



PROMAN
Meeting Report Module
version 4.0
Basic training 2021

training program



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training program



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Beispielprojekt

BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016 Project-no.: _BEISPIEL
Date of Meeting: 9/3/2016 Doc.-no.: 1010//BAUB//003
Time: from: 9:00 AM to: 11:00 AM Chairman: Waldherr
Place: GPS-Container Writer: Kastberger
Subject: Bauablauf

Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temp.
Waldherr	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182356	●	●	○
Busch	ET	Busch & Czerny, Ingenieurbüro für Telekommunikation	+43 316654345	●	●	○
Keppler	BH	Flughafen BetriebsgesmbH	+43 6649898567	●	●	○
Ecker	BK	DI Hans Leitner, Ziviltechnikerges.m.b.H.	+43 69910203345	●	●	○
Aichberg	BM	Holzer BaugesmbH	+43 31124444241	●	●	○
Frank	BH	Flughafen BetriebsgesmbH	+43 6649898566	○	●	○
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 31639222014	○	●	○
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182734	●	●	○
Höchtl	BH	Flughafen BetriebsgesmbH	+43 3166789115	●	●	○
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	+43 345284214	○	●	○
Rauscher	BM	Holzer BaugesmbH	+43 31124444212	○	●	○
Mattersberger	GP	Planconsult GesmbH	+43 6644223322	●	●	●

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

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

BESPRECHUNGSBERICHT

Project: Beispielprojekt

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

Item	Subject	cr	Responsible	Deadline
PL	Planung			
BAUB 002.001	Stilllegung Hydrantenleitung			open
002 / 8/27/2016	Herr Mattersberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.		Frank Mattersberger	10/27/2016
003 / 9/3/2016	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.		Frank Mattersberger	10/27/2016
BAUB 002.002	Bautafel			open
002 / 8/27/2016	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.		Mattersberger	9/3/2016
003 / 9/3/2016	GP übergibt das Layout in der nächsten Baubesprechung. Das Rendering musste neu erstellt werden.		Mattersberger	9/3/2016
BAUB 003.002	Helmtragepflicht			one time info



Image 1: 2bd4da73-bbee-4a80-aa0b-6df423b97d40.jpg



Image 2: 2c477b80-f1b9-486c-b19a-2423bb219742.jpg

Auf die Einhaltung der Helmtragepflicht wird dringend hingewiesen!

All project partners

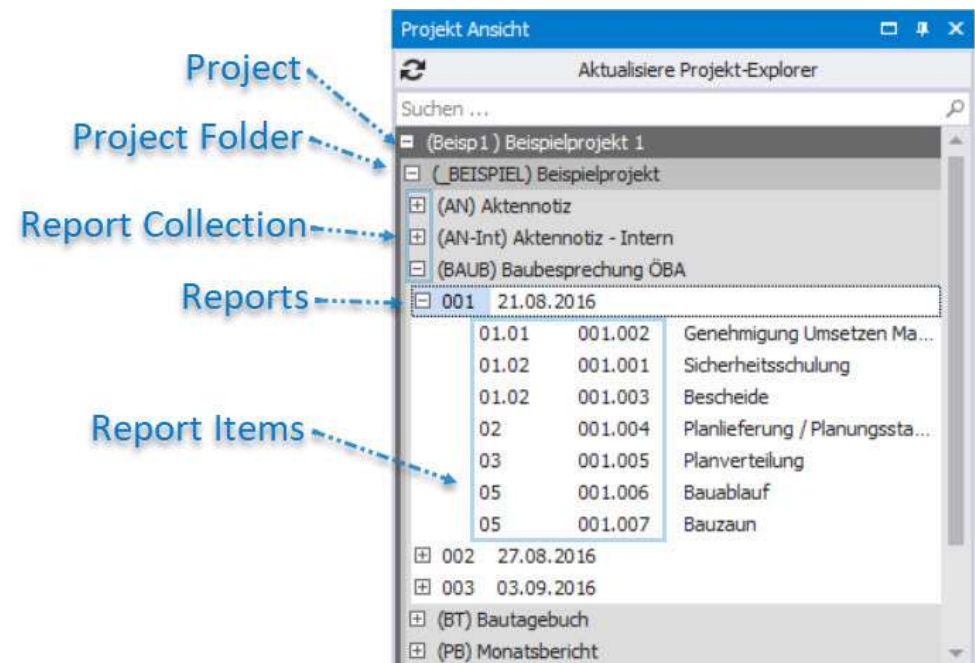
BAUB 003.003	Mängelerfassung			open
	Als Beispiel für die Erfassung von Mängel mit dem integrierten Bildbearbeitungswerkzeug.		Aichberg	



Terms and data structures



- Create and manage different projects
- Projects can contain multiple report collections
- These report collections represent the meeting groups (e.g. construction meeting, client meeting, project meeting, jour fixe, memo,...)
- In the report collections host the reports aka meetings.
- The reports are structured in report items



1. Menu control and masks

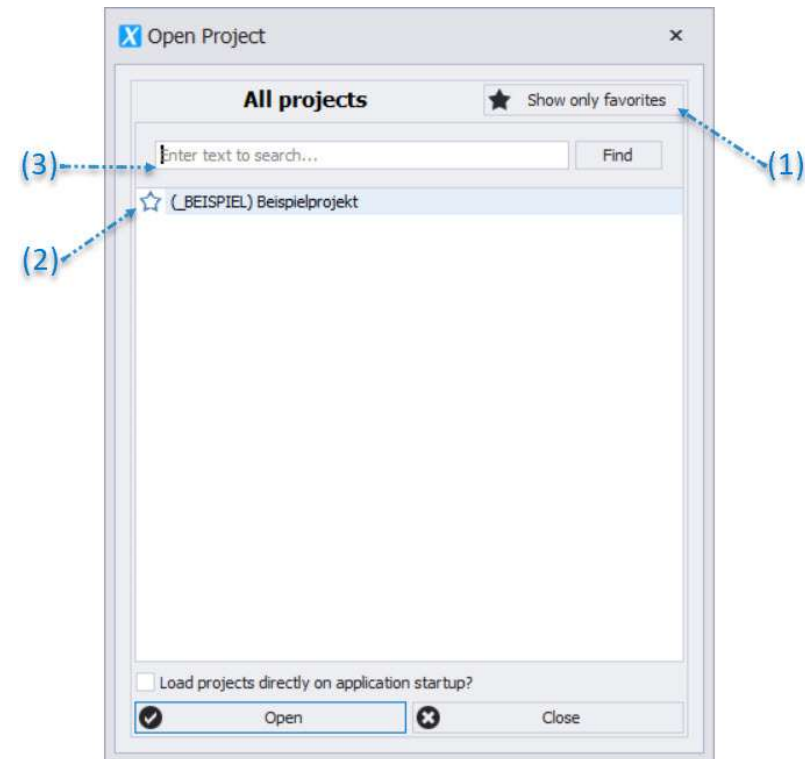


When PROMAN X is started the "Open project" dialog opens.

You can open a project by double-clicking on it or search for a specific project (3)

Important projects can be marked with a favorite star (2). If checked only the favorites are displayed.

To switch the to main view and show all projects click Show only favorites (1)

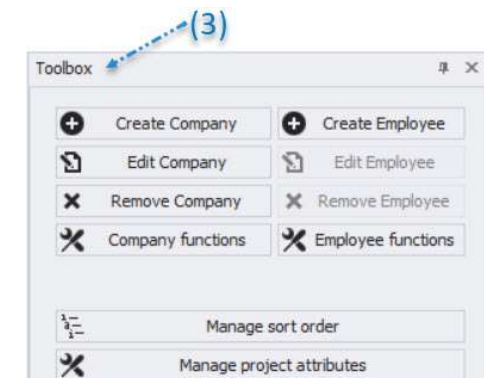
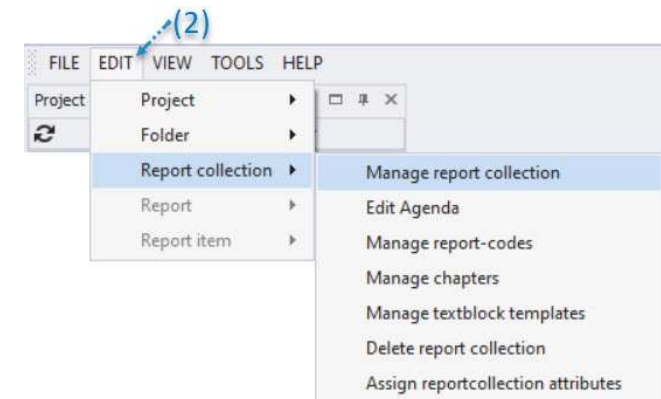
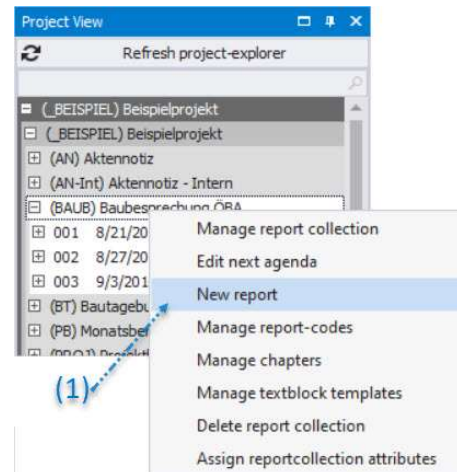


1.1 menu control and masks



Control the application using:

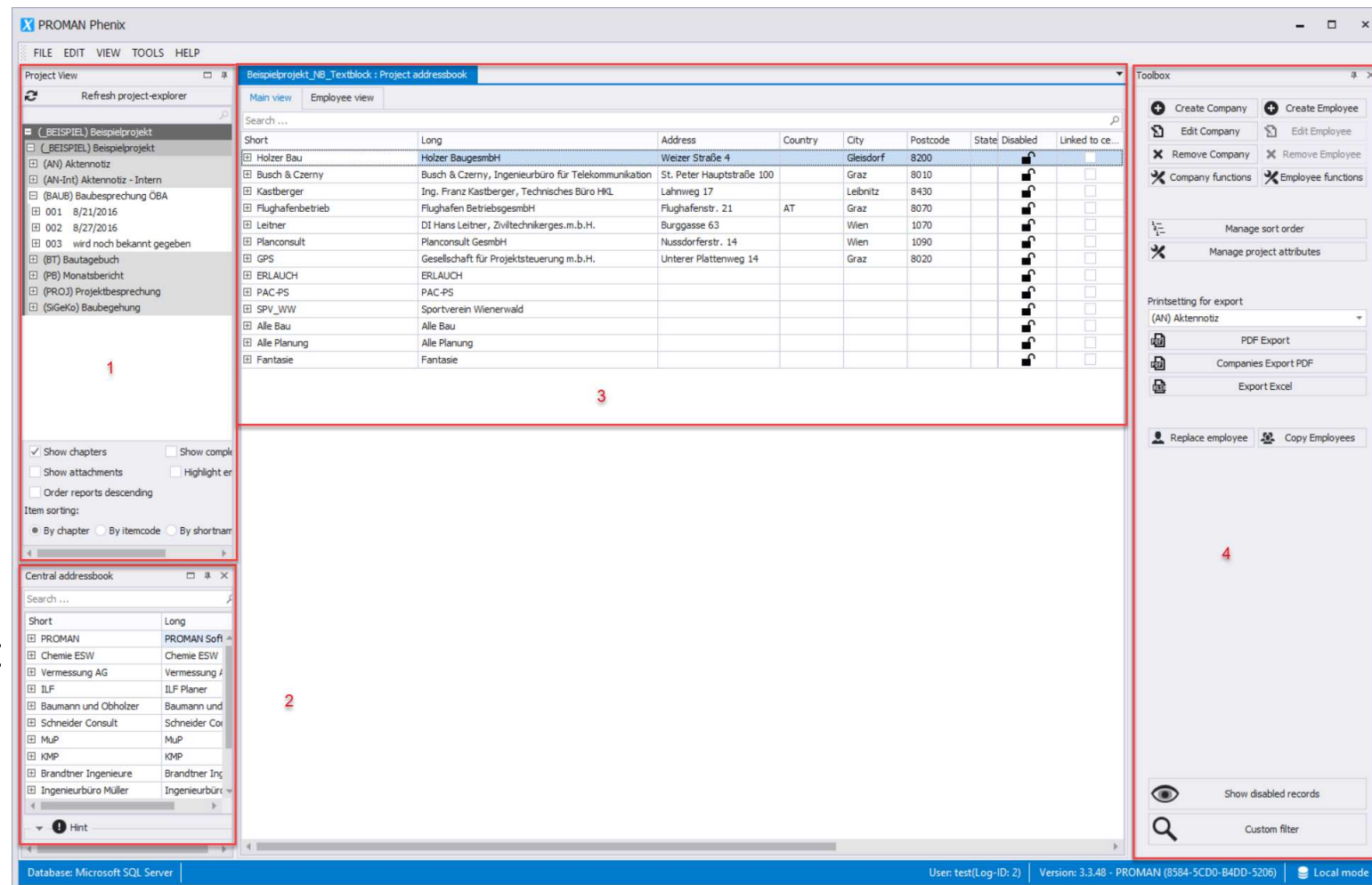
- Right mouse click (1)
- Upper menu items (2)
- Toolbox (3)



1.1 menu control and masks



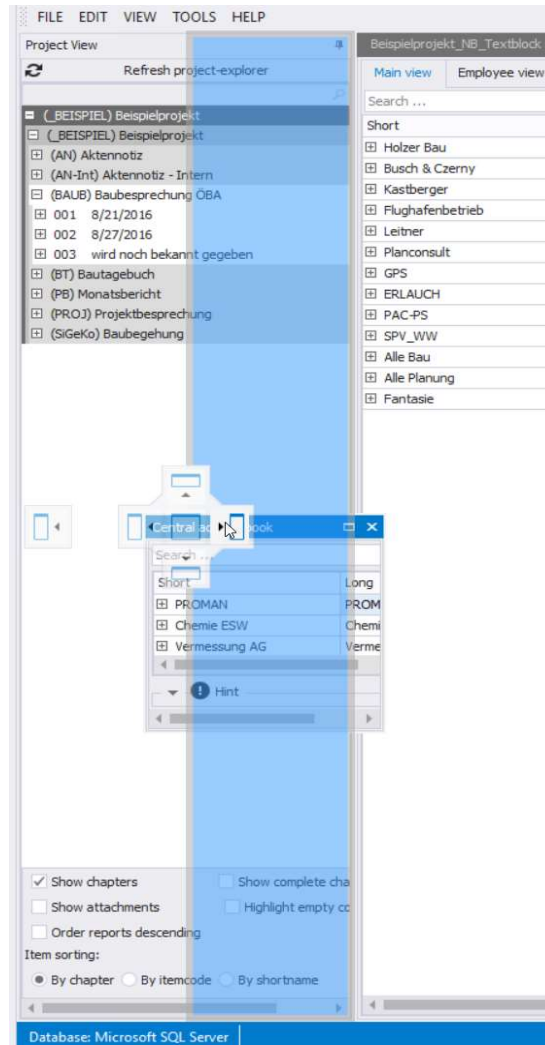
- (1) Project tree with all report collections and reports
- (2) Address data (central or in the project, visible by the heading)
- (3) Project addresses
- (4) Toolbox with the most important functions of the current mask



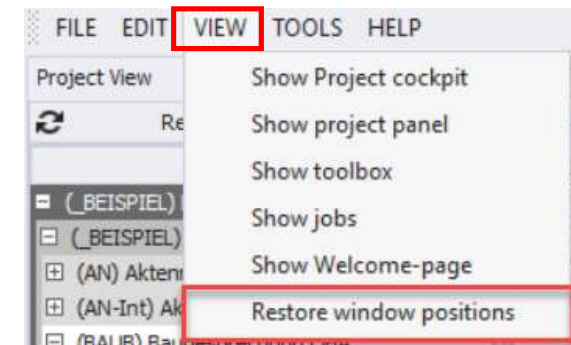
1.1 menu control and masks



The mask elements can be repositioned using drag & drop.



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

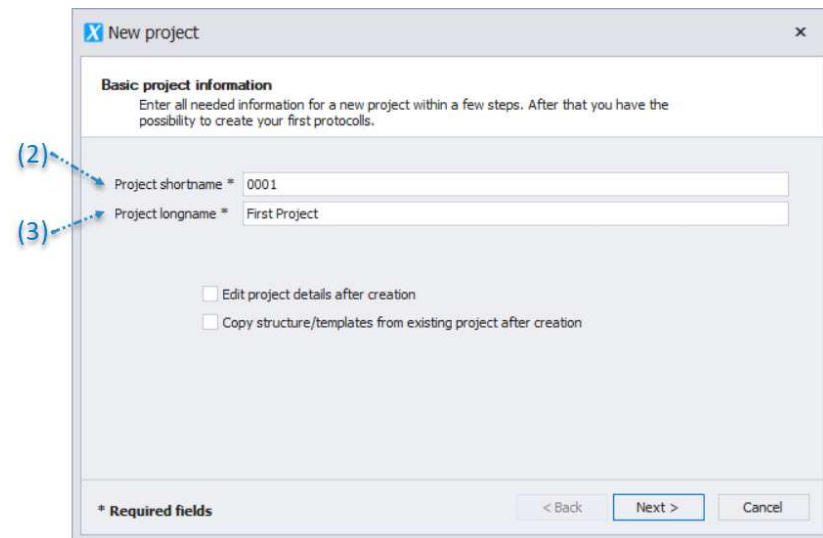
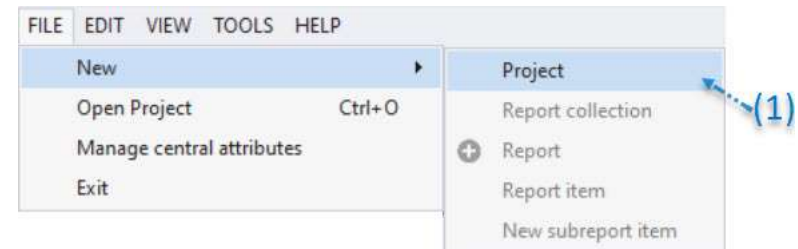


2. Create a new project



Use the menu to create a new project (1)

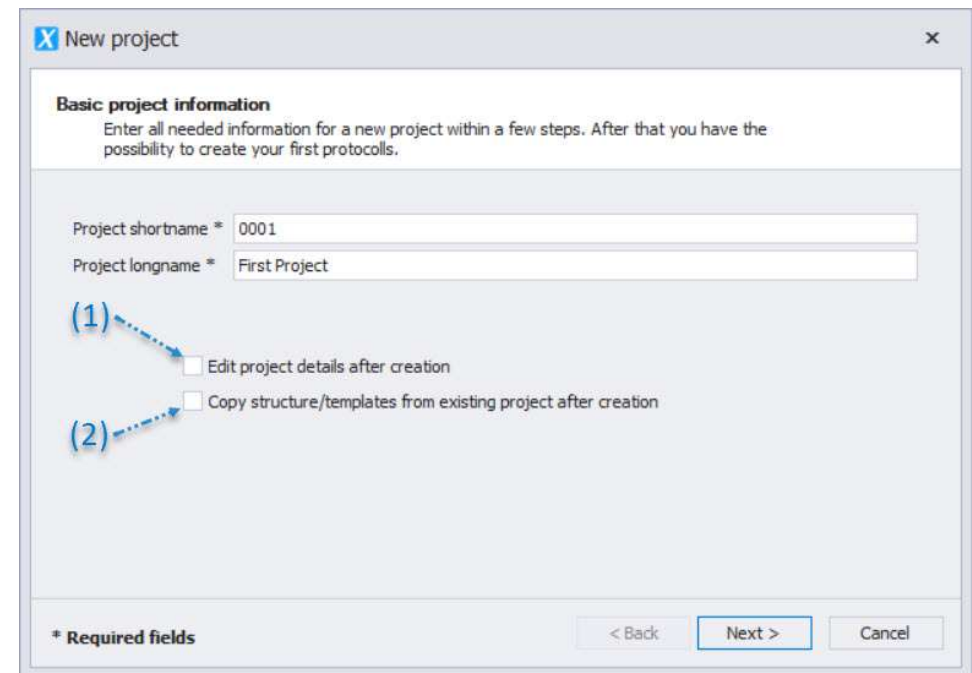
- *Project short name*: This represents a unique key for this project (e.g. accounting number) (2)
- *Project long name*: Full name of the project (3)
- *All other fields are optional.*



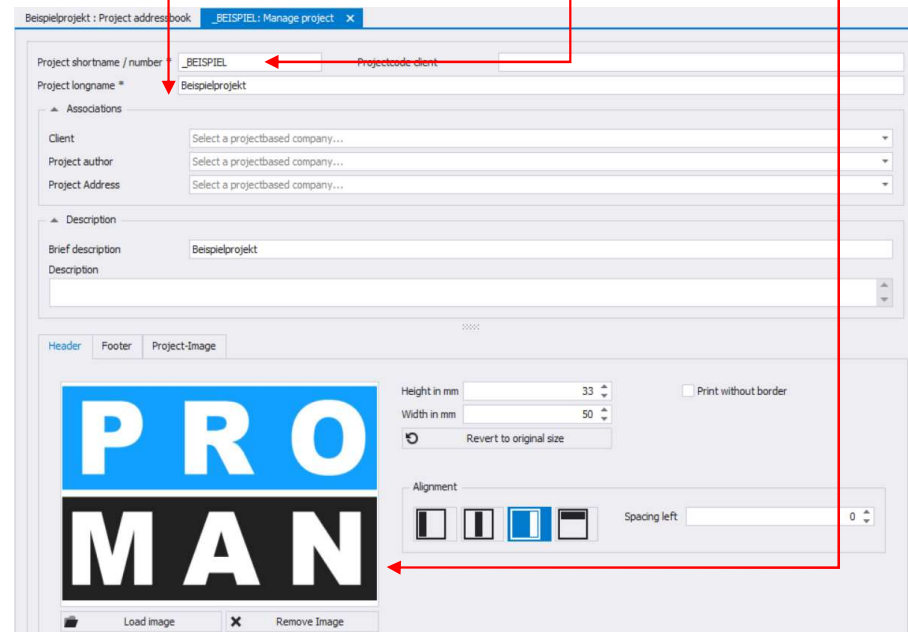
2. Create project

When creating a project 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 (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 (2)



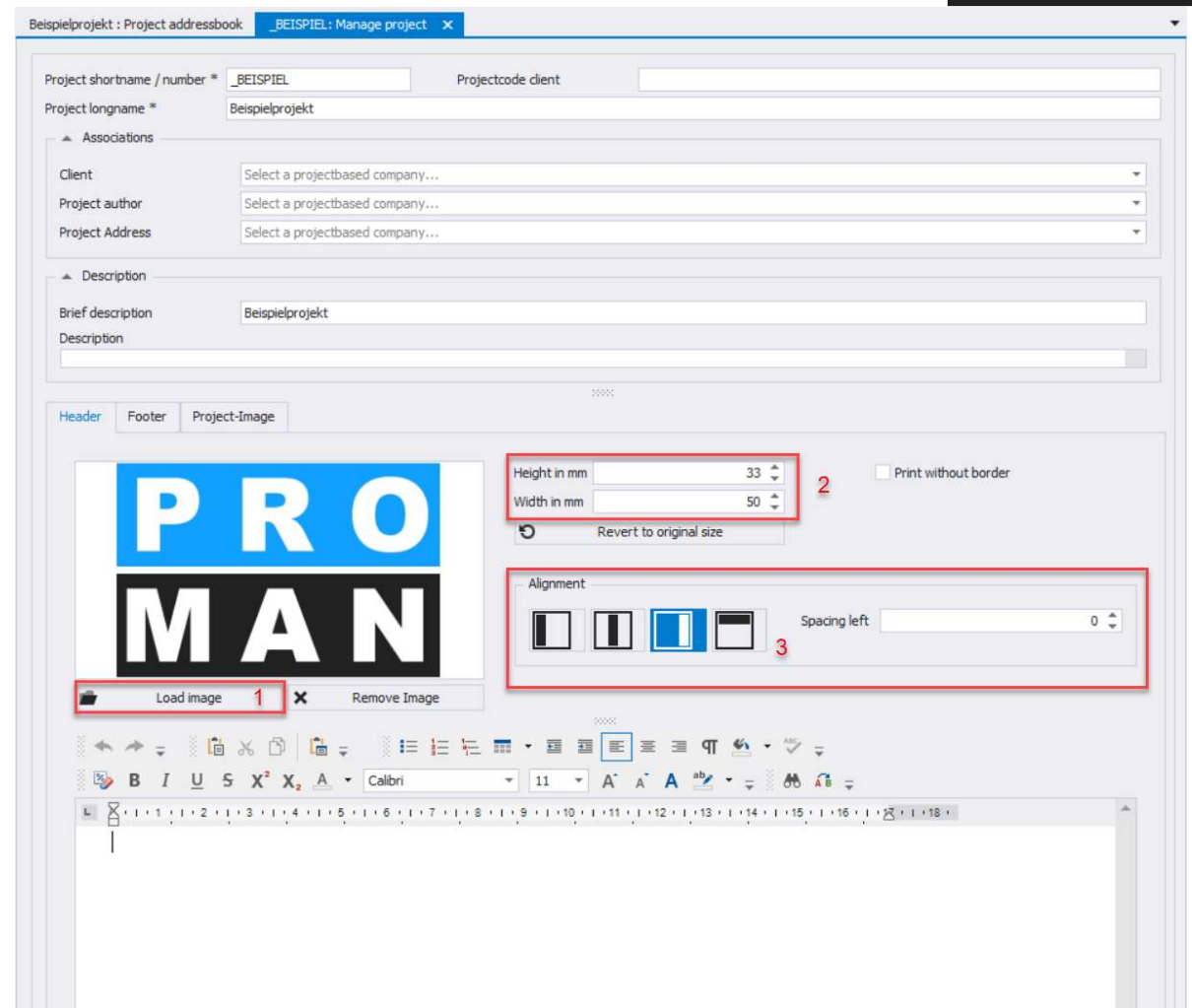
**PRO
MAN**



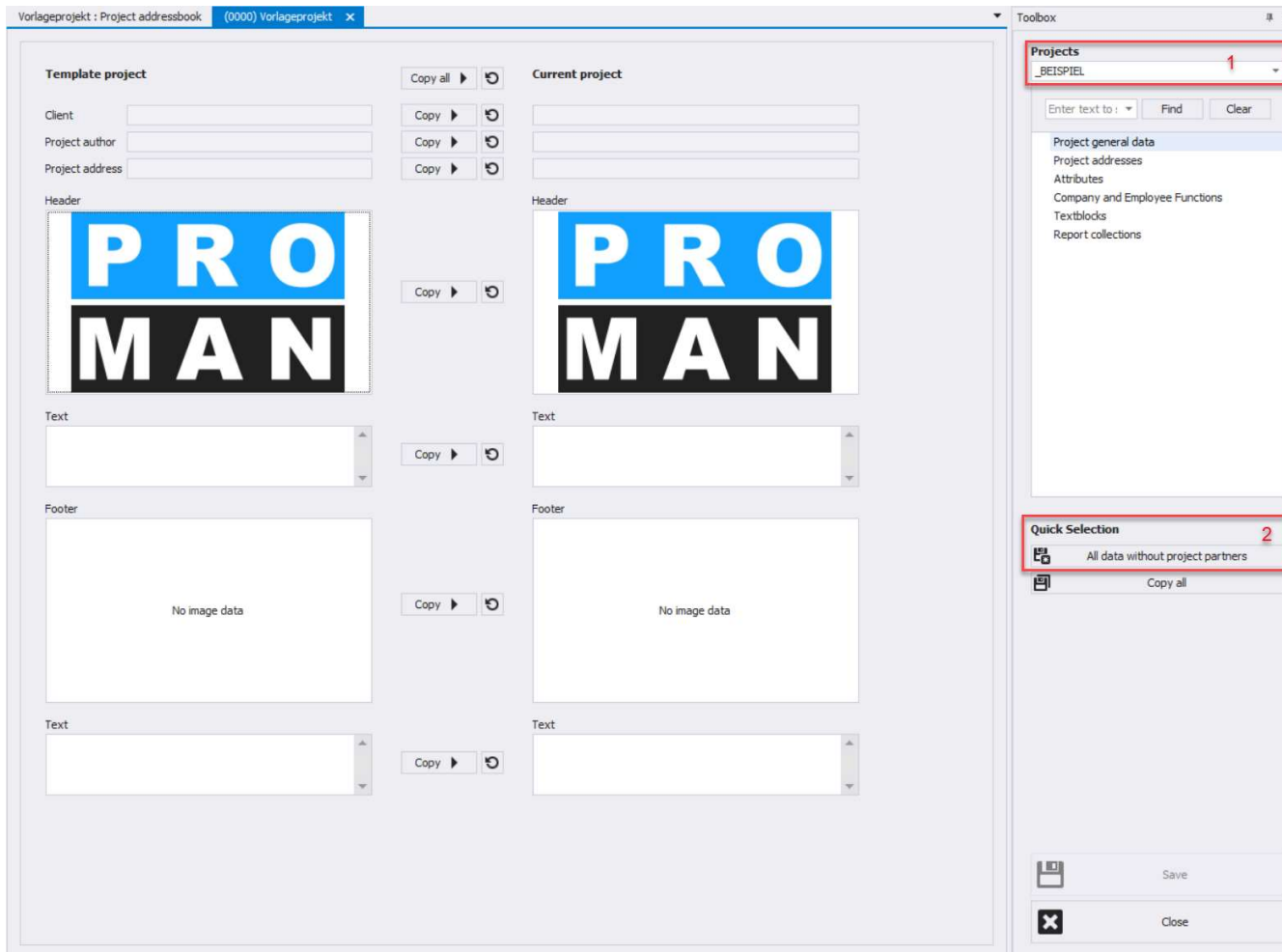
2.2 project logo



- 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



2.3 Project template



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

3. addresses in printout



Participants / Distributors:

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

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

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

3.1 central address management

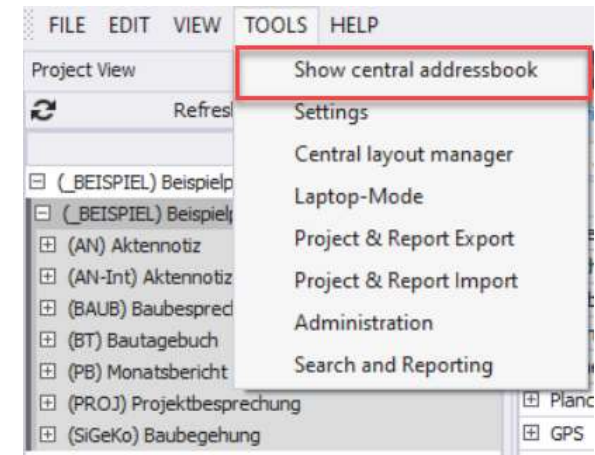


Under **Tools** -> **show central addressbook**, you **can access** the central address management.

