

PROMAN Meeting Report Module version 3.3 Basic training 2019

training program

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training program

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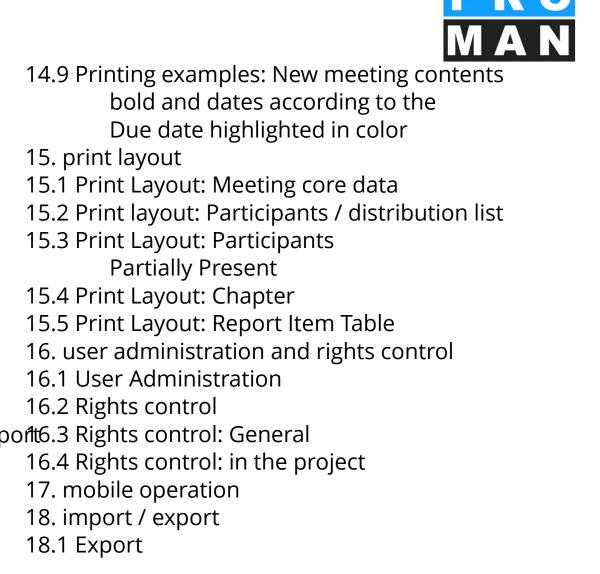
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training program

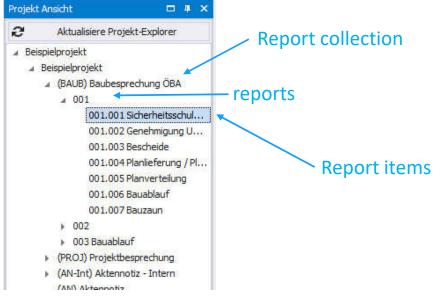
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Terms and data structures



- 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



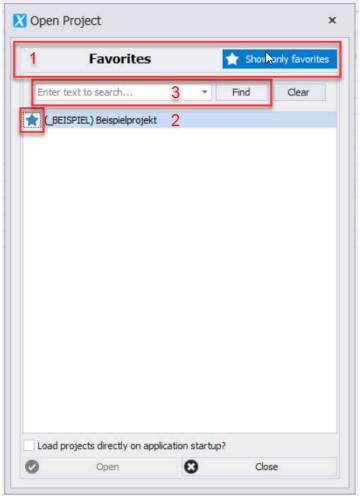


1. Menu control and masks

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)



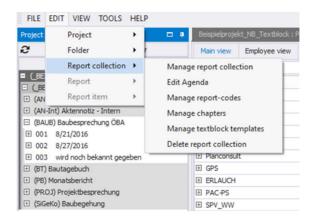
1.1 menu control and masks

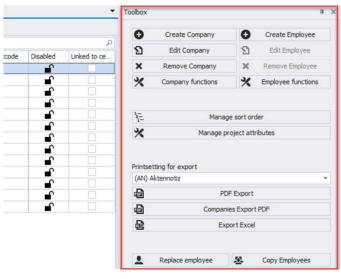
You can control the application using :

- Right Mouse
- Upper menu items
- tool kit

and select the desired function

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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

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1.1 menu control and masks



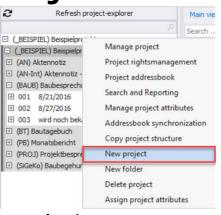
The mask elements can be repositioned using drag & drop.

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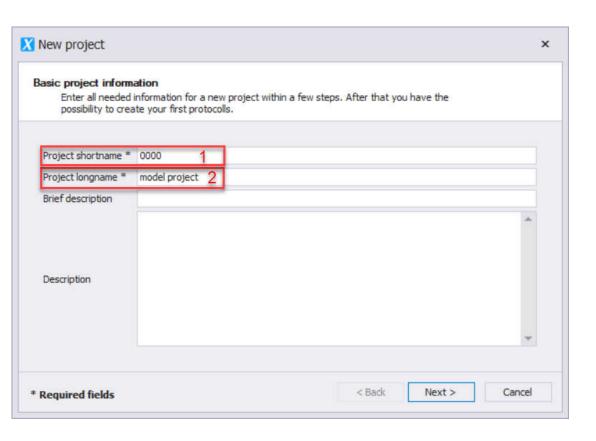
If you can't find a window anymore, you can simply reset the arrangement to the original state.

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2. Create project



- 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).

X New project	×
	Completing the wizard
	The project was created successfully. You can edit project details and/or import project data from another project.
	Edit project details 1 Copy structure from existing project 2
	To dose this wizard, dick finish.
* Required fields	< Back Finish Cancel

2.1 project general data in printout

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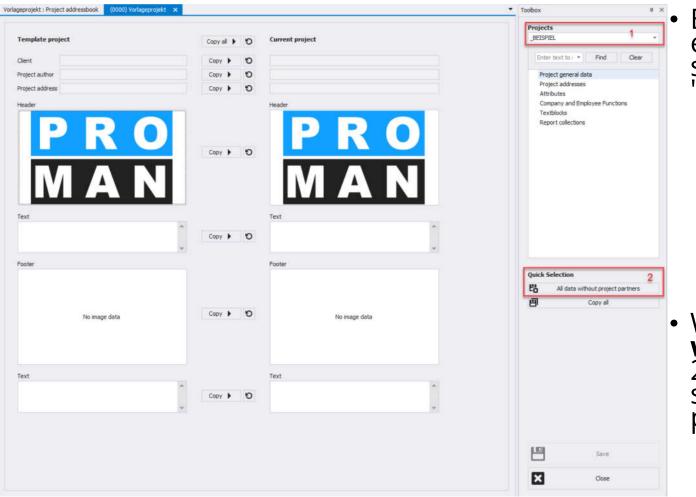
2.2 project logo

- 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

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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	•	•
Keppler	BH	Flughafen BetriebsgesmbH	•	•
Ecker	BK	DI Hans Leitner, Ziviltechnikerges.m.b.H.	••	•
Aichberg	BM	Holzer BaugesmbH	•	•
Frank	BH	Flughafen BetriebsgesmbH	0	•
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	0	•
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	•	•
Höchtl	BH	Flughafen BetriebsgesmbH	•	•
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	0	•
Rauscher	BM	Holzer BaugesmbH	0	•
Mattersberger	GP	Planconsult GesmbH	•	•

Addresses are required for the

- Participants list (cover page)
 - Involved (per report items)
 - session dates
 - chairman
 - writer

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



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

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Se St

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:

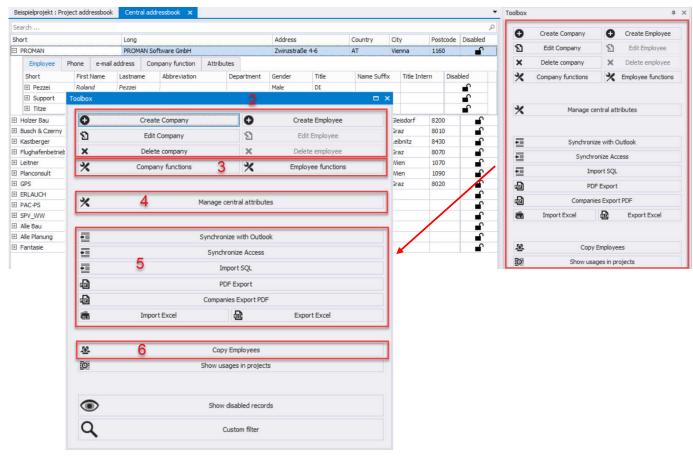
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Toolbox on top:

- 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)*





Toolbox at the bottom:

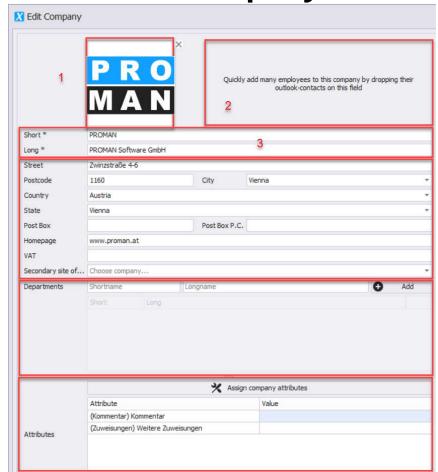
- With the button "show disabled records" you can select whether data records that have been archived should be displayed. If the button is blue, the display of archived data is activated. (see 7)
- In addition to the classic search, the user-defined filter allows you to refine your search with a variety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

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	Q	8	0	ustom filter							1.177			

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)



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)

	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 Bo	ox P.C.
Homepage	www.proman.at	
VAT		4
Secondary site of	Choose company	
Departments	Shortname Longname	G Add
		5
	*	Assign company attributes
	Attribute	Value
	(Kommentar) Kommentar	
Attributes	(Zuweisungen) Weitere Zuweisungen	



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.

Department *	sales@proman.at		0	
4ain e-mail ▼	service@proman.at		•	-
Department *	office@proman.at		<u> </u>	
Гуре	E-mail	Comment	Is Default	
		Ĩ.		



3.3 address management: empyees 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 en	ployee for company	PROMAN Soft	ware GmbH			
	No image data		1	Drop outlo	ok contact here	
Short *	Mustermann	_		2	*	Edit longname
First Name	Max			2		
Lastname	Mustermann			3		
Abbreviation	MM					
Gender	Male			4		
Title			1	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)*

There are no departments	available for this employee!	6		
Add function			- *	Manage functions
Short	Long			Is Default
		7		
		1		
	*	Assign employee at	ttributes	
Attribute		Value		
		8		
		Ŭ		
	Add function	Short Long	Add function Short Long 7 Add function Ad	Add function Short Long 7 Add function X Assign employee attributes Attribute Value

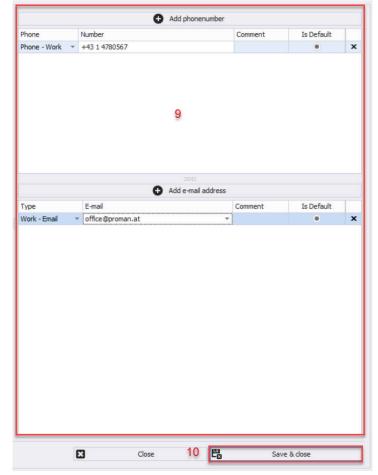
3.3 Address management: Employees per company



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.



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

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	2
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	Anderungen:		

- 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 short
 - Surname
 - title

Short *	Rauscher	
First Name	Albert	
astname	Rauscher	
Abbreviation		
Gender	Male	
litle	Ing.	



3.5 Company/employee functions

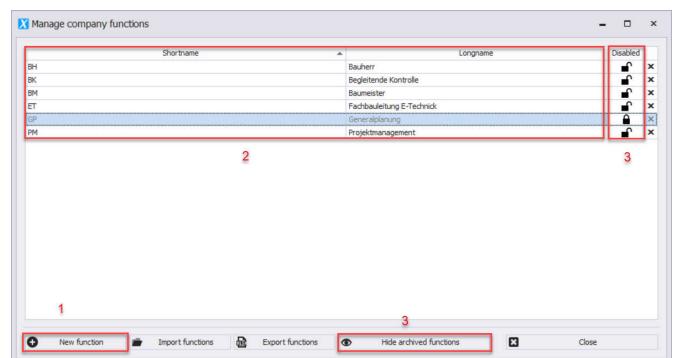
Functions are often used for the representation of the functions/works of the

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)

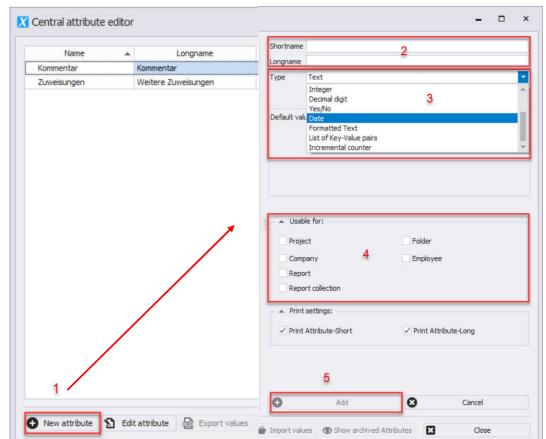
Shortname	🔀 Import 📃 🗆 🗙	Disabled
Central		
3H	Open file	m
5K	Filename	
SM		
=7		
9/1		
Project based	Shortname Select column shortname	
'S	Longname Select column longname	A
	First row is header	
	Import Cancel	



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)

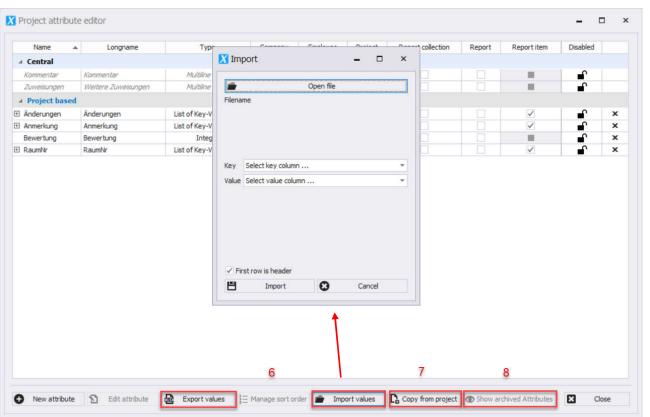




3.6 Company/employee attributes

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



Conv ontions

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.

