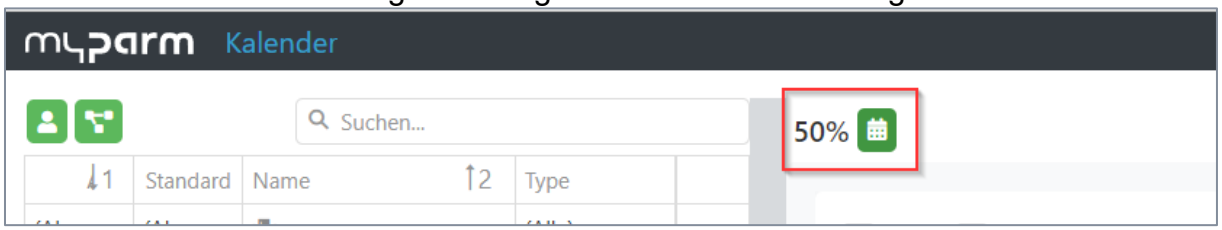
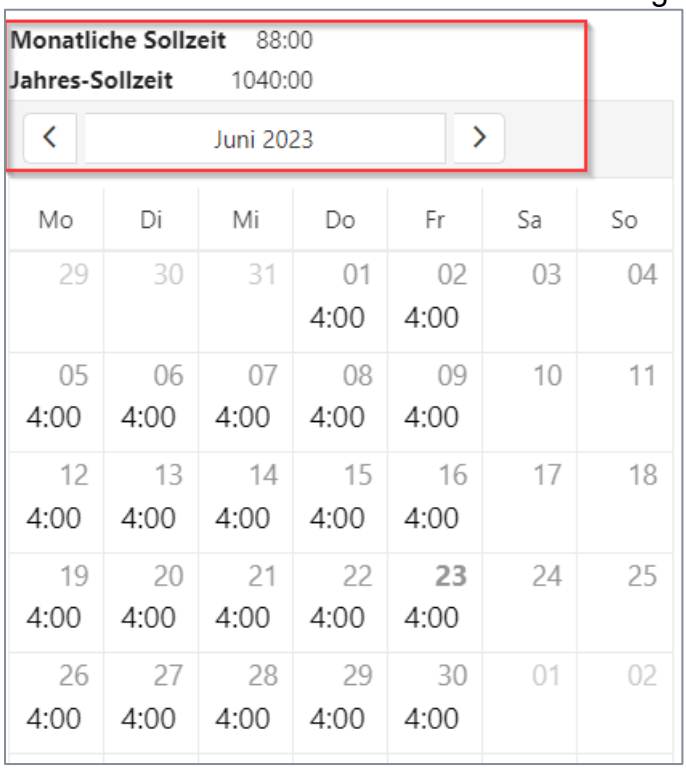
## 1. Calendar

The calendar shows the target working time and the annual target time.

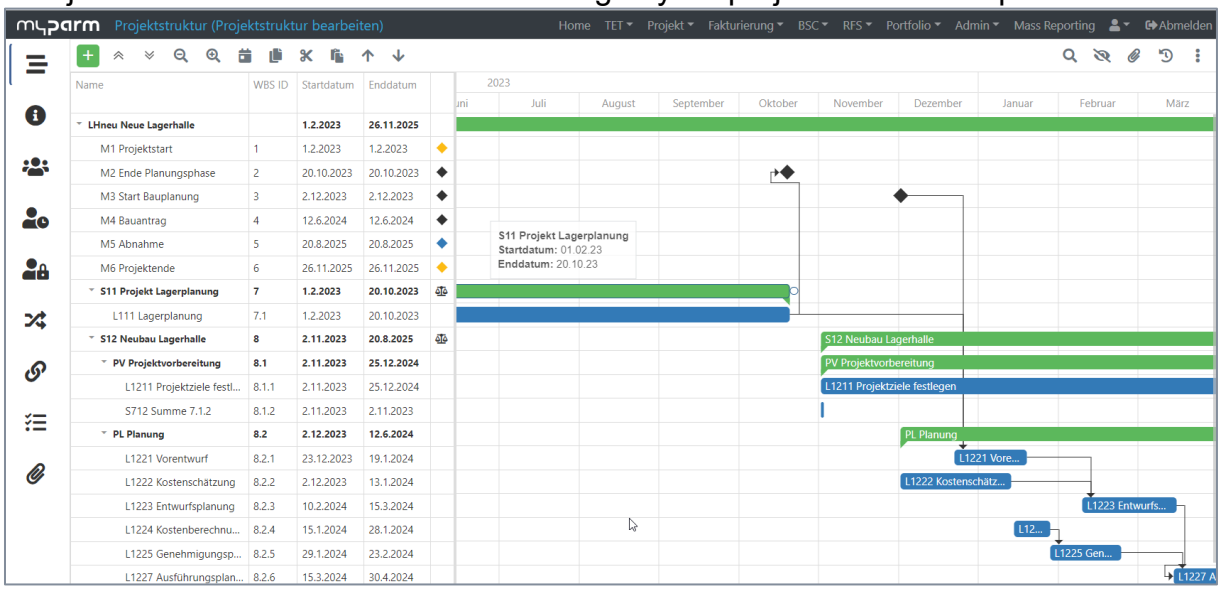



If the calendar (marked red) is pressed, a pop-up opens, showing the monthly target time and the yearly target time. In the field with the month and the year, you can switch back and forth with the arrows on the right and left.

