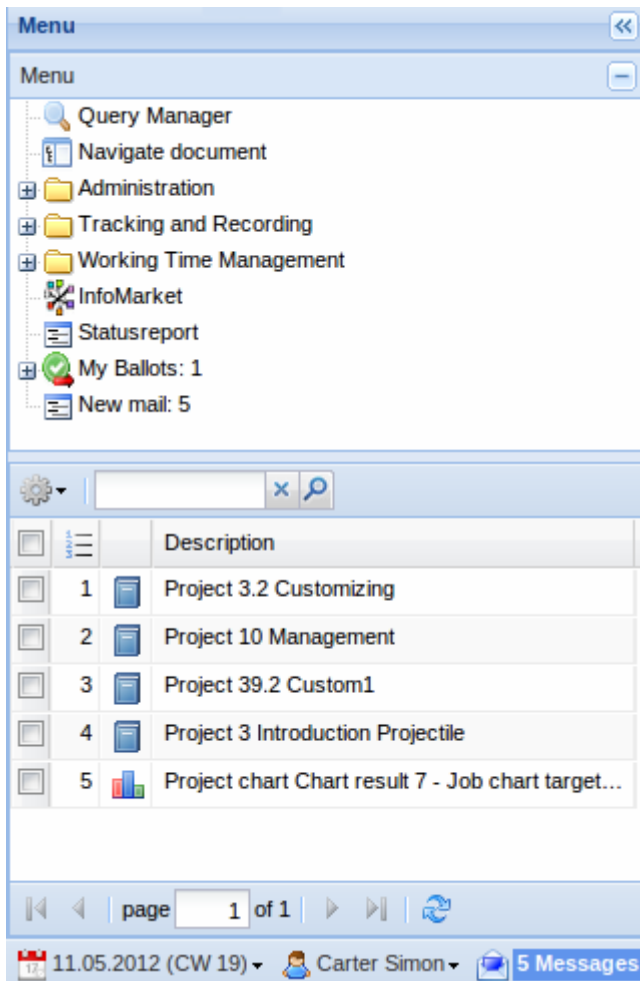


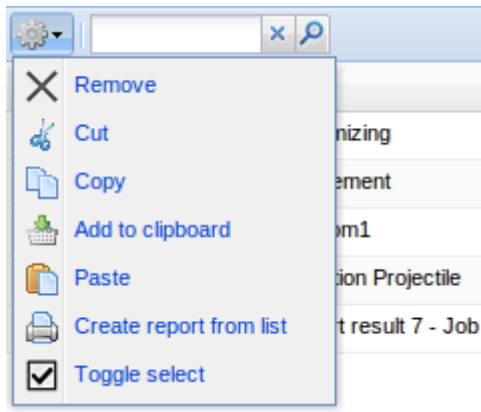
[previous](#) [Home](#) [next](#)

3.02.01 Personal Clipboard

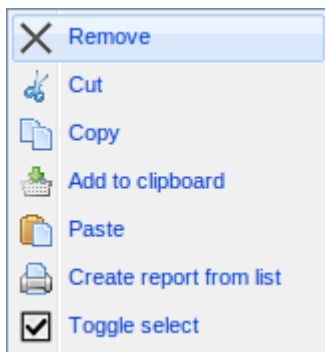
The personal clipboard of the logged on user is located in the bottom area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard with the documents (Project 1 Introduction Projectile 2.5, Project 3.1 Introduction Accounting, Project 3.2 Projectplanning, Project 3 Introduction Projectile and Project 7 Update Projectile) are displayed:



For editing fields with multiple assignments, as in the personal clipboard, there is a central button for all editing functions (delete, cut, paste, create, create report,...) and the search window for full-text search. This button opens with either mouseover (default) or clicking the button.

