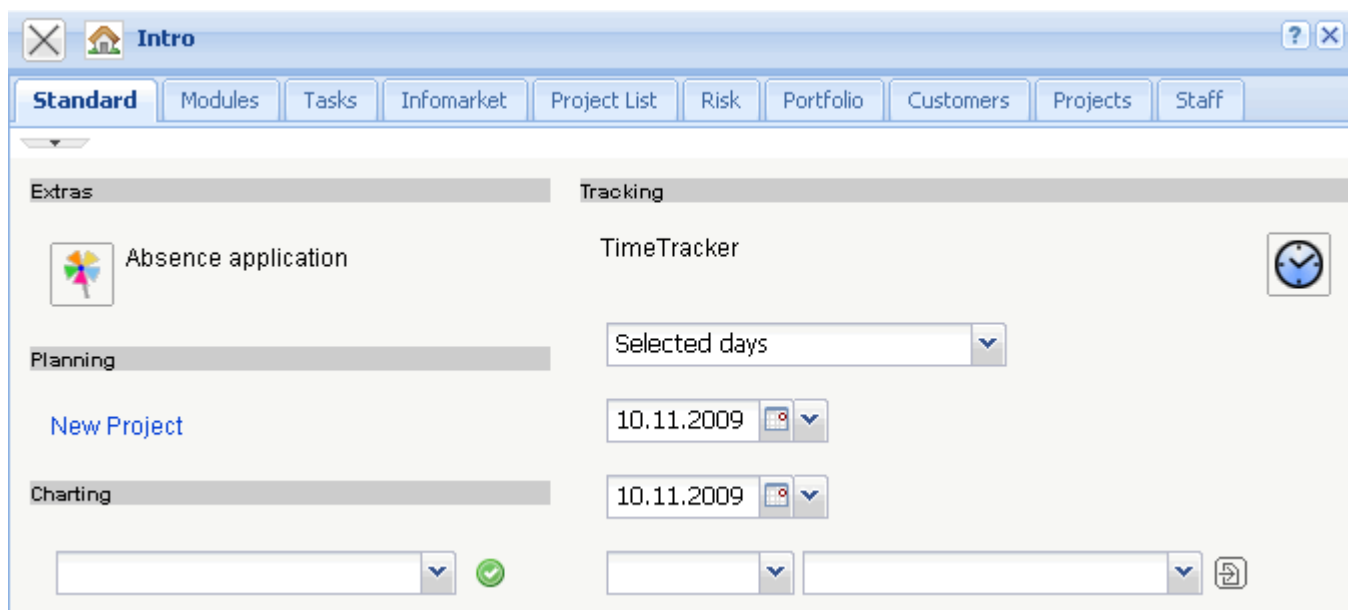


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3.02.3 Standard Work Area

The standard work area contains configurable global functions, e.g., creating a new document, generating charts, defining projects or tracking and recording. These functions are administered internally as actions, which depend on the access permissions (see Administration guide). Each user group can be assigned various configurations for the work area.

Note: The following illustration displays a complete work area. Depending on the access rights of the logged on user, some functionalities may not be available (e.g. employees usually have access to the functionalities for creating and entering/recording data).



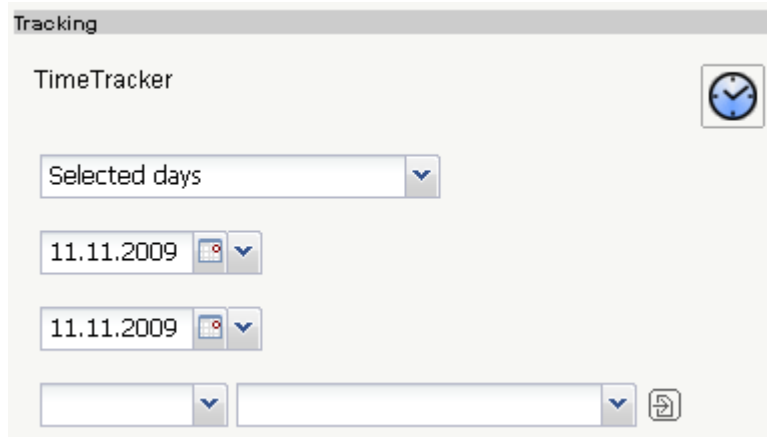
Using the functionality **Planning**, a project can be defined or planned either manually or using a template. Furthermore, the MS-Project interface is optionally available.



