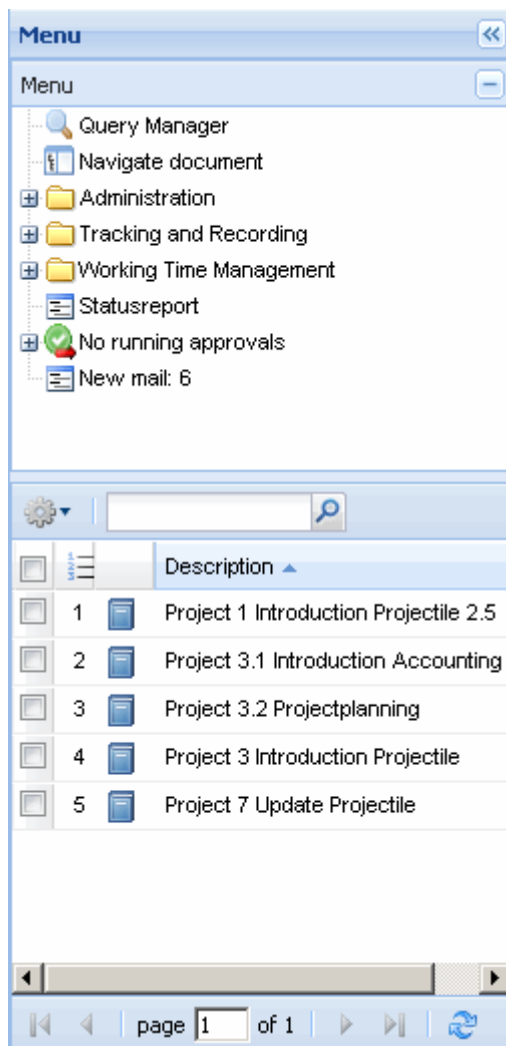


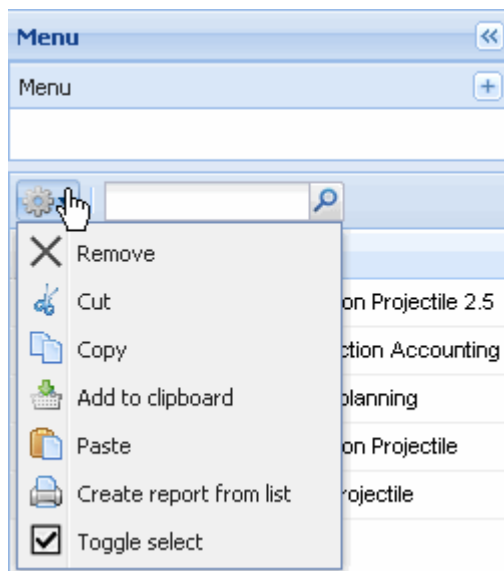
[previous](#) [Home](#) [next](#)

3.02.01 Personal Clipboard

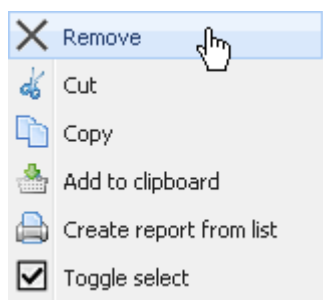
The personal clipboard of the logged on user is located in the bottom area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard with the documents (Project 1 Introduction Projectile 2.5, Project 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.

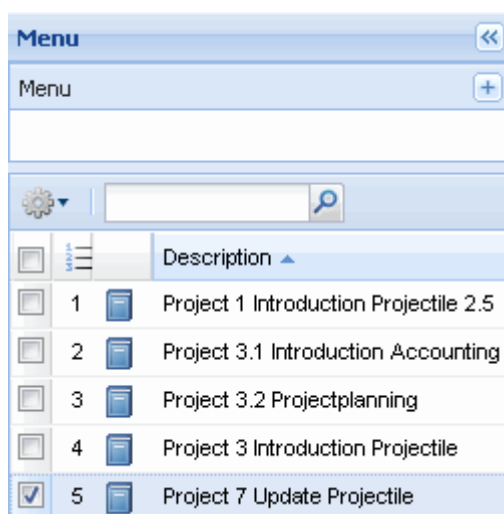


The following tools are available for editing the clipboard:

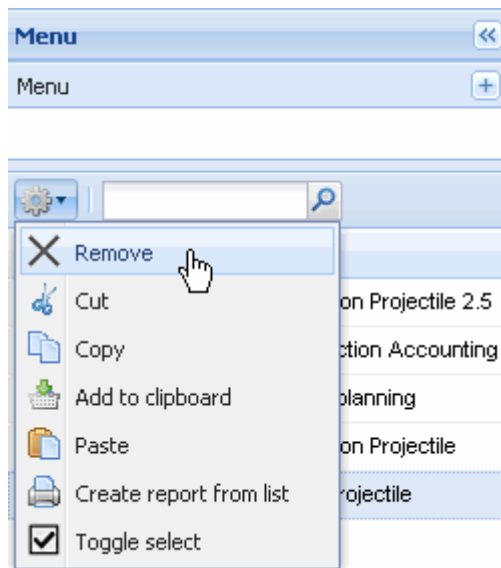


Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked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

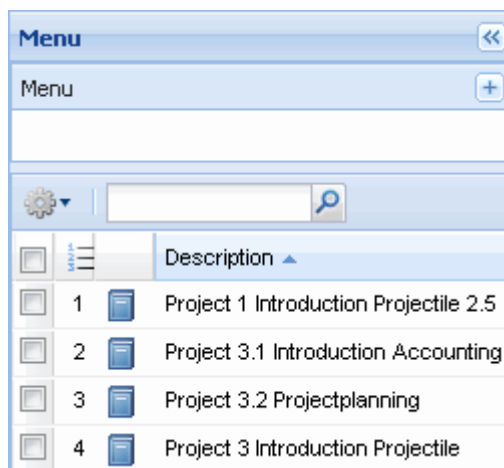
Entries can be either removed or cut from the clipboard. The difference: Using cut, the entry is copied to the cache memory and is available for the pasting. To remove entries from the clipboard, these entries are marked ...



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

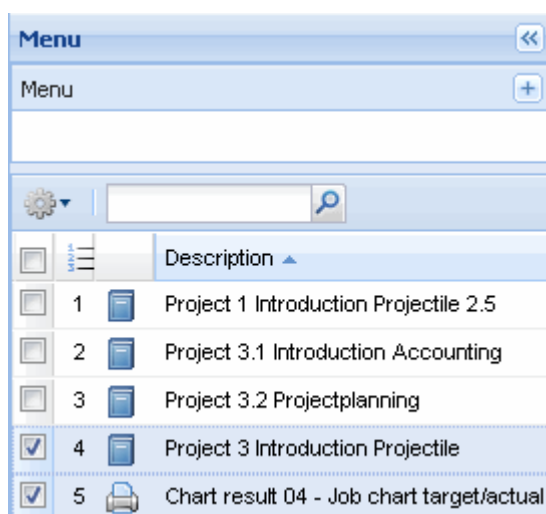


... can be removed (here Project MSP).

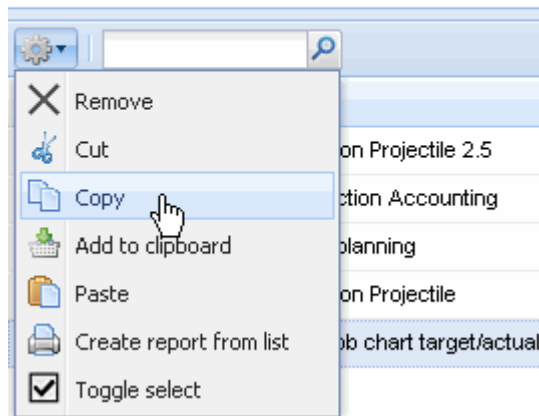
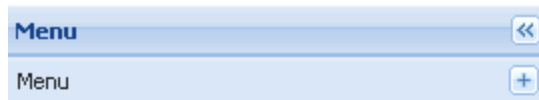


When using cut, the entries are removed, but then held in the cache memory, so these entries are still available for pasting.

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



... and copying ...



