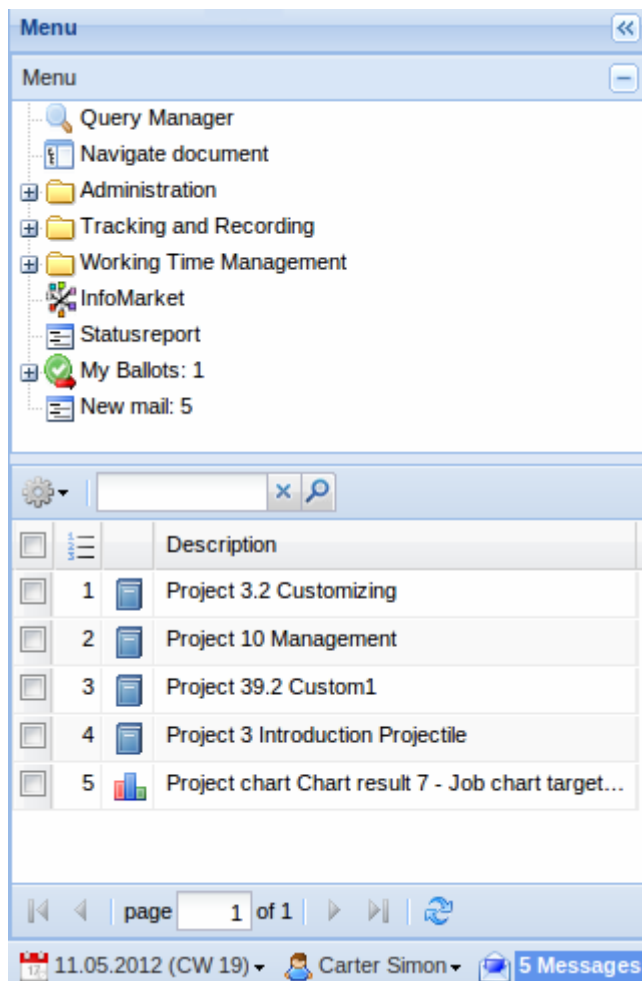


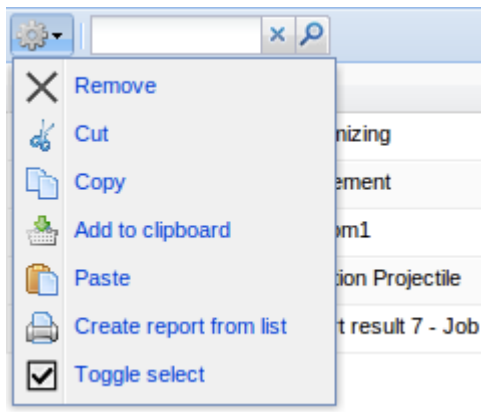
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3.02.01 Personal Clipboard

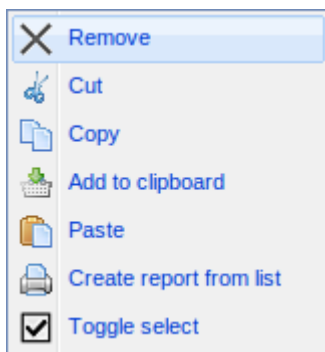
The personal clipboard of the logged on user is located in the bottom area of the left navigation menu. Using the personal clipboard, a user can administer his/her data as browser favorites. In the example below, the personal clipboard with the documents (Project 1 Introduction Projectile 2.5, Project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



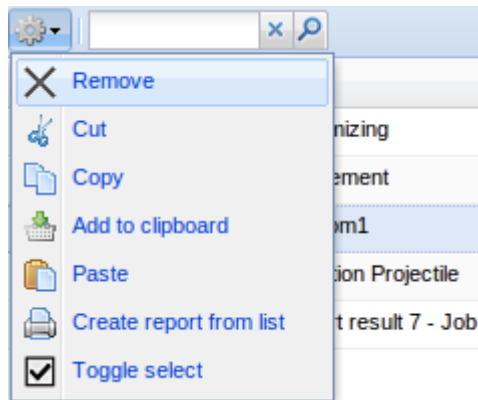
Remove entry (and not copied in the cache memory), cut entry (and copy to the cache memory), copy the entry in the personal clipboard, add entry to clipboard (when data is in cache memory), create report from list (using [Report Maker](#)) and invert (toggle) entries (all selected entries are not marked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

A screenshot of a table with a search bar at the top. The table has two columns: a checkbox column and a 'Description' column. The entries are numbered 1 to 5. Entry 3 is selected, indicated by a checkmark in the checkbox column.