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

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

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



3.1 central address management

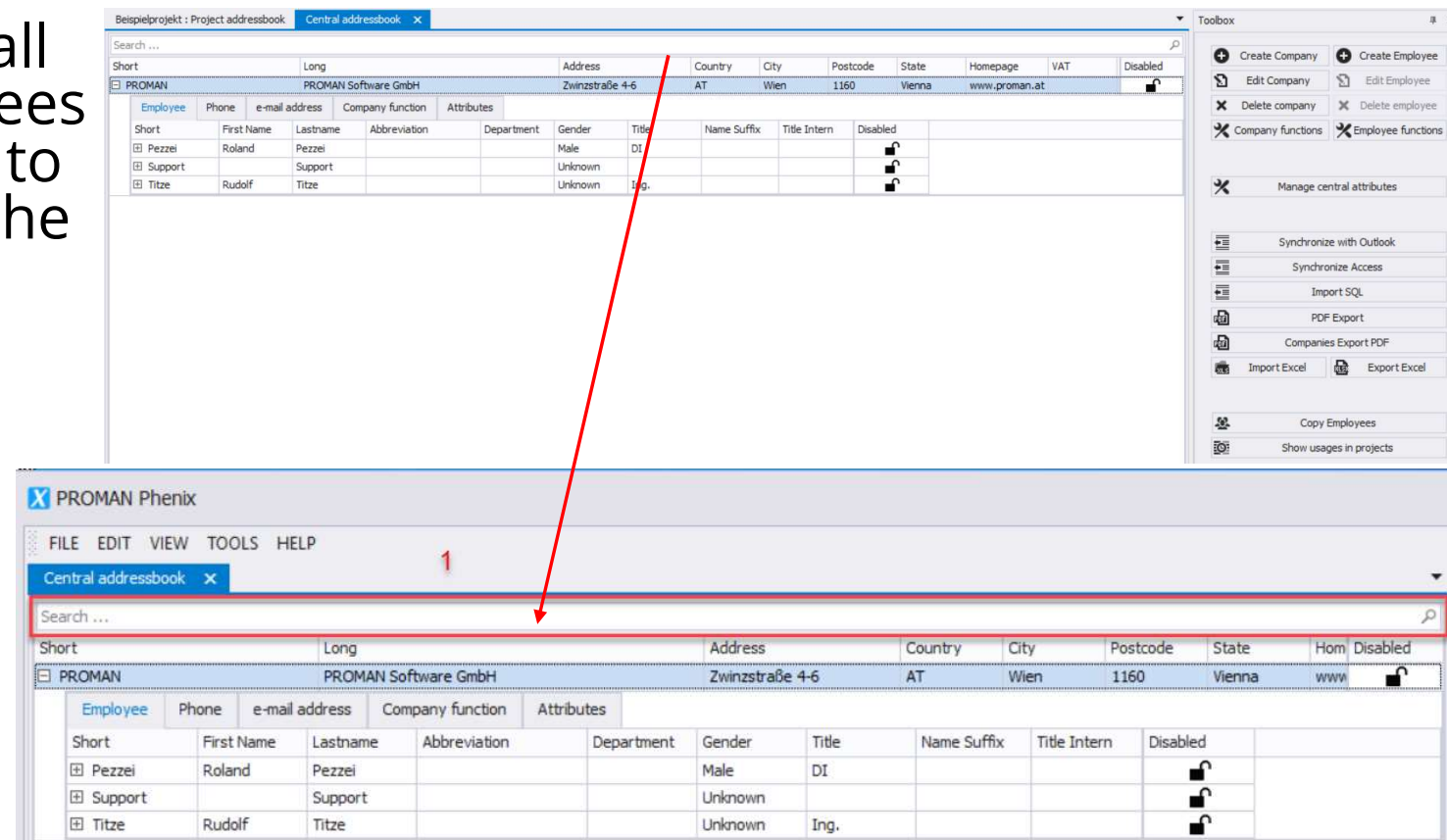


In the central address book, you can manage all companies and employees in order to assign them to the desired projects in the next step.

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

Features of the central administration:

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

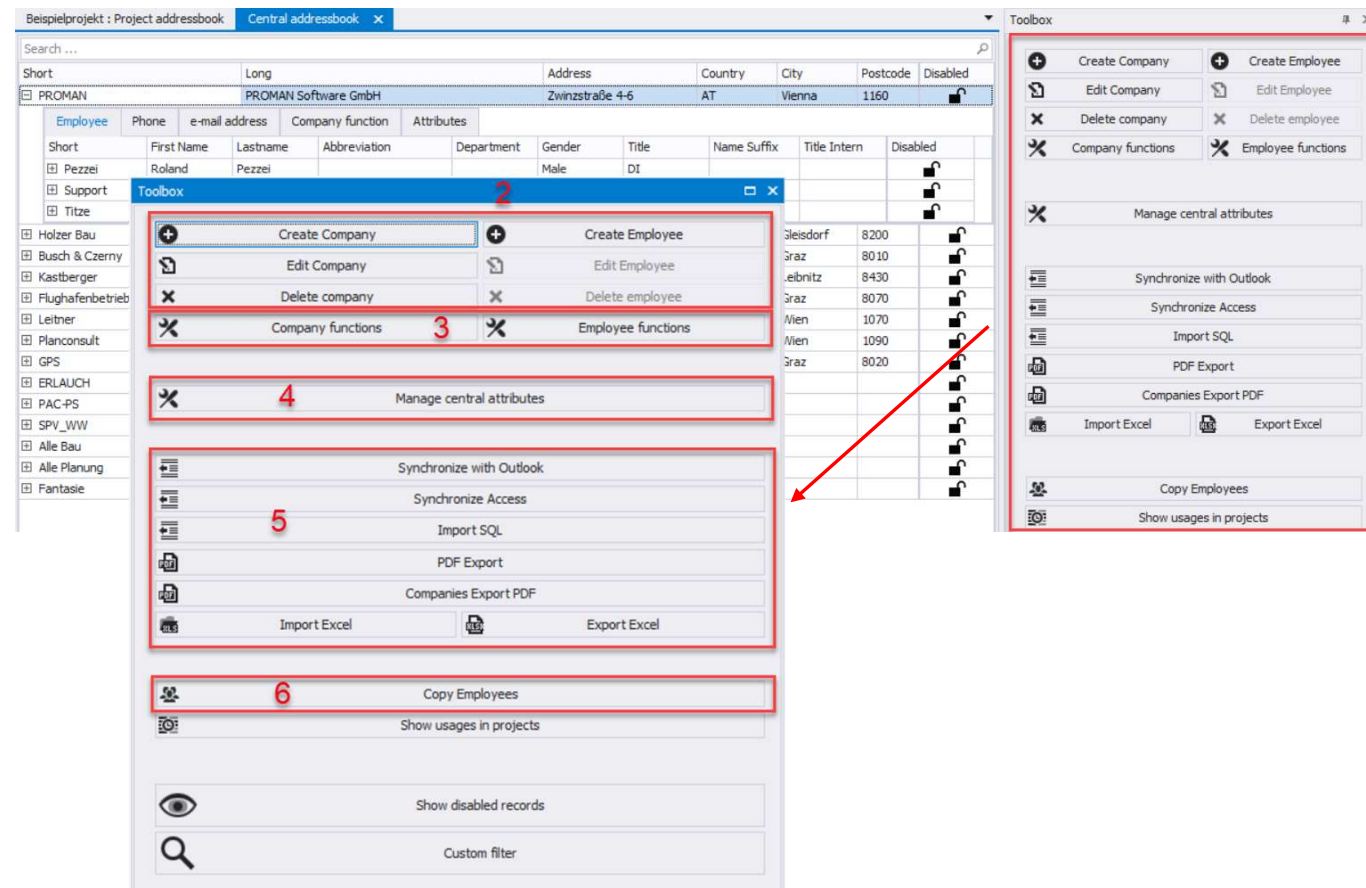


3.1 central address management



Toolbox on top:

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

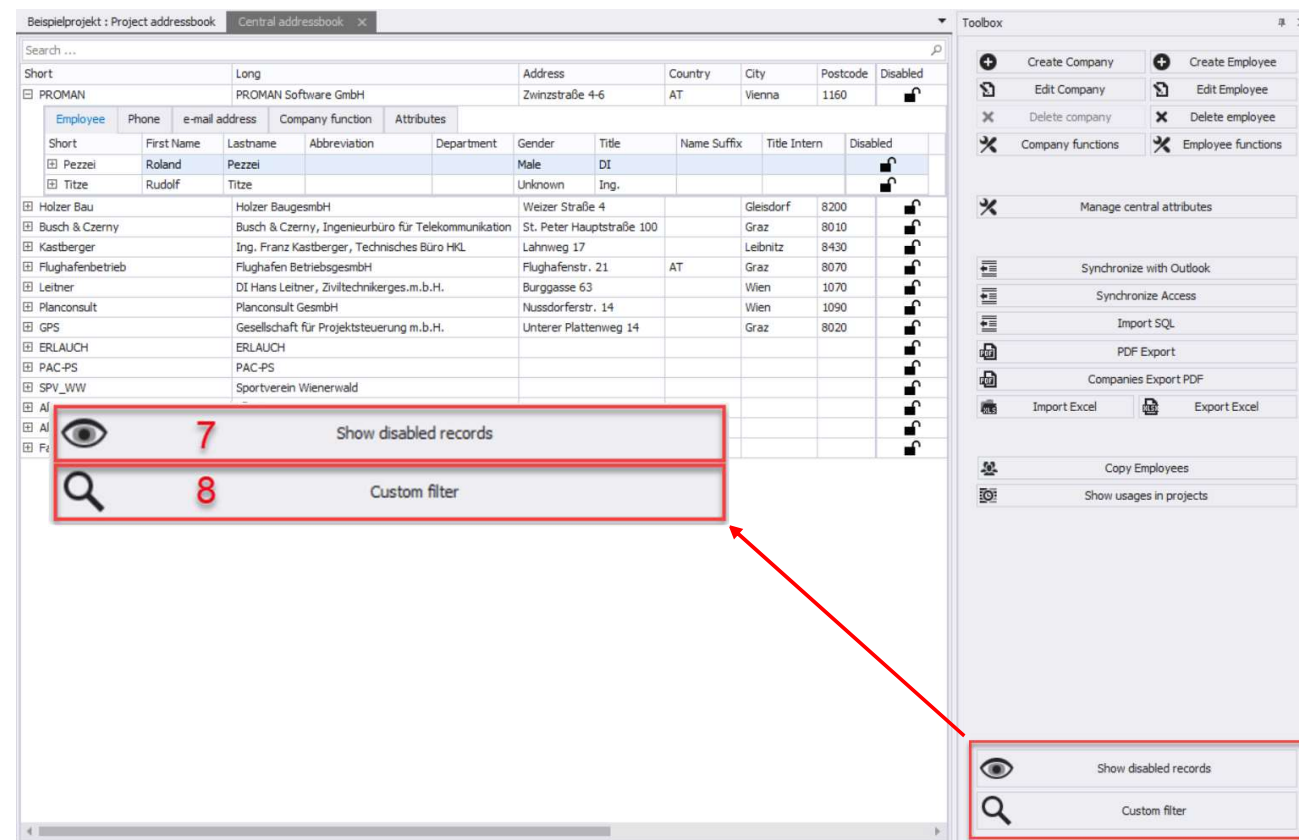


3.1 central address management



Toolbox at the bottom:

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



3.2 address management: Company data



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

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

The screenshot shows the 'Edit Company' form with several fields and sections. Red boxes and numbers highlight specific areas: 1 points to the logo upload field, 2 points to the Outlook import field, and 3 points to the company name fields. The form includes fields for Short *, Long *, Street, Postcode, City, Country, State, Post Box, Homepage, VAT, and Secondary site of... Below these are sections for Departments and Attributes.

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

3.2 address management: Company data



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

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

The screenshot shows the 'Edit Company' form. At the top left is the PRO MAN logo. To its right is a box with the text: 'Quickly add many employees to this company by dropping their outlook-contacts on this field'. Below the logo, the form contains several input fields: 'Short *' (filled with 'PROMAN'), 'Long *' (filled with 'PROMAN Software GmbH'), 'Street' (filled with 'Zwinnstraße 4-6'), 'Postcode' (filled with '1160'), 'City' (filled with 'Vienna'), 'Country' (filled with 'Austria'), 'State' (filled with 'Vienna'), 'Post Box' (empty), 'Post Box P.C.' (empty), 'Homepage' (filled with 'www.proman.at'), 'VAT' (empty), and 'Secondary site of...' (a dropdown menu with 'Choose company...' selected). Below these fields is a 'Departments' section with a table for 'Shortname' and 'Longname', and an 'Add' button. At the bottom is an 'Assign company attributes' section with a table for 'Attribute' and 'Value'. The table has two rows: '(Kommentar) Kommentar' and '(Zuweisungen) Weitere Zuweisungen'. Red numbers 4, 5, and 6 are placed near the VAT, Departments, and Attributes sections respectively. The form is titled 'Edit Company' in the top left corner.

3.2 address management: Company data



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

The screenshot displays a software interface for managing company data. It is divided into three main sections, each with a table and a red number indicating a specific step.

Section 1: Add phonenumber (indicated by a red '7')

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

Section 2: Add e-mail address (indicated by a red '8')

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

Section 3: Manage functions (indicated by a red '9')

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

At the bottom of the interface, there are two buttons: "Close" and "Save & close". The "Save & close" button is highlighted with a red box, corresponding to step 9 in the instructions.

3.3 address management: employees each firm



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

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

Create employee for company PROMAN Software GmbH

No image data

Drop outlook contact here

Short * Mustermann

First Name Max

Lastname Mustermann

Abbreviation MM

Gender Male

Title

Name Suffix

Title Intern

3.3 address management: Employees each company



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

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

The screenshot shows a web interface for employee management. It is divided into three main sections: Department, Functions, and Attributes. The Department section has a dropdown menu with the text 'There are no departments available for this employee!' and a red number 6. The Functions section has a dropdown menu with 'Add function...' and a red number 7. The Attributes section has a button labeled 'Assign employee attributes' and a red number 8. The Functions section also has a table with columns 'Short', 'Long', and 'Is Default'. The Attributes section has a table with columns 'Attribute' and 'Value'.

Department	
There are no departments available for this employee!	

Functions	
Add function...	
Short	Long
Is Default	

Attributes	
Assign employee attributes	
Attribute	Value

3.3 Address management: Employees per company



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

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

The screenshot shows a software window titled 'Create Employee'. It contains two main sections: 'Add phonenumber' and 'Add e-mail address'. The 'Add phonenumber' section has a table with columns 'Phone', 'Number', 'Comment', and 'Is Default'. A row is filled with 'Phone - Work', '+43 1 4780567', an empty comment, and a radio button for 'Is Default'. The 'Add e-mail address' section has a table with columns 'Type', 'E-mail', 'Comment', and 'Is Default'. A row is filled with 'Work - Email', 'office@proman.at', an empty comment, and a radio button for 'Is Default'. At the bottom, there are buttons for 'Close' and 'Save & close'. A red box highlights the 'Save & close' button, and a red circle with the number '10' is placed next to it.

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



- short

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

- best practice

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

- Long is entered in the field:
 - Long

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

- person

- First name
- Surname
- title

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

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Attributes: Änderungen:

3.5 Company/employee functions

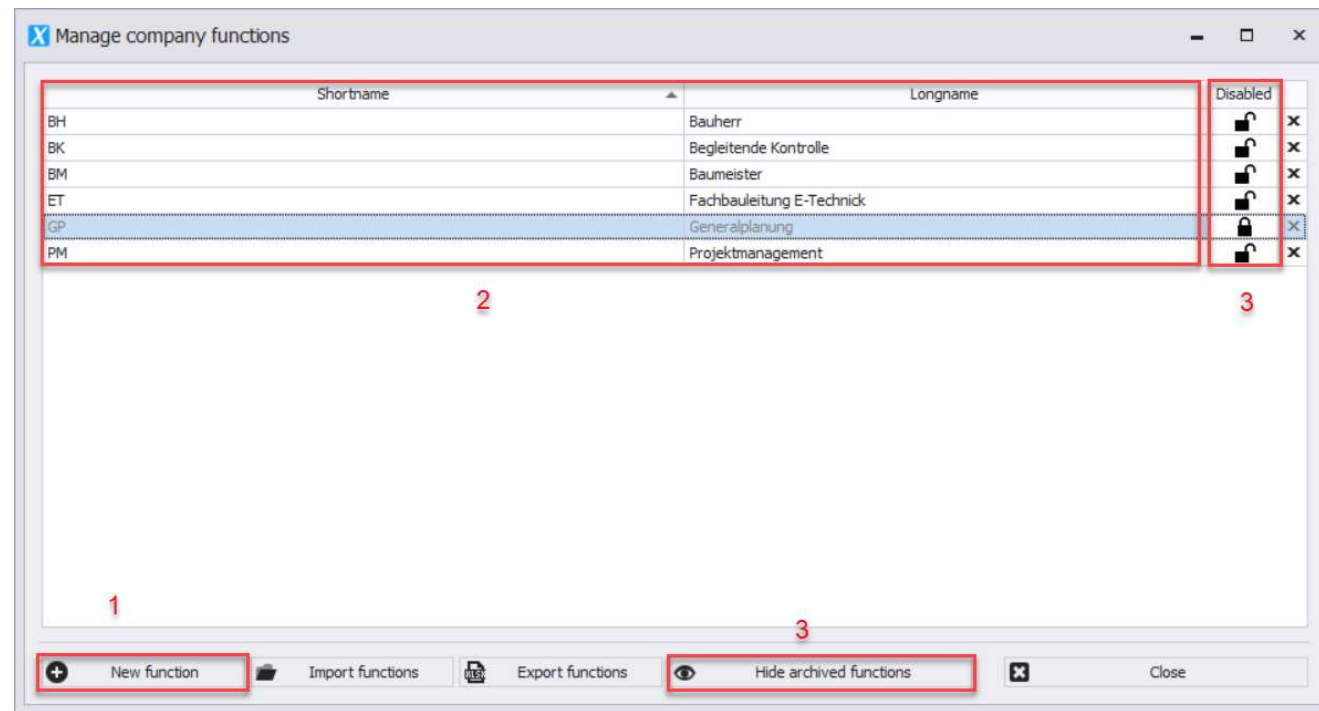


Functions are often used for the representation of the functions/works of the Companies and employees.

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

The functions can also be used to search and evaluate:

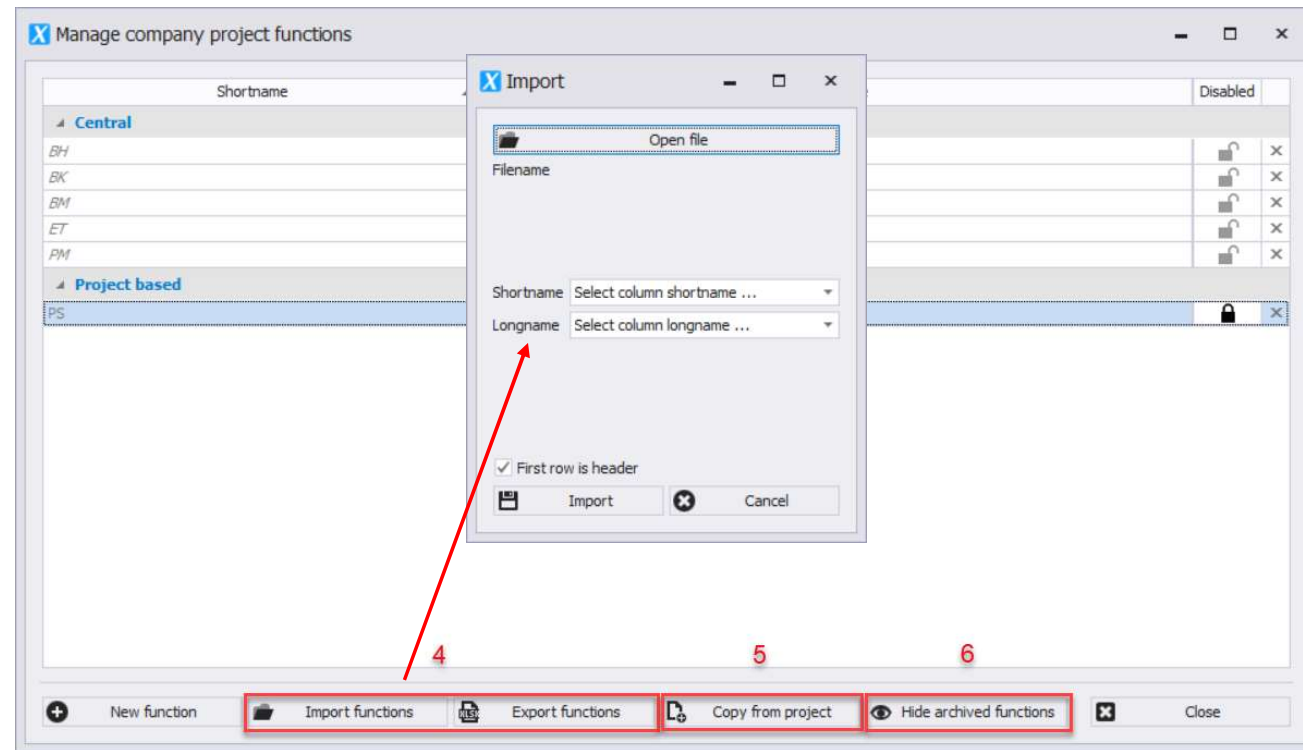
- Open tasks, e.g. the electrician, can be searched.
- Functions are created with short and long name. (see 2)
- The function can be set per person by means of a *function in the project*.
- Functions can be *disabled and be hidden/shown*. (see 3)



3.5 Company/employee functions



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



3.6 Company/employee attributes



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

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

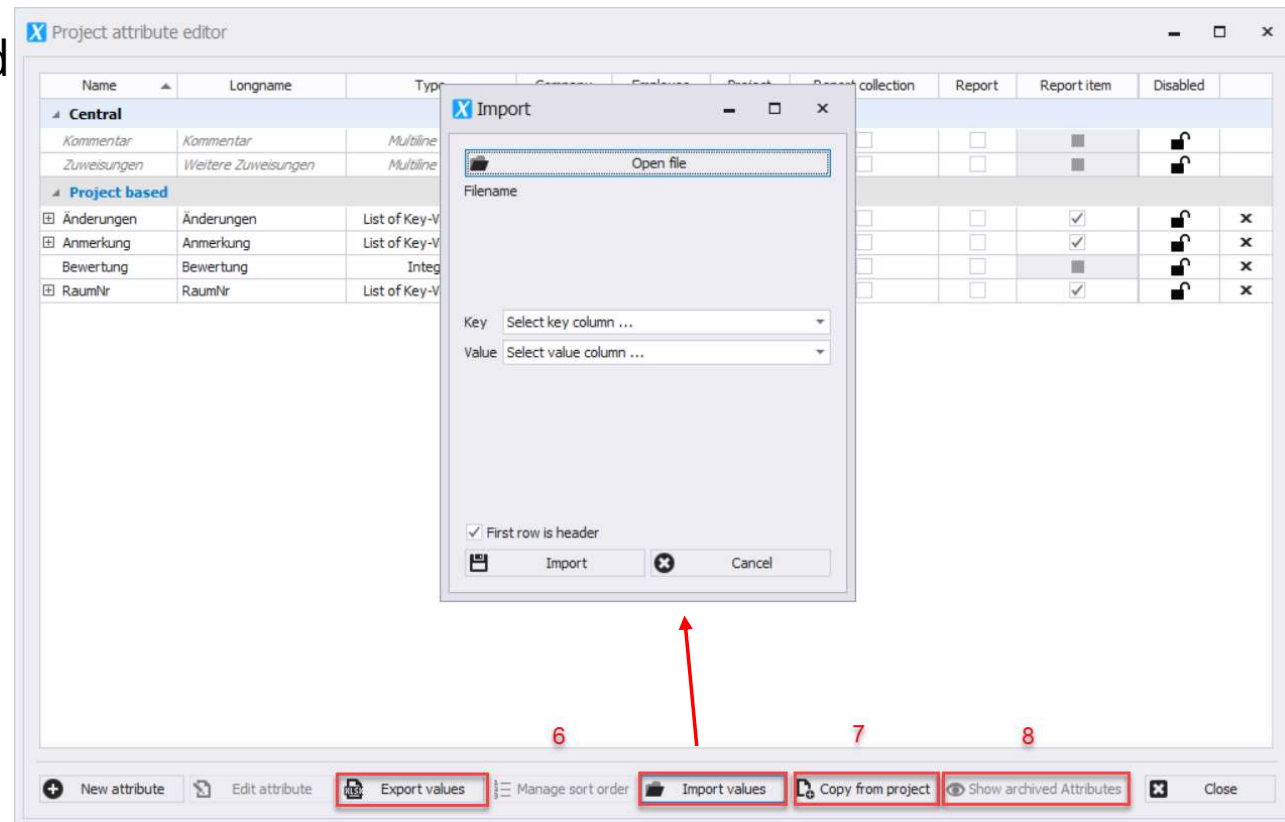
The screenshot shows the 'Central attribute editor' dialog box. It has a main area with a table of existing attributes and a right-hand panel for creating a new attribute. A red arrow points from the 'New attribute' button (labeled 1) to the right-hand panel. The right-hand panel has several sections: 'Shortname' and 'Longname' text boxes (labeled 2), a 'Type' dropdown menu (labeled 3) with options like Text, Integer, Decimal digit, Yes/No, Date, Formatted Text, List of Key-Value pairs, and Incremental counter, a 'Usable for' section (labeled 4) with checkboxes for Project, Company, Report, Report collection, Folder, and Employee, a 'Print settings' section with checkboxes for 'Print Attribute-Short' and 'Print Attribute-Long', and an 'Add' button (labeled 5) at the bottom. The main area table has columns 'Name' and 'Longname' with rows 'Kommentar' and 'Zuweisungen'. The bottom of the dialog has buttons for 'New attribute', 'Edit attribute', 'Export values', 'Import values', 'Show archived Attributes', and 'Close'.