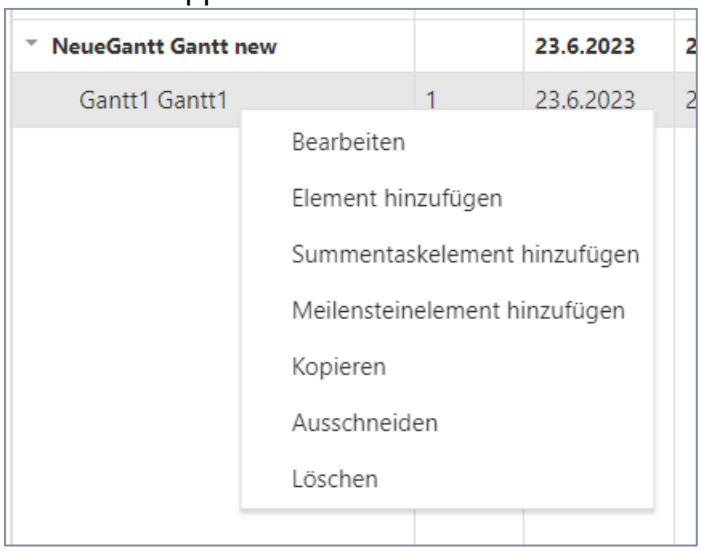


## 2. New project module

In order to increase user-friendliness and performance, the project module was revised in the first half of 2023.
With the optimised project module, you have an even better overview of your planned projects. In future, you will find all the necessary information on your projects or tasks with just one click. The creation and editing of your projects is also simplified.

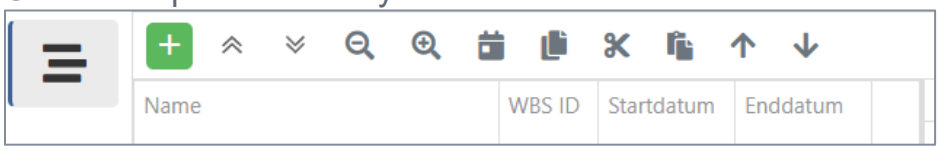



On the left side you will find the navigation menu with the corresponding icons. The blue vertical line to the far left of the icon shows where you are.
If you press on a project structure element with the right mouse button, various commands appear:



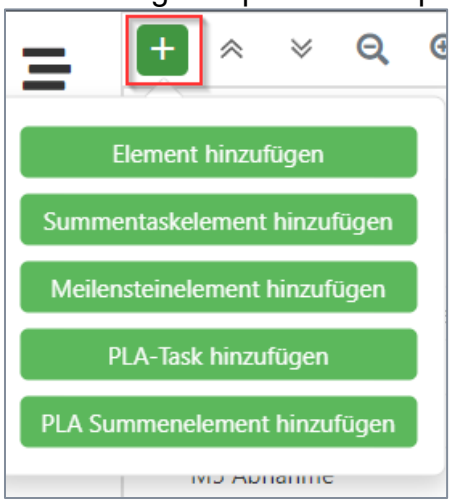

"Edit" opens the pop-up for editing the various tabs.
"Delete" deletes the corresponding element. The red recycle bin has been removed.

## General explanation of symbols

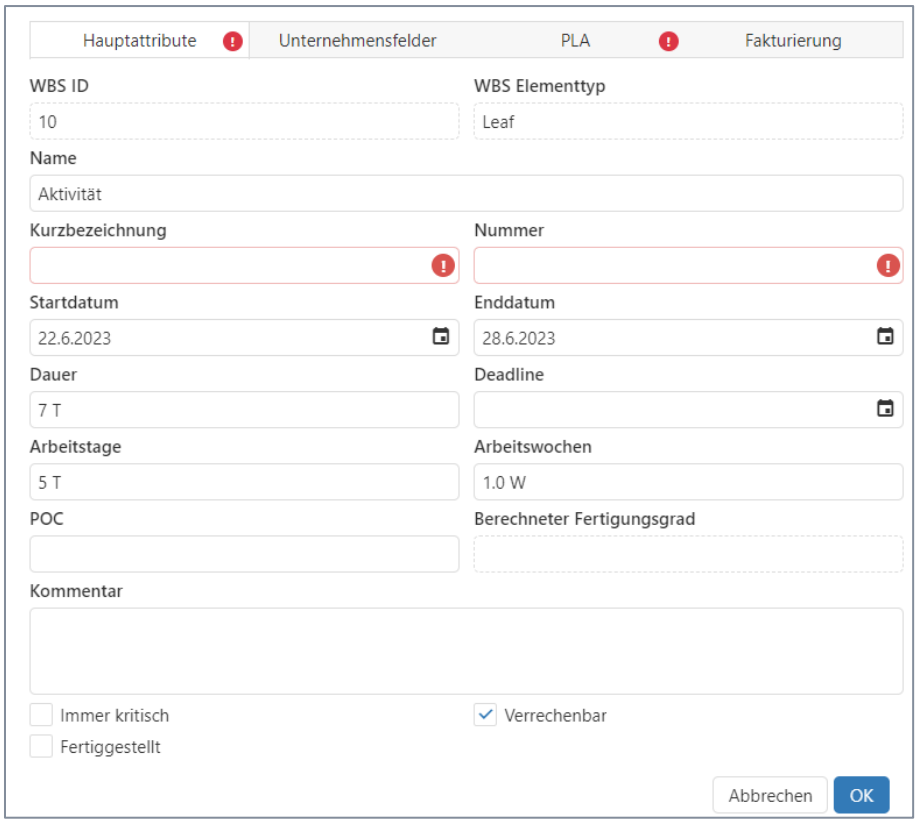



If the top symbol of the navigation menu is selected, it shows the Gantt representation of the project.

