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PRIMAVERA

P6 Professional User's Guide

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Oracle Primavera P6 Professional User's Guide

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Welcome

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Introducing P6 Professional

P6 Professional is a comprehensive, multiproject planning and control software, built on Oracle and Microsoft SQL Server relational databases for enterprise-wide project management scalability. P6 Professional can stand alone for project and resource management, and it enables your organization to store and manage its projects in a central location. The module supports work breakdown structures (WBS), organizational breakdown structures (OBS), user-defined fields and codes, critical-path-method (CPM) scheduling, and resource leveling.

P6 Professional enables you to budget, prioritize, plan, administer, and manage multiple projects; optimize limited, shared resources; control changes; and consistently move projects to on-time and on-budget completion. It provides customizable interfaces, scalable and flexible tools, and easy integration with project management software outside of the P6 suite, including Oracle Primavera's **Contract Management** (on page 810) module, Oracle Project Planner (P3), **Oracle Contractor** (on page 819), Microsoft Project, and Microsoft Excel.

P6 Professional provides

- ▶ An enterprise project structure (EPS), which enables project managers to manage multiple projects, from the highest levels of the organization to the individuals that perform specific project tasks. Multiple users can access the same projects concurrently.
- ▶ Integrated risk management
- ▶ Issue tracking
- ▶ Management by threshold
- ▶ A tracking feature that enables you to perform dynamic cross-project rollups of cost, schedule, and earned value
- ▶ Work products and documents that can be assigned to activities and managed centrally
- ▶ Timescaled Logic Diagrams

- ▶ Resource and role administration
- ▶ A Report wizard that helps you create customized reports to extract any data from the P6 Professional database

P6 Professional Documentation

You can access reference manuals and administrator's guides from the P6 Professional Documentation Center, located in the \Documentation\<language> folder of the P6 Professional physical media or download. Most documentation assumes a standard setup of the product, with full access rights to all features and functions.

Media packs include all files necessary to install P6 Professional applications, all manuals and technical documents related to the installation, administration, and use of P6 Professional components, and the Quick Install Guide. For information on the contents of the P6 Professional Media Pack, see the *P6 Professional Quick Install Guide*.

The following table describes documentation publications and lists the recommended readers by role. P6 Professional roles are described in the *P6 Professional Administrator's Guide*.

Title	Description
<i>P6 Professional Administrator's Guide</i>	Explains how to set up the P6 Professional database, servers, and components; it also provides an overview of all the components in the P6 Professional solution. The guide describes the procedures required to administer P6 Professional, including setting up security and configuring global preferences.  The P6 Professional network administrator/database administrator should read this guide.
<i>Tested Configurations</i>	Lists the configurations that have been tested and verified to work with P6 Professional. The network administrator/database administrator and P6 Professional administrator should read this document.
<i>P6 Professional Standalone Installation and Configuration Guide</i>	Explains how to install and configure P6 Professional as a standalone application.
<i>P6 Professional Help</i>	Explains how to use P6 Professional to plan, set up, and manage projects in a multiuser environment. If you are new to P6 Professional, use this Help to learn how to use the software effectively to plan and manage projects. The P6 Professional administrator, program manager, project manager, resource/cost manager, and team leader should read this Help.

Title	Description
<i>P6 Professional User's Guide</i>	This guide explains how to plan, set up, and manage projects in a multiuser environment. If you are new to P6 Professional, start with this guide to learn how to use the software effectively to plan and manage projects. When you need more detail, refer to the P6 Professional Help. The program manager, project manager, resource/cost manager, and team leader should read this guide.
<i>Primavera Timescaled Logic Diagram Help</i>	Describes how to create, modify, and manage Timescaled Logic Diagrams. Timescaled Logic Diagrams condense the project schedule displayed in the Gantt Chart into a more readable, easier to understand format that provides a snapshot of the entire project plan and the chains of activities that drive the project schedule.
<i>P6 SDK Web-based documentation</i>	Describes how to use the P6 SDK to connect to the P6 Professional database. The tables, fields, and stored procedures that you can access through the P6 SDK are described. Examples are also provided to show how you can use the P6 SDK to perform several basic tasks, such as creating a new project or assigning a resource to a project activity. The P6 Professional network administrator/database administrator should read this documentation, which is available in <i>local drive\Program Files\Oracle\Primavera P6 Professional\PMSDK\Doc\</i> by default. Double-click the INDEX.HTML file to open the Table of Contents.
<i>P3 to P6 Professional Migration Guide</i>	This guide provides best practices for migrating your P3 data to P6 Professional, and details how P3 functionality maps to P6 Professional functionality.

Distributing Information to the Team

You can copy the online documentation to a network drive for access by project participants. Each team member can then view or print those portions that specifically relate to his or her role in the organization.

Where to Get Documentation Updates

For the latest updates to the P6 Professional Documentation library, go to http://download.oracle.com/docs/cd/E23006_01/index.htm.

Where To Get Training

To access comprehensive training for all Primavera products, go to:

<http://education.oracle.com>

Where to Get Support

If you have a question about using Oracle 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.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit **<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info>** or visit **<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs>** if you are hearing impaired.

What's New?

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What's New in P6 Professional for R8.1?

The following features are new or improved in this release of P6 Professional.

Redesigned interface

The module has a new look and feel, including:

- ▶ New toolbars - There are several new toolbars that enable you to access nearly all menu commands by clicking an icon. All previous toolbars (Activity toolbar, Command bar, Navigation bar, Directory bar, etc.) have been removed. For a complete description of each icon and toolbar, refer to the Getting Started\Working with Toolbars and Menus\Menu, Toolbar, and Icon Reference section of the Help.
- ▶ Many icons and symbols have been updated.
- ▶ Customizable toolbars - You can choose the toolbars you want to display, choose the icons to display on each toolbar, move toolbars to any location in the interface, move and customize icons, create custom toolbars, and more. See **Customizing toolbars** (on page 62) for details.
- ▶ Customizable menus - You can change the display order of menus, move menu commands, delete menus and commands, customize commands, and create custom menus. Additionally, some commands have been moved and removed. See **Customizing menus** (on page 67) for details.
- ▶ Tabbed window layouts - You can now open multiple windows simultaneously. All open windows display as tabs below the toolbar area at the top of the interface. In previous releases, you could only open one window at a time. See **Using main windows** (on page 53) for details.
- ▶ Tile windows - You can tile open windows horizontally or vertically to simultaneously work in multiple windows without having to toggle between windows using the tabs. See **Tile windows horizontally or vertically** (on page 56) for details.

HTML editor

- ▶ A new HTML editor provides enhanced formatting for entering content in notebook and description fields, such as in the Activity Details > Notebook tab. See **Using the HTML editor** (on page 60) for details.

Auto-Reorganization

- ▶ You can now enable and disable automatic reorganization of grouped data per window. Previously, this setting was a user preference that applied to all windows and dialog boxes. Now, this setting applies to the active window only, and can be different for each open window. See **Enable or disable auto-reorganization** (on page 533) for details.

Set Page Breaks by Group Band

- ▶ For printing a layout, you can now set page breaks by group band to force page breaks. You can set page breaks by group bands from the Projects, Resources, Activities, and Assignments windows. See **Setting Page Breaks by Group Band** (on page 447). See **Set Page Breaks by Group Band** (on page 450).

Run a Report Batch or Export Projects as a Service from the Command Line

- ▶ You can optionally run batch reports and export projects as services from the Window's command line. See **Run a report batch from the command line** (on page 473). See **Export projects from the command line** (on page 594).

Timescaled Logic Diagrams

- ▶ From the Activities window, you can use Tools, Timescaled Logic Diagram to export open projects to the Primavera Timescaled Logic Diagram application to generate timescaled logic diagrams. The Primavera Timescaled Logic Diagram application runs as a separate application with its own help. See **Primavera Timescaled Logic Diagram application overview** (on page 512).

New Database Tables for Summarizer incompatible with previous database summary tables

- ▶ The summarizer for P6 Professional R8.1 uses completely new database tables that are incompatible with the old database summary tables. Migrating to this new release causes all existing summary data to be deleted. So immediately after migrating to this new release, you must resummarize all your existing projects that were previously summarized. You resummarize these projects by choosing Tools, Summarize.

Summary only projects not supported

- ▶ Summary only projects are no longer supported. If you have existing summary only projects for which you want to retain data, then either before or after migrating to this new release you must import the project from Microsoft Project (MSP) and then summarize the imported project in P6 Professional.

Option to e-mail when printing a report or report batch

- ▶ When printing a report or printing a report batch, you can elect to automatically e-mail the report. See **Print a report** (on page 467). See **Print a report batch** (on page 472).

Removal of Fields

- ▶ The following fields were removed as selections from the Columns dialog box: Review Finish, Review Status, Integrated Project, Estimated Weight. See **More information about removed fields** (on page 633) for additional information if you are migrating from P6 Project Management Version 7.0 (or earlier) to P6 Professional R8.1 and use any of the removed fields as columns in Activity views or as fields in filters or in global change specifications.

Shared and Personal Resource Calendars

- ▶ Resource calendars can now be of two types: shared or personal. See **Calendars** (on page 177). Shared resource calendars are the standard resource calendars. They can be assigned to multiple resources, and only users with Add/Edit/Delete Resource Calendars privilege can edit a shared resource calendar.

Personal resource calendars are new. Personal resource calendars are similar to shared resource calendars except a personal resource calendar is assigned to only one user, and that user can edit the standard workweek, hours per time period, and exceptions in their personal resource calendar without needing any privileges. See **Edit your personal resource calendar** (on page 185).

To edit a personal resource calendar, the user must be defined, a resource representing the user must be defined, the user must be associated with the corresponding resource, and a personal resource calendar must be created for that user.

You must have the Add/Edit/Delete Resource Calendars privilege to create a personal resource calendar. You can create and assign a personal resource calendar using the Calendars dictionary, the Resource Details, Details tab, or the New Resource Wizard. See **Create a personal resource calendar** (on page 183). See **Create and assign a personal resource calendar** (on page 191).

Activity Details Feedback Tab Enhanced

- ▶ The Activity Details Feedback tab was enhanced so you can collaborate on activities by entering activity-specific messages or feedback for other users to view; all users who can access the activity can view your feedback and provide their own feedback that you can view.

Renamed Global and Project Privileges

- ▶ The names of some global and project privileges have changed. See **Global Privilege Definitions** (on page 555). See **Project Privilege Definitions** (on page 561).

Product Name Change

- ▶ The P6 Project Management application is now named P6 Professional.

Set Industry Type from Admin Preferences

- ▶ Industry type, which determines the terminology and default settings that display in P6 Professional, is now set using Admin Preferences, Industry Type tab. See **Set the industry type** (on page 539).

Adding New Users in LDAP Authentication Mode

- ▶ Adding new users when running in LDAP authentication mode has been enhanced for easier searching and importing of users into P6 Professional from your LDAP repository. See **Add new users** (on page 566).

Enhanced Risks

- ▶ Risks functionality was changed to allow risks to be assigned to activities and enhanced to provide the use of simple thresholds fields that the application uses to calculate overall risk scores and exposure costs, which you can use to perform qualitative risk analysis. See **Risks** (on page 340). The Risks view was redesigned and includes changed and new Risks Details tabs. See **Risks view** (on page 906). Enhancements include the ability to assign simplified thresholds to risks; the ability to assign risks to an activity; the display of a calculated score based on the threshold assignments; the display of the potential start and end dates of the risk, and the potential cost the risk may impose. The Risk Categories dialog box replaces the Risks Types dialog box, and the new dialog box is hierarchical. In the Activities view, the ability to assign risks to an activity is provided using the new Activity Details, Risks tab.

Getting Started

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Workspace Basics

Symbols

The following symbols are displayed throughout the application, organized by type.

- ▶ General and admin symbols
- ▶ EPS, project, and WBS symbols
- ▶ Activity symbols
- ▶ Resource and role symbols
- ▶ Report and layout symbols
- ▶ Issue, risk, and threshold symbols
- ▶ Work product and document symbols

General and admin symbols

These symbols represent general data.

	Calendar
	OBS element
	Notebook topic
	Cost account, Funding source
	User
	Security profile

	Security profile privilege
	Funding source

EPS, project, and WBS symbols

These symbols represent EPS, project, and WBS data.

	EPS node
	Project (not open)
	Opened project
	What-if project
	What if project, checked out
	What if project, checked out, opened
	What if project, opened
	Checked out project
	Project, checked out, opened
	Project code
	Portfolio global
	WBS element, WBS category
	Expense item
	Budget log item
	Baseline
	WBS milestone

Activity symbols

These symbols represent activity data.

	Activity (Not started)
	Activity has been marked as Started
	Activity has been marked as Finished
	Activity codes
	Activity successor
	Activity predecessor
	Activity resource assignment
	Activity step
	Activity role assignment
	Activity steps template

Resource and role symbols

These symbols represent resource and role data.

	Resource, Labor
	Resource, Non Labor
	Resource assigned to current project
	Resource code
	Resource units and prices
	Role
	Resource assignment
	Resource, Material

	Resource, Assign by role
	Resource associated with user
	Resource associated with user assigned to current project
	Resource, Non Labor assigned to current project
	Resource, Non Labor associated with user
	Resource, Non Labor associated with user assigned to current project
	Resource Primary
	Role assigned to current project

Report and layout symbols

These symbols represent report and layout data.

	Report Group, Batch Reports
	Report
	Report Wizard
	Global or Project Layout
	User Specific Layout, Tracking Layout
	Filter

Issue, risk, and threshold symbols

These symbols represent issue or threshold data.

	Issue
	Threshold

	Risks
---	-------

Work product and document symbols

These symbols represent work product or document data.

	Work Product or Document
	Work Product or Document Deliverable
	Document assigned to current project

Using main windows

There are eleven main windows in P6 Professional. You can open as many windows as necessary; each open window displays as a tab below the active tab title bar, which is just below toolbar area. To navigate between open windows, click the appropriate tab. To close a window, click the x to the right on the active tab title bar.

The name of the currently active window appears in the active tab title bar below the toolbar area. Some menu commands and toolbar icons pertain only to specific windows, so the currently active window, as well as the layout currently displayed in the active window, determines which menu commands and toolbar icons are enabled and disabled.

In each main window, you can use the Display or Layout Options bar, which appears at the top left of each window's workspace, to customize your view of global and project data. For example, you can show window details; customize table columns; group, sort, and filter data; customize fonts and colors; expand or collapse all grouped data; set layout options; and more.

Tip

- ▶ You can also access all of the functionality available in the Display or Layout Options bar from toolbars and menus.

Opening windows

Global (Enterprise) data windows

The following windows display enterprise-level (global) data. You can open each of these windows from the Enterprise toolbar or Enterprise menu except where noted. See **Enterprise Toolbar** (on page 112). See **Menu bar** (on page 70).

- ▶ **Projects window** (on page 908) — Use to globally review the global enterprise project structure (EPS), and to work with individual projects.
- ▶ **Resources window** (on page 918) — Use to add or modify your organization's resources.
- ▶ **Reports window** (on page 912) — Use to product reports for all projects or the open project. To open the Reports window, choose Tools, Reports, Reports.
- ▶ **Tracking window** (on page 920) — Use to display and create tracking layouts for the open project.

Project-specific data windows

The following windows display project-level data. You can open each of these windows from the Project toolbar or Project menu. See **Project Toolbar** (on page 119). See **Menu bar** (on page 70).

- ▶ **Work Breakdown Structure window** (on page 923) — Use to add or modify the open project's work breakdown structure (WBS).
- ▶ **Activities Window** (on page 894) — Use to work with activities in the open project.
- ▶ **Resource Assignments window** (on page 915) — Use to view, add, and delete resources assigned to activities.
- ▶ **WPs and Docs window** (on page 925) — Use to create and assign work products and documents for the open project.
- ▶ **Project Expenses window** (on page 903) — Use to work with expense items for the open project.
- ▶ **Project Thresholds window** (on page 907) — Use to add or delete thresholds for the open project.
- ▶ **Project Issues window** (on page 905) — Use to add or delete issues for the open project, review issue history, and notify other team members of issues.
- ▶ **Risks view** (on page 906) — Use to add, delete, or calculate risks for the open project.

Closing windows

Windows that display enterprise-level (global) data remain open until you close them. Windows that display project-level data also remain open until you close them; however, project-level windows close automatically when you close all open projects.

To close a window, select the tab and then click the X in the active tab title bar.

Tips

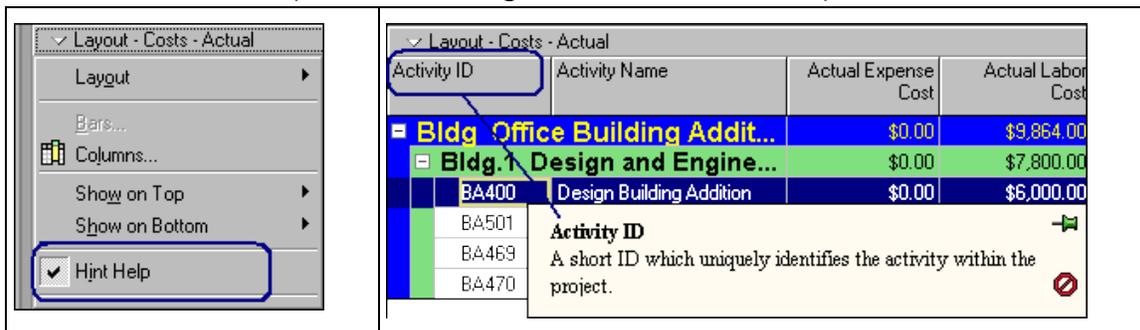
- ▶ You can choose the window you want to display by default when you launch the module. See **Set startup options** (on page 135).
- ▶ Window tabs are displayed in the order in which you opened them. To change the display order of window tabs, select a tab, then drag it to the appropriate location.

Using Hint Help

Field descriptions, called Hint Help, are provided for column values in various windows.

To access Hint Help

- ▶ Choose View, Hint Help. Move the mouse pointer over any column.
- ▶ Choose the Hint Help command again to turn off Hint Help.



Using the Status Bar and Display/Layout Options bar

Windows and dialog boxes contain a number of special and unique features.

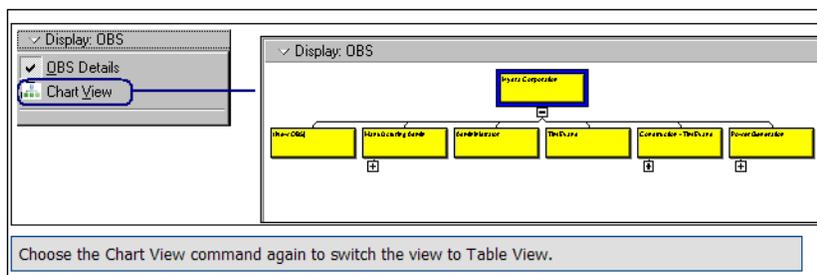
Status bar

The Status bar is a message bar at the bottom of the window that displays a description of the selected menu command, the name of the current layout and filter, and other messages.

Display or Layout Options bar

Most windows and dialog boxes include an Options bar at the top of the screen that contains a number of commands that enable you to customize the current display. Click the Options bar to display a menu of the commands available for that window or dialog box.

You can also view hierarchical information, such as the work breakdown structure, in table (list) or chart (hierarchy) format.



Note

- ▶ When you view data in Chart format, you can display up to 2,000 boxes.

Display window details

You can display detail information for many elements, such as projects, resources, risks, and activities.

- ▶ To display details for a window, such as Projects or Activities, choose View, Show on Bottom, Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ To display details in a dialog box, such as Roles or OBS, click the Display Options bar in the dialog box, then choose the Details option.

Tile windows horizontally or vertically

You can tile windows horizontally or vertically by opening multiple tab groups. Tiling is useful when you are working in multiple windows and do not want to toggle back and forth between window tabs. For example, you could tile the WBS and Activities windows to simultaneously work with the open project's WBS and activity list.

When you tile horizontally, the workspace is split into top and bottom tab groups. When you tile vertically, the workspace is split into left and right tab groups. You can display as many window tabs as necessary in each tab group, but you can not display the same window tab in more than one tab group. You can create a maximum of one tab group for each main window.

Notes:

- ▶ For a tab group, only the active tab title bar appears, not a tab, when only one tab is open.
- ▶ The name of the currently active tab appears in the active tab title bar.

To tile windows:

- 1) Open each window you want to work with. See **Using main windows** (on page 53).
- 2) To create a new tab group at the bottom of the screen, ensure the tab you want to move is the currently active tab. Then choose View, Tab Groups, New Horizontal Tab Group. If multiple views are tiled horizontally, the new view appears as the last group on the bottom.

You can also create a new tab group by dragging the tab or active tab title bar to the bottom of the screen and releasing (dropping) it when you see the formation of a rectangular outline. Repeat if necessary.

- 3) To create a new tab group at the side of the screen, ensure the tab you want to move is the currently active tab. Then choose View, Tab Groups, New Vertical Tab Group. If multiple views are tiled vertically, the new view appears as the last group on the outer-most side.

You can also create a new tab group by dragging the tab or active tab title bar to the side of the screen and releasing (dropping) it when you see the formation of a rectangular outline. Repeat if necessary.

- 4) To move additional tabs into an existing tab group, drag the tab or active tab title bar to the targeted tab group; release (drop) it when you see the formation of an outline with a tab under the active tab title bar of the targeted tab group. Repeat if necessary.
- 5) To remove all tab groupings and display all open tabs in one tab group, choose View, Tab Groups, Merge all Tab Groups.

Tip

- ▶ Drag the horizontal splitter bar to increase or decrease the size of the top and bottom tab groups; drag the vertical splitter bar to increase or decrease the size of the left and right tab groups.

Wizards

Wizards are a great way to speed up your work. They quickly guide you through repetitive tasks, doing most of the work for you.

The wizards help you

- ▶ Create projects
See **Create a project** (on page 139).
- ▶ Add activities
See **Adding activities using a wizard** (on page 220).
- ▶ Add resources
See **Adding resources using a wizard** (on page 189).
- ▶ Create reports
See **Report Wizard** (on page 464).
- ▶ Import projects
See **Importing information using a wizard** (on page 586).
- ▶ Export projects
See **Exporting information using a wizard** (on page 587).
- ▶ Check in projects
See **Check in a project** (on page 580).
- ▶ Check out projects

See **Check out a project** (on page 579).

You can choose to launch the New Activity and New Resource wizards automatically when you add a resource or activity. Other wizards are available when you select the applicable menu option, for example, project check in/check out, or when you select a dialog box option.

Navigate wizards

- ▶ To move between wizard windows, click Prev or Next. To save changes and close a wizard, click Finish. To exit a wizard without saving your changes, click Cancel.

Select and assign information

Many of the fields provide a Select dialog box that lists the available entries.

- 1) Click  in the field or  in the open tab or dialog box.
- 2) Select the item you want to use, then click .

- Or -

To replace a value, click .

To remove a value, click .

- 3) If necessary, click .

Note

- ▶ In some tabs and dialog boxes, you can remove an item by selecting it and clicking .

Global data vs. project-specific data

You can store project data at an enterprise level and a project level. Whether the data you store are global or project-specific depends on the data type.

- ▶ Global data are defined at the enterprise level and are available to all projects across the enterprise. Examples of global data include the EPS and OBS, and resource and role information. You can access most enterprise-level data from the Enterprise menu or the Enterprise toolbar. See **Menu bar** (on page 70). See **Enterprise Toolbar** (on page 112).
- ▶ Project-specific data are defined at the project level and are available only to that project. Examples of project data include activities, WBS, and work products and documents. You can access most project-specific data from the Project menu or the Project toolbar. See **Menu bar** (on page 70). See **Project Toolbar** (on page 119).

Some data can be defined at either a global or project level. For example, you can create global calendars to define available workhours that apply to all projects, and project calendars to define available workhours unique to a specific project.

Use shortcut menus

Instead of using standard menus and buttons, you can also use the right mouse button to access frequently used commands.

- ▶ To use shortcut menus, right-click an element or the white space in any window, then choose the appropriate command.

Select multiple items

- ▶ To select a group of items that are next to each other in the display, press the Shift key, click the first item in the group, then click the last item in the group.
- ▶ To select multiple items that are not next to each other in the display, press the Ctrl key, then click each item you want to select.

Set the language for displaying data

- 1) Choose Tools, Set Language.
- 2) Select the language in which to display data in menus, dialog boxes, and messages.
- 3) Click OK.
- 4) Restart P6 Professional for the language change to work properly.

Note

- ▶ Your selection does not affect the data you enter; this information appears exactly as you type it.

Quickly enter the same text in multiple table rows

In some table format display columns, you can use the Fill Down feature to quickly enter the same text in successive rows.

- ▶ To copy text from one row to successive rows within a column, select the row containing the text you want to copy and the rows you want to copy the text to, then choose Edit, Fill Down.

The following provides an example:

Using the Fill Down function, you can quickly copy the activity name Design external interfaces from activity A1350 to activities A1840, A1850, and A1860.

	A1150	Perform detailed software design	21-Jan-00 A
	A1350	Design external interfaces	07-Mar-00 A
	A1840	New activity	12-Jun-00
	A1850	New activity	12-Jun-00
	A1860	New activity	12-Jun-00
	ERP.2 Perform Test Rollout		12-Jun-00
	A1250	Perform stress testing	12-Jun-00*

Tip

- ▶ The rows you select to copy to can be next to each other as shown in the preceding graphic, or not directly adjacent, as shown in the following graphic.

	A1150	Perform detailed software design	21-Jan-00 A
	A1350	Design external interfaces	07-Mar-00 A
	A1840	New activity	12-Jun-00
	A1850	New activity	12-Jun-00
	A1860	New activity	12-Jun-00
	ERP.2 Perform Test Rollout		12-Jun-00
	A1250	Perform stress testing	12-Jun-00*
	A1260	Perform stress testing	12-Jun-00*
	A1280	Perform stress testing	12-Jun-00*
	A1290	Perform stress testing	12-Jun-00*
	A1810	New	12-Jun-00
	A1820	New	12-Jun-00

Using the HTML editor

The HTML editor enables you to add, edit, and format notes and descriptions for the selected data item. Using the editor, you can insert images, links, tables, bulleted lists, and numbered lists into notebook and description fields. You can also copy content from another source and paste it into the editor.

Accessing the HTML Editor

To display the HTML editor, go to one of the following locations in the module, then click Modify to open the editor.

- ▶ Activity Details > Notebook tab
- ▶ Activity Details > Feedback tab
- ▶ Activity Details > Steps tab
- ▶ Activity Step Templates dialog box (choose Enterprise, Activity Step Templates)
- ▶ Cost Accounts dialog box (choose Enterprise, Cost Accounts)
- ▶ Expense Details > Description tab
- ▶ Funding Sources dialog box (choose Enterprise, Funding Sources)
- ▶ Issue Details > Notes tab

- ▶ Organizational Breakdown Structure dialog box > General tab (choose Enterprise, OBS)
- ▶ Project Details > Notebook tab
- ▶ Resource Details > Notes tab
- ▶ Roles dialog box > General tab (Enterprise, Roles)
- ▶ WBS Details > Notebook tab
- ▶ WP & Doc Details > Description tab

Working with the HTML editor

The content you add or edit in the HTML editor appears in the description or notes area of the dialog box or tab from which you opened the editor. To save your changes and display them in the dialog box/tab, click OK in the editor. Your changes do not appear in the dialog box/tab until you click OK, which also closes the editor.

The HTML editor toolbar contains the following icons:

Icon	Description
	Opens the Font dialog box, in which you can select text font, style, size, and effects such as underlining and color.
	Aligns the selected row or text in the center of the editor window.
	Aligns the selected row or text on the left side of the editor window.
	Aligns the selected row or text on the right side of the editor window.
	Starts or ends a bulleted list in the selected row.
	Starts or ends a numbered list in the selected row.
	Outdents the selected row or text.
	Indents the selected row or text.
	Opens the Picture dialog box. In the dialog box, you can select the image you want to insert, type alternate text for the image, and set alignment, border, and spacing options.
	Opens the Hyperlink dialog box, in which you can choose a web protocol and specify the appropriate URL.
	Inserts a three-row by three-column table. You can not modify

the number of rows or columns in the table.

Note

- ▶ Right-clicking in the HTML editor presents options you can use to cut, paste, copy, or delete selected areas; to undo or redo the previous action; to print; to remove previously applied formatting; to insert a table, or to open the Font, Hyperlink, or Picture dialog box.

Working with Toolbars and Menus

Reset toolbars and menus to factory defaults

You can reset all P6 Professional toolbars and menus, or an individual toolbar, to factory default settings. When you reset toolbars, only P6 Professional toolbars are reset, not custom ones.

- ▶ To reset all toolbars and menus, choose View, Reset All Toolbars. When you reset all toolbars and menus, all modifications to P6 Professional toolbars and menus are lost.
- ▶ To reset an individual toolbar, choose View, Toolbars, Customize. On the Toolbars tab, select the toolbar you want to reset, then click Reset.

You can also reset an individual toolbar when you show or hide toolbar icons. See **Show or hide toolbar icons** (on page 63).

Customizing Toolbars

Customizing toolbars

The module provides customizable toolbars that enable you to quickly access all available windows, dialog boxes, and associated functionality. You can:

- ▶ **Show or hide toolbars** (on page 63)
- ▶ **Show or hide toolbar icons** (on page 63)
- ▶ **Move toolbars** (on page 64)
- ▶ **Move toolbar icons** (on page 64)
- ▶ **Lock toolbars in position** (on page 65)
- ▶ **Delete icons from toolbars** (on page 65)
- ▶ **Set toolbar display options** (on page 65)
- ▶ **Customize a toolbar icon** (on page 66)
- ▶ **Create a custom toolbar** (on page 66)

Tip

- ▶ The state of your toolbars is saved each time you close the module. To undo all changes to toolbars, you can reset toolbars to restore them to the factory default settings. See **Reset toolbars and menus to factory defaults** (on page 62).

Show or hide toolbars

Many toolbars display by default; however, some additional toolbars are available for you to display. For example, you can display a Reports toolbar if you routinely produce reports.

To show or hide an individual toolbar:

- 1) Right-click anywhere in the toolbar area or choose View, then point to Toolbars.
- 2) Select the toolbar you want to show or hide. A checkmark next to the toolbar name indicates that it is currently displayed.

After selecting the toolbar you want to show or hide, the menu closes.

To show or hide multiple toolbars:

- 1) Choose View, Toolbars, Customize.
- 2) On the Toolbars tab, mark the checkbox next to each toolbar you want to display, and clear the checkbox next to each toolbar you want to hide.
- 3) Click Close.

Tip

- ▶ You can revert to the default settings for an individual toolbar, or for all toolbars. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Show or hide toolbar icons

Although some icons display on toolbars by default, you can show or hide any icon on any displayed toolbar.

- 1) For toolbars displayed horizontally, click the black triangle on the right side of the toolbar you want to customize.
For toolbars displayed vertically, click the black triangle at the bottom of the toolbar you want to customize.
- 2) Point to Add or Remove Buttons.
The menu that appears lists the icons for the toolbar, in the left-to-right or top-to-bottom order in which they appear in the row or column.
- 3) Choose each icon you want to show or hide.
The menu remains open while you select icons. A checkmark indicates the icon is currently selected for display.
- 4) Click anywhere outside the menu to close it.

Tip

- ▶ You can revert to the default settings for an individual toolbar, or for all toolbars. To reset an individual toolbar, choose **Reset Toolbar** in the menu you used in this procedure. See **Reset toolbars and menus to factory defaults** (on page 62) for details on resetting all toolbars.

Move toolbars

When you display a toolbar, it is placed in its default location, which can be above or beside the workspace. You can drag any toolbar to a different location anywhere in the toolbar area or the workspace.

- ▶ For toolbars displayed horizontally, hover over  on the left end of the toolbar until the cursor changes to a crosshair, then drag the toolbar to the appropriate location.
- ▶ For toolbars displayed vertically, hover over  at the top of the toolbar until the cursor changes to a crosshair, then drag the toolbar to the appropriate location.
- ▶ For floating toolbars (toolbars you've moved from the toolbar area to the workspace area), click the title bar, then drag it.

Tips

- ▶ Floating toolbars always appear in the workspace, regardless of the active window.
- ▶ To reshape a floating toolbar, hover over any edge of the toolbar until the cursor changes to an arrow, then drag the cursor.
- ▶ You can move the Menu bar.
- ▶ You can revert to the default settings for an individual toolbar, or for all toolbars. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Move toolbar icons

Using your mouse, you can change the position of icons within a toolbar, or move an icon to a different toolbar.

- 1) Choose **View, Toolbars, Customize**, to open the **Customize** dialog box.
Opening the **Customize** dialog box switches the toolbars into **Edit** mode, which enables you to move icons. You do not need to use the **Customize** dialog to move icons; however, you must leave the dialog open to enable you to move icons.
- 2) To move an icon, select it in the toolbar, then drag it to the appropriate location.
You can place the icon at the beginning or end of any displayed toolbar, or between any two displayed icons. You can not place the icon outside of a displayed toolbar.
- 3) When you are finished moving icons, click **Close** in the **Customize** dialog box.

Tip

- ▶ You can revert to the default settings for an individual toolbar, or for all toolbars. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Lock toolbars in position

You can lock toolbars that reside in the toolbar area into their current positions to prevent you from moving them.

- ▶ To lock all toolbars in their current positions, choose View, Lock All Toolbars. A checkmark next to Lock All Toolbars indicates that all toolbars are currently locked.

Tips

- ▶ You can still resize floating toolbars when the toolbars are locked.
- ▶ To unlock toolbars, choose the Lock All Toolbars command again.
- ▶ When you lock toolbars, the  and  are removed from each toolbar to prevent you from moving them.

Delete icons from toolbars

You can delete an icon from any currently displayed toolbar. To delete an icon:

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the toolbars into Edit mode, which enables you to delete icons. You do not need to use the Customize dialog to delete icons; however, you must leave the dialog open to enable you to delete icons.

- 2) Right-click on the icon you want to delete, then choose Delete.

Repeat for each icon you want to delete.

- 3) Click Close in the Customize dialog box.

When you close the Customize dialog box, the toolbars revert to their previous state, minus any previously displayed icons that you deleted.

Tip

- ▶ When you delete an icon, it is no longer available for display. To recover deleted icons, you must revert to the default settings for an individual toolbar, or for all toolbars. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Set toolbar display options

You can set display options that apply to all toolbars. For example, you can show large icons or include shortcut keys in screen tips.

- 1) Choose View, Toolbars, Customize.
- 2) Click the Options tab.
- 3) Mark or clear the available checkboxes as necessary.
- 4) Click Close.

Customize a toolbar icon

You can individually customize icons in the module. To customize an icon:

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the toolbars into Edit mode, which enables you to customize icons. You do not need to use the Customize dialog to customize icons; however, you must leave the dialog open to enable you to customize icons.

- 2) Right-click on the icon you want to customize to display a menu.
- 3) In the menu, do any of the following to customize the selected icon:
 - ▶ To edit the icon's name, click in the Name field, highlight the existing name, then type a new name. When you choose to display text for the selected icon on the toolbar, this is the name that is displayed. This name does not replace the icon name that displays in screen tips.
 - ▶ To display only the icon on the toolbar, choose Default Style. This option is selected by default.
 - ▶ To hide the icon image and display only the icon name on the toolbar, choose Text Only (Always).
 - ▶ To display the icon image and icon name on the toolbar, choose Image and Text.
 - ▶ To add a separator before the icon in the toolbar, choose Begin a Group.
- 4) When you are finished customizing icons, click Close in the Customize dialog box.

Tips

From the icon right-click menu, you can also do the following:

- ▶ To reset the selected icon to its default settings, choose Reset.
- ▶ To delete the selected icon, choose Delete.

Create a custom toolbar

Rather than customizing existing toolbars, you can create custom toolbars that include only the icons you want to display in groups meaningful to you. For example, you could create one toolbar that includes only the icons you need for your work, then hide all other toolbars.

To create a custom toolbar:

- 1) Choose View, Toolbars, Customize.
- 2) On the Toolbars tab, click New.

- 3) In the New Toolbar dialog box, specify a name for the toolbar, then click OK.

When you click OK, a new toolbar is added docked at the top of the window, below all other toolbars in the toolbar area on its own row.

- 4) In the Customize dialog box, click the Commands tab.
- 5) In the Categories list, select a category to view the available commands for that category.
- 6) Select the command you want to move to the custom toolbar, then drag it to the new custom toolbar row or column that was created when you added the toolbar.

Repeat this step for each command you want to add to the toolbar.

Tips

- ▶ With the Customize dialog box open, you can select any displayed toolbar icon, then drag it to a custom toolbar.
- ▶ To rename or delete a custom toolbar, choose View, Toolbars, Customize. On the Toolbars tab, select the custom toolbar, then click Rename or Delete. You can not rename or delete predefined toolbars.

Customizing Menus

Customizing menus

The module provides customizable toolbars that enable you to quickly access all available windows, dialog boxes, and associated functionality. You can:

- ▶ **Change the display order of menus** (on page 67)
- ▶ **Move menu commands** (on page 68)
- ▶ **Delete menus and menu commands** (on page 69)
- ▶ **Customize a menu command** (on page 69)
- ▶ **Create a custom menu** (on page 70)

Tip

- ▶ The state of your toolbars and menus are saved each time you close the module. To undo all changes to toolbars and menus, you can reset toolbars and menus. See **Reset toolbars and menus to factory defaults** (on page 62) to restore them to the factory default settings.

Change the display order of menus

You can change the left-to-right display order of menus in the Menu bar.

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the menus into Edit mode, which enables you to move menus. You do not need to use the Customize dialog to move menus; however, you must leave the dialog open to enable you to move menus.

- 2) Click the menu label you want to move, then drag it left or right.

You can place the menu at the beginning or end of the Menu bar, or in between any two menus.

Tip

- ▶ You can revert to the default settings for all toolbars and menus. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Move menu commands

You can move menu commands from one menu to another, or rearrange commands in a single menu. For example, you could rearrange all menu commands to list the commands you use most often at the top of each menu, or you could add all the commands you use frequently to a single menu.

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the menus into Edit mode, which enables you to move menu commands. You do not need to use the Customize dialog to move menu commands; however, you must leave the dialog open to enable you to move menu commands.

- 2) Click the menu label to expand the menu, then click the command you want to move.
- 3) Drag the command to the menu label in which you want to place the command (this expands the menu), then continue dragging the command to place it in the appropriate position within the expanded menu.

You must complete this step even if you want to move the command within the same menu.

Tip

- ▶ You can revert to the default settings for all toolbars and menus. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Delete menus and menu commands

You can delete a command from any menu, and you can delete menus. To delete a menu or menu command:

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the menus into Edit mode, which enables you to delete commands and menus. You do not need to use the Customize dialog to delete commands and menus; however, you must leave the dialog open to enable you to delete commands and menus.

- 2) To delete a menu, right-click the menu label, then choose Delete.

To delete a command, click the menu label that contains the command you want to delete, then right-click the command and choose Delete.

Tip

- ▶ When you delete a menu or command, it is no longer available for display. To recover deleted menus and commands, you must revert to the default settings for all toolbars and menus. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Customize a menu command

You can individually customize menu commands in the module. To customize a command:

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the menus into Edit mode, which enables you to customize commands. You do not need to use the Customize dialog to customize commands; however, you must leave the dialog open to enable you to customize commands.

- 2) Click the menu label that contains the command you want to customize, then right-click the command.

- 3) In the menu, do any of the following to customize the selected command:

- ▶ To edit the command's name, click in the Name field, highlight the existing name, then type a new name.
- ▶ To add a separator before the command in the menu, choose Begin a Group.

- 4) When you are finished customizing commands, click Close in the Customize dialog box.

Tips

From the command right-click menu, you can also do the following:

- ▶ To reset the selected command to its default settings, choose Reset.
- ▶ To delete the selected command, choose Delete.

Create a custom menu

You can create custom menus that contain only the commands you require for your work.

- 1) Choose View, Toolbars, Customize.

Opening the Customize dialog box switches the menus into Edit mode, which enables you to customize menus. You do not need to use the Customize dialog to customize menus; however, you must leave the dialog open to enable you to customize menus.

- 2) Right-click any menu label.
- 3) To edit the menu label, click in the Name field, highlight the existing name, then type a new name.

For example, you could change the menu label to My Menu or My Commands.

- 4) Customize your menu. See **Move menu commands** (on page 68). See **Delete menus and menu commands** (on page 69). See **Customize a menu command** (on page 69).

Tip

- ▶ You can revert to the default settings for all toolbars and menus. See **Reset toolbars and menus to factory defaults** (on page 62) for details.

Menu, Toolbar, and Icon Reference

Menu bar

Use the Menu bar to access all available functionality in the module. You can change the location of the Menu bar, and you can customize the commands that appear in each menu. You can not hide the Menu bar.

The following tables list the commands available in each menu, provide a brief description of each command's function, and list the active windows in which the command is enabled. For menu commands that have corresponding icons, the tables list the toolbars on which the corresponding icons are located.

The Menu bar contains the following menus:

- ▶ **File Menu** (on page 71)
- ▶ **Edit Menu** (on page 74)
- ▶ **View Menu** (on page 78)
- ▶ **Project Menu** (on page 83)
- ▶ **Enterprise Menu** (on page 86)
- ▶ **Tools Menu** (on page 89)
- ▶ **Admin Menu** (on page 94)
- ▶ **Help Menu** (on page 96)

Tip

- ▶ The icons and shortcut keys, if any, associated with each menu command are displayed next to the commands in each menu.

File Menu

File Menu (Alt+F)

Command	Function	Enabled when active window is:	Corresponding toolbar
New	Creates a new project. If you set your user preferences to use the Create a New Project wizard when creating projects, choosing this command launches the wizard. If you set your user preferences to not use the wizard when creating projects, a new project with the default project name (NEWPROJ-n) is added to the list of projects in the Projects window.	All	Standard Toolbar (on page 124)
Open	Launches the Open Project dialog box. Select the projects you want to open.	All	Standard Toolbar (on page 124)
Close All	Closes all open projects. All open windows that display project-specific data, such as the Activities and Work Breakdown Structure windows, are automatically closed when you choose this command.	All	Standard Toolbar (on page 124)

Page Setup	Opens the Page Setup dialog box. In the Page Setup dialog box, you can define page size and orientation, set scaling options, change the size of margins, and define a header and footer.	All	Print Toolbar (on page 118)
Print Setup	Opens the Print Setup dialog box. In the Print Setup dialog box, you can select a printer and define printer properties.	All	Print Toolbar (on page 118)
Print Preview	Opens the Print Preview window. In the Print Preview window, you can define page and print settings, publish the contents of the selected window to an HTML file, and print the contents of the selected window.	All	Print Toolbar (on page 118)
Print	Enables you to print the currently selected window, select a printer, and set printer options.	All	Print Toolbar (on page 118)
Import	Starts the Import wizard. Use the Import wizard to import projects, resources, or roles from other Oracle applications, Microsoft Project, or Microsoft Excel. See Importing information using a wizard (on page 586) for more information.	All	Action Toolbar (on page 96)
Export	Starts the Export wizard. Use the Export wizard to export projects, resources, or roles to other Oracle applications, Microsoft Project, or Microsoft Excel. See Exporting information using a wizard (on page 587) for more information.	All	Action Toolbar (on page 96)
Send Project	Creates an XER export file of the open project, automatically opens your e-mail system, and attaches the XER file to the body of the e-mail message. The subject line of the e-mail is	All	Action Toolbar (on page 96)

	<p>automatically populated with the name of the project.</p> <p>This command is enabled when you open a project.</p> <p>See Export and E-mail an XER project (on page 592) for more information.</p>		
Check In	<p>Starts the Check In wizard. Use the Check In wizard to check in open projects you currently have checked out.</p> <p>See Check in a project (on page 580) for more information.</p>	All	Action Toolbar (on page 96)
Check Out	<p>Starts the Check Out wizard. Use the Check Out wizard to check out any open project.</p> <p>See Check out a project (on page 579) for more information.</p>	All	Action Toolbar (on page 96)
Import from Contract Management	<p>Opens the Import Contract Management Data dialog box. Use this dialog box to specify which schedule, cost and dictionary information to import.</p> <p>Note: This command only appears if P6 Professional and Contract Management modules are linked, and the open project is linked to a Contract Management project. See Link P6 Professional to Contract Management (on page 627). See Link your project to a Contract Management project (on page 628).</p>	All	Action Toolbar (on page 96)
Select Project Portfolio	<p>Opens the Select a Portfolio dialog box. Use the Select a Portfolio dialog box to open a portfolio. When you open a portfolio, the module closes all open projects, then displays the projects contained in the selected portfolio in the Projects window.</p> <p>See Portfolios (on page 143) for more</p>	All	Action Toolbar (on page 96)

information.

Note: Opening a portfolio does not open the projects contained in the portfolio. You must open the projects you want to work with from the Projects window, which displays all of the projects contained in the open portfolio.

Commit Changes	Commits your changes to the database.	All	Standard Toolbar (on page 124)
Refresh Data	Refreshes to display the most current data.	All	Standard Toolbar (on page 124)
Recent Projects >	Displays the three most recently opened projects. Select the project you want to again open.	All	None
Exit	Closes the module.	All	None

Edit Menu

Edit Menu (Alt+E)

Command	Function	Enabled when active window is:	Corresponding toolbar
Undo	Changes data back to its previous state before your last action. See Using Undo (on page 892) for more information.	Activities, Resources, and Resource Assignments	Edit Toolbar (on page 108)
Cut	Cuts the selected data object.	All except Tracking and Resource	Edit Toolbar (on page 108)

		Assignments	
Copy	Copies the selected data object.	All	Edit Toolbar (on page 108)
Paste	Pastes a copied or cut data object. This command is enabled after you copy or cut a data object.	All	Edit Toolbar (on page 108)
Add	Adds a data item in the active window. For example, in the Activities window, choosing this command adds an activity.	All	Edit Toolbar (on page 108)
Delete	Deletes the selected data object.	All except Tracking	Edit Toolbar (on page 108)
Dissolve	Deletes the selected activity and joins its predecessor and successor activities with a finish to start relationship. This command is enabled when you select an activity that has a predecessor and successor. See Dissolve an activity (on page 227) for more information.	Activities	Edit Toolbar (on page 108)
Assign > Resources	Opens the Assign Resources dialog box. In this dialog box, you can assign resources, remove existing resource assignments, and replace resource assignments. See Assign resources to activities (on page 240) for more information.	Activities	Assign Toolbar (on page 100)
Assign > Resources by Role	Opens the Assign Resources by Role dialog box. In this dialog box, you can assign resources based on the selected activity's current role assignments. See Assign resources to activities by	Activities	Assign Toolbar (on page 100)

	<p>role (on page 241) for more information.</p>		
Assign > Roles	<p>Opens the Assign Roles dialog box. In this dialog box, you can assign roles, remove existing role assignments, and replace role assignments.</p> <p>See Assign roles to activities (on page 200) for more information.</p>	Activities	Assign Toolbar (on page 100)
Assign > Activity Codes	<p>Opens the Assign Activity Codes dialog box. In this dialog box, you can assign activity code values and remove existing activity code value assignments.</p> <p>See Assign activity codes and values to activities (on page 166) for more information.</p>	Activities	Assign Toolbar (on page 100)
Assign > Predecessors	<p>Opens the Assign Predecessors dialog box. In this dialog box, you can assign predecessor activities and remove existing predecessor relationships.</p> <p>See Add predecessor relationships (on page 232) for more information.</p>	Activities	Assign Toolbar (on page 100)
Assign > Successors	<p>Opens the Assign Successors dialog box. In this dialog box, you can assign successor activities and remove existing successor relationships.</p> <p>See Add successor relationships (on page 233) for more information.</p>	Activities	Assign Toolbar (on page 100)
Link Activities	<p>Creates a finish-to-start relationship between the activities you select in the Activities window. This action creates relationships based on the order in which the selected activities are listed.</p> <p>This command is enabled when you select more than one activity in the Activity Table or Activity Network.</p>	Activities	Edit Toolbar (on page 108)
Renumber	<p>Opens the Renumber Activity IDs</p>	Activities	None

Activity IDs	dialog box. Use the Renumber Activities IDs dialog box to specify how to renumber selected activity IDs.		
Fill Down	When you select multiple rows in a table, choosing this command copies text from one row to successive rows in a column. See Fill Down Function Example (on page 830) for more information.	All windows with table views.	Edit Toolbar (on page 108)
Select All	Selects all data items in the active window. For example, in the Activities window, choosing this command selects all activities.	All	Edit Toolbar (on page 108)
Find	Opens the Find dialog box. In this dialog box, you can search for a value you specify in the active window. Tip: In windows that can display multiple views simultaneously (for example, a table and chart), before you start the search, you must select an object in the area of the window in which you want to conduct the search.	All	Find Toolbar (on page 114)
Find Next	Finds the next occurrence of the search criteria you previously entered in the Find dialog box.	All	Find Toolbar (on page 114)
Replace	Replaces text found in search results with new text you specify.	All	Find Toolbar (on page 114)
Spell Check	Starts the spelling checker. Use the spelling checker to check spelling for all displayed data objects in the active window.	All	Edit Toolbar (on page 108)
User Preferences	Opens the User Preferences dialog box. Use the User Preferences dialog box to specify your settings and preferences, including how to display	All	Layout Toolbar (on page 114)

time, date, and currency information. You can also set options to send e-mail, specify startup options, and change your password.

See **Define user preferences** (on page 132) for more information.

View Menu

View Menu (Alt+V)

Command	Function	Enabled when active window is:	Corresponding toolbar
Layout	Enables you to create, open, or save a layout. The available options correspond to the currently active window.	Activities, Projects, Resource Assignments, Work Breakdown Structure, Tracking	Layout Toolbar (on page 114)
Show on Top	Enables you to choose the type of layout you want to display in the top portion of the active window. The available options correspond to the currently active window.	Activities, Projects, Resources, Resource Assignments, Work Breakdown Structure	Top Layout Toolbar (on page 130)
Show on Bottom	Enables you to choose the type of layout you want to display in the bottom portion of the active window. The available options correspond to the currently active window.	All	Bottom Layout Toolbar (on page 101)
Bottom Layout Options	Enables you to customize the tabs that display in Activity Details.	Activities	None
Bars	Opens the Bars dialog box. Use the Bars dialog box to specify the style	Activities, Projects,	Layout Toolbar (on

	and labels for the bars in a Gantt Chart. This command is enabled when you display a Gantt Chart in the active window.	Tracking, Work Breakdown Structure	page 114)
Bar Chart Options	Opens the Bar Chart Options dialog box. Use the Bar Chart Options dialog box to customize your current Gantt Chart display.	Activities	Layout Toolbar (on page 114)
Columns	Enables you to select a predefined column layout or to customize the columns that display in the active window. The available options vary for each window. To customize columns, point to Columns, then choose Customize. This command is enabled when you display a table view in the active window.	All except Reports	Layout Toolbar (on page 114)
Timescale	Opens the Timescale dialog box. Use the Timescale dialog box to specify the timescale you want to display in the current Gantt Chart, profile, or spreadsheet layout. See Change a layout's timescale format (on page 363) for more information.	Activities, Projects, Resource Assignments, Tracking, Work Breakdown Structure	Layout Toolbar (on page 114)
Filter By	Enables you to select a predefined filter or to create a custom filter. The available options vary for each window. To create a custom filter, choose Filter By, Customize. See Filtering data (on page 452) for more information.	All except Project Expenses and Work Breakdown Structure	Layout Toolbar (on page 114)
Group and Sort By	Enables you to select a predefined grouping and sorting option, or to specify your own grouping and sorting criteria. The available options vary for each window. To customize	All	Layout Toolbar (on page 114)

	grouping and sorting, choose Group and Sort By, Customize.		
Progress Line	Shows or hides the progress line in a Gantt Chart. The progress line shows the progress of activities and how the project is performing relative to the baseline project.	Activities	Tools Toolbar (on page 125)
Progress Spotlight	Enables or disables the Progress Spotlight (on page 308) feature. When Progress Spotlight is enabled, the module highlights the activities that fall between the last data date and the new data date in the Gantt Chart. See Highlight activities for updating (on page 309) for more information.	Activities	Tools Toolbar (on page 125)
Attachments	Enables you to add curtain and text attachments, and to show or hide all curtain attachments. Curtain attachments highlight a specific time period in a Gantt Chart, while text attachments display custom text you enter in a Gantt Chart. See Add a curtain attachment in a Gantt Chart (on page 373). See Add a text attachment to a Gantt Chart (on page 374). This command is enabled when you display a Gantt Chart in the Activities window.	Activities	Display Toolbar (on page 105)
Table Font and Row	Opens the Table, Font and Row dialog box. Use the Table Font and Row dialog box to change the appearance of text, color, and the height of rows in your display. The available options vary for each window.	All	Layout Toolbar (on page 114)
Activity Network	When the Activity Network is displayed in the top layout of the Activities window, you can set Activity	Activities	Top Layout Toolbar (on

	<p>Network options, open an Activity Network layout, or save the Activity Network layout.</p> <p>See Activity Network (on page 376) for more information about working with the Activity Network.</p>		page 130)
Arrange Children	<p>Enables you to arrange children horizontally or vertically in chart views.</p> <p>This command is disabled when you display a table or Gantt Chart in the active window.</p>	Projects, Resources, Work Breakdown Structure	Top Layout Toolbar (on page 130)
Align Children	<p>Aligns children to the left, right, or center in chart views.</p> <p>This command is disabled when you display a table or Gantt Chart in the active window.</p>	Projects, Resources, Work Breakdown Structure	Top Layout Toolbar (on page 130)
Chart Box Template	<p>Enables you to apply an existing chart box template to the current layout, or customize your own.</p> <p>This command is disabled when you display a table or Gantt Chart in the active window.</p>	Projects, Resources, Work Breakdown Structure	Top Layout Toolbar (on page 130)
Chart Font and Colors	<p>Enables you to customize fonts and colors in chart views.</p> <p>This command is disabled when you display a table or Gantt Chart in the active window.</p>	Projects, Resources, Work Breakdown Structure	None
Launch	<p>Enables you to open the selected work product or document's private or public file and its associated application.</p> <p>This command is enabled when the selected document has a defined private or public file location.</p> <p>See Open a work product or document from the Work Products and Documents window (on page 353) for more information.</p>	WPs & Docs	Edit Toolbar (on page 108)

Hint Help	Enables or disables Hint Help. See Using Hint Help (on page 55) for more information.	All	Display Toolbar (on page 105)
Zoom	Enables you to zoom in or out of a timescaled layout (Gantt Chart, spreadsheet, or profile). You can also re-size chart views to fit the entire chart into the visible area.	Activities, Projects, Resource Assignments, Tracking, Work Breakdown Structure	Display Toolbar (on page 105)
Expand	Expands all collapsed elements in a grouped or hierarchical table view.	All	Display Toolbar (on page 105)
Collapse All	Collapses all expanded elements in a grouped or hierarchical table view.	All	Display Toolbar (on page 105)
Collapse To	Opens the Collapse To dialog box. Use the Collapse To dialog box to select the grouping band you want to collapse or expand in the current layout. The selection available in the list is based on the grouping bands displayed in the current layout.	Activities, Projects, Resource Assignments, Tracking, Work Breakdown Structure	Display Toolbar (on page 105)
Toolbars	Enables you to choose the toolbars you want to display. See Customizing toolbars (on page 62) for more information.	All	None
Reset All Toolbars	Resets all toolbars, default icons, and toolbar locations back to factory defaults. See Customizing toolbars (on page 62) for more information.	All	Display Toolbar (on page 105)
Lock All	Set to lock toolbars in their current	All	Display Toolbar (on

Toolbars	positions. See Customizing toolbars (on page 62) for more information.		page 105)
Tab Groups	Enables you to merge or create new tab groups. See Tile windows horizontally or vertically (on page 56) for more information.	All	Display Toolbar (on page 105)

Project Menu

Project Menu (Alt+P)

Command	Function	Enabled when active window is:	Corresponding toolbar
Activities	Opens the Activities window. Use the Activities window to create, view, and edit activities for the open project. See Activities (on page 213) for more information about working with activities.	All	Project Toolbar (on page 119)
Resource Assignments	Opens the Resource Assignments window. Use the Resource Assignments window to view all resource assignments, grouped by resource, for all currently opened projects. You can also display resource cost and quantity information in a spreadsheet.	All	Project Toolbar (on page 119)
WBS	Opens the WBS window. Use the Work Breakdown Structure window to create, view, and edit the open project's work breakdown structure (WBS). See Work Breakdown Structure (on page 150) for more information about working with the WBS.	All	Project Toolbar (on page 119)

Assign Baselines	Opens the Assign Baselines dialog box. Use the Assign Baselines dialog to assign project, primary, secondary, and tertiary baselines to a project. See Assign baselines to projects (on page 299) for more information.	All	Project Toolbar (on page 119)
Maintain Baselines	Opens the Maintain Baselines dialog box. Use the Maintain Baselines dialog box to create, delete, copy, or restore baselines for the open project. See Create a baseline (on page 298). See Modify a baseline manually (on page 303). See Copy a baseline (on page 299). See Update a baseline (on page 300).	All	Project Toolbar (on page 119)
Expenses	Opens the Project Expenses window. Use the Project Expenses window to add, edit, and delete expense items for activities in the open project. See Expenses (on page 278) for more information about working with project expenses.	All	Project Toolbar (on page 119)
Work Products and Documents	Opens the WPs & Docs window. Use the WPs & Docs window to create and maintain work product and document records for the open project, such as records for standards, procedures, guidelines, and templates. See Work Products and Documents (on page 348) for more information about working with work products and documents.	All	Project Toolbar (on page 119)

Thresholds	<p>Opens the Project Thresholds window. All Use the Project Thresholds window to create, view, edit, and monitor thresholds for the open project. You can monitor a threshold at the work breakdown structure (WBS) level or the activity level to identify issues.</p> <p>See Thresholds (on page 336) for more information about working with project thresholds.</p>	All	Project Toolbar (on page 119)
Issues	<p>Opens the Project Issues window. Use the Project Issues window to add, edit, and delete issues for the open project and to send e-mail notifications about issues.</p> <p>See Issues (on page 332) for more information about working with project issues.</p>	All	Project Toolbar (on page 119)
Risks	<p>Opens the Risks view. Use the Risks view to add, edit, assign, and delete risks for the open project. You can also calculate a risk's exposure values and its overall impact on the project's schedule and costs.</p> <p>See Risks (on page 340) for more information about working with Risks.</p>	All	Project Toolbar (on page 119)
Set Default Project	<p>Opens the Set Default Project dialog box. When you open multiple projects, use this dialog box to specify which project to open by default, which project's settings to use when you schedule or level, and which project to use by default when you add new information to the database.</p> <p>See Specify a default project (on page 141) for more information.</p>	All	Project Toolbar (on page 119)

Enterprise Menu

Enterprise Menu (Alt+N)

Command	Function	Enabled when active window is:	Corresponding toolbar
Projects	<p>Opens the Projects window. Use the Projects window to set up the EPS, add new projects, and manage multiple projects.</p> <p>See Projects (on page 139) for more information about working with projects.</p>	All	Enterprise Toolbar (on page 112)
Enterprise Project Structure	<p>Opens the Enterprise Project Structure (EPS) dialog box. Use the Enterprise Project Structure (EPS) dialog box to define the EPS - the hierarchical structure of your database of projects.</p> <p>See Enterprise Project Structure overview (on page 147) for more information about working with the EPS.</p>	All	Enterprise Toolbar (on page 112)
Tracking	<p>Opens the Tracking window. Use the Tracking window for monitoring a project's progress using different types of layouts.</p> <p>See Tracking (on page 409) for more information about working with tracking layouts.</p>	All	Enterprise Toolbar (on page 112)
Project Portfolios	<p>Opens the Project Portfolios dialog box. Use the Project Portfolios dialog box to add, edit, and delete portfolios.</p> <p>See Portfolios (on page 143) for more information about working with portfolios.</p>	All	Enterprise Toolbar (on page 112)
Resources	<p>Opens the Resources window. Use the Resources window to maintain both</p>	All	Enterprise Toolbar (on

	<p>your organization's resource hierarchy and individual resource information.</p> <p>See Resources (on page 188) for more information about working with resources.</p>		page 112)
Roles	<p>Opens the Roles dialog box. Use the Roles dialog box to add, edit, and delete roles. You can also use the Roles dialog box to assign roles to resources, define up to five price/unit rates for each role, and specify role availability over time.</p> <p>See Roles (on page 198) for more information about working with roles.</p>	All	Enterprise Toolbar (on page 112)
OBS	<p>Opens the Organizational Breakdown Structure dialog box. Use the Organizational Breakdown Structure dialog box to create, view, and edit the organizational breakdown structure (OBS). You can also use this dialog box to view a list of users who can access an OBS element's project information.</p> <p>See Organizational breakdown structure (OBS) overview (on page 156) for more information about working with the OBS.</p>	All	Enterprise Toolbar (on page 112)
Resource Codes	<p>Opens the Resource Codes dialog box. Use the Resource Codes dialog box to create, edit, and delete resource codes. You can use these codes to sort, filter, group, and report on project data across the enterprise.</p> <p>See Create resource codes (on page 164). See Create resource code values (on page 164).</p>	All	Dictionaries Toolbar (on page 102)
Project Codes	<p>Opens the Project Codes dialog box. Use the Project Codes dialog box to create, edit, and delete global and project codes and values. Use these</p>	All	Dictionaries Toolbar (on page 102)

	<p>codes and values to sort, filter, group, and report activity information.</p> <p>See Create project codes (on page 161). See Create project code values (on page 162).</p>		
Activity Codes	<p>Opens the Activity Codes dialog box. Use the Activity Codes dialog box to create, edit, and delete global and project activity codes and values. Use these codes and values to sort, filter, group, and report activity information.</p> <p>See Activity codes and values (on page 166) for more information.</p>	All	Dictionaries Toolbar (on page 102)
User Defined Fields	<p>Opens the User Defined Fields dialog box. Use the User Defined Fields dialog box to add an unlimited number of custom fields and values to the project database.</p> <p>See Define custom user fields (on page 175) for more information.</p>	All	Dictionaries Toolbar (on page 102)
Calendars	<p>Opens the Calendars dialog box. Use the Calendars dialog box to create, edit, and delete global, project, and resource calendars. You can also view calendar assignments, and you can specify a default global calendar.</p> <p>See Calendars (on page 177) for more information.</p>	All	Dictionaries Toolbar (on page 102)
Resource Shifts	<p>Opens the Resource Shifts dialog box. Use the Resource Shifts dialog box to define shift calendars for resources.</p> <p>See Define resource shifts (on page 190) for more information.</p>	All	Dictionaries Toolbar (on page 102)
Activity Step Templates	<p>Opens the Activity Step Templates dialog box. Use the Activity Step Templates dialog box to create templates containing groups of steps common to multiple activities. You</p>	All	Dictionaries Toolbar (on page 102)

can then assign these templates to activities.

See **Create activity step templates manually** (on page 288) for more information.

Cost Accounts	<p>Opens the Cost Accounts dialog box. Use the Cost Accounts dialog box to maintain your organization's cost accounts. You can assign these cost accounts to activities in any project.</p> <p>See Create a cost account hierarchy (on page 282) for more information.</p>	All	Dictionaries Toolbar (on page 102)
Funding Sources	<p>Opens the Funding Sources dialog box. Use the Funding Sources dialog box to set up a funding sources dictionary containing any non-profit, government-allocated, or other funding sources for easy assignment to budget items.</p> <p>See Define funding sources (on page 294) for more information.</p>	All	Dictionaries Toolbar (on page 102)
Resource Curves	<p>Opens the Resource Curves dialog box. Use the Resource Curves dialog box to add, delete, or modify resource curves. Curves are used to allocate resources and costs over the duration of an activity.</p> <p>See Add a resource curve (on page 204) for more information.</p>	All	Dictionaries Toolbar (on page 102)
External Applications	<p>Opens the External Applications dialog box. Use the External Applications dialog box to set up links with external applications.</p>	All	None

Tools Menu

Tools Menu (Alt+T)

Command	Function	Enabled	Correspon
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		when active window is:	ding toolbar
Schedule	<p>Opens the Schedule dialog box. In this dialog box, you can schedule the open projects and set scheduling options.</p> <p>See Schedule a project (on page 325) for more information.</p>	All	Tools Toolbar (on page 125)
Level Resources	<p>Opens the Level Resources dialog box. In this dialog box, you can level resources and set resource leveling options.</p> <p>See Level resources (on page 330) for more information.</p>	All	Tools Toolbar (on page 125)
Apply Actuals	<p>Opens the Apply Actuals dialog box. In this dialog box, you can update the schedule by applying actuals up to the data date you select for each open project.</p> <p>See Apply actuals (on page 312) for more information.</p>	All	Tools Toolbar (on page 125)
Update Progress	<p>Opens the Update Progress dialog box. In this dialog box, you can estimate progress for spotlighted or selected activities.</p> <p>See Updating progress (on page 313) for more information.</p>	Activities	Tools Toolbar (on page 125)
Recalculate Assignment Costs	<p>Opens the Recalculate Assignment Costs dialog box. In this dialog box, you can recalculate resource and role assignment costs for all activities in the open projects.</p> <p>See Recalculate resource and role assignment costs (on page 245) for more information.</p>	All	Tools Toolbar (on page 125)
Summarize	<p>Enables you to summarize open projects or all projects. To choose</p>	All	Tools Toolbar (on

	<p>which projects you want to summarize, point to Summarize, then select an option.</p> <p>See Summarize project data (on page 515) for more information.</p>		page 125)
Job Services	<p>Opens the Job Services dialog box. In this dialog box, you can create jobs and schedule them to run automatically on any number of projects or EPS nodes at a specified time.</p> <p>See Automating processes with Job Services (on page 516) for more information.</p>	All	Tools Toolbar (on page 125)
Store Period Performance	<p>Opens the Store Period Performance dialog box. In this dialog box, you can store past period actuals for any open project in defined financial periods.</p> <p>See Store Period Performance (on page 529) for more information.</p> <p>This row is intentionally blank.</p>	All	Tools Toolbar (on page 125)
Disable Auto-Reorganization	<p>Enables or disables automatic reorganization. By default, automatic reorganization is enabled. When you turn on Disable Auto-Reorganization, the module does not automatically reorder the currently active window according to your recent changes.</p> <p>See Reorganizing window data automatically (on page 532) for more information.</p>	All	Tools Toolbar (on page 125)
Global Change	<p>Opens the Global Change dialog box. In this dialog box, you can make changes to all activities, resource assignments, or project expenses, or a selected group of these items, at one time.</p> <p>See Change data globally (on page 521) for more information.</p>	All	Tools Toolbar (on page 125)

Monitor Thresholds	Opens the Monitor Thresholds dialog box. In this dialog box, you can monitor all of the open project's thresholds at once.	All	Tools Toolbar (on page 125)
	See Monitor a threshold (on page 339) for more information.		
Issue Navigator	Opens the Issue Navigator dialog box. In this dialog box, you can track the open project's issues, including associated activities, resources, and work breakdown structure (WBS) elements.	All	Tools Toolbar (on page 125)
	See Use the issue navigator (on page 336) for more information.		
Timescaled Logic Diagram	If more than one project is open, then opens the Select Projects to Export dialog box. In this dialog box you select open projects to export in XML format to the Primavera Timescaled Logic Diagram application. If only one project is open, then starts the Primavera Timescaled Logic Diagram application and exports the project data in XML format to that application. This command is enabled when the Activities view is active.	Activities	Tools Toolbar (on page 125)
	See Exporting project data to the Primavera Timescaled Logic Diagram Application (on page 512) for more information.		
Reports > Reports	Opens the Reports window. Use the Reports window to create, edit, run, delete, import, and export global and project reports.	All	Enterprise Toolbar (on page 112)
	See Reporting features (on page 463) for more information about working with reports.		
Reports > Report Groups	Opens the Report Groups dialog box. Use the Report Groups dialog box to define report groups for organizing	All	Reports Toolbar (on

	your global and project reports.		page 122)
	See Create a report group (on page 469) for more information.		
Reports > Batch Reports	<p>Opens the Batch Reports dialog box. Use the Batch Reports dialog box to define report batches for running global and project reports.</p> <p>See Create a report batch (on page 470) for more information.</p> <p>This row is intentionally blank.</p>	All	Reports Toolbar (on page 122)
Report Wizard	<p>Starts the Report Wizard. Use the Report Wizard to create new reports and modify existing wizard reports.</p> <p>See Create a new report with the Report Wizard (on page 464). See Modify a report with the Report Wizard (on page 465).</p>	All	Reports Toolbar (on page 122)
Publish > Project Web Site	<p>Opens the Publish Project Web Site dialog box. Use the Publish Project Web Site dialog box to save the project information you specify as HTML files. You can then publish these files as a Web site on an intranet or the Internet.</p> <p>See Publish projects as Web sites (on page 507) for more information.</p>	All	Publish Toolbar (on page 121)
Publish > Activity Layouts	<p>Opens the Select Activity Layouts to Publish dialog box. Use the Select Activity Layouts to Publish dialog box to specify the activity layouts to publish to the project Web Site.</p> <p>See Publish Activity layouts (on page 509) for more information.</p>	All	Publish Toolbar (on page 121)
Publish > Tracking Layouts	<p>Opens the Select Tracking Layouts to Publish dialog box. Use the Select Tracking Layouts to Publish dialog box to specify Tracking layouts to publish on the project Web site.</p>	All	Publish Toolbar (on page 121)

	See Publish tracking layouts (on page 509) for more information.		
Set Language	Opens the Set Language dialog box in which you select the language to display the information in menus, dialog boxes, and messages. Your selection does not affect the data you enter; this information appears exactly as you type it. See Set the language for displaying data (on page 59) for more information.	All	None
Claim Digger	Launches the Claim Digger application. Using this application, you can generate a report that compares selected data fields in a revised project and its corresponding original project, or a revised project and a corresponding baseline. See Select and Compare Projects/Baselines (on page 305) for more information.	All	Tools Toolbar (on page 125)
Schedule Comparison	Launches the Schedule Comparison application. Using this application, you can generate a report that compares selected data fields in a revised project and its corresponding original project, or a revised project and a corresponding baseline. See Select and Compare Projects/Baselines (on page 305) for more information.	All	Tools Toolbar (on page 125)

Admin Menu

Admin Menu (Alt+A)

Command	Function	Enabled when active	Corresponding toolbar
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		window is:	
Users	<p>Opens the Users dialog box. Use the Users dialog box to add and remove users, and assign global and project profiles to users.</p> <p>See Add new users (on page 566). See Remove users (on page 570). See Assign global profiles (on page 570). See Assign project profiles (on page 571).</p>	All	Administrat or Toolbar (on page 98)
Security Profiles	<p>Opens the Security Profiles dialog box. Use the Security Profiles dialog box to create, edit, and delete security profiles, or user access types.</p> <p>See Global profiles (on page 555). See Project profiles (on page 561).</p>	All	Administrat or Toolbar (on page 98)
Admin Preferences	<p>Opens the Admin Preferences dialog box. Use the Admin Preferences dialog box to specify default settings established by the project administrator. You can also configure options for using Contract Management with P6 Professional information.</p>	All	Administrat or Toolbar (on page 98)
Admin Categories	<p>Opens the Admin Categories dialog box. Use the Admin Categories dialog box to define standard categories and values that you can apply to all projects.</p> <p>See Administrative categories (on page 540) for more information.</p>	All	Administrat or Toolbar (on page 98)
Currencies	<p>Opens the Currencies dialog box. Use the Currencies dialog box to set up the currencies you want to use for costs.</p> <p>See Currencies (on page 548) for more information.</p>	All	Administrat or Toolbar (on page 98)
Financial	<p>Opens the Financial Periods dialog box. Use the Financial Periods dialog</p>	All	Administrat or Toolbar

Periods box to define global customized financial periods. Users can store a project's period performance (past period actuals) for any predefined period contained in the Financial Periods dialog box. (on page 98)

See **Financial Periods** (on page 550) for more information.

Help Menu

Help Menu (Alt+H)

Command	Function	Enabled when active window is:	Corresponding toolbar
Contents	Opens P6 Professional Help.	All	Display Toolbar (on page 105)
About	Provides information about the software and includes contact information.	All	None

Action Toolbar

Use the Action toolbar to perform actions such as import, export, check in, and check out.

By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon	Function	Corresponding menu command
	Starts the Import wizard. Use the Import wizard to import projects, resources, or roles from other Oracle applications, Microsoft Project, or	File > Import

Microsoft Excel.

See **Importing information using a wizard** (on page 586) for more information.

-  Starts the Export wizard. Use the Export wizard to File > Export export projects, resources, or roles to other Oracle applications, Microsoft Project, or Microsoft Excel.

See **Exporting information using a wizard** (on page 587) for more information.

-  Creates an XER export file of the open project, File > Send Project automatically opens your e-mail system, and attaches the XER file to the body of the e-mail message. The subject line of the e-mail is automatically populated with the name of the project.

This icon is enabled when you open a project.

See **Export and E-mail an XER project** (on page 592) for more information.

-  Opens the Import Contract Management Data File > Import from dialog box. Use this dialog box to specify which Contract Management schedule, cost and dictionary information to import.

Note: This icon only appears if P6 Professional and Contract Management modules are linked, and the open project is linked to a Contract Management project. See **Link P6 Professional to Contract Management** (on page 627). See **Link your project to a Contract Management project** (on page 628).

-  Starts the Check In wizard. Use the Check In File > Check In wizard to check in open projects you currently have checked out.

See **Check in a project** (on page 580) for more information.

-  Starts the Check Out wizard. Use the Check Out File > Check Out wizard to check out any open project.

See **Check out a project** (on page 579) for more information.

 Opens the Select a Portfolio dialog box. Use the File > Select Project Select a Portfolio dialog box to open a portfolio. Portfolio When you open a portfolio, the module closes all open projects, then displays the projects contained in the selected portfolio in the Projects window.

See **Portfolios** (on page 143) for more information.

Note: Opening a portfolio does not open the projects contained in the portfolio. You must open the projects you want to work with from the Projects window, which displays all of the projects contained in the open portfolio.

Tips

- ▶ The import, export, check in, and check out icons on this toolbar display by default when you choose to show the toolbar.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Administrator Toolbar

Use the Administrator toolbar to perform administrative functions, such as adding users, defining currencies, and setting administrative preferences. By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon	Function	Displays by default?	Corresponding menu command
	<p>Opens the Users dialog box. Use the Users dialog box to add and remove users, and assign global and project profiles to users.</p> <p>See Add new users (on page 566). See Remove users (on page 570). See Assign global profiles (on page 570). See Assign project profiles (on page 571).</p>	No	Admin > Users
	<p>Opens the Security Profiles dialog box. Use the Security Profiles dialog box to create, edit, and delete security profiles, or user access types.</p> <p>See Global profiles (on page 555) and</p>	No	Admin > Security Profiles

Project profiles (on page 561) for more information.

- | | | | |
|---|--|-----|---------------------------|
| • | <p>Opens the Admin Preferences dialog box. Use the Admin Preferences dialog box to specify default settings established by the project administrator. You can also configure options for using Contract Management with P6 Professional.</p> <p>See Administrative preferences (on page 535) for more information.</p> | Yes | Admin > Admin Preferences |
|  | <p>Opens the Admin Categories dialog box. Use the Admin Categories dialog box to define standard categories and values that you can apply to all projects.</p> <p>See Administrative categories (on page 540) for more information.</p> | No | Admin > Admin Categories |
|  | <p>Opens the Currencies dialog box. Use the Currencies dialog box to set up the currencies you want to use for costs.</p> <p>See Currencies (on page 548) for more information.</p> | No | Admin > Currencies |
|  | <p>Opens the Financial Periods dialog box. Use the Financial Periods dialog box to define global customized financial periods. Users can store a project's period performance (past period actuals) for any predefined period contained in the Financial Periods dialog box.</p> <p>See Financial Periods (on page 550) for more information.</p> | No | Admin > Financial Periods |

Tips

- ▶ The icons on this toolbar are available to all users; however, your ability to perform any administrative function is determined by the security privileges enabled in your assigned security profile.
- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Assign Toolbar

Use the Assign toolbar to assign resources, roles, activity code values, predecessors, successors, and activity step templates to the activity you select in the Activities window.

This toolbar is displayed by default, and all of the icons on this toolbar are enabled when the Activities window is active.

The following table provides information about each available icon on the toolbar.

Icon	Function	Corresponding menu command
	<p>Opens the Assign Resources dialog box. In this dialog box, you can assign resources, remove existing resource assignments, and replace resource assignments.</p> <p>See Assign resources to activities (on page 240) for more information.</p>	Edit > Assign > Resources
	<p>Opens the Assign Resources by Role dialog box. In this dialog box, you can assign resources based on the selected activity's current role assignments.</p> <p>See Assign resources to activities by role (on page 241) for more information.</p>	Edit > Assign > Resources by Role
	<p>Opens the Assign Roles dialog box. In this dialog box, you can assign roles, remove existing role assignments, and replace role assignments.</p> <p>See Assign roles to activities (on page 200) for more information.</p>	Edit > Assign > Roles
	<p>Opens the Assign Activity Codes dialog box. In this dialog box, you can assign activity code values and remove existing activity code value assignments.</p> <p>See Assign activity codes and values to activities (on page 166) for more information.</p>	Edit > Assign > Activity Codes
	<p>Opens the Assign Predecessors dialog box. In this dialog box, you can assign predecessor activities and remove existing predecessor relationships.</p>	Edit > Assign > Predecessors

See **Add predecessor relationships** (on page 232) for more information.

-  Opens the Assign Successors dialog box. In this dialog box, you can assign successor activities and remove existing successor relationships. Edit > Assign > Successors

See **Add successor relationships** (on page 233) for more information.

-  Opens the Assign Activity Step Templates dialog box, which you can use to assign activity step templates. None

See **Assign activity step templates to activities** (on page 289) for more information.

Tips

- ▶ All of the icons on this toolbar display by default.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.
- ▶ You can right-click on an activity to access a shortcut menu that includes most of the options described in the table.

Bottom Layout Toolbar

Use the Bottom Layout toolbar to customize the bottom layout of the active window. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Enabled when active window is:	Corresponding menu command
	Shows or hides window details in the bottom layout. Use window details to view or edit information for the selected item.	All except Tracking	View > Show on Bottom > Details
	Shows or hides the Activity Usage Spreadsheet in the bottom layout.	Activities	View > Show on Bottom > Activity Usage Spreadsheet

	Shows or hides the Activity Usage Profile in the bottom layout.	Activities	View > Show on Bottom > Activity Usage Profile
	Shows or hides the Resource Usage Spreadsheet in the bottom layout.	Activities	View > Show on Bottom > Resource Usage Spreadsheet
	Shows or hides the Resource Usage Profile in the bottom layout.	Activities	View > Show on Bottom > Resource Usage Profile
	Shows or hides Trace Logic in the bottom layout.	Activities	View > Show on Bottom > Trace Logic
	Shows or hides the bottom layout. When you hide the bottom layout, the top layout enlarges to fill the entire work area.	All except Reports	View > Show on Bottom > No Bottom Layout

Tips

- ▶ All of the icons on this toolbar display by default.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.
- ▶ To set options for the bottom layout in the Activities, WBS, Projects, and Tracking windows, right-click anywhere in the bottom layout of the active window and choose an available option.

Dictionary Toolbars

Use the Dictionary toolbars to access dialog boxes in which you can view, add, edit, and delete enterprise-level dictionary data, such as codes, user-defined fields (UDFs), calendars, and resource curves.

By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon Function

Corresponding menu command

-
-  Opens the Resource Codes dialog box. Use the Resource Codes dialog box to create, edit, and delete resource codes. You can use these codes to sort, filter, group, and report on project data across the enterprise. Enterprise > Resource Codes
- See **Create resource codes** (on page 164).
See **Create resource code values** (on page 164).
-  Opens the Project Codes dialog box. Use the Project Codes dialog box to create, edit, and delete global and project codes and values. Use these codes and values to sort, filter, group, and report activity information. Enterprise > Project Codes
- See **Create project codes** (on page 161).
See **Create project code values** (on page 162).
-  Opens the Activity Codes dialog box. Use the Activity Codes dialog box to create, edit, and delete global and project activity codes and values. Use these codes and values to sort, filter, group, and report activity information. Enterprise > Activity Codes
- See **Activity codes and values** (on page 166) for more information.
-  Opens the User Defined Fields dialog box. Use the User Defined Fields dialog box to add an unlimited number of custom fields and values to the project database. Enterprise > User Defined Fields
- See **Define custom user fields** (on page 175) for more information.
-  Opens the Calendars dialog box. Use the Calendars dialog box to create, edit, and delete global, project, and resource calendars. You can also view calendar assignments, and you can specify a default global calendar. Enterprise > Calendars
- See **Calendars** (on page 177) for more
-

information.



Opens the Resource Shifts dialog box. Use the Resource Shifts dialog box to define shift calendars for resources.

Enterprise > Resource Shifts

See **Define resource shifts** (on page 190) for more information.



Opens the Activity Step Templates dialog box. Use the Activity Step Templates dialog box to create templates containing groups of steps common to multiple activities. You can then assign these templates to activities.

Enterprise > Activity Step Templates

See **Create activity step templates manually** (on page 288) for more information.



Opens the Cost Accounts dialog box. Use the Cost Accounts dialog box to maintain your organization's cost accounts. You can assign these cost accounts to activities in any project.

Enterprise > Cost Accounts

See **Create a cost account hierarchy** (on page 282) for more information.



Opens the Funding Sources dialog box. Use the Funding Sources dialog box to set up a funding sources dictionary containing any non-profit, government-allocated, or other funding sources for easy assignment to budget items.

Enterprise > Funding Sources

See **Define funding sources** (on page 294) for more information.



Opens the Resource Curves dialog box. Use the Resource Curves dialog box to add, delete, or modify resource curves. Curves are used to allocate resources and costs over the duration of an activity.

Enterprise > Resource Curves

See **Add a resource curve** (on page 204) for more information.

Tips

- ▶ All of the icons on this toolbar display by default, and are always enabled, when you choose to show the toolbar.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Display Toolbar

Use the Display toolbar to zoom in and out of the current display, expand or collapse data elements, show or hide Hint Help, and add attachments. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Display Enabled by default ?	Enabled when active window is:	Shortcut keys	Corresponding menu command
	Zooms in on a timescaled layout (Gantt Chart, spreadsheet, or profile). Zooming in displays a shorter range of time using smaller time intervals, for example, zooming from a quarterly to monthly to weekly display. See Zoom in and out of a timescaled layout (on page 358) for more information.	Yes	Activities, Projects, Resource Assignments, Tracking, WBS	None	View > Zoom > Zoom In
	Zooms out of a timescaled layout (Gantt Chart, spreadsheet, or profile). Zooming out displays a longer range of time using larger time intervals, for example, zooming from a weekly to monthly to quarterly display. See Zoom in and out of a timescaled layout (on page 358) for more information.	Yes	Activities, Projects, Resource Assignments, Tracking, WBS	None	View > Zoom > Zoom Out

	<p>Re-sizes chart views to fit the entire chart into the visible area.</p> <p>This icon is enabled when you display a chart view in the active window.</p>	Yes	Activities, Projects, Resources , WBS	None	View > Zoom > Zoom to Best Fit
	<p>Resets all toolbars, default icons, and toolbar locations back to factory defaults.</p> <p>See Customizing toolbars (on page 62) for more information.</p>	No	All	None	View > Reset All Toolbars
	<p>Locks toolbars in their current positions.</p> <p>See Customizing toolbars (on page 62) for more information.</p>	No	All	None	View > Lock All Toolbars
	<p>Enables you to create a new tab group at the bottom the the screen.</p> <p>See Tile windows horizontally or vertically (on page 56) for more information.</p>	Yes	All	None	View > Tab Groups > New Horizontal Tab Group
	<p>Enables you to remove all tab groupings and display all open tabs in one tab group.</p> <p>See Tile windows horizontally or vertically (on page 56) for more information.</p>	Yes	All	None	View > Tab Groups > New Vertical Tab Group
	<p>Enables you to create a new tab group at the side of the screen.</p> <p>See Tile windows horizontally or vertically (on page 56) for more information.</p>	Yes	All	None	View > Tab Groups > Merge all Tab Groups
	<p>Enables or disables Hint Help.</p> <p>See Using Hint Help (on page</p>	Yes	All	None	View > Hint Help

55) for more information.

	Expands all collapsed elements in a grouped or hierarchical table view.	No	All	Ctrl+Add	View > Expand All
	Collapses all expanded elements in a grouped or hierarchical table view.	No	All	Ctrl+Subt ract	View > Collapse All
	Opens the Collapse To dialog box. Use the Collapse To dialog box to select the grouping band you want to collapse or expand in the current layout. The selection available in the list is based on the grouping bands displayed in the current layout.	No	Activities, Projects, Resource Assignme nts, Tracking, WBS	None	View > Collapse To
	Enables you to add curtain and text attachments, and to show or hide all curtain attachments. Curtain attachments highlight a specific time period in a Gantt Chart, while text attachments display custom text you enter in a Gantt Chart.	No	Activities	None	View > Attachmen ts

To add a curtain attachment to a Gantt Chart, click the icon, point to Curtain, then choose Add to open the Curtain Attachment dialog box. See **Add a curtain attachment in a Gantt Chart** (on page 373) for more information.

To show or hide all curtain attachments, click the icon, point to Curtain, then choose the appropriate option.

To add a text attachment to a Gantt Chart, click the icon,

then choose Text to open the Text Attachment dialog box. Use the Text Attachment dialog box to create formatted text and insert it in a Gantt Chart. See **Add a text attachment to a Gantt Chart** (on page 374) for more information.

This icon is enabled when you display a Gantt Chart in the Activities window.



Opens the P6 Professional Help. The topic that displays when you open the Help reflects the currently active window.

Yes

All

F1

Help >
Contents

This icon is enabled when no dialog box is open. To access the Help topic for a dialog box, click the Help icon or button in the open dialog box.

Tip

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).

Edit Toolbar

Use the Edit toolbar to add, delete, cut, copy, and paste data objects, dissolve and link activities, undo an action, and much more. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Display s by default ?	Enabled when active window is:	Shortc ut keys	Correspondin g menu command
	Adds a data item in the active window. For example, in the Activities window, clicking this icon adds an activity.	Yes	All except Tracking	Ins or Insert	Edit > Add

	Deletes the selected data object.	Yes	All except Tracking	Del or Delete	Edit > Delete
	Cuts the selected data object.	Yes	All except Tracking and Resource Assignments	Ctrl+X	Edit > Cut
	Copies the selected data object. Tip: This icon is enabled in the Resource Assignments window so that you can copy resource assignments and paste them into another application, such as Microsoft Excel. You cannot paste a resource assignment row in the Resource Assignments window.	Yes	All except Tracking	Ctrl+C	Edit > Copy
	Pastes a copied or cut data object. This icon is enabled after you copy or cut a data object.	Yes	All except Tracking and Resource Assignments	Ctrl+V	Edit > Paste
	Deletes the selected activity and joins its predecessor and successor activities with a finish to start relationship. This icon is enabled when you select an activity that has a predecessor and successor. See Dissolve an activity (on page 227) for more information.	No	Activities	None	Edit > Dissolve
	Creates a finish-to-start relationship between the activities you select in the	No	Activities	None	Edit > Link Activities

Activities window. This action creates relationships based on the order in which the selected activities are listed.

This icon is enabled when you select more than one activity in the Activity Table or Activity Network.

	Changes data back to its previous state before your last action.	No	Activities, Resources, Resource Assignments	Ctrl+Z	Edit > Undo
	See Using Undo (on page 892) for more information.				
	When you select multiple rows in a table, clicking this icon copies text from one row to successive rows in a column.	No	All except Reports and Tracking	Ctrl+E	Edit > Fill Down
	See Fill Down Function Example (on page 830) for more information.				
Select All	Selects all data items in the active window. For example, in the Activities window, clicking this icon selects all activities.	No	All except Tracking	Ctrl+A	Edit > Select All
	Starts the spelling checker. Use the spelling checker to check spelling for all displayed data objects in the active window.	No	All except Tracking	F7	Edit > Spell Check
	Opens the selected work product or document's private file and its associated application.	No	WPs & Docs	None	View > Launch > Private Document
	This icon is enabled when the selected document has a defined private file location.				
	See Open a work product or document from the Work Products and Documents				

window (on page 353) for more information.



Opens the selected work product or document's public file and its associated application.

No

WPs &
Docs

None

View >
Launch >
Public
Document

This icon is enabled when the selected document has a defined public file location.

See **Open a work product or document from the Work Products and Documents window** (on page 353) for more information.



Opens the Issue History dialog box. Use the Issue History dialog box to view and add comments about the selected issue's history.

No

Project
Issues

None

Right-click on
an issue, then
choose Issue
History.

See **View or add to an issue's history** (on page 335) for more information.



Opens the Notify Issue dialog box. Use the Notify Issue dialog box to send e-mail about the selected issue.

No

Project
Issues

None

Right-click on
an issue, then
choose
Notify.

See **Send e-mail about an issue** (on page 335) for more information.



Monitors the selected threshold to identify issues.

No

Project
Thresholds

None

None

See **Monitor a threshold** (on page 339) for more information.

Tip

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).

Enterprise Toolbar

Use the Enterprise toolbar to access windows and dialog boxes in which you can view, add, edit, and delete enterprise-level data, such as the EPS, resources, roles, and reports. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Displays by default?	Corresponding menu command
	<p>Opens the Projects window. Use the Projects window to set up the EPS, add new projects and manage multiple projects.</p> <p>See Projects (on page 139) for more information about working with projects.</p>	Yes	Enterprise > Projects
	<p>Opens the Resources window. Use the Resources window to maintain both your organization's resource hierarchy and individual resource information.</p> <p>See Resources (on page 188) for more information about working with resources.</p>	Yes	Enterprise > Resources
	<p>Opens the Reports window. Use the Reports window to create, edit, run, delete, import, and export global and project reports.</p> <p>See Reporting features (on page 463) for more information about working with reports.</p>	Yes	Tools > Reports
	<p>Opens the Tracking window. Use the Tracking window for monitoring a project's progress using different types of layouts.</p> <p>See Tracking (on page 409) for more information about working with tracking layouts.</p>	Yes	Enterprise > Tracking
	<p>Opens the Enterprise Project Structure (EPS) dialog box. Use the Enterprise Project Structure (EPS) dialog box to</p>	No	Enterprise > Enterprise Project Structure

define the EPS—the hierarchical structure of your database of projects.

See **Enterprise Project Structure overview** (on page 147) for more information about working with the EPS.

	Opens the Project Portfolios dialog box. Use the Project Portfolios dialog box to add, edit, and delete portfolios.	No	Enterprise > Project Portfolios
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See **Portfolios** (on page 143) for more information about working with portfolios.

	Opens the Roles dialog box. Use the Roles dialog box to add, edit, and delete roles. You can also use the Roles dialog box to assign roles to resources, define up to five price/unit rates for each role, and specify role availability over time.	No	Enterprise > Roles
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See **Roles** (on page 198) for more information about working with roles.

	Opens the Organizational Breakdown Structure dialog box. Use the Organizational Breakdown Structure dialog box to create, view, and edit the organizational breakdown structure (OBS). You can also use this dialog box to view a list of users who can access an OBS element's project information.	No	Enterprise > OBS
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See **Organizational breakdown structure (OBS) overview** (on page 156) for more information about working with the OBS.

Tips

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).
- ▶ The icons in this toolbar are always enabled.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Find Toolbar

Use the Find toolbar to search for and replace values you specify in the active window. By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon	Function	Shortcut keys	Corresponding menu command
	Opens the Find dialog box. In this dialog box, you can search for a value you specify in the active window. Tip: In windows that can display multiple views simultaneously (for example, a table and chart), before you start the search, you must select an object in the area of the window in which you want to conduct the search.	Ctrl+F	Edit > Find
	Finds the next occurrence of the search criteria you previously entered in the Find dialog box.	F3	Edit > Find Next
	Replaces text found in search results with new text you specify.	Ctrl+R	Edit > Replace

Tip

- ▶ All of the icons on this toolbar display by default when you choose to show the toolbar.

Layout Toolbar

Use the Layout toolbar to customize the layout of the active window and to access user preferences. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Display s by default ?	Enabled when active window is:	Corresponding menu command
	Opens the New Layout dialog	No	Tracking	View > Layout >

	box. Use the New Layout dialog box to create a custom tracking layout.			New
	See Tracking layouts (on page 410) for more information.			
	Opens the Open Layout dialog box. Use the Open Layout dialog box to select and display a different layout, and to import and export layouts.	No	Activities, Projects, Resource Assignments, WBS, Tracking	View > Layout > Open
	See Open a layout (on page 355). See Open a tracking layout (on page 411).			
	Saves the currently displayed layout.	No	Activities, Projects, Resource Assignments, Work Breakdown Structure, Tracking	View > Layout > Save
	Saves the currently displayed layout as a new layout.	No	Activities, Projects, Resource Assignments, Work Breakdown Structure, Tracking	View > Layout > Save As
	See Save a layout in the Activities or Resource Assignments window (on page 356). See Save a layout in the Projects or Work Breakdown Structure window (on page 356).			
	Opens the Bars dialog box. Use the Bars dialog box to specify the style and labels for the bars in a Gantt Chart.	Yes	Activities, Projects, Tracking, Work Breakdown Structure	View > Bars
	This icon is enabled when you display a Gantt Chart in the active window.			
	Enables you to select a predefined column layout or to	Yes	All except Reports	View > Columns

customize the columns that display in the active window. The available options vary for each window. To customize columns, click the icon, then choose Customize.

This icon is enabled when you display a table view in the active window.

	<p>Opens the Timescale dialog box. Use the Timescale dialog box to specify the timescale you want to display in the current Gantt Chart, profile, or spreadsheet layout.</p> <p>See Change a layout's timescale format (on page 363) for more information.</p>	Yes	Activities, Projects, Resource Assignments, Tracking, Work Breakdown Structure	View > Timescale
	<p>Enables you to select a predefined filter or to create a custom filter. The available options vary for each window. To create a custom filter, click the icon, then choose Customize.</p> <p>See Filtering data (on page 452) for more information.</p>	Yes	All except Work Breakdown Structure and Project Expenses	View > Filter By
	<p>Enables you to select a predefined grouping and sorting option, or to specify your own grouping and sorting criteria. The available options vary for each window. To customize grouping and sorting, click the icon, then choose Customize.</p>	Yes	All	View > Group and Sort By
	<p>Opens the Table, Font and Row dialog box. Use the Table Font and Row dialog box to change the appearance of text, color, and the height of rows in your</p>	Yes	All	View > Table Font and Row

display. The available options vary for each window.



Opens the User Preferences dialog box. Use the User Preferences dialog box to specify your settings and preferences, including how to display time, date, and currency information. You can also set options to send e-mail, specify startup options, and change your password.

Yes

All

Edit > User
Preferences

See **Define user preferences** (on page 132) for more information.

Tips

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).
- ▶ The icons on this toolbar do not have corresponding shortcut keys.
- ▶ You can also click the Display or Layout options bar in the active window to access most of the functionality available from this toolbar.

Move Toolbar

Use the Move toolbar to move the selected object around in hierarchy views. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function
	Moves the selected object up one row in the hierarchy.
	Moves the selected object down one row in the hierarchy.
	Moves the selected object to the left in the hierarchy. Moving an object to the left moves it up to the next level in the hierarchy.
	Moves the selected object to the right in the hierarchy. Moving an object to the right moves it down to the next level in the hierarchy.

Tips

- ▶ All of the icons on this toolbar display by default.
- ▶ The icons on this toolbar do not have corresponding shortcut keys or menu options.

Print Toolbar

Use the Print toolbar to print the contents of the open window, preview print output, and define page and print settings. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Displays by default?	Shortcut keys	Corresponding menu command
	Enables you to print the currently selected window, select a printer, and set printer options.	Yes	Ctrl+P	File > Print
	Opens the Print Preview window. In the Print Preview window, you can define page and print settings, publish the contents of the selected window to an HTML file, and print the contents of the selected window.	Yes	None	File > Print Preview
	Opens the Page Setup dialog box. In the Page Setup dialog box, you can define page size and orientation, set scaling options, change the size of margins, and define a header and footer.	No	None	File > Page Setup
	Opens the Print Setup dialog box. In the Print Setup dialog box, you can select a printer and define printer properties.	No	None	File > Print Setup

Tip

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).

Project Toolbar

Use the Project toolbar to access windows and dialog boxes in which you can view, add, edit, and delete project-level data, such as activities, the WBS, and resource assignments. This toolbar is displayed by default, and the icons are enabled when any project is open.

The following table provides information about each available icon on the toolbar.

Icon	Function	Display s by default ?	Corresponding menu command
	<p>Opens the Activities window. Use the Activities window to create, view, and edit activities for the open project.</p> <p>See Activities (on page 213) for more information about working with activities.</p>	Yes	Project > Activities
	<p>Opens the Work Breakdown Structure window. Use the Work Breakdown Structure window to create, view, and edit the open project's work breakdown structure (WBS).</p> <p>See Work Breakdown Structure (on page 150) for more information about working with the WBS.</p>	Yes	Project > WBS
	<p>Opens the Resource Assignments window. Use the Resource Assignments window to view all resource assignments, grouped by resource, for all currently opened projects. You can also display resource cost and quantity information in a spreadsheet.</p>	Yes	Project > Resource Assignments
	<p>Opens the WPs & Docs window. Use the WPs & Docs window to create and maintain work product and document records for the open project, such as records for standards, procedures, guidelines, and templates.</p> <p>See Work Products and Documents (on page 348) for more information about working with work products and</p>	Yes	Project > Work Products and Documents

documents.



Opens the Project Expenses window. Use the Project Expenses window to add, edit, and delete expense items for activities in the open project.

Yes

Project > Expenses

See **Expenses** (on page 278) for more information about working with project expenses.



Opens the Project Thresholds window. Use the Project Thresholds window to create, view, edit, and monitor thresholds for the open project. You can monitor a threshold at the work breakdown structure (WBS) level or the activity level to identify issues.

No

Project > Thresholds

See **Thresholds** (on page 336) for more information about working with project thresholds.



Opens the Project Issues window. Use the Project Issues window to add, edit, and delete issues for the open project and to send e-mail notifications about issues.

No

Project > Issues

See **Issues** (on page 332) for more information about working with project issues.



Opens the Risks view. Use the Risks view to add, edit, assign, and delete risks for the open project. You can also calculate a risk's exposure values and its overall impact on the project's schedule and costs.

No

Project > Risks



Opens the Assign Baselines dialog box. Use the Assign Baselines dialog to assign project, primary, secondary, and tertiary baselines to a project.

No

Project > Assign Baselines

See **Assign baselines to projects** (on page 299) for more information.



Opens the Maintain Baselines dialog box. Use the Maintain Baselines dialog box to

No

Project > Maintain

create, delete, copy, or restore baselines for the open project.

Baselines

See **Create a baseline** (on page 298).
See **Modify a baseline manually** (on page 303). See **Copy a baseline** (on page 299). See **Update a baseline** (on page 300).



Opens the Set Default Project dialog box. No
When you open multiple projects, use this dialog box to specify which project to open by default, which project's settings to use when you schedule or level, and which project to use by default when you add new information to the database.

Project > Set Default Project

See **Specify a default project** (on page 141) for more information.

Tips

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Publish Toolbar

Use the Publish toolbar to publish a project Web site, activity layouts, and tracking layouts.

By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon	Function	Corresponding menu command
	Opens the Publish Project Web Site dialog box. Use the Publish Project Web Site dialog box to save the project information you specify as HTML files. You can then publish these files as a Web site on an intranet or the Internet. See Publish projects as Web sites (on page 507) for more information.	Tools > Publish > Project Web Site

 Opens the Select Activity Layouts to Publish dialog box. Use the Select Activity Layouts to Publish dialog box to specify the activity layouts to publish to the project Web Site. Tools > Publish > Activity Layouts

See **Publish Activity layouts** (on page 509) for more information.

 Opens the Select Tracking Layouts to Publish dialog box. Use the Select Tracking Layouts to Publish dialog box to specify Tracking layouts to publish on the project Web site. Tools > Publish > Tracking Layouts

See **Publish tracking layouts** (on page 509) for more information.

Tips

- ▶ All of the icons on this toolbar display by default when you choose to show the toolbar.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Reports Toolbar

Use the Reports toolbar to run, modify, import, and export reports, and to create report groups and batches.

By default, this toolbar is not displayed. See **Show or hide toolbars** (on page 63) to learn how to display it.

The following table provides information about each available icon on the toolbar.

Icon	Function	Enabled when active window is:	Corresponding menu command
	<p>Opens the Run Report dialog box. Use the Run Report dialog box to compile and print the selected report.</p> <p>This icon is enabled when you select a report.</p> <p>See Print a report (on page 467) for more information.</p>	Reports	Right-click on a report, then choose Run > Report.
	Opens the Run Batch dialog box. Use	Reports	Right-click in the

the Run Batch dialog box to compile and print the selected report batch.

See **Print a report batch** (on page 472) for more information.

Reports window, then choose Run > Batch.



Opens the Report Editor window, if the selected report was previously modified using the Report Editor. If the selected report has not been previously modified using the Report Editor, you are prompted to confirm that you want to use the Report Editor to modify it.

Reports

Right-click on a report, then choose Modify.

The Report Editor enables you to create highly customized reports. You can use the Report Editor to modify reports that you create in the Report Wizard and to create new reports. If you modify a wizard report in the Report Editor, when you reopen the report in the wizard, you lose all of the modifications made in the Report Editor.

This icon is enabled when you select a report.

See **Report Editor** (on page 465) for more information.



Opens the Import Report dialog box. Use the Import Report dialog box to specify how you want to import a report from another P6 Professional application.

Reports

Right-click on a report, then choose Import.

See **Import a report** (on page 468) for more information.



Opens the Save As dialog box. Use the Save As dialog box to export and save the report to a file location you specify.

Reports

Right-click on a report, then choose Export.

This icon is enabled when you select a report.

See **Export a report** (on page 468)



Starts the Report Wizard. Use the Report Wizard to create new reports and

All

Tools > Report Wizard

modify existing wizard reports.

See **Create a new report with the Report Wizard** (on page 464). See **Modify a report with the Report Wizard** (on page 465).

Tip: To create a new report using the Report Wizard, in the Reports window, click  on the Edit toolbar. See **Edit Toolbar** (on page 108).



Opens the Report Groups dialog box. Use the Report Groups dialog box to define report groups for organizing your global and project reports.

All

Tools > Reports > Report Groups

See **Create a report group** (on page 469) for more information.



Opens the Batch Reports dialog box. Use the Batch Reports dialog box to define report batches for running global and project reports.

All

Tools > Reports > Batch Reports

See **Create a report batch** (on page 470) for more information.

Tips

- ▶ All of the icons on this toolbar display by default when you choose to show the toolbar.
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Standard Toolbar

Use the Standard toolbar to perform standard functions, such as opening, closing, and creating projects. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Displays by default?	Shortcut keys	Corresponding menu command
	Creates a new project. If you set your user preferences to use the Create a New Project	Yes	Ctrl+N	File > New

wizard when creating projects, clicking this icon launches the wizard. If you set your user preferences to not use the wizard when creating projects, a new project with the default project name (NEWPROJ-n) is added to the list of projects in the Projects window.

	Launches the Open Project dialog box. Select the projects you want to open.	Yes	Ctrl+O	File > Open
	Closes all open projects. All open windows that display project-specific data, such as the Activities and Work Breakdown Structure windows, are automatically closed when you click this icon.	Yes	Ctrl+W	File > Close All
	Commits your changes to the database.	No	F10	File > Commit Changes
	Refreshes to display the most current data.	No	F5	File > Refresh Data

Tip

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).

Tools Toolbar

Use the Tools toolbar to schedule and summarize projects, level resources, update progress, apply actuals, store period performance, and much more. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Displays by default?	Enabled when active window is:	Shortcut keys	Corresponding menu command
	<p>If more than one project is open, then opens the Select Projects to Export dialog box. In this dialog box you select open projects to export in XML format to the Primavera Timescaled Logic Diagram application. If only one project is open, then starts the Primavera Timescaled Logic Diagram application and exports the project data in XML format to that application.</p> <p>See Exporting project data to the Primavera Timescaled Logic Diagram Application (on page 512) for more information.</p>	Yes	Activities	None	Tools > Timescaled Logic Diagram
	<p>Opens the Schedule dialog box. In this dialog box, you can schedule the open projects and set scheduling options.</p> <p>See Schedule a project (on page 325) for more information.</p>	Yes	All	F9	Tools > Schedule
	<p>Opens the Level Resources dialog box. In this dialog box, you can level resources and set resource leveling options.</p> <p>See Level resources (on page 330) for more information.</p>	Yes	All	Shift+F9	Tools > Level Resources
	<p>Enables or disables the Progress Spotlight (on page 308) feature. When Progress</p>	Yes	Activities	None	View > Progress Spotlight

Spotlight is enabled, the module highlights the activities that fall between the last data date and the new data date in the Gantt Chart.

See **Highlight activities for updating** (on page 309) for more information.



Shows or hides the progress line in a Gantt Chart. The progress line shows the progress of activities and how the project is performing relative to the baseline project.

Yes

Activities

None

Tools > Progress Line

See **Apply a Progress Line to the Gantt Chart** (on page 375) for more information.



Opens the Update Progress dialog box. In this dialog box, you can estimate progress for spotlighted or selected activities.

Yes

Activities

None

Tools > Update Progress

See **Updating progress** (on page 313) for more information.



Opens the Global Change dialog box. In this dialog box, you can make changes to all activities, resource assignments, or project expenses, or a selected group of these items, at one time.

No

All

None

Tools > Global Change

See **Change data globally** (on page 521) for more information.



Opens the Apply Actuals dialog box. In this dialog box, you can update the schedule by applying actuals up to the

No

All

None

Tools > Apply Actuals

data date you select for each open project.

See **Apply actuals** (on page 312) for more information.

	Enables or disables automatic reorganization. By default, automatic reorganization is enabled. When you turn on Disable Auto-Reorganization, the module does not automatically reorder the currently active window according to your recent changes.	No	All	Shift+F2	Tools > Disable Auto-Reorganization
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See **Reorganizing window data automatically** (on page 532) for more information.

	Enables you to summarize open projects, or summary-only projects, or all projects. To choose which projects you want to summarize, click ▼ next to Summarize, then select an option.	No	All	None	Tools > Summarize
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See **Summarize project data** (on page 515) for more information.

	Enables you to summarize all projects.	No	All	None	Tools > Summarize > All Projects
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See **Summarize project data** (on page 515) for more information.

	Enables you to summarize open projects.	No	All	None	Tools > Summarize > Open Projects
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See **Summarize project data** (on page 515) for more information.

	Opens the Job Services dialog	No	All	None	Job
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box. In this dialog box, you can create jobs and schedule them to run automatically on any number of projects or EPS nodes at a specified time.

ServicesTools >

See **Automating processes with Job Services** (on page 516) for more information.



Opens the Store Period Performance dialog box. In this dialog box, you can store past period actuals for any open project in defined financial periods.

No

All

None

Tools > Store Period Performance

See **Store Period Performance** (on page 529) for more information.



Opens the Monitor Thresholds dialog box. In this dialog box, you can monitor all of the open project's thresholds at once.

No

All

None

Tools > Monitor Thresholds

See **Monitor a threshold** (on page 339) for more information.



Opens the Recalculate Assignment Costs dialog box. In this dialog box, you can recalculate resource and role assignment costs for all activities in the open projects.

No

All

None

Tools > Recalculate Assignment Costs

See **Recalculate resource and role assignment costs** (on page 245) for more information.



Opens the Issue Navigator dialog box. In this dialog box, you can track the open project's issues, including associated activities,

No

All

None

Tools > Issue Navigator

resources, and work breakdown structure (WBS) elements.

See **Use the issue navigator** (on page 336) for more information.

This row is intentionally blank.

Tip

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).

Top Layout Toolbar

Use the Top Layout toolbar to customize the top layout of the active window. This toolbar is displayed by default.

The following table provides information about each available icon on the toolbar.

Icon	Function	Display s by default?	Enabled when active window is:	Corresponding menu command
	Shows or hides the table view in the top layout.	Yes	Activities, Projects, Resources, WBS	View > Show on Top > Table
	Shows or hides the Gantt chart in the top layout.	Yes	Activities, Projects, WBS	View > Show on Top > Gantt Chart
	Shows or hides the Activity Network in the top layout. To set Activity Network options, open an Activity Network layout, or save the Activity Network layout, click the icon, then choose the appropriate option.	Yes	Activities	View > Show on Top > Activity Network

See **Activity Network** (on page 376) for more information about working with the Activity

Network.				
	Shows or hides relationship lines in the Gantt Chart.	Yes	Activities	None
	Shows or hides a chart view.	Yes	Projects, Resources, WBS	View > Show on Top > Chart View
	Shows or hides the Activity Usage Spreadsheet in the top layout.	No	Activities	View > Show on Top > Activity Usage Spreadsheet
	Shows or hides columns in the Project/Gantt Profile.	No	Tracking	None
	Shows or hides the top window in the Project/Gantt Profile.	No	Tracking	None
	Shows or hides the Resource Usage Spreadsheet in the top layout.	No	Resource Assignments	View > Show on Top > Resource Usage Spreadsheet
	Arranges children horizontally or vertically in chart views. Click the icon to select an option.	No	Projects, Resources, WBS	View > Arrange Children
	Aligns children in chart views. Click the icon to select an option.	No	Projects, Resources, WBS	View > Align Children
	Enables you to apply an existing chart box template to the current layout, or customize your own. Click the icon to select an option.	No	Projects, Resources, WBS	View > Chart Box Template

Tips

- ▶ To show icons on the toolbar that do not display by default, you must customize the toolbar. See **Customizing toolbars** (on page 62).
- ▶ The icons on this toolbar do not have corresponding shortcut keys.

Setting User Preferences

Define user preferences

- 1) Choose Edit, User Preferences. See **User Preferences dialog box** (on page 803).
- 2) Click the Time Units tab and define how to display time information.
- 3) Click the Dates tab and specify a format for dates.
- 4) Click the Currency tab and select a view currency. Also, specify how to format currency data.
- 5) Click the E-Mail tab and enter your e-mail settings.
- 6) Click the Assistance tab and specify which wizards to use.
- 7) Click the Application tab and set your startup options. You can also select how you want labels on grouping bands to display and define the range of financial periods that are available for display as columns. In addition, you can set the time interval that P6 Professional polls the database for job alerts, which are created every time a job you submit completes or fails.
- 8) Click the Password tab and modify your password.

If P6 Professional is running in LDAP authentication mode, password management is handled through the directory server. You cannot change your password through the module and the Password tab does not appear in the User Preferences dialog box.

- 9) Click the Resource Analysis tab. Define the parameters for viewing all project data in the Resource Usage profile and how to display and calculate time-distributed data.
- 10) Click the Calculations tab and choose how you want the units, duration, and units/time calculated when adding or removing multiple resource assignments on activities. You can also choose to always use a resource's or role's units/time, overtime factor, and price/unit when a resource and role share an assignment on the same activity.
- 11) For Oracle or SQL Server installations, click the Startup Filters tab and choose to display current project data or all data in the enterprise.

Tip:

- ▶ See **Future period bucket planning FAQ** (on page 249) for information on how user preference settings affect your planning if you manually plan future period resource allocation in the Resource Usage Spreadsheet.

Define how to display time information

You can specify how to display time information, such as time units, activity durations, resource rates, and resource availability.

- 1) Choose Edit, User Preferences.
- 2) Click the Time Units tab.

- 3) In the Units Format section, select the unit of time you want to display for work efforts, and resource prices and availability.

Mark the Sub-unit checkbox to display sub-units in the next smaller time increment.

Select the number of decimal places to display for time unit values.

Mark the Show Unit Label checkbox to display the time unit abbreviation with the time value.

Type an example of the time unit.

- 4) In the Durations Format section, select the unit of time you want to display for activity duration values.

Mark the Sub-unit checkbox to display sub-units in the next smaller time increment.

Select the number of decimal places to display for activity duration values.

Mark the Show Duration Label checkbox to display the time unit abbreviation with the duration value.

Type an example of the duration value.

- 5) Choose how to display resource units per time, either as a percentage or as units per duration.

Tip

- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, you should set the Units Format and Durations Format according to the timeperiods in which you plan your work. For example, if you plan future work in daily timeperiods, you should set the Units Format to Hour and the Durations Format to Day. Similarly, if you plan future work in weekly timeperiods, you should set the Units Format to Hour or Day, and the Durations Format to Week. See **Future period bucket planning** (on page 247) for more information on manually planning future period resource/role allocation.

Specify a format for dates

- 1) Choose Edit, User Preferences.
- 2) Click the Dates tab.
- 3) In the Date Format section, select the order in which you want all dates to appear.
- 4) In the Time section, specify how or whether you want to display time.
- 5) In the Options section, select the date formatting options you want to apply.

Select a view currency

- 1) Choose Edit, User Preferences.
- 2) Click the Currency tab.
- 3) Select the currency in which to view cost data.
- 4) Indicate whether to show the currency symbol and decimal digits for the selected currency.

Specify a format for currency

- 1) Choose Edit, User Preferences.
- 2) Click the Currency tab.
- 3) Mark the Show Currency Symbol checkbox to display the currency symbol before currency values.
- 4) Mark the Show Decimal Digits checkbox to display decimals for currency values.

Enter e-mail settings

You can access your e-mail account to send e-mail messages.

- 1) Choose Edit, User Preferences.
- 2) Click the E-Mail tab.
- 3) Select the mail protocol for your e-mail system.
- 4) Type the profile name, login, or username you use to access your e-mail server.
- 5) Click Password, then type your password for the e-mail server.
- 6) Type the SMTP server name or address to use to send outgoing e-mail.
- 7) Type the e-mail address to which you want your return e-mail sent.

If you do not enter a return e-mail address, all e-mail is returned to the address you used to send the e-mail.

Set wizard options

You can specify whether you want wizards to help you add activities and resources.

- 1) Choose Edit, User Preferences.
- 2) Click the Assistance tab.
- 3) To use the New Resource wizard, mark the Use New Resource Wizard checkbox.
- 4) To use the New Activity wizard, mark the Use New Activity Wizard checkbox.

Change my password

- 1) Choose Edit, User Preferences.

- 2) Click the Password tab.
- 3) Click Password.
- 4) Type a new password.
- 5) Type the password again to verify it.
- 6) Click OK.

Notes

- ▶ If the Enable password policy setting is selected in the Password Policy field of the **Admin Preferences dialog box** (on page 642), you must enter a password that is between 8 and 20 characters and contains at least one number and one letter.
- ▶ If the Enable password policy setting is not selected, enter a password between 1 and 20 characters long.
- ▶ If P6 Professional is running in LDAP authentication mode, password management is handled through the directory server. You cannot change your password through the module and the Password tab does not appear in the User Preferences dialog box.
- ▶ Passwords are case-sensitive.
- ▶ Passwords that were set before the new password policy was enabled are valid and usable.
- ▶ Passwords are required.

Set startup options

You can specify the window you want to display each time you start the application.

- 1) Choose Edit, User Preferences.
- 2) Click the Application tab.
- 3) In the Startup Window section, select the window to display each time you start the module.
- 4) Mark the Show the Issue Navigator Dialog at Startup checkbox to view the Issue Navigator each time you open the module.
- 5) Mark the Show the Welcome Dialog at Startup checkbox to view the Welcome dialog box each time you open the module.

Create a log of tasks

You can record internal function calls, or the actions you perform, in an ERRORS.LOG file. This file is created in the user's My Documents folder.

- 1) Choose Edit, User Preferences.
- 2) Click the Application tab.
- 3) In the Application Log File section, mark the Write Trace of Internal Functions to Log File checkbox.

Note

- ▶ You should use this option only when investigating an application error with the assistance of Oracle Customer Support staff.

Define the range of financial periods to display in columns

If your organization stores past period actuals in financial periods, you must define the range of financial periods you want to display when you choose to display financial period columns (for example, in the Activity Table). For example, if your organization stores past period actuals in weekly financial periods and financial periods have been defined for the previous year and the next year, you can choose to display a subset of these weekly financial periods as columns to facilitate easier viewing of past period actual data.

To define the range of financial periods:

- 1) Choose Edit, User Preferences.
- 2) Select the Application tab.
- 3) In the Columns section, click  to select the financial periods that represent the first and last financial period in the range of financial periods you want to display as columns.
- 4) Click Close.

Note:

- ▶ If you do not select a range of financial periods to display, no financial period columns will be available for display.

Set resource analysis options

- 1) Choose Edit, User Preferences.
- 2) Click the Resource Analysis tab.

- 3) In the All Projects section, specify the extent of information you want to gather from closed projects when calculating remaining units and costs for spreadsheet, profiles, and tracking layouts. (Closed projects are any projects in the enterprise project structure (EPS) that are not currently open.)

To include live data from all open projects and stored summary data from all closed projects (excluding those with a what-if status), choose All Closed Projects (Except What-If Projects).

To include live data from all open projects and stored summary data from all closed projects with a specific leveling priority, choose Closed All Projects with Leveling Priority Equal/Higher Than, then specify the leveling priority you want to use. (Specify the leveling priority per project in the General tab of the Projects window.) This value is used to consider applicable external projects' (those not included in the current layout) when deducting from resource availability immediately during leveling.

Choose Open Projects Only to exclude resource data from external (closed) projects in the remaining units and cost values for resource profiles/spreadsheets and tracking layouts.

- 4) In the Time-Distributed Data section, choose a starting point for calculating remaining units and costs for resource profiles and spreadsheet displays and in tracking layouts.

To focus on the current remaining estimate, choose Remaining Early Dates.

To focus on values calculated from a forecast date, choose Forecast Dates.

Select the interval at which live resource and cost calculations are performed for resource profiles and spreadsheets and in tracking layouts—hour, day, week, or month. Profiles, spreadsheets, and layouts are affected only if their timescale interval is set lower than the interval set in the Interval for Time-Distributed Resource Calculations field.

Choose to display role limits based on custom role limits defined in the Roles dictionary or the calculated limit of each role's primary resource. You can view role limits in spreadsheets, charts, and histograms that display role data in P6 Professional.

Tip

- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, your selections in the Time-Distributed Data section may affect your planning.

How? If you choose to display time-distributed Remaining Early units and costs according to forecast dates rather than remaining early dates, you can not enter or edit values in the Remaining Units field in the Resource Usage Spreadsheet.

Additionally, if the displayed timescale intervals in the Resource Usage Spreadsheet are smaller than the minimum timescale interval used for time-distributed resource calculations, you can not enter or edit future period values in the Resource Usage Spreadsheet. For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, quarterly, yearly, or financial period future period buckets.

Select Startup Filters

- 1) Choose Edit, User Preferences.
- 2) Click the Startup Filters tab.
- 3) Select the appropriate option for each data element listed. You can choose to view data for your current projects only or all data in the enterprise.

Note:

- ▶ Startup filters are available for Oracle and SQL Server installations. Startup filters are disabled for stand-alone installations.

Select calculation options for resource and role assignments

- 1) Choose Edit, User Preferences. See **User Preferences dialog box** (on page 803).
- 2) Click the Calculations tab.
- 3) In the Resource Assignments section, specify how to calculate remaining values when new resource assignments are added to or removed from activities.
Choose Preserve the Units, Duration, and Units/Time for existing assignments if you want units, durations, and units/time to remain constant when additional resources are assigned to an activity.
Choose Recalculate the Units, Duration, and Units/Time for existing assignments based on the activity Duration Type if you want to calculate a resource assignment's remaining values based on the activity's duration type specified in the Activity Details General tab.
- 4) In the Assignment Staffing section, specify how you want the module to calculate costs for an assignment when you replace a resource on an existing activity assignment or when you assign both a resource and a role to the same activity assignment.

When replacing a resource on an existing activity assignment, choose to always use the units/time and overtime factor of the current assignment or of the new resource replacing the existing assignment; or, choose to be prompted to select which units/time and overtime factor you want to use each time you replace a resource on an existing activity assignment.

When assigning a resource to an existing role assignment or when assigning a role to an existing resource assignment, choose to always use the price/unit of the resource or role; or, choose to be prompted to select which price/unit you want to use each time you assign a resource and a role to an activity assignment.

Tip

- ▶ If you manually plan future period resource allocation in the Resource Usage Spreadsheet, your selections on the Calculations tab can affect the values you manually enter in future periods for an assignment. See **How - Select calculation options for resource and role assignments topic** (on page 889).

Notes

- ▶ For Fixed Duration and Units activities P6 Professional will not recalculate the actual units for existing resource assignments if they have negative units/time, units, or cost values.
- ▶ If you choose to always use the role's price/unit, the Rate Source is set to Role in the Activity Details, Resources tab. If you choose to always use the resource's price/unit, the Rate Source is set to Resource. The price/unit value used to calculate costs for the assignment is determined by the rate type you select in the Rate Type field (rate types are resource- and role-specific)

Working with Projects

Projects

A project is a set of activities and associated information that constitutes a plan for creating a product or service. A project has a start and finish date and consists of some or all of the following: activities, resource assignments, a work breakdown structure (WBS), an organizational breakdown structure (OBS), calendars, relationships, baselines, expenses, risks, issues, thresholds, and project-specific codes, reports, and work products and documents.

Create a project

To create a new project:

- 1) Choose File, New. This launches the Create a New Project wizard.
- 2) Select the EPS to which you want to add the new project.

- 3) Type a project ID and a project name for the new project.
- 4) Specify a project planned start date for the project and if necessary, a must finish by date.

When you add a must finish by date, the calendar defaults to the date and time of the project's finish date. When the Finish is blank, the calendar defaults to the current system date and time.

- 5) Select a responsible manager.

The OBS element you select here appears at the top of the new project's OBS.

- 6) Select the rate type you want the project to use by default for new resource and role assignments.
- 7) Click Finish.

You can configure the project properties by choosing Enterprise, Projects, and then display Project Details. Refer to the appropriate help topics for step-by-step instructions.

Open a project

When starting the module

- 1) Log in to P6 Professional.
- 2) To open an existing project, click Open Existing on the Welcome dialog box.

To open the last project you worked with, click Open Last.

- 3) From the Open Project dialog box, click the project or **EPS node** (on page 813) you want to open, or press the Ctrl key and select more than one project, then click Open.
- 4) Use the Enterprise toolbar, Project toolbar, Enterprise menu, or Project menu to open the window you want to work with, such as Projects, Resources, or Activities. See **Enterprise Toolbar** (on page 112). See **Project Toolbar** (on page 119). See **Menu bar** (on page 70).

From within the module

- 1) Choose File, Open.

You can also click  on the Standard toolbar. See **Standard Toolbar** (on page 124).

To view more information about each project, click the Display Options bar and choose Columns, Customize. Then, add the appropriate columns to the dialog box.

- 2) Select the project you want to open.
- 3) In the Access Mode section, choose **Exclusive** (on page 814), **Shared** (on page 825), or **Read Only** (on page 822) to specify how you want to open the project.

Depending on your security profile or the way in which other users have opened the project, some of these options may not be available.

- 4) To view a list of users currently working in the selected project, click Users.
- 5) Click Open.

Notes

- ▶ When you open a project from the Open Project dialog box, any projects currently open are closed. To open multiple projects at the same time, select each project you want to open in the Open Project dialog box.
- ▶ Only one user at a time can have Exclusive access to a project. When you open a project in Exclusive mode, other users can only open it in Read-Only mode.

Specify a default project

When you work with multiple projects, you can designate one project as the project that opens by default. You can also specify which project's settings to use when you schedule or level, and which project to use by default when you add new information to the database.

- 1) Choose Project, Set Default Project.
- 2) Mark the checkbox in the Default column next to the project you want to open by default.

This project's scheduling and leveling settings are used for calculating the schedule (manually or via the Job Services feature) and it becomes the default destination for new items such as activities or issues unless you group data by WBS and select a different project before adding new items.

Define a what-if project

P6 Professional enables you to create projects for examining "what-if" scenarios, known as what-if projects. You may want to copy a project before changing its status to "What-If" so that this change does not impact other projects in the EPS.

- 1) Open the project whose status you want to change to "what-if."
- 2) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 3) Click the General tab.
- 4) Select What-If in the Status field.

Note

- ▶ Changing a project's status requires the appropriate access rights.

Commit data to the database

- ▶ To commit changes, choose File, Commit Changes.

Committing changes writes data to the database immediately. Closing also automatically commits data changes.

Refresh data

Use the Refresh Data command to display the most current version of project data, including changes made to the project by other users.

- ▶ Choose File, Refresh Data, or press F5.

Copy and paste a project

- 1) Open the project you want to copy
- 2) Choose Enterprise, Projects, then select the project you want to copy.
- 3) Choose Edit, Copy, or click the Copy icon on the Edit toolbar.
- 4) Select the position in the EPS where you want to copy the project. See **EPS (Enterprise Project Structure)** (on page 813).
- 5) Choose Edit, Paste, or click Paste icon on the Edit toolbar.
- 6) In the Copy Project Options dialog box, mark the checkbox next to each type of information you want to copy.
- 7) Click OK.

Notes

- ▶ You must group the projects by EPS in order to copy Summary Data.
- ▶ If you select Do Not Show This Window Again in the Copy Options dialog box settings are retained until you reopen the module.
- ▶ If you want to copy or move a project and have the copied or moved project's Responsible Manager value automatically changed to another value, then you need to first open the project to copy or move and group and sort the Projects view by Responsible Manager. Then copy or move the project to the appropriate responsible manager.
- ▶ The administrator should not assign any of the following privileges to users who should not have access to view cost information while copying and pasting project/EPS or assigning WBS and Fill Down on the WBS column in the Activities view: View Project Costs/Financials, Edit WBS Costs/Financials, and Edit EPS Costs/Financials.

Close a project

- ▶ Choose File, Close All.

Delete a project

- ▶ Choose Enterprise, Projects, select the project you want to delete, then choose Edit, Delete.

Note

- ▶ When you delete an **EPS node** (on page 813), all projects beneath it are also deleted.

Using Portfolios

Portfolios

A portfolio consists of projects grouped together in some way that is meaningful to you. For example, one portfolio might contain projects that are the responsibility of a specific business unit, while another portfolio contains only projects budgeted for the next fiscal year.

Use portfolios to limit the amount of data you display in the Open Project dialog box and Projects window. Only project data for the projects in the selected portfolio is loaded.

Create a portfolio

- 1) Choose Enterprise, Project Portfolios.
- 2) Click Add.
- 3) Type a name to identify the portfolio.
- 4) Click the General tab and choose which users you want to have access to the portfolio. If you select Another User, click in the User field, then select a specific username.

You can also type a description for the portfolio in the General tab.

- 5) Click the Projects tab and add projects to the portfolio. See **Add projects to a portfolio** (on page 144).
- 6) Click Close.

Note

- ▶ To display portfolio details in the lower portion of the Project Portfolios dialog box, click the Display Options bar, then choose Details.

Add projects to a portfolio

- 1) Choose Enterprise, Project Portfolios.
- 2) Select the portfolio to which you want to add projects.
- 3) Click the Projects tab.
- 4) Click Assign.
- 5) Select the projects you want to add.

To add multiple projects, hold down the Ctrl key, then click each project you want to add to the portfolio. All projects the user has access to are listed, not just those in the current portfolio.

- 6) Click Assign.
- 7) Click Close.

Note

- ▶ To add a project, you must have edit rights to the selected portfolio.

Remove projects from a portfolio

- 1) Choose Enterprise, Project Portfolios.
- 2) Select the portfolio from which you want to remove projects.
- 3) Click the Projects tab.
- 4) Select the projects you want to remove.

To remove multiple projects, hold down the Ctrl key, then click each project you want to remove from the portfolio.

- 5) Click Remove.
- 6) Click Yes.

Change a portfolio name

- 1) Choose Enterprise, Project Portfolios.
- 2) Select the portfolio whose name you want to change, then click the General tab.

To display portfolio details in the lower half of the Project Portfolios dialog box, click the Display Options bar, then choose Details.

- 3) In the Name field, type a new name for the portfolio.

Change the current portfolio

- 1) Choose File, Select Project Portfolio.
- 2) Select the portfolio you want to open.
- 3) Click OK.
- 4) Click Yes.

Note

- ▶ All projects and project-related windows (Activities, WBS, Resource Assignments, etc.) currently open will be closed.

Delete a portfolio

- 1) Choose Enterprise, Project Portfolios.
- 2) Select the portfolio you want to delete.
- 3) Click Delete.
- 4) Click Yes.

Note

- ▶ If a user is working within a portfolio you delete, the user will not see an immediate impact. When the user chooses Refresh, a message will indicate that the portfolio has been deleted. If a new portfolio is not selected, all projects are loaded.

View portfolio details

- 1) Choose Enterprise, Project Portfolios.
- 2) Select the portfolio whose details you want to review.

To display portfolio details in the lower half of the Project Portfolios dialog box, click the Display Options bar, then choose Details.

- 3) Click the General tab to view user access rights and a description of the portfolio.
- 4) Click the Projects tab to view the projects included in the portfolio.

Structuring Projects

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Setting up the EPS

Enterprise Project Structure overview

The Enterprise Project Structure (EPS) forms the hierarchical structure of your database of projects. Each **EPS node** (on page 813) (or folder) can be subdivided into multiple levels to represent the work that needs to be done in your organization. The number of levels and their structure depend on the scope of your projects and how you want to summarize data.

You can use the EPS to

- ▶ Perform top-down budgeting and resource and cost analysis
- ▶ Organize work breakdown and organizational breakdown structures into one common structure
- ▶ Manage multiple projects from the highest levels of the organization to the individuals that perform specific project tasks
- ▶ Implement coding standards for flexible reporting
- ▶ Maintain appropriate security throughout the enterprise

Defining the Enterprise Project Structure

All projects in the enterprise exist within the EPS hierarchy, a graphical representation of your project structure. A root node is automatically created for the hierarchy during installation.

The levels and structure of your company's EPS depends on the scope of your projects and how you want to summarize data. You can use the Admin Preferences, Data Limits tab to define one or multiple root nodes, up to 50 combined WBS/EPS levels and as many projects as necessary to complete the required work set forth by the operations executive and project managers in your organization.

Before you begin defining your company's EPS, you should become familiar with the structures and procedures established for your enterprise, such as codes, calendars, and other company-wide standards. Once the EPS hierarchy is defined, you can begin to develop projects by adding information, activities, and resources.

Set up the EPS structure

When you create the enterprise project structure, you must identify an OBS element, or person responsible for each node and project within the EPS. See **EPS node** (on page 813). See **Project** (on page 822). For steps on defining the OBS, see **Setting up the OBS** (on page 156).

- 1) Choose Enterprise, Enterprise Project Structure.
- 2) Click the EPS Name column where you want to add a new element.
- 3) Click Add.
- 4) Type an ID and name for the EPS node. In the Responsible Manager field, select an OBS element for the new element.
- 5) If necessary, you can change the hierarchical position of the new element by clicking the arrow keys.
- 6) Click Close.
- 7) Choose Enterprise, Projects then specify project details such as dates, resource and budget information, and so on.

Note

- ▶ A default root node displays in the top left position in the hierarchy. All projects listed below it are part of the same structure. You can also define multiple root nodes to separate various components of your enterprise. For example, you might want to exclude inactive or what-if projects from the main enterprise. To define a root node, click the left arrow key to move an EPS element to the top left position in the hierarchy, then add the hierarchy of projects below this node.

Add a project to the EPS hierarchy

Once you set up the EPS structure, you can add an unlimited number of projects as follows: See **Set up the EPS structure** (on page 148).

- 1) Choose Enterprise, Projects, then select the **EPS node** (on page 813) or root element to which you want to add a project. See **Root Element** (on page 823).
- 2) Click  on the **Edit Toolbar** (on page 108) or choose Edit, Add.
- 3) Follow the instructions in the Create a New Project Wizard.

To quickly add a new project using the default settings, click Finish on the Create a New Project Wizard.

- 4) Use the detail tabs across the bottom of the Project window to add details specific to this project.

Show or hide details in the EPS hierarchy

- ▶ To expand or collapse individual elements of the EPS hierarchy, click the plus sign (+) or minus sign (-). See **EPS (Enterprise Project Structure)** (on page 813).
- ▶ To expand or collapse all elements of the EPS hierarchy, choose View, Expand All or Collapse All. You can also right-click in the EPS hierarchy and choose Expand All or Collapse All.

Delete an EPS node or project

- 1) Choose Enterprise, Projects, then select the EPS node or project that you want to delete. Choose Edit, Delete.
- 2) Click Yes to confirm.

Tip

- ▶ When you delete an **EPS node** (on page 813), all projects in that branch of the hierarchy are also removed. To save projects in a branch before deleting it, first copy and paste those projects to another area of the hierarchy.

Copy an EPS node or project

- 1) Choose Enterprise, Projects, then select the EPS node or project you want to copy.
- 2) Choose Edit, Copy.
- 3) Click the location in the EPS where you want to paste the new EPS node/project.
- 4) Choose Edit, Paste.
- 5) Mark the checkboxes beside any optional information you want to include in the copied EPS node or project in the Copy Project Options, Copy WBS Options, and Copy Activity Options dialog boxes.

Notes:

- ▶ The administrator should not assign any of the following privileges to users who should not have access to view cost information while copying and pasting project/EPS or assigning WBS and Fill Down on the WBS column in the Activities view: View Project Costs/Financials, Edit WBS Costs/Financials, and Edit EPS Costs/Financials.
- ▶ You must group the projects (to copy) by EPS in order to copy Summary Data.

Tip

- ▶ When you select an EPS node to copy, all of the selected EPS node's subordinate EPS nodes/projects are also copied, even if you do not select them.

Defining the WBS

Work Breakdown Structure

A WBS is a hierarchy of work that must be accomplished to complete a project, which defines a product or service to be produced. The WBS is structured in levels of work detail, beginning with the deliverable itself, and is then separated into identifiable work elements.

Each project has its own WBS hierarchy with the top level WBS element being equal to that of each **EPS node** (on page 813) or project. Each WBS element may contain more detailed WBS levels, activities, or both.

When creating a project, the project manager typically develops the WBS first, assigns documents to each WBS element, and then defines activities for performing the element's work. In addition to document and activity assignments, each WBS element also has an assigned calendar, specific earned value calculation settings, and an assigned OBS element responsible for all work included in the WBS element. See **OBS (organizational breakdown structure)** (on page 819).

Using a WBS for top-down planning

Using a WBS at the planning stages of a project is beneficial for summary rollups of data not yet associated with projects. See **WBS (work breakdown structure)** (on page 829).

The WBS hierarchy can contain anticipated dates, planned budgets, and summary values. Financial information is used interchangeably between projects and their WBS elements, so you can use the preestablished budget amounts and funding information you set for WBS elements immediately for their project and activity counterparts. The budget and spending plan can stand alone to represent financial data for the WBS level, or it can reflect the budget distribution data established for the project. Summary information can be rolled up to any WBS level you specify.

Using weighted milestones in the work breakdown structure

The module provides various ways to calculate performance percent complete. One method is to assign weighted milestones at the WBS level. For each WBS element, select the WBS Milestones Percent Complete option on the Earned Value tab, then define as many milestones as you need and assign a level of significance or weight to each of them. As progress occurs and you mark each milestone complete, P6 Professional calculates the WBS element's performance percent complete based on the weight of the milestone, independent of its lower-level activities.

WBS status types

P6 Professional recognizes four status types for WBS elements: Planned, Active, Inactive, and What-If.

Planned WBS elements

If a WBS element's status is Planned, then the WBS is in the planning phase. Work has not yet begun.

Active WBS Elements

If a WBS element's status is Active, then the WBS is currently underway.

Inactive WBS Elements

If a WBS element's status is Inactive, then the WBS has ceased or is placed on hold.

What-If WBS Elements

If a WBS element's status is What -If, then the WBS is being analyzed before establishing a more permanent schedule.

View the WBS

- ▶ Choose Project, WBS.

To view the WBS as a graphical chart, choose View, Show on Top, Chart View.

To view the WBS as a table in column format, choose View, Show on Top, Table.

To view the WBS as a table in a column format with a corresponding Bar Chart, choose View, Show on Top, Gantt Chart.

Tip

- ▶ You can also select the same View commands by clicking the Display Options bar.

Display work breakdown structure details

- ▶ Choose Project, WBS, then choose View, Show on Bottom, Details.

Add a WBS element

- 1) Choose Project, WBS.
- 2) Select the WBS element to which you want to add a child WBS element, then click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).

The new WBS element is indented one level under the selected WBS element. You can change the position of the WBS element using the arrows on the Move toolbar. See **Move Toolbar** (on page 117).

- 3) Click the General tab, then type the element's code and name. Use the remaining fields on this tab as follows:

Status - select the status for the selected WBS element.

Responsible Manager – select the name of the selected WBS element's root OBS (organizational breakdown structure) element.

Anticipated Dates – enter expected start and finish dates for the WBS element. These dates are used during the project planning stage and are not affected by scheduling. These dates are used to set Start and Finish dates for the WBS during the project planning stage when activities are not added to the WBS. When activities are added, WBS Start and Finish dates are rolled up from the earliest start and latest finish dates from the WBS activities.

- 4) To calculate the performance percent complete based on WBS weighted milestones, click the WBS Milestones tab.

Edit a work breakdown structure element

- 1) Choose Project, WBS.
- 2) Select the WBS element you want to edit.

To change the element's position in the WBS, click the appropriate arrow buttons. Note that the maximum number of WBS levels is set in the Data Limits tab of the Admin Preferences dialog box.

- 3) Click the Display Options bar and choose Show on Bottom, WBS Details to view or modify information in the General and WBS Milestones tabs.

Tip

- ▶ You can also directly edit some WBS information in the WBS table by double-clicking the information you want to change.

Assign WBS weighted milestones

- 1) Choose Project, WBS.
- 2) Select the WBS element to which you want to assign weighted milestones, then click the Earned Value tab.
- 3) In the Technique for Computing Performance Percent Complete area, choose WBS Milestones Percent Complete.
- 4) Click the WBS Milestones tab.
- 5) Click Add, then type a name of the task or portion of work signifying a milestone for the selected WBS element in the WBS Milestone column.
- 6) Click the corresponding field in the Weight column, then type a number indicating the significance of this milestone relative to the others listed.
- 7) Mark the checkbox in the Completed column when each milestone is complete. The WBS element's percent complete is calculated based on the weight of the completed milestone in relation to the remaining milestones.

Determine a WBS element's status

- 1) Choose Project, WBS.
- 2) Select the WBS element whose status you want to view or change.
- 3) Click the General tab, then view the Status field in the lower left section of the tab.

Choose from four status types for WBS elements: Planned, Active, Inactive, and What-If.

Note

- ▶ If a WBS element belongs to a parent WBS element, the element has the same status as its parent element. See **Parent Element** (on page 820).

Change the work breakdown structure chart display

- 1) Choose Project, WBS, then choose View, Show on Top, Chart View.
- 2) Choose View, Chart Font and Colors.
- 3) To change the appearance of text, click Font, then select a new font.
- 4) To change the display's background color, click Back Color, then select a new color.
- 5) To change the WBS box color, click Box Color, then select a new color.

Tip

- ▶ To change the displayed information, choose View, Chart Box Template, then an information type.

Change the work breakdown structure table display

- 1) Choose Project, WBS, then choose View, Show on Top, Table.
- 2) Choose View, Table Font and Row.
- 3) To change the appearance of text, click Font, then select a new font.
- 4) To change the display's background color, click Color, then select a new color.
- 5) To change the amount of space between rows, increase or decrease the number in the Row Height field.
- 6) Click Apply to view the changes.

Move around the WBS chart

You can change the level of detail that appears onscreen by clicking the following Display toolbar icons. See **Display Toolbar** (on page 105).

- ▶  Zoom In magnifies the view.
- ▶  Zoom Out reduces the size of elements in the view.
- ▶  Zoom to Best Fit adjusts information to fit in the window.

Copy and paste a work breakdown structure element

- 1) Choose Project, WBS.

If you are copying from one project to another, ensure that the View, Group and Sort By option is set to Default.

- 2) Select the WBS element you want to copy, then choose Edit, Copy.
- 3) Select the WBS element to which you want to copy the element, then choose Edit, Paste.
- 4) In the Copy WBS Options dialog box, mark the items you want to include in the copied WBS, then click OK.

If the Activities checkbox is marked, the Copy Activity Options dialog box appears.

- 5) In the Copy Activity Options dialog box, mark the checkbox next to each type of information you want to copy, then click OK.

- 6) In the Renumber Activity IDs dialog box, select how to create activity IDs for copied activities, then click OK.

If you selected the Replace Beginning Characters option on the previous dialog box, the Duplicates dialog box may appear after clicking OK. If it appears, enter a new activity ID and click OK.

Notes:

- ▶ If you select Do Not Show This Window Again in the Copy WBS Options or Copy Activity Options dialog box, the dialog box settings are retained until you reopen the module.

Cut and paste a work breakdown structure element

- 1) Choose Project, WBS.
- 2) Select the WBS element you want to cut and paste, then choose Edit, Cut.
- 3) Select the WBS element to which you want to add the cut element, then choose Edit, Paste.

Note

- ▶ When you cut and paste a WBS element, the element's activity assignments are also pasted.

Define earned value settings for a specific work breakdown structure element

- 1) Choose Project, WBS.
- 2) Select the WBS element whose earned value settings you want to define, then click the Earned Value tab.
- 3) In the Technique for Computing Performance Percent Complete area, choose the completion percentage method you want to use when calculating an activity's earned value.
- 4) In the Technique for Computing ETC (Estimate-to-Complete) area, choose the method you want to use when calculating an activity's **Estimate to Complete (ETC)** (on page 814) value.

Delete a work breakdown structure element

- 1) Choose Project, WBS.
- 2) Select the WBS element you want to delete, then choose Edit, Delete.

If the WBS element you want to delete is assigned to activities, you are prompted to delete the WBS element and all activities assigned to it or reassign all of its activity assignments to the element's parent WBS element. See **Parent Element** (on page 820).

3) Click OK, then click Yes.

Note

- ▶ If you delete a parent WBS element, all elements contained in the parent element are also deleted.

Defining the OBS

Organizational breakdown structure (OBS) overview

The organizational breakdown structure (OBS) is a global hierarchy that represents the managers responsible for the projects in your enterprise. The OBS usually reflects the management structure of your organization, from top-level personnel down through the various levels constituting your business. You can associate the responsible managers with their areas of the **EPS (Enterprise Project Structure)** (on page 813) — either nodes or individual projects. When you associate a responsible manager with an **EPS node** (on page 813), any projects you add to that branch of the EPS are assigned that manager element by default.

The OBS hierarchy is also used to grant users specific access privileges to projects and the **WBS (work breakdown structure)** (on page 829) levels within projects.

Setting up the OBS

Because the OBS is maintained as a separate, global hierarchy, you have flexibility in making your OBS assignments as responsibilities change throughout a project life cycle. See **OBS (organizational breakdown structure)** (on page 819).

You may want to create your OBS to match each **EPS node** (on page 813) and project set up in the EPS. You could initially match OBS names to the EPS node and project names. You could then assign users, by their login names, to the OBS elements to grant access to the corresponding EPS nodes or projects. The type of access granted to a user is determined by the project security profile assigned to the user. Security profiles are set up in the Security Profiles dialog box (choose Admin, Security Profiles) and then assigned to users in the Users dialog box (choose Admin, Users).

View the OBS

You can view an organizational breakdown structure (OBS) in two ways. You can use the OBS chart to view a graphical display of information, and you can use the OBS table to view information in a column format.

1) Choose Enterprise, OBS.

- 2) If the Organizational Breakdown Structure dialog box currently displays the Chart View, click the Display Options bar and choose Table View.

To view the OBS hierarchy, click the OBS Name column label.

To list and sort OBS elements, click the OBS Name column label again.

OBS security

Project profiles define a user's access to each project according to a specified OBS element. The specified OBS element determines which work breakdown structure (WBS) elements, activities, issues, and thresholds the user can edit in a project.

The OBS is a global hierarchy that represents the management responsible for the projects in your enterprise. The OBS hierarchy is used primarily to grant users specific access privileges to projects and to the WBS levels within projects. To access a project, a user must have access permissions for an OBS element within the project. This provides user access to WBS information for which the specified OBS element is responsible, as well as limits user access to WBS information that may lie beyond the user's scope.

Profiles and corresponding privileges are defined using the Security Profiles dialog box and are associated with the login name of the user. When you assign users to OBS elements using their login names, the security profile is automatically associated.

Note

- ▶ You can assign a user a security profile for any number of enterprise OBS nodes.

Add an OBS element

- 1) Choose Enterprise, OBS.

A root OBS element is automatically assigned to the root EPS node so that a default OBS element can be assigned to each project you add to the EPS root. See **Root Element** (on page 823).

- 2) Click the OBS Name column label to display the OBS hierarchy.

The outline symbol  in the OBS Name column label indicates a hierarchy display.

- 3) Select the OBS element immediately above and at the same hierarchy level as the element you want to add, then click Add.

- 4) Click the General tab, type the OBS Name, then click Modify to type a description of the OBS element in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

- 5) Click the Users tab to view the users and corresponding security profiles associated with an OBS element. You can also assign users from this tab, if you have appropriate access rights.
- 6) Click the Responsibility tab to quickly see where responsible managers (OBS elements) are assigned across the enterprise. Select the OBS name for whom you want to see assignments.

Tip

- ▶ To change the element's position in the OBS hierarchy, click the appropriate arrow buttons.

Assign an OBS element to a WBS element

- 1) Choose Project, WBS.
- 2) Select the WBS element to which you want to assign an OBS element.
- 3) Click the General tab, then click  in the Responsible Manager field.
- 4) Select the OBS element you want to assign, then click the Select button.

Edit an OBS element

- 1) Choose Enterprise, OBS.
- 2) Click the OBS Name column label to display the OBS hierarchy.

The outline symbol  in the OBS Name column label indicates a hierarchy display.

- 3) Select the OBS element you want to edit.
- 4) To change the element's information, click the General tab and enter new information.
- 5) To change the element's position in the OBS, click the appropriate arrow buttons.

Copy and paste an OBS element

- 1) Choose Enterprise, OBS.
- 2) Click the OBS Name column label to display the OBS hierarchy.
- 3) Select the OBS element you want to copy, then click Copy.

- 4) Select the OBS element to which you want to add the copied OBS element, then click Paste.

Cut and paste an OBS element

- 1) Choose Enterprise, OBS.
- 2) Click the OBS Name column label to display the OBS hierarchy.
- 3) Select the OBS element you want to cut and paste, then click Cut.
- 4) Select the OBS element to which you want to add the cut OBS element, then click Paste.

Delete an OBS element

- 1) Choose Enterprise, OBS.
- 2) Click the OBS Name column label to display the OBS hierarchy.
- 3) Select the OBS element you want to delete, then click Del/Merge.

If the OBS element you want to delete has work breakdown structure (WBS), issue or threshold assignments, you are prompted to merge the element with its parent OBS.

- 4) Click Yes.

Note

- ▶ If you delete a parent OBS element, all of the elements contained in the parent element are deleted. See **Parent Element** (on page 820).

View the OBS chart display

Use the OBS chart to view a graphical display of OBS information.

- ▶ Choose Enterprise, OBS, then click the Display Options bar and choose Chart View.

Tip

- ▶ To view the OBS table display again, click the Display Options bar, then choose Table View.

Change the OBS chart display

- 1) Choose Enterprise, OBS, then click the Display Options bar and choose Chart Font and Colors.
- 2) To change the appearance of the display's text, click Font, then select a new font.
- 3) To change the display's background color, click Back Color, then select a new color.
- 4) To change the display's OBS box color, click Box Color, then select a new color.

Tip

- ▶ To change the displayed information, click the Display Options bar, choose Chart Box Template, then select Customize.

Move around the OBS chart

You can change the level of detail that appears onscreen.

- ▶ Click the Display Options bar and choose Zoom. You can zoom in, zoom out, or zoom to best fit.

Tip

- ▶ You can also use your mouse to control the level of detail that appears onscreen:

To Do This

Zoom in

Hold down the Alt key, click the background, and then drag the pointer down while holding down the mouse button.

Zoom out

Hold down the Alt key, click the background, and then drag the pointer up while holding down the mouse button.

Change the OBS chart information

- 1) Choose Enterprise, OBS, then click the Display Options bar and choose Chart Box Template, Customize.
- 2) Click Add.
- 3) In the Field Name field, select a template element.
- 4) Specify a width and height for the template element.
- 5) Click the up and down arrows to place the element within the OBS box.

Tips

- ▶ To remove an element from the OBS box, select the element, then click Delete.
- ▶ To revert to the default OBS box fields, click Default.

Assign responsibility for an issue

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 3) In the Responsible Manager field, click .
- 4) Select the name of the responsible OBS member, then click the Select button.

Assign responsibility for threshold-generated issues

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then click the General tab.
- 3) In the Responsible Manager field, click .
- 4) Select the name of the OBS element, then click the Select button.

Defining Project, Resource, and Activity Codes

Project Codes

Project codes and values

You can organize the projects in your **EPS (Enterprise Project Structure)** (on page 813) in groups according to specific categories, such as location and manager, using project codes. You can define unlimited hierarchical project codes to fulfill the filtering, sorting, and reporting requirements for your projects, and arrange them hierarchically for easier management and assignment.

The Project Codes dictionary is global to the entire enterprise. You can assign a project code value to projects for each project code you create.

Use project codes to group projects, consolidate large amounts of information, and to distinguish one project from another. All projects assigned a value for a code are grouped by their corresponding values when you group and sort by project code. Any projects not assigned a value for the project codes are placed at the bottom of the view under a No Code grouping band.

Tips

- ▶ You can group by project code in the Open Project dialog box and in the Projects window by right-clicking anywhere in the dialog box or view, choosing Group and Sort By, then selecting the project code name. All predefined project codes are available in the Group and Sort By menu.
- ▶ View Project Codes as columns in the Activities and WBS column views. The project code value associated with the currently open projects appears in the row for each activity.

Create project codes

- 1) Choose Enterprise, Project Codes.
- 2) Click Modify.
- 3) Click Add, then type the name of the project code.
- 4) In the Max Length field, specify the maximum number of characters for the project code's values.
- 5) Click Close.

Tip

- ▶ To change the order in which project codes are listed, select the project code you want to move in the Project Code Definitions dialog box, then click Shift Up or Shift Down.

Create project code values

- 1) Choose Enterprise, Project Codes.
- 2) Select the project code for which you want to create a value.
- 3) Click Add.
- 4) Type the value's name.
- 5) Type the value's description.

Assign project codes and values

- 1) Choose Enterprise, Projects, then select the project to which you want to assign a code and value.
- 2) Click the Codes tab.
- 3) Click Assign.
- 4) Select the project code value you want to assign.

You can only assign one value per code.

- 5) Click the Assign button, then click the Close button.

Tips

- ▶ To change a code value assignment, double-click the code value you want to change and select a new code value.
- ▶ To remove a project code, select the code and value you want to remove in the Codes tab, then click Remove.
- ▶ You can view the assigned project codes in a column in the Activities and Work Breakdown Structure windows.

Edit project codes

- 1) Choose Enterprise, Project Codes.
- 2) Click Modify.

- 3) Select the project code you want to edit.

To change the project code's name, type a new name.

To change the maximum number of characters the code's values may have, specify a new number.

To change the placement of the code in the list, click Shift Up or Shift Down.

- 4) Click Close.

Tip

- ▶ If you change a project code, your changes apply to all project assignments.

Edit project code values

- 1) Choose Enterprise, Project Codes.
- 2) Select the project code whose value you want to change.
- 3) To change a value or description, double-click the item you want to change, then type the new text.

Tip

- ▶ If you change a project code value, your changes apply to all project assignments.

Delete project codes

- 1) Choose Enterprise, Project Codes.
- 2) Click Modify.
- 3) Select the code you want to delete, then click Delete.
- 4) Click Yes.

Delete project code values

- 1) Choose Enterprise, Project Codes.
- 2) Select the code whose value you want to delete.
- 3) Select the value you want to delete.
- 4) Click Delete.
- 5) Click Yes.

Resource Codes

Resource codes

You can categorize resources using codes. With potentially hundreds of resources being used across an enterprise of projects, codes provide another method for filtering the resources you need to access quickly, or for grouping resources for analysis and summarization in layouts. You can also use resource codes to group, sort, and filter resources in profiles and spreadsheets.

Create resource codes

- 1) Choose Enterprise, Resource Codes.
- 2) Click Modify.
- 3) Click Add, then type the name of the resource code.
- 4) In the Max Length field, specify the maximum number of characters for the resource code's values.
- 5) Click Close.

Tip

- ▶ To change the order in which resource codes are listed, select the resource code you want to move in the Resource Code Definitions dialog box, then click Shift Up or Shift Down.

Create resource code values

- 1) Choose Enterprise, Resource Codes.
- 2) Select the resource code for which you want to create a value.
- 3) Click Add.
- 4) Type the value's name and description.

Assign resource codes and values

- 1) Choose Enterprise, Resources, then select the resource to which you want to assign a code and value.
- 2) Click the Codes tab.
- 3) Click Assign.
- 4) Select the resource code value you want to assign.

You can only assign one value per code.

- 5) Click Assign, then click Close.

Tips

- ▶ To change a code value assignment, double-click the code value you want to change and select a new code value.
- ▶ To remove a resource code, select the code and value you want to remove in the Codes tab, then click Remove.

Edit resource codes

- 1) Choose Enterprise, Resource Codes.
- 2) Click Modify.
- 3) Select the resource code you want to edit.

To change the resource code's name, type a new name.

To change the maximum number of characters the code's values may have, specify a new number.

To change the placement of the code in the list, click Shift Up or Shift Down.

- 4) Click Close.

Tip

- ▶ If you change a resource code, your changes apply to all resource assignments.

Edit resource code values

- 1) Choose Enterprise, Resource Codes.
- 2) Select the resource code whose value you want to change.
- 3) To change a value or description, double-click the item you want to change, then type the new text.

Tip

- ▶ If you change a resource code value, your changes apply to all resource assignments.

Delete resource codes

- 1) Choose Enterprise, Resource Codes.
- 2) Click Modify.

- 3) Select the code you want to delete, then click Delete.
- 4) Click Yes.

Delete resource code values

- 1) Choose Enterprise, Resource Codes.
- 2) Select the code whose value you want to delete.
- 3) Select the value you want to delete.
- 4) Click Delete.
- 5) Click Yes.

Activity Codes

Activity codes and values

Activity codes and values enable you to filter, group, sort, and report activity information according to your organization's unique requirements. For example, if your organization has more than one location, you can create a Location code with values such as New York, Los Angeles, and Chicago. You can then associate activities with a specific location, such as New York.

You can define three types of activity codes, global activity codes, EPS-level activity codes, and project-level activity codes. You can assign global activity codes and values to activities in all projects. You can assign EPS-level activity codes and values to the EPS. See **EPS (Enterprise Project Structure)** (on page 813). EPS-level activity codes are useful when you don't want certain codes to be accessible to all users, or project-specific. You can assign project-level activity codes and values to activities only in the project for which the codes were created. Each activity code can have an unlimited number of values.

Tip

- ▶ If possible, you should create EPS-level activity codes at the highest level of the EPS so all projects that belong to a lower level EPS will have access to these codes.

Assign activity codes and values to activities

- 1) Choose Project, Activities, then select the activity to which you want to assign a code and value.
- 2) Display Activity Details, then click the Codes tab. See **Display window details** (on page 56).
- 3) Click Assign.

- 4) If an applicable activity code value does not exist, then proceed as follows to create one. Otherwise, go to the next step.

Click the New icon , type the new value and its description, and click OK. Then go to the next step to select and assign it to the selected activity.

- 5) Select the activity code value you want to assign.

You can only assign one value per code.

- 6) Click Assign, then click Close.

Notes

- ▶ You can assign global activity codes to any activity. You can only assign project level activity codes to activities in the project where the codes were created.
- ▶ You can only assign EPS-level activity codes that have been assigned to the selected activity's project.
- ▶ Any EPS-level activity code associated with an inaccessible EPS node will appear under the "No EPS ID" node in the Assign Activity Codes dialog box.
- ▶ The New icon  is disabled if no code band is selected or if you do not have security to edit the selected type of activity code (global, EPS, or project).

Change activity code value assignments

- 1) Choose Project, Activities, then select the activity whose assigned code value you want to change.
- 2) Display Activity Details, then click the Codes tab.
- 3) Double-click the code value you want to change.
- 4) Select a new code value, then click Select.

Remove activity codes and values from activities

- 1) Choose Project, Activities, then select the activity from which you want to remove a code and value.
- 2) Display Activity Details, then click the Codes tab.
- 3) Select the activity code and value you want to remove, then click Remove.
- 4) Click Yes.

Defining Global Activity Codes and Values

Create global activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global.

- 3) In the Select Activity Code section, click Modify.
- 4) Click Add, then type the name of the global activity code.
- 5) In the Max Length field, specify the maximum number of characters for the activity code's values.
- 6) Click Close.

Tip

- ▶ To change the order in which global activity codes are listed, select the activity code you want to move in the Activity Code Definitions dialog box, then click Shift Up or Shift Down.

Create global activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global.
- 3) Select the activity code for which you want to create a value, then click Add.
- 4) Type the value's name.
- 5) Type the value's description.

Tips

- ▶ You can arrange activity code values hierarchically using the arrow buttons on the Activity Codes dialog box.
- ▶ You can define the maximum number of levels in an activity code hierarchy on the Data Limits tab of the Admin Preferences dialog box.
- ▶ You can also create a new activity code value when assigning an activity code value to an activity.

Edit global activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global, then click Modify.
- 3) Select the activity code you want to edit.

To change the activity code's name, type a new name.

To change the maximum number of characters the code's values may have, specify a new number.

To change the placement of the code in the list, click the appropriate arrow.

- 4) Click Close.

Tip

- ▶ If you change an activity code, your changes apply to all activity assignments.

Edit global activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global.
- 3) Select the activity code whose value you want to change.

To change a value name or description, double-click the item you want to change, then type the new text.

To change the placement of the code in the list, click Shift Up or Shift Down.

- 4) Click Close.

Tip

- ▶ If you change an activity code value, your changes apply to all activity assignments.

Delete global activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global, then click Modify.
- 3) Select the code you want to delete, then click Delete.
- 4) Click Yes.

Note

- ▶ When you delete a global activity code, all code values associated with the deleted activity code and all activity assignments to those activity code values are automatically deleted.

Delete global activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Global.
- 3) Select the code whose value you want to delete.
- 4) Select the value you want to delete, then click Delete.
- 5) Click Yes.

Note

- ▶ When you delete a global activity code value, all activity assignments made to that activity code value are automatically deleted.

Defining Project Activity Codes and Values

Create project-level activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project, then click Modify.

- 3) Select the project to which you want to add the activity code and click Add.
- 4) Type the name of the project activity code.
- 5) In the Max Length field, specify the maximum number of characters for the activity code's values.
- 6) Click Close.

Tip

- ▶ To change the order in which project activity codes are listed, select the activity code you want to move in the Activity Code Definitions dialog box, then click Shift Up or Shift Down.

Create project-level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project.
- 3) Select the activity code for which you want to create a value, then click Add.
- 4) Type the value's name.
- 5) Type the value's description.

Tips

- ▶ You can arrange activity code values hierarchically using the arrow buttons on the Activity Codes dialog box.
- ▶ You can define the maximum number of levels in an activity code hierarchy on the Data Limits tab of the Admin Preferences dialog box.
- ▶ You can also create a new activity code value when assigning an activity code value to an activity.

Edit project-level activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project, then click Modify.
- 3) Select the activity code you want to edit.

To change the code's name, type a new name.

To change the maximum number of characters the code's values may have, specify a new number.

To change the placement of the code in the list, click Shift Up or Shift Down.

- 4) Click Close.

Tip

- ▶ If you change an activity code, your changes apply to all activity assignments.

Edit project-level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project.
- 3) Select the code whose value you want to change.
- 4) To change a value or description, double-click the item you want to change, then type the new text.

