PROMAN Meeting Report Module version 3.3 **Basic training 2019**

training program

- 1. menu control and masks
- 1.1 Menu control and masks
- 2. create project
- 2.1 Project general data in printout
- 2.2 Project Logo
- 2.3 Project template
- 3. addresses in the printout
- 3.1 Central address management
- 3.2 Address management: Company data
- 3.3 Address management:
 - Employees per company
- 3.4 Address management: Advantages of the Name of the company with short name
- 3.5 Company/employee functions
- 3.6 Company/employee attributes
- 3.7 Copying employees
- 3.8 User defined filter
- 3.9 Excel Export/Import

- 4. address management in the project
- 4.1 Project partners from central Load address management into project
 4.2 Project involved Sorting
 4.3 Replacing employees
 4.4 Decomposition in critical datasets
- 4.4 Decommissioning inactive datasets
- 5 Report collections 5.1 report collections **Copying Print Settings**

training program

6. attributes

- 6.1 Creating Attributes7. chapter structure
- 8. create report
- 8.1 Report General Data Printout
- 8.2 Report: Text blocks
- 8.3 Report: Next meeting
- 8.4 Protocol view
- 8.5 Protocol view:
- Subscriber Distributor
- 8.6 Protocol view:
- Create and Edit report items 8.7 Protocol View: report item Status

- 8.8 Protocol View: Images and Attachments 8.9 Protocol View: Video Short Training
- 9.1 Changing the report item number
 9.16 Chapter
 9.2 Comments in the protocol & Meeting Preparation
 9.3 report item: Load & Delete
 9.4 report item: attributes
 9.5 Examples point status
 9.6 Import points from another report collection or proj
 9.7 report item: Text and stakeholders
 Example
- 9.8 Invitation & Agenda Function

training program

10. output types 10.1 E-mail: dispatch 10.2 Conding on a mailt tout blacks	14.9 Printing examples: New meeting contents bold and dates according to the
 12. evaluation 13. project cockpit 14. Printout of station list 14.1 Report Collection: Print Settings 1 	Due date highlighted in color 15. print layout 15.1 Print Layout: Meeting core data 15.2 Print layout: Participants / distribution list
 14.2 Report Collection: Print Settings 1 14.2 Report Collection: Print Settings 2 14.3 Report Collection: Print Settings 3 14.4 Example printout sorting by report item number and chapter 	Partially Present 15.4 Print Layout: Chapter 15.5 Print Layout: Report Item Table 16. user administration and rights control
 14.5 Report collection: Print Settings 4 14.6 Examples Printout Representation of the reported item no. 14.7 Examples printout nomination of the person involved on report items 14.8 Report Collection: Print Settings 5 	16.1 User Administration 16.2 Rights control oft6.3 Rights control: General 16.4 Rights control: in the project 17. mobile operation 18. import / export 18.1 Export













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).

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

2.1 project genera Project View Project View Project View Project explorer Project View Project Project explorer Project View Project Project Project View Project Project Project View Project View Project Project Project View Project Pr	al data in printout Beispielprojekt BESPRECHUNGSBERICHT Baubesprechung ÖBA No.: 003	PRO MAN N
GAN Alternoiz Project rightsmanagement AN-Int) Akternoiz - Inter Project addressbook	Dete of fazer: 9/6/2016 Dete of Meeting: 9/3/2016 Theorem from: 9/3/2016 Picce: 00P5-Container Subject: Baubblauf Theorem is under and in the subblauf Theorem is under and in the	BEISPIEL ///RAUB/2003 Waldherr Kastberger

2.2 project logo

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

	_\$E29/18L	Projectionile dent	
oject longname *	Benghelprojekt		
* Associations			
Clert	Select a proper thusied company		71
Project author	Select a preprotionant company		4
Project Address	Select a projectionized company		*
+ Descrution			
Brief description	Bengaelprojekt		
Description			
	R U	Revert to original size	
		Agreent	
1.11		Sound International State	0 \$
Load image	X Remove Image		
Load Mage	1 × Remove Image		
Lostinge	× ∂ Car ; I≡ i	<u>е</u> п. в в <mark>в</mark> я я я я	



3. Participants	ad	dresses in	prir	าtoเ	ut	PRO MAN
Name (w/o Title) Waloher Busch Keppler Ecker Frank Moller Schnatter Hochti Kastberger Rauscher Mattersberger	Function PS ET BH BK BM SH PS PS BH ET BM GP	Company Gesellichteft für Projektiteverung m.b.H. Buch & Czern, Ingenieurbüro für Telekommunikation Hughnfen BetriebügesmbH Dirlans Lettner, Zintlechnikinges m.b.H. Holter BisgesmbH Gesellichteft für Projektiteverung m.b.H. Gesellichteft für Projektiteverung m.b.H. Rughafen BetriebügesmbH mg. Frank Ruberger, Technichte Bliro HRL. Holter BisgesmbH Plancoosult GesmbH			 Addresses are req Participants list (c Involved (per repo session dates chairman writer 	juired for the over page) ort items)
				001.002 001/#/21/2016 001/9/3/2016 Atte	Genehmigung Umsetzen Masten Im Baufeld befinden sich aves Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016. Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehnungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hengestellt.	All project partners Buech B/28/2018 Reacher 10/9/2018



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)

Brianter of	All Project addressbook	Cornel Address	a 1									 Yosbex 		
Degraft		'Lese'			Address .	Control 1000	· Burtonk	r Dilater Data	-	1.047	Deather	O Certe	Conserve 4	Deste In
S PECHNIK	-	ROMAN Software	Greet		Zveramela +4	AT Wer	1100	Herry or	n protos	1.40	-	9 nm	inane 1	a topos
216	me Hera and	atten County!	function Altribu	ini i								X Debits	company 3	 30555 315
Sket	Pearlineers	Lathane Abb	renater	Dearment.	Gerder The	Name Duffs 1	The Intern Dis	and .				* Coreser	v tactore 🛉	Country on the
10 Pesi (0.5cm	er Kalard	Person Suggest			Male CT									
20 764	Rubit	Titue			Linkream Ing.							*	Manage certit	el attributes
												0.0		
													Destruction of	-
												-	lestress	a Access
					1							-	Inper	101
					1								INF D	aort
					1								Companyer I	apart ADF
												100	the E	a Descent
												10 Par		
												8 Hot		
												# 100	Con Ma	
												8 10	Copy live	(Analysis
OMAN Phe	nix											8 10 8 10	Capy line Since cauges	in projectio
COMAN Phe EDIT VI	nik W Tools (A X	IELP	1									8 10 8 32	Capy life Shire usages	Avenue in projectio
ROMAN Phe EDIT VI	nbc tw tools ∤ o <mark>k x</mark>	(ELP	1			Address		Country	0	Ŷ	Postcode	the new second	Carr fire Shire august	evens in practic
COMAN Phe E EDIT VII TO COMAN	nik two tools (two tools (IELP Long PROMAN	1 Software Gri	6H		Address Zwrustraße	e 46	Country AT	Di Wi	Ý	Postcode 1160	& Hen & El State Vienna	Capy the Shee dages	overs neraetb
OMAN Phe EDIT VII wield establish how DMAN Employee	nbx tooLS + oi x Phone e-m	Long PROMAN Fladdress C	1 Software Gm	6H ition A	Itrôutes	Address Zvirustraði	e 46	Country	Of Wa	Ŷ	Postcode 1160	State Venna	Copy life Shire stages Hore WWW	overs noraels
COMAN Phe EDIT VI or edd enbo h Coman Employee Bort	nbx EW TOOLS F C × Phone e-ma First Name	Long PROMAN il address C Lastname	1 Software Gri Origiany func Abbrevis	BH 2tion A ation	ttributes Department	Address Zwristraß	e 4-6 Title	Country AT Name Sul	Cr Wi %x	ý en Title Inter	Postcode 1160	State Vienna	Copy Bry Shine wagen Hon WWW	overs nerasis
COMAN Phe EDIT VII In additation from DMAN Employee Phort Prozent	nbc 2W TOOLS (24 X Phone e-m Prist Name Roland	Long PROMAN I address C Lastname Pezze	1 Software Gm Abbrevia	BH ztion A ation	Lttributes Department	Address Zwrustraße : Gender Male	e 46 Title	Country AT Name Su	Ci Wi Ka	Y en Title Inter	Postcode 1160 n Dise	State Verna	Cape the Shine usages Hon WWW	evens n projects
COMAN Phe EDIT VII In a Schenber Draw Engloyee Short El Pezzel B Sunnar	nbx tw TOOLS + Phone e-ma First Name Roland	ELP PROMAN: I address C Lastrame Pezzei Support	1 Software Gri Jongany func Abbrevia	DH tion A ation	Ittributes Department	Address Zwinzstraße Gender Male Unknown	e 4-6 Title D1	Country AT Name Sul	CH WW	Y en Title Inter	Postcode 1160 n Dise	State Vienna	Capy line Shew dangers Hore WWW	evens n projects

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*)

	Long		Address		Country	Oty.	Pointus	de Daabled		Edit Complete	0	International Constants
	PROFIAN Suffixiane Onder		Zompsto al	26.44	47	Nerria.	3390		1 2	Delaite assessment		Colors and
FretName	Lastname Abbreviation	Departme	rt Gender	16e	Nime Suff	. The by	em (hubied	1 Ŷ	Company functions	×	Employee furst
Roland	Pezze		Hale	DT.					1 27		1000	
t Toolbox		2			•	<		5		Harrison		an a
0	Create Company	0	Cri	sate Employee		Sestirf	8200	-	-	- and		
"" D	Edit Company	3	E	dit Employee		2 at	00.90					
rei X	Delete company	×	Dé	lete employee	- 1	5 MT	3400	-	1	Sprend	the same to	
*	Company functions	3 ×	Emp	loyee functions		Alen	2070	-			nort till	
						2 AL	9020	/	ā		OF Excert	
34	4	tanane central attr	ibutes.		- 1			1		Carton	nes Export	FOF .
-		a sept contactor					1			InsetExal		Expert Excel
-						1 /	/					
	S	ynchronize with O	utlook							Car	- Hereiter	
-	5	Synchronize Acc	ess			-			10	Press of	Leges in pro	sector .
10		Import SQL										
		PDF Export										
			nne -									
-		Companies Export	CPUP									
-0 @	Import Excel	Companies Export	Ex	port Excel	1							
4) 8	Import Excel	Companies Export	ES	port Excel		1						
4) 6) 8) 8)	Import Excel	Companies Export	EX EX ES Sylects	port Excel]						
	Import Excel	Companies Export	Ex Es oyects ecords	port Excel]						

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.

