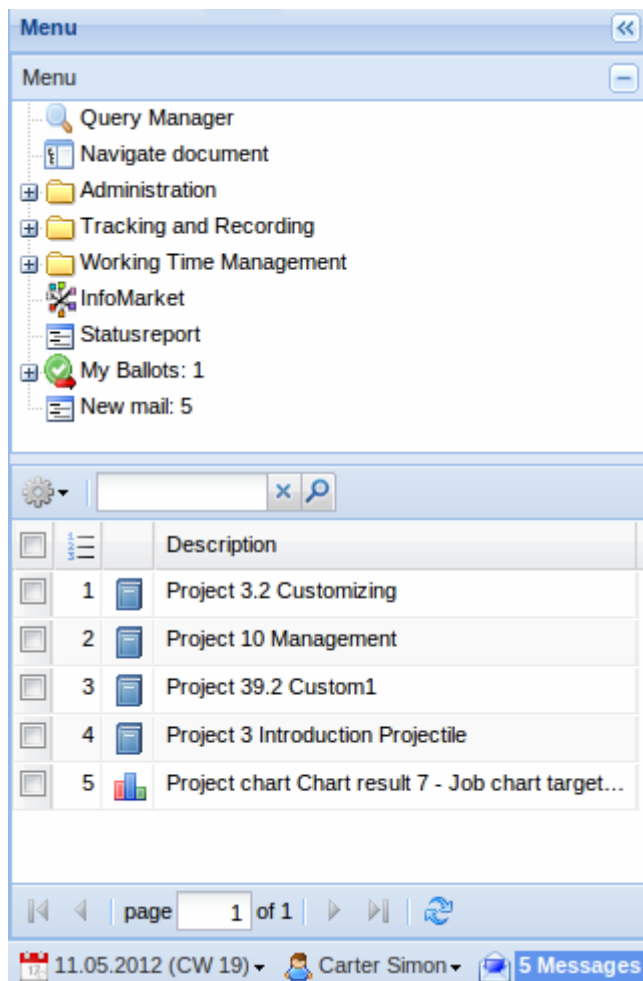


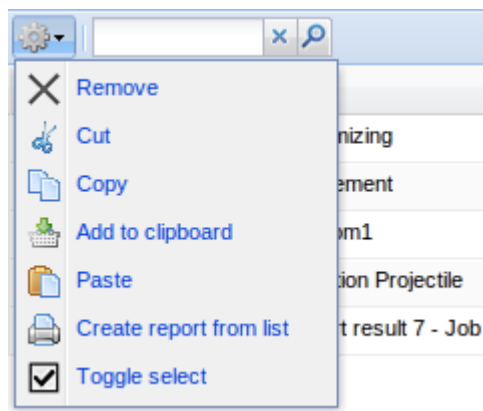
[previous](#) [Home](#) [next](#)

3.02.01 Personal Clipboard

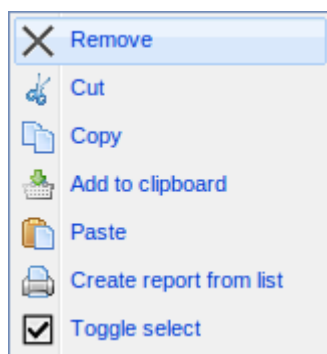
The personal clipboard of the logged on user is located in the bottom area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard with the documents (Project 1 Introduction Projectile 2.5, Project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

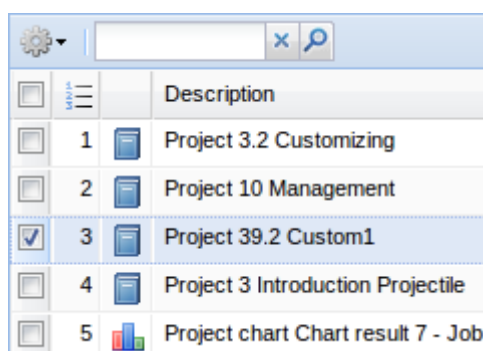


The following tools are available for editing the clipboard:

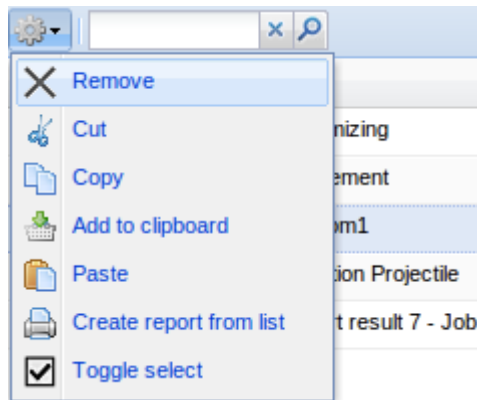


Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked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

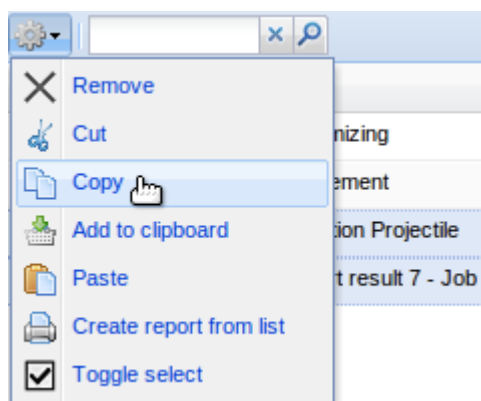
		Description
☐	1	Project 3.2 Customizing
☐	2	Project 10 Management
☐	3	Project 3 Introduction Projectile
☐	4	Project chart Chart result 7 - Job

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 ...

		Description
☐	1	Project 3.2 Customizing
☐	2	Project 10 Management
☒	3	Project 3 Introduction Projectile
☒	4	Project chart Chart result 7 - Job

... 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

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.

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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

Chart ✓

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

⚙️ ⏪ ⏩ page 1 of 1 ⏪ ⏩ ↺ 1 - 2 / 2

☐	1	3 Introduction Projectile
☐	2	Chart result 7 - Job chart target/actual Project chart 11.05.2012

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 ...

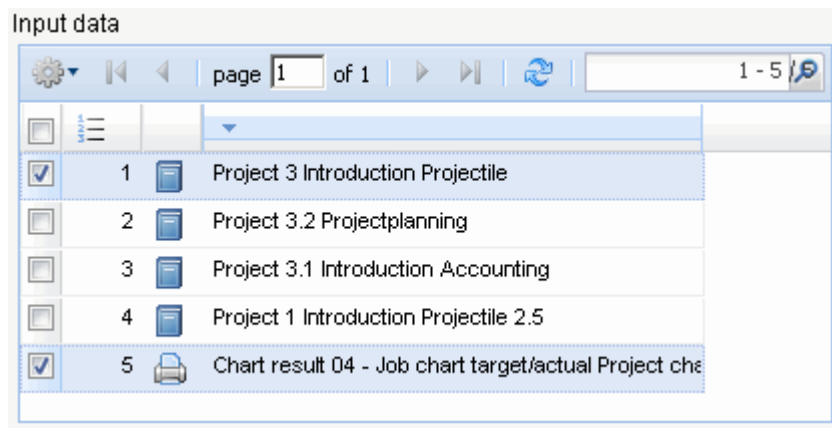
Input data

⚙️ ⏪ ⏩ page 1 of 1 ⏪ ⏩ ↺ 1 - 5 🔍

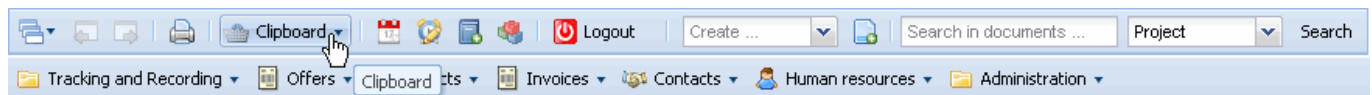
- Remove
- Cut
- Copy
- Add to clipboard
- Paste
- Create report from list
- New document
- ☒ Toggle select

☐	1	3 Introduction Projectile
☐	2	Chart result 7 - Job chart target/actual Project chart 11.05.2012