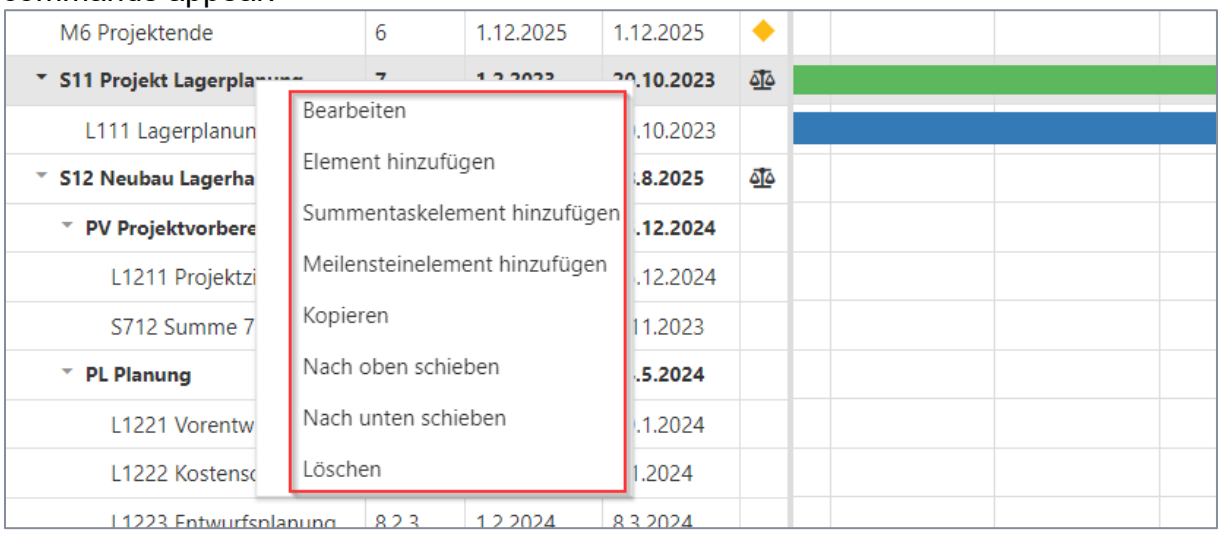
Below the green plus are the project structure elements that can be added.




A pop-up corresponding to the selected project structure element opens to be filled in.



If you stand directly on an element and press the right mouse button, further commands appear:




To expand or collapse the structure, the following symbols are used:



These symbols can be used to zoom out and in in the Gantt:



Go to "Today" in the Gantt view:



A selected project structure element is copied, cut or pasted:



A selected project structure element is moved one level higher or lower:



The following symbols are available on the right-hand side:



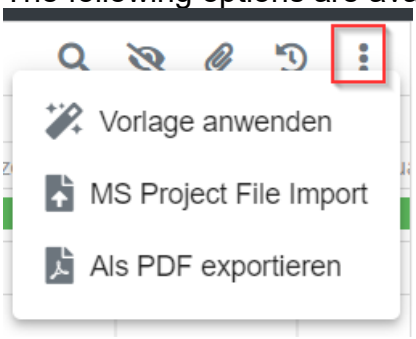
Under the magnifying glass is the search function.

The crossed-out eye shows the closed project structure elements.

The paper clip is used to upload documents.

The clock shows the version number and already existing files, versioned.

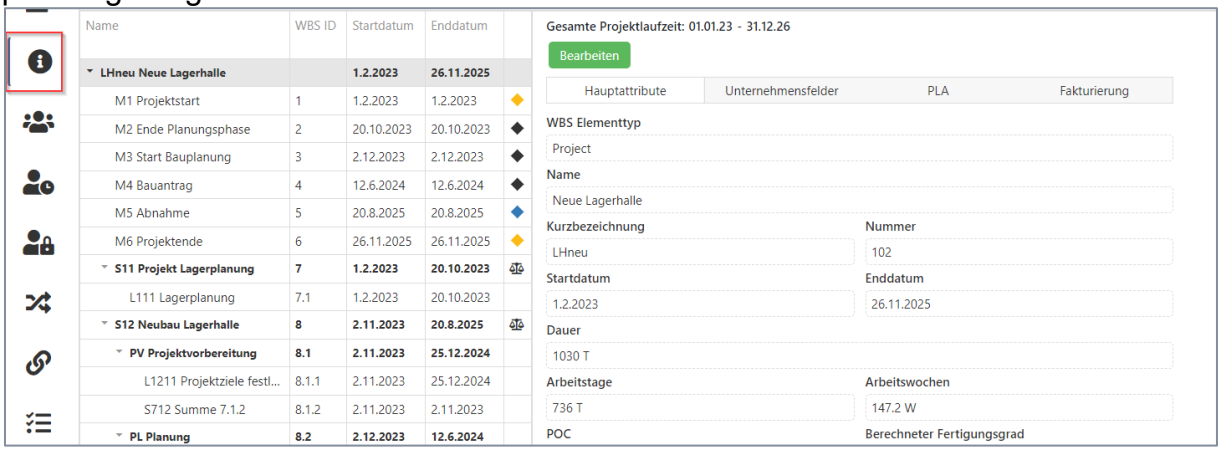
The following options are available below the three points:



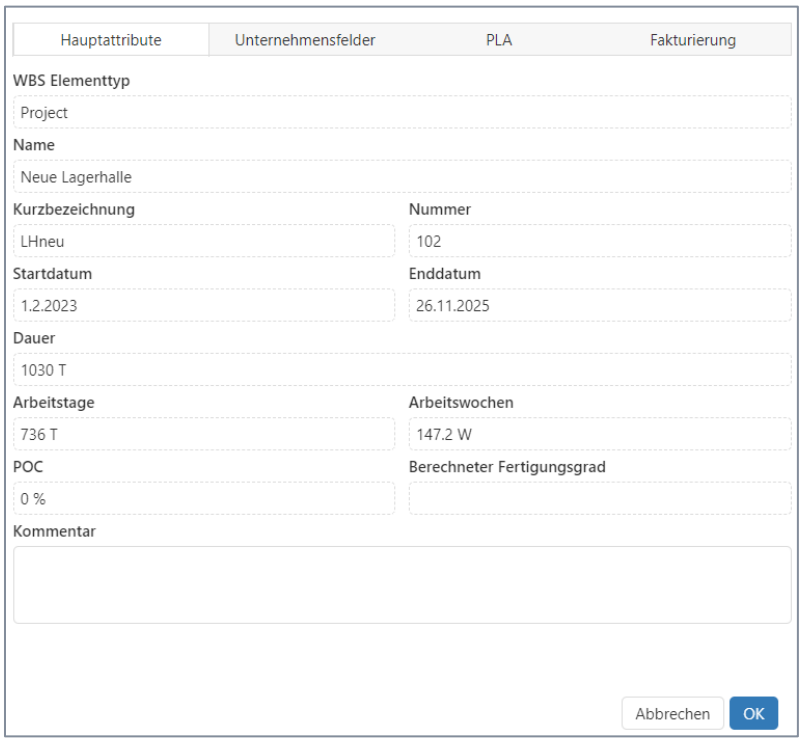

1) Save the entire project or selected project structure elements as a template.
2) Import MS Project file under the currently selected project structure element.
3) Export the project structure as PDF

## 2.1 Information

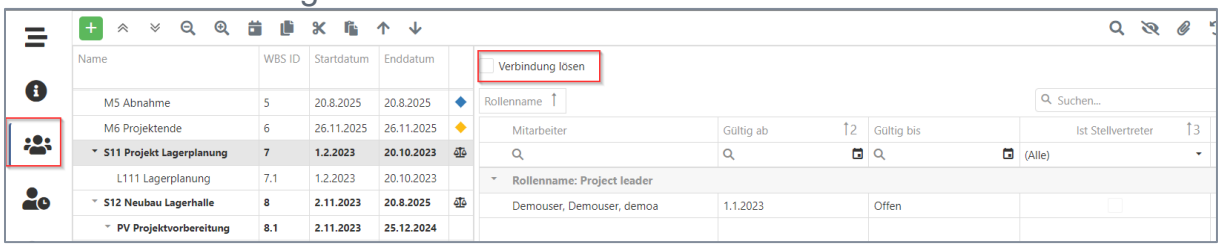
All necessary information on the project structure element selected, such as project, subproject, phase, work package or activity, is displayed here and can be edited by pressing the green "Edit" button.




A pop-up with the tabs opens for editing. Tab by tab can now be edited. At the end, the changes are confirmed with OK.




## 2.2 Team Management

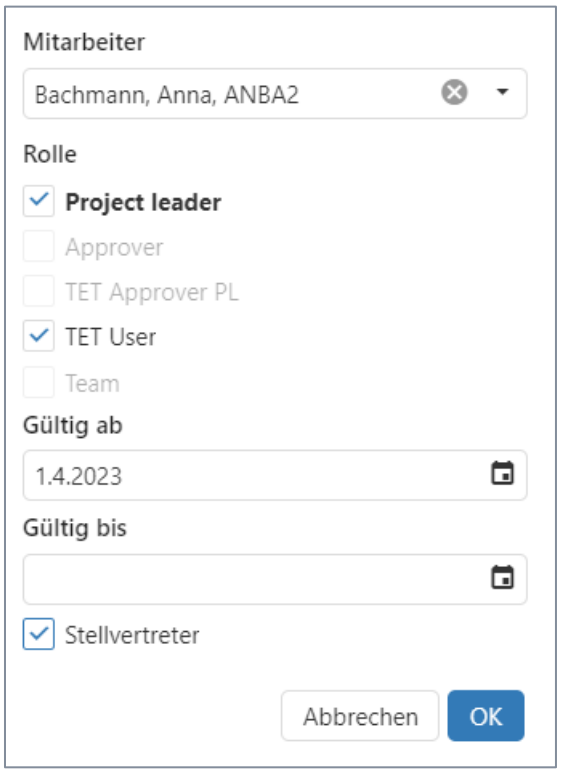



The team members entered at the level above (in this example the project) are displayed. If a changed team should apply to this element, this can be done by clicking on "Disconnect".

