PROMAN Software GmbH Software for Project Management and construction project management



PROMAN meeting report

QuickStart:

- Create project
- Creating Addresses
- First protocol

Version 1.00

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1. General information

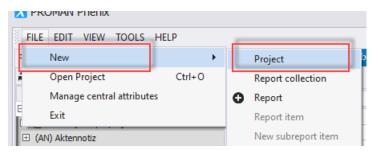
In this document you get all necessary information to create your first project successfully. This includes

- Create a project
- Transfer the print settings from another project (template project)
- Create addresses
- My first collection of reports and minutes
- Printout and eMail of the protocol

All descriptions are valid from software version 3.3. If you have an earlier version, please contact the hotline (+43 1 478 05 67) to install the latest update.

2. Create project

With a right mouse click on the menu File / New / Project you can create a new project.



This opens the following mask:

🔀 New project		x
Basic project inform Enter all needed possibility to crea	ation nformation for a new project within a few steps. After that you have the te your first protocolls.	
Project shortname *	2019/40	
Project longname *	PROMAN Training	
Brief description		
Description		•
* Required fields	< Back Next > Ca	ancel

Field description:



- "Project shortname": enter the short form of the project here (e.g. project number)
- "Project longname": The project heading is entered here.

The remaining fields are optional.

With the button "Next" you get to the following mask:

🔀 New project	x
	Completing the wizard
	The project was created successfully. You can edit project details and/or import project data from another project.
	Edit project details Copy structure from existing project
	To close this wizard, dick finish.
* Required fields	< Back Finish Cancel

Please select "Copy structure from existing project".

This allows you to easily copy the following elements from an existing project (template project / sample project):

- logo
- font
- standard text blocks (e.g. opposition deadlines, e-mail text for protocol dispatch)
- whole report collections (e.g. construction meeting, building owner meeting) incl.
 - o chapter structures
 - o point status
 - o print settings

In the following screen you can decide what should be copied. Since it is a copy, you can change all this data afterwards.

I also recommend these steps if you only have the included example project.

You can also copy these settings and data after you have created a project.

The currently created project is opened automatically. For this purpose, the selection mask for the "Adopt project structure from existing project" is also opened.

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μ×	PROMAN Training : Project addressbook (2019/40) PROMAN Training ×	Toolbox		# ×
م		Proje	ects ose project	•
		00		Project longname Beispielprojekt template project
mplete c nt empty				
name ▶ ₩ × ₽	Continue by selecting a project from the toolbox			
		۳] :	Save
		×		Close

Select your source project in the right area. In this example, we use the sample project as a source for our template data.

In the following mask you can adopt individual areas of the template (e.g. logo only).

I recommend that you use the button "All data without project participants" to transfer all template data.

In the target project you can then remove or modify unused elements.

No item contents are taken over with this function!

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N Training : Project addressbook (2019/40) PROMAN Trainin	ig ×		Toolbox 4
emplate project		Current project	Projects BEISPIEL
empiace project	Copy all 🕨 🕤	current project	
ient	Copy 🕨 🖸		Enter text to se 🔻 Find Clear
oject author	Сору 🕨 🖸		Project general data
oject address	Copy 🕨 🖸		Project addresses Attributes
eader		Header	Company and Employee Functions
	Сору 🕨 💟	No image data	Textblocks Report collections
MAN xt	Сору 🕨 🖸	Text	
poter		Footer	Quick Selection
			All data without project partners
No image data	Сору 🕨 🗳	No image data	Copy all
ext		Text	
~ ~	Сору 🕨 🖸	×	
			Save Save

2.1. Change Logo

If you have taken the data from the example project, you will surely want to change the logo.

Right-click on the project, in this case on "(2019/40) PROMAN Training", then on "Manage project":

FILE EDIT VIEW TOO	IS HELP			
Project View	□ # ×	PROMAN Tra	ining : Project address	sbook
C Refresh proje	ct-explorer	Main view	Employee view	
 (2019/40) PROMAN Tra (2019/40) PROMAN Tra 	Manage project			Long
 (BM) Building Meeting (CD) Construction Dia (MR) Monthly Report (MR) Note (NT) Note (NT-INT) Internal Not (PM) Project Meeting (SC) Safety Check 	Project rightsmana Project addressboo Search and Reportin Manage project att Addressbook synch Copy project struct New project New folder Delete project	k ng ributes nronization		
Show chapters	Assign project attril	butes		



On this page you have the possibility to change the areas header bar / footer bar / project image. You could also change the project name.

