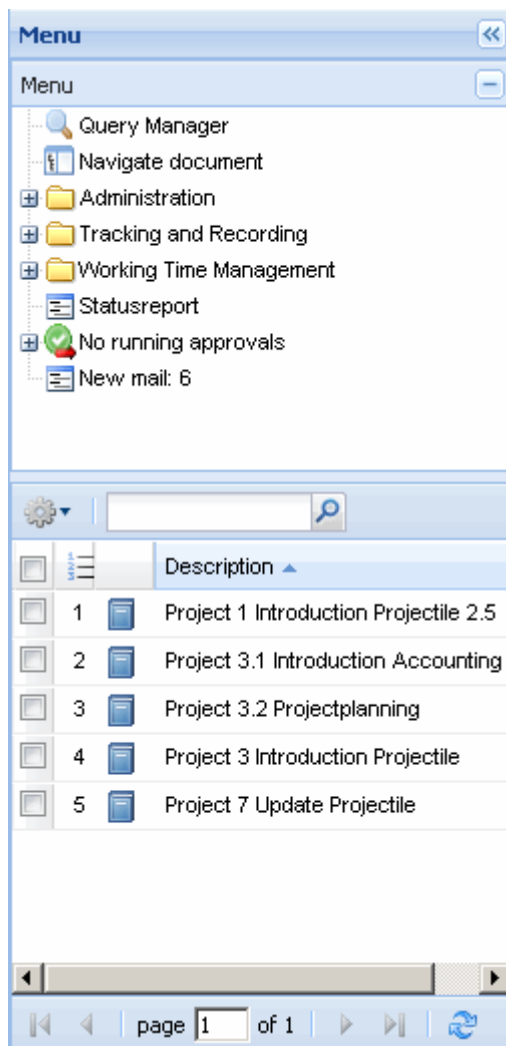


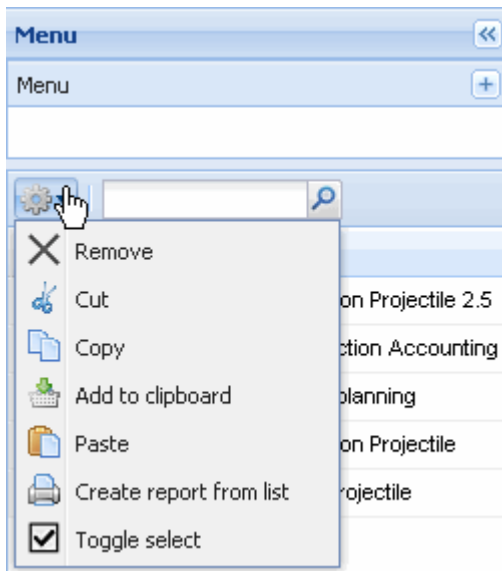
[previous](#) [Home](#) [next](#)

3.02.1 Personal Clipboard

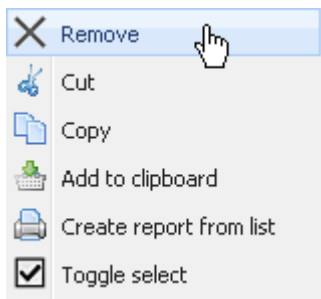
The personal clipboard of the logged on user is located in the middle area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard of the user Schaub Peter with the documents ((Mitarbeiter Schaub Peter, Projekt EP Einführung Projectile, Projekt NAV Navision-Schnittstele und Projekt MSP Projectile Version 3.0) 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, generate report,...) and the search window for full-text search. This button opens with either mouseover (default) or clicking the button.

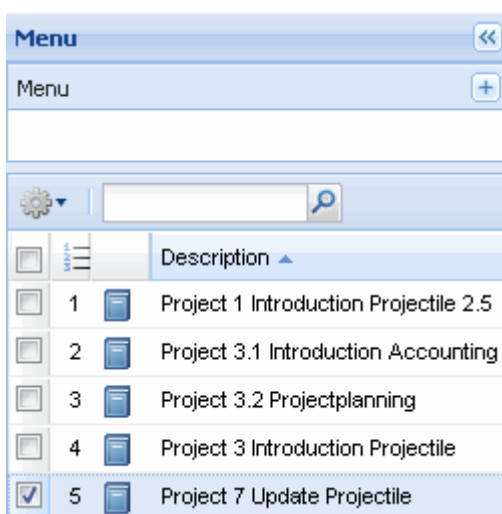


The following tools are available for editing the clipboard:

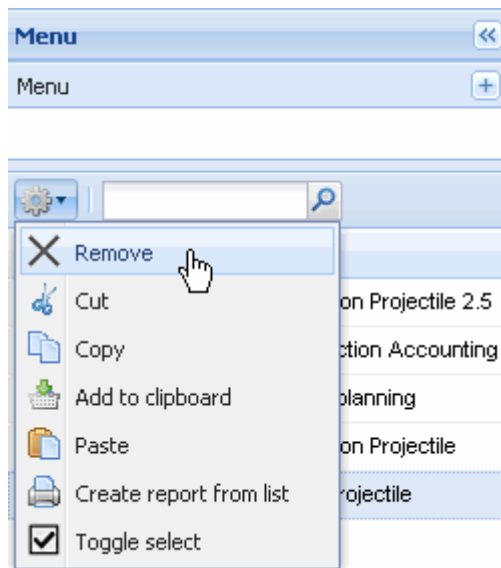


Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked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

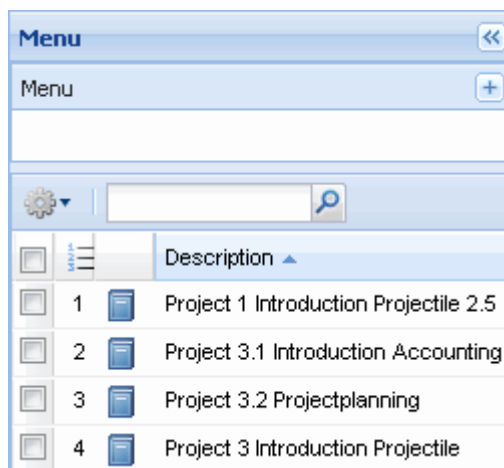
Entries can be either removed or cut from the clipboard. The difference: Using cut, the entry is copied to the cache memory and is available for the pasting. To remove entries from the clipboard, these entries are marked ...



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

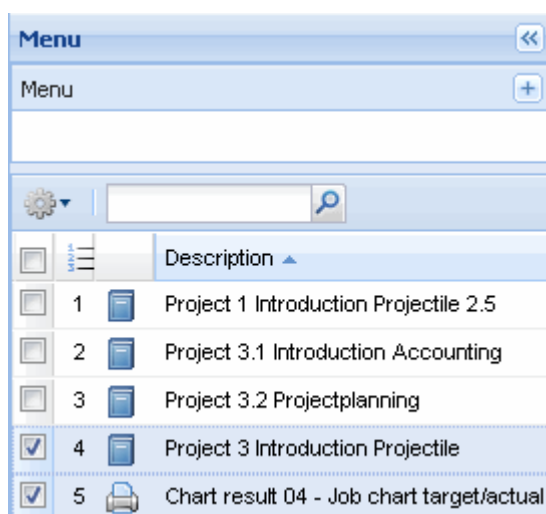


... can be removed (here Project MSP).

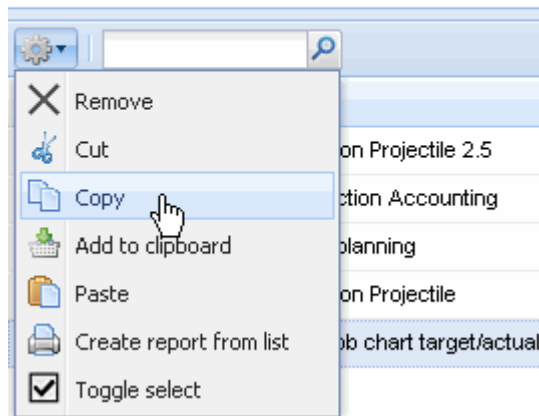
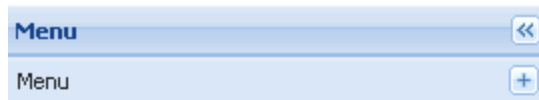


When using cut, the entries are removed, but then held in the cache memory, so these entries are still available for pasting.

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



... and copying ...



