

Afinion



User Manual

**Afinion Project-Viewer
For Microsoft Project and SAP PS**

Version 3.0

**Afinion AG
Giessenstrasse 13**

CH-5322 Koblenz

Tel: +41 56 267 40 50

Fax: +41 56 267 40 51

eMail: info@afinion.com

Table of Contents

Download and Installation of Afinion Project-Viewer.....	3
Afinion Project-Viewer and SAP PS.....	10
Working with Afinion Project-Viewer.....	12
Time Reporting.....	19
General.....	19
First Steps.....	19
Basic Decisions.....	19
Expand Timephased Data in Microsoft Project.....	19
Entering Windows Users in Microsoft Project.....	20
Field Mapping.....	20
Using Time Reporting.....	22
View Progress in Microsoft Project.....	23
Printing with the Afinion Project-Viewer.....	25
Client or Server Mode.....	27
Windows (Roaming User, Terminal Server, Citrix).....	27
Linux, Mac OS X, Solaris, and other Unix-Versions.....	27
Afinion Project-Viewer and Outlook.....	27
Exporting Activities to Outlook.....	27
Customising Outlook.....	28
Uninstallation / Deletion of Afinion Project-Viewer.....	31

Download and Installation of Afinion Project-Viewer

Introduction

The download for Afinion Project-Viewer (APV) is available from one of our homepages www.afinion.com, www.afinion.de, www.afinion.ch, the homepages of our distributors and several shareware sites.

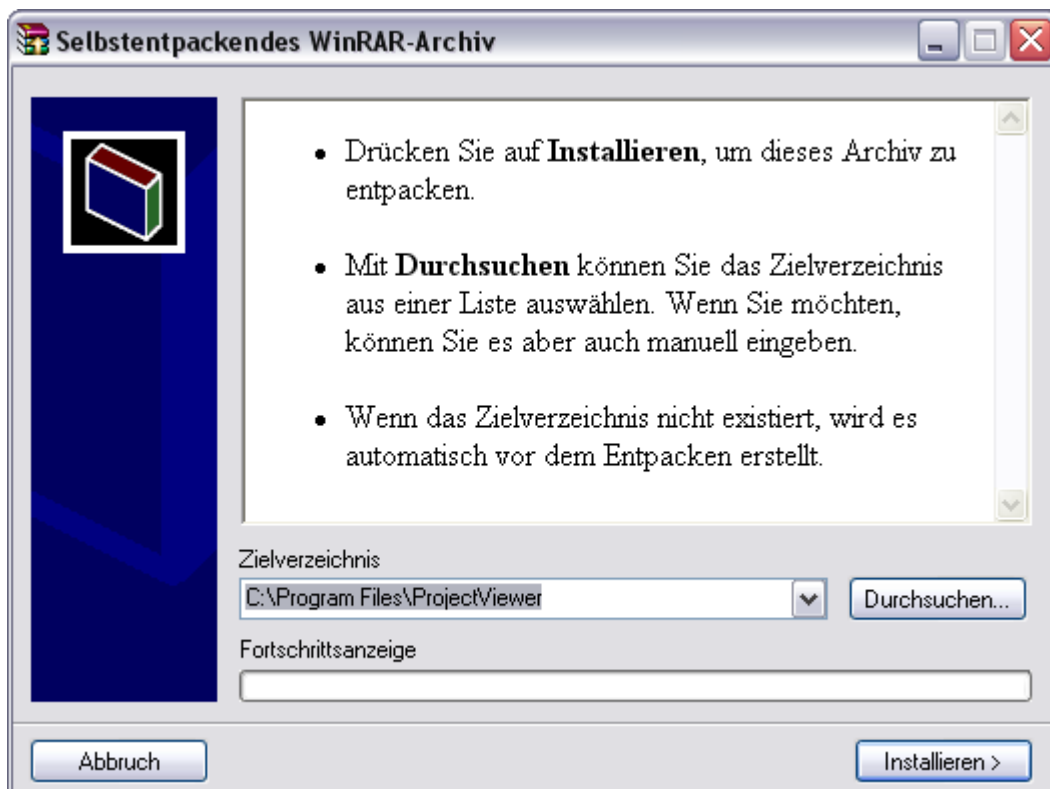
You can find more detailed information on the APV in subdirectory: PM Software → MS Project → Afinion Project-Viewer → Afinion Project-Viewer. APV is a Java-Application. It is therefore possible to use APV with Windows, Mac (OS/X), SUN (Solaris) and Linux operation systems. The functions "export assignments / appointments to Outlook" and "create a connection to a MS Access database" are available with Windows only.

Note:

Please read the installation guide on our homepage if you would like to display SAP PS plans too.

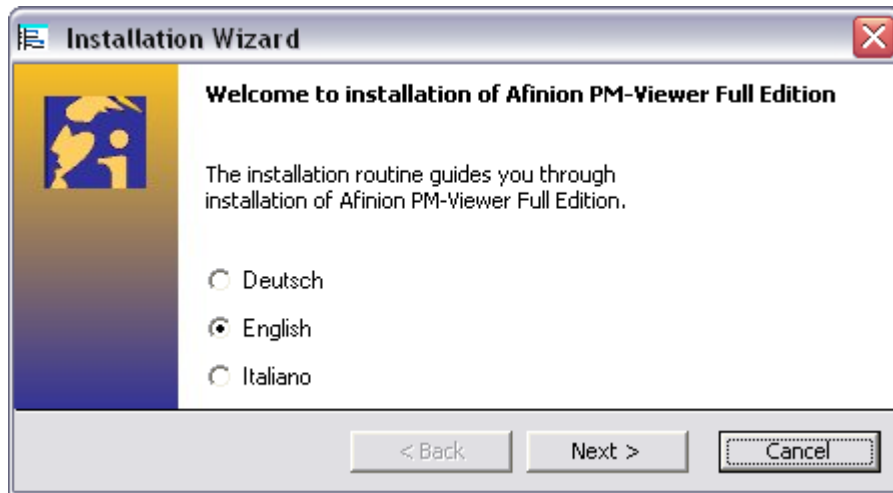
Download and Installation (Windows)

- Save the file *project-viewer_xxx.exe* in a folder of your choice, where xxx = free, light, full.
- Start the file *project-viewer_xxx.exe* by double-click.
- In the following window enter the location where you want to install Afinion Project-Viewer. The default path is " C:\Program Files\ProjectViewer". Click on the button "Durchsuchen..." to change the path. Then click on the button "Installieren >" to proceed with the installation.

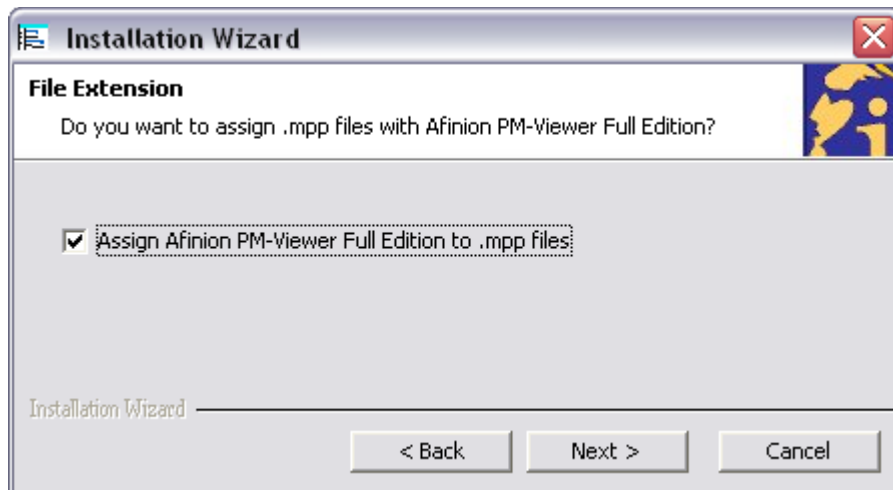


The installation process will now start, showing the files being copied.

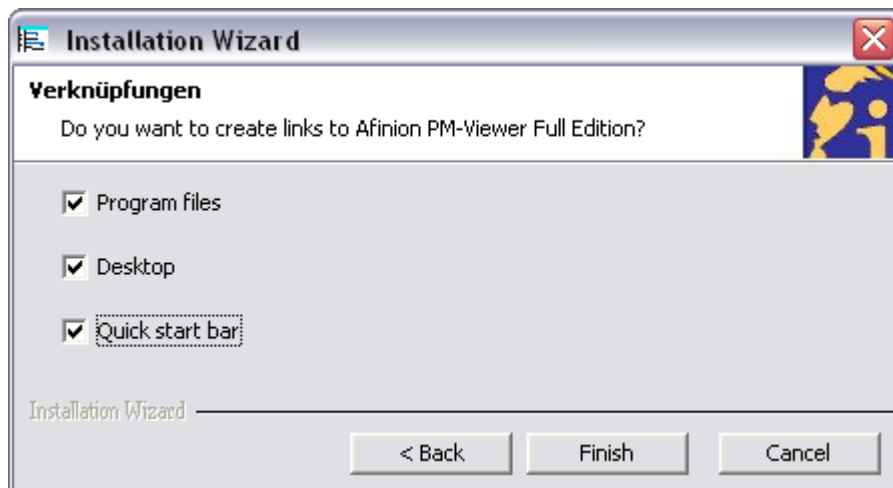
The following wizard will guide you through the basic configuration of Afinion Project-Viewer.



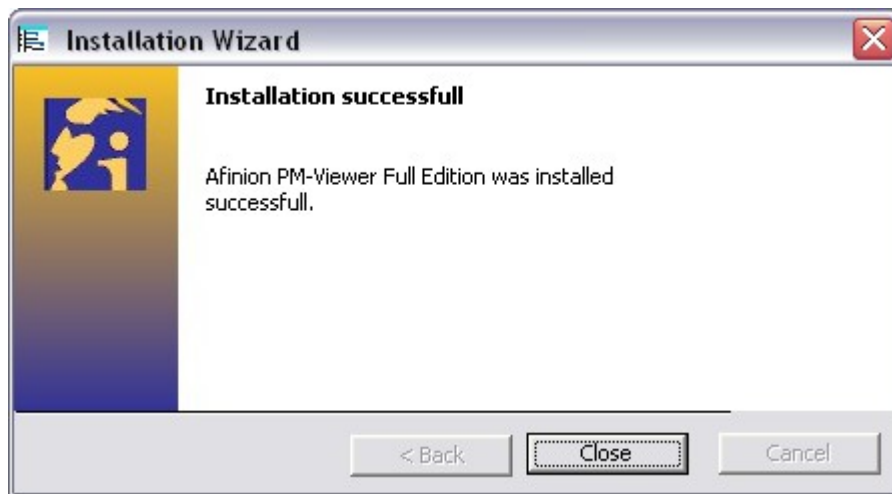
- Select your preferred language and then click on “Next >”.



- Activate this option to automatically open .mpp files with APV.



- Activate these options to create shortcuts for the application in the Start menu, on the Desktop and/or in the Quick Launch toolbar.



- Click on "Close" to complete the installation.

If you already have received your license file (license.xml), copy it into the folder "PViewer" inside the Project-Viewer installation folder (Default:C:\Program files\ProjectViewer\PViewer). Make sure to keep a backup of the license file since you will need to reinstall it after having reinstalled or upgraded the application.

After finishing the installation you can start the Afinion Project-Viewer using one of the shortcuts.

