P6 Progress Reporter

Contents

Getting Started

Introducing P6 Progress Reporter

P6 Progress Reporter provides real-time communication capabilities between resources who perform project tasks and project managers or team leaders who use P6 EPPM to plan and manage projects.

Team members working at diverse locations can connect directly to the project database via local or wide area networks to report time on their activities and send related information. Project managers can incorporate this data from resources into the project update cycle, relying on reported actuals and activity status information to update the project and make informed decisions. Activity feedback features and timesheet notes facilitate communication.

Tips

To refresh data at any time, choose File, Refresh Data, or press F5.

What Can I Do with P6 Progress Reporter?

Project team members can use P6 Progress Reporter to

- report work time for assigned activities
- view and update activity assignments and activity details
- view activity notebooks and work products and documents
- send and receive notes about activities and timesheets

Log-in Options

P6 Progress Reporter offers the following log-in options:

- ***Choosing a Different Display Language*** (on page 11)
- ***Logging in Without Downloading Large Description Files*** (on page 11)
- ***Logging in a Different User Without Exiting P6 Progress Reporter*** (on page 11)
- ***Logging in for a Reporting Resource*** (on page 12)

Choosing a Different Display Language

On the Login to Primavera P6 Progress Reporter window, the language is set to English by default. Choose the language that you prefer to display for text in P6 Progress Reporter.

> **Note:** Numeric separators are determined by the regional language setting on your local computer.

Logging in Without Downloading Large Description Files

For Activity Details such as documents, description fields may contain a large amount of data, resulting in large file sizes and uncomfortably long download times, in particular when using a low-speed connection. P6 Progress Reporter offers a low-speed connection log-in option that enables you to download description field data as needed.

When you select the low-speed connection option, description fields that exceed the file size specified by the server administrator, typically 2K, display a link so that you can download the data at a later time. Description fields that do not exceed the specified size are downloaded at login. If you do not select the low-speed option, all description fields are downloaded at login, regardless of size.

To log-in without downloading large description files

- In the **Login to Primavera P6 Progress Reporter** window, mark the Low Speed Connection checkbox.

When you are ready to download data for a description field that contains a link, click the link. A message displays to notify you of the file size.

Logging in a Different User Without Exiting P6 Progress Reporter

P6 Progress Reporter enables different users to log in separately to a single session without exiting the module. This feature is useful in situations where project resources need to share a computer to report timesheet information or review activity assignments.

> **Note:** For security reasons, this feature is not available when using Single Sign-On for log in authentication.

To log in with a different username, choose File, Login as a Different User (Alt+F+L). Choose Yes, then type a username and password.

Logging in for a Reporting Resource

If you are designated as a timesheet approval manager, have the required security privilege, and are configured as a P6 Progress Reporter resource, you can log in to P6 Progress Reporter with your own username and password to edit the timesheets of resources who report time to you. This feature is useful in situations when a resource is unavailable and can not update a timesheet.

> **Note:** Availability of this feature is controlled by an administrative setting. If you require this feature and it is not available, contact your P6 administrator.

To log in as a reporting resource, choose File, Edit Subordinate Resources' Timesheets (Alt+F+E). You can then select a resource and open the timesheet you want to view or edit.

Changing Password or Contact Information

To change your P6 Progress Reporter password

1) Choose File, User Preferences (Alt+F+U)
2) Choose the User Setup tab.
3) Type updated phone or e-mail information as necessary. To change your password, choose Password.

> **Note:** Depending on your organization's requirements, a password policy might be enabled by your P6 administrator. If the password policy is enabled, you must enter at least eight characters for the password, and the password must contain at least one alphabetic character and at least one numeric character. When the password policy is not enabled, you can enter a minimum of zero and a maximum of 20 alphanumeric characters.

Regardless of your organization's password policy settings, a message indicating the minimum password requirements appears at the bottom of the Change Password window.

Tip

If P6 Progress Reporter is running with LDAP or Web Single SignOn authentication, you cannot change your password.

Selecting Display Formats for Durations, Units, and Dates

P6 Professional and P6 calculates and stores time unit values as hours, but you can choose to display durations and resource units in other time increments, such as days or weeks. You can also specify a format for displaying dates, for example, in day, month, year sequence with time of day.

To choose a display format for units and durations

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Time Units tab.
3) Choose from the following time format options. Refer to the Example area of the tab to preview your selection.

Unit of Time - Choose the time increment you want to use for displaying resource units and activity durations.

P6 Professional and P6 calculates and stores time unit values in hourly increments, when you choose to display time unit fields in increments other than hours, P6 Progress Reporter converts durations and resource units based on the the administrative settings defined by your P6 administrator.

Sub-Units - Choose this option to display the corresponding subunit for the selected Unit of Time.

Decimals - Choose the number of decimal places to display.

Resource Units/Time - Display units per time as a percentage or as units per duration, for example h/d.

To choose a display format for units and durations

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Dates tab.
3) Specify the date and time formats you want to use. The Sample section is revised as you choose options, so you can preview your selections before saving them.

Selecting Your Start-Up View

If you are designated as a timesheet user, you can select whether you want to display the Timesheets or Activities view when you log in.

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Start Up tab.
3) Choose an option.

   Start Up in Last Open window displays the view you were working in the last time you exited P6 Progress Reporter.

Views, Menus, Toolbars, and Icons

The primary elements of the P6 Progress Reporter interface are views, detail tabs, menus, and the toolbar.

Timesheet View

What Can I Do in Timesheet View?

Use the Timesheet view to report and review actual time spent on activities, to view and send feedback, or notes, regarding the timesheet, and to submit time for approval, if required.

To quickly find a specific activity, you can search (Ctrl+F) based on the field, or column, that currently has focus in the activity data section. See ***Searching for Data*** (on page 40).

To change the size of the activity data or time reporting sections of the spreadsheet, press F8, then press arrow keys to resize. Press F6 to exit sizing.

For instruction on using these features, see ***Working in Timesheet View*** (on page 35).

Tips

- This view is available only to resources who have been designated, by a P6 administrator, as timesheet users. If you do not have access to this view and require it, contact your administrator.
- The format of your timesheets, daily reporting or period reporting, is defined by an administrator.
- To view the context menu (Shift+F10), your current focus must be in a timesheet activity data cell, not a time reporting cell.

Toolbar Icons and Shortcuts Keys: Timesheet View

- Open a timesheet (Alt+F+O)
- Close a timesheet (Alt+F+C)
- Submit the currently open timesheet (Alt+F+S)
- Switch to Activities view (F11)
- View a list of projects you are assigned to (Alt+V+P)
- Show or Hide Activity Details (Shift+F10+Down Arrow+Enter)
- View or edit timesheet notes (Shift+F10+N)
- Choose the activity data columns you want to see (Shift+F10+L)
- Assign yourself to a new activity (Alt+A+N)
- Add an activity to the currently open timesheet (Alt+A+A or Insert)

> **Note:** If you are using a screen reader, Insert is not supported for this action.

- Add an overhead activity to the currently open timesheet (Alt+A+O).
- Remove the currently selected activity from the open timesheet (Alt+A+R or Delete)
- Print or save a timesheet (Alt+F+G)

> **Note:** Because P6 Progress Reporter offers an option for administrators to add up to two custom toolbar buttons, your toolbar might include buttons not described here. Although both buttons are identified by the same icon, , administrators can configure customized text labels and tool tips for each button. Custom buttons are used to launch a Web address specified by the administrator.

For details about using this view to report actual work time and timesheet feedback to your time approval manager, see ***Working in Timesheet view*** (on page 35).

Keyboard Navigation: Timesheet View

- **To move across table cells**, press Tab or the left and right Arrow keys.
- **To move up or down in a table**, press the up or down arrow keys.
- **To clear data in a cell**, press the spacebar.
- **To navigate out of a table to other elements in the window**, press Ctrl+Tab.
- **To sort a table**, based on a specific column, Tab or Arrow to the column, then press Ctrl+Alt+A for ascending order or Ctrl+Alt+D for descending order.
- **To move focus to the first activity data cell of the first row**, press Ctrl+1.
- **To move focus to the activity detail tabs**, if displayed, press Ctrl+2.
- **To select the next activity in the timesheet**, press Ctrl+J. To select the previous activity, press Ctrl+K. These shortcuts are particularly useful when the current focus is in the Activity Details, since it enables you to scroll through the activities as you review detail information across the tabs.
- **To move focus to the title bar, or timesheet header**, press Ctrl+H. This shortcut is particularly useful when your current focus is on details for a specific activity and you want to navigate to the time reporting cells to record actuals for that activity. Using Ctrl+1 would change your activity selection to the first activity, while using Ctrl+H maintains your selection and you can then use Ctrl+Tab to place focus in the time reporting cells..

Accessibility Tip: To display tool tips for Timesheet reporting cells, choose File, User Preferences (Alt+F+U). On the Accessibility tab, mark the Display tool tips checkbox and choose OK. When using a screen magnifier, these tool tips aid table cell identification.

Field Definitions: Timesheets View

The following are the default fields that appear in the Timesheets view window. To customize the data columns that appear, place focus in an activity data cell (not a time reporting cell), then in the toolbar, click (Shift+F10+L).

Activity Name

The name of the activity, which does not need to be unique within the project. You cannot remove the Activity Name column when you customize the view.

The symbols in the leftmost column indicate the activity status:

Not Started

In Progress

Completed

In Review/Rejected

A yellow triangle in the status symbol indicates that you are the primary resource for that activity. For example, indicates that you are the primary resource for an activity that is complete.