In the header tab you can load the desired new logo with "Load image". You have to define the alignment (right, middle or left) and the logo size in mm on the right side.

PROMAN Training : Project addressbook 2019/40: Toolbox ųх * Manage project attributes Project shortname / number * 2019/40 Projectcode client * Assign project attributes Project longname * PROMAN Training Associations Client Select a projectbased company Project author Select a projectbased company Project Address Select a projectbased company Description Brief description Description _____ Footer Project-Image Height in mm 33 Î Print without borde Width in mm 50 🇘 Θ Revert to original size Alianment 0 ‡ Load image × Remove Image ◆ ★ ↓ 🗴 🖄 🔓 ↓ 🛛 目 目 日 〒 - 車 車 目 三 三 日 ¶ 💁 • ♡ ↓ 🦻 B I U S X² X₂ A ▾ Calibri 🔻 11 💌 A A A 🏜 👻 👳 🖁 👬 🛱 👳 A 1 1 1 1 1 2 1 3 1 4 1 5 1 6 1 7 1 8 1 9 1 10 11 11 1 11 12 1 13 1 14 1 15 1 16 1 2 2 1 18 × Close 凹 Save * Required fields 믭 Save & dose B4DD-5206) 🔤 Lo

The changes can be accepted with "save" or "save & close".

3. Creating Addresses

When creating addresses, you must first decide whether you want to create them

- central, i.e. cross-project, or
- in the project

If you create the addresses centrally, they can be used for several projects.

3.1. Creating Addresses Centrally

The central address management can be accessed under tool / show central address book:

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FILE EDIT VIEW	OOLS HELP	-
Project View	Show central addressbook	Training : Project addressbook
2 Refresh	Settings	v Employee view
	Central layout manager	
(2019/40) PROMAN T (2019/40) PROMAN	Laptop-Mode	1
⊕ (BM) Building Meetin	Project & Report Export	
	Project & Report Import	
 	Administration	
⊕ (NT-INT) Internal No	Search and Reporting	

Then another tab "Central Address Book" opens:

: _ I	PROMAN Training	: Project a	ddressbook	Central	addressbook 🗙										•	Toolbox	¢	
	short		Lo	0				Address		Country	City	Post	rode	State	レ Disabled	0	Create Company	Create Employ
- I -	B PROMAN				oftware GmbH			Zwinzstraße	≥ 4-6	AT	Wien	1160		Vienn		Ð	Edit Company	😒 Edit Employee
	Employee	Phone	e-mail addres	s Co	ompany function	Attribut	es									×	Delete company	X Delete employ
	Short	First	Name Last	ame	Abbreviation		Department	Gender	Title	Name Suff	x Title	e Intern	Disabled			*	Company functions	X Employee functi
	🗄 Pezzei	Rolar	nd Peza	ei				Male	DI				-	۱				
	Support		Sup	ort				Unknown					_	۱				
	III Titze	Rudo	lf Titz					Unknown	Ing.				-	۱		*	Manage cer	tral attributes

Addresses can be created with the right mouse button at the desired company or with the buttons in the toolbox.

Each person must be created in a company.

You have to create a company first. The following mask opens with the button "Create company":

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		×								Add phore	nenumber			
							Туре	N	umber		Comment	I	s Default	Т
	No image data		Drop outlook contact h	ere or dick to insert vi	Card (*.vcf) from di	pboard	Main	* +	431234				۲	3
hort *	new Company													
ong *	new Company Ltd													
treet		-												
ostcode			City			-								
ountry	Choose country					Ŧ								
tate						Ŧ								
ost Box			Post Box P.C.				L			Add e-ma				
omepage							Type		E-mail office@newcompa		Comment		Is Default	+
AT							Marren	I *	oniceignewcompa	my.com				
econdary site of	Choose company					Ŧ								
epartments	Shortname	Longn			O A	dd								
			ame		•	laa								
				attributes										
	Short Long		X Assign company a	attributes					ictions available fi			anage functi		
				attributes			There are Short	e no fun					ions s Default	
tributes			X Assign company a	ttributes										

All fields which we recommend for the company are marked with red. The remaining fields are useful if you want to use additional information for companies.

