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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 my not be available (e.g. employees usually have access to the functionalities for creating and entering/recording data).

🔀 🏡 Intro		? ×
Standard Modules Tasks Infomarket P	Project List Risk Portfolio Customers Projects Staff	
Extras	Tracking	
Absence application	TimeTracker	\bigcirc
Planning	Selected days	
New Project	10.11.2009	
Charting	10.11.2009 🖸 🗸	
 Ø 	× D	

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.

Planning		
New Project		

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

Charting			
		*	\bigcirc

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

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Tracking	
TimeTracker	\bigcirc
Selected days	
11.11.2009	
11.11.2009	
~	•

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.

Planning		
New Project		
4D		

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.

X Pr	oject 11	? X
12 🤇	💁 🗐 Document 🔻 Edit 👻 View 👻 Actions 👻	
Master data	a 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	
Parent project		
Subprojects	No entries 🔻	
Processes	No entries 🔻	
Milestones	िहें No entries 🔻	
Grade of completion	No entries 🔻	

Tip: For more on this subject see chapter administering projects and in the tutorial 4.04.1 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.

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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:

Y ProjectCreator
ProjectCreator HelpPage step 1/6
Manual Dusingt Outputient
Manual Project Creation
Template
Available templates:
Entwicklung
Introduction Projectile
Einfuehrung
Project 3 Introduction Projectile
MS Project

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) ...

Ch	arting	
	EarnedValue	~ 🦗
		Confirm value in this field

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

🗙 🔒 Earned	-value chart
	bocument • Edit • View •
InputData Parar	neters Format Results
1. Name: <i>If you wo</i>	ould like to save a chart please enter a description
Name	13
Description	EarnedValue
Chart	Earned-Value-Analysis 💉 📀
Report Selection	
2. Input data: <i>To g.</i> please use the sea	ather all the documents relevant for the chart arch engine (if need be repeatedly)
Search	
Search word	Category
Search word	
Input data	
No entries 🔻]
3. Main paramete	rs: Please select parameters:
Chart period	~
Start	
End	

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 ...

Tracking		
TimeTracker		
Selected days	~	TimeTracker
11.11.2009		
11.11.2009		
v		• 🕀

... TimeTracker opens at the selected date.

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₩ネł	k 드 놔 🏜 🗋 C	2		 Ø 	🗖 Start time ti	racker on log	in		
11.11.2009			•	v Q		•		~	2
From T	"o Time Jo	do		T	Cost unit		Note	э	
🔖 We	ednesday, 11.11.2009								
$\Sigma^{0:00 h}$	0:00 h								
*	= h			~			~ Q		
*	= h			~			~ Q		
*	= h			~			• 9		
*	= h			*			~ Q		
*	= h			*			~ Q		
-+									
⊜ Process number	😔 Job	Project	⊖ Customer	🔶 Due time	⊖ Estimated time	⊜ Actual time	\Leftrightarrow 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 Proiectile	TLC Telecommunications Corporation	30.10.2009	9 20,00 h	16,50 h	%	h	

Tip: For more on this subject see chapter 4.3.1 TimeTracker.

... Continued