end PROMINE Part Press E Part Press E Part Part E Part Part Red Part Part Part Red Part Part Part Red Part	U presid address of Name Land and Page and Name Name Name Name Name Name Name Name	ng ONAH Software S In Company for Allow Market Respondent allo Comm, Jugo S Franc Scholler optades Betrietung men Lester, Jug Software Scholl software University C PE	nten Athen Mon Athen meurbore für r, Technisches solide echnikerges m Athenurung m	Index Department Redownarikation Bara HL Juris	Address Denstrafi Hale Unknown Orean Stri SL Peter H Lafrweg S Paghafew Burgsone Nacodor fer Latroux B	n +4. Of Jog. Ste 4 markstrafe 100 7 V - 21 6J	Courtey AT Name Suffle	City Verme Disconner Senderf Gran Letretz Bran	Postcode Licel Err Dis S238 9010 9010 9010	Alleri Counters	• • • * *	Deate Corpany DBI Corpany DBI Corpany Company Functions Manager of	Cruste Brokver Diff Drakver X Ookte orspinen Crusteves functions
SIGGAN Description Bine 1999 Bine 1999 B	e real table of Yanes Link and The and	ry (CMW) Software D Company for an Company for an Altery and Accern, Jrop phase Castery gives Letter, Jung press Letter, Jung selectart for Prop LALCH c PRI ortened Timeren	ebel Albein Albei ensurbure für r, Techreiches solut lechtlikerges m Abbewinnig m	hutes Department Heldommunikation Birts HL Juris	Address Zverantraß Gender Hale Unknown SL Peler H Lahrweg S Paghafers Burggeore Narodorfer Lathwar B	110e Ol Jog de 4 acotorcole 100 7 8, 21 6J	AT Note Softe	Verma Verma Sendorf Gran Lobritz Bray	8200 9010 9010 9010	Ale:	8 * *	Dill Congany Salah congany Congany functions Hanage of	 D. Edit Englisher X. Orders englisher X. Englisher Factors
Designer Hores Filer Peters Note III Peters Note III Than And National Activity Carbonya Andrew National PP BinAUCH NALPS Yr JW Note National PC National Nation	a real adds of fame: Law and and Pace and Pace a	Construction of an and a second secon	nstein Albei extein meurbare für r, Tedvesdes selet echikerges m Atsteuerung m	hdes Department Heldowww.ekatien Birg. HL J.M.	Gender Hale Unterson SL Peter H Lahrweg S Pughafers Burggesser Nacsdorfer Lathwar B	118e Od 3rg, ste 4 acetorrate 100 7 8, 21 63	AT	Senderf Gran Lebretz Bray	8230 9010 9430	0HI 0 0	* *	Salitic corpore Company functions Harape of	Celete anyologies Crasto year functions
Deart for Bart for E Para for E Para for the para for hard after hard after the para for hard after the para for hard after the para for the par	of Forme Land deal Pace deal The B B D D D D D D D D D D D D D D D D D	Altern anne Altern anne Altern anne Conrro, Juge g, Franz Castlerige glivelin ternebage glivelin ternebage glivelin ternebage selastraft für Propt LAUCH C-PIL ontanelle Titleremo	meurborn fur f r, Tedrisches ander echnikerges m Abbieuerung m	Department Indecommunitation Baro HIL Junis	Gender Hale Unknown SL Peter H Lahrweg S Pughafers Burggesser Nassdorfer Latinson Pb	118e Cd 3rg, sle 4 aptorrale 100 7 V-21 43	Name Suffic	Similar Gran Lebretz Bran	8230 9010 9430		* *	Campany Karstone Nanape or	* Crushyee Sociara
Illinati Proze El Prozer Sen El Trom Audi Illi Trom Audi Illi Trom Audi Illi Trom Audi Illi Trom Audi Illi Trom Sen El Audon Illi Trom Sen Sen Sen Sen Sen Sen Sen Sen Sen Sen	Transe Lan Land Paul And Dis And Dis A	dan Adam dan Seugeantin ath & Canny, Jog given textborge given textborge given textborge given textborge adjune t	meurbüre für 1 r, Tedrisches solet echtikerges m Abbewerung m	Separateuro Intel como vikalter Bara HIL 3.05	Genoe Hale Uniceson SL Peler H Lahrweg S Pughafers Burggeoor Nucodorfer Latinov Ph	110e Of Brg. she 4 m.ptstrate 100 7 V - 21 63	Adver porte	Sendorf Gray	8.279 9010 9430	0 0 0 0 0	*	Campany functions Manager of	Todayee factors
III TOTAL AND III TOTAL AND IIII TOTAL AND IIIII TOTAL AND IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		a dan Saugandan anh 6 Canny, Jing g, Franz Kastberge glovfen betrehage Hens Leitter, 248 econad Geschilt Selectat für Progr LAUCH C-PS ontwenkn Hammon	meurbans far t r, Technisches solet iechnikerges m Atsteuerung m	redonmunikation Bins HIL Junis Junis	Uninsen Viesen Stri SL Peter H Lahrweg S Pughafers Burggessen Nussdorfer Lahrweg Pb	9 arg. sle 4 motorale 100 7 V. 21 63	47	Sendorf Graz Lebretz Braz	5.239 9010 9439	с с с	*	Nerage ce	ertral attributes
nime for: Lach & Commy Lachadra Share Market Bis AUDI NAC-PS Py JWM		Int Sugarder ath & Carry, Joge g Franz Kasterge ghales betweeg rises Letter, Juli social Caster, Juli social Ant for Prop LARCH IC-PT ortunals Discourse	meurbian fur f r, Technishtes seder æchnikerges m Atsteuerung m	ledomuskalar Biro HL Juris Juris	Viewer Str. St. Peter H Lahrweg S Phaghafere Burggesser Nassdorfer Lahrwer Pa	ate 4 mototrate 100 7 V - 21 43	at the	Sealerf Gran Lebretz Bray	8.239 9010 9430	ĉ	*	Narupe ce	entral attributes
Austi & Carry Lastinger Aufsterbeteeteet Stream Second PS BLAUCH AL-SS PV_SWM d	8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ath & Czervy, Inge g. Franz Sakberge gliofen Betliebuge Hers Leitter, Zich socialit Gesider solischaft für Proje LAUCH IC-PT ortvenich Illianens	meurbars fur r, Tedvisiates sedet echiskerges m Atsteuerung m	redomunikation Bins HIL Juni Juni	SL Peter H Lahrweg S Pughafers Burggesser Nussdorfer Latence Ba	mpistrate 100 7 4-21 43	41	Graz Lobritz	9010	ĉ	<u> </u>	100000	
Lanberger Aufvahrberteite anter Besconnaft PFS BEARDH ARCPS PV_WW d d V	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	g, Franz Kastberge givofen Bettebuge Hens Leitter, Zi-B inconsult Gesider selectuaft für Proje LAUCH IC-PS ortvenein Illianens	r, Tedmiddes 944 ethikerjes n Mateuriung n	50 HL 3.4	Lahrweg S Pughafers Burggesser Nussdorfer	7 8.21 63	47	Lobritz	9430	•			
hylafedetad athe Isrconull PS EAUCH ISC-PS PV_SW	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ghafen Betrebege Hans Leitter, Joh Incomut Gesider Incomut Gesider Incomut Grand Into Incomut Internit Warrens	ydd echillerges n Atheuerung n	5.5 5.5	Pughaters Burggesser Nusskorfer Lasterar Pa	¥.21 43	47	firm/	0.460				
ether Isromat PE Isranich Israel Pry ISR Israel	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Hera Leitter, 21vft Incomult GesnitH selectualt für Progr LAUCH IC-PE Intornet Illieners	etnikerjes n Noteuerung n	54 54	Burggeore Nuesdorfer	43			94179		-53	Syndrome	as with Outlook
Hanconsul PE BLAUCH INC:PS PV_SIVE INC INC:PS I	0 0 9 9	inconsult Gesinter sellistraft für Progr LAUCH IC-PS sertverein interners	Notewening in	NK.	Nuissdorfer			Wes	\$6078		-53	Serdes	ange Access
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	selastan far vog LAUCH IC PS ortverein illienens	stanguerung m	3.5.	CONTRACTOR INTO	str. 14		Wes	5098			1	10.10 M
	-7	c.45 ortverein illienens				Conversion 14		5/8/	90.09				
•	7	ertverein illienenn								-	- 41	10	r toquet
	7		éd .								-8	Comparia	es Export POP
0	1	S	how disabi	ed records						6	a	provide of	di merten
	-			1997							8	Catry	Criptores
Q	8		Custon	filter							22	Service	ges in projects
												base d	Number I was to the
											0		



3.2 address management: Company data

<mark>P R O</mark> M A N

Under Address management central -> Create company you

can create a new company.

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

Edit Company		
	PRO MAN	Quickly with many employees to the company by dropping their outdook contacts on the Bdd
Short *	PROMAN	20 ·····
Long *	PROMAN Software Gribh	
Street	Zivrustrače 4-6	
Postcode	1160	City Venna
Country	Autrie	
State	Venna	
Post Box		Post Box P.C.
Horepage	www.proman.at	
VAT-		4
Secondary site of	Choose company,	
Departments	Stortvane Lan	name O Add
		5
	l.	🗙 Assign company attributes
	Attybule	Yakae
	(Kommenter) Kommenter (Touris month) Meters - Touris mon	
differences.	Provincian And weight Threathde	
and dependent of		

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.

			Add phone	stunder		
Type		Number	-	Comment	Is Default	
Mari		+43 1 4780567				×
Main		+49 800 589 0129				×
			7			
Туре		E-mail	O Add e-mail	address Comment	Is Default	
Departmen	t •	office@proman.at			0	×
Main e-mail	in (service @proman.at				×
			* *	Manag	e functions	_
Short		Long	* *	Manag	e functions Is Default	
Short ƏH		Long Bauherr	*	Manag	e functions Is Default #	×
Short BH	- marginal and a second	Long Bauherr	- *	Manag	e functions Is Default #	×

3.3 address management: empyees each firm



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

Create Employee.

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

srit * Mustermann 2 % Edit longham it Name Mustermann 3 previation MM steer Male 4 s Name Suffix 5		No image data	1 Drop out	took contact here	
st Name Max standing Mustermann 3 streiviation MM4 streiviation MM4 streiviation MM4 streiviation MM4 streiviation S streivistic	hort *	Mustermann	2	*	Edit longname
shame Mustermann S Ineviation M4 e Name Suffix 5	rst Name	Max	3		
treviation MM 4	astname	Mustermann	3		
e Name 5	bbreviation	мм			
e Name Suffix 5	ender	Male	4		
	itle		Name Suffix	5	
e Intern	itle 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)

orepoil uner it	There are no dep	artments available for this employee!	6			
Functions	Add function			- *	Manage functions	
	Short	Long			Is Default	1
			7			
Attributes		*	Assign employee att	ributes		_
Attributes	Attribute		Value			
			8			
			8			

3.3 Address management: Employees per company

O Add e-mail ad

10 🔁

•



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

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



3.5 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)*

M Bannester T Pathalakurg Erforks. P Generation of M M Projektion agenent 2	3
Registrangenerit	3
2	3
1 3	
New Function 💣 Import Functions 🚱 Export Functions 💿 Hide and vised functions 🖸 Cose	

3.5 Company/employee functions

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

Shortname	Minibott – 🗆 ×	Detabled
Central		
	Open file	
	Filename	
60		af .
		af i
Project based	Stortmane Select roli en shortmane	
		A
	Pratrow is neader	
	🖻 Import 😋 Cancel	
	ter to cancel	6

PRO

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)





3.7 Copying employees

PRO MAN

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 filte A user-defined filter is available both c the toolbox, which enables you to refir further criteria and to display and expo	f entrally and project-relate ne your search according t ort the search result.	ed in to
 Select your search criteria, e.g. postcode, attribute, department, etc <i>(see 1)</i> Click on <i>"Start custom search"</i> to activate the search process. <i>(see 2)</i> If several search criteria have been selected within a category (e.g. company), you can determine whether all criteria must be fullfilled or one must apply - "Any filter applicable". <i>(see 3)</i> 	Correct Circate Employee Circate Company Circate Employee Circate Company East Employee Circate Company East Employee Company functions Enployee functions Company functions Employee functions Synchronze with Outlink Synchronze Access Synchronze Access Synchronze Access Import SQL PIFE Exort Deport Exort Sport Exort	Sect The Pac Num. (Company (

3.8 User defined filter

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

Salart Elter			
Pick filter			
# Company		- 1	
Company short			
Company long			
Address			
City			
Country			
State			
Postbox postco	de		
Post box numbe	н		
Postcode	an away of		
+ Company depar	tment		
Homepage			
761			
• Company	attribute		
		- 4	
0			
ų	Start custom search		
	12		
2 May filte	r match de PDF	Export 5	
Export Export	Excel 🔬 Companie	s Export PDF	
	4 Clear filter		
۲	Show disabled records	6	

3.9 Excel Export/Import You can export and import 2 your addresses via Excel Export * both centrally and project-× related. -Both functions can be --12 started via the toolbox. (see a 1) * • For the *export, select* the 10 desired data (column names) ۲ (see 2) and click on "Export 9 Excel file". (see 3) Cose 💾 Export to Exc

DDO

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)

Copen fie 4 starting reaging Statistics columniane Company name Street Vostoode Oty	Essel Columniane Conpany Stortrane Conpany Street
Company name Company name Street Postcode Chy	Excel Columniane Company Shortsane Company Street
Conguny name Street Hostode Dity	Company Shorthame Company Street
Sheet Postcode City	Company Street
Postcode Sity	
Dty	
State	
Country	Company Country
Postbox postcade	100
Post box number	4++ []
Homepage 5	240
TAY	444 C
Firstwine	Employee Firstname
Lastname	Employee Lastname
Abbreviation	***
Gender	Employee Gender
Title	Employee Title
Name Suffix	
Internal Title	ee()
Active	•••
Employee department	444



4. address management in the project. 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 **PRO**

