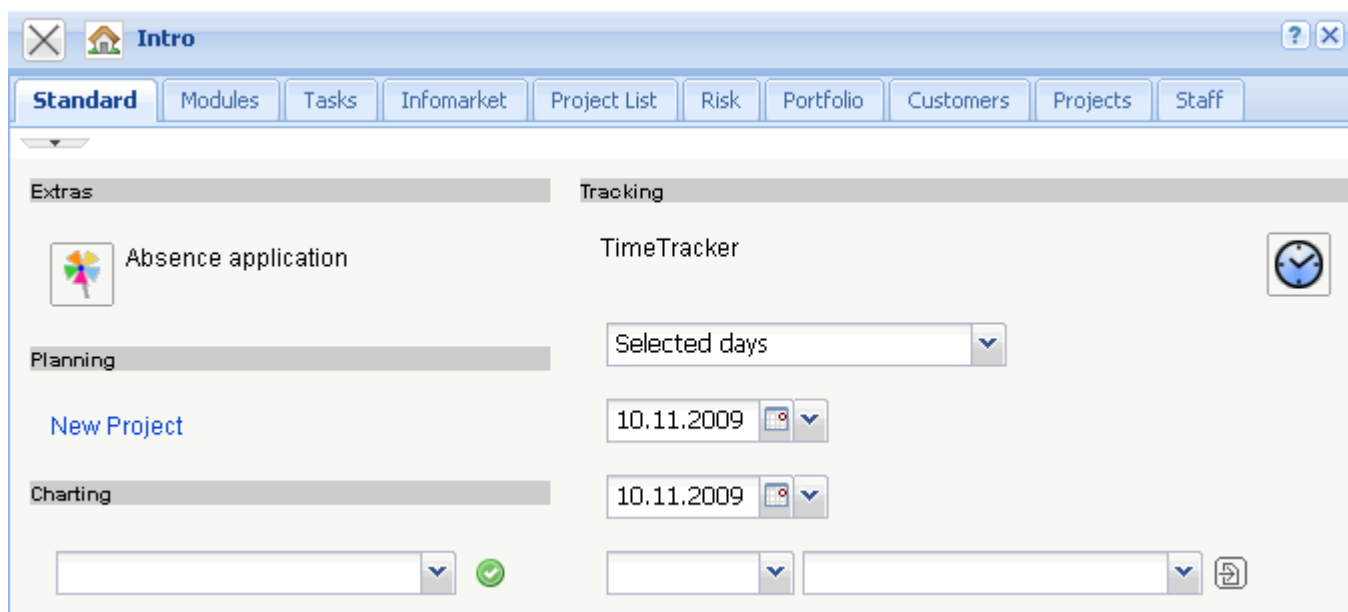


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## 3.02.3 Standard Work Area

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).



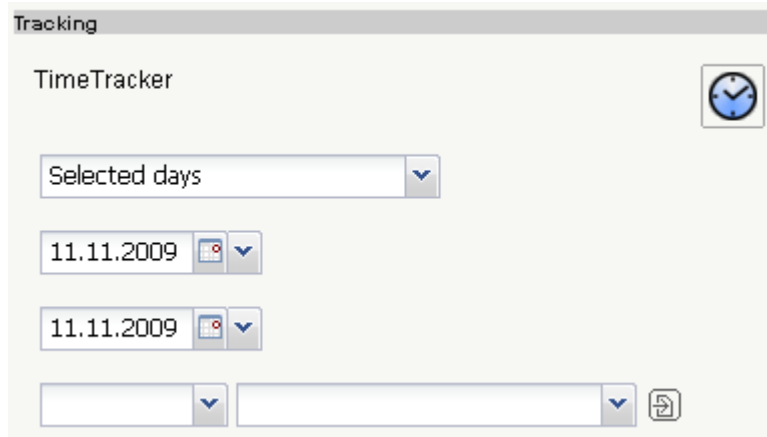
Using the functionality **Planning**, a project can be defined or planned either manually or using a template. Furthermore, the MS-Project interface is optionally available.



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).



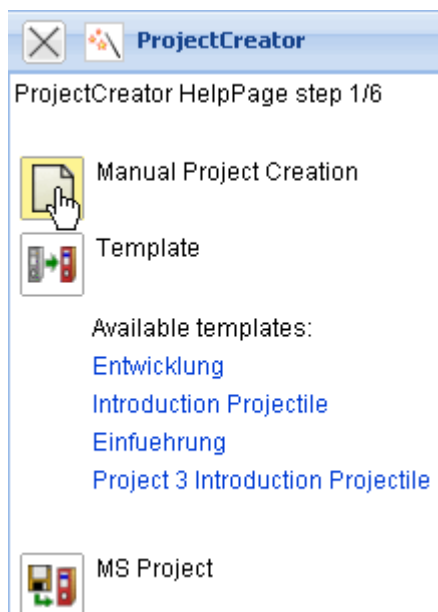
**Note:** The select box under the second date field is for recording for other employees and only available for power users (setting in TimeTracker\_Default).