If the activity belongs to an inactive project or WBS, the icon is slightly shaded, . A project-level preference determines whether you have view-only access to inactive activities. If you do have the capability to view inactive activities, you will be able to view only those inactive activities that were added to a timesheet when they were active.

Project ID

The unique identifier for the project to which the activity belongs.

Activity ID

The activity's unique identifier.

Role ID

If you were assigned a role for the activity, this is the unique identifier for that role.

Dated Time Reporting Columns

These columns display only if your timesheets are set for daily format.

To report work time for an activity, select the cell that corresponds to the activity and date for which you want to enter time, then type a value. To enter overtime, type the number of regular hours followed by a forward slash, then type the number of overtime hours. For example, to enter eight regular and three overtime hours, type 8/3.

> **Note:** An administrative setting determines whether you have the capability to log overtime hours.

Total Hours

The total number of hours recorded for the activity. Total Hours are displayed only if your timesheets are set up for daily reporting.

Actual Hours

Actual Hours displays only if your timesheets are set for period reporting.
To record work time for an activity, type the total hours worked for the activity during the reporting period defined by the timesheet start and end date. The timesheet start and end dates are shown beneath the toolbar.

Activities View

What Can I Do in Activities View?

Use the Activities view to see your activity assignments and brief details displayed in a table, or row and column format. View a list of the projects these activities belong to and visit the project Web site, if available.

You can filter the Activities view to focus on specific activities of interest, for example milestones only. Additionally, you can customize the data columns that appear and display more extensive details below the activity table. To quickly locate a specific activity, you can use the search capability, which enables you to search for activities based on any data field currently displayed as a column. See ***Searching for Data*** (on page 40).

If you have the appropriate preferences set by the administrator or project manager, you can assign yourself to activities and view activities that belong to inactive projects or inactive WBS elements.

For instructions on using these features, see ***Working with Activities and Details*** (on page 41).

Tips

- To ensure you are viewing the latest information from the project management database, press F5 to refresh the view.
- A user preference enables you to specify a timeframe that determines which of your Not Started and Completed activities are included in the view. The title bar beneath the toolbar reflects this timeframe.

Toolbar Icons and Shortcut Keys: Activities View

- View a list of projects you are assigned to (Alt+V+P).
- Show or Hide Activity Details (Shift+F10+Down Arrow, choose Activity Details).

Keyboard Tip: To navigate from the Activity table to the Details tabs. press Ctrl+Tab. Then, use the arrow keys to navigate from tab to tab.

- Choose the activity data columns you want to see (Shift+F10+L).
- Filter the activities list (Alt+V+F).
- Assign yourself to a new activity (Alt+A+N).
- Switch to Timesheet view (F12).
- Print or save an activity list (Alt+A+G).

Tip

Timesheet view is available only if you are required to use timesheets to report work on your activities.

Note: Because P6 Progress Reporter offers an option for administrators to add up to two custom toolbar buttons, your toolbar might include buttons not described here. Although both buttons are identified by the same icon, , administrators can configure customized text labels and tool tips for each button. Custom buttons are used to launch a Web address specified by the administrator.

Keyboard Navigation: Activities View

To move across activity table cells, press Tab or the Arrow keys.

To move up or down in a table, press the up or down arrow keys.

To navigate out of the table to other elements in the window, press Ctrl+Tab.

To sort the table, based on a specific column, Tab or Arrow to the column, then press Ctrl+Alt+A for ascending order or Ctrl+Alt+D for descending order.

To move focus to the first data cell of the first row, press Ctrl+1.

To move focus to the activity detail tabs, if displayed, press Ctrl+2.

To select the next activity in the list, press Ctrl+J. To select the previous activity, press Ctrl+K. These shortcuts are particularly useful when the current focus is in the Activity Details, since it enables you to scroll through the activities as you review detail information across the tabs.

To move focus to the title bar, or activity list header, press Ctrl+H.

Field Definitions: Activities View

This following are the default fields that appear in the Activities window.

To choose the data columns you want to see, select an activity, then right-click and choose Columns (Shift+F10+L), or in the toolbar choose .

Activity Name

The name of the activity, which does not have to be unique. You can not remove this column from the Activities view.

Activity ID

An identifier that is unique within the project.

Activity Status

The current status of the activity: Not Started , In Progress , In Review , Rejected , Completed . If you are the primary resource, a yellow triangle appears on the icon, for example, Not Started appears as . If the activity belongs to an inactive project or WBS, the icon is slightly shaded, . A project-level preference determines whether you are able to view inactive activities.

An activity is In Review when the primary resource has marked it complete in P6 Progress Reporter, but completion has not yet been confirmed by the person responsible for approving this status.

A Rejected activity is one that the primary resource marked as complete in P6 Progress Reporter, but the complete status has been rejected by the person responsible for approving.

Start Date

The current start date of the activity. For a not-started activity, this is the planned start date. For a started activity, this is the actual start date

Finish Date

The current finish date of the activity. For a not-started activity, this is the planned finish date. For an in-progress activity, this is the remaining finish date. Once the activity is completed, this is the actual finish date.

Primary

A read-only field that identifies whether you are the primary resource on the activity.

Activity Details Tabs

Use the detail tabs to view and edit dates, durations, actual units, remaining estimates, and steps and to communicate with the project manager. You can also view notebooks, work products and documents, and relationship details.

To show or hide Activity Details, on the toolbar choose (Shift+F10+Down Arrow+ Enter or space).

You can view details for any activity you select in an open timesheet or in the Activities view.

Menus

Use the menu bar at the top of the P6 Progress Reporter main window to choose the view you want to work with and to access features. The menu bar is fully accessible using only the keyboard. For details, see ***Keyboard Shortcuts*** (see "***Keyboard Navigation Overview and Shortcuts***" on page 30).

In both the Timesheet and Activities view, a context menu is available, offering access to features and customize options. To access the context menu, place focus in an activity data cell, not a time reporting cell, and right-click (Shift+F10).

Toolbar

Toolbar icons provide quick access for you to

- Switch between Timesheet (F12) and Activities (F11) views
- Open timesheets (Alt+F+O)
- Submit the currently open timesheet (Alt+F+S)
- View a list of projects you are assigned to (Alt+V+P)
- Show or Hide Activity Details (Shift+F10+Down Arrow+Enter)
- View or edit timesheet notes (Shift+F10+N)

- Choose the activity data columns you want to see (Shift+F10+L)
- Assign yourself to a new activity (Alt+A+N)
- Add an activity to the currently open timesheet (Alt+A+A or Insert)
- Add an overhead activity to the currently open timesheet (Alt+A+O)
- Remove the currently selected activity from the open timesheet (Alt+A+R or Delete)

Note: Because P6 Progress Reporter offers an option for administrators to add up to two custom toolbar buttons, your toolbar might include buttons not described here. Although both buttons are identified by the same icon, , administrators can configure customized text labels and tool tips for each button. Custom buttons are used to launch a Web address specified by the administrator.

P6 Progress Reporter Icons

Toolbar Icons

icon	function	icon	function
	Display Timesheet view		Display Activities view
	Open a timesheet		Submit the open timesheet
	View your projects list		Show or Hide activity details
	View or add timesheet notes		Select activity data columns
	Assign resource to an activity		Add an activity to a timesheet
	Add an overhead activity to a timesheet		Remove an activity from a timesheet
	Launch a URL in an external browser		

Other Icons

icon	description	icon	description
	Not Started activity		In Progress Activity
	Complete Activity (with primary resource designation)		Rejected Activity
	Predecessor activity		Successor activity
	Activity step		Completed activity step
	Labor resource		Primary resource
	Nonlabor resource		Material resource

Customizing Views

Customizing Timesheets and Activities Views

In Activities view and in the activity data section of a timesheet, you can choose the data columns you want to see and resize and sort the columns.

Related Topics

Selecting Activity Data Columns

To select activity data columns:

1) With focus in an activity data cell, in the toolbar, click (Shift+F10+L).
2) To add one or more columns, choose them in the Available Columns list, then choose (F6). To add all available columns, choose .

   To remove one or more columns, choose them in the Selected Columns list, then choose (F6). To remove all selected columns, choose .

   Keyboard Tip: To add all columns, place focus in the Available Columns list or, to remove all columns, place focus in the Selected Columns list. Then, press Alt+F6.
3) To specify the position in which a column appears, choose it in the Selected Columns list, then choose (F7) or (Alt+F7) to change its position.
4) To preview your column selections without closing the Columns window, choose Apply (Alt+A).
5) To return to the standard column selections, choose Default (Alt+D).
6) When finished, choose OK (Alt+O).

Resizing Columns

To resize columns

In the column title bar, position the cursor on a vertical column separator, then click and drag.

Sorting Data

To sort data

mouse - Click the title of the column you want to sort by. Click again to change the sort order.

keyboard - Tab or arrow to a cell in the sort column. To sort in ascending order, Press Ctrl+Alt+A, or for descending sort, press Ctrl+Alt+D.

Resizing the Activity Data and Time Reporting Sections

In Timesheet view, you can adjust the width of the activity data and time reporting sections and choose the timesheet cell colors.

To resize the activity data and time reporting sections

mouse - Click and drag the vertical separator between the sections

keyboard - Press F8. To widen the activity data, or left, section of the P6 Progress Reporter table, press the right or down arrow. To widen the time reporting, or right, section of the P6 Progress Reporter table, press the left or up arrow. To exit resize mode, press F6.

Choosing Timesheet Cell Colors

You can choose the colors you want to use to identify various elements of a timesheet, or you can chose to ignore the P6 Progress Reporter module colors and use your operating system color definitions.