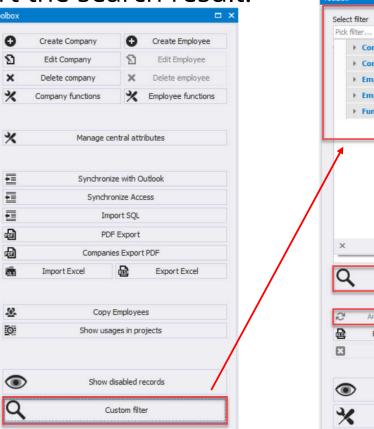
- Use the mouse to drag the employee to be copied from the central or project-related address management into the "Copy data from:" field. (see 1)
- Add the target company using drag&drop in the field "Copy to:". (see 2)
- Click on *"do copy" (see 3) to* start the query which data should be copied. *(see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

Toolbox	□ ×		Please select the data	you wo	uld like	to c
Copy Employees Copy an employee to another company by dragging those two onto the fields below. All t employee's data will be copied and it is possible edit it afterwards.	the ie to	N N N N N N N N N N N N N N N N N N N	Select all General data Personal contact data Business contact data Attributes Functions		4	
Copy data from Michael Mattersberger 1 Target company Gesellschaft für Projektsteuerung m.b.H. 2 Do Copy 3) C)] C)		ОК	O	5	Ca
S Do Copy						
Back to toolbox						

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 fullfilled or one must apply - "Any filter applicable". (see 3)

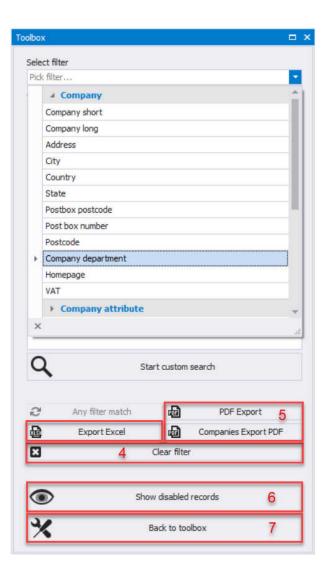




Pick filter Company Company attribute Employee Employee Attribute Function X 	Select f	ilter			
Company attribute Employee Employee Attribute Function	Pick filt	ter			
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1	+	Employee Attribu	te		
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3.8 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

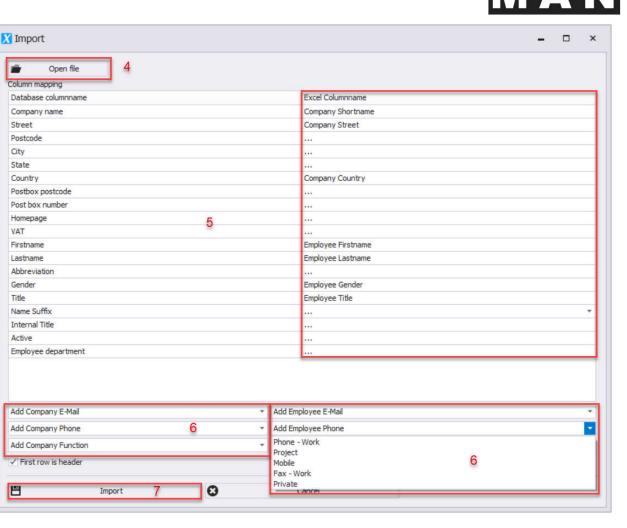
You can export and import your addresses via Excel both centrally and projectrelated .

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)*

Ð	Create Company	θ	Create Em	nployee						
3	Edit Company	2	Edit Emp	loyee						
×	Delete company	5	Export					- 0	,	
ĸ	Company functions		- chpore							
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	Inpor	-		Company Country						
Ð	PDF E	İxq	×	Company Postbox postcode						
đ	PDF E		 ✓ 	Company Postbox postcode Company Post box number						
)	1 Companies		Select all							
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) 6	1 Companies Import Excel Copy Sec	E)	Select all	Company Post box number Company Homepage		Columnname				
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3.9 Excel Export/Import



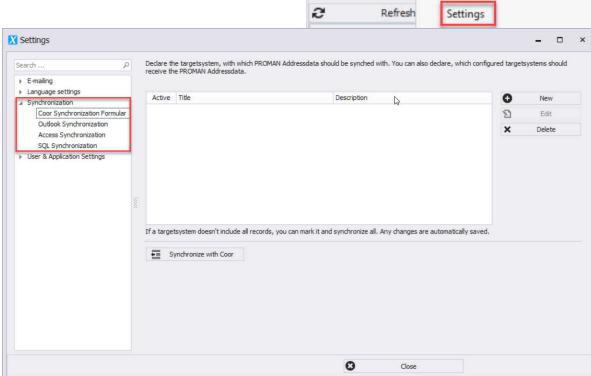
- For the *import, select* the desired source file using "Open file". (see 4)
- The corresponding Excel column name can be selected for each field. *(see 5)*
- For company and employee telephone numbers, e-mail addresses and company functions, required fields can be added and the type selected. (see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



Project View

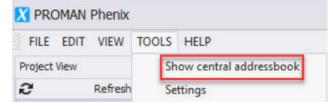
Show central addressbook

t <mark>PRO</mark> MAN

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)

FILE EDIT VIEW TOOL	LS HELP												
Project View	52 11613L	Beispielprojekt : Proje	rt addressbook							 Toolbox 	6		
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		E SPV_WW	Sportverein Wienerwald Alle Bau) Aktennotiz		
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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)

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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)

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

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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)

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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 boxe's (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.

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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.

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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).



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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*.

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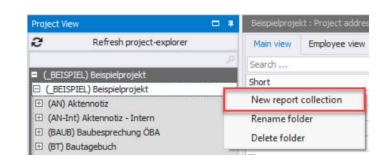
5 report collection

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).





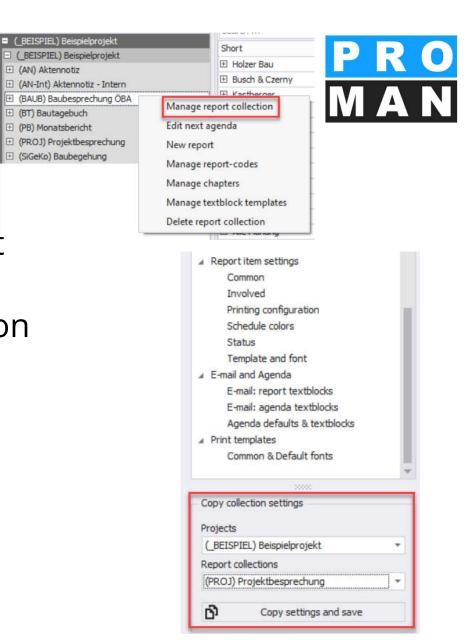
Hide collection		1	
Collection shortname	RALIR	Sorting Number 0 🗘 Folder Beispielprojekt 👻	Enter text to s 👻 Find Clea
Collection Iongname	Baubesprechung ÖBA		Setting names
Collection title		2	Common
Lollection title	BESPRECHUNGSBERICHT		Header
		^	Footer 4
Description			Project image Cover settings
DESCIPTION			Common
		*	Participant / Mailing
Document path	C: \Users \Maksat. Turatbek \Desktop \PROMAN_INTERN	Proman 32\BIN 3	Report content settings
Document number	_BEISPIEL//001	K Edit default document number	Common settings
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Print language	English -		Printing configuration
			Schedule colors Status
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automatically	to and report collection.		∡ E-mail and Agenda
			E-mail: report textblocks
			Copy collection settings
			- Copy collection settings
			Projects
			Choose project
			Report collections
			Choose report collection

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

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

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Example printout

BAUB 002.005	Bauzeitplan
002 / 8/27/2016	Die Baufirma legt den Bauzeitplan in (Baubesprechung vor. Zuvor wird er a der ÖBA abgestimmt.
003 / 9/3/2016	Vorabzug des Bauzeitplans wurde vor Version wird in einer Woche verteilt.

6.1 Creating Attributes



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

0	Create Company	0	Create Employee	
2	Edit Company	2	Edit Employee	
×	Remove Company	×	Remove Employee	
*	Company functions	*	Employee functions	
a- a- i-	Manag	ge sort ord	ler	
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×			946-13	-
X rintse (AN) A	Manage p tting for export uktennotiz		946-13	•
×	Manage p tting for export ktennotiz PD	roject attr	ibutes	-

6.1 Creating Attributes



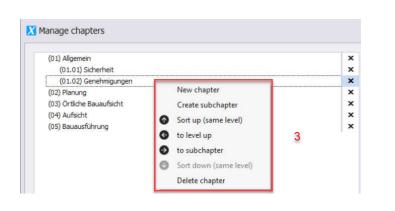
- Click on "New attribute" to open the editing mask (see 1).
- Insert the short and long name (see 2).
- To assign an attribute to a report item, it must be of the type list of key/value pairs (see 3).
- Enter the values of the key/value pair and click on "Add list" to add the value (see 4).
- Allows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

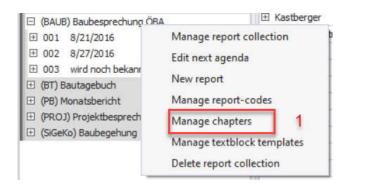
	Longname	Туре	Company	Employee	Project	Report collect	Report	Report item	Disabled		Shortname	Anmerkung		2
Central											Longname	Anmerkung		
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roject b	ased													
nderung	Änderungen	List of Key-Value						1	₽	х	Default value	á		
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											Project Compa Report Report	t t collection etangs:	⊂ Employee	5

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.







ÖВ	Örtliche Bauaufsicht
BAUB 002.003	Baustellenausweis
002/27.08.2016	Die Betriebsgesellschaft stellt fest, dass Baustel- lenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.

(ALG) Allgemein (SIC) Sicherheit	X	e : (ALG) Allgemein
(GEN) Genehmigungen (PL) Planung	<pre>x Parent chapter : x Short :</pre>	ALG
(ÖB) Örtliche Bauaufsicht (AUFS) Aufsicht	× Long :	Allgemein
(BA) Bauausführung	×	Delete chapter

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.

 ∃ (BAUB) Baubest ① 001 8/21/20: ① 002 8/27/20: 	Manage report collection Edit next agenda
1 003 wird nod	New report
 ⊕ (BT) Bautagebu ⊕ (PB) Monatsberi ⊕ (PROJ) Projektt ⊕ (SiGeKo) Baube 	Manage report-codes Manage chapters Manage textblock templates
	Delete report collection



Basic dat	a	Header	Textblocks	Next Meeting	Administrat	ion
Shortname	BAUB		- 12	The second		
ongname	Baubesprechung ÖBA		ingleader	Waldherr		
eport code	004	Auth		Select entry		
ubject	Planung		orsign			
iate	9/10/2016	✓ State		No Status		
/eek/Year	36	2016	eport is locked			
ime from	09:00	÷	rint status on r	eport		
ime until	15:00	Meet	ingplace			
		Com	any	Flughafenbetrieb		
		Meet	ingplace	GPS-Container		
			ment			
		Docu	ment number	1010///BAUB//004	*	Edit document number
			on number			



8.1 Report General Data Printout

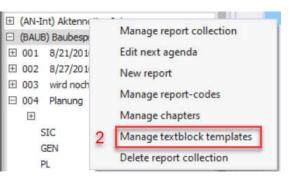
If the fields are not filled in, the following fields automatically slide together, e.g. if the leader is not filled in, the author moves to the upper line.

			🔀 Report m	anager			- 1	n ×
			Basic da	ta		Header Textblocks	s Next Meeting Administration	
			Shortname	BAUB				
			Longname	Baubesprechung ÖBA		Meetingleader	Waldherr	
			Report code	• 004		Author	Select entry	-
			Subject	Planung		Authorsign		
			Date	9/10/2016	*	Status	No Status	*
			Week/Year	36	2016	Report is locked		
			Time from	09:00	\$	Print status on r	report	
		الروادي المراجع والمراجع والم	Time until	15:00	\$	Meetingplace		
						Company	Flughafenbetrieb	-
					2	Meetingplace	GPS-Container	
Beispielproje	ekt				3			
perspicipioj		jour la company de la compa				Document		
						Document number	1010///BAUB//004 X Edit document number	
						Version number		
BESPRECHU	NGSBERICHT							
Baubesprechung	g ÖBA No.: 004							
Date of Issue:	10/1/2019	Project-no.:	BEISPIEL					
Date of Meeting:	9/10/2016		BAUB//004					
Time:	from: 9:00 AM to: 11:00 AM	Chairman:		o participants from	Project addressbook			
		chairman.	waluhen					
Place:	GPS-Container		J				Close E Save & dose	8
Subject:	Planung		L					

8.2 Report: Text blocks

In the textblocks tab, you can insert your textblocks at different points in the report. These are automatically transfered 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).





Basic data	а		Header Textblock	Next Meeting	Administration	i i	
Shortname	BAUB		Insert on cover				el Baubesprechung
Longname	Baubesprechung ÖBA		Fristen-Deckt			Fristen-Deddat Kapiteliste Mora	
Report code	004		Insert before firs	- abenan			
Subject	Planung		ander cat end or r	eport			4
Date	9/10/2016	*					
Week/Year	36	2016					
	09:00	0					
ime until	15:00	0				X Manag	e textblock templates
			Die Frist zum Ein nach Zustellung.				
			nach Zustellung.	Nach			tokoll als anerkannt.

8.3 Report: Next meeting

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)

🕽 Nächste Sitzung: Bei Bedarf 🔶 Textblocks

Next Meeting:	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	

ortname BAUB ngname Baubesprechung ÖBA port code 004 bject Planung te 9/10/2016 sek/Year 37 2016 Time from 09:00 the until 15:00	asic data	a		Header Textblock	s Next Meeting Administration				
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bort code 004 opiect Planung te 9/10/2016 e k/Year 37 2016 Time from 09:00 te 09:00 time until 15:00 Company Flughafenbetrieb Meetingplace GPS-Container	igname	Baubesprechung ÖBA			005				
Planung e 9/10/2016 sek/Year 36 09:00 e from 09:00 15:00 Company Flughafenbetrieb Meetingplace GPS-Container Position on report On cover End of report	ort code	004		-					
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On cover End of report					GPS-Container				
				Position on report	End of report				
Print-Template Nächste Besprechung 4				Print-Template	Nächste Besprechung	4 -			



Standard

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

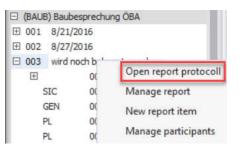
BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 003

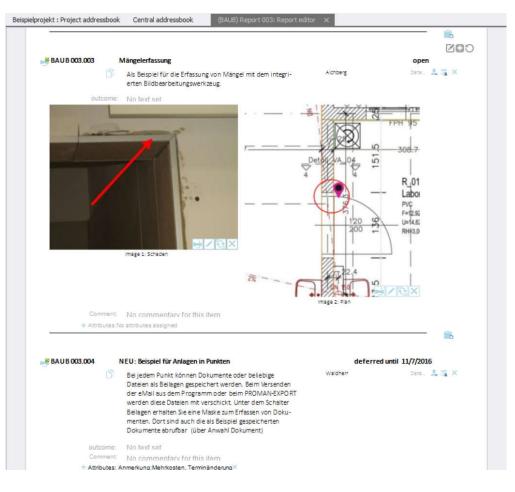
Date of Issue:	9/6/2016	Project-no.:	BEISPIEL
Date of Meeting:	9/3/2016	Docno.:	1010///BAUB//003
Time:	from: 9:00 AM to: 11:00 AM	Chairman:	Waldherr
Place:	GPS-Container		