## 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

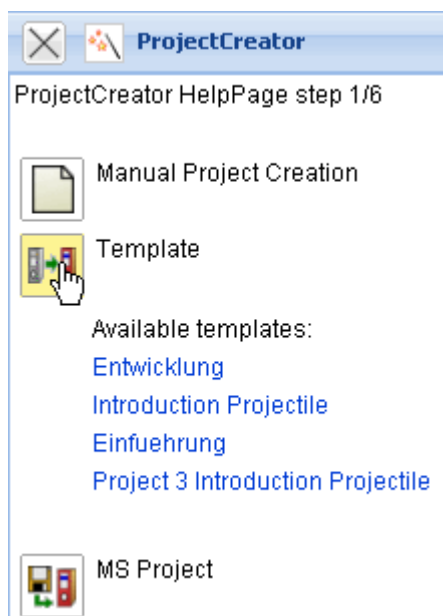
Processes No entries

Milestones No entries

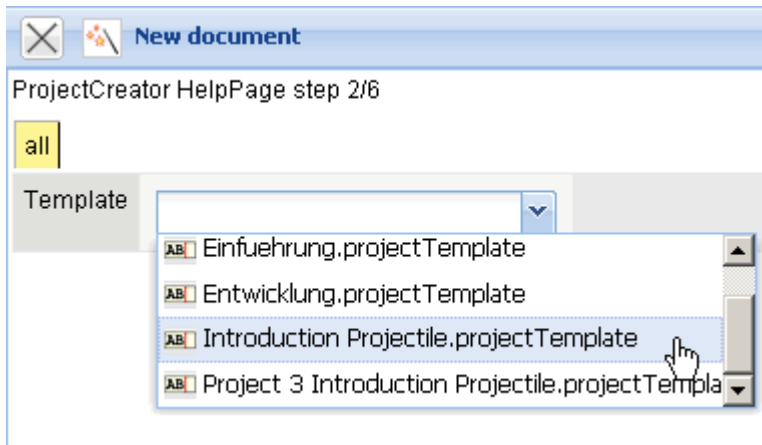
Grade of completion No entries

Tip: For more on this subject see the tutorial [4.04.1 Creating a project manually using project planning](#).

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

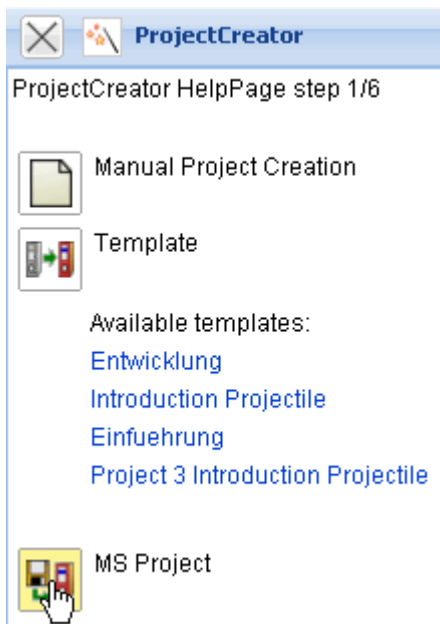


... with various selections for the Projectile Project template.

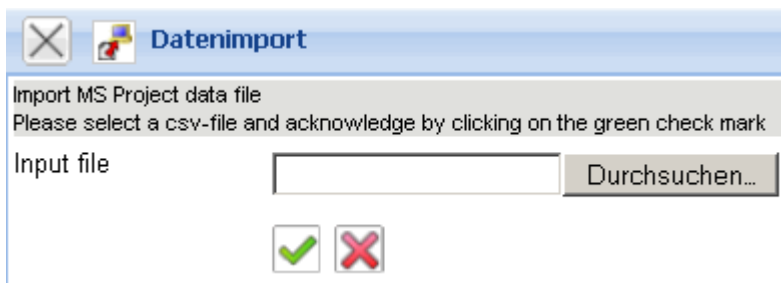


**Tip:** For more on this subject see the tutorial [4.04.2 Creating a Project using Templates](#).

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.



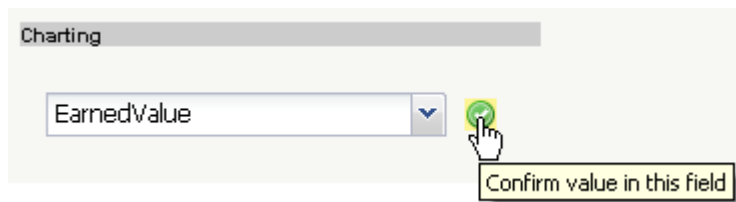
**Tip:** For more on this subject see chapter [4.04.3 Importing a Project](#).

