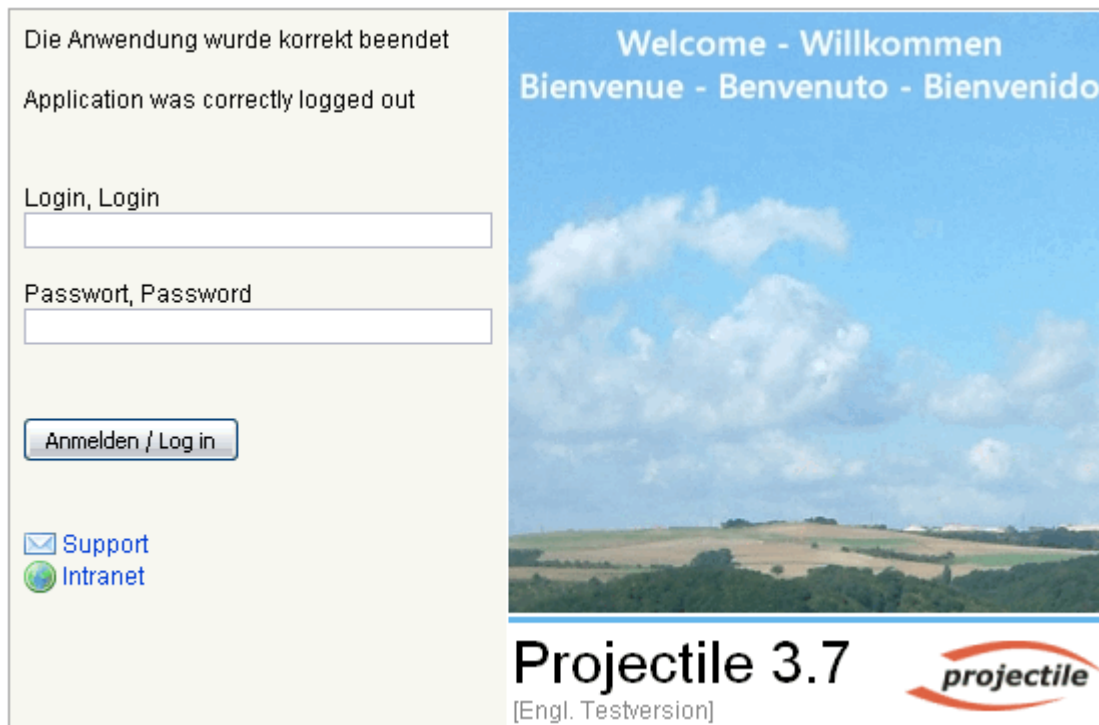


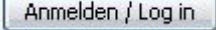
[previous](#) [Home](#) [next](#)

