ConceptDraw PROJECT Server

User Manual

CS Odessa
Plan. Do. Communicate.

Contents

1. Overview

ConceptDraw PROJECT Server is an online project management service designed for project collaboration, utilizing ConceptDraw PROJECT files uploaded to a cloud workspace.

With ConceptDraw Plan you can

1. Upload ConceptDraw PROJECT files to ConceptDraw PROJECT Server cloud workspace.
2. Invite other users.
3. Use Workspace to collaborate on multiple projects.
4. View Gantt charts of projects in progress with most popular Internet browsers.
5. Invite individual project participants to view and edit projects.
6. Users can collaboratively contribute by changing completion value as the project progresses.
7. Use the Workspace Resource Pool to share and manager resources between several projects.
8. Analyze resource-usage over different projects.
9. Move tasks on the timeline.
10. Identify and optimize resource utilization.
11. View a list of tasks of one or more projects in schedule mode.
12. View properties of the project, project calendars, and resources.
13. Download projects in ConceptDraw PROJECT (CDPZ) format.

2. Getting Started

There are a few simple steps to get started using ConceptDraw PROJECT Server.

1. Sign In or create a new account on www.conceptdraw.com.
2. Open My ConceptDraw page and Select "Online Services" to view the list of online services available.
3. Click the ConceptDraw PROJECT Server's TRY FOR FREE button.
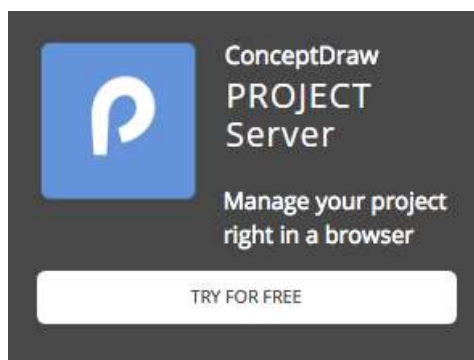
The trial version is accessible for 21 days. It allows you to upload up to five projects and invite up to three users. There is no limitation on the number of tasks for each project.

Sign in at conceptdraw.com and open the My ConceptDraw tab to access your ConceptDraw PROJECT Server.
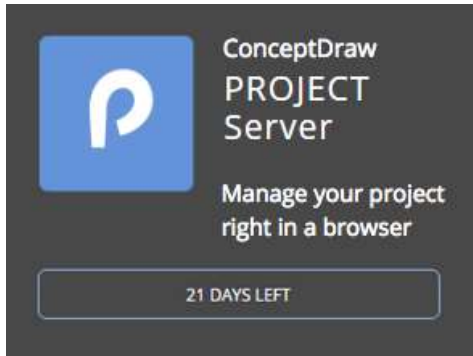
To access your ConceptDraw PROJECT Server, use the Online Services tab in the My ConceptDraw menu, or the secure direct link https://online.conceptdraw.com/project-server/.

4
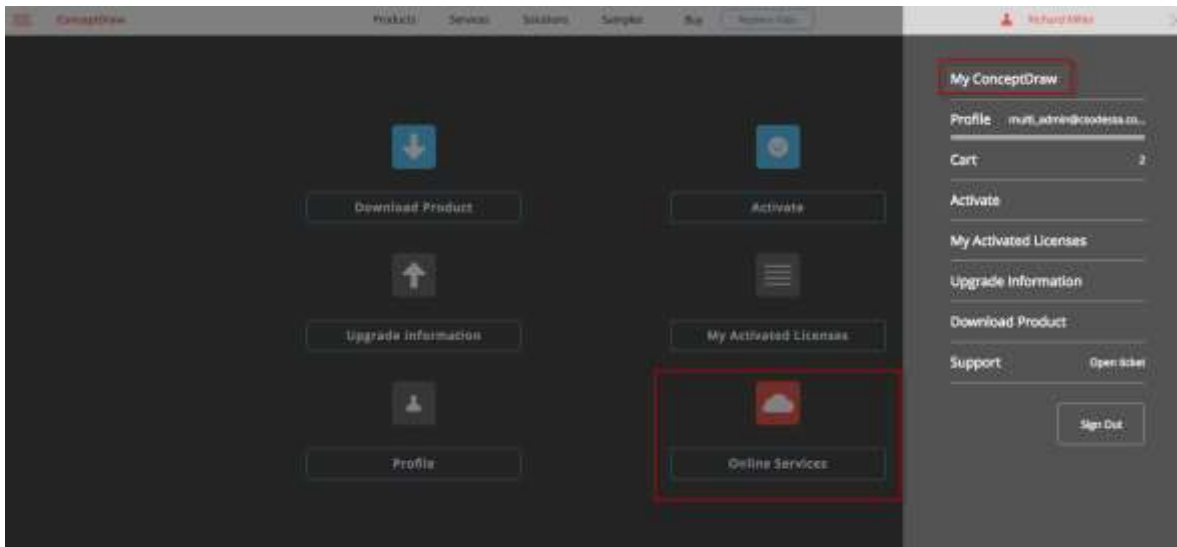
3. Workspace

3.1. Workspaces and Projects

Here you see a list of workspaces upon opening ConceptDraw PROJECT Server from Online Services page. The workspace is a container where projects are stored. By default, two workspaces are available for every registered user of ConceptDraw PROJECT Server.

The first is a personal Workspace where the user is the Administrator and has full project authority. In the Personal Workspace, the user loads their projects, and invites other users to collaborate. The second default workspace is the "Example Projects" workspace. It contains a set of example projects. Other workspaces may also appear here for users that are invited by an Administrator to their workspace. All available workspaces are displayed on the workspace page.

The example below shows the workspace page with three available workspaces: the personal workspace (1) "John Workspace"; (2) "Daniel's Projects", where the user was invited to collaborate; and (3) workspace with a set of example projects, which are used to demonstrate different capabilities of ConceptDraw PROJECT Server.
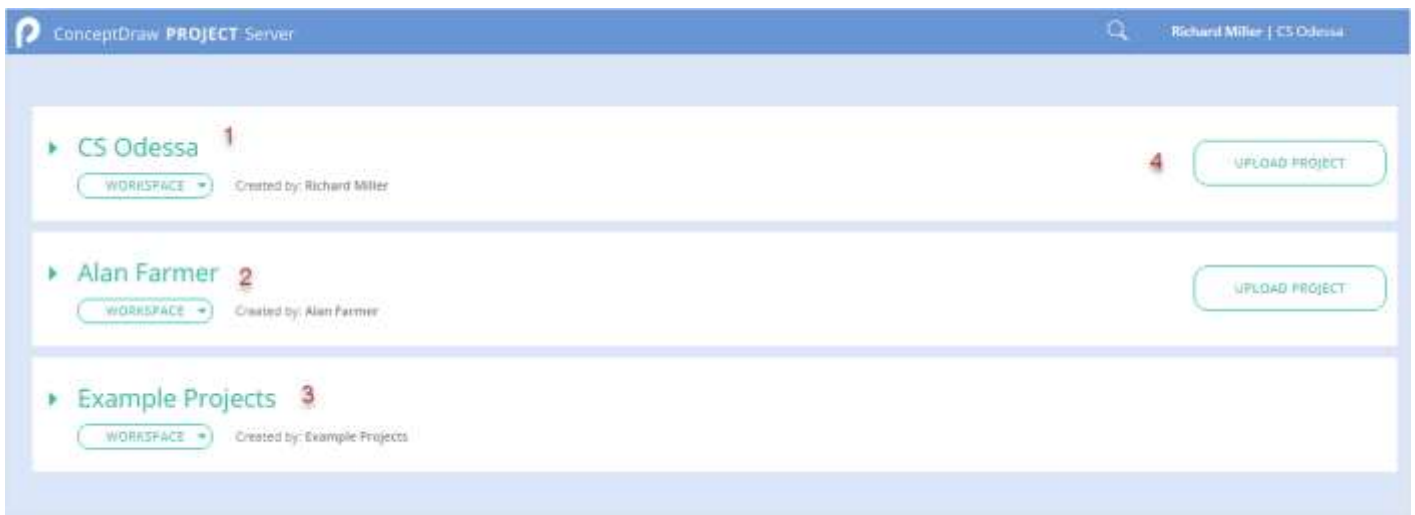
Workspaces 1-2 are available for uploading projects using the UPLOAD PROJECT button (4).

Example projects are enabled, or disabled using the User Menu item "Show/ Hide Example Projects" (see below).

Click on the workspace name to open the list of projects. The list displays the (1) project name, (2) the start and finish dates, (3) an icon indicating the user's role in the project, (4) the upload date and the name of the person who uploaded the project. Click the menu icon (5) to open the operations menu for the project file (6). The list of available operations depends on the user's role in the particular project. For more information about roles, see Chapter 2.2 Users and Roles.

The drop-down menu of the Workspace button has the following items: Resource Usage, Scheduler, Complete Activity, Users, Resources, and Settings.
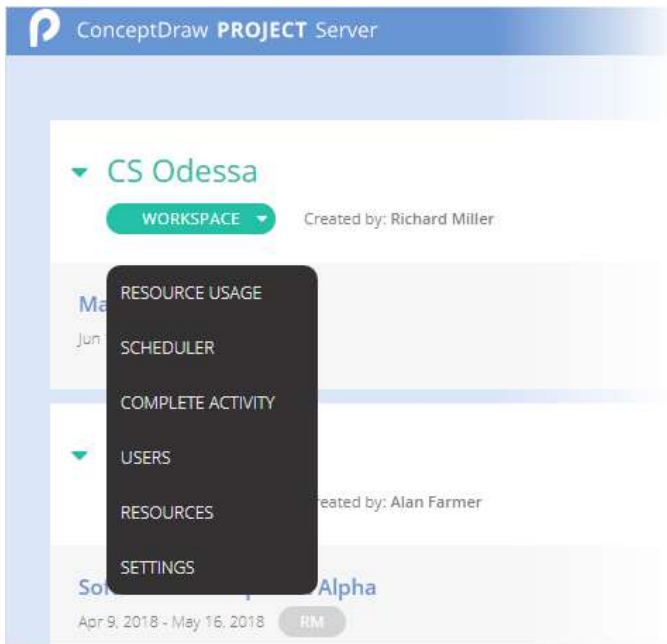
See the Chapter 4 to learn more about Workspace drop-down menu.

You can filter projects that appear on the Projects Page by using the search field.
The User menu has the following items: My ConceptDraw, Hide Example Projects, Help, About ConceptDraw PROJECT Server, and Sign Out.
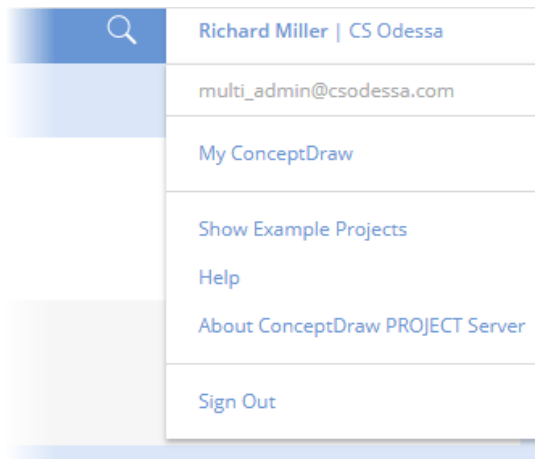
My ConceptDraw – link to My ConceptDraw on www.conceptdraw.com.
Hide Example Projects – here you can enable/disable the display of the workspace "Example Projects".
Help – Open the ConceptDraw PROJECT Server Manual.
About ConceptDraw PROJECT Server – view detailed information about ConceptDraw PROJECT Server on www.conceptdraw .com.
Sign Out - Sign Out from your ConceptDraw PROJECT Server workspace and from your account on conceptdraw.com.

3.2. Workspace Roles and Authority

Administrator – is the person who owns the current workspace. The Administrator has access to the full range of ConceptDraw PROJECT Server functionality:

- Upload and download projects.
- Remove projects from their workspace, regardless of who uploaded them.
- Invite other users to their workspace.
- Assign users to roles in projects and remove users.
- Create a Workspace Resource Pool for sharing resources with other workspaces, and assign these resources to projects.
- Change Start/Finish dates of project tasks for optimal resource usage.
- Change task properties.
- Change the calendars and working hours of the project and resources.
- Change task completion percentage.
- View the full information on projects including budget and costs.