Download and Installation (Unix, Linux, Mac OS X)

- Save the file project-viewer_xxx.zip, where xxx = free, light or full, in a directory of your choice. Extract the archive to a new folder in your program directory.
- If you have not already installed Java runtime 1.4 or later, download it from <http://www.sun.com/software/download>.
- Start APV by double-clicking the file "ProjectViewer.jar" in a file manager, finder, ...

If your configuration does not support this way, APV can be started as follows:

1. The environmental variable JAVA_HOME must point to your Java installation
2. Then start APV with the command "java -jar ProjectViewer.jar"

Setup of File Types and File Access

Afinion Project-Viewer with .mpp

You can link to an .mpp plan directly:


- Go to menu *File > Open* and select the .mpp file

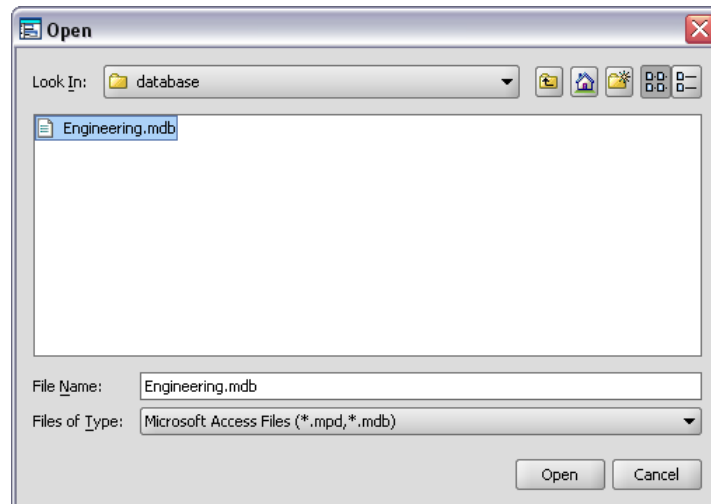
Alternatively

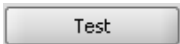
- Go to menu *File > Open Project*

Afinion Project-Viewer with Microsoft Access

If you are using projects in Microsoft Access formats, ending with either .mpd or .mdb, proceed as follows:

- Go to menu *File > Connection Manager*
- Click on register "MS Access"
- Click on "New"
- Press the button . Now an explorer window is opened where you can select the desired database.

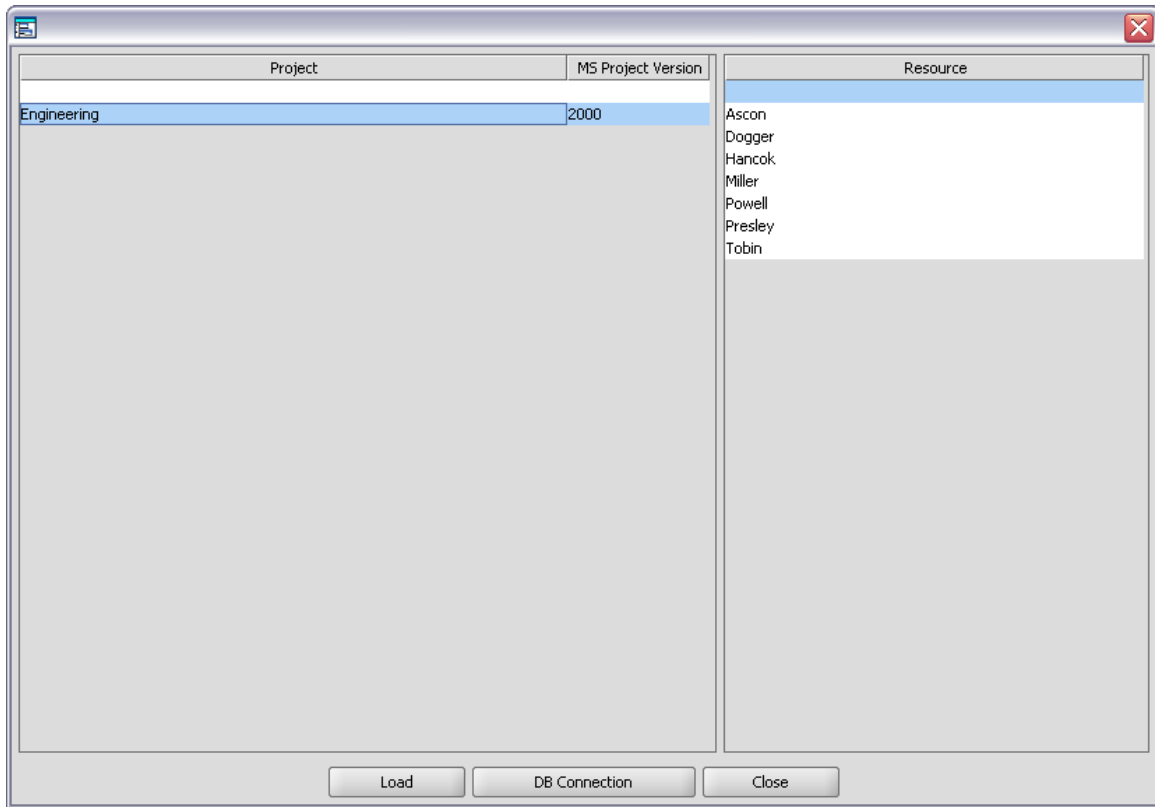


In order to ascertain that the link to the database works press the button . When you get the message "link checked – version available" you can save the test connection by pressing "Save". Then press "Connect", to create a link to your database.

Note:

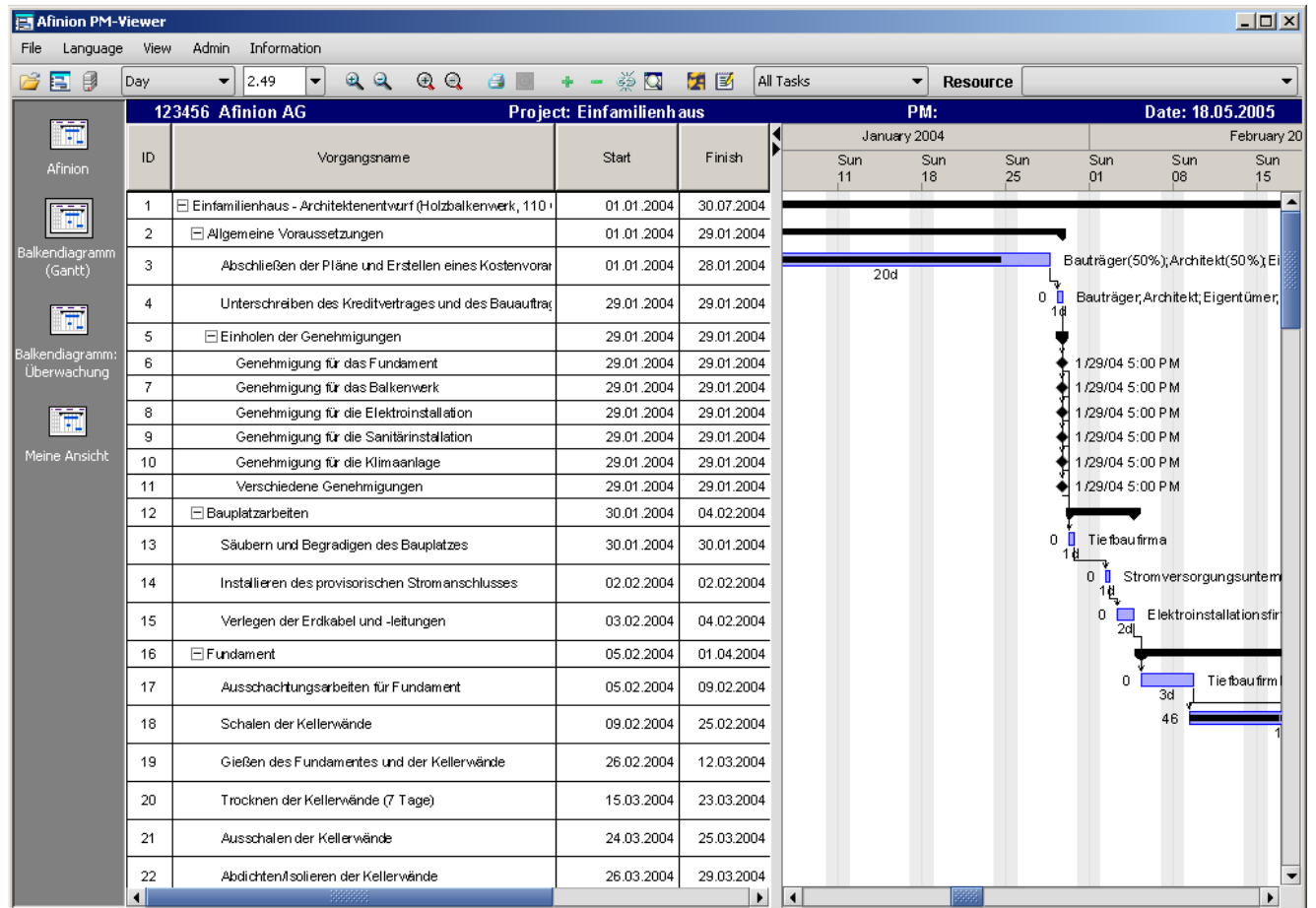
At this point of time "only" the link to the database was established, so that it doesn't have to be recreated every time you want to open the project. This link has no effect on the content of your database.

A new window is displayed, in which your link is shown.



This example is named "Engineering". Click on the project and press the button "Load". If you (as shown in this example) have chosen not to select any resources, the whole content of the project will be displayed. Alternatively you can pre-select a single resource so that only the activities to which that resource is assigned is shown.

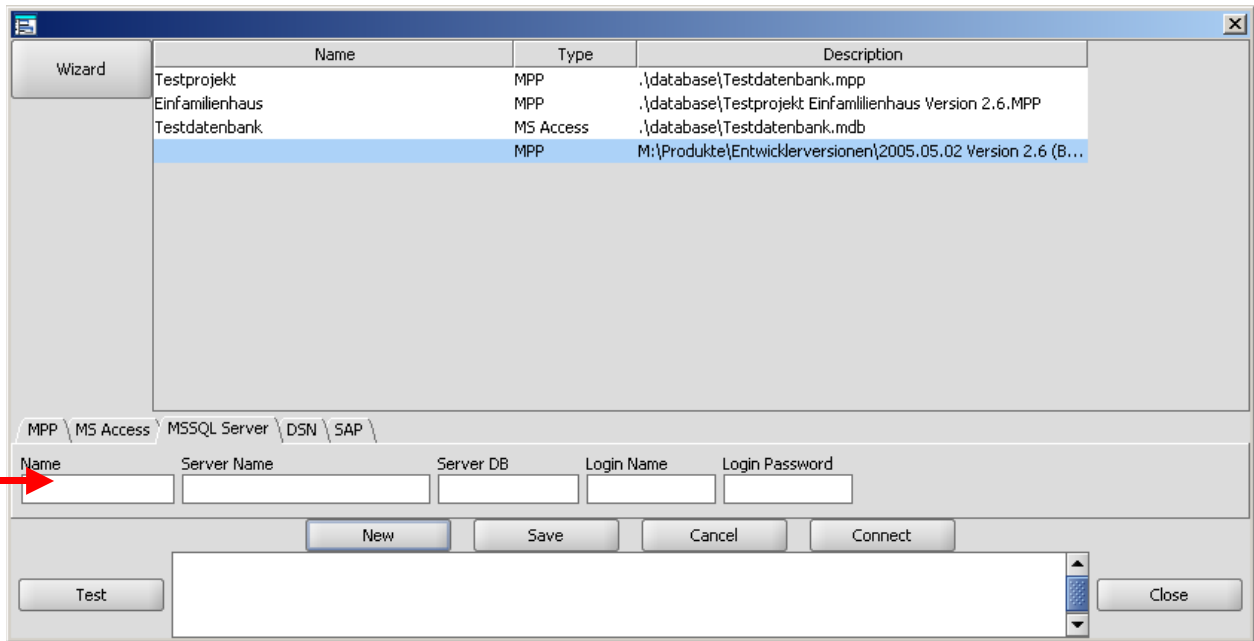
Display of the complete database:

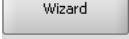
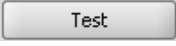


Afinion Project-Viewer with Microsoft SQL –Server

If you want to establish a link to an SQL database, please refer to your system administrator for him to make the appropriate settings. Depending on the structure of your EDP-System, you may require settings that cannot be provided by the Project-Viewer.

