



PROMAN

Meeting Report Module

version 3.3

Basic training 2019

training program



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training program

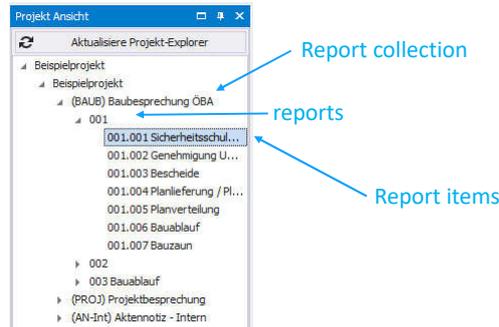


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Terms and data structures



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



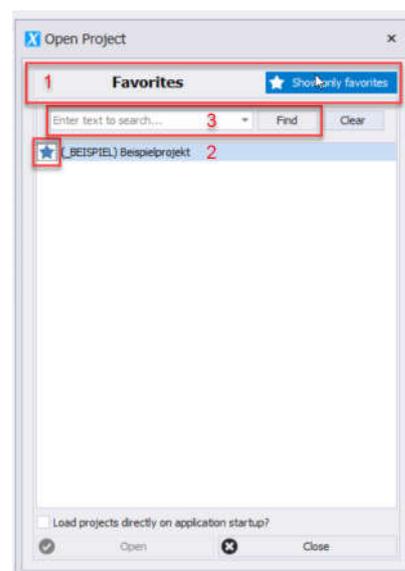
1. Menu control and masks



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

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

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

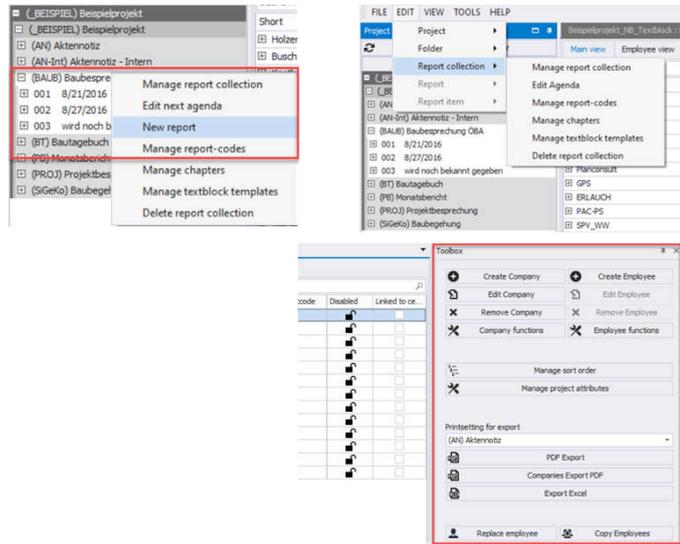


1.1 menu control and masks



You can control the application using :

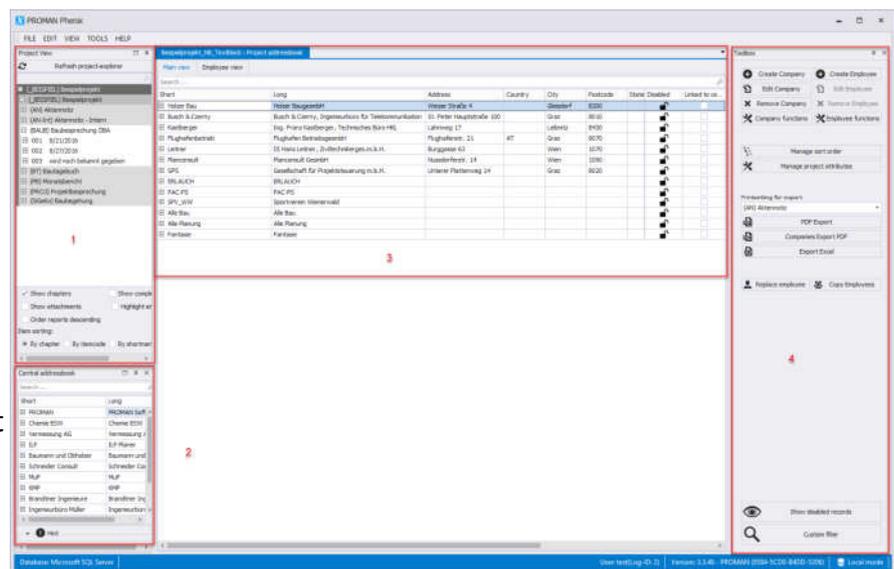
- Right Mouse
 - Upper menu items
 - tool kit
- and select the desired function



1.1 menu control and masks



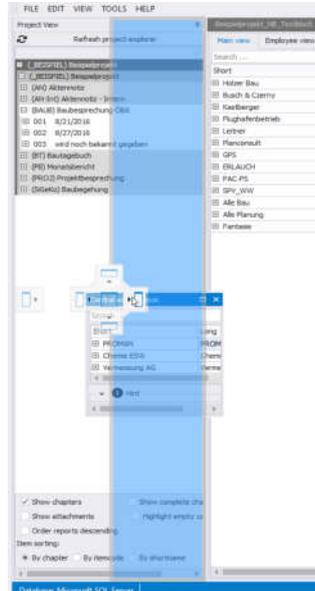
- (1) Project tree with all report collections and reports
- (2) Address data (central or in the project, visible by the heading)
- (3) project addresses
- (4) Toolbox with the most important functions of the current mask



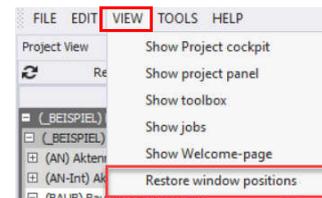
1.1 menu control and masks



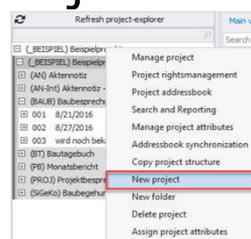
The mask elements can be repositioned using drag & drop.



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



2. Create project



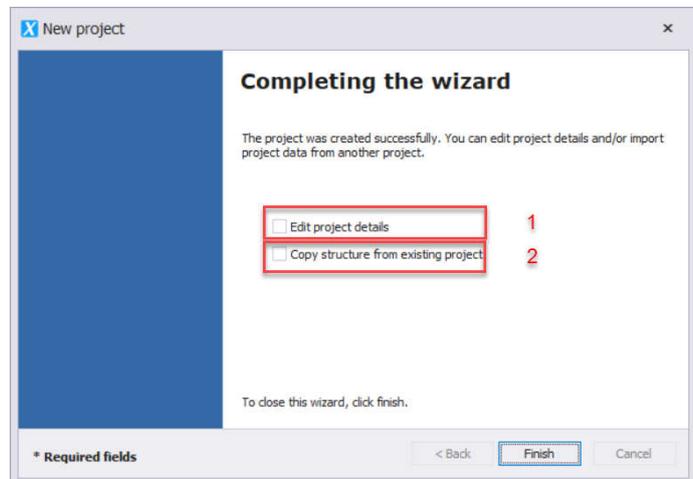
- With a right mouse click on a project you can create a new project.

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

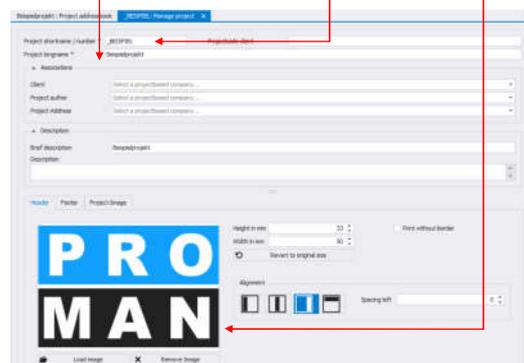
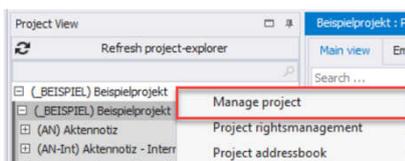
2. Create project



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



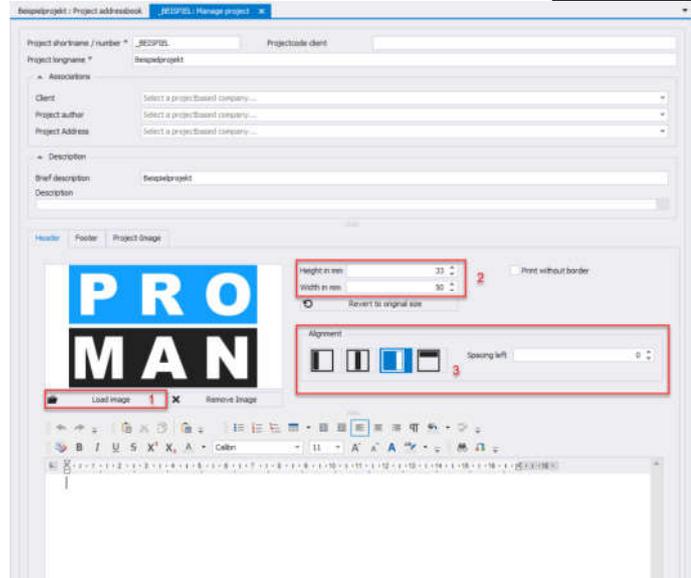
2.1 project general data in printout



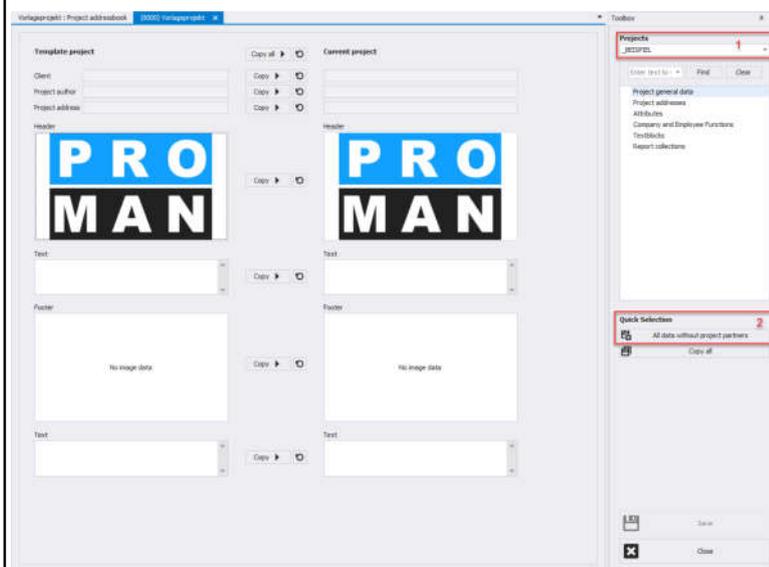
2.2 project logo



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



2.3 project template



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

3. addresses in printout



Participants / Distributors:

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

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

001.002	Genehmigung Umsetzen Masten	open
001/1/21/2016	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 Busch Rautscher
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.	9/23/2019 10/9/2018

Attribute: Änderungen:

3.1 central address management

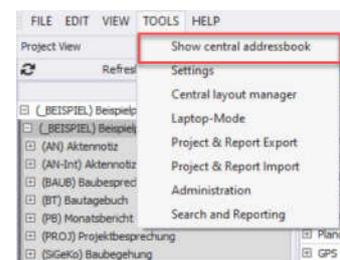


Under **Tools** -> **show central addressbook**, you **can access** the central address management.

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

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

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



3.1 central address management

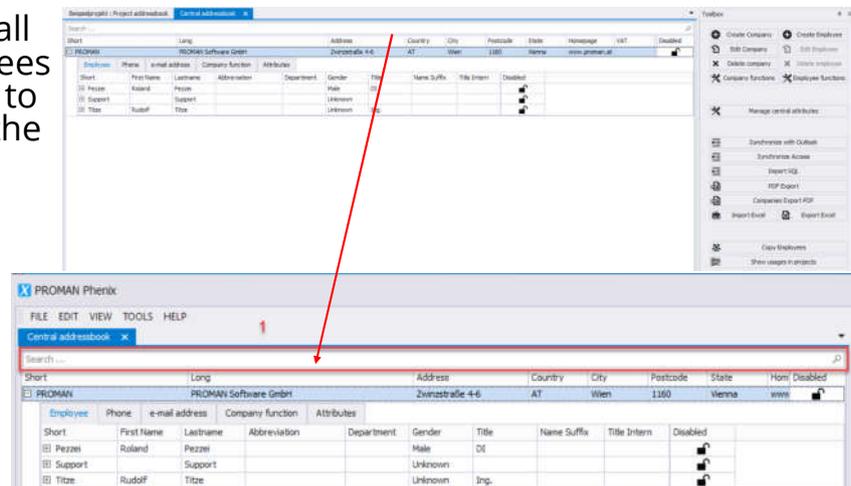


In the central address book, you can manage all companies and employees in order to assign them to the desired projects in the next step.

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

Features of the central administration:

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

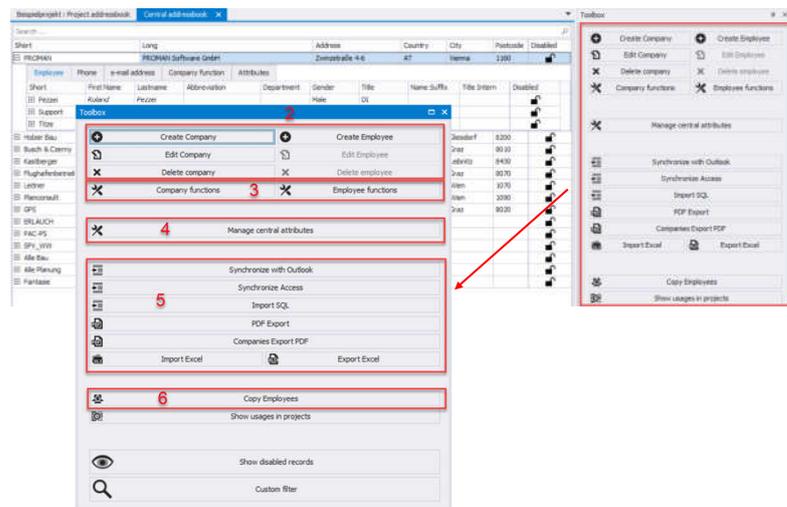


3.1 central address management



Toolbox on top:

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

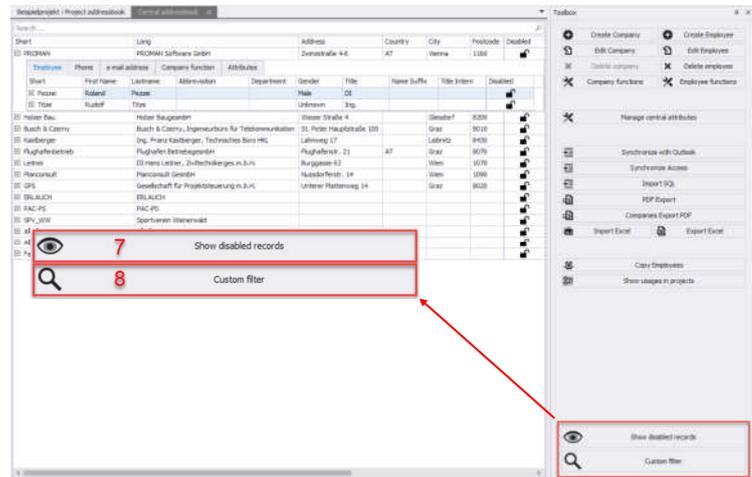


3.1 central address management



Toolbox at the bottom:

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



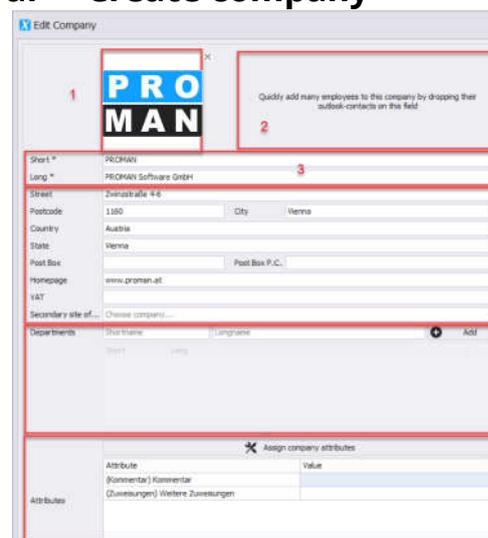
3.2 address management: Company data



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

you can create a new company

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



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)

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.

