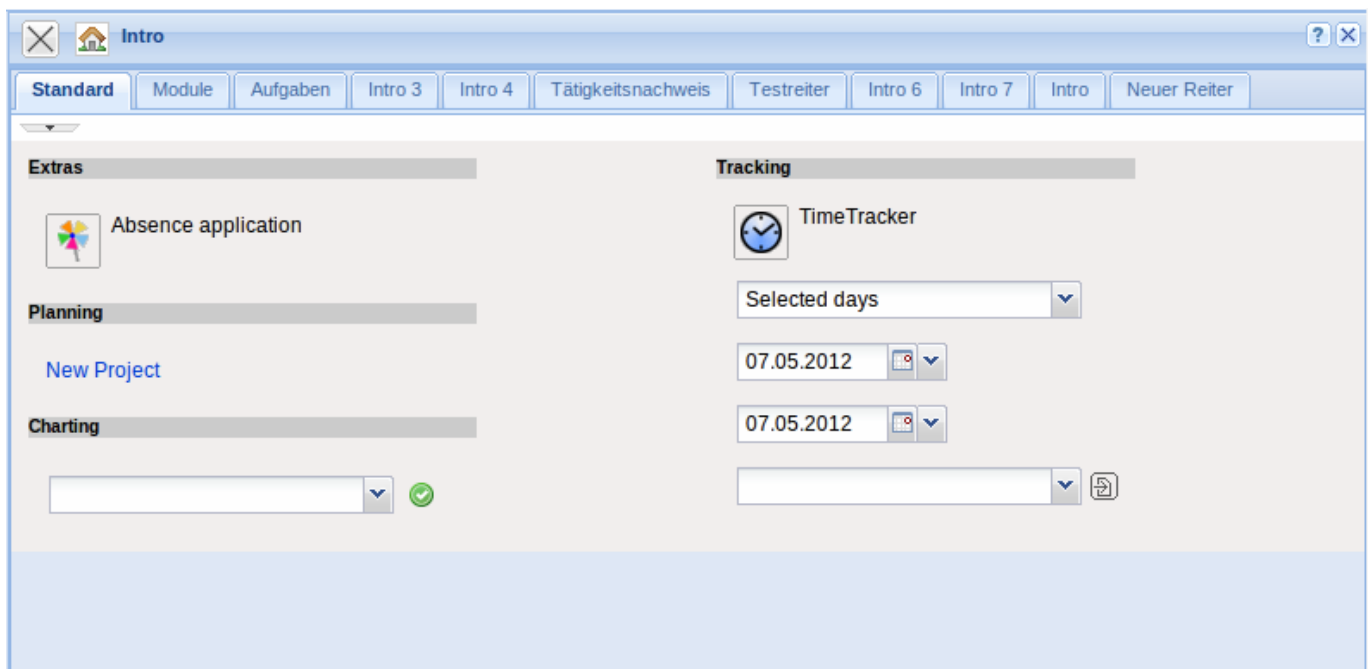


[previous](#) [Home](#) [next](#)

3.02.03 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.

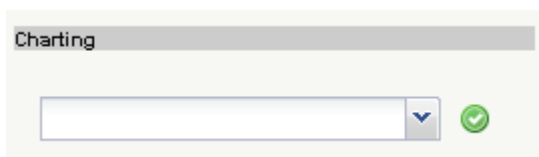
Note: The following illustration displays a complete work area. Depending on the access rights of the logged on user, some functionalities may not be available (e.g. employees usually have access to the functionalities for creating and entering/recording data).