To change the placement of the code in the list, click the appropriate arrow.

- 5) Click Close.

Tip

- ▶ If you change an activity code value, your changes apply to all activity assignments.

Delete project activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project, then click Modify.
- 3) Select the code you want to delete, then click Delete.
- 4) Click Yes.

Note

- ▶ When you delete a project activity code, all code values associated with the deleted activity code and all activity assignments to those activity code values are automatically deleted.

Delete project-level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project.
- 3) Select the code whose value you want to delete.
- 4) Select the value you want to delete, then click Delete.
- 5) Click Yes.

Note

- ▶ When you delete a project-level activity code value, all activity assignments made to that activity code value are automatically deleted.

Promote project-level activity codes and values

You can promote, or change, a project-level activity code and its values to a global or EPS-level activity code with global or EPS-level values.

- 1) Choose Enterprise, Activity Codes.
- 2) Choose Project, then click Modify.
- 3) Select the code you want to promote, then click Make Global or Make EPS.

4) Click Yes, then click Close.

Tip

- ▶ If you promote a project-level activity code and its values, your change applies to all activity assignments.

Defining EPS-level Activity Codes and Values

Create EPS-level activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS, then click Modify.
- 3) Click Add to select the EPS to which you want to add the activity code.
- 4) In the Activity Code Name field, type the name of the EPS-level activity code.
- 5) In the Max Length field, specify the maximum number of characters for the activity code's values.
- 6) Click Close.

Tip

- ▶ To change the order in which EPS-level activity codes are listed, select the activity code you want to move in the Activity Code Definitions dialog box, then click Shift Up or Shift Down.

Create EPS-level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS.
- 3) Select the activity code for which you want to create a value, then click Add.
- 4) Type the value's name.
- 5) Type the value's description.

Tips

- ▶ You can arrange activity code values hierarchically using the arrow buttons on the Activity Codes dialog box.
- ▶ You can define the maximum number of levels in an activity code hierarchy on the Data Limits tab of the Admin Preferences dialog box.
- ▶ You can also create a new activity code value when assigning an activity code value to an activity.

Edit EPS-level activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS, then click Modify.

- 3) Select the activity code you want to edit.

To change the code's name, type a new name.

To change the maximum number of characters the code's values may have, specify a new number.

To change the placement of the code in the list, click Shift Up or Shift Down.

- 4) Click Close.

Tips

- ▶ If you change an activity code, your changes apply to all activity assignments.
- ▶ Any code associated with an EPS-level you do not have access to, will appear under "No EPS ID". You can not modify or delete EPS-level activity codes listed under "No EPS ID".

Edit EPS-level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS.
- 3) Select the code whose value you want to change.
- 4) To change a value or description, double-click the item you want to change, then type the new text.

To change the placement of the code in the list, click the appropriate arrow.

- 5) Click Close.

Tip

- ▶ If you change an activity code value, your changes apply to all activity assignments.

Delete EPS level activity codes

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS, then click Modify.
- 3) Select the code you want to delete, then click Delete.
- 4) Click Yes.

Note

- ▶ When you delete an EPS-level activity code, all code values associated with the deleted activity code and all activity assignments to those activity code values are automatically deleted.

Delete EPS level activity code values

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS.
- 3) Select the code whose value you want to delete.
- 4) Select the value you want to delete, then click Delete.
- 5) Click Yes.

Note

- ▶ When you delete an EPS-level activity code value, all activity assignments made to that activity code value are automatically deleted.

Promote EPS-level activity codes and values

You can promote, or change, an EPS-level activity code and its values to a global activity code with global values.

- 1) Choose Enterprise, Activity Codes.
- 2) Choose EPS, then click Modify.
- 3) Select the code you want to promote, then click Make Global.
- 4) Click Yes, then click Close.

Tip

- ▶ If you promote an EPS-level activity code and its values, your change applies to all activity assignments.

Defining Custom Fields

User-defined fields

User-defined fields enable you to add your own custom fields and values to the project database. For example, you can track additional activity data, such as delivery dates and purchase order numbers, or resource and cost-related data, such as profit, variances, and revised budgets.

To create user-defined fields, choose Enterprise, User Defined Fields. Once you create user-defined fields, you can perform all of the following tasks:

- ▶ Display user-defined fields in columns of table views, then enter or select data in the columns. For example, if you add a user-defined field in the Activities subject area, you can display that user-defined field as a column in the Activity Table (Activities window).
- ▶ Group, sort, and filter data by user-defined fields.
- ▶ Add user-defined fields to reports you create or modify existing reports to include user-defined fields.
- ▶ Use Global Change to assign values to Activity, Activity Resource Assignments, and Expenses user-defined fields.

- ▶ Create bars for user-defined date fields and view them in the Gantt chart.

Define custom user fields

- 1) Choose Enterprise, User Defined Fields.
- 2) Select the subject area of the product where you would like to add the new field, such as Activities, Activity Steps, Activity Resource Assignments, Projects, Resources, WBS, Expenses, Issues, Risks, and Work Products & Documents.
- 3) Click Add.
- 4) Enter a user-defined title for the new field and select a data type.

For example, you could enter Purchase Order Number as the title and select Integer as the data type.

To assign values to custom user fields

- 1) In the appropriate window, add a column for the custom user field code.

For example, if you created a UDF in the Activities subject area named Work Order Number, you can display a Work Order Number column in the Activity Table of the Activities window.

- 2) In the custom field column you added, type a value.

Notes

- ▶ If the Data Type is an Indicator, in the custom field column you must select a value of red, yellow, green, or blue. You cannot enter any other value.
- ▶ Only users with global security privileges to edit user-defined fields (UDFs) can add, modify, or delete UDFs. Users that do not have access rights to edit UDFs can still view them in the User Defined Fields dialog box.
- ▶ Only users with project security privileges to view project cost data can view UDF values with a Data Type of Cost.

Choosing data types for user-defined fields

A user-defined field's data type determines the kind of data you can enter in the field, such as text, numbers, or dates. The following table summarizes the data types available for user-defined fields.

Data type	Use for
Text	Text or combinations of text and numbers
Start Date	Start date

Finish Date	Finish date
Cost	Currency values
Indicator	An indicator field that you can use to enter color-coded values in columns and display them in reports
Number	Numeric with two decimal places
Integer	Numeric data, except money

Indicator user-defined fields

Indicators are a special type of user-defined field (UDF) that enable you to select color-coded icons as values for display in columns and reports.

Indicator UDFs can be used to highlight Activities, Activity Steps, Activity Resource Assignments, Projects, Resources, WBS, Expenses, Issues, risks, and Work Products & Documents. For example, you could group activities based on priority or status using Indicator UDFs.

Like all other UDFs, you can perform the following functions using Indicator UDFs:

- ▶ Display in columns
- ▶ Group and sort data based on indicators
- ▶ Filter data based on indicators
- ▶ Perform global changes
- ▶ Display timescale bars
- ▶ View indicator data in reports using columns, group and sort, and filters.

To assign values to indicator fields:

You are required to create a column for the UDF, click in the field, and select an icon from the list. An indicator UDF can have one of four values: red, yellow, green, or blue. You must select one of these values whenever you enter a value for an Indicator UDF, whether in columns, group and sort, filters, reports, global change or bars.

Note:

- ▶ In columns, filters, global change, and group and sort, indicator UDF values appear as icons. In reports, indicator UDF columns show the text value of the icon (i.e., rather than displaying the icon, the value is red, yellow, green, or blue).

Defining Calendars

Calendars

You can create and assign calendars to each resource, each project, and each activity. For each calendar, you can define the following:

- ▶ available workhours in each calendar day
- ▶ default hours per time period settings that are used as conversion factors when entering or displaying units in time increments other than hours
- ▶ national holidays
- ▶ your organization's holidays
- ▶ project-specific work/ nonworkdays
- ▶ resource vacation days.

Calendar assignments are used for activity scheduling, tracking, and resource leveling. Whether an activity uses its assigned calendar or the calendar of an assigned resource depends on the activity type you specify (task-dependent versus resource-dependent).

Three calendar pools are defined: global, resource, and project. The global calendar pool contains calendars that apply to all projects. The project calendar pool is a separate pool of calendars for each project. The resource calendar pool can be a separate pool of calendars for each resource. You can assign either resource or global calendars to resources, and you can assign either global or project calendars to activities.

You can link resource and project calendars to global calendars. Then, if you make changes to a global calendar, your changes apply to all resource and project calendars that are linked to the modified global calendar.

Shared and Personal Resource Calendars

Resource calendars consist of two types:

- ▶ **Shared Resource Calendar**

Shared resource calendars can be assigned to multiple resources, and only users with Add/Edit/Delete Resource Calendars privilege can edit a shared resource calendar.

- ▶ **Personal Resource Calendar**

Personal resource calendars are similar to shared resource calendars except a personal resource calendar is assigned to only one user, and that user can edit their standard workweek, their default work hours per time period, and exceptions in their personal resource calendar without needing any privileges. A user assigned a personal resource calendar can edit it by choosing Enterprise, Calendars, and then selecting their calendar.

To edit a personal resource calendar, the user must be defined, a resource representing the user must be defined, the user must be associated with the corresponding resource, and a personal resource calendar must be created for that user.

You can convert shared resource calendars to personal resource calendars only if zero or one resource is assigned to the shared calendar, and you can convert a personal resource calendar to a shared resource calendar. Also, to convert calendars between shared and personal you must have the Add/Edit/Delete Resource Calendars privilege.

Notes:

- ▶ You can create a personal resource calendar using the Calendars dictionary, the Resource Details, Details tab, or the New Resource Wizard.
- ▶ To create a personal resource calendar, you must have the Add/Edit/Delete Resource Calendars privilege.

Defining default hours per time period in calendars

P6 Professional calculates and stores time unit values in hourly increments, but you can set preferences to display time units in other increments, such as days or weeks. The values specified for Hours per Time Period are used to convert hours to other time increments for display, and to convert all non-hourly time increments to hours for storage in the database. Administrators can define Hours per Time Period settings globally on the Admin Preferences, Time Periods tab, or they can specify that the Hours per Time Period settings should be defined per calendar.

When Hours per Time Period settings are defined per calendar, units and durations are displayed more accurately. When Hours per Time Period settings are defined globally and you set your user preferences to display units and durations in time increments other than hours, units and durations will display unexpected values when the Admin settings for Hours per Time Period do not match the work hours specified in calendars assigned to activities and resources. This occurs because the display reflects the conversion factor of the Admin Preference Hours per Time Period settings, not the hours per day defined by the activity's or resource's assigned calendar.

For example,

User Preferences, Time Units = day

Admin Preferences, Hours per Time Period = 8h/d

Activity calendar, Work hours per day = 10h/d

User-entered activity duration = 30h

Actual duration display = 3d6h (30h duration/8h per day, based on the conversion factor set in Admin Preferences)

Expected duration display = 3d (30h duration/10h per day, based on the conversion factor set in the activity calendar)

To avoid unexpected display results, an administrator should mark the 'Use assigned calendar to specify the number of work hours for each time period' checkbox on the Admin Preferences, Time Periods tab. Then, you can specify the Hours per Time Period settings for each defined calendar, and assign these calendars to the appropriate activities and resources.

Project Calendars

Create a project calendar

- 1) Choose Enterprise, Calendars, then choose Project.
- 2) If more than one project is open, select the projects to which you want to add a calendar, then click Add.
- 3) Select the calendar you want to copy for the new project calendar, then click the Select button.
- 4) Type the new calendar's name.
- 5) Click Modify and edit the new calendar.

Edit a project calendar

- 1) Choose Enterprise, Calendars, then choose Project.
- 2) Select the calendar you want to edit and click Modify.
- 3) To base the calendar on another calendar, select a new global calendar in the Inherit Holidays and Exceptions from Global Calendar field.
- 4) Choose the month you want to modify by clicking the appropriate arrow button next to the month-year title.
- 5) To add a nonworkday, click the date you want to make a nonworkday, then click Nonwork.
- 6) To change the number of hours in a specific workday, click the date you want to change.

Choose Total work hours/day to define the total working hours in each day. In the Work hours/day section, set the amount of hours available to work for a specific day.

Choose Detailed work hours/day to define which hours of the day are work or nonwork hours. In the Work hours section, select the hours you want to change and click Work or Nonwork.

If the date's display color changes to white, the number of hours you entered does not equal the default number of working hours for that weekday.

- 7) To make an exception into a workday and apply the default number of working hours to that day, click the exception you want to change, then click Standard.

- 8) To define the calendar's default hours per timeperiod, click Time Periods. For each timeperiod, enter the default number of hours.

For activities to which the calendar is assigned, these values are used as conversion factors when users enter or display units and durations in time increments other than hours.

Tips

- ▶ To apply the same change to all instances of a specific weekday in the displayed month, click the weekday's column label.
- ▶ To view a calendar's assignments, in the Calendars Dialog Box, select the calendar, then click Used By.
- ▶ When an assignment to an activity has manual future period values, editing the project calendar for the associated activity may cause the manual values to change. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on other data that affects manual future period assignment values.
- ▶ The program calculates and stores time unit values in hourly increments, but users can set preferences to display time units in other increments, such as days or weeks. When you define the Hours per Time Period for a calendar, these values are used to accurately convert units and durations to the selected display format for activities to which the calendar is assigned. See **Defining default hours per time period in calendars** (on page 178) for details.
- ▶ Fields in this dialog box are disabled if the "Use assigned calendar to specify the number of work hours for each time period" checkbox on the Admin Preferences, Time Periods tab, is not marked. If this checkbox is not marked, default hours per time period settings are defined on the Admin Preferences, Time Periods tab.

Note

- ▶ Working hours defined with decimal values other than .0 or .5 will round up or down to .0 or .5.

Delete a project calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Project.
- 3) Select the calendar you want to delete, then click Delete.
- 4) If the calendar has assignments, the Calendars in Use dialog box is displayed.

To delete the calendar and move its assignments to a calendar you select, choose Select Replacement Calendar, click OK, then select a replacement calendar.

To delete the calendar and move its assignments to the default global calendar, choose Link to Default Global Calendar, then click OK.

View project calendar assignments

- 1) Choose Enterprise, Calendars.
- 2) Choose Project.
- 3) Select the calendar whose assignments you want to view, then click Used By.

Global Calendars

Create a global calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Global, then click Add.
- 3) Select the calendar you want to copy for the new global calendar, then click the Select button.
- 4) Type the new calendar's name.
- 5) Mark the Default checkbox to make the new calendar the default global calendar for activities and resources.
- 6) Click Modify and edit the new calendar.

Edit a global calendar

- 1) Choose Enterprise, Calendars, then choose Global.
- 2) Select the calendar you want to edit and click Modify.
- 3) Choose the month you want to modify by clicking the appropriate arrow button next to the month-year title.
- 4) To add a nonworkday, click the date you want to make a nonworkday, then click Nonwork.
- 5) To change the number of hours in a specific workday, click the date you want to change.

Choose Total work hours/day to define the total working hours in each day. In the Work hours/day section, set the amount of hours available to work for a specific day.

Choose Detailed work hours/day to define which hours of the day are work or nonwork hours. In the Work hours section, select the hours you want to change and click Work or Nonwork.

If the date's display color changes to white, the number of hours you entered does not equal the default number of working hours for that weekday.

- 6) To make an exception into a workday and apply the default number of working hours to that day, click the exception you want to change, then click Standard.

- 7) To define the calendar's default hours per timeperiod, click Time Periods. For each timeperiod, enter the default number of hours.

For activities and resources to which the calendar is assigned, these values are used as conversion factors when users enter or display units and durations in time increments other than hours.

Tips

- ▶ To apply the same change to all instances of a specific weekday in the displayed month, click the weekday's column label.
- ▶ To view a calendar's assignments, in the Calendars Dialog Box, select the calendar, then click Used By.
- ▶ When an activity's resource assignment has manual future period values, editing the global calendar for the associated activity or resource may cause the manual values to change. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on other data that affects manual future period assignment values.
- ▶ The program calculates and stores time unit values in hourly increments, but users can set preferences to display time units in other increments, such as days or weeks. When you define the Hours per Time Period for a calendar, these values are used to accurately convert units and durations to the selected display format for activities and resources to which the calendar is assigned. See **Defining default hours per time period in calendars** (on page 178) for details.
- ▶ Fields in this dialog box are disabled if the "Use assigned calendar to specify the number of work hours for each time period" checkbox on the Admin Preferences, Time Periods tab, is not marked. If this checkbox is not marked, default hours per time period settings are defined on the Admin Preferences, Time Periods tab.

Note

- ▶ Working hours defined with decimal values other than .0 or .5 will round up or down to .0 or .5.

Delete a global calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Global.
- 3) Select the calendar you want to delete, then click Delete.
- 4) If the calendar has assignments, the Calendars in Use dialog box is displayed.

To delete the calendar and move its assignments to a calendar you select, choose Select Replacement Calendar, click OK, then select a replacement calendar.

To delete the calendar and move its assignments to the default global calendar, choose Link to Default Global Calendar, then click OK.

Specify a default global calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Global.
- 3) Mark the Default checkbox next to the calendar you want to designate as the default global calendar.

View global calendar assignments

- 1) Choose Enterprise, Calendars.
- 2) Choose Global.
- 3) Select the calendar whose assignments you want to view, then click Used By.

Resource Calendars

Create a shared resource calendar

Use this task to create a shared resource calendar. See **Create a personal resource calendar** (on page 183) to create a personal resource calendar.

- 1) Choose Enterprise, Calendars.
- 2) Choose Resource, then click Add.
- 3) Select the calendar you want to copy for the new resource calendar, then click the Select icon.
- 4) Type the new calendar's name.
- 5) Click Modify and edit the new calendar.

Create a personal resource calendar

Use this task to create and assign a personal resource calendar.

Notes:

- You must have the Add/Edit/Delete Resource Calendars privilege to create personal resource calendars.
- Before you create a personal resource calendar for a user, the user must be defined, a resource representing the user must be defined, and the user must be associated with the corresponding resource.

-
- 1) Choose Enterprise, Calendars.
 - 2) Choose Resource.
 - 3) Select any row in the Personal Resource Calendars group, or click the Display Options bar, then click Filter By, Personal Resource Calendars and select any row.
 - 4) Click Add.

- 5) In the Select Resources dialog box, select the resource for which you want to create a personal resource calendar.

Note: The list of resources does not include resources already assigned to a personal resource calendar unless you filter the list of resources by All Resources.

- 6) Click the Select icon.
- 7) In the Calendars dialog box, click Modify and edit the new calendar.

Edit a resource calendar

This topic is intended for the administrator who defines resource calendars. See **Edit your personal resource calendar** (on page 185) to edit your personal resource calendar.

- 1) Choose Enterprise, Calendars, then choose Resource.
- 2) Select the calendar you want to edit and click Modify.
- 3) To base the calendar on another calendar, select a new global calendar in the Inherit Holidays and Exceptions from Global Calendar field.
- 4) Choose the month you want to modify by clicking the appropriate arrow button next to the month-year title.
- 5) To add a nonworkday, click the date you want to make a nonworkday, then click Nonwork.
- 6) To change the number of hours in a specific workday, click the date you want to change.

Choose Total work hours/day to define the total working hours in each day. In the Work hours/day section, set the amount of hours available to work for a specific day.

Choose Detailed work hours/day to define which hours of the day are work or nonwork hours. In the Work hours section, select the hours you want to change and click Work or Nonwork.

If the date's display color changes to white, the number of hours you entered does not equal the default number of working hours for that weekday.

- 7) To make an exception into a workday and apply the default number of working hours to that day, click the exception you want to change, then click Standard.
- 8) To define the calendar's default hours per timeperiod, click Time Periods.or each timeperiod, enter the default number of hours.

For activities and resources to which the calendar is assigned, these values are used as conversion factors when users enter or display units and durations in time increments other than hours.

Tips

- ▶ To apply the same change to all instances of a specific weekday in the displayed month, click the weekday's column label.
- ▶ To view a calendar's assignments, in the Calendars dialog box, select the calendar, then click Used By.
- ▶ When a resource assignment has manual future period values, editing the resource's associated resource calendar may cause the manual values to change. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on other data that affects manual future period assignment values.
- ▶ P6 Professional calculates and stores time unit values in hourly increments, but users can set preferences to display time units in other increments, such as days or weeks. When you define the Hours per Time Period for a calendar, these values are used to accurately convert units and durations to the selected display format for activities to which the calendar is assigned. See **Defining default hours per time period in calendars** (on page 178) for details.
- ▶ The Time Periods button is enabled when the 'Use assigned calendar to specify the number of work hours for each time period' checkbox on the Admin Preferences, Time Periods tab is marked.

Note

- ▶ Working hours defined with decimal values other than .0 or .5 will round up or down to .0 or .5.

Edit your personal resource calendar

Use this task to edit your standard workweek and exception time in your personal resource calendar.

This task is intended for users who have been assigned a personal resource calendar; it assumes you do not have the Add/Edit/Delete Resource Calendars privilege.

- 1) Choose Enterprise, Calendars, then choose Resource.
- 2) Select your personal resource calendar and click Modify.
- 3) Choose the month you want to modify by clicking the appropriate arrow button next to the month-year title.
- 4) To add a nonworkday, click the date you want to make a nonworkday, then click Nonwork.

- 5) To change the number of hours in a specific workday, click the date you want to change.

Choose Total work hours/day to define the total working hours in each day. In the Work hours/day section, set the amount of hours available to work for a specific day.

Choose Detailed work hours/day to define which hours of the day are work or nonwork hours. In the Work hours section, select the hours you want to change and click Work or Nonwork.

If the date's display color changes to white, the number of hours you entered does not equal the default number of working hours for that weekday.

- 6) To make an exception into a workday and apply the default number of working hours to that day, click the exception you want to change, then click Standard.
- 7) If you want to edit your standard workweek, proceed as follows:
 - a. Click Workweek.
 - b. In the Calendar Weekly Hours dialog box, select the day of the week for which you want to change the default working hours for the open calendar.
 - To reduce the default working hours, select the work hours to change and click Nonwork. To increase the default working hours, select the nonwork hours to change, and click Work.
 - Repeat this substep for each applicable day of the week.
 - c. Click OK.
- 8) If you want to edit the calendar's default hours per timeperiod, click Time Periods. For each timeperiod, enter the default number of hours.

For activities and resources to which this calendar is assigned, these values are used as conversion factors when you enter or display units and durations in time increments other than hours.

Tips

- ▶ To apply the same change to all instances of a specific weekday in the displayed month, click the weekday's column label.
- ▶ When your assignments to activities have manual future period values, editing your resource calendar may cause the manual values to change. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on other data that affects manual future period assignment values.

Delete a resource calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Resource.
- 3) Select the calendar you want to delete, then click Delete.

- 4) If the calendar has resource assignments, the Calendars in Use dialog box appears.

To delete the calendar and move its assignments to a calendar you select, choose Select Replacement Calendar, click OK, then select a replacement calendar.

To delete the calendar and move its assignments to the default global calendar, choose Link to Default Global Calendar, then click OK.

View resource calendar assignments

- 1) Choose Enterprise, Calendars.
- 2) Choose Resource.
- 3) Select the calendar whose assignments you want to view, then click Used By.

Convert a shared resource calendar to a personal resource calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Resource.
- 3) Select the shared resource calendar you want to convert to a personal resource calendar.
- 4) Click To Personal.
- 5) Proceed as follows:
 - ▶ If a single resource is assigned to the calendar, a confirmation message appears. Click Yes.
 - ▶ If no resources are assigned to the calendar, the Select Resource dialog box appears. Select a resource to assign to the calendar. A confirmation message appears. Click Yes.

Notes:

- You cannot convert a shared resource calendar to a personal resource calendar when multiple resources are assigned to calendar.
 - The calendar is not renamed when it is converted from a shared resource calendar to a personal resource calendar.
-

Convert a personal resource calendar to a shared resource calendar

- 1) Choose Enterprise, Calendars.
- 2) Choose Resource.
- 3) Select the personal resource calendar you want to convert to a shared resource calendar.
- 4) Click To Shared.
- 5) A confirmation message appears. Click Yes.

Defining Resources and Roles

Resources

Resources

Resources include the personnel and equipment that perform work on activities across all projects. Resources are generally reused between activities and/or projects. In P6 Professional you can create a resource pool that reflects your organization's resource structure and supports the assignment of resources to activities. P6 Professional also enables you to distinguish between labor, material, and nonlabor resources. Labor and nonlabor resources are always time-based, and material resources, such as consumable items, use a unit of measure you can specify. You can create and assign resource calendars and define a resource's roles, contact information, and time-varying prices.

Define a master list of resources consisting of the resources necessary to complete the projects in your organization. Then, group resources to create an easily accessible pool from which you can draw when assigning resources to a project. For each resource, set availability limits, unit prices, and a calendar to define its standard worktime and nonworktime, then allocate resources to the activities that require them. To enable grouping and rollups of your resources across the organization, set up resource codes and assign code values.

Resources are different than expenses. While resources can be time-based and generally extend across multiple activities and/or projects, expenses are one-time expenditures for nonreusable items required by activities. P6 Professional does not include expenses when leveling resources.

Primary Resources

P6 Professional allows you to assign primary resources to activities. An activity's primary resource is typically the resource who is responsible for coordinating an activity's work.

Resource Security

Resource security allows the administrator to restrict your resource access by assigning you to a node in the resource hierarchy. See **Introduction to Resource Security** (on page 572). That node is your root node. See **Root Node** (on page 823). Once assigned to a resource node, you have access only to your root node and all of its children. In the Resource Assignments window you still have access to current project resources even if they are outside your root node. See **Current Project Resources** (on page 812).

Add a resource

- 1) Choose Enterprise, Resources.

- 2) If necessary, click the Display options bar, then choose Filter By, All Resources, to display the resource hierarchy.

If resource security is enabled, you can only view resources you have access to. Therefore, you can add a new resource only to the hierarchy you have access to. See **Introduction to Resource Security** (on page 572).

- 3) Select the resource to which you want to add a new child resource.

You can use the arrow icons on the Move toolbar to position the new resource after you add it. See **Move Toolbar** (on page 117). You can also display the resource hierarchy as a list rather than a hierarchy; when you display a resource list, the new resource is added at the root level of the hierarchy. To switch between list and hierarchy views in the Resources window, click the column label furthest to the left in the Resources window.

- 4) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).

Depending on your user preferences, the New Resource wizard may start. Follow the prompts on each dialog box to create the resource.

- 5) Click each tab in Resource Details and enter the resource's information.

Tips

- ▶ If resource security is enabled you can add a resource only under your root node. Under your root node, you can select any resource node and click the Add button. The new resource is added as a child to the selected node.
- ▶ You can indent or outdent any resources you have access to, except your root node. See **Root Node** (on page 823). Since your root node is the highest level of resource you have access to, you cannot outdent any other resources to the same level. By changing the position of a resource in the resource hierarchy, you change the resource's accessibility for all users that are assigned to that resource.

Note

- ▶ The e-mail address and office phone number you type in the Resources window General tab overwrites the e-mail address and office phone number recorded in the Users dialog box, if that information is different. Likewise, e-mail and phone information you enter for a resource in the Users dialog box overwrites the information in the Resources window.

Adding resources using a wizard

Resources include the personnel and equipment that perform work on activities across all projects. You can create a resource pool that reflects your organization's resource structure and supports the assignment of resources to activities.

If the Use New Resource Wizard checkbox is marked in the User Preferences dialog box, the New Resource Wizard displays each time you add a resource to guide you through the process.

View resources

- ▶ Choose Enterprise, Resources.

Note

- ▶ If you cannot see all resources, resource security may be enabled. In that case, you can only see resources you have access to. See **Introduction to Resource Security** (on page 572).

Define resource shifts

You can globally define shifts that span specific workhours over a period of time. You can also apply one or more shifts directly to specific resources.

- 1) Choose Enterprise, Resource Shifts.
- 2) Click Add, then type the new shift's name.
- 3) Click Modify to define the workhours for the new shift.
- 4) Click Add, then enter the start hour for each shift segment.

The total shift hours must add up to 24 hours and each shift segment must have a duration of at least one hour. The start hour must begin and end on the hour, for example, 8:00, rather than 8:30 A.M.

Note

- ▶ Shift hours are considered when calculating units and prices during leveling. The resource calendar is used to determine when the resource can work; the limits for that period are determined from the shift definition for that resource. The minimum resource availability for every shift must satisfy the minimum demand for the resource so that the resource can be leveled properly. Limits defined outside the boundaries of the shift definition are ignored. Since shifts are defined at the resource level, all projects are leveled using that resource according to the shift definition.

Assign shared resource calendars to resources

Use this topic to assign a shared resource calendar to a resource. See **Create and assign a personal resource calendar** (on page 191) to create and assign a personal resource calendar.

- 1) Choose Enterprise, Resources.
- 2) Select the resource to which you want to assign a calendar.

- 3) Click the Details tab, then click  in the Calendar field.
To change the calendars display, click the Display Options bar.
- 4) Select the calendar you want to assign, then click the Select button.

Create and assign a personal resource calendar

Use this topic to create and assign a personal resource calendar.

Note: The following must be done for the user to edit their personal resource calendar: The user must be defined, a resource representing the user must be defined, and the user must be associated with the corresponding resource.

- 1) Choose Enterprise, Resources.
- 2) Select the resource to which you want to assign a personal resource calendar. In Resource Details, click the Details tab.
- 3) Click Create Personal Calendar.
- 4) From the Calendar dialog box, edit the new calendar as discussed in **Edit a resource calendar** (on page 184).
- 5) Click OK when you finish editing the calendar. The calendar name defaults to <Resource ID> - <Resource Name>.

Copy and paste a resource

- 1) Choose Enterprise, Resources.
- 2) If necessary, choose View, Filter By, All Resources, to display all resources.

If resource security is enabled you can only view resources you have access to. Therefore, you can copy and paste a resource only to the hierarchy you have access to. See **Introduction to Resource Security** (on page 572).

- 3) Choose View, Group and Sort By, Default.
- 4) Select the resource you want to copy, then choose Edit, Copy.
- 5) Select the resource to which you want to add the copy, then choose Edit, Paste.

Choose Sub-Resources to copy all resources contained in the resource you want to copy.

Choose Role Assignments to copy the resource's role assignments.

Choose Prices to copy the resource's price information.

Tips

- ▶ Copying a resource that has a personal resource calendar assigns the copied resource to the global default calendar.

- ▶ You can copy and paste any resources you have access to based on resource security settings. If you copy and paste a resource node that previously had been assigned to users to provide resource security, those users remain assigned to the original resource node. Since resource security information is not copied, you can copy and paste your root node as well. See **Root Node** (on page 823).
- ▶ If you mark Do not show this window again, the Copy Resource Options dialog box will not display again until you restart the application.

Cut and paste a resource

- 1) Choose Enterprise, Resources.
- 2) If necessary, choose View, Filter By, All Resources, to display all resources.
- 3) Choose View, Group and Sort By, Default, to display the resource hierarchy.

If resource security is enabled you can only view resources you have access to. Therefore, you can cut and paste a resource only to the hierarchy you have access to. See **Introduction to Resource Security** (on page 572).

- 4) Select the resource you want to cut and paste, then choose Edit, Cut.
- 5) Select the resource to which you want to add the cut resource, then choose Edit, Paste.

Notes

- ▶ When you cut and paste a resource, the resource's activity assignments are also cut and pasted.
- ▶ You can cut and paste any resources you have access to, except your root node. See **Root Node** (on page 823). However, keep in mind that changing the resource hierarchy changes the resource's accessibility for users previously assigned to those nodes.

Display resource details

- ▶ Choose Enterprise, Resources, then choose View, Show on Bottom, Details.

Note

- ▶ If resource security is enabled, you can only see resources you have access to. See **Introduction to Resource Security** (on page 572).

Edit resource information

- 1) Choose Enterprise, Resources.
- 2) If necessary, choose View, Filter By, All Resources, to display all resources.
- 3) Choose View, Group and Sort By, Default.

- 4) Select the resource you want to edit.

To change the resource's position in the hierarchy, click the appropriate arrow buttons.

- 5) Click each tab in Resource Details to enter new information.

Notes

- ▶ The e-mail address and office phone number you type in the Resources window General tab overwrites the e-mail address and office phone number recorded in the Users dialog box, if that information is different. Likewise, e-mail and phone information you enter for a resource in the Users dialog box overwrites the information in the Resources window.
- ▶ If resource security is enabled you can only see resources you have access to. See **Introduction to Resource Security** (on page 572).

Delete a resource

- 1) Choose Enterprise, Resources.
- 2) Select the resource you want to delete, then choose Edit, Delete.
- 3) If the resource you want to delete has activity assignments or other associated data, the Delete Resource dialog box appears.

To delete the resource and reassign, or merge, the resource's associated data to its parent resource, choose Select Replacement Resource. See **Parent Resource** (on page 820).

To delete the resource without reassigning its associated data, choose Delete Selected Resource.

Tips

- ▶ If your organization manually plans future period resource and role distribution in the Resource Usage Spreadsheet, you should determine if the resource you are deleting has manual future period values. If so, you should choose to merge the resource's associated data with another resource; otherwise, the manual future period values will be lost. See **Manual future period buckets** (on page 819). To determine if the resource has manual future period assignment data, in the Resource Assignments window, display the Curve column and group the layout by resource. The module displays a 'Manual' value in the Curve column for all assignments that have been manually planned.

- ▶ You can delete any resources that you have access to based on resource security settings. See **Introduction to Resource Security** (on page 572). Deleting a resource also removes all of its children from the hierarchy. If the deleted resources or any of its children were previously assigned to users to provide resource security, those users automatically get 'No Resources' access. Then, the administrator can re-assign the users to another resource. If you delete your own root node, you also get 'No Resources' access, which means you cannot view any resources next time you log in.

Notes

- ▶ If you delete a parent resource, all of the resources contained in the parent resource, and all of their assignments, are deleted.
- ▶ For resources with personal calendars, deleting a resource automatically deletes the resource's personal calendar even if the user performing the deletion does not have rights to add/edit/delete resource calendars.

Enter comments about resources

- 1) Choose Enterprise, Resources.
- 2) Select the resource about which you want to view or enter comments.
- 3) Click the Notes tab.
- 4) Click Modify, then type your comments.

Specify the resource type for resources

- 1) Choose Enterprise, Resources.
- 2) Select the resource whose resource type you want to enter.
- 3) Click the Details tab.
- 4) To indicate that the selected resource performs labor, which is measured in units of time, choose Labor.
- 5) To indicate that the selected resource does not perform labor, for example, if the resource is equipment, choose Nonlabor. The nonlabor resource is measured in units of time.
- 6) To indicate that the selected resource is measured in units other than time, choose Material.

If you selected Material as the resource type, select a unit of measure for the resource.

Note

- ▶ You can define a unit of measure for material resources in the Units of Measure tab of Admin Categories, in the Admin menu.

Specify the unit of measure for material resources

A unit of measure describes the quantity of a particular resource. Labor resources are often measured in units of time, such as hours or days; materials can be measured in cubic or linear feet, or perhaps in tons or kilos; items used one-by-one can be measured individually (EA) or as shipped: a box, a case, a pallet. Money is generally measured in monetary units, such as dollars, euros, or yen.

- 1) Choose Enterprise, Resources.
- 2) In the Details tab, choose Material as the resource type for the selected resource.
- 3) Select a value in the Units of Measure field.

Notes

- ▶ You can define a unit of measure for material resources in the Units of Measure tab of Admin Categories, in the Admin menu.
- ▶ If a unit of measure is not assigned, the unit of measure for the material resource will be Unit.

Change Resources tab columns

- 1) Choose Project, Activities.
- 2) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 3) Right-click anywhere in the tab, then choose Customize Resource Columns.

To add a column to the Resources tab, in the Available Options section, click the column you want to add, then click .

To remove a column from the Resources tab, in the Selected Options section, click the column you want to remove, then click .

To return to the default columns settings, click Default.

To change the title, width, and alignment of a column, select column and click Edit Column.

To apply your changes without closing this dialog box, click Apply.

- 4) Click OK.

Specify how resources report hours

For any resource, you can use the auto-compute actuals feature to automatically calculate actual progress according to the project plan or you can manually record progress data collected from resources via other means.

- 1) Choose Enterprise, Resources and display the Details tabs.
- 2) Select the resource whose reporting method you want to specify.
- 3) Click the Details tab, then mark the Auto Compute Actuals checkbox. Based on the assignment planned units and the activity's percent complete, resource actual units and remaining units are automatically calculated when Apply Actuals is run.

Collaborate with resources and enter activity feedback

Using Activity Details, you can collaborate on activities by entering activity-specific messages or feedback for other users to view; all users who can access the activity can view your feedback and provide their own feedback that you can view.

Note: Although available to any user, the following procedure is intended for use by project managers, project planners, or people in similar roles, and resources assigned to the activity.

- 1) In the Activities window, select the activity you want to send notes about.
- 2) Display Activity Details, then click the Feedback tab. See **Display window details** (on page 56).
- 3) The New checkbox is marked when new feedback appears in the Feedback from Resources field. Clear the checkbox when you finish reading the new feedback so you will be aware of subsequent new feedback.
- 4) If you want to enter feedback, enter it in the Notes to Resources text box. Then click Add to move your feedback from the text box to the Notes to Resources field.

Enter multiple resource prices over time

- 1) Choose Enterprise, Resources.
- 2) Select the resource whose prices you want to enter.
- 3) Click the Units & Prices tab.
- 4) Repeat the following to assign dates with different price/units to the resource:
 - a. Click Add.
 - b. To change the price's effective date, double-click the Effective Date field, click , then select a new date.
 - c. Type the maximum number of time units the resource can perform, followed by a forward slash (/) and the appropriate time duration.

For example, if the selected resource is one person, a reasonable value may be 8 hours (units) per day (duration). In this case, the Max Units/Time would be 8.00h/ d, or 8 hours of work per day. Similarly, if the selected resource is a department with 5 people, then the Max Units/Time may be 40.00h/ d. This means that 5 people can perform 40 hours of work per day, rather than 1 person performing 8 hours of work per day.

- d. Double-click the Price/Unit field, then type the resource's monetary price. For labor resources, indicate the time unit with a forward slash (/) and the appropriate time unit abbreviation, such as \$50.00/h (for 50 dollars per hour).

Right-click in the Units & Prices table and select Customize Resource Rate Columns to add or remove additional price/unit fields. These fields display the name defined for the rate types in the Rate Types tab in the Admin Preferences dialog box.

Tips

- ▶ You can display the Max Units/Time data as a numeric value (8h/ d) or as a percentage of the resource's limits (100 percent). For example, if Robert is assigned a limit of eight hours/day and you assign him to a task at a maximum limit of two hours/day, you can display this information one of two ways: as 2h/ d or as 25 percent of his resource limit (since he is only assigned to this task for two of his allotted eight hours per day). Select either Show as a Percentage (50 percent) or Show as Units/Duration (4h/ d) in the Time Units tab of the User Preferences dialog box.
- ▶ To allow the selected resource to log overtime hours, click the Details tab and mark the Allow Overtime checkbox, then, in the Overtime Factor field, type the number by which the resource's standard price should be multiplied to determine the resource's overtime price (standard price * overtime factor = overtime price).

Note

- ▶ The available time units are minutes, hours, days, weeks, months, and years. Your system administrator sets the abbreviation for each time unit in the Admin Preferences dialog box.

Calculating cost when using multiple resource rates

The total cost for a resource assignment takes into consideration any changes in the price/unit over the course of the activity. Enter a price/unit for each rate type (defined in Admin Preferences, Rate Types) in the Units & Prices tab in the Resources window.

Select the rate type you want this assignment to use in the Resources tab in the Activities window. The cost of the resource assignment is based on the Rate Type assigned to the resource assignment.

For example, a 3-day activity has a resource that works 8 hours per day. The activity begins on Monday, 12-Aug-02 8:00 AM and ends on Wednesday, 14-Aug-02 5:00 PM. Price/unit for the resource is defined as:

Effective Date	Max Units / Time	Price / Unit
12-Aug-02 12:00 AM	8.00h/d	\$10.00/h
14-Aug-02 12:00 AM	8.00h/d	\$30.00/h

The cost of the first 16 hours of the resource assignment is \$160 (16 hours x \$10.00/ hr). The cost for the last 8 hours of the resource assignment is \$240 (8 hours x \$30.00/ hr). The total cost for the resource is \$400.00 (\$160.00 + \$240.00).

Notes

- ▶ If you have resources with shifts that use timesheets, costs calculate using the price of the first shift for the resource.
- ▶ When activity dates change, run Recalculate Assignment Costs to update resource costs based on the new dates.
- ▶ Multiple resource rates are not reflected in the Activity Usage Spreadsheet or Resource Usage Spreadsheet.

Roles

Roles

Roles are project personnel job titles or skills, such as mechanical engineer, inspector, or carpenter. They represent a type of resource with a certain level of proficiency rather than a specific individual. Roles can also be assigned to specific resources to further identify that resource's skills. For example, a resource may have a role of a engineer and manager.

You can create a set of roles to assign to resources and activities in all projects in the enterprise. You can establish an unlimited number of roles and organize them in a hierarchy for easier management and assignment. The set of roles you assign to an activity defines the activity's skill requirements. You can also define unique price per unit rates for each role for accurate cost planning.

You can temporarily assign roles during the planning stages of the project to see how certain resources affect the schedule. Once you finalize your plans, you can replace the roles with resources that fulfill the role skill levels. Five proficiency levels can be assigned to roles: Master, Expert, Skilled, Proficient and Inexperienced.

Roles can be assigned in the Resource Details window or from the Roles dialog box.

Add a role

- 1) Choose Enterprise, Roles.
- 2) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).
- 3) Click the General tab, then type a unique ID for the role.
- 4) Type the role's name.
- 5) Click Modify to type a description of the role's responsibilities in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Change the proficiency of a role

Roles and the proficiency levels help to further identify each resource's skills. For example, one individual may be an expert in Web development tools, and proficient in Web design. Specifying proficiency levels for roles can help you decide which resource is the best fit for a particular task.

- 1) Choose Enterprise, Roles.
- 2) Select the role you want to change.
- 3) Click the Resources tab.
- 4) Double click in the Proficiency field and select a skill level for that role, such as Master, Expert, Skilled, Proficient, or Inexperienced.

Note

- ▶ Proficiencies are pre-defined.

Define price/unit rates for roles

You can add up to five price per unit rates for each role in the roles dictionary. When you assign a role to an activity during project planning, you can choose which rate you want to use to calculate cost. Defining rates for specific roles yields more accurate project cost planning results.

- 1) Choose Enterprise, Roles.
- 2) Select the role you want to assign rates to, then click the Prices tab. If tabs are not displayed in the Roles dialog box, click the Display Options bar and choose Roles Details.
- 3) Enter up to five Price/Unit rates for the selected role.

For example, if the price per unit is \$25 per hour, enter 25h; if the price per unit is \$50000 per year, enter 50000y. You can only enter unit values in minutes, hours, days, weeks, months, and years. Your system administrator defines the abbreviations for these units in the Admin Preferences, Time Periods tab.

Notes

- ▶ The Calculate Costs from Units checkbox is marked by default when you add a new role. When this option is selected, any new assignments for the role will have its costs recalculated whenever any quantity changes occur.
- ▶ The default unit value is hours. If you type a price but no unit, the module defaults the unit to hours.

Define role limits over time

Use the Limits tab to specify available quantities (limits) for a role. Setting limits helps you quickly identify areas of role overload in Resource/Role Usage Profiles, using different colors to represent limits and overallocated units in charts and histograms. You can define an unlimited number of role limits for each role; however, the effective date must be unique. To define role limits:

- 1) Choose Enterprise, Roles.
- 2) Select the role you want to define limits for, then click the Limits tab. If tabs are not displayed in the Roles dialog box, click the Display Options bar and choose Roles Details.
- 3) Click Add at the bottom of the Roles dialog box.
- 4) Double-click in the Effective Date column, then click the Browse button to select the date the limit takes effect.
- 5) In the Max Units/Time column, enter the allocation limit for the role as a unit value or as a percentage, depending on your user preference settings for resource units/time (User Preferences, Time Units tab).

You can enter values in any time and duration unit; however, the module automatically converts the value to the default units/duration format specified in the User Preferences, Time Units tab.

Tip

- ▶ By default, role limits are calculated based on the limit defined for each role's primary resource, which may not accurately reflect a role's planned allocation. In P6 Professional on the User Preferences, Resource Analysis tab, you can choose to display role limits based on the custom role limits you define.

Assign roles to activities

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to assign a role.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Click Add Role.
- 5) Select the role you want to assign.

You can assign multiple roles to an activity. To select more than one item, hold down the Ctrl key, then click each role you want to assign.

- 6) Click Assign, then click Close.

Tip

- ▶ If price/unit rates are defined for a role you assign to an activity, you can choose the price/unit rate you want the module to use to calculate cost. Choosing a defined price/unit rate yields more accurate cost planning results. If you do not specify a rate, the module uses the default rate defined in the Project Details, Calculations tab. See **Assign a rate type to a resource assignment** (on page 243).

Assign roles to resources from the Resources window

- 1) Choose Enterprise, Resources, then select the resource to which you want to assign a role.
- 2) Click the Roles tab, then click Assign.
- 3) Select the role you want to assign.
- 4) Click the Assign button, then click the Close button.
- 5) In the Roles tab, double-click the Proficiency column and select a skill level.
- 6) If this is the resource's primary role, mark the Primary Role checkbox.

Assign roles to resources from the Roles dialog box

- 1) Choose Enterprise, Roles, then select the role you want to assign.
- 2) Click the Resources tab, then click Assign.
- 3) Select the resource to which you want to assign the selected role.
- 4) Click the Assign button, then click the Close button.
- 5) In the Resources tab, double-click the Proficiency column and select a skill level.
- 6) If this is the resource's primary role, mark the Primary Role checkbox.

Delete a role

- 1) Choose Enterprise, Roles.
- 2) Select the role you want to delete, then click Del/Merge.

If the role is currently assigned, select to replace the role or delete it.

Tips

- ▶ If the role you want to delete does not appear in the display, click the Display Options bar, then choose Filter By, All Roles.

- ▶ If your organization manually plans future period resource and role distribution in the Resource Usage Spreadsheet, you should determine if the role you are deleting has manual future period values. If so, you should choose to merge the role's associated data with another role; otherwise, the manual future period assignment values will be deleted. See **Manual future period buckets** (on page 819). To determine if the role has manual future period assignment data, in the Resource Assignments window, display the Curve column and group the layout by role. The module displays a 'Manual' value in the Curve column for all assignments that have been manually planned.

Remove roles from activities

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a role.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Select the role you want to remove, then click Remove.
- 5) Click Yes.

Remove roles from resources in the Resources window

- 1) Choose Enterprise, Resources.
- 2) Select the resource from which you want to remove a role.
- 3) Click the Roles tab.

Select the role you want to remove, then click Remove.

- 4) Click Yes.

Remove roles from resources in the Roles dialog box

You can remove a role from a resource in the Resources window, or you can remove a role from a resource in the Roles dialog box.

- 1) Choose Enterprise, Roles.
- 2) Select the role you want to remove, then click the Resources tab.
- 3) Select the resource from which you want to remove the role, then click Remove.
- 4) Click Yes.

View roles

To view all roles

- 1) Choose Enterprise, Roles.

- 2) Click the Display Options bar.

To view only those roles that have assignments in the open project, choose Filter By, Current Projects' Roles.

To view all roles, choose Filter By, All Roles.

To view roles for a specific activity

- 1) Choose Project, Activities.
- 2) Select the activity whose roles you want to view.
- 3) Click the Resources tab.

Defining Resource Curves

Resource curves

Resource/cost distribution curves enable you to specify how you want resource units or costs spread over the duration of an activity. Resource units and costs are distributed evenly during an activity unless you specify nonlinear distribution using curves.

You can assign a resource distribution curve to any resource or role assignment on activities with a duration type of Fixed Duration and Units/Time or Fixed Duration & Units. Assign the appropriate curve to a resource or role assignment by selecting a curve in the Curve column in the Resource Assignments window. You can also assign a resource curve in the Resources tab in the Activity Details.

If timesheet data exists for the actuals, curves are ignored for the actuals and are spread using the timesheet data. Activities with timesheet data continue to spread the remaining units using the curve.

In order to use curves to calculate the Actual Units/Cost and EV Units/Costs, the new project setting that uses duration percent complete to calculate actuals should be marked.

Tip

- ▶ Using pre-defined or custom resource curves, you can define 21 points on the curve to spread units or costs over the duration of an activity. While this is suitable for most activities, some of your activities may require a more granular resource distribution. For example, for long duration activities with varying levels of effort, a resource curve may not fully reflect when work is planned to be performed on the activity. To accurately capture future period resource distribution for these activities, you can manually enter future period budgeted or planned and remaining unit assignment values in the Resource Usage Spreadsheet of the Activities and Resource Assignments windows. See **Future period bucket planning** (on page 247) for more information.

Notes

- ▶ Resource curves do not support expenses. The Accrual Type will continue to spread the expenses.
- ▶ Resource lag is taken into consideration. The curve should begin on the "lagged start date."
- ▶ Resource curves are reflected in the Resource Usage Profile and Resource Usage Spreadsheet.

Add a resource curve

- 1) Choose Enterprise, Resource Curves.
- 2) Click Add.
- 3) Select an existing curve from which to copy the curve value percentages, then click Select.
- 4) Type a name for the new resource curve. You can type up to 60 alphanumeric characters. You must enter a resource curve name.
- 5) Click Modify to define the curve's distribution. Edit the curve value percentages to create a curve that indicates how your costs/units should distribute over time. Curves are defined by 21 points (5% intervals from 0 to 100).
- 6) Click Prorate to make the total of the distribution values equal to 100% while maintaining the shape you specified.
- 7) Click OK, then click Close.

Note

- ▶ You can define an unlimited number of global resource curves.

Delete a resource curve

- 1) Choose Enterprise, Resource Curves.
- 2) Select the global curve you want to delete.

You cannot delete the default curves.

- 3) Click Delete.
- 4) Click Yes.

Note

- ▶ If you delete a resource curve assigned to a resource or role assignment, the curve is removed from the assignment and the actual values and earned value for those assignments are recalculated.

Working with the EPS

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Managing projects using the EPS

The enterprise project structure (EPS) organizes and summarizes all projects within the enterprise hierarchically for top-down budgeting, resource and cost analysis, and global control of data. An enterprise structure enables you to manage multiple projects from the highest levels of the organization to the individuals that perform specific project tasks. You can also use the EPS to define project properties, including dates, budgets, codes, resources, and project defaults.

Defining project details

Use the Project Details tabs in the bottom portion of the Projects window to define project properties and defaults used throughout a project. You can also assign some general properties to the EPS nodes in your hierarchy. Display Details by clicking the Display Options bar and selecting Show on Bottom, Project Details, so that the checkmark appears.

Open each tab to view and edit the selected project's information. The details include schedule information, project codes, summarization information, default settings such as duration type for new activities, and activity numbering increments.

Enter project dates

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Dates tab.
- 3) Enter planned, anticipated, or actual dates for the project.

Specify a fiscal start month

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Settings tab.
- 3) Select the month on which the first day of the fiscal year begins.

Set project resource options

- ▶ Choose Enterprise, Projects and display Project Details, then click the Resources tab. See **Display window details** (on page 56).

Change a project name

- 1) Choose Enterprise, Projects and display Project Details.
- 2) Select the project whose name you want to change.
- 3) Click the General tab, then type a new project name.

Change a project ID

- 1) Choose Enterprise, Projects and display Project Details.
- 2) Select the project whose ID you want to change.
- 3) Click the General tab, then type a new project ID.

Change the project leveling priority

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).

- 2) Click the General tab, then select a leveling priority from 1 (highest priority) to 100 (lowest priority).

During leveling, this number determines which assignments from other projects to consider within the leveling run. For example, if you specify 5 in the Consider Assignments in Other Projects With Priority Equal/Higher Than field of the Level Resources dialog box, all projects with a project leveling priority of 1, 2, 3, 4, and 5 are considered.

Note

- ▶ If you are selecting a priority level for an EPS node or project, your selection may affect the order in which the project's activities are leveled. If you level a project according to project priority, all activities in the higher priority project are leveled, and then activities in the lower priority project are leveled.

Change a project's status

- 1) Choose Enterprise, Projects and display Project Details.
- 2) Select the project whose status you want to change, then select the project status you want to use for the current project.

This selection affects data access as follows:

Status	Impact
Planned (on page 821)	Sets all project WBSs to Planned.
Active (on page 809)	Sets all project WBSs to Active.
Inactive (on page 817)	P6 Professional users cannot access activities. Sets all project WBSs to Inactive.
What-If (on page 829)	Sets all project WBSs to What-If. Project is included when summarizing. Project is ignored by resource profile/spreadsheet and leveling.

Note

- ▶ The Status field applies to projects only, not EPS nodes. See **EPS node** (on page 813).

Set activity ID options

Specify how you want to assign IDs to activities in the open project, including the increment by which activity IDs are added, a prefix, and a suffix for activity IDs.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Defaults tab.
- 3) In the Auto-Numbering Defaults section, type the prefix for new activity IDs.
- 4) Type the suffix for new activity IDs.
- 5) Type the increment by which to add new activity IDs.
- 6) Mark Increment Activity ID Based on Selected Activity if you want new activities to increment the activity ID based off the currently selected activity.

Note

Your activity ID settings apply to new activities only.

Set the default price for activities

You can specify a project's default price of work for activities. This default price is used to calculate the cost of activities that do not have assigned resources, and activities whose resources do not have defined prices. When calculating an activity's total cost, this price is multiplied by the activity's labor and nonlabor units and then any associated activity expenses are added.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Calculations tab.
- 3) In the Activities section, type the default price for activities without resources, followed by a forward slash (/) and the appropriate time unit abbreviation, such as \$50.00/h (for 50 dollars per hour).

The available time units include minutes, hours, days, weeks, months, and years. (Your system administrator sets the abbreviation for each time unit in the Admin Preferences dialog box.)

Set the default rate type for resource assignments

You can specify a project's default rate type for resource and assignments. The default rate type determines which price/unit is set on the resource/role assignment.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Resources tab.

- 3) In the Assignment Defaults section, click to select the default rate type for new resource/role assignments in the project. The list corresponds to the rate types defined in the Rate Types tab in the Admin Preferences dialog box.

Note

- ▶ This setting does not affect existing resource assignments.

Set the project default activity type

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Defaults tab.
- 3) In the Defaults for New Activities section, select the default activity type.

Note

- ▶ The default duration type is only used for new activities. Changing this setting does not affect existing activities.

Set the project default activity duration type

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Defaults tab.
- 3) In the Defaults for New Activities section, select the default duration type.

Note

- ▶ The default duration type is only used for new activities. Changing this setting does not affect existing activities.

Set the project default activity percent complete type

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Defaults tab.
- 3) In the Defaults for New Activities section, select the default percent complete type.

Note

- ▶ The default percent complete type is only used for new activities. Changing this setting does not affect existing activities.

Set the project default activity calendar

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).

- 2) Click the Defaults tab.
- 3) In the Defaults for New Activities section, select a default calendar.

Tip

- ▶ Click the Options bar in the Select Default Project Calendar dialog box to display global or project calendars.

Note

- ▶ The default calendar is only used for new activities. Changing this setting does not affect existing activities.

Set the project default cost account

You can specify a project's default cost account. This cost account will be used for resource assignments to activities and project expenses in the open project.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Select the project to which you want to assign a default cost account.
- 3) Click the Defaults tab.
- 4) In the Defaults for New Activities section, click  in the Cost Account field.
- 5) Select the cost account you want to assign as the default, then click the Select button.

Note

- ▶ The default cost account is only used for new resource assignments to activities and new project expenses. Changing this setting does not affect existing resource assignments to activities or existing project expenses.

Set the float time for identifying critical activities

You can specify a maximum activity float time for identifying critical activities. If an activity's float time is less than or equal to the time period you specify, the activity is automatically marked as critical.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Click the Settings tab.
- 3) Choose Total Float less than or equal to in the Critical Activities section. Type the value for which critical activities should have float less than or equal to, followed by the corresponding time unit abbreviation.

The available time units are minutes, hours, days, weeks, months, and years. (Your system administrator sets the abbreviation for each time unit in the Admin Preferences dialog box.)

Developing Projects

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Adding Activities to a Project

Activities

Activities are the fundamental work elements of a project. They are the lowest level of a work breakdown structure (WBS) and, as such, are the smallest subdivision of a project that directly concerns the project manager. Although you can divide activities into steps, an activity's primary resource is typically responsible for managing and tracking the progress of an activity's steps, while the project manager is typically responsible for managing and tracking the progress of the overall activity.

You can define the following information for an activity:

- ▶ Activity ID and name, which enables you to uniquely identify and describe the activity
- ▶ Activity start and finish dates
- ▶ Activity calendar
- ▶ Activity type, duration type, and percent complete type, which are used to specify which calendar applies to an activity; whether an activity is a milestone; how to keep an activity's unit values, duration values, and resource units/time values synchronized; and how to calculate an activity's percent complete
- ▶ Activity codes and values, which enable you to classify and categorize activities
- ▶ Constraints on the activity's scheduled start and finish dates
- ▶ Expenses
- ▶ Predecessor and successor relationships, which are used to define relationships with other activities
- ▶ Work products and documents and deliverables

- ▶ Resources
- ▶ Notes, which are used to communicate with the resources working on an activity
- ▶ Feedback, which is used to communicate with the resources working on an activity
- ▶ Roles, which enable you to identify skill requirements for staffing the activity
- ▶ Steps, which divide the activity into smaller units
- ▶ Work breakdown structure element

Activity types

Activity types control how an activity's duration and dates are calculated. Choose from six activity types:

- ▶ **Task dependent activity** (on page 827)
- ▶ **Resource dependent activity** (on page 823)
- ▶ **Level of effort activity** (on page 817)
- ▶ **Start milestone activity** (on page 825)
- ▶ **Finish milestone activity** (on page 815)
- ▶ **WBS summary activity** (on page 829)

Each activity must be assigned an activity type.

Activity dates

The following table defines the types of activity dates available in the module and how they are used to plan and schedule your project.

Date Field	Definition
Start	For started activities, the Actual Start date. For not started activities, set to the Project Planned Start date until the project is scheduled. When scheduled, set to the Remaining Early Start date.
Finish	For completed activities, the Actual Finish date. For not started and in progress activities, set to the Planned Finish date if the project has not been scheduled. When scheduled, set to the Remaining Early Finish date.
Actual Start	The date on which the activity is actually started.

Actual Finish	The date on which the activity is actually finished.
Early Start	The earliest possible date the remaining work for the activity can begin. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. The Early Start equals the Remaining Start unless you preserve the scheduled early dates during leveling.
Early Finish	The earliest possible date the activity can finish. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. The Early Finish equals the Remaining Finish unless you preserve the scheduled early dates during leveling.
Late Start	The latest possible date the remaining work for the activity must begin without delaying the project finish date. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. The Late Start equals the Remaining Late Start unless you preserve the scheduled late dates during leveling.
Late Finish	The latest possible date the activity must finish without delaying the project finish date. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. The Late Finish equals the Remaining Late Finish unless you preserve the scheduled late dates during leveling.
Project Planned Start	For an activity that has not started, the date the activity is scheduled to begin. This date is set equal to the early start date by the project scheduler but can

be updated manually by the project manager. This date is not changed by the project scheduler once you apply an Actual Start date.

Planned Finish

For an activity that has not started, the date the activity is scheduled to finish. This date is set equal to the early finish date by the project scheduler but can be updated manually by the user. This date is not changed by the project scheduler once you apply an Actual Finish date.

Anticipated Start

The expected start date of the project, EPS node, or WBS level, used during the planning phase. This date is manually entered and is not affected by scheduling. An anticipated start date cannot be entered at the activity level.

Anticipated Finish

The expected finish date of the project, EPS node, or WBS level, used during the planning phase. This date is manually entered and is not affected by scheduling. An anticipated finish date cannot be entered at the activity level.

Remaining Start

The earliest possible date the remaining work for the activity is scheduled to begin. This date is calculated by the project scheduler but can be updated manually by the user. Before the activity is started, the Remaining Start is the same as the Project Planned Start. Once the activity has started, the Remaining Start is equal to the Data Date. When the activity is complete, the Remaining Start is blank.

Remaining Finish

The earliest possible date the remaining work for the activity is scheduled to finish. This date is calculated by the project scheduler but can be updated manually by the user. Before the activity is started, the Remaining Finish is the

same as the Planned Finish. When the activity is complete, the Remaining Finish is blank.

Remaining Late Start

The latest possible date the remaining work for the activity must begin without delaying the project finish date. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. When the activity is complete, the Remaining Late Start is blank.

Remaining Late Finish

The latest possible date the activity must finish without delaying the project finish date. This date is calculated by the project scheduler based on activity relationships, schedule constraints, and resource availability. When the activity is complete, the Remaining Late Finish is blank.

Expected Finish

The date the activity is expected to finish, according to the primary resource. Typically, the primary resource enters this date. When scheduling your projects, you can choose to use the Expected Finish dates or not.

Constraint Date

The constraint date for the activity is the date for which the activity's constraint applies. You can enter a primary and secondary constraint. Depending on the constraint type, this date could be a start date or a finish date. For example, if the constraint is a Finish On constraint, the constraint date is the date on which the activity must finish.

If the activity does not have a constraint, this field will be empty.

Suspend Date

The date on which an activity's progress was, or is planned to be, suspended. The activity must have an actual start date before you can enter a suspend

date. The amount of time an activity's progress is suspended is considered nonworktime based on activity and resource calendar definitions. You can only enter a suspend date on Task Dependent and Resource Dependent activities. When you enter a suspend date, the activity is suspended at the beginning of the specified day.

Resume Date

The date on which an activity's progress was, or is planned to be, resumed. When you enter a resume date, the activity is resumed at the beginning of the specified day.

Note

- ▶ An A appearing after the Start or Finish value indicates that the value is the Actual Start or Actual Finish. An * appearing after the Start or Finish value indicates that there is a Start or Finish constraint on this activity.

Synchronizing activity duration, units, and resource units/time

P6 Professional automatically synchronizes the duration, labor/ nonlabor units, and resource units/time for activities so that the following equation is always true for each activity:

$$\text{Duration} = \text{Units} \div (\text{Resource Units} \div \text{Time})$$

However, since three variables are involved (duration, units, and resource units/time), when you change the value of one variable, P6 Professional must alter the value of a second to balance the equation. The Duration Type setting for an activity allows you to control how P6 Professional synchronizes these variables when any one of the equation's variables is changed.

The following table lists the value that is automatically changed by P6 Professional to synchronize the variables whenever the value of one of the duration type variables is changed.

Activity duration type	When you change units, this value changes...	When you change duration, this value changes...	When you change units/time, this value changes...	When you add a resource and there are no budget	When you add additional resources, this value changes

					ed or planned units, this value change s...	...
Fixed units/time	Duration	Units	Duration	Units	Duration	
Fixed Duration & units/time	Units/Time	Units	Units	Units	Units	
Fixed units	Duration	Units/Time	Duration	Units	Duration	
Fixed Duration & units	Units/Time	Units/Time	Units	Units	Units/Time of each resource	

Define general activity information

- 1) Choose Project, Activities, then select the activity whose general information you want to define.
- 2) Display Activity Details, then click each tab in Activity Details and enter the corresponding information. See **Display window details** (on page 56).

Tip

- ▶ To specify which Activity Details you want to display and their order, click the Layout Options bar, then choose Bottom Layout Options.

Add activities in the Activity Table

- ▶ Select an activity within the group to which you want to add a new activity. Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108). The new activity is placed according to the sorting options selected for the layout.

Depending on your user preferences, the New Activity wizard might start and help you add an activity.

Add activities in the Activity Network

- ▶ In the Activity Network, select the group band or another activity box within the group band into which you want to add the new activity, then click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).

Depending on your user preferences, the New Activity wizard might start and help you add an activity.

Note

- ▶ If activities are not grouped in the Activity Network, the activity is added to the bottom of the Activity Network.

Adding activities using a wizard

Activities are the fundamental work elements of a project. They are the lowest level of a work breakdown structure (WBS) and, as such, are the smallest subdivision of a project that directly concerns the project manager.

If the Use New Activity Wizard checkbox is marked in the User Preferences dialog box, the New Activity wizard displays each time you add an activity to guide you through the process.

Define activity types

- 1) Choose Project, Activities.
- 2) Select the activity whose activity type you want to define.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).

4) Select an activity type:

To indicate that the activity's resources are scheduled according to the activity calendar, select Task Dependent.

To indicate that each of the activity's resources are scheduled according to his/her own calendar, select Resource Dependent.

To indicate that the activity's duration is dependent on its predecessor and/or successor activities, select Level of Effort.

To indicate that the activity marks the beginning of a major stage in the project, select Start Milestone.

To indicate that the activity marks the end of a major stage in the project, select Finish Milestone.

To indicate that the activity's duration is dependent on the activities assigned to the same WBS level, select WBS Summary.

Notes

- ▶ You cannot apply constraints to Level of Effort and WBS Summary activities.
- ▶ Start and Finish Milestones do not have time-based costs, resource assignments, or durations.
- ▶ You cannot assign resources that drive activity dates to WBS summary activities.

Define activity duration types

- 1) Choose Project, Activities.
- 2) Select the activity whose duration type you want to define.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).

4) Select the duration type:

Choose Fixed Units/Time if you want the resource units per time to remain constant when the activity duration or units change. This type is used when an activity has fixed resources with fixed productivity output per time period. You most often choose this duration type when you are using resource dependent activities.

Choose Fixed Duration & Units/Time if you want the activity duration to remain constant and the remaining units to change. This type is used when the activity is to be completed within a fixed time period regardless of the resources assigned. You most often choose this duration type when you are using task dependent activities.

Choose Fixed Units if you want the activity units to remain constant when the duration or resource units per time change. This type is used when the total amount of work is fixed, and increasing the resources can decrease the activity duration. You most often choose this duration type when you are using resource dependent activities.

Choose Fixed Duration & Units if you want the activity duration to remain constant and the units/time to change. This type is used when the activity is to be completed within a fixed time period and the total amount of work is fixed. You most often choose this duration type when you are using task dependent activities.

Note

- ▶ The Duration Type field is disabled if the Activity Type is Start Milestone or Finish Milestone.

Define activity percent complete types

You can calculate percent complete according to activity duration, activity units, or according to a physical percent complete that you enter manually for each activity.

- 1) Choose Project, Activities.
- 2) Select the activity whose percent complete type you want to define.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).

4) Select the percent complete type:

To indicate that the activity's percent complete will be entered by the user for this activity, select Physical. In this case, Activity % Complete = Physical % Complete.

To specify that the activity's percent complete be calculated from the original or planned and remaining durations, select Duration. In this case, Activity % Complete = Duration % Complete = (Original or Planned Duration – Remaining Duration) / Original or Planned Duration.

To specify that the activity's percent complete be calculated from the actual and remaining units, select Units. In this case, Activity % Complete = Units % Complete = (Actual Labor Units + Actual Nonlabor Units) / (Actual Labor Units + Actual Nonlabor Units + Remaining Labor Units + Remaining Nonlabor Units).

Change an activity's work breakdown structure assignment

- 1) Choose Project, Activities.
- 2) Select the activity whose WBS assignment you want to define or change.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).
- 4) In the WBS field, click , then select the WBS element to which you want to assign the selected activity.
- 5) Click the Select button.

Assign a calendar to an activity

- 1) Choose Project, Activities.
- 2) Select the activity whose calendar you want to define.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).
- 4) In the Activity Calendar field, click .
- 5) Choose the calendar that you want to assign to the selected activity, then click the Select button.

Tip

- ▶ To choose whether to display global or project calendars in the Select Activity Calendar dialog box, click the Display Options bar.

Enter activity durations

- 1) Choose Project, Activities.
- 2) Select the activity whose duration you want to enter.

- 3) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).

To enter original or planned duration for the activity, in the original or planned field, type the amount of time followed by the time period.

To enter the actual duration for the activity, in the Actual field, type the amount of time followed by the time period. You can only enter actual duration for activities that are completed.

To enter the remaining duration for the activity, in the Remaining field, type the amount of time followed by the time period. You can only enter remaining duration for activities that are in progress.

To enter at completion duration for the activity, in the At Complete field, type the amount of time followed by the time period. You can only enter at completion duration for activities that are not started or in progress.

Note

- ▶ A time period does not display if the Show Duration Label checkbox is not marked in the User Preferences, Time Units tab.
- ▶ The following limitation applies to dates: Do not enter a date equal to or later than December 31, 2049 or a duration that causes the date to be equal to or later than December 31, 2049.

Tips

- ▶ P6 Professional automatically recalculates the time value and period you enter according to the project's calendar and the standard time period defined by your system administrator.
- ▶ To view the available time period abbreviations, choose Admin, Admin Preferences, then click the Time Periods tab.

Enter activity start and finish dates

- 1) Choose Project, Activities.
- 2) Select the activity whose start and finish dates you want to enter.

- 3) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).

To enter the activity's start date, in the Started field, click , then select a date.

To enter the activity's actual start date, mark the Started checkbox, then type the actual start date in the Started field or click  to select a date.

To enter the activity's finish date, in the Finished field, click , then select a date.

To enter the activity's actual finish date, mark the Finished checkbox, then type the actual finish date in the Finished field or click  to select a date.

Note

- ▶ When you enter a start or finish date, depending on your application settings, a dialog box may prompt you to enter a constraint. To accept the constraint, click Yes in the Confirmation dialog box. If you specify start and/or finish dates without applying Must Start On or Must Finish On constraints, the dates you enter may be changed when the project is scheduled.

Enter a physical percent complete for activities

A percent complete that is entered manually by the user instead of being calculated by the module is known as a "physical" percent complete.

The default method is to calculate percent complete according to activity duration.

- 1) Choose Project, Activities.
- 2) Select the activity whose physical percent complete you want to enter.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).
- 4) Select Physical as the percent complete type.
- 5) Click the Status tab.
- 6) In the Physical % field, type a physical percent complete.

Note

- ▶ You may enter a percent complete value for in progress activities only. If the activity has not started yet or has already finished, you will not be able to specify a percent complete value.

Enter unit information for resource assignments

- 1) Choose Project, Activities.
- 2) Select the activity whose unit values you want to record.

- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) To enter the budgeted or planned units for the activity, type the value in the budgeted or planned Units column.

To enter the actual units for the activity, type the value in the Actual Units column. You can only enter actual units for activities that are in progress or completed.

To enter the remaining units for the activity, type the value in the Remaining Units column. You can only enter remaining units for activities that are in progress.

Note

- ▶ A time period does not display if the Show Unit Label checkbox is not marked in the User Preferences, Time Units tab.

Tips

- ▶ P6 Professional automatically recalculates the time value and period you enter according to the standard time period defined by your system administrator.
- ▶ To view the available time period abbreviations, choose Admin, Admin Preferences, then click the Time Periods tab.

Enter cost information for resource assignments

- 1) Choose Project, Activities.
- 2) Select the activity whose costs you want to enter.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) To enter the budgeted or planned cost for the activity, type the value in the Budgeted or Planned Cost column.

To enter the actual cost for the activity, type the value in the Actual Cost column.

To enter the remaining cost for the activity, type the value in the Remaining Cost column. You can only enter remaining cost for activities that are in progress.

Notes

- ▶ When you enter an actual cost on an activity that is not in progress, and the Cost Units Linked checkbox is not marked on the assignment, the budgeted or planned cost and remaining cost will not be linked. The budgeted or planned cost will remain untouched and the remaining cost will change. To maintain the same value for the at completion cost, set the When Updating Actual Units or Cost option (found on the Calculations tab in the Project details) to Subtract Actual from At Completion.

- ▶ See **Change Resources tab columns** (on page 195) to view additional columns in the Resources tab.

Delete an activity

- 1) Choose Project, Activities.
- 2) Select the activity you want to delete, then choose Edit, Delete.
- 3) Click Yes to confirm that you want to delete the selected activity.

Tip

- ▶ To remove an activity, but maintain the relationship between its predecessor and successor activities, dissolve the activity instead of deleting it. See **Dissolve an activity** (on page 227).

Dissolve an activity

To dissolve an activity, you select the activity and then choose Edit, Dissolve.

Dissolving an activity removes the dissolved activity and joins the dissolved activity's predecessor and successor activities as well as possible to maintain the project's network logic, as explained here. You cannot dissolve an activity unless it has a predecessor and successor.

When an activity is dissolved, relationships are made as follows:

- ▶ The first half of the relationship between the immediate predecessor of the dissolved activity and the dissolved activity is used as the first half of the relationship between the predecessor (of the dissolved activity) and all successors that had a relationship with the dissolved activity.

For example, say that Activity A is the immediate predecessor of Activity B, that Activity A has a Start to Finish relationship with Activity B, and that Activity B is to be dissolved. When Activity B is dissolved, all of A's relationships with B's successors (with which B had a relationship) must begin with Start.

- ▶ The second half of the relationship between the predecessor (of the dissolved activity) and each successor that had a relationship with the dissolved activity remains the same for each successor as when each was linked to the dissolved activity.

To continue the previous example, say that Activity C is the immediate successor of Activity B, and that Activity C has a Finish to Finish relationship with Activity B. As Activity B is dissolved, the second half of its relationship to C (C's end of it) is used and combined with A's first half of its relationship with B, giving a Start (from A's side of the A to B relationship) to Finish (from C's side of the B to C relationship) relationship.

The same principle applies to any other successor activities to B.

So, for example, the following activities have the following relationships:

Activity A is linked to Activity B using SF

Activity B is linked to Activity C using FF
Activity B is linked to Activity D using a FS
Activity B is linked to Activity E using SF
Activity B is linked to Activity F using SS

When you dissolve Activity B, the following occurs:

Activity A is linked to Activity C using SF
Activity A is linked to Activity D using SS
Activity A is linked to Activity E using SF
Activity A is linked to Activity F using SS

Define milestones

- 1) Choose Project, Activities.
- 2) Select the activity you want to define as a start or finish milestone.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).
- 4) In the Activity Type field, select Start Milestone or Finish Milestone.

Note

- ▶ Milestones cannot have durations, time-based costs, or resource assignments.

View activity float values

- 1) Choose Project, Activities.
- 2) Select the activity whose float values you want to view.
- 3) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).

The Free Float field displays the amount of time the selected activity can be delayed without delaying the activities that immediately follow (successor activities).

The Total Float field displays the amount of time the selected activity can be delayed without delaying the project's finish date.

Tip

- ▶ You can also display Total Float and Free Float columns in the Activity Table.

Note

- ▶ An activity's free and total float is automatically calculated each time you schedule the project. You cannot edit an activity's float values directly.

View activity summaries

- 1) Choose Project, Activities.
- 2) Select the activity whose summary information you want to view.
- 3) Display Activity Details, then click the Summary tab. See **Display window details** (on page 56).

To view summary information about the activity's units, choose Display Units.

To view summary information about the activity's costs, choose Display Cost.

To view all of the activity's start and finish dates, choose Display Dates.

Copy and paste activities in the Activity Table

- 1) Select the activity you want to copy. To select multiple activities, use Ctrl+click.
- 2) Click Edit, Copy.
- 3) Select the WBS band where you want to insert the copied activities, then click Edit, Paste.
- 4) In the Copy Activity Options dialog box, mark the checkbox next to each type of information you want to copy, then click OK.
- 5) In the Renumber Activity IDs dialog box, select how to create activity IDs for copied activities. Click OK.

If you selected the Replace Beginning Characters option on the previous dialog box, the Duplicates dialog box may appear after clicking OK. If it appears, enter a new activity ID and click OK.

Note: When you copy and paste activities within the same project, any associated risks are also copied; risks are not copied when you copy and paste activities to a different project.

Copy and paste activities in the Activity Network

- 1) Select the activity you want to copy. To select multiple activities, use Ctrl+click.
- 2) Click Edit, Copy.
- 3) Select the group band or another activity within the group band where you want to insert the copied activities, then click Edit, Paste.

If activities are not grouped in the Activity Network, you do not need to select a group band.

- 4) In the Copy Activity Options dialog box, mark the checkbox next to each type of information you want to copy, then click OK.

- 5) In the Renumber Activity IDs dialog box, select how to create activity IDs for copied activities. Click OK.

If you selected the Replace Beginning Characters option on the previous dialog box, the Duplicates dialog box may appear after clicking OK. If it appears, enter a new activity ID and click OK.

Note: When you copy and paste activities within the same project, any associated risks are also copied; risks are not copied when you copy and paste activities to a different project.

Cut and paste activities in the Activity Table

- 1) Select the activities you want to cut and paste.
- 2) Choose Edit, Cut.
- 3) Select the WBS band where you want to insert the cut activities, then choose Edit, Paste.

Note: When you cut and paste activities within the same project, any associated risks are also moved; risks are not moved when you cut and paste activities to a different project.

Cut and paste activities in the Activity Network

- 1) Select the activities you want to cut and paste.
- 2) Choose Edit, Cut.
- 3) Select the group band (or another activity box within the group band) where you want to insert the cut activities, then choose Edit, Paste.

Note: When you cut and paste activities within the same project, any associated risks are also moved; risks are not moved when you cut and paste activities to a different project.

Renumber activity IDs in the Activity Table

This task rennumbers activity IDs for the current project and, if applicable, rennumbers the same activity IDs in baselines for this project.

- 1) Select the activity you want to renumber. To select multiple activities, use Ctrl+click or Shift+click.
- 2) Choose Edit, Renumber Activity IDs.

- 3) Proceed as follows from the **Renumber Activity IDs dialog box** (on page 750):

Specify how you want to renumber the activity IDs.

The Renumber Selected Activities in Baselines checkbox is marked by default if baselines exist for the project. Be aware that if you clear this checkbox, all renumbered activities are disconnected from the baselines and are treated as new activities.

Click OK.

- 4) The **Duplicates dialog box** (on page 685) may appear after clicking OK. If it appears, type new activity IDs, as applicable, and click OK.

Note:

If you click Cancel in the Duplicates dialog box, no activity IDs are renumbered, including activity IDs that are not duplicates.

- 5) If you marked the Renumber Selected Activities in Baselines checkbox on the Renumber Activity IDs dialog box, P6 Professional searches for baselines where duplicate activity IDs would be created. If it finds none, then the current project and its associated baselines are renumbered, and the baseline renumbering is committed to the database with no chance for you to undo the renumbering. If P6 Professional finds any baselines where duplicate activity IDs would be created, the **Baseline Duplicates dialog box** (on page 658) appears and lists the names of those baselines; P6 Professional does not renumber activity IDs in a baseline if it detects that doing so would create duplicate activity IDs.

From the Baseline Duplicates dialog box, click one of the following:

- ▶ Yes

Click Yes to apply renumbering to baselines that can be renumbered. When you click Yes, you have no further chance to undo the renumbering, which is committed to the database. Also, be aware that when you click Yes, the baselines listed in the Baseline Duplicates dialog box will not synchronize with the current project, which impacts the accuracy of comparison data and earned value if these baselines are subsequently used against the current project.

- ▶ No

Click No to cancel the renumbering process for baselines and to undo the renumbering for the current project.

Notes:

- ▶ You must have the Edit Activity ID project security privilege to renumber activity IDs.

- ▶ If the current project has baselines, you must have the Maintain Project Baselines project privilege to access the Renumber Activity IDs dialog box.
- ▶ You can renumber activity IDs in a single project only.
- ▶ You can renumber activity IDs when multiple projects are open; however, you can not renumber activity IDs when you select activities in multiple projects.

Linking Activities with Relationships

Relationships

A relationship defines how an activity relates to the start or finish of another activity or assignment. Add relationships between activities to create a path through your schedule from the first activity to the last activity. These relationships, which form the logic of the project network, are used together with activity durations to determine schedule dates. An activity can have as many relationships as necessary to model the work that must be done. You can also identify relationships between activities that are in different projects; this type of relationship is referred to as an external relationship.

Choose from the following types of relationships:

Finish to start relationship (on page 816)

Finish to finish relationship (on page 816)

Start to start relationship (on page 827)

Start to finish relationship (on page 826)

Adding relationships between activities

Add relationships between activities to create a path through your schedule from the first activity (or activities) to the last. If you display relationship lines you can add relationships by drawing the relationship on the Gantt Chart from predecessor to successor. See **Predecessor** (on page 821). See **Successor** (on page 827). You can also add relationships using the Predecessors, Successors, and Relationships tabs in Activity Details, or using the **Assign Toolbar** (on page 100).

Relationship lines

Relationship lines graphically illustrate the links between activities in the bars area. You can display relationships lines in both the Gantt Chart and the Activity Network.

Add predecessor relationships

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to add a predecessor relationship.

- 3) Display Activity Details, then click the Predecessors or Relationships tab. See **Display window details** (on page 56).
- 4) Click Assign in the Predecessors tab or in the Predecessors area of the Relationships tab.
- 5) Assign relationships to activities within the same project and/or assign relationships to activities outside of the current project (external relationships):

To assign relationships within the same project, in the Assign Predecessors dialog box select the predecessor activity you want to assign. Click the Assign button, then click the Close button.

To assign a relationship to an activity outside of the current project, in the Assign Predecessors dialog box click the Display Options bar and choose Select Project. Select the external project, then select the predecessor activity you want to assign. Click the Assign button then click the Close button.

- 6) To specify a predecessor activity's relationship type, double-click the Relationship Type field, then select a type.
- 7) To specify a predecessor activity's lag time, double-click the Lag field, then type the lag time value.

Note

- ▶ To display the Relationships tab in Activity Details, click the Layout Options bar, then choose Bottom Layout Options and add the Relationships tab to the Display Tabs column list.

Add successor relationships

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to add a successor relationship.
- 3) Display Activity Details, then click the Successors or Relationships tab. See **Display window details** (on page 56).
- 4) Click Assign in the Successors tab or in the Successors area of the Relationships tab.
- 5) Assign relationships to activities within the same project and/or assign relationships to activities outside of the current project (external relationships):

To assign relationships within the same project, in the Assign Successors dialog box select the successor activity you want to assign, click the Assign button, then click the Close button.

To assign a relationship to an activity outside of the current project, in the Assign Successors dialog box click the Display Options bar and choose Select Project. Select the external project, then select the successor activity you want to assign. Click the Assign button, then click the Close button.

- 6) To specify a successor activity's relationship type, double-click the Relationship Type field, then select a type.
- 7) To specify a successor activity's lag time, double-click the Lag field, then type the lag time value.

Note

- ▶ To display the Relationships tab in Activity Details, click the Layout Options bar, then choose Bottom Layout Options and add the Relationships tab to the Display Tabs column list.

Create relationships in the Gantt Chart

- 1) Move the mouse pointer to the edge of the predecessor activity bar until it turns into a relationship pointer (a vertical single-ended arrow).
- 2) Click and hold the mouse button while dragging to the successor activity. Release the mouse button.

If you draw from the right edge of the predecessor to the left edge of the successor, you create a finish to start relationship.

If you draw from the right edge of the predecessor to the right edge of the successor, you create a finish to finish relationship.

If you draw from the left edge of the predecessor to the right edge of the successor, you create a start to finish relationship.

If you draw from the left edge of the predecessor to the left edge of the successor, you create a start to start relationship.

Tips

- ▶ If no relationship lines are displayed for activity dependencies you have defined, change the Gantt Chart bar options to show relationship lines or click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).
- ▶ A hint window is displayed while you are dragging the relationship line between two activities to tell you what kind of relationship will be created when you release the mouse button.

Create relationships in the Activity Network

- 1) Move the mouse pointer to the edge of the predecessor activity box until it turns into a relationship pointer (a vertical single-ended arrow).

- 2) Click and hold the mouse button while dragging to the successor activity box. Release the mouse button.

If you draw from the right edge of the predecessor to the left edge of the successor, you create a finish to start relationship.

If you draw from the right edge of the predecessor to the right edge of the successor, you create a finish to finish relationship.

If you draw from the left edge of the predecessor to the right edge of the successor, you create a start to finish relationship.

If you draw from the left edge of the predecessor to the left edge of the successor, you create a start to start relationship.

Tip

- ▶ A hint help window appears while you are dragging the relationship line between two activities to tell you what kind of relationship will be created when you release the mouse.

Change predecessor relationships

- 1) Choose Project, Activities.
- 2) Select the activity whose predecessor relationship you want to change.
- 3) Display Activity Details, then click the Predecessors or Relationships tab. See **Display window details** (on page 56).

To add a predecessor, click Assign in the Predecessors tab or in the Predecessors area of the Relationships tab. Select the predecessor activity you want to add.

To change a relationship type, double-click the appropriate Relationship Type field, then select a new relationship type.

To change a lag time value, double-click the appropriate Lag field, then enter a new time value.

To remove a predecessor, select the predecessor you want to remove, then click Remove.

Change successor relationships

- 1) Choose Project, Activities.
- 2) Select the activity whose successor relationship you want to change.

- 3) Display Activity Details, then click the Successors or Relationships tab. See **Display window details** (on page 56).

To add a successor, click Assign in the Successor tab or in the Successors area of the Relationships tab. Select the successor activity you want to add.

To change a relationship type, double-click the appropriate Relationship Type field, then select a new relationship type.

To change a lag time value, double-click the appropriate Lag field, then enter a new time value.

To remove a successor, in the Successor Activity column select the successor you want to remove, then click Remove.

Edit relationships in the Gantt Chart

- 1) Double-click the line representing the relationship you want to edit.
- 2) Select a different relationship type.
- 3) Specify a new number of lag days.
- 4) Click OK.

Edit relationships in the Activity Network

- 1) Double-click the line representing the relationship you want to edit.
- 2) Select a new relationship type.
- 3) Specify a new number of lag days.
- 4) Click OK.

Change Predecessors tab columns

- 1) Display Activity Details, then click the Predecessors or Relationships tab. See **Display window details** (on page 56).
- 2) Right-click anywhere in the Predecessors tab or the Predecessor area of the Relationships tab, then choose Customize Predecessor Columns.
- 3) To add a column to the Predecessors tab, in the Available Options area, click the column you want to add, then click .

To remove a column from the Predecessors tab, in the Selected Options area, click the column you want to remove, then click .

Tips

- ▶ To move all available columns to the Available Options or Selected Options area, click .
- ▶ To reset the Predecessors tab so that it contains only the default columns, click Default.
- ▶ To edit a column's title, width, and alignment, click Edit Column.

Change Successors tab columns

- 1) Display Activity Details, then click the Successors or Relationships tab. See **Display window details** (on page 56).
- 2) Right-click anywhere in the Successors tab or the Successor area of the Relationships tab, then choose Customize Successor Columns.
- 3) To add a column to the Successors tab, in the Available Options column, click the column you want to add, then click .
- 4) To remove a column from the Successors tab, in the Selected Options column, click the column you want to remove, then click .

Tips

- ▶ To move all available columns to the Available Options or Selected Options area, click .
- ▶ To reset the Successors tab so that it contains only the default columns, click Default.
- ▶ To edit a column's title, width, and alignment, select column and click Edit Column.

Delete relationships in the Gantt Chart

- 1) Double-click the line representing the relationship you want to delete.
- 2) Click Delete.
- 3) Click Yes.

Delete relationships in the Activity Network

- 1) Double-click the line representing the relationship you want to delete.
- 2) Click Delete.
- 3) Click Yes.

Remove predecessor relationships

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a predecessor relationship.
- 3) Display Activity Details, then click the Predecessors or Relationships tab. See **Display window details** (on page 56).
- 4) Select the predecessor you want to remove.

To view the predecessor's activity information before removing the relationship, click Go To.

- 5) Click Remove, then click Yes.

Remove successor relationships

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a successor relationship.
- 3) Display Activity Details, then click the Successors or Relationships tab. See **Display window details** (on page 56).
- 4) Select the successor you want to remove.

To view the successor's activity information before removing the relationship, click Go To.

- 5) Click Remove, then click Yes.

Viewing activity relationships

View activity relationships in Activity Details

Activity Details list the selected activity's relationships and details, such as activity type, in different tabs.

- 1) Select the activity whose relationships you want to view.
- 2) Click the Layout Options bar, then choose Show on Bottom, Activity Details.
- 3) To view the selected activity's predecessors, click the Predecessors or Relationships tab.
- 4) To view the selected activity's successors, click the Successors or Relationships tab.

Tips

- ▶ If the Predecessors, Successors, or Relationships tab is not displayed, click the Layout Options bar, then choose Bottom Layout Options and add the missing tab to the Display Tabs column list.

- ▶ To change the displayed columns within each tab, right-click anywhere in the tab, then choose Customize Predecessor Columns or Customize Successor Columns.

View activity relationships in the Gantt Chart

The Gantt Chart displays a graphical view of all activity relationships for a specific activity filter.

- ▶ Click the Layout Options bar, then choose Show on Top, Gantt Chart. If no relationship lines are displayed for activity dependencies you have defined, change the Gantt Chart bar options to show relationship lines or click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).
- ▶ A line connecting two activity bars indicates an activity relationship. The point at which the line begins on the predecessor bar and the point at which the line ends on the successor bar indicates the type of activity relationship the line represents.
- ▶ A finish to start relationship line begins on the right side of the predecessor activity's bar and ends on the left side of the successor activity's bar.
- ▶ A finish to finish relationship line begins on the right side of the predecessor activity's bar and ends on the right side of the successor activity's bar.
- ▶ A start to finish relationship line begins on the left side of the predecessor activity's bar and ends on the right side of the successor activity's bar.
- ▶ A start to start relationship line begins on the left side of the predecessor activity's bar and ends on the left side of the successor activity's bar.

View activity relationships in the Activity Network

The Activity Network displays a graphical view of all activity relationships for a specific activity filter.

- ▶ In the hierarchy table on the left side of the Activity Network, select the hierarchy element whose activity relationships you want to view. The Activity Network table displays the selected hierarchy element's activities. A line connecting two activity boxes indicates an activity relationship. The point at which the line begins on the predecessor box and the point at which the line ends on the successor box indicates the type of the activity relationship.

A finish to start relationship line begins on the right side of the predecessor's box and ends on the left side of the successor's box.

A finish to finish relationship line begins on the right side of the predecessor's box and ends on the right side of the successor's box.

A start to finish relationship line begins on the left side of the predecessor's box and ends on the right side of the successor's box.

A start to start relationship line begins on the left side of the predecessor's box and ends on the left side of the successor's box.

View activity relationships in Trace logic

Trace Logic displays a graphical view of only the selected activity's relationships.

- 1) Select the activity whose relationships you want to view.
- 2) Click the Layout Options bar, then choose Show on Bottom, Trace Logic.

The selected activity appears with a blue border. Activity boxes to the left of the selected activity are predecessors. Activity boxes to the right of the selected activity are successors.

Assigning Resources and Roles to Activities

Assign resources to activities

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to assign a resource.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Click Add Resource.

- 5) Select the resource you want to assign.

If resource security is enabled you can only select resources you have access to. See **Introduction to Resource Security** (on page 572).

- 6) Click the Assign button, then click the Close button.

Assign resources to activities by role

Assigning resources to activities by role facilitates resource staffing for activities because you can use roles with specific skill sets as resource assignments until specific resources can be assigned.

- 1) Choose Project, Activities.
- 2) Select the activity for which you want to assign a resource.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Click Assign by Role.

The Assign Resources by Role dialog box lists the roles assigned to the selected activities. Under each role is a list of resources who can fulfill the role.

- 5) Select the resource you want to assign.

To assign multiple resources, hold down the Ctrl key, then click each resource you want to assign.

Click the Assign button, then click the Close button.

Tip

- ▶ When a resource and role share an activity assignment (e.g., when assigning a resource to an activity by role), you can choose to use the rate of the resource or role to calculate costs on the activity. See **Choose the rate source for an assignment** (on page 244).

Associate a primary resource with an activity

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to associate a primary resource.
- 3) Display Activity Details, then click the General tab. See **Display window details** (on page 56).
- 4) In the Primary Resource field, click .

- 5) Choose a resource, then click Select.

Remove resources from activities

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a resource.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Select the resource you want to remove, then click Remove.
- 5) Click Yes.

Notes

- ▶ When you remove all resources from the activity, you are prompted to choose whether or not to reset the labor/ nonlabor units to zero on the activity. Click Yes to set the Budgeted or Planned and Remaining Labor/ Nonlabor Units to zero.
- ▶ If you manually plan future period resource allocation, when you remove a resource assignment that has manual future period values from an activity, all manual future period values are deleted. See **Manual future period buckets** (on page 819). If you want to preserve the manual values, you should replace the resource assigned to the activity. See **Replace resources assigned to activities** (on page 242).

Replace resources assigned to activities

- 1) Choose Project, Activities.
- 2) Select the activity for which you want to replace a resource.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).

If resource security is enabled you can only view resources you have access to. See **Introduction to Resource Security** (on page 572).

- 4) Select the resource you want to replace.
- 5) Click Add Resource.
- 6) Click the Replace button in the Assign Resources dialog box.
- 7) Select the new resource with which you want to replace the existing resource, then click the Assign button.
- 8) Click the Close button.

Notes

- ▶ You cannot replace a resource that has actual dates assigned to it.

- ▶ In the User Preferences, Calculations tab, you can choose to always use the units/time and overtime factor of the current assignment or of the new resource replacing the existing assignment; or, you can choose to be prompted to select which units/time and overtime factor you want to use each time you replace a resource on an existing activity assignment.
- ▶ When you replace a resource on an assignment that has manual future period values, the manual values are preserved with the new assignment. See **Manual future period buckets** (on page 819).

Assign a rate type to a resource assignment

You can choose the price/unit rate you want to use to calculate costs for a resource or role assignment on an activity.

- 1) Choose Project, Activities.
- 2) Select the activity that contains the assignment to which you want to assign a rate type.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Click in the Rate Type column and select the rate type you want to use for the assignment.

The rate type determines the price/unit used to calculate costs for the assignment. The names for each rate type are defined by your system administrator in the Rate Types tab of Admin Preferences. When you select a rate type, the monetary value is updated automatically in the Price/Unit column (if displayed).

Tip

- ▶ A ^ value in the Price/Unit column indicates that the module is using the default value defined in the 'Default Price/Unit for activities without resource/role Price/Units' on the Project Details, Calculations tab. An asterisk symbol (*) beside the value indicates that multiple, time-varying, resource rates or shift calendars will be applied during the duration of the activity. An asterisk and caret symbol (*^) beside the price/unit value indicate that the project default price/unit is in effect at the start of the activity and a time-varying rate is also in effect within the activity assignment duration.

Notes

- ▶ If there is no defined rate for the selected price/unit in the Rate Type column, the module calculates cost using the default rate specified in the Default Price/Unit for activities without resource or role Price/Units field in the Project Details, Calculations tab.
- ▶ When the rate type is changed, the new price/unit is used to recalculate the costs for the assignment (assuming the units and costs are linked).

- ▶ The Recalculate Assignment Costs utility ignores any assignment with a Rate Source set to Override. The customized, manually entered price is not overwritten when you recalculate assignment prices.
- ▶ If the activity's duration type is Fixed Units or Fixed Units/Time, and a rate type is selected for the assignment, units are not updated when costs change.
- ▶ In the General tab of the Schedule Options dialog box (Tools, Schedule, Options), mark the Recalculate assignment costs after scheduling option to recalculate assignment costs whenever the rate type is changed.
- ▶ In the Level Resources dialog box (Tools, Level Resources), mark the Recalculate assignment costs after leveling option to recalculate assignment costs after leveling.

Choose the rate source for an assignment

When a resource and role share an assignment on the same activity (e.g., when you assign a resource that has an assigned role to an activity), you can choose to use the rate of the resource or role to calculate costs, or enter a custom rate.

- 1) Choose Project, Activities.
- 2) Select the activity that contains the assignment.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) In the Resources tab, double-click the Rate Source column and choose Resource, Role, or Override.

Choose Resource to calculate cost based on the resource's price/unit value selected in the Rate Type column. Choose Role to calculate cost based on the role's price/unit value selected in the Rate Type column. Choose Override if you want to enter a custom rate in the Price/Unit column.

Tip

- ▶ If you seldom combine different rate sources in the same project (e.g., you almost always use Resource as the Rate Source), you can choose to always use the rate of the resource or role when a resource and role share an assignment on the same activity. Choose Edit, User Preferences. In the Calculations tab, Assignment Staffing section, choose to always use the resource's price/unit or the role's price/unit; or, choose to be asked which price/unit you want to use each time a resource is assigned to an activity that already has a role assignment (and vice versa).

Note

- ▶ If only a resource is assigned to an activity, the rate source must be Resource or Override. If only a role is assigned to an activity, the rate source must be Role or Override.

Change the resource's role assignments for an activity

- 1) Choose Project, Activities.
- 2) Select the activity for which you want to change a resource's role.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) For the appropriate resource listing, double-click in the Role column.
- 5) Select the role you want to assign, then click the Select button.

Tip

- ▶ If the Role column is not displayed in the Resources tab, right-click anywhere in the tab, then choose Customize Resource Columns. In the Available Options area, click Role, click the right arrow button, then click OK.

Recalculate resource and role assignment costs

- 1) Choose Tools, Recalculate Assignment Costs to recalculate prices for all resources and roles on the project.
- 2) Mark the Synchronize Overtime Factor while recalculating cost checkbox to synchronize the overtime factor defined for each resource when recalculating costs.
- 3) Click Recalculate.

Notes

- ▶ Choosing this command recalculates activity costs in all open projects.
- ▶ Recalculate Assignment Costs is disabled if you do not have the View Resource and Role Costs/Financials global privilege.
- ▶ The recalculate utility ignores any assignment with a Rate Source set to Override. The customized, manually entered price is not overwritten when you synchronize resource prices. To view the Rate Source for an assignment, display the Rate Source column in the Activity Details, Resources tab. See **Choose the rate source for an assignment** (on page 244).
- ▶ You must mark the setting to Link actual to date and actual this period units and costs in the Project Details, Calculations tab to recalculate assignment costs.

Assign roles to activities

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to assign a role.
- 3) Display Activity Details, then click the Resources tab. See **Display window details** (on page 56).
- 4) Click Add Role.

- 5) Select the role you want to assign.

You can assign multiple roles to an activity. To select more than one item, hold down the Ctrl key, then click each role you want to assign.

- 6) Click Assign, then click Close.

Tip

- ▶ If price/unit rates are defined for a role you assign to an activity, you can choose the price/unit rate you want the module to use to calculate cost. Choosing a defined price/unit rate yields more accurate cost planning results. If you do not specify a rate, the module uses the default rate defined in the Project Details, Calculations tab. See **Assign a rate type to a resource assignment** (on page 243).

Assigning Resource Curves

Assign a curve to a resource or role assignment

You can assign a resource distribution curve to any resource or role assignment on activities with a duration type of Fixed Duration and Units/Time or Fixed Duration & Units. Resource usage and costs are distributed evenly during an activity unless you specify nonlinear distribution using curves.

- 1) Choose Project, Resource Assignments.
- 2) Select the resource/role assignment to which you want to assign a resource curve.
- 3) Double-click in the Curve column and select the curve you want to assign to the resource/role assignment, then click Select.

To display the Curve column, click the Display Options bar, then choose Columns, Customize. Select Curve from the General group and click  to add the column to the Selected Options.

Tips

- ▶ Using pre-defined or custom resource curves, you can define 21 points on the curve to spread units or costs over the duration of an activity. While this is suitable for most activities, some of your activities might require a more granular resource distribution. For example, for long duration activities with varying levels of effort, a resource curve might not fully reflect when work is planned to be performed on the activity. To accurately capture future period resource distribution for these activities, you can manually enter future period budgeted or planned and remaining unit assignment values in the Resource Usage Spreadsheet of the Activities and Resource Assignments windows. See **Manually enter future period assignment values** (on page 275). See **Future period bucket planning** (on page 247) for more information.

- ▶ For activities whose assignments you want to manually plan, you can assign a resource curve to a resource or role assignment, then manually modify the future period values to more accurately capture the planned resource or role distribution. When you assign a resource curve and manually modify future period values, the assigned resource curve is removed from the resource or role assignment.

Notes

- ▶ Curves are defined by 21 points (5% intervals from 0 to 100).
- ▶ You can also assign resource curves in the Resources tab of Activity Details.
- ▶ Curves cannot be assigned to an activity with a duration type of Fixed Units or Fixed Units/Time.

Remove a curve from a resource or role assignment

- 1) Choose Project, Resource Assignments.
- 2) Select the resource/role assignment from which you want to remove the resource curve.
- 3) Click in the Curve column, then click Clear in the Select Curve dialog box.

To display the Curve column, click the Display Options bar, then choose Columns, Customize. Select Curve from the General group and click  to add the column to the Selected Options.

Note

- ▶ You can also remove curves from the Resources tab in the Activity Details.

Manually Planning Future Period Assignments

Future period bucket planning

When you specify an activity's total budgeted or planned units, the budgeted or planned units for an assignment to that activity are spread evenly across the duration of the activity, in the timescale increment you choose. For example, a four-week activity with 80 budgeted or planned units is spread as follows, assuming a weekly timescale:

Week 1	Week 2	Week 3	Week 4
20h	20h	20h	20h

However, your projects may contain activities for which you know work will be performed sporadically and at varying levels of effort. For these activities, you can do either of the following to more accurately capture when you plan for work to be performed on an activity:

- ▶ **Assign a curve to a resource or role assignment** (on page 246).
- ▶ **Manually enter future period assignment values** (on page 275).

While assigning a resource curve to the resource/role assignment will yield more accurate results than spreading units evenly across the duration of an activity, the work you plan to perform per period on an activity may not be fully reflected by the curve. As a result, performance against the project plan cannot be accurately measured.

To achieve the most precise resource/role distribution plan, you can manually enter the budgeted or planned resource/role allocation per assignment in the timescale unit you choose (days, weeks, months, quarters, years, or financial periods). For example, assume an activity has an original or planned duration of 28 days and budgeted or planned units of 80 hours. For this activity, you know that the actual work will not be spread evenly across the duration of the activity; rather, the budgeted or planned units will be spread as follows:

Week 1	Week 2	Week 3	Week 4
10h	30h	15h	25h

By manually entering the planned resource/role distribution in future period assignment buckets, you can create an accurate baseline plan to measure against current project progress. As the current project schedule progresses and you apply actuals, you can track how the project is performing against plan by comparing the project's budgeted or planned future periods to the current project's actuals.

If work on an activity is not proceeding according to plan, you can manually update the remaining units for an assignment's future periods, enabling you to measure the remaining work for an assignment without changing the original plan. Alternatively, if you choose to re-estimate future work based on changes to the project schedule, you can edit an assignment's future period budgeted or planned units while the activity is in progress; if many assignment's require re-estimation, you can establish a new baseline plan based on your changes.

Tips

- ▶ You can compare the planned future period resource distribution to actual units and costs in the Resource Usage Profile, Resource Usage Spreadsheet, Activity Usage Profile, Activity Usage Spreadsheet, time-distributed reports, and the Tracking window. If you plan your project work in defined financial periods, after you store period performance, you can compare the resource distribution you planned to the project's past period actuals. See **Store Period Performance** (on page 529).
- ▶ Activity costs, including earned value and planned value, are calculated using the planned future period resource distribution you define for activity assignments.

Note

- ▶ You must have the 'Edit Future Periods' project privilege to manually enter future period data.

Future period bucket planning FAQ

Refer to the following question and answer topics for important information to consider when manually planning future period resource allocation. Questions and answers are divided into the following categories:

- ▶ **General questions - Future period bucket planning FAQ** (on page 249)
- ▶ **Troubleshooting - Future period bucket planning FAQ** (on page 250)
- ▶ **Getting Started - Future period bucket planning FAQ** (on page 258)
- ▶ **Application settings - Future period bucket planning FAQ** (on page 259)
- ▶ **Entering and editing data in future period buckets - Future period bucket planning FAQ** (on page 261)
- ▶ **Deleting, copying, and pasting future period bucket data - Future period bucket planning FAQ** (on page 264)
- ▶ **Updating projects - Future period bucket planning FAQ** (on page 266)
- ▶ **Adding, deleting, or replacing assignments - Future period bucket planning FAQ** (on page 268)
- ▶ **Importing and exporting data - Future period bucket planning FAQ** (on page 269)
- ▶ **Miscellaneous - Future period bucket planning FAQ** (on page 272)

General questions - Future period bucket planning FAQ**What is a bucket?**

The term "bucket" refers to the timeperiod (or timescale interval) in which you enter data in a spreadsheet. For example, if the Resource Usage Spreadsheet is configured to display a Week/Day timescale, the daily timescale intervals in which you can enter data are referred to as "daily buckets."

In the Help related to future period bucket planning, buckets are also referred to as timeperiods or timescale intervals, where appropriate. See **Future period bucket planning** (on page 247).

What is the difference between a future period bucket and a manual future period value?

A "future period bucket" refers to the future timeperiod (or timescale interval) displayed in a spreadsheet. For example, "Enter values in the assignment's future period buckets."

The phrase "manual future period values" refers to the values that exist within future period buckets. For example, "Changing an activity's start or finish dates may change an assignment's manual future period values."

How do I know that an assignment has manual future period values?

When an assignment has manual future period values, the module automatically identifies the future period values as a Manual resource curve. To determine the assignments that have a manual resource curve, display the Curve column in the Resource Assignments window. The Curve column displays a value of 'Manual' for manually-planned resource/role assignments.

Are manual future period values stored in the baseline?

Yes, manual future period values are always stored in the baseline when you save a copy of the current project as a new baseline. When you restore a baseline, manual future period values are also restored. See **Modify a baseline manually** (on page 303). Additionally, baselines that contain assignments with manually-created future period buckets are updated automatically.

Can all users manually enter future period values?

No. You must have the 'Edit Future Periods' project privilege to manually enter or edit data in future period buckets.

Troubleshooting - Future period bucket planning FAQ

Why are some future period buckets gray/uneditable?

When a future period bucket is not eligible for editing, the spreadsheet cell is gray.

Spreadsheet cells are gray/uneditable when any of the following are true:

- ▶ The activity associated with the assignment has a duration type of Fixed Units or Fixed Units/Time. You can only manually enter future period values for activities with a duration type of Fixed Duration & Units and Fixed Duration & Units/Time.

- ▶ The resource or role assigned to the activity does not have any valid worktime for the time period. For resource assignments to task-dependent activities, and for all role assignments to activities, the module determines if there is valid worktime based on the activity calendar. For resource assignments to resource-dependent activities, the module determines if there is valid worktime based on the resource calendar.
- ▶ The displayed timescale intervals in the spreadsheet are smaller than the minimum timescale interval used for time-distributed resource calculations. You can change this setting in the 'Interval for time-distributed resource calculations' field (User Preferences, Resource Analysis tab). For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, quarterly, or yearly future period buckets.
- ▶ For activities that have not started yet, the date of the timescale interval is prior to the Project Planned Start date (for the Budgeted or Planned Units field) or the Remaining Early Start date (for the Remaining Units field) of the activity.
- ▶ The activity associated with the assignment has an Actual Finish date (for Remaining Early Unit buckets only).
- ▶ For activities that are in progress, the date of the timescale interval is prior to the Data Date (for Remaining Early Unit buckets only).
- ▶ The activity associated with the assignment is a milestone activity.
- ▶ The timescale is set to Day/Shift or Day/Hour.
- ▶ The timescale is set to display only ordinal dates. You must display primary dates (with or without ordinal dates) to edit data in future period buckets.
- ▶ When the timescale is set to display financial period intervals, no financial period is defined for the timeperiod or the first timeperiod is not within the range of defined financial period dates.
- ▶ You choose to display time-distributed Remaining Early units and costs according to forecast dates rather than remaining early dates in the User Preferences, Resource Analysis tab. This only applies to the Remaining Units field.
- ▶ You choose to calculate average values for the spreadsheet in the Spreadsheet Options dialog box.
- ▶ You have not been assigned the Edit Future Periods project privilege.
- ▶ In the Resource Usage Spreadsheet of the Activities window, you display assignment data for all projects rather than for open projects. If you display data for all projects, the title of the Display Options bar in the Resource Usage Spreadsheet is "Display: All Projects." To display data for open projects only, click the Display Options bar, then choose Show All Projects to remove the checkmark; the title of the Display Options bar changes to "Display: Open Projects Only."

Why can't I enter different values for the Budgeted or Planned and Remaining Units fields?

For activities that have not started, if the project-level setting 'Link Budgeted or Planned and At Completion for not started activities' is marked (Project Details, Calculations tab), the total planned values of the Budgeted or Planned Units and Remaining (Early) Units for the assignment will always be equal. For example, when you enter a value for a future period in the Budgeted or Planned Units field, the Remaining (Early) Units field is automatically populated with the same value; the reverse is also true. If this setting is not marked, you can enter different values for the same future period in the Budgeted or Planned Units and Remaining (Early) Units fields; in this case, the total values for each field are calculated independently for the assignment.

For activities that are in progress, you can always enter different future period values in the Budgeted or Planned Units and Remaining (Early) Units fields.

Why did the manual future period values I entered change?

There are many reasons why the future period values you entered for an assignment might change to different values or be placed in a different timeperiod. For example, remaining unit data for an assignment might change when you apply actuals, or if you entered values in daily increments and changed the timescale to a larger increment (for example, days to weeks), the data you see is a roll-up of the daily values you entered.

More specifically, changes to some activity or assignment data can cause the manual future period values to be respread and, in some cases, recalculated. When you manually enter data in future period buckets, the bucket values are stored in the database. When you modify activity or assignment information that causes the values to respread across future period buckets, the values stored in the database do not change; only the spread of those values across future period buckets changes. When you modify activity or assignment data that causes the values to be recalculated, the values you originally entered are recalculated according to the manual distribution and stored in the database; the original values are lost.

The sections below detail the activity and assignment fields that may cause manual future period values to be respread or recalculated.

Changing values in the following ASSIGNMENT-related fields may RESPREAD manual future period values across buckets:

- ▶ Project Planned Start or Finish (Fixed Duration & Units activities only)
- ▶ Remaining Early Start or Finish (Fixed Duration & Units activities only)
- ▶ Original or Planned Remaining Duration (Fixed Duration & Units activities only)
- ▶ Actual, Budgeted or Planned, or Remaining Units
- ▶ Budgeted or Planned Units/Time
- ▶ Planned or Remaining Lag
- ▶ Budgeted or Planned Remaining Cost (see note below)

- ▶ Drive Activity Dates - You change the driving resource on the assignment.
- ▶ Rate Source (see note below)
- ▶ Rate Type (see note below)
- ▶ Price/Unit (see note below)
- ▶ Curve - You assign a resource curve to an assignment with manual future period values.

Note:

- ▶ When you modify the budgeted or planned and Remaining Cost, Rate Source, Rate Type, and Price/Unit fields, costs will be recalculated. Manual future period unit values may be respread only if the 'Calculate costs from units' resource/role option (or the equivalent 'Calculate costs from units' assignment option) and the project setting 'Update units when costs change on resource assignments' (Project Details, Calculations tab) are both selected. For more information, see the next question below.

Do application settings for linking costs and units affect manual future period values?.

- ▶ Yes. At the project level, the 'Update units when costs change on resource assignments' setting (Project Details, Calculations tab) determines if the application updates units when costs change on assignments to activities throughout the project. At the assignment level, the 'Calculate costs from units' field (Activity Details, Resources tab) determines if costs are updated when you change units for that particular assignment. The 'Update units when costs change on resource assignments' project-level setting only applies when the 'Calculate costs from units' assignment-level option is selected.

Note

- ▶ When you add a resource or add a role, you can choose the option to 'Calculate costs from units' for that resource's (Resource Details, Details tab) or role's (Roles dictionary, Prices tab) assignments. See **Add a resource** (on page 188). See **Add a role** (on page 198). The 'Calculate costs from units' assignment-level option is automatically turned on or off based on this resource/role setting when you assign a resource/role to an activity. You can change this setting per assignment by displaying the Calculate Costs From Units column on the Resources tab of Activity Details, then marking or clearing the checkbox. See **Change Resources tab columns** (on page 195).

When you manually edit future period units and costs for an assignment (for example, you change the Remaining Cost of the assignment), the following will occur depending on the values of these settings:

- ▶ When 'Calculate costs from units' is selected for an assignment, costs are recalculated when you change the planned or budgeted or remaining units, regardless of the 'Update units when costs change on resource assignments' project-level setting. If the project-level setting is also selected, the planned or budgeted or remaining units are respread when the planned or budgeted or remaining costs change for the assignment.
- ▶ When the 'Calculate costs from units' setting is not selected for an assignment, costs and units are handled independently, regardless of the 'Update units when costs change on resource assignments' project-level setting.

Changing values in the following ACTIVITY-related fields may RESPREAD manual future period values across buckets:

- ▶ Actual, Budgeted or Planned, or Remaining Units
- ▶ Start Date
- ▶ Planned or Remaining Lag
- ▶ Suspend and Resume Date
- ▶ Activity Type - Manual future period values will only be respread if the activity Finish Date changes when you change the activity type from Task Dependent to Resource Dependent, or from Resource Dependent to Task Dependent.
- ▶ Activity Calendar (editing or changing)
- ▶ Duration % (Fixed Duration & Units activities only. For more information on the impact of modifying the Duration % field, refer below to How are actuals applied when I manually update progress for assignments with manual future period values?)
- ▶ 'Update units when costs change on resource assignments' setting (Project Details, Calculations tab. For more information on the impact of modifying this setting, refer below to Do application settings for linking costs and units affect manual future period values?)
- ▶ Adding a new assignment - When you add a new assignment to an activity that already has a resource assignment with manual future period values, the module may change values for the existing assignment based on your user preference setting for assignment staffing (User Preferences, Calculations tab). For more information, refer to below to Can I assign a new resource to an activity that already has a resource assignment with manual future period values?.
- ▶ How are actuals applied when I manually update progress for assignments with manual future period values?
Actuals are applied to manually-planned assignments according to the following rules, depending on the way you manually update activity progress:
- ▶ If you use Progress Spotlight to update activity progress, actuals are applied using the specified manual planned or budgeted unit distribution; the manual remaining unit distribution is not considered, even if no manual planned or budgeted unit data exists for an assignment. When the planned or budgeted and remaining unit values are different for an assignment, the planned or budgeted unit values overwrite the existing remaining unit values when you apply actuals.

- ▶ If you update activity progress by modifying Duration % Complete or Remaining Duration on the activity, the activity's actual units are updated when you apply actuals using the manual remaining unit distribution, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- ▶ If you update activity progress by modifying the Remaining Units or Remaining Early Finish on the assignment, the activity's actual units are updated when you apply actuals using the manual planned or budgeted unit distribution as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- ▶ If you update activity progress by modifying the Actual Units on the activity or assignment, manual future period planned or budgeted and remaining unit values are not updated when you apply actuals.
- ▶ Do application settings for linking costs and units affect manual future period values? Yes. At the project level, the 'Update units when costs change on resource assignments' setting (Project Details, Calculations tab) determines if the application updates units when costs change on assignments to activities throughout the project. At the assignment level, the 'Calculate costs from units' field (Activity Details, Resources tab) determines if costs are updated when you change units for that particular assignment. The 'Update units when costs change on resource assignments' project-level setting only applies when the 'Calculate costs from units' assignment-level option is selected.

Notes

- ▶ When you add a resource or add a role, you can choose the option to 'Calculate costs from units' for that resource's (Resource Details, Details tab) or role's (Roles dictionary, Prices tab) assignments. See **Add a resource** (on page 188). See **Add a role** (on page 198). The 'Calculate costs from units' assignment-level option is automatically turned on or off based on this resource/role setting when you assign a resource/role to an activity. You can change this setting per assignment by displaying the Calculate Costs From Units column on the Resources tab of Activity Details, then marking or clearing the checkbox. See **Change Resources tab columns** (on page 195).
- ▶ When you manually edit future period units and costs for an assignment (for example, you change the Remaining Cost of the assignment), the following will occur depending on the values of these settings:
- ▶ When 'Calculate costs from units' is selected for an assignment, costs are recalculated when you change the planned or budgeted or remaining units, regardless of the 'Update units when costs change on resource assignments' project-level setting. If the project-level setting is also selected, the planned or budgeted or remaining units are respread when the planned or budgeted or remaining costs change for the assignment.

- ▶ When the 'Calculate costs from units' setting is not selected for an assignment, costs and units are handled independently, regardless of the 'Update units when costs change on resource assignments' project-level setting.
- ▶ Can I assign a new resource to an activity that already has a resource assignment with manual future period values?
Yes. When you add an assignment to an activity that already has an existing assignment, the module adheres to your User Preference settings for assignment staffing, as described below. See **Select calculation options for resource and role assignments** (on page 138) for information on setting these preferences.

Adding a resource assignment to an activity that has an existing resource assignment

- ▶ When you add a resource assignment to an activity that already has an existing resource assignment with manual future period values, the module adheres to your setting in the 'When assigning a resource to an existing activity assignment' field (User Preferences, Calculations tab, Assignment Staffing section). If you choose to 'Always use the new resource's Units/Time and Overtime factor,' the manual future period values of the existing resource assignment may be respread across future period buckets based on the new resource's values. If you choose to 'Always use current assignment's Units/Time and Overtime factor,' unit values for the new resource are spread evenly over future period buckets and the manual future period values for the existing resource assignment are not changed.

Adding a resource assignment to an activity that has an existing role assignment, or vice versa

- ▶ When you add a resource assignment to an activity that already has an existing role assignment with manual future period values (or vice versa), the module adheres to your setting in the 'When a resource and role share an activity assignment' field (User Preferences, Calculations tab, Assignment Staffing section). If you choose to 'Always use resource's Price per Unit,' the manual future period values for the existing role assignment may be respread across future period buckets based on the new resource's values. Likewise, if you choose to 'Always use role's Price per Unit,' the manual future period values for the existing resource assignment may be respread across future period buckets based on the new role's values.

Changing values in the following ASSIGNMENT-related fields may RECALCULATE manual future period values:

- ▶ Budgeted or Planned or Remaining Finish (Fixed Duration & Units/Time activities only)
- ▶ Original or Planned or Remaining Duration (Fixed Duration & Units/Time activities only)

Changing values in the following ACTIVITY-related fields may RECALCULATE manual future period values:

- ▶ Budgeted or Planned or Remaining Finish (Fixed Duration & Units/Time activities only)
- ▶ Original or Planned or Remaining Duration (Fixed Duration & Units/Time activities only)
- ▶ Activity Status
- ▶ Duration Type

- ▶ Duration % (Fixed Duration & Units/Time activities only. For more information on the impact of modifying the Duration % field, refer below to How are actuals applied when I manually update progress for assignments with manual future period values?)

How are actuals applied when I manually update progress for assignments with manual future period values?)

Actuals are applied to manually-planned assignments according to the following rules, depending on the way you manually update activity progress:

- ▶ If you use Progress Spotlight to update activity progress, actuals are applied using the specified manual planned or budgeted unit distribution; the manual remaining unit distribution is not considered, even if no manual planned or budgeted unit data exists for an assignment. When the planned or budgeted and remaining unit values are different for an assignment, the planned or budgeted unit values overwrite the existing remaining unit values when you apply actuals.
- ▶ If you update activity progress by modifying Duration % Complete or Remaining Duration on the activity, the activity's actual units are updated when you apply actuals using the manual remaining unit distribution, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- ▶ If you update activity progress by modifying the Remaining Units or Remaining Early Finish on the assignment, the activity's actual units are updated when you apply actuals using the manual planned or budgeted unit distribution as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- ▶ If you update activity progress by modifying the Actual Units on the activity or assignment, manual future period planned or budgeted and remaining unit values are not updated when you apply actuals.
- ▶ Removing an assignment (For more information, refer to below to Can I remove or replace a resource assignment with manual future period values?)

Can I remove or replace a resource assignment with manual future period values?

Yes. When you replace the resource or role assigned to an activity, any manual future period values entered for that assignment are preserved with the new assignment.

- ▶ When you remove a resource or role assignment that has manual future period values, the manual future period values are deleted. If other assignments with manual future period values exist on the same activity, those assignments' manual future period values may change based on the activity type and your user preference settings for assignment staffing (User Preferences, Calculations tab). See **Select calculation options for resource and role assignments** (on page 138) for more information on setting assignment staffing preferences.

Getting Started - Future period bucket planning FAQ

Where can I manually enter future period values?

You can manually enter future period values for an assignment in the Budgeted Units or Planned Units and Remaining (Early) Units fields in the Resource Usage Spreadsheet in the Resource Assignments and Activities windows.

Note

- ▶ To manually enter future period values in the Resource Usage Spreadsheet in the Activities window, you must choose to display resource assignment data for open projects only. If you are displaying data for all projects, the title of the Display Options bar in the Resource Usage Spreadsheet is "Display: All Projects." To display data for open projects only, click the Display Options bar, then choose Show All Projects to remove the checkmark; the title of the Display Options bar changes to "Display: Open Projects Only."

Can I enter future period values for all assignments to activities?

No. You can manually enter future period values for assignments when:

- ▶ The activity associated with the assignment has a duration type of Fixed Duration & Units or Fixed Duration and Units/Time. You cannot enter future period values for assignments to activities with a duration type of Fixed Units or Fixed Units/Time.
- ▶ The activity associated with the assignment is not a milestone activity.

For more information on these and other future period bucket planning restrictions, see the next question below.

Why are some future period buckets gray/uneditable?

When a future period bucket is not eligible for manual future period bucket planning, the spreadsheet cell is gray.

Spreadsheet cells are gray/uneditable when:

- ▶ The activity associated with the assignment has a duration type of Fixed Units or Fixed Units/Time (you can only enter manual future period values for activities with a duration type of Fixed Duration & Units and Fixed Duration & Units/Time).
- ▶ The resource or role assigned to the activity does not have any valid worktime for the timeperiod. For resource assignments to task-dependent activities, and for all role assignments to activities, the module determines if there is valid worktime based on the activity calendar. For resource assignments to resource-dependent activities, the module determines if there is valid worktime based on the resource calendar.
- ▶ The displayed timescale unit in the spreadsheet is smaller than the minimum timescale unit used for time-distributed resource calculations. You can change this setting in the 'Interval for time-distributed resource calculations' field (User Preferences, Resource Analysis tab). For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, or quarterly timescale buckets.

Can I enter values in any time unit?

The values you enter in the Budgeted or Planned Units and Remaining (Early) Units fields are converted to the Unit/Time specified in the User Preferences, Time Units tab. For example, if the Unit/Time user preference is set to Hour and you enter 1 d, the value is converted to 8h. To avoid planning mistakes, you should set the Unit/Time user preference to the same time unit you use to plan your work. For example, if you plan your work in hours, set the Unit/Time to Hours.

Can I manually enter or edit values for Remaining Late Units?

No, you can only enter or edit values for budgeted or planned Units and Remaining (Early) Units.

Application settings - Future period bucket planning FAQ**Can I enter future period values in any timescale interval?**

No. You can enter values in future period buckets of all timescale intervals EXCEPT Day/Hour and Day/Shift.

Your user preference setting for 'Interval for time-distributed resource calculations' (User Preferences, Resource Analysis tab) determines the minimum timescale interval in which you can enter or edit data. For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, quarterly, yearly, or financial period buckets. When you display timescale intervals smaller than the interval specified as your user preference, the buckets are not editable. Using this case as an example, if you display daily timescale intervals, the buckets are not editable.

Does it matter which date format I choose, primary dates or ordinal dates?

Yes. You can enter future period values if you choose to display primary dates or a combination of primary and ordinal dates. You cannot enter future period values when you choose to display only ordinal dates.

To select timescale settings, click the Display Options bar in the Resource Usage Spreadsheet, then choose Timescale. See ***Change a layout's timescale format*** (on page 363) for more information on selecting timescale settings.

Can I change timescale settings after I enter values in future period buckets?

Yes. When you select a smaller timescale interval, the values you originally entered in the larger buckets are spread linearly over the smaller buckets. When you enlarge the timescale interval, the values you originally entered in the smaller buckets are rolled up into the larger buckets.

If you subsequently change the timescale back to the setting you used when you manually entered values in future period buckets, the values appear as you originally entered them.

Do application settings for linking costs and units affect manual future period values?

Yes. At the project level, the 'Update units when costs change on resource assignments' setting (Project Details, Calculations tab) determines if the application updates units when costs change on assignments to activities throughout the project. At the assignment level, the 'Calculate costs from units' field (Activity Details, Resources tab) determines if costs are updated when you change units for that particular assignment. The 'Update units when costs change on resource assignments' project-level setting only applies when the 'Calculate costs from units' assignment-level option is selected.

Note

- ▶ When you add a resource or add a role, you can choose the option to 'Calculate costs from units' for that resource's (Resource Details, Details tab) or role's (Roles dictionary, Prices tab) assignments. See **Add a resource** (on page 188). See **Add a role** (on page 198). The 'Calculate costs from units' assignment-level option is automatically turned on or off based on this resource/role setting when you assign a resource/role to an activity. You can change this setting per assignment by displaying the Calculate Costs From Units column on the Resources tab of Activity Details, then marking or clearing the checkbox. See **Change Resources tab columns** (on page 195).

When you manually edit future period units and costs for an assignment (for example, you change the Remaining Cost of the assignment), the following will occur depending on the values of these settings:

- ▶ When 'Calculate costs from units' is selected for an assignment, costs are recalculated when you change the planned or budgeted or remaining units, regardless of the 'Update units when costs change on resource assignments' project-level setting. If the project-level setting is also selected, the planned or budgeted or remaining units are respread when the planned or budgeted or remaining costs change for the assignment.
- ▶ When the 'Calculate costs from units' setting is not selected for an assignment, costs and units are handled independently, regardless of the 'Update units when costs change on resource assignments' project-level setting.

Entering and editing data in future period buckets - Future period bucket planning FAQ**Can I enter different values for Budgeted or Planned Units and Remaining (Early) Units?**

Yes. **For not started activities**, if the project-level setting 'Link Budgeted or Planned and At Completion for not started activities' is marked (Project Details, Calculations tab), the total planned values of the Budgeted or Planned Units and Remaining (Early) Units for the assignment will always be equal. For example, when you enter a value for a future period in the Budgeted or Planned Units field, the Remaining (Early) Units field is automatically populated with the same value; the reverse is also true. If this setting is not marked, you can enter different values for the same future period in the Budgeted or Planned Units and Remaining (Early) Units fields; in this case, the total values for each field are calculated independently for the assignment.

For activities that are in progress, you can always enter different future period values in the Budgeted or Planned Units and Remaining (Early) Units fields

Can I enter data in financial period buckets?

Yes, you can enter data in financial period buckets for the range of financial period dates defined in the Financial Periods dictionary. For example, if you have defined weekly financial periods from January 1st, 2007, through December 31st, 2007, you can enter data in weekly financial period buckets beginning on or after January 1st, 2007, and ending on or before December 31st, 2007.

Note:

- ▶ The setting for 'Interval for time-distributed resource calculations' (User Preferences, Resource Analysis tab) should not be larger than your defined financial periods. For example, if you have defined weekly financial periods, the setting for 'Interval for time-distributed resource calculations' should be Hour, Day, or Week, but not Month. If this setting is larger than your defined financial periods, you will not be able to edit most financial period buckets. For example, if the user preference is set to Month but you have defined weekly financial periods, you will only be able to edit data for financial period buckets that contain the first day of the month.

Can I overallocate a resource or role when I manually enter future period values?

Yes. If the resource or role on the assignment has valid worktime for a timeperiod, you can enter an unlimited number of units for the timeperiod, even if the value you enter overallocates the resource or role.

If no work is planned to be performed on an activity for a timeperiod, do I have to enter a value?

No. Assume, for example, that you plan your work in weekly planning periods. You have a four-week task in which work is planned to be performed during weeks 1, 2, and 4, but no work will be performed during week 3. Given this example, when you enter future period values, simply do not enter a value for the period in which work will not be performed, such as:

Week 1	Week 2	Week 3	Week 4
20	15		30

The module treats a blank value the same as a zero value; therefore, you could also enter a 0 (zero) as the Week 3 value.

Can I manually enter future period values for an assignment that already has an assigned resource curve?

Yes. In fact, to simplify the process of manually planning future period assignments, you can apply a resource curve to the assignment that has a similar resource distribution to the distribution you intend to manually plan, then manually make any necessary modifications to the future period values.

Note

- ▶ When you apply a resource curve to an assignment and then manually modify future period values for that assignment, the resource curve is removed from the assignment and the assignment is designated as a 'Manual' curve.

Can I enter a zero in a future period bucket?

Yes; however, the module considers the zero value differently depending on where the value lies in the planned resource distribution.

When you replace an assignment's first future period bucket value with a zero:

When an assignment's first future period bucket contains a non-zero value and you replace it with a zero (or you delete the value), the duration of the assignment is shortened and the zero value is converted to start date lag.

For example, assume you've manually planned a five-day assignment with the following daily bucket values: 8 | 4 | 2 | 6 | 2. If you change the 8 to a zero (or delete the value), the planned duration of the assignment is changed to four days with a start date lag of one day.

Notes

- ▶ When you enter a leading zero for an assignment and then refresh the window, the leading zero disappears.
- ▶ For assignments to not started activities, if the 'Link Budgeted or Planned and At Completion for not started activities' project option (Project Details, Calculations tab) is NOT selected and you enter a leading zero for an assignment, one day of lag is added to both the Project Planned Start and Remaining Start dates. This occurs regardless of the field in which you enter the leading zero (budgeted or planned Units or Remaining Units) because the Project Planned Start and Remaining Start dates must be the same for activities that are not started.

When you enter a zero value in between non-zero values:

If you enter a zero value in between non-zero values for an assignment, the module considers the zero bucket part of the planned resource distribution. In the following examples of five-day tasks, the zeros are included in the resource distribution:

2|8|0|4|4

2|0|8|0|4

8|0|0|8|4

When you enter a zero as the last future period bucket value for an assignment:

When you enter a zero after an assignment's last future period bucket value (i.e., there are no subsequent non-zero values), the module ignores the zero. In the following example, the zero is ignored:

2|8|4|8|0

Note

- ▶ When you enter a trailing zero for an assignment and then refresh the window, the trailing zero disappears.

Can I enter a negative value in a future period bucket?

Yes, if the total units (budgeted or planned or remaining, exclusive) value for the assignment is negative. For example, if the total Budgeted or Planned Units for an assignment is negative, you can enter a negative value in a Budgeted or Planned Units future period bucket for that assignment.

If the total units (budgeted or planned or remaining) value for an assignment is negative and you enter a positive value, the value is automatically converted to a negative value. Likewise, if the total units (budgeted or planned or remaining) value for an assignment is positive and you enter a negative value, the value is automatically converted to a positive value.

If an activity's progress is planned to be suspended, can I enter or edit values for the activity's assignments in future periods during which progress on the activity will be suspended?

Yes, you can enter or edit values in future period buckets that are planned to be suspended, as long as the suspend time has not been scheduled (in other words, the project has not been scheduled since the suspend and resume dates were added to the activity).

When the project is scheduled, the suspend and resume dates for the activity are scheduled accordingly and you can no longer enter or edit data in buckets which are scheduled to be suspended.

If you enter future period data in a bucket that is planned to be suspended, when you schedule the project, any work that is planned to occur during the suspend time is pushed out to the resume date.

Deleting, copying, and pasting future period bucket data - Future period bucket planning FAQ

When I copy/paste a project, WBS, or activity, are manual future period values included?

Yes, manual future period values are copied when you copy a project, WBS, or activity, provided that, when prompted, you choose to copy Resource and Role Assignments in the Copy Activity Options dialog box.

What happens when I delete a manual future period value?

When you delete a manual future period value, the module considers the value to be a zero. Depending on where the zero lies during the duration of the assignment (first bucket, middle bucket, last bucket), the zero may or may not be considered part of the future period resource distribution.

Refer below to Can I enter a zero in a future period bucket? to learn more about how the module considers zero values.

Can I enter a zero in a future period bucket?

Yes; however, the module considers the zero value differently depending on where the value lies in the planned resource distribution.

When you replace an assignment's first future period bucket value with a zero:

When the first future period assignment bucket contains a non-zero value and you replace it with a zero (or you delete the value), the duration of the assignment is shortened and the zero value is converted to start date lag.

For example, assume you've manually planned a five-day assignment with the following daily bucket values: 8 | 4 | 2 | 6 | 2. If you change the 8 to a zero (or delete the value), the planned duration of the assignment is changed to four days with a start date lag of one day.

Notes

- ▶ When you enter a leading zero for an assignment and then refresh the window, the leading zero disappears.
- ▶ For assignments to not started activities, if the 'Link Budget or Planned and At Completion for not started activities' project option (Project Details, Calculations tab) is NOT selected and you enter a leading zero for an assignment, one day of lag is added to both the Project Planned Start and Remaining Start dates. This occurs regardless of the field in which you enter the leading zero (Budgeted or Planned Units or Remaining Units) because the Project Planned Start and Remaining Start dates must be the same for not started activities.

When you enter a zero value in between non-zero values:

If you enter a zero value in between non-zero values for an assignment, the module considers the zero bucket part of the planned resource distribution. In the following examples of five-day tasks, the zeros are included in the resource distribution:

2 | 8 | 0 | 4 | 4

2 | 0 | 8 | 0 | 4

8 | 0 | 0 | 8 | 4

When you enter a zero as the last future period bucket value for an assignment:

When you enter a zero at the end of an assignment (i.e., there are no subsequent non-zero values), the module ignores the zero. In the following example, the zero is ignored:

2 | 8 | 4 | 8 | 0

Note

- ▶ When you enter a trailing zero for an assignment and then refresh the window, the trailing zero disappears.

Are manual future period values deleted when I delete a project, WBS, activity, or assignment?

Yes, manual future period values are automatically deleted when you delete a project, WBS, activity, or assignment.

If I delete a resource or role with manual future period values, can I merge the assignment data with another existing resource or role?

Yes. When you delete a resource or role, you can choose to preserve the associated assignment data by merging the data with another resource.

See **Delete a resource** (on page 193). See **Delete a role** (on page 201).

Updating projects - Future period bucket planning FAQ

If work on an activity is in progress or complete, can I edit the previously defined manual assignment values?

For Budgeted or Planned units, you can edit manual values for an assignment at any time (before or after the data date), even if the activity associated with the assignment is in progress or has an Actual Finish date.

For Remaining (Early) Units, you can edit manual values for an assignment's future period buckets only (buckets after the data date); you cannot edit an assignment's past period buckets (buckets before the data date) when an activity is in progress, even if you manually entered the values before work began on the activity. Once an activity has an Actual Finish date, you can not edit remaining unit values.

Tip

- ▶ When work on an activity is not proceeding according to plan, you can re-estimate the remaining work on the assignment and update the assignment's remaining without changing the original plan, enabling you to compare the original baseline plan to when the work actually occurred. If the project schedule has deviated significantly from the original plan and several activities require re-estimation, you may want to update the budgeted or planned units for those assignments and re-baseline the project.

Can I automatically apply actuals for assignments with manual future period values?

Yes. **The Auto Compute Actuals option MUST BE SELECTED** on the activity or the resource assigned to the activity for the module to consider manual future period values when applying actuals.

To set Auto Compute Actuals at the activity level, display the Auto Compute Actuals column in the Activity Table (Activities window), then mark the checkbox for the appropriate activities. See **Define Activity Table columns** (on page 360).

You can set Auto Compute Actuals per resource on the Details tab of Resource Details. Choose Enterprise, Resources, then display resource details. See **Display resource details** (on page 192).

How are actuals applied when I manually update progress for assignments with manual future period values?

Actuals are applied to manually-planned assignments according to the following rules, depending on the way you manually update activity progress:

If you use Progress Spotlight to update activity progress, actuals are applied using the specified manual planned or budgeted unit distribution; the manual remaining unit distribution is not considered, even if no manual planned or budgeted unit data exists for an assignment. When the planned or budgeted and remaining unit values are different for an assignment, the planned or budgeted unit values overwrite the existing remaining unit values when you apply actuals.

If you update activity progress by modifying Duration % Complete or Remaining Duration on the activity, the activity's actual units are updated using the manual remaining unit distribution when you apply actuals, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.

If you update activity progress by modifying the Remaining Units or Remaining Early Finish on the assignment, the activity's actual units are updated using the manual planned or budgeted unit distribution when you apply actuals, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.

If you update activity progress by modifying the Actual Units on the activity or assignment, manual future period planned or budgeted and remaining unit values are not updated when you apply actuals.

How does removing progress from an activity affect manual future period values?

When you remove progress from an activity that has manual future period values on its associated assignment, the module adheres to the setting for removing progress from activities on the Project Details, Calculations tab. See **Remove progress from an activity** (on page 310).

If you choose to 'Reset Planned or Original Duration and Units to Remaining,' the assignment's manual future period planned or budgeted unit values are respread to match the manual remaining unit values.

If you choose to 'Reset Remaining Duration and Units to Planned or Original,' the assignment's manual future period remaining unit values are respread to match the manual planned or budgeted unit values.

See **Project Details** (on page 878) for more information on these settings, then click the Calculations tab link.

Does the module use manual future period values when calculating earned value?

Yes. See **Calculating earned value using resource curves or manual future period buckets** (on page 313) for more information on calculating earned value using manual future period buckets.

Can I update a baseline with revised manual future period values?

Yes, in the **Update Baseline dialog box** (on page 798), you can update a baseline for a project that contains assignments with manual future period values.

Adding, deleting, or replacing assignments - Future period bucket planning FAQ

Can I assign a new resource to an activity that already has a resource assignment with manual future period values?

Yes. When you add an assignment to an activity that already has an existing assignment, the module adheres to your User Preference settings for assignment staffing, as described below. See **Select calculation options for resource and role assignments** (on page 138) for information on setting these preferences.

Adding a resource assignment to an activity that has an existing resource assignment

When you add a resource assignment to an activity that already has an existing resource assignment with manual future period values, the module adheres to your setting in the 'When assigning a resource to an existing activity assignment' field (User Preferences, Calculations tab, Assignment Staffing section). If you choose to 'Always use the new resource's Units/Time and Overtime factor,' the manual future period values of the existing resource assignment may be respread across future period buckets based on the new resource's values. If you choose 'Always use current assignment's Units/Time and Overtime factor,' unit values for the new resource are spread evenly over future period buckets, and the manual future period values for the existing resource assignment are not changed.

Adding a resource assignment to an activity that has an existing role assignment, or vice versa

When you add a resource assignment to an activity that already has an existing role assignment with manual future period values (or vice versa), the module adheres to your setting in the 'When a resource and role share an activity assignment' field (User Preferences, Calculations tab, Assignment Staffing section). If you choose 'Always use resource's Price per Unit,' the manual future period values for the existing role assignment may be respread across future period buckets based on the values of the new resource. Likewise, if you choose 'Always use role's Price per Unit,' the manual future period values for the existing resource assignment may be respread across future period buckets based on the new role's values.

Can I remove or replace a resource assignment with manual future period values?

Yes. When you replace the resource or role assigned to an activity, any manual future period values entered for that assignment are preserved with the new assignment.

When you remove a resource or role assignment that has manual future period values, the manual future period values are deleted. If other assignments with manual future period values exist on the same activity, those assignments' manual future period values may change based on the activity type and your user preference settings for assignment staffing (User Preferences, Calculations tab). See **Select calculation options for resource and role assignments** (on page 138) for more information on setting assignment staffing preferences.

Importing and exporting data - Future period bucket planning FAQ

Can I exchange manual bucket data with other P6 Professional users using P6 Professional XER files?

Yes, you can import and export manual future period buckets using P6 Professional XER files.

Import considerations

You will lose manual future period buckets in a project you are updating with imported data when all of the following are true:

- ▶ The XER file you are importing was created using P6 Professional.
- ▶ The XER file you are importing DOES NOT contain manual future period buckets.
- ▶ You choose the Update Existing import action.
- ▶ You choose to update activity resource assignments.
- ▶ The project you are updating DOES contain manual future period buckets.

In all other cases, manual future period buckets remain intact when you import an XER file.

Can I exchange manual bucket data with other P6 Professional users using P6 Professional XML files?

Yes. When you export a project to a P6 Professional XML file, manual future period buckets are exported to the file.

When you import a P6 Professional XML file to a project, all manual future period buckets that exist in the project are retained.

Can I exchange manual bucket data with Oracle Contractor?

Oracle Contractor 6.1 and later users can exchange manual bucket data with P6 Professional using Contractor 6.1 XER files; however, manual future period buckets are not supported in Oracle Contractor 5.0 and earlier versions.

When you export a project with manual bucket data to a Contractor 5.0 XER, manual future period buckets are included in the XER file but are not imported to Contractor (version 5.0 or earlier). When you import a Contractor 5.0 XER to a P6 Professional project containing manual future period buckets, the manual future period buckets remain intact.

Can I exchange manual bucket data with Oracle Contract Management?

No. However, the following task information you can import from Contract Management may affect the spread of manual future period buckets:

- ▶ Remaining Early Finish
- ▶ Remaining Finish
- ▶ Original Duration

- ▶ Duration % Complete

If the duration of an activity with manual future period assignment buckets changes after importing data from Contract Management, one of the following will occur:

- ▶ For activities with a duration type of Fixed Duration & Units, the manual future period units are logically spread over the new duration of the activity.
- ▶ For activities with a duration type of Fixed Duration & Units/Time, the difference in units will be removed from, or added to, the last bucket.

Can I exchange manual bucket data with Microsoft Project?

Yes. You can import and export manual future period buckets to Microsoft Project (MSP) 2002 and 2003 using MSP XML or MPP formats, and to MSP 2007 using MSP XML format. Due to changes in Microsoft's supported import and export file formats, P6 Professional no longer supports MPD, MPT, MPX, and MDB files. P6 Professional does not support import and export using MSP 98 due to the manner in which time-phased data is stored in that version. You will achieve the most accurate import/export results using MSP 2003.

Export considerations

When you export a project to MSP:

- ▶ Manual future period buckets are imported to MSP as a contoured curve.
- ▶ If the Timescale Units setting in MSP is smaller than the setting in the P6 Professional export file (as specified in the 'Interval for time-distributed resource calculations' field in User Preferences), the manual future period buckets are spread linearly across the smaller timescale in MSP. If you change the MSP timescale setting to match the P6 Professional timescale setting, the buckets will display the proper values.
- ▶ Since MSP does not use forecast dates, if the P6 Professional export file displays time-distributed data using forecast dates (as specified in User Preferences, Resource Analysis tab), assignments with manual future period buckets are spread linearly in MSP.
- ▶ For manually-planned assignments to activities with suspend and resume dates, MSP honors the suspend and resume dates and spreads the budgeted or planned unit values accordingly in the Baseline Work field; however, because P6 Professional's Actual Units and Remaining (Early) Units are combined into MSP's Actual Work field, MSP only honors actual and remaining values up to the Suspend Date or the Data Date, depending on when the activity's suspend and resume dates fall. If the suspend and resume dates are both before the Data Date, MSP spreads the Actual Work up to the Data Date; if only the Suspend Date is before the Data Date, MSP spreads the Actual Work up to the Suspend Date.
- ▶ WBS Summary activities with manual future period assignment values are exported to MSP; however, the manual future period values are not exported. In MSP, the total budgeted or planned and remaining unit values for assignments to WBS Summary activities are spread linearly across the duration of the assignment.

Import considerations

When you import a project from MSP:

- ▶ Suspend and resume dates in MSP are not honored when imported to P6 Professional. When you import an MSP project that has an activity with suspend and resume dates, the suspend time is imported as a 0 (zero) bucket value for the assignment.
- ▶ The MPX file format does not support time-phased data and therefore does not support manual future period buckets. When you import an MPX file, if you choose the Replace Existing import action and the project you are replacing contains manual future period buckets, all manual buckets will be deleted.

Can I exchange manual bucket data with P3?

No. When you export a P6 Professional project that contains manual future period assignment buckets, the total units for assignments with manual future period buckets are spread evenly over the planned duration of the assignment in P3; the values you manually entered are not saved.

When you import a P3 project to a P6 Professional project that contains manual future period assignment buckets, the *manual values are deleted* if you choose the Update Existing or Replace Existing import option.

Miscellaneous - Future period bucket planning FAQ

Can I update data globally for projects that have assignments with manual future period values?

Yes. However, changing some values globally may cause manual future period values to change or, in some cases, be deleted.

For activity resource assignments, globally changing the Planned Finish, Remaining Finish, and Actual Start may cause manual future period values to change. Manual future period values are deleted when you globally change the assigned Curve, specify an Actual Finish date, or set the budgeted or planned and Remaining Units or Units/Time (Labor, Non-Labor, or Material) to zero.

For activities, globally changing the Actual Start, Planned Finish, Planned or Original Duration, Remaining Finish, or Remaining Duration may cause manual future period values to change. Manual future period values are deleted when you globally change the Duration Type to Fixed Units or Fixed Units/Time, specify an Actual Finish date, or set the budgeted or planned Units/Time to zero.

Are manual future period values considered when I level resources?

Yes. When a project with manual future period buckets is leveled, assignments with manual future period values are leveled in the same manner as assignments without manual future period values.

Create a future period bucket planning layout

You can budget or plan future period resource/role assignments in any type of layout in the Resource Assignments and Activities windows. This topic contains some steps you may want to follow when you create a layout to use for future period bucket planning. When you create a future period bucket planning layout, you should save the layout for future use. See **Save a layout in the Activities or Resource Assignments window** (on page 356).

1. Display editable future period bucket planning fields

You can enter future period budgeted or planned and remaining values in the Budgeted or Planned Units and Remaining (Early) Units fields in the Resource Usage Spreadsheet. To display these fields, click the Display Options bar and choose Spreadsheet Fields, Customize. Move the Budgeted or Planned Units and Remaining Early Units fields to the Selected Options list; you can also remove all other fields from the Selected Options list. Click Apply, OK.

Tips

- ▶ You can display the Actual Units field as well to compare the work that was planned to be performed (Budgeted or Planned Units) for an assignment versus the work that has actually occurred (Actual Units). Once an assignment is in progress, if work is not being performed according to plan, you can adjust the Remaining (Early) Units as necessary; or, if you choose to re-estimate an assignment's remaining work, you can adjust the assignment's Budgeted or Planned Units instead.
- ▶ To see costs related to the assignments you are manually planning, display the Budgeted or Planned Cost and Actual Cost fields.

2. Display the Curve, Budgeted or Planned Units, and Remaining (Early) Units columns

When you manually enter a value in a future period bucket for an assignment, the module automatically enters a value of Manual in the assignment's associated Curve column. By displaying the Curve column, you can determine which assignments already have an assigned resource curve, or a defined manual curve.

For assignments that do not have a defined total Budgeted or Planned Units or Remaining (Early) Units value, it is useful to display the Budgeted or Planned Units and Remaining (Early) Units columns. When you display these columns, you can enter or edit an assignment's total Budgeted or Planned or remaining units to spread the units evenly over the original or planned duration of the assignment, then manually modify the future period distribution as necessary.

To display these columns, click the Layout Options bar and choose Columns, Customize. Move the Curve, Budgeted or Planned Units, and Remaining (Early) Units columns to the Selected Options list, then modify the remaining columns. Click Apply, OK.

3. Adjust the timescale to reflect your planning periods

Adjust the timescale in the Resource Usage Spreadsheet to reflect the planning periods in which you typically plan future resource distribution. For example, if you plan your work in daily buckets, adjust the timescale to Week/Day and enter hourly planning unit values. See **Change a layout's timescale format** (on page 363) for details on adjusting the timescale.

Note

- ▶ If you track past period actuals per financial period and plan to report performance against manual budgeted or planned future period values, you should enter future period planning values in financial period timescale units. You can adjust the timescale to reflect your predefined financial periods. For example, if your organization has defined weekly financial periods, set the timescale to Week/Financial Period.

4. Logically group and sort data

Group and sort data in a way that enables you to easily identify resources/roles, the activities to which they are assigned, and the activities' associated projects (because the same activity name may appear in different projects). For example, you can group and sort the Resource Usage Spreadsheet by project and by resource. See **Group and sort resource assignments** (on page 451) for detailed instructions about grouping and sorting data.

5. Filter out activities you don't want to manually plan

If you are planning future period resource distribution for a project that has already started, you may want to apply a filter to display only the activities you want to plan, such as activities that don't have an actual duration or that have a project planned start after the current date or data date.

Alternatively, if a project has already started and you want to update the remaining units for activities that are in progress, you could apply a filter to display only activities that have an Actual Start date and do not have an Actual Finish date.

See **Filter a tracking layout** (on page 415) for detailed instructions.

Manually enter future period assignment values

You can manually enter or edit future period assignment values per bucket for labor, non-labor, and material resource assignments, as well as for role assignments. See **Future period bucket planning FAQ** (on page 249) before you complete the steps below for important information to consider when you manually plan future period assignments.

- 1) In the Resource Assignments or Activities window, display the Resource Usage Spreadsheet. See **Display the Resource Usage Spreadsheet** (on page 402).
- 2) **Create a future period bucket planning layout** (on page 273).

In the Activities window, you are required to display resource assignment data for open projects only. Showing data for all projects, causes the title of the Display Options bar in the Resource Usage Spreadsheet to change to "Display: All Projects." To display data for open projects only, click the Display Options bar, then choose Show All Projects to remove the checkmark; the title of the Display Options bar changes to "Display: Open Projects Only."

- 3) For each resource assignment you want to manually plan, enter or edit the Planned or Budgeted Units and/or the Remaining (Early) Units for each assignment bucket for the original or planned duration of the activity.

Tips

- ▶ If the total, budgeted or planned units or remaining units have not been defined for an assignment, you can display the Budgeted or Planned Units and Remaining (Early) Units columns, then enter the total budgeted or planned or remaining units for the assignment. When you enter the total budgeted or planned or remaining units for an assignment, the values are spread evenly over the budgeted or planned duration of the activity. Then, you can manually modify the values to define the planned resource distribution. If the total budgeted or planned or remaining units have already been defined for an assignment, you can edit the future period distribution as necessary.
- ▶ You can apply a resource curve to an assignment before you manually enter/edit future period values for the assignment. For example, if the assignment you want to manually plan has a planned resource distribution that is similar to a defined resource curve's distribution, you can apply the resource curve to the assignment. When you apply the resource curve, future period values are spread across the planned duration of the activity according to the resource curve distribution; you can then manually modify the future period values as necessary. Once you manually modify a resource curve's distribution, the curve is removed from the assignment.
- ▶ Assignment buckets that are available for editing display with a white background; buckets you can not edit display with a gray background. See **Why are some spreadsheet cells gray?** (on page 928) for information.

- ▶ The values you should enter in the future period buckets are dependent on the duration of your planning periods (buckets), the timescale you choose, and user preference settings. See **How do user preference settings affect manual future period planning?** (on page 927) for information.

See below for examples of manually-planned future period assignments.

Notes

- ▶ If the project option 'Link Budgeted or Planned and At Completion for not started activities' is selected (Project Details, Calculations tab) and you enter a value in the Planned or Budgeted Units field for a not started activity, the module automatically populates the Remaining Units field with the same value; the reverse is also true. If this setting is not marked, you can enter different values for the same future period in the Planned or Budgeted Units and Remaining Units fields; in this case, the total values for each field are calculated independently for the assignment. The examples below assume that this project option is selected and the activities have not started.
- ▶ You must have the 'Edit Future Periods' project privilege to manually enter or edit future period data.

Example 1: Daily planning periods, Week/Day timescale, and Unit/Time set to Hour

		Week 1						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
John Doe's assignment	Planned or Budgeted Units	0h	8h	4h	0h	2h	6h	0h
	Remaining Units	0h	8h	4h	0h	2h	6h	0h

Example 2: Weekly planning periods, Month/Week timescale, and Unit/Time set to Hour

		January 2007			
		Week 1	Week 2	Week 3	Week 4
John Doe's	Planned or Budgeted	10h	30h	15h	25h

assignment	Units				
	Remaining Units	10h	30h	15h	25h

Example 3: Weekly planning periods, Month/Week timescale, and Unit/Time set to Day

		January 2007			
		Week 1	Week 2	Week 3	Week 4
John Doe's assignment	Planned or Budgeted Units	2d	3d	1d	4d
	Remaining Units	2d	3d	1d	4d

Example 4: Monthly planning periods, Quarter/Month timescale, and Unit/Time set to Day

		Q1 2007		
		Jan	Feb	Mar
John Doe's assignment	Planned or Budgeted Units	15d	20d	10d
	Remaining Units	15d	20d	10d

Example 5: Monthly planning periods, Quarter/Month timescale, and Unit/Time set to Week

		Q1 2007		
		Jan	Feb	Mar
John Doe's	Planned or	2w	3w	1w

assignment	Budgeted Units			
	Remaining Units	2w	3w	1w

Adding Expenses and Entering Cost Information for Activities

Expenses

Expenses

Expenses are nonresource costs associated with a project and assigned to a project's activities. They are typically one-time expenditures for nonreusable items. Examples of expenses include materials, facilities, travel, overhead, and training.

You can categorize expenses, indicate a unit of measure for expenses, and specify whether an expense accrues at the start or end of an activity or uniformly over its duration. Each expense has a budgeted or planned cost, actual cost, and estimated remaining cost.

Expenses are not the same as resources. Resources generally extend across multiple activities and/or multiple projects. Examples of resources are personnel and equipment. Unlike resources, expenses are project-specific. P6 Professional does not include expenses when leveling resources. Resource curves are not supported for expenses.

Add expenses

- 1) Choose Project, Expenses.
- 2) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).
- 3) Select the activity to which you want to assign the expense, then click the Select button.
- 4) Click the General, Activity, Costs, and Description tabs, and enter details for the expense.

Add expenses from the Activities window

- 1) Choose Project, Activities.
- 2) Select the activity that incurs the expense.
- 3) Display Activity Details, then click the Expenses tab. See **Display window details** (on page 56).

To display the Expenses tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select Expenses, click , then click OK.

- 4) Click Add, then type a name for the expense item.
- 5) Double-click in the Cost Account column, then click . Select the cost account you want to assign, then click the Select button.
- 6) Double-click in the Expense Category column, then click . Select the category you want to assign, then click the Select button.
- 7) Double-click the Accrual Type column, then select the expense's accrual type.
- 8) Type the number of budgeted or planned units you expect the selected activity to use.
- 9) Type the price of each unit.

The module calculates and displays the expense's budgeted or planned cost (budgeted or planned units * price/unit) in the Budgeted or Planned Cost field.

- 10) To enter actual expense costs already incurred by the activity, type the cost in the Actual Cost field.

To automatically calculate an expense's actual cost based on the activity's planned completion percentage, mark the Auto Compute Actuals checkbox.

- 11) Type the name of the vendor business or organization to which the expense is payable.

Tip

- ▶ To change the columns displayed on the Expenses tab, right-click anywhere in the Expenses tab, then choose Customize Expense Columns.

Change expenses tab columns

- 1) Click the Expenses tab.
- 2) Right-click anywhere in the Expenses tab, then choose Customize Expense Columns.

To add a specific column to the Expenses tab, select it in the Available Options area, then click .

To remove a specific column from the Expenses tab, select it in the Selected Options list, then click .

To apply your changes without closing this dialog box, click Apply.

- 3) Click OK.

Tips

- ▶ To move all available columns to either Available Options or Selected Options, click  or .

- ▶ To reset the Expenses tab so that it contains only the default columns, click Default.
- ▶ Double-click an item in the Available Options or Selected Options area to move it to the opposite column.
- ▶ To edit a column's title, width, and alignment, click Edit Column.

Assign an expense category

- 1) Choose Project, Expenses.
- 2) Select the Expense Item, then click the General tab.
- 3) In the Expense Category field, click .
- 4) Select the category to which you want to assign the expense, then click the Select button.

Assign expense categories from the Activities window

- 1) Choose Project, Activities.
- 2) Select the activity associated with the expense.
- 3) Display Activity Details, then click the Expenses tab. See **Display window details** (on page 56).

To display the Expenses tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select Expenses, click , then click OK.

- 4) Select the expense to which you want to assign a category. Double-click in the Expense Category column, then click .
- 5) Select the category you want to assign, then click the Select button.

Specify an accrual type for an expense

- 1) Choose Project, Expenses.
- 2) Select the expense, then click the Activity tab.
- 3) In the Accrual Type field, select one of the following:

Start of Activity, to accrue the entire expense on the date the activity begins

End of Activity, to accrue the entire expense on the date the activity ends

Uniform Over Activity, to evenly distribute the expense over the course of the activity's duration

Enter cost information for expenses

- 1) Choose Project, Expenses.
- 2) Select the expense, then click the Costs tab.

- 3) In the Budgeted or Planned Units field, type the number of units you expect the expense's assigned activity to use.
- 4) In the Price/Unit field, type the price for each unit.

The module calculates and displays the budgeted or planned cost of the selected expense (budgeted or planned units * price , unit) in the Budgeted or Planned Cost field.

- 5) To enter actual expense costs already incurred by the activity, type the cost in the Actual Cost field.

To automatically calculate an expense's actual cost based on the activity's planned completion percentage, mark the Auto Compute Actuals checkbox.

Change an expense's activity assignment

- 1) Choose Project, Expenses.
- 2) Select the expense item you want to reassign, then click the Activity tab.
- 3) In the Activity Name field, click .
- 4) Select the activity to which you want to reassign the expense, then click the Select button.

Copy and paste expenses

- 1) Choose Project, Expenses.
- 2) Select the expense you want to copy, then choose Edit, Copy.
- 3) To add the copied expense to a specific project expense category, WBS, cost account, or vendor, click the Display Options bar, choose Group and Sort By, then choose the grouping option. Select the grouping band to which you want to add the copied expense, then choose Edit, Paste.

Cut and paste expenses

- 1) Choose Project, Expenses.
- 2) Select the expense you want to cut, then choose Edit, Cut.
- 3) To add the cut expense to a specific project expense category, WBS, cost account, or vendor, click the Display Options bar, choose Group and Sort By, then choose the grouping option. Select the grouping band to which you want to paste the cut expense, then choose Edit, Paste.

Delete expenses

- 1) Choose Project, Expenses.
- 2) Select the expense you want to delete, then choose Edit, Delete.
- 3) Click Yes.

Delete expenses from the Activities window

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to delete an expense.
- 3) Display Activity Details, then click the Expenses tab. See **Display window details** (on page 56).
- 4) Select the expense, then click Delete.
- 5) Click Yes.

Change the expense categories display

You can control the order in which your expense categories are listed in the Select Expense Category dialog box. This dialog box is displayed when you assign expense categories in the General tab of the Project Expenses window or the Activity Details Expenses tab.

Cost Accounts

Cost accounts

You can create cost accounts and associate them with activity resource assignments or expenses in a project. Cost accounts are hierarchical, and they enable you to track activity costs and earned value according to your organization's specific cost account codes.

You can specify a project's default cost account. This cost account is used for resource assignments to activities and project expenses in the open project.

Create a cost account hierarchy

- 1) Choose Enterprise, Cost Accounts.

Click the Cost Account ID column label to display the cost accounts hierarchy. An outline symbol in the Cost Account ID column label indicates a hierarchy display.

- 2) In the Cost Accounts list, select a cost account immediately above and of the same hierarchy level as the cost account you want to add, then click Add.
- 3) Type the cost account's ID.
- 4) Type the cost account's name.
- 5) Click Modify to type a description of the cost account in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Edit a cost account

- 1) Choose Enterprise, Cost Accounts.

Click the Cost Account ID column label to display the cost accounts hierarchy. An outline symbol in the Cost Account ID column label indicates a hierarchy display.

- 2) Select the cost account you want to edit.
- 3) To change the cost account's position in the hierarchy, click the appropriate arrow buttons.
- 4) Type a new cost account ID.
- 5) Type a new cost account name.

Note

- ▶ If you change a cost account's ID or name, your change applies to all activity assignments.

Delete a cost account

- 1) Choose Enterprise, Cost Accounts.
- 2) Select the cost account you want to delete, then click Del./Merge.

If activities or projects are assigned to the cost account, the Cost Account in Use dialog box is displayed. To delete the cost account and specify a replacement cost account, choose Select Replacement Account, click OK, then select a replacement account. To delete the cost account without specifying a replacement cost account, choose Delete Account(s), then click OK.

Copy and paste cost accounts

- 1) Choose Enterprise, Cost Accounts.