3.3 address management: employees each firm



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

Create Employee.

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

Create employee for company PROMAN Software GmbH

No image data

1 Drop outlook contact here

Short * Mustermann 2 Edit longname

First Name Max 3

Lastname Mustermann 3

Abbreviation MH

Gender Male 4

Title Name Suffix 5

Title Intern

3.3 address management: Employees each company



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

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

Department: There are no departments available for this employee! 6

Functions: Add function... Manage functions

Short Long Is Default

7

Attributes: Assign employee attributes

Attribute Value

8

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 pre-filled 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
- Long is entered in the field:
 - Long
- 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
- person
 - First name
 - Surname
 - title

001.002	Genehmigung Umsetzen Masten	open
001.78/22.0016	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
001.78/0016	Die Maststatik ist noch immer autändig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Bauh: Rauscher
	Änderungen:	02/11/2018 10/9/2018

3.5 Company/employee functions

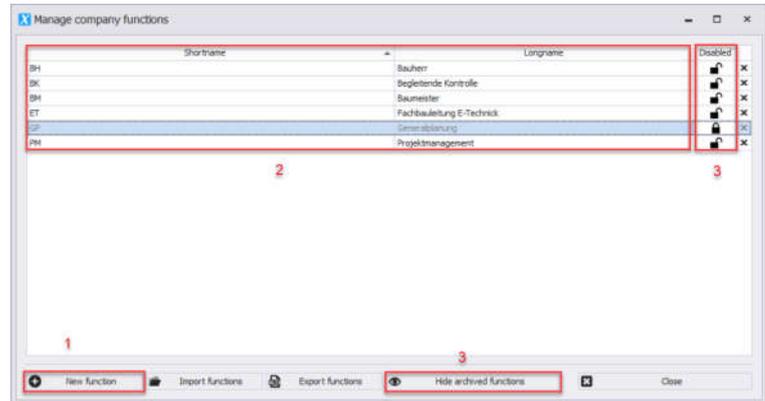


Functions are often used for the representation of the functions/works of the Companies and employees.

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

The functions can also be used to search and evaluate:

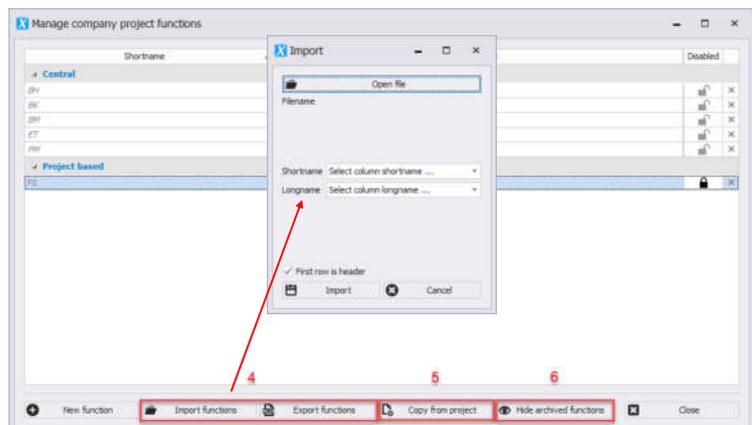
- Open tasks, e.g. the electrician, can be searched.
- Functions are created with short and long name. (see 2)
- The function can be set per person by means of a *function in the project*.
- Functions can be *disabled and be hidden/shown*. (see 3)



3.5 Company/employee functions



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

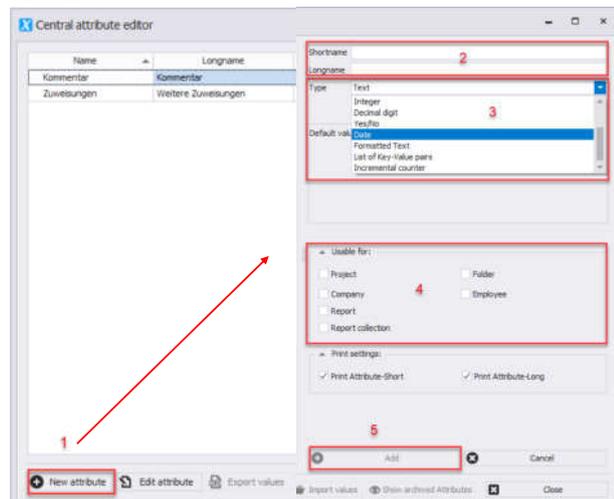


3.6 Company/employee attributes



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

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

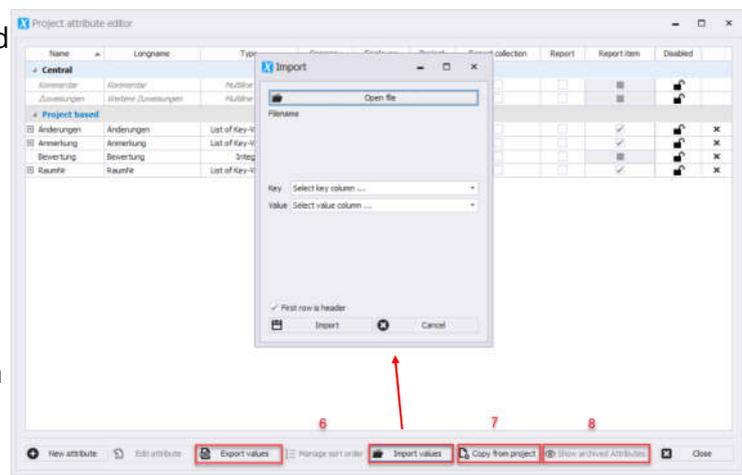


3.6 Company/employee attributes



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

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

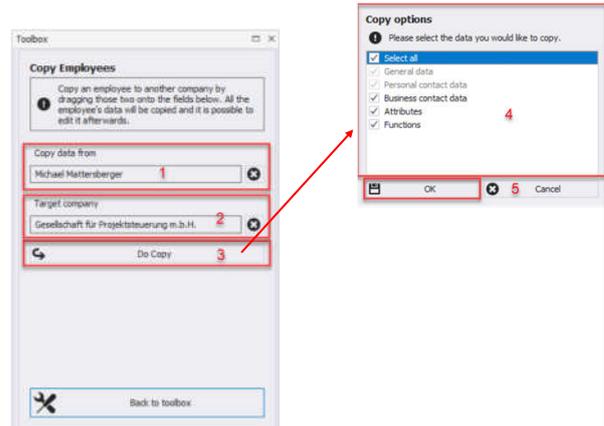


3.7 Copying employees



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

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

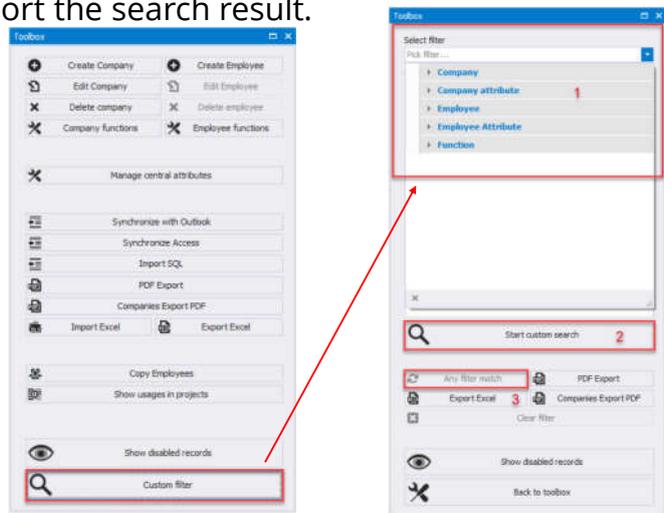


3.8 User defined filter



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

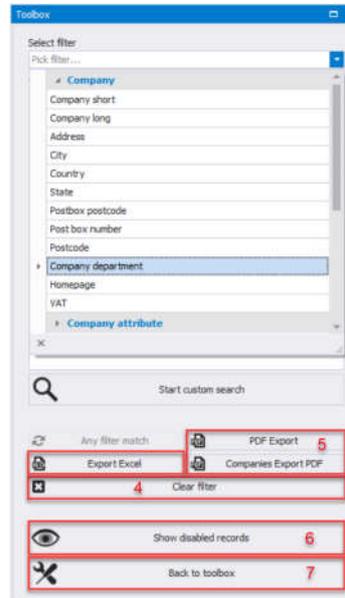
- Select your search criteria, e.g. postcode, attribute, department, etc.. (see 1)
- Click on "**Start custom search**" to activate the search process. (see 2)
- If several search criteria have been selected within a category (e.g. company), you can determine whether all criteria must be fulfilled or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



3.8 User defined filter

**PRO
MAN**

- 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)



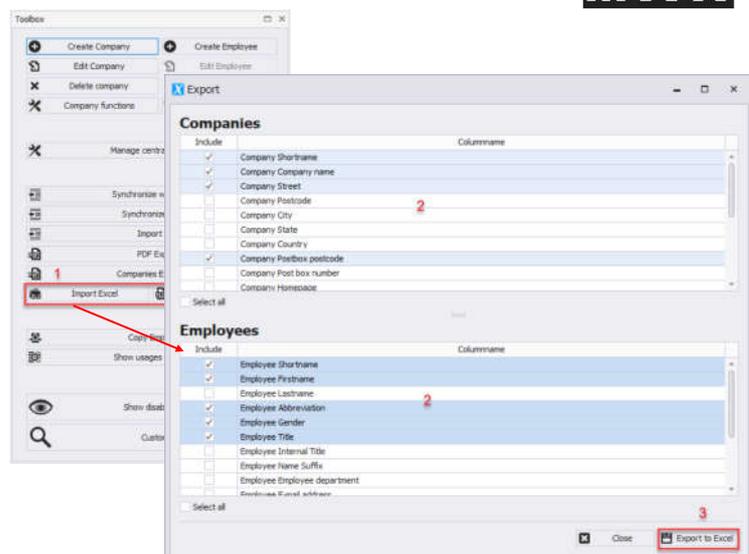
3.9 Excel Export/Import

**PRO
MAN**

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

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

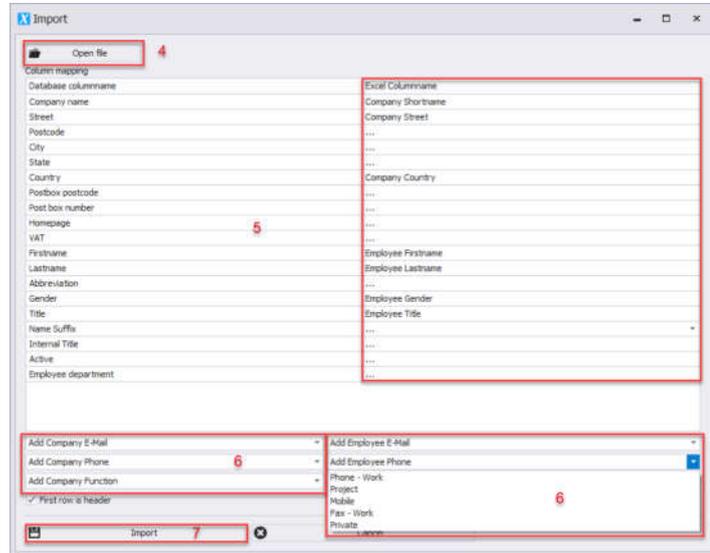
- For the *export*, select the desired data (column names) (see 2) and click on "Export Excel file". (see 3)



3.9 Excel Export/Import



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



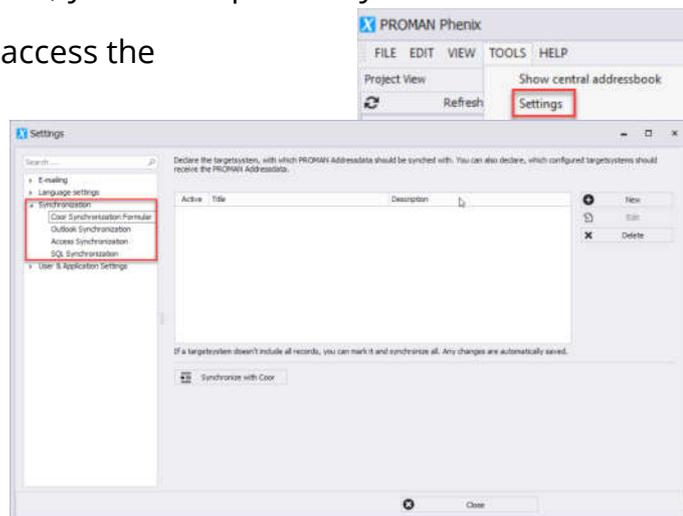
3.10 Import / sync with other programs



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

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

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

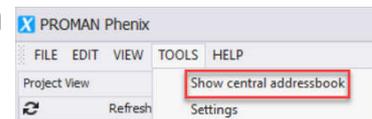


4. address management in the project



Under **Tool -> Central Address Book**

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

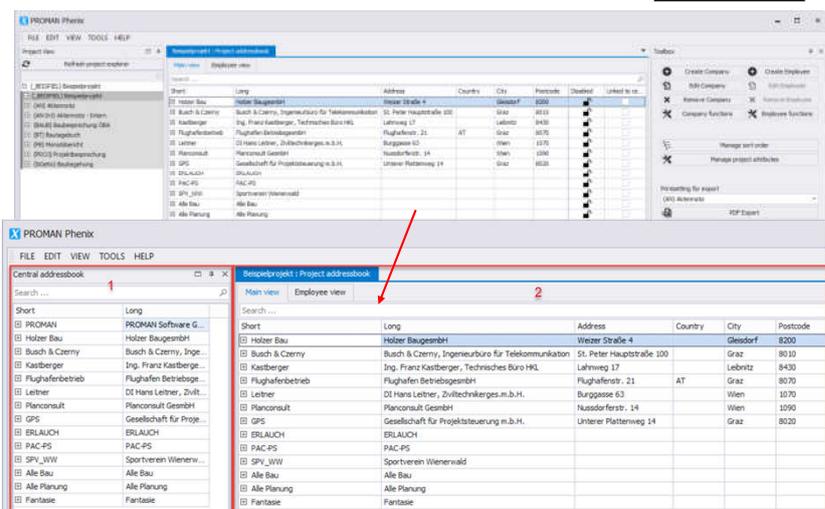


4. address management in the project



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

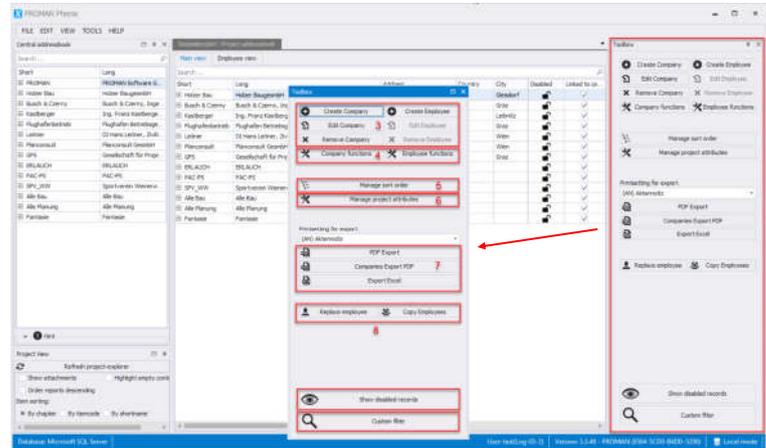
- View of the central address management incl. search function (see 1)
- Project-related addresses incl. classic Search function (see 2)



4. address management in the project



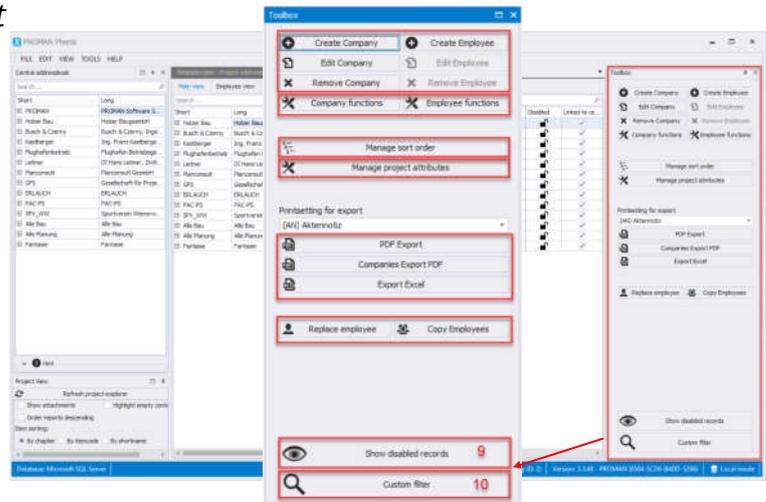
- Create and edit companies and employees (see 3)
- Functions for companies and manage employees (see 4)
- The order of the project partners can be defined via „manage sort order“. (see 5)
- Attributes can be assigned to companies, employees, and report items. (see 6)
- Excel Import/Export & PDF Export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



