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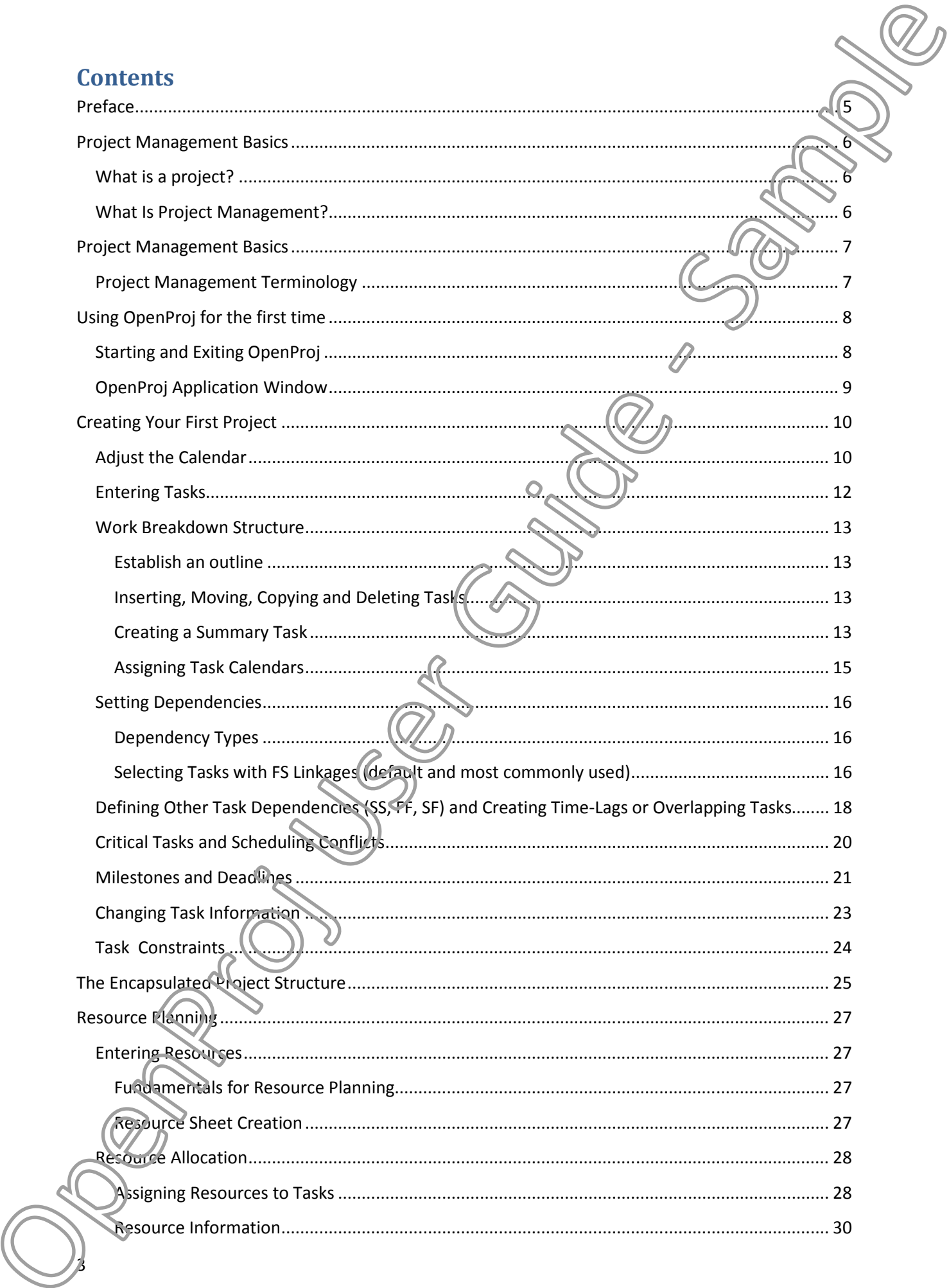
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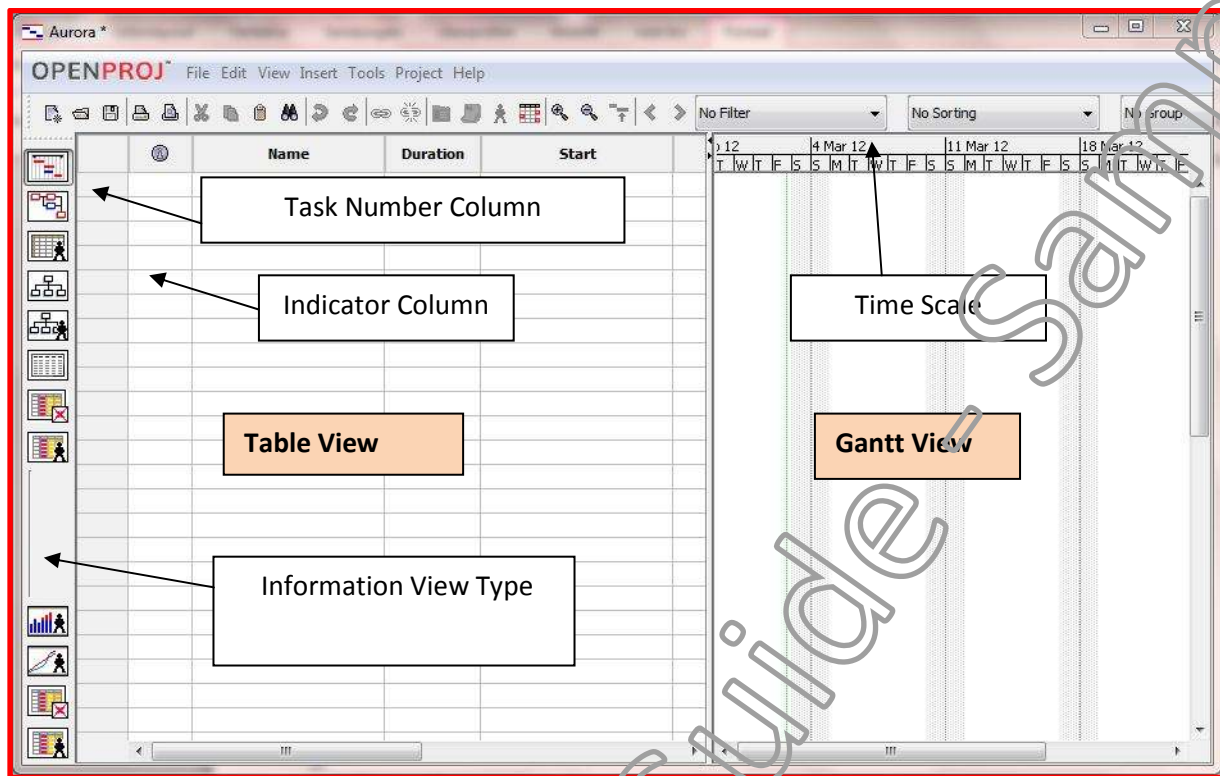
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OpenProj User Guide - Sample