Click the Cost Account ID column label to display the cost accounts hierarchy. An outline symbol in the Cost Account ID column label indicates a hierarchy display.

- 2) Select the cost account you want to copy, then click Copy.
- 3) Select the cost account to which you want to add the copy, then click Paste.

Note

- ▶ When you copy and paste a cost account, the cost account's activity and project assignments are not copied.

Cut and paste cost accounts

- 1) Choose Enterprise, Cost Accounts.
Click the Cost Account ID column label to display the cost accounts hierarchy. An outline symbol in the Cost Account ID column label indicates a hierarchy display.
- 2) Select the cost account you want to cut and paste, then click Cut.
- 3) Select the cost account to which you want to add the cut account, then click Paste.

Note

- ▶ When you cut and paste a cost account, the account's activity and project assignments are also pasted.

Set the project default cost account

You can specify a project's default cost account. This cost account will be used for resource assignments to activities and project expenses in the open project.

- 1) Choose Enterprise, Projects and display Project Details. See **Display window details** (on page 56).
- 2) Select the project to which you want to assign a default cost account.
- 3) Click the Defaults tab.
- 4) In the Defaults for New Activities section, click  in the Cost Account field.
- 5) Select the cost account you want to assign as the default, then click the Select button.

Note

- ▶ The default cost account is only used for new resource assignments to activities and new project expenses. Changing this setting does not affect existing resource assignments to activities or existing project expenses.

Adding Activity Steps

Activity steps

Activity steps provide a way to break activities down into smaller units and track the completion of those units. For example, the activity Prepare for System Integration and Testing might contain the following steps:

Establish test cases and test procedures

Create test data

Update SDFs

You can add as many steps to an activity as you need: some activities will require more steps to complete than others and some activities might require no additional steps at all. If progress occurs on the step, enter a percent complete in the Step % Complete column, or mark the Completed checkbox to indicate the step is 100% complete.

You can assign additional information to steps, such as cost, start and finish dates, and text. Define user-defined fields for activity steps in the User Defined Fields dialog box (choose Enterprise, User Defined Fields), then add fields as columns in the Steps tab of Activity Details.

You can also create activity step templates that capture a group of steps common to multiple activities, then assign the step group to activities. See **Activity step templates** (on page 288).

Weighted steps

Weighted steps enable you to track the progress of an activity based on the number of steps completed. When you mark the Activity Percent Complete Based on Activity Steps checkbox in the Calculations tab in the Projects window, and choose Physical as the activity's percent complete type in the General tab in the Activities window, activity percent complete is updated based on the weight you assign to each activity step.

For example, in the activity Prepare for System Integration and Testing mentioned above, the steps are assigned weights of 3.0, 2.0, and 1.0 respectively. When you mark the Completed checkbox or enter 100% in the Step % Complete column for the step Establish Test Cases and Test Procedures, the activity's physical percent complete is updated to 50 percent (because the total weight for the steps in this activity is 6.0 and the weight for this step is 3.0; therefore, half the work on this activity, according to the weight of the steps, has been completed).

Add steps to activities

For unique, activity-specific steps, you can add steps to activities as described below. See **Assign activity step templates to activities** (on page 289). For general, repeatable groups of steps, you can convert existing steps to a template, create activity step templates, and assign templates. See **Convert steps into an activity step template** (on page 289). See **Create activity step templates manually** (on page 288). See **Assign activity step templates to activities** (on page 289).

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to add a step.
- 3) Display Activity Details, then click the Steps tab. See **Display window details** (on page 56).
To display the Steps tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select Steps, click , then click OK.
- 4) Click Add.
- 5) Type the name of the new step.

- 6) Click Modify to type a description of the step in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

- 7) Position the step within the listed steps for the activity.
To move the step to an earlier stage of the activity, click .
To move the step to a later stage of the activity, click .

Tip

- ▶ Use activity step user-defined fields (Enterprise, User Defined Fields) to enter start and finish dates, cost, or text you would like to display for the step. To add step UDF columns to the Steps tab, right-click in the step area and choose Customize Steps Columns.

Update activity steps

The Physical percent complete for the activity calculates each time you mark or clear a Completed checkbox, edit the Step % Complete, change the weight of a step, or add or remove steps from the activity. To calculate the percent complete, select Physical as the percent complete type.

- ▶ Mark the Completed checkbox beside the steps you want to update.

Or

- ▶ Display the Step % Complete column, and enter a percent complete value for the steps you want to update.

Note

- ▶ When the Step % Complete is set to 100%, the checkbox is marked as Completed. If you mark the Completed checkbox, the Step % Complete becomes 100%.

Tips

- ▶ To display additional step columns for updating, right-click in the Steps tab and click Customize Steps Columns. Select the columns to display in the Steps tab.
- ▶ Add user-defined columns to the Steps tab to update additional information, such as the finish date, start date, cost, and the number of hours worked for a step.

Add weights to steps

Weighted steps enable you to track the progress of an activity based on the number of steps completed. To calculate weighted steps you must first mark the Activity Percent Complete Based on Activity Steps checkbox for the project you want to use (this checkbox is located on the Calculations tab in the Project details view). Then, for each activity containing weighted steps, set the percent complete type to Physical.

When you add a step to an activity that already has steps defined, the default weight for the new step is 1, providing no steps have been marked Completed, and no steps have a Step % Complete of 100%. If some of the steps for the activity have already been completed, the default weight for the new step is 0.

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to add a step weight.
- 3) Display Activity Details, then click the Steps tab. See **Display window details** (on page 56).
- 4) Double-click the Step Weight column of the step you want to modify.
- 5) Type a value for the weight of the step.

The higher the value you enter, the greater the importance of the step in the activity. Based on the total weight for all steps in the activity, the percent for each step is calculated and displayed in the Step Weight Percent column.

Notes

- ▶ To change the weight of a step, double-click the Step Weight column and type the new weight for the step.
- ▶ Select Physical as the percent complete type on the General tab of Activity Details to calculate the percent for each weighted step.

Remove steps from activities

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a step.
- 3) Display Activity Details, then click the Steps tab. See **Display window details** (on page 56).
- 4) Select the step you want to remove, then click Delete.

Creating and Assigning Activity Step Templates

Activity step templates

Activity step templates enable you to define a group of steps common to multiple activities, then assign the template to activities.

Your organization might have several activities that repeat within a project or across projects. For example, every time you start a project, several specifications must be written and approved. Developing a specification is a multi-step process that never changes.

As an example, the “Write Specifications” activity could have the following steps:

- 1) Submit initial spec
- 2) Review initial spec
- 3) Revise initial spec
- 4) Final review
- 5) Final revision

These steps might apply to many or all “Write Specifications” activities in a project or across all projects. Rather than manually inputting these steps into each “Write Specifications” activity, you can create an activity step template containing these steps and assign the template to each applicable activity at once.

If a commonly used step or set of steps have already been defined for an activity, you can convert the steps to a template. See **Convert steps into an activity step template** (on page 289).

Create activity step templates manually

- 1) Choose Enterprise, Activity Step Templates.
- 2) In the upper grid, click Add.
- 3) In the Step Template Name field, enter a descriptive name for the template.
- 4) In the lower grid, click Add.

The Step Count field in the upper grid automatically updates the number of steps in the template.

- 5) In the Step Name field, enter the name of the step.
- 6) In the Step Weight field, enter a step weight (at least 1.0).

The higher the value you enter, the greater the importance of the step in the activity.

Notes

- ▶ You can add an unlimited number of templates. There is no limit on the number of steps per template.
- ▶ You can customize the bottom grid to display user-defined field columns in which you can add step data such as dates and costs. Any user-defined field data you enter in an activity step template is saved as part of the template.

Convert steps into an activity step template

You can convert existing step(s) into an activity step template rather than creating the template manually.

- 1) In the Activity Table, select the activity that contains the step(s) you want to convert to a template.
- 2) Display Activity Details. See **Display window details** (on page 56).
- 3) In the Steps tab of Activity Details, ctrl-click to select the steps.
- 4) Right-click on the selected steps and choose Create Template.
- 5) In the Create Template dialog, enter a unique name for the template. You can also add UDFs assigned to the selected steps to the activity step template.

The steps and their associated name, description, weight, and UDFs (if selected) are added to the new template.

Notes

- ▶ The Activity Step Templates dialog box does not open after you convert the steps to a template. To view the template choose Enterprise, Activity Step Templates.
- ▶ The module automatically updates step UDF information in activity step templates when a step UDF is added, deleted, or modified in the User Defined Fields dialog box.

Assign activity step templates to activities

You can assign one or more activity step templates to one or more activities.

- 1) In the Activities window, select the activity to which you want to assign an activity step template.

To select multiple activities, use Ctrl-Click or Shift-Click.

- 2) Click  on the Assign toolbar. See **Assign Toolbar** (on page 100).
- 3) In the Assign Activity Step Templates dialog box, select the template you want to assign to the selected activities.

You can Ctrl-Click to assign more than one template.

- 4) Click Assign .

The steps, weights, descriptions, and UDFs contained in the template are loaded into the Steps tab of Activity Details.

Tip

- ▶ After assigning a step template to an activity, if necessary, you can modify the steps on the Steps tab of Activity Details.

Assigning Notebooks to Activities

Assign notebooks to activities

- 1) Choose Project, Activities.
- 2) Select the activity to which you want to assign a note.
- 3) Display Activity Details, then click the Notebook tab. See **Display window details** (on page 56).

To display the Notebook tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select Notebook, click , then click OK.

- 4) Click Add.
- 5) Select the notebook you want to assign.

To assign multiple notebooks, hold down the Ctrl key, then click each notebook you want to assign.

- 6) Click the Assign button, then click the Close button.
- 7) Click Modify to type a description of the activity notebook in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Remove notebooks from activities

- 1) Choose Project, Activities.
- 2) Select the activity from which you want to remove a note.
- 3) Display Activity Details, then click the Notebook tab. See **Display window details** (on page 56).
- 4) Select the notebook you want to remove, then click Delete.
- 5) Click Yes.

Note

- ▶ Deleting a notebook topic also deletes the topic description associated with the notebook for the selected activity.

Managing Projects

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Budgeting

Establishing budgets

You can create budget estimates for each **EPS node** (on page 813), project, or WBS level, and then refine them as needed.

Use the Budget Log tab on the Projects window to enter the original budget—the total amount you require for the EPS node or project.

The Budget Change Log helps you keep track of budget changes as they occur. The Current Budget (original budget plus approved budget changes) and Proposed Budget fields (original budget plus approved and pending budget amounts) incorporate these changes so you have up-to-date and accurate budget information for each project or EPS node.

You can record monthly spending of budgeted funds, track the current and undistributed variance amounts, and roll up the monthly spending plan of each project to any level of the EPS. See **EPS (Enterprise Project Structure)** (on page 813).

If your projects use funding to support budgets, you can also set up a dictionary containing any nonprofit, government-allocated, or other funding sources for easy assignment to projects or EPS nodes.

Tracking and analyzing budgets

The resource spreadsheet enables you to see an overall picture of unit and cost budget distributions, and the variance amounts resulting from current use versus original estimates at the activity level. See **The Resource Usage Spreadsheet** (on page 400).

For high-level budgeting information, display the Projects Window (choose Enterprise, Projects) and then select Original Budget and Current Variance as columns.

You can also use the preformatted reports to track budget amounts at the project and activity level.

Establish budgets

- 1) Choose Enterprise, Projects, then select the EPS node/project for which you want to enter budgets.
- 2) Display Project Details, then click the Budget Log tab. See **Display window details** (on page 56).
- 3) In the Original Budget field, type an estimate of the total amount you require for this project, including all funding contributions.

Enter budget changes

- 1) Choose Enterprise, Projects, then select the EPS node/project for which you want to enter budget changes.
- 2) Display Project Details, then click the Budget Log tab. See **Display window details** (on page 56).
- 3) Click Add.
- 4) In the Budget Change Log section, specify the date, amount, person responsible for the change, status (pending, approved, or not approved), and reason for the change.

The Current Budget field is the sum of the original budget plus approved budget changes; the Proposed Budget contains the original budget plus approved and pending budget amounts.

Define funding sources

Follow these steps to set up a Funding Sources Dictionary containing any nonprofit, government-allocated, or other funding sources. You can assign funding sources to budgets as you develop projects.

- 1) Choose Enterprise, Funding Sources.

- 2) Select the funding source immediately above and at the same hierarchy level as the fund you want to add, then click Add.

Use the hierarchical structure of the Funding Sources Dictionary to categorize and group similar funds, such as those affiliated with a particular agency.

- 3) Click Modify to type any additional information about the fund in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

- 4) Click Close.

Tips

- ▶ You can apply unlimited Funding assignments to each EPS and project level.
- ▶ To see a graphical display of your funding hierarchy, click the Display Options bar in the Funding Sources dialog box and choose Chart View.

Assign funding sources

Once you define funding sources, you can assign them to EPS nodes or projects as follows: See **Define funding sources** (on page 294).

- 1) Choose Enterprise, Projects, then select the EPS node/project to which you want to assign a funding source.
- 2) Display Project Details, then click the Funding tab. See **Display window details** (on page 56).
- 3) Click Add.
- 4) Select a funding source from the Funding Sources Dictionary.
- 5) Click , then click .
- 6) Type the amount of funding to be allocated to this project.
- 7) Type a percentage or share of the total fund to be allocated to the selected element.

You can assign the same funding source multiple times with varying amount and share contributions for different levels of the EPS. Both the amount and share values for the fund are user-defined. Funds do not roll up; you edit them per EPS level to allow for top-down planning.

Tip

- ▶ In the Projects window you can include a column called Total Funding, which contains the sum of the funding for each project and EPS node.

Enter monthly spending amounts

- 1) Choose Enterprise, Projects, then select the EPS node/project for which you want to enter monthly spending amounts.
- 2) Display Project Details, then click the Spending Plan tab. See **Display window details** (on page 56).
- 3) Type total expenditures for each month in the Spending Plan column.

The Spending Plan Tally column shows any amounts previously recorded for lower-level project spending plans.

The current variance is the difference between the monthly spending of the EPS node and its projects' tallies.

You can type the benefit amount or profit portion of the monthly amounts; the benefit plan is also tallied.

View budget and spending plan totals

- 1) Choose Enterprise, Projects, then select the EPS node/project for which you want to view budget information.
- 2) Display Project Details, then click the Budget Summary tab to view calculated budget data from the Budget Log and Spending Plan tabs. See **Display window details** (on page 56).

Compare budgets and variances

- 1) Choose Enterprise, Projects, then click the Display Options bar and choose Columns, Customize.
- 2) Select any budget-related columns you want to display in the Projects window.

For example, select the Project ID, Project Name, Original Budget, and Current Variance columns to compare the original budget amounts assigned to the projects, and the current variance resulting from budget spending on those projects to date.

Note

- ▶ When current spending differs from original budget estimates, a variance results. A variance amount shown in parentheses indicates a negative variance amount for the project.

Print budget reports

You can print preformatted reports or create new reports to track budget amounts at the project and activity level.

- 1) Choose Tools, Reports, Reports.
- 2) Select the report you want to run, such as expense reports EX-01 through EX-05, which contain budget information.
- 3) Click  on the Reports toolbar, or right-click on the report and choose Run, Report. See **Reports Toolbar** (on page 122).

Creating Baselines

Baselines

Before you update a schedule for the first time, you should create a baseline plan. A baseline is a complete copy of a project plan that you can compare to the current schedule to evaluate progress. Within layouts, you can display baseline data in graphical and column data format to perform cost and schedule analysis.

The simplest baseline plan is a complete copy, or snapshot, of the original schedule. This snapshot provides a target against which you can track a project's cost, schedule, and performance. When you create a baseline, you can save a copy of the current project to use as the baseline or you can choose to convert another project in the EPS hierarchy to a baseline for the current project.

You can save an unlimited number of baselines per project; however, the number of baselines you can actually save per project is determined by administrative preference settings, which are typically controlled by the administrator. Regardless of the number of baselines you save for a project, at any given time you can select only up to three baselines for comparison purposes.

The Baselines feature includes an option for you to specify which baselines you want to use for comparison. The project-level baseline is used for project/activity usage spreadsheets and profiles, as well as earned value calculations. You must have the Edit Project Details Except Costs/Financials project privilege to set the project baseline.

You can assign primary, secondary, and tertiary baselines. If you do not select a baseline to use, the current project is used by default. Using the administrative preference setting, you can choose which values to use for earned value calculations, either budgeted or planned or at completion.

To help categorize, or track, multiple baselines for a single project, you can assign each baseline a type that reflects its purpose, for example, initial planning baseline, what-if project baseline, or midproject baseline. The administrator defines the available baseline types.

You can restore or update an original or copied baseline project controls coordinatorline.

Baselines do not exist as separate projects that you can access. To modify a baseline project, you must first unlink it from its current project by restoring it as a separate project. You can then work with this restored baseline project as you would any other project in the EPS. See **Modify a baseline manually** (on page 303).

You can also automatically add new data from the current project to the baseline and modify existing baseline data that has changed in the current project using the Update Baseline feature. See **Update a baseline** (on page 300).

Create a baseline

- 1) Open the projects for which you want to create a baseline.
- 2) Choose Project, Maintain Baselines, then, if more than one project is open, select the projects for which you want to create a baseline.

If you want to copy the current project as a new baseline, you can select multiple projects; a baseline will be created for all selected projects. If you want to convert another project to a baseline, you can select only one project.

- 3) Click Add.
- 4) Choose to save a copy of the current project as a new baseline or convert another project into a baseline of the current project, then click OK.

If you choose to convert another project, select the project in the Select Project dialog box, then click the Select button.

Tip

- ▶ Before converting a project to a baseline, if you still want to have access to the original project, you should make a copy of it. Once you convert a project to a baseline, it is no longer available in the project hierarchy. You can restore a baseline, making it available again as a separate project in the project hierarchy (see **Modify a baseline manually** (on page 303)). You can also update a baseline with new/modified data from the current project (see **Update a baseline** (on page 300)).

Notes

- ▶ When you save a copy of the current project as a new baseline, the baseline title uses the project name and a suffix of - Bx, where x equals 1 for the first baseline you save for a project, 2 for the second, and so on. You can change the baseline name.
- ▶ When you choose to convert another project to a baseline, the project you want to convert cannot be open or have baselines assigned to it. The converted project's name is used as the baseline name.

Create a baseline type

You can create baseline types that you can assign to baselines in any project. You can use baseline types to standardize baselines for all projects.

- 1) Choose Admin, Admin Categories.

- 2) Click the Baseline Types tab, then click Add.
- 3) Type the name of the new baseline type.

Assign a baseline type

- 1) Choose Project, Maintain Baselines.
- 2) Select the baseline.
- 3) In the Baseline Type field, select a type.

Baseline types are typically defined by the administrator.

Assign baselines to projects

You can assign a project baseline to use for summarization purposes and up to three baselines to use for comparison purposes.

- 1) Choose Project, Assign Baselines.
- 2) In the Project field, select the project to which you want to assign baselines.
- 3) To set an existing baseline as the project, primary, secondary, or tertiary baseline, select a baseline from the menu in the appropriate field.

To use the current state of the project as the project, primary, secondary, or tertiary baseline, select the current project from the menu in the appropriate field.

Notes

- ▶ You can only assign one project, primary, secondary, and tertiary baseline to a project.
- ▶ Secondary and tertiary baselines are not required.
- ▶ You must have the Edit Project Details Except Costs/Financials project privilege to set the project baseline.

Copy a baseline

As a project progresses, you may want to update the project's baseline, or restore the project's baseline and modify it to capture changes to the original schedule. When you update or restore a baseline, the baseline's original state is not preserved. To preserve the baseline's original state, you can copy the baseline, then update or restore the baseline copy, rather than updating or restoring the original baseline. When you copy a baseline, a new copy of the original baseline is copied under the same project.

- 1) Choose Project, Maintain Baselines.

- 2) In the **Maintain Baselines dialog box** (on page 725), select the baseline you want to copy.
- 3) Click Copy.

Tips

- ▶ When you copy a baseline, the Last Update Date field of the Maintain Baselines dialog box displays the same date and time as the original (copied) baseline.
- ▶ Baselines can not be copied between projects. When you copy a baseline, the copied baseline is placed under the same project as the original baseline.
- ▶ When you copy a baseline, the copied baseline exists as a separate baseline, subject to the same rules as original baselines. For example, after you copy a baseline, you can delete, update, restore, or assign it as the project, primary, secondary, or tertiary baseline.

Notes

- ▶ You must have the project privilege Maintain Project Baselines to copy a baseline.

When you copy a baseline, the copied baseline title uses the project name and a suffix of - Bx, where x equals 1 for the first baseline you save for a project, 2 for the second, and so on. You can change the baseline name.

Update a baseline

As a project progresses, you may want to update baseline data without restoring the baseline or creating a new baseline. When a project is in progress, creating a new baseline may not yield accurate comparison results. When you update a baseline, only the data types you select will be updated.

- 1) Choose Project, Maintain Baselines.
- 2) In the **Maintain Baselines dialog box** (on page 725), select the baseline you want to update.
- 3) Click Update.
- 4) In the **Update Baseline dialog box** (on page 798), select the types of data you want to update.

For project-level data, you can choose to update project details, work products and documents, and risks, issues, and thresholds. You do not have to select any of these options.

Note: If you choose to update project details, the following items are NOT updated: all data in the Default, Settings, and Resources tabs; the Risk Level and the Project Leveling Priority fields in the General tab; and, the Default Price/Unit for Activities Without Resource or Role Price/Units field in the Calculations tab.

For activity-level data, you can choose to update all activities or activities that meet a filter's criteria. If you choose to update activities based on a filter, click the browse button to select a filter. If you choose to update all activities, the module overwrites all activities in the baseline.

You can also choose to add new activities to the baseline, delete activities from the baseline that are no longer in the project, and update existing activities with new activity data. If you only want to update project-level data (and not activity-level data), clear all of the activity-level data options.

- 5) If you are updating existing activity data, click Update Options.
- 6) In the **Update Baseline Options dialog box** (on page 800), select the types of activity and resource/role assignment data you want to update.

Note: If you choose to update 'Dates, durations, and data date' in the Update Baseline Options dialog box, the following date fields are NOT updated because they are calculated by the scheduler: Early Start, Early Finish, Late Start, and Late Finish. To ensure that these fields are updated, after you run the baseline update, you should restore the baseline project, then schedule and re-baseline the project.

- 7) Click OK.
- 8) In the Update Baseline dialog box, you can enter or select a filename to log errors during the update process.
- 9) Click Update.

Tips

- ▶ If you encounter errors during the Update Baseline process, schedule the project to the current data date, then run Update Baseline again. This may resolve some errors that can occur when updating a baseline.

- ▶ When you update a baseline, the module stores the date on which the baseline was last updated. You can view this date in the Last Update Date field of the Maintain Baselines dialog box. The module does not consider the last update date when you choose the Ignore Last Update Date option in the Update Baseline dialog box. We recommend that you select the Ignore Last Update Date option if you plan to update different data types at different times (i.e., you will not simply be updating all baseline data each time). If you do not select this option, some data types may not be updated from the correct date when you run the baseline update. For example:

- On June 1st, you run a baseline update that includes activity steps.

- On June 8th, you run a baseline update that does NOT include activity steps.

- On June 15th, you run a baseline update that includes activity steps. You do not select the Ignore Last Update Date option.

Given this scenario, when you run the baseline update on June 15th, activity steps are only updated from June 8th because the baseline is updated from the last update date. If you select the Ignore Last Update Date option, all changes to activity steps are updated regardless of the date the baseline was last updated.

- ▶ To overwrite all activity data, choose All Activities and all of the activity data options.
- ▶ If you only want to update project-level data, select the project data options and clear the add new, delete, and update activity options. If you clear these activity data options, it does not matter if All Activities or Activities Within the Following Filter is selected - no activity data will be updated.
- ▶ To optimize baseline update performance, select the Run Optimized option in the Update Baseline dialog box. If errors occur when updating a baseline in optimized mode, you will not be able to determine the data item that is causing the update to fail. To determine the data item causing the failure, turn off the Run Optimized option and rerun the baseline update. After the update is complete, refer to the log file to determine which data item is causing the update to fail.
- ▶ Baseline update performance is further optimized when you log in as an Admin Superuser.
- ▶ For large projects, you may need to increase the Java VM memory size to successfully update the project's baselines. To increase the Java VM memory size on a Windows operating system, click Start, Run. Type regedit, then click OK. Navigate to the following location:
HKEY_LOCAL_MACHINE/SOFTWARE/Primavera/Shared/Update Baseline.
Double-click Parameters. At the beginning of the Value Data field, enter -Xmx512m. Be sure to leave a space after the last 'm'. Click OK.

Notes

- ▶ You must have the project privilege Maintain Project Baselines to update a baseline. Additionally, We recommend that you have all project and global view, create, edit, and delete privileges (for example, View Project Costs/ Financials, Add/Edit/Delete Work Products and Documents, etc.) before running a baseline update. If you do not have these privileges, you may receive an error message when you attempt to update the baseline.
- ▶ A project's baselines cannot be updated if the project has been opened in exclusive mode or if the project is currently checked out by another user.
- ▶ Baselines that contain future period buckets on resource or role assignments are updated automatically.
- ▶ If errors occur while the project is updating, the module logs the errors in the specified log file (if the Run Optimized option is not selected) and continues updating the project.
- ▶ New or modified Primary Resource assignments are always updated for an activity if you choose to update 'General activity information' in the Update Baseline Options dialog, even if you do not choose the 'Update existing resource and role assignments' and 'Add new resource and role assignments' options in the Update Options dialog.
- ▶ If you choose to update activity relationships, only relationships between activities within the project are updated; relationships to activities in external projects are not updated.
- ▶ Project calendars, activity codes, and the WBS are always updated.
- ▶ If you choose to update issues or work products and documents but not activities, the new issues or work products and documents are added without activity assignments.
- ▶ If you choose to update activities that fall within a filter and choose to add new activities, only activities that meet that filter's criteria will be added.

Modify a baseline manually

As a project progresses and changes occur, you may want to modify one, or more, of the baselines associated with it. You cannot access and modify a baseline as you would a project. To modify a baseline manually, you must restore it to the project hierarchy, which makes it available again as a separate project in which you can update data.

To restore a baseline for the open project

- 1) Choose Project, Maintain Baselines.
- 2) Select the baseline you want to restore, click Restore, then click Yes.

The restored project is placed in the same node as the project to which it was linked as a baseline.

Tips

- ▶ After you modify the restored baseline project, you can recreate it as a baseline for comparison against the current project.
- ▶ You can also automatically update a baseline with new and/or modified data from the current project without restoring the baseline. See **Update a baseline** (on page 300). You should use this option when you want to globally update a type of project, activity, or resource/role assignment data, such as activity steps or risks, issues, and thresholds.

Note

- ▶ When a baseline contains relationships to non-baseline projects, these relationships are maintained and copied when a baseline is restored. This could result in duplicate relationships if both projects in the original relationship are non-baseline projects. If one side of the relationship is from a baseline, no copy can take place.

Delete a baseline

- 1) Choose Project, Maintain Baselines.

Select the baseline you want to delete, click Delete, then click Yes.

Note

- ▶ You cannot delete an active baseline. An active baseline is any baseline marked as the primary, secondary, or tertiary baseline in the **Assign Baselines dialog box** (on page 647).

Comparing Projects and Baselines

Comparison Reporting Overview

The Claim Digger or Schedule Comparison tool enables you to generate a report that compares selected data fields in a revised project and its corresponding original project or a revised project and a corresponding baseline. From all projects you have access to, you can select up to five project/baseline comparisons to include in a report. For each comparison report, you can specify the project and activity data fields you want to compare, choose the format of the report output file, and specify whether you want to group activity data by activity, rather than by data type.

Select and Compare Projects/Baselines

The Claim Digger or Schedule Comparison tool is available from the Tools menu of P6 Professional. If Claim Digger or Schedule Comparison is configured to use the same database instance as P6 Professional, log in is automatic. If Claim Digger or Schedule Comparison is configured to use a different database instance, or configured to use multiple database instances, you will be prompted to log in.

Run the Schedule Comparison tool

- 1) Choose Tools, Claim Digger or Schedule Comparison.

If login is required, type your login name and password. If applicable, choose the database you want to connect to, then click OK.

If more than one database instance is configured, a list displays beneath the password field, so you can select the database you want to use.

- 2) To select a revised project, click in a row, then click the Browse button that displays. The Select Project dialog box displays all of the projects you have access to, grouped by EPS. Select a project, then click OK.
- 3) To select an original project or baseline, click in a row, then click the Browse button that displays. Choose the option to display projects or baselines. The Projects option displays all of the projects you have access to, grouped by EPS. The Baselines option displays, in a flat list, all baselines associated with the revised project you selected.

Select a project or baseline and click OK.

- 4) In the Send Report To section, choose one of the available format options. If you choose ASCII text, select a field delimiter and text qualifier from the list.
- 5) To set the filename and location to save the comparison report, use one of the following options:

In the Output File field, type the full path and filename. Ensure that you enter the proper file extension, based on the output format you selected. If the wrong file extension is specified, the report will not display properly when opened for viewing. If you specify only a filename and do not specify a location, the report is saved to the module installation directory.

Click the Browse button next to the Output File field. Browse to the output destination, type a filename (no file extension is needed), and click Save.

- 6) To view reports automatically after they are generated, mark the checkbox next to View file when done. When this option is selected, reports are automatically opened in the default application that is associated with the report's output format (e.g., HTML reports are opened by the system's default browser).
- 7) To select the project and activity data fields you want to include in the report, click Advanced.

- ▶ All project and activity options are selected by default. To exclude an option, unmark the corresponding checkbox.
 - ▶ To group the comparison report activity data by activity, instead of by data field type, mark the Group report by activity checkbox. When this option is enabled, the items you select in the Activity data section are grouped by activity in the report. Project items display at the top of the report and not grouped by activity.
- 8) Click OK to save your selected options.
- 9) To generate the report, click Compare.

Updating Projects

Updating the schedule

Choose from a couple of ways of updating your schedule. You can update activity progress manually, or you can have P6 Professional automatically calculate progress according to the project plan.

- ▶ If your project is progressing exactly as planned, or if you only need to estimate progress, simply specify the data date or "as-of" date and allow the module to automatically update activities that should have progressed, calculate the remaining durations of activities that have started, and set the remaining durations of activities that have completed to zero. See **Data date** (on page 812).
- ▶ If your project is not progressing as planned—many activities are starting out-of-sequence, activities are taking more or less time to complete than originally planned, actual resource use is exceeding planned use—update activities and resources individually. This will help you forecast the effects of unforeseen circumstances, so that you can take appropriate corrective action.
- ▶ Most projects contain some activities that progress as planned and some which do not. In this case, combine the two updating methods. Calculate your project as if it is progressing exactly as planned, then individually update those activities and resources that have deviated from the plan.

Once you update a project, choose File, Commit Changes, to save your changes and update the database immediately. Closing also automatically commits data changes.

Update progress for all activities

- 1) Choose Tools, Apply Actuals.
- 2) Make sure the projects you want to update appear in the Project(s) to be Updated list.

A project must be open to update progress for its activities.

- 3) Specify whether to use the data date for each project or assign a new data date to all the projects you are updating. See **Data date** (on page 812).

- 4) In the New Data Date field, click  and select the new data date or click the arrows to select a new data date based on timesheet end dates.
- 5) When actuals are applied from timesheets, choose to recalculate the remaining duration based on the activity duration type or to always recalculate it. If you choose to always recalculate, all activities are treated as Fixed Units and Fixed Units/Time.
- 6) Click Apply, then click Yes.

Update progress for individual activities

- 1) Choose Project, Activities, then select the activity you want to update.
- 2) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).

To update actual dates, mark the Started checkbox, then specify the actual start date in the Started field. If the activity is complete, mark the Finished checkbox, then specify the actual finish date in the Finished field.

-Or-

To update activities with Duration percent complete type, click the Remaining field and type the remaining number of workperiods needed to complete the selected activity. When you schedule or apply actuals, the actual duration is calculated as the total working time from the actual start date to the current data date (for in-progress activities) or to the actual finish date (for completed activities), using the activity's calendar.

-Or-

To update activities with Physical percent complete type, type the physical percent complete and the remaining duration for the activity. If resources are assigned, you must also update each resource's actual regular units.

- 3) Repeat the previous steps for each activity you want to update.

Tips

- ▶ To automatically update actual units and costs when Duration percent complete is updated, you must mark the checkbox to Recalculate Actual Units and Cost when Duration % Complete Changes in the Calculations tab of Project Details.
- ▶ If you manually plan future period resource/role distribution in the Resource Usage Spreadsheet, the module updates progress for individual activities based on the manual values you enter for assignments. How?

- If you update activity progress by modifying Duration % Complete or Remaining Duration on the activity, the activity's actual units are updated using the manual remaining unit distribution when you apply actuals, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- If you update activity progress by modifying the Remaining Units or Remaining Early Finish on the assignment, the activity's actual units are updated using the manual planned or budgeted unit distribution when you apply actuals, as long as the project option 'Recalculate Actual Units and Cost when duration percent complete changes' (Project Details, Calculations tab) is marked.
- If you update activity progress by modifying the Actual Units on the activity or assignment, manual future period planned or budgeted and remaining unit values are not updated when you apply actuals.

Progress Spotlight

The Progress Spotlight feature highlights the activities that should have started or finished during a specified timeperiod. See **Highlight activities for updating** (on page 309). To access this feature, choose View, Progress Spotlight, or click  on the Tools toolbar. You can also drag the data date line until you reach the new date you want. P6 Professional highlights the activities that fall between the last data date and the new data date. If you have multiple projects open, P6 Professional uses the data date of the default project (Project, Set Default Project) as the start of the highlighted timeperiod. P6 Professional automatically uses the date interval you are showing for the timescale to select the new data date. For example, if the minimum date interval for the timescale is set to Day, the new data date will be the next day. Once you spotlight activities, you can automatically status them or manually update them.

To make it easier to use Progress Spotlight, set up your timescale so that the smallest increment is equal to your update periods. That way, when you turn this feature on, the highlighted curtain will indicate the update period immediately and eliminate the necessity of adjusting the data date. For example, if you update weekly, set the timescale to weekly increments; right-click on the Gantt Chart and select Timescale, and select a weekly Date Interval.

When you spotlight activities by dragging the data date line or by using the Progress Spotlight feature, P6 Professional turns off automatic scheduling. Choose Tools, Schedule, or press F9 to reschedule after you finish updating; P6 Professional recalculates the schedule and turns automatic scheduling back on.

Update progress for spotlighted activities

Use the Progress Spotlight feature (View, Progress Spotlight) to highlight activities in the layout that have started, progressed, or finished between the previous data date and the new data date. If you have the project privileges required to schedule projects, level resources, and apply actuals, you can status the activities that have been highlighted. To update the progress of these activities:

- 1) Choose Tools, Update Progress.
- 2) If you do not want to use the current data date to update progress, select a new data date.
- 3) Choose to update all highlighted activities in the Gantt Chart, or to update the activities that have been selected.
- 4) When actuals are applied from timesheets, choose to recalculate the remaining duration based on the activity duration type or to always recalculate it. If you choose to always recalculate, all activities are treated as Fixed Units and Fixed Units/Time.
- 5) Click Apply.

Note

- ▶ If you manually plan future period resource/role distribution, updating progress for spotlighted activities can affect remaining unit values in manual future period buckets. See **Manual future period buckets** (on page 819).

How? If you use Progress Spotlight to update activity progress, actuals are applied using the specified manual planned or budgeted unit distribution; the manual remaining unit distribution is not considered, even if no manual planned or budgeted unit data exists for an assignment. When the planned or budgeted and remaining unit values are different for an assignment, the planned or budgeted unit values overwrite the existing remaining unit values when you apply actuals.

Highlight activities for updating

You can highlight activities in the layout that are scheduled to occur during a specific timeperiod. Then, you can choose to manually or automatically update the activities.

- 1) With the Activities window active, choose View, Progress Spotlight, or click  on the Tools toolbar to add a timeperiod equal to the smallest increment of the displayed timescale from the previous data date.

P6 Professional spotlights activities that should have started, progressed, or finished between the previous data date and the new data date in the Gantt Chart.

To increase/decrease the area between the previous data date and the new date by one or more timescale increments, drag the data date line in the Gantt Chart.

- 2) Automatically or manually update the highlighted activities, or immediately reschedule the project according to the new data date by pressing F9.

Notes

- ▶ If multiple projects are open, P6 Professional will highlight activities from the data date of the default project (Project, Set Default Project).
- ▶ Unlike selected activities, when Progress Spotlight is active, activities remain spotlighted even when you click in another area of the layout.

Update progress for the project

- 1) Choose Tools, Apply Actuals.
- 2) Make sure the projects you want to update appear in the Project(s) to be Updated list.
- 3) Specify whether to use the data date for each project, or assign a new data date to all the projects you are updating. See **Data date** (on page 812).
- 4) In the New Data Date field, specify a new data date for the projects, then click Apply.
- 5) Choose Project, Activities, then select the activity you want to update.
- 6) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).
- 7) Mark the Started checkbox to indicate that the activity started early or mark the Finished checkbox to indicate that the activity completed early.

If the activity was supposed to start during the update period but did not, clear the Started checkbox.

If the activity was supposed to finish during the update period but did not, clear the Finished checkbox.

- 8) In Activity Details, adjust any activity information, such as Expected Finish or Remaining Duration, that did not progress according to plan.

When you add an Expected Finish date, the calendar defaults to the date and time of the activity's Early Finish date.

When you edit an Expected Finish date, the calendar defaults to the date and time that is currently in the Exp Finish field.

Remove progress from an activity

- 1) Choose Project, Activities, then select the activity.
- 2) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).
- 3) Clear the Started and/or Finished checkboxes.

Notes

- ▶ P6 Professional will calculate the durations and remaining units based on the Link Budget and At Completion for Not Started Activities setting in the **Project Details** (on page 878), Calculations tab.
- ▶ If you remove progress from an activity by clearing the Started checkbox, all past period actual data stored for that activity is deleted (except earned value units and cost and planned value units and cost).
- ▶ In the Activities window, you can also display the Activity Status column in which you can edit activity status.

Suspend or resume an activity's progress

At some point in the project, you may need to stop work on an activity for a period of time. Indicate this interruption by specifying suspend and resume dates in the Status tab of Activity Details.

- 1) Display Activity Details. See **Display window details** (on page 56).
- 2) Click the Status tab.
- 3) In the Activities window, select the activity you want to suspend.
- 4) In the Status tab, enter a Suspend date.

When the activity resumes, enter a Resume date.

Tips

- ▶ You can use bar necking to graphically display the suspended activity's nonworktime. In the Bars dialog, Bar Settings tab, select the Calendar nonwork time option under Bar Necking Settings.
- ▶ You can show suspend and resume dates as columns.

Notes

- ▶ The activity must have an actual start date before you can record a suspend date.
- ▶ You can only enter suspend and resume dates on Task Dependent and Resource Dependent activities.
- ▶ When you enter a suspend or resume date, the activity is suspended or resumed at the beginning of the specified day.
- ▶ The module calculates an actual duration for all activities based on the amount of time actually worked. The amount of time an activity's progress is suspended is considered nonworktime based on activity and resource calendar definitions. Units and costs are not spread during the suspend period.

Apply actuals

- 1) Choose Tools, Apply Actuals.

The Project(s) To Be Updated section lists all the projects you can update, along with the current data date and the project planned start for each project.

- 2) Specify whether to use the same data date for all projects or whether each project uses its own data date.
- 3) In the New Data Date field, click  and select the new data date or click the arrows to select a new data date based on timesheet end dates.
- 4) Specify whether to recalculate the remaining duration based on the activity duration type or to always recalculate. If you choose to always recalculate, all activities are treated as Fixed Units and Fixed Units/Time.
- 5) Click Apply.

Tips

- ▶ To calculate activity, resource, and expense actuals according to the project plan, rather than hours, units, and completion percentages reported by resources, mark the Auto Compute Actuals checkbox for each resource (in the Details tab of Resource Details) or nonresource cost (in the Expenses tab of Activity Details).
- ▶ To use resource curves or manual future period values when applying actuals, mark the Auto Compute Actuals checkbox for each resource (on the Details tab of Resource Details). See the Updating projects section of the **Future period bucket planning FAQ** (on page 249) for detailed information to consider when applying actuals for assignments with manual future period values.
- ▶ You can set up a job service to apply actuals to your projects at a specified time. See **Configure a job service** (on page 517).
- ▶ If submitted or resubmitted timesheets exist that have not been approved when you apply actuals for a project, you are prompted to review the timesheets. Click Yes if you want to review the timesheets; click No if you want to skip the unapproved timesheets and apply actuals.

Earned Value

Earned value is a technique for measuring project performance according to both project cost and schedule. This technique compares budgeted or planned cost of the work to the actual cost. While earned value analysis are typically performed for WBS elements, you can also perform an earned value analysis for activities and groups of activities.

In order to perform an earned value analysis, you must specify two calculation techniques. These techniques apply to activities that are currently in progress. The first technique is used to calculate an activity's percent complete. The second technique is used to calculate an activity's **Estimate to Complete (ETC)** (on page 814). A set of options is provided for both of these techniques, and you can set these options for each WBS element.

The fundamental earned value parameters used to calculate an activity's Estimate to Complete are: **Earned Value Cost** (on page 813); **Budget At Completion (BAC)** (on page 810); **Planned Value Cost** (on page 821); and, **Actual Cost** (on page 809). You can derive an activity's Estimate to Complete and other earned value indexes from these parameters.

If you are the administrator for your organization, you can specify default earned value techniques for WBS elements.

Calculating earned value using resource curves or manual future period buckets

Curves and manual future period buckets are used when calculating Earned Value if the following conditions apply: See **Manual future period buckets** (on page 819).

- ▶ The activity's % Complete Type is Units and the Technique for Computing Performance Percent Complete (on the Earned Value tab in the Work Breakdown Structure window) is Activity Percent Complete.

OR

- ▶ The Technique for Computing Performance Percent Complete (on the Earned Value tab in the Work Breakdown Structure window) is Activity Percent Complete and the 'Use resource curves \ future period buckets' checkbox is marked (also on the Earned Value tab).

Note

- ▶ To spread the Estimate To Complete using a curve, mark ETC = Remaining Cost for Activity (on the Earned Value tab in the Work Breakdown Structure window).

Updating progress

If activities are progressing on schedule, you may want P6 Professional to estimate progress for all activities as of the new data date you specify. P6 Professional can quickly apply actuals to activity dates, and calculate actual duration and units when you use the Update Progress dialog box to update activities.

Estimating activity progress is a quick and convenient way to update your project. P6 Professional estimates progress only for those activities that were supposed to take place. Since progress can occur on activities out of sequence, you may need to update additional activities—especially if you selected activities by dragging the data-date line or by using the Progress Spotlight feature (View, Progress Spotlight). Once you spotlight activities, you can quickly update the project automatically as "on time."

When you use Update Progress to progress activities, P6 Professional will apply actual dates to the activities that should have started and finished, update the actual and remaining durations, and update the remaining units according to the new data date.

Creating and Using Reflections

What is a reflection

A reflection is a copy of a project that has the following characteristics:

- 1) Has the same name as the original source project with reflection appended to it.
- 2) Internally, contains a link to the source project that allows the application to merge changes to the reflection into the source project.
- 3) Has a what-if status.

After creating a reflection, you can make changes to it. You can then merge selected changes back into the source project keeping active data in the source project intact. Creating a reflection facilitates the following work flows and processes:

- ▶ Creating a sandbox area to test different project scenarios.
- ▶ Reviewing changes made in collaboration with other users of a reflection. Using the reflection as an intermediary project lets you review and accept changes before merging the reflection back into the source project.
- ▶ Reviewing changes to a project by exporting a reflection as an .XER file. You can send the .XER file to outside users who can import the file into their database. After making changes to the project, the outside users can export the file and send the resulting .XER file back to you. By importing the .XER file back into your reflection, you can decide which changes to keep when you merge the reflection back into the source project.

Creating and using reflections

Follow this procedure to create and use reflections.

- 1) Create a reflection. See **Create a Reflection** (on page 315).
- 2) Make changes to the reflection.
- 3) Preview the changes to the project. See **Merging a Reflection with the Source project** (on page 316).

- 4) Optionally, print a report of the changes to the project. See **Printing a reflection difference report** (on page 315).
- 5) Merge selected changes into the source project. See **Merging a Reflection with the Source project** (on page 316).

Create a Reflection

Follow this procedure to create a reflection of a source project. The reflection you create will have the same name as the source project with an incremental number appended to it.

Notes:

- ▶ The Create Reflection context menu will only be available when selecting a project under an EPS node in which you have the privilege to create projects. Generally this means that the Responsible Manager assigned to the EPS node in which the project resides must be assigned to your user name with a profile that includes the "Add Projects" project privilege.

Create a reflection

- 1) In the Projects view, right click on the project for which you want to create a reflection.
- 2) In the context menu, click Create Reflection. If the project does not contain any baselines, the system responds by creating a reflection. Otherwise, the system responds by displaying the Copy Baselines dialog box. For any baselines you want to copy, mark checkbox(s) in the Copy column of the Copy Baselines dialog box and click OK. The system responds by creating a reflection.

Make changes in the reflection

Once a reflection has been created, you can make changes to the reflection as needed to explore alternative project scenarios.

Printing a reflection difference report

The Preview Changes to Project dialog box provides a print function that allows you to print a report that lists the differences between the reflection and the source project.

- 1) In the Projects view, right click on the reflection that you want to print a difference report.
- 2) In the context menu, click Merge Reflection into Source Project. If there are any changes to merge, the system responds by displaying the Preview changes to project dialog box.
- 3) In the Group Changes By, choose how you would like group the changes.
- 4) Expand or collapse the nodes as you would like the information to be displayed in the printout.

- 5) Right click anywhere inside the grid and choose Print Preview from the context menu.
- 6) To set the default printer, paper size, and page orientation, click 
- 7) Click  to print the difference report.

Merging a Reflection with the Source project

Creating a reflection allows you to make a copy of a project known as a reflection. Once a reflection has been created, you can make changes to the reflection as needed to explore alternative project scenarios. Then, you can merge these updates to the original project, allowing you to keep active project data intact. This topic assumes that you have already created a reflection, you have made changes to the reflection and are ready to either preview and/or merge selected changes into the source project. See **Create a Reflection** (on page 315).

Notes:

- ▶ The Merge Reflection into Source Project context menu will only be available when selecting a reflection to which you have superuser access. You will also need superuser access to the source project associated with the reflection. Additionally, the source project cannot be opened exclusively by another user nor can it be checked out.
- ▶ Changes you make to the following fields in a reflection project will result in new entries being added to the source project when you merge a reflection into the source project: Project ID, Activity ID, Resource ID, Role ID, Cost Account, and Price/Unit. For example, assume that the source project contains an activity with an Activity ID of A1000. After creating a reflection, you change the Activity ID from A1000 to A1005 in the reflection project. Then, when you merge the reflection project into the source project, the source project now contains two activities, A1000 and A1005, which are identical except for the Activity ID.

Preview changes to be merged

Begin by previewing the changes.

- 1) In the Projects view, right click on the reflection that you want to merge with the source project.
- 2) In the context menu, click Merge Reflection into Source Project. If there are any changes to merge, the system responds by displaying the Preview Changes to Project dialog box.

Choose changes to merge

Next, choose changes from the reflection to merge into the source project. There are two ways the changes can be viewed, or grouped, in the Preview Changes to Project dialog box: by subject area or by activity. The default is by activity. When you view the changes by activity, check boxes appear in the Merge column for activity rows. This allows you to select which activities to merge into the source project.

Notes:

- ▶ By default, if there are any activities with changes, all activity check boxes will be marked.
- ▶ Marking or clearing an activity check box in the Activity grouping has a corresponding affect in the Subject Area grouping even though the check boxes are not available. Ensure the Activity radio button is marked if you need to understand or change which activities are to be merged.
 1. In the Group Changes By, choose how you would like group the changes.
 2. If you choose Activity in step 1, select activities to be merged by marking the appropriate Merge checkbox in the Merge column.

Tip:

- ▶ If the application has detected activities that have changed, two buttons will be enabled: Select All and Clear All. You can use these buttons to save time if you have a lot of activities to consider. For example, suppose you knew that there were only two activities that should be merged out of a large number of changed activities. In this example, you could save time by clicking the Clear All and then marking only the two that should be merged.

Determine actions the application should take prior to merging

Under Prior to merging, mark the appropriate check box.

- 1) Mark the Create a copy of the source project as a baseline if you would like to create a baseline in the source project with the name of the project with - Bx appended to it, where x is an incremented number.
- 2) Mark the Create a backup file of source project if you would like export the project to an .xer file. You could use this file to rollback the source project after the merge.

Determine actions the application should take after merging

Under After merging, mark the appropriate check box.

- 1) Mark the Keep reflection check box if you would like the application to keep the reflection in the EPS after the reflection is successfully merged.
- 2) Mark the Delete reflection check box if you would like the application to delete the reflection from the EPS after the reflection is successfully merged.
- 3) Mark the Replace reflection checkbox if you would like to replace the reflection with an updated reflection based on the current data in the source project after the merge.

Note

- ▶ If you choose the Replace reflection option, the new reflection will be created with the same baselines that were in the original reflection.

Merge the changes

If for whatever reason, you decide not to merge the changes in the Reflection into the Source project, click Cancel and no changes will be made to the source project.

Otherwise, click Merge Changes to merge the changes into the source project.

Notes

- ▶ We suggest opening and scheduling the source project after merging changes into it.
- ▶ When you export resource assignments to an XLS file, only the lowest level of cost accounts associated with resource assignments is exported to the XLS file. For example, assume your cost account hierarchy has a cost account named CA, with a subordinate level named CA.A. If you assign the cost account CA.A to a resource assignment, when you export resource assignments to an XLS file, the XLS file displays "A" as the cost account, not "CA.A." If you then import this XLS file to the same project in P6 Professional, in some cases, a duplicate resource assignment will be created that lists "A" as the assigned cost account for the duplicate resource assignment.

Frequently asked questions about reflections

Q. Can I view the link in the reflection to the source project?

A. Yes. Use the following procedure to view the link

- 1) From the Enterprise menu, select Projects.
- 2) From the View menu, select Columns, then select Customize.
- 3) In the General section of the Available Options column, select Source Project and click  to move the Source Project field into the Selected Options column.
- 4) Use the  and  buttons to move the field's position.
- 5) Click OK. The system responds by displaying the name of the Project ID in the Source Project field of reflection projects. Note that this field is read-only.

Q. Can I have multiple reflections pointing to the same source project?

A. Yes.

Q. What happens to the reflection when I delete the source project?

A. The link is deleted from the source project field in the reflection.

Q. Why don't I see the Create Reflection menu option when I right click on a project?

A. The right click option is hidden when any of the following is true:

- ▶ A group band node is selected
- ▶ More than one project is selected

Q. Why is the Create Reflection menu option disabled when I right click on a project?

A. The Create Reflection menu option is disabled when you do not have access to create projects within the EPS node.

Q. Why don't I see the Merge Reflection into Source Project menu option when I right click on a reflection project?

A. The right click option is hidden when any of the following is true:

- ▶ A group band node is selected
- ▶ More than one project is selected
- ▶ A non-reflection project is selected (i.e. the project does not contain a source project field value)
- ▶ The selected project contains a source project field value, but it does not have a what-if status
- ▶ The selected project has a what-if status but it does not contain a source project field value

Q. Why is the Merge Reflection into Source Project disabled?

A. The right click option is disabled when any of the following is true:

- ▶ The source project has been checked out
- ▶ The source project and/or the reflection has been opened exclusively by another user
- ▶ You do not have super user privileges to both the source project and the reflection

Q. What happens when there are duplicate records for resources?

A. The resources will not be updated. You will have to update the resources in the source project manually.

Q. What happens if the merge fails?

A. The system responds with a message that the merge process failed, creating the prmReflectionMerge.log file in the temporary directory, and notifying of log file's location.

Q. How are changes to dates handled?

A. Scheduling related date fields are not shown in the preview but may be updated upon merging changes.

Q. How are baselines handled when the "Replace reflection" option is used?

A. The new reflection will be created with the same baselines that were in the original reflection.

Scheduling Projects

Scheduling projects

Your project schedule can be calculated one of two ways: when you choose the Schedule command or each time you make a change that affects schedule dates.

The **Critical Path Method (CPM) scheduling** (on page 812) technique is used to calculate project schedules. CPM uses activity durations and relationships between activities to calculate the project schedule.

Calculating a schedule

When you choose to calculate a schedule, all activities in the network are examined, beginning with the first and ending with the last, to calculate the earliest start and finish dates for each activity.

The activities are then reexamined in a backward pass, beginning with the latest early finish of the last activity in the network and ending with the first activity, to calculate the latest start and finish dates for each activity. See **Backward pass** (on page 810).

Float values are calculated using the duration and calendar definitions for the activity.

In addition to scheduling a project, you can also level resources. To read about leveling resources, see **Leveling resources** (on page 328).

Automatic scheduling

You can calculate the schedule each time activity data change, rescheduling activities that have changed significantly and or that were affected by a change to the first activity. If automatic scheduling is turned on, the schedule recalculates each time a significant change is made to an activity, relationship, or resource. If you turn off automatic scheduling, changes to activities are not reflected in the schedule until you calculate the schedule again.

You can also level resources during automatic scheduling.

Scheduling "nondriving" resource assignments

Resources that do not drive the dates of the activity to which they are assigned are considered to be nondriving. You can define resources as driving or nondriving by default in the Projects Window, Project Details, Resources tab. See **Driving resource** (on page 842). When scheduling nondriving resources, P6 Professional applies the following rules:

- ▶ When scheduling on the forward pass, if the activity has any driving resource assignments, P6 Professional calculates the early start date of the activity as the earliest Early Start date of all driving resource assignments. Once the Early Start of the activity is calculated from the driving assignments and relationships, all nondriving resources are scheduled on or after this date using its assignment duration. The Early Finish dates of the nondriving assignments can fall earlier or later than the Early Finish of the activity. See **Forward pass** (on page 816).
- ▶ When scheduling on the backward pass, the Late Start date of the activity and all nondriving resources are calculated as the earliest Late Start date of all driving resource assignments. Once the Late Start date of the activity is calculated from the driving assignments and relationships, all nondriving resources are scheduled on or after this date using its assignment duration. This means the Late Finish date of the nondriving assignments can fall later than the Late Finish date of the activity to which they are assigned. See **Backward pass** (on page 810).
- ▶ The finish dates of the nondriving resource assignments can fall later than the latest calculated Early Finish date of the project, which is driven by the activity dates.
- ▶ If no driving resources exist on the activity, the activity dates are used as the calculated dates for the nondriving resources.

Types of constraints

Network logic alone cannot reflect all project situations. Sometimes activities must be accomplished according to specific dates rather than on dates determined by other activities in the project. To model dependence on specific dates, assign primary and secondary constraints to activities.

Select a constraint type below to view its description.

Start constraints

Start on constraint (on page 826)

Start on or after constraint (on page 826)

Start on or before constraint (on page 826)

Finish constraints

Finish on constraint (on page 815)

Finish on or after constraint (on page 815)

Finish on or before constraint (on page 815)

Mandatory constraints

Mandatory start constraint (on page 818)

Mandatory finish constraint (on page 818)

Late constraint

As late as possible constraint (on page 809)

Using the data date

The data date is the last date you recorded progress in the form of actual dates, percent of work completed, revised remaining duration, or actual quantities or costs.

Activities are scheduled from the project data date, using the project start date as the initial data date.

Be sure to change the data date and reschedule a project each time you record progress for activities. For example, suppose you update the schedule every Friday and the current data date is Friday, November 5. When one week elapses and it is November 12, update progress through the end of the day November 11, then advance the data date to November 12. The schedule revises based on the actual dates, delays, and other changes you recorded during the past week.

Always assume that the data date starts the workperiod; the data date can be the beginning of the hour, day, week, or month. Work accomplished on the data date is not included because it is the beginning of the period.

During the project, the data date moves forward toward the project completion date. The actual dates can serve as historical data for planning another project.

Define critical activities

When you schedule your project, you can decide how you want to identify the critical activities.

- 1) Choose Tools, Schedule.
- 2) Click Options.
- 3) In the General tab, select an option to determine the method for defining critical activities.

If you choose Total Float less than or equal to, specify the maximum float time for activities before they are marked critical. You can type a new number and time unit.

If you choose Longest Path, the activities on the longest path in the network are considered critical. In a multicalendar project, the longest path is calculated by identifying the activities that have an early finish equal to the latest calculated early finish for the project and tracing all driving relationships for those activities back to the project start date.

Note

- ▶ When you run the scheduler, activities are flagged as critical based on the option you select as described above. If you also choose to calculate multiple critical float paths (on the Advanced tab of Schedule Options), the float paths are calculated after the project has been scheduled. Critical activities that are not part of a critical float path remain tagged as critical. See **Calculate multiple float paths** (on page 324).

Shortening the critical path

The critical path is a series of activities that determines a project's completion time. The duration of the activities on the critical path controls the duration of the entire project; a delay to any of these activities will delay the finish date of the entire project. Critical activities are defined by either the total float or the longest path in the project network.

To shorten the duration of a project, focus on the critical path. Filter the critical activities and make any of the following adjustments:

- ▶ Enter shorter original or planned and remaining durations (work faster).
- ▶ If resources are assigned to an activity, reduce the durations of those resources or increase the number of units assigned to reduce the duration of the activity itself (use more people or equipment).
- ▶ Change the appropriate calendar, changing some nonworkdays to workdays (more worktime).
- ▶ Use start to start relationships to overlap activities (work on more activities at once). See **Start to start relationship** (on page 827).
- ▶ Divide long activities into several shorter-duration activities, so that portions of the activity can be overlapped (work on several portions of an activity simultaneously).

Activities can appear critical without being on the critical path, if they are part of an open-ended chain. To make these activities appear noncritical, so that you can focus on the critical path, choose Tools, Schedule. On the General tab, clear the Make Open-Ended Activities Critical checkbox.

Tip

- ▶ You can calculate the most critical path, along with sub-critical paths, by choosing the Calculate multiple float paths option in the Advanced tab of the Schedule Options dialog box.

Analyzing the schedule using multiple critical float paths

When you schedule a project, you can choose to calculate multiple critical float paths (sequences of activities) that affect the project schedule. By calculating multiple critical float paths, you can determine the most critical path in the project schedule, along with sub-critical paths that affect the completion of the most critical path. See **Calculate multiple float paths** (on page 324).

While you can determine the critical path of activities based on total float or longest path, these methods do not offer insight into sub-critical paths that can also affect the project schedule. For example, if you choose to identify critical activities based on a maximum total float threshold, the module will identify all activities beyond the threshold as critical even if the activities have no relationships or do not affect the project end date. Likewise, if you choose to identify critical activities based on longest path, the module will identify the critical path of activities but will not identify sub-critical paths that affect the critical path.

In the Advanced tab of the Schedule Options dialog, you can choose to calculate a specific number of critical float paths based on total float or free float. You can also choose the activity you want the float paths to end on. By choosing an activity, you can calculate multiple float paths that affect the entire project schedule, a specific part of the schedule, or a milestone in the schedule.

When you schedule the project, the module identifies the most critical float path in the schedule and assigns those activities a Float Path value of 1. Then, depending on the number of paths you choose to calculate, the module identifies other float paths (sub-critical float paths) that affect the most critical float path and numbers the paths in ascending order (beginning with 2) based on the criticality of the path.

After you schedule a project, you can display the Float Path and Float Path Order columns in the Activity Table. Group by Float Path to view the activities in each critical float path, then sort by Float Path Order to view the order in which the activities were processed.

Note

- ▶ Calculating multiple critical float paths does not affect how you define critical activities. When you schedule a project, you must choose to define critical activities by a maximum float time or by longest path in the General tab of the Schedule Options dialog box. When you run the scheduler, activities are flagged as critical based on this setting. If you also choose to calculate multiple critical float paths, the float paths are calculated after the project has been scheduled. Critical activities that are not part of a critical float path remain tagged as critical.

Calculate multiple float paths

When you schedule a project, you can choose to calculate multiple critical float paths.

- 1) Choose Tools, Schedule.

- 2) Click Options, then click the Advanced tab.
- 3) Mark the Calculate multiple float paths option.
- 4) Choose to calculate multiple paths using Total Float or Free Float.
- 5) In the Display multiple float paths ending with activity field, click the Browse button to choose the activity on which you want the float paths to end.

You can choose any activity; however, typically this activity is a milestone or some other major activity in the project schedule.

- 6) Specify the number of float paths you want the module to calculate.

Enter a low number (10 or less) to optimize performance.

- 7) Click Close.

Notes

- ▶ If you choose to calculate multiple paths using Total Float, to calculate the most critical path, the module first determines which relationship has the most critical total float. Using this relationship as the starting point, the module determines which predecessor and successor activities have the most critical relationship total float, among all possible paths, until an activity is reached that does not have any relationships. The path that contains these activities is the most critical path. These activities are assigned a Float Path value of 1 (the most critical float path) and the process begins again until the specified number of paths are calculated.
- ▶ If you choose to calculate multiple paths using Free Float, the most critical path will be identical to the critical path that is derived when you choose to define critical activities as Longest Path in the General tab of the Schedule Options dialog box. In a multicalendar project, the longest path is calculated by identifying the activities that have an early finish equal to the latest calculated early finish for the project and tracing all driving relationships for those activities back to the project start date.

Schedule a project

- 1) Open the projects you want to schedule.

Tip: If you want to schedule multiple projects simultaneously, you should set the data date for each project individually before scheduling. To set the data date for each project, choose Enterprise, Projects. For each project you want to schedule, select the project in the project table, then modify the Data Date field on the Project Details, Dates tab.

- 2) Choose Tools, Schedule.

- 3) To set scheduling options, click Options.

To display and/or use the default scheduling settings, click Default in the Schedule Options dialog box.

See **Schedule Options dialog box** (on page 767) for information on all of the available scheduling options.

- 4) If only one project is open, click  in the Current Data Date field if you want to change the data date before scheduling the project.

Tip: If multiple projects are open, this field displays the Earliest Data Date of all open projects; you can not change the data date for all open projects from this field. You can change the data date for individual projects on the Project Details, Dates tab and when you apply actuals (Tools, Apply Actuals).

- 5) If enabled, mark the 'Set Data Date and Project Planned Start to Project Forecast Start during scheduling' checkbox if you want to schedule using forecast dates rather than the data date.

When you mark this checkbox and schedule the projects, each project's data date is changed to match each project's forecast start date during scheduling.

Tip: A forecast start date is shown if the start date of a project was manually changed by dragging the project bar to a new timeframe in Tracking layouts.

- 6) To record your scheduling results in a log file, mark the Log to File checkbox, then click  to specify a filename and location.
- 7) Click Schedule.
- 8) If you're scheduling multiple projects and the projects have different data dates, a message appears indicating that each open project will be scheduled using its own data date (as specified on the Project Details, Dates tab). Click Yes to continue scheduling, or click No to cancel.
- 9) If, in the Schedule Options dialog box, you chose to calculate float based on the latest finish date of all open projects, you may be prompted with an additional warning message. Read the contents of the message, then click Yes to continue scheduling, or click No to cancel.

Notes

- ▶ When scheduling, to recalculate actual units for resource assignments that use curves, mark Recalculate Actual Units and Cost When Duration % Complete Changes (in the Calculations tab in the Projects window).
- ▶ Relationships to and from WBS Summary activities are ignored when you schedule a project, even if you choose to maintain activity relationships between projects.

Schedule a project automatically

Follow these steps to turn on "automatic scheduling" so that the schedule calculates each time you add or delete an activity or relationship, change an activity duration or relationship type, or change anything that affects schedule dates.

- 1) Choose Tools, Schedule.
- 2) Click Options.
- 3) In the General tab, mark the Schedule Automatically When a Change Affects Dates checkbox.
- 4) If you want to level resources automatically after it schedules, mark the Level Resources During Scheduling checkbox.
- 5) Click Close, then click Schedule.

Enter activity constraints

- 1) Choose Project, Activities, then select the activity whose constraint you want to define.
- 2) Display Activity Details, then click the Status tab. See **Display window details** (on page 56).
- 3) In the Primary field, select a constraint type.
- 4) Click  in the Date field, then select the date to which the constraint applies.
- 5) In the Secondary field, select a constraint type (if necessary).
- 6) Click  in the Date field, then select the date to which the constraint applies.

Notes

- ▶ The Secondary constraint list is filtered based on the value you select in the Primary constraint field.
- ▶ You cannot apply constraints to Level of Effort or WBS Summary activity types.

Change the data date

- 1) Choose Enterprise, Projects, then select the project whose data date you want to change.

If a single project is open, you can change the data date directly on the Schedule dialog box (choose Tools, Schedule).

- 2) Display Project Details, then click the Dates tab.
- 3) In the Data Date field, type the new data date or click  to select a date.

Choose a calendar for relationship lag

- 1) Choose Tools, Schedule.
- 2) Click Options.
- 3) On the General tab, select a calendar in the Calendar for Scheduling Relationship Lag field.

Leveling Resources

Leveling resources

Resource leveling is a process that helps you ensure that sufficient resources are available to perform the activities in your project according to the plan. During resource leveling, an activity is only scheduled to occur when its resource demands can be met. To accomplish this, tasks may be delayed to resolve resource availability conflicts.

Typically, you level during the forward pass through a project. See **Forward pass** (on page 816). This determines the earliest dates to schedule an activity when sufficient resources will be available to perform the task.

If forward leveling delays the project's early finish date, late dates remain unchanged unless you clear the checkbox to preserve scheduled early and late dates in the Level Resources dialog box. In this case, a backward pass recalculates late dates. See **Backward pass** (on page 810).

Tip

- ▶ While resource leveling provides one way to resolve resource conflicts, you may also want to consider alternative solutions, such as changing activity relationships or reallocating resources.

Notes

- ▶ The maximum amount of work that a resource is capable of doing for a given timeperiod is defined by the resource's Max Units/Time value in the Units & Prices tab of Resource Details.
- ▶ Leveling is disabled when no projects are open.
- ▶ Resource curves are not used when leveling; however, manual future period values are considered when leveling. See **Manual future period buckets** (on page 819).

Leveling priority definitions

Projects typically contain more than one chain of activities. If two activities from different chains are ready for leveling, P6 Professional chooses one using the priorities you specify in the Leveling Priorities area of the Level Resources dialog box. Then, it sorts numbers first, then alphabetic characters, followed by blank values. If you specify no prioritization codes, P6 Professional sorts by activity ID.

The following table defines your priority and order options for leveling resources.

Priority	Ascending	Descending
Activity ID	Levels activities with lower IDs first.	Levels activities with higher IDs first.
Activity Priority	Levels lower priority activities first.	Levels higher priority activities first.
Early Finish	Levels activities with earlier, early finish dates first.	Levels activities with later, early finish dates first.
Early Start	Levels activities with earlier, early start dates first.	Levels activities with later, early start dates first.
Free Float	Levels activities with less free float, or more critical activities, first.	Levels activities with more free float, or less critical activities, first.
Late Finish	Levels activities with earlier, late finish dates first.	Levels activities with later, late finish dates first.
Late Start	Levels activities with earlier, late start dates first.	Levels activities with later, late start dates first.
Original or Planned Duration	Levels activities with shorter original or planned durations first.	Levels activities with longer original or planned durations first.
Planned Finish	Levels activities with earlier planned finish dates first.	Levels activities with later planned finish dates first.
Project Planned Start	Levels activities with earlier project planned start dates first.	Levels activities with later project planned start dates first.
Project Priority	Levels lower priority projects first.	Levels higher priority projects first.
Remaining Duration	Levels activities with shorter remaining durations first.	Levels activities with longer remaining durations first.
Total Float	Levels activities with less total float, or more critical activities, first.	Levels activities with more total float, or less critical activities, first.

Specify leveling priorities

- 1) Choose Tools, Level Resources.
- 2) In the Leveling Priorities area, click Add.
- 3) Select a new leveling priority.

A priority within the table takes precedence over any priorities below it.

- 4) Specify a sort order.
- 5) Click Level.

Notes

- ▶ To remove a priority from the list, select the priority, then click Remove.
- ▶ To edit a priority, click the field name, then select a new field name and/or double-click the Sort Order column and select Ascending or Descending.

Level resources

- 1) Choose Tools, Level Resources.
- 2) Mark the Consider Assignments in Other Projects With Priority Equal/Higher Than checkbox and specify a priority number if you want to consider other project assignments when determining whether a resource is overallocated.
- 3) Mark the Preserve Scheduled Early and Late Dates checkbox to preserve the early and late dates that were calculated during project scheduling.
- 4) Mark the Level All Resources checkbox to level all the resources within the project. To level specific resources, clear the Level All Resources checkbox and click Select Resources to choose the resources that you want to include in the leveling run.
- 5) Specify leveling priorities.
- 6) Mark the Log to File checkbox to record your leveling results in a log file, then click  to specify a filename and location.
- 7) Click Level.

Tip

- ▶ To display and/or use the resource leveling defaults, click Default.

Notes

- ▶ Resource curves are not used when leveling.
- ▶ A Resource assigned to a suspended activity is considered available for assignment to other activities until the resume date of the suspended activity.

Level selected resources

- 1) Choose Tools, Level Resources.
- 2) Clear the Level All Resources checkbox to level only a subset of all the resources.
- 3) Click Select Resources.
- 4) Mark the checkbox in the Level column next to each resource you want to level, then click OK.
- 5) Click Level.

Note

- ▶ If the Level All Resources checkbox is marked, all the resources will be leveled regardless of the resource selection defined under the Select Resources button.

Limit resource leveling

- 1) Choose Tools, Level Resources.
- 2) Mark the Level Resources Only Within Activity Total Float checkbox to delay activities with resource conflicts only up to their late dates (late finish when based on finish float, late start when based on start float).
- 3) In the Preserve Minimum Float When Leveling field, type the minimum amount of total float you want to maintain for each activity during the leveling.
- 4) In the Max Percent to Overallocate Resources field, specify the maximum percentage by which resource availability can be increased.

This increased resource availability is used for leveling if resources assigned to an activity cannot be leveled after using the activity's float limit.

- 5) Click Level.

Level resources automatically

- 1) Choose Tools, Level Resources.
- 2) Mark the Automatically Level Resources When Scheduling checkbox to automatically level resources each time you schedule a project.

Leveling resources on Task, Resource Dependent, and WBS summary activities

The following rules apply to leveling resources:

- ▶ If you level a **Task dependent activity** (on page 827) with driving and nondriving resource assignments, P6 Professional requires that all resources be available in order to place the activity. See **Driving resource** (on page 842).
- ▶ If you level a **Resource dependent activity** (on page 823) with driving and nondriving resource assignments, P6 Professional requires that all driving resources assigned to the activity be available in order to place the activity. All nondriving resources will be leveled on or after the activity dates, which are driven by the driving resources.
- ▶ If you level a Resource Dependent type activity with nondriving resource assignments, P6 Professional will place the resources on or after the earliest possible start date of the activity. These resources can be placed any time in the future after this candidate date.
- ▶ If you level a Resource Dependent type activity with a combination of driving and nondriving resources, and the driving resource succeeds in finding availability, while the nondriving resource fails, the nondriving assignment dates will be delayed based on where the driving resources are placed.
- ▶ WBS Summary activities are ignored during the leveling process.

If any resource assignment fails leveling, it is noted in the leveling report, even in cases where the driving resources succeed.

Adding and Assigning Issues

Issues

Issues are known problems within a project plan that require attention or corrective action. You can manually create issues and you can generate issues automatically by defining project thresholds. You can associate these issues with work breakdown structure (WBS) elements, activities, or resources.

When you add an issue, you can assign a priority level, tracking layout, and responsible manager to the issue. An issue's tracking layout assignment is helpful when you want to quickly open the tracking layout that best displays the problem area. An issue's responsible manager assignment identifies the person responsible for addressing the issue. You can record historical details for the issue and e-mail issue details, along with your notes and the issue's history, to any member of the project's staff.

In addition to these features, an Issue Navigator feature enables you to select a current issue and navigate to specific areas of the module to view different issue details quickly.

Add an issue

- 1) Choose Project, Issues.
- 2) Click  on the **Edit Toolbar** (on page 108) or choose Edit, Add.

- 3) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 4) Type the issue's name.
- 5) In the Responsible Manager field, click , select the person to assign, then click the Select button.
- 6) In the Tracking Layout field, click , select the layout to associate with the issue, then click the Select button.
- 7) In the Date Identified field, click  to select a date (if different than the current system date).
- 8) Select the issue's status.
- 9) Select the issue's priority level.
- 10) Click the Details tab.

If applicable to the issue you are adding, type values in the Lower Threshold, Upper Threshold, and Actual Value fields. For issues that you add manually, these fields are informational only and are not used for calculations. For threshold-generated issues, these fields display the threshold values assigned to a threshold parameter and the actual value calculated for the threshold.

- 11) To associate the issue with a work breakdown structure (WBS) element other than the root WBS element, in the Applies to WBS field, click , select the WBS element, then click the Select button.
- 12) To associate the issue with a resource and/or a specific activity, click  in the appropriate field, select the resource or activity, then click the Select button. If resource security is enabled, you can only view current project resources and resources you have access to. See **Introduction to Resource Security** (on page 572). See **Current Project Resources** (on page 812).
- 13) To record a description of the issue, click the Notes tab, then click Modify to type a description of the issue in an HTML editor.

In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Assign responsibility for an issue

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 3) In the Responsible Manager field, click .
- 4) Select the name of the responsible OBS member, then click the Select button.

Assign a tracking layout to an issue

When you assign a default tracking layout to an issue, you can quickly view issue details through the Issue Navigator.

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 3) In the Tracking Layout field, click , select the tracking layout you want to assign, then click the Select button.

Assign an issue to a resource

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the Details tab. See **Display window details** (on page 56).
- 3) In the Applies to Resource field, click , select the resource to which you want to assign the issue, then click the Select button.

Note

- ▶ If the threshold monitor generated the selected issue, you cannot assign the issue to a resource or change the issue's resource assignment.

Assign an issue to an activity

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the Details tab. See **Display window details** (on page 56).
- 3) In the Applies to Activity field, click , select the activity to which you want to assign the issue, then click the Select button.

Note

- ▶ If the threshold monitor generated the selected issue, you cannot assign the issue to an activity or change the issue's activity assignment.

Change an issue's status

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 3) Select a status.

Track the duration of an issue

- 1) Choose Project, Issues, then select the issue.
- 2) Display Issue Details, then click the General tab. See **Display window details** (on page 56).
- 3) Compare the dates in the Date Identified and Resolution Date fields to determine how long an issue is open and how long it took to resolve the issue.

Delete an issue

- 1) Choose Project, Issues.
- 2) Select the issue, then choose Edit, Delete.

Send e-mail about an issue

You can send e-mail about an issue from the Project Issues window or the Issue Navigator dialog box.

- 1) From the Project Issues window, select the issue about which you want to send e-mail, then click  on the Edit toolbar, or right-click on the issue and choose Notify. See **Edit Toolbar** (on page 108).

From the Issue Navigator dialog box, select the issue about which you want to send e-mail, then click Notify.

- 2) In the Subject and Contents area, type any corrections or additions about the issue.
- 3) To add a recipient, click Add.

To select a recipient from a list of OBS members, resources, or users, choose Select Recipient from a Dialog, then click OK. Select a recipient from the displayed dialog box, then click the Assign button.

To enter a recipient's e-mail address, choose Manually Add a New Recipient, then click OK. Type the recipient's information in the Notify Issue dialog box.

- 4) To remove a recipient from the recipient list, select the recipient, then click Remove.
- 5) To send the notification to all listed recipients, click Send All.

Tip

- ▶ The recipients you choose to notify about an issue are not saved in the Recipients list in the Notify Issue dialog box. To keep a record of who you e-mailed about an issue, you can add the information to the issue history.

View or add to an issue's history

- 1) Choose Project, Issues.
- 2) Select the issue whose history you want to view.

- 3) Click  on the Edit toolbar, or right-click on the issue and choose Issue History. See **Edit Toolbar** (on page 108).
- 4) To add information, type in the Add to Notes area, then click Add.

Use the issue navigator

- 1) Choose Tools, Issue Navigator.
- 2) Select the issue you want to review.
- 3) To view the issue's details with its assigned tracking layout, click Tracking.

To view the issue's Activity Details in the Activities window, click Activities.

To view the issue's work breakdown structure details in the Work Breakdown Structure window, click WBS.

To view the issue's resource details in the Resources window, click Resources.

To view the issue's details in the Project Issues window, click Issue Details.

Tip

- ▶ You can automatically display the Issue Navigator at startup. Choose Edit, User Preferences. Click the Application tab, then mark the Show the Issue Navigator Dialog at Startup checkbox.

Adding and Assigning Thresholds

Thresholds

Use thresholds as a project management technique. You can create a threshold by selecting a parameter, such as start date variance; setting lower and upper values for the threshold; and applying the threshold to a specific work breakdown structure (WBS) element, or area, of your project plan.

When you define a threshold for a WBS element, you can specify the level of detail by which you want to monitor the WBS element. You can monitor the threshold at the activity level, and you can monitor the threshold at the WBS level. If you monitor a threshold at the activity level, issues are generated for each activity that violates the threshold. If you monitor a threshold at the WBS level, each activity contained in the specified WBS element is tested, and then all issues are summarized to the WBS element, rather than each activity.

After you define a threshold, you can monitor it to identify any issues associated with it. For example, you may set a threshold using the Total Float parameter. If the lower threshold value is 1d and the upper threshold value is 10d, an issue is generated for any activities that have a total float less than or equal to 1d or more than or equal to 10d. You can assign a person to be responsible for issues generated by the threshold. You can also specify threshold tracking layouts and assign priority levels to thresholds. A threshold's tracking layout assignment identifies the tracking layout that best displays the threshold problem area.

Threshold parameter definitions

A threshold parameter is a type of "test" that P6 Professional applies to activities or work breakdown structure (WBS) elements in a project to identify potential issues. You can specify a threshold parameter and a lower and/or upper threshold value against which project data can be evaluated to identify issues that you want to track.

An issue is automatically generated when a threshold parameter is equal to or less than the lower threshold value, or equal to or greater than the upper threshold value.

The following list defines the available threshold parameters:

Accounting Variance (\$) (on page 809)

Cost % of Planned (%) (on page 811)

Cost Performance Index (CPI) (ratio) (on page 811)

Cost Variance (CV) (\$) (on page 811)

Cost Variance Index (CVI) (ratio) (on page 812)

Duration % of Original (%) (on page 813)

Finish Date Variance (days) (on page 815)

Free Float (days) (on page 816)

Schedule Performance Index (SPI) (ratio) (on page 824)

Schedule Variance (SV) (\$) (on page 824)

Schedule Variance Index (SVI) (ratio) (on page 824)

Start Date Variance (days) (on page 825)

Total Float (days) (on page 828)

Variance at Completion (VAC) (\$) (on page 829)

Add a threshold

- 1) Choose Project, Thresholds.
- 2) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).

- 3) To specify a threshold parameter, in the Threshold Parameter field on the General tab, click . Select the parameter, then click the Select button.
- 4) In the Lower Threshold and/or Upper Threshold fields, type a numeric value.

To identify issues, project data is evaluated using a less than or equal to algorithm for the lower threshold value and a greater than or equal to algorithm for the upper threshold value. For example, to generate a Start Date Variance issue if an activity starts one or more days early or three or more days late, you would specify a lower threshold of -1 and an upper threshold of 3.

- 5) To select the work breakdown structure (WBS) element you want to monitor for the new threshold, in the WBS to Monitor field, click . Select the element, then click the Select button.
- 6) In the Detail to Monitor field, select the level at which you want to monitor the WBS element.

When Detail to Monitor is set to Activity, the threshold monitor will review activities belonging to the WBS element you specified, as well as the activities for all of its child WBS elements.

- 7) To assign responsibility for the threshold's issues to a member of the OBS structure, in the Responsible Manager field, click . Select the name of the manager, then click the Select button.
- 8) To associate a tracking layout with the threshold's issues, in the Tracking Layout field, click . Select the layout, then click the Select button.
- 9) To assign a priority level to issues generated by the selected threshold, in the Issue Priority field, select a priority level.
- 10) Click the Details tab.
- 11) To specify the timeperiod during which you want to monitor the threshold, in the Monitor Time Window area From Date and To Date fields, click . To specify a custom date, click the date in the calendar window, then click the Select button.

The From Date and To Date values define a window in time for this threshold. Any activities/WBS elements whose start dates exceed the To Date or whose finish dates precede the From Date will not be reviewed by the threshold monitor and, therefore, will not generate any issues.

Assign responsibility for threshold-generated issues

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then click the General tab.
- 3) In the Responsible Manager field, click .
- 4) Select the name of the OBS element, then click the Select button.

Assign a tracking layout to a threshold

You can assign default tracking layouts to thresholds and their issues. This enables you to use the Issue Navigator to quickly open the tracking layout that best displays the threshold's issue details.

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then click the General tab.
- 3) In the Tracking Layout field, click . Select the tracking layout you want to assign, then click the Select button.

Monitor a threshold

You can monitor a specific threshold or you can monitor all thresholds at once.

Tip

- ▶ For start and finish date thresholds, it is best to monitor the threshold after applying actuals but before scheduling. This prevents numerous issues from being generated when only one activity causes the problem. Scheduling prior to monitoring would cause successor activities to be included in the monitor that are really not an issue.

To monitor all thresholds at once

- 1) Choose Tools, Monitor Thresholds.
- 2) To monitor the thresholds using their original monitor timeframe, choose Use Original Threshold Monitor Windows.

To specify a new monitor timeframe, choose Use New Threshold Monitor Window, then, in the From Date and To Date fields, click  to select new dates.

- 3) Click Monitor.

To monitor a specific threshold

- 1) Choose Project, Thresholds.
- 2) Select the threshold you want to monitor.
- 3) Click  on the Edit toolbar. See **Edit Toolbar** (on page 108).

Note

- ▶ If you monitor a threshold whose status is Disabled, no issues are generated.

Delete a threshold

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then choose Edit, Delete.

3) Click Yes.

Note

- ▶ If you delete a threshold, historical issue data are also deleted. If you disable a threshold, new issues are not generated for it, but historical issue data are maintained.

Disable or enable a threshold

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then double-click in the Status column and select Disabled or Enabled.

Note

- ▶ A disabled threshold does not generate new issues, but historical issue data are maintained. If you delete a threshold, historical issue data are also deleted.

View threshold issue details

- 1) Choose Project, Thresholds.
- 2) Select the threshold whose issue details you want to view, then click the Details tab.
- 3) Select the issue, then click Go To.

Delete a threshold issue

- 1) Choose Project, Thresholds.
- 2) Select the threshold, then click the Details tab.
- 3) Select the issue, then click Delete.
- 4) Click Yes.

Adding and Assigning Risks

Risks

Risks are any uncertain events or conditions that, if they occur, have a positive or negative effect on project objectives.

Use the integrated risk management feature to identify, categorize, and prioritize risks, to assign an owner (a person responsible for managing the risk) to each potential risk, to assign risks to activities that could be effected by the risk, and to perform qualitative analysis on each project risk. You can respond to a risk and create an associated risk response.

Managing Risks

When a risk is identified, it is automatically assigned to the open project. If more than one project is open, the project it assigns the risk to depends on the current grouping. Then you can assign the risk to activities it may impact. Assigning a risk to an activity, or an activity to a risk, creates a risk assignment. A risk can be assigned to multiple activities; likewise an activity can be assigned to multiple risks.

Based on risk assignments and impact parameters that you can define for each risk, the application generates data, including an overall risk score, discussed below, that you can use to evaluate the significance of the risk. Other data include the potential start date of the risk, the potential end date of the risk, and the potential cost the risk may impose. A subsection below discusses the calculation used to determine potential cost.

Based on your qualitative analysis of the risk, you can respond to the risk and develop a response, also discussed below.

How the risk score is calculated

The application calculates an overall risk score. There are actually two overall risk score fields: The Score field that displays in the Pre-Response section of the Risks, Impact tab, and the Score field that displays in the Post-Response section of that tab if you respond to a risk and complete the Post-Response fields. The following discussion refers to both the Pre- and Post-Response Score fields generically as the Score fields because both are calculated using the same equation.

The Score field is calculated based on the values you select for three fields (located on that same tab): Probability, Cost, and Schedule. Two of these fields, Cost and Schedule, are known as the impact fields.

The Probability field and each impact field have these possible values: Very High, High, Medium, Low, Very Low, and Negligible. The application uses the highest value selected for the Cost and Schedule fields as the overall impact value. The application determines the Score by plotting the overall impact value with the value entered for Probability, as shown in the table below.

For example, if you enter the value Low for Cost and the value Medium for Schedule, the application uses Medium, the highest of the two, as the overall impact value. The application then uses the table below to determine the Score value by plotting the overall impact and Probability values. The columns in the table represent the overall impact values (Negligible through Very High), while the rows represent the Probability values (Very High through Negligible). The application determines the Score as the number that corresponds to the intersection of the applicable Impact column and Probability row. So, to continue our example, if you entered a value of High for Probability, the Score would display as 14, the number shown where the Impact Medium column intersects the Probability High row.

Impact Negligible	Impact Very Low	Impact Low	Impact Medium	Impact High	Impact Very High
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Probability Very High	0	5	9	18	36	72
Probability High	0	4	7	14	28	56
Probability Medium	0	3	5	10	20	40
Probability Low	0	2	3	6	12	24
Probability Very Low	0	1	1	2	4	8
Probability Negligible	0	0	0	0	0	0

How the potential cost is calculated

The application calculates the potential cost of a risk. The potential cost displays in the Pre-Response Exposure Cost and Post-Response Exposure Cost fields on the Risks, General tab. (The Post-Response Exposure Cost field displays only after a response is made to a risk using the Post-Response fields on the Impact tab.) The following discussion refers to both the Pre- and Post-Response Exposure Cost fields generically as Exposure Cost fields because both are calculated using the same equation.

The value for the Exposure Cost field is based on the values selected for the Probability and Cost fields, located on the Risks, Impact tab, and on cost figures associated with the activities assigned to the risk or to the project, if no activity assignments have been made.

The application calculates the Exposure Cost value using this equation: Exposure Cost = Planned/Budgeted Total Cost * (Probability Midpoint * Cost Midpoint).

The Planned/Budgeted Total Cost is the sum of the Planned/Budgeted Cost values for each activity assigned to the risk (or the planned project cost, if no activities are assigned to the risk).

The Probability Midpoint is the midpoint of the Probability field value for the selected risk. The Cost Midpoint is the midpoint of the Cost field value for the selected risk. The way each is calculated is discussed below.

Note: The Cost and Probability midpoint for the value Negligible is always zero, so the value of Negligible is not relevant to the following discussion.

The equation for the calculation of Probability Midpoint and Cost Midpoint varies, depending on which values are selected for the Probability and Cost fields:

- ▶ **When using a value between highest and lowest:**

- ▶ When a value of High (50% to 70%), Medium (30% to 50%), or Low (10% to 30%) is selected for the Probability field, then the Probability Midpoint is calculated using this equation: $\text{Probability Midpoint} = (\text{lower range for selected value} + \text{higher range of selected value})/2$. So if the Probability value is Medium (30% to 50%), then the Probability Midpoint is calculated as follows: $(30+50)/2 = 40\%$.
- ▶ When a value of High (20% to 40%), Medium (10% to 20%), or Low (1% to 10%) is selected for the Cost field, then the Cost Midpoint is calculated using the same equation as Probability Midpoint. So if the Cost value is Medium (10% to 20%), then the midpoint is calculated as follows: $(10 + 20)/2 = 15\%$
- ▶ **For highest values:**
 - ▶ When the value Very High (70% or higher) is selected for the Probability field, then the Probability Midpoint is calculated as the midpoint between the lower value and 100%. So the Probability Midpoint for the value Very High (70% or higher) midpoint is calculated as follows: $(70 + 100)/2 = 85\%$.
 - ▶ When the value Very High (40% or higher) is selected for the Cost field, then the Cost Midpoint is calculated using this equation: $((\text{the lower range for the selected value} * 2) + \text{the high range for the selected value})/2$. So the Cost Midpoint for the value Very High (40% or higher) is calculated as follows: $((40 * 2) + 100)/2 = 90\%$.
- ▶ **For lowest values:**
 - ▶ When the value Very Low ($\leq 10\%$) is selected for the Probability field, then the Probability Midpoint is calculated as the midpoint between zero and the upper value. So the Probability Midpoint for the value Very Low is calculated as follows: $(0 + 10)/2 = 5\%$.
 - ▶ When the value Very Low (Up to 1%) is selected for the Cost field, then the Cost Midpoint is calculated as the midpoint between zero and the upper value. So the Cost Midpoint for the value Very Low is calculated as follows: $(0 + 1)/2 = .005\%$.

So if the Planned/Budgeted Total Cost is \$700,689.00, and the Probability Midpoint is Medium (40%), and the Cost Midpoint is Very High (90%), then the Exposure Cost would be calculated as follows: $\$700,689.00 * (.4 * .9) = \$252,248.00$.

Responding to a Risk

If, based on your qualitative analysis of a risk, you determine that a risk is sufficient to warrant a response, then you can do so by selecting a response and by adding a response description. If the risk is a threat, you can select to accept, avoid, transfer, or reduce the risk. If the risk is an opportunity, you can select to enhance, exploit, facilitate, or reject the risk.

Response planning allows you to identify and document methods you might use to manage risks. Use a risk response to determine what actions could be taken to promote the most favorable outcome. You can enter a description of the risk and then select post-response values for Probability, Schedule, and Cost fields, which the application uses to calculate the score and the exposure cost.

Creating Risks

Add risks to capture potential threats or opportunities that might impact your project, and to perform qualitative analysis to reduce or eliminate negative impact on the project. After you add a risk, it can be assigned to activities. See **Assigning a risk to an activity** (on page 345).

Note: You must have Add/Edit/Delete Risks privilege to add, edit, or remove risks.

To add a risk:

- 1) Choose Project, Risks.
- 2) Display Risk Details. See **Display window details** (on page 56).
- 3) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).
- 4) Click the General tab.
- 5) On the General tab:
 - a. In the ID field, edit the identifier if you want a different one. (It must be a unique identifier.)
 - b. In the Name field, type the risk's name.
 - c. In the Category field, click . Select the Risk Category then click the Select button.
 - d. In the Type list, select the risk type.
 - e. In the Owner field, click . Select the resource who owns this risk, then click the Select button. If resource security is enabled, you can only view current project resources and resources you have access to. See **Introduction to Resource Security** (on page 572). See **Current Project Resources** (on page 812).
 - f. In the Status list, select a status for the risk.
 - g. Exposure Start displays the earliest date the risk may occur.
 - h. Exposure Finish displays the potential end date of the risk.
 - i. Pre-Response Exposure Cost displays the cost the risk may impose.
 - j. Post-Response Exposure Cost displays the cost the risk may impose based on your response.
 - k. In the Identified On field, type or select the date this risk was identified.
 - l. In the Identified By field, click . Select the resource who identified this risk.
- 6) Click the Risk Details, Impact tab.
- 7) On the Impact tab, Pre-Response section:
 - a. In the Probability list, select the likelihood range of the risk occurring.
 - b. In the Schedule list, select the impact range on the schedule if the risk occurs.
 - c. In the Cost list, select the monetary impact on the project if the risk occurs.
 - d. Observe the Score field. It shows the risk calculation based on the values you selected for the Probability, Cost, and Schedule fields.

Tip

- ▶ You can copy existing risks to create new risks. If you copy an existing risk to the same project, all data, including response and associated activities is retained. If you copy an existing risk to a different project, activity associations and responses are removed.

Assigning a risk to an activity

Once a risk has been added, you can assign the risk to an activity to explicitly identify the activity impacted by the risk.

Note: You must have Add/Edit/Delete Risks and Add/Edit Activities Except Relationships privileges to assign or remove risks.

You can assign a risk to an activity while you are adding risks using the Risks view or while managing your activities using the Activities window.

To assign a risk to an activity from the Risks view:

- 1) If you haven't already done so, do the following to display the Risks details:
 - a. Choose Project, Risks.
 - b. Display Risk Details. See **Display window details** (on page 56).
- 2) Select the risk to assign to activities.
- 3) Click the Activities tab.
- 4) On the Activities tab, click Assign.
- 5) On the Select Activity dialog box:
 - a. Select the activity you want to assign to the risk.
To assign multiple activities, hold down the Ctrl key, then click each activity to assign.
 - b. Click the Assign icon.

To assign a risk to an activity from the Activities window:

- 1) If you haven't already done so, do the following to display the Activity Details:
 - a. Choose Project, Activities.
 - b. Display Activity Details. See **Display window details** (on page 56).
- 2) Select the activity to assign to risks.
- 3) Click the Risks tab.
- 4) On the Risks tab, click Assign.
- 5) On the Assign Risks dialog box:
 - a. Select the risk you want to assign to the activity.
To assign multiple risks, hold down the Ctrl key, then click each risk to assign.
 - b. Click the Select icon.

Responding to a risk

If you decide to respond to a risk, you can choose to select a response and to define new risk impacts based on the your response.

Note: The Response section is disabled if you have not selected values in the Pre-Response section for the Probability, Schedule, and Cost fields.

To respond to a risk and develop a response:

- 1) If you haven't already done so, do the following to display the Risks details:
 - a. Choose Project, Risks.
 - b. Display Risk Details. See **Display window details** (on page 56).
- 2) If not already selected, select the risk for which you want to respond.
- 3) Click the Impact tab.
- 4) On the Impact tab, Response section:
 - a. In the Response Type list, select the appropriate value.
 - b. In the Response Description field, type a description of the response.
- 5) On the Impact tab, Post-Response section:
 - a. In the Probability list, select the appropriate value.
 - b. In the Schedule list, select the appropriate value.
 - c. In the Cost list, select the appropriate value.
 - d. Observe the Score field field. It shows the risk calculation based on the values you selected for the Probability, Cost, and Schedule fields.

Deleting a risk

- 1) Choose Project, Risks.
- 2) Select the risk you want to delete, then choose Edit, Delete.
- 3) Click Yes.

Modifying a risk

Modify a risk by selecting the risk from the Risks view and editing applicable fields. After you modify a risk, the modifications apply to all activities assigned to the risk.

To modify a risk:

- 1) Choose Project, Risks.
- 2) Select the risk to modify.
- 3) Display Risk Details.
- 4) Click the applicable Details tab and make the changes. See **Display window details** (on page 56).

Notes:

-
- If you select the value <None> for any Pre-Response field, all Response and Post-Response data is cleared.
 - If you select the value <None> for the Response Type field, all Post-Response values are cleared.
-

Removing risk assignments from activities

You can remove the assignment of a risk to an activity using the Risks view or while managing your activities using the Activities window.

To remove the assignment of a risk to activities from the Risks window:

- 1) If you haven't already done so, do the following to display the Risks details:
 - a. Choose Project, Risks.
 - b. Display Risk Details, then click the Activities tab. See **Display window details** (on page 56).
- 2) Select the risk with the activity assignment to remove.
- 3) On the Activities tab:
 - a. Select the activity to remove.
To remove multiple activities, hold down the Ctrl key, then click each activity to remove.
 - b. Click Remove.

To remove the assignment of a risk to activities from the Activities window:

- 1) If you haven't already done so, do the following to display the Activity Details:
 - a. Choose Project, Activities.
 - b. Display Activity Details, then click the Risks tab. See **Display window details** (on page 56).
- 2) Select the activity with the risk assignment to remove.
- 3) On the Risks tab:
 - a. Select the risk to remove.
To remove multiple risks, hold down the Ctrl key, then click each risk to remove.
 - b. Click Remove.

Adding and Assigning Work Products and Documents

Work Products and Documents

The Work Products and Documents feature enables you to catalog and track all project-related documents and deliverables. This includes guidelines, procedures, standards, plans, design templates, worksheets, and all types of project deliverables. A work product or document can provide standards and guidelines for performing an activity's work, or it can be formally identified as a project standard. A work product or document can also be activity output, such as testing plans and blueprints. You can also use the Work Products and Documents feature to identify project deliverables, documents that will be delivered to the end user or customer at the end of the project.

With P6 Professional, you can assign work products and documents to activities and to work breakdown structure (WBS) elements. During a project's early planning stages, you can assign a work product or document to a WBS element. Later, you can assign the same work product or document to one or more activities as your project's activity details develop.

The Work Products and Documents feature enables you to maintain general information about project documents, such as revision date, location, and author. The actual document files can be stored on a network file server, configuration management system, or Web site, depending on project requirements. You can specify a public or private location for the document files. Specifying a public location enables any P6 Professional user to view the document.

View a project's document library

- ▶ Choose Project, Work Products and Documents.

Tip

- ▶ To change the document display from outline to list view, click the Title column label. A triangle symbol in the Title column label indicates a list display.

Add a work product or document record

Before you can assign a work product or documents to a project, you need to add a record for it in the project database.

- 1) Choose Project, Work Products & Documents.
- 2) Click  on the Edit toolbar or choose Edit, Add. See **Edit Toolbar** (on page 108).
- 3) Type a title for the document.

- 4) To record general details for the document, such as title, reference number, and author, display WP & Doc Details, click the General tab, then type the information. See **Display work product and document details in the WPs and Docs window** (on page 350).

Assign a document status or category

Document status and category designations can help you track project work products and documents. For example, status designations can identify which documents are in review or completed, and category designations can identify documents that are project standards or project deliverables. You create document status and document category designations through the Administrative Categories feature and assign status and category designations in the Work Products & Documents window.

- 1) Choose Project, Work Products and Documents, then select the document.
- 2) Display WP & Doc Details, then click the General tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) In the Document Category field, click , select a category, then click the Select button.
- 4) In the Status field, select a status.

Specify work product and document location references

P6 Professional supports two types of document location references, private and public. Private location references can only be viewed by P6 Professional users. Public location references can be viewed by all project participants. For this reason, public location references typically refer to files stored in a widely accessible network location such as an intranet or the Internet.

- 1) Choose Project, Work Products and Documents, then select the work product or document.
- 2) Display WP & Doc Details, then click the Files tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) In the appropriate location field, type the full path and filename of the document.

Tip

- ▶ Click the Browse button to select a file.

Identify a document as a work product

You can identify a document as a work product if it is assigned to a WBS element or activity.

- 1) Choose Project, Work Products & Documents, then select the document.
- 2) Display WP & Doc Details, then click the Assignments tab. See **Display work product and document details in the WPs and Docs window** (on page 350).

- 3) If the document is already assigned to the WBS or activity for which it is a work product, mark the corresponding Work Product checkbox.

If the document is not yet assigned to a WBS element or activity, click Assign, then select the WBS element or activity to which you want to assign the document. Click the Assign button and the Close button, then mark the Work Product checkbox.

Identify a work product or document as a deliverable

- 1) Choose Project, Work Products & Documents, then select the work product or document.
- 2) Display WP & Doc Details, then click the General tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) Mark the Deliverable checkbox.

Display work product and document details in the WPs and Docs window

- ▶ Right-click and select WP & Doc Details.

Display work product and document details in the Activities window

- 1) Choose Project, Activities.
- 2) Select an activity associated with the document.
- 3) Display Activity Details, then click the WPs & Docs tab. See **Display window details** (on page 56).

To display the WPs & Docs tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 4) Select the work product or document, then click Details.

To view the work product or document, click Launch next to the appropriate Location field.

Note

- ▶ Only P6 Professional users can open private location documents. Public location documents can be viewed by all project participants.

Display work product and document details in the Work Breakdown Structure window

- 1) Choose Project, WBS.
- 2) Select a WBS element associated with the work product or document.

- 3) Display WBS Details, then click the WPs & Docs tab. See **Display work breakdown structure details** (on page 152).

To display the WPs & Docs tab, right-click in the Details area and choose Customize WBS Details. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 4) Select the work product or document, then click Details.

To view the work product or document, click Launch next to the appropriate Location field.

Note

- ▶ Only P6 Professional users can open private location documents. Public location documents can be viewed by all project participants.

Assign work products and documents from the WPs and Docs window

- 1) Select the work product or document.
- 2) Display WP & Doc Details, then click the Assignments tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) Click Assign.
- 4) Select the activity or WBS element to which you want to assign the selected document, then click the Assign button.
- 5) Click .

Note

- ▶ You can select only WBS elements or activities that belong to the project for which the work product or document was created.

Assign work products and documents to an activity from the Activities window

- 1) Select the activity.
- 2) Display Activity Details, then click the WPs & Docs tab. See **Display window details** (on page 56).

To display the WPs & Docs tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 3) Click Assign.
- 4) Select the work product or document you want to assign, then click the Assign button. You can select only work products or documents that were created for the project to which the activity belongs.

- 5) Click .

Tip

- ▶ To view work product and document details, such as author or description, or to open and view a work product or document, select it in the WPs & Docs tab and click Details.

Assign work products and documents to a WBS element from the Work Breakdown Structure window

- 1) Select the WBS element.
- 2) Display WBS details, then click the WPs & Docs tab. See **Display work breakdown structure details** (on page 152).
- 3) Click Assign.

To display the WPs & Docs tab, right-click in the Details area and choose Customize WBS Details. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 4) Select the work products and documents you want to assign, then click the Assign button. You can select only work products and documents that were created for the project to which the WBS element belongs.
- 5) Click .

Remove work product and document assignments from the WPs and Docs window

- 1) Select the work product or document.
- 2) Display WP & Doc Details, then click the Assignments tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) Select one or more activity or WBS element assignments.
- 4) Click Remove, then click Yes.

Remove work product and document assignments from the Activities window

- 1) Select the activity.
- 2) Display Activity Details, then click the WPs & Docs tab. See **Display window details** (on page 56).
- 3) Select one or more work products or documents.

To display the WPs & Docs tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 4) Click Remove, then click Yes.

Remove work product and document assignments in the Work Breakdown Structure window

- 1) Select the WBS element.
- 2) Display WBS details, then click the WPs & Docs tab. See **Display work breakdown structure details** (on page 152).
- 3) Select one or more work products or documents.

To display the WPs & Docs tab, right-click in the Details area and choose Customize WBS Details. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 4) Click Remove, then click Yes.

Tip

- ▶ To view detailed information about or open the document before you remove it, select the document, then click Details.

Open a work product or document from the Work Products and Documents window

- 1) Select the work product or document.
- 2) Display WP & Doc Details, then click the Files tab. See **Display work product and document details in the WPs and Docs window** (on page 350).
- 3) Click Launch next to the appropriate Location field.

Note

- ▶ Only P6 Professional users can open private location documents. Public location documents can be viewed by all project participants.

Open a work product or document from the Activities window

- 1) Select an activity associated with the work product or document.
- 2) Display Activity Details, then click the WPs & Docs tab. See **Display window details** (on page 56).

To display the WPs & Docs tab, click the Layout Options bar and choose Bottom Layout Options. In the Available Tabs section, select WPs & Docs, click , then click OK.

- 3) Select the work product or document and click Details.
- 4) Click Launch next to the appropriate Location field.

Note

- ▶ Only P6 Professional users can open private location documents. Public location documents can be viewed by all project participants.

Open a work product or document from the Work Breakdown Structure window

- 1) Select a WBS element associated with the work product or document.
- 2) Display WBS details, then click the WPs & Docs tab. See **Display work breakdown structure details** (on page 152).

To display the WPs & Docs tab, right-click in the Details area and choose Customize WBS Details. In the Available Tabs section, select WPs & Docs, click  , then click OK.

- 3) Select the work product or document and click Details.
- 4) Click Launch next to the appropriate Location field.

Note

- ▶ Only P6 Professional users can open private location documents. Public location documents can be viewed by all project participants.

Delete work product or document records

- 1) Choose Project, Work Products and Documents, then select one or more work product or document records.
- 2) Choose Edit, Delete, then click Yes.

Note

- ▶ Deleting a work product or document record deletes the work product or document record in the project. It does not delete the actual document file.

Customizing Activity Layouts

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Overview

Open a layout

- 1) In the Project menu, choose Activities, or Resource Assignments, or WBS to open the respective layout. Or, choose Enterprise, Projects to open a project layout.
- 2) Choose View, Layout, Open.

You can also click the Layout Options bar and choose Layout, Open.

You are prompted to save the current layout.

- 3) Select the layout you want to open, then click Open.

To preview the layout without closing this dialog box, click Apply.

Create a new activity layout

To create a new activity or resource assignment layout, you save an existing layout with a new name, then modify it and save your changes. To create a new activity or resource assignment layout, you must have the appropriate security privileges.

- 1) Open an existing layout that most closely resembles the format of the new layout you want to create.

- 2) Choose View, Layout, Save As.

You can also click the Layout Options bar and choose Layout, Save As.

- 3) Type a name for the new layout.
- 4) In the Available To field, select a user category, then click Save.

To create a global layout, choose All Users.

To create a layout only for your own use, choose Current User.

To create a layout for another user, choose Another User. Then, in the User field, click  to specify the user.

- 5) Modify the layout, if necessary, then choose View, Layout, Save.

Note

- ▶ If you save a layout for a specific user, the layout is listed in the Open Layout dialog box only for that user. You must log in under the specified user name to open the layout.

Save a layout in the Activities or Resource Assignments window

To save changes to a layout in the Activities or Resource Assignment window, you must have the following privileges:

- ▶ Add/Edit/Delete Global Activity and Assignment Layouts and Filters
- ▶ Add/Edit Project Layout (to save a layout as a project layout)
- ▶ Choose View, Layout, Save, or click the Layout Options bar and choose Layout, Save.

Save a layout in the Projects or Work Breakdown Structure window

To save changes to a layout in the Projects or Work Breakdown Structure window, you must have the appropriate security privilege: Add/Edit/Delete Global Project/WBS Layouts and Filters.

- ▶ Choose View, Layout, Save, or click the Layout Options bar and choose Layout, Save.

Save a layout as a project layout

You can save layouts in the Activities, Resource Assignments and WBS views as project layouts. Layouts can be saved as project layouts in any project that you have opened and to which you have Add/Edit Project Level Layouts privilege. Consider saving a layout as a project layout if you want to do any of the following:

- ▶ Export the project with the layout

- ▶ Copy and paste the project and want the layout to be copied and pasted with the project
- ▶ Share the layout with other users of the project without unnecessarily adding layouts to the global layouts

Saving the Layout as a Project Layout

Before you begin, you must have at least one project open.

- 1) Choose View, Layout, Save As.

You can also click the Layout Options bar and choose Layout, Save As.

- 2) Type a new name for the current layout.
- 3) In the Available To field, select Project.
- 4) In the Project field, click  to specify a project. The Select Project dialog box displays.
- 5) Select a project from the list.

Note:

Only currently opened projects will appear in the Select Project dialog box. To select a project that is not in the list, cancel out of the Select Project and the Save Layout As dialog boxes. Then use the Projects view to open both the project with the layout you are copying and the target project. Ensure the project with the layout is the default project. Then repeat the steps in this topic.

- 6) Click Save.

Notes

- ▶ Only global or layout filters can be assigned to a project layout. When a layout is saved as a project, any previously applied user filter is automatically copied to the layout filters section.
- ▶ Saving a layout as a project layout requires Add/Edit Project Level Layouts privileges to the target project.

Delete a layout

- 1) Choose View, Layout, Open in the Activities, Work Breakdown Structure, Resource Assignments, or Projects window.

You can also click the Layout Options bar and choose Layout, Open.

- 2) Select the layout you want to delete, then click Delete.

Notes

- ▶ You cannot delete global activity and resource assignment layouts (layouts that are available to all users) unless you have the Add/Edit/Delete Global Activity and Assignment Layouts, Views and Filters privilege.
- ▶ You cannot delete global project and WBS layouts (layouts that are available to all users) unless you have the Add/Edit/Delete Global Project/WBS Layouts and Filters privilege.

Expand or contract the visible area of a timescaled layout

- ▶ To expand or contract a timescaled layout's visible area, move the mouse pointer over the minor time unit of the timescale, then click and hold the mouse button while dragging the timescale. To expand the timescale, drag it to the right. To contract the timescale, drag it to the left.

Zoom in and out of a timescaled layout

Zooming in on a timescaled layout (Gantt Chart, spreadsheet, or profile), displays a shorter range of time using smaller time intervals, for example, zooming from a quarterly to monthly to weekly display.

- ▶ To view a smaller timeperiod at a greater level of detail, click  on the Display toolbar, or position the mouse pointer in the layout, then right-click and choose Zoom In. See **Display Toolbar** (on page 105).

Zooming out displays a longer range of time using larger time intervals, for example, zooming from a weekly to monthly to quarterly display.

- ▶ To view a larger timeperiod at a lesser level of detail, click  on the Display toolbar, or position the mouse pointer in the layout, then right-click and choose Zoom Out. See **Display Toolbar** (on page 105).

Notes

- ▶ When the Top and Bottom Layout windows both display a timescaled layout, zooming in or out changes the timescale in both windows.
- ▶ The right-click zoom options are not available in the Gantt Chart.

Change the display timeperiod for a timescaled layout

- ▶ To change the timeperiod for which a timescaled layout is displaying information, move the mouse pointer over the major time unit of the timescale until the mouse pointer changes to a hand. Click and hold the mouse button while dragging it. To move backward in time, drag the timescale to the right. To move forward in time, drag the timescale to the left.

Customize Activity Details

- 1) With Activity Details displayed in the Activities window, choose View, Bottom Layout Options.
- 2) To add a tab to the Activity Details, select it in the Available Tabs column, then click .

To add all available tabs to the Activity Details, click .

To remove a tab from the Activity Details, select it in the Display Tabs column, then click .

To remove all display tabs from the Activity Details, click .

- 3) To position the tab in the Activity details, select it in the Display Tabs column.

To shift the tab left in the Activity Details, click .

To shift the tab right in the Activity Details, click .

- 4) Click OK.

To view your changes without closing this dialog box, click Apply.

Activity Table

The Activity Table

Use the Activity Table to view the open project's activity information in table format. You can customize Activity Table columns, fonts, and colors. You can also filter, sort, and group the Activity Table.

You can use the Activity Table to

- ▶ Create a list of activities and activity information quickly when you don't need to see the information graphically over time.
- ▶ Group activities in categories that share a common attribute. For example, focus on activities by resource, responsibility, or date. Once you organize activities into groups, you can summarize or "roll up" project data to simplify their presentation.
- ▶ Sort activities to arrange them in an order you specify. For example, to view activities chronologically, you might sort them by early start date.

To make the Activity Table fit your needs exactly, you can

- ▶ Change the information displayed in columns to show scheduling data, resource and cost data, user-defined fields, or any data item you select, including calculated data.
- ▶ Format specific information to call attention to it by using the filter, group and sort, and table display features.

Define Activity Table columns

- 1) Choose View, Columns.

You can also click the Layout Options bar and choose Columns.

- 2) To add a column to the Activity Table, select it in the Available Columns section, then click .
- 3) To add all available columns to the Activity Table, click .
- 4) To remove a column from the Activity Table, select it in the Selected Options section, then click .
- 5) To remove all current display columns from the Activity Table, click .

You must select at least one column to display in the Activity Table.

- 6) To change the order in which columns display, in the Selected Options section, select a column you want to move:

To move the column left, click .

To move the column right, click .

- 7) To use a column display format from another activity layout, click Copy From, select a layout, then click Open.
- 8) To update columns in the Activity Table, click OK, or to view your changes without closing this dialog box, click Apply.

To restore the default column settings for this layout, click Default.

Tip

- ▶ To locate a specific column in the Columns dialog box, to group and sort the available columns in the Columns dialog box, or to collapse or expand all the groupings in the dialog box, click the Available Columns Options bar.

Customize activity column titles

- 1) Choose View, Columns.

You can also click the Layout Options bar and choose Columns.

- 2) In the Available Columns or Selected Options section, select the column whose title you want to change.
- 3) Click Edit Column.
- 4) In the Edit Column dialog box, type a new title, then click OK.

You can also specify a new width and alignment for the column.

- 5) To update columns in the Activity Table, click OK, or to view your changes without closing the Columns dialog box, click Apply.

Notes

- ▶ The default column title appears in parentheses after the new title in the Columns dialog box; however, only your revised title appears in the actual layout.
- ▶ To restore the default column title, click Default in the Edit Column dialog box.

Change activity information in the Activity Table

- ▶ To change activity information, double-click the information you want to change.

Note

- ▶ You may need the required security privileges to edit certain activity information.

Sort activity information in the Activity Table

- ▶ To sort the display, click a column label.
- ▶ A down arrow in the column title indicates that the Activity Table is sorted highest to lowest (numerical column) or A to Z (alphabetical column). An up arrow in the column title indicates that the Activity Table is sorted lowest to highest.

Change group row fonts and colors

- 1) Choose View, Group and Sort.

You can also click the Layout Options bar and choose Group and Sort.

- 2) Double-click the Font & Color cell you want to change.

To change a font, click the Font button, then select a new font.

To change a color, click the Color button, then select a new color.

Change Activity Table font, color, and row height

You can specify the font, background color, and row height for information displayed in a table.

- 1) Choose View, Table Font and Row.
- 2) To specify a general table font, click the Font button.
- 3) To select a background color, click the Color button.
- 4) In the Row Height area:

To use the current row heights you set, mark the Keep Current Row Heights checkbox.

To automatically size row heights based on the cell content, clear the Keep Current Row Heights checkbox and choose Optimize row heights by content. Mark the checkbox, Do not exceed X lines per row, to limit the amount of lines created by text wrapping and optimizing the row heights.

To specify a row height for all rows in the current layout, clear the Keep Current Row Heights checkbox and choose Select height for all rows. Type a new row height in the field, or click the arrow buttons.

- 5) To display symbols, mark the Show Icons checkbox.
- 6) Click OK.

Gantt Chart

The Gantt Chart

Use the Gantt Chart to view a graphical display of the open project's schedule information or the order in which activities occur over the course of the project. The Gantt Chart shows each activity's duration, using the timescale specified, as a horizontal bar. A line connecting activity bars indicates a relationship.

Use the Gantt Chart in combination with the Activity Table to

- ▶ View activities both graphically and in table format
- ▶ Establish relationships between activities, so you can see how changing activity duration affects the start and finish dates of other activities and the project finish date
- ▶ Track progress by comparing planned and actual start and finish dates and by checking the percentage of each activity that is complete

To use the Gantt Chart more effectively, you can

- ▶ Change the information displayed in columns to show scheduling data, resource and cost data, user-defined fields, or any data item you select

- ▶ Distinguish schedule dates by using different formats and colors for the bars and endpoints
- ▶ Change the timescale to show more or less detail
- ▶ Change background lines to enhance the readability or clarity of the Bar Chart

Display the Gantt Chart

With the Activities, Projects, or Work Breakdown Structure windows active, do one of the following:

- ▶ Choose View, Show on Top or Show on Bottom, Gantt Chart.
- ▶ Click the Layout Options bar and choose Show on Top or Show on Bottom, Gantt Chart.
- ▶ Click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).

Tips

- ▶ In the Projects and Work Breakdown Structure windows, you can only display the Gantt Chart in the top layout.
- ▶ To hide the Activity Table and display only the Gantt Chart, drag the split bar that separates the Activity Table from the Gantt Chart all the way to the left.

Change a layout's timescale format

You can change the timescale for a Gantt Chart, profile, or spreadsheet. When one of these layout components is displayed in both the Top and Bottom Layout windows, changing the timescale affects both windows.

- 1) Display the Gantt Chart, profile, or spreadsheet then click the Layout Options bar and choose Timescale.
- 2) Choose to display Two Lines or Three Lines for the timescale.
- 3) To indicate the beginning date from which you want to display data, in the Timescale Start field click , then select a standard date or a custom date.
- 4) Click the Font & Color button to format the font type, size, and color for the timescale and column headings. Click Default Font to change the timescale to its original font and color settings.

- 5) In the Date Format section, choose to show the primary dates to specify the date interval increments for the timescale, or ordinal dates to display the date intervals as sequential numbers, beginning from the ordinal start date specified.

If you choose Show Primary Dates, in the Type field, select the format in which to display date intervals.

See **More Detail: Specifying a date interval format** (on page 839) for more information.

In the Date Interval field, select an interval. If you choose Day/Shift, click in the Shift Calendar field and select a shift.

If you choose Ordinal Dates, specify a start date for the ordinal dates in the Ordinal Start field. Then, select the ordinal date interval.

- 6) Click OK.

To see the timescale settings without closing the Timescale dialog box, click Apply.

Notes

- ▶ If you customize a profile or spreadsheet to display past period actual data (rather than actual to date values) and you want to display a financial period timescale, choose Calendar or Fiscal as the Type. Then, in the Date Interval field choose Year/Financial Period, Quarter/Financial Period, Month/Financial Period, or Week/Financial Period. You can display a financial period timescale at any time, even if you do not store past period actuals.
- ▶ When you customize a profile or spreadsheet to display a financial period timescale, activity and resource data must be summarized by financial period to accurately display actual to date values for closed projects. If you have administrator rights, you can choose to summarize data in financial period intervals by choosing Admin, Preferences. Select the Options tab, then select the 'By financial period' checkbox.
- ▶ See the **Future period bucket planning FAQ** (on page 249) for information on how timescale settings affect your planning if you manually plan future period resource/role distribution in the Resource Usage Spreadsheet.

Move around a Gantt Chart

- ▶ To change the timeperiod for which the Gantt Chart displays activities, move the mouse pointer over the major time unit of the timescale until the mouse pointer turns into a hand. Click and hold the mouse button while dragging it. To move backward in time, drag the mouse pointer to the right. To move forward in time, drag the mouse pointer to the left.

- ▶ To expand or contract the Gantt chart's visible area, move the mouse over the minor time unit of the timescale. Click the mouse button down and hold it. To expand the Gantt Chart, drag the mouse pointer to the right. To contract the Gantt Chart, drag the mouse pointer to the left.

Tip

- ▶ You can also use the horizontal scroll bar at the bottom of the Gantt Chart to change the timeperiod for which the layout is displaying information.

Add a bar to the Gantt Chart

- 1) Choose View, Bars.
You can also click the Layout Options bar and choose Bars.
- 2) Click Add.
- 3) Mark the Display checkbox next to the new bar.
- 4) Type a name for the new bar.
- 5) In the Timescale column, select the timescale you want the new Gantt Chart bar to represent.

See **More Detail: Specifying a bar's timescale** (on page 834) for more information.

- 6) In the Filter column, choose the filter you want to attach to the bar.
Filters determine which activities the bar represents.
- 7) Click the Bar Style tab and configure the new bar's style.
The Preview column shows you what the configured bar will look like in the Gantt Chart.
- 8) Click the Bar Settings tab and select grouping and necking options.
- 9) Click the Bar Labels tab and specify the new bar's label and position.
- 10) To preview your changes, click Apply.

Note

- ▶ To restore the default bar settings, click Default.

Change a bar in the Gantt Chart

- 1) Choose View, Bars

You can also click the Layout Options bar and choose Bars.

- 2) Select the bar you want to change and mark or clear the Display checkbox.
- 3) In the Name column, type a new name for the bar.
- 4) In the Timescale column, select the timescale you want the Gantt Chart bar to represent.

- 5) In the Filter column, choose the filter you want the Gantt Chart bar to represent.
- 6) Click the Bar Style tab and reconfigure the Gantt Chart bar's style.
- 7) Click the Bar Settings tab and select grouping and necking options.
- 8) Click the Bar Labels tab and redefine the Gantt Chart bar's label and position.
- 9) Click OK.

To view your changes without closing this dialog box, click Apply.

Apply Gantt Chart settings from another layout

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Click Copy From.
- 3) Select the layout with the Gantt Chart settings you want to apply.

To view the Gantt Chart settings, click Apply.

To apply the selected layout's Gantt Chart settings and close the dialog box, click Open.

Position a bar in the Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar for which you want to specify a position.
- 3) Click the Bar Style tab.
- 4) In the Options section, specify a row.

Bars are drawn on the Gantt Chart according to their position in the Bars dialog box. Rows indicate where bars should be drawn: bars can be drawn stacked one above another, or occupying the same row so that only some of the bars are visible.

- 5) Click OK.

To view your changes without closing this dialog box, click Apply.

Tip

- ▶ When displaying the Gantt chart, you can increase the space between the bars by adjusting the height of rows in the Activity Table.

Change the background lines in the Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Click Options.
- 3) Click the Sight Lines tab.
- 4) To show background horizontal lines before every Summary bar, mark the Show Major Lines checkbox in the Horizontal Lines section.
- 5) To show background horizontal lines at a specific interval of rows, mark the Show Minor Lines Every checkbox in the Horizontal Lines section, then type or select the row interval at which you want the minor lines to be displayed.
- 6) To show background vertical lines based on a time interval you specify, mark the Show Major Lines Every checkbox in the Vertical Lines section.

Select the line style and specify the number of time intervals to display the sight line, then select the time unit.

- 7) To show minor vertical lines, mark the Show Minor Lines Every checkbox and format the lines as described in Step 6.

To view your changes without closing this dialog box, click Apply.

Show or hide the Gantt Chart legend

- 1) Choose View, Barchart Options.
- 2) Click the General tab.
- 3) To display the Gantt Chart legend, mark the Show Legend checkbox.

To hide the Gantt Chart legend, clear the Show Legend checkbox.

- 4) Click OK.

To view your changes without closing this dialog box, click Apply.

Note

- ▶ You can move the legend within the Gantt Chart. Move the mouse over the legend, click and hold the mouse button, and drag the legend.

Show or hide relationship lines in the Gantt Chart

- 1) Choose View, Barchart Options.
- 2) Click Options.
- 3) Click the General tab.
- 4) To display relationship lines in the Gantt Chart, mark the Show Relationships checkbox.

To hide relationship lines, clear the Show Relationships checkbox.

You can also click  on the Top Layout toolbar to show or hide relationship lines. See **Top Layout Toolbar** (on page 130).

- 5) Click OK.

To view your changes without closing this dialog box, click Apply.

Customize the data date line

You can customize the data date line in the Activities and Tracking windows.

- 1) With the Activities window active, choose View, Bars. You can also click the Layout Options bar and choose Bars.

With the Tracking window active, display the layout, then choose View, Bars. You can also click the Display Options bar (in the right pane) in the Top Layout window and choose Top Layout Options, Bars.

- 2) Click Options.
- 3) Click the Data Date tab.
- 4) To change the style for your data date line, select a style from the drop down list. The line can be solid, or contain dashes and dots.

To change the thickness of your data date line, select a value between 1 and 10 pixels. This option is only available when the solid line is selected as the style. If your line style is something other than the solid line and you increase the size to a number greater than one, the bar style will switch to a solid line.

To change the color of your data date line, choose a color from the color palette.

- 5) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart bar's filter - under Gantt Chart

- 1) Choose Project, Activities, then display the Gantt Chart.
- 2) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 3) Select the Gantt Chart bar for which you want to change the filter.
- 4) Double-click the Filter column.
- 5) Mark the checkbox next to each filter you want to use.

To view a filter's settings before applying it to your Gantt Chart bar, click Modify. You can only view and modify user-defined filters.

- 6) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart bar's label - under Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar for which you want to change the label.
- 3) Click the Bar Labels tab.
- 4) To add a label to a bar, click the Add button at the bottom of the Bar Labels tab.
- 5) To remove a label from a bar, select the label you want to remove and click the Delete button at the bottom of the Bar Labels tab.
- 6) To change the position of a label, select the label for which you want to change the position, then double-click the Position column and select a position from the list.
- 7) To change the label's display value, select the label for which you want to change the display value, then double-click the Label column and select a display value from the list.
- 8) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart bar's settings

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar for which you want to change the label.
- 3) Click the Bar Settings tab.
- 4) To include the selected bar when you collapse the display to summary-level information, select Show bar when collapsed.
- 5) To display the selected bar as a summary bar only, select Show bar for grouping bands.
- 6) To show the selected bar's nonwork time as a neck based on the activity's calendar, select Calendar nonwork time.
- 7) To show the selected bar's nonwork intervals as a neck based on out-of-sequence progress and suspended/resumed activities, select Activity nonwork intervals.
- 8) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart bar's style - under Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar for which you want to change the display style.
- 3) Click the Bar Style tab.
- 4) To change the shape of the bar's Start Endpoint (first field), the height and position of the bar (second field), and Finish Endpoint (end field), click each corresponding field and select a shape.
- 5) To change the color of the bar's Start Endpoint (first field), body (second field), and the Finish Endpoint (end field), click each corresponding field and select a color.
- 6) To change the pattern of the bar's Start Endpoint (first field), body (second field), and Finish Endpoint (end field), click each corresponding field and select a pattern.
- 7) In the Options section, specify whether to show the bar when collapsed, as summary bars only, or both.

- 8) Specify a row.

Rows indicate where the bars should be drawn on the Gantt Chart: bars can be drawn stacked one above another, or occupying the same row so that only some of the bars are visible.

- 9) Click OK.

To view your changes without closing this dialog box, click Apply.

Note

- ▶ Bars are drawn on the Gantt Chart according to their position in the Bars dialog box. Bars at the bottom of the list are drawn below bars higher in the list when the bars are stacked; they are drawn on top of bars that are higher in the list when these bars occupy the same row.

Change a Gantt Chart bar's timescale - under Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar for which you want to change the timescale.
- 3) In the Timescale column, select the timescale you want the Gantt Chart bar to represent.

See **More Detail: Specifying a bar's timescale** (on page 834) for more information.

- 4) Click OK.

To view your changes without closing this dialog box, click Apply.

Move to a specific activity in the Gantt Chart

- ▶ To jump to a specific activity's bar, double-click in the Gantt Chart next to the activity.

Change an activity's start and finish dates in the Gantt Chart

- 1) Move the mouse pointer over the activity's Gantt Chart bar end until it displays a hand pointer.

- 2) Click and hold the mouse button.

To move the activity's start date and finish date back in time, drag the bar to the left.

To move the activity's start date and finish date forward in time, drag the bar to the right.

Notes

- ▶ You cannot move the activity if the activity has already started.
- ▶ Changing a bar's position in the Gantt Chart does not affect activity duration.
- ▶ When you change a start or finish date, depending on your application settings, a dialog box may display to prompt you to enter a constraint. To accept the constraint, click Yes in the Confirmation dialog box. If you specify start and/or finish dates without applying Must Start On or Must Finish On constraints, the dates you enter may be changed when the project is scheduled.
- ▶ If resources are assigned to the activity, and the resource assignment has manual future period values, the values may be affected when you change the activity start or finish dates. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on data that affects manual future period values.

Delete a bar from the Gantt Chart

- 1) Choose View, Bars.

You can also click the Layout Options bar and choose Bars.

- 2) Select the Gantt Chart bar that you want to delete.
- 3) Click Delete.

Tip

- ▶ To remove the Gantt Chart bar from the Gantt Chart display without deleting it, you can clear the Display checkbox.

Change an activity's duration in the Gantt Chart

- 1) Move your mouse over the right end of an activity's Gantt Chart bar until it displays a double-ended arrow.
- 2) Click and hold the mouse button.

To increase the duration of the activity, drag the bar to the right.

To decrease the duration of the activity, drag the bar to the left.

Notes

- ▶ If resources are assigned to the activity, the activity's labor/ nonlabor units or the activity's resource assignment units per time are adjusted when you change the activity's duration in accordance with the activity's duration type.
- ▶ If resources are assigned to the activity, and the resource assignment has manual future period values, the values may be affected when you change the activity duration. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on data that affects manual future period values.

Add a curtain attachment in a Gantt Chart

- 1) In the Activities window, click the Layout Options bar and choose Attachments, Curtain, Add Curtain.
- 2) Mark the 'Display curtain attachment' checkbox.
- 3) Click  to select the Start and Finish Dates.
- 4) Select the color to use for the curtain.
- 5) Select the fill pattern for the curtain date range.
- 6) Click OK.

Tip

- ▶ When you add a curtain attachment, it is added to the open layout, not the open project(s). If you save the open layout after adding a curtain attachment, the attachment is saved as part of the layout. The curtain attachment is then displayed whenever you view the layout, unless you subsequently choose to delete or hide the curtain attachment.

Notes

- ▶ The data range defaults to the longest date interval. For example, if the date interval is Month/Week, the default range will be one month.
- ▶ You can manually shift the entire curtain or change the start and finish dates of the curtain display. Move the mouse pointer over the curtain and click and drag the curtain to the new dates.
- ▶ Click Cancel to close the dialog box without saving any changes.

Hide a curtain attachment in a Gantt Chart

- 1) Double-click on the selected curtain in the Gantt Chart.
- 2) Clear the Display curtain attachment checkbox in the Curtain Attachment dialog box.
- 3) Click OK.

Tip

- ▶ When you hide a curtain attachment contained in a saved layout, the attachment is not deleted from the layout. If you save the layout after hiding the attachment, the attachment is still available for display by all users who have access to the layout.

Add a text attachment to a Gantt Chart

- 1) In the Activities window, select the activity to which you want to add the attachment.
- 2) Click the Layout Options bar and choose Attachments, Text.
- 3) Click the Font button to select the attachment's font and font style.
- 4) Click OK.

Notes

- ▶ Click Cancel to close the dialog box without saving any changes.
- ▶ The attachment text displays in the foreground of the Gantt Chart, wherever you click in the layout.
- ▶ To modify an existing text attachment, double-click to select it, then modify it in the Text Attachment dialog box.

Remove a text attachment from a Gantt Chart

- 1) In the Gantt Chart, click to select the text attachment you want to remove.
- 2) Press the Delete key.

Attach notebook items to bars in a Gantt Chart

- 1) Click the Layout Options bar and choose Bars.
- 2) Click the Bar Labels tab.
- 3) Click Add to add a label, then select a position for the label.
- 4) Click in the Label field and select a notebook item from the list of available bar labels.
- 5) Click options to set the dimensions of the notebook item.

Notes

- ▶ Only one notebook item can be attached to each bar.
- ▶ Notebook items can be printed with the layout or published with the layout to the project Web site.

Hide all curtain attachments in the Gantt Chart

- ▶ In the Activities window, click the Layout Options bar and choose Attachments, Curtain, Hide All. The Hide All menu item is only available if at least one curtain attachment is currently displayed in the Gantt Chart.

Tip

- ▶ When you hide a curtain attachment contained in a saved layout, the attachment is not deleted from the layout. If you save the layout after hiding the attachment, the attachment is still available for display by all users who have access to the layout.

Delete a curtain attachment from a Gantt Chart

- 1) Double-click the curtain attachment in the Gantt Chart.
- 2) Click Delete.

Note

- ▶ If the curtain attachment you delete is part of a saved layout, you must save your changes to the layout after deleting the attachment; otherwise, the attachment will not be deleted.

Display all curtain attachments in the Gantt Chart

- ▶ In the Activities window, click the Layout Options bar and choose Attachments, Curtain, Show All. The Show All menu item is only available if at least one curtain is currently hidden.

Apply a Progress Line to the Gantt Chart

Applying a progress line to the Gantt chart enables you to quickly view the progress of activities with regard to their scheduled deadlines.

- ▶ As a variance line, the progress line can represent a variance between the planned and actual start dates or finish dates of a task.
- ▶ As a progress point line, the progress line shows either the remaining duration of an activity or the percent of the activity that has been completed.

In the Progress Line tab of the Bar Chart Options dialog box, you have complete control over how the line is drawn, whether it will be a variance line based on start or finish dates, or a progress point line based on remaining duration or completion percentages.

Tips

- ▶ This feature applies to the Gantt Chart in the Activities window only.
 - ▶ The progress line will not be drawn if you do not display a baseline bar and you choose to base the line on activity % complete or remaining duration.
- 1) Select View, Bar Chart Options, and click the Progress Line tab.
 - 2) Type or select the value between 1 and 10 points to set the thickness of your progress line.
 - 3) Click the color button to choose a color for your Progress Line.

- 4) Select to use the Project baseline or Primary baseline when calculating the Progress Line.
- 5) Select one of the following:
 - ▶ If you want the progress line drawn based on the difference between activity start or finish dates in the current project and baseline project dates, select Based on Difference between Current and Baseline Activity's option.

From the list, select Finish Date to calculate the progress line based on the variance between the baseline finish and the current finish, or select Start Date to calculate the progress line based on the variance between the baseline start and the current start.

- ▶ If you want the progress line drawn by connecting progress points based on each activity's remaining duration or percent complete, select By Connecting Progress Points Based on Activity's option.

From the list, select % Complete to calculate the progress point based on each activity's percent complete (which is the same as viewing the % Complete bar), or select Remaining Duration to calculate the progress point based on each activity's remaining duration. For Remaining Duration, the progress line is drawn to activities that have started or that should have started (when the project baseline start is earlier than the current data date) relative to the baseline start dates.

- 6) Click OK.
- 7) Choose View, Progress line to display the line.

In the Gantt chart, the new progress line is displayed. When the progress line is drawn to the left of the data date, the activity is behind schedule. When the progress line is drawn to the data date, the activity is on schedule. When the progress line is drawn to the right of the data date, the activity is ahead of schedule.

Activity Network

Activity Network

The Activity Network displays your project as a diagram of activities and relationships according to the work breakdown structure (WBS). A red border around an activity box indicates a critical activity. A line connecting activity boxes indicates an activity relationship.

You can control nearly every aspect of the Activity Network, including the appearance of activities, the contents of activity boxes, and the spacing between activities.

The left pane of the Activity Network layout always displays the WBS hierarchy, regardless of the current grouping selection. The right pane displays the selected WBS element's assigned activities. If you specify a grouping option other than WBS, the right pane of the Activity Network layout groups and displays the selected WBS element's activities according to the activity data item you specify, for example, grouped by project status or budget at completion.

You can save the Activity Network layout on your computer to e-mail to another project user or to retrieve later.

To display the Activity Network:

With the Activities window active, do one of the following:

- ▶ Click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).
- ▶ Click the Layout bar, choose Show on Top, Activity Network.
- ▶ From the View menu, choose Show on Top, Activity Network. See **Menu bar** (on page 70).

You can use an Activity Network layout to

- ▶ Easily view relationships among activities and the flow of work through a project
- ▶ Examine and edit an activity and its predecessors and successors
- ▶ Focus on the driving relationship path
- ▶ Determine at a glance whether an activity has started or finished

To make the Activity Network layout more effective, you can

- ▶ Change the Activity Network template to view different activity information and levels of detail
- ▶ Right-click anywhere in the Activity Network to access commands that enable you to change the information displayed or format data
- ▶ Combine the Activity Network with a Trace Logic layout to focus on a specific sequence of activities

Tips

- ▶ To edit or remove an activity relationship, double-click the line that indicates the relationship you want to change, then enter new details in the dialog box that appears.
- ▶ To display an activity's ID and name, place your pointer on the activity whose details you want to view.
- ▶ To zoom in, hold down the Alt key, click anywhere in the Activity Network layout, then drag the pointer down while holding down the mouse button. To zoom out, hold down the Alt key, click anywhere in the Activity Network layout, then drag the pointer up while holding down the mouse button. Right-click anywhere in the Activity Network table to display a menu of additional options.

Display the Activity Network

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Top, Activity Network.
- ▶ Click the Layout Options bar and choose Show on Top, Activity Network.
- ▶ Click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).

Tip

- ▶ To hide the left pane and display only the Activity Network, drag the split bar separating the right and left panes all the way to the left.

Apply Activity Network settings from another layout

- 1) Choose View, Activity Network, Activity Network Options.

You can also click the Layout Options bar, then choose Activity Network, Activity Network Options.

- 2) Click Copy From.
- 3) Select the layout containing the Activity Network settings you want to apply, then click Open.

Move around in the Activity Network

- ▶ To view activities for a particular WBS element, select the element in the WBS hierarchy in the left pane. The right pane displays the hierarchy element's activities.
- ▶ To select an activity in the Activity Network, click the activity.
- ▶ To zoom in and out of the Activity Network, use the following icons on the Display toolbar. See **Display Toolbar** (on page 105).
 - ▶  Zoom In magnifies the view.
 - ▶  Zoom Out reduces the size of elements in the view.
 - ▶  Zoom to Best Fit adjusts information to fit in the window.

Customize the Activity Network layout

- 1) Choose View, Activity Network, Activity Network Options.

You can also click the Layout Options bar, then choose Activity Network, Activity Network Options.

- 2) Click the Activity Network Layout tab.

- 3) In the Organization Options section, specify how to organize the Activity Network layout:

To align activity boxes towards the top of the Activity Network window in relation to their predecessors/successors, choose Organize Along the Top.

To center activity boxes in relation to their predecessors/successors, choose Organize Centered.

When an activity's predecessor/successor is not immediately adjacent to the activity in the Activity Network, the relationship line, in some cases, cannot be seen because of other activity boxes. To reposition the activity boxes so that all relationship lines are visible, mark the Adjust to Show All Relationships checkbox.

To automatically zoom in/out each time you reorganize the layout to find the best fit for showing activity boxes in Activity Network, mark the Always Zoom to Best Fit After Reorganize checkbox.

To view whether an activity has started or finished, mark the Show Progress checkbox.

To change the vertical space between activity boxes in Activity Network, specify a vertical spacing factor.

To change the horizontal space between activity boxes in Activity Network, specify a horizontal spacing factor.

- 4) In the Network Order Options section, specify the order in which activity networks display:

To display the activity networks with the longest path of linked activities on top, choose Longest on Top.

To display the activity networks with the shortest path of linked activities on top, choose Shortest on Top.

- 5) To preview your changes, click Apply.

Tips

- ▶ To copy the Activity Network layout from another activity layout, click Copy From, select the layout whose Activity Network layout you want to copy, then click Open.
- ▶ To save the Activity Network layout, click the Layout Options bar, then choose Activity Network, Save Network Positions. Type a unique name to identify the layout and click Save.

Reorganize the Activity Network layout

- ▶ To reorganize all activity boxes except those that you have positioned within the layout, right-click in the Activity Network layout and choose Reorganize.
- ▶ To reorganize all activity boxes including those that you have positioned within the layout, right-click in the Activity Network layout and choose Reorganize All.

View Activity Network Activity Details

- ▶ To display an activity's ID and name, place the mouse pointer on the activity whose details you want to view.

Customize the activity box layout

- 1) **Display the Activity Network** (on page 377) in the Activities window, then choose View, Activity Network, Activity Network Options.

You can also click the Layout Options bar, then choose Activity Network, Activity Network Options.

- 2) Click the Activity Box Template tab.
- 3) Click Box Template.
- 4) To add a field to the activity boxes, click Add.

Click the Field Name column, then select the field you want to display.

Double-click the Width column, then specify the width of the field.

Double-click the Height column, then specify the height of the field.

See **More Detail: Specifying activity box field widths** (on page 838) for more information.

- 5) To position the field within the activity box, click  and .
- 6) To remove a field, select it, then click Delete.
- 7) Click OK.

Tips

- ▶ To copy the activity box layout from another activity layout, click Copy From, select the layout whose activity box layout you want to copy, then click Open.
- ▶ To change the width of the Activity Network activity boxes, specify a new box width in the Total Width field.

Change activity box fonts and colors

- 1) Choose View, Activity Network, Activity Network Options.

You can also click the Layout Options bar, then choose Activity Network, Activity Network Options.

- 2) Click the Activity Box Template tab, then click Font & Colors.
- 3) To change the appearance of text, click Font, then select a new font.
- 4) To change the display's background color, click Back Color, then select a new color.
- 5) To change the activity box color, click Box Color, then select a new color.
- 6) To preview your changes, click Apply.

Select the activity box layout

- 1) Choose View, Activity Network, Activity Network Options.

You can also click the Layout Options bar, then choose Activity Network, Activity Network Options.

- 2) Click the Activity Box Template tab.
- 3) Select an activity box layout from the list of predefined activity box layouts.

The example activity box uses the selected box layout.

- 4) To preview your changes, click Apply.

Tip

- ▶ To copy the activity box layout from another activity layout, click Copy From, then select the layout whose activity box layout you want to copy, then click Open.

Save and Open an Activity Network Layout

- ▶ To save the Activity Network layout, click the Layout Options bar, then choose Activity Network, Save Network Positions. Type a unique name to identify the layout and click Save.
- ▶ To open a saved Activity Network layout, click the Layout Options bar, then choose Activity Network, Open Network Positions. Browse to the directory where the saved layout (ANP) file is located. Select this file and click Open.

Trace Logic

Trace Logic

Trace Logic enables you to step forward or backward through a sequence of activities to focus on predecessor/successor relationships.

Trace Logic, which is displayed in the lower layout, represents relationships for an activity you select in the Activity Table, Activity Network, Activity Usage spreadsheet, or Gantt Chart currently displayed in the upper layout. A red border around an activity box indicates a critical activity. A line connecting activity boxes indicates an activity relationship.

Use the Trace Logic layout to

- ▶ Examine an activity and its predecessors and successors
- ▶ Determine why an activity is scheduled at a particular time, answering questions such as: Were any of its predecessors delayed? Do any of its predecessors or successors have an obsolete constraint? Are two activities that should be linked start to start currently linked finish to start? Why is there negative float?

Tips

- ▶ Zoom in or out without affecting the level of detail displayed in the upper layout.
- ▶ Choose View, Bottom Layout Options or click the Display Options bar and choose Bottom Layout Options to specify how many levels of predecessors and successors you want to view.

Display Trace Logic

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Bottom, Trace Logic.
- ▶ Click the Layout Options bar and choose Show on Bottom, Trace Logic.
- ▶ Click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Note

- ▶ The activity boxes in Trace Logic display the same information as the boxes defined for the current Activity Network layout.

Move around in Trace Logic

- ▶ To view an activity's relationships in Trace Logic, click the activity in the Activity Table, Gantt Chart, Activity Usage Spreadsheet, Activity Network, or Trace Logic window.

Set Trace Logic preferences

You can specify the number of activity relationships you want to display in Trace Logic.

1) Choose View, Bottom Layout Options.

You can also click the Layout Options bar, then choose Bottom Layout Options.

2) Specify the number of predecessors you want to display.

3) Specify the number of successors you want to display.

4) To preview your changes, click Apply.

Activity Usage and Resource Usage Profiles

Activity Usage Profile

The Activity Usage Profile

- ▶ Use the Activity Usage Profile to view cost or unit values for activities in the open project over time according to a timescale you specify. The Activity Usage Profile displays resource allocations for all activities or for the activities you select in the Activity Table, Activity Usage Spreadsheet, Gantt Chart, or the Activity Network.

The Activity Usage Profile can display labor, nonlabor, material, and expense costs and labor and nonlabor units allocated to the activities in your project over time. Costs and units allocated to activities for each period in the timescale are represented as vertical bars. You can also display curves for charting cumulative costs or units over time.

You can customize the Activity Usage Profile to:

- ▶ Specify the type of information you want to display.
- ▶ Change the timescale.
- ▶ Customize the bars and background.
- ▶ Display past period actual or actual to date values.
- ▶ Display unit and cost values by both remaining early and remaining late dates.
- ▶ Save any of these changes so that you can always access the same set of activity information, or share your Activity Usage Profile with someone else.

You can filter the Activity Usage Profile to include all activities displayed in the top layout, or to include only the activities you select in the top layout. You can also filter the top layout to display only those activities that correspond to the timeperiod you select in the bottom layout.

Tips

- ▶ If you apply activity filters to the Activity Table, Gantt Chart, Activity Usage Spreadsheet, or the Activity Network, these filters also apply to the Activity Usage Profile.
- ▶ When you display a financial period timescale and display data for all projects (rather than for open projects only), activity and resource data must be summarized by financial period to accurately display data for closed projects. If you have administrator rights, to ensure that activity and resource data is summarized by financial period when you summarize projects, choose Admin, Admin Preferences, select the Options tab, then mark the 'By financial periods' checkbox.
- ▶ The Planned Value Cost and Earned Value Cost curves may display different values in the profile, even if the total Planned Value Cost and Earned Value Cost values are the same in Activity Table columns. This occurs when an activity has an expense with an Accrual Type of Start of Activity or End of Activity (rather than Uniform over Activity). Since these are one-time expenses, and the planned value and earned value curves are cumulative (representing total values spread over time), the planned value spread is different than the earned value spread, even though the total values are the same.

Display the Activity Usage Profile

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Bottom, Activity Usage Profile.
- ▶ Click the Layout Options bar and choose Show on Bottom, Activity Usage Profile.
- ▶ Click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Note

- ▶ The numbers on the left side of the Activity Usage Profile correspond to the vertical bars. The numbers on the right side of the Activity Usage Profile correspond to the cumulative curves (these numbers appear only if you include cumulative curves in the profile).

Define the Activity Usage Profile

- 1) **Display the Activity Usage Profile** (on page 384), then click the Display Options bar in the profile and choose Activity Usage Profile Options.

You can also right-click in the profile and choose Activity Usage Profile Options.

- 2) Click the Data tab.
- 3) Choose the category of information to display: Cost or Units.

- 4) Mark the Display Actual and Earned Value using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.

Note: If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

- 5) To select the data included in the profile, mark the checkbox next to each filter type. Then, select the pattern to use to display each data type.

If you choose to display cost data, you can select more than one filter to view a combination of cost values in the project profile.

To display cost totals, mark the Total checkbox.

- 6) In the Show Bars/Curves area, mark the checkbox for each category of cost/units you want to display.

To show these data by date, mark the By Date checkbox. To show these data as a curve representing cumulative value, mark the Cumulative checkbox.

To select the color for each bar/curve, click the Color button.

- 7) In the Show Earned Value Curves area, mark the checkbox for each cumulative earned value curve you want to display.

To select the color for each curve, click the Color button.

- 8) Click the Graph tab.

- 9) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.

- 10) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.

11) To specify additional profile display options, mark the corresponding checkboxes:

Show Legend: Mark to display a legend for the profile's bars/curves.

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

12) To view your profile options without closing the dialog box, click Apply; to save your selections, click OK.

Show or hide the profile legend in the histogram

1) Display the profile, then click the Display Options bar in the profile and choose the Profile Options.

You can also right-click in the profile to choose the Profile Options.

2) Click the Graph tab.

3) In the Additional Display Options section, mark or clear the Show Legend checkbox.

Note

- ▶ You can move the profile legend within the profile. Move the mouse over the legend, click and hold the mouse button, and drag the legend.

Resource Usage Profile

The Resource Usage Profile

Use the Resource Usage Profile to analyze quantity or cost usage for resources or roles. You can view a resource's or role's cost and quantity data for a specific project or for all projects across the enterprise (total allocation).

Define the profile to specify whether you want to display cost or quantity information and set the timescale for displaying data values. Choose to display past period actual or actual to date values in bars and curves. Choose to display vertical bars to represent costs or units allocated to your resources for each timeperiod, and include cumulative curves to represent accumulated units and costs over time.

Use the Resource Usage Profile to

- ▶ Determine how many hours each resource is scheduled to work
- ▶ Identify overloaded resources
- ▶ Track expenditures per timeperiod
- ▶ Determine resource usage by late dates
- ▶ Display a "banana" curve to compare early and late dates
- ▶ Display different colors or patterns on the histogram bars when showing the stacked histogram

In addition to customizing data, you can customize the look of the profile by specifying display options, for example, bar color, background line type, or averaging. You can also save a customized profile so that you can always access the same set of activity information or share the Resource Usage Profile with someone else.

The Resource Usage Profile is available only in the bottom layout of the Activities window. The bottom layout window is divided into two panes.

- ▶ The left pane lists all the resources or roles stored in the hierarchy, depending on your current view. In the stacked histogram view, the left pane lists all the resource or role filter/group names in the hierarchy.
- ▶ The right pane displays the values for the activities assigned to each resource or role in the histogram, or resource or role filter/group name in the stacked histogram.

Notes

- ▶ If you are displaying actual to date values (rather than past period actual values) and you do not want the resource unit/cost values spread evenly, use resource curves to distribute those values nonlinearly, or manually enter values for assignments in the Resource Usage Spreadsheet. The Resource Usage Profile reflects the resource curves and manual values. If the planned work on an activity cannot be accurately captured by applying a resource curve, you should manually enter values to achieve the most accurate resource distribution per timeperiod. See **Manually enter future period assignment values** (on page 275).

- ▶ When you display a financial period timescale and display data for all projects (rather than for open projects only), activity and resource data must be summarized by financial period to accurately display data for closed projects. If you have administrator rights, to ensure that activity and resource data is summarized by financial period when you summarize projects, choose Admin, Admin Preferences, select the Options tab, then mark the 'By financial periods' checkbox.
- ▶ When displaying units, bars do not display for summary rows if your selection contains mixed units of measure or a mixture of labor/ nonlabor and material type resources.
- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click in the profile area to view the profile details.

Display the Resource Usage Profile

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Bottom, Resource Usage Profile.
- ▶ Click the Layout Options bar and choose Show on Bottom, Resource Usage Profile.
- ▶ Click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Notes

- ▶ The numbers on the left side of the Resource Usage Profile correspond to the vertical bars. The numbers on the right side of the Resource Usage Profile correspond to the cumulative curves (these numbers appear only if you include cumulative curves in the profile).
- ▶ To view a stacked histogram in the Resource Usage Profile, click the Display Options bar and select Stacked Histogram.
- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click on the profile to view the profile details.

Define the Resource Usage Profile

Display the Resource Usage Profile (on page 388), then click the Display Options bar in the profile and choose Resource Usage Profile Options.

To display the profile options for the stacked histogram, click the Display Options bar in the profile and choose Stacked Histogram. Then, click the Display Options bar in the profile and choose Resource Usage Profile Options. You can also right-click in the profile and choose Resource Usage Profile Options.

The options available to define the Resource Usage Profile depend on whether you display the Regular Histogram or the Stacked Histogram. See **Define the Resource Usage Profile - Regular Histogram** (on page 389). See **Define the Resource Usage Profile - Stacked Histogram** (on page 390).

Define the Resource Usage Profile - Regular Histogram

The options you can specify for a Resource Usage Profile differ depending on whether you display the profile in resource or role view, and on whether you choose to display resource allocation for one or more open projects or total allocation for all projects across the enterprise.

You choose the resource(s) to include in the profile by selecting them in the left pane of the Bottom Layout window. To specify whether you want to display the profile in role or resource view, click the Display Options bar in the left pane, then choose Select View, By Resource or By Role.

- 1) In the Resource Usage Profile Options, click the Data tab.
- 2) Choose the type of information to display: Cost or Units.
- 3) Mark the Display Actual using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.
- 4) In the Show Bars/Curves area, mark the checkbox to specify which cost/unit categories you want to display and whether to show these data by date or as a curve representing cumulative value. Select the color for each bar/curve.
- 5) If the profile displays resource allocation across the enterprise (all projects), you can choose how you want to display remaining values: as total values across all projects in the enterprise, or as values in the open projects vs. values in closed projects.

If you are displaying roles in the profile, you can choose to view staffed vs. unstaffed costs/units. Staffed units are those for which resources have been assigned to fill role assignments.

- 6) To display additional resource data in the profile, mark the corresponding checkboxes:

Show Overtime (open projects view only): Mark to show the resource's overtime units for each time unit in the current layout.

Show Limit: Mark to show the resource's maximum units for each timescale interval in the current layout. This option is available only if you choose to display Units.

Show Overallocation: Mark to display overallocated values in the current layout. This option is available only if you choose to display Units and select Show Limit.

Show Available Units: Mark to display a horizontal line that indicates the resource's available units. This option is available only if you choose to display Units.

- 7) Click the Graph tab.

- 8) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.
- 9) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.
- 10) To specify additional profile display options, mark the corresponding checkboxes:

Show Legend: Mark to display a legend for the profile's bars/curves.

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

- 11) To specify the interval and dates to use to calculate time-distributed data for the profile, and to specify which projects are included (open only or open and specific closed projects) when you select the Show Remaining Bars As, Total Remaining option, click Preferences. Then, click the Resource Analysis tab. See **More Detail: Set Resource Analysis Preferences** (on page 838).

Define the Resource Usage Profile - Stacked Histogram

The options you can specify for a Resource Usage Profile differ depending on whether you display the profile in resource or role view. Add resource filters to choose the resources to include in the profile. The profile legend in the left pane displays a list of the resource filters and their corresponding colors and patterns. To specify whether you want to display the profile in role or resource view, click the Display Options bar in the left pane, then choose Select View, By Resource or By Role.

- 1) In the Resource Usage Profile Options, click the Data tab.
- 2) Select the type of information to display: At Completion Units or At Completion Cost.

- 3) Mark the Display Actual using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.
- 4) In the Show area, choose to show individual curves representing the cumulative value for each filter/group name of resources or choose to show one cumulative curve as a total for all filter/group names of resources .
- 5) Add a resource or role filter to view in the profile. Double-click the Resource/Role Filter/Group Name field to modify the selected resource or role filter specification.

Click Add to specify a new resource or role filter. Create a resource or role filter specification to select an individual resource or role, or a group of resources or roles. For example, you can specify a filter that selects resources with the same resource code value.

Click Delete to remove a resource/role filter/group name.

- 6) Select the pattern and color for the selected resource/role filter/group name.

Click the Up or Down arrows to arrange the filter list in the order it will display in the stacked histogram.

- 7) Click the Graph tab.
- 8) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.
- 9) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.

10) Specify the additional profile display options:

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

11) To specify the interval and dates to use to calculate time-distributed data for the profile, and to specify which projects are included (open only or open and specific closed projects) when you select the Show Remaining For, All Projects option, click Preferences. Then, click the Resource Analysis tab. See **More Detail: Set Resource Analysis Preferences** (on page 838).

View a profile of resource allocation across all projects

1) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

2) In the right pane of the bottom layout window, click the Display Options bar and choose Show All Projects, if it is not already selected. A check next to Show All Projects indicates that it is selected.

To view total allocation by resource, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Resource.

To view total allocation by role, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Role.

Tips

- ▶ When viewing total resource allocation across all projects, you can include resource limits, planning limits, overallocation, and available units in the profile. You can specify whether you want to display remaining units as one value or as separate values for open versus closed projects. When viewing by role, an additional option is available for displaying remaining units as separate values for staffed versus unstaffed projects.
- ▶ When viewing past period actual values across all projects, the profile displays summary past period actual values for closed projects.

Notes

- ▶ Bars do not display for summary rows if your selection contains a mixture of labor/nonlabor and material resources. Dashes display in the Total and Cumulative columns in the profile details.
- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click in the profile to view the profile details.

View a profile of resource allocation for a specific project

- 1) Open one or more projects for which you want to view a resource profile.
- 2) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

- 3) In the right pane of the bottom layout window, click the Display Options bar and make sure Show All Projects is not selected. A check next to Show All Projects indicates that it is selected.

To view resource allocation by resource, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Resource.

To view resource allocation by role, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Role.

Tip

- ▶ When viewing resource allocation for a specific project, you can include resource overtime. When viewing by role, you can include remaining units in the profile and specify whether you want remaining units displayed as a single value for all projects or as separate values for staffed versus unstaffed projects.

Notes

- ▶ Bars do not display for summary rows if your selection contains a mixture of labor/nonlabor and material resources. Dashes display in the Total and Cumulative columns in the profile details.
- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click in the profile to view the profile details.

Show or hide resource limits in the Resource Usage Profile

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

- 2) Click the Display Options bar in the profile and choose Resource Usage Profile Options.

You can also right-click in the profile and choose Resource Usage Profile Options.

- 3) Click the Data tab.

In the Additional Data Options section, mark or clear the Show Limit and Show Allocated Limit checkboxes.

Tip

- ▶ The Show Limit and Show Allocation Limit checkboxes are available only when you display units for the histogram. The Show Allocated Limit checkbox is only available if you display open projects only.

Show or hide resource overallocation in the Resource Usage Profile

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

- 2) Click the Display Options bar in the profile and choose Resource Usage Profile Options.

You can also right-click in the profile and choose Resource Usage Profile Options.

- 3) Click the Data tab.

To display resource overallocation information, in the Additional Data Options section, mark the Show Limit and Show Overallocation checkboxes.

To remove resource overallocation information, in the Additional Data Options section, clear the Show Overallocation checkbox.

Note

- ▶ The Show Limit and Show Overallocation checkboxes display only when you display Units.

Show or hide resource availability in the Resource Usage Profile

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

- 2) In the right pane of the bottom layout window, click the Display Options bar, then choose Show All Projects. A check next to Show All Projects indicates that it is selected.
- 3) Click the Display Options bar again and choose Resource Usage Profile Options.

You can also right-click in the profile and choose Resource Usage Profile Options.

- 4) Click the Data tab.

In the Additional Data Options section, mark or clear the Show Available Units checkbox.

Notes

- ▶ The Show Available Units checkbox appears only when you view resource allocation for all projects across the enterprise, that is, when Show All Projects is selected. However, to show resource availability only for open projects, you can edit your user preferences. In the Resource Usage/Role Profile Options dialog box, click Preferences, then click the Resource Analysis tab. In the All Projects section, choose Opened Projects Only.

- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click on the profile to view the profile details.

Show or hide overtime information in the Resource Usage Profile

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Profile.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Profile.

- 2) In the right pane of the bottom layout window, click the Display Options bar and make sure Show All Projects is not selected. A check next to Show All Projects indicates that it is selected.
- 3) Click the Display Options bar again and choose Resource Usage Profile Options.

You can also right-click in the profile and choose Resource Usage Profile Options.

- 4) Click the Data tab.
- 5) Mark or clear the Show Overtime checkbox.

Note

- ▶ The Show Overtime checkbox displays only when you view resources for a specific project. It is not available when viewing projects across the enterprise.

Filter activities according to the Resource Usage Profile

When viewing the Resource Usage Profile for a specific project, you can filter the activities displayed in the Activity Table, Gantt Chart, Activity Usage Spreadsheet, or Activity Network, so that they correspond to the resource information currently displayed in the profile.

- ▶ To display only the activities to which a specific resource has been assigned, in the left pane of the bottom layout select the resource, then, in the Display Activities for Selected section, mark the Resource checkbox.
- ▶ To display only the activities to which a specific resource has been assigned within an individual timeperiod, in the left pane of the bottom layout select the resource, then, in the Display Activities for Selected section, mark the Time Period checkbox. In the Resource Usage Profile, click the timeperiod for which you want to display the resource's activity assignments.

Note

- ▶ When you mark the Time Period checkbox, the currently selected timeperiod highlights and the cursor changes to a crosshair when you position it within the Resource Usage profile. When you select a timeperiod, it is highlighted and the activities in the Activity Table, Gantt Chart, or Activity Network are filtered to correspond to the timeperiod.

Show or hide the profile legend

- 1) In the window displaying the profile, click the Display Options bar and choose Top Layout Options or Bottom Layout Options, Profile Settings.
- 2) Click the Graph tab.
- 3) In the Additional Display Options area, mark or clear the Show Legend checkbox.

Note

- ▶ You can move the profile legend within the profile. Move the mouse over the legend, click and hold the mouse button, and drag the legend..

Activity Usage and Resource Usage Spreadsheets**Activity Usage Spreadsheet****The Activity Usage Spreadsheet**

The Activity Usage Spreadsheet displays activity data in a spreadsheet format. View baseline, budgeted or planned, actual, remaining, and at completion values or review information such as earned value cost, actual labor and nonlabor units, and remaining total cost for the activities in your project.

Display the Activity Usage Spreadsheet in the top or bottom layout of the Activities window.

Use the Activity Usage Spreadsheet to

- ▶ Quickly analyze activity data
- ▶ Filter activities
- ▶ Group and sort activity data

The Activity Usage Spreadsheet is split into two panes. The left pane displays the Activity Table, including all the columns, grouping, sorting, and filtering options defined for the Activity Table. The right pane displays timescaled spreadsheet data for each activity; you can specify the data fields you want to include.

Tip

- ▶ You can display past period actual values in the Activity Usage Spreadsheet. In the right pane of the bottom layout, click the Display Options bar and choose Spreadsheet Fields, Customize. The available past period actual fields are listed in the Financial Period Value section for both Cumulative and Time Interval. If the Financial Period Value section is not available in the Columns dialog box, you must specify the range of financial periods available for display as columns on the User Preferences, Application tab. See **Define the range of financial periods to display in columns** (on page 136). When displaying Financial Period Value fields, past period actuals stored per financial period are distributed evenly, within each financial period, from the financial period start date to the financial period end date and earned value calculations are based on these stored period quantities. For all other columns, actuals are spread evenly from the actual start to the data date or actual finish date of the activity or assignment.

