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3.03 Forms and Form Elements

Projectile consists of many forms. The example displays a project form. All forms in the system, excluding the charts and the TimeTracker, are built in the same manner.

Project 1 Introduction Projectile

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** 1 **Status** Closed live

Description Introduction Projectile

Project start/end date **From** 04.05.2012 **To** 31.12.2012

StructureElements

Parent project Subprojects

Number	Description	Status
1.1	QM-Verwaltung	Closed live

Processes

Process number	Description
1-1	Develop
1-3	Projectmanagement
1-4	Projektmanager
1-2	Spezifikation
1-5	Testing

Milestones No entries

Estimations

Grade of completion

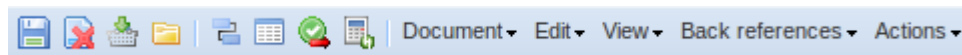
Number	State
1-A	65,00

The form bar consists of elements used for closing the document  and for accessing the online help  :



Beneath the form bar is the menu bar for administering the data in the form (data record). Not all

functionalities are always visible. Some of the functionalities are also stored in the menu bar of the form:



	Create new document from this template
	Save the document
	Copy the document
	Delete the document (including all linked documents)
	Show document in navigator
	Copy this document to clipboard (see also chapter 3.02.1 Personal Clipboard)
	Further information for document (Additional information)
	Properties of the document which refer to the access rights (see Administration guide)
	History of the document (see also chapter 3.07.2 History)
	Check plausibility of the document
	Reload the document
	Optional component "Flyer" for data administration within the system (see also chapter 3.04.2 Document Administration "Files")

Several forms have tabs. The tabs structure the forms better and provide a better overview, especially for forms with many elements. The tabs can be configured in the xml templates by the administrator (see Administration Guide).

Project 3 Introduction Projectile

Document Edit View Back references Actions

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

Project number: Status: Closed live

Description:

Project start/end date: From To

To change tabs, click on the tab.

Project 3 Introduction Projectile

Document Edit View Back references Actions

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

External order / project: ☒ Customer:

Contact:

Unit:

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