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

A screenshot of a software window titled 'Project chart JB0001-BB Project chart'. The window has a toolbar with icons for generate, save, delete, add, copy, paste, and print. Below the toolbar are tabs for 'InputData', 'Parameters', 'Format', and 'Results'. The 'InputData' tab is active. It contains two sections: '1. Name: If you would like to save a chart please enter a description' and '2. Input data: To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)'. In the first section, there are fields for 'Name' (JB0001-BB), 'Description' (Project chart), 'Chart' (04 - Job chart target/actual), and 'Report Selection'. In the second section, there is a 'Search' dropdown, 'Search word' and 'Category' input fields, and an 'Input data' dropdown showing 'No entries'. A context menu is open over the 'Input data' dropdown, with 'Paste' highlighted. At the bottom, there are fields for 'Chart period' (Current year) and 'Start' (01.01.2009).

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

Project chart JB0001-BB Project chart

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*

Name: JB0001-BB

Description: Project chart

Chart: 04 - Job chart target/actual

Report Selection:

2. Input data: *To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)*

Search:

Search word: Category:

Input data

page 1 of 1 1 - 2

1	Project 3 Introduction Projectile
2	Chart result 04 - Job chart target/actual Project cha

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 enteries are marked ...

Input data

page 1 of 1 1 - 5

Remove

Cut

Copy

Add to clipboard

Paste

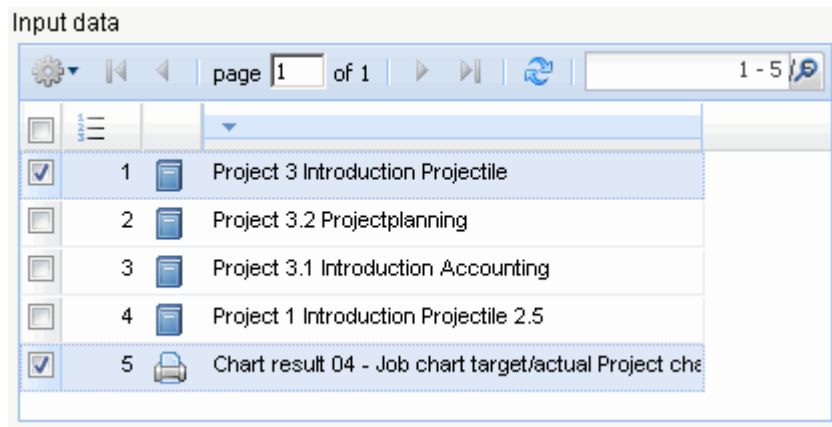
Create report from list

New document

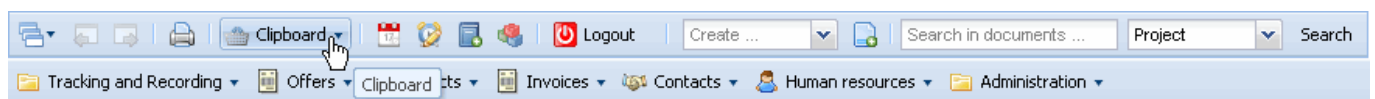
☒ Toggle select

Introduction Projectile
jectplanning
roduction Accounting
duction Projectile 2.5
- Job chart target/actual Project cha

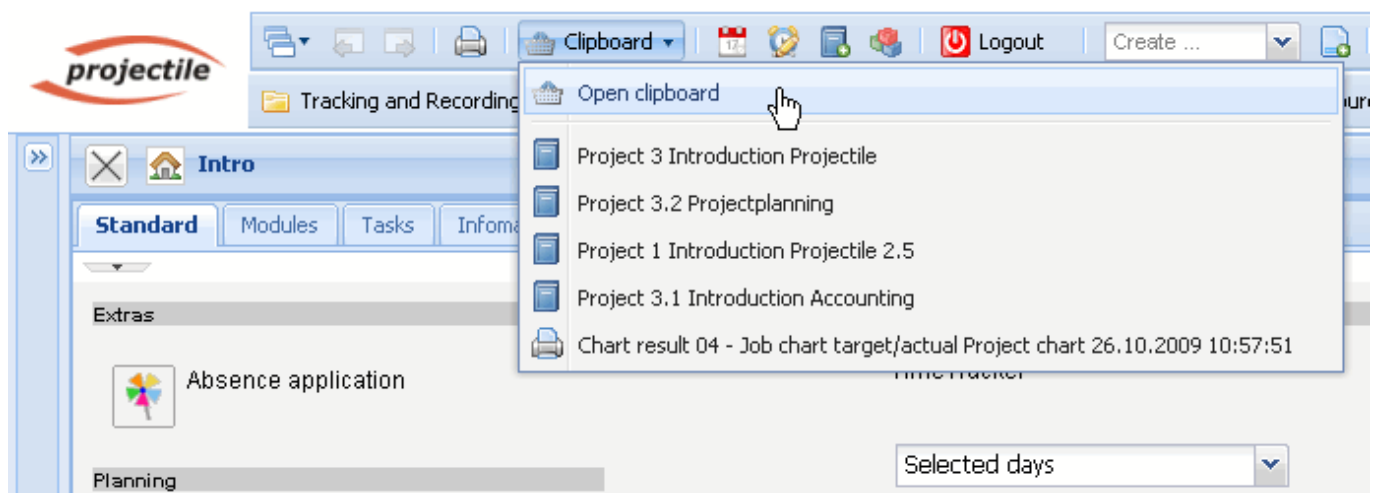
... and vice versa.