## 4.01 Login and Structure of the Application

### Login

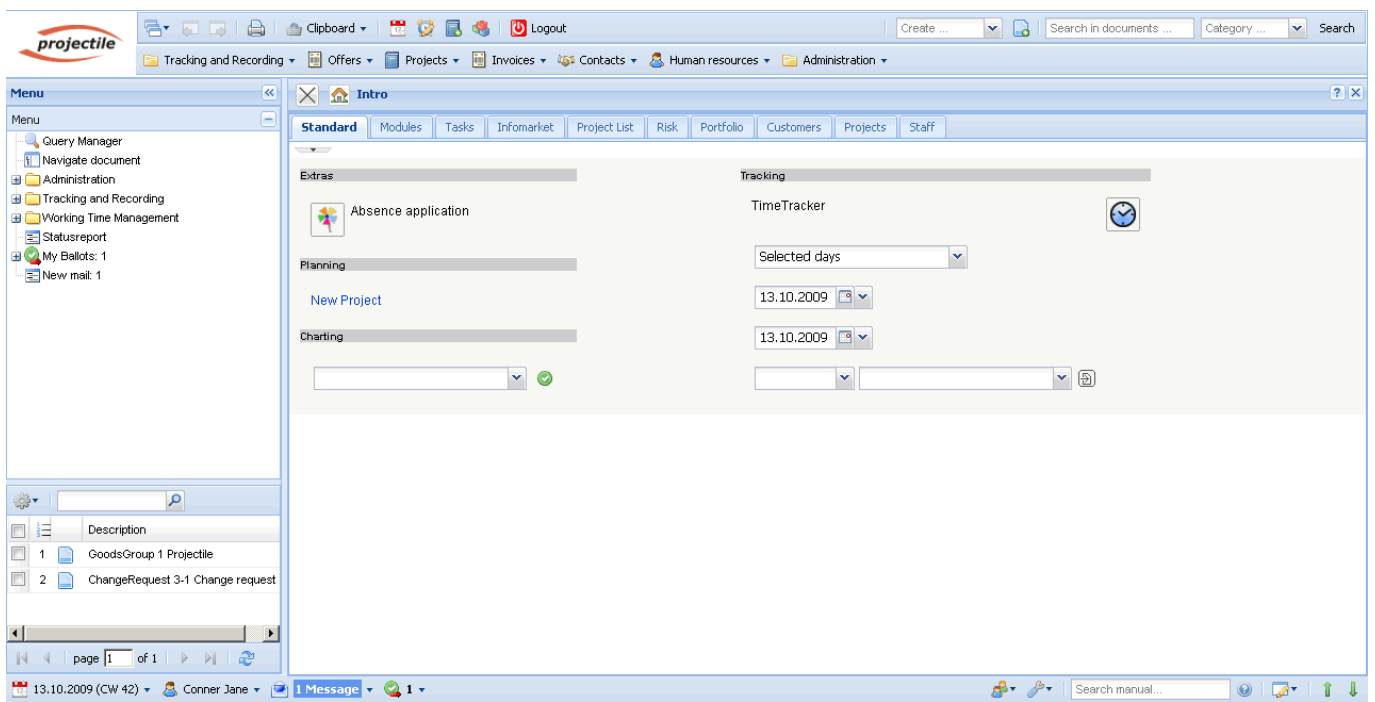
After invoking the URL address to the Projectile server a login window is opened in the browser. The starting address usually has the following structure: <http://projectile-server/projectile/start>.



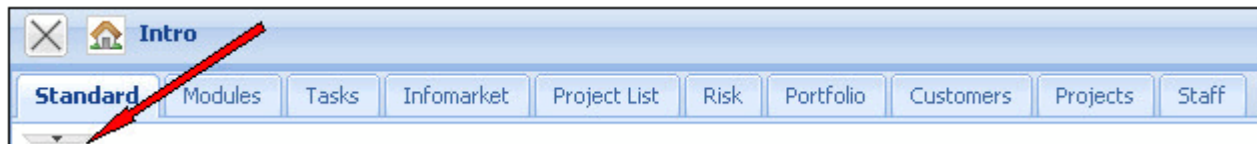
After entering the login and password and confirming with  the system is accessed. The login (and possibly the password) is generally assigned from the administrator. If the administrator has not assigned a password, this should be changed from the user directly after the first login ([see also chapter 3.01](#)).

