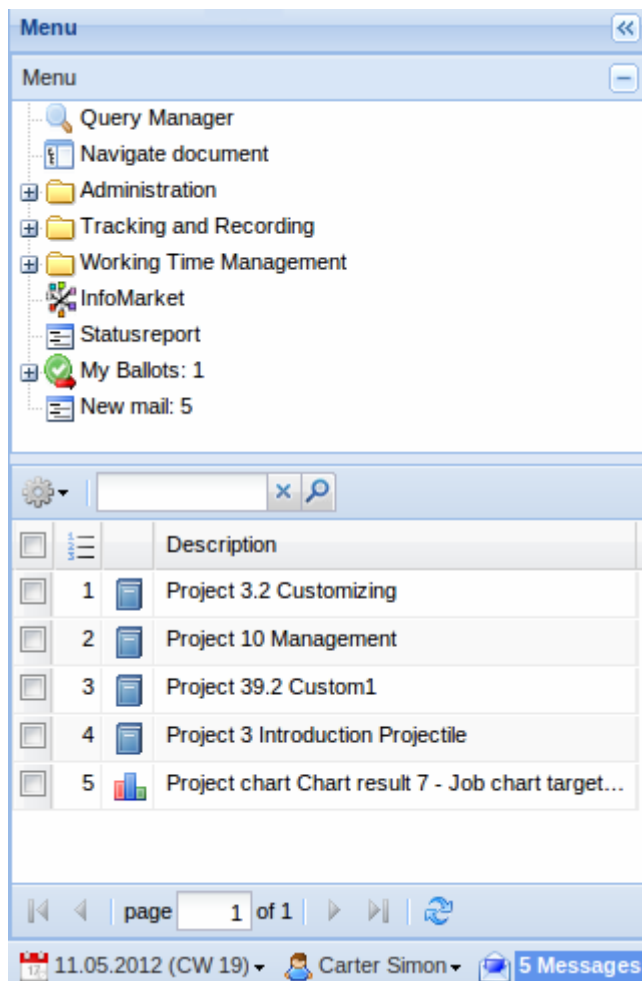


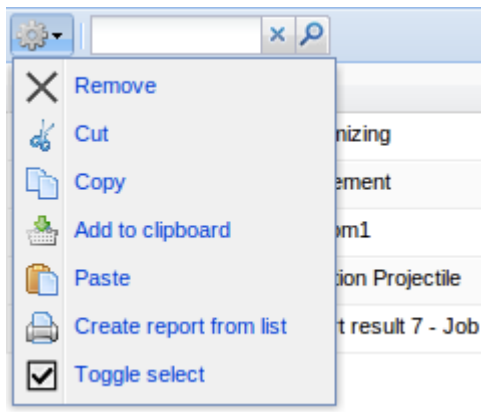
[previous](#) [Home](#) [next](#)

3.02.01 Personal Clipboard

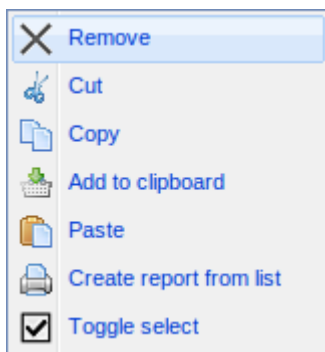
The personal clipboard of the logged on user is located in the bottom area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard with the documents (Project 1 Introduction Projectile 2.5, Project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

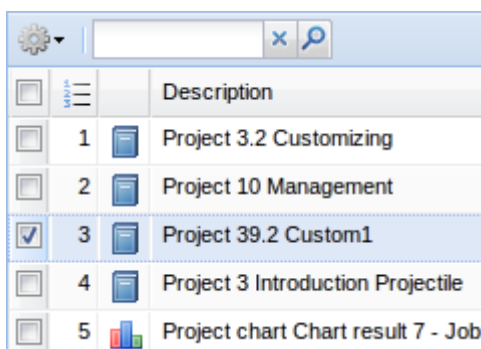


The following tools are available for editing the clipboard:

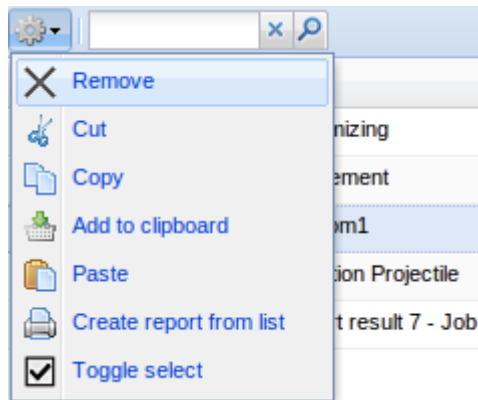


Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked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

