



PROMAN  
Meeting Report Module  
version 3.3

Basic training 2019

# training program



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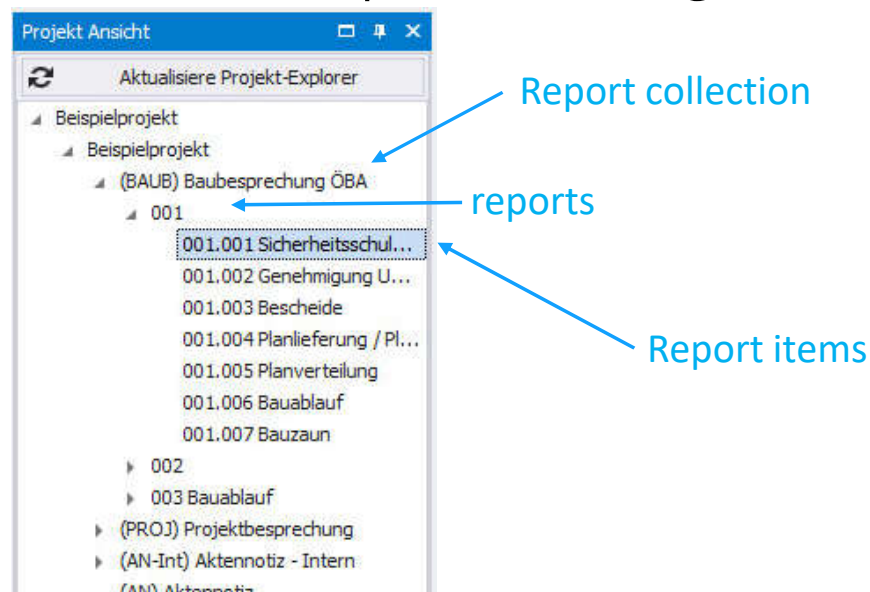
# training program



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# Terms and data structures

- You can create and manage different projects
- Projects can contain different report collections
- These report collections represent the meeting groups (e.g. construction meeting, client meeting, project meeting, jour fixe, memo,...).
- In the report collection you can find the reports (meetings). On this level you find the report items



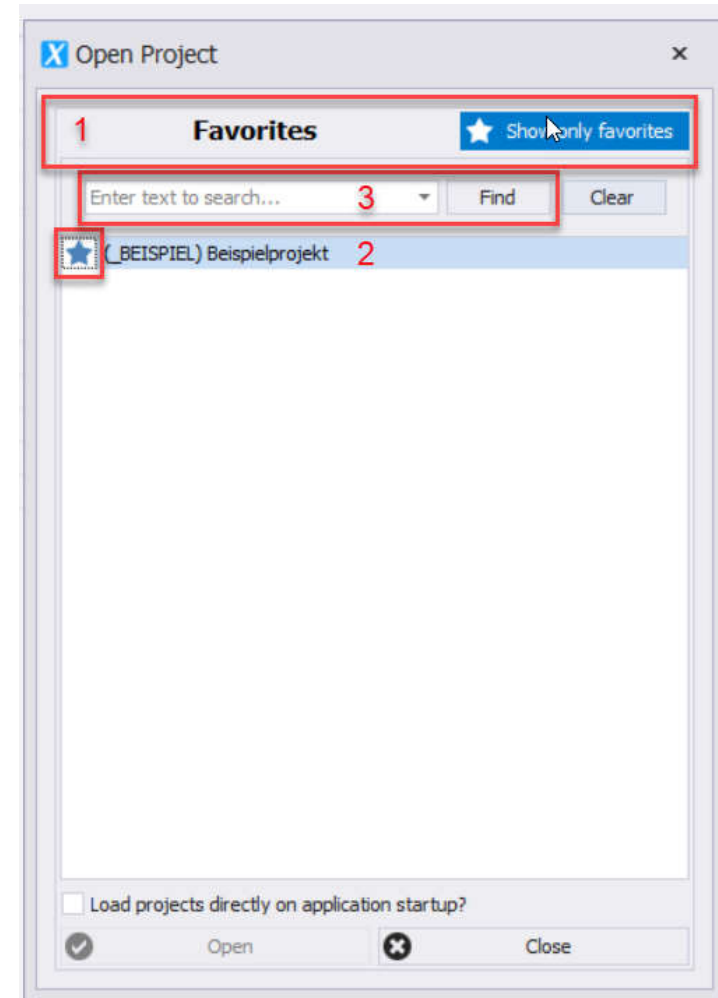
# 1. Menu control and masks



When PROMAN X is started, the "Open project" dialog opens. You can open a project by double-clicking on it. With (3) you can search for a specific project.

You can mark your important projects with the favorite star (2). If checked, only the favorites are displayed.

To show all again, please click on the favorite star (1)



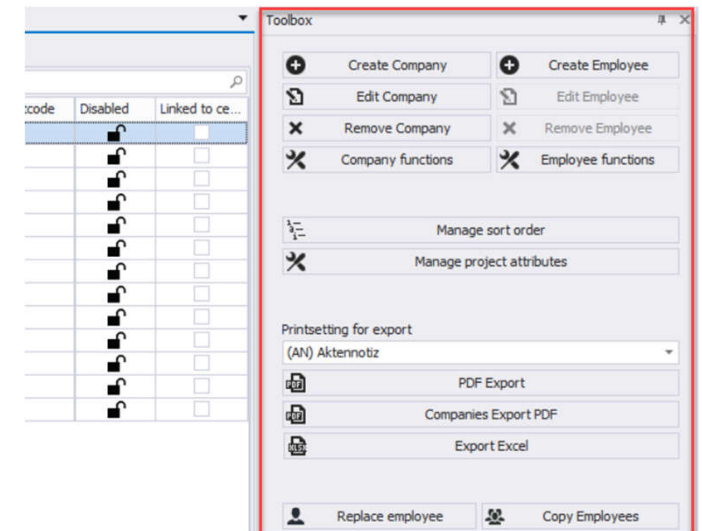
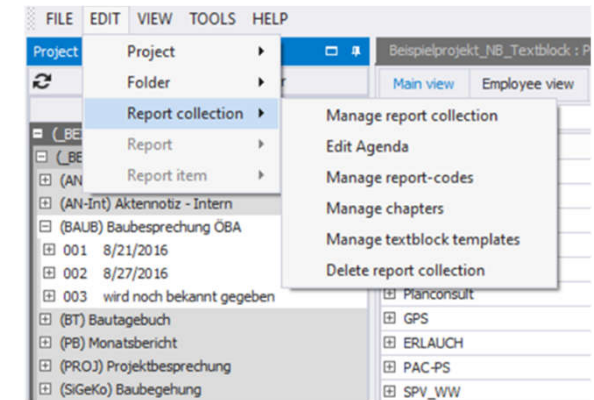
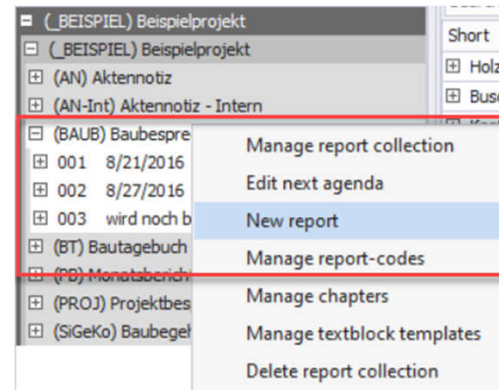
# 1.1 menu control and masks



You can control the application using :

- Right Mouse
- Upper menu items
- tool kit

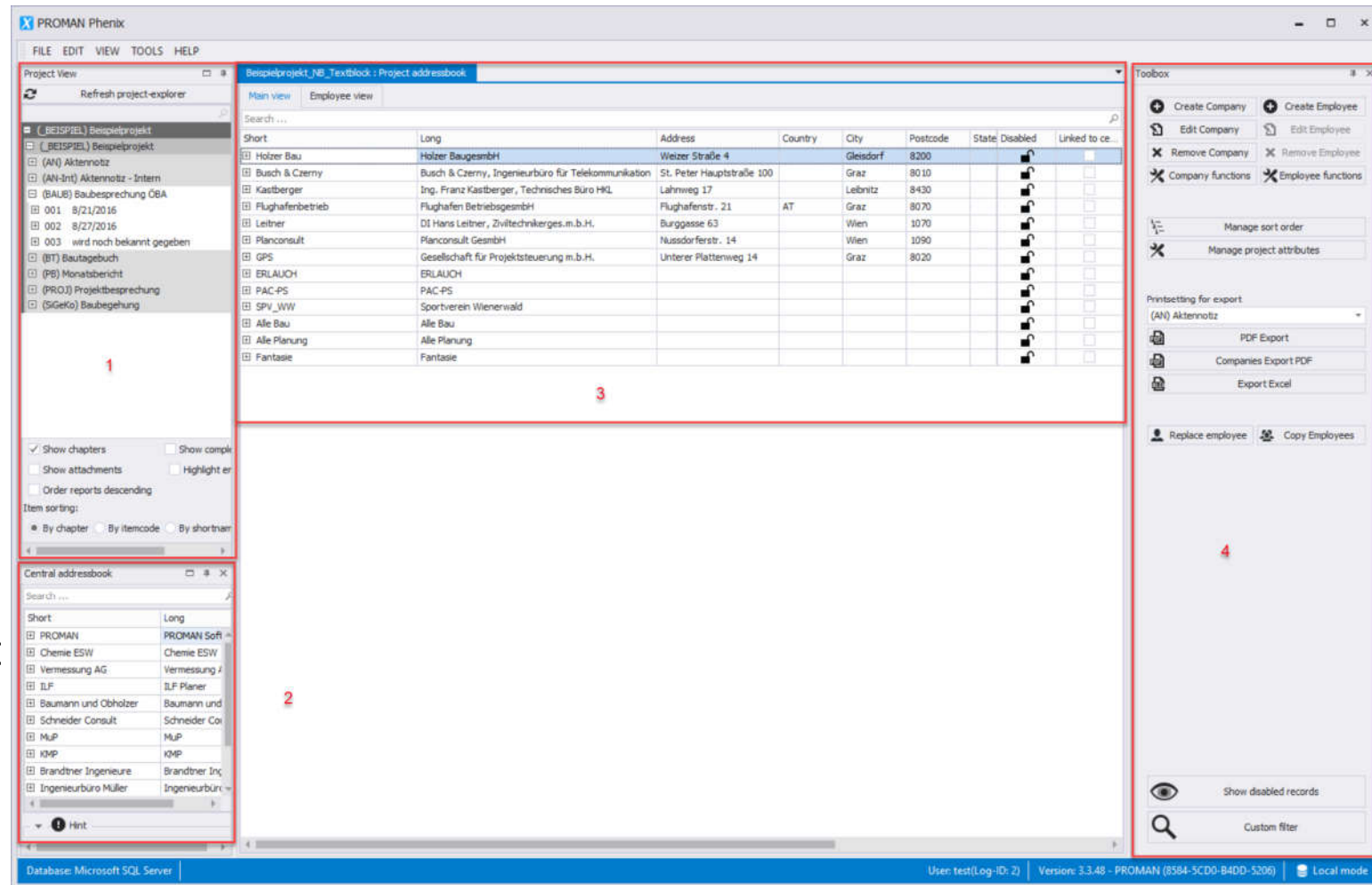
and select the desired function



# 1.1 menu control and masks



- (1) Project tree with all report collections and reports
- (2) Address data (central or in the project, visible by the heading)
- (3) project addresses
- (4) Toolbox with the most important functions of the current mask

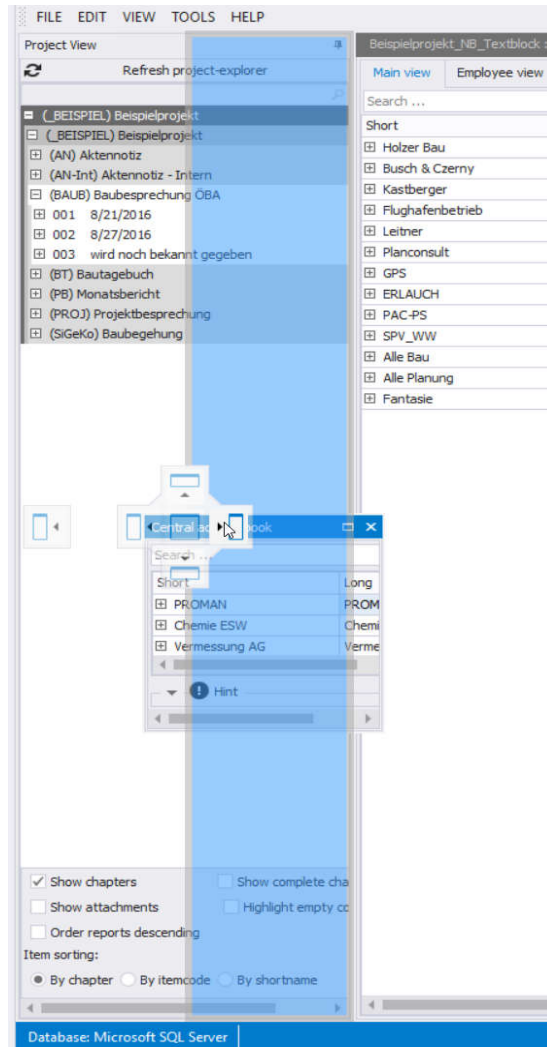




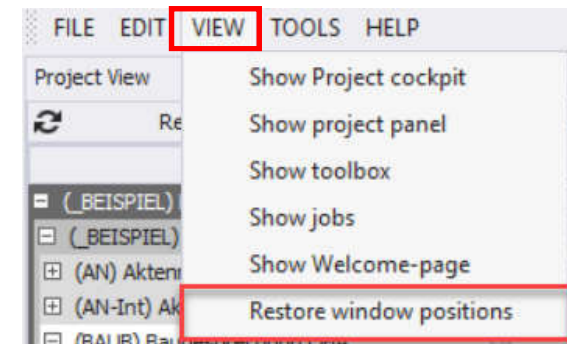
# 1.1 menu control and masks



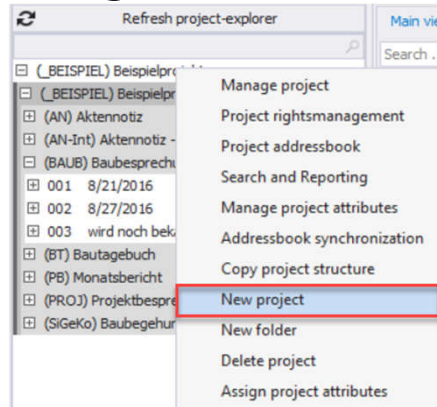
The mask elements can be repositioned using drag & drop.



If you can't find a window anymore, you can simply reset the arrangement to the original state.



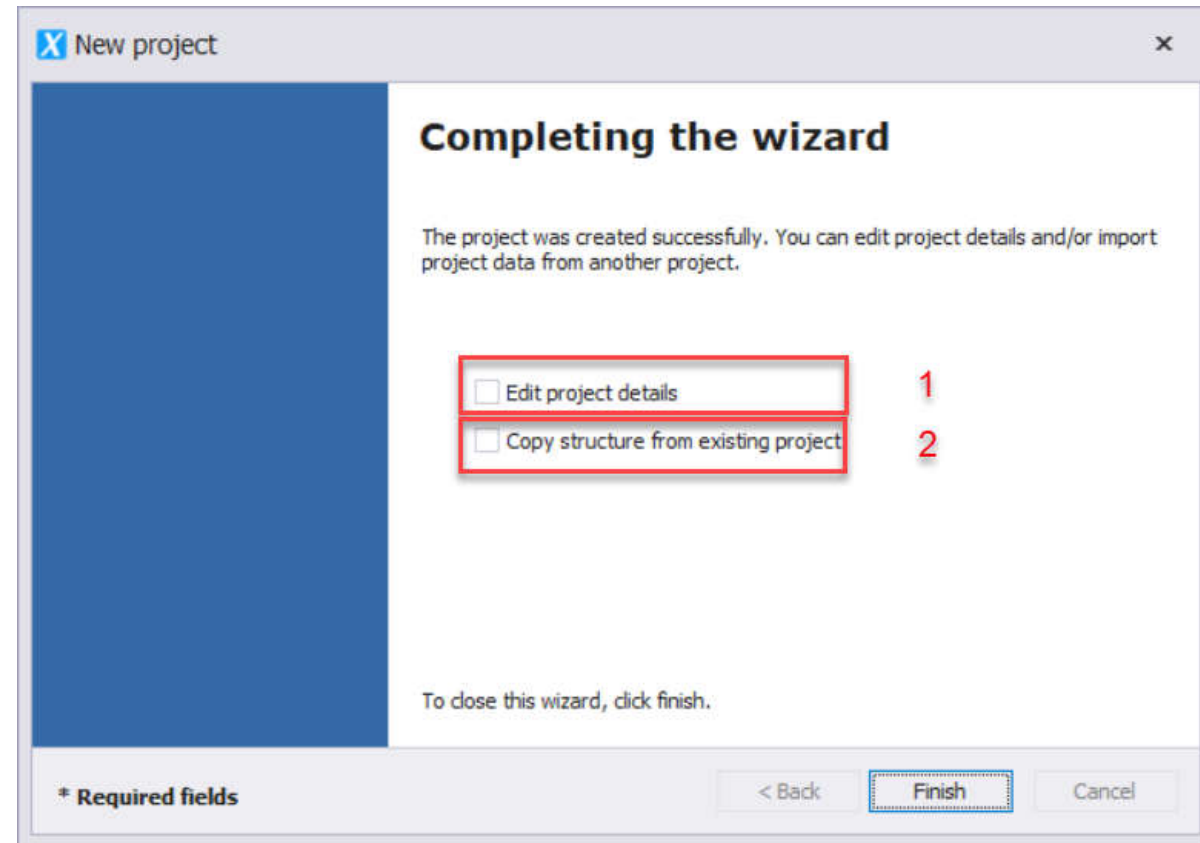
## 2. Create project

A screenshot of a 'New project' dialog box. The dialog has a title bar with a close button. Below the title bar is a section titled 'Basic project information' with the instruction: 'Enter all needed information for a new project within a few steps. After that you have the possibility to create your first protocols.' There are three input fields: 'Project shortname \*' with the value '0000' and a red box containing the number '1'; 'Project longname \*' with the value 'model project' and a red box containing the number '2'; and 'Brief description' which is empty. Below these is a larger 'Description' text area. At the bottom left, there is a legend '\* Required fields'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

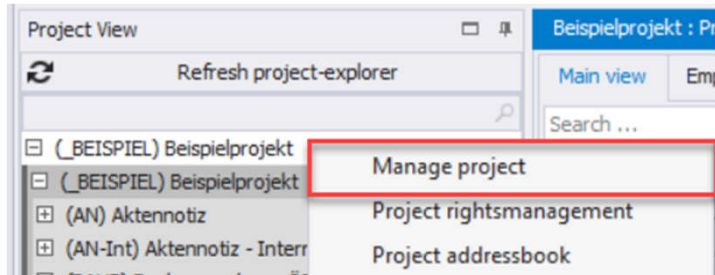
- With a right mouse click on a project you can create a new project.
  - *Project short name*: This represents a unique key for this project (e.g. accounting number) (see 1).
  - *Project long name*: Here you will find the project name (see 2).
  - *All other fields are optional.*

## 2. Create project

- With the wizard you can make the following selections:
  - Edit Project Details: In this mask you can enter and edit all details such as logo, description, project code (*see 1*).
  - Copy Structure from existing project: This takes you directly to the "Project Template" screen to transfer data (logo, report collections, chapters, texts, etc.) from existing projects (*see 2*).



# 2.1 project general data in printout

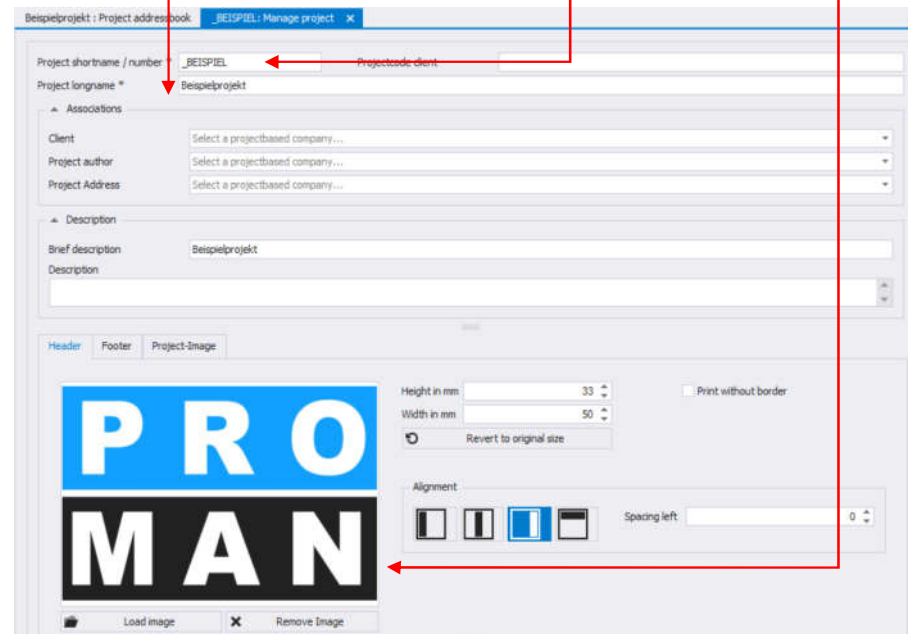


Beispielprojekt

BESPRECHUNGSBERICHT  
Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016  
Date of Meeting: 9/3/2016  
Time: from: 9:00 AM to: 11:00 AM  
Place: GPS-Container  
Subject: Bauablauf

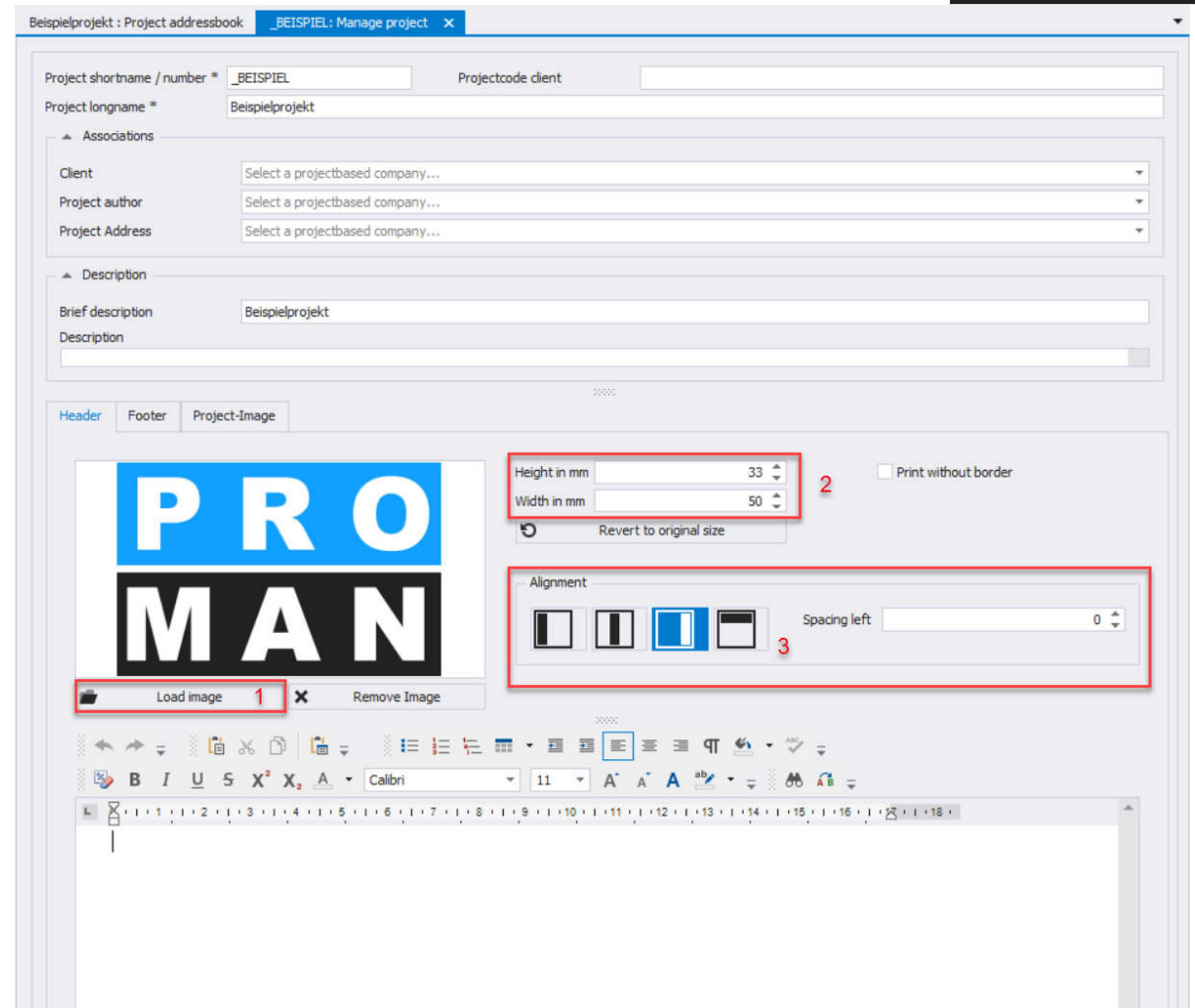
Project-no.: \_BEISPIEL  
Doc-no.: 1010///BAUB//003  
Chairman: Waldherr  
Writer: Kastberger



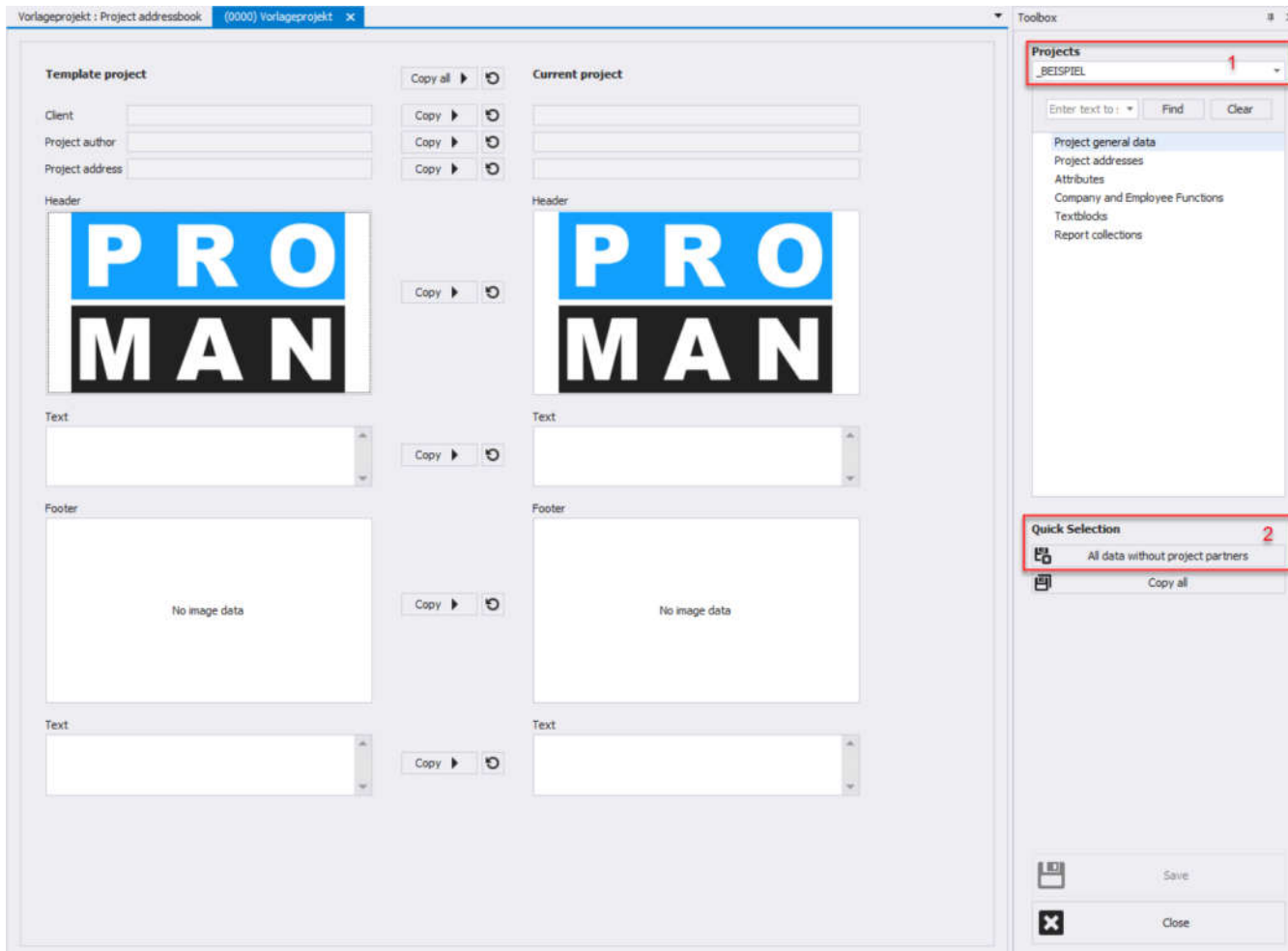
## 2.2 project logo



- Within the project you can immediately design your header and footer bar.
  - First choose *your logo* (see 1)
  - define the width and height of your logo in the printout (see 2)
  - under *alignment* you define the placement of your logo (see 3)
  - A text field can be added in the text editor



## 2.3 project template



- Enables you to quickly and easily transfer all essential settings and structures from a "template project" (see 1):
  - Header and footer bar
  - Project general data
  - project partner
  - Report collections
    - with chapter
    - with distributor
  - text blocks
  - attributes
- With the button **"all data without project partner"** (see 2) you can quickly transfer all structural data without project participants.

# 3. addresses in printout



## Participants / Distributors:

Name (w/o Title)	Function	Company	present	Distr.
Waldherr	PS	Gesellschaft für Projektsteuerung m.b.H.	●	●
Busch	ET	Busch & Czerny, Ingenieurbüro für Telekommunikation	●	●
Kepler	BH	Flughafen BetriebsgesmbH	●	●
Ecker	BK	DI Hans Leitner, Ziviltechnikerges.m.b.H.	●	●
Aichberg	BM	Holzer BaugesmbH	●	●
Frank	BH	Flughafen BetriebsgesmbH	○	●
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	○	●
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	●	●
Höchtl	BH	Flughafen BetriebsgesmbH	●	●
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	○	●
Rauscher	BM	Holzer BaugesmbH	○	●
Mattersberger	GP	Planconsult GesmbH	●	●

- Addresses are required for the
  - Participants list (cover page)
  - Involved (per report items)
  - session dates
    - chairman
    - writer

001.002	<b>Genehmigung Umsetzen Masten</b>		open
001 / 8/21/2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.	All project partners	
003 / 9/3/2016	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Busch Rauscher	9/23/2019 10/9/2016

Attributes: Änderungen:

# 3.1 central address management

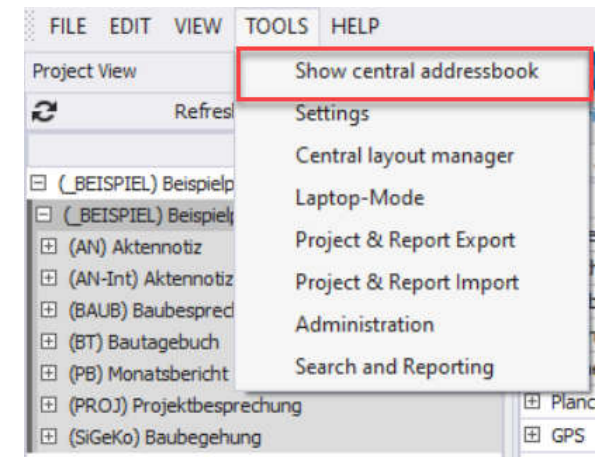


Under **Tools** -> **show central addressbook**, you **can access** the central address management.

- Enables the cross-project storage of addresses
- Addresses can easily be transferred to the projects

Companies and their employees can be defined centrally. This data is used for:

- Participants and distributors of meetings
- Automatic sending of reports with e-mail
- Assignment of involved persons / responsible persons to points





# 3.1 central address management

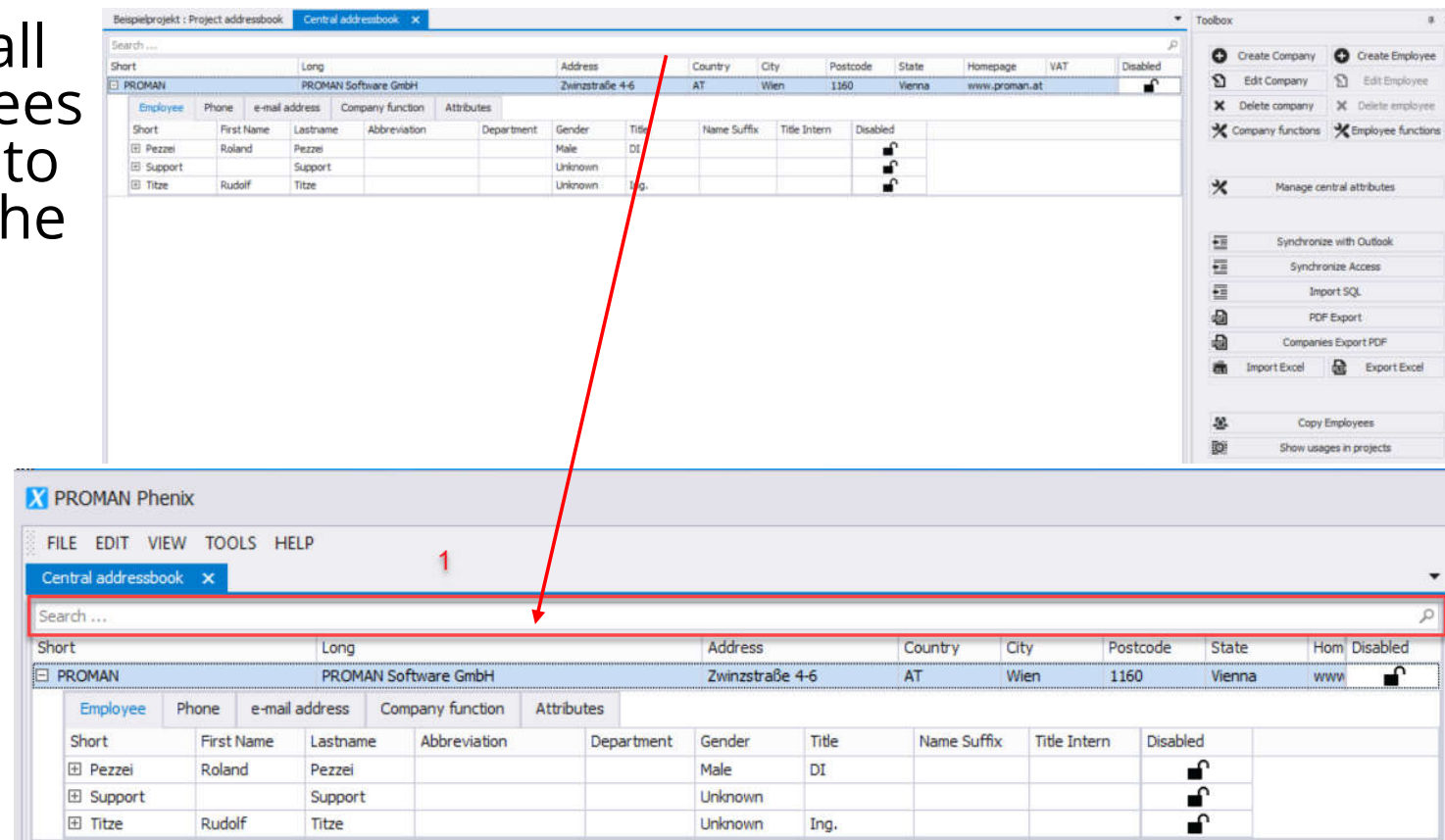


In the central address book, you can manage all companies and employees in order to assign them to the desired projects in the next step.

The settings made here apply globally to all projects by setting a standard.

Features of the central administration:

- Classic search: *Search for companies and persons (see 1)*



# 3.1 central address management



Toolbox on top:

- *Create, edit and delete Companies and employees (see 2)*
- *Manage functions for companies and employees (see 3)*
- *Attributes can be assigned to company employees and report items (see 4).*
- *Excel Import / Export & PDF Export / Outlook and Access Synchronization (see 5)*
- *Employees can be copied to another company. This does not delete the existing record. (see 6)*

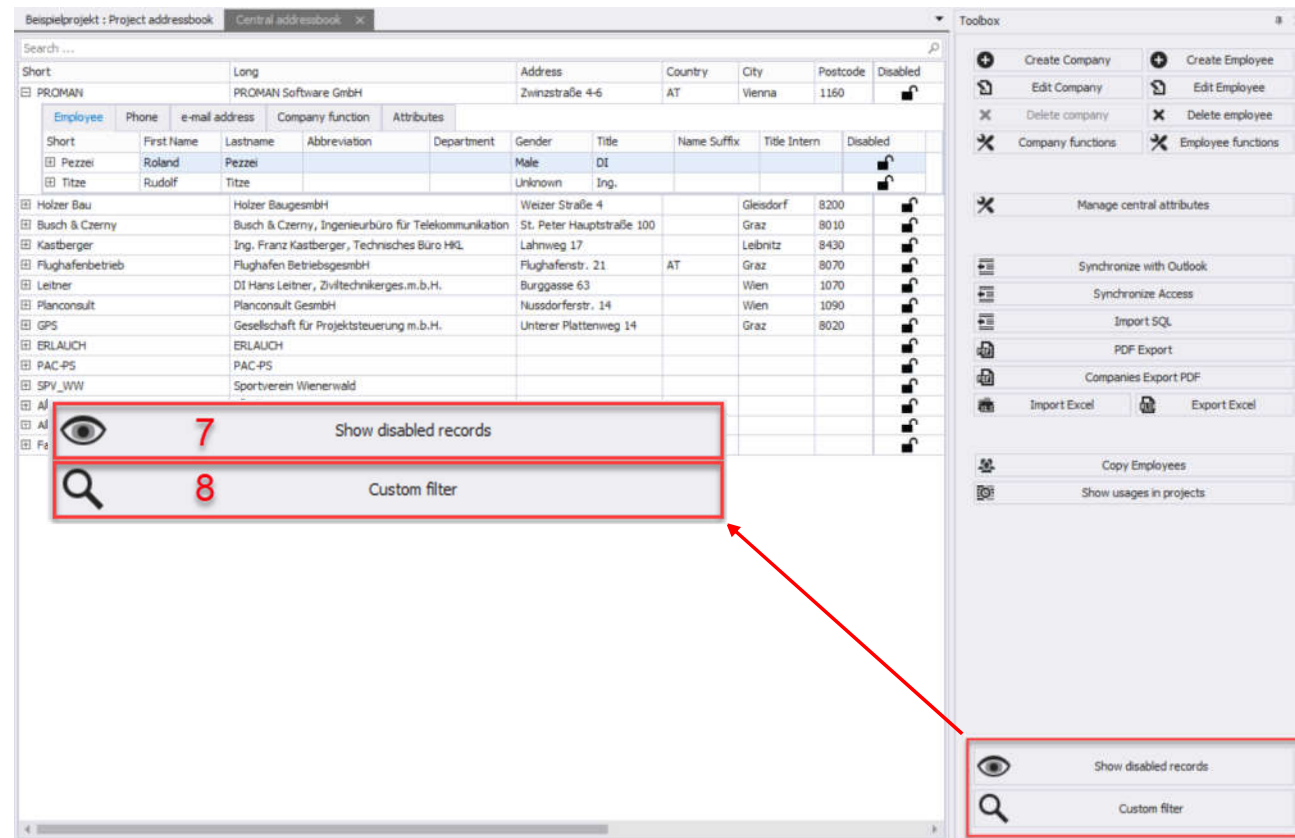
The screenshot displays the 'Central addressbook' interface. The main window shows a search bar and a table of company and employee records. The 'Toolbox' is located at the top right and is divided into two panes. The left pane contains buttons for 'Create Company', 'Edit Company', 'Delete company', 'Company functions', 'Manage central attributes', 'Synchronize with Outlook', 'Synchronize Access', 'Import SQL', 'PDF Export', 'Companies Export PDF', 'Import Excel', 'Export Excel', 'Copy Employees', and 'Show usages in projects'. The right pane contains buttons for 'Create Employee', 'Edit Employee', 'Delete employee', 'Employee functions', 'Manage central attributes', 'Synchronize with Outlook', 'Synchronize Access', 'Import SQL', 'PDF Export', 'Companies Export PDF', 'Import Excel', 'Export Excel', 'Copy Employees', and 'Show usages in projects'. A red arrow points from the 'Copy Employees' button in the left pane to the 'Copy Employees' button in the right pane. Red boxes and numbers 2 through 6 highlight specific areas of the toolbox.