To choose timesheet cell colors

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Colors tab.
3) **To use your operating system colors**, clear the custom colors checkbox.

   To specify a color for a timesheet element, choose the color button next to its name, for example Overhead Activities. In the Basic Colors field, select a new color, or, to define a custom color, use the Red, Green, and Blue fields or scroll bars to specify the color percentages.

   To use the module's default colors, choose Default (Alt+D).

   > **Note:** Shading for Non-work Cells is based on the calendar assigned to the resource.

4) Choose OK (Alt+O).

Displaying Tool Tips for Time Reporting Table Cells

Tool tips are useful for identifying cell labels when using a screen magnifier.

1) Choose File, User Preferences (Alt+F+U).
2) Select the Accessibility tab.
3) Mark the Display tool tips checkbox and choose OK.

Filtering the Activities View

You can filter the Activities view based on activity status. Further, you can filter Not Started and Completed activities so that only activities that fall within a certain timeframe are included in the list.

You can also choose to display or hide completed activity assignments in your open timesheets and on the Activity Details Resources tab.

To filter the Activities view, select an activity. Right-click and choose Filter By (Alt+V+F) and one of the following options.

- All Activities (Alt+V+F+A)
- Completed Activities (Alt+V+F+C)
- In Progress/Not Started Activities (Alt+V+F+P)
- Milestones (Alt+V+F+M)
- In Review/Rejected Activities (Alt+V+F+R)

  There are two circumstances in which an activity's status can be In Review.

  An activity's status is In Review when the primary resource applies an Actual Finish to the activity, but the Finish has not yet been confirmed by the person responsible for approving status. An activity's status is also In Review if the project is set up to allow resources to change the status of their assignments to Completed, but status review is required before an Actual Finish is applied to the activity. In this case, once all resources assigned to the activity have changed their assignment status to Completed and Apply Actuals is run, the activity is placed In Review.

  A Rejected activity is one that had been In Review, but the Finish status has been rejected by the person responsible for approving it.

The title bar beneath the toolbar identifies the current filter applied to the Activities view, for example, All Activities. The dates displayed in the title bar reflect the timeframe filter applied to Not Started and Completed activities.

Filter Not Started and Completed activities in lists

The filter you specify applies to the Activities view and to the list of activities that display when you use the Add activities feature in the Timesheet view.

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Timeframe tab.

   For each activity status type, specify a number that defines the boundaries of the timeframe relative to the current date. For example, 90 defines a timeframe 90 days before and 90 days after today.

   Not Started activities with a planned start or planned finish date within the timeframe and Completed activities with an actual finish date within the timeframe will be displayed.

   To use the module's default timeframe, choose Default (Alt+D).
3) Choose OK (Alt+O)

Filter completed assignments in timesheets and Activity Details

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Timeframe tab.
3) Mark or clear the Show Completed Resource Assignments checkbox.

Accessibility Features

P6 Progress Reporter has been designed according to current Web accessibility standards and guidelines.

Related Topics

List of Accessibility Features

- Full keyboard-only access. See ***Keyboard Shortcuts for Menus and Menu Options*** (on page 30).
- Support for assistive technologies, including accessible exposure of interface elements, input focus, and text information, as well as logical arrangement of interface elements and information for keyboard navigation
- Recommended structural markup of table columns and rows enables assistive technologies to accurately identify cell content for non-visual users
- Respect for user-defined display preferences, such as color, contrast, and font size settings that are available as operating system accessibility options
- ***Tool tip*** (see "***Displaying Tool Tips in Timesheets View***" on page 33) option aids table cell identification when using a screen magnifier
- Avoidance of color alone to convey meaning

Keyboard Navigation Overview and Shortcuts

P6 Progress Reporter keyboard navigation adheres to the select-activate paradigm that enables you to use the Tab or arrow keys to select an element, then press Enter or the spacebar to activate your selection. Additionally some elements can be activated using the keyboard shortcuts, or access keys.

To open a menu, press Alt+ the menu shortcut key, for example Alt+A for the Action menu.

To scroll through menu options, press the arrow keys.

To select a menu option, highlight it, then press Enter or the spacebar.

To exit a menu without choosing an option, press Esc.

Related Topics

Keyboard Shortcuts for Menus and Menu Options

The keyboard shortcuts table organizes options by menu. Alternate keys are listed, if available; otherwise this column is blank.

Note: Because they are specific to timesheet tasks, some menu options, such as Submit Timesheet or Add Activity, are available only in Timesheet view.

Menu or Option	Access Keys	Alternate keys
File menu	Alt+F	F10
Open Timesheet	Alt+F+O	Ctrl+O
Close Timesheet	Alt+F+C	
Submit Timesheet	Alt+F+S	Ctrl+S, or Shift+F10+S
Login as a Different User	Alt+F+L	
Edit Subordinate Resources' Timesheets	Alt+F+E	
User Preferences	Alt+F+U	
Exit	Alt+F+X	Alt+F4
Action Menu	Alt+A	
Add activity	Alt+A+A	Insert, Shift+F10+A
Add Overhead Activity	Alt+A+O	
Remove Activity	Alt+A+R	Delete, Shift+F10+R
Assign to new activity	Alt+A+N	
Generate report	Alt+A+G	Ctrl+P
View menu	Alt+V	
Timesheets	F12	Alt+V+T
Activities	F11	Alt+V+A
Projects	Alt+V+P	
Activity Details	Shift+F10+Down Arrow+Enter	
Columns	Shift+F10+L	Alt+V+L
Timesheet Notes	Alt+V+N	
Refresh Data	Alt+V+R	F5
Help menu	Alt+H	
Contents	Alt+H+C	F1
About (system info)	Alt+H+A	
Context menu Note: Focus must be in an activity data cell,	Shift+F10	

not in a time reporting cell.

Activity Details	Shift+F10+Down Arrow+Enter
Columns	Shift+F10+L
Submit Timesheet	Shift+F10+S
Add Activity	Shift+F10+A
Add Overhead Activity	Shift+F10+O
Remove Activity	Shift+F10+R
Timesheet Notes	Shift+F10+N

Keyboard Shortcuts for Global/General Navigation and Features

Action	Access Keys	Alternate Keys
Navigate across table cells	Tab	Arrow
Clear data in a timesheet table cell	Spacebar	
Navigate out of a table, list box, or text box to other elements in the window	Ctrl+Tab	
Sort table data, based on a specific column	Tab or Arrow to column. Press Ctrl+Alt+A for ascending order or Ctrl+Alt+D for descending order.	
Find data in a table, based on a specific column field	Ctrl+F, specify criteria, then Alt+N	
In a timesheet or activity list, move focus to the first cell of the first activity row	Ctrl+I	
Select the next activity in a timesheet or activity list.	Ctrl+J	
Select the previous activity In a timesheet or activity list.	Ctrl+K	
In Timesheets or Activities view when activity details are displayed, move focus to the detail tabs	Ctrl+2	
In Timesheets or Activities view , move focus to the title bar	Ctrl+H	
Change the size of the timesheet table	F8+Arrow keys, F6 to Exit sizing	

Select or clear an option in focus (for example, a radio button or checkbox)	Space
Review options in a list	Arrow keys
In a tabbed window, navigate from one tab to another	With focus on a tab name, press the arrow keys
In a tabbed window, navigate among elements on one tab	Tab
Add or Assign an element or Apply a change	Alt+A
Close or Cancel out of a window	Alt+C
In the Add Activity window, open the Columns window	Alt+L
OK	Alt+O
Confirm an action: Yes	Alt+Y
Refuse an action: No	Alt+N
View Help for the currently active page or window	F1
View Help Contents	Alt+H

Displaying Tool Tips in Timesheets View

A user preference option enables you to display tool tips for the time reporting cells of a timesheet.

To display tool tips for Timesheet reporting cells

1) Choose File, User Preferences (Alt+F+U).
2) Select the Accessibility tab.
3) Mark the Display tool tips checkbox and choose OK.

Working in Timesheet View

Overview of Timesheet View

You can open and view a timesheet and report actual work time if an administrator or project manager has designated you as a timesheet user.

If you have not been designated as a timesheet user, the Timesheet view is not available to you. Depending on the way your organization tracks actual work, you might be required to report actual work time on the Activity Details Resources tab.

To display the Timesheet view, choose View, Timesheets (F12) or in the toolbar, click .

The administrator or project manager can set preferences that determine

- Whether you record time on a daily basis or by reporting period, for example, report actual total hours for a two-week period
- The number of future timesheets you can access
- If you have permission to record hours in unusual circumstances, for example, on a timesheet with a future date, or for Not Started or Completed activities
- If you are required to submit timesheets for approval
- Whether you have view-only access to activities that are inactive

  If an activity belongs to an inactive project or WBS, its status icon is slightly shaded. For example, if you are the primary resource for an inactive Not Started activity, the icon appears as . If you do have the capability to view inactive activities, you will be able to view only those inactive activities that were added to a timesheet when they were active. All timesheet total values (column, row, and grand total) include inactive activities.

To customize the Timesheet view, you can

- Choose the activity data columns you want to see.
- Resize and sort the columns.
- Adjust the width of the activity data and time reporting sections.
- Choose the timesheet cell colors.
- Choose to display tool tips for time reporting cells, these tips are useful for identifying cell labels when using a screen magnifier.

For details about customizing the Timesheet view, see ***Customizing Timesheets and Activities Views*** (on page 27).