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)*

FEE EDIT YEW TOOD	5. HEP										
Project Veni	25 A Reserved Av	and addressed in the second						* 100	00		
2 token proper	estre : Int - Int	Line sea						100	60005		
	in the second										Crease Table And
11 (MISFEL) Bennetworkt	2wt	Lorg-	Address	Country	Ob	Pursuit	Destinal	United to ca	3 884 CH	era 53	10 Subat
C. M. M. Manager and P. State	20 Yealow Bay	Hoter Saugestan	Hear Stafe 4		Geoutorf	#208	-		t Amire Co	N. steam	Anna Parka
() (all (rd) Alternaty - Driver	If Buich & Cawry	Build & Contry, Drgetonutturo für Tekekarenunkastan	n St. Peter Hauptotisfie 200		59.60	9213		,	Congary &	nters X	Vallayer System
C date advertige das E tarbarge		Ing, Prana Kartherger, Technisther Box Hell	Latences 17	1.1	Labertz	8430					
(1) (PT) Revispeixutt	11 Pugrate danced	Plughtern betrebegearden	Plughamory, 21	AT	50.62	1070					
OPE Nondeenty		Record Gentlet	Numforfeatt, 14		1040	1090	-	1	ł	Manage seri pro	
		Generalization for Prosentation arrange in 2 (4).	Unserer Ratterweg 14		Stat	80.23	-	,	¢ 0	where the second state	tvites
	III DILALDA	BLACH									
	首 245-75	442.20						i i i i i i i i i i i i i i i i i i i	control for mice	et l	
	11 194 1998	Sportveret Wenervald						0	(AV) Automata		
	10 ANY DIAL	Not Day						4	2	Iff famil	
PROMAN Phenix FILE EDIT VIEW To Intral addressbook	DOLS HELP	Bespielprojekt i Project addressbook Main view Employee view				2					
PROMAN Phenix FILE EDIT VIEW To Intral addressbook earch hort	DOLS HELP	Bespelprojekt i Project addressbook Main view Employee view Search	/			2					
PROMAN Phenix FILE EDIT VIEW To entral addressbook earch hort I PROMAN UNION Rev	DOLS HELP	Besondprojekt : Project addressbook Main View Employee View Search Short	Long			2	Addre	55	Country	City	Postcod
PROMAN Phenix FILE EDIT VIEW Tr Intral addressbook earch PROMAN Holee Bau	DOLS HELP 1 5 Long RROMAN Software G Holze BaugesmbH	Beingenforröjökt : Project addressbook Man view Employee view Search, Short Ø Holzer Bau	Long Holzer BaugesmbH			2	Addre	ss : Straße 4	Country	City Glessdorf	Postcod 8200
PROMAN Phenix FILE EDIT VIEW Tr Intral addressbook aarch hort PROMAN Holzer Bau Busch & Czerny	DOLS HELP 1 , , , , , , , , , , , , , , , , , , ,	Beisnekyrojekt i Project addresokook Man view Engloyee view Search Short Di Holzer Bau B. Bach & Czerny	Long Holzer BaugesmbH Busch & Czerny, Ing	enieurbür	o für Teleko	2 errmunikator	Addre Weizen St. Pe	ss r Straße 4 ter Hauptstraße 100	Country	City Gleisdorf Graz	Postcod 8200 80 10
PROMAN Phenix FILE EDIT VIEW To intral addressbook earch PROMAN Holzer Bau Busch & Czerny Kastberger	DOLS HELP 1	Bespelyrojekt i Project add esobole Man view Engloyee view Search Short Diologe Bau Bach & Corry Gi Sable ger	Long Holzer BaugesmbH Busch & Czerny, Ing Ing. Franz Kastberg	enieurbür er, Technis	o für Teleko	2 mmunikator HQ	Addre Weize St. Pe Lahnw	ss : Straße 4 ter Hauptstraße 100 eg 17	Country	City Gleisdorf Graz Lebnitz	Postcod 8200 80 10 8430
PROMAN Phenix FILE EDIT VIEW Tr intral addressbook arch prot PROMAN Holzer Bau Busch & Czerny Kastberger Flughafenbetrieb	DOLS HELP	Bennehreget : Project add esclout. Man view Employee view Searth	Long Holzer Baugesnöhl Busch & Czemy, Ing Ing. Franz Kastberg Flughafen Betriebsg	enieurbüre er, Technie esmbH	o für Teleko	2 mmunikation HKL	Addre Weizen St. Pe Lahnw Flugha	ss r Straße 4 fer Hauptstraße 100 eg 17 ffenstr. 21	Country	City Gleisdorf Graz Lebnitz Graz	Postcod 8200 8010 8430 8070
PROMAN Phenix FILE EDIT VIEW To earch hort PROMAN Holzer Bau Bush & Czerny Kastberger Flughafenbetrieb Leitner	DOLS HELP Long PROMAN Software G. Hoter Baugestoht Busch & Cerror, Nge Iro, Prant Katherge Di Hans Lehner, Zivit	Benjamjer (jekt 1) Nruject adde madouk Mari view Employee view Sarch Stratt Stratt Stratt Stratter Stratter Stratter Stratter Stratter Stratter Stratter Stratter Stratter Stratter	Long Holzer Baugesmöhl Busch & Czemy, Ing Ing. Franz Kastberg Flughafen Betriebsg DI Hans Leitner, Zivi	enieurbür er, Technis esmbH Itechnikerş	o für Teleko Iches Büro I ges.m.b.H.	2 mmunikator HQL	Addre Weizen St. Per Lahnw Flugha Burggi	os r Straße 4 ter Hauptbraße 100 eg 17 fenstr. 21 ssee 63	Country	City Gleisdorf Graz Lebnitz Graz Wien	Postcod 8200 8010 8430 8070 1070
PROMAN Phenix PILE EDIT VIEW Tr ritral addresstook ersth hort Holzer Bau Bauch 8.czemy Kastber ger Plughafenberieb Letherr Planconsuit	DOLS HELP	Bennehar-gekt : Project addressloot. Mann view Employee view Search Search 9 Holer Bau D. Holer Bau 10 Holer Bau B. Archarger 11 Audrebetreb B. Letter 12 Mannekart Theorem Lt.	Long Holzer Baugesnöhl Busch & Cermy, Ing Ing, Franz Kastberg Plughafen Betriebog Di Haris Leither, Zwi Planconsult Gesnöhl	enieurbür er, Technis esmbH Itechnikerç	o für Teleko Iches Büro I ges.m.b.H.	2 mmunikator HQL	Addre Weizen St. Per Lahnw Flugha Burggi Nussd	rstraße 4 Foraße 4 ter Hauptstraße 100 eg 17 feristr. 21 sisse 63 arferstr. 14	Country	City Glessdorf Graz Lebnitz Graz Wien Wien	Postcod 8200 8010 8430 8070 1070 1090
PROMAN Phenix FILE EDIT VIEW Tr entral addressook earch PROMAN PROMAN I PROMAN I Busch ACCEPTY Pughaferbetrieb Letter Promover Pughaferbetrieb Letter Promover Parconaut I ensume	DOLS HELP	Benguelar opkit 1 Minget adde exoloxik Man view Employee view Search Search Stratt Search Stratt Search Stratter Search	Long Hölzer Baugesnöhl Busch & Czemy, Ing Di, Frant Kästberg Flughafen Betriebag Di Hans Leitter, Ziv Manconsult Gesmöhl Gesellschaft für Proj	enieurbüre er, Technie esmbH Itechnikerş ektsteuen	o für Teleko Iches Büro I Jes.m.b.H.	2 mmunikator	Addre Weizer St. Pe Lahnw Flugha Burggi Nussd Unter	ss Straße 4 ter Hauptstraße 100 eg 17 fienstr. 21 asse 63 orferstr. 14 er Platterweg 14	Country	City Gleisdorf Graz Lebnitz Graz Wien Wien Graz	Postcod 8200 8430 8070 1070 1090 8020
PROMAN Phenix FILE EDIT VIEW To mitral addressbook earch hort PROMAN Holzer Bau Bauch B.Czerny Kastberger Playbaferbetreb Planconsult Groß EBLAUCH	Long HELP	Benombroyekt i Project addresolout. Mann view Employee view Search Sort Di Holer Bau Disch & Cherry Di Auch & Cherry El Auchbrope Di Auch & Cherry El Auchbrope Di Auchbrope Phronoult Di DisAuthorite Directore Di Bau/Lot Directore	Long Holer BaugesmbH Busch & Czerny, Ing IngFrank Kastberg Fulghafen Betriebsg DI Hans Leither, Zivi Panconsult GesmbH Gesellschaft für Proj BRLAUCH	enieurbüre er, Technie esmbH Itechnikerş ektsteueru	o fur Teleka iches Büro I yes.m.b.H. ıng m.b.H.	2 mmunikator HRL	Addre Weizen St. Pe Lahnw Flugha Burggi Nussd Untere	ss - Straße 4 ter Hauptstraße 100 eg 17 - fenstr. 21 ssee 63 arferstr. 14 er Plattermeg 14	Country	City Gleisdorf Graz Lebritz Graz Wien Graz	Postcod 8200 8430 8070 1070 1090 8020
PROMAN Phenix FILE EDIT VIEW Tr entral addressbook earch Hober Bau Hober Bau Hober Bau Hober Bau Hober Bau Hober Bau Hober Bau Bauch & Cremy Fughafenbetrieb Leither Fughafenbetrieb Leither ERLANCH ERLANCH PAC-PS	Long Hole Baugeniet Hole Baugeniet Baoh A Cemy, Inge- Ing- Rear Kallerge - Rugalen behologe Di Huns Leimer, Zirk. Parconaut Gemött Geselbucht fr. Prog- BAUCH	Benguelar opkit 1 Minget adde enabolik Man view Employee view Search Search Search Search Rear Search Rear Search Rear Search Rear <t< td=""><td>Long Holzer BaugesmbH Busch & Czemy, Ing. Frant Kasther Flughafen Betriebig Di Haro Istimer, Zwi Hanconsult GeanbH Gesellschaft für Proj BRLAUCH PAC-PS</td><td>enieurbüre er, Technis esmöH litechnikerg ektsteueru</td><td>o für Teleka Iches Büro I yes.m.b.H. ing m.b.H.</td><td>2 mmunikator HRL</td><td>Addre Weizen St. Pe Lahnw Flugha Burggi Nusso Untere</td><td>ss r Straße 4 ter Hauptstraße 100 eg 17 fenstr. 21 ssie 63 orferstr. 14 er Platternweg 14</td><td>AT</td><td>City Glesdorf Graz Lebritz Graz Wen Wen Graz</td><td>Postcod 8200 8010 8430 8070 1070 1090 8020</td></t<>	Long Holzer BaugesmbH Busch & Czemy, Ing. Frant Kasther Flughafen Betriebig Di Haro Istimer, Zwi Hanconsult GeanbH Gesellschaft für Proj BRLAUCH PAC-PS	enieurbüre er, Technis esmöH litechnikerg ektsteueru	o für Teleka Iches Büro I yes.m.b.H. ing m.b.H.	2 mmunikator HRL	Addre Weizen St. Pe Lahnw Flugha Burggi Nusso Untere	ss r Straße 4 ter Hauptstraße 100 eg 17 fenstr. 21 ssie 63 orferstr. 14 er Platternweg 14	AT	City Glesdorf Graz Lebritz Graz Wen Wen Graz	Postcod 8200 8010 8430 8070 1070 1090 8020
PROMAN Phenix FILE EDIT VIEW To ntral addressbook earch PROMAN Holzer Bau Budh 8-Cermy Kostberger Plantonulk Gris ERLAUCH PAC-PS SPV_WW	DOLS HELP Long PROMMI Software G. Holzer Bougenöh Bunch Scenny, Jope. Prujafan Betreboge. Di Hans Lehrer, Johl Procomut Gemöhl Gesellonin für Proge. BRJAUCH PAC-PS Sortveren Wenterw.	Benjambar ojekt i Protojant akti esabolat. Marn view Employee view Search 5 9 tokar Bau 5 9 tokar Bau 5 9 Kath bage F 11, Majarferdeteke 10 Elahoff 5 10 Baukh Scherny 5 11 Kath bage F 11, Majarferdeteke 12 Baukoh 5 13 Baukoh 5 13 Skupes 5 19 Sayu 12	Long Holzer BaugesmbH Busch & Cermy, Ing Ing, Franz Kastberg Plughafen Betriebog Ol Harol Leither, Zwi Planconsult Gesmith Gesellschaft Richt Gesellschaft Richt BRJAUCH PAC-PS Sportverein Wenerer	enieurbüre er, Technie esmbH Itechnikerş ektsteueru vald	o für Teleko Iches Büro I ges.m.b.H. ing m.b.H.	2 mmunikator	Addre Weizen St. Pe Lahnw Flugha Burggi Nussd Untere	55 Straße 4 ter Haupstraße 100 eg 17 fenst. 21 sse 63 orferst. 14 er Platternweg 14	Country AT	City Gleisdorf Graz Lebritz Graz Wien Graz	Postcod 8200 8430 8070 1070 1090 8020
PROMAN Phenix FILE EDIT VIEW Tr Intral addresobook arch PROMAN Holzer Bau Bach & Czerny Kastberger Placharbeteb Lettrer Placonal GPS ERLAUCH PlacePS SPV_JWW Ale Bau	DOLS HELP Long PROMAIS Software G., Holes Bougenitif Booh & Cermy, Joge Ing. Frant Kalkerge Programmit Gemött Geselbucht fir Progr Skutch PAC-FS Sportveen Weneru Als Bau	Bengunjar ujek 1 i Nruject dašk enalodik Mari view Employee view Searth Searth Searth Searth Real Processing Search Real Proces	Long Hober BaugesmbH Busch & Czemy, File Flughafen Betriebig Of Hars Leither, 2vi Planconsult GesnbH Gesleichaft für Proj BRLAUCH PAC-PS Sportverein Wieners Alle Bau	enieurbüre er, Technis esmbH ltechnikerç ektsteuen vald	o für Teleko Iches Büro I yes.m.b.H. ıng m.b.H.	2 mmunikator HQ.	Addre Weizen St. Pe Lahne Burgga Nutso Untere	es Straße 4 ter Hauptstraße 100 eg 17 fenstr. 21 sose 63 orferstr. 14 er Platternweg 14	Country	Oty Glesdorf Graz Lebritz Graz Wien Wien Graz	Postcod 8200 8430 8070 8430 8070 1070 1090 8020
PROMAN Phenix PILE EDIT VIEW Tr nntal addresbook karch PROMAN Holzen Rau Busch R.Czenny Rughafenbetreb Rughafenbetreb EISLAUCH PROCHAN PAC-PS SPV_VW Alle Banung	DOLS HELP Long PROMAI Software G. Hohre Bougenbit Bloch & Cenny, Joge. Dry, Franz Katterge Prug Jafen Betrebege Dit Hans Lither, Johl. Renormal: Gembit Gesellschaft & Proge EBJAUCH Soortverein Wenerw Als Farung	Bongevigreight i Project add autooci Mon river Exployee view Seart Seart Disber Bau Disber D	Long Holzer Baugesmöhl Busch & Cremy, Ing Busch & Cremy, Ing Hughafen Betrebog Di Hans Leither, Zwi Panconault Gemein Bill.AUCH PAC-PS Sportverein Wienerv Alle Bau Alle Pinnung	enieurbür er, Technis esmöH litechnikerç ektsteueru vald	o für Teleko Iches Büro I Jes.m.b.H. Ing m.b.H.	2 mmunikator H9L	Addre Weizen St. Pe Lahnw Flugha Burggi Nussd Untere	ss Straße 4 15 Straße 14 16 reistraße 100 90 J7 Afenstr. 21 Sose 63 Soffstr. 24 Ir Platternieg 14	AT	City Glesdorf Graz Lebritz Graz Wien Graz	Postcod 8200 8430 8070 1070 1090 8020