OpenProj Application Window



Indicator Column.

In this column, symbols are displayed to show the status of the corresponding tasks (see right).

	Name	Duration	Start
1	Meeting	1 day	3/2/12 8:00 AM

Task Number Column.

Task numbers are assigned by OpenProj automatically when data is entered. The user does not enter information into this box.

Time Scale.

In many views, OpenProj shows a timeline whose scale can be changed via the + and - magnifying glass icon on the menu above.

Information View Type.

The area along the left side of the window lists a number of buttons representing the available views. Gantt, Network, Resources, WBS (work breakdown structure), RBS (resource breakdown structure), Reports, Task Usage and Resource Usage.

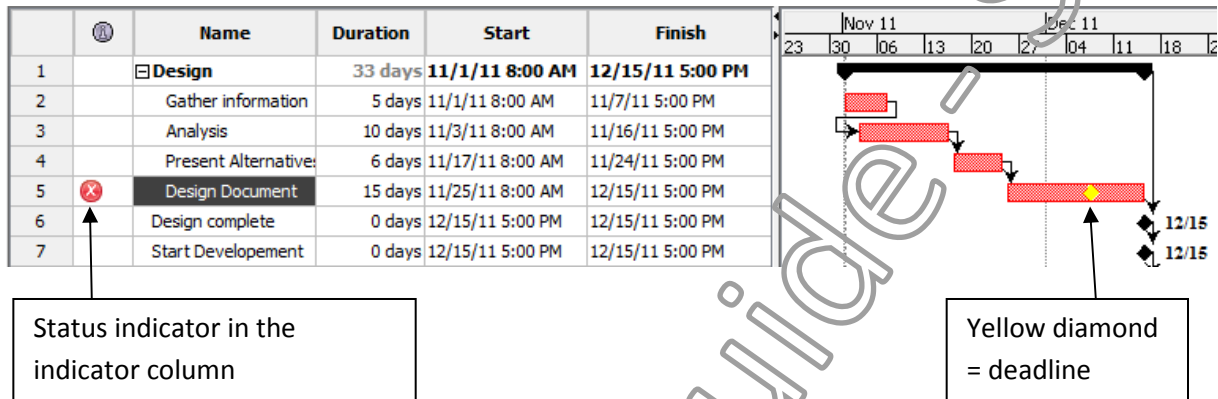
The lower view buttons open a split-screen where resource mapping tables and resource utilization as a graphic can be displayed. You can toggle views on and off by clicking the same button repeatedly.

Note: So far we have not set any further dates other than the start date of the project. A (preliminary) end date arises only from having a start date for the project, the duration of each activity and the selected task dependencies.

This is the only way to make Project Planning successful!

Setting Deadlines

Deadlines are used to monitor the progress of individual tasks. A deadline set for a particular date will trigger a notification as soon as that date slips and an icon in the indicator column is displayed. Deadlines also appear in the Gantt chart as yellow diamonds.



To set a deadline:

- Select the task in **Name** column for which you'd like to apply a deadline.
- Open the task information Dialog Box by double-clicking the task name, or click the icon.
- Select the **Advanced** tab and enter the desired date into the **Deadline:** field.
- Confirm your entry and click **Close**.