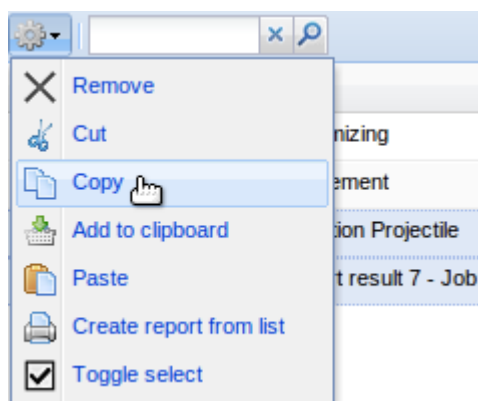
		Description
☐	1	Project 3.2 Customizing
☐	2	Project 10 Management
☐	3	Project 3 Introduction Projectile
☐	4	Project chart Chart result 7 - Job

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 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.

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 🔍

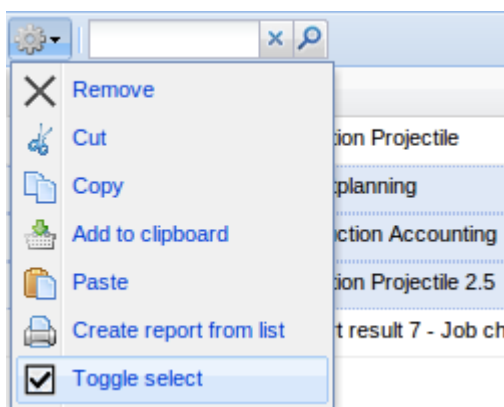
Input data

⚙️ ⏪ ⏩ page 1 of 1 ⏪ ⏩ ↺ 1 - 2 / 2

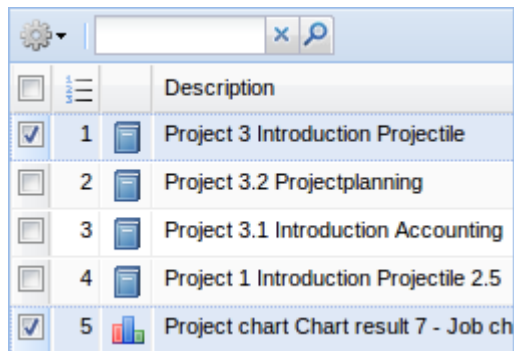
☐	1	3 Introduction Projectile
☐	2	Chart result 7 - Job chart target/actual Project chart 11.05.2012

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

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



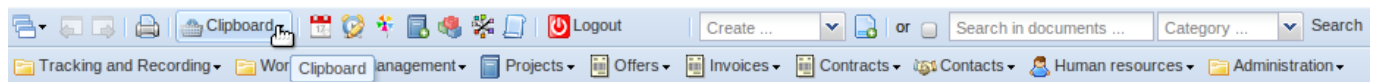
... and vice versa.