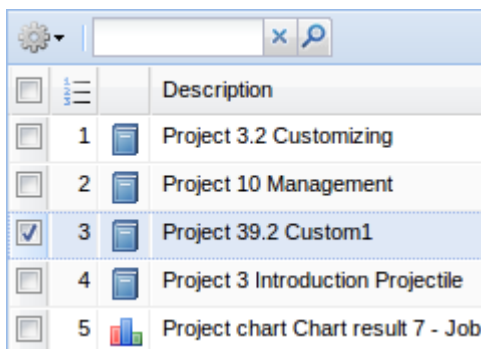


The following tools are available for editing the clipboard:

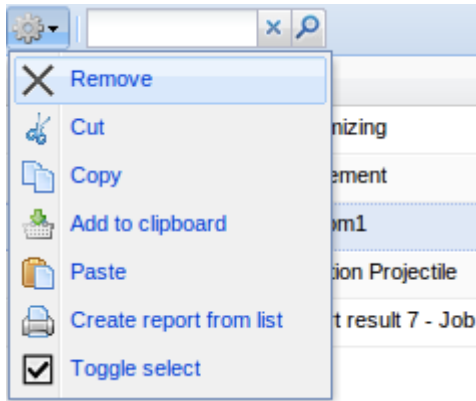


Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked or vice versa).

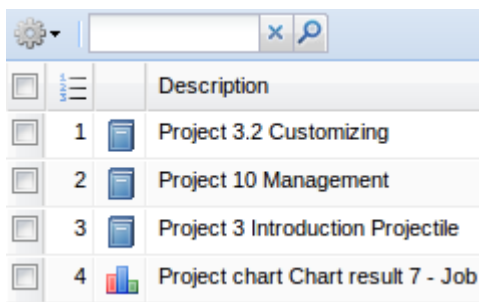
Entries can be either removed or cut from the clipboard. The difference: Using cut, the entry is copied to the cache memory and is available for the pasting. To remove entries from the clipboard, these entries are marked ...



... and then through clicking on remove, the entry ...

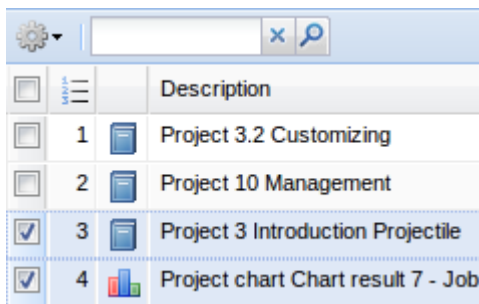


... can be removed (here Project MSP).

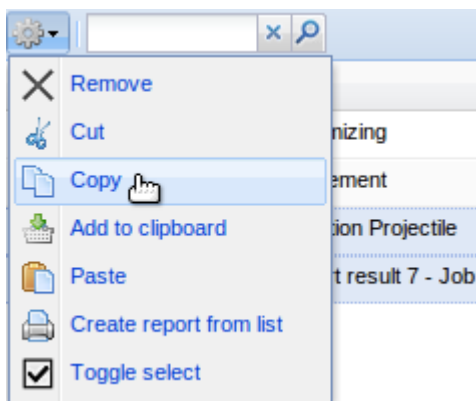


When using cut, the entries are removed, but then held in the cache memory, so these entries are still available for pasting.

Entries in the clipboard (or search queries) can also be copied. When marking the entries ...



... and copying ...



... the appropriate entry is copied and ...

Project chart 6

Generate chart

Document Edit View Back references

InputData Parameters Format Results

1. Name: *If you would like to save a chart please enter a description*

Description: Project chart

Chart: 04 - Job chart target/actual

Report Selection:

2. Input data: *Stellen Sie die Dokumente zusammen, für welche die Auswertung erzeugt werden soll. Benutzen Sie dazu (ggf. mehrfach) diese Suchmaschine. Achtung: Alle Dokumente, die in der Eingabebox aufgeführt sind, werden ausgewertet. Zum Entfernen Dokumente markieren und Option "entfernen" auswählen. Auch nicht markierte Dokumente werden berücksichtigt!*

Search:

Search word: Category:

Input data:

No entries

Paste

New document

Please select parameters:

Chart period: Current Year

Start: 01.01.2012

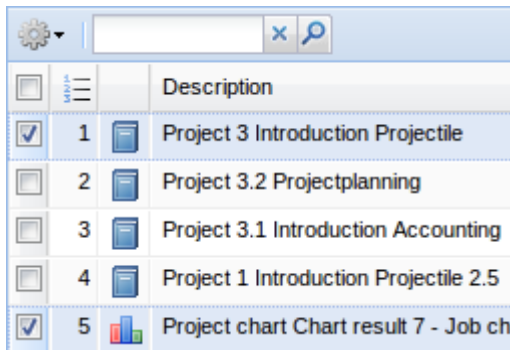
End: 31.12.2012

... can be pasted to a different element. When clicking paste, the copied entry is then copied to the selected element.

In the example two projects have been transferred from the personal clipboard into project charts.

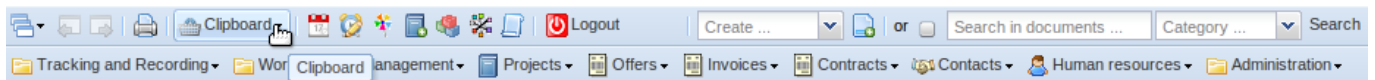
The functionality inverts the active selection, i.e. all unmarked entries are marked ...

... and vice versa.