## 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:

**Earned-value chart**

Generate chart

Document Edit View

**InputData** Parameters Format Results

1. Name: *If you would like to save a chart please enter a description*

Name: 13

Description: EarnedValue

Chart: Earned-Value-Analysis

Report Selection

2. Input data: *To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)*

Search

Search word

Category

Input data

No entries

3. Main parameters: *Please select parameters:*

Chart period

Start

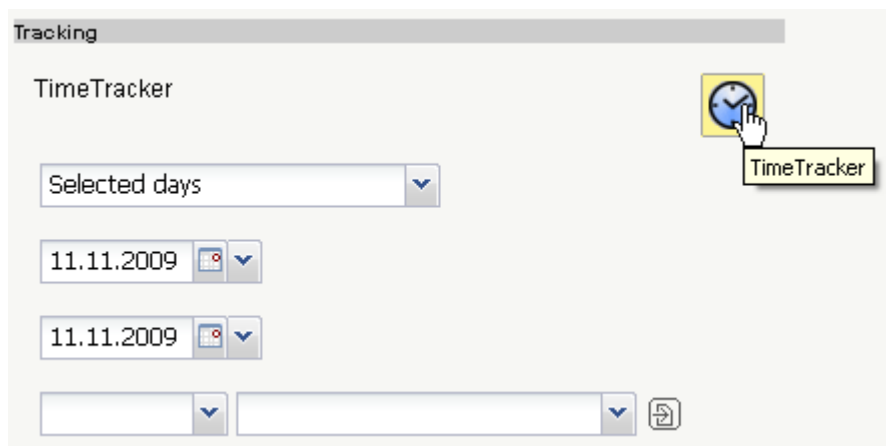
End

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

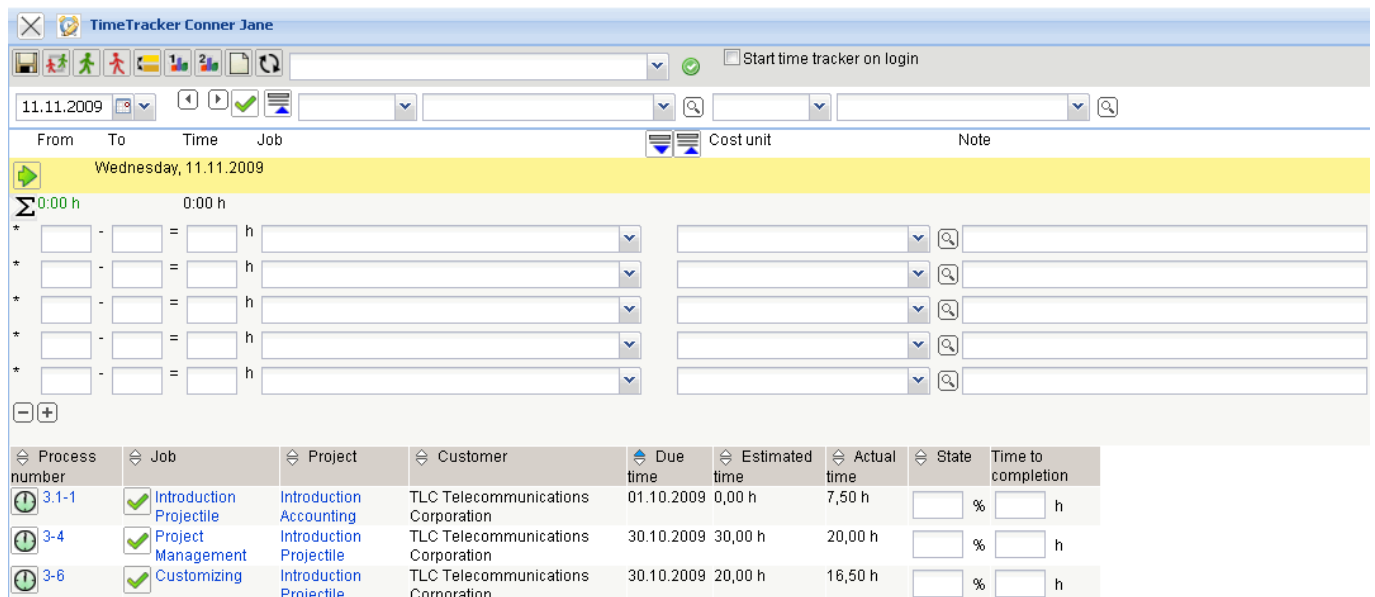
## Tracking and Recording

In **"TimeTracker"**, time and/or performance can be entered and recorded for the current date or any

time period. After activating the appropriate action ...



... TimeTracker opens at the selected date.



| 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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