4. address management in the project **PRO**

- 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)*

ALC 2017 VEIR 500C3 HELP Centra and annual sector of the s		Tutter
ter de la facto de la constanti de la constan		Teller
Interdi F Marcen Dopter Peri Lang Derti L E Hoteva Mittelaufuer L E Hotev Lang Hoteva L E Hotev Lang Hoteva L		a service and the service of the ser
Series Long Long <thlong< thr=""> Long Long</thlong<>	-	
Series and a serie		O Linkle Corpery O Costs States
I inclusion in the second seco	All and a second s	S DECORDARY S ENDINAN
I light a france in the second s	Attack David David Line to p.	N Innational Name
	er Baugereit	
Eachever by Figg tablets (2 contents to	O Data Logary O Data Instrum	X Groury Sectors X Explose Arch
Hughalwinetute Hughalm Betrateurs II Ratiobalistate Pro	And a statement of a statement of a	
Latter Citaruister, Bull. 11 jaker 12	geningen bei in andere	
Percent Percent leader in Percent	A terms Carpent & Security Way	The second second second
il une lametautat far maje 🗄 (25 de	chould be the X County Anton A X Replace Linters Dry	X Harvage propert attributes
BRAUDI IRLAUDI II BRAUDI BR	40	
E NACIPE INCIPE IN PACIPE INCIPE INCIPE	8	
E IPY_XXV I Iportveren Wenerin 🗉 IPY_WW So	nheimt Waren: 15 Marage ant anter 6	Percenting for expert.
l Ale tou 🗄 Ale tou 🖄 Ale tou alu	taj 😵 Renge presidi Abdular 👸 🖌 🖌	QANG ARTINYYORX
il alle Hanung 🛛 🔅 Alle Hanung 🖉	Neurop V	CP Equit
1 Partaie Partaie Pa	······································	Concertes fuert PDF
	Producting So essent)	B Equition
	(MO ACINYOLD	-
	A IFf teart	
	Companyon Expert PDP 7	🛓 Raphun anglayee 🐰 Cary Englosee
	D Transford	
		1
	The second se	
	🙏 Replace employee 😹 Capy Employees	
- 0 m		
nject Verv III. #		
C Tafteli prasci-explorer		
Door attachments Highlight angets contail		
Duins smarth instruction		-
and survives	Share mailed records	C Dist mand scott
Advanta Automatic Automatic		0
- stiller stands standard		Carter The
	Carl Colore and Carl Carl Carl Carl Carl Carl Carl Carl	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

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)



0

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.

dit projectbas	ed Company								-	•	
	Da mage data	×	Quickly add meny enclosees to the company by dropping their sufficiel-contacts on the field	2			O Add phone	curibe Consert	i (schehen) a	18 N	2
945 S	PROMIN				1						
10.1	PECHNIK Schure Grint			1							
rest.	Zorestale +6			×							
funde	1100	City .	Weirin	18							
anity)	Autria			1			O Assenti	address			9
10	vena			Ľ.							
1200	and a second second	Post nos	(F)	3						12	
-	www.pronosti			2						6	
	Channel Immonate										
nartmarin.			0								
			_		Addfin	c204		Parte	at functions		2
		**	sign company attributes								
	Attribute		Value								
tribules	(Conmentar) Konmentar (Zuwesungen) Weitere Z	uvesunge	n								
Required fields	Switch to cent	ral I	Last modified by: 2 test (11:02 AM 9/19/2019)			8	Close	15	Save & dose		

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*.

Marium	Employee vie																
Courth .														00	reate Company	0	Create Employe
Sect			dimmer.					Address		Country	Dh.	Doubled.	Findand In ca.	2	Edit Company	2	Edit Employee
2 Holner Ray			Mailwey I	Reven	Handhall .			Weiter Sha	104	and a second	Graded	-		X	mane Corports	×	Remove Employe
			dit	-		Calif and the second		116660-303						30-			
- and the	e more	E-MAIL	ares	000	pany function	Attributes								7.00	nparty function		orgatoyee narkiso
short	First	Name	Lacthan	6	Abbreviation	De	partment	Gender	Title	Name Suffs	x 10 D	sabled	Linked to ce				
E Adube	ng Ande	635	Aichberg					Unknown				s.	×	15	Mana		and an
											Color Marine			1.87	1700.00	Ar	
E Buich & Ca	wilk.		Butch I	& C28	my, ingeneurbs	ro fur Teleko	munitator)	St. Peter H	auptatratie 300		Graz		× 1	×	Managers	prosect	attrênvies
E Kaitberger			ing. Pr	and K	astberger, Teda	nioches Baro t	41	Lahmong 1		10	Lebrola						
E Flughafenbetrieb		Pugha	This is a mar and the transment of the			Hugharens	9, 21	A!	urar			Production for some					
D LEVIE			Di mari		Ser, princepanie	printersnikerges.m.p.H.		burgganse	6J.		NVVET1	.0		(AN) Alterative			
I CES			Genetic	chaft	Rie Generalitation an	numera in ini.		Linderer Pla	ttermen 14		Gran			(AU) Actimoty			
ERLACH	A KINA SERVICIA			10110-100 1 10					31	相		OP Exp	wt				
E PAC-PS			PAC-PS	5								0	- 0	-	Compar	NO DO	ort PDF
E SPV_WW			Sportv	eren	Wienerwald							•	9	10	E.	mort E	cel
E Ale Bau			Ale Ba	10 C									1				
E Ale Planing	ř		Ale Pa	ning									2				
E Pantasie			Pented	le.									8	R. Register employee M. Copy Ergin			Copy Employee
E PROMAN			PROM	N So	Phyane GmbH			Zvinestraß	e 4-6	AT	Vena	£	90	-		-	



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 prii	report Co nt settings	llection				PR MA	O N
Hide collection			Beispielpro BESPRECHU Baubesprechun Date of taxon Date of Meeting: Time: Place: Soligiett:	jekt g ÖBA No.: 003 9%/2016 9%/2016 from: 9:00 AM to: 11:00 AM GPS-Container Baudbiau	Project-Mali Doc-Mol Onairmant Writer	RO AN BERSPIEL 1010//BAUB/003 Waldher Katberger	
Collection shortname	BAUB Baubescrechung ÖBA	Sorting Number 0 💲	BESPRECHUNGSBERI Project: Bendvelorowist	юнг		No.: 003 on Project-No	9/3/2016
Collection title	BESPRECHUNGSBERICHT			Column		Farmentia	Deating
			SIC	Sicherheit			
Description			BAUB 001.002 001/ %/11/2016	Genehmigung Umsetzen Masten Im Baufeld befinden sich zwei Masten, das Umsetzen der Masten durch die O 22.9.2016.	Die Genehmigung für ZB erfolgt frühestens ab	All project partners	open





6.1 Creating Attributes · Click on "New attribute" to open the editing mask (see 1). Insert the short and long ŝ name (see 2). To assign an attribute to a report item, it must be of the type list of key/value pairs (see 3). O Add to 1 Enter the values of the key/value pair and click on frances "Add list" to add the value (see 4). 6 Allows the attribute to be Print Option Long added to a report item by clicking the checkbox (see 5). 0 • Attributes can be printed in 0 short and/or long form (see 6) D. 10 14 --



E (BALIE) Baub Manage report collecti □ (BAUB) Baubes; □ 001 8/21/20 □ 002 8/27/20 □ 003 wird nod 0 8. Create reports Edit next agenda New report (BT) Bautagebu (PB) Monatsber Manage rep Manage chapters (PROJ) Projekt Right-click on the report collection to go to "new report". E (SGeKo) Baubr Manage textblock template Delete report collectio All fields are optional. However, all that are filled appear on the printout. Report manage - 0 × Basic data Subject, date, time • In the Header tab: meetingleader and author as well as the meetingplace L And Time fro 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. ۵ 暍 Save & dor



8.2 Report: Text blocks

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

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

	 □ (BAUB) Baubesp □ 001 8/21/201 □ 002 8/27/201 □ 003 wird noch □ 004 Planung □ 	Manag Edit nei New re Manag Manag	e report co xt agenda port e report-co e chapters	Ilection		PF M	<u> </u>
	SIC	2 Manag	e textblock	templates			
Report ma	nager						- 0
Basic dat				Hader Tectionia In	and Pleating Adres	natration	
argrame	Sadesprecture 284			Protein Cecibialt		x Capiteliste Par	ni Deutergrechung Mitterstell
eport ode	004 Manuari			ament at and of report.			1
atu .	8/35/20.56						1
last/tax	36		3016				
ine from	09.00		- ÷)			1	
ine unit.	12:00		19			× Hard	ge textblock templates
				Partitude template Co	ver-herti Cove	-last2 Final text	
				Die Hom som Dissporter men Diegebaug, Nech Ableuf dieser Prist ohne	h adal Walangnuth	i au desem Grootori	hanigi 4 Worksogn
		Calculate and send on the					
indy saring to	batchautrights + rathiout	HIGEL BOP EROOM					

8.3 Report: Next m	eeting) Nächste Sitzu	u ng: Bei I	Bedarf 🔸	Textblocks	<mark>PRO</mark> MAN
On the <i>Next Meeting</i> tab, you can input your next meeting data.		Next Meeting:	Number: Date: Time: Meetingp Company: Address:	005 9/17/201 from 9:00 lace: GPS-Cont Flughafe AT 8070	.6 0 AM till 3:00 PM tainer n BetriebsgesmbH Graz Flughafenstr. 21	Standard
 • Mandatory neids: 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 tomplate field (see 4) 	Report manager Bosic data Shortowne Baul Shortowne	rg (BA	- 2016 : :	Header Textblod Report code Subject Date Week/Year Time smit Company Meetingplace	Ercl Meetrol Administration	×
					Ciose	😋 Save & dose





8.5 Protocol view: Participant and RO **Distribution** list PRO The distribution list defines Δ the list of participants who Beispielprojekt have attended the meeting BESPRECHUNGSBERICHT Baubesprechung OBA No.: 003 • 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.

8.5.1 Participants / distributor: extended settings Click on "Manage participants" in the toolbox (see 1) or right-click on 0 0 the desired report to open the 0 advanced settings of the 0 □ (BAUB) Baubespres □ 001 8/21/2016 □ 002 8/27/2016 participants / 120 E 003 9/3/20 M distribution lists. 0 Open report protocol -Manage report (see 2). GEN port item PL 0 -PL PL OB EI BA EIA to repare for meeting ь Print report (Print-Pri Print report as pdf BA * Print report as rtf www.cha Print report as xlsx Show attach 邕 Delete report Order reports Send e-mail m sorting:

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).

FILE EDIT	VIEW TOOLS	5 HELP													
Project address	sbook	1	Beispielprojekt :	Project addressbool	(BAUR) Repr	int 000: Fund	iopenta/M	wing Esn	и ж	2				Тоовох	3 a×
Search		2	Search										p.		
Main view	Employee view		Employee s +	Company short	Default Function	Distributor	Present	from	to	Partially present	Excused	Represented by	Std.Distr	8	Add involved persons
			Waldherr	GPS	PS	1	1							×	Remove participant
All project par	thers + Plac	NUMPER OF STREET	Busch	Busch & Czerny	ET	1	1						1.1		Concerna per la persona
inployees			Keppler	Flughafenbetrieb	BH	1	1						1	Set a stat	us for all participants
Company _ +	Employee	Employee Fu.	Ecker	Leitner	BK	1	1						T.		
Alle Bau	Alle Bau		Aichberg	Holzer Bau	BM	1	2							# Preser	nce 🗸 Distributor
Alle Planung	Alle Planung		Frank	Flughafenbetrieb	BH	~							12	Excus	ed
Busch B. Cz	Busch	(ET) Fachba	Müller	GPS	PS	1							14.1	Destersin	
ERLAUCH	Enlauichy		Schnatter	GPS	PS	1	1						T.	1.000	
Fantasie	Unternehmen		Höchtl	Flughafenbetrieb	BH	1	1						E.	Sort order	
Flughafenb	Frank	(BH) Bauherr	Kastberger	Kastberger	ET	1							1.1	1-200	and a second second second second second
Flughafenb	Höchtl	(BH) Bauherr	Rauscher	Holzer Bau	814	1							- C1	1= 2040	ingnumbers from project employees
Flughafenb	Keppler	(BH) Bauherr	Mattersberger	Planconsult	GP	1	1	00:01		14 C	1		1.191		fortingnumbers from last report
GPS	Müller	(PS) Projekt													
GPS	Schnatter	(PS) Projekt												 Print 	sarting
GPS	Waldherr	(PS) Projekt												o le	
Holzer Bau	Aichberg	(BM) Baumei												UI SO	rang
Kastberger	Kastberger	(ET) Fachba													

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.