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

The screenshot shows a software window titled 'Project chart JB0001-BB Project chart'. It has a toolbar with icons for generate, save, delete, add, copy, paste, and print, along with menu buttons for Document, Edit, View, and Back references. Below the toolbar are tabs for 'InputData', 'Parameters', 'Format', and 'Results'. The 'InputData' tab is active and contains two sections. The first section, '1. Name: If you would like to save a chart please enter a description', has fields for 'Name' (JB0001-BB), 'Description' (Project chart), 'Chart' (04 - Job chart target/actual with a green checkmark), and 'Report Selection'. The second section, '2. Input data: To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)', has a 'Search' dropdown, 'Search word' and 'Category' input fields, and an 'Input data' section with a 'No entries' dropdown. A context menu is open over the 'Input data' section, showing 'Paste' (with a hand cursor) and 'New document' options. 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	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	Project 3 Introduction Projectile
2	Chart result 04 - Job chart target/actual Project cha

Remove

Cut

Copy

Add to clipboard

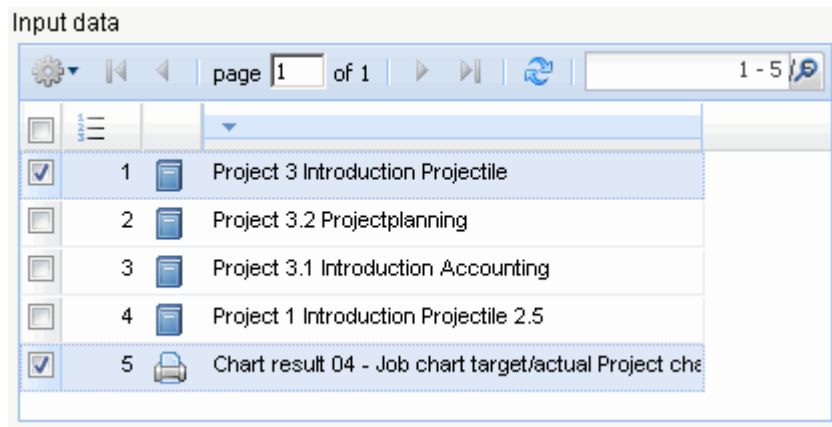
Paste

Create report from list

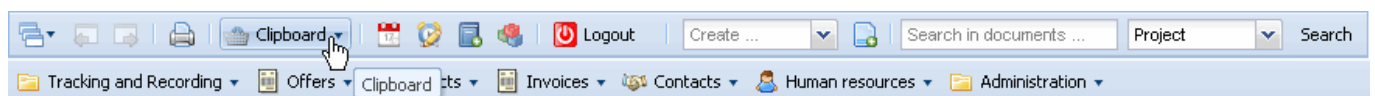
New document

☒ Toggle select

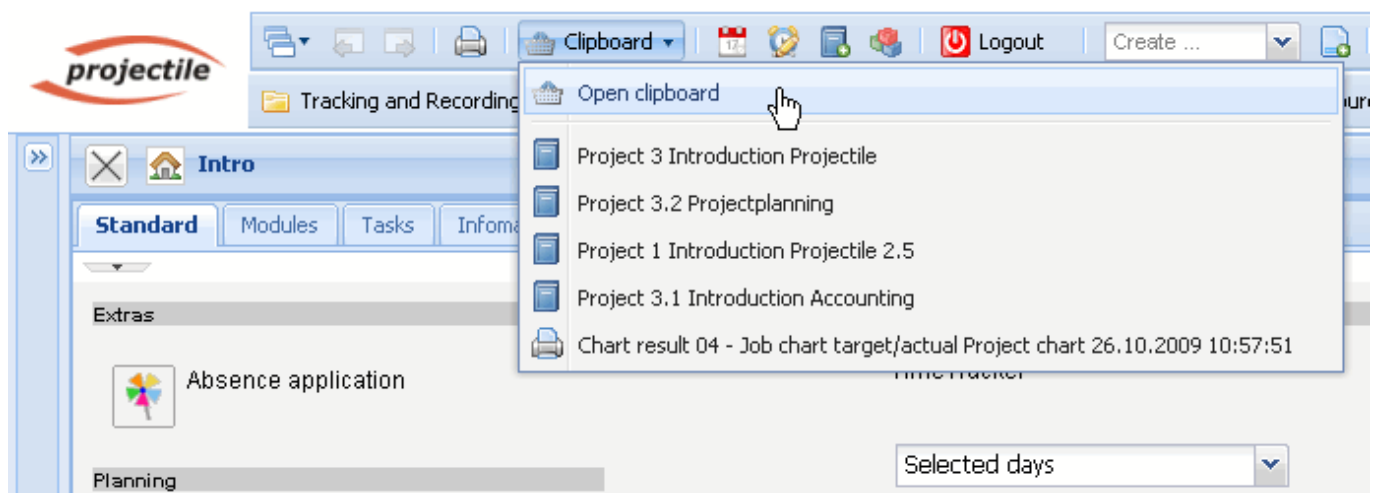
... and vice versa.