User – a person invited by Administrator or other User of the current workspace. Optionally, the User can get a role in any project from the given workspace. User has an access to the following ConceptDraw PROJECT Server functionality:

- Upload projects to the current Workspace.
- Get Project Manager authority by default in projects that they upload into the workspace. Thus, any User is a potential Project Manager.
- Invite other Users to a workspace.
- In projects appointed by Administrator access the rights and authority corresponding to the assigned role. It is important to know, that User cannot change any of their roles by themselves.

3.3. Project Roles

User can obtain a role in any projects in a given workspace. Thus, in each specific project, User's authority is determined according to his role in the given project.

Project Manager (PM) – has maximum authority within a project in which he is assigned as Project Manager. There are several ways for User to get a Project Manager role.
1. Administrator invites User to a project as a Project Manager.
2. Another Project Manager Invites User to the project they manage as a Project Manager. Thus, the project can have several Project Managers. This makes sense, for example, if the Project Manager wants to transfer their responsibilities to another person.
3. User is the Project Manager by default in projects that they uploaded into a workspace.

The following functionality is available to a Project Manager.
- Review projects using the Gantt chart and change task completion percentage.
- View the full information on their projects including budget and costs.
- Invite other users to their project.
- Assign resources from the workspace resource pool.
- Change the dates of project tasks for optimal use of resources.
- Change task properties.
- Change the calendars and working hours of the project and resources.
- Change task completion.
- Analyze the assigned resources usage and identify resource utilization.
- Remove the project for which they are assigned.
- Download project on a PC in ConceptDraw PROJECT (CDPZ) file format.

Resource Manager (RM) – can be invited by Administrator or Project Manager. When you invite a user to a role of Resource Manager, you should select one or more resources from the list. Resource Manager cannot view information regarding project budget and costs. Resource Manager's capabilities include the following actions:

- Change the value of Complete only for those tasks that are assigned as a resource.
- View the entire project in the Gantt page.
- View on the Scheduler page tasks that are assigned to resources, selected for him.

Guest (G) – can be invited by Administrator or Project Manager. Guest can just open a project in a Read Only mode. Guest cannot see information regarding project budget and costs.

Important: Users assigned with Resource Manager and Guest roles cannot view any financial information from projects. The financial information is available to Administrator and Project Manager.

3.4. Uploading Projects

Administrators can upload up to 100 projects into the workspace. In addition, User invited by Administrator or another User, regardless of the project and his role, can upload their own projects to the workspaces in which they are invited. By default, User is the Project Manager, in projects that they upload to a workspace.

The possible number of invited Users depends on the type of subscription plan you have purchased. By changing your plan, you can increase your collaboration abilities with ConceptDraw PROJECT Server.

To upload a project file, follow the steps below:
- Open the Projects Page.
- Click the Upload Project button of the selected workspace. Then, browse your computer to select ConceptDraw PROJECT file/files (CDPZ).

or

- Open a File manager on your computer, select ConceptDraw PROJECT (CDPZ) multiple files and then drag and drop them to the desired workspace.

ConceptDraw PROJECT Server currently supports only ConceptDraw PROJECT CDPZ format uploads. The number of files available for upload depends on the purchasing plan type.

4. Workspace menu
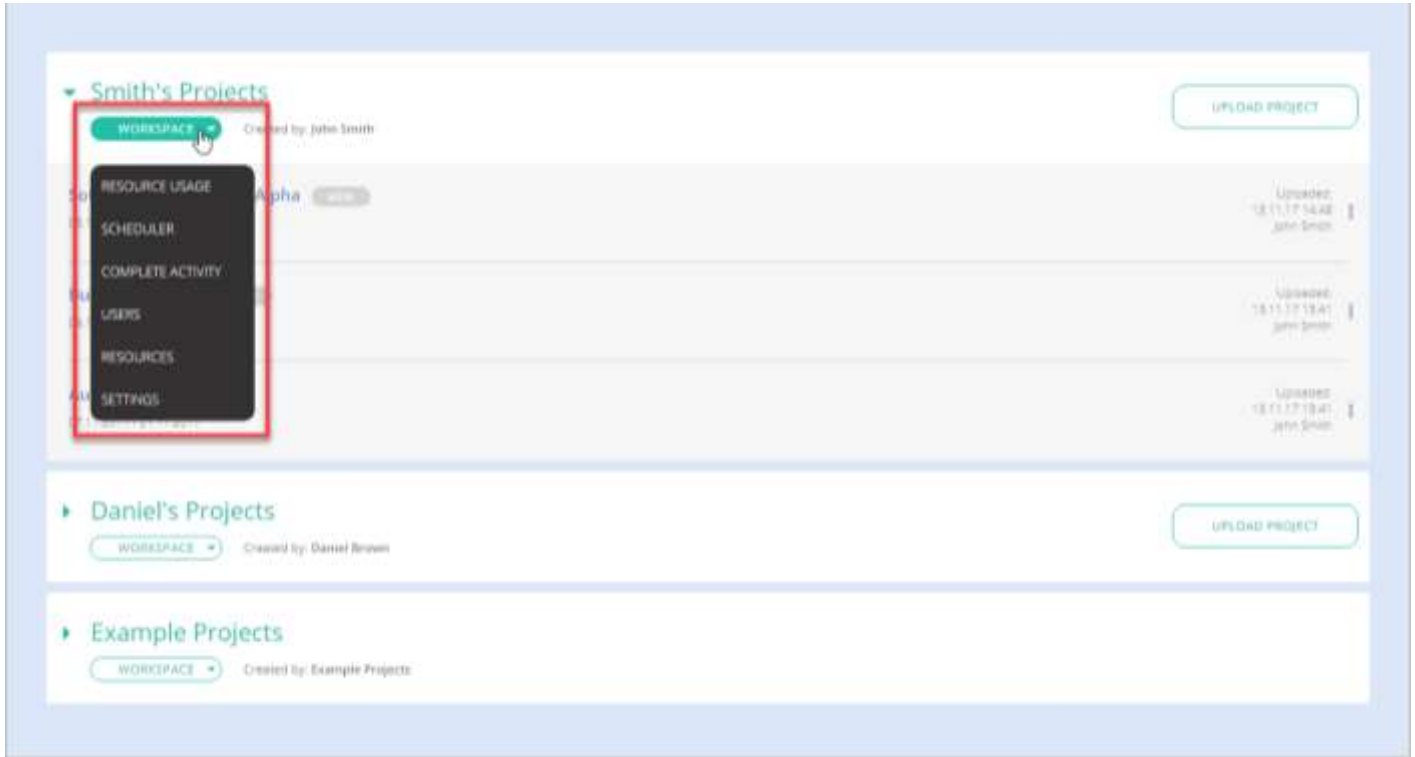
RESOURCE USAGE

Workspace Resource Usage page shows the utilization of shared resources from Workspace Resource Pool. For each resource, the total load in percent on the time axis is shown. It is possible to expand the resource's tasks to see what causes an overloading. Available to all users of the workspace.

SCHEDULER

Workspace Scheduler page displays tasks of multiple projects in a calendar format. Project Manager and Guest can view all tasks of the corresponding projects. Resource Manager can only see the tasks to which the resources he manages are assigned.

COMPLETE ACTIVITY

Workspace Complete Activity page allows tracking when a task percent complete value was changed and who made the change. Project Manager and Guest can view all tasks of the corresponding projects. Resource Manager can only see the tasks to which the resources he manages are assigned.

USERS/VIEW USERS

Workspace Users page shows the list of Users invited to this workspace. Here, Administrator of the workspace can invite and remove workspace's users. Users of the current workspace has a Read Only access to this page.

RESOURCES

Workspace Resource Pool page is available only to workspace's Administrator. It is used to create and maintain shared resources. It is possible to add resources manually, copy or move them from previously uploaded projects. Also resources import from ConceptDraw PROJECT file is available.

SETTINGS

Workspace Settings page is available only to workspace's Administrator. It is used to manage settings of the current workspace.

4.1. Workspace Resource Usage

The Resource Usage page shows the workload of shared resources from Workspace Resource Pool.
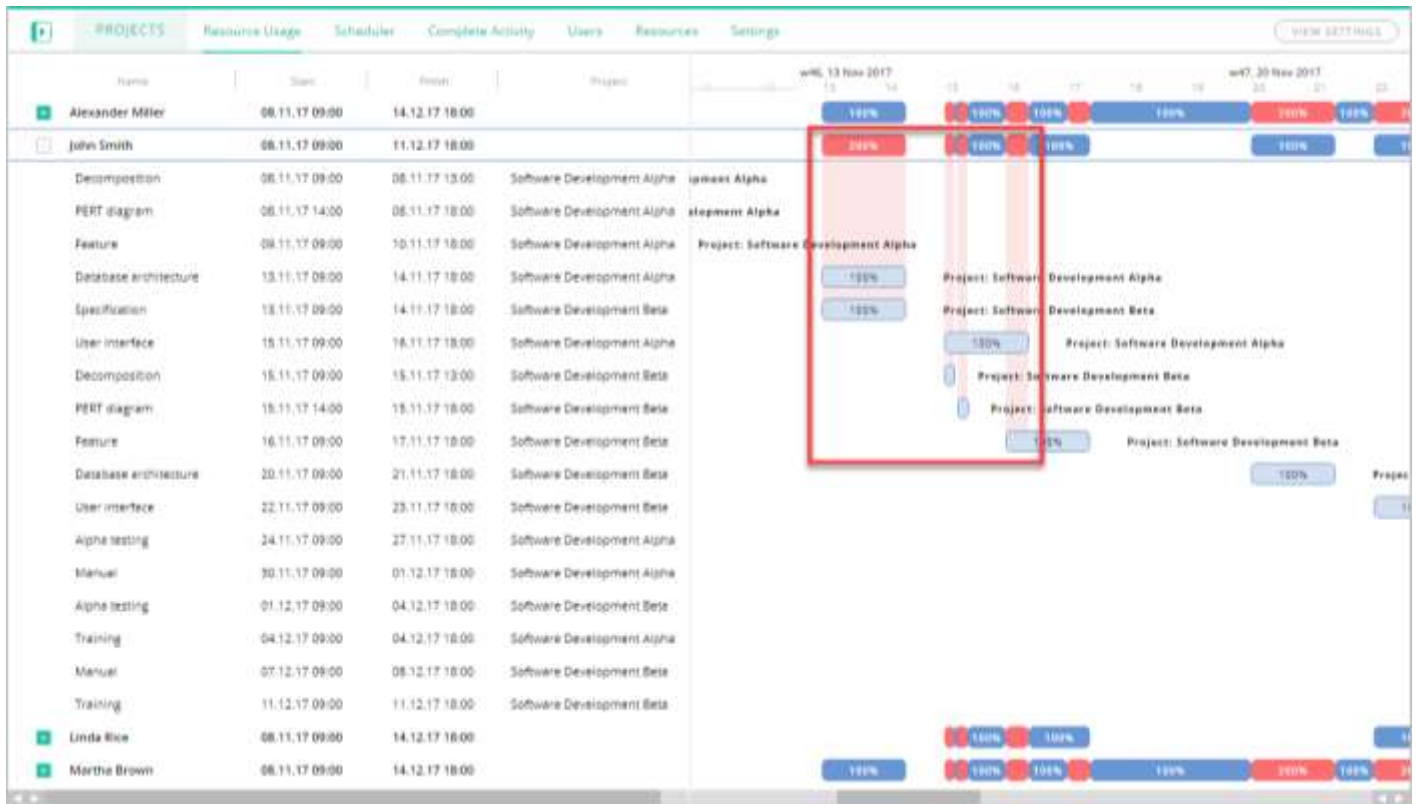
The SIDE PANEL and VEW SETTINGS menu are the same as on the Gantt Chart View page. You can set the project timescale and Collapse/Expand tasks of all resources using these tools. Also you can collapse/expand tasks assigned to the selected resource using the "+" icon located on the left the resource name.

The resource overload is designated with a red strip. The value of the overload is indicated there. When you reveal tasks that caused overloading, you will be able to see projects, which resources are assigned, their Outline Numbers, and number of the line in the project.

