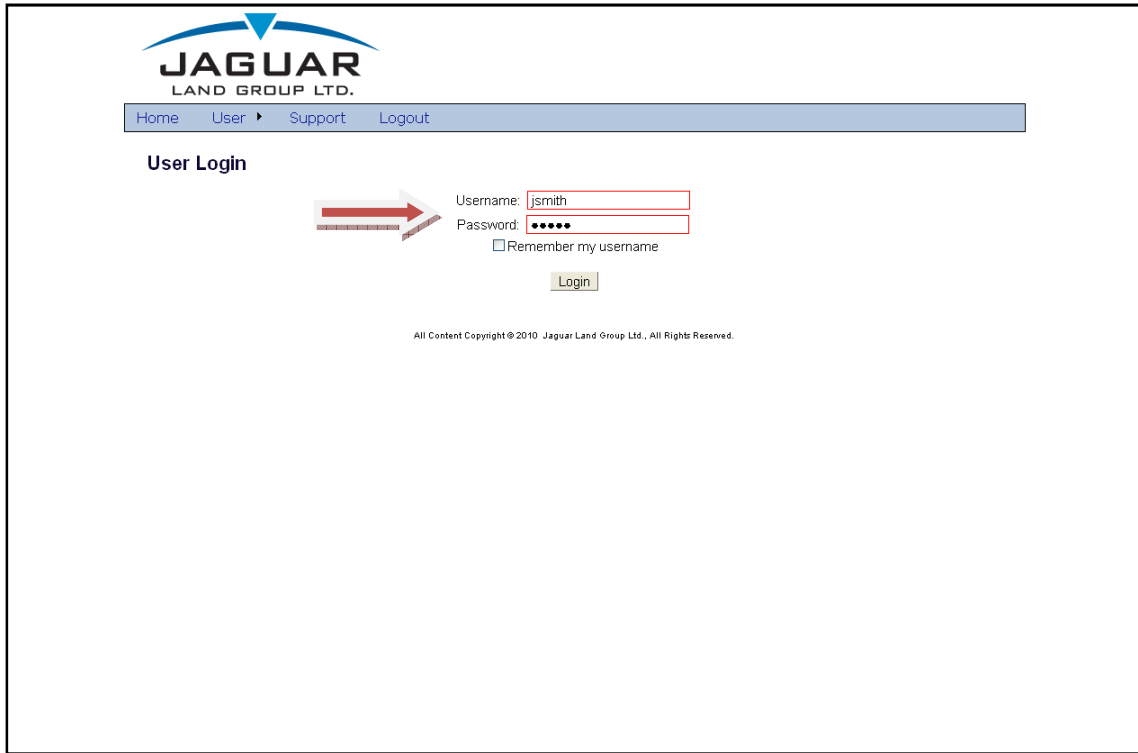
After signing in ([www.jaguarlandgroup.com](http://www.jaguarlandgroup.com)), you are taken to the Main Home page:



This page has a Menu Bar at the top that contains a Login and a Support link. To go to the Login screen, click on either the [Login](#) menu item or the [Login Here](#) link. For any application issues or troubleshooting, select the [Support](#) menu item to contact the administrator.