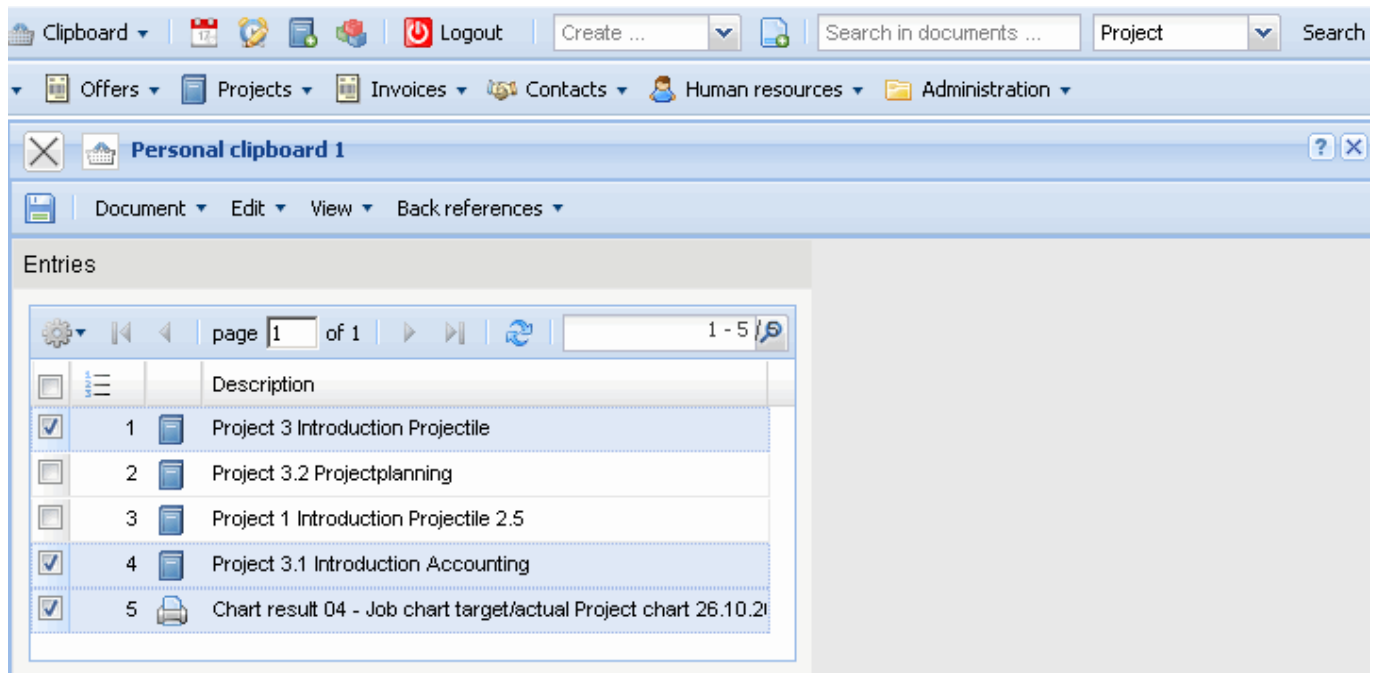
The personal clipboard can be opened in the top menu bar. In the entry “Clipboard” a function ...