4.2. Workspace Scheduler

The Scheduler page displays the tasks of multiple projects in calendar format. It allows for the simultaneous viewing of multiple project tasks.
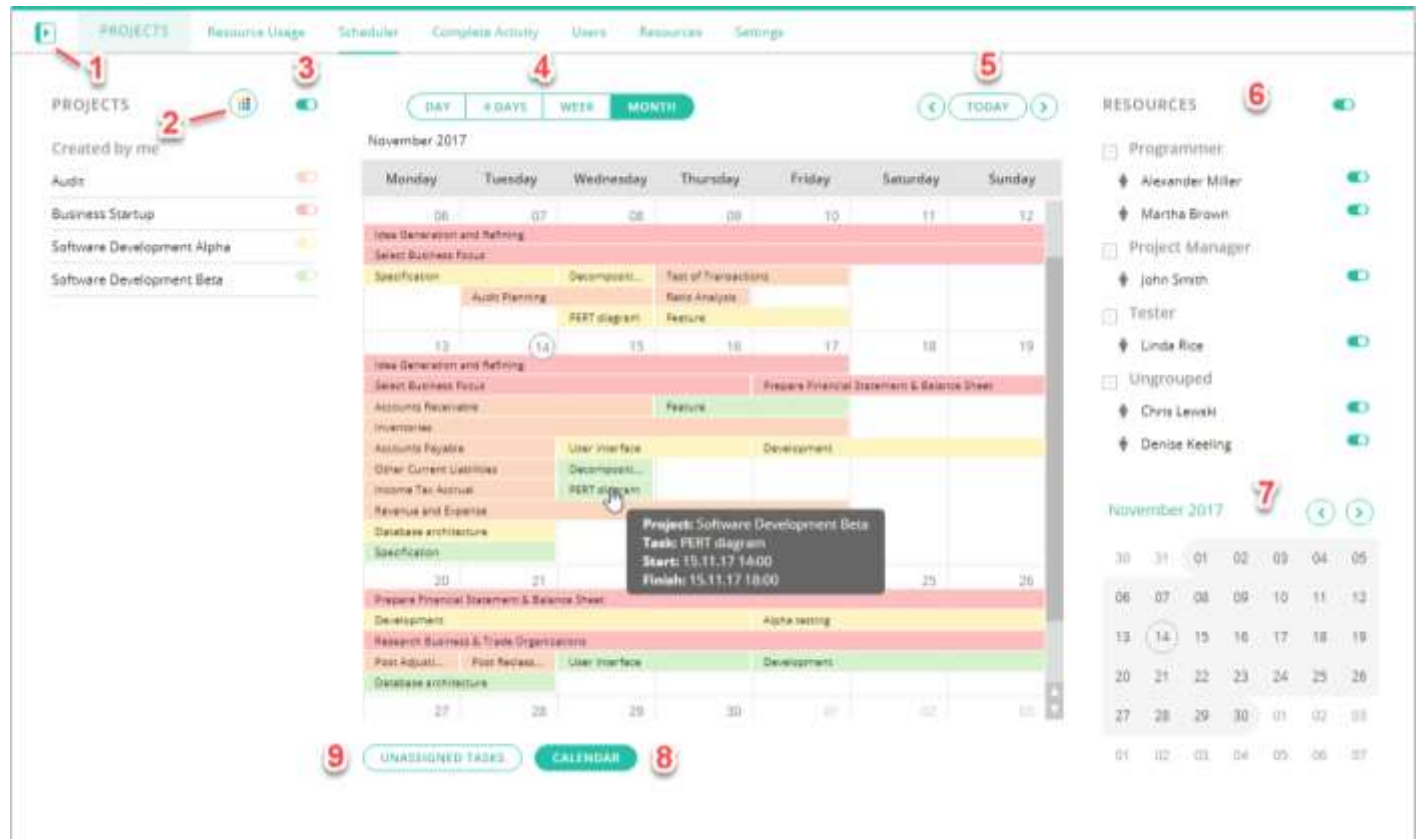
This page contains many important elements. Using "PROJECTS" controls (3) located on the left side of the window you can show/hide all tasks of all available projects.

Each project has its own color. The same color is used to show the project tasks on the calendar. You can set the color of project using the color set button (2). The SIDE PANEL button (1) activates the side panel (see Ch 5.1.1).

The Timescale controls (4) allow you to set the period for displaying project tasks. It has four positions: Day, 4 Days, Week, and Month. You can quickly preview today tasks using the day navigator button (5). You can navigate through the nearest dates using the arrow controls. The viewing range corresponds to the scale of mapping tasks: day, four days, week or month.

The list of RESOURCES (6) is located at the left side of the window. It shows all resources assigned to projects available to you. It allows you to turn on/off the visibility of tasks assigned to particular resource. You can turn on/off all resources using the upper control.

The small calendar (7) is used for navigation. It shows the days that are displayed on the large calendar in the center. Use the mouse on the small calendar to select the desired dates to display project tasks on the large calendar. You can display or hide this calendar using the Calendar button (8).

The UNASSIGNED TASKS button (9) allows you to display and hide tasks for which resources are not assigned.

4.3. Workspace Complete Activity

The Workspace Complete Activity page displays a list of available projects. Select the needed projects (1). See for what task (3) and what project (2) the Complete (4) value was changed. Also, you can see who (5) and when (6) made this.


You can filter information: by date (7) and by keyword in the Search field (8). Also, you can sort the data by clicking on the heading of any of the columns in the table area of the page.

4.4. Workspace Users

The access to the Workspace Users page has its Administrator only. He has the unlimited authority to manage the list of his Workspace users. He can invite users, assign them to projects, and remove from the workspace.
1. Click the Users item in the Workspace Menu.
2. Enter E-mail (1) and Name (2) of a new user and press the button «ADD USER» (3).
3. This new user will appear in the «Users» list (4). The user will get an email invitation to join workspace.
4. Administrator can immediately assign a role to a user in a particular project. Select the appropriate role for a particular project (5): PM – Project Manager; RM – Resource Manager; GST – Guest.

For the role of the "Resource Manager" you need to specify what resources they will manage. To do this, use the Select Project Resources controls (6).
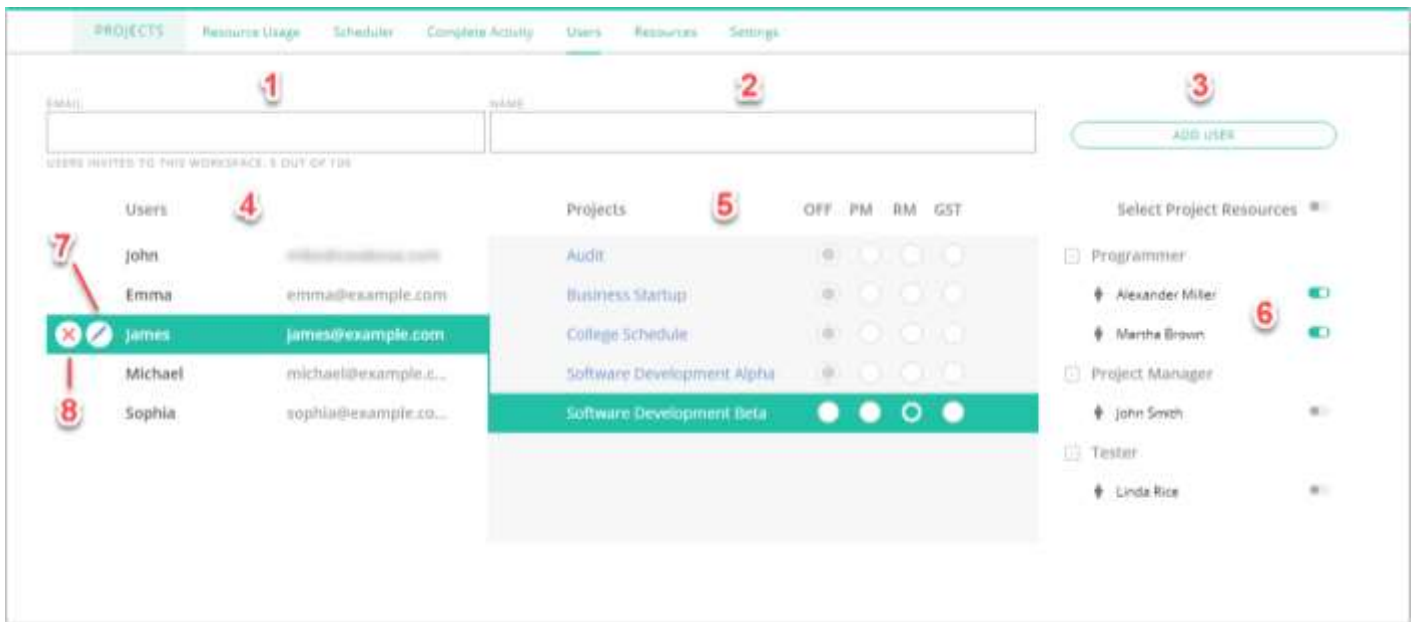
You can change the user's personal data (E-Mail, the name), keeping all assigned roles:

1. Select the user in the "Users" list;
2. Click Edit button (7);
3. E-Mail and the User name will be displayed in the fields (1) and (2). Also, the buttons "Save" and "Cancel" will appear instead of "Add user" button (3);
4. Click "Save" to save changes or "Cancel" to cancel.

You can remove the user together with all roles assigned to him. Select a user and click on the X button (8). After your confirmation, the user will be removed.

4.5. Workspace Resource Pool

ConceptDraw PROJECT Server supports the scenario of sharing the same resource list with several project managers. This can be important for teamwork and resource management.

The shared resources are located in the Workspace Resource Pool. Each workspace has its own Resource Pool. Resources from the Workspace Resource Pool can be used by all users of the current workspace. But only the Administrator of this workspace can add, edit and remove resources from the current Workspace Resource Pool.

The Workspace Resource Pool page is used to create and maintain shared resources. The page view is shown below.
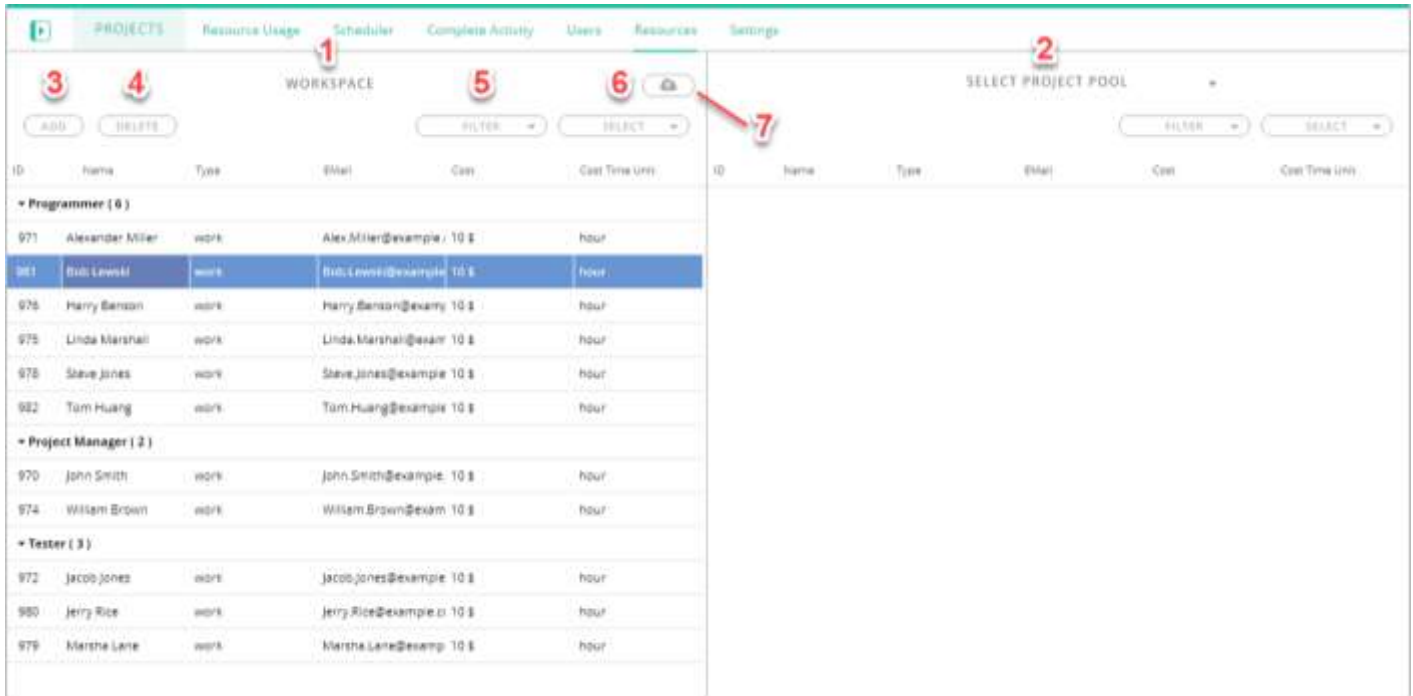
The Workspace Resource Pool page consists of two panels. The left panel (1) displays a list of resources for the Workspace Resource Pool. The right panel (2) is empty when first opened.