Opening a Timesheet

1) In Timesheet view, choose File, Open Timesheet (Alt+F+O) or in the toolbar, click .
2) Select the timesheet you want to open. By default, the timesheet for the current period is selected.

> **Note:** If no timesheets are listed, none have been generated for you. Contact your P6 administrator or project manager for assistance.

3) If you are opening a timesheet for the first time, select one of the following options:

   Automatically add current activities to timesheet

   This option adds all activities you are scheduled to work on during the timesheet date range.
   If you want to add activities scheduled during the timesheet period, but for which you have completed your work (an Actual Finish exists for your assignment), choose the Add completed resource assignments option.

   Manually add activities to timesheet

   Use this option to select from a list of your activity assignments.

   Copy activities from previous timesheet

   This option automatically copies all activities included in the previous timesheet listed. This option is not available if the previous timesheet is Not Started.

   If you want to copy activities scheduled during the timesheet period, but for which you have completed your work (an Actual Finish exists for your assignment), choose the Copy completed resource assignments option. An administrative setting determines whether you are allowed to report actual hours for completed assignments or activities.
   To add your currently scheduled activities to the new timesheet, mark the Add current activities checkbox.

> **Note:** If a project's status has changed from active since the last timesheet, activities for that project will not be copied from the previous timesheet.

4) If you chose the Manually add activities option, the Add Activity window opens. Select one or more activities, choose Add (Alt+A), then Close (Alt+C).

Navigating in a Timesheet

To move across table cells, press Tab or the Arrow keys.

To move up or down in a table, press the up or down arrow keys.

To clear data in a cell, press the spacebar.

To navigate out of a table to other elements in the window, press Ctrl+Tab.

To sort a table, based on a specific column, Tab or Arrow to the column, then press Ctrl+Alt+A for ascending order or Ctrl+Alt+D fro descending order.

To move focus to the first activity data cell of the first row, press Ctrl+1.

To move focus to the activity detail tabs, if displayed, press Ctrl+2.

To select the next activity in the timesheet, press Ctrl+J. To select the previous activity, press Ctrl+K. These shortcuts are particularly useful when the current focus is in the Activity Details, since it enables you to scroll through activities in the timesheet as you review detail information across various tabs.

To move focus to the title bar, or timesheet header, press Ctrl+H. This shortcut is particularly useful when your current focus is on details for a specific activity and you want to navigate to the time reporting cells to record actuals for that activity. Using Ctrl+1 would change your activity selection to the first activity, while using Ctrl+H maintains your selection and you can then use Ctrl+Tab to place focus in the time reporting cells..

Accessibility Tip: To display tool tips for timesheet reporting cells, choose File, User Preferences (Alt+F+U). On the Accessibility tab, mark the Display tool tips checkbox and choose OK. When using a screen magnifier, these tool tips aid table cell identification.

To change the size of the activity data or time reporting sections of the spreadsheet, press F8, then press arrow keys to resize. Press F6 to exit sizing.

Adding Activities to a Timesheet

1) To add a **work activity**, choose Action, Add Activity (Alt+A+A) or in the toolbar, click .

> **Note:** You can also press the Insert key to add an activity. However, if you are using a screen reader, Insert is not supported for this action.

   To add an **overhead activity**, choose Action, Add Overhead Activity (Alt+A+O) or in the toolbar, click .

2) Select one or more activities, then choose Add (Alt+A).

> **Note:** Before selecting activities, choose View, Refresh Data (F5) to be certain the activity list you choose from is up to date

3) When finished, Close (Alt+C) the window.

   The Add Activity window lists all of your In Progress activities. For Not Started and Completed activities, the list includes activities that fall within the time range specified in your user preferences. For additional information about the Timeframe user preference, see ***Timeframe Tab*** (on page 64).

Assigning Yourself to an Activity

1) On the toolbar choose (Alt+A+N).
2) Select the project you want to assign yourself to.

   To quickly find a project, you can search for it based on any of the listed fields: ID, name, or responsible manager. See ***Searching for Data*** (on page 40).

> **Note:** A project-level setting determines whether a project is listed so you can assign yourself to its activities. If you need to assign yourself to a project that is not listed, contact your project manager or P6 administrator.

3) In the Search for Activities section, choose one of the following options, then specify your search criteria and choose Search (Alt+S).

Activities Assigned to Parent Resource - for the project you selected, lists all activities of the resource hierarchy element to which you are assigned in the project management database. The parent resource is generally the larger department or organization for which you work. For example, a salesperson might be assigned to an element of the resource hierarchy called Region 1 Sales. In this case, search would return all activities assigned to Region 1 Sales.

Activity ID - returns the list of activities that meet the criteria you enter in the Search entry field.

> **Note:** You can use the asterisk (*) and percent symbol (%) wildcard characters in the search criteria. For example, to find all activities that begin with AB, type AB* or AB%. If you type only a wildcard character, the search finds all activities in the project.

4) From the search results, select the activities you want to assign, using Ctrl+Click or Shift+Click to select multiple activities.

   To quickly find an activity, you can search for it based on any of the listed fields: ID, name, or primary resource.

5) Choose Assign (Alt+A). Or, if you currently have a timesheet open, you can assign yourself to the activity and automatically add it to the open timesheet by choosing Assign and Add.
6) Click Close (Alt+C).

Removing Activities from a Timesheet

1) To remove an activity, select it in the timesheet, then choose Action, Remove Activity (Alt+A+R) or in the toolbar, click ✕.

> **Note:** You can also press the Delete key to remove the currently selected activity.

2) To confirm, choose Yes.

Recording Actual Work Time on a Timesheet

Accessibility Tip: To display tool tips for timesheet reporting cells, choose File, User Preferences (Alt+F+U). On the Accessibility tab, mark the Display tool tips checkbox and choose OK. When using a screen magnifier, these tool tips aid table cell identification.

1) **If your timesheet uses daily reporting format**, select the cell that corresponds to the activity and date for which you want to enter time.

   If your timesheet uses period reporting format, select the Actual Hours cell that corresponds to the activity for which you want to enter time.

2) Type the number of regular hours you worked on the activity. The maximum allowable value is 100,000 hours.

   To record overtime for an activity, type a slash after the number of regular hours, then type the number of overtime hours. For example, to enter eight regular and three overtime hours, type 8/3.

> **Note:** An administrative setting determines whether you have the capability to log overtime hours.

To clear a cell value, press the spacebar or Delete.

If you finish an assignment, you can report your work as completed on the Activity Details Resources tab. For more information, see ***Reporting a Completed Assignment*** (on page 46).

Adding or Viewing Timesheet Notes

1) Choose View, Timesheet Notes (Alt+V+N) or in the toolbar, click .

> **Note:** When there are existing Notes for a timesheet, the icon is yellow; it is white when there are no notes associated with the timesheet.

2) Type in the New Notes section, then choose Add (Alt+A). The most recently added notes display at the top of the Notes History section.
3) When finished, choose Close (Alt+C).

Submitting a Timesheet

A P6 administrator or project manager specifies settings that determine whether you are required to submit timesheets for approval. If your timesheets are set for auto-submission, the Submit current timesheet feature will be unavailable.

Once you submit a timesheet, you will not be able to change it unless it is rejected by your time approval manager. If a timesheet is rejected, you will receive a notification in P6 Progress Reporter to correct and resubmit the timesheet.

- To submit a timesheet, choose File, Submit Timesheet (Alt+F+S) or on the toolbar, click . Choose Yes to confirm.

Saving or Printing a Timesheet

You can export the contents of an open timesheet to an HTML file that you can save or print using the features of your browser.

To save or print a timesheet, choose Action, Generate Report (Alt+A+G).

If a timesheet includes a large number of activity data columns, before the report file displays, you are prompted to include only the first three columns in the report to ensure that it fits within the margins of a printed page. All time reporting columns are always included in a timesheet report.

Closing a Timesheet

Choose File, Close Timesheet (Alt+F+C).

Viewing Activity Details

You can display details for any activity you select in the Activities view.

To show or hide Activity Details, on the toolbar choose (Shift+F10+Down Arrow+ Enter or space).

Activity Details are displayed on six tabs that include information such as start and finish dates, feedback from the project manager, resource information, notebooks, step details, predecessor/successor information, and work product and document details.

Keyboard Tips: To navigate among the Activity Detail tabs, place focus on the tab name, then press the right or left arrow. To navigate among elements within a tab, press Tab. To activate an element, such as a button, or choose a radio button or checkbox option, press the spacebar. OK = Alt+O. Cancel = Alt+C.

With focus in the detail tabs, you can press Ctrl+J and Ctrl+K to scroll through the activities in your activity list so you can more easily review details for a number of activities. Ctrl+J selects the previous activity; Ctrl+K selects the next activity.

For more information about each detail tab, see ***Activity Details Tabs*** (on page 48).

Viewing Your Project List and Project Web Sites

In the Activities and the Timesheet views, you can display a list of the projects you are currently assigned to work on.

1) On the toolbar, click (Alt+V+P).

   To quickly find a specific project, you can search (Ctrl+F) based on the field, or column, that currently has focus in the Projects window. See ***Searching for Data*** (on page 40).
2) To launch a project's Web site, if available, select the project, then choose Launch (Alt+L).

To sort the projects list

mouse - Click the title of the column you want to sort by. Click again to change the sort order.

keyboard - Tab or arrow to a cell in the sort column. To sort in ascending order, Press Ctrl+Alt+A, or for descending sort, press Ctrl+Alt+D.

Searching for Data

Within any P6 Progress Reporter pages or windows that present data in a row and column format, you can search for specific items, based on a data field you select. For example, in the Open Timesheet window, you can search for a timesheet based on Start Date or Status.