In the field "Short" please enter a generally known short form of the company.

Then use the right mouse button to create a corresponding employee for the newly created company "Create Employee":

Sho	ort				L	ong				
Ξ	PROMAN				P	PROM/	AN Sof	tware Gm	ЬН	
	Employee	Pho	one	e-mail a	ddr	ess	Com	pany funo	tion	Attribut
	Short		First	Name	La	stnam	e	Abbrevia	ation	
	Pezzei		Rolar	nd	Pe	zzei				
	∃ Support				Su	ipport				
	⊡ Titze		Rudo	lf	Tit	tze				
Ŧ	new Compan	E	Edit C	ompany			_			
		(Creat	e Employ	ee					
		F	paste	employe	e					
		[Delete	e compar	ny					
		4	Assigi	n compai	ny a	attribu	ites			

This opens the following mask:

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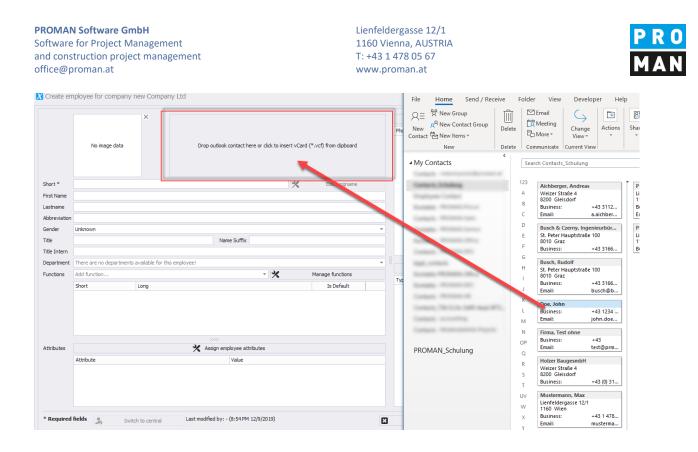
		×								Add phonenumber	r		
								Phone	Number	C	Comment	Is Default	T
	No image dat	_	D		tale ta ta anti-second	ard (*.vcf) from clipboard		Phone	+431234 23			۲	×
	no inage dat	-	51000			na (meny nom exposure							
hort *	Doe				*	Edit longname	2						
rst Name	John												
astname	Doe												
bbreviation													
ender	Male						-						
tle				Name Suffix									
tle Intern													
epartment	There are no depart	ments available for th	is employee!				-			50000	1		
unctions	There are no function	no available for this e	mployee!	Ŧ	*	Manage functions				Add e-mail address			
	Short	Long				Is Default		Type Work	E-mail	C wcompany.com	omment	Is Default	,
	PM	Project manageme	nt			۲	x	WOIK	Ionnadegne	weompany/com			
tributes				gn employee attributes									
	Attribute			Value									

All fields that are to be filled as employees are highlighted in red.

In the field "Short" please enter a generally known short form of the person (e.g. surname). This field must be unique for each company.

The employee function can be printed directly on the cover page in the participant distribution list.

You can also create companies directly from Outlook using drag & drop e.g. you simply drag the desired contact into the field "Drop outlook contact here or ...":



With this method you can create companies as well as employees.

You can also synchronize the complete Outlook address book. Further information can be found in the training documents or if you call the hotline.