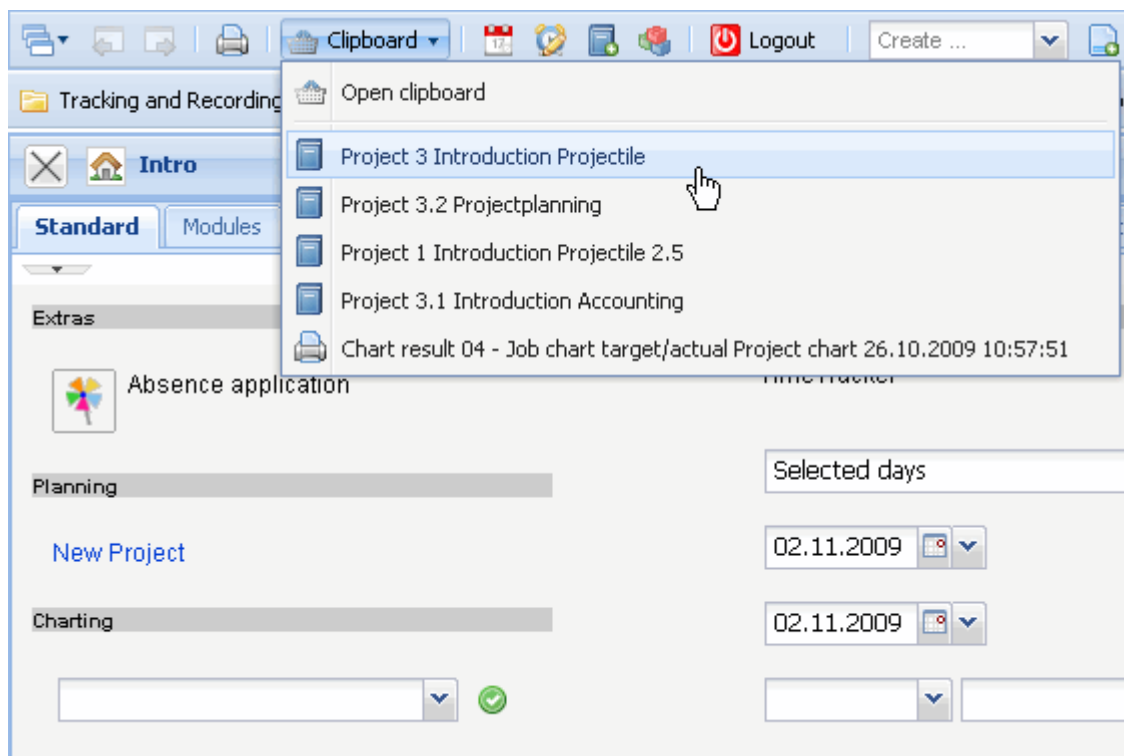
... “Open Clipboard” and the contents of the personal clipboard can be found.



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 dataInvolved personsPortfolioStatusBudgetFinancial dataOrder dataDocumentationMisc