1) In any row, place focus in the column that corresponds to the field you want to search on.
2) Press Ctrl+F.
3) Specify the search criteria, then choose Find Next (Alt+N).

The first result is highlighted in the list. Pressing Find Next (Alt+N) cycles through the results, returning to the beginning after you have reached the last result.

Working with Activities and Details

Displaying a List of Your Activities

In the Activities view, you can list the activities you are assigned to work on, along with basic details in a table format. You can filter and sort the list and customize the data columns that appear. You can also search for activities based on any of the detail fields currently displayed in the columns. For additional information, see ***Searching for Data*** (on page 40).

To display the Activities view, choose View, Activities (F11) or in the toolbar, click .

> **Note:** If you are not designated as a timesheet user, the Activities view is the only view available to you, so it is displayed when you log in. In this case, the option is not available in the View menu or on the toolbar

In the Activities view, you can also assign yourself to activities and display additional details for any activity you select. If you are the primary resource on an activity, you can edit certain details.

Filtering and Sorting the Activity List

Unless you apply a filter, the Activities view lists all activities assigned to you. You can filter the view based on activity status.

To filter the activity list, select an activity. Right-click and choose Filter By (Alt+V+F) and one of the following options.

- All Activities (Alt+V+F+A)
- Completed Activities (Alt+V+F+C)
- In Progress/Not Started Activities (Alt+V+F+P)
  Display of these activities is also filtered based on a timeframe you specify in User Preferences.
- Milestones (Alt+V+F+M)
- In Review/Rejected Activities (Alt+V+F+R)

  There are two circumstances in which an activity's status can be In Review.

  An activity's status is In Review when the primary resource applies an Actual Finish to the activity, but the Finish has not yet been confirmed by the person responsible for approving status. An activity's status is also In Review if the project is set up to allow resources to change the status of their assignments to Completed, but status review is required before an Actual Finish is applied to the activity. In this case, once all resources assigned to the activity have changed their assignment status to Completed and Apply Actuals is run, the activity is placed In Review.

  A Rejected activity is one that had been In Review, but the Finish status has been rejected by the person responsible for approving it.

> **Note:** A project-level preference determines whether you have view-only access to inactive activities. If an activity belongs to an inactive project or WBS, its status icon is slightly shaded. For example, if you are the primary resource for an inactive Not Started activity, the icon appears as .

Beneath the toolbar, a title bar identifies the current filter. This title bar also displays the timeframe used to filter the display of Not Started and Completed activities, which you can specify as a user preference.

To filter Not Started and Completed activities

1) Choose File, User Preferences (Alt+F+U).
2) Choose the Timeframe tab.
3) For each activity status type, specify a number that defines the boundaries of the timeframe relative to the current date. For example, 90 defines a timeframe 90 days before and 90 days after today.

   Not Started activities with a planned start or planned finish within the timeframe and Completed activities with an actual finish in the timeframe will be displayed.

To sort the activity list

Mouse - Click the title of the column you want to sort by. Click again to change the sort order.

Keyboard - Tab or arrow to a cell in the sort column. To sort in ascending order, Press Ctrl+Alt+ Up Arrow, or for descending sort, press Ctrl+Alt+Down Arrow.

Selecting Activity Data Columns

To select activity data columns:

1) With focus in an activity data cell, in the toolbar, click (Shift+F10+L).
2) To add one or more columns, choose them in the Available Columns list, then choose (F6). To add all available columns, choose .

   To remove one or more columns, choose them in the Selected Columns list, then choose (F6). To remove all selected columns, choose .

   Keyboard Tip: To add all columns, place focus in the Available Columns list or, to remove all columns, place focus in the Selected Columns list. Then, press Alt+F6.
3) To specify the position in which a column appears, choose it in the Selected Columns list, then choose (F7) or (Alt+F7) to change its position.
4) To preview your column selections without closing the Columns window, choose Apply (Alt+A).
5) To return to the standard column selections, choose Default (Alt+D).
6) When finished, choose OK (Alt+O).

Saving or Printing Your Activity List

You can export the contents of your activity list to an HTML file that you can save or print using the features of your browser.

To save or print an activity list, choose Action, Generate Report (Alt+A+G).

Assigning Yourself to an Activity

1) On the toolbar choose (Alt+A+N).
2) Select the project you want to assign yourself to.

   To quickly find a project, you can search for it based on any of the listed fields: ID, name, or responsible manager. See ***Searching for Data*** (on page 40).

   > **Note:** A project-level setting determines whether a project is listed so you can assign yourself to its activities. If you need to assign yourself to a project that is not listed, contact your project manager or P6 administrator.

3) In the Search for Activities section, choose one of the following options, then specify your search criteria and choose Search (Alt+S).

   Activities Assigned to Parent Resource - for the project you selected, lists all activities of the resource hierarchy element to which you are assigned in the project management database. The parent resource is generally the larger department or organization for which you work. For example, a salesperson might be assigned to an element of the resource hierarchy called Region 1 Sales. In this case, search would return all activities assigned to Region 1 Sales.

   Activity ID - returns the list of activities that meet the criteria you enter in the Search entry field.

   > **Note:** You can use the asterisk (*) and percent symbol (%) wildcard characters in the search criteria. For example, to find all activities that begin with AB, type AB* or AB%. If you type only a wildcard character, the search finds all activities in the project.

4) From the search results, select the activities you want to assign, using Ctrl+Click or Shift+Click to select multiple activities.

   To quickly find an activity, you can search for it based on any of the listed fields: ID, name, or primary resource.
5) Choose Assign (Alt+A). Or, if you currently have a timesheet open, you can assign yourself to the activity and automatically add it to the open timesheet by choosing Assign and Add.
6) Click Close (Alt+C).

Viewing Activity Details

You can display details for any activity you select in the Activities view.

To show or hide Activity Details, on the toolbar choose (Shift+F10+Down Arrow+ Enter or space).

Activity Details are displayed on six tabs that include information such as start and finish dates, feedback from the project manager, resource information, notebooks, step details, predecessor/successor information, and work product and document details.

Keyboard Tips: To navigate among the Activity Detail tabs, place focus on the tab name, then press the right or left arrow. To navigate among elements within a tab, press Tab. To activate an element, such as a button, or choose a radio button or checkbox option, press the spacebar. OK = Alt+O. Cancel = Alt+C.

With focus in the detail tabs, you can press Ctrl+J and Ctrl+K to scroll through the activities in your activity list so you can more easily review details for a number of activities. Ctrl+J selects the previous activity; Ctrl+K selects the next activity.

For more information about each detail tab, see ***Activity Details Tabs*** (on page 48).

Reporting Actual Work Time without a Timesheet

If you are not required to use timesheets to report actual work time for your activities, you can report work time on the Activity Details Resources tab. Whether you are or are not required to use a timesheet to report actual work time, you can use the Activity Details Resources tab to indicate that you have completed an activity assignment.

If you are the primary resource for an activity, you can also report actuals for nonlabor and material resources on this tab.

Note: You can also report estimates of remaining work on the Activity Details Resources tab. For additional information, see ***Reporting Remaining Work Estimates*** (on page 45).

1) Select the activity in the Activities view or open timesheet.
2) On the toolbar choose (Shift+F10+Down Arrow+ Enter or space) to display Activity Details.
3) Choose the Resource tab.
4) In the Assigned Resources list, choose your name, or the nonlabor/material resource name.
5) In the Prior Actual Units field, type the hours worked on the activity. To enter hourly overtime, for example, eight regular and three overtime hours, type 8/3.

   The actual units you record are pending for the activity and can be modified by the project manager. Depending on your organization's processes, the progress you report on this tab can be used to update the project when actuals are applied.
6) To report that you have completed an assignment, mark the Completed checkbox. A project-level option determines if you can record your assignments as completed. If this feature is not turned on, the completed checkbox is disabled.

Tips

- A P6 Progress Reporter user preference lets you choose to hide your completed assignments on the Resources details tab and in your timesheets. If this preference is set to not display completed assignments, "Filtering Completed Assignments" appears above the column headings on the Resources tab and, when you mark the Completed checkbox, the assignment is immediately removed from the list on the Resources tab.
- To quickly locate a specific activity or resource, use the search capability, which enables you to find items based on a displayed data field you select. See ***Searching for Data*** (on page 40).

Reporting Dates for an Activity

The Activity Details General tab displays the start and finish dates calculated for the activity. If you are the primary resource, you can use this tab to report actual start and finish dates for an activity and to report the date you expect work for the activity to be completed.

> **Note:** You can report your estimate of remaining work on the Activity Details Resources tab.

To report dates

1) Select the activity in the Activities view or open timesheet.
2) On the toolbar choose (Shift+F10+Down Arrow+ Enter or space) to display Activity Details.
3) Select the General tab.
4) **For start and finish dates**

   Mark the Started or Finished checkbox, as appropriate. Then either type in the corresponding date field, or choose the calendar button to select a date.

   For expected finish date

   In the Expected Finish Date field, type the date you expect work for the activity to be completed, or choose the calendar button to select a date.

Reporting Remaining Work Estimates

The Activity Details Resources tab displays the number of remaining units calculated for an activity. For your in progress activities, you can use this tab to report your estimate of remaining work. If you are the primary resource for an activity, you can also report remaining work estimates for nonlabor and material resources.

The estimates you enter are pending and can be modified by the project manager before actuals are applied to the project.

A project-level administrative setting determines whether you estimate progress on started activities in terms of New Remaining Units or Percent Complete.