Using the functionality **Charts**, charts can be generated from the data pool. The chart selection is dependent on the access permissions.



“TimeTracker” is a tool for recording times (project times and work times and absences).



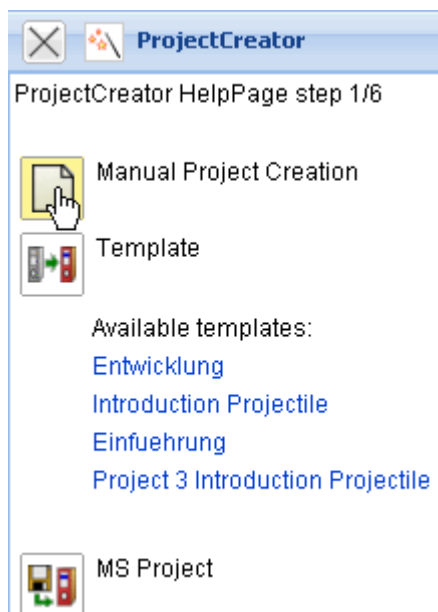
Note: The select box under the second date field is for recording for other employees and only available for power users (setting in TimeTracker_Default).

Planning

Using the functionality **“Planning”**, defining and planning the project can be performed here.



In the dialog a project can be either manually defined, using a project template or generated with the import assistant.



Creating the project manually, a new form with the project type including the default data is opened.

Project 11

Document Edit View Actions

Master data Involved persons Portfolio Status Budget Financial data Order data Documentation Misc

Project number Number 11 Status Passive

Description

Project start/end date From 11.11.2009 To

Parent project

Subprojects No entries

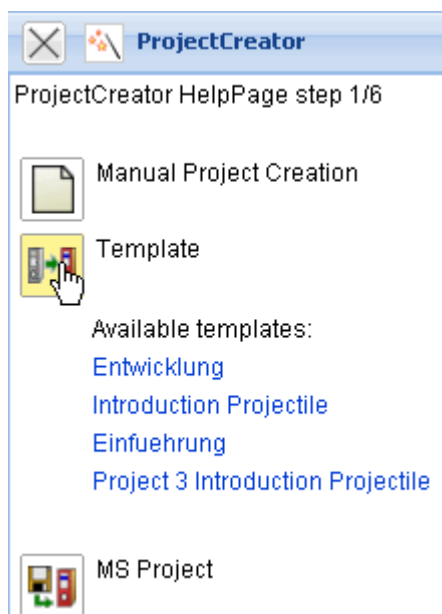
Processes No entries

Milestones No entries

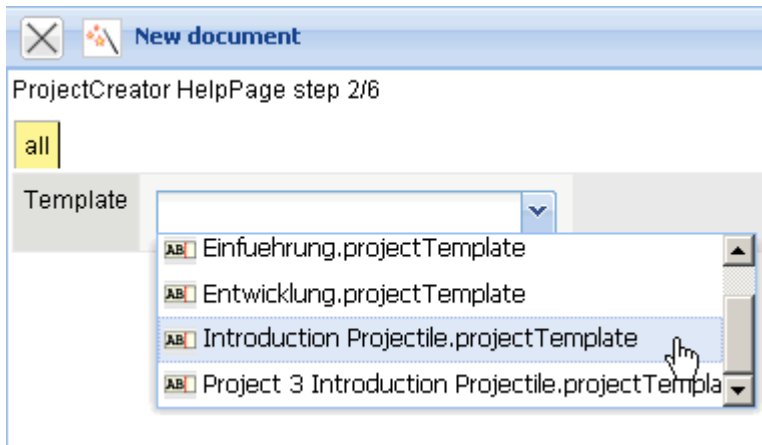
Grade of completion No entries

Tip: For more on this subject see chapter [administering projects](#) and in the tutorial [4.04.01 Creating a project manually using project planning](#).