# 3.1 central address management



Toolbox at the bottom:

- With the button „show disabled records“ you can select whether data records that have been archived should be displayed. If the button is blue, the display of archived *data is activated*. (see 7)
- In addition to the classic search, the *user-defined filter* allows you to refine your search with a variety of criteria and to display filtered address lists.



# 3.2 address management: Company data



Under **Address management central -> Create company**

you can create a new company

- Add the *logo* of the created company as jpg, gif or png (see 1)
- *Import option from Outlook* via drag&drop: After creating the company, further employees can be dragged into this field for automated creation (see 2).
- *Company short- & long name* -> The short name is unique and can only be assigned once. (see 3)

The screenshot shows the 'Edit Company' form with the following fields and sections:

- 1**: A red box highlights the logo upload area, which contains the PROMAN logo.
- 2**: A red box highlights a text area with the instruction: "Quickly add many employees to this company by dropping their outlook-contacts on this field".
- 3**: A red box highlights the 'Long \*' field, which contains the text "PROMAN Software GmbH".

The form includes the following fields:

- Short \* (PROMAN)
- Long \* (PROMAN Software GmbH)
- Street (Zwinzstraße 4-6)
- Postcode (1160) City (Vienna)
- Country (Austria)
- State (Vienna)
- Post Box ( ) Post Box P.C. ( )
- Homepage (www.proman.at)
- VAT ( )
- Secondary site of... (Choose company...)

The 'Departments' section has a table with columns 'Shortname' and 'Longname', and an 'Add' button.

The 'Assign company attributes' section has a table with columns 'Attribute' and 'Value':

Attribute	Value
(Kommentar) Kommentar	
(Zuweisungen) Weitere Zuweisungen	

# 3.2 address management: Company data



Under **Address management central -> Create company** you can create a new company.

- Address information (see 4)  
In the case of "secondary location of", this is indicated on the printout.
- *Departments* with short and long name. The department is assigned via "Add". The department is displayed for selection by the relevant employees. (see 5)
- *Attributes* can be assigned via "Manage attributes". (see 6)

**Edit Company**

PRO MAN

Quickly add many employees to this company by dropping their outlook-contacts on this field

Short \* PROMAN  
Long \* PROMAN Software GmbH

Street Zwinzstraße 4-6  
Postcode 1160 City Vienna  
Country Austria  
State Vienna  
Post Box Post Box P.C.  
Homepage www.proman.at  
VAT 4  
Secondary site of... Choose company...

Departments	Shortname	Longname	+	Add
	Short	Long		

5

Assign company attributes	
Attribute	Value
(Kommentar) Kommentar	
(Zuweisungen) Weitere Zuweisungen	

Attributes 6

# 3.2 address management: Company data



- *Telephone numbers & e-mail address of the company* -> suggestions for employees are generated automatically. The telephone number and e-mail address selected as default will be used for the printout. (see 7)
- *Functions with short and long name.* The "Add" button takes you to the function manager for company functions, where new functions can be created. These are then displayed for selection in the dropdown menu. (see 8)
- Now click on *Save* (see 9) to save the entries.

The screenshot shows a software interface with three main sections, each with a table and a red number indicating a step:

- Section 7: Add phonenumber**

Type	Number	Comment	Is Default	
Main	+43 1 4780567		<input checked="" type="radio"/>	x
Main	+49 800 589 0129		<input type="radio"/>	x
- Section 8: Add e-mail address**

Type	E-mail	Comment	Is Default	
Department	office@proman.at		<input type="radio"/>	x
Main e-mail ...	service@proman.at		<input checked="" type="radio"/>	x
Department	sales@proman.at		<input type="radio"/>	x
- Section 9: Manage functions**

Short	Long	Is Default	
BH	Bauherr	<input checked="" type="radio"/>	x

At the bottom, there are buttons for "Close" (with a red 9) and "Save & close" (highlighted with a red box).

# 3.3 address management: employees each firm



You can create a new employee under **Address Management Central** -> **Create Employee.**

- *Import option from Outlook via drag&drop (see 1)*
- *Short - the short name must be unique and can only be assigned once. (see 2)*
- *Last name, first name (see 3)*
- *Gender / Title (see 4)*
- *Title can be used for the long name. (see 5) This can be printed e.g. on the cover sheet in the distributor.*

Create employee for company PROMAN Software GmbH

No image data

1 Drop outlook contact here

Short *	Mustermann	2	✂	Edit longname
First Name	Max			
Lastname	Mustermann	3		
Abbreviation	MM			
Gender	Male	4		
Title			Name Suffix	5
Title Intern				

# 3.3 address management: Employees each company



You can create a new employee under **Address Management Central -> Create Employee.**

- *Departments that were previously created at the associated company can be selected here. (see 6)*
- *Functions with short and long name. The "Add" button takes you to the function manager for the employee functions, in which new functions can be created. These are then displayed for selection in the dropdown menu. (see 7)*
- *Attributes By clicking on "Manage Attributes" you can select and add available attributes. (see 8)*

The screenshot displays the 'Create Employee' form in the PRO MAN software. It is divided into three main sections:

- Department:** A dropdown menu with the text "There are no departments available for this employee!" and a red circle labeled '6' next to it.
- Functions:** A section with a header "Add function..." and a "Manage functions" button. Below the header is a table with columns "Short", "Long", and "Is Default". A red circle labeled '7' is positioned in the center of this section.
- Attributes:** A section with a header "Assign employee attributes" and a "Manage attributes" button. Below the header is a table with columns "Attribute" and "Value". A red circle labeled '8' is positioned in the center of this section.



# 3.3 Address management: Employees per company



You can create a new employee under **Address Management Central** -> **Create Employee.**

- *Telephone number & e-mail (see 9) is used for automatic e-mail dispatch via the local e-mail client (Outlook, Lotus Notes, ...). The telephone number entered in the company is prefilled by the employee and can therefore be adapted quickly. From the first and last name, the address administration automatically suggests e-mail addresses in combination with the entered company e-mail address.*
- Now click *OK (see 10) to save.*

The screenshot shows two stacked dialog boxes. The top dialog is titled 'Add phonenumber' and contains a table with the following data:

Phone	Number	Comment	Is Default	
Phone - Work	+43 1 4780567		<input checked="" type="radio"/>	x

The bottom dialog is titled 'Add e-mail address' and contains a table with the following data:

Type	E-mail	Comment	Is Default	
Work - Email	office@proman.at		<input checked="" type="radio"/>	x

At the bottom of the interface, there are buttons for 'Close' and 'Save & close'. The 'Save & close' button is highlighted with a red box and has the number '10' next to it.

# 3.4 Address management: Advantages of naming the company with short form



- short

Allows a space-saving printout of the company name and person

- best practice

- The short should also enable an external company / person to recognize the participant.
  - Name e.g. Roland Pezzei  
Short name Pezzei
  - Company e.g. PROMAN Software GmbH  
Short name PROMAN

- Long is entered in the field:
  - Long

Short *	Kastberger		
Long *	Ing. Franz Kastberger, Technisches Büro HKL		
Street	Lahnweg 17		
Postcode	8430	City	Leibnitz

- person

- First name
- Surname
- title

Short *	Rauscher
First Name	Albert
Lastname	Rauscher
Abbreviation	
Gender	Male
Title	Ing.]

ID	Subject	Participants	Status
001.002	Genehmigung Umsetzen Masten		open
001 / 8/21/2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.	All project partners	
003 / 9/3/2016	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Busch Rauscher	9/23/2019 10/9/2016

Attributes: Änderungen:

# 3.5 Company/employee functions

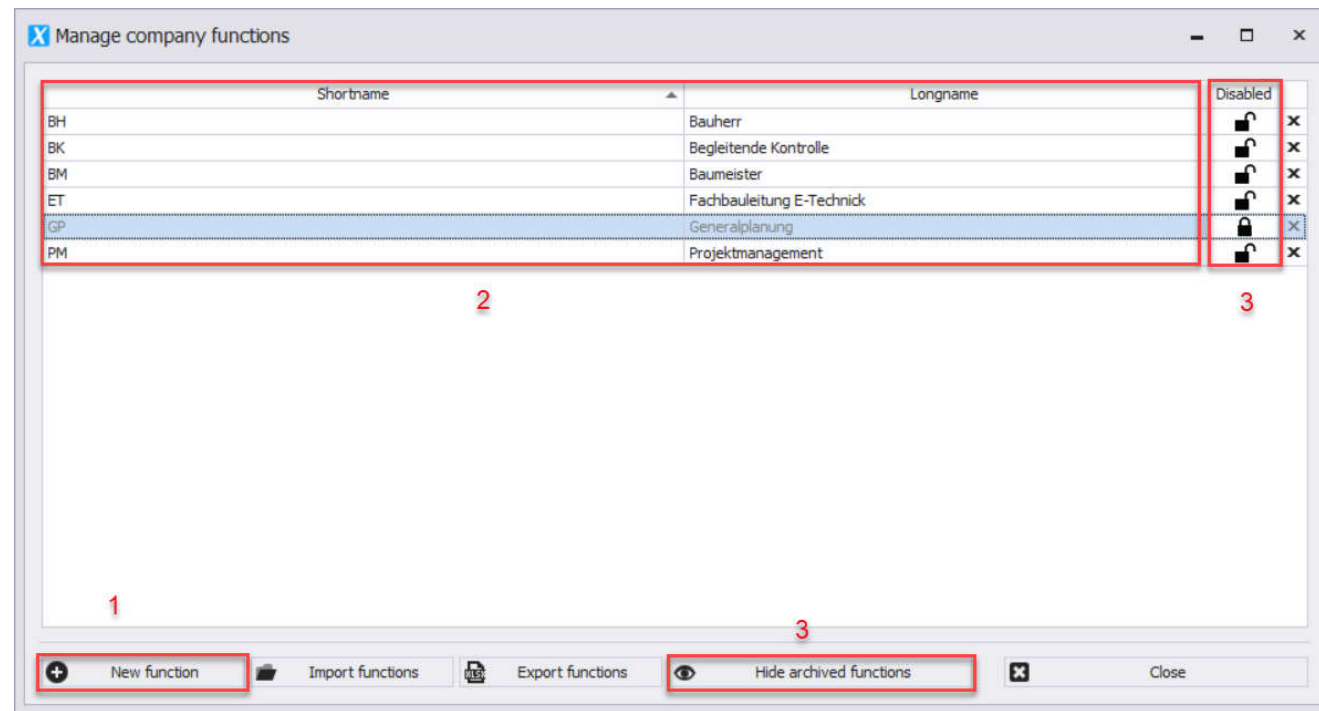


Functions are often used for the representation of the functions/works of the Companies and employees.

Create (see 1) and edit the functions is easily accessible from the central/project address management

The functions can also be used to search and evaluate:

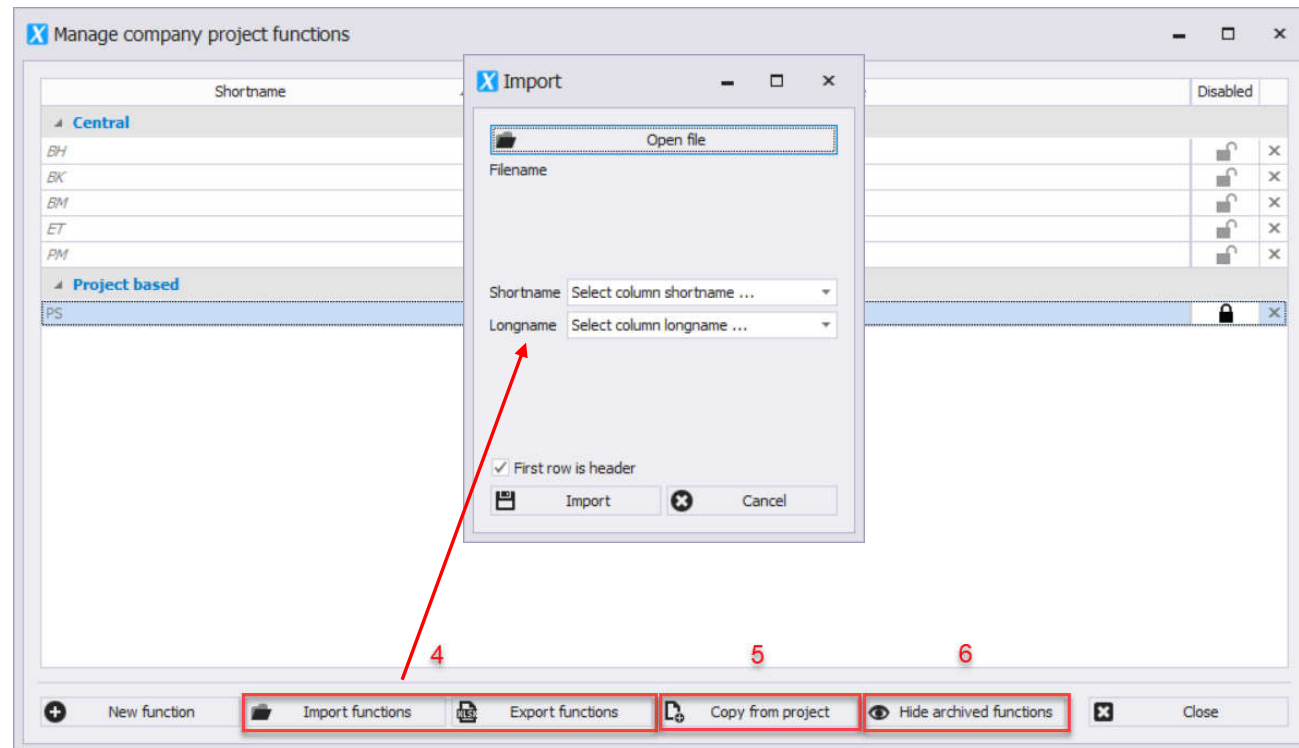
- Open tasks, e.g. the electrician, can be searched.
- Functions are created with short and long name. (see 2)
- The function can be set per person by means of a *function in the project*.
- Functions can be *disabled and be hidden/shown*. (see 3)



# 3.5 Company/employee functions



- *Export*: Click on Export to open your Explorer. After selecting the storage location, import and export functions as Excel (see 4).
- *Import*: select the file to be imported and define the column for short and long form.
- an Excel with the functions is stored.
- This is possible centrally as well as project-related.
- Attributes can be copied from other projects in the project-related address management. (see 5)
- If you hide *disabled functions*, they are not displayed during export. (see 6)

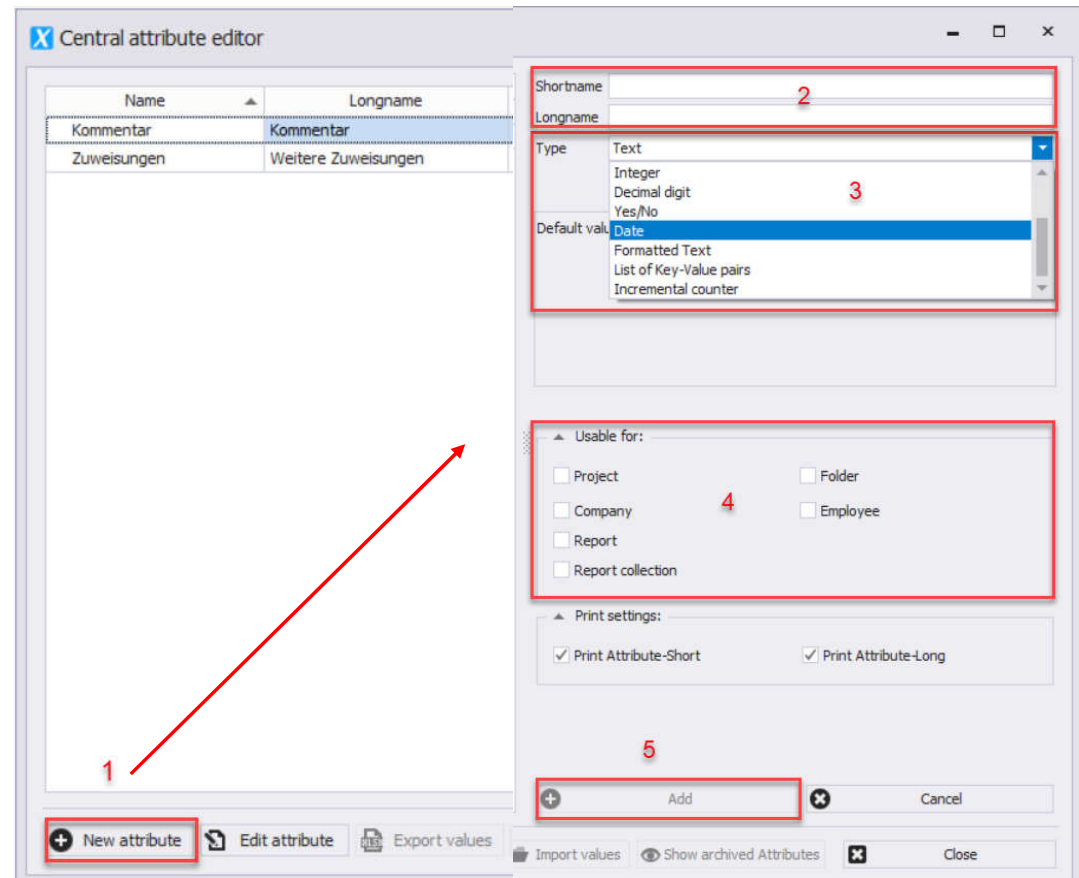


# 3.6 Company/employee attributes



Attributes can be created project-related and centrally for employees, companies and report items with the toolbox. You can assign them directly in the Create/Edit Company/Employee screens.

- Select "New attribute" to go to the mask where you can create your attributes. (see 1)
- Specify the desired short and long name. (see 2)
- You can create different types of attributes: List, Editable list, Integer, Yes/No, etc ... (see 3)
- You can define whether the attribute can be assigned to companies and/or employees. Accordingly, the attribute appears in the creation and editing screens for companies and employees. (see 4)
- Confirm your entries with "Add". (see 5)

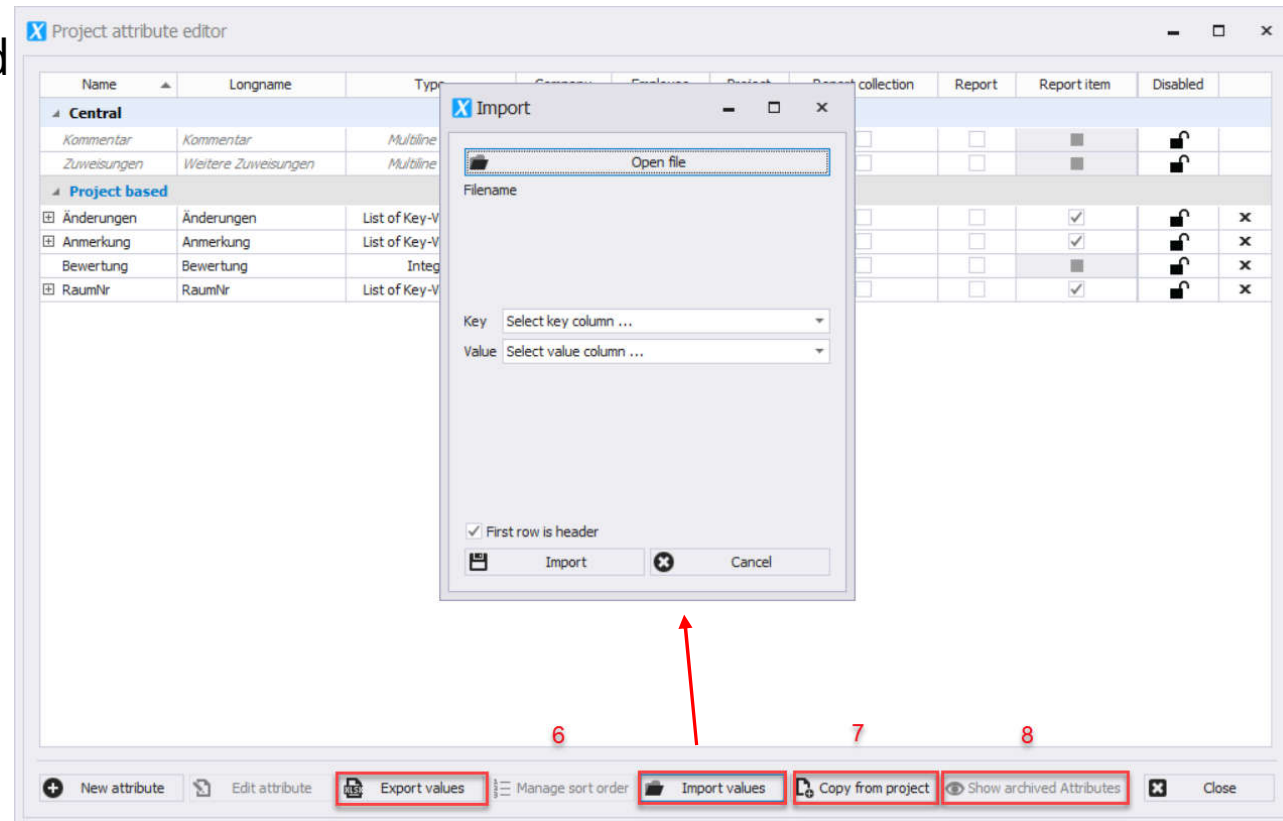


# 3.6 Company/employee attributes



The values of the attributes of type List, Editable list and List of key/value pairs can be *imported and exported* via Excel. (see 6)

- Import: Select the file to be imported and define the column for short and long form.
- Export: Click on Export to open your Explorer. After selecting the storage location, an Excel with the attributes is stored.
- This is possible centrally as well as project-related.
- Attributes can be copied from other projects in the project-related address management. (see 7)
- If you hide attributes that have been deactivated, they are not displayed during export. (see 8)

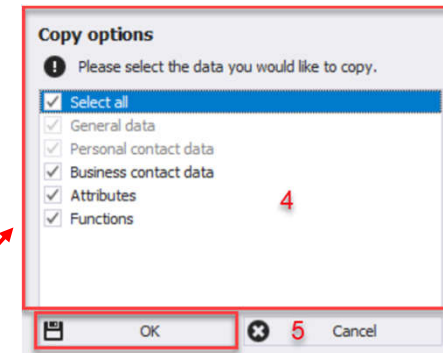
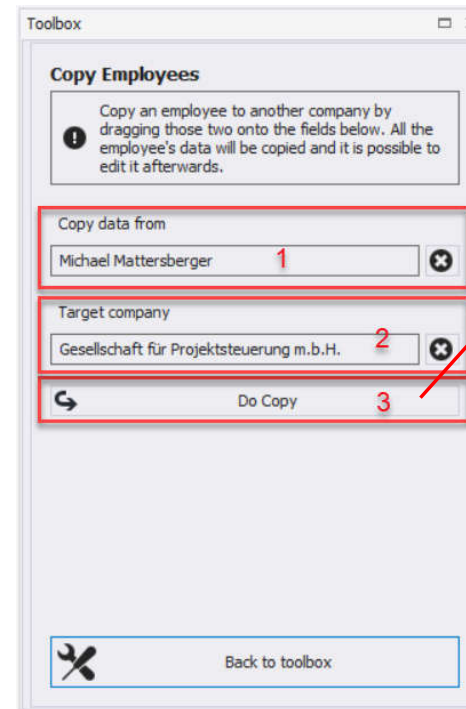


# 3.7 Copying employees



You can copy employees to another company using drag&drop or the "**Copy employees**" function in the toolbox. The duplicated data record will not be deleted.

- Use the mouse to drag the employee to be copied from the central or project-related address management into the "Copy data from:" field. (see 1)
- Add the target company using drag&drop in the field "Copy to:". (see 2)
- Click on "do copy" (see 3) to start the query which data should be copied. (see 4)
- Confirm your entry with "OK". (see 5)

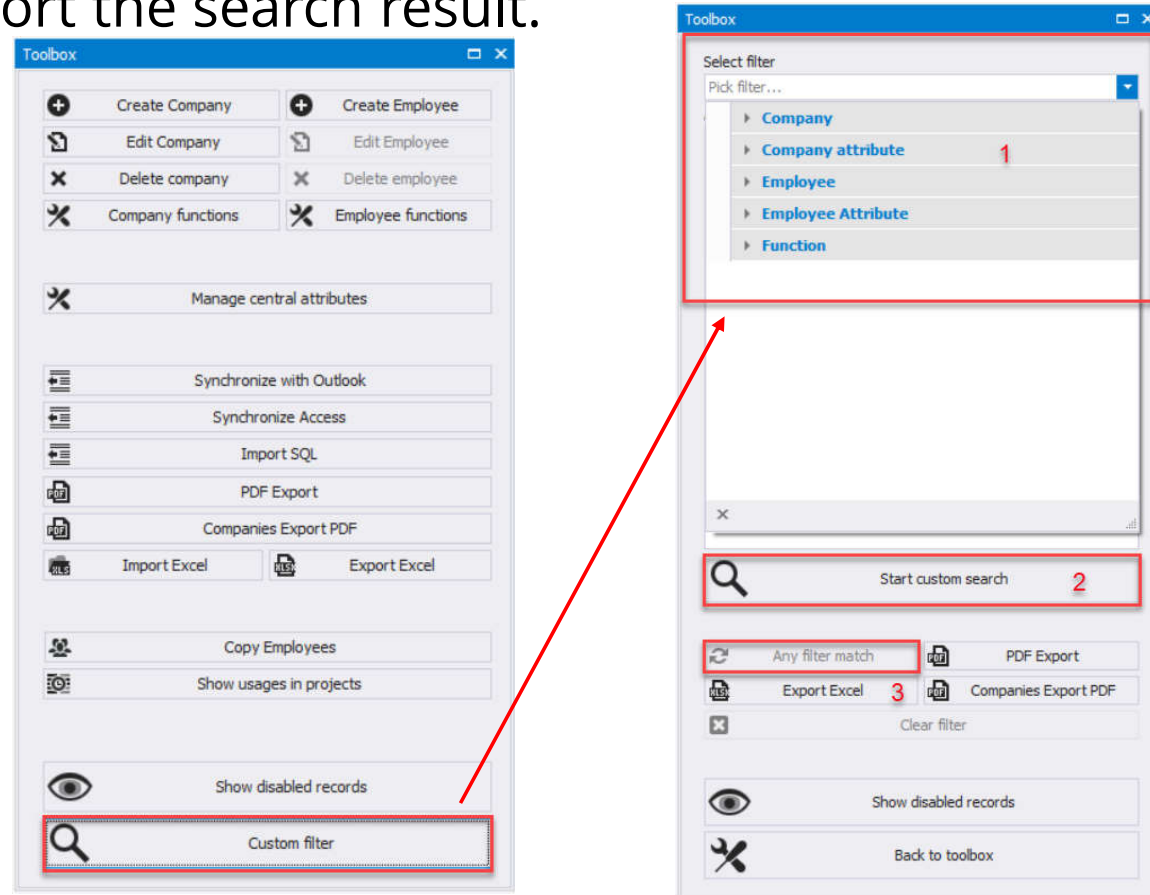


# 3.8 User defined filter



A user-defined filter is available both centrally and project-related in the toolbox, which enables you to refine your search according to further criteria and to display and export the search result.

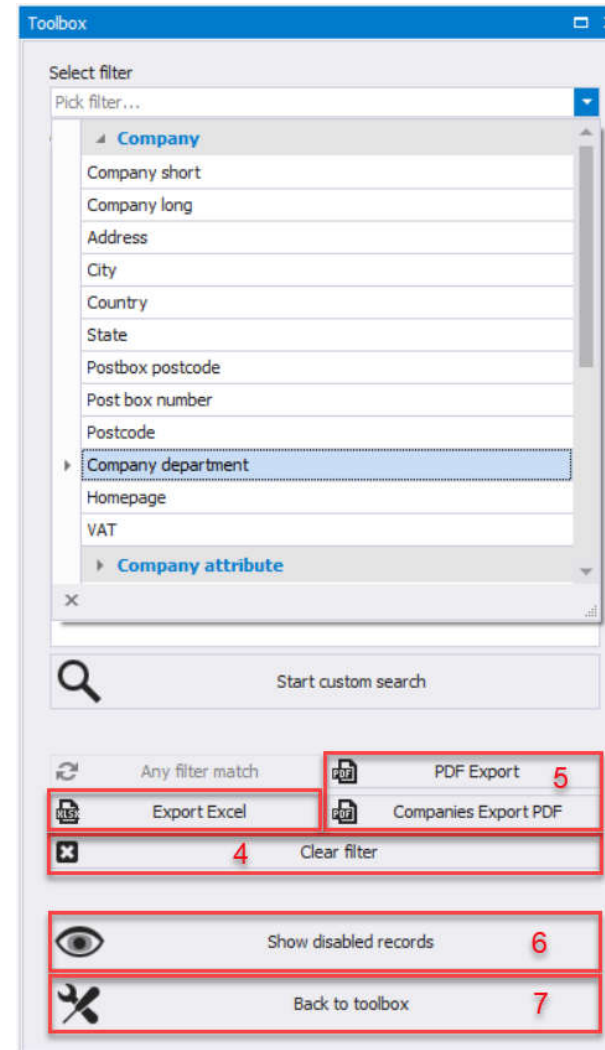
- Select your search criteria, e.g. postcode, attribute, department, etc.. (see 1)
- Click on "Start custom search" to activate the search process. (see 2)
- If several search criteria have been selected within a category (e.g. company), you can determine whether all criteria must be fulfilled or one must apply - "Any filter applicable". (see 3)





# 3.8 User defined filter

- To define a new search, you can reset the entire filter. (see 4)
- You can *export* your search results as PDF or Excel. (see 6)
- In the search result you can also display *disabled records*. These are also filtered, but not exported. (see 6)
- To close the custom filter, click *Back to Toolbox*. (see 3)

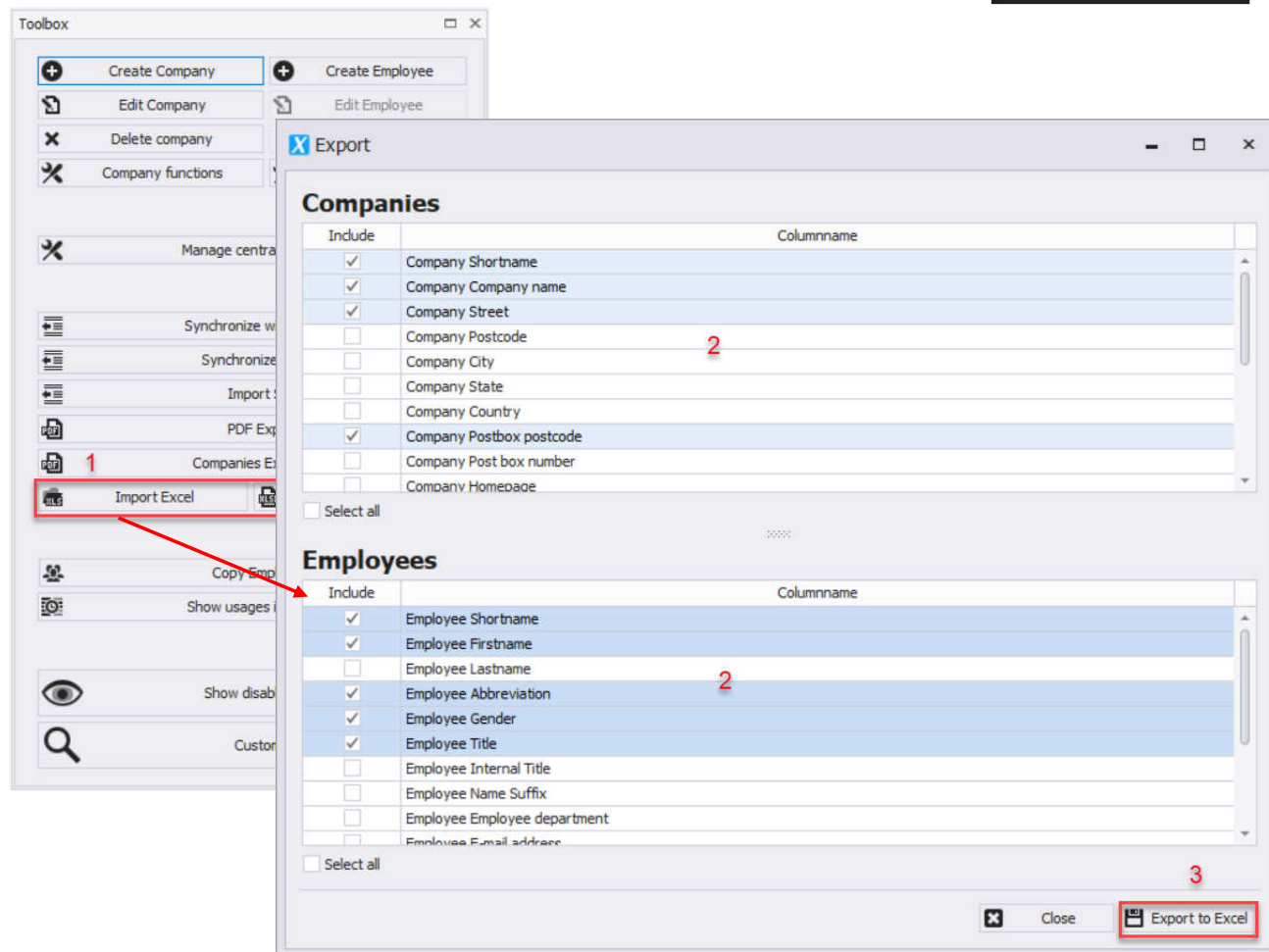


# 3.9 Excel Export/Import

You can export and import your addresses via Excel both centrally and project-related .

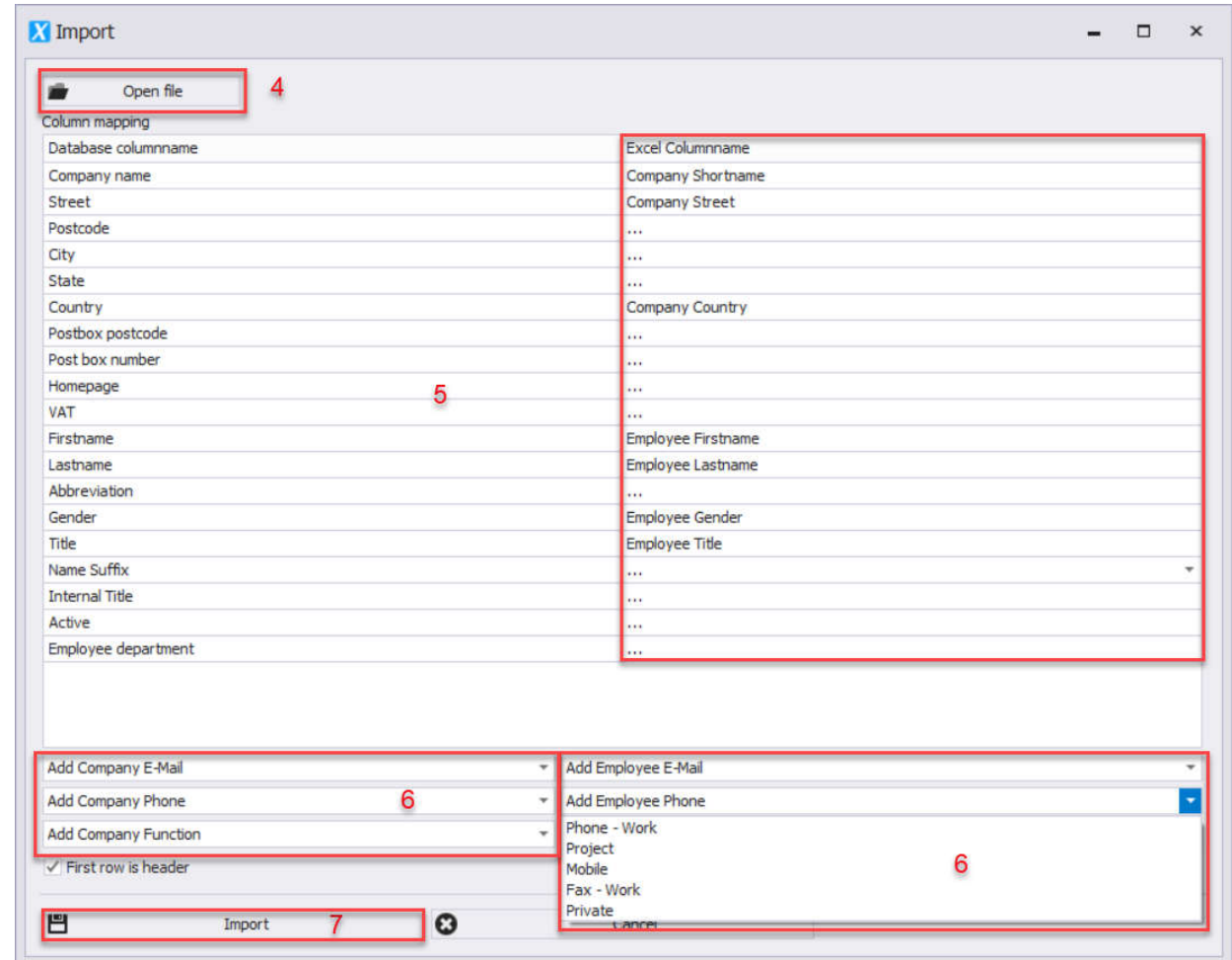
Both functions can be started via the toolbox. (see 1)

- For the *export*, select the desired data (column names) (see 2) and click on "Export Excel file". (see 3)



# 3.9 Excel Export/Import

- For the *import*, select the desired source file using "Open file". (see 4)
- The corresponding Excel column name can be selected for each field. (see 5)
- For company and employee telephone numbers, e-mail addresses and company functions, required fields can be added and the type selected. (see 6)
- Click "Import" to start. (see 7)



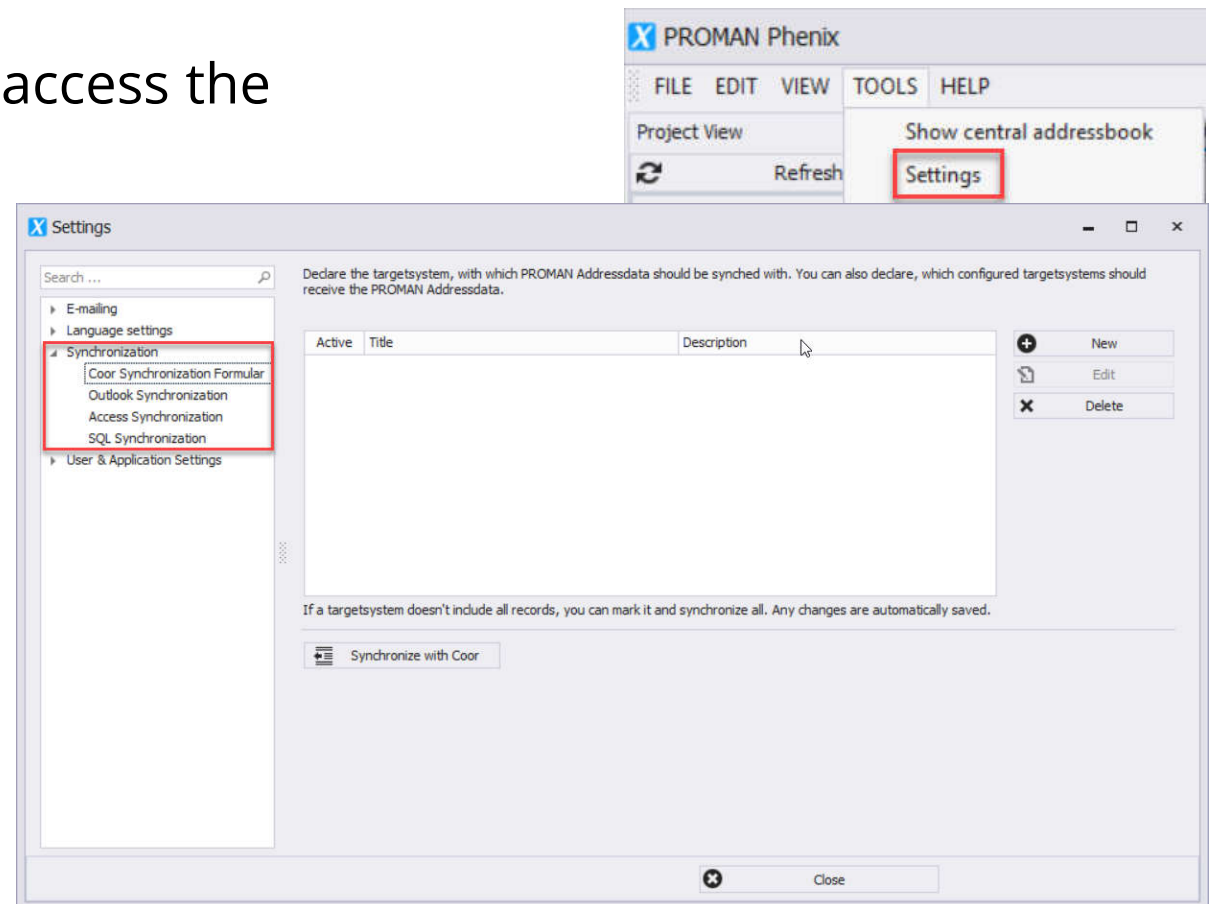
# 3.10 Import / sync with other programs



In the central address administration, you can import or sync the following programs.