To report estimates

1) Select the activity in the Activities view or open timesheet.
2) On the toolbar choose (Shift+F10+Down Arrow+ Enter or space) to display Activity Details.
3) Choose the Resources tab.
4) In the Assigned Resources list, choose your name, or the nonlabor/material resource name.
5) Record estimates in the format required by the project, either New Remaining Units or Percent Complete. The field that displays reflects this setting.

   In the New Remaining Units field, type the number of work periods you will need to complete the activity.

   In the Percent Complete field, type the percentage of work you have already completed for the activity.

The estimated values you record are pending for the activity and can be modified by the project manager before actuals are applied to update the project.

Tip

To quickly locate a specific activity or resource, use the search capability, which enables you to find items based on a displayed data field you select. See ***Searching for Data*** (on page 40).

Reporting a Completed Assignment

The Activity Details Resources tab lists all resource assignments for an activity, along with details such as remaining units. When you finish a work assignment, if your project allows, you can mark the assignment as completed on the Resources tab.

To report a completed activity assignment

1) Select the activity in the Activities view or open timesheet.
2) On the toolbar choose (Shift+F10+Down Arrow+ Enter or space) to display Activity Details.
3) Choose the Resources tab.
4) In the Assigned Resources list, choose your name, then mark the Completed checkbox.

   A project-level option determines if you are permitted to record your assignments as completed. If this option is not turned on, the completed checkbox is disabled.

> **Note:** A P6 Progress Reporter user preference lets you choose to hide your completed assignments on the Resources details tab and in your timesheets. If this preference is set to not display completed assignments, "Filtering Completed Assignments" appears above the column headings on the Resources tab and, when you mark the Completed checkbox, the assignment is immediately removed from the list on the Resources tab.

Tip

To quickly locate a specific activity, use the search capability, which enables you to find items based on a displayed data field you select. See ***Search for data*** (see "***Searching for Data***" on page 40).

Viewing and Reporting Progress for Activity Steps

The Activity Details Steps tab lists existing activity steps and their status.

1) Select the activity in the Activities view or open timesheet.
2) To display Activity Details, on the toolbar choose (Shift+F10+Down Arrow+ Enter or space).
3) Choose the Steps tab.

If you are the primary resource, you can identify steps that are completed by marking the checkbox on this tab.

You can customize the data columns on the Steps tab to display percent complete and user defined fields. If you are a primary resource with the appropriate administrative and security settings, you can edit user defined fields associated with steps.

- To customize the Steps data columns, select a step row or the Steps tab name and press Shift F10+Enter.
- To edit a user defined field, select the field and type new data.

Keyboard Tips: To clear all data in a selected field, press F2+Delete. For a date UDF, to display the calendar window, press Ctrl+F2.

Tip

To quickly locate a specific activity or step, use the search capability, which enables you to find items based on a displayed data field you select. See ***Searching for Data*** (on page 40).

Viewing and Sending Activity Feedback

On the Activity Details General tab, all resources assigned to an activity can view notes sent by the project manager.

If you are the primary resource, you can also send notes to the project manager. All resources assigned to the activity can read notes recorded by the primary resource.

To view or send notes related to an activity

1) Select the activity in the Activities view or open timesheet.
2) On the toolbar choose (Shift+F10+Down Arrow+ Enter or space) to display Activity Details.
3) Select the General tab.
4) To send notes, choose Feedback to PM.
5) To view notes, choose Notes from PM.

Viewing Your Project List and Project Web Sites

In the Activities and the Timesheet views, you can display a list of the projects you are currently assigned to work on.

1) On the toolbar, click (Alt+V+P).

   To quickly find a specific project, you can search (Ctrl+F) based on the field, or column, that currently has focus in the Projects window. See ***Searching for Data*** (on page 40).
2) To launch a project's Web site, if available, select the project, then choose Launch (Alt+L).

To sort the projects list

mouse - Click the title of the column you want to sort by. Click again to change the sort order.

keyboard - Tab or arrow to a cell in the sort column. To sort in ascending order, Press Ctrl+Alt+A, or for descending sort, press Ctrl+Alt+D.

Searching for Data

Within any P6 Progress Reporter pages or windows that present data in a row and column format, you can search for specific items, based on a data field you select. For example, in the Open Timesheet window, you can search for a timesheet based on Start Date or Status.

1) In any row, place focus in the column that corresponds to the field you want to search on.
2) Press Ctrl+F.

3) Specify the search criteria, then choose Find Next (Alt+N).

The first result is highlighted in the list. Pressing Find Next (Alt+N) cycles through the results, returning to the beginning after you have reached the last result.

Activity Details Tabs

You can display activity details in the Timesheets and Activities views.

To show or hide Activity Details, on the toolbar choose (Shift+F10+Down Arrow+ Enter or space).

Activity detail information is organized on six tabs. All of the detail tabs, except General, display information in a searchable row and column format. See ***Searching for Data*** (on page 40).

For each of your assigned activities, you can view all available information. If you are a primary resource, you can also edit certain activity details.

- On the ***General tab*** (see "***Using the General Tab***" on page 48), view dates, duration, and PM notes.
- On the ***Resources tab*** (see "***Using the Resources Tab***" on page 50), view resource assignments and report progress if you are not required to use a timesheet. You can also record estimates for remaining work and report when you have completed an assignment.
- On the ***Steps tab*** (see "***Using the Steps Tab***" on page 52), view step details and report step progress.
- On the ***Notebook tab*** (see "***Using the Notebook Tab***" on page 53), view activity notebooks and descriptions.
- On the ***Relationships tab*** (see "***Using the Relationships Tab***" on page 53), view predecessors and successors, including dates and status.
- On the ***WPs & Docs tab*** (see "***Using the WPs & Docs Tab***" on page 54), view and edit documents and details.

Keyboard Tips: To navigate among the Activity Detail tabs, place focus on the tab name, then press the right or left arrow. To navigate among elements within a tab, press Tab. To activate an element, such as a button, or choose a radio button or checkbox option, press the spacebar. OK = Alt+O. Cancel = Alt+C.

With focus in the detail tabs, you can press Ctrl+J and Ctrl+K to scroll through the activities in your activity list so you can more easily review details for a number of activities. Ctrl+J selects the previous activity; Ctrl+K selects the next activity.

Related Topics

Using the General Tab

Use the General tab to view dates and duration and to communicate with the project manager about the activity.

If you are the primary resource for the activity, you can use the General tab to edit the start, finish and expected finish dates.

Keyboard Tips: In the date selection window, when focus is in the daily calendar, to change the month, press Page Up or Page Down; to change the year, press Ctrl+Page Up or Ctrl+Page Down. To move focus from the daily calendar to the next available element in the window, press Ctrl+Tab. To select the year, month, and time, when focus is on the corresponding element, use the arrow keys. To save and exit, press Alt+S. To Cancel, press Alt+C.

All resources assigned to an activity can use the feedback and notes features.

- To send a note about the activity, choose Feedback to PM.
- To read notes from the project manager, choose Notes from PM.

Tip

Notes icons are yellow when information is available and white when no information has been recorded.

Related Topics

General Field Definitions

Activity ID

An identifier that is unique within the project.

Activity Name

The name of the activity, which does not need to be unique within the project.

WBS

The Work Breakdown Structure element to which the activity is assigned.

Started

Indicates whether work has started on the activity. If you are the primary resource, you can mark this checkbox to indicate that work has begun.

Start Date

If you are the primary resource, you can specify the actual start date. For a not started activity, this is the planned start date.

Keyboard Tip: In the date selection window, by default, focus is on the current start date. To change only the day, tab to it, then press Ctrl+Enter.

Finished

Indicates whether work has finished for the activity. If you are the primary resource, you can mark this checkbox to indicate that the activity is completed.

If you mark an activity as Finished, a project-level setting determines whether an actual finish is applied to the activity or if approval is first required. If approval is required, the activity status is In Review until the project manager approves or rejects it. If the finish is approved, the activity status is Completed and an actual finish date is applied to the activity. If the finish is rejected, the activity status is Rejected and the Finished checkbox is unchecked.

Finish Date

If you are the primary resource, you can specify the actual finish date for a completed activity. For a not started activity, this is the planned finish. For an in progress activity this is the remaining finish date calculated by the scheduler.

Keyboard Tip: In the date selection window, by default, focus is on the current start date. To change only the day, tab to it, then press Ctrl+Enter.

Planned Duration

The expected number of work periods required to complete the selected activity. Planned Duration represents the amount of time the project manager expects it will take to complete the entire activity. It does not reflect the amount of time you are expected to work on the activity.

Expected Finish Date

The date the activity's primary resource expects work for the activity to be completed. Only the primary resource can edit this date for an in progress activity.

Suspend Date

The date on which the activity's progress stopped or is scheduled to stop.

Resume Date

The date on which a suspended activity can resume progress.

Using the Resources Tab

Use the Resources tab to

- View a list of the resources assigned to an activity
- Report time worked on an activity, if you do not use timesheets
- Report estimates of remaining work for your activities
- Report estimates of remaining work for a nonlabor or material resource, if you are the primary resource on an activity
- Report completed assignments

To view contact information for a resource, highlight the resource in the list, then choose Details.

Related Topics

Resource Field Definitions 51

Resource Field Definitions

Resource

The name of the resource.

Remaining Units/Time

The rate at which the resource performs work for the activity, expressed as units per duration or a percentage, depending on a preference you set. To set this preference, choose File, User Preferences (Alt+F+U), then select the Time Units tab.