3.6 Company/employee attributes



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

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



3.7 Copying employees



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

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

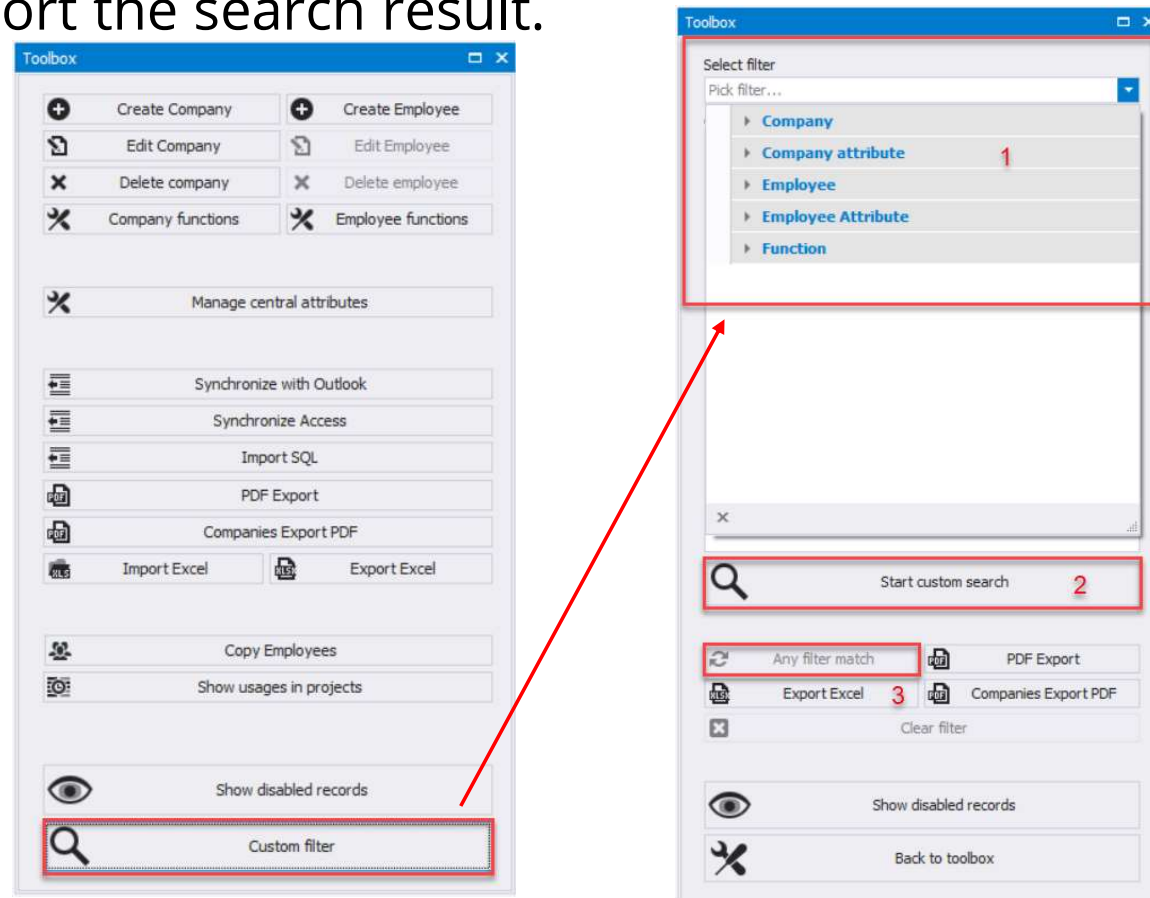
The screenshot shows the 'Copy Employees' dialog box within a 'Toolbox' window. It contains an information icon and text explaining the function. Below this are two input fields: 'Copy data from' with the value 'Michael Mattersberger' (marked with a red '1') and 'Target company' with the value 'Gesellschaft für Projektsteuerung m.b.H.' (marked with a red '2'). A 'Do Copy' button with a circular arrow icon is marked with a red '3'. At the bottom is a 'Back to toolbox' button with a wrench icon.The screenshot shows the 'Copy options' dialog box. It has a title bar and a message: 'Please select the data you would like to copy.' Below the message is a list of options with checkboxes: 'Select all' (checked), 'General data' (checked), 'Personal contact data' (checked), 'Business contact data' (checked), 'Attributes' (checked), and 'Functions' (checked). A red '4' is next to the 'Attributes' option. At the bottom are 'OK' and 'Cancel' buttons, with the 'OK' button marked with a red '5'.

3.8 User defined filter



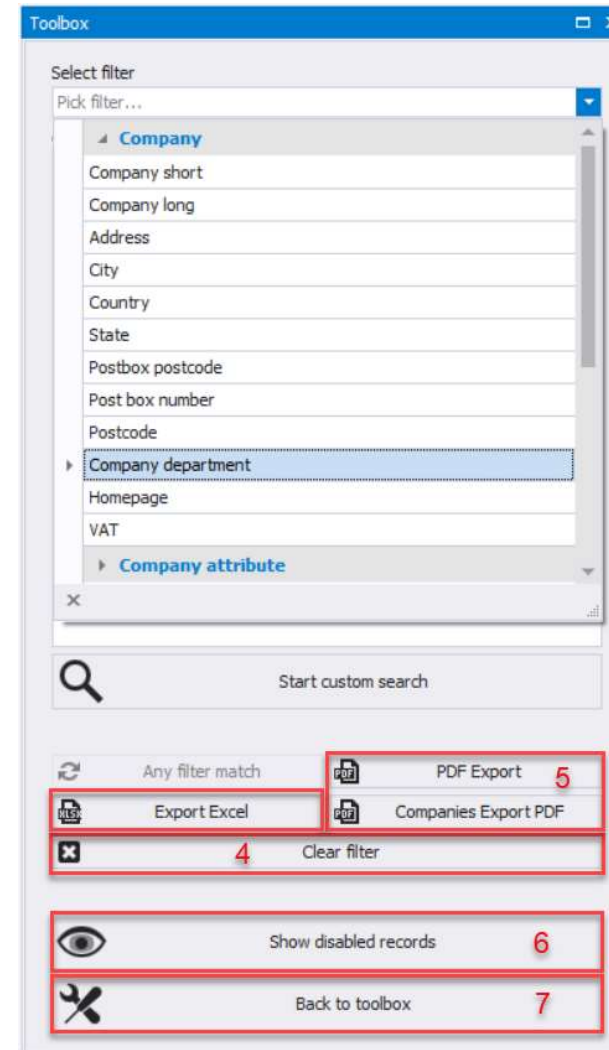
A user-defined filter is available both centrally and project-related in the toolbox, which enables you to refine your search according to further criteria and to display and export the search result.

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



3.8 User defined filter

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



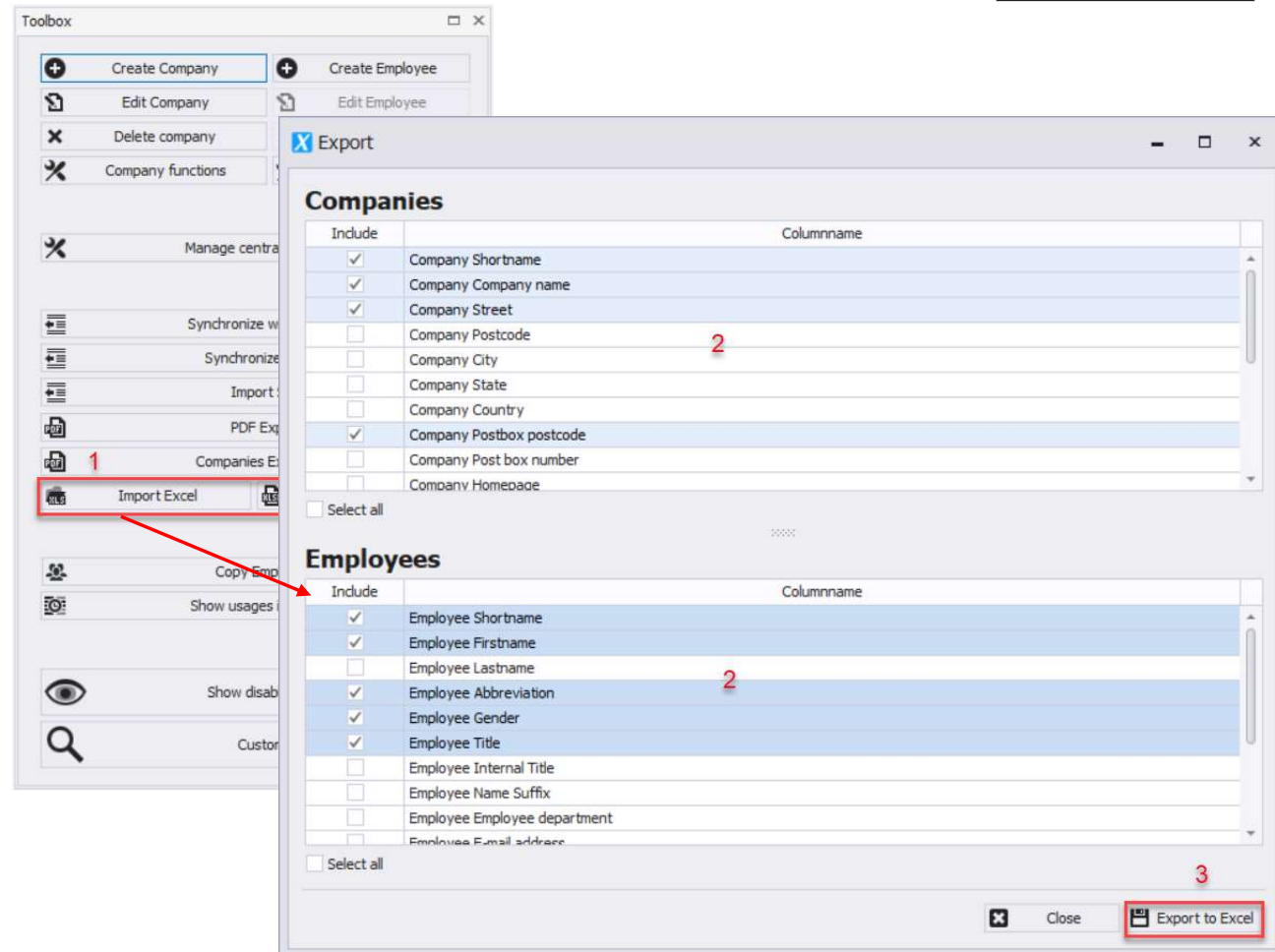
3.9 Excel Export/Import



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

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

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



3.9 Excel Export/Import



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

The screenshot shows the 'Import' dialog box with the following elements:

- Open file:** A button with a folder icon, highlighted with a red box and labeled with a red '4'.
- Column mapping:** A table with two columns: 'Database columnname' and 'Excel Columnname'.

Database columnname	Excel Columnname
Company name	Company Shortname
Street	Company Street
Postcode	...
City	...
State	...
Country	Company Country
Postbox postcode	...
Post box number	...
Homepage	...
VAT	...
Firstname	Employee Firstname
Lastname	Employee Lastname
Abbreviation	...
Gender	Employee Gender
Title	Employee Title
Name Suffix	...
Internal Title	...
Active	...
Employee department	...
- Field Selection:** Two dropdown menus at the bottom left. The first is 'Add Company E-Mail' and the second is 'Add Company Phone'. The second dropdown is highlighted with a red box and labeled with a red '6'. Below these is a checkbox labeled 'First row is header' which is checked.
- Import Button:** A button with a floppy disk icon, highlighted with a red box and labeled with a red '7'.
- Phone Type Selection:** A dropdown menu on the right side of the bottom section, currently showing 'Phone - Work'. It is highlighted with a red box and labeled with a red '6'. Below it are options for 'Project', 'Mobile', 'Fax - Work', and 'Private'.

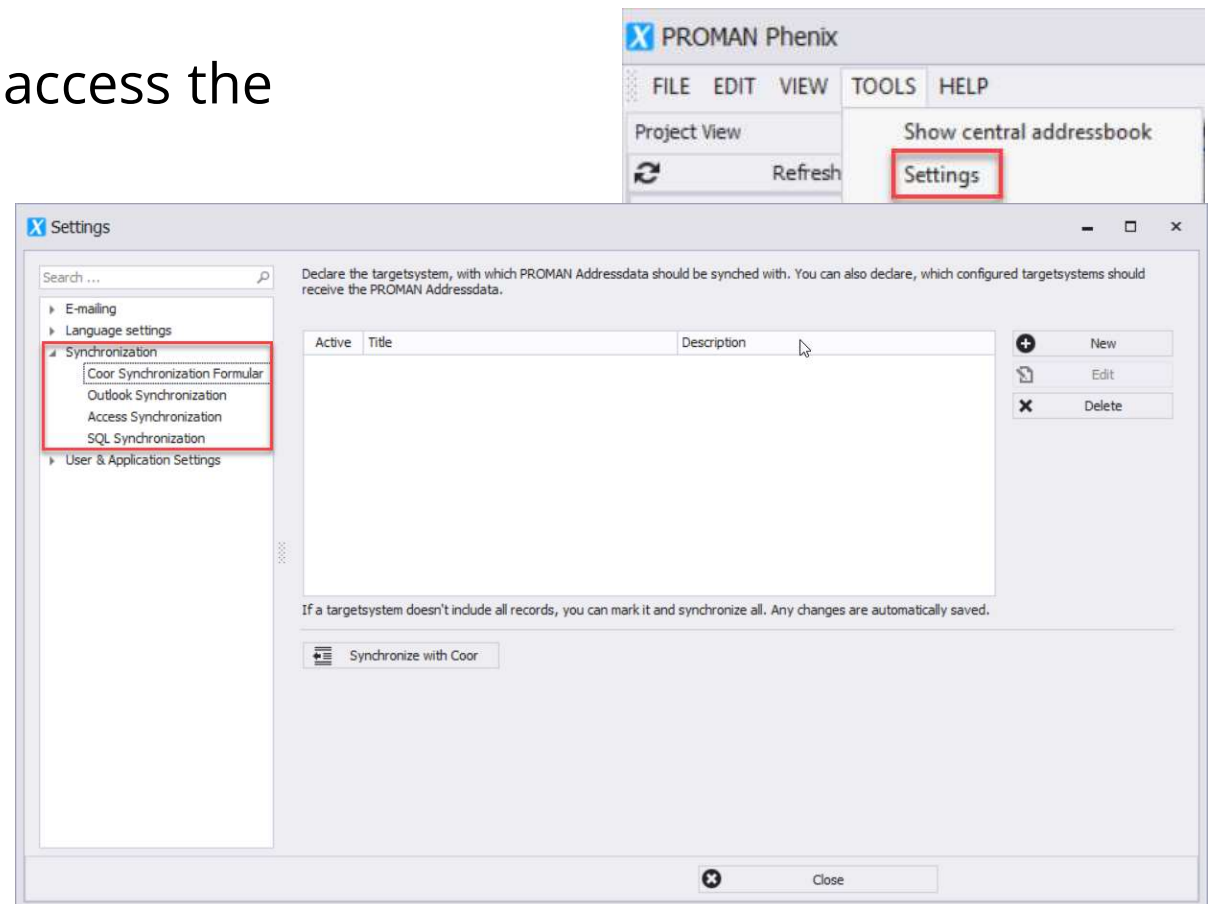
3.10 Import / sync with other programs



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

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

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

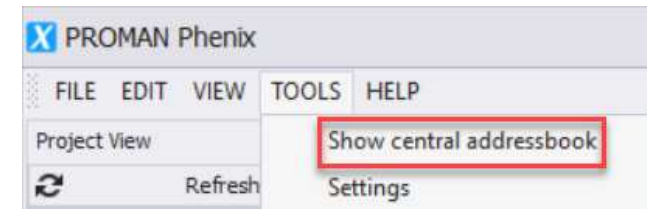


4. address management in the project



Under **Tool -> Central Address Book**

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

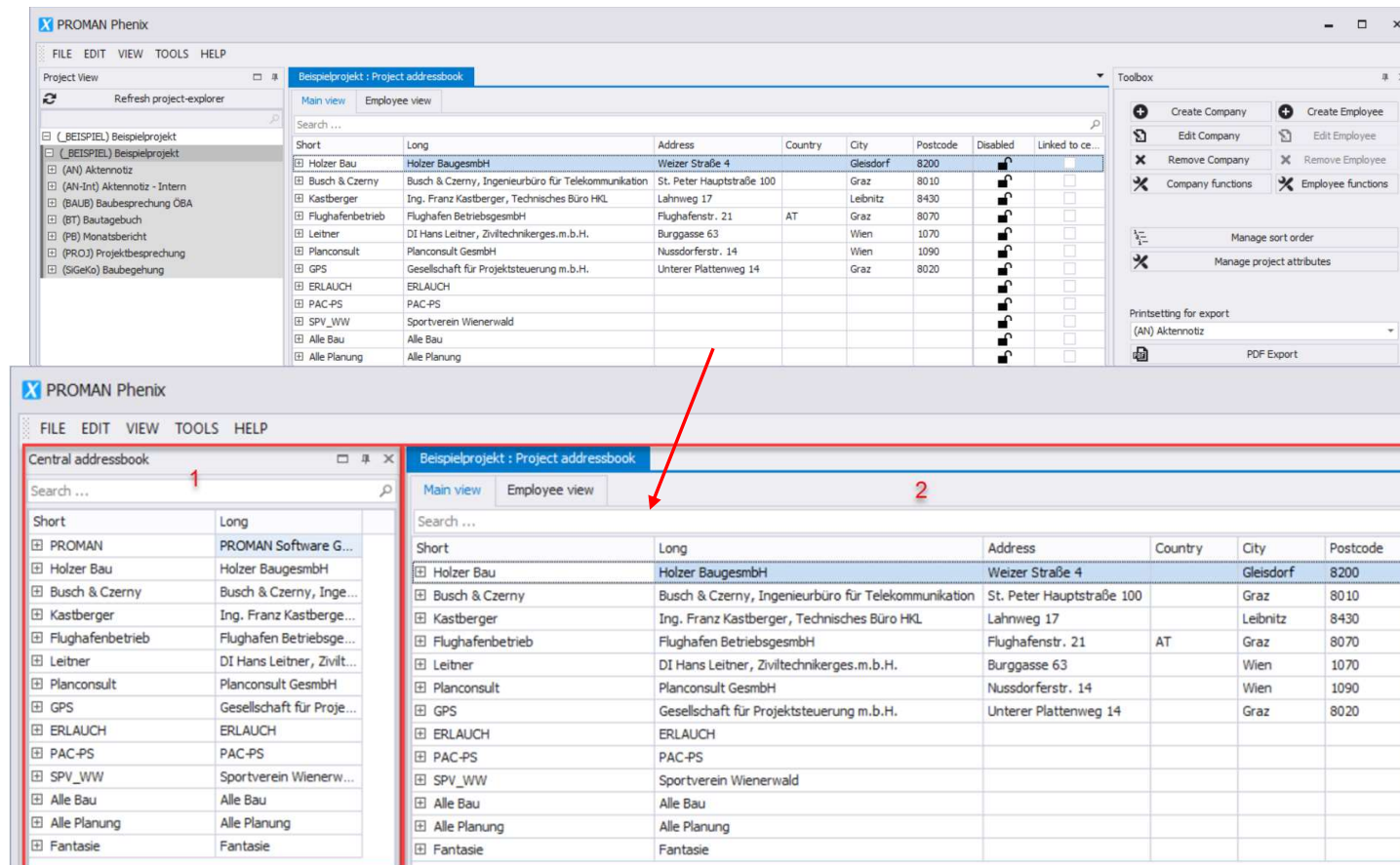


4. address management in the project



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

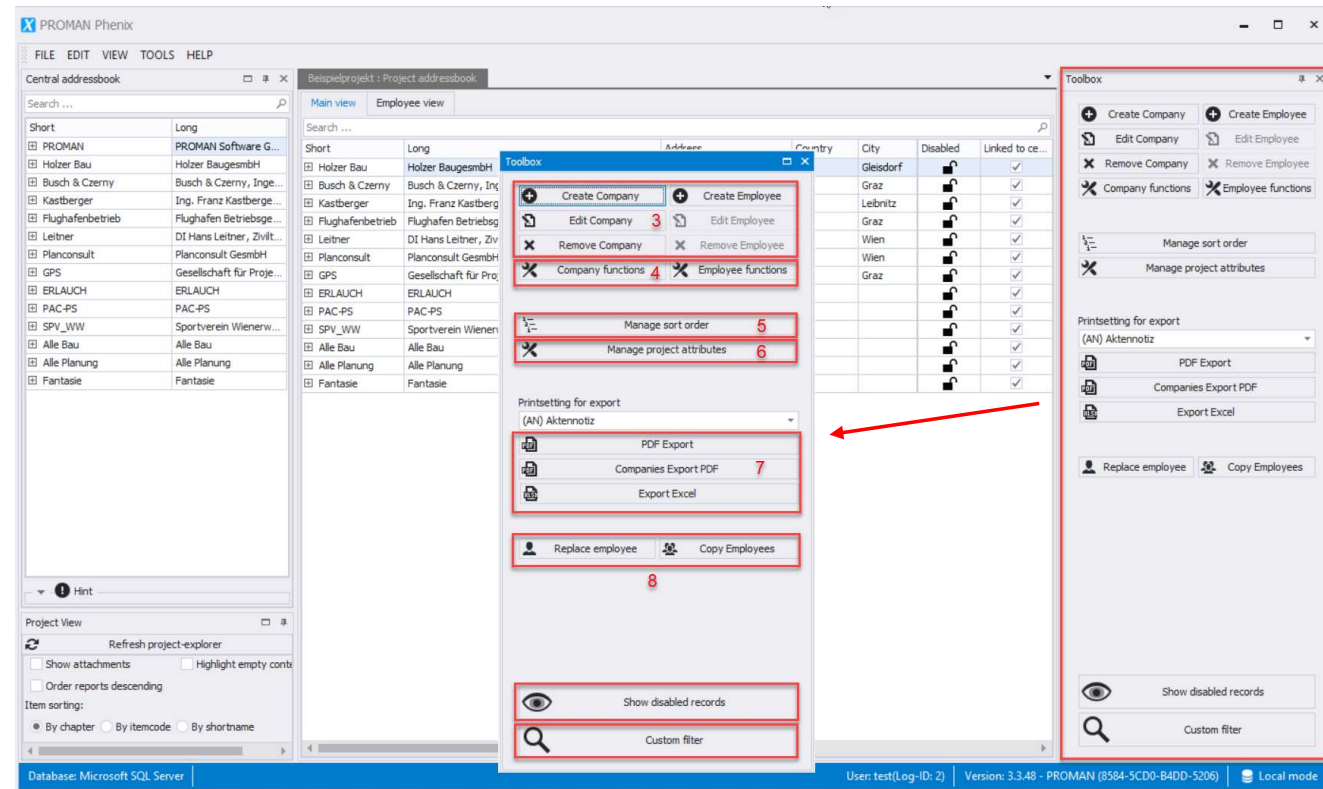
- View of the central address management incl. search function (see 1)
- Project-related addresses incl. classic Search function (see 2)



4. address management in the project



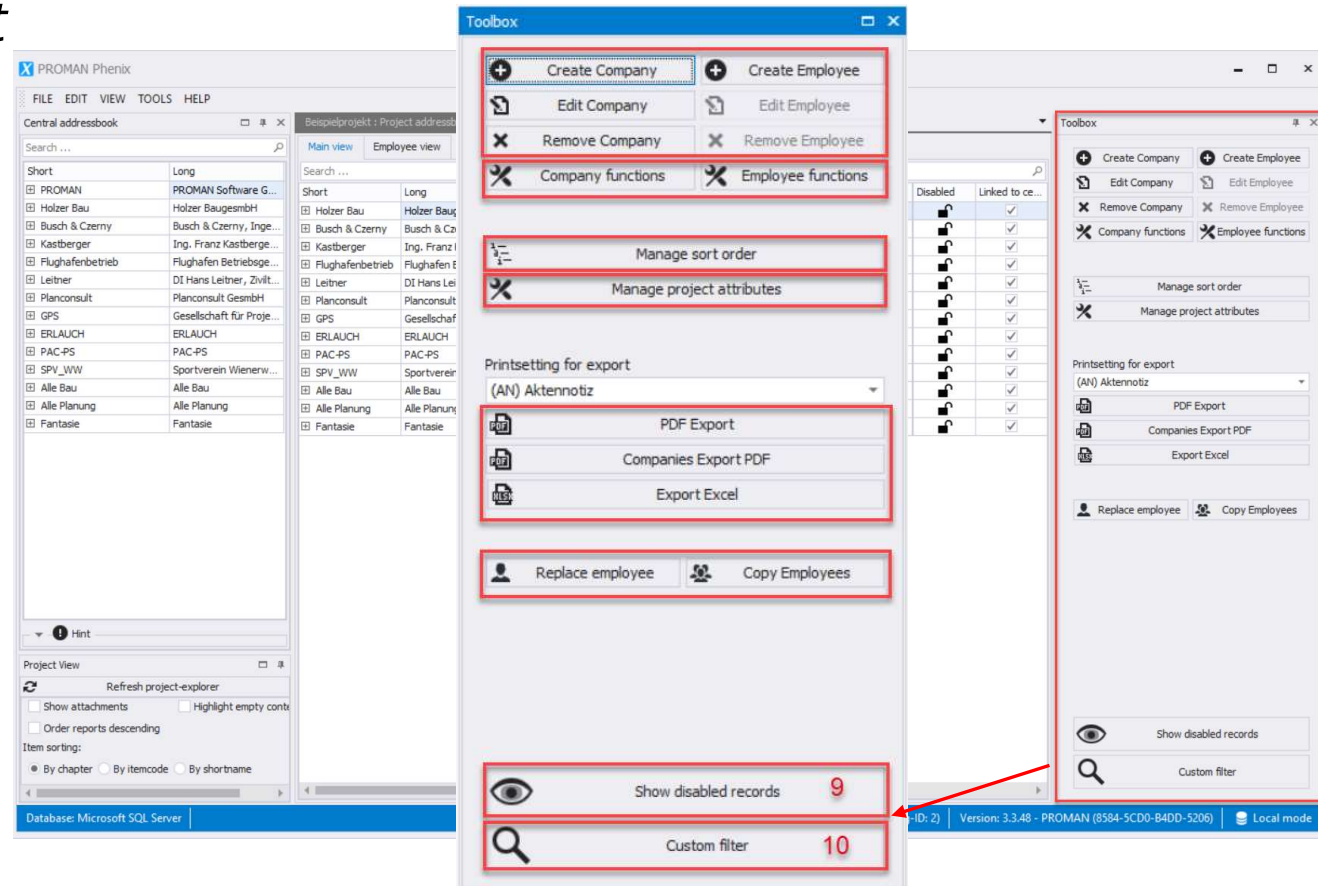
- Create and edit companies and employees (see 3)
- Functions for companies and manage employees (see 4)
- The order of the project partners can be defined via „manage sort order“. (see 5)
- Attributes can be assigned to companies, employees, and report items. (see 6)
- Excel Import/Export & PDF Export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



4. address management in the project



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



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



Transfer of centrally created companies and addresses into your project

- In the opened mask you can select your project partners from the central address management and import them into the project using drag&drop.
 - *Company* (see 1)
 - *Person/Employee* (see 2)

The screenshot displays the PROMAN Phenix software interface, which is divided into two main panes. The left pane, titled 'Central addressbook', contains a search bar and a list of companies and employees. The right pane, titled 'Beispielprojekt : Project addressbook', contains a search bar and a list of project partners. Red arrows indicate the transfer of data from the central addressbook to the project addressbook.

Central addressbook (Left Pane):

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

Beispielprojekt : Project addressbook (Right Pane):

Main view:

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

Employee view:

Short	First Name	Lastname	Abbreviation	Department	Gender	Title
Pezzei	Roland	Pezzei			Male	DI
Support		Support			Unknown	
Titze	Rudolf	Titze			Unknown	Ing.

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



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

The screenshot shows the 'Edit projectbased Company' window. The main form contains fields for company details, with a red box and the number '1' highlighting the 'Short' field. To the right of the form is a vertical column of checkboxes, all of which are checked. Below the form is a table for 'Assign company attributes'. On the right side of the window, there are two tables: 'Add phonenummer' and 'Add e-mail address'. At the bottom, there is a 'Manage functions' section and a status bar.

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

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

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

* Required fields Switch to central Last modified by: 2 test (11:03 AM 9/19/2019) Close Save & close

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.

The screenshot shows the 'Manage sort order' dialog box. On the left is a 'Toolbox' with buttons: Create Company, Create Employee, Edit Company, Edit Employee, Remove Company, Remove Employee, Company functions, Employee functions, Manage sort order (highlighted with a red box), and Manage project attributes. Below the toolbox are 'Printsetting for export' options: (AN) Aktennotiz, PDF Export, Companies Export PDF, and Export Excel. At the bottom of the toolbox are 'Replace employee' and 'Copy Employees' buttons. The main area is a table with columns: Employee, Employee Function, and Sorting Number (highlighted with a red box). The table lists 18 employees with their functions and sorting numbers. A red '3' is next to the 'Employee Function' header. At the bottom, there is a 'Hint' section with a message: 'You can drag the items in the list or enter values directly in the textfield to create your custom order.' and buttons for 'Use default sorting', 'Close', and 'Save & close'.

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

4.3 Replacing employees



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

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

A screenshot of a software window titled 'Toolbox' containing a dialog box titled 'Replace Employee-Data'. The dialog box has a light blue header and a white body. At the top, there is a warning icon and a text box that reads: 'Drag two employees onto the fields below to take all the informations about reports and their items from the first employee and replace them with those from the second employee. This also affects all sessions completed in the past. The second employee's other data won't get modified!'. Below this, there are three main sections, each with a red border and a red number in the top right corner. The first section, labeled '1', is titled 'Replace data for' and contains a text input field with the placeholder 'Please dragdrop an employee here...' and a close button. The second section, labeled '2', is titled 'Copy data from' and contains a similar text input field and close button. The third section, labeled '3', contains a button with a circular arrow icon and the text 'Replace employee'. At the bottom of the dialog box, there is a button with a scissors icon and the text 'Back to toolbox'.

4.4 Disable inactive datasets



No longer active people can be disabled in the project.