4. address management in the project



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



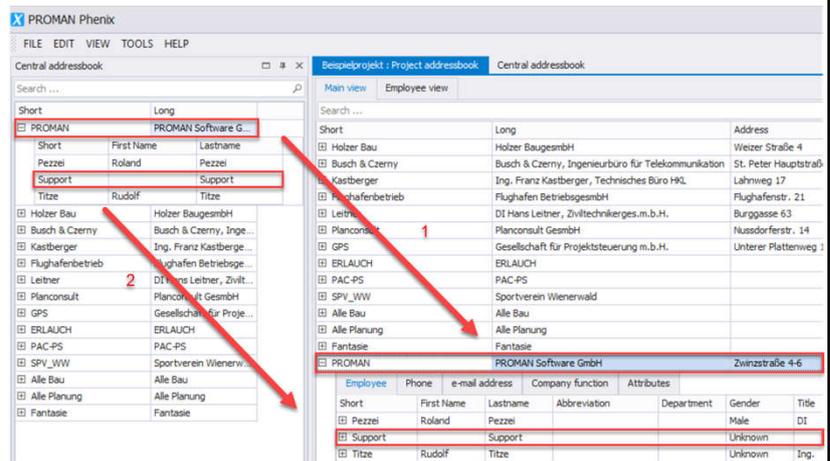
4.1 Importing project partners from the central address management into the project



Transfer of centrally created companies and addresses into your project

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

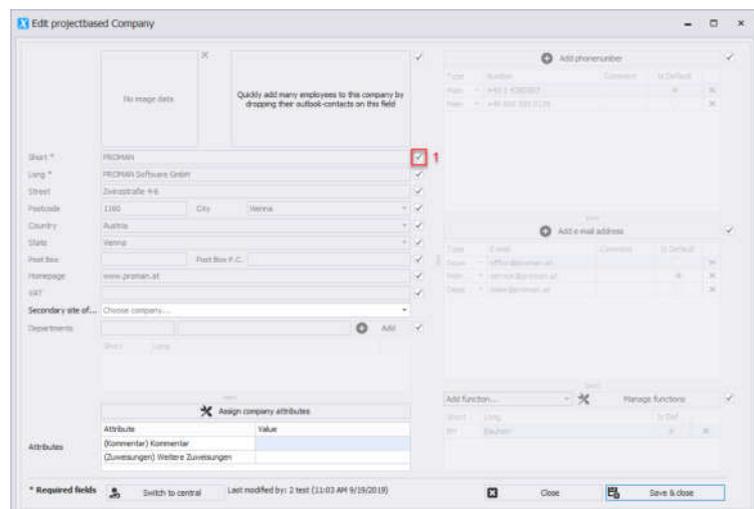
- Company (see 1)
- Person/Employee (see 2)



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



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

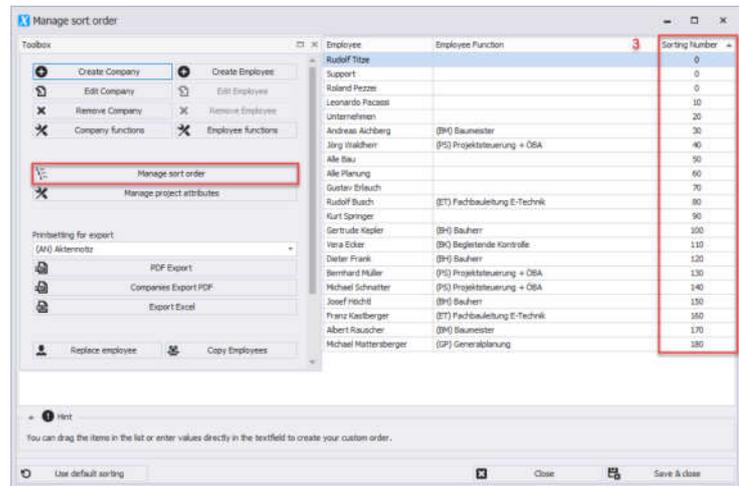


4.2 Project partners Sorting

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



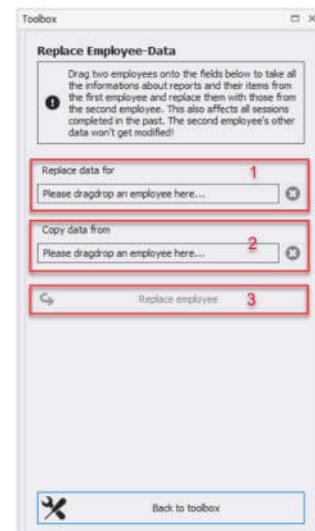
- Is valid for the entire project (e.g. participant lists).
- Moving or clicking on a column redefines sorting.
- You can reset the selected sorting to the standard sorting at any time.
- The sorting number can be edited manually. (see 3)
- Employees can also be moved to the desired position using drag&drop.



4.3 Replacing employees

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

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

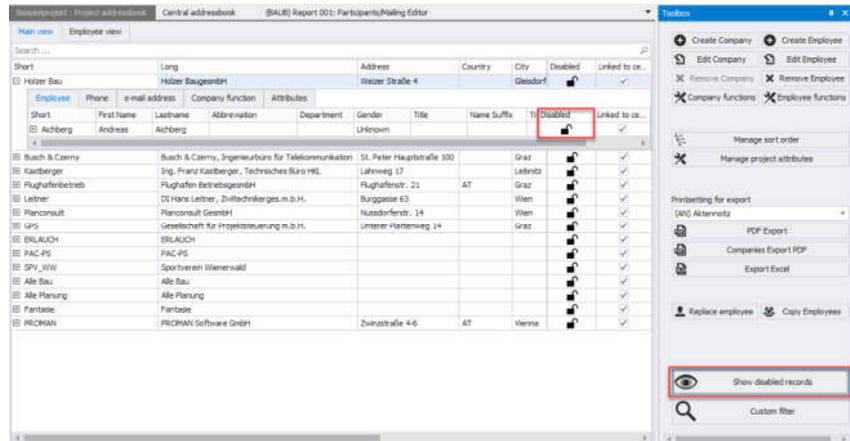


4.4 Disable inactive datasets



No longer active people can be disabled in the project.

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



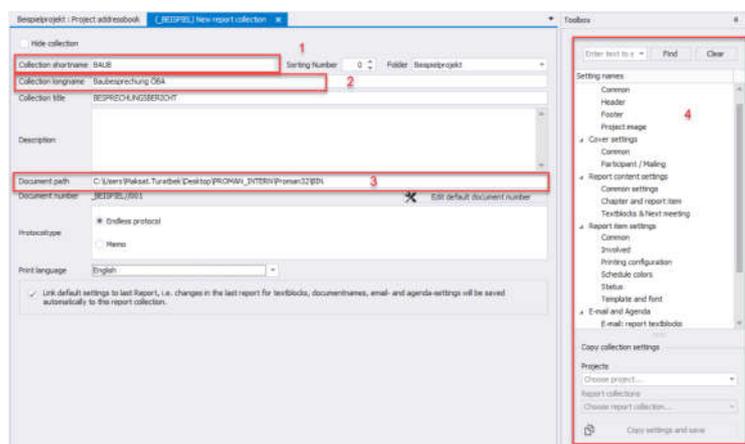
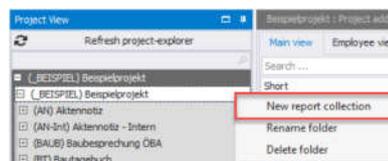
5 report collection

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

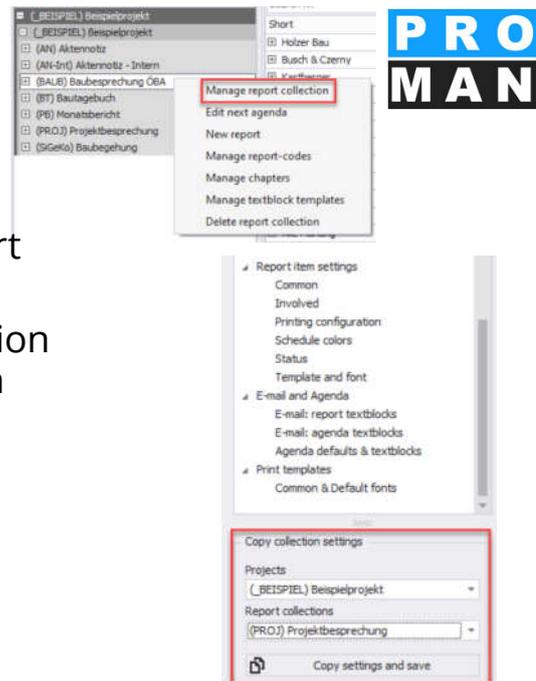


5.1 Report collection Copying Print Settings

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

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

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



5.1 report Collection print settings



Beispielprojekt

BESPRECHUNGSBERICHT
Baubesprechung OBA No.: 003

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

Project-no.: (_BEISPIEL)
Doc-no.: 1010//BAUB//003
Chairman: Waldherr
Written: Kastberger

No.: 003 on 9/3/2016
Project-No.: _BEISPIEL

Hide collection

Collection shortname: BAUB
Collection longname: Baubesprechung OBA
Collection title: BESPRECHUNGSBERICHT
Description:

Sorting Number: 0

Item	Subject	cr	Responsible	Deadline
SIC	Sicherheit			
BAUB 001.002	Genehmigung Umsetzen Masten			
001 / 10/21/2016	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	open

6. Attributes



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

Example printout

BAUB 002.005
002 / 8/27/2016

Bauzeitplan

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

003 / 9/3/2016

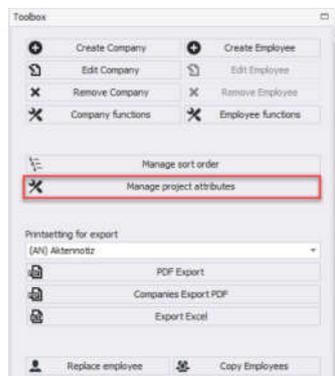
Vorabzug des Bauzeitplans wurde vor
Version wird in einer Woche verteilt.

Name	Longname	Type	Company	Employee	Project	Report collection	Report	Report item	Disabled
* Central									
Kostenstelle	Kostenstellen	Multiple string	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zustimmung	Historische Zustimmungen	Multiple string	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Project based									
Änderungen	Änderungen	List of key-value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anmerkung	Anmerkung	List of key-value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beschluss			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mehrkosten			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminänderung			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Umplanung			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bewertung	Bewertung	Integer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bauplatz	Bauplatz	List of key-value pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.1 Creating Attributes



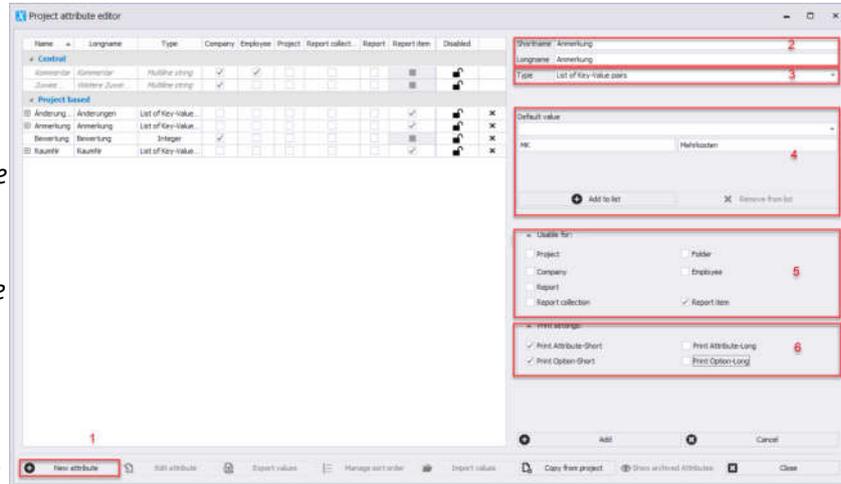
Accessible via **File -> Manage central attributes or project-related -> Manage attributes in toolbox)**



6.1 Creating Attributes



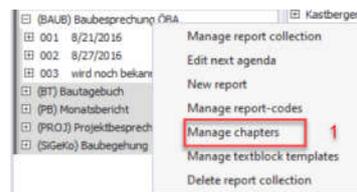
- Click on "New attribute" to open the editing mask (see 1).
- Insert the short and long name (see 2).
- To assign an attribute to a report item, it must be of the type list of key/value pairs (see 3).
- Enter the values of the key/value pair and click on "Add list" to add the value (see 4).
- Allows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



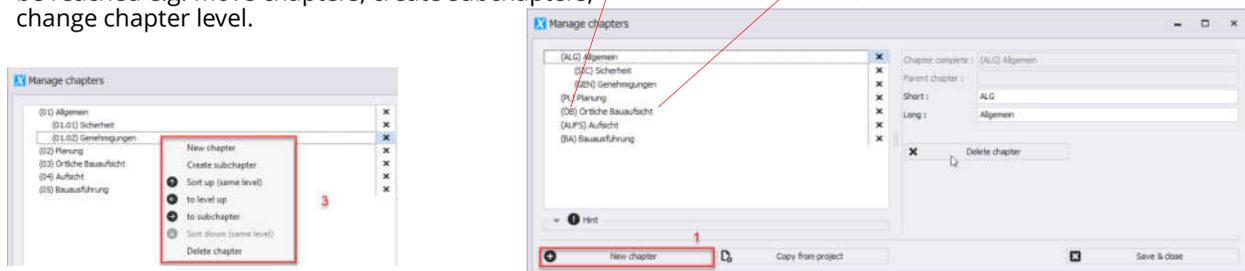
7. chapter structure

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

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



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



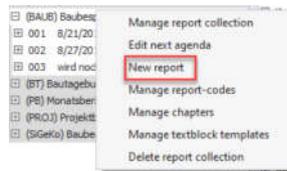
8. Create reports

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

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

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

For further registers see continuation foils.



8.1 Report General Data Printout

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



Beispielprojekt

BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 004

Date of issuer: 10/1/2019

Date of Meeting: 9/10/2016

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

Place: GPS-Container

Subject: Planung

Project-no.: BEISPIEL

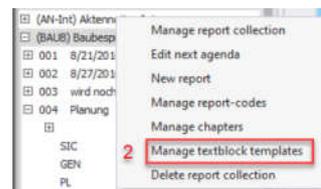
Doc-no.: 1010///BAUB//004

Chairman: Waldther

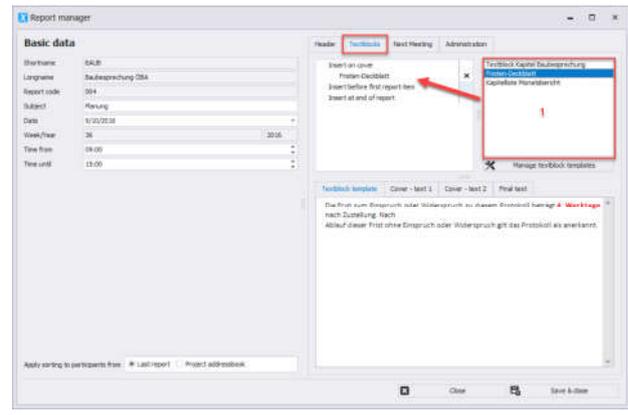
8.2 Report: Text blocks

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

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



**PRO
MAN**



8.3 Report: Next meeting

Nächste Sitzung: Bei Bedarf ↔ Textblocks

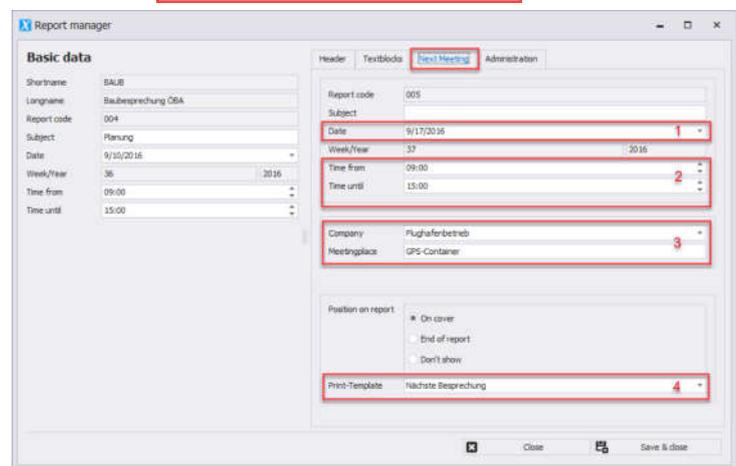
**PRO
MAN**

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)



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 Doc.-no.: 1010//BAUB//003
 Time: from 9:00 AM to 11:00 AM Chairman: Waldher
 Place: GPS-Container

Participants / Distributors

Name (web Title)	Function	Company	Phone mobil	present	Distr.	temporary
Waldher	PS	GPS	+43 6769102356	●	●	○
Buch	ET	Buch & Cherny	+43 31654345	●	●	○
Kappler	BH	Flughafenbetrieb	+43 6649898567	●	●	○
Ecker	BK	Letzner	+43 6991020345	●	●	○
Aichberg	BH	Hotzer Bau	+43 3112444241	●	●	○

The screenshot shows the PRO MAN software interface. At the top right is the 'PRO MAN' logo. Below it is a menu with options: 'Open report protocol', 'Manage report', 'New report item', and 'Manage participants'. The main area displays a technical drawing of a building structure with a red circle highlighting a specific detail. Text on the screen includes 'Mängelfassung' and 'NEU: Beispiel für Anlagen in Punkten'.