3.2. Use addresses in the project

centrally created addresses can be activated in the project using drag & drop. To do this, go back to the "Project Address Book" tab and drag the desired address from the lower left "Central Address Book" window into the "Project Address Book" window:

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FILE EDIT	r view tool	S HELP					
Project View			-	PROMAN Tr	aining : Project addı	ressbook	Central addressbook
9	Refresh project	-explorer		Main view	Employee view		
3 (2019/40)	PROMAN Training			Short			
☐ (2019/40)	PROMAN Training	1		Short		L	ong
🗄 (BM) Build	ding Meeting						
🗄 (CD) Con	struction Diary						
(MR) Mon	thly Report						
🗄 (NT) Note	2						
🗄 (NT-INT)	Internal Note						
🗄 (PM) Proj	ect Meeting						
🗄 (SC) Safe	etv Check						
Show cha		Show c	omplete	c	1		
Show cha Show att Order rep Item sorting:		Highlig	ht empt		1		
Show cha Show att Order rep Item sorting:	apters achments ports descending	Highlig	ht empt		1		
 Show cha Show att Order rep Order rep Item sorting: By chapted 	apters achments ports descending er By itemcod	By sho	ht empt				
Show cha Show att Order rep Item sorting: By chapte Central addree Short	apters achments ports descending er By itemcod essbook	By shore	thame				
Show cha Show att Order rep Item sorting: By chapte Central addre Short E PROMAN.	apters achments ports descending er By itemcod essbook Long PROMAN Si	Highlig By shore C	thame				
Show cha Show att Order rep Item sorting: By chapte Central addre Short PROMAN. new Comp	apters achments ports descending er By itemcod essbook Long PROMAN Si pany new Compa	Highlig	thame				
Show cha Show att Order rep Item sorting: By chapte Central addree	apters achments ports descending er By itemcod essbook Long PROMAN Si	Highlig	thame				

Alternatively, you can do this with the right mouse button:

h	ort	Long		
	PROMAN	PROMAN So		
	new Company	new Compa		
	Short	First Name	Lastname	
	Doe	Add to projec	t	

4. Rename Report Collection

In this example, we have copied all report collections from the sample project.

If the names are not suitable for your project you can rename or delete them.

To rename, simply right-click on the desired report collection and select "Manage report collection":

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	naming ⊕ new Company
⊕ (BM) Building Meeti	Manage report collection
(CD) Construction	
	Edit next agenda
	New report
 ⊞ (PM) Project Meeti 	Manage report-codes
🗄 (SC) Safety Check	Manage chapters
	Manage textblock templates
	Delete report collection

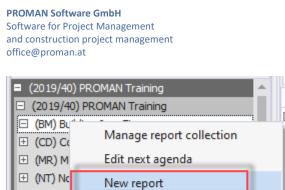
In my case I want to change the "Building Meeting" to "Building Jour Fix":

PROMAN Training : Project addressbook Central addressbook BM: Report collection manager × Tool	box 4 ×
Hide collection	
Collection shortmame IBM Sorting Number 0 🗘 Folder PROMAN Training 👻	Enter text to se 🔻 Find Clear
Collection longname Building Jour Fix	Setting names
Collection title Jour Fix	Report collection settings
	Common Header
	Footer
Description	Project image
	✓ Cover settings
	Common
Document path 0:\Schulung\Schulung\Beispielprojekt\	Participant / Mailing
Document number 2019/40/BM/001 Keita document number	Report content settings
	Common settings
Endless protocol	Chapter and report item Textblocks & Next meeting
Protocoltype Memo	A Report item settings
	Common
Print language German 👻	
Link default settings to last Report, i.e. changes in the last report for textblocks, documentnames, email- and agenda-settings will be saved automatically to this report collection.	Copy collection settings
	Projects
	Choose project
	Report collections
	Choose report collection
	Copy settings and save
	Close
	Save
	Save & dose

For this I can enter the desired new name in the field "Collection longname ".