Notes

- ▶ You cannot change the data in the Activity Usage Spreadsheet.
- ▶ Multiple resource rates are not reflected in the Activity Usage Spreadsheet.
- ▶ When you display a financial period timescale and display data for all projects (rather than for open projects only), activity and resource data must be summarized by financial period to accurately display data for closed projects. If you have administrator rights, to ensure that activity and resource data is summarized by financial period when you summarize projects, choose Admin, Admin Preferences, select the Options tab, then mark the 'By financial periods' checkbox.

Display the Activity Usage Spreadsheet

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Top or Show on Bottom, Activity Usage Spreadsheet.
- ▶ Click the Layout Options bar and choose Show on Top or Show on Bottom, Activity Usage Spreadsheet.
- ▶ Click  on the Top Layout toolbar or Bottom Layout toolbar. See **Top Layout Toolbar** (on page 130). See **Bottom Layout Toolbar** (on page 101).

Customize Activity Usage Spreadsheet columns

You can customize the columns that display in the left pane of the Activity Usage Spreadsheet.

- 1) Display the spreadsheet, then choose View, Columns. See **Display the Activity Usage Spreadsheet** (on page 398).
- 2) To add a column to the spreadsheet, select it in the Available Columns section, then click .
- 3) To add all available columns to the spreadsheet, click .

- 4) To remove a column from the spreadsheet, select it in the Selected Options section, then click .
- 5) To remove all current columns from the spreadsheet, click .

You must select at least one column to display in the spreadsheet.

- 6) To change the order in which columns display, in the Selected Options section, select a column you want to move:

To move the column left, click .

To move the column right, click .

- 7) To update columns in the spreadsheet, click OK, or to view your changes without closing this dialog box, click Apply.

To restore the default columns, click Default.

Select Activity Usage Spreadsheet fields

- 1) Right-click in the spreadsheet, then choose Spreadsheet Fields.
- 2) To add a field to the spreadsheet, select it in the Available Options section, then click .
- 3) To add all available fields to the spreadsheet, click .
- 4) To remove a field from the spreadsheet, select it in the Selected Options section, then click .
- 5) To remove all current fields from the spreadsheet, click .

You must select at least one field to display in the spreadsheet.

- 6) To change the order in which fields display, in the Selected Options section, select a field you want to move:

To move the column left, click .

To move the column right, click .

- 7) To update fields in the spreadsheet, click OK, or to view your changes without closing this dialog box, click Apply.

To restore the default fields, click Default.

Resource Usage Spreadsheet

The Resource Usage Spreadsheet

Use the Resource Usage Spreadsheet to analyze quantity or cost usage for resources or roles. For every role and resource in the project, you can review cost or quantity information for a specific project or for all projects across the enterprise (total allocation). You can also select the spreadsheet fields to specify which cost or quantity information you want to view and set the timescale for displaying data values. If you have the appropriate security privilege, you can manually enter values for budgeted or planned and remaining (early) units in the spreadsheet.

Use the Resource Usage Spreadsheet to

- ▶ Quickly analyze resource data.
- ▶ View past period actual data.
- ▶ View resource or role data.
- ▶ Filter resources, roles, and activities.
- ▶ Group and sort resource data.
- ▶ Manually plan future resource distribution. See **Future period bucket planning** (on page 247).

In the Activities window, the Resource Usage Spreadsheet is available only in the bottom layout.

When you choose to display information for all projects, the bottom layout is divided into two panes.

- ▶ The left pane lists all the resources or roles stored in the hierarchy, depending on your current view.
- ▶ The right pane displays the values for the activities assigned to each resource or role.

When you choose to display information only for a specific project, the bottom layout is divided into three panes.

- ▶ The left pane lists all the resources or roles stored in the hierarchy, depending on your current view.
- ▶ The middle pane displays all of the activity assignments for the resource or role currently selected in the left pane.
- ▶ The right pane displays the values for the activities assigned to the resource or role currently selected in the left pane.

In the Resource Assignments window, the Resource Usage Spreadsheet is available in the right pane.

You can group, sort, or filter the resources or roles displayed in the Resource Usage Spreadsheet.

Tips

- ▶ You can display past period actual values in the Resource Usage Spreadsheet. In the right pane of the bottom layout, click the Display Options bar and choose Spreadsheet Fields, Customize. The available past period actual fields are listed in the Financial Period Value section for both Cumulative and Time Interval. If the Financial Period Value section is not available in the Columns dialog box, you must specify the range of financial periods available for display as columns on the User Preferences, Application tab. See **Define the range of financial periods to display in columns** (on page 136). When displaying Financial Period Value fields, past period actuals stored per financial period are distributed evenly, within each financial period, from the financial period start date to the financial period end date and earned value calculations are based on these stored period quantities. For all other columns, actuals are spread evenly from the actual start to the data date or actual finish date of the activity or assignment.
- ▶ When you display a financial period timescale and display data for all projects (rather than for open projects only), activity and resource data must be summarized by financial period to accurately display data for closed projects. If you have administrator rights, to ensure that activity and resource data is summarized by financial period when you summarize projects, choose Admin, Admin Preferences, select the Options tab, then mark the 'By financial period' checkbox.
- ▶ With the appropriate security privilege, you can edit the Budgeted or Planned Units and Remaining (Early) Units fields. Your ability to manually enter/edit data in these fields is determined by user preference settings, timescale settings, and other factors. For information on the types of activities that are ideal candidates for manual planning, refer to Future Period Bucket Planning. For detailed information on entering and editing data in the Resource Usage Spreadsheet, including troubleshooting information, refer to Future period bucket planning FAQ.

Notes

- ▶ In the Activities window, the Resource Usage Spreadsheet must display data for open projects only if you want to manually plan future period resource distribution. If the spreadsheet is displaying data for all projects, click the Display Options bar, then choose Show All Projects to remove the checkmark; the title of the Display Options bar changes to 'Display: Open Projects Only.'
- ▶ The hierarchy in the Resource Usage spreadsheet does not represent rolled up values for resource groups; therefore, if you select a resource group, only the values directly related to that group appear in the spreadsheet. Values for the individual resources belonging to that group do not appear.

- ▶ If you are displaying actual to date values (not past period actual values) and you do not want the resource unit/cost values spread evenly, use resource curves to distribute those values nonlinearly, or manually enter the values. The Resource Usage Spreadsheet reflects the resource curves. If the planned work on an activity cannot be accurately captured by applying a resource curve, you should manually enter values to achieve the most accurate resource distribution per timeperiod. See **Manually enter future period assignment values** (on page 275). If you are displaying past period actual values, the resource unit/cost data is spread by financial period.
- ▶ Multiple resource rates are not reflected in the Resource Usage Spreadsheet.
- ▶ Dashes display in the cells of summary rows if your selection contains a mixture of labor/ nonlabor and material type resources.

Display the Resource Usage Spreadsheet

With the Activities window active, do one of the following:

- ▶ Choose View, Show on Bottom, Resource Usage Spreadsheet.
- ▶ Click the Layout Options bar and choose Show on Bottom, Resource Usage Spreadsheet.
- ▶ Click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

With the Resource Assignments window active, do one of the following:

- ▶ Choose View, Show on Top, Resource Usage Spreadsheet.
- ▶ Click the Layout Options bar, then choose Resource Usage Spreadsheet.
- ▶ Click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).

Tip

- ▶ To hide the upper layout and display only the Resource Usage Spreadsheet in the Activities window, drag the split bar separating the upper layout from the Resource Usage Spreadsheet all the way to the top.

Display roles in the Resource Usage Spreadsheet

- ▶ In the Activities window, click the Display Options bar in the left pane of the Resource Usage Spreadsheet, then choose Select View, By Role. This option is only available if the spreadsheet is displaying data for all projects, rather than open projects only.

Note

- ▶ To redisplay resources in the Resource Usage Spreadsheet, click the Display Options bar in the left pane, then choose Select View, By Resource.

Select resources or roles for the Resource Usage Spreadsheet

- ▶ In the left pane of the Resource Usage Spreadsheet, select the resource or role for which you want to view values.

Tip

- ▶ You can display data for multiple resources or roles in the Resource Usage Spreadsheet. To select a block of contiguous resources or roles, click the first resource or role you want to display, then hold down the Shift key while clicking the last resource or role you want to display. To select noncontiguous resources or roles, press and hold the Ctrl key while clicking the various resources or roles whose values you want to display.

View a spreadsheet of resource allocation across all projects

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Spreadsheet.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Spreadsheet.

- 2) In the right pane of the bottom layout window, click the Display Options bar and choose Show All Projects, if it is not already selected. A check next to Show All Projects indicates that it is selected.

To view total allocation by resource, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Resource.

To view total allocation by role, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Role.

Note

- ▶ Dashes display in the cells of summary rows if your selection contains a mixture of labor/ nonlabor and material resources.

View a spreadsheet of resource allocation for a specific project

- 1) Open one or more projects for which you want to view a resource spreadsheet.

- 2) In the Activities window, choose View, Show on Bottom, Resource Usage Spreadsheet.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Spreadsheet.

- 3) In the right pane of the Activity window's bottom layout, click the Display Options bar and make sure that Show All Projects is not selected.

To view resource allocation by resource, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Resource.

To view resource allocation by role, click the Display Options bar in the left pane of the bottom layout window, then choose Select View, By Role.

- 4) In the Resource Assignments window, choose View, Resource Usage Spreadsheet.

You can also click the Display Options bar, then choose Resource Usage Spreadsheet.

Note

- ▶ Dashes display in the cells of summary rows if your selection contains a mixture of labor/ nonlabor and material resources.

View a spreadsheet of resource overallocation across all projects

You can choose Resource Usage Spreadsheet fields to spread overallocated resources units over early and late dates.

- 1) In the Activities window, choose View, Show on Bottom, Resource Usage Spreadsheet.

You can also click the Layout Options bar, then choose Show on Bottom, Resource Usage Spreadsheet.

- 2) In the right pane of the bottom layout window, click the Display Options bar and choose Show All Projects, if it is not already selected. A check next to Show All Projects indicates that it is selected.

- 3) Right-click in the spreadsheet, then choose Spreadsheet Fields, Customize. Select Overallocated Early Units and/or Overallocated Late units in the available options section, then click the right arrow to add the fields to the spreadsheet.

When a resource is spread over the early dates of activities, to view the number of units beyond the resource's limit that are planned over a given timeperiod, select Overallocated Early Units.

When a resource is spread over the late dates of activities, to view the number of units beyond the resource's limit that are planned over a given timeperiod, select Overallocated Late Units.

- 4) Click Ok.

Filter activities according to the Resource Usage Spreadsheet

When viewing the Resource Usage Spreadsheet for a specific project, you can filter the activities displayed in the Activity Table, Gantt Chart, Activity Usage Spreadsheet, or Activity Network, so that they correspond to the resource information currently displayed in the Resource Usage Spreadsheet.

- ▶ To display only the activities to which a specific resource has been assigned, in the left pane of the bottom layout select the resource, then, in the Display Activities for Selected section, mark the Resource checkbox.
- ▶ To display specific activities for a resource, in the left pane of the bottom layout select the resource, then, in the middle pane of the bottom layout, select one or more of the resource's activity assignments. In the Display Activities for Selected section, mark the Assignments checkbox.

Customize Resource Usage Spreadsheet columns

You can customize the columns that display in the left and middle panes of the Resource Usage Spreadsheet layout in the Activities window.

- 1) In the left pane, click the Display Options bar, then choose Columns, Customize. In the middle pane, click the Display Options bar and choose Columns, Customize.

You can select different columns to appear in each pane.

- 2) To add a column to the spreadsheet, select it in the Available Options section, then click .
- 3) To add all available columns to the spreadsheet, click .
- 4) To remove a column from the spreadsheet, select it in the Selected Options section, then click .

5) To remove all current columns from the spreadsheet, click  .

You must select at least one column to appear in the spreadsheet.

6) To change the order in which columns appear, in the Selected Options section, select a column you want to move:

To move the column left, click  .

To move the column right, click  .

7) To update columns in the spreadsheet, click OK, or to view your changes without closing this dialog box, click Apply.

To restore the default columns, click Default.

Note

- ▶ You can also customize the columns that display in the Resource Usage Spreadsheet layout in the Resource Assignments window. Click the Display Options bar, then choose Spreadsheet Fields, Customize. To customize the spreadsheet, follow steps 2 through 7.

Select Resource Usage Spreadsheet fields

- ▶ Right-click in the spreadsheet, then choose Spreadsheet Fields. Choose one of the predefined spreadsheet fields, or, to customize the fields you want to display, choose Customize.

Resize the panes of the Resource Usage Spreadsheet

You can resize any of the panes of the Resource Usage Spreadsheet to display more or less data.

- ▶ Drag the split bar separating the panes you want to enlarge or reduce to the left or right.

Group and sort Resource Usage Spreadsheet columns in the Activities window

- ▶ In the left or middle panes of the Resource Usage Spreadsheet layout, click the Display Options bar, then choose Group and Sort By. Choose one of the predefined group and sort options, or, to customize grouping and sorting, choose Customize.

If you choose Customize

- 1) In the Group By column, double-click the cell, then select the field by which you want to group.
- 2) Click Sort, then select the field names you want to sort by for the grouping. Click OK.
- 3) To change a group's display color and font, double-click the appropriate Font & Color field.
- 4) To group and sort by additional fields, repeat steps 1 and 2.

Tip

- ▶ To remove a grouping field, select the field you want to remove, then click Delete.

Group and sort Resource Usage Spreadsheet columns in the Resource Assignments window

- ▶ In the Activity Resource Assignments layout, click the Display Options bar, then choose Group and Sort By. Choose one of the predefined group and sort options, or, to customize grouping and sorting, choose Customize.

If you choose Customize

- 1) In the Group By column, double-click the cell, then select the field by which you want to group.
- 2) Click Sort, then select the field names you want to sort by for the grouping. Click OK.
- 3) To change a group's display color and font, double-click the appropriate Font & Color field.
- 4) To group and sort by additional fields, repeat steps 1 and 2.

Tip

- ▶ To remove a grouping field, select the field you want to remove, then click Delete.

Copy and paste resource spreadsheet data to Microsoft Excel

- 1) Choose Project, Resource Assignments.
- 2) Select a row, then choose Edit, Copy.

All associated spreadsheet data, as well as row and column headers and values, will be copied to the clipboard.

- 3) In Excel, right-click in the spreadsheet, then choose Paste.

Notes

- ▶ Excel may try to reformat data pasted into its cells. You can reformat the cells as text before pasting your data, or try pasting into a different application.
- ▶ Any edits made in Excel will not be returned to the project. This can be used for reporting only.

- ▶ If you have any fields with #####, simply expand the column width to accommodate the project information.

Tracking Projects

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Overview

Tracking

The tracking features assist you in performing schedule, cost, and resource analysis by enabling you to access, display, and manipulate project data in a variety of formats. Review summarized or live project data at various levels of detail. The Tracking window always displays summarized data for closed projects but also when you choose to open only global data. Note that summarized data are available only for projects that have been summarized in the Oracle Job Service. For open projects, you can display live WBS data.

Tip

- ▶ To check if and when project data were summarized, select the project in the **Project Explorer window** (on page 904), then right-click, choose Project Details, and click the Summary tab.

The Summary tab displays the date the summarizer was last run for the selected project. This gives you an idea of how current your summary data are. The Summary tab also displays information about the WBS level to which the project was summarized. For example, a project may use four WBS levels, but only be summarized to WBS level 2. As a result, the Tracking window data show rolled up values to the second WBS level for that project, when viewed in Summary mode.

In the Tracking window, you display data in a layout, which is simply a set of criteria that control how data are presented. The sample database includes several sample layouts that reflect common project analysis methods, for example, earned value, resource allocation, resource forecast, and total costs over time. You can also create customized layouts for viewing project data based on your own requirements.

Tracking layouts

You can create four types of tracking layouts: Project Bar Charts, Project Gantt/Profiles, Project Tables, and Resource Analyses. Each of these layout types enable you to survey your project first at a comprehensive level, then at more detailed levels according to the Enterprise Project Structure (EPS), project, work breakdown structure (WBS), organizational breakdown structure (OBS), WBS category, or specific WBS data elements. You can use features such as filtering and grouping to customize the format and level of information you want to include in a tracking layout.

When you create and save a layout, only the presentation options are saved, not the data. This enables you to use the layout with different projects. When you open a layout, you can choose the project for which you want to display information by selecting it in the Project Explorer window on the left. By clicking another item in the Project Explorer window, you can present data for a different EPS element using the same layout.

You can specify whether a layout you create is available to all users (global) or only to a specific user. Tracking layouts can be published to Web sites and imported from and exported to spreadsheet programs. To help you monitor a project's problem areas, you can assign tracking layouts to thresholds and issues.

Tip

- ▶ In the Open Layout dialog box,  identifies global tracking layouts. Layouts assigned to specific users are identified by .

Types of tracking layouts

You can create four types of tracking layouts:

Project Table: displays project data in a table. See **Project Table layouts** (on page 418).

Project Bar Chart: displays project data in a horizontal bar chart. See **Project Bar Charts** (on page 419).

Project Gantt/Profile: displays project information in columns and a Gantt Chart in the Top Layout window and as time-distributed project data in spreadsheet or profile in the Bottom Layout window. The Bottom Layout window also includes column data when you display a spreadsheet. See **Project Gantt/Profiles** (on page 421).

Resource Analysis: displays time-distributed resource usage information in three formats: Gantt Chart, profile, and spreadsheet. When you display the Gantt Chart or spreadsheet, the Layout window also includes column data in the left pane. You can use a Resource Analysis layout to examine resource allocation for one or more specific projects and/or total allocation for all projects across the enterprise. See **Resource Analysis layouts** (on page 422).

Open a tracking layout

- 1) Choose Enterprise, Tracking, then choose View, Layout, Open.

You can also click the Display Options bar in the Layout window and choose Layout, Open.

- 2) Select a layout and click OK.

Share a layout with other users

You can share a layout with other users several different ways:

- ▶ When you first create the layout (Tracking only), specify that it be available to All Users.
- ▶ Save an existing layout using a different name and then specify that it be available to All Users or Another User. If you specify Another User, select a specific user.
- ▶ Export the layout to a file and then e-mail the file or its location to other users.
- ▶ Publish the layout to a Web site.

Save a tracking layout

- 1) Choose View, Layout, Save or Save As.

You can also click the Display Options bar in the Layout window and choose Layout, Save or Save As.

- 2) If you choose Save As, type a new name for the layout and indicate whether the layout should be available to All Users, the Current User, or Another User. If you select Another User, click  in the User field, then select the user.

Export a tracking layout

- 1) Choose View, Layout, Open.

You can also click the Display Options bar in the Layout window and choose Layout, Open.

- 2) Select the layout you want to export, then click Export.

- 3) Specify the drive and folder to which you want to export the layout, type a name for the layout, then click Save.

The layout is saved in Primavera Layout File (. PLF) format.

Import a tracking layout

- 1) Choose View, Layout, Open.

You can also click the Display Options bar in the Layout window and choose Layout, Open.

- 2) Click Import.
- 3) Locate the layout you want to import and select it, then click Open.

Delete a tracking layout

- 1) Choose View, Layout, Open.

You can also click the Display Options bar in the Layout window and choose Layout, Open.

- 2) Select the layout you want to delete, then click Delete.
- 3) Click Yes.

Expand all information in a tracking layout

When information in the Top Layout window is displayed in a table, you can quickly open all levels of information it contains.

- ▶ Choose View, Expand or click the Display Options bar in the Top Layout window, then choose Expand All.

Collapse all information in a tracking layout

When information in the Top Layout window is displayed in a table or spreadsheet, you can quickly close all detailed levels of information to display only the highest level.

- ▶ Choose View, Collapse All or click the Display Options bar in the Layout window and choose Collapse All. You can also right-click in the Top Layout window, then choose Collapse All.

Hide or show the bottom window in a tracking layout

- ▶ To hide the Bottom Layout window when it is displayed, click the Display Options bar in the Top Layout window and select Hide Bottom Window, or choose View, Show on Bottom, No Bottom Layout.
- ▶ To show the Bottom Layout window when it is hidden, click the Display Options bar in the Top Layout window and select Hide Bottom Window.

Hide or show the top window in a tracking layout

- ▶ To show or hide the Top Layout window when it is displayed, click the Display Options bar in the Top Layout window and select Hide Top Window, or click  in the top layout toolbar.

Hide or show the left columns in a tracking layout

- ▶ To show or hide the left columns displayed in a layout, or click the Display Options bar in the Top Layout window and select Hide Left Columns, or click  in the top layout toolbar.

Change the table font, color, and row height used in a tracking layout

You can specify the font, background color, and row height for information displayed in a table.

- 1) In the Top Layout window, click the Display Options bar and choose Top Layout Options, Table Font and Row. In the Bottom Layout window, right-click in the table and choose Table Font and Row.
- 2) To specify a general table font, click the Font button.
To select a background color, click the Color button.
- 3) Specify a row height for all rows in the current layout. Type a new row height in the field, or click the arrow buttons.
- 4) To display symbols, mark the Show Icons checkbox.
- 5) To specify a different font and background color for individual levels in the table, in the Group Rows section Font & Color column, double-click the level item, then click the Font or Color buttons.

Define columns for a tracking layout

For layout elements displayed in column format, you can specify the columns you want to include.

1) In the Top Layout window, click the Display Options bar and choose Top Layout Options, Columns. In the Bottom Layout window, right-click in the table and choose Columns.

2) Choose one of the following options.

Default: Displays the standard columns for the current layout type.

Cost: Displays cost-related columns for the current layout type.

OBS: Displays OBS-related columns for the current layout type.

Customize: Displays the Columns dialog box so you can select the columns to include in the layout.

3) If you choose Customize, under Available Options select the column you want to add and click .

To add all available columns, click .

To remove columns, under Selected Options select the column you want to remove and click .

To remove all columns, click .

To change the order in which the columns are displayed, under Selected Options select the column you want to move and click  or  to change the column's position.

To use the default column display, click Default.

To preview the selected columns without closing this dialog box, click Apply.

4) To change a column title, width, or heading alignment, click Edit Column.

Type a new title and width, select an alignment option, then click OK.

5) When you are finished defining layout columns, click OK.

Tip

- ▶ The Summary columns category contains several columns that you can include to identify layouts that display summarized data and identify when data were last summarized.

Modify a column's title, width, and alignment

- 1) With the Tracking window active:

To customize columns in the Top Layout, choose View, Columns, Customize. You can also click the Display Options bar and choose Top Layout Options, Columns, Customize.

To customize columns in the Bottom Layout, right-click in the table and choose Columns, Customize.

- 2) In the Selected Options area, select the column whose title you want to change, then click Edit Column.
- 3) Type a new title, then specify its width and choose an alignment.

Note

- ▶ To change the title back to the original title, click Default.

Filter a tracking layout

For layouts that include data displayed in column or table format, you can add one or more filters to further customize the type of information you want display.

- 1) Choose View, Filter By, Customize.

In the Top Layout window, you can also click the Display Options bar (in the right pane), then choose Top Layout Options, Filters, or right-click in the table and choose Filters.

- 2) In the Parameter column, double-click the first row and select Any of the Following or All of the Following.
- 3) In the Parameter column, double-click the first blank row, then select a field by which to filter.
- 4) In the Is column, double-click the corresponding field and select the filter's search condition or comparison operator.
- 5) In the Value column, double-click the corresponding field and type or select the value you want to display for the specified field.
- 6) To add another filter field, click Add, then repeat steps 2 through 6 for each field you want to include in the filter.

Tips

- ▶ To change the order of the filter criteria, select an item, then click  or .
- ▶ To delete an item in the filter, select it, then click Delete.

Group and sort a tracking layout using standard settings

Tracking offers various standard options for grouping and sorting layout information displayed in a table. For example, when viewing project-level information you can group and sort by project, EPS/ WBS, OBS, or WBS category.

- ▶ Choose View, Group and Sort By, and the group and sort option you want to use. You can also right-click in the table in the Top Layout window, then choose Group and Sort By, and the group and sort option you want to use.

Tips

- ▶ Grouping a layout by OBS enables you to display information about activities that belong to WBS elements for which a particular OBS is responsible.
- ▶ The Group and Sort options list the name of the WBS category, for example, Phase, which is the WBS category defined in Admin Categories.

Group and sort a tracking layout using custom settings

You can specify custom group and sort settings for layout information displayed in a table format. For example, data displayed in a Project Table or column data displayed to the left of a Gantt Chart or spreadsheet.

- 1) Choose View, Group and Sort By, Customize.

In the Top Layout window toolbar, you can also click the Display Options bar (in the right pane), then choose Top Layout Options, Group and Sort By, Customize, or right-click in the table, then choose Group and Sort By, Customize.

- 2) To include totals in the layout, mark the Show Grand Totals checkbox.
- 3) To show only summary data for each hierarchical level included in the layout, mark the Show Summaries Only checkbox.
- 4) In the first row of the Group By column, double-click, then select the first category by which to group.
- 5) If you select WBS, mark the Indent checkbox to list the WBS levels you select in the To Level column. (To hide WBS levels that do not contain any data, mark the Hide If Empty checkbox at the bottom of the Group and Sort dialog box.) Select a font and color for each data group.
- 6) If you select date fields, select the group interval.

- 7) Mark the appropriate checkbox to determine the text that displays on the grouping band.

To display the field name on the grouping band, mark the Show Title checkbox.

To display the ID or Code value on the grouping band, mark the Show ID/Code checkbox.

To display the Name or Description on the grouping band, mark the Show Name/Description checkbox.

- 8) Mark Sort grouping bands alphabetically to display the grouping bands in alphabetical order rather than their order in their respective hierarchy.
- 9) Mark Hide if empty to hide group title bands that do not contain activities within the group.
- 10) To define sort fields, click Sort.
- 11) Click Add, then in the Field Name column, double-click and select a sort field.

In the Sort Order column, select Ascending, Descending, or Hierarchical (option only appears for fields that are hierarchical). Repeat this step for each sort field you want to add.

- 12) Click OK, then click OK again.

Tips

- ▶ To use the predefined grouping, click Default.
- ▶ To delete a group or sort item, select it, then click Delete.

Zoom in and out of a timescaled layout

Zooming in on a timescaled layout (Gantt Chart, spreadsheet, or profile), displays a shorter range of time using smaller time intervals, for example, zooming from a quarterly to monthly to weekly display.

- ▶ To view a smaller timeperiod at a greater level of detail, click  on the Display toolbar, or position the mouse pointer in the layout, then right-click and choose Zoom In. See **Display Toolbar** (on page 105).

Zooming out displays a longer range of time using larger time intervals, for example, zooming from a weekly to monthly to quarterly display.

- ▶ To view a larger timeperiod at a lesser level of detail, click  on the Display toolbar, or position the mouse pointer in the layout, then right-click and choose Zoom Out. See **Display Toolbar** (on page 105).

Notes

- ▶ When the Top and Bottom Layout windows both display a timescaled layout, zooming in or out changes the timescale in both windows.
- ▶ The right-click zoom options are not available in the Gantt Chart.

Expand or contract the visible area of a timescaled tracking layout

- ▶ To expand or contract a timescaled layout's visible area, move the mouse pointer over the minor time unit of the timescale, then click and hold the mouse button while dragging the timescale. To expand the timescale, drag it to the right. To contract the timescale, drag it to the left.

Change the display timeperiod for a timescaled tracking layout

- ▶ To change the timeperiod for which a timescaled layout is displaying information, position the mouse pointer over the major time unit of the timescale until the pointer changes to a hand. Click and hold the mouse button while dragging. To move backward in time, drag the timescale to the right. To move forward in time, drag the timescale to the left.

Project Table

Project Table layouts

In the Tracking window, a Project Table displays project data in a row-and-column format. You can specify which columns you want to include in the table. The rows displayed correspond to your selection in the Project Explorer window and the current group and sort option. You can group by project, EPS/WBS, OBS, phase, or by specific WBS data, and sort by any WBS-level column. You can show grand totals and/or summary data only. In addition, you can create filters to more narrowly define the information you see.

Create a Project Table

A Project Table displays nontimescaled project data in a row and column format. When you first create a table, you are prompted to select the columns included in the table and uses default settings for all other layout elements. You can change these other elements after the layout is created.

- 1) With the Tracking window active, choose View, Layout, New.

You can also click the Display Options bar in the Top Layout window and choose Layout, New.

- 2) Type the new layout's name.
- 3) Select the users who will be able to access the layout: Current User or All Users.
- 4) Choose Project Table, then click OK.
- 5) To accept the columns automatically included in the table, which are the earned value fields, click OK.

- Or -

In the Available Options section, click each column you want to include, while holding down the Ctrl key, then click .

To remove a selected column, select it in the Selected Options section, then click .

- 6) To change the title, width, and alignment of a column, select the item in the Selected Options section, then click Edit Column.
- 7) Type a new title, specify a new width (in number of characters), and choose an alignment. Click OK.
- 8) To preview your Project Table column selections without closing the Columns dialog box, click Apply.

Customize a Project Table

You can customize an existing Project Table by specifying the font, colors, and row height; filtering the information it includes; specifying how you want the data grouped and sorted; and specifying which data field columns you want to include.

- ▶ Display the table, then use the View menu to select the type of information you want to change.

Project Bar Chart

Project Bar Charts

A Project Bar Chart consists of bars representing either cost, unit, earned value, earned value labor unit, or total activities data for EPS nodes, projects, or WBS elements.

You can include up to three bars for any data category. For example, choose to display earned value data and include bars to represent Planned Value Cost, Earned Value Cost, and Actual Cost. You can specify the color of each bar and indicate whether you want the bars to be stacked or included on the same line as the preceding bar.

The EPS node, project, or WBS element that corresponds to each bar is listed in columns to the left of the Bar Chart; the order in which these elements are listed depends on the current group and sort options. You can choose to hide the left columns. You can group the Bar Chart by project, EPS/WBS, OBS, WBS category, or by specific WBS data. You can also show grand totals and/or summary data only, and sort by any available WBS data type.

Create a Project Bar Chart

A Project Bar Chart is a graphical representation of project data. When you first create a Project Bar Chart, you are prompted to select the bars included in the bar chart and uses default settings for all other layout elements. You can change these layout elements after the layout is created.

- 1) With the Tracking window active, choose View, Layout, New.

You can also click the Display Options bar in the Top Layout window and choose Layout, New.

- 2) Type the new layout's name.
- 3) Select the users who will be able to access the layout: Current User or All Users.
- 4) Choose Project Bar Chart, then click OK.
- 5) In the Display section, select the category of data to include in the Project Bar Chart, then, in the Show Bars section, select up to three fields within that category to show as a bar. You must select at least one field.
- 6) To select the color for a bar, click the Color button next to its field.

If you choose to show more than one bar, mark or clear the Show Stacked checkboxes to indicate whether to show the bars side-by-side or stacked one upon the other.

- 7) To preview the Project Bar Chart without closing the Bar Chart dialog box, click Apply.
- 8) When you are finished specifying bar options, click OK.

Customize a Project Bar Chart

You can customize an existing Project Bar Chart by specifying the data you want each bar to represent, selecting the bar display options, and specifying how the information is grouped and sorted.

- ▶ Display the Project Bar Chart, then use the View menu to select the type of information you want to change.

Specify Project Bar Chart data and display options

- 1) Display the layout, then click the Display Options bar (in the right pane) in the Top Layout window and choose Top Layout Options, Bars.
- 2) In the Display section, select the category of data to include in the Project Bar Chart, then, in the Show Bars section, select at least one and up to three fields within that category to display as a bar.

3) To select the color for a bar, click the Color button next to its field.

If you choose to show more than one bar, mark or clear the Show Stacked checkboxes to indicate whether to show the bars side-by-side or stacked one upon the other.

4) To preview the Project Bar Chart without closing the Bar Chart dialog box, click Apply.

5) When you are finished specifying bar options, click OK.

View bar details in a Project Bar Chart

- ▶ To view details such as total units or total cost for bars in a Project Bar Chart, double-click a bar.

Project Gantt/Profile and Resource Analysis

Project Gantt/Profiles

In the Tracking window, a Project Gantt/Profile displays columns of project data on the left side of the Top Layout window, along with a corresponding Gantt Chart to the right. The Bottom Layout window shows time-distributed cost or unit data rolled up to WBS summary levels—these data are displayed as either a profile or spreadsheet.

You can hide the Bottom or Top Layout window and/or the columns displayed to the left of the Top and Bottom Layout windows and you can customize the various elements of a Project Gantt/Profile.

For column data, you can specify which columns are included; group, sort, and filter the data; and show grand totals and/or only summary data.

In the Gantt Chart, you can specify the data you want a bar to represent, for example actual or forecast values, and specify the bar color, shape, pattern, and label. For the spreadsheet, you can select the time-distributed fields you want to view. Profile settings enable you to choose whether to display cost or unit data; display actual to date or past period actual values; filter labor, nonlabor, material, and/or expense data; define bars/curves to depict baseline, actual, and/or remaining values by date or cumulatively; and display earned value curves cumulatively. You can also define various profile display options, such as bar and line color.

For the Gantt Chart, profile, and spreadsheet, you can determine the timeperiod and increments for which you want to view data by specifying a timescale and date format. For example, you might elect to view a six-month range of actual values, time-distributed on a scale that uses fiscal year/month increments.

Resource Analysis layouts

A Resource Analysis tracking layout displays time-distributed project data and resource usage data in several formats. In the Top and Bottom Layout windows, you can display resource usage data for one or more resources you select in the **Resource Explorer window** (on page 423). You can choose to display resource usage data as either a profile or spreadsheet. In the Top Layout window, you can display a Gantt Chart for one or more individual EPS elements you select in the **Project Explorer window** (on page 904).

You can review resource allocation for one or more selected EPS elements and you can review total allocation for all projects across the enterprise. The Top Layout window displays the selected resource's allocation for one or more individual EPS elements you select in the Project Explorer window. The Bottom Layout window displays the selected resource's allocation for all projects in the enterprise. You can click the Display Options bar in the Resource Explorer window to specify whether you want to display resource information in role or resource view.

When you display the Gantt Chart in the Top Layout window, or the resource spreadsheet in either window, additional project data are displayed in column format to the left of the chart or spreadsheet. You can specify which columns are included; group, sort, and filter the data; and show grand totals and/or only summary data. You can also choose to hide the columns and/or the Bottom or Top Layout windows.

In the Gantt Chart, you can specify the data you want a bar to represent, for example, current or forecast values, and specify the bar color, shape, pattern, and label. For the spreadsheet, you can select the time-distributed fields you want to view. Profile settings enable you to choose whether to display cost or unit data and to define bars/curves to depict the values by date or cumulatively. You can choose additional profile data options, such as displaying overallocation, and define various profile display options, such as bar and curve color. You can also display a stacked histogram in the Bottom Layout window that displays the profile using different colors and patterns on bars to represents usage from different resources.

For the Gantt Chart, profile, and spreadsheet, you can determine the timeperiod and increments for which you want to view data by specifying a timescale and date format. For example, you might elect to view a six-month range of actual values, time-distributed on a scale that uses fiscal year/month increments.

Using Resource Analysis forecasting to dynamically level resources

You can use Resource Analysis forecasting features to create a what-if scenario for adjusting resource overallocation. By including a bar that represents forecast dates in the Gantt Chart, you can dynamically adjust schedule dates and see the implications of the change in the resource profile. If you decide to implement the schedule changes as a result of your forecasting, reschedule the project and use the project forecast start date.

The sample database includes a resource forecast layout that you can use with your projects, or you can create your own layout.

To create a resource layout that you can use to dynamically level resources and eliminate overallocation, you will need to

- ▶ Include a forecast bar in the Gantt Chart
- ▶ Display limits and overallocation in the resource profile
- ▶ Adjust User Preferences setting to display time-distributed data using forecast dates

Resource Explorer window

The Resource Explorer window displays in the left pane of the Tracking Bottom Layout window when a Resource Analysis layout is open. See **Resource Analysis layouts** (on page 422). You can choose to arrange the resource information in this window according to resource or role and you can filter, group and sort resources, and specify which column data you want to display.

- ▶ To change the display options in the Resource Explorer window, click the Display Options bar.
- ▶ To display data in the current layout for a resource element, click the element in the Resource Explorer window.
- ▶ When resource security is enabled (you have limited or no resource access), the layout options behave the following way: See **Introduction to Resource Security** (on page 572).
 - The Current Project's Resources option displays the current project resources of the currently selected project only. See **Current Project Resources** (on page 812).
 - The All Resources and All Active Resources options display all (active) resources you have access to, and all current project resources for all the projects you select. As you select another project, its current project resources are added to the resource list. This list gets cleared only when you exit P6 Professional. If you want to view the current project resources only for the currently selected project, choose the Current Project's Resources option.

Specify how resources are listed in the Resource Explorer window

- 1) Open a Resource Analysis layout.
- 2) Click the Display Options bar in the Resource Explorer window, then choose Select View and one of the following options:

By Resource: Displays resources by resource ID.

By Role: Displays all resources by role.

Create a Project Gantt/Profile

A Project Gantt/Profile consists of a project Gantt Chart and a project profile or spreadsheet. See **Project Gantt/Profiles** (on page 421) for more information. When you first create this type of layout, select the bars to include in the Gantt Chart. Default settings are used for all other layout elements. You can change these elements after the layout is created.

- 1) With the Tracking window active, choose View, Layout, New.

You can also click the Display Options bar in the Top Layout window and choose Layout, New.

- 2) Type the new layout's name.
- 3) Select the users who will be able to access the layout: Current User or All Users.
- 4) Choose Project Gantt/Profile, then click OK.
- 5) To accept the bars automatically included in the project Gantt Chart, click OK.

- Or -

To add additional bars, select the bar below which you want the new bar to appear, then click Add.

Mark the Display checkbox next to the new bar.

Type a name for the new bar.

In the Timescale column, select the timescale you want the new bar to represent.

In the Filter column, choose the filter you want the bar to represent.

Click the Bar Style tab and configure the new bar's style.

Click the Bar Labels tab and specify the new bar's label.

- 6) To preview the bars without closing the Bars dialog box, click Apply.
- 7) Click OK.

Tip

- ▶ You can also change the name, timescale, filter, and bar style and label for existing bars.

Display project data as a profile or spreadsheet

- 1) In the Tracking window, open or create a Project Gantt/Profile layout.
- 2) To display a project profile, in the Bottom Layout window, click .

To display a project spreadsheet, in the Bottom Layout window, click .

Customize a Project Gantt/Profile

You can customize an existing Project Gantt/Profile by specifying options that determine the data that are displayed and how they are displayed.

- ▶ Display the Project Gantt/Profile. In the Top Layout window, click the Display Options bar and choose Top Layout Options, then choose the type of information you want to change. In the Bottom Layout window, click the Display Options bar and choose Bottom Layout Options, then choose the type of information you want to change.

This layout displays a Gantt Chart in the Top Layout window and a project profile or spreadsheet in the Bottom Layout window of the Tracking window. Column data are displayed to the left of the Gantt Chart in the Top Layout window and to the left of the spreadsheet in the Bottom Layout window. You can specify the bar data, spreadsheet fields, and columns you want to display and choose filter, group, and sort options to customize the information included in the layout. You can also specify the font, background color, and row color and height for the columns; bar display options for the Gantt Chart; and bar, curve, and graph display options for the profile. You can specify the timescale for the Top and Bottom Layout windows.

Create a Resource Analysis tracking layout

A Resource Analysis layout consists of a Gantt Chart and a resource profile or spreadsheet. See **Resource Analysis layouts** (on page 422) for more information. When you first create a Resource Analysis layout, select the bars to include in the Gantt Chart. Default settings are used for all other layout elements. You can change these elements after the layout is created.

- 1) Choose View, Layout, New.

You can also click the Display Options bar in the Top Layout window and choose Layout, New.

- 2) Type the new layout's name.
- 3) Select the users who will be able to access the layout: Current User or All Users.
- 4) Choose Resource Analysis, then click OK.

5) To accept the bars automatically included in the Gantt Chart, click OK.

- Or -

To add additional bars, select the bar below which you want the new bar to appear, then click Add.

Mark the Display checkbox next to the new bar.

Type a name for the new bar.

In the Timescale column, select the timescale you want the new bar to represent.

In the Filter column, choose the filter you want the bar to represent.

Click the Bar Style tab and configure the new bar's style.

Click the Bar Labels tab and specify the new bar's label.

6) To preview the bars without closing the Bars dialog box, click Apply.

7) Click OK.

Tip

- ▶ You can also change the name, timescale, filter, and bar style and label for existing bars.

Display resource data as a profile or spreadsheet

- 1) In the Tracking window, open or create a Resource Analysis layout, then, in the Resource Explorer window, select the resource(s) whose allocation you want to view.
- 2) To display a profile of the selected resource's allocation for one or more projects selected in the Project Explorer window, in the Top Layout window, click .

To display a spreadsheet of the selected resource's allocation for one or more projects selected in the Project Explorer window, in the Top Layout window, click .

- 3) To display a profile of the selected resource's total allocation (all projects across the enterprise), in the Bottom Layout window, click .
- 4) To display a spreadsheet of the selected resource's total allocation (all projects across the enterprise), in the Bottom Layout window, click .

Note

- ▶ If the projects you select are not currently open, it is necessary to run the summary job service to see the resource data. To view resource data live, open the projects.

Customize a Resource Analysis layout

You can customize an existing Resource Analysis layout by specifying options that determine the data that are displayed and how they are displayed.

- ▶ In the window displaying the layout, click the Display Options bar and choose Top Layout Options or Bottom Layout Options, then choose the type of information you want to change.

The **Resource Explorer window** (on page 423) displays to the left of the Bottom Layout window. You select resource elements in this window to control the data that you want to display in the resource profile or spreadsheet. You can filter, group, and sort the resource information in this window. You can also change the font, colors, and row height and specify which columns are included.

- ▶ To change the Resource Explorer window options, click the Display Options bar in the Resource Explorer window, then choose the appropriate option.

For the Gantt Chart and column data that display next to the chart in the Top Layout window, you can

- ▶ Specify the bar and column data you want to display
- ▶ Filter the bar and column data
- ▶ Group and sort the bar and column data
- ▶ Specify the font, table color, and row height for the columns
- ▶ Set the Gantt Chart timescale

When you display the profile or spreadsheet, you can configure the following options in the Top and Bottom Layout windows

- ▶ Specify the profile and spreadsheet data you want to display
- ▶ Specify the columns you want to include next to the spreadsheet display
- ▶ Filter the profile and spreadsheet data
- ▶ Specify the font, table color, and row height for the spreadsheet
- ▶ Specify the profile bar, curve, and graph display options
- ▶ Set the timescale

When you display the stacked histogram for the profile, you can configure the following options in the Bottom Layout window

- ▶ Specify the profile data you want to display
- ▶ Specify the profile curve and graph display options
- ▶ Specify the profile patterns and colors for the selected resource filters
- ▶ Set the timescale

Note

- ▶ When you adjust the timescale, it affects both the Top and Bottom Layout windows.

Group and sort resources in the Resource Explorer window

- 1) To view by resource, in the Resource Explorer window, click the Display Options bar and choose Select View, By Resource.
- 2) Click the Display Options bar again, then choose Group and Sort By and one of the resource codes listed. You can also choose Default to show resources by level or Customize to specify how you want resources to be grouped and sorted.

Tip

- ▶ When you group resources by resource code or primary role, the resource profile displays a total for the code or role, as well as for each resource assigned to the code or role.

Filter resources in the Resource Explorer window

- ▶ Click the Display Options bar in the Resource Explorer window, then choose Filter By and one of the options listed below.

View by Resource

All Active Resources: Displays all resources assigned in the enterprise.

All Resources: Displays all resources defined for the enterprise.

Current Project's Resources: Displays resources assigned to the project currently selected in the Project Explorer window.

Customize: Enables you to specify how you want to filter resources.

View by Role

All Roles: Displays all roles defined for the enterprise.

Current Project's Roles: Displays roles assigned to the project currently selected in the Project Explorer window.

Customize: Enables you to specify how you want to filter roles.

Working with the Gantt Chart

Specify Gantt Chart bar data and display options

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.

- 2) To add a bar, click Add, mark the Display checkbox next to the new bar, and type a name for the new bar.

To keep an existing bar, but exclude it from the layout, clear the Display checkbox next to it.

To delete a bar, select it and click Delete.

- 3) In the Timescale column, select the timeperiod you want the bar to represent.

See **More Detail: Specifying a bar's timescale** (on page 834).

- 4) In the Filter column, select the filter you want the bar to represent.
- 5) Click the Bar Style tab and configure the bar's style.
- 6) Click the Bar Labels tab and specify the bar's label.
- 7) To preview the current bars without closing the Bars dialog box, click Apply.
- 8) Click OK.

Add or modify a Gantt Chart bar filter

To add a filter to a bar

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Select the bar.
- 3) Double-click the Filter column.
- 4) Click New.
- 5) Type a name for the filter.
- 6) In the top row, click the Parameter column and select All of the Following or Any of the Following.
- 7) In the Where row, double-click the Parameter column and select an item to include in the new filter.
- 8) In the Is column, double-click the corresponding field and select the filter's search condition or comparison operator.
- 9) In the Value column, double-click the corresponding field and type or select the value you want to display for the specified field.
- 10) To add another filter field, click Add, then repeat steps 7 through 9 for each field you want to include in the filter.

To modify a bar's filter

Note

- ▶ You can only modify user-defined filters. You cannot modify the default filters.

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.

- 2) Select the bar.
- 3) Double-click the Filter column.
- 4) Click Modify.
- 5) Change any of the filter criteria.

Assign a filter to a Gantt Chart bar

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Select the bar.
- 3) Double-click the Filter column.
- 4) Mark the Select checkbox next to each filter you want the bar to represent.
- 5) To preview the new bar filter settings without closing the Bars dialog box, click Apply.

Change a Gantt Chart bar's timescale

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Select the bar.
- 3) In the Timescale column, select the timeperiod you want the bar to represent. See **More Detail: Specifying a bar's timescale** (on page 834).
- 4) To preview the new bar without closing the Bars dialog box, click Apply.

Here is more detail about specifying a bar's timescale:

Depending on whether an activity layout or a tracking layout is displayed, the options vary for specifying the timeperiod represented by a Gantt Chart bar. Some timeperiods are available for both layout types. In activity layouts the bars represent dates for an activity; in tracking layouts, depending on the current view, bars may represent an EPS node, project, or WBS element.

Change a Gantt Chart bar's label

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Select the bar.

- 3) Click the Bar Labels tab.

To add a label to your bar, click Add at the bottom of the Bar Labels tab.

To delete a label from your bar, select the label and click Delete at the bottom of the Bar Labels tab.

To change the position of a label, select the label, click the Position field, and select a new position.

To change a label's display value, select the label, click the Label field, and select a new value.

- 4) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart bar's style

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Select the bar.
- 3) Click the Bar Style tab.
- 4) To change the shape of the bar's Start Endpoint (first field), the height and position of the bar (second field), and the Finish Endpoint (end field), click each corresponding field and select a shape.
- 5) To change the color of the bar's Start Endpoint (first field), body (second field), and the Finish Endpoint (end field), click each corresponding field and select a color.
- 6) To change the pattern of the bar's Start Endpoint (first field), body (second field), and the Finish Endpoint (end field), click each corresponding field and select a pattern.
- 7) To show the bar when you collapse the display to summary level information or to show the bar as a summary bar only, mark the appropriate checkbox.
- 8) Specify the row in which the bar should appear in the Gantt Chart.
- 9) Click OK.

To view your changes without closing this dialog box, click Apply.

Change a Gantt Chart's background lines

- 1) Display the Gantt Chart, then choose View, Top Layout Options, Bars.
- 2) Click Options.
- 3) Click the General tab.

- 4) To show background horizontal lines before every Summary bar, mark the Show Major Lines checkbox in the Horizontal Lines section.
- 5) To show background horizontal lines at a specific interval of rows, mark the Show Minor Lines Every checkbox in the Horizontal Lines section, then type or select the row interval at which you want to the minor lines to be displayed.

Customize the data date line

You can customize the data date line in the Activities and Tracking windows.

- 1) With the Activities window active, choose View, Bars. You can also click the Layout Options bar and choose Bars.

With the Tracking window active, display the layout, then choose View, Bars. You can also click the Display Options bar (in the right pane) in the Top Layout window and choose Top Layout Options, Bars.

- 2) Click Options.
- 3) Click the Data Date tab.
- 4) To change the style for your data date line, select a style from the drop down list. The line can be solid, or contain dashes and dots.

To change the thickness of your data date line, select a value between 1 and 10 pixels. This option is only available when the solid line is selected as the style. If your line style is something other than the solid line and you increase the size to a number greater than one, the bar style will switch to a solid line.

To change the color of your data date line, choose a color from the color palette.

- 5) Click OK.

To view your changes without closing this dialog box, click Apply.

Show or hide a Gantt Chart's legend

- 1) Display the Gantt Chart, then choose View, Barchart Options.
- 2) Click Options.
- 3) Click the General tab.
- 4) Mark or clear the Show Legend checkbox.

Delete a bar from a Gantt Chart

- 1) Display the Gantt Chart, then choose View, Bars.
- 2) Select the bar.
- 3) Click Delete.

Tip

- ▶ To remove the bar from the Gantt Chart display without deleting it, clear the Display checkbox.

Working with the Profile and Spreadsheet**Select spreadsheet data fields**

You can choose to show one of three default spreadsheet fields, or you can customize the spreadsheet fields.

To use default spreadsheet fields

- ▶ In the window displaying the spreadsheet, click the Display Options bar, choose Top Layout Options or Bottom Layout Options, Spreadsheet Fields, then choose one of the default fields.

To customize the spreadsheet fields

- 1) In the window displaying the spreadsheet, click the Display Options bar, choose Top Layout Options or Bottom Layout Options, Spreadsheet Fields, Customize.
- 2) In the Available Options area, select one or more fields you want to add and click .

To add all available fields, click .

To remove one or more fields, in the Selected Options area select the fields you want to remove and click .

To remove all fields, click .

To change the order in which your fields display, in the Selected Options area, select the field you want to move and click  or  to change the field's position.

To preview the selected fields without closing this dialog box, click Apply.

Modify a spreadsheet field title in a tracking layout

- 1) Click the Display Options bar in the layout displaying the spreadsheet, then choose Top Layout Options or Bottom Layout Options, Spreadsheet Fields, Customize.
- 2) In the Available Options area, select the spreadsheet field whose title you want to change, then click Edit Title.
- 3) Type a new title, specify its width and choose an alignment, then click OK.

To preview the new title without closing the dialog box, click Apply.

Show or hide resource availability in a profile

You can view resource available units only in the total allocation resource profile, not when displaying the Resource Profile for selected projects.

- 1) Display the profile in the Bottom Layout window, click the Display Options bar, and choose Bottom Layout Options, Profile Settings.

You can also click  in the Bottom Layout window toolbar.

- 2) Click the Data tab.
- 3) In the Display area, choose Units.
- 4) In the Additional Data Options area, mark or clear the Show Available Units checkbox.

Notes

- ▶ Although the Show Available Units checkbox is available only when you are viewing resource allocation for all projects across the enterprise, you can edit your user preferences to show resource availability only for open projects. In the Resource Usage/Role Profile Options dialog box, click Preferences, then click the Resource Analysis tab. In the All Projects section, choose Opened Projects Only.
- ▶ Bars and cumulative curves with negative values do not display in the profile. You can view the negative values in the profile details. Double-click on the profile to view the profile details.

Show or hide resource limits and overallocation in a profile

- 1) Display the profile in the Bottom Layout window, click the Display Options bar, and choose Bottom Layout Options, Profile Settings.

You can also click  in the Bottom Layout window toolbar.

- 2) Click the Data tab.
- 3) In the Display area, choose Units.
- 4) In the Additional Data Options area, mark or clear the Show Limit and Show Overallocation checkboxes.

You can choose to show resource limits only, but to show overallocation, you must also choose the Show Limit option.

Show or hide resource overtime in a profile

You can view resource overtime, in a regular histogram, only when displaying the resource profile for selected projects, not in the total allocation resource profile. See **Resource Analysis layouts** (on page 422).

- 1) Display the profile in the Top Layout window, then click the Display Options bar in the profile and choose Top Layout Options, Profile Settings.

You can also click  in the Top Layout window toolbar.

- 2) Click the Data tab.
- 3) In the Additional Data Options area, mark or clear the Show Overtime checkbox.

Display past period actuals in a profile

- 1) In the Tracking window, display the profile in the Bottom Layout window, click the Display Options bar, then choose Bottom Layout Options, Profile Settings.
- 2) Click the Data tab.
- 3) In a project profile, mark the Display Actual and Earned Value using Financial Period data option.

In a resource profile, mark the Display Actual using Financial Period data option.

Note:

- ▶ If projects are summarized by financial period (which is controlled by an administrative setting), the financial period profile setting is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values stored in financial period intervals.

Dynamically level resources

Within a Resource Analysis layout (Tracking window), you can adjust forecast dates in the Gantt Chart and examine, in the resource total allocation profile, the impact that the date change has on total allocation for one or more specific resources or roles. To implement allocation adjustments in the project schedule, you can then reschedule the project using the project forecast dates.

The Resource Analysis layout must include a forecast bar in the Gantt chart. To use dynamic leveling to adjust overallocation, set the resource profile options to display limits and overallocation and set Resource Analysis user preferences to calculate time-distributed values using forecast dates.

The sample database includes a resource forecast layout that you can use to dynamically level resources, or you can create your own layout.

To dynamically level resources

- 1) Open the Resource Analysis layout and display the Gantt Chart in the Top Layout window and the profile in the Bottom Layout window.

If you create your own layout, you need to include a forecast bar in the Gantt Chart, set the resource profile options to display resource limits and overallocation, and set the resource analysis user preferences to calculate time-distributed values using forecast dates. When you specify resource profile options, you can also set the resource analysis user preferences.

- 2) Select the resource or role whose allocation you want to review.
- 3) Position the mouse pointer over the end of the forecast bar for the EPS/WBS element you want to adjust; when the pointer changes to a hand, drag the bar to the left (earlier start date) or right (later start date).
- 4) To restore the forecast dates to their original values, in the Top Layout window toolbar, click .

To reschedule the project using the forecast dates

- 1) Choose Tools, Schedule.
- 2) Mark the Set Data Date and Project Planned Start to Project Forecast Start During Scheduling checkbox.
- 3) Click Options.
- 4) In the General tab, mark the Level Resources During Scheduling checkbox.
- 5) Click Close, then click Schedule.

Change a profile's background lines

- 1) Right-click on the profile and choose Activity Usage Profile Options, Resource Usage Profile Options, or Profile Settings, depending on the type of profile and the active window.
- 2) Click the Graph tab.
- 3) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.
- 4) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.

- 5) To specify additional profile display options, mark the corresponding checkbox(es):

Show Legend: Mark to display a legend for the profile's bars.

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Show or hide a profile legend

- 1) In the window displaying the profile, click the Display Options bar and choose Top Layout Options or Bottom Layout Options, Profile Settings.
You can also click  in the Layout toolbar.
- 2) Click the Graph tab.
- 3) In the Additional Display Options area, mark or clear the Show Legend checkbox.

Note

- ▶ You can move the profile legend within the profile. Move the mouse over the legend, click and hold the mouse button, and drag the legend.

Specify a project profile's data, filter, and display options

- 1) Open the project profile, then click the Display Options bar in the Bottom Layout window and choose Bottom Layout Options, Profile Settings.
You can also click  in the Bottom Layout window toolbar.
- 2) Click the Data tab.
- 3) Choose the category of information to display: Cost or Units.
- 4) Mark the Display Actual and Earned Value using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.

Note: If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

- 5) To select the data included in the profile, mark the checkbox next to each filter type. Then, select the pattern to use to display each data type.

If you choose to display cost data, you can select more than one filter to view a combination of cost values in the project profile.

To display cost totals, mark the Total checkbox.

- 6) In the Show Bars/Curves area, mark the checkbox for each category of cost/units you want to display.

To show this data by date, mark the By Date checkbox. To show this data as a curve representing cumulative value, mark the Cumulative checkbox.

To select the color for each bar/curve, click the Color button.

- 7) In the Show Earned Value Curves area, mark the checkbox for each cumulative earned value curve you want to display.

To select the color for each curve, click the Color button.

- 8) Click the Graph tab.

- 9) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.

- 10) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.

11) To specify additional profile display options, mark the corresponding checkboxes:

Show Legend: Mark to display a moveable legend for the profile's bars.

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

12) To view your profile options without closing the dialog box, click Apply.

Note

- ▶ If you choose the Display Actual and Earned Value using Financial Period data option, the profile displays past period actual values for the Actual bar and curve, the Earned Value curve, the Planned Value curve, and the Estimate at Completion curve.

Specify a resource profile's data and display options for a regular histogram

The options you can specify for a resource profile differ depending on whether you display the profile in resource or role view and on whether the profile displays resource allocation for one or more selected projects or total resource allocation across the enterprise.

The profile displayed in the Top Layout window shows resource allocation for one or more projects you select in the Project Explorer window. The profile displayed in the Bottom Layout window shows one or more selected resources' total allocation across the enterprise. You choose the resources to include in the profile by selecting them in the Resource Explorer window. To specify whether you want to display the profile in role or resource view, click the Resource Explorer window Display Options bar, then choose Select View, By Resource or By Role.

To specify data and display options

- 1) In the window displaying the profile, click the Display Options bar and choose either Top Layout Options or Bottom Layout Options, Profile Settings.
- 2) Click the Data tab.
- 3) Select the type of information to display: Units or Cost.
- 4) Mark the Display Actual using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.

Note: If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

- 5) In the Show Bars/Curves area, mark the checkbox to specify which unit/cost categories you want to display and whether to show this data by date or as a curve representing cumulative value. Select the color for each bar/curve.
- 6) If the profile displays resource allocation across the enterprise (all projects), you can choose how you want to display remaining values: as total remaining values across all projects in the enterprise, or as remaining values in the open projects vs. remaining values in closed projects.

If you are displaying roles in the profile, you can choose to view staffed vs. unstaffed units/costs. Staffed units are those for which resources have been assigned to fill role assignments.

- 7) To display additional resource data in the profile, mark the corresponding checkboxes:

Show Limit: Mark to display the resource's maximum units for each time unit in the current layout. This option is available only if you choose to display Units.

Show Overallocation: Mark to display overallocated values in the current layout. This option is available only if you choose to display Units and select Show Limit.

Show Available Units: Mark to display a horizontal line that indicates the resource's available units. This option is available only if you choose to display All Projects.

Show Overtime (open projects view only): Mark to show the resource's overtime units for each time unit in the current layout.

- 8) Click the Graph tab.

- 9) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.
- 10) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.
- 11) To specify additional profile display options, mark the corresponding checkboxes:

Show Legend: Mark to display a moveable legend for the profile's bars.

3D Bars: Mark to display the profile's bars in 3D.

Background Color: Click to change the profile's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

- 12) To specify the interval and dates to use to calculate time-distributed data for the profile, and to specify which projects are included (open only or open and specific closed projects) when you select the Show Remaining For, All Projects option, click Preferences. Then, click the Resource Analysis tab.

See **More Detail: Set Resource Analysis Preferences** (on page 838) for more detail.

Notes

- ▶ The histogram will only display bars that have positive values. Double-click in the profile to display the negative period values in the profile details.
- ▶ If you choose the Display Actual using Financial Period data option, the profile displays past period actual values for the Actual bar and curve as well as the Show Overallocation and Show Available Units options.

Specify a resource profile data and display options for a stacked histogram

The stacked histogram profile displayed in the Top Layout or Bottom Layout window shows resource allocation for one or more resource filters you specify in the profile settings. You must add a resource filter that selects the resources to include in the profile, then specify the color and pattern for the filter's bar. The profile legend in the left pane displays a list of the resource filters and their corresponding colors and patterns. To specify whether you want to display the profile in role or resource view, click the Display Options bar in the left pane, then choose Select View, By Resource or By Role.

To specify data and display options

- 1) In the window displaying the profile, click the Display Options bar and choose either Top Layout Options or Bottom Layout Options, Stacked Histogram.
- 2) Click the Display Options bar and choose either Top Layout Options or Bottom Layout Options, Profile Settings.
- 3) Click the Data tab.
- 4) Select the type of information to display: At Completion Units or At Completion Cost.
- 5) Mark the Display Actual using Financial Period data option if you want to display past period actual values. Do not mark the checkbox if you want to display actual to date values.

Note: If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

- 6) In the Show area, choose to show individual curves representing the cumulative value for each filter/group name of resources or choose to show one cumulative curve as a total for all filter/group names of resources .
- 7) Add a resource or role filter to view in the profile. Double-click the Resource/Role Filter/Group Name field to modify the selected resource or role filter specification.

Click Add to specify a new resource or role filter. Create a resource or role filter specification to select an individual resource or role, or a group of resources or roles. For example, you can specify a filter that selects resources with the same resource code value.

Click Delete to remove a resource/role filter/group name.

- 8) Select the pattern and color for the selected resource/role filter/group name.

You can click the Up or Down arrows to arrange the filter list in the order it will display in the stacked histogram.

- 9) Click the Graph tab.
- 10) To display a vertical background line for major and/or minor timescale increments, in the Vertical Lines area, mark the corresponding checkbox. For example, in a Year/Month format timescale, major lines would display between years; minor lines would display between months.
- 11) To display horizontal lines for each numerical increment listed along the side of the profile, choose the type of line you want to display, then select the line color. Choose None to hide background horizontal lines.
- 12) To specify additional profile display options, mark the corresponding checkboxes:
- 3D Bars: Mark to display the profile's bars in 3D.
- Background Color: Click to change the profile's background color.
- Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.
- Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.
- Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.
- Unit of Measure: Specify the unit of measure for the timescale intervals.
- 13) To specify the interval and dates to use to calculate time-distributed data for the profile, and to specify which projects are included (open only or open and specific closed projects) when you select the Show Remaining For, All Projects option, click Preferences. Then, click the Resource Analysis tab. See **More Detail: Set Resource Analysis Preferences** (on page 838).

Note

- ▶ The histogram will only display bars that have positive values. Double-click in the profile to display the negative period values in the profile details.

Grouping, Filtering, and Summarizing Data

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Grouping and Sorting

Grouping activities by field

Organize activities by grouping one or more data items, including phase, department, responsible person, dates, total float, custom user field, and others. Grouping data enables you to focus on activities that have something in common. See **Group** (on page 817).

You can further organize your layout by using sorting to arrange the order of activities. See **Sorting** (on page 446). If you use both grouping and sorting to organize your layout, the items are grouped first and then sorted.

Grouping by hierarchy

Various hierarchies are available for viewing project data, including the **EPS (Enterprise Project Structure)** (on page 813), **OBS (organizational breakdown structure)** (on page 819), and **WBS (work breakdown structure)** (on page 829).

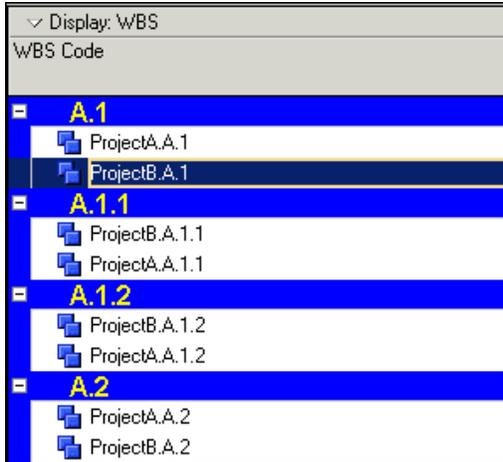
You can further organize a hierarchical view of data by grouping and sorting activities.

In addition, some fields available for grouping may also have a hierarchy (or number of levels) associated with them. For example, cost accounts may contain several levels of codes. You can specify the number of levels to display in the layout when you group by a hierarchical code.

Grouping activities by WBS path

You can organize multiple projects that use the same WBS structure by grouping their identical WBS levels. The WBS path lists activities grouped by WBS levels, without displaying the project level node. Group by WBS path in the Activities and WBS views. See **Group** (on page 817). You can also filter or display the WBS Path as a column in your projects and reports.

Further organize your layout by using sorting to arrange the order of activities. If you use both grouping and sorting to organize your layout, the items are grouped first, then sorted. See **Sorting** (on page 446).



Sorting

Arrange how activities are ordered in a layout by specifying sorting criteria. Sort activities chronologically, alphabetically, numerically, or hierarchically depending on the data items you select. When you use both grouping and sorting to organize your layout, the data are grouped first and then sorted.

The following table describes how dates, numbers, and text are sorted.

Data	Ascending Order	Descending Order	Hierarchical
Dates	Sorts chronologically, from earliest to latest dates.	Sorts chronologically, from latest to earliest dates.	Dates can not be sorted hierarchically.
Numbers	Sorts from largest negative number to largest positive number.	Sorts from largest positive number to largest negative number.	Numbers can not be sorted hierarchically.
Codes and Text	Sorts alphanumerically, from 0 to 9, and then A to Z.	Sorts alphanumerically, from Z to A, and then from 9 to 0.	Sorts codes in the order in which they occur in their respective hierarchy.

Note

- ▶ The option to sort Hierarchical only appears for fields that are hierarchical (for example, WBS or Responsible Manager).

Setting Page Breaks by Group Band

You can specify group bands to cause page breaks when printing a layout from the Projects, Resources, Activities (except for the Activity Network layout), and Resource Assignments windows.

The group band or bands you select for page breaks can be for items grouped by hierarchy, non-hierarchy, or both.

- ▶ If the items are grouped only by hierarchy, you can set a page break for each level where you want a page break. Each level for which you specify a page break prints on a separate page. However, if no items are beneath a level, then the next page break occurs after the next level of the hierarchy that contains items.
- ▶ If the items are grouped by non-hierarchy, you can set page breaks for each band, but only the last page break in the list (in the Group By area of the Group and Sort dialog box) is used.

For example, suppose you select to group by Early Start, Total Float, and Activity Type, in that order.

- If you specify a page break only for Early Start, a new page is created for each Early Start band with total float, activity type items and activities showing under the Early Start band.
 - If you specify a page break only for Total Float, a new page is created for each Total Float band with activity type and activities showing under the band. The first Total Float band that falls under each Early Start band prints on the same page with the Early Start band; each subsequent Total Float band under that same Early Start band prints on a separate page.
 - If you specify a page break for both Early Start and Activity Type, only the Activity Type page break is used; the Early Start page break is ignored. A new page is created for each activity type band with activities showing under the band. The first Activity Type that falls under each Early Start band prints on the same page; each subsequent Activity Type band prints on a separate page.
- ▶ If the items are grouped both hierarchically and non-hierarchically, you can set page breaks for each band.

If you set page breaks for more than one band, the page break set for the last band (in the Group By area of the Group and Sort dialog box) takes precedence unless the following condition occurs: If you set more than one page break, the last page break is overridden by a page break set for a higher band when the lower band does not fall under the higher band.

For example, suppose you select to group by Activity Type and WBS to level 5, in that order.

- If you specify a page break only for Activity Type, a new page is created for each Activity Type with WBS levels and activities showing under the Activity Type band.
- If you specify a page break only for WBS level 3, a new page is created for each WBS level 3 band. The first WBS level 3 band that falls under each Activity Type band prints on the same page with the Activity Type band. Each subsequent WBS level 3 under that same Activity Type band prints on a separate page with levels 4 and 5 under it.
- If you specify page breaks for both Activity Type and WBS level 3, only the WBS level 3 page break is used unless an Activity Type has no WBS Level 3, in which case the page break for that Activity Type band will be used, causing that Activity Type band and its associated WBS Level 2 entries (if any) to print on a separate page.

Group activities by field

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) In the Group By section, click the cell, then select the item by which you want to group.
- 3) Click Sort, then select a sort order for the group. Click OK.
- 4) To change a grouping band's attributes, such as the color and font, double-click the appropriate Font & Color field.
- 5) To group by additional items (up to 20 levels), repeat step 2.

Tip

- ▶ To remove a field, select the field you want to remove, then click Delete.

Note

- ▶ In the Activity Network, when you select a field grouping, the hierarchy on the left side of the window contains the WBS hierarchy so you can filter activities according to the hierarchy.

Group activities by hierarchy

When viewing hierarchical data, such as by EPS, you can further organize the layout by grouping and sorting.

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Click a cell in the Group By section, then select the field by which you want to group.

- 3) If the field you are grouping by has a hierarchy (or levels) associated with it, choose whether to display all levels or up to a specific level in the layout in the To Level field.

Hierarchical fields include WBS, resources, roles, cost accounts, activity codes, resource codes, and project codes.

- 4) To change the grouping band's appearance, double-click the Font & Color cell and select the text properties and color you want to use.
- 5) To group by additional fields (up to 20 levels or items), repeat steps 2 through 4.

Note

- ▶ If both Indent and Sort Grouping Bands Alphabetically are checked, the grouping bands are sorted alphabetically within each parent.
- ▶ In the Activity Network, when you select a hierarchy grouping, the left side of the window contains the WBS hierarchy so you can filter activities according to the WBS.

Group activities by WBS path

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.

To view the WBS Path in the WBS view, choose Project, WBS. Then choose View, Group and Sort by, WBS Path.

- 2) In the Group By section, click the cell, then select WBS Path.
- 3) Click Sort, then select a sort order for the WBS path. Click OK.
- 4) To change the grouping band's attributes, such as the color and font, double-click the appropriate Font & Color field.

Sort activities

You can specify one or more sorting criteria to control the order of activities in a layout.

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Click Sort.
- 3) Click Add.
- 4) Click the Field Name column to select the field by which you want to sort.
- 5) Double-click the Sort Order column, then select a sort order: ascending (alphabetically from lowest to highest), descending (alphabetically from highest to lowest), or hierarchical (option only appears for fields that are hierarchical).

To sort by additional fields, repeat steps 3 through 5.

- 6) Click OK.

7) To preview your changes, click Apply.

Note

- ▶ If you use both grouping and sorting to organize your layout, the items are grouped first and then sorted. See **Group** (on page 817).

Remove activity groupings

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) In the Group By column, select the grouping fields you want to remove, then click Delete.

To preview your changes, click Apply.

Format grouping bands

- 1) Choose View, Group and Sort By, Customize.
- 2) Double-click the Font & Color cell you want to change.

Click the Font box to change the text properties.

Click the Color box to change the grouping band color.

- 3) Mark the appropriate checkbox to determine the text that displays on the grouping band.

To display the field name on the grouping band, mark the Show Title checkbox.

To display the ID or Code value on the grouping band, mark the Show ID/Code checkbox.

To display the Name or Description on the grouping band, mark the Show Name/Description checkbox.

Set Page Breaks by Group Band

You can set page breaks by group bands from the Projects, Resources, Activities (except for the Activity Network layout), and Resource Assignments windows.

Notes:

- ▶ This procedure assumes you have already set or selected the applicable Group By fields in the Group and Sort dialog box to group items. See **Group** (on page 817).
- ▶ When you set page breaks by group band for a layout, the Break Page Every Group option on the Page Setup dialog box Options tab is disabled for that layout.

- 1) From the Projects, Resources, or Resource Assignments windows, choose View, Group and Sort By, Customize. From the Activities window, choose View, Group and Sort.
- 2) Mark the Page Break checkbox in the row of the group you want to set to cause a page break when printing this layout. Repeat this step for each additional group by field that you want to set to cause a page break.
- 3) Click OK.

Tips

- ▶ Page breaks are only visible in Print Preview and in published layouts.
- ▶ Page break settings are saved with the layout.

Show or hide empty title bands

When you group activities by field, a title band is listed for all values in that field. You can specify whether to show or hide the title bands that do not contain activities within the group. See **Group** (on page 817).

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Mark the Hide If Empty checkbox at the bottom of the dialog box to hide empty group title bands.

Clear the Hide If Empty checkbox at the bottom of the dialog box to display empty group title bands.

Show field titles in grouping bands

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Mark the Show Title checkbox at the bottom of the dialog box.

Group and sort resource assignments

- 1) Choose Project, Resource Assignments, then choose View, Group and Sort By, or click the Display Options bar and choose Group and Sort By.
- 2) Choose one of the predefined group and sort options, or, to customize grouping and sorting, choose Customize.

If you choose Customize

- 1) In the Group By column, double-click the cell, then select the field by which you want to group.
- 2) Click Sort, then select a sort order for the grouping. Click OK.
- 3) To change a group's display color and font, double-click the appropriate Font & Color field.
- 4) To group and sort by additional fields, repeat steps 1 and 2.

Tips

- ▶ To remove a grouping field, select the field you want to remove, then click Delete.
- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, you should group and sort data in a way that enables you to easily identify resources/roles, the activities to which they are assigned, and the activities' associated projects (because the same activity name may appear in different projects). For example, you can group and sort the Resource Usage Spreadsheet by project and by resource. See **Create a future period bucket planning layout** (on page 273) for more tips on configuring an ideal future period bucket planning layout. See **Future period bucket planning** (on page 247).

Filtering

Filtering data

A filter temporarily limits the projects or activities that appear on screen, according to criteria you establish. For example, you can view active projects or activities scheduled to start during the next three weeks. Use the filters supplied or create your own. Apply one or more filters to the layout at any time.

Default filter criteria

The following table lists the criteria used for the predefined activity filters.

Filter Name	Display all rows	Parameter	Is	Value
Completed	Where	Activity Status	Equals	Completed
Critical	Where	Critical	Equals	Yes
Has Finish Constraint	Where Or Or Or Or Or Or Or	Primary Constraint Primary Constraint Primary Constraint Primary Constraint Primary Constraint Secondary Constraint Secondary Constraint Secondary Constraint	Equals Equals Equals Equals Equals Equals Equals	Finish On Finish On or Before Finish On or After Mandatory Finish Finish On Finish On or Before Finish On or After Mandatory

		Secondary Constraint		Finish
Has Start Constraint	Where Or Or Or Or Or Or Or	Primary Constraint Primary Constraint Primary Constraint Primary Constraint Primary Constraint Secondary Constraint Secondary Constraint Secondary Constraint Secondary Constraint	Equals Equals Equals Equals Equals Equals Equals Equals	Start On Start On or Before Start On or After Mandatory Start Start On Start On or Before Start On or After Mandatory Start
In Progress	Where	Activity Status	Equals	In Progress
Level of Effort	Where	Activity Type	Equals	Level of Effort
Longest Path	Where	Longest Path	Equals	Yes
Milestone	Where Or	Activity Type Activity Type	Equals Equals	Start Milestone Finish Milestone
Negative Float	Where	Total Float	Is less than	0.0d
New Feedback to Review	Where	New Feedback	Equals	Yes
Non What-If	Where	Project Status	Is not equal to	What If
Non Critical	Where	Critical	Is not equal to	Yes
Normal	Where Or	Activity Type Activity Type	Equals Equals	Task Dependent Resource Dependent
Not Started	Where	Activity Status	Equals	Not Started

Create a filter

- 1) Choose Project, Activities, then choose View, Filter By, Customize.
- 2) Click New, then type a filter name.
- 3) Click the Parameter field and select a data item.
- 4) Double-click the Is field to select a filtering criteria. Specify a value in the Value field.
- 5) To add multiple criteria to the filter, click Add. In the new row, click the Parameter field and select a value. Double-click the Is field and select a filter criteria. Specify a value.

To review your filter criteria to eliminate redundancy, from the Display Options bar, choose Optimize.

- 6) When you are finished specifying filter criteria, click OK.

Notes

- ▶ New selection criteria enables you to select values within or outside a specified range. "Is within range of" enables you to select date or numeric items that fall within the specified range. "Is not within range of" enables you to select date or numeric items that fall outside the specified range.
- ▶ When you type a value for duration or units in the Value field, the value is entered into the database without being converted to hours. So, for example, if you enter 2d, the value stored is 2 days, not 16 hours. If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the time unit defaults to the time unit specified in user preferences (User Preferences, Time Units tab).
- ▶ If you are filtering by unit or duration field and the Use assigned calendar to specify the number of work hours for each time period checkbox is cleared (Admin Preferences, Time Periods tab), then filtering applies the unit or duration value based on the Admin Preferences hours per time period settings. If the checkbox is marked, then filtering applies the unit or duration values as follows: For a task-dependent activity, duration or unit values are applied based on the applicable global or project calendar; for a resource-dependent activity, duration or unit values are applied based on the resource calendar.

Tip

- ▶ To make this filter available to all users, select it, then click Make Global in the Filters dialog box.

Apply a filter

- 1) Choose Project, Activities.
- 2) Choose View, Filter By, Customize.

- 3) Mark the checkbox next to the filter you want to apply.

To preview your changes, click Apply.

Tip

- ▶ Combine existing filters to narrow the activities selected. Use any combination of default, global, layout, and user-defined filters. For example, combine the Critical and Milestone filters to view critical start and finish milestone activities in the layout.

Combine filters

You can combine existing filters to narrow your activity selection. Use any combination of default, global, layout, and user-defined filters. For example, combine the Critical and Milestone filters to view critical start and finish milestone activities in the layout.

- 1) Choose Project, Activities, then choose View, Filter By, Customize.
- 2) Mark the checkbox next to each filter you want to apply.
- 3) Choose All or Any to determine how criteria are met.
- 4) Click Apply to preview the results.

Change a Gantt Chart bar's filter

- 1) Choose Project, Activities, then display the Gantt Chart.
- 2) Choose View, Bars.
- 3) Select the Gantt Chart bar for which you want to change the filter. Double-click the Filter column.
- 4) Mark the checkbox next to each filter you want to use.
- 5) Click OK.

To view your changes without closing this dialog box, click Apply.

Create a lookahead filter

When defining filters, you can select data based on their relationship to the project start date, finish date, or current date, rather than specific calendar dates. This prevents you from having to update the filter each time you update the project.

To create a six-week lookahead filter

- 1) Choose Project, Activities, then choose View, Filter By, Customize.
- 2) Click New.
- 3) Type a filter name, such as Six-Week Lookahead.

- 4) Click the Parameter, Is, and Value fields, then specify the filter criteria.

Filter Name				Six Week Lookahead Filter
Display: Filter				
Display all rows	Parameter	Is	Value	
<input checked="" type="checkbox"/>	(All of the following)			
<input type="checkbox"/>	Where Start	>	CD	
<input type="checkbox"/>	And Start	<=	CD+6w	
<input type="checkbox"/>	And Activity % Complete	is not equal to	100%	

- 5) Click Add to enter additional levels of criteria.
- 6) Click OK to save filter criteria.
- 7) Mark the checkbox in the Select column next to the newly created filter, then click OK.
- 8) Clear the checkboxes in the Select column next to all other filters.

Filter by project status

You can change an active (Open) project to inactive (Closed) when it is completed or determined as finished by all applicable parties. You can also assign a What-If status to a copied project for modification and analysis. Project status can be used when creating user-defined groups of projects called portfolios, for organizing and summarizing information, and for filtering projects.

- ▶ Choose File, Open, then click the Display Options bar and choose Filter By, Status. Choose the project status type that you want to view: either Active, Inactive, Planned, What-If, or Non What-If.

Remove filters

- 1) Choose Project, Activities, then choose View, Filter By, Customize.
- 2) To remove a specific filter, clear the Select checkbox next to it.
- 3) To view all activities again, mark the All Activities checkbox at the top of the Filter dialog box.

Delete filters

- 1) Choose Project, Activities, then choose View, Filter By, Customize.
- 2) Select the filter you want to delete, then click Delete.

Note

- ▶ You can only delete user-defined filters unless you have been granted access rights to delete global filters.

Summarizing

Summarizing activity data

When you group a layout by data item, you can easily "roll up" activity data to calculate group totals and simplify the data presentation. Click the plus (+) or minus (-) symbols to the left of any grouping band to expand or collapse information, or right-click in the layout and choose Expand All or Collapse All. You can also double-click grouping bands to show or hide details. See **Group** (on page 817).

To show both group totals and detailed information for reporting, you can collapse or expand individual groups and then show a grand total at the top of the layout. See **Show a grand total** (on page 461).

Note

- ▶ The Summary Service also enables you to summarize project-level values and store them in the database for analysis and reporting across the enterprise.

How data is summarized

This topic describes how P6 Professional calculates and displays summary information for costs and units, custom user fields, dates, durations, float, progress, baselines, comparison data, and variances.

Costs and units: P6 Professional totals cost and unit data items, such as budgeted or planned cost and budgeted or planned quantity, by adding the values for each activity in the summary.

Custom user fields: P6 Professional summarizes user fields according to type. For example, items representing start dates show the earliest start date, and items for finish dates show the latest finish dates. A numeric user field is totaled for the summarized activities. A text-based custom user field is blank unless values for all activities are the same.

Dates: If you display early dates, P6 Professional shows the earliest early (or actual) start and the latest early (or actual) finish dates. The same rules apply for late dates and target early and late dates.

Durations: P6 Professional summarizes original or planned and remaining duration values. For activities with no progress, the original or planned and remaining durations are the number of workperiods between the earliest start and latest finish dates. If the summary activity has an actual start date, P6 Professional calculates the original or planned duration from the actual start date to the latest finish date. In this case, P6 Professional calculates remaining duration from the earliest early start date to the latest early finish date.

If the summary activity is 100 percent complete, P6 Professional calculates the original or planned duration as the difference between the actual start and the actual finish dates; the remaining duration is zero.

If you display actual duration, the data is calculated as follows:

Earliest Actual Start - Data Date (for activities with no actual finish date)

Earliest Actual Start - Latest Actual Finish (all activities in the summary must have an actual finish date)

Float: You can base total float of the summarized data on the start dates, finish dates, or most critical dates. Set this option in the Compute Total Float As field on the General tab of the Schedule Options dialog box (choose Tools, Schedule, Options). If you base float on start dates, and all activities are assigned to the same calendar, total float is the difference between the earliest late start and the earliest early start dates in workperiods. For finish dates, P6 Professional uses the latest late finish and the latest early finish dates to calculate total float. The most critical float is the lowest total float encountered in the detailed activities from each summary group.

If all activities are not assigned to the same calendar, P6 Professional defines total float based on the default global calendar.

Progress: The simplest measure of percent complete uses duration to compare the amount of time remaining to complete the activities to their original or planned duration. In this case, P6 Professional uses the following ratio for each summarized group.

$$\frac{[(\text{Summary Current Original or Planned Duration} - \text{Summary Remaining Duration}) / \text{Summary Current Original or Planned Duration}] * 100}{}$$

Baseline data, comparison data, and variances: You classify each baseline, comparison, or variance data item as either a date or a duration data item. See the Dates and Durations sections earlier in this topic for descriptions of how P6 Professional summarizes dates and durations.

Calendar used to calculate units and durations in grouping (summary) bands

Duration and unit values in grouping bands are calculated using the hours per time period settings defined in the default global calendar, default project calendar, resource calendar, or activity calendar, as follows:

For live (detail) data:

Activities window

- ▶ When a single project is open and all activities in a group are using the same calendar, then the rolled up duration and unit values are calculated using that calendar. If all the activities are not using the same calendar, then the rolled up duration and unit values are calculated using the project's default calendar.
- ▶ When multiple projects are open and all the activities in a group are using the same calendar, then the rolled up duration and unit values are calculated using that calendar. However, if all the activities are not using the same calendar, then the values are calculated as follows:
 - If all the activities under the group band are in the same project, then rolled up duration and unit values are calculated using the project's default calendar.

- If all activities under the group band do not belong to the same project, then rolled up duration and unit values are calculated using the default global calendar.

Work Breakdown Structure window

- ▶ When all activities under a WBS use the same calendar, then the rolled up duration values are calculated using that calendar. If all the activities are not using the same calendar, then the rolled up duration values are calculated using the project's default calendar.

Projects window

- ▶ When projects are open, rolled up duration values are calculated based on live rollup calculations. When projects are closed, the rolled up duration values are calculated based on summarized data. The project's default calendar is typically used to calculate the project's duration values for live data. However, if all activities under a group band are using the same calendar (one that is other than the project's default calendar), then the duration values are calculated using that calendar.

Resource Assignments window (the following applies only to an open project)

- ▶ If all resource assignment records under a band belong to the same resource (that is, are grouped by resource), then duration values are calculated using the resource's calendar.
- ▶ If resource assignment records under a band belong to different resources (using the same calendar or not), then duration values are calculated using the default global calendar.

Note

- ▶ The Resource Assignments window may display duration values you do not expect because resource assignment durations are based on the activity's calendar when task dependent and on the resource calendar when resource dependent. The following items provide the reasoning for the duration values that are displayed:
 - If grouped by resource and all tasks are resource dependent, then the resource's duration for tasks and group bands will be the same duration value.
 - If grouped by resource and all tasks are task dependent, then the resource's duration for tasks and group bands can show different duration values based on the calendars assigned to each. For example, the duration value for the group band may be 12.0h based on the resource calendar in the group band, while the duration value for an associated task dependent task may be 10.0h, based on the task calendar. However, if both resource and activity are assigned to the same calendar, then the values at task and group bands are the same.

- If grouped by resource and all tasks are a mix of resource and task dependent, then the resource's duration for tasks and group bands will show different duration values based on the calendars assigned to each.

Tracking window

- ▶ When projects are open, rolled up duration values are calculated based on live rollup calculations. When projects are closed, the rolled up duration values are calculated based on summarized data. The project's default calendar is typically used to calculate the project's duration values for live data. However, if all activities under a group band are using the same calendar (one that is other than the project's default calendar), then the duration values are calculated using that calendar.

For summarized data:

- ▶ For project-level and WBS-level summary data: If all activities under the group band are using the same calendar, then the summarized duration and unit values are calculated using that calendar. If all the activities are not using that calendar, then the values are calculated using the project's default calendar.
- ▶ For enterprise resource and role summaries: The summarized duration and unit values are calculated using the resource's calendar.
- ▶ For EPS-level summary data: If all projects under an EPS are assigned to the same default project calendar, then the summarized duration and unit values are calculated using that calendar. If all projects under an EPS are not assigned to the same default calendar, then the summarized duration and unit values are calculated using the default global calendar.

Tip

- ▶ For hierarchical banding, the calendars for all activities directly under the band and all bands under that must be the same or else the default project or global calendar is used. The rules for whether the default project or global calendar is used are the same as listed above.

Collapse or expand grouped data

In a grouped layout, you can summarize activities to show a simple overall picture of the schedule without all the details for each activity. Summarize by any item available for grouping, such as by project, activity code, WBS, resource, or date. See **Group** (on page 817).

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Group activities by any data item.
- 3) To summarize a grouping band, click the minus sign (-) to the left of the band.

All values roll up into a summarized grouping band.

- 4) To expand a summarized grouping band, click the plus sign (+).

Collapse or expand all groups in a layout

To summarize all groups

- ▶ Choose View, Collapse All. You can also right-click in the layout window, then choose Collapse All.

To unsummarize all groups

- ▶ Choose View, Expand All. You can also right-click in the layout window, then choose Expand All.

Show a grand total

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Select the data items by which you want to group. See **Group** (on page 817).
- 3) Mark the Show Grand Totals checkbox at the top of the dialog box.

Display summary data when grouping

- 1) Choose Project, Activities, then choose View, Group and Sort By, Customize.
- 2) Select the data items by which you want to group. See **Group** (on page 817).
- 3) Mark the Show Summaries Only checkbox at the top of the dialog box.

Producing Reports and Graphics

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Report Basics

Reporting features

In addition to providing a large library of standard project management reports, two reporting tools are available to access and report information stored in the database: the Report Wizard and the Report Editor.

Report Wizard

You can use the Report Wizard to easily create a wide variety of customized reports. The wizard steps you through the process of creating new reports, enabling you to select the category of information and specific data fields to include. You can group, sort, and filter project information and include time-distributed data for units and costs. When you create a report with the Report Wizard, you can later use the wizard or the Report Editor to modify the report, if necessary.

- ▶ Reports created with the Report Wizard have the wizard icon: 

Report Editor

The Report Editor is a powerful tool that enables you to create reports that are highly customized. Although you can create customized reports with the Report Wizard, the Report Editor provides the capability to tailor a report more closely to your specific requirements. The Report Editor enables you to group, sort, filter, and roll up project information. You can display time distributions for units and costs and include graphics and HTML links in your reports. You can use the Report Editor to further customize reports you create with the Report Wizard. However, if you modify a wizard report in the Report Editor, when you reopen the report in the wizard, you lose all of the modifications made in the Report Editor.

- ▶ Reports created with the Report Editor have the report icon: 

Note that to create a new report with the Report Editor, you need to modify an existing report created with the Report Wizard.

Printing and saving reports

You can preview and print reports and you can save reports as text or HTML files. If you save a report to a file, you can import the data to a spreadsheet program, e-mail the report, publish the report on a Web site, and/or archive the report. You can also compile a report and create a WP & Docs record for the report. Creating a WP & Docs record for the report allows that report to be accessed from the WPs & Docs window.

- ▶ To view a list of the standard reports, select Tools, Reports, Reports.

Report Wizard

You can use the Report Wizard to create new reports and modify existing wizard reports.

The Report Wizard helps you easily create new customized reports by enabling you to

- ▶ Select the subject areas and specific fields you want to include
- ▶ Group, sort, and filter report data
- ▶ Choose to display report data based on actual to date or past period actual values
- ▶ Control report column sizes
- ▶ Add a report title
- ▶ Preview the report and modify it

When you create and save a report using the Report Wizard, you can later use the wizard or the Report Editor to modify it. However, if you modify a wizard report in the Report Editor, when you reopen the report in the wizard, you lose all of the modifications made in the Report Editor.

Tip

- ▶ If you want to modify a report, but think you might want to use the original report again, make a copy of it first.

Create a new report with the Report Wizard

- ▶ Choose Tools, Report Wizard. Follow the prompts on each dialog box in the wizard to create the report.

Notes

- ▶ To create or edit global reports from the Report Wizard or Report Editor, you must have Edit Global Reports security privileges. To create or edit project reports from the Report Wizard or Report Editor, you must have Edit Project Reports security privileges. You do not require security privileges to view global or project reports.
- ▶ You can use the Report Editor to further customize reports you create using the wizard. However, if you modify a wizard report in the Report Editor, when you reopen the report in the wizard, you lose all of the modifications made in the Report Editor.

Modify a report with the Report Wizard

- 1) In the Reports window, select the report.
- 2) Click the Reports Wizard icon on the Reports toolbar.
- 3) On the first wizard screen, choose Modify Wizard Report, then click Next.
- 4) Follow the prompts on each dialog box in the wizard to modify the report.

Report Editor

The Report Editor enables you to create highly customized reports. You can use the Report Editor to modify reports that you create in the Report Wizard and to create new reports. If you modify a wizard report in the Report Editor, when you reopen the report in the wizard, you lose all of the modifications made in the Report Editor.

Use the **Report Editor window** (on page 476) to add, edit, and organize report components and to customize the look of a report by specifying font styles, and adding images, headers and footers, and comments. The main report components you can work with are data sources, rows, and cells. See **Data Source** (on page 813). See **Report cells** (on page 822). The Report Editor window includes a toolbar and right-click menus that enable you to easily add and customize report components.

Create a blank report

- 1) Select an existing report.

Copy and paste an existing report first if you do not want to modify the original report.

- 2) Right-click on the selected report and choose Modify.
- 3) Click Yes to confirm that you want to use the Report Editor.
- 4) Within the Report Editor, click the new report icon: 

5) Click Yes to confirm.

You can now start creating a new report with the Report Editor.

Preview a report

- 1) In the Reports window, select the report and click  on the Reports toolbar, or right-click on the report and choose Run, Report. See **Reports Toolbar** (on page 122).
- 2) Choose Print Preview, then click OK.

To change the page setup options, such as paper size, margins, header, and footer, click . These setup options will not be saved. To change page setup options for a report permanently, use the Report Editor.

To set the default printer, paper size, and page orientation, click .

To magnify the display size, click .

To reduce the display size, click .

To display the first page of the report, click .

To display the previous page of a two-page horizontal spread, click .

To display the next page of a two-page horizontal spread, click .

To display the previous page of the report, click .

To display the next page of the report, click .

To display the last page of the report, click .

Tip

- ▶ You can copy or save the current page displayed in the Print Preview window. Right-click and choose Copy or Save As. Copy saves the page to the clipboard. Save As enables you to choose a file format and specify where you want to save the file.

Print a report

Use this task to preview and print reports and to save reports as text or HTML files. You can also use this task to compile and e-mail a report, and to compile a report and create a WP & Docs record for the report. Creating a WP & Docs record for the report allows that report to be accessed from the WPs & Docs window.

- 1) From the Reports window, select the report and click  on the Reports toolbar, or right-click on the report and choose Run, Report. See **Reports Toolbar** (on page 122).
- 2) Proceed as follows:
 - a. To preview the report before printing it, choose Print Preview.
 - b. To print the report, choose Directly to Printer.
 - c. To generate the report and attach it to an e-mail, choose E-mail Attachment. If you select this option, go to substep f.
 - d. To save the report as an HTML file, choose HTML File. In the Output file field, click  and select a location to save the report file. If you choose Create WP & Docs record, below, select a network location or some other publicly accessible location. To open the report text file in your default HTML viewer when it is finished compiling, mark the View file when done checkbox.
 - e. To save the report as a delimited text format (.txt) file, choose ASCII Text File and select a **Field Delimiter** (on page 814) and **Text Qualifier** (on page 827). In the Output File field, click  and select a location to save the report file. If you choose Create WP & Docs record, below, select a network location or some other publicly accessible location. To open the report text file in your default TXT viewer when it is finished compiling, mark the View file when done checkbox.
 - f. In the Notes field, you can type report comments. The comments you enter are printed and saved in the report. The next time you run a report, you can clear or edit the Notes field. If you choose E-mail Attachment, the content in this field is copied to the body of the e-mail.
 - g. Click OK. If you chose E-mail Attachment, clicking OK launches the default e-mail application and attaches the report to a new e-mail.

Copy a report

- 1) In the Reports window, select the report you want to copy.
- 2) Choose Edit, Copy.
- 3) If you want to copy the report to a specific report group, click the Display Options bar and select Group and Sort By, Report Group. Select the report group to which you want to add the copy.
- 4) Click Paste.
- 5) To rename the report copy, click in the Report Name column, then type a new name.

Import a report

You can only import reports in Report Definition Files (. ERP) format.

- 1) Choose Tools, Reports, Reports.
- 2) To import a report to a specific group, select the report group. To overwrite an existing report, select the appropriate report.
- 3) Click  on the Reports toolbar, or right-click on the selected report or report group, then choose Import. See **Reports Toolbar** (on page 122).
- 4) If you did not select a report group, choose whether you want to create a new report or overwrite the selected report.
- 5) Locate and select the . ERP report file you want to import.
- 6) Click Open.

Notes

- ▶ If you import a report that was created by the Report Wizard, it will be imported as a standard (non-wizard) report and cannot be modified using the Report Wizard.

Export a report

- 1) Choose Tools, Reports, Reports.
- 2) Select the report, then click  on the Reports toolbar, or right-click on the report and choose Export. See **Reports Toolbar** (on page 122).
- 3) Select the drive and folder in which you want to save the report's export file.
- 4) In the File Name field, type a name for the export output file, without a file extension.
- 5) In the Save As Type field, select Report Definition Files (*. ERP), if not already selected.
- 6) Click Save.

Note

- ▶ You can only export reports in Report Definition Files (. ERP) format.

Delete a report

- ▶ From the Reports window, select the report. Choose Edit, Delete, then click Yes.

Note

- ▶ To delete a global report, you must have Edit Global Reports privileges. To delete a project report, you must have Edit Project Reports privileges.

Format numbers in reports

You can format numbers in reports using the Report Wizard. When prompted on the Report Generated screen of the Report Wizard, select the Format Numbers option to:

- ▶ Show labels for all duration and unit fields

- ▶ Show the currency symbol for currencies/costs
- ▶ Show averaging labels and divide-by factors for time-based resource and cost data.

Notes

- ▶ The Format Numbers option is selected by default.
- ▶ If you intend to save this report in CSV format for spreadsheet analysis in another application, make sure the Format Numbers option is not selected.

Working with Report Groups

Create a report group

To create a report group, you must have Edit Global Reports privileges.

- 1) Choose Tools, Reports, Report Groups.
- 2) Click Add, then type the name of the new report group.

To change the position of the new report group in the report group structure, click the appropriate arrow buttons.

Edit a report group

- 1) Choose Tools, Reports, Report Groups.
- 2) Select the report group you want to change.

To change the report group's name, double click the report group, then type a new name.

To change the report group's position in the report group hierarchy, click the appropriate arrow button.

To copy the report group to another position in the report group hierarchy, click Copy, select the report group to which you want to add the copy, then click Paste.

To cut and paste the report group to a different position in the report group hierarchy, click Cut, select the report group to which you want to add the cut report group, then click Paste.

Note

- ▶ The maximum number of report group levels is unlimited. You can create any number of report groups in each level.

Add a report to a report group

- 1) Choose Tools, Reports, Reports.
- 2) Click the Display Options bar and select Group and Sort By, Report Group.
- 3) Select the report you want to add to a report group, then in the Report Group field, click .
- 4) Double-click the group to which you want to add the report.

Remove a report from a report group

- 1) Choose Tools, Reports, Reports.
- 2) Click the Display Options bar and select Group and Sort By, Report Group.
- 3) Select the report you want to remove, then, in the Report Group field, click .
- 4) To remove the report from the group without assigning it to a different group, click Clear. The report is moved to the No Report Group section.

To move the report to a different group, select the new group, then click Select.

Tip

- ▶ You can also use the cut, copy, and paste commands on the Edit menu or Edit toolbar to move reports among report groups. See **Menu bar** (on page 70). See **Edit Toolbar** (on page 108).

Delete report groups

To delete report groups, you must have Edit Global Reports privileges.

- 1) Choose Tools, Reports, Report Groups.
- 2) Select the report group you want to delete.
- 3) Click Delete, then click Yes.

Note

- ▶ Deleting a report group that contains reports will merge those reports into the parent report group. A top-level report group that contains reports cannot be deleted until all reports have been removed from that report group and all its subgroups.

Working with Report Batches

Create a report batch

- 1) Choose Tools, Reports, Batch Reports.

- 2) Choose the type of report batch to create.

Choose Global for a report batch that is not project-specific.

Choose Project for a report batch for the open project. This option is not available if no projects are open.

- 3) Click Add, then type the name of the new report batch.

If multiple projects are open, select the project for which you want to create a batch report.

Add a report to a report batch

- 1) Choose Tools, Reports, Batch Reports.
- 2) Choose the type of batch to which you want to add a report.

Choose Global to add a report to a global report batch. You can add only global reports to a global report batch.

Choose Project to add a report to a project-report batch. You can add only project reports to a project report batch. This option is not available if no projects are open.

- 3) In the Batch Report section, select the batch report to which you want to add the report.
- 4) In the Reports section, click Assign.
- 5) Select one or more reports that you want to add to the report batch, click Assign, then click Close.
- 6) In the Reports section, click the arrows to change the position of the reports in the batch. Reports will be processed in the listed sequence when you run the report batch.

Remove a report from a report batch

To remove a report from a report batch, you must have Edit Global Reports privileges, for global report batches, and Edit Project Reports privileges, for project report batches.

- 1) Choose Tools, Reports, Batch Reports.
- 2) In the Reports section, select the report you want to remove from the report batch, click Remove, then click Yes.

Delete a report batch

To delete a report batch, you must have Edit Global Reports privileges, for global report batches, and Edit Project Reports privileges, for project report batches.

- 1) Choose Tools, Reports, Batch Reports.
- 2) Choose the type of report batch to delete.

Choose Global for a report batch that is not project-specific.

Choose Project for a report batch from the open project

- 3) Select the report batch you want to delete, click Delete, then click Yes.

Note

- ▶ Reports assigned to a batch report are not deleted when their batch report is deleted. Those reports are simply no longer associated with a batch report.

Print a report batch

Use this task to print and to save report batches as text or HTML files. You can also use this task to compile and e-mail a report batch, and to compile a report batch and create a WP & Docs record for the report batch. Creating a WP & Docs record for the report batch allows that report to be accessed from the WPs & Docs window.

- 1) Choose Tools, Reports, Reports.
- 2) Click  on the Reports toolbar, or right-click anywhere in the Reports window and choose Run, Batch. See **Reports Toolbar** (on page 122).
- 3) Select the report batch you want to run, then click OK.
- 4) Proceed as follows:
 - a. To print the report, choose Directly to Printer.
 - b. To compile the report batch and attach it to an e-mail, choose E-mail Attachment. If you select this option, go to substep e.
 - c. To save the report batch as an HTML file, choose HTML File. In the Output File field, click  and select a location to save the report batch's filename and location.
 - d. To save the report batch as a delimited text format (.txt) file, choose ASCII Text Files and select a **Field Delimiter** (on page 814) and **Text Qualifier** (on page 827). In the Output File field, click  and select a location to save the report batch's filename and location. Use the ASCII Text Files option to import the report batch to a spreadsheet application.
 - e. In the User's Notes field, you can type report comments corresponding to the report batch. If you choose E-mail Attachment, the content in this field is copied to the body of the e-mail.
 - f. Click OK. If you chose E-mail Attachment, clicking OK launches the default e-mail application and attaches the report batch to a new e-mail.

Tip

- ▶ You can set up a job service to run a batch report at a specified time.

Run a report batch from the command line

You can use the Windows command line interface to run batch reports as a service.

To use the Windows command line interface to run batch reports as a service, do the following:

- 1) Using an XML editor, or any program that can save files as XML files, create an actions.xml file that specifies the batch report you want to run.

You can specify more than one import action in a single file, by including multiple <action> nodes.

The following is a sample actions.xml file that drives the run of one batch report. All tags must appear in the file; however, you can leave some tags empty, as noted below. Values in bold are literal values you must enter as shown. The other values are samples that will vary with your configuration.

```
<actions>
  <action>
    <type>batchrpt</type>
    <BatchReportName>Project Weekly Reports</BatchReportName>
    <Projects>
      <ProjectID>Highway Project </ProjectID>
    </Projects>
    <outputtype>html</outputtype>
    <outputFile>C:\batchoutput.htm</outputFile>
    <outputFieldDelimiter>,</outputFieldDelimiter>
    <outputTextQualifier>"</outputTextQualifier>

  </action>
</actions>
```

Tag	Description
<type>	Required. The type of action to take. For batch reporting, type is batchrpt. Note that batchrpt is case sensitive.
<BatchReportName>	Required. Specify the name of the batch report that is configured in P6 Professional.
<ProjectID>	Optional. Can be blank for a global report. Otherwise, specify one or more valid project IDs. (Do not enter an EPS ID.) You can specify multiple project IDs by specifying a list of projects separately, each with a separate tag on its own

	<p>line, such as shown below:</p> <pre><ProjectID>Highway Project </ProjectID> <ProjectID>RSCD</ProjectID></pre>
<outputtype>	Required. Value must be html, text, or printer.
<outputFile>	Required. Should be set to some valid path, for example, to C:\batchoutput.htm or C:\Temp\batchoutput.htm.
<outputField Delimiter>	Optional when <outputtype> is set to html or printer. Required when <outputtype> is set to text. Valid values are a comma (,), semicolon (;), vertical bar (), a tab character, or a space character.
<outputText Qualifier>	Optional when <outputtype> is set to html or printer. Required when <outputtype> is set to text. Valid values "" or "" or "none"
	This row is intentionally blank.

Note:

If you include non-English characters in the actions.xml file, save the file as Unicode and use the XML encoding attribute to specify the language, prior to the <actions> tag. For example, to specify German or French encoding:

```
<?xml version="1.0" encoding="windows-1252"?>
```

If you are using a batch file, use the chcp command to specify the appropriate language encoding. See Microsoft.com for more Internationalization details.

- 1) Close P6 Professional if it is running.
- 2) On the Windows command line, a batch file, or code, issue a command in the following form from the folder where PM.EXE is located:

```
PM.EXE /username=<name>
[/password=<name>]
[/alias=<name>] /actionScript=<path>
[/logfile=<path>]
```

Parameter	Description
/username=<na	Required. The username to log in to P6 Professional.

me>	
/password=<name>	The password for the username, if there is one for the username.
/alias=<name>	Optional. The name of an existing destination database alias. If you do not specify an alias, the most recently accessed alias is used.
/actionScript=<path>	Required. The full path to the edited actions.xml file. Must include the file name.
/logfile=<path>	Optional. The full path for creating the log file that contains processing results. Must include the file name. If the logfile is not set, the default log file destination is PrimaveraCmdLineLog.txt in the PM.exe application folder.

For example:

```
PM.EXE /username=admin
[/password=admin] [/alias=PMDB]
/actionScript=actions.xml
[/logfile=c:\myLog.txt]
```

If any values include spaces, enclose the value in double quotes("").

If the batch report runs successfully, then an exit code of 0 is returned; if any errors are logged to the log file, an exit code greater than 0 is issued, which indicates failure.

Processing results are written to the log file, or you can echo them to the command line interface. These are the possible results:

Code	Description
0	Success.
1	Invalid alias.
2	Invalid username or password.
3	XML file not found.
4	Invalid action type (did not specify batchrpt).

9	Batch report action failure.
214783647	Unhandled exception, including invalid characters.

If the command does not include all the required parameters, P6 Professional opens.

Using the Report Editor to Modify Reports

Report Editor window

The title bar of the Report Editor window displays the name of the currently selected report.

The Report Editor window contains the following major parts:

- ▶ Toolbar
- ▶ Ruler
- ▶ Left margin
- ▶ Report Canvas
The Report Canvas occupies the majority of the window and is the workspace you use to add and position the components of the report.
- ▶ Right-click menu

Using the toolbar

The toolbar icons have the following functions:



Click this button to create a new report. You are prompted to verify that you want to delete the current report components.



Click this button to add a data source.



Click this button to add a row.



Click this button to add a text cell.



Click this button to add an image cell.



Click this button to add a line cell.



Click this button to preview the report on screen before printing.



Select a report component, then click this button to view or edit its properties. Properties are characteristics of a report component, such as type and field for a text cell, sort and group options for a data source, and height for a row.

Tip

- ▶ You can also right-click on a component to view its properties.



Select this button to run the Report Wizard. Before the wizard opens, you are prompted to verify that you want to delete the current report components.

Using the ruler

The ruler indicates the horizontal position of each report component. A blue, shaded area indicates the position and width of the selected cell. A red, vertical bar indicates your cursor's position on the Report Canvas.

Using the left margin

The left margin helps you identify each data source and row. To help you identify data sources, the left margin displays each data source's name and grouping, if any, in the upper-left corner of the data source area. To help you identify rows, the left margin displays each row's type in the upper-left corner of the row. The  symbol indicates rows that are part of a header area. The  symbol indicates rows that are part of a footer area.

Using the Report Canvas

You use the Report Canvas to add report components, to specify where you want components to be positioned, and to select existing components and view or edit their *properties*. Properties are characteristics of a report component, such as type and field for a text cell, sort and group options for a data source, and height for a row.

- ▶ To select a component, click on it; a blue border surrounds the selected component. To increase the scope of the selected area, press Esc. For example, if a text cell within a row is selected, press Esc to select the entire row. If the row is contained within a data source, press Esc again to select the data source that contains the row.
- ▶ To view or edit the properties of a report component, double-click the component.

The Report Canvas contains several standard areas, which appear in any new report:

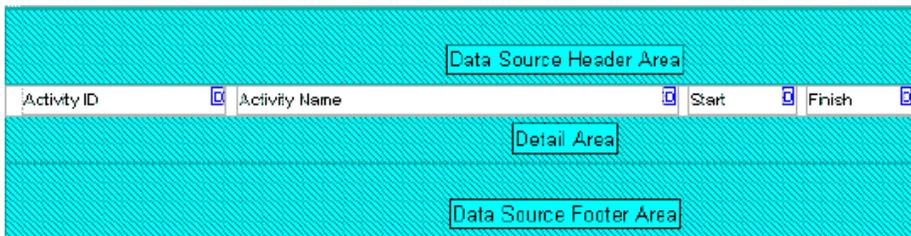
Page Header Area: This area contains report components that appear at the top of each page of the compiled report. You can add rows and variable or custom text cells to the Page Header Area.

The Page Header Area is different than the standard header you specify in the **Page Setup dialog box** (on page 739). If you specify a standard header, the standard header is displayed at the top of the page in the compiled report, followed by the report's Page Header.

Report Header Area: This area contains report components that appear before the compiled report's details and on the first page of the report only. You can add rows and cells to the Report Header Area.

Data Source Header Area: Report components that appear before the data source's records in the compiled report. You can add rows and cells to the Data Source Header Area.

Detail Area: This area contains the bulk of the project data that are being reported and is the only area of the report to which you can add a data source. The data source indicates which category of database information the report compiles, for example, activity resource assignments or cost accounts. After selecting a data source, you add rows, and then cells within the rows, to the Detail Area. The cells specify the individual data fields you want to report for the data source you have selected. For example, in the following graphic, the data source is Activities. The row between the Data Source Header and Detail areas contains four field data text cells: Activity ID, Activity Name, Start, and Finish. In this example, the report will list the activity ID, activity name, start date, and finish date for all activities in the open project.



For each data source you add to a report, a Data Source Header, Detail Area, and Data Source Footer are added to the Report Canvas. The Data Source Header and Data Source Footer are required as upper and lower borders for the Detail Area.

Data Source Footer Area: Report components that appear after the data source's details in the compiled report. You can add rows and cells to the Data Source Footer Area.

Report Footer Area: Report components that appear after the compiled report's details and on the last page of the report only. You can add rows and cells to the Report Footer Area.

Page Footer Area: Report components that appear at the bottom of each page of the compiled report. You can add rows and cells to the Page Footer Area.

The Page Footer Area is different than the standard footer you specify in the **Page Setup dialog box** (on page 739). If you specify a standard footer, the standard footer is displayed in the compiled report at the bottom of the page, after the report's Page Footer.

The Report Canvas provides visual cues to identify some report component properties.

- ▶ Data sources are color-coded. If a data source is embedded, or nested, in a parent data source, each data source displays in a different color. See **Parent Data Source** (on page 820).
- ▶ Text cells are coded in the upper-right corner to indicate the type of data they report.

 - indicates a Custom Text cell, a cell that contains text you specify.

 - indicates a Field Data cell, a cell that compiles and reports information from a database field you specify.

 - indicates a Field Title cell, a cell that contains the name of a database field you specify.

 - indicates a Variable cell, a cell that reports information related to the overall report, rather than a specific data source, for example, date or page number.

- ▶ Text cells displayed in red indicate that the cell's properties either have not been defined or that they conflict with the properties of the data source that contains the cell.

Note

- ▶ The Report Canvas does not display the actual height, or amount of vertical space, each report component will occupy in the compiled report. To view the report's vertical spacing, preview the report.

Report Editor tasks

- ▶ **Add a background image to a report** (on page 484)
- ▶ **Add a border to a text cell** (on page 495)
- ▶ **Add a custom text cell to a report** (on page 494)
- ▶ **Add a data source to a report** (on page 487)
- ▶ **Add a field data or field title cell to a report** (on page 493)
- ▶ **Add a line cell to a report** (on page 497)
- ▶ **Add a report title** (on page 481)
- ▶ **Add a row to a report** (on page 491)
- ▶ **Add a variable cell to a report** (on page 494)
- ▶ **Add an embedded data source to a report** (on page 488)
- ▶ **Add an image cell to a report** (on page 498)
- ▶ **Add comments to reports** (on page 484)

- ▶ **Add HTML links to a text cell** (on page 496)
- ▶ **Add HTML links to an image cell** (on page 499)
- ▶ **Change report margins** (on page 483)
- ▶ **Change text cell color** (on page 495)
- ▶ **Change the sort order of report records** (on page 490)
- ▶ **Copy a data source** (on page 488)
- ▶ **Copy a row** (on page 492)
- ▶ **Copy and paste cells** (on page 481)
- ▶ **Cut and paste a data source** (on page 489)
- ▶ **Cut and paste a row** (on page 492)
- ▶ **Cut and paste cells** (on page 481)
- ▶ **Define a report header and footer** (on page 482)
- ▶ **Define default text styles for reports** (on page 481)
- ▶ **Define HTML print settings for an image cell** (on page 500)
- ▶ **Define layout options for a data source** (on page 489)
- ▶ **Define page setup options for a report** (on page 483)
- ▶ **Delete a data source filter** (on page 490)
- ▶ **Delete a data source from a report** (on page 490)
- ▶ **Delete a data source that contains embedded data sources** (on page 491)
- ▶ **Delete a line cell from a report** (on page 498)
- ▶ **Delete a row filter** (on page 492)
- ▶ **Delete a row from a report** (on page 493)
- ▶ **Delete a text cell filter** (on page 497)
- ▶ **Delete an image cell from a report** (on page 500)
- ▶ **Disable HTML links in a text cell** (on page 497)
- ▶ **Disable HTML links in image cells** (on page 500)
- ▶ **Filter a data source** (on page 490)
- ▶ **Filter a report row** (on page 492)
- ▶ **Filter a text cell** (on page 497)
- ▶ **Format text in a text cell** (on page 494)
- ▶ **Indicate hierarchy levels in reports** (on page 485)
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Basic Procedures

Copy and paste cells

- 1) In the Report Editor window, right-click the cell you want to copy and choose Copy.
- 2) Right-click the row in which you want to paste the copied cell and choose Paste.

To paste the cell to a row that contains other cells, select a cell in the row, press the keyboard Esc key, then press Ctrl+V.

Cut and paste cells

- 1) In the Report Editor window, right-click the cell you want to cut and paste and choose Cut.
- 2) Right-click the row in which you want to paste the cut cell and choose Paste.

To paste the cell to row that contains other cells, select a cell in the row, press the keyboard Esc key, then press Ctrl+V.

Add a report title

- 1) From the Reports window, select the report and click Modify.
- 2) To add a row for the title, click in the Page Header Area of the **Report Canvas** (on page 822), then click . Type a new height or click the color button to specify a new row color.
- 3) To add a text cell, click . In the Cell Type field, select Variable. In the Cell Variable field, select Report Title. In the Font Style field, select one of the available default heading fonts.
- 4) Click the Report tab. In the Title field, type the report's title.

Tip

- ▶ To center the report title on the page, in the Align Cell and Text Alignment fields, choose Center.

Define default text styles for reports

You can define six default font styles for report text cells: three heading styles and three body styles.

- 1) With the Reports window active, click  on the Reports toolbar, or right-click on the report and choose Modify. See **Reports Toolbar** (on page 122).
- 2) Click , then click Report Font Styles.
- 3) Select the style you want to define, click Modify, then select the formatting options you want to apply to the style.

Define a report header and footer

You can define a standard three-section header and footer that will appear on every page of a report.

- 1) With the Reports window active, click  on the Reports toolbar, or right-click on the report and choose Modify. See **Reports Toolbar** (on page 122).
- 2) Click , then click the Report tab.
- 3) Click Page Setup.
- 4) In the Divide Into Sections field, select the number of appropriate sections to divide the header into.
- 5) To specify when you want to print the header, choose First Page, Last Page, All Pages, or No Pages in the Include On field.
- 6) Mark the Show Section Divider Lines checkbox to display divider lines between sections in the header.
- 7) In the Define header section, select the subject area for each section:

To leave the section below the header grid blank, choose None.

To add a text variable, choose Text/Logo. From the list, select a global variable and click Add. Global variables include data such as current project properties (Project Name, Project Start, Data Date, and so on) and Admin Preferences (Header / Footer / Custom Label 1 / 2 / 3). The Header Sample illustrates how the report header will print. You can add more than one text variable.

To add your own text to the header, type directly in the text area of the selected header section. Do not modify a variable field, that is, the text between square brackets.

To change the font, click , specify the font settings, and click OK.

To add a logo, click . In the Picture Source field, click Browse, then select a filename and click Open. The logo image is displayed in the text area of the selected header section.

To add dates, approvals, and revision information, choose Revision Box and enter a title in the Revision Box Title. Click Add to insert a new row in the revision box. In the Date column, click , then select a date. Enter information in the Revision, Checked, and Approved columns, or leave it blank so information can be entered manually. Click Delete to remove the selected row. Click Font to specify the font settings, and click OK.

- 8) To add pictures to the header or footer, choose Picture. In the Select Filename field, click  to select the picture file. Mark the Resize Picture to Fit the Section checkbox to show the complete picture in the section.

9) Click the Footer tab. Repeat the preceding steps.

Note

- ▶ To add a header and footer only for the current report, preview the report and use the **Page Setup dialog box** (on page 739) to specify the header and footer. When you add a header and footer from the Page Setup dialog box, they are applied only to the current printing.

Tip

- ▶ To define a standard report header and footer or any other Page Setup properties for multiple reports, create a report that is empty except for the header and footer. Use the empty report as a template to create other reports by making a copy of it in the Reports window. Rename the copied report and open it in the Report Editor to define the components.

Define page setup options for a report

- 1) With the Reports window active, click  on the Reports toolbar, or right-click on the report and choose Modify. See **Reports Toolbar** (on page 122).
- 2) Click , then click the Report tab.
- 3) Click Page Setup and specify the orientation, scaling, and paper size options.

Note

- ▶ To define page setup options only for the current report, preview the report and use the **Page Setup dialog box** (on page 739). When you specify page setup options from the Page Setup dialog box, they are applied only to the current printing. See **Change page setup options** (on page 501).

Change report margins

- 1) With the Reports window active, click  on the Reports toolbar, or right-click on the report and choose Modify. See **Reports Toolbar** (on page 122).
- 2) Click , then click the Report tab.
- 3) Click Page Setup, then click the Margins tab.

To change a margin, type a new size.

Top and bottom margins specify the distance between the top or bottom edge of the paper and the top or bottom edge of the report text, not including the header or footer.

Header and footer margins specify the distance between the top or bottom edge of the paper and the top or bottom edge of the report header or footer, respectively. The header margin cannot be greater than the top margin and the footer margin cannot be greater than the bottom margin.

Note

- ▶ To change report margins only for the current report, preview the report and use the **Page Setup dialog box** (on page 739). When you change report margins from the Page Setup dialog box, they are applied only to the current printing.

Add a background image to a report

- 1) In the Reports window, select the report and click Modify.
- 2) Click , then click the Report tab.
- 3) Click Background Image, then click Load.
- 4) Select the image file, click Open, then click OK.

Notes

- ▶ BMP and JPG files are supported.
- ▶ If the background image is smaller than the report's page, the image tiles, or repeats, to fill the report's background area.
- ▶ If the background image is larger than the report's page, the image positions in the upper-left corner of the report page, then excludes those areas of the image that do not fit within the report's right and bottom margins.

Remove a background image from a report

- 1) In the Report Editor, click , then click the Report tab.
- 2) Click Background Image, click Clear, then click OK.

Add comments to reports

You can add comments to reports in two ways.

- ▶ Add comments as custom text in a custom text cell.

Custom text cells are useful for comments you do not need to update frequently. To edit the contents of a custom text cell, you need to modify the report.

- ▶ Add comments when you run the report.

Comments that you enter when you run a report are saved, but you can easily edit these comments in the Run Report dialog box the next time you run a report.

Add comments when running a report

All reports created with the wizard automatically include a row that contains the variable text cell Notes, which corresponds to the Notes field of the Run Report dialog box. When you run a wizard report, the comments you enter in the Notes field are printed in the report and saved. These comments are included each time you run the same report or another report, unless you clear or edit the Notes field.

- 1) With the Reports window active, select the report and click  on the Reports toolbar. See **Reports Toolbar** (on page 122).

You can also right-click on the report and choose Report, Run.

- 2) In the Notes field, type your comments.

Tip

- ▶ For the comments you enter in the Notes field to be included in the printed report, the report must include the variable text cell Notes. If you edited a wizard report and removed the variable Notes field, use the following steps to restore it.

- 1) With the Reports window active, click  on the Reports toolbar. See **Reports Toolbar** (on page 122).

You can also right-click on the report and choose Modify.

- 2) To add a row for comments, click in the area of the **Report Canvas** (on page 822) where you want the comments to appear, then click . You can type a new height or click the color button to specify a new row color.
- 3) To add a text cell to the row, click . In the Cell Type field, select Variable. In the Cell Variable field, select Notes. In the Font Style field, select one of the available default body fonts.

Indicate hierarchy levels in reports

If you are reporting hierarchical information for a data source, you can format the report to indent records according to hierarchy level.

- 1) In the Report Editor window, click the field data text cell whose contents you want to report hierarchically, then click .
- 2) Click the Cell tab, then mark the Indent Cell checkbox.
- 3) Click the Source tab, then mark the Organize Hierarchically checkbox.

Specify a timeperiod for a report

When you define the timeperiod for which you want to report project data, you can also specify various timescale interval and timescale format options for displaying time-distributed data.

- 1) In the Report Editor window, click .
- 2) Click the Report tab, then click Timescale Options.
- 3) In the Timescale Start field, click  and select the report's start date.

To run the report for a specific amount of time following the start date, choose Duration and type a time value. Then, in the Date Interval field, select a time interval for the report's duration. For example, if the Duration is 2 and the Date Interval is weeks, the report will include information for a two-week period following the specified start date. The Date Interval you specify also determines the timescale interval used to display time-distributed data.

To select a specific end date for the report, choose Timescale Finish, click , then select an end date.

- 4) If you select shift as the Date Interval, in the Shift Calendar field, click , then double-click the shift you want to use.
- 5) To specify the date format used to display time-distributed data, select one of the date format options.

To display time intervals according to the standard calendar year, for example, Month/Year, choose Calendar.

To display time intervals according to the fiscal year, for example, FM1/FY2000, FM2/FY2000, choose Fiscal.

To display time intervals according to each week of the year, consecutively, beginning with January, choose Week of the Year.

To display time intervals according to ordinal intervals, based on a start date you specify, for example, Week #-1 (08/May/00), Week #1 (15/May/00), choose Ordinal and type a start date in the Timescale Start field.

- 6) To divide the interval totals by automatic increments, based on the date interval selected, in the Averaging section, mark the Calculate Average checkbox. The Divide Interval Totals By field displays the division increment for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

To base the intervals totals on hours per time period, mark the appropriate checkbox.

Specify a unit of measure for each timeperiod.

Tip

- ▶ You can adjust a report's start or finish date according to a specific time value. Place the cursor at the end of the start or finish date text, then type + or -, followed by the time value and the appropriate timeperiod abbreviation. For example, a start date that is two months prior to the current date appears as "CD-2m" where "m" is the abbreviation for month.

Advanced Procedures

Working with Data Sources

Data sources in reports

Data sources are categories of information. The data source component in the Report Editor corresponds to the subject area you select when you use the wizard to create a report. Examples of data sources are activities, cost accounts, expense categories, and work breakdown structure (WBS).

In the Report Editor, you can add, modify, and delete report data sources. When you add a data source, you also need to identify the fields within that data source that you want to include in the report. For example, to report labor, and nonlabor expenses for cost accounts, specify cost accounts as the data source and labor expenses and nonlabor expenses as the data fields to include in the report.

You can also embed, or nest, a data source within another data source. By embedding data sources, you can outline relationships between different types of information. For example, if you embed an activity data source within a WBS data source, the report lists activity information according to WBS.

Add a data source to a report

A data source defines the category of information you want to include in a report. After you add a data source to a report, you then need to add one or more rows, and cells within the rows, to specify which database fields you want to report for the selected data source. As a very simplified example, to create a report that lists actual costs for all activities, you would select Activities as the data source. Then, within the Activities data source area of the report, you would add a row and, within that row, add a field data cell that corresponds to actual cost.

- 1) In the Report Editor window, click the gray Detail Area, then click .
- 2) Click the Source tab. In the Loop Through field, select the category of information to report in the new data source.
- 3) To further organize the data source information, specify group and sort options.

In the Group By field, select a grouping category. The Group By field lists categories that correspond to the selected data source.

In the Sort area, click Add. Select a sort object, sort field, and sort order, then click OK.

Add an embedded data source to a report

- 1) In the Report Editor window, click the Detail Area of the data source in which you want to embed the new data source, then click .
- 2) Click the Source tab. In the Loop Through field, select the category of information you want to report in the new data source.

The list of available data sources reflects the new data source's relationship to the parent data source. See **Parent Data Source** (on page 820).

- 3) To further organize the data source information, specify group and sort options.

In the Group By field, select a grouping category. The Group By field lists categories that correspond to the selected data source.

In the Sort area, click Add. Select a sort object, sort field, and sort order, then click OK.

Copy a data source

- 1) In the Report Editor window, click an area of the data source you want to copy, then press the keyboard Esc key until the entire data source is selected. A blue border indicates the selected area.
- 2) Press Ctrl+C.

To embed the copied data source in another data source, click the Detail Area of the data source in which you want to embed the copy and press Ctrl+V.

To paste the data source without embedding it in another data source, click the gray Detail Area and press Ctrl+V.

Tip

- ▶ You can copy and paste data sources between different reports.

Cut and paste a data source

- 1) In the Report Editor window, click an area of the data source you want to cut, then press the keyboard Esc key until the entire data source is selected. A blue border indicates the selected area.
- 2) Press Ctrl+X.

To embed the cut data source in another data source, click the Detail Area of the data source in which you want to embed the cut data source and press Ctrl+V.

To paste the data source without embedding it in another data source, click the gray Detail Area and press Ctrl+V.

Tip

- ▶ You can cut and paste data sources between different reports.

Define layout options for a data source

- 1) In the Report Editor window, click the data source, then click .
- 2) Click the Source tab. In the Page Break Options field, select where you want to insert page breaks in the compiled report.
- 3) To specify the number of hierarchy levels you want to include in the compiled report, in the Max Level field, type a number. To include all hierarchy levels, type 0.
- 4) To report information in hierarchy order, mark the Organize Hierarchically checkbox.

The Max Level field and Organize Hierarchically checkbox are available only if the data source reports hierarchical information.

- 5) To exclude the data source's report components from the compiled report, if the data source does not produce any records, mark the Hide If Empty checkbox. If you mark the Hide if Empty checkbox and no records exist for the data source, the data source header and footer are also excluded from the compiled report.
- 6) To exclude the records of a parent data source from the compiled report, if its child data sources do not produce any records, mark the Hide Record If No Children checkbox. See **Parent Data Source** (on page 820).

Sort report records

To sort a report's records, specify a sort order for one or more of the report's data sources.

- 1) In the Report Editor window, click the data source, then click .
- 2) Click the Source tab, then, in the Sort area, click Add.
- 3) Select a sort object, sort field, and sort order, then click OK.

The list of available sorting fields reflects the sort object you select.

- 4) To sort by additional objects and fields, click Add and repeat step 3.

Change the sort order of report records

You can change the sort order of a report's records by changing the sort settings for one or more of the report's data sources.

- 1) In the Report Editor window, click the data source whose records you want to sort differently, then click .
- 2) Click the Source tab.

To add a new field to the sort order, click Add. Select a sort object, sort field, and sort order, then click OK.

To delete a field from the sort order, select it and click Delete.

To change a sort field's position in the sort order, select it and click the appropriate arrow button.

Filter a data source

You can filter data sources to customize a report so that the report includes only the data you want. For example, you might filter a report to show data only for certain projects within the EPS structure. In this way, you could create one report that includes the same data categories and fields for various users, but tailor each printed report to individual users' projects.

- 1) In the Report Editor window, click the data source, then click .
- 2) Click the Source tab, then click Edit Filter.
- 3) In the Parameter column, select the field you want to use to filter the data.
- 4) In the Is column, select the search condition, or comparison operator.
- 5) In the Value field, type or select the field value you want to use to filter the data.

Delete a data source filter

Data source filters customize a report so that the report includes only a specific subset of the data contained in the data source. To include all records contained in a data source, you can delete the filter.

- 1) In the Report Editor window, click the data source whose filter you want to delete, then click .
- 2) Click the Source tab, then click Edit Filter.
- 3) Select the filter you want to remove, click Delete, then click Yes.

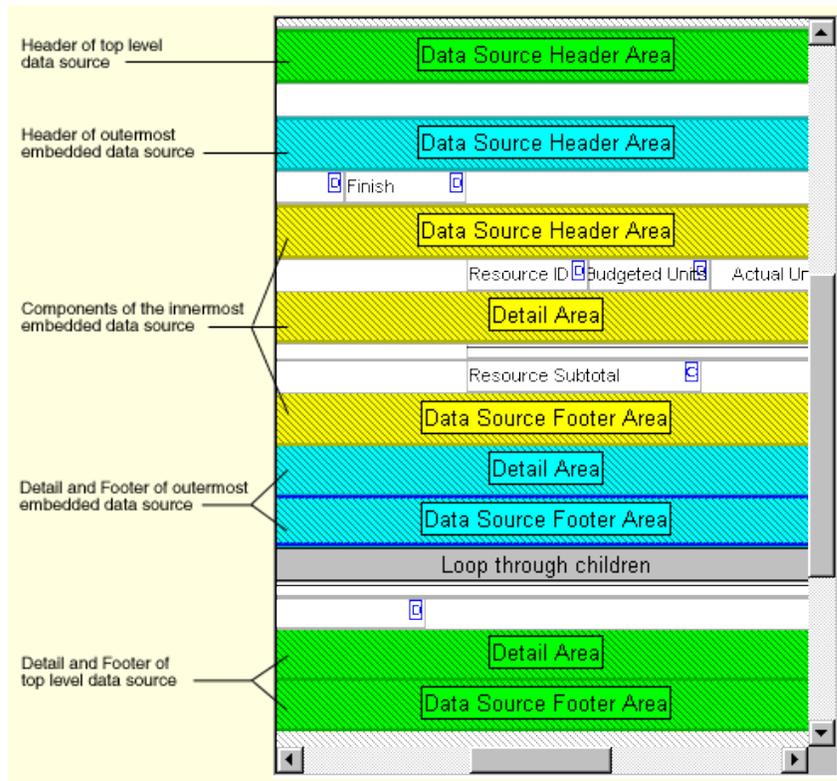
Delete a data source from a report

- 1) In the Report Editor window, click an area of the data source you want to delete, then press the keyboard Esc key until the entire data source is selected. A blue border indicates the selected area.
- 2) Press the keyboard Delete key, then click Yes.

Delete a data source that contains embedded data sources

When a data source contains one or more embedded data sources, you can remove the top-level data source without removing the embedded data sources.

- 1) In the Report Editor window, click a component of the embedded data source, then press the keyboard Esc key until the entire data source is selected. A blue border indicates the selected area.
- 2) If the top level data source contains more than one embedded data source, click in an area of the outermost embedded data source and press Esc until all of the embedded data sources are selected.



- 3) Press Ctrl+X.
- 4) Click a component of the top level data source, press the keyboard Esc key until the entire data source is selected, then press the keyboard Delete key.
- 5) Click the gray Detail Area and press Ctrl+V.

Working with Rows

Add a row to a report

When adding cells to a report, you can insert them in an existing row or add a new row. You can add rows to all areas of the Report Canvas.

- 1) In the Report Editor window, click the report area to which you want to add a row, then click .
- 2) Click the Row tab, then type the height of the new row.

To change the row's background color, click the Color button and select a new color.

Tip

- ▶ The Report Editor window does not display the actual height, or amount of vertical space, the row will occupy in the compiled report. To view the row's actual height in the compiled report, click .

Copy a row

- 1) To copy an empty row, right-click the row in the Report Editor window and choose Copy.

To copy a row that contains cells, click a cell in the row. Press the keyboard Esc key until the entire row is selected, then press Ctrl+C.

- 2) Right-click the report area where you want to paste the copied row, then choose Paste.

Cut and paste a row

- 1) To cut an empty row, right-click the row in the Report Editor window and choose Cut.

To cut a row that contains cells, click a cell in the row. Press the keyboard Esc key until the entire row is selected, then press Ctrl+X.

- 2) Right-click the report area where you want to paste the row, then choose Paste.

Filter a report row

- 1) In the Report Editor window, click the row you want filter, then click .
- 2) Click the Row tab, then click Edit Filter.
- 3) In the Parameter column, select the field you want to use to filter the data.
- 4) In the Is column, select the search condition, or comparison operator.
- 5) In the Value field, type or select the field value you want to use to filter the data.

Delete a row filter

- 1) In the Report Editor window, click the row whose filter you want to delete, then click .
- 2) Click the Row tab, then click Edit Filter.
- 3) Select the filter you want to remove, click Delete, then click Yes.

Delete a row from a report

- ▶ To delete an empty row, right-click the row you want to delete from the Report Editor window, choose Delete, then click Yes.

To delete a row that contains cells, click a cell in the row. Press the keyboard Esc key until the entire row is selected, press the keyboard Delete key, then click Yes.

Working with Text Cells

Text cell types

You can include four types of text cells in a report: Field Title, Field Data, Variable, and Custom Text.

- ▶ Field Title cells contain the name of a database field you specify. Field Title cells are helpful when you want to label a column or another text cell that contains database data. Examples of field titles are WBS Code and Activity Name.
- ▶ Field Data cells contain project information from a database field you specify. For example, if you add a Field Data cell that refers to the field WBS Code, the cell reports codes for WBS elements.
- ▶ Variable cells report information related to the overall report, rather than a specific data source. See **Data Source** (on page 813). Report name and page number are examples of variable cell information.
- ▶ Custom Text cells contain custom text you specify.

Add a field data or field title cell to a report

You can add field data and field title cells only within a data source. Therefore, you must first add the data source to the report.

- 1) In the Report Editor window, select the row to which you want to add the cell.
- 2) Click .
- 3) Click the Cell tab. In the Cell Type field, select Field Title or Field Data.
- 4) In the Cell Object field, select the category of information that contains the database field or field title you want to report in the cell.

The choices in the Cell Object field reflect the data source (table) you specified. If the table is joined to one or more other tables in the database, the full path to the selected data source is displayed. For example: Activity Name \ <activity_name> \ Activity Code \ Project \ Default Cost Account \ Parent Cost Account.

If you change the data source, the list of available field names will also change.

- 5) In the Cell Field field, select the database field or field title you want to report in the cell.

Show time distributions in a report

For some field data and field title cells, for example, units and costs, you can report time-distributed data. You can also specify how you want to see summary data reported across the timescale; for example, you can select to display data for each timescale interval, or period totals only.

- 1) In the Report Editor window, click the text cell whose time distributions you want to show, then click .
- 2) Click the Cell tab. In the Timescale Type field, select the type of data you want to report.
- 3) Mark the Repeat Over Timescale checkbox, then click .
- 4) In the Data Source Header area for the data source that contains the cell, select the row in which you want column labels for the time distributions to appear, then click .
- 5) Click the Cell tab. In the Cell Type field, select Variable.
- 6) In the Cell Variable field, select Column Date.
- 7) Mark the Repeat over Timescale checkbox.

Tip

- ▶ The values distribute according to the date interval, or timeperiod, you specify for the report. To change the date interval, click the Report tab, then click Timescale Options.

Add a variable cell to a report

- 1) In the Report Editor window, select the row to which you want to add a variable cell.
- 2) Click .
- 3) Click the Cell tab, then in the Cell Type field, select Variable.
- 4) In the Cell Variable field, select the type of information you want to report in the cell.

Add a custom text cell to a report

- 1) In the Report Editor window, select the row to which you want to add a custom text cell. If necessary, add a row for the custom text cell.
- 2) Click .
- 3) Click the Cell tab. In the Cell Type field, select Custom Text as the cell type.
- 4) In the Custom Text field, type the text you want to appear in the cell.

Format text in a text cell

- 1) In the Report Editor window, click the text cell, then click .

- 2) Click the Cell tab, then specify the text format options.

To specify the position of the text within the cell boundaries, in the Text Alignment field, select an alignment option.

In the Font Style field, select a default report text style or, to define a custom style, select Custom, then click Custom Font to specify formatting options.

To display the appropriate character to designate time (hours/h days/d), currency (\$), or percentage (%) in value fields, mark the Format Cell Text checkbox. If you do not mark this checkbox, only the numeric value displays in these fields.

Specify text cell width and alignment in a row

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab. In the Align Cell field, select the position you want the cell to occupy in the row:

To use your mouse to drag the cell to the appropriate position in the row, select None.

To position the cell relative to the left margin, select Left, then in the Left field, type the cell's left indent.

To position the cell flush against the right margin, select Right.

To extend the cell across the entire row, select Center.

- 3) In the Width field, type the cell's numeric width, the distance you want the cell to occupy between the report's left and right margins.

If the cell's alignment is Center, you cannot specify the cell width.

Tip

- ▶ You can also change a cell's width directly in the Report Editor window. Select the cell, then position the mouse pointer over the cell's left or right edge. When the pointer changes to a double-headed arrow, drag the cell's edge to a new position.

Change text cell color

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click the Color button.
- 3) Select a color from the Basic Colors palette or define a custom color, then click OK.

Add a border to a text cell

- 1) In the Report Editor window, click the text cell, then click .

- 2) Click the Cell tab, then click Borders.
- 3) Mark the appropriate checkboxes to add borders to the cell.

Note

- ▶ Cell borders always appear in black. You cannot change the border color.

Remove borders from a text cell

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click Borders.
- 3) Clear the appropriate checkboxes to remove the cell's borders.

Add HTML links to a text cell

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click HTML links.
- 3) In the Link Prefix field, type the portion of the Internet address, or URL, that specifies the server location of the file to which you want to link the cell, for example `http://www.yourcompany.com`.
- 4) If you want each report record to be a hot link to another file, mark the Enable Link Field checkbox. Select an object, or category of information, and a field from the Link Object and Link Field lists. The list of available objects and fields reflects the type of information reported by the cell's row.

To disable the link if a specific field does not produce any records in the compiled report, mark the Disable Link If Empty Value checkbox.

- 5) Type the suffix of the Internet address to which you want the selected cell to link. If you chose the Enable Link field option, specify only the filename extension in this field, for example, `.html`. If you did not choose the Enable Link Field option, specify both the filename and extension in this field, for example, `yourfile.html`.
- 6) To create a link to a specific frame in the Web page, if the Web page uses frames, type the URL address of the frame.

Note

- ▶ Both Link Prefix and Link Suffix are always used to build the URL link for the text cell. The Link Prefix identifies the server location of the file to which you want to link the cell. If you choose the Enable Link Field option, then the Link Object and Link Field fields are used to determine the filename, and the Link Suffix field identifies the extension of the file to which you want to link the cell. In this case, the URL is built as follows: `[Link Prefix]+[Link Field]+[Link Suffix]`. If you do not choose the Enable Link Field option, then the Link Suffix field is used to determine both the filename and extension of the file to which you want to link the cell. In this case, the URL is built as follows: `[Link Prefix]+[Link Suffix]`.

Disable HTML links in a text cell

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click HTML links.
- 3) Clear the Enable Link Field checkbox.

Filter a text cell

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click Edit Filter.
- 3) In the Parameter column, select the field you want to use to filter the data.
- 4) In the Is column, select the search condition, or comparison operator.
- 5) In the Value field, type or select the field value you want to use to filter the data.

Delete a text cell filter

- 1) In the Report Editor window, click the text cell, then click .
- 2) Click the Cell tab, then click Edit Filter.
- 3) Select the filter you want to remove, click Delete, then click Yes.

Delete a text cell from a report

- ▶ In the Report Editor window, right-click the text cell you want to remove, select Delete, then click Yes.

Working with Line Cells**Add a line cell to a report**

- 1) In the Report Editor window, select the row to which you want to add a line cell.
- 2) Click .
- 3) Click the Line tab, then type the number of lines you want to appear in the cell.

Specify line cell width and position in a row

- 1) In the Edit Report window, click the line cell, then click .

- 2) Click the Line tab. In the Line alignment field, select the position you want the cell to occupy in the row.

To use your mouse to drag the cell to the appropriate position in the row, select None.

To position the cell relative to the left margin, select Left, then type the cell's left indent in the Left field.

To position the cell flush against the right margin, select Right.

To extend the cell, or line, across the entire row, select Center.

- 3) In the Width field, type the cell's numeric width, the distance you want the cell to occupy between the report's left and right margins.

If the cell's alignment is Center, you cannot enter the cell's width.

Tip

- ▶ You can also change a cell's width directly in the Report Editor window. Select the line cell, then position the mouse pointer over the cell's left or right edge. When the pointer changes to a double-headed arrow, drag the cell's edge to a new position.

Delete a line cell from a report

In the Report Editor window, right-click the line cell you want to delete, select Delete, then click Yes.

Working with Image Cells

Add an image cell to a report

BMP and JPG files are supported.

- 1) In the Report Editor window, select the row to which you want to add an image cell.
- 2) Click .
- 3) Click the Image tab. Click Select Image, then click Load.
- 4) Select the image file, then click Open.

To expand the image to the size of the selected image cell, mark the Stretch Image checkbox.

- 5) Click OK.

Specify image cell width and position in a row

- 1) In the Report Editor window, click the image cell, then click .
- 2) Click the Image tab, in the Image alignment field, select the position you want the cell to occupy in the row.

To use your mouse to drag the cell to the appropriate position in the row, select None.

To position the cell relative to the left margin, select Left, then type the cell's left indent in the Left field.

To position the cell flush against the right margin, select Right.

To extend the cell across the entire row, select Center.

- 3) In the Width field, type the cell's numeric width, or the distance you want the cell to occupy between the report's left and right margins. If the cell's alignment is Center, you cannot enter the cell's width.

Tip

- ▶ You can also change a cell's width directly in the Report Editor window. Select the cell, then position the mouse pointer over the cell's left or right edge. When the pointer changes to a double-headed arrow, drag the cell's edge to a new position.

Add HTML links to an image cell

- 1) In the Report Editor window, click the image cell, then click .
- 2) Click the Image tab, then click HTML Links.
- 3) In the Link Prefix field, type the portion of the Internet address, or URL, that specifies the server location of the file to which you want to link the cell, for example, `http://www.yourcompany.com`.
- 4) If you want each report record to be a hot-link to another file, mark the Enable Link Field checkbox. Select an object, or category of information, and a field from the Link Object and Link Field lists. The list of available objects and fields reflects the type of information reported by the cell's row.

To disable the link if a specific field does not produce any records in the compiled report, mark the Disable Link If Empty Value checkbox.

- 5) Type the suffix of the Internet address to which you want the selected cell to link. If you chose the Enable Link field option, specify only the filename extension in this field, for example, `.html`. If you did not choose the Enable Link Field option, specify both the filename and extension in this field, for example, `yourfile.html`.

- 6) To create a link to a specific frame in the Web page, if the Web page uses frames, type the URL address of the frame.

Note

- ▶ Both Link Prefix and Link Suffix are always used to build the URL link for the image cell. The Link Prefix identifies the server location of the file to which you want to link the cell. If you choose the Enable Link Field option, the Link Object and Link Field fields are used to determine the filename, and the Link Suffix field identifies the extension of the file to which you want to link the cell. In this case, the URL is built as follows: [Link Prefix]+[Link Field]+[Link Suffix]. If you do not choose the Enable Link Field option, the Link Suffix field is used to determine both the filename and extension of the file you wish to link to. In this case, the URL is built as follows: [Link Prefix]+[Link Suffix].

Disable HTML links in image cells

- 1) In the Report Editor window, click the image cell whose HTML link you want to disable, then click .
- 2) Click the Image tab, then click HTML Links.
- 3) Clear the Enable Link Field checkbox.

Define HTML print settings for an image cell

When you print a report to an HTML file and the report includes either background images or image cells, you must specify whether you want to copy the image files to the destination folder of the HTML report or reference the image files. Copying an image file allows you to maintain a consistent HTML folder for the report. If the content of the image files changes frequently, it may be more efficient to reference the files so that they are current when you view the report.

- 1) In the Report Editor window, click the image cell whose HTML settings you want to define, then click .
- 2) Click the Image tab, then click Select Image.

To copy the image file, in the Relative Image Path field, type a location and name for the copied image file, relative to the report's HTML folder. If you do not enter a location, the image automatically copies to the file destination you specify when you print the report to an HTML file.

To reference the image's file, rather than copy the file, mark the Reference Image Instead checkbox. Then, in the Relative Image Path field associated with the checkbox, type the location and name of the image file. Referencing an image's file is helpful when the image's content changes frequently.

Delete an image cell from a report

- ▶ In the Report Editor window, right-click the image cell you want to delete, select Delete, then click Yes.

Producing Graphics

Print features

The print features enable you to create a variety of graphics to support project initiatives. You can use the Print option to print activity layouts, tracking layouts, and project data displayed in main windows such as Projects, Expenses, and Work Breakdown Structure.

You can also use the Report Wizard to print the data currently displayed in a window and save it as a report. With the Report Wizard, you can also modify the report output from the current window display by adding or deleting data fields or applying a filter. For example, to create a report of project expenses for a particular expense category, display the Expenses window, then use the Report Wizard to filter the data and include only one specific expense category in the report.

Print a layout or window data

- ▶ Display the layout or window you want to print and choose File, Print.

Tip

- ▶ To preview the layout or window before printing, choose File, Print Preview.

Change page setup options

- 1) Choose File, Page Setup.
- 2) To set the page orientation, scaling, and paper size options, click the Page tab and type or select the options you want to use.
- 3) To set page margins, click the Margins tab.

To change a margin, type a new size.

Top and bottom margins specify the distance between the top or bottom edge of the paper and the top or bottom edge of the report text, not including the header or footer.

Header and footer margins specify the distance between the top or bottom edge of the paper and the top or bottom edge of the report header or footer, respectively. The header margin cannot be greater than the top margin and the footer margin cannot be greater than the bottom margin.

- 4) To define the header and footer content, click the Header or Footer tab. In the Divide Into Sections field, select the number of appropriate sections to divide the header or footer into.
- 5) To specify when you want to print the header or footer, choose First Page, Last Page, All Pages, or No Pages in the Include On field.

- 6) In the Define header/footer section, mark the Show Section Divider Lines checkbox to display dividers between each section of the header or footer.
- 7) In the Define header/footer section, select the subject area for each section:

To leave the section below the header/footer grid blank, choose None.

If the Gantt Chart is displayed in the layout, you can choose Gantt Chart Legend to specify the font for the legend. If the Activity Network is displayed in the layout, you can choose Activity Network Legend to specify the font settings.

To add a text variable, choose Text/Logo. From the list, select a global variable and click Add. Global variables include data such as current project properties (Project Name, Project Start, Data Date, and so on) and Admin Preferences (Header / Footer / Custom Label 1 / 2 / 3). The Header or Footer Sample illustrates how the report header or footer will print. You can add more than one text variable.

You can add your own text to the header or footer, type directly in the text area of the selected header/footer section. Do not modify a variable field, that is, the text between square brackets. To change the font, click , specify the font settings, and click OK. To add a logo, click . In the Picture Source field, click Browse, then select a filename and click Open. The logo image is displayed in the text area of the selected header/footer section.

To add dates, approvals, and revision information, choose Revision Box and enter a title in the Revision Box Title. Click Add to insert a new row in the revision box. In the Date column, click , then select a date. Enter information in the Revision, Checked, and Approved columns, or leave it blank so information can be entered manually. Click Delete to remove the selected row. Click Font to specify the font settings, and click OK.

To add pictures to the header or footer, choose Picture. In the Select Filename field, click  to select the picture file. Mark the Resize Picture to Fit the Section checkbox to show the complete picture in the section.

- 8) To choose whether you want to print icons and grid lines, to specify which elements of a layout you want to print, and to choose page break options, click the Options tab. Mark the applicable checkboxes.

The choices available on the Options tab vary according to the layout that is currently displayed.

Notes

- ▶ If you are displaying the Activity Network in the layout, you can select Activity Network Legend as the subject area and format the legend.
- ▶ The Options tab is not available for Reports.

Select a specific printer to print a layout

Use Print Setup to select a printer other than the current default to print layouts and reports.

- 1) Choose File, Print Setup.
- 2) In the Printer section, select a printer.
- 3) Click Properties to adjust the features and settings for the selected printer.
- 4) In the Paper section, choose the paper settings from a list of available page sizes and paper sources that match the capabilities of the selected printer.
- 5) Choose Portrait or Landscape for the paper orientation.
- 6) Click Network to direct your output to any network print queue.
- 7) Click OK.

Note

- ▶ Only the paper size and orientation is saved when you save a layout and log out of P6 Professional.

Publishing Project Web sites

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Project Web Site Publisher

To facilitate communicating project data in a company with offices local or worldwide, you can publish project plans in HTML format using the Project Web Site Publisher. See **HTML (HyperText Markup Language)** (on page 817) . Transfer these documents to either the World Wide Web (using FTP) or your office intranet, and view them using an Internet browser. See **FTP (File Transfer Protocol)** (on page 817). The documents contain hypertext links, or jumps, to other pages in the structure, allowing you to move between projects and reports and from page to page within a report.

When publishing a project Web site, you control the level of detail published in terms of activity information and personal information for resources, as well as which project reports you want to include in the Web site.

Note

- ▶ You can use the default Web site template, or "scheme," to build your project Web site. You can customize the existing scheme or create your own, adding or changing graphics, fonts, and colors.

Project Web sites

The Project Web Site layout enables you to both browse a project plan at a high level and quickly view more detailed information about specific activities, work products and documents, resources, and so on. The Project Web Site layout is divided into three panes. The upper pane contains a navigation toolbar that enables you to look at the various sections of the Web site. The left pane is the navigation pane; the right pane displays the specific details for project elements. Select the element you want to view in the left pane; the right pane displays detailed information about that element.

You can navigate a project Web site using the project's work breakdown structure (WBS), resource hierarchy, roles, work products and documents outline, activity codes, risks, and issues. For example, visitors can select a resource in the left pane and view the resource's information and activity assignments in the right pane. Similarly, visitors can select a work product or document and view the document's details and WBS and activity assignments. The level of detailed information a visitor can view depends on the information you choose to publish.

You can also view reports, activity layouts, and tracking layouts in the project Web site. The list of reports or layouts appears in the left pane, and the report or layout itself is displayed in the right pane when you select it.

Publishing activity and tracking layouts

In addition to publishing activity and tracking layouts as part of a project Web site, you can publish individual activity and tracking layouts on the Internet or on your corporate intranet. These layouts are not connected to any previously created project Web site, but instead are self-contained Web sites consisting of the activity or tracking layouts you specify. When no projects are open, layout publishing features are disabled.

For activity and tracking layouts

- ▶ Published layouts are a snapshot of your project; they are not interactive.
- ▶ The columns displayed in the Web pages are defined by the layout you select.
- ▶ Header and footer information saved for a layout is included in the published layout.
- ▶ Regardless of the view settings, layouts are published with all project elements expanded.
- ▶ For timescaled layouts, the published timescale begins with the earliest Start Date and ends with the latest Finish Date, regardless of the view settings.

For tracking layouts

- ▶ Information is published only for open projects, regardless of the layout view. To publish a layout that includes closed projects, publish the layout through the Print Preview feature. Choose File, Print Preview, then click .

Publish projects as Web sites

Before you publish a project as a Web site for the first time, you may want to create a new folder on your computer or network or verify that the existing folder you want to use is empty.

- 1) Open the project you want to publish.
- 2) Choose Tools, Publish, Project Web Site.
- 3) Click the General tab.
- 4) In the Web Site Name field, type the title of the Web site.
- 5) In the Web Site Description field, type a description of the Web site. This description appears on the Web site's initial page.
- 6) In the Publish Directory field, type the full path for the folder in which you want to save the project's Web site files, or click  and select the location.
- 7) Click Edit Scheme to modify the specified scheme or select another scheme.
- 8) Click the Topics tab and mark the appropriate checkboxes to specify the project information you want to publish on the project's Web site.

The checkboxes determine what Activity Details are available on the project Web site. If you clear all checkboxes, then the General activity information option is automatically selected because at least one type of activity detail information must be included in the Web site.

- 9) Click the Graphics tab and specify which activity or tracking layouts to include as graphical reports in the Web site.
- 10) Click the Reports tab and specify which reports to include in the Web site.
- 11) Click Publish.

If the folder you selected contains older Web site files or other files, a message warns you that those files will be deleted. Choose Yes to continue or No to cancel.

Tip

- ▶ To preview the Web site after creating the files, mark the Automatically Launch Web Site Preview After Publishing checkbox in the General tab.

Publish activity and tracking layouts on a Project Website

Before you publish a project as a Web site for the first time, you may want to create a new folder on your computer or network or verify that the existing folder you want to use is empty.

- 1) Open the project you want to publish.
- 2) Choose Tools, Publish, Project Web Site.

- 3) Click the Graphics tab.
- 4) Mark the Include in Project Web Site checkbox to include activity and/or tracking layouts in the project Web site.
- 5) In the Activity Layouts section, click the Assign button, select the activity layouts you want to include in the Web site, then click the Select button.
- 6) In the Tracking Layouts section, click the Assign button, select the tracking layouts you want to include in the Web site, then click the Select button.
- 7) Click Publish.

If the folder you selected contains older Web site files or other files, a message warns you that those files will be deleted. Choose Yes to continue or No to cancel.

The layouts are added to the project Web site's HTML folder.

Publish reports on a Project Website

Before you publish a project as a Web site for the first time, you may want to create a new folder on your computer or network or verify that the existing folder you want to use is empty.

- 1) Open the project you want to publish.
- 2) Choose Tools, Publish, Project Web Site.
- 3) Click the Reports tab.
- 4) Mark the Include in Project Web Site checkbox to include reports in the project Web site.
- 5) Click the Assign button.
- 6) Select the reports you want to include in the Web site, then click the Select button.
- 7) Click Publish.

If the folder you selected contains older Web site files or other files, a message warns you that those files will be deleted. Choose Yes to continue or No to cancel.

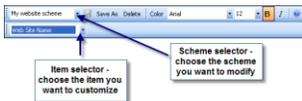
The reports are added to the project Web site's HTML folder.

Customize a Project Website

- 1) Choose Tools, Publish, Project Web Site.
- 2) Click the General tab, then click Edit Scheme.
- 3) Click the Splash Tab.
- 4) Click a splash screen element to select it, or choose an element from the item selector (see image below), then customize it in the fields at the top of the dialog box.
- 5) Click the Main tab.

- 6) Click a screen element to select it, or choose an element from the item selector (see image below), then customize it in the fields at the top of the dialog box.
- 7) Click Save As to save the modified scheme.

Use the existing scheme name to replace the old scheme with the modified one, or give the scheme a new name to save it as a separate project Web site scheme.



Publish Activity layouts

- 1) Open the project you want to publish.
- 2) Choose Tools, Publish, Activity Layouts.
- 3) Select the layouts you want to publish.
- 4) Click the Select button.
- 5) Specify a location for the new files and type a filename (with no extension).
- 6) Click Open.

Publish tracking layouts

- 1) Open the project you want to publish.
- 2) Choose Tools, Publish, Tracking Layouts.
- 3) Select the layouts you want to publish.
- 4) Click the Select button.
- 5) Specify a location for the new files and type a filename (with no extension).
- 6) Click Open.

Remove activity or tracking layouts from a Project Web site

- 1) Open the project you published.
- 2) Choose Tools, Publish, Project Web Site.
- 3) Click the Graphics tab.
- 4) Select the activity or tracking layouts you want to delete.
- 5) Click the Remove button, then click Yes.

Remove reports from a Project Website

- 1) Open the project you published.
- 2) Choose Tools, Publish, Project Web Site.

- 3) Click the Reports tab.
- 4) Select the reports you want to delete.
- 5) Click the Remove button, then click Yes.

Delete a Project Website scheme

- 1) Choose Tools, Publish, Project Web Site.
- 2) Click the General tab, then click Edit Scheme.
- 3) Select the scheme you want to remove in the Scheme field.
- 4) Click Delete.

Tools

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Launching External Applications

Open external applications from the Tools menu

You can add menu items for other applications to the Tools menu in P6 Professional.

To create these items, you must add the applications to the Windows registry:

- 1) In Windows, choose Start, Run, then type Regedit to open the Registry Editor. Click OK.
- 2) Go to HKEY_LOCAL_MACHINE\Software\Primavera\Shared\External Applications
- 3) In the Edit menu, select New, Key. Specify a name for the key (folder). This is the name that will appear on the Tools menu for the application.
- 4) Add string parameter values to the new key. Click Edit, New, String Value to add each of the following string parameters and values to the key:

Application - The path to the application executable.

Parameters - This optional string value is used to bypass login information, such as username (\$USER), passwords (\$PASSWORD), project ID (\$PROJECT_IDS), and project name (\$PROJECT_CODES), if necessary. Or you can use this string to always open a particular file, such as Notepad (C:\Program Files\Primavera\PM.ini).

Working Dir - The default directory for saving. This string value is not always needed.

Notes

- ▶ If using multiple parameters, you must use a semicolon as the separator.
- ▶ The Default string value is automatically added when you add a new key.

- ▶ If you use \$PROJECT_CODES or \$PROJECT_IDS and you do not have a project open in P6 Professional, your applications will be disabled on the Tools menu.

Timescaled Logic Diagrams

Primavera Timescaled Logic Diagram application overview

Timescaled Logic Diagrams (TSLDs) condense the project schedule displayed in the Gantt chart into a more readable, easier to understand format that provides a snapshot of the entire project plan and the chains of activities that drive the project schedule. TSLDs present a graphic depiction of activities and the overall logic of a project according to time.

You create a TSLD using the Primavera Timescaled Logic Diagram application, which is separate from P6 Professional. When you start the Primavera Timescaled Logic Diagram application, the Timescaled Logic Diagram workspace (the TSLD workspace) opens.

You open the TSLD workspace automatically by exporting project data from P6 Professional. You do that by opening the project or projects for which you want to create a TSLD, and then using the Tools, Timescaled Logic Diagram option from the Activities window. This exports the project data to the Primavera Timescaled Logic Diagram application. When the project data is exported, the TSLD workspace automatically opens.

You then use the TSLD workspace to create a template or to select an existing template to generate a TSLD. A template is a set of parameters that shape the appearance and content of a TSLD. When you generate a TSLD, the template parameters are applied against the project data to create a TSLD, which subsequently appears in the TSLD workspace. You can then use the TSLD workspace to modify, save, or print the TSLD.

Once you define a template in the TSLD workspace, you can store it and use it to create a TSLD for other project data.

See the Timescaled Logic Diagram Help for more information about TSLDs. That help is available from the TSLD workspace.

See **Exporting project data to the Primavera Timescaled Logic Diagram Application** (on page 512) for information about exporting project data to the Primavera Timescaled Logic Diagram application.

Exporting project data to the Primavera Timescaled Logic Diagram Application

Use this procedure to export selected projects from P6 Professional to the Primavera Timescaled Logic Diagram application. Once the project data is exported, the TSLD workspace automatically opens, and the Timescaled Logic Diagram Templates dialog box appears. You can then select or create a TSLD template and generate a TSLD. For more information, click the Help button in the TSLD workspace to access the Primavera Timescaled Logic Diagram Help.

To export project data to the Primavera Timescaled Logic Diagram application:

- 1) Open the projects that you want to export.
- 2) If the project has not been scheduled, choose Tools, Schedule, and schedule the project. (Projects must have been scheduled at least once before exporting to TSLD, and ideally the projects should be scheduled up to a current data date).
- 3) Proceed as follows from the Activities window:
 - a. If you do not want to include all activities in the TSLD, apply an activity filter. (Only the filtered project data that appears in the Activities window gets exported to the application.)

Note: Oracle recommends that you filter out WBS summary activities and Level of effort activities for each project you want to export. These activities are not applicable for TSLDs and can impact the quality of the diagram.

- b. Click Tools, Timescaled Logic Diagram.
If only one project is open, the project data is exported to the Primavera Timescaled Logic Diagram application. If more than one project is open, the Select Projects dialog box opens.
- 4) If more than one project is open, proceed as follows to complete the **Select Projects dialog box** (on page 777):
 - a. If you do not want to export an open project listed in the dialog box, then clear the checkbox that appears to the left of that project in the dialog box.
To quickly select a few projects from long list of open projects, clear the Projects option to clear all checkboxes; then individually select the open projects you want to export.
 - b. Click OK.

Summary Service

Viewing summary project information

After you summarize project data, you can easily view this information. For example, add the Planned Value Cost, Earned Value Cost, Actual Cost, Cost Variance, and Schedule Variance columns to the Projects view and group by EPS to quickly see which projects are behind schedule and/or over budget in the enterprise.

The module summarizes two sets of project data: past period actuals and actual to date. You can choose the set of data you want to view in profile options.