Participants / Distributors

Name (w/o Title)	Function	Company	Phonemobil	present	Distr.	temporary
Waldherr	PS	GPS	+43 6769182356	•	•	0
Busch	ET	Busch & Czerny	+43 316654345	•	•	0
Keppler	BH	Flughafenbetrieb	+43 6649898567	•	•	0
Ecker	BK	Leitner	+43 69910203345	•	•	0
Aichberg	BM	Holzer Bau	+43 31124444241	•	•	0







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: Date of Meeting:	9/6/20 9/3/20						•						ect-r	
Time: Place:	4 S	epten	nber			1 20	16		Octob	er	F.		20	16 🕨
Subject:	SU	MO	TU	WE	ΤН	FR	SA	SU	MO	TU	WE	TH	FR	SA
	28	29		31	1	2	3	25	26	27	28	29	30	1
	4	5	6	7	8	9	10	2	3	4	5	6	7	8
Teilnehmer / Ve	11	12	13	14	15	16	17	9	10	11	12	13	14	15
Name (w/o Title)	18	19	20	21	22	23	24	16	17	18	19	20	21	22
Waldherr	25	26	27	28	29	30	1	23	24	25	26	27	28	29
Busch Keppler	2	3	4	5	6	7	8	30	31	1	2	3	4	5
Ecker Aichberg						Т	oday	Clea	ar					

Project-no.:	BEISPIEL	1
Docno.:	1010///BAUB//003	1
Chairman:	Waldherr	×
Writer:	No leader selected	×
Symbol:	No author sign selected	
Mailing-no:	Nothing selected	

Name (w/o Title)	Function	Company	Phonemobil	present	Distr.	temporary	
Waldherr	PS	GPS	+43 6769182356	•		0	JT /X
Busch	ET	Busch & Czerny	+43 316654345	•	•	0	A C / X
Keppler	BH	Flughafenbetrieb	+43 6649898567	•	•	0	JIT / X
Ecker	BK	Leitner	+43 69910203345	•	•	0 2	JUYX
Aichberg	BM	Holzer Bau	+43 31124444241	•	•	0 -	JI / X
Frank	BH	Flughafenbetrieb	+43 6649898566	0	•	0	JEXX
Müller	PS	GPS	+43 31639222014	0	•	0	3 1 / X
Schnatter	PS	GPS	+43 6769182734	•	•	0	JI / X
Höchtl	BH	Flughafenbetrieb	+43 3166789115	•	•	0	1 Z / X
Kastberger	ET	Kastberger	+43 345284214	0	•	0	SIT /X
Rauscher	BM	Holzer Bau	+43 31124444212	0	•	0	3 C / X
Mattersberger	GP	Planconsult	+43 6644223322	•		•	JE/X



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 defin	ied	

Participants / Distributors

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.

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PL		Bautafel
PL		Mängelerfass
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ttem sorting By chap By chap By chap Conservation Main view Groups All project All project All project Employees Company. GPS Holzer Bau Kastberge Leitner PAC-PS Planconsul PROMAN PROMAN		Filter Employee Fu (PS) Projekt (BM) Baumei (ET) Fachba (BK) Begleite
ttem sorting By chag By chag Conject add Search Main view Groups All project All project Employees Company. GPS Holzer Bau. Kastberge Leitner PAC-DS Planconsal PROMAN		Filter Employee Fu (PS) Projekt (BM) Baumei (ET) Fachba (BK) Begleite



Project-no.: BEISPIEL / Doc.-no.: 1010///BAUB/003 / Chairman: Waldherr × Writer: No leader selected × Symbol: No author sign selected Mailing-no: Nothing selected

120

2

Name (w/o Title)	Function	Company	Phonemobil	present	Distr.	temporary				
Waldherr	P5	GPS	+43 6769182356	•		0	-8	12	1	0
Busch	ET	Busch & Czerny	+43 316654345	•	•	0	-8	12	1	5
Keppler	BH	Flughafenbetrieb	+43 6649898567	•	•	0	-8	12	1	3
Ecker	BK	Leither	+43 69910203345	•	•	0	1	1	1	2
Aichberg	BM	Holzer Bau	+43 31124444241	•	•	0	-3	127	1	2
Frank	BH	Flughafenbetrieb	+43 6649898566	0	•	0	-8	12	1	\$
Müller	P5	GPS	+43 31639222014	0		0	-3	1	1	>
Schnatter	PS	GP5	+43 6769182734	•		0	-3		1	3
Höchtl	BH	Flughafenbetrieb	+43 3166789115	•	•	0	-3	1	1	3
Kastberger	ET	Kastberger	+43 845284214	0	•	0	-8	0	1	>
Rauscher	BM	Holzer Bau	+43 31124444212	0		0		67	1	-
Mattersberger	GP	Planconsult	+43 6644223322			•	1.0	÷.	1	3

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.

g: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

Beispielprojekt

Date of Meeting: 9/3/2016

Date of Issue:

Next Meetin

Time:

Place:

BESPRECHUNGSBERICHT

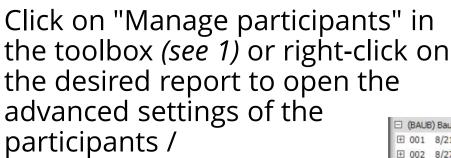
Baubesprechung ÖBA No.: 003

9/6/2016

GPS-Container

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

8.5.1 Participants / distributor: extended settings



distribution lists. *(see 2)*.

) Baubespred	hung ÖBA
⊞ 001	8/21/2016	
⊞ 002	8/27/2016	
□ 003	9/3/20**	
Ŧ		Open report protocoll
S	IC	Manage report
G	EN	New report item
P		Manage participants 2
PI	E.	Edit Agenda
P	L _e	Manage report item numbers
P	L	
Ö	в	Prepare for meeting
±Β	A	Print report (Print-Preview)
B	A	Print report as pdf
B	A	
✓ Show	chapter	Print report as rtf
Show	attachm	Print report as xlsx
Order	reports	Delete report
tem sortin	g:	Send e-mail

oolbox		5	×
0	Create new report item		
0	Create new report item and open detail		
0	Import report items		
0	Load report items		
×	Send e-mail		
8	Print report (Print-Preview)		
۰.	Print report as pdf		
D	Print report as rtf		
8	Print report as xlsx		
B	Prepare for meeting		
ľo	Open agenda for this report		
Po	Open agenda for following report		
*	Manage report		
	Manage chapters	1	
꾶	Manage participants		
	Manage textblock templates		



8.5.2 Participants / distributor: extended settings



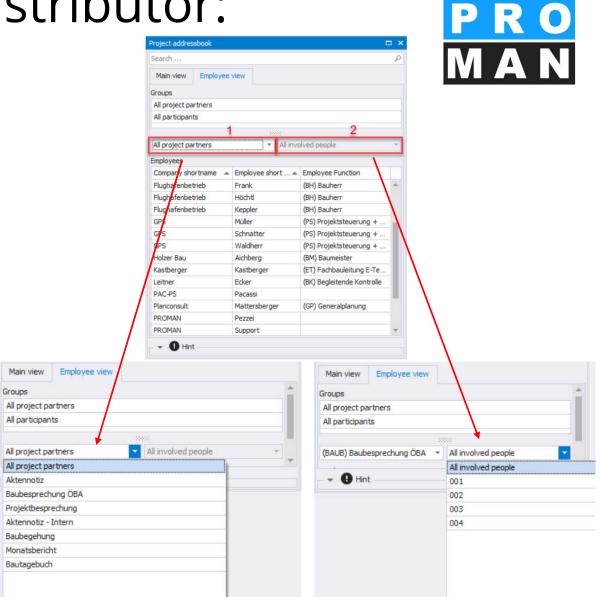
The administration of the participants consists of three areas:

- 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).

X PROMAN I	Phenix														-	□ ×
FILE EDIT	VIEW TOOLS	HELP														
Project address	book	1 □ # ×	Beispielprojekt :	Project addressboo	k (BAUB) Repo	ort 003: Parti	icipants/Ma	ailing Edit	or X	2			•	Toolbox	3	# ×
Search		م	Search										Q	1 m		
Main view	Employee view	1	Employee s 🔺	Company short	Default Function	Distributor	Present	from	to	Partially present	Excused	Represented by	Std.Distr	꾶	Add involved persons	
		No. State	Waldherr	GPS	PS	~	<							×	Remove participant	
All project part	ners 💌 Pick f	niter *	Busch	Busch & Czerny	ET	\checkmark	\checkmark									
Employees			Keppler	Flughafenbetrieb	BH	1	\checkmark						1	- Set a status	for all participants	
Company 🔺	Employee 🔺	Employee Fu	Ecker	Leitner	BK	1	\checkmark						T.			
Alle Bau	Alle Bau	*	Aichberg	Holzer Bau	BM	\checkmark	\checkmark						. <u> </u>	Presence	e 🗸 Distributo	r.
Alle Planung	Alle Planung		Frank	Flughafenbetrieb	BH	~							1	Excused		
Busch & Cz	Busch	(ET) Fachba	Müller	GPS	PS	\checkmark							1			
ERLAUCH	Erlauch		Schnatter	GPS	PS	\checkmark	1									
Fantasie	Unternehmen	,	Höchtl	Flughafenbetrieb	BH	\checkmark	~						1	- Sort order		
Flughafenb	Frank	(BH) Bauherr	Kastberger	Kastberger	ET	~							(1- 0-1-	and the first state	-
Flughafenb	Höchtl	(BH) Bauherr	Rauscher	Holzer Bau	BM	1								in sorting	numbers from project-en	pioyees
Flughafenb	Keppler	(BH) Bauherr	Mattersberger	Planconsult	GP	1	1	00:01		~	~		1	So So	tingnumbers from last re	port
GPS	Müller	(PS) Projekt														
GPS	Schnatter	(PS) Projekt												Print so	rting	
GPS	Waldherr	(PS) Projekt												017		
Holzer Bau	Aichberg	(BM) Baumei												O UI sort	ng	
Kastberger	Kastberger	(ET) Fachba												1		

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.



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).

Search			1			- 1	2			3		
Employee s 🔺	Company short	Default Function	Distributor	Present	from	to	Partially present	Excused	Represented by	Std.Distributor		
Aichberg	Holzer Bau	BM	\checkmark	\checkmark							x	
Waldherr	GPS	PS	\checkmark	\checkmark							x	
Busch	Busch & Czerny	ET	\checkmark	\checkmark							x	
Keppler	Flughafenbetrieb	BH	~	~							x	
Ecker	Leitner	ВК	~	~							x	
Frank	Flughafenbetrieb	BH									x	
Müller	GPS	PS	\checkmark								x	
Schnatter	GPS	PS		~							x	
Höchtl	Flughafenbetrieb	BH	~	~							x	
Kastberger	Kastberger	ET	~								x	
Rauscher	Holzer Bau	BM	\checkmark								x	
Mattersberger	Planconsult	GP	~	\checkmark	00:01		1	1		V	x	

8.5.5 Participants / distributor: extended settings

- The following actions are simplyfied 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).*

墨	Add involved persons	1
×	Remove participant	
Set a status for al	participants	
Presence	Distributor	2
Excused	Std.Distributor	
	Sortingnumbers from last report	_
Print sorting	Sortingnumbers from last report	3
UI sorting		
×	Close	
9	Save	



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



8.6 Protocol View: Create and Edit report item

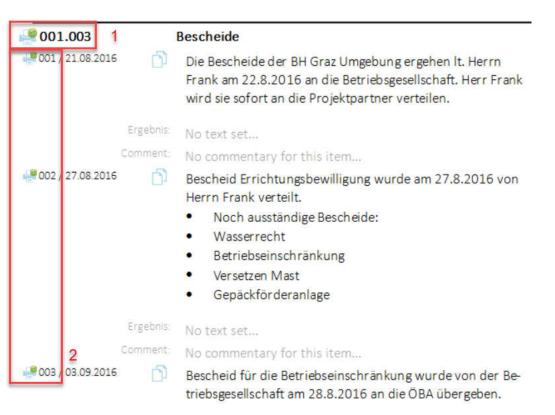
- With a click in the text field, the current information on the report item can be entered / edited.
- Involved can be placed on the right using drag & drop.
 - (1) is an post appointment
 - (2) is the main responsible
 - X for deleting the involved person
 - With or without target date

GEN	Genehmigungen		+
9001.003	Bescheide		open
9002 / 27.08.2016	 Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt. Noch ausständige Bescheide: Wasserrecht Betriebseinschränkung Versetzen Mast Gepäckförderanlage 	Frank	22.08.2016
C 2003 / 03.09.2016 C + At	Ergebnis: No text set	Frank GPS	2 1



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)





8.6.1 Report item Create & Edit

016	
Open report protocoll	
Manage report	
New report item	
Load report items	
	Open report protocoll Manage report New report item 1



BAUB 002.002	Bautafel		open	□ 003 9/3/2	016	NOE T1
- 002/27.08.2016	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger	03.09.2016	GEN	003.0	Edit report item 2
003/03.09.2016	GP übergibt das Layout in der nächsten Baubesprechung. Das Rendering musste neu erstellt werden.	Mattersberger	03.09.2016	PL PL PL PL	0(0(0(0(New subreport item Append report item as subreport item Move this subreport item Delete report item
		8	3 🕵			

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).