With the help of the Workspace panel (1) you can:
- Edit an existing resource: select the resource and press F2 or double-click on it.
- Add a new resource to the Workspace Resource Pool using the ADD button (3). A new resource appears at the bottom of the list.
- Delete the selected resources by clicking the DELETE (4) button.
- Apply filters to display all resources, only those that are assigned, or not assigned using the FILTER (5) button.
- Select all resources at once, or deselect them using the SELECT button (6).
- Import resources from the ConceptDraw PROJECT files by clicking on the UPLOAD FROM FILE button (7).

Another way to fill the Resource Pool is to use the resources from the projects uploaded. The resources of the ConceptDraw PROJECT files uploaded are located in the Project Pool panel (2). You can select the needed pool from a drop-down list. The name of the project Pool is the same as the project file.

Remember, if you uploaded a multi-project, you will get a common resource pool for all projects. In the same time each project included, will have its own resource pool.

Select a project from the drop-down list on the Project Pool panel (2). The resource pool of selected project will be opened on the panel.
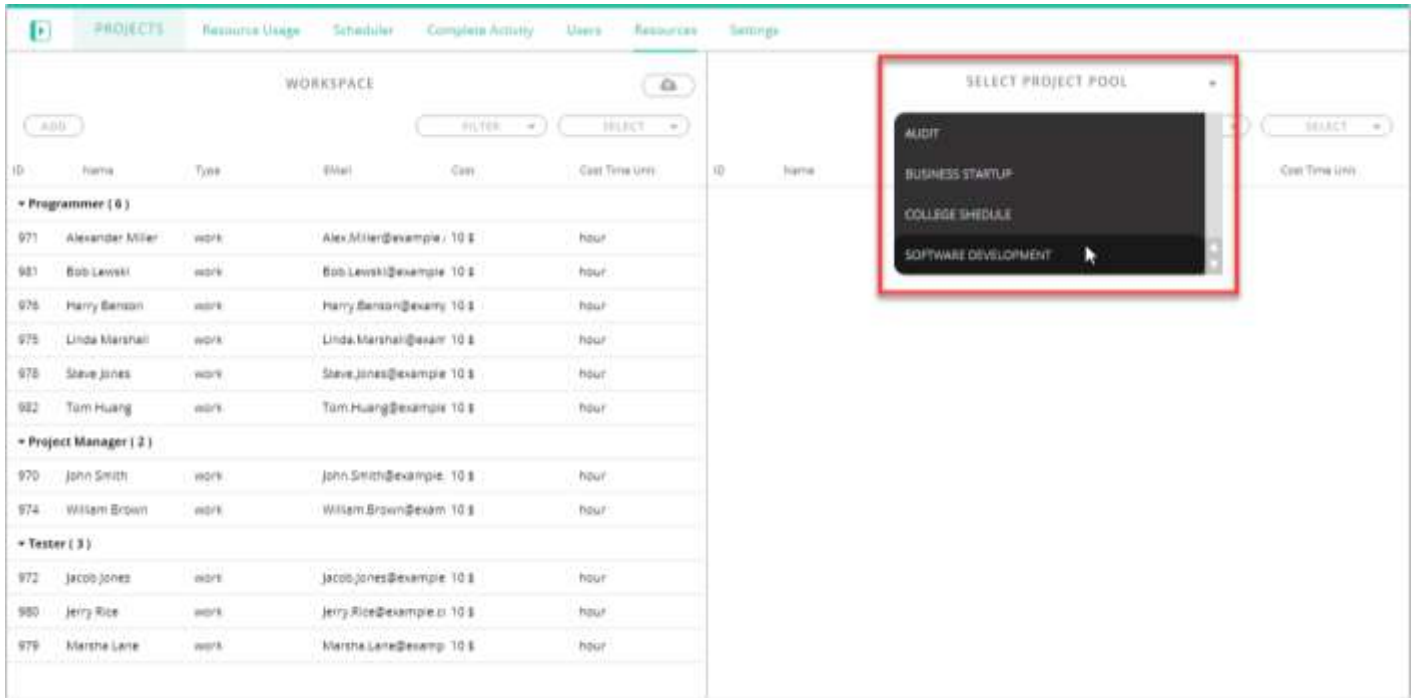
Select a resource. The resource will be highlighted and the "COPY" (1), "MOVE" (2) and "REPLACE" (3) buttons will be displayed. Apply filters to display all resources, only those that are assigned, or not assigned using the FILTER (4) button. Select all resources at once, or deselect them using the SELECT button (5).
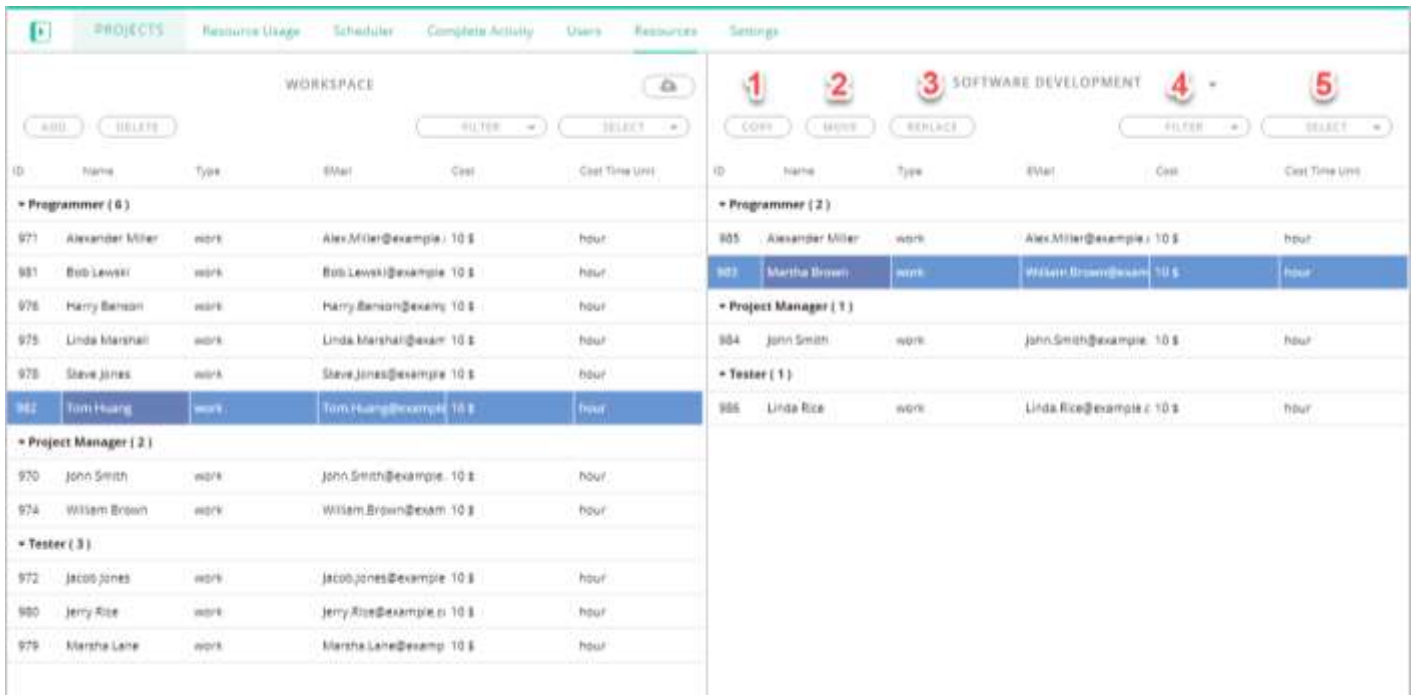
COPY. The resource will be copied from a Project Pool to a Workspace Resource Pool. The resource and its assignments in the source Project Pool will remain unchanged.

MOVE. The resource will be permanently moved from a Project Pool to a Workspace Resource Pool along with all assignments. This command deletes the original resource from a source Project Pool.

REPLACE. The selected resource from a current Project Pool will be replaced with the selected resource from a Workspace Resource Pool. This command permanently deletes the original resource from a Project Pool and its assignments will be transferred to the new resource. Remember, that no information about the previous resource from Project Pool will remain.

4.6. Workspace Settings

Use the Workspace Settings page to manage your ConceptDraw PROJECT Server workspace settings.

Workspace Name (1). Your Workspace Name is created from the information that you provided when Sign Up on www.conceptdraw.com. By default, Workspace Name is the same as the Company field in your registration form. If this field is empty, then Workspace Name is your First and Last name. For invited users, it is Workspace Name that will help identify your Workspace among others. You can change the Workspace Name. For more information about Workspace, see Ch3.1.

Receive notification Emails (2). ConceptDraw PROJECT Server automatically sends notification emails to users. You receive notifications when you are invited to the Workspace. When you get assignments or project role changes. When the project is deleted. You can disable/enable the notification emails. For more information on Notification Emails, see Ch. 5.

Select time zone (3). Select the appropriate time zone or click Get time zone. When the project is loaded and Complete is changed, the operation time is fixed.

Date and time format (4). The date and time are displayed in the format that is defined by the region you specified when registering. If you want to set another region, then disable the use of the registration region and select the region from the list.

Currency (5). Set the currency for the cost calculation. Currently, ConceptDraw PROJECT Server supports a one currency. Select the currency symbol from the drop-down list.

License Info (6). Here you can see your license's title, the number of users allowed by this license, the date the license was assigned, and the date of expiration.

Week starts (7). Specify the first day of the week for the Workspace Calendar (9).

Default weekdays (7). While ConceptDraw PROJECT Server automatically provides you with default Workspace calendar settings (Saturday and Sunday are the non- working days), those defaults may not fit for your projects. You can customize the calendar by clicking the proper days.

Default working time (8). Default weekdays and Default working time is used when creating a new resource calendar in the Workspace Resource Poole. Use the Reset to default button (10) to restore Workspace Calendar default settings.

Workspace calendar (9). Select the day to edit. You can make the day working/non-working (12) or change the day's working hours (13).

Edit mode (11). You can change the Workspace calendar settings for one particular day, or for this day of the week through the entire project. If you switch the Edit mode to by Weekday position, you can change for example, the working time of all Fridays within the current Workspace calendar.
When changes completed, press the Save or Cancel button.

5. Notification Emails

User will receive a notification after the Administrator or Project Manager adds him to the Workspace user list.

Subject: ConceptDraw PROJECT Server: You are invited to join the team of ConceptDraw PROJECT Server users.
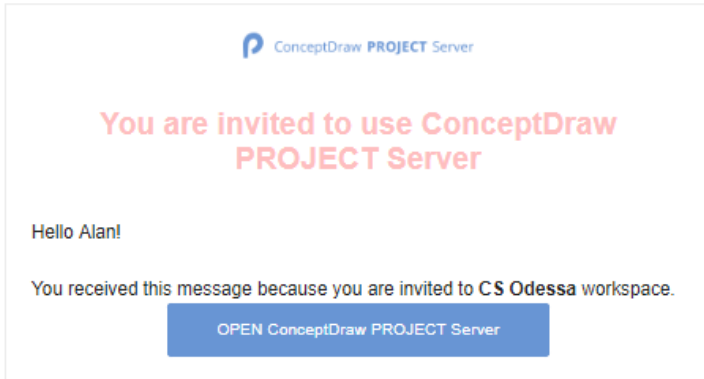
The user will get a notification if his role changed using the "Workspace Users" or "Project Users" pages. Note, that the role of Resource Manager must contain at least one resource.

Subject: ConceptDraw PROJECT Server: Access rights changed.
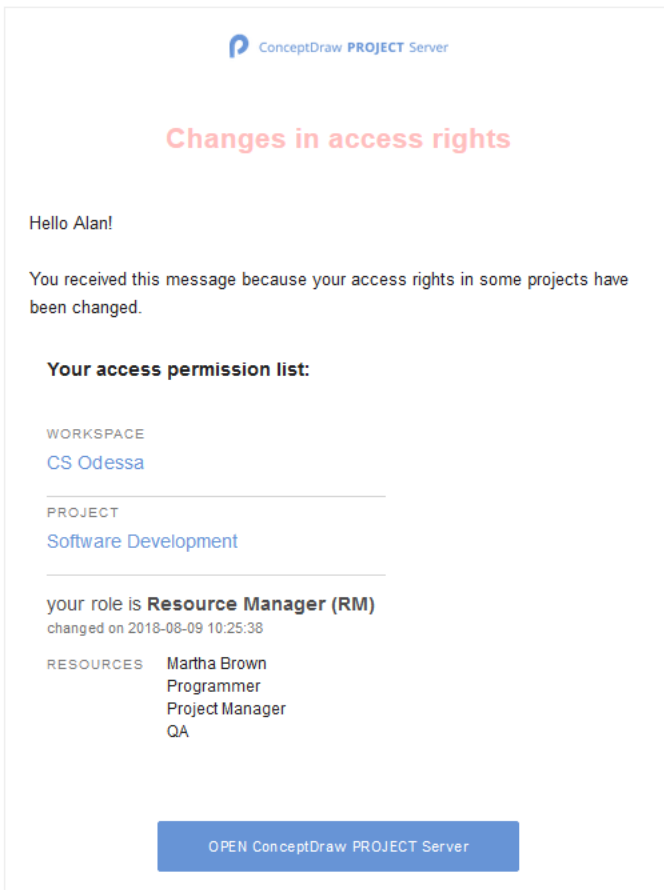
The Guest or Resource Manager user will get a notification if he has been removed from one or more projects using the "Workspace Users" or "Project Users" pages.