Note

- ▶ A schedule variance occurs when earned value is less than planned value. Cost variances occur when actual cost exceeds earned value.

Rolling up data with the summary service

The summary service enables you to roll up and save resource quantity, cost, and/or custom user field information starting at an **EPS node** (on page 813) or from a specific WBS level. You can then view summary data such as planned value and other cost values at various levels of the EPS. See **EPS (Enterprise Project Structure)** (on page 813).

You can customize EPS columns to view summary data before you open a project.

You can roll up data using the Tools, Summarize command. P6 Professional considers the summary settings for each project before including it in the rollup. When you roll up data, P6 Professional saves the new summary values to the project database, overwriting any previously calculated summary values.

Set a project's summarization options

- 1) Choose Enterprise, Projects.
- 2) Select the project you want to summarize.
- 3) Display Project Details, then click the Settings tab. See **Display window details** (on page 56).
- 4) In the Summarized Data section, type the maximum WBS level to which the project can be summarized in the Summarize to WBS Level field.

The Last Summarized On field displays the last time data were summarized for the project.

Set global summarization options

In addition to specifying summarization options per project (Project Details, Settings tab), if you have administrator rights, you can specify global summarization options for storing resource spreads at the activity and resource levels.

- 1) Choose Admin, Preferences.
- 2) Select the Options tab.

- 3) In the 'Select summarization periods' section, choose how you want to summarize and store resource data: By calendar, By financial period, or both.

If you choose to summarize and store resource data by calendar intervals, in the WBS Level field, choose the time interval, such as week or month, for storing summarized activity data. Then, in the Resource/Role Assignment Level field, choose the time interval, such as week or month, for storing summarized resource data.

If you choose to summarize and store resource data by financial period intervals, activity and resource data is stored in financial period intervals that correspond to the financial periods defined in the Financial Periods dictionary. Choosing this option enables P6 Professional to display all activity and resource data (including non-past period actual data) in financial period timescale intervals.

Tips:

- ▶ If you want all project data in the database to be summarized by financial period (including closed projects), you must create financial periods that span the date range of all projects in the database. For example, if the oldest project in your database has a project start date of October 1st, 2001, your financial periods should begin on or before that date.
- ▶ If you choose to summarize data by financial period, you must summarize closed projects at least once to store project data in financial period intervals. Doing so ensures that data will display accurately in profiles and spreadsheets when users choose to display data for all projects in a financial period timescale interval (rather than open projects only).

Notes:

- ▶ If you choose to summarize by both calendar and financial period intervals, the runtime of summarizer jobs will increase.
- ▶ If you summarize projects with the 'By calendar' option selected, then clear the checkbox and summarize projects again, the previously existing summary activity and resource spreads are not removed; you must remove them manually.
- ▶ If financial periods are not defined in the Financial Periods dictionary, you can select the 'By financial period' option but data will not be summarized by financial period.

Summarize project data

Follow these steps to use the summary service to roll up and save resource quantity, cost, and/or custom user field information for projects at any level of the WBS or EPS.

- 1) Choose Enterprise, Projects.
- 2) Select the project you want to summarize.
- 3) Choose Tools, Summarize, then choose Open Projects or All Projects.

Tip

- ▶ P6 Professional can automatically summarize project data at regularly scheduled intervals. See **Running job services on multiple databases** (on page 519).

Note

- ▶ Global resource summaries are only recalculated when you select "All Projects."

Select a baseline for summarization

- 1) Choose Project, Assign Baselines.
- 2) In the Project field, select the project to which you want to assign a project baseline.
- 3) In the Project Baseline field, select the baseline you want to use to summarize baseline project data.

If you want to use the current project to summarize baseline project data, select the current project.

Job Services

Automating processes with Job Services

Job services let you automate certain functions in P6 Professional. You can apply actuals, run a batch report, export projects, schedule projects, and summarize projects.

Set up jobs in the Job Services dialog box by entering a job name, selecting a service type, and specifying when to run the job. For example, you might set up a job to schedule all projects in a particular division every Friday at noon.

Job Queue					
Job #	Job Name	Status	Service Type	Last Run	Next Run
1	AppActuals	Enabled	Apply Actuals		24-Aug-03 12:00 PM
2	RunBatch	Enabled	Batch Reports		23-Aug-03 05:00 AM
3	ExpProjects	Enabled	Export		24-Aug-03 12:00 PM
4	SchedProjects	Enabled	Schedule		29-Aug-03 12:00 PM
5	SummProjects	Enabled	Summarize		22-Aug-03 06:00 PM

To prevent a job from being run, change the Status field setting to Disabled.

Note

- ▶ The Job Service Server component must be installed to use the Job Services feature. Also, using the Job Services feature requires the appropriate level of security. If a job does not run as scheduled, check with your system administrator.

- ▶ Job Services may be configured as distributed or non-distributed. In distributed job services, the Job Service is installed on multiple machines. One machine is designated as a Controller (master). The Controller determines which servers run which jobs. This functionality enables multiple jobs to run concurrently on separate Job Service machines and is especially useful when summarizing large projects. In non-distributed job services, the Job Service is installed on a single machine that processes jobs in the order specified. Before running Job Services, contact your system administrator to determine if your network is configured for distributed or non-distributed job services. Refer to the Administrator's Guide to learn more about distributed job services.

Configure a job service

You can use the Job Service to automatically apply actuals, run a batch report, export projects, schedule projects, or summarize projects at regularly scheduled intervals.

- 1) Choose Tools, Job Services.
- 2) Click Add.
- 3) In the Job Name field, type a brief job description.
- 4) In the Status field, select Enabled to activate this job.

You can prevent a job from being run by changing this selection to Disabled at any time.

- 5) In the Service Type field, select Apply Actuals, Batch Reports, Export, Schedule, or Summarize.

The date the service was last run appears (if applicable), as well as the date the next run is scheduled to occur.

- 6) Click the Job Details tab to schedule how often to run the job.

The Application User Login Name field displays the user login name associated with this job. Be sure that this user has appropriate rights to perform the job.

The Last Run Status field shows a status message from the last job run. The message "OK" displays if the job ran without errors.

In the Run Job field, choose when to run the job, such as every week/2weeks/month at a specific time, or immediately after a previous job has completed.

You can mark the Log to File checkbox to send log information on the current job to a file you specify.

7) For Apply Actuals jobs, click the Job Options tab and add each project/EPS node that you want to apply actuals to in the selected job. To remove a project/EPS node from a job, select it and click Remove. Mark the checkbox for the project you want to use as the Default Project. If the project you want to select as the default is not listed because it is part of an EPS node you have listed, you must add the project separately to the list. Select the date up to which you want to apply the open project's actuals. A new data date is used for all projects when actuals are applied. Click Browse to select a new date.

For Batch Reports jobs, click the Job Options tab and add each project/EPS node for which you want to run the batch report. Project batch reports will only run for the project to which they are assigned. To remove a project/EPS node from the job, select it and click Remove. In the Batch Report field, click  to select the batch report you want the job service to run. To specify where to send the output of the batch report, click Send Report To.

For Export jobs, click the Job Options tab and add each project/EPS node that you want to export in the selected job. In the Export To field, click  to specify the name and location for the export file. To remove a project/EPS node from a job, select it and click Remove.

For Schedule jobs, click the Job Options tab and add each project/EPS node that you want to schedule in the selected job. Mark the checkbox for the project you want to use as the Default Project. If the project you want to select as the default is not listed because it is part of an EPS node you have listed, you must add the project separately to the list. To remove a project/EPS node from a job, select it and click Remove.

For Summarize jobs, click the Job Options tab and add each project/EPS node that you want to summarize in the selected job. To remove a project/EPS node from a job, select it and click Remove.

Notes

- ▶ The Job Service Server component must be installed to use the Job Services feature. Also, using the Job Services feature requires the appropriate level of security. If a job does not run as scheduled, check with your system administrator.

- ▶ Job Services may be configured as distributed or non-distributed. In distributed job services, the Job Service is installed on multiple machines. One machine is designated as a Controller (master). The Controller determines which servers run which jobs. This functionality enables multiple jobs to run concurrently on separate Job Service machines and is especially useful when summarizing large projects. In non-distributed job services, the Job Service is installed on a single machine that processes jobs in the order specified. Before running Job Services, contact your system administrator to determine if your network is configured for distributed or non-distributed job services. Refer to the Administrator's Guide to learn more about distributed job services.
- ▶ For Apply Actuals jobs, the activity remaining duration is calculated based on the setting in the Apply Actuals dialog box. The setting for the default project is used for all projects in the job service.
- ▶ For Batch Reports jobs, only one batch report can be run. Add a separate job service for each batch report you want to run.
- ▶ When you assign EPS nodes to the job list in the Job Options tab, this automatically includes all child EPS nodes and projects in the job list.

Running job services on multiple databases

You can install a separate job service instance for each database, then apply actuals, run a batch report, export, schedule, or summarize to all of the databases from one Windows server machine.

- 1) Log in to the module and connect to the database on which you want to run a job service.
- 2) Choose Tools, Job Services.
- 3) Add the job service you want to run for that database.
- 4) To set up another job service for a second database, exit the module.
- 5) Log in again and connect to a different database.
- 6) Choose Tools, Job Services.
- 7) Add the job for the currently open database.

Note

- ▶ See the Administrator's Guide for more information.

Global Change

Global change

The Global change feature enables you to make changes to all activities, resource assignments, or project expenses, or a selected group of these items, at one time. You can use Global change to edit existing values or assign new values. For example, you can create a statement to assign resource assignments to a group of activities.

When you run Global change, data exclusively locked by another user does not change. To obtain exclusive access, before opening the project, choose Exclusive in the Access Mode section of the Open Project dialog box.

Notes

- ▶ You must have access to the activities, resource assignments, and expenses to which you want to make global changes. If your security profile does not enable you to access all of these items, you will not be able to commit the changes you make.
- ▶ If you manually plan future period resource/role allocation, changing data globally may change or delete manual future period values. See **Manual future period buckets** (on page 819).

How?

- ▶ For activity resource assignments, globally changing the Planned Finish, Remaining Finish, and Actual Start may cause manual future period values to change. Manual future period values are deleted when you globally change the assigned Curve, specify an Actual Finish date, or set the Budgeted or Planned and Remaining Units or Units/Time (Labor, Non-Labor, or Material) to zero.
- ▶ For activities, globally changing the Actual Start, Planned Finish, Planned or Original Duration, Remaining Finish, or Remaining Duration may cause manual future period values to change. Manual future period values are deleted when you globally change the Duration Type to Fixed Units or Fixed Units/Time, specify an Actual Finish date, or set the Budgeted or Planned Units/Time to zero.

Global change conditions

If statements control which project data changes. Then statements and Else statements specify the changes to be made. You can define an unlimited number of If, Then, or Else statements.

All global change specifications require at least one Then statement. If statements are optional. A Then statement with no If statement is applied to all activities in the current filter.

Multiple instances of global change specifications are not stored. When you choose Tools, Global Change, the last set of conditions you specified are the only ones available.

If statements

If statements define the conditions used to make changes to project data. When you define multiple If statements, link them by selecting All of the Following or Any of the Following. When you select All of the Following, data changes only if all If statement conditions are true. When you select Any of the Following, data changes if at least one of the If statement conditions are true.

Then statements

Then statements specify the changes to make to project data when the If conditions are satisfied. Multiple Then statements are executed in the sequence you list them. If you want to set the Parameter/Value equal to a user-entered number, the second Parameter/Value field and the Operator field must be left blank.

Else statements

Else statements specify the changes to make to project data when the If conditions are not met. To specify an Else statement, you must define at least one If statement. If you want to set the Parameter/Value equal to a user-entered number, the second Parameter/Value field and the Operator field must be left blank.

Change data globally

- 1) Choose Tools, Global Change.
- 2) Click New.
- 3) Select a Subject Area.
- 4) Type a name to identify the global change specification.
- 5) Define If, Then, Else and statements to specify the data you want to change. See **If: statement** (on page 817). See **Then: statement** (on page 827). See **Else: statement** (on page 813).

Click Add to define additional If, Then, or Else statements.

- 6) Click Change.
- 7) To accept the changes, click Commit Changes; to cancel the global change and return the data to its original state, click Cancel Changes.

Notes

- ▶ If you manually plan future period resource/role allocation, changing data globally may change or delete manual future period values. How?
 - For activity resource assignments, globally changing the Planned Finish, Remaining Finish, and Actual Start may cause manual future period values to change. Manual future period values are deleted when you globally change the assigned Curve, specify an Actual Finish date, or set the Budgeted or Planned and Remaining Units or Units/Time (Labor, Non-Labor, or Material) to zero.

- For activities, globally changing the Actual Start, Planned Finish, Planned or Original Duration, Remaining Finish, or Remaining Duration may cause manual future period values to change. Manual future period values are deleted when you globally change the Duration Type to Fixed Units or Fixed Units/Time, specify an Actual Finish date, or set the Budgeted or Planned Units/Time to zero.
- ▶ You must have access to the activities to which you want to make global changes. If your security profile does not enable you to access all the activities, you will not be able to commit the changes you make.
- ▶ When you type a value for duration or units in Parameter/Value fields (in Then and Else statements), the value is entered into the database without being converted to hours. So, for example, if you enter 2d, the value stored is 2 days, not 16 hours. If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the time unit defaults to the time unit specified in user preferences (User Preferences, Time Units tab).
- ▶ If you are applying a global change to a unit or duration field, the Use the assigned calendar to specify the number of work hours for each time period checkbox (on the Admin Preferences, Time Periods tab) is ignored if set. Because it is ignored, the global change applies the unit or duration value based on the Admin Preferences hours per time period settings.

Add an If statement

An If statement defines conditions under which certain changes should be made to project data. When the If statement is true, the changes specified in the Then statement are applied. When the If statement is not true, the changes in the Else statement are applied.

- 1) Choose Tools, Global Change.
- 2) Click New, or select an existing specification and click Modify.
- 3) In the topmost section of the Modify Global Change dialog box, select Activities, Activity Resource Assignments, or Project Expenses for Subject Area.
- 4) Type a name to identify the Global change specification.
- 5) For Parameter, select to include All of the Following conditions in the If statement, Any of the Following conditions in the statement, or a data item.
- 6) Select a statement criteria in the Is field.
- 7) Define a value for the specified parameter.
- 8) If necessary, define a high value for the specified parameter.
- 9) To define more than one If statement for this Global change session, click Add and repeat steps 5 through 8.

Add Then and Else statements

- 1) Choose Tools, Global Change.

- 2) Click New, or select an existing specification and click Modify.
- 3) Click in the Then section to define a Then statement and in the Else section to define an Else statement. See **Then: statement** (on page 827). See **Else: statement** (on page 813).
- 4) Click Add.
- 5) In the Parameter field, select a data item.
- 6) In the Parameter/Value field, select a data item to use as the first parameter in the statement. Select Custom to type a text or numeric value.
- 7) Select an operator to define an arithmetic equation to change numeric data.

Arithmetic operators can connect two data items, a data item and a number, or two numbers.

- 8) Depending on the data items selected for the first parameter, either type a value in the second Parameter/Value field, or select it from a predefined list.

If the first parameter requires a valued definition rather than a second parameter, you can leave this field empty.

Note

- ▶ You can define Then statements without defining either an If statement or an Else statement. To define an Else statement, you must first define an If statement. See **If: statement** (on page 817).

Edit a statement

- 1) Choose Tools, Global Change.
- 2) Select a global change specification, then click Modify.
- 3) Click in the If, Then, or Else sections of the Global Change dialog box.
- 4) Double-click the parameter, criteria, parameter/value, or operator you want to change.
- 5) Type or select a new data item, condition, operator, or value.

Notes

- ▶ Changing some parameters of an If, Then, or Else statement may affect the operators and criteria available in the statement.
- ▶ Changing the subject area of a specification will clear all existing If, Then, and Else statements.

Rearrange Global change statements

Global change statements execute in the order they are presented in the Global Change dialog box.

- 1) Select the statement you want to move.
- 2) Click the arrows in the Global Change dialog box to move a statement within the list of defined statements.

Cut, copy, or paste a statement

- 1) Choose Tools, Global Change.
- 2) Select the global change specification you want to edit, then click Modify.
- 3) Select the statement you want to cut or copy, then click either Cut or Copy.
- 4) Click the section into which you want to paste the statement.
- 5) Click Paste.

The new statement is placed at the bottom of the list of statements.

Note

- ▶ You cannot paste statements from the If section of the Global Change dialog box into the Then or Else sections; however, you can cut or copy and paste between the Then and Else sections.

Search for blank fields

You can use Global change to search for blank fields.

- 1) Choose Tools, Global Change.
- 2) Click New, or select an existing specification and click Modify.
- 3) In the If section, specify a data item in the Parameter field.
- 4) Specify a criteria in the Is field.
- 5) Type " " (two quotation marks separated by a space) in the Value field.

Preview Global Change in a report

- 1) Choose Tools, Global Change.
- 2) Click New.
- 3) Define If, Then, and Else statements to specify the data you want to change.
- 4) Click Change.

A Global Change Report displays in the Global Change Report dialog box.

- 5) To save the report, click Save to File and type a name for the report.

The report saves as an ASCII document.

- 6) To accept the changes, click Commit Changes; to cancel the Global Change and return the data to its original state, click Cancel Changes.

Delete a statement

- 1) Choose Tools, Global Change.
- 2) Select the Global change specification you want to edit, then click Modify.
- 3) Select the statement you want to delete.
- 4) Click Delete.
- 5) Click Yes.

Combine text fields

You can use Global Change to modify text data items such as activity IDs and names, and activity codes by linking two text fields using the ampersand (&) operator. This is called concatenation. The following statement adds the Location activity code value to the Activity ID field, if a value is assigned to the activity:

Then: Activity ID = Activity ID & Location

Tip

- ▶ Use a dash (-) or underscore (_) to represent spaces when concatenating data.

Copy and paste a specification

- 1) Choose Tools, Global Change.
- 2) Select the specification you want to copy, then click Copy.
- 3) Click Paste.

The new specification is placed alphabetically in the list.

Delete a specification

- 1) Choose Tools, Global Change.
- 2) Select the specification you want to delete.
- 3) Click Delete.
- 4) Click Yes.

Export a Global Change specification

- 1) Choose Tools, Global Change.
- 2) Click Export, and select a location to save the PCF file.

- 3) Type a name for the export file.
- 4) Click Save.

Global change functions

Use the following string functions in Then statements and Else statements to select and change values for fields such as the activity ID, descriptions, resource names, and other text parameters.

Function	Purpose	Examples
SubString(Parameter,#,#)	Extracts # amount of characters, beginning with the character in position #.	Extract mid-string characters (on page 831)
RightString(Parameter,#)	Extracts # of characters, beginning with the last character in the parameter.	Extract data from the right side of a value (on page 831)
LeftString(Parameter,#)	Administer the list of global external applications.	Extract data from the left side of a value (on page 831)
DayOfWeek(Parameter)	Finds the day of the week on which the date falls.	Assign a day of the week to a date (on page 831)

Import a Global Change specification

- 1) Choose Tools, Global Change.
- 2) Click Import, then select the PCF file to import into the open project(s).
- 3) Click Open to add the specification to the project.

Operators and valid calculations

The following expressions describe the valid arithmetic operators and calculations available in Global Change.

Addition: Integer + Integer = Integer

Date + Integer = Date

Adding an integer to a date adds a number of workperiods to the date.

Subtraction:

Date - Date = Integer

Integer - Integer = Integer

Date - Integer = Date

If you subtract two dates, the result is the difference between their workperiod numbers.

Multiplication:

Integer * Integer = Integer

Division:

Integer ÷ Integer = Decimal number to two-digit accuracy

Concatenation:

Use the ampersand (&) as an operator to join text in the first Parameter/Value column with text in the second Parameter/Value column. For example, the following statement results in Activity ID ABCD1234.

Then : Activity ID = ABCD & 1234

Use arithmetic with Global change

You can use mathematical equations to change numeric data such as quantities, costs, and durations. Use addition, subtraction, multiplication, and division to calculate new values. Click the Operator column to list the various operator symbols. Join text strings with an ampersand (&) symbol.

Arithmetic operators can link two data items, a data item and a number, or two numbers that you enter. Use arithmetic operators in Then and Else statements to calculate new values for a data item. Arithmetic operations are not used in If: statements; only comparisons.

Use date arithmetic

In the Modify Global Change dialog box, you can add or subtract a date from one another to calculate the number of workperiods between them, based on the activity or resource calendar. The following example find the difference between a baseline and the open project's start dates, based on the activity calendar:

$$30\text{-Jul-02} - 27\text{-Jul-02} = 3$$

$$\text{Start} - \text{BL Start} = (\text{User_number field})$$

You can add a number to a date to calculate a new (later) date, or subtract a number from a date to calculate a new (earlier) date. For example,

$$27\text{-Sep-02} + 3 = 30\text{-Sep-02}$$

$$27\text{-Sep-02} - 3 = 24\text{-Sep-02}$$

Assign a day of the week to a date

The DayOfWeek function returns the day of the week (Monday, Tuesday, and so on) to the specified date field, such as the Start or Finish.

Function: DayOfWeek(Parameter)

Example

Then: User_text1=DayOfWeek(Start)

Explanation

Stores the day of week corresponding to the start date in the User_text1 user field.

Store Period Performance

Store Period Performance

Using the Store Period Performance feature, you can track actual units and costs to date. For example, if you increase the actual this period by 50, P6 Professional increases the Actual to Date by the same amount. At the end of each financial period, reset the Actual This Period values of all activities and assignments to zero by choosing Tools, Store Period Performance. Resetting the Actual This Period values does not affect Actual to Date values; rather, it prepares you to begin tracking new use for the current period.

Storing period performance records actuals for the selected financial period along with earned value and planned value, so you can track previous periods and compare current and future trends. If past period data changes after you store period performance, you can edit the data in financial period columns of the Activity Table, Resource Assignments window, and the Resources tab of Activity Details.

Your projects may be scheduled to update every two weeks, monthly, or even quarterly. To track actual costs and progress recorded, update your schedule at the times established in the Financial Periods dictionary, then store period performance at the end of the update period and before the start of the next schedule update.

Post actual amounts for a period

- 1) Choose Tools, Store Period Performance.

The Store Period Performance dialog box lists all open projects.

- 2) Determine the projects you want to post actual amounts for, then double-click in the Financial Period column to select a financial period for each applicable project.

The Select Financial Period dialog box lists all financial periods defined in the Financial Periods dictionary. See **Financial Periods dialog box** (on page 697).

- 3) Determine the projects you do not want to post actual amounts for, then clear the corresponding checkbox in the Selected column for each applicable project.
- 4) Click Store Now.

P6 Professional stores the Actual This Period values in the selected financial period for each project (regardless of the data date or Actual Start dates), then sets Actual This Period values to zero in anticipation of the next schedule update period.

Tips

- ▶ To store period performance on a project, the actual and actual this period units and cost must be linked. Before storing period performance on a project, verify that the Link actual to date and actual this period units and costs option is selected in the Project Details, Calculations tab.
- ▶ You can store period performance for the same financial period for a project more than once. When you store period performance after it has already been stored for a period, the module appends any new values to the existing period values and does not overwrite them, except for earned value and planned value data. For earned value and planned value costs and units, the data is recalculated and the existing period values are overwritten (see note below).
- ▶ You can customize the Resource Usage and Activity Usage spreadsheets to display Financial Period Value fields. When displaying Financial Period Value fields, past period actuals stored per financial period are distributed evenly from the start date to the finish date defined for a financial period and earned value calculations are based on these stored period quantities. Financial Period Value fields are only available for display if you define the range of financial periods that are available for display as columns in User Preferences. See **Define the range of financial periods to display in columns** (on page 136).

Notes

- ▶ To store period performance, you must be assigned the Store Period Performance and Add/Edit Activities Except Relationships project privileges.
- ▶ If any open project is read only or checked out, the Store Period Performance menu option is disabled.
- ▶ You do not have to store period performance sequentially (i.e., you can skip periods).
- ▶ Earned value cost and units, as well as planned value cost and units, are calculated as follows (using Earned Value Units as an example): Actual Earned Value Units = This Period Earned Value Units - total Earned Value Units for all stored periods in the database.

Edit past period actual data

You can view and edit past period actual data for any financial period in the Activity Table and the Resources tab of Activity Details. The available financial period columns are listed in the Financial Period Value group of columns in the Columns dialog box.

You can display Activity Table columns for all of the following financial period fields: See **Define Activity Table columns** (on page 360).

- ▶ (Period Name): Actual Expense Cost
- ▶ (Period Name): Actual Labor Cost
- ▶ (Period Name): Actual Labor Units
- ▶ (Period Name): Actual Material Cost

- ▶ (Period Name): Actual Nonlabor Cost
- ▶ (Period Name): Actual Nonlabor Units
- ▶ (Period Name): Earned Value Cost
- ▶ (Period Name): Earned Value Labor Units
- ▶ (Period Name): Planned Value Cost
- ▶ (Period Name): Planned Value Labor Units

You can change the columns of the Activity Details, Resources tab to display Actual Cost and Actual Units columns for any financial period. See **Change Resources tab columns** (on page 195).

After you expose the columns you want, you can edit any value by clicking in the field.

Tips

- ▶ There might be several financial periods defined in the Financial Periods dictionary. The Columns dialog box lists all the fields listed above for the range of financial periods you select in the User Preferences, Application tab. You must specify a range of financial periods to display; otherwise, financial period columns are not available. See **Define the range of financial periods to display in columns** (on page 136).
- ▶ To edit past period actual data, the actual and actual this period units and cost must be linked in the project. Before editing past period actual data, verify that the Link actual to date and actual this period units and costs option is selected on the Project Details, Calculations tab.

Notes

- ▶ You cannot edit past period actual data for activities that do not have an actual start date. You can edit past period actual data for activities that have resource assignments in the Resource Assignments window or in the Resources tab of Activity Details.
- ▶ You cannot edit past period actual data if the project is read only or checked out.
- ▶ For milestone activities, you can only edit past period expense costs.
- ▶ You must be assigned the Edit Period Performance, View Project Cost/Financials, Edit WBS Costs/Financials, and Add/Edit Activities Except Relationships project privileges to edit past period actual data.

View past period actual data in spreadsheets

You can view past period actual data spread by financial period in the Resource Usage Spreadsheet and Activity Usage Spreadsheet.

- 1) Right-click in the spreadsheet, then choose Spreadsheet Fields, Customize.
- 2) In the Available Options section, expand either the Cumulative or Time Interval sections, then expand the Financial Period Value section.
- 3) Move the Financial Period Value fields you want to the Selected Options section.

4) Click Ok.

Tip:

- ▶ If Financial Period Value is not an available section in the Columns dialog box, you have not specified a range of financial periods that are available for display. To specify an available range, choose Edit, User Preferences. Select the Application tab, then specify the range of financial periods you want to display as columns in the Columns section.
- ▶ If your organization manually plans future period resource distribution, you can manually enter future period assignment values in Financial Period timescale intervals. See **Manually enter future period assignment values** (on page 275). Once you baseline the project plan, progress the current project schedule, and store period performance, you can compare the baseline plan's manual assignment values to the current project's past period actuals in spreadsheets and reports.

Note

- ▶ You cannot edit past period actual data in spreadsheets. You can edit past period actuals in columns of the Activity Table, Resource Assignments window, and the Activity Details, Resources tab. See **Edit past period actual data** (on page 530).

Auto-Reorganization

Reorganizing window data automatically

By default, when you add, edit, or remove data in a window (for example, the Activities or Projects window), the module automatically reorganizes data in the active window according to the group and sort criteria specified for the window.

You can enable or disable this feature as necessary (Tools, Disable Auto-Reorganization). If you have many changes to make, it may be useful to disable the feature while editing data, then enable it after completing your changes to reorganize the data.

Notes

- ▶ When you change views, apply a filter, cut, copy, paste, or refresh data, P6 Professional will reorganize the data, regardless of whether Disable Auto-Reorganization is enabled or disabled.
- ▶ Auto-reorganization applies to main windows only; dialog boxes are not affected. Additionally, your auto-reorganization setting (enabled or disabled) applies to the active window only.

Enable or disable auto-reorganization

The module automatically reorganizes data in the current window according to the group and sort criteria specified for the window when you add or move data, unless you disable auto-reorganization. Do one of the following:

- ▶ With any window active, choose Tools, Disable Auto-Reorganization.
- ▶ Click  on the Tools toolbar.

Tips

- ▶ By default, Disable Auto-Reorganization is turned off, meaning that window data will be automatically reorganized unless you turn this feature on.
- ▶ A square outline surrounding the icon on the menu or in the toolbar indicates that Auto-Reorganization is currently disabled.
- ▶ Auto-reorganization applies to window-level data only; it does not apply to data stored in dialog boxes. For example, activities in the Activities window may be reorganized using this feature, but related elements in an associated dialog box will not be reorganized, even if Disable Auto-Reorganization is turned off.
- ▶ When you change views, apply a filter, cut, copy, paste, or refresh data, P6 Professional will reorganize the data, regardless of whether Disable Auto-Reorganization is enabled or disabled.
- ▶ Your auto-reorganization setting (enabled or disabled) applies to the active window only.

Administration

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Defining Administrative Preferences

Administrative preferences

Your organization can define a series of application-wide parameters and values that apply to all projects. Your organization can use these settings to customize your project to meet specific project management requirements and standards. While all users can view these settings, a user must have special security privileges to edit them. There are two types of settings: Administrative Preferences and Administrative Categories.

Application administrators use the Admin Preferences dialog box to establish default settings. You can use this dialog box to check the defaults that have been defined.

Change the global code separator

The global code separator is the character that separates cost account and activity codes to indicate hierarchy levels. The global code separator is used to indicate work breakdown structure (WBS) hierarchy levels if you do not specify a code separator for a project.

- 1) Choose Admin, Admin Preferences.
- 2) Click the General tab, then type a new code separator character in the Code Separator section.

Set the week start day

You can specify the day on which the calendar week begins.

- 1) Choose Admin, Admin Preferences.
- 2) Click the General tab.

- 3) In the Starting Day of Week section, select the day on which you want the workweek to begin.

Note

- ▶ This setting applies to all global, project, and resource calendars.

Set a default activity duration

You can specify the default activity duration for new activities added in all projects.

- 1) Choose Admin, Admin Preferences.
- 2) Click the General tab.
- 3) In the Activity Duration section, type a default activity duration in minutes, hours, days, weeks, months, or years.

Note

- ▶ If you change the default activity duration setting, the new default applies only to activities added after the change; existing activities are not affected.

Define maximum hierarchy levels

- 1) Choose Admin, Admin Preferences.
- 2) Click the Data Limits tab.
- 3) Specify the number of hierarchy levels each hierarchy may have.

Note

- ▶ If you change maximum hierarchy level settings, your change only applies when you add new elements or edit existing elements.

Define maximum project activity codes

- 1) Choose Admin, Admin Preferences.
- 2) Click the Data Limits tab.
- 3) In the bottom section, specify the maximum number of activity codes per project.

Define maximum baselines

- 1) Choose Admin, Admin Preferences.
- 2) Click the Data Limits tab.
- 3) In the bottom section of the tab, specify the maximum number of baselines per project.

Define maximum ID lengths

- 1) Choose Admin, Admin Preferences.

- 2) Click the ID Lengths tab, then specify the number of characters each code may have. Valid values are 1-20.

Note

- ▶ If you change the maximum number of characters in a code length, your change only applies when you add new codes or edit existing codes.

Set default workhours

P6 Professional calculates and stores time unit values in hourly increments, but users can set preferences to display time units in other increments, such as days or weeks. The values specified for Hours per Time Period are used to convert hours to other time increments for display, and to convert all non-hourly time increments to hours for storage in the database. As an administrator, you can globally specify the conversion factors, or you can enable the Hours per Time Period settings defined for each calendar to control how units and durations are converted and stored.

- 1) Choose Admin, Admin Preferences.
- 2) Click the Time Periods tab.
- 3) If you want to globally specify conversion factors, in the Hours per Time Period section, type the default number of workhours you want to use for each time period.

If you want to use the Hours per Time Period settings defined in each calendar as conversion factors, mark the "Use assigned calendar to specify the number of work hours for each time period" checkbox. See **Defining default hours per time period in calendars** (on page 178).

Set abbreviations for displaying time

- 1) Choose Admin, Admin Preferences.
- 2) Click the Time Periods tab.
- 3) In the Time Period Abbreviations section, type the abbreviations you want to use when displaying each timeperiod.

Define default earned value settings

- 1) Choose Admin, Admin Preferences.
- 2) Click the Earned Value tab.
- 3) In the Technique for Computing Performance Percent Complete section, select the default completion percentage method you want to use for computing earned-value percent complete when calculating an activity's earned value.
- 4) In the Technique for Computing ETC section, select the default method for computing earned value estimate-to-complete you want to use when calculating an activity's **Estimate to Complete (ETC)** (on page 814) value.

- 5) In the Earned Value Calculation section, choose how you want to calculate earned value. Choose to use the baseline's At Completion values and current dates, planned values with planned dates, or planned values with current dates when calculating earned value from a baseline.

The current dates options use the Start/Finish dates for an activity or resource assignment.

Tip

- ▶ For each project, earned value is calculated using the project baseline or each user's defined primary baseline, depending on a preference setting on the Settings tab of **Project Details** (on page 878).

Set global summarization options

In addition to specifying summarization options per project (Project Details, Settings tab), if you have administrator rights, you can specify global summarization options for storing resource spreads at the activity and resource levels.

- 1) Choose Admin, Preferences.
- 2) Select the Options tab.
- 3) In the 'Select summarization periods' section, choose how you want to summarize and store resource data: By calendar, By financial period, or both.

If you choose to summarize and store resource data by calendar intervals, in the WBS Level field, choose the time interval, such as week or month, for storing summarized activity data. Then, in the Resource/Role Assignment Level field, choose the time interval, such as week or month, for storing summarized resource data.

If you choose to summarize and store resource data by financial period intervals, activity and resource data is stored in financial period intervals that correspond to the financial periods defined in the Financial Periods dictionary. Choosing this option enables P6 Professional to display all activity and resource data (including non-past period actual data) in financial period timescale intervals.

Tips:

- ▶ If you want all project data in the database to be summarized by financial period (including closed projects), you must create financial periods that span the date range of all projects in the database. For example, if the oldest project in your database has a project start date of October 1st, 2001, your financial periods should begin on or before that date.

- ▶ If you choose to summarize data by financial period, you must summarize closed projects at least once to store project data in financial period intervals. Doing so ensures that data will display accurately in profiles and spreadsheets when users choose to display data for all projects in a financial period timescale interval (rather than open projects only).

Notes:

- ▶ If you choose to summarize by both calendar and financial period intervals, the runtime of summarizer jobs will increase.
- ▶ If you summarize projects with the 'By calendar' option selected, then clear the checkbox and summarize projects again, the previously existing summary activity and resource spreads are not removed; you must remove them manually.
- ▶ If financial periods are not defined in the Financial Periods dictionary, you can select the 'By financial period' option but data will not be summarized by financial period.

Set the industry type

The industry type that you choose determines the terminology and default settings that display in P6 Professional.

An upgrade or new installation of P6 Professional leaves the industry type field blank and requires the system administrator to set it. So immediately after the installation, the administrator must use the Admin Preferences, Industry tab in P6 Professional to select an appropriate industry type.

Use the following steps to select the industry type.

- 1) Choose Admin, Admin Preferences.
- 2) Click the Industry tab.
- 3) Select the option that most closely aligns with your industry.

Notes

- ▶ If you set the industry type and later change it, the change will not take effect for users who have logged in since it was last set until you clear their USERDATA; the new industry setting is immediately effective for new users.
- ▶ The following table lists each industry type and its corresponding terminology and default settings:

Industry Type	Industry Terminology Examples	Default project comparison tool
Engineering and Construction	Budgeted Units Budgeted Cost	Claim Digger

	Original Duration	
Government, Aerospace, and Defense	Planned Units Planned Cost Planned Duration	Schedule Comparison
High-Technology, Manufacturing	Planned Units Planned Cost Planned Duration	Schedule Comparison
Utilities, Oil, and Gas	Budgeted Units Budgeted Cost Original Duration	Claim Digger
Other Industry	Planned Units Planned Cost Planned Duration	Schedule Comparison

Defining Administrative Categories

Administrative categories

Your organization can define a series of application-wide parameters and values that apply to all projects. Your organization can use these settings to customize your projects to meet specific project management requirements and standards. While all users can view these settings, a user must have the Add/Edit/Delete Categories global privilege to edit them.

Use the Admin Categories dialog box to define standard categories and values you can apply across all projects, including custom categories and category values for projects, resources, and WBS elements.

Use the following tabs to establish the following default categories and values:

Baseline Types: Create, edit, and delete baseline types. Use these categories to standardize and categorize baselines, and to help benchmark performance across projects.

Expense Categories: Create, edit, and delete expense categories. Use these categories to standardize and categorize project expenses, and organize and maintain expense information.

WBS Category: Create a WBS category and create, edit, and delete WBS category values. Use this category to standardize and categorize WBS elements.

Document Categories: Create, edit, and delete categories for work products and documents. Use these categories to standardize and categorize work products and documents, and organize and maintain work product and document information.

Document Status: Create, edit, and delete document status types. Use these status types to identify the current status of work products and documents within a project.

Risk Categories: Create, edit, and delete risk categories. Use these categories to classify risk types and to organize risks.

Notebook Topics: Create, edit, and delete notebook topics. Use notebook topics to organize related notes about an activity.

Units of Measure: Add, delete, and organize units of measure.

Baseline Types

Create a baseline type

You can create baseline types that you can assign to baselines in any project. You can use baseline types to standardize baselines for all projects.

- 1) Choose Admin, Admin Categories.
- 2) Click the Baseline Types tab, then click Add.
- 3) Type the name of the new baseline type.

Edit a baseline type

- 1) Choose Admin, Admin Categories.
- 2) Click the Baseline Types tab.
- 3) Double-click the baseline type you want to change, then enter a new baseline type.

Tip

- ▶ To change the order in which baseline types are listed, select the baseline type you want to move, then click Shift Up or Shift Down.

Note

- ▶ If you change a baseline type, your change applies to all baseline assignments.

Delete a baseline type

- 1) Choose Admin, Admin Categories.
- 2) Click the Baseline Types tab.
- 3) Select the baseline type you want to delete, then click Delete.

- 4) Click Yes.

Expense Categories

Create expense categories

You can create expense categories that you can assign to expenses in any project. You can use these categories to organize and maintain your expense information.

- 1) Choose Admin, Admin Categories.
- 2) Click the Expense Categories tab, then click Add.
- 3) Type the name of the new expense category.

Rename expense categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Expense Categories tab.
- 3) Double-click the category whose name you want to change, then type the expense category's new name.

Tip

- ▶ To change the order in which expense categories are listed, select the expense category you want to move, then click Shift Up or Shift Down.

Note

- ▶ If you change an expense category's name, your change applies to all expense item assignments.

Delete expense categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Expense Categories tab.
- 3) Select the category you want to delete, then click Delete.
- 4) Click Yes.

WBS Category

Edit the WBS category

You can use a custom work breakdown structure (WBS) category to organize and maintain WBS information in all projects.

- 1) Choose Admin, Admin Categories.

- 2) Click the WBS Category tab, which displays the current name of the WBS category, for example Project Phase. Project phase is the default WBS category. (See the graphic below.)
- 3) In the WBS Category field, type the new WBS category name. (This name will appear in the associated tab on the left side of this dialog box.)

Note

- ▶ The category's current values and value assignments do not change when you change the WBS category.

Create WBS category values

- 1) Choose Admin, Admin Categories.
- 2) Click the tab that displays the name of the current WBS category, then click Add.
- 3) Type the new value.
- 4) Use the Shift Up and Shift Down arrows to position the new value in the Category Value list.

Assign WBS Category values

You can assign a WBS category value from the Work Breakdown Structure window.

- 1) Display a column for the WBS category, if it is not already displayed.

Click the Display Options bar, choose Columns, and then choose Customize. In the Available Options section, under the General subsection, choose the WBS category. Click  , then click OK.

- 2) In the WBS table, select the WBS element to which you want to assign a WBS category value, then double-click in the WBS category column.
- 3) Double-click the category value you want to assign.

Change WBS category values

- 1) Choose Admin, Admin Categories.
- 2) Click the tab that displays the name of the current WBS category.
- 3) Double-click the value you want to change, then type the new value.

Note

- ▶ If you change a category value, your change applies to all WBS assignments.

Delete WBS category values

- 1) Choose Admin, Admin Categories.

- 2) Click the tab that displays the name of the current WBS category.
- 3) Select the value you want to delete, then click Delete.
- 4) Click Yes.

Document Categories

Create document categories

You can set up categories to assign to work products and documents.

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Categories tab, then click Add.
- 3) Type the name of the new document category.

Tip

- ▶ To change the order in which document categories are listed, select the document category you want to move, then click Shift Up or Shift Down.

Rename document categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Categories tab.
- 3) Double-click the category whose name you want to change, then type the document category's new name.

Tip

- ▶ To change the order in which document categories are listed, select the document category you want to move, then click Shift Up or Shift Down.

Note

- ▶ If you change a document category's name, your change applies to all document item assignments.

Delete document categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Categories tab.
- 3) Select the category you want to delete, then click Delete.
- 4) Click Yes.

Document Statuses

Create a document status

You can create status types that you can assign to documents in any project. A document's status helps you determine which documents are approved work products and documents, standards, and deliverables, and if they can be assigned to activities or work breakdown structure elements.

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Status tab, then click Add.
- 3) Type the name of the new status.

Tip

- ▶ To change the order in which document statuses are listed, select the document status you want to move, then click Shift Up or Shift Down.

Change document status names

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Status tab.
- 3) Double-click the status whose name you want to change, then type the new name.

Tip

- ▶ To change the order in which document statuses are listed, select the document status you want to move, then click Shift Up or Shift Down.

Note

- ▶ If you change the name of a document status, your change applies to all document assignments.

Delete a document status

- 1) Choose Admin, Admin Categories.
- 2) Click the Document Status tab.
- 3) Select the status you want to delete, then click Delete.
- 4) Click Yes.

Risk Categories

Create risk categories

You can create hierarchical risk categories of possible risks that you can assign to risks in any project. Risk categories are a classification of risk types customized to your specific project or business that are used to categorize and organize risks. Categorizing risks enables you to analyze the types of risks occurring and see trends within the project or across multiple projects.

- 1) Choose Admin, Admin Categories.
- 2) Click the Risk Categories tab, then click Add.
- 3) Type the name of the new risk category.

Tip

- ▶ To change the hierarchical order in which risk categories are listed, select the risk category you want to move, then click Shift up, Shift down, Shift Right, or Shift Left, as applicable.

Edit risk categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Risk Categories tab.
- 3) Double-click the category you want to change, then enter the new risk category name.

Tip

- ▶ To change the hierarchical order in which risk categories are listed, select the risk category you want to move, then click Shift up, Shift down, Shift Right, or Shift Left, as applicable.

Note

- ▶ If you change a risk category, your change applies to all risk assignments.

Delete risk categories

- 1) Choose Admin, Admin Categories.
- 2) Click the Risk Categories tab.
- 3) Select the risk category you want to delete, then click Delete.
- 4) Click Yes.

Note: Deleting a risk category deletes all children and their assignments.

Notebook Topics

Create notebooks

Use notebooks to set up general categories for activity, project, EPS, and WBS notes. You can assign notebooks in any project.

- 1) Choose Admin, Admin Categories.
- 2) Click the Notebook Topics tab, then click Add.
- 3) Type the name of the new notebook.
- 4) Mark the checkbox in the appropriate column to make the new notebook available in EPS, Project, WBS, or Activity views.

Tip

- ▶ To change the order in which notebook topics are listed, select the notebook topic you want to move, then click Shift Up or Shift Down.

Change notebook names

- 1) Choose Admin, Admin Categories.
- 2) Click the Notebook Topics tab.
- 3) Double-click the notebook whose name you want to change, then enter the notebook's new name.

Tip

- ▶ To change the order in which notebook topics are listed, select the notebook topic you want to move, then click Shift Up or Shift Down.

Note

- ▶ If you change a notebook's name, your change applies to all assignments.

Delete notebooks

- 1) Choose Admin, Admin Categories.
- 2) Click the Notebook Topics tab.
- 3) Select the notebook topic you want to delete, then click Delete.
- 4) Click Yes.

Units of Measure

Define the units of measure for material resources

A unit of measure describes the quantity of a particular resource. Labor resources are often measured in units of time, such as hours or days; materials can be measured in cubic or linear feet, or perhaps in tons or kilos; items used one-by-one can be measured individually (EA) or as shipped: a box, a case, a pallet. Money is generally measured in monetary units, such as dollars, euros, or yen.

- 1) Choose Admin, Admin Categories.
- 2) In the Units of Measure tab, click Add.
- 3) In the Unit Abbreviation column, type the abbreviation to use as the label for the new unit of measure.
- 4) In the Unit Name column, type the name of the new unit of measure.

Delete Units of Measure

You can delete any available unit of measure.

- 1) Choose Admin, Admin Categories.
- 2) Select the Units of Measure tab, then select a Unit Abbreviation or Unit Name.
- 3) Click Delete.

Note

- ▶ If the units of measure you attempt to delete is in use, a message will prompt you that the unit of measure is still in use. Click Yes to continue deleting. The unit of measure is deleted from the resource, but the resource remains.

Defining Currencies

Currencies

You can specify the monetary unit or base currency used to store costs for all projects in the database, as well as the monetary unit or view currency used to display costs in windows and dialog boxes.

The exchange rate for the base currency is always 1.0. If you select a different currency than the base currency to view costs, the base currency value is multiplied times the current exchange rate for the view currency to calculate the values displayed in cost fields.

For example, if the base currency is U.S. Dollars, the view currency is Euros, and the exchange rate for Euros is .75, a value of \$10 stored in the database is displayed as 7.5 Euros in cost fields in windows and dialog boxes. Similarly, if you enter 7.5 Euros in a cost field, it is stored in the database as \$10.

Notes

- ▶ Only a user with Admin Superuser privileges can change the base currency and define additional view currency types.
- ▶ When you enter values in cost fields, they are always displayed in the view currency.
- ▶ If you are upgrading from a previous version, you should set up the base currency in the new version before you start adding and changing projects.

Add a view currency

- 1) Choose Admin, Currencies.
- 2) Click Add.
- 3) Click the General tab, then type an ID that clearly identifies the currency type.
- 4) Type the currency's name.
- 5) Enter the symbol used to identify the currency.
- 6) Enter the global exchange rate for the currency.
- 7) Click the Appearance tab, then select the symbol used to separate whole values from decimal values in the currency display, for example, 500.5 or 500,5.
- 8) Select the symbol used to separate groups of digits in the currency display, for example, 300,000 or 300-000.
- 9) Select the number of decimal places to display in currency values, for example, none (70), one (70.1), or two (70.14).
- 10) Select the format used to display positive and negative currency values.

Define a base currency

The base currency, by default, is U.S. dollars.

- 1) Choose Admin, Currencies.
- 2) Select the current base currency, then click the General tab.
- 3) Type the new ID, name, and symbol over the existing values, to define the new base currency.
- 4) Click the Appearance tab.
- 5) Select the symbol used to separate whole values from decimal values in the currency display, for example, 500.5 or 500,5.
- 6) Select the symbol used to separate groups of digits in the currency display, for example, 300,000 or 300-000.

- 7) Select the number of decimal places to display in currency values, for example, none (70), one (70.1), or two (70.14).
- 8) Select the format used to display positive and negative currency values.

Tip

- ▶ If you want to view costs in the old base currency, you will need to add it back to the list of available currencies.

Note

- ▶ The Base checkbox indicates which currency is used to store cost data. You cannot mark or clear this checkbox.

Managing Financial Periods

Financial Periods

P6 Professional enables you to define your organization's global financial periods in the **Financial Periods dialog box** (on page 697). Customized financial periods provide more accurate display and reporting of actual units and costs. Rather than spreading costs evenly throughout the length of a project, users can view how actual costs were incurred by customized financial period.

If your organization always updates the schedule according to the same time interval (i.e., every week, every month, every quarter, etc.), you can quickly create a batch of financial periods. See **Create a batch of financial periods** (on page 552). If the schedule may be updated irregularly, you can create a single financial period at any time.

When financial periods exist in the Financial Period dictionary, users can store period performance for any defined period. When you store period performance, actual units and costs are stored as past period actuals. See **Store Period Performance** (on page 529). The past period actual values can be edited for any financial period in columns of the Activity Table and Activity Details, Resources tab. See **Edit past period actual data** (on page 530). Past period actual spreads per financial period can be viewed in the Activity Usage Spreadsheet and Resource Usage Spreadsheet, and past period actual data can be displayed in profiles, time-distributed reports, and the Tracking view.

Tip:

- ▶ To ensure that data is displayed correctly in financial period timescale intervals in P6 Professional, activity and resource data must be summarized by financial period. To summarize project data by financial period, choose Admin, Preferences, then select the Options tab. In the 'Select summarization periods' section, choose the 'By financial period' option; for each project, data will be stored in financial period intervals the next time you summarize the project.

Create a financial period

If the duration of your organization's financial periods is not consistent, you can create individual financial periods. You should create a batch of financial periods when each financial period will have the same duration (i.e., two weeks, one month, three months, etc.) over an extended period of time. See **Create a batch of financial periods** (on page 552).

- 1) Choose Admin, Financial Periods.
- 2) Click Add.
- 3) In the Select Financial Period Timescale dialog box, enter or select the period Start Date and End Date.
- 4) Click Add.

The Select Financial Period Timescale dialog box remains open. You can add additional financial periods by repeating steps 3 and 4.

- 5) When finished adding financial periods, click Close.

The financial periods you just created are listed in the Financial Periods dialog box.

Tips

- ▶ To create daily financial periods, enter or select the same date as the period Start Date and End Date.
- ▶ When you create a financial period, the default name is YYYY-MM-DD (e.g., 2004-04-01). To ensure the financial periods are listed in the proper order (e.g., in the Columns dialog box), you should use the default name or add a letter or number to the beginning of the name (e.g., 1 Fiscal Month, 2 Fiscal Month, etc.). Click on a period in the Period Name column to edit the name.

Notes

- ▶ You must have the Add/Edit/Delete Financial Period Dates global privilege to add or edit data in the Financial Periods dialog box.
- ▶ The start and end dates of a financial period cannot overlap existing financial period dates.
- ▶ You cannot modify the start and end dates of a financial period after you create it. To modify the start and end dates of a period, you must delete the financial period, then create a new period with the new dates.
- ▶ All periods start at midnight and end at 11:59 PM.

Create a batch of financial periods

You can create a batch of financial periods when each financial period will have the same duration (i.e., two weeks, one month, three months, etc.) over an extended period of time. When creating a batch of financial periods, the financial periods must be at least one week in duration.

- 1) Choose Admin, Financial Periods.
- 2) In the Batch Create Financial Periods section of the Financial Periods dialog box, enter the Batch Start Date and the Batch End Date.
- 3) Choose the duration of each financial period by selecting one of the following options:

To make each financial period in the batch a certain number of weeks long, choose Every n Weeks (where n is the number of weeks) and enter a number of weeks.

To make each financial period in the batch a certain number of months long, choose Every n Months and enter a number of months.

Select Every Year to make each financial period in the batch one year long.

- 4) In the Period Ends On field, choose the weekday or the month you want each financial period to end on.

If you selected weeks as the duration for the batch, you must select a day of the week. If you selected years as the duration for the batch, you must select a month. If you selected months as the duration for the batch, this field is disabled because each financial period will end on the last day of the month.

- 5) Click Batch Create.

The financial periods will be created and displayed in the list of financial periods.

Tips

- ▶ When you create a financial period, the default name is YYYY-MM-DD (e.g., 2004-04-01). To ensure the financial periods are listed in the proper order (e.g., in the Columns dialog box), you should use the default name or add a letter or number to the beginning of the name (e.g., 1 Fiscal Month, 2 Fiscal Month, etc.). Click on a period in the Period Name column to edit the name.
- ▶ If your organization summarizes project data by financial period, to ensure that all project data in the database will be summarized (including closed projects), you must create financial periods that span the date range of all projects in the database. For example, if the oldest project in your database has a project start date of October 1st, 2001, your financial periods should begin on or before that date.

Notes

- ▶ You must have the Add/Edit/Delete Financial Period Dates global privilege to add or edit data in the Financial Periods dialog box.
- ▶ The start and end dates of a financial period cannot overlap existing financial period dates.
- ▶ You cannot modify the start and end dates of a financial period after you create it. To modify the start and end dates of a period, you must delete the financial period, then create a new period with the new dates.
- ▶ All periods start at midnight and end at 11:59 PM.

Delete a financial period

- 1) Choose Admin, Financial Periods.
- 2) In the list of financial periods, select the period you want to delete.
- 3) Click Delete.

Notes

- ▶ You cannot delete a financial period that contains past period actual data for at least one project. If you attempt to delete multiple financial periods at the same time, none of the financial periods will be deleted if any period contains past period actual data. In this case, to delete a financial period, you must archive and delete the project containing past period actuals, then delete the financial period.
- ▶ You must have the Add/Edit/Delete Financial Period Dates global privilege to delete a financial period.

Managing User Security

Setting up user security

For each user, you perform the following steps to implement access to P6 Professional.

- 1) Choose Admin, Users.
- 2) Click Add to add a user.
- 3) On the General tab:
 - ▶ Enter the user's login name and personal name.
 - ▶ Click Password to enter the user's password. The minimum password requirements depend on the status of the password policy, and are described in the Change Password dialog box.
- 4) On the Global Access tab:
 - ▶ Assign a global security profile to the user. Global security profiles determine the global actions the user can perform and are defined in the Security Profiles dialog box (choose Admin, Security Profiles).

- ▶ Enable or disable resource security for the user. To enable access to all resources, mark the All Resource Access checkbox (Admin Superusers automatically get All Resource Access). To restrict resource access to a specific resource node, select the resource node. To disable access to all resources, clear the All Resource Access checkbox (if necessary), and do not select a resource node.
- 5) On the Project Access tab, click Assign to assign the user to an OBS element (responsible manager), then select an existing project security profile.

This grants the user access to WBS elements (and associated activities) for which the assigned OBS element is responsible, in all projects. For the projects the user can access based on the user's OBS assignment, the project security profile determines the actions the user can perform for these projects.

- 6) On the Module Access tab, mark the checkbox for P6 Professional that you want to enable the user to access.

Notes

- ▶ Only an Admin Superuser can add, edit, delete, cut, copy, or paste Admin Superusers or change an Admin Superusers password.
- ▶ Only an Admin Superuser can apply the Admin Superuser profile to a user, and only an Admin Superuser can apply the Project Superuser profile to a user.

Module access

P6 Professional controls module access for P6 Professional.

For each defined user, a user with the required security privilege can enable or disable access to the product listed in the Users dialog box (choose Admin, Users, then click the Module Access tab). All users are guaranteed access to the product enabled for them.

Security profiles

Security profiles determine a user's level of access to project information. The security profiles include both global profiles and project profiles. A global profile determines the user's access to application-wide information. A project profile determines the user's level of access to each project within the Enterprise Project Structure (EPS). When you assign a project profile to a user, you also associate the project profile with an OBS element/responsible manager. The user's access privileges, as defined in the project profile, will then apply only to those elements of the EPS that are assigned to the OBS element/responsible manager you selected. See **EPS (Enterprise Project Structure)** (on page 813).

Global profiles

P6 Professional requires that all users have a global profile. A global profile defines a set of privileges for access to global, or application-wide, information such as cost accounts, resources, and roles. To control user access to global information, you create global profiles, and then assign specific profiles to individual users.

To allow complete access to all global information and all projects (assuming all applicable checkboxes are marked on the Users dialog box, Module Access tab), you can assign a global profile called **Admin superuser** (on page 809). You can assign the Admin Superuser profile to as many users as you like. However, since the Admin Superuser profile enables access to all information, you would typically restrict the number of users to whom you assign this profile. You cannot edit the Admin Superuser security profile.

Note: Only an Admin Superuser can apply the Admin Superuser profile to a user.

Global Privilege Definitions

A global profile definition specifies the individual access privileges associated with the profile. For a global profile, access privileges apply to application-wide information and settings. The module requires you to assign a global profile to each user.

Edit Global Change Definitions option

Determines whether the profile will enable users to create, modify, and remove Global Change specifications available to all users in P6 Professional.

Add/Edit/Delete Categories option

Determines whether the profile will enable users to create, modify and remove categories data as defined in the Admin Categories dialog box.

Delete Resources option

Determines whether the profile will enable users to remove resource data. This privilege also selects the 'Add Resources' and 'Edit Resources' global privileges.

Add Resources option

Determines whether the profile will enable users to create resource data. This privilege also selects the 'Edit Resources' global privilege.

Edit Resources option

Determines whether the profile will enable users to modify resource data. This privilege also enables users to assign, modify, and remove role assignments. To display resources' price/unit in reports, users must have this privilege and the 'View Resource and Role Costs/Financials' global privilege assigned to their profile. To display resource skill level (a resource's role proficiency) in the application and in reports, users must have this privilege and the 'View Resource Role Proficiency' global privilege assigned to their profile.

View Resource Role Proficiency option

Determines whether the profile will enable users to display, group/sort, filter, search, and report on resource and role proficiency. To display resource skill level (a resource's role proficiency), users must have this privilege and the Edit Resources global privilege assigned to their profile.

Add/Edit/Delete Cost Accounts option

Determines whether the profile will enable users to create, modify, and remove cost accounts data.

Import Project Management XER, MPP, MPX, and P3 option

Determines whether the profile will enable users to import projects, resources, and roles from XER, MPP, MPX, and P3 formats using P6 Professional. To create new projects when importing, users must also have the 'Create Project' project privilege assigned to their profile. Users must be an Admin or Project Superuser to update a project from XER or P3 formats.

Import XML option

Determines whether the profile will enable users to import projects from P6 Professional and Microsoft Project using XML format. To create new projects when importing, users must also have the 'Create Project' project privilege assigned to their profile.

Note: For Microsoft Project imports, you can only create a new project (not update an existing one) during import. Also, P6 Professional supports imports from Microsoft Project 2002.

Import XLS option

Determines whether the profile will enable users to import projects, resources, and roles from XLS files. Users must also be a Project Superuser to update a project from XLS format.

Add/Edit/Delete Global Reports option

Determines whether the profile will enable users to create, modify, and remove global reports, including editing report groups and global report batches and saving global reports created or modified in P6 Professional.

Edit Global Tracking Layouts option

Determines whether the profile will enable users to create, modify, and remove global tracking layouts in P6 Professional.

Add/Edit/Delete Roles option

Determines whether the profile will enable users to create, modify, and remove roles data.

Edit Global Activity Codes option

Determines whether the profile will enable users to modify global activity codes data. This privilege also enables users to create, modify, and remove global activity code values.

Add Global Activity Codes option

Determines whether the profile will enable users to create global activity codes and code values data. This privilege also selects the 'Edit Global Activity Codes' global privilege.

Delete Global Activity Codes option

Determines whether the profile will enable users to remove global activity codes and code values data. This privilege also selects the 'Add Global Activity Codes' and 'Edit Global Activity Codes' global privileges.

Add/Edit/Delete Global Calendars option

Determines whether the profile will enable users to create, modify, and remove global calendars data.

Add/Edit/Delete Resource Calendars option

Determines whether the profile will enable users to create, modify, and remove resource calendars data. This privilege also enables users to edit Shifts in P6 Professional.

Add/Edit/Delete Security Profiles option

Determines whether the profile will enable users to create, modify, and remove global and project security profiles, which grant access to application-wide and project-specific information.

Add/Edit/Delete Users option

Determines whether the profile will enable users to create, modify, and remove P6 Professional user data. To search the LDAP directory when provisioning, users must also have the Provision Users from LDAP global privilege.

Add/Edit/Delete Global Activity and Assignment Layouts and Filters option

Determines whether the profile will enable users to create, modify, and remove global activity and resource assignment layouts and filters.

Add/Edit/Delete OBS option

Determines whether the profile will enable users to create, modify, and remove hierarchical data for the global Organizational Breakdown Structure.

Edit Project Codes option

Determines whether the profile will enable users to modify project codes data. This privilege also enables users to create, modify, and remove project code values.

Add Project Codes option

Determines whether the profile will enable users to create project codes and code values data. This privilege also selects the 'Edit Project Codes' global privilege.

Delete Project Codes option

Determines whether the profile will enable users to remove project codes and code values data. This privilege also selects the 'Add Project Codes' and 'Edit Project Codes' global privileges.

Edit Resource Codes option

Determines whether the profile will enable users to modify resource codes data. This privilege also enables users to create, modify, and remove resource code values.

Add Resource Codes option

Determines whether the profile will enable users to create resource codes and code values data. This privilege also selects the 'Edit Resource Codes' global privilege.

Delete Resource Codes option

Determines whether the profile will enable users to remove resource codes and code values data. This privilege also selects the 'Add Resource Codes' and 'Edit Resource Codes' global privileges.

Add/Edit/Delete Global Portfolios option

Determines whether the profile will enable users to create, modify, and remove global portfolios.

Administer Global External Applications option

Determines whether the profile will enable users to create, modify, and remove entries in the list of global external applications in P6 Professional.

Add/Edit/Delete Funding Sources option

Determines whether the profile will enable users to create, modify, and remove funding source data.

View Resource and Role Costs/Financials option

Determines whether the profile will enable users to display all values for labor, material, and nonlabor resource costs, price/unit values for roles, and costs for resource and resource assignments User Defined fields. For users who do not have this privilege assigned to their profile, all areas that display monetary values for labor, material, and nonlabor resources and roles will display dashes and cannot be edited. For resources, such areas include resource price/unit, values in resource spreadsheets and histograms in Resource Analysis and Team Usage, and Cost data types for Resource User Defined fields. For roles, the area is the price/unit value in roles data. To display resources' price/unit, users must have this privilege and the 'Edit Resources' global privilege assigned to their profile.

Administer Job Services option

Determines whether the profile will enable users to set up the Apply Actuals, Batch Reports, Export, Schedule, and Summarize services to run at specific time intervals using the Job Service.

Add/Delete Secure Codes option

Determines whether the profile will enable users to create and remove all secure project codes, global and EPS-level activity codes, and resource codes and code values data, as well as all secure issue codes and code values data. This privilege also selects the 'Edit Secure Codes,' 'Assign Secure Codes,' and 'View Secure Codes' global privileges.

Edit Secure Codes option

Determines whether the profile will enable users to modify all secure project codes, global and EPS-level activity codes, and resource codes and code values data, as well as all secure issue codes and code values data. This privilege also selects the 'Assign Secure Codes' and 'View Secure Codes' global privileges.

Assign Secure Codes option

Determines whether the profile will enable users to assign all secure project codes, global and EPS-level activity codes, and resource codes and code values data, as well as all secure issue codes and code values data. This privilege also selects the 'View Secure Codes' global privilege.

View Secure Codes option

Determines whether the profile will enable users to display all secure project codes, global and EPS-level activity codes, and resource codes and code values data, as well as all secure issue codes and code values data.

Add/Edit/Delete Currencies option

Determines whether the profile will enable users to create, modify, and remove currencies data.

Add/Edit/Delete Categories option

Determines whether the profile will enable users to modify administrative categories as defined in the Admin Categories dialog box.

Edit Admin Preferences option

Determines whether the profile will enable users to modify administrative preferences as defined in the Admin Preferences dialog box.

Provision Users from LDAP

Determines whether the profile will enable users to search the LDAP directory when provisioning. For users who do not have this privilege assigned to their profile, the option to load an LDIF file to provision users will still be enabled. To search the LDAP directory, users also must also have the 'Add/Edit/Delete Users' global privilege.

View All Global/Project Data via SDK option

Determines whether the profile will enable users to view All Global and Project Data via P6 SDK. For Admin Superusers, access to the P6 SDK will be read/write. For all other users, access will be read only.

Add/Edit/Delete Resource Curves option

Determines whether the profile will enable users to create, modify, and remove resource distribution curves definitions.

Add/Edit/Delete User Defined fields option

Determines whether the profile will enable users to create, modify, and remove User Defined fields. Even without this privilege, users can still display User Defined fields information.

Add/Edit/Delete Global Project/WBS Layouts option

Determines whether the profile will enable users to create, modify, and remove global project and WBS layouts.

Add/Edit/Delete Microsoft Project Templates option

Determines whether the profile will enable users to create, modify, and remove Microsoft Project templates that are used to import/export data from/to Microsoft Project.

Add/Edit/Delete Activity Step Templates option

Determines whether the profile will enable users to create, modify, and remove Activity Step Templates, which are used to add a set of common steps to multiple activities.

Add/Edit/Delete Financial Period Dates option

Determines whether the profile will enable users to create, modify, and remove financial periods data. To edit period data, users must also have the 'Edit Period Performance' project privilege assigned to their profile.

Tips:

- ▶ P6 Professional includes a global profile called Admin Superuser. This profile automatically gives a user all of the preceding privileges for all projects and P6 Professional features (assuming all applicable checkboxes are marked on the Users dialog box, Module Access tab). To enable read/write privileges for all projects and features, you can apply the Admin Superuser profile to a user. See **Admin superuser** (on page 809).
- ▶ The previous table groups each privilege by functionality. The privileges are listed in the same order as displayed in the Security Profiles dialog box. To view the privileges in alphabetical order in the Security Profiles dialog box, click the Privileges bar.

Project profiles

A project profile defines a set of privileges for access to project-specific information. Project profiles are assigned to users based on the OBS hierarchy. To control access to project-specific information, you create project profiles, and then assign specific OBS elements and associated project profiles to individual users. The assigned OBS element determines the EPS and WBS elements for which the user can access project information. The assigned project profile determines the type of access privileges the user has to that project information.

All WBS elements must have an assigned responsible OBS. If a user's project profile assignment includes a WBS element's responsible OBS, then the user can access all activities and issues related to that WBS element. Similarly, all thresholds and project issues also have an assigned responsible OBS. If a user's project profile assignment includes a threshold or issue's responsible OBS, then the user can access that threshold or issue.

The module does not require that each user have a profile for every project. However, unless a user's global profile is Admin Superuser, that user cannot access a project without a project profile. See **Admin superuser** (on page 809). To allow complete access to a project/OBS assignment, the module includes a project profile called Project Superuser. You can apply the Project Superuser profile to as many users and for as many projects as you like. See **Project superuser** (on page 822).

Note: Only an Admin Superuser can apply the Project Superuser profile to a user.

Project Privilege Definitions

A project profile definition identifies the specific access privileges that are granted by the profile. Each project profile is associated with an organizational breakdown structure (OBS) element to determine which EPS structure elements an individual user can access.

Add Projects option

Determines whether the profile will enable users to modify EPS budget logs, funding sources, and spending plans.

Delete Projects option

Determines whether the profile will enable users to delete, cut, and paste projects within the EPS node.

Summarize Projects option

Determines whether the profile will enable users to summarize data for all projects in the EPS.

Edit Project Details Except Costs/Financials option

Determines whether the profile will enable users to edit fields in General, Dates, Defaults, Resources, and Settings tabs in Project Details. To assign a project baselines, users must also have the "Assign Project Baselines" project privilege assigned to their profile.

Administer Project External Applications option

Determines whether the profile will enable users to modify entries in the External Applications feature in P6 Professional.

Schedule Projects option

Determines whether the profile will enable users to schedule a project.

Level Resources option

Determines whether the profile will enable users to level resources.

Apply Actuals option

Determines whether the profile will enable users to apply actuals to activities in a project.

Store Period Performance option

Determines whether the profile will enable users to track an actual this period value for actual units and costs in a project. A user must be assigned the Add/Edit Activities Except Relationships project privilege before you can assign this privilege.

Edit Period Performance option

Determines whether the profile will enable users to modify period performance values for labor and nonlabor units as well as labor, nonlabor, material, and expense costs using P6 Professional. The 'Add/Edit Activities Except Relationships' and 'View Project Costs/Financials' project privileges are also required for this functionality.

Maintain Project Baselines option

Determines whether the profile will enable users to create, modify, and remove baselines for projects.

Run Baseline Update option

Determines whether the profile will enable users to update a project's baselines with new project information using the Update Baseline utility.

Assign Project Baselines option

Determines whether the profile will enable users to assign project baselines to projects. To assign project baselines, users must also have the 'Edit Project Details Except Costs/Financials' project privilege assigned to their profile.

Add/Edit/Delete Work Products and Documents option

Determines whether the profile will enable users to create, modify, and remove a project's work products and documents.

View Project Costs/Financials option

Determines whether the profile will enable users to display all monetary values for projects. For users who do not have this privilege assigned to their profile, all areas that display monetary values will display dashes and cannot be edited. To use the Recalculate Assignment Costs feature, users must also have the 'Add/Edit Activities Except Relationships' project privilege assigned to their profile. To display the resource price/unit, users must have the 'View Resource and Role Costs/Financials' global privilege assigned to their profile.

Edit Project Activity Codes option

Determines whether the profile will enable users to modify project activity codes data. This privilege also enables users to create, modify, and remove project activity code values.

Add Project Activity Codes option

Determines whether the profile will enable users to create project activity codes and code values data. This privilege also selects the 'Edit Project Activity Codes' project privilege.

Delete Project Activity Codes option

Determines whether the profile will enable users to remove project activity codes and code values data. This privilege also selects the 'Add Project Activity Codes' and 'Edit Project Activity Codes' project privileges.

Edit EPS Activity Codes option

Determines whether the profile will enable users to modify the name of EPS-level activity codes. This privilege also enables users to create, modify, and remove EPS-level activity code values.

Add EPS Activity Codes option

Determines whether the profile will enable users to create EPS-level activity codes and code values. This privilege also selects the 'Edit EPS Activity Codes' project privilege.

Delete EPS Activity Codes option

Determines whether the profile will enable users to remove EPS-level activity codes and code values data. This privilege also selects the 'Add EPS Activity Codes' and 'Edit EPS Activity Codes' project privileges.

Monitor Project Thresholds option

Determines whether the profile will enable users to run the threshold monitor for a project.

Publish Project Web site option

Determines whether the profile will enable users to publish a project's Web site.

Edit Project Reports option

Determines whether the profile will enable users to edit a project's reports, edit a project's report batches, and export reports.

Add/Edit/Delete Project Calendars option

Determines whether the profile will enable users to create, modify, and remove calendars assigned to projects.

Run Global Change option

Determines whether the profile will enable users to run Global Change to update activity detail information.

Check In/Check Out Projects option

Determines whether the profile will enable users to check projects out to work remotely and then check them back in.

Import/View Contract Management Data option

Determines whether the profile will enable users to import and display data from Contract Management in P6 Professional.

Add/Edit/Delete WBS Except Costs/Financials option

Determines whether the profile will enable users to create, modify, and remove WBS hierarchy nodes, notebook entries, earned value settings, milestones (steps), work products and documents, and dates.

Edit WBS Costs/Financials option

Determines whether the profile will enable users to modify WBS budget logs, funding sources, spending plan, and financial data at the project level. This privilege also enables users to edit cost data at the activity level, including resource assignments. This privilege also selects the 'View Project Costs/Financials' project privilege.

Add/Edit/Delete EPS Except Costs/Financials option

Determines whether the profile will enable users to create, modify, and remove EPS hierarchy nodes, edit EPS notebook, and edit all EPS-related data except financial information.

Edit EPS Costs/Financials option

Determines whether the profile will enable users to modify EPS budget logs, funding sources, and spending plans.

Add/Edit/Delete Expenses option

Determines whether the profile will enable users to create, modify, and remove expenses assigned to projects.

Add/Edit/Delete Issues and Issue Thresholds option

Determines whether the profile will enable users to create, modify, and remove thresholds and issues assigned to projects. The privilege also enables users to assign issue codes to project issues.

Add/Edit/Delete Activity Relationships option

Determines whether the profile will enable users to create, modify, and remove activity relationships assigned to projects.

Add/Edit Activities Except Relationships option

Determines whether the profile will enable users to create and modify all activity information in projects, except activity relationships. To modify activity IDs, users must also have the 'Edit Activity ID' project privilege assigned to their profile. To use the Recalculate Assignment Costs feature, users must also have the 'View Project Costs/Financials' project privilege assigned to their profile.

Delete Activities option

Determines whether the profile will enable users to remove activities from projects.

Edit Contract Management Project Link option

Determines whether the profile will enable users to create, edit, and delete a link to a Contract Management project.

Edit Activity ID option

Determines whether the profile will enable users to modify activity IDs. To modify activity IDs, users must also have the 'Add/Edit Activities Except Relationships' project privilege assigned to their profile.

Edit Future Periods option

Determines whether the profile will enable users to enter, modify, and delete future period assignment values in the Planned Units and Remaining (Early) Units fields of the Resource Usage Spreadsheet using P6 Professional. The 'Add/Edit Activities Except Relationships' project privilege is also required for this functionality.

Add/Edit/Delete Project Level Layouts option

Determines whether the profile will enable users to create, edit, and delete project level layouts in Activities, Assignments, or WBS views.

Add/Edit/Delete Risks option

Determines whether the profile will enable users to assign risks to activities and to create, modify, and remove risks.

Tips:

- ▶ A project profile, Project Superuser, automatically gives a user all of the above privileges for each project, according to the specified OBS element. See **Project superuser** (on page 822).
- ▶ To allow read-write privileges for all aspects of a project, you can assign a user to a project's root OBS element and then apply the Project Superuser profile to the project/OBS assignment. See **Root Element** (on page 823).
- ▶ The previous table groups each privilege by functionality. The privileges are listed in the same order as displayed in the Security Profiles dialog box. To view the privileges in alphabetical order in the Security Profiles dialog box, click the Privileges bar.

Note: To view resources' price/unit in reports, users must have "Edit Resources" and "View Resource and Role Costs/Financials" global privileges assigned to their profile.

Add new users

- 1) Choose Admin, Users.
- 2) Click Add.
- 3) What appears next depends on your security configuration:
 - a. If P6 Professional is running in Native authentication mode, the Add User dialog box will appear:
 1. Fill in the Login Name, Personal name, Enter new password, and Confirm new password fields.
 2. Click OK.
 3. If the ability to edit a personal resource calendar is required, you can select an associated resource from the Resource ID / Resource Name for Personal Calendar field, or you can create the link when you add resources.
 4. Click the Contact tab. Enter the user's e-mail address and office phone number.
 5. Click Close.

Notes:

- Login names must be between 1 and 32 characters long. If the Enable Password Policy check box is cleared in the Admin Preferences dialog box, passwords must be between 1 and 20 characters long. If the Enable password policy check box is selected in the Admin Preferences dialog box, enter a password that is a minimum of 8 characters long, and that contains at least one alpha and one numeric character.
 - If P6 Professional is running in LDAP authentication mode, the Password button does not appear since password management is handled through the directory server.
 - Users you create will not have access to any projects or features until you assign them a security profile.
 - If a user is also a resource, the e-mail address and office phone number you type in the Users dialog box overwrites the e-mail address and office phone number recorded in the Resources window General tab, if that information is different. Likewise, e-mail and phone information you enter in the Resources window overwrites the information in the Users dialog box.
-
- b. If P6 Professional is running in LDAP authentication mode, the Import Domain Users dialog box will appear:
1. Either click the Load LDIF button, or enter an LDAP query (for example, UID=*) under LDAP User Search Criteria.
 2. If you clicked the Load LDIP button, browse to the location of the LDIF file, and click Open. If you entered an LDAP query, click Search.
 3. A list of users will appear, grouped by category. For example, LDAP repository users that do not exactly match P6 Professional users will be grouped together. If users exist in the LDAP repository, the Login Name, Personal Name, User EMail Address, and Office Phone fields are populated based on the field mappings in the LDAP configuration settings.
 4. Select the Import option next to each Login Name that you wish to import. New or modified users are automatically selected.
 5. Click Import Users.
 6. Click Close in the Users dialog box.

Notes:

- You must have the Add/Edit/Delete Users privilege and the Provision Users from LDAP privilege to search the LDAP directory. You do not need the Provision Users from LDAP privilege to import users from the LDIF file.
 - The new users will be assigned the default global profile.
-

Resource Security

Resource security allows the administrator to restrict a user's resource access. By default, new users do not have access to resources. To change the new user resource access click the Global Access tab. See **Introduction to Resource Security** (on page 572).

Notes

- ▶ Login names must be between 1 and 32 characters long. If the Enable Password Policy check box is cleared in the Admin Preferences dialog box, passwords must be between 1 and 20 characters long. Otherwise, they are required to be a minimum of 8 characters long, including at least one alpha and one numeric character.
- ▶ If P6 Professional is running in LDAP authentication mode, the Password button does not appear since password management is handled through the directory server.
- ▶ Users you create will not have access to any projects or features until you assign them a security profile.
- ▶ If a user is also a resource, the e-mail address and office phone number you type in the Users dialog box overwrites the e-mail address and office phone number recorded in the Resources window General tab, if that information is different. Likewise, e-mail and phone information you enter in the Resources window overwrites the information in the Users dialog box.
- ▶ Oracle recommends the use of strong passwords. Strong passwords in P6 Professional are defined as passwords containing between 8 to 20 characters and at least one numeric and one alpha character. To further strengthen the password, use a mixture of upper and lower case letters.

List number of users having access to P6 Professional

- 1) Choose Admin, Users.
- 2) Click Count.

The Count dialog box displays the number of users and the user name of each user assigned access P6 Professional. Expand a module to display the user name of each user assigned access to a module.

- 3) If you want to print the displayed information, click Print. Otherwise, click Close.

Tip

- ▶ When you click Print, the table prints the same as it appears on the screen. So collapsed nodes are not expanded for printing, and expanded nodes print the entire list of users.

Change user security profiles

- 1) Choose Admin, Users.
- 2) Select the user whose security profiles you want to change.
- 3) To change a global profile, click the Global Access tab and select a new global profile.
- 4) To change a project profile, click the Project Access tab.

To remove the user's current access to project information associated with a specific responsible manager, select the manager, then click Remove.

To grant the user access to project information associated with a specific responsible manager, click Assign. Double-click the OBS element to which you want to grant access, then click Close.

To change the user's security profile for a project, double-click the security profile you want to change, then select a new project profile.

Change user passwords

- 1) Depending on your global profile, you may be able to change a user's password or your own.
- 2) Choose Admin, Users.
- 3) Select the General tab.
- 4) Select the user who requires a change of password.
- 5) Click Password.
- 6) In the New Password field, enter the new password.
- 7) In the Confirm New Password field, enter the password again, to verify it.
- 8) Click OK.

Notes

- ▶ If the Enable password policy setting is selected in the Password Policy field of the **Admin Preferences dialog box** (on page 642), enter a password that is a minimum of 8 characters long, and that contains one alpha and one numeric character.
- ▶ If the Enable password policy setting is not selected, enter a password up to 20 characters long.
- ▶ If P6 Professional is running in LDAP authentication mode, password management is handled through the directory server. You cannot change your password through the module and the Password button does not appear on the Users dialog box General tab.

- ▶ If P6 Professional is running in LDAP authentication mode, password management is handled through the directory server. You cannot change your password through the module and the Password tab does not appear in the User Preferences dialog box.
- ▶ Passwords are case-sensitive.
- ▶ Passwords that were set before the new password policy was enabled are valid and usable.

Enable or disable user access to P6 Professional

- 1) Choose Admin, Users.
- 2) Select the user for whom you want to enable or disable module access, then click the Module Access tab.
- 3) In the Access column, mark or clear the checkbox for the module you want to enable or disable for the selected user.

Remove users

- 1) Choose Admin, Users.
- 2) Select the user you want to remove, then click Delete.
- 3) Click Yes.

Create global profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Global Profiles, then click Add.
- 3) Type the new profile's name.
- 4) To make the new profile the default global profile, mark the Default checkbox.
- 5) Mark the appropriate checkboxes to grant specific privileges to the profile.

Assign global profiles

- 1) Choose Admin, Users.
- 2) Select the user to whom you want to assign a global profile.
- 3) Click the Global Access tab, then select a global security profile.

Tips

- ▶ A global profile, Admin Superuser, allows complete access to global information, features, and all projects. See **Admin superuser** (on page 809). To grant the user read/write privileges for all projects and features, select Admin Superuser as the global profile. You can apply the Admin Superuser profile to as many users as you like.
- ▶ Only an Admin Superuser can apply the Admin Superuser profile to a user.

- ▶ To verify which privileges are associated with a particular global profile, open the Security Profiles dialog box (choose Admin, Security Profiles).

Change global profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Global Profiles.

To change a profile's name, double-click the profile, then type a new name.

To make a profile the default profile, mark its corresponding Default checkbox.

To change a profile's privileges, select the profile, then mark or clear the checkboxes to grant or deny each privilege.

Delete global profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Global Profiles.
- 3) Select the profile, then click Delete.
- 4) Click Yes.

Create project profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Project Profiles, then click Add.
- 3) Type the new profile's name.
- 4) To make the new profile the default project profile, mark the Default checkbox.
- 5) Mark the appropriate checkboxes to grant specific privileges to the profile.

Note

- ▶ Unless a user's global profile is Admin Superuser, a user cannot access any projects without a project profile. See **Admin superuser** (on page 809).

Assign project profiles

- 1) Choose Admin, Users.
- 2) Select the user to whom you want to assign a project profile, then click the Project Access tab.
- 3) Click Assign.
- 4) Double-click the OBS element/responsible manager whose project information you want to allow the user to access, then click Close.
- 5) Double-click the Security Profile field, then select a profile.

6) Repeat steps 3 through 5 for all projects to which you want the user to have access.

Tips

- ▶ A project profile, Project Superuser, allows complete access to a project/OBS assignment. To grant the user read/write privileges for all aspects of a project, select Project Superuser as the user's profile. See **Project superuser** (on page 822). Only an Admin Superuser can apply the Project Superuser profile to a user.
- ▶ To verify which privileges are associated with a particular project profile, open the Security Profiles dialog box (choose Admin, Security Profiles).

Note

- ▶ A user is not required to have a profile for every OBS element. However, unless a user's global profile is Admin Superuser, a user cannot access project information without a project profile. See **Admin superuser** (on page 809).

Change project profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Project Profiles.

To change a profile's name, double-click the profile, then type a new name.

To make a profile the default profile, mark the Default checkbox.

To change a profile's privileges, select the profile, then mark or clear the checkboxes to grant or deny each privilege.

Delete project profiles

- 1) Choose Admin, Security Profiles.
- 2) Choose Project Profiles.
- 3) Select the profile you want to delete, then click Delete.
- 4) Click Yes.

Managing Resource Security

Introduction to Resource Security

The administrator can restrict a user's access to resource information. The administrator can enable or disable resource security for each user. When resource security is disabled, the user has access to all resources. When resource security is enabled, the user has access to either none of the resources or a selected part of the resource hierarchy.

How does resource security work?

To enable resource security, the administrator assigns each user to a resource node in the resource hierarchy. This is the user's root node. See **Root Node** (on page 823). Then, the position of the root node in the resource hierarchy determines the resources to which the user has access. Once assigned to a resource node, the user has access only to the root node and all of its children.

The administrator can give each user access to the following:

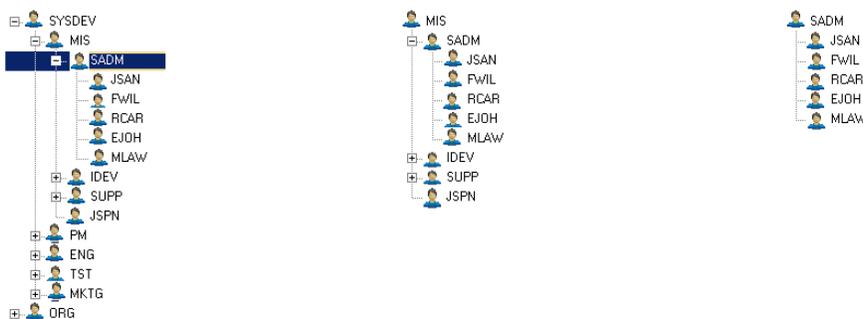
- ▶ All Resources
The user has access to all resources with no restriction. This option disables resource security.
For Admin superusers, resource security access settings are ignored; they are always granted All Resources access. See **Admin superuser** (on page 809).
- ▶ No Resources
The user has no access to resources. This is the default resource access to new users. Also, if a resource is deleted from the resource hierarchy, users that previously had been assigned to the deleted resource automatically get no access to resources.
If a user has no resources access, all global resource-related privileges are ignored.
- ▶ Resource node (Selected Resources)
The user has access to the assigned resource node and its children. You can assign only one node to a user. Multiple resource nodes are not supported.

Notes

- ▶ You need Add/Edit/delete Users global privilege to manage resource security.
- ▶ In the Resource Assignments window you still have access to current project resources. See **Current Project Resources** (on page 812).

Example

The following examples illustrate how resource security applies to users assigned to different resource nodes:



- A) User has access to all B) User is assigned to C) User is assigned to

resources. Resource security is disabled.

resource node MIS. This user has access only to root node MIS and its children.

resource node SADM. This user has access only to root node SADM and its children.

Implementing Resource Security

Before you implement resource security in your organization, you should know about the impact of restricting resource access in P6 Professional. Users with restricted resource access may experience the impact of the feature in the following major areas:

Resources View

If resource security is enabled, the Resources View's Filter By options display the following resources:

- ▶ All active resources
Displays all active resources that you have access to in a hierarchy. Those current project resources that are outside of your resource root node are not displayed. See **Current Project Resources** (on page 812).
- ▶ All resources
Displays all resources that you have access to in a hierarchy. Those current project resources that are outside of your resource root node are not displayed. See **Current Project Resources** (on page 812).
- ▶ Current Project's Resources
Displays only those current project resources that you have access to. See **Current Project Resources** (on page 812). In other words, those current project resources, who are under your root resource node. (Resources that you do not have access to are not displayed even if they are current project resources.) See **Root Node** (on page 823).

Resource Assignments View

In the Resource Assignments View you still have access to all current project resources even if they are not under your root node. If you have the proper privilege, you can modify their assignments or reassign any resource to new activities. See **Current Project Resources** (on page 812).

Importing and Exporting Resources/Projects

If you have no resource access, you cannot import new resources or activity resource assignments, or issues associated with new resources. If you have limited resource access, new resources are imported under your root node and you can update existing resources only if you have access to them.

Enable Resource Security

Resource security allows the administrator to restrict a user's resource information access by assigning the user to a resource node in the hierarchy. That resource node is the user's root node. See **Root Node** (on page 823). Once assigned to that root node, the user has access only to that resource node and all of its children.

Resource security settings are honored the next time the user logs in. Thus, if you modify your own resource security settings, the changes will not take place until you exit the module and login again.

To enable resource security by assigning the user to a resource node:

- 1) Choose Admin, Users.
- 2) Click the Global Access tab.
- 3) Select a user from the list.

The bottom of the Global Access tab displays the selected user's current resource access information.

- 4) To enable resource security, click the browse button in the Resource Access field, and assign a resource node to the current user. See **Select Resource Access dialog box** (on page 779).

The current user gets access only to the selected resource and its children after the next login.

To enable resource security by giving the user no access to any resources:

- 1) Choose Admin, Users.
- 2) Click the Global Access tab.
- 3) Select a user from the list.

The bottom of the Global Access tab displays the selected user's current resource access information.

- 4) To give the current user no access to resources:

- ▶ Clear the All Resources Access checkbox, if it is marked.
- ▶ Delete the Resource Access field, if it is not empty.

The current user gets no access to any resources after the next login. This is the default for new users.

Notes

- ▶ The All Resources Access option disables resource security and gives the user access to all resources.
- ▶ Admin Superuser always has All Resources access, regardless of the resource security access settings.
- ▶ If you have restricted or no resource access, you cannot give All Resource access. This option is enabled only for users with all resource access.

Disable Resource Security

Resource security allows the administrator to restrict a user's resource information access by assigning the user to a resource node in the hierarchy. See **Introduction to Resource Security** (on page 572). That resource node is the user's root node. Once assigned to that root node, the user has access only to that resource node and all of its children. See **Root Node** (on page 823).

To disable resource security:

- 1) Choose Admin, Users.
- 2) Click the Global Access tab.
- 3) Select the user from the list.

The bottom of the Global Access tab displays the selected user's current resource access information.

- 4) Select All Resources.
 - ▶ All Resources
This option disables resource security for the selected user and gives access to all resources.

Note

- ▶ Admin Superuser always has All Resources access, regardless of the resource security access settings. See **Admin superuser** (on page 809).

Displaying Resource Access Information

The Global Access tab in the Users dialog displays the selected user's resource access settings. The same settings can be displayed as columns as well. To view resource access information, add the Resource Access and All Resources Access columns to display in the Users dialog box. These columns are not displayed by default. See **Users dialog box** (on page 803).

- ▶ All Resources Access

The All Resource Access column displays a checkbox for each user. If the checkbox is marked, the user has access to all resources. This option disables resource security.

This column is available only for users with all resource access or Admin superusers.

- ▶ Resource Access

The Resource Access column displays the user's assigned node. The user has access to this resource node and all its children.

If the Resource Access column is empty and the All Resources Access checkbox is unmarked, the user has no access to any resources.

Change Resource Security

You can change each user's resource access in the Users dialog any time. The new settings apply when the user logs in.

To change resource security:

- 1) Choose Admin, Users.
- 2) Click the Global Access tab.
- 3) Select a user from the list.

The bottom of the Global Access tab displays the selected user's current resource access information.

- 4) Change the user's resource access settings.

Note

- ▶ Since a user's resource access depends on the position of the assigned resource in the hierarchy, changing that position also means changing the user's resource access.

Managing EPS-level Activity Code Security

Set up security for EPS-level activity codes

The EPS-level activity codes that a user has access to is based on their project access. Do the following to set up user security:

- 1) Set up the **OBS security** (on page 157).

- 2) **Set up the EPS structure** (on page 148) and select the responsible manager (OBS name) for the EPS level. The EPS levels the user can access is based on the OBS selected.
- 3) Assign a project profile to the user. The project profile determines the privileges for all aspects of a project. See **Assign project profiles** (on page 571).

Global and project privileges for EPS-level activity code security

Only users with the appropriate combination of secure code and global EPS-level activity code privileges can add, edit, delete, view, and assign "secure" EPS-level activity codes and values.

- ▶ To limit the access of a specific EPS-level activity code and its values to certain users, mark the Secure checkbox for the code in the Activity Code Definitions - EPS dialog box. You must have the Add EPS Activity Codes project-level security privilege and the Add and Delete Secure Codes global security privilege to set up a secure code. See **Secure code** (on page 825).
- ▶ To add a secure EPS-level activity code in the Activity Code Definitions - EPS dialog box, you must have the Add EPS Activity Code project security privilege, and the Add and Delete Secure Code global security privilege.
- ▶ To edit a secure EPS-level activity code in the Activity Code dictionary, you must have the Edit EPS Activity Code project security privilege, and the Add and Delete Secure Codes or Edit Secure Codes global security privileges.
- ▶ To delete a secure EPS-level activity code from the Activity Code dictionary, you must have the Delete EPS Activity Code project security privilege, and the Add and Delete Secure Codes global security privilege.
- ▶ To assign and remove EPS-level activity code values to/from an activity you have access to, you must have the project security privilege to Add/Edit Activities Except Relationships and access to the activity. Activity access is based on the OBS security settings. See **OBS (organizational breakdown structure)** (on page 819).
- ▶ To assign or remove a secure EPS-level activity code to or from an EPS in the Activity Codes dictionary, you must have the Add/Edit Activities Except Relationships project security privilege, and the Assign Secure Codes global security privilege. See **EPS (Enterprise Project Structure)** (on page 813).

Reference

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Working with remote projects

Managing remote projects

You can "check out" projects so that they can be worked on remotely. Once a project is checked out, it can no longer be modified until it has been checked in. In addition to checking in the project, you may replace the existing project with the remote copy of the project by using the Import wizard. See **Importing information using a wizard** (on page 586).

Check out a project

- 1) Open the projects you want to check out.
- 2) Choose File, Check Out.
- 3) Select the projects you want to check out.

To check out a project, it must be open. If the project you want to check out is not on the list, click Cancel, open the project, and restart the wizard.

- 4) Type the name of the file and the location where the file will be saved.
- 5) Click Finish.

An XER file is created that exports complete project information to other P6 Professional applications.

Note

- ▶ To move between different wizard windows, click Prev or Next.

View the check-out status of a project

- 1) Choose Enterprise, Projects.

A red checkmark displays beside any project that is currently checked out.

- 2) Choose View, Show on Bottom, Project Details.
- 3) Click the General tab, and check the status of the project in the Check Out Status field. Privileged users can also change the status of a project in this field.

The Checked Out By field indicates the user that checked out the project.

The Date Checked Out field indicates the date and time the user checked out the project.

Notes

- ▶ Changing the status of a project to Checked Out or Checked In, in the General tab, does not export project information or import updated project information. To import or export information when checking in or out a project, select Check In or Check Out on the File menu.
- ▶ The Checked Out By and Date Checked Out fields are blank when the Check Out Status is Checked In.

Modify check in update options

- 1) Open the projects you want to check in.
- 2) Choose File, Check In, then select the project you want to check in.
- 3) In the Update Project Options dialog box, select the layout you want to modify and click Modify.
- 4) In the Modify Import Configuration dialog box, select the data you want to modify.
- 5) Select the action to perform during the check-in process.
- 6) Mark the Delete checkbox to remove unreferenced data, data in the project you are updating but not included in the check-out file, from the project.
- 7) Click OK.

Note

- ▶ The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.

Check in a project

- 1) Open the projects you want to check in.

- 2) Choose File, Check In.
- 3) Select the file you want to check in.
- 4) Double click the Import Action field to select how the project data is checked in.
- 5) Select the data to check in by modifying the layout configuration in the Update Project Options dialog box.
- 6) Select the currency for the projects in the Currency Type dialog box.
- 7) Click Finish.

Note

- ▶ To move between different wizard windows, click Prev or Next.

Working with multiple projects

Single-project mode versus multiproject mode

You are in single-project mode when you open only one project. When an **EPS node** (on page 813) containing one or more projects is open, or when you simply open two or more projects, you are in multiproject mode.

Most features function the same way in either single-project or multiproject mode. These include the Activity Table, Activity Network, and Gantt Chart; scheduling, applying actuals, and leveling resources; and risks, thresholds, issues, tracking, and reporting features. The baselines, calendars, activity codes, work products and documents, and OBS features function slightly different in multiproject mode. For example, when saving a baseline in multiproject mode, the baseline saves to all projects in an EPS node, but not to the node itself. In multiproject mode, you can also assign a project's calendars, activity codes, and work products and documents to project elements. In addition, you can assign OBS elements to WBS elements, risks, project thresholds, and project issues in the projects.

In multiproject mode, the work breakdown structures (WBS) and organizational breakdown structures (OBS) of the entire hierarchy are integrated. You can also define relationships between activities in different projects within the EPS hierarchy.

When you copy and paste a WBS within the same project, the WBS, activities, and associated risks are copied; risks are not copied when you copy and paste the WBS to a different project. Likewise, when you copy and paste activities within the same project, any associated risks are also copied; risks are not copied when you copy and paste activities to a different project.

Project security privileges function the same way in either single- or multiproject mode; a user can access any area of the WBS for which the user's assigned OBS is responsible.

To simplify potential confusion when in multiproject mode, all project-owned elements follow a simple rule: the project that owns the element is the only project that may use the element. For example, if Project A owns Document A, then Document A may only be assigned to activities within Project A, even if many other projects are also opened.

Details on how project elements are handled in multiproject mode

In multiproject mode, all project-owned elements follow a simple rule: the project that owns the element is the only project that may use the element. In addition, the following elements are handled as follows:

Project-level activity codes: All project-owned activity codes are included with their respective projects when they are opened in multiproject mode. The activity code types are grouped by project and you can add, edit, or remove project-level activity codes as well as assign them to activities within their respective projects.

Project-level reports: All global reports and all project-specific reports for the open projects are available. Project-owned reports use the project as a filter.

Project-level calendars: All the project-level calendars are included with their corresponding projects when the projects are opened either alone or in multiproject mode. In multiproject mode, the layout is grouped by project, so you can easily add, edit, or remove project-level calendars as well as assign them to activities within their respective projects.

Default project: If multiple projects are open in the Projects window, but your layout is not grouped by project, you can select the default project you want to use when performing scheduling, leveling, or other functions you initiate. Choose Project, Set Default Project, to select the project from among those open that you want to use. Mark the Default checkbox next to the name of the project to be used as the default project.

Issues, risks, and thresholds: The additional By Project grouping item is available in multiproject mode. If you are inserting a new issue, risk, or threshold, the project into which the new record should be added cannot be determined, the default project is used. However, you can change project ownership by choosing a WBS element from a different project.

Documents: Documents are grouped by project to make it clear that documents from one project may not be moved into the document hierarchy of another project. To group by documents, group by Category; the subsequent grouping will automatically be done by project.

Expenses: The additional By Project grouping item is available in multiproject mode to group expenses.

Activities: If you are adding a new activity, and the project into which the new activity should be added is not provided within the context of the current grouping, the activity is added to the default project. Choose Project, Set Default Project, to specify which project to use.

Activity layouts: All project-level elements, such as activity codes, are available for columns, grouping, filters, dialogs, and so on. Project-level elements are similar to global elements, with the addition of the following guidelines for multiproject mode.

Item	Details
Columns	When viewing project-level activity codes as columns, activities belonging to other projects have a blank value in this column.
Grouping	When grouping by project-owned elements, such as project-level activity codes, any records from other projects are shown in the No Code group.
Filters	When filtering by project-owned elements, such as project-level activity codes, any records from other projects are excluded by the filter.
Copy/Cut and paste or Drag and drop	<p>You cannot move WBS and OBS elements, expenses, and reports from one project to another. You can move all other project-owned elements within the hierarchy using the following guidelines:</p> <p>Calendars, activity codes, or documents cannot be moved if any of these elements is assigned to one or more activities in the current project.</p> <p>Risks cannot be moved between projects.</p> <p>Thresholds and issues can be moved between projects. However, any link between issues generated by thresholds is broken.</p> <p>Reports cannot be moved; project-level reports can be grouped or filtered based on project-specific data.</p> <p>Expenses cannot be moved; they are closely tied to specific activities.</p>

Selections and assignments: If you select a WBS or activity element in a different project, the project ownership of the element changes. For example, you might select a WBS element from the Activities window, an activity from the Expenses window, and a WBS element from the Thresholds, Risks, and Issues windows.

Threshold monitor: Each threshold monitors the WBS/activities within its own project only; a threshold from one project cannot generate an issue for another project. Additionally, all detailed (not summarized) projects are monitored, and the primary baseline of each project is used.

Baselines: No baseline information is saved at the EPS level. If a baseline does not exist for one or more of the open projects, each of those projects uses the current plan as its primary baseline. You can select all open projects in the Baseline dialog box and click Add to add a baseline for all open projects.

Publish project Web site: All the open, detailed (not summarized) projects are published to the same Web site in multiproject mode. When you select which reports to publish, all global reports and project-specific reports for the open projects are available.

Apply actuals: Each open project's data date is used. The Apply Actuals dialog box includes a grid showing all projects opened in detail mode (not summarized). You can change each project's data date from this dialog box before applying actuals.

Scheduling/leveling: All open projects are leveled using each project's current data date. If the data dates differ among projects, a warning message appears.

Project open/access level: When you open projects from the Open Project dialog box, the projects are opened with the same access level.

Scope of data opened: All EPS nodes, including the root nodes of all projects in a branch of the hierarchy, are automatically opened at the summary level when you log-in. From the Projects window, you can then open one or more projects at the detail level.

If one or more projects are opened at the detail level, you can access the project-specific views, such as the Tracking window. If no projects are opened at the detail level, you cannot access the project-specific views. Additionally, when you open a project-specific window, you can only see and work with data for projects that have been opened at the detail level.

Project menu: The entire Project menu is disabled if projects are not opened in detail mode.

Importing and exporting data

Import/Export Overview

Importing and exporting projects

All project data is stored in a central database. You can import and export information to and from this database using external files and then share this information with other P6 Professional users, Oracle Contractor users, other project management tools (such as Microsoft Project and Microsoft Excel), and your organization's human resource and accounting systems. You can also use external files to archive your projects or create a backup of your database.

You can import and export between P6 Professional and other applications using the following file formats:

- ▶ The Oracle proprietary format (XER) supports all project, resource, and role information developed using the P6 Professional suite of project management tools. The Primavera PM XER file format enables you to export data between PM release 5.0 and more recent versions for use within P6 Professional. The Contractor XER format is supported to import data from Contractor 4.0 and subsequent versions into P6 Professional, as well as export data to Contractor 5.0 or 6.1.

- ▶ P6's XML format, which enables you to share project information between P6 Professional databases.
- ▶ XLS files enable you to export information to spreadsheet applications.
- ▶ MPP files enable you to share information with Microsoft Project 2002 or 2003.
- ▶ MPX format enables you to share information with Microsoft Project, as well as to integrate with other third-party tools.
- ▶ Microsoft Project XML format enables you to share information with Microsoft Project 2002, 2003, and 2007.
- ▶ P3 format enables you to share project information with Oracle Project Planner version 3.x.

Importing and exporting resources and roles

All resource and role information is stored in a central database. You can import and export information to and from this database using external files and share this information with other P6 Professional users. Since resources and roles are defined at the global level, you can import and export them without opening the projects that contain them.

Resource information can be imported and exported using either the Primavera PM (XER), Spreadsheet (XLS), or eXtensible Markup Language (XML). Roles can only be imported and exported using the Primavera PM (XER) format. You can import and export all resource and role information to ensure that resources and roles are consistent throughout your organization. XER format transfers all resource and role information, such as the resource hierarchy, resource categories, category values, and category value assignments.

Import/Export file formats

You can import and export between P6 Professional and other applications using the following file formats:

- ▶ The Oracle proprietary format (XER) supports all project, resource, and role information developed using the P6 Professional suite of project management tools. The Primavera PM XER file format enables you to export data between P6 Professional release 5.0 or more recent versions, for use within P6 Professional. The Contractor XER format is supported to import data from Contractor 4.0 and subsequent versions into PM, as well as export data to Contractor 5.0 or 6.1 and later.
- ▶ Primavera's P6 XML format enables you to share project information between P6 Professional databases.
- ▶ XLS files enable you to share information with other spreadsheet applications.
- ▶ MPP files enable you to share information with Microsoft Project 2002 or 2003. You are required have Microsoft Project 2002 or a more recent version installed on your computer to export an MPP file.

- ▶ MPX format enables you to share information with Microsoft Project, as well as to integrate with other third-party tools.
- ▶ Microsoft Project XML format enables you to share information with Microsoft Project 2002 or subsequent versions.
- ▶ P3 format enables you to share project information with Oracle Project Planner version 3.x.

The file format you select when you import or export determines the type of information you can share.

Importing information using a wizard

The following table summarizes how you can use the Import wizard.

File Format	Information Type	Purpose
Primavera PM XER	Project	Import complete project information from other P6 Professional modules and Oracle Primavera Contractor
Primavera P6 XML	Project	Import project information from other P6 Professional modules. This is a subset of complete project data; for example, future bucket data, work products, or documents are not imported.
Primavera PM XER	Resource Only	Import complete resource information from other P6 Professional modules and Oracle Primavera Contractor
Primavera PM XER	Role Only	Import complete role information from other P6 Professional modules
Microsoft Project XML	Project	Import project information to Microsoft Project
MPP, MPX	Project	Import project information from Microsoft Project or other third-party applications that support the MPX format
MPP, MPX	Resource Only	Import resource information from Microsoft Project or other third-party applications that support the MPX format
P3	Project	Import complete project

		information from Oracle Primavera Project Planner 3.x
XLS	Activities	Import activity information from Microsoft Excel or other third-party applications that support the XLS format
XLS	Activity Relationships	Import activity relationship information from Microsoft Excel or other third-party applications that support the XLS format
XLS	Expenses	Import expense information from Microsoft Excel or other third-party applications that support the XLS format
XLS	Resources	Import resource information from Microsoft Excel or other third-party applications that support the XLS format
XLS	Resource Assignments	Import resource assignment information from Microsoft Excel or other third-party applications that support the XLS format

Notes

- ▶ You are required to have Microsoft Project 2002 or a more recent version installed on your computer to import an MPP file.
- ▶ To import data from an XLS file, you must have the Project Superuser security profile. This setting is available in the Project Access tab in the Admin, Users dialog box.

Exporting information using a wizard

The following table summarizes how you can use the Export wizard.

File Format	Information Type	Purpose
Primavera PM XER	Project	Export complete project information to other P6 Professional 5.0 and later users
Primavera P6 XML	Project	Export project information to other P6 Professional users. This is a subset of complete project data; for example, future bucket data, work

		products, or documents are not exported.
Primavera PM XER	Resource Only	Export complete resource information to other P6 Professional 5.0 and later users
Primavera PM XER	Role Only	Export complete role information to other P6 Professional 5.0 and later users
Primavera Contractor XER	Project	Export complete project information to Oracle Primavera Contractor 5.0 or 6.1
Primavera Contractor XER	Resource Only	Export complete resource information to Oracle Primavera Contractor 5.0 or 6.1
MPP	Project	Export project information to Microsoft Project
MPP	Resource Only	Export resource information to Microsoft Project
MPX	Project	Export project information to Microsoft Project or other third-party applications
MPX	Resource Only	Export resource information to Microsoft Project or other third-party applications
Microsoft Project XML	Project	Export project information to Microsoft Project
P3	Project	Export complete project information to Oracle Primavera Project Planner 3.x
XLS	Activities	Export activity information to Microsoft Excel
XLS	Activity Relationships	Export activity relationships, such as predecessor and successor IDs, to Microsoft Excel
XLS	Expenses	Export activity expense information, such as expense item and activity ID, to Microsoft Excel
XLS	Resources	Export resource information to Microsoft Excel

XLS	Resource Assignments	Export resource assignment information to Microsoft Excel
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Notes

- ▶ Microsoft Project is required on your computer to export to MPP format, but it is not required for exporting via XML or MPP.
- ▶ MPP/MPX/Microsoft Project XML/XLS formats do not support your complete set of project information. For information on the data exported to these file formats, refer to the import/export mapping documents, located in the \Documentation\- ▶ Exporting resource information to Microsoft Project is not supported for XML.

XER

Export projects to an XER file

Follow the steps below to export a project to an XER file that can be imported by other P6 Professional users.

- 1) Open the projects you want to export.
- 2) Choose File, Export.
- 3) Choose Primavera PM - (XER).
- 4) Select the appropriate version from the pull-down menu. Click Next.
- 5) Choose Project.
- 6) Click Next.
- 7) Mark the Export checkbox for all projects you want to export.
- 8) Type the name of the export file and the location where the file will be saved.
- 9) Click Finish.

Tips

- ▶ If you want to make backup copies of a project, export the project as an XER file (the Oracle proprietary format) then store the export file.
- ▶ You can set up a job service to export your projects at a specified time. See **Configure a job service** (on page 517).
- ▶ You can export or import projects as a service through the command line. See **Export projects from the command line** (on page 594). See **Import projects from the command line** (on page 597).
- ▶ See **Export a project for use with Oracle Primavera Contractor** (on page 625) for information on exporting a project to an XER format compatible with Oracle Primavera Contractor.

Notes

- ▶ If you export multiple projects in a single XER file, the interproject relationships between activities in the projects are preserved.
- ▶ You can also export a project to an XER file and automatically e-mail the file to another P6 Professional user. Choose File, Send Project. See **Export and E-mail an XER project** (on page 592).
- ▶ When you export a project containing financial period performance data, only financial periods containing values for that project are exported. The module will not export all financial periods in the Financial Period dictionary. See **Financial Periods dialog box** (on page 697).
- ▶ If you are exporting a project that you previously imported; and, that project contains relationships to external projects that do not exist in your database; and, you scheduled the project; be sure that you scheduled the project with the Ignore Relationships To and From Other Projects option selected (in the Schedule Options dialog box). If you select this option when scheduling the project, the module will preserve the external activity dates.

Import projects in XER format

- 1) Choose File, Import.
- 2) Choose Primavera PM (XER).
- 3) Choose Project.
- 4) Select the file you want to import.
- 5) Double click the Import Action field to select how the project data is imported, then specify where to import the projects in the Import To field.
- 6) Choose the data to import by modifying the layout configuration in the Update Project Options dialog box (if necessary).

In the Modify Import Configuration dialog box, select the data you want to modify. If resource security is enabled, some restrictions apply when importing activity resource assignments. See **Introduction to Resource Security** (on page 572). See **Importing Options -- Resources** (on page 836).

Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data (i.e., data in the project you are updating but is not included in the import file) from the project. (The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

- 7) Select the currency in which to import cost fields. (This dialog box only displays if the import file does not specify a currency, or if the currency does not match a currency defined in P6 Professional.)
- 8) Click Finish.

Notes

- ▶ When you import an XER project file that contains financial periods, the financial periods in the XER file must exactly match the financial periods in the Financial Periods dictionary. If they do not match, no past period actual data will be imported. See **Financial Periods dialog box** (on page 697).
- ▶ When selecting the import action, you must select the Create New Project option if you want P6 Professional to import past period actual data. If you choose any other option, past period actual values are not imported.
- ▶ For projects containing WBS Summary tasks, you should not choose to delete unreferenced data (Step 6 above). If you choose to delete unreferenced data, all WBS Summary tasks will be deleted.
- ▶ When you import a project that contains relationships to external projects that do not exist in your database, the module will preserve the external activity dates when you schedule the project if you select the Ignore Relationships To and From Other Projects option in the Schedule Options dialog box.
- ▶ If you manually plan future period distribution for resource/role assignments to activities, be sure to select the appropriate import action when importing data; otherwise, manual future period assignment values may be assigned. For example, if you are updating an existing project with imported data and you choose to import activity resource assignments, future period assignment values that exist in the project you are importing will overwrite future period assignment values in the project you are updating. Therefore, if the project you are importing does not contain manual future period assignment values and the project you are updating does contain manual future period assignment values, the manual future period values will be lost when the same assignment exists in both projects. See **Manual future period buckets** (on page 819). See **Future period bucket planning FAQ** (on page 249) for more information on import/export considerations for projects containing manual future period assignment values.
- ▶ The following applies only when you choose Update Existing as the Resource import action: When you import a shared resource calendar and a personal resource calendar with the same name already exists in the database, the data from the shared calendar updates the personal resource calendar by the same name, but the personal resource calendar remains a personal resource calendar. Likewise, when you import a personal resource calendar and a shared resource calendar with the same name already exists in the database, the data from the personal resource calendar updates the shared resource calendar by the same name, but the shared resource calendar remains a shared resource calendar.
- ▶ The following applies when you choose Keep Existing as the Resource import action: Subsequent to the import, there may be unassigned personal resource calendars; these calendars can be deleted.

Import an XER E-mail attachment

- 1) In the e-mail containing the XER project, double-click the attached XER file.

The module opens automatically (if not already open) and launches the Import wizard. The file name is automatically populated in the wizard. See **Importing information using a wizard** (on page 586).

- 2) In the Import Wizard, click Next.
- 3) Double click the Import Action field to select how the project data is imported, then specify where to import the project in the Import To field.
- 4) Choose the data to import by modifying the layout configuration in the Update Project Options dialog box (if necessary).

In the **Modify Import Configuration dialog box** (on page 729), select the data you want to modify. Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data (data in the project you are updating but is not included in the import file) from the project. (The Delete field applies only to activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

- 5) Select the currency in which to import cost fields. (This dialog box only displays if the import file does not specify a currency, or if the currency does not match a currency defined in the application.)
- 6) Click Finish.

Export and E-mail an XER project

- 1) Open the project you want to export and e-mail.
- 2) Choose File, Send Project.

The application creates an XER export file, automatically opens your e-mail system, and attaches the XER file to the body of the e-mail message. The subject line of the e-mail is automatically populated with the name of the project.

- 3) Enter the e-mail address and send the e-mail.

Notes

- ▶ If an e-mail system is not present on your computer, the application will launch the Create a Mail Profile wizard. You can choose to create a mail profile, or click Cancel to exit. If you click Cancel, you cannot e-mail the XER file; the file will remain in your local Temp directory.
- ▶ This feature applies to XER files only.

Export resources to an XER file

Follow the steps below to export resources to an XER file that can be imported by other P6 Professional users.

- 1) Choose File, Export.
- 2) Choose Primavera PM - (XER).

- 3) From the pull-down menu, select the appropriate version. Click Next.
- 4) Choose Resource Only. Click Next.
- 5) Type or select the name of the export file and the location where the file will be saved.
- 6) Click Finish.

Tip

- ▶ See **Export resources for use with Oracle Primavera Contractor** (on page 625) for information on exporting resources to an XER format compatible with Oracle Primavera Contractor.

Import resources from an XER file

- 1) Choose File, Import.
- 2) Choose Primavera PM - (XER). Click Next.
- 3) Choose Resource Only. Click Next.
- 4) Select the file you want to import. Click Next.
- 5) Select how to import the resource data by modifying the layout configuration in the Update Resource Options dialog box (if necessary).

In the Modify Import Configuration dialog box, select the data you want to modify. If resource security is enabled, some restrictions apply when importing resources. See **Introduction to Resource Security** (on page 572). See **Importing Options -- Resources** (on page 836).

Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data, data in the project you are updating but is not included in the import file, from the project. (The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

- 6) Click Next in the Update Resource Options dialog box.
- 7) Optional: If the import files specify a currency, or if a selected currency does not match P6 Professional definitions, select the currency in which to import cost fields.
- 8) Click Finish.

Export roles to an XER file

- 1) Choose File, Export.
- 2) Choose Primavera PM - (XER).
- 3) From the pull-down menu, select the appropriate version. Click Next.
- 4) Choose Role Only. Click Next.

- 5) Type or select the name of the export file and the location where the file will be saved.
- 6) Click Finish.

Import roles from an XER file

- 1) Choose File, Import.
- 2) Choose Primavera PM - (XER). Click Next.
- 3) Choose Role Only. Click Next.
- 4) Select the export file you want to import.
- 5) Select how you want the role information imported by modifying the layout configuration selected in the Update Role Options dialog box (if necessary).

In the Modify Import Configuration dialog box, select the data you want to modify. Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data, data in the project you are updating but is not included in the import file, from the project. (The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

- 6) Select the currency in which to import cost fields. (This dialog box only displays if the import file does not specify a currency, or if the currency does not match a currency defined in P6 Professional.)
- 7) Click Finish.

Export projects from the command line

You can use the Windows command line interface to export projects in XER format as a service.

To use the Windows command line interface to export projects as a service, do the following:

- 1) Using an XML editor, or any program that can save files as XML files, create an actions.xml file that specifies the project or projects you want to export.

You can specify more than one action in a single file, by including multiple <action> nodes.

The following is a sample actions.xml file that drives the run of exporting one project. All tags must appear in the file; however, you can leave some tags empty, as noted below. Values in bold are literal values you must enter as shown. The other values are samples that will vary with your configuration.

```
<actions>
  <action>
```

```

<type>export</type>
<Projects>
  <ProjectID>Highway Project </ProjectID>
</Projects>
<outputFile>C:\HighwayProjectExport.xer</outputFile>
</action>
</actions>

```

Tag	Description
<type>	Required. The type of action to take. For project exporting, type is export. Note that export is case sensitive.
<Project ID>	Required. Specify one or more valid project IDs. (Do not enter an EPS ID.) You can specify multiple project IDs by specifying a list of projects separately, each with a separate tag on its own line, such as shown below: <pre> <ProjectID>Highway Project </ProjectID> <ProjectID>RSCD</ProjectID> </pre>
<outputFile>	Required. Must be set to a valid path and filename, for example, to C:\HighwayProjectExport.xer.

Note:

If you include non-English characters in the actions.xml file, save the file as Unicode and use the XML encoding attribute to specify the language, prior to the <actions> tag. For example, to specify German or French encoding:

```
<?xml version="1.0" encoding="windows-1252"?>
```

If you are using a batch file, use the chcp command to specify the appropriate language encoding. See Microsoft.com for more internationalization details.

- 2) Close P6 Professional if it is running.
- 3) On the Windows command line, a batch file, or code, issue a command in the following form from the folder where PM.EXE is located:

```

PM.EXE /username=<name>
[/password=<name>]
[/alias=<name>] /actionScript=<path>
[/logfile=<path>]

```

Parameter	Description
/username=<name>	Required. The username to log in to P6 Professional.

<code>/password=<name></code>	The password for the username, if there is one for the username.
<code>/alias=<name></code>	Optional. The name of an existing destination database alias. If you do not specify an alias, the most recently accessed alias is used.
<code>/actionScript=<path></code>	Required. The full path to the edited actions.xml file. You must include the file name.
<code>/logfile=<path></code>	Optional. The full path for creating the log file that contains processing results. You must include the file name. If the logfile is not set, the default log file destination is PrimaveraCmdLineLog.txt in the PM.exe application folder.

For example:

```
PM.EXE /username=admin
[/password=admin] [/alias=PMDB]
/actionScript=actions.xml
[/logfile=c:\myLog.txt]
```

If any values include spaces, enclose the value in double quotes("").

If the export runs successfully, then an exit code of 0 is returned; if any errors are logged to the log file, an exit code greater than 0 is issued, which indicates failure.

Processing results are written to the log file, or you can echo them to the command line interface. These are the possible results:

Code	Description
0	Success.
1	Invalid alias.
2	Invalid username or password.
3	XML file not found.
4	Invalid action type (you did not specify export).
9	Export action failure.
214783647	Unhandled exception, including invalid characters.

If the command does not include all the required parameters, P6 Professional opens.

Notes

- ▶ If you export multiple projects in a single XER file, the interproject relationships between activities in the projects are preserved.
- ▶ When you export a project containing financial period performance data, only financial periods containing values for that project are exported. The module will not export all financial periods in the Financial Period dictionary. See **Financial Periods dialog box** (on page 697).
- ▶ If you are exporting a project that you previously imported; and, that project contains relationships to external projects that do not exist in your database; and, you scheduled the project; be sure that you scheduled the project with the Ignore Relationships To and From Other Projects option selected (in the Schedule Options dialog box). If you select this option when scheduling the project, the module will preserve the external activity dates.

Import projects from the command line

You can use the Windows command line interface to import projects in XER format, which also enables you to do so from a batch file or programmatically.

To use the Windows command line interface to import an XER file, do the following:

- 1) Using an XML editor, or any program that can save files as XML files, create an actions.xml file that specifies the EPS you want to import the project to, the layout you want to use, and the XER file you want to import from.

You can specify more than one import action in a single file by including multiple <action> nodes.

The following is a sample actions.xml file that imports 2 XER files from the same script. All tags must appear in the file; however, you can leave some tags empty, as noted below. Values in bold are literal values you must enter as is. Values in italics are samples that will vary with your configuration.

```
<actions>
  <action>
    <type>import</type>
    <importFormat>XER</importFormat>
    <importType>PROJECT</importType>
    <importAction>CREATE</importAction>
    <importTo>EPS1</importTo>
    <importConfiguration>MyConfig1</importConfiguration>
    <importFile>c:\somefile 1.xer</importFile>
  </action>
```

```

<action>
  <type>import</type>
  <importFormat>XER</importFormat>
  <importType>PROJECT</importType>
  <importAction>CREATE</importAction>
  <importTo>EPS2</importTo>
  <importConfiguration>MyConfig2</importConfiguration>
  <importFile>c:\somefile2.xer</importFile>
</action>
</actions>

```

Tag	Description
<type>	Required. The type of action to take. For project importing, type is import. Note that import is case sensitive.
<importFormat>	Required. The format being imported. Value must be XER.
<importType>	Required. The type data being imported. Value must be PROJECT.
<importAction>	Required. The action to take while importing. Value must be CREATE.
<importTo>	Optional. The short name of the EPS element you are importing to. This name must exist in the destination database. If you do not provide a name, the default EPS is used.
<importConfiguration>	Optional. The import configuration to use while importing. This name must exist in the destination database. If you do not provide a name, the default import configuration used.
<importFile>	Required. The full path to the XER file you want to import.

Note:

If you include non-English characters in the actions.xml file, save the file as Unicode and use the XML encoding attribute to specify the language, prior to the <actions> tag. For example, to specify German or French encoding:

```
<?xml version="1.0" encoding="windows-1252"?>
```

If you are using a batch file, use the `chcp` command to specify the appropriate language encoding. See Microsoft.com for more internationalization details.

- 2) Close P6 Professional if it is running.
- 3) On the Windows command line, a batch file, or code, issue a command in the following form from the folder where PM.EXE is located:

```
PM.EXE /username=<name>
[/password=<name>]
[/alias=<name>] /actionScript=<path>
[/logfile=<path>]
```

Parameter	Description
/username=<name>	Required. The username to log in to P6 Professional.
/password=<name>	The password for the username, if there is one for the username.
/alias=<name>	Optional. The name of an existing destination database alias. If you do not specify an alias, the most recently accessed alias is used.
/actionScript=<path>	The full path to the actions.xml file you created. You must include the file name.
/logfile=<path>	Optional. The full path for creating the log file that contains processing results. You must include the file name. If the logfile is not set, the default log file destination is PrimaveraCmdLineLog.txt in the PM.exe application folder.

For example:

```
PM.EXE /username=admin /password=admin /alias=PMDB
/actionScript=c:\somefolder\importprojects.xml/logfile=c:\somefolder\myLog.txt
```

If any values include spaces, enclose the value in double quotes(""). For example:

```
PM.EXE /username=admin /password=admin /alias=PMDB
/actionScript="c:\somefolder\importprojects.xml" /logfile="c:\somefolder\myLog.txt"
```

If the import runs successfully, then an exit code of 0 is returned; if any errors are logged to the log file, an exit code greater than 0 is issued, which indicates failure.

Processing results are written to the log file, or you can echo them to the command line interface. These are the possible results:

Code	Description
------	-------------

0	Success.
1	Invalid alias.
2	Invalid username or password.
3	XML file not found.
4	Invalid action type (you did not specify CREATE).
5	Insufficient security privileges.
6	Failure while processing the import action. Could include invalid or missing values in the xml file.
214783647	Unhandled exception, including invalid characters.

If the command does not include all the required parameters, P6 Professional opens.

Notes

- ▶ When you import projects with the command line interface, you can create only new projects, you cannot update an existing project.
- ▶ If there are multiple projects in an XER file, they are created under the same EPS when you use the command line interface.
- ▶ You cannot filter out specific projects within an XER file.

Primavera P6 XML

Export a project to an XML file

Follow the steps below to export a project to an XML file that can be imported by other P6 Professional users.

- 1) Open the project you want to export.
- 2) Choose File, Export.
- 3) Choose Primavera P6 - (XML).
- 4) Verify that the currently opened project is listed.
- 5) Type the name of the export file and the location where the file will be saved. Clear the option to "Export all project level layouts" if you do not need to include project level layouts with the export file.
- 6) Click Finish.

Tip

- ▶ If you want to make backup copies of a project, export the project as an XER file, the Oracle proprietary format, then store the export file. The XER format supports all project data, while the XML format does not.

Notes

- ▶ You can export only one project to a single XML file.
- ▶ Global data that is assigned to the project is exported.
- ▶ If you are exporting a project that you previously imported; and, that project contains relationships to external projects that do not exist in your database; and, you scheduled the project; be sure that you scheduled the project with the Ignore Relationships To and From Other Projects option selected (in the Schedule Options dialog box). If you select this option when scheduling the project, the module will preserve the external activity dates.
- ▶ **Manual future period buckets** (on page 819) are exported when you export a project to an XML file.
- ▶ XML files exported from PM version 7.0 and later can not be imported into PM version 6.1 and earlier.
- ▶ You can export XML files without having access to all resources, but the following applies if you export XML files without having access to all resources:
 - If you export projects with resources that are outside of your access hierarchy, data that is exported will be limited since not all resources in the project can be loaded from the dictionary.

Import a project in XML format

- 1) Choose File, Import.
- 2) Choose Primavera P6 - (XML).
- 3) Select the file you want to import. Clear the option "Import all project level layouts" if you do not need them to be included with the project.
- 4) Double click the Import Action field to select how the project data is imported, then specify where to import the projects in the Import To field.

- 5) Choose the data to import by modifying the layout configuration in the Update Project Options dialog box (if necessary).

In the Modify Import Configuration dialog box, select the data you want to modify. If resource security is enabled, some restrictions apply when importing activity resource assignments. See **Introduction to Resource Security** (on page 572). See **Importing Options -- Resources** (on page 836).

Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data (i.e., data in the project you are updating but is not included in the import file) from the project. (The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

- 6) Click Finish.

Notes:

- ▶ When you import a project that contains relationships to external projects that do not exist in your database, the module will preserve the external activity dates when you schedule the project if you select the Ignore Relationships To and From Other Projects option in the Schedule Options dialog box.
- ▶ The following applies only when you choose Update Existing as the Resource import action: When you import a shared resource calendar and a personal resource calendar with the same name already exists in the database, the data from the shared calendar updates the personal resource calendar by the same name, but the personal resource calendar remains a personal resource calendar. Likewise, when you import a personal resource calendar and a shared resource calendar with the same name already exists in the database, the data from the personal resource calendar updates the shared resource calendar by the same name, but the shared resource calendar remains a shared resource calendar.
- ▶ Subsequent to the import, there may be unassigned personal resource calendars depending on the import action you selected for resources and calendars during the import operation; these calendars can be deleted.
- ▶ To import an XML file that contains updates to your personal resource calendar, you must have the Add/Edit/Delete Resource Calendars privilege. Otherwise any updates to your personal resource calendar are not imported.
- ▶ Risk data is imported when using XML format.
- ▶ You can import XML files without having access to all resources but the following restrictions apply:
 - If the XML file contains resources that are in your hierarchy, these will be imported.
 - If the XML file contains new resources, these will be imported as long as the new resources are in your hierarchy.

- You can choose to not import any new resources by choosing the “Do Not Import” option for Resources. Choosing the “Do Not Import” option for Resources causes the system to import the assignments of any existing resources in your hierarchy. In this case, any new resources in the XML file are ignored by the importer.
- If the XML file contains resources that are not in your hierarchy, no items are imported. The system cancels the entire import process and issues an error.
- If the XML file contains resources in your hierarchy that are in conflict with existing resources outside of your hierarchy in the database, no items are imported. The system cancels the entire import process and issues an error.

For more information on defining access to resources, see the P6 Professional Administrator's Guide.

P3

Export a project for use with P3

- 1) Open the projects you want to export.
- 2) Choose File, Export.
- 3) Choose Primavera Project Planner (P3). Click Next.
- 4) Mark the Export checkbox for the project you want to export. Click Next.
- 5) Type a name for the exported project and select the location where the file will be saved. Click Next.
- 6) Choose the default planning unit, then mark the appropriate checkboxes to indicate how P3 should calculate costs in the project.
- 7) Click Finish.

Considerations when exporting projects to P3

The following subsections describe how the associated data items are transferred from P6 Professional to P3 3.x.

Activity codes

P3 3.x supports up to 10 characters for the activity code value length; P6 Professional allows a maximum of 20 characters. P3 3.x truncates P6 Professional code values to 10 characters. The maximum number of activity codes in P3 3.x is 20, and the total of the lengths assigned to the codes cannot exceed 64. You can create an unlimited number of codes in P6 Professional. When you export a P6 Professional project to P3 3.x, only the first 64 characters of activity codes are converted to P3 3.x.

Also, P6 Professional exports the first four letters of the activity code description to P3 3.x as the activity code name. For example, if the activity code description is Responsibility in P6 Professional, the module will export RESP as the activity code name in P3 3.x.

Activity IDs

In P6 Professional, activity IDs can contain 20 characters, while in P3 3.x, they are limited to 10 characters. P3 3.x truncates P6 Professional's activity IDs to 10 characters. When duplicate IDs exist, the first eight characters of the activity ID are converted and P3 3.x increments the last two characters starting with 00. For example, P6 Professional's activity IDs ABCDEFGHIJKLMNOPQRST and ABCDEFGHIJKLMNOPPPP are converted to ABCDEFGHIJ and ABCDEFGH00 in P3 3.x.

Calendars

In P6 Professional you can create an unlimited number of global, project, and resource calendars. Global and project calendars can be assigned to activities; global and resource calendars can be assigned at the resource level. In P3 3.x, you can create one global calendar, 31 project calendars, and an unlimited number of resource calendars. When you import a P6 Professional project to P3 3.x, the global calendar in P3 3.x is not changed. All resource calendars are imported to P3 3.x.

Note

- ▶ Resource holidays and exceptions are not converted to P3 3.x. Only the standard worktime is converted. For example, if a resource calendar's standard worktime is three days per week, then the resource calendar is imported with a standard worktime of three days per week. No other nonworktime is imported.

If P6 Professional contains less than 31 calendars (global plus project), the calendars are imported directly to the project calendars in P3 3.x. However, if it contains more than 31 calendars, only the first 30 calendars assigned are exported. These calendars are assigned numbers 2 to 31 in P3 3.x. Any activity in P6 Professional assigned to a calendar that is not exported is assigned to Calendar 1, the standard five-day, eight-hour calendar in P3 3.x.

You can define work hours in P6 Professional in half hour increments. The smallest unit in P3 3.x is hour. If one half of an hour is work time and the other half is nonworktime in P6 Professional, the entire hour will be nonworktime in P3 3.x.

Cost accounts

The Cost Accounts Dictionary for both P6 Professional and P3 3.x can contain an unlimited number of cost accounts; however, in P6 Professional the dictionary is global, while in P3 3.x it is project-specific. Only the cost accounts assigned in P6 for the P6 Professional project are converted to P3 3.x. In P6 and P6 Professional, cost accounts can contain 15 characters; in P3 3.x they can contain 12 characters. P3 3.x truncates cost accounts to 12 characters. When duplicate accounts exist, P3 3.x automatically increments the last two characters of the account.

Custom data items

The first eight custom data items in P6 Professional are converted to P3 3.x.

Duration types

P6 Professional's duration types control the way resource and activity dates are scheduled. Duration types are similar to Autocost rules in P3 3.x. When the duration type in P6 Professional is Fixed Units or Fixed Units/Time, the resource assignment becomes driving in P3 3.x. When the duration type in P6 Professional is Fixed Duration & Units/Time or Fixed Duration & Units, the resource assignment becomes nondriving in P3 3.x. Using Fixed Duration & Units/Time is comparable to marking the Freeze Resource Units per Timeperiod checkbox in P3 3.x.

Expenses

All expenses become resource assignments in P3 3.x. An "expense" cost account is assigned to the resource assignment if a cost account is not already assigned.

Manual future period buckets

When you export a P6 Professional project that contains manual future period assignment buckets, the total units for assignments with manual future period buckets are spread evenly over the planned duration of the assignment in P3; the values you manually entered are not saved. See **Manual future period buckets** (on page 819).

Notebooks

In P6 Professional, each activity is assigned a Notebook field, which can contain up to 32,000 characters. P3 3.x contains 99 log records. Each log can contain 48 characters. Notebooks are converted to logs in P3 3.x, but the information is truncated if it does not fit in the 99 log records.

Project codes

P3 3.x supports up to 10 project codes. All project codes assigned to the P6 Professional project are exported. However, only the first 10 project codes exported are imported to P3 3.x.

Project level calculations

In P6 Professional, you can choose how you want to update resource assignments. Choose to Add Actual to Remaining or Subtract Actual from At Completion when updating Actual Units or Costs. In P3 3.x this setting is the same as the autocost rule, Add actual to ETC or Subtract actual from EAC.

The Recalculate Actual Units and Cost when duration % complete changes setting determines if the actual units and cost are updated when the % complete is updated. If the setting is marked, both the Actual quantity to date and Actual cost to date fields are marked in the autocost settings in P3 3.x. If it is not marked in P6 Professional, neither field is marked in P3 3.x.

The Link actual to date and actual this period units and costs field converts to the Link actual to date and actual this period autocost rule in P3 3.x

Resources

P6 Professional contains a global dictionary of resources that are used for all projects in the organization. P3 3.x stores resources at the project level. Only resources assigned to activities in the project being exported are imported into P3 3.x. The resource ID in P6 Professional can contain 15 characters; resource IDs in P3 3.x can contain eight characters. P3 3.x truncates resource IDs to 8 characters. If duplicate IDs exist, P3 3.x automatically increments the last two characters of the ID.

Scheduling options

The following advanced scheduling options convert to P3 3.x:

P6 Professional	P3 3.x
Make open-ended activities critical	Show open ends as (Critical or Noncritical)
For activities started out of sequence use (Retained logic or Progress override)	When scheduling activities apply (Retained logic or Progress override)
Calculate start-to-start lag from (Early Start or Actual Start)	Calculate start-to-start lag from (Actual start or Early start)
Compute Total Float as (Start float, Finish float, or Smallest of start float and finish float)	Calculate total float as (Most critical, Start float, or Finish float)

In P6 Professional, you can choose the calendar to use for scheduling relationship lag. Regardless of your setting in P6 Professional, P3 3.x always uses the predecessor calendar.

Suspend and resume dates

In P3 3.x, a suspend date indicates that an activity is suspended at the end of the specified day. In P6 Professional, a suspend date indicates that an activity is suspended at the beginning of the specified day. Due to this discrepancy, actual and remaining durations are affected for daily projects. Hourly projects are not affected.

For example, an activity suspend date of 05OCT04 (beginning of the day) in P6 Professional will export to P3 as 05OCT04 (the end of the day). In P3, the actual duration for the activity will be one day greater than it was in P6 Professional because P3 progresses the work through the suspend date.

Units and costs

To calculate quantities in P3 3.x, labor and nonlabor units from P6 Professional are added. To calculate costs in P3 3.x, labor, nonlabor, and material costs, expenses, and overtime costs from P6 Professional are added.

WBS

P6 Professional supports a maximum of 25 levels with an unlimited number of characters. P3 3.x supports 20 WBS levels with a limit of 48 characters. P6 Professional will export as many levels as possible until the limit of 48 characters or 20 levels is reached.

P6 Professional data not converted to P3

The following data is not converted when you export a project to P3 3.x:

- ▶ Constraints on Level of Effort activities
- ▶ Enterprise project structure (EPS)
- ▶ EPS Codes
- ▶ Feedback (from resources)
- ▶ Financial periods
- ▶ Issues
- ▶ Manual future period buckets
- ▶ OBS
- ▶ Past period actuals
- ▶ Resource curves
- ▶ Risks
- ▶ Roles
- ▶ Secure codes
- ▶ Steps
- ▶ Thresholds
- ▶ Work products and documents

Import a P3 project

- 1) Choose File, Import.
- 2) Choose Primavera Project Planner.
- 3) Select the location and project group(s) that contains the project(s) you want to import.

You can select one or more project groups. You should select multiple project groups only when you want to import all subprojects contained in each project group. You should import project groups individually when you want to specify the subprojects to import.

Note:

The import wizard displays different screens and options when you import a single project group versus multiple project groups.

- 4) If you chose multiple project groups in the previous step, skip to Step 5.

If you chose a single project group in the previous step, clear the checkbox next to each subproject you do not want to import. You do not have to import the master project. Then, choose to combine subprojects or create separate projects.

Mark the Combine subprojects option if you want to import the selected projects as one project rather than separating them into individual projects. For example, in P3 3.x, the project group APEX contains three projects, AUTO, BLDG, and CONV (as shown in the following figure). If you select the Combine subprojects option, P6 Professional imports one project named APEX with all selected subprojects as WBS levels.

Mark the Create separate projects option if you want to import each selected subproject as an individual project. If you select this option, you cannot import the master project. For example, in P3 3.x, the project group APEX contains three subprojects, AUTO, BLDG, and CONV. This group is converted to three individual projects (APEX is not converted). Before the import, create an EPS node to select as the location for the converted projects.

- 5) For each project you are importing, select whether to create a new project, replace an existing project, or update an existing project. Then, specify where to import the project in the Import To field.
- 6) Select the parent resource and other elements, depending on the selection you made in the previous step.
- 7) Select whether to create a new notebook topic for activity logs or use an existing notebook.
- 8) Choose the data to import by modifying the layout configuration in the Update Project Options dialog box (if necessary).

In the Modify Import Configuration dialog box, select the data you want to modify. If resource security is enabled, some restrictions apply when importing activity resource assignments. See **Introduction to Resource Security** (on page 572). See **Importing Options -- Resources** (on page 836).

Select the action to perform during the import process. Mark the Delete checkbox to remove unreferenced data, data in the project you are updating but is not included in the import file, from the project. (The Delete field applies only to relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.) Click OK.

9) Click Advanced to indicate how to calculate costs, then set the project options.

Note:

Projects are merged automatically when your Import Type is Replace Existing Project. If your Import Type is Update Existing Project, projects are merged automatically only when you import multiple project groups or multiple subprojects (in a single project group).

10) Click Finish.

Considerations when importing P3 projects

Most data is converted directly from P3 3.x to P6 Professional. The subsections below explain how data is handled after it is imported into P6 Professional and a direct match does not exist.

Activity codes

P6 Professional contains global and project activity codes. Global activity codes are provided with the sample data delivered with P6 Professional. If you choose to create separate projects (rather than combine them) in the Import wizard, all activity codes, activity ID codes, and alias codes from P3 3.x import as global activity codes in P6 Professional, so they are available to all projects. If you choose to combine subprojects into one project to import, the activity codes, activity ID codes, and alias codes import as project-specific activity codes.

Note

- ▶ Activity code values assigned to activities in P3 3.x that do not exist in the Activity Codes Dictionary are not converted to P6 Professional.

When activity codes are imported into P6 Professional, the P3 activity code description is used as the activity code in P6 Professional. For example, if the activity code name in P3 is RESP and the description is Responsibility, then Responsibility is imported as the activity code in P6 Professional. If there is no description associated with an activity code, then the four-character name is imported as the activity code.

Activity types

P6 Professional supports the following activity types that correspond to activity types in P3 3.x:

P3 3.x Activity Type	P6 Professional Activity Type
Task	Task Dependent
Independent	Resource Dependent
Start Milestone	Start Milestone
Finish Milestone	Finish Milestone

Meeting	Resource Dependent
Start Flag	Start Milestone
Finish Flag	Finish Milestone
Hammock	Level of Effort
WBS	WBS Summary

Autocost rules

P3 3.x provides automatic resource-to-cost ratio calculation rules by which P3 3.x calculates costs and estimates resource usage when you update activities. These rules convert to P6 Professional.

The autocost rule, Add actual to ETC or Subtract actual from EAC converts to the Add Actual to Remaining or Subtract Actual from At Completion when updating Actual Units or Costs field in the Calculations tab in the Projects window.

P3 3.x provides an autocost rule to choose whether you want to use the updated percent complete to calculate actual quantity to date, actual cost to date, both (mark both checkboxes), or neither (clear both checkboxes). If both checkboxes are marked in P3 3.x, the setting in P6 Professional, Recalculate Actual Units and Cost when duration % complete changes, is marked. If neither checkbox is marked in P3 3.x, the setting is not marked in P6 Professional. If one checkbox is marked and the other is not, the setting in P6 Professional is not marked.

The Link actual to date and actual this period autocost rule in P3 3.x converts to the Link actual to date and actual this period units and costs field in the Calculations tab of the Projects window in P6 Professional.

Calendars

P6 Professional supports global, resource, and project calendars. Global calendars in P6 Professional apply to all projects. Sample global calendars are provided with P6 Professional. When you import a project, all base calendars are added to the list of existing global calendars. Resource calendars from P3 3.x are converted to shared resource calendars in P6 Professional.

P6 Professional does not support the ability to designate repeating holidays. If you convert a daily P3 3.x project, the repeating holidays from the P3 3.x project are applied directly to the global calendars in P6 Professional. For example, if July 4 is a repeating holiday in P3 3.x, it is designated as a nonworkday in the global calendars for each applicable date from the project start date to the project finish date in P6 Professional.

Constraints

P6 Professional supports two constraints per activity. Review the following conversion table:

P3 3.x Constraint Type	P6 Professional Constraint Type
Early Start (start no earlier than)	Start On or After
Late Start (start no later than)	Start On or Before
Early Finish (finish no earlier than)	Finish On or After
Late Finish (finish no later than)	Finish On or Before
Start On	Start On
Expected Finish	Expected Finish Date
Mandatory Start	Mandatory Start
Mandatory Finish	Mandatory Finish
Zero Total Float	Not Converted
Zero Free Float	As Late As Possible

Costs

In P3 3.x, the estimate to complete can be a negative value to account for cost overruns on an activity. All negative cost values import to P6 Professional as expenses, so the cost overruns can be tracked.

Lump sum costs can be converted as expenses or resource assignments with a budgeted cost in P6 Professional. From the Import Wizard, click on the Advanced button in the Update Project Options screen to select your preference.

Cost accounts

Cost accounts are converted from P3 3.x to P6 P6 Professional. Cost accounts are global across all projects in P6 Professional. When you import a project, P6 Professional creates a branch for the project cost accounts, and the project name is added to the beginning of each cost account. The cost category in P3 3.x becomes part of the cost account in the P6 P6 Professional. For example, cost account 11101 from project APEX creates the following branch in the P6 P6 Professional:

- ▶ APEX
- ▶ APEX.11101
- ▶ APEX.11101.L

If duplicate cost accounts are encountered when you import a P3 3.x project, you can choose how to resolve each conflict by modifying the import configurations in the Import wizard.

Custom data items

P3 3.x custom data items are converted to the following user-defined data items in P6 Professional.

P3 3.x Custom Data Item Type	P6 Professional Activity/Resource User Field
Character (C)	User Text
Start (S)	User Start Date
Finish (F)	User End Date
Numeric (N)	User Integer
Precision (P)	User Number

You can display converted activity custom data items as columns in P6 Professional's Activity Table. In the Activities window (with an Activity Table or Gantt Chart displayed on top), click the Layout options bar, then choose Columns. Select the appropriate user-defined fields from the list of Available Options and add them to the layout.

You can also display your converted resource custom data items as columns in P6 Professional. In the Activities window, click the Layout options bar, then choose Show on Bottom, Activity Details. Click the Resources tab to display resource information. Right-click in the column area, and choose Customize Resource Columns. Select the appropriate user-defined fields from the list of Available Options and add them to the table.

Duration types

P6 Professional allows you to specify each activity's duration type as Fixed Units/Time, Fixed Duration and Units/Time, Fixed Units, or Fixed Duration and Units. When all resource assignments on the P3 3.x task are non-driving, the duration type becomes Fixed Duration & Units/Time, which indicates that an activity's duration will not change, regardless of the number of resources assigned to the activity or the amount of work required to finish the activity.

When any resource assignment on the P3 3.x task is driving and Freeze Resource Units per Timeperiod is marked in the autocost rules, the duration type becomes Fixed Units/Time.

When any resource assignment on the P3 3.x task is driving and Freeze Resource Units per Timeperiod is not marked in the autocost rules, the duration type becomes Fixed Units.

Manual future period buckets

When you import a P3 project to a P6 Professional project that contains manual future period assignment buckets, the *manual values are deleted* if you choose the Update Existing or Replace Existing import option. See **Manual future period buckets** (on page 819).

Percent complete type

Each activity in P6 Professional must be assigned one of the following percent complete types: physical, duration, or units.

When you import P3 3.x activities to P6 Professional, they are assigned the percent complete type of Duration, which specifies that the activity's percent complete is calculated from the original and remaining durations.

Planning unit

You can only convert projects with an hourly or daily planning unit. Weekly and monthly planning units are not supported. To display duration units in hours, choose Edit, User Preferences, Time Units. Choose Hour as the Units format and either Hour or Day as the Durations format.

Project codes

P6 contains a global project codes dictionary which is available to all projects in the organization. You can assign a project code value to projects for each project code you create. All 10 project codes defined in the P3 3.x project and their assignments are imported.

Note

- ▶ If the import option "Combine subprojects" (when importing a single project group) or "Merge Subprojects" (when importing multiple project groups) is marked in the Import wizard, the project codes and values assigned to the master project are imported.

Resources

P6 Professional contains one master resource pool across all projects. A sample resource hierarchy is provided when you install P6 Professional. When you import a project, the resources are imported to the location in the hierarchy you specify in the Import wizard. If duplicate resource IDs are encountered during the import process, you can choose how to resolve each conflict by modifying the import configurations in the Import wizard.

In P6 Professional, resources are classified as labor, nonlabor, or material. Any resource in P3 3.x with a unit of measure equal to most variations of a time unit, such as h, hr, or hour, is converted as a labor resource. Any resource in P3 3.x with a unit of measure equal to those defined in the Admin Categories, Units of Measure tab in P6 Professional is converted as a material resource. All other resources are classified as nonlabor. Labor units are displayed as hrs/day. You can change the display unit by choosing Edit, User Preferences, and then clicking the Time Units tab.

All time-based calculations in P6 Professional are based on hourly units. If your project in P3 3.x is planned in days, P6 Professional refers to each resource's unit of measure to determine how to convert resource assignments. If the resource unit of measure is equal to most variations of an hourly time unit such as, hr or mh, then P6 Professional assumes the resource assignment is based on hours and converts it as-is. If the resource unit of measure is something other than hours such as, day or d, then P6 Professional assumes the resource assignment is in days and multiplies all resource values by a factor of eight (assuming 8 hr/day). In this case, decide if eight is the correct multiplier. If the resource is classified as a material resource, the resource units are not multiplied; they convert as-is.

You can change the multiplier in the PRMCONVERT.INI file. You can also modify the list of unit of measure abbreviations that P6 Professional refers to during the conversion.

For resources that have a blank unit of measure, use the Import wizard to decide how to handle the assignments.

Note

- ▶ The conversion process creates additional levels in the resource structure for P3 3.x hierarchical resources. P6 Professional supports only maximum limits for resources. Normal resource limits are not converted.

Resources assigned to milestone activities in P3 3.x become expenses in P6 Professional. The resource name is used for the expense name, and the resource's budgeted cost is the expense's planned or budgeted cost. The first resource found on the milestone becomes the primary resource in P6 Professional.

Resource curves

You can specify the allocation of resources and costs over the duration of an activity using resource curves. All resource curve definitions assigned to the projects being exported from P3 3.x, are imported into P6 Professional. The curve name is prefaced by the P3 3.x project name in P6 Professional (e.g., APEX - Triangular). The resource curve assignments are also imported.

P3 3.x divides the activity's duration into 11 increments (points) from 0 through 100 percent. Each increment indicates resource use. The activity must have at least one minute of Actual Duration in order for the curve to calculate any values. The curve definition is for intervals.

The value for 0% represents the amount of resource used between the start and 4.99%; the value for 10% represents the usage between the start and 10% completion. Curves in P6 Professional are defined using 21 points. The first point from P3 3.x imports directly into P6 Professional. The other 10 curve values are split in half and rounded to the nearest 10th.

For example:

P3 3.x Bell Shape: 0 1 3 8 15 23 23 15 8 3 1

P6 Professional Bell

Shape: 0 .5 .5 1.5 1.5 4 4 7.5 7.5 11.5 11.5 11.5 11.5 7.5 7.5 4 4 1.5 1.5 .5 .5

Scheduling options

The following scheduling options convert to P6 Professional:

P3 3.x	P6 Professional
Show open ends as (Critical or Noncritical)	Make open-ended activities critical

When scheduling activities apply (Retained logic or Progress override)	For activities started out of sequence use (Retained logic or Progress override)
Calculate start-to-start lag from (Actual start or Early start)	Calculate start-to-start lag from (Early Start or Actual Start)
Calculate total float as (Most critical, Start float, or Finish float)	Compute Total Float as (Start float, Finish float, or Smallest of start float and finish float)

In P3 3.x, relationship lag is always calculated using the predecessor calendar. An advanced scheduling option in P6 Professional enables you to choose the calendar you want to use. This setting will default to predecessor calendar for imported P3 3.x projects.

In P6 Professional, float calculations for subprojects converted as individual projects are always based on the finish date of each individual project.

P6 Professional always rolls up resources assigned to an activity, which then determine the activity's durations and schedule dates.

Suspend and resume dates

In P3 3.x, a suspend date indicates that an activity is suspended at the end of the specified day. In P6 Professional, a suspend date indicates that an activity is suspended at the beginning of the specified day. Due to this discrepancy, actual and remaining durations are affected for daily projects. Hourly projects are not affected.

For example, an activity suspend date of 05OCT04 (end of the day) in P3 will import to P6 Professional as 05OCT04 (the beginning of the day). In P6 Professional, the actual duration for the activity will be one day shorter than it was in P3 because P3 progresses the work through the suspend date (while P6 Professional suspends progress at the beginning of the day).

Target projects

You can convert target projects just as you would any other project; however, the target designators are not converted. To designate a target project in P6 Professional, choose Projects, Maintain Baselines. Click Add and choose Convert Another Project to a New Baseline of the Current Project. Select the converted target project as the baseline for the current project.

WBS codes

In P6 Professional, a WBS must exist and all activities must be assigned to a WBS code. If the imported P3 3.x project uses a WBS, it is converted to P6 Professional. If no WBS exists, P6 Professional creates a WBS root node and names it PROJ, where PROJ is the P3 3.x project name. All activities are assigned to this WBS code.

Because P6 Professional uses the WBS to define a project structure, you should not assign the same WBS code to different activities across projects within a project group in P3 3.x. For example, if activity CS300 is part of the Conveyor System project, it should not be assigned a WBS code that belongs to the Automation System project. If the conversion program encounters this situation, it duplicates the code's entire branch in both projects. To distinguish the projects, the program and project names are added as a prefix to the WBS code structure. For example, for the APEX project, APEX.CONV.AM.01 and APEX.AUTO.AM.01 would be included as branches in the WBS.

P3 data not converted to P6 Professional

This following data items are not converted from P3 3.x to P6 Professional.

- ▶ Layouts, filters, Global Change specifications, and report and graphic specifications

Layouts, filters, Global Change specifications, and report and graphic specifications are not converted with the project; however, sample data is provided for these items in P6 Professional.

- ▶ Access rights

Access rights are not converted in P6 Professional. Your system administrator must set up global and project profiles that determine privileges.

- ▶ Leveling options and leveling priorities

Choose Tools, Level Resources, to set options for leveling in P6 Professional.

- ▶ Financial periods and past period actuals

In P6 Professional, financial periods are global. Financial periods and past period actual data are not converted to P6 Professional because financial periods are project-specific in P3. Choose Admin, Financial Periods, to define financial periods in P6 Professional. After you define financial periods choose Tools, Store Period Performance, to store past period actuals per financial period.

Microsoft Excel/XLS

Delete data in the XLS file

To delete project data using Microsoft Excel, place a 'D' or 'd' in the Delete This Row column for the selected row in the worksheet. When importing, the information included in the deleted row will be removed from the project.

Note

- ▶ Deleting an activity will delete all records related to the activity including issues, risks, resource assignments, relationships, and activity codes.

Modify Unique Fields in the XLS file

Do the following to change the value of a unique field in the exported file. See **Unique fields** (on page 828).

- 1) In Excel, choose Edit, Copy to copy the row you want to update.
- 2) Choose Edit, Paste to add a copy of the row to the Excel sheet.
- 3) Modify the value for the field you want to update in the new row.
- 4) Type ' d' or 'D' in the 'Delete this row' column in the original row to delete the old activity. The Delete column is the last column in the Excel sheet.

Note

- ▶ To modify the Activity ID of an activity, you must first delete the activity. Deleting an activity will delete all records related to the activity, including issues, assignments, relationships, and activity codes. See **Delete data in the XLS file** (on page 616).

Modifying and importing data from an XLS file

When importing data items from Microsoft Excel, the column headers in the XLS file must match the data item names in P6 Professional. An activity row must include an Activity ID to successfully import into PM. If not, an error message is written to the log file, PRM_XLSIMPORT.TXT, located in the user's Temp directory.

Click on a subject area to view its general rules for importing successfully.

General

To successfully import information, each subject area should be updated in its own sheet. See **Sheet names** (on page 825).

To import successfully, you should not change the language set in P6 Professional. For example, if the text in the export file is in English, the updates you want to import should be in English also.

If you change the sheet name, you will not be able to import its subject area into P6 Professional. See **Sheet names** (on page 825).

If you choose to import a column with a field name that does not match the field name in P6 Professional, the column will not import and this action is recorded in the log file as an error. The field names are located in the first row of an export file. You can change the captions of each column in the second row of the worksheet.

If an item does not exist in the dictionary of the project to which you are importing, then Import will not add that item. For example, if you assign a new code or resource to an activity, and that code or resource is not in the existing Activity Code or Resource dictionary, then import will not add it to the dictionary. This is recorded in the import log file. This applies to resources, roles, activity codes and values, calendars, cost accounts, WBS, resource codes and values.

If an EPS-level code assignment exists on a project that is imported into a different EPS that does not include the code, then the code and its values are converted to a project-level activity code and the code assignments are preserved.

WBS

If you modify the WBS for an activity, Import adds the activity to the WBS level if the WBS level exists in P6 Professional. See **WBS (work breakdown structure)** (on page 829).

If a specified WBS does not exist in P6 Professional, but the parent WBS does exist, then Import adds the activity to the parent WBS and record this action in the import log file. For example, if you have an activity and add ProjectB.A.1.01 as its WBS, if this node does not exist, Import adds the activity to ProjectB.A.1. See **Parent Element** (on page 820).

If a specified WBS for an activity does not exist in P6 Professional, and the parent WBS does not exist, then the activity will not import successfully. An error message is recorded in the import log file.

Resource/Role Assignments

If you change the value of a unique field, P6 Professional adds a new value to the project. For example, if you change the Activity ID for resource assignments, Import keeps the original assignment and adds a duplicate assignment with the new Activity ID. See **Unique fields** (on page 828).

Dates

The date format used to export dates to Excel is a text field. When editing the date fields in Excel, the format is based on the date format selected in Excel.

When importing, the project planned start date uses the data date as its value. The planned dates cannot be modified.

Dates are imported based on the date format selected in P6 Professional (Edit, User Preferences, Dates tab).

Duration and Units

The format used to display durations and units is based on the preferences set in PM (Edit, User Preferences, Time Units tab).

Export does not support sub-units as a time format. Make sure the sub-unit checkboxes are clear in the Edit, User Preferences, Time Units tab.

If the planned duration for activities is null in the export file, the default activity duration (Admin, Admin Preferences, General tab) is used during import.

Percent Complete

The percentage value must be between 0 and 1. If the value is between 0 and 100, P6 Professional recognizes that value as a percentage. For example, if the value in the import file is 5, the value is imported as 5%.

Cost

The currency symbol type exported is based on the setting defined in Edit, User Preferences, Currency tab.

Notes

- ▶ To import data from an XLS file, you must have the Project Superuser security profile for the project you are updating, and your assigned security profile must include the global privilege required to import XLS files.
- ▶ To successfully import data, do not edit the USERDATA sheet in the export file. Use this sheet as a reference for the user preference settings (Edit, User Preferences).
- ▶ To ensure data integrity, you should only import user-defined fields (UDFs) into the same P6 Professional database from which the data was exported. If you import UDFs into a different database, make sure the P6 Professional databases have identical UDF dictionaries.
- ▶ Do not remove, edit, or enter null values for unique fields. These fields are necessary to import data successfully. See **Unique fields** (on page 828).
- ▶ P6 Professional ignores financial period (past period actual) columns when importing XLS file.

Export project data and resources to an XLS file

- 1) Open the projects you want to export.
- 2) Choose File, Export.
- 3) Choose Spreadsheet - (XLS).
- 4) Select the subject area(s) you want to export.
- 5) Mark the checkbox for the project from which you want to export its data. If exporting resources only, you will skip this step in the wizard.
- 6) Add, modify, or select a template that specifies the fields you want to export. You can create a filter to export only a portion of the activities in the project. In the template, select each subject area from the dropdown list to modify its columns, filter, and sort information. Click OK.

The export file will use the default template for the selected subject areas if you do not add a new one.

- 7) Type or select the name of the export file and the location where the file will be saved. If you have selected more than one subject area to export, each subject area will appear in a separate worksheet in the same spreadsheet file.
- 8) Click Finish.

Notes

- ▶ You can right-click in the Activity Table in the Activities window and select Export to Excel to instantly export activity data for the open project.

- ▶ Export does not support sub-units as unit and duration formats. Make sure the Sub-unit checkbox is cleared in the Edit, User Preferences, Time Units tab.
- ▶ To successfully import information, you must update each subject area in its own sheet in the export file.
- ▶ The first row in the export file lists the field name for each column. Do not edit these fields; they are necessary for importing. You can edit the caption in the second row of the export file. However, caption changes are ignored during import.
- ▶ When selecting the fields to export with each subject area in the template, required fields cannot be removed from the selected options list.
- ▶ If you change the sheet name in the export file, you will not be able to import its data into P6 Professional. See **Sheet names** (on page 825).
- ▶ You can export financial period (past period actual) data to an XLS file; however, past period actual data is ignored when you import an XLS file to P6 Professional.
- ▶ When you export resource assignments to an XLS file, only the lowest level of cost accounts associated with resource assignments is exported to the XLS file. For example, assume your cost account hierarchy has a cost account named CA, with a subordinate level named CA.A. If you assign the cost account CA.A to a resource assignment, when you export resource assignments to an XLS file, the XLS file displays "A" as the cost account, not "CA.A." If you then import this XLS file to the same project in P6 Professional, in some cases, a duplicate resource assignment will be created that lists "A" as the assigned cost account for the duplicate resource assignment.

Import project information and resources in XLS format

To import data from an XLS file, you must have the Project Superuser security profile. This setting is available in the Project Access tab in the Admin, Users dialog box.

- 1) Choose File, Import.
- 2) Select Spreadsheet - (XLS).
- 3) Click the Browse button to select the file you want to import. The subject areas available are based on the export file.
- 4) Mark the checkboxes to select the subject areas you want to import.
- 5) Click the browse button in the Import To field to select the project in which you want to import. Click Next.
- 6) View the summary and click Finish.

Notes

- ▶ To ensure data integrity, you should only import user-defined fields (UDFs) into the same P6 Professional database from which the data was exported. If you import UDFs into a different database, make sure the P6 Professional databases have identical UDF dictionaries.

- ▶ The language used in the export file must remain the same, to import successfully. For example, if the text in the export file is in English, the updates you want to import must be in English also.
- ▶ P6 Professional ignores past period actual (financial period) columns when importing data from XLS files.
- ▶ To import data from an XLS file, you must have the Project Superuser security profile for the project you are updating, and your assigned security profile must include the global privilege required to import XLS files.
- ▶ When you export resource assignments to an XLS file, only the lowest level of cost accounts associated with resource assignments is exported to the XLS file. For example, assume your cost account hierarchy has a cost account named CA, with a subordinate level named CA.A. If you assign the cost account CA.A to a resource assignment, when you export resource assignments to an XLS file, the XLS file displays "A" as the cost account, not "CA.A." If you then import this XLS file to the same project in P6 Professional, in some cases, a duplicate resource assignment will be created that lists "A" as the assigned cost account for the duplicate resource assignment.

Update Unit, Cost, Duration, and Percent Complete fields in Excel

When updating unit, cost, duration, and percent complete fields, you may want to import one updated field at a time, into P6 Professional. For example, you can export the Activities subject area, and update the activity percent complete and the remaining duration in the export file. When you import, PM updates the activity data. However, to update other activity values related to the remaining duration and percent complete, PM does not know which field was updated first. In PM, you cannot update these fields simultaneously.

To update unit, cost, duration, and percent complete fields

- 1) Make a copy of the export file.
- 2) In the copied file, update the necessary field for an activity.
- 3) In the selected activity row, use the Backspace or Delete key to null the remaining fields that are not unique, and those that are not marked with an asterisk (*). As a result, during import, only the field with the new value updates and PM calculates the other fields as necessary. See **Unique fields** (on page 828).
- 4) Import the file into the selected project. Repeat these steps for each unit, cost, duration, and percent complete field you want to update.

Export activity data to Excel

You can export activity data to Excel using the right-click menu in the Activity Table. Right-click in the Activity Table and choose Export to Excel. P6 Professional will export the columns displayed in the Activity Table for the open project.

Notes

- ▶ You must choose File, Export to export multiple projects to Microsoft Excel.
- ▶ You can export baseline fields to Microsoft Excel. See **Supported Baseline Fields** (on page 839).