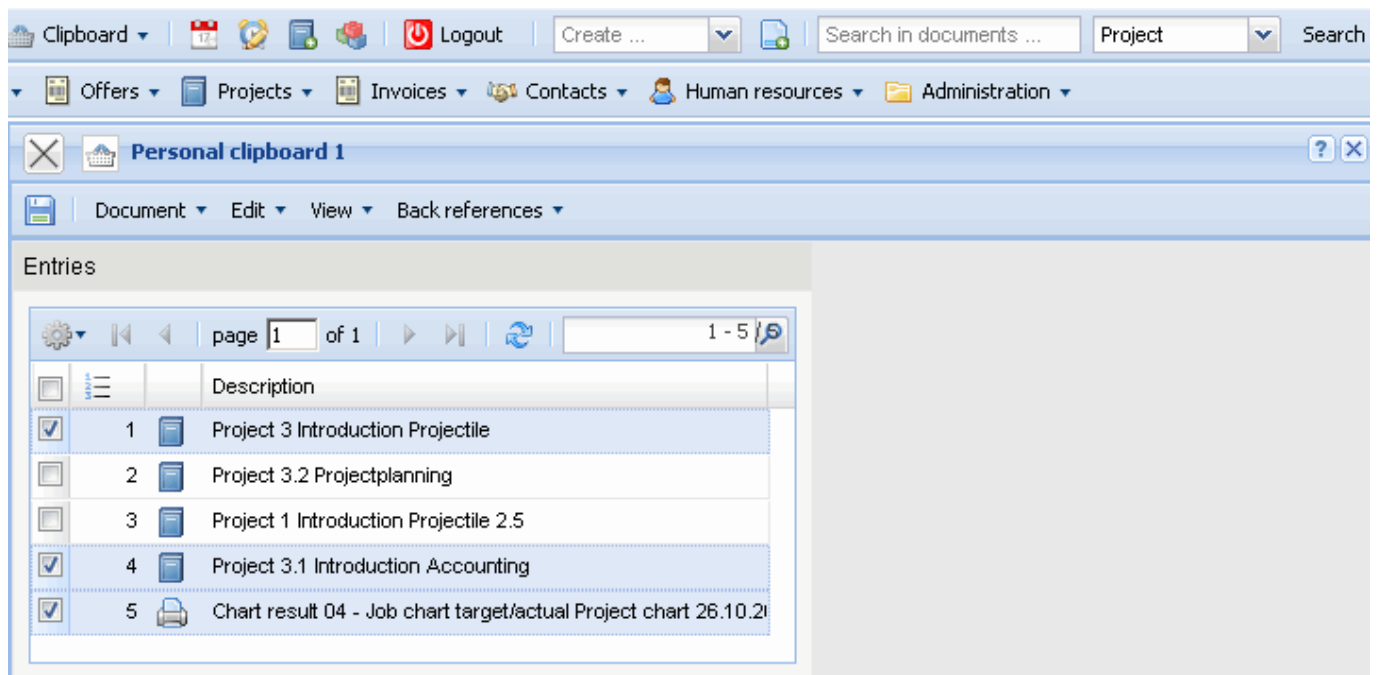
The personal clipboard can be opened in the top menu bar. In the entry “Clipboard” a function ...