### Intro

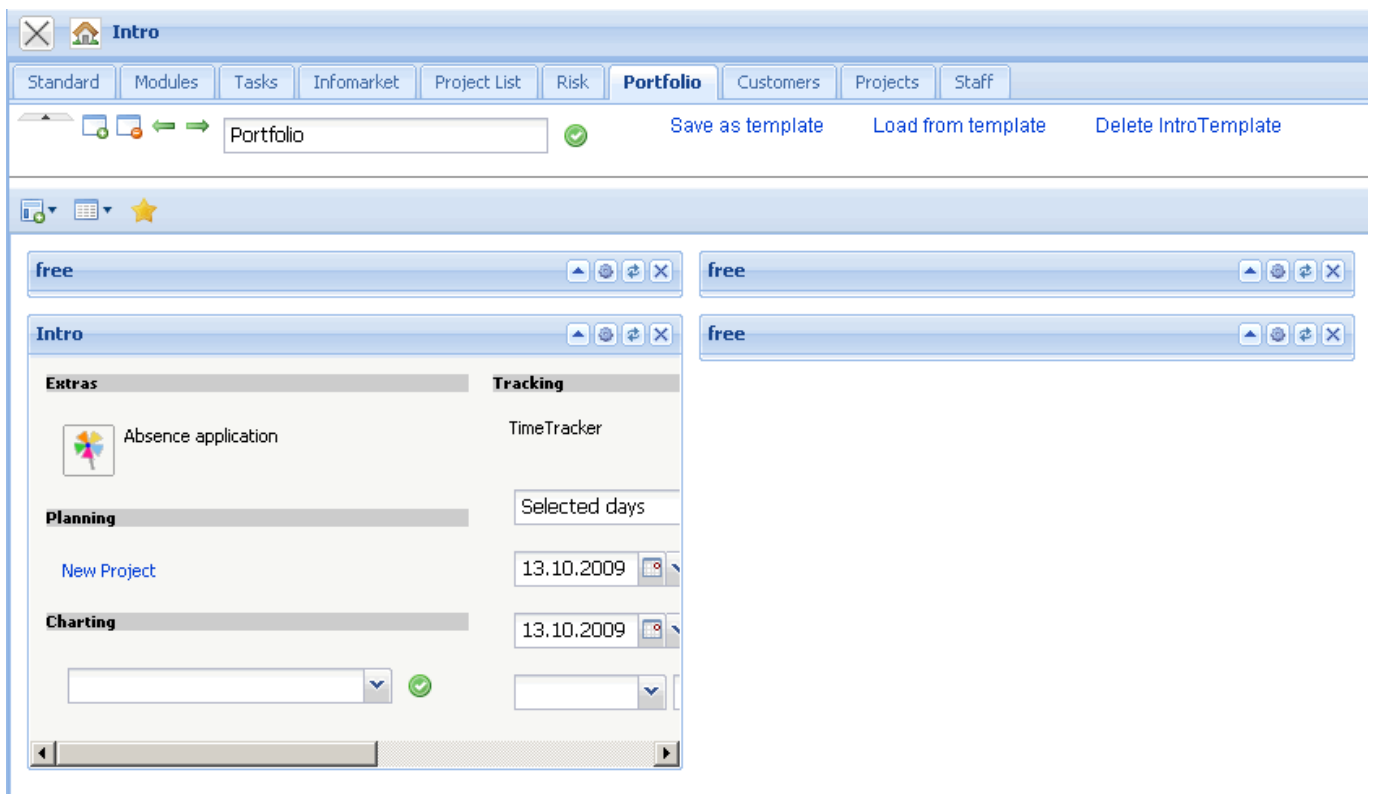
After logging in the work area of Projectile appears. Projectile offers the user various input screens. The first screen is the standard view and...



... further screens can be configured from the user by clicking the following button:

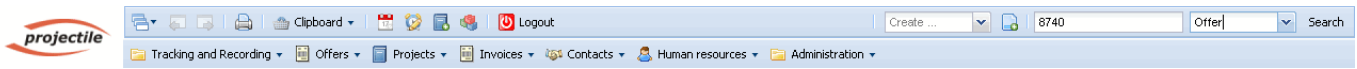


Finally, the settings can be edited here. On the top the name and position of the tabs are determined. On the lower part contents can be integrated. Clicking the green check mark confirms the settings. When closing the configuration view the view changes back to the standard view.



# Navigation

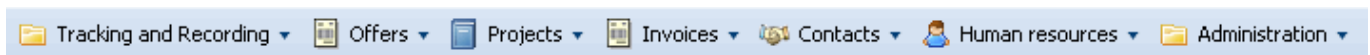
The top navigation bar consists of the window manager, previous/next functionality, a toolbar, the create document box, a search machine, a menu bar and "home" functionality (Projectile logo).



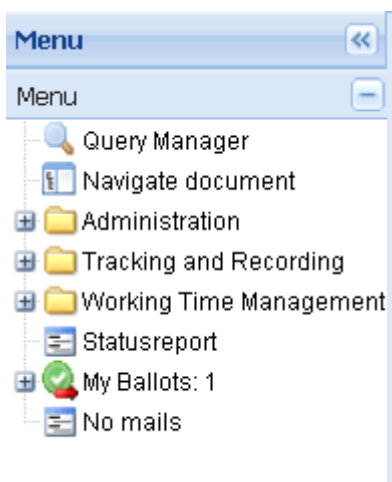
In the toolbar the following functions (among others) are available:

	"Home"-Funktionalität. When clicking the logo, the application changes directly to the work area of "Intro" (entry screen), regardless if documents are open.
	Using the functionality "Create" new data records can be created. The entry selection is dependent on the access permissions.
	Print functionality. This functionality opens the active screen in a new browser window and suppresses the Projectile frame.
	Clipboard. The clipboard is for personal favorites collection of the user.
	Integrated calendar (see also Team-Calendar)
	TimeTracker for recording time(s) (see also TimeTracker)
	Project Assistant for rapid creating/entry for projects (see also ...)
	Logout