Microsoft Project

Export projects to a Microsoft Project file

- 1) Open the projects you want to export.
- 2) Choose File, Export.
- 3) Choose Microsoft Project.
- 4) From the pull-down menu, select one of the following options:
 - ▶ XML 2002/2003- for an export to Microsoft Project 2002 or 2003
 - ▶ XML 2007- for an export to Microsoft Project 2007
 - ▶ MPX - for an export to Microsoft Project 2002
 - ▶ MPP - for an export to Microsoft Project 2002 or 2003
- 5) Select the type of file to which you want to export. Click Next.
- 6) Mark the Export checkbox of all projects you want to export. Double click in the Export File Name field if you want to change the name and location of the Microsoft Project file.
- 7) Add a new template or modify the existing template (if necessary). The template contains options for exchanging data with Microsoft Project.
- 8) Click Next to review the settings for your export.
- 9) Click Finish.

Notes

- ▶ If you are transferring data in XML format, you must map Cost-type custom fields in MSP to Cost-type UDFs in P6 Professional. Likewise, you must map Number-type custom fields in MSP to Number-type UDFs in P6 Professional. If there is a mismatch in the custom mappings you define, you will receive an error during import or export. You can define custom mappings when you create or modify a template in the **Modify Template dialog box** (on page 731).
- ▶ To export manual future period values, you require Microsoft Project 2002 or a more recent version. See **Manual future period buckets** (on page 819). If you plan to exchange project data containing manual future period assignment values with Microsoft Project, you will achieve the most accurate conversion results using Microsoft Project 2003. See **Here are some other considerations - Export projects to a Microsoft Project file** (on page 890) for more information on exporting a project containing manual future period assignment values.

- ▶ The MPX file format does not support resource curves. Therefore, if your exported projects contain resource curves or manual future period assignment values, choose a different export file format if you want to retain these values.
- ▶ You are required have Microsoft Project 2002 or a more recent version installed on your computer to export an MPP file.

Import a Microsoft Project file

- 1) Choose File, Import.
- 2) Choose Microsoft Project.
- 3) Choose Project.
- 4) Click Select to choose the files you want to import.

Type a password for any file that is password protected.

Double click the Import Action field to select how the project data is imported, then specify where to import the projects in the Import To field.

- 5) Add a new template or modify the existing template (if necessary). The template contains options for exchanging data with Microsoft Project. See **Modify Template dialog box** (on page 731).
- 6) Click Next to review the settings for your import.
- 7) Click Finish.

Notes

- ▶ P6 Professional supports the import and export of Microsoft Project (MSP) 2002 and 2003 files using MSP XML, MPX, or MPP formats, and MSP 2007 files using MSP XML format.
- ▶ If you are transferring data in XML format, you must map Cost-type custom fields in MSP to Cost-type UDFs in P6 Professional. Likewise, you must map Number-type custom fields in MSP to Number-type UDFs in P6 Professional. If there is a mismatch in the custom mappings you define, you will receive an error during import or export. You can define custom mappings when you create or modify a template in the **Modify Template dialog box** (on page 731).
- ▶ Microsoft Jet 4.0 users should install Service Pack 6. Import errors may occur on computers running Microsoft Jet 4.0 Service Pack 5 or earlier.
- ▶ If you manually plan future period distribution for resource/role assignments to activities in P6 Professional, here are some import considerations for projects with manual future period assignment values:
 - ▶ Suspend and resume dates in MSP are not honored when imported to P6. When you import an MSP project that has suspend and resume dates, the suspend time is imported as a 0 (zero) bucket value.

- ▶ The MPX file format does not support time-phased data and therefore does not support manual future period buckets. When you import an MPX file, if you choose the Replace Existing import action and the project you are replacing contains manual future period buckets, all manual buckets will be deleted.
- ▶ Since ProjectLink was removed from P6 Professional, importing a Microsoft Project XML file that was exported from P6 Professional is not supported.

Export resources to Microsoft Project (supported for MPP or MPX formats)

- 1) Choose File, Export.
- 2) Choose Microsoft Project.
- 3) Select MPP or MPX. Either file format is supported for the export file. Click Next.
- 4) Choose Resource Only.
- 5) Type or select the name of the export file and the location where the file will be saved. Click Next.
- 6) Add a new template or modify the existing template (if necessary). The template contains options for exchanging data with Microsoft Project. See **Modify Template dialog box** (on page 731).
- 7) Click Finish.

Import resources from a Microsoft Project file (supported for MPP and MPX formats)

- 1) Choose File, Import.
- 2) Choose Microsoft Project.
- 3) From the pull-down menu, select MPP or MPX.
- 4) Choose Resource Only.
- 5) Select the files you want to import.
- 6) Add a new template or modify the existing template (if necessary). The template contains options for exchanging data with Microsoft Project. See **Modify Template dialog box** (on page 731).
- 7) Click Next to review the settings for your import.
- 8) Click Finish.

Note

- ▶ Microsoft Jet 4.0 users should install Service Pack 6. Import errors may occur on computers running Microsoft Jet 4.0 Service Pack 5 or earlier.

Oracle Primavera Contractor

Export a project for use with Oracle Primavera Contractor

You can export a P6 Professional project to XER format, then import the XER project to Oracle Primavera Contractor 5.0. You cannot import an XER file to an earlier version of Oracle Primavera Contractor.

- 1) Open the project you want to export.
- 2) Choose File, Export.
- 3) Choose Primavera Contractor 5.0.
- 4) Choose Project.
- 5) Mark the Export checkbox for the project you want to export.

You can only select one project.

- 6) Type the name of the export file and the location where the file will be saved.
- 7) Click Finish.

Notes

- ▶ While both P6 Professional and Oracle Primavera Contractor can import and export XER files, the formats of the XER files are different. Therefore, when exporting a project for use with Oracle Primavera Contractor, you must select the Primavera Contractor option instead of the Primavera PM - (XER) option.
- ▶ If you are exporting a project that you previously imported; and, that project contains relationships to external projects that do not exist in your database; and, you scheduled the project; be sure that you scheduled the project with the Ignore Relationships To and From Other Projects option selected (in the Schedule Options dialog box). If you select this option when scheduling the project, the module will preserve the external activity dates.

Export resources for use with Oracle Primavera Contractor

You can export the resource dictionary in P6 Professional project to XER format, then import the XER file to Oracle Primavera Contractor 5.0. You cannot import an XER file to an earlier version of Oracle Primavera Contractor.

- 1) Choose File, Export.
- 2) Choose Primavera Contractor.
- 3) Select the appropriate version from the pull-down menu. Click Next.
- 4) Choose Resource Only. Click Next.
- 5) Type or select the name of the export file and the location where the file will be saved.
- 6) Click Finish.

Note

- ▶ While both P6 Professional and Oracle Primavera Contractor 5.0 can import and export XER files, the formats of the XER files are different. Therefore, when exporting resources for use with Oracle Primavera Contractor 5.0, you must select the Primavera Contractor 5.0 option instead of the Primavera PM - (XER) option.

Data not exported to Oracle Primavera Contractor

Oracle Primavera Contractor does not contain some of the functionality available in P6 Professional. To enable Oracle Primavera Contractor to import an XER file exported from P6 Professional, the following data is contained in the XER file but not imported into Oracle Primavera Contractor:

- ▶ Budget data
- ▶ EPS Codes
- ▶ Financial periods
- ▶ Funding data
- ▶ Issues
- ▶ Issue Codes
- ▶ Manual future period assignment values
- ▶ Multiple critical float paths
- ▶ Past period actuals
- ▶ Portfolios
- ▶ Project Codes
- ▶ Resource Shifts
- ▶ Risks
- ▶ Roles
- ▶ Thresholds
- ▶ Work products and documents

Linking Contract Management (Expedition) data

Linking Contract Management data

You can import data from the Contract Management module to update schedule dates, cost information, the Activity Code dictionary, and the Cost Accounts dictionary. You can also link documents in Contract Management to your project's activities.

Linking to Contract Management and importing data is a three step process detailed in the following topics:

- 1) **Link P6 Professional to Contract Management** (on page 627)
- 2) **Link your project to a Contract Management project** (on page 628)

3) **Import Contract Management data** (on page 629)

Notes

- ▶ A project can link to only one Contract Management project.
- ▶ For information about the tables and fields that are converted, see the ExpMappings9xandlater.pdf file located in the \Documentation\<language> folder of the physical media or download.

Link P6 Professional to Contract Management

Before you can link your project to a Contract Management project, you must first set up access to Contract Management in Admin Preferences. See **Link your project to a Contract Management project** (on page 628). Setting up access is generally a one time task that is completed by the Project Administrator to identify the Contract Management version to which you are connecting. You must also identify the Contract Management web server.

To set up access to Contract Management:

- 1) Choose Admin, Admin Preferences.
- 2) Click the Options tab. Then, in the Link to Contract Management section, mark the Enable Link to Contract Management checkbox. Next, choose the Contract Management product version to which you are connecting. Type the URL and port number to the Contract Management web server.
- 3) Click Close.
- 4) Once you set up access to Contract Management, with the required privilege you can link your project to a Contract Management project to enable users to import and view Contract Management data. See **Link your project to a Contract Management project** (on page 628). See **Import Contract Management data** (on page 629).

Connect P6 Professional to a Contract Management HTTPS URL

If you try to connect P6 Professional to a Contract Management HTTPS URL, and the SSL library is not loaded, the following message displays:

Could not load SSL library. See Oracle Primavera Help for documentation regarding linking to Contract Management via HTTPS.

To correct this problem:

- 1) Go to the <http://www.slproweb.com/products/Win32OpenSSL.html> website.

- 2) Click the Visual C++ 2008 Redistributables link.

A new Web page opens. Click Download to download the Microsoft Visual C++ 2008 Redistributable Package (x86).

- 3) On the <http://www.slproweb.com/products/Win32OpenSSL.html> website, click the Win32 OpenSSL v0.9.8k Light link to install OpenSSL.

Follow the prompts in the Setup wizard to install OpenSSL.

Important! In the Setup wizard, on the Select Additional Tasks screen, be sure to choose the Windows system directory option (this is selected by default).

Link your project to a Contract Management project

Linking your project to a **Contract Management** (on page 810) project enables you to import Contract Management data to update schedule dates, cost information, the Activity Codes dictionary, and the Cost Accounts dictionary.

Before you can link your project, you must first link P6 Professional to Contract Management in Admin Preferences. See **Link P6 Professional to Contract Management** (on page 627). Setting up access is generally a one time task that is completed by the Project Administrator to identify the Contract Management product version to which you are connecting. Once access to Contract Management is set up, if you have the required security privilege, you can then link your project to a project in Contract Management.

To link your project to a Contract Management project:

- 1) Choose Enterprise, Projects and display Project Details.
- 2) Select the project to which you want to link a Contract Management project.
- 3) Click the Contract Management tab, then mark the 'Allow this project to link with a Contract Management Project' checkbox. (If the Contract Management tab is not displayed, right click on a tab at the bottom (for example, General) to display the Project Details dialog box, and move Contract Management tabs section.)
- 4) In the Group Name:Project Name field, click . Select the name of the Contract Management/Expedition project to link to your project, then click the Select button.

If you are using Expedition version 8.5, in the Group Name field, type the name of the Expedition database that contains the project you want to link to. In the Project Name field, type the name of the Expedition project to link to your project.

- 5) Choose whether you are prompted for your login and password when retrieving Contract Management/Expedition data. If you choose to log in without being prompted, type your login name and password.

Note: If an identical username and password do not already exist in both Contract Management and P6 Professional, you will be prompted to enter the Contract Management Name and Password. If an identical username and password already exist in both Contract Management and P6 Professional, the Select Project Manager Project popup menu will display for you to select the project.

- 6) Click Close.

Import Contract Management data

Once you link P6 Professional to Contract Management and link your project to a Contract Management project, you can specify which schedule, cost, and dictionary information to import. See **Link P6 Professional to Contract Management** (on page 627). See **Link your project to a Contract Management project** (on page 628) .

- 1) Choose File, Import from Contract Management.

This option is enabled when the project is linked to a Contract Management project on the Contract Management tab of Project Details.

- 2) Mark the checkbox next to each item that you want to import to your project.
- 3) Click Import, then click OK.
- 4) The Contract Management Import Report lists all the information that is imported to your project. Click Commit Changes, then click Yes or No to save the report to a log file. If you select Yes, specify a filename and location.
- 5) Click Close. Click Yes to save any changes you made to the import settings or No to discard changes.

How data is imported from Contract Management

You can import activity and cost information from Contract Management.

New Activities

Any document in Contract Management that is linked to an activity ID is imported. If the activity ID matches an ID in the project, the activity is updated. If activity IDs are assigned in Contract Management that do not match an activity ID in the project, a new activity is created.

All new activities are placed under the project's root EPS node. The activities are assigned the default duration for new activities; they do not contain any dependencies.

Activity Codes dictionary

Global Activity Code: The Spec Section code is available to all projects in the enterprise.

Project Activity Codes: The Responsibility, Contracts, Bid Package, and Submittal Activity codes are imported at the project level. They are not available to all projects in the enterprise.

The Responsibility code is imported from the Contacts subsection of the Project Information section. The Abbreviation and Company Name columns are used as the code value and description, respectively.

The Contracts code is imported from the Contracts and Purchase Orders subsections of the Contract Information section. The No. and Description columns are used as the code value and description, respectively.

When you import the Submittal Activity code, the activity is assigned the code value Yes to indicate that the item is a submittal.

How Activity Codes are imported

If the code or value does not exist, the imported code or value is added to the dictionary.

If the code exists but the value does not, the value is added to the dictionary.

If the code and value exist, but the value assigned to the activity does not match the imported value, the value on the activity is overwritten.

If the activity does not exist, it is created.

Cost Accounts dictionary

Cost codes in Contract Management are imported to the Cost Accounts dictionary. The Cost Accounts dictionary is available to all projects in the enterprise. All items in the Cost Worksheet are imported as cost accounts and placed under a root node having the same name as the imported Contract Management project. The Cost Code and Title columns are imported as the Cost Account ID and Cost Account Name, respectively.

Cost information

Cost information from Contract Management is imported as Expenses for activities.

Notes

- ▶ For information about the tables and fields that are converted, see the ExpMappings9xandlater.pdf file located in the \Documentation\<language> folder of the physical media or download.
- ▶ Some data you import from Contract Management may impact manual future period assignment values. See **Manual future period buckets** (on page 819).
How? The following task information you can import from Contract Management may affect the spread of manual future period buckets:
 - Remaining Early Finish

- Remaining Finish
- Original Duration
- Duration % Complete

If the duration of an activity with manual future period assignment buckets changes after importing data from Contract Management, one of the following will occur:

- For activities with a duration type of Fixed Duration & Units, the manual future period units are logically spread over the new duration of the activity.
- For activities with a duration type of Fixed Duration & Units/Time, the difference in units will be removed from, or added to, the last bucket.

Viewing Contract Management documents

You can view the following types of Contract Management documents as long as the document is associated with an activity ID from your project schedule:

- ▶ Drawing Sets
- ▶ Daily Reports
- ▶ Materials
- ▶ Punch Lists
- ▶ Submittals
- ▶ Budgeted Contracts
- ▶ Committed Contracts
- ▶ Schedule of Values
- ▶ Change Orders
- ▶ Purchase Orders

You cannot add, delete, or modify Contract Management documents.

Notes

- ▶ To display the most current Contract Management documents associated with the selected project, choose File, Refresh Data.
- ▶ For information about the tables and fields that are converted, see the ExpMappings9xandlater.pdf file located in the \Documentation\<language> folder of the physical media or download.

View Contract Management documents

Once you link your project to a Contract Management project, you can view Contract Management documents, such as submittals and contracts. See **Link your project to a Contract Management project** (on page 628).

- 1) Choose File, Open, then select the project that is linked with Contract Management. Mark the Retrieve Contract Management documents checkbox at the bottom of the dialog box to retrieve Contract Management documents.

This checkbox is available only if your project is linked to a Contract Management project.

- 2) Click OK to open the project.
- 3) Choose Project, Activities, then choose View, Show on Bottom, Activity Details.
- 4) Right-click in Activity Details, then choose Customize Activity Details.
- 5) In the Available Tabs section, select Contract Management Docs, then click the right arrow to add it to the tabs displayed in Activity Details. Click OK.
- 6) Click the Contract Management tab. Select a document, then click View. Then type your Contract Management username and password. The document displays in your default web browser.

Tip

- ▶ Click the Refresh button to ensure you are viewing the most current Contract Management documents associated with the selected project.

Dialog Box Helps (CSH)

More information about removed fields

The following fields were removed as selections from the Columns dialog box: Review Finish, Review Status, Integrated Project, Estimated Weight.

If you are migrating from P6 Project Management Version 7.0 (or earlier) to P6 Professional and use any of the removed fields as columns in Activity views or as fields in filters or in global change specifications, then be aware that those fields will be automatically deleted, without prompting, upon performance of a specified action, as discussed in the following bulleted items.

- ▶ For Activity views that includes a removed field, any of the following actions automatically deletes the removed field from the layout:
 - ▶ Opening a layout that contains a removed column
 - ▶ Importing a layout that contains a removed column
 - ▶ Exporting a layout that contains a removed column
 - ▶ Publishing a layout that contains a removed column
 - ▶ Opening a layout that uses a removed data type as grouping criteria
 - ▶ Importing a layout that uses a removed data type as grouping criteria
 - ▶ Exporting a layout that uses a removed data type as grouping criteria
 - ▶ Publishing a layout that uses a removed data type as grouping criteria
 - ▶ Opening a layout that uses a removed data type as sorting criteria
 - ▶ Importing a layout that uses a removed data type as sorting criteria
 - ▶ Exporting a layout that uses a removed data type as sorting criteria
 - ▶ Publishing a layout that uses a removed data type as sorting criteria
 - ▶ Opening a layout that uses a removed data type as filtering criteria
 - ▶ Importing a layout that uses a removed data type as filtering criteria
 - ▶ Exporting a layout that uses a removed data type as filtering criteria
 - ▶ Publishing a layout that uses a removed data type as filtering criteria
 - ▶ Opening a layout that uses a removed field as a bar label
 - ▶ Importing a layout that uses a removed field as a bar label
 - ▶ Exporting a layout that uses a removed field as a bar label
 - ▶ Publishing a layout that uses a removed field as a bar label
- ▶ For a filter that includes a removed field, any of the following actions automatically deletes the removed field from the list of fields to filter by in the Activities, Resource Assignments, Projects, Resources, Tracking, and Report Editor views:

- ▶ Modifying a filter that uses a removed field
- ▶ Applying a filter that uses a removed field
- ▶ Copying and pasting a filter that uses a removed field
- ▶ Converting a user-defined filter into a global filter
- ▶ Making a filter available to the open layout
- ▶ For a global change specification that includes a removed field, any of the following actions automatically deletes the affected rows from existing global changes specifications but leaves unaffected rows unchanged:
 - ▶ Modifying a global change statement that uses a removed field
 - ▶ Applying a global change statement that uses a removed field
 - ▶ Importing a global change statement that uses a removed field
 - ▶ Exporting a global change statement that uses a removed field
 - ▶ Copying and pasting a global change statement that uses a removed field

Activity Box Template tab - Activity Network Options dialog box

Activity Box Template field and graphic: Use the field to select from a list of Activity Network box templates. A graphical example of the currently selected template is displayed beneath the select field. When you select a new box layout, the sample area changes to display the new box layout.

Font & Colors: Click this button to customize the fonts, background color, and box color of the Activity Network display.

Box Template: Click this button to customize the currently selected box template.

Activity Code Definitions - EPS dialog box

Use the Activity Code Definitions - EPS dialog box to create, edit, and delete EPS-level activity codes. You can use these codes to sort, filter, group, and report activity information in all projects.

Display Options bar: Click to search for a specific activity code.

Activity Code: Lists EPS-level activity codes. The list includes the EPS levels the user has access to use. All codes associated with an inaccessible EPS node are listed under "No EPS ID".

Secure Code: Mark the checkbox for codes you want to define as viewable only to users with the appropriate access rights. Clear the checkbox to make this code and its values visible to all users. Using this feature requires the Add and Delete Secure Codes privilege.

Activity Code Name: The name of the selected activity code. You can type a new name.

Max Length: The maximum number of characters the selected code's values can have. Type or click the arrows to select a new number.

Add: Adds an activity code to the selected EPS level.

Delete: Deletes the selected activity code.

Shift Up: Moves the selected code to a higher position in the display. This changes the order in which the codes display when you assign a code to an activity.

Shift Down: Moves the selected code to a lower position in the display. This changes the order in which the codes display when you assign a code to an activity.

Make Global: Changes the selected EPS-level activity code and its values to a global activity code with global values.

Activity Code Definitions - Global dialog box

Use the Activity Code Definitions - Global dialog box to create, edit, and delete global activity codes. You can use these codes to sort, filter, group, and report activity information in all projects.

Display Options bar: Click to search for a specific activity code.

Activity Code: Lists global activity codes.

Secure Code: Mark the checkbox for codes you want to define as viewable only to users with the appropriate access rights. Clear the checkbox to make this code and its values visible to all users. Using this feature requires the Add and Delete Secure Codes privilege.

Activity Code Name: The name of the selected activity code. You can type a new name.

Max Length: The maximum number of characters the selected code's values can have. Type or click the arrows to select a new number.

Add: Adds an activity code.

Delete: Deletes the selected activity code.

Shift Up: Moves the selected code to a higher position in the display. This changes the order in which the codes display when you assign a code to an activity.

Shift Down: Moves the selected code to a lower position in the display. This changes the order in which the codes display when you assign a code to an activity.

Activity Code Definitions - Project dialog box

Use the Activity Code Definitions – Project dialog box to create, edit, and delete activity codes for the open project. You can use these codes to sort, filter, group, and report the open project's activity information.

Display Options bar: Click to search for a specific activity code.

Activity Code: Lists activity codes for the open project.

Activity Code Name: The name of the selected activity code. You can type a new name.

Max Length: The maximum number of characters the selected code's values can have. Type or click the arrows to select a new number.

Add: Adds an activity code.

Delete: Deletes the selected activity code.

Shift Up: Moves the selected code to a higher position in the display. This changes the order in which the codes display when you assign a code to an activity.

Note

- ▶ This button is available only with the manual display order. An outline symbol in the Code Value column label indicates a manual display order.

Shift Down: Moves the selected code to a lower position in the display. This changes the order in which the codes display when you assign a code to an activity.

Note

- ▶ This button is available only with the manual display order. An outline symbol in the Code Value column label indicates a manual display order.

Make Global: Changes the selected project activity code and its values to a global activity code with global values.

Make EPS: Changes the selected project activity code and its values to an EPS-level activity code.

Activity Codes dialog box

Use the Activity Codes dialog box to create, edit, and delete global and project activity codes and values. Use these codes and values to sort, filter, group, and report activity information.

Global: Choose to display activity codes and values for all projects in the enterprise. You can edit these codes.

EPS: Choose to display activity codes and values for levels of the EPS. You can edit these codes. See **EPS (Enterprise Project Structure)** (on page 813).

Project: Choose to display activity codes and values for the open project only. You can edit these codes.

Select Activity Code: The name of the current activity code. You can select a code.

Modify: Allows you to create, modify, or delete a global, EPS, or project activity code, depending on your current selection.

Display Options bar: Click to search for a specific activity code value and change the display.

Code Value: Lists activity code values for the current activity code. To change a value, double-click it. To sort the display, click the Code Value column label.

Description: Lists each activity code value's description. To change a description, double-click it. To sort the display, click the Description column label.

Add: Adds a value to the current activity code.

Delete: Deletes the selected value from the current activity code.

Cut: Cuts the selected code value so you can delete it or move it to another position in the list. Select a new position, then click Paste.

Copy: Copies the selected code value so you can quickly create a similar value in another position in the list. Select a new position, then click Paste.

Paste: Pastes a code value you have copied or cut.

Up/Down/Left/Right Arrow keys: Moves the selected value to a different position in the display. This changes the order in which the values display when you assign a value to an activity.

Note

- ▶ To expand or collapse individual elements of the activity code hierarchy, right-click in the hierarchy and choose Expand All or Collapse All.

Activity Network Layout tab - Activity Network Options dialog box

Organization Options

Organize along the top: Aligns activity boxes towards the top of the Activity Network window in relation to their predecessors/successors.

Organize centered: Centers activity boxes in relation to their predecessors/successors.

Adjust to show all relationships: Repositions activity boxes so that all relationship lines are visible. For example, when an activity's predecessor/successor is not immediately adjacent to the activity in the Activity Network, the relationship line might be blocked by other activity boxes. Choosing this option adjusts the display to show relationship lines.

Always zoom to best fit after reorganize: Automatically zooms in/out after each reorganize to find the best fit for showing all of the activity boxes in the Activity Network.

Show progress: Indicates an activity is in progress by displaying a slash (\) through the activity. When an activity completes, an (X) appears.

Vertical spacing factor: The vertical space between activity boxes in the Activity Network. Type a value or click the arrows to change the space.

Note

- ▶ The Vertical spacing factor should be specified as a percentage of the height of activity boxes in the Activity Network.

Horizontal spacing factor: The horizontal space between activity boxes in the Activity Network. Type a value or click the arrows to change the space.

Note

- ▶ The Horizontal spacing factor should be specified as a percentage of the height of activity boxes in the Activity Network.

Network Order Options

Longest on Top: Choose to display the activity networks with the longest path of linked activities on top.

Shortest on Top: Choose to display the activity networks with the shortest path of linked activities on top.

Activity Network Options dialog box

Use the Activity Network Options dialog box to specify and/or customize the activity boxes used for the Activity Network display. Also use this dialog box to specify Activity Network display options such as organization, auto zoom, show progress, and vertical and horizontal spacing.

The dialog box includes these tabs:

- ▶ **Activity Box Template tab - Activity Network Options dialog box** (on page 634)
- ▶ **Activity Network Layout tab - Activity Network Options dialog box** (on page 637)

In addition, the following buttons are available in the Activity Network Options dialog box:

Apply: Applies the selected Activity Network settings without closing this dialog box.

Copy From: Applies the Activity Network settings from another activity layout.

Activity Step Templates dialog box

Use the Activity Step Templates dialog box to create a template containing a group of steps common to multiple activities. You can then assign the template to activities using the Assign Activity Step Templates dialog box.

The upper grid of the dialog box contains the following fields and buttons:

Step Template Name: The name of the step template. Enter a name that describes the steps contained in the template or the activities to which the template will typically apply.

Step Count: The number of steps contained in the template.

Add: Adds a step template.

Delete: Deletes the selected step template.

Shift Up: Moves the selected step template up a row in the list.

Shift Down: Moves the selected step template down a row in the list.

The bottom grid of the dialog box contains the following fields and buttons:

Step Name: The name of the step.

Step Weight: The weight of the step. Weighted steps enable you to track the progress of an activity based on the number of steps completed. See **Activity steps** (on page 284) for more information on weighted steps.

Add: Adds a step after the selected step.

Add from template: Adds steps from user-defined activity step templates. See **Activity step templates** (on page 288).

Delete: Deletes the selected step.

 Moves the selected step to an earlier stage in the selected activity.

 Moves the selected step to a later stage in the selected activity.

To add these additional columns, right click on the Steps tab and choose Customize Steps Columns.

Add: Adds a step to the template.

Delete: Deletes a step from the template.

Step Description: Displays the name of the selected step and the step's description. You can only view the step description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected step in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Note

- ▶ You can customize the bottom grid to display user-defined field columns in which you can add step data such as dates and costs. Any user-defined field data you enter in an activity step template is saved as part of the template.

Activity tab - Modify Template dialog box

Import

Import milestones with resource assignments as: Choose to import milestones with associated resources as start milestone activities with associated expenses, or as task dependent activities with associated resource assignments.

Note

- ▶ If you choose to import start milestones with expenses, you must select the 'Import Microsoft Project's fixed costs as expenses' option to import the expenses associated with the start milestones. If you do not select the 'Import Microsoft Project's fixed costs as expenses' option, the milestones are imported but the associated expenses are not.

Import Microsoft Project's Task ID field to: Choose to import the Task ID field to P6 Professional's Activity ID field or a specified user defined text field.

Import Microsoft Project's fixed costs as expenses: Choose this option if you want to import Microsoft Project's fixed costs as expenses in P6 Professional. If you do not select this option, fixed costs are not imported.

Export

Export Activity ID to Microsoft Project's task field: Mark if you want to export P6 Professional's Activity ID field to a text field in Microsoft Project. Click the drop down arrow to select the Microsoft Project field.

Add Code Value dialog box

Use the Add Code Value dialog box to create a new activity code value.

Assign the new activity code value after using this dialog box.

Code Value: Type the new activity code value.

Code Value Description: Type a description of the new value.

Add New Baseline dialog box

Use the Add New Baseline dialog box to create a new baseline based on the current project or an existing project.

Save a copy of the current project as a new baseline: Choose to save the current state of the open project as a baseline for the project.

Convert another project to a new baseline of the current project: Choose to select a different project to use as a baseline for the current project.

Add Projects dialog box

Use the Add Projects dialog box to specify the projects to include in the selected portfolio.

Display Options bar: Click to change the table display.

Add Projects table: Lists your organization's project hierarchy. To sort the display, click a column label.

Assign: Assigns the selected projects to the portfolio.

Remove: Removes the selected projects from the portfolio.

Add Sort dialog box

Use the Add Sort dialog box to define sort settings for information compiled by the selected data source.

Sort by Object: Lists categories of information you can use to sort data compiled by the data source. The list of available categories reflects the type of data compiled by the data source. You can select a category.

Sort By Field: Lists names of fields you can use to sort data compiled by the data source. The list of available fields reflects the Sort by Object you select. You can select a field.

Ascending: Choose to sort by ascending value.

Descending: Choose to sort by descending value.

Note

- ▶ When compiling reports, all information sorts in ascending order.

Add user dialog box

Use the Add User dialog box to set a password for a new user. The type of password required depends on whether the Enable Password Policy check box is marked or cleared in the Password Policy section of the **Admin Preferences dialog box** (on page 642).

Login Name: Enter a user name for the new user.

Personal Name: Enter the user's complete name.

Enter new password: Enter a password for the new user according to the following requirements:

- ▶ If the Enable Password Policy checkbox is marked in the Admin Preferences dialog box, enter a password with a minimum length of 8 characters, including one alpha and one numeric character.
- ▶ If the Enable Password Policy checkbox is cleared in the Admin Preferences dialog box, enter a password with a maximum length of 20 characters. This password can also serve as the authentication password for your e-mail server.

Confirm new password: Enter the new password again.

Admin Categories dialog box

Use the Admin Categories dialog box to define standard categories and values that you can apply to all projects.

The Admin Categories dialog box contains the following tabs:

- ▶ **Baseline Types tab - Admin Categories dialog box** (on page 658)
- ▶ **Expense Categories tab - Admin Categories dialog box** (on page 692)
- ▶ **WBS Category tab - Admin Categories dialog box** (on page 805)
- ▶ **Document Categories tab - Admin Categories dialog box** (on page 684)
- ▶ **Document Status tab - Admin Categories dialog box** (on page 684)
- ▶ **Notebook tab - Admin Categories dialog box** (on page 733)
- ▶ **Risk Categories tab - Admin Categories dialog box** (on page 761)
- ▶ **Units of Measure tab - Admin Categories dialog box** (on page 797)

Note

- ▶ The Shift Up and Shift Down buttons are available only with the manual display order. An outline symbol in the category column title indicates a manual display order.

Admin Preferences dialog box

Use the Admin Preferences dialog box to specify default settings established by the project administrator. You can also configure options for using Contract Management with P6 Professional.

These are the available tabs:

- ▶ **General tab - Admin Preference dialog box** (on page 702)
- ▶ **Data Limits tab - Admin Preferences dialog box** (on page 675)
- ▶ **ID Lengths tab - Admin Preferences dialog box** (on page 715)
- ▶ **Time Periods tab - Admin Preferences dialog box** (on page 794)
- ▶ **Earned Value tab - Admin Preferences dialog box** (on page 686)
- ▶ **Reports tab - Admin Preferences dialog box** (on page 753)

- ▶ **Options tab - Admin Preferences dialog box** (on page 736)
- ▶ **Rate Types tab - Admin Preferences dialog box** (on page 749)
- ▶ **Industry tab - Admin Preferences dialog box** (on page 719)

Advanced tab - Schedule Options dialog box

Calculate multiple float paths: Mark to calculate multiple critical float paths (sequences of activities) in the project schedule. You can specify the number of critical float paths to identify in the Specify the number of paths to calculate field. If you do not select this option, you cannot edit the remaining fields.

Calculate multiple paths using

Total Float - Choose this option to identify critical paths based on the total float of activity relationships. To calculate the most critical path, the module first determines which relationship has the most critical total float. Using this relationship as the starting point, the module determines which predecessor and successor activities have the most critical relationship total float, among all possible paths, until an activity is reached that does not have any relationships. The path that contains these activities is the most critical path.

Free Float - Choose this option to define critical float paths based on longest path. The most critical path will be identical to the critical path that is derived when you choose to define critical activities as Longest Path in the General tab. In a multicalendar project, the longest path is calculated by identifying the activities that have an early finish equal to the latest calculated early finish for the project and tracing all driving relationships for those activities back to the project start date. After the most critical path is identified, the module will calculate the remaining sub-critical paths.

Display multiple float paths ending with activity: Select the activity, typically a milestone or significant activity with an unchanging start or end date, to represent the end of the float paths.

Note

- ▶ If you do not select an activity, the module will choose an activity based on your selection of Total Float or Free Float. If you are calculating multiple paths using Free Float, the module will choose the open-ended activity with the most critical Free Float. If you are calculating multiple paths using Total Float, the module will calculate the Total Float for all activity relationships, then choose the activity with the most critical Relationship Total Float.

Specify the number of paths to calculate: Enter the number of critical float paths to calculate. If you enter 5, the module will calculate the five most critical float paths ending with the activity you selected. The module ranks each float path from most critical to least critical and stores the value for each activity in the Float Path field. For example, if you calculate five float paths, the module will store a value of 1 in the Float Path field for each activity in the most critical float path; the module will store a value of 5 for each activity in the least critical float path.

Note

- ▶ To view the critical float paths after you schedule the project, group activities in the Activity Table by Float Path and sort by Float Path Order. A Float Path value of 1 indicates that those activities are part of the most critical float path. The Float Path Order value indicates the order in which the activities were processed.

Appearance tab - Currencies dialog box

Decimal symbol: The symbol used to separate whole values from decimal values in the currency display: a period or a comma. You can select a new symbol.

Number of decimal places: The number of decimal places to include in the currency display: 0, 1, or 2. You can select a new number.

Digit grouping symbol: The symbol used to group digits in the currency display: a comma, period, or dash. You can select a new symbol.

Universal Currency Symbol

Positive currency format: The format used to display the currency value as positive. You can select a new format.

Negative currency format: The format used to display the currency value as negative. You can select a new format.

Application tab - User Preferences dialog box

Startup Window

Application Startup Window: The name of the window displayed each time you open the module. You can select a new window.

Show the Issue Navigator dialog at startup: Mark to view the Issue Navigator each time you open the module. See *Issue Navigator dialog box* (on page 719).

Show the Welcome dialog at startup: Mark to view the *Welcome dialog box* (on page 806) each time you open the module.

Application Log File

Write trace of internal functions to log file: Mark to record your actions in a log file (errors.log).

Grouping and Sorting

Labels on grouping bands: Choose the labels you want to display in grouping bands. This setting affects any window/dialog box where you cannot access a Group and Sort dialog box.

Show ID/Code: Mark to display the ID/Code as the label on grouping bands.

Show Name/Description: Mark to display the Name/Description as the label on grouping bands.

Note:

- ▶ If you do not want P6 Professional to automatically reorganize data, you can choose Reorganize Now from the Tools menu to apply the group and sort criteria to the updates in the layout, as needed.

Columns

Select financial periods to view in columns: Select a range of financial periods you want to make available for display as columns in the Activity Table, the Resources tab of Activity Details, and the Resource Assignments window.

Job Alert Polling Interval

Frequency to poll for job alerts (in seconds): The interval, in seconds, that P6 Professional polls the database for job alerts. A job alert is created every time a job you submit completes or fails. This setting takes effect only after you close and restart P6 Professional.

Apply Actuals dialog box

Use the Apply Actuals dialog box to update or apply actuals to open projects.

Project(s) to be updated: Lists the currently open projects to which actuals can be applied. The table lists Project ID, Project Name, Current Data Date, and Project Planned Start date.

A new data date is used when actuals are applied: Specify whether each project uses its own new data date or if the same new data date is used for all projects.

New Data Date: If you choose to apply the same new data date for all projects, select the date up to which you want to apply the default project's actuals. Click Browse to select a new date or click the arrows to browse for a new date according to timesheet end dates.

When actuals are applied from timesheets, calculate activity remaining durations: Specify whether to recalculate the remaining duration based on the activity duration type or to always recalculate. If you choose to always recalculate, all activities are treated as Fixed Units and Fixed Units/Time.

Apply: Applies actuals to the open projects and updates the current data date.

Assign Access to OBS dialog box

Use the Assign Access to OBS dialog box to enable the selected user to access project data for the EPS and WBS elements related to a specific OBS member.

Display Options bar: Lists options for changing the organizational breakdown structure (OBS) display.

OBS Name: Lists the organizational breakdown structure (OBS). To sort the display, click the OBS Name column label.

Assign: Assigns the selected OBS element to the Project Access list.

Remove: Removes the selected OBS element from the Project Access list.

Assign Activities dialog box

Use the Assign Activities dialog box to assign the selected activity to the risk.

Display Options bar: Lists options for changing the activities display. You can change the columns, filtering, grouping and sorting, font, and colors.

Search: Type an Activity ID or name to display a filtered list of activities that begin with this value.

Activity table: Lists the ID, name, and status of activities in the open project. To sort the display, click a column label.

Assign: Assigns the selected activity to the selected risk.

Remove: Removes the selected activity assignment.

Assign Activity Codes dialog box

Use the Assign Activity Codes dialog box to assign an activity code to the selected activity. You can also use this dialog box to create and assign a new activity code value.

Global: Click to display global activity codes.

EPS: Click to display EPS-level activity codes.

Project: Click to display project-specific activity codes.

Display Options bar: Click to change the activity code values display.

Search: Type an activity code or description to display a filtered list of activities whose ID or name begins with this value.

Activity Code Value: Lists code values according to activity code. To sort the display, click the Code Value column label.

Description: Describes each activity code value. To sort the display, click the Description column label.

Assign: Assigns the selected activity code value to the selected activity.

Remove: Removes the selected activity code value from the selected activity.

New: Click to create a new activity code value. You can then assign the new value to a selected activity. This icon is disabled if no code band is selected or if you do not have security to edit the selected type of activity code (global, EPS, or project).

Assign Activity Step Templates dialog box

Use the Assign Activity Step Templates dialog box to assign a step template to an activity. By using Ctrl-Click, you can assign multiple templates to a single activity. You can also use Ctrl-Click to select multiple activities, then assign the applicable template(s) to those activities.

Step Template Name: The names of all the activity step templates present in the Activity Step Templates dialog box. See **Activity step templates** (on page 288).

Step Count: The number of steps contained in the template.

Assign Baselines dialog box

Use the Assign Baselines dialog to assign project, primary, secondary, and tertiary baselines to a project.

Project: Lists all open projects. Select the project to which you want to assign baselines.

Project Baseline: Lists the available baselines for the selected project. Select the baseline to use as the project baseline. If a baseline does not exist, the current project is the default value.

User Baselines

Primary: Select the primary baseline from the list of available baselines. If a baseline does not exist, the current project is the default value.

Secondary: Select the second baseline from the list of available baselines. A second baseline is not required.

Tertiary: Select the tertiary baseline from the list of available baselines. A tertiary baseline is not required.

OK: Click to assign the selected baselines to the selected project.

Cancel: Closes the dialog without saving your changes.

Assign Funding Sources dialog box

Use the Assign Funding Sources dialog box to assign a funding source to the selected project.

Display Options bar: Click to change the font or colors in this dialog box.

Search: Begin typing the first few letters of a funding source to display a filtered list of sources beginning with the letters typed.

Funding Source: Lists all funding sources defined for the enterprise.

Assign: Assigns the selected funding source to the selected project.

Remove: Removes the selected funding source from the selected project.

Assign Notebook Topic dialog box

Use the Assign Notebook Topic dialog box to assign a notebook to the selected activity.

Display Options bar: Click to change the font or colors in this dialog box.

Search: Begin typing the first few letters of a Notebook Topic to display a filtered list of topics beginning with the letters typed.

Notebook Topic: Lists note topics or categories predefined by the project administrator. To sort the display, click the Notebook Topic column label.

Assign: Assigns the selected note to the selected activity.

Remove: Removes the selected note from the selected activity.

Assign Predecessors dialog box

Use the Assign Predecessors dialog box to define a predecessor for an activity. To display this dialog box, click **Assign** in the Predecessors tab of Activity Details or click  on the Assign toolbar. See **Assign Toolbar** (on page 100). You can also click **Assign** in the Predecessors area of the Relationships tab in Activity Details.

Display Options bar: Click to change the activities display and to select another project when you want to assign external relationships to an activity. You can customize columns, filters, grouping and sorting, font, and colors.

Search: Type an activity ID or name to display a filtered list of activities whose ID or name begins with this value.

Activity ID: Displays activities in the open project.

Activity Name: Displays the names of the activities in the open project.

Activity Status: Displays the status of the activities in the open project.

Assign: Assigns the selected predecessor activity.

Remove: Removes the selected predecessor activity.

Tip

- ▶ To sort the display, click a column label.

Note

- ▶ To display the Relationships tab in Activity Details, click the Layout Options bar, then choose Bottom Layout Options and add the Relationships tab to the Display Tabs column list.

Assign Project Codes dialog box

Use the Assign Project Codes dialog box to assign a project code to the current project.

Display Options bar: Click to change the display.

Search: Type a project code or code description to display a filtered list of project codes whose code or description begins with this value.

Project Code: Lists code values for each project code.

Code Description: Describes each project code value.

Assign: Assigns the selected code to the current project.

Remove: Removes the selected code from the current project.

Assign Recipients dialog box

Use the Assign Recipients dialog box to select an e-mail recipient from a list of resources or users.

Display Options bar: Lists options for displaying resources or users, and for customizing the recipient list.

Name: For the open project, lists the name of each resource or user, depending on your current display.

E-Mail Address: For the open project, lists the e-mail address of each resource or user, depending on your current display.

Assign: Adds the selected recipient.

Remove: Removes the selected recipient.

Assign Reports dialog box

Use the Assign Reports dialog box to add reports to and remove reports from the selected report batch.

Display Options bar: Click to filter, group, and sort the report batch display.

Report Name: Lists names of existing reports. To sort the display, click the Report Name column label.

Assign: Adds the selected report to the report batch.

Remove: Removes the selected report from the report batch.

Assign Resource Codes dialog box

Use the Assign Resource Codes dialog box to assign a resource code to the selected resource.

Display Options bar: Click to change the display.

Search: Type a resource code or code description to display a filtered list of resource codes whose code or description begins with this value.

Resource Code: Lists code values according to resource code. To sort the display, click the Resource Code column label.

Code Description: Describes each resource code value.

Assign: Assigns the selected resource code to the current resource.

Remove: Removes the selected resource code from the current resource.

Assign Resources by Role dialog box

Use the Assign Resources by Role dialog box to assign a resource to the selected activity according to the resource's assigned roles.

Display Options bar: Click to change the table's fonts and colors, filter the display, or group the display by resource codes.

Search: Type a resource ID or name to display a filtered list of resources whose ID or name begins with this value.

Resource ID: Lists IDs for resources with role assignments that correspond to the selected activity's role assignments.

Resource Name: Lists names of resources with role assignments that correspond to the selected activity's role assignments.

Proficiency: Lists each resource's proficiency for the selected activity's assigned role.

Max Units/Time: Lists the selected resource's availability, or the maximum amount of work units the selected resource can perform in a single work period, according to effective date.

Assign: Assigns the selected resource to the selected activity.

Remove: Removes the selected resource from the selected activity.

Tip

- ▶ To sort the display, click a column label.

Note

- ▶ If resource security is enabled, you can only select resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Assign Resources dialog box

Use the Assign Resources dialog box to assign a resource to a role or an activity. If resource security is enabled, you can only assign resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Display Options bar: Click to change the resources display. You can change columns, filters, grouping and sorting, font, and colors.

Search: Type a resource ID or name to display a filtered list of resources whose ID or name begins with this value.

Assign Resources table: Lists your organization's resource hierarchy. To sort the display, click a column label.

Assign: Assigns the selected resource.

Remove: Removes the selected resource assignment.

Replace: Replaces the selected resource assignment.

Assign Risks dialog box

Use the Assign Risks dialog box to assign a risk to the current activity.

Display Options bar: Click to change the display.

Search: Type a risk name to display a filtered list of risks whose name begins with this value.

Risk ID: The unique identifier of each risk.

Risk Name: The name of each risk.

Risk Category: The name for the risk's category.

Risk Type: The kind of risk, threat or opportunity. A threat will have a negative impact on your project, while an opportunity will have a perceived benefit to the project.

Risk Status: The current state of the selected risk's status.

- ▶ **Proposed:** The risk is identified and awaits approval.
- ▶ **Open:** The risk is approved as a valid risk to the project.
- ▶ **Active:** The risk is currently impacting the project.
- ▶ **Rejected (Closed):** The risk is not seen as a valid risk to the project and therefore will not be tracked and managed by the project manager. The data for this risk cannot be modified once it is closed.
- ▶ **Managed (Closed):** The risk occurred and was successfully managed by the project team and is no longer an active risk. The data for this risk cannot be modified once it is closed.

- ▶ **Impacted (Closed):** The risk occurred, impacted the project and is no longer an active risk. The data for this risk cannot be modified once it is closed.

Risk Owner: The resource that has ownership of the selected risk.

Identified By: The resource who identified the risk.

Identified On: The date the risk was identified.

Exposure Start: The earliest start date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Start date is shown.

Exposure Finish: The latest finish date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Finish date is shown. If there is no Project Finish date, the Project Schedule Finish data is shown. If there is no Project Schedule Finish date, then the Project Must Finish On date is shown. If there is no Project Must Finish On date, then the Project Start date is shown.

Project: The name of the project with activities associated with this risk.

Description: A description of the risk.

Assign: Assigns the selected risk to the current activity.

Remove: Removes the selected risk from the current activity.

Assign Roles dialog box - for selected resource or activity

Use the Assign Roles dialog box to assign a role to the selected resource or activity.

Display Options bar: Click to change the roles display.

Search: Type a role ID or name to display a filtered list of roles whose ID or name begins with this value.

Role ID: Lists role IDs. To sort the display, click the Role ID column label.

Role Name: Lists each role's name. To sort the display, click the Role Name column label.

Assign: Assigns the selected role.

Remove: Removes the selected role assignment.

Assign Roles dialog box - for selected resource

Use the Assign Roles dialog box to assign a role to the selected resource.

Display Options bar: Click to change the roles display.

Search: Type a role ID or name to display a filtered list of roles whose ID or name begins with this value.

Role ID: Lists role IDs. To sort the display, click the Role ID column label.

Role Name: Lists each role's name. To sort the display, click the Role Name column label.

Assign: Assigns the selected role.

Remove: Removes the selected role assignment.

Assign Successors dialog box

Use the Assign Successors dialog box to assign a successor to the selected activity. To display this dialog box, click Assign in the Successors tab of Activity Details or click  on the Assign toolbar. See **Assign Toolbar** (on page 100). You can also click Assign in the Successors area of the Relationships tab in Activity Details.

Display Options bar: Click to change the activities display and to select another project when you want to assign external relationships to an activity. You can customize columns, filters, grouping and sorting, font, and colors.

Search: Type an activity ID or name to display a filtered list of activities whose ID or name begins with this value.

WBS/Activity ID: Displays activities in the open project.

Activity Name: Displays the names of the activities in the open project.

Activity Status: Displays the status of the activities in the open project.

Assign: Assigns the selected successor activity.

Remove: Removes the selected successor activity.

Tip

- ▶ To sort the display, click a column label.

Note

- ▶ To display the Relationships tab in Activity Details, click the Layout Options bar, then choose Bottom Layout Options and add the Relationships tab to the Display Tabs column list.

Assign User dialog box

Use the Assign User dialog box to assign an existing user to an OBS element. Assigning a user to an OBS element grants the user access to project data for which the OBS element is responsible. The specific level of access is defined by the user's project profile.

Display Options bar: Click to change the users list display options.

Login Name: Lists users' login names, which are assigned in the Users dialog box.

Personal Name: Lists users' given names.

Global Profile: Lists users' global profiles.

Resource: Lists users' assigned resource ID and name, if any.

Assign: Assigns the selected user to the current OBS element.

Remove: Removes the selected user from the current OBS element.

Assign WBS or Activities dialog box

Use the Assign WBS or Activities dialog box to assign the selected work product or document to an activity or work breakdown structure (WBS) element.

Display Options bar: Lists options for changing the WBS and activities display.

WBS or Activities table: Lists WBS elements and activities in the open project. To sort the display, click a column label.

Assign: Assigns the selected WBS element or activity to the selected work product or document.

Remove: Removes the selected activity or WBS assignment.

Assign Work Products & Documents dialog box

Use the Assign Work Products & Documents dialog box to assign existing work products and documents to the selected activity or work breakdown structure (WBS) element. To add new work products and documents, choose Project, Work Products and Documents.

Display Options bar: Click to change the work products and documents display.

Search: Type a title to display a filtered list of titles beginning with the letters typed.

Title: Lists the open project's work products and documents. To sort the display, click the column label.

Reference No.: Displays the document reference number. You can change the reference number on the Work Products & Documents window General details tab.

Version: Displays the document version. You can change the version on the Work Products & Documents window General details tab.

Assign: Assigns the selected work product or document.

Remove: Removes the selected work product or document from the activity or WBS element.

Assistance tab - User Preferences dialog box

The Assistance tab enables you to specify whether you want to use wizards, rather than standard dialog boxes.

Wizards

Use New Resource Wizard: Mark to use the New Resource Wizard to add resources to the resource pool.

Use New Activity Wizard: Mark to use the New Activity Wizard to add activities to projects.

Assumptions and Notes tab - Estimation History dialog box

Assumptions & Notes: Displays assumptions and other comments recorded for the selected estimate.

Attribute Details dialog box

Use the Attribute Details dialog box to view detailed project information about the selected attribute.

The available tabs are:

- ▶ **Description tab - Attribute Details dialog box** (on page 683)
- ▶ **Resources tab - Attribute Details dialog box** (on page 761)
- ▶ **Roles tab - Attribute Details dialog box** (on page 763)
- ▶ **Expenses tab - Attribute Details dialog box** (on page 693)
- ▶ **WPs & Docs tab - Attribute Details dialog box** (on page 807)
- ▶ **Cost tab - Attribute Details dialog box** (on page 673)

Attributes tab - WBS Details dialog box

Attribute Name: Lists attributes assigned to activities in the selected WBS.

Bar Chart dialog box

Use the Bar Chart dialog box to change your Bar Chart settings for the current layout.

Display: Select the category of WBS information to include in the project Bar Chart.

Show Bars

Field: A WBS field in the selected Display category that will be shown as a bar on the project Bar Chart. You can select up to three fields, but you must select at least one. The available data items change to reflect the current display option.

Color: Click to change the color of each bar included in the project Bar Chart.

Show Stacked: Mark to show the bars side-by-side or stacked one upon the other.

Apply: Click to preview the specified bars on the project Bar Chart without closing the dialog box.

Bar Chart Options dialog box

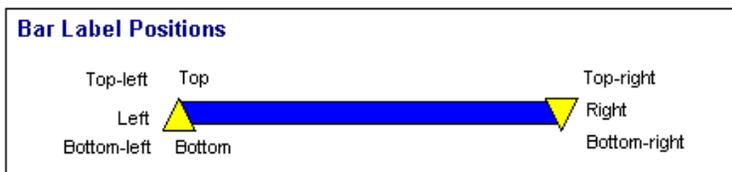
Use the Bar Chart Options dialog box to customize your current Gantt Chart display.

- ▶ **General tab - Bar Chart Options dialog box** (on page 702)

- ▶ **Collapsed Bars tab - Bar Chart Options dialog box** (on page 667)
- ▶ **Data Date tab - Bar Chart Options dialog box** (on page 675) (Activities and Tracking windows only)
- ▶ **Sight Lines tab - Bar Chart Options dialog box** (on page 787)
- ▶ **Progress Line tab - Bar Chart Options dialog box** (on page 744) (Activities window only)

Bar Labels tab - Bars dialog box

Position: Double-click to change the position of the selected bar's label.



Label: Double-click to select a database field for the selected bar's label.

Add: Click to add a bar label to the selected bar.

Delete: Click to delete the selected bar label from the selected bar.

Bar Settings tab - Bars dialog box

Grouping Band Settings

Show bar when collapsed: Mark to include the selected bar when you collapse the display to summary level information.

Showbar for grouping bands: Mark to display the selected bar as a summary bar only.

Bar Necking Settings (Activities window)

Calendar nonwork time: Mark to show the selected bar's nonwork time, based on the activity's calendar, as a neck.

Activity nonwork intervals: Mark to show the selected bar's nonwork intervals as a neck, based on out-of-sequence progress and suspended/resumed activities.

Note

- ▶ Necking does not apply for summary bars.

Bar Style tab - Bars dialog box

Shape: The shape of the selected bar's start endpoint, the bar itself, and the finish endpoint. Select the shape in each field.

Color: Click each field to select the selected bar's start endpoint color, the color of the bar itself, and the color of the finish endpoint.

Pattern: The fill pattern of the selected bar's start endpoint, the bar itself, and the finish endpoint. Select the pattern in each field.

Row: Type or select the position of the selected bar in the Gantt Chart. Select 1, 2, or 3.

Bars dialog box

Use the Bars dialog box to specify the style and labels for the bars in a Gantt Chart.

The Bars dialog box contains the following tabs:

- ▶ **Bar Style tab - Bars dialog box** (on page 657)
- ▶ **Bar Settings tab - Bars dialog box** (on page 656)
- ▶ **Bar Labels tab - Bars dialog box** (on page 656)

In addition, the following fields and buttons are available in the Bars dialog box:

Display: Mark to display the corresponding bar in the Gantt Chart.

Name: The bar name; this does not display in the layout. Double-click to change the bar name.

Timescale: The timescaled data that the bar represents. Double-click the timescale to change it.

See **More Detail: Specifying a bar's timescale** (on page 834).

Filter: The filter applied to the data item represented by the bar type. Double-click the filter to change it.

Preview: Shows how the bar will appear.

Apply: Click to preview your changes without closing this dialog box.

Add: Click to add a bar to the current layout.

Delete: Click to delete the selected bar. To remove a specific bar from the layout display without deleting it, clear the Display checkbox next to the bar.

Copy From: (Activity Layouts only) To apply Gantt Chart settings from another layout to the current activity layout, click this button.

ShiftUp: Click to move the selected bar up one position.

ShiftDown: Click to move the selected bar down one position.

Options: Click to specify Gantt Chart background line and legend options.

Default: Click to apply the default Gantt Chart settings.

Baseline Duplicates dialog box

Use the Baseline Duplicates dialog box to choose whether to renumber selected activity IDs in the baselines when you are renumbering activity IDs.

The top section of this dialog box lists baselines associated with the current project that P6 Professional will not update because doing so would create duplicate activity IDs; P6 Professional does not update activity IDs in a baseline if it detects that doing so would create duplicate activity IDs.

The bottom section of this dialog box presents you with a Yes or No choice whether to continue renumbering.

- ▶ Click Yes to renumber the selected activity IDs in the baselines that do not contain duplicates.

Be aware that once you click Yes, the changes are committed to the database with no chance for you to undo the renumbering. Furthermore, if you click Yes, the baselines listed in the Baseline Duplicates dialog box will not synchronize with the current project, which impacts the accuracy of comparison data and earned value if these baselines are subsequently used against the current project.

- ▶ Click No to cancel the renumbering process for baselines and to undo renumbering in the current project.

Note

- ▶ This dialog box appears if you marked the Renumber Selected Activities in Baselines checkbox in the Renumber Activity IDs dialog box and P6 Professional subsequently detects baselines where duplicate activity IDs would be created.

Baseline Types tab - Admin Categories dialog box

Use the Baselines Types tab to create, edit, and delete baseline types.

Display Options bar: Click to search for a specific baseline type.

Baseline Type: Lists baseline types. Baseline types allow you to categorize project baselines, standardize baselines, and help benchmark performance across projects. To change a baseline type, double-click the type you want to change.

Add: Adds a baseline type.

Delete: Deletes the selected baseline type.

Shift up: Moves the selected baseline type to a higher position in the display. This changes the order in which types display when you assign a baseline type to a baseline.

Shift down: Moves the selected baseline type to a lower position in the display. This changes the order in which types display when you assign a baseline type to a baseline.

Batch Reports dialog box

Use the Batch Reports dialog box to define report batches for running global and project reports.

Global: Choose to add, edit, or delete report batches that are not project-specific.

Project: Choose to add, edit, or delete report batches for the open project only.

Display Options bar: Click to search for a specific report batch.

Batch Report: Lists names of report batches for the current batch type. To change a report batch name, double-click it. To sort the list, click the Batch Report column label.

Report Name: Lists names of reports included in the selected batch report.

Assign: Click to add reports to the selected report batch.

Remove: Click to remove reports from the selected report batch.

Arrows: Change the selected report's position in the report batch.

Add: Adds a report batch.

Delete: Deletes the selected report batch.

Calculations tab - User Preferences dialog box

The Calculations tab enables you to specify how to calculate remaining values when new resource assignments are added to or removed from activities. You can also choose the default behavior when replacing a resource on an existing activity assignment and when both a resource and role share an activity assignment.

Note

- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, your selections on this tab can affect the values you manually enter in future periods for an assignment. See **How - Calculations tab - User Preferences dialog box** (on page 715).

Resource Assignments

Preserve the Units, Duration, and Units/Time for existing assignments: When adding or removing multiple resource assignments on activities, choose this option for units, durations, and units/time to remain constant when additional resources are assigned to an activity. Regardless of the duration type of an activity, this equation will always remain true:

Remaining Units = Remaining Duration * Remaining Units/Time

Recalculate the Units, Duration, and Units/Time for existing assignments based on the activity Duration Type: When adding or removing multiple resource assignments on activities, choose this option to calculate a resource assignment's remaining values based on the activity's duration type specified in the Activity Details General tab.

Note

- ▶ For Fixed Duration and Units P6 Professional will not recalculate the actual units for existing resource assignments if they have negative units/time, units, or cost values.

Assignment Staffing

When assigning a resource to an existing activity assignment: When you replace the resource on an activity assignment with a different resource, choose to always use the units/time and overtime factor of the current assignment or of the new resource replacing the existing assignment; or, you can choose to be prompted to select which units/time and overtime factor you want to use each time you replace a resource on an existing activity assignment.

When a resource and role share an activity assignment: When assigning a resource to an existing role assignment (or a role to an existing resource assignment), you can choose to always use the price/unit of the resource or role; or, you can choose to be prompted to select which price/unit you want to use each time you assign a resource to an role assignment (or a role to a resource assignment).

Note

- ▶ If you choose to always use the role's price/unit, in the Activity Details, Resources tab, the Rate Source is set to Role. If you choose to always use the resource's price/unit, the Rate Source is set to Resource. The price/unit value used to calculate costs for the assignment is determined by the rate type you select in the Rate Type field (which are resource- and role-specific).

Calendar dialog box

Use the Calendar dialog box to view and edit a global, project, or resource calendar.

Total work hours/day: Displays the number of work hours defined for the selected day in the Work hours/day area.

Detailed work hours/day: Displays the number of work hours and nonwork hours defined for the selected workday in the Work hours area.

< (Previous timeperiod): Displays either the previous month or the previous year, depending on your current display.

Month/Year: Displays the month and year currently selected for the calendar. Click to display a different month in the displayed year.

> (Next timeperiod): Displays either the next month or the next year, depending on your current display.

Month: Displays the selected month for the displayed year.

Day: Displays the selected day for the displayed year. Click to select the entire column (that day every week).

Date: Displays a numerical date.

Work hours/day or **Work hours:** The number of work hours for the selected date, if the Total work hours/day option is chosen above, or the number of work hours and nonwork hours for the selected date, if the Detailed work hours/day option is chosen. For Work hours/day, you can enter or select a different number. For Total work hours/day, you can select new work and nonwork hours by clicking a specific hour and then clicking Work or Nonwork.

Inherit holidays and exceptions from Global Calendar: The name of the calendar on which the open calendar is based. You can select a new calendar. This field is disabled for your personal resource calendar.

Work: Makes the selected date a workday.

Nonwork: Makes the selected date a nonworkday.

Standard: Makes the selected date a normal workday with the default number of workhours.

Workweek: Opens the Calendar Weekly Hours dialog box and enables you to change the default number of workhours for a weekday in the open calendar.

Time Periods: Opens the Hours per Time Period dialog box and enables you to define the calendar's default number of hours per timeperiod. For activities and resources to which the calendar is assigned, these values are used as conversion factors when users enter or display units and durations in time increments other than hours.

Tips

- ▶ If the open calendar is a project or resource calendar derived from a global calendar, a globe symbol may display in the calendar dates. This indicates an exception to the number of default work hours for that weekday in the global calendar.
- ▶ If you change the number of workhours, the selected date will be displayed in a different color if the workhours are different from the weekly default workhours.
- ▶ Fields in this dialog box are disabled if the "Use assigned calendar to specify the number of work hours for each time period" checkbox on the Admin Preferences, Time Periods tab, is not marked. If this checkbox is not marked, default hours per time period settings are defined on the Admin Preferences, Time Periods tab.

Note

- ▶ The Inherit Holidays and Exceptions from Global Calendar field is enabled only if the open calendar is a project or resource calendar.

Calendar Used By dialog box

Use the Calendar Used By dialog box to view a complete list of projects and resources that use the selected calendar.

Projects: Choose to list projects that use the selected calendar.

Resources: Choose to list resources that use the selected calendar.

Project ID/Project: If the current display is by project, lists projects that use the calendar.

Resource: If the current display is by resource, lists resources that use the calendar.

Calendar Weekly Hours dialog box

Use the Calendar Weekly Hours dialog box to specify the number of default working hours for each weekday in the open calendar.

Using Total work hours/day

Standard work hours: Displays the default number of working hours for each day in the open calendar.

Using Detailed work hours/day

Day of the Week: Select a day of the week to set its default number of working hours.

Work hours: Displays the default number of working hours for the selected day in the open calendar.

Work: Makes the selected hour a working hour.

Nonwork: Makes the selected hour a nonwork hour.

Calendars dialog box

Use the Calendars dialog box to create, edit, and delete global, project, and resource calendars. You can also view calendar assignments, and you can specify a default global calendar.

Global: Choose to add, edit, or delete a global calendar.

Resource: Choose to add, edit, or delete a resource calendar.

Project: Choose to add, edit, or delete a project calendar.

Display Options bar: Click to search for a specific calendar. If Resource is chosen, Filter By options exist to display only shared resource calendars or only personal resource calendars.

Calendar Name: Lists global, resource, or project calendars, depending on your current display. To sort the display, click the Calendar Name column label.

Default: If your current display is Global, indicates the default global calendar for work breakdown structure elements, projects, and resources. Mark the appropriate Default checkbox to change the default global calendar. To sort the display, click the Default column label.

Add: Creates a global, resource, or project calendar, depending on your current display.

Delete: Deletes the selected calendar.

Modify: Enables you to modify the selected calendar.

Used By: Displays a list of projects and resources that use the selected calendar.

To Global: Enables you to convert the selected project or resource calendar to a global calendar.

To Shared: Enables you to convert the selected personal resource calendar to a shared resource calendar.

To Personal: Enables you to convert the selected shared resource calendar to a personal resource calendar.

Calendars in Use dialog box

Use the Calendars in Use dialog box to specify how you want to delete a calendar.

Select Replacement Calendar: Choose to reassign the selected calendar's assignments to a calendar that you specify.

Link to Default Global Calendar: Choose to reassign the selected calendar's assignments to the default global calendar.

Cell tab - Properties dialog box

Use the Cell tab to specify the contents of a text cell and to define the cell's settings. You can specify how you want the cell's information to be formatted in the compiled report and define an HTML link to the cell. If the selected cell is part of a data source, you can apply one or more filters to specify the information you want to compile for this cell in the report.

General Settings

Cell type: The type of information the selected cell reports. Cell type can be:

- ▶ Field Title - duplicates the name of a field you specify. WBS Code and Activity Name are examples of field titles.
- ▶ Field Data - compiles and reports information from a field you specify. For example, a Field Data cell that refers to the field WBS Code will report WBS codes.
- ▶ Variable - reports information related to the overall report rather than a specific data source, or type of data. Report name and page number are examples of Variable type information.

- ▶ Custom Text - contains custom text that you specify.

You can select a new cell type.

Cell object: If the cell type is Field Title or Field Data, this field defines the category of information reported in the text cell, for example Activity. The list of available cell objects corresponds to the data source that contains the selected cell.

The choices in the Cell Object field reflect the data source (table) you specified. If the table is joined to one or more other tables in the database, the full path to the selected data source is displayed. For example: Activity Name \ <activity_name> \ Activity Code \ Project \ Default Cost Account \ Parent Cost Account.

If you change the data source, the list of available field names will also change.

The Cell Object field is not used for Variable or Custom Text cells.

You can select a new cell object.

Cell field: If the cell type is Field Title or Field Data, this is the name of the specific database field the text cell references. For example, if you want to report Activity Name in a text cell, the Cell Object would be Activity and the Cell Field would be Activity Name. The list of available cell fields reflects the Cell Object you specify for the selected cell.

You can select a new field.

Cell variable: If the cell type is Variable, this is the variable data field the selected cell reports. You can select a new field.

Custom Text: If the cell type is Custom Text, this is the text entered in the selected cell. You can type new text.

Align cell: The selected cell's position relative to the report's left and right margins. A cell's alignment may be:

- ▶ None - enables you to drag the cell to the appropriate position. If you select None, you can also enter the cell's indent from the left margin in the Left field.
- ▶ Left - positions the cell flush against the report's left margin. If you select Left, you cannot specify the cell's indent from the left or right margin.
- ▶ Right - positions the cell flush against the report's right margin. If you select Right, you cannot specify the cell's indent from the left or right margin.
- ▶ Center - extends the cell across the entire row. If you select Center, you cannot specify the cell's indent from the left or right margin.

You can select a new alignment.

Text alignment: The horizontal position of the selected cell's text, relative to the cell's left and right edges. You can select a new alignment.

Font style: The name of the style applied to text displayed in the selected cell. You can select a new style.

Custom Font: Enables you to specify custom formatting options for text displayed in the selected cell.

Note

- ▶ The Custom Font button is available only if you select Custom from the Font Style list.

Left: The cell's indent from the report's left margin, or the numeric distance between the left margin of the report and the left edge of the cell.

If the cell's alignment is Left or None, you can type a new number. If the selected cell's alignment is Right or Center, the left indent is determined for you.

Width: The numeric width or distance the selected cell occupies between the report's left and right margins.

If the cell's alignment is Left, Right, or None, type a new number. If the selected cell's alignment is Center, the cell's width is determined for you.

Color: Click to change the selected cell's color.

Timescale Type: For time-distributed data, select how you want to see summary data reported across the timescale, for example, by timescale interval, or period totals only.

Borders: Click to add or remove cell borders.

Edit filter: For field data cells that are part of a data source only, click to add or edit filters for information compiled for the selected cell.

HTML links: Click to define HTML links for the selected cell, if you want the cell to contain a link to a Web site.

Repeat over timescale: Mark to include time distributions in the displayed report. This feature compiles information according to the timescale options you select under the Report tab. This option is available only for fields that report time-distributed data, for example, fields that report units or costs.

Format Cell Text: Mark to display currency, time, and percentage symbols where appropriate within the report. For example, if you do not choose this option, 1000 labor unit hours would display simply as 1000. If you choose this option an h is appended to the value: 1000h.

Indent Cell: Mark to indent information reported in the selected cell to indicate hierarchy levels.

Change Password dialog box

Use the Change Password dialog box to change your password. Depending on your security profile, you can also use the Change Password dialog box to change another user's password. To display this dialog box, click Password in the Password tab of the **User Preferences dialog box** (on page 803) or the General tab of the **Users dialog box** (on page 803).

The type of password required depends on whether the Enable Password Policy checkbox is marked or cleared in the Password Policy section of the **Admin Preferences dialog box** (on page 642).

Enter New Password: Enter a password for the new user according to the following requirements:

- ▶ If the Enable Password Policy checkbox is marked in the Admin Preferences dialog box, enter a password with a minimum length of 8 characters, including one alpha and one numeric character.
- ▶ If the Enable Password Policy checkbox is cleared in the Admin Preferences dialog box, enter a password with a maximum length of 20 characters. This password can also serve as the authentication password for your e-mail server.

Verify Your New Password: The new password you specified in the Enter New Password field.

Chart Box Template dialog box

Use the Chart Box Template dialog box to customize chart box content and appearance when you view information in the Activity Network.

Sample Box: Shows the data elements selected for the box, in the order in which they will appear in the box.

Field Name: The name of a data element included in the box.

Width: The width of a data element included in the box.

Height: The height of a data element included in the box.

Total Width: The total width of all data elements included in the box.

Add: Adds a data element to the box.

Delete: Deletes the selected data element from the box.

Shift Up: Shifts the selected data element up.

Shift Down: Shifts the selected data element down.

Chart Font & Colors dialog box

Use the Chart Font & Colors dialog box to change the appearance of text, the background color, and the color of boxes in your display.

Font: Changes the appearance of text in your display.

Back Color: Changes your display's background color.

Box Color: Changes the color of boxes in your display.

Apply: Applies your changes without closing this dialog box.

Collapse To dialog box

Use the Collapse To dialog box to select which grouping band you want to collapse or expand in the current layout. The selection available in the list is based on the grouping bands displayed in the current layout.

Collapsed Bars tab - Bar Chart Options dialog box

Collapsed Bar Formatting

Collapse to grouping bands: Choose this option to display one bar for all activities in the bar chart.

Mark Show Relationships for Collapsed Bars to show relationship lines from the collapsed bar to other collapsed and individual bars. This setting is available if the Show Relationships checkbox is marked in the General tab.

Show bar necking for: Select Calendar Nonwork Time to show nonwork time, based on the activity's calendar, as a neck on the collapsed bar. Select Activity Nonwork Intervals to show a neck on the collapsed bar for activity and its calendar nonwork intervals, including suspend/resume dates, out of sequence progress, and gaps of time when activities are not working.

Collapse to individual bars to minimize space: Choose this option to move individual bars as close to the grouping band as possible, under the correct timescale date in the bar chart.

Mark Allow Overlapping of Bar Labels to allow P6 Professional to move the individual bars to minimize space, without overlapping other bars, under the correct timescale date, within the grouping band.

Columns dialog box

Use the Columns dialog box to specify which columns you want to display and their order.

Available Options: Lists columns that do not appear in the current display.

Selected Options: Lists columns that appear in the current display.

- ▶ Includes the selected available column in the display.
- ▶▶ Includes all available columns in the display.
- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▲ Changes the selected column's position in the display to the left.
- ▼ Changes the selected column's position in the display to the right.

Apply: Applies your changes without closing this dialog box.

Copy From: (Activities window only) Copies column selections from a layout you select.

Default: Applies the default column layout to your current display.

Edit Column: Allows you to edit the selected column's title and choose its alignment in the display.

Columns tab - Modify Template dialog box for use with Microsoft Excel files

Use the Columns tab to select the columns to include in the export file. The columns available are based on the selected subject area.

Available Options: Lists columns that do not appear in the current display.

Selected Options: Lists columns that appear in the current display.

- ▶ Includes the selected available column in the display.
- ▶▶ Includes all available columns in the display.
- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▲ Changes the selected column's position in the display to the left.
- ▼ Changes the selected column's position in the display to the right.

Configure Connection Settings dialog box

Use the Configure Connection Settings dialog box to configure database connections and select the database you want to log into.

Available Databases

⊕: Adds a new database configuration. Select the appropriate module heading (P6 Professional) before you click this icon.

✖: Deletes the selected database configuration.

P6 Professional: Lists all the database connections you have previously configured for P6 Professional.

Database Details

Database Connection

Database type: The type of database you want to connect to, either Oracle or Microsoft SQL Server.

Host Name/IP Address: The name or IP address of the database server hosting the P6 Professional database.

Database Name/Service Name: For SQL server databases, enter the database name. For Oracle databases, enter the name of the SID that stores the P6 Professional database tables.

Port: The database's port number. For Oracle databases, the default port number is 1521; for SQL Server databases, the default port number is 1433. However, your administrator may have configured a different port number.

SSL: This checkbox appears when configuring a connection for an Oracle database. Mark if you want to connect to the database using SSL.

Username: The database's public username. For example, pubuser.

Password: The database's public password. For example, pubuser.

Test Connection: Click to test the database connection settings you specified. If successful, click Close to return to the login screen.

Advanced

The fields in this section are automatically set to the best default value and do not need to be updated unless you are instructed to do so by your administrator.

Tips

- ▶ Contact your P6 Professional administrator if you need assistance when configuring database connections.
- ▶ Database connections you configured in releases prior to P6 Professional version 7.0 are not retained when you upgrade to 7.0; you must recreate these connections.
- ▶ To modify a configuration, select it in the list of available databases, modify connection settings as necessary, then click Close.
- ▶ To select a database to connect to, select it in the list of available databases, then click Close.
- ▶ To delete a configuration, select it in the list of available databases, then click .
- ▶ To rename a configuration, double-click it in the list of available databases, then type a new name.

Contact tab - Users dialog box

E-Mail Address: The selected user's e-mail address. You can type a new e-mail address.

Office Phone: The selected user's office phone number. You can type a new phone number.

- ▶ If a user is also a resource, the e-mail address and office phone number you type in the Users dialog box overwrites the e-mail address and office phone number recorded in the Resources window General tab, if that information is different. Likewise, e-mail and phone information you enter in the Resources window overwrites the information in the Users dialog box.

Copy Activity Options dialog box

Use the Copy Activity Options dialog box to specify which information should be copied when you copy an activity.

Resource & Role Assignments: Mark to copy resource and role assignments (including future period assignment values).

Relationships: Mark to copy activity relationships.

Only between copied activities: Mark this checkbox when you want to preserve relationships between copied activities, not relationships to other activities that are not being copied.

Expenses: Mark to copy activity expenses.

Activity Codes: Mark to copy activity code value assignments.

WPs & Docs: Mark to copy work product or document assignments.

Notebook: Mark to copy activity notebooks.

Steps: Mark to copy activity steps.

Financial Period Data: Mark to copy stored past financial period actual values.

Do not show this dialog again: Mark to indicate that you do not want this dialog box to appear next time you copy an activity or work breakdown structure element.

Copy Baselines dialog box

Use the Copy Baselines dialog box to specify which baselines to copy when copying a project.

Project Name/Baseline Name: The Project baselines that are available.

Project Baseline: A read-only checkbox column that is marked if the baseline is selected as the project baseline. You can select which baseline is the project baseline in the Assign Baselines dialog box. See **Assign baselines to projects** (on page 299) for details on changing this setting.

Copy: Mark this checkbox to select a baseline to be copied. You can select multiple baselines up to the maximum number of baselines permitted at the Admin Preferences dialog box. See **Admin Preferences dialog box** (on page 642) for details on this setting.

Copy Project Options dialog box

Use the Copy Project Options dialog box to specify which optional project information you want to copy when you create a copy of an existing project.

Risks: Mark this checkbox to copy risk information to the new project.

Issues and Thresholds: Mark this checkbox to copy issue and threshold information to the new project.

Reports: Mark this checkbox to copy reports to the new project.

Documents: Mark this checkbox to copy documents to the new project.

Funding Sources: Mark this checkbox to copy funding sources to the new project.

Baselines: Mark this checkbox to copy baselines to the new project. Note: if the project you are copying does not contain any baselines, this checkbox will be disabled.

Summary Data: Mark this checkbox to copy summary data to the new project.

Do not show this dialog again: Mark to indicate that you do not want this dialog box to appear next time you create a copy of a project.

Copy Resource Options dialog box

The Copy Resource Options dialog box allows you to specify which information you want to copy when you copy a resource.

You may copy any or all of the following options:

Sub-Resources: Mark to copy all resources contained in the resource you want to copy.

Role Assignments: Mark to copy the resource's role assignments.

Prices: Mark to copy the resource's price information.

Do not show this window again: Mark to indicate that you do not want this dialog box to appear next time you copy a resource.

Note

- ▶ If you mark Do not show this window again, the Copy Resource Options dialog box will not display again until you restart the application.

Copy WBS Options dialog box

Use the Copy WBS Options dialog box to specify which optional WBS information you want to copy when you copy a WBS element.

Notebook: Mark this checkbox to copy notebooks to the new WBS.

WBS Milestones: Mark this checkbox to copy WBS milestones to the new WBS.

WPs & Docs: Mark this checkbox to copy work products and documents to the new WBS.

Activities: Mark this checkbox to copy activities to the new WBS.

High Level Resource Planning Assignments: Mark this checkbox to copy resource planning data, such as to the new WBS.

Do not show this dialog again: Mark to indicate that you do not want this dialog box to appear next time you copy WBS data.

Cost Account in Use dialog box

Use the Cost Account in Use dialog box to specify how you want to delete a cost account that has current activity assignments or is a project's default cost account.

Select Replacement Account: Choose to delete the selected cost account and reassign its activity or project assignments to a replacement cost account you specify.

Delete Account(s): Choose to delete the selected cost account without reassigning its activity or project assignments.

Cost Accounts dialog box

Use the Cost Accounts dialog box to maintain your organization's cost accounts. You can assign these cost accounts to activities in any project.

Display Options bar: Click to search for a specific cost account, change the cost account display, or print the cost account table.

Cost Account ID column: Lists IDs for cost accounts.

Cost Account Name column: Lists names of cost accounts.

Cost Account ID field: The selected cost account's ID. You can type a new ID.

Cost Account Name field: The selected cost account's name. You can type a new name.

Cost Account Description: A description of the selected cost account. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected cost account in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Print: Click to print the displayed description.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Add: Adds a cost account.

Del./Merge: Deletes the selected cost account. If the cost account is assigned to activities, you can choose to merge the cost account with another one.

Cut: Moves the selected cost account to a new position in the cost account structure. Select a new position, and click Paste.

Copy: Copies the selected cost account to another position in the cost account structure. Select an additional position, and click Paste.

Paste: Pastes a cost account that you have either copied or cut.

Arrows: Change the selected account's position in the cost account structure.

Cost tab - Attribute Details dialog box

Low Cost Labor/Nonlabor/Expenses/Total: Lists the low estimated costs for labor, nonlabor, and expenses, and total low estimated cost for the selected attribute.

High Cost Labor/Nonlabor/Expenses/Total: Lists the high estimated labor and nonlabor costs, expenses, and total high estimated cost for the selected attribute.

Cost/Size tab - WBS Details dialog box

Estimated Cost Labor/Nonlabor/Material/Expenses/Total: Lists estimated costs for labor, nonlabor, material, and expenses, and total estimated cost for the selected WBS.

Estimated Units Labor/Nonlabor: For labor and nonlabor, lists estimated units for the selected WBS.

Currencies dialog box

Use the Currencies dialog box to set up the currencies you want to use for costs. To display this dialog box, choose Admin, Currencies. The top portion of the Currencies dialog box contains the following elements:

Display Options bar: Click to search for a currency or print the list of currencies.

Base: Indicates the currency used to store costs in the database. You cannot mark or clear this checkbox. The base currency can be edited but not deleted. The base currency ID, name, and symbol default to U.S. dollars. The exchange rate for the base currency is always 1.0.

Currency ID: The identifiers for all defined currencies.

Currency Name: The names of all defined currencies.

Currency Symbol: The symbol used to identify each defined currency.

Exchange Rate: The exchange rate between the selected currency and the base currency.

The lower portion of the Currencies dialog box is divided into the following tabs:

- ▶ **General tab - Currencies dialog box** (on page 703)
- ▶ **Appearance tab - Currencies dialog box** (on page 644)

In addition, the following buttons are always available in the Currencies dialog box:

Add: Adds a new currency.

Delete: Deletes the selected currency.

Note

- ▶ You cannot delete the base currency; however, you can change its ID, name, and symbol to that of a different currency to use as your base. For example, to change the base currency to euros, select the base currency, type the ID for euros, enter euros as the name, and specify the currency symbol used to identify euros.

Currency tab - User Preferences dialog box

The Currency tab enables you to specify how you want currency amounts displayed.

Select a currency for viewing monetary values: The currency to use for monetary values. Click  to select a different currency.

Show currency symbol: Mark to display the currency symbol for currency data items.

Show decimal digits: Mark to display decimal digits for currency values.

Curtain Attachment dialog box

Use the Curtain Attachment dialog box to highlight a specific time period in a Gantt Chart. This dialog box contains the following elements:

Display curtain attachment: Mark or clear the checkbox to display or hide the curtain attachment.

Start Date: Click the Browse button to select a start date for the curtain display.

Finish Date: Click the Browse button to select a finish date for the curtain display.

Color: Click to select a color for the curtain.

Fill Pattern: The fill pattern of the selected curtain's start and finish dates.

OK: Click to accept changes.

Cancel: Click to close the dialog box without saving changes.

Delete: The delete button is available when you are using the dialog box to edit an existing curtain. Click to remove the curtain from the Gantt Chart.

Tip

- ▶ Curtain attachments are associated with the open layout, not the open project(s). Therefore, you will need to save the layout to make curtain attachment additions and deletions permanent.

Custom Field Mappings tab - Modify Template dialog box

Select Subject Area: Choose the area of the product for which you want to define custom field mappings. You can choose Projects, Resources, Activities, or Activity Resource Assignments.

MSP field: Lists the field from Microsoft Project for which you can map to a user defined field in P6 Professional. You cannot edit this field.

P6 Professional field: Double click to choose the user defined field to map to the Microsoft Project field.

Notes:

- ▶ If you are transferring data in XML format, you must map Cost-type custom fields in MSP to Cost-type UDFs in P6 Professional. Likewise, you must map Number-type custom fields in MSP to Number-type UDFs in P6 Professional. If there is a mismatch in the custom mappings you define, you will receive an error during import or export.
- ▶ Project keywords from Microsoft Project are available only for MPP and MPX formats.
- ▶ The following Microsoft Project attributes are available only for the XML format:
 - Project Title
 - Project Author
 - Project Company

Data Date tab - Bar Chart Options dialog box

Data Date Formatting

Style: Select a line style for your data date from the drop down list. The line can be solid, or contain dashes and dots.

Size: Select a value between 1 and 10 pixels to set the thickness of your data date line.

Color: Click to choose a color for your data date line.

Data Limits tab - Admin Preferences dialog box

The Data Limits tab enables you to specify the maximum number of levels for hierarchical structures. You can also specify the maximum number of baselines and activity codes a project may have.

EPS/WBS tree maximum levels: Specify the maximum number of hierarchy levels for the enterprise project structure (EPS) and work breakdown structures (WBS). Valid values are 1-50.

OBS tree maximum levels: Specify the maximum number of hierarchy levels for organizational breakdown structures (OBS). Valid values are 1-25.

Resources tree maximum levels: Specify the maximum number of hierarchy levels for the resource pool. Valid values are 1-25.

Role tree maximum levels: Specify the maximum number of hierarchy levels for roles. Valid values are 1-25.

Cost Account tree maximum levels: Specify the maximum number of levels for cost accounts. Valid values are 1-25.

Activity Code tree maximum levels: Specify the maximum number of levels for activity codes. Valid values are 1-25.

Resource Code tree maximum levels: Specify the maximum number of levels for resource codes. Valid values are 1-25.

Project Code tree maximum levels: Specify the maximum number of levels for project codes. Valid values are 1-25.

Maximum activity codes per project: Specify the maximum number of activity codes for projects. Valid values are 0-500.

Maximum baselines per project: Specify the maximum number of baselines for projects. There is no limit to the number of baselines per project, so you can enter any number in this field.

Maximum baselines copied with project: Specify the maximum number of baselines that can be copied with the project. You can enter a number between 1 and 50 in this field.

Data tab - External Applications dialog box

External Project Name or Identifier: The name of the external project that your project is linking to.

External Data Path, Database Alias or Group Name: If you are linking to a workstation product, enter the path to the project location.

If you are linking with a client server product, enter the database name.

If you are linking to a web server, enter the URL address and a group name.

Application Parameter String: Enter any commands or parameters you need to access the external application.

Data tab - Project/Activity Usage Profile Options dialog box

Display

Cost: Choose to display the profile bars/curves in terms of costs.

Units: Choose to display the profile bars/curves in terms of units.

Display actual and earned value using financial period data: Mark to display past period actual values (rather than actual to date values) stored in financial period intervals for the Actual bar and curve, Planned Value curve, Earned Value curve, and Estimate at Completion curve. When you choose this option, stored past period actuals are distributed evenly, within each financial period, from the financial period start date to the financial period end date, and earned value calculations are based on these stored period quantities.

If you do not choose this option, the profile spreads actual to date values evenly from the actual start to the data date or actual finish date of the activity or assignment (unless you manually enter non-linear values when planning assignments to activities). See **Manually enter future period assignment values** (on page 275).

Tip:

- ▶ If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

Filter for Bars/Curves

Labor: Mark to display labor units or costs, depending on the selected display option, then select the fill pattern for displaying labor information.

Nonlabor: Mark to display nonlabor units or costs, depending on the selected display option, then select the fill pattern for displaying nonlabor information. You can select a new fill pattern.

Material: Mark to display material costs, depending on the selected display option, then select the fill pattern for displaying material information.

Expenses: Mark to display expense costs, then select the fill pattern for displaying expense information. The Expenses checkbox is available only if the selected display option is Cost.

Total: Mark to display total costs (Total = Labor + Nonlabor + Expenses). The Total checkbox is available only if the selected display option is Cost.

Note

- ▶ You cannot display expense units or total units on the spreadsheet because not all expenses are tracked using the same unit of measure. For example, you may assign 50 cubic yards of concrete and 1000 linear feet of pipe to the same activity.

Show Bars/Curves

Baseline: Mark to show primary baseline values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display baseline information.

Budgeted or Planned: (Activity Usage Profile only) Mark to show budgeted or planned values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display budgeted or planned values.

Actual: Mark to show actual values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display actual values.

Remaining Early: (Activity Usage Profile and Activity Profile only) Mark to show remaining early values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display remaining early values.

Remaining Late: (Activity Usage Profile and Activity Profile only) Mark to show remaining late values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display remaining late values.

Show Earned Value Curves

Planned Value Cost / Labor Units: Mark to show, as a curve, the portion of the budgeted or planned total cost or units scheduled to be completed as of the project data date.

Earned Value Cost / Labor Units: Mark to show, as a curve, the portion of the budgeted or planned total cost or units actually completed as of the project data date.

Estimate at Completion Cost (EAC) / Labor Units: Mark to show, as a curve, the estimated cost or units at completion.

Note

- ▶ The Planned Value Cost and Earned Value Cost curves may display different values in the profile, even if the total Planned Value Cost and Earned Value Cost values are the same in Activity Table columns. This occurs when an activity has an expense with an Accrual Type of Start of Activity or End of Activity (rather than Uniform over Activity). Since these are one-time expenses, and the planned value and earned value curves are cumulative (representing total values spread over time), the planned value spread is different than the earned value spread, even though the total values are the same.

Data tab - Resource Usage/Role Profile Options dialog box - for regular histograms

Use the Resource Usage/Role Profile Options Data tab for regular histograms to specify the information to include in a resource profile when viewing allocation for projects by resource or by role. To specify whether you want to view the resource profile by role or by resource, in the Resource Explorer window, click the Display Options bar, then choose Select View and the option you want.

Display

Units: Choose to display the resource profile bars in terms of project units.

Cost: Choose to display the resource profile bars in terms of project costs.

Display Actual using Financial Period data: Mark to display past period actuals stored in financial period intervals for the actual bar and curve. When you choose this option, stored financial period actuals are distributed evenly, within each financial period, from the financial period start date to the financial period end date.

If you do not choose this option, the profile spreads actual to date values evenly from the actual start to the data date or actual finish date of the activity or assignment (unless you manually enter non-linear values when planning assignments to activities). See **Manually enter future period assignment values** (on page 275).

Tip:

- ▶ If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

Show Bars/Curves

Budgeted or Planned: Mark to show budgeted or planned values by date for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display budgeted or planned values.

Actual: Mark to show actual values for each time unit in the current layout, or show values cumulatively, as a horizontal curve. Click the Color button to select the color used to display actual values.

Remaining Early: Mark to show remaining early values for each time unit in the current layout, or show values cumulatively, as a horizontal curve. In the Show Remaining Bars As section, select the option and bar color you want to use to show remaining units.

Remaining Late: Mark to show remaining late values for each time unit in the current layout, or show values cumulatively, as a horizontal curve. In the Show Remaining Bars As section, select the option and bar color you want to use to show remaining units.

Show Remaining Bars As

Total Remaining: Choose this option to show remaining values for all projects as a single bar. To select the color used to display total remaining early and late values, click the Color button. The selected color will also display for the remaining early and late bar/curve.

Staffed vs. Unstaffed: (Role view only) Choose this option to use different bar colors to represent remaining values for staffed versus unstaffed projects. To select colors, click each Color button for the early and late values. The left button represents the staffed projects bar/curve color and the right button represents the unstaffed projects bar/curve color.

Open vs. Closed Projects: Choose this option to use different bar colors to represent remaining values for open versus closed status projects. To select colors, click each Color button for the early and late values. The left button represents the open project bar/curve color and the right button represents the closed projects bar/curve color.

Tips

- ▶ Mark the checkboxes for Remaining Early and Remaining Late cumulative values to display a "banana" curve that compares the early and late dates.
- ▶ You can specify which projects are included (open only or open and specific closed projects) when you select the Show Remaining Bars As, Total Remaining option. Choose Edit, User Preferences, then click the Resource Analysis tab. If you select Opened Projects Only on the Resource Analysis tab, the Show Remaining Bars As options are not displayed in the Resource Usage/Role Profile Options dialog box.
- ▶ Also use the User Preferences, Resource Analysis tab to specify the interval and dates used to calculate time-distributed data for the profile.

Additional Data Options

Show Limit: Mark to display the resource's maximum units for each time unit in the current layout. This option is available only if you choose to display Units.

Show Overallocation: Mark to display overallocated values in the current layout. This option is available only if you choose to display Units and select Show Limit. If you select the option to Display Actual using Financial Period data, the displayed overallocation represents past period actual values.

Show Available Units: Mark to display a horizontal line that indicates the resource's available units. This option is available only if you choose to display All Projects. If you select the option to Display Actual using Financial Period data, the displayed available units represent past period actual values.

Show Overtime: Mark to show the resource's overtime units for each time unit in the current layout. This option is available if you choose to display open projects only.

Data tab - Resource Usage/Role Profile Options dialog box

Use the Resource Usage/Role Profile Options Data tab to specify the information to include in a resource profile when viewing allocation for projects by resource or role. To specify whether you want to view the resource profile by role or by resource, click the Display Options bar in the left pane, then choose Select View, By Resource or By Role.

Display

At Completion Units: Choose to display the resource profile bars in terms of at completion units for the selected resources.

At Completion Cost: Choose to display the resource profile bars in terms of at completion costs for the selected resources.

Display Actual using Financial Period data: Mark to display past period actuals stored in financial period intervals for the actual bar and curve. When you choose this option, stored financial period actuals are distributed evenly, within each financial period, from the financial period start date to the financial period end date.

If you do not choose this option, the profile spreads actual to date values evenly from the actual start to the data date or actual finish date of the activity or assignment (unless you manually enter non-linear values when planning assignments to activities). See **Manually enter future period assignment values** (on page 275).

Tip:

- ▶ If projects are summarized by financial period (which is controlled by an administrative setting), this option is ignored. When projects are summarized by financial period and you display a financial period timescale, the profile displays past period actual values if performance has been stored for a financial period; for financial periods that do not have stored performance, the profile displays actual to date values in financial period intervals.

Show

No cumulative curve: Choose to not display the cumulative curve for the selected filters/group names.

Individual cumulative curves: Choose to display a cumulative curve, in the color specified, for each selected resource/role filter/group name.

Total cumulative curve: Choose to display a cumulative curve for the total At Completion Units/Cost for all selected resource/role filter/group names.

Select Pattern/Color

Resource/Role Filter/Group Name: Double-click to select or modify the resource filter in the Filter dialog box for the profile. The resource/role filter or group names will display in the legend for the profile. The bars will be stacked in the order they are listed in the Resource/Role Filter/Group Name column. Use the up and down arrows to change the order.

Pattern: Choose a pattern for the bar of the selected filter/group name.

Color: Choose a color for the bar of the selected filter/group name.

Add: Click to add a new resource filter.

Delete: Click to delete the selected row.

Dates tab - User Preferences dialog box

The Dates tab enables you to specify how you want dates to display.

Date Format

Month, Day, Year: Choose to view all dates in the following order: month, day, year.

Day, Month, Year: Choose to view all dates in the following order: day, month, year.

Year, Month, Day: Choose to view all dates in the following order: year, month, day.

Time

12 hour: Choose to view all times in a 12-hour format, for example, 3:30 PM.

24 hour: Choose to view all times in a 24-hour format, for example, 15:30

Do not show time: Choose not to view time.

Show minutes: Mark to include minutes in your time settings, for example, 10:15 rather than 10.

Options

4-digit year: Mark to view years as 4-digit numbers.

Month name: Mark to view months as names rather than numbers.

Leading zeroes: Mark to view all months and days as 2-digit numbers.

Separator: The character used to separate a date's day, month, and year. You can select a character.

Sample

Sample: An example of the date format options you select.

Define Resource Shifts dialog box

Use the Define Resource Shifts dialog box to view or modify the work schedule for a shift calendar.

Shifts can be divided into segments. The total shift hours must add up to 24 hours, and each shift segment must have a duration of at least one hour. The start hour must begin and end on the hour, for example, 8:00, rather than 8:30 A.M.

Define Shifts

Shift: Lists a reference number for each segment of a shift.

Start Hour: Enter the start hour for the selected segment of the shift.

Duration (Hrs): Specifies the duration of each segment of the shift.

Add: Adds a segment to the shift.

Delete: Delete the selected segment of the shift.

Delete Resource dialog box

Use the Delete Resource dialog box to specify how you want to delete a resource.

The selected resource has the following associated data: The selected resource's associated data.

Select Replacement Resource: Choose to delete the selected resource and reassign its associated data to a resource that you specify.

Delete selected resource: Choose to delete the selected resource without reassigning its associated data.

Description tab - Attribute Details dialog box

Description: A description of the selected attribute.

Detail tab - Estimation History dialog box

Units: The remaining number of units required to complete the WBS element, prior to estimation.

Adjustment: The adjustment percent, if any, applied to the number of units estimated for the WBS element.

Adjusted Units: The estimated amount of effort required to complete the WBS element. (Adjusted Units = Units * Adjustment %)

Details: If the Function Point method was used to calculate the estimate, this section displays the unadjusted function point (UFP) count, final adjusted function point count, adjustment factor (TDI), and average productivity values used for the selected estimate. This section is blank for estimates that use the Prior Experience method.

Details dialog box

Use the Details dialog box to specify which tabs you want to display in the current window and their order.

Available Tabs: Lists tabs that do not appear in the current display.

Display Tabs: Lists tabs that appear in the current display.

- ▶ Includes the selected available tab in the display.
- ▶▶ Includes all available tabs in the display.
- ◀ Removes the selected tab from the display.
- ◀◀ Removes all tabs from the display.
- ▲ Changes the selected tab's position in the display to the left.
- ▼ Changes the selected tab's position in the display to the right.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default tab layout to your current display.

Document Categories tab - Admin Categories dialog box

Use the Document Categories tab to create, edit, and delete document categories. Document categories enable you to organize and standardize different types of work products and documents.

Display Options bar: Click to search for a specific document category.

Category: Lists different types of document categories, such as purchase orders or project specifications.

Shift up: Moves the selected document category to a higher position in the display. This changes the order in which categories display when you assign a category to a work product or document.

Shift down: Moves the selected document category to a lower position in the display. This changes the order in which categories display when you assign a category to a work product or document.

Document Status tab - Admin Categories dialog box

Use the Document Status tab to create, edit, and delete document status types. Use document statuses to identify and track the current status of work products and documents within a project.

Display Options bar: Click to search for a specific document status.

Status Code: Lists document status types. To change a status code, double-click the code you want to change.

Add: Adds a document status.

Delete: Deletes the selected document status.

Shift up: Moves the selected document status to a higher position in the display. This changes the order in which statuses display when you assign a status to a work product or document.

Shift down: Moves the selected document status to a lower position in the display. This changes the order in which statuses display when you assign a status to a work product or document.

Duplicates dialog box

Use the Duplicates dialog box to enter a unique activity ID when renumbering or pasting an activity.

Duplicate Activity ID: Lists the activity ID that when pasted into or renumbered in the existing project would become a duplicate ID.

Activity Name: Lists the name of the activity to be renumbered.

New Activity ID: Type a different activity ID than that listed in Duplicate Activity ID field. If the new ID you type is also a duplicate, you are again prompted to type a unique ID.

Cancel: When pasting activities, cancels the action and does not paste the activities listed in the dialog box. When renumbering activities, does not renumber any activity IDs, including activity IDs that are not duplicates.

E-Mail tab - User Preferences dialog box

The E-Mail tab enables you to enter your personal e-mail settings.

E-mail Protocol

E-mail Protocol: Specify the protocol your e-mail program uses.

Mail Server Login

Mail Login Name/Profile Name: Your e-mail user or profile name, depending on your e-mail configuration. You can type a new user or profile name.

Password: Click to change your current mail password.

Mail Configuration

Outgoing Mail Server (SMTP): The SMTP server name or address to use when sending e-mail. You can type a new address.

User E-Mail Address: The return e-mail address for your e-mail messages. If you do not enter an e-mail address, all replies are sent to the same e-mail address from which you send your outgoing messages. You can type a new e-mail address.

Earned Value tab - Admin Preferences dialog box

The Earned Value tab enables you to specify default settings for calculating earned value.

Technique for computing performance percent complete

Activity % Complete: Choose to calculate earned value according to current activity completion percentages.

Use WBS Milestones: Choose to calculate earned value by defining milestones at the WBS level and assigning a level of significance or weight to each of them. As progress occurs and you mark each milestone complete, the WBS element's performance percent complete is calculated based on the weight of the milestone.

0/100 % Complete: Choose to calculate earned value as 100 percent only after the activity ends.

50/50% Complete: Choose to calculate earned value as 50 percent after the activity starts and until the activity ends. After the activity ends, the activity's earned value is 100 percent.

Custom% Complete: Choose to calculate earned value as a percentage you specify. This percentage applies after the activity starts and until the activity ends. After the activity ends, the activity's earned value is 100 percent.

Technique for computing Estimate To Complete (ETC)

ETC = remaining cost for activity: Choose to calculate **Estimate to Complete (ETC)** (on page 814) values as the remaining cost to complete an activity (ETC = remaining duration of activity * applicable resource rates).

ETC = PF * (Budget at Completion – Earned Value Cost), where

PF = 1: Choose to calculate Estimate To Complete (ETC) values as a **Performance Factor (PF)** (on page 821) of 1 multiplied by **Budget At Completion (BAC)** (on page 810) less **Earned Value Cost** (on page 813).

PF = 1/Cost Performance Index: Choose to calculate Estimate To Complete (ETC) values as a Performance Factor (PF) of 1 divided by the **Cost Performance Index** (on page 811) (CPI).

PF = 1/ (Cost Performance Index * Schedule Performance Index): Choose to calculate Estimate To Complete (ETC) values as a Performance Factor (PF) of 1 divided by the product of the Cost Performance Index (CPI) and **Schedule Performance Index** (on page 823) (SPI).

PF =: Choose to calculate Estimate To Complete (ETC) values as a Performance Factor (PF) you specify multiplied by Budget At Completion (BAC) less Earned Value Cost. If you choose this option, type a factor in the PF field.

Earned value calculation

When calculating earned value from a baseline use

Choose to use the baseline's At Completion values and current dates, budgeted or planned values with planned dates, or budgeted or planned values with current dates when calculating earned value from a baseline.

The current dates options use the Start/Finish dates for an activity or resource assignment.

A preference setting (Project Details, Settings tab) controls, per project, the baseline that is used to calculate earned value: the project baseline or each user's defined primary baseline.

Tip

- ▶ You can change the earned value settings for specific WBS elements in the **Work Breakdown Structure window** (on page 923).

Edit Cell Borders dialog box

Use the Edit Cell Borders dialog box to specify borders for the selected text cell. The Edit Cell Borders dialog box is displayed when you click Borders on the Cell tab of the **Properties dialog box** (on page 748).

Left Border: Mark to add a border to the left edge of the selected cell.

Right Border: Mark to add a border to the right edge of the selected cell.

Top Border: Mark to add a border to the top edge of the selected cell.

Bottom Border: Mark to add a border to the bottom edge of the selected cell.

Note

- ▶ Cell borders always appear in black. You cannot change the color of a cell's borders.

Edit Column dialog box

Use the Edit Column dialog box to customize column titles. You can also set the column width and the alignment (left, centered, or right) of each column's title and contents. The changes you specify apply to the current layout or dialog box only.

Default Title: The original title for the column.

New Title: The current title for the selected column. You can type a new title.

Width: The column's width in pixels. Change the width by choosing a number from 10 to 1000.

Alignment: Choose the alignment for the column title and the contents of the column. Choose Left, Center, or Right.

Default: Applies the default column title to the currently selected column.

Edit Database Connections dialog box

Use the Edit Database Connections dialog box to select a database from the list of installed databases.

Available Databases: Lists the databases available to open.

Select: Selects the highlighted database from the list of available databases and re-displays the Login to Primavera P6 Professional dialog box.

Add: Starts the Database Configuration wizard for setting up a new database connection.

Delete: Deletes the selected database.

Configure: Starts the Database Configuration wizard for configuring the selected database.

Edit Filter dialog box

Use the Edit Filter dialog box to add, edit, and remove filters for information compiled by the selected data source, cell, row, or image. The Edit Filter dialog box is displayed when you click Edit filter on the Data Source, Cell, Row, or Image tab in the **Properties dialog box** (on page 748).

Display Options bar: Click to optimize or preview the filter conditions.

Parameter: Click in the top row of the Parameter column to select the logical search operator you want to use to create the filter. In the Where row, click to select from a list of data types you can use to filter information compiled by the selected cell.

The list of available data types reflects the type of information compiled by the selected cell.

Is: Lists each filter's search condition, or comparison operator. To add or change a search condition, click in the Is column.

Value: Lists each filter's search criteria. To add or change a search criteria, click in the Value column. Then, depending on the Parameter selection, type a value, select a value from a list, or click the  to select a value.

Add: Adds a new filter condition.

Delete: Removes the selected filter condition.

Cut: Cuts a filter condition so you can paste it elsewhere in the hierarchy.

Copy: Copies a filter condition so you can paste it elsewhere in the hierarchy.

Paste: Pastes a filter condition you cut or copied.

Arrow buttons: Click to move the filter condition to another position in the hierarchy.

Edit Font & Color dialog box

Use the Edit Font & Color dialog box to change the color and font used to indicate grouping levels in the current display.

Font: Allows you change the selected grouping's font.

Color: Allows you to change the selected grouping's color.

Edit Font Styles dialog box

Use the Edit Font Styles dialog box to change the default style settings for text in the displayed report.

Styles: Lists names of styles you can apply to the report's text.

Modify: Click to edit the selected style's format settings.

Edit HTML Link dialog box

Use the Edit HTML Link dialog box to add or edit an HTML link for the selected text or image cell. The Edit HTML Link dialog box is displayed when you click HTML links on the Cell or Image tab in the **Properties dialog box** (on page 748).

Link Prefix: The Internet address of the Web page the selected cell links to. You can type a new Internet address.

Enable Link Field: Mark to enable the HTML link for the cell.

Disable link if empty value: Mark to disable the cell's HTML link if the field specified in the Link Field does not produce any records in the compiled report.

Link Object: The category of information that contains the field you want to associate with the HTML link. You can select a new category.

Link Field: The name of the field you want to associate with the HTML link. You can select a new field.

Link Suffix: The Internet address of the Web page the cell links to. You can type a new Internet address.

Link Target Frame: If the linked Web page uses frames, this field defines the name of the frame the selected cell links to in the specified Web page.

Edit Relationship dialog box

Use the Edit Relationship dialog box to edit or remove the selected activity relationship.

Relationship Type: Displays the selected relationship's type. Choose from four types of relationships: FS - finish to start, FF - finish to finish, SS - start to start, and SF - start to finish. You can select a new relationship type.

Lag Days: Displays the selected relationship's lag time, or time modification value. You can type a new lag time.

Delete: Deletes the selected relationship.

Edit Report Timescale dialog box

Use the Timescale dialog box to specify the timeperiod for which you want to run the selected report. If the report includes time distributions, you also use the Timescale dialog box to specify the timescale interval and timescale format options used to display that data.

Timescale Start: The report's start date. To select a new date, click .

To adjust the start date according to a specific time increment, place your cursor at the end of the start date text, and then type + or - followed by the time increment and the appropriate abbreviation. For example, a start date that is 1 month prior to the current date would appear as "CD-1m" where "m" is the abbreviation for month.

Date Interval: If you choose the Duration option to specify a Finish date for the report, this field specifies the time interval used to determine the finish date. For example, if the Duration is 2 and the Date Interval is weeks, the report will include information for a two-week period following the specified start date.

If the report includes time distributed data fields, the Date Interval also determines the time interval used to summarize time-distributed project information.

You can select a new time interval.

Shift Calendar: If you select Shift in the Date Interval field, click the browse button to select the shift calendar to use.

Timescale Finish: The end date for the report. To select a new date, click .

To adjust the finish date according to a specific time increment, place your cursor at the end of the finish date text, and then type + or - followed by the time value and the appropriate abbreviation. For example, a finish date that is 1 month prior to the current date would appear as "CD-1m" where "m" is the abbreviation for month.

Duration: Choose to compile the report for a specific number of time intervals following the report's start date, then in the Duration field, type the number of intervals you want to include in the report.

For example, to generate a report that includes three months of data, beginning with the current date, you would choose Duration, type 3 in the Duration field, and set the Date Interval to Month.

Date Format

Calendar: Choose to display timescaled data according to the standard calendar year, for example Month/Year.

Fiscal: Choose to display timescaled data according to the fiscal year, for example FM1/FY2000, FM2/FY2000.

Week of the Year: Choose to display the date intervals as a number for each week of the year, consecutively, beginning with January.

Ordinal Dates: Choose to display timescaled data according to ordinal intervals, based on a start date you specify, for example Week #-1 (08/May/00), Week #1 (15/May/00). Type a start date in the Ordinal Start field.

Averaging

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

Edit Sort dialog box

Use the Edit Sort dialog box to change sort settings for information compiled by the selected data source.

Sort by Object: Lists categories of information you can use to sort data compiled by the data source. The list of available categories reflects the type of data compiled by the data source. You can select a category.

Sort By Field: Lists names of fields you can use to sort data compiled by the data source. The list of available fields reflects the Sort by Object you select. You can select a field.

Ascending: Choose to sort by ascending value.

Descending: Choose to sort by descending value.

Note

- ▶ When compiling reports, all information sorts in ascending order.

Enterprise Project Structure dialog box

Use the Enterprise Project Structure (EPS) dialog box to define the EPS—the hierarchical structure of your database of projects.

Display Options bar: Click to change the EPS display. You can show or hide EPS details at the bottom of the dialog box, view the EPS as a table or chart, customize the columns in the hierarchy, and change the font and colors of the table or chart.

EPS Table: Displays EPS elements. To sort the display, click a column label.

EPS ID: Identifies the selected **EPS node** (on page 813). You can type a new ID.

EPS Name: Description of the selected EPS node. You can type a new name.

Responsible Manager: Use this field to select an OBS element to associate with the selected level of the EPS.

Add: Adds an EPS element.

Delete: Deletes the selected EPS element.

Cut: Removes the selected element from the EPS.

Copy: Copies the selected element.

Paste: Pastes an EPS element that you have either copied or cut back into the hierarchy.

Arrows: Change the selected element's position in the EPS.

Expense Categories tab - Admin Categories dialog box

Use the Expense Categories tab to create, edit, and delete expense categories. Expense categories enable you to organize and standardize project expenses.

Display Options bar: Click to search for a specific expense category.

Expense Category: Lists expense categories. Use expense categories to categorize and standardize project expenses.

To change an expense category, double-click it.

Add: Adds an expense category.

Delete: Deletes the selected expense category.

Shift up: Moves the selected expense category to a higher position in the display. This changes the order in which categories display when you assign an expense category to an expense.

Shift down: Moves the selected expense category to a lower position in the display. This changes the order in which categories display when you assign an expense category to an expense.

Expense Columns dialog box

Use the Expense Columns dialog box to specify which columns you want to display under the Expenses tab of the Activity Details. You can also specify the order in which the columns display.

Available Options: Lists columns that do not appear in the current Expenses tab display.

Selected Options: Lists columns that appear in the current Expenses tab display.

- ▶ Adds the selected available column to the display.
- ▶▶ Includes all available columns in the display.
- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▲ Moves the selected column's position in the display to the right.
- ▼ Moves the selected column's position in the display to the left.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default column display format.

Edit Column: Enables you to change the selected column's title and alignment in the display.

Expenses tab - Attribute Details dialog box

Expenses table: Lists expense items and additional information for expenses assigned to activities in the selected attribute.

Expenses tab - WBS Details dialog box

Expenses table: Lists expense items and additional information for expenses assigned to activities in the selected WBS.

External Applications dialog box

Use the External Applications dialog box to set up links with external applications. The External Applications dialog box displays the following fields:

Project ID: Select the project that you want to link to an external project.

Application Name: Choose the name of the external application. Each application can be linked once per project.

External Project Name or Identifier: Type the name of the external project you want to link to your project.

Add: Adds a new external application link.

Delete: Deletes the selected link.

The External Applications dialog box contains the following tabs:

- ▶ **General tab - External Applications dialog box** (on page 703)
- ▶ **Login tab - External Applications dialog box** (on page 724)

- ▶ **Data tab - External Applications dialog box** (on page 676)

Fields dialog box

Use the Fields dialog box to select the fields you want to include in a spreadsheet layout.

AvailableOptions: Lists fields that do not appear in the current spreadsheet layout. These options are grouped by category. To list them alphabetically, click the Available Options title bar and choose Group and Sort By, List.

Selected Options: Lists fields that appear in the spreadsheet.

- ▶ Adds the selected field to the spreadsheet.
- ▶▶ Adds all available fields to the spreadsheet.
- ◀ Removes the selected field from the spreadsheet.
- ◀◀ Removes all fields from the spreadsheet.
- ▲ Changes the selected field's position in the current display.
- ▼ Changes the selected field's position in the current display.

Apply: Click to preview your changes without closing this dialog box.

Default: Click to apply the default spreadsheet fields.

EditTitle: Click to modify the selected field's title.

Filter By dialog box

Use the Filter By dialog box to choose the resources to display in the Assign Resources by Role dialog box.

All Resources: Chooses to filter by all resources defined in the enterprise. If resource security is enabled, only current project resources and resources you have access to are displayed. See **Introduction to Resource Security** (on page 572). See **Current Project Resources** (on page 812).

Current Project's Resources: Choose to filter only by the resources assigned in the open project. See **Current Project Resources** (on page 812).

Select Filter Options bar: Click to change the display.

Select Filter list: Choose a filter to limit the list of resources in the Assign Resources by Role dialog box. When you select a filter, the Assign Resources by Role dialog box displays the roles that meet the filter's criteria, along with all resources that can fulfill those roles.

All Roles Required: Choose to view all roles assigned to the activity.

Staffed Roles: Choose to view roles assigned to the activity that have a corresponding resource assignment.

Unstaffed Roles Required: Choose to view roles assigned to the activity that do not have a corresponding resource assignment.

Unstaffed Roles with Required Proficiency: Choose to view roles assigned to the activity that do not have a corresponding resource assignment and must be filled by a resource with the required proficiency level.

All Roles Required: Choose to view all roles assigned to the activity.

Staffed Roles: Choose to view roles assigned to the activity that have a corresponding resource assignment.

Unstaffed Roles Required: Choose to view roles assigned to the activity that do not have a corresponding resource assignment.

Unstaffed Roles with Required Proficiency: Choose to view roles assigned to the activity that do not have a corresponding resource assignment and must be filled by a resource with the required proficiency level.

Apply: Click to apply your changes without closing this dialog box.

Filter dialog box

Use the Filter dialog box to modify a filter.

Filter Name: The name of the filter. You can type a new name.

Display Options bar: Click to optimize or print the list of filters.

Display all rows: Lists each filter criteria item.

Parameter: Lists the parameter specified for each filter criteria.

Is: Lists the corresponding operator for each filter criteria.

Value: Lists the value for each filter criteria.

Add: Adds a new filter criteria.

Delete: Removes the selected filter criteria.

Cut: Cuts the selected filter criteria so you can move it to another position in the filter.

Copy: Copies the selected filter criteria.

Paste: Pastes a filter criteria.

Arrows: Change the selected filter criteria's position in the filter definition.

Note

- ▶ When you type a value for duration or units in the Value field, the value is entered into the database without being converted to hours. So, for example, if you enter 2d, the value stored is 2 days, not 16 hours. If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the time unit defaults to the time unit specified in user preferences (User Preferences, Time Units tab).

Tip

- ▶ To have the data in your filter criteria reviewed to eliminate redundancy, from the Display Options bar, choose Optimize.

Filter tab - Modify Template dialog box for use with Microsoft Excel files

Use the Filter tab to add, edit, apply, and remove filters from the selected subject area. The filter is a set of instructions that determines which activities to display. Categorize filters into three groups: Default, Global, and User-Defined.

All <Subject Area>: Mark to display all activities.

Show activities that match

All selected filters: When more than one filter is selected, choose to indicate that activities/projects must meet all selection criteria in each filter.

Any selected filter: When more than one filter is selected, choose to indicate that activities/projects must meet only one selection criteria in each filter.

Filter: Lists filter names according to filter category. You can select a filter. To sort the display, click the Filter column label.

Select: Mark the appropriate checkbox to apply or remove a filter. To sort the display, click the Select column label.

Add: Adds a filter specification.

Delete: Deletes the selected filter specification.

Copy: Copies the selected filter criteria.

Paste: Pastes a filter criteria.

Modify: Allows you to edit the selected filter. You can only edit user defined filters.

Filters dialog box

Use the Filters dialog box to add, edit, apply, and remove filters for the current display. A filter is a set of instructions that determines which activities or projects display. You can apply a filter at any time to focus on specific areas of a project. For example, you might want to see only critical activities, activities that are underway, or completed activities.

Filters are categorized into four possible groups: Default, Global, Layout, and User-Defined Filters. Filters that are applied to a layout are saved with the layout. You can limit the number of filters in the global category by setting them as layout filters.

All Activities: Mark to display all activities.

Show activities that match

All selected filters: When more than one filter is selected, choose to indicate that activities must meet all selection criteria in each filter.

Any selected filter: When more than one filter is selected, choose to indicate that activities must meet only one selection criteria in each filter.

Filter: Lists filter names according to filter category. You can select a filter. To sort the display, click the Filter column label.

Select: Mark the appropriate checkbox to apply or remove a filter. To sort the display, click the Select column label.

When applying the selected filter(s)

Replace activities shown in current layout: Choose this option to display only the activities in the current layout that meet the selected filter criteria.

Highlight activities in current layout which match criteria: Choose this option to highlight the activities in the current layout that meet the selected filter criteria.

Apply: Applies the selected filters without closing this dialog box.

New: Creates a global filter.

Delete: Deletes the selected filter. You can only delete global and layout filters.

Copy: Copies the selected filter.

Paste: Pastes a copied filter to the global or layout category.

Modify: Allows you to edit the selected filter. You can only edit global and layout filters.

Tip

- ▶ Copy default filters to review and edit their definitions.

Make Global: Makes a layout filter a global Filter.

Copy as Layout: Makes a default or global filter available to the currently open layout

Financial Periods dialog box

Use the Financial Periods dialog box to define global customized financial periods. Users can store a project's period performance (past period actuals) for any predefined period contained in the Financial Periods dialog box.

The columns, fields, and buttons contained in the Financial Periods dialog box are described below.

Period Name: A unique identifier for the period. When you create a new financial period, the name defaults to the start and end dates for the period. Click on the name to edit.

Start Date: The period start date you specified in the Select Financial Period Timescale dialog box. This field is not editable.

End Date: The period end date you specified in the Select Financial Period Timescale dialog box. This field is not editable.

Add: Click to open the Select Financial Period Timescale dialog box in which you can specify the start and end date of the new period. When the dialog opens, the default start date is the day after the previous period's end date; the default end date is seven days later.

Note: The Start Date and End Date of a period cannot overlap the Start Date or End Date of any existing period.

Batch Create Financial Periods

Last Period End Date: Displays the latest period end date contained in the dictionary. This field is read-only.

Batch Start Date: Select the date on which you want the financial period batch to start. The module will adjust the date in this field (if necessary) after you create the batch depending on your selections in the Financial Period section.

Batch End Date: Select the date on which you want the financial period batch to end. The module will adjust the date in this field (if necessary) after you create the batch depending on your selections in the Financial Period section.

Financial Period: Select to make each financial period in the batch **Every n Weeks** or **Every n Months** long (where n is the number of weeks or months); or, select **Every Year** to make each period one year long.

Period Ends On: If you selected **Every n Weeks**, choose the day of the week you want each financial period to end on. If you selected **Every n Months**, this field is disabled. (The end date for each monthly period is the last day of the month.) If you selected **Every Year**, select the month you want the financial period batch to end on.

Batch Create: Creates the financial periods based on your selections.

Tips

- ▶ To create daily financial periods, enter or select the same date as the period Start Date and End Date.
- ▶ When you create a financial period, the default name is YYYY-MM-DD (e.g., 2004-04-01). To ensure the financial periods are listed in the proper order (e.g., in the Columns dialog box), you should use the default name or add a letter or number to the beginning of the name (e.g., 1 Fiscal Month, 2 Fiscal Month, etc.). You can click on a period in the Period Name column to edit the name.
- ▶ If your organization summarizes activity and resource data by financial period, to ensure that all project data in the database will be summarized (including closed projects), you must create financial periods that span the date range of all projects in the database. For example, if the oldest project in your database has a project start date of October 1st, 2001, your financial periods should begin on or before that date.

Notes

- ▶ All periods start at midnight and end at 11:59 PM.

- ▶ You must have the Add/Edit/Delete Financial Period Dates global privilege to add, edit, or delete financial periods in the Financial Period dictionary.
- ▶ You cannot modify the start and end dates of a financial period after it is created. To modify the start and end dates of a period, you must delete the financial period, then create a new period with the appropriate dates.
- ▶ You must have the Add/Edit/Delete Financial Period Dates global privilege to add or edit data in the Financial Periods dialog box.

Footer tab - Page Setup dialog box

Use the Page Setup, Footer tab to create a custom footer for the displayed layout or report.

Divide into section(s): Select the number of sections to divide the footer into.

Include on: Select which pages to apply the footer.

Height: Select the height of the footer, in inches, to display on the selected pages.

Define Footer: Select the subject area for each footer section.

Show Section Divider Lines: Mark to display dividers between each section of the header.

Function Point Estimation - Data and Transactions dialog box

Use the Function Point Estimation - Data & Transactions dialog box to calculate the Unadjusted Function Point Count (UFP) for the WBS element you are estimating.

Internal Logical File (ILF) - Low/Average/High Complexity: The number of low, average, and high complexity ILFs to be developed under the WBS element you are estimating. You can type a new number for each level of complexity.

External Interface File (EIF) - Low/Average/High Complexity: The number of low, average, and high complexity EIFs to be developed under the WBS element you are estimating. You can type a new number for each level of complexity.

External Input (EI) - Low/Average/High Complexity: The number of low, average, and high complexity EIs to be developed under the WBS element you are estimating. You can type a new number for each level of complexity.

External Output (EO) - Low/Average/High Complexity: The number of low, average, and high complexity EOs to be developed under the WBS element you are estimating. You can type a new number for each level of complexity.

External Inquiry (EQ) - Low/Average/High Complexity: The number of low, average, and high complexity EQs to be developed under the WBS element you are estimating. You can type a new number for each level of complexity.

Clear: Clears all displayed values.

Function Point Estimation - System Characteristics dialog box

Use the Function Point Estimation - System Characteristics dialog box to specify values for general system characteristics and to calculate the total degree of influence (TDI) for the WBS element included in the estimate.

System Characteristic table: Lists the 14 General System Characteristics (GSC) used in function point counting and the current value specified for each.

Tip

- ▶ To sort the display, click a column heading.

Characteristic Description: A description of the system characteristic that is currently selected.

Value 0-5: Lists the values that can be assigned to each system characteristic. For the selected characteristic, choose a number to indicate the characteristic's degree of influence on the WBS element included in the estimate. 0 indicates no influence. 5 indicates a strong influence. To determine the appropriate value selection, click each value to view its description in the Value Description section.

Value Description: A description of the selected value for the currently selected characteristic.

Function Point Estimation dialog box

Use the Function Point Estimation dialog box to specify or calculate function point values for the WBS element included in the estimate.

Unadjusted Function Point Count (UFP) Calculate: Click to calculate the UFP by specifying the number and complexity of data function types and transactional function types.

Unadjusted Function Point Count: This field displays the total unadjusted function points. You can type a new number.

Total Degree of Influence (TDI) Characteristics: Click to specify values for general system characteristics and calculate the TDI.

Total Degree of Influence (TDI): This field displays the sum of the degree of influence (DI) values for the WBS element included in the estimate. You can type a new number.

Final Adjusted Function Point Count: The final adjusted function point count calculated from the UFP and TDI values. The Final FP Count is the product of the Unadjusted Function Point Count (UFP) and the Value Adjustment Factor (VAF), where $VAF = 0.65 + (0.01 * \text{Total Degree of Influence (TDI)})$.

Average Productivity: The average productivity value for your organization. You can type a new productivity value.

Estimated Units: The estimated amount of effort required to complete the specified WBS. Estimated Units is the product of the Final Adjusted Function Point Count and the Average Productivity value.

Funding Source in Use dialog box

Use the Funding Source in Use dialog box to specify how you want to delete a funding source that has current activity assignments or is a project's default funding source.

Select replacement funding source: Choose to delete the selected funding source and reassign its activity or project assignments to a replacement funding source you specify.

Delete funding source(s): Choose to delete the selected funding source without reassigning its activity or project assignments.

Funding Sources dialog box

Use the Funding Sources dialog box to set up a funding sources dictionary containing any non-profit, government-allocated, or other funding sources for easy assignment to budget items.

Display Options bar: Click to customize the Funding Sources hierarchy. You can display or hide funding source details, view information in a table or chart format, and change colors or fonts for information in the table or chart.

Funding Source: Lists all available funding sources.

Funding Source Name: Lists the selected funding source.

Funding Source Description: A description of the selected funding source. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected funding source in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Add: Adds a funding source.

Del. / Merge: Deletes the selected funding source.

Cut: Removes the selected element from the funding source hierarchy. To reinsert the element in a new location, select a new position, and click Paste.

Copy: Copies the selected element. You can select a different position in the hierarchy and click Paste.

Paste: Pastes a funding source element that you have either copied or cut.

Arrows: Change the selected element's position in the hierarchy.

General tab - Admin Preference dialog box

The General tab enables you to specify general default options, such as the weekday on which the calendar week begins. You can also specify the character that separates cost account codes to indicate hierarchy levels and the default duration for new activities.

Code Separator: The character that separates cost account and activity codes to indicate hierarchy levels. You can type a new character.

Starting Day of Week: The first day of the week for global, project, and resource calendars. You can select a new weekday.

Activity Duration: The default duration for activities in all projects. You can type a new duration.

Password Policy: Mark the Enable password policy checkbox to set the password policy. In accordance with industry standards, the password policy is to authorize a password that is a minimum of 8 characters long, including one alpha and one numeric character. The password policy is recommended, not mandatory, and password limitations are not put into effect until this checkbox is marked. If this checkbox is not marked, passwords can be up to 20 characters in length, according to the original password policy.

Note

- ▶ The code separator you specify is also the default separator for work breakdown structure (WBS) codes in all projects.

General tab - Bar Chart Options dialog box

Show Relationships: (Activity Layouts only) Mark to display relationship lines in the Gantt Chart.

Show Legend: Mark to display a bar legend in the Gantt Chart.

Limit Text Label Characters To: Mark to select a number to specify the maximum amount of characters, including spaces, to display for text labels on individual bars.

Horizontal Lines

Show Major Lines: Mark to display a horizontal line above each summary bar in the Gantt Chart.

Show Minor Lines Every: Mark to display a horizontal line at specific row intervals.

Rows: Type or select the row interval at which you want to display horizontal lines in the Gantt Chart.

Default Size for Notebook Items

Width: Type or select a new width for the notebook items you want to display in the Gantt Chart.

Height: Type or select a new height for the notebook items you want to display in the Gantt Chart.

General tab - Currencies dialog box

Currency ID: The identifier for the selected currency. You can type a new ID.

Currency name: The name of the selected currency. You can type a new name.

Currency symbol: The symbol used to identify the selected currency. You can type a new symbol.

Exchange rate: The current exchange rate for the selected currency. You can type a new value.

Note

- ▶ You cannot change the exchange rate of the base currency.

General tab - Estimation History dialog box

Estimate Name: The name of the selected estimate.

Method: The method used to perform the selected estimate.

WBS: The code for the WBS element on which the selected estimate was performed.

Resource: The resource code used to filter the WBS element on which the selected estimate was performed, if any.

Total Activities: The total number of activities that qualified for the selected estimate when the estimate was either saved or applied.

Date: The date the selected estimate was saved or last performed.

General tab - External Applications dialog box

Application Name: The name of the external application. Each application can be linked once per project.

Application Executable: The path and filename of the application being linked.

General tab - Modify Template dialog box

Import

Select a currency: Click  to select a currency to use for values in cost fields.

Note

- ▶ If your currency is not listed, cancel the wizard and add the currency in the Currencies dialog box (Admin, Currencies).

The following options are available for MPP or MPX formats:

Schedule project after import: Mark to automatically schedule the project in P6 Professional after the import.

Summarize project after import to WBS level: Mark to automatically summarize the project in P6 Professional after the import. Select the level of WBS data to which the project should be summarized.

The following options are available for the XML format:

Import Microsoft Project summary task as WBS summary task: Mark to import a summary task from Microsoft Project as a P6 Professional WBS summary task in addition to the WBS hierarchical element.

Select the Microsoft Project baseline to use for planned/budgeted values: Mark to select a Microsoft Project baseline for planned or budgeted values, with the option to select one of Microsoft's 10 baselines. Selecting 0 indicates the current project baseline.

General tab - Organizational Breakdown Structure dialog box

OBS Name: The selected OBS element's name. You can type a new name.

OBS Description: A description of the selected OBS element. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected OBS element in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Print: Click to print the displayed description.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

General tab - Project Details dialog box (from Tracking window)

Project ID: The selected project's ID.

Project Name: The selected project's name.

Responsible Manager: The project manager responsible for the completion of the project. This value corresponds to the OBS node assigned to the project.

Project Web site URL: The project's Web site address, if applicable.

Launch: Click to open the project Web site.

Project Status: Indicates the project's status: Active, Inactive, Planned, or What-If.

Strategic Priority: The project's priority in the strategic plan. This number ranges from 0 to 10,000. The default is 500.

Comparison Baseline: Select the baseline against which the project is compared. This baseline applies only to live data.

General tab - Project Portfolios dialog box

Name: The name of the portfolio.

Available To: The type of user who can access the selected portfolio. All Users means the portfolio is available to all users, Current User means only the current user can access the portfolio, and Another User means only the specific user selected in the User field can access the portfolio.

User: The name of a specific user who has access to the selected portfolio. This field is available only when Another User is selected in the Available To field. Click  to select a user.

Description: A brief phrase describing the portfolio.

General tab - Publish Project Web Site dialog box

Web Site Name: The name of the project Web site. This information appears on the splash page.

Web Site Description: The project Web site's description. This information appears on the splash page.

Publish Directory: The local or network location of the open's project's HTML directory.

Note

- ▶ If this location contains older Web site files, they will be deleted and replaced.

Last Publish Date: The last date the project Web site was published.

Scheme: The project Web site's scheme.

Edit Scheme: Opens the Web Site Display Properties dialog box so you can customize the appearance of a project Web site.

Automatically launch web site preview after publishing: Mark to preview the project Web site after publishing.

General tab - Roles dialog box

Role ID: The selected role's ID. You can type a new ID.

Role Name: The selected role's name. You can type a new name.

Responsibilities: The selected role's responsibilities. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected role in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

General tab - Schedule Options dialog box

Ignore relationships to and from other projects: Mark to ignore activity relationships between projects.

Note

- ▶ Do not mark this option if you want to preserve activity dates dependent on external relationships to projects that are not in the same database as the project being scheduled.

Make open-ended activities critical: Mark to designate open-ended activities as critical activities when you schedule the projects.

Use Expected Finish Dates: Mark to schedule activity finish dates as the expected finish dates. This option is checked by default.

Schedule automatically when a change affects dates: Mark to calculate the schedule each time a significant change is made to an activity, relationship, or resource. If you clear this checkbox, changes to activities are reflected in the schedule after you calculate the schedule.

Level resources during scheduling: Mark to level resources automatically each time you schedule projects.

Recalculate assignment costs after scheduling: Mark to recalculate resource and role costs after scheduling the open projects. Use this option to calculate the costs of resource and role assignments that are assigned multiple rates.

When scheduling progressed activities use: Specify the type of logic used to schedule activities that are in progress. When you choose Retained Logic, the remaining duration of a progressed activity is not scheduled until all predecessors are complete. When you choose Progress Override, network logic is ignored and the activity can progress without delay. When you choose Actual Dates, backward and forward passes are scheduled using actual dates.

Note

- ▶ The Actual Dates option can cause negative total float if the schedule has actuals after the Data Date.

Calculate start-to-start lag from: When a start-to-start relationship exists and the predecessor starts out of sequence, the successor activity is delayed until that expires and all predecessor relationships have been satisfied. You can choose to subtract the lag from the predecessor's actual start date or its internal early start date. See **Start to start relationship** (on page 827).

Choose Actual Start when you want the successor's start to depend on the time elapsed from the predecessor's actual start (regardless of the amount of work that has been accomplished in the predecessor activity). The successor's start date is the data date plus any remaining lag.

Choose Early Start when the successor's start depends on the amount of work that the predecessor activity accomplishes. The expired lag is calculated as the number of workperiods between the actual start and the data date. The successor's start date is the predecessor's internal early start plus any remaining lag.

Note

- ▶ This option is disabled when Actual Dates are used to schedule progressed activities.

Define critical activities as: Choose the method to use to identify critical activities in the project. When more than one project is open, the critical activities are identified based on the setting in the default project.

Choose Total Float less than or equal to if you want to identify your critical activities based on total float. Specify the maximum float time for activities before they are marked critical. You can type a new number and time unit.

Notes

- ▶ The value you enter in this field is automatically converted to hours, regardless of your user preference settings for duration display (User Preferences, Time Units tab). The value is converted to hours based on hours per timeperiod settings defined in Admin Preferences or in the default project calendar, depending on an administrative preference (Admin Preferences, Time Periods tab).
- ▶ If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the value is displayed in hours, regardless of your user preference settings for duration display (User Preferences, Time Units tab).

Choose Longest Path if you want to identify your critical activities based on the longest path in the project network. In a multicalendar project, the longest path is calculated by identifying the activities that have an early finish equal to the latest calculated early finish for the project and tracing all driving relationships for those activities back to the project start date.

Note

- ▶ Determining critical activities using either of these methods may yield some critical activities that are not necessarily critical to the project schedule (such as open-ended activities or activities with constraints that do not affect the project end date). You can obtain more accurate results by choosing to calculate multiple critical float paths in the Advanced tab. Choosing this option identifies the most critical float path (sequence of activities), as well as multiple sub-critical float paths, in the project schedule.

Calculate float based on end date of: Choose the method by which to calculate the float period:

Choose Each project: schedules external relationships on the backward pass using each project's finish date for open-ended activities, including activities that have an external relationship.

Choose Opened projects: schedules external relationships on the backward pass using the latest finish date of all opened projects and external relationship dates to calculate late dates of activities. Float for open-ended activities is calculated using the latest finish date of all opened projects, allowing for more float than the Each project option. Each Project's Scheduled Finish date field is calculated as the latest finish date of all opened projects.

Compute Total Float as: Select the method to calculate total float for all activities. Start Float is the difference between the early and late start dates ($\text{Start Float} = \text{Late Start} - \text{Early Start}$); Finish Float is the difference between the early and late finish dates ($\text{Finish Float} = \text{Late Finish} - \text{Early Finish}$); and Smallest of Start Float and Finish Float is the most critical float value.

Calendar for scheduling Relationship Lag: Select a calendar to calculate the lag between predecessors and successors for all activities. If you do not select a calendar, Successor Activity Calendar is used to calculate lag. You can calculate lag based on the Predecessor Activity Calendar; calculate lag based on the 24 Hour Calendar that uses continuous workperiods; or calculate lag using the Project Default Calendar which is the calendar selected as Default for New Activities on the Defaults tab of Project Details.

Default (button): Resets changes to default scheduling settings.

General tab - Users dialog box

Login Name: The selected user's login name. You can type a new login name, between 1 and 32 characters.

If P6 Professional is running in LDAP authentication mode, the login name you enter is checked against the LDAP store. If the user is not found, a message displays to notify you that the user cannot be added.

Personal Name: The selected user's name. You can type a new name.

Password: Click to change the selected user's password. To change your own password, select your user name, then click this button. A password must be between 1 and 20 characters.

- ▶ If the Enable password policy setting is selected in the Password Policy field of the **Admin Preferences dialog box** (on page 642), enter a password that is a minimum of 8 characters long, and that contains one alpha and one numeric character.
- ▶ If the Enable password policy setting is not selected, enter a password up to 20 characters long.
- ▶ If P6 Professional is running in LDAP authentication mode, the Password button does not appear since password management is handled through the directory server.

Resource ID / Resource Name for Personal Calendar: The selected user's resource name. Click  to select a resource.

Global Access tab - Users dialog box

Global Security Profile: The selected user's security profile. Each security profile has specific access privileges associated with it. You can select another security profile.

Resource Access: The selected user's resource access. Resource security allows the administrator to restrict the selected user's resource access by granting one of the following:

- ▶ All Resource Access
If the checkbox is marked, the selected user has access to all resources with no restriction. This option disables resource security.
- ▶ No Resources
If the All Resource Access checkbox is cleared, and the Resource Access field is empty, the selected user does not have access to any resources. This is the default access for new users.
- ▶ Resource Node (**Root Node** (on page 823))
If the All Resource Access checkbox is cleared, and the Resource Access field has a resource, the selected user has access to the assigned resource node and all its children. The selected resource becomes the user's root node. To change the root node, click  to launch the Select Resources Access dialog.

Resource security settings are honored the next time the user logs in. Thus, if you modify your own resource security settings, the changes will not take place until you exit the module and login again.

Global Change dialog box

Use the Global Change dialog box to create, edit, delete, or run global change specifications.

Name: Lists global change specifications. Click to edit the name of the global change.

Available To: Choose to make the selected global change specification global or available only to specified users. Choose All Users to make the global change specification global, available to all users. Choose Current User to make the specification available only to the user currently logged in. New global changes are automatically assigned to Current User. Choose Another User to make the specification available to a selected user.

User: Click and select a user name to make the specification available to this user.

Apply Change: Allows you to preview the selected specification's changes in a report before applying them to the project.

New: Creates a new global change specification.

Delete: Deletes a selected specification.

Modify: Displays the settings for a selected specification.

Copy: Copies a selected specification.

Paste: Adds a copied specification.

Import: Import a specification from a file.

Export: Save specifications as an export file (*.PCF).

Graph tab - Project/Activity Usage Profile Options dialog box

Vertical Lines

Major: Mark to display vertical lines to indicate major time units in the current layout.

Minor: Mark to display vertical lines to indicate minor time units in the current layout.

Horizontal Lines

Dotted: Choose to display horizontal lines as dotted lines in the current layout.

Solid: Choose to display horizontal lines as continuous lines in the current layout.

None: Choose to remove horizontal lines from the current layout.

LineColor: Click to change the display color of horizontal lines in the current layout.

Additional Display Options

ShowLegend: Mark to display a box containing definitions of each color in the current layout.

3DBars: Mark to display activity usage bars in three dimensions.

BackgroundColor: Click to change the current layout's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in Admin Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

Graph tab - Resource Usage/Role Profile Options dialog box - for stacked histogram

Use the Resource Usage/Role Profile Options Graph tab to specify how information is presented in a stacked histogram resource profile when viewing resource allocation for projects by role or by resource. To specify how you want to view resources/roles in a resource profile, in the Resource Explorer window, click the Display Options bar, then choose Select View and the option you want.

Vertical Lines

Major: Mark to display vertical lines to indicate major time units in the current layout.

Minor: Mark to display vertical lines to indicate minor time units in the current layout.

Horizontal Lines

Dotted: Choose to display horizontal lines as dotted lines in the current layout.

Solid: Choose to display horizontal lines as continuous lines in the current layout.

None: Choose to remove horizontal lines from the current layout.

LineColor: Click to change the display color of horizontal lines in the current layout.

Additional Display Options

3DBars: Mark to display resource usage bars in three dimensions.

BackgroundColor: Click to change the current layout's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

Graph tab - Resource Usage/Role Profile Options dialog box

Use the Resource Usage/Role Profile Options Graph tab to specify how information is presented in a resource profile when viewing resource allocation for projects by role or by resource. To specify how you want to view resources in a resource profile, in the Resource Explorer window, click the Display Options bar, then choose Select View and the option you want.

Vertical Lines

Major: Mark to display vertical lines to indicate major time units in the current layout.

Minor: Mark to display vertical lines to indicate minor time units in the current layout.

Horizontal Lines

Dotted: Choose to display horizontal lines as dotted lines in the current layout.

Solid: Choose to display horizontal lines as continuous lines in the current layout.

None: Choose to remove horizontal lines from the current layout.

LineColor: Click to change the display color of horizontal lines in the current layout.

Additional Display Options

ShowLegend: Mark to display definitions of each color in the current layout.

3DBars: Mark to display resource usage bars in three dimensions.

BackgroundColor: Click to change the current layout's background color.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

Graphics tab - Publish Project Web Site dialog box

Include in project web site: Mark to include the activity and tracking layouts on the project Web site.

Activity Layouts: Specify the activity layouts you want to include on the project Web site.

Tracking Layouts: Specify the tracking layouts you want to include on the project Web site.

Group and Sort dialog box

Use the Group and Sort dialog box to group and sort items in your current display.

Show Group Totals: Mark to display totals in the grouping bands. Clear the checkbox to hide all totals in the grouping bands.

Show Grand Totals: Mark to show a grand total row at the top of the layout.

Show Summaries Only: Mark to show summarized grouping bands only; details under the grouping bands will be hidden. Clear to show grouping bands with details displayed below each group.

Shrink vertical grouping bands: Mark to decrease the space taken by indenting levels on the hierarchy. Use this feature to allow additional room for the display of data.

Group By: Lists grouping data items for the current display. To select or change a data item, double-click it.

Indent: Automatically marked if the item selected in the Group By column is hierarchical. Each level of the hierarchy is indented.

To Level: Indicates the number of levels to indent when grouping by a hierarchical code.

Group Interval: Indicates the group interval when grouping by fields. For example, group by Remaining Duration. Type 5d in the Group Interval field. The data items are grouped according to the length of their remaining durations — 0.0d to 5.0d, 5.0d to 10.0d, etc. For date fields, choose from Day, Week, Month, Quarter, Year.

Page Break: Mark to indicate that this group should cause a page break when printing this layout.

Font & Color: Lists each grouping's display color and font. To change a color or font, double-click it.

Hide if empty: Mark to hide group title bands that do not contain data items within the group. Mark if you are grouping by a hierarchical field, such as EPS or WBS, and the project has empty EPS or WBS bands. For example, mark this checkbox if you are grouping by WBS in the Activities window and the project has empty WBS bands. Hiding the empty bands ensures that the rolled up data is accurate.

Sort bands alphabetically: Mark to sort the grouping bands alphabetically rather than their order in their respective hierarchy. This checkbox is disabled for any grouping that is not hierarchical.

Show Title: Mark to display the field name on the grouping band.

Show ID/Code: Mark to display the ID or Code value on the grouping band.

Show Name/Description: Mark to display the Name or Description on the grouping band.

Apply: Applies your changes without closing this dialog box.

Delete: Deletes the selected row's grouping parameters.

Sort: Allows you to specify the sort order of the data items listed within each group.

Default: Applies the default grouping and sorting parameters (by WBS code).

Header tab - Page Setup dialog box

Use the Page Setup, Header tab to create a custom header for the displayed layout or report.

Divide into section(s): Select the number of sections to divide the header into.

Include on: Select which pages to apply the header.

Height: Select the height of the header, in inches, to display on the selected pages.

Define Header: Select the subject area for each header section.

Show Section Divider Lines: Mark to display dividers between each section of the header.

Hours per Time Period dialog box

Use the Hours per Time Period dialog box to define the calendar's default number of hours per timeperiod. For activities and resources to which the calendar is assigned, these values are used as conversion factors when users enter or display units and durations in time increments other than hours.

Hours/Day: The default number of hours per day for activities and resources to which the calendar is assigned. Valid range is 1-24.

Hours/Week: The default number of hours per week for activities and resources to which the calendar is assigned. Valid range is 1-168.

Hours/Month: The default number of hours per month for activities and resources to which the calendar is assigned. Valid range is 1-744.

Hours/Year: The default number of hours per year for activities and resources to which the calendar is assigned. Valid range is 1-8784.

How - Calculations tab - User Preferences dialog box

When you add or replace an assignment to an activity that already has an existing assignment with manual future period values, the module adheres to your User Preference settings for assignment staffing, as described below.

Replacing a resource assignment

When you replace the resource or role assigned to an activity, any manual future period values entered for that assignment are preserved with the new assignment.

Adding a resource assignment to an activity that has an existing resource assignment

When you add a resource assignment to an activity that already has an existing resource assignment with manual future period values, the module adheres to your setting in the 'When assigning a resource to an existing activity assignment' field. If you choose to 'Always use the new resource's Units/Time and Overtime factor,' the manual future period values of the existing resource assignment may be respread across future period buckets based on the new resource's values. If you choose to 'Always use current assignment's Units/Time and Overtime factor,' unit values for the new resource are spread evenly over future period buckets and the manual future period values for the existing resource assignment are not changed.

Adding a resource assignment to an activity that has an existing role assignment, or vice versa

When you add a resource assignment to an activity that already has an existing role assignment with manual future period values (or vice versa), the module adheres to your setting in the 'When a resource and role share an activity assignment' field. If you choose to 'Always use resource's Price per Unit,' the manual future period values for the existing role assignment may be respread across future period buckets based on the new resource's values. Likewise, if you choose to 'Always use role's Price per Unit,' the manual future period values for the existing resource assignment may be respread across future period buckets based on the new role's values.

ID Lengths tab - Admin Preferences dialog box

The ID Lengths tab enables you to specify the maximum number of characters for codes, from 1 to 20.

Project ID maximum characters: Specify the maximum number of characters for project IDs.

WBS Code maximum characters: Specify the maximum number of characters for work breakdown structure (WBS) codes.

Resource ID maximum characters: Specify the maximum number of characters for resource IDs.

Activity ID maximum characters: Specify the maximum number of characters for activity IDs.

Cost Account ID maximum characters: Specify the maximum number of characters for cost account codes.

Role ID maximum characters: Specify the maximum number of characters for role IDs.

Image tab - Properties dialog box

Use the Image tab to define settings for the selected image cell. This includes selecting the image you want to display, specifying the image cell's length and alignment, and adding HTML links. If the selected image cell is part of a data source, you can also apply one or more filters for the image cell.

General Settings

Image alignment: The selected cell's position relative to the report's left and right margins. A cell's alignment may be:

- ▶ None – enables you to drag the cell to the appropriate position. If you select None, you can also enter the cell's indent from the left margin in the Left field.
- ▶ Left - positions the cell flush against the report's left margin. If you select Left, you cannot specify the cell's indent from the left or right margin.
- ▶ Right - positions the cell against the report's right margin. If you select Right, you cannot specify the cell's indent from the left or right margin.
- ▶ Center - extends the cell across the entire row. If you select Center, you cannot specify a left or right indent for the cell.

You can select a new alignment.

Left: The cell's indent from the report's left margin, or the numeric distance between the left margin of the report and the left edge of the cell.

If the cell's alignment is Left, type a new number. If the cell's alignment is Right, Center, or None, the left indent is indented for you.

Width: The numeric width the cell occupies between the report's left and right margins.

If the cell's alignment is Left, Right, or None, type a new number. If the cell's alignment is Center, the cell's width is determined for you.

Select image: Click to add or remove an image from the selected image cell.

HTML links: Click to add HTML link settings, if you want the image to contain a link to a Web site.

Edit filter: If the image cell is part of a data source, click to create or edit filters that determine when the selected image cell is displayed in the compiled report. This feature is helpful when you want to associate a graphic with a specific type of information.

Import Contract Management Data dialog box

Once you link your project to a Contract Management project, use this dialog box to specify which schedule, cost and dictionary information to import. See ***Link your project to a Contract Management project*** (on page 628).

Schedule Information: Mark the checkbox for each item that you want to import. Schedule information such as titles, dates, and progress are imported.

Dictionary Information: Mark the checkboxes to import Contract Management data into the Activity Code fields. The Responsibility, Contracts, Bid Package, and Submittal Activity codes are project specific activity codes; Spec Section is a global activity code.

Update Cost Account Information: Mark the checkbox if you want the Cost Worksheet information from Contract Management imported into the Cost Account dictionary.

Update Cost Information: Mark the checkbox for each item that you want to import. Cost information such as budget and expense information is imported.

Import Domain Users dialog box

Use this dialog box to search for and import users into P6 Professional from your LDAP repository. You can add users from the LDAP repository when your global profile has the privilege Provision Users From LDAP. The dialog box allows you to import multiple users at once. Periodically, you can check back to view any user accounts that were modified within the LDAP repository and update the Personal Name, User EMail Address, and Office Phone fields of the users to keep P6 Professional up to date.

LDAP User Search Criteria: The search criteria you want to use to find specific users in the LDAP repository.

Search: Activates the search based on your search criteria.

Login Name: The system-compliant user login name.

Import: Determines, when selected, whether the user data is imported into P6 Professional from your LDAP repository.

Personal Name: The full name of the user.

User EMail Address: The e-mail address for the user.

Office Phone: The user's telephone number.

Category: The users shown in the search results grouped according to the following categories, which provide an indication of the relative state of the user account in both the LDAP repository and P6 Professional:

- ▶ **User does not exist in database:** Shows users who exist in the LDAP repository but not in the P6 Professional database. When you select these users and click Import Users, they are imported as new records in P6 Professional.

- ▶ **User Modified:** Shows user accounts that have similar information in both P6 Professional and the LDAP repository, but that also have been modified in the P6 Professional database or LDAP repository. When you select these accounts and click Import Users, the the Personal Name, User EMail Address, and Office Phone fields are synchronized.
- ▶ **User records match:** Shows users who have the same information in both P6 Professional and the LDAP repository. The associated Import check box is disabled for each user in this group.

Load LDIP: Opens a dialog box where you can select an .ldif file pre-populated with the LDAP users you want to import into P6 Professional. Use this method to import new P6 Professional users in batches.

Import Users: Imports selected users into your database.

Tip

- ▶ You must be an LDAP user to add another LDAP user to the application.

Import Layout As dialog box

Use this dialog box to select where the layout should be imported.

Layout Name: The name of the layout. You can type a new name.

Available to: The category of users who can access the new layout. You can select a different user category.

User: The user to which you want to assign the layout. Click  to select a user.

Project: The Project with which you want to associate the layout. Depending on the user privileges,  is enabled to permit selecting a project with which to save the layout.

Save: Saves the current layout according to the options you specify.

Cancel: Closes this dialog box without saving the current layout.

Notes:

- ▶ The User field is available only if the selected Available to category is Another User.
- ▶ Applied filters are saved with the layout.
- ▶ Applied User Defined filters become available as Global filters when a layout is saved to All Users.
- ▶ Project layouts are not available in project and tracking views.
- ▶ Project layouts are associated and available with the project and can be used to limit the number of layouts in the global section.

Import Report dialog box

Use the Import Report dialog box to specify how you want to import a report from another P6 Professional application.

Import and create a new report: Choose to import a report as a new report.

Import into the selected report: Choose to import a report and replace the selected report.

Industry tab - Admin Preferences dialog box

Use this tab to choose the type of industry in which you use this application. The industry you choose causes the application to use terminology and default settings for calculations that most closely align with the selected industry.

Engineering and Construction: Determines the use of terminology and default settings for calculations aligned with the engineering and construction industries.

Government, Aerospace and Defense: Determines the use of terminology and default settings for calculations aligned with government and with aerospace and defense industries.

High-Technology, Manufacturing and Others: Determines the use of terminology and default settings for calculations aligned with high-technology, manufacturing, and other industries.

Utilities, Oil and Gas: Determines the use of terminology and default settings for calculations aligned with the utility, oil, and gas industries.

Issue History dialog box

Use the Issue History dialog box to view and add comments about the selected issue's history.

Issue History Notes: Displays previous comments about the selected issue, by date and user.

Add to Notes: Use this area to type new information about the selected issue.

Add: Adds new notes to the issue's history.

Issue Navigator dialog box

Use the Issue Navigator dialog box to track the open project's issues. This includes associated activities, resources, and work breakdown structure (WBS) elements. The Issue Navigator dialog box is displayed when you click Issue Navigator on the Tools menu.

Display Options bar: Lists options for changing the issues display.

Issue Navigator table: Lists open issues (and associated details) including project issues, if any.

Tracking: Click to display the selected issue's details with its assigned tracking layout.

Note

- ▶ The Tracking button is only available if the selected issue has an assigned tracking layout.

Activities: Click to display the selected issue's Activity Details in the Activities window.

Note

- ▶ The Activities button is only available if the selected issue is associated with an activity.

WBS: Click to display the selected issue's work breakdown structure (WBS) details in the Work Breakdown Structure window.

Note

- ▶ The WBS button is only available if the selected issue is associated with a WBS element.

Resources: Click to display the selected issue's resource details in the Resources window.

Note

- ▶ The Resource button is only available if the selected issue is associated with a resource.

Issue Details: Click to display the selected issue's details in the Project Issues window.

Notify: Sends e-mail about the selected issue.

Tip

- ▶ You can automatically display the Issue Navigator at startup. Choose Edit, User Preferences, and then click the Application tab.

Job Details tab - Job Services dialog box

Application User Login Name: Lists the login name for the user running the job.

Last run status: Lists the results of the job; the status message "OK" indicates that the job ran without errors.

Run Job: Specify a specific date and time or choose to run the job immediately after a previous job number.

Log to file: Mark this checkbox to send details about the run status to an output file. Enter a location for the file or accept the default.

Job Options tab - Job Services dialog box

Use the Job Options tab to list the projects/EPS nodes you want to run the job service for. All projects in the EPS are listed, regardless of the current portfolio you have open.

Assign: Click to select projects/EPS nodes to be included in the job service.

Remove: Click to remove projects/EPS nodes from the job service.

New Data Date: (For Apply Actuals only) Select the date up to which you want to apply the default project's actuals. Click  to select a new date.

Batch Report: (For Batch Reports only) Click  to select the batch report you want the job service to run. You must select a batch report to properly add the Batch Reports job service.

Send Report To: (For Batch Reports only) Click to specify where to send the output of the batch report.

Export To: (For Export only) Click  to specify the name and location for the export file.

Job Services dialog box

Use the Job Services dialog box to automatically run any number of jobs on multiple projects/EPS nodes at a specified time. Defining a job service requires the appropriate access rights.

Job #: A reference number associated with each job.

Job Name: Enter a brief description of the job. You can enter 100 characters.

Status: Choose Enabled for jobs that you want to run at a designated date and time; choose Disabled to turn off any job that you do not want to run.

Service Type: Specifies the job type: Apply Actuals, Batch Reports, Export, Schedule, or Summarize. You cannot change the job service type once a project/EPS node is assigned in the Job Options tab.

Last Run: Displays the last date and time that the job was run.

Next Run: Displays the next scheduled date and time for the job.

The following tabs are available:

- ▶ **Job Details tab - Job Services dialog box** (on page 720)
- ▶ **Job Options tab - Job Services dialog box** (on page 720)

In addition, the following buttons are available in the Job Services dialog box:

Add: Adds a new job service.

Delete: Removes the selected job service.

Level Resources dialog box

Use the Level Resources dialog box to level resources for the open project and/or specify your leveling preferences.

Automatically level resources when scheduling: Mark to automatically level resources each time you schedule a project.

Consider assignments in other projects with priority equal/higher than: Mark to include resource assignments in other projects within the range of the leveling priority you specify when determining if a resource is over-allocated. Assignments in closed projects are considered. For example, if you mark the checkbox and specify a leveling priority of 5 in this field, the leveler considers all projects with a project leveling priority of 1,2,3,4, and 5. The leveling priority ranges from 1 (highest priority) to 100 (lowest priority). Set a project's leveling priority on the General tab of the Projects Window.

Preserve scheduled early and late dates: Mark to preserve the early and late dates that were calculated during project scheduling.

Recalculate assignment costs after leveling: Mark to recalculate resource and role costs after leveling resources/roles in the projects. Use this option to calculate the costs of resource/role assignments that are assigned multiple rates.

Level all resources: Mark to level all resources.

Level resources only within activity Total Float: Mark to delay activities with resource conflicts only up to their late finish date.

Preserve minimum float when leveling: The amount of float you want to maintain when activities are delayed because of resource conflicts. You can type a new number and time unit.

Notes

- ▶ The value you enter in this field is automatically converted to hours, regardless of your user preference settings for duration display (User Preferences, Time Units tab). The value is converted to hours based on hours per timeperiod settings defined in Admin Preferences or in the default project calendar, depending on an administrative preference (Admin Preferences, Time Periods tab).
- ▶ If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the value is displayed in hours, regardless of your user preference settings for duration display (User Preferences, Time Units tab).

Max percent to over-allocate resources: The maximum percentage by which resource availability can be increased during resource leveling. This increased resource availability is used to level if resources on an activity cannot be leveled after using up the activity's float limit. You can type a new percentage.

Leveling Priorities

Field Name: Lists the fields by which to prioritize resources when leveling. Priorities are used only when more than one activity competes for the same resource at the same time.

Sort Order: The order in which to level resources according to the field names displayed. Double-click the Sort Order field to choose Ascending, Descending, or Hierarchy (option only appears for fields that are hierarchical).

Add: Adds another leveling priority.

Remove: Removes a leveling priority.

Log to file: Mark to record your leveling results in a log file (.txt). Enter the name of the file in which you want to save your leveling results. Click  to select a new file.

Level: Levels resources according to the options you specify.

Default: Displays the default leveling settings.

View Log: Displays your leveling results.

Limits tab - Roles dialog box

Use the Limits tab to specify available quantities (limits) for a role. Setting limits helps you quickly identify areas of role overload in Resource/Role Usage Profiles, using different colors to represent limits and overallocated units in charts and histograms. You can enter an unlimited number of role limits; however, each Effective Date must be unique.

Effective Date: You can set varying limits and prices over time by specifying the effective start date for each change.

Max Units/Time: The number of units available during each workperiod (hour, day, week, or month) of the specified timeframe; you can enter a percentage, or a numeric value followed by the appropriate time unit (such as 8h) and/or duration unit (such as 8h/d), depending on your user preference setting for time and duration units.

Notes

- ▶ You can enter values in any time and duration unit; however, the module uses the default units/duration format specified in the User Preferences, Time Units tab.
- ▶ If the Use the assigned calendar to specify the number of work hours for each time period checkbox is marked (Admin Preferences, Time Periods tab), then the module converts, stores, and displays the Max Units/Time value using the hours per time period defined in the default global calendar. Otherwise, the hours per time period from the Admin Preferences dialog box are used.

Add: Click to add a new role limit.

Delete: Click to delete the selected role limit.

Notes

- ▶ By default, role limits are calculated based on the limit defined for each role's primary resource, which may not accurately reflect a role's planned allocation. In P6 Professional, on the User Preferences, Resource Analysis tab, you can choose to display role limits based on the custom role limits you define in the Roles dictionary.
- ▶ If you do not define a role limit for a role, the roles' maximum units/time is zero.

Line tab - Properties dialog box

Use the Line tab to define settings for the selected line cell. This includes the line cell's length, alignment, and the number of lines you want to include in the cell.

General Settings

Line alignment: The selected cell's position relative to the report's left and right margins. A cell's alignment may be:

- ▶ None - enables you to drag the cell to the appropriate position. If you select None, you can also enter the cell's indent from the left margin in the Left field.
- ▶ Left - positions the cell flush against the report's left margin. If you select Left, you cannot specify the cell's indent from the left or right margin.
- ▶ Right - positions the cell flush against the report's right margin. If you select Right, you cannot specify the cell's indent from the left or right margin.
- ▶ Center - extends the cell across the entire row. If you select Center, you cannot specify a left or right indent for line cell.

You can select a new alignment.

Left: The cell's indent from the report's left margin, or the numeric distance between the left margin of the report and the left edge of the cell.

If the cell's alignment is Left, type a new number. If the selected cell's alignment is Right, Center, or None, the left indent is determined for you.

Width: The numeric distance the selected cell occupies between the report's left and right margins.

If the cell's alignment is Left, Right, or None, type a new number. If the selected cell's alignment is Center, the left indent is determined for you.

Number of lines: The number of lines included in the cell. You can select a new number.

Indent Cell: Mark to indent information reported in the selected cell to indicate hierarchy levels.

Login tab - External Applications dialog box

Prompt for login name and password when logging in: Choose this option if security is an issue. You will be prompted for your login name and password when accessing external information.

Login with the following login name and password: Choose this option if security is not an issue. Type the login name and password for the external application you are connecting to.

Login to Contract Management dialog box

Use the Login to Contract Management dialog box to enter a valid name and password for opening **Contract Management** (on page 810).

Name: Enter your login name.

Password: Enter your password.

Login to Primavera P6 Professional dialog box

The default login and password when you first install P6 Professional is admin. Login names and passwords are case-sensitive. Your login name can be up to 32 characters in length; your password can be up to 20 characters in length. Passwords must contain at least one character.

Login Name: Enter your login name.

Password: Enter your password.

Database: Accept the default database installed, or click  to choose another database.

Main Form tab - Web Site Display Properties dialog box

Item: Select the item you want to customize, or click the item in the Project Web Site sample area.

Color: Specify a color for the selected item.

Location: Specify the location of a graphical element to add to the project Web site.

Font: Specify a font for the selected item.

Size: Select a size for the selected item.

Color: Format the selected item.

B: Apply bold formatting to the selected item.

I: Apply italic formatting to the selected item.

Maintain Baselines dialog box

Use the Maintain Baselines dialog box to create, delete, copy, update, or restore baselines for the open project.

Project Name/Baseline Name: Identifies the original project on which the baseline was created and all baselines created for that project.

Baseline Name: Displays the name of the selected baseline. Edit the name in this field.

Baseline Type: Lists the baseline's type. Baseline types are created by the administrator and can be used to categorize baselines. Click the down arrow to select a type.

Data Date: Lists each baseline's data date.