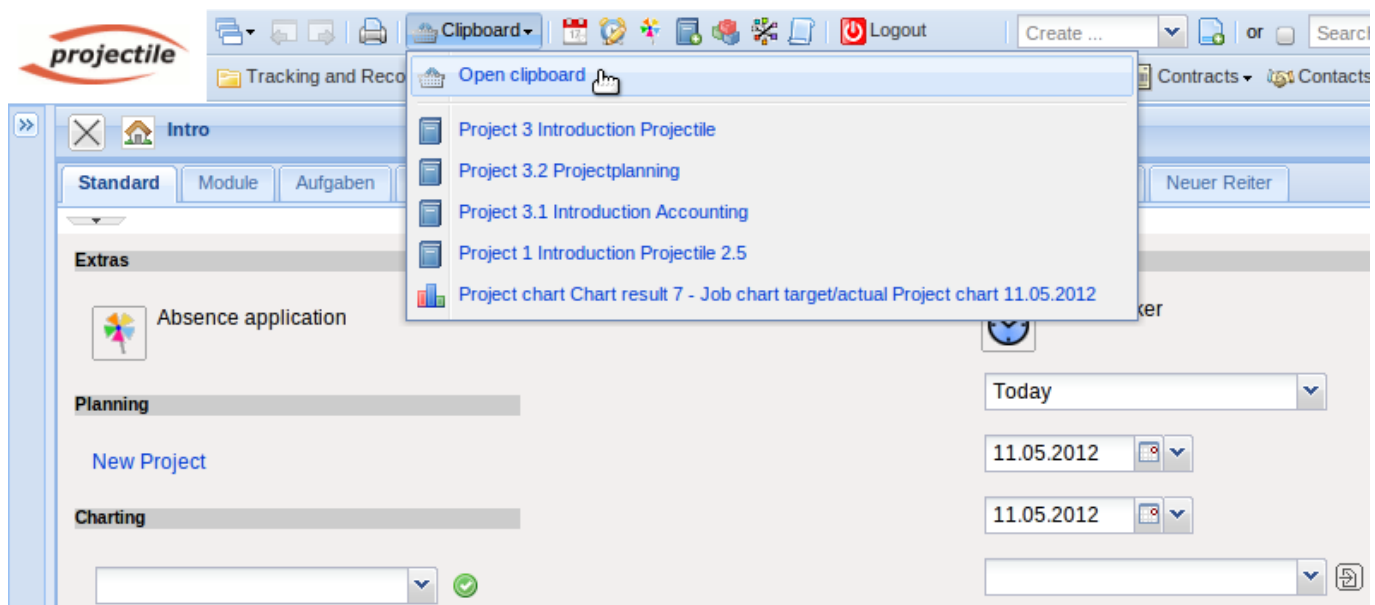
A screenshot of a software interface showing a list of clipboard entries. The list has columns for checkboxes, numbers, icons, and descriptions. The entries are:

			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 ch

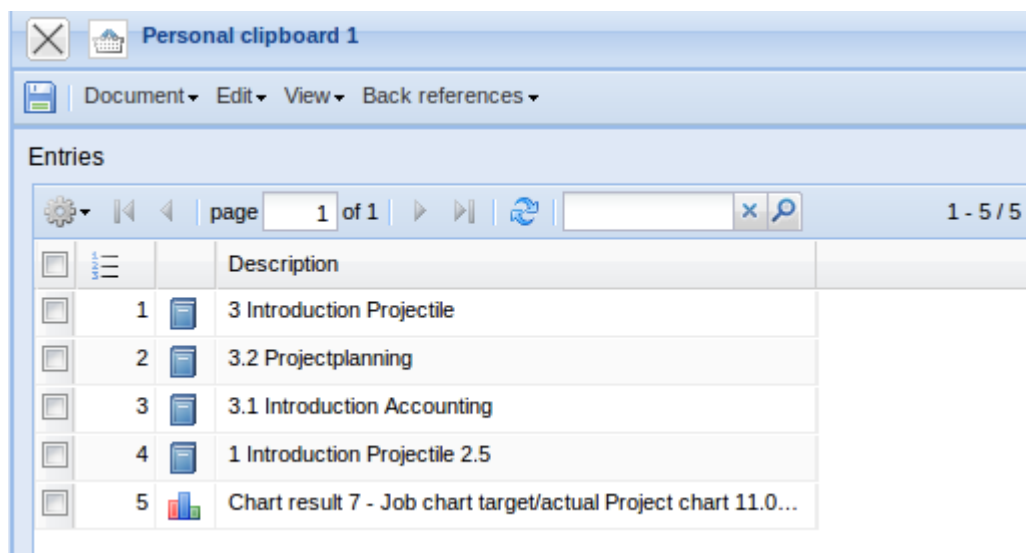
The personal clipboard can be opened in the top menu bar. In the entry “Clipboard” a function ...