	Search		م کا ام	
	Main view Steele	tree them		
	Grane			
	All project partners			
	All participants			
		1 -	2	
	All project partners	7 200	www.execution	
	Employee			
	Company shortnane	 Employee short 	Employee Function	
	Flaghetenbettreb	Frank	(BH) Bauherr *	
	Flugt afenbetrieb	Horst	(BH) Bauherr	
	can aterioetteb	Miller	(DC) Department of the second second	
	or s	Schwatter	(PS) Projektstmuerung +	
	PS	Waldherr	(P5) Projektsteuerung +	
	Holzer Bau	Adderg	(DM) Baumetater	
	Kästberger	Keitberger	(E7) Factbauleitung E-Te	
	Leityler	Ecker	(BK) Segleitende Kontrolle	
	PAC-PS	Pacassi	Intel Computation and	\
	Percentur	Practice score gar	(cr.) cereratoarung	1
	PROMAN	Support	-	1
				1
	- O rest			\ \
tain view Encloyee view			Main view Employee sie	*
oups			Groups	
I project partners			All project partners	
l participants			All pertopents	
I project partners	All involved people		(BALE) Be bettedung (BA	a al munived neonie
moved partners			·	all an about people
ktennotiz		-	- O Hot	001
subesprechung OBA		-		002
olekthesprechung				003
itennotiz - Intern				004
ubegehung		-		1.001
		-		
onatsbericht				

8.5.4 Participants / distributor: extended settings



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

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

8.5.5 Participants / distributor: extended settings

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



8.6 Protocol View: Create and Edit report item

PRO MAN

- 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.





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)





- 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*).













8.8.1 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.







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

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





8.8.2 Advanced Settings: attachment	Rea Sho Dor use	ctivated w calendar weeks not print item as Item-Template dditional item information		Re	eactivation date	•
• Attachments can easily be dragged & dropped into the field (<i>see 1</i>)	Images 4	before content		Imag k 4	ges after content	Þ.
• Or Via "Manage report item documents" <i>(see 2)</i> further settings can be made	Attachn Raumi Wohnh	nent stellviks nausanlage.pdf 1		A) (4 (4	ttribute name Anmerkung) Anmerkung Anmerkung) Anmerkung	Attribute value (Mehrkosten) Mehrkosten (Terminänderung) Terminänd
• By <i>ticking the</i> option, the document can saved in the database <i>(see 3).</i>	be	achment				= 0 ×
 this version of the document is saved unchanged in the report! 	No.: Open file	2 J:\PROMAN32\BeispielVorlagen\F	Document-code 003.0 Raumliste.xls	103/2		Sorting Number 0
Manage report item images	Title	Raumliste.xls				*
Assign report item attributes	Description					*
Show beamer preview The second seco	Created by: Creation date	test :: 4/9/2017 10:34:00 AM	Mo	dified by: te modified:	test 4/9/2017 10:34:00 AM	
	✓ Store the	documentattachment in the databa	ise 2		Constant .	File save as















9.4 report items: attributes <u>_</u> ge report item d Attributes can be managed via the × rt item attrib ø toolbox in the report item "Assign 1report item attributes". Edit 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) (Änderungen) Ände Close



9.6 import report items from another report collection or project

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

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

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

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

						Load report items Import report items Manage participant Edit Agenda Manage report item	1 numbers	
Impor	t report r	tems			_			
Project	CBE	1SP1EL) Beispiel	projekt		-			
Report colle	toton (BAL	(B) Baubespred	hung ÖBA			2		
Report	Alle repr	orts			•			
Enter text	to search				_			
Selection	Code	Report code	Status	Status text	Short	name	Chapter	Content
	001.001	001	one time info	erledigt	Siche	rheitsschulung	(GEN) Genehmigungen	Die Sicherheitsschulung für das
	001.002	001	open	offen	Gene	hmigung Umsetzen Masten	(SIC) Sicherheit	Im Baufeld befinden sich zwei M
	001.003	001	open	offen	Besch	veide	(GEN) Genehmigungen	Die Bescheide der BH Graz Umg
	001.005	001	open	offen	Plany	erteilung	(OB) Ortiche Bausufsicht	Die Verteilung der vom GP freige
	001.005	001	open	offen	Baua	blauf	(BA) Bauausführung	Der von der Baufirma vorgeschi
	001.004	001	completed	eriedigt	Plank	eferung / Planungsstand / Vorlaufzeiten	(PL) Planung	Ein Vorabzug der Polierpläne de
	001.007	001	completed	erledigt	Baut	sun	(BA) Bauausführung	Die Materialwahl für die Ausführ
	001.002	002	open	offen	Gene	hmigung Umsetzen Masten	(SIC) Sicherheit	Es wurde ein Vorschlag für die K
	001.003	002	open	offen	Besch	reide	(GEN) Genehmigungen	Bescheid Errichtungsbewilligung
	001.005	002	open	offen	Planv	erteilung	(OB) Ortliche Bauaufsicht	
	001.006	002	open	offen	Баца	blauf	(BA) Bauausführung	In KW 35:
	002.001	002	open	offen	Stille	gung Hydrantenleitung	(PL) Planung	Herr Mattersberger hat vorab e
	002.002	002	open	offen	Bautz	sfel	(PL) Planung	Ein Vorabzug des Bautafel-Layo
		000	0000	offers	Berry	neintia	(RA) Baux Infibrung	Die Baufirma lect den Bauzeitnia
	002.005	002	uper .	Desent.	argente t	restrict a	for 0 and the set of the	and the second sec



9.6 import report coll Individual import items:	c report ection	item or pro	s from Oject d for the selec	ano1	ther	PRO MAN
Import options Apply to history text Apply complete item history Project short name Report collection short name Report code Meeting date Old report code	History text - report item de Report item short name Content text Comment Free text	Assignments Chapters Images Documents Attributes	New report item status like source One time info igpen dosed			
			C	Close	E Cop	y



9.7 Report item: Text and involved Examples

				Martine .	failed at	Enidonible	Deather
1	Planung			items	subject U	Hesponsiole	Deadline
1002.001	Stilllegung Hydrantenleitung		open	0.2 001.003	Bescheide		open
002 / 27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014	001 / 21.08.2014	Die Bescheide der BH Graz Umgebung ergehenit. 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	Feldberg muss abgewartet werden. Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014	002 / 27.08.2014	Bescheid Errichtungsbewilligung wurde am 27.8.2014 von Herrn Frank verteilt. • Noch ausständige Bescheide:	Frank, Flughafenbetrieb	22.08.2014
1 002.002	Bautafel		open		Betriebseinschränkung		
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger, Plancon:	03.09.2014		Versetzuen Mast Gepäckförderanlage		
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.	Mattersberger, Plancon:	03.09.2014	003 / 03.09.2014	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2014 an die ÖBA	Frank, Flughafenbetrieb Herr Schnatter, GPS	22.08.2014
2	Örtliche Bauaufsicht				übergeben.		
2 002.003	Baustellenausweis	3	one time info	2			
002 / 27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter, GPS	03.09.2014				
003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen lau- fend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichpro- benweise überprüfen.	Alle Teilnehmer					









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).

Show chap Show atta Order repo Item sorting: By chapte	oc Print re ptei Print re ort: Print re Delete r Send e	port as pdf port as rdf port as xlsx report mail			P R M A	0 N
Send e-mal - Repor	rt: BAUB//003				- (×
oject shortvome neting date	_BEISPIEL 9/3/2016	Report callector short name	BALB	Report code	003	
If save option	Temporary	Filepath C: Users Maksat. Tu	ratbek\Desktop\1	010BAUB003		
Use textblocks		2 0	Use freetext			
Sehr geehrte D anbei das Proto	amen und Herre skoll der Sitzung en Grüßen	n, Nr. 003 vom 9/3/2016. 4				
Mit freundliche						
Mit freundliche = E-mailtext Default e-mailtextblodor emM				Avz	slable e-mail textblocks	
Mit freundliche = E-mail text Defauit e-mail textblocks email	5	,70		Ava	ilsble e-mail textblocks tri Manage textblock templat	-

10.1 E-mail: dispatch

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

el textblocks							×	valable e-m	al textblo	ds
								Manage	textblock	templates
Distributor	1 0	P Attache	nents	2	Cos	e: }	8	Open e-mail		Direct send
Send o mail - Report: A	AUR/1003					5		*		
Gend o mail - Report: I	Autorico)	t nat atoms	Allers	mytoie	terd e-nai	*	•	*		
Send o mail - Report: 5 Complex short Hugi aleriantes	PUBLICUT Digitutemane UI Dene Frank	E-mail address Swin Bourg at Jat	Address To	rytor	terd e nai			*		
Send o mail - Reports 5 Coreans don't Plug alrebatives Pleocealit rober fau	Multi-2007 Englishmeniane 01 Demer Vision 03 Michael Fascher Ing, Mert Fascher	E-mail address Bankglong at Jit affice dyserconnel at A caustine divergence. At	Address To To	ingtheire	land e-mail	 NSS 	D	*		
Send o mail - Report: 8 Construction Plagtatedenati Placonalit rolan fau rolan fau	Digkonnare (II Dene Fran (II Notae Fran (II Notae Francher (IV, Abert Faucher Actives Actory	E-mail address frank-Brangras all article distancemail at a rancher diviserbas at a active diviserbas at	Address To To To To	nytok	. Service could	1 23333	D	×		
Send o mail - Report - B Reparts don't Plagtateleteete Plagtateleteete Plagtateleteete Plagtateleteete Plagtateleteete Plagtateleteeteeteeteeteeteeteeteeteeteeteetee	Politicitics Digitalemente (II Dene Yran O Hohael Hattenberge Pig. Abel Faasche Archael Acherg Pig. Achd Faas	E-mil-address funk@ung-st.at offica-gpierconst.at a caudre gdiverbas.at a action-gdiverbas.at basht@c.at	Address To To To To To	nytoe	. terd e-mai	1. 2.2.2.2.3	0	×		
Send o mail - Beport I Corpore short Pagtalorisated Placoradt Hardr Sau Bast & Correy Latter	Department Di Dener Iran Di Achael Nathenberger Irg. Abert Faandre Archeat Achterg Irg. Adolf Nath Di Vere Scher	E-soli obletsa Bashdowgar.at sefica gaireconal.at a.cauther ghuistetsa.at bashtiglic.at e-splatera (t.at	Address To To To To To To	mytoie	Jard e coal	 x x x x x x 	D	*		
Send o mail - Boport I Complex shot Plagtabriated Placonalt Holen Sau Holen Sau Holen Sau Laton Plagtabriated Plagtabriated	Englishmane UI Denn Yvak OHShal Nataralange Ing, Andr Kaache Antheas Anthony Ing, Association UI veri Ether UI see Fahe UI see Fahe	E-will oblices frank@expgar.at affaar@piarconsLat a randre Willenhau.at bashfiglic.at bashfiglic.at av@bites.st.at bashfiglic.at	Address To To To To To To To	rytor	tard e-mail	1 0.5XXXXX	D	*		
Sand o mail - Report J Rugtatestante Pressnat relar Sa Bath & Cenn Later Rugtatestante Rugtatestante Rugtatestante Rugtatestante	ADDOTOD Dright stemane UII Dener Yrwin Ol Ofdraed Matterberge Ing, Abert Sauscher Archeus Anberg Ing, Abert Sauscher UII Vers Edae Ol Jasef Hott Dig, Paris Sacherge	E-mail allotess funk@ung.st.at affaadgeincomsLat a caudre @hitestas.at a active@ficioactas.at baafsQic.at re@fattas.ct.at boach@argail.at	Address To To To To To To To To To	rytor	terré e mai	1 0.30333355	D	*		
Send o mail - Report II Popularisation Personali Parconali Par	Exploration Explorational UI Deter Yvan OI Mohael Hatterberge Pry, Alter Fausther Aufberg Exploration Fausth OI Vera Eskar OI Jaarfridht Disy Fried Eskar Di Jaarfridht Di Gertude Vegle Yrithde Honese	E-suit address Sankgenges.ut affer Bysecond.at a. achieve Edulationa.at bashigher.com edulation gBiolocitac.at bashigher.at collecters et.al koach Georgea.at koach Georgea.at	Address To To To To To To To To To	nytox	terré e mai	1/ 0/3/2/2/2/2/3/3/3/3/3/3/3/3/3/3/3/3/3/3/		*		
Send o mail - Report J Registerional Heatstream Noter Ea Noter Ea	ADD/XX1 Digits/sename U Denni Fran U Mithael Matterberger Pay, Meet Flaucher Andreas Aktoop Pay, Austrifikaan U Verefikaan U Andrefikaan Di Perefikaan Di Pe	E wal oblites See Bung as at all'a d'Alexandre Orlandre an a active gritorista. A a active gritorista. A basit gibi at a active gritorista. A basit gibi at active gritorista. A basit gibi at	Address To To To To To To To To To To To	rytor	land e mai	1 XXXXXXXXXXXXXXXXX		*		
Send o mail - Report II Coreary short Registerised Record Note fair Note	Inclusions Definitions Di Diener Krein Di Mohael Naturellegen Pau, March Thancher Achares Antherg Pau, Antor Manch Di Xiere Scher Di Xiere Fahre Di Sternfahrt Di Stratt Schergen Di Statter Scher Di Scherd Night	E-mail address Senie Bumgran at all'ad dyserout at a anadre d'Autoritation a activity d'Autoritation bash dyscat bash dyscat bash dyscat bash dyscat koach d'Bangna at scholler Bangna at scholler Bangna an mailler Baga, son	Address To To To To To To To To To To To To To	rytor	land e mai	1 0.82 8 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	D	*		
Send o mil- Report I Registricated Hacroald Hacr	Inclusions Definitions Di Diener Verei Di Mohael Naturellegen Pau, March Thancher Andreas Antherg Pau, Antor Thancher Di Nature Thanh Di Nature Thanh Di Nature Thanh Di Sternder Nature Di Stater Schreiter Di Stater Schreiter	C walk dolb res bank glump as all with or glanc constant a cancher the distance and a cancher the distance and the distance at all heart glance at all heart glance at all heart glance at all heart glance at another the glance and word walk glance and word walk glance and	Address To To To To To To To To To To To To To	ngton	Stand 4 mail	V 828 8 5 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	D			
Send o neal - Report II Creater vitri Augusteisentei Personali miter fau Bach & Cenny Later Programmer Ling alvasentei of S gram Mersoler datasary	Digital Constraints of the Const	Email address Brakalbeng zu A effektigencomit al Anacher Brittenstaus Anacher Brittenstaus Anacher Brittenstaus Anacher Brauss Haber State Inder Brauges at Inder Brauges at Inder Brauges at Inder Brauges at	Address To To To To To To To To To To To To	egtor	Indexed	• X K K K K K K K K K K K K K K K K K K		*		
General Report I General Report I Hugalarisation Plagalarisation Plagalarisation Inter Sa Banh & Comp Date Inter Sa Banh & Comp Date Inter Sa Banh & Comp Date Inter Sa Date Inter Sa Dater	MUDUICITS Proposed and the second se	E-mail address Brand Bengra zu all office Belgersconni all Anacher Bellerstona. An Anacher Bellerstona. An Anacher Bellerstona. An Anacher Bengra Jah Nachd Bengra Jah Nachd Bengra Jah	Address Te Te Te Te Te Te Te	egtor	Sterie e codi	 N N N N N N N N N N N N N N N N N N N	D.			
Corporate Weyl Teleport II Corporate Weyl Fulgal Reliations Plagal Reliations Plaga Reliations Reliation & Corrino Lattice Fail Reliation & Corriso Little Reliations Plaga Reliations Of S Departments Of S Of S	Mannorthi Programming Construction Descrip	E-mail address Inna (Beng Sa Jah etho Bjersconni Jah etho Bjersconni Jah Inardelle Brithomaus Inardelle Brithomaus Inardelle Brithomaus Inardelle Brithomaus Inardelle Brithomaus Inderet Brithomaus Inardelle Brithomaus Inderet Brithomaus Inardelle Brithomaus	Address To To To To To To To To To To To So A	engthole mad add subsequence	Erric e cual Contractor de la cual Contracto	1 N N N N N N N N N N N N N N N N N N N	D.			