Last Update Date: For baselines that have been updated using the Update Baseline utility, this field displays the date and time the selected baseline was last updated. When you create a new baseline from a copy of the current project, this field shows the date and time the baseline was created (until you update the baseline). When you copy a baseline, this field displays the same date and time as the original (copied) baseline. This field is empty when you convert another project as the baseline for the current project, restore a baseline, or upgrade to the current version of the module (until you update the baseline).

Add: Click to save the current state of the project as a new baseline for the current project or convert another project into a baseline of the current project.

Delete: Deletes the selected baseline.

Copy: Makes a copy of the of the selected baseline while keeping the selected baseline intact. The copied baseline is located under the same project as the selected baseline.

Update: Opens the Update Baseline dialog box. In the dialog, you can select the data you want to automatically update for the selected baseline, then run the Update Baseline utility. Use the Update Baseline utility to update activity and project-level data for an existing baseline.

Restore: Restores the selected baseline as a separate project that you can manually modify.

Margins tab - Page Setup dialog box

Use the Page Setup, Margins tab to set page margins for the displayed layout or report.

Top: The distance between the top edge of the paper and the top edge of the printed layout or report text, not including the header. Type or click the arrows to select a new distance.

Header: The distance between the top edge of the paper and the top edge of the printed layout or report header. Type or click the arrows to select a new distance.

Left: The distance between the left edge of the paper and the left edge of the printed layout or report text. Type or click the arrows to select a new distance.

Sample: Shows how the selected margins will appear on the printed page.

Right: The distance between the right edge of the paper and the right edge of the printed layout or report text. Type or click the arrows to select a new distance.

Bottom: The distance between the bottom edge of the paper and the bottom edge of the printed layout or report text, not including the footer. Type or click the arrows to select a new distance.

Footer: The distance between the bottom edge of the paper and the bottom edge of the printed layout or report footer. Type or click the arrows to select a new distance.

Merge or Delete WBS Element(s) dialog box

Use the Merge or Delete WBS Element(s) dialog box to confirm that you want to delete a WBS element. Also, if the WBS you are deleting has activities associated with it, choose one of the following options before clicking OK to confirm the delete action.

Delete Element(s): Deletes the selected WBS element and all activities assigned to it.

Merge Element(s): Deletes the selected WBS element and reassigns its activities to the WBS element. See **Parent Element** (on page 820).

Note

- ▶ These two options also appear if the WBS has both activities and planned resource allocations. However, resource allocations cannot be merged. Regardless of the option you choose, the planned resource allocations are deleted. For this reason, when a WBS has planned resource allocations but no activities, these options do not appear.

Merge selected resource with its parent dialog box

Use the Merge selected resource with its parent dialog box to replace the deleted resource with another available resource. When resource security is enabled, you can only view resources you have access to. See **Introduction to Resource Security** (on page 572).

Display Options bar: Click to change the resource display.

Resource ID: Lists the ID of each resource in your organization. To sort the display, click the Resource ID column label.

Resource Name: Lists the name of each resource in your organization. To sort the display, click the Resource Name column label.

Primary Role: Lists the primary role, if any, assigned to the resource.

Default Units/Time: Lists the default units/time for each resource in your organization. To sort the display, click the Default Units/Time column label.

Select: Replaces the deleted resource with your selection and closes this dialog box.

Modify Global Change dialog box

Use the Modify Global Change dialog box to define changes using If:Then:Else expressions.

Select Subject Area: Choose the subject area to determine what activity information is affected when the global change is run. Choose Activities to select parameters for expressions that can affect all activity information. Choose Activity Resource Assignments to select parameters for expressions that can affect an activity's resource information. Choose Project Expenses to select parameters for expressions that can affect an activity's expense information.

Global Change Name: Type a name to identify the specification.

If: Click the plus or minus sign to show or hide rows in the global change statement.

Parameter: Choose Any or All of the following. When you choose Any of the following, the change is made if any one of the If: statements is satisfied. When you choose All of the following, the change applies only when all the If: statements are satisfied.

Is / Value / High Value: If statements define the conditions used to make changes to project data.

Then / Parameter / Is / Parameter/Value / Operator / Parameter/Value: Define Then statements to specify the changes to make to project data when the If conditions are satisfied.

Else / Parameter / Is / Parameter/Value / Operator / Parameter/Value: Define Else statements to specify the changes to make to project data when the If conditions are not met.

Notes

- ▶ When you type a value for duration or units in Parameter/Value fields (in Then and Else statements), the value is entered into the database without being converted to hours. So, for example, if you enter 2d, the value stored is 2 days, not 16 hours. If you do not specify a unit when entering a value (for example, you enter 2 rather than 2d), the time unit defaults to the time unit specified in user preferences (User Preferences, Time Units tab).
- ▶ If you are applying a global change to a unit or duration field, the Use the assigned calendar to specify the number of work hours for each time period checkbox (on the Admin Preferences, Time Periods tab) is ignored if set. Because it is ignored, the global change applies the unit or duration value based on the Admin Preferences hours per time period settings.

Change: Displays a report showing which data will change. Click Commit Changes to process the changes, or click Cancel changes if you do not want to run the Global Change.

Add: Adds a new line of criteria to the If, Then, or Else statement.

Delete: Deletes the selected line of criteria.

Cut: Removes the selected text.

Copy: Copies the selected text.

Paste: Pastes text that you cut or copied.

Arrow keys: Moves the selected item to a different position in the display.

Modify Import Configuration dialog box

Use the Modify Import Configuration dialog box to select the action to take when importing data that exist in both the import file and the project being updated.

Data Type: Lists each element of your project that could be affected by matching data in the import file. There are three types of data— global, project, and activity.

- ▶ Global data types include data that are defined at the enterprise level and are available to all projects across the organization. Examples of global data types are resources and roles.
- ▶ Project data types include data that are defined at the project level and are available only to that project. Examples of project data types are work products and documents, WBS, and external relationships.
- ▶ Activity data types include data that are defined at the activity level and are available only to that activity. Examples of activity data types are activity relationships and resource assignments.

Note: The activity data type is not available when importing XML files; activity-related data is listed under the project data type.

Action: Select the method you want to use when importing each data type according to the following table:

Action	Result if the record exists in the P6 Professional database	Result if the record does NOT exist in the P6 Professional database
Do not Import	<p>The record is not imported. No changes are made to the existing record.</p> <p>Note: The rule above applies to all project data except resources within P3 projects. If you are importing P3 projects, any resource records that have a matching resource record in the P3 project will be updated. Resource records that exist in the P3 project but do not exist in the P6 Professional database will not be added.</p>	The record is not imported.

Insert New	The data associated with the record being imported is copied into a new record and added to the database. No changes are made to the existing record in the P6 Professional database.	The record and its associated data are added to the database.
Keep Existing	When updating the existing project, no changes are made to either the record or to the data. When adding into the existing project, the data associated with the record being imported is copied into a new record and added to the database. No changes are made to the existing record in the P6 Professional database.	When updating or adding into the existing project, the record and its associated data are added to the database.
Update Existing	When updating the existing project, any data associated with the record id is updated. When adding into the existing project, the record and its associated data are added to the database.	When updating or adding into the existing project, the record and its associated data are added to the database.

Delete: Mark this checkbox next to a data type to remove data that exist in the project you are updating, but are not included in the import file. For example, if several thresholds are defined in the project you are updating, but they are not included in the import file, mark the checkbox in the Delete column to remove the thresholds from the project you are updating.

Notes

- ▶ If resource security is enabled, restrictions apply when importing resources or activity resource assignments. See **Importing Options -- Resources** (on page 836).
- ▶ The Delete field applies only to risks, relationships to external projects, thresholds, activities, activity relationships, and activity resource assignments. Global data types are not affected by this setting.

See **Example: Importing Relationships to External Projects** (on page 835) for an example of how the import actions affect external project relationships.

Modify Resource Curves dialog box

Use the Modify Resource Curves dialog box to edit global resource curves. Edit the Curve Value % to change the resource and cost distribution. Resource usage and costs are distributed evenly during an activity unless you specify nonlinear distribution using curves.

Curve Value %: Type a new value, between 0.0 and 100.0, for each of the 21 increments to create your curve.

Total %: Displays the sum of all percentages listed. This field is calculated and cannot be edited. If the total value is greater than 100%, it appears in red. After you prorate the curve, the total value always equals 100%.

Duration %: The activity's duration is divided into 21 increments from 0 to 100 percent. A bar for each increment indicates the resource use. The bar for 0 percent represents the amount of resource already used when the activity begins (provided that the data date is later than the actual start date of the activity and actuals have been applied - see note below); the bar for 5 percent represents the usage between the start and 5 percent completion. The duration percent values cannot be edited.

Prorate: Adjusts values in the curve window proportionally to retain the curve's shape while making the periodic bars total 100 percent.

Copy From: Click to copy the curve value percentages from an existing curve. The new values overwrite the existing values.

Notes

- ▶ Resource curves are calculated based on an activity's actual duration as of the project's data date. If an activity has started but the data date is earlier than the actual start of the activity, the bar for 0 percent will show a Duration % of zero until you advance the data date and apply actuals. The resource utilization is accurately depicted in the Resource Usage Profile, however.
- ▶ The prorate automatically occurs when you click OK.

Modify Template dialog box

Use the Modify Template dialog box to select the options used when importing and exporting data for use with Microsoft Project or other third-party applications.

If resource security is enabled, some restrictions apply when importing resource and resource assignments. See **Introduction to Resource Security** (on page 572). For details, click the Resource link below.

The following tabs are available:

- ▶ **General tab - Modify Template dialog box** (on page 703)
- ▶ **Activity tab - Modify Template dialog box** (on page 640)
- ▶ **Resource tab - Modify Template dialog box** (on page 759)
- ▶ **Notebooks tab - Modify Template dialog box** (on page 734)

- ▶ **Custom Field Mappings tab - Modify Template dialog box** (on page 674)

Modify Template dialog box for use with Excel files

Use the Modify Template dialog box to select the options used when exporting data for use with Microsoft Excel or other third-party applications.

Template Name: The name of the export template. Enter a name that describes the template or the activities to which the template will typically apply.

Subject Area: The areas of interest selected to export. Select the subject area to define its export specification.

The following tabs are available:

- ▶ **Columns tab - Modify Template dialog box for use with Microsoft Excel files** (on page 668)
- ▶ **Filter tab - Modify Template dialog box for use with Microsoft Excel files** (on page 696)
- ▶ **Sort tab - Modify Template dialog box for use with Microsoft Excel files** (on page 787)

Default: Applies the default column setting to the template.

Module Access tab - Users dialog box

Product: Lists the product that can be enabled or disabled for each user.

- ▶ Project Management: Provides access to P6 Professional.

Note

- ▶ You must mark the applicable checkboxes for all users, including Admin Superusers.

Access: A marked checkbox indicates that the selected user can access the corresponding application.

Monitor Thresholds dialog box

Use the Monitor Thresholds dialog box to monitor all of the open project's thresholds at once.

Use original threshold monitor windows: Choose to monitor all thresholds with their original monitor time windows.

Use new threshold monitor window: Choose to specify a new time window to monitor all thresholds. To select a new time window to monitor, click  in the From Date and To Date fields, then click Monitor.

From Date: To specify a start date for the new monitor time window, click .

To Date: To specify a finish date for the new monitor time window, click .

Monitor: Monitors all thresholds according to the options you specify.

New Tracking Layout dialog box

Use the New Layout dialog box to create a custom tracking layout.

LayoutName: The name of the new layout.

Available to: The users who can access the layout: All Users or the Current User.

Select Display Type

Project Table: Choose to create a Project Table, which displays project data in a row-and-column format.

Project BarChart: Choose to create a Project Bar Chart, which displays timescaled project data in horizontal bar format.

Project Gantt/Profile: Choose to create a Project Gantt/Profile, which displays project data in Gantt Chart, spreadsheet and profile formats.

ResourceAnalysis: Choose to create a Resource Analysis layout, which displays resource allocation for individual projects or total allocation across the enterprise in Gantt chart, spreadsheet, and profile formats.

Notebook tab - Admin Categories dialog box

Use the Notebook Topics tab to create, edit, and delete notebook topics. You can assign notebook topics to EPS nodes, projects, WBS elements, and activities. Notebooks are typically instructions or descriptions for performing an activity. Examples of notebook topics are Purpose, Entry Criteria, Tools & Techniques, and Exit Criteria.

Display Options bar: Click to search for a specific notebook.

Notebook Topics table: Lists notebooks and enables you to specify at which level of the EPS each notebook can be assigned. To enable notebook assignment at a specific level, mark the checkbox in the corresponding column.

Add: Adds a notebook.

Delete: Deletes the selected notebook.

Shift up: Moves the selected notebook to a higher position in the display.

Shift down: Moves the selected notebook to a lower position in the display.

Notebook tab - WBS Details dialog box

Select Notebook Topic: Lists notebook topics associated with the selected WBS.

Notebook Description: A description of the selected notebook topic.

Notebooks tab - Modify Template dialog box

Project, WBS, and Activity notes: Choose the notebook topics you want to use to exchange with Microsoft Project notes. Notes from the import file are imported into the selected notebook topics. Data from the notebook topics are exported to Microsoft Project notes.

Note

- ▶ Notebooks are defined in P6 Professional in Admin Categories (choose Admin, Admin Categories, then click the Notebook Topics tab).

Export all notebook topics to Microsoft Project notes: Mark to export all notebook topics associated with the project, WBS, or activity to the notes field in Microsoft Project. For export, this option overrides the selected notebook topics above.

Notify Issue dialog box

Use the Notify Issue dialog box to send e-mail about the selected issue.

E-Mail Address: Lists each recipient's e-mail address. To change an e-mail address, double-click the address you want to change, then type the new address.

Name: Lists the name of each e-mail recipient.

Responsibility: Lists the responsibility for each e-mail recipient.

Subject: Displays the selected issue's name.

Contents: Displays the selected issue's details. Type additional details and comments in this field.

Add: Adds a recipient.

Remove: Removes the selected recipient.

Send All: Sends e-mail about the selected issue to all listed recipients.

Open Layout dialog box

Use the Open Layout dialog box to select and display a different layout.

Layout: Lists the name of each available layout. Depending on user access privileges, current project and view, there are three categories of layouts: global, user, and project. A global layout is available to all users . A user-defined layout is available to the specified user. Project layouts are associated and available with the project. Click the column title to sort the titles alphabetically in ascending or descending order.

Display Type: Lists the layout type. Click the column title to sort the titles alphabetically in ascending or descending order. This field displays only for tracking layouts.

Open: Opens the selected layout.

Apply: Click to preview the layout without closing the dialog box.

Delete: Click to delete the selected layout.

Import: Click to import a layout from another source. Import files with the extension .PLF. A "1" is appended to the layout name when it is imported if a duplicate layout name already exists.

Export: Click to export the layout and save it as a Primavera Layout File format (.PLF) file. You can select multiple layouts at the same time. Each one saves individually using the layout name with a .PLF extension.

Notes

- ▶ You can use the right click key to copy and paste layouts. However, the option to paste layouts will be disabled in the global or project band if you do not have privileges to create layouts in these bands.
- ▶ Project layouts are not available in project and tracking views.

Open Project dialog box

Use the Open Project dialog box to open an existing project. You can select a portfolio to limit the amount of project data you open.

Select Project Portfolio: The currently selected portfolio. Only projects in the selected portfolio are available in the Open Project table. Click  to select a different portfolio. The project data loads into memory as soon as the portfolio is selected.

Display Options bar: Lists options for finding a specific project, print a list of projects, and customize the project display. You can also change columns, filter, font, and colors.

Open Project table: Lists all EPS nodes and the projects in the currently selected portfolio. Project Status lists the state of the project: planned, active, inactive, or what-if.

Tips

- ▶ To sort the display, click any column label.
- ▶ To hide EPS nodes that do not contain any projects for the currently selected portfolio, click the Display Options bar, then select Group and Sort by, Customize. Mark the Hide if Empty checkbox.

Open: Click to open the selected EPS node or projects.

Cancel: Closes this dialog box without opening any EPS nodes or projects.

Note

- ▶ If you select a new project portfolio, the data is loaded into memory immediately. Cancel will not undo this change.

Users: For each project or EPS node you select, click to view a list of all users who have the selected project(s) open. When you select an EPS node, the list displays users who have any project within the EPS node open.

Access Mode

Exclusive: Choose to open a master copy of the selected project.

Shared: Choose to open a shared copy of the selected project.

Read Only: Choose to open a view-only copy of the selected project.

Retrieve Contract Management documents: If you set up a link with **Contract Management** (on page 810), mark this checkbox to retrieve Contract Management data for the selected project. Clear the checkbox if you do not want to access Contract Management information. This checkbox displays only if the project is linked to a Contract Management project. See **Link your project to a Contract Management project** (on page 628).

Options tab - Admin Preferences dialog box

Specify the interval to summarize and store resource spreads

By calendar: Choose this option if you want to summarize and store activity and resource spreads according to the calendar intervals you specify in the WBS Level and Resource/Role Assignment Level fields. This option is selected by default.

Note:

- ▶ If you summarize projects with the 'By calendar' option selected, then clear the checkbox and summarize projects again, the previously existing summary activity and resource spreads are not removed; you must remove them manually.

WBS Level: Choose the time interval, such as week or month, for storing summarized activity data.

Resource/Role Assignment Level: Choose the time interval, such as week or month, for storing summarized resource data.

By financial period: Select this option if you want to summarize and store activity and resource data in financial period intervals that correspond to the range of financial periods defined in the Financial Periods dictionary. Choosing this option enables P6 Professional to accurately display all activity and resource data (both actual to date and past period actual) in financial period timescale intervals.

Notes:

- ▶ You cannot clear both the 'By calendar' and 'By financial period' checkboxes; at least one checkbox must be marked.
- ▶ If financial periods are not defined in the Financial Periods dictionary, you can select this option but data will not be summarized by financial period.
- ▶ If you choose to summarize by both calendar and financial period intervals, summarizer jobs will take longer to run.

Tips:

- ▶ If you want all activity and resource data in the database to be summarized by financial period (including closed projects), you must create financial periods that span the date range of all projects in the database. For example, if the oldest project in your database has a project start date of October 1st, 2001, your financial periods should begin on or before that date.
- ▶ After you choose to summarize data by financial period, you must summarize closed projects at least once to store project data in financial period intervals. Doing so ensures that data will display accurately in profiles and spreadsheets when users choose to display data for all projects in a financial period timescale interval (rather than open projects only).

Link to Contract Management

To set up access to **Contract Management** (on page 810), mark the Enable Link to Contract Management checkbox, then type the URL and port number to the Contract Management web server. For HTTP, the default port number is 80, but you do not have to enter it. If you are not going to use port 80, you must enter the port number. For example: http://10.12.14.168:110. address). For example: http://10.12.14.168:110. For https, the default port number is 443. You must always enter the port number, including the default port number, at the end of the URL. For example: https://10.12.14.189:443.

Once access to Contract Management is established, with the required privilege, you can then link your project to a Contract Management project to enable users to import and view Contract Management project information.

If you attempt to link P6 Professional to Contract Management via an HTTPS:// URL, and the SSL library is not loaded, you will get an error message. See **Could not load SSL library** (on page 891) for more information.

Options tab - Page Setup dialog box

Use the Page Setup, Options tab to specify date range, content, and pagination options when you print window data or layouts. The available options on this tab vary according to the current view displayed when you select the Page Setup option.

Timescale Start: Click  to select the type of date or a custom date from which data should be included.

Timescale Finish: Click  to select the type of date or a custom date up to which data should be included.

Print

Activity Table: Mark to include the Activity Table on the printed layout.

All Columns: Mark to include all columns on the printed layout.

Grid Lines: Mark to include grid lines on the printed layout.

Gantt Chart: Mark to include the Gantt Chart on the printed layout.

Profile: Mark to include the profile on the printed layout. This option is available when displaying the profile in the current layout.

Spreadsheet: Mark to include the Resource Usage Spreadsheet or the Activity Usage Spreadsheet on the printed layout. This option is available when the Resource Usage or Activity Usage Spreadsheet is visible in the bottom view AND the Gantt Chart is visible in the top view of the current layout.

Note

- ▶ While the Gantt Chart and Spreadsheet must both be visible for the Spreadsheet option to appear in Page Setup, you can clear the Gantt Chart option if you do not want to include the Gantt Chart in the print output.

Trace Logic: Mark to include Trace Logic on the printed layout. This option is available when displaying Trace Logic in the bottom view of the Activity Network, in the current layout.

Note

- ▶ If you display the Activity Network Diagram on the top part of the layout, Trace logic will print on the following page.

Page Settings

Break Page Every Group: Mark to start a new page each time the group changes in the printed layout. This field is disabled if the layout you are trying to print has page breaks defined by grouping band.

Organizational Breakdown Structure dialog box

Use the Organizational Breakdown Structure dialog box to create, view, and edit the organizational breakdown structure (OBS). You can also use this dialog box to view a list of users who can access an OBS element's project information.

The following tabs are available:

- ▶ **General tab - Organizational Breakdown Structure dialog box** (on page 704)
- ▶ **Users tab - Organizational Breakdown Structure dialog box** (on page 804)
- ▶ **Responsibility tab - Organizational Breakdown Structure dialog box** (on page 761)

In addition, the following fields and buttons are available in the Organizational Breakdown Structure dialog box:

Display Options bar: Click to change the OBS display. You can display OBS details, the OBS as a chart, customize the columns in the hierarchy, and change the font and colors.

OBS table: Displays OBS elements. To sort the display, click a column label.

Add: Adds an OBS element.

Del./Merge: Deletes the selected OBS element or merges its WBS assignments into the parent OBS element.

Cut: Cuts the selected element so you can move it to a new position in the OBS. Select a new position, and click Paste.

Copy: Copies the selected element so you can add it to another position in the OBS. Select an additional position, and click Paste.

Paste: Pastes an OBS element that you have copied or cut.

Arrows: Change the selected element's position in the OBS.

Notes

- ▶ You cannot copy an OBS element's work breakdown structure assignments. You can only copy an OBS element's general information.
- ▶ The arrow buttons are only available in the hierarchy display and Chart view.
- ▶ To expand or collapse OBS hierarchy elements, right-click in the OBS and choose Expand All or Collapse All.

Page Setup dialog box

The Page Setup dialog box contains the following tabs:

- ▶ **Page tab - Page Setup dialog box** (on page 739)
- ▶ **Margins tab - Page Setup dialog box** (on page 726)
- ▶ **Header tab - Page Setup dialog box** (on page 714)
- ▶ **Footer tab - Page Setup dialog box** (on page 699)
- ▶ **Options tab - Page Setup dialog box** (on page 737) (not available for Reports)

In addition, the following fields and buttons are available in the Page Setup dialog box:

Default: Click to use the default values.

Apply: Click to see your selections without closing this dialog box.

Page tab - Page Setup dialog box

Use the Page Setup, Page tab to specify the page orientation, scaling, and paper size for the layout or report currently displayed.

Orientation

Portrait: Choose to apply a vertical layout to the displayed report.

Landscape: Choose to apply a horizontal layout to the displayed report.

Scaling

Adjust to % normal size: Choose to increase or reduce the printed size of the displayed report according to a percentage of the normal size. Type a percentage or click the arrows to select a new percent.

Fit to Pages) wide by tall: Choose to explicitly set the number of pages wide (the horizontal pages) and the number of pages tall (the vertical pages) for the displayed report. Type or click the arrows to select a new number of pages wide and tall.

Fit timescale to page(s) wide: (option not available for Reports) Choose to compress spacing and set the number of pages wide (the horizontal pages) for the displayed layout. Type or click the arrows to select a new number of pages wide.

Paper Size

Paper size: Select the size of the paper on which you want to print the displayed report. The available sizes correspond to the installed printer, or the printer you select, if more than one is available.

Width: Displays the width of the selected paper size.

Height: Displays the height of the selected paper size.

Password tab - User Preferences dialog box

The Password tab enables you to change your password.

Password: Click to add or change your application password. Passwords must contain at least one character.

Note

- ▶ If P6 Professional is running in LDAP authentication mode, password management is handled through the directory server. You cannot change your password through the module and the Password tab does not appear in the User Preferences dialog box.

Predecessor Columns dialog box

Use the Predecessor Columns dialog box to specify which columns you want to display under the Predecessors tab of the Activity Details. You can also specify the order in which the columns display.

Available Options: Lists columns that do not appear in the current Predecessors tab display.

Selected Options: Lists columns that appear in the current Predecessors tab display.

- ▶ Adds the selected available column to the display.
- ▶▶ Includes all available columns in the display.

- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▶ Moves the selected column's position in the display to the right.
- ◀ Moves the selected column's position in the display to the left.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default column display format.

Edit Column: Enables you to change the selected column's title and alignment in the display.

Preview Changes to Project dialog box

Use the Preview Changes to Project dialog box to choose which changes made to a reflection should be merged into the source project.

Group Changes by:

Subject Area: Shows all changes made to the project by table (activity, codes, documents, issues, etc). Activity IDs will appear several times under the appropriate subject area band.

Activity: Shows all changes made to an activity under an activity band. The Activity ID appears as a band. Any changed areas for that activity appear in the corresponding band. If any changes have been made to a project or WBS, these will also be displayed in their respective banding.

Select All: Marks all check boxes. Note that changes are not actually merged until you press the Merge Changes button.

Clear All: Clears all check boxes. Since all check boxes are selected by default, this option may be used to quickly mark a few check boxes by clearing all check boxes first.

Display: Reflection Differences: Displays a menu that permits you to perform the following operations: copy, select all, find, find next, print preview, expand all, and collapse all.

Status: Identifies the status of the field and includes the following values:

- ▶ **Added:** Indicates the field and its corresponding value is present in the reflection, but not in the source project.
- ▶ **Updated:** Indicates the field is present in both the reflection and source projects, but its corresponding value is different in either of the projects.

- ▶ **Not in Reflection:** Indicates the field is in the source project but is not in the reflection. The field has either been deleted from the reflection or the field has been added to the source project after the reflection was created.

Note that merging will not necessarily remove items from the source project that have been deleted from the reflection. If major elements of a project have been deleted from the reflection, you will have to manually delete them from the source project if you do not want to keep the elements in the source project. Elements that are not deleted during a merge include Activities, Resource Assignments, WBS elements, Work Products and Documents, Project Expenses, and Project Issues, and Risks.

- ▶ **Duplicate Record:** Appears if a duplicate threshold or resource assignment record is found.

Field: Identifies the fields that have changed in the reflection.

Value before merging: Identifies data that populates this field in the source project.

Value after merging: Identifies data that populates this field in the reflection.

Prior to merging:

Create a copy of source project (x) as a baseline: Mark this check box to create a baseline to the source project which you can use to rollback the changes you made with this dialog box.

Create a backup file (.xer) of source project (x): Mark this check box to create a XER file which you can use to rollback the changes you made with this dialog box via an XER import.

: Click to choose a location to save the XER file to.

After merging:

Keep reflection (x): Mark this radio button to keep the reflection in the database after merging it with the source project.

Delete reflection (x): Mark this radio button to clean up the database by deleting the reflection after merging it with the source project.

Replace reflection (x): Mark this radio button to replace the reflection with an updated reflection based on the current data in the source project after the merge.

Prices tab - Roles dialog box

Use the Prices tab to specify up to five Price/Unit rates for the selected role. After you assign a role to an activity, you can select which rate you want to use to calculate cost.

Calculate costs from units: Mark this checkbox to indicate that any new assignments for this role will have its costs recalculated whenever any quantity changes occur.

Rate Type: Displays the five available rate types.

Price/Unit: Double-click the cell, then type the role's monetary price per unit. For example, type 25h (for \$25 per hour). You can only enter units in minutes, hours, days, weeks, months, or years. You can view the abbreviations your system administrator defined for these units in the Admin Preferences, Time Periods tab.

Notes:

- ▶ You cannot mix unit types for a specific role. For example, if there are five Price/Unit values defined for a role, they must all be hours, or days, or weeks, etc. If there are multiple Price/Unit values defined for a role and you change one of the units (e.g., from hours to days), the remaining units will all be changed. If you enter a price but not a unit, the default unit is hours.
- ▶ If Use assigned calendar to specify the number of work hours for each time period checkbox is marked (Admin Preferences, Time Periods tab), then the module converts, stores, and displays the Price/Unit value using the hours per time period defined in the default global calendar. Otherwise, the hours per time period from the Admin Preferences dialog box are used.

Print Preview dialog box

Use the Print Preview dialog box to preview the selected report before printing or saving the report.



Allows you to define the displayed report's header and footer, margins, print size, and page orientation.



Allows you to select the default printer, print size, and page orientation.



Prints the displayed report.



Outputs the report to an HTML file and location you specify and automatically launches your default browser to display the report.



Displays the first page of the displayed report.



Displays the next page to the left, if multiple pages are printed horizontally.



Displays the next page to the right, if multiple pages are printed horizontally.



Displays the previous page back, if multiple pages are printed vertically.



Displays the next page forward, if multiple pages are printed vertically.



Displays the last page of the displayed report.



Magnifies your view of the displayed report.



Reduces your view of the displayed report.



Opens Help.



Closes this dialog box.

Progress Line tab - Bar Chart Options dialog box

Progress Line

Select to show a progress line on the Gantt chart.

Note

- ▶ A progress line provides a visual representation of the variance between selected criteria such as the start or finish dates of activities in the current project versus the baseline project, or the progress of an activity based on its remaining duration or percent complete.

Size: Type or select the value between 1 and 10 points to set the thickness of your progress line.

Color: Click to choose a color for your progress line.

Baseline to use for calculating progress line: Select a baseline to use for your progress line.

Based on difference between current and baseline activity's: Choose this option if you want the progress line drawn based on the difference between current and baseline activity's start or finish dates. From the drop down list, select Finish Date to calculate the progress line based on the variance between activity finish dates in the current project versus the baseline project, or select Start Date to calculate the progress line based on the variance between the baseline start and the current start.

Display the baseline bar when using this option.

By connecting progress points based on activity's: Choose this option if you want the progress line drawn by connecting progress points based on each activity's remaining duration or percent complete. From the drop down list, select % Complete to calculate the progress point based on the activity's percent complete (which is the same as viewing the % Complete bar), or select Remaining Duration to calculate the progress point based on each activity's remaining duration.

For Remaining Duration, the progress line is drawn to activities that have started or that should have started (when the project baseline start is earlier than the current data date) relative to the baseline start and finish dates.

You must display the baseline bar when using this option.

Proj Codes tab - Project Details dialog box (from Tracking window)

Project Code, Code Value, and Code Description: Each project code assigned to the project, along with the corresponding code value and description.

Project Access tab - Users dialog box

Responsible Manager: Lists the organizational breakdown structure (OBS) element whose project information the selected user can access. A user can only access project information that relates to the specified responsible manager. To sort the display, click the Responsible Manager column label.

Security Profile: Lists the selected user's project profile, or access privileges, for projects assigned to the corresponding responsible manager. Each project profile has specific access privileges associated with it. To change a user's project profile, double-click it. To sort the display, click the Security Profile column label.

Assign: Click to assign the selected user access to an OBS element's project information.

Remove: Click to remove the selected user's access to the selected OBS element's project information.

Project Code Definitions dialog box

Use the Project Code Definitions dialog box to create, edit, and delete project codes. You can use these codes to sort, filter, group, and report on project data across the enterprise.

Display Options bar: Click to search for a specific project code.

Project Code: Lists project codes.

Secure Code: Mark the checkbox for codes you want to define as viewable only to users with the appropriate access rights. Clear the checkbox to make this code and its values visible to all users. Using this feature requires the Edit Secure Codes privilege.

Project Code Name: The name of the selected project code. You can type a new name.

Max Length: The maximum number of characters the selected code's values may have. Type or click the arrows to select a new number.

Add: Adds a project code.

Delete: Deletes the selected project code.

Shift Up: Moves the selected code to a higher position in the display. This changes the order in which the codes display when you assign a code to a project.

Shift Down: Moves the selected code to a lower position in the display. This changes the order in which the codes display when you assign a code to a project.

Project Codes dialog box

Use the Project Codes dialog box to create, edit, and delete global and project codes and values. Use these codes and values to sort, filter, group, and report activity information.

Select Project Code: The name of the current project code. You can select a different code.

Modify: Allows you to create, modify, or delete project codes.

Display Options bar: Click to search for a specific project code value and change the project codes display.

Code Value: Lists code values for the current project code. To change a value, double-click it. To sort the display, click the Code Value column label.

Code Description: Lists each project code value's description.

Add: Adds a value to the current project code.

Delete: Deletes the selected value from the current project code.

Cut: Cuts the selected code value so you can move it to another position in the list. Select a new position, and click Paste.

Copy: Copies the selected code value so you can quickly create a similar value in another position in the list. Select a new position, and click Paste.

Paste: Pastes a code value you copied or cut.

Arrows: Moves the selected value to a different position in the display. This changes the order in which the values display when you assign a value to an activity.

Note

- ▶ A project code value can be associated with one user.

Project Details dialog box (from Tracking window)

Use the Project Details dialog box to view general information about the selected project. To display the Project Details dialog box from the Tracking window, select a project, right-click, then click Project Details.

The Project Details dialog box contains the following tabs:

- ▶ **General tab - Project Details dialog box (from Tracking window)** (on page 704)
- ▶ **Status tab - Project Details dialog box (from Tracking window)** (on page 790)
- ▶ **Proj Codes tab - Project Details dialog box (from Tracking window)** (on page 744)
- ▶ **Summary tab - Project Details dialog box (from Tracking window)** (on page 792)

Project Portfolios dialog box

Use the Project Portfolios dialog box to view and change general information about the selected portfolio. You can also add and delete portfolios. The top portion of the Project Portfolios dialog box contains information about all available portfolios, and the lower portion is divided into two tabs that display specific information about a selected portfolio. Select each tab name below to read about its features.

- ▶ **General tab - Project Portfolios dialog box** (on page 705)
- ▶ **Projects tab - Project Portfolios dialog box** (on page 748)

In addition, the following fields and buttons are available in the Project Portfolios dialog box.

Display Options bar: Click to display portfolio details; find a specific portfolio; change the font, colors, and row height of items; and filter items in the Project Portfolios dialog box.

Portfolio Name: The name of each available portfolio.

Add: Click to add a new portfolio.

Delete: Click to delete the selected portfolio.

Cut: Click to cut the selected portfolio so you can move it to another location.

Copy: Click to copy the selected portfolio so you can add it to an additional location.

Paste: Click to paste a portfolio that you have either copied or cut.

Project Tailoring Rationale dialog box

Use the Project Tailoring Rationale dialog box to view and edit explanations of the open project, such as a history or notable events.

Rationale History: Previous rationales for the open project's features according to date and author.

Rationale Notes: New rationales. You can type in this field.

Add: Closes this dialog box and saves the rationale you entered.

Project Users dialog box

The Project Users dialog box displays a list of users who are currently using the project(s) you have selected in the Open Project dialog box. When you select an EPS node in the Open Project dialog box, the Project Users dialog box displays a list of users who are currently using all projects within the selected EPS node.

User: For each project or EPS node you select in the Open Project dialog box, this column lists all users who have the project(s) open.

Access: Lists each user's access type for the project. A user's access type may be **Read Only** (on page 822), **Shared** (on page 825), or **Exclusive** (on page 814).

Host Name: Lists the computer name of each user accessing the open project.

Application ID: Lists the ID of the application each user is using to access the open project.

OS User Name: List the operating system user name of each user accessing the open project.

Logon Time: Lists the date and time each user opened the project.

Refresh: Updates the displayed information.

Project/Activity Usage Profile Options dialog box

Use the Project/Activity Usage Profile Options dialog box to view and edit the data in a Project Profile or Activity Usage Profile.

The following tabs are available:

- ▶ **Data tab - Project/Activity Usage Profile Options dialog box** (on page 676)
- ▶ **Graph tab - Project/Activity Usage Profile Options dialog box** (on page 710)

In addition, the following button is available in the Project/Activity Usage Profile Options dialog box:

Apply: Applies the selected Project/Activity Usage Profile settings without closing this dialog box.

Projects tab - Project Portfolios dialog box

Project: The name of each project in the selected portfolio.

Assign: Click to add projects to the selected portfolio.

Remove: Click to remove projects from the selected portfolio.

Properties dialog box

Use the Properties dialog box to define settings for the selected report component and any report components that contain your selection.

The Properties dialog box contains the following tabs:

- ▶ **Report tab - Properties dialog box** (on page 753)
- ▶ **Source tab - Properties dialog box** (on page 788)
- ▶ **Row tab - Properties dialog box** (on page 763)
- ▶ **Cell tab - Properties dialog box** (on page 663)
- ▶ **Line tab - Properties dialog box** (on page 723)
- ▶ **Image tab - Properties dialog box** (on page 716)

Publish Project Web Site dialog box

Use the Publish Project Web Site dialog box to save the project information you specify as HTML files. You can then publish these files as a Web site on an intranet or the Internet. See **HTML (HyperText Markup Language)** (on page 817).

The Publish Project Web Site dialog box contains the following tabs:

- ▶ **General tab - Publish Project Web Site dialog box** (on page 705)
- ▶ **Topics tab - Publish Project Web Site dialog box** (on page 797)
- ▶ **Graphics tab - Publish Project Web Site dialog box** (on page 713)
- ▶ **Reports tab - Publish Project Web Site dialog box** (on page 754)

In addition, the following button is available in the Publish Project Web Site dialog box:

Publish: Saves the project information you specify as HTML files.

Rate Types tab - Admin Preferences dialog box

The Rate Types tab enables you to provide a title for each of the five available Price/Unit fields. The title should describe what the rate type represents, for example, Government Rate.

Default Title: Lists the five Price/Unit fields available in P6 Professional.

User-defined Title: Edit the user-defined title for each Price/Unit field you want to use. For example, you could rename the Price/Unit 2 field to Commercial Rate.

Recalculate Assignment Costs dialog box

Use the Recalculate Assignment Costs dialog box to update resource and role assignment costs for activities in the open project.

Synchronize Overtime Factor while recalculating cost: Mark to also include the overtime factor for the resource when recalculating cost.

Recalculate: Recalculates resource and role assignment prices.

Renumber Activity IDs dialog box

Use the Renumber Activity IDs dialog box to specify how to create activity IDs when you copy and paste an activity.

This dialog box does not appear when you copy a project.

Increment Activity ID Based on Selected Activities: Select to increment activity IDs using the increment value you specify. For example, if the increment value is set to 10 and you select to copy activity ID AF567, the activity ID increments to AF577 when it is pasted. However, if an activity ID of AF567 already exists, then the pasted activity ID increments to AF587.

Auto-Number: Select to renumber activity IDs using the criteria you specify. For example, if the copied activity ID is AF567 and the increment level is set to 50, the Prefix is set to KK, and the Suffix is 400, then the pasted activity ID is KK400. However, if an activity ID of KK400 or an activity ID of KKxxx, where xxx is higher than 400, already exists, then the activity ID becomes the next available KKxxx number.

Replace Beginning Characters: Select to replace the beginning characters of the copied activity IDs with the characters specified in the Replace With text field. Type the number of beginning characters to be replaced in the Number of Characters text field. For example, suppose you type 2 in the Number of Characters text field and JY in the Replace with text field. You then select to copy the activity ID AF567. When pasted, that activity ID changes to JY567, unless that activity ID already exists. If that activity ID already exists, then the Duplicates dialog box appears and you type another activity ID.

Do not show this dialog again: Mark to indicate that you do not want this dialog box to appear next time you copy an activity or work breakdown structure element.

Renumber Activity IDs dialog box

Use the Renumber Activity IDs dialog box to specify how to renumber selected activity IDs in the current project and, if applicable, to renumber the same activity IDs in all applicable baselines for this project. The selected activities can be renumbered based on values you specify.

Increment Activity Based on Selected Activities: Select to increment activity IDs using the increment value you specify. For example, suppose you select activity IDs AB100, AB130, AB150, AB160, and AB180. If you type 100 in the Increment Value text field, the selected activity IDs are renumbered AB200, AB230, AB250, AB260, and AB280.

Note:

- ▶ Increment Activity Based on Selected Activities renumbers selected activity IDs in the order from largest to smallest. So in the example above, activity ID AB180 is first renumbered to AB280, then AB160 is renumbered to AB260, and so on. If P6 Professional detects that it would renumber a selected activity ID to an activity ID that already exists, exclusive of those you selected, then the Duplicates dialog box appears. You use that dialog box to enter another activity ID.

Auto-Number: Select to renumber activity IDs using the criteria you specify. For example, suppose you select activity IDs AB100, AB130, AB150, AB160, and AB180. If you type AB in the Prefix text field, 100 in the Suffix text field, and 10 in the Increment Value text field, the selected activity IDs are renumbered AB100, AB110, AB120, AB130, and AB140.

Note:

- ▶ Auto-Number renumbers selected activity IDs based on the sort order of activities in the activity table. The first activity in the sort order is renumbered using the values you type in the Prefix and Suffix text fields. The remaining selected activities are renumbered using the same suffix and prefix, and they are incremented using the value you type in the Increment Value text field. If P6 Professional detects that it would renumber a selected activity ID to an activity ID that already exists, exclusive of those you selected, then the Duplicates dialog box appears. You use that dialog box to enter another activity ID.

Replace Beginning Characters: Select to replace the beginning characters of the selected activity IDs with the characters specified in the Replace With text field. Type the number of beginning characters to be replaced in the Number of Characters text field. For example, suppose you select activity IDs AB100, AB130, AB150, AB160, and AB180. If you type 3 in the Number of Characters text field and CD5 in the Replace with text field, the selected activity IDs are renumbered to CD500, CD530, CD550, CD560, and CD580.

Note:

- ▶ If P6 Professional detects that it would renumber a selected activity ID to an activity ID that already exists, exclusive of those you selected, then the Duplicates dialog box appears. You use that dialog box to enter another activity ID.

Renumber Selected Activities in Baselines: Mark to renumber the selected activity IDs in all applicable baselines for this project. (P6 Professional does not renumber activities in baselines where duplicate activity IDs would be created.) Be aware that if you clear this checkbox, all renumbered activities are disconnected from the baselines and are treated as new activities.

When this checkbox is marked, P6 Professional searches for baselines where duplicate activity IDs would be created. If it finds none, then the current project and its associated baselines are renumbered, and the baseline renumbering is committed to the database with no chance for you to undo the renumbering. If P6 Professional identifies baselines where duplicate activity IDs would be created, then P6 Professional lists those baselines and presents you with a yes or no choice (in the Baseline Duplicates dialog box) whether to continue renumbering.

Notes:

- ▶ This checkbox is disabled if no baselines exist for the project.
- ▶ If you do not mark the Renumber Selected Activities in Baselines checkbox, you can subsequently update the baselines to reflect the new activity IDs, but you need to be aware of the following: Because the renumbered activities are treated as new activities by the update baseline tool, you must select the Add New Activities and Activity Data (Except Actuals) and the Delete from Baseline Any Activities No Longer in the Current Project options in the Update Baseline dialog box to add the new renumbered activities to the baseline and to remove the original activities. Doing this updates the baseline with the renumbered activities, but the activities will have the current data in the baseline, rather than the original activity data.

Replace selected resources with dialog box

Use the Replace selected resources with dialog box to replace the selected resource for an activity.

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Resource ID: Lists the ID of each resource in your organization.

Resource Name: Lists the name of each resource in your organization.

Primary Role: Indicates the primary role assigned to a resource.

Default Units/Time: Lists the default units/time for each resource in your organization.

Select: Applies your selection and closes this dialog box.

Clear: Removes the selected resource from your current activity, risk, or issue.

Note:

- ▶ If resource security is enabled, you can only view resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Replace selected role(s) with dialog box

Use the Replace selected role(s) with dialog box to replace an existing role assignment.

Display Options bar: Click to change the roles display.

Role ID: Lists role IDs. To sort the display, click the Role ID column label.

Role Name: Lists each role's name. To sort the display, click the Role Name column label.

Select: Assigns the selected role.

Clear: Clears the role assignment.

Report Groups dialog box

Use the Report Groups dialog box to define report groups for organizing your global and project reports.

Display Options Bar: Click to search for a specific report group or change the report groups display.

Report Group: Lists names of report groups. To change a report group name, double-click it. To sort the list, click the Report Group column label.

Add: Adds a report group.

Delete: Deletes the selected report group.

Cut: Cuts the selected report group so you can move and paste it to a new position in the report group outline.

Copy: Copies the selected report group so you can copy it to an additional position in the report group outline.

Paste: Pastes a report group that you have either copied or cut.

Arrows: Change the selected report group's position in the report group outline.

Notes

- ▶ The arrow buttons are available only in the outline display.
- ▶ The maximum number of report group levels is unlimited. You can have any number of report groups in each level.

Report tab - Properties dialog box

Use the Report tab to define general properties for the displayed report. This includes the report's title, background color or image, text styles, timescale and reporting interval, and page setup options such as orientation, margins, headers and footers.

General Settings

Title: The report's title. You can type a new title.

Note

- ▶ The compiled report does not automatically include the report's title. See **Add a report title** (on page 481).

Background image: Adds a background image to the report.

Report font styles: Displays style settings for text in the report. You can edit the settings.

Page setup: Enables you to define the report's: margins, header, footer, orientation, print scale, and the size of the paper on which you want to print the report.

Timescale options: Enables you to specify the timeperiod for which you want to compile and report project information and the interval you want to use to compile time-distributed report data.

Viewing Options

Measurement units: The unit of measurement used to define the report's layout options. This includes the width and height of cells and rows. The ruler at the top of the Report Canvas displays this unit of measurement. From the Measurement Units list, select a new unit of measurement.

Width: The width of the Report Canvas area used to position report components. You can change the width.

Reports tab - Admin Preferences dialog box

The Reports tab enables you to define three default sets of headers, footers, and custom labels for reports.

First Set: Choose to define a header, footer, or custom text label for reports.

Second Set: Choose to define a second header, footer, or custom text label for reports.

Third Set: Choose to define a third header, footer, or custom text label for reports.

Header Label 1, 2, or 3: The custom text that will be inserted into any report containing a Header Label 1, Header Label 2, or Header Label 3 global variable text cell, when printed.

You can type new header text.

Footer Label 1, 2, or 3: The custom text that will be inserted into any report containing a Footer Label 1, Footer Label 2, or Footer Label 3 global variable text cell, when printed.

You can type new footer text.

Custom Label 1, 2, or 3: The custom text that will be inserted into any report containing a Custom Label 1, Custom Label 2, or Custom Label 3 global variable text cell, when printed.

You can type new custom text.

Reports tab - Publish Project Web Site dialog box

Include in project web site: Mark to include reports on the project Web site.

Report Name: Specify the reports you want to include on the project Web site.

Resource Analysis tab - User Preferences dialog box

The Resource Analysis tab enables you to specify which projects are included in remaining value calculations and which dates and time interval are used to calculate time-distributed data for resource spreadsheets and profiles.

All Projects

All closed projects (except what-if projects): When electing to show remaining values for open versus closed projects, choose this option to include data for all closed projects other than what-if projects. Live data displays for open projects and stored summary data for closed projects.

All closed projects with leveling priority equal/higher than: When electing to show remaining values for open versus closed projects, choose this option to include data for all closed projects with a specific leveling priority.

Opened projects only: Choose this option when you want to include data for open projects only.

Time-Distributed Data

Remaining Early dates: When electing to show remaining values, choose this option to calculate values based on remaining start/finish dates.

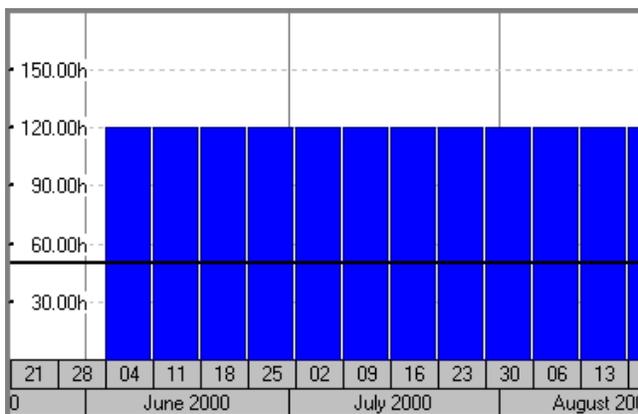
Forecast dates: When electing to show remaining values, choose this option to calculate values based on forecast start/finish dates.

Note:

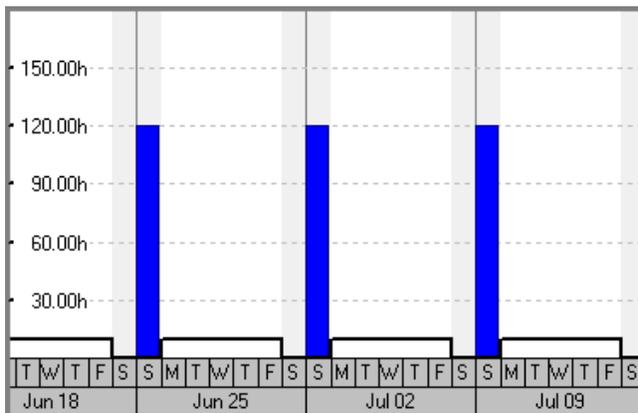
- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, you can not enter or edit values for Remaining Units if you choose to show remaining values based on forecast dates.

Interval for time-distributed resource calculations: Choose the time interval, such as day or week, that you want to use when storing live resource allocation information. Note that, if the layout's timescale interval is set lower than this interval, the calculated amount displays in the first timescale increment. For example, if you set the calculation interval to week and set the layout's timescale interval to day, the total for the week displays on the first day. Refer to the following graphics.

This graphic shows both the timescale and calculation intervals set to week.



This graphic shows the same data, but the timescale interval is set to day and the calculation interval is set to week.



Display the Role Limit based on

Role limits are calculated and displayed in charts and spreadsheets (such as the Resource Usage Profile and Resource Usage Spreadsheet) based on the option you select below:

Custom role limit: Choose this option if you want to calculate role limits using the custom limits defined for each role in the Roles dictionary. You should only choose this option if role limits have been defined; if you select this option when role limits have not been defined, all roles will have a calculated role limit of zero.

Calculated primary resource's limit: Choose this option if you want to calculate role limits using the limits defined for each role's primary resource. This option is selected by default.

Notes

- ▶ For the most efficient forecast of summary data, Oracle recommends that you select the same interval as specified for the timescale in the profile/spreadsheet.
- ▶ If you manually plan future period resource/role allocation in the Resource Usage Spreadsheet, when the displayed timescale intervals in the Resource Usage Spreadsheet are smaller than the minimum timescale interval used for time-distributed resource calculations, you can not enter or edit future period values in the spreadsheet. For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, quarterly, yearly, or financial period future period buckets. See **Future period bucket planning FAQ** (on page 249).

Resource Assignment Columns dialog box

Use the Resource Assignment Columns dialog box to specify which columns you want to display under the Resources tab of the Activity Details. You can also specify the order in which the columns display.

Available Options: Lists columns that do not appear in the current Resources tab display.

Selected Options: Lists columns that appear in the current Resources tab display.

- ▶ Includes the selected available column in the display.
- ▶▶ Includes all available columns in the display.
- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▲ Moves the selected column's position in the display to the right.
- ▼ Moves the selected column's position in the display to the left.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default column display format.

Edit Column: Allows you to change the selected column's title and alignment in the display.

Resource Code Definitions dialog box

Use the Resource Code Definitions dialog box to create, edit, and delete resource codes. You can use these codes to sort, filter, group, and report resource information in all projects.

Display Options Bar: Click to search for a specific resource code.

Resource Code: Lists resource codes.

Secure Code: Mark the checkbox for codes you want to define as viewable only to users with the appropriate access rights. Clear the checkbox to make this code and its values visible to all users. Using this feature requires the Add and Delete Secure Codes privilege.

Resource Code Name: The name of the selected resource code. You can type a new name.

Max Length: The maximum number of characters the selected code's values may have. Type or click the arrows to select a new number.

Add: Adds a resource code.

Delete: Deletes the selected resource code.

Shift Up: Moves the selected code to a higher position in the display. This changes the order in which the codes display when you assign a code to a resource.

Shift Down: Moves the selected code to a lower position in the display. This changes the order in which the codes display when you assign a code to a resource.

Resource Codes dialog box

Use the Resource Codes dialog box to create, edit, and delete resource codes. You can use these codes to sort, filter, group, and report on project data across the enterprise.

Select Resource Code: The name of the current resource code. You can select a different code.

Modify: Allows you to create, modify, or delete resource codes.

Display Options Bar: Click to search for a specific resource code value and change the resource codes display.

Code Value: Lists code values for the current resource code. To change a value, double-click it. To sort the display, click the Resource Code Value column label.

Code Description: Lists each resource code value's description.

Add: Adds a value to the current resource code.

Delete: Deletes the selected value from the current resource code.

Cut: Cuts the selected code value so you can delete it or move it to another position in the list. Select a new position, then click Paste.

Copy: Copies the selected code value so you can quickly create a similar value in another position in the list. Select a new position, then click Paste.

Paste: Pastes a code value you have copied or cut.

Arrows: Moves the selected value to a different position in the display. This changes the order in which the values display when you assign a value to an activity.

Note

- ▶ To expand or collapse individual elements of the resource code hierarchy, right-click in the hierarchy and choose Expand All or Collapse All.

Resource Curves dialog box

Use the Resource Curves dialog box to add, delete, or modify resource curves. Curves are used to allocate resources and costs over the duration of an activity.

Display Options bar: Click to search for a specific curve or to preview how the dialog box will print.

Resource Curve Name: Lists the default and global resource curves. The ten default curves cannot be edited.

Add: Click to add a global resource curve. You are prompted to select one of the existing curves from which to copy the curve value percentages. You can add an unlimited number of global resource curves.

Delete: Click to delete a global resource curve. You cannot delete default curves.

Modify: Click to change curve value percentages for global resource curves. You cannot modify default curves.

Resource Shifts dialog box

Use the Resource Shifts dialog box to define shift calendars for resources.

Display options bar: Displays global shifts.

Shift Name: Lists shift calendar names.

Add: Click to add the name of a new shift calendar.

Delete: Delete the selected shift calendar.

Modify: Click to view or modify the work schedule for the selected shift calendar.

Resource tab - Modify Template dialog box

Import

Choose the Microsoft Project field to import as the Resource ID: Choose whether you want to import the Resource Initials or the Resource Name from Microsoft Project to the Resource ID field in P6 Professional.

If you select **Resource Initials/Name**, only one resource is imported if multiple resources in Microsoft Project use the same initials/name.

Note:

- ▶ If you are importing from a Microsoft Project .MPX file, this behavior can be modified by taking one of the following actions:
 - Choose the Add new resource option under If a resource already exists. Choosing the Add new resource option causes the system to append a hyphen followed by a sequential number to the Resource ID when it is imported.

Or

- Edit the Microsoft Project file and ensure that all Resource Initials/Names are unique with respect to the Resource ID length limit.

If you select Resource Name, up to the first 20 characters of the name are imported (based on your setting in the Admin Preferences, ID Lengths tab in P6 Professional). If multiple resources in Microsoft Project use the same characters up to the specified ID Length, only one resource is imported. This behavior is affected by the options you choose under **If a resource already exists**. See the note above for additional information.

If resource security is enabled, some restrictions apply when importing resources. See **Microsoft Project Importing Options -- Resources** (on page 837).

If a resource already exists: Choose the method for importing resources that already exist in P6 Professional.

Keep existing resource - Retains the resource in the existing project and does not overwrite it with the resource from the import file.

Update existing resource - Overwrites the resource in the existing project with the resource from the import file.

Add new resource - Retains the resource in the existing project and adds a new resource for the resource in the import file. The system creates a Resource ID for the new resource by appending a hyphen followed by a sequential number to the Resource ID when it is imported.

If a resource does not exist: Mark Add New Resource if you want to add resources and their assignments from the import file to the existing project. This option only affects resources that do not currently exist in P6 Professional.

Import under resource: Click  to select the resource under which to place all resources from the import file that do not currently exist in P6 Professional. If resource security is enabled, and a resource you do not have privilege to access is selected, new resources will be added under the resource root node and resource security settings will be ignored. See **Root Node** (on page 823).

Resource Usage/Role Profile Options dialog box - for stacked histogram

Use the Resource Usage/Role Profile Options dialog box to format the displayed Resource Usage/Role Profile. The profile options available enable you to display a stacked histogram that uses different colors and patterns to represent multiple resource usage.

The following tabs are available:

- ▶ **Data tab - Resource Usage/Role Profile Options dialog box** (on page 681)
- ▶ **Graph tab - Resource Usage/Role Profile Options dialog box - for stacked histogram** (on page 711)

In addition, the following buttons are available in the Resource Usage/Role Profile Options dialog box:

Apply: Applies the selected Resource Usage/Role Profile settings without closing this dialog box.

Preferences: Opens the Resource Analysis tab in the User Preferences dialog box so you can set preferences for the Resource Usage/Role Profile.

Resource Usage/Role Profile Options dialog box

Use the Resource Usage/Role Profile Options dialog box to format the displayed Resource Usage/Role Profile. The profile options available depend on what you choose in the Display Options bar: resource vs. role; all projects vs. open projects, etc.

The Resource Usage/Role Profile Options dialog box contains the following tabs:

- ▶ **Data tab - Resource Usage/Role Profile Options dialog box - for regular histograms** (on page 679)
- ▶ **Graph tab - Resource Usage/Role Profile Options dialog box** (on page 712)

In addition, the following buttons are available in the Resource Usage/Role Profile Options dialog box:

Apply: Applies the selected Resource Usage/Role Profile settings without closing this dialog box.

Preferences: Opens the Resource Analysis tab in the User Preferences dialog box so you can set preferences for the Resource Usage/Role Profile.

Resources tab - Attribute Details dialog box

Resource table: Lists IDs and names of resources assigned to activities and/or roles in the selected attribute.

Resources tab - Roles dialog box

Resource: Lists IDs and names of resources assigned the selected role. To sort the display, click the Resource Code column label.

Proficiency: Lists each resource's skill level for the selected role.

Primary Role: Indicates the primary role assigned to the selected resource. To sort the display, click the Primary Role column.

Assign: Assigns the selected role to a resource.

Remove: Removes the selected resource from the selected role.

Resources tab - WBS Details dialog box

Resource table: Lists IDs and names of resources assigned to activities and/or roles in the selected WBS.

Responsibility tab - Organizational Breakdown Structure dialog box

Project ID/WBS Code: Lists the project ID/WBS code for which the selected OBS element is responsible.

Project Name/WBS Name: Lists the project name/WBS name for which the selected OBS element is responsible.

Note

- ▶ All projects/WBS elements for which the OBS element is responsible are listed, regardless of the current portfolio you have open.

Risk Categories tab - Admin Categories dialog box

Use the Risk Categories tab to create, edit, and delete risk categories and hierarchies. You can use risk categories to categorize and standardize risks across projects.

Display Options bar: Click to search for a specific risk category.

Risk Category: Lists risk categories. To change a risk category, double-click it.

Add: Adds a risk category.

Delete: Deletes the selected element.

Cut: Removes the selected element from the hierarchy

Copy: Copies the selected element.

Paste: Pastes the element that you have either copied or cut back into the hierarchy.

Arrows: Change the selected element's position in the hierarchy. This changes the order in which risk categories display when you assign a category to a risk.

Role in Use dialog box

Use the Role in Use dialog box to specify how you want to delete a role that is assigned to resources and/or activities.

Select Replacement Role: Choose to delete the selected role and reassign its resource and activity assignments to a replacement role you specify.

Delete Role(s): Choose to delete the selected role without reassigning its resource or activity assignments.

Roles dialog box

Use the Roles dialog box to add, edit, and delete roles. You can also use the Roles dialog box to assign roles to resources, define up to five price/unit rates for each role, and specify role availability over time.

The Roles dialog box contains the following tabs:

- ▶ **General tab - Roles dialog box** (on page 705)
- ▶ **Assign Resources dialog box** (on page 651)
- ▶ **Prices tab - Roles dialog box** (on page 742)
- ▶ **Limits tab - Roles dialog box** (on page 723)

In addition, the following fields and buttons are available in the Roles dialog box:

Display Options bar: Click to search for a specific role or change your roles display.

Role ID: Lists role IDs. To sort the display, click the Role ID column label.

Role Name: Lists each role's name. To sort the display, click the Role Name column label.

Add: Adds a role.

Del./Merge: Deletes the selected role.

Cut: Cuts the selected role so you can delete it or move it to another position in the list. Select a new position, and click Paste.

Copy: Copies the selected role so you can quickly create a similar role in another position in the list. Select an additional position, and click Paste.

Paste: Pastes the role you copied or cut.

Arrows: Moves the selected role to a different position in the display.

Roles tab - Attribute Details dialog box

Roles table: Lists IDs and names for roles assigned to activities in the selected attribute.

Roles tab - WBS Details dialog box

Roles table: Lists IDs and names for roles assigned to activities in the selected WBS.

Row tab - Properties dialog box

Use the Row tab to define settings for the selected row. This includes the row's height and background color. If the selected row is part of a data source, you can apply one or more filters to specify the information you want to compile for this row in the report.

General Settings

Height: The numeric height of the selected row according to the current unit of measurement. You can type a new number. To preview the row's height in the compiled version of the report, click Print Preview.

Color: Enables you to change the selected row's background color.

Edit filter: Enables you to create or edit filters for information compiled by the selected row.

Note

- ▶ The Edit Filter button is available only if the selected row is part of a data source.

Run Batch dialog box

Use this dialog box to compile and print the selected report batch.

Batch Report: Lists the available batch reports.

Run Report dialog box

Use the Run Report dialog box to compile and print the selected report. You can also use this dialog box to compile and e-mail a report, and to compile a report and create a WP & Docs record for the report.

Print Preview

Choose to preview the selected report before printing it.

Directly to Printer

Choose to compile and print the selected report. If you are running the report batch through the Oracle Job Service, the report is sent to the default printer set on the job service machine.

E-mail Attachment

Choose to generate the report and attach it to an e-mail. Creates an .htm file, and the file name corresponds to the report name.

HTML File

Choose to compile and save the selected report as an HTML file.

ASCII Text File

Choose to compile and save the selected report as a delimited text file (.txt).

Field Delimiter

If you choose ASCII Text File, select the character used to separate categories of information that you save in delimited text format (.txt).

Text Qualifier

If you choose ASCII Text File, select the character used to separate categories of information that you save in delimited text format (.txt), if the information contains the field delimiter you specify. See **Field Delimiter** (on page 814).

Output file

If you choose HTML File or ASCII Text File, click  to specify the file location and name where you want to save the report. The default output file name corresponds to the report name.

View file when done

Mark this checkbox to automatically open the report in your default browser, for an HTML file, or your default text viewer, for an ASCII text file. If you are setting up more than one job service for report batches, specify a different directory or filename so existing files are not overwritten.

Notes

Your comments about the selected report. If you choose E-mail Attachment, the content in this field is copied to the body of the e-mail.

Run Report dialog box - for selected report batch

Use the Run Report dialog box to compile and print the selected report batch. You can also use this dialog box to compile and e-mail a report batch, and to compile a report batch and create a WP & Docs record for the report batch.

Directly to Printer: Choose to compile and print the selected report batch. If you are running the report batch through the Oracle Job Service, the report is sent to the default printer set on the job service machine.

E-mail Attachment: Choose to generate the report and attach it to an e-mail. An .htm file is created, and the file name corresponds to the report name.

HTML Files: Choose to compile and save the selected report batch as HTML files. These files need to be manually copied to a Web server.

ASCII Text Files: Choose to compile and save the selected report batch as delimited text files (.txt).

Field Delimiter: If you choose ASCII Text Files, select the character used to separate categories of information that you save in delimited text format (.txt).

Text Qualifier: If you choose ASCII Text Files, select the character used to separate categories of information that you save in delimited text format (.txt), if the information contains the field delimiter you specify. See **Field Delimiter** (on page 814).

Output file: If you choose HTML File or ASCII Text File, click  to specify the file location and name where you want to save the report batch. The default output file name corresponds to the batch report name. If you are setting up more than one job service for report batches, specify a different directory or filename so existing files are not overwritten.

User's Notes: Your comments about the selected report batch. If you choose Store report in Work Products and Documents for this project, the content in the User's Notes field is copied to the Description for the WP & Docs record. If you choose E-mail Attachment, the content in this field is copied to the body of the e-mail.

Save Layout dialog box

Use the Save Layout dialog box to save a custom display format for the Resource Assignments, Work Breakdown Structure, Activities or Tracking views.

Layout Name: The name of the layout. You can type a new name.

Available to: The category of users who can access the new layout. You can select a different user category.

User: The user to which you want to assign the layout. Click  to select a user.

Project: The Project with which you want to associate the layout. Depending on the user privileges,  is enabled to permit selecting a project with which to save the layout.

Save: Saves the current layout according to the options you specify.

Cancel: Closes this dialog box without saving the current layout.

Notes

- ▶ The User field is available only if the selected Available to category is Another User.
- ▶ Applied filters are saved with the layout.
- ▶ Applied User Defined filters become available as Global filters when a layout is saved to All Users.
- ▶ Project layouts are associated and available with the project. Save layouts as project layouts when you would like to limit the number of layouts in the global section or allow the layout to be exported with the project.

Save Layout As dialog box

Use the Save Layout As dialog box to save a custom display format for the Resource Assignments, Work Breakdown Structure, Activities or Tracking views.

Layout Name: The name of the layout. You can type a new name.

Available to: The category of users who can access the new layout. You can select a different user category.

User: The user to which you want to assign the layout. Click  to select a user.

Project: The Project with which you want to associate the layout. Depending on the user privileges,  is enabled to permit selecting a project with which to save the layout.

Save: Saves the current layout according to the options you specify.

Cancel: Closes this dialog box without saving the current layout.

Notes

- ▶ The User field is available only if the selected Available to category is Another User.
- ▶ Applied filters are saved with the layout.
- ▶ Applied User Defined filters become available as Global filters when a layout is saved to All Users.
- ▶ Project layouts are associated and available with the project. Save layouts as project layouts when you would like to limit the number of layouts in the global section or allow the layout to be exported with the project.

Schedule dialog box

Use the Schedule dialog box to specify your scheduling preferences and/or schedule the open project.

Project(s) to schedule: The number of projects to be scheduled.

Earliest Data Date: The earliest data date of all open projects. You can change the data dates for individual projects when you apply actuals (choose Tools, Apply Actuals). If only one project is open, this field displays the Current Data Date.

Earliest Project Forecast Start Date: Lists the earliest project forecast start date of all open projects. A forecast start date is shown if you manually changed the start date of a project by dragging the project bar to a new timeframe in Tracking layouts.

Set Data Date and Project Planned Start to Project Forecast Start during scheduling: Mark this checkbox to use the forecast date instead of the project's planned date and current data date when scheduling the projects.

Log to file: Mark to record your scheduling results in a log file (.txt). Enter a filename and location for the log file. Click

 to specify a new filename and location.

Cancel: Ends the action without saving changes.

Schedule: Schedules the open projects according to the options you specify.

View Log: Displays your scheduling results.

Help: Opens P6 Professional Help for this dialog box.

Options: Opens the Schedule Options dialog box in which you can specify general and advanced scheduling options.

Schedule Options dialog box

The Schedule Options dialog box is displayed when you open a project or set of projects for scheduling. This dialog box contains the following tabs:

- ▶ **General tab - Schedule Options dialog box** (on page 706)
- ▶ **Advanced tab - Schedule Options dialog box** (on page 643)

Default: Displays and/or applies the default scheduling settings.

Security Profiles dialog box

Depending on your user access permissions, you can use the Security Profiles dialog box to create, edit, and delete security profiles, or user access types.

Global Profiles: Choose to add, edit, or delete security profiles for application-wide features.

Project Profiles: Choose to add, edit, or delete security profiles for project information only.

Display Options bar: Click to search for a specific profile.

Profile Name: Lists security profiles for the current profile type. To change a profile name, double-click the name.

Default: Indicates the default profile for the current profile type. Mark the appropriate Default checkbox to specify a default profile.

Privilege: Lists available privileges for the current profile type.

Has Privilege: Indicates the selected profile's privileges. Mark the appropriate Has Privilege checkbox to grant a privilege to the selected profile.

Tip

- ▶ To sort the display, click a column heading.

Add: Adds a global or a project profile, depending on the current profile type.

Delete: Deletes the selected profile.

Select a Portfolio dialog box

Display Options bar: Click to change your portfolio display. You can change the table font, color, and row height or expand/collapse all bands.

Portfolio Name: Lists all portfolios the user has access to.

OK: Click to select the highlighted portfolio. You cannot select a band.

For Oracle only

Display: Choose to display only the EPS bands for the projects in the selected portfolio (to improve performance) or all EPS bands. When you choose to display EPS bands only for projects in current Portfolio, all parent EPS nodes of projects in the portfolio load, not just the first parent.

Select Activities by Attribute dialog box

Use the Select Activities by Attribute dialog box to specify which of the activities for a selected attribute you want to include in your project plan.

Display Options bar: Click to change the activities display.

Activity table: Lists activities in the selected attribute. A checkmark indicates that the activity is selected.

Tip

- ▶ To sort the display, click a column label.

Select Activities by WBS dialog box

Use the Select Activities by WBS dialog box to specify which of the activities for a selected WBS you want to include in your project plan.

Display Options bar: Click to change the activities display.

Activity table: Lists activities in the selected WBS. A checkmark indicates that the activity is selected.

Tip

- ▶ To sort the display, click a column label.

Select Activity Calendar dialog box

Use the Select Activity Calendar dialog box to select the calendar an activity should use in the project.

Display Options bar: Click to change the list of calendars to global or project and change the table font and color settings.

Search: Type a calendar name to display a filtered list of names beginning with the letters typed.

Calendar Name: The name of each calendar defined for the selected display type.

Default: Identifies the default global calendar. Applies only to global calendars.

Select: Selects the highlighted item and closes the dialog box.

Select Activity Code Value dialog box

Use the Select Activity Code Value dialog box to select a value for the activity code assigned to an activity. You can also use this dialog box to create and assign a new activity code value.

Note

- ▶ The title of this dialog box reflects the name of the activity code for which you are selecting a value. For example, if you are selecting a value for an activity code named Location Code, the title of this dialog box is Select Location Code.

Display Options bar: Lists options for changing the activity code value display.

Search: Type an activity code value to display a filtered list of codes that begin with this value.

Activity Code Value: Lists activity code values for the current activity code.

Description: Lists each activity code value's description.

Select: Assigns the selected activity code value to the activity.

New: Click to create a new activity code value. You can then assign the new value to a selected activity code. This icon is disabled if no code band is selected or if you do not have security to edit the type of activity code (global, EPS, or project).

Select Activity dialog box

Use the Select Activity dialog box to associate an activity with an issue or an expense.

Display Options bar: Lists options for changing the activities display. You can change the columns, filtering, grouping and sorting, font, and colors.

Search: Type an Activity ID or name to display a filtered list of activities that begin with this value.

Select Activity table: Lists the ID, name, and status of activities in the open project. To sort the display, click a column label.

Select: Associates the selected activity with the issue or expense.

Clear: Removes an activity assignment from an issue or expense.

Select Activity Layouts to Publish dialog box

Use the Select Activity Layouts to Publish dialog box to specify the activity layouts to publish to the project Web site.

Display Options bar: Enables you to filter, the contents of the dialog box, as well as specify fonts and colors.

Activity View Name: Lists the activity layouts available to publish.

Select: Click to add the selected activity layouts to the project Web site.

Select Batch dialog box

Use the Select Batch dialog box to choose the batch report to run for the job service. Only one batch report can be selected.

Batch Report table: Lists the existing project and global batch reports.

OK: Assigns the selected batch report to the job service. You can only assign one batch report. Add a separate job service for each batch report you want to run.

Notes

- ▶ Only batch reports that already exist will appear. Create batch reports by choosing Tools, Reports, Batch Reports.
- ▶ If no projects are selected in the Job Options tab, this list only contains existing global batch reports. xsjx

Select Calendar To Copy From dialog box

Use the dialog Select Calendar To Copy From box to copy the settings from the selected global, project, or shared resource calendar when creating a new calendar. You can then customize this calendar to meet specific needs.

Display Options bar: Click to change the calendars display.

Calendar Name: Lists calendar names for the current calendar type. To sort the display, click the Calendar Name column label.

Default: If your current display is Global Calendars, indicates the default global calendar. To sort the display, click the Default column label.

Select: Copies the selected calendar.

Select Code dialog box

Use the Select Code dialog box to select a value to assign to the filter.

Display Options bar: Click to change the display.

Code: Lists the available code value choices.

Code Description: Lists a description of each code value.

Select: Assigns the selected code value to the filter.

Select Cost Account dialog box

Use the Select Cost Account dialog box to specify the cost account for resource assignments to activities and project expenses in the open project.

Display Options bar: Lists options for changing or printing the cost accounts display.

Cost Account ID: Lists existing cost account IDs. To sort the display by cost account ID, click the Cost Account ID column label.

Cost Account Name: Lists names of existing cost accounts. To sort the display by cost account name, click the Cost Account Name column label.

Select: Applies your selection and closes this dialog box.

Clear: Removes the cost account from your current expense item or resource assignment.

Select Currency dialog box

Use the Select Currency dialog box to select the currency in which you want to view all cost values.

Display Options bar: Click to change the currency display.

Search: Type a currency ID or currency name to display a filtered list of currencies whose ID or name begins with this value.

Currency ID: The ID for each available currency type.

Currency Name: The name of each available currency type.

Notes

- ▶ Only a user with Admin Superuser privileges can define the available view currency types.
- ▶ When you enter values in cost fields, they are always displayed in the view currency.

Select Curve dialog box

Use the Select Curve dialog box to choose the resource curve you want to assign to a resource or role assignment.

Display Options bar: Click to change the display.

Resource Curve Name: Lists all defined default and global resource curves. Select the curve you want to assign.

Select: Click to assign the selected curve to your resource or role assignment.

Clear: Click to remove the selected curve from your resource or role assignment.

Select Default Cost Account dialog box

Use the Select Default Cost Account dialog box to specify the default cost account for resource assignments to activities and project expenses in the open project.

Display Options bar: Lists options for changing or printing the cost accounts display.

Search: Type a cost account ID or name to display a filtered list of accounts whose ID or name begins with this value.

Cost Account ID: Lists existing cost account IDs.

Cost Account Name: Lists names of existing cost accounts.

Close: Closes the dialog box without saving any changes.

Select: Applies your selection and close this dialog box.

Clear: Removes the default cost account assignment from the project.

Select Default Project Calendar dialog box

Use the Select Default Project Calendar dialog box to assign a global or project calendar.

Display Options bar: Lists options for changing the calendars display.

Search: Type a calendar name to display a filtered list of names beginning with the letters typed.

Calendar Name: Lists names of project or global calendars, depending on your current display. To sort the display, click the Calendar Name column label.

Default: If your current display is Global Calendars, indicates the default global calendar. To sort the display, click the Default column label.

Select: Assigns the selected calendar to the selected project.

Clear: Removes the selected calendar from the selected project.

Select Document Category dialog box

Use the Select Document Category dialog box to assign a document category to the selected work product or document. Document categories are created through the Administrative Categories feature.

Display Options bar: Click to change the document categories display.

Search: Type a category to display a filtered list of categories whose beginning with the letters typed.

Category: Lists document categories. To sort the display, click the Category column label.

Select: Assigns the selected document category to the selected work product or document.

Clear: Removes the selected document category from the selected work product or document.

Select EPS dialog box

Use the Select EPS dialog box to select the EPS node that contains the projects you want to include in time-distributed resource/role assignment, summary resource assignment, and summary role assignment reports.

Display Options bar: Click to change the EPS table display.

EPS table: Lists the ID and name for existing EPS elements. To sort the display, click a column label.

Select: Selects the highlighted EPS node.

Select EPS to add into dialog box

Use the Select EPS to add into dialog box to select the EPS node to which you want to add the new project.

Display Options bar: Click to change the EPS/project table display.

EPS/Project table: Lists the ID, name, and additional information about existing EPS elements. To sort the display, click a column label.

Select: Adds the new project to the selected EPS element.

Select Expense Category dialog box

Use the Select Expense Category dialog box to assign an expense category to the selected expense item. Expense categories allow you to group expenses into categories predefined by your project administrator for accounting purposes.

Display Options bar: Click to change the expense categories font and colors.

Expense Category: Lists expense categories. To sort the display, click the Expense Category column label.

Select: Assigns the selected expense category to the selected expense.

Clear: Removes the selected expense category from the selected expense item.

Select Financial Period dialog box

Use the Select Financial Period dialog box to select a financial period for storing period performance or to select a range of financial periods to make available for display as columns.

Period Name: Displays the name of each defined period in the Financial Period dictionary.

Start Date: Displays the start date of each period.

End Date: Displays the end date of each period.

Notes

- ▶ You can only select one financial period at a time.
- ▶ You can skip periods when storing period performance for a project; however, past period actual values will not be spread after the gap in periods.

Select Financial Period Timescale Dialog Box

Use the Select Financial Period Timescale dialog box to select start and end dates for a single financial period.

Start Date: Type the start date for the financial period, or click  to select a date.

End Date: Type the end date for the financial period, or click  to select a date.

Note

- ▶ Start and end dates cannot overlap the dates of existing financial periods.
- ▶ The start and end dates can be the same date.

Select Folder dialog box

Select the drive and folder where you want to save the project as HTML files and then click OK.

Select Identified By dialog box

Use the Select Identified By dialog box to select the resource who identified the risk.

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Resource ID: Lists the ID of each resource in your organization.

Resource Name: Lists the name of each resource in your organization.

Resource Type: Indicates the resource type assigned to a resource.

Unit of Measure: Lists the unit of measure assigned to a material resource.

Primary Role: Indicates the primary role assigned to a resource.

Default Units/Time: Lists the default units/time for each resource in your organization.

Select: Applies your selection and closes this dialog box.

Clear: Removes the selected resource from the current risk.

Note

If resource security is enabled, you can only select resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Select Image dialog box

Depending on your current selection, you can use the Select Image dialog box to add an image, or graphic, to the displayed report as either a background image or in an image cell. You can also specify how you want to reference the image if you compile the report to an HTML file.

Stretch Image: For an image in an image cell only, mark to expand the displayed image to the size of the selected image cell.

Note

- ▶ You cannot stretch a background image. Background images are automatically tiled, or repeated, to fill the report's background area.

Relative Image Path: When compiling the report to an HTML file, type the file location and name where you want to save a copy of the image's file.

Tip

- ▶ If you do not enter a file location, the image's file copies automatically to the same HTML directory you specify for the report file in the Run Report dialog box.

Reference image instead: When compiling the report to an HTML file, mark to reference, rather than copy the image file you specify.

Relative Image Path: If you select Reference image instead, type the location and name of the image file you want to reference.

Clear: Removes the displayed image from the displayed report.

Load: Selects and adds an image to the displayed report.

Select Layouts to Publish dialog box

Use the Select Layouts to Publish dialog box to select activity layouts or tracking layouts to publish to the Web.

Layout Name: Lists a descriptive name of the layout.

User: Lists a username associated with the layout.

Select: Selects the layout to publish.

Select Primary Resource dialog box

Use the Select Primary Resource dialog box to select the primary resource for an activity.

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Search: Type a resource ID or name to display a filtered list of resources whose ID or name begins with this value.

Resource ID: Lists the ID of each resource in your organization.

Resource Name: Lists the name of each resource in your organization.

Primary Role: Indicates the primary role assigned to a resource.

Default Units/Time: Lists the default units/time for each resource in your organization.

Select: Applies your selection and closes this dialog box.

Clear: Removes the selected resource from your current activity.

Note

- ▶ If resource security is enabled, you can only select resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Select Primary Role dialog box

Use the Select Primary Role dialog box to assign a primary role to a resource.

Display Options bar: Click to change the display.

Role ID: Lists IDs for roles. To sort the display, click the Role ID column label.

Role Name: Lists names of roles. (A role is a project personnel job title or skill, such as software engineer, quality insurance inspector, carpenter, and database administrator.)

Select: Assigns the selected role to the selected resource.

Clear: Removes the selected role from the selected resource.

Select Project Category Value dialog box

Use the Select Project Category Value dialog box to specify the open project's value for a category you define in the Admin Categories dialog box.

Value: Lists project category values you define in the Admin Categories dialog box. Select a project value from the Value column list.

Select: Assigns the selected value to the open project.

Clear: Removes the selected project category from the open project.

Select Project Code dialog box

Use the Select Project Code dialog box to select the project code to filter by in the Project Codes dialog box.

Display Options bar: Click to change the display.

Project Code: Lists the available project codes.

Select: Assigns the selected code to the filter.

Select Project dialog box

Use the Select Project dialog box to select a project when prompted.

Display Options bar: Click to change the projects table display.

Projects table: Lists projects and related information. To sort the display, click a column label.

Select: Selects the highlighted project.

Select Projects dialog box

Use this dialog box to select the open projects that you want to export in XML format to the Primavera Timescaled Logic Diagram application.

Project option: Determines if all checkboxes for open projects are marked or cleared.

Project Name: Lists the project ID and project name of each project that is currently open. Clear the checkbox to the left of a project if you do not want the project exported.

OK: Exports the data in XML format for the selected projects to the Primavera Timescaled Logic Diagram application. When the export finishes, the Timescaled Logic Diagram workspace opens and displays the Timescaled Logic Diagram Templates dialog box.

Select Recipient dialog box

Use the Select Recipient dialog box to specify how you want to add an e-mail recipient.

Select recipient from a dialog: Choose to select an e-mail recipient from a list of OBS members, resources, or P6 Professional users.

Manually add a new recipient: Choose to type the e-mail address of an additional recipient.

Select Replacement Calendar dialog box

Use the Select Replacement Calendar dialog box to select the calendar to which you want to reassign a deleted calendar's assignments.

Display Options bar: Click to change your calendars display.

Calendar Name: Lists global, project, or shared resource calendars, depending on your current calendar display type. To sort the display, click the Calendar Name column label.

Default: If your current display is Global Calendars, indicates the default global calendar. To sort the display, click the Default column label.

Select: Reassigns the deleted calendar's assignments to the selected calendar.

Select Replacement Cost Account dialog box

When you want to delete a cost account that is the project default cost account or has activity assignments, use the Select Replacement Cost Account dialog box to specify which cost account you want to substitute for the cost account you are deleting.

Display Options bar: Click to change the fonts or colors in the dialog box.

Cost Account ID: Lists cost account IDs. To sort the display, click the Cost Account ID column label.

Cost Account Name: Lists each cost account's name. To sort the display, click the Cost Account Name column label.

Select: Reassigns the deleted cost account's assignments to the selected cost account.

Select Replacement Funding Source dialog box

Use the Select Replacement Funding Source dialog box to select the funding source to which you want to reassign a deleted funding source's assignments.

Display Options bar: Click to change the font or colors in this dialog box.

Funding Source: Lists the funding sources defined for the enterprise.

Select: Reassigns the deleted funding source's assignments to the selected funding source.

Select Replacement Role dialog box

Use the Select Replacement Role dialog box to select another role to replace the deleted role.

Display Options bar: Click to change the role display.

Role ID: Lists the ID of each role in your organization. To sort the display, click the Role ID column label.

Role Name: Lists the name of each role in your organization. To sort the display, click the Role Name column label.

Select: Applies your selection and closes this dialog box.

Select Report Group dialog box

Use the Select Report Group dialog box to add the selected report to a report group.

Display Options bar: Click to change the report groups display.

Search: Type a report group to display a filtered list of groups beginning with this value.

Report Group: Lists names of report groups. To sort the display, click the Report Group column label.

Select: Adds the report to the selected report group.

Clear: Removes the report from the selected report group.

Select Reports dialog box

Use the Select Reports dialog box to specify reports to publish.

Display Options bar: Enables you to filter, group and sort the contents of the dialog box, as well as specify available fonts and colors.

Report Name: Lists the reports available to publish.

Select: Click to add the selected reports to the project Web site.

Select Resource Access dialog box

Use this dialog box to enable resource security for the current user. By assigning a resource in the hierarchy to the current user, you give the user access only to that resource and all of its children.

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Select Resource table: Lists your organization's resource hierarchy. To sort the display, click a column label.

Select: Applies your selection and closes this dialog box.

Clear: Clears the selected user's resource access field.

Note

- ▶ You can assign only one resource node to a user.

Select Resource Calendar dialog box

Use the Select Resource Calendar dialog box to assign a calendar to the selected resource.

Display Options bar: Click to change the calendar display.

Search: Type a calendar name to display a filtered list of names that begin with this value.

Calendar Name: Lists global or shared resource calendar names, depending on your current display. To sort the display, click the Calendar Name column label.

Default: If your current display is Global Calendars, indicates the default global calendar. To sort the display, click the Default column label.

Select: Assigns the selected calendar to the selected resource.

Select Resource Code dialog box

Use the Select Resource Code dialog box to select the resource code to filter by in the Resource Codes dialog box.

Display Options bar: Click to change the display.

ResourceCode: Lists the available resource codes.

Select: Assigns the selected code to the filter.

Select Resource Curve To Copy From dialog box

Use the Select Resource Curve To Copy From dialog box to choose an existing resource curve on which to base your new curve.

Display Options bar: Click to change the display or preview how the dialog box will print.

Resource Curve Name: Lists all defined default and global resource curves. Select the curve whose percentages you want to copy for your new resource curve.

Select: Click to copy the selected curve's percentages to your new resource curve.

Select Resource dialog box

Use the Select Resource dialog box to assign a resource to an issue, to a user, or to a personal resource calendar. Also use this dialog box to select the resource under which to place all resources from a Microsoft Project file during import.

If resource security is enabled, you can select resources only from under your resource root node or from current project resources. See **Resource Security** (on page 823). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Note: When the Filter By, All Resources option is used, all resources display, even those assigned a personal resource calendar.

Select Resource table: Lists your organization's resource hierarchy. To sort the display, click a column label.

Select: Applies your selection and closes this dialog box.

Close: Removes the selected resource from the current activity, issue, or user. (This option does not display during the Microsoft Project import.)

Select Resources dialog box

Use the Select Resources dialog box to select specific resources for a leveling run.

Display Options bar: Click to change fonts and colors in this dialog box.

Level: Mark the checkbox beside each resource that you want to include in the leveling run. Clear the checkbox beside a resource if you do not want to include it in the leveling run.

Resource Code: Displays the resource name.

Max Units/Time: Shows the number of units the resource is available during each workperiod.

Select All: Click to select all resources in the list for the leveling run.

Clear All: Click to clear all of the checkboxes in the Level column.

Select Responsible Manager dialog box

Use the Select Responsible Manager dialog box to assign an OBS member to be responsible for a WBS element, threshold or issue.

Display Options bar: Lists options for changing the organizational breakdown structure (OBS) display.

Search: Type an OBS name to display a filtered list of names beginning with the letters typed.

OBS Name: Lists the organizational breakdown structure (OBS). To sort the display, click the OBS Name column label.

Select: Applies your selection and closes this dialog box.

Select Risk Category dialog box

Use the Select Risk Category dialog box to assign a risk category to the selected risk.

Display Options bar: Lists options for changing the table font and colors.

Risk Category: Lists risk categories. The project administrator defines risk categories in the Admin Categories dialog box. To sort the display, click the Risk Category column label.

Select: Assigns the selected risk category to the selected risk.

Clear: Removes the selected risk category from your current risk item.

Select Risk Owner dialog box

Use the Select Risk Owner dialog box to select a resource to be owner of a risk.

Display Options bar: Lists options for changing resource columns, filters, grouping and sorting, font, and colors.

Search: Type a resource ID or name to display a filtered list of resources whose ID or name begins with this value.

Resource ID: Lists the ID of each resource in your organization.

Resource Name: Lists the name of each resource in your organization.

Resource Type: Indicates the resource type assigned to a resource.

Unit of Measure: Lists the unit of measure assigned to a material resource.

Primary Role: Indicates the primary role assigned to a resource.

Default Units/Time: Lists the default units/time for each resource in your organization.

Select: Applies your selection and closes this dialog box.

Clear: Removes the selected resource from the current risk.

Note

If resource security is enabled, you can only select resources from under the resource root node you have access to or from current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Select Role dialog box

Use the Select Role dialog box to assign a role to the selected resource or activity.

Display Options bar: Click to change the roles display.

Search: Type a role ID or name to display a filtered list of roles whose ID or name begins with this value.

Role ID: Lists role IDs. To sort the display, click the Role ID column label.

Role Name: Lists each role's name. To sort the display, click the Role Name column label.

Assign: Assigns the selected role.

Remove: Removes the selected role assignment.

Select Shift dialog box

Use the Select Shift dialog box to select a shift for a timescaled layout when you choose a Day/Shift date interval for displaying profile or spreadsheet data.

Display Options bar: Click to change the shifts display.

Search: Type a shift name to display a filtered list of shifts beginning with the letters typed.

Shift Name: Lists each available shift.

Select: Click to select the highlighted shift.

Clear: Click to clear your shift selections.

Select Startup Filters

- 1) Choose Edit, User Preferences.
- 2) Click the Startup Filters tab.
- 3) Select the appropriate option for each data element listed. You can choose to view data for your current projects only or all data in the enterprise.

Note:

- ▶ Startup filters are available for Oracle and SQL Server installations. Startup filters are disabled for stand-alone installations.

Select Threshold Parameter dialog box

Use the Select Threshold Parameter dialog box to define the selected threshold's parameter, or type. You can specify a threshold parameter when you add a threshold and when you add an issue.

Display Options bar: Lists option for changing the table font and colors.

Threshold Parameter: Lists available parameters, or types of thresholds. To sort the display, click the Threshold Parameter column label.

Select: Applies the selected parameter to the selected threshold.

Clear: Removes the selected parameter from the selected threshold.

Select Tracking Layout dialog box

Use the Select Tracking Layout dialog box to assign a tracking layout to a threshold or an issue. When you assign a tracking layout to a threshold or issue and use the Issue Navigator, you can more quickly open and track the issue using the specified layout. See **Issue Navigator dialog box** (on page 719).

Display Options bar: Lists option for changing the table font and colors.

Tracking Layout: Lists the names of existing tracking layouts. To sort the display, click the Tracking Layout column label.

Display Type: Lists each tracking layout's display type. To sort the display, click the Display Type column label.

Select: Assigns the selected tracking layout to the selected threshold or issue.

Clear: Removes the selected tracking layout from the selected threshold or issue.

Select Tracking Layouts to Publish dialog box

Use the Select Tracking Layouts to Publish dialog box to specify Tracking layouts to publish on the project Web site.

Display Options bar: Enables you to specify fonts and colors.

Tracking Layout: Lists the Tracking layouts available to publish.

Display Type: Lists each tracking layout's display type. To sort the display, click the Display Type column label.

Select: Click to add the selected Tracking layouts to the project Web site.

Select Unit of Measure dialog box

The Select Unit of Measure dialog box displays a list of all valid units of measure that are available to all material resources.

A unit of measure describes the quantity of a particular resource. Labor resources are often measured in units of time, such as hours or days; materials can be measured in cubic or linear feet, or perhaps in tons or kilos; items used one-by-one can be measured individually (EA) or as shipped: a box, a case, a pallet. Money is generally measured in monetary units, such as dollars or yen.

Search: Enter your search criteria in the Search field to search through a long list of available Units of Measure.

Notes

- ▶ The Unit of Measure field is only available when a resource is designated as a Material Resource.

- ▶ Overtime fields, generally designated for Labor and Nonlabor will be cleared and disabled when Unit of Measure is selected.

Select User dialog box

If you are saving an activity or tracking layout, or a Global Change statement, use this dialog box to assign the layout or Global Change statement to another user.

Display Options bar: Click to change the users display.

Login Name: Lists login names for users.

Personal Name: Lists each user's name.

Global Profile: Lists each user's security profile for application-wide features.

Resource: Lists the resource ID/name assigned to each user.

Select: Assigns the selected user.

Note

- ▶ To sort the display, click a column label.

Select View Currency dialog box

Use the Select View Currency dialog box to select the currency in which you want to view all cost values. This dialog box is displayed when you click  in the Currency tab in the **User Preferences dialog box** (on page 803).

Display Options bar: Click to change the currency display.

Currency ID: The ID for each currency type available.

Currency Name: The name for each currency type available.

Notes

- ▶ Only a user with Admin Superuser privileges can define the available view currency types.
- ▶ When you enter values in cost fields, they are always displayed in the view currency.

Select WBS Category Value dialog box

Use the Select WBS Category Value dialog box to define the selected WBS element's value for a WBS category you define in the Admin Categories dialog box.

Display Options bar: Lists options for changing the table font and colors.

Value: Lists WBS category values you define in the Admin Categories dialog box. To sort the display, click the Value column label.

Select: Assigns the selected category value to the selected WBS element.

Clear: Removes the selected category from the selected WBS element.

Select WBS dialog box

Use the Select WBS dialog box to assign a work breakdown structure (WBS) element to an activity, threshold or issue. Also use the Select WBS dialog box to specify the WBS element to which you want to add a project's WBS.

Display Options bar: Lists options for changing the WBS display.

Search: Type a WBS code or name to display a filtered list of items that begin with the letters you enter.

WBS Code: Lists each WBS element in the open project.

WBS Name: Lists the name of each WBS element in the open project.

Responsible Manager: Lists the responsible manager for each WBS element in the open project.

Select: Applies your selection and closes this dialog box.

Select WBS to Add into dialog box

Use the Select WBS to add into dialog to select the WBS node to which you want to add the new project.

Display Options bar: Click to change the WBS table display.

WBStable: Lists the ID, name, and additional information about existing WBS elements. To sort the display, click a column label.

Select: Adds the new project to the selected WBS element.

Set Default Project dialog box

When you open multiple projects, use this dialog box to specify which project to open by default, which project's settings to use when you schedule or level, and which project to use by default when you add new information to the database.

Project ID: Lists a brief unique description of a project.

Project: Lists the project description.

Default: Mark the checkbox to designate one project as the default project to use when you open multiple projects. This project opens automatically the next time you open this group of projects. It also uses this project's scheduling and leveling settings for calculating the schedule (manually or via the Job Services feature) and it becomes the default destination for new items such as activities or issues unless you group the layout by WBS and select a different project before adding new items.

Sight Lines tab - Bar Chart Options dialog box

Horizontal Lines

ShowMajorLines: Mark to display a horizontal line above each summary bar in the Gantt Chart.

Style: Select a line style for the horizontal lines from the drop down list. The line can be solid, or contain dashes and dots.

ShowMinorLinesEvery: Mark to display a horizontal line at specific row intervals.

Style: Select a line style for the horizontal lines from the drop down list. The line can be solid, or contain dashes and dots.

Rows: Type or select the row interval at which you want to display horizontal lines in the Gantt Chart.

Vertical Lines

ShowMajorLines: Mark to specify the number of intervals to display the major vertical lines, and to select a date interval to use to display the major vertical sight lines.

Style: Select a line style for the vertical lines from the drop down list. The line can be solid, or contain dashes and dots.

ShowMinorLinesEvery: Mark to specify the number of intervals to display the minor vertical lines, and to select the date interval to use to display the minor vertical sight lines.

Style: Select a line style for the vertical lines from the drop down list. The line can be solid, or contain dashes and dots.

Rows: Type or select the row interval at which you want to display vertical lines in the Gantt Chart.

Sort dialog box

Use the Sort dialog box to control the order of items in a window or layout.

Field Name: Lists sorting data types, in order, for the current window or layout. To select or change a data type, double-click the data type you want to change.

Sort Order: The corresponding field's sort order: Ascending, Descending, or Hierarchical. Double-click this field to select a sort order.

Add: Adds a sorting data type.

Delete: Deletes the selected sorting data type.

Sort tab - Modify Template dialog box for use with Microsoft Excel files

Use the Sort dialog box to control the order of items in the export spreadsheet file.

Field Name: Lists sorting data types, in order, for the selected subject area. To select or change a data type, double-click the data type you want to change.

Sort Order: The corresponding field's sort order: Ascending, Descending, or Hierarchical. Double-click this field to select a sort order.

Add: Adds a sorting data type.

Delete: Deletes the selected sorting data type.

Source tab - Properties dialog box

Use the Source tab to select a data source and to specify or edit the settings that determine how you want to group or sort information reported for the data source. If the data source reports hierarchical information, you can choose if you want to organize compiled information according to the hierarchy and specify the number of hierarchy levels you want to include in the compiled report.

General Settings

Loop through: The category of information the data source reports. You can select a new data source.

Note

- ▶ If you are embedding a data source within an existing data source, the Loop Through field is available only if the selected data source contains additional, lower-levels of information.

Group by: The data type used to group, or categorize, information reported by the selected data source. The list of available data types corresponds to the data source you select. You can select a new data type.

Page break options: Options that control pagination of the data reported for a data source. Available settings are:

- ▶ No Page Breaks – inserts a page break only after the current page is full.
- ▶ Break After Every Record - inserts a page break after each record produced by the data source and any data sources it may contain.
- ▶ Break After Recordset - inserts a page break after each series of records compiled for the data source and any data sources it may contain.

You can select a new setting.

Max level: The number of hierarchy levels included in the report. Type or click the arrows to select a new number. Select 0 to include all hierarchy levels.

Note

- ▶ The Max Level field is available only if the selected data source reports hierarchical information.

Organize hierarchically: Mark to report information compiled by the selected data source in hierarchy order.

Note

- ▶ The Organize Hierarchically checkbox is available only if the selected data source reports hierarchical information.

Hide if empty: Mark to exclude the selected data source's report components from the compiled report if the data source does not produce any records.

Hide record if no children: If the selected data source contains embedded data sources, mark to exclude parent data source records from the compiled report if its child data sources do not produce any records. See **Parent Data Source** (on page 820).

Edit filter: Click to create or edit filters for information reported by the data source.

Sort

Sort: Lists sorting data types, in sort order, for the data source. You can select a data type.

Add: Click to add a sorting data type to the data source.

Delete: Click to delete the selected sorting data type from the data source.

Modify: Click to edit the selected, sorting data type for the selected data source.

Move Up in List: Click to move the selected sorting data type higher in the sort order hierarchy.

Move Down in List: Click to move the selected sorting data type lower in the sort order hierarchy.

Splash tab - Web Site Display Properties dialog box

Item: Select the item you want to customize, or click the item in the sample area.

Color: Specify a color for the selected item.

Location: Specify the location of a graphical element to add to the splash page.

Font: Specify a font for the selected item.

Size: Select a size for the selected item.

Color: Format the selected item.

B: Apply bold formatting to the selected item.

I: Apply italic formatting to the selected item.

Spreadsheet Options dialog box

Use the Spreadsheet Options dialog box in the Activity Usage Spreadsheet and Resource Usage Spreadsheet to display the timescale based on an average value you specify.

Calculate Average: Mark to specify the values you want to use to divide the timescale interval totals.

Divide Interval Totals By: To divide the timescale interval totals by an increment you specify, type it in this field.

Base on Hours Per Timeperiod: To divide the timescale interval totals by automatic increments, based on the date interval selected, mark this checkbox. When you choose this option, the Divide Interval Totals By field displays the division increment based on the division increment specified in User Preferences for the corresponding date interval: 1h for Hour date interval, 2h for Shift date interval, 8h for Day date interval, 40h for week date interval, and so on.

Unit of Measure: Specify the unit of measure for the timescale intervals.

Startup Filters tab - User Preferences dialog box

The Startup Filters tab enables you to choose the data filters you want to run when starting the module. These filters can reduce the time it takes for your projects to open.

Note

- ▶ Startup filters are available for Oracle and SQL Server installations. Startup filters are disabled for stand-alone installations.

Current project data only: Select this option to view resources, roles, OBS elements, activity codes, and/or cost accounts used in the projects you open.

View all data (No Filter): Select this option to view all resources, roles, OBS elements, activity codes, and/or cost accounts in the enterprise.

Status tab - Project Details dialog box (from Tracking window)

Schedule Dates

Project Planned Start: The start date of the project.

Must Finish By: A date constraint placed on the project end date.

When you add a must finish by date, the calendar defaults to the date and time of the project's finish date. When the Finish is blank, the calendar defaults to the current system date and time.

When you edit the must finish by date, the calendar defaults to the date and time currently in the Must Finish By field.

Actual Start: The actual start date of the project, if the project has started.

Data Date: The date used as the starting point to calculate the schedule.

Early Finish: The earliest calculated date when the project can finish.

Actual Finish: The actual finish date of the project, if the project has finished—all activities in the project have actual finish dates.

Anticipated Dates

Anticipated Start: The user-defined date the project is expected to start; used during the project planning stage, and set at the WBS, EPS, or project level.

Anticipated Finish: The user-defined date the project is expected to finish; used during the project planning stage, and set at the WBS, EPS, or project level.

Store Period Performance dialog box

Use the Store Period Performance dialog box to store past period actuals for a project. You can select to store period performance for any open project.

Project ID: The project's unique identifier. This field is read-only.

Project Name: The name of the project. This field is read-only.

Selected: Unmark the checkbox for each project you do not want to store period performance for.

Financial Period: Double-click to open the Select Financial Period dialog in which you can select a predefined financial period.

Data Date: The current data date of the project. This field is read-only.

Store Now: Click to store period performance for the selected projects.

Notes

- ▶ If any open project is checked out or read-only, you cannot store period performance.
- ▶ You must have the Add/Edit Activities Except Relationships and Store Period Performance project privileges to store period performance.
- ▶ The Link actual to date and actual this period units and costs option in the Project Details, Calculations tab, must be selected to store period performance.

Successor Columns dialog box

Use the Successor Columns dialog box to specify which columns you want to display under the Successors tab of the Activity Details. You can also specify the order in which the columns display.

Available Options: Lists columns that do not appear in the current Successors tab display.

Selected Options: Lists columns that appear in the current Successors tab display.

- ▶ Adds the selected available column to the display.
- ▶▶ Includes all available columns in the display.
- ◀ Removes the selected column from the display.
- ◀◀ Removes all columns from the display.
- ▲ Moves the selected column's position in the display to the right.
- ▼ Moves the selected column's position in the display to the left.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default column display format.

Edit Column: Allows you to change the selected column's title and alignment in the display.

Summary tab - Project Details dialog box (from Tracking window)

Contains Summary Data Only: When marked, indicates that the project is only a placeholder for summarized Microsoft Project data.

Last Summarized On: The date the project was last summarized.

Summarized to WBS Level: The level of WBS data to which project data have been summarized.

Project Baseline: The baseline used to summarize data.

Summarize Projects Based On: Indicates if summarized data is based on project-level or activity-level resource assignments. Typically, the High Level Resource Planning option is used for future projects that are currently planning only high-level resource allocation requirements, or for projects that are underway, but do not have resources assigned at a detailed activity-level. The Detail Activity Resource Assignments option is typically used for in-progress projects for reviewing detailed activity-level summarized data, for example, for earned value reporting.

Table Font and Row dialog box

Use the Table Font and Row dialog box to change the appearance of text, color, and the height of rows in your display. This dialog box is displayed when you click the Layout or Display Options bar and choose Table Font and Row. The options available depend on the window or dialog box from which you choose this command.

Background/Font and Color

Font: Enables you to change the font for the rows.

Color: Enables you to change the color for the rows.

Row Height: The size of the row. Type or select a new value.

Show Icons: Indicates you want to show the symbols that identify different types of information in the display.

Group Rows

Level: Each level in the hierarchy of information displayed on your screen.

Font & Color: The font and color for the group rows. Double-click the Font & Color column to change the font and color for the group rows.

Row Height

Keep Current Row Heights: Indicates you want to use the current row heights.

Optimize height by row content: Indicates you want each row's height determined by its content. If you choose this option, type or select the maximum number of lines that should be included in each row.

Select height for all rows: A value you specify that is used for all row heights.

Show Icons: Indicates you want to show the symbols that identify different types of information in the display.

Apply: Applies your changes without closing this dialog box.

Default: Applies the default table, font, and row settings.

Tailor Attributes dialog box

Use the Tailor Attributes dialog box to specify which activities you want to include in your project plan according to attribute.

Display Options bar: Click to change the attributes display.

Attributes table: Lists attributes assigned to activities in your project plan. A checkmark indicates a selected attribute.

Select: Includes activities with the selected attribute.

Remove: Excludes activities with the selected attribute.

Details: Displays detailed project information about the selected attribute.

Activities: Displays the selected attribute's assigned activities.

Rationale: Allows you to enter a rationale for your attribute selections.

Text Attachment dialog box

Use the Text Attachment dialog box to create formatted text and insert it in a layout. This dialog box contains the following elements:

Font: Click to select the font and font style of the text attachment.

OK: Click to accept changes.

Cancel: Click to close the dialog box without saving changes.

Time Periods tab - Admin Preferences dialog box

Hours per Time Period

P6 Professional calculates and stores time unit values in hourly increments. However, through User Preferences, each user can choose to display time unit values as hours, days, weeks, months, or years. When a user displays units and durations in increments other than hours, P6 Professional converts the data based on the Hours per Time Period settings. Conversely, if a user enters time units in increments other than hours, the Hours per Time Period settings are used to convert these input values to hours for database calculation and storage.

As an administrator, you can globally specify the conversion factors on this tab, or you can mark the 'Use assigned calendar to specify the number of work hours for each time period' checkbox. If your organization typically plans and manages projects in time units other than hours, and your resources and activities require different hours per time period settings, you should mark this checkbox, then specify the hours per time period for all defined calendars (choose Enterprise, Calendars).

Use assigned calendar to specify the number of work hours for each time period: Clear this checkbox if you want to always use the Hours per Time Period settings you specify on this tab to convert and store units and durations in the database.

Mark this checkbox to ignore the Hours per Time Period settings on this tab. When you mark this checkbox, P6 Professional converts and stores units and durations using the Hours per Time Period settings defined in each activity's or resource's assigned calendar. Using a task-dependent activity as an example, the module converts units and durations for the activity using the settings defined in the activity's assigned calendar.

Tip

- ▶ When Hours per Time Period settings are defined per calendar, units and durations are displayed more accurately. When Hours per Time Period settings are defined globally and users display units and durations in time increments other than hours, units and durations will display unexpected values when the Admin settings for Hours per Time Period do not match the work hours specified in calendars assigned to activities. This occurs because the display reflects the conversion factor of the Admin Preference Hours per Time Period settings, not the hours per day defined by the activity's assigned calendar.

For example,

User Preferences, Time Units = day

Admin Preferences, Hours per Time Period = 8h/d

Activity calendar, Work hours per day = 10h/d

User-entered activity duration = 30h

Actual duration display = 3d6h (30h duration/8h per day, based on the conversion factor set in Admin Preferences)

Expected duration display = 3d (30h duration/10h per day, based on the conversion factor set in the activity calendar)

To avoid unexpected display results, mark the 'Use assigned calendar to specify the number of work hours for each time period' checkbox. Then, you can specify the Hours per Time Period settings for each defined calendar, and assign these calendars to the appropriate activities and resources.

Time Period Abbreviations

For each time period increment, specify the abbreviation you want to use when displaying time unit values.

Time Unit tab - User Preferences dialog box

The Time Units tab enables you to define the timescale and format you want to use when displaying small- and large-scale time units. This affects how tracking layouts, activity durations, and resource prices, availability, and work efforts display.

Units Format

Unit of Time: Choose to change the time unit used to display work efforts, and resource prices and availability.

Sub-unit: Mark to display sub-units in the next smaller time increment.

Decimals: The number of decimal places to display in the time unit value. You can select a number.

Show Unit Label: Mark to display the time unit abbreviation with the time value.

Note

- ▶ This setting does not affect units/time fields.

Example: An example of the time unit used to display work efforts, and resource prices and availability.

Durations Format

Unit of Time: Choose to change the time unit used to display activity duration values.

Sub-unit: Mark to display sub-units in the next smaller time increment.

Note

- ▶ This option is disabled when Show Duration Label is not marked.

Decimals: The number of decimal places to display in the activity duration value. You can select a number.

Show Duration Label: Mark to display the time unit abbreviation with the duration value.

Note

- ▶ This setting does not affect units/time fields.

Example: An example of the time unit used to display activity duration values.

Units/Time Format

Show as a percentage: Choose to display resource units/time as a percentage.

Show as units/duration: Choose to display resource units/time as units per duration.

Timescale dialog box

Use the Timescale dialog box to specify the timescale you want to display in the current Gantt Chart, profile, or spreadsheet layout.

Timescale Format

Two Lines: Choose to display two time units on the timescale.

Three Lines: Choose to display three time units on the timescale.

Timescale Start: The date from which you want to display project information. Click  to select a new date.

Font & Color: The font style, size, and color settings for the timescale and column headings. Click to format the font and background color. Click the Default Font button to change the timescale font and color to its original settings.

Date Format

Show Primary Dates: Choose or mark to select the type, date interval, and shift calendar to display for the timescale.

Type: Select Calendar to display date intervals according to the standard calendar. Select Fiscal to display the date intervals according to the fiscal periods. Select Week of Year to display the date intervals as a number for each week of the year, consecutively, beginning with January.

DateInterval: The current layout's timescale. Select Year/Quarter, Year/Month, Quarter/Month, Year/Financial Period, Quarter/Financial Period, Month/Financial Period, Week/Financial Period, Month/Week, Week/Day1, Week/Day2, Day/Shift, or Day/Hour.

Shift Calendar: If you select Day/Shift as the date interval, click  to select the corresponding shift.

Show Ordinal Dates: Choose or mark to set and display the date intervals as sequential numbers, beginning from the ordinal start date specified. Ordinal dates that precede the ordinal start date display a negative number.

Ordinal Start: Specify a start date for the ordinal dates.

Ordinal Date Interval: Specify the interval to display for ordinal dates in the timescale.

Apply: Click to apply your changes without closing this dialog box.

Notes

- ▶ If the profile or spreadsheet is displaying past period actual data (rather than actual to date values) and you want to display a financial period timescale, choose Calendar or Fiscal as the Type. Then, in the Date Interval field choose Year/Financial Period, Quarter/Financial Period, Month/Financial Period, or Week/Financial Period.
- ▶ See **Future period bucket planning FAQ** (on page 249) for information on how timescale settings affect your planning if you manually plan future period resource/role distribution in the Resource Usage Spreadsheet.

Topics tab - Publish Project Web Site dialog box

Detailed Activity Information: Mark to include general activity information for the open project's activities. This includes activity ID, activity name, activity type, duration type, work breakdown structure (WBS) assignment.

Assigned Resources: Mark to include resource IDs for resources assigned to activities in the open project.

Assigned Roles: Mark to include roles assigned to activities in the open project.

Assigned Work Products and Documents: Mark to include work product and document assignments to activities and WBS elements in the open project.

Issues: Mark to include issues assigned in the open project.

Risks: Mark to include risks assigned in the open project.

Activity Codes: Mark to include activity codes defined for the open project.

Project Financial Data: Mark to include financial data defined for the open project such as budget or funding information.

Trace Logic Options dialog box

Use the Trace Logic Options dialog box to specify the number of predecessor and successor levels you want to display for the selected activity.

Number of predecessor levels: Click the arrow buttons to specify the number of predecessor levels to display.

Number of successor levels: Click the arrow buttons to specify the number of successor levels to display.

Apply: Applies your changes without closing this dialog box.

Units of Measure tab - Admin Categories dialog box

Use the Units of Measure tab to define the units of measure for material resources.

Display Options bar: Click to search for a specific unit of measure abbreviation or description.

Units of Measure table: Lists units of measure abbreviations and descriptions.

Add: Adds a unit of measure abbreviation and description.

Delete: Deletes the selected unit of measure abbreviation and description.

Shift up: Moves the selected unit of measure to a higher position in the display. This changes the order in which the abbreviations display when you assign a unit of measure to an activity.

Shift down: Moves the selected unit of measure to a lower position in the display. This changes the order in which the abbreviations display when you assign a unit of measure to an activity.

Update Baseline dialog box

Use the Update Baseline dialog box to update project- and activity-level data types for the baseline you selected in the Maintain Baselines dialog box.

When updating project data, include:

Specify the type(s) of project data to update for the baseline. You do not have to select any of the available options.

Note: For added control and flexibility as well as enhanced system performance while updating project baselines, you can select to update specific User Defined Fields (UDFs) rather than updating all UDFs simultaneously.

Project details: Mark to include project data in the updated baseline.

Project UDFs: Mark to update and include project UDFs in the updated baseline.

Work products and documents: Mark to include, in the updated baseline, data related to products and documents developed as part of the project.

Work products and document UDFs: Mark to update and include UDFs of project-related products and documents in the updated baseline.

WBS UDFs: Mark to update and include WBS UDFs in the updated baseline.

Project risks, issues and thresholds: Mark to update and include, in the updated baseline, UDFs related to risks, issues, and thresholds. For example, selecting this option causes a UDF that describes an issue triggered by a deviation in a cost variance threshold to be updated and included in the baseline update.

Risk UDFs: Mark to update and include risk UDFs in the updated baseline. This option isolates and updates risk UDFs only.

Issue UDFs: Mark to update and include issue UDFs in the updated baseline. This option isolates and updates issue UDFs only.

Specify the activities to include:

Choose to update data for all activities or activities that meet a filter's criteria.

All Activities: Overwrites the entire baseline.

Activities within the following filter: Updates filtered activities. Click the browse button to select a filter.

Add new activities and activity data (except actuals): Mark to add new project activities and activity data (except actual units and costs) to the baseline. If you apply a filter, the module will add only new activities that meet the selected filter's criteria.

Delete from baseline any activities no longer in the current project: Mark to delete activities from the baseline that have been removed from the current project.

Update existing activities already in the baseline: Mark to update activities in the baseline with activity data that has been modified or added in the current project. If you select this option, click Update Options to select the types of activity and resource/role assignment data to update.

Update Options: If you choose to update existing activities already in the baseline, click this button to open the **Update Baseline Options dialog box** (on page 800). In the Update Baseline Options dialog box, you can select the types of activity and resource/role assignment data you want to update. This button is disabled unless you choose to update existing activities.

Logging and Optimization

Log to file: Enter or select a filename to store errors and warnings that occur when updating a baseline.

Run Optimized: Mark to optimize the speed of the baseline update. If you select this option and errors occur during the update, errors are not logged.

Ignore Last Update Date: Mark to ensure that all selected data types are updated without regard to the last baseline update date.

When this option is off, the baseline update process updates data items only with additions or modifications that have occurred since the last time the baseline was updated. When this option is on, the last baseline date is ignored and data items are updated to reflect all additions or modifications that have occurred, even if they preceded the date of the last baseline update. This option is useful when you want to update a data item that you did not include in your last baseline update.

Update: Click to update the selected baseline data types with new or modified data from the current project.

View Log: Click to view errors and warnings in the specified log file that occurred during the baseline update.

Tips

- ▶ To overwrite all activity data, choose All Activities and all of the activity data options.
- ▶ To update project-level data only, select the 'Project details' option and clear the add new, delete, and update activity options. Unmarking the activity data options causes no activity data to be updated, regardless of whether the All Activities or Activities Within the Following Filter are selected.
- ▶ If errors occur when updating a baseline in optimized mode, you will not be able to determine the activity that is causing the update to fail. To determine the activity causing the failure, turn off the Run Optimized option and rerun the baseline update. After the update is complete, refer to the log file to determine which activity is causing the update to fail.

Notes

- ▶ Project calendars, activity codes, and the WBS are always updated.
- ▶ When you choose to update project details, the following items are not updated: all data in the Project Properties Defaults, Settings, and Resources tabs, and the Default Price/Unit for activities without resource Price/Unit field in the Project Properties Calculations tab.
- ▶ Project, WBS, risk, and issue UDFs are updated only if you select the option to update them.

Update Baseline Options dialog box

Use the Update Baseline Options dialog box to specify the types of activity and resource/role assignment data to update when you update a baseline.

When updating activity data, include:

Specify the types of activity data you want to update and include the updated baseline.

General activity information: Mark to include general information related to each activity accounted for in the baseline. This data includes the activity name, activity type, duration type, percent complete type, status, calendar, and primary resource.

Activity code assignments: Mark to include project, global and EPS assignments.

Relationships: Mark to update and include relationships within a project and with external projects.

WBS assignments: Mark to include activities assigned to a WBS.

Steps: Mark to include new steps and changes to previous steps.

Step UDFs: Mark to include updated UDFs assigned to steps.

Expenses: Mark to include existing expenses and to adds new expenses to activities.

Expense UDFs: Mark to include updated expense UDFs.

Risk assignments: Mark to include risks associated with activities.

Activity notebooks: Mark to include notebooks assigned to activities.

Constraints: Mark to include updated constraints.

Dates, duration, and data date: Mark to include Original or Planned Duration, Remaining Duration, Actual start/finish, Anticipated start/finish, Remaining start/finish, Start/finish, Early start/finish, Remaining late start/finish, Late start/finish, Suspend/resume dates and Data Date.

Planned units and cost for activities without resource assignments: Mark to include planned costs per unit for activities without assigned resources.

Actual units and cost for activities without resource assignments: Mark to include actual costs per unit for activities without assigned resources.

Activity UDFs: Mark to include updated UDFs assigned to activities.

When updating resource assignment data:

Choose to update existing resource/role assignment data and/or add new resource/role assignments. If you choose to update existing resource/role assignment data, choose to update the budgeted or planned and/or actual units and cost for the resource/role assignments.

Update existing resource and role assignments: Mark to update all resource assignment data such as UDF's Resource Codes, cost account, dates, and durations.

The following options are enabled only when a check mark is displayed in the Updating existing resource and role assignments check box.

Planned or Budgeted units and cost: Mark to include budgeted or planned units and costs related to resource assignments.

Activity Resource Assignment UDFs: Mark to include updated UDFs related to resource assignments for activities.

Add new resource and role assignments: Mark to include new resource and role assignments in the baseline.

Actuals for units and cost: Mark to include actual units and costs related to resource assignments.

OK: Click to return to the Update Baseline dialog box.

Notes

- ▶ If you choose the 'Dates, durations, and data date' option, the following date fields are NOT updated because they are calculated by the scheduler: Early Start, Early Finish, Late Start, and Late Finish. To ensure that these fields are updated, after you run the baseline update, you should restore the baseline project, then schedule and re-baseline the project. See **Modify a baseline manually** (on page 303).

- ▶ If you choose the 'General activity information' option, any new or modified Primary Resource assignments to activities are updated, even if you do not choose the 'Update existing resource and role assignments' and 'Add new resource and role assignments' options. In this case, resource assignments for which the resource is not designated as the primary resource will not be added or modified when you update the baseline.
- ▶ If you choose the 'Relationships' option, only relationships between activities within the project are updated; relationships to activities in external projects are not updated.

Update Progress dialog box

Use the Update Progress dialog box to update the durations and actual values of the selected activities.

Current Data Date: Displays the current data date.

New Data Date: Select a new data date if the one show is not correct.

When using progress spotlight update progress for: Choose to update all of the highlighted activities that appear in the Gantt Chart or to update only selected activities.

When actuals are applied from timesheets, calculate activity remaining durations: Specify whether to recalculate the remaining duration based on the activity duration type or to always recalculate. If you choose to always recalculate, all activities are treated as Fixed Units and Fixed Units/Time.

Apply: Calculates and applies progress as follows and changes Current Data date to the New Data Date you specify.

- ▶ sets Actual Start to Project Planned Start, if the Project Planned Start is earlier than the new data date
- ▶ calculates Remaining Duration (Early Finish – new Data Date) and Actual Duration (Original Duration – Remaining Duration)
- ▶ calculates Actual Units (Units Percent Complete * At Complete Units)
- ▶ sets Actual Finish to Planned Finish, if Planned Finish is earlier than the new data date

Note

- ▶ You must have the Apply Actuals project security privilege to update progress.

User Defined Fields dialog box

Use the User Defined Fields dialog box to add an unlimited number of custom fields and values to the project database. Some examples of user defined fields are purchase order numbers, delivery dates, drawing numbers, profit, variances, and revised budgets.

Select Subject Area: Select the area of the product where you want to use this field, such as projects or resources.

Title: Enter a name for the user defined field.

Data Type: Specify whether the values associated with the user defined field are numbers, text, or dates. The data type you select determines the type of data you can specify for the item. For example, if you select Start or End Date as the data type, you can only enter dates as values for the field.

Add: Click to add a new user defined field.

Delete: Click to delete the selected user defined field.

Notes

- ▶ The maximum size of user defined text fields is 255 characters.
- ▶ Only users with security privileges to edit user-defined fields can add, modify, or delete user-defined fields. Users that do not have access rights to edit user-defined fields can still view them in the User Defined Fields dialog box.

User Preferences dialog box

Use the User Preferences dialog box to specify your settings and preferences which includes how to display time, date, and currency information. You can also set options to send e-mail, specify startup options, and change your password.

This dialog box is divided into the following tabs:

- ▶ **Time Unit tab - User Preferences dialog box** (on page 795)
- ▶ **Dates tab - User Preferences dialog box** (on page 682)
- ▶ **Currency tab - User Preferences dialog box** (on page 674)
- ▶ **E-Mail tab - User Preferences dialog box** (on page 685)
- ▶ **Assistance tab - User Preferences dialog box** (on page 654)
- ▶ **Application tab - User Preferences dialog box** (on page 644)
- ▶ **Password tab - User Preferences dialog box** (on page 740)
- ▶ **Resource Analysis tab - User Preferences dialog box** (on page 754)
- ▶ **Calculations tab - User Preferences dialog box** (on page 659)
- ▶ **Startup Filters tab - User Preferences dialog box** (on page 790)

Users dialog box

If your security privileges enable you to edit users, use this dialog box to add and remove users, assign global and project profiles to users, and enable or disable access to projects and listed modules.

Based on your resource security settings, this dialog box displays users assigned to resources to which you have access. Use this dialog box to manage resource security for each user on the Global Access tab. See **Introduction to Resource Security** (on page 572).

You can also use this dialog box to display the number of users assigned access to each listed module.

Display Options bar: Click to change the Users table display.

Users table: Lists login names and additional information for users.

Tip

- ▶ To sort the display, click a column label.

Add: Adds a user.

- ▶ If P6 Professional is running in LDAP authentication mode, when you click Add, a dialog box appears that you use to search for and import users into P6 Professional from your LDAP repository.

If resource security is enabled, the new user automatically gets no access to resources. Click the Global Access tab to change the user's resource access settings.

Delete: Deletes the selected user.

Count: Displays the Count dialog box, which lists the number of users assigned access to each listed module. It also provides the user name of each user assigned access to each module.

The Users Dialog box also contains the following tabs:

- ▶ **General tab - Users dialog box** (on page 708)
- ▶ **Contact tab - Users dialog box** (on page 669)
- ▶ **Global Access tab - Users dialog box** (on page 709)
- ▶ **Project Access tab - Users dialog box** (on page 745)
- ▶ **Module Access tab - Users dialog box** (on page 732)

Note

- ▶ If you have restricted (or no resources access), the dialog filters out the following users:
 - ▶ users that have all resource access
 - ▶ users that have restricted access with a root resource that is outside your resource access
- ▶ If you have all resource access or you are an Admin Superuser, you can view all users.
- ▶ For the Module Access tab, you must mark the applicable checkboxes for all users, including Admin Superusers.

Users tab - Organizational Breakdown Structure dialog box

Login Name: Lists login names of users who can access the selected OBS element's project information.

Project Security Profile: Lists each user's security profile, or access type, for the selected OBS element's project information.

WBS Category tab - Admin Categories dialog box

Use the WBS Category tab to define a custom work breakdown structure (WBS) category and category values. The WBS Category tab displays the current name of the custom WBS category.

WBS Category: The name of the current work breakdown structure (WBS) category. You can type a new name.

Display Options bar: Click to search for a specific WBS category value.

Category Value: Lists values for the custom WBS category. To change a category value, double-click it.

Add: Adds a WBS category value to the displayed category.

Delete: Deletes the selected WBS category value from the displayed WBS category.

Shift up: Moves the selected WBS category value to a higher position in the display. This changes the order in which WBS category values display when you assign a value to a work breakdown structure element.

Shift down: Moves the selected WBS category value to a lower position in the display. This changes the order in which WBS category values display when you assign a value to a work breakdown structure element.

WBS Details dialog box

Use the WBS Details dialog box to view detailed information about a selected WBS element before including it in your project plan.

The following tabs are available in the WBS Details dialog box:

- ▶ **Notebook tab - WBS Details dialog box** (on page 733)
- ▶ **Attributes tab - WBS Details dialog box** (on page 655)
- ▶ **Resources tab - WBS Details dialog box** (on page 761)
- ▶ **Roles tab - WBS Details dialog box** (on page 763)
- ▶ **Expenses tab - WBS Details dialog box** (on page 693)
- ▶ **WPs & Docs tab - WBS Details dialog box** (on page 807)
- ▶ **Cost/Size tab - WBS Details dialog box** (on page 673)
- ▶ **WBS Milestone tab - WBS Details dialog box** (on page 805)

WBS Milestone tab - WBS Details dialog box

WBS Milestone table: Lists the name and weight of milestones associated with the selected WBS.

Web Site Display Properties dialog box

Use the Web Site Display Properties dialog box to customize the appearance of a project Web site.

Scheme: Lists the project Web site schemes you defined.

Save As: Click to save the current settings as a project Web site scheme. Type a new name to create a new scheme.

Delete: Click to delete a project Web site scheme.

The Web Site Display Properties dialog box contains two tabs:

- ▶ **Splash tab - Web Site Display Properties dialog box** (on page 789)
- ▶ **Main Form tab - Web Site Display Properties dialog box** (on page 725)

Welcome dialog box

Use the Welcome dialog box to open a project or create a new project.

Select Project Portfolio: The currently selected portfolio. Click Select to select a different portfolio. The portfolio you select determines the projects that are available if you choose to open an existing project.

Create New: Starts the Create a New Project wizard for adding a new project. The new project is added to the current portfolio. If you have not been assigned the security privilege required to create projects for at least one OBS element, or if you do not have edit rights for the currently selected portfolio, this option is disabled.

Open Existing: Displays the Open Project dialog box for selecting an existing project to open. The Open Project dialog box only displays projects that are included in the currently selected portfolio in the Select Project Portfolio field.

Open Last: Opens the last project you used. The button is disabled if the current portfolio does not contain any projects that you opened last.

Do not show this window again: Mark if you do not want the Welcome dialog box to appear each time you start up. The last project you used at startup automatically opens. To turn this option back on, choose Edit, User Preferences, then click Application and mark the Show the Welcome Dialog at Startup checkbox.

Work Product and Document Details dialog box

Use the Work Product and Document Details dialog box to view details about and/or open the selected work product or document. To edit work product and document details, choose Project, Work Products and Documents and display WP & Doc Details.

Title: The name of the selected work product or document.

Ref. No.: The selected work product or document's reference or catalog number.

Author: The name of the person who created the selected work product or document.

Version: The selected work product or document's version number.

Revision Date: The date of the selected work product or document's last update.

Document Category: The category assigned to the work product or document in the Work Products and Documents window. Document categories are defined in Admin Categories.

Status: The status of the selected work product or document, for example, not started, in progress, or on hold. Work Product and Document status designations are defined in Admin Categories.

Private Location: The selected work product or document's private filename. Only P6 Professional users can view this filename.

Public Location: The selected work product or document's public filename. All project participants can view this filename.

Launch: Opens the selected work product or document's public file in its native application.

Description: A narrative description of the selected work product or document.

WPs & Docs tab - Attribute Details dialog box

WPs & Docs table: Lists titles and reference numbers for work products and documents assigned to activities in the selected attribute.

WPs & Docs tab - WBS Details dialog box

WPs & Docs table: Lists titles and reference numbers for work products and documents assigned to activities in the selected WBS.

Popups

Accounting Variance (\$)

An Accounting Variance threshold value is expressed as a monetary value. An issue is generated if the Accounting Variance (the difference between the activity's budgeted or planned cost according to the schedule and the actual cost of performing the activity) falls beyond the threshold values.

Accounting Variance is calculated as $\text{Accounting Variance} = \text{Planned Value Cost} - \text{Actual Cost}$.

A negative value indicates that actual costs have exceeded the scheduled costs. A positive value indicates that actual costs have not reached the scheduled costs.

If the lower threshold value is 0, an issue is generated as soon as actual costs are greater than scheduled costs.

Active

The project is currently underway.

Actual Cost

Actual Cost is the actual total cost incurred on the activity as of the project data date. Computed as $\text{Actual Cost} = \text{Actual Labor Cost} + \text{Actual Nonlabor Cost} + \text{Actual Material Cost} + \text{Actual Expense Cost}$. Actual Cost is the same as the Actual Total Cost.

Admin superuser

A global profile that gives a user read/write privileges for application-wide information and features. This information includes all projects, resources, cost accounts, and users. An Admin superuser always has access to all resources. If resource security is enabled, resource access settings will be ignored.

As late as possible constraint

A restriction you impose on an activity or work unit with positive float that allows it to start as late as possible without delaying its successors. This constraint sets the early dates as late as possible without affecting successor activities.

Backward pass

The calculation of late dates of activities in a project. The backward pass begins with the latest early finish date of the last activity, or the imposed project finish date if one exists, and works backward to the first activity in the project. The late start and finish dates of each activity calculate based on durations, constraints, and relationships.

Baseline

A snapshot of a project plan. This "snapshot" provides a target against which you can track a project's cost, schedule, and performance.

Bucket

A bucket is another term for "timeperiod." In P6 Professional, you can view, enter, and edit activity and assignment data in various buckets, such as daily, weekly, monthly, quarterly, yearly, and financial period. The term "bucket" is generally used in reference to P6 Professional's future period bucket planning feature, which enables you to manually enter and edit assignment data for some activities in future period buckets. See **Future period bucket planning** (on page 247).

Budget At Completion (BAC)

Budget At Completion is the budgeted or planned total cost through activity completion. Computed as Budget At Completion = Budgeted or Planned Labor Cost + Budgeted or Planned Nonlabor Cost + Material Cost + Budgeted or Planned Expense Cost. It is the same as the BL Total Cost.

Contract Management

The Contract Management module is the Oracle Contract Management and project administration tool. You can link P6 Professional to Contract Management, then link Contract Management projects to P6 Professional projects. When projects are linked, you can import data from Contract Management and view it in P6 Professional.

Cost % of Budget (%)

Cost % of Budget threshold value is expressed as a percentage. An issue is generated if the ratio of the activity's actual cost to its budgeted cost (actual cost / budgeted cost * 100) falls beyond the threshold values.

Actual cost is the same as Total Actual Cost, and original cost is the same as Budget at Completion (BAC).

The Cost % of Budget will reach 100 percent when the actual cost reaches the budgeted cost. The Cost % of Budget may be greater than 100 percent.

Cost % of Planned (%)

Cost % of Planned threshold value is expressed as a percentage. An issue is generated if the ratio of the activity's actual cost to its planned cost (actual cost / planned cost * 100) falls beyond the threshold values.

Actual cost is the same as Total Actual Cost, and planned cost is the same as Budget at Completion (BAC).

The Cost % of Planned will reach 100 percent when the actual cost reaches the planned cost. The Cost % of Planned may be greater than 100 percent.

Cost Performance Index

Cost Performance Index (CPI) = Earned Value Cost / Actual Cost

Cost Performance Index (CPI) (ratio)

Cost Performance Index (CPI) (ratio)

A Cost Performance Index (CPI) threshold value is expressed as a ratio. An issue is generated if the CPI falls beyond the threshold values.

The Cost Performance Index is calculated as $CPI = \text{Earned Value Cost} / \text{Actual Cost}$. A value less than 1 indicates that actual costs have exceeded the value of work performed.

If the lower threshold value is 1, an issue is generated whenever the actual costs exceed the value of the work performed.

Cost Variance (CV) (\$)

A Cost Variance (CV) threshold value is expressed as a monetary value. An issue is generated if the CV (the difference between the activity's earned value and the actual cost of performing the activity) falls beyond the threshold values.

Cost Variance is calculated as $CV = \text{Earned Value Cost} - \text{Actual Cost}$. A negative value indicates that actual costs have exceeded the value of work performed, which may be considered a cost overrun.

If the lower threshold value is 0, an issue is generated as soon as actual cost of the work is greater than the value of the work. A larger negative value for the threshold indicates that a certain amount of cost overrun may be tolerated before an issue is generated.

Cost Variance Index (CVI) (ratio)

A Cost Variance Index (CVI) threshold value is expressed as a ratio. An issue is generated if the CVI (the ratio of the cost variance to the earned value of work performed) falls beyond the threshold values.

The Cost Variance Index is calculated as $CVI = \text{Cost Variance (CV)} / \text{Earned Value Cost}$.

A value less than 0 indicates that actual costs have exceeded the value of work performed.

If the lower threshold value is 0, an issue is generated whenever the actual costs exceed the value of the work performed.

Critical path

The critical path is a series of activities that determines a project's completion time. The duration of the activities on the critical path controls the duration of the entire project; a delay to any of these activities will delay the finish date of the entire project. Critical activities are defined by either the total float or the longest path in the project network.

Critical Path Method (CPM) scheduling

The method by which activity durations and the relationships between activities are used to mathematically calculate a schedule for the entire project. CPM focuses your attention on the critical path of activities that affect the completion date for the project or an intermediate deadline.

Early dates, the earliest possible dates each activity can start and finish, and late dates, the latest possible dates each activity can start and finish without delaying the project finish or an intermediate deadline (constraint) are also calculated.

Current Project Resources

Current project resources are resources that belong to any of the following categories:

- ▶ Assigned to an activity in the currently open project(s)
- ▶ Assigned to a risk in the currently open Project(s)
- ▶ Assigned to an issue in the currently open project(s)

Data date

The date to use as the starting point for schedule calculations. Change the data date to the current date when you record progress.

Data Source

A category of information.

The data source component in the Report Editor corresponds to the subject area you select when you use the wizard to create a report. Examples of data sources are activities, cost accounts, expense categories, and work breakdown structure (WBS).

Duration % of Original (%)

A Duration % of Original threshold value is expressed as a percentage. An issue is generated if the ratio of the activity's actual duration to its original duration ($\text{actual duration} / \text{original duration} * 100$) falls beyond the threshold values.

The ratio of actual duration to original duration may be greater than 100.

Duration % of Planned (%)

A Duration % of Planned threshold value is expressed as a percentage. An issue is generated if the ratio of the activity's actual duration to its planned duration ($\text{actual duration} / \text{planned duration} * 100$) falls beyond the threshold values.

The ratio of actual duration to planned duration may be greater than 100.

Earned Value Cost

Earned Value Cost is the portion of the budgeted or planned total cost of the activity that is actually completed as of the project data date. Computed as $\text{Earned Value Cost} = \text{Budget at Completion} * \text{Performance \% Complete}$. The method for computing the performance percent complete depends on the earned-value technique selected for the activity's WBS.

Else: statement

Specifies what changes should be made to project data when the If conditions are not met in a Global change specification.

EPS (Enterprise Project Structure)

The hierarchical structure of your database of projects.

Use the EPS to perform top-down budgeting, manage multiple projects, implement coding standards, and maintain security throughout the enterprise.

EPS node

A level above a project in the EPS hierarchy.

Estimate at Completion

The estimated cost at completion for the activity. Computed as the actual total cost plus the estimate-to-complete cost; Estimate at Completion = Actual Cost + Estimate to Complete. Note that the method for computing Estimate to Complete depends on the earned-value technique selected for the activity's WBS.

Estimate to Complete (ETC)

Estimate to Complete

The estimated cost to complete the activity. Computed as either the remaining total cost for the activity (Remaining Total Cost), or as $PF * (\text{Budget at Completion} - \text{Earned Value Cost})$, depending on the earned-value technique selected for the activity's WBS.

Exclusive

A user with Exclusive access to a project can open and edit a master copy of the project. Only one user at a time can have Exclusive access to a project.

Extensible Markup Language (XML)

Extensible Markup Language, also spelled eXtensible Markup Language (XML), is a simple and flexible text format based on Standard Generalized Markup Language (SGML) and standardized by the World Wide Web Consortium (W3C®). Unlike HyperText Markup Language (HTML), which is limited to a finite set of elements denoted by tags, XML is a meta-language, a tagging language that defines other languages, offering flexibility for the design of unique elements that serve specific purposes, such as tags that enable translation between file formats, including translation between P6 Professional project data and Excel spreadsheet formats. For detailed information about the XML standard, see <http://www.w3.org/XML/> <http://www.w3.org/XML/>.

Field Delimiter

In a delimited text file, the character used to separate fields, or categories of information.

Field Separator

In a delimited text file, the character used to separate fields or categories of information.

Finish Date Variance (days)

A Finish Date Variance threshold value is a specified number of days. An issue is generated if the difference between the activity's baseline and current finish dates (calculated as BL Finish - Finish Date) falls beyond the threshold values. If no baseline is defined, the current project is used as the primary baseline.

A negative value for Finish Date Variance indicates that the current finish date is later than the primary baseline finish date.

Finish milestone activity

A finish milestone activity marks the end of a major stage in the project. Since a finish milestone activity does not have a duration, it is sometimes referred to as a "zero duration activity."

A finish milestone may have a primary resource and expenses associated with it, but cannot have resource assignments, role assignments, or time-based costs such as labor. You can assign work products and documents to a finish milestone.

Finish on constraint

A restriction you place on an activity by imposing a finish date. The finish on constraint can delay an early finish or accelerate a late finish to satisfy the imposed date.

Finish on or after constraint

A restriction you impose on an activity that limits the earliest time it can complete. The finish on or after constraint reduces float to coordinate parallel activities, ensuring that the finish of an activity is not scheduled before the specified date. It is usually applied to activities that have few predecessors that must finish before the next phase of a project.

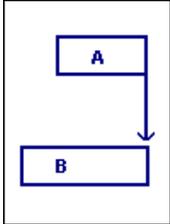
Finish on or before constraint

A restriction you impose on an activity that limits the latest time it can be finished. The finish on or before constraint affects only late dates. Use this constraint to ensure that the late finish date of an activity is not later than the date you impose.

Finish to finish relationship

Finish to finish (FF) relationship

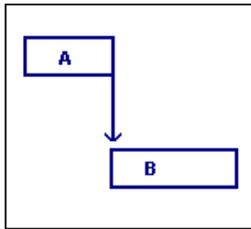
A relationship in which the finish of a successor activity depends on the finish of its predecessor activity.



Finish to start relationship

Finish to start (FS) relationship

A relationship in which the start of a successor activity depends on the completion of its predecessor activity. This is the default activity relationship.



Forward pass

The calculation of early dates for a project. The forward pass starts at the beginning of the project and continues to the end to calculate the earliest start and finish dates for each activity.

Free Float (days)

A Free Float threshold value is a specified number of days. An issue is generated if an activity's free float (the amount of time the activity can be delayed without delaying the early start of any successor activity) falls beyond the threshold values.

Free Float threshold monitoring can only be applied at the activity level, not at the WBS level.

FTP (File Transfer Protocol)

A method for transferring HTML documents to a World Wide Web server. An FTP program defines how a local computer communicates with a remote computer and enables you to transfer files between these computers.

Global Reports

Global reports are not project-specific. You can run a global report for any project.

Group

Organizing project data by a common attribute. Each group of activities is listed under a colored band.

HTML (HyperText Markup Language)

A platform-independent language which allows documents created in a variety of environments to be placed on a single server and accessed through a browser. HTML documents are indicated by an .HTM or .HTML extension.

If: statement

Defines conditions under which certain changes should be made to project data. When the If statement is true, the changes specified in the Then statement are applied. When the If statement is not true, the changes in the Else statement are applied, providing an Else statement has been defined.

Inactive

Work on the project has ceased or is placed on hold.

Lag

An offset or delay from an activity to its successor. Lag can be positive or negative and it is based on the calendar of the successor activity.

Level of effort activity

A level of effort activity's duration is dependent on its predecessor and/or successor activities. Level of effort activities cannot have constraints assigned to them. Level of effort activities are not included when leveling resources.

Use level of effort activities for on-going tasks that depend on other activities. For example, you could assign level of effort activities for clerical work, a security guard, or even some aspects of project management.

A level of effort activity is similar to but different from a hammock activity.

- ▶ A level of effort activity uses its assigned calendar to summarize its dates. Hammocks are not scheduled using their own calendar.
- ▶ Any type of relationship can be assigned to a level of effort activity. Only a start-to-start and finish-to-finish relationship can be assigned to a hammock activity.
- ▶ A level of effort activity's duration is calculated from the earliest early start of its predecessors/successors (linked to the start end of the level of effort activity) to the latest early finish of its predecessors/successors (linked to the finish end of the level of effort activity).

A hammock activity's duration is calculated from the earliest early start of its predecessors to the latest early finish of its successor activities.

Mandatory finish constraint

A restriction you impose on an activity that sets its early and late finish dates equal to the date you specify. The mandatory finish date is used regardless of its effect on network logic. This constraint affects the late dates for all activities that lead to the constrained activity and all early dates for the activities that lead from the constrained activity.

Note

- ▶ When mandatory constraints are placed on calendar nonworktime, the early and late dates are not set equal to each other. The early date is moved forward to the next valid worktime and the late date is moved back (earlier) to the first valid worktime. This can cause negative float in the schedule.

Mandatory start constraint

A restriction you impose on an activity that sets its early and late start dates equal to the date you specify. The mandatory early start date is used regardless of its effect on network logic. A mandatory early start date could affect the late dates for all activities that lead to the constrained activity and all early dates for the activities that lead from the constrained activity.

Note

- ▶ When mandatory constraints are placed on calendar nonworktime, the early and late dates are not set equal to each other. The early date is moved forward to the next valid worktime and the late date is moved back (earlier) to the first valid worktime. This can cause negative float in the schedule.

Manual future period buckets

Manual future period buckets/values

A manual future period bucket is a future period resource or role assignment bucket, or time period, that contains a value that was manually entered or edited in the Resource Usage Spreadsheet (in the Resource Assignments or Activities windows). See **Bucket** (on page 810). Typically, a resource or role assignment to an activity that has a manually-entered value in a future period bucket is referred to as an assignment with "manual future period buckets" or "manual future period values."

OBS (organizational breakdown structure)

An OBS is a hierarchical arrangement of a project's management structure. User access and privileges to nodes and projects within the enterprise projects structure (EPS) hierarchy are implemented via a responsible manager defined in the enterprise-wide OBS hierarchy.

Oracle Contractor

Oracle Contractor helps you plan and control your project schedule in a single-user environment. Use Oracle Contractor to plan the activities that will complete the project, track project progress, and determine how quickly the project can be completed.

The application supports work breakdown structures (WBS), user-defined fields and codes, and critical-path-method (CPM) scheduling.

Oracle Contractor also enables you to

- ▶ Create dictionaries for resources, calendars, codes, user-defined fields, and cost accounts
- ▶ Quickly update project progress and schedule projects
- ▶ Track project expenses
- ▶ Compare project baselines
- ▶ Use a Report wizard to create customized reports to extract any data from the database.

Out-of-sequence progress

Work completed for an activity before it is scheduled to occur. In a conventional relationship, an activity that starts before its predecessor completes shows out-of-sequence progress.

P6 Integration API

The P6 Integration API is a Java-based API and server that enables developers to create client code that can seamlessly access project management functionality.

P6 Professional

Project management software that enables you to budget, prioritize, plan, administer, and manage multiple projects; optimize limited, shared resources; control changes; and consistently move projects to on-time and on-budget completion. It provides customizable interfaces, scalable and flexible tools, and easy integration with project management software, including Oracle's Contract Management software and Microsoft Project. P6 Professional provides simple data exchange with Microsoft Excel and Microsoft Project, as well as other Oracle applications such as Contract Management (Expedition), P3, and Contractor.

Page Header and Footer

In a compiled report, the page header appears at the top of every page, after the report's standard header. The page footer appears at the bottom of every page, before the report's standard footer.

Parent Cost Account

A cost account that contains other, lower level cost accounts.

Parent Data Source

A data source that contains other, embedded data sources.

When compiling a report with embedded data sources, a single record for the parent data source compiles, then records for all embedded data sources that match the compiled parent record compile. This process repeats for each additional record compiled for the parent data source.

Parent Element

A WBS or OBS element that contains other, lower level elements.

Parent Resource

A resource that contains other, lower level resources.

Performance Factor (PF)

User-defined performance factor, (PF), for computing earned-value estimate-to-complete (ETC). ETC is computed as either $ETC = PF * (\text{Budget at Completion} - \text{Earned Value Cost})$ or as the remaining total cost for the activity. This choice can be made for each WBS.

Planned

The project is in the planning phase. Work has not yet begun.

Planned Value Cost

Planned Value Cost is the portion of the budgeted or planned total cost of the activity that is scheduled to be completed as of the project data date, according to the baseline. Computed as $\text{Planned Value Cost} = \text{Individual resource Budget At Completion} * (\text{Data Date of current project} - \text{Baseline Assignment Start Date}) / (\text{Baseline Assignment Finish Date} - \text{Baseline Assignment Start Date})$. The Planned Value Cost of an activity is the sum of the Planned Value Cost of each individual resource assignment on the activity. If an activity has a resource or role assignment with manually-defined future period bucket values, Planned Value Cost is calculated using the manual assignment values.

If an activity has no resources, its Planned Value Cost is calculated as the $\text{Budget At Completion} * \text{Schedule \% Complete} [(\text{Data date} - \text{Baseline Start}) / (\text{Planned Finish} - \text{Baseline Start})]$. The Schedule % Complete specifies how much of the activity's original or planned duration has been completed so far.

Planned Value Labor Units

Planned Value Labor Units Scheduled is the portion of the baseline Labor Units that is scheduled to be completed as of the project data date. For activities without resource assignments, and for activity resource assignments that do not have resource curves, computed as $\text{baseline Labor Units} * \text{Schedule \% Complete}$. For activity resource assignments that do have resource curves, the curve distribution is additionally factored into the calculation. The Schedule % Complete specifies how much of the activity's baseline duration has been completed so far. The baseline Labor Units is taken from the baseline.

Predecessor

An activity that must occur before another activity. A predecessor activity controls the start or finish date of its successors. An activity can have multiple predecessors, each with a different relationship to it.

Project

A project constitutes a plan for creating a product or service. A project has a start and finish date and consists of some or all of the following: activities, resource assignments, a work breakdown structure (WBS), an organizational breakdown structure (OBS), calendars, relationships, baselines, expenses, risks, issues, thresholds, and project-specific codes, reports, and work products and documents.

Project Complexity

A project's complexity value can be between 0 and 100. If the project complexity value equals 0, P6 Professional uses the low estimate for each activity. If the project complexity value equals 100, P6 Professional uses the high estimate for each activity. For project complexity values between 0 and 100, P6 Professional calculates an intermediate value between the low and high estimates for each activity. The value calculated using the project complexity factor is then copied into the budgeted or planned labor/ nonlabor units and expense costs for each activity.

Project Reports

Project reports are specific to the open project only. You cannot run a project report for any other project.

Project superuser

A project profile that gives a user read/write privileges for all project/ OBS specific information and features.

Read Only

A user with Read Only access to a project can view the project, but cannot change any of the project's information.

Report Canvas

The Report Canvas is the main component of the Report Editor window. Use it to add, edit, and position report components.

Report cells

You can include three types of cells in a report.

- ▶ Text cells can contain either custom text that you specify; variable report data, such as a page number or date; the title of a database field; or the actual content of a database field.

- ▶ Line cells contain a horizontal line whose size you can specify.
- ▶ Image cells contain a graphic that you specify.

Report Header and Footer

In a compiled report, the report header appears before the report's details and on the first page of the report only. The report footer appears after the report's details and on the last page of the report only.

Resource dependent activity

Resources assigned to this type of activity are scheduled to work according to the resources' calendars rather than the activity's calendar. The activity's duration is determined by the availability of resources to work on the activity.

Use resource dependent activities when multiple resources assigned to the same activity can work independently.

Resource Security

Resource security allows the administrator to restrict a user's resource access. To enable resource security, the administrator assigns the user to a node in the resource hierarchy. Then, the user has access only to the selected resource node and all of its children.

Root Element

The highest level element in an enterprise project structure (EPS), organizational breakdown structure (OBS), or a work breakdown structure (WBS).

Root Node

If user security is enabled, your root node is the resource node in the resource hierarchy that you are assigned to. In other words, it is the highest level of resource you have access to. If you delete your root node you automatically get no access to any resources.

Schedule Performance Index

Schedule Performance Index (SPI) = Earned Value Cost / Planned Value Cost

Schedule Performance Index (SPI) (ratio)

Schedule Performance Index (SPI) (ratio)

A Schedule Performance Index (SPI) threshold value is expressed as a ratio. An issue is generated if the Schedule Performance Index (the ratio of the earned value of work performed to the cost of work that was scheduled) falls beyond the threshold values.

The Schedule Performance Index is calculated as $SPI = \text{Earned Value Cost} / \text{Planned Value Cost}$. A value less than 1 indicates that less work was actually performed than was scheduled.

If the threshold value is 1, an issue is generated whenever the value of the work performed falls below the expected cost of performing that work, according to the schedule.

Schedule Variance (SV) (\$)

A Schedule Variance (SV) threshold value is expressed as a monetary value. An issue is generated if the Schedule Variance (the difference between the activity's earned value and the work scheduled to be performed) falls beyond the threshold values.

Schedule Variance is calculated as $SV = \text{Earned Value Cost} - \text{Planned Value Cost}$. A negative value indicates that less work was actually performed than was scheduled. The activity may be considered behind schedule.

If the lower threshold value is 0, an issue is generated as soon as the earned value of the work performed is equal to or less than the amount of work that was supposed to be performed, according to the schedule. A larger negative value for a Schedule Variance threshold indicates that an activity may be behind schedule by that amount before an issue is generated.

Schedule Variance Index (SVI) (ratio)

A Schedule Variance Index (SVI) threshold value is expressed as a ratio. An issue is generated if the Schedule Variance Index (the ratio of the schedule variance to the planned value) falls beyond the threshold values.

The Schedule Variance Index is calculated as $SVI = \text{Schedule Variance (SV) } / \text{Planned Value Cost}$. A value less than 0 indicates that the value of the work performed is less than what was scheduled.

If the threshold value is 0, an issue is generated whenever the value of the work performed falls below the expected cost of performing that work, according to the schedule.

Secure code

A global or EPS-level activity code that is accessible only to certain users. If an EPS-level or global activity code is marked as a secure code in the Activity Code Definitions dialog box, the user will need the appropriate access rights to view, edit, delete and assign this code and its values.

Shared

A user with Shared access to a project can open and edit a shared copy, rather than a master copy, of the project. More than one user at a time can have Shared access to a project.

Sheet names

When exporting data to an XLS file, each subject area is exported to a separate worksheet in Excel. You should not modify the sheet names. To import successfully, P6 Professional must recognize the sheet names. The following table displays the subject area and its sheet name in Excel.

Subject Area	Sheet Name
Activities	TASK
Activity Relationships	TASKPRED
Expenses	PROJCOST
Resources	RSRC
Resource Assignments	TASKRSRC

Start Date Variance (days)

A Start Date Variance threshold value is a specified number of days. An issue is generated if the difference between the activity's baseline and current start dates (calculated as BL Start - Start Date) falls beyond the threshold values.

A negative value for Start Date Variance indicates that the current start date is later than the primary baseline start date.

Start milestone activity

A start milestone activity marks the beginning of a major stage in the project. Since a start milestone activity does not have a duration, it is sometimes referred to as a "zero duration activity."

A start milestone may have a primary resource and expenses associated with it, but cannot have resource assignments, role assignments, or time-based costs such as labor. You can assign work products or documents to a start milestone.

Start on constraint

A restriction you place on an activity by imposing a start date. The start on constraint can delay an early start or accelerate a late start to satisfy the imposed date. Unlike the mandatory start constraint, which can violate the network logic, this constraint protects it.

Start on or after constraint

A restriction you impose on an activity that limits the earliest time it can begin. When calculating a schedule, the start on or after constraint is used in the forward pass only if the calculated early start date will be earlier than the imposed date. This constraint affects only early dates. The early start date of an activity with a start on or after constraint cannot be earlier than the imposed date, although the network logic may cause the early start to occur later.

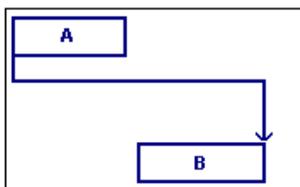
Start on or before constraint

A restriction you impose on an activity that limits the latest date it can start. When calculating a schedule, the start on or before constraint is used in the backward pass only if the calculated late start date will be later than the imposed date. This constraint may decrease total float. It only affects late dates.

Start to finish relationship

Start to finish (SF) relationship

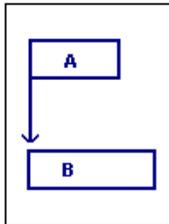
A relationship between activities in which a successor activity cannot complete until its predecessor activity starts.



Start to start relationship

Start to start (SS) relationship

A relationship between activities in which the start of a successor activity depends on the start of its predecessor.



Successor

An activity that must occur after another activity. An activity can have multiple successors, each with a different relationship to it.

Task dependent activity

For a task dependent activity, assigned resources schedule according to the activity's calendar rather than according to their designated resource calendars.

Use task dependent activities when multiple resources assigned to the same activity need to work together.

Text Qualifier

If you import or export information that contains the field delimiter you specify, this character separates fields or categories of information. For example, if you select comma (,) as the field delimiter and single quotes (') as the text qualifier, 'Smith, Bob', 55.00, 123-4567 imports/exports as three categories of information, not four.

Then: statement

Initiates a change to the project data. When an If: statement is true, the changes specified in the Then: statement are applied.

Thresholds

Use thresholds as a project management technique. You can create a threshold by selecting a parameter, such as start date variance; setting lower and upper values for the threshold; and applying the threshold to a specific work breakdown structure (WBS) element, or area, of your project plan.

When you define a threshold for a WBS element, you can specify the level of detail by which you want to monitor the WBS element. You can monitor the threshold at the activity level, and you can monitor the threshold at the WBS level. If you monitor a threshold at the activity level, issues are generated for each activity that violates the threshold. If you monitor a threshold at the WBS level, each activity contained in the specified WBS element is tested, and then all issues are summarized to the WBS element, rather than each activity.

After you define a threshold, you can monitor it to identify any issues associated with it. For example, you may set a threshold using the Total Float parameter. If the lower threshold value is 1d and the upper threshold value is 10d, an issue is generated for any activities that have a total float less than or equal to 1d or more than or equal to 10d. You can assign a person to be responsible for issues generated by the threshold. You can also specify threshold tracking layouts and assign priority levels to thresholds. A threshold's tracking layout assignment identifies the tracking layout that best displays the threshold problem area.

Total Float (days)

A Total Float threshold value is a specified number of days. An issue is generated if an activity's total float (the amount of time the activity can be delayed without delaying the project finish date) falls beyond the threshold values.

Unique fields

In Microsoft Excel, the unique fields are used as identifiers for activity data in the XLS export file. The following table displays the unique fields exported with each subject area. These fields should not be removed from the export file.

Subject Area	Unique field
Activities	Activity ID
Activity Relationships	Successor
	Predecessor
	Relationship Type
Expenses	Activity ID
	Expense Item
Resource Assignments	Activity ID
	Resource ID
	Role ID
	Cost Account ID

Variance at Completion (VAC) (\$)

A Variance at Completion (VAC) threshold value is expressed as a monetary value. An issue is generated if the Variance At Completion (the budgeted or planned total cost - latest total cost estimate) falls beyond the threshold values.

Variance At Completion may also be expressed as $VAC = \text{Budget at Completion (BAC) } - \text{ Estimate At Completion (EAC)}$.

A negative value indicates an estimated total cost overrun. If the threshold value is 0, an issue is generated as soon as the latest estimate for total cost exceeds the budgeted or planned total cost. A larger negative value for a Variance At Completion threshold indicates that a certain amount of estimated total cost overrun may be tolerated before an issue is generated.

WBS (work breakdown structure)

The hierarchy of work that must be accomplished to complete the project, which defines the product to be produced. The WBS is structured in levels of work detail, beginning with the product itself, and then is separated into identifiable work elements.

WBS summary activity

Use a WBS summary activity to summarize a WBS level. The WBS summary activity comprises a group of activities that share a common WBS level. For example, all activities whose WBS codes start with A (A.1, A.1.1, A.1.1.2, A.2, A.3 and so forth) can be part of one WBS activity whose WBS code is A. At a lower level, all activities whose WBS codes start with A.1 (A.1, A.1.1, A.1.1.2 and so forth) can be part of a WBS activity whose WBS code is A.1.

The dates calculated on a WBS summary activity are based on the earliest start date of the activities in the group and the latest finish date of these activities. The WBS summary activity duration is calculated based on its assigned calendar.

Note

- ▶ You cannot assign constraints to WBS summary activities.

What-If

The project is being analyzed before establishing a more permanent schedule.

P6 Professional

P6 Professional is a multiproject planning and control software, built on Oracle and Microsoft SQL Server relational databases for enterprise-wide project management scalability. P6 Professional can stand alone for project and resource management, or it can be used in conjunction with other P6 Professional products, including Contract Management, Cost Management, Oracle Project Planner (P3), and Oracle Contractor.

Fill Down Function Example

Using the Fill Down function, you can quickly copy the activity name Design external interfaces from activity A1350 to activities A1840, A1850, and A1860.

A1150	Perform detailed software design	21-Jan-00 A
A1350	Design external interfaces	07-Mar-00 A
A1840	New activity	12-Jun-00
A1850	New activity	12-Jun-00
A1860	New activity	12-Jun-00
ERP.2 Perform Test Rollout		12-Jun-00
A1250	Perform stress testing	12-Jun-00*

Tip

- ▶ The rows you select to copy to can be next to each other as shown in the preceding graphic, or not directly adjacent, as shown in the following graphic.

A1150	Perform detailed software design	21-Jan-00 A
A1350	Design external interfaces	07-Mar-00 A
A1840	New activity	12-Jun-00
A1850	New activity	12-Jun-00
A1860	New activity	12-Jun-00
ERP.2 Perform Test Rollout		12-Jun-00
A1250	Perform stress testing	12-Jun-00*
A1260	Perform stress testing	12-Jun-00*
A1280	Perform stress testing	12-Jun-00*
A1290	Perform stress testing	12-Jun-00*
A1810	New	12-Jun-00
A1820	New	12-Jun-00

Assign a day of the week to a date

The DayOfWeek function returns the day of the week (Monday, Tuesday, and so on) to the specified date field, such as the Start or Finish.

Function: DayOfWeek(Parameter)

Example

Then: User_text1=DayOfWeek(Start)

Explanation

Stores the day of week corresponding to the start date in the User_text1 user field.

Extract data from the left side of a value

The LeftString function extracts a specified number of characters from a text field, beginning with the first character of the value. The following example changes the name of an activity.

Function: LeftString(Parameter,#)

Example	Explanation	Old value	New value
If: Activity Name = System Design	Selects activities named System Design.		
Then: Activity Name = LeftString(Activity Name,6)	Extracts six characters, beginning with the first character in the Activity Name field.	System Design	Design

Extract data from the right side of a value

The RightString function extracts a specified number of characters from a text field, beginning with the last character of the value. The following example changes an activity name.

Function: RightString(Parameter,#)

Example	Explanation	Old value	New value
If: Activity Name = System Design	Selects activities named System Design.		
Then: Activity Name = RightString(Activity Name,6)	Extracts six characters, beginning with the last character in the Activity Name field.	System Design	System

Extract mid-string characters

The SubString function extracts a specified number of characters (defined with the first #) from a text field starting at a specified position (defined using the second #).

Function: SubString(Parameter,#,#)

Example	Explanation	Old value	New value
If: Activity ID = AADRAW000	Selects activity AADRAW000		
Then: Activity ID = SubString(Activity ID,3,4)	Extracts four characters, beginning with the third.	AADRAW000	DRAW

Overview: Creating a log of tasks

You can record internal function calls, or the actions you perform, in an ERRORS.LOG file. This file is created in the user's My Documents folder.

Example: Determining Resource Availability

If the selected resource is one person, a reasonable value may be 8 hours (units) per day (duration). In this case, the Max Units/Time would be 8.00h/ d, or 8 hours of work per day. Similarly, if the selected resource is a department with 5 people, then the Max Units/Time may be 40.00h/ d. This means that 5 people can perform 40 hours of work per day, rather than 1 person performing 8 hours of work per day.