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

The screenshot displays the 'Employee view' of the 'Central addressbook' in the PRO MAN software. The main window shows a list of employees with columns for Short, Long, Address, Country, City, Disabled, and Linked to ce... The 'Disabled' column for the employee 'Aichberg' is highlighted with a red box, showing a lock icon. Below this, a list of companies is shown, including 'Busch & Czerny', 'Kastberger', 'Flughafenbetrieb', 'Leitner', 'Planconsult', 'GPS', 'ERLAUCH', 'PAC-PS', 'SPV_WW', 'Alle Bau', 'Alle Planung', 'Fantasie', and 'PROMAN'. The 'Toolbox' on the right contains various functions such as 'Create Company', 'Create Employee', 'Edit Company', 'Edit Employee', 'Remove Company', 'Remove Employee', 'Company functions', and 'Employee functions'. At the bottom of the toolbox, the 'Show disabled records' button is highlighted with a red box.

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

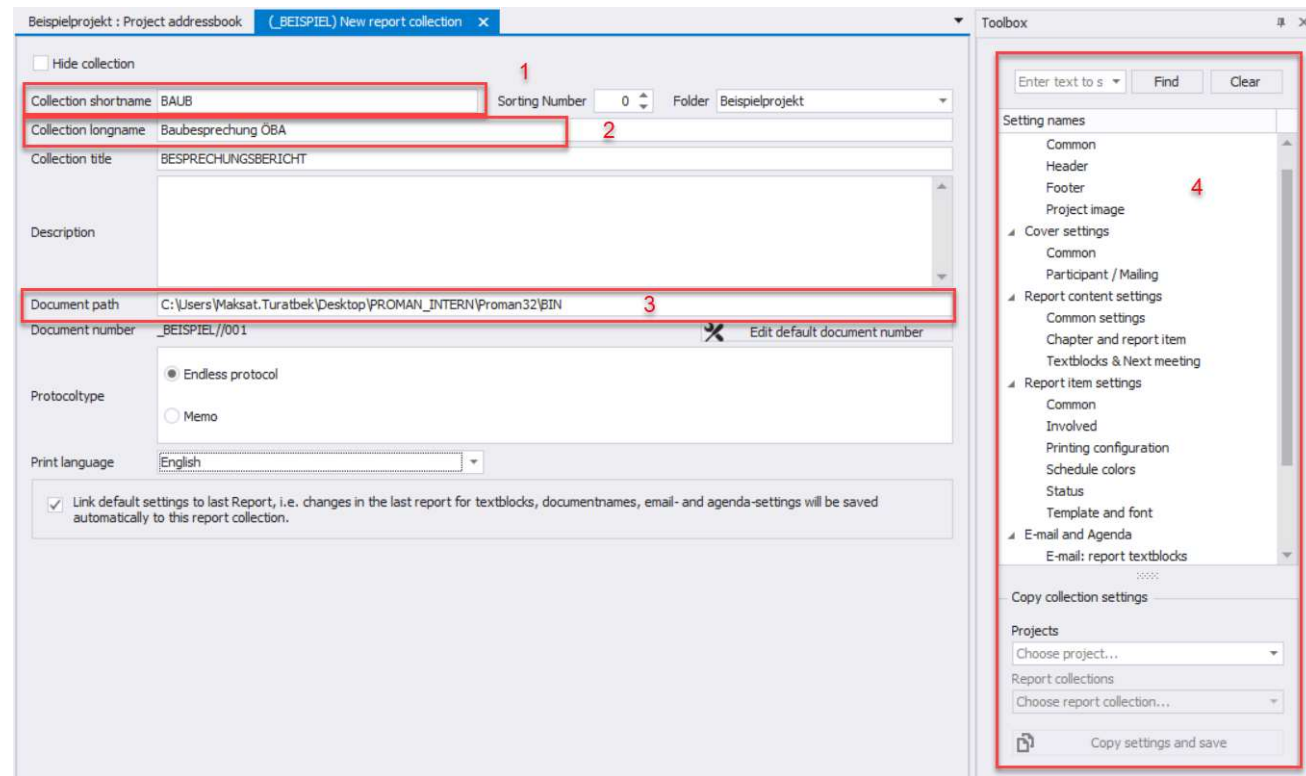
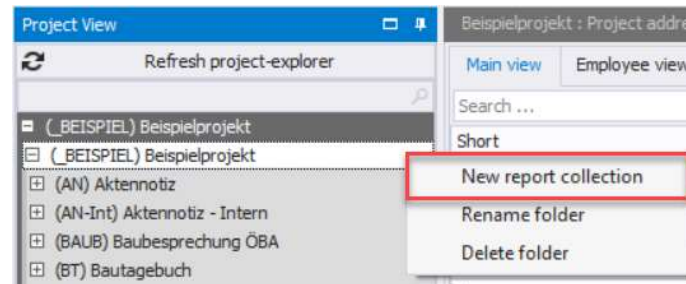
5 report collection

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

- meeting groups
- subject areas

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

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

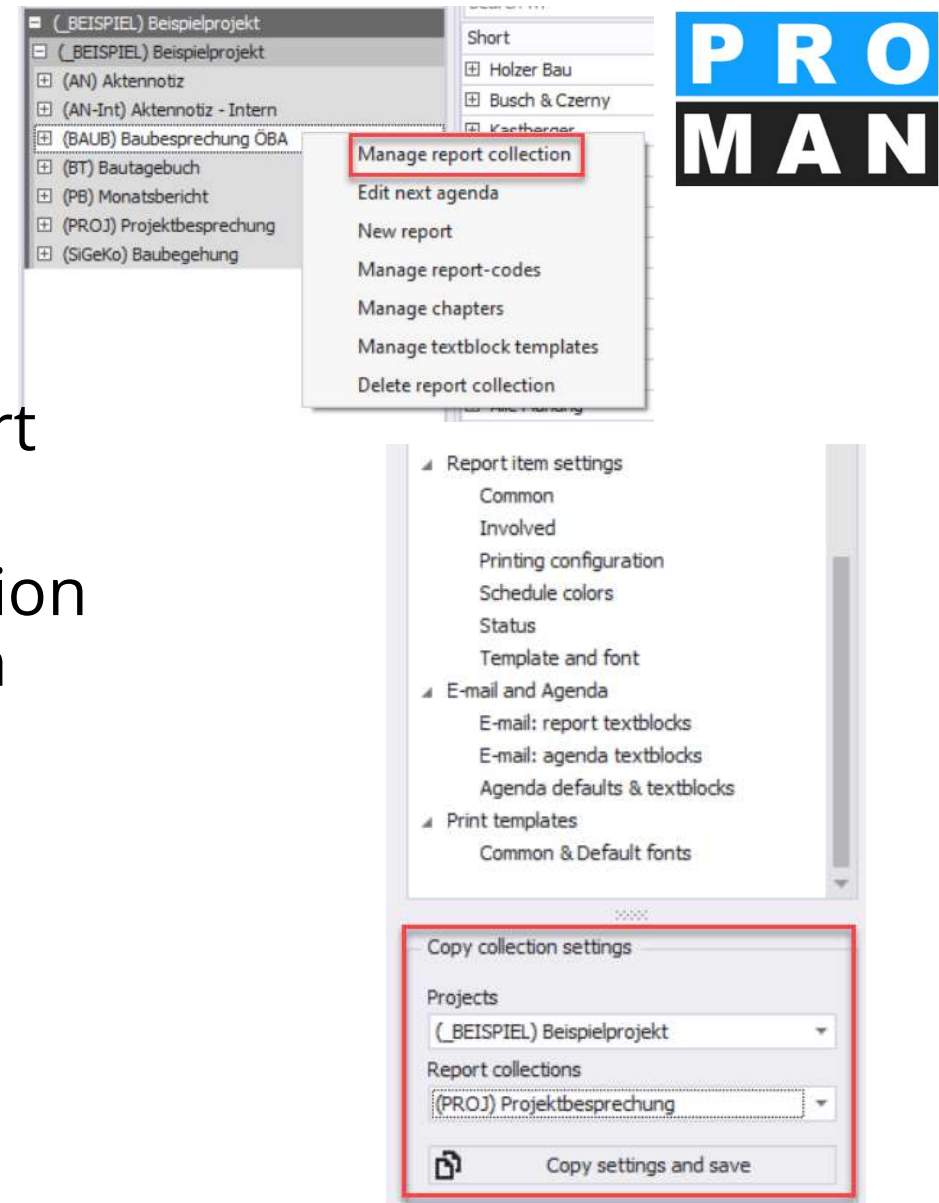


5.1 Report collection Copying Print Settings

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

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

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



5.1 report Collection print settings



Beispielprojekt

BESPRECHUNGSBERICHT Baubesprechung ÖBA No.: 003

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

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

BESPRECHUNGSBERICHT

Project: Beispielprojekt

No.: 003 on 9/3/2016

Project-No.: _BEISPIEL

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

☐ Hide collection

Collection shortname: BAUB Sorting Number: 0

Collection longname: Baubesprechung ÖBA

Collection title: BESPRECHUNGSBERICHT

Description:

6. Attributes

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



Example printout

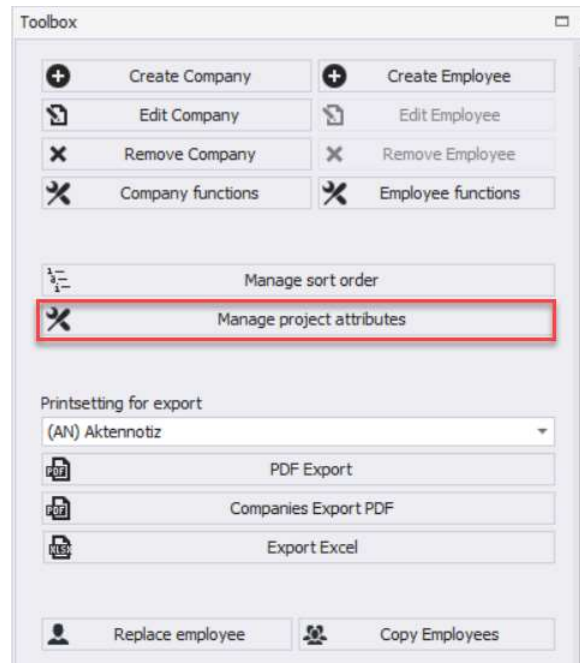
BAUB 002.005	Bauzeitplan
002 / 8/27/2016	Die Baufirma legt den Bauzeitplan in der Baubesprechung vor. Zuvor wird er an der ÖBA abgestimmt.
003 / 9/3/2016	Vorabzug des Bauzeitplans wurde vor Version wird in einer Woche verteilt.

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

6.1 Creating Attributes



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



6.1 Creating Attributes



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

The screenshot shows the 'Project attribute editor' dialog box. It contains a table of attributes and a right-hand panel with configuration options. Red boxes and numbers highlight specific areas:

- 1**: Points to the 'New attribute' button at the bottom left.
- 2**: Points to the 'Shortname' and 'Longname' input fields.
- 3**: Points to the 'Type' dropdown menu, which is set to 'List of Key-Value pairs'.
- 4**: Points to the 'Default value' section, showing a key-value pair 'MK' and 'Mehrkosten'.
- 5**: Points to the 'Usable for' section, where 'Report item' is checked.
- 6**: Points to the 'Print settings' section, where 'Print Attribute-Short' and 'Print Option-Short' are checked.

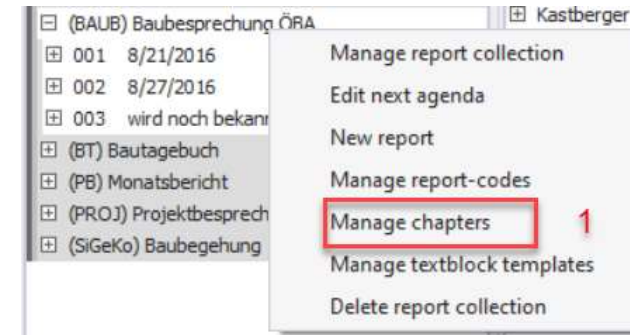
Name	Longname	Type	Company	Employee	Project	Report collect...	Report	Report item	Disabled
Central									
Kommentar	Kommentar	Multiline string	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zuweis...	Weitere Zuwei...	Multiline string	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project based									
Änderung...	Änderungen	List of Key-Value...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anmerkung	Anmerkung	List of Key-Value...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bewertung	Bewertung	Integer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RaumNr	RaumNr	List of Key-Value...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. chapter structure

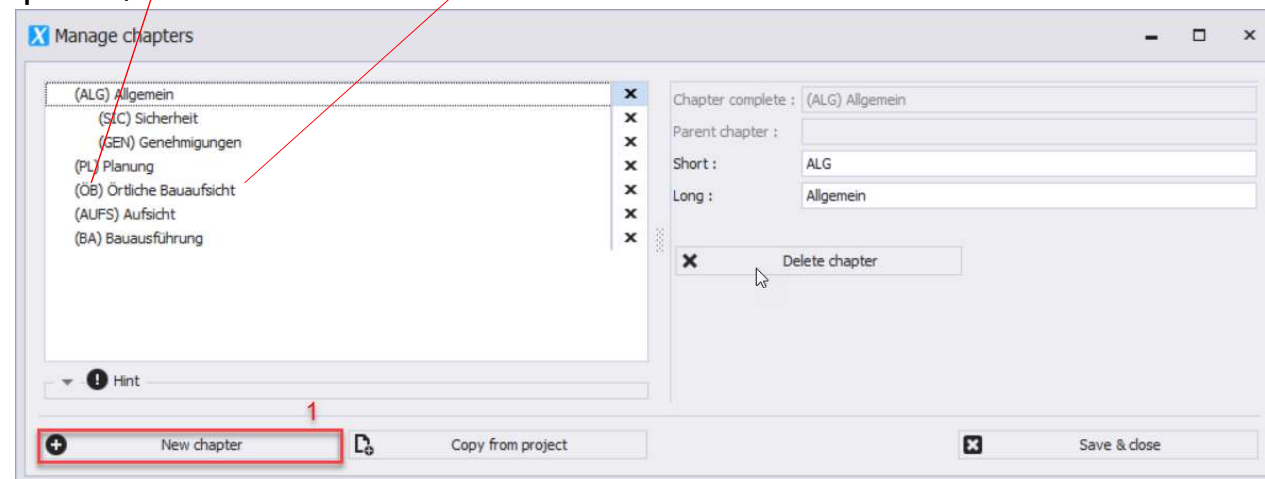
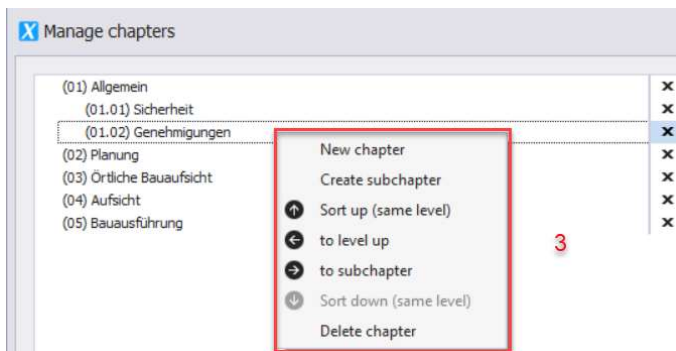


With a right mouse click on Report collection you can edit your chapter structure (see 1).

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



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



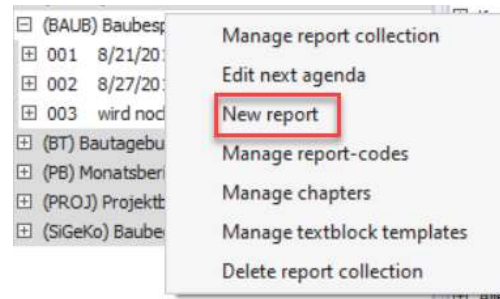
8. Create reports

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

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

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

For further registers see continuation foils.



Report manager

Basic data

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

Header | Textblocks | Next Meeting | Administration

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

Meetingplace
Company: Flughafenbetrieb
Meetingplace: GPS-Container

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

Apply sorting to participants from: ☒ Last report ☐ Project addressbook

8.1 Report General Data Printout

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

Beispielprojekt

BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 004

Date of Issue: 10/1/2019

Date of Meeting: 9/10/2016

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

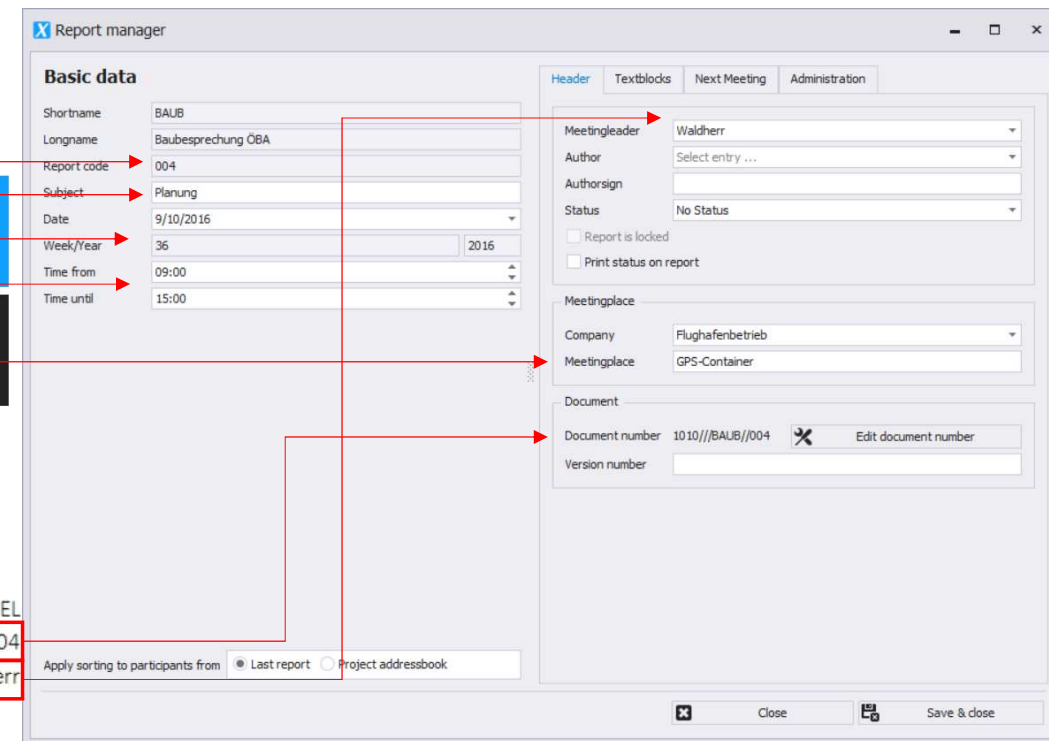
Place: GPS-Container

Subject: Planung

Project-no.: BEISPIEL

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

Chairman: Waldherr

Report manager

Basic data

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

Header | Textblocks | Next Meeting | Administration

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

Meetingplace

Company: Flughafenbetrieb
 Meetingplace: GPS-Container

Document

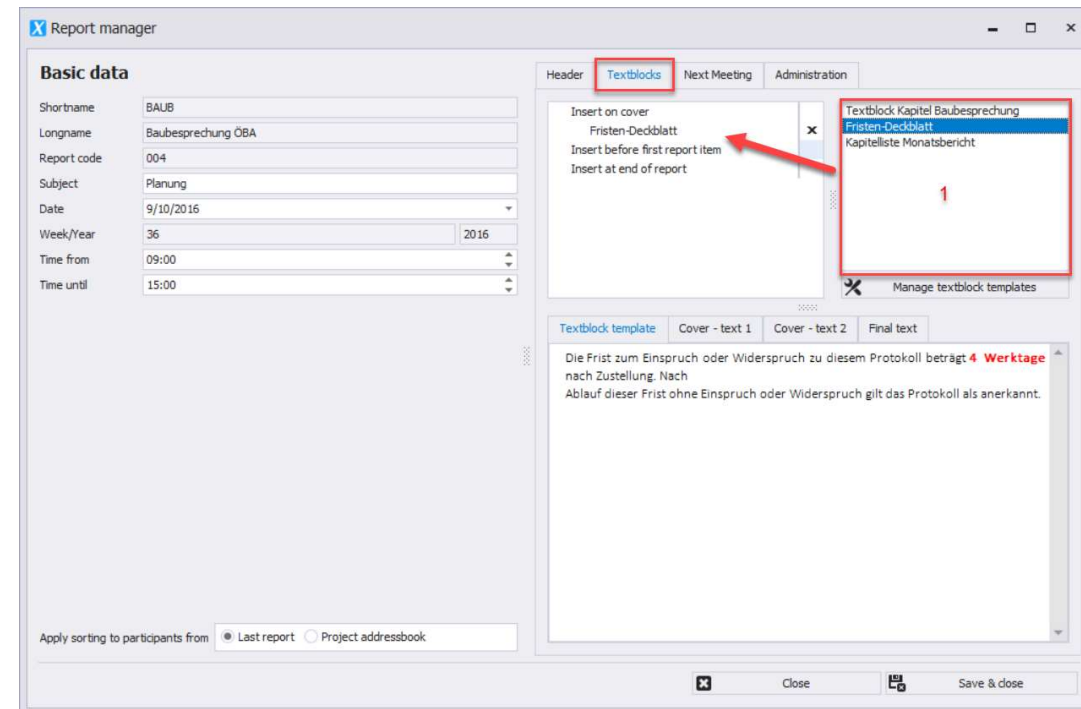
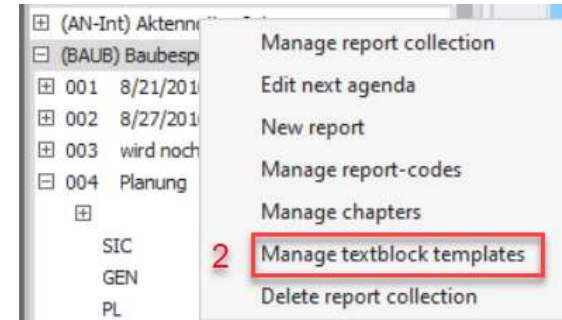
Document number: 1010///BAUB//004 Edit document number
 Version number:

Apply sorting to participants from: ☒ Last report ☐ Project addressbook

8.2 Report: Text blocks

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

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



8.3 Report: Next meeting

Nächste Sitzung: Bei Bedarf ↔ Textblocks



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

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

Standard

The screenshot shows the 'Report manager' window with the 'Next Meeting' tab selected. The interface is divided into 'Basic data' and 'Textblocks' sections. The 'Textblocks' section contains several input fields for meeting details, with red boxes and numbers 1 through 4 highlighting specific areas: 1. Date (9/17/2016), 2. Time from (09:00) and Time until (15:00), 3. Company (Flughafenbetrieb) and Meetingplace (GPS-Container), and 4. Print-Template (Nächste Besprechung). The 'Basic data' section on the left shows fields for Shortname, Longname, Report code, Subject, Date, Week/Year, Time from, and Time until. The 'Position on report' section at the bottom has radio buttons for 'On cover', 'End of report', and 'Don't show'. The window has a standard Windows-style title bar and bottom controls for 'Close' and 'Save & close'.

8.4 8.4 Protocol view

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

Beispielprojekt

BESPRECHUNGSBERICHT

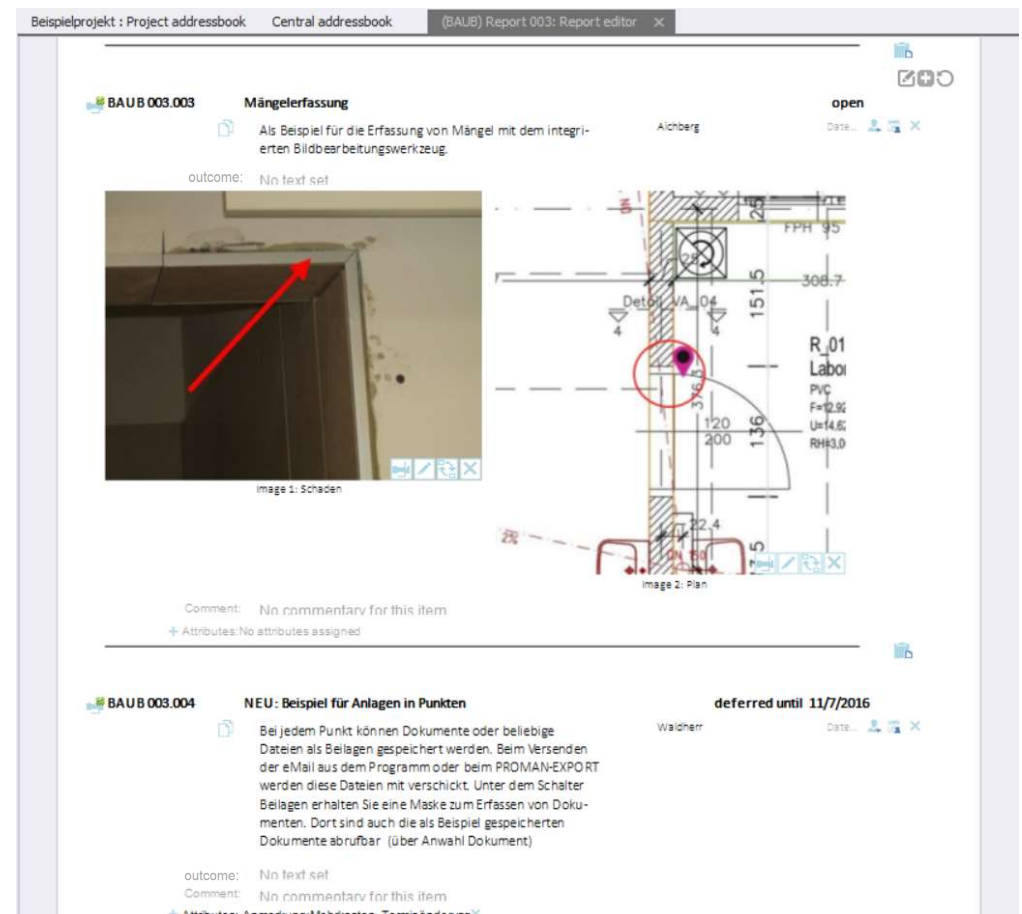
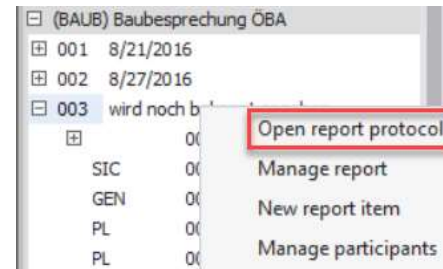
Baubesprechung ÖBA No.: 003

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

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

Participants / Distributors:

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



8.4 Protocol view: direct editing



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

Beispielprojekt

BESPRECHUNGSBERICHT
Baubesprechung ÖBA No.: 003

Date of Issue: 9/6/2016
Date of Meeting: 9/3/2016
Time:
Place: GPS-Container 1
Subject: No subject defined

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

Teilnehmer / Ve

Name (w/o Title)

Waldherr
Busch
Keppler
Ecker
Aichberg



Participants / Distributors:

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

8.5 Protocol view: Participant and Distribution list



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

Beispielprojekt

BESPRECHUNGSBERICHT
Baubesprechung ÖBA No.: 003

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

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

Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temporary	
Waldherr	PS	GPS	+43 6769182356	●	●	○	
Busch	ET	Busch & Czerny	+43 316654345	●	●	○	
Keppler	BH	Flughafenbetrieb	+43 6649898567	●	●	○	
Ecker	BK	Leitner	+43 69910203945	●	●	○	
Aichberg	BM	Holzer Bau	+43 31124444241	○	●	○	
Frank	BH	Flughafenbetrieb	+43 6649898566	○	●	○	
Müller	PS	GPS	+43 31639222014	○	●	○	
Schnatter	PS	GPS	+43 6769182734	●	●	○	
Höchtl	BH	Flughafenbetrieb	+43 3166789115	○	●	○	
Kastberger	ET	Kastberger	+43 345284214	○	●	○	
Rauscher	BM	Holzer Bau	+43 31124444212	○	●	○	
Mattersberger	GP	Planconsult	+43 6644223322	●	●	○	

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

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

1

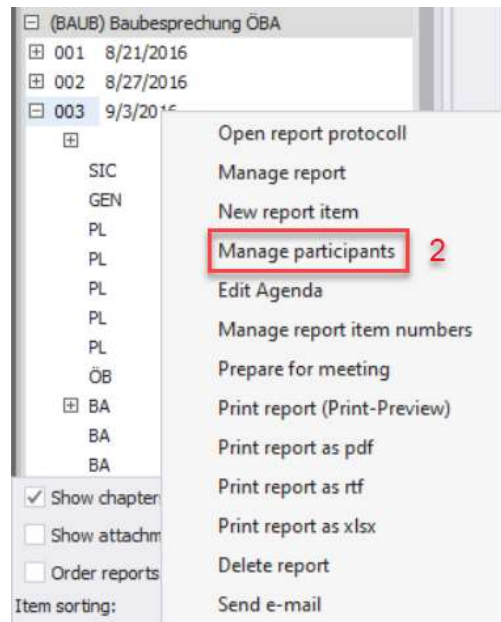
2

Database: Microsoft SQL Server

8.5.1 Participants / distributor: extended settings



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



8.5.2 Participants / distributor: extended settings



The administration of the participants consists of three areas:

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

The screenshot displays the PROMAN Phenix software interface. The main window is titled 'Beispielprojekt : Project addressbook' and contains a table of participants. A red box labeled '1' highlights the 'Project addressbook' tab on the left. A red box labeled '2' highlights the 'Participants/Mailing Editor' tab in the center. A red box labeled '3' highlights the 'Toolbox' on the right. A blue arrow points from the 'Project addressbook' tab to the 'Participants/Mailing Editor' tab.