When selecting the option project template, a new dialog appears ...

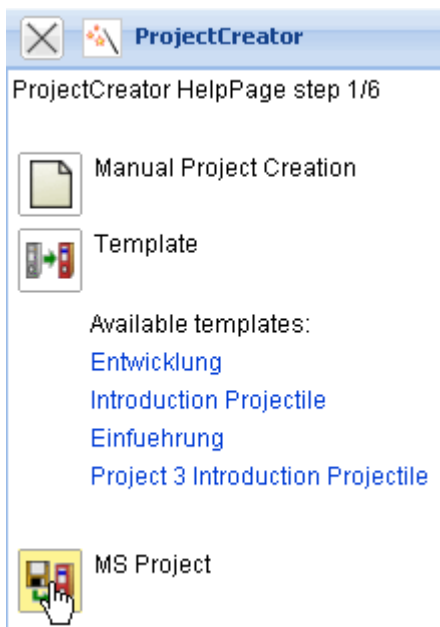


... with various selections for the Projectile Project template.

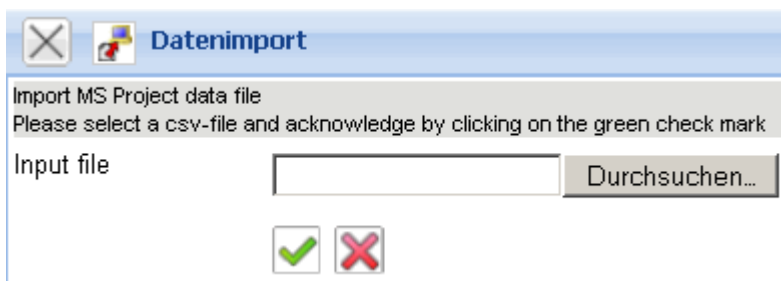


Tip: For more on this subject see chapter [Project Templates](#) and the tutorial [4.04.2 Creating a Project using Templates](#).

When using the option project import (additional charge) a new dialog appears:



Here project plans from MS Project can be imported as a csv file.



Tip: For more on this subject see chapter [4.2.09 Projektimport mit MS Project](#).