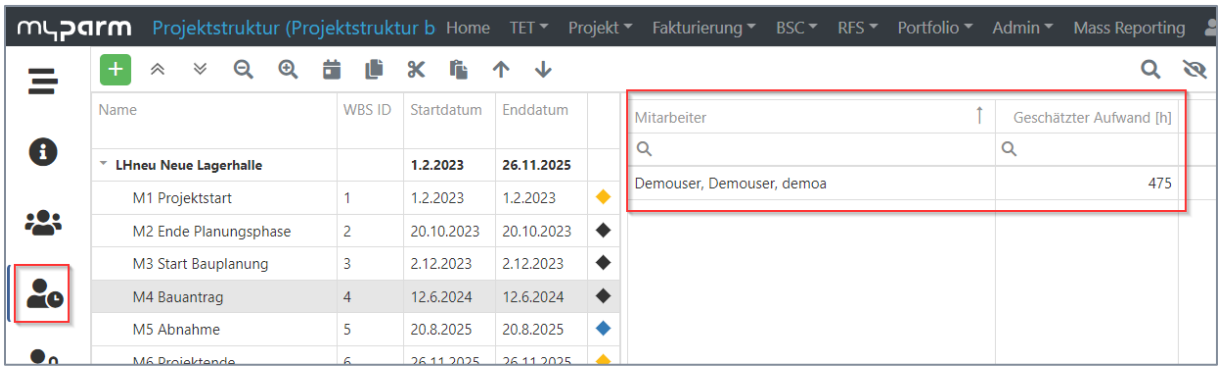



By pressing the green plus, additional team members can now be entered. Especially in the case of a larger project structure, it makes sense to consider whether the additional team member is not entered immediately at the project level, so that it is then inherited directly downwards (to all sub-elements).

One searches for an employee by writing his name in the field, or one searches for the corresponding employee in the list. You give him the corresponding roles, define whether he should be entered as a deputy and adjust the "Valid from" date accordingly. Then confirm with OK (blue button at the bottom right).