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 from the list.

The screenshot shows the PRO MAN software interface with direct editing capabilities. At the top right is the 'PRO MAN' logo. Below it is a calendar view for September 2016, with the 3rd highlighted. The main area displays the 'BESPRECHUNGSBERICHT' for 'Baubesprechung ÖBA No.: 003'. The meeting details are highlighted in blue, showing the date of issue (9/6/2016), date of meeting (9/3/2016), time (from 9:00 AM to 11:00 AM), and place (GPS-Container). The participant list is also visible, with icons for moving, editing, and removing participants. The 'Date of Meeting' field is highlighted in blue, and the 'Time' field is highlighted in blue.

8.5 Protocol view: Participant and Distribution list



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

Beispielprojekt

BESPRECHUNGSBERICHT
Baubesprechung OBA No.: 003

Date of Issue: 9/5/2016
Date of Meeting: 9/3/2016
Time: From: 9:00 AM to: 11:00 AM
Place: GPS-Center
Subject: No subject defined

Project no.: _BEISPIEL
Doc. no.: 1010\BAUB\003
Chairman: Waldner
Symbol: No author sign selected
Meeting no.: Meeting selected

Name	Title	Function	Company	Phone	Mobile	present	Dist.	template
Gschwan	FE	GIS		+43 676020396		●	●	○
Bauch	ET	Bauch & Gornig		+43 52654045		●	●	○
Fugger	BE	FuggerInnen		+43 684888887		●	●	○
Leiner	BE	Leiner		+43 685222242		●	●	○
Auerberg	BE	Hotzer Bau		+43 312444424		●	●	○
Prora	BE	FuggerInnen		+43 204600006		●	●	○
Mauer	FE	GIS		+43 316822204		○	○	○
Sommerer	FE	GIS		+43 676020374		●	●	○
Wolner	BE	FuggerInnen		+43 316478918		●	●	○
Faltberger	ET	Hotzinger		+43 34534214		○	○	○
Bruchner	BE	Hotzer Bau		+43 312444422		○	○	○
Mertenberger	SP	Pensumult		+43 684422222		●	●	○

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.

New Meeting Number: 204
Status: Pending
Date: 9/5/2016
Time: From: 9:00 AM to: 9:00 PM
Meetingplace: GPS-Center
Company: FuggerInnen
Address: 47 8170 Graz FuggerInnen 11

8.5.1 Participants / distributor: extended settings



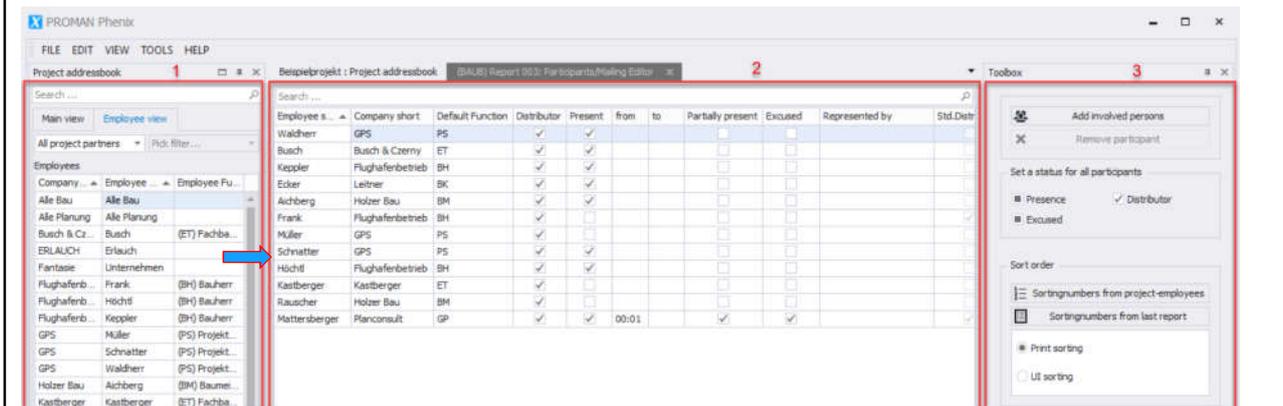
Click on "Manage participants" in the toolbox (see 1) or right-click on the desired report to open the advanced settings of the participants / distribution lists. (see 2).

8.5.2 Participants / distributor: extended settings



The administration of the participants consists of three areas:

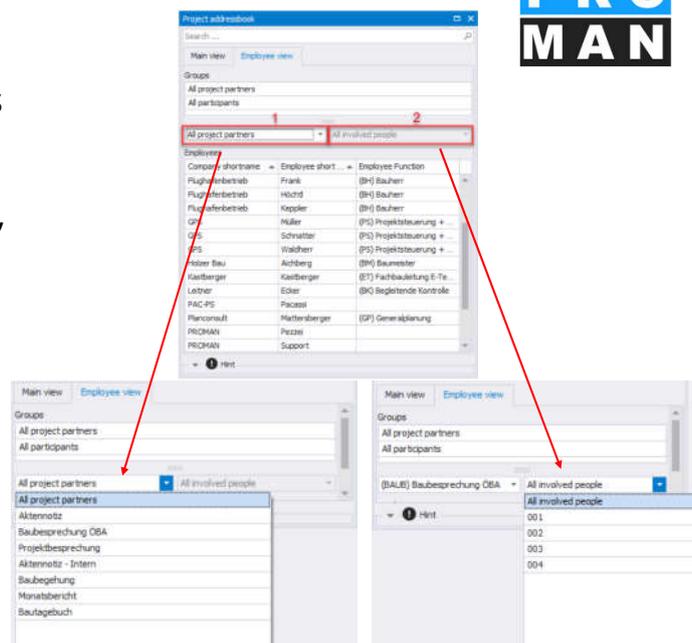
- Project address book (see 1): Simply drag and drop participants into your distribution list (see 2) and define their attendance.
- use the toolbox to edit the desired sort order and add involved persons (see 3).



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



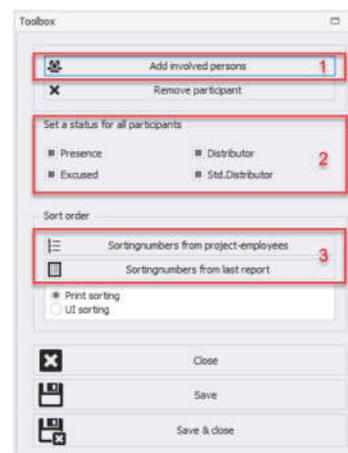
- Distributor: Defines the distribution group of the document. Also used for automatic e-mail transmission of the report (see 1).
- The attendance can be augmented with „partially present" or replaced by "excused" (see 2). For these to be printed, a corresponding print template must be set.
- The sorting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

Employee s...	Company short	Default Function	1	2	from	to	Partially present	Excused	Represented by	3	
			Distributor	Present						Std.Distributor	
Aichberg	Holzer Bau	BM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Waldherr	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Busch	Busch & Czerny	ET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Keppler	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Ecker	Leitner	BK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Frank	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Müller	GPS	PS	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Schnatter	GPS	PS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Höchtl	Flughafenbetrieb	BH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Kastberger	Kastberger	ET	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Rauscher	Holzer Bau	BM	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Mattersberger	Planconsult	GP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00:01		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8.5.5 Participants / distributor: extended settings



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



8.6 Protocol View: Create and Edit report item



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

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

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)

Bescheide

001 21.08.2016 Die Bescheide der BH Graz Umgebung ergehen lt. Herrn Frank am 22.8.2016 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.

Ergebnis: No text set...

Comment: No commentary for this item...

002 27.08.2016 Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt.

- Noch ausständige Bescheide:
- Wasserrecht
- Betriebseinschränkung
- Versetzen Mast
- Gepäckförderanlage

Ergebnis: No text set...

Comment: No commentary for this item...

003 03.09.2016 Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2016 an die ÖBA übergeben.

8.6.1 Report item Create & Edit



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

3

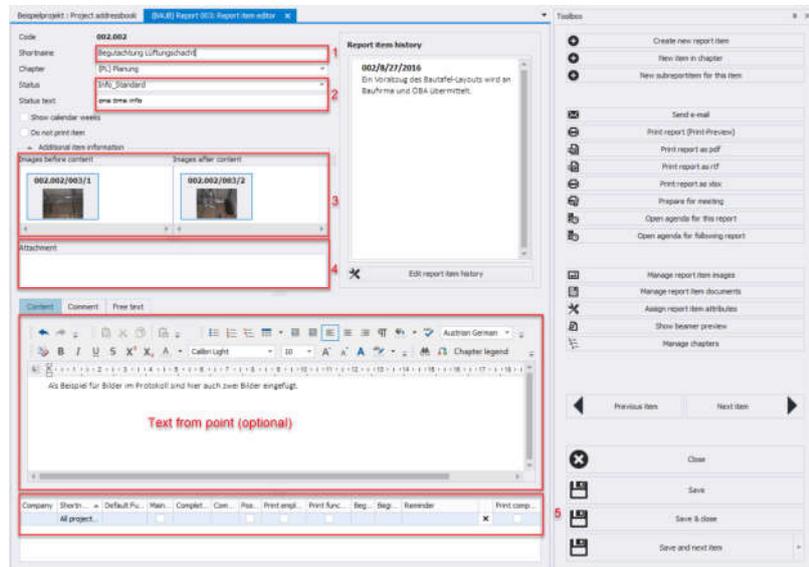
A report item corresponds to a task / information in a session.

- 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)

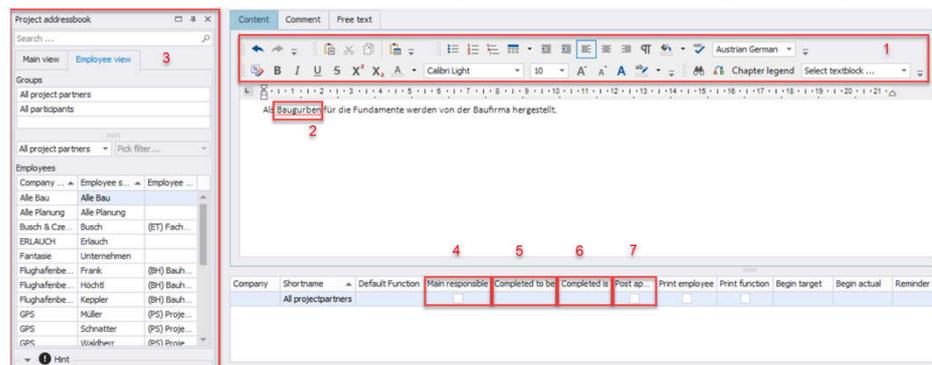


8.6.1 Extended report item settings



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

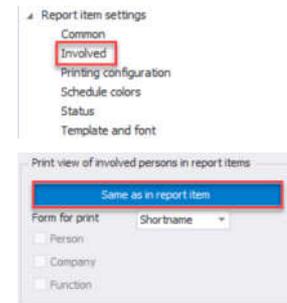
- *Main responsible* (see 4)
- *Completed to be* (see 5)
- *Completed is* (see 6)
- *Post appointment* (see 7)



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!



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

8.6.1 Advanced report item settings



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.

8.7 Protocol View: report item Status



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

001.002 **Genehmigung Umsetzen Masten**

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

Ergebnis: No text set...

Comment: No commentary for this item...

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

Project	Status	Description
All project	open	Will not be taken to the next report.
	Beschluss	Will be taken to the next report.
	DauerInfo_Standard	permanent info Will be taken to the next report
	erledigt_Standard	completed Will not be taken to the next report
	Fiberarbeitung_Standard	in progress Will be taken to the next report.
	Info_Standard	one time info Will not be taken to the next report.
	offen_Standard	open Will be taken to the next report.
	storniert_Standard	canceled Will not be taken to the next report.
	Wiedervorlage_Standard	resubmission Will be added at the defined date to a report in the future.
Busch Rauscher	zurückgestellt_Standard	deferred until Will be added at the defined date to a report in the future.

8.8 Protocol view: Pictures and attachments



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

003.002 **Mängelerfassung** *one time info*

Als Beispiel für die Erfassung von Mängeln mit dem integrierten Bilderbeitragswerkzeug

Image 1: 2021-05-10_1647-42_30x400.jpg

Image 2: 2021-05-10_1647-42_30x400.jpg

003.003 **NEU: Beispiel für Anlagen in Punkten** *deferred until 11/7/2016*

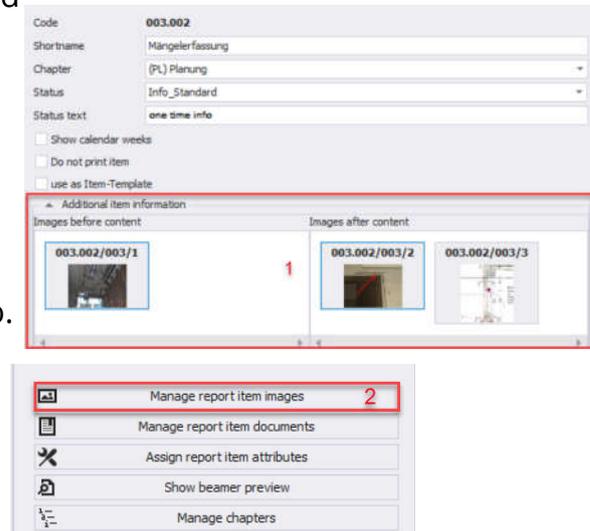
Bei jedem Punkt können Dokumente oder beliebige Dateien als Belegen gespeichert werden. Beim Versenden der eMail aus dem Programm oder beim PROMAN-EXPORT werden diese Dateien mit verschickt. Unter dem Schalter Belegen erhalten Sie eine Marke zum Erfassen von Dokumenten. Dort sind auch die als Beispiel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

Documents: 003.003.2_Faunhpa.als (1)
003.003.3_Uppmmsausmanga.pdf (1)

8.8.1 Advanced Settings: pictures



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



8.8.1 Advanced Settings: pictures



- Via "Manage images" you determine
- the width of the photo in the printout (see 1):
 - like text block
 - from text to right pagestop
 - entire page width
 - to select the desired storage location or load images from the clipboard (see 2).
 - You can insert two images next to each other.
 - Title of the image (see 3)