☐	Description
☐	1 Project 3.2 Customizing
☐	2 Project 10 Management
☒	3 Project 39.2 Custom1
☐	4 Project 3 Introduction Projectile
☐	5 Project chart Chart result 7 - Job

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



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

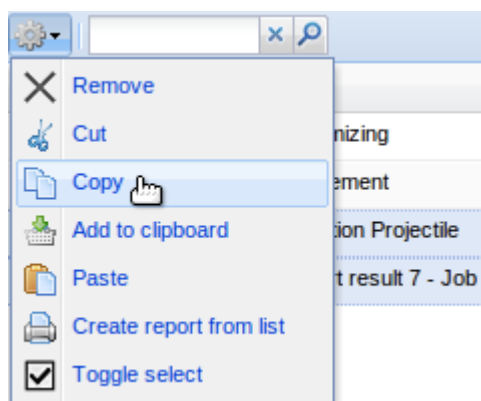
	Description
☐	1 Project 3.2 Customizing
☐	2 Project 10 Management
☐	3 Project 3 Introduction Projectile
☐	4 Project chart Chart result 7 - Job

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.

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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 🔍

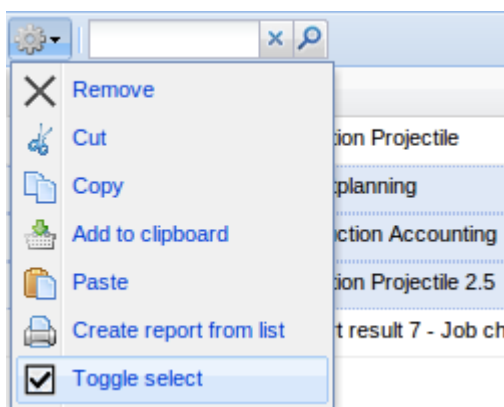
Input data

⚙️ ⏪ ⏩ 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 transfered from the personal clipboard into project charts.

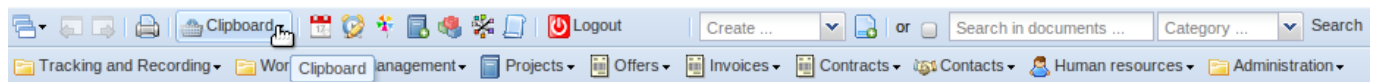
The functionality inverts the active selection, i.e. all unmarked enteries are marked ...



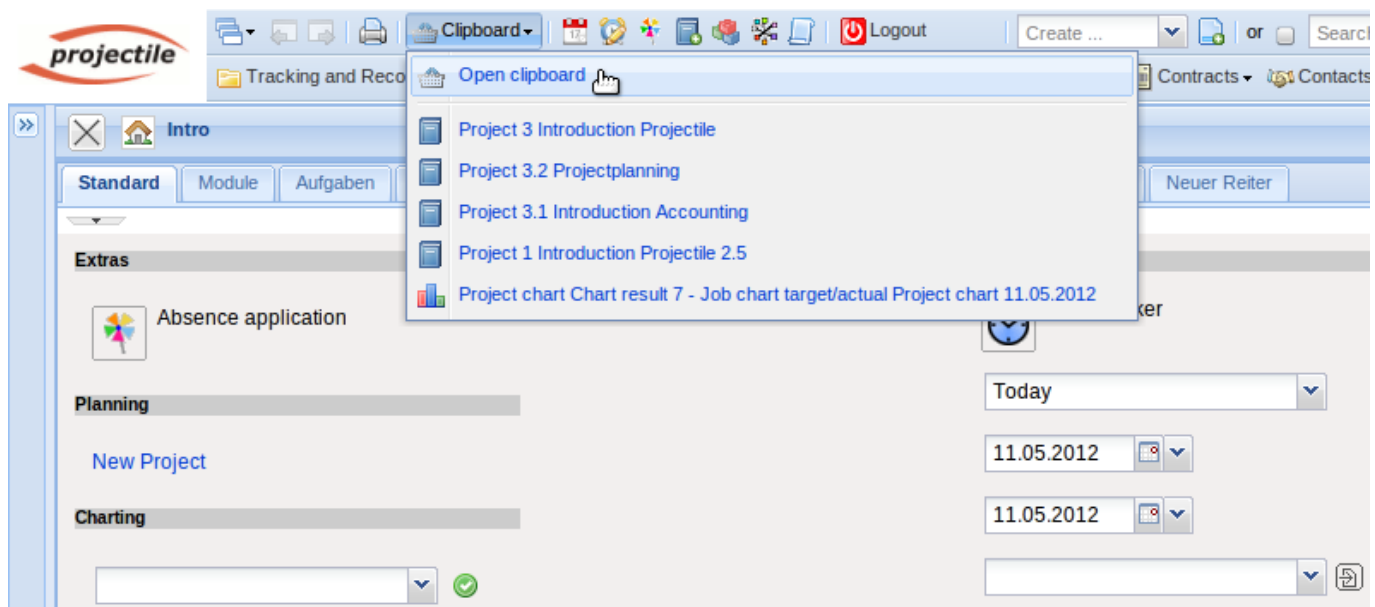
... and vice versa.