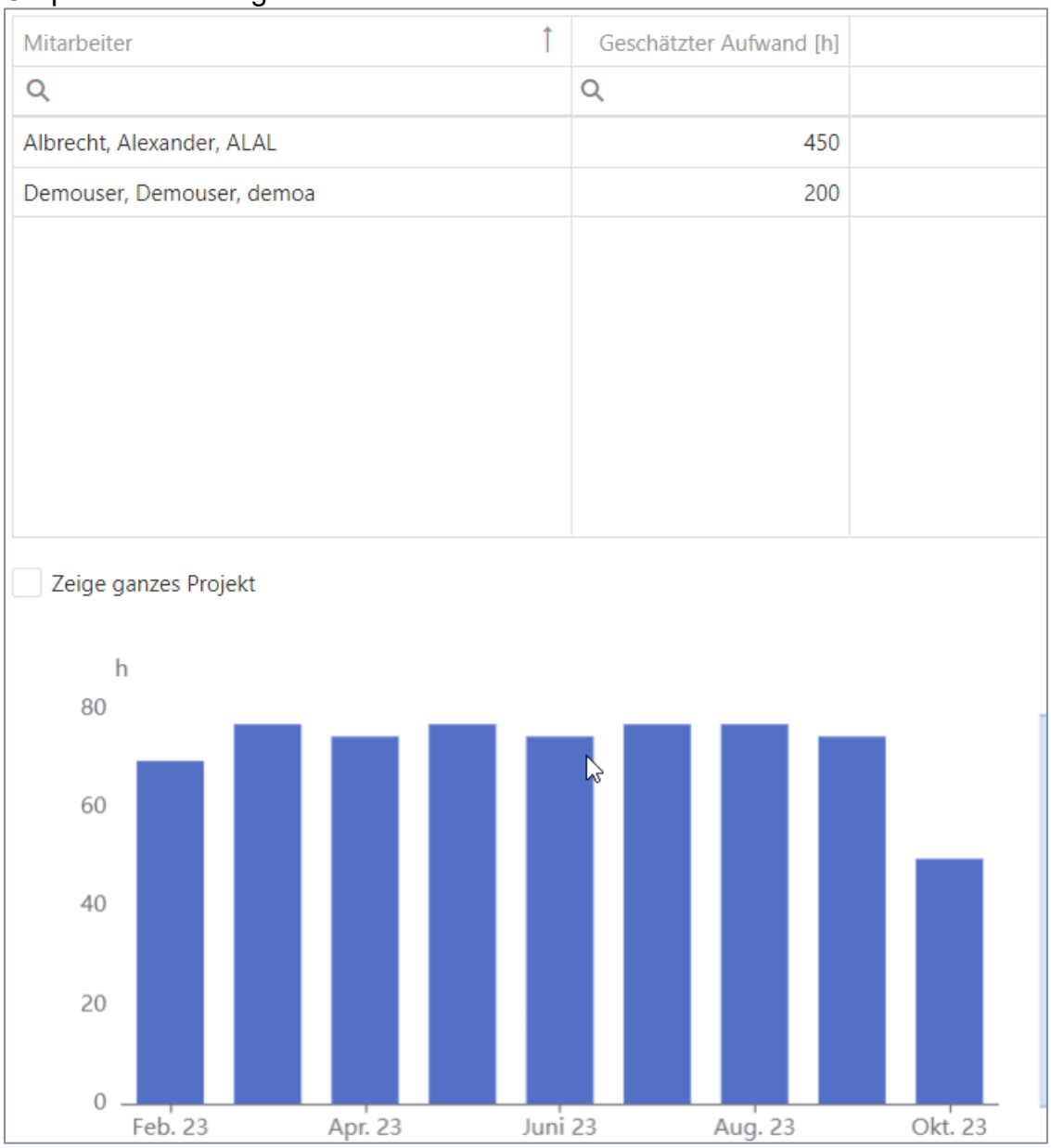



## 2.3 Estimated Effort

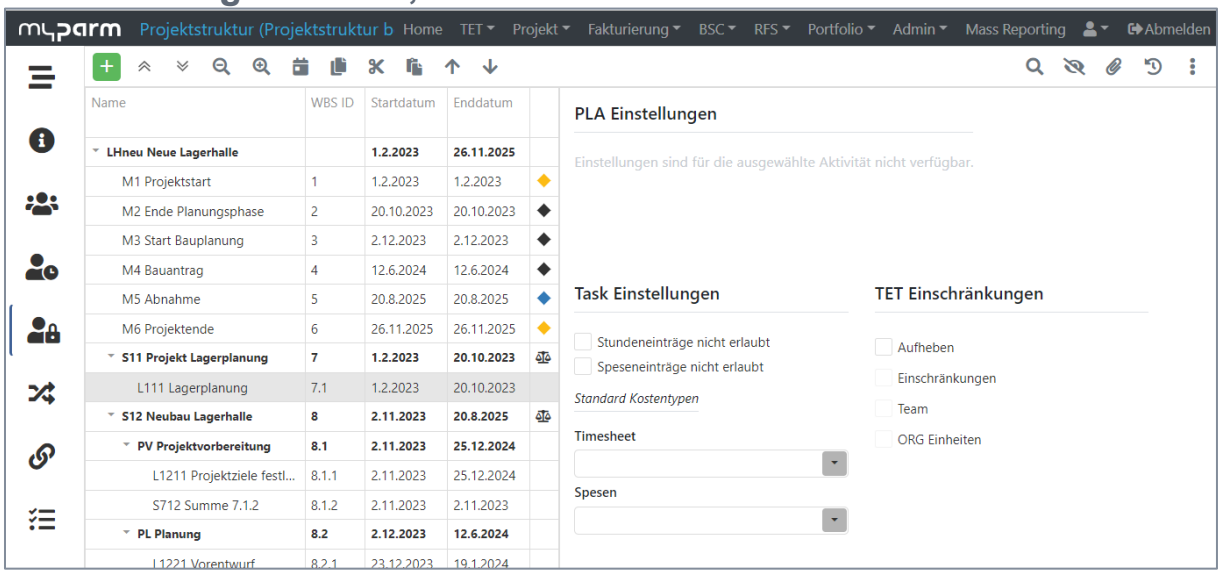



On the right side the team members are listed and for each member an effort estimate in hours can be entered. After saving, the resource graph is adjusted to show the aggregated hours of the project structure element or the whole project.

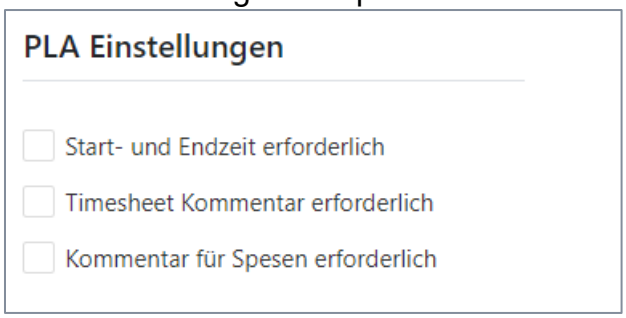
Graphic after saving the hours:



## 2.4 Settings for PLA, Task and TET



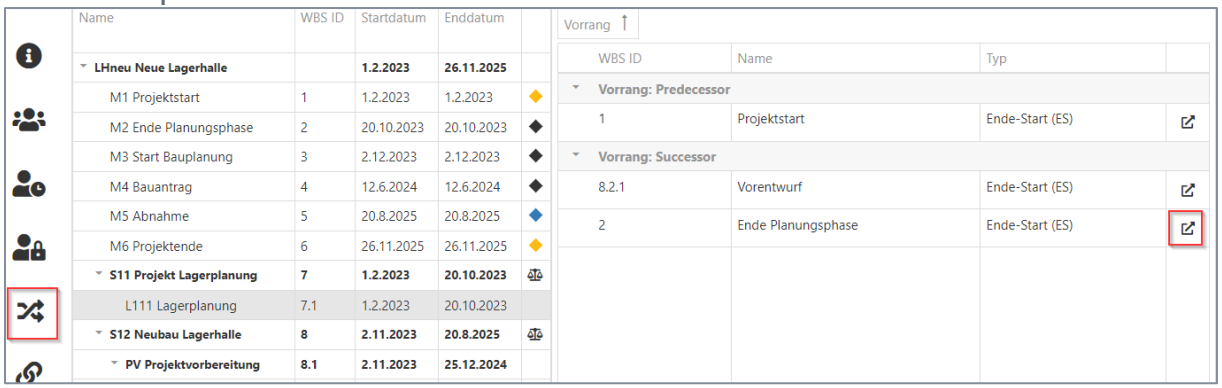

If a PLA / accounting level / phase is marked in the structure, it is defined there whether start and end times are required, as well as whether a comment is required for time recording and expense entries.