5. My first report (Minutes)

In the desired report collection, please click the right mouse button and select "New report":



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a (2019/40)) PROMAN Training		Short				
(2019/4)	(2019/40) PROMAN Training						
⊡ (BM) Bu ⊞ (CD) Co	Manage report collection	1					
🗄 (MR) M	Edit next agenda						
🗄 (NT) No	New report						
🕀 (NT-IN	· · ·						
🗄 (PM) Pr	Manage report-codes						
🗄 (SC) Sa	Manage chapters						
Show c	Manage textblock template	s					
Show a	Delete report collection						
Order r	eports aescenaing		1				

In the following mask please confirm the creation of the new report with "Save & Close". The new report editor then opens:

Training : Project addres	sbook Central addressbook (BM) Report 001: R	eport editor ×	▼ Tool	lbox
			Î	Create new report item
				Create new report item and open
				Import report items
		PRO MAN		Load report items
			8	Send e-mail
PROMAN	Training		6	Print report (Print-Preview)
			G	Print report as pdf
Jour Fix			a	Print report as rtf
Building Jou	r Fix No.: 001			Print report as xlsx
Date of Issue:		D		Prepare for meeting
Date of Meeting:	09.12.2019 09.12.2019	Project-no.: 2019/40 / Docno.: 2019/40/BM/001 /		Open agenda for this report
Time:	from: to:	Chairman: No author selected 🗙		Open agenda for following rep
Place:	No meeting place selected	Writer: No leader selecte <mark>d ×</mark>		
Subject:	No subject defined	Symbol: No author sign selected Mailing-no: Nothing selected		X Manage report
		5	۲ B	a Manage chapters
Participants /	Distributors [.]			Anage participants
Name (w/o Title)	Function Company Phonemo	bil present Distr. temp.	8	Manage textblock templates
	which objections may be raised to this Protocol shall ires without objection or opposition, the minutes shall Number: 002 Date: 16.12.2019		2	toom factor
Item	Subject	cr Responsible Deadline		Close

The mask makes it possible to edit the data directly. For example, if you move the mouse button over the "Date of Meeting" field, this field will be bordered in blue. If you click on it with the left mouse button, you can also edit this field.

Further control data are displayed in blue in addition to the protocol content (e.g. the X on the right is for deleting leader / author).

On the far right you have a toolbox with further useful functions.

If I want to put our Mr. Doe as a leader, I can simply drag & drop this person into the leader field:

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	PROMAN	Fraining				
✓ Show complete c Show attachments Highlight empty Order reports descending	Jour Fix Building Jour	Fix No.: 001				
Item sorting:	Date of Issue:	09.12.2019		Project-no.:	2019/40 🥒	
By chapter By itemcode By shortname	Date of Meeting:	09.12.2019		Docno.:	2019/40/BM/001 🧪	
• • • • • • • • • • • • • • • • • • •	Time:	from:	_	Chairman:	No whor selected 🗙	
Project addressbook	Place:	No meeting place selected		Writer:	Mo léader selected 🗙	
Search	Subject:	No subject defined			author sign selected	
Main view Employee view				anng-no:	Nothing selected	
Groups	Participants / D	istributors:				
All project partners All participants	Name (w/o Title)	Function Jumpany	Phonemobil	present	Distr. temp.	
All project partners						
Employees		which objections may be raised to th es without objection or opposition, th			service.	
Company Employee s Employee Fu. new Company Doe (PM) Project						
new Company Due (Phy Project a		Number: 002 Date: 16.12.2019				

or as participant and distributor.

					PRO MAN
PROMAN '	Training	9			
Jour Fix					
		001			
Building Jour	FIX NO				
Date of Issue:	09.12.2019			Project-no.:	2019/40 🥒
Date of Meeting:				Docno.:	2019/40/BM/001 /
	from:	to:		Chairman:	Doe 🗙
Time:				Writer	No londer colorted
Place:	No meetin	g place selected		Writer:	No leader selected X
		g place selected		Symbol:	No author sign selected
Place:	No meetin	g place selected			
Place:	No meetin No subject	g place selected t defined	-	Symbol:	No author sign selected
Place: Subject:	No meetin No subject	g place selected t defined	Phonemobil	Symbol:	No author sign selected
Place: Subject: Participants / E	No meeting No subject	g place selected t defined	Phone mobil +431234 23 +43 1 4780567	Symbol:	No author sign selected Nothing selected

In the participant distribution list, you can change the status for present, distribution list (Distr.) or present temporarily (temp.) simply by clicking on the bead. With the blue hand (far right) you can change the position of the person. You can correct the personal data with the pen (e.g. function, telephone number, etc.)