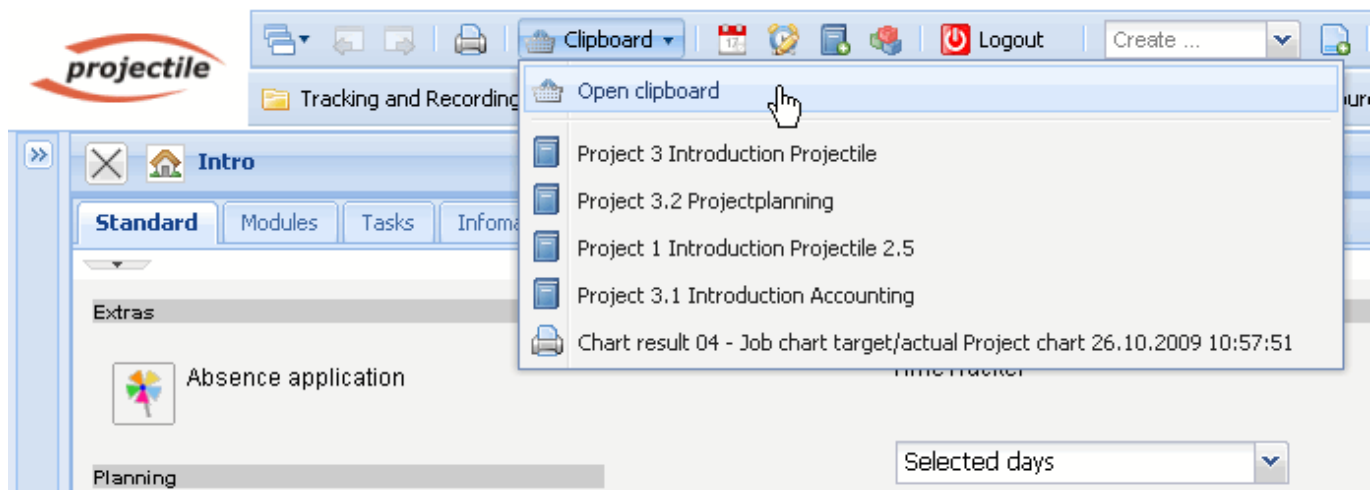
... and vice versa.



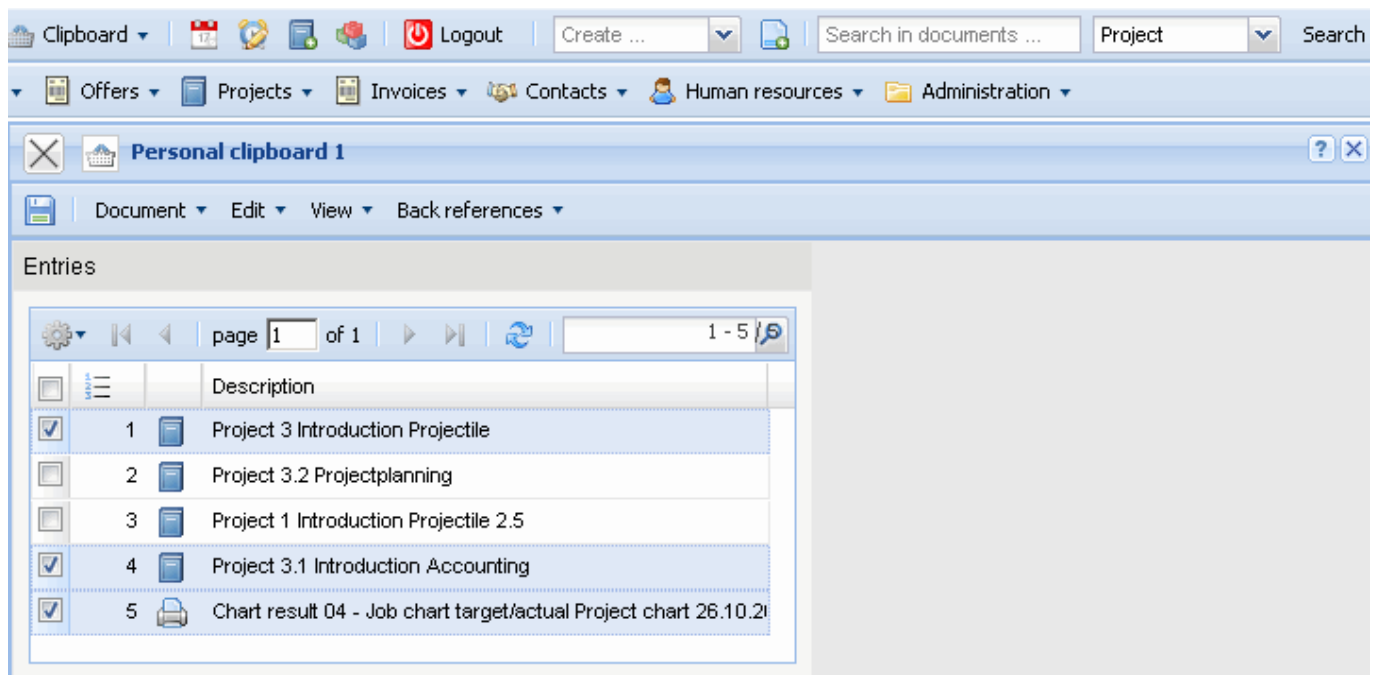
The personal clipboard can be opened in the top menu bar. In the entry "Clipboard" a function ...