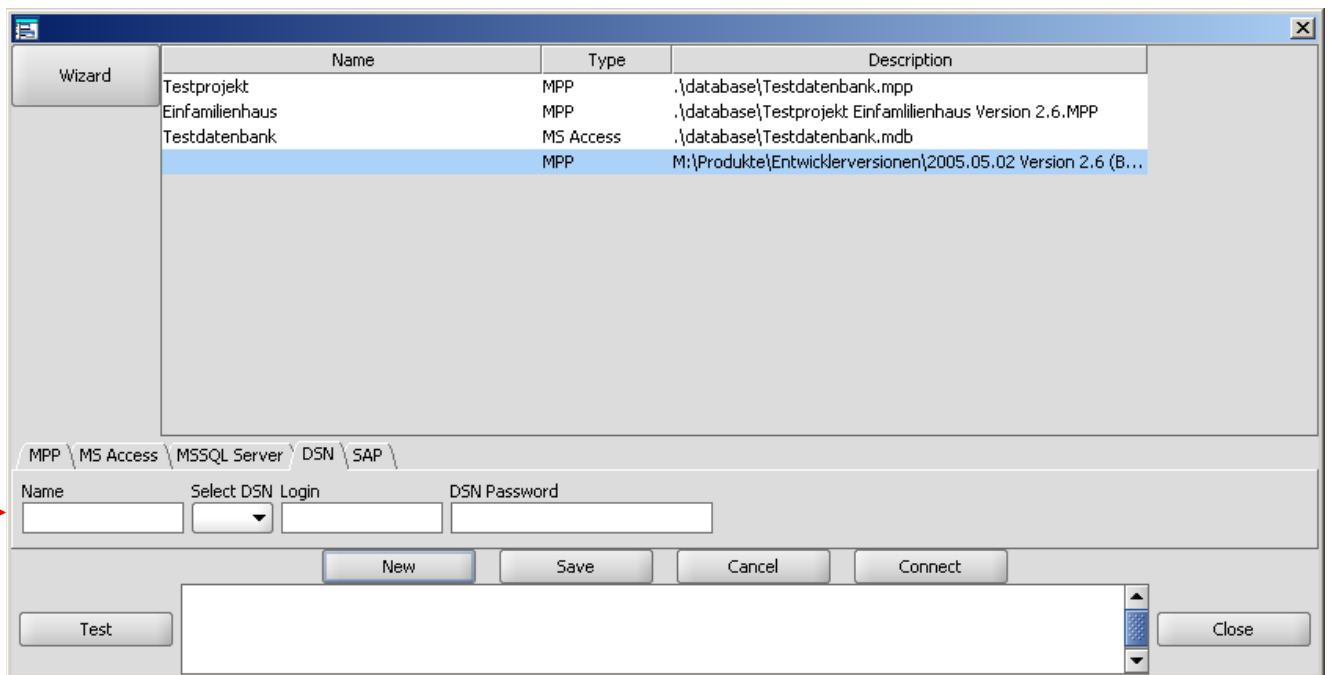
Start the Connection Manager, press "New" and then select the register "MSSQL-Server".





By clicking on the button  you or your EDP administrator can enter the necessary information, such as specific settings for the company and passwords. You can test the connection by pressing the button . If the connection is created press "Save". The connection is saved immediately. As soon as the link is created and saved you can load the database.

Afinion Project-Viewer with DSN Connection

If you want to create a link to a database over a DSN connection, please refer to your system administrator for the relevant settings. As stated above we cannot provide you with the specifications of your company.



By clicking on the button  you or your EDP administrator can enter the necessary information, such as specific settings for the company and passwords. You

can test the connection by pressing the button . If the connection is created press "Save". The connection is saved immediately. As soon as the link is created and saved you can load the database.

Afinion Project-Viewer and SAP PS

Important:

There is no installation of SAP GUI required to run the Project-Viewer.

If you do have installed the SAP GUI, please consider the following:

The Afinion Project-Viewer requires the file LibRfc32.dll Version 6206.6.1456.4314 or higher.

This file must be copied into the directory Windows\system32.

You will find the file in Afinion Project-Viewer installation directory. The default directory is:

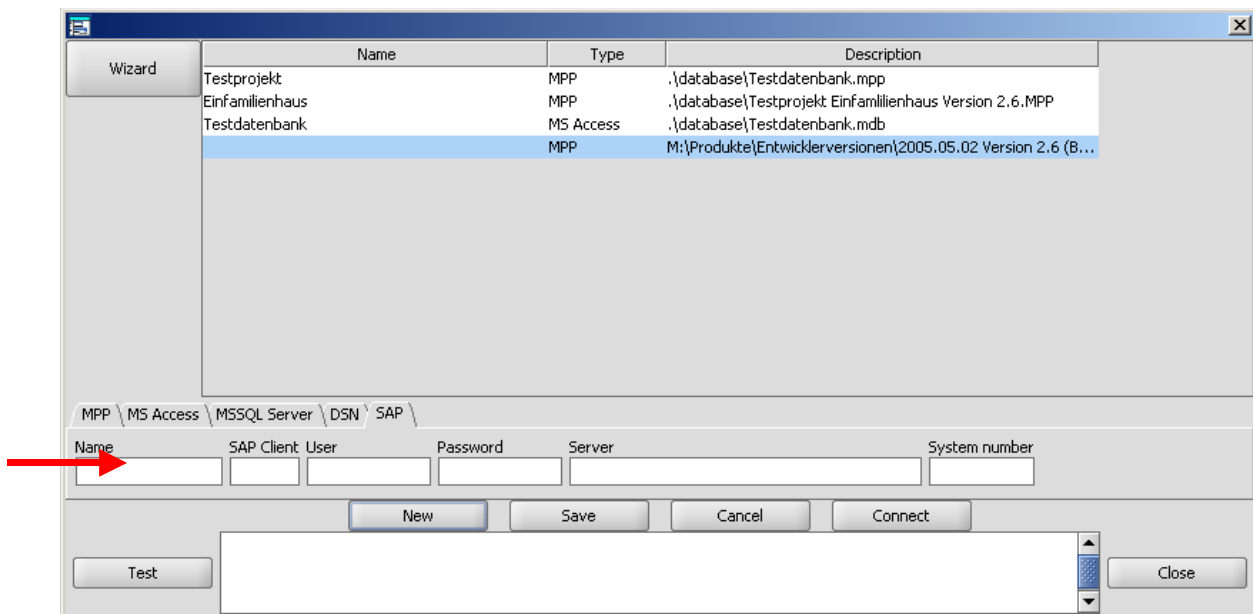
C:\Program Files\AfinionViewer\PViewer.

You can also download the file from SAP directly from

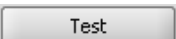
<http://service.sap.com/connectors>

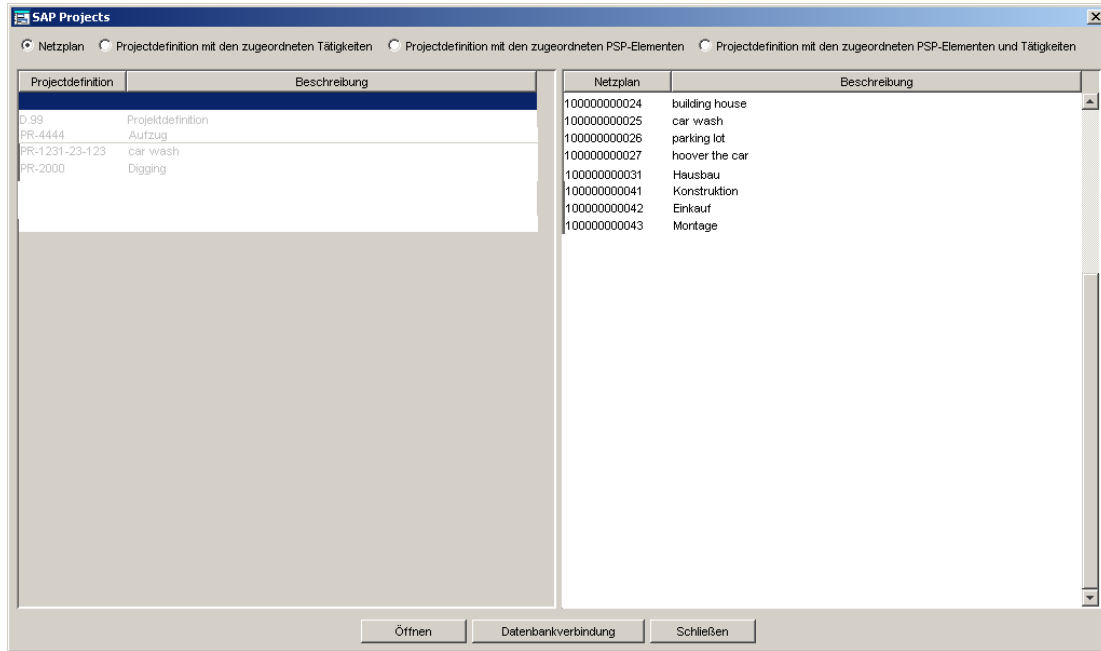
Go to SAP Java Connectors\Tools & Services | Download SAP JCo Release 2.1.3 | Windows 2000,... - 32 bit SAP JCo 2.1.3 and download it as zip file.

After copying the file into your Windows\system32 directory, you can create a connection to your SAP Server.



The Connection Manager offers the possibility to access a database of your choice. If you would like to access another database, you have to establish a new connection with the Connection Manager.


To check if the connection to the database is functioning, press the button  first. If you receive the message "Connection tested", you can save your test-connection for the time being. Then press the button "Connect" to establish a connection to the database.