Subject: ConceptDraw PROJECT Server: Access rights changed.
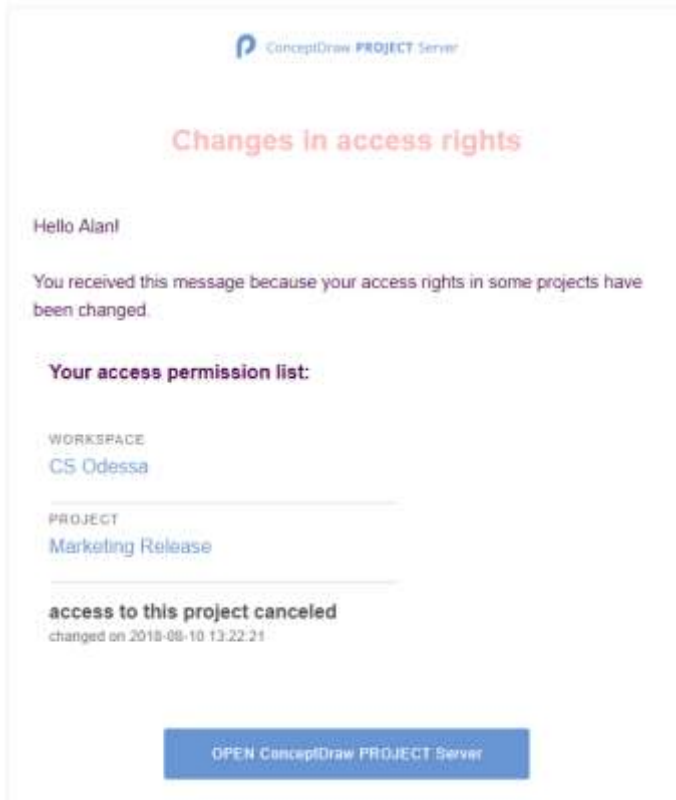
The user will get a notification when they are removed from the User list on the "Workspace Users" or "Project Users" pages.

Subject: ConceptDraw PROJECT Server: Access permission canceled.
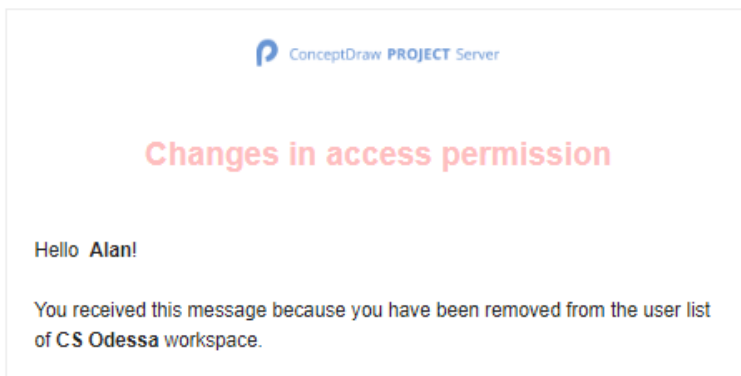
When a project is removed, notifications will be sending to all its invited users.

Subject: ConceptDraw PROJECT Server: Access rights changed.
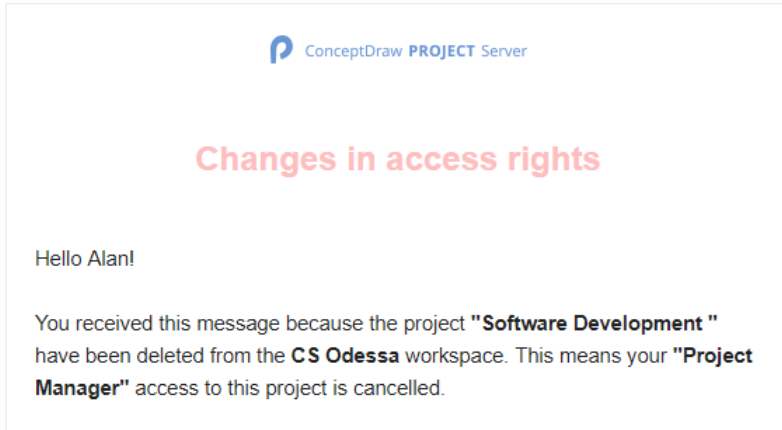
Administrator will get a notification, if you have clicked the "Removal Request" button on the "Project Settings" page (see Ch. 5.6) of the projects you were invited to.

Subject: ConceptDraw PROJECT Server: Removal request.
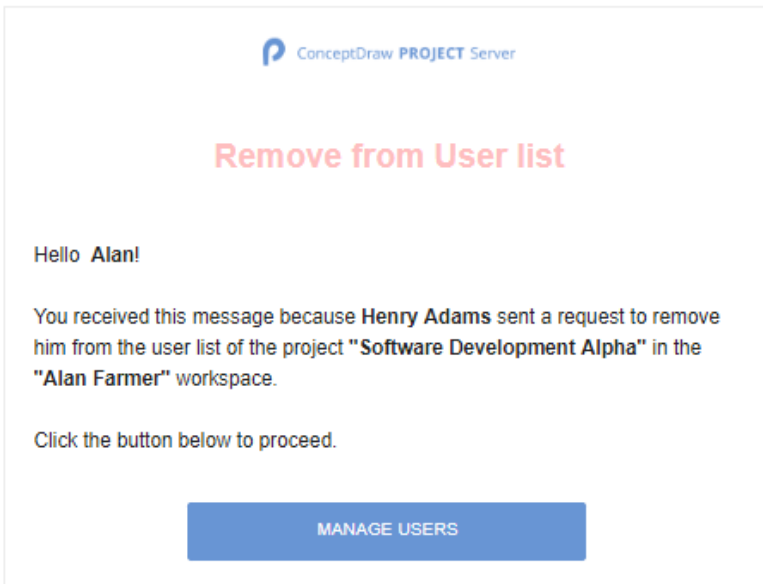
Administrator or Project Manager can change the user's e-mail. In this case, an automatic notification will be sent to the previous address that it has been removed from the work space user list, and a new invitation will be sent to the new address.

6. Projects

6.1. Gantt Chart

6.1.1. Gantt Chart Overview

Open the Projects page. Click the Workspace name to open a list of its projects. Select a needed project and click the title You can see the Gantt chart view in the illustration below.
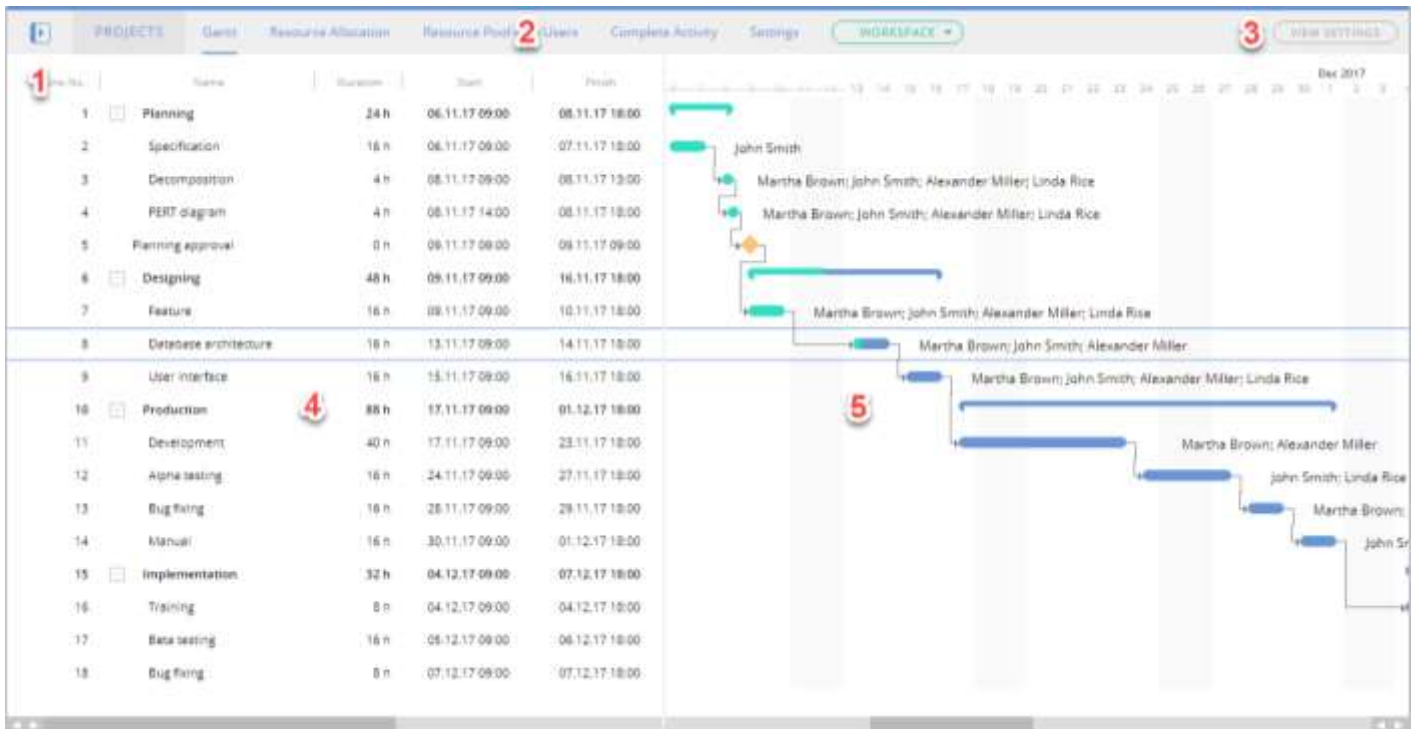
The Gantt chart will automatically switch on the timeline to the selected task. To do this, click on the corresponding task in the project outline.

The page consists of tabular (4) and graphic (5) parts. At the top of the page there is a button to open/close the SIDE PANEL (1) and the Gantt Chart settings button "VIEW SETTINGS" (3). Use the Menu (2) to assign resources to tasks, invite users, and give users access to the project, history of task complete changes and project settings.