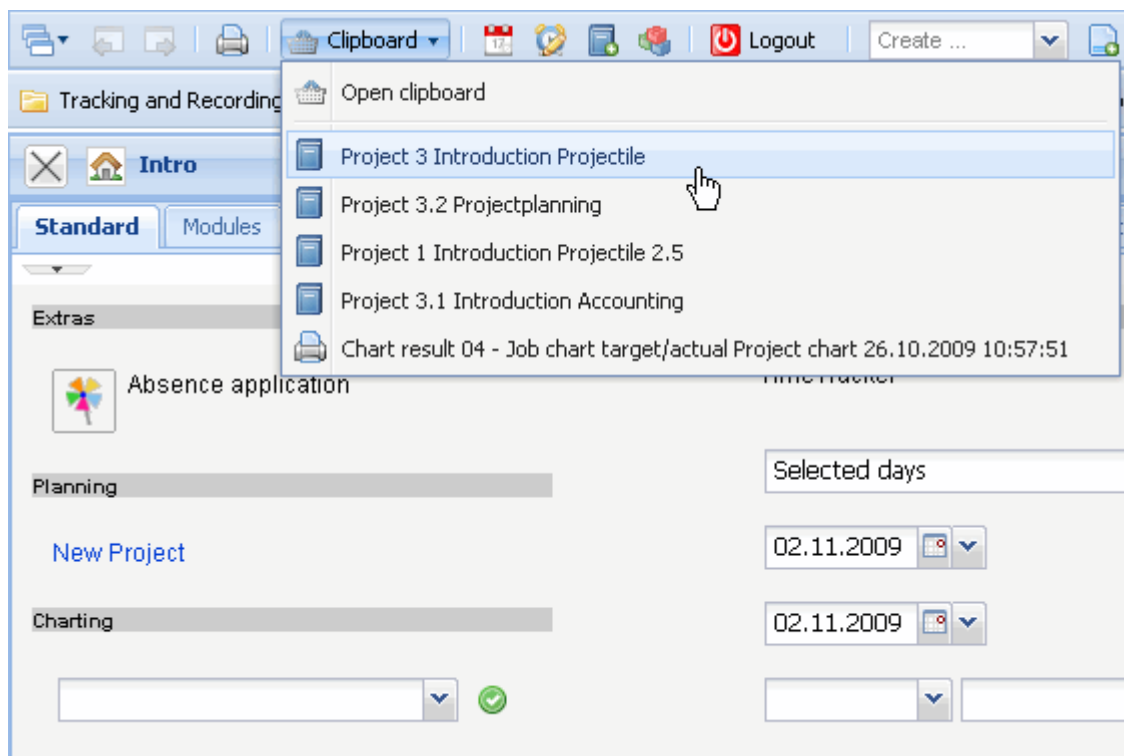
... "Open Clipboard" and the contents of the personal clipboard can be found.



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...

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.