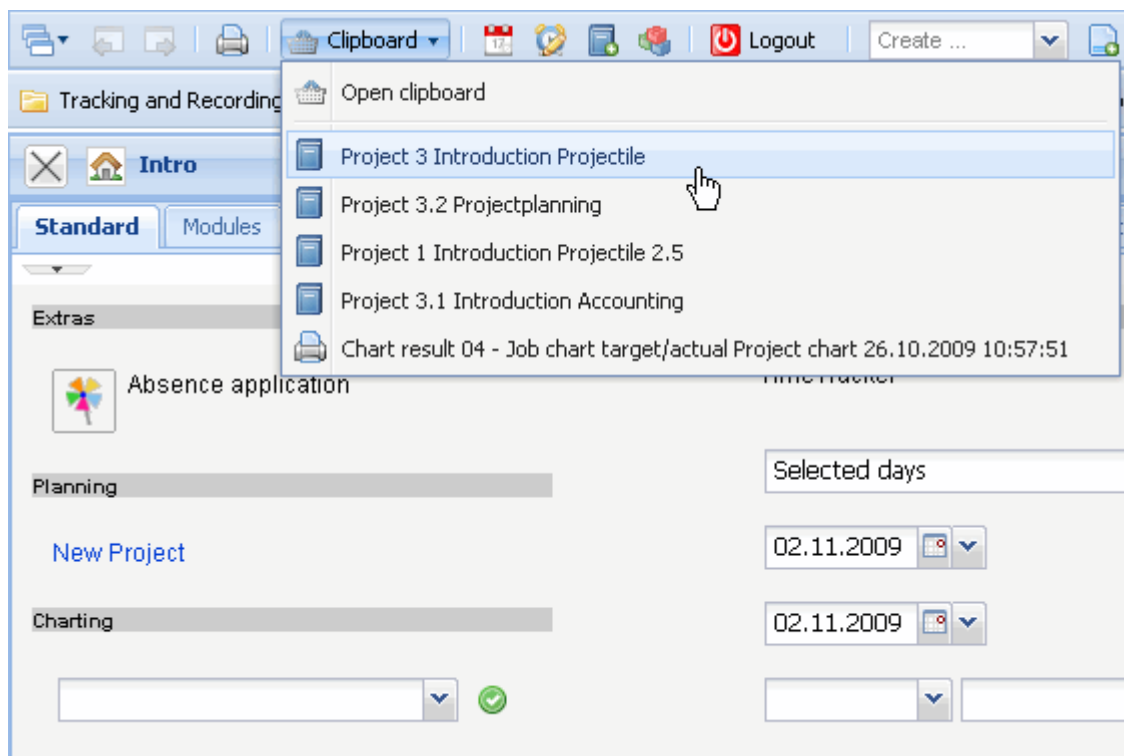
... “Open Clipboard” and the contents of the personal clipboard can be found.



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 Status Budget Financial data Order data Documentation Misc

Project number Number 3 **Status** Active

Description Introduction Projectile

Project start/end date From 09.06.2009 To 30.11.2009

Parent project

Subprojects

Number	Description	Status
1 3.1	Introduction Accounting	Active
2 3.2	Projectplanning	Active

Processes

Process number	Description
1 3-1	Conception for combining Projectile and SAP CO/FI
2 3-2	Installation Projectile
3 3-3	Programming 4-3
4 3-4	Project Management
5 3-5	3.1-1 Concept - 3 Planning
6 3-6	Customizing
7 3-7	Programming

Milestones No entries

Grade of completion

Number	State
1 % 3-A	75,00

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

projectile

Clipboard Logout

- Close all screens
- Intro
- Chart result 04 - Job chart target/actual Project chart 26.10.2009 10:58:21
- Project chart JB0001-BB Project chart
- Project 3 Introduction Projectile**

Menu

Menu

Description
1 Project 7 Update Projectile
2 Project 6.2 Implementation
3 Project 4 Customizing CRM System
4 Chart result 04 - Job chart target/actual I
5 Project 3 Introduction Projectile

Project 3 Introduction Projectile

Document Edit View Back references Actions

Master data Copy this document to the clipboard Status Budget Financial data Order data Documentation Misc

Project number Number 3 Status Active

Description Introduction Projectile

Project start/end date From 09.06.2009 To 30.11.2009

Parent project

Subprojects

	Number	Description	Status
1	3.1	Introduction Accounting	Active
2	3.2	Projectplanning	Active