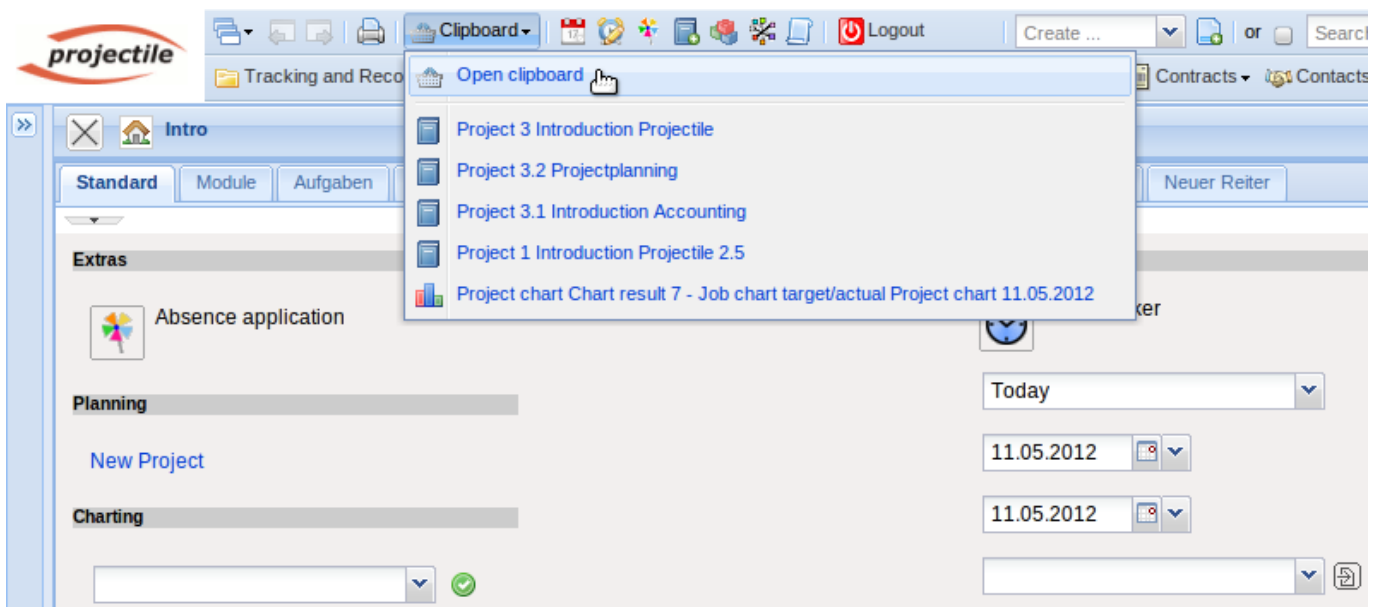


		Description
<input checked="" type="checkbox"/>	1	Project 3 Introduction Projectile
<input type="checkbox"/>	2	Project 3.2 Projectplanning
<input type="checkbox"/>	3	Project 3.1 Introduction Accounting
<input type="checkbox"/>	4	Project 1 Introduction Projectile 2.5