5.1. Create and edit report items

In the same mask you can also edit the report items below the cover sheet.

In our example there are already chapters. These were taken from the example project.

Of course, these can be changed or deleted. There is a "Edit chapter" button in the toolbox for this purpose.

A report item can be created in the chapter "general" using "+" at the right margin of the chapter heading.

Name (w/o Title)	Function	Company	Phonemobil	present	Distr.	temp.	
Doe	PM	new Company	+431234 23	•	•	0	🌒 🖻 🖊 🗡
ezzei		PROMAN	+43 1 4780567	•	•	0	🌒 🖻 🖊 🗙
	Number: 002	ection or opposition, th	s Protocol shall be <mark>4 working</mark> d e minutes shall be deemed to h		ervice.		
	Date. 10.	12.2019					
tem	Subject	12.2019		cr Responsible		Deadline	
	Subject			cr Responsible		Deadline	+
tem To no chapte 01	Subject er assigned			cr Responsible		Deadline	+
To no chapte	Subject er assigned Genera			cr Responsible		Deadline	+ +

The report item heading, called item short, and report item content can be opened with a left mouse click:

01	General information	-
9 001.001	heading / item short	open
901 / 09.12.2019	🔦 🛷 🚽 道 க 🗇 🕉 🖶 🔃 🗮 🗮 🗮 🐨 🎽 🔤 👳 🗋	
Etc	🖏 B I U S X ² X₂ A	
+ Attri	■ X····1···2···3····4····5····6····7····8····△	

Statuses:

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open	*	Zoom factor
DauerInfo_Standard	permanent Info	Will be taken to the next report
erledigt_Standard	completed	Will not be taken to the next report
inbearbeitung_Standard	in progress	Will be taken to the next report.
Info_Standard	one time info	Will not be taken to the next report.
offen_Standard	open	Will be taken to the next report
storniert_Standard	canceled	Will not be taken to the next report.
Wiedervorlage_Standard	Resubmission	Will be added at the defined date to a report in the future.
zurückgestellt_Standard	deferred until	Will be added at the defined date to a report in the future.

This list of statuses can be implemented as desired in the report collection.

The status also determines whether a report item is included in the next report.

According to the description, an open task is taken to the next report. On the other hand, a completed task is printed in the current report, but is not included in the next report.

Use this feature to structure your report so you don't have to painstakingly delete points as in Word.

You can put a person in charge by dragging the desired person into the report item:

By chapter By itemcode By shortname			
•			
Project addressbook 🗆 म 🗙	Item	Subject	cr Resp
Search P	To no chap	ter assigned	
Main view Employee view	01	General information	
Groups	001.001	heading / item short	
All project partners	9001 / 09.12.2019	There is no content for this item	-
All participants	E	rgebnis: No to set	
	Co	omment No commentary for this item	
All project partners 🔻 Pick filter 👻		ibutes: No attributes assigned	
Employees			
Company 🔺 Employee s 🔺 Employee Fu			
new Company Doe (PM) Project	01.01	Safety and security	
PROMAN Pezzei			
	01.02	Aauthorisations	

Then you can also set a completion date by clicking on the date field to the right of the currently displayed person:

	open		
D ^{Completed} to be	Ψ	초 🗟	×
Begin target	Ŧ		
Begin actual	Ŧ		
Completed is	Ŧ		
Show date			



01	General information		+
[@] 001.001	heading / item short		open
4001 / 09.12.2019	item content	Doe	30.01.2020 💄 🚞 🗙
Erg	gebnis: No text set		
Cor	^{nment:} No commentary for this item		
+ Attri	butes: No attributes assigned		
01.01	Safety and security		;≓ *

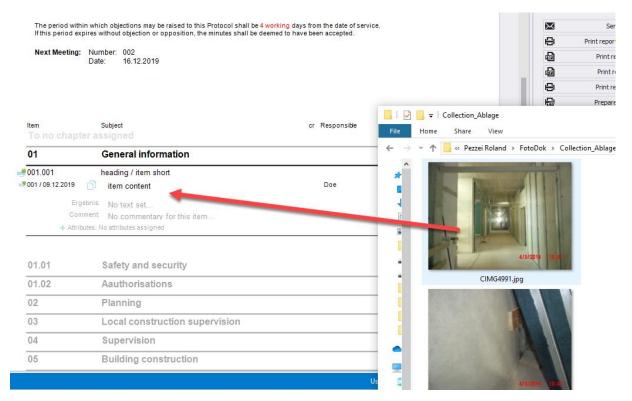
More report items can be created with the small or large plus below the item:

The small plus symbol creates another sub report item. The big plus icon creates a new report item in the same chapter.