At task level it is defined whether working hour and expense entries are allowed.

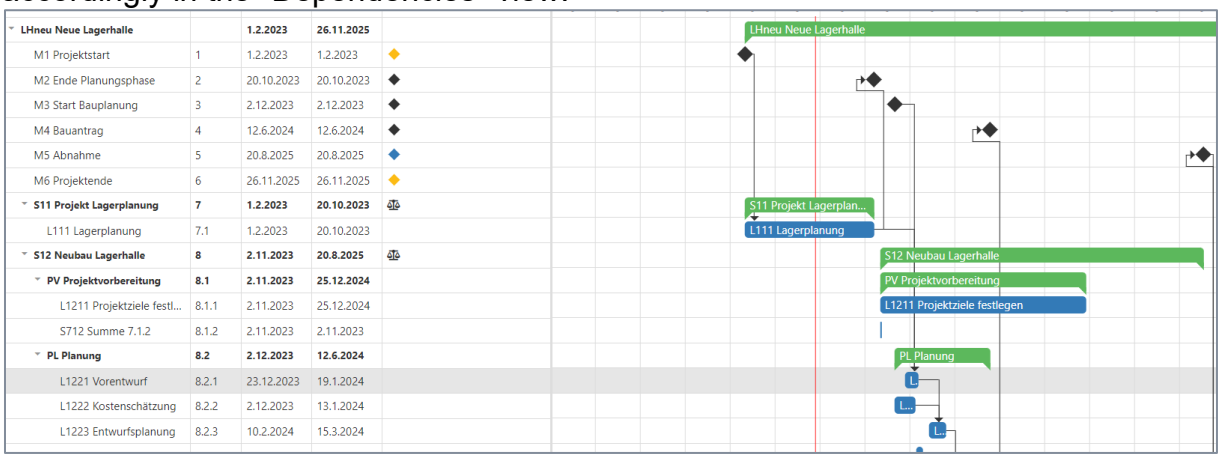
In the TET restrictions, it can be defined what restrictions should be applied. Are only defined employees or employees of defined ORG units allowed to record on the task hours and expenses.

## 2.5 Dependencies

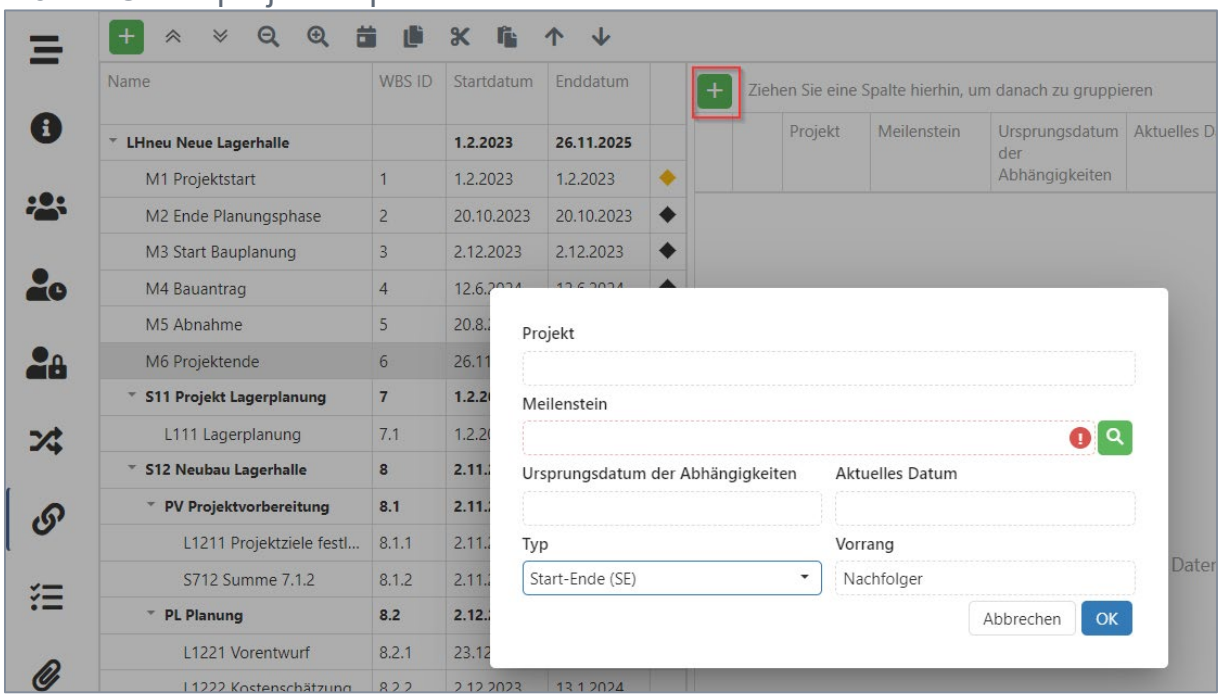



Pressing the symbol on the far right directly displays the view of the connected element.

The various dependencies are visible in the Gantt view and are then displayed accordingly in the "Dependencies" view.