Processes

	Process number	Description
1	3-1	Conception for combining Projectile and SAP CO/FI
2	3-2	Installation Projectile
3	3-3	Programming 4-3
4	3-4	Project Management
5	3-5	3.1-1 Concept - 3 Planning
6	3-6	Customizing
7	3-7	Programming

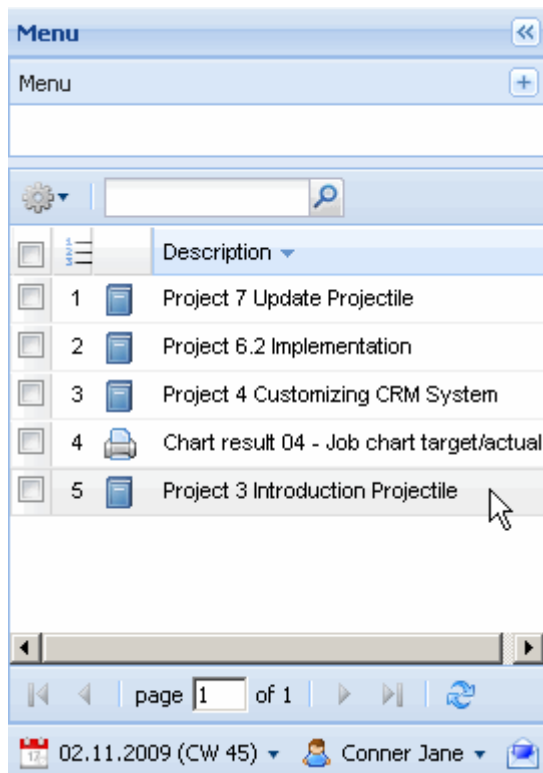
Milestones

No entries

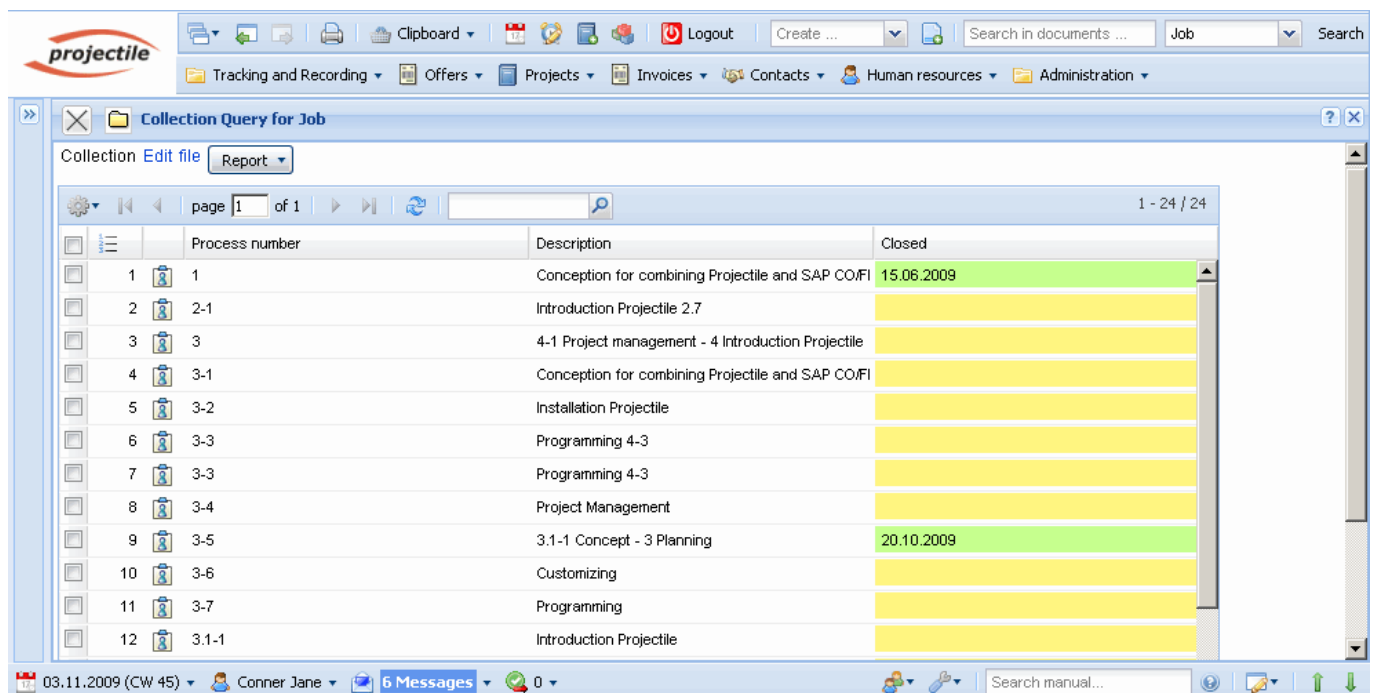
Grade of completion

	Number	State
1	% 3-A	75,00

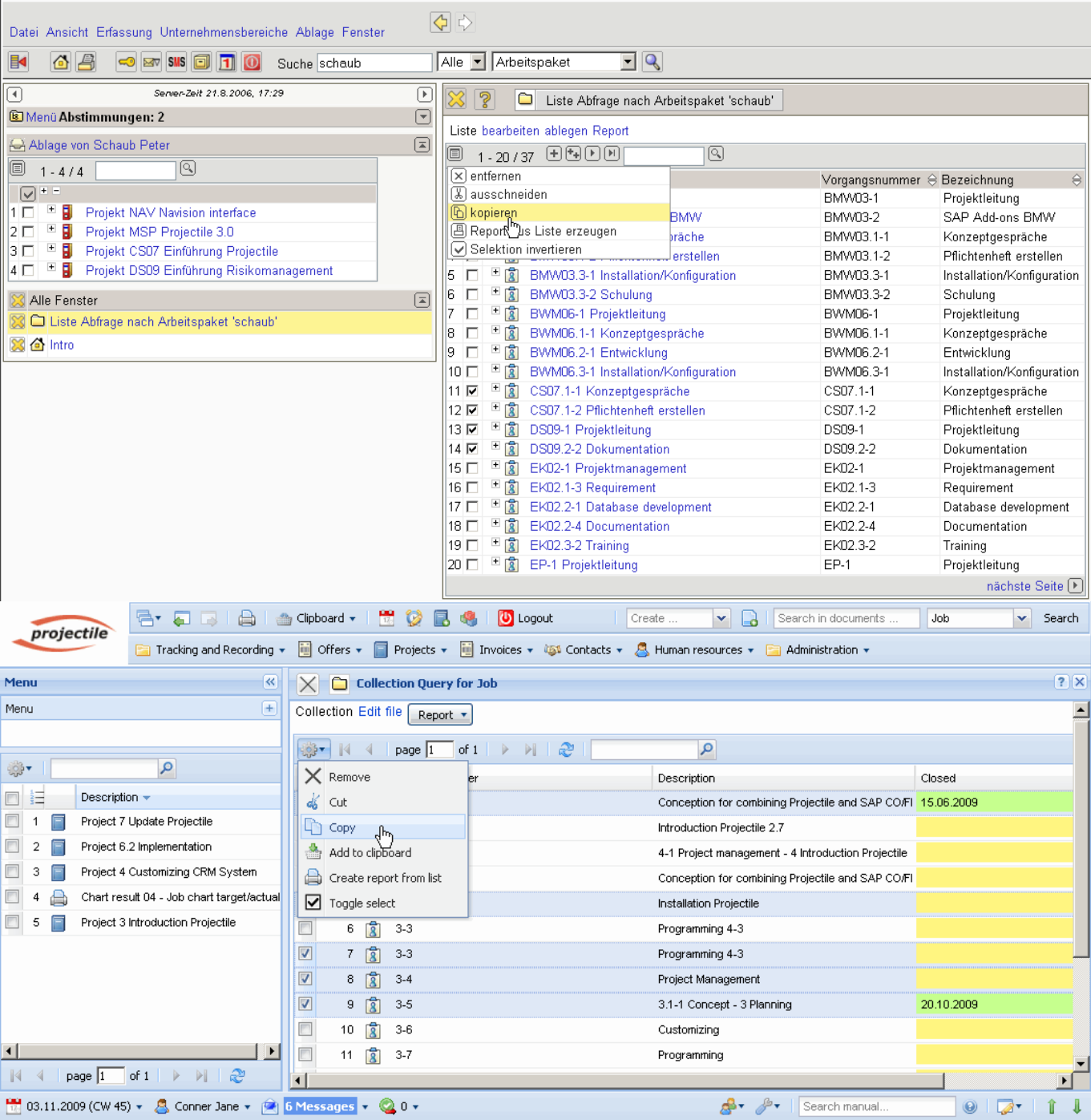
... transfered to the personal clipboard.