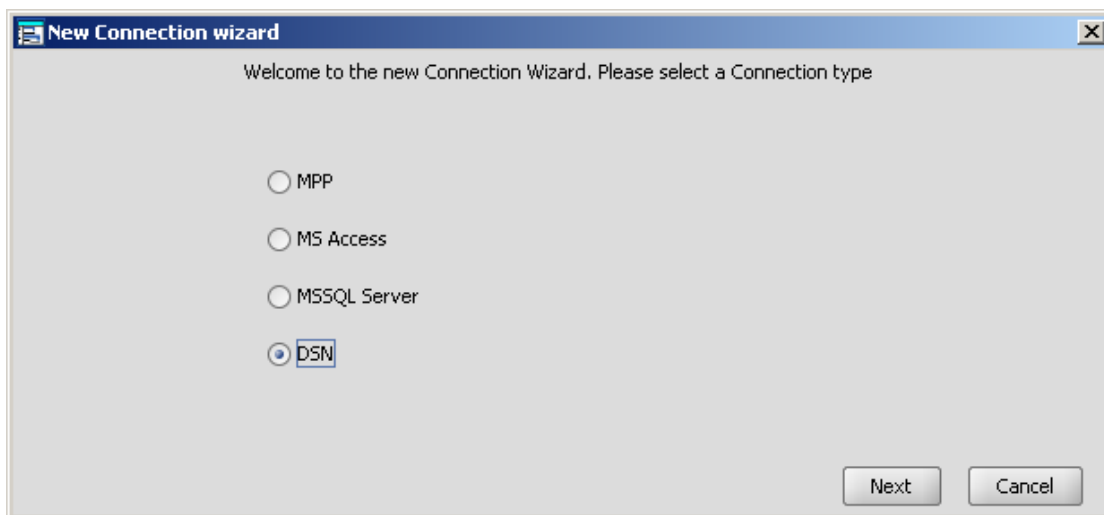


Click on one of the four radio buttons on top of the window to choose which data shall be displayed. On the left hand side of the window you have the opportunity to select a project definition (unless the radio button "network plan" was checked). On the right hand side of the window you can choose a single network plan (only if the radio button "network plan" is checked). Then press "Open".

The Connection Wizard



By clicking the button  you or your EDP administrator can enter the necessary settings. In this window you can select the type of link you want to create.

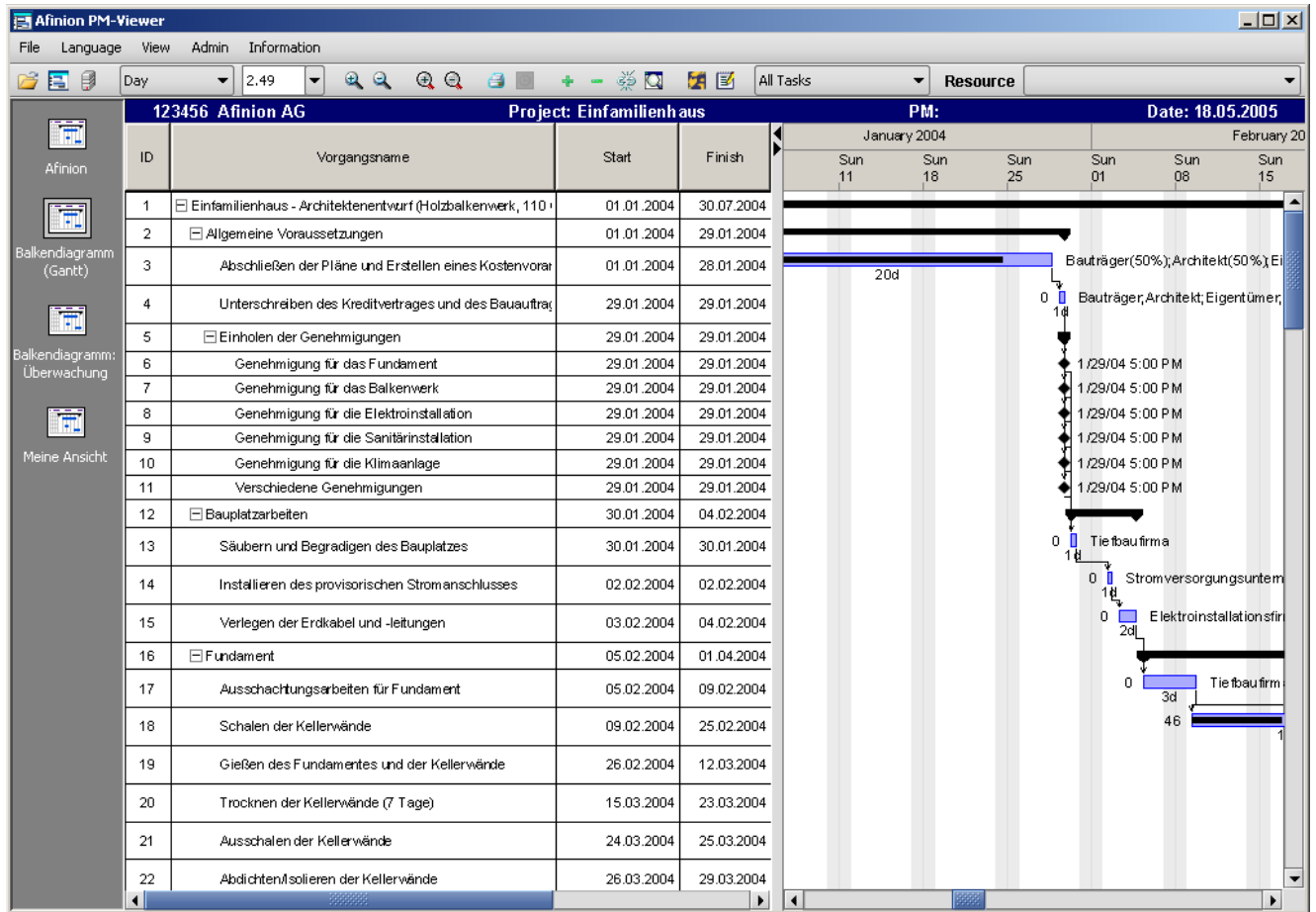


After pressing the button "Next" a new window is opened. There you can enter the details for path, server name, server database, login and password. In case these details are not available to you, please refer to your system administrator.

After pressing the button "Test" your link will be tested and the result will be displayed in a message box. By pressing the button "Finish" the link will be finally created and saved.

Working with Afinion Project-Viewer

General



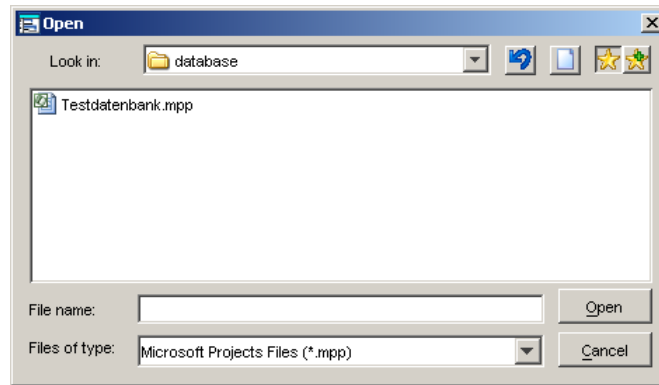
The APV shows you the activities of the project on the left hand side and a bar chart (Gantt) on the right hand side. Vertical red lines indicate the start and the end of the project. Actual project, resource (in case you have chosen one) and actual date are displayed in the title bar.

In the task bar on the left you can choose different Gantt Charts and Views used by the project manager in Microsoft Project. The view "My View" is a standard view in which the user has the possibility to create and save an individual view (see page below).

The menu bar contains five menus:



- 1. File:** Click on „Open“ to directly open an existing .mpp file. An explorer window to choose your file will be opened.



The subsidiary point "Connection Manager" opens the Connection Manager. Use the Connection Manager as described above.

The subsidiary point „Load Project from .mpp File“ opens a window displaying the actual connection to a database. In that window you can choose a different project from the actual database.

Click „Exit“ to close APV.

2. Language: In the language menu, you have the alternatives German, English, Italian or Dutch.

3. View: In the menu „View“ you you can enlarge or reduce the time scale.

Additionally you have the alternative to enlarge or to reduce the display.

The subsidiary "Print" opens a window with print settings. More on printing will be explained later.

By clicking on the „Expand Node“ or the “Collapse Node“, you can choose between partial display and full display of the activities.

“Enable / Disable Links“ displays the connections in the bar chart.

“Fit in Window“ scales the view, so that the whole project is displayed in the bar chart.

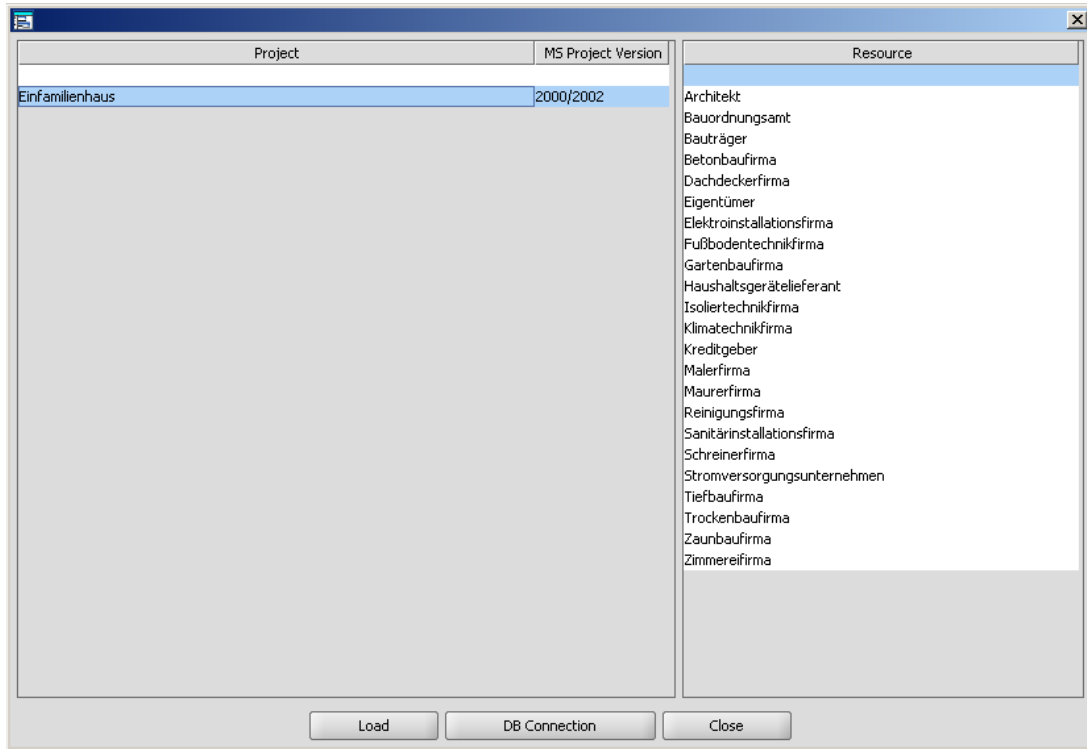
“Adjust Columns“ opens a window to show or hide the columns individually in the view “Meine Ansicht“. To get an exact description of your alternatives please refer to chapter xxx .

4. Admin: Please choose between Client - or Server version

5. Information: Contact – and license information

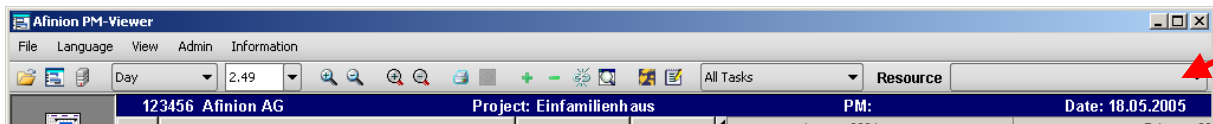
Resource Controlled Display

When starting Afinion Project-Viewer you have the possibility to display a dedicated or assigned resource only. Available resources are shown in a Pull-Down menu. If there are several projects in the database, all activities of one resource in all projects may be viewed.