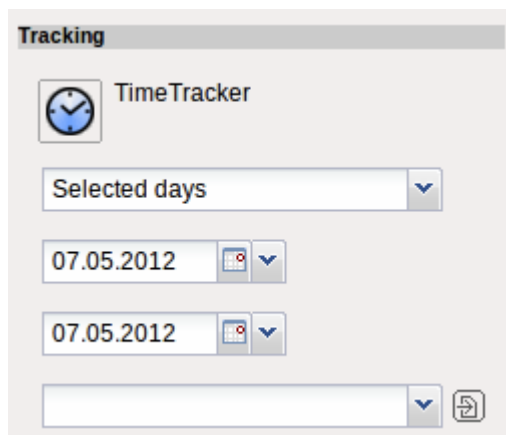
Using the functionality **Planning**, a project can be defined or planned either manually or using a template. Furthermore, the MS-Project interface is optionally available.



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).



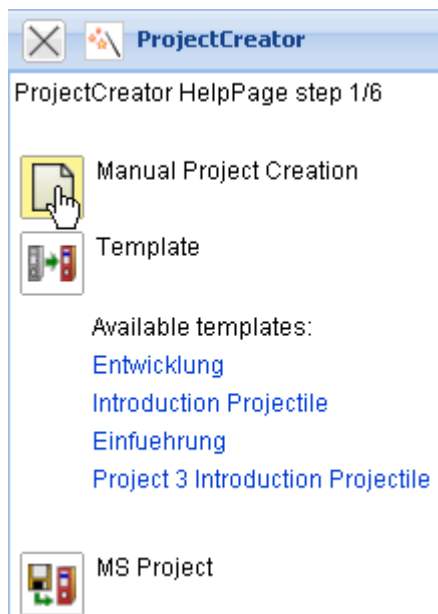
Note: The select box under the second date field is for recording for other employees and only available for power users (setting in TimeTracker_Default).

Planning

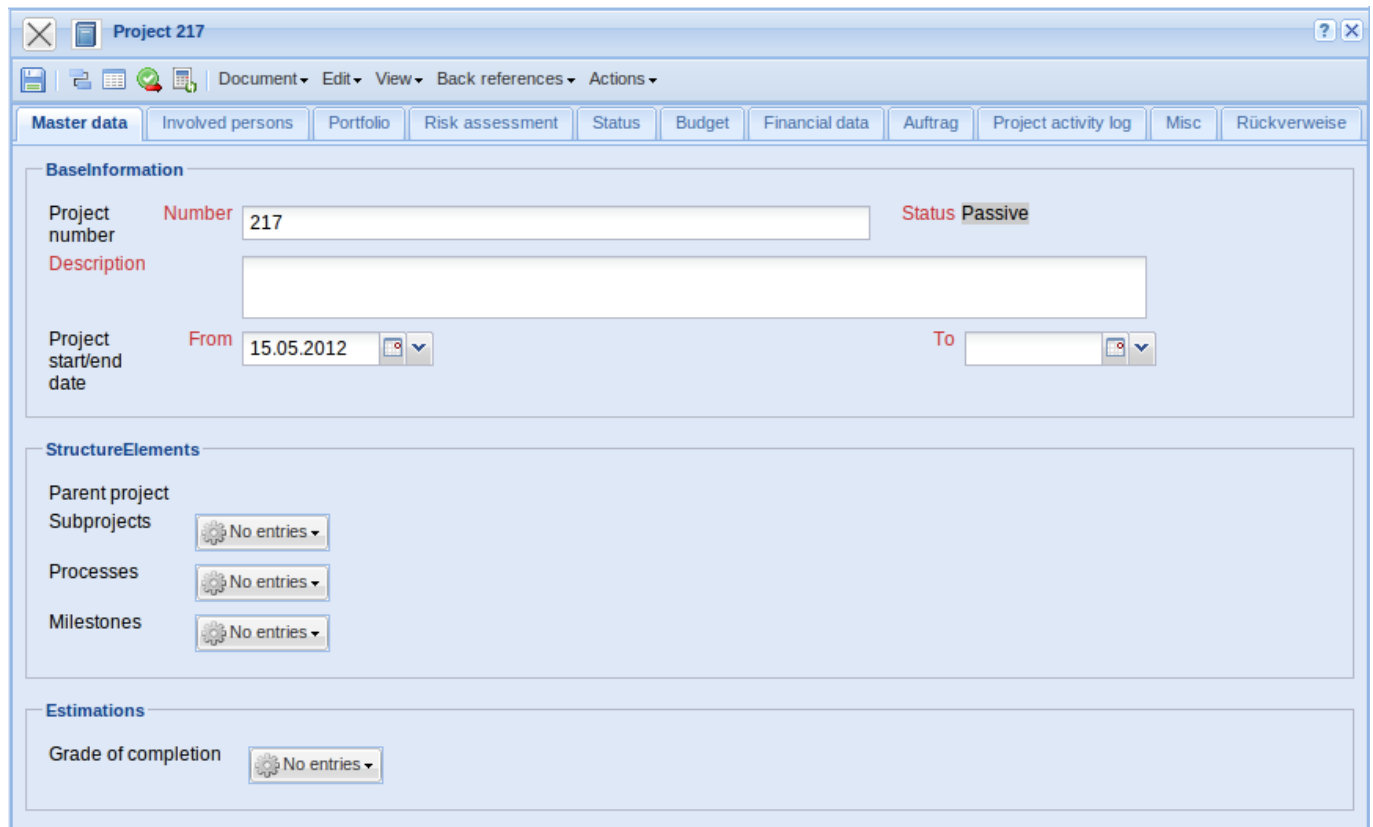
Using the functionality **“Planning”**, defining and planning the project can be performed here.