Press the SIDE PANEL button (1) to view the complete information about a task (phase, milestone).
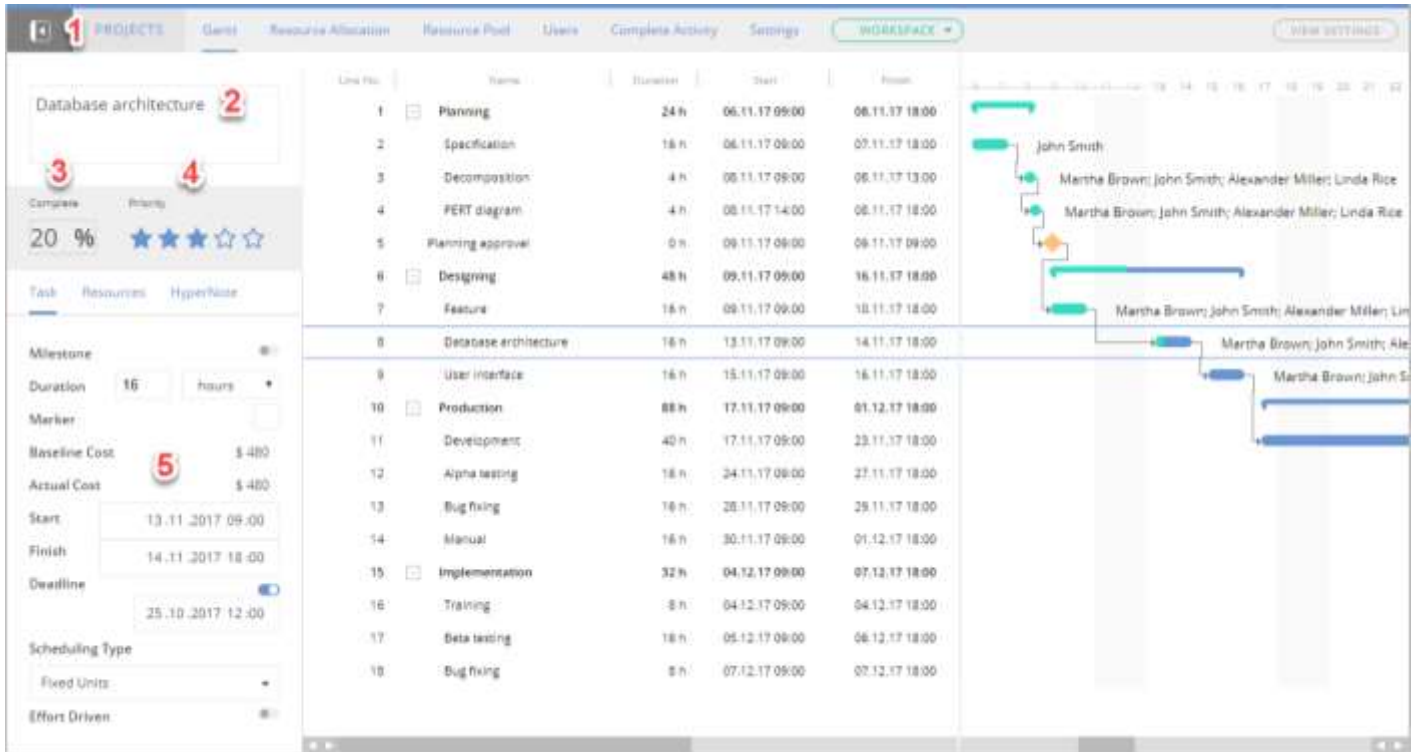
The name of the task (phase, milestone) (2), percentage of execution (3) and priority (4) are displayed at the top of the SIDE PANEL. The name and priority can be edited for the task, phase and milestone, and the percent completion - for the task and milestone. Just click on the corresponding field to edit the value.

There are three tabs on the SIDE PANEL: Task, Resources and HyperNote.

Task tab defines the project parameters and allows you to manage a task information from the Gantt chart.

- Milestone – Convert task to milestone.
- Duration – Set up task duration.
- Marker – Specify task marker from list.
- Baseline Cost – Display task baseline cost.
- Actual Cost – Display task actual cost.
- Start – Set up start date.
- Finish – Set up finish date.
- Deadline – Set up deadline date.
- Scheduling Type – Set the Task Type.
- Effort Driven – On/Off the Effort-Driven scheduling.

The three Task Types used in ConceptDraw PROJECT Server are Fixed Units, Fixed Work, and Fixed Duration. Each of the task types affects scheduling when you edit one of the three elements as follows.

Task type	Units is edited	Duration is edited	Work is edited
Fixed Units	Duration is recalculated	Work is recalculated	Duration is recalculated
Fixed Work	Duration is recalculated	Units are recalculated	Duration is recalculated
Fixed Duration	Work is recalculated	Work is recalculated	Units are recalculated

Effort-driven scheduling is the default method of scheduling. The duration of a task shortens or lengthens as resources are added or removed from a task, while the amount of effort necessary to complete a task remains unchanged.

Effort-driven scheduling only takes effect when resources are added to or removed from a task. Effort-driven calculation rules are not applied when you change work, duration, and unit values for resources already assigned to a task.

When working with effort-driven scheduling, keep the following in mind:

- The effort-driven calculations apply only after the first resources are initially assigned to the task. After the first resources are assigned, the work value doesn't change as new resources are assigned to or removed from the same task.
- If the assigned task type is Fixed Units, assigning additional resources shortens the duration of the task.
- If the assigned task type is Fixed Duration, assigning additional resources decreases the individual unit values for resources.
- If the assigned task type is Fixed Work, assigning additional resources shortens the duration of the task.

Resources tab shows the list of resources assigned to the task. It displays the percentage of resource loading and a cost.

HyperNote (1) tab consists of Note and Hyperlinks sections. Notes section allows adding text Notes to project tasks, scheduled at the Gantt chart View. The Hyperlinks section contains hyperlinks to web pages, to e-mail address, to tasks and resources of the project.

6.1.2. Gantt Chart View Settings

To view and / or change the Gantt Chart viewing settings, click the VIEW SETTINGS button.
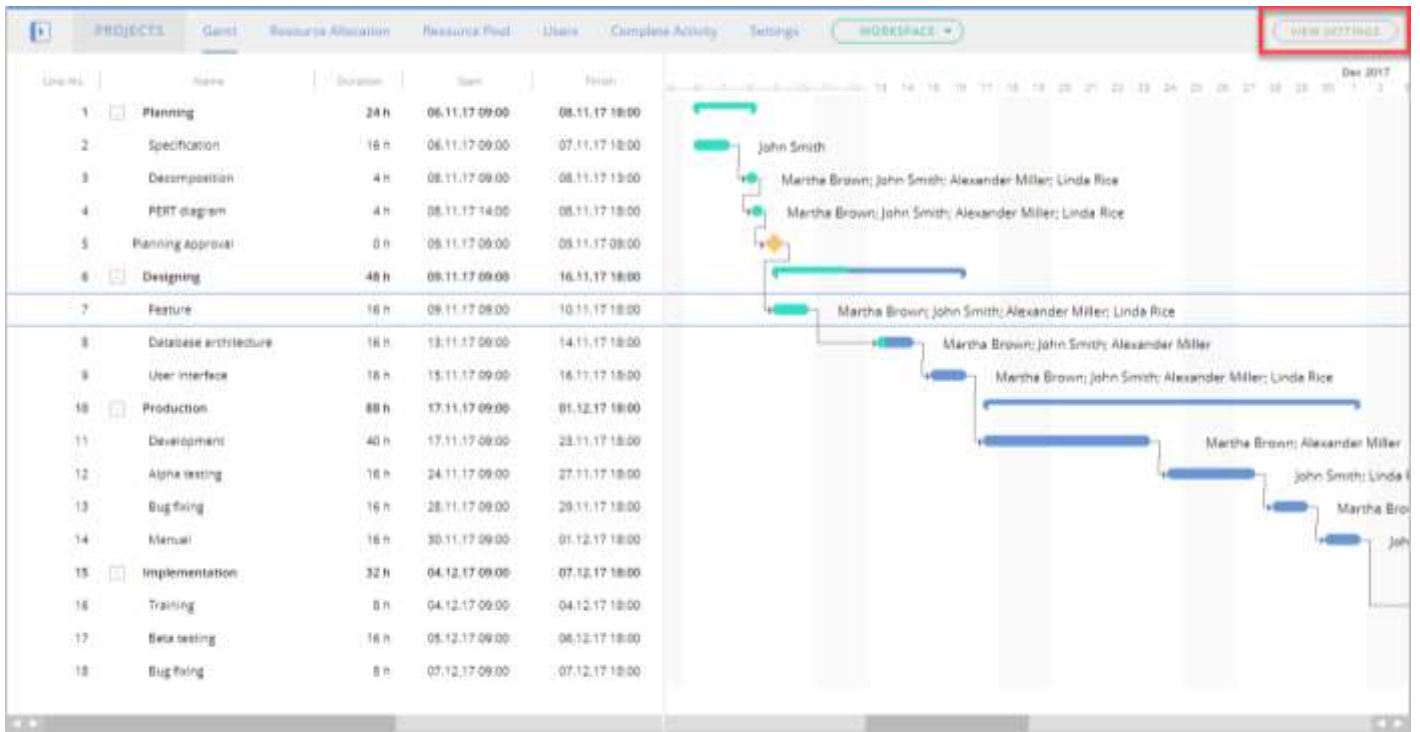
The drop-down menu has three sections: VIEW OPTIONS, COLUMN SETS and TIME SCALE.
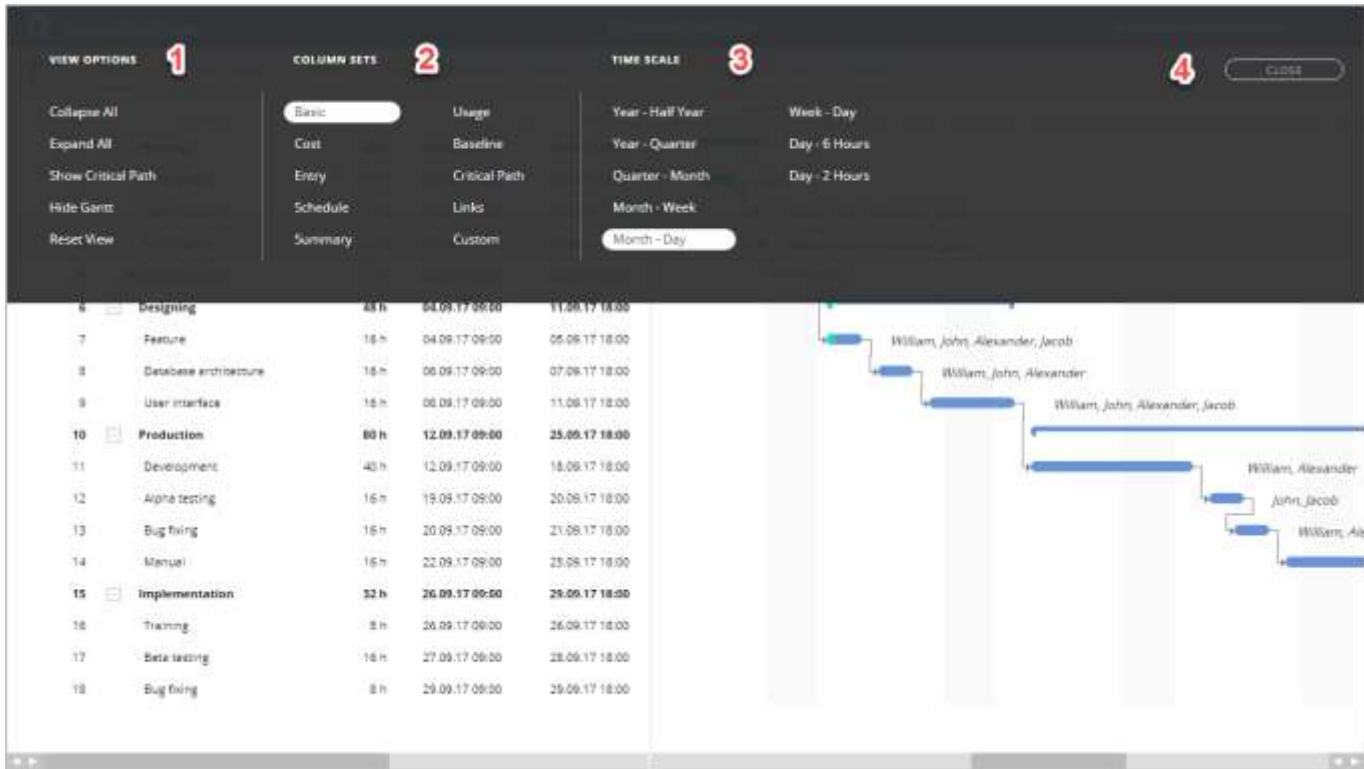
VIEW OPTIONS (1)

Collapse All - Collapse all tasks. All tasks will be collapsed u to the first level.

Expand All - Expand all tasks. All tasks will be expanded.

Show Critical Path - Show/hide the critical path of the project.

Hide Gantt – The Gant diagram will be hidden. The tabular section will be expanded on the entire width of the browser window.

Reset View - Expand all phases and restore the default view of Gantt table columns.

COLUMN SETS (2)

Use the section menu to change the appearance of the project outline columns by selecting one of the ten pre-designed types.

TIME SCALE (3)

The default scale is "Week – Day". Available scales are: "Year – Half Year", "Year – Quarter", "Quarter – Month", "Month – Week", "Month – Day", "Week – Day", "Day – 6 Hours", "Day – 2 Hours".

CLOSE (4) button is used to close the VIEW SETTINGS menu. You can also use the ESC button, or mouse-click outside the menu.