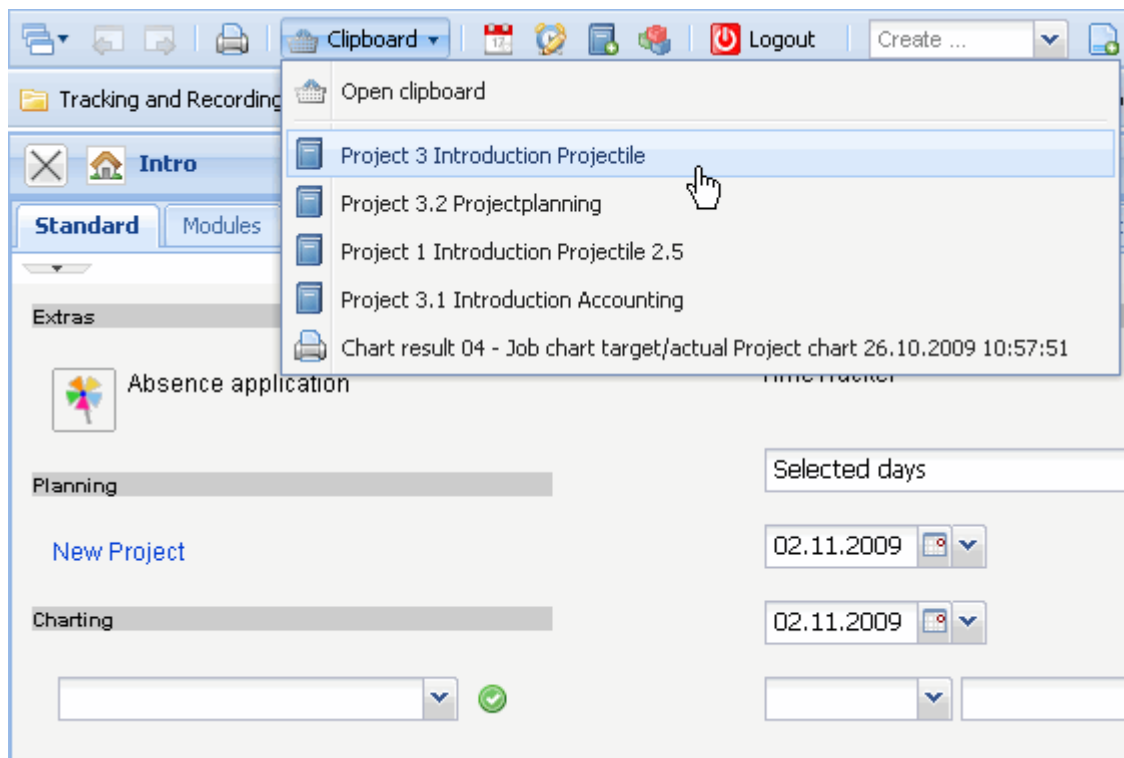
... “Open Clipboard” and the contents of the personal clipboard can be found.



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.

The screenshot shows the 'Project 3 Introduction Projectile' form. The form has a header bar with 'Project 3 Introduction Projectile' and a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu bar are tabs for 'Master data', 'Involved persons', 'Portfolio', 'Status', 'Budget', 'Financial data', 'Order data', 'Documentation', and 'Misc'. The 'Master data' tab is active, showing fields for 'Project number' (3), 'Description' (Introduction Projectile), 'Project start/end date' (From 09.06.2009 To 30.11.2009), and 'Status' (Active). The 'Subprojects' section shows a table with 2 rows:

	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 transferred into the personal clipboard using the symbol . In the example a project is directly...