ROMAN Phenix PRO FILE EDIT VIEW TOOLS HELP 12. evaluation Project View Show central addressbook e Settings Central layout m COESSPIEL) Beopelo Laptop-Mode (_BEISPIEL) Bespie (AN) Aktennotiz (AN-Int) Aktennoti Project & Report Export Default: all content available Project & Report Import (BAUB) Baubesprec 003 9/3/2016 Search and Reporting 001.002 Beispielprojekt : Project addressbook . ter Printing Drag a column header here to group by that column Status (Report) Status (Item) Content Report item sh. No Status one time info De Sicherheit. Sicherheitsch. ort collecti... Chapter short . Basic selections Chapter long . . . Res BALE 001.001 8/21/2016 Genehmigungen 001 GEN + Folders No Status completed Scherheitssch No Status open Übernahme a. Bauzeitplan No Status one time info Errichtung ein. Projektief No Status one time info Die Kosten für. Projektieden Genehmigungen 002 001.001 GEN 8/27/2016 Scherheitssch 001.001 PROJ AN-Int 001 6/22/2016 6/1/2016 * Report cole · Reports 10/11/2016 001.001 AN 001 SiGeKo 8/8/2017 11/27/2017 3/18/2019 No Status permanent Info Angefallener . No Status permanent Info Status Tr. . No Status open 10 STI . * Report Ite 001.001 001 Aktuelles 001.001 1. 001 Einsatz der Arbeitskrä open Im Baufeld be. Genehmigung open Es wurde ein Genehmigung open Die Maststatik. Genehmigung BAUB 001.002 SIC Sicherheit 001 8/21/2016 No Status + Chapters 001.002 BAUB 8/27/2016 9/3/2016 No Status No Status SIC Scherheit 002 SIC + Item-Status No Status open Ubernahme a. Heimtragepflicht No Status one time info Gesamtkosten Kosterplan No Status one time info Aus den Proje Ausschreibung. No Status one time info Die Lüftungsa. Lüftungsanlage 001.002 PROJ 001 6/22/2015 · Employee groups 001.002 AN-Int 001 6/1/2016 001.002 10/11/2016 8/8/2017 001 * 0 SiGelio 001 - Involved No Status permanent Info Status Tr 001.002 PB ST Projektkosten 001 11/27/2017 der Arbeitskrä 001 Genehmigungen 001 No Status No Status open 10 ST1 open Die Bescheide ... Bescheide 001.002 Einsatz 3/18/2019 · Key iords BAUB 001.003 GEN 8/21/2016 open Bescheid Erric . 001.003 GEN Genehmigungen 002 8/27/2016 No Status Bescheide No Status open besched Kird. Bescheide No Status one time info Projektbegrin . Terningkan No Status one time info Die jeweiligen . Verfahrensart. No Status in progress Der abgesteck. Schutzgitter 001.003 BALE GEN Genehmia 003 9/3/2016 O Reset al filte 001.003 AN-Int AN 6/1/2016 10/11/2016 00 Q Start analysis 001 001.003 SiGeKo 001 8/8/2017







0

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 (BAU6) Genehms (BAU6) Beschool (BAU6) Beschool 0 (see 1). (BAUB) Stillegun 002.001 0 0 In the current report, 2 under Next Meeting, add pler Serroraz.al 0 × the date and time. 2019 0 × 0 There are two calendars in 4 2019 + 2 your project cockpit for a TH FR SA 6 better overview. 12 13 14 11 19 20 21 calendar view 26 27 Classic day view for task 1 2 3 4 5 management (see 2) Calendar with timelines to display your project 1.Tue 2.Web 3.Thu 4.Fri 5.Sat 6 Sun 7 Non 8 Tue 9 Wed 10 Thu 11 Fil 12 Sat 13 Sun 14 Mon progress (see 3) BAUD-001-009 Bauebiauf SAUE 002,005 Beuzeitplan

14. EX lic+ Participants / Distrib		printou	ut of pa	rticipant	S	Р М	R C A N
Name	Company	E-Mail	present Distr. temporary				
Ing. Jörg Waldherr Ing. Rudolf Busch DI Gertrude Kepler DI Vera Ecker Andreas Aichberg DI Dieter Frank DI Bernhard Müller DI Michael Schnatter DI Josef Hochtl Ing. Franz Kastberger Ing. Albert Rauscher DI Michael Mattersberger	GPS Busch & Czerny Flughafenbetrieb Leitner Holzer Bau Flughafenbetrieb GPS Flughafenbetrieb Kastberger Holzer Bau Planconsult	waldherrj@gps.com busch@bc.at kepier@amgrazat ev@leitner:tat a.aichberg@holzerbauat frank@amgrazat muellerb@pps.com schnatterm@gps.com hoechti@amgrazat a.rauscher@holzerbauat office@planconsulat		Templates Template E • email • Temp	are ci Examp addre orary	ustor ble 1, ess pres	nizable e.g: ence
		Participants / Distr	ibutors:				
		Name	Company	E-Mail	present	Distr.	Inv.
Template E	Example 2	Ing. Jörg Waldherr Ing. Rudolf Busch	GPS Busch & Czerny	waldherrj@gps.com busch@bc.at	:	:	:
• Invitatior the next	n c olumn for report	DI Gertrude Kepler DI Vera Ecker Andreas Aichberg DI Dieter Frank DI Bernhard Müller DI Michael Schnatter DI Josef Höchtl Ing. Franz Kastberger Ing. Albert Rauscher	Flughafenbetrieb Leitner Holzer Bau Flughafenbetrieb GPS GPS Flughafenbetrieb Kastberger Holzer Bau	kepler@amgraz.at ev@leitner.zt.at aichberg@holzerbau.at frank@amgraz.at muellerb@pps.com schnatterm@gps.com hoechti@amgraz.at a.rauscher@holzerbau.at	•••••••		• • • • • • • • • • • • • • • • • • • •





14.3 Report Collection	on: Print Settings 3
Important Settings in the Report Contents Tab	Mentingsloce OPS-consisten Company, Highslein Beinebegennt64 Adheess A1 8003 Gez Fleghalment, 21
 All chapters in which report items are printed are printed as a list at the beginning. 	(V.G) (Vylamice) 2 (SIC) Structedt 2 001.002 Genetinigung Unsetzen Masten 2 (02) Genetinigung Unsetzen Masten 2 (02) Genetinigungen 2 (01) Of Stechnistie 2
 Sorting of the report items by item number or by chapter (see following foil) <i>Note: When sorting by item number, the</i> <i>chapters are not printed.</i> Printing range of the report items 	PL Pering 001000 (Segregative typestremetang) 001000 (Segregative typestremetang) 4 001000 (Segregative typestremetang) 4 PROMIN Science 4 PROMIN Science 4 Provide Science 4 Provide Science 4 Provide Science 4 Provide Science 5 Common settings 5 Common settings 5 Compon settings 5 Control tendence 5
 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. 	Chapter settings for print Print settings Print report items sorted by by chapter by item-code Chapter settings for print By Chapter Print settings Print se

14. by	4 Example item numb	prir er a	nto and	ut so chap	rting oter	PR MA	R O N
BA	Bauausführung				uvergeven.		
BAUB 001.006 001/21 08.2016	Bauablauf	Alle Teilnehmer	open	1	Planung		
	Control de Daaring folgende nagen faggende Daabaden na bes Kommenden zweil Wochen unfasst folgende Tätigkeiten: Erstellen des Bauzeinplans Aufstellen des Bauzeinplans Einrichten der Containersiedlung Ausstellen des Krans Barchülterung			BAUB 002.001 002/27.08.2014	Stilllegung Hydrantenleitung Herr Mattesberger hat vorab eine mündliche Zusage übe die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	r Frank Mattersberger	27.10.2014
	Einholen und Überprüfen des Bombenkatasters	Allo Tollashmar		003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank Mattersberger	27.10.2014
00227.08.2015	 Aufstellen des fixen und des prov. Bauzauns Einrichten Containersiedlung Aufstellen Kran 			BAUB 002.002 002/27.08.2014	Bautafel Ein Vorabzug des Bautafel-Layouts wird an Baufirma une OBA übermittelt.	Mattersberger	03.09.2014
	In KW 36: • Anliefern Baugeräte - Region Abbouch Betenflächen am 2.9.2016			003/03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.	Mattersberger	03.09.2014
003/03.09.2016	Für das Errichten des Bauzauns am Vorfeld sind	Flughafenbetrieb		2	Örtliche Bauaufsicht		
	Schweißarbeiten notwendig. Hierfür muss die Baufirma	Rauscher	08.09.2016	BAUB 002.003	Baustellenausweis		one time info
Attribute	Construint der deuteusgesenschaft die Franzeise entritiken. Anmerkung: Mehrkosten, Terminänderung, Umplanung			002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus-	Schnatter	03.09.2014
BAUB 002.004 002/27 08.2016	Offene Unterlagen Folgende Unterlagen/Bestätigungen sind der OBA zu übergeben:	compl Rauscher	eted 8/8/2016 03.09.2016		gestellt. Der genaue Ausstellungsablauf für die einzelner Gewerke wird von der ÖBA noch bekanntgegeben.	(
	Pri-anasor Bietonfückenverzeichnis Unterfeidigte Pläne Bestätigung Messenkontrolle			003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die OBA zu übermitteln (Name Cehuterlag von bie our der Bruttelle). Die OBA uit der	Alle Teilnehmer	
003/03/09/2016	 K7-Blätter werden in der nächsten Beubesprechung 	Rauscher	03.09.2016		diese Angaben stichprobenweise überprüfen.		
			2225 NO.0277				



14.6 Rep	6 Examples presentation	pri 1 of	nto ^f the	ut e iter	n code	PRO MAN
	Report collection				Chapter Code	
1 .	Planung			1 🖌	Planung	
BAUB 002.001	Stilllegung Hydrantenleitung		open	1 002.001	Stilllegung Hydrantenleitung	open
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.		27.10.2014	002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenlei- tung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	27.10.2014
003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig		27.10.2014	003/03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	27.10.2014
BAUB 002.002	Bautafel		open	1 002.002	Bautafel	open
002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.		03.09.2014	002/27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	03.09.2014
003/03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.		03.09.2014	003/03.09.2014	GP übergibt das Layout in der nächsten Bazbespre- chung. Das Rendering musste neu erstellt werden.	03.09.2014
2	Örtliche Bauaufsicht		10	2	Örtliche Bauaufsicht	
BAUB 002.003	Baustellenausweis		one time info	2 002.003	Baustellenausweis	one time info
002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der OBA aus- gestellt. Der genaue Ausstellungsablauft für die einzelnen Gewerke wird von der OBA noch bekanntgegeben.		03.09.2014	002/27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenaus- weise erforderlich sind. Diese werden von der ÖBA aus- gestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntdegeben.	03.09.2014
003/03.09.2014	Es warden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die OEA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die OEA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer		003/03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben statidessen laufend alkuelle Mitarbeiterlisten an die OBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die OBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer



57

14.8 Report Collection: Print Settings 5 Under schedule color-settings, Schedule color-settings Overdue overdue or due appointments B Fontcolor - Backcolor 255, 0, 0 255, 255, 255 255, 128, 64 Due в Fontcolor Backcolor 255, 255, 255 can be highlighted in color Fontcolor Backcolor Not yet due B 255, 255, 255 0,0,0 Apply colors Apply to following states Apply to following dates You should always define the ✓ One-time info Relation date current report header and footer in the project ✓ Permanent info ✓ Current items as a whole, but if you want to ✓ open Prior items add the client's logo in a report ✓ in progress dosed collection, for example, you can override the project settings in A Report item settings Report collection settings the print settings for this report Common Common Involved collection. Header Printing configuration Footer Schedule colors Project in



4.1 ha • Yo • In tin	0 n u th ne D c	EX ge S ses can e le bot recision pen w	am stat asily o tom l n, CRQ ith tra	ples US S change ine yo , deterr	s pr sett e the u car ninatio colou	for for on urs (rma red,	tting orange	Crea of exis own e, green	ate sting s statu:	YOUI statuses s at any	r OV s	Toolbox Conter test 1 Setting names Footer Projec * Corers att Corers Partog * Report to Corens * Report the Corens * Report the Corens * Report the Corens * Report the Coress * Report the * Repo	P M timage mps mant / Maling tent settings m and report I ods & Text m n settings an g configuration	ROAN a N d Clear
					L								Sched	le colors	
Name		Statustype	Deplaytext	Font	Font size	Bold		Italic	Underlined	Algoment	lladigroundcolor	Default	Schedi	le colors	
Name Beschluss		Statustype one time info	Deploytext Seathluss	Font Callor Udht	Font size	Bold 10	2	Itsic	Underlined	Algement Left	Badigraundicilar	Default	Schedi Status Temple	te colors	
Name Beschluss Dauerbnfo	Stan	Statustype one time info permanent Info	Deplaytest Seachlass	Fant Calbri Lidht Calbri Lidht	Font size	8sid 10 10	S. S.	Itale	Underlined	Algoment Left Left	Badigroundcolor 255. 255.	Default	Sched Status Temple	le colors site and font Agenda report textili	oda
Name Beschluss DauerInfo erlediot Sta	Stan endard	Statustype one time info permanent Info completed	Deplaytext Seachiusa	Font Callor Loht Callor Loht Callor Loht	Font size	8sid 10 10 10	S S S	Itale	Underlined	Algoment Left Left	Badigroundcolar 255, 255, 255, 255, 255, 255, 255, 255,	Default	Sched Status Temple & E-mail and E-mail: E-mail:	de colors offer and font. Agenda report textble agenda textb	ocka kocka
Name Beschluss Dauerbrfo erlediot Sta inbearbeitur	Stan Indard Ing S	Statustype one time info permanent Info completed in progress	Displaytest Senctions	Font Callor Loht Callor Loht Callor Loht Callor Loht	Font size	Beld 10 10 10 10	× × × ×	Itale		Algoment Left Left Left	Badgroundcalar 255, 255, 255, 255, 255, 255, 255, 255,	Default	Sched Status Temple & E-mail and E-mail: Agend	le colors offer and font Agenda report textble agenda textb a defaults & to	ocks kocks extiblocks
Name Baschluss Dauerinfo erlediot Sta inbearbeitur Info Stanja	Stan Indard Ind S Ird	Statustype one time info permanent info completed in progress one time info	Deplaytest Beachluss	Font Calibri Loht Calibri Loht Calibri Loht Calibri Loht Calibri Loht	Font sue	8sid 10 10 10 10 10	S S S S	ttekc	Underlined	Algoment Left Left Left Left Left	Badgroundcalar 255. 255. 255. 255. 255. 255. 0. 255. 255. 255. 255.	Default	Sched Status Temple & E-mail E-mail E-mail Agend & Print temp	le colors ofte and font Agenda report textble agenda textb a defaults & to iates	ocks kocks extiblocks
Nane Baschkus Dauerinfo erlediot Sta inbearbetur Info Stand offen Stand	Stan endard no S erd dard	Statustype one time info permanent Info completed in progress one time info open	Doplaytext Senchiuss	Font Calibri Licht Calibri Licht Calibri Licht Calibri Licht Calibri Licht Calibri Licht	Font size	Besid 10 10 10 10 10 10 10	8 8 8 8 8 6	Itak:	Underlined	Algement Left Left Left Left Left Left	Badagroundicidar 253. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255.	Default	Schedu Status Templu & E-mail and E-mail Agend & Print temp Comm	Je colors offer and font Agenda report textble a defaults & to lates on & Default fo	oda loda extiblocks ants —
Name Baschkus Dauerinfo erlediot Sta inbearbetur Info Stand offen Stand storniert, itt	Stan Indard Ind S Ind S Ind Ind Ind	Statustype one time info permanent Info comoleted in progress one time info goen canceled	Duplaytext Seachtuaa	Font Calibri Lipht Calibri Lipht Calibri Lipht Calibri Lipht Calibri Lipht Calibri Lipht Calibri Lipht	Pont sae	Besid 10 10 10 10 10 10 10 10	8 8 8 8 8 8 6		Underlined	Algement Left Left Left Left Left Left Left	Backgroundcoler 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 255. 0. 255. 255.	Default Inf Inf Inf Inf Inf Inf Inf Inf	Schedu Status Tempil & E-mail E-mail Agend & Print temp Comm	Je colors ate and font Agenda report textble agenda textble a defaults & to lates on & Default fi	ocks kocks exitblocks onts
Name Baschluss Dauerinfo erlediot Sta inbearbeitur Info Standa offen Stand storniert, St Wiedervol Ia	Stan Indiard no S ard Jard and oe	Statustype one time info permanent Info comoleted in propress one time info open canceled Resubmasion	Deploytext Beschlass	Pent Caller Lieht Caller Lieht Caller Lieht Caller Lieht Caller Lieht Caller Lieht Caller Lieht Caller Lieht	Font size	8oid 10 10 10 10 10 10 10 10	8 8 8 8 8 8 8 8 8 8	Talc	Underined	Algoment Left Left Left Left Left Left Left Lef	Backgroundcolor 255. 255. 255. 255. 255. 255. 0. 255. 255. 255. 255. 255. 255. 0. 255. 255. 0. 255. 255. 0. 255. 255. 0. 255. 255. 0. 255. 255. 0. 255. 255. 0. 255. 255.	Default	Sched Status Temple & E-mail E-mail E-mail Agend & Print temp Comm	de colors te and font Agenda report textble agenda textble a defaults & to lates on & Default fo	oclas locks extriliocks onts
Name Beschluss Dauerinfo erlediot Sto Info Stand offen Stard stomiert St Wiedervolle zurückgeste	Stan endard no S erd dard and oe et S	Statustype one time info permanent Info comoleted in prooress one time info open canceled Resubmission deferred until	Deploytext Seathlaas	Fent Callos Leht Callos Leht Callos Leht Callos Leht Callos Leht Callos Leht Callos Leht Callos Leht Callos Leht	Pont sze	Beld 10 10 10 10 10 10 10 10 10	<u>x</u> x x x x x x x x x	Talc	Underlined Image: Constraint of the second secon	Algoment Left Left Left Left Left Left Left Lef	Backgroundcaler 255.255. 255.255. 255.255. 255.255. 255.255. 255.255. 0.255.255. 0.255.255. 0.255.255. 0.255.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255. 2.55.255.	Default	Schedu Status Tempi # E-mail and E-mail Agend # Print temp Comm Comm	de colors the and font Agenda report textble a defaults & to lates on & Default fo	ocla koda extibiocia onta x x