Overview: Removing roles from resources in the Roles dialog box

You can remove a role from a resource in the Resources window, or you can remove a role from a resource in the Roles dialog box.

Overview: Removing roles from resources in the Resources window

You can remove a role from a resource in the Resources window, or you can remove a role from a resource in the Roles dialog box.

Overview: Defining activity percent complete types

You can calculate percent complete according to activity duration, activity units, or according to a physical percent complete that you enter manually for each activity.

Overview: Entering a physical percent complete for activities

A percent complete that is entered manually by the user instead of being calculated by the module is known as a "physical" percent complete.

The default method is to calculate percent complete according to activity duration.

Overview: Updating activity steps

The Physical percent complete for the activity calculates each time you mark or clear a Completed checkbox, edit the Step % Complete, change the weight of a step, or add or remove steps from the activity. To calculate the percent complete, select Physical as the percent complete type.

Overview: Adding weights to steps

Weighted steps enable you to track the progress of an activity based on the number of steps completed. To calculate weighted steps you must first mark the Activity Percent Complete Based on Activity Steps checkbox for the project you want to use (this checkbox is located on the Calculations tab in the Project details view). Then, for each activity containing weighted steps, set the percent complete type to Physical.

When you add a step to an activity that already has steps defined, the default weight for the new step is 1, providing no steps have been marked Completed, and no steps have a Step % Complete of 100%. If some of the steps for the activity have already been completed, the default weight for the new step is 0.

Overview: Changing the global code separator

The global code separator is the character that separates cost account and activity codes to indicate hierarchy levels. The global code separator is used to indicate work breakdown structure (WBS) hierarchy levels if you do not specify a code separator for a project.

More Detail: Administrative categories

Use the following tabs to establish the following default categories and values:

Baseline Types: Create, edit, and delete baseline types. Use these categories to standardize and categorize baselines, and to help benchmark performance across projects.

Expense Categories: Create, edit, and delete expense categories. Use these categories to standardize and categorize project expenses, and organize and maintain expense information.

WBS Category: Create a WBS category and create, edit, and delete WBS category values. Use this category to standardize and categorize WBS elements.

Document Categories: Create, edit, and delete categories for work products and documents. Use these categories to standardize and categorize work products and documents, and organize and maintain work product and document information.

Document Status: Create, edit, and delete document status types. Use these status types to identify the current status of work products and documents within a project.

Risk Categories: Create, edit, and delete risk categories.

Notebook Topics: Create, edit, and delete notebook topics. Use notebook topics to organize related notes about an activity.

Units of Measure: Add, delete, and organize units of measure.

Overview: Creating a document status

You can create status types that you can assign to documents in any project. A document's status helps you determine which documents are approved work products and documents, standards, and deliverables, and if they can be assigned to activities or work breakdown structure elements.

More Detail: Specifying a bar's timescale

Depending on whether an activity, project, or tracking layout is displayed, the options vary for specifying the timeperiod represented by a Gantt Chart bar. Some timeperiods are available for all three layout types. In activity layouts the bars represent dates for an activity; in project layouts, bars represent EPS node or project elements; in tracking layouts, depending on the current view, bars may represent an EPS node, project, or WBS element.

Project and Tracking layout bars

Actual Bar: Represents the Actual Start Date to Actual Finish Date.

Baseline Bar: Represents the baseline's Planned Start Date to the baseline's Planned Finish Date. For closed projects, the dates are derived from the project baseline. For open projects, the dates are derived from the primary baseline.

Current Bar: Represents the Start Date to Finish Date.

Forecast Bar: Represents the Project Planned Start Date to Planned Finish Date.

Performance % Complete Bar: Represents the Performance Percent Complete.

Remain Bar: Represents the Remaining Start Date to Remaining Finish Date.

Note

- ▶ The Performance % Complete bar will not display for negative values.

Activity layout bars

% Complete Bar: Represents the percent complete of the activity.

Actual Bar: Represents the Actual Start Date to Actual Finish Date

Current Bar: Represents the Start Date to Finish Date.

Early Bar: Represents the activity's Early Start Date to Early Finish Date.

Float Bar: Represents the activity's Remaining Finish Date to Late Finish Date where the remaining date is before the late date.

Late Bar: Represents the activity's Late Start Date to Late Finish Date.

Neg Float Bar: Represents the activity's Remaining Finish Date to Late Finish Date where the remaining date is after the late date.

Performance % Complete Bar: Represents the Performance Percent Complete.

Plan Bar: Represents the activity's Planned Start Date to Planned Finish Date.

Primary Baseline Bar: Represents the primary baseline's Project Planned Start Date to the primary baseline's Planned Finish Date.

Project Baseline Bar: Represents the project baseline's Project Planned Start Date to the project baseline's Planned Finish Date.

Remain Bar: Represents the Remaining Start Date to Remaining Finish Date.

Secondary Baseline Bar: Represents the second baseline's Project Planned Start Date to the second baseline's Planned Finish Date.

Tertiary Baseline Bar: Represents the third baseline's Project Planned Start Date to the third baseline's Planned Finish Date.

User Dates: Represents the activity's user start and end dates as defined in the activity columns.

Note

- ▶ The % Complete bar will not display for negative values.

Example: Importing Relationships to External Projects

This example demonstrates how the import actions and the Delete option affect the import of relationships that are linked to activities in external projects.

Update Existing: Update Existing is the default action for the Relationships to External Projects data type. This option looks for matches between the external relationships in the XER file (the export file) and the database. If a match is found, the relationship (e.g., lag value) is updated in the database. If a match is not found, the external relationship from the XER file is added to the database.

Keep Existing: This option looks for matches between the external relationships in the XER file and the database. If a match is found, no changes are made to the external relationship in the database. If a match is not found, the external relationship from the XER file is added to the database.

Do Not Import: This option ignores external relationships in the XER file.

Insert New: This option acts the same as Keep Existing unless the Activities data type import action is set to Insert New. When both Relationships to External Projects and Activities are set to Insert New, the external relationships for the new activities in the database mirror the external relationships in the XER file.

Delete: This option looks for matches between the external relationships in the XER file and the database. If an external relationship is found in the database that does not exist in the XER file, the relationship is removed from the database.

Notes

- ▶ Activity Relationships" privilege to add external relationships to the project. If the user is assigned the "Add/Edit Activities Except Relationships" privilege, the relationships are not imported.
- ▶ Import ignores the external relationship if the external project/external activity was deleted from the enterprise/database.

Importing Options – Resources

If resource security is enabled (you have limited or no resource access), the following restrictions apply when importing resources:

A) Limited resource access:

	Keep Existing	Update Existing	Insert New	Do Not Import
New resource See Note.	The resource is added as a child under your root resource node.	The resource is added as a child under your root resource node.	The resource is added as a child under your root resource node.	
Existing resource (under your root node)		The resource data is updated.	The resource is added as a child under your root resource node. Resource ID is appended by "-1". (For example, if the Resource ID is	
Existing resource (outside your root node)				

			"Labor", the new Resource ID will be "Labor-1")	
--	--	--	---	--

Note:

For XML:

- ▶ If the XML file contains resources that are not in your hierarchy, no items are imported. The system cancels the entire import process and issues an error.
- ▶ If the XML file contains resources in your hierarchy that are in conflict with existing resources outside of your hierarchy in the database, no items are imported. The system cancels the entire import process and issues an error.

B) No resource access:

If you have no resource access, you cannot import resources.

Microsoft Project Importing Options – Resources

If resource security is enabled (you have limited or no resource access), the following restrictions apply when importing resources from a Microsoft Project file:

A) Limited resource access

If the resource to be imported already exists in the resource dictionary:	Keep Existing	Update Existing	Add New Resource
Existing resource you have access to (under your root node)		Resource data is updated.	The resource is added as a child under the resource you selected for Import Under Resource field.* In order to keep resources unique in the resource dictionary, the Resource ID is appended by "-1". (For example, if the Resource ID is
Existing resource you do not have access to (outside your root node)			

		"Labor", the new Resource ID will be "Labor-1")
--	--	---

If the resource to be imported does not exist in the resource dictionary, the Add New Resource checkbox determines whether to add the new resource or not. If the checkbox is marked, the new resources is added under the parent resource selected in the Import Resource Under field.*

* If the selected parent resource for Import Under Resource field is not under your root resource node, this settings will be ignored, and the new resources will be added under your resource root node.

B) No resource access

If you have no resource access, you cannot import resources.

More Detail: Set Resource Analysis Preferences

You can set user preferences to specify which projects to include and which dates and interval you want to use to calculate values for a resource profile.

- 1) To display the Resource Analysis tab, click it.
- 2) If you chose the Show Remaining Bars As, Total Remaining option, to specify which closed projects you want to include, if any, select an option in the All Projects section.
- 3) To specify which dates you want to use to calculate remaining values, in the Time-Distributed Data section, select a date option.
- 4) To specify the interval you want to use for live spread data calculations, in the Interval for Time Distributed Resource Calculations field, select an option.

Note

- ▶ For the most efficient forecast of summary data, We recommend that you select the same interval as specified for the timescale in the profile/spreadsheet.

More Detail: Specifying activity box field widths

A field's width value is specified as a percentage of the total box width. In organizing the fields within the activity box, The Activity Network will attempt to fit as many fields as possible in the first row of the activity box until the combined width of fields are equal to or exceed 100(%). Then it will attempt to fit the remaining fields on the second row of the activity box, continuing on in this fashion until all of the fields listed in the table are displayed in the activity box. Therefore, to display a field on a separate row, increase its width value such that it will no longer fit on its current row with the previous field.

For example, if you want to fit three fields in the same row, you can specify field widths of 33%, 33%, and 34%. If you want to fit the first field on its own row and the second and third fields on a single row, you can specify field widths of 68%, 33%, and 34%.

More Detail: Specifying a date interval format

Calendar: Displays time intervals according to the standard calendar year, for example Month/Year.

Fiscal: Displays time intervals according to the fiscal year, for example FM1/FY2004, FM2/FY2004.

Week of Year: Displays the date intervals as a number for each week of the year, consecutively, beginning with January.

Ordinal Dates: Displays time intervals according to ordinal intervals, based on a start date you specify. If you choose this option, also select a standard date or a custom date.

Importing Options – Projects

If resource security is enabled (you have limited or no resource access), the following restrictions apply when importing activity resource assignments:

- ▶ If Project Import option is Create New Project, Update Existing, Replace Existing or Add into Existing Project:

- ▶ If Global Resource option is set to Do Not Import:

For new resources, no activity resource assignment data is imported.

For existing resources, the Activity Resource Assignments project option determines how the data is imported.

- ▶ If Global Resource option is set to Keep Existing, Update Existing, or Insert New:

For new resources, activity resource assignment data is imported only if you have limited or all resource access (but not "no resource access"). And those resources are imported only if they are in your resource node.

For existing resources, the Activity Resource Assignments project option determines how the data is imported.

- ▶ If Project Import option is Ignore this Project:
 - ▶ No activity resource assignment data is imported.

If you have no resource access, you cannot import activity resource assignments if the resource does not exist in the resource dictionary.

Supported Baseline Fields

When exporting to Excel, you can export the following baseline fields:

BL Project Completed Activities	BL Project Duration	BL Project Expense Cost	BL Project Finish	BL Project In-Progress Activities
BL Project Labor Cost	BL Project Labor Units	BL Project Material Cost	BL Project Nonlabor Cost	BL Project Nonlabor Units
BL Project Not-Started Activities	BL Project Start	BL Project Total Cost	BL1 Completed Activities	BL1 Duration
BL1 Expense Cost	BL1 Finish	BL1 In-Progress Activities	BL1 Labor Cost	BL1 Labor Units
BL1 Material Cost	BL1 Nonlabor Cost	BL1 Nonlabor Units	BL1 Not-Started Activities	BL1 Start
BL1 Total Cost	BL2 Finish	BL2 Start	BL3 Finish	BL3 Start
Variance - BL Project Duration	Variance - BL Project Expense Cost	Variance - BL Project Finish Date	Variance - BL Project Labor Cost	Variance - BL Project Labor Units
Variance - BL Project Material Cost	Variance - BL Project Nonlabor Cost	Variance - BL Project Nonlabor Units	Variance - BL Project Start Date	Variance - BL Project Total Cost
Variance - BL1 Duration	Variance - BL1 Expense Cost	Variance - BL1 Finish Date	Variance - BL1 Labor Cost	Variance - BL1 Labor Units
Variance - BL1 Material Cost	Variance - BL1 Nonlabor Cost	Variance - BL1 Nonlabor Units	Variance - BL1 Start Date	Variance - BL1 Total Cost

Introduction to Resource Security

The administrator can restrict a user's access to resource information. The administrator can enable or disable resource security for each user. When resource security is disabled, the user has access to all resources. When resource security is enabled, the user has access to either none of the resources or a selected part of the resource hierarchy.

How does resource security work?

To enable resource security, the administrator assigns each user to a resource node in the resource hierarchy. This is the user's root node. See **Root Node** (on page 823). Then, the position of the root node in the resource hierarchy determines the resources to which the user has access. Once assigned to a resource node, the user has access only to the root node and all of its children.

The administrator can give each user access to the following:

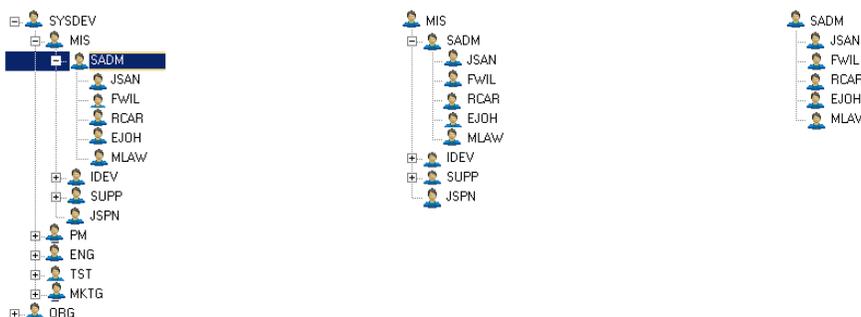
- ▶ All Resources
The user has access to all resources with no restriction. This option disables resource security.
For Admin superusers, resource security access settings are ignored; they are always granted All Resources access. See **Admin superuser** (on page 809).
- ▶ No Resources
The user has no access to resources. This is the default resource access to new users. Also, if a resource is deleted from the resource hierarchy, users that previously had been assigned to the deleted resource automatically get no access to resources.
If a user has no resources access, all global resource-related privileges are ignored.
- ▶ Resource node (Selected Resources)
The user has access to the assigned resource node and its children. You can assign only one node to a user. Multiple resource nodes are not supported.

Notes

- ▶ You need Add/Edit/delete Users global privilege to manage resource security.
- ▶ In the Resource Assignments window you still have access to current project resources. See **Current Project Resources** (on page 812).

Example

The following examples illustrate how resource security applies to users assigned to different resource nodes:



- A) User has access to all B) User is assigned to C) User is assigned to

resources. Resource security is disabled.

resource node MIS. This user has access only to root node MIS and its children.

resource node SADM. This user has access only to root node SADM and its children.

Driving resource

A resource that determines the duration of the activity to which it is assigned. P6 Professional automatically calculates the activity duration based on the quantity to complete and the units per timeperiod of the driving resource.

Defining resources as driving, by marking the Drive Activity Dates by Default checkbox for new resource assignments in the Projects window, Project Details, Resources tab, only establishes its default status; you can change it for any specific assignment.

If an activity has more than one driving resource, the resource that takes the longest to complete determines the duration of the activity.

Other Help Topics

Risks Details

Use the Risks Details to view and edit detailed information about the selected risk. You can also use the Risks Details to define a risk's impact, to select a response, and to define new impacts based on the response. The Risks Details appear in the Risks view.

The available tabs are:

General tab - Risks Details (on page 843)

Impact tab - Risks Details (on page 846)

Activities tab - Risks Details (on page 848)

Description tab - Risks Details (on page 849)

Cause tab - Risks Details (on page 849)

Effect tab - Risks Details (on page 849)

Notes tab - Risks Details (on page 849)

General tab - Risks Details

Use the General tab to record basic information for the selected risk, including the risk's name, status, type, owner, and identification date. This tab also displays dates for when the selected risk may start and finish, as well as the potential cost the risk may impose.

ID: The unique identifier of the selected risk. You can type a new ID.

Name: The name of the selected risk. You can type a new name.

Category: The name for the selected risk's category. Click  to select a new category.

Type: The kind of risk, threat or opportunity. A threat will have a negative impact on your project, while an opportunity will have a perceived benefit to the project.

Owner: The resource that has ownership of the risk. Click  to select a new owner.

Status: The current state of the selected risk's status. You can select a new status.

- ▶ **Proposed:** The risk is identified and awaits approval.
- ▶ **Open:** The risk is approved as a valid risk to the project.
- ▶ **Active:** The risk is currently impacting the project.
- ▶ **Rejected (Closed):** The risk is not seen as a valid risk to the project and therefore will not be tracked and managed by the project manager. The data for this risk cannot be modified once it is closed.

- ▶ **Managed (Closed):** The risk occurred and was successfully managed by the project team and is no longer an active risk. The data for this risk cannot be modified once it is closed.
- ▶ **Impacted (Closed):** The risk occurred, impacted the project and is no longer an active risk. The data for this risk cannot be modified once it is closed.

Exposure Start: The earliest start date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Start date is shown.

Exposure Finish: The latest finish date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Finish date is shown. If there is no Project Finish date, the Project Schedule Finish data is shown. If there is no Project Schedule Finish date, then the Project Must Finish On date is shown. If there is no Project Must Finish On date, then the Project Start date is shown.

Pre-Response Exposure Cost: The potential cost of the risk. The value for the Post-Response Exposure Cost field is based on values selected for the Probability and Cost fields, located under the Pre-Response section on the Risks, Impact tab, and on cost figures associated with the activities assigned to the risk or to the project, if no risk assignments have been made.

The following discussion explains how the application calculates exposure cost. The discussion refers to both the Pre- and Post-Response Exposure Cost fields generically as Exposure Cost fields because both are calculated using the same equation.

The value for the Exposure Cost field is based on the values selected for the Probability and Cost fields, located on the Risks, Impact tab, and on cost figures associated with the activities assigned to the risk or to the project, if no risk assignments have been made.

The application calculates the Exposure Cost value using this equation: Exposure Cost = Planned/Budgeted Total Cost * (Probability Midpoint * Cost Midpoint).

The Planned/Budgeted Total Cost is the sum of the Planned/Budgeted Cost values for each activity assigned to the risk (or the planned project cost, if no activities are assigned to the risk).

The Probability Midpoint is the midpoint of the Probability field value for the selected risk. The Cost Midpoint is the midpoint of the Cost field value for the selected risk. The way each is calculated is discussed below.

Note: The Cost and Probability midpoint for the value Negligible is always zero, so the value of Negligible is not relevant to the following discussion.

The equation for the calculation of Probability Midpoint and Cost Midpoint varies, depending on which values are selected for the Probability and Cost fields:

- ▶ **When using a value between highest and lowest:**

- ▶ When a value of High (50% to 70%), Medium (30% to 50%), or Low (10% to 30%) is selected for the Probability field, then the Probability Midpoint is calculated using this equation: $\text{Probability Midpoint} = (\text{lower range for selected value} + \text{higher range of selected value})/2$. So if the Probability value is Medium (30% to 50%), then the Probability Midpoint is calculated as follows: $(30+50)/2 = 40\%$.
- ▶ When a value of High (20% to 40%), Medium (10% to 20%), or Low (1% to 10%) is selected for the Cost field, then the Cost Midpoint is calculated using the same equation as Probability Midpoint. So if the Cost value is Medium (10% to 20%), then the midpoint is calculated as follows: $(10 + 20)/2 = 15\%$
- ▶ **For highest values:**
 - ▶ When the value Very High (70% or higher) is selected for the Probability field, then the Probability Midpoint is calculated as the midpoint between the lower value and 100%. So the Probability Midpoint for the value Very High (70% or higher) midpoint is calculated as follows: $(70 + 100)/2 = 85\%$.
 - ▶ When the value Very High (40% or higher) is selected for the Cost field, then the Cost Midpoint is calculated using this equation: $((\text{the lower range for the selected value} * 2) + \text{the high range for the selected value})/2$. So the Cost Midpoint for the value Very High (40% or higher) is calculated as follows: $((40 * 2) + 100)/2 = 90\%$.
- ▶ **For lowest values:**
 - ▶ When the value Very Low ($\leq 10\%$) is selected for the Probability field, then the Probability Midpoint is calculated as the midpoint between zero and the upper value. So the Probability Midpoint for the value Very Low is calculated as follows: $(0 + 10)/2 = 5\%$.
 - ▶ When the value Very Low (Up to 1%) is selected for the Cost field, then the Cost Midpoint is calculated as the midpoint between zero and the upper value. So the Cost Midpoint for the value Very Low is calculated as follows: $(0 + 1)/2 = .005\%$.

So if the Planned/Budgeted Total Cost is \$700,689.00, and the Probability Midpoint is Medium (40%), and the Cost Midpoint is Very High (90%), then the Exposure Cost would be calculated as follows: $\$700,689.00 * (.4 * .9) = \$252,248.00$.

Post-Response Exposure Cost: The potential cost of the risk based on the response to the risk. The value for the Post-Response Exposure Cost field is based on values selected for the Probability and Cost fields, located under the Post-Response section on the Risks, Impact tab, and on cost figures associated with the activities assigned to the risk or to the project, if no risk assignments have been made. The equation for calculating Post-Response Exposure Cost is the same as used to calculate Pre-Response Exposure Cost. For more details, see the previous description for Pre-Response Exposure Cost, above.

Identified Date: The date the selected risk was identified. Click to select a new date.

Identified On: The resource who identified the risk. Click to select a new resource.

Impact tab - Risks Details

Use the Impact tab to enter pre-response, response and post-response information, and to view calculated pre- and post-response scores.

Select values in the Pre-Response section to characterize the potential risk in terms of its likelihood of occurring (Probability field), its impact on the schedule (Schedule field), and its impact on cost (Cost field). Together the Schedule and Cost fields are called the impact fields. The application uses the values from the probability and impact fields to calculate a Score, also shown on this tab.

If you choose to respond to a risk you can use the fields in the Response and Post-Response sections. Using the Response fields enables the Post-Response fields. The fields in the Post-Response section mirror those in the Pre-Response section, but they are used to measure the significance of the risk based on the response.

Pre-Response section

Probability: The probability of the risk occurring.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (70% or higher)**
- ▶ **2 - High (50% to 70%)**
- ▶ **3 - Medium (30% to 50%)**
- ▶ **4 - Low (10% to 30%)**
- ▶ **5 - Very Low (Up to 10%)**
- ▶ **6 - N (Negligible)**

Schedule: The impact on the schedule if the risk occurs.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (20% or higher)**
- ▶ **2 - High (10% to 20%)**
- ▶ **3 - Medium (5% to 10%)**
- ▶ **4 - Low (1% to 5%)**
- ▶ **5 - Very Low (Up to 1%)**
- ▶ **6 - N (Negligible)**

Cost: The monetary impact on the project if the risk occurs.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (40% or higher)**
- ▶ **2 - High (20% to 40%)**
- ▶ **3 - Medium (10% to 20%)**
- ▶ **4 - Low (1% to 10%)**
- ▶ **5 - Very Low (Up to 1%)**

▶ 6 - N (Negligible)

Score: The overall risk score based on the values you select for three fields: Probability, Cost, and Schedule. Two of these fields, Cost and Schedule, are known as the impact fields.

The Probability field and each impact field have these possible values: Very High, High, Medium, Low, Very Low, and Negligible. The application uses the highest value selected for the Cost and Schedule fields as the overall impact value. The application determines the Score by plotting the overall impact value with the value entered for Probability, as shown in the table below.

For example, if you enter the value Low for Cost and the value Medium for Schedule, the application uses Medium, the highest of the two, as the overall impact value. The application then uses the table below to determine the Score value by plotting the overall impact and Probability values. The columns in the table represent the overall impact values (Negligible through Very High), while the rows represent the Probability values (Very High through Negligible). The application determines the Score as the number that corresponds to the intersection of the applicable Impact column and Probability row. So, to continue our example, if you entered a value of High for Probability, the Score would display as 14, the number shown where the Impact Medium column intersects the Probability High row.

	Impact Negligible	Impact Very Low	Impact Low	Impact Medium	Impact High	Impact Very High
Probability Very High	0	5	9	18	36	72
Probability High	0	4	7	14	28	56
Probability Medium	0	3	5	10	20	40
Probability Low	0	2	3	6	12	24
Probability Very Low	0	1	1	2	4	8
Probability Negligible	0	0	0	0	0	0

Response section

Response Type: The action to take in response to the score for the risk. If the risk is a threat, the values are Accept, Avoid, Reduce, or Transfer. If the risk is an opportunity, the list of values are Enhance, Exploit, Facilitate, and Reject. Selecting <None> clears a previous selection, if any.

Response Description: The description of the response.

Post-Response section

Probability: The probability of the risk occurring.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (70% or higher)**
- ▶ **2 - High (50% to 70%)**
- ▶ **3 - Medium (30% to 50%)**
- ▶ **4 - Low (10% to 30%)**
- ▶ **5 - Very Low (Up to 10%)**
- ▶ **6 - N (Negligible)**

Schedule: The impact on the schedule if the risk occurs.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (20% or higher)**
- ▶ **2 - High (10% to 20%)**
- ▶ **3 - Medium (5% to 10%)**
- ▶ **4 - Low (1% to 5%)**
- ▶ **5 - Very Low (Up to 1%)**
- ▶ **6 - N (Negligible)**

Cost: The monetary impact on the project if the risk occurs.

- ▶ **<None>** (Clears a previous selection, if any.)
- ▶ **1 - Very High (40% or higher)**
- ▶ **2 - High (20% to 40%)**
- ▶ **3 - Medium (10% to 20%)**
- ▶ **4 - Low (1% to 10%)**
- ▶ **5 - Very Low (Up to 1%)**
- ▶ **6 - N (Negligible)**

Score: The overall risk score based on the values you select for these three fields in the Post-Response section: Probability, Cost, and Schedule. Two of these fields, Cost and Schedule, are known as the impact fields. For more details, see the previous description for Score, above.

Activities tab - Risks Details

Use the Activities tab to assign activities to a risk or to delete activity risk assignments.

Project: The Project ID of the activity assignment.

Activity ID: The Activity ID of the activity assignment.

Activity Name: The Activity Name of the activity assignment.

Start: The current start date of the activity.

Finish: The current finish date of the activity.

Assign: Click to assign activities to the selected risk.

Remove: Click to remove activities from the selected risk.

Description tab - Risks Details

Use the Description tab to record a description of the selected risk.

Description: A description of the selected risk. You can type a maximum of 4000 characters directly in this field.

Cause tab - Risks Details

Use the Cause tab to record causes of the selected risk.

Cause: A description of the cause of the selected risk. You can type a maximum of 4000 characters directly in this field.

Effect tab - Risks Details

Use the Effect tab to record a description of the effects of the selected risk.

Effect: A description of the effect of the selected risk. You can type a maximum of 4000 characters directly in this field.

Notes tab - Risks Details

Use the Notes tab to record notes relating to the selected risk.

Notes: Notes pertaining to the selected risk. You can type a maximum of 4000 characters directly in this field.

Resource Details

Use Resource Details to view and edit detailed information about the selected resource. The Resource Details appear in the **Resources window** (on page 918).

The following tabs are available:

- ▶ **General tab - Resource Details** (on page 852)
- ▶ **Codes tab - Resource Details** (on page 852)
- ▶ **Details tab - Resource Details** (on page 850)
- ▶ **Units & Prices tab - Resource Details** (on page 851)
- ▶ **Roles tab - Resource Details** (on page 850)
- ▶ **Notes tab - Resource Details** (on page 850)

Notes tab - Resource Details

Resource Notes: Displays notes related to the selected resource. You can only view notes in this field; to add or edit notes, you must use the HTML editor.

Modify: Click to add or edit notes for the selected resource in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Roles tab - Resource Details

Role ID: Lists an identification code for the role.

Role Name: Lists the name of the role.

Proficiency: Lists the selected resource's skill level for each assigned role.

Primary Role: Mark the checkbox to indicate that this is the resource's main role. Clear this checkbox if this is a secondary role for this resource.

Assign: Assigns a role to the selected resource.

Remove: Removes the selected role from the selected resource.

Details tab - Resource Details

Resource Type

Labor: Choose to indicate that the selected resource performs labor.

Nonlabor: Choose to indicate that the selected resource does not perform labor.

Material: Choose to measure the selected resource in units other than time.

Unit of Measure: Select a unit of measure to use for the selected material resource.

Note

- ▶ You can define a unit of measure for material type resources in the Admin Categories, Units of Measure tab, in the Admin menu.

Currency and Overtime

Currency: The currency associated with the resource's costs. By default, this field displays the view currency selected in User Preferences when the resource was added. Click  to select a different currency.

Overtime Allowed: Mark to indicate that the selected resource can log overtime hours for assigned activities.

Overtime Factor: The multiplication factor used to calculate the selected resource's overtime price (standard price * overtime factor = overtime price). You can type a new factor. Overtime factors must be between 1 and 10.

Profile

Calendar: The name of the selected resource's assigned calendar. Click  to assign a new shared resource calendar.

Create Personal Calendar: Click to create and assign a personal resource calendar for the selected resource. This button is disabled if the selected resource is already assigned a personal resource calendar or if you do not have the Add/Edit/Delete Resource Calendars global privilege.

Default Units/Time: The units/time applied to all new resources. You can type a new units/time. If you change the default units/time, existing resource assignments are not affected.

Auto Compute Actuals: Mark this checkbox to automatically calculate the selected resource's actual quantity of work according to project plan.

Calculate costs from units: Mark this checkbox to indicate that any new assignments for this resource will have its costs recalculated whenever any quantity changes occur.

Units & Prices tab - Resource Details

Shift Calendar: Displays the resources shift calendar.

Shift: Type or click the arrows to enter the applicable shift number for which you are setting limits, if the shift calendar has more than one shift.

Effective Date: You can set varying limits and prices over time by specifying the effective start date for each change.

Max Units/Time: The number of units available during each workperiod (hour, day, week, or month) of the specified timeframe; you can enter a percentage, or a numeric value followed by a forward slash (/) and the appropriate time duration, depending on your user preference setting for time units.

Price/Unit: Double-click the cell, then type the resource's monetary price per unit. You can customize the columns to add additional price/unit fields. The columns display the names defined in the Admin Preferences dialog box for the rate types.

Add: Click to add additional limits.

Delete: Removes the selected limit.

Note

- ▶ You cannot mix unit types for a specific resource. For example, if there are five Price/Unit values defined for a resource, they must all be hours, or days, or weeks, etc. If there are multiple Price/Unit values defined for a resource and you change one of the units (e.g., from hours to days), the remaining units will all be changed. If you enter a price but not a unit, the default unit is hours.

Codes tab - Resource Details

Resource Code: Lists any assigned resource codes.

Code Value: Lists the values for the assigned code.

Code Description: Lists a description for each code.

Assign: Click to assign a value to the resource for a selected resource code.

Remove: Click to remove a selected resource code from the project.

General tab - Resource Details

Resource ID: The selected resource's ID. You can type a new ID.

Resource Name: The selected resource's name. You can type a new name.

Employee ID: The selected resource's employee identification number, such as an internal ID number or social security number. You can type a new ID number.

Title: The selected resource's job title. You can type a new title.

E-Mail Address: The selected resource's e-mail address. You can type a new e-mail address.

Office Phone: The selected resource's office phone number. You can type a new phone number.

Active: Mark this checkbox to make the resource available for assignment; clear it to indicate an inactive status or unavailability.

Activity Details

Use the Activity Details to view and edit detailed information about the selected activity. The Activity Details appear in the Activities window.

The following tabs are available:

- ▶ **General tab - Activity Details** (on page 853)
- ▶ **Status tab - Activity Details** (on page 855)
- ▶ **Resources tab - Activity Details** (on page 857)
- ▶ **Predecessors tab - Activity Details** (on page 857)
- ▶ **Successors tab - Activity Details** (on page 858)

- ▶ **Codes tab - Activity Details** (on page 859)
- ▶ **Notebook tab - Activity Details** (on page 860)
- ▶ **Steps tab - Activity Details** (on page 859)
- ▶ **Feedback tab - Activity Details** (on page 859)
- ▶ **WPS & Docs tab - Activity Details** (on page 862)
- ▶ **Expenses tab - Activity Details** (on page 861)
- ▶ **Summary tab - Activity Details** (on page 862)
- ▶ **Contract Management Docs tab - Activity Details** (on page 864)
- ▶ **Relationships tab - Activity Details** (on page 864)
- ▶ **Risks tab - Activity Details** (on page 863)

Activity Details appear on several tabs. To specify which tabs you want to display and their order, click the Display Options bar, then choose Bottom Layout Options, or right-click in the Activity Details tab area and choose Customize Activity Details. In addition, the following fields and buttons are available at the top of each tab:

Previous  : Displays information about the previous activity.

Next  : Displays information about the next activity.

Activity: The selected activity's ID. You can type a new ID.

Activity Name: The selected activity's name. You can type a new name.

Project: The ID for the selected activity's project.

General tab - Activity Details

Use the General tab to define general information for the selected activity, including the activity's duration type, activity type, percent complete type, priority level, assigned work breakdown structure (WBS) element, and cost account.

Activity Type: The selected activity's type, or how the activity's schedule is calculated. An activity's type can be Task Dependent, Resource Dependent, Level of Effort, Start Milestone, Finish Milestone, or WBS Summary.

A Task Dependent activity is scheduled according to the activity's calendar rather than calendars of assigned resources.

A Resource Dependent activity is scheduled according to the calendars of assigned resources. This activity type is used when several resources are assigned to the same activity, but may work separately.

A Level of Effort activity has a duration which is determined by its dependent activities. Administration-type activities are typically Level of Effort.

A Start/Finish Milestone is a zero-duration activity with no resources, marking a significant project event.

A WBS summary activity has a duration which is determined by a group of activities that share a common WBS level. Resources that drive activity dates cannot be assigned to WBS summary activities.

You can select a new type.

Duration Type: The basis for estimating the selected activity's completion time. An activity's duration type can be Fixed Units/Time, Fixed Duration & Units/Time, Fixed Units, or Fixed Duration & Units.

For Fixed Units/Time, the resource units per time are constant when the activity duration or units are changed. This type is used when an activity has fixed resources with fixed productivity output per timeperiod. You most often choose this duration type when you are using resource dependent activities.

For Fixed Duration & Units/Time, the activity duration is constant and the units are changed. This type is used when the activity is to be completed within a fixed timeperiod regardless of the resources assigned. You most often choose this duration type when you are using task dependent activities.

For Fixed Units, the activity units are constant when the duration or resource units per time are changed. This type is used when the total amount of work is fixed, and increasing the resources can decrease the activity duration. You most often choose this duration type when you are using resource dependent activities.

For Fixed Duration & Units, the activity duration is constant and the units/time are changed. This type is used when the activity is to be completed within a fixed timeperiod and the total amount of work is fixed. You most often choose this duration type when you are using task dependent activities.

You can select a new duration type.

% Complete Type: The way in which the percent complete for the selected activity is determined

An activity's percent complete type can be Units, Duration, or Physical.

For Duration, the selected activity's Activity % Complete is tied to its Duration % Complete. For Units, the selected activity's Activity % Complete is tied to its Units % Complete. For Physical, you may enter the selected activity's Activity % Complete in the Physical % field on the Status tab.

Activity Calendar: The selected activity's calendar. To select a new calendar, click .

WBS: The selected activity's assigned work breakdown structure (WBS) element. To assign a new WBS element to the selected activity, click .

Responsible Manager: The name of the organizational breakdown structure (OBS) element assigned to the selected activity's WBS element.

Primary Resource: The name of the selected activity's primary resource. The primary resource is the person responsible for the overall work on the activity. To select a new primary resource, click .

Status tab - Activity Details

Use the Status tab to define the selected activity's duration, constraint, start and finish dates, labor and nonlabor units and costs, and material costs. You can also use the Status tab to view the selected activity's float, actuals, and completion percentages.

Duration

Original or Planned: Original or Planned: The expected number of work periods required to complete the selected activity. You can type a new time value and unit.

Actual: The actual number of workperiods spent on the selected activity. If the selected activity is complete, type a new number.

Remaining: The remaining number of workperiods needed to complete the selected activity. If the selected activity is in progress, type a new number.

At Complete: An estimate of the duration at completion time for the selected activity. (At Complete Duration = Actual Duration + Remaining Duration). If the selected activity is in progress, type a new at complete estimate.

Total Float: The amount of time the selected activity can be delayed, without delaying the project's finish date.

Free Float: The amount of time the selected activity can be delayed, without delaying the immediate successor activities.

Status

Started: Mark to indicate that the selected activity has started. The field beside this checkbox displays the activity's project planned start date. If the selected activity has started or is complete, this field displays the activity's actual start date. To select a start date, click .

Finished: Mark to indicate that the selected activity is complete. The field beside this checkbox displays the activity's remaining finish date. If the selected activity is complete, this field displays the activity's actual finish date. To select the actual finish date, click .

Exp Finish: The date the activity's primary resource expects the activity to end. Only the primary resource can edit this date.

When you add an Expected Finish date, the calendar defaults to the date and time of the activity's Early Finish date.

When you edit an Expected Finish date, the calendar defaults to the date and time that is currently in the Exp Finish field.

%: If the selected activity's percent complete type is set to Duration, the selected activity's duration percent complete is calculated from the Original or Planned and remaining duration.

If the selected activity's percent complete type is set to Units, this field displays the selected activity's unit percent complete, as calculated from the actual and remaining units.

If the selected activity's percent complete type is set to Physical, this field displays the selected activity's physical percent complete, which is manually entered.

Note

- ▶ The activity must be started to edit the % field.

Suspend: Enter the date on which the activity's progress stopped.

Note

- ▶ The activity must be started to enter a Suspend date.

Resume: Enter the date on which the suspended activity's progress resumed.

Constraints

Primary: The selected activity's primary constraint type: start on or after, start on or before, finish on, finish on or after, finish on or before, as late as possible, mandatory start, or mandatory finish. You can select a new type.

Date: The selected activity's constraint date. Click  to select a new date.

Secondary: The selected activity's secondary constraint type. This list is filtered based on the value you select in the Primary field. You can select a new type.

Date: The selected activity's constraint date. Click  to select a new date.

Note

- ▶ You can enter a constraint date only after you select a constraint type.

(Non)Labor Units/(Non)Labor Cost/Material Cost

Budgeted or Planned: The expected number of labor or nonlabor units or cost, or material cost the selected activity will use, depending on your current display. You can type a new budgeted or planned value.

Actual: The actual number of labor or nonlabor units or cost, or material cost the selected activity has used, depending on your current display. If the selected activity has started, type a new actual value for units. You can enter actual cost on an activity that has not yet started.

Remaining: The remaining number of labor or nonlabor units or cost, or material cost the selected activity will use, depending on your current display. If the selected activity is in progress, type a new remaining value.

At Complete: An estimate of the labor or nonlabor units or cost, or material cost at the completion of the selected activity (At Complete Units(or Cost) = Actual Units(or Cost) + Remaining Units(or Cost)). If the selected activity is in progress, type a new At Complete estimate.

Resources tab - Activity Details

Use the Resources tab to add, edit, and remove resource assignments for the selected activity, including each resource's budgeted or planned and actual hours for the activity and the role assignment for the activity. You can also define the activity's primary resource and change the rate type used for the resource or role assignment. The rate type determines which price/unit is used to calculate costs for resource and role assignments.

You can change the columns that display under the Resources tab. To change the displayed columns, right-click in the Resources table, then choose Customize Resource Columns.

Resource table: All resources assigned to the selected activity. To sort the display, click a column label.

Add Resource: Assigns a resource to the selected activity.

Add Role: Assigns a role to the selected activity.

Assign By Role: Assigns a resource to the selected activity according to role.

Remove: Removes the selected resource or role from the selected activity.

Predecessors tab - Activity Details

Use the Predecessors tab to add, edit, and remove predecessor relationships for the selected activity.

You can change the columns that display under the Predecessors tab. To change the displayed columns, right-click in the Predecessors table, then choose Customize Predecessor Columns.

Project ID: Identifies the project.

WBS: Lists WBS codes for the selected activity's predecessors.

Activity ID: Lists activity IDs for the selected activity's predecessors.

Activity Name: Lists names of the selected activity's predecessors.

Relationship Type: Lists each predecessor's relationship type for the selected activity. To change a relationship type, double-click it. The following relationship types are available: finish to start, finish to finish, start to start, and start to finish.

Lag: Lists the lag time value associated with each of the selected activity's predecessor relationships. To change a lag time value, double-click it.

Activity Status: Lists the status of each of the selected activity's predecessors.

Primary Resource: Lists the primary resource for each of the selected activity's predecessors. The primary resource is the person responsible for the overall work on the activity.

Assign: Adds a predecessor to the selected activity.

Remove: Removes the selected predecessor from the selected activity.

Go To: Displays the selected predecessor activity's information.

Note

- ▶ To sort the display, click a column label.

Successors tab - Activity Details

Use the Successors tab to add, edit, and remove successor relationships for the selected activity.

You can change the columns that display under the Successors tab. To change the displayed columns, right-click in the Successors table, then choose Customize Successor Columns.

Project ID: Identifies the project.

WBS: Lists WBS codes for the selected activity's successors.

Activity ID: Lists activity IDs for the selected activity's successors.

Activity Name: Lists activity names of the selected activity's successors.

Relationship Type: Lists each successor's relationship type for the selected activity. The following relationship types are available: finish to start, finish to finish, start to start, and start to finish. To change a relationship type, double-click it.

Lag: Lists the lag time value associated with each of the selected activity's successor dependencies. To change a lag time value, double-click it.

Activity Status: Lists the status of each of the selected activity's successors.

Primary Resource: Lists the primary resource for each of the selected activity's successors.

Assign: Adds a successor to the selected activity.

Remove: Removes the selected successor from the selected activity.

Go To: Displays the selected successor activity's information.

Note

- ▶ To sort the display, click a column label.

Feedback tab - Activity Details

Using Activity Details, you can collaborate on activities by entering activity-specific messages or feedback for other users to view; all users who can access the activity can view your feedback and provide their own feedback that you can view.

Notes to Resources: Displays comments about the selected activity aimed at the resources assigned to the activity. All of the activity's resources can view these comments. To add comments, enter them in the text box.

Add: Adds your comments to the Notes to Resources field.

Feedback from Resources: Displays comments about the selected activity from the activity's resources.

New: When a resource for this activity adds or revises notes, the New checkbox is marked. After reviewing the notes, clear the checkbox to indicate that you have reviewed the resource's feedback so that you will be notified of subsequent new feedback.

Add: Adds comments from the text box to the Feedback from Resources field.

Codes tab - Activity Details

Use the Codes tab to add and remove activity code value assignments for the selected activity.

Activity Code: Lists the selected activity's assigned activity codes.

Code Value: Lists the activity code values assigned to the selected activity. To change an activity code value, double-click it.

Description: Describes each activity code value.

Assign: Assigns an activity code and value to the selected activity.

Remove: Removes the selected activity code and value from the selected activity.

Note

- ▶ To sort the display, click a column label.

Steps tab - Activity Details

Use the Steps tab to define the selected activity's steps or procedures.

Step Name: Lists the selected activity's steps or procedures in chronological order. You can select a step.

Completed: Indicates the selected activity's completed steps. To indicate that a step is complete, mark the appropriate checkbox.

Step Description: Displays the name of the selected step and the step's description. You can only view the step description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected step in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Add: Adds a step after the selected step.

Add from template: Adds steps from user-defined activity step templates. See **Activity step templates** (on page 288).

Delete: Deletes the selected step.

 Moves the selected step to an earlier stage in the selected activity.

 Moves the selected step to a later stage in the selected activity.

To add these additional columns, right click on the Steps tab and choose Customize Steps Columns.

Step % Complete: Enter the percent complete for the selected step. This field indicates progress on the step. Step % Complete is used to calculate the activity percent complete when you mark Activity Percent Complete Based on Activity Steps checkbox in the Calculations tab in the Projects window.

Step Weight: Type a value for the weight of the step. The higher the value you enter, the more importance is attached to that step in the activity.

Step Weight Percent: Based on the total weight for all steps in the activity, P6 Professional calculates and displays the percent for each step. This column is 0 percent for nonweighted steps. The step weight percent value is calculated based on the step weights assigned to the activity. For example, assume an activity has four steps: step 1 has a weight of 2, and steps 2, 3, and 4 each have a weight of 1. Step 1 would have a calculated Step Weight Percent of 40 and steps 2, 3, and 4 would each have a calculated Step Weight Percent of 20.

User Defined Field columns: If you are the activity's primary resource, you can add or modify additional information about the step, such as start and finish dates, cost or other text. Define user fields in Enterprise, User Defined Fields. Right-click in the columns area and choose Columns to select the user field columns.

Notebook tab - Activity Details

Use the Notebook tab to define the selected activity's notes.

Notebook Topic: Any note categories or topics for the selected activity. You can select a note topic. Note topics are predefined by the project administrator.

Notebook Description: A description of the selected note. The title of this section changes to match the currently selected Notebook Topic. You can only view notes in this field; to add or edit notes, you must use the HTML editor.

Modify: Click to add or edit notes for the selected notebook topic in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks. This button is enabled only when a notebook topic is assigned to the selected activity.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application. This button is enabled only when a notebook topic is assigned to the selected activity.

Print: Click to print the displayed note. This button is enabled only when a notebook topic is assigned to the selected activity.

Add: Assigns a notebook topic to the selected activity.

Delete: Removes the selected notebook topic from the selected activity.

Expenses tab - Activity Details

Use the Expenses tab to add, edit, and remove expense assignments for the selected activity.

You can change the columns that display under the Expenses tab. To change the displayed columns, right-click the Expenses table, then choose Customize Expense Columns.

Expense Item: Lists the selected activity's expenses. To change an expense, double-click it.

Cost Account: List the Cost Account to which this expense item is assigned. To change the Cost Account, double-click it.

Expense Category: Lists each expense's assigned expense categories for the selected activity. To change an expense category, double-click it.

Accrual Type: Lists accrual type for the selected activity's expenses. The accrual type determines how the expense is distributed: at the start of the activity (front-loaded), the end of the activity (back-loaded), or uniformly across the activity (linear). To change an expense's accrual type, double-click it.

Budgeted or Planned Cost: Lists the expected total cost for each of the selected activity's expenses. To change an expense's budgeted or planned cost, double-click it.

Actual Cost: Lists the actual cost for each of the selected activity's expenses. To change an expense's actual cost, double-click it.

Remaining Cost: Lists the remaining cost for each of the selected activity's expenses. (Remaining Cost = Budgeted or Planned Cost - Actual Cost) To change an expense's remaining cost, double-click it.

At Completion Cost: Lists the at completion cost for each of the selected activity's expenses. (At Completion Cost = Remaining Cost + Actual Cost) To change an expense's at complete cost, double-click it.

Vendor: Lists the business or organization to which each of the selected activity's expenses are payable. To change a vendor, double-click it.

Auto Compute Actuals: Indicates if an expense's actual cost is automatically calculated according to the selected activity's completion percentage. To auto compute an expense, mark the appropriate checkbox.

Add: Adds an expense to the selected activity.

Delete: Deletes the selected expense.

Note

- ▶ To sort the display, click a column label.

Summary tab - Activity Details

Use the Summary tab to view summary information for the selected activity, including the activity's budgeted or planned, actual, and remaining units and costs.

Display Units: Choose to view summary details about the selected activity's budgeted or planned, actual, remaining, percent complete, at completion, and complete variance units for labor, nonlabor, and duration.

Display Cost: Choose to view summary details about the selected activity's budgeted or planned, actual, remaining, percent complete, at completion, and complete variance costs for labor, nonlabor, material, expenses, and total.

Display Dates: Choose to view summary details about the selected activity's current, original or planned, actual, remaining, early, late, and baseline start and finish dates

WPS & Docs tab - Activity Details

Use the WPs & Docs tab to add, edit, and remove work product and document assignments for the selected activity. You can also view details about and/or open an assigned work product or document.

Title: Lists the selected activity's assigned work products and documents. To sort the display, click the Title column label.

Status Code: Displays the status of the selected activity's work products and documents.

Work Product: Mark this checkbox to indicate that the document is a work product.

Assign: Assigns a document to the selected activity.

Remove: Removes the selected work product or document assignment.

Details: Displays details about the selected work product or document.

Risks tab - Activity Details

Use the Risks tab to assign risks to activities or to remove risk assignments from activities.

Risk ID: The unique identifier of the risk or risks assigned to this activity.

Risk Name: The name of the risk or risks assigned to this activity.

Risk Category: The name for the selected risk's category.

Risk Type: The kind of risk, threat or opportunity. A threat will have a negative impact on your project, while an opportunity will have a perceived benefit to the project.

Risk Status: The current state of the selected risk's status.

- ▶ **Proposed:** The risk is identified and awaits approval.
- ▶ **Open:** The risk is approved as a valid risk to the project.
- ▶ **Active:** The risk is currently impacting the project.
- ▶ **Rejected (Closed):** The risk is not seen as a valid risk to the project and therefore will not be tracked and managed by the project manager. The data for this risk cannot be modified once it is closed.
- ▶ **Managed (Closed):** The risk occurred and was successfully managed by the project team and is no longer an active risk. The data for this risk cannot be modified once it is closed.
- ▶ **Impacted (Closed):** The risk occurred, impacted the project and is no longer an active risk. The data for this risk cannot be modified once it is closed.

Risk Owner: The resource that has ownership of the selected risk.

Exposure Start: The earliest start date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Start date is shown.

Exposure Finish: The latest finish date of all activities to which the risk is assigned. If no activities are assigned to the risk, the Project Finish date is shown. If there is no Project Finish date, the Project Schedule Finish date is shown. If there is no Project Schedule Finish date, then the Project Must Finish On date is shown. If there is no Project Must Finish On date, then the Project Start date is shown.

Identified By: The resource who identified the risk.

Identified On: The date the risk was identified.

Description: A description of the risk.

Project: The name of the project with activities associated with this risk.

Assign: Click to assign a risk to the selected activity.

Remove: Click to remove risk from the activity.

Contract Management Docs tab - Activity Details

Use the Contract Management Docs tab to view Contract Management documents associated with the selected activity.

Document: Lists Contract Management documents related to the selected activity.

Type: Lists the document's type, which is defined in Contract Management.

BIC: Lists the person responsible for the document.

BIC Initials: Lists the initials of the responsible person.

View: Displays the selected document.

For Expedition 8.54, the document displays in Expedition Print Preview.

For Contract Management/Expedition 9.0 and higher, enter your Contract Management/Expedition username and password. The document displays in your default web browser.

Refresh: Updates the list of documents to reflect changes made in Contract Management.

Relationships tab - Activity Details

Use this tab to view and manage predecessors and successors from a single Activity Details tab. To enlarge either the Predecessor or Successor area, drag the split bar separating the right and left panes. The Predecessor area functions identically to the Predecessor tab, and the Successor area functions identically to the Successor tab. The data stored on the Relationships tab is synchronized with that on the Predecessors and Successors tabs.

Predecessors

Project ID: Identifies the project.

WBS: Lists WBS codes for the selected activity's predecessors.

Activity ID: Lists activity IDs for the selected activity's predecessors.

Activity Name: Lists names of the selected activity's predecessors.

Relationship Type: Lists each predecessor's relationship type for the selected activity. To change a relationship type, double-click it. The following relationship types are available: finish to start, finish to finish, start to start, and start to finish.

Lag: Lists the lag time value associated with each of the selected activity's predecessor relationships. To change a lag time value, double-click it.

Activity Status: Lists the status of each of the selected activity's predecessors.

Primary Resource: Lists the primary resource for each of the selected activity's predecessors. The primary resource is the person responsible for the overall work on the activity.

Assign: Adds a predecessor to the selected activity.

Remove: Removes the selected predecessor from the selected activity.

Go To: Displays the selected predecessor activity's information.

Note

- ▶ To sort the display, click a column label.

Successors

Project ID: Identifies the project.

WBS: Lists WBS codes for the selected activity's successors.

Activity ID: Lists activity IDs for the selected activity's successors.

Activity Name: Lists activity names of the selected activity's successors.

Relationship Type: Lists each successor's relationship type for the selected activity. The following relationship types are available: finish to start, finish to finish, start to start, and start to finish. To change a relationship type, double-click it.

Lag: Lists the lag time value associated with each of the selected activity's successor dependencies. To change a lag time value, double-click it.

Activity Status: Lists the status of each of the selected activity's successors.

Primary Resource: Lists the primary resource for each of the selected activity's successors.

Assign: Adds a successor to the selected activity.

Remove: Removes the selected successor from the selected activity.

Go To: Displays the selected successor activity's information.

Note

- ▶ To sort the display, click a column label.

Project Expense Details

Use Project Expense Details to view and edit detailed information about the selected expense item. Project Expense Details appear in the **Project Expenses window** (on page 903).

The following tabs are available:

- ▶ **General tab - Project Expense Details** (on page 868)
- ▶ **Activity tab - Project Expense Details** (on page 867)
- ▶ **Costs tab - Project Expense Details** (on page 866)

► **Description tab - Project Expense Details** (on page 866)

Description tab - Project Expense Details

Use this tab to enter a description of the selected expense item.

Expense Description: A description of the selected expense. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected expense in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Costs tab - Project Expense Details

Use this tab to specify cost amounts for the selected expense item, including Budgeted or Planned units, price/unit, budgeted or planned cost, actual cost, and remaining cost. You can also indicate if you want P6 Professional to automatically calculate an expense item's actual cost according to activity completion percentage.

Budgeted or Planned Units: The expected number of units the selected expense's activity will use. You can type a new number.

Actual Units: The actual number of units the expense's activity used. You can type a new amount.

Tip

- To automatically calculate actual units according to the activity's completion percentage, mark the Auto Compute Actuals checkbox.

Remaining Units: The remaining number of units the expense's activity will use (budgeted or planned cost - actual cost).

Before actual expenses are incurred, remaining units should be the same as budgeted or planned units. While the activity is in progress, the remaining units should be updated to reflect the estimated remaining units required for the expense. After the expense is completed, the remaining units should be zero.

You can type a new amount.

At Completion Units: The total number of units used for the selected expense when the associated activity is completed. The at completion units equals the actual units plus the remaining units.

Price/Unit: The selected expense's cost per unit. You can type a new cost.

Note

- ▶ The Price/Unit will always show a positive value.

Unit of Measure: The value used to quantify (or measure) the expense. Examples include yards, cubic feet, and number of items. You can enter a new value.

Budgeted or Planned Cost: The budgeted or planned cost of the selected expense (budgeted or planned units * price/unit). You can type a new amount.

Actual Cost: The actual cost of the selected expense. You can type a new amount.

Tip

- ▶ To automatically calculate actual cost according to the activity's completion percentage, mark the Auto Compute Actuals checkbox.

Remaining Cost: The remaining cost for the selected expense (budgeted or planned cost - actual cost).

Before actual expenses are incurred, remaining cost should be the same as budgeted or planned cost. While the activity is in progress, the remaining cost should be updated to reflect the estimated remaining cost required for the expense. After the expense is completed, the remaining cost should be zero.

You can type a new amount.

At Completion Cost: The total cost for the selected expense when the associated activity is completed. The at completion cost equals the actual cost plus the remaining cost.

Expense % Complete: P6 Professional calculates the expense's percent complete based on the actual and remaining costs for the expense.

Expense % Complete = Actual expense cost / (Actual expense cost + Remaining expense cost)

Auto Compute Actuals: To automatically compute actual and remaining units for the expense based on the budgeted or planned cost and the activity's schedule percent complete, mark this checkbox.

If you mark the Auto Compute Actuals checkbox, P6 Professional automatically updates the actual/remaining units when project actuals are applied. This setting assumes that all work for the activity proceeds according to plan.

Activity tab - Project Expense Details

Use this tab to specify the selected expense item's activity assignment and accrual type. You can also view the item's activity assignment according to work breakdown structure (WBS) element, activity status, and activity start and finish dates.

Activity Name: The name of the activity that incurs the selected expense. To select an activity, click  .

WBS: The code for the WBS element that contains the selected expense's assigned activity.

Accrual Type: The rate at which the selected expense accrues, either as a lump sum at the activity's start or finish date, or uniformly over the duration of the activity. To select a type, click the down arrow.

Activity Status: The status of the activity that incurs the selected expense.

Activity Start: The start date or expected start date for the activity that incurs the selected expense.

Activity Finish: The finish date or expected finish date for the activity that incurs the selected expense.

Primary Resource: The primary resource for the activity that incurs the selected expense.

General tab - Project Expense Details

Expense Item: The name of the selected expense. You can type a new name.

Expense Category: The selected expense's category. To select a category, click . The project administrator defines expense categories in the Admin Categories dialog box.

Vendor: The name of the business or organization to which the selected expense is payable. You can type a new name.

Cost Account: The cost account assigned to the activity that incurs the selected expense. To select a cost account, click .

Document Number: The purchase order or invoice number for the selected expense. You can type a new document number.

Project Issue Details

Use the Project Issue Details to view and edit detailed information about the selected issue. The Project Issue Details appear in the Project Issues window.

The following tabs are available:

- ▶ **General tab - Project Issue Details** (on page 869)
- ▶ **Details tab - Project Issue Details** (on page 869)
- ▶ **Notes tab - Project Issue Details** (on page 868)

Notes tab - Project Issue Details

Use the Notes tab to record a description of the selected issue.

Issue Notes: A description of the selected issue. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected issue in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

Details tab - Project Issue Details

Use the General tab to define general information for the selected issue, including the issue's name and the manager within the OBS structure who is responsible for addressing the issue. You can also assign a priority level, status, and tracking layout to the issue.

Issue Name: The name of the selected issue. You can type a new name.

Responsible Manager: The manager within the OBS structure who is responsible for the selected issue. Click  to select a responsible manager.

Tracking Layout: The name of the tracking layout that best displays the selected issue. Click  to select a predefined tracking layout. To define new tracking layouts, choose Enterprise, Tracking.

Date Identified: The date the selected issue was identified. The current system date is used when you add the issue. You can click  to select a new date.

Identified By: The name of the person who identified the selected issue. If this field displays "Monitor," the threshold monitor identified the selected issue.

Status: The selected issue's status. You can select a new status.

Priority: The selected issue's priority level. You can select a new priority level.

Resolution Date: The date the selected issue was resolved. Use this field in conjunction with the Date Identified to track how long it took to resolve the issue.

General tab - Project Issue Details

Use the General tab to define general information for the selected issue, including the issue's name and the manager within the OBS structure who is responsible for addressing the issue. You can also assign a priority level, status, and tracking layout to the issue.

Issue Name: The name of the selected issue. You can type a new name.

Responsible Manager: The manager within the OBS structure who is responsible for the selected issue. Click  to select a responsible manager.

Tracking Layout: The name of the tracking layout that best displays the selected issue. Click  to select a predefined tracking layout. To define new tracking layouts, choose Enterprise, Tracking.

Date Identified: The date the selected issue was identified. The current system date is used when you add the issue. You can click  to select a new date.

Identified By: The name of the person who identified the selected issue. If this field displays "Monitor," the threshold monitor identified the selected issue.

Status: The selected issue's status. You can select a new status.

Priority: The selected issue's priority level. You can select a new priority level.

Resolution Date: The date the selected issue was resolved. Use this field in conjunction with the Date Identified to track how long it took to resolve the issue.

WBS Details

Use the Work Breakdown Structure Details to view and edit detailed information about the selected WBS element. The Work Breakdown Structure Details appear in the Work Breakdown Structure window.

The available tabs are shown below:

- ▶ **General tab - WBS Details** (on page 874)
- ▶ **Notebook tab - WBS Details** (on page 873)
- ▶ **Budget Log tab - WBS Details** (on page 872)
- ▶ **Spending Plan tab - WBS Details** (on page 872)
- ▶ **Budget Summary tab - WBS Details** (on page 871)
- ▶ **WBS Milestones tab - WBS Details** (on page 871)
- ▶ **WPs & Docs tab - WBS Details** (on page 873)
- ▶ **Earned Value tab - WBS Details** (on page 870)

Earned Value tab - WBS Details

Technique for computing performance percent complete

Activity percent complete: Calculates earned value according to current activity completion percentages.

Use resource curves/future period buckets: Mark to override the Activity Percent Complete type for activities that have a resource curve assigned to, or manually-entered future period bucket values defined for, at least one of the resource assignments. If a curve is assigned, Units Percent Complete is always multiplied by the Budget at Completion to calculate Earned Value.

WBS milestones percent complete: Calculates earned value according to weighted milestones you define on the WBS Milestones tab. Enter a number in the Weight cell indicating the significance of this milestone relative to the others listed. As each milestone completes, the WBS element's percent complete is calculated based on the weight of the completed milestone in relation to the remaining milestones.

0/100: Calculates earned value as 100% only after the activity ends. Until the activity is complete, calculate earned value as 0.

50/50: Calculates earned value as 50% after the activity starts and until the activity ends. After the activity ends, the activity's earned value is 100%.

Custom percent complete: Calculates earned value as a percentage you specify. This percentage applies after the activity starts and until the activity ends. After the activity ends, the activity's earned value is 100%.

Technique for computing Estimate to Complete (ETC)

ETC = remaining cost for activity: Calculates *Estimate to Complete (ETC)* (on page 814) values as the remaining cost to complete an activity (ETC = remaining duration of activity * applicable resource rates).

ETC = PF * (Budget at Completion – Earned Value), where:

PF=1: Calculates Estimate to Complete (ETC) values as *Budget At Completion (BAC)* (on page 810) less *Earned Value Cost* (on page 813).

PF=1/Cost Performance Index: Calculates Estimate to Complete (ETC) values according to a *Performance Factor (PF)* (on page 821) of 1 divided by the *Cost Performance Index* (on page 811) (CPI).

PF=1/(Cost Performance Index * Schedule Performance Index): Calculates Estimate To Complete (ETC) values according to a Performance Factor (PF) of 1 divided by the product of the Cost Performance Index (CPI) and *Schedule Performance Index* (on page 823) (SPI).

PF=: Calculates Estimate To Complete (ETC) values according to a Performance Factor (PF) you specify. The Performance Factor (PF) used to calculate Estimate To Complete (ETC) values. You can type a new factor.

WBS Milestones tab - WBS Details

% Complete: The WBS element's percent complete is calculated based on the weight of the completed milestone in relation to the remaining milestones.

WBS Milestone: Lists the tasks or portions of work signifying a milestone for the selected WBS element. To add new milestones, click Add.

Weight: Type a number indicating the significance of this milestone relative to the others listed.

Completed: Mark the checkbox when each milestone is complete.

Budget Summary tab - WBS Details

All fields on this tab are calculated from values entered in the Budget Log and Spending Plan tab as follows:

Budget

Current Budget: Original budget plus approved budgets.

Unallocated Budget: Current budget minus distributed current budget.

Distributed Current Budget: Sum of current budget values.

Current Variance: Current budget minus the total spending plan.

Spending Plan

Total Spending Plan: Sum of the monthly spending plan.

Undistributed Current Variance: Total spending plan minus the total spending plan tally.

Total Spending Plan Tally: Sum of the monthly spending tally.

Benefit Plan

Total Benefit Plan: Sum of the monthly benefit plan.

Total Benefit Plan Tally: Sum of the monthly benefit plan tally.

Spending Plan tab - WBS Details

Date: Shows spending information by month for the project. The date range spans three months before a project starts to four years after the project start date.

Spending Plan: Specifies how much will be spent on a per monthly basis.

Spending Plan Tally: When an EPS node is selected, this field contains summarized spending information from the projects below it. (calculated field)

Undistributed Current Variance: Equals the spending plan monthly value minus the spending plan tally monthly value.

Benefit Plan: Shows a profit portion of the monthly amount; benefit values are usually entered at the end of a project.

Benefit Plan Tally: When an EPS node is selected, this field contains summarized benefit plan information from the projects below it. (calculated field)

Benefit Variance: Equals the benefit plan tally monthly value minus the benefit plan monthly value.

Budget Log tab - WBS Details

Original Budget: Enter an estimate of the total amount you require for this project in the Original Budget field, including all funding contributions.

Current Budget: Shows the sum of the original budget plus approved budgets. (calculated field)

Proposed Budget: Shows the sum of the original budget plus approved and pending budgets. (calculated field)

Budget Change Log: Enables you to track changes to the original budget.

Date: Shows the date the budget change request was made.

Amount: Record the amount of money required by this change request.

Responsible: Enter the name of the person responsible for the change.

Status: Shows the current status of the change: pending, approved, or not approved. The status for each budget change affects the totals shown in the Current Budget and Proposed Budget fields.

Reason: Enter a reason for the budget change request (optional).

Change Number: Number associated with the change request. Useful for reporting or tracking changes to the original budget.

Notebook tab - WBS Details

Notebook Topic: A list of topics assigned to the selected WBS element. Notebook topics (or categories) are defined in the Notebook Topics tab of the Admin Categories dialog box. Mark the checkboxes to make a topic accessible to projects, EPS nodes, WBS elements, and/or activities. To assign a topic, click Add, select a topic, and then click Assign.

Description: WBS-specific details for the selected topic. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected WBS element in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks. This button is enabled only when a notebook topic is assigned to the selected WBS element.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application. This button is enabled only when a notebook topic is assigned to the selected WBS element.

Print: Click to print the displayed description. This button is enabled only when a notebook topic is assigned to the selected WBS element.

WPs & Docs tab - WBS Details

Title: Lists any work products and documents assigned to the current WBS element.

Assign: Click to view a list of work products and documents that you can select and assign to the WBS element.

Remove: Click to remove the selected work product or document from the selected WBS element.

Details: Click to view details about the selected work product or document.

General tab - WBS Details

General

WBS Code: The selected WBS element's code. You can type a new code.

WBS Name: The selected WBS element's name. You can type a new name.

Status: The selected WBS element's status. You can select a new status.

Responsible Manager: The selected WBS element's assigned, organizational breakdown structure (OBS) element. Click  to select a new OBS element.

Anticipated Dates

Anticipated Start: The user-defined date the project is expected to start; used during the project planning stage, and set at the WBS, EPS, or project level.

Anticipated Finish: The user-defined date the project is expected to finish; used during the project planning stage, and set at the WBS, EPS, or project level.

Work Product and Document Details

Use Work Product and Document Details to view and edit detailed information about and/or open the selected work product or document. You can also use Work Product and Document Details to assign the selected work product or document to work breakdown structure (WBS) elements and activities.

These are the available tabs:

- ▶ **General tab - Work Product and Document Details** (on page 875)
- ▶ **Description tab - Work Product and Document Details** (on page 875)
- ▶ **Files tab - Work Product and Document Details** (on page 875)
- ▶ **Assignments tab - Work Product and Document Details** (on page 874)

Assignments tab - Work Product and Document Details

WBS Code: Lists codes for work breakdown structure (WBS) elements to which the selected work product or document is assigned. To remove a work product or document assignment, select the assignment you want to remove, then click Remove. To sort the display, click the WBS Code column label.

Activity ID: Lists IDs for activities to which the selected work product or document is assigned. To sort the display, click the Activity ID column label.

Activity Name: Lists the names of activities to which the selected work product or document is assigned. To sort the display, click the Activity Name column label.

Assign: Assigns the selected work product or document to a WBS element or activity.

Remove: Removes the selected work product or document assignment.

Files tab - Work Product and Document Details

Private Location: The selected work product or document's private file location. Only P6 Professional users can view this file. Click  to select a new private file location.

Launch: Opens the selected work product or document's private file and its associated application.

Public Location: The selected work product or document's publicly-accessible file location. All project participants can view this file. Click  to select a new public file location.

Launch: Opens the selected work product or document's public file and its associated application.

Description tab - Work Product and Document Details

Description: A description of the selected work product or document. You can only view the description in this field; to add or edit a description, you must use the HTML editor.

Modify: Click to add or edit the description for the selected work product or document in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application.

Print: Click to print the displayed description.

General tab - Work Product and Document Details

Title: The selected work product or document's name. You can type a new name.

Version: The selected work product or document's version number. You can type a new number.

Revision Date: The date of the selected work product or document's last update. Click  to select a new date.

Document Category: A classification used to organize various document types. For example, you could create document categories for purchase orders, specification documents, or change orders.

Author: The person who created the selected work product or document. You can type a new name.

Reference No.: The selected work product or document's reference or catalog number. You can type a new number.

Status: The selected work product or document's status for the open project. You can select a status.

Deliverable: Mark this checkbox to indicate that the work product or document is a project deliverable.

Project Threshold Details

Use the Project Threshold Details to view or modify information about the selected thresholds. See **Thresholds** (on page 336). The Project Threshold Details appear in the Project Thresholds window.

These are the available tabs:

- ▶ **General tab - Project Threshold Details** (on page 877)
- ▶ **Details tab - Project Threshold Details** (on page 876)

Note

- ▶ To sort the display, click a column label.

Details tab - Project Threshold Details

Use the Details tab to define the timeframe during which you want to monitor the thresholds and to view threshold issues. See **Thresholds** (on page 336).

Monitor Time Window

From Date: The beginning of the timeframe used to monitor the selected threshold. To specify a date, click .

To Date: The end of the timeframe used to monitor the selected threshold. To specify a date, click .

Threshold Issues

Issue: If the selected threshold has been monitored, lists the issues that have been identified.

Status: Lists each issue's status.

Priority: Lists each issue's priority level.

Resolution Date: Lists the date that the issue was resolved.

Go To: Displays details about the selected issue in the **Project Issues window** (on page 905).

Delete: Deletes the selected issue.

General tab - Project Threshold Details

Threshold Parameter: The specific parameter, or condition, that will be monitored. To select a parameter, click .

Lower Threshold: The selected threshold's lower numeric value. Type a value.

Upper Threshold: The selected threshold's upper numeric value. Type a value.

Note

- ▶ If the Use the assigned calendar to specify the number of work hours for each time period checkbox is marked (Admin Preferences, Time Periods tab), then the module converts, stores, and displays the threshold values using the hours per time period defined in the default global calendar. Otherwise, the hours per time period from the Admin Preferences dialog box are used.

WBS to Monitor: The code for the work breakdown structure (WBS) element to which the selected threshold applies. To select a WBS element, click .

Detail to Monitor: The level at which you want to monitor the selected threshold: WBS or activity. To select a monitor level, click the down arrow.

Responsible Manager: The manager within the organizational breakdown structure (OBS) who is responsible for the selected threshold's issues. To select a responsible manager, click .

Tracking Layout: The tracking layout that will be used to display the selected threshold's issues. To select a tracking layout, click .

Status: The selected threshold's status. To select a status, click the down arrow.

Note

- ▶ Issues are not identified for disabled thresholds.

Issue Priority: The priority level for issues generated by the selected threshold. To select a priority level, click the down arrow.

Resource Assignments Details

Use the Resource Assignments Details to view and edit detailed information about the selected resource assignment. The Resource Assignments Details appear in the **Resource Assignments window** (on page 915).

These are the available tabs:

- ▶ **General tab - Resource Assignments Details** (on page 878)
- ▶ **Planning tab - Resource Assignments Details** (on page 878)

Planning tab - Resource Assignments Details

Budgeted or Planned Units: The expected number of units the selected resource/role assignment will use for the activity.

Budgeted or Planned Units/Time: The expected number of units the resource/role assignment is available during the workperiod.

Original or Planned Duration: The planned working time for the resource/role assignment on the activity.

Actual Units: The actual number of units worked by the resource/role on this activity.

Remaining Early Units: The remaining units of work to be performed by this resource/role assignment on this activity.

Remaining Units/Time: The units per time at which the resource/role will be performing work on the remaining portion of the activity.

Remaining Duration: The remaining working time for the resource/role assignment on the activity.

General tab - Resource Assignments Details

Resource: The resource assignment for the activity. Click  to select a different resource.

Role: The role assignment for the activity. Click  to select a different role.

Activity Name: The name of the activity to which the resource/role is assigned.

Cost Account: The cost account associated with the resource/role assignment. Click  to select a different cost account.

Price/Unit: The selected resource/role assignment's cost per unit.

Rate Type: Determines which price/unit is set on the resource/role assignment. You can choose a new rate type.

Primary Resource: Mark to indicate the selected resource assignment is the primary resource for the activity.

Project Details

Use the Project Details to view and edit detailed information about the selected project. The Project Details appear in the **Projects window** (on page 908).

These are the available tabs:

- ▶ **General tab - Project Details** (on page 888)
- ▶ **Dates tab - Project Details** (on page 887)
- ▶ **Notebook tab - Project Details** (on page 887)
- ▶ **Budget Log tab - Project Details** (on page 886)

- ▶ **Spending Plan tab - Project Details** (on page 886)
- ▶ **Budget Summary tab - Project Details** (on page 885)
- ▶ **Funding tab - Project Details** (on page 885)
- ▶ **Codes tab - Project Details** (on page 884)
- ▶ **Defaults tab - Project Details** (on page 884)
- ▶ **Resources tab - Project Details** (on page 883)
- ▶ **Settings tab - Project Details** (on page 882)
- ▶ **Calculations tab - Project Details** (on page 879)
- ▶ **Contract Management tab - Project Details** (on page 879)

Contract Management tab - Project Details

Use this tab to link your project to a **Contract Management** (on page 810) project. Linking your project to a Contract Management project enables you to import Contract Management schedule dates, cost information, the Activity Codes dictionary, and the Cost Accounts dictionary. You can also view Contract Management with your project's activities. Before you can link your project, you must first set up access to Contract Management in the Admin Preferences, Options tab.

Allow this Project to link with a Contract Management Project: Indicates whether or not the project is linked to a project in Contract Management.

Group Name: Project Name: The name of the Contract Management/Expedition project your project is linked to. The Group Name indicates the name of the Contract Management/Expedition project the project belongs to.

Click  to select a different project. Select the name of the Contract Management/Expedition project to link to your project, then click the Select button.

Prompt for login name and password when logging in: Choose this option if security is an issue. You will be prompted for your login name and password when accessing Contract Management/Expedition project.
the following login name and password: Choose this option if security is not an issue. Type the login name and password for the Contract Management version you are connecting to.

Calculations tab - Project Details

Use this tab to specify how to calculate cost and estimate resource use when you update activities in the selected project.

Activities

Default Price/Unit for activities without resource or role Price/Units: The project's default cost of work for activities with no resources or roles. Activities may have labor/ nonlabor units with no assigned resources/roles or resources/roles that do not have prices. In such cases, this setting is used to calculate the cost for activities. To change the default price, type a new amount, followed by a forward slash (/) and time unit.

Activity percent complete based on activity steps: Mark to base percent complete on activity steps when using the physical percent complete type.

Link Planned or Budget and At Completion for not started activities: When this option is checked, Budgeted or Planned, Remaining, and At Completion values are set to equal for not started activities. If you want to baseline, or hold constant, the Budgeted or Planned values in your project plan while recording updates to Remaining or At Completion values, unmark the checkbox to turn off this option. When this option is off, Budgeted or Planned values for a Not Started activity are retained when you update its Remaining or At Completion values.

Notes

- ▶ If a Not Started activity has Actual Costs, Planned Cost and At Completion Cost are always unlinked, regardless of the setting for this option.

When the Link option is turned on and status of an activity is changed from Started to Not Started or, if you change the Link option from unlinked to linked, P6 Professional observes the 'Reset Planned or Original Duration and Units to Remaining' setting (described below) to determine how to recalculate values.

- ▶ If you manually plan future period resource distribution, this setting affects the values you enter in future period buckets. This is how:
 - For not started activities, if this setting is marked, the total planned values of the budgeted or planned Units and Remaining (Early) Units for the assignment will always be equal. For example, when you enter a value for a future period in the budgeted or planned Units field of the Resource Usage Spreadsheet, the Remaining (Early) Units field is automatically populated with the same value; the reverse is also true. If this setting is not marked, you can enter different values for the same future period in the budgeted or planned Units and Remaining (Early) Units fields; in this case, the total values for each field are calculated independently for the assignment.
 - For activities that are in progress, you can always enter different future period values in the budgeted or planned Units and Remaining (Early) Units fields.

Reset Planned or Original Duration and Units to Remaining: Choose this option to recalculate the Planned duration and dates based on the At Completion duration and Remaining dates and recalculate Planned units based on the At Completion units for activities and assignments. If an activity does not have actual costs, the Planned Cost, At Completion Cost, and Estimate to Complete are equal.

Reset Remaining Duration and Units to Planned or Original: Choose this option to recalculate the At Completion duration and Remaining dates based on the Planned duration and dates, and recalculate At Completion units based on the Planned units on activities and assignments. If an activity does not have actual costs, the Planned Cost, At Completion Cost, and Estimate to Complete are equal.

Resource Assignments

When updating Actual Units or Cost

Add Actual to Remaining: Choose to calculate a new At Complete as the sum of the actual and remaining units or costs.

At Complete = Actual (units or costs) + Remaining (units or costs)

When working with a cost-plus contract, use this option to determine the true At Complete. Actual units and costs are normally calculated using this option.

Subtract Actual from At Completion: Choose to calculate the remaining units or costs as the difference between the At Complete and Actual units or costs.

Remaining (units or costs) = At complete (units or costs) - Actual (units or costs)

When working with a fixed-price contract that must be accomplished within a fixed budget, use this option. This approach tracks the amount remaining before you exceed the budget.

Recalculate Actual Units and Cost when duration % complete changes: Mark to estimate actual units and costs as

Actual (units or costs) = budgeted or planned (units or costs) * Duration % Complete

If an activity does not have any resource assignments, Actual units or costs are calculated using the activity's budgeted or planned units or costs.

P6 Professional performs these calculations whenever you update the Duration % complete.

Values you specify override the module's calculated values. If you do not mark the checkbox, the module does not estimate actuals and the actual fields remain blank unless you specify values.

Notes

- ▶ To calculate costs using this option, you must mark Calculate costs from units on the Details tab of Resource Details.
- ▶ Choosing this option will recalculate actual units and costs only for fixed duration activities (Fixed Duration & Units/Time, Fixed Duration & Units).
- ▶ This setting enables P6 Professional to calculate only the actual units or costs when Duration % complete is updated. Duration % complete will not be calculated if you update the actual units or costs.
- ▶ If a curve is assigned to a resource assignment, the resource assignment's Actual (units or costs) = % of the curve area (based on the Duration % Complete) * Budgeted or Planned (units or costs). The assignment's Actual (units or costs) will roll up to the activity.
- ▶ To enable this option, the user must have the project privilege Edit Project Details except Costs/Financials. Choose Admin, Security Profiles to check the project privilege.

Update units when costs change on resource assignments: Mark this checkbox for P6 Professional to recalculate units when costs are updated for the assignment. Cost changes, such as modifying the remaining cost for activities, cause P6 Professional to recalculate units.

Link actual to date and actual this period units and costs: Mark this checkbox for P6 Professional to recalculate actual or actual this period units and costs when one of these values is updated. P6 Professional marks this option by default. This option must be marked if you plan to store period performance or edit past period actuals for a project.

Settings tab - Project Details

Use this tab to view and specify summarization information and project-level settings for the project. The fields on the Settings tab instruct P6 Professional how to summarize data for the EPS node or project when you use the Summary service to perform summary calculations automatically at scheduled intervals or on demand. The Settings tab also includes the settings for the first month of the fiscal calendar, the character for separating code fields for the WBS hierarchy, and defining the critical activities.

Summarized Data

Contains Summarized Data Only: Mark this checkbox if you want P6 Professional to maintain only summarized data (no individual activities) for this project. This enables an organization to keep summary-level data for projects managed externally from the P6 Professional database, and allows the P6 Professional Summary service to summarize data from external Microsoft Project .MPD format files and import this data into the P6 Professional database for summary-level tracking and reporting.

Last Summarized On: Noneditable date field that displays the last time data was summarized.

Summarize to WBS Level: Maximum summary WBS levels stored in the database.

Summarize Projects Based On: Choose whether you want the summarizer to calculate and display summarized resource data based on project-level or activity-level resource assignments. Typically, use the High Level Resource Planning option for future projects that are currently planning only high-level resource allocation requirements, or for projects that are underway, but for which you do not want to assign resources at a detailed activity-level. Use the Detail Activity Resource Assignments option for in-progress projects when you want to review detailed activity-level summarized data, for example, for earned value reporting.

Project Settings

Character for Separating Code Fields for the WBS Tree: The character that separates codes for work breakdown structure elements to indicate hierarchy levels. You can type a new character.

Fiscal Year Begins on the 1st Day Of: The month the project's fiscal year begins. You can select a new month.

Baseline for earned value calculation: Choose to calculate earned value using the project baseline or your primary baseline (as defined in the Assign Baselines dialog box).

Critical Activities

Define critical activities

Total Float less than or equal to: Choose to identify your critical activities based on total float. Specify the maximum float time for activities before they are marked critical. You can type a new number and time unit.

Longest Path: Choose Longest Path if you want to identify your critical activities based on the longest path in the project network.

If your project uses multiple calendars, defining critical activities based on the longest path in the project provides an alternative to viewing critical activities based on float. Defining float in a multicalendar project is more complicated, since P6 Professional bases float calculations on calendar definitions, including workperiods, holidays, and exceptions. Using float to identify critical activities may prove misleading, since some activities have large float values due to their calendar assignments but are still critical to the completion of the project.

In a multicalendar project, P6 Professional calculates the longest path by identifying the activities that have an early finish equal to the latest calculated early finish for the project. P6 Professional identifies all driving relationships for these activities and traces them back to the project start date.

Resources tab - Project Details

Use this tab to specify the project's resource default rate type for new assignments and whether resources can be assigned to the same activity more than once.

Assignment Defaults

Click  to select the default rate type for new resource and role assignments in the project. The rate type determines which price/unit is set on the assignment. For resources, the list corresponds to the rate types defined in the Rate Types tab in the Admin Preferences dialog box. For roles, the list corresponds to the rate types defined in the Prices tab of the Roles dialog box. This setting does not affect existing assignments.

Drive activity dates by default: Mark to allow the assignment finish dates to roll up to the activity finish dates for new resource and role assignments. Clear to allow the resource/role dates to be independent of the activity dates. P6 Professional marks this option by default.

Resource Assignments

Resources can be assigned to the same activity more than once: Mark to allow the same resource to be assigned to an activity more than once.

Defaults tab - Project Details

Use this tab to specify the selected project's default settings.

Defaults for New Activities

Duration Type: The default duration type for activities in the project. You can select a new duration type. If you change the default duration type, P6 Professional only applies the default duration type to new activities. Changing this setting does not affect existing activities.

Percent Complete Type: The default percent complete type for activities in the project. You can select a new default percent complete type. If you change the default percent complete type, P6 Professional only applies the default percent complete type to new activities. Changing this setting does not affect existing activities.

Activity Type: The default activity type for activities in the project. You can select a new default activity type. If you change the default activity type, P6 Professional applies the default activity type only to new activities. Changing this setting does not affect existing activities. If you add a new project, the default is set to Task Dependent.

Cost Account: The default cost account for resource assignments to activities and project expenses in the project. Click  to select a new default cost account.

Calendar: The default calendar for activities in the project. Click  to select a new default calendar. If you change the default calendar for new activities, P6 Professional only applies the default calendar to new activities. Changing this setting does not affect existing activities.

Auto-numbering Defaults

Activity ID Prefix: The prefix to use for IDs when manually adding new activities to a project.

Activity ID Suffix: The suffix to use for IDs when manually adding new activities to a project.

Increment: The increment used for IDs when manually adding new activities to a project.

Increment Activity ID Based on Selected Activity: Mark to increment IDs based on the selected activity when manually adding an activity to the project. For example, if the increment is set to 10 and you select activity AB150, if you add a new activity, its ID will be AB160. Or, if you select activity AB155, and add a new activity, the new activity's ID will be AB165.

Codes tab - Project Details

Use this tab to assign project code values to the project. Add project codes and values using the Enterprise, Project Codes command.

Project Code: Displays project codes for the selected project.

Code Value: Displays the project code value currently assigned to the project for the project code.

Code Description: Displays the project code value description. You can modify value descriptions in the Project Codes dialog box.

Assign: Enables you to assign a value to the project for a selected project code.

Remove: Removes the selected project code from the project.

Funding tab - Project Details

Use this tab to view or assign the nonprofit, government-allocated, or other funding sources available for the selected node/project. To define funding sources, choose Enterprise, Funding Sources.

Funding Source: List of assigned funding sources for the selected node/project. Click Add to assign a funding source.

Amount: Enter the amount of money allocated to the current project/node by each fund.

Fund Share: Enter the percentage of the total fund that is allocated to the current project/node.

Budget Summary tab - Project Details

Use this tab to view summary budget information for projects and EPS nodes. All fields on this tab are calculated from values entered in the Budget Log and Spending Plan tab as follows:

Budget

Current Budget: Original budget plus approved budgets.

Unallocated Budget: Current budget minus distributed current budget.

Distributed Current Budget: Sum of current budget values.

Variance

Current Variance: Current budget minus the total spending plan.

Spending Plan

Total Spending Plan: Sum of the monthly spending plan.

Undistributed Current Variance: Total spending plan minus the total spending plan tally.

Total Spending Plan Tally: Sum of the monthly spending tally.

Benefit Plan

Total Benefit Plan: Sum of the monthly benefit plan.

Total Benefit Plan Tally: Sum of the monthly benefit plan tally.

Spending Plan tab - Project Details

Use this tab to view or record spending information for the project.

Date: Shows spending information by month for the project. The date range spans three months before a project starts to four years after the project start date.

Spending Plan: Specifies how much will be spent on a per monthly basis.

Spending Plan Tally: When an EPS node is selected, this field contains summarized spending information from the projects below it.

Undistributed Current Variance: Equals the spending plan monthly value minus the spending plan tally monthly value.

Benefit Plan: Shows a profit portion of the monthly amount; benefit values are usually entered at the end of a project.

Benefit Plan Tally: When an EPS node is selected, this field contains summarized benefit plan information from the projects below it.

Benefit Variance: Equals the benefit plan tally monthly value minus the benefit plan monthly value.

Budget Log tab - Project Details

Use this tab to view or modify budget information for the current project/node.

Original Budget: Enter an estimate of the total budgeted or planned amount you require for this project, including all funding contributions.

Current Budget: Shows the sum of the original budget plus approved budgets.

Proposed Budget: Shows the sum of the original budget plus approved and pending budgets.

Budget Change Log: Enables you to track changes to the original budget.

Date: Shows the date the budget change request was made.

Amount: Record the amount of money required by this change request.

Responsible: Enter the name of the person responsible for the change.

Status: Shows the current status of the change: pending, approved, or not approved. The status for each budget change affects the totals shown in the Current Budget and Proposed Budget fields.

Reason: Enter an optional reason for the budget change request.

Change Number: Number associated with the change request. Useful for reporting or tracking changes to the original budget.

Notebook tab - Project Details

Use this tab to view or modify project details, such as the project's purpose, core requirements, tools or techniques, or any other project-specific information.

Notebook Topic: A list of topics assigned to the selected node/project. Notebook topics (or categories) are defined in the Notebook Topics tab of the Admin Categories dialog box. Mark the checkboxes to make a topic accessible to projects, EPS nodes, WBS elements, and/or activities. To assign a topic, click Add, select a topic, and then click Assign.

Detail: Project-specific details for the selected topic. The title of the Detail area is the notebook topic name. You can only view the notes in this field; to add or edit notes, you must use the HTML editor.

Modify: Click to add or edit the notes for the selected notebook topic in an HTML editor. In the editor, you can format text, insert pictures and tables, copy and paste information from other document files (while retaining formatting), and add hyperlinks. This button is enabled only when a notebook topic is assigned to the selected project.

Copy: Click to copy the selected text. After copying text, you can paste it into the HTML editor or into another application. This button is enabled only when a notebook topic is assigned to the selected project.

Print: Click to print the displayed notes. This button is enabled only when a notebook topic is assigned to the selected project.

Dates tab - Project Details

Use this tab to view or modify dates for the selected project.

Schedule Dates

Project Planned Start: The start date of the project.

Must Finish By: A date constraint placed on the project end date.

When you add a must finish by date, the calendar defaults to the date and time of the project's finish date. When the Finish is blank, the calendar defaults to the current system date and time.

When you edit the must finish by date, the calendar defaults to the date and time currently in the Must Finish By field.

Data Date: The date used as the starting point to calculate the schedule.

Finish: The latest early finish date calculated when P6 Professional last scheduled the project.

Actual Start: The actual start date of the project, if the project has started.

Actual Finish: The actual finish date of the project, if the project has finished—all activities in the project have actual finish dates.

Anticipated Dates

Anticipated Start: The user-defined date the project is expected to start; used during the project planning stage, and set at the WBS, EPS, or project level.

Anticipated Finish: The user-defined date the project is expected to finish; used during the project planning stage, and set at the WBS, EPS, or project level.

Note: The following applies only to a project that has no activities: The application uses the Project Planned Start date as the Start date if no Anticipated Start is defined; if Anticipated Start is defined, then it is used as the Start date. The Finish date is blank if no Anticipated Finish is defined; if Anticipated Finish is defined, then it is used as the Finish date.

General tab - Project Details

Use this tab to view or modify general information for the selected project or node.

EPS ID/Project ID: The node/project identifier. You can type a new unique ID in this field or directly in the ID cell within the hierarchy display.

EPS Name/Project Name: The node/project name. You can type a new name in this field or directly in the name cell within the hierarchy display.

Status: The status of the selected project (not applicable for EPS nodes). Use status to identify active or inactive projects. You can also select What If status for analysis before establishing a more permanent project schedule, or Planned status for use during the project planning phase.

Responsible Manager: The node's/project's assigned organizational breakdown structure (OBS) element. A responsible manager is required for each level of the EPS. You can edit this name or click  to select a different OBS element.

Note

- ▶ To change the responsible manager for a project, a user must have Project Superuser access rights.

Project Leveling Priority: A user-defined rank of the project among other projects used during leveling. P6 Professional uses this number to determine which assignments from other projects to consider within the leveling run. For example, if you specify 5 in the Consider Assignments in Other Projects With Priority Equal/Higher Than field of the Level Resources dialog box, P6 Professional considers all projects with a project leveling priority of 1, 2, 3, 4, and 5.

Enter a value from 1 (highest priority) to 100 (lowest priority).

Check Out Status: Indicates whether a project is being used remotely. This feature enables version-control of projects. You can also change the status of the project to "checked in" or "checked out". For example, if a project was checked out, no changes were made, and you would like to work with the project from the live database without having to import the project, change the status to "checked in."

Checked Out By: The name of the user that checked out the project. This field is blank when the Check Out Status is Checked In.

Date Checked Out: The date and time the user checked out the project. This field is blank when the Check Out Status is Checked In.

Project Web Site URL: The project's Web site address, if applicable.

Launch: Launches the Web site specified in the Project Web Site URL field.

How - Select calculation options for resource and role assignments topic

When you add or replace an assignment to an activity that already has an existing assignment with manual future period values, the module adheres to your User Preference settings for assignment staffing, as described below.

Replacing a resource assignment

When you replace the resource or role assigned to an activity, any manual future period values entered for that assignment are preserved with the new assignment.

Adding a resource assignment to an activity that has an existing resource assignment

When you add a resource assignment to an activity that already has an existing resource assignment with manual future period values, the module adheres to your setting in the 'When assigning a resource to an existing activity assignment' field. If you choose to 'Always use the new resource's Units/Time and Overtime factor,' the manual future period values of the existing resource assignment may be respread across future period buckets based on the new resource's values. If you choose to 'Always use current assignment's Units/Time and Overtime factor,' unit values for the new resource are spread evenly over future period buckets and the manual future period values for the existing resource assignment are not changed.

Adding a resource assignment to an activity that has an existing role assignment, or vice versa

When you add a resource assignment to an activity that already has an existing role assignment with manual future period values (or vice versa), the module adheres to your setting in the 'When a resource and role share an activity assignment' field. If you choose to 'Always use resource's Price per Unit,' the manual future period values for the existing role assignment may be respread across future period buckets based on the new resource's values. Likewise, if you choose to 'Always use role's Price per Unit,' the manual future period values for the existing resource assignment may be respread across future period buckets based on the new role's values.

Here are some other considerations - Export projects to a Microsoft Project file

When you export a project that contains manual future period assignment values to MSP:

- ▶ Manual future period buckets are imported to MSP as a Contoured curve.
- ▶ If the Timescale Units setting in MSP is smaller than the setting in the P6 export file (as specified in the 'Interval for time-distributed resource calculations' field in User Preferences), the manual future period buckets are spread linearly across the smaller timescale in MSP. If you change the MSP timescale setting to match the P6 Professional timescale setting, the buckets will display the proper values.
- ▶ Since MSP does not use forecast dates, if the P6 export file displays time-distributed data using forecast dates (as specified in User Preferences, Resource Analysis tab), assignments with manual future period buckets are spread linearly in MSP.
- ▶ For manually-planned assignments to activities with suspend and resume dates, MSP honors the suspend and resume dates and spreads the budgeted or planned unit values accordingly in the Baseline Work field; however, because P6's Actual Units and Remaining (Early) Units are combined into MSP's Actual Work field, MSP only honors actual and remaining values up to the Suspend Date or the Data Date, depending on when the activity's suspend and resume dates fall. If the suspend and resume dates are both before the Data Date, MSP spreads the Actual Work up to the Data Date; if only the Suspend Date is before the Data Date, MSP spreads the Actual Work up to the Suspend Date.

WPs & Docs tab - Attribute Details dialog box

WPs & Docs table: Lists titles and reference numbers for work products and documents assigned to activities in the selected attribute.

WPs & Docs tab - WBS Details dialog box

WPs & Docs table: Lists titles and reference numbers for work products and documents assigned to activities in the selected WBS.

Moving EPS-level activity codes

You may want to create EPS-level activity codes at the highest root level of the EPS so that all projects under this EPS level can access these activity codes. See **EPS (Enterprise Project Structure)** (on page 813). The following information explains how the codes are handled if you cut, copy, or paste to move a project with EPS-level activity codes to a different EPS level, based on the following EPS example.

```
EPS 1 - EPS Code Location
  Project A
  EPS 2
    EPS 3 - EPS Code Department
      Project B
```

If you move a project to its parent EPS level, and the parent EPS does not have the same EPS-level activity code assigned to it, a project level activity code with the same code name and values is created, under the parent EPS. For example, if Project B is copied to the EPS 2 level, the code Department will be copied as a project level activity code in the new EPS 2 level project. All assignments will remain the same.

If you move a project to a different branch or child of the EPS, a project level activity code is created. For example, if you move Project A to EPS 2 or EPS 3, the Location code will be a new project level activity code in the new EPS.

Note

- ▶ Any code associated with an EPS-level you do not have access to, will appear under "No EPS ID". You can not modify or delete EPS-level activity codes listed under "No EPS ID".

Could not load SSL library

If you try to connect P6 Professional to a Contract Management HTTPS URL, and the SSL library is not loaded, the following message displays:

```
Could not load SSL library. Please refer to Oracle Primavera Help for documentation regarding linking to Contract Management via HTTPS.
```

To correct this problem:

- 1) Go to the [http:// www.slproweb.com/products/Win32OpenSSL.html](http://www.slproweb.com/products/Win32OpenSSL.html) website.
- 2) Download the following OpenSSL dlls:
 - ▶ ssleay32.dll
 - ▶ libeay32.dll

Importing Options – Projects

If resource security is enabled (you have limited or no resource access), the following restrictions apply when importing activity resource assignments:

- ▶ If Project Import option is Create New Project, Update Existing, Replace Existing or Add into Existing Project:
 - ▶ If Global Resource option is set to Do Not Import:

For new resources, no activity resource assignment data is imported.

For existing resources, the Activity Resource Assignments project option determines how the data is imported.

- ▶ If Global Resource option is set to Keep Existing, Update Existing, or Insert New:

For new resources, activity resource assignment data is imported only if you have limited or all resource access (but not "no resource access"). And those resources are imported only if they are in your resource node.

For existing resources, the Activity Resource Assignments project option determines how the data is imported.

- ▶ If Project Import option is Ignore this Project:
 - ▶ No activity resource assignment data is imported.

If you have no resource access, you cannot import activity resource assignments if the resource does not exist in the resource dictionary.

Using Undo

The Undo command (Edit, Undo) allows you to change information back to its pre-modified value in the Activities, Resources, and Resource Assignments windows. Undo stores each action performed in sequence, beginning with the most recent action performed. The following actions will clear the Undo history in P6 Professional:

- ▶ Summarizing data
- ▶ Updating Progress
- ▶ Applying actuals
- ▶ Refreshing data
- ▶ Creating projects
- ▶ Opening and closing projects
- ▶ Importing
- ▶ Changing portfolios
- ▶ Opening the Project Portfolios, User Preferences, and Admin Preferences dialog boxes
- ▶ Opening the OBS, User Defined Fields, Resource Codes, Project Codes, and Activity Codes dialog boxes
- ▶ Exiting the application

Notes

- ▶ You can only undo modifications in the General, Status, Resources, and Relationships tabs of Activity Details.
- ▶ Scheduling, leveling, making layout changes, and opening a new layout do not clear the Undo history.

- ▶ You can only undo activity code value assignments that were assigned using the columns in the Activities window. Code values that are assigned and/or removed from the Codes tab cannot be undone.
- ▶ If you delete a resource and use Undo to restore it, you must reassign the resource to any previous project issues, risks, and expenses. Also, you must reassign the primary flag for the restored resource to its activity assignments.

Exporting and Importing Layouts

Exporting a layout

- 1) In the Project menu, choose Activities, or Resource Assignments, or WBS to open the respective layout. Or, choose Enterprise, Projects to open a project layout.
- 2) Choose View, Layout, Open.

You can also click the Layout Options bar and choose Layout, Open.

You are prompted you to save the current layout.

- 3) Highlight the layout you would like to export.
- 4) Click Export. Browse to the location where to save the . plf file.
- 5) Click Save.

Importing a layout

- 1) In the Project menu, choose Activities, or Resource Assignments, or WBS to open the respective layout. Or, choose Enterprise, Projects to open a project layout.
- 2) Choose View, Layout, Open.

You can also click the Layout Options bar and choose Layout, Open.

You are prompted you to save the current layout.

- 3) Click Import. The application responds by prompting you to choose a . plf file.
- 4) In the Import Layout As dialog box, type an appropriate name for the layout.
- 5) In the Available To field, select a user category. Depending on your privileges, you will be able to choose All Users, Another User, Current User, or Project.
 - ▶ If you selected Another User, in the User field, click  to specify a user. The Select User dialog box displays.
 - ▶ If you selected Project, in the Project field, click  to specify a project. The Select Project dialog box displays.

Note: Only currently opened projects will appear in the Select Project dialog box.

- 6) Click Save.

Activities Window

Use the Activities window to add, view, edit, and delete activities for the open projects. You can divide the Activities window into top and bottom layout views, and you can customize these layouts and how activities are displayed.

To display the Activities window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Activities.

Refer to the following sections of this topic for information and links to concepts and tasks about working with activities and activity layouts in the Activities window:

- ▶ Working in the Activities window
- ▶ Activity concepts
- ▶ Activity tasks
- ▶ Adding activities and defining general activity information
- ▶ Working with activity relationships
- ▶ Working with activity resource and role assignments
- ▶ Working with activity steps
- ▶ Working with activity expenses
- ▶ Working with activity notebooks
- ▶ Working with activity code assignments
- ▶ Working with work product and document assignments
- ▶ Working with past period actuals
- ▶ Updating activity progress
- ▶ Working with risks
- ▶ Activity layout concepts and tasks
- ▶ Available activity layouts
- ▶ General layout tasks
- ▶ Filtering activities
- ▶ Grouping and sorting activities
- ▶ Working with Activity Details
- ▶ Working with the Activity Table
- ▶ Working with the Gantt Chart
- ▶ Working with the Activity Network
- ▶ Working with the Activity and Resource Usage Profiles
- ▶ Working with the Activity and Resource Usage Spreadsheets
- ▶ Working with Trace Logic

Working in the Activities window:

When working in the Activities window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70) or use the Edit toolbar to add, delete, cut, copy, paste, link, renumber, or dissolve activities, and to undo an action. See **Edit Toolbar** (on page 108).
- ▶ Use the Edit menu on the **Menu bar** (on page 70) or use the Assign toolbar, **Activity Details** (on page 852), or shortcut (right-click) menu to assign resources, roles, activity codes, predecessors, successors, and activity step templates to activities. See **Assign Toolbar** (on page 100).
- ▶ Use the Layout Options bar, the View menu on the **Menu bar** (on page 70), the Top Layout toolbar, and Bottom Layout toolbar to choose the layouts you want to display in the window. See **Top Layout Toolbar** (on page 130). See **Bottom Layout Toolbar** (on page 101).
- ▶ Use the Layout Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize activity layouts and how activities are displayed in the window. See **Layout Toolbar** (on page 114). For example, you can customize columns of the Activity Table; group, sort, and filter activities; specify a timescale; customize Gantt Chart bars and Activity Network boxes; and more.
- ▶ Use **Activity Details** (on page 852) or the Activity Table to define general and detailed information for each activity. See **The Activity Table** (on page 359). To show or hide Activity Details, click the Layout Options bar, then choose Activity Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Notes

- ▶ After opening the Activities window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Activities window, click the Activities tab to return to the window at any time.
- ▶ To expand or collapse individual elements of the activity hierarchy, right-click in the Activities window and choose Expand All or Collapse All.
- ▶ You need the Edit Activity ID privilege to modify the Activity ID.
- ▶ If resource security is enabled, you can only view resources from the resource root node you have access to, and resources that are assigned to the currently open project(s). See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823).
- ▶ If you are grouping by WBS in the Activities window and the project has empty WBS bands, then you should mark the Hide If Empty checkbox in the Group and Sort dialog box. Hiding the empty bands ensures that the rolled up data is accurate.

Activity concepts

The following topics describe activity-related concepts. These concepts apply to data you define for activities (for example, activity steps or activity types), data you assign to activities (for example, activity codes or resources), and data or features that impact activity data (for example, scheduling projects and leveling resources).

- ▶ **Activities** (on page 213)
- ▶ **Activity codes and values** (on page 166)
- ▶ **Activity dates** (on page 214)
- ▶ **Activity steps** (on page 284)
- ▶ **Activity step templates** (on page 288)
- ▶ **Activity types** (on page 214)
- ▶ **Adding relationships between activities** (on page 232)
- ▶ **Baselines** (on page 297)
- ▶ **Calendars** (on page 177)
- ▶ **Earned Value** (on page 312)
- ▶ **Expenses** (on page 278)
- ▶ **Filtering data** (on page 452)
- ▶ **Future period bucket planning** (on page 247)
- ▶ **Grouping activities by field** (on page 445)
- ▶ **Grouping activities by WBS path** (on page 445)
- ▶ **Grouping by hierarchy** (on page 445)
- ▶ **Leveling resources** (on page 328)
- ▶ **Progress Spotlight** (on page 308)
- ▶ **Relationships** (on page 232)
- ▶ **Resources** (on page 188)
- ▶ **Risks** (on page 340)
- ▶ **Roles** (on page 198)
- ▶ **Scheduling projects** (on page 320)
- ▶ **Sorting** (on page 446)
- ▶ **Store Period Performance** (on page 529)
- ▶ **Summarizing activity data** (on page 457)
- ▶ **Updating progress** (on page 313)
- ▶ **Work Breakdown Structure** (on page 150)
- ▶ **Work Products and Documents** (on page 348)

Activity tasks

You can perform all of the following tasks in the Activities window. These tasks are organized by subject area or purpose, and are not all inclusive.

Adding activities and defining general activity information

- ▶ **Add activities in the Activity Table** (on page 220)
- ▶ **Add activities in the Activity Network** (on page 220)
- ▶ **Adding activities using a wizard** (on page 220)
- ▶ **Assign a calendar to an activity** (on page 223)
- ▶ **Change an activity's work breakdown structure assignment** (on page 223)
- ▶ **Copy and paste activities in the Activity Network** (on page 229)
- ▶ **Copy and paste activities in the Activity Table** (on page 229)
- ▶ **Cut and paste activities in the Activity Network** (on page 230)
- ▶ **Cut and paste activities in the Activity Table** (on page 230)
- ▶ **Renumber activity IDs in the Activity Table** (on page 230)
- ▶ **Define activity duration types** (on page 221)
- ▶ **Define activity percent complete types** (on page 222)
- ▶ **Define activity types** (on page 220)
- ▶ **Define general activity information** (on page 219)
- ▶ **Define milestones** (on page 228)
- ▶ **Delete an activity** (on page 227)
- ▶ **Dissolve an activity** (on page 227)
- ▶ **Enter activity constraints** (on page 327)
- ▶ **Enter activity durations** (on page 223)
- ▶ **Enter activity start and finish dates** (on page 224)
- ▶ **View activity float values** (on page 228)
- ▶ **View activity summaries** (on page 229)

Working with activity relationships

- ▶ **Add predecessor relationships** (on page 232)
- ▶ **Add successor relationships** (on page 233)
- ▶ **Change predecessor relationships** (on page 235)
- ▶ **Change successor relationships** (on page 235)
- ▶ **Create relationships in the Activity Network** (on page 234)
- ▶ **Create relationships in the Gantt Chart** (on page 234)
- ▶ **Delete relationships in the Activity Network** (on page 237)
- ▶ **Delete relationships in the Gantt Chart** (on page 237)
- ▶ **Edit relationships in the Activity Network** (on page 236)
- ▶ **Edit relationships in the Gantt Chart** (on page 236)
- ▶ **Remove predecessor relationships** (on page 238)
- ▶ **Remove successor relationships** (on page 238)
- ▶ **View activity relationships in Activity Details** (on page 238)
- ▶ **View activity relationships in the Activity Network** (on page 239)
- ▶ **View activity relationships in the Gantt Chart** (on page 239)

- ▶ **View activity relationships in Trace logic** (on page 240)

Working with activity resource and role assignments

- ▶ **Assign a rate type to a resource assignment** (on page 243)
- ▶ **Assign resources to activities** (on page 240)
- ▶ **Assign resources to activities by role** (on page 241)
- ▶ **Associate a primary resource with an activity** (on page 241)
- ▶ **Change the resource's role assignments for an activity** (on page 245)
- ▶ **Choose the rate source for an assignment** (on page 244)
- ▶ **Create a future period bucket planning layout** (on page 273)
- ▶ **Enter cost information for resource assignments** (on page 226)
- ▶ **Enter unit information for resource assignments** (on page 225)
- ▶ **Manually enter future period assignment values** (on page 275)
- ▶ **Remove resources from activities** (on page 242)
- ▶ **Replace resources assigned to activities** (on page 242)

Working with activity steps

- ▶ **Add steps to activities** (on page 285)
- ▶ **Add weights to steps** (on page 287)
- ▶ **Assign activity step templates to activities** (on page 289)
- ▶ **Convert steps into an activity step template** (on page 289)
- ▶ **Remove steps from activities** (on page 287)
- ▶ **Update activity steps** (on page 286)

Working with activity expenses

- ▶ **Add expenses from the Activities window** (on page 278)
- ▶ **Assign expense categories from the Activities window** (on page 280)
- ▶ **Delete expenses from the Activities window** (on page 282)

Working with activity notebooks

- ▶ **Assign notebooks to activities** (on page 290)
- ▶ **Remove notebooks from activities** (on page 290)

Working with activity code assignments

- ▶ **Assign activity codes and values to activities** (on page 166)
- ▶ **Change activity code value assignments** (on page 167)
- ▶ **Remove activity codes and values from activities** (on page 167)

Working with work product and document assignments

- ▶ **Assign work products and documents to an activity from the Activities window** (on page 351)
- ▶ **Display work product and document details in the Activities window** (on page 350)

- ▶ **Open a work product or document from the Activities window** (on page 353)
- ▶ **Remove work product and document assignments from the Activities window** (on page 352)

Working with past period actuals

- ▶ **Edit past period actual data** (on page 530)
- ▶ **View past period actual data in spreadsheets** (on page 531)

Working with risks

- ▶ **Assigning a risk to an activity** (on page 345)
- ▶ **Removing risk assignments from activities** (on page 347)

Updating activity progress

- ▶ **Enter a physical percent complete for activities** (on page 225)
- ▶ **Highlight activities for updating** (on page 309)
- ▶ **Remove progress from an activity** (on page 310)
- ▶ **Suspend or resume an activity's progress** (on page 311)
- ▶ **Update progress for individual activities** (on page 307)

Activity layout concepts and tasks

The following concepts and tasks relate to the layouts you can display and customize in the Activities window.

Available activity layouts

You can display the following layouts in the Activities window:

- ▶ **The Activity Table** (on page 359)
- ▶ **The Gantt Chart** (on page 362)
- ▶ **Activity Details** (on page 852) (bottom layout only)
- ▶ **Activity Network** (on page 376) (top layout only)
- ▶ **The Resource Usage Profile** (on page 387) (bottom layout only)
- ▶ **The Activity Usage Profile** (on page 383) (bottom layout only)
- ▶ **The Activity Usage Spreadsheet** (on page 397)
- ▶ **The Resource Usage Spreadsheet** (on page 400) (bottom layout only)
- ▶ **Trace Logic** (on page 382) (bottom layout only)

General Layout Tasks

- ▶ **Change a layout's timescale format** (on page 363)
- ▶ **Change the display timeperiod for a timescaled layout** (on page 358)
- ▶ **Create a new activity layout** (on page 355)
- ▶ **Delete a layout** (on page 357)
- ▶ **Expand or contract the visible area of a timescaled layout** (on page 358)
- ▶ **Exporting and Importing Layouts** (on page 893)

- ▶ **Open a layout** (on page 355)
- ▶ **Save a layout as a project layout** (on page 356)
- ▶ **Save a layout in the Activities or Resource Assignments window** (on page 356)
- ▶ **Zoom in and out of a timescaled layout** (on page 358)

Filtering activities

- ▶ **Apply a filter** (on page 454)
- ▶ **Change a Gantt Chart bar's filter** (on page 455)
- ▶ **Combine filters** (on page 455)
- ▶ **Create a filter** (on page 454)
- ▶ **Create a lookahead filter** (on page 455)
- ▶ **Default filter criteria** (on page 452)
- ▶ **Delete filters** (on page 456)
- ▶ **Remove filters** (on page 456)

Grouping and sorting activities

- ▶ **Collapse or expand grouped data** (on page 460)
- ▶ **Display summary data when grouping** (on page 461)
- ▶ **Format grouping bands** (on page 450)
- ▶ **Group activities by field** (on page 448)
- ▶ **Group activities by hierarchy** (on page 448)
- ▶ **Group activities by WBS path** (on page 449)
- ▶ **Remove activity groupings** (on page 450)
- ▶ **Show a grand total** (on page 461)
- ▶ **Show field titles in grouping bands** (on page 451)
- ▶ **Show or hide empty title bands** (on page 451)
- ▶ **Sort activities** (on page 449)

Working with Activity Details

- ▶ Change Expenses tab columns
See **Change expenses tab columns** (on page 279).
- ▶ **Change Predecessors tab columns** (on page 236)
- ▶ **Change Resources tab columns** (on page 195)
- ▶ **Change Successors tab columns** (on page 237)
- ▶ **Customize Activity Details** (on page 359)
- ▶ **View activity relationships in Activity Details** (on page 238)

Working with the Activity Table

- ▶ **Add activities in the Activity Table** (on page 220)
- ▶ **Change activity information in the Activity Table** (on page 361)
- ▶ **Change Activity Table font, color, and row height** (on page 362)

- ▶ **Change group row fonts and colors** (on page 361)
- ▶ **Copy and paste activities in the Activity Table** (on page 229)
- ▶ **Customize activity column titles** (on page 360)
- ▶ **Cut and paste activities in the Activity Table** (on page 230)
- ▶ **Define Activity Table columns** (on page 360)
- ▶ **Quickly enter the same text in multiple table rows** (on page 59)
- ▶ **Sort activity information in the Activity Table** (on page 361)

Working with the Gantt Chart

- ▶ **Add a bar to the Gantt Chart** (on page 365)
- ▶ **Add a curtain attachment in a Gantt Chart** (on page 373)
- ▶ **Add a text attachment to a Gantt Chart** (on page 374)
- ▶ **Apply a Progress Line to the Gantt Chart** (on page 375)
- ▶ **Apply Gantt Chart settings from another layout** (on page 366)
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- ▶ **Move around in Trace Logic** (on page 382)
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- ▶ **View activity relationships in Trace logic** (on page 240)

Project Expenses window

Use the Project Expenses window to add, edit, and delete expense items for activities in the open project.

To display the Project Expenses window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Expenses.

When working in the Project Expenses window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70), the Edit toolbar, or shortcut (right-click) menu to add, delete, cut, copy, and paste expenses. See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize the expense table. See **Layout Toolbar** (on page 114). You can customize the columns that display in the expense table, and you can group and sort expenses.
- ▶ Use **Project Expense Details** (on page 865) or the expense table to define general and detailed information for each expense. To show or hide Expense Details, click  on the Bottom Layout toolbar, or choose View, Show on Bottom, Details. See **Bottom Layout Toolbar** (on page 101).

Tips

- ▶ You can also add expenses for activities on the Activity Details > Expenses tab. Expenses you add on the Activity Details > Expenses tab are included in the list of expenses in the Project Expenses window. See **Add expenses from the Activities window** (on page 278) for more information.

- ▶ After opening the Project Expenses window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Project Expenses window, click the Project Expenses tab to return to the window at any time.

Related Concepts

- ▶ **Expenses** (on page 278)
- ▶ **Activities** (on page 213)

Related Tasks

You can perform all of the following tasks in the Project Expenses window:

- ▶ **Add expenses** (on page 278)
- ▶ **Assign an expense category** (on page 280)
- ▶ **Change an expense's activity assignment** (on page 281)
- ▶ **Copy and paste expenses** (on page 281)
- ▶ **Cut and paste expenses** (on page 281)
- ▶ **Delete expenses** (on page 281)
- ▶ **Enter cost information for expenses** (on page 280)
- ▶ **Specify an accrual type for an expense** (on page 280)

Project Explorer window

The Project Explorer window, which lists the EPS structure, displays in the upper left pane of the Tracking window. A + sign before an item indicates it contains additional levels of detail. Click the + sign to open additional levels; when all levels for an item are open, the + changes to a minus sign. Click the – sign next to an item to close the detail levels below it.

- ▶ To change the display options in the Project Explorer window, click the Display Options bar.
- ▶ To display data in the current layout for a project element, click the project element in the Project Explorer window. Live data is displayed for open projects. Closed projects display summarizer data in the current layout, if the summarizer was run for the project. If the summarizer has not been run, no data displays.

Tips

- ▶ You can view detailed information about a project by right-clicking on the project and then choosing Project Details.

- ▶ The Summary tab displays the date the summarizer was last run for the selected project. This will give you an idea of how current your summary data is. The summary tab also displays information about the WBS level to which the project was summarized. For example, a project may use four WBS levels, but may have been summarized to WBS level 2. As a result, Tracking window data shows rolled up values to the second WBS level for that project, when viewed in Summary mode.

Project Issues window

Use the Project Issues window to add, edit, and delete issues for the open project and to send e-mail notifications about issues. You can customize the columns that display in the issue table, and you can group, sort, and filter issues.

To display the Project Issues window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Issues.

When working in the Project Issues window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70) or the Edit toolbar to add, delete, cut, copy, and paste issues. See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize the issue table. See **Layout Toolbar** (on page 114).
- ▶ On the Edit toolbar, click  to display and add comments about the selected issue's history, and click  to select who you want to notify about the selected issue and send an e-mail. See **Edit Toolbar** (on page 108).
- ▶ Use **Project Issue Details** (on page 868) or the issue table to define general and detailed information for each issue. To show or hide Issue Details, click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Tip

- ▶ Use the Issue Navigator dialog box to track the open project's issues. This includes associated activities, resources, and work breakdown structure (WBS) elements. See **Use the issue navigator** (on page 336) for more information.

Notes

- ▶ After opening the Project Issues window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Project Issues window, click the Project Issues tab to return to the window at any time.
- ▶ If resource security is enabled, you can only view resources you have access to (under the resource root node) and current project resources. See **Introduction to Resource Security** (on page 572). See **Root Node** (on page 823). See **Current Project Resources** (on page 812).

Related Concepts

- ▶ **Issues** (on page 332)

Related Tasks

You can perform all of the following tasks in the Project Issues window:

- ▶ **Add an issue** (on page 332)
- ▶ **Assign a tracking layout to an issue** (on page 334)
- ▶ **Assign an issue to a resource** (on page 334)
- ▶ **Assign an issue to an activity** (on page 334)
- ▶ **Change an issue's status** (on page 334)
- ▶ **Delete an issue** (on page 335)
- ▶ **Send e-mail about an issue** (on page 335)
- ▶ **Track the duration of an issue** (on page 335)
- ▶ **View or add to an issue's history** (on page 335)

Risks view

Use the Risks view to add, edit, and delete risks for the open project. You can also assign risks to activities, define risk impact, select a response, and define new impacts based on the response. You can customize the columns that display in the risk table, and you can group, sort, and filter risks.

To display the Risks view, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Risks.

When working in the Risks view, you can:

- ▶ Use the Edit menu or Edit toolbar to add, delete, cut, copy, and paste risks. See **Menu bar** (on page 70). See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, View menu, or Layout toolbar to customize the risk table. See **Menu bar** (on page 70). See **Layout Toolbar** (on page 114).
- ▶ Use Risk Details or the risk table to define general and detailed information for each risk. See **Risks Details** (on page 843). To show or hide Risk Details, click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Notes

- ▶ After opening the Risks view, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Risks view, click the Risks tab to return to the window at any time.

- ▶ If resource security is enabled, you can only view resources you have access to (under the resource root node) and current project resources. See **Root Node** (on page 823). See **Current Project Resources** (on page 812). See **Introduction to Resource Security** (on page 572).

Related Concepts

- ▶ **Risks** (on page 340)

Related Tasks

You can perform all of the following tasks in the Risks view:

- ▶ **Creating Risks** (on page 344)
- ▶ **Assigning a risk to an activity** (on page 345)
- ▶ **Responding to a risk** (on page 346)
- ▶ **Deleting a risk** (on page 346)
- ▶ **Modifying a risk** (on page 346)
- ▶ **Removing risk assignments from activities** (on page 347)

Project Thresholds window

Use the Project Thresholds window to create, view, edit, and monitor thresholds for the open project. You can monitor a threshold at the work breakdown structure (WBS) level or the activity level to identify issues. You can customize the columns that display in the threshold table, and you can group, sort, and filter thresholds.

To display the Project Thresholds window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Thresholds.

When working in the Project Thresholds window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70) or the Edit toolbar to add, delete, cut, copy, and paste thresholds. See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize the threshold table. See **Layout Toolbar** (on page 114).
- ▶ On the Edit toolbar, click  to monitor the selected threshold to identify issues. See **Edit Toolbar** (on page 108).
- ▶ Use **Project Threshold Details** (on page 876) or the threshold table to define general and detailed information for each threshold. To show or hide Threshold Details, click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).

Tips

- ▶ You can monitor an individual threshold or all thresholds at once. See **Monitor a threshold** (on page 339) for more information.
- ▶ After opening the Project Thresholds window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Project Thresholds window, click the Project Thresholds tab to return to the window at any time.

Related Concepts

- ▶ **Thresholds** (on page 336)
- ▶ **Threshold parameter definitions** (on page 337)

Related Tasks

You can perform all of the following tasks in the Project Thresholds window:

- ▶ **Add a threshold** (on page 337)
- ▶ **Assign a tracking layout to a threshold** (on page 339)
- ▶ **Delete a threshold** (on page 339)
- ▶ **Delete a threshold issue** (on page 340)
- ▶ **Disable or enable a threshold** (on page 340)
- ▶ **Monitor a threshold** (on page 339)
- ▶ **View threshold issue details** (on page 340)

Projects window

Use the Projects window to set up the **EPS (Enterprise Project Structure)** (on page 813), add new projects, and manage multiple projects. You can divide the Projects window into top and bottom layout views, and you can customize these layouts and how projects are displayed.

To display the Projects window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Enterprise menu, choose Projects.

Refer to the following sections of this topic for information and links to concepts and tasks about working with projects in the Projects window:

- ▶ Working in the Projects window
- ▶ Project concepts
- ▶ Project tasks

Working in the Projects window:

When working in the Projects window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70), the Edit toolbar, or shortcut (right-click) menu to add, delete, cut, copy, and paste projects. See **Edit Toolbar** (on page 108).
- ▶ Use the Layout Options bar, View menu on the **Menu bar** (on page 70), and Top Layout toolbar to choose the layouts you want to display in the top layout. See **Top Layout Toolbar** (on page 130). In the top layout, you can display the Project Table, a project chart view, or a project Gantt Chart.
- ▶ Use the Layout Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize layouts and how projects are displayed in the window. See **Layout Toolbar** (on page 114). For example, you can customize columns of the Project Table; group, sort, and filter projects; specify a timescale; customize Gantt Chart bars; and more.
- ▶ Use **Project Details** (on page 878) or the Project Table to define general and detailed information for each activity. To show or hide Project Details, click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ Use a shortcut (right-click) menu to summarize projects, and create and work with reflection projects.

Notes

- ▶ The following applies when you filter by a unit or duration field (associated with activity data) from the Projects window: If the Use the assigned calendar to specify the number of work hours for each time period checkbox is cleared (Admin Preferences, Time Periods tab), then filtering applies the unit or duration value based on the Admin Preferences hours per time period settings. If the checkbox is marked, then filtering applies the unit or duration values as follows: For open projects, duration or unit values use the project calendar. For closed projects, duration and unit values use the global default calendar.
- ▶ For open projects, values in unit and duration fields are calculated using the project calendar if the Admin Preferences specify to use calendar hours per time period settings to calculate units and durations.
- ▶ For closed projects, values in unit and duration fields are calculated using the Admin Preference hours per time period settings if the project's calendar is not a global calendar, even if the Admin Preferences specify to use calendar hours per time period settings to calculate units and durations.

Tips

- ▶ After opening the Projects window, the window remains open until you close it; if you open or navigate to another window without closing the Projects window, click the Projects tab to return to the window at any time.
- ▶ The Projects window only displays projects contained in the currently selected portfolio. See **Change the current portfolio** (on page 145) for information on selecting a portfolio.
- ▶ To expand or collapse individual elements of the EPS, right-click in the Projects window and choose Expand All or Collapse All.

Project concepts

The following topics describe project-related concepts. These concepts apply to data you define for projects (for example, activities or WBS elements), data you assign to activities (for project codes), and data or features that impact project data (for example, scheduling projects). These concepts do not necessarily apply to the Projects window, but they do apply to projects in general.

- ▶ **Activities** (on page 213)
- ▶ **Baselines** (on page 297)
- ▶ **Calendars** (on page 177)
- ▶ **Comparison Reporting Overview** (on page 304)
- ▶ **Defining project details** (on page 205)
- ▶ **Earned Value** (on page 312)
- ▶ **Establishing budgets** (on page 293)
- ▶ **Enterprise Project Structure overview** (on page 147)
- ▶ **Expenses** (on page 278)
- ▶ **Importing and exporting projects** (on page 584)
- ▶ **Issues** (on page 332)
- ▶ **Linking Contract Management data** (on page 626)
- ▶ **Managing projects using the EPS** (on page 205)
- ▶ **Managing remote projects** (on page 579)
- ▶ **Portfolios** (on page 143)
- ▶ **Project codes and values** (on page 161)
- ▶ **Projects** (on page 139)
- ▶ **Risks** (on page 340)
- ▶ **Rolling up data with the summary service** (on page 514)
- ▶ **Scheduling projects** (on page 320)
- ▶ **Store Period Performance** (on page 529)
- ▶ **Thresholds** (on page 336)
- ▶ **Updating progress** (on page 313)
- ▶ **Updating the schedule** (on page 306)
- ▶ **Using the data date** (on page 322)
- ▶ **Viewing summary project information** (on page 513)
- ▶ **Work Breakdown Structure** (on page 150)
- ▶ **Work Products and Documents** (on page 348)

Project tasks

You can perform all of the following tasks in the Projects window. These tasks do not include project-related tasks that you can perform outside of the Projects window, such as assigning baselines to projects and scheduling projects.

- ▶ **Add a project to the EPS hierarchy** (on page 148)

- ▶ **Assign funding sources** (on page 295)
- ▶ **Assign project codes and values** (on page 162)
- ▶ **Change a project ID** (on page 206)
- ▶ **Change a project name** (on page 206)
- ▶ **Change a project's status** (on page 207)
- ▶ **Change the data date** (on page 327)
- ▶ **Change the project leveling priority** (on page 206)
- ▶ **Close a project** (on page 143)
- ▶ **Compare budgets and variances** (on page 296)
- ▶ **Copy and paste a project** (on page 142)
- ▶ **Copy an EPS node or project** (on page 149)
- ▶ **Create a project** (on page 139)
- ▶ **Create a Reflection** (on page 315)
- ▶ **Define a what-if project** (on page 141)
- ▶ **Delete a project** (on page 143)
- ▶ **Delete an EPS node or project** (on page 149)
- ▶ **Enter budget changes** (on page 294)
- ▶ **Enter monthly spending amounts** (on page 296)
- ▶ **Enter project dates** (on page 206)
- ▶ **Establish budgets** (on page 294)
- ▶ **Link your project to a Contract Management project** (on page 628)
- ▶ **Merging a Reflection with the Source project** (on page 316)
- ▶ **Open a project** (on page 140)
- ▶ **Printing a reflection difference report** (on page 315)
- ▶ **Set a project's summarization options** (on page 514)
- ▶ **Set activity ID options** (on page 208)
- ▶ **Set project resource options** (on page 206)
- ▶ **Set the default price for activities** (on page 208)
- ▶ **Set the default rate type for resource assignments** (on page 208)
- ▶ **Set the float time for identifying critical activities** (on page 210)
- ▶ **Set the project default activity calendar** (on page 209)
- ▶ **Set the project default activity duration type** (on page 209)
- ▶ **Set the project default activity percent complete type** (on page 209)
- ▶ **Set the project default activity type** (on page 209)
- ▶ **Set the project default cost account** (on page 210)
- ▶ **Specify a fiscal start month** (on page 206)
- ▶ **Summarize project data** (on page 515)
- ▶ **View budget and spending plan totals** (on page 296)
- ▶ **View the check-out status of a project** (on page 580)

Reports window

Use the Reports window to create, edit, run, and delete global and project reports. You can also use the Reports window to import and export reports, enabling you to share reports between different project management databases.

To display the Reports window, do one of the following:

- ▶ Click  on the Enterprise toolbar. See **Enterprise Toolbar** (on page 112).
- ▶ On the Tools menu, choose Reports, Reports.

Refer to the following sections of this topic for information and links to concepts and tasks about working with reports in the Reports window:

- ▶ Working in the Reports window
- ▶ Report concepts
- ▶ Report tasks

Working in the Reports window:

When working in the Reports window, you can:

- ▶ Use the Reports toolbar to perform most report-related tasks, such as running reports or report batches, importing and exporting reports, creating or modifying reports with the Report Wizard, modifying reports with the Report Editor, and managing report groups and batches. See **Reports Toolbar** (on page 122).
- ▶ Use the Tools menu on the **Menu bar** (on page 70) to manage report groups and batches, and to create or modify reports using the Report Wizard.
- ▶ Use the shortcut (right-click) menu to run the selected report, run a batch report, import and export reports, modify the selected report with the Report Editor, set display options for the window, and cut, copy, and paste reports.
- ▶ Use the Display Options bar, View menu on the **Menu bar** (on page 70), or the Layout toolbar to group, sort, and filter reports. See **Layout Toolbar** (on page 114).

Tips

- ▶ After opening the Reports window, the window remains open until you close it; if you open or navigate to another window without closing the Reports window, click the Reports tab to return to the window at any time.
- ▶ The Report Scope column and field displays either Global or Project. You can run Global reports for any project. You can run Project reports for the open project only.
- ▶ To quickly move a report into a different report group, right-click on the report and choose Cut, then right-click on a report group row in the table and choose Paste.
- ▶ Reports created or modified using the Report Wizard display this symbol  next to the report name. Reports created or modified using the Report Editor display this symbol  next to the report name.

Notes

- ▶ If resource security is enabled, you may have restricted access to resources. Global reports with restricted resource access do not display information about resources outside your root resource node. See **Introduction to Resource Security** (on page 572).
- ▶ If resource security is enabled and a global filter for reports contains a resource you do not have access to, the field appears blank. Running these reports either ignores the blank field (in case of OR) or returns no result (in case of AND). See **Introduction to Resource Security** (on page 572).

Report concepts

- ▶ **Report Editor** (on page 465)
- ▶ **Report Editor window** (on page 476)
- ▶ **Reporting features** (on page 463)
- ▶ **Report Wizard** (on page 464)
- ▶ **Data sources in reports** (on page 487)

Report tasks

You can perform all of the following tasks from the Reports window. These tasks are divided into general tasks, which you can perform in the Reports window or Report Wizard, and advanced tasks, which you can perform in the Report Editor.

General report tasks

- ▶ **Add a report to a report batch** (on page 471)
- ▶ **Add a report to a report group** (on page 470)
- ▶ **Add comments when running a report** (on page 485)
- ▶ **Copy a report** (on page 467)
- ▶ **Create a new report with the Report Wizard** (on page 464)
- ▶ **Create a report batch** (on page 470)
- ▶ **Create a report group** (on page 469)
- ▶ **Delete a report** (on page 468)
- ▶ **Delete a report batch** (on page 471)
- ▶ **Delete report groups** (on page 470)
- ▶ **Edit a report group** (on page 469)
- ▶ **Export a report** (on page 468)
- ▶ **Format numbers in reports** (on page 468)
- ▶ **Preview a report** (on page 466)
- ▶ **Print a report** (on page 467)
- ▶ **Print a report batch** (on page 472)
- ▶ **Remove a report from a report batch** (on page 471)
- ▶ **Remove a report from a report group** (on page 470)

Report Editor tasks

- ▶ **Add a background image to a report** (on page 484)
- ▶ **Add a border to a text cell** (on page 495)
- ▶ **Add a custom text cell to a report** (on page 494)
- ▶ **Add a data source to a report** (on page 487)
- ▶ **Add a field data or field title cell to a report** (on page 493)
- ▶ **Add a line cell to a report** (on page 497)
- ▶ **Add a report title** (on page 481)
- ▶ **Add a row to a report** (on page 491)
- ▶ **Add a variable cell to a report** (on page 494)
- ▶ **Add an embedded data source to a report** (on page 488)
- ▶ **Add an image cell to a report** (on page 498)
- ▶ **Add comments to reports** (on page 484)
- ▶ **Add HTML links to a text cell** (on page 496)
- ▶ **Add HTML links to an image cell** (on page 499)
- ▶ **Change report margins** (on page 483)
- ▶ **Change text cell color** (on page 495)
- ▶ **Change the sort order of report records** (on page 490)
- ▶ **Copy a data source** (on page 488)
- ▶ **Copy a row** (on page 492)
- ▶ **Copy and paste cells** (on page 481)
- ▶ **Cut and paste a data source** (on page 489)
- ▶ **Cut and paste a row** (on page 492)
- ▶ **Cut and paste cells** (on page 481)
- ▶ **Define a report header and footer** (on page 482)
- ▶ **Define default text styles for reports** (on page 481)
- ▶ **Define HTML print settings for an image cell** (on page 500)
- ▶ **Define layout options for a data source** (on page 489)
- ▶ **Define page setup options for a report** (on page 483)
- ▶ **Delete a data source filter** (on page 490)
- ▶ **Delete a data source from a report** (on page 490)
- ▶ **Delete a data source that contains embedded data sources** (on page 491)
- ▶ **Delete a line cell from a report** (on page 498)
- ▶ **Delete a row filter** (on page 492)
- ▶ **Delete a row from a report** (on page 493)
- ▶ **Delete a text cell filter** (on page 497)
- ▶ **Delete an image cell from a report** (on page 500)
- ▶ **Disable HTML links in a text cell** (on page 497)
- ▶ **Disable HTML links in image cells** (on page 500)
- ▶ **Filter a data source** (on page 490)

- ▶ **Filter a report row** (on page 492)
- ▶ **Filter a text cell** (on page 497)
- ▶ **Format text in a text cell** (on page 494)
- ▶ **Indicate hierarchy levels in reports** (on page 485)
- ▶ **Remove a background image from a report** (on page 484)
- ▶ **Remove borders from a text cell** (on page 496)
- ▶ **Show time distributions in a report** (on page 494)
- ▶ **Sort report records** (on page 489)
- ▶ **Specify a timeperiod for a report** (on page 486)
- ▶ **Specify image cell width and position in a row** (on page 499)
- ▶ **Specify line cell width and position in a row** (on page 497)
- ▶ **Specify text cell width and alignment in a row** (on page 495)

Resource Assignments window

Use the Resource Assignments window to view all resource assignments for all currently opened projects. You can also display resource cost and quantity information in a spreadsheet. You can group, sort, and filter resource assignments, customize columns, and open and save resource assignment layouts.

To display the Resource Assignments window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Resource Assignments.

Refer to the following sections of this topic for information and links to concepts and tasks about working with assignments in the Resource Assignments window:

- ▶ Working in the Resource Assignments window
- ▶ Resource assignment concepts
- ▶ Resource assignment tasks

Working in the Resource Assignments window

When working in the Resource Assignments window, you can:

- ▶ Use the Resource Usage Spreadsheet to display resource usage over time. You can display spreadsheet fields for budgeted or planned, actual, or remaining values, or you can customize the spreadsheet fields. If you have the appropriate security privilege, you can manually enter/edit values for budgeted or planned and remaining (early) units. To show or hide the Resource Usage Spreadsheet, click the Layout Options bar, then choose Resource Usage Spreadsheet, or click  on the Top Layout toolbar. See **Top Layout Toolbar** (on page 130).

- ▶ Use the Layout Options bar, View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize resource assignment layouts. For example, you can customize columns of the assignment table or Resource Usage Spreadsheet; group, sort, and filter assignments; and specify a timescale. See **Layout Toolbar** (on page 114).
- ▶ Use **Resource Assignments Details** (on page 877) to view or define properties for the selected resource assignment. To show or hide Assignment Details, click the Layout Options bar, then choose Assignment Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ Use the shortcut (right-click) menu to copy or delete assignments, and to customize the display.

Tips

- ▶ After opening the Resource Assignments window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Resource Assignments window, click the Activity Resource Assignments tab to return to the window at any time.
- ▶ You can copy resource assignments, then paste them into Microsoft Excel. You can not paste assignments in the Resource Assignments window.
- ▶ Your ability to enter/edit budgeted or planned and remaining (early) unit values in the Resource Usage Spreadsheet is dependent on user preference settings, timescale settings, and other factors. See **Future period bucket planning** (on page 247) for more information on manually entering values in the Resource Usage Spreadsheet.
- ▶ To expand or collapse individual elements of the resource assignment hierarchy, right-click in the Resource Assignments table and choose Expand All or Collapse All.
- ▶ The following applies when you filter by a unit or duration field (associated with activity data) from the Resource Assignments window: If the Use the assigned calendar to specify the number of work hours for each time period checkbox is cleared (Admin Preferences, Time Periods tab), then filtering applies the unit or duration value based on the Admin Preferences hours per time period settings. If the checkbox is marked, then filtering applies the unit or duration values as follows: For a task-dependent activity, duration or unit values are applied based on the applicable global or project calendar; for a resource-dependent activity, duration or unit values are applied based on the resource calendar.

Note

- ▶ If resource security is enabled, the Resource Assignments window still displays assignments for resources you do not have access to if they are current project resources. You can change these assignments or assign new activities to available resources if you have the required privilege. See **Introduction to Resource Security** (on page 572). See **Current Project Resources** (on page 812).

Resource assignment concepts

- ▶ **Activities** (on page 213)
- ▶ **Calculating cost when using multiple resource rates** (on page 197)
- ▶ **Calendars** (on page 177)
- ▶ **Future period bucket planning** (on page 247)
- ▶ **Leveling resources** (on page 328)
- ▶ **Recalculating assignment costs** (on page 927)
- ▶ **Resource curves** (on page 203)
- ▶ **Resources** (on page 188)
- ▶ **Roles** (on page 198)
- ▶ **The Resource Usage Spreadsheet** (on page 400)

Resource assignment tasks

You can perform most tasks related to resource and role assignments in the Activities window. For example, you can assign resources and roles to activities in the Activities window and define details for each assignment on the Resources tab of Activity Details. See **Activities Window** (on page 894).

You can use the Resource Assignments window to view resource allocations across all open projects and customize the display of assignments according to your preferences. In Assignment Details, you can change the resource or role assigned to an activity, assign cost accounts to assignments, identify an assignment's primary resource, select the rate type for assignments, edit budgeted or planned, actual, and remaining unit values, and edit original or planned and remaining durations.

You can also perform the following tasks:

- ▶ **Assign a curve to a resource or role assignment** (on page 246)
- ▶ **Create a future period bucket planning layout** (on page 273)
- ▶ **Customize Resource Usage Spreadsheet columns** (on page 405)
- ▶ **Display the Resource Usage Spreadsheet** (on page 402)
- ▶ **Group and sort Resource Usage Spreadsheet columns in the Resource Assignments window** (on page 407)
- ▶ **Manually enter future period assignment values** (on page 275)
- ▶ **Remove a curve from a resource or role assignment** (on page 247)
- ▶ **Resize the panes of the Resource Usage Spreadsheet** (on page 406)
- ▶ **Save a layout in the Activities or Resource Assignments window** (on page 356)
- ▶ **Select Resource Usage Spreadsheet fields** (on page 406)
- ▶ **View a spreadsheet of resource allocation for a specific project** (on page 403)

Resources window

Use the Resources window to maintain both your organization's resource hierarchy and individual resource information. You can assign resources to activities and roles in any project. If resource security is enabled, you can only view resources you have access to. See **Introduction to Resource Security** (on page 572).

In the Resources window, you can view the resource hierarchy as a table or as a chart, and easily move resources around in the hierarchy.

To display the Resources window, do one of the following:

- ▶ Click  on the Enterprise toolbar. See **Enterprise Toolbar** (on page 112).
- ▶ On the Enterprise menu, choose Resources.

Refer to the following sections of this topic for information and links to concepts and tasks about working with resources in the Resources window:

- ▶ Working in the Resources window
- ▶ Resource concepts
- ▶ Resource tasks

Working in the Resources window:

When working in the Resources window, you can:

- ▶ Use the Edit toolbar, the Edit menu on the **Menu bar** (on page 70), or shortcut (right-click) menu to add, delete, cut, copy, or paste resources. From the Edit toolbar and menu, you can also undo your last action. See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), or the Top Layout toolbar to show or hide a table view or chart view in the window. See **Top Layout Toolbar** (on page 130).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), or the Layout toolbar to customize the table or chart. You can customize columns, fonts, and colors, and you can group, sort, and filter resources. See **Layout Toolbar** (on page 114).
- ▶ Use **Resource Details** (on page 849) or columns in the resource table to view or define properties for the selected resource. To show or hide Resource Details, click the Display Options bar, then choose Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ Use the arrows on the Move toolbar to move the selected resource around in the hierarchy. See **Move Toolbar** (on page 117).

Tips

- ▶ After opening the Resources window, the window remains open until you close it; if you open or navigate to another window without closing the Resources window, click the Resources tab to return to the window at any time.

- ▶ To expand or collapse individual elements of the resource hierarchy, right-click in the Resources window and choose Expand All or Collapse All.
- ▶ To indent a resource press CTRL and right arrow on your keyboard. To outdent a resource click CTRL and left arrow on your keyboard.
- ▶ When you delete a resource, you can reassign the deleted resource's data (for example, activity assignments) to the deleted resource's parent resource.

Resource concepts

- ▶ **Activities** (on page 213)
- ▶ **Adding resources using a wizard** (on page 189)
- ▶ **Calculating cost when using multiple resource rates** (on page 197)
- ▶ **Calendars** (on page 177)
- ▶ **Future period bucket planning** (on page 247)
- ▶ **Importing and exporting resources and roles** (on page 585)
- ▶ **Leveling resources** (on page 328)
- ▶ **Recalculating assignment costs** (on page 927)
- ▶ **Resource codes** (on page 164)
- ▶ **Resource curves** (on page 203)
- ▶ **Introduction to Resource Security** (on page 572)
- ▶ **Resources** (on page 188)
- ▶ **Roles** (on page 198)

Resource tasks

You can perform all of the following tasks in the Resources window:

- ▶ **Add a resource** (on page 188)
- ▶ **Assign shared resource calendars to resources** (on page 190)
- ▶ **Assign resource codes and values** (on page 164)
- ▶ **Assign roles to resources from the Resources window** (on page 201)
- ▶ **Copy and paste a resource** (on page 191)
- ▶ **Cut and paste a resource** (on page 192)
- ▶ **Delete a resource** (on page 193)
- ▶ **Display resource details** (on page 192)
- ▶ **Edit resource information** (on page 192)
- ▶ **Enter comments about resources** (on page 194)
- ▶ **Enter multiple resource prices over time** (on page 196)
- ▶ **Remove roles from resources in the Resources window** (on page 202)
- ▶ **Specify how resources report hours** (on page 195)
- ▶ **Specify the resource type for resources** (on page 194)
- ▶ **Specify the unit of measure for material resources** (on page 195)
- ▶ **View resources** (on page 190)

Tracking window

Use the Tracking window for monitoring a project's progress using different types of layouts. You can use the standard layouts, or create your own customized tracking layouts. See **Tracking layouts** (on page 410).

To display the Tracking window, do one of the following:

- ▶ Click  on the Enterprise toolbar. See **Enterprise Toolbar** (on page 112).
- ▶ On the Enterprise menu, choose Tracking.

Refer to the following sections of this topic for information and links to concepts and tasks about working with reports in the Reports window:

- ▶ Working in the Tracking window
- ▶ Tracking concepts
- ▶ Tracking tasks
 - General tracking layout tasks
 - Project Table tasks
 - Project Bar Chart tasks
 - Project Gantt/Profile tasks
 - Resource Analysis tasks
 - Working with the Gantt Chart
 - Working with Profile and Spreadsheet

Working in the Tracking window

The Tracking window is divided into two or more panes, depending on the type of layout displayed. The upper left pane, or **Project Explorer window** (on page 904), always contains information about the available projects, and the upper right pane, or Top Layout window, always displays the current layout and layout options. Depending on the type of layout you open, the left and right panes may be split horizontally to display additional panes on the lower half of the window. These include the **Resource Explorer window** (on page 423) on the lower left and the Bottom Layout window on the lower right.

Use the Display Options bar that appears above each pane, or window, to customize the layout. The options available from the Display Options bar correspond to the type of layout displayed in the pane. From the Display Options bar in the Top Layout window, you can show or hide the left columns, Top Layout window, or Bottom Layout window.

To open a layout, click  in the Layout Name field in the Top Layout window (upper right pane). To save a layout, click the Display Options bar in the Top Layout window, then choose Layout, Save or Save As.

Tips

- ▶ After opening the Tracking window, the window remains open until you close it; if you open or navigate to another window without closing the Tracking window, click the Tracking tab to return to the window at any time.
- ▶ In the Open Layout dialog box,  identifies global tracking layouts. Layouts assigned to specific users are identified by .

Tracking concepts

- ▶ **Tracking** (on page 409)
- ▶ **Tracking layouts** (on page 410)
- ▶ **Types of tracking layouts** (on page 410)
- ▶ **Project Bar Charts** (on page 419)
- ▶ **Project Table layouts** (on page 418)
- ▶ **Project Gantt/Profiles** (on page 421)
- ▶ **Resource Analysis layouts** (on page 422)
- ▶ **Resource Explorer window** (on page 423)
- ▶ **Using Resource Analysis forecasting to dynamically level resources** (on page 422)

Tracking tasks

General tracking layout tasks

- ▶ **Change the display timeperiod for a timescaled tracking layout** (on page 418)
- ▶ **Change the table font, color, and row height used in a tracking layout** (on page 413)
- ▶ **Collapse all information in a tracking layout** (on page 412)
- ▶ **Define columns for a tracking layout** (on page 413)
- ▶ **Delete a tracking layout** (on page 412)
- ▶ **Expand all information in a tracking layout** (on page 412)
- ▶ **Expand or contract the visible area of a timescaled tracking layout** (on page 418)
- ▶ **Export a tracking layout** (on page 411)
- ▶ **Filter a tracking layout** (on page 415)
- ▶ **Group and sort a tracking layout using custom settings** (on page 416)
- ▶ **Group and sort a tracking layout using standard settings** (on page 416)
- ▶ **Hide or show the bottom window in a tracking layout** (on page 413)
- ▶ **Hide or show the left columns in a tracking layout** (on page 413)
- ▶ **Hide or show the top window in a tracking layout** (on page 413)
- ▶ **Import a tracking layout** (on page 412)
- ▶ **Modify a column's title, width, and alignment** (on page 415)
- ▶ **Open a tracking layout** (on page 411)
- ▶ **Save a tracking layout** (on page 411)
- ▶ **Share a layout with other users** (on page 411)
- ▶ **Zoom in and out of a timescaled layout** (on page 358)

Project Table tasks

- ▶ **Create a Project Table** (on page 418)
- ▶ **Customize a Project Table** (on page 419)

Project Bar Chart Tasks

- ▶ **Create a Project Bar Chart** (on page 420)
- ▶ **Customize a Project Bar Chart** (on page 420)
- ▶ **Specify Project Bar Chart data and display options** (on page 420)
- ▶ **View bar details in a Project Bar Chart** (on page 421)

Project Gantt/Profile tasks

- ▶ **Create a Project Gantt/Profile** (on page 424)
- ▶ **Customize a Project Gantt/Profile** (on page 425)

Resource Analysis tasks

- ▶ **Create a Resource Analysis tracking layout** (on page 425)
- ▶ **Customize a Resource Analysis layout** (on page 427)
- ▶ **Filter resources in the Resource Explorer window** (on page 428)
- ▶ **Group and sort resources in the Resource Explorer window** (on page 428)
- ▶ **Specify how resources are listed in the Resource Explorer window** (on page 423)

Working with the Gantt Chart

- ▶ **Add or modify a Gantt Chart bar filter** (on page 429)
- ▶ **Assign a filter to a Gantt Chart bar** (on page 430)
- ▶ **Change a Gantt Chart bar's label** (on page 430)
- ▶ **Change a Gantt Chart bar's style** (on page 431)
- ▶ **Change a Gantt Chart bar's timescale** (on page 430)
- ▶ **Change a Gantt Chart's background lines** (on page 431)
- ▶ **Customize the data date line** (on page 368)
- ▶ **Delete a bar from a Gantt Chart** (on page 432)
- ▶ **Show or hide a Gantt Chart's legend** (on page 432)
- ▶ **Specify Gantt Chart bar data and display options** (on page 428)

Working with the Profile and Spreadsheet

- ▶ **Change a profile's background lines** (on page 436)
- ▶ **Display past period actuals in a profile** (on page 435)
- ▶ **Display project data as a profile or spreadsheet** (on page 425)
- ▶ **Display resource data as a profile or spreadsheet** (on page 426)
- ▶ **Dynamically level resources** (on page 435)
- ▶ **Modify a spreadsheet field title in a tracking layout** (on page 433)
- ▶ **Select spreadsheet data fields** (on page 433)
- ▶ **Show or hide a profile legend** (on page 437)

- ▶ **Show or hide resource availability in a profile** (on page 434)
- ▶ **Show or hide resource limits and overallocation in a profile** (on page 434)
- ▶ **Show or hide resource overtime in a profile** (on page 434)
- ▶ **Specify a project profile's data, filter, and display options** (on page 437)
- ▶ **Specify a resource profile data and display options for a stacked histogram** (on page 442)
- ▶ **Specify a resource profile's data and display options for a regular histogram** (on page 439)

Units & Prices tab - Resource Details

Shift Calendar: Displays the resources shift calendar.

Shift: Type or click the arrows to enter the applicable shift number for which you are setting limits, if the shift calendar has more than one shift.

Effective Date: You can set varying limits and prices over time by specifying the effective start date for each change.

Max Units/Time: The number of units available during each workperiod (hour, day, week, or month) of the specified timeframe; you can enter a percentage, or a numeric value followed by a forward slash (/) and the appropriate time duration, depending on your user preference setting for time units.

Price/Unit: Double-click the cell, then type the resource's monetary price per unit. You can customize the columns to add additional price/unit fields. The columns display the names defined in the Admin Preferences dialog box for the rate types.

Add: Click to add additional limits.

Delete: Removes the selected limit.

Note

- ▶ You cannot mix unit types for a specific resource. For example, if there are five Price/Unit values defined for a resource, they must all be hours, or days, or weeks, etc. If there are multiple Price/Unit values defined for a resource and you change one of the units (e.g., from hours to days), the remaining units will all be changed. If you enter a price but not a unit, the default unit is hours.

Work Breakdown Structure window

Use the Work Breakdown Structure window to create, view, and edit the open project's work breakdown structure (WBS). You can group and sort the WBS, customize columns, and open and save WBS layouts.

To display the Work Breakdown Structure window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose WBS.

Refer to the following sections of this topic for information and links to concepts and tasks about working with the WBS in the Work Breakdown Structure window:

- ▶ Working in the Work Breakdown Structure window
- ▶ WBS concepts
- ▶ WBS tasks

Working in the Work Breakdown Structure window

When working in the Work Breakdown Structure window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70), the Edit toolbar, or shortcut (right-click) menu to add, delete, cut, copy, and paste WBS elements. See **Edit Toolbar** (on page 108).
- ▶ Use the Layout Options bar, the View menu on the **Menu bar** (on page 70), the Layout toolbar, or shortcut (right-click) menu to customize WBS layouts. See **Layout Toolbar** (on page 114). For example, you can customize columns of the WBS table, group and sort WBS elements, specify a timescale, customize Gantt Chart bars, and open or save WBS layouts.
- ▶ Use the Layout Options bar, the View menu on the **Menu bar** (on page 70), or the Top Layout toolbar to show or hide the WBS table, WBS chart, and Gantt Chart in the top layout. See **Top Layout Toolbar** (on page 130).
- ▶ Use **WBS Details** (on page 870) to view or define properties for the selected WBS element. To show or hide WBS Details, choose View, Show on Bottom, Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ Use the arrows on the Move toolbar to move the selected WBS element around in the hierarchy. See **Move Toolbar** (on page 117).

Tips

- ▶ After opening the Work Breakdown Structure window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the Work Breakdown Structure window, click the WBS tab to return to the window at any time.
- ▶ To expand or collapse individual elements of the WBS hierarchy, right-click in the Work Breakdown Structure window and choose Expand All or Collapse All.

WBS concepts

The following concepts relate directly to working with the WBS:

- ▶ **Calculating earned value using resource curves or manual future period buckets** (on page 313)
- ▶ **Earned Value** (on page 312)
- ▶ **OBS security** (on page 157)
- ▶ **Organizational breakdown structure (OBS) overview** (on page 156)
- ▶ **Using a WBS for top-down planning** (on page 150)

- ▶ **Using weighted milestones in the work breakdown structure** (on page 151)
- ▶ **WBS status types** (on page 151)
- ▶ **Work Breakdown Structure** (on page 150)

WBS tasks

You can perform all of the following tasks in the Work Breakdown Structure window:

- ▶ **Add a WBS element** (on page 152)
- ▶ **Assign an OBS element to a WBS element** (on page 158)
- ▶ **Assign WBS weighted milestones** (on page 153)
- ▶ **Assign work products and documents to a WBS element from the Work Breakdown Structure window** (on page 352)
- ▶ **Change the work breakdown structure chart display** (on page 153)
- ▶ **Change the work breakdown structure table display** (on page 154)
- ▶ **Copy and paste a work breakdown structure element** (on page 154)
- ▶ **Cut and paste a work breakdown structure element** (on page 155)
- ▶ **Define earned value settings for a specific work breakdown structure element** (on page 155)
- ▶ **Delete a work breakdown structure element** (on page 155)
- ▶ **Determine a WBS element's status** (on page 153)
- ▶ **Display work breakdown structure details** (on page 152)
- ▶ **Display work product and document details in the Work Breakdown Structure window** (on page 350)
- ▶ **Edit a work breakdown structure element** (on page 152)
- ▶ **Move around the WBS chart** (on page 154)
- ▶ **Open a work product or document from the Work Breakdown Structure window** (on page 354)
- ▶ **Remove work product and document assignments in the Work Breakdown Structure window** (on page 353)
- ▶ **Save a layout in the Projects or Work Breakdown Structure window** (on page 356)
- ▶ **View the WBS** (on page 151)

WPs and Docs window

Use the WPs and Docs window to create and maintain work product and document records for the open project, such as records for standards, procedures, guidelines, and templates.

To display the WPs and Docs window, do one of the following:

- ▶ Click  on the Project toolbar. See **Project Toolbar** (on page 119).
- ▶ On the Project menu, choose Work Products and Documents.

Refer to the following sections of this topic for information and links to concepts and tasks about working with work products and documents in the WPs and Docs window:

- ▶ Working in the WPs and Docs window
- ▶ Work product and document concepts
- ▶ WPs and Docs tasks

Working in the WPs and Docs window

When working in the WPs and Docs window, you can:

- ▶ Use the Edit menu on the **Menu bar** (on page 70), the Edit toolbar, or shortcut (right-click) menu to add, delete, cut, copy, and paste document records, and launch documents. See **Edit Toolbar** (on page 108).
- ▶ Use the Display Options bar, the View menu on the **Menu bar** (on page 70), the Layout toolbar, or shortcut (right-click) menu to customize the window. For example, you can customize columns of the work product and document table, and group, sort, and filter document records. See **Layout Toolbar** (on page 114).
- ▶ Use WP & Doc Details to view or define properties for the selected document record, associate activities and WBS elements with work products and documents, and launch documents. See **Work Product and Document Details** (on page 874). To show or hide WP & Doc Details, choose View, Show on Bottom, Details, or click  on the Bottom Layout toolbar. See **Bottom Layout Toolbar** (on page 101).
- ▶ Use the arrows on the Move toolbar to move the selected document record around in the hierarchy. The arrow icons are only available in the outline display. See **Move Toolbar** (on page 117).

Tips

- ▶ After opening the WPs and Docs window, the window remains open until you close all open projects or you close the window; if you open or navigate to another window without closing the WPs and Docs window, click the WPs and Docs tab to return to the window at any time.
- ▶ When you add a document record, you have not added an actual document file; to add an actual file, you must associate a file with the document record on the Files tab of WP & Doc Details.
- ▶ If you delete a document record, you have not deleted the actual document file.
- ▶ To expand or collapse individual elements of the work products and documents hierarchy, right-click in the WPs and Docs window and choose Expand All or Collapse All.

Work product and document concepts

The following concepts relate directly to working with work products and documents:

- ▶ **Activities** (on page 213)
- ▶ **Work Breakdown Structure** (on page 150)

- ▶ **Work Products and Documents** (on page 348)

WPs and Docs tasks

You can perform all of the following tasks in the WPs and Docs window:

- ▶ **Add a work product or document record** (on page 348)
- ▶ **Assign a document status or category** (on page 349)
- ▶ **Assign work products and documents from the WPs and Docs window** (on page 351)
- ▶ **Delete work product or document records** (on page 354)
- ▶ **Display work product and document details in the WPs and Docs window** (on page 350)
- ▶ **Identify a document as a work product** (on page 349)
- ▶ **Identify a work product or document as a deliverable** (on page 350)
- ▶ **Open a work product or document from the Work Products and Documents window** (on page 353)
- ▶ **Remove work product and document assignments from the WPs and Docs window** (on page 352)
- ▶ **Specify work product and document location references** (on page 349)
- ▶ **View a project's document library** (on page 348)

Recalculating assignment costs

When changes are made to resource or role cost information, you are prompted to recalculate assignment costs, so that the correct values display for activity costs in all open projects. The Recalculate Assignment Costs command ensures that project costs reflect any updated price/unit values on activities.

For example, you should recalculate assignment costs if you change a resource's or role's price/unit and the resource/role is assigned to activities, or if a resource/role has multiple prices and the activity dates change, since the activity cost calculation is based upon the activity start date.

In some cases you will be prompted to recalculate costs. You can also choose Tools, Recalculate Assignment Costs, provided you have access rights to View Resource and Role Costs/Financials, which is set at the project level.

How do user preference settings affect manual future period planning?

The values you enter in the Budgeted or Planned Units and Remaining (Early) Units fields are converted to the Unit/Time specified in the User Preferences, Time Units tab. For example, if the Unit/Time user preference is set to Hour and you enter 1d, the value is converted to 8h. To avoid planning mistakes, you should set the Unit/Time user preference to the same time unit you use to plan your work. For example, if you plan your work in hours, set the Unit/Time to Hours.

Additionally, your user preference setting for 'Interval for time-distributed resource calculations' (User Preferences, Resource Analysis tab) determines the minimum timescale interval in which you can enter or edit data. For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, quarterly, or financial period timescale buckets. When you display timescale intervals smaller than the interval specified as your user preference, the buckets are not editable. Using this case as an example, if you display daily timescale intervals, the buckets are not editable.

Why are some spreadsheet cells gray?

Spreadsheet cells are gray/uneditable when any of the following are true:

- ▶ The activity associated with the assignment has a duration type of Fixed Units or Fixed Units/Time (you can only manually enter future period values for activities with a duration type of Fixed Duration & Units and Fixed Duration & Units/Time).
- ▶ The resource or role assigned to the activity does not have any valid worktime for the timeperiod. For resource assignments to task-dependent activities, and for all role assignments to activities, the module determines if there is valid worktime based on the activity calendar. For resource assignments to resource-dependent activities, the module determines if there is valid worktime based on the resource calendar.
- ▶ The displayed timescale unit in the spreadsheet is smaller than the minimum timescale unit used for time-distributed resource calculations. You can change this setting in the 'Interval for time-distributed resource calculations' field (User Preferences, Resource Analysis tab). For example, if this option is set to Week, you can only enter or edit data in weekly, monthly, or quarterly timescale buckets.
- ▶ The date of the timescale unit is prior to the Project Planned Start date (for the Budgeted or Planned Units field) or the Remaining Early Start date (for the Remaining Units field) of the activity.
- ▶ The activity associated with the assignment has an Actual Finish date.
- ▶ The timescale is set to Day/Shift or Day/Hour.
- ▶ The timescale is set to display only ordinal dates. You must display primary dates (with or without ordinal dates) to edit future period buckets.
- ▶ When the timescale is set to display financial period intervals, no financial period is defined for the timeperiod.
- ▶ You choose to display time-distributed Remaining Early units and costs according to forecast dates rather than remaining early dates in the User Preferences, Resource Analysis tab. This only applies to the Remaining Units field.
- ▶ You choose to calculate average values for the spreadsheet in the Spreadsheet Options dialog box.
- ▶ You have not been assigned the Edit Future Periods project privilege.

- ▶ In the Resource Usage Spreadsheet of the Activities window, you are displaying assignment data for all projects rather than for open projects only. If you are displaying data for all projects, the title of the Display Options bar in the Resource Usage Spreadsheet is "Display: All Projects." To display data for open projects only, click the Display Options bar, then choose Show All Projects to remove the checkmark; the title of the Display Options bar changes to "Display: Open Projects Only."

Display_WBS_details

Right-click and select WBS Details.

WP & Doc Details

Right-click and select WP & Doc Details.

Print Preview button

Click this button to preview the report on screen before printing.

Report Wizard button

Select this button to run the Report Wizard. Before the wizard opens, you are prompted to verify that you want to delete the current report components.

New Report button

Click this button to create a new report. You are prompted to verify that you want to delete the current report components.

Report Component Properties button

Select a report component, then click this button to view or edit its properties. Properties are characteristics of a report component, such as type and field for a text cell, sort and group options for a data source, and height for a row.

Tip

- ▶ You can also right-click on a component to view its properties.

Add Data Source button

Click this button to add a data source.

Add Image Cell button

Click this button to add an image cell.

Line Cell button

Click this button to add a line cell.

Add Row button

Click this button to add a row.

Add Text Cell button

Click this button to add a text cell.