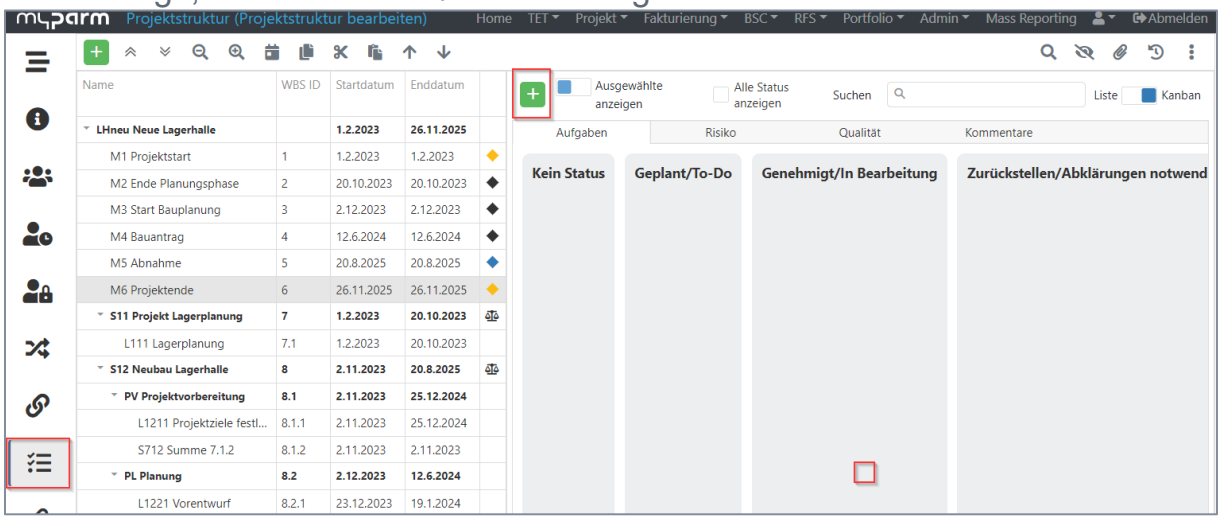



## 2.6 Cross-project dependencies



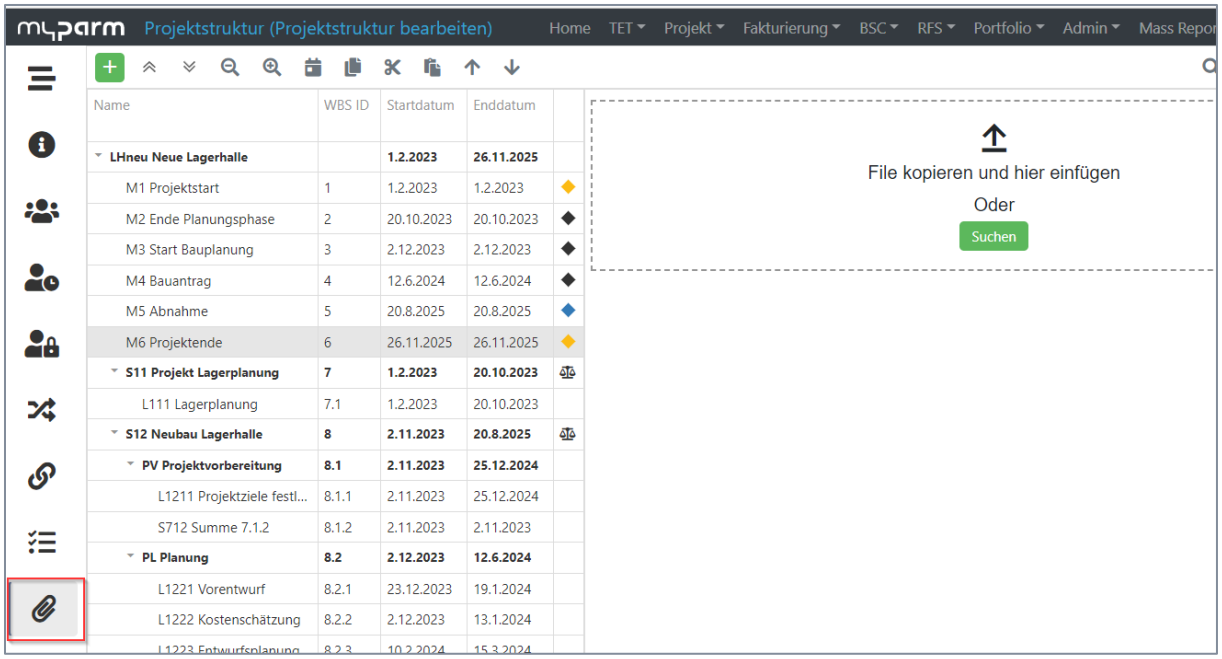

Select a milestone of the type "Gate" and then press the green plus on the right (marked red in the picture). The pop-up opens and you enter the corresponding project, select the dependent milestone and the desired dependency type. The entries are saved with OK.

## 2.7 Logs, Kanban Board / Task Management




Here a task can be created for each project structure element.
By pressing the green plus (marked red in the picture) a pop-up opens, which is filled in accordingly.

## 2.8 Documents




Documents can be uploaded for each project structure element. Either drag the file (document) into the marked field or search for it in the Explorer.

# 3. Performance

The new project module has significantly improved performance.