 The data fields make it easy to automatically print data from the project 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 At runtime the placeholder is replaced with the correct data of the project 	15.1	Print La	yout	t: repo	ort core data
Auswahl der Spalter: Code Bezeichnung FID DFb_ID Symbol 0 101 Pojekt COUCOUCD 4 0 101 Pojekt runner 101000000 4 Pojektrummer Coucher	Feld Inhalt: C Daterfeld G Auswahl der ver Auswahl Daten-Be Code 01.01. 01.01. At 01.01.01. 01.01. 01.01.01. 01.01. 01.01.01. 01.01.01. 01. 01.01. 01.	Beabeiter fügbaren Datenfeld swählen Datenfeld Datenfeld Datenfeld Datenfeld Datenfeld swählen Projektsamm Projektstamm Projektstamm Projektatamm Datenfeld Satenfeld Satenfeld Projektatamm		_ _ _×	 The data fields make it easy to automatically print data from the project core data.
 10.10 01.01.01 01.01.01.01 01.01.01.01 01.01.01.01.02 01.01.01.01.02 01.01.01.01.02 01.01.01.01.02 01.01.01.01.02 01.01.01.01.05 01.01.01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01.05 01.01.01.05 01.01.01.05 01.01.01.05 01.01	- Code	Auswahl der Spalten: Bezeichnung	FID D	Fb_ID Symbol _	
010101 Projektramm 10000000 4 0101010 Braidden 101000000 4 No 010101010 Projektrammer 1010100000 4 Proj. Nr. Gen 0101010102 Generinzamer 1010100000 4 Proj. Nr. Gen 0101010102 Generinzamer 101020000 4 Proj. Nr. Gen 0101010103 Ubergednete Projektrummer 101020000 4 Proj. Nr. Gen 0101010105 Beschreibung 101050000 4 Proj. Beschr 0101010105 Beschreibung 101050000 4 Proj. Beschr 0101010105 Beschreibung 101050000 4 Proj. Beschr 0101010105 Beschreibung 301000000 4 Frag. AutriG. Kuzz 010101301 Firma Langtorm 302000000 4 Frag. AutriG. Kuzz 010101302 Firma Adeesse 303000000 4 Frag. Prabw. Kuzz 010101401 Firma Adutgscene 402000000 4 Frag. Prabw. Jung 010101402 Firma Adutgsce<	= 01.01.	Projekt	000000000	4	 At runtime the placeholder is
Image: Display and	01.01.01.	Projektstamm	10000000	4	
01.01.01.01.01.02 Projektrummer 1010000 4 [Proj.N. Gem 01.01.01.01.02 Gemeinsame Projektrummer 101020000 4 [Proj.N. Gem 01.01.01.01.02 Ubergescherbe Projektrummer 101030000 4 Proj.N. Gem 01.01.01.01.03 Karzbezeichnung 1011050000 4 Proj.K.urzBez 01.01.01.01.05 Beschreibung 1011050000 4 Proj.K.urzBez 01.01.01.01.05 Beschreibung 101050000 4 Fra.AuftiG. Kurz 01.01.03.03 Firma Kardorm 301000000 4 Fra.AuftiG. Kurz 01.01.03.03 Firma Adersse 302000000 4 Fra.Pahbw.kurz 01.01.03.03 Firma Adersse 302000000 4 Fra.Pahbw.kurz 01.01.04.01 Firma Langform 402000000 4 Fra.Pahbw.kurz 01.01.04.02 Firma Langform 402000000 4 Fra.Pahbw.kurz 01.01.04.03 Firma Adersse 4 Proj.Wuruz Firma Langform <tr< td=""><th>01.01.01.01.</th><td>Basisdaten</td><td>101000000</td><td>4</td><td>replaced with the correct data</td></tr<>	01.01.01.01.	Basisdaten	101000000	4	replaced with the correct data
01.01.01.01.02 Geneinsamer Projektrummer 101020000 4 [Proj. Nr. Geneinsamer 010101010 Geneinsamer 010101010 Geneinsamer 010101010 Geneinsamer 0101010000 4 [Proj. Nr. Geneinsamer 0101010000 4 [Proj. Nr. Geneinsamer 0101010000 4 [Proj. KuzBez 010101010 Geneinsamer 010100000 4 [Proj. KuzBez 0101010106 Bezeichnung 010100000 4 [Proj. KuzBez 0101010106 Bezeichnung 0101000000 4 [Proj. KuzBez 0101010106 Bezeichnung 010100000 4 [Proj. KuzBez 0101010000 4 [Proj. KuzBez 0101010106 Bezeichnung 01010200000 4 [Proj. KuzBez 010101010000 4 [Proj. KuzBez 0101010000 4 [Proj. KuzBez 01010100	01.01.01.01.01.	Projektnummer	101010000	4 Proj_Nr	replaced with the correct data
01.01.01.01.03 Ubergeednete Projektrummer 101030000 4 Proj. LuBG 01.01.01.01.04 Kuzbezeichnung 101040000 4 Proj. Kuzbeg 01.01.01.01.04 Kuzbezeichnung 101050000 4 Proj. Kuzbeg 01.01.01.01.05 Bezeichnung 101050000 4 Proj. Bez 01.01.03.01.05 Bezeichnung 101060000 4 Proj. Bez 01.01.03.01. Firma Kuzform 301000000 4 Fa. Auftr.G. Kuzz 01.01.03.02 Firma Langform 302000000 4 Fa. Auftr.G. Kuzz 01.01.03.03 Firma Adresse 303000000 4 Fa. Auftr.G. Kuzz 01.01.04.01 Firma Kuzdorm 40000000 4 Fa. Prohv. Kuzz 01.01.04.01 Firma Kuzdorm 402000000 4 Fa. Prohv. Kuzz 01.01.04.02 Firma Langform 402000000 4 Fa. Prohv. Kuzz 01.01.03.03 Firma Langform 402000000 4 Fa. Prohv. Kuzz 01.01.04.02 Firma Langform 402000000 4 Fa. Prohv. Kuzz	01.01.01.01.02.	Gemeinsame Projektnummer	101020000	4 Proj_Nr_Gem	of the project
01.01.01.01.04. Kuzbezeichnung 101040000 4 Proi_Bezeichnung 01.01.01.01.05. Bezeichnung 101050000 4 Proi_Bezeichnung 01.01.01.01.05. Bezeichnung 101050000 4 Proi_Bezeichnung 01.01.01.01.05. Bezeichnung 101050000 4 Proi_Bezeichnung 01.01.01.01.06. Bezeichnebung 101050000 4 Proi_Bezeichnung 01.01.03.01. Firma Kurdorm 301000000 4 01.01.03.02. Firma Langform 302000000 4 01.01.03.03. Firma Adesse 303000000 4 01.01.03.03. Firma Adesse 303000000 4 01.01.04.01. Firma Kurdorm 400000000 4 01.01.04.01. Firma Kurdorm 400000000 4 11.01.04.02. Firma Langform 402000000 4 11.01.04.02. Firma Langform 402000000 4 10.01.04.02. Firma Langform 402000000 4 10.01.04.02. Firma Langform 402000000 4 10.01.04.02. Firma Langform 402000000 4 10.01.04.03. Firma Adresse 4 Firma Langform	01.01.01.01.03.	Ubergeordnete Projektnummer	101030000	4 Proj_Nr_UbG	
01.01.01.01.05. Bezelerhaung 101050000 4 Pro_Eez 01.01.01.01.05. Bezelerhaung 101050000 4 Pro_Eez 01.01.01.01.05. Bezelerhaung 101050000 4 Pro_Eez 01.01.01.05. Bezelerhaung 101050000 4 Fro_Eez 01.01.03.03. Firma Karzom 301000000 4 Fro_Autro_Larg 01.01.03.03. Firma Adresse 30300000 4 Fro_Autro_Larg 01.01.03.03. Firma Adresse 30300000 4 Fro_Pekeeshowicker 01.01.04.01. Firma Kurzom 40000000 4 Fro_Pekeeshowicker 01.01.04.02. Firma Langform 40200000 4 Fro_Pekew_Kurz 01.01.04.02. Firma Langform 40200000 4 Fro_Pekew_Larg 01.01.04.02. Firma Langform 40200000 4 Fro_Pekew_Larg 01.01.04.03. Firma Langform 40200000 4 Fro_Pekew_Larg 01.01.04.03. Firma Langform 402000000 4 Fro_Pekew_Larg	01.01.01.01.04.	Kurzbezeichnung	101040000	4 Proj_KurzBez	1 5
O U101.01.01.01.05. Jeschmedung 1101080000 4 Frid_sech 01.01.03.01. Frima Kurzom 301000000 4 Fa_AuhtG_Kurz 01.01.03.01. Frima Kurzom 301000000 4 Fa_AuhtG_Kurz 01.01.03.02. Frima Langform 30200000 4 Fa_AuhtG_Kurz 01.01.03.03. Frima Addesse 303000000 4 Fa_AuhtG_Kurz 01.01.04.01. Frima Kurzom 40000000 4 Fa_Phabw_Kurz 01.01.04.01. Frima Kurzom 40000000 4 Fa_Phabw_Kurz 01.01.04.02. Frima Langform 40200000 4 Fa_Phabw_Kurz 01.01.04.02. Frima Langform 40200000 4 Fa_Phabw_Kurz 01.01.04.02. Frima Langform 40200000 4 Fa_Phabw_Kurz 01.01.04.02. Frima Langform 402000000 4 Fa_Phabw_Kurz 01.01.04.03. Frima Langform 402000000 4 Fa_Phabw_Kurz	01.01.01.01.05	Bezeichnung	101050000	4 Proi_Bez	
U10103 Autrospectr 30000000 4 Fa_AufrG_Kuz 01.01.03.01. Firma Kuzform 30100000 4 Fa_AufrG_Kuz 01.01.03.02. Firma Jadesse 30200000 4 Fa_AufrG_Adres 01.01.03.03. Firma Addesse 30300000 4 Fa_AufrG_Adres 01.01.04.01. Firma Kuzform 401000000 4 Fa_PrAbw_Kuz 01.01.04.01. Firma Kuzform 401000000 4 Fa_PrAbw_Kuz 01.01.04.02. Firma Langform 40200000 4 Fa_PrAbw_Lang 01.01.04.03 Firma Adresse 40300000 4 Fa_PrAbw_Lang 01.01.04.02. Firma Langform 402000000 4 Fa_PrAbw_Lang 01.01.04.03 Firma Adresse 403000000 4 Fa_PrAbw_Lang	> 01.01.01.01.06.	Beschreibung	101060000	4 Pro_Beschr	
01.01.03.01. Finite Xazdom 301000000 4 F.g. Autho, Loag 01.01.03.02. Finis Advesse 30300000 4 F.g. Autho, Loag 01.01.03.03. Finis Advesse 30300000 4 F.g. Autho, Advest 01.01.03.03. Finis Advesse 30300000 4 F.g. Projektabwick 01.01.04.01. Finis Kuziom 400000000 4 F.g. Projektabwick 01.01.04.01. Finis Langform 402000000 4 F.g. Projektabwick 01.01.04.02. Finis Langform 402000000 4 F.g. Projektabwick 01.01.04.02. Finis Langform 402000000 4 F.g. Projektub 01.01.04.03. Finis Langform 402000000 4 F.g. Projektub	- 01.01.03	Autraggeber	201000000	4 En Autho Kum	
Other Operating Section Operating Section 01.01.03.05 Firms Lengtonin Operating Section First Section 01.01.03.05 Firms Lengtonin 400000000 4 [Fa_pAult6_Adeet 01.01.04.01 Firms Lengtonin 400000000 4 [Fa_pPabw_Kuz] 01.01.04.02 Firms Lengtorm 402000000 4 [Fa_pPabw_Kuz] 01.01.04.02 Firms Lengtorm 402000000 4 [Fa_pPabw_Kuz] 01.01.04.02 Firms Lengtorm 402000000 4 [Fa_pPabw_Kuz]	01.01.03.01	Filma Nu2form	202000000	4 Fa_Auttra_Kuf2	
010104 Auftragnehmer (Projektabwickler) 400000000 4 [Fa_Projektabwickler) 01.01.04.01. Firma Kurzform 401000000 4 [Fa_Projektabwickler] 01.01.04.02. Firma Langform 402000000 4 [Fa_Projektabwickler] 01.01.04.02. Firma Langform 402000000 4 [Fa_Projektabwickler] 01.01.04.02. Firma Langform 402000000 4 [Fa_Projektabwickler]	01.01.03.02	Firma Adresse	30300000	4 Fa Auth G Adrer	
01.01.04.01. Firma Kurzłow 40100000 4 [Fa, Prabw, Kurz] 01.01.04.02. Firma Lengform 40200000 4 [Fa, Prabw, Leng 01.01.04.02. Firma Lengform 40200000 4 [Fa, Prabw, Leng 01.01.04.02. Firma Lengform 40200000 4 [Fa, Prabw, Leng	01.01.04	Auftragnehmer (Projektabwickler)	40000000	4 Fa Projektabwic	
10 01.01.04.02 Firma Langform 402000000 4 Fa_PiAbw_Lang 01.01.04.03 Firma Addresse 403000000 4 Fa_PiAbw_ddee	- 01 01 04 01	Firma Kurzform	40100000	4 Fa Prôbw Kurz	
11 01 04 03 Firma addresse 403000000 4 Fa Pobly Addres	101.01.04.02	Firma Langform	402000000	4 Fa PrAbw Lang	
	01.01.04.03	Firma Adresse	403000000	4 Fa PrAbw Adres	
01.04. Projektpatner 000000000 4	01.04.	Projektpartner	000000000	4	
01.04.01. Firma 100000000 4	01.04.01.	Firma	10000000	4	
01.04.01.01. Kuz/orm 101000000 4 PP Fa Kuz	01.04.01.01.	Kurzform	101000000	4 PP Fa Kurz	





Anw_Zeitw	Ran Rand Re 14 15 18 esent Distr. temp w_JN Vert_JN Anw	IS 19 chts: 17 orary _Zeit	15.3 priı	nt lay	out: 1	emporary	PRO MAN
Employee s Frank Keppler Höchtl	Company short Flughafenbetriet Flughafenbetriet Flughafenbetriet	Default Fi BH BH BH	unction Distribut 2 to	Partially present	1. 2.	Add the "tempora column to the ter You can enter the / to in the particip (the exact time is required).	ary" nplate time from oant list not
	Name (w/o Title) Frank Keppler Höchtl	Function BH BH BH	Company Flughafen BetriebsgesmbH Flughafen BetriebsgesmbH Flughafen BetriebsgesmbH	present [O O	3. ● ○ ● ○	Expression: The r column shows the participant who is temporary in the	iew e s only session.

15.4 print layout: chapters Design of chapters : druck Finstelli na: KAPITEL Ü font OK Abbr Vor • Bold, italic, underline background color Schriftart Arial Größe Höhe (mm): 12 4.8 F X U A 01. Kapitel Ebene 1 A • Per level 01.1. Kapitel Ebene 2 A 12 4,8 F X U A & 01.1.1. Kapitel Ebene 3 A 4,8 **F** X U A 3 01.1.1.1 Kapitel Ebene 4 12 4,8 **F** X U A 🔊 A Arial 01.1.1.1.1 Kapitel Ebene 5 A Arial 12 4,8 **F** X U A 🕭 ändem 2 ? aus Vorlag



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







16.3 Rights control: General	PRO MAN
 Regulates the general rights of users in the program 	 Rights control for administrator Create projects Delete Projects Edit Layout
Fif Rechte je User Image: Second Se	 Assign layout Central address
Image: Character of the spectra of	management
User Name User Firma Name Person User gelöscht Administrator 1 Projekte trator anlegen löschen beabelen zuordnen Zentral eröffnet roland test 2 T T T T T T T T T T T T T T T T T T	-



16.4 Rights control: in the	e project MAN			
 Rights can be restricted unrestricted 	 Rights restricted per project and/or at report collection level rights 			
PROMAN Freigabe im Projekt - Verwaltung 6.5 Rev. 013	• Admin			
PROMAN-User: Rechte je User im Projekt Verwaltung Projekt: _BEISPIEL Beispielprojekt	 lock 			
	• read			
Speichern Projekt Kreis Daten Bereich	• change			
Freigabe in Projekt: Markiette Spatien C uneingeschränkt Auswahl eintragen: Image: Spatial eintragen: Image: Spatial eintragen: Image: Spatial eintragen: Image: Spatial eintragen:	• input			
Freigaben im Projekt Auswahl Kreis 01 Planu Firma Person Admin Sperre Lesen Ändern Eingabe Code Bezeichnung Person Sperre	ngsbesprechungen Lesen Ändern Eingabe			
▶ test roland ♥ ♥ ♥ ♥ 01 Planungsbesprechungen BAUB Baubesprechung ÜBA PRU Projektbesprechung				



17. mobile operatior) PRO MAN
Laptop-Mode Enter all required information for the laptop transfer within a few steps. Select the projects from where you want to transfer data	• Start laptop mode
Enter fast to stardh + Pind Oear Project Checked out by (Checked out by (Checked out by (Project (→You can also transfer several projects at the same time.
< first Ment >	Cancel







yect export x	
	Define the advanced
ed the data Select the data you want to export and the rights you want to apply to them.	export settings (see 1)
BitSPIEL) Beispielprojekt Eport collections rand only Advanced excont settings Credied Credied	 employees attributes attachments comments Free texts
Hint The project uses central data. All central data will be converted to project based data upon report. When you remport this project the converted data wont be resitualized to the central chards. Turabel/Documents/JETEPEL_Poported_prime 2 chards Next > Cancel	 The export path can be defined individually (see 2)



8.1 Impo	ort		PRO MAN
port project et the data Select the collectors you earl to report and into which p	ject you want to import them.		 The following can be defined in the target project Import with new folders
			into project
Source project		Tørget project	into project
(_BEISPIEL) Beispielprojekt		Project Checked	
Folder	Checked	🖂 (_BEISPIEL) Bespielprojekt 🧹	 Import as new collection
E (_IETSPIE.) Bespelprojekt	×	E (BE1920) Sexpelorajekt	_ '
Report collection	Checked	(AN) Alternotiz	Replace project
(AN) Akterinotiz		(AV-Int) Aktennotiz - Intern	heplace project
(AN-Int) Aktennoliz - Intern	2	(BAUB) Baubesprechung ÖBA	properties
(BAUE) Baubesprechung OBA	N	(BT) Beutagebuch	properties
(81) Bautagebuch	10 C	(PE) Monatsbericht	 Morgo foldors with same
(PR.O.I) Projektbesprechung	96	(PROJ) Projektbeigrechung	· Merge Ioluers with same
		Import with new folders into project Import areas collectors Import areas collectors Committe existing collectors with same short Residue project properties Residue and reside Residue	 Short name Overwrite existing collections with same short