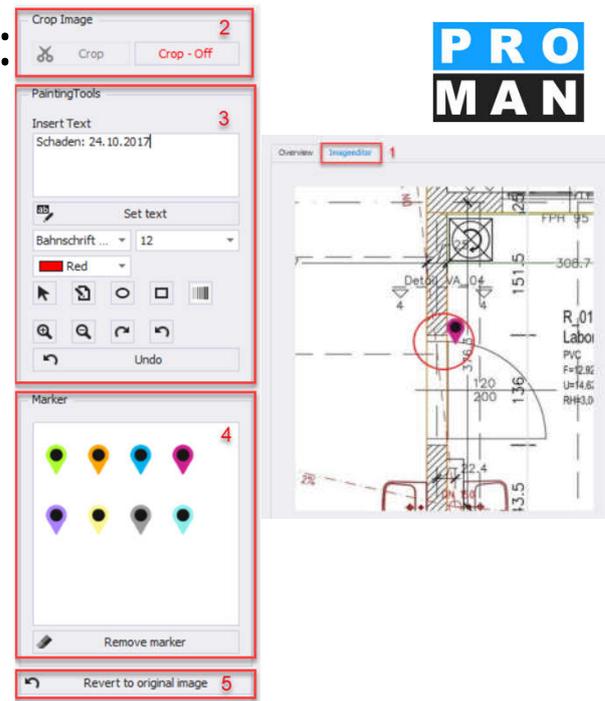


8.8.1 Advanced Settings: pictures

- In the tab „Imageeditor“ (see 1) you can quickly and easily adapt your photos and plans:

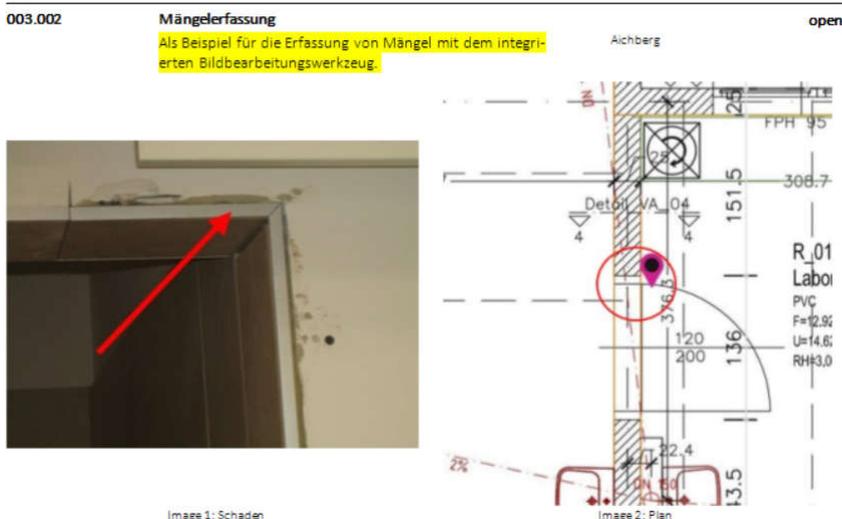
- Cutting (see 2)
- Insert text and shapes (see 3)
- Set markers with drag&drop (see 4)
- Undo all changes (see 5)

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



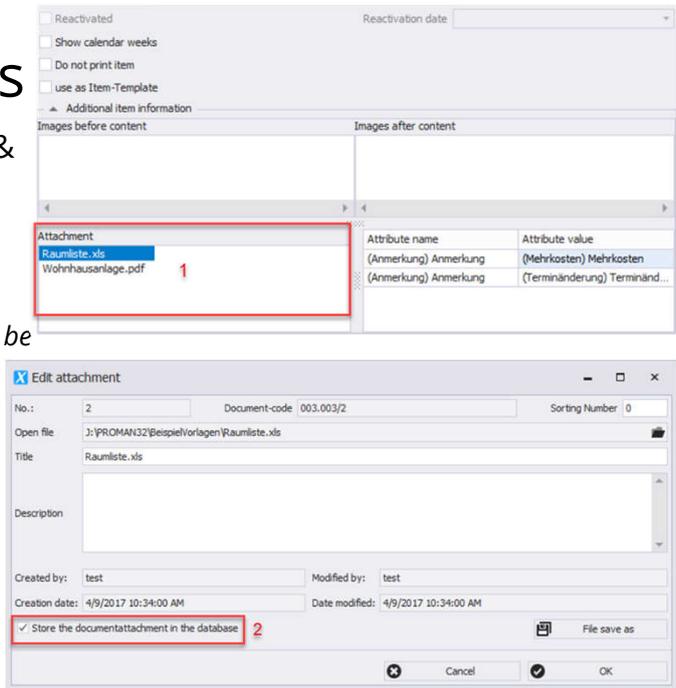
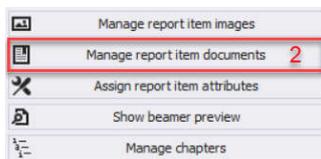
8.8.1 Advanced Settings: pictures

**PRO
MAN**



8.8.2 Advanced Settings: attachments

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



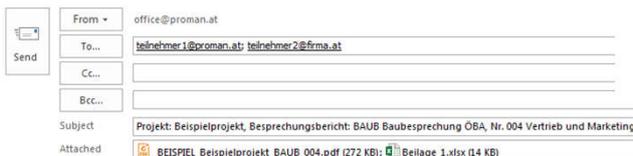
8.8.2 Advanced Settings: attachments

- 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)

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



Sehr geehrte Damen und Herren,

No.	Vorgangname	Dauer	Anfang	Ende	Umsatz	Einlage	Mitar.	Appt.	Titel	Plan
1	WV-Fassade	18 Tage?	Mo 15.04.09	Fr 03.05.09						
2	WV-Fassade Normale	15 Tage?	Mo 13.04.09	Fr 01.05.09						
3	Einmündung + Estrich	15 Tage?	Mo 13.04.09	Fr 01.05.09						
4	Stiegebauwerk, Beschichtung	18 Tage?	Mo 20.04.09	Fr 07.05.09						
5	Außenanlagen - Einbauten, Schöllung	185 Tage?	Mo 15.09.08	Fr 12.06.09						
6	Einbauten, Schöllung	30 Tage?	Mo 15.09.08	Fr 20.10.08						

8.9 Protocol View: Video Short Training **PRO MAN**

- 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



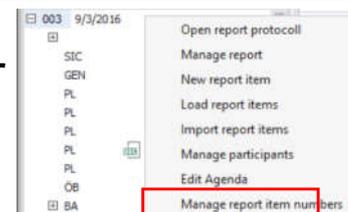
- Change number

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

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

Item-Code	Chapter	Chapter-sortnummer	Keyword	Status
001	(BA) Brausauführung	2	Bewertung	offen
002	(PL) Planung	4	Mängelfassung	open
003	(PL) Planung	4	NEU: Beispiel für Anlegen in Punkten	deferred until
004	(PL) Planung	4	inaktiv agesRicht	beschlossen
005			T1	offen

Set report item-code Close Save & close



9.1 report item number: Structure



- First occurrence of item

- Item number

- Item will be continued at further meetings

- Report number
- Date of meeting

Chapter / Report number / Item number

0.2		Genehmigungen	
0.2.001.002	001 / 21.08.2014	Genehmigung Umsetzen Masten	open
Im Baufeld befinden sich zwei Masten, Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2014		Alle Projektpartner	
0.2.002	002 / 27.08.2014	Es wurde ein Vorschlag für die Kabelführung im Mast erarbeitet. Dieser ist von der Firma Schilling zu überprüfen (Koordination durch Herr Busch). Weiters sind die statischen Berechnungen der Fa. Schilling beizubringen.	Busch, Busch & Czemy
0.2.003	003 / 09.09.2014	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
			10.09.2014 03.09.2014

PROMAN 3.1 Lizenz 1010/BAUB/003 Seite 2 / 4

9.2 Comments in the report & Meeting preparaton



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

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

003.001 Bewachung

003/03.09.2016

Falls eine Zugänglichkeit auf die Baustelle durch Baustellenfrände infolge nicht geschlossenen Bauzauns besteht, hat die Baufirma für die Bewachung während der Arbeitszeit zu sorgen.

Waldher
Rauscher

open
Solidatum...
10.02.2016

Kein Text gesetzt

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

Attachment

Edit report item history

Content Comment Free text

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

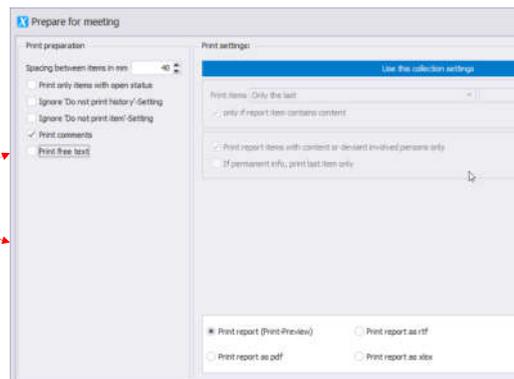
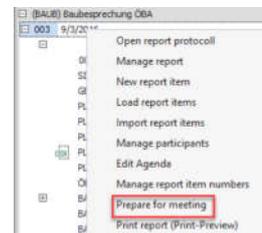
Company	Shortna...	Default Fu...	Main responsible	Completed to be	Complete	Post n...	Print emp...	Print fu...	B...	Re...	Print company
GPS	Waldher	PS									
Holzer B.	Rauscher	BM		21/02/16							

9.2 Comments in the report & Meeting Preparation

Allows you to create notes for your next report.

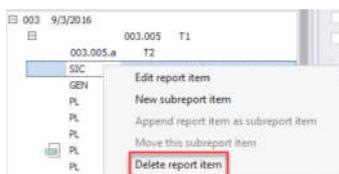
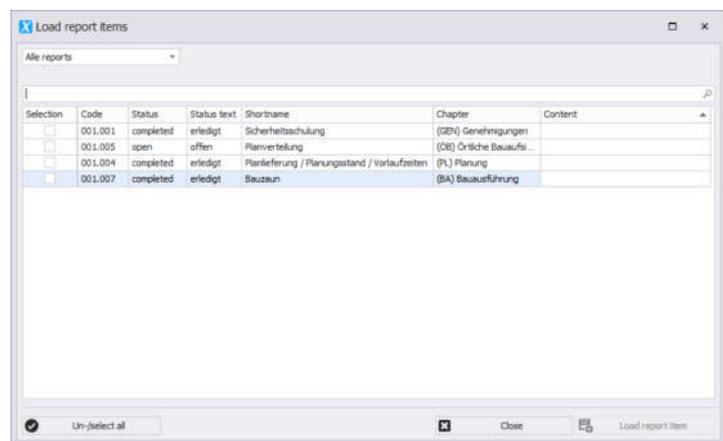


Item	Subject	cr	Responsible	Deadline
	<p>Wichtige Dateien als Beilagen gespeichert werden. Beim Versenden der eMail aus dem Programm oder beim PROMAN-EXPORT werden diese Dateien mit verschickt. Unter dem Schalter Beilagen erhalten Sie eine Maske zum Erfassen von Dokumenten. Dort sind auch die als Beispiel gespeicherten Dokumente abrufbar (über Anwahl Dokument)</p> <p>Kommentar: Bei der nächsten Besprechung muss ich folgenden wichtige Punkte klären: 1. 2.</p> <p>Beilagen: 003.003/2 Raumliste.xls 003.003/3 Wohnhausanlage.pdf</p> <p>Space for handwritten Notes</p>			
0.2	Genehmigungen			



9.3 report item Load&Delete

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

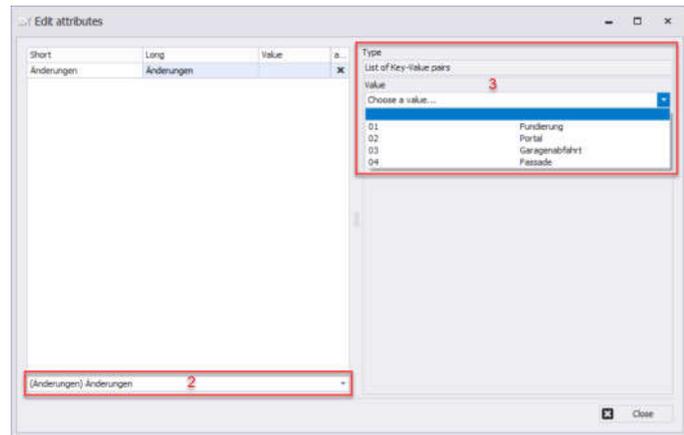


9.4 report items: attributes



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

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

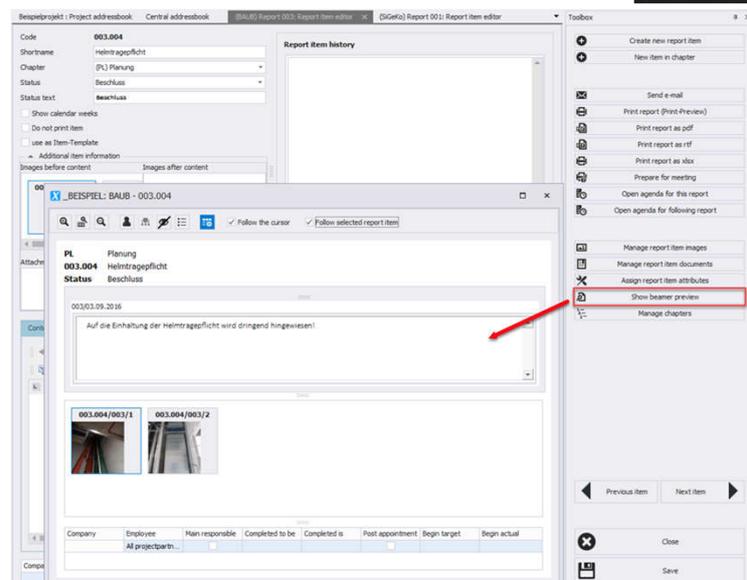


9.5 report item: beamer view



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

- Images and documents can be opened with a double click



9.6 import report items from another report collection or project

**PRO
MAN**

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)

Selection	Code	Report code	Status	Status text	Shortname	Chapter	Content
<input type="checkbox"/>	001.001	001	one time info	erledigt	Sicherheitsschulung	(GEN) Genehmigungen	Die Sicherheitschulung für das I
<input type="checkbox"/>	001.002	001	open	offen	Genehmigung Umsetzen Masten	(SIC) Sicherheit	In Baufeld befinden sich zwei M
<input type="checkbox"/>	001.003	001	open	offen	Bescheide	(GEN) Genehmigungen	Die Bescheide der BH Graz Umge
<input type="checkbox"/>	001.005	001	open	offen	Planverteilung	(OB) Örtliche Bauaufsicht	Die Verteilung der vom GP-Büro
<input type="checkbox"/>	001.006	001	open	offen	Baubauauf	(BA) Bauausführung	Der von der Baufirma vorgeschl
<input type="checkbox"/>	001.004	001	completed	erledigt	Planlieferung / Planungsstand / Vorlaufzeiten	(PL) Planung	Ein Vorabzug der Foliepläne des
<input type="checkbox"/>	001.007	001	completed	erledigt	Bauzaun	(BA) Bauausführung	Die Materialwahl für die Ausfüh
<input type="checkbox"/>	001.002	002	open	offen	Genehmigung Umsetzen Masten	(SIC) Sicherheit	Es wurde ein Vorschlag für die K
<input type="checkbox"/>	001.003	002	open	offen	Bescheide	(GEN) Genehmigungen	Bescheid Errichtungsbewilligung
<input type="checkbox"/>	001.005	002	open	offen	Planverteilung	(OB) Örtliche Bauaufsicht	
<input type="checkbox"/>	001.006	002	open	offen	Baubauauf	(BA) Bauausführung	In KW 35:
<input type="checkbox"/>	002.001	002	open	offen	Stilllegung Hydrantenleitung	(PL) Planung	Herr Matternberger hat vorab ei
<input type="checkbox"/>	002.002	002	open	offen	Bautafel	(PL) Planung	Ein Vorabzug des Bautafel-Laya
<input type="checkbox"/>	002.005	002	open	offen	Bauzeitplan	(BA) Bauausführung	Die Baufirma legt den Bauzeitp
<input type="checkbox"/>	002.003	002	permanent	Dauer-Info	Baustellenausweis	(OB) Örtliche Bauaufsicht	Die Betriebsgesellschaft stellt fe

9.6 import report items from another report collection or project

**PRO
MAN**

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

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

Selection	Code	Report code	Status	Status text	Shortname	Chapter	Content
<input type="checkbox"/>	001.003	001	open	offen	Bescheide	(GEN) Genehmigungen	Die Bescheide der BH Graz Umgebung er
<input type="checkbox"/>	001.003	002	open	offen	Bescheide	(GEN) Genehmigungen	Bescheid Errichtungsbewilligung wurde a
<input type="checkbox"/>	001.003	003	open	open	Bescheide	(GEN) Genehmigungen	Bescheid für die Betriebs einschränkung 1

Un-/select all

9.6 import report items from another report collection or project



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

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

9.7 Report item: Text and involved Examples



1	Planung		Item	Subject	CF	Responsible	Deadline
1.002.001	Stillelegung Hydrantenleitung	open	0.2.001.003	Bescheide			open
002 / 27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stillelegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank, Flughafenbetrieb Mattersberger, Plancon	001 / 21.08.2014	Die Bescheide der BH Graz Umgebung ergehen. Herrn Frank am 22.8.2014 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.	Frank, Flughafenbetrieb	22.08.2014	
003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank, Flughafenbetrieb Mattersberger, Plancon	002 / 27.08.2014	Bescheid Errichtungsbewilligung wurde am 27.8.2014 von Herrn Frank verteilt. • Noch ausständige Bescheide: • Wasserrecht • Betriebseinschränkung • Versetzen Mast • Gepäckförderanlage	Frank, Flughafenbetrieb	22.08.2014	
1.002.002	Bautafel	open					
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und OBA übermittelt.	Mattersberger, Plancon	03.09.2014				
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	Mattersberger, Plancon	03.09.2014	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2014 an die OBA übergeben.	Frank, Flughafenbetrieb Herr Schnatter, GPS	22.08.2014	
2	Örtliche Bauaufsicht						
2.002.003	Baustellenausweis	one time info					
002 / 27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der OBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der OBA noch bekanntgegeben.	Herr Schnatter, GPS	03.09.2014				
003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die OBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die OBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer					

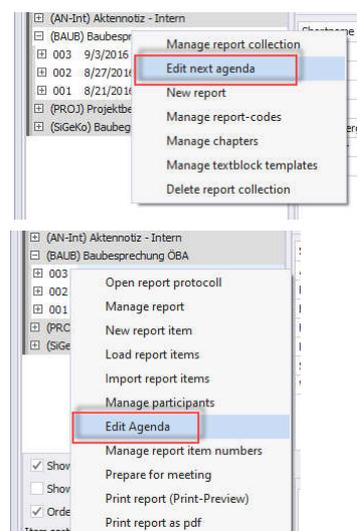
9.8 Invitation & Agenda Function



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

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

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



9.8 Invitation & Agenda Function



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

- Name and appointment date
- Invited with time and comment

The entered data is automatically copied to the next agenda.