5.2. Pictures and attachments

Images and attachments can also be inserted into the report item using drag & drop:

Using drag & drop, images and attachments can simply be dragged into the desired item:



These images can then be further edited with the pen:

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e.g. to highlight damage.

There is no limit to the number of images per point.

If you want to insert a plan, for example, you can simply copy the desired image section from a DWG or PDF plan file using the Windows tool "Snipping Tool" and paste it with the insert button (far right in the image).





A pin can be placed directly with the pen at the desired position.

Similarly, PDF documents can also be added to the report. A legend of the attachments can be created automatically.

The PDF documents are automatically added to the PDF file according to the report and are stamped with the corresponding report item number, e.g.



We have added the following attachments to the point:

This PDF is attached after the protocol and stamped with the point number 001.001 in yellow:

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6. Print report (PDF)

When your report is finished, you can simply create a PDF using "Print report as pdf":

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Alternatively, you can send the reports by e-mail. More details can be found in the following chapter.

7. Print out the report and send it to the distribution list as an e-mail

With the function "Send e-mail" the following is automatically carried out:

- PDF output with attachments
- Standard subject and text for your email
- Distribution list automatically filled according to the distribution list
- The finished e-mail will be opened automatically in your e-mail client (e.g. Outlook) to check it before you can send it.

The first step for this is the function "Send e-mail":





Subject as well as e-mail text will be loaded with the predefined settings and text:

Send e-mail - Report	t: BM//001					-		×
Project shortname	2019/40	Report collection short name	3M	Report code	001			
Meeting date	12/9/2019	Subject						
Pdf save option	Temporary Save as	Filepath O:\Schulung\Schulung	g\Beispielprojekt\2019_40_BN	4_001				
Textpreview								
• Use textblocks			O Use freetext					
E-mail subject Projekt: I	PROMAN Training, Sitzung: Building Jour	Fix, Nr. 001 vom 09.12.2019			Edit default subj	ject		
	mbers, find the minutes of the meetin g will take place on 16.12.2019.	g no. 001 of 09.12.2019.					÷	
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					Manage	textblock templates		
2	Distributor	1 Attachi	ments	X Close	Open e-mail	Direct se	nd	

The subject is created using macro fields ("Edit default subject" function). For example, the session date and session number can be filled automatically.

The same applies to the e-mail text.

The software checks if all persons in the distribution list also have an e-mail address.

Distributor 🚺 🖉 Attachments 🖪 Close 🖾 Open e-mail 🕅 1	
L Distributor U 🖉 Attachments 🖬 Close 🔀 Open e-mail 🖾 🛙	Direct send

In this case you will see the following symbol on the distributor list, i.e. one or more persons do not have an email address. If you click on the button, this data can still be corrected temporarily.

If attachments have been moved or deleted, you will also be informed and have the possibility to correct them before sending.

With the button "Open e-mail" the PDF file of the protocol is created, stored and the e-mail is filled with all data.

Software for Project Management and construction project management office@proman.at



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8. Further functions

The application also supports many other functions:

- Search and reporting to find or to print out sub-areas of protocols
- Agenda and invitation
- Prepare meeting with your own comments for each item
- Live logging with beamer view
- Import points from external cross-referenced sessions
- ..



9. Layout and print settings

Further information on the possible layouts and print settings can be found directly in the training documents of your version:

https://www.proman.at/proman x releases/currentversion/

If you have any questions, our team at the hotline will be happy to answer them:

support@proman.at

International or AT +43 1 478 05 67

from Germany 0800 589 0129

We are happy to support you.

Your PROMAN Team