In addition, there is the possibility to choose the resources in a loaded plan. After doing so, the displayed information is refreshed, and all the activities of the chosen resource are shown. E.g. in the case of 'vacation replacement' the display can be set to show the activities of a colleague (resource) and the assignment being viewed can be exported to Outlook. More on this will be explained later.

The Toolbar of Afinion Project-Viewer



The icons have the following functionality:



Opens the explorer window to select and open an .mpp file



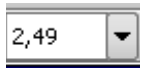
Opens the window with your actual database connection to choose a different project



Opens the Connection Manager



Sets the time scale in the bar chart



Sets the unit width in the bar chart



Magnifying button to enlarge the time scale



Magnifying button to reduce the time scale



Magnifying button to enlarge the table display



Magnifying button to reduce the table display



Print. Page preview and setup (see chapter)



Exports assignment and appointments to outlook



Expands tree



Collapses tree



Shows connections in the bar chart



Hides connections in the bar chart



Fits the bar chart in order to display the entire project



Displays contact information

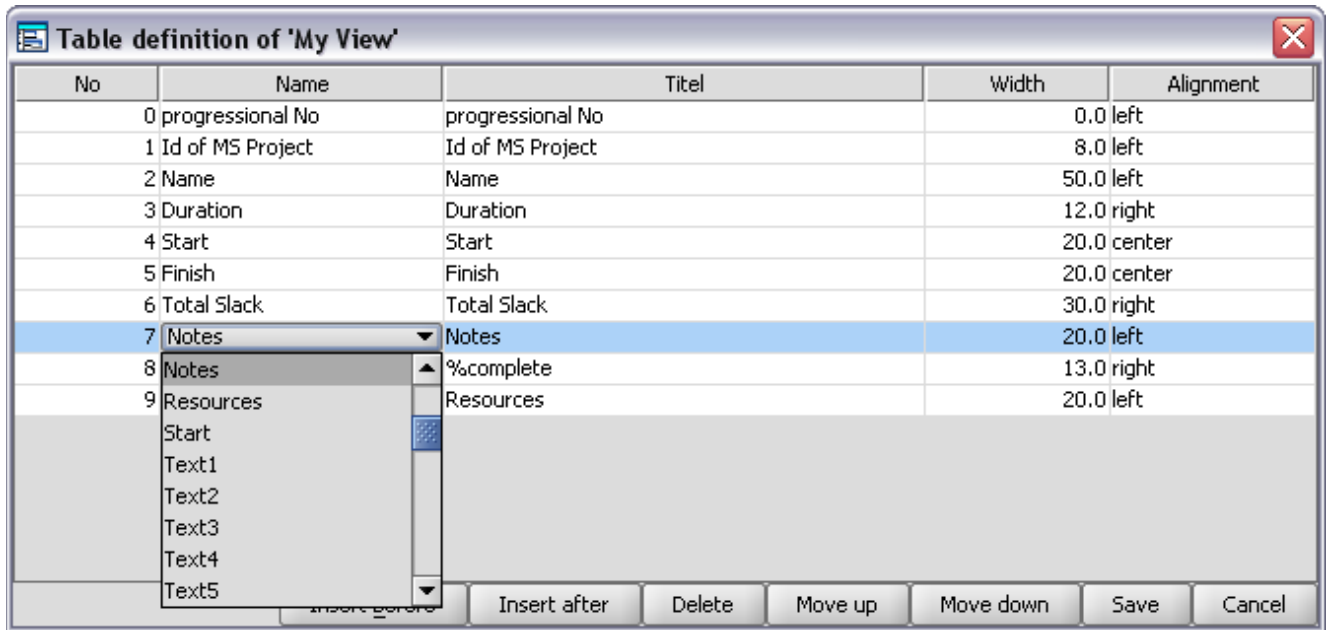


License agreement

All icons are displayed with tool tips, which will provide additional information when the mouse is moved over the selected icon.

Change / Adjust Table View, Insert Additional Columns

„View“ → „Adjust Columns“ opens the window „Table definition for ‘My View’“. Here you can create and save an individual table view called “My View”.



The buttons of „Table definition of ‘My View’“

- Insert before: Inserts a new column before the marked column
- Insert after: Inserts a new column after the marked column
- Delete: Deletes the marked column
- Move up: Moves the column one position upwards
- Move down: Moves one position downwards
- Save: Saves changed settings
- Cancel: Closes the window without saving settings

In addition to that, you can display columns used by the project manager in MS Project or SAP PS. If for example the column “Text1” exists in the original file, you can add it by inserting „Text1“ in “Name”. The content of the original column will now be shown in APV.

You have to distinguish between „Name“ and „Title“. The title of the original column will not be adopted. One can choose an individual title in APV.

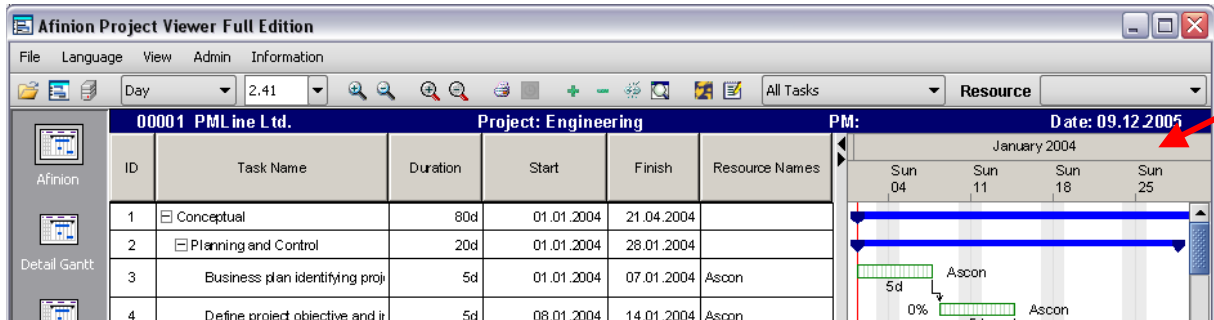
After changing the table view, click on “Save” to adopt the settings.

Change / Adjust the Table View

If you press the left mouse button in the head area of the columns, you can move the selected column. This allows you to order the columns according to your requirements and priorities. In order to increase or decrease the width of the rows, click on the border of the row-header and move it to the right or the left while keeping the mouse button pressed, exactly as it is done in Excel.

00001 PMLine Ltd.		Project: Engineering			
ID	Task Name	Duration	Start	Finish	Resc
1	<input type="checkbox"/> Conceptual	80d	01.01.2004	21.04.2004	
2	<input type="checkbox"/> Planning and Control	20d	01.01.2004	28.01.2004	
3	Business plan identifying proj	5d	01.01.2004	07.01.2004	Ascon
4	Defin project objectives and it	5d	08.01.2004	14.01.2004	Ascon

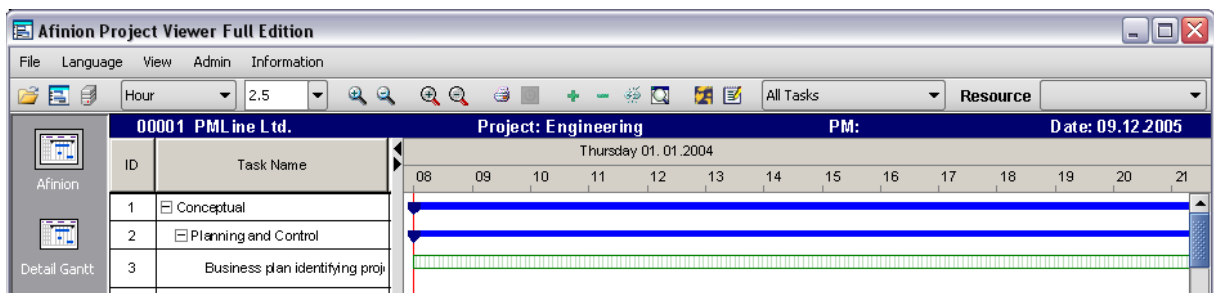
Enlarge / Reduce the Bar Chart (Gantt)



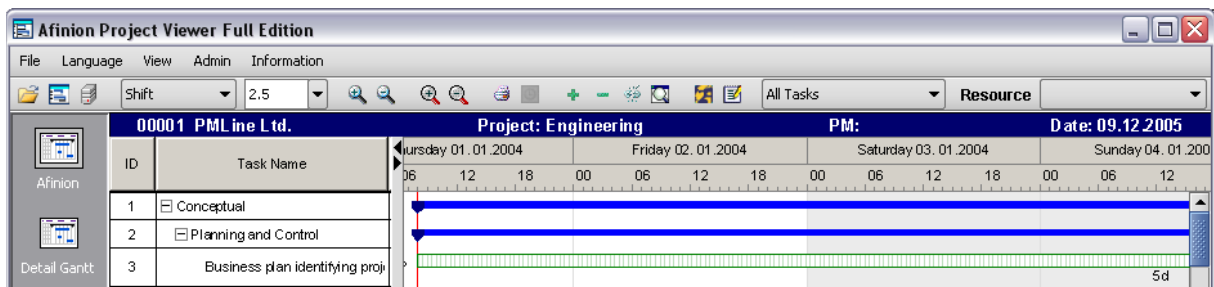
If you want to enlarge or reduce the bar chart press one of the black arrows on top of the bar between bar chart and table pointing left or right. Alternatively you can move the bar by clicking on it and dragging it with the left mouse button pressed.

Setting of Magnifying Button

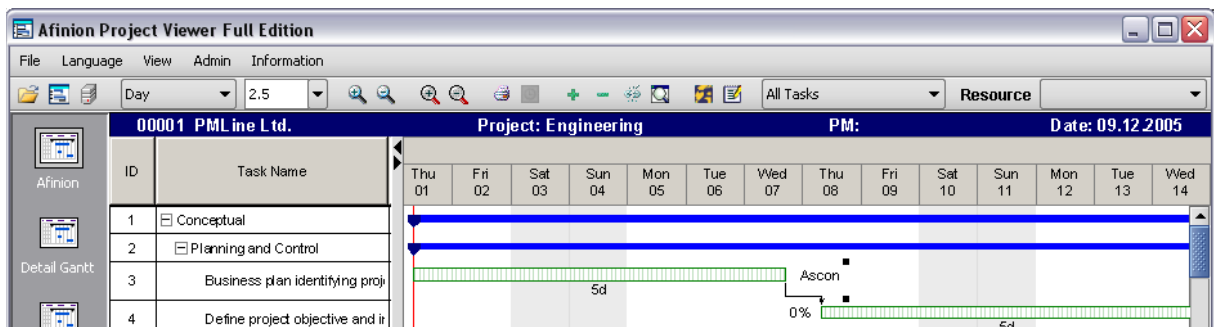
In the largest time scale "Hour" 1 day with 1 hour intervals will be displayed:



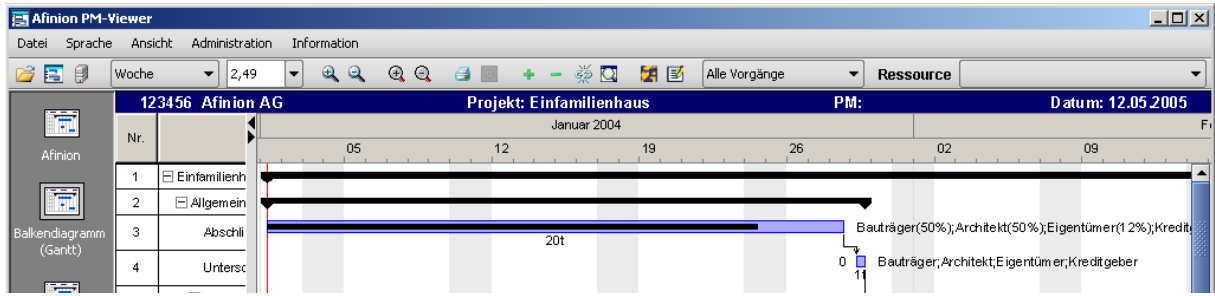
The "Shift" display will show you more days with an interval of 6 hours:



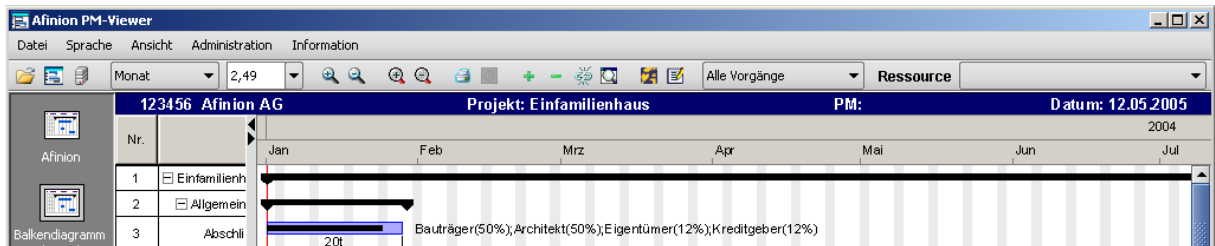
The "Day" setting displays entire days:



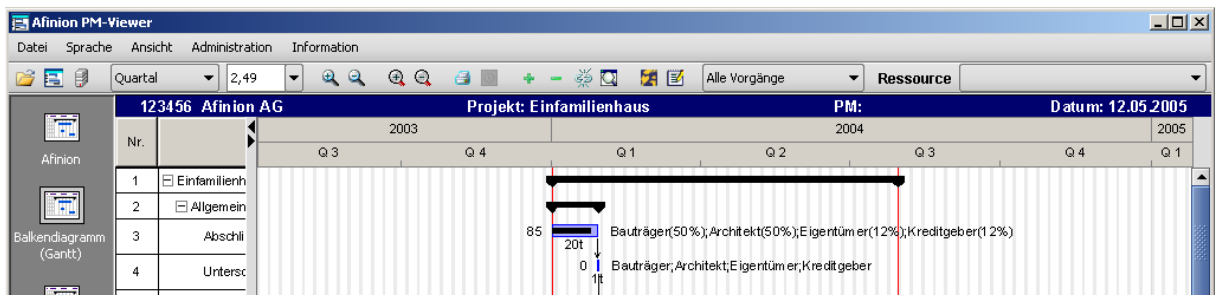
With the next click a month with its days will be displayed:



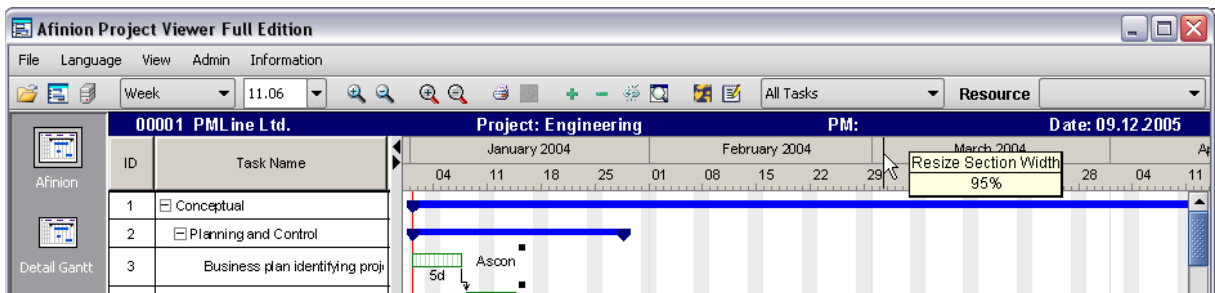
The following setting shows you the month in terms of weeks.



The smallest time scale displays the quarters.



Modifying Section Width



In addition to the selection of the time scale, you have the possibility to change the section width within a chosen scale. To do so, click at any point in the time scale, and with the pressed mouse button change the width of section as desired. When you drag the mouse towards the left, you decrease the section width and increase it by dragging the mouse to the right.

Time Reporting

General

To utilise time reporting only makes sense, if it covers the entire team and all its activities. As time reporting provides important information for the assessment of your projects, the standard mpp format of Microsoft Project is not suitable, since it can only contain one project. Time reporting using Afinion Project-Viewer, therefore, requires a database which contains all projects for which time shall be reported. Several databases may be used for different departments, yet consolidation of the data will then be more difficult.

Databases supported by Afinion Project-Viewer are:

mdb/mpd, the Microsoft Access database or the Microsoft Project database (actually the same with a different extension)

Microsoft SQL Server and the related Microsoft Project Server

Other databases, especially Oracle, would be possible. These are however bound to certain conditions by Microsoft Project. Please contact us, if you are interested.

Resource names can be selected arbitrarily. Decisive for the time reporting is the entry of the Windows user account in the corresponding field in Microsoft Project. For additional information see Chapter 2.3 below.

Time reporting with Afinion Project-Viewer does not require an extensive installation. By extracting the program files into a local folder everything is prepared and can be utilised by the project team members immediately, provided the project data have been saved in a database and the Windows user account has been entered for all resources.

In principle time reporting can be used as a front end for SAP or other ERP systems. To transfer the data correctly however requires some additional steps, that have to be determined in a definition process. Since Microsoft Project does not contain any security elements in this context, these have to be provided by the Afinion Project-Viewer. Please contact us, if you are interested.

Afinion Project-Viewer Time Reporting is compatible with all versions of Microsoft Project 2000 and later. The support of Project 98 is not foreseen, since this version is not supported by Microsoft itself any more.

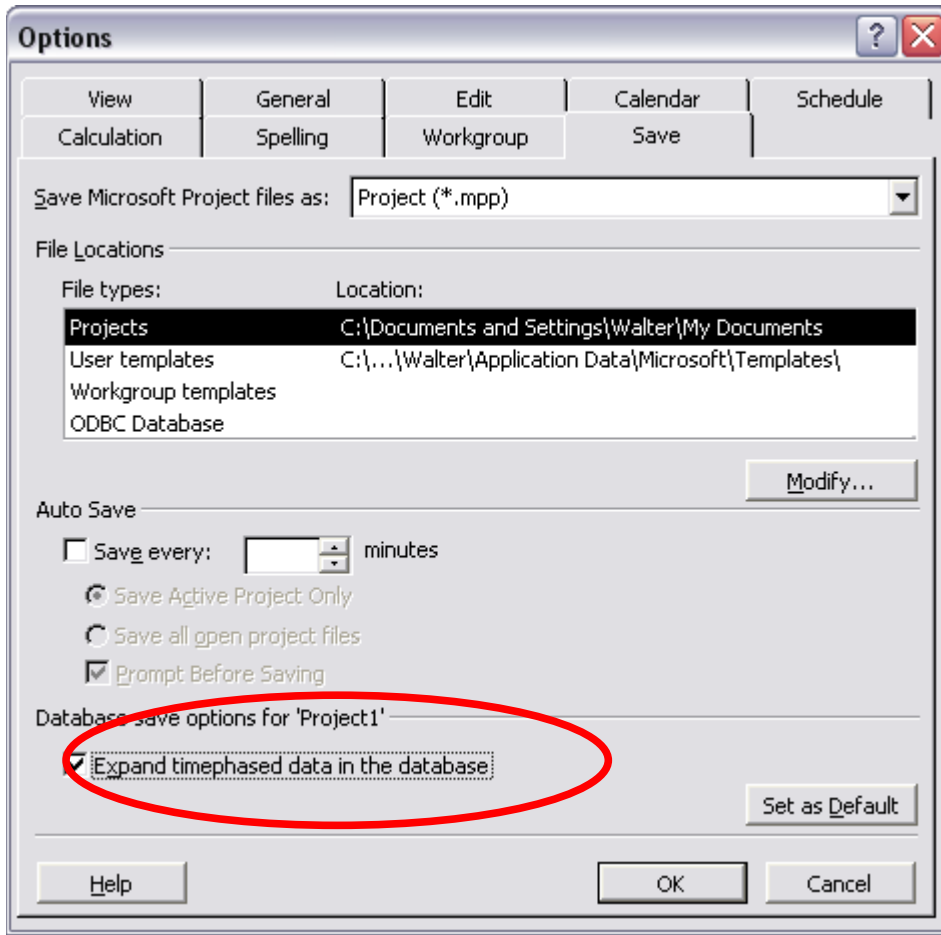
First Steps

Basic Decisions

Once you have decided to introduce time reporting using Afinion Project-Viewer some basic decisions have to be made. Please take your time for this, since the quality of your data will depend significantly on the prerequisites made here. The required steps are described below.

Expand Timephased Data in Microsoft Project

In order to make the data transparent for Microsoft Project and to link them with the activities, in Microsoft Project go to menu *Tools > Options, Register Save* and activate "Expand timephased data in the database". Press "Set as Default" in order to set this option automatically for every new project. This option has to be set before entering any time reporting data.



Entering Windows Users in Microsoft Project

Open Microsoft Project and select the Resource Sheet.

Insert column "Windows User Account" unless a different field has been assigned (see Chapter 2.4, Selection 4)

For domain users enter "Domain\Login", i.e. "MyCompany\MyLogin", for users belonging to a workgroup or with standalone pc's enter "PC-Name\Login", i.e. "MyPC\MyLogin".

		Resource Name	Windows User Account	Type	Mat
1		Engineer		Work	
2		Domain Tester	Domain\Login	Work	
3		Workgroup Tester	PC-Name\Login	Work	

Field Mapping

Before setting up field allocations, you have to connect the Afinion Project-Viewer with a database. Either create a new, empty project in Microsoft Project and save it in a database or else, if you use Project Server, configure it directly. Time reporting in the Afinion Project-Viewer is completely independent of Microsoft settings. You cannot modify any Web Access data. Make sure however that the fields you want to use for time reporting have not been pre-assigned by the project manager. Normally these fields will be free. If not, assign different fields as described below.

- Open Afinion Project-Viewer
- Go to menu *Admin > Time reporting*
- Enter the password (default password is "Apv1!" without quotation marks)
- Select the fields to be used for time reporting in Microsoft Project



These settings have the following properties:

- | | |
|---------------------|---|
| Selection 1: | Every resource can write |
| Default: | Flag17 |
| Properties: | If the project manager sets this field to "no" or empty (default), only the resources assigned to an activity may report work hours to this activity. This setting corresponds to the Microsoft setting in Web Access.
If you have projects where the members should be able to report work hours quickly and instantly to any or selected activities, set this flag to yes. To set the flag for all activities insert the column in a Microsoft Project table, set the value for the first activity to "yes" and then activate the entire column and select "Fill down" from the Edit menu. Now every resource in the resource table may report work hours to these activities. |
| Alternative Fields: | Flag 1 – 20, Enterprise Flag 1 – 20 (Enterprise fields are only available when using Project Server) |
| Selection 2: | Locked for time reporting |
| Default: | Flag16 |
| Properties: | If this field is set to "no" or is left empty (default), every resource may report work hours to the corresponding activity. If it is set to "yes", nobody – including assigned resources – may report work hours. This feature is useful, when external resources, which do not have access to the time reporting, are assigned to an activity and when an activity is completed and no further hours shall be booked. This also prevents belated bookings. |
| Alternative Fields: | Flag 1 – 20, Enterprise Flag 1 – 20 (Enterprise fields are only available when using Project Server) |
| Selection 3: | %complete |
| Default: | Number17 |
| Properties: | Every project member can estimate his progress himself and enter it in the time reporting. The program then calculates a total progress based on the %complete entered by the individual members and the total number of hours planned by |

the project manager.