Under **Tools -> Settings**, you can access the Mask to change the settings.

- Synchronization options:
  - From PROMAN X to Coor
  - From Outlook to PROMAN X
  - From Access to PROMAN X
- Once the settings have been made, the imports or adjustments can be started at any time via the toolbox.

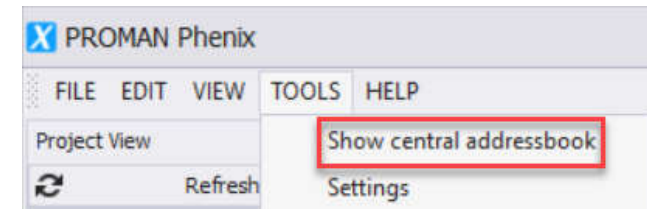


# 4. address management in the project



## Under **Tool** -> **Central Address Book**

- Company addresses can also only be created in the project.
- As a general rule all companies are created in the central address administration. Only if it is required should you create it in the individual project.
- Addresses can be transferred to the central address management.



# 4. address management in the project



The following features are available in the address management in the project:

- View of the central address management incl. search function (see 1)
- Project-related addresses incl. classic Search function (see 2)

The screenshot displays the PROMAN Phenix software interface. The top window, titled 'Beispielprojekt : Project addressbook', shows a search bar and a table of addresses. The bottom window, titled 'Central addressbook', also shows a search bar and a table of addresses. A red arrow points from the search bar in the bottom window to the search bar in the top window.

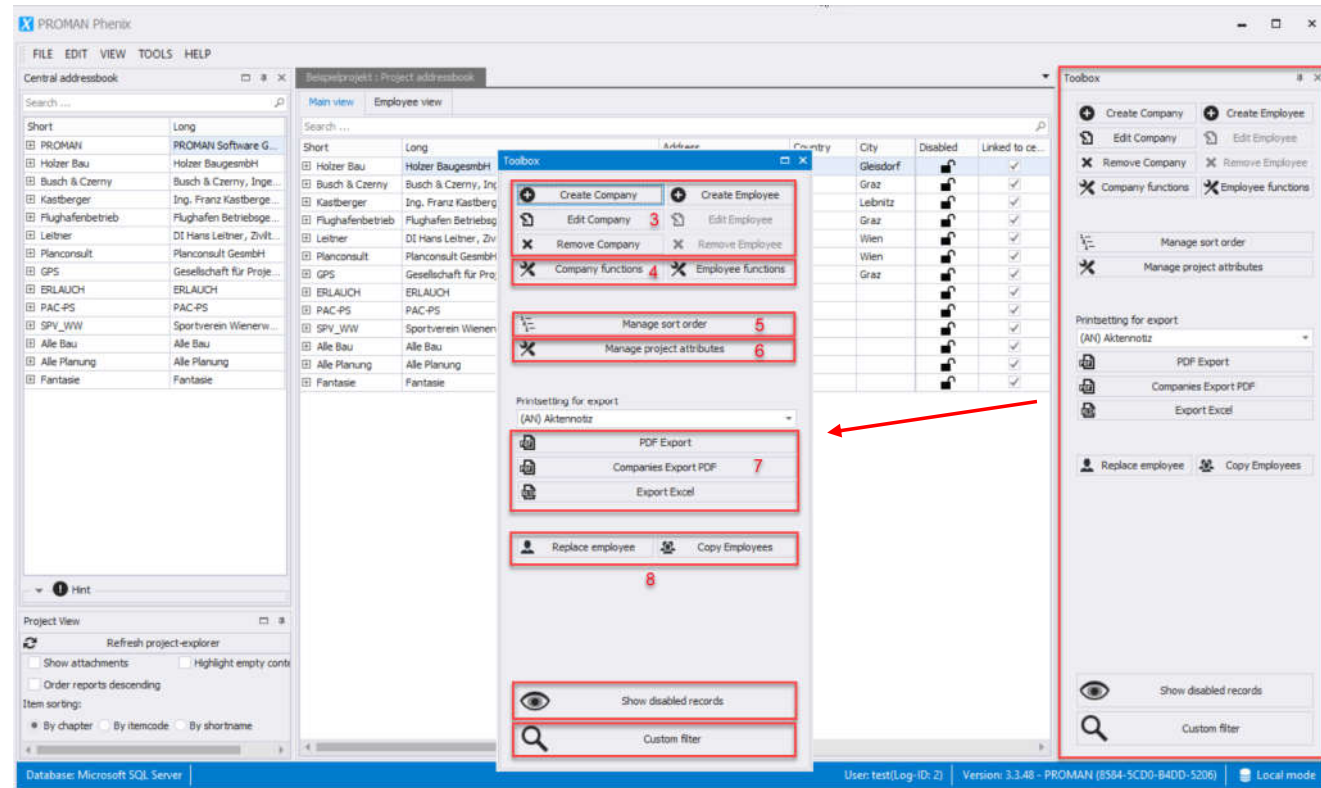
Short	Long	Address	Country	City	Postcode	Disabled	Linked to ce...
Holzer Bau	Holzer BaugesmbH	Weizer Straße 4		Gleisdorf	8200		
Busch & Czerny	Busch & Czerny, Ingenieurbüro für Telekommunikation	St. Peter Hauptstraße 100		Graz	8010		
Kastberger	Ing. Franz Kastberger, Technisches Büro HKL	Lahnweg 17		Leibnitz	8430		
Flughafenbetrieb	Flughafen BetriebsgesmbH	Flughafenstr. 21	AT	Graz	8070		
Leitner	DI Hans Leitner, Ziviltechniker m.b.H.	Burggasse 63		Wien	1070		
Planconsult	Planconsult GesmbH	Nussdorferstr. 14		Wien	1090		
GPS	Gesellschaft für Projektsteuerung m.b.H.	Unterer Plattenweg 14		Graz	8020		
ERLAUCH	ERLAUCH						
PAC-PS	PAC-PS						
SPV_WW	Sportverein Wienerwald						
Alle Bau	Alle Bau						
Alle Planung	Alle Planung						

Short	Long	Address	Country	City	Postcode
Holzer Bau	Holzer BaugesmbH	Weizer Straße 4		Gleisdorf	8200
Busch & Czerny	Busch & Czerny, Ingenieurbüro für Telekommunikation	St. Peter Hauptstraße 100		Graz	8010
Kastberger	Ing. Franz Kastberger, Technisches Büro HKL	Lahnweg 17		Leibnitz	8430
Flughafenbetrieb	Flughafen BetriebsgesmbH	Flughafenstr. 21	AT	Graz	8070
Leitner	DI Hans Leitner, Ziviltechniker m.b.H.	Burggasse 63		Wien	1070
Planconsult	Planconsult GesmbH	Nussdorferstr. 14		Wien	1090
GPS	Gesellschaft für Projektsteuerung m.b.H.	Unterer Plattenweg 14		Graz	8020
ERLAUCH	ERLAUCH				
PAC-PS	PAC-PS				
SPV_WW	Sportverein Wienerwald				
Alle Bau	Alle Bau				
Alle Planung	Alle Planung				
Fantasie	Fantasie				

# 4. address management in the project



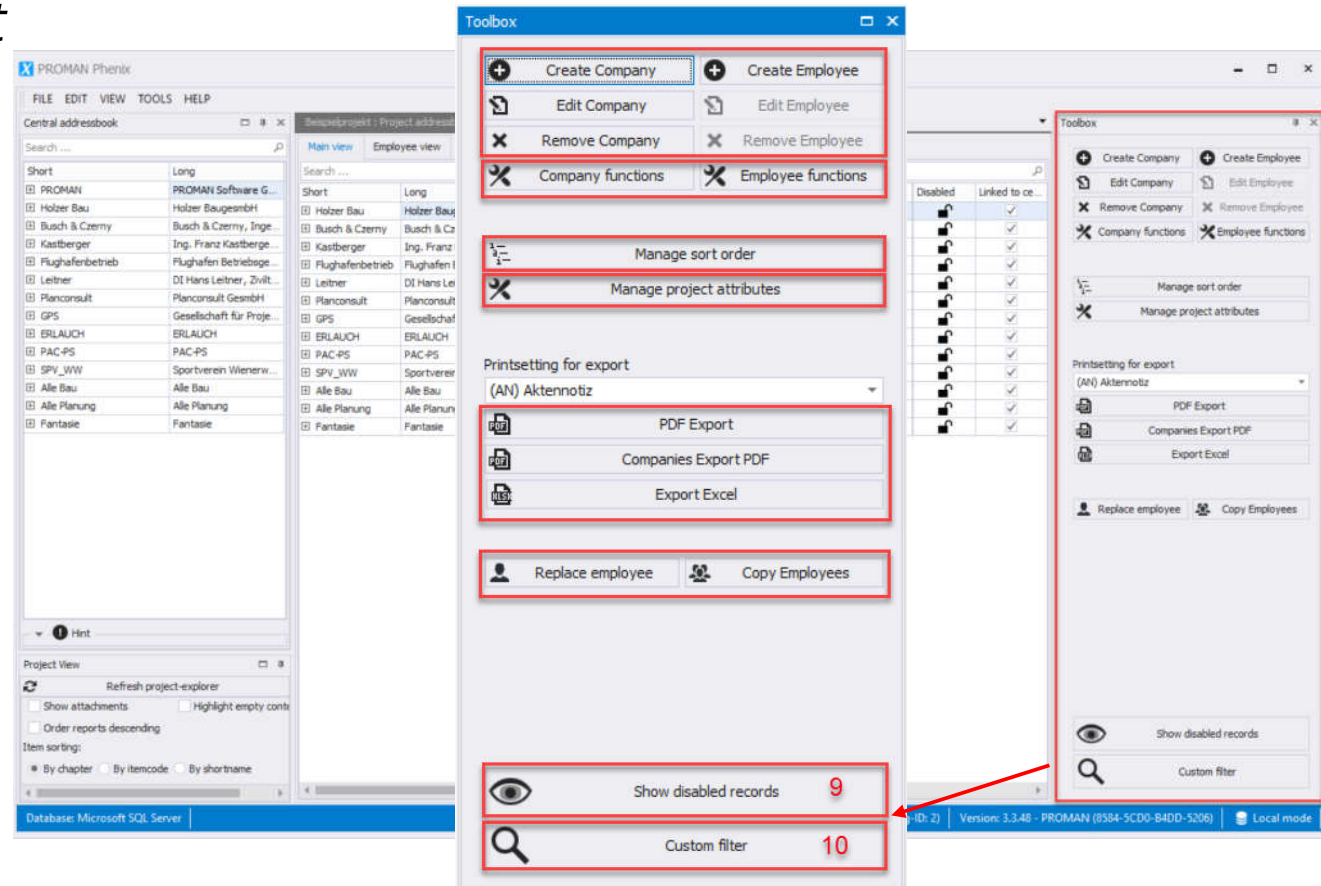
- *Create and edit companies and employees (see 3)*
- *Functions for companies and manage employees (see 4)*
- *The order of the project partners can be defined via „manage sort order“. (see 5)*
- *Attributes can be assigned to companies, employees, and report items. (see 6)*
- *Excel Import/Export & PDF Export (see 7)*
- *Employees can be copied and replaced on a project-by-project basis. In both cases, the original file is retained. (see 8)*



# 4. address management in the project



- Companies and employees that have been disabled can be displayed or hidden for specific projects. (see 9)
- The user-defined filter also allows you to refine your search and display filtered address lists in addition to the classic search with a variety of criteria. (see 10)





# 4.1 Importing project partners from the central address management into the project



Transfer of centrally created companies and addresses into your project

• In the opened mask you can select your project partners from the central address management and import them into the project using drag&drop.

- *Company* (see 1)
- *Person/Employee* (see 2)

The screenshot shows two windows in the PROMAN Phenix application. The left window, titled 'Central addressbook', contains a list of companies and employees. The right window, titled 'Beispielprojekt : Project addressbook', shows the same data being imported into the project's addressbook. Red boxes and arrows highlight the transfer process.

Short	Long
PROMAN	PROMAN Software G...
Support	Support
Titze	Rudolf Titze
Holzer Bau	Holzer BaugesmbH
Busch & Czerny	Busch & Czerny, Inge...
Kastberger	Ing. Franz Kastberge...
Flughafenbetrieb	Flughafen Betriebsge...
Leitner	DI Hans Leitner, Zivil...
Planconsult	Planconsult GesmbH
GPS	Gesellschaft für Proje...
ERLAUCH	ERLAUCH
PAC-PS	PAC-PS
SPV_WWV	Sportverein Wienerw...
Alle Bau	Alle Bau
Alle Planung	Alle Planung
Fantasie	Fantasie

Short	Long	Address
Holzer Bau	Holzer BaugesmbH	Weizer Straße 4
Busch & Czerny	Busch & Czerny, Ingenieurbüro für Telekommunikation	St. Peter Hauptstra...
Kastberger	Ing. Franz Kastberger, Technisches Büro HKL	Lahnweg 17
Flughafenbetrieb	Flughafen BetriebsgesmbH	Flughafenstr. 21
Leitner	DI Hans Leitner, Ziviltechnikerges.m.b.H.	Burggasse 63
Planconsult	Planconsult GesmbH	Nussdorferstr. 14
GPS	Gesellschaft für Projektsteuerung m.b.H.	Unterer Plattenweg 1
ERLAUCH	ERLAUCH	
PAC-PS	PAC-PS	
SPV_WWV	Sportverein Wienerwald	
Alle Bau	Alle Bau	
Alle Planung	Alle Planung	
Fantasie	Fantasie	
PROMAN	PROMAN Software GmbH	Zwintzstraße 4-6

Employee	Phone	e-mail address	Company function	Attributes
Support				Unknown
Titze				Unknown Ing.

# 4.1 Importing project partners from the central address management into the project



Company and employee data transferred from the central to the project are greyed out except for the attributes and "secondary site of" and are provided with check boxes (see 1) on the side. This status shows you the standard is adopted from the central system. By deactivating the checkboxes, you can change the data any time. The change made applies only to the project.

The screenshot shows the 'Edit projectbased Company' window. The company name is 'PROMAN'. The address is 'Zwinzstraße 4-6, 1160 Vienna, Austria'. The website is 'www.proman.at'. The 'Secondary site of...' dropdown is set to 'Choose company...'. The 'Assign company attributes' table is shown below. The 'Add e-mail address' table contains three entries: 'office@proman.at', 'service@proman.at', and 'sales@proman.at'. The 'Add function...' table contains one entry: 'Bauherr'. The 'Short' and 'Long' fields are also visible. A red box highlights the checkbox next to the 'Short' field, with a '1' next to it.

Attribute	Value
(Kommentar) Kommentar	
(Zuweisungen) Weitere Zuweisungen	

Type	Number	Comment	Is Default
Main	+43 1 4780567		<input checked="" type="checkbox"/>
Main	+49 800 589 0129		<input type="checkbox"/>

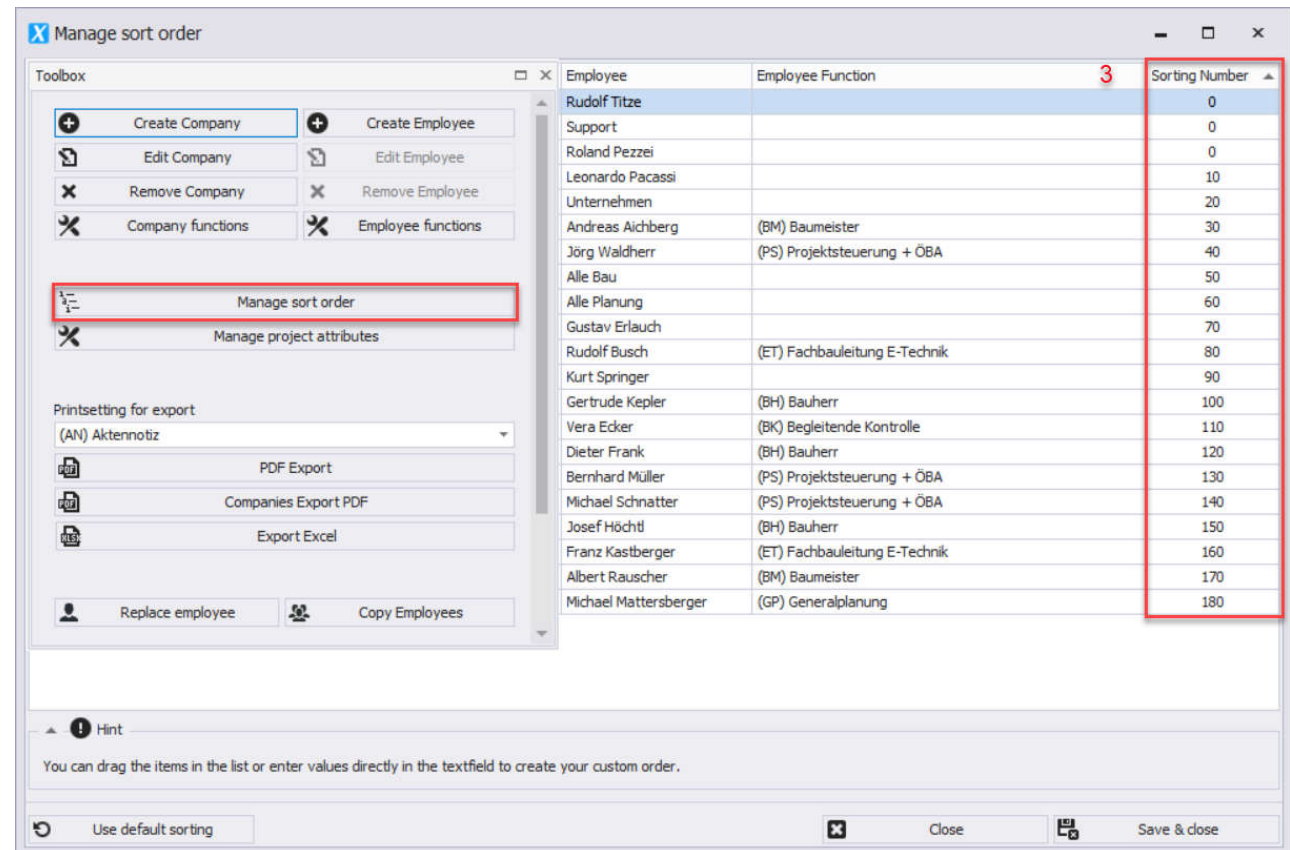
Type	E-mail	Comment	Is Default
Depe...	office@proman.at		<input type="checkbox"/>
Main ...	service@proman.at		<input checked="" type="checkbox"/>
Depe...	sales@proman.at		<input type="checkbox"/>

Short	Long	Is Def...
BH	Bauherr	<input checked="" type="checkbox"/>

# 4.2 Project partners Sorting

In the toolbox of your **project address management** you can define the order of the project partners with the button **manage sort order**

- Is valid for the entire project (e.g. participant lists).
- Moving or clicking on a column redefines sorting.
- You can reset the selected sorting to the standard sorting at any time.
- The sorting number can be edited manually. (see 3)
- Employees can also be moved to the desired position using drag&drop.

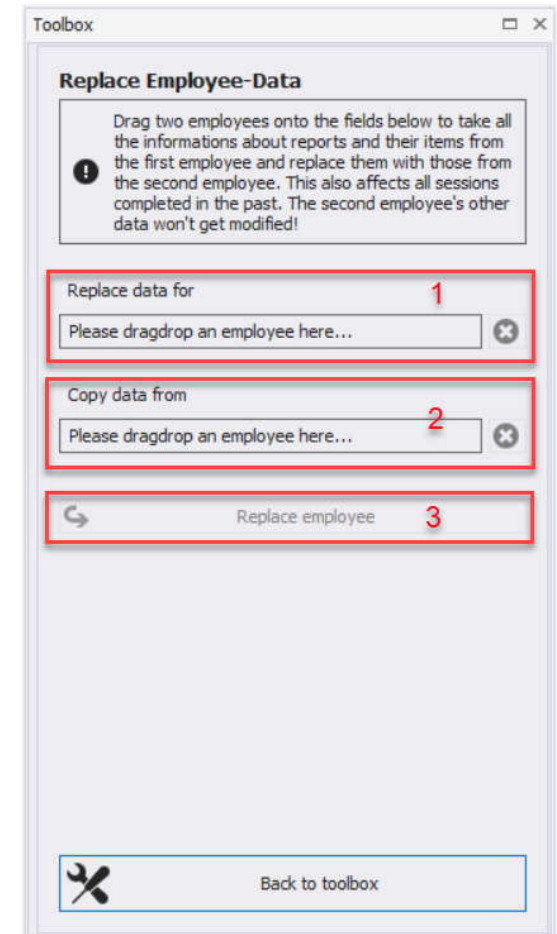


Employee	Employee Function	Sorting Number
Rudolf Titze		0
Support		0
Roland Pezzei		0
Leonardo Pacassi		10
Unternehmen		20
Andreas Aichberg	(BM) Baumeister	30
Jörg Waldherr	(PS) Projektsteuerung + ÖBA	40
Alle Bau		50
Alle Planung		60
Gustav Erlauch		70
Rudolf Busch	(ET) Fachbauleitung E-Technik	80
Kurt Springer		90
Gertrude Kepler	(BH) Bauherr	100
Vera Ecker	(BK) Begleitende Kontrolle	110
Dieter Frank	(BH) Bauherr	120
Bernhard Müller	(PS) Projektsteuerung + ÖBA	130
Michael Schnatter	(PS) Projektsteuerung + ÖBA	140
Josef Höchtl	(BH) Bauherr	150
Franz Kastberger	(ET) Fachbauleitung E-Technik	160
Albert Rauscher	(BM) Baumeister	170
Michael Mattersberger	(GP) Generalplanung	180

# 4.3 Replacing employees

In the report items and distribution lists of a project, an employee can be replaced by another project-related employee.

- Is valid for the entire project (e.g. participant lists).
- Enter the person to be replaced in the "Replace data for:" field (*see 1*).
- Use the mouse to drag the employee to be displayed in the report items and distribution lists to the "Copy data from:" field. (*see 2*)
- Click on "Replace employee" (*see 3*).



# 4.4 Disable inactive datasets



No longer active people can be disabled in the project.

- Employees can be disabled and reactivated. (see 1)
- Data records that have been archived can be shown or hidden. (see 2)
- It is also possible to disable *functions*.

The screenshot displays the 'Central addressbook' window in the PRO MAN software. The window title is 'Beispielprojekt : Project addressbook' and the subtitle is '(BAUB) Report 001: Participants/Mailing Editor'. The interface is split into a main view and an employee view. The main view shows a search bar and a table of employees. The employee view shows a detailed view of an employee, with a 'Disabled' checkbox highlighted in red. The toolbox on the right contains various actions, including 'Create Company', 'Create Employee', 'Edit Company', 'Edit Employee', 'Remove Company', 'Remove Employee', 'Company functions', and 'Employee functions'. At the bottom of the toolbox, the 'Show disabled records' button is highlighted with a red box.

Short	Long	Address	Country	City	Disabled	Linked to ce...				
Holzer Bau	Holzer BaugesmbH	Weizer Straße 4		Gleisdorf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Employee	Phone	e-mail address	Company function	Attributes						
Short	First Name	Lastname	Abbreviation	Department	Gender	Title	Name Suffix	Ti	Disabled	Linked to ce...
Aichberg	Andreas	Aichberg			Unknown				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Busch & Czerny			Busch & Czerny, Ingenieurbüro für Telekommunikation			St. Peter Hauptstraße 100		Graz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kastberger			Ing. Franz Kastberger, Technisches Büro HKL			Lahnweg 17		Leibnitz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flughafenbetrieb			Flughafen BetriebsgesmbH			Flughafenstr. 21	AT	Graz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leitner			DI Hans Leitner, Ziviltechnikerges.m.b.H.			Burggasse 63		Wien	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planconsult			Planconsult GesmbH			Nussdorferstr. 14		Wien	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GPS			Gesellschaft für Projektsteuerung m.b.H.			Unterer Plattenweg 14		Graz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ERLAUCH			ERLAUCH						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PAC-PS			PAC-PS						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPV_WW			Sportverein Wienerwald						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alle Bau			Alle Bau						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alle Planung			Alle Planung						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fantasie			Fantasie						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PROMAN			PROMAN Software GmbH			Zwinzstraße 4-6	AT	Vienna	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

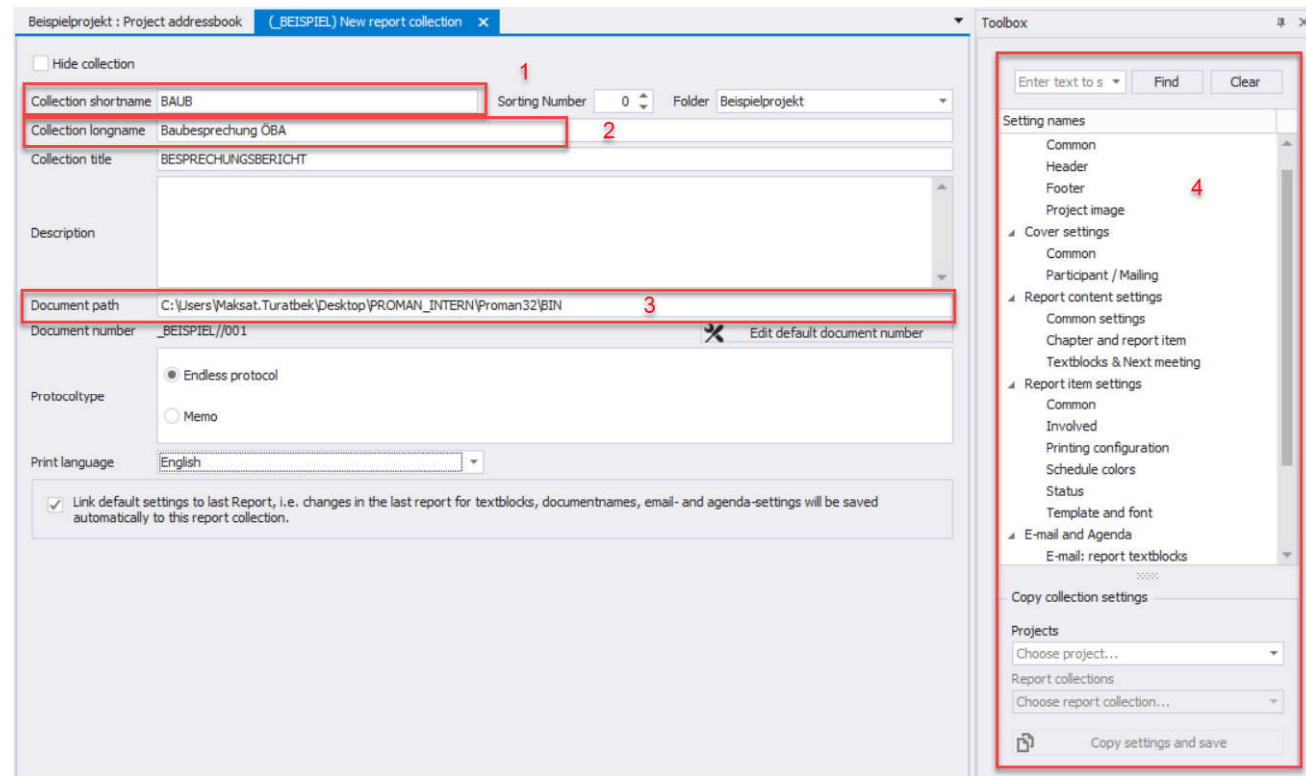
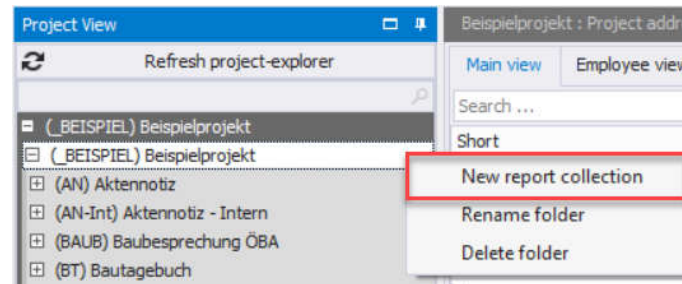
# 5 report collection

Is a directory for shared information and contains all reports on a topic.

- meeting groups
- subject areas

You can create a *new report collection* by right-clicking on the project.

- Important points of management of the report collection are:
  - *Collection shortname*: a unique ID of the collection (see 1)
  - *Collection longname*: Display in program (see 2)
  - *Document path* (optional, but very helpful) (see 3)
    - Default setting for PDF output, this path is suggested when saving logs in PDF format.
  - Print settings are accessible in section 4 (more detailed information on slide 13.1).

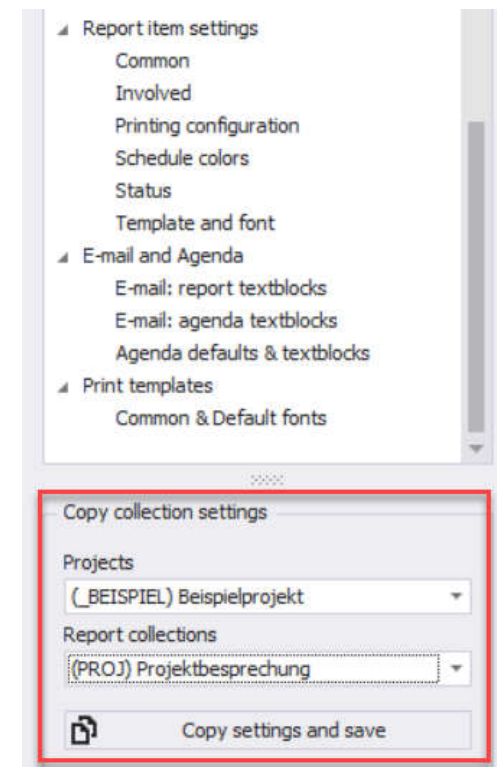
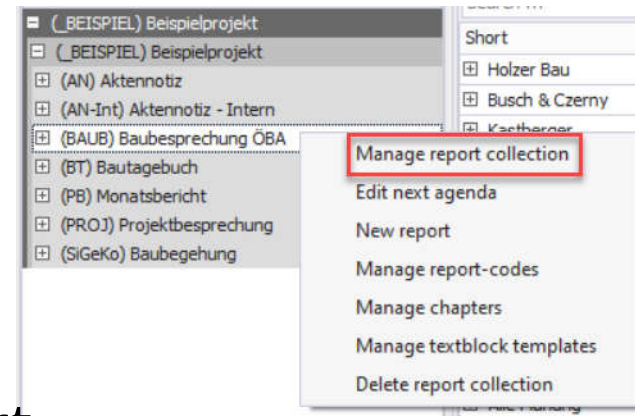


# 5.1 Report collection Copying Print Settings

All print settings of the report collection can be easily copied from another report collection.

In the right toolbox of the report collection you can select the collection from which everything should be copied.

With „Copy settings and save" all print settings are copied.



# 5.1 report Collection print settings



## Beispielprojekt

### BESPRECHUNGSBERICHT Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016  
Date of Meeting: 9/3/2016  
Time: from: 9:00 AM to: 11:00 AM  
Place: GPS-Container  
Subject: Bauablauf

Project-no.: \_BEISPIEL  
Doc.-no.: 1010///BAUB//003  
Chairman: Waldherr  
Writer: Kastberger

#### BESPRECHUNGSBERICHT

Project: Beispielprojekt

No.: 003 on 9/3/2016

Project-No.: \_BEISPIEL

Item	Subject	cr	Responsible	Deadline
<b>SIC</b>	<b>Sicherheit</b>			
BAUB 001.002 001 / 8/21/2016	Genehmigung Umsetzen Masten Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.		All project partners	open

Hide collection

Collection shortname: BAUB      Sorting Number: 0

Collection longname: Baubesprechung ÖBA

Collection title: BESPRECHUNGSBERICHT

Description:



# 6. Attributes

- are freely definable keywords
- can be assigned to any point
- can optionally be displayed in the printout
  - to highlight important information to the reader
- Specific search
  - Easy and fast search, e.g. all points concerning additional costs
  - Creation of filtered reports, e.g. decision list

## Example printout

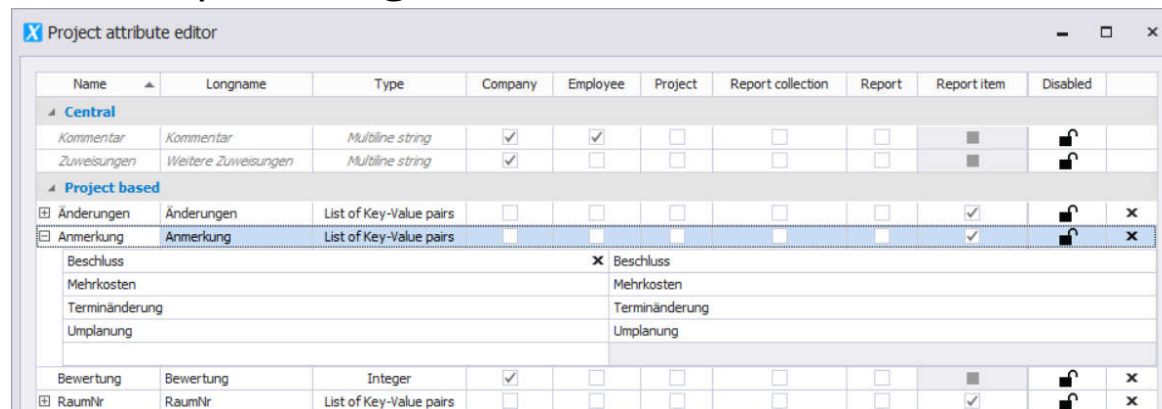
BAUB 002.005  
002 / 8/27/2016

### Bauzeitplan

Die Baufirma legt den Bauzeitplan in der Baubesprechung vor. Zuvor wird er an der ÖBA abgestimmt.

003 / 9/3/2016

Vorabzug des Bauzeitplans wurde vor Version wird in einer Woche verteilt.

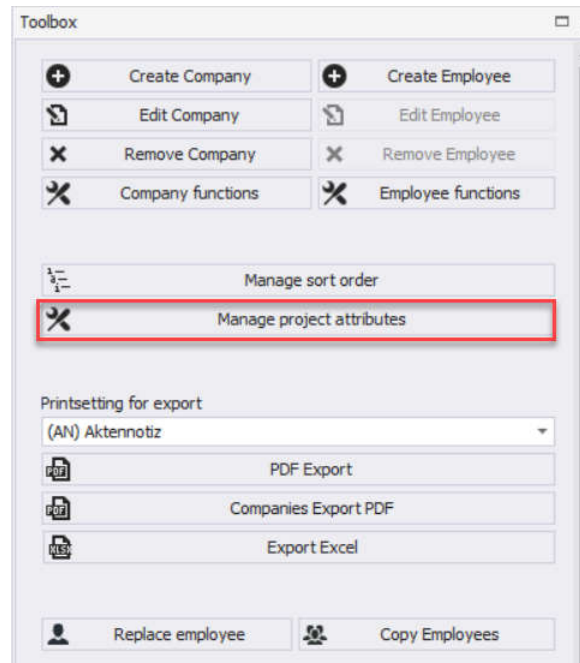


Name	Longname	Type	Company	Employee	Project	Report collection	Report	Report item	Disabled
<b>Central</b>									
Kommentar	Kommentar	Multiline string	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zuweisungen	Weitere Zuweisungen	Multiline string	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project based</b>									
Änderungen	Änderungen	List of Key-Value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anmerkung	Anmerkung	List of Key-Value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beschluss Mehrkosten Terminänderung Umplanung					x Beschluss Mehrkosten Terminänderung Umplanung				
Bewertung	Bewertung	Integer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RaumNr	RaumNr	List of Key-Value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# 6.1 Creating Attributes



Accessible via **File -> Manage central attributes or project-related -> Manage attributes in toolbox)**



# 6.1 Creating Attributes



- Click on "New attribute" to open the editing mask (see 1).
- Insert the short and long name (see 2).
- To assign an attribute to a report item, it must be of the type list of key/value pairs (see 3).
- Enter the values of the key/value pair and click on "Add list" to add the value (see 4).
- Allows the attribute to be added to a report item by clicking the checkbox (see 5).
- Attributes can be printed in short and/or long form (see 6)

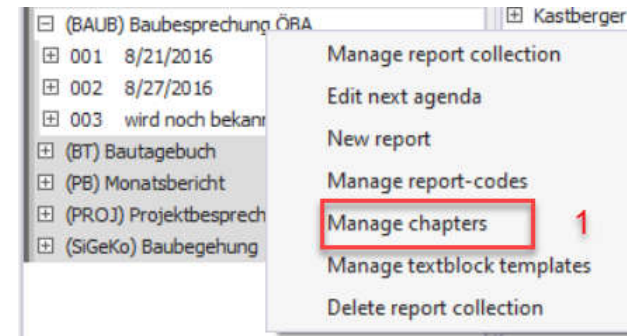
The screenshot shows the 'Project attribute editor' window. The main area is a table with columns: Name, Longname, Type, Company, Employee, Project, Report collect..., Report, Report item, and Disabled. The table is divided into 'Central' and 'Project based' sections. The 'Project based' section contains several rows, including 'Anmerkung' (Anmerkung) with Type 'List of Key-Value...'. A red box labeled '1' highlights the 'New attribute' button at the bottom left. A red box labeled '2' highlights the 'Shortname' and 'Longname' input fields, both containing 'Anmerkung'. A red box labeled '3' highlights the 'Type' dropdown menu, which is set to 'List of Key-Value pairs'. A red box labeled '4' highlights the 'Default value' section, where 'MK' is entered in the key field and 'Mehrkosten' is entered in the value field. A red box labeled '5' highlights the 'Usable for' section, where the 'Report item' checkbox is checked. A red box labeled '6' highlights the 'Print settings' section, where 'Print Attribute-Short' and 'Print Option-Short' are checked. The bottom toolbar contains buttons for 'New attribute', 'Edit attribute', 'Export values', 'Manage sort order', 'Import values', 'Copy from project', 'Show archived Attributes', and 'Close'.