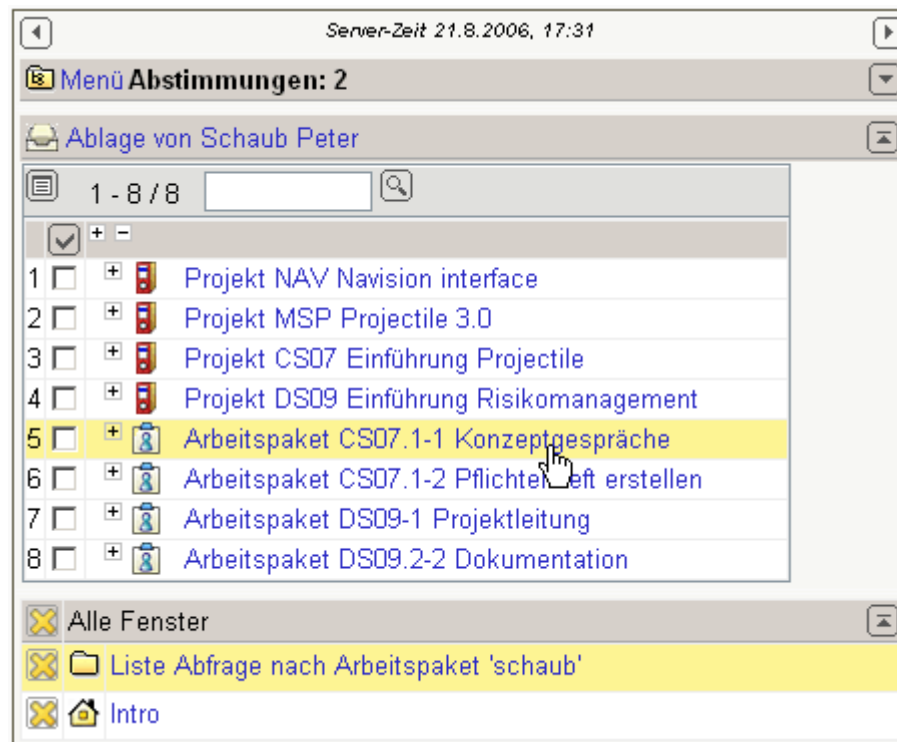
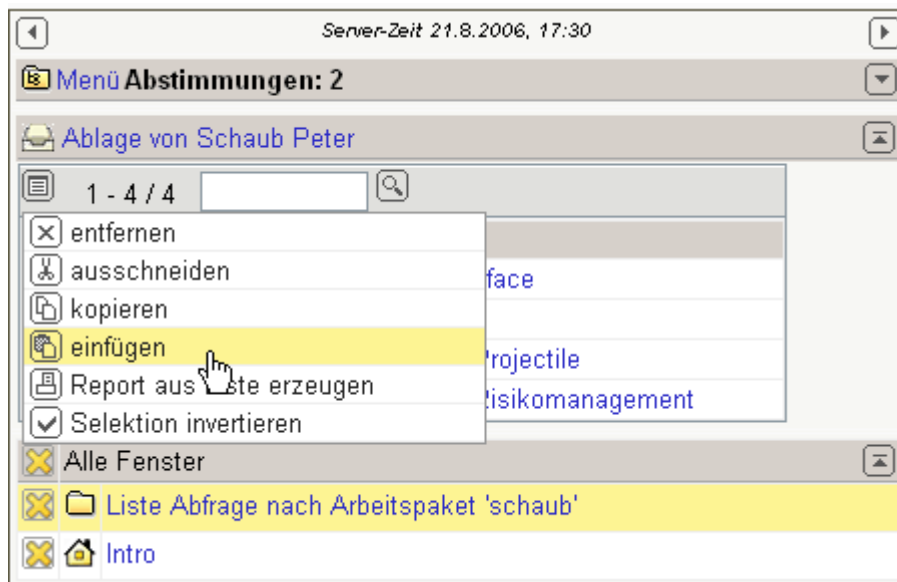
From any amount of select fields (as from the return list in the search machine or directly from the document) ...



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



... pasted into the personal clipboard.



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