Project number

Number3

StatusActive

Description

Introduction Projectile

Project start/end date

From09.06.2009To30.11.2009

Parent project

Subprojects

page 1 of 11 - 2 / 2

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

Processes

page 1 of 11 - 7 / 7

	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

page 1 of 11 - 1 / 1

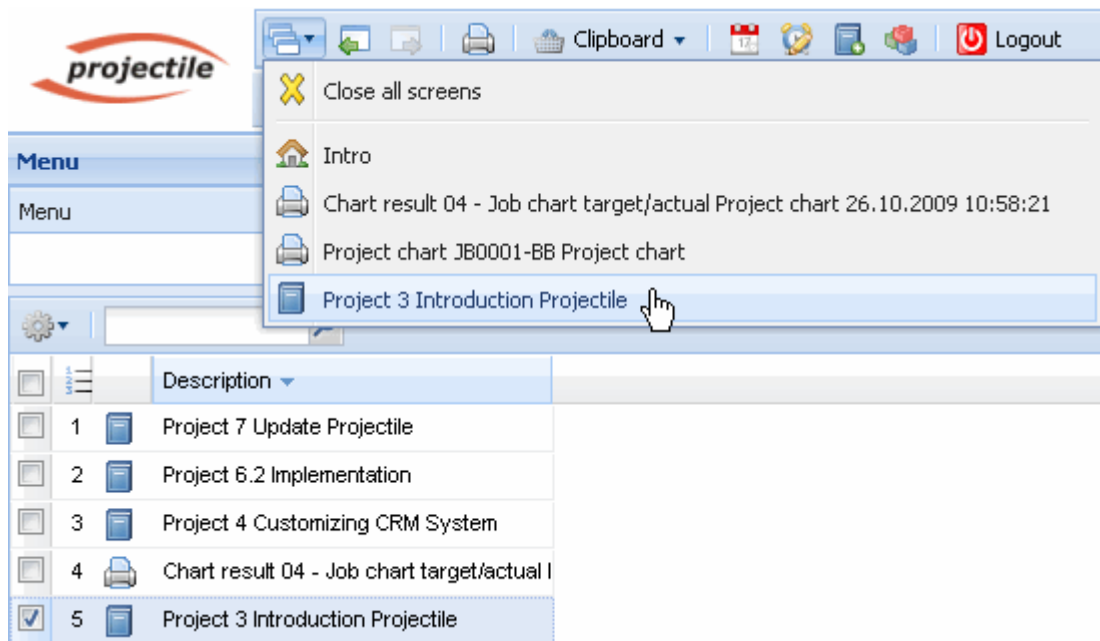
	Number	State
1	% 3-A	75,00

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

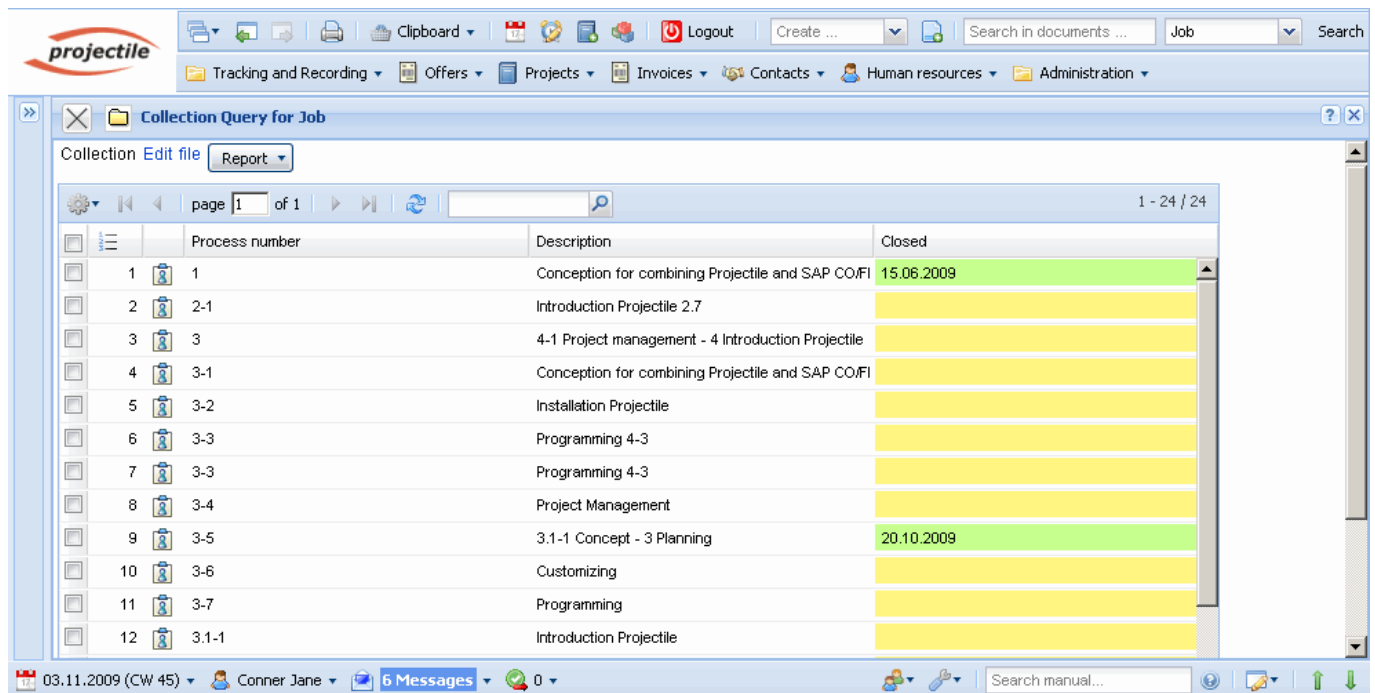
Menu	
Menu	
	Description ▾
	1 Project 7 Update Projectile
	2 Project 6.2 Implementation
	3 Project 4 Customizing CRM System
	4 Chart result 04 - Job chart target/actual
	5 Project 3 Introduction Projectile
page 1 of 1	
02.11.2009 (CW 45) Conner Jane	