Shortname	Function	Company short	from	until	Comment
Aichberg	BM	Holzer Bau			
Rauscher	BM	Holzer Bau			
Busch	ET	Busch & Camry			
Frank	BH	Flughafenbetrieb			
Mattensberger	GP	Planconsult			
Schwatter	PS	GPS			
Walther	PS	GPS			

9.8 Invitation & Agenda Function

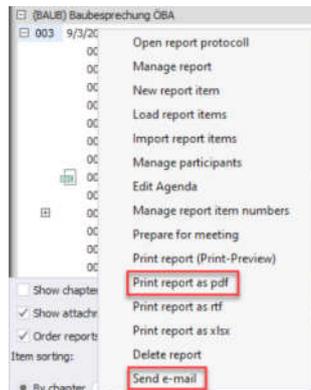


In the toolbox you can select which elements should be used to create the agenda list. After clicking on "Add selected", the agenda is automatically created in the "Free text" tab. This can then be edited manually:

ID	Name	Status
001.002	Approval Moving masts	open
	Busch	
	Rauscher	
001.003	notifications	open
	Frank	
	GPS	

10. Types of output

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



Send

From - office@proman.at

To... teilnehmer1@proman.at; teilnehmer2@frma.at

CC...

Bcc...

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

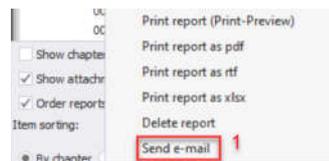
Attached _BEISPIEL_Beispielprojekt_BAUB_004.pdf (272 KB); Beilage_1.xlsx (14 KB)

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).



Send e-mail - Report: BAUB/003

Project short name: _BEISPIEL Report collector short name: BAUB Report code: 003

Meeting date: 9/3/2016 Subject: [Empty]

Pdf save option: Temporary Filepath: C:\Users\Maksoo.Turakbek\Desktop\1010__BAUB_003

Textpreview

Use textblocks Use freetext

E-mail subject: Projekt: Beispielprojekt, Berichtsanhang: BAUB Baubesprechung OBA, Nr. 003 Edit default subject

Sehr geehrte Damen und Herren,
anbei das Protokoll der Sitzung Nr. 003 vom 9/3/2016.

Mit freundlichen Grüßen

E-mail text

Default e-mail textblocks: email

Available e-mail textblocks: email

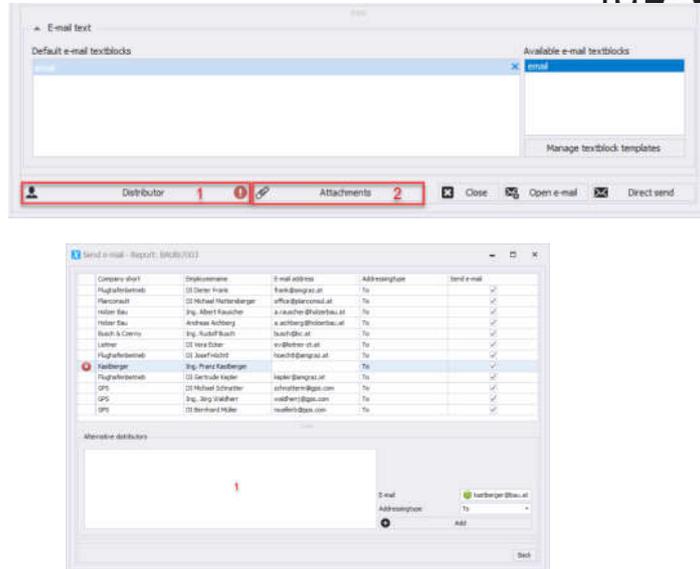
Manage textblock templates

Distributor: [Empty] Attachments: [Empty] Close Open e-mail Direct send

10.1 E-mail: dispatch

**PRO
MAN**

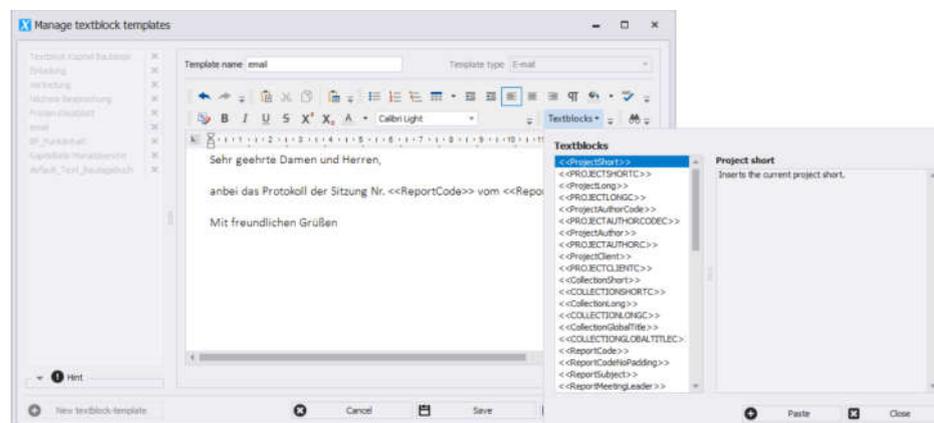
- The report is automatically attached to the e-mail.
- You can manage additional attachments (see 2).
- The distribution list is taken from the subscriber/distributor of your report and can be edited individually (see 1).



10.2 Sending an e-mail: text blocks

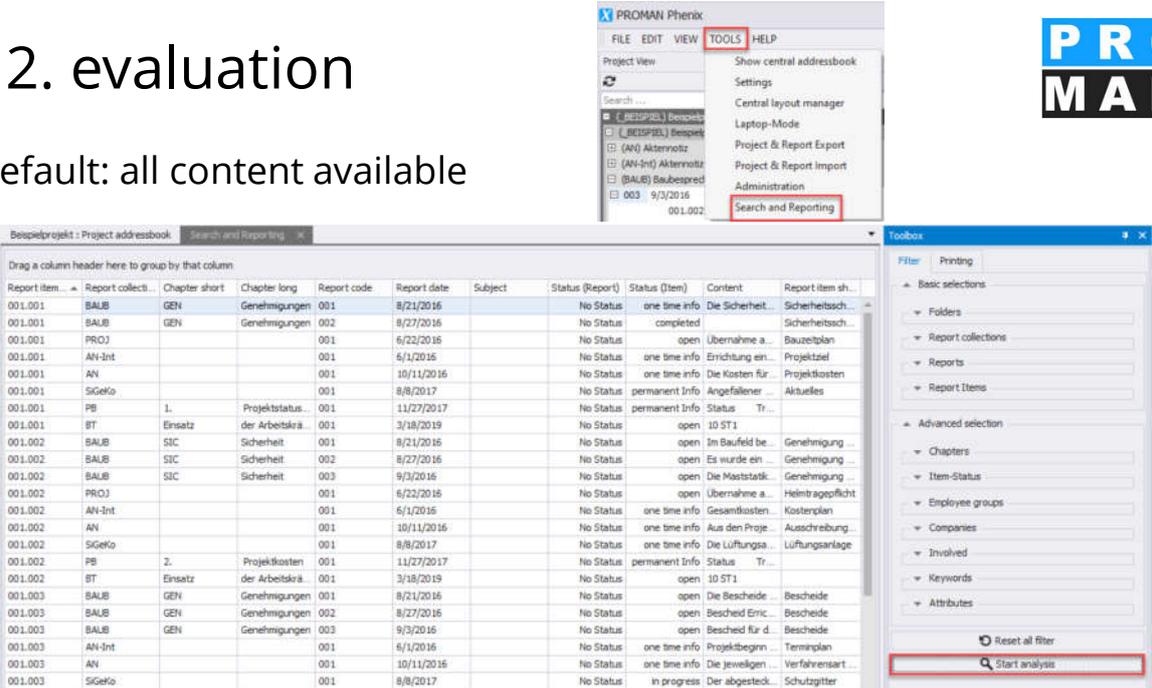
**PRO
MAN**

- enable fast and standardised transmission of reports



12. evaluation

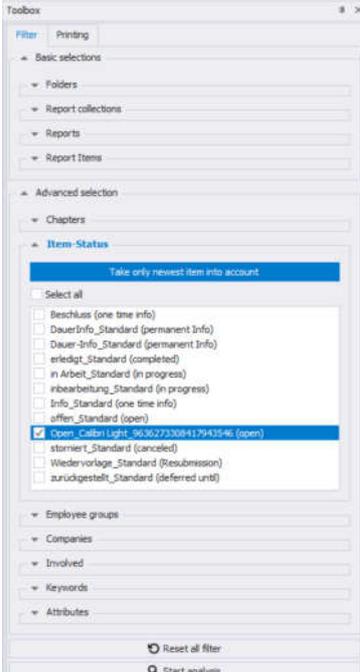
Default: all content available



The screenshot shows the PROMAN software interface. At the top, the 'TOOLS' menu is open, with 'Search and Reporting' highlighted. Below the menu is a table with columns: Report item, Report collect., Chapter short, Chapter long, Report code, Report date, Subject, Status (Report), Status (Item), Content, and Report item sh. The table contains multiple rows of data. To the right of the table is a 'Toolbox' panel with various filter options like 'Basic selections', 'Folders', 'Report collections', 'Reports', 'Report Items', 'Advanced selection', 'Chapters', 'Item-Status', 'Employee groups', 'Companies', 'Involved', 'Keywords', and 'Attributes'. A 'Start analysis' button is visible at the bottom of the toolbox.

12. evaluation

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



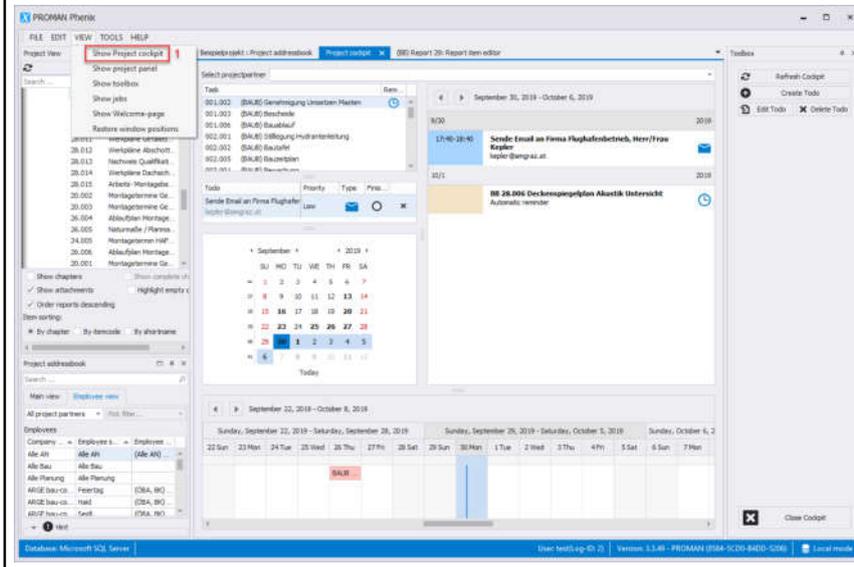
The screenshot shows the 'Toolbox' panel in the PROMAN software, specifically the 'Item-Status' filter section. It lists various status options with checkboxes:

- 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-Case (Open-Case)
- storniert_Standard (cancelled)
- Wiedervorgabe_Standard (Resubmission)
- zurückgestellt_Standard (deferred until)

 At the bottom of the toolbox, there are 'Reset all filter' and 'Start analysis' buttons.

13. Project-Cockpit

**PRO
MAN**



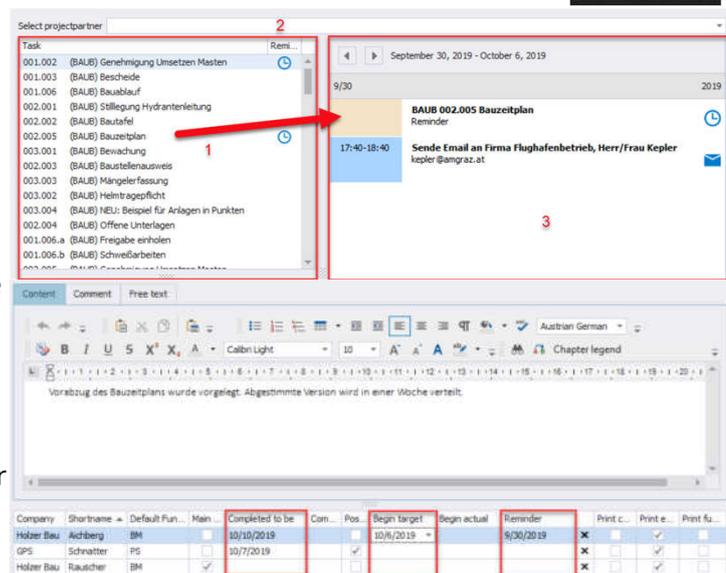
Via View -> "Show **Project Cockpit**" you can access your individual task management for your project. (see 1).

Here you have an overview of all tasks!

13. Project-Cockpit

**PRO
MAN**

- 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.

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 list



list

Participants / Distributors:

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

Templates are customizable

Template Example 1, e.g:

- email address
- Temporary presence

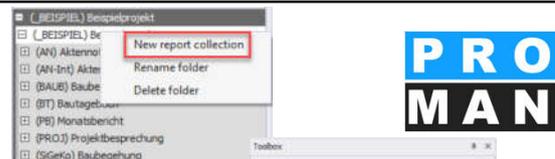
Template Example 2

- Invitation column for the next report

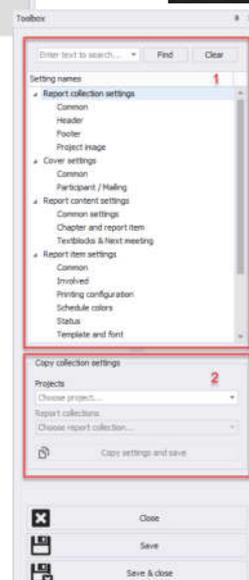
Participants / Distributors:

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

14.1 Report Collection: Print Settings 1



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



14.2 Report Collection: Print Settings 2



Important Settings in the report item settings Tab

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

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

Item	Subject	or Responsible	Deadline
ALG	Allgemein		
SIC	Sicherheit		
001.002	Genehmigung Umsetzen Masten	All project partners	open
001 / 9/3/2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 23.9.2016.		
003 / 9/3/2016	Die Maststatik ist noch immer ausreichend und in weiterer Folge auch die Schalung- und Bewehrungspolze für die Mastfundamente.	Bauch Bauchner	9/23/2016 10/9/2016

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Report item settings

Common
Involved
Printing configuration

Involved

Involved - salutation: Nothing
Print view of involved: Hr. / Fr.
Herr / Frau
Mr. / Ms.