Example 1: Resource A has been assigned 10 h, resource B has been assigned 10 h. Resource A reports 40%, resource B reports 60%. AFINION Project-Viewer now calculates 50% for the activity.

Example 2: Resource A has been assigned 10 h, resource B has been assigned 30 h. Resource A reports 5 h and 50%, resource B reports 10 h and 33%. AFINION Project-Viewer now calculates 37.5% for the activity.

Alternative Fields: Number 1 – 20, Enterprise Number 1 – 40 (Enterprise fields are only available when using Project Server)

Selection 4: Windows Login
Default: Windows User Account

Properties: Defines which field is being used to link AFINION Project-Viewer with Microsoft Project resources.

Alternative Fields: Code, Text 1 – 20, Enterprise Text 1 – 40 (Enterprise fields are only available when using Project Server)

Important: Should you use a different field, i.e. Text1, please note that this is the Text1 field of the resource and not of the activity. To enter the user account you still first have to switch to the resource sheet and insert column Text 1 there.

Selection 5: Work
Default: Baseline Work 7

Properties: Field for consolidated work hours

Alternative Fields: Baseline Work 1 – 10, Number 1 – 20

Important: The Baseline Work fields are used by Microsoft Project to store baselines. We therefore do not recommend using Baseline Work 1 – 5.

The Baseline Work 1 – 20 fields do not exist in Microsoft Project 2000. Use **Number16** instead!

Using Time Reporting

Remember: Only MS Access and MSSQL Server project databases may be used for time reporting.

To report work hours for an activity, double-click on the task. The following window

Time reporting								
A								
KW 50	Mo 05.12.05	Di 06.12.05	Mi 07.12.05	Do 08.12.05	Fr 09.12.05	Sa 10.12.05	So 11.12.05	%complete
<<<	2.5	3	4.5					>>> 15

opens:

Enter the daily work hours in the fields between the <<< and >>> buttons.

Enter your completion estimate in percent in the field “%complete”.

Press Save.

Note: If the above window does not open by double-clicking the task, this may be due to:

- Your login in the field "Window User Account" is missing or wrong.
- The project manager only allows assigned resources and you are not assigned to the selected activity.
- The project manager has blocked the activity.

View Progress in Microsoft Project

The sample project "Afinion.mpd" available from <http://pmline.co.uk/en/downloads> contains the sample view "*Time Report" showing both the standard progress (black bar) and the progress reported in the Afinion Project-Viewer (red bar). The report uses the table "*Time Report". The sample has been set up using Microsoft Project 2000, i.e. the work hours reported are stored in field "Number16".

	Task Name	Duration	Planned Work	Actual Work Hours	Critical Work	% Complete	% Work Progress	Critical Deviation	Resource Names
1	Sample Task	1 w	40 h	13 h		30%	25%		Engineer
2	Your Task	1 w	40 h	0 h		0%	0%		Domain Tester

The table of this report uses the following custom fields:

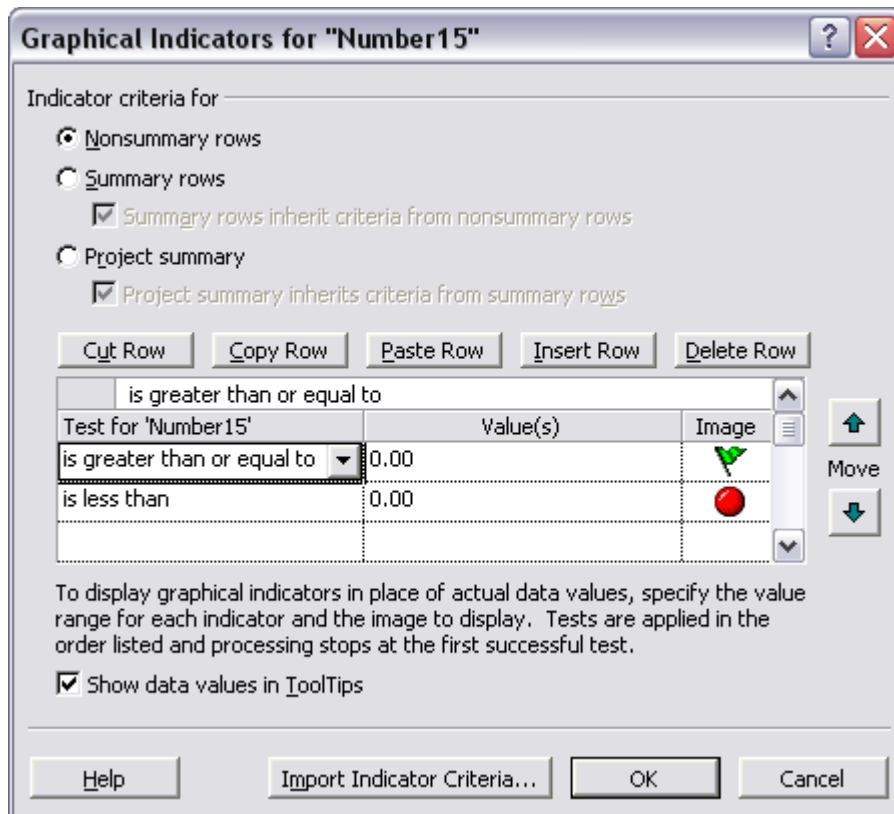
Actual Work Hours (Text16)

Formula: [Number16] & " h"

Critical Work (Number15)

Formula: [Work]-[Number16]

Graphical Indicators:



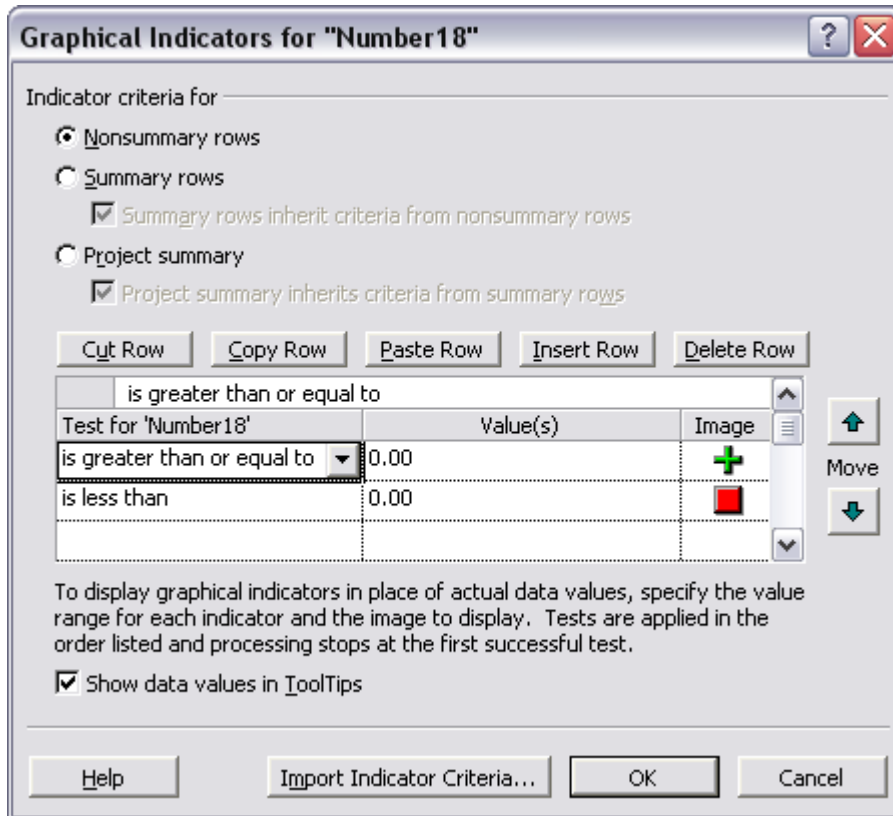
% Work Progress (Text17)

Formula: [Number17] & "%"

Critical Deviation (Number18)

Formula: [Number17]-[% Complete]

Graphical Indicators:

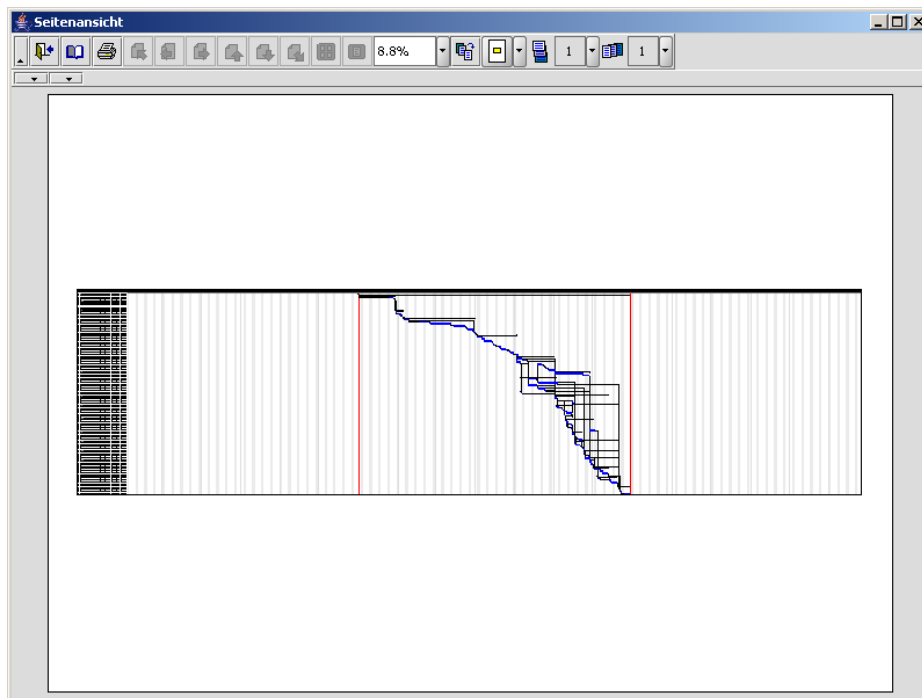


The bar chart contains the custom red work progress bar, which is defined as "from Start to Finish7", whereby