# 7. chapter structure

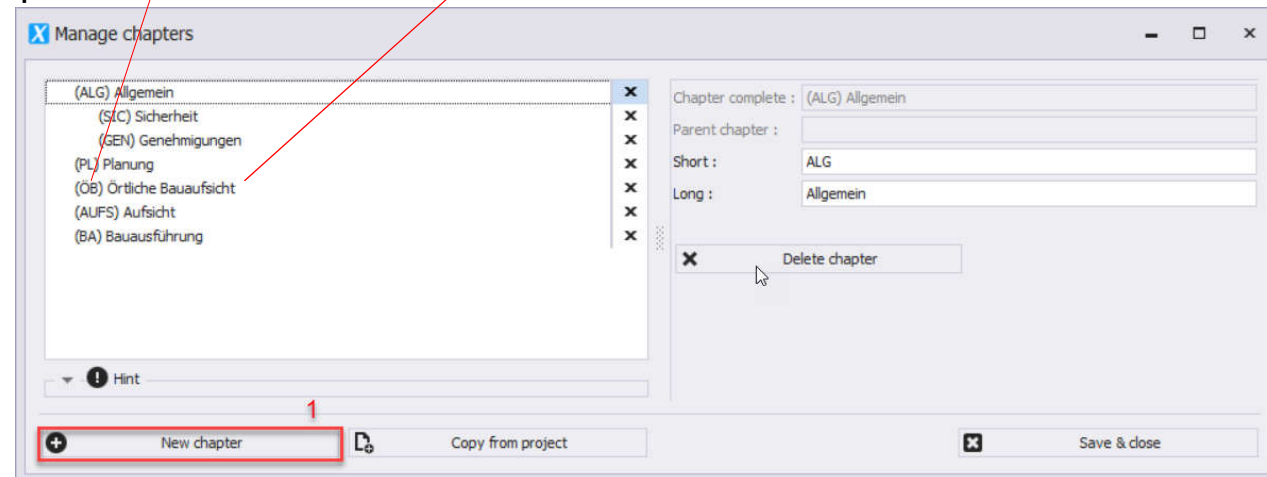
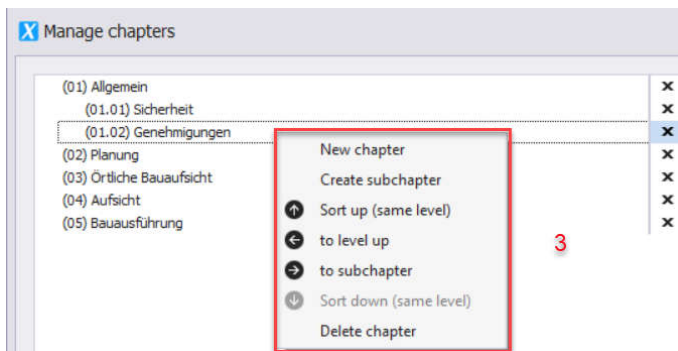


With a right mouse click on Report collection you can edit your chapter structure (*see 1*).

- You can edit created chapters simply by clicking on them, as well as create subchapters with the right mouse button.
- positioning can be controlled by drag&drop or right mouse button
- With *new chapter* (*see 2*) you create new chapters
- With the right mouse button further functions can be reached e.g. move chapters, create subchapters, change chapter level.



ÖB	Örtliche Bauaufsicht
<b>BAUB 002.003</b> Tr:002/27.08.2016	<b>Baustellenausweis</b> Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.



# 8. Create reports

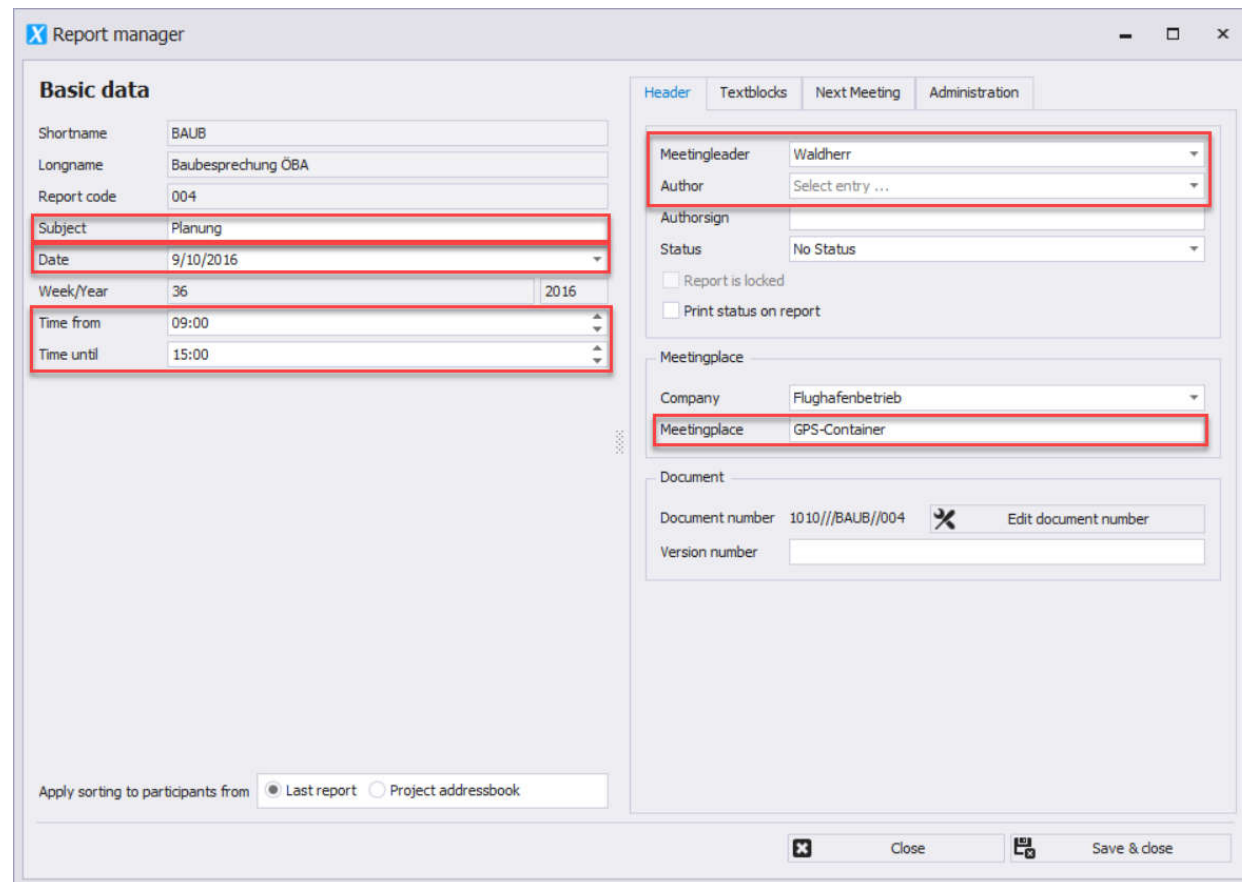
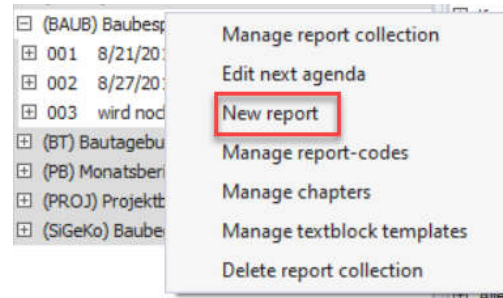


Right-click on the report collection to go to „new report“.

All fields are optional. However, all that are filled appear on the printout.

- Subject, date, time
- In the Header tab: meetingleader and author as well as the meetingplace
- You can also edit the report later by right-clicking on the report - „manage report“.
- When you create the report, all open report items are automatically included in the new report. No report items are lost, the agenda is automatically created for you.

For further registers see continuation foils.



# 8.1 Report General Data Printout

If the fields are not filled in, the following fields automatically slide together, e.g. if the leader is not filled in, the author moves to the upper line.

Beispielprojekt

BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 004

Date of Issue: 10/1/2019

Date of Meeting: 9/10/2016

Time: from: 9:00 AM to: 11:00 AM

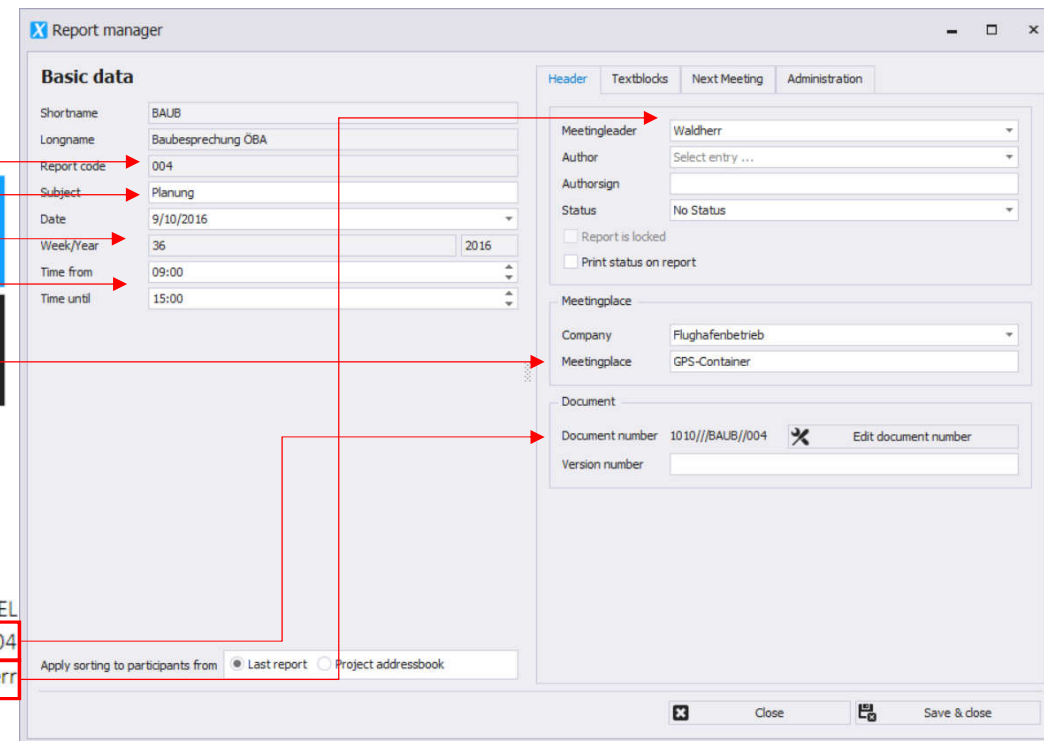
Place: GPS-Container

Subject: Planung

Project-no.: BEISPIEL

Doc. no.: 1010///BAUB//004

Chairman: Waldherr

Report manager

Basic data

Shortname: BAUB  
 Longname: Baubesprechung ÖBA  
 Report code: 004  
 Subject: Planung  
 Date: 9/10/2016  
 Week/Year: 36 2016  
 Time from: 09:00  
 Time until: 15:00

Meetingleader: Waldherr  
 Author: Select entry ...  
 Author sign:  
 Status: No Status  
 Report is locked  
 Print status on report

Meetingplace  
 Company: Flughafenbetrieb  
 Meetingplace: GPS-Container

Document  
 Document number: 1010///BAUB//004 Edit document number  
 Version number:

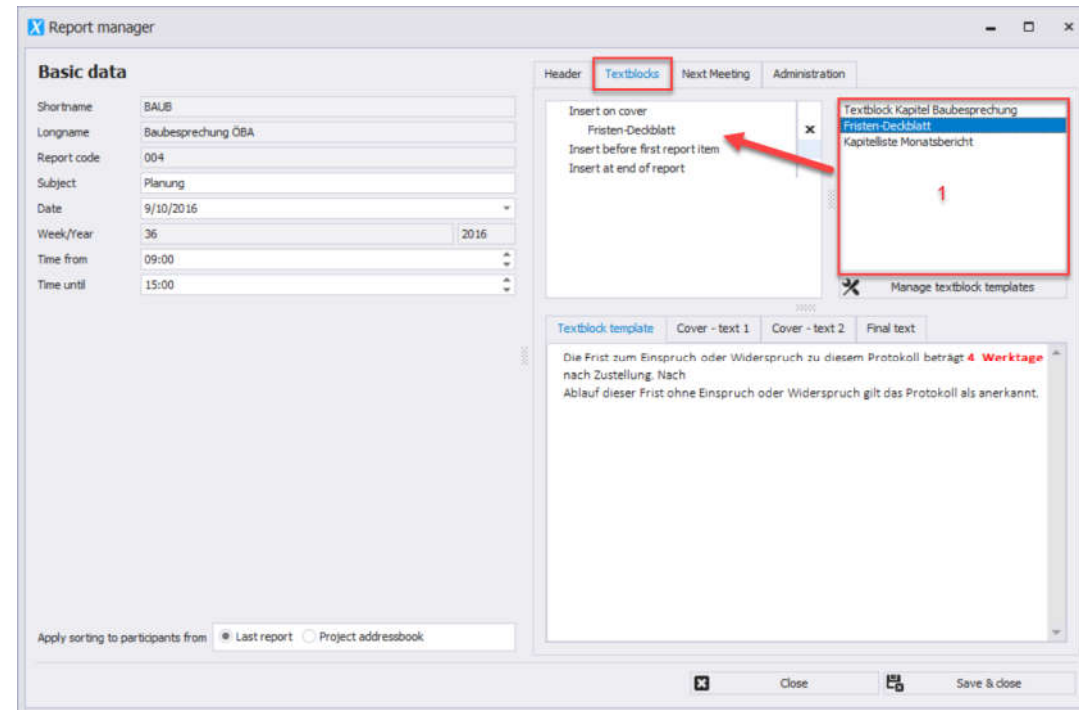
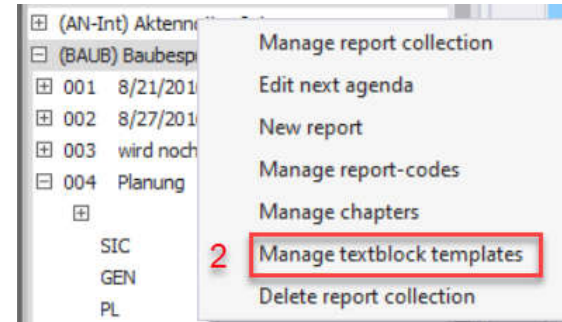
Apply sorting to participants from:  Last report  Project addressbook

Close Save & close

# 8.2 Report: Text blocks

In the textblocks tab, you can insert your textblocks at different points in the report. These are automatically transferred from report to report, but can be changed report-specifically.

- In 1, you've got the list of the textblocks that are active in the report
- *Using drag & drop these can be pulled to the desired position.*
- Editing takes place in the menu „manage textblock templates“ (see 2).



# 8.3 Report: Next meeting

Nächste Sitzung: Bei Bedarf ↔ Textblocks



Standard

On the *Next Meeting* tab, you can input your next meeting data.

- Mandatory fields: none
- *Optional* - but important fields:
  - *Date* (see 1)
  - *Time* (see 2)
  - *Meetingplace*(see 3)
  - *Positon on report*:
    - *On cover*
    - *End of report*
    - *Don't show*
- You can design your own next meeting template,which you can select in the print template field (see 4)

<b>Next Meeting:</b>	Number:	005
	Date:	9/17/2016
	Time:	from 9:00 AM till 3:00 PM
	Meetingplace:	GPS-Container
	Company:	Flughafen BetriebsgesmbH
	Address:	AT 8070 Graz Flughafenstr. 21

The screenshot shows the 'Report manager' window with the 'Next Meeting' tab selected. The interface is divided into 'Basic data' and 'Textblocks' sections. The 'Textblocks' section contains several input fields, some of which are highlighted with red boxes and numbered 1 through 4. The 'Basic data' section shows fields for Shortname, Longname, Report code, Subject, Date, Week/Year, Time from, and Time until. The 'Textblocks' section includes fields for Report code, Subject, Date, Week/Year, Time from, Time until, Company, Meetingplace, Position on report (with radio buttons for 'On cover', 'End of report', and 'Don't show'), and Print-Template.

Field	Value
Report code	005
Subject	
Date	9/17/2016
Week/Year	37 / 2016
Time from	09:00
Time until	15:00
Company	Flughafenbetrieb
Meetingplace	GPS-Container
Position on report	<input checked="" type="radio"/> On cover <input type="radio"/> End of report <input type="radio"/> Don't show
Print-Template	Nächste Besprechung



# 8.4 8.4 Protocol view

- The protocol view enables the preview of the report and the processing of all essential information.
- This view does not yet correspond 100% to the printout.

## Beispielprojekt

### BESPRECHUNGSBERICHT

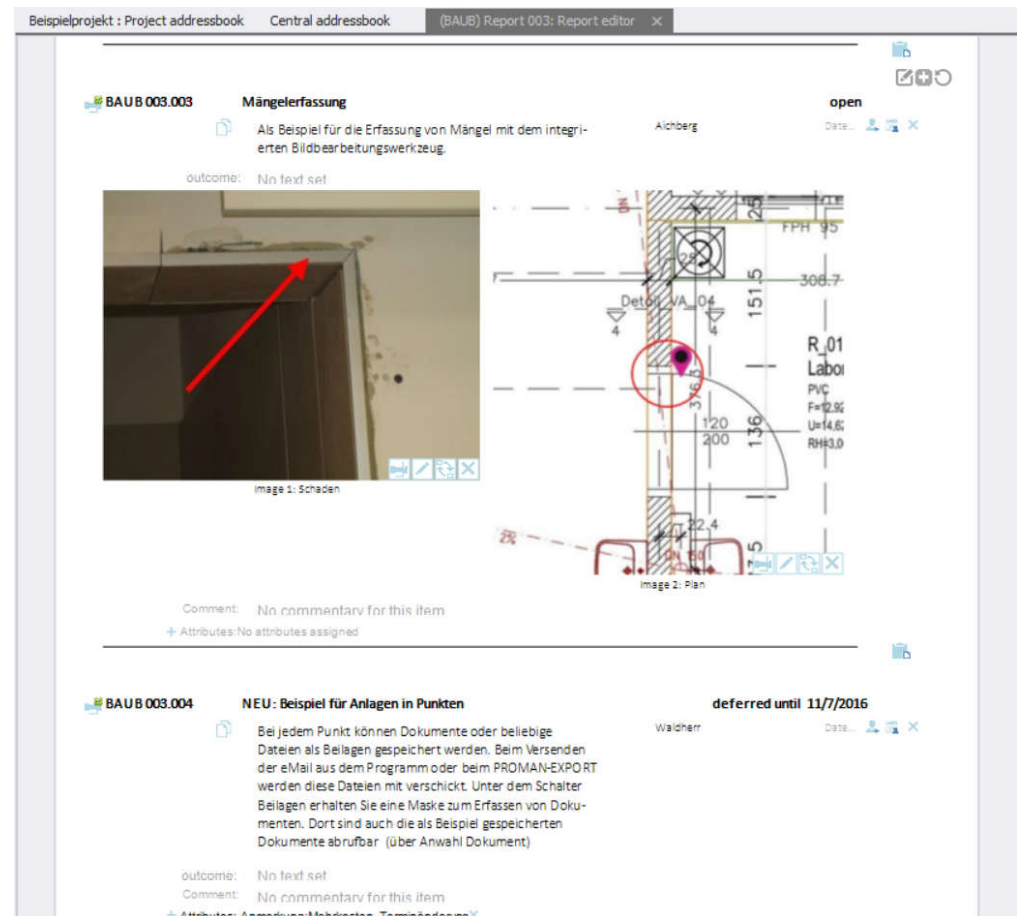
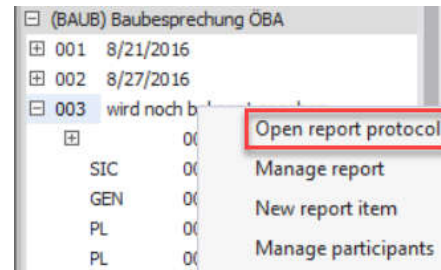
Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016  
 Date of Meeting: 9/3/2016  
 Time: from: 9:00 AM to: 11:00 AM  
 Place: GPS-Container

Project-no.: BEISPIEL  
 Doc.-no.: 1010///BAUB//003  
 Chairman: Waldherr

#### Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temporary
Waldherr	PS	GPS	+43 6769182356	●	●	○
Busch	ET	Busch & Czerny	+43 316654345	●	●	○
Keppler	BH	Flughafenbetrieb	+43 6649898567	●	●	○
Ecker	BK	Leitner	+43 69910203345	●	●	○
Aichberg	BM	Holzer Bau	+43 31124444241	●	●	○



# 8.4 Protocol view: direct editing



- Most fields can be edited directly in the protocol view (e.g. see 1).
- Project participants can simply be dragged into the fields.
- Control information is colored blue (see 2), from left to right
  - The hand to move the person
  - The pen to edit
  - Set as standard distributor (i.e. the person is automatically taken along to the next session)
  - X to remove the person on the list.

Date of Issue: 9/6/2016  
 Date of Meeting: 9/3/2016  
 Time:  
 Place:  
 Subject:

Project-no.:  
 Doc.-no.:

Teilnehmer / Ve  
 Name (w/o Title)  
 Waldherr  
 Busch  
 Keppler  
 Ecker  
 Aichberg

## Beispielprojekt

### BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016  
 Date of Meeting: 9/3/2016  
 Time: from 9:00 AM to 11:00 AM  
 Place: **GPS-Container** 1  
 Subject: No subject defined

Project-no.: \_BEISPIEL ✓  
 Doc.-no.: 1010///BAUB//003 ✓  
 Chairman: Waldherr ✗  
 Writer: No leader selected ✗  
 Symbol: No author sign selected  
 Mailing-no.: Nothing selected

#### Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temporary	
Waldherr	PS	GPS	+43 6769182356	●	●	○	👤✍️✖️
Busch	ET	Busch & Czerny	+43 316654345	●	●	○	👤✍️✖️
Keppler	BH	Flughafenbetrieb	+43 6649898567	●	●	○	👤✍️✖️
Ecker	BK	Leitner	+43 69910203345	●	●	○	👤✍️✖️
Aichberg	BM	Holzer Bau	+43 31124444241	●	●	○	👤✍️✖️
Frank	BH	Flughafenbetrieb	+43 6649898566	○	●	○	👤✍️✖️
Müller	PS	GPS	+43 31639222014	○	●	○	👤✍️✖️
Schnatter	PS	GPS	+43 6769182734	●	●	○	👤✍️✖️
Höchtl	BH	Flughafenbetrieb	+43 3166789115	●	●	○	👤✍️✖️
Kastberger	ET	Kastberger	+43 345284214	○	●	○	👤✍️✖️
Rauscher	BM	Holzer Bau	+43 31124444212	○	●	○	👤✍️✖️
Mattersberger	GP	Planconsult	+43 6644223322	●	●	●	👤✍️✖️

# 8.5 Protocol view: Participant and Distribution list



- The distribution list defines the list of participants who have attended the meeting
- The desired project participants can simply be dragged & dropped from the left list to the participant distribution list (1)
- With the "hand" (2) these can be pulled to the desired position
- Columns are defined in the layout and can be changed.

**Beispielprojekt**

**BESPRECHUNGSBERICHT**  
Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016  
Date of Meeting: 9/3/2016  
Time: from: 9:00 AM to: 11:00 AM  
Place: GPS-Container  
Subject: No subject defined

Project-no.: \_BEISPIEL ✓  
Doc.-no.: 1010///BAUB//003 ✓  
Chairman: Waldherr ✗  
Writer: No leader selected ✗  
Symbol: No author sign selected ✗  
Mailing-no.: Nothing selected

Participants / Distributors:							
Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temporary	
Waldherr	PS	GPS	+43 6769182356	●	●	○	⊞ ⊞ ⊞
Busch	ET	Busch & Czerny	+43 316654345	●	●	○	⊞ ⊞ ⊞
Keppler	BH	Flughafenbetrieb	+43 6649898567	●	●	○	⊞ ⊞ ⊞
Ecker	BK	Leitner	+43 69910203945	●	●	○	⊞ ⊞ ⊞
Aichberg	BM	Holzer Bau	+43 31124444241	○	●	○	⊞ ⊞ ⊞
Frank	BH	Flughafenbetrieb	+43 6649898566	○	●	○	⊞ ⊞ ⊞
Müller	PS	GPS	+43 31639222014	○	●	○	⊞ ⊞ ⊞
Schnatter	PS	GPS	+43 6769182734	●	●	○	⊞ ⊞ ⊞
Höchtli	BH	Flughafenbetrieb	+43 3166789115	○	●	○	⊞ ⊞ ⊞
Kastberger	ET	Kastberger	+43 345284214	○	●	○	⊞ ⊞ ⊞
Rauscher	BM	Holzer Bau	+43 31124444212	○	●	○	⊞ ⊞ ⊞
Mattersberger	GP	Planconsult	+43 6644223822	○	●	○	⊞ ⊞ ⊞

Die Frist zum Einspruch oder Widerspruch zu diesem Protokoll beträgt **4 Werktage** nach Zustellung. Nach Ablauf dieser Frist ohne Einspruch oder Widerspruch gilt das Protokoll als anerkannt.

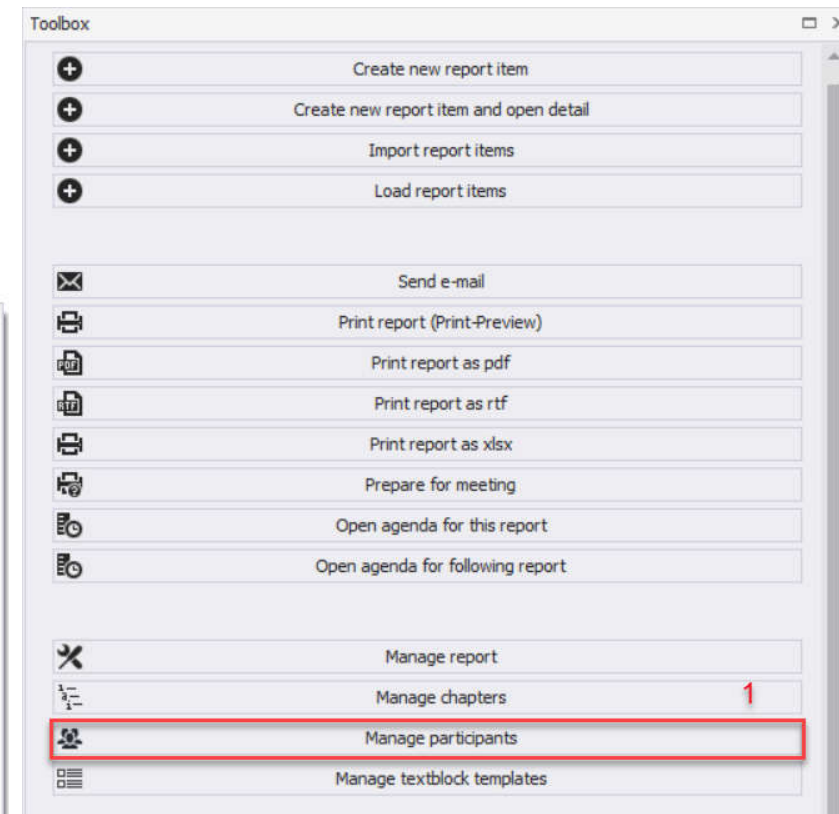
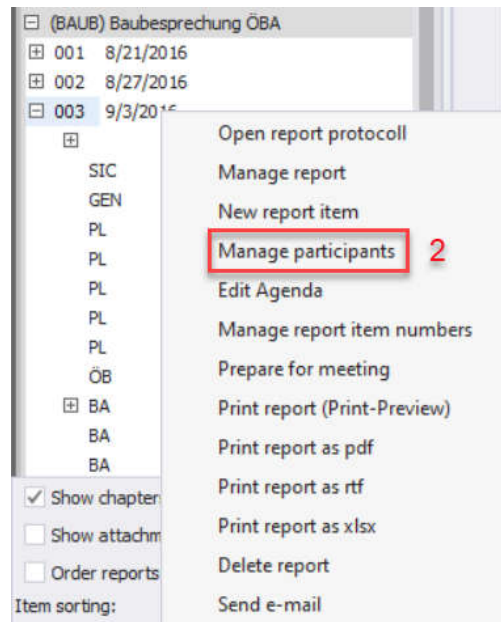
**Next Meeting:** Number: 004  
Subject: Planung  
Date: 9/10/2016  
Time: from 9:00 AM till 3:00 PM  
Meetingplace: GPS-Container  
Company: Flughafen BetriebsgesmbH  
Address: AT 8070 Graz Flughafenstr. 21

Database: Microsoft SQL Server

# 8.5.1 Participants / distributor: extended settings



Click on "Manage participants" in the toolbox (see 1) or right-click on the desired report to open the advanced settings of the participants / distribution lists. (see 2).



# 8.5.2 Participants / distributor: extended settings



The administration of the participants consists of three areas:

- Project address book (see 1): Simply drag and drop participants into your distribution list (see 2) and define their attendance.
- use the toolbox to edit the desired sort order and add involved persons (see 3).

The screenshot displays the PROMAN Phenix software interface with three main areas highlighted by red boxes and numbered 1, 2, and 3.

**Area 1: Project addressbook** (left sidebar) shows a search bar and a list of employees. A blue arrow points from the 'Schnatter' entry in this list towards the main table.

**Area 2: Participants/Mailing Editor** (main table) displays a list of participants with columns for Employee, Company, Default Function, Distributor, Present, from, to, Partially present, Excused, Represented by, and Std.Distr.

Employee s...	Company short	Default Function	Distributor	Present	from	to	Partially present	Excused	Represented by	Std.Distr
Waldherr	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Busch	Busch & Czerny	ET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Keppler	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Ecker	Leitner	BK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Aichberg	Holzer Bau	BM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Frank	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Müller	GPS	PS	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Schnatter	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Höchtl	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Kastberger	Kastberger	ET	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Rauscher	Holzer Bau	BM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Mattersberger	Planconsult	GP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00:01		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

**Area 3: Toolbox** (right sidebar) contains options for adding and removing participants, setting status (Presence, Excused, Distributor), and sorting order (Sortingnumbers from project-employees, Sortingnumbers from last report). It also includes radio buttons for 'Print sorting' and 'UI sorting'.

# 8.5.3 Participants / distributor: extended settings



- The project address book contains the following functions:
  - The employee view shows you all project partners. In the main view, the project partners are grouped by company.
  - Filter by all project partners or a specific report collection (see 1).
  - A further distinction can be made by filtering by a single report (see 2), e.g. all participants of the old session.
  - In the search field you can also directly find the desired company / person.

The screenshot shows the 'Project addressbook' application window. The 'Employee view' is active. The interface includes a search bar, tabs for 'Main view' and 'Employee view', and a 'Groups' section with 'All project partners' and 'All participants'. Below this, there are two dropdown menus: 'All project partners' (labeled 1) and 'All involved people' (labeled 2). The main area displays a table of employees with columns for 'Company shortname', 'Employee short ...', and 'Employee Function'. Below the main view, there are two smaller screenshots showing the filter dropdowns expanded. The left one shows the 'All project partners' dropdown with a list of reports including 'Akttenotiz', 'Baubesprechung ÖBA', 'Projektbesprechung', 'Akttenotiz - Intern', 'Baubegehung', 'Monatsbericht', and 'Bautagebuch'. The right one shows the 'All involved people' dropdown with a list of numbers: '001', '002', '003', and '004'.

Company shortname	Employee short ...	Employee Function
Flughafenbetrieb	Frank	(BH) Bauherr
Flughafenbetrieb	Höchtl	(BH) Bauherr
Flughafenbetrieb	Keppeler	(BH) Bauherr
GPS	Müller	(PS) Projektsteuerung + ...
GPS	Schnatter	(PS) Projektsteuerung + ...
GPS	Waldherr	(PS) Projektsteuerung + ...
Holzer Bau	Aichberg	(BM) Baumeister
Kastberger	Kastberger	(ET) Fachbauleitung E-Te...
Leitner	Ecker	(BK) Begleitende Kontrolle
PAC-PS	Pacassi	
Planconsult	Mattersberger	(GP) Generalplanung
PROMAN	Pezzei	
PROMAN	Support	

# 8.5.4 Participants / distributor: extended settings

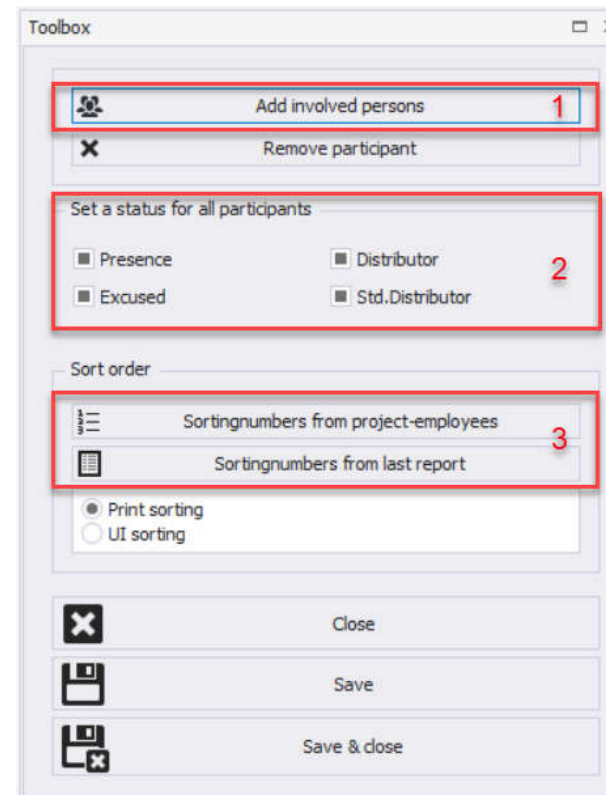


- Distributor: Defines the distribution group of the document. Also used for automatic e-mail transmission of the report (see 1).
- The attendance can be augmented with „partially present" or replaced by "excused" (see 2). For these to be printed, a corresponding print template must be set.
- The sorting can be changed by drag & drop.
- *All Employees with a checkmark are automatically entered in the next session (see 3).*

Employee s...	Company short	Default Function	Distributor	Present	from	to	Partially present	Excused	Represented by	Std.Distributor	
Aichberg	Holzer Bau	BM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Waldherr	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Busch	Busch & Czerny	ET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keppler	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ecker	Leitner	BK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Müller	GPS	PS	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schnatter	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Höchtl	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kastberger	Kastberger	ET	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rauscher	Holzer Bau	BM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mattersberger	Planconsult	GP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00:01		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# 8.5.5 Participants / distributor: extended settings

- The following actions are simplified using the toolbox:
  - Involved persons who, are registered as responsible for a report item can be added to the list in their entirety (*see 1*).
  - With one click the status for all participants can be defined (*see 2*).
  - The sorting can be done from the project-related address management or from the last report (*see 3*).





# 8.6 Protocol View: Create and Edit report item



- Report items can be created with (1) in the desired chapter.
- With (2) subreport items can be created to the desired report item.
- With (3) you can change the chapter of the reportitem.
- With (4) you can paste Pictures or attachments into the report item from the clipboard

SIC	Sicherheit			1 +
001.002	Genehmigung Umsetzen Masten			open
001 / 21.08.2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.	All project partners	Date...	
	Ergebnis: No text set...			
	Comment: No commentary for this item...			
003 / 03.09.2016	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Busch Rauscher	23.09.2019 09.10.2016	
	Ergebnis: No text set...			
	Comment: No commentary for this item...			
+ Attributes: No attributes assigned				

# 8.6 Protocol View: Create and Edit report item



- With a click in the text field, the current information on the report item can be entered / edited.
- Involved can be placed on the right using drag & drop.
  - (1) is an post appointment
  - (2) is the main responsible
  - X for deleting the involved person
  - With or without target date

The screenshot displays the PRO MAN software interface. At the top, there is a header with 'GEN' and 'Genehmigungen'. Below this, a table lists report items. The first item is '001.003 Bescheide' with status 'open'. The second item is '002 / 27.08.2016' with a description: 'Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt.' and a list of bullet points: '• Noch ausständige Bescheide:', '• Wasserrecht', '• Betriebseinschränkung', '• Versetzen Mast', and '• Gepäckförderanlage'. A third item is '003 / 03.09.2016'. A text editor window is open over the second item, showing the text: 'Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2016 an die ÖBA übergeben.' To the right of the text editor, a list of involved parties is shown: 'Frank' and 'GPS', with a date '22.08.2016' and a 'Date...' field. The numbers '2' and '1' are visible above the list.

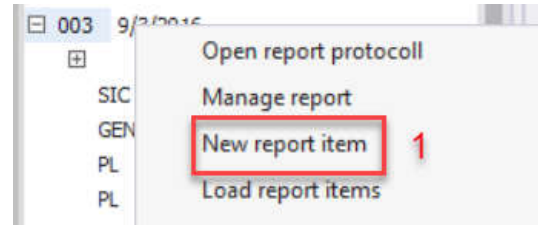
# 8.6 Protocol View: Create and Edit report item



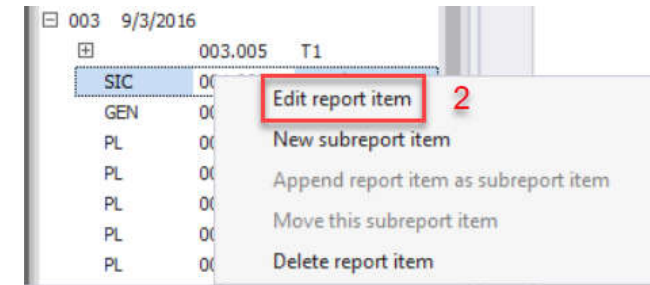
- Points can be easily hidden by clicking the printer icon (1)
- individual entries from the history can also be hidden (2)

Item ID	Date	Description
001.003	21.08.2016	Die Bescheide der BH Graz Umgebung ergehen lt. Herrn Frank am 22.8.2016 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.
002	27.08.2016	Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt. <ul style="list-style-type: none"><li>• Noch ausständige Bescheide:</li><li>• Wasserrecht</li><li>• Betriebseinschränkung</li><li>• Versetzen Mast</li><li>• Gepäckförderanlage</li></ul>
003	03.09.2016	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2016 an die ÖBA übergeben.