<input checked="" type="checkbox"/>	5	Project chart Chart result 7 - Job ch

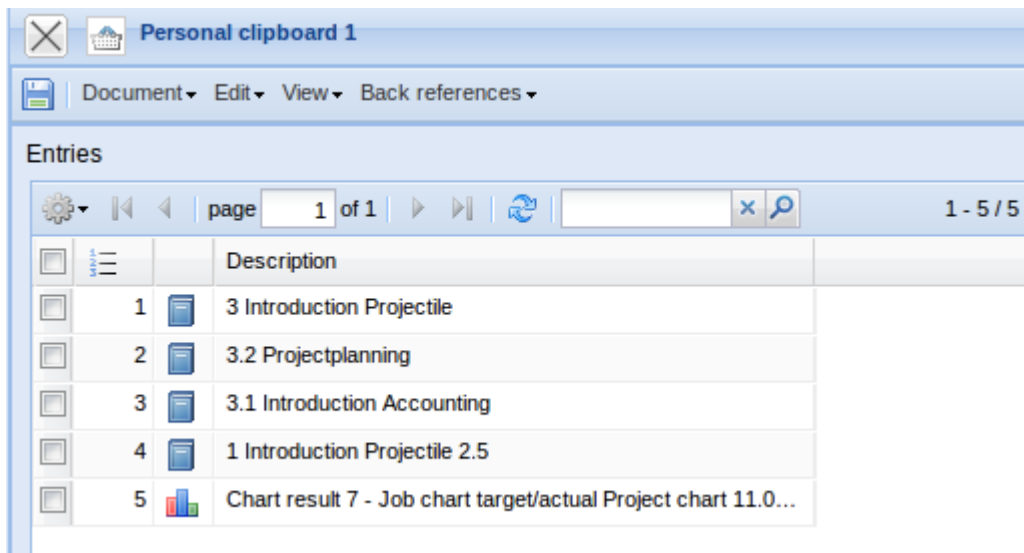
The personal clipboard can be opened in the top menu bar. In the entry "Clipboard" a function ...



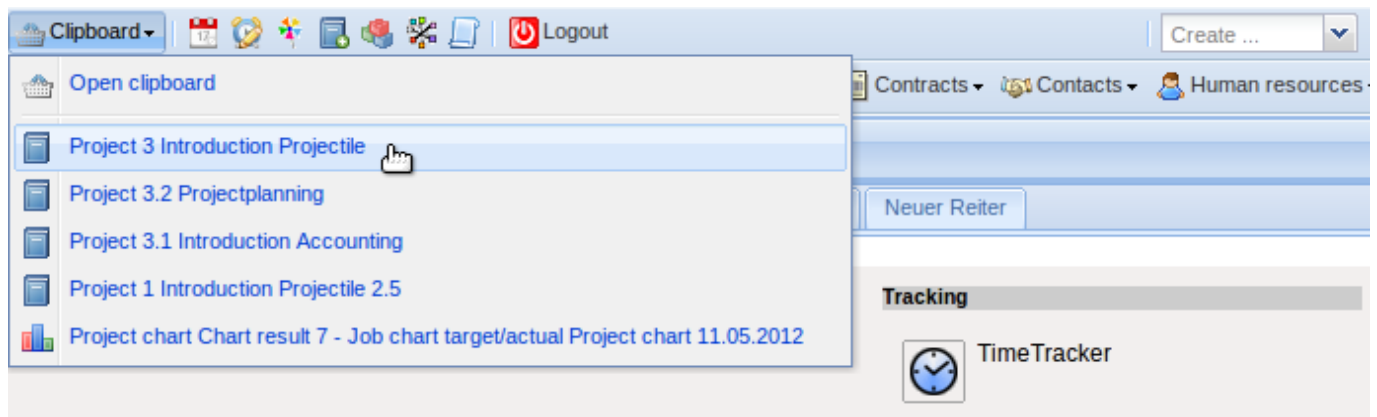
... "Open Clipboard" and the contents of the personal clipboard can be found.