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	<table border="1"> <thead> <tr> <th colspan="2">page 1 of 1</th> </tr> </thead> <tbody> <tr> <th>Number</th> <th>Description</th> </tr> <tr> <td>3.1</td> <td>Introduction Accounting</td> </tr> <tr> <td>3.2</td> <td>Projectplanning</td> </tr> </tbody> </table>	page 1 of 1		Number	Description	3.1	Introduction Accounting	3.2	Projectplanning										
page 1 of 1																			
Number	Description																		
3.1	Introduction Accounting																		
3.2	Projectplanning																		
Processes	<table border="1"> <thead> <tr> <th colspan="2">page 1 of 1</th> </tr> </thead> <tbody> <tr> <th>Process number</th> <th>Description</th> </tr> <tr> <td>3-1</td> <td>Conception for combining Projectile and SAP CO/FI</td> </tr> <tr> <td>3-2</td> <td>Installation Projectile</td> </tr> <tr> <td>3-3</td> <td>Programming 4-3</td> </tr> <tr> <td>3-4</td> <td>Project Management</td> </tr> <tr> <td>3-5</td> <td>3-1-1 Concept - 3 Planning</td> </tr> <tr> <td>3-6</td> <td>Customizing</td> </tr> <tr> <td>3-7</td> <td>Programming</td> </tr> </tbody> </table>	page 1 of 1		Process number	Description	3-1	Conception for combining Projectile and SAP CO/FI	3-2	Installation Projectile	3-3	Programming 4-3	3-4	Project Management	3-5	3-1-1 Concept - 3 Planning	3-6	Customizing	3-7	Programming
page 1 of 1																			
Process number	Description																		
3-1	Conception for combining Projectile and SAP CO/FI																		
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3-3	Programming 4-3																		
3-4	Project Management																		
3-5	3-1-1 Concept - 3 Planning																		
3-6	Customizing																		
3-7	Programming																		
Milestones	No entries																		
Grade of completion	<table border="1"> <thead> <tr> <th colspan="2">page 1 of 1</th> </tr> </thead> <tbody> <tr> <th>Number</th> <th>State</th> </tr> <tr> <td>1 %</td> <td>3-A 75,00</td> </tr> </tbody> </table>	page 1 of 1		Number	State	1 %	3-A 75,00												
page 1 of 1																			
Number	State																		
1 %	3-A 75,00																		

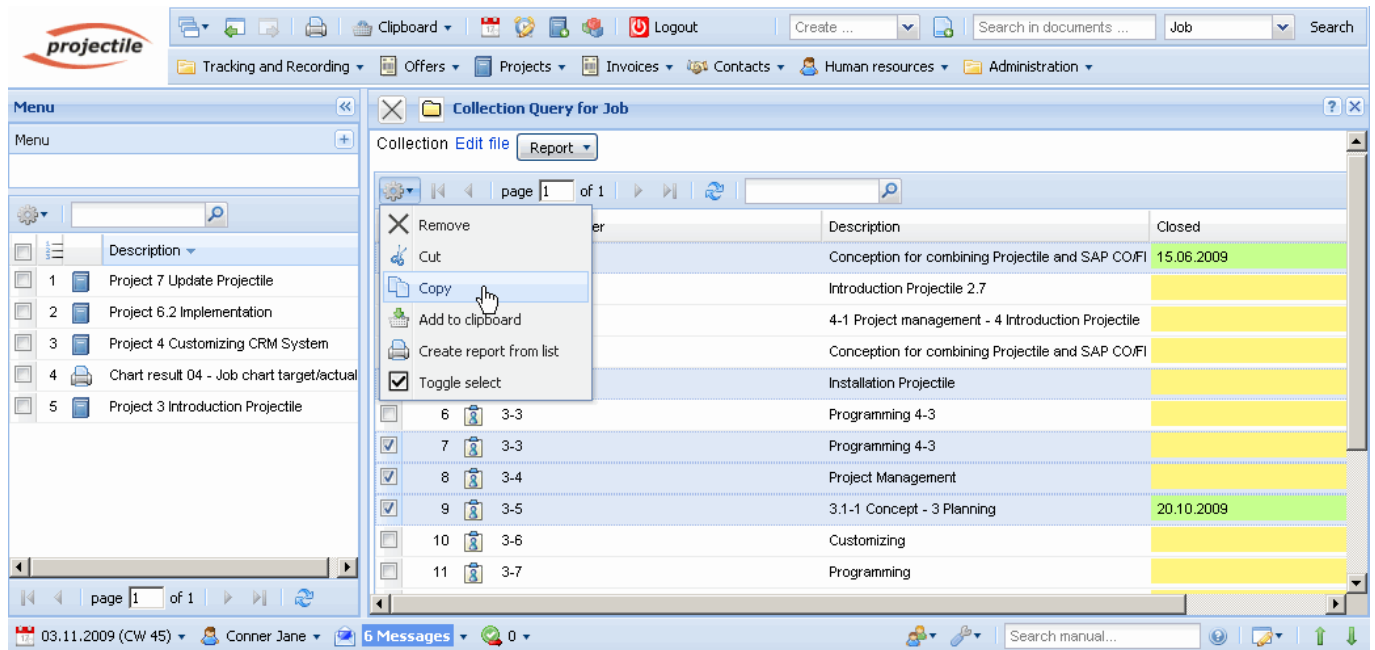
... transfered to the personal clipboard.