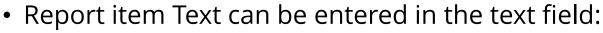


8.6.1 Extended report item settings

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

Beispielprojekt : Project addressbook (BAUB) Report 003: Report item editor 🗙	 Toolbox 			# ×
Code 002.002	0	Create ne	w report item	
Shortname Begutachtung Lüftungschacht 1 Report item history	ŏ		n in chapter	
Chapter (PL) Planung • 002/8/27/2016	ŏ		titem for this item	
Status Info_Standard To Baufirma und ÖBA übermittelt.				
Status text one time info				
Show calendar weeks	\times		d e-mail	
Do not print item	8	Print report	(Print-Preview)	
Additional item information Images after content	-	Print re	port as pdf	
	壘	Print re	port as rtf	
002.002/003/1 002.002/003/2	8	Print re	port as xlsx	
3	6	Prepare	for meeting	
	ľo	Open agend	a for this report	
	ľo	Open agenda	for following report	
Attachment				
4 🔀 Edit report item history	A	Manage rer	ort item images	
			t item documents	
Content Comment Free text	*		t item attributes	
	้อ			
🔸 🏕 🍦 🕼 🎖 🕜 🕼 🍦 🖽 🗄 튼 튼 패 • 패 패 패 프 프 프 프 퍼 🍨 · ザ Austrian German 🔹 🍦	<u>بوا</u> الم		amer preview	
🖏 B I U S X ² X ₂ A + Calibri Light + 10 + A A A A ** + - M A Chapter legend -	- <u>1</u>	Manag	e chapters	
📧 🖁 (1) (1) (1) (2) (1) (3) (1) (4) (1) (5) (1) (6) (1) (7) (1) (8) (1) (9) (1) (10) (1) (1) (12) (1) (13) (1) (4) (1) (15) (1) (17) (1) (18) (1) (17) (1) (18) (1) (17) (1) (18) (1) (17) (1) (18) (1) (17) (11) (18) (1) (17) (11) (18) (11) (11) (11) (11) (11) (11				
Als Beispiel für Bilder im Protokoll sind hier auch zwei Bilder eingefügt.				
		Previous item	Next item	
Text from point (optional)				
	0		Close	
*	W		Close	
	l pa		Save	
Company Shortn 🔺 Default Fu Main Complet Com Pos Print empl Print func Beg Begi Reminder Print comp				
All project X	5 [19]	Sa	ve & dose	
		Save an	id next item	*

8.6.1 Extended report item settings



- 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

	rioject douress			T
Delow):	Search			P
 Main responsible 	Main view	Employee vie	ew 3	
 Main responsible 	Groups			
	All project par	tners		
(see 4)	All participants	S		
Construction				
 Completed to be 	All project par	tners 🔻 P	ick filter	
•	Employees			
(see 5)	Company A	Employee s	🔺 Employee	
	Alle Bau	Alle Bau		*
		1 M 1 M 1		

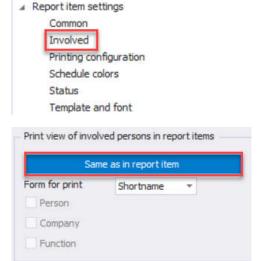
- Completed is (see 6)
- Post appointment (see 7)

Project address	book		łх	Content	Comment	Free t	ext													
Groups	Employee view	3	٩		B I <u>U</u>	s x	² X ₂ <u>A</u>	• Ca		•	10 🔻	A A	A	• <u>/</u> • ;		🔏 Ch	apter leg	end Sele	ect textblock	
All project part All participants									von der Bau				.12.1.	13 . 1 .					9 • 1 • 20 • 1 • 2	
All project parts	ners 🔻 Pick fi	lter	· · · ·																	
Company A	Employee s 4	Employee																		
Alle Bau	Alle Bau		*																	
Alle Planung	Alle Planung																			
Busch & Cze	Busch	(ET) Fach																		
ERLAUCH	Erlauch									-		~	7							
Fantasie	Unternehmen								4	5		6	1							
Flughafenbe	Frank	(BH) Bauh															0000			
Flughafenbe	Höchtl	(BH) Bauh		Company	Shortname	I	Default Funct	tion Ma	ain responsible	Completed	d to be 0	Completed i	s Post a	p Prir	nt employe	e Print fi	unction E	Begin targe	t Begin actu	al Reminde
Flughafenbe	Keppler	(BH) Bauh			All projectpa	artners														
GPS	Müller	(PS) Proje																		
	Schnatter	(PS) Proje																		
GPS																				



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!

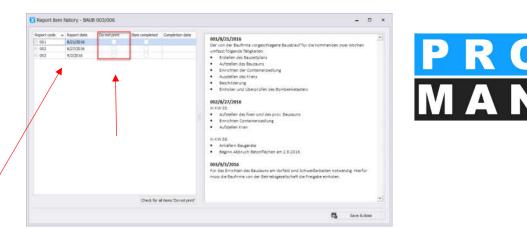


							20000				-			
Company	Shortname	*	Default Function	Main responsible	Completed to be	Completed is	Post app	Print company	Print employee	Print function	Begin target	Begin actual	Reminder	
Busch & Cze	Busch		ET		9/23/2019				V					x
Holzer Bau	Rauscher		BM		10/9/2016				\checkmark					x
								L			-			



8.6.1 Advanced report item settings

ode	3	001.006													
hortname	2	Bauablauf							Re	eport	tem his	story			_
hapter		*		001	/8/21/	2016			A						
atus offen_Standard -								Der von der Baufirma vorgeschlagene Bauablauf für die kommenden zwei							
tatus tex	t	open										ur die kommer fasst folgende		n:	
Show c	alendar week	s								•		n des Bauzeitp			
	print item	-								•		len des Bauzau	Sector Sector		
	tional item info	ormation								•		ten der Contai len des Krans	inersiedlur	ng	
ALCONO	fore content			Images afte	r conten	t						derung			
												en und Überpr	üfen des		
								- 1				nkatasters		/	
								- 1							
4			b.	4							/8/27/3 N 35:	2016			
				84						In K		len des fixen u	nd der nr		
ttachmen	nt			Attribute	name	Attribut	e value			-	Paulater	en des lixen d	nu des pro		*
				(Anmerku	ing) A	(Mehrko	sten) M	*	2	<		Edit report iter	m history		
				(Anmerku	ing) A	(Termin	änderun	-		•					-
Content	Comment	t Free tex	ĸt	(Anmerku	ing) A	(Termin	änderun	Ŧ	1						_
	Comment			ļ			29995		1	l.	षा	<u>er</u> - 🌫 1	Austrian Ger	rman *	-
*		i % (3 6	ti 1 → 1 1	= 1=	⊨ =	• •		1 E 3	E 3				rman 🔻] =
*	-> = B I <u>⊔</u>	ີ່∎ ‰ີ (<u>ມ</u> ຣ x²	ງ∣ເ x,	li ⊋ I A → Cal	≡ ¦Ξ İbri Light	₩	• = • =	⊒[1 王 3 A	≣ ∃ A	A 🏜	• = #	A		- -
* >>		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
 		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	• = #	AB 5 - 1 - 16 - 1	1 + 17 + 1	
* >>		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
* >>		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
* >>		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
* >>		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 	• II • 10	☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
Fi		¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	1 - ↓ I A - ↓ Cal	≣ ∦⊟ İbri Light	₩ 		☶[1 E 3 A	Ē ∃≣ A [*]	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	
* 3) FI	B I L	¹ ¹ → 1 <u>1</u> → X ² 2 + 1 + 3 + 1	S [X,	n = A → Cal I · 5 · I · 0 am Vorfeld	≣ ∦⊟ İbri Light	t _ m ∙ i • 8 nweißarb	• II • 10	≡ [• • 10, • wendi	1 E 3 A 1 1 + 111 ig. Hier	E ∃ A titta	A 🏜	M	AB 5 - 1 - 16 - 1	1 + 17 + 1	*
Fi	B I L	L S X ² 2 · i · 3 · i aten des Bau	2 [X ₂] 1 1 4 1 zauns a	1 - ↓ I A - ↓ Cal	E IE bri Light 5 · 1 · 7 sind Sch	t _ m ∙ i • 8 nweißarb	 	≡ [• • 10, • wendi	1 E 3 A 1 1 + 111 ig. Hier	E ∃ A titta	A ab	•	AB 5 - 1 - 16 - 1	I + 17 + I osgesells Print o	• • •



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 Print report items with If permanent info, prin	content or deviant involved	l persons only	 Report item settings Common Involved Printing configuration Schedule colors Status Template and font Z-mail and Agenda E-mail: report textblocks E-mail: agenda textblocks 	
Print settings		•	Agenda defaults & textblocks	¥
Print items	Only the last	▼ 5 ⁺ contents	Copy collection settings	
only if report item cont	ains content		Projects Choose project	٣

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		open	· ·	
Jee 001 / 8/21/2016	Ď	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt früh- estens ab 22.9.2016.	All project p	DauerInfo_Standard erledigt_Standard inbearbeitung_Standard	Beschluss permanent Info completed in progress	Will not be taken to the next report. Will be taken to the next report Will not be taken to the next report Will be taken to the next report.
	Ergebnis:	No text set		Info_Standard offen_Standard	one time info open	Will not be taken to the next report. Will be taken to the next report
	Comment:	No commentary for this item		storniert_Standard	canceled	Will not be taken to the next report.
🕌 003 / 9/3/2016	D	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die	Busch Rauscher	Wiedervorlage_Standard zurückgestellt_Standard	Resubmission deferred until	Will be added at the defined date to a report in the Will be added at the defined date to a report in the
		Mastfundamente.				
		Die Baugruben für die Fundamente werden von der Baufir- ma hergestellt.				

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.



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.

Code	003.002								
Shortname	Mängelerfassung								
Chapter	(PL) Planung								
Status	Info_Standard				•				
Status text	tatus text one time info								
Do not print it					_				
Images before co	ntent	1	images after content						
003.002/00	3/1	1	003.002/003/2	003.002/003/3					

<u>_</u>	Manage report item images	2
Ľ	Manage report item documents	
*	Assign report item attributes	
ව	Show beamer preview	
1- 3- 1-	Manage chapters	



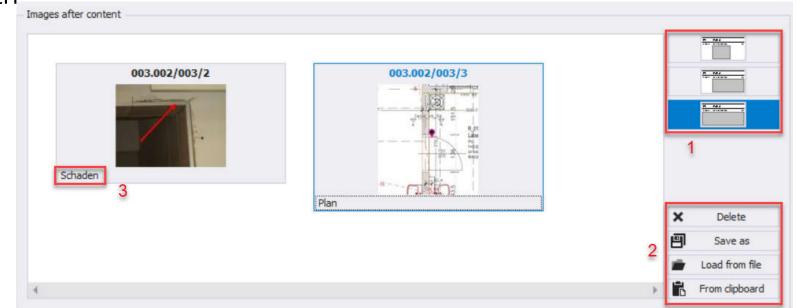
8.8.1 Advanced Settings: pictures



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

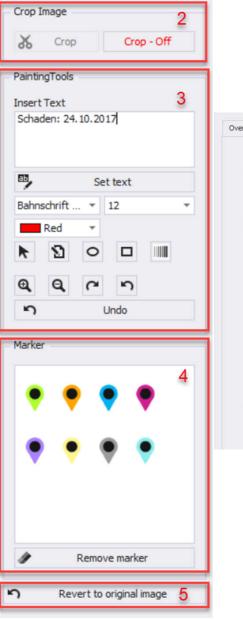
- to select the desired storage location or load images from the clipboard (see 2).
- You can insert two images next to each other.
- Title of the image (see 3)



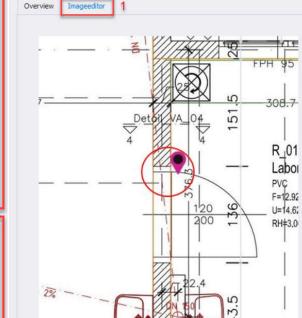
8.8.1 Advanced Settings: pictures

- In the tab "Imageeditior" (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.

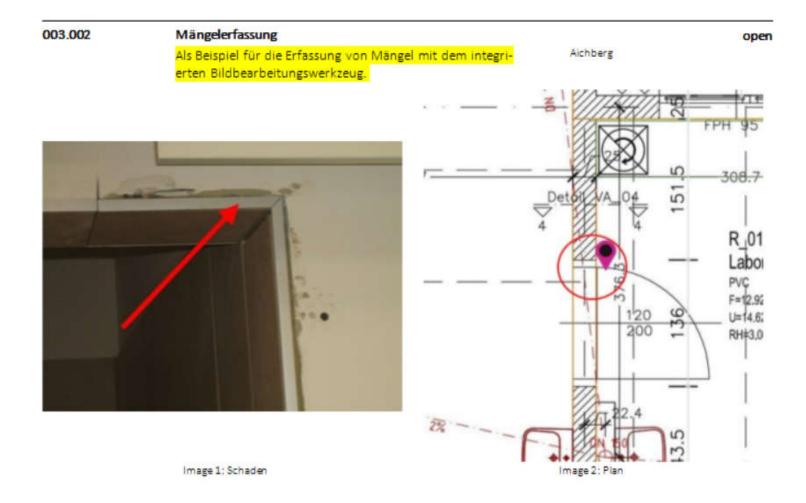








8.8.1 Advanced Settings: pictures



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!

<u>_</u>	Manage report item images
	Manage report item documents 2
*	Assign report item attributes
ð	Show beamer preview
1- 3 1-	Manage chapters

Reactivated	Reactivation date	
Show calendar weeks		
Do not print item		
use as Item-Template		
 Additional item information 		
Images before content	Images after content	
4	► 4	
۹ Attachment	Attribute name	Attribute value
Raumliste.xls		
	Attribute name	ung (Mehrkosten) Mehrkosten
Raumliste.xls	Attribute name (Anmerkung) Anmerku	ung (Mehrkosten) Mehrkosten

	2	Document-code	003.003/2			Sort	ing Numbe	er O
Open file	J:\PROMAN32\BeispielVorla	gen\Raumliste.xls						
Title	Raumliste.xls							
Description								
Created by:	test		Modified by:	test				
Creation date:	test 4/9/2017 10:34:00 AM ocumentattachment in the da		Modified by: Date modified:		10:34:00 AM			

8.8.2 Advanced Settings: attachments

- Points can be supplemented with attachments
 - PDF are also printed and stamped with the report item code.
 - all others are automatically included with the e-mail dispatch

BAUB 003.003

NEU: Beilagen zu 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)

Item 003.003/3

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

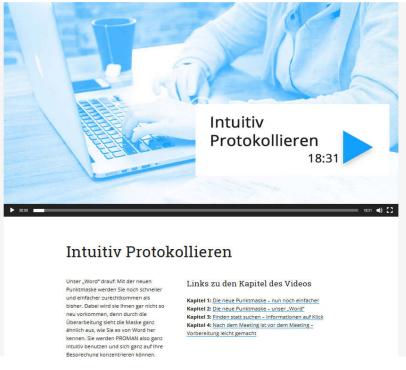
From office@proman.at 15 Tage? Mo 13 04 09 Fr 01.05.05 = WS-Fassad WWS-Fansade 15 Tage? Mo 13.04.09 Fr 01.05.01 teilnehmer1@proman.at; teilnehmer2@firma.at To... Mo 13.04.09 Send Mo 15.09.08 Cc... Bcc... Subject Projekt: Beispielprojekt, Besprechungsbericht: BAUB Baubesprechung ÖBA, Nr. 004 Vertrieb und Marketing Attached BEISPIEL Beispielprojekt BAUB 004.pdf (272 KB); Beilage 1.xlsx (14 KB)

Sehr geehrte Damen und Herren,



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/



9.1 Changing report item number



- Change number
- E 003 9/3/2016 Open report protocoll + SIC Manage report GEN New report item PL Load report items PL Import report items PL PL Manage participants PL Edit Agenda ÖB E BA Manage report item numbers
 - It is only possible in the selected report
 - The report item must have been created in this report