The function "Open Clipboard" opens the personal clipboard of the logged on user ...



... and clicking the entries of the clipboard (here Project) ...



... opens the form of the stored data record directly.

Project 3 Introduction Projectile

Document Edit View Back references Actions

Master data Involved persons Portfolio Risk assessment Status Budget Financial data Auftrag Project activity log Misc Rückverweise

BaseInformation

Project number Number 3 Status Active

Description Introduction Projectile

Project start/end date From 01.05.2012 To 31.12.2012

StructureElements

Parent project Subprojects

Number	Description	Status
1	3.1 Introduction Accounting	Active
2	3.2 Projectplanning	Active
3	3.3 Einführung	Active

Processes


Process number	Description
1	3-11 Administration
2	3-5 Analysis
3	3-7 Consulting
4	3-3 Customizing
5	3-9 Documentation
6	3-13 Projectile-Version
7	3-10 Sales and Marketing

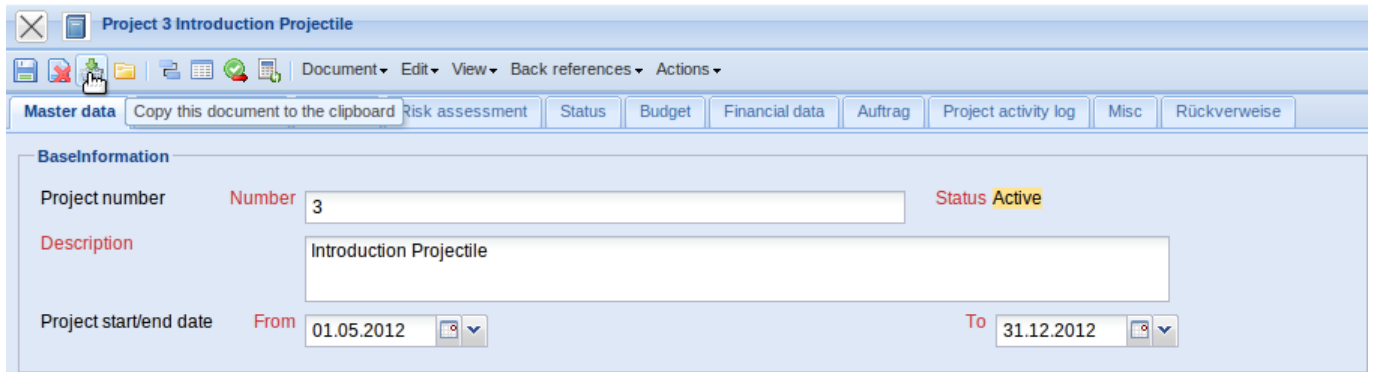
Milestones No entries

Estimations

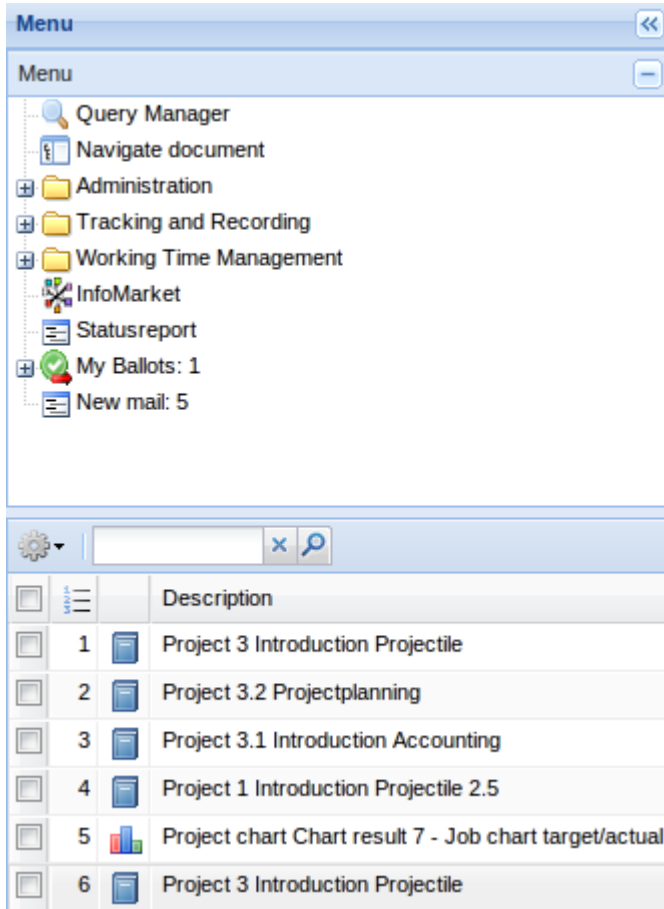
Grade of completion

Number	State
1	3-A 75,00

Opened documents can be directly transferred into the personal clipboard using the symbol . In the example a project is directly...



... transfered to the personal clipboard.



From any amount of select fields (as from the return list in the search machine or directly from the document) ...

The screenshot shows the Projectile software interface. At the top, there is a navigation bar with the Projectile logo and various menu items: Tracking and Recording, Working Time Management, Projects, Offers, Invoices, Contracts, Contacts, Human resources, and Administration. Below this is a search bar and a 'Logout' button. The main window is titled 'Collection Query for Job' and contains a table with the following data:

	Process number	Description	Closed
<input type="checkbox"/>	1	ffdsfsdas	
<input type="checkbox"/>	2	1-1 Develop	19.10.2011
<input type="checkbox"/>	3	1-2 Spezifikation	
<input type="checkbox"/>	4	1-2 Spezifikation	
<input type="checkbox"/>	5	1-2 Spezifikation	
<input type="checkbox"/>	6	1-3 Projektmanagement	
<input type="checkbox"/>	7	1-4 Projektmanager	
<input type="checkbox"/>	8	1-5 Testing	
<input type="checkbox"/>	9	10-1 Installation Projectile	
<input type="checkbox"/>	10	10.1.1-1 Programming-4.3	
<input type="checkbox"/>	11	10.2-1 AP3	24.11.2010
<input type="checkbox"/>	12	10.2-1 AP3	24.11.2010
<input type="checkbox"/>	13	101-1 3.2- Concept - 3 Pla...	
<input type="checkbox"/>	14	101.1-1 ap2	
<input type="checkbox"/>	15	101.1-1 ap2	
<input type="checkbox"/>	16	101.2-1 Customizing	
<input type="checkbox"/>	17	102-1 Programming	