Common settings

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

14.3 Report Collection: Print Settings 3



Important Settings in the Report Contents Tab

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

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

Table of Contents

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

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Report content settings

Common settings
Chapter and report item
Textblocks & Next meeting

Chapter settings for print

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

Print settings

Print items Only the last 5 contents
 only if report item contains content

Print sorting

Print report items sorted by: by chapter
by item-code

Chapter settings for print: by chapter

14.4 Example printout sorting by item number and chapter



BA	Bauausführung		
BAUB 001.006	Baublauf	open	
00121.08.2016	Der von der Baufirma vorgeschlagene Baublauf für die kommenden zwei Wochen umfasst folgende Tätigkeiten:	Alle Teilnehmer	
	<ul style="list-style-type: none"> Erstellen des Bauzeitplans Aufstellen des Bauzauns Einrichten der Containersiedlung Ausstellen des Krans Beschilderung Einholen und Überprüfen des Bombenkatasters 		
00227.08.2016	In KW 35:	Alle Teilnehmer	
	<ul style="list-style-type: none"> Aufstellen des fixen und des prov. Bauzauns Einrichten Containersiedlung Aufstellen Kran 		
	In KW 36:		
	<ul style="list-style-type: none"> Anliefern Baugeräte Beginn Abbruch Betonflächen am 2.9.2016 		
00303.09.2016	Für das Errichten des Bauzauns am Vorfeld sind Schweißarbeiten notwendig. Hierfür muss die Baufirma von der Betriebsgesellschaft die Freigabe einholen.	Flughafenbetrieb Rauscher	08.09.2016
Attribute: Anmerkung, Mehrkosten, Terminänderung, Umplanung			
BAUB 002.004	Offene Unterlagen	completed	8/8/2016
00227.08.2016	Folgende Unterlagen/Bestellungen sind der OBA zu übergeben:	Rauscher	03.09.2016
	<ul style="list-style-type: none"> K7-Blätter Bienflickensverzeichnis Unterfertigte Pläne Bestätigung Massenkontrolle 		
00303.09.2016	K7-Blätter werden in der nächsten Baubesprechung	Rauscher	03.09.2016

1	Planung		
BAUB 002.001	Stillegung Hydrantenleitung		
00227.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stillegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank Mattesberger	27.10.2014
00303.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank Mattesberger	27.10.2014
BAUB 002.002	Bautafel		
00227.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und OBA übermittelt.	Mattersberger	03.09.2014
00303.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	Mattersberger	03.09.2014
2	Örtliche Bauaufsicht		
BAUB 002.003	Baustellenausweis		one time info
00227.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der OBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der OBA noch bekanntgegeben.	Schnatter	03.09.2014
00303.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die OBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die OBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer	

14.5 Report collection: Print Settings 4

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

Report item settings

Common Involved

Report item layout

Print report date for

Report collection shortname

Chapter shortname

Report and report item code only

No report item code

Report item code only

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

Report item settings

Common Involved

Report item settings

Common Involved

Print status type

Info

Permanent info

show as "Info"

open

in progress

closed

Cancelled

Deferred

Resubmission

Involved - salutation

Nothing

Print view of involved persons in report items

Same as in report item

Form for print

Person

Company

Function

Shortname

14.6 Examples printout Representation of the item code



Report collection shortcode

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

Chapter Code

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

14.7 Examples printout Mention of the involved in the report item



Same as in report item

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

Person & function

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

14.8 Report Collection: Print Settings 5



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

Schedule color-settings

Overdue	B	Fontcolor	255, 0, 0	Backcolor	255, 255, 255
Due	B	Fontcolor	255, 128, 64	Backcolor	255, 255, 255
Not yet due	B	Fontcolor	0, 0, 0	Backcolor	255, 255, 255

Apply colors

Apply to following states

One-time info
 Permanent info
 open
 in progress
 closed

Apply to following dates

Relation date:

Current items
 Prior items

Report collection settings

- Common
- Header
- Footer
- Project image

Report item settings

- Common
- Involved
- Printing configuration
- Schedule colors

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



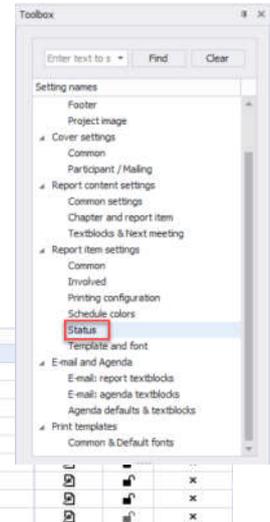
1 Planung		BAUB 002.004 Offene Unterlagen		BAUB 002.005 Bauzeitplan	
BAUB 002.001	Stilllegung Hydrantenleitung	002/27.08.2014	Folgende Unterlagen/Bestätigungen sind der OBA zu übergeben:	002/27.08.2014	Herr Schnatter Rauscher
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	27.10.2014	• K7-Blätter • Bieterlückenverzeichnis • Unterfertigte Pläne • Bestätigung Massenkontrolle	03.09.2014	Rauscher
003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	27.10.2014	• K7-Blätter werden in der nächsten Baubesprechung übergeben • Bieterlückenverzeichnis erledigt • Pläne werden unterfertigt • Massendifferenzliste wird bis zur nächste Baubesprechung an die OBA übermittelt	03.09.2014	Rauscher
BAUB 002.002	Bautafel	002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und OBA übermittelt.	03.09.2014	Mattersberger
003/03.09.2014	GP übergibt das Layout in der nächsten Baubesprechung. Das Rendering musste neu erstellt werden.	03.09.2014		01.09.2014	Herr Schnatter Rauscher
2 Örtliche Bauaufsicht		BAUB 002.005		BAUB 002.005	
BAUB 002.003	Baustellenausweis	002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der OBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der OBA noch bekanntgegeben.	003/03.09.2014	Herr Schnatter Rauscher
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der OBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der OBA noch bekanntgegeben.	03.09.2014	Vorabzug des Bauzeitplans wurde vorgelegt. Abgestimmte Version wird in einer Woche verteilt.	01.09.2014	Herr Schnatter Rauscher
003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die OBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die OBA wird diese Angaben stichprobenweise überprüfen.	All participants			

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

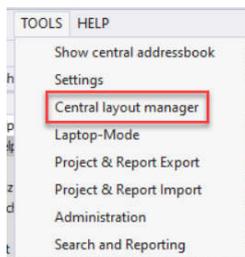


- You can easily change the formatting of existing statuses
- In the bottom line you can create your own status at any time, e.g.
 - Decision, CRQ, determination
 - Open with traffic light colours (red, orange, green)

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

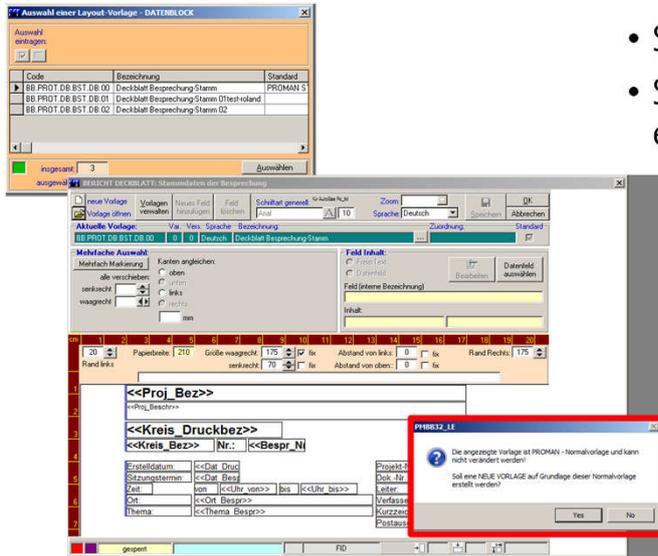


15. print layout



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

15.1 Print Layout: report core data



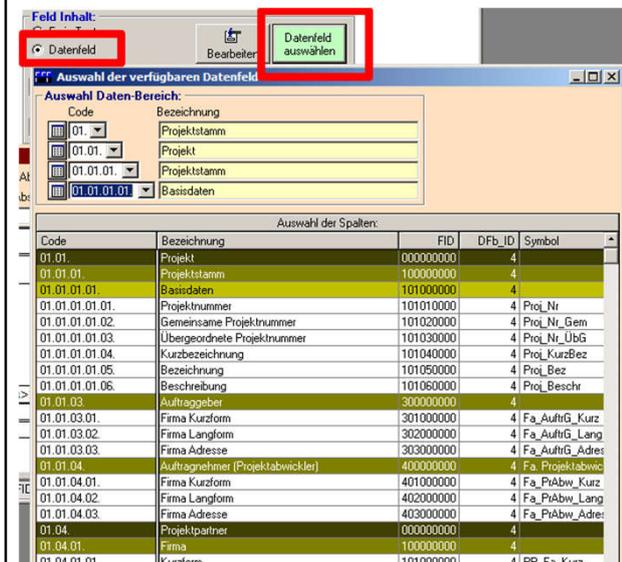
- Select desired template
- Standard templates cannot be edited
- If desired, a copy can be made for further processing.

15.1 Print Layout: report core data



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

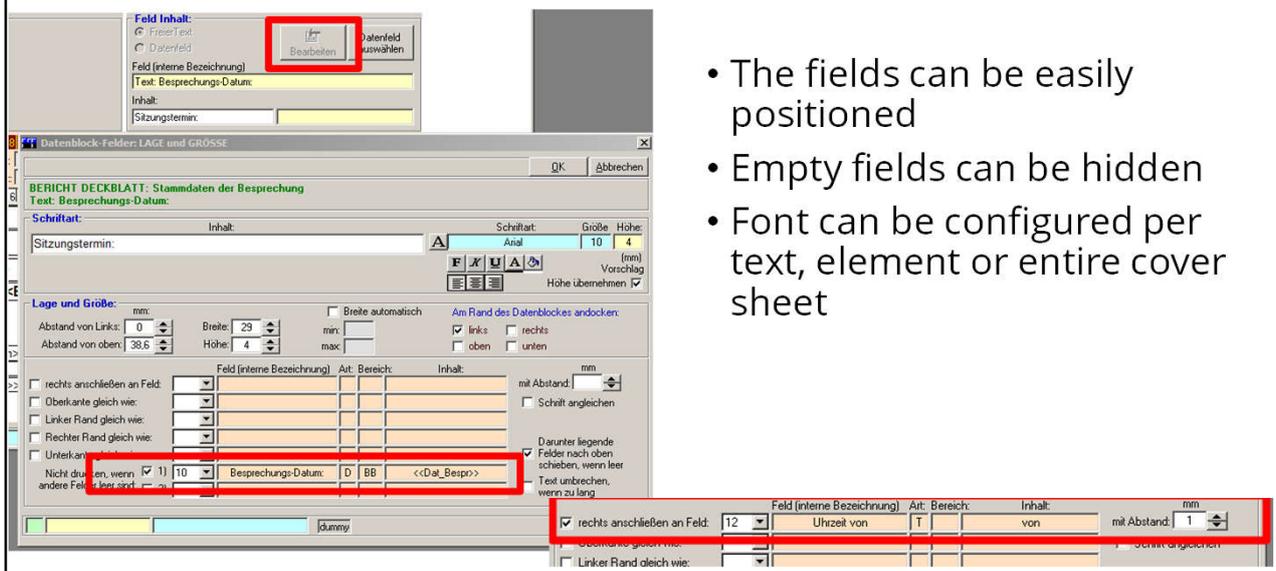
15.1 Print Layout: report core data



- The data fields make it easy to automatically print data from the project core data.

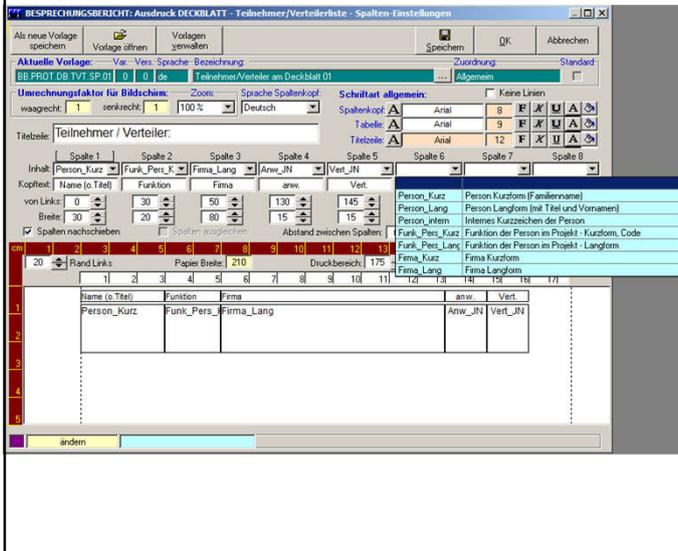
- At runtime the placeholder is replaced with the correct data of the project

15.1 Print Layout: report core data

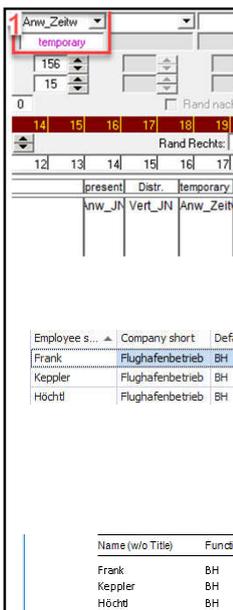


- The fields can be easily positioned
- Empty fields can be hidden
- Font can be configured per text, element or entire cover sheet

15.2 print layout: participants / distribution list



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

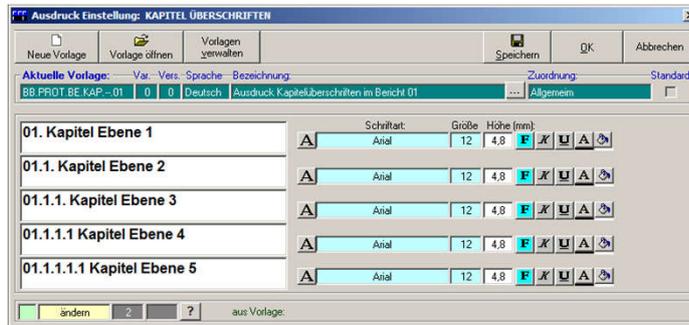


15.3 print layout: temporary



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

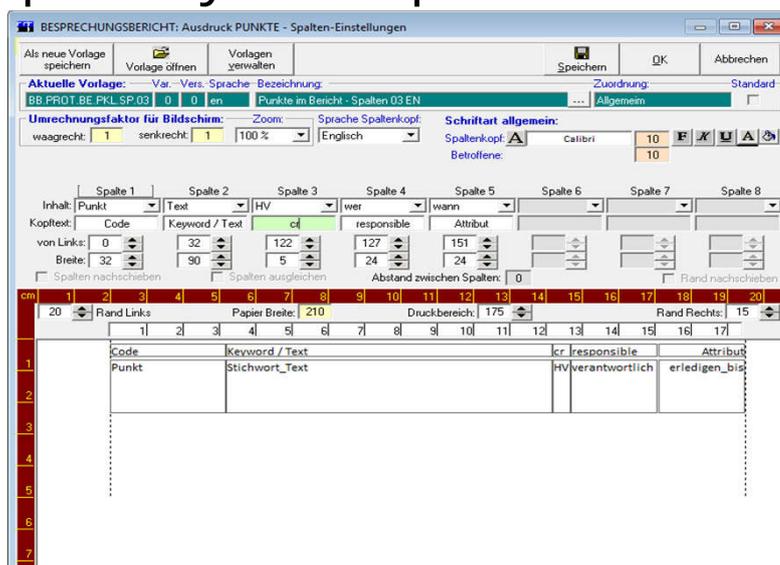
15.4 print layout: chapters



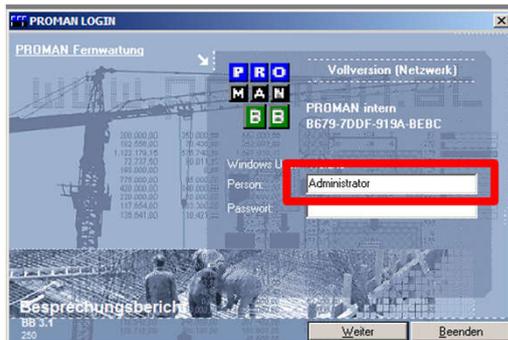
Design of chapters :