Project addressbook (1):

Company...	Employee ...	Employee Fu...
Alle Bau	Alle Bau	
Alle Planung	Alle Planung	
Busch & Cz...	Busch	(ET) Fachba...
ERLAUCH	Erlauch	
Fantasie	Unternehmen	
Flughafen...	Frank	(BH) Bauherr
Flughafen...	Höchtl	(BH) Bauherr
Flughafen...	Keppler	(BH) Bauherr
GPS	Müller	(PS) Projekt...
GPS	Schnatter	(PS) Projekt...
GPS	Waldherr	(PS) Projekt...
Holzer Bau	Aichberg	(BM) Baumei...
Kastberger	Kastberger	(ET) Fachba...

Participants/Mailing Editor (2):

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

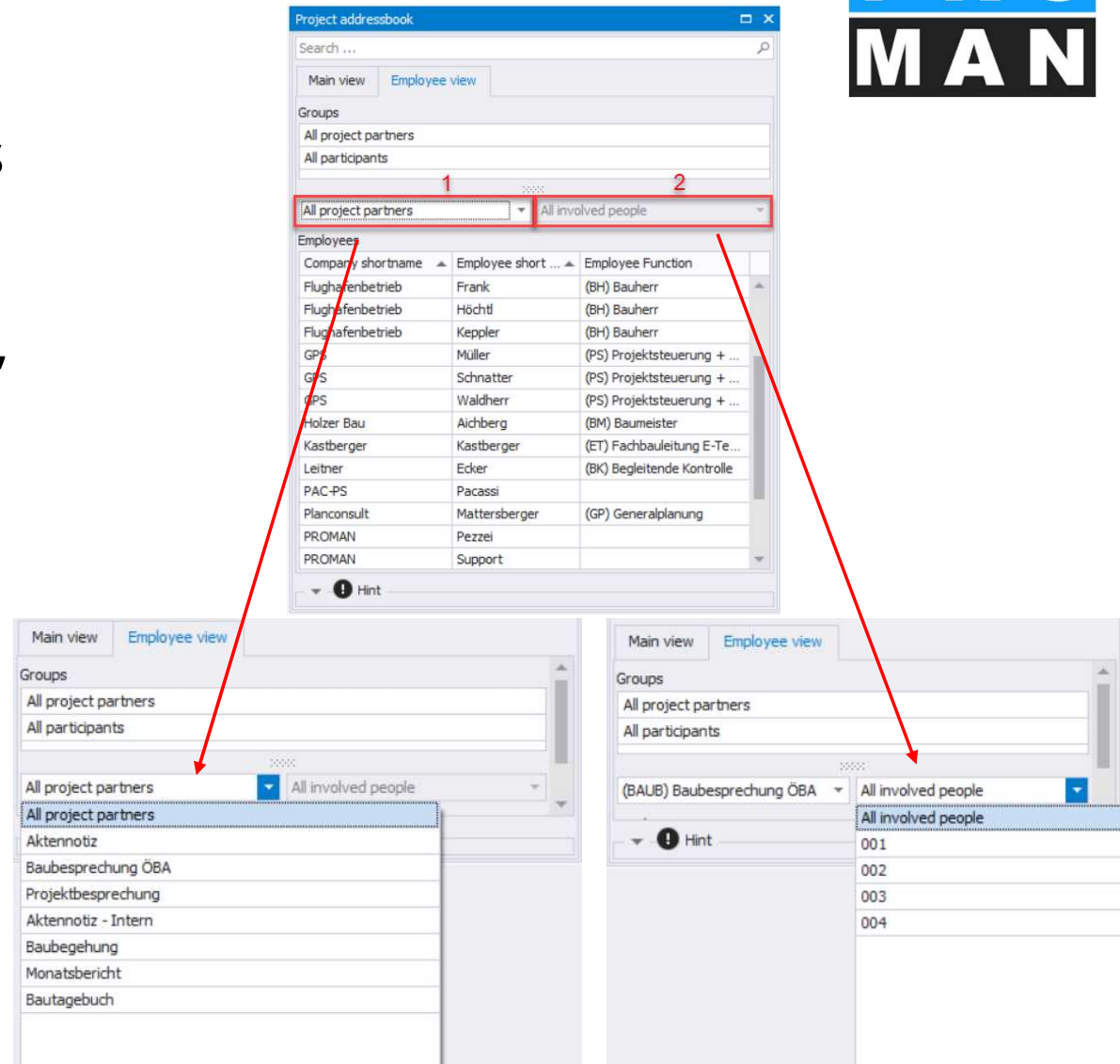
Toolbox (3):

- Add involved persons
- Remove participant
- Set a status for all participants
 - Presence
 - Excused
 - ☒ Distributor
- Sort order
 - Sortingnumbers from project-employees
 - Sortingnumbers from last report
 - ☒ Print sorting
 - ☐ UI sorting

8.5.3 Participants / distributor: extended settings



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



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

8.5.5 Participants / distributor: extended settings



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



8.6 Protocol View: Create and Edit report item



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

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

8.6 Protocol View: Create and Edit report item



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

The screenshot displays the 'GEN Genehmigungen' (General Approvals) section of the PRO MAN software. It features a table with columns for ID, Date, Description, Responsible Person, and Status. The first row shows item 001.003 with the status 'open'. The second row shows item 002 / 27.08.2016 with a detailed description of a permit decision and a list of conditions. A third row shows item 003 / 03.09.2016. Below the table, a detailed view of item 003 is shown, including a text editor with a rich text toolbar and a list of involved persons (Frank, GPS) with their roles (2, 1) and dates (22.08.2016). The interface includes various icons for editing and deleting items.

GEN	Genehmigungen	
001.003	Bescheide	open
002 / 27.08.2016	Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt. <ul style="list-style-type: none">• Noch ausständige Bescheide:• Wasserrecht• Betriebseinschränkung• Versetzen Mast• Gepäckförderanlage	Frank 22.08.2016
003 / 03.09.2016	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2016 an die ÖBA übergeben.	

Ergebnis: No text set...

Frank 22.08.2016
GPS Date...

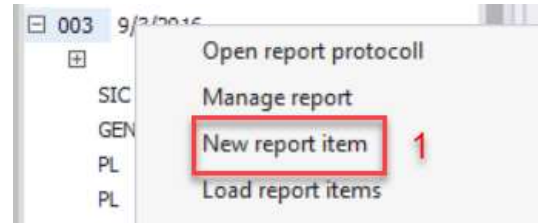
8.6 Protocol View: Create and Edit report item



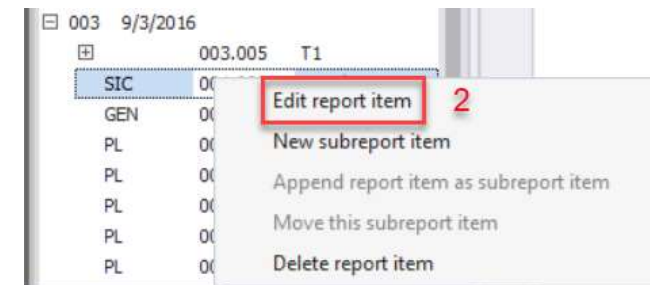
- Points can be easily hidden by clicking the printer icon (1)
- individual entries from the history can also be hidden (2)

001.003		1	Bescheide
001	21.08.2016		Die Bescheide der BH Graz Umgebung ergehen lt. Herrn Frank am 22.8.2016 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.
		Ergebnis:	No text set...
		Comment:	No commentary for this item...
002	27.08.2016		Bescheid Errichtungsbewilligung wurde am 27.8.2016 von Herrn Frank verteilt.
			<ul style="list-style-type: none">• Noch ausständige Bescheide:• Wasserrecht• Betriebseinschränkung• Versetzen Mast• Gepäckförderanlage
		Ergebnis:	No text set...
		Comment:	No commentary for this item...
003	03.09.2016		Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2016 an die ÖBA übergeben.

8.6.1 Report item Create & Edit



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



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

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

**PRO
MAN**

- [illegible]

8.6.1 Extended report item settings

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

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

The screenshot displays the PRO MAN software interface. On the left, the 'Project addressbook' panel shows a list of employees with columns for Company, Employee s..., and Employee The 'Employee view' tab is selected, and a red box labeled '3' highlights the 'Employee view' tab. On the right, the 'Content' panel shows a text editor with a red box labeled '1' highlighting the text formatting toolbar. Below the text editor, a red box labeled '2' highlights the spell check icon. At the bottom, a table shows the settings for each involved person, with red boxes labeled '4', '5', '6', and '7' highlighting the 'Main responsible', 'Completed to be', 'Completed is', and 'Post appointment' checkboxes, respectively.

Company	Shortname	Default Function	Main responsible	Completed to be	Completed is	Post ap...	Print employee	Print function	Begin target	Begin actual	Reminder
All projectpartners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

8.6.1 Extended report item settings



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

A screenshot of the 'Report item settings' dialog box. The 'Involved' tab is selected and highlighted with a red box. Below it, the 'Print view of involved persons in report items' section shows a dropdown menu set to 'Same as in report item' (also highlighted with a red box). Below this, there are three checkboxes: 'Person', 'Company', and 'Function', all of which are currently unchecked.

Report item settings

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

Print view of involved persons in report items

Same as in report item

Form for print: Shortname

☐ Person

☐ Company

☐ Function

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

8.6.1 Advanced report item settings



Beispielprojekt : Project addressbook (BAUB) Report 003: Report item editor

Code: 001.006
Shortname: Bauablauf
Chapter: (BA) Bauausführung
Status: offen_Standard
Status text: open

☐ Show calendar weeks
☐ Do not print item

Additional item information

Images before content: Images after content

Attachment

Attribute name	Attribute value
(Anmerkung) A...	(Mehrkosten) M...
(Anmerkung) A...	(Terminänderun...

Report item history

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

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

002/8/27/2016
In KW 35:

- Aufstellen des fixen und des prov. Bauzauns

Edit report item history

Content Comment Free text

Für das Errichten des Bauzauns am Vorfeld sind Schweißarbeiten notwendig. Hierfür muss die Baufirma von der Betriebsgesellschaft

Company	Shortn...	Default F...	Mal...	Comple...	Com...	Po...	Print empl...	Print func...	Be...	Beg...	Reminder	Print comp...
Flughaf...	Frank	BH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holzer ...	Rauscher	BM	<input type="checkbox"/>	9/8/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Report item history - BAUB 003/006

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

Check for all items 'Do not print'

Save & close

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

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

002/8/27/2016
In KW 35:

- Aufstellen des fixen und des prov. Bauzauns

In KW 36:

- Anliefern Baugeräte
- Beginn Abbruch Betonflächen am 2.9.2016

003/9/3/2016
Für das Errichten des Bauzauns am Vorfeld sind Schweißarbeiten notwendig. Hierfür muss die Baufirma von der Betriebsgesellschaft die Freigabe einholen.

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

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

Common settings

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

Print settings

Print items Only the last 5 contents

☒ only if report item contains content

Report item settings

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

8.7 Protocol View: report item Status



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

001.002

001 / 8/21/2016

Ergebnis: No text set...

Comment: No commentary for this item...

003 / 9/3/2016

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

Genehmigung Umsetzen Masten

Im Bau Feld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.

All project p

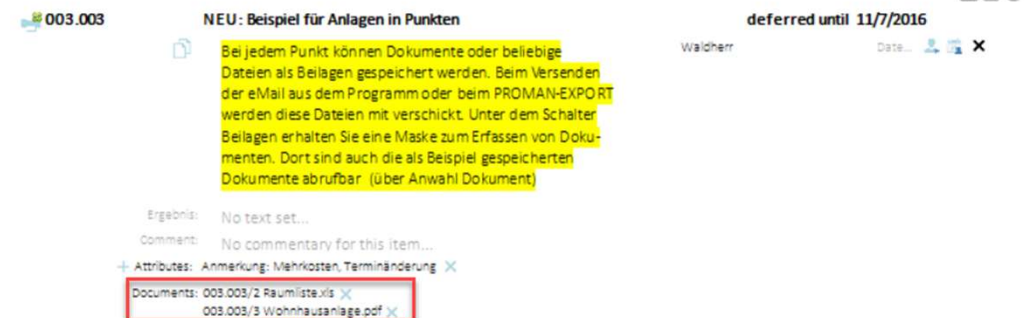
Busch Rauscher

open

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

8.8 Protocol view: Pictures and attachments

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



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.

This screenshot shows the 'Additional item information' form for item code 003.002. The form includes fields for Shortname (Mängelerfassung), Chapter ((PL) Planung), Status (Info_Standard), and Status text (one time info). There are also checkboxes for 'Show calendar weeks', 'Do not print item', and 'use as Item-Template'. Below these fields, there are two sections: 'Images before content' and 'Images after content'. The 'Images before content' section contains one image thumbnail labeled 003.002/003/1. The 'Images after content' section contains two image thumbnails labeled 003.002/003/2 and 003.002/003/3. A red box highlights the entire 'Additional item information' section, and a red number '1' is placed next to the first image thumbnail.This screenshot shows a vertical list of options in a toolbox. The first option, 'Manage report item images', is highlighted with a red box and a red number '2' next to it. The other options are 'Manage report item documents', 'Assign report item attributes', 'Show beamer preview', and 'Manage chapters'. Each option has a small icon to its left.

8.8.1 Advanced Settings: pictures

Via "Manage images" you determine

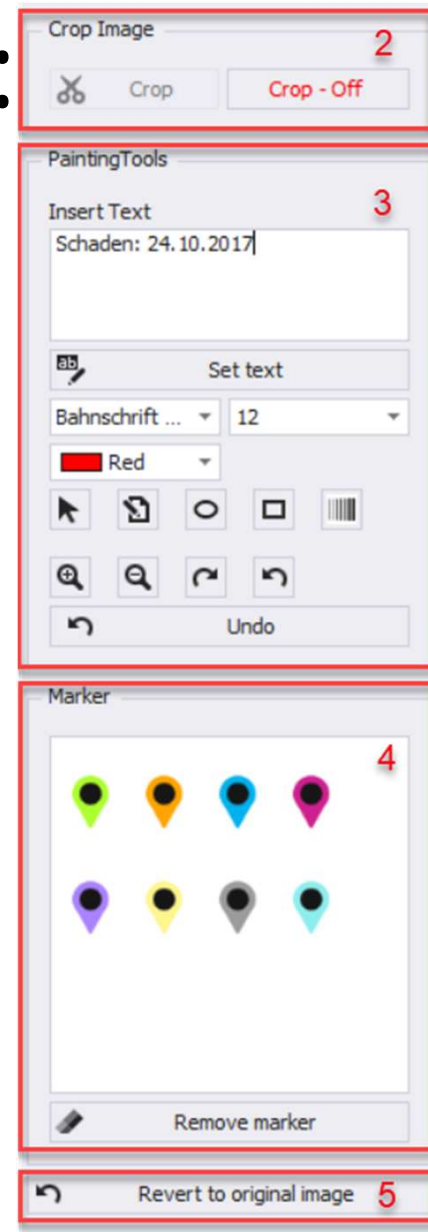
- the width of the photo in the printout (see 1):
 - like text block
 - from text to right pagestop
 - entire page width
- to select the desired storage location or load images from the clipboard (see 2).
- You can insert two images next to each other.
- Title of the image (see 3)



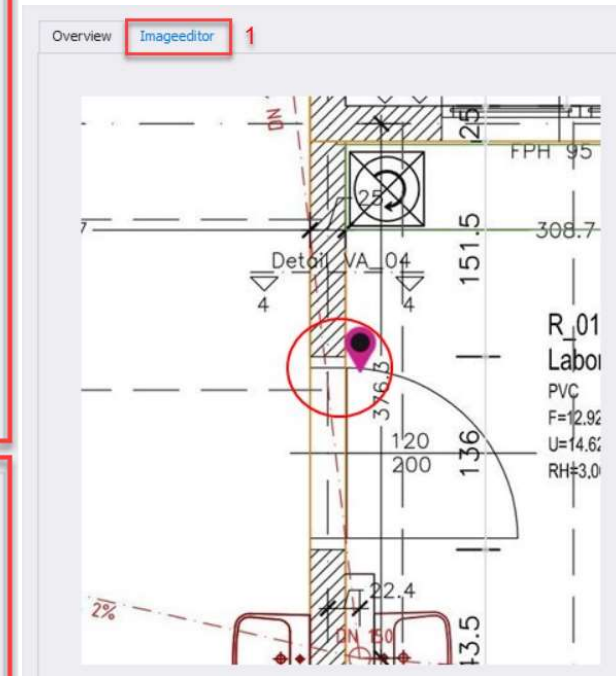
8.8.1 Advanced Settings: pictures

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

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



PRO
MAN



8.8.1 Advanced Settings: pictures

003.002

Mängelerfassung

open

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

Aichberg

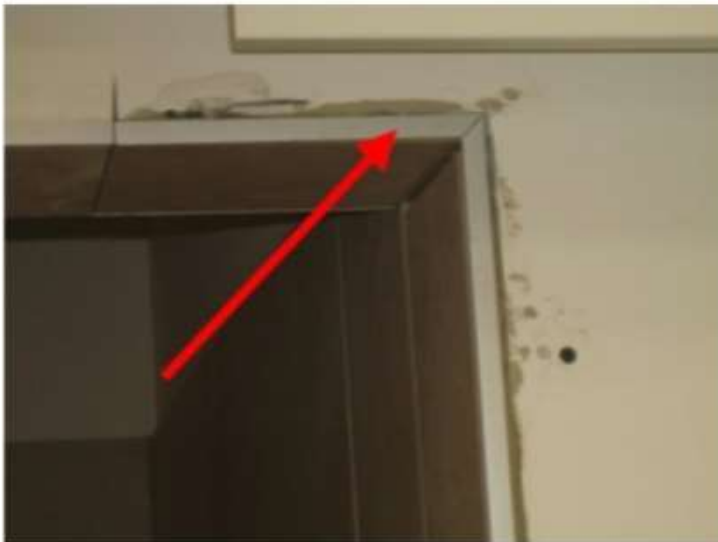


Image 1: Schaden

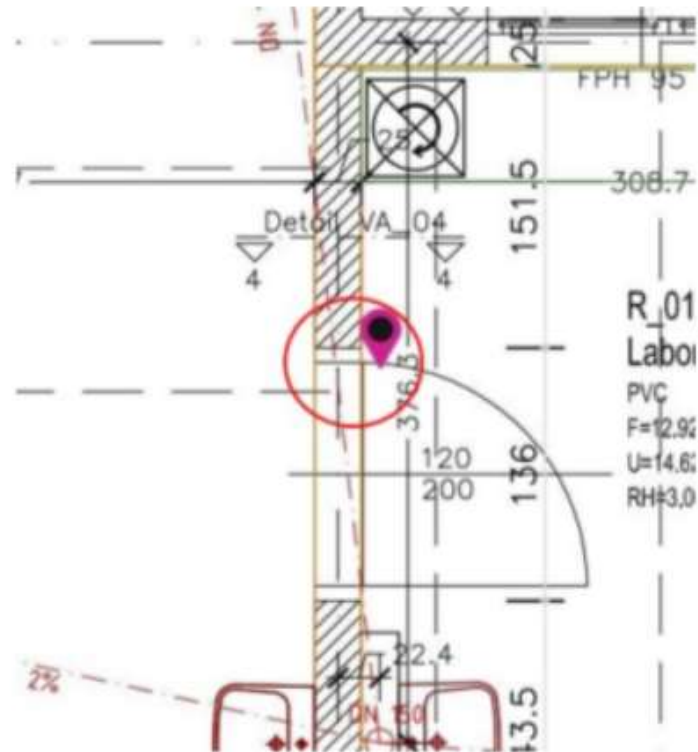
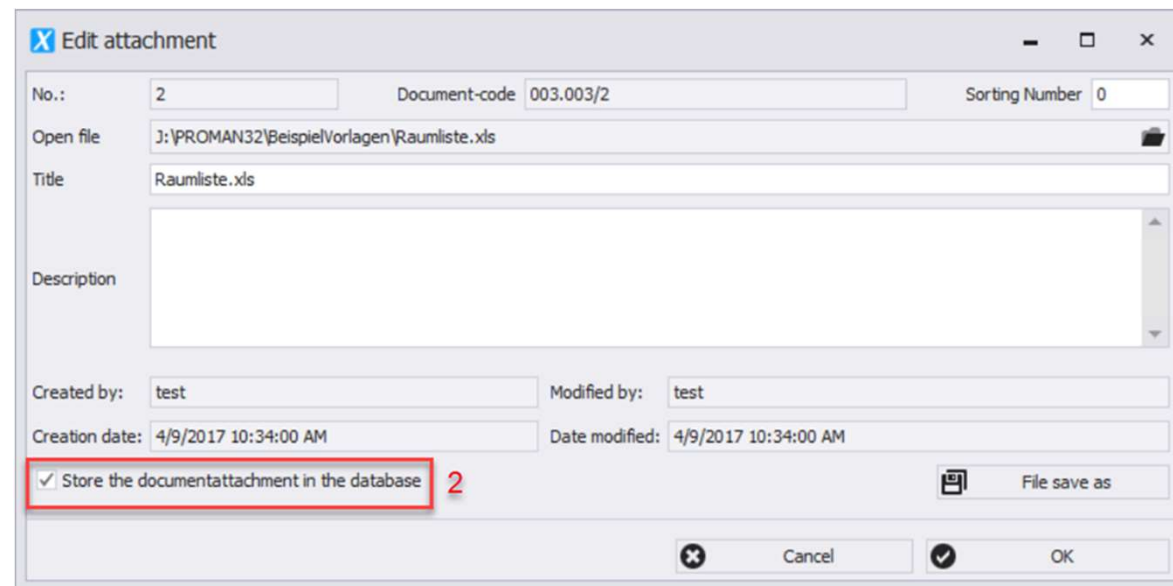
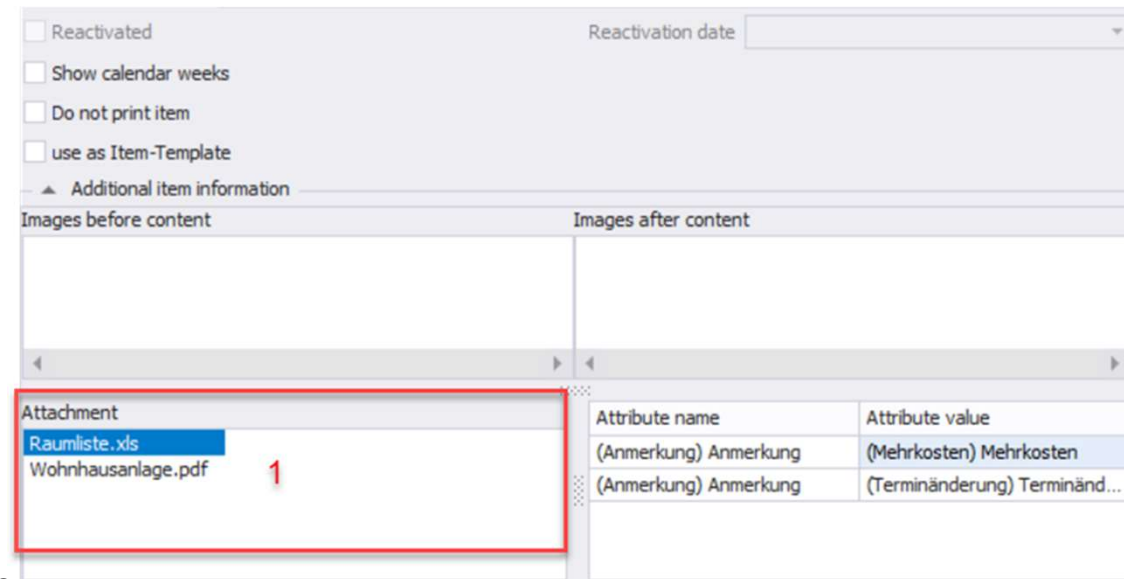
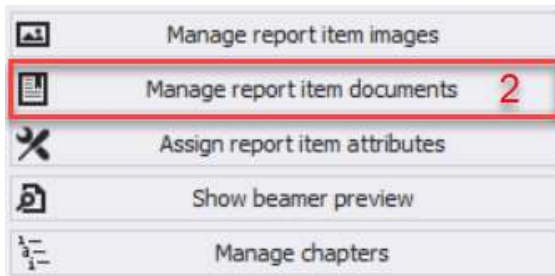


Image 2: Plan

8.8.2 Advanced Settings: attachments

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



8.8.2 Advanced Settings: attachments



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

Send

From: office@proman.at

To: teilnehmer1@proman.at; teilnehmer2@firma.at

Cc:

Bcc:

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

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

Sehr geehrte Damen und Herren,

BAUB 003.003

NEU: Beilagen zu Punkten

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

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

Item 003.003/3

Nr.	Vorgangsname	Dauer	Anfang	Ende	Januar	Februar	März	April	Mai	Juni
1	VWS-Fassade	15 Tage?	Mo 13.04.09	Fr 01.05.09						
2	VWS-Fassade Nordseite	15 Tage?	Mo 13.04.09	Fr 01.05.09						
3	Dämmung + Estrich	10 Tage?	Mo 13.04.09	Fr 24.04.09						
4	Stiegenhaus Verputz, Spachtelung	10 Tage	Mo 20.04.09	Fr 01.05.09						
5	Außenanlagen - Einbauten, Schüttung	195 Tage?	Mo 15.09.08	Fr 12.06.09						
6	Einbauten, Schüttung	35 Tage?	Mo 15.09.08	Fr 31.10.08						

8.9 Protocol View: Video Short Training



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

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

The video player shows a person's hands typing on a laptop keyboard. A blue play button is overlaid on the video. Below the video player, the title 'Intuitiv Protokollieren' is displayed. To the left of the links is a short paragraph of text. To the right is a list of links to the video chapters.