# 8.6.1 Report item Create & Edit



BAUB 002.002	Bautafel	open
002/27.08.2016	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger 03.09.2016
003/03.09.2016	GP übergibt das Layout in der nächsten Baubesprechung. Das Rendering musste neu erstellt werden.	Mattersberger 03.09.2016



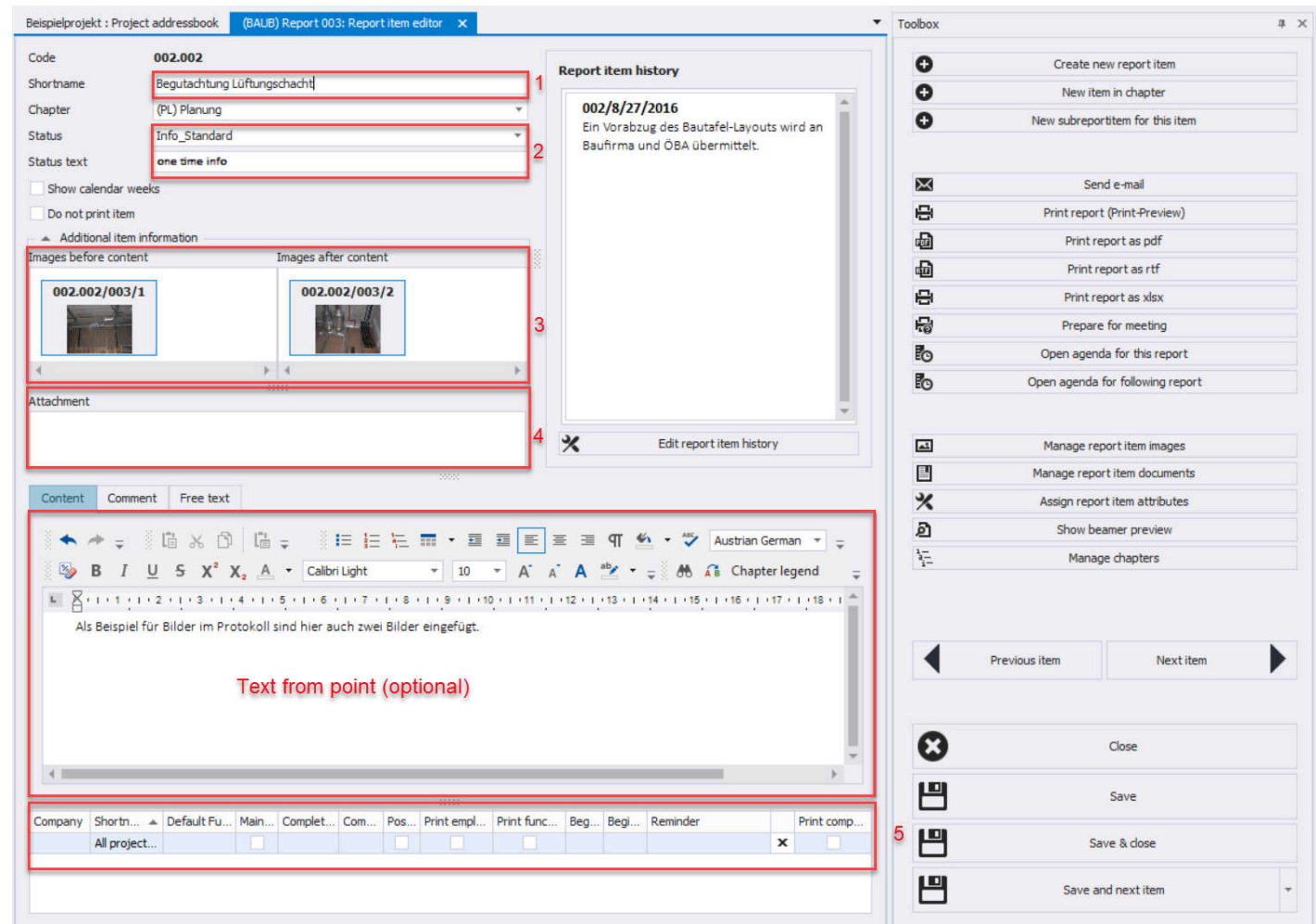
A report item corresponds to a task / information in a session.

- With a right mouse click (see 1) on the report, you can create a report item in the report.
- Existing report items can be opened and edited with a right mouse click (see 2) on the report item or via the protocol view (see 3).

# 8.6.1 Extended report item settings



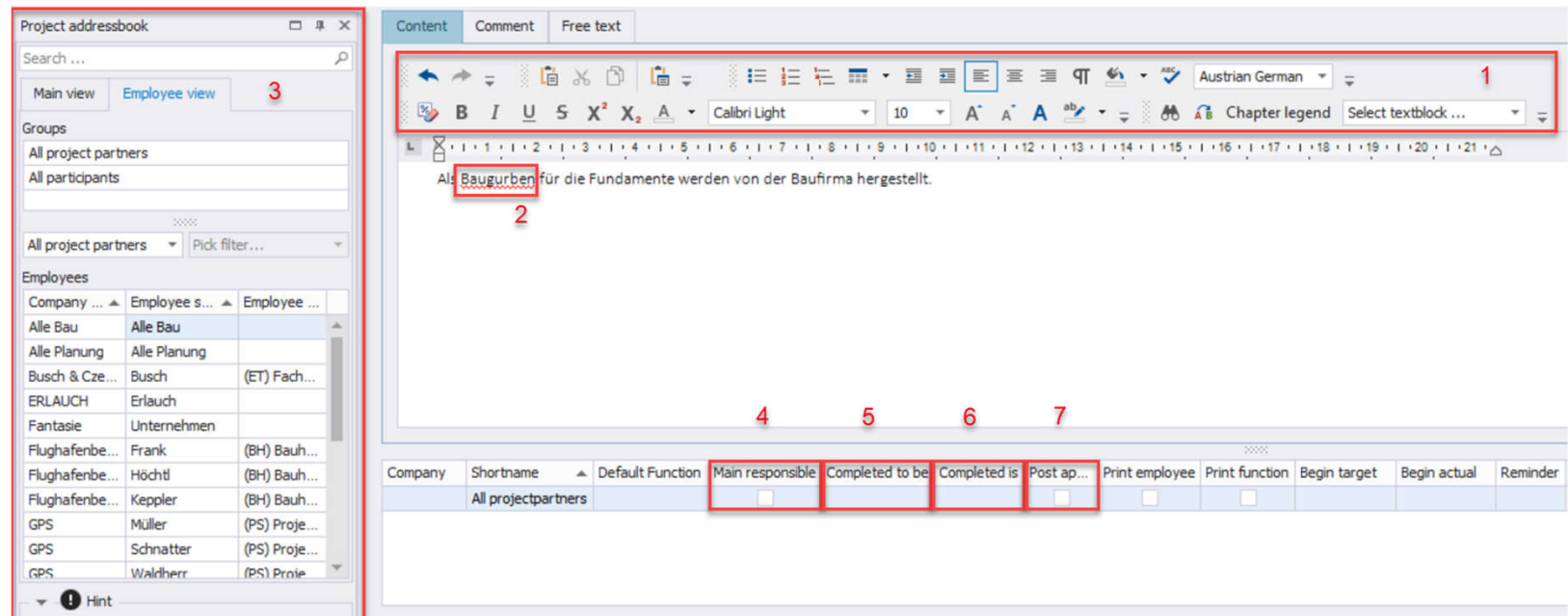
- Mandatory fields:
  - Short name (title) (see 1)
  - Status (see 2)
- Optional Fields:
  - Photos (see 3)
  - Attachments (see 4)
  - Involved (see 5)



# 8.6.1 Extended report item settings

- Report item Text can be entered in the text field:
  - *Formatting (see 1)*
  - *Spell check inline (see 2)*
- Involved persons can be added to the report item using drag & drop (see 3).
- In addition, you can set the following for each already selected involved person (picture below):

- *Main responsible (see 4)*
- *Completed to be (see 5)*
- *Completed is (see 6)*
- *Post appointment (see 7)*



The screenshot shows two parts of the software interface. On the left is the 'Project addressbook' window, and on the right is a text editor window.

**Project addressbook (left):** This window has a search bar and two tabs: 'Main view' and 'Employee view'. A red box labeled '3' highlights the 'Employee view' tab. Below the tabs are sections for 'Groups' and 'Employees'. The 'Employees' section contains a table with columns for 'Company', 'Employee s...', and 'Employee ...'. The table lists several employees, including 'Alle Bau', 'Alle Planung', 'Busch & Cze...', 'ERLAUCH', 'Fantasie', 'Flughafenbe...', 'Höchtl', 'Kepler', 'Müller', 'Schnatter', and 'Waldherr'.

**Text Editor (right):** This window shows a text editor with a rich text toolbar. A red box labeled '1' highlights the toolbar. Below the toolbar is a text area containing the text 'Als Baugurben für die Fundamente werden von der Baufirma hergestellt.' A red box labeled '2' highlights the word 'Baugurben'. At the bottom of the text editor is a table with columns for 'Company', 'Shortname', 'Default Function', 'Main responsible', 'Completed to be', 'Completed is', 'Post ap...', 'Print employee', 'Print function', 'Begin target', 'Begin actual', and 'Reminder'. A red box labeled '4' highlights the 'Main responsible' column, '5' highlights the 'Completed to be' column, '6' highlights the 'Completed is' column, and '7' highlights the 'Post ap...' column.

# 8.6.1 Extended report item settings



- can be defined in the print settings of the report collection
    - Same as in report item
    - Person / Company / Function
    - Shortname / Longname
- ATTENTION: when printing, there is a limited space, i.e. do not print too much e.g. company & person & function with longname is not possible!

Report item settings

- Common
- Involved**
- Printing configuration
- Schedule colors
- Status
- Template and font

Print view of involved persons in report items

Same as in report item

Form for print: Shortname

- Person
- Company
- Function

Company	Shortname	Default Function	Main responsible	Completed to be	Completed is	Post app...	Print company	Print employee	Print function	Begin target	Begin actual	Reminder	
Busch & Cze...	Busch	ET	<input type="checkbox"/>	9/23/2019		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				✕
Holzer Bau	Rauscher	BM	<input type="checkbox"/>	10/9/2016		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				✕

# 8.6.1 Advanced report item settings



Code: 001.006  
Shortname: Bauablauf  
Chapter: (BA) Bauausführung  
Status: offen\_Standard  
Status text: open

**Report item history**

**001/8/21/2016**  
Der von der Baufirma vorgeschlagene Bauablauf für die kommenden zwei Wochen umfasst folgende Tätigkeiten:

- Erstellen des Bauzeitplans
- Aufstellen des Bauzauns
- Einrichten der Containersiedlung
- Ausstellen des Krans
- Beschilderung
- Einholen und Überprüfen des Bombenkatasters

**002/8/27/2016**  
In KW 35:

- Aufstellen des fixen und des prov. Bauzauns

1

Report code	Report date	Do not print	Item completed	Completion date
001	8/21/2016	<input checked="" type="checkbox"/>		
002	8/27/2016	<input type="checkbox"/>		
003	9/3/2016	<input type="checkbox"/>		

Here you can define which historical report items are to be printed. This number cannot be greater than the generally defined default.

The number of printed historical report items can be generally defined in the report collection.

Common settings

- Start printing items on cover (no new page)
- Print report items with content or deviant involved persons only
- If permanent info, print last item only

Print settings

Print items: Only the last, 5 contents

only if report item contains content

- Report item settings
  - Common
  - Involved
  - Printing configuration
  - Schedule colors
  - Status
  - Template and font
- E-mail and Agenda
  - E-mail: report textblocks
  - E-mail: agenda textblocks
  - Agenda defaults & textblocks
- Copy collection settings
- Projects
  - Choose project...



# 8.7 Protocol View: report item Status



- *one-time info*
  - Printed only in the current report
- *Permanent Info*
  - applies to all reports until deletion
  - Text can be changed per report
- *open*
- *in progress*
- *Closed on*
- *canceled*
- *deferred to (or resubmitted)*
  - Reminder function: The item in the current session is printed out once, then hidden until the specified date.
- Your own status: you can easily create your own status in the report management, for example:
  - Decision, CRQ
  - Open in the colours (red, orange, green) ...

001.002 **Genehmigung Umsetzen Masten**

001 / 8/21/2016 Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.

Ergebnis: No text set...

Comment: No commentary for this item...

003 / 9/3/2016 Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente.  
Die Baugruben für die Fundamente werden von der Baufirma hergestellt.

open		
Beschluss	Beschluss	Will not be taken to the next report.
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.

# 8.8 Protocol view: Pictures and attachments



- Images can be placed above or below the text using drag & drop.
- With (1) the position of the image can be changed.
- With (2) the image can be further edited (cut, mark,...).
- PDF attachments can be added to the report item using drag&drop.

003.002 Mängelerfassung

Als Beispiel für die Erfassung von Mängel mit dem integrierten Bildbearbeitungswerkzeug.

Aichberg Date...

Image 1: 2017-10-30\_16-57-42\_Schaden.jpg

Image 2: 2017-10-30\_16-52-08\_Plan\_v2.jpg

Comment: No commentary for this item...

+ Attributes: No attributes assigned

2 1

003.003 NEU: Beispiel für Anlagen in Punkten

Bei jedem Punkt können Dokumente oder beliebige Dateien als Beilagen gespeichert werden. Beim Versenden der eMail aus dem Programm oder beim PROMAN-EXPORT werden diese Dateien mit verschickt. Unter dem Schalter Beilagen erhalten Sie eine Maske zum Erfassen von Dokumenten. Dort sind auch die als Beispiel gespeicherten Dokumente abrufbar. (über Anwahl Dokument)

Waldherr Date...

deferred until 11/7/2016

Ergebnis: No text set...

Comment: No commentary for this item...

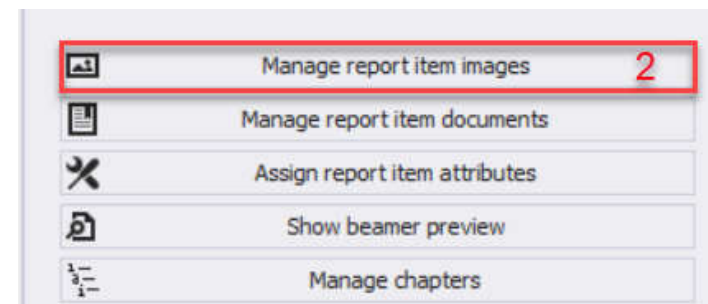
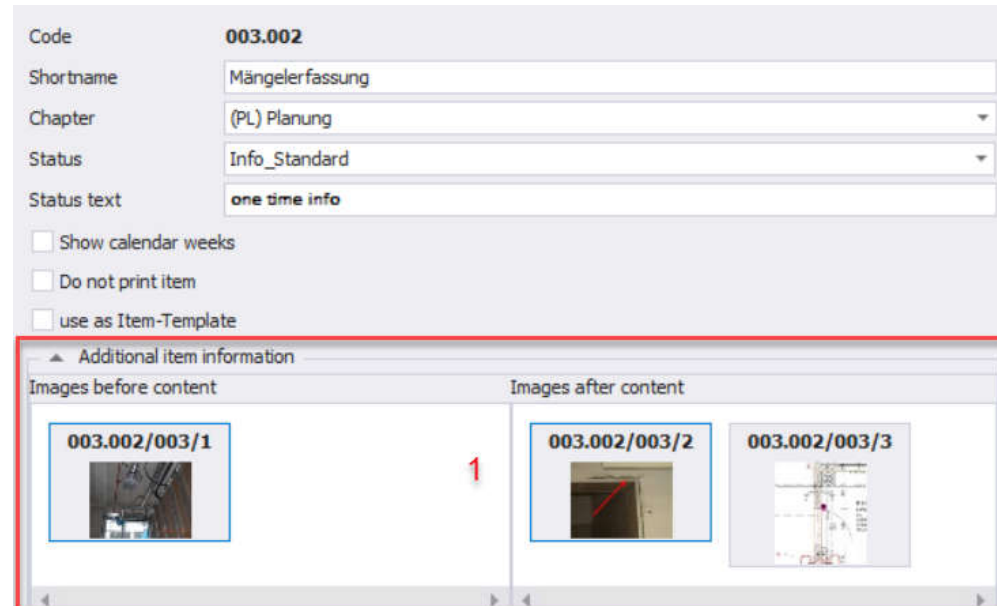
+ Attributes: Anmerkung: Mehrkosten, Terminänderung

Documents: 003.003/2 Raumliste.xls  
003.003/3 Wohnhausanlage.pdf

# 8.8.1 Advanced Settings: pictures



- Images can simply be dragged and dropped into the respective image fields (see 1).
- They can be placed both before and after the text.
- Further settings can be made via "*Manage report item images*" in the toolbox (see 2).
- The images are automatically stored in the database. The size is reduced in order to achieve an optimal Memory & Quality ratio.



# 8.8.1 Advanced Settings: pictures

Via "Manage images" you determine

- the width of the photo in the printout (see 1):
  - like text block
  - from text to right pagestop
  - entire page width

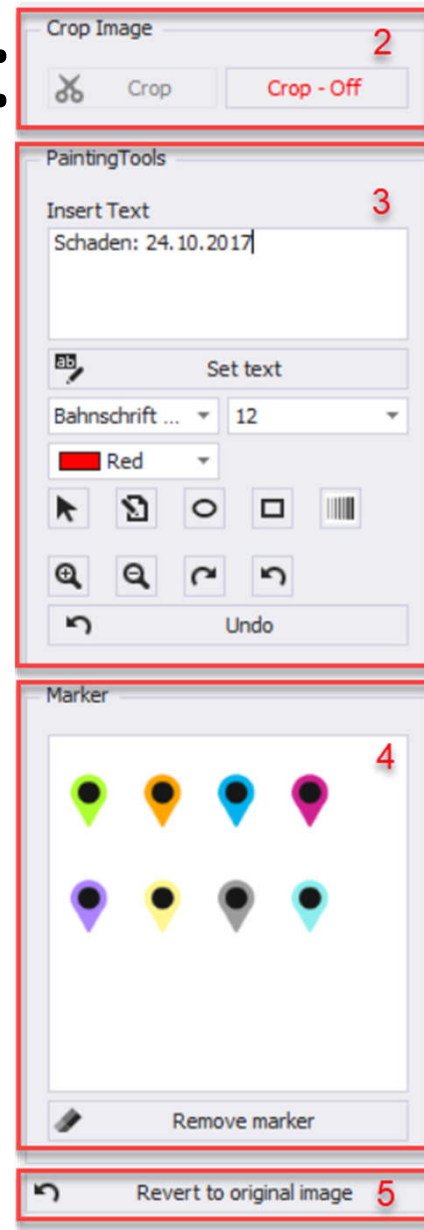
- to select the desired storage location or load images from the clipboard (see 2).
- You can insert two images next to each other.
- Title of the image (see 3)



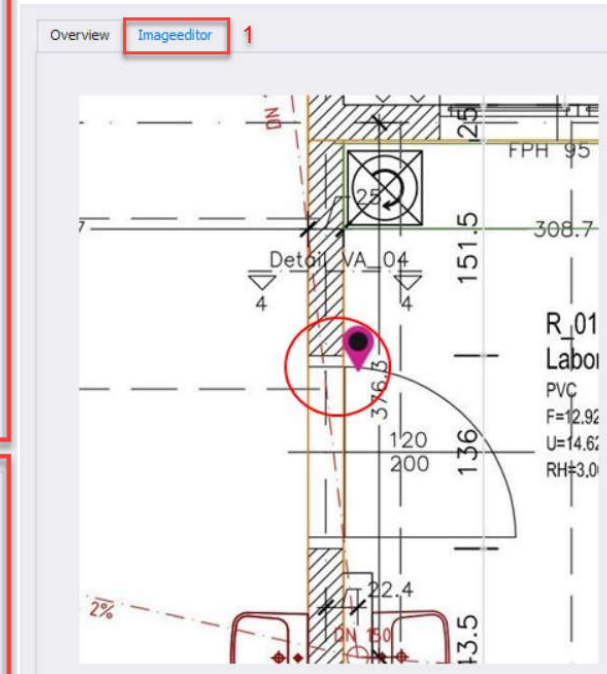
# 8.8.1 Advanced Settings: pictures

- In the tab „Imageeditor" (see 1) you can quickly and easily adapt your photos and plans:
  - Cutting (see 2)
  - Insert text and shapes (see 3)
  - Set markers with drag&drop (see 4)
  - Undo all changes (see 5)

With this feature, you can directly highlight relevant image sections, plans, positions, defects, before-and-after statistics much more visually.



**PRO**  
**MAN**



# 8.8.1 Advanced Settings: pictures

003.002

## Mängelerfassung

Als Beispiel für die Erfassung von Mängel mit dem integrierten Bildbearbeitungswerkzeug.

Aichberg

open



Image 1: Schaden

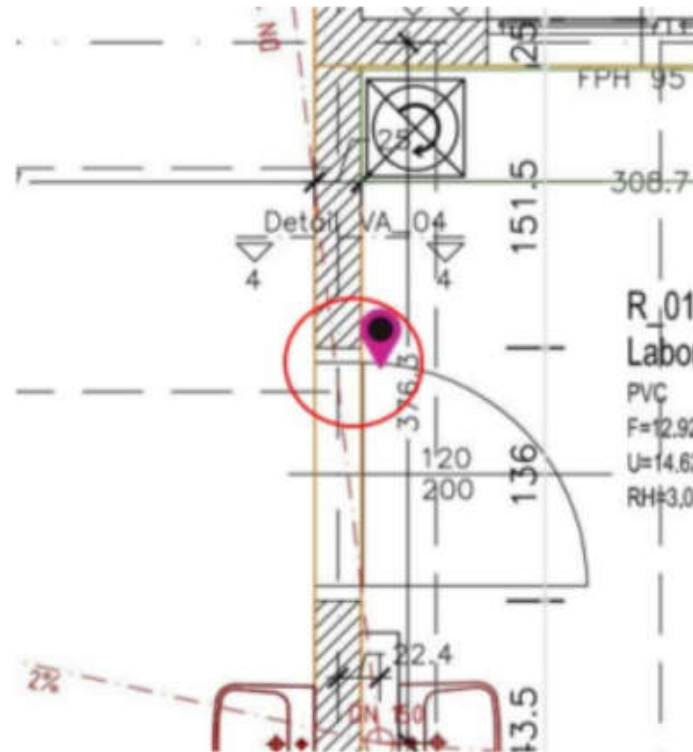
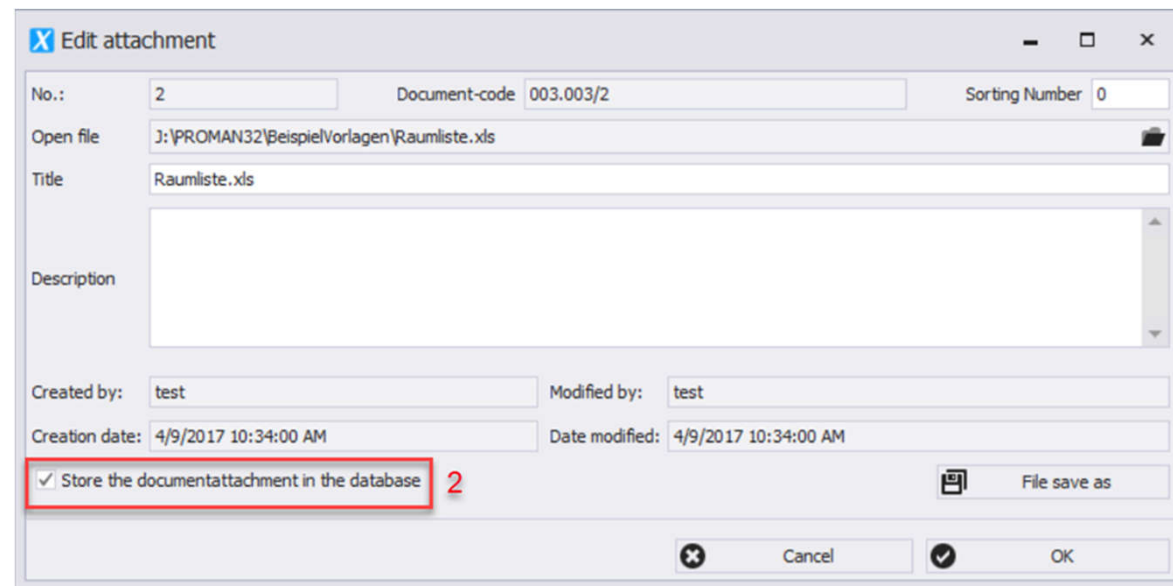
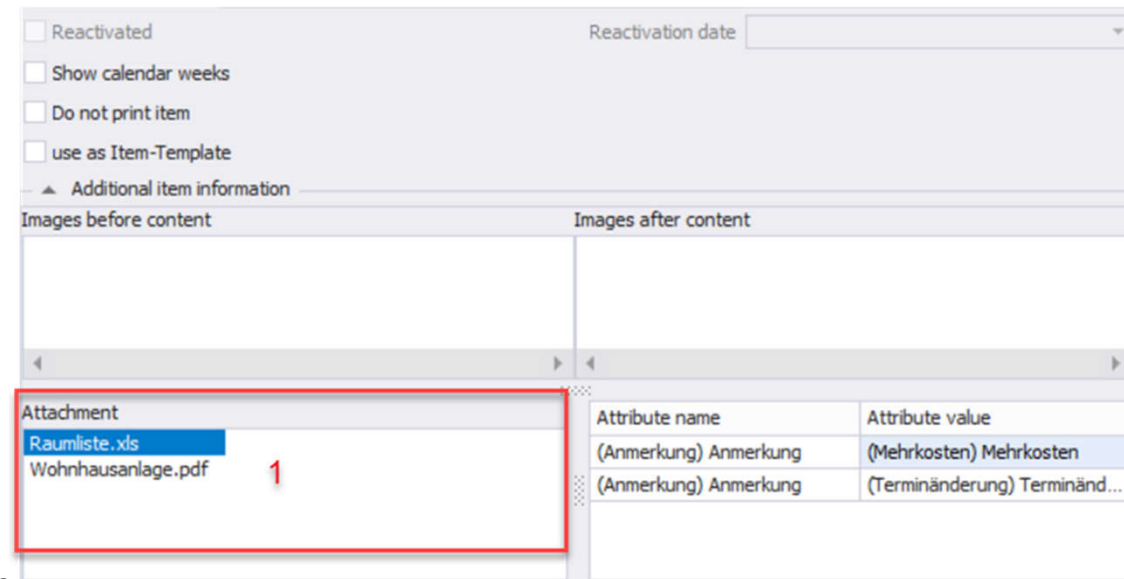
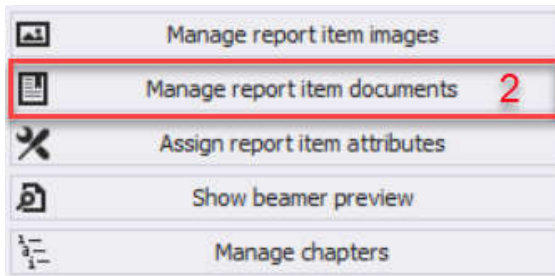


Image 2: Plan

# 8.8.2 Advanced Settings: attachments

- Attachments can easily be dragged & dropped into the field (see 1)
- Or via "Manage report item documents" (see 2) further settings can be made
  - By *ticking the* option, the document can be saved in the database (see 3).
  - this version of the document is saved unchanged in the report!







# 8.9 Protocol View: Video Short Training



- More information about the new reporting mask can be found in the training video at

<http://www.proman.at/tutorials/intuitiv-protokollieren/>

The video player shows a person's hands typing on a laptop keyboard. A white play button overlay is centered on the video, with the text 'Intuitiv Protokollieren' and a duration of '18:31'. Below the video player, the title 'Intuitiv Protokollieren' is displayed. To the left of the text is a short paragraph, and to the right is a section titled 'Links zu den Kapitel des Videos' containing four numbered links.

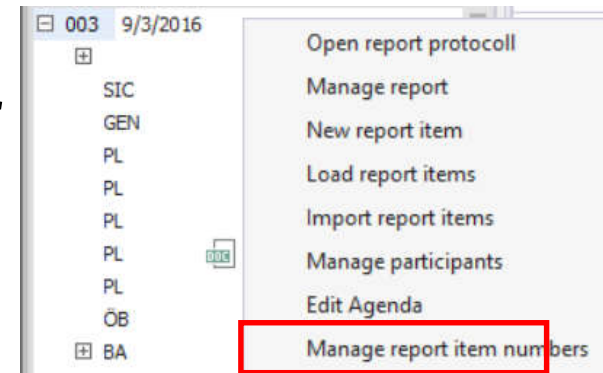
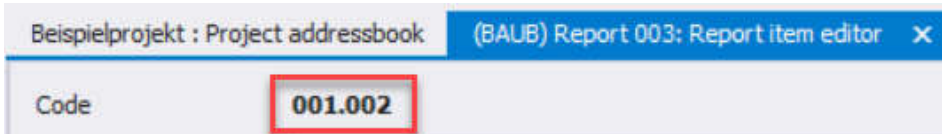
## Intuitiv Protokollieren

Unser „Word“ drauf. Mit der neuen Punktmaske werden Sie noch schneller und einfacher zurechtkommen als bisher. Dabei wird sie Ihnen gar nicht so neu vorkommen, denn durch die Überarbeitung sieht die Maske ganz ähnlich aus, wie Sie es von Word her kennen. Sie werden PROMAN also ganz intuitiv benutzen und sich ganz auf Ihre Besorechnung konzentrieren können.

### Links zu den Kapitel des Videos

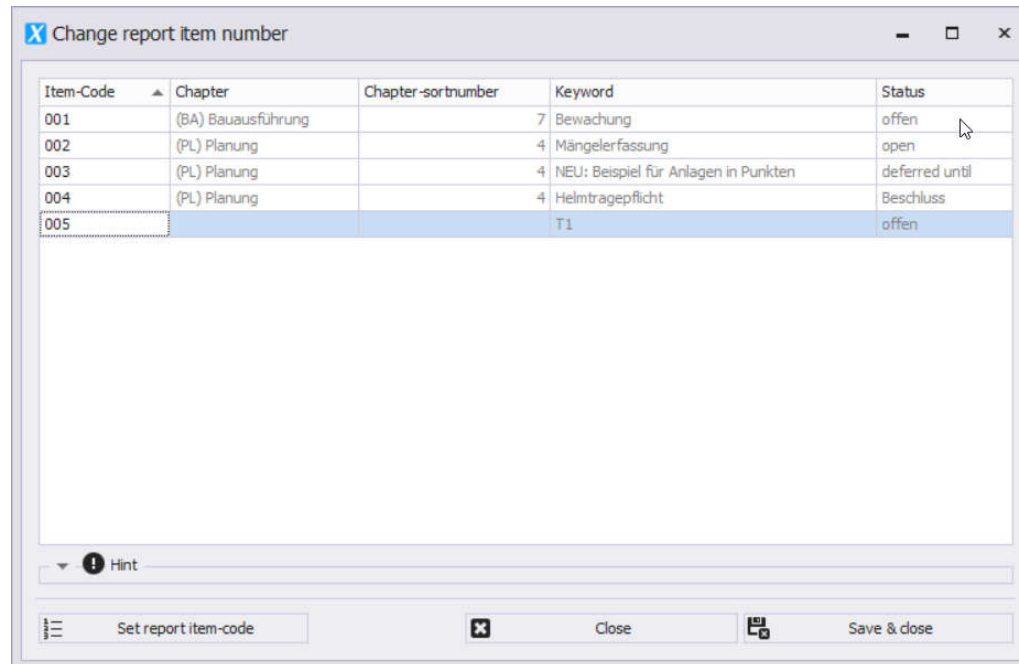
- Kapitel 1:** [Die neue Punktmaske – nun noch einfacher](#)
- Kapitel 2:** [Die neue Punktmaske – unser „Word“](#)
- Kapitel 3:** [Finden statt suchen – Informationen auf Klick](#)
- Kapitel 4:** [Nach dem Meeting ist vor dem Meeting – Vorbereitung leicht gemacht](#)

# 9.1 Changing report item number



- Change number
  - It is only possible in the selected report
  - The report item must have been created in this report

- Report item number
  - is consecutive per report
  - Unique for the report collection
  - Consists of
    - Report number
    - Report Item number



# 9.1 report item number: Structure

- First occurrence of item

- Item number

- Item will be continued at further meetings

- Report number
- Date of meeting

Chapter / Report number / Item number

Chapter / Report number / Item number		Genehmigungen		
0.2		<b>Genehmigung Umsetzen Masten</b>		open
0.2	001.002	001 / 21.08.2014	Im Baufeld befinden sich zwei Masten, Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2014	Alle Projektpartner
	002	27.08.2014	Es wurde ein Vorschlag für die Kabelführung im Mast erarbeitet. Dieser ist von der Firma Schilling zu überprüfen (Koordination durch Herr Busch). Weiters sind die statischen Berechnungen der Fa. Schilling beizubringen.	Busch, Busch & Czemy
	003	03.09.2014	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Rauscher, Holzer Bau 10.09.2014 Busch, Busch & Czemy 03.09.2014

# 9.2 Comments in the report & Meeting preparaton



In the comments you can write your notes for the next report

- Comments are not printed , you can only print them in the meeting preparation

003.001 Bewachung  
003/03.09.2016  
Waldherr  
Rauscher

Ergebnis: Kein Text gesetzt  
Kommentar: meine Informationen für die nächste Sitzung zu diesem Punkt: (diese können nur im Ausdruck Protokoll Vorbereitung angezeigt werden)

Attachment  
Edit report item history

Content Comment Free text

Austrian German  
Chapter legend

meine Informationen für die nächste Sitzung zu diesem Punkt: (diese können nur im Ausdruck Protokoll Vorbereitung angezeigt werden)

Company	Shortna...	Default Fu...	Main responsible	Completed to be	Complete...	Post a...	Print emp...	Print fu...	B...	Re...	Print company
GPS	Waldherr	PS	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holzer B...	Rauscher	BM	<input checked="" type="checkbox"/>	2/10/2016		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

open  
Solidatum...  
10.02.2016

# 9.2 Comments in the report & Meeting Preparation



Allows you to create notes for your next report.

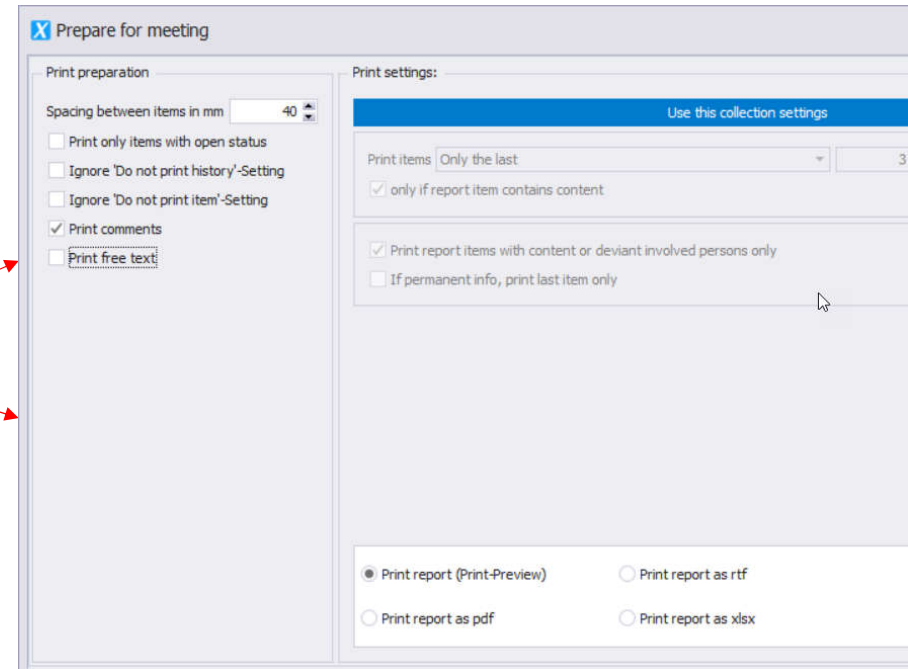
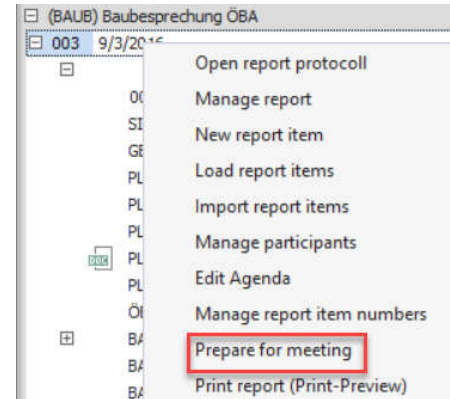
Item	Subject	cr	Responsible	Deadline
------	---------	----	-------------	----------

große Dateien als Beilagen gespeichert werden.  
 Beim Versenden der eMail aus dem Programm  
 oder beim PROMAN-EXPORT werden diese  
 Dateien mit verschickt.  
 Unter dem Schalter Beilagen erhalten Sie eine  
 Maske zum Erfassen von Dokumenten. Dort sind  
 auch die als Beispiel gespeicherten Dokumente  
 abrufbar  
 (über Anwahl Dokument)

Kommentar: Bei der nächsten Besprechung muss ich folgenden wichtige Punkte klären:  
 1. ....  
 2. ....

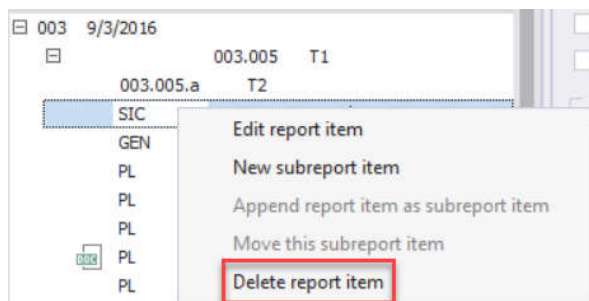
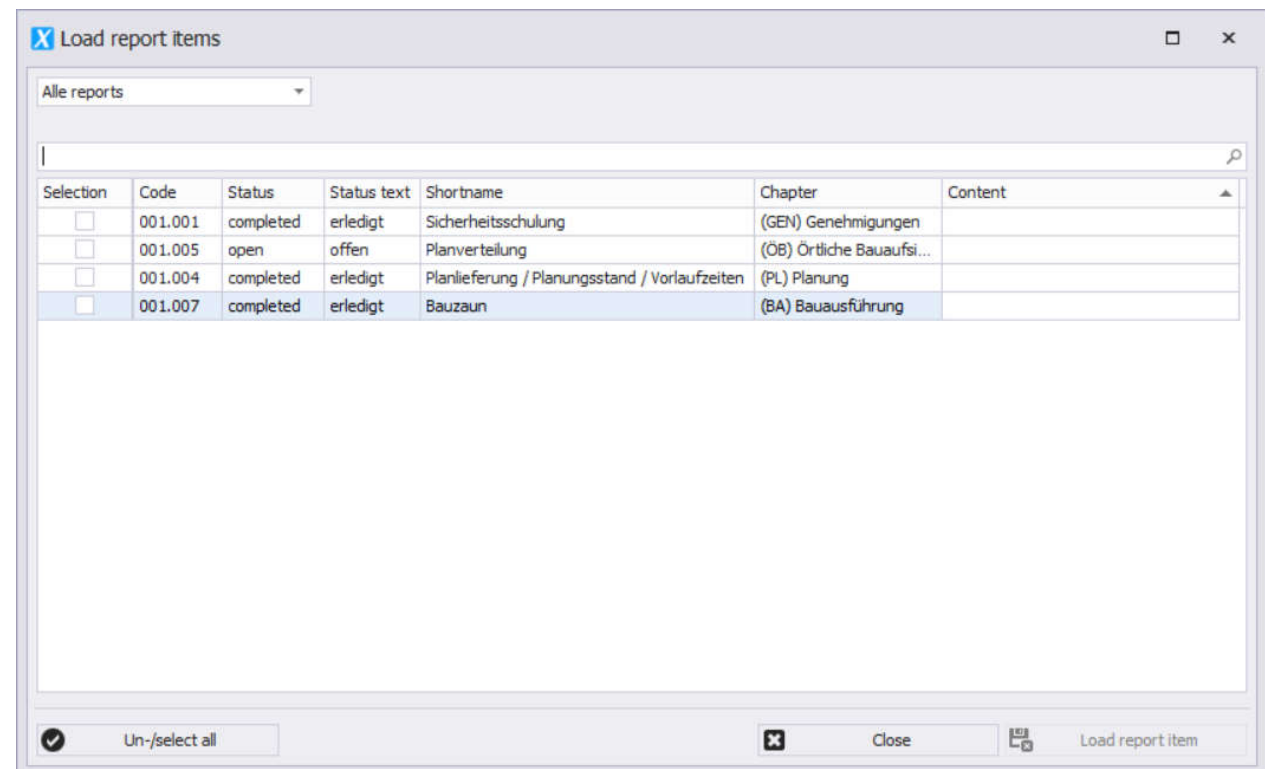
Beilagen: 003.003/2 Raumliste.xls  
 003.003/3 Wohnhausanlage.pdf

Space for handwritten Notes



# 9.3 report item Load&Delete

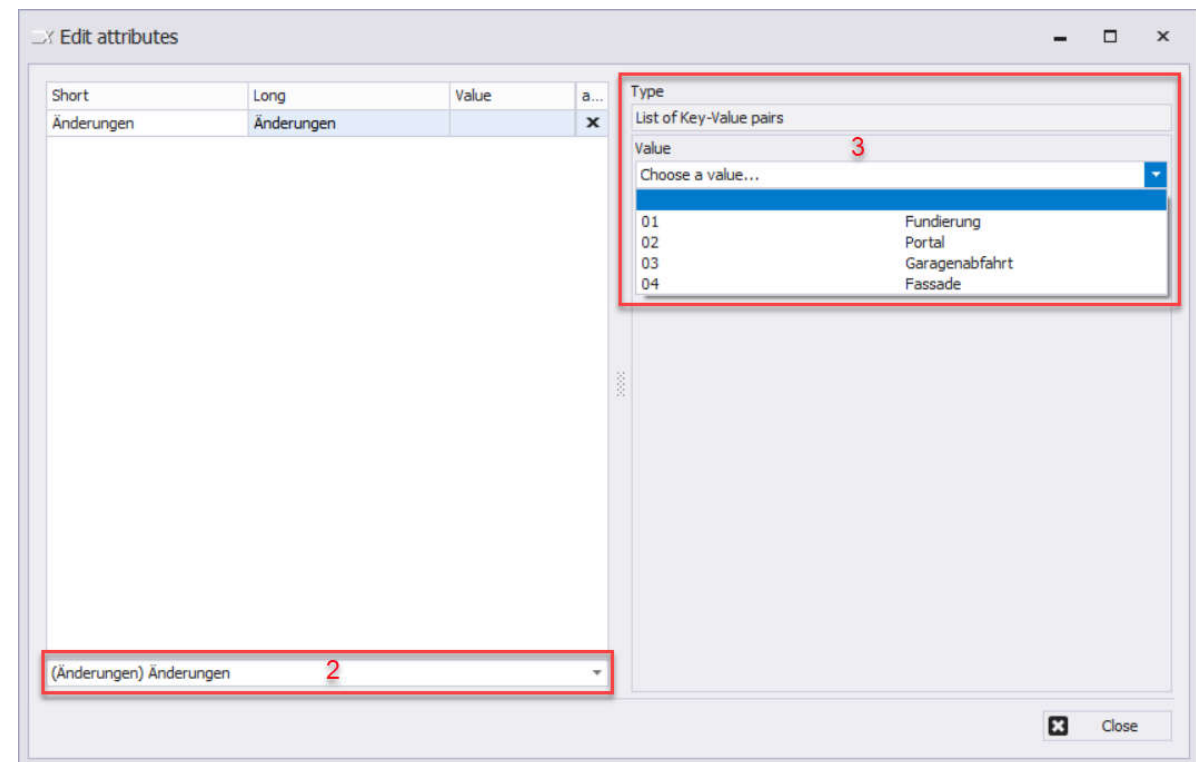
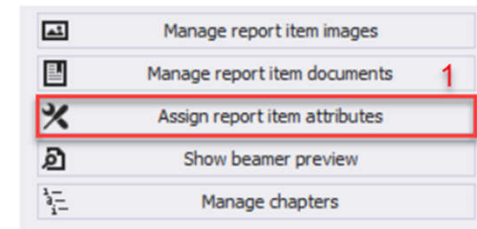
- With the option „Load report items“ you can included report items from previous reports
  - For example, a report item was marked as closed but you need it again in the current report.
- „Delete report item“:
  - Deletes the report item from the current report.