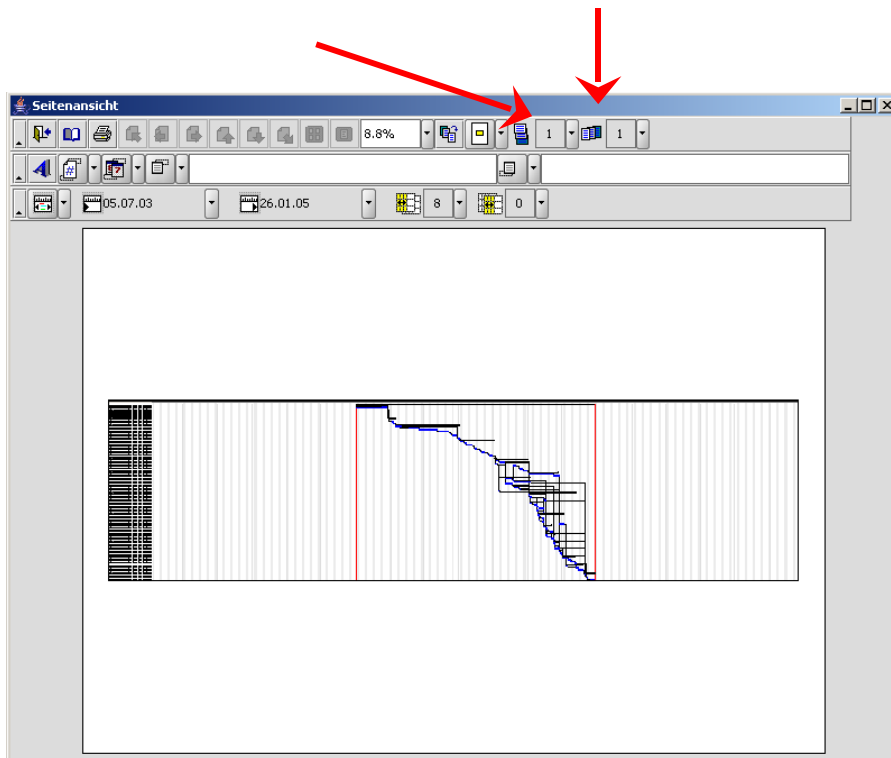
Hidden column (Finish7) Formula:
ProjDateAdd([Start],[Duration]*[Number17]/100)

By using the Microsoft Project Organizer (menu *Tasks > Organizer...*) this sample view together with "Setup Time Reporting", the associated tables with the same names and the custom fields can be copied to your Global.mpt and from there to any existing or new project.

Printing with the Afinion Project-Viewer



Click on the Printer icon in the menu bar to open a new window where you get possibilities to display the project in various sizes. By default the entire project is displayed on one page and there the view of the bar chart is minimized to a minimum percentage.
















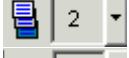
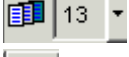







In the drop down menus the size of the bar chart can be altered.

The enlargement percentage can be increased to show the project on several pages. This helps to better display the details on one page. You can then print all the pages or the selected pages as required. As soon as the display of the Afinion

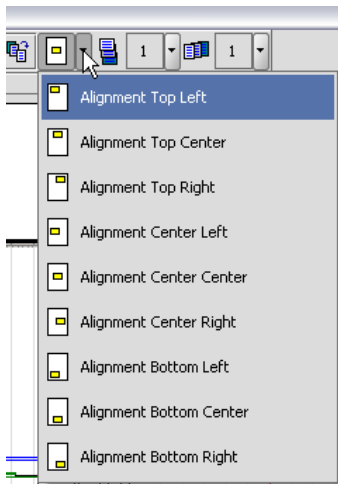
Project-Viewer is increased and it requires more than one page, the button in the drop down menu is activated. With a click on this button ("display one page") all other buttons are activated, so that you can easily move from one page to another.

The Buttons of the Print Menu

This menu provides many buttons in order to optimise printing.

	Close preview
	Page setup
	Print
	Go to first page
	Show previous page
	Show next page
	Show page above
	Show page below
	Go to last page
	Display diagram with all pages
	Display diagram on one page
	Show all the diagrams on one page
	Position of the diagram on the page
	Number of pages (up)
	Number of pages (wide)
	Font type
	Page numbering
	Print date
	Header setup
	Footer setup
	Print chosen area
	Choosing rows to print

As a standard setting, the diagram is aligned in the centre of the page, but you can change this property as required and the diagram can be viewed at other positions in the page. To do so, there are many options available in the drop-down menu shown on the left.



Client or Server Mode

Client Mode

If you choose the client mode the configuration file is placed in the APV directory. In that case you can install APV by simply copying it.

Server Mode

Windows (Roaming User, Terminal Server, Citrix)

In „Server mode“ the configuration file needs to be placed in the user profile.

Possibilities:


- Several users can work with their individual settings on one computer
- Install APV on a Server to allow several users to work with APV with their individual settings.
- Roaming User
- Terminal Server, Citrix Meta Frame Server

Linux, Mac OS X, Solaris, and other Unix-Versions

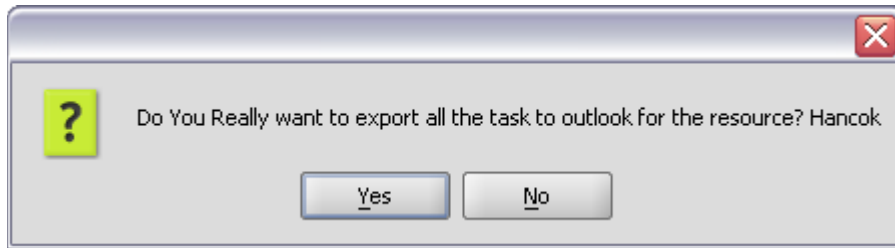
Characteristical for Unix Versions is a \$home directory for every user. Modifiable files have to be placed in the directory \$home / ProjectViewer.

Afinion Project-Viewer and Outlook

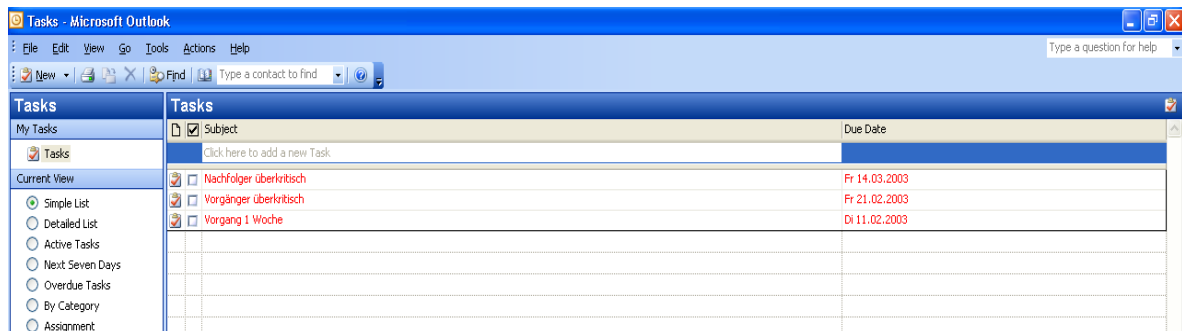
Exporting Activities to Outlook

With Afinion Project-Viewer you have a possibility to export your activities from a project plan to the folder “Calendar” in Outlook. The corresponding button  is only activated if, while loading a plan, a resource selection has been made. The resource names in Microsoft Project will usually be different from those in Outlook.

After you have pressed the Outlook button, a security warning appears.

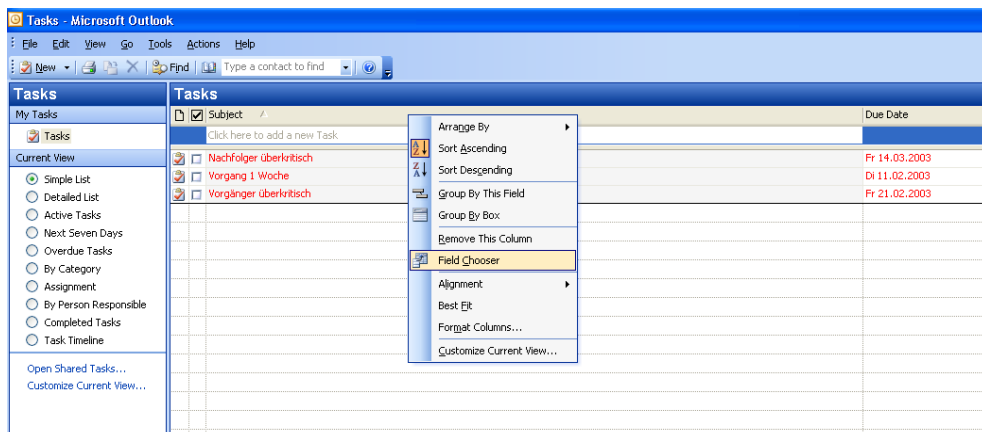


After confirming your actions, your activities are exported to the Outlook tasks in the personal folder, regardless of corresponding Outlook user and selected resource name.



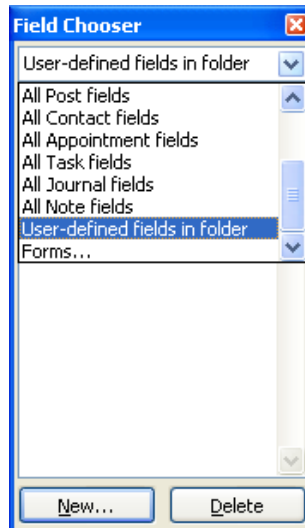
Customising Outlook

In order to show more information from a project plan, the standard display of Outlook must be changed accordingly.

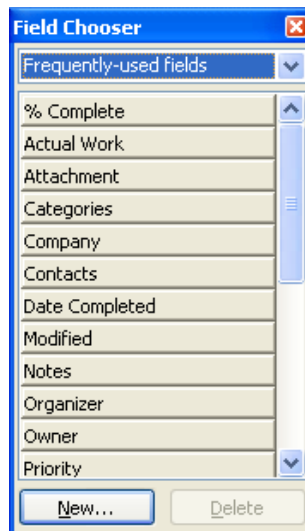


We do it in following way:

Click with the right mouse button on the header bar and select "Field Chooser".



Here you select "User defined fields in folder". Choose Project and UID. In that field, press and hold the left mouse button, and drag the field into the header bar of Outlook.



In the next step select "Frequently-used fields"

There you have the choice between many different fields (for example % complete, notes etc.). Please proceed in the way explained above.

At the end of this procedure, you will see the display similar to that shown below.

The way you order your fields is up to you.

Project	UniqueId	% Co...	Total ...	Subject	Start Date	Due Date
Click here to ...						
<input type="checkbox"/>	Testdaten f...	23	0% 3 days	Nachfolger überkritisch	Di 25.02.2003	Sa 15.03.2003
<input type="checkbox"/>	Testdaten f...	21	0% 3 days	Vorgänger überkritisch	Mo 03.02.2003	Fr 21.02.2003
<input type="checkbox"/>	Testdaten f...	4	0% 1 day	Vorgang 1 Woche	Di 04.02.2003	Di 11.02.2003

Once you have entered the degree of completion of your work, respectively execution appended, the fields aren't renewed. For example as shown below, with new Start and new End of activities (while rescheduling a project), the degree of completion won't be overwritten. This assures that, although changes are made, the original entries aren't overwritten.

Project	UniqueId	% Co...	Total ...	Subject	Start Date	Due Date
Click here t...						
<input type="checkbox"/>	Testdaten f...	23	0% 3 days	Nachfolger überkritisch	Di 25.02.2003	Sa 15.03.2003
<input type="checkbox"/>	Testdaten f...	21	0% 3 days	Vorgänger überkritisch	Mo 03.02.2003	Fr 21.02.2003
<input type="checkbox"/>	Testdaten f...	4	0% 1 day	Vorgang 1 Woche	Di 04.02.2003	Di 11.02.2003