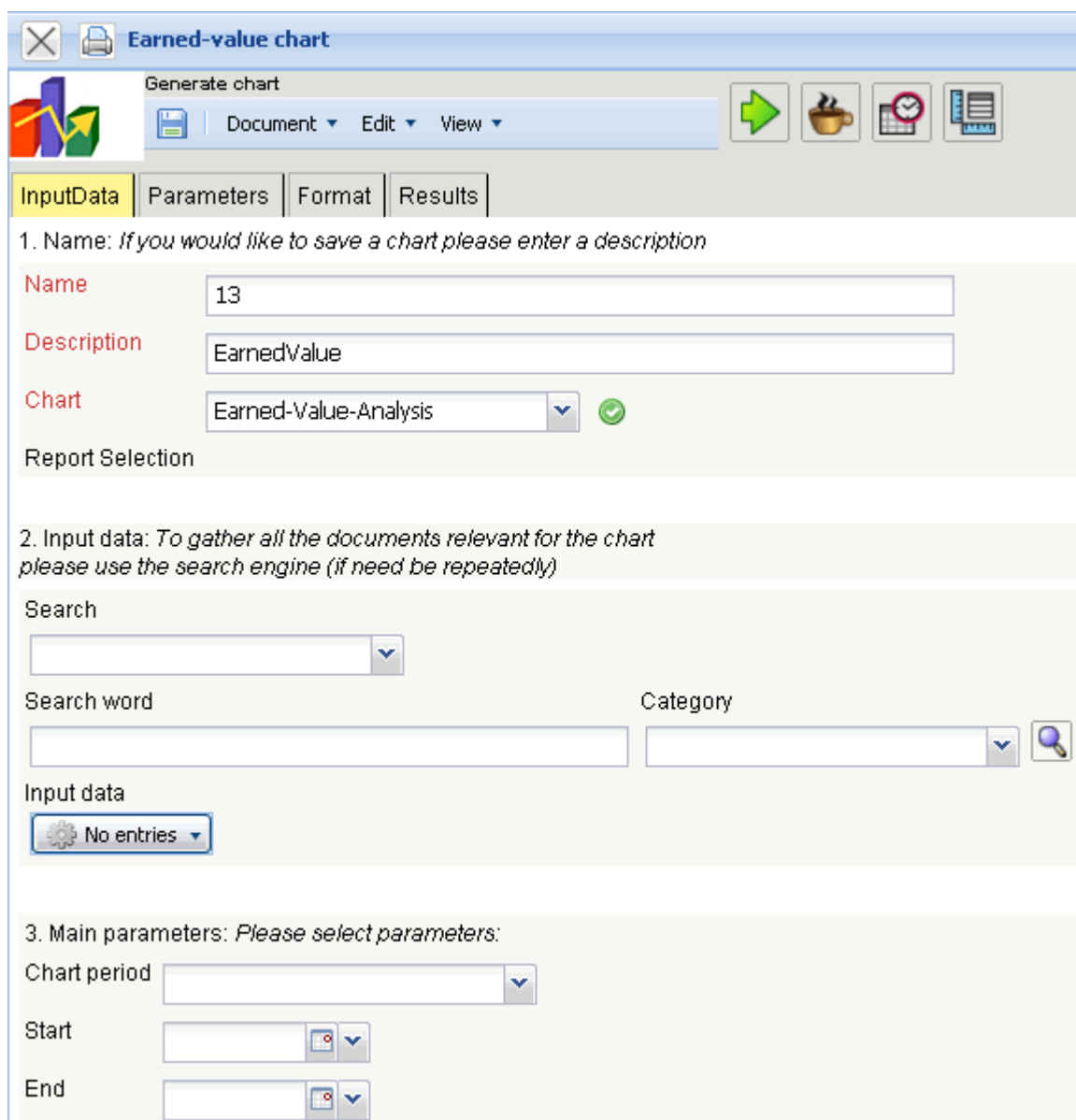
Creating Charts

With the functionality **Create**, charts can be generated. The standard version includes the assessment chart, Gantt chart, contact chart, employee chart and the project chart. The access permission system defines the availability of the charts.

After selecting a chart (here, earned value) ...



... the appropriate document for the chart is opened:



Tip: For more on this subject see chapter [4.5 Auswertungssystem](#).

Tracking and Recording

In **"TimeTracker"**, time and/or performance can be entered and recorded for the current date or any time period. After activating the appropriate action ...

The screenshot shows a 'Tracking' window with a 'TimeTracker' icon. Below the icon, there are input fields for 'Selected days', a date '11.11.2009', and a time '11.11.2009'. There are also dropdown menus and a 'TimeTracker' label.

... TimeTracker opens at the selected date.

The screenshot shows the 'TimeTracker' application window for 'Conner Jane'. It displays a table for time tracking on Wednesday, 11.11.2009. The table has columns for 'From', 'To', 'Time', 'Job', 'Cost unit', and 'Note'. Below the table, there is a summary section showing '0:00 h' for '0:00 h'. At the bottom, there is a table with columns for 'Process number', 'Job', 'Project', 'Customer', 'Due time', 'Estimated time', 'Actual time', 'State', and 'Time to completion'.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	7,50 h	%	h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	30,00 h	20,00 h	%	h
3-6	Customizing	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	20,00 h	16,50 h	%	h

Tip: For more on this subject see chapter [4.3.1 TimeTracker](#).

... Continued

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