6.1.3. Gantt Chart Columns Customization

You can customize the columns view by using the context menu of the project outline heading.
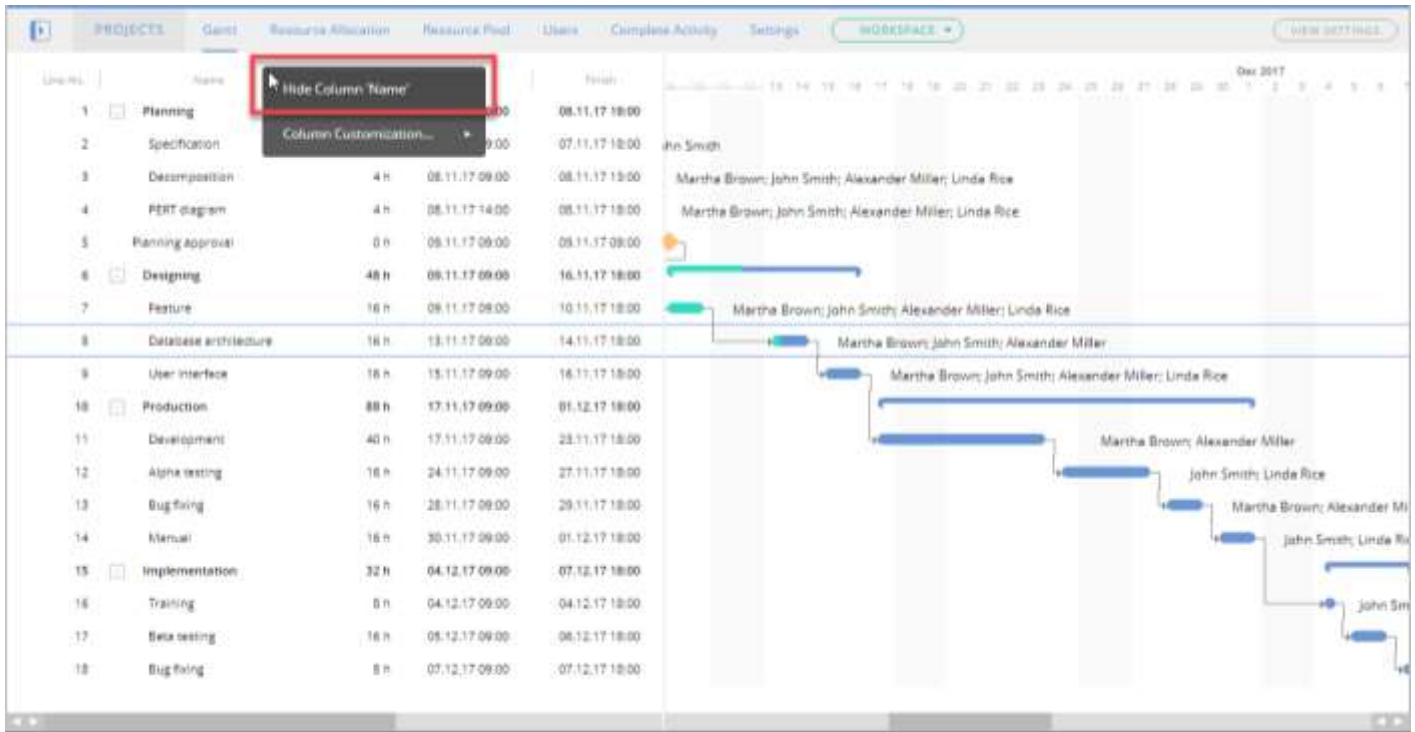
You can hide the selected column using menu Hide Column <Column name>.
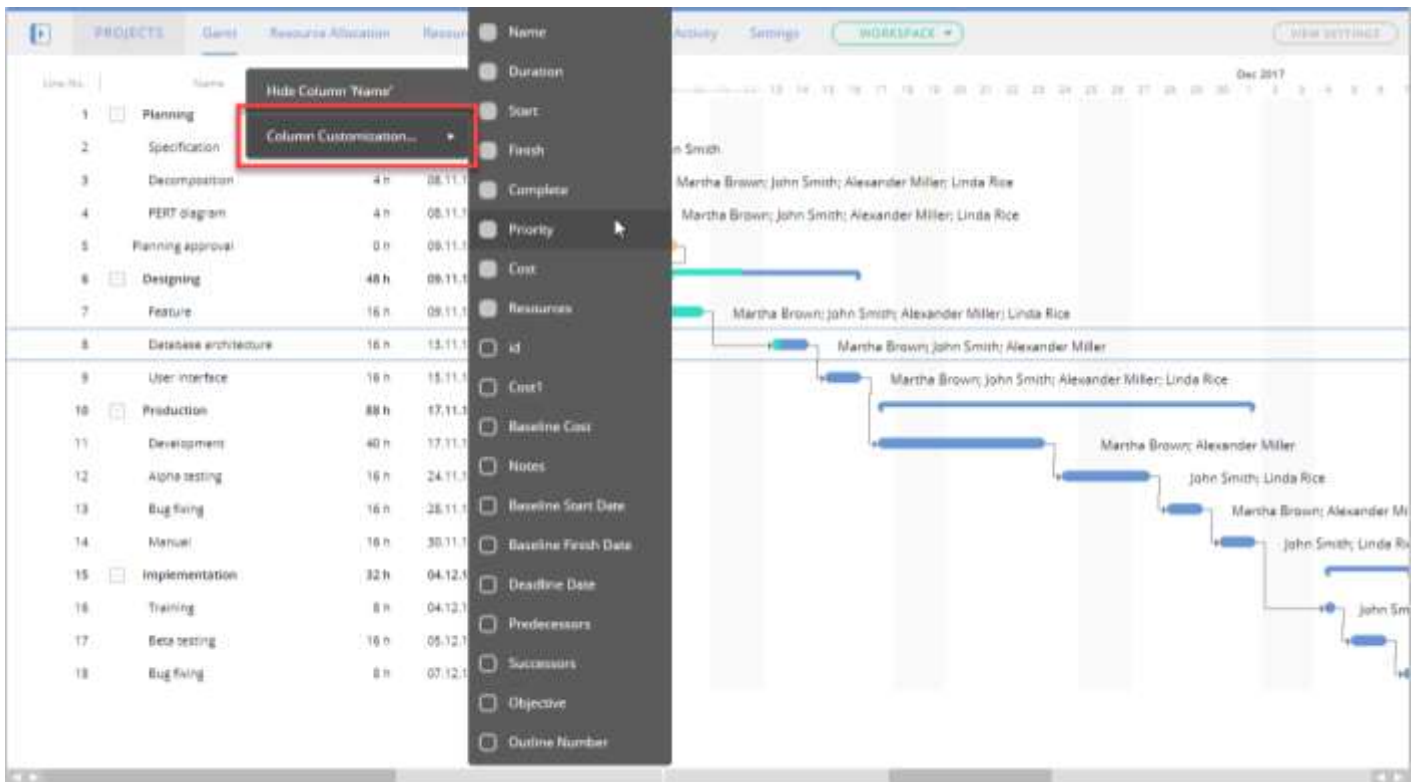
You can use the Column Customization menu to select columns you need to watch on the table section of Gantt chart. A set of selected columns will be saved in the Custom Column Set. A Column Sets control automatically switches to the Custom position. You can change the aspect ratio of tabular and graphical parts, as well as change the width of columns in the table section using a mouse: position the mouse pointer on the boundary and drag left or right until the column is the width that you want.
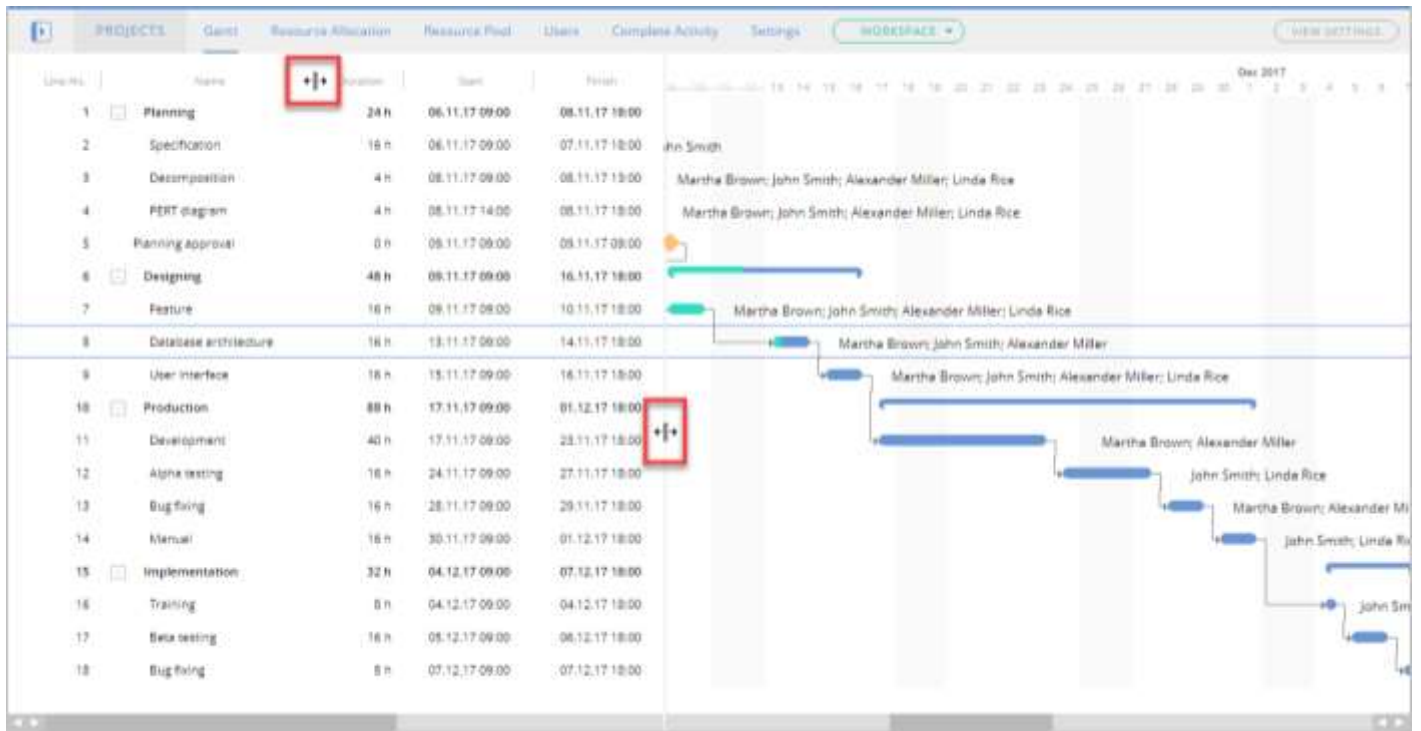
6.1.4. Task color marker

A line in the Gantt Chart can be highlighted with a colored marker. There are seven colors available. Select a line, open SIDE PANEL -> Marker and select the desired color.