Intuitiv Protokollieren

18:31

00:00 18:31

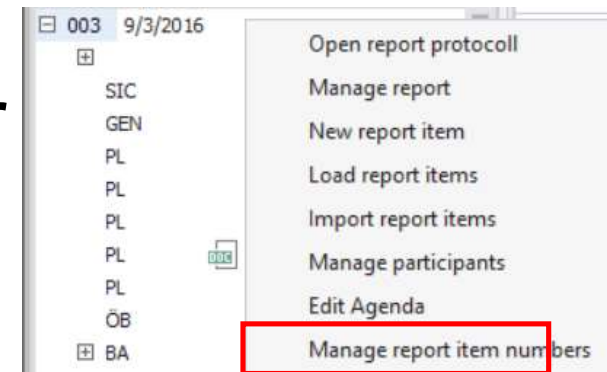
Intuitiv Protokollieren

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

Links zu den Kapitel des Videos

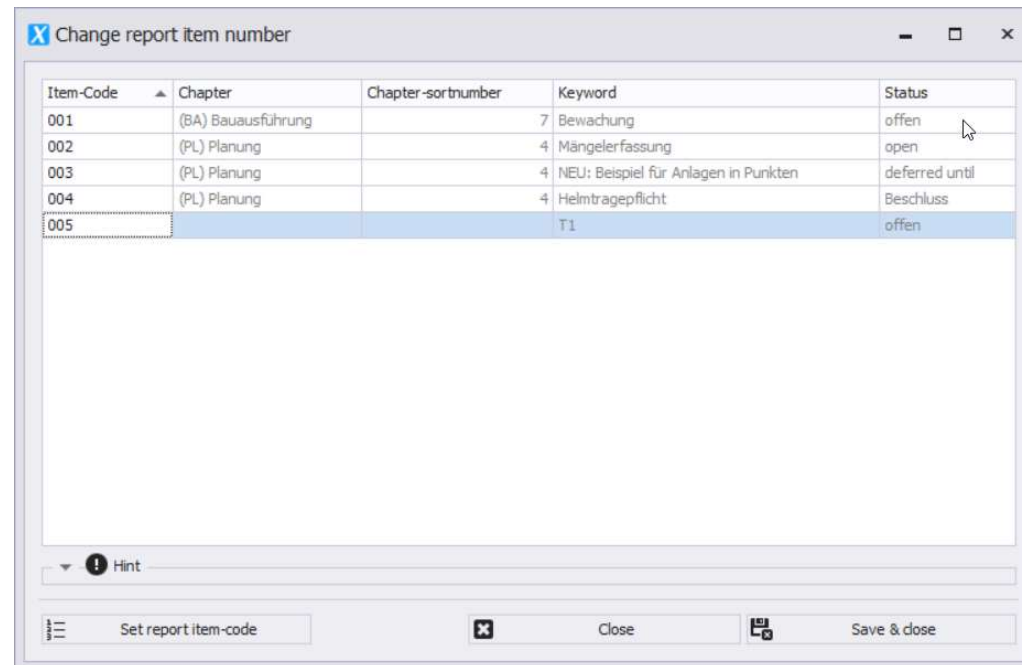
Kapitel 1: [Die neue Punktmaske – nun noch einfacher](#)
Kapitel 2: [Die neue Punktmaske – unser „Word“](#)
Kapitel 3: [Finden statt suchen – Informationen auf Klick](#)
Kapitel 4: [Nach dem Meeting ist vor dem Meeting – Vorbereitung leicht gemacht](#)

9.1 Changing report item number



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

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



9.1 report item number: Structure

- First occurrence of item

- Item number

- Item will be continued at further meetings

- Report number
- Date of meeting

Chapter / Report number / Item number

Chapter / Report number / Item number				
0.2			Genehmigungen	
0.2	001.002		Genehmigung Umsetzen Masten	open
001 / 21.08.2014			Im Baufeld befinden sich zwei Masten, Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2014	Alle Projektpartner
	002 / 27.08.2014		Es wurde ein Vorschlag für die Kabelführung im Mast erarbeitet. Dieser ist von der Firma Schillingzu überprüfen (Koordination durch Herr Busch). Weiters sind die statischen Berechnungen der Fa. Schilling beizubringen.	Busch, Busch & Czemy
003 / 03.09.2014			Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Rauscher, Holzer Bau 10.09.2014 Busch, Busch & Czemy 03.09.2014
PRÖMAN 3.1 Lizenz:			1010/BAUB/003	Seite 2 / 4

9.5 Examples report item status

• Status

- completed
- One time info
- Permanent info
 - Is printed out as info, but it can be changed
- in progress
- canceled
- open
 - With the default settings, open will not be printed
- Deferred until

completed

03.09.2014

one time info

03.09.2014

in progress

canceled

in progress in progress

01.09.2014

03.09.2014

01.09.2014

03.09.2014

Status	inbearbeitung_Standard	
Status text	Statusname	Preview
<input type="checkbox"/> Show calendar week	Beschluss	Beschluss
<input type="checkbox"/> Do not print item	Dauerinfo_Standard	permanent info
<input type="checkbox"/> use as Item-Template	erledigt_Standard	completed
<input type="checkbox"/> Additional item inf	inbearbeitung_Standard	in progress
	Info_Standard	one time info

deferred until

9.10 reportitem: History example



0.2	Genehmigungen		
0.2 001.002	Genehmigung Umsetzen Masten		open
001 / 21.08.2014	Im Baufeld befinden sich zwei Masten, Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2014	All project partners	
002 / 27.08.2014	Es wurde ein Vorschlag für die Kabelführung im Mast erarbeitet. Dieser ist von der Firma Schilling zu überprüfen (Koordination durch Herr Busch). Weiters sind die statischen Berechnungen der Fa. Schilling beizubringen.	Busch, Busch & Czemy	
003 / 03.09.2014	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente. Die Baugruben für die Fundamente werden von der Baufirma hergestellt.	Rauscher, Holzer Bau Busch, Busch & Czemy	10.09.2014 03.09.2014
PROMAN 3.1 Lizenz: 1010/BAUB/003 Seite 2 / 4			

9.2 Comments in the report & Meeting preparaton



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

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

003.001 Bewachung
003/03.09.2016

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

Waldherr
Rauscher

open
Solldatum...
10.02.2016

Ergebnis: Kein Text gesetzt

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

Attachment

Edit report item history

Content Comment Free text

Austrian German

Chapter legend

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

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

9.2 Comments in the report & Meeting Preparation

Allows you to create notes for your next report.



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

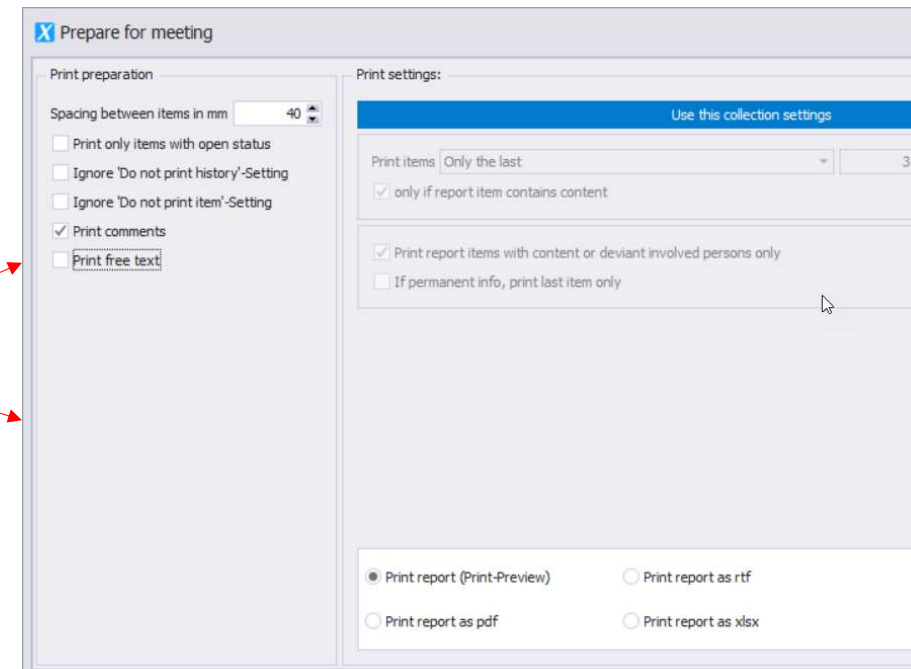
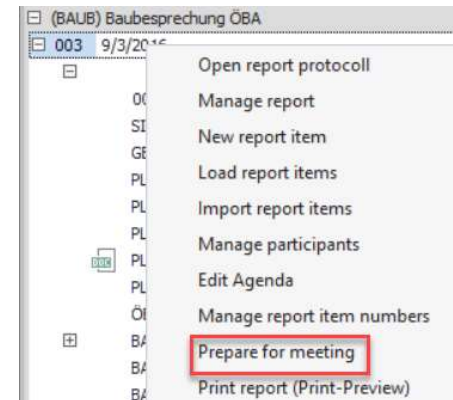
Die Dateien als Beilagen gespeichert werden. Beim Versenden der eMail aus dem Programm oder beim PROMAN-EXPORT werden diese Dateien mit verschickt. Unter dem Schalter Beilagen erhalten Sie eine Maske zum Erfassen von Dokumenten. Dort sind auch die als Beispiel gespeicherten Dokumente abrufbar (über Auswahl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

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

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

Space for handwritten Notes

0.2 Genehmigungen



9.16 Chapters



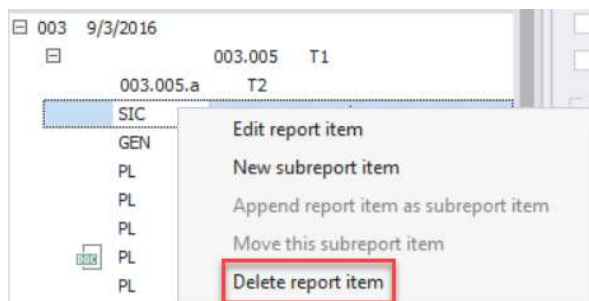
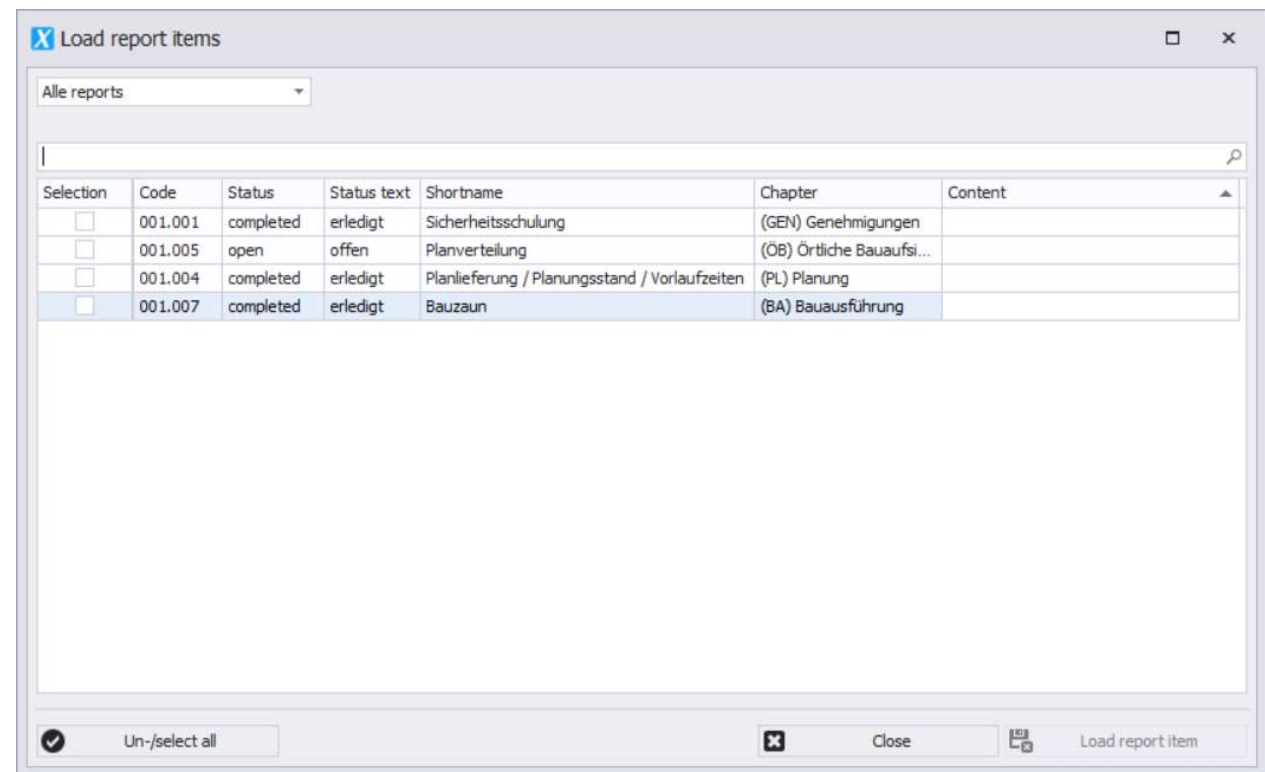
To assign a report item to a chapter, use the drop down menu to select your desired chapter

Chapters can be changed later at any time.

Code	001.002	
Shortname	Genehmigung Umsetzen Masten	
Chapter	(SIC) Sicherheit	
Status	Code	Description
Status text	ALG	Allgemein
<input type="checkbox"/> Show calendar week	SIC	Sicherheit
<input type="checkbox"/> Do not print item	GEN	Genehmigungen
<input type="checkbox"/> Additional item inf	PL	Planung
Images before content	ÖB	Örtliche Bauaufsicht
	AUFS	Aufsicht
	BA	Bauausführung

9.3 report item Load&Delete

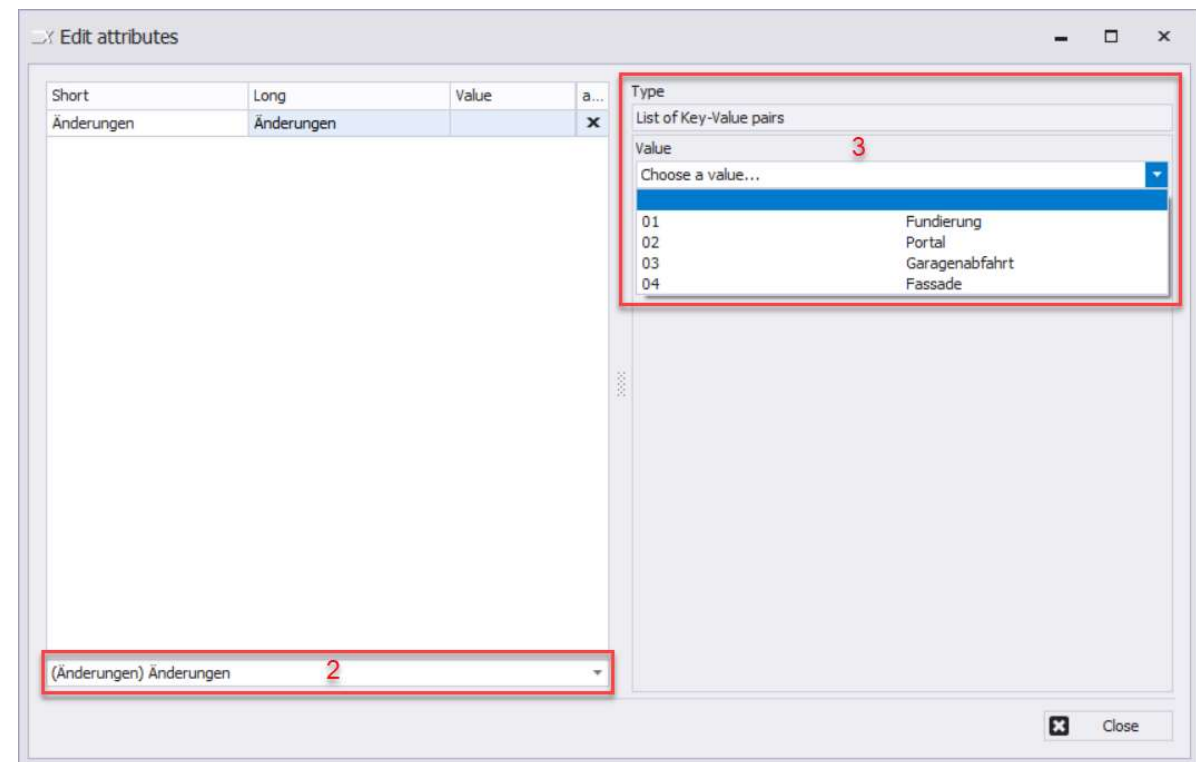
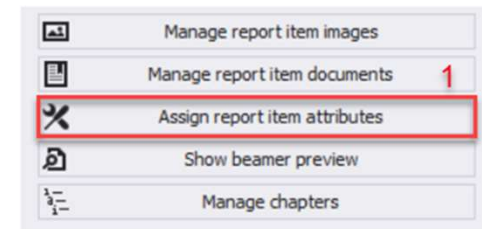
- With the option „Load report items“ you can included report items from previous reports
 - For example, a report item was marked as closed but you need it again in the current report.
- „Delete report item“:
 - Deletes the report item from the current report.



9.4 report items: attributes

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

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

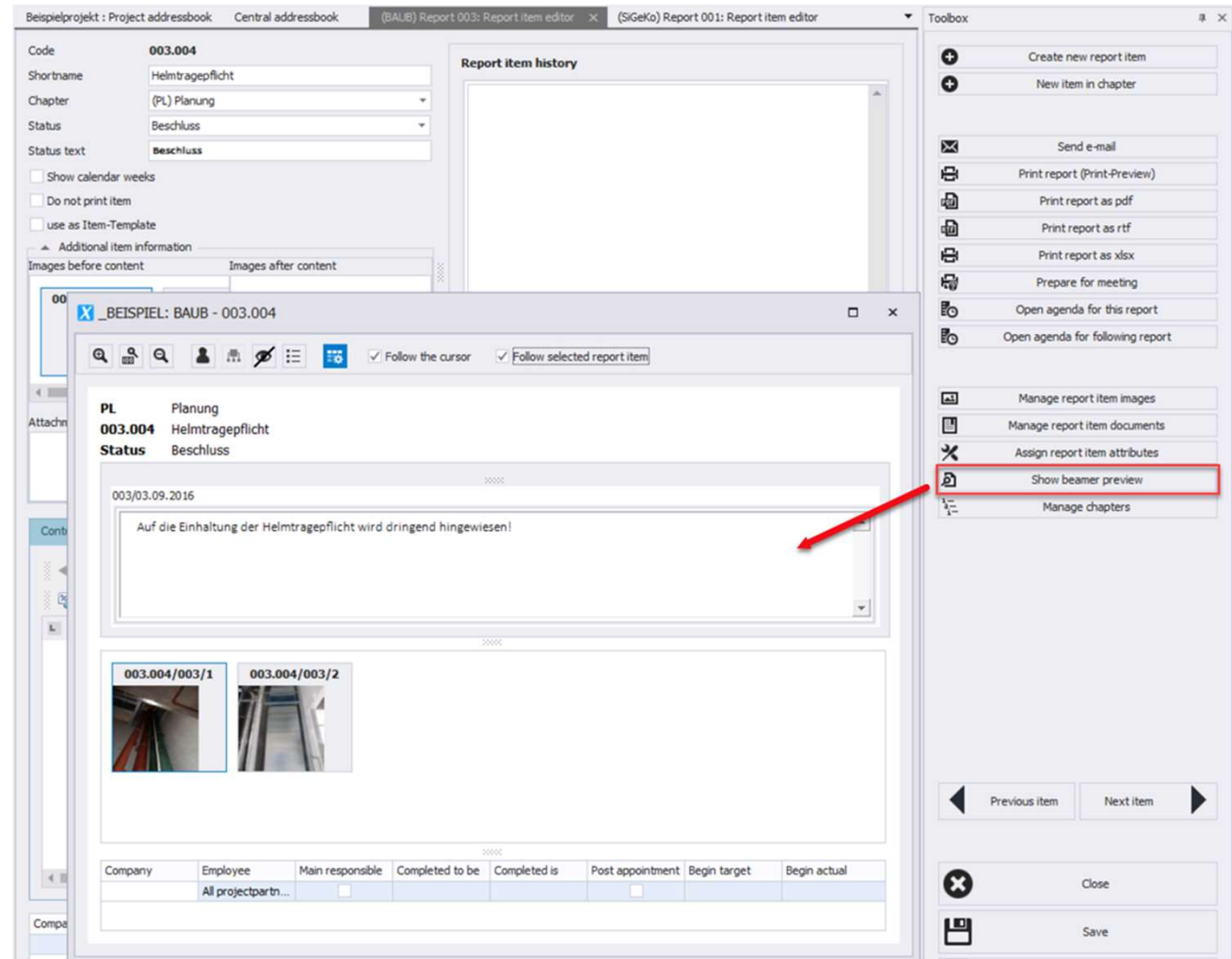


9.5 report item: beamer view



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

- Images and documents can be opened with a double click



9.6 import report items from another report collection or project

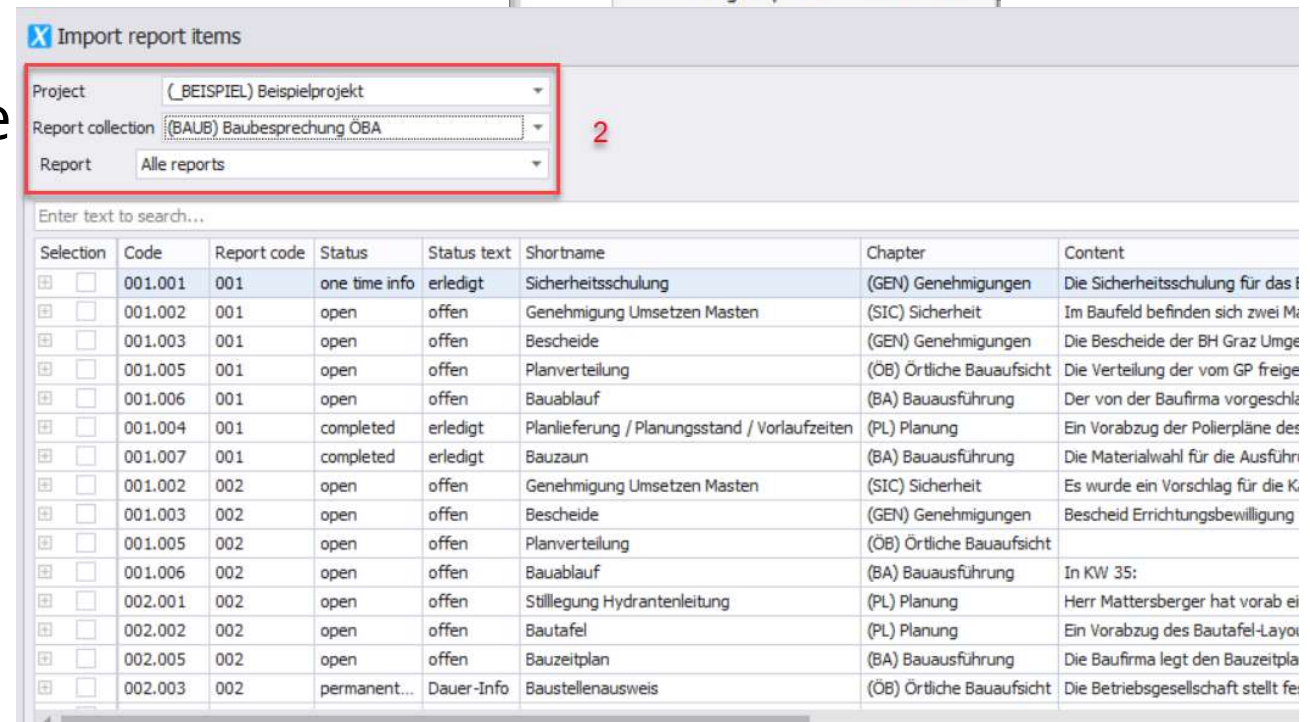
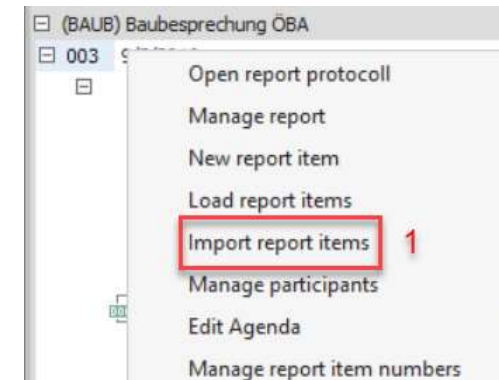


Report items can be taken from another project or report collection.

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

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

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



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

**PRO
MAN**

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

Bescheid 1

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

2

☒ Un-/select all 3

9.6 import report items from another report collection or project



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

A screenshot of the 'Import options' dialog box. It contains four main sections: 'Apply to history text', 'History text - report item de', 'Assignments', and 'New report item status'. The 'Apply to history text' section has checkboxes for 'Apply complete item history' (checked), 'Project short name' (checked), 'Report collection short name', 'Report code', 'Meeting date', and 'Old report code'. The 'History text - report item de' section has checkboxes for 'Report item short name' (checked), 'Content text' (checked), 'Comment', and 'Free text'. The 'Assignments' section has checkboxes for 'Chapters', 'Images', 'Documents', and 'Attributes'. The 'New report item status' section has radio buttons for 'like source', 'One time info', 'open' (selected), and 'closed'. At the bottom right, there are 'Close' and 'Copy' buttons.

9.6 import report items from another report collection or project



You can insert the report items with or without source reference

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

003.005

Genehmigung Umsetzen Masten

*Taken from Project: , Collection:
Report No.001 from 21.08.2016, origin item: 001.002*

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

Busch
Rauscher

open

9/23/2019

10/9/2016

9.7 Report item: Text and involved Examples



1	Planung				Item	Subject	cr	Responsible	Deadline
1 002.001	Stilllegung Hydrantenleitung	open			0.2 001.003	Bescheide			open
002 / 27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014		001 / 21.08.2014	Die Bescheide der BH Graz Umgebung ergehen lt. Herrn Frank am 22.8.2014 an die Betriebsgesellschaft. Herr Frank wird sie sofort an die Projektpartner verteilen.		Frank, Flughafenbetrieb	22.08.2014
003 / 03.09.2014	Die Stellungnahme der Gemeinde Feldberg ist noch ausständig.	Frank, Flughafenbetrieb Mattersberger, Plancon:	27.10.2014		002 / 27.08.2014	Bescheid Errichtungsbewilligung wurde am 27.8.2014 von Herrn Frank verteilt. • Noch ausständige Bescheide: • Wasserrecht • Betriebseinschränkung • Versetzen Mast • Gepäckförderanlage		Frank, Flughafenbetrieb	22.08.2014
1 002.002	Bautafel	open							
002 / 27.08.2014	Ein Vorabzug des Bautafel-Layouts wird an Baufirma und ÖBA übermittelt.	Mattersberger, Plancon:	03.09.2014						
003 / 03.09.2014	GP übergibt das Layout in der nächsten Bazbesprechung. Das Rendering musste neu erstellt werden.	Mattersberger, Plancon:	03.09.2014		003 / 03.09.2014	Bescheid für die Betriebseinschränkung wurde von der Betriebsgesellschaft am 28.8.2014 an die ÖBA übergeben.		Frank, Flughafenbetrieb Herr Schnatter, GPS	22.08.2014
2	Örtliche Bauaufsicht								
2 002.003	Baustellenausweis	one time info							
002 / 27.08.2014	Die Betriebsgesellschaft stellt fest, dass Baustellenausweise erforderlich sind. Diese werden von der ÖBA ausgestellt. Der genaue Ausstellungsablauf für die einzelnen Gewerke wird von der ÖBA noch bekanntgegeben.	Herr Schnatter, GPS	03.09.2014						
003 / 03.09.2014	Es werden keine Baustellenausweise ausgegeben. Die beauftragten Firmen haben stattdessen laufend aktuelle Mitarbeiterlisten an die ÖBA zu übermitteln (Name, Geburtstag, von-bis auf der Baustelle). Die ÖBA wird diese Angaben stichprobenweise überprüfen.	Alle Teilnehmer							

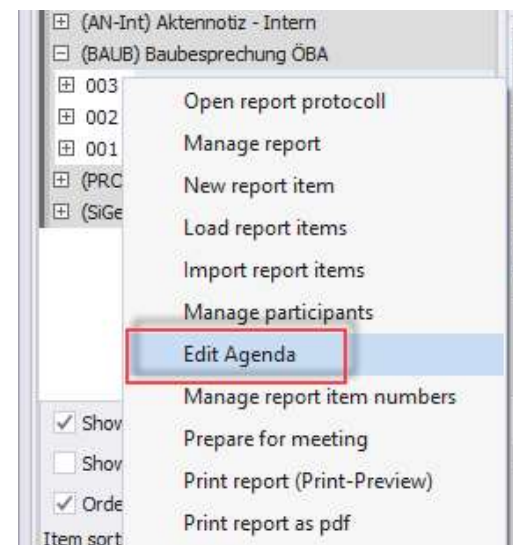
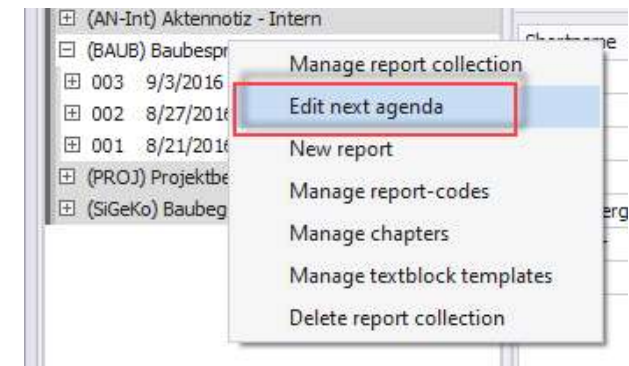
9.8 Invitation & Agenda Function



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

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

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



9.8 Invitation & Agenda Function

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

- Name and appointment date
- Invited with time and comment

The entered data is automatically copied to the next agenda.

Beispielprojekt : Project addressbook Agenda: BAUB 004

Title: Einladung Suggestions...

Date: 9/3/2016 from: 9:00 AM until: 11:00 AM

Company: Select entry ... Meetingplace: GPS-Container

Document number: Agenda/1010/BAUB/004 Edit default document number

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

Toolbox

Add from last report:

Add involved persons

Add participants

Apply to all invited people:

From: 00:00 Until: 00:00

Comment:

Sort order:

Sortingnumbers from project-employees

Sortingnumbers from last report

9.8 Invitation & Agenda Function

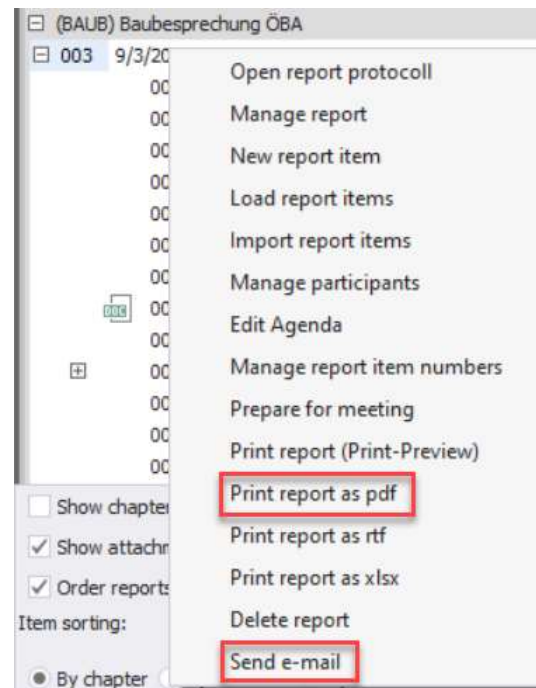
In the toolbox you can select which elements should be used to create the agenda list. After clicking on "Add selected", the agenda is automatically created in the "Free text" tab. This can then be edited manually:

The screenshot shows the PRO MAN software interface. In the top-left 'Textblocks' section, there are two text input fields. Below them, in the 'Free text' tab, are two buttons: 'Free text before list' and 'Free text after list', which are highlighted with a red box. To the right, a panel titled 'Add report parts as free text:' contains three checked checkboxes: 'Chapter names', 'Report items (w/o content)', and 'Involved people'. Below these is an 'Add selected items' button, also highlighted with a red box. The main workspace displays a table with agenda items.