# 9.4 report items: attributes

Attributes can be managed via the toolbox in the report item „Assign report item attributes“.  
(see 1)

- Choose the desired attribute in the dropdown menu(see 2)
- Define the value of the attribute with which the report item is to be marked.  
(see 3)

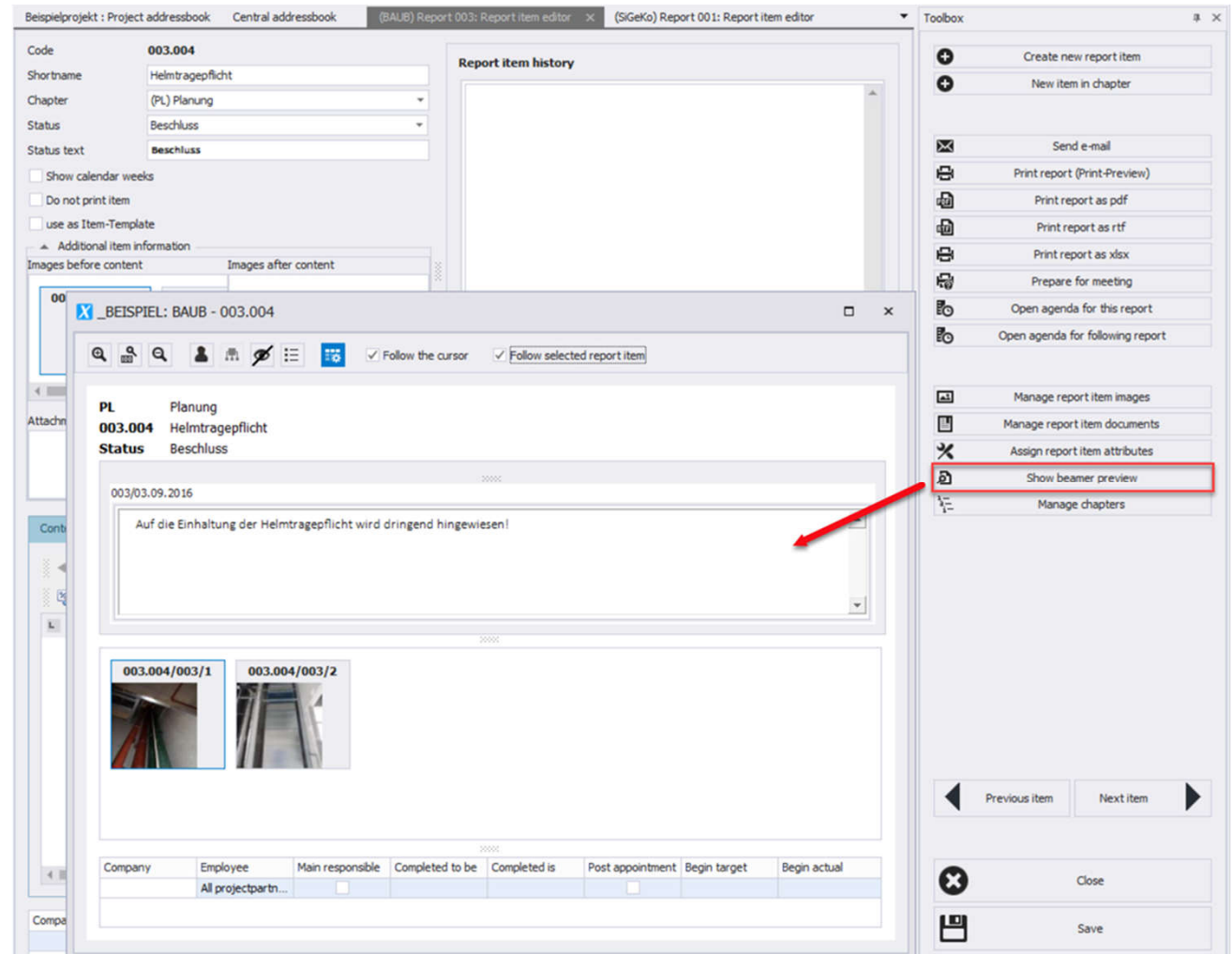


# 9.5 report item: beamer view



You have the option of presenting your reports live during meetings. The report items are displayed synchronously in a second mask and can be presented e.g. on a beamer.

- Images and documents can be opened with a double click





# 9.6 import report items from another report collection or project

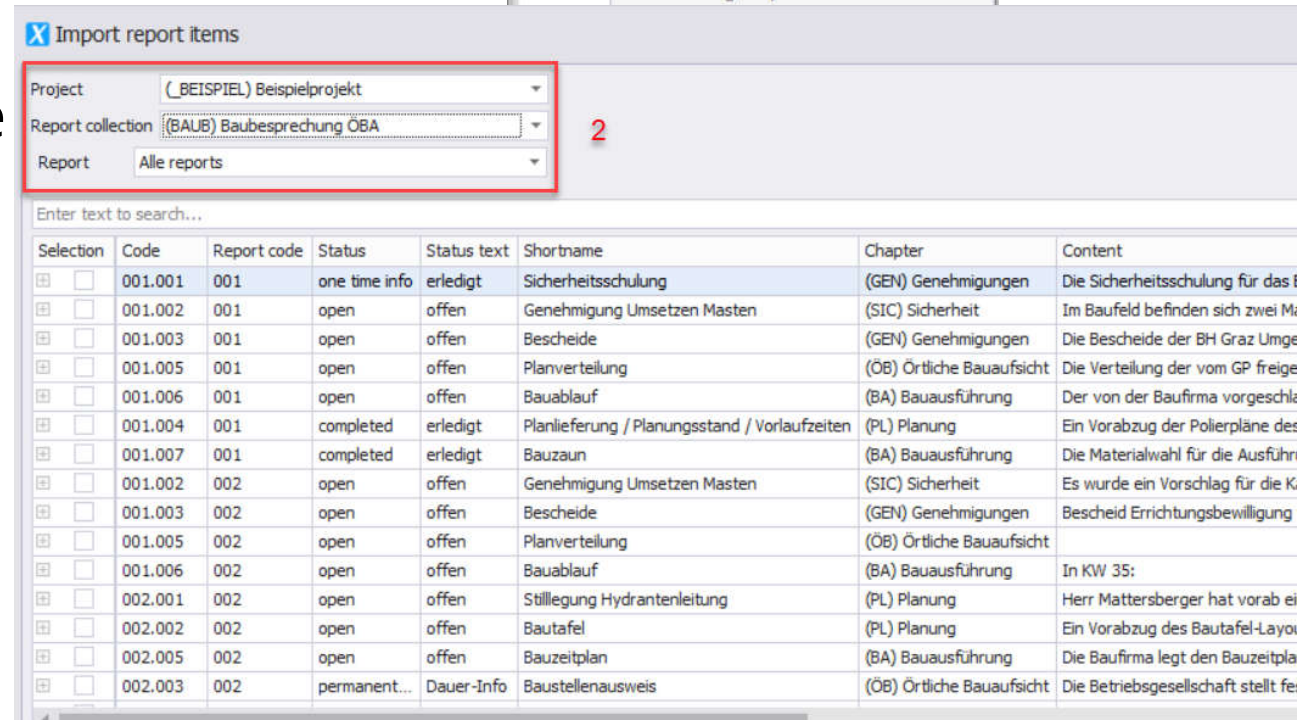
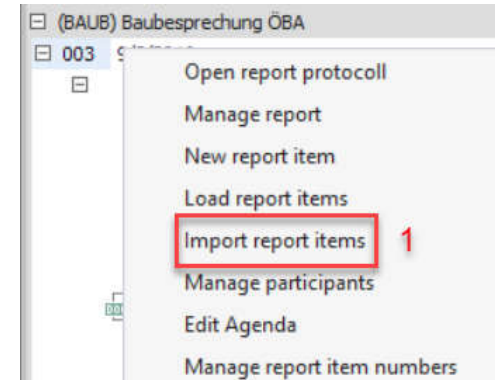


Report items can be taken from another project or report collection.

This can be very practical for example the continuation of report items with a reference to the item source.

Right-click on the report to open the "Import report items" function. (see 1)

Select the desired source project, report collection and report from which the items are to be loaded. (see 2)



# 9.6 import report items from another report collection or project



The search allows you to search for a specific report item title and content. (see 1)

Select the items to be imported individually (see 2) or all at once. (see 3)

The screenshot shows a software interface with a search filter and a table of report items. The search filter is labeled 'Bescheid' and is highlighted with a red box and the number '1'. The table has columns for Selection, Code, Report code, Status, Status text, Shortname, Chapter, and Content. The 'Selection' column has checkboxes, with the middle one highlighted by a red box and the number '2'. At the bottom, there is a button labeled 'Un-/select all' with a checkmark icon, highlighted by a red box and the number '3'.

Selection	Code	Report code	Status	Status text	Shortname	Chapter	Content
<input type="checkbox"/>	001.003	001	open	offen	Bescheide	(GEN) Genehmigungen	Die Bescheide der BH Graz Umgebung er
<input checked="" type="checkbox"/>	001.003	002	open	offen	Bescheide	(GEN) Genehmigungen	Bescheid Errichtungsbewilligung wurde a
<input type="checkbox"/>	001.003	003	open	open	Bescheide	(GEN) Genehmigungen	Bescheid für die Betriebseinschränkung v

# 9.6 import report items from another report collection or project



Individual import options can be defined for the selected report items:

A screenshot of a software dialog box titled "Import options". The dialog is divided into four main sections: "Apply to history text", "History text - report item de", "Assignments", and "New report item status".  
- "Apply to history text" contains:  Apply complete item history,  Project short name,  Report collection short name,  Report code,  Meeting date,  Old report code.  
- "History text - report item de" contains:  Report item short name,  Content text,  Comment,  Free text.  
- "Assignments" contains:  Chapters,  Images,  Documents,  Attributes.  
- "New report item status" contains radio buttons:  like source,  One time info,  open,  closed.  
At the bottom right, there are two buttons: "Close" (with a close icon) and "Copy" (with a copy icon).

# 9.6 import report items from another report collection or project



You can insert the report items with or without source reference

- Without source reference: report item template with which you always start new projects
- With source reference: to further discuss the report item in other sessions.

---

003.005	<b>Genehmigung Umsetzen Masten</b>		<b>open</b>
	<i>Taken from Project: , Collection: Report No.001 from 21.08.2016, origin item: 001.002</i>	Busch	9/23/2019
		Rauscher	10/9/2016
	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.		

# 9.7 Report item: Text and involved Examples



1	Planung			Item	Subject	cr	Responsible	Deadline
<b>1 002.001</b>	<b>Stilllegung Hydrantenleitung</b>	open		<b>0.2 001.003</b>	<b>Bescheide</b>			open
002 / 27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014	001 / 21.08.2014	Die Bescheide der BH Graz Umgebung ergehen lt. Herrn Frank am 22.8.2014 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.	Frank, Flughafenbetrieb		22.08.2014
003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014	002 / 27.08.2014	Bescheid Errichtungsbewilligung wurde am 27.8.2014 von Herrn Frank verteilt. <ul style="list-style-type: none"> <li>• Noch ausständige Bescheide:</li> <li>• Wasserrecht</li> <li>• Betriebseinschränkung</li> <li>• Versetzuen Mast</li> <li>• Gepäckförderanlage</li> </ul>	Frank, Flughafenbetrieb		22.08.2014
<b>1 002.002</b>	<b>Bautafel</b>	open						
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger, Plancon:	03.09.2014					
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	Mattersberger, Plancon:	03.09.2014	003 / 03.09.2014	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2014 an die ÖBA übergeben.	Frank, Flughafenbetrieb Herr Schnatter, GPS		22.08.2014
<b>2</b>	<b>Örtliche Bauaufsicht</b>							
<b>2 002.003</b>	<b>Baustellenausweis</b>	one time info						
002 / 27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter, GPS	03.09.2014					
003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer						

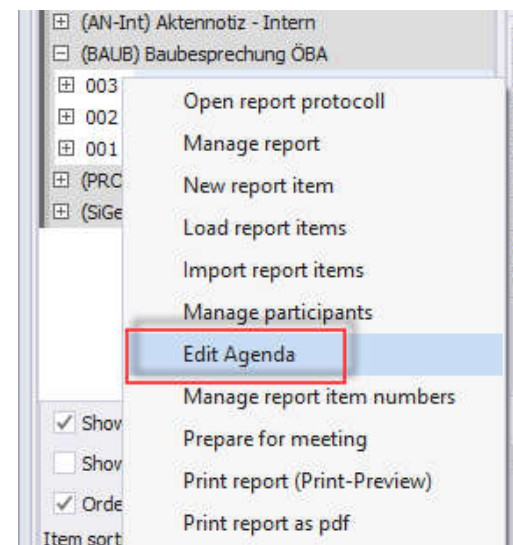
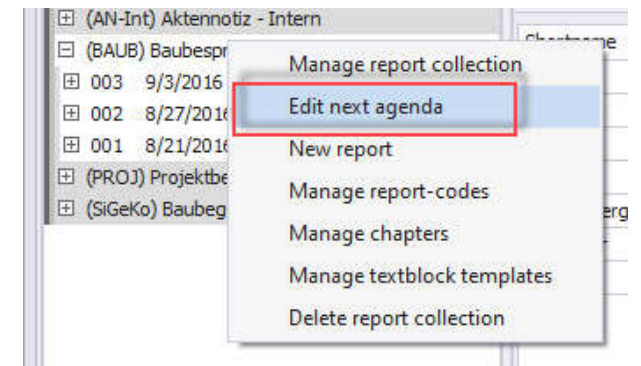
# 9.8 Invitation & Agenda Function



With the Agenda function, invitations with agenda data can be created and automatically sent.

The function can be accessed with the right mouse button on the report collection / "Edit next agenda".

The agenda of an already generated report can be reached directly by right-clicking on the desired report.

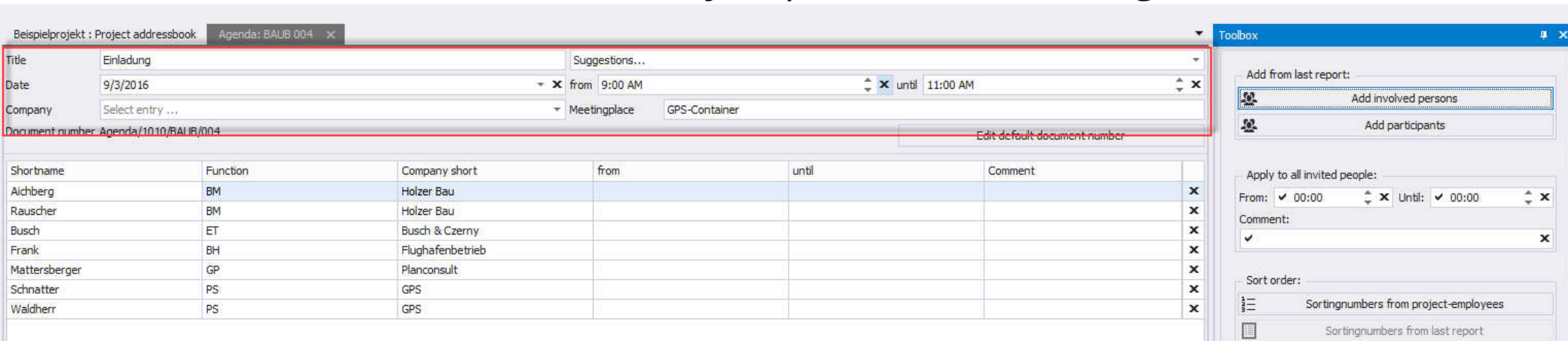


# 9.8 Invitation & Agenda Function

A new tab will then open. The following settings can be made there.

- Name and appointment date
- Invited with time and comment

The entered data is automatically copied to the next agenda.



The screenshot shows the software interface for the agenda function. The main window is titled "Beispielprojekt : Project addressbook" and "Agenda: BAUB 004". The settings for the agenda are as follows:

- Title: Einladung
- Date: 9/3/2016
- Company: Select entry ...
- Meetingplace: GPS-Container
- from: 9:00 AM
- until: 11:00 AM
- Document number: Agenda/10.10/BAUB/004

The "Toolbox" on the right side of the interface contains the following options:

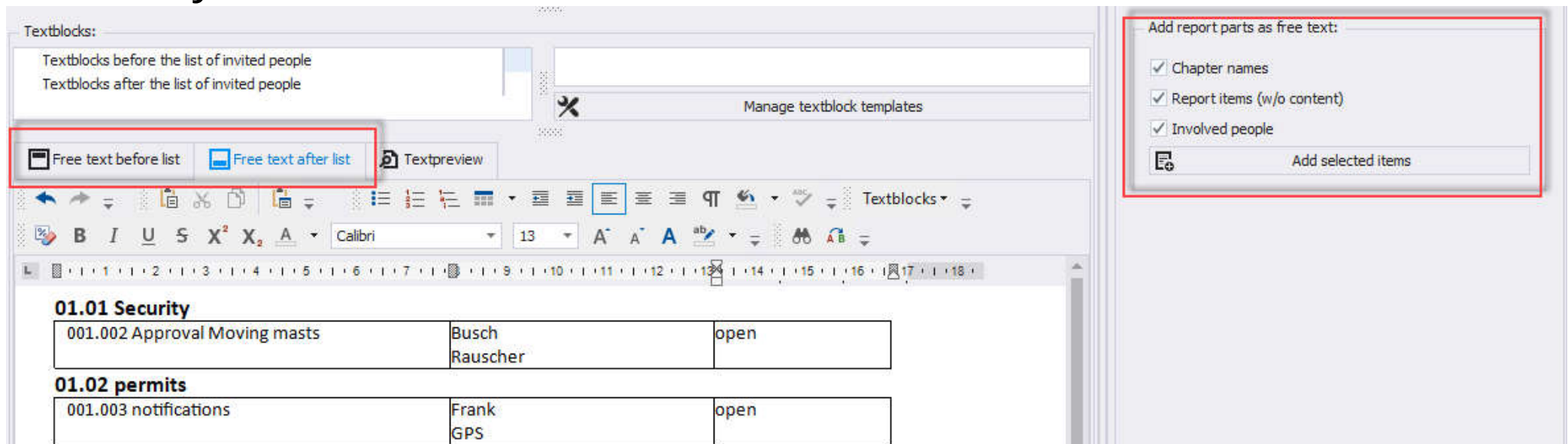
- Add from last report:
- Add involved persons
- Add participants
- Apply to all invited people:
- From: 00:00
- Until: 00:00
- Comment:
- Sort order:
- Sortingnumbers from project-employees
- Sortingnumbers from last report

The main table displays the list of invited participants:

Shortname	Function	Company short	from	until	Comment
Aichberg	BM	Holzer Bau			
Rauscher	BM	Holzer Bau			
Busch	ET	Busch & Czerny			
Frank	BH	Flughafenbetrieb			
Mattersberger	GP	Planconsult			
Schnatter	PS	GPS			
Waldherr	PS	GPS			

# 9.8 Invitation & Agenda Function

In the toolbox you can select which elements should be used to create the agenda list. After clicking on "Add selected", the agenda is automatically created in the "Free text" tab. This can then be edited manually:



The screenshot displays the software interface for creating an agenda. The 'Textblocks' section includes options for 'Textblocks before the list of invited people' and 'Textblocks after the list of invited people'. The 'Free text before list' and 'Free text after list' options are highlighted in the toolbox. The 'Add report parts as free text' panel is also highlighted, showing checked options for 'Chapter names', 'Report items (w/o content)', and 'Involved people'. The 'Add selected items' button is also visible.

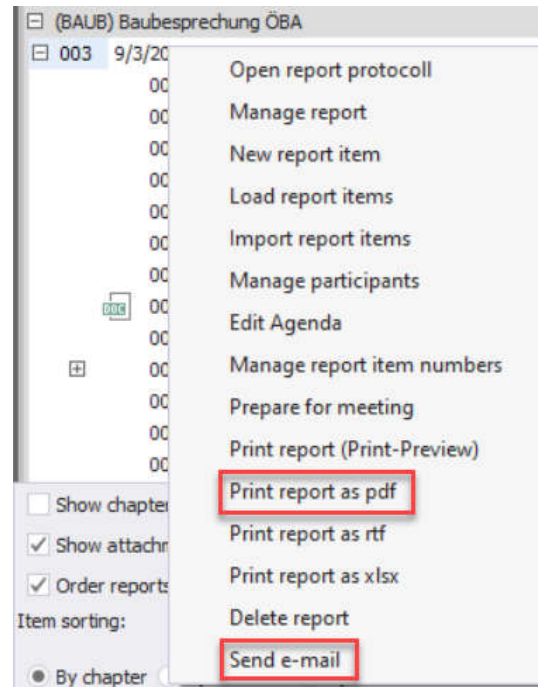
The agenda list is displayed below the toolbox, showing the following items:

01.01 Security		
001.002 Approval Moving masts	Busch Rauscher	open
01.02 permits		
001.003 notifications	Frank GPS	open



# 10. Types of output

- Right mouse click on the report - select „ **print report as PDF** “.
  - PDF attachments are automatically created together with the report in a file, so no attachments are lost.



- Send email
  - reports
  - attachments

Send

From ▾ office@proman.at

To...

teilnehmer1@proman.at; teilnehmer2@firma.at

Cc...

Bcc...

Subject

Projekt: Beispielprojekt, Besprechungsbericht: BAUB Baubesprechung ÖBA, Nr. 004 Vertrieb und Marketing

Attached

[BEISPIEL Beispielprojekt BAUB 004.pdf \(272 KB\)](#); [Beilage 1.xlsx \(14 KB\)](#)

Sehr geehrte Damen und Herren,



## Beispielprojekt

### BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 003

Date of Issue: 9/3/2016  
 Date of Meeting: 9/3/2016  
 Time: from: 9:00 AM to: 11:00 AM  
 Place: GPS-Container  
 Subject: Bauablauf

Project-no.: \_BEISPIEL  
 Doc.-no.: 1010//BAUB/003  
 Chairman: Waldherr  
 Writer: Kastberger

#### Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temp.
Waldherr	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182356	●	●	○
Busch	ET	Busch & Czerny, Ingenieurbüro für Telekommunikation	+43 316664345	●	●	○
Kepler	BH	Flughafen BetriebsgesmbH	+43 6649898567	●	●	○
Ecker	BK	Dr. Hans Leitner, Ziviltechniker-ges m.b.H.	+43 69910203345	●	●	○
Aichberg	BM	Holzer BaugesmbH	+43 31124444241	●	●	○
Frank	BH	Flughafen BetriebsgesmbH	+43 6649898568	○	○	○
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 31636222014	○	○	○
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182734	●	●	○
Höchl	BH	Flughafen BetriebsgesmbH	+43 3166789115	●	●	○
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	+43 345284214	○	○	○
Rauscher	BM	Holzer BaugesmbH	+43 31124444212	○	○	○
Mattenberger	GP	Planconsult GesmbH	+43 6644223322	●	●	○

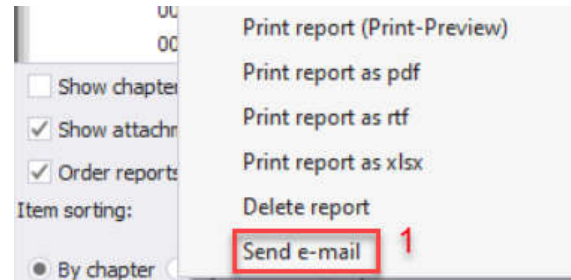
Die Frist zum Einspruch oder Widerspruch zu diesem Protokoll beträgt **4 Werktage** nach Zustellung. Nach Ablauf dieser Frist ohne Einspruch oder Widerspruch gilt das Protokoll als anerkannt.

Next Meeting: Number: 004  
 Subject: Planung  
 Date: 9/10/2016  
 Time: from 9:00 AM till 3:00 PM  
 Meetingplace: GPS-Container  
 Company: Flughafen BetriebsgesmbH  
 Address: AT 8070 Graz Flughafenstr. 21

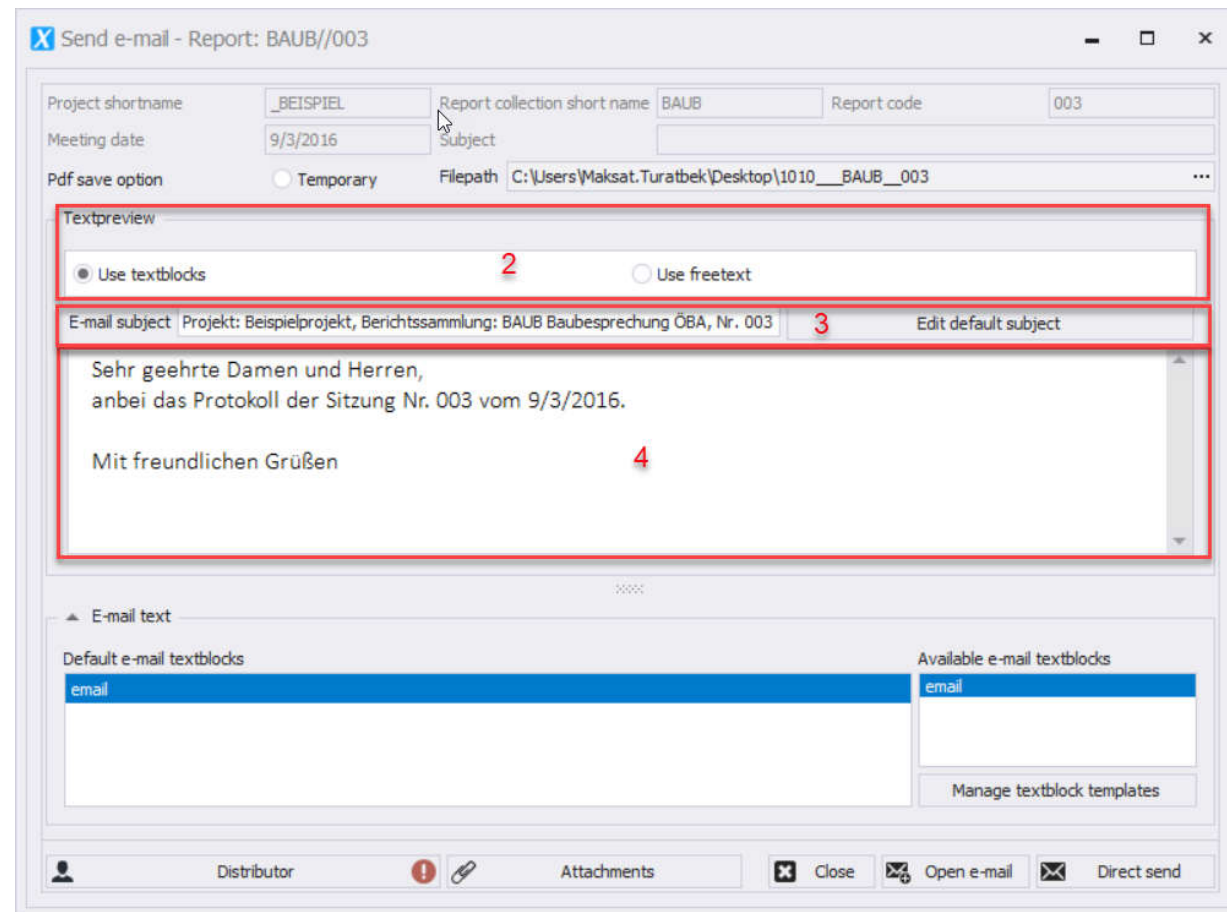
# 10.1 E-mail: dispatch



Right-click on the report and select **Send e-mail** (see 1).

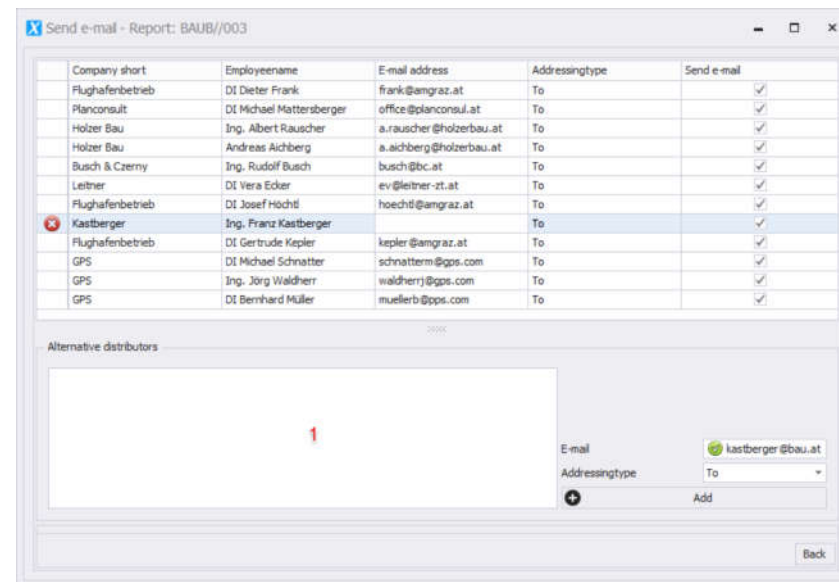
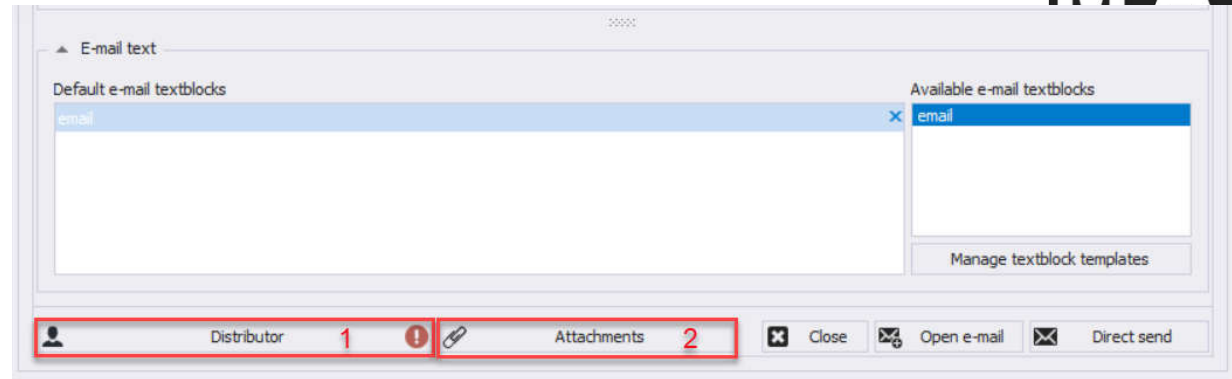


- Choose between "Use text blocks" or "Free text" (see 2). With predefined text blocks you save time when sending!
- The subject is filled automatically, if desired - select the format for "Edit standard subject" once (see 3).
- When using text blocks, a preview of the final text is created (see 4).



# 10.1 E-mail: dispatch

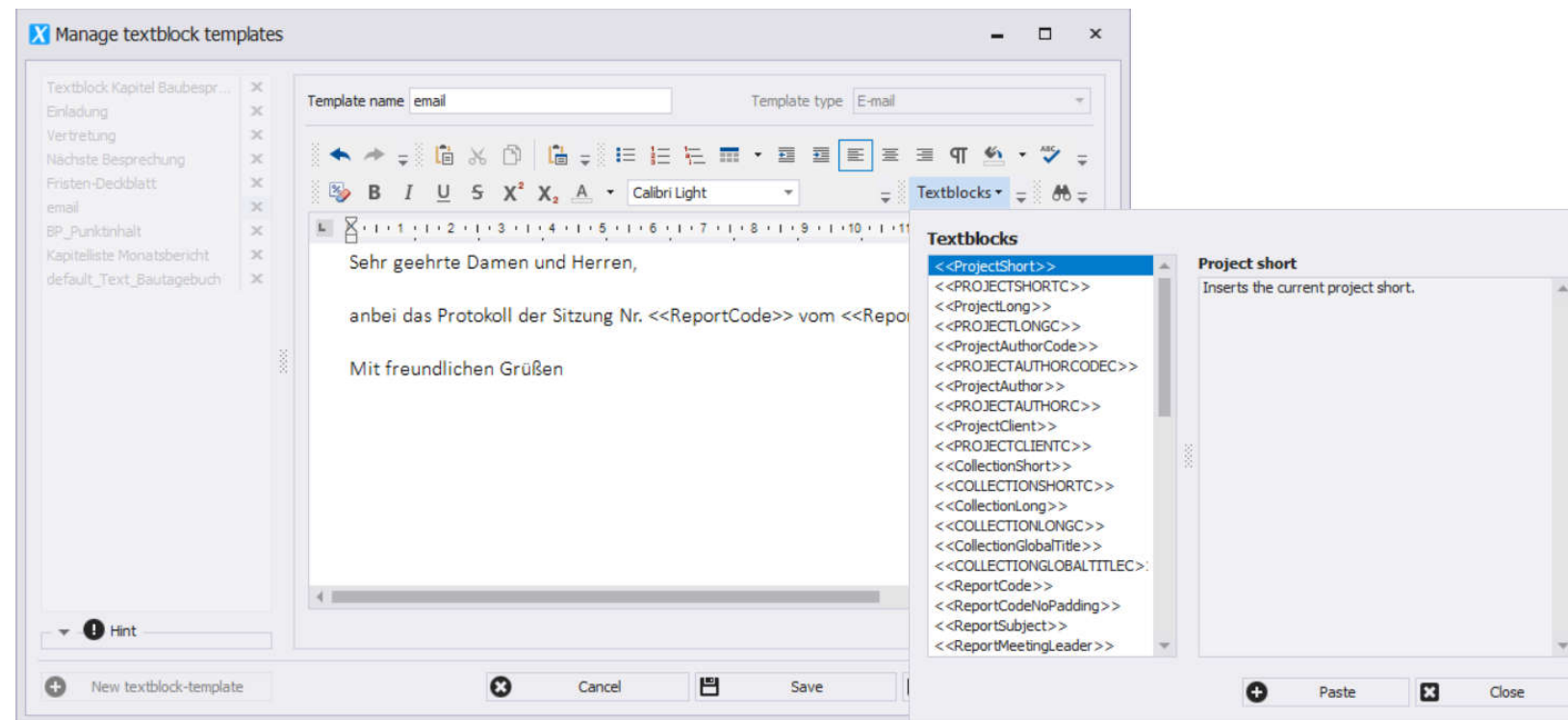
- The report is automatically attached to the e-mail.
- You can manage additional attachments (see 2).
- The distribution list is taken from the subscriber/distributor of your report and can be edited individually (see 1).