6.2. Resource Allocation

The Resource Allocation page is used to assign resources from the Workspace Resource Pool to the tasks of the current project. The page consists of three parts: Gantt Chart (1), resource assignment panel (2), and resource load panel (3).
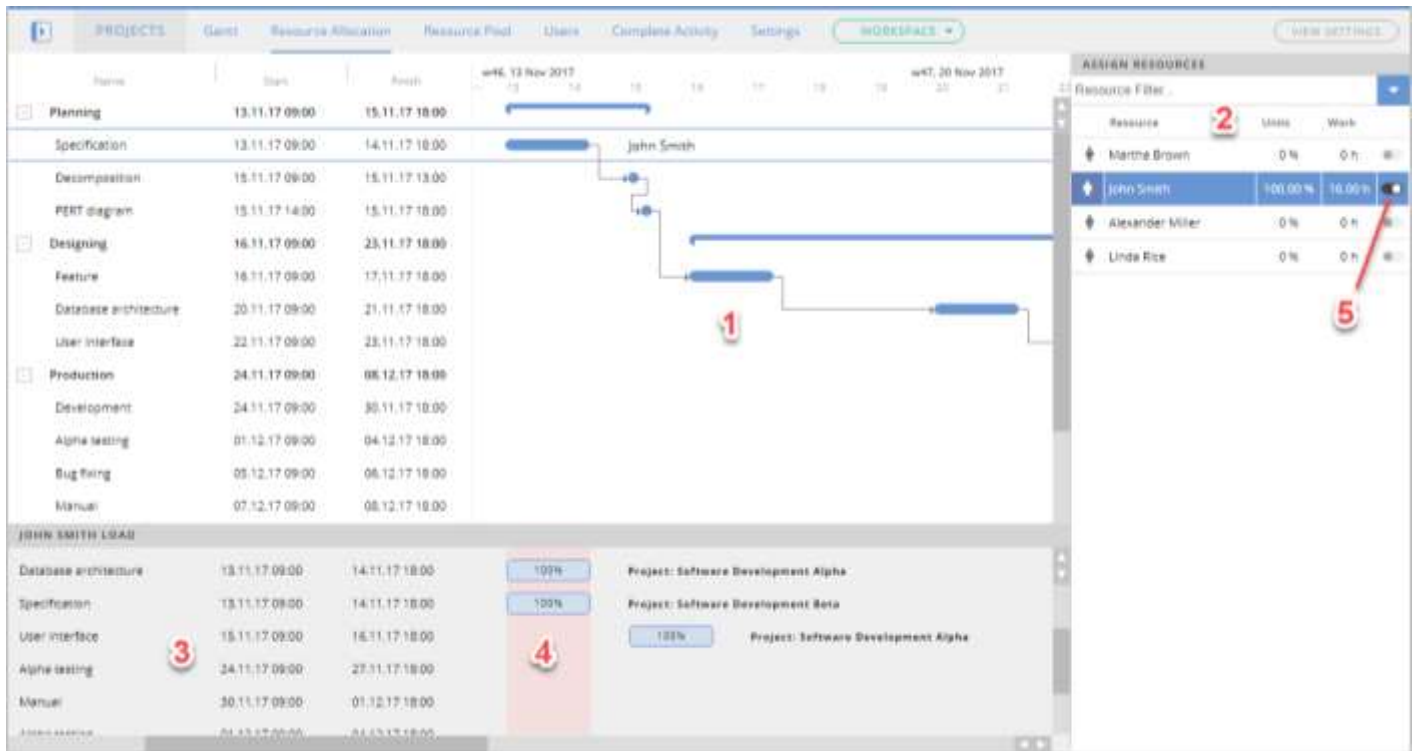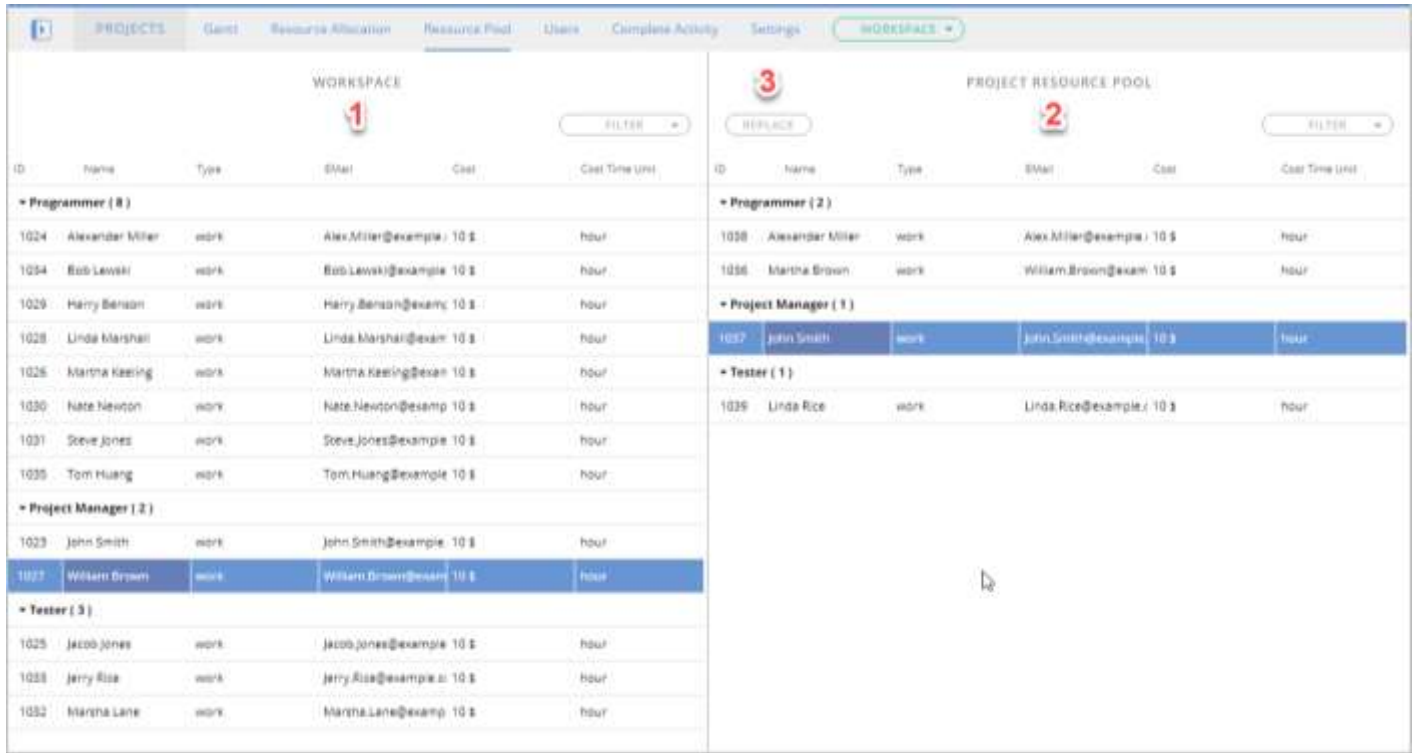
Select the task on the Gantt Chart (1). Select the resource in the Assign Resources panel (2). The Load panel (3) shows whether the resource has other assignments in the current workspace. If the resource already has assignments at the same time, then the possible overload will be highlighted with a pink color (4).

Thus, you can see probable conflict situations. Then, you can shift the task on a timescale, or assign this task to another resource. To assign to a task or to remove a resource from a task, use the switch (5) in the Assign Resources panel (2).).

6.3. Project Resource Pool

Project resources can only be used in the same project. To use resources in several projects, you need to use shared resources from the Workspace Resource Pool. The Project Resource Pool page is used to replace the resources uploaded with the project with resources from the Workspace Resource Pool.

The Project Resource Pool page consists of two parts: the left panel WORKSPACE (1) and the right panel PROJECT RESOURCE POOL (2). Select one resource from WORKSPACE l and one from PROJECT RESOURCE POOL. Press the REPLACE button (3). The resource in the project will be replaced with the resource from the Workspace Resource Pool. This also means that all assignments will be transferred to the resource from the Workspace Resource Pool.

6.4. Project Users

The workspace Administrator or Project Manager of the current project can share the project with other workspace users.

1. Click the Users item in the Project Menu.
2. To add a new project user, enter E-mail (1) and Name (2) and press the button «ADD USER» (3).
3. This new user will appear in the «Users» list (4). Also, the notification-invitation will be send on his email.
4. You can immediately assign a role to the user in the current project. Select the appropriate role for a current project (5). For the role of the "Resource Manager" you need to specify what resources he will manage. To do this, use the "Select Project Resources" controls (6).
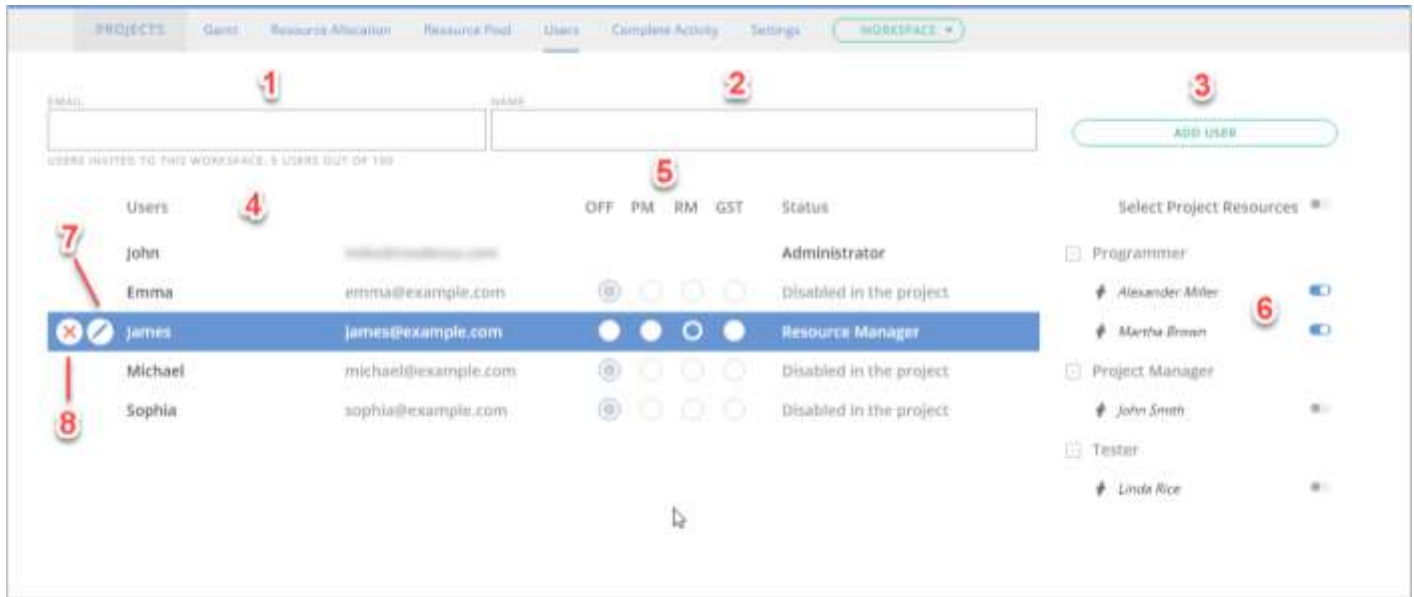
You can change the user's personal data (E-Mail, name), while maintaining all assigned roles:

1. Select the user in the "Users" list;
2. Click Edit button (7);
3. E-Mail and the User name will be displayed in the fields (1) and (2). Also, the buttons "Save" and "Cancel" will appear instead of "Add user" button (3);
4. Click "Save" to save changes or "Cancel" to cancel.

On the Project Users page, you can delete the user only if it is not assigned to any of the other projects in the current Workspace. To delete a user, press Delete button (8) and confirm your choice.

6.5. Project Complete Activity

The Complete Activity page in the current project enables you to track the task (1) completion progress (2). It shows who change the completion value (3) and when (4).

You can filter information: by date (5) and by keyword in the Search field (6). Also, you can sort the data by clicking on the heading of any of the columns in the table area of the page.

6.6. Project Settings

The Project Settings page of the current project displays the project setup options. On the left of the page (1) you will find out such useful information as: project name, start and finish date of the project, project duration, budget, project site, project objectives, company name, name of the project manager, project priority.

The following fields are available for editing: project name, budget, objective, company, project manager, project priority. Just click on the field and enter the necessary changes. Confirm your changes by clicking the SAVE button that appears at the bottom of the page.

The information on the number of working hours per day and week and the amount of working days in a month is displayed below.

In the bottom left corner there are tools (3) to operate on a whole project. The availability of options depend on the user's role in the current project.

- DELETE PROJECT button. If you are Administrator or Project Manager, you enable to delete his project with DELETE PROJECT button.
- EXPORT PROJECT button. Administrator and Project Manager can export a project in ConceptDraw PROJECT file format (CDPZ).
- REMOVAL REQUEST button. If you are Project Manager, Resource Manager or Guest, you can send a request to remove you from the list of project users using the REMOVAL REQUEST button. After the Project Owner removes you from this project, you will no longer see it in the list of projects on the ConceptDraw PROJECT Server home page.

- HIDE EXAMPLE PROJECT button. The Example Project cannot be removed. You can hide the example by using HIDE EXAMPLE PROJECT button. To view all hidden example projects, use the «SHOW EXAMPLE PROJECTS» item in the User Menu. The Example Projects do not count towards your subscription limits.

On the right side of the page, you can see the project and resource calendars. In the list (4) you can select calendar you want to view and edit. To edit a particular day, select it in the calendar (5) and click on it with the mouse. You can make the whole day non-working by using the switch (7) or change the working time (8).

A calendar change is available for one specific day, as well as for the day of the week. Those. By switching the control (6) to the "by Weekday" position, you can change the working time, for example, the working time of all Fridays within the current Workspace calendar.

When changes completed, press the Save or Cancel button.

CS Odessa

Technical Support/Sales Phone Numbers

US/Canada/Mexico:
Technical Support (Toll Free): +1 (877) 441-1150 x4
support@conceptdraw.com

Sales (Toll Free): +1 (877) 441-1150 x3
sales@conceptdraw.com

Europe/Asia/Pacific:
+44 (203)514-70-40
support@conceptdraw.com
sales@conceptdraw.com