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

10. Types of output

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



Beispielprojekt

BESPRECHUNGSBERICHT

Baubesprechung ÖBA No.: 003

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

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

Participants / Distributors:

Name (w/o Title)	Function	Company	Phone mobil	present	Distr.	temp.
Waldherr	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182356	●	●	○
Busch	ET	Busch & Czerny, Ingenieurbüro für Telekommunikation	+43 316654345	●	●	○
Kepler	BH	Flughafen BetriebsgesmbH	+43 6649898567	●	●	○
Ecker	BK	DI Hans Leitner, Ziviltechniker g.m.b.H.	+43 69910203345	●	●	○
Archberg	BM	Holzer BaugesmbH	+43 31124444241	●	●	○
Frank	BH	Flughafen BetriebsgesmbH	+43 6649898566	○	○	○
Müller	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 3163922014	○	○	○
Schnatter	PS	Gesellschaft für Projektsteuerung m.b.H.	+43 6769182734	○	○	○
Hochtl	BH	Flughafen BetriebsgesmbH	+43 3166789115	●	●	○
Kastberger	ET	Ing. Franz Kastberger, Technisches Büro HKL	+43 345284214	○	○	○
Rauscher	BM	Holzer BaugesmbH	+43 31124444212	○	○	○
Mattersberger	GP	Planconsult GesmbH	+43 6644223322	●	●	○

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

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

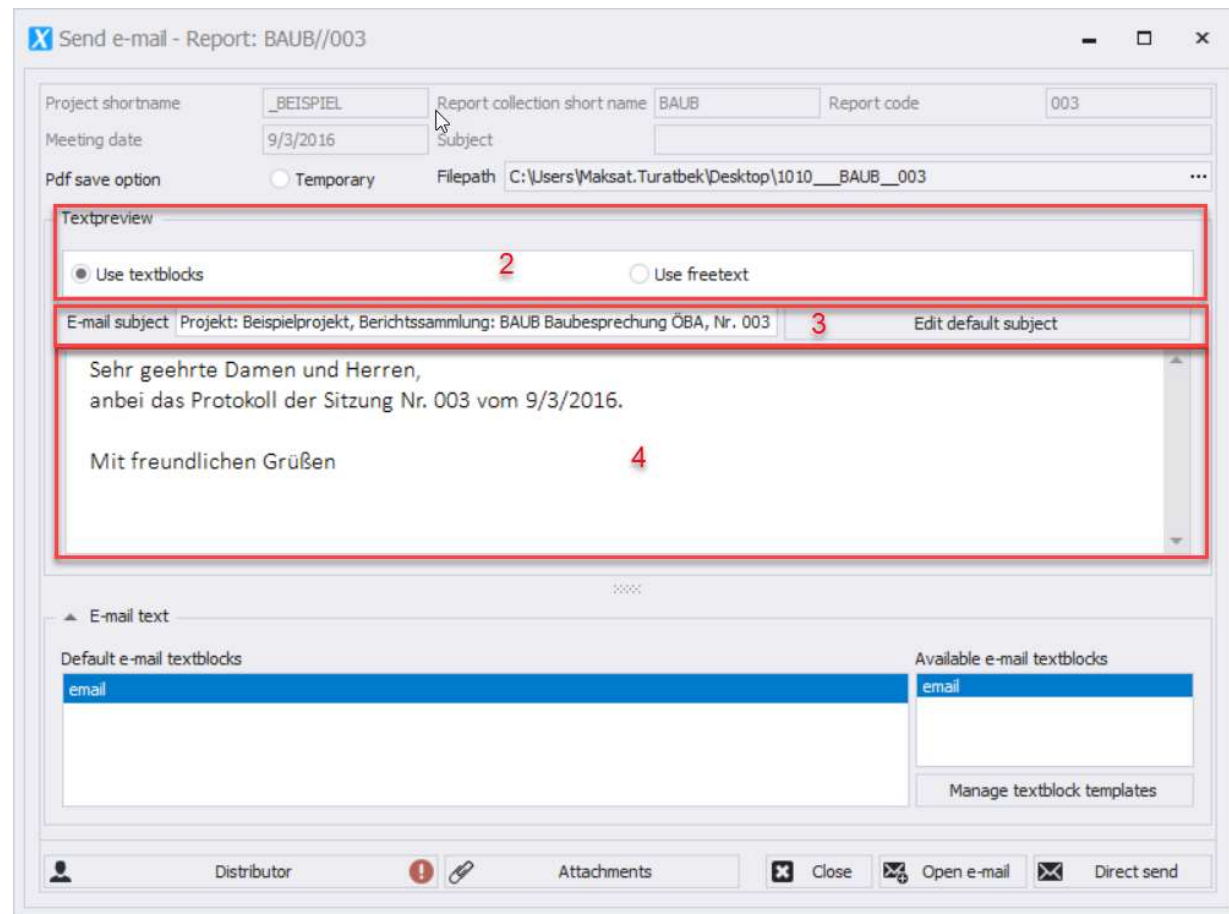
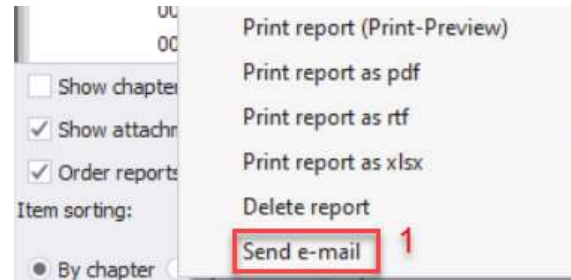
From	office@proman.at
To	teilnehmer1@proman.at; teilnehmer2@firma.at
Cc	
Bcc	
Subject	Projekt: Beispielprojekt, Besprechungsbericht: BAUB Baubesprechung ÖBA, Nr. 004 Vertrieb und Marketing
Attached	BEISPIEL Beispielprojekt BAUB 004.pdf (272 KB); Beilage 1.xlsx (14 KB)

Sehr geehrte Damen und Herren,

10.1 E-mail: dispatch

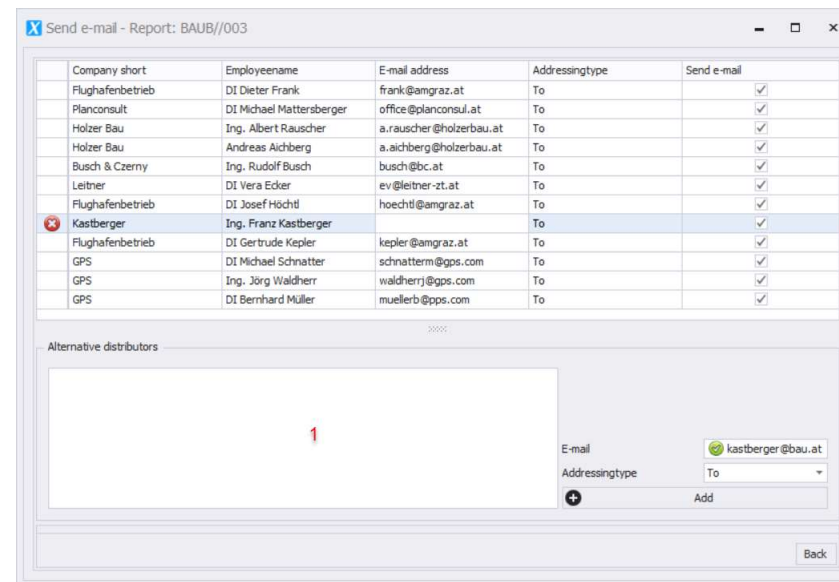
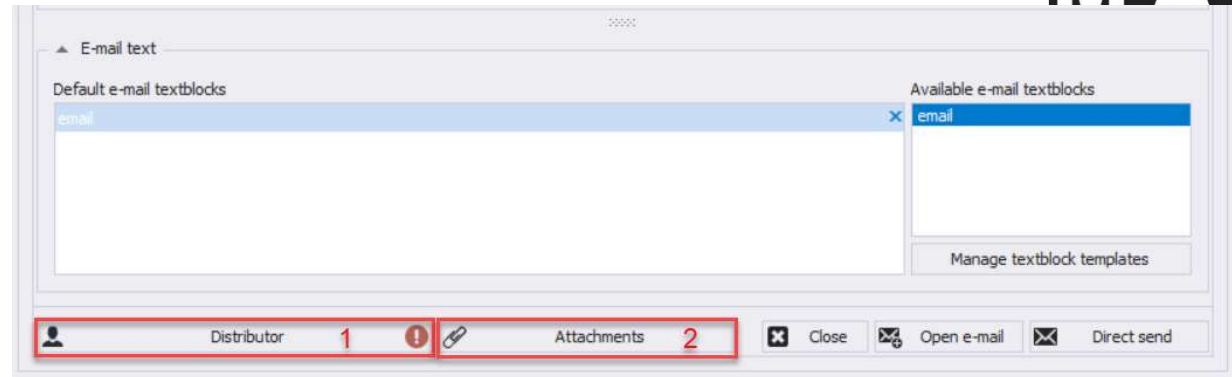
Right-click on the report and select **Send e-mail** (see 1).

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



10.1 E-mail: dispatch

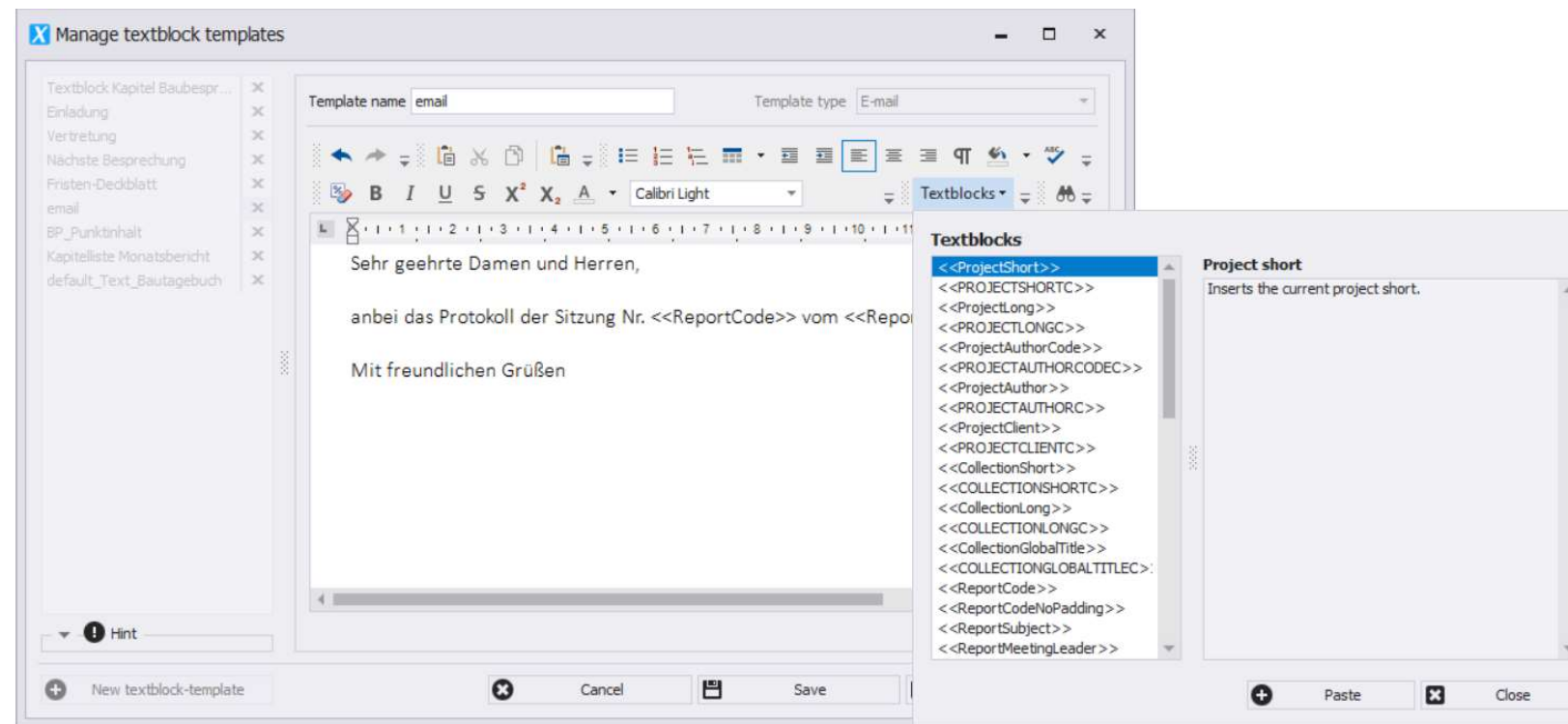
- The report is automatically attached to the e-mail.
- You can manage additional attachments (see 2).
- The distribution list is taken from the subscriber/distributor of your report and can be edited individually (see 1).



10.2 Sending an e-mail: text blocks

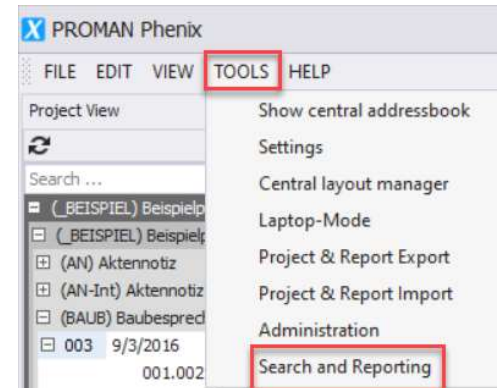


- enable fast and standardised transmission of reports



12. evaluation

Default: all content available



Beispielprojekt : Project addressbook Search and Reporting X

Drag a column header here to group by that column

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

Toolbox

Filter Printing

Basic selections

- Folders
- Report collections
- Reports
- Report Items

Advanced selection

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

Reset all filter

Start analysis

12. evaluation

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

The screenshot shows a 'Toolbox' window with a 'Filter' tab. It contains two main sections: 'Basic selections' and 'Advanced selection'. Under 'Basic selections', there are dropdowns for 'Folders', 'Report collections', 'Reports', and 'Report Items'. Under 'Advanced selection', there is a dropdown for 'Chapters' and an expanded section for 'Item-Status'. The 'Item-Status' section has a blue header 'Take only newest item into account' and a list of status options with checkboxes. The option 'Open_Calibri Light_9636273308417943546 (open)' is selected. Below this list are dropdowns for 'Employee groups', 'Companies', 'Involved', 'Keywords', and 'Attributes'. At the bottom, there are two buttons: 'Reset all filter' and 'Start analysis'.



13. Project-Cockpit



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

Here you have an overview of all tasks!

The screenshot displays the PROMAN Phenix software interface. The 'VIEW' menu is open, and 'Show Project cockpit' is highlighted with a red box and a red '1'. The main window shows the 'Project cockpit' view for 'Beispielprojekt : Project addressbook'. It includes a 'Select projectpartner' dropdown, a 'Task' list with details like '001.002 (BAUB) Genehmigung Umsetzen Masten', a 'Todo' list with 'Sende Email an Firma Flughafenbetrieb, Herr/Frau Kepler', a calendar view for September 2019, and a 'Toolbox' on the right with buttons like 'Refresh Cockpit', 'Create Todo', 'Edit Todo', and 'Delete Todo'. The bottom status bar shows 'Database: Microsoft SQL Server', 'User: test(Log-ID: 2)', 'Version: 3.3.49 - PROMAN (8584-5CD0-B4DD-5206)', and 'Local mode'.

13. Project-Cockpit



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

The screenshot displays the Project-Cockpit software interface. At the top, there is a 'Select projectpartner' dropdown menu. Below it, a list of tasks is shown, each with a 'Remi...' (Reminder) icon. A red arrow points from the 'Remi...' icon of the task '002.005 (BAUB) Bauzeitplan' to the right-hand side of the interface. On the right, a calendar view for September 30, 2019, to October 6, 2019, is shown. A reminder for 'BAUB 002.005 Bauzeitplan' is displayed on September 30, 2019, with a time slot of 17:40-18:40. The reminder text reads: 'Sende Email an Firma Flughafenbetrieb, Herr/Frau Kepler kepler@amgraz.at'. Below the calendar, a text editor is visible with a toolbar and a text area containing the text: 'Vorabzug des Bauzeitplans wurde vorgelegt. Abgestimmte Version wird in einer Woche verteilt.' At the bottom, a table lists project partners and their associated tasks, with columns for 'Company', 'Shortname', 'Default Fun...', 'Main ...', 'Completed to be', 'Com...', 'Pos...', 'Begin target', 'Begin actual', 'Reminder', 'Print c...', 'Print e...', and 'Print fu...'. The table contains three rows of data, with the first row highlighted in blue.

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

13. project cockpit



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

The screenshot displays the PRO MAN Project Cockpit interface with several numbered annotations:

- 2**: Points to the 'Employee view' table in the 'Project addressbook' window, specifically highlighting the entry for 'Flughafenbet... Kepler'.
- 3**: Points to the 'Task' list in the 'Beispielprojekt : Project addressbook' window, highlighting the task 'Sende Email an Firma Flughafenbetrieb, kepler@amgraz.at'.
- 4**: Points to the 'Todo' table in the 'Task' window, highlighting the task 'Sende Email an Firma Flughafenbetrieb, kepler@amgraz.at'.
- 5**: Points to the 'Agenda' window showing the task 'Sende Email an Firma Flughafenbetrieb, Herr/Frau Kepler' for the date 'September 30, 2019'.
- 6**: Points to the 'Toolbox' window, highlighting the 'Create Todo' button.

13. Project-Cockpit

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

The screenshot displays the PRO MAN Project-Cockpit interface. At the top, there's a 'Select projectpartner' dropdown. Below it, a 'Task' list shows various tasks with IDs and descriptions, such as '001.002 (BAUB) Genehmigung Umsetzen Masten'. A 'Todo' section lists tasks like 'Sende Email an Firma' and 'Termin vereinbaren'. The main area features a calendar for September 2019, with a red arrow pointing to the date '2' labeled 'calendar view'. Below the calendar is a timeline view for October 2019, with a red arrow pointing to the timeline labeled '3'. The timeline shows project progress for tasks like 'BAUB 001.006 Bauablauf' and 'BAUB 002.005 Bauzeitplan'.

14. Example: printout of participants list



Participants / Distributors:

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

Templates are customizable

Template Example 1, e.g:

- email address
- Temporary presence

Template Example 2

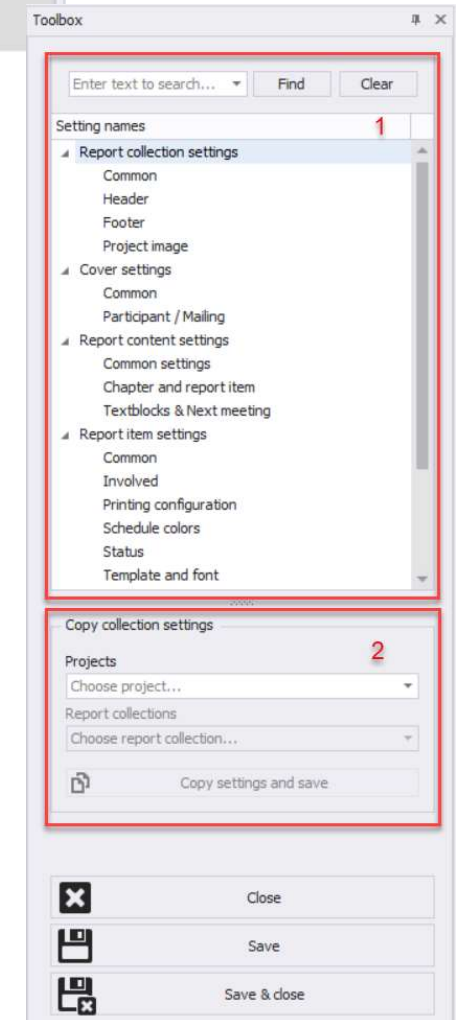
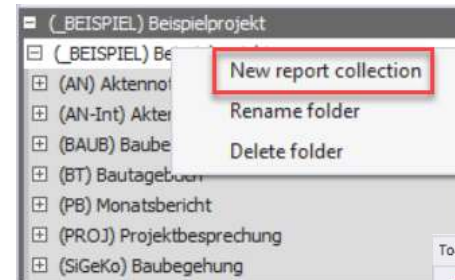
- Invitation column for the next report

Participants / Distributors:

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

14.1 Report Collection: Print Settings 1

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



14.2 Report Collection: Print Settings 2

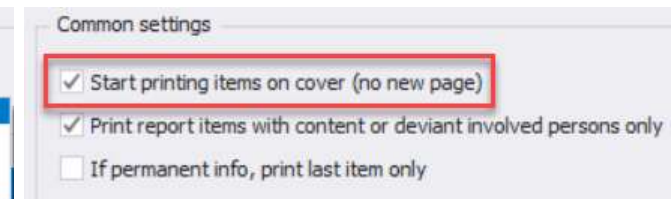
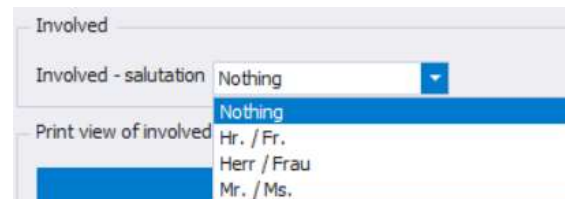
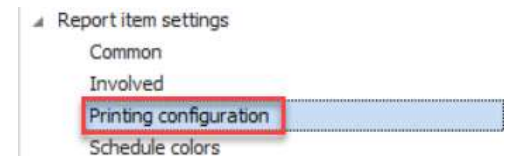
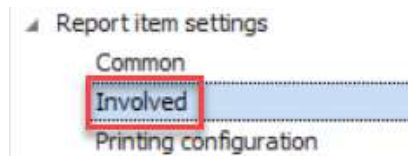


Important Settings in the report item settings Tab

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

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

Item	Subject	cr	Responsible	Deadline
ALG	Allgemein			
SIC	Sicherheit			
001.002	Genehmigung Umsetzen Masten			open
001 / 8/21/2016	Im Baufeld befinden sich zwei Masten. Die Genehmigung für das Umsetzen der Masten durch die OZB erfolgt frühestens ab 22.9.2016.		All project partners	
003 / 9/3/2016	Die Maststatik ist noch immer ausständig und in weiterer Folge auch die Schalungs- und Bewehrungspläne für die Mastfundamente.		Busch Rauscher	9/23/2019 10/9/2016
PROMAN X License: 000/A1 PROMAN 1010///BAUB//003 Page: 1 / 7				



14.3 Report Collection: Print Settings 3



Important Settings in the Report Contents Tab

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

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

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

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

Report item settings

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

Report content settings

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

Chapter settings for print

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

Print settings

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

Print sorting

Print report items sorted by

- by chapter
- by item-code
- by chapter**

Chapter settings for print

- by chapter**

14.4 Example printout sorting by item number and chapter



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

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

14.5 Report collection: Print Settings 4

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

BESPRECHUNGSBERICHT

Projekt: Beispielprojekt

Nr.: 003 am 03.09.2014

Projekt-Nr.: _BEISPIEL

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

Report item settings
Common
Involved

Report item layout

Report and report item code only

☒ Print reportdate for

Report collection shortname

Chapter shortname

Report and report item code only

No reportitem code

Report item code only

Report item settings
Common
Involved

Involved

Involved - salutation Nothing

Print view of involved persons in report items

Same as in report item

Form for print

☒ Person

☒ Company

☐ Function

Report item settings
Common
Involved
Printing configuration
Schedule colors
Status

Print status type

☒ Info

☒ Permanent info

☒ show as "Info"

☒ open

☒ in progress

☒ closed

☒ Canceled

☒ Deferred

☒ Resubmission

14.6 Examples printout Representation of the item code



Report collection
shortname

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

Chapter Code

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

14.7 Examples printout Mention of the involved in the report item



Same as in report item

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

Person & function

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

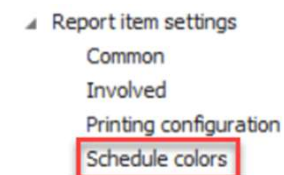
14.8 Report Collection: Print Settings 5



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

The "Schedule color-settings" dialog box is divided into two main sections. The top section, titled "Schedule color-settings", contains three rows of settings for "Overdue", "Due", and "Not yet due". Each row has a bold "B" icon, a "Fontcolor" dropdown menu with a color swatch and RGB values, and a "Backcolor" dropdown menu with a white swatch and RGB values. The bottom section, titled "Apply colors", contains two panels. The left panel, "Apply to following states", has checkboxes for "One-time info", "Permanent info", "open", "in progress", and "closed". The right panel, "Apply to following dates", has a "Relation date" dropdown menu set to "current report", and checkboxes for "Current items" and "Prior items".