## 2.2 Login Page

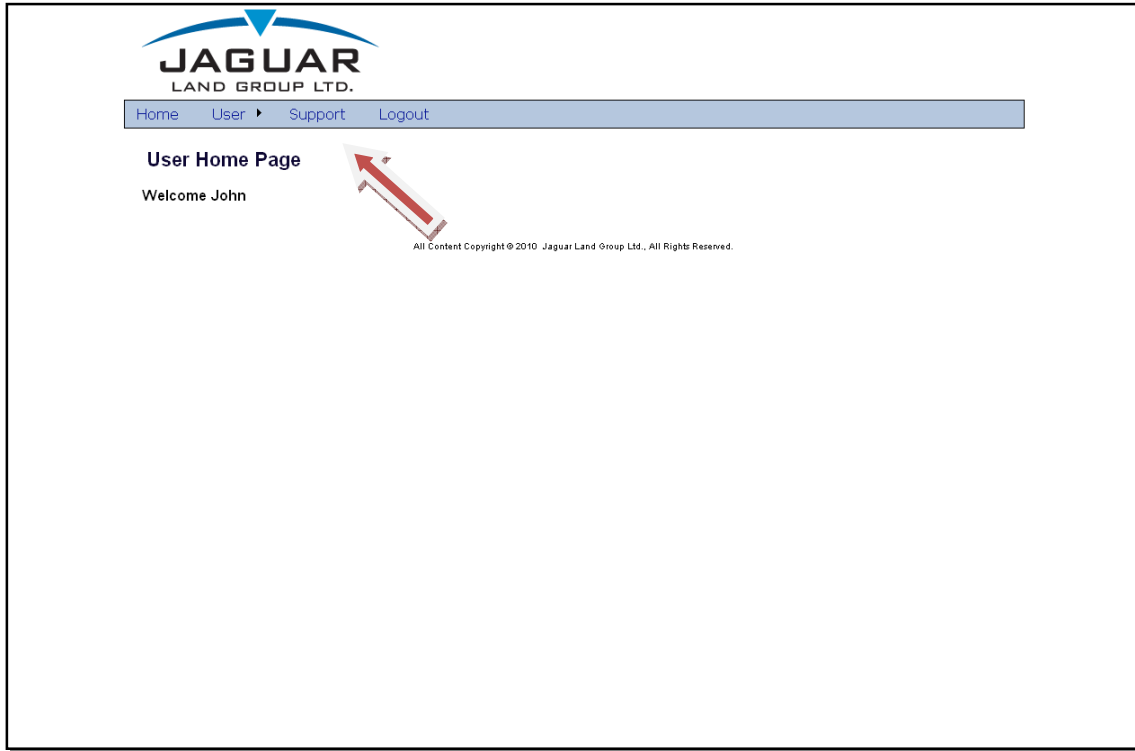
The **Login** link on the Main Home page takes you to another screen that contains a Username and Password field:



Type in your Username and Password (provided to you by your administrator and which can be changed. Note: minimum six (6) characters required) in the corresponding fields on the screen, then click on the **Login** button to go to the User Home page. If you would like the computer to remember your username, select the checkbox beside the **Remember my username**.

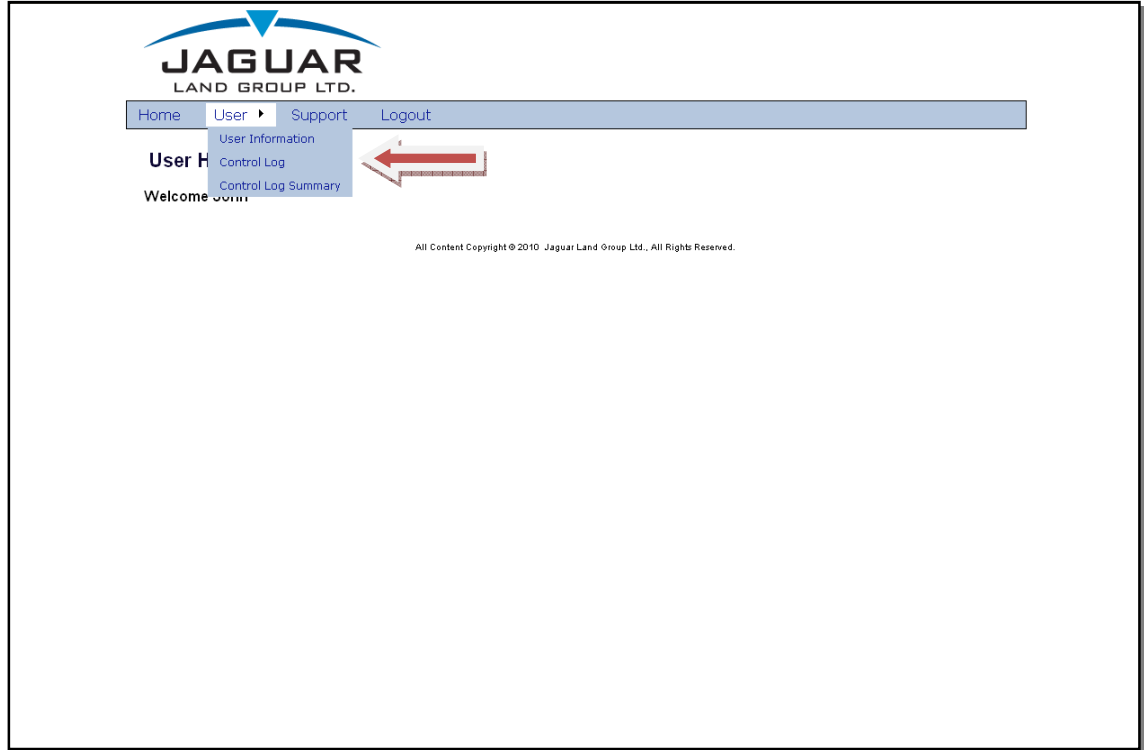
## 2.3 User Home Page

This screen contains a menu bar at the top that has the following items: **Home** (takes you back to the User Home page), **Support** (to report any issues with the application), **Logout** (logs you out from the application) and **User** (which is a menu item that contains several sub menu items).