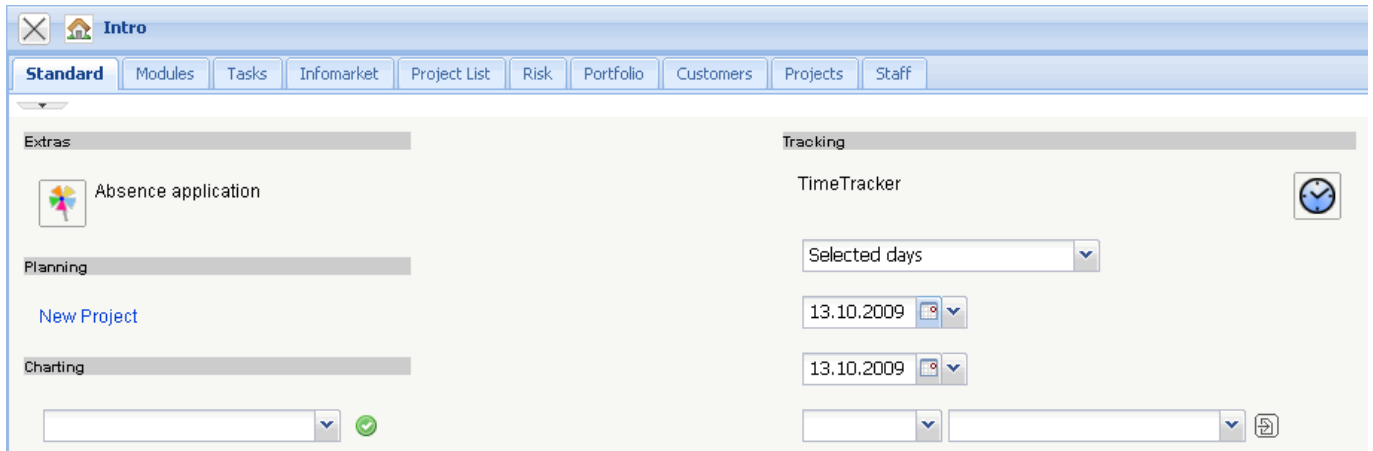
The menu bar contains important functionality for tracking and recording, offers, projects, invoices, contacts and human resources.



The left navigation menu consists of the functionality query manager, navigation and functions for administration, the tracking and recording components, various modules from the enterprise version of Projectile and the menu items for running approvals and internal messaging. Furthermore, the left navigation menu contains the private clipboard (see also chapter 3.02.1). The left navigation menu can slide in and out by clicking the double arrow on the top border. If the navigation menu is not visible, clicking the side bar makes the menu temporarily visible.



The intro is located in the central area and consists of user-definable entry screens. The example shows the standard screen with functionalities for creating new data, project planning, chart system and TimeTracker.



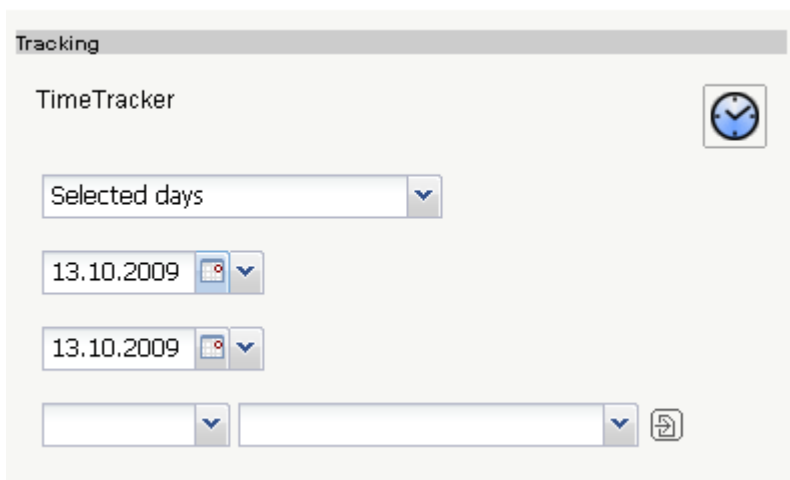
Using the functionality “planning” projects can be defined or planned manually or using templates. Furthermore, the MS project interface is optionally available here.



Using the functionality “Charts” charts can be generated through the data pool. The chart selection is dependent on the access permissions.



TimeTracker is a tool for recording time (project time and working time as well as absences).



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