		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

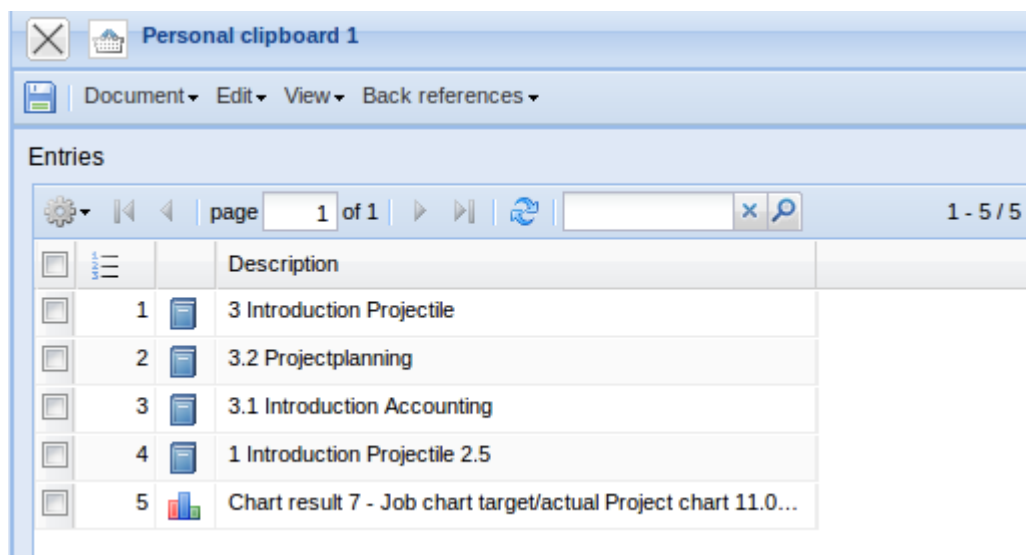
The personal clipboard can be opened in the top menu bar. In the entry "Clipboard" a function ...



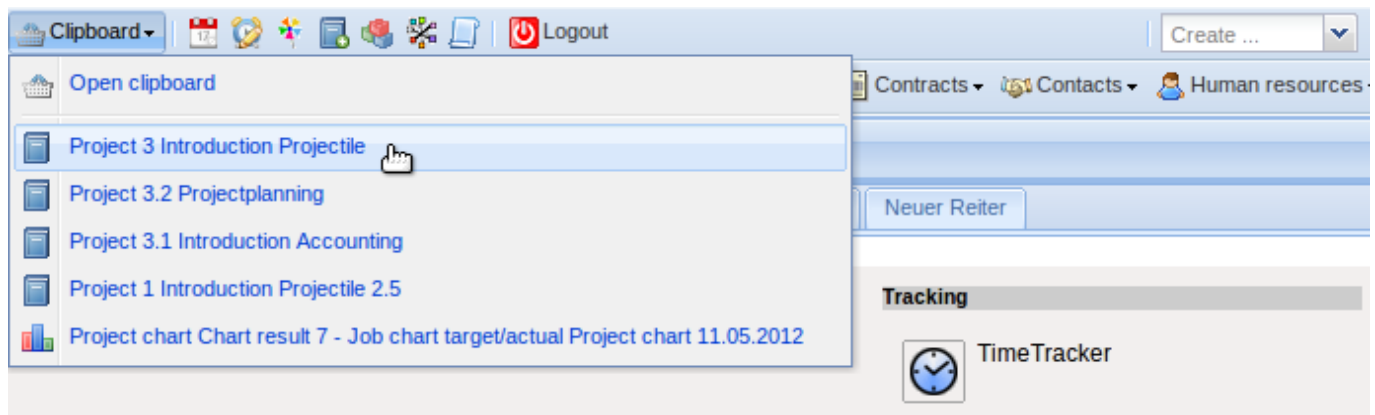
... "Open Clipboard" and the contents of the personal clipboard can be found.



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 Projectile software interface. At the top, there's a navigation bar with icons for various functions and a 'Logout' button. Below this, a menu bar contains 'Tracking and Recording', 'Working Time Management', 'Projects', 'Offers', 'Invoices', and 'Contracts'. On the left, a 'Menu' sidebar lists options like 'Query Manager', 'Navigate document', 'Administration', 'Tracking and Recording', 'Working Time Management', 'InfoMarket', 'Statusreport', 'My Ballots: 1', and 'New mail: 5'. The main window is titled 'Collection Query for Job' and contains a table with columns: 'Collection', 'Edit file', 'Report', 'Number', 'Description', and 'Closed'. A context menu is open over the table, showing options: 'Remove', 'Cut', 'Copy' (highlighted), 'Add to clipboard', 'Paste', 'Create report from list', and 'Toggle select' (checked). The table data includes tasks like 'Conception for com...', 'Develop', 'Spezifikation', 'Projektmanagement', 'Projektmanager', 'Testing', 'Installation Projectile', 'Programming-4.3', 'AP3', '3.2- Concept - 3 Pla...', 'ap2', 'Customizing', and 'Programming'. Some cells in the 'Closed' column contain dates like '19.10.2011' and '24.11.2010'.

... pasted into the personal clipboard.

This is a close-up of the context menu from the previous screenshot. The 'Paste' option, represented by a document icon, is highlighted with a mouse cursor. Other visible options include 'Remove', 'Cut', 'Copy', 'Add to clipboard', 'Create report from list', and 'Toggle select'.

Menu

Menu

- Query Manager
- Navigate document
- Administration
- Tracking and Recording
- Working Time Management
- InfoMarket
- Statusreport
- My Ballots: 1
- New mail: 5



	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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