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

02.11.2009 (CW 45) Conner Jane

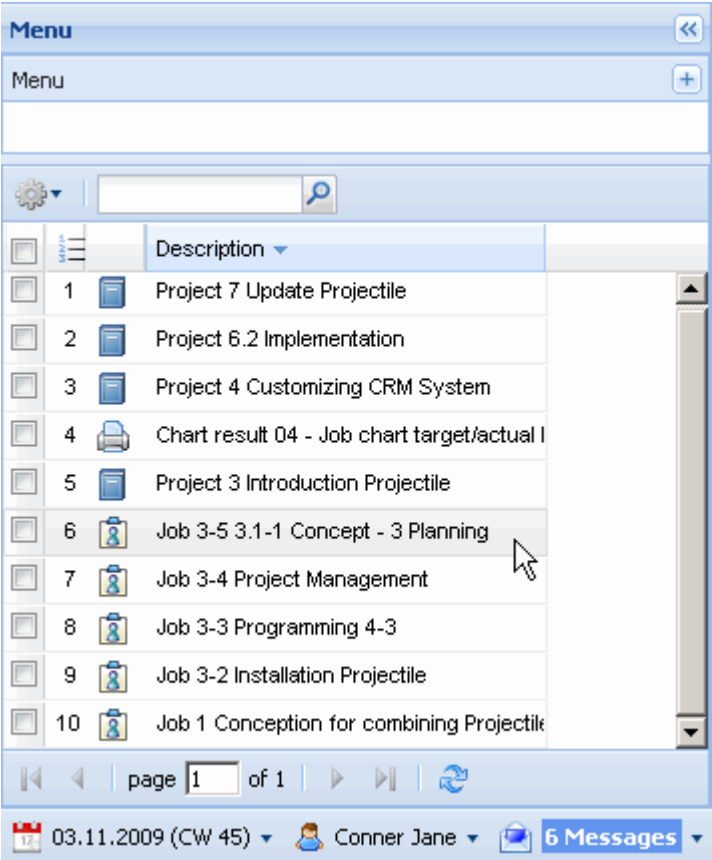
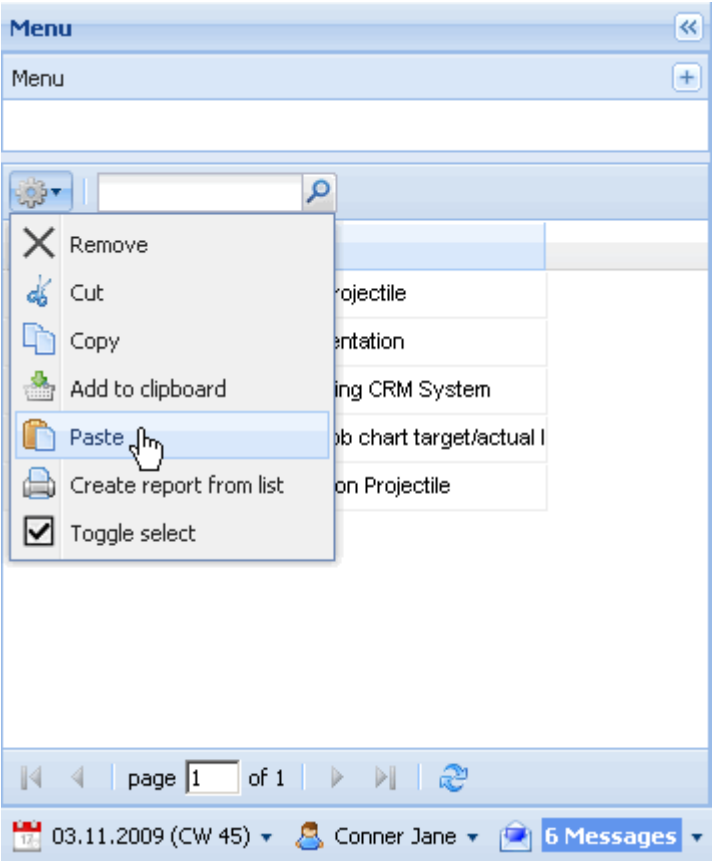
From any amount of select fields (as from the return list in the search machine or directly from the document) ...

Process number	Description	Closed
1	Conception for combining Projectile and SAP CO/FI	15.06.2009
2	Introduction Projectile 2.7	
3	4-1 Project management - 4 Introduction Projectile	
4	Conception for combining Projectile and SAP CO/FI	
5	Installation Projectile	
6	Programming 4-3	
7	Programming 4-3	
8	Project Management	
9	3.1-1 Concept - 3 Planning	20.10.2009
10	Customizing	
11	Programming	
12	Introduction Projectile	

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

Process number	Description	Closed
6	Programming 4-3	
7	Programming 4-3	
8	Project Management	
9	3.1-1 Concept - 3 Planning	20.10.2009
10	Customizing	
11	Programming	

... pasted into the personal clipboard.



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