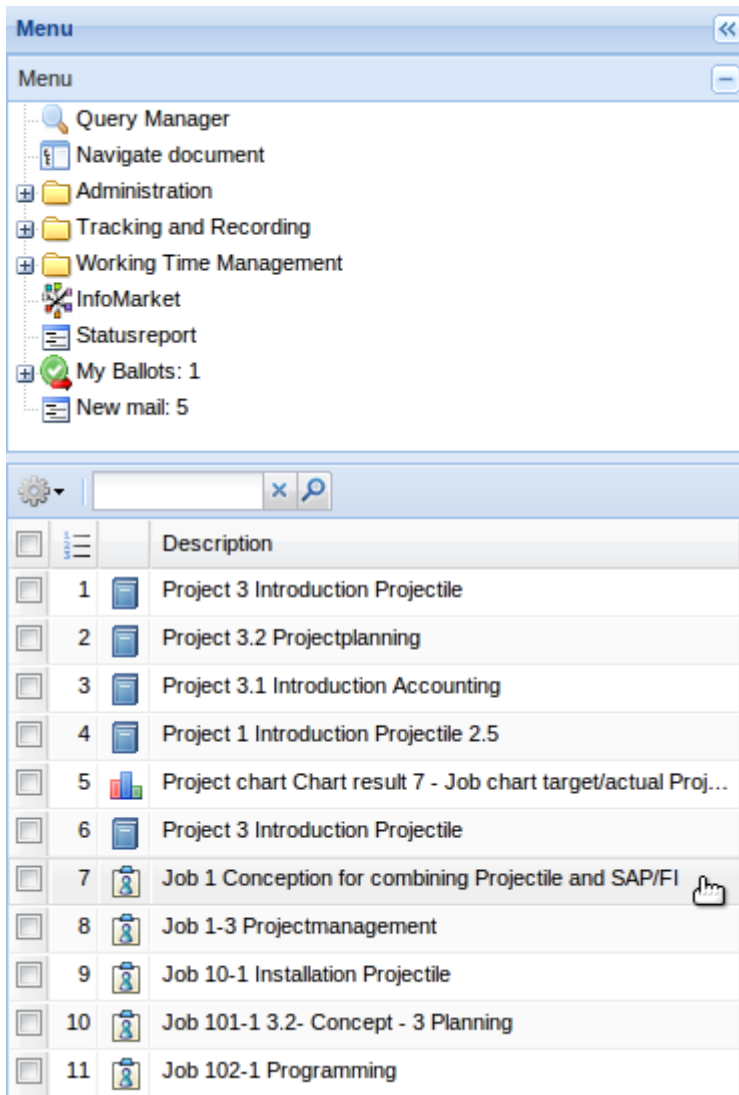
... various entries can be marked, copied and ...

The screenshot shows the Projectile software interface. At the top, there is a navigation bar with the Projectile logo and several menu items: Tracking and Recording, Working Time Management, Projects, Offers, Invoices, and Contracts. Below this is a 'Menu' sidebar with options like Query Manager, Administration, and Working Time Management. The main window is titled 'Collection Query for Job' and contains a table with columns for 'Number', 'Description', and 'Closed'. A context menu is open over the table, showing options like 'Copy', 'Add to clipboard', and 'Toggle select'. The table data is as follows:

Number	Description	Closed
7	1-4	
8	1-5	
9	10-1	
10	10.1.1-1	
11	10.2-1	24.11.2010
12	10.2-1	24.11.2010
13	101-1	
14	101.1-1	
15	101.1-1	
16	101.2-1	
17	102-1	

... pasted into the personal clipboard.

This is a close-up view of the context menu from the previous screenshot. The 'Paste' option is highlighted with a mouse cursor, indicating the user's intention to paste the selected data into the personal clipboard.



The screenshot shows a software interface with a menu and a table. The menu is titled "Menu" and contains the following items: Query Manager, Navigate document, Administration, Tracking and Recording, Working Time Management, InfoMarket, Statusreport, My Ballots: 1, and New mail: 5. Below the menu is a search bar with a magnifying glass icon. Below the search bar is a table with 11 rows. The table has a "Description" column and a "Number" column. The entries are:

	Description
1	Project 3 Introduction Projectile
2	Project 3.2 Projectplanning
3	Project 3.1 Introduction Accounting
4	Project 1 Introduction Projectile 2.5
5	Project chart Chart result 7 - Job chart target/actual Proj...
6	Project 3 Introduction Projectile
7	Job 1 Conception for combining Projectile and SAP/FI
8	Job 1-3 Projectmanagement
9	Job 10-1 Installation Projectile
10	Job 101-1 3.2- Concept - 3 Planning
11	Job 102-1 Programming

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