# 10.2 Sending an e-mail: text blocks

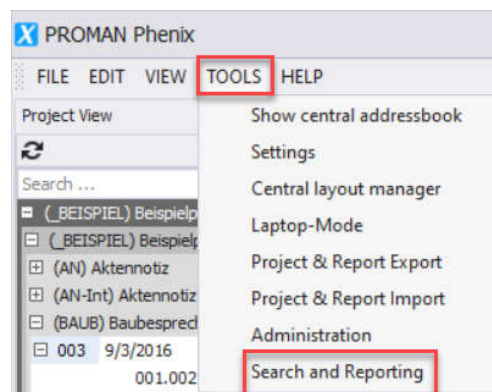


- enable fast and standardised transmission of reports



# 12. evaluation

Default: all content available



Beispielprojekt : Project addressbook Search and Reporting

Drag a column header here to group by that column

Report item...	Report collecti...	Chapter short	Chapter long	Report code	Report date	Subject	Status (Report)	Status (Item)	Content	Report item sh...
001.001	BAUB	GEN	Genehmigungen	001	8/21/2016		No Status	one time info	Die Sicherheit...	Sicherheitssch...
001.001	BAUB	GEN	Genehmigungen	002	8/27/2016		No Status	completed		Sicherheitssch...
001.001	PROJ			001	6/22/2016		No Status	open	Übernahme a...	Bauzeitplan
001.001	AN-Int			001	6/1/2016		No Status	one time info	Errichtung ein...	Projektziel
001.001	AN			001	10/11/2016		No Status	one time info	Die Kosten für...	Projektkosten
001.001	SiGeKo			001	8/8/2017		No Status	permanent Info	Angefallener ...	Aktuelles
001.001	PB	1.	Projektstatus...	001	11/27/2017		No Status	permanent Info	Status Tr...	
001.001	BT	Einsatz	der Arbeitskrä...	001	3/18/2019		No Status	open	10 ST1	
001.002	BAUB	SIC	Sicherheit	001	8/21/2016		No Status	open	Im Baufeld be...	Genehmigung ...
001.002	BAUB	SIC	Sicherheit	002	8/27/2016		No Status	open	Es wurde ein ...	Genehmigung ...
001.002	BAUB	SIC	Sicherheit	003	9/3/2016		No Status	open	Die Maststatik...	Genehmigung ...
001.002	PROJ			001	6/22/2016		No Status	open	Übernahme a...	Helmtragepflicht
001.002	AN-Int			001	6/1/2016		No Status	one time info	Gesamtkosten...	Kostenplan
001.002	AN			001	10/11/2016		No Status	one time info	Aus den Proje...	Ausschreibung...
001.002	SiGeKo			001	8/8/2017		No Status	one time info	Die Lüftungsa...	Lüftungsanlage
001.002	PB	2.	Projektkosten	001	11/27/2017		No Status	permanent Info	Status Tr...	
001.002	BT	Einsatz	der Arbeitskrä...	001	3/18/2019		No Status	open	10 ST1	
001.003	BAUB	GEN	Genehmigungen	001	8/21/2016		No Status	open	Die Bescheide ...	Bescheide
001.003	BAUB	GEN	Genehmigungen	002	8/27/2016		No Status	open	Bescheid Erric...	Bescheide
001.003	BAUB	GEN	Genehmigungen	003	9/3/2016		No Status	open	Bescheid für d...	Bescheide
001.003	AN-Int			001	6/1/2016		No Status	one time info	Projektbeginn ...	Terminplan
001.003	AN			001	10/11/2016		No Status	one time info	Die jeweiligen ...	Verfahrensart ...
001.003	SiGeKo			001	8/8/2017		No Status	in progress	Der abgesteck...	Schutzgitter

Toolbox

Filter Printing

Basic selections

- Folders
- Report collections
- Reports
- Report Items

Advanced selection

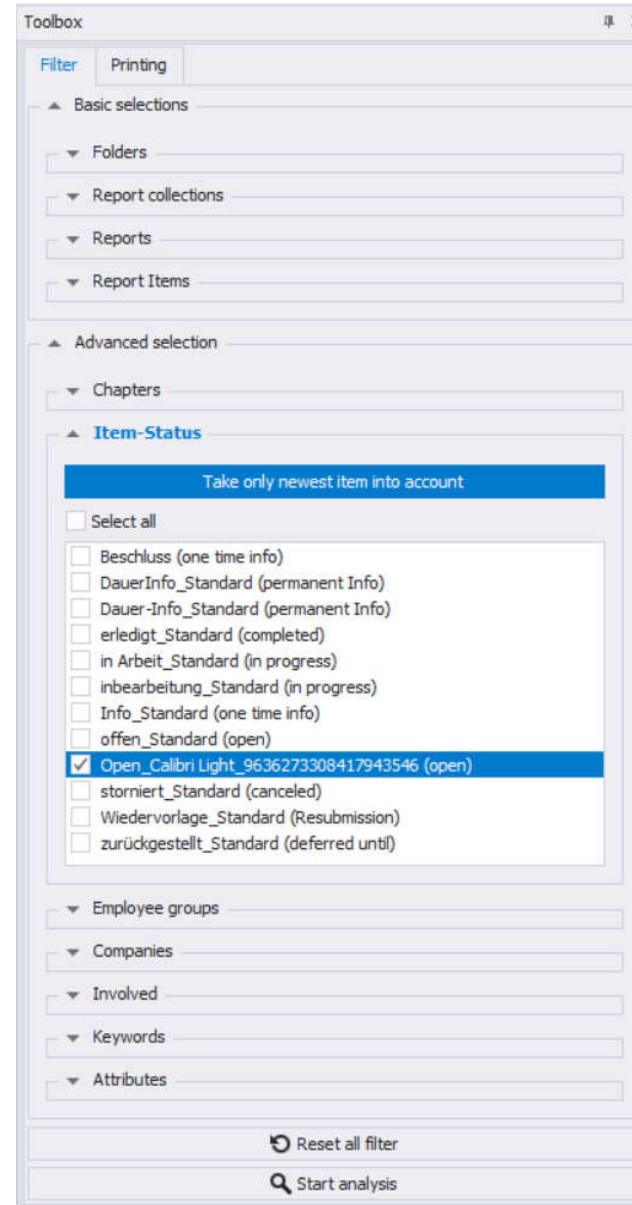
- Chapters
- Item-Status
- Employee groups
- Companies
- Involved
- Keywords
- Attributes

Reset all filter

Start analysis

# 12. evaluation

- filter options
  - folders
  - report collections
  - reports
  - Report items
  - item status
  - Involved
    - Companies
    - person
  - Keywords (free text)
  - Attributes



# 13. Project-Cockpit



Via View -> "Show **Project Cockpit**" you can access your individual task management for your project. (see 1).

Here you have an overview of all tasks!

The screenshot displays the PROMAN Project Cockpit interface. The 'View' menu is open, highlighting 'Show Project cockpit' with a red box and the number '1'. The main workspace is divided into several sections:

- Task List:** A table of tasks with columns for ID, description, and status. Tasks include 'Genehmigung Umsetzen Masten', 'Bescheide', 'Baublauf', 'Stillegung Hydrantenleitung', 'Bautafel', and 'Bauzeitplan'.
- Calendar:** A monthly calendar for September 2019, with the 30th highlighted in blue.
- Gantt Chart:** A task chart showing a blue bar for 'BAUB...' on September 30th.
- Project Addressbook:** A section for managing project partners and employees, currently showing 'Employee view'.
- Toolbox:** A panel on the right with buttons for 'Refresh Cockpit', 'Create Todo', 'Edit Todo', and 'Delete Todo'.

The status bar at the bottom indicates the database is Microsoft SQL Server, the user is 'test(Log-ID: 2)', the version is 3.3.49, and it is running in 'Local mode'.

# 13. Project-Cockpit

- tasks are automatically generated from the report items of the current reports of your project (see 1).
- You can filter by involved (see 2).
- By right clicking you can open the report item editor.
  - Add a reminder and the task will be displayed in the agenda on the reminder day (see 3). A reminder is marked with the symbol.
  - If no reminder is added, the task will appear in your agenda 7 days before the target finish date.
  - If a start is entered, the task also appears in the time axis "Calendar view 2".

The screenshot displays the PRO MAN software interface. At the top, there is a 'Select projectpartner' dropdown menu. Below it is a list of tasks with columns for 'Task' and 'Remi...'. A red box labeled '1' highlights a task: '002.005 (BAUB) Bauzeitplan'. A red arrow points from this task to a reminder in the agenda view. The agenda view shows a date range from 'September 30, 2019 - October 6, 2019'. A reminder is shown for '9/30' with the text 'BAUB 002.005 Bauzeitplan Reminder' and 'Sende Email an Firma Flughafenbetrieb, Herr/Frau Kepler kepler@amgraz.at'. A red box labeled '3' highlights this reminder. At the bottom, there is a data table with columns: Company, Shortname, Default Fun..., Main..., Completed to be, Com..., Pos..., Begin target, Begin actual, Reminder, Print c..., Print e..., Print fu....

Company	Shortname	Default Fun...	Main ...	Completed to be	Com...	Pos...	Begin target	Begin actual	Reminder	Print c...	Print e...	Print fu...
Holzer Bau	Aichberg	BM	<input type="checkbox"/>	10/10/2019		<input type="checkbox"/>	10/6/2019		9/30/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPS	Schnatter	PS	<input type="checkbox"/>	10/7/2019		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holzer Bau	Rauscher	BM	<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



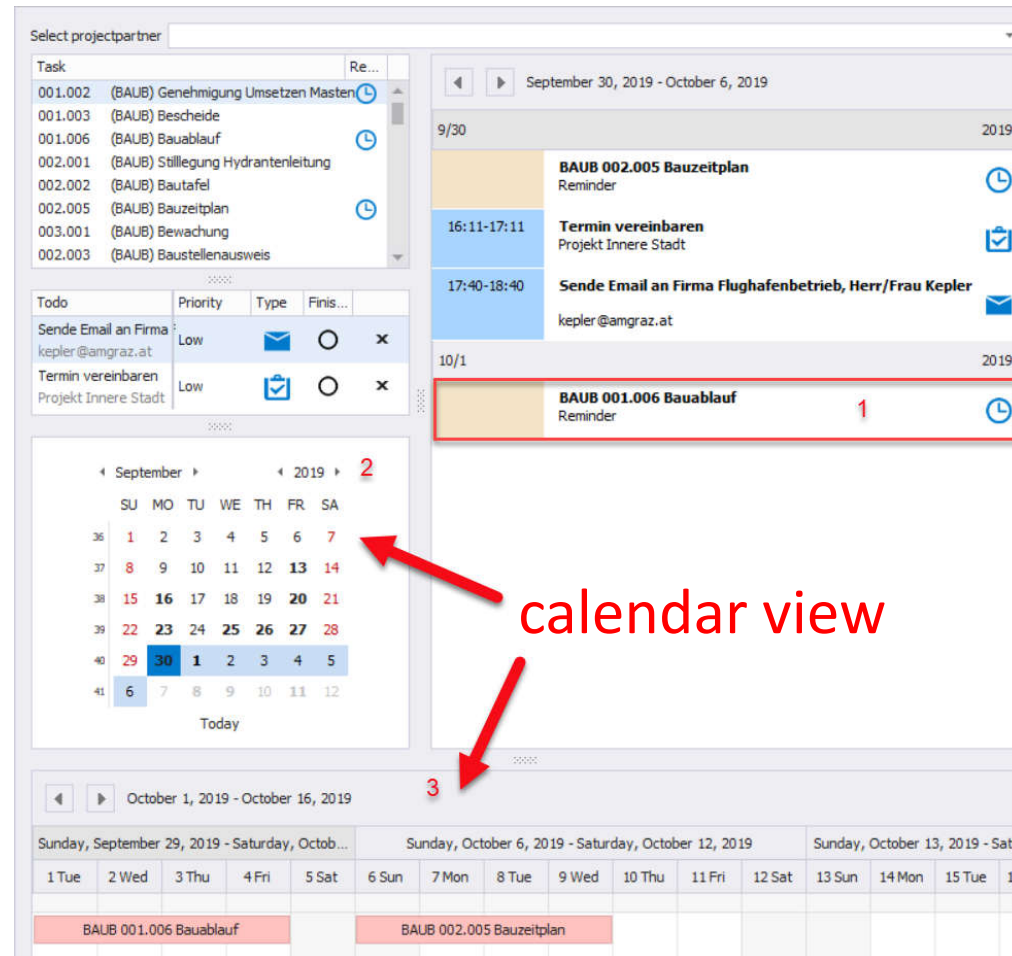
# 13. project cockpit

- Reminders can easily be created independently from the current reports using "Create todo" in the toolbox (see 1).
- Drag the desired project partner (see 2) into the task window (see 3).
  - Choose between the options 1) Phone call, 2) E-mail, 3) To-Do - the data such as e-mail address and phone number are automatically taken over and called up when you click on the icon (see 4).
- On the reminder date, the tasks appear in your agenda. (see 5).
- Tasks can be marked as completed. If the project cockpit is updated (see 6), the completed tasks are removed from the list.

The screenshot illustrates the 'Project cockpit' interface. On the left, the 'Project addressbook' shows a list of project partners. The 'Flughafenbet... Kepler (BH) Bauherr' entry is highlighted with a red box and labeled '2'. A red arrow points from this entry to the 'Task' window, which is labeled '3'. In the 'Task' window, a 'Todo' table is shown with columns for 'Priority', 'Type', and 'Finis...'. The 'Type' column contains icons for email, phone call, and to-do. A red arrow points from the email icon to the agenda view, labeled '4'. The agenda view shows a reminder for 'BAUB 002.005 Bauzeitplan' on September 30, 2019, with tasks like 'Anruf bei Firma Leitner, Herr/Frau Ecker' and 'Termin vereinbaren'. A red arrow points from the 'Todo' table to the agenda, labeled '5'. At the bottom, the 'Toolbox' is shown with buttons for 'Refresh Cockpit', 'Create Todo' (labeled '1'), 'Edit Todo', and 'Delete Todo'. A red box highlights the 'Create Todo' button, and a red arrow points from it to the 'Todo' table, labeled '6'.

# 13. Project-Cockpit

- Meetings are displayed in your agenda and calendar (see 1).
  - In the current report, under Next Meeting, add the date and time.
- There are two calendars in your project cockpit for a better overview.
  - Classic day view for task management (see 2)
  - Calendar with timelines to display your project progress (see 3)



The screenshot displays the Project-Cockpit interface with the following components:

- Task List:** A list of tasks with IDs and descriptions, such as "001.002 (BAUB) Genehmigung Umsetzen Masten".
- Todo List:** A list of tasks with priority, type, and completion status, including "Sende Email an Firma kepler@amgraz.at".
- Calendar View:** A calendar for September 2019 showing dates 1 through 31. A red arrow labeled "calendar view" points to the date 30.
- Timeline View:** A view showing project progress over time, with a red arrow labeled "3" pointing to the timeline area.
- Event Details:** A detailed view of an event on September 30, 2019, including "BAUB 002.005 Bauzeitplan Reminder" and "Termin vereinbaren Projekt Innere Stadt".

# 14. Example: printout of participants list



Participants / Distributors:

Name	Company	E-Mail	present	Distr.	temporary
Ing. Jörg Waldherr	GPS	waldherrj@gps.com	●	●	○
Ing. Rudolf Busch	Busch & Czerny	busch@bc.at	●	●	○
DI Gertrude Kepler	Flughafenbetrieb	kepler@amgraz.at	●	●	○
DI Vera Ecker	Leitner	ev@leitner-zt.at	●	●	○
Andreas Aichberg	Holzer Bau	a.aichberg@holzerbau.at	●	●	○
DI Dieter Frank	Flughafenbetrieb	frank@amgraz.at	○	●	○
DI Bernhard Müller	GPS	muellerb@pps.com	○	●	○
DI Michael Schnatter	GPS	schnatterm@gps.com	●	●	○
DI Josef Höchtl	Flughafenbetrieb	hoechtl@amgraz.at	●	●	○
Ing. Franz Kastberger	Kastberger		○	●	○
Ing. Albert Rauscher	Holzer Bau	a.rauscher@holzerbau.at	○	●	○
DI Michael Mattersberger	Planconsult	office@planconsult.at	●	●	●

Templates are customizable

Template Example 1, e.g:

- email address
- Temporary presence

## Template Example 2

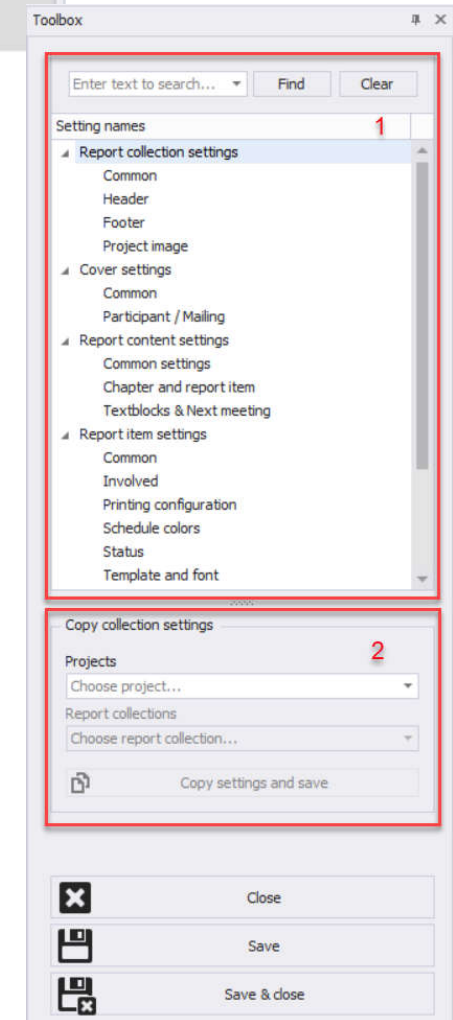
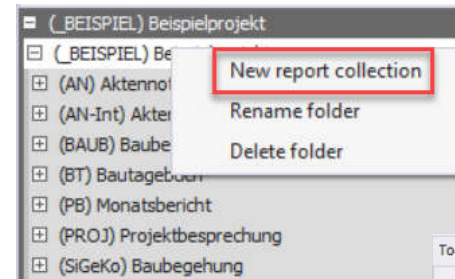
- Invitation column for the next report

Participants / Distributors:

Name	Company	E-Mail	present	Distr.	Inv.
Ing. Jörg Waldherr	GPS	waldherrj@gps.com	●	●	●
Ing. Rudolf Busch	Busch & Czerny	busch@bc.at	●	●	●
DI Gertrude Kepler	Flughafenbetrieb	kepler@amgraz.at	●	●	●
DI Vera Ecker	Leitner	ev@leitner-zt.at	●	●	●
Andreas Aichberg	Holzer Bau	a.aichberg@holzerbau.at	●	●	○
DI Dieter Frank	Flughafenbetrieb	frank@amgraz.at	○	●	●
DI Bernhard Müller	GPS	muellerb@pps.com	○	●	○
DI Michael Schnatter	GPS	schnatterm@gps.com	●	●	○
DI Josef Höchtl	Flughafenbetrieb	hoechtl@amgraz.at	●	●	●
Ing. Franz Kastberger	Kastberger		○	●	○
Ing. Albert Rauscher	Holzer Bau	a.rauscher@holzerbau.at	○	●	○
DI Michael Mattersberger	Planconsult	office@planconsult.at	●	●	○

# 14.1 Report Collection: Print Settings 1

- Different print settings can be assigned to each report collection. Thus, for example, file notes can be printed differently than construction meetings.
- In the toolbox (see 1), the individual settings can be specifically changed.
- If a template already exists, the settings can also be completely adopted from another project or report collection (see 2).



# 14.2 Report Collection: Print Settings 2



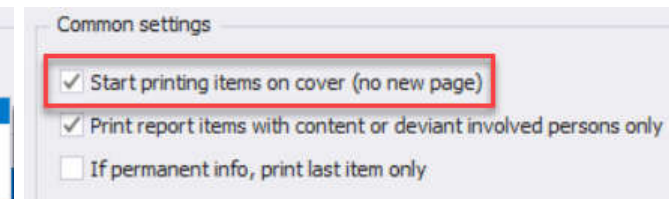
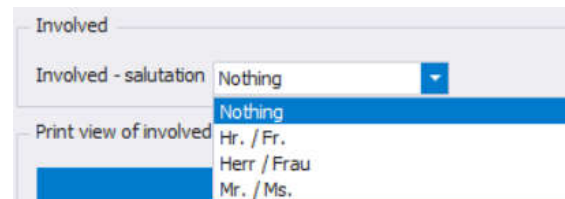
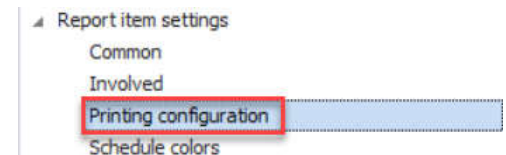
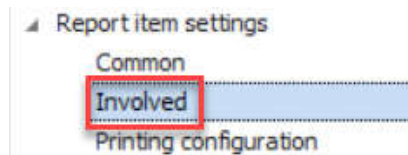
## Important Settings in the report item settings Tab

- *Start printing items on cover* - if you have listed only a few participants, this allows you to start with your report items on the first page of the cover page.
- If you wish, you can select the salutations for the names of the participants or distribution list

Next Meeting: Number: 004  
Subject: Planung  
Date: 9/10/2016  
Time: from 9:00 AM till 3:00 PM  
Meetingplace: GPS-Container  
Company: Flughafen BetriebsgesmbH  
Address: AT 8070 Graz Flughafenstr. 21

Item	Subject	cr	Responsible	Deadline
<b>ALG</b>	<b>Allgemein</b>			
<b>SIC</b>	<b>Sicherheit</b>			
001.002	Genehmigung Umsetzen Masten			open
001 / 8/21/2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.		All project partners	
003 / 9/3/2016	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente.		Busch Rauscher	9/23/2019 10/9/2016

PROMAN X License: 000/A1 PROMAN 1010//BAUB//003 Page: 1 / 7



# 14.3 Report Collection: Print Settings 3



## Important Settings in the Report Contents Tab

- All chapters in which report items are printed are printed as a list at the beginning.
- Sorting of the report items by item number or by chapter (see following foil)  
*Note: When sorting by item number, the chapters are not printed.*
- Printing range of the report items
  - only the last e.g. 5 entries to this point and or where text is contained (see following slide)
  - Important for report items that remain open for a long time and are discussed again and again.

Next Meeting: Number: 004  
Subject: Planung  
Date: 9/10/2016  
Time: from 9:00 AM till 3:00 PM  
Meetingplace: GPS-Container  
Company: Flughafen BetriebsgesmbH  
Address: AT 8070 Graz Flughafenstr. 21

**Table of Contents**

(ALG) Allgemein .....	2
(SIC) Sicherheit .....	2
001.002 Genehmigung Umsetzen Masten .....	2
003.005 Genehmigung Umsetzen Masten .....	2
(0.2) Genehmigungen .....	2
001.003 Bescheide .....	2
(PL) Planung .....	4
002.001 Stilllegung Hydrantenleitung .....	4
002.002 Bautafel .....	4
003.002 Helmtragepflicht .....	4
003.003 Wangelerfassung .....	4

PROMAN X License: 000/A1 PROMAN 1010///BAUB/003 Page: 1 / 8

Report content settings

- Common settings
- Chapter and report item**
- Textblocks & Next meeting

Chapter settings for print

- Print chapters without content
- Do not print chapter titles
- Print each base chapter on new page

Print settings

Print items: Only the last 5 contents

- only if report item contains content

Print sorting

Print report items sorted by: by chapter

Chapter settings for print: by chapter

Report item settings

- Common
- Involved
- Printing configuration**
- Schedule colors

# 14.4 Example printout sorting by item number and chapter



BA	Bauausführung		
<b>BAUB 001.006</b>	<b>Bauablauf</b>		open
001/21.08.2016	Der von der Baufirma vorgeschlagene Bauablauf für die kommenden zwei Wochen umfasst folgende Tätigkeiten: <ul style="list-style-type: none"> <li>• Erstellen des Bauzeitplans</li> <li>• Aufstellen des Bauzauns</li> <li>• Einrichten der Containersiedlung</li> <li>• Ausstellen des Krans</li> <li>• Beschilderung</li> <li>• Einholen und Überprüfen des Bombenkatasters</li> </ul>	Alle Teilnehmer	
002/27.08.2016	In KW 35: <ul style="list-style-type: none"> <li>• Aufstellen des fixen und des prov. Bauzauns</li> <li>• Einrichten Containersiedlung</li> <li>• Aufstellen Kran</li> </ul> In KW 36: <ul style="list-style-type: none"> <li>• Anliefern Baugeräte</li> <li>• Beginn Abbruch Betonflächen am 2.9.2016</li> </ul>	Alle Teilnehmer	
003/03.09.2016	Für das Errichten des Bauzauns am Vorfeld sind Schweißarbeiten notwendig. Hierfür muss die Baufirma von der Betriebsgesellschaft die Freigabe einholen.	Flughafenbetrieb Rauscher	08.09.2016
Attribute: Anmerkung: Mehrkosten, Terminänderung, Umplanung			
<b>BAUB 002.004</b>	<b>Offene Unterlagen</b>		completed 8/8/2016
002/27.08.2016	Folgende Unterlagen/Bestätigungen sind der ÖBA zu übergeben: <ul style="list-style-type: none"> <li>• K7-Blätter</li> <li>• Bieterlückenverzeichnis</li> <li>• Unterfertigte Pläne</li> <li>• Bestätigung Massenkontrolle</li> </ul>	Rauscher	03.09.2016
003/03.09.2016	• <b>K7-Blätter werden in der nächsten Baubesprechung</b>	Rauscher	03.09.2016

übergeben:			
<b>1</b>	<b>Planung</b>		
<b>BAUB 002.001</b>	<b>Stilllegung Hydrantenleitung</b>		
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank Mattersberger	27.10.2014
003/03.09.2014	<b>Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.</b>	Frank Mattersberger	27.10.2014
<b>BAUB 002.002</b>	<b>Bautafel</b>		
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger	03.09.2014
003/03.09.2014	<b>GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.</b>	Mattersberger	03.09.2014
<b>2</b>	<b>Örtliche Bauaufsicht</b>		
<b>BAUB 002.003</b>	<b>Baustellenausweis</b>		one time info
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Schnatter	03.09.2014
003/03.09.2014	<b>Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.</b>	Alle Teilnehmer	

# 14.5 Report collection: Print Settings 4

- Formatting of the item code:
  - chapters Short form
  - report collection Short form
  - item or report number only
- Print view of involved persons in report items: same as in report item, person, company, function, short or longname
- The report can contain various status types : Info, permanent Info, open, in progress and closed

**BESPRECHUNGSBERICHT** Nr.: 003 am 03.09.2014  
 Projekt: Beispielprojekt Projekt-Nr.: \_BEISPIEL

Item	Subject	cr	Responsible	Deadline
003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.		Frank, Flughafenbetrieb Mattersberger, Planc	27.10.2014
<b>002.002</b>	<b>Bautafel</b>			<b>open</b>
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.		Mattersberger, Planc	03.09.2014
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.		Mattersberger, Planc	03.09.2014
<b>002.003</b>	<b>Baustellenausweis</b>			<b>Info</b>
002 / 27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.		Herr Schnatter, GPS	03.09.2014
003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.		Alle Teilnehmer	
<b>002.004</b>	<b>Offene Unterlagen</b>			<b>completed</b>
002 / 27.08.2014	Folgende Unterlagen/Bestätigungen sind der ÖBA zu übergeben: <ul style="list-style-type: none"> <li>• K7-Blätter</li> <li>• Bieterlückenverzeichnis</li> <li>• Unterfertigte Pläne</li> <li>• Bestätigung Massenkontrolle</li> </ul>		Rauscher, Holzer Ba	03.09.2014

Report item settings

- Common
- Involved

Report item layout

Report and report item code only

Print reportdate for

- Report collection shortname
- Chapter shortname
- Report and report item code only**
- No reportitem code
- Report item code only

Report item settings

- Common
- Involved

Involved

Involved - salutation: Nothing

Print view of involved persons in report items

Same as in report item

Form for print

- Person
- Company
- Function

Report item settings

- Common
- Involved
- Printing configuration
- Schedule colors
- Status**

Print status type

- Info
- Permanent info
- show as "Info"
- open
- in progress
- closed
- Canceled
- Deferred
- Resubmission



# 14.6 Examples printout Representation of the item code



## Report collection shortname

1		Planung	
<b>BAUB 002.001</b>	002/27.08.2014	Stilllegung Hydrantenleitung	open
		Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	27.10.2014
	003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	27.10.2014
<b>BAUB 002.002</b>	002/27.08.2014	Bautafel	open
		Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	03.09.2014
	003/03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	03.09.2014
2		Örtliche Bauaufsicht	
<b>BAUB 002.003</b>	002/27.08.2014	Baustellenausweis	one time info
		Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	03.09.2014
	003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer

## Chapter Code

1		Planung	
<b>1 002.001</b>	002 / 27.08.2014	Stilllegung Hydrantenleitung	open
		Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	27.10.2014
	003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	27.10.2014
<b>1 002.002</b>	002 / 27.08.2014	Bautafel	open
		Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	03.09.2014
	003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	03.09.2014
2		Örtliche Bauaufsicht	
<b>2 002.003</b>	002 / 27.08.2014	Baustellenausweis	one time info
		Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	03.09.2014
	003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer

# 14.7 Examples printout Mention of the involved in the report item



Same as in report item

1		Planung		
BAUB 002.001	002/27.08.2014	<b>Stilllegung Hydrantenleitung</b> Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	DI Dieter Frank DI Michael Mattersbe	open 27.10.2014
	003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	DI Dieter Frank DI Michael Mattersbe	27.10.2014
BAUB 002.002	002/27.08.2014	<b>Bautafel</b> Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	DI Michael Mattersbe	open 03.09.2014
	003/03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	DI Michael Mattersbe	03.09.2014
2		Örtliche Bauaufsicht		
BAUB 002.003	002/27.08.2014	<b>Baustellenausweis</b> Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	DI Michael Schnatter	one time info 03.09.2014
	003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	All participants	

Person & function

1		Planung		
BAUB 002.001	002/27.08.2014	<b>Stilllegung Hydrantenleitung</b> Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank BH Mattersberger GP	open 27.10.2014
	003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank BH Mattersberger GP	27.10.2014
BAUB 002.002	002/27.08.2014	<b>Bautafel</b> Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger GP	open 03.09.2014
	003/03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	Mattersberger GP	03.09.2014
2		Örtliche Bauaufsicht		
BAUB 002.003	002/27.08.2014	<b>Baustellenausweis</b> Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter PS	one time info 03.09.2014
	003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	All participants	

# 14.8 Report Collection: Print Settings 5 **PRO** **MAN**

- Under schedule color-settings, overdue or due appointments can be highlighted in color
- You should always define the header and footer in the project as a whole, but if you want to add the client's logo in a report collection, for example, you can override the project settings in the print settings for this report collection.

Schedule color-settings

Overdue	<b>B</b>	Fontcolor	255, 0, 0	Backcolor	255, 255, 255
Due	<b>B</b>	Fontcolor	255, 128, 64	Backcolor	255, 255, 255
Not yet due	<b>B</b>	Fontcolor	0, 0, 0	Backcolor	255, 255, 255

Apply colors

Apply to following states

- One-time info
- Permanent info
- open
- in progress
- closed

Apply to following dates

Relation date: current report

- Current items
- Prior items

Report collection settings

- Common
- Header**
- Footer**
- Project image

Report item settings

- Common
- Involved
- Printing configuration
- Schedule colors**

# 14.9 Example printout: New meeting content bold and appointments highlighted in color according to due date



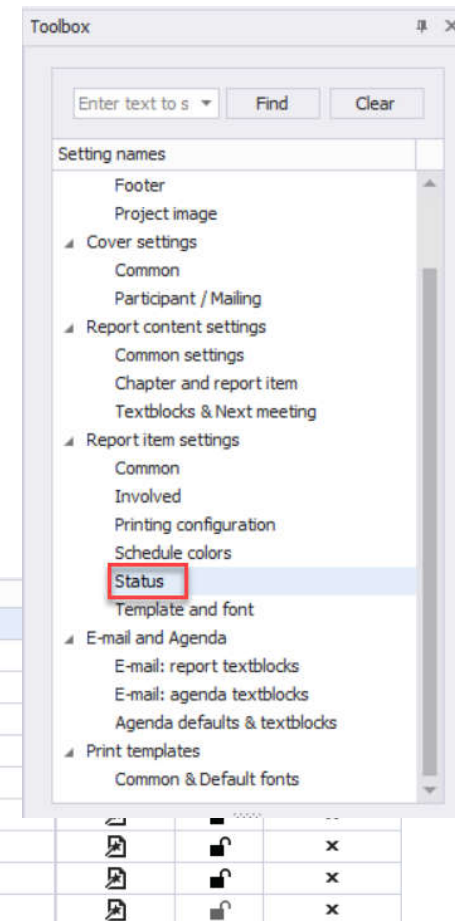
1	Planung			
BAUB 002.001	<b>Stilllegung Hydrantenleitung</b>		<b>open</b>	
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank Mattersberger	27.10.2014	
003/03.09.2014	<b>Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.</b>	Frank Mattersberger	<b>27.10.2014</b>	
BAUB 002.002	<b>Bautafel</b>		open	
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger	03.09.2014	
003/03.09.2014	<b>GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.</b>	Mattersberger	<b>03.09.2014</b>	
2	Örtliche Bauaufsicht			
BAUB 002.003	<b>Baustellenausweis</b>		<b>Info</b>	
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter	03.09.2014	
003/03.09.2014	<b>Es werden keine Baustellenausweise ausgeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.</b>	All participants		
BAUB 002.004	<b>Offene Unterlagen</b>			<b>completed</b>
002/27.08.2014	Folgende Unterlagen/Bestätigungen sind der ÖBA zu übergeben:	Rauscher		03.09.2014
	<ul style="list-style-type: none"> <li>• K7-Blätter</li> <li>• Bieterlückenverzeichnis</li> <li>• Unterfertigte Pläne</li> <li>• Bestätigung Massenkontrolle</li> </ul>			
003/03.09.2014	<ul style="list-style-type: none"> <li>• <b>K7-Blätter werden in der nächsten Baubesprechung übergeben</b></li> <li>• <b>Bieterlückenverzeichnis erledigt</b></li> <li>• <b>Pläne werden unterfertigt</b></li> <li>• <b>Massendifferenzliste wird bis zur nächste Baubesprechung an die ÖBA übermittelt</b></li> </ul>	Rauscher		03.09.2014
BAUB 002.005	<b>Bauzeitplan</b>			<b>open</b>
002/27.08.2014	Die Baufirma legt den Bauzeitplan in der nächsten Baubesprechung vor. Zuvor wird er am Montag 9:00 Uhr mit der ÖBA abgestimmt.	Herr Schnatter Rauscher		01.09.2014
003/03.09.2014	<b>Vorabzug des Bauzeitplans wurde vorgelegt. Abgestimmte Version wird in einer Woche verteilt.</b>	Herr Schnatter Rauscher		<b>01.09.2014</b>

# 14.10 Examples printout: Change status settings & create your own statuses

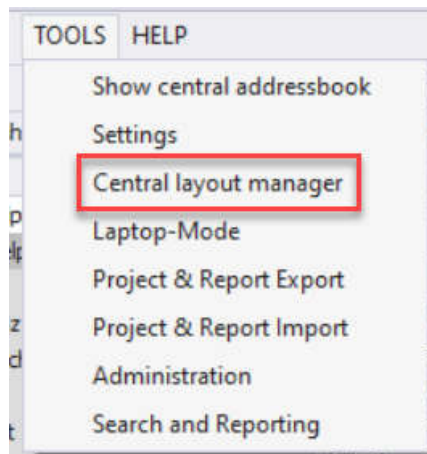


- You can easily change the formatting of existing statuses
- In the bottom line you can create your own status at any time, e.g.
  - Decision, CRQ, determination
  - Open with traffic light colours (red, orange, green)

Name	Statustype	Displaytext	Font	Font size	Bold	Italic	Underlined	Alignment	Backgroundcolor	Default
Beschluss	one time info	Beschluss	Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input type="checkbox"/>
DauerInfo Stan...	permanent Info		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input checked="" type="checkbox"/>
erledigt Standard	completed		Calibri Light	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input checked="" type="checkbox"/>
inbearbeitung S...	in progress		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 0. 255. 25...	<input checked="" type="checkbox"/>
Info Standard	one time info		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input checked="" type="checkbox"/>
offen Standard	open		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input checked="" type="checkbox"/>
storniert Stand...	canceled		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 0. 255. 25...	<input checked="" type="checkbox"/>
Wiedervorlage ...	Resubmission		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 0. 255. 25...	<input checked="" type="checkbox"/>
zurückbelegt S...	deferred until		Calibri Light	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left	<input type="checkbox"/> 255. 255. ...	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

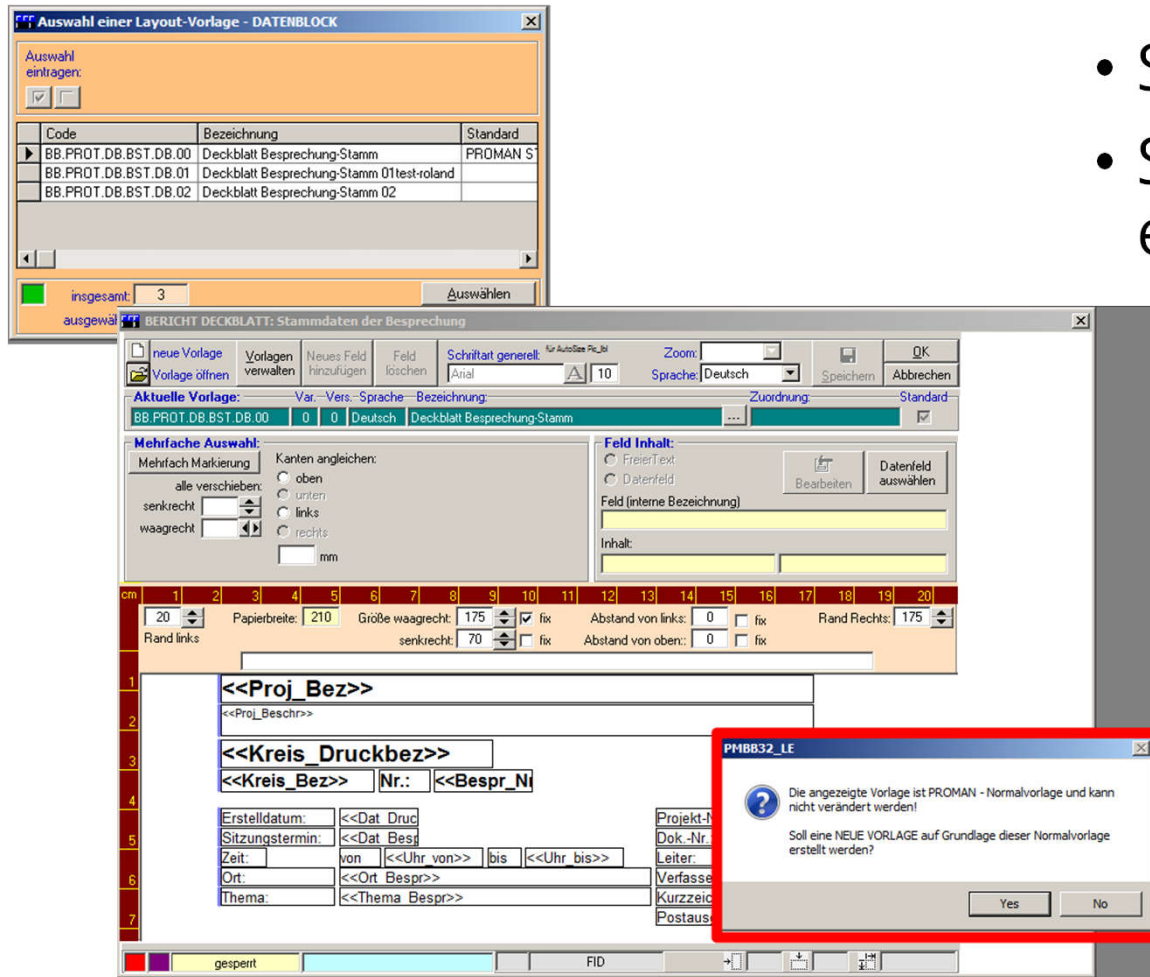


# 15. print layout



- Creation of templates for
  - Front page
    - Report core data
    - Participants
  - Report content
    - chapters
    - Report item
- Standard templates are included. If nothing else is defined, these are used.

# 15.1 Print Layout: report core data



The screenshot displays the 'Auswahl einer Layout-Vorlage - DATENBLOCK' dialog box with a table of templates:

Code	Bezeichnung	Standard
BB.PROT.DB.BST.DB.00	Deckblatt Besprechung-Stamm	PROMAN S
BB.PROT.DB.BST.DB.01	Deckblatt Besprechung-Stamm 01test-roland	
BB.PROT.DB.BST.DB.02	Deckblatt Besprechung-Stamm 02	

Below the table, the 'insgesamt:' field shows '3' and an 'Auswählen' button is present.

The main window shows the 'BERICHT DECKBLATT: Stammdaten der Besprechung' report layout with various fields and a table structure. A warning dialog box 'PMBB32\_LE' is overlaid on the bottom right, containing the following text:

Die angezeigte Vorlage ist PROMAN - Normalvorlage und kann nicht verändert werden!  
Soll eine NEUE VORLAGE auf Grundlage dieser Normalvorlage erstellt werden?

Buttons: Yes, No

- Select desired template
- Standard templates cannot be edited
- If desired, a copy can be made for further processing.

# 15.1 Print Layout: report core data

- Fields can easily be extended
  - Free text
  - data field
- positioning
  - On cm position
  - Using the neighbouring fields (e.g. to the right of ..)