Role ID

The role ID assigned to the resource. A role is a job title or skill, for example, carpenter or quality assurance inspector. Depending on the way a project has been set up, a resource could be assigned to the same activity more than once, performing different roles.

Primary

Indicates if a resource is the primary resource for the selected activity.

Resource Type

Indicates whether the resource is labor, nonlabor, or material.

Start

The date the resource began or is scheduled to begin work for the selected activity.

Finish

The date the resource finished or is scheduled to finish work for the selected activity.

Cost Account

The Cost Account Name applied to the resource assignment.

Planned Units

The number of work units planned for this resource on the activity.

Prior Actual Units

The resource's regular and overtime units worked on the selected activity.

If you do not use timesheets, use this field to record time worked on the selected activity. In the Assigned Resources area, select your name, then type your hours in the Prior Actual Units field. To enter hourly overtime, for example, eight regular and three overtime hours, type 8/3.

If you are the activity's primary resource, use this field to record actual units for nonlabor and material resources. In the Assigned Resources area, select the nonlabor resource, then type the units in the Prior Actual Units field.

Note: The actual units you record are pending for the activity and can be modified by the project manager. Depending on your organization's processes, the progress you report on this tab can be used to update the project when actuals are applied.

Remaining Units

The number of work units the resource is still expected to perform for activity.

New Remaining Units or Percent Complete

Use this field to report estimates of remaining work. A project-level administrative setting determines whether you estimate progress on started activities in terms of New Remaining Units or Percent Complete.

For in progress activities, select your name in the Assigned Resources area, and use the available field to report either the number of work periods you will need to complete the activity or the percentage of work you have completed for the activity.

If you are the activity's primary resource, you can also record remaining work estimates for nonlabor and material resources assigned to the activity.

Note: New remaining units or percent complete values you enter are pending and can be modified by the project manager before actuals are applied to the project.

Completed

Mark this checkbox to indicate that you have completed your work for an assignment. A project-level option determines if you can record your assignments as completed. If this feature is not turned on, the completed checkbox is disabled.

Tip

A P6 Progress Reporter user preference lets you choose to hide your completed assignments on the Resources details tab and in your timesheets. If this preference is set to not display completed assignments, "Filtering Completed Assignments" appears above the column headings on the Resources tab and, when you mark the Completed checkbox, the assignment is immediately removed from the Resources tab.

Using the Steps Tab

Use the Steps tab to review existing activity steps and their status. You can customize the data columns on the Steps tab to display percent complete and user defined fields.

If you are the primary resource, you can report steps as completed and, depending on administrative and security settings, you can edit user defined fields (UDF) associated with steps.

- To customize the Steps data columns, select a step row or the Steps tab name and press Shift F10+Enter.
- To edit a user defined field, select the field and type new data.

Keyboard Tips: To clear all data in a selected field, press F2+Delete. For a date UDF, to display the calendar window, press Ctrl+F2.

Related Topics

Steps Field Definitions

Name

The step name. which is unique for the activity. This is a read-only field.

Completed

If you are the primary resource, mark this checkbox to report that work for a step has completed.

Using the Notebook Tab

Use the Notebook tab to view notebook topics associated with the activity, along with descriptive text.

Using the Relationships Tab

On the Relationships tab, choose the appropriate option to view a list of the activity's predecessors or successors, along with status, dates, and primary resource contact information.

Relationships Field Definitions

Activity ID

The unique identifier for the predecessor or successor activity.

Activity Name

The name of the predecessor or successor activity.

Project ID

The identifier for the project to which the predecessor or successor activity belongs.

Rel Type

The relationship type that exists between the selected activity and the predecessor or successor activity. Relationship types are FF (Finish-to-Finish), FS (Finish-to-Start), SF (Start-to-Finish), and SS (Start-to-Start).

Lag

The amount of time between the start or finish of the selected activity and the start or finish of the predecessor or successor.

Status

The current status of the predecessor or successor activity: Not Started, In Progress, Completed, or In Review/Rejected.

Start Date

For an activity that has started, this is the actual start date. For an activity that has not started, this is the planned start date.

Finish Date

For an activity that is complete, this is the actual finish date. For an activity that is not finished, this is the planned finish date.

Primary Resource

The name of the primary resource for the predecessor or successor activity.

EMail

The email address of the predecessor or successor activity's primary resource.

Office Phone

The phone number of the predecessor or successor activity's primary resource.

Using the WPs & Docs Tab

Use the WPs & Docs tab to view a list of activity documents, along with details such as author and review status. If you are the primary resource you can edit certain document details.

> **Note:** An administrative setting controls whether primary resources can edit document details. If you require edit access and do not have it, contact the P6 administrator.

To display additional details and to view the document, choose Details.

If the document is stored in a public location, all assigned resources can open the document. Your edit capabilities for publicly stored documents depend on the access privileges set by the author.

Related Topics

WPs & Docs Field Definitions

Title

The title of the work product or document.

Status

The status of the work product or document, for example Under Review or On Hold.

Work Product

Indicates if the document has been designated as a work product

The following information appears when you select a document and choose the Details button.

Ref. No.

The reference number of the work product or document, if any.

Location

The path for the public storage location of the document file.

To view the document, choose Launch. You can modify the document if the author has granted editing access.

If no public location has been specified for the document, this field is blank and the Launch button is disabled.

Version

The version number of the work product or document. This field is updated manually by users who have edit privileges for document details.

Author

The name of the author of the work product or document, if one has been specified.

Revision Date

The most recent revision date of the work product or document. This field is updated manually by users who have edit privileges for document details.

Context-Sensitive Help

P6 Progress Reporter Login Window

Overview

1) Type the username and password defined for you by the P6 administrator.
2) Select a Language.
3) To download large description fields as needed, rather than at log-in time, check the Low Speed Connection checkbox.
4) Choose OK.

Add Activity window

Use the Add Activity window to add one or more of your activity assignments to an open timesheet. This window lists all of your In Progress activities. For Not Started and Completed activities, the list includes activities that fall within the time range specified in your user preferences. See ***Timeframe tab*** (on page 64).

To quickly find a specific activity, you can search (Ctrl+F) based on the field, or column, that currently has focus in the Add Activity window. See ***Searching for Data*** (on page 40).

To add one or more activities, select them in the list, then choose Add (Alt+A). When finished, choose Close (Alt+C).

> **Note:** Before selecting activities, choose View, Refresh Data (F5) to be certain the activity list you choose from is up to date

The following are the default fields that appear in the Add Activity window. To customize the data columns that appear, choose Columns (Alt+L).

WBS

The code for the work breakdown structure (WBS) element to which an activity belongs.

Project ID

The unique identifier for the project to which the activity belongs.

Activity ID

The activity's unique identifier.

Activity Name

The name of the assigned activity, which does not need to be unique within the project.

Role ID

If you were assigned a role for the activity, this is the unique identifier for that role.

Activity Status

The current status of the activity: Not Started, In Progress, Completed, or In Review.

Add Overhead Activity window

Use the Add Overhead Activity window to add nonwork activities such as vacation to an open timesheet. This window lists the types of overhead activities that have been defined by the administrator or project manager.

To add one or more activities, select them in the list, then choose Add (Alt+A). When finished, choose Close (Alt+C).

> **Note:** To quickly find a specific activity, you can search (Ctrl+F) based on the field, or column, that currently has focus in the Add Overhead Activity window. See ***Searching for Data*** (on page 40).

Code

The overhead code, which is typically defined by the administrator.

Type

A description for the overhead code, typically defined by the administrator.

Assign to New Activity window

Use the Assign to New Activity window to add yourself as a resource for one or more activities. If you have a timesheet open, you can choose to automatically add the new assignment to the open timesheet.

1) Select the project you want to assign yourself to.

   To quickly find a project, you can search for it based on any of the listed fields: ID, name, or responsible manager.

   > **Note:** A project-level setting determines whether a project is listed so you can assign yourself to its activities. If you need to assign yourself to a project that is not listed, contact your project manager or P6 administrator.

2) In the Search for Activities section, choose one of the following options, then specify your search criteria and choose Search (Alt+S).

   Activities Assigned to Parent Resource

   For the project you selected, this option lists all activities of the resource hierarchy element to which you are assigned in the project management database. The parent resource is generally the larger department or organization for which you work. For example, a salesperson might be assigned to an element of the resource hierarchy called Region 1 Sales. In this case, search would return all activities assigned to Region 1 Sales.

   Activity ID

   For the project you selected, this option returns the list of activities that meet the criteria you enter in the Search text field.

Note: You can use the asterisk (*) and percent symbol (%) wildcard characters in the search criteria. For example, to find all activities that begin with AB, type AB* or AB%. If you type only a wildcard character, the search finds all activities in the project.

3) From the search results, select the activities you want to assign, using Ctrl+Click or Shift+Click to select multiple activities.

   To quickly find an activity, you can search for it based on any of the listed fields: ID, name, or primary resource.

4) Choose Assign (Alt+A). Or, if you currently have a timesheet open, you can assign yourself to the activity and automatically add it to the open timesheet by choosing Assign and Add.

Search in the Project or Activity Results lists

1) In any row, place focus in the column that corresponds to the field you want to search on.
2) Press Ctrl+F.
3) Specify the search criteria, then choose Find Next (Alt+N).

   The first result is highlighted in the list. Pressing Find Next (Alt+N) cycles through the results, returning to the beginning after you have reached the last result.

Change Password window

Use the Change Password window to change your current password. Passwords are case-sensitive.