### 2.31 User Menu

The User menu item contains a dropdown menu with the following items; [User Information](#), [Control Log](#) and [Control Log Summary](#):



Each of these options allows you to maintain personal information, input Control Log details, and obtain a Control Log Summary where you can upload your Invoices.

- **User Information:**

Clicking on the User Information option will take you to the Consultant Information screen. This screen contains fields in which all of your personal information is added and saved.

The screenshot shows the 'Consultant Information' form for Jaguar Land Group Ltd. The form is titled 'Consultant Information' and includes the following fields:

- Userid: 28
- User Name:  (Mandatory field, highlighted with a red box)
- New Password:  Only enter a password if you wish to change your current password.
- Retype Password:
- First Name:  (Mandatory field, highlighted with a red box)
- Middle Name:
- Last Name:  (Mandatory field, highlighted with a red box, and pointed to by a red arrow)
- Company Name:
- Address:
- City:
- Province:
- Postal Code:
- Home Phone:
- Business Phone:
- Cell Phone:
- Personal Email:
- Business Email:
- Preferred Email:  (Dropdown menu)
- Birthdate:  (Calendar icon)
- GST Number:
- WCB Number:
- Insurance Company:

Simply fill in the fields provided with the appropriate information. Fields with a red box are mandatory fields, while the others are optional.

Once you have filled in the fields, click on the [Save](#) button at the bottom of the screen to save your information.

At any time you may return to the Consultant Information screen to edit/add information; click on the [Save](#) button again to save your changes.

- **Control Log**

Clicking on the Control Log option will take you to the Consultant Control Log screen. It contains fields in which you add and modify control logs:

The screenshot displays the Jaguar Land Group Ltd. Consultant Control Log interface. At the top, there is a navigation bar with links for Home, User, Support, and Logout. Below this, the title 'Consultant Control Log' is shown. A date selection area includes a text input field containing 'Oct 25, 2010', a calendar icon, and a 'Go' button. A table with columns 'Client', 'Work Time', and 'Work Performed' is visible, with 'Land Consulting - BE' selected in the Client dropdown. Red arrows point to the date field, the calendar icon, and the 'Go' button, indicating how to interact with the date selection.

Client	Work Time	Work Performed	Modify	Delete	Add Row
Land Consulting - BE					

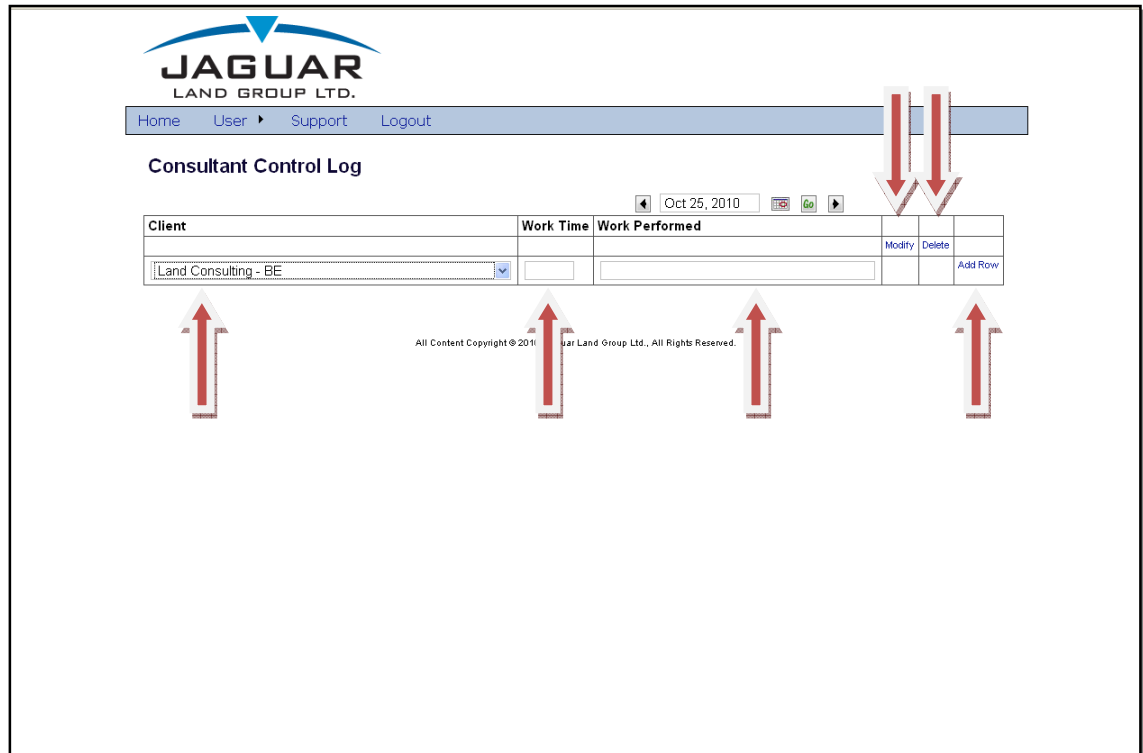
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To add hours to your control log, select the date that the entries will be placed under by one of three ways:

- Clicking on the left and right arrows changes the date backwards and forwards;
- Typing the date in the following format (Oct 25, 2010) and clicking the “Go” button; or
- Clicking on the calendar icon to bring up a monthly calendar selecting a date and clicking the “Go” button.

You can also check control logs from specific dates by clicking on the calendar icon, selecting a date, and then clicking on the **Go** button.





After a date is selected, any further actions on the page will affect records for that date. To add a new time record to the control log for the selected date, choose a project from the dropdown list under the **Client** category.

Put the amount of hours worked on the selected project under the **Work Time** category in 1/4, 1/2 or full hour increments i.e. 7.25, 7.50 or 8.0.

Type a description of the work completed for that day under the **Work Performed** category, IF REQUIRED BY THE JAGUAR LAND CLIENT.

Click on the **Add Row** button to save the row of information. You can also click in the **Add Row** button to add another row **ONLY** if more than one project / AFE is worked on, on any given day and which requires a separate project code or AFE number.

To change the information on any of the rows created, click on the **Modify** button to the right of the row, or select **Delete** to eliminate the row altogether.

- **Control Log Summary**

Clicking on the Control Log Summary link will take you to the Control Log Summary screen. It contains a summary of control log hours using a date range. There is also an option to upload a copy of your invoice:

**JAGUAR**  
LAND GROUP LTD.

Home User Support Logout

### Control Log Summary

From: Sep 01, 2010 To: Sep 15, 2010

**John Smith**

Dates	Hours
2010/09/01	7.00
2010/09/02	6.50
2010/09/03	7.00
2010/09/06	7.00
2010/09/07	7.00
2010/09/08	6.00
2010/09/09	7.00
2010/09/10	6.00
2010/09/13	7.00
2010/09/14	6.00
2010/09/15	7.00
<b>Total Hours:</b>	<b>73.50</b>

**Submit Invoice**

Browse... Upload

Note: Only PDF files are allowed. If you do not have software that can produce PDF files you can download one for free at the following location...  
[CutePDF Writer](#)

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To bring up a summary of hours, select a date range by typing a date in the **From** and **To** section, or click on the calendar icons to select a date range.

After selecting a date range, click on the **Go** button to bring up a summary for the date range specified.

To submit an invoice, click on the **Browse** button to select a file and then click on the **Upload** button. If you do not have software to create PDF files on your computer, simply click on the **CutePDF Writer** link to install free software that will give you the ability to create PDF files.



**Only invoices that have been saved in a PDF format will be accepted by the system.**

### 3.0 Error Messages

The following are error messages that you may encounter while using the application:

ERROR MESSAGE	CORRECTION
<b>Error, you are only allowed to upload PDF files. Please contact the administrator for assistance.</b>	Save your invoice to a PDF format and then upload it.
<b>The login failed validation. Please try again or contact your administrator.</b>	Contact your administrator to verify/change your username/password.
<b>User Name is a required field</b>	Fill in all required fields (the fields with red boxes around them).
<b>No control log data found for the specified time period.</b>	Select another time period that contains control log data.