001 (BA) Bauausführung 7 Bewachung 002 (PL) Planung 4 Mängeler fassung 003 (PL) Planung 4 NEU: Beispiel für Anlagen in Punkten 004 (PL) Planung 4 Helmtragepflicht 005 T1		IA) Bauausführung		Keyword	Status
003 (PL) Planung 4 NEU: Beispiel für Anlagen in Punkten 004 (PL) Planung 4 Helmtragepflicht	(P		7	Bewachung	offen 😡
004 (PL) Planung 4 Helmtragepflicht		L) Planung	4	Mängelerfassung	open
	(P	L) Planung	4	NEU: Beispiel für Anlagen in Punkten	deferred until
005 T1	(P	L) Planung	4	Helmtragepflicht	Beschluss
	1			T1	offen
→ O Hint					

- 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

0.2	Genehmigungen		
0.2 001.002	Genehmigung Umsetzen Masten		oper
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 erar- beitet. Dieser ist von der Firma Schillingzu überprüfen (Koordination durch Herr Busch). Weiters sind die stati- schen Berechnungen der Fa. Schilling beizubringen.	Busch, Busch & Czerny	
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 Busch, Busch & Czemy	10.09.201 03.09.201

Chapter / Report number / Item number

9.2 Comments in the report & Meeting **PRO** preparaton **MAN**

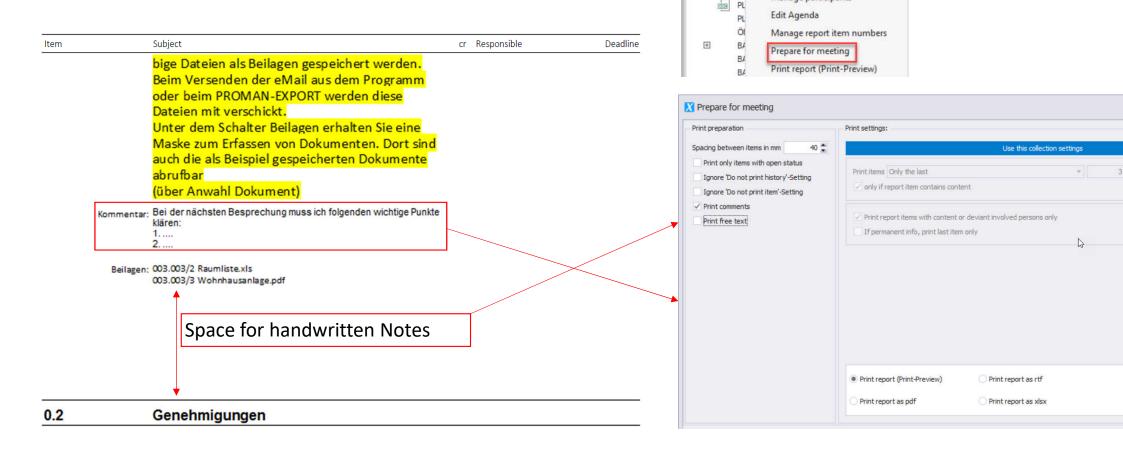
In the comments you can write your notes for the next report

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

100	003.001 003/03.09.20		Bewachung Falls eine Zug Baustellenfrer besteht, hat d der Arbeitszei	nde infolge ni ie Baufirma fi	cht gesc	hlossen	en Bauz	auns 💄	(<u></u>)				open Solldatum 10.02.2016
	a second second	imentar;	Kein Text geset meine Informa Punkt: (diese Vorbereitung a	ationen für die können nur ir	n Ausdru			sem]				
Attachmer			t.										i 15
Attaci inci					*		E	dit report ite	em histor	ry			
Content	t Comment	Free text			2002								
*			(= = (A →Arial	= = = •			E ⊒ 9∏ A ªb2						
			4 • 1 • 5 • 1 • 6 •								1.1	I (18)	
	/orbereitung		die nächste Sitzu verden)	ng zu diesem P	unkt. (dies	e konner	i nur im A	USOTUCK P	TOLOKO	211			
												Ŧ	1
Company	Shortna 🔺	Default Fu	Main responsible	Completed to be		Post a	Print emp	. Print fu	B	. Re	F	Print company	
GPS	Waldherr	PS					×				x		
Holzer B.	Rauscher	BM	1	2/10/2016			1						

9.2 Comments in the report & Meeting Preparation

Allows you to create notes for your next report.



Open report protocoll

Manage report

New report item

Load report items

Import report items

Manage participants

00

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G

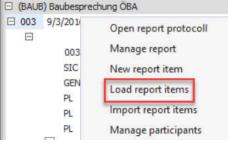
PL PL

PL

9.3 report item Load&Delete

- With the option "Load report items" you can inclued 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.

003 9/:		003.005 T1
	003.005.a	T2
	SIC	Edit report item
	GEN	curreportitem
	PL	New subreport item
	PL	Append report item as subreport item
	PL	4275 1473 14
000	PL	Move this subreport item
	PL	Delete report item



Alle reports		Ψ.					
election	Code	Status	Status text	Shortname	Chapter	Content	
	001.001	completed	erledigt	Sicherheitsschulung	(GEN) Genehmigungen		
	001.005	open	offen	Planverteilung	(ÖB) Örtliche Bauaufsi		
	001.004	completed	erledigt	Planlieferung / Planungsstand / Vorlaufzeiten	(PL) Planung		
	001.007	completed	erledigt	Bauzaun	(BA) Bauausführung		





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)

hort	Long	Value	a	Туре	
inderungen	Änderungen		x	List of Key-Value pairs	
				Value 3	
				Choose a value	
				01 Fundierung 02 Portal 03 Garagenabfahrt 04 Fassade	
Änderungen) Änderu	ungen 2				

Manage report item images

Manage report item documents

Assign report item attributes

Show beamer preview

Manage chapters

12

×

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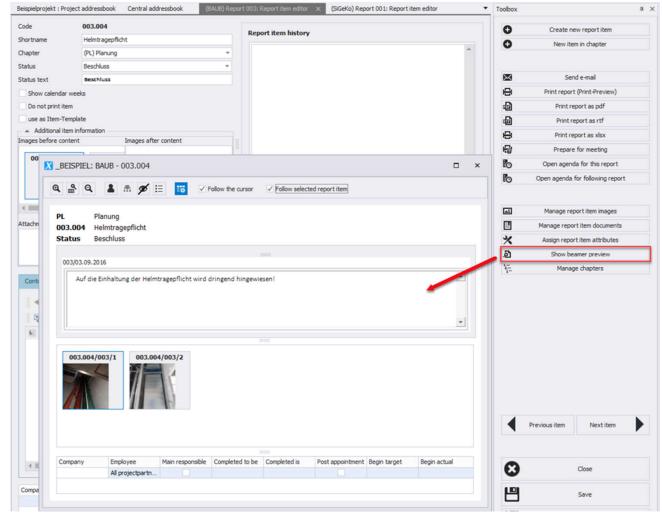
1-- 6

PRO MAN

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



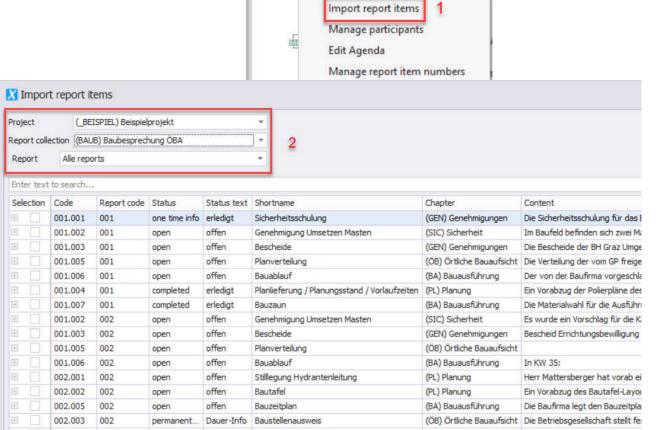
9.6 import report items from another report collection or project

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)*



New report item

Load report items

9.6 import report items from another report collection or project



The search allows you to search for Select the items to be imported a specific report item title and content. (see 1) 3)

individually (see 2) or all at once. (see

Bescheid		1					
Selection	Code	Report code	Status	Status text	Shortname	Chapter	Content
± 🗌	001.003	001	open	offen	Bescheide	(GEN) Genehmigungen	Die Bescheide der BH Graz Umgebung er
± 2	001.003	002	open	offen	Bescheide	(GEN) Genehmigungen	Bescheid Errichtungsbewilligung wurde a
± []	001.003	003	open	open	Bescheide	(GEN) Genehmigungen	Bescheid für die Betriebseinschränkung
4							
-							
0	Un-/selec	t all	3				

9.6 import report items from another report collection or project



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

pply to history text Apply complete item history Project short name Report collection short name Report code Meeting date Old report code	History text - report item de Report item short name Content text Comment Free text	Assignments Chapters Images Documents Attributes	New report item status		

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

9.7 Report item: Text and involved Examples



1	Planung			Item	Subject	r Responsible	Deadline
1 002.001	Stilllegung Hydrantenleitung		open	0.2 001.003	Bescheide		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	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014	001 / 21.08.2014	Die Bescheide der BH Graz Umgebung ergehenlt. Herrn Frank am 22.8.2014 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.	Frank, Flughafenbetrieb	22.08.2014
	Feldberg muss abgewartet werden.			002 / 27.08.2014	Bescheid Errichtungsbewilligung wurde am 27.8.2014 von	Frank, Flughafenbetrieb	22.08.2014
003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014		Herrn Frank verteilt. Noch ausständige Bescheide: Wasserrecht		
1 002.002	Bautafel		open		Betriebseinschränkung		
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger, Plancon:	03.09.2014		Versetzuen MastGepäckförderanlage		
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. 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	Frank, Flughafenbetrieb HerrSchnatter, GPS	22.08.2014
2	Örtliche Bauaufsicht				<mark>übergeben.</mark>		
2 002.003	Baustellenausweis	5	one time info	0			
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 lau- fend aktuelle Mitarbeiterlisten an die ÖBA zu	Alle Teilnehmer					

Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.

übermitteln (Name, Geburtstag, von-bis auf der

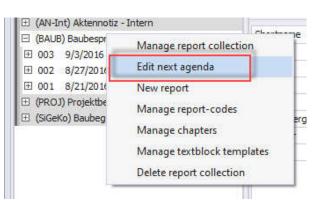


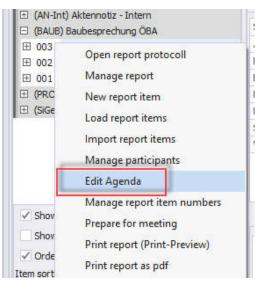
9.8 Invitation & Agenda Function

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.

	t : Project addressbool	Agenda: BAUB 004						Toolbox	4 S
Title	Einladung			Suggestions			*	Add from last report:	
Date	9/3/2016			× from 9:00 AM	🗘 🗙 uni	il 11:00 AM	‡ x		
Company	Select entry			 Meetingplace 	GPS-Container			Add involved person	S
	ber Agenda/1010/BAU	3/004				Edit default document numb	a	Add participants	
Shortname		Function	Company short	from	until	Comment		Apply to all invited people:	
Aichberg		BM	Holzer Bau				x	From: 🗸 00:00 🌐 🗶 Until: 🖌 0	00:00 🗘 🗙
Rauscher		BM	Holzer Bau				x	Comment:	
Busch		ET	Busch & Czerny				x		x
Frank		BH	Flughafenbetrieb				x		~
Mattersberge	c	GP	Planconsult				x	Crist and an	
Schnatter		PS	GPS				x	Sort order:	
Waldherr		PS	GPS				x	} Sortingnumbers from project↔	employees

9.8 Invitation & Agenda Function

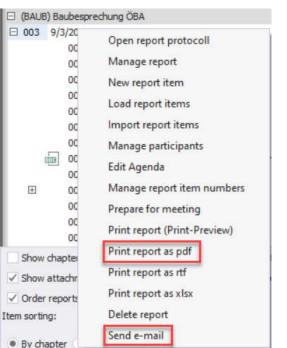


In the toolbox you can select which elements should be used to create the agenda list. After clicking on "Add selected", the agenda is automatically created in the "Free text" tab. This can then be edited manually:

Textblocks:				Add report pa	arts as free text:
Textblocks before the list of invited people Textblocks after the list of invited people	×	Manage textblock temp	lates	Chapter r Chapter r Report ite	ems (w/o content)
Free text before list	Textpreview			E	Add selected items
 ★ ★ ↓ B I U S X² X₂ A ↓ Calibri U 1 1 1 2 1 1 3 1 1 4 1 1 5 1 1 6 1 1 01.01 Security 	* 13 * A A	= #A 88 ‡ = * 🕍 A			
001.002 Approval Moving masts	Busch Rauscher	open			
01.02 permits	7n	7.1			
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





Beispielprojekt BESPRECHUNGSBERICHT Baubesprechung ÖBA No.: 003

9/6/2016	Project-no.	BEISPIEL
9/3/2016	Docno	1010///BAUB//003
from: 9:00 AM to: 11:00 AM	Chairman:	Waldherr
GPS-Container	Writer	Kastberger
Bauablauf		
	9/3/2016 from: 9:00 AM to: 11:00 AM GPS-Container	9/3/2016 Doc-no. from: 9:00 AM to: 11:00 AM Chairman. GPS-Container Writer:

Participants / Distributors

Name (w/o Title)	Function	Company	Phone mobil	present	Distr	temp
Waldherr	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182356	•	٠	0
Busch	ET	Busch & Czemy, Ingenieurbüro für Telekommunikation	+43 316664345	•	•	0
Keppler	BH	Flughalen BetriebsgesmbH	+43 6649898567	•	٠	0
Ecker	BK	DI Hans Leitner, Ziviltechnikerges m b H.	+43 69910203345		٠	0
Aichberg	BM	Holzer BaugesmbH	+43 31124444241	•	٠	0
Frank	BH	Flughafen BetriebsgesmbH	+43 6649898566	0		0
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 31639222014	0		0
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182734			0
Höchti	BH	Flughafen BetriebsgesmbH	+43 3166789115		٠	0
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	+43 345284214	0	•	0
Rauscher	BM	Holzer BaugesmbH	+43 31124444212	0	٠	0
Mattersberger	GP	Planconsult GesmbH	+43 6644223322			

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

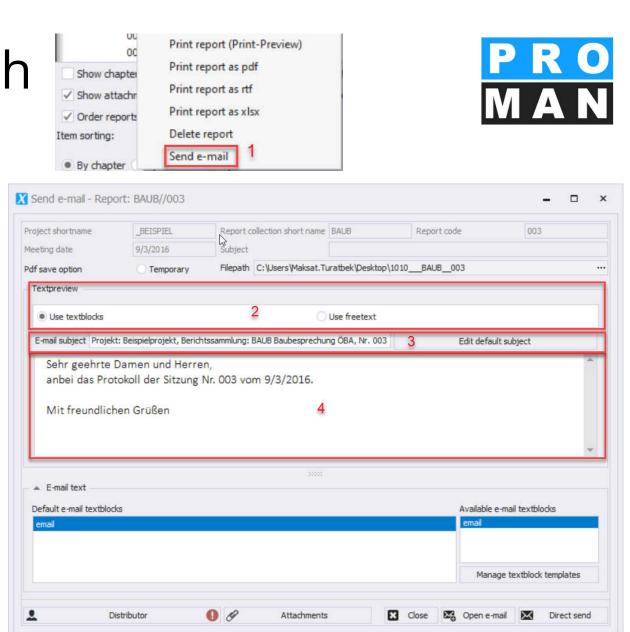
_	From +	office@proman.at	Next Meeting:	Number: Subject Date: Time:	004 Planung 9/10/2016 from 9:00 AM till 3:00 PM
end	То	teilnehmer1@proman.at; teilnehmer2@firma.at		Meetingplace Company: Address	PS-Container Flughaten BetriebsgesmbH AT 8070 Graz Flughatenstr. 21
	Cc				
	Bcc				
	Subject	Projekt: Beispielprojekt, Besprechungsbericht: BAU	JB Baubespre	chung Ö	BA, Nr. 004 Vertrieb und Marketing
	Attached	BEISPIEL Beispielprojekt BAUB 004.pdf (272 K	<u>B); 🖬 Beilag</u>	e 1.xlsx (<u>14 KB)</u>

Sehr geehrte Damen und Herren,

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).