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 217

Document Edit View Back references Actions

Master data Involved persons Portfolio Risk assessment Status Budget Financial data Auftrag Project activity log Misc Rückverweise

BaseInformation

Project number **Number** 217 **Status** Passive

Description

Project start/end date **From** 15.05.2012 **To**

StructureElements

Parent project

Subprojects No entries

Processes No entries

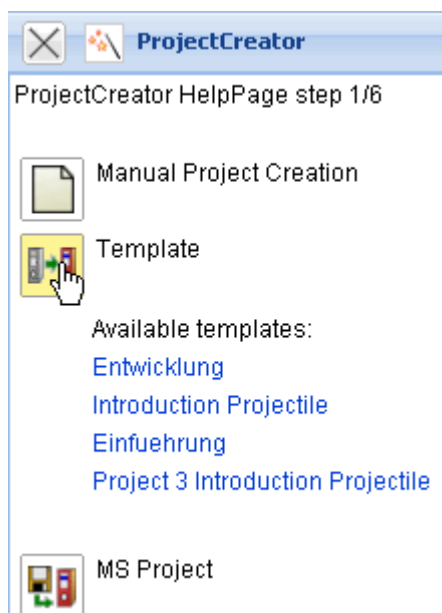
Milestones No entries

Estimations

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 ...



ProjectCreator

ProjectCreator HelpPage step 1/6

Manual Project Creation

Template

Available templates:

Entwicklung

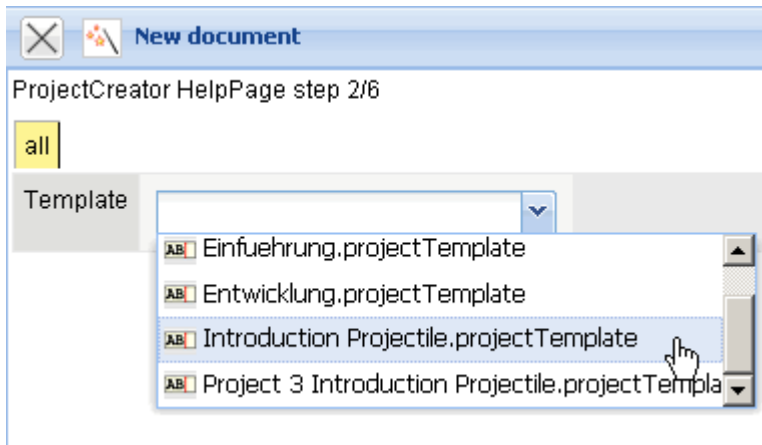
Introduction Projectile

Einfuehrung

Project 3 Introduction Projectile

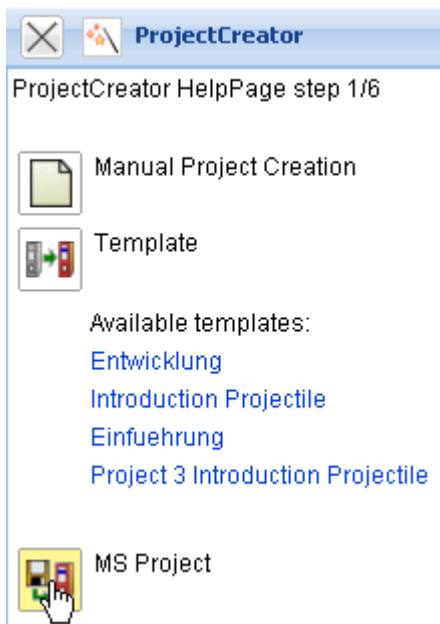
MS Project

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

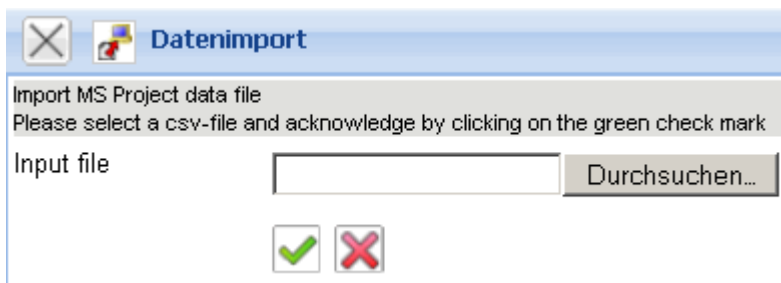


Tip: For more on this subject see the tutorial [4.04.2 Creating a Project using Templates](#).

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.



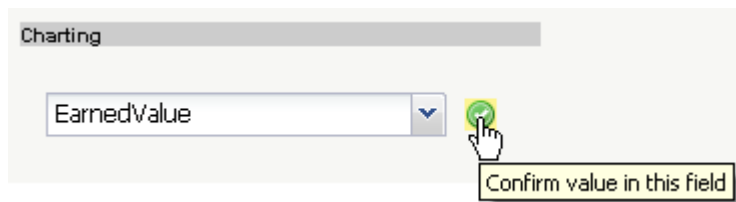
Tip: For more on this subject see chapter [4.04.3 Importing a Project](#).

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

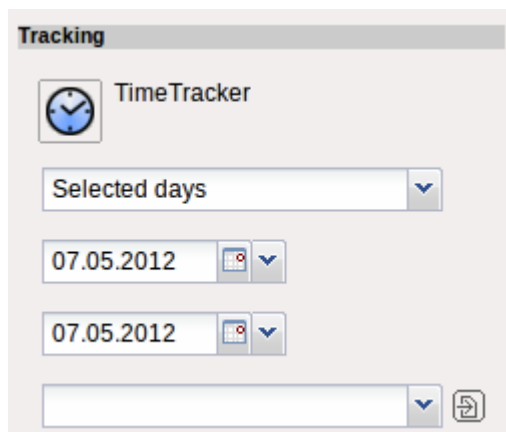
End

Tip: For more on this subject see chapter [3.12 Chart System](#).

