# I. Login

When a new conversion project is received, it is logged into a Project Database. The database allows the user to enter project tracking and project conversion settings for each project. Based on the user's input, several fields are automatically set by the database.

The main purpose of the Project Database is to provide a paper trail for each conversion project. Therefore, in addition to storing user settings, the Project Database provides several forms that can be printed and attached to a project's hardcopy and/or media.

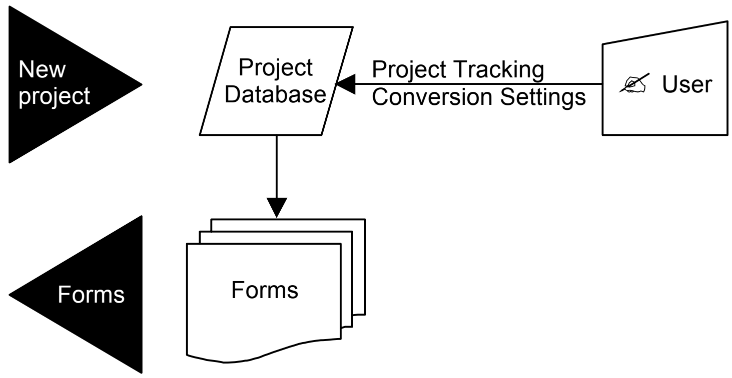


**Figure I-1. Phase I: Login**

**▶ INPUT: PROJECT**

**✍ USER: PROJECT DATABASE**

I.1. The project database contains one record for each project.

I.2. Each record contains (1) project tracking settings and (2) project conversion settings.

**✍ Project Tracking Settings**

I.3. The fields for project tracking are shown on the following page.

- I.3.1. Each field is described in the **Description** column.
- I.3.2. Each field's type and length are given in the **Type** and **Length** columns.

I.4. The user can take the following actions:

- I.4.1. Enter information in any field.
- I.4.2. Add, modify, or delete any field or list selection.
- I.4.3. Save a set of project tracking settings as a template.
- I.4.4. Apply a saved template to a new project.

I.5. The user can create multiple instances of the following fields:

- I.5.1. **Contact** (**Name**, **Email**, **Telephone**) – The user may need to enter contact information for additional contacts, like a secondary or shipping contact.
- I.5.2. **Ship To** – Some projects are shipped to multiple individuals and places.

I.6. The user can print the **Master List** (see **Predefined Forms**):

- I.6.1. By specific year, such as the prior year.
- I.6.2. For the year-to-date.