Default e-mail textblocks				Available e-mail	textblocks
				email	
				Manage te	xtblock templates

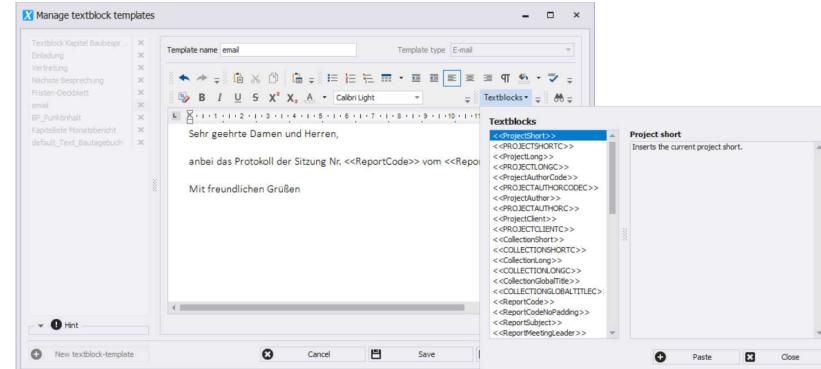
PR

				0	Add		
				Addressingtype	То		
				E-mail	🥑 kast	berger	gbau.at
		1					
Alter	mative distributors						
	GP5	DI Bernhard Müller	muellerb@pps.com	То		2	
	GPS	Ing. Jörg Waldherr	waldherrj@gps.com	То		2	
	GPS	DI Michael Schnatter	schnatterm@gps.com	To		4	
	Flughafenbetrieb	DI Gertrude Kepler	kepler@amgraz.at	To		2	
0	Kastberger	Ing, Franz Kastberger		То		*	
	Flughafenbetrieb	DI Josef Höchti	hoechtl@amgraz.at	То		2	
	Leitner	DI Vera Ecker	ev@leitner-zt.at	То		1	
	Busch & Czerny	Ing. Rudolf Busch	busch@bc.at	To		1	
	Holzer Bau	Andreas Aichberg	a.aichberg@holzerbau.at	To		1	
	Holzer Bau	Ing. Albert Rauscher	a.rauscher @holzerbau.at	To		2	
	Planconsuit	DI Michael Mattersberger	office@planconsul.at	TP		V	
	Company short Flughafenbetrieb	Employeename DI Dieter Frank	E-mail address frank@amgraz.at	Addressingtype	Send e-mail	12	

10.2 Sending an e-mail: text blocks



 enable fast and standardised transmission of reports



12. evaluation

Default: all content available

X PROMAN Phenix				
FILE EDIT VIEW	TOOLS HELP			
Project View	Show central addressbook			
а	Settings			
Search	Central layout manager			
 (_BEISPIEL) Beispielp (_BEISPIEL) Beispielp (AN) Aktennotiz (AN-Int) Aktennotiz (BAUB) Baubespred 003 9/3/2016 	Laptop-Mode Project & Report Export Project & Report Import			
001.002	Search and Reporting			



Beispielprojekt :	Project addressb	ook Search an	nd Reporting 🗙								Toolbox	#
Drag a column h	eader here to gro	up by that column	i.								Filter	Printing
Report item 🔺	Report collecti	Chapter short	Chapter long	Report code	Report date	Subject	Status (Report)	Status (Item)	Content	Report item sh	B	asic selections
001.001	BAUB	GEN	Genehmigungen	001	8/21/2016		No Status	one time info	Die Sicherheit	Sicherheitssch 🔺		Folders
001.001	BAUB	GEN	Genehmigungen	002	8/27/2016		No Status	completed		Sicherheitssch		roiders
001.001	PROJ			001	6/22/2016		No Status	open	Übernahme a	Bauzeitplan		Report collections
001.001	AN-Int			001	6/1/2016		No Status	one time info	Errichtung ein	Projektziel		Reports
001.001	AN			001	10/11/2016		No Status	one time info	Die Kosten für	Projektkosten		httporto
001.001	SiGeKo			001	8/8/2017		No Status	permanent Info	Angefallener	Aktuelles		Report Items
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		- 🔺 A	dvanced selection
001.002	BAUB	SIC	Sicherheit	001	8/21/2016		No Status	open	Im Baufeld be	Genehmigung		Characher
001.002	BAUB	SIC	Sicherheit	002	8/27/2016		No Status	open	Es wurde ein	Genehmigung		Chapters
001.002	BAUB	SIC	Sicherheit	003	9/3/2016		No Status	open	Die Maststatik	Genehmigung		Item-Status
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		Employee groups
001.002	AN			001	10/11/2016		No Status	one time info	Aus den Proje	Ausschreibung		Companies
001.002	SiGeKo			001	8/8/2017		No Status	one time info	Die Lüftungsa	Lüftungsanlage		Involved
001.002	PB	2.	Projektkosten	001	11/27/2017		No Status	permanent Info	Status Tr			Invoived
001.002	BT	Einsatz	der Arbeitskrä	001	3/18/2019		No Status	open	10 ST1			Keywords
001.003	BAUB	GEN	Genehmigungen	001	8/21/2016		No Status	open	Die Bescheide	Bescheide		Attributes
001.003	BAUB	GEN	Genehmigungen	002	8/27/2016		No Status	open	Bescheid Erric	Bescheide		Actibutes
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	-	🕲 Reset all filter
001.003	AN			001	10/11/2016		No Status	one time info	Die jeweiligen	Verfahrensart		Q Start analysis
001.003	SiGeKo			001	8/8/2017		No Status	in progress	Der abgesteck	Schutzgitter		

12. evaluation

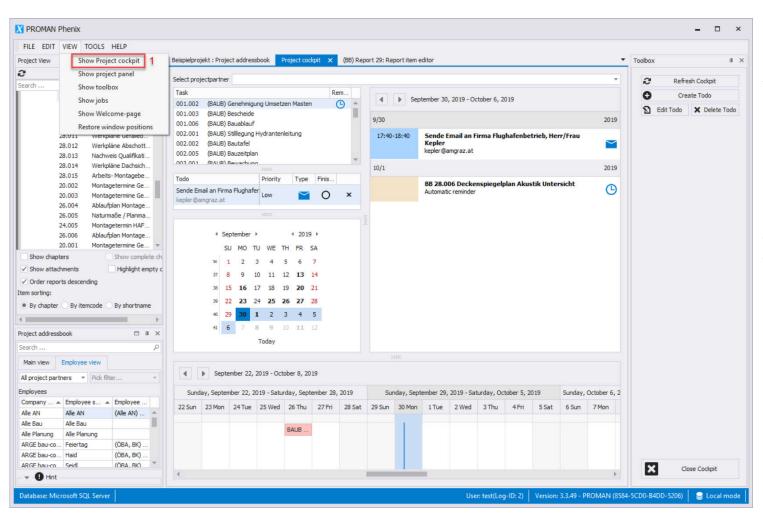
• filter options

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

oolbox	ú ×
Filter Printing	
Basic selections	
✓ Folders	
♥ Folders	
✓ Reports	
✓ Report Items	
Advanced selection	
← Chapters	
A Item-Status	
Take only newest item into account	
Select all	
Beschluss (one time info)	
DauerInfo_Standard (permanent Info)	
Dauer-Info_Standard (permanent Info) erledigt_Standard (completed)	
in Arbeit_Standard (in progress)	
inbearbeitung_Standard (in progress)	
Info_Standard (one time info)	
offen_Standard (open)	
Open_Calibri Light 9636273308417943546 (open)	
storniert_Standard (canceled)	
Wiedervorlage_Standard (Resubmission)	
zurückgestellt_Standard (deferred until)	
✓ Employee groups	
✓ Companies	
✓ Keywords	
🕲 Reset all filter	
Q. Start analysis	







PRO MAN

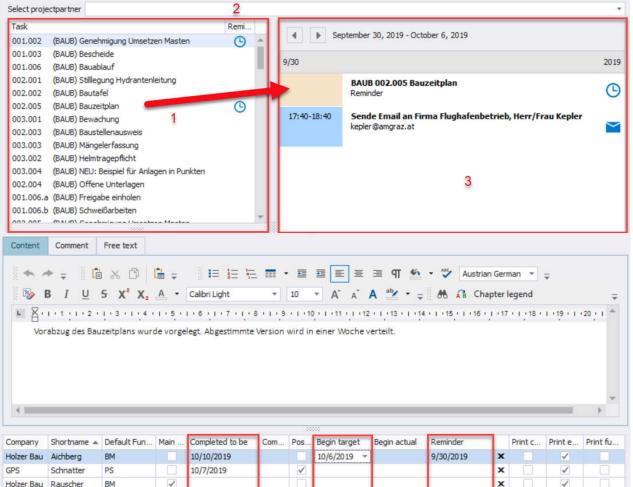
Via View -> "Show **Project Cockpit"** you can access your individual task management for your project. (see 1).

Here you have an overview of all tasks!



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".





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.

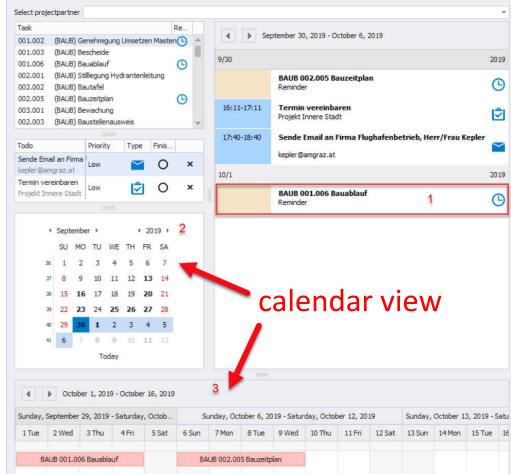
Project addressbo	ook	□ # ×	Beispielproje	ekt : Project add	ressbook	Project cockp	it 🗙 (BAUB) Re	port 003: Re	eport	t item editor				
Search		م ر	Select proje	ectpartner											
Main view E	imployee view		Task	new external					Remin	11	test test		_		
All project partne	ers 🔻 Pick filt	er +	001.002	(BAUB) Genehr	nigung Umse	tzen Masten			() ^		I I I Se	ptember 30, 2019 - October 6, 2019			
Employees			001.003	(BAUB) Besche							9/30		2019		
Company s 🔺	Employee sh 🔺	Employee F	001.006	(BAUB) Bauabli (BAUB) Stillegu		al a la cara				1					
BIG Graz	Hermann	(PL) Projek A	002.001	(BAUB) Stillegu (BAUB) Bautafi		enleitung						BAUB 002.005 Bauzeitplan Reminder	9		
BIG Graz	Kainz	(PL-ELT, T	002.002	(BAUB) Bauzeit					Θ			Reminder	\cup		
BIG Graz	Weber-Legath	(PL-HKLS,	003.001	(BAUB) Bewach					G		16:10-17:10	Anruf bei Firma Leitner, Herr/Frau Ecker			
Busch & Czerny	Busch	(ET) Fachb	002.003	(BAUB) Bauste	-							+43 699 10 20 3 3 4 5	-		
e-Lugitsch	Hutter	(ELT) Elektr	003.003	(BAUB) Mängel							16:11-17:11	Termin vereinbaren			
e-Lugitsch	Pölti	(ELT) Elektr	003.002	(BAUB) Helmtra	gepflicht						10:11-17:11	Projekt Innere Stadt			
ERLAUCH	Erlauch		003.004	(BAUB) NEU: B	eispiel für An	lagen in Punkt	ten					· ·	Ś		
Fantasie	Unternehmen		002.004	(BAUB) Offene	Unterlagen						17:40-18:40	Sende Email an Firma Flughafenbetrieb, Herr/Frau	_		
Flughafenbet	Frank	(BH) Bauherr	001.006.a	a (BAUB) Freigab	e einholen							Kepler kepler@amgraz.at	\sim		
Flughafenbet	Höchtl 2	(BH) Bauherr		(BAUB) Schwei											
Flughafenbet	Keppler	(BH) Bauherr		(num) o 1					_	.					
GPS	Müller	(PS) Keiek	Todo		3	Priority	Type	Finis		Ш		-			
GPS	Schnatter	(PS) Projek	Sende Emi	ail an Firma Flugh	afenbetrieb,		-			Ш		5			
GPS	Waldherr	(PS) Projek	kepler@an	mgraz.at		Low	\simeq	0	×						
GRANIT	Absenger	(BAU) Bau	Anruf bei i	Firma Leitner, He	rr/Frau Ecke	Low		Ø	×	1					
GRANIT	Hübler	(BAU) Bau	+43 6991	0203345		LOW	-	S	*	Ш					
GRANIT	Lach	(BAU) Bau	Termin ver	reinbaren		Low	1¢1	0	×						
GRANIT	Wilfinger	(BAU) Bau	Projekt In	nere Stadt		- Com		9	^						
Hofstätter	Höfler	(HKLS) Heiz													