Depending on your organization's requirements, a password policy might be enabled by your P6 administrator. If the password policy is enabled, you must enter at least eight characters for the password, and the password must contain at least one alphabetic character and at least one numeric character. When the password policy is not enabled, you can enter a minimum of zero and a maximum of 20 alphanumeric characters.

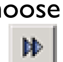
Regardless of your organization's password policy settings, a message indicating the minimum password requirements appears at the bottom of the Change Password window.

To change your password:

1) Type your current password.
2) Type a new password, then type it again to confirm.
3) Choose OK (Alt+O).

Columns window

Use the columns window to choose the data columns you want to display for activities listed in your timesheet, in the Activities view, or in the Add Activity window.

1) To add one or more columns, choose them in the Available Columns list, then choose  (F6). To add all available columns, choose .

To remove one or more columns, choose them in the Selected Columns list, then choose (F6). To remove all selected columns, choose .

Keyboard Tip: To add all columns, place focus in the Available Columns list or, to remove all columns, place focus in the Selected Columns list. Press Alt+F6.

2) To specify the position in which a column appears, choose it in the Selected Columns list. To move it up, choose (F7). To move it down, choose (Alt+F7).
3) To preview your column selections without closing the Columns window, choose Apply (Alt+A).
4) To return to the standard column selections, choose Default (Alt+D).
5) When finished, choose OK (Alt+O).

Login as Subordinate Resource window

If you are designated as a timesheet approval manager, you can use this window to log in and edit timesheets for resources who report their work time to you.

- Select the resource you want to log in for, then choose OK (Alt+O).

  The Open Timesheet window displays so you can select the timesheet you want to view or edit.

Open Timesheet window

The Open Timesheet window lists the timesheets available to you. For quick access, the timesheet for the current period is highlighted when the window opens. You can also search (Ctrl+F) based on the field, or column, that currently has focus in the Open Timesheet window. See ***Searching for Data*** (on page 40).

> **Note:** The number of future-period timesheets you can access is determined by P6 Progress Reporter Administrator settings.

- **To open** a timesheet, select it in the list. If opening the timesheet for the first time, choose how you want to add activities, then choose OK (Alt+O).
- **To sort** the timesheet list

mouse - Click the title of the column you want to sort by. Click again to change the sort order.

keyboard - Tab or arrow to a cell in the sort column. For ascending sort, press Ctrl+Alt+A or for descending, press Ctrl+Alt+D.

Start Date and End Date

The timesheet calendar range.

Status

Timesheet status can be Not Started, Active, Submitted, Rejected, or Approved.

An *Active* timesheet is one that has been opened previously, but not submitted.

A *Submitted* timesheet is awaiting approval.

Automatically Add Current Activities to Timesheet

Adds your currently scheduled activities to the new timesheet.

Add Completed Resource Assignments

Adds activities that are ongoing during the timesheet period, but for which you have completed your work (that is, an Actual Finish exists for your assignment)

Manually Add Activities to Timesheet

Lists your scheduled activities so you can select those you want to add.

Copy Activities from Previous Timesheet

Copies all activities included in the previous timesheet in the list. This option is not available when the previous timesheet is Not Started.

> **Note:** When copying activities from a previous timesheet, if a project's status has changed from active, activities for that project will not be copied to the timesheet you are opening.

Copy Completed Resource Assignments

Copies activities that are ongoing during the timesheet period, but for which you have completed your work (that is, an Actual Finish exists for your assignment)

Add Current Activities

Adds your currently scheduled activities to the new timesheet.

Projects window

Use the Projects window to view a list of your current projects and to launch project Web sites. The project ID and name are listed for each project, along with its URL, or Web site address, if one exists.

To quickly find a specific project, you can search (Ctrl+F) based on the field, or column, that currently has focus in the Projects window. See Search for data

To sort the projects list

- **mouse -** Click the title of the column you want to sort by. Click again to change the sort order.
- **keyboard -** Tab or arrow to a cell in the sort column . To sort in ascending order, Press Ctrl+Alt+A, or for descending sort, press Ctrl+Alt+D.

To launch a project's Web site, select the project, then choose Launch (Alt+L).

Resource Details window

This window provides additional details about a resource you select on the Resources tab.

Specifically, this window displays contact information and the name of the role that the resource is fulfilling on the activity. A role is a job title or skill. Depending on the way a project has been set up, a resource could be assigned to the same activity more than once, performing different roles.

Timesheet Notes window

Use the Timesheet Notes window to view or attach notes for the currently open timesheet.

To add notes

- Type in the New Notes section, then choose Add (Alt+A). The most recently added notes display at the top of the Notes History section.
- When finished, choose Close (Alt+C).

Work Product and Document Details window

This window provides additional details about a document you select on the WPs & Docs tab and enables you to view the document if it is available in a public location.

If you are the primary resource and you have the appropriate adimistrative setting, you can edit certain document details. If you require edit access and do not have it, contact your P6 administrator.

All assigned resources can view a document that is stored in a public location; however, edit capabilities depend on the access privileges set by the document author.

Field Definitions

Ref. No.

The reference number of the work product or document, if any.

Location

The path for the public storage location of the document file.

> **To view the document**, choose Launch (Alt+L). You can modify the document if the author has granted editing access.

If no public location has been specified for the document, this field is blank and the Launch button is disabled.

Version

The version number of the work product or document. This field is updated manually by users who have edit privileges for document details.

Author

The name of the author of the work product or document, if one has been specified.

Revision Date

The most recent revision date of the work product or document. This field is updated manually by users who have edit privileges for document details.

Setting Your Preferences

To perform the following tasks, choose the specified User Preference tab.

- On the ***Time Units tab*** (on page 63), choose a display increment for units and durations
- Choose a date display format on the ***Dates Tab*** (on page 64).
- Edit your password or contact information on the ***User Setup Tab*** (on page 64).

> **Note:** If P6 Progress Reporter is running with LDAP or Web Single SignOn authentication, you can not change your password.

- On the ***Start Up Tab*** (on page 64), select the view to display at log in. This tab appears only if you are designated as a timesheet user.
- Customize timesheet cell colors on the ***Colors Tab*** (on page 64).This tab appears only if you are designated as a timesheet user.
- On the ***Timeframe Tab*** (on page 64), specify a time range for displaying Not Started and Completed activities in activity lists. Also, specify whether you want to display your completed assignments in open timesheets and on the Activity Details Resources tab.
- On the ***Accessibility Tab*** (on page 65), choose to show or hide tool tips for time reporting spreadsheet cells.

> **Note:** The Start Up and Colors tabs appear only if you are designated as a timesheets user.

Keyboard Tips: To navigate among the User Preferences tabs, place focus on the tab name, then press the up or down arrow. To navigate among elements within a tab, press Tab. To activate an element, such as a button, or choose a radio button or checkbox option, press the spacebar. OK = Alt+O. Cancel = Alt+C.

Time Units Tab

You can specify the following time format options

- **Unit of Time** - Choose the time increment you want to use for displaying resource units and activity durations.
- **Sub-Units** - Choose this option to display the corresponding subunit for the selected Unit of Time.
- **Decimals** - Choose the number of decimal places to display.
- **Resource Units/Time** - Display units per time as a percentage or as units per duration, for example h/d.

Dates Tab

Specify the date and time formats you want to use. The Sample section is revised as you make selections, so you can preview your selections before saving them.

User Setup Tab

Use this tab to edit your office phone number, e-mail address, or login password.

Note that passwords are case-sensitive. Your resource name and login name are defined by an administrator and cannot be edited.

Start Up Tab

Choose the view you want to display each time you log in.

Start Up in Last Open Window displays the view that was open when you last exited the module.

Colors Tab

Use this tab to specify the colors that identify various elements of a timesheet, or to override P6 Progress Reporter colors and use your operating system color definitions.

To specify the cell color for a timesheet element, choose its color button.

In the Basic Colors field, select a new color or, to define a custom color, use the Red, Green, and Blue fields to specify color percentages, then choose OK (Alt+O).

To reset all colors to the values defined by the administrator, choose Default.

> **Note:** Shading for Non-work Cells is based on the calendar assigned to the resource.

Timeframe Tab

Use this tab to filter your activity list by specifying a time range for displaying activities with a Not Started or Completed status. This preference affects the Activities view and the list of activities displayed when you use the Add Activity to timesheet feature.

P6 Progress Reporter uses your computer's system date and the number of days you specify to determine the boundaries of the timeframe. For example, 90 defines a timeframe 90 days before and 90 days after today. Not Started activities with a planned start or planned finish within the timeframe and Completed activities with an actual finish in the timeframe will be displayed.

- To change the current value, type a new value or use the arrow buttons to select.
- To reset both options to the values defined by the administrator, choose Default.

Also use this tab to indicate whether you want to display your completed activity assignments in open timesheets and Activity Details. When you choose to hide completed assignments, they no longer appear in timesheets and they are removed from the list of assignments that appears on the Resources Details tab. An assignment is considered complete if it has an actual finish date or if it has been marked Completed.

Accessibility tab

To display a tool tip that identifies the activity name and date corresponding to the current time reporting cell, mark the checkbox. These tool tips are particularly useful for identifying individual time reporting cells when using a screen magnifier.

Where to Get Support

If you have a question about using Oracle Primavera products that you or your network administrator cannot resolve with information in the documentation or help, go to:

http://www.oracle.com/us/support/index.html

This page provides the latest information on contacting Oracle Global Customer Support and the support renewals process.

Go to ***http://download.oracle.com/docs/cd/E17266_01/index.htm*** for the latest updates to the P6 EPPM 8.0 Documentation library.

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