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



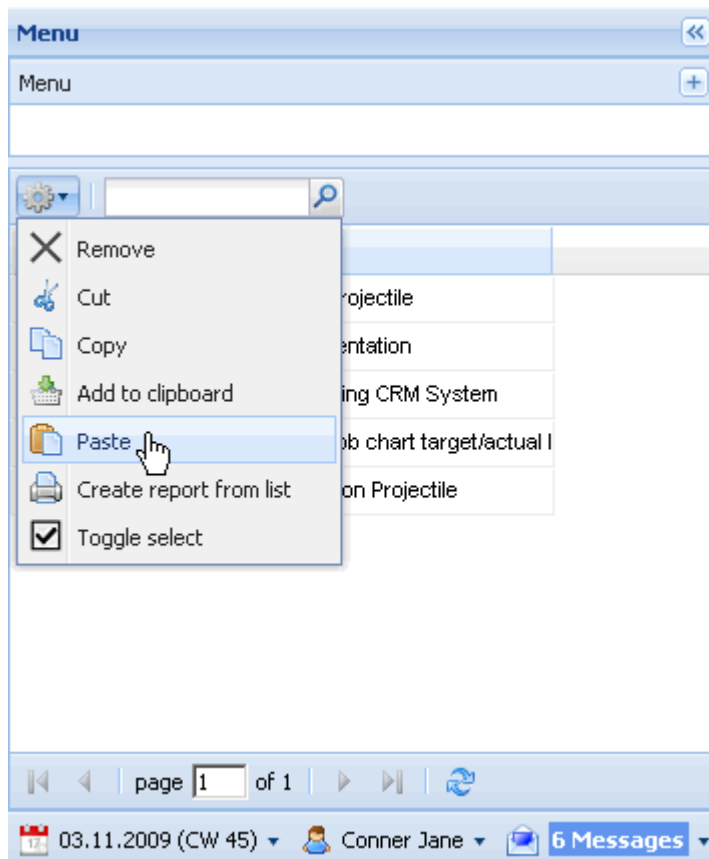
... various entries can be marked, copied and ...



The screenshot shows the Projectile software interface. At the top, there's a navigation bar with tabs like Clipboard, Logout, Create, Search in documents, and Job. Below this is a menu bar with options like Tracking and Recording, Offers, Projects, Invoices, Contacts, Human resources, and Administration. The main window is titled 'Collection Query for Job' and contains a table with columns 'Description' and 'Closed'. A context menu is open over the table, showing options like Remove, Cut, Copy, Add to clipboard, Create report from list, and Toggle select. The 'Copy' option is highlighted. The table contains 11 rows of project data.

	Description	Closed
1	Project 7 Update Projectile	
2	Project 6.2 Implementation	
3	Project 4 Customizing CRM System	
4	Chart result 04 - Job chart target/actual	
5	Project 3 Introduction Projectile	
6	3-3	
7	3-3	
8	3-4	
9	3-5	
10	3-6	
11	3-7	

... pasted into the personal clipboard.



This screenshot shows a close-up of the context menu in the Projectile software. The 'Paste' option is highlighted with a mouse cursor. The menu also includes options like Remove, Cut, Copy, Add to clipboard, Create report from list, and Toggle select. The background shows a partial view of the project list table.