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)



14. Example: printout of participants

lict

Participants / Distributors:

Name	Company	E-Mail	present	Distr.	temporary	
Ing. Jörg Waldherr	GPS	waldherrj@gps.com	•	•		
Ing. Rudolf Busch	Busch & Czerny	busch@bc.at	•	•	0	
DI Gertrude Kepler	Flughafenbetrieb	kepler@amgraz.at	•	•	0	
DI Vera Ecker	Leitner	ev@leitner-zt.at	•	•	0	
Andreas Aichberg	Holzer Bau	a.aichberg@holzerbau.at	•	•	0	
DI Dieter Frank	Flughafenbetrieb	frank@amgrazat	0	•	0	
DI Bernhard Müller	GPS	muellerb@pps.com	0	•	0	
DI Michael Schnatter	GPS	schnatterm@gps.com	•	•	0	
DI Josef Höchtl	Flughafenbetrieb	hoechtl@amgraz.at	•	•	0	
Ing. Franz Kastberger	Kastberger		0	•	0	
Ing. Albert Rauscher	Holzer Bau	a.rauscher@holzerbau.at	0	•	0	
DI Michael Mattersberger	Planconsult	office@planconsul.at	•	•	•	

Participants / Distributors:



Templates are customizable Template Example 1, e.g:

- email address
- Temporary presence

Template Example 2

• Invitation column for the next report

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	•	•	0	
DI Dieter Frank	Flughafenbetrieb	frank@amgraz.at	0	•	•	
DI Bernhard Müller	GPS	muellerb@pps.com	0	•	0	
DI Michael Schnatter	GPS	schnatterm@gps.com	•	•	0	
DI Josef Höchtl	Flughafenbetrieb	hoechtl@amgraz.at	•	•	•	
Ing. Franz Kastberger	Kastberger		0	•	0	
Ing. Albert Rauscher	Holzer Bau	a.rauscher@holzerbau.at	0	•	0	
DI Michael Mattersberger	Planconsult	office@planconsul.at	•	•	0	

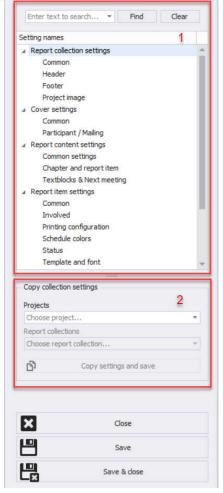
14.1 Report Collection: Print Settings 1

- 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).*



Toolbox







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

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
	Address:	AT 8070 Graz Flughalenstr. 21

Item	Subject	cr	Responsible	Deadline	
ALG	Allgemein				
SIC	Sicherheit				
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 früh- estens ab 22.9.2016.		All project partners		
003 / 9/3/2016	Die Maststatik ist noch immer ausständig und in weiterer		Busch	9/23/2019	
	Folge auch die Schalungs - und Bewehrungspläne für die Mastfundamente.		Rauscher	10/9/2016	
PROMAN X License: 000	/A1 PROMAN 1010///BAUB//003			Page: 1 / 7	
Comm Involv Printin	red Ig configuration		oort item settings Common Involved Printing configuratio Schedule colors	n	
Comm	on red		Common Involved Printing configuration	n	
Comm Involv Printin red - salutation	In the second se	tings	Common Involved Printing configuration		
Comm Involv Printin red - salutation	Ion red ig configuration Iothing Iothing	tings	Common Involved Printing configuratio Schedule colors tems on cover (no		s onl

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:		004				
	Subject:	Planung 9/10/2016				
	Date:	9/10/2016 from 9:00 AM till 3:0	o pky			
	Time: Meetingplace:	GPS-Container	IO PM			
	Company:	Flughafen Betriebsge	storb 11			
	Address:	AT 8070 Graz Flugha				
(SIC) Sicherhe 001 003 (0.2) Genehmi 001 (PL) Planung 002	n eit 1.002 Genehmigu 3.005 Genehmigu igungen 1.003 Bescheide 2.001 Stilllegung H	ng Umsetzen Masten ng Umsetzen Masten Hydrantenleitung		2 2 2 2		
003	3.002 Helmtragep	Nicht	1010///BAUB//003		⊿ Re	port item settings
003	3.002 Helmtragep	Nicht		 4	⊿ Re	-
003 003 PROMAN X License	3.002 Helmtragep 5.003 Mangelerras 6: 000/A1 PROMAN	Nicht		 4	⊿ Re	Common
003 003 PROMAN X License	3.002 Heimtragep 3.003 Mangeleria 6: 000/A1 PROMAN	Nicht		 4	⊿ Re	Common Involved
PROMAN X License Report con Commo	3.002 Helmtragep 5.003 Mangelena 6:000/A1 PROMAN Atent settings 9n settings	licht		 4	⊿ Re	Common Involved
PROMAN X License Report con Commo Chapte	3.002 Helmtragep 5.003 Mangeleria a: 000/A1 PROMAN Intent settings on settings er and report iti	nicht		 4	⊿ Re	Common Involved Printing configuration
PROMAN X License Report con Commo Chapte	3.002 Helmtragep 5.003 Mangelena 6:000/A1 PROMAN Atent settings 9n settings	nicht		 4	⊿ Re	Common
003 003 PROMAN X License a Report con Commo Chapte Textblo	3.002 Helmtragep 5.003 Mangeleria a: 000/A1 PROMAN Intent settings on settings er and report iti	nicht	1010///BAUB//003	 4	a Re	Common Involved Printing configuration
PROMAN X License Report con Commo Chapte Textblo Chapter sett	3.002 Helmtragep 5.003 Mangelenas 4. 000/A1 PROMAN Atent settings on settings or and report its ccks & Next me tings for print	em eting		 4	a Re	Common Involved Printing configuration
PROMAN X License Report con Commo Chapte Textblo Chapter sett	3.002 Helmiragep 5.003 Mangeleria 4. 000/A1 PROMAN Atent settings on settings or and report it picks & Next me	em eting	1010///BAUB//003		⊿ Re	Common Involved Printing configuration

Print sorting	
Print report items sorted by	by chapter
	by item-code
Chapter settings for print -	by chapter

14.4 Example printout sorting by item number and chapter



BA	Bauausführung				ubergeben.			
BAUB 001.006	Bauablauf		open	4	Diamuma			
001/21.08.2016	 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 	Alle Teilnehmer		1 BAUB 002.001 002/27.08.2014	die Stilllegung de tung erhalten. Ei	rantenleitung r hat vorab eine mündliche Zusage über r das Baufeld querenden Hydrantenlei- ne schriftliche Bestätigung durch die erg muss abgewartet werden.	Frank Mattersberger	27.10.2014
002/27.08.2016	Einholen und Überprüfen des Bombenkatasters In KW 35:	Alle Teilnehmer		003/03.09.2014	Die Stellungnahm ausständig.	e der Gemeinde Feldberg ist noch	Frank Mattersberger	27.10.2014
	Aufstellen des fixen und des prov. BauzaunsEinrichten ContainersiedlungAufstellen Kran			BAUB 002.002 002/27.08.2014	Bautafel Ein Vorabzug des ÖBA übermittelt.	s Bautafel-Layouts wird an Baufirma und	Mattersberger	03.09.2014
	In KW 36: • Anliefern Baugeräte • Beginn Abbruch Betonflächen am 2.9.2016			003/03.09.2014		Layout in der nächsten Bazbespre- lering musste neu erstellt werden.	Mattersberger	03.09.2014
003/03.09.2016	Für das Errichten des Bauzauns am Vorfeld sind	Flughafenbetrieb		2	Örtliche Baua	aufsicht		
	Schweißarbeiten notwendig. Hierfür muss die Baufirma von der Betriebsgesellschaft die Freigabe einholen.	Rauscher	08.09.2016	BAUB 002.003	Baustellenausw	eis		one time info
Attribut	e: Anmerkung: Mehrkosten, Terminänderung, Umplanung			002/27.08.2014		llschaft stellt fest, dass Baustellenaus- sind. Diese werden von der ÖBA aus-	Schnatter	03.09.2014
BAUB 002.004 002/27.08.2016	Offene Unterlagen Folgende Unterlagen/Bestätigungen sind der ÖBA zu übergeben:	compl Rauscher	eted 8/8/2016 03.09.2016		gestellt. Der genaue Ausstellungsablauf für die einz Gewerke wird von der ÖBA noch bekanntgegeben.			
003/03.09.2016	K7-Blätter Bieterlückenverzeichnis Unterfertigte Pläne Bestätigung Massenkontrolle K7-Blätter werden in der nächsten Baubesprechung	Rauscher	03.09.2016	003/03.09.2014	beauftragten Firm Mitarbeiterlisten a Geburtstag, von-l	Baustellenausweise ausgegeben. Die ien haben stattdessen laufend aktuelle in die ÖBA zu übermitteln (Name, bis auf der Baustelle). Die ÖBA wird tichprobenweise überprüfen.	Alle Teilnehmer	
PROMAN 3.1 Lizenz: 0 PRO	MAN 1010/BAUB/003		Seite 4 / 5					

14.5 Report collection **Print Settings 4**

A Report Con

Report and re

Report item

- 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 eport item layout / Print reportdate for Report collect
- The report can contain various status types : Info, permanent Info, open, in progress and closed

	Item	Subject	cr Responsible	Deadline
	003/03.09.2014	Die Stellungnahme der Gemeinde Felo ausständig.	dberg ist noch Frank, Flug Mattersberg	ghafenbetrieb ger, Planc 27.10.2014
	002.002	Bautafel		open
	002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wir ÖBA übermittelt.	rd an Baufirma und Mattersberg	ger, Planc 03.09.2014
	003/03.09.2014	GP übergibt das Layout in der nächste chung. Das Rendering musste neu ers	en Bazbespre- Mattersberg stellt werden.	ger, Planc 03.09.2014
	002.003	Baustellenausweis		Info
	002/27.08.2014	Die Betriebsgesellschaft stellt fest, das weise erforderlich sind. Diese werden v gestellt. Der genaue Ausstellungsablau Gewerke wird von der ÖBA noch beka	von der ÖBA aus- uf für die einzelnen	
Г	003/03.09.2014	Es werden keine Baustellenausweise a beauftragten Firmen haben stattdesser Mitarbeiterlisten an die ÖBA zu übermi Geburtstag, von-bis auf der Baustelle), diese Angaben stichprobenweise über	ausgegeben. Die Alle Teilnehr n laufend aktuelle itteln (Name, . Die ÖBA wird	mer
	002.004	Offene Unterlagen		completed
	002/27.08.2014	Folgende Untzerlagen/Bestätigungen sind der	OBA zu übergeben: Rauscher, H	Holzer Ba 03.09.2014
		K7-Blätter Bisterlückenverzeichnis		
		Bieterlückenverzeichnis Unterfertigte P äne	51 N.S.S.	10.23
		Bestätigung Massenkontrolle	Report item	
			Common	n i
em settings			Involved	£
on		Report item setting	ngs Printing	configuration
ved		Common Involved	Schedule Status	e colors
rt item code only				1
n shortname				•
ame ort item code only				
ode e only	- Invol	lved 🔶	Print status type	
- Henry				
	Invor	Nothing +	✓ Info	✓ dosed
	- Print	t view of involved persons in report items	Permanent info	 Canceled
			✓ show as "Info"	Deferred
		Same as in report item	✓ open	Resubmissio
	Form	n for print Shortname 🔻		
			/ in program	
	✓ P	Person	✓ in progress	

Function

14.6 Examples printout Representation of the item code

Report collection

shortname

1	Planung		
BAUB 002.001	Stilllegung Hydrantenleitung		open
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung 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
BAUB 002.002	Bautafel		open
002/27.08.2014	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 Bazbespre- chung. Das Rendering musste neu erstellt werden.		03.09.2014
2	Örtliche Bauaufsicht		
BAUB 002.003	Baustellenausweis		one time info
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. 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		
1 002.001		Stilllegung Hydrantenleitung		open
002/27.08.201	4	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.		27.10.2014
003/03.09.201	4	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.		27.10.2014
1 002.002		Bautafel		open
002/27.08.201	4	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.		03.09.2014
003/03.09.201	4	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.		03.09.2014
2		Örtliche Bauaufsicht		
2 002.003		Baustellenausweis		one time info
002/27.08.201	4	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.		03.09.2014
003/03.09.201	4	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.	AlleTeilnehmer	



14.7 Examples printout **PRO** Mention of the involved in the report item **MAN**

Same as in report item

1	Planung		
BAUB 002.001	Stilllegung Hydrantenleitung		open
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	DI Dieter Frank DI Michael Mattersbe	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	Bautafel		open
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	DI Michael Mattersbe	03.09.2014
003/03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.	DI Michael Mattersbe	03.09.2014
2	Örtliche Bauaufsicht		
BAUB 002.003	Baustellenausweis	(one time info
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	DI Michael Schnatter	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	Stilllegung Hydrantenleitung		open
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank BH Mattersberger GP	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	Bautafel		open
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger GP	03.09.2014
003/03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.	Mattersberger GP	03.09.2014
2	Örtliche Bauaufsicht		1
BAUB 002.003	Baustellenausweis		one time info
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter PS	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 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.

Not yet due B Fontcolor Image: B B Apply colors Apply to following states Apply to following dates	Overdue	В	Fontcolor	255, 0, 0	-	Backcolor	255, 255, 255	
Apply colors Apply colors Apply to following states Image: Color of the col	Due	В	Fontcolor	255, 128, 64	*	Backcolor	255, 255, 255	
Apply to following states Apply to following dates Image: One-time info Relation date [current report] Image: One-time info Image: One-time info Image: One-time in	Not yet due	В	Fontcolor	0,0,0	*	Backcolor	255, 255, 255	7
One-time info Relation date Permanent info Current items open Prior items in progress Prior items	Apply colors							
Image: One-time info Relation date current report Image: Permanent info Image: Current items Image: Open Prior items Image: Image: Open Prior items	Apply to fo	llowing	states		Apply	to following da	tes	
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	✓ open				Pri	or items		
dosed	✓ in prog	ress						
	dosed							
		A Re	port collection :	ettings	A Report	item settings		
Report collection settings A Report item settings			Common					
Common Common					Terre	olved		

Project image

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

benweise überprüfen.