Project 3 Introduction Projectile

Master data

Copy this document to the clipboard

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

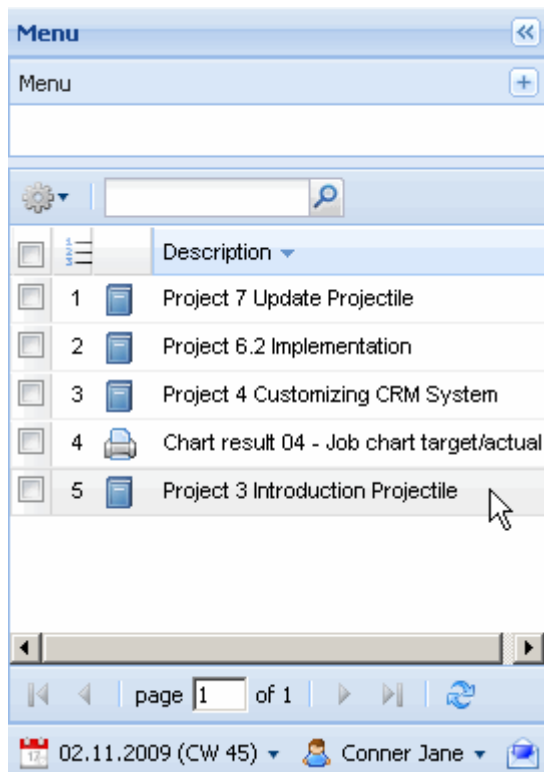
Milestones

No entries

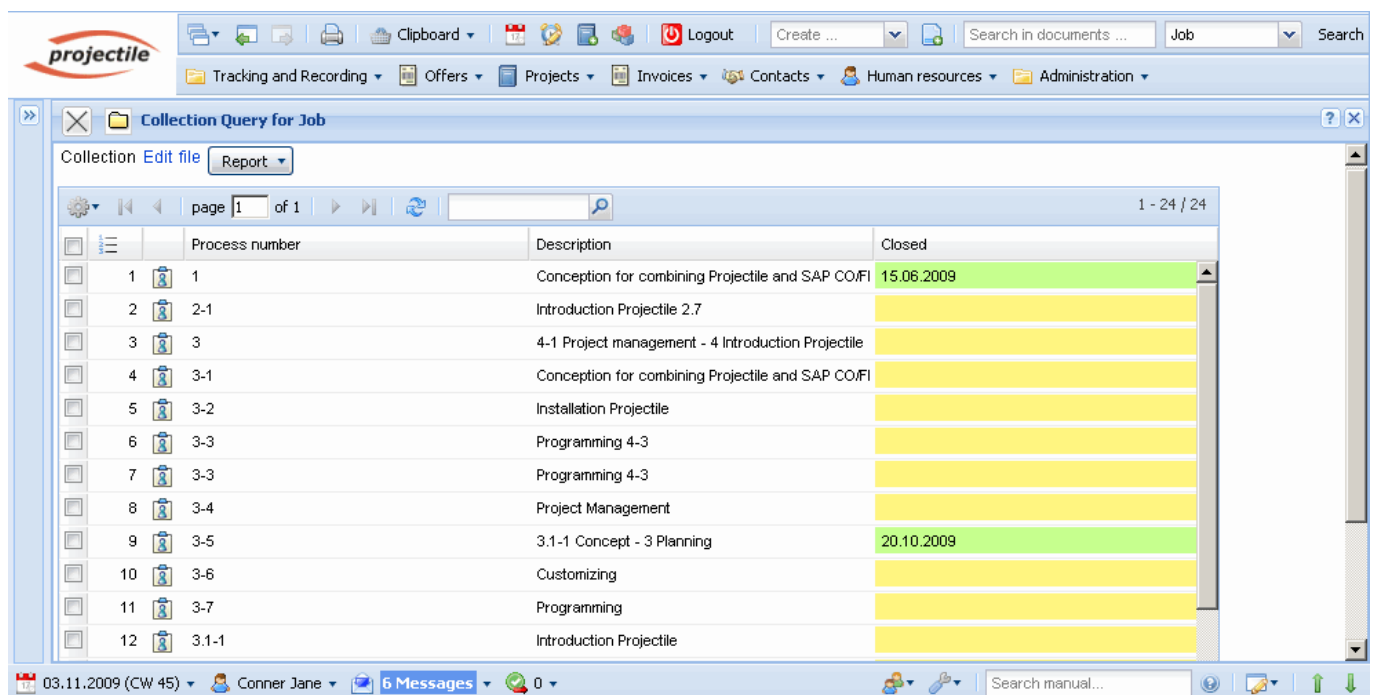
Grade of completion

Number	State
1 %	3-A 75,00

... transferred 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 'Tracking and Recording', 'Offers', 'Projects', 'Invoices', 'Contacts', 'Human resources', and 'Administration'. Below this is a 'Menu' section on the left. The main window is titled 'Collection Query for Job'. It contains a table with columns: 'ID', 'Description', and 'Closed'. A context menu is open over the table, showing options: 'Remove', 'Cut', 'Copy' (highlighted), 'Add to clipboard', 'Create report from list', and 'Toggle select'. The table data is as follows:

ID	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 from the previous image. The 'Paste' option is now highlighted, indicating it has been selected. The other options remain the same: 'Remove', 'Cut', 'Copy', 'Add to clipboard', 'Create report from list', and 'Toggle select'.

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
6	Job 3-5 3.1-1 Concept - 3 Planning
7	Job 3-4 Project Management
8	Job 3-3 Programming 4-3
9	Job 3-2 Installation Projectile
10	Job 1 Conception for combining Projectile

◀ ◁ page 1 of 1 ▷ ▶ ↻

📅 03.11.2009 (CW 45) 👤 Conner Jane 📬 6 Messages

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