# 15.1 Print Layout: report core data

**Auswahl der verfügbaren Datenfeld**

**Auswahl Daten-Bereich:**

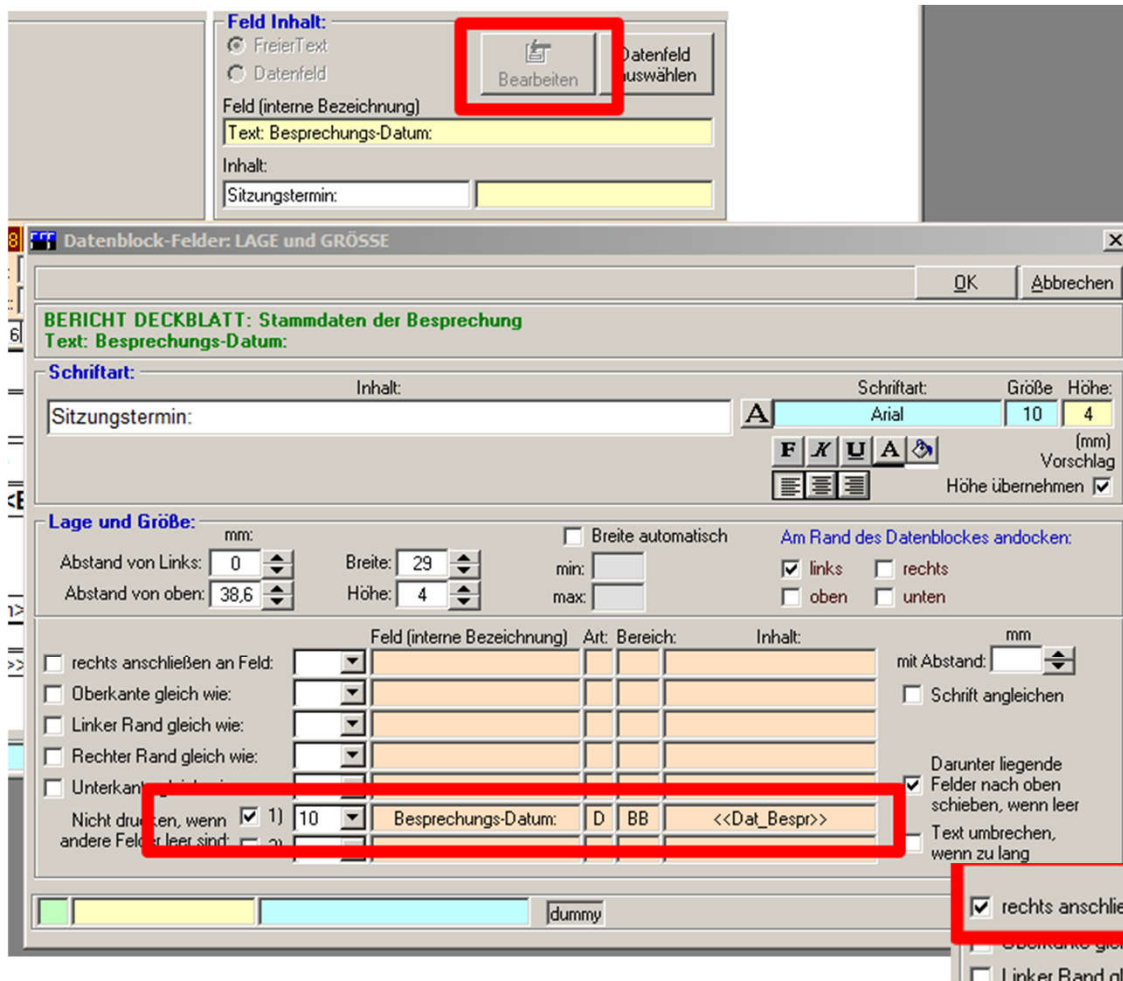
Code	Bezeichnung
01.	Projektstamm
01.01.	Projekt
01.01.01.	Projektstamm
01.01.01.01.	Basisdaten

**Auswahl der Spalten:**

Code	Bezeichnung	FID	DFb_ID	Symbol
01.01.	Projekt	000000000	4	
01.01.01.	Projektstamm	100000000	4	
01.01.01.01.	Basisdaten	101000000	4	
01.01.01.01.01.	Projektnummer	101010000	4	Proj_Nr
01.01.01.01.02.	Gemeinsame Projektnummer	101020000	4	Proj_Nr_Gem
01.01.01.01.03.	Übergeordnete Projektnummer	101030000	4	Proj_Nr_ÜbG
01.01.01.01.04.	Kurzbezeichnung	101040000	4	Proj_KurzBez
01.01.01.01.05.	Bezeichnung	101050000	4	Proj_Bez
01.01.01.01.06.	Beschreibung	101060000	4	Proj_Beschr
01.01.03.	Auftraggeber	300000000	4	
01.01.03.01.	Firma Kurzform	301000000	4	Fa_AuftrG_Kurz
01.01.03.02.	Firma Langform	302000000	4	Fa_AuftrG_Lang
01.01.03.03.	Firma Adresse	303000000	4	Fa_AuftrG_Adres
01.01.04.	Auftragnehmer (Projektentwickler)	400000000	4	Fa_Projektabwic
01.01.04.01.	Firma Kurzform	401000000	4	Fa_PrAbw_Kurz
01.01.04.02.	Firma Langform	402000000	4	Fa_PrAbw_Lang
01.01.04.03.	Firma Adresse	403000000	4	Fa_PrAbw_Adres
01.04.	Projektpartner	000000000	4	
01.04.01.	Firma	100000000	4	
01.04.01.01.	Kurzform	101000000	4	PP_Fa_Kurz

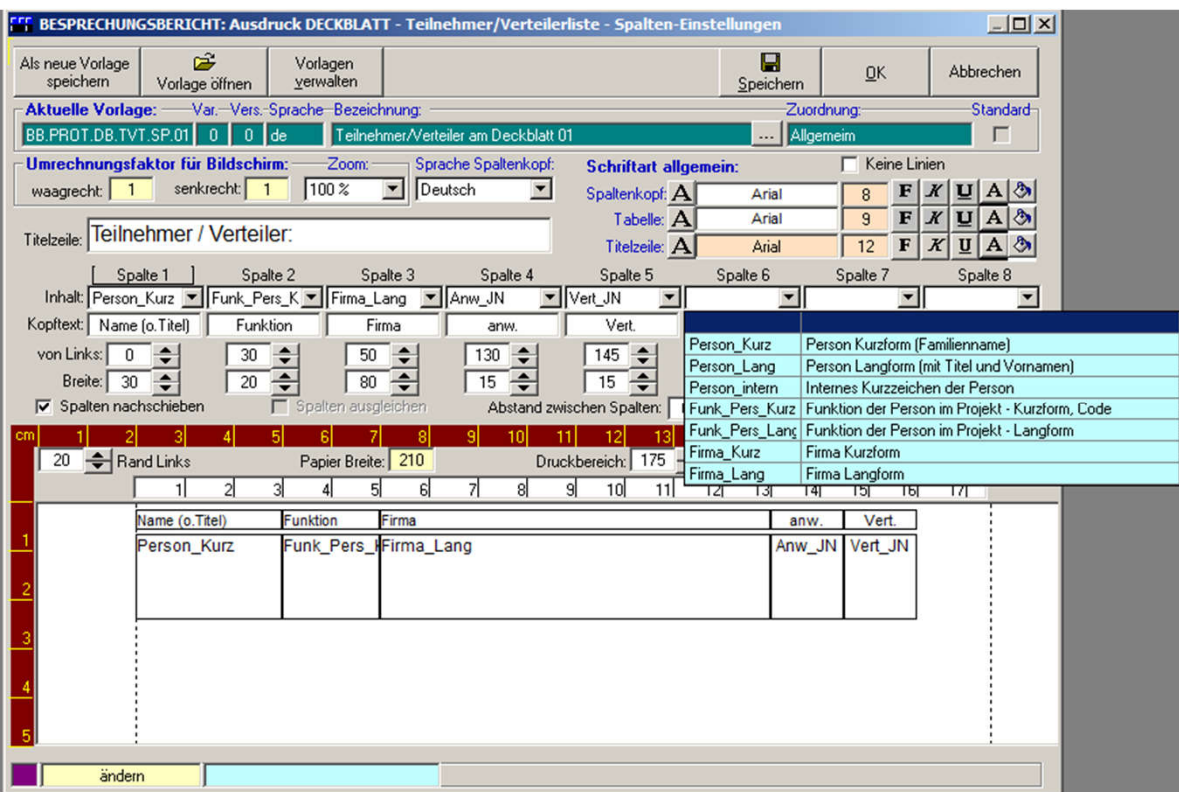
- The data fields make it easy to automatically print data from the project core data.
- At runtime the placeholder is replaced with the correct data of the project

# 15.1 Print Layout: report core data



- The fields can be easily positioned
- Empty fields can be hidden
- Font can be configured per text, element or entire cover sheet

# 15.2 print layout: participants / distribution list



The screenshot shows a software interface for configuring a print layout. The title bar reads 'BESPRECHUNGSBERICHT: Ausdruck DECKBLATT - Teilnehmer/Verteilerliste - Spalten-Einstellungen'. The interface includes several sections:

- Buttons:** 'Als neue Vorlage speichern', 'Vorlage öffnen', 'Vorlagen verwalten', 'Speichern', 'OK', 'Abbrechen'.
- Aktuelle Vorlage:** 'Var.: Vers.: Sprache: Bezeichnung:'. Values: 'BB.PROT.DB.TVT.SP.01', '0', '0', 'de', 'Teilnehmer/Verteiler am Deckblatt 01', 'Allgemein'.
- Umrechnungsfaktor für Bildschirm:** 'Zoom: 100%', 'Sprache Spaltenkopf: Deutsch'.
- Schriftart allgemein:** 'Keine Linien' checkbox. Font settings for 'Spaltenkopf', 'Tabelle', and 'Titelzeile' are set to 'Arial' with sizes 8, 9, and 12 respectively.
- Titelzeile:** 'Teilnehmer / Verteiler:'.
- Columns:** 8 columns defined. 'Inhalt' dropdowns: Spalte 1: Person\_Kurz, Spalte 2: Funk\_Pers\_K, Spalte 3: Firma\_Lang, Spalte 4: Anw\_JN, Spalte 5: Vert\_JN.
- Kopftext:** Name (o.Titel), Funktion, Firma, anw., Vert.
- von Links:** 0, 30, 50, 130, 145.
- Breite:** 30, 20, 80, 15, 15.
- Abstand zwischen Spalten:** 15.
- Table Preview:** A table with 5 columns: Name (o.Titel), Funktion, Firma, anw., Vert. The first row contains: Person\_Kurz, Funk\_Pers\_K, Firma\_Lang, Anw\_JN, Vert\_JN.
- Margins:** 'Rand Links: 20', 'Papier Breite: 210', 'Druckbereich: 175'.
- Bottom:** 'ändern' button.

- The columns can be freely defined
  - content
  - title
  - width
  - font

# 15.3 print layout: temporary

1

Anw\_Zeitw  
temporary

156  
15

0

Rand nach:

14 15 16 17 18 19

Rand Rechts:

12 13 14 15 16 17

present	Distr.	temporary
Anw_JN	Vert_JN	Anw_Zeit

Employee s...	Company short	Default Function	Distribut	Present	from	to	Partially present
Frank	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Keppler	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Höchtl	Flughafenbetrieb	BH	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>

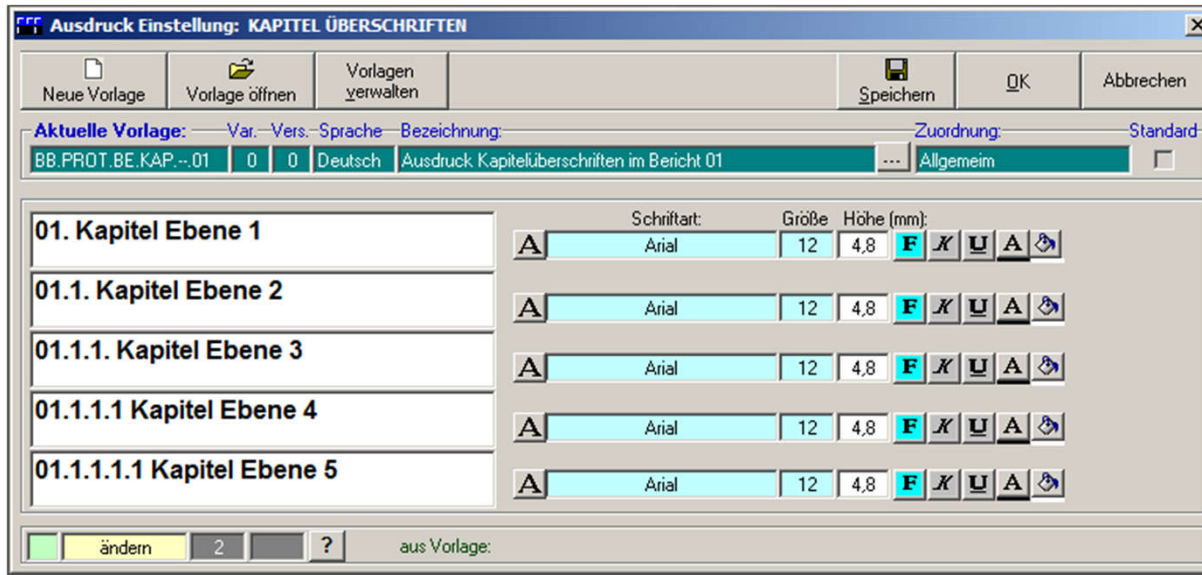
2

Name (w/o Title)	Function	Company	present	Dis	temporary
Frank	BH	Flughafen BetriebsgesmbH	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Keppler	BH	Flughafen BetriebsgesmbH	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Höchtl	BH	Flughafen BetriebsgesmbH	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

3

1. Add the „temporary“ column to the template
2. You can enter the time from / to in the participant list (the exact time is not required).
3. Expression: The new column shows the participant who is only temporary in the session.

# 15.4 print layout: chapters



Design of chapters :

- font
- Bold, italic, underline
- background color
- Per level

# 15.5 printlayout: report item

BESPRECHUNGSBERICHT: Ausdruck PUNKTE - Spalten-Einstellungen

Als neue Vorlage speichern | Vorlage öffnen | Vorlagen verwalten | Speichern | OK | Abbrechen

Aktuelle Vorlage: BB.PROT.BE.PKL.SP.03 | Var.: 0 | Vers.: 0 | Sprache: en | Punkte im Bericht - Spalten 03 EN | Zuordnung: Allgemein

Umrechnungsfaktor für Bildschirm: waagrecht: 1 | senkrecht: 1 | Zoom: 100% | Sprache Spaltenkopf: Englisch | Schriftart allgemein: Calibri | Spaltenkopf: 10 | Betroffene: 10

	Spalte 1	Spalte 2	Spalte 3	Spalte 4	Spalte 5	Spalte 6	Spalte 7	Spalte 8
Inhalt:	Punkt	Text	HV	wer	wann			
Kopftext:	Code	Keyword / Text	cr	responsible	Attribut			
von Links:	0	32	122	127	151			
Breite:	32	90	5	24	24			

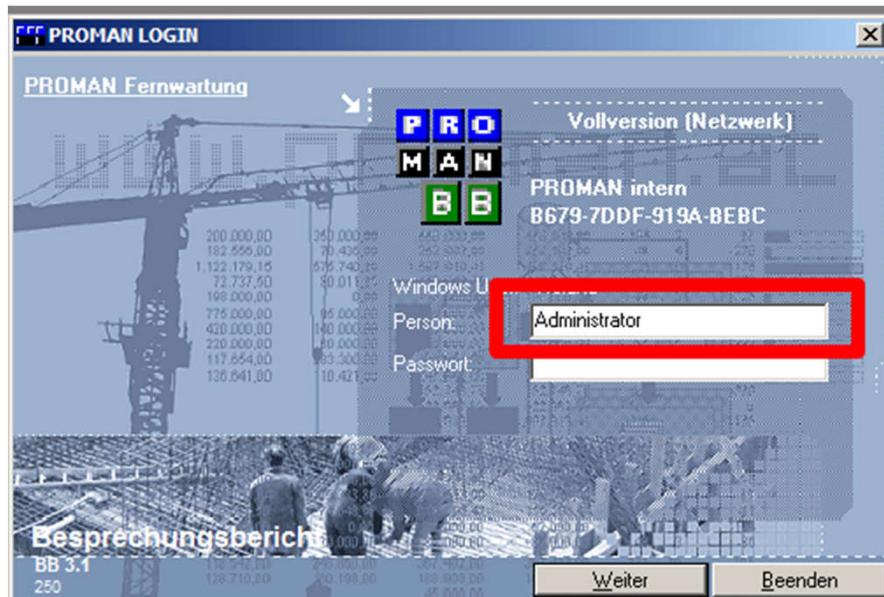
Spalten nachschieben |  Spalten ausgleichen | Abstand zwischen Spalten: 0 |  Rand nachschieben

cm | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20

20 | Rand Links | Papier Breite: 210 | Druckbereich: 175 | Rand Rechts: 15

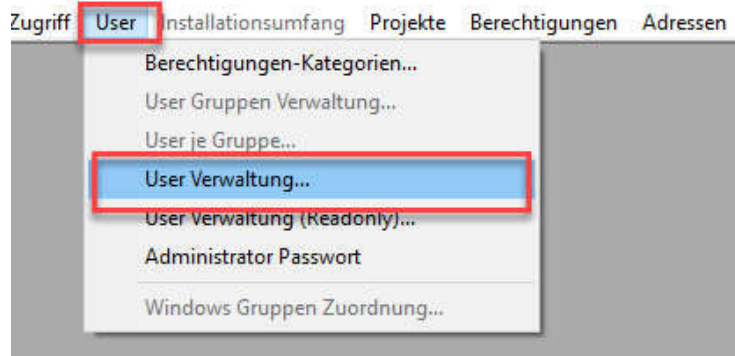
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Code	Keyword / Text		cr	responsible	Attribut												
Punkt	Stichwort_Text		HV	verantwortlich	erledigen_bis												

# 16. user administration and rights control

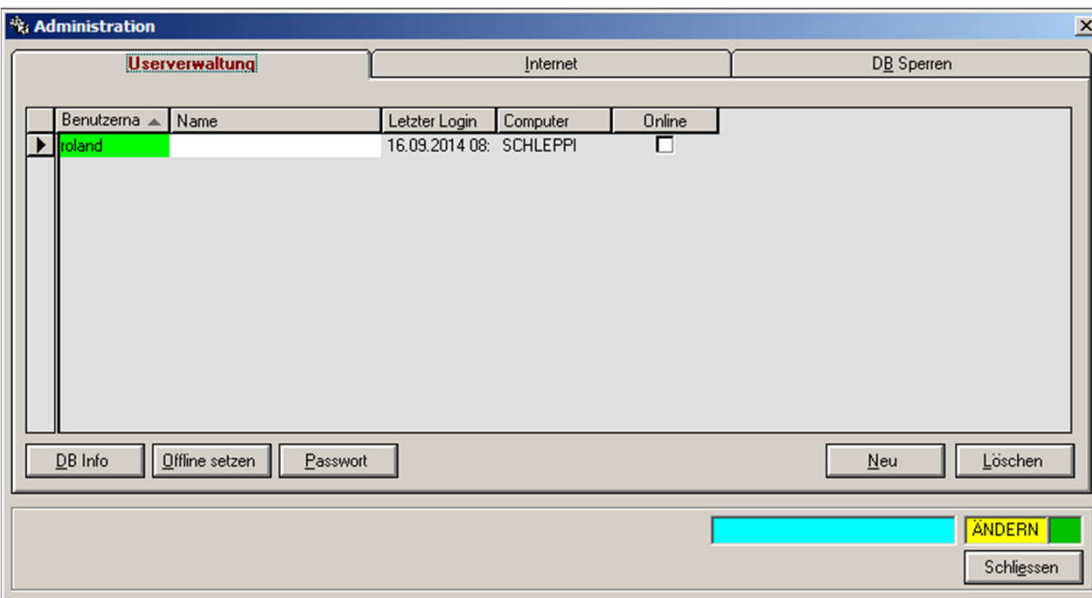


- With the link admin (PM\_Admin1.exe) possible
  - Login as "Administrator"
- User
  - create
  - delete
  - Change password
  - release a blocked license

# 16.1 User Administration

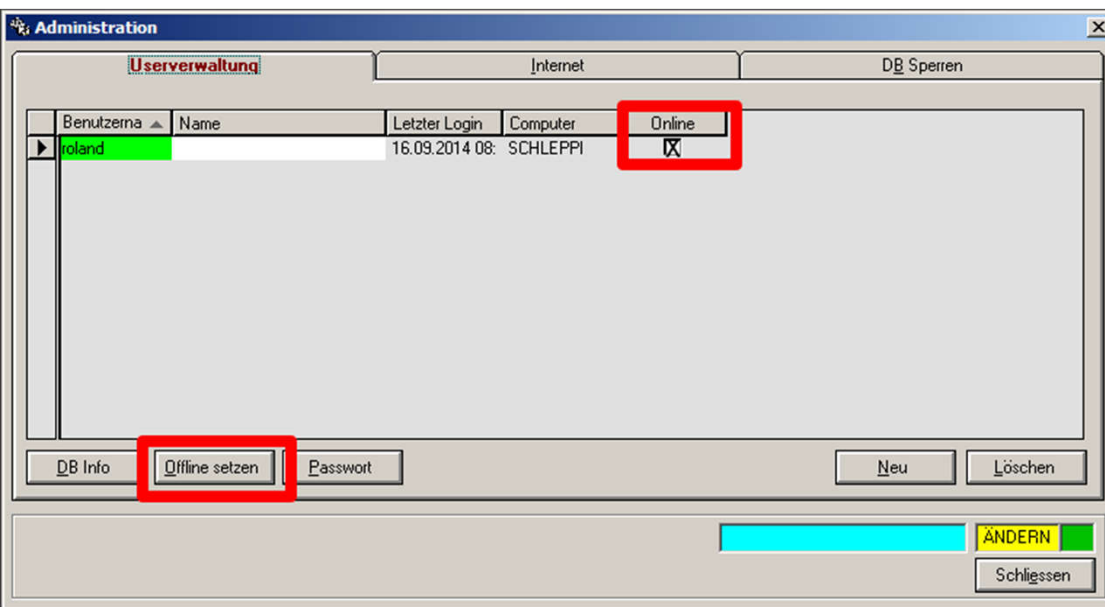


- New
  - Create user
- Delete
  - Delete user





# 16.1 Benutzer Verwaltung

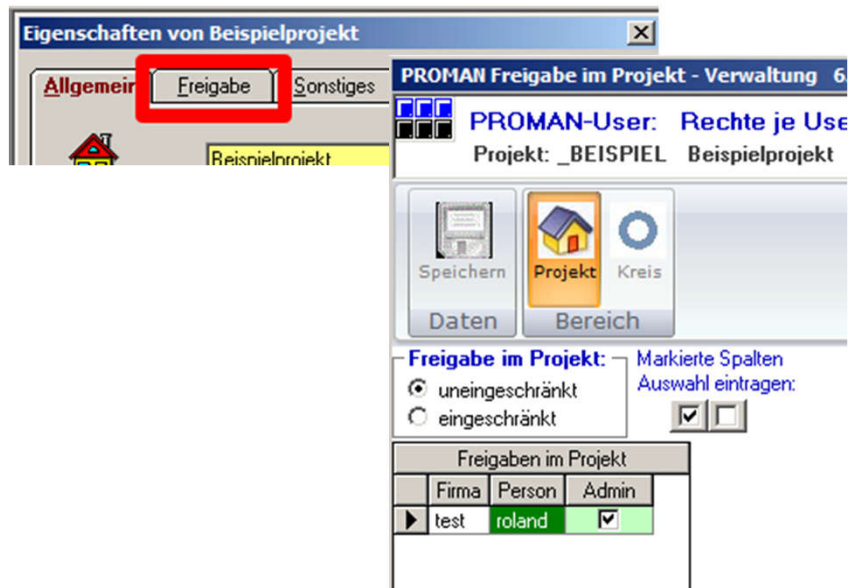
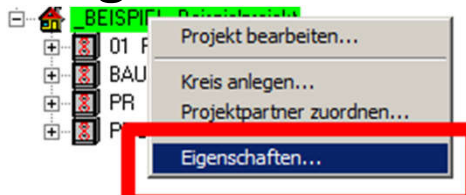


- Set Offline:
  - Release license if it is still locked (e.g. after a crash)
- The user has an active status in the "Online" column.
- To set offline:
  - Select user
  - then click on "Set Offline".

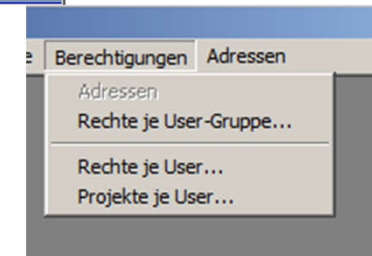
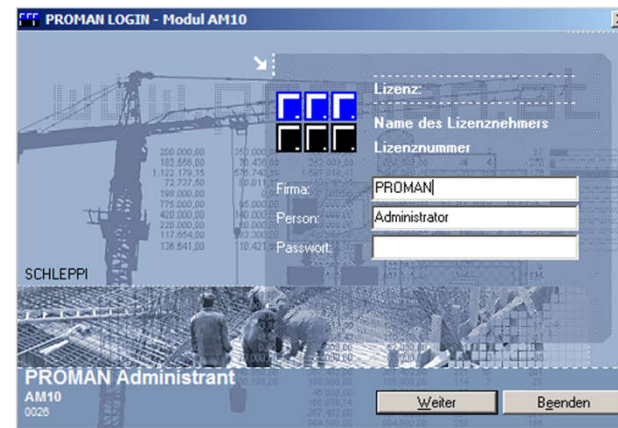
# 16.2 Rights control



- Rights control in the project



- General rights management
  - In PM\_ADMIN1.exe!!





# 16.3 Rights control: General

- Setting for project visibility

Verwaltung Rechte je Projekt

je User: Auswahl eintragen in markierte Spalten:  UNSICHTBAR  SICHTBAR

je Projekt: Auswahl eintragen in markierte Zeilen:  UNSICHTBAR  SICHTBAR

Speichern OK Abbrechen

Projekte	Anwender	Spalten
Auswahl Projekte	Auswahl Programmmodule	

Projekt Nummer	Projekt Bezeichnung	roland unsichtb
► _BEISPIEL	Beispielprojekt	<input type="checkbox"/>

# 16.4 Rights control: in the project

- Rights can be
  - restricted
  - unrestricted
- Rights restricted per project and/or at report collection level
- rights
  - Admin
  - lock
  - read
  - change
  - input

PROMAN Freigabe im Projekt - Verwaltung 6.5 Rev. 013  
 PROMAN-User: Rechte je User im Projekt Verwaltung  
 Projekt: \_BEISPIEL Beispielprojekt

Speichern Projekt Kreis  
 Daten Bereich

**Freigabe im Projekt:** Markierte Spalten Auswahl eintragen:  
 uneingeschränkt  eingeschränkt

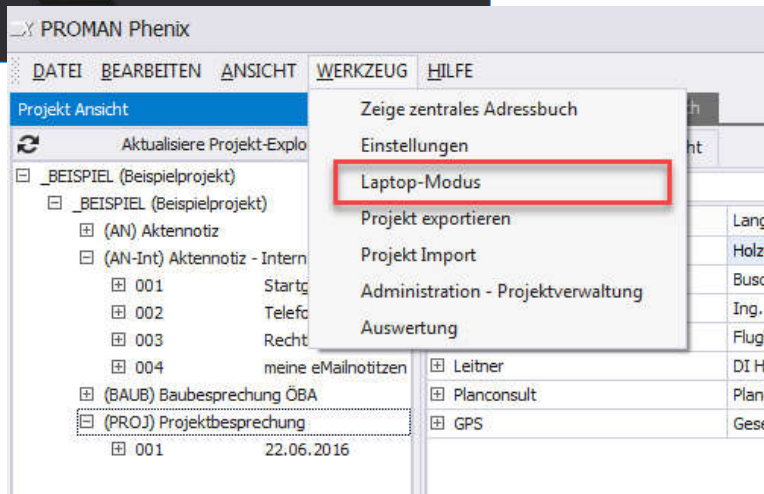
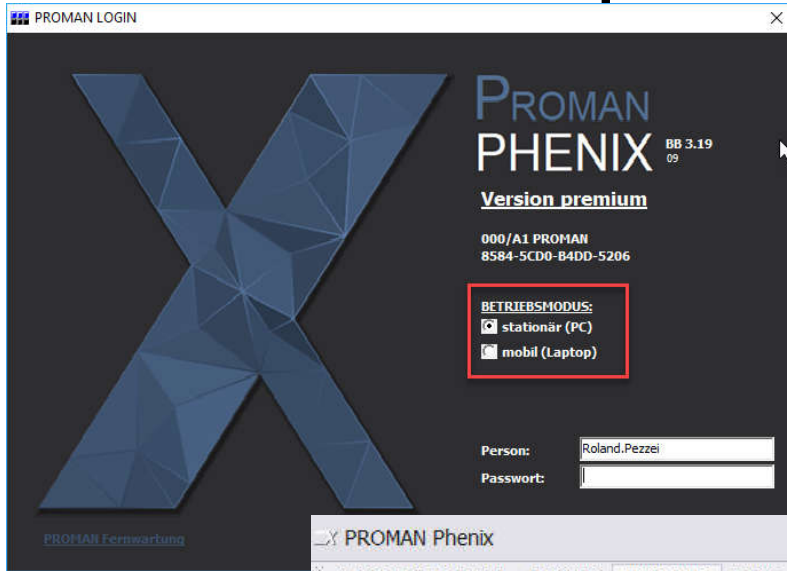
**Freigabe je Kreis:**  Wie im Projekt

Freigaben im Projekt						
Firma	Person	Admin	Sperre	Lesen	Ändern	Eingabe
▶ test	roland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Auswahl Kreis	
Code	Bezeichnung
01	Planungsbesprechungen
BAUB	Baubesprechung ÜBA
PR	
PROJ	Projektbesprechung

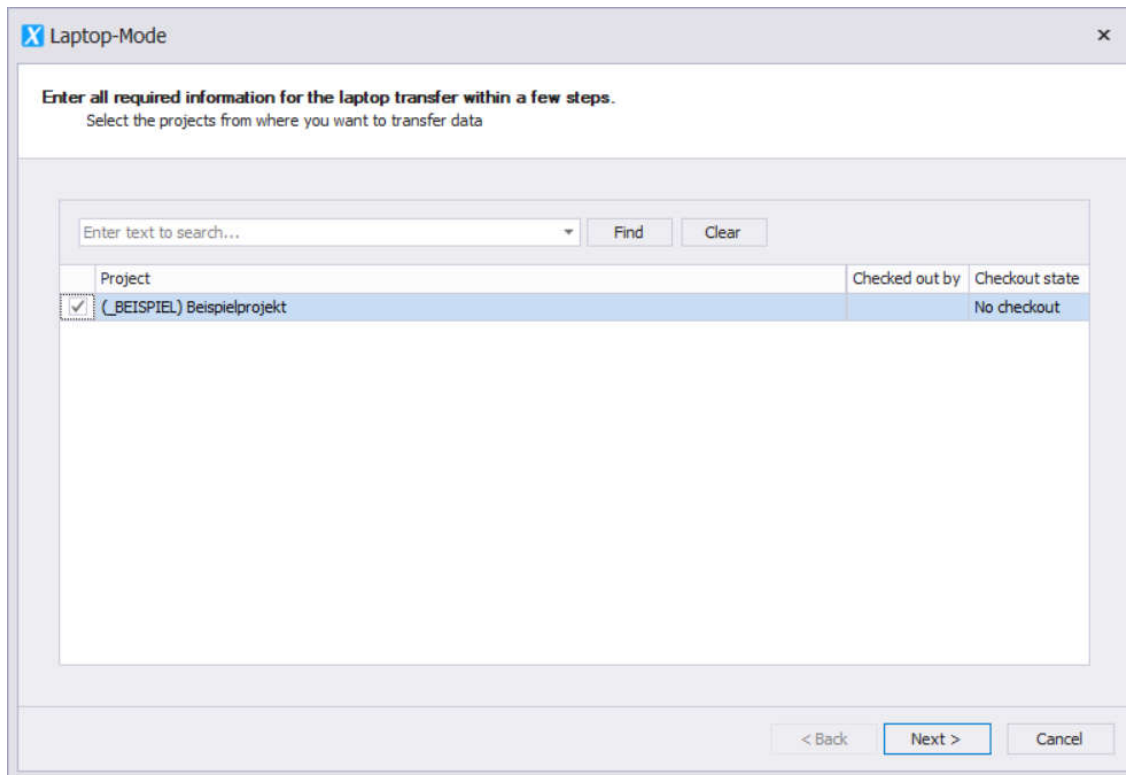
01 Planungsbesprechungen				
Person	Sperre	Lesen	Ändern	Eingabe
▶ roland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# 17. mobile operation



- in stationary operation, projects can be transferred into mobile mode or back at any time
- projects can be opened in mobile mode and also edited

# 17. mobile operation



- Start laptop mode
  - Select a project that you want to transfer to mobile operation.
  - You can also transfer several projects at the same time.

# 17. mobile operation



Laptop-Mode

Select the data  
Select the data you want to transfer and the rights you want to apply to them.

Project	Checked out by	State	Checked	Editable	Read only
(_) (_BEISPIEL) Beispielprojekt		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Folder	Checked o...	State	Checked	Editable	Read only
(_) (_BEISPIEL) Beispielprojekt		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report collection					
(AN) Aktennotiz		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(AN-Int) Aktennotiz - Intern		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(BAUB) Baubesprechung ÖBA		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(BT) Bautagebuch		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(PB) Monatsbericht		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(PROJ) Projektbesprechung		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(SiGeKo) Baubegehung		No checkout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

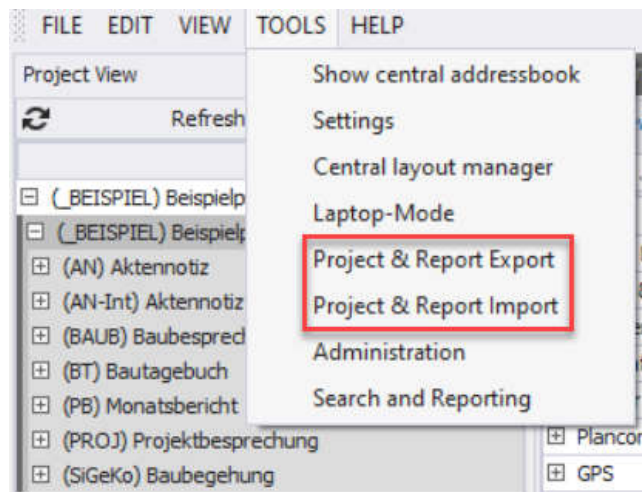
< Back   Next >   Cancel

- Select data with the appropriate rights
  - Editable
    - I.e. the data can be edited in laptop mode.
  - Read only
    - This means that the data cannot be edited in laptop mode. The address book is also not editable in this case.
- **Attention:** You can not create a project in mobile!



# 18. Import / Export

- Allows data to be exported or imported into report collections



Export can be used for

- Creation of reports from several persons
- Data exchange with partners for further evaluations
- Transmission to AG with restricted reading rights and without comments

# 18.1 Export



Project export

Select the data  
Select the data you want to export and the rights you want to apply to them.

2

( \_BEISPIEL ) Beispielprojekt

Export collections read only

Folder	Project uses central data	Checked
<input type="checkbox"/> ( _BEISPIEL ) Beispielprojekt		<input checked="" type="checkbox"/>
Report collection		Checked
(AN) Aktennotiz		<input checked="" type="checkbox"/>
(AN-Int) Aktennotiz - Intern	1	<input checked="" type="checkbox"/>
(BAUB) Baubesprechung ÖBA		<input checked="" type="checkbox"/>
(BT) Bautagebuch		<input checked="" type="checkbox"/>
(PB) Monatsbericht		<input checked="" type="checkbox"/>
(PRO.) Projektbesprechung		<input checked="" type="checkbox"/>
(SiGeKo) Baubegehung		<input checked="" type="checkbox"/>

Advanced export settings

Export employees: Only employees and companies that are in use

Export attributes: Only attributes that are in use

Export attachments: Only attachments that are already saved to db

Export reportitem: Comments  Export reportitem: Freetext

Export path: C:\Users\Maksat.Turatbek\Documents\\_BEISPIEL\_Exported.pmxe

< Back Next > Cancel

- Select the desired report collection (see 1)
- The report collection can be exported with read-only rights, if required (see 2)

# 18.1 Export



Project export

Select the data  
Select the data you want to export and the rights you want to apply to them.

( \_BEISPIEL ) Beispielprojekt  Export collections read only

Folder	Project uses central data	Checked
( _BEISPIEL ) Beispielprojekt		<input checked="" type="checkbox"/>
Report collection		Checked
(AN) Aktennotiz		<input checked="" type="checkbox"/>
(AN-Int) Aktennotiz - Intern		<input checked="" type="checkbox"/>
(BAUB) Baubesprechung ÖBA		<input checked="" type="checkbox"/>
(BT) Bautagebuch		<input checked="" type="checkbox"/>
(PB) Monatsbericht		<input checked="" type="checkbox"/>
(PROJ) Projektbesprechung		<input checked="" type="checkbox"/>
(SiGeKo) Baubegehung		<input checked="" type="checkbox"/>

Advanced export settings

Export employees: Only employees and companies that are in use

Export attributes: Only attributes that are in use

Export attachments: Only attachments that are already saved to db

Export reportitem: Comments  Export reportitem: Freetext

1

Export path: C:\Users\Maksat.Turatbek\Documents\\_BEISPIEL\_Exported.pmxe 2

< Back Next > Cancel

- Define the advanced export settings (see 1)
  - employees
  - attributes
  - attachments
  - comments
  - Free texts
- The export path can be defined individually (see 2)

# 18.1 Import



The screenshot shows a dialog box titled "Import project" with a close button (X) in the top right corner. The main heading is "Select the databasefile from where you want to import" followed by the instruction "Enter all required information for the project import within a few easy steps." Below this, there is a "Database" section with a text input field for "Database path" containing the value "C:\Users\Maksat.Turatbek\Documents\\_BEISPIEL\_Exported.pmx". At the bottom of this section, there are two radio button options: "Import as new project" (which is unselected) and "Import into existing project" (which is selected and highlighted with a red rectangular box). At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

- When importing the report collections, you can define how you want to import them:
  - Import as new project
  - Import into existing project

# 18.1 Import



- The following can be defined in the target project
  - Import with new folders into project
  - Import as new collection
  - Replace project properties
  - Merge folders with same short name
  - Overwrite existing collections with same short
  - Replace similar addresses

The screenshot shows the 'Import project' dialog box. It has a title bar with a close button and the text 'Import project'. Below the title bar, there is a section titled 'Select the data' with the instruction 'Select the collections you want to import and into which project you want to import them.' The dialog is divided into two main panels: 'Source project' and 'Target project'. The 'Source project' panel shows a tree view for '(\_BEISPIEL) Beispielprojekt' with a 'Checked' column. The items listed are: 'Report collection' (checked), '(AN) Aktennotiz' (checked), '(AN-Int) Aktennotiz - Intern' (checked), '(BAUB) Baubesprechung ÖBA' (checked), '(BT) Bautagebuch' (checked), and '(PRO.) Projektbesprechung' (checked). The 'Target project' panel shows a similar tree view for '(\_BEISPIEL) Beispielprojekt' with a 'Checked' column. The items listed are: '(\_BEISPIEL) Beispielprojekt' (checked), '(AN) Aktennotiz', '(AN-Int) Aktennotiz - Intern', '(BAUB) Baubesprechung ÖBA', '(BT) Bautagebuch', '(PB) Monatsbericht', '(PRO.) Projektbesprechung', and '(SIGeKo) Baubegehung'. Below the tree views, there are several checkboxes: 'Import with new folders into project' (unchecked), 'Import as new collections' (unchecked), 'Replace project properties' (checked), 'Merge folders with same short' (checked), 'Overwrite existing collections with same short' (checked), and 'Replace similar addresses' (checked). At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.



# Accelerate report creation, management, and delivery!

## Save time with PROMAN.

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  - tutorial
  - training documents
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  - Hotline
    - International +43 1 478 05 67
    - from Germany 0800 589 0129