State	Fontcolor (RGB)	Backcolor (RGB)
Overdue	255, 0, 0	255, 255, 255
Due	255, 128, 64	255, 255, 255
Not yet due	0, 0, 0	255, 255, 255



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



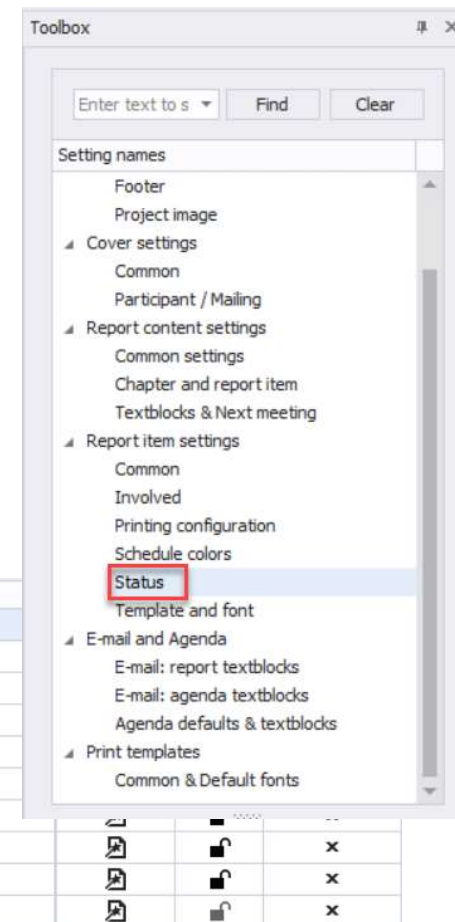
1	Planung			
BAUB 002.001	Stilllegung Hydrantenleitung		open	
002/27.08.2014	Herr Mattesberger hat vorab eine mündliche Zusage über die Stilllegung der das Baufeld querenden Hydrantenleitung erhalten. Eine schriftliche Bestätigung durch die Gemeinde Feldberg muss abgewartet werden.	Frank Mattersberger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

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

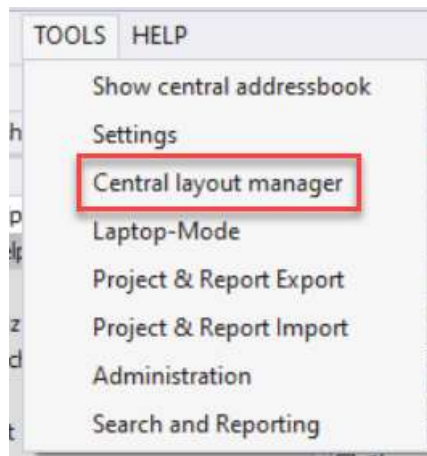


- You can easily change the formatting of existing statuses
- In the bottom line you can create your own status at any time, e.g.
 - Decision, CRQ, determination
 - Open with traffic light colours (red, orange, green)

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



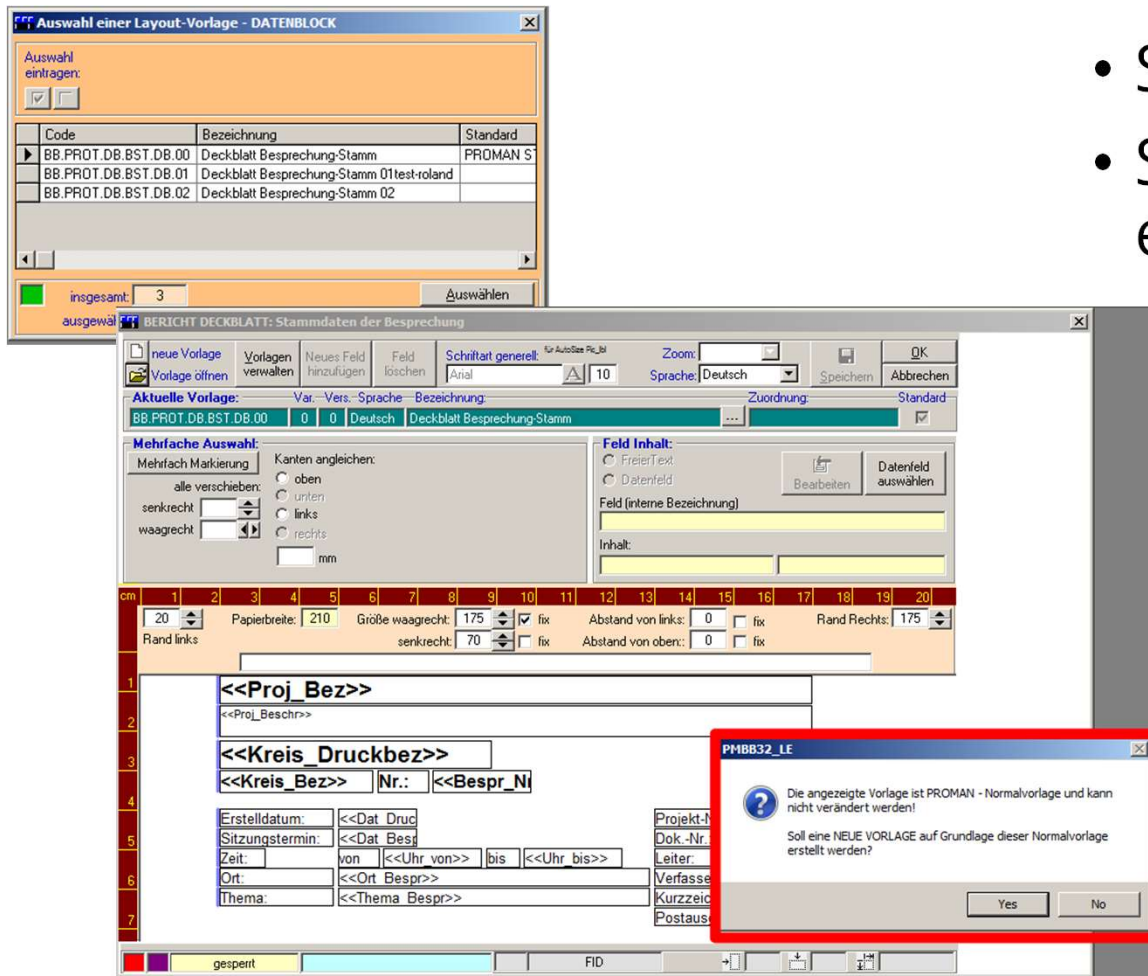
15. print layout



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

15.1 Print Layout: report core data

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



15.1 Print Layout: report core data



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

BERICHT DECKBLATT: Stammdaten der Besprechung

neue Vorlage Vorlagen verwalten **Neues Feld hinzufügen** Feld löschen Schriftart generell: Arial 10 Zoom: 100 % Sprache: Deutsch Speichern Abbrechen

Aktuelle Vorlage: BB.PROT.DB.BST.DB.02 0 0 Deutsch Deckblatt Besprechung-Stamm 02 Zuordnung: Standard

Mehrfache Auswahl: Mehrfach Markierung Kanten angleichen: ☐ oben ☐ unten ☐ links ☐ rechts alle verschieben: senkrecht waagrecht mm

Feld Inhalt: ☒ FreierText ☐ Datenfeld Feld (interne Bezeichnung): Inhalt:

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

20 Papierbreite: 210 Größe waagrecht: 175 Abstand von links: 0 Rand Rechts: 15

Rand links senkrecht: 70 Abstand von oben: 0

(new) <<Proj_Bez>> <<Proj_Beschr>>

15.1 Print Layout: report core data

Feld Inhalt:

☒ Datenfeld ☐ Bearbeiter

Auswahl der verfügbaren Datenfeld

Auswahl Daten-Bereich:

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

Auswahl der Spalten:

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

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

15.1 Print Layout: report core data

Feld Inhalt:

☒ FreierText ☐ Datenfeld

Feld (interne Bezeichnung):
Text: Besprechungs-Datum:
Inhalt:
Sitzungstermin:

Datenblock-Felder: LAGE und GRÖSSE

OK Abbrechen

BERICHT DECKBLATT: Stammdaten der Besprechung
Text: Besprechungs-Datum:

Schriftart:

Inhalt: Sitzungstermin: A Schriftart: Arial Größe: 10 Höhe: 4 (mm) Vorschlag: Höhe übernehmen ☒

Lage und Größe:

mm: Abstand von Links: 0 Breite: 29 min: max: Höhe: 4 ☐ Breite automatisch Am Rand des Datenblockes andocken: ☒ links ☐ rechts ☐ oben ☐ unten

☐ rechts anschließen an Feld: ☐ Oberkante gleich wie: ☐ Linker Rand gleich wie: ☐ Rechter Rand gleich wie: ☐ Unterkante gleich wie: ☐ Nicht drucken, wenn andere Felder leer sind: ☒ 1) 10 mit Abstand: mm

Feld (interne Bezeichnung)	Art	Bereich	Inhalt
Besprechungs-Datum:	D	BB	<<Dat_Bespr>

☒ rechts anschließen an Feld: 12 Uhrzeit von T von mit Abstand: 1 mm

☐ Oberkante gleich wie: ☐ Linker Rand gleich wie:

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

15.2 print layout: participants / distribution list



BESPRECHUNGSBERICHT: Ausdruck DECKBLATT - Teilnehmer/Verteilerliste - Spalten-Einstellungen

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

Aktuelle Vorlage: Var.: Vers.: Sprache: Bezeichnung: BB.PROT.DB.TVT.SP.01 0 0 de Teilnehmer/Verteiler am Deckblatt 01 Zuordnung: Standard

Umrechnungsfaktor für Bildschirm: Zoom: Sprache Spaltenkopf: Schriftart allgemein: Keine Linien
waagrecht: 1 senkrecht: 1 100 % Deutsch

Spaltenkopf: Arial 8 F X U A
Tabelle: Arial 9 F X U A
Titelzeile: Arial 12 F X U A

Titelzeile: Teilnehmer / Verteiler:

Spalte 1 Spalte 2 Spalte 3 Spalte 4 Spalte 5 Spalte 6 Spalte 7 Spalte 8

Inhalt: Person_Kurz Funk_Pers_K Firma_Lang Anw_JN Vert_JN

Kopfzeile: Name (o. Titel) Funktion Firma anw. Vert.

von Links: 0 30 50 130 145
Breite: 30 20 80 15 15

☒ Spalten nachschieben ☐ Spalten ausgleichen Abstand zwischen Spalten:

cm 1 2 3 4 5 6 7 8 9 10 11 12 13
20 Rand Links Papier Breite: 210 Druckbereich: 175

1	2	3	4	5	6	7	8	9	10	11	12	13
Name (o. Titel) Funktion Firma anw. Vert.												
Person_Kurz Funk_Pers_K Firma_Lang Anw_JN Vert_JN												

ändern

Person_Kurz Person Kurzform (Familienname)
Person_Lang Person Langform (mit Titel und Vornamen)
Person_intern Internes Kurzzeichen der Person
Funk_Pers_Kurz Funktion der Person im Projekt - Kurzform, Code
Funk_Pers_Lang Funktion der Person im Projekt - Langform
Firma_Kurz Firma Kurzform
Firma_Lang Firma Langform

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

15.3 print layout: temporary

1. Anw_Zeitw

temporary

156

15

0

Rand nach:

14 15 16 17 18 19

Rand Rechts:

12 13 14 15 16 17

present Distr. temporary

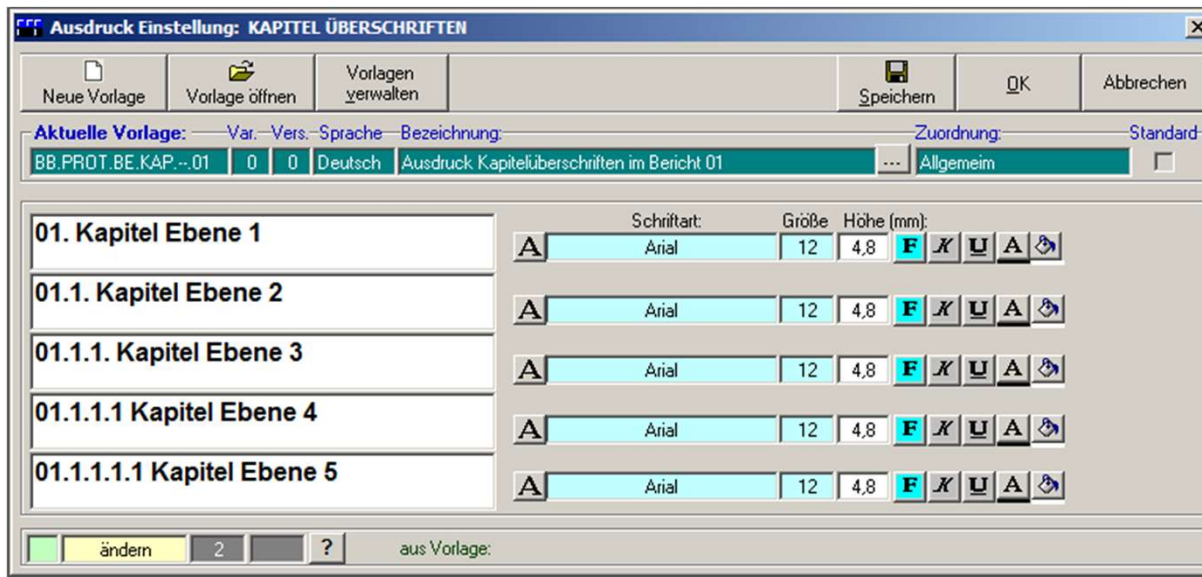
Anw_JN Vert_JN Anw_Zeit

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

Name (w/o Title)	Function	Company	present	Dis	temporary
Frank	BH	Flughafen BetriebsgesmbH	●	●	○
Keppler	BH	Flughafen BetriebsgesmbH	○	●	○
Höchtl	BH	Flughafen BetriebsgesmbH	●	○	●

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

15.4 print layout: chapters



Design of chapters :

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

15.5 printlayout: report item



BESPRECHUNGSBERICHT: Ausdruck PUNKTE - Spalten-Einstellungen

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

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

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

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

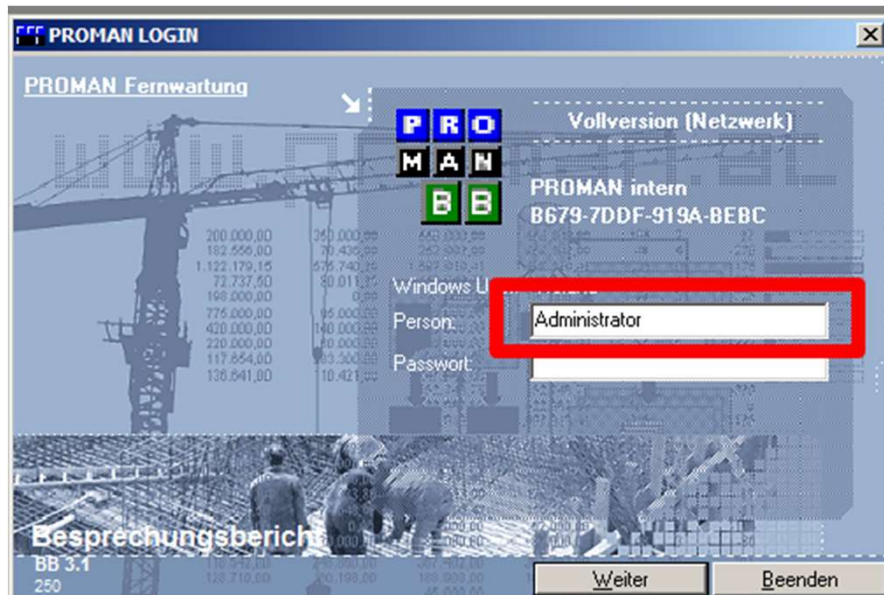
☐ Spalten nachschieben | ☐ Spalten ausgleichen | Abstand zwischen Spalten: 0 | ☐ Rand nachschieben

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

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

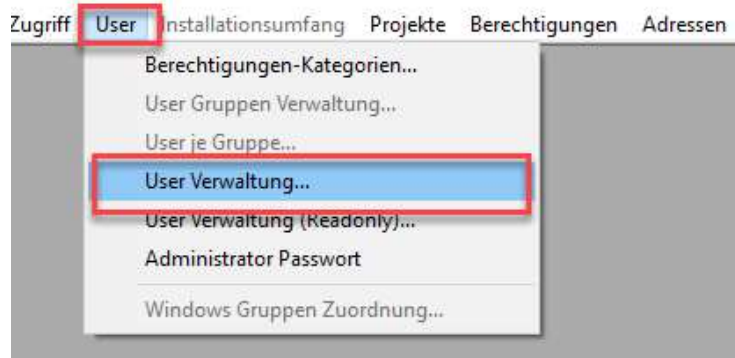
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Code	Keyword / Text		cr		responsible		Attribut										
Punkt	Stichwort_Text		HV		verantwortlich		erledigen_bis										

16. user administration and rights control

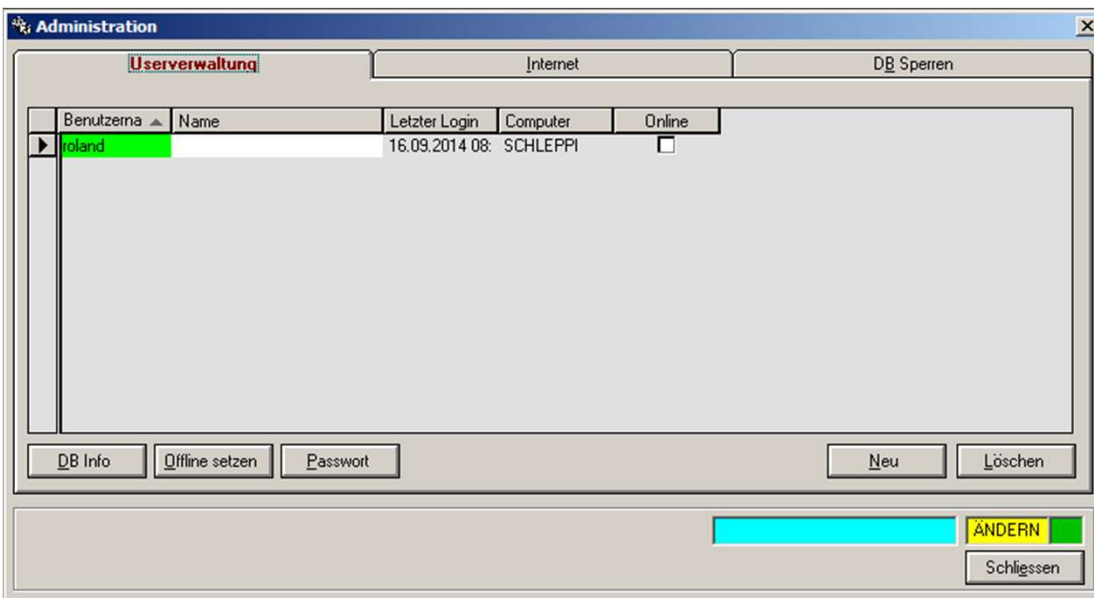


- With the link admin (PM_Admin1.exe) possible
 - Login as "Administrator"
- User
 - create
 - delete
 - Change password
 - release a blocked license

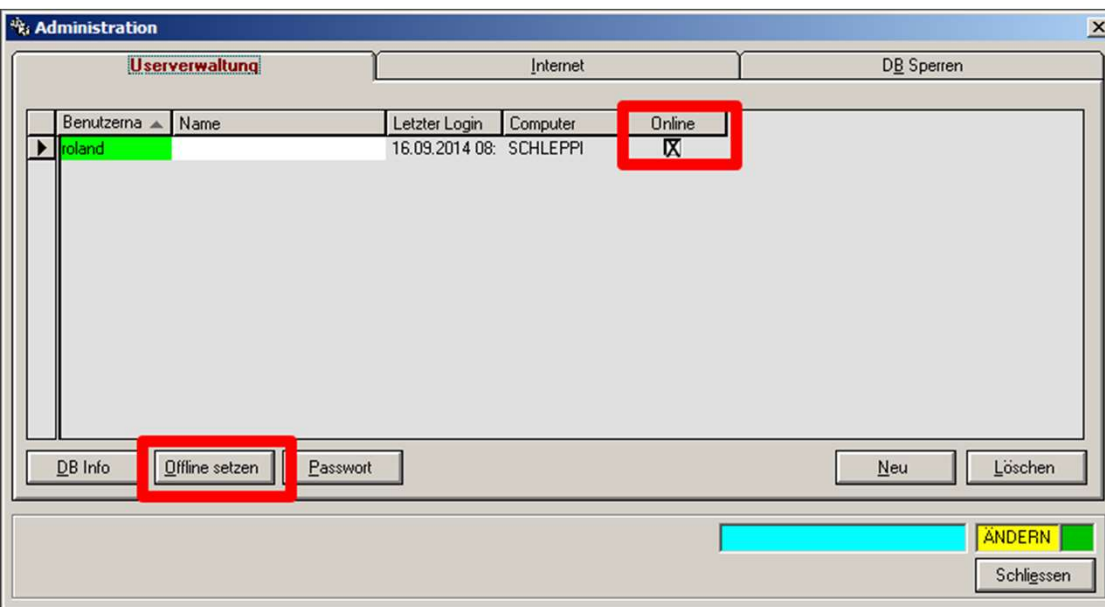
16.1 User Administration



- New
 - Create user
- Delete
 - Delete user



16.1 Benutzer Verwaltung

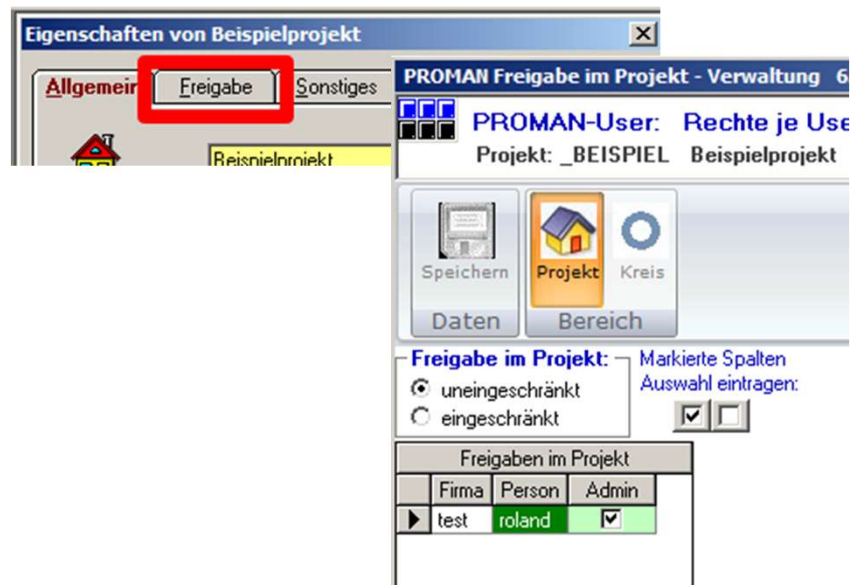
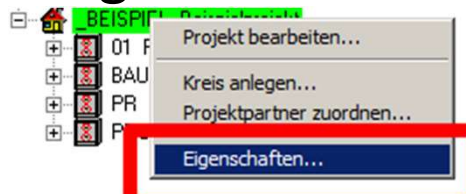


- Set Offline:
 - Release license if it is still locked (e.g. after a crash)
- The user has an active status in the "Online" column.
- To set offline:
 - Select user
 - then click on "Set Offline".

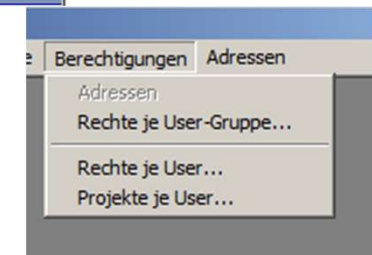
16.2 Rights control



- Rights control in the project



- General rights management
 - In PM_ADMIN1.exe!!



**PRO
MAN**

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

[illegible]


16.3 Rights control: General

- Setting for project visibility

Verwaltung Rechte je Projekt

je User: ☒ UNSICHTBAR ☐ SICHTBAR
Auswahl eintragen in markierte Spalten:

je Projekt: ☒ UNSICHTBAR ☐ SICHTBAR
Auswahl eintragen in markierte Zeilen:

 Speichern

Projekte		Anwender	Spalten
Auswahl Projekte		Auswahl Programmmodule	
Projekt Nummer	Projekt Bezeichnung	roland unsichtb	
► _BEISPIEL	Beispielprojekt	<input type="checkbox"/>	

16.4 Rights control: in the project

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

PRÖMAN Freigabe im Projekt - Verwaltung 6.5 Rev. 013

PRÖMAN-User: Rechte je User im Projekt Verwaltung
Projekt: _BEISPIEL Beispielprojekt

Speichern Projekt Kreis
Daten Bereich

Freigabe im Projekt: ☐ uneingeschränkt ☒ eingeschränkt
Markierte Spalten Auswahl eintragen: ☒ ☐

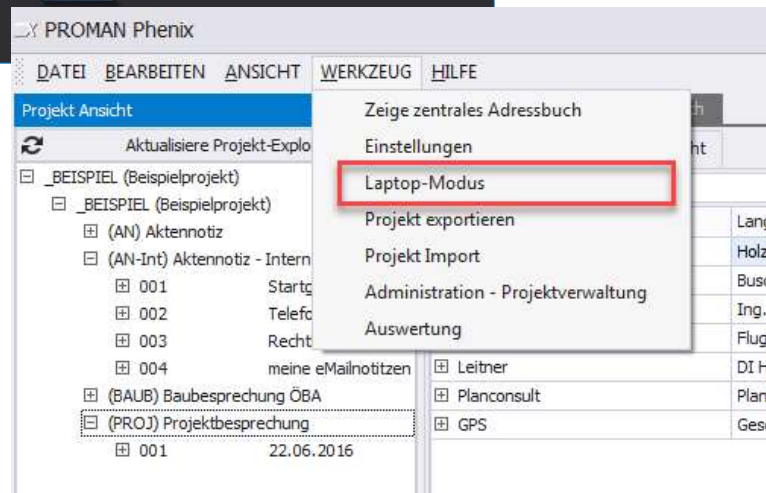
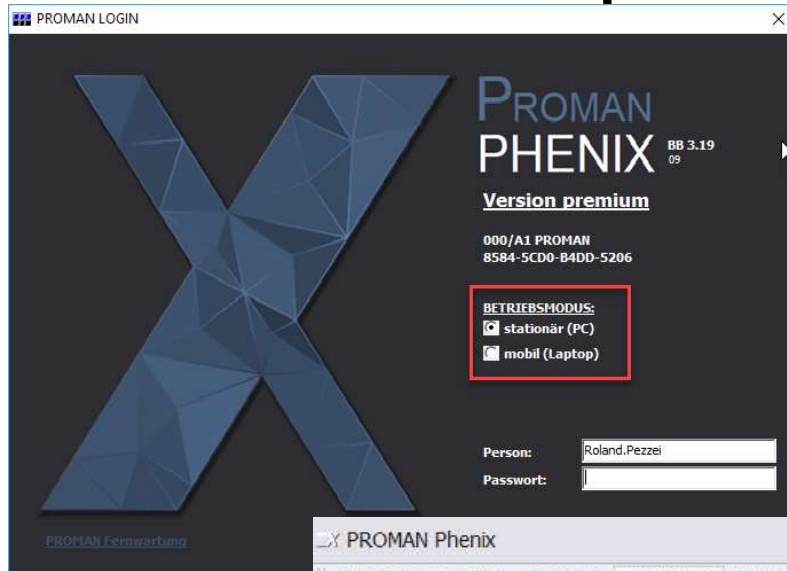
Freigabe je Kreis ☐ Wie im Projekt

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

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

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

17. mobile operation



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

17. mobile operation



The screenshot shows a dialog box titled 'Laptop-Mode' with a close button (X) in the top right corner. Inside the dialog, there is a message: 'Enter all required information for the laptop transfer within a few steps. Select the projects from where you want to transfer data'. Below this message is a search bar with the placeholder text 'Enter text to search...' and buttons for 'Find' and 'Clear'. Under the search bar is a table with the following structure:

Project	Checked out by	Checkout state
<input checked="" type="checkbox"/> (BEISPIEL) Beispielprojekt		No checkout

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

17. mobile operation



Laptop-Mode

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

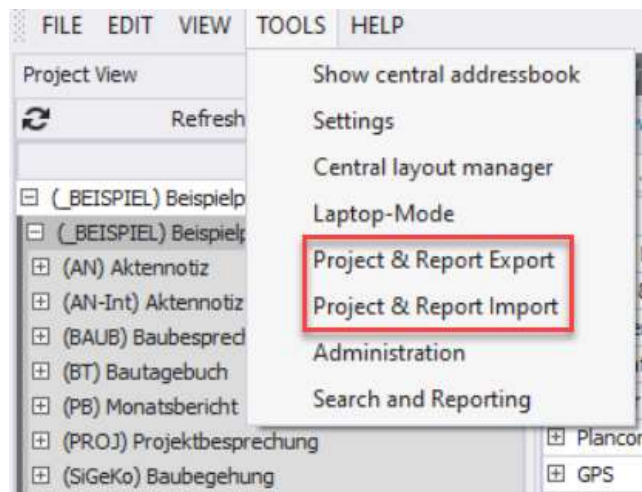
Project	Checkout state	Addressbook editable	Read only		
<input checked="" type="checkbox"/> (_BEISPIEL) Beispielprojekt	No checkout	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Folder	Checked o...	State	Checked	Editable	Read only
<input checked="" type="checkbox"/> (_BEISPIEL) Beispielprojekt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

< Back Next > Cancel

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

18. Import / Export

- Allows data to be exported or imported into report collections



Export can be used for

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

18.1 Export



Project export

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

(_BEISPIEL) Beispielprojekt

☒ Export collections read only

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

Advanced export settings

Export employees: Only employees and companies that are in use

Export attributes: Only attributes that are in use

Export attachments: Only attachments that are already saved to db

☐ Export reportitem: Comments ☐ Export reportitem: Freetext

Export path: C:\Users\Maksat.Turatbek\Documents_BEISPIEL_Exported.pmxe

< Back Next > Cancel

Hint
The project uses central data. All central data will be converted to project based data upon export. When you re-import this project the converted data won't be reattached to the central counterparts.

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

18.1 Export



Project export

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

(_BEISPIEL) Beispielprojekt ☒ Export collections read only

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

Advanced export settings

Export employees: Only employees and companies that are in use

Export attributes: Only attributes that are in use

Export attachments: Only attachments that are already saved to db

☐ Export reportitem: Comments ☐ Export reportitem: Freetext

1

Export path: C:\Users\Maksat.Turatbek\Documents_BEISPIEL_Exported.pmx 2

< Back Next > Cancel

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

18.1 Import

A screenshot of the 'Import project' dialog box. The title bar says 'Import project'. The main text says 'Select the databasefile from where you want to import' and 'Enter all required information for the project import within a few easy steps.' There is a 'Database' section with a 'Database path' field containing 'C:\Users\Maksat.Turatbek\Documents_BEISPIEL_Exported.pmx'. Below this, there are two radio buttons: 'Import as new project' (unchecked) and 'Import into existing project' (checked). The 'Import into existing project' option is highlighted with a red rectangle. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

18.1 Import



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

The 'Import project' dialog box is shown, titled 'Import project'. It contains a section 'Select the data' with the instruction 'Select the collections you want to import and into which project you want to import them.' The dialog is divided into two main panels: 'Source project' and 'Target project'.

Source project: The project is '(_BEISPIEL) Beispielprojekt'. It contains a table with columns 'Folder' and 'Checked'.

Folder	Checked
(_) (_BEISPIEL) Beispielprojekt	<input checked="" type="checkbox"/>
Report collection	<input checked="" type="checkbox"/>
(AN) Aktennotiz	<input checked="" type="checkbox"/>
(AN-Int) Aktennotiz - Intern	<input checked="" type="checkbox"/>
(BAUB) Baubesprechung ÖBA	<input checked="" type="checkbox"/>
(BT) Bautagebuch	<input checked="" type="checkbox"/>
(PROJ) Projektbesprechung	<input checked="" type="checkbox"/>

Target project: The project is '(_BEISPIEL) Beispielprojekt'. It contains a table with columns 'Project' and 'Checked'.

Project	Checked
(_) (_BEISPIEL) Beispielprojekt	<input checked="" type="checkbox"/>
(AN) Aktennotiz	<input type="checkbox"/>
(AN-Int) Aktennotiz - Intern	<input type="checkbox"/>
(BAUB) Baubesprechung ÖBA	<input type="checkbox"/>
(BT) Bautagebuch	<input type="checkbox"/>
(PB) Monatsbericht	<input type="checkbox"/>
(PROJ) Projektbesprechung	<input type="checkbox"/>
(SIGeKo) Baubegehung	<input type="checkbox"/>

Below the tables, there are checkboxes for import options:

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

At the bottom, there are buttons: '< Back', 'Next >', and 'Cancel'.



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