Tracking and Recording

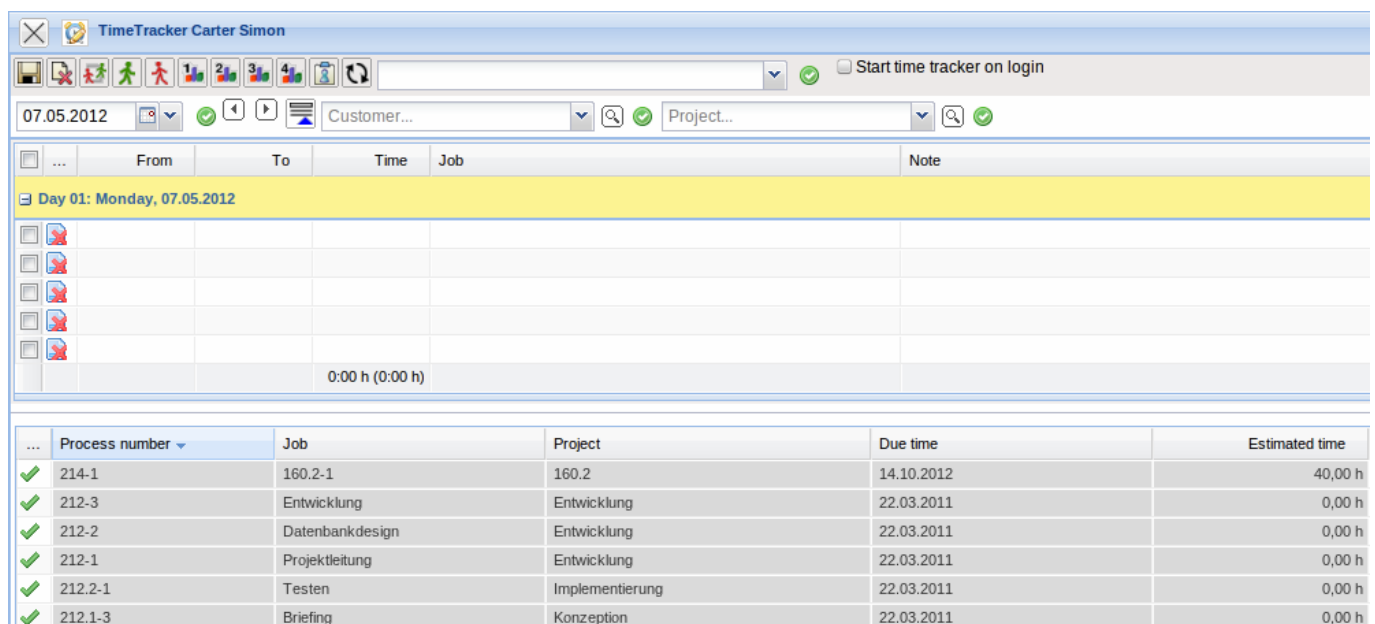
In **"TimeTracker"**, time and/or performance can be entered and recorded for the current date or any

time period. After activating the appropriate action ...



The screenshot shows a 'Tracking' window with a 'TimeTracker' icon. It features a 'Selected days' dropdown menu, two date input fields both set to '07.05.2012', and a third empty date input field at the bottom. Each date field has a small calendar icon and a dropdown arrow.

... TimeTracker opens at the selected date.



The screenshot shows the 'TimeTracker Carter Simon' application window. The top bar includes a toolbar with various icons and a 'Start time tracker on login' checkbox. Below the toolbar, there are input fields for the date (07.05.2012), customer ('Customer...'), and project ('Project...'). The main area displays a table for the selected date, 'Day 01: Monday, 07.05.2012', with columns for 'From', 'To', 'Time', 'Job', and 'Note'. The table shows a total time of '0:00 h (0:00 h)'. At the bottom, there is a list of projects with columns for 'Process number', 'Job', 'Project', 'Due time', and 'Estimated time'.

Process number	Job	Project	Due time	Estimated time
214-1	160.2-1	160.2	14.10.2012	40,00 h
212-3	Entwicklung	Entwicklung	22.03.2011	0,00 h
212-2	Datenbankdesign	Entwicklung	22.03.2011	0,00 h
212-1	Projektleitung	Entwicklung	22.03.2011	0,00 h
212.2-1	Testen	Implementierung	22.03.2011	0,00 h
212.1-3	Briefing	Konzeption	22.03.2011	0,00 h

Tip: For more on this subject see chapter [4.08.1 TimeTracker](#)

... Continued

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