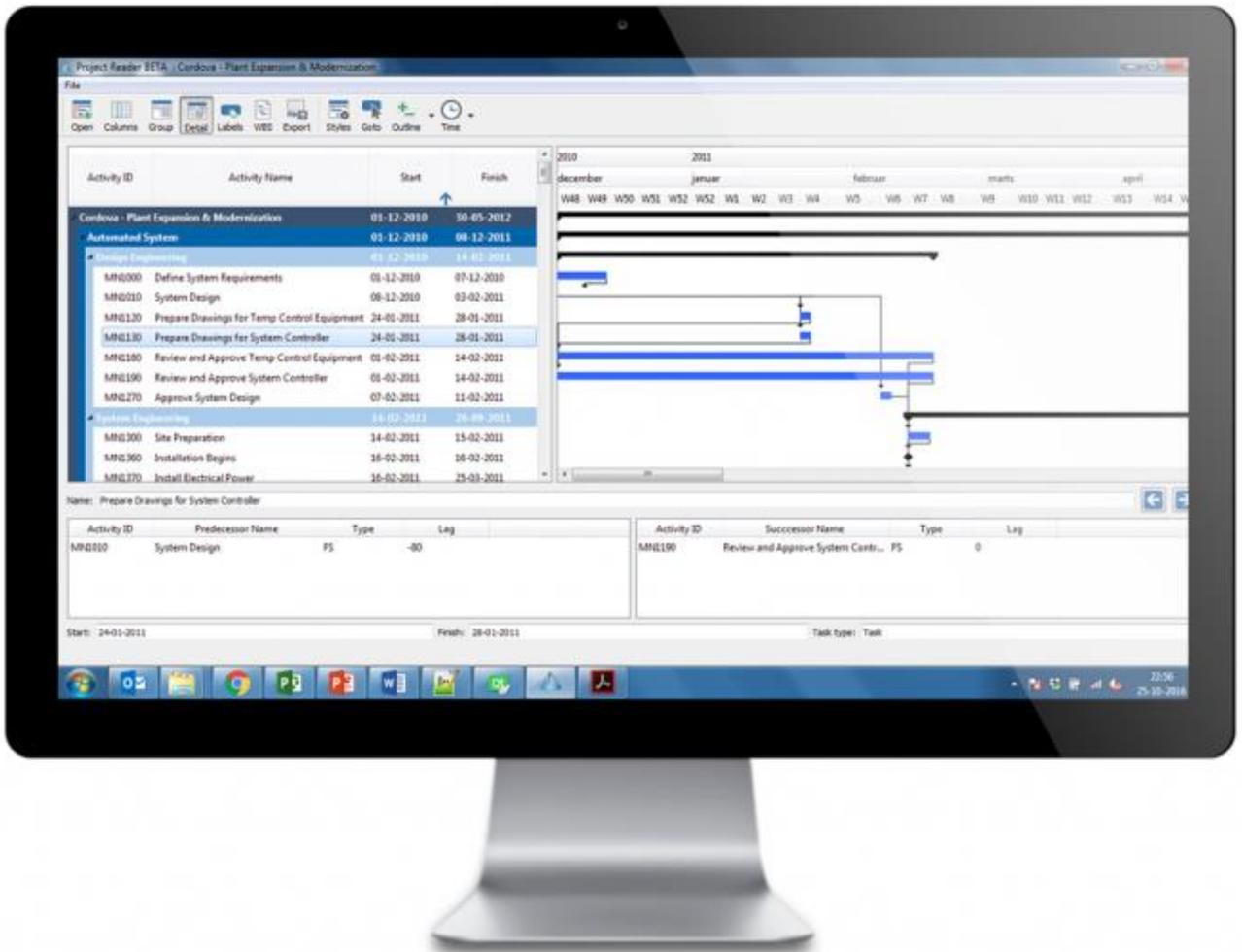




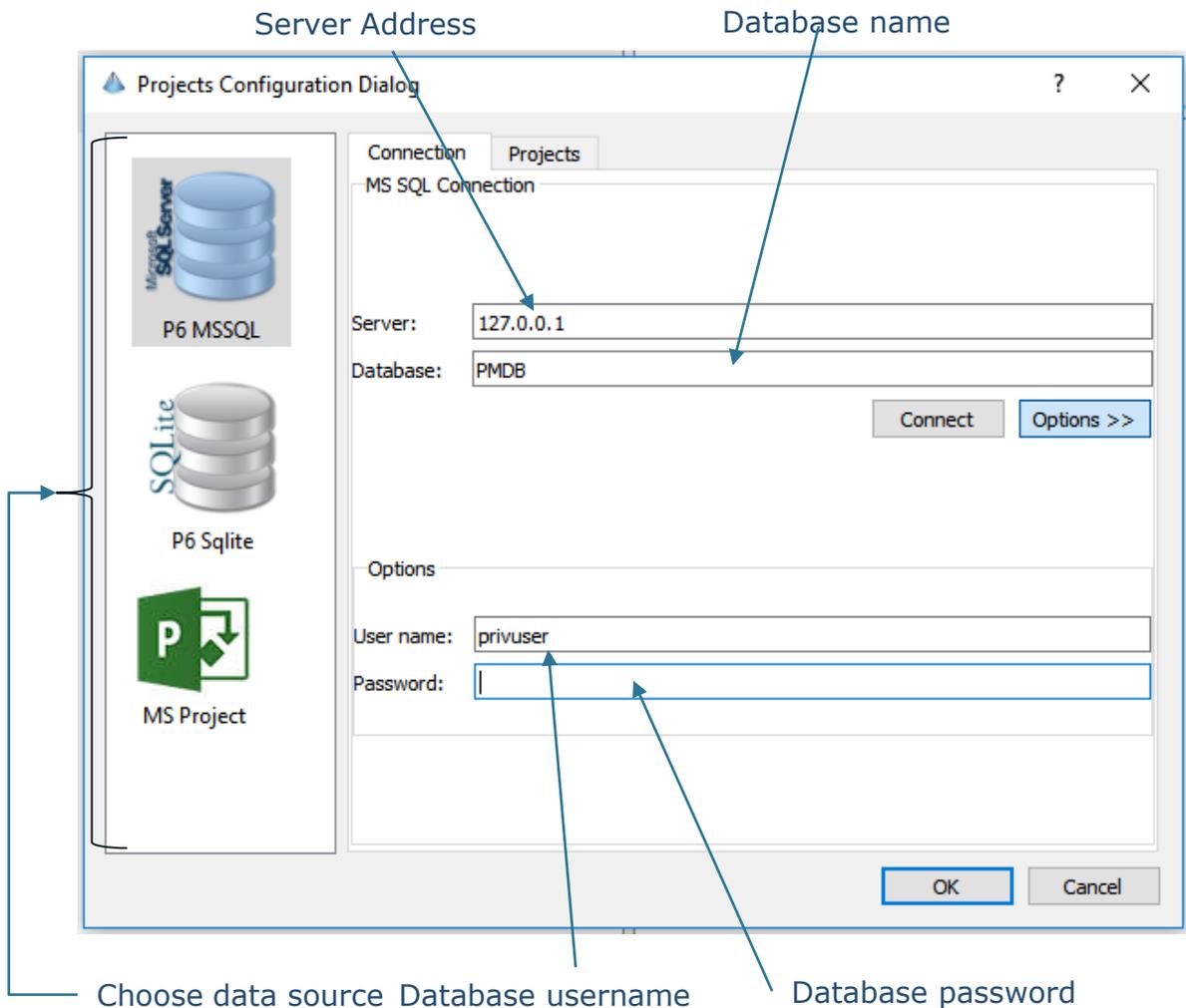
# Project Reader

## User manual





# Connect to Database