1	Planung			BAUB 002.004	Offene Unterlagen		completed
BAUB 002.001 002/27.08.2014	Stilllegung Hydrantenleitung Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei-	Frank Mattersberger	open 27.10.2014	002/27.08.2014	Folgende Untzerlagen/Bestätigungen sind der OBA zu übergeben: • K7-Blätter • Bieterlückenverzeichnis	Rauscher	03.09.2014
	tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.				Unterfertigte Pläne Bestätigung Massenkontrolle		
003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank Mattersberger	27.10.2014	003/03.09.2014	 K7-Blätter werden in der nächsten Baubesprechung übergeben 	Rauscher	03.09.2014
BAUB 002.002	Bautafel		open		Bieterlückenverzeichnis erledigt		
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger	03.09.2014		Pläne werden unterfertigt Massendifferenzliste wird bis zur nächste Baube- machate and die BR dikermittelt		
003/03.09.2014	GP übergibt das Layout in der nächsten Bazbe- sprechung. Das Rendering musste neu erstellt werden.	Mattersberger	03.09.2014	BAUB 002.005	sprechung an die OBA übermittelt Bauzeitplan		open
2	Örtliche Bauaufsicht			002/27.08.2014	Die Baufirma legt den Bauzeitplan in der nächsten Bau- besprechung vor. Zuvor wird er am Montag 9:00 Uhr mit	Herr Schnatter Rauscher	01.09.2014
BAUB 002.003	Baustellenausweis		Info		der OBA abgestimmt.		
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter	03.09.2014	003/03.09.2014	Vorabzug des Bauzeitplans wurde vorgelegt. Abgestimmte Version wird in einer Woche verteilt.	Herr Schnatter Rauscher	01.09.2014
003/03.09.2014	Es werden keine Baustellenausweise ausgege- ben. 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 stichpro-	All participants					

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)

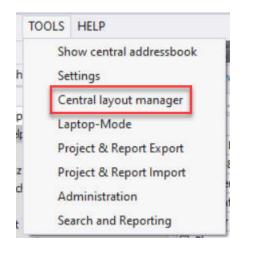
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15. print layout





Datei	Allgemein	Bericht Gestaltung	Bericht Zuordnung
		Deckblatt I	•
		Bericht Inhalt	

- 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.



Auswahl einer Layout-Vorlage - DATENB	госк 🗵			
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alle verschieben:	nten	Feld (interne Bezeichnung)	Bearbeiten auswählen	
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- Select desired template
- Standard templates cannot be edited
 - If desired, a copy can be made for further processing.



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



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01.01.01.01.	Basisdaten	101000000	4
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- 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



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• The fields can be easily positioned

Feld (interne Bezeichnung) Art: Bereich:

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an Feld: 12 💌

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

Inhalt

von

15.2 print layout: participants / distribution list



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

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15.3 print layout: temporary



- 1. Add the "temporary" column to the template Partially present 2. You can enter the time f
 - 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.

Employee s 🔺	Company short	Default Function	Distribut	Present	from	to	Partially present
Frank	Flughafenbetrieb	BH	<u>v</u> 4		.		
Keppler	Flughafenbetrieb	BH	~				
Höcht	Flughafenbetrieb	BH		1			1.0

Name (w/o Title)	Function	Company	present	Dis	temporary
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Keppler	вн	Flughafen BetriebsgesmbH	0	•	0
Höchtl	вн	Flughafen BetriebsgesmbH	•	0	•
					Real Property lies and the second sec

15.4 print layout: chapters



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01.1.1. Kapitel Ebene 3	A Arial	12 4,8 F K U A 🕭					
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01.1.1.1 Kapitel Ebene 5	A Arial	12 4,8 F X U A 🕭					
ändern 2 aus Vorlage:							

Design of chapters :

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

PRO MAN

15.5 printlayout: report item

BESPRECHUNGSBERICHT: Ausdruck PUNKTE - Spalten-Einstellungen		
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	2 13 14 15	16 17
Code Keyword / Text	cr responsible	Attribut
Punkt Stichwort_Text	HVverantwortlich	erledigen_bis
5		
		'
6		
7		

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



ugriff	User	Installationsumfang	Projekte	Berechtigungen	Adressen
	E	Berechtigungen-Katego	orien		
	t	Jser Gruppen Verwaltu	ng		
		Jser je Gruppe			
	l	Jser Verwaltung			
	-	Jser Verwaltung (Reado	only)	_	
	4	Administrator Passwort	:		
	1	Windows Gruppen Zuo	rdnung		

a Ad	ministration							×
	User	verwaltung	[Internet		ſ	D <u>B</u> Sperren	
_			1					
	Benutzerna 🔺	Name	Letzter Login	Computer	Online			
	roland		16.09.2014 08:	SCHLEPPI				
	<u>D</u> B Info	Offline setzen					<u>N</u> eu	Löschen
								ÄNDERN Schligssen

- New
 - Create user
- Delete
 - Delete user

16.1 Benutzer Verwaltung



4	Administration		×
ſ	Userverwaltung	Internet	D <u>B</u> Sperren
	Benutzerna 🔺 Name	Letzter Login Computer Online	
	▶ roland	16.09.2014 08: SCHLEPPI	
		7	
	<u>DB Info</u> <u>Offline setzen</u> <u>Passwort</u>		<u>N</u> eu <u>L</u> öschen
			ÄNDERN
			Schliessen
l			

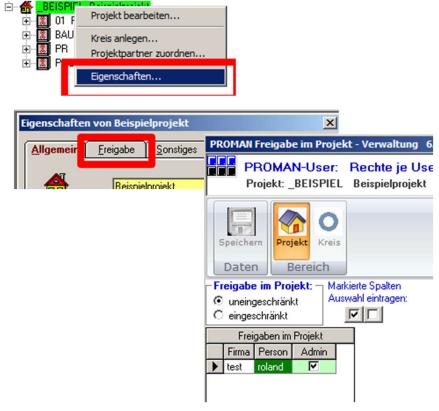
• Set Offline:

- 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".

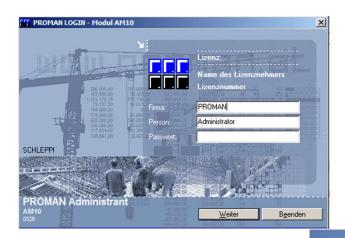
16.2 Rights control

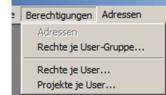


• Rights control in the project



General rights managementIn PM_ADMIN1.exe!!





16.3 Rights control: General

• Regulates the general rights of users in the program

e	e chte der Us nicht eingesc laut Festlegur	hränkt 🔶		n	Auswahl eir in markierte S	itragen Spalten:	ERLAUBT GESPERR1		and the second second	tuellen User löschten Us	er	Abbrecher
	User Name	User Firma	Name Person	User	gelöscht	Adminis- trator	Projekte anlegen	Projekte löschen	Layout bearbeiten	Layout zuordnen	Adressen zentral	Datum eröffnet
•	administrator	test	Administrator	1		V	V					
	roland	test		2								
•[Þ



- Rights control for
 - administrator
 - Create projects
 - Delete Projects
 - Edit Layout
 - Assign layout
 - Central address management

16.3 Rights control: General



• Setting for project visibility

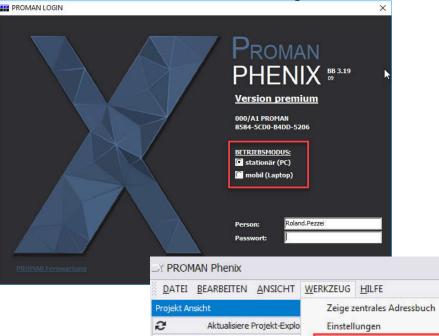
🎬 Verwaltung Rechte je Projekt			
je User: Auswahl eintragen in markierte Spalten:	ie Projekt: UNSICHTBAR Auswahl eintragen in markierte Zeilen:	UNSICHTBAR SICHTBAR	Deichern OK Abbrechen
Projekte	Anwender		Spalten
Auswahl Projekte	Auswahl Programmmodule		
Projekt Projekt roland Nummer Bezeichnung unsichtb BEISPIEL Beispielprojekt			

16.4 Rights control: in the project



 Rights can be restricted unrestricted 		 Rights restricted per project and/or at report collection level rights
PROMAN Freigabe im Projekt - Verwaltung 6.5 Rev. 013		
PROMAN-User: Rechte je User im Projekt Verw	altung	• Admin
Projekt: _BEISPIEL Beispielprojekt	airong	• lock
Speichern Daten Freigabe im Projekt: O uneingeschränkt Markierte Spalten Auswahl eintragen:	Freigabe je Kreis	 read change input
eingeschränkt		
Freigaben im Projekt Firma Person Admin Sperre Lesen Ändern Eingabe test roland Image: Color of the state of the	Auswahl Kreis Code Bezeichnung 01 Planungsbesprechungen BAUB Baubesprechung ÖBA PR	Image: Person Sperre Lesen Ändern Eingabe Image: Image: Person Sperre Image: Im

17. mobile operation



ojen		11	Luger	entrenes i ten esse e en		
З	Aktualisiere I	Projekt-Explo	Einstell	ungen	ht	
100	EISPIEL (Beispielproje	and the second se	Laptop	-Modus		
E	BEISPIEL (Beispiel		Projekt	exportieren		Lang
	(AN-Int) Akten		Projekt	Import		Holz
	⊕ 001	Startg	Admini	stration - Projektverwaltung		Busc
	⊞ 002	Telefo				Ing.
	⊞ 003	Recht	Auswer	tung		Flug
	⊞ 004	meine eM	ailnotitzen	🗄 Leither		DIH
	(BAUB) Baubes	prechung ÖBA		1 Planconsult		Plan
	🖂 (PROJ) Projekt	besprechung		⊞ GPS		Gese
	⊞ 001	22.06.20	16			



- 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



aptop-Mode			
ter all required information for the laptop trans Select the projects from where you want to trans			
Enter text to search	▼ Find Clear		
Project		Checked out by	Checkout state
(_BEISPIEL) Beispielprojekt			No checkout
		< Back Next >	_

- 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



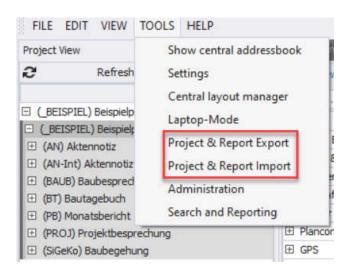
t rojekt	Checked o 👻	1.146	checkout	(9	
ojekt		State		al a la la		
ojekt				Checked	Editable	Read only
		No checko	ut	~	1	
	Checked out by	St	ate	Checked	Editable	Read only
		No	checkout	1	1	
- Intern		No	checkout	1	1	
nung ÖBA		No	checkout	~	1	
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rechung		No	checkout	 Image: A second s	~	
ing		No	checkout	1	\checkmark	
	echung	echung	No No echung No	No checkout No checkout echung No checkout	No checkout No checkout cechung No checkout No check	No checkout <table-cell> No checkout <table-cell> No checkout 🗸 🖓 No checkout 🗸 🗸</table-cell></table-cell>

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



2					
BEISPIEL) Beispielprojekt	Export collections read only		Advanced export se	ttings	
older	Project uses central data	Checked	Export employees	Only employees and companies that are in use	
(_BEISPIEL) Beispielprojekt	<u>A</u>	~			
Report collection		Checked	Export attributes	Only attributes that are in use	
(AN) Aktennotiz			Export attachments	Only attachments that are already saved to db	
(AN-Int) Aktennotiz - Intern	1	~			
(BAUB) Baubesprechung ÖBA		~	Export reportiter	m: Comments Export reportitem: Freetext	
(BT) Bautagebuch		~	Export reportiter	n: comments Export reportitem: Preetext	
(PB) Monatsbericht		~	8		
(PROJ) Projektbesprechung		~			
(SiGeKo) Baubegehung		~			
 Hint — he project uses central data. All central data is project the co xport. When you re-import this project the co 			Export path C:Vise	rs/Waksat.Turatbek/Documents\ BEISPIEL Exported.pmxe	

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

18.1 Export



BEISPIEL) Beispielprojekt 🛛 🗸	Export collections read only			Advanced export set	ttings
older	Project uses central data	Checked		Export employees	Only employees and companies that are in use
(_BEISPIEL) Beispielprojekt	<u>A</u>	Image: A start of the start			
Report collection	port collection			Export attributes	Only attributes that are in use
(AN) Aktennotiz		~		Export attachments	Only attachments that are already saved to db
(AN-Int) Aktennotiz - Intern					
(BAUB) Baubesprechung ÖBA				Export reportiten	n: Comments Export reportitem: Freetext
(BT) Bautagebuch		~		Export reportien	Export reported in the rest
(PB) Monatsbericht		 Image: A second s			1
(PROJ) Projektbesprechung		Image: A start of the start			
(SiGeKo) Baubegehung		~			
 Hint he project uses central data. All central data xport. When you re-import this project the co 				Export path C:\Use	rs\Maksat.Turatbek\Documents\ BEISPIEL_Exported.pmxe 2

- 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

X Import project	×
Select the databasefile from where you want to import Enter all required information for the project import within a few easy steps.	
Database Database path C:\Users\Waksat.Turatbek\Documents_BEISPIEL_Exported.pmxe	
Import as new project 🗸 Import into existing project	
< Badk Next > C	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

Sou	urce project				Targe	t project			
()	BEISPIEL) Beispielprojekt	PIEL) Beispielprojekt			Project			Checke	
1	der	c	hecked		(BEISPIEL) Beispielprojekt			1	
Ξ	(BEISPIEL) Beispielprojekt		~		E	(_BEISPIEL) Beispielprojekt			
	Report collection		Checked			(AN) Aktennotiz			
	(AN) Aktennotiz		1			(AN-Int) Aktennotiz - Intern			
	(AN-Int) Aktennotiz - Intern		1			(BAUB) Baubesprechung ÖBA			
	(BAUB) Baubesprechung ÖBA		1			(BT) Bautagebuch			
	(BT) Bautagebuch		\checkmark			(PB) Monatsbericht			
	(PROJ) Projektbesprechung		\checkmark			(PROJ) Projektbesprechung			
						(SiGeKo) Baubegehung			
					Im	port with new folders into project	✓ Merge folders with same short		
					Import as new collections 🗸 Overwrite existing of			lections with same shor	
					2.5	place project properties	✓ Replace similiar addresses		



- 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



Accelerate report creation, management, and delivery! Save time with PROMAN.

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- Documents
 - tutorial
 - training documents

- PROMAN Support Team
 - @ <u>support@proman.at</u>
 - Hotline
 - International +43 1 478 05 67
 - from Germany 0800 589 0129