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

15.5 printlayout: report item

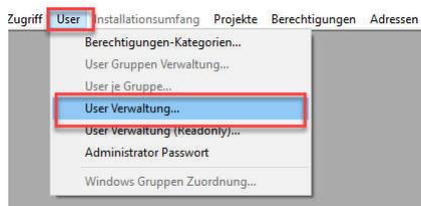


16. user administration and rights control

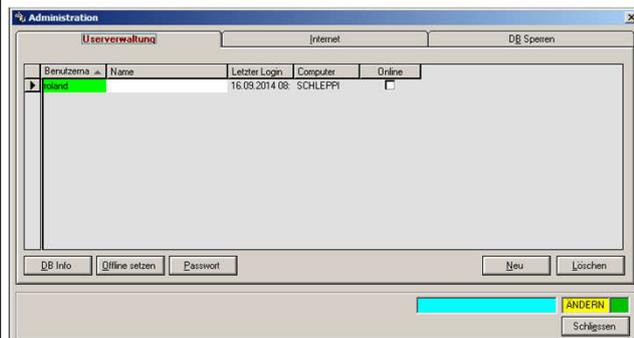


- With the link admin (PM_Admin1.exe) possible
 - Login as "Administrator"
- User
 - create
 - delete
 - Change password
 - release a blocked license

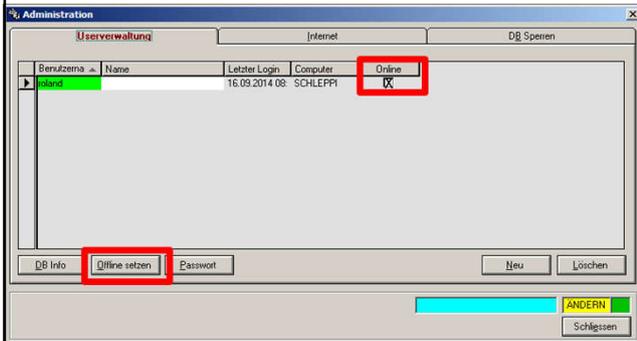
16.1 User Administration



- New
 - Create user
- Delete
 - Delete user



16.1 Benutzer Verwaltung

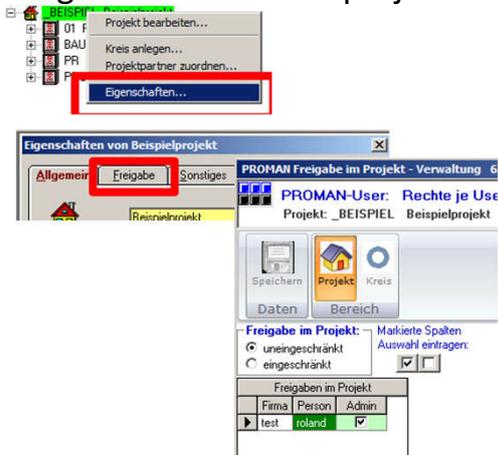


- Set Offline:
 - Release license if it is still locked (e.g. after a crash)
- The user has an active status in the "Online" column.
- To set offline:
 - Select user
 - then click on "Set Offline".

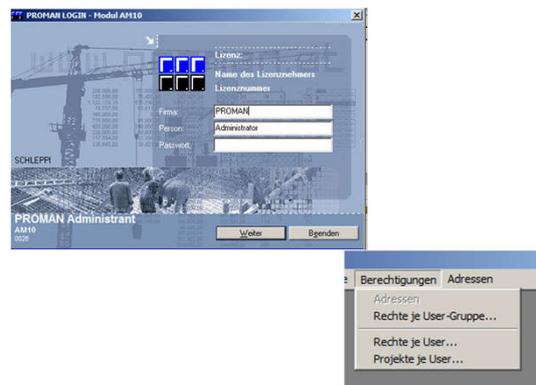
16.2 Rights control



- Rights control in the project



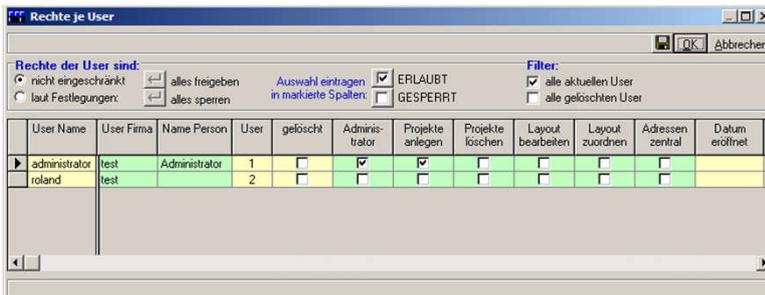
- General rights management
 - In PM_ADMIN1.exe!!



16.3 Rights control: General



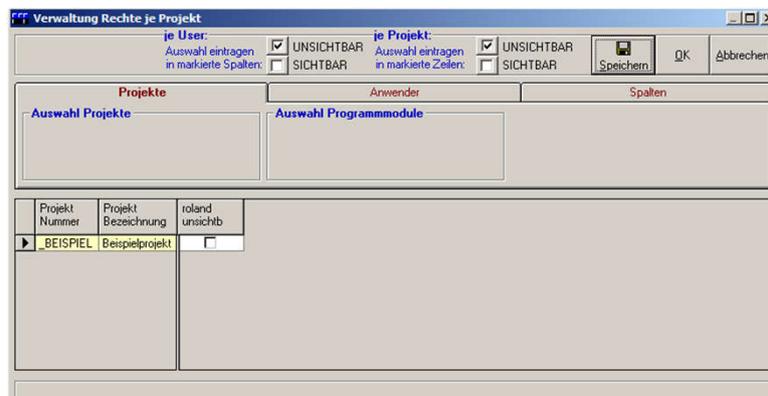
- Regulates the general rights of users in the program
- Rights control for
 - administrator
 - Create projects
 - Delete Projects
 - Edit Layout
 - Assign layout
 - Central address management



16.3 Rights control: General



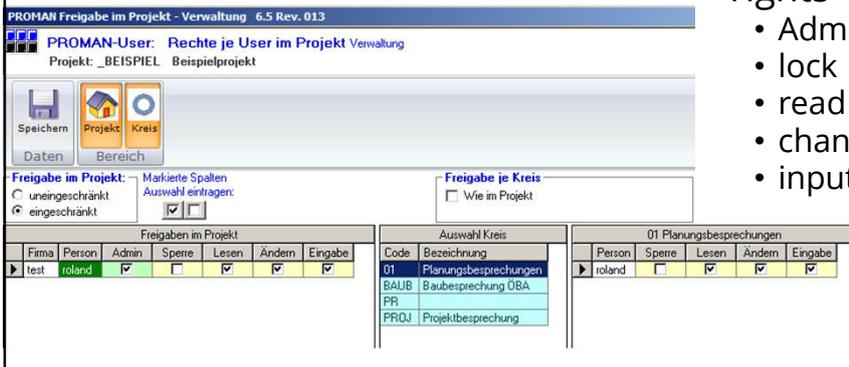
- Setting for project visibility



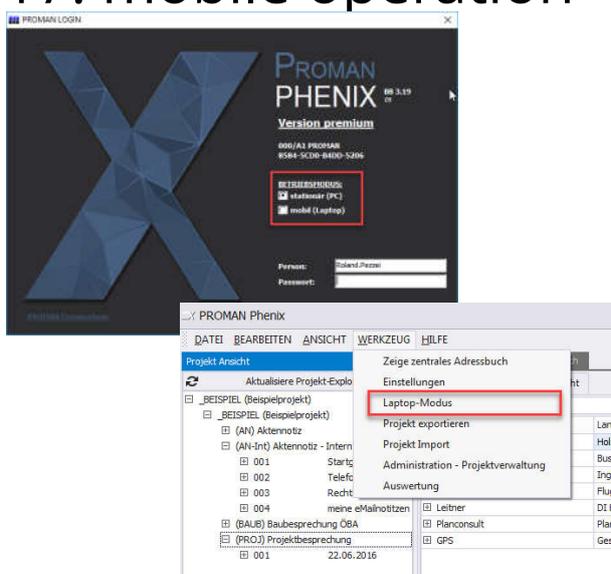
16.4 Rights control: in the project



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

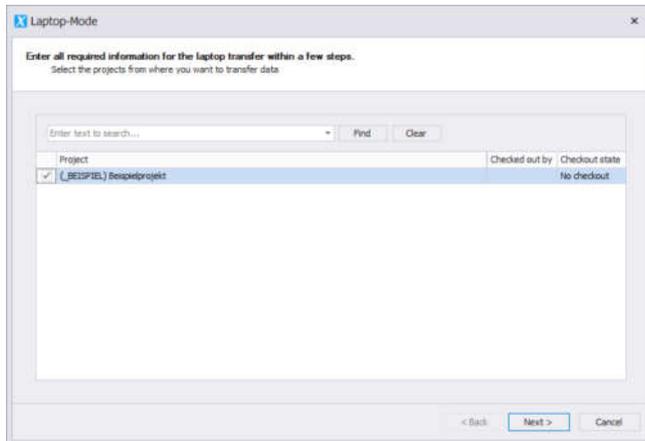


17. mobile operation



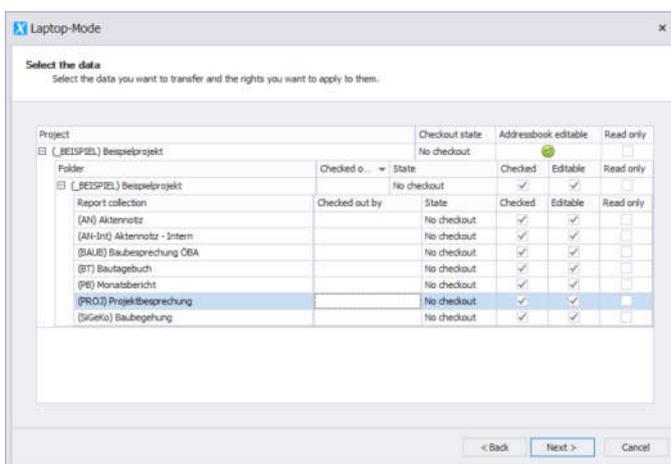
- in stationary operation, projects can be transferred into mobile mode or back at any time
- projects can be opened in mobile mode and also edited

17. mobile operation



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

17. mobile operation

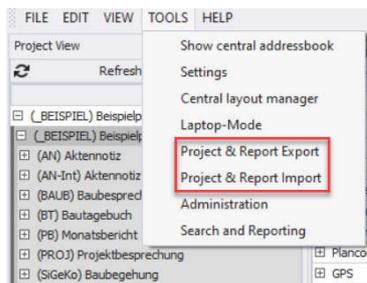


- Select data with the appropriate rights
 - Editable
 - I.e. the data can be edited in laptop mode.
 - Read only
 - This means that the data cannot be edited in laptop mode. The address book is also not editable in this case.
- **Attention:** You can not create a project in mobile!

18. Import / Export



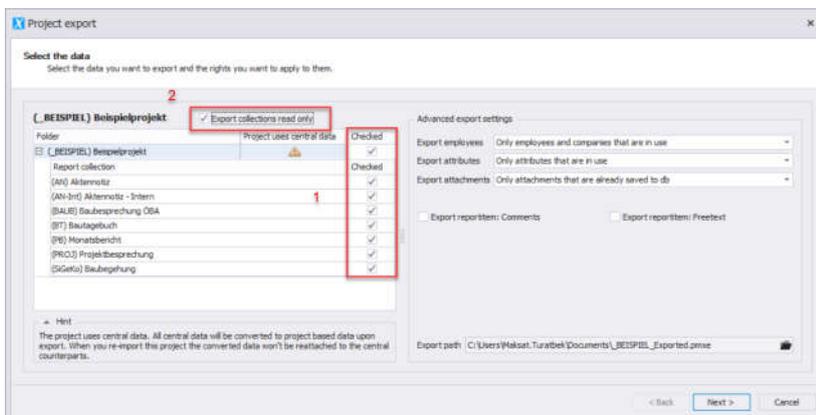
- Allows data to be exported or imported into report collections



Export can be used for

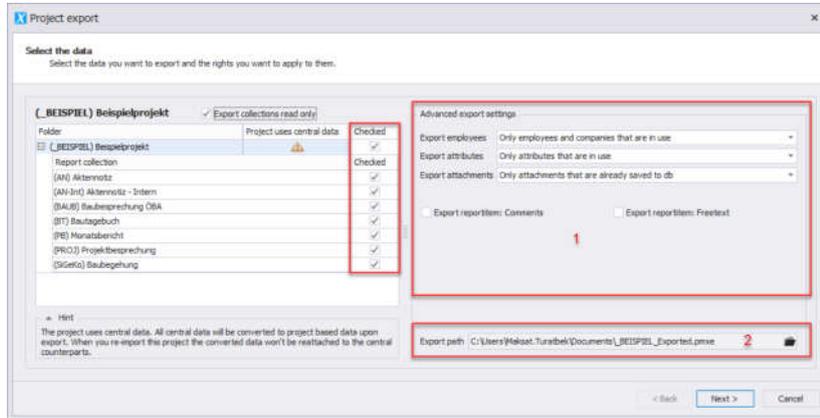
- Creation of reports from several persons
- Data exchange with partners for further evaluations
- Transmission to AG with restricted reading rights and without comments

18.1 Export



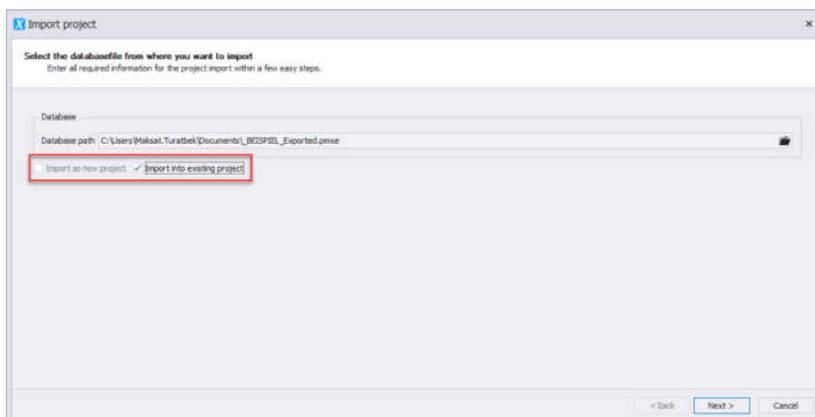
- Select the desired report collection (see 1)
- The report collection can be exported with read-only rights, if required (see 2)

18.1 Export



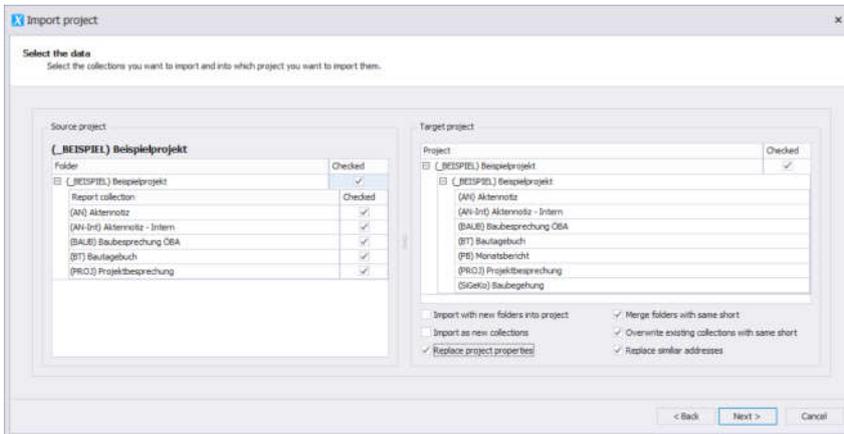
- Define the advanced export settings (see 1)
 - employees
 - attributes
 - attachments
 - comments
 - Free texts
- The export path can be defined individually (see 2)

18.1 Import



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

18.1 Import



• The following can be defined in the target project

- Import with new folders into project
- Import as new collection
- Replace project properties
- Merge folders with same short name
- Overwrite existing collections with same short
- Replace similar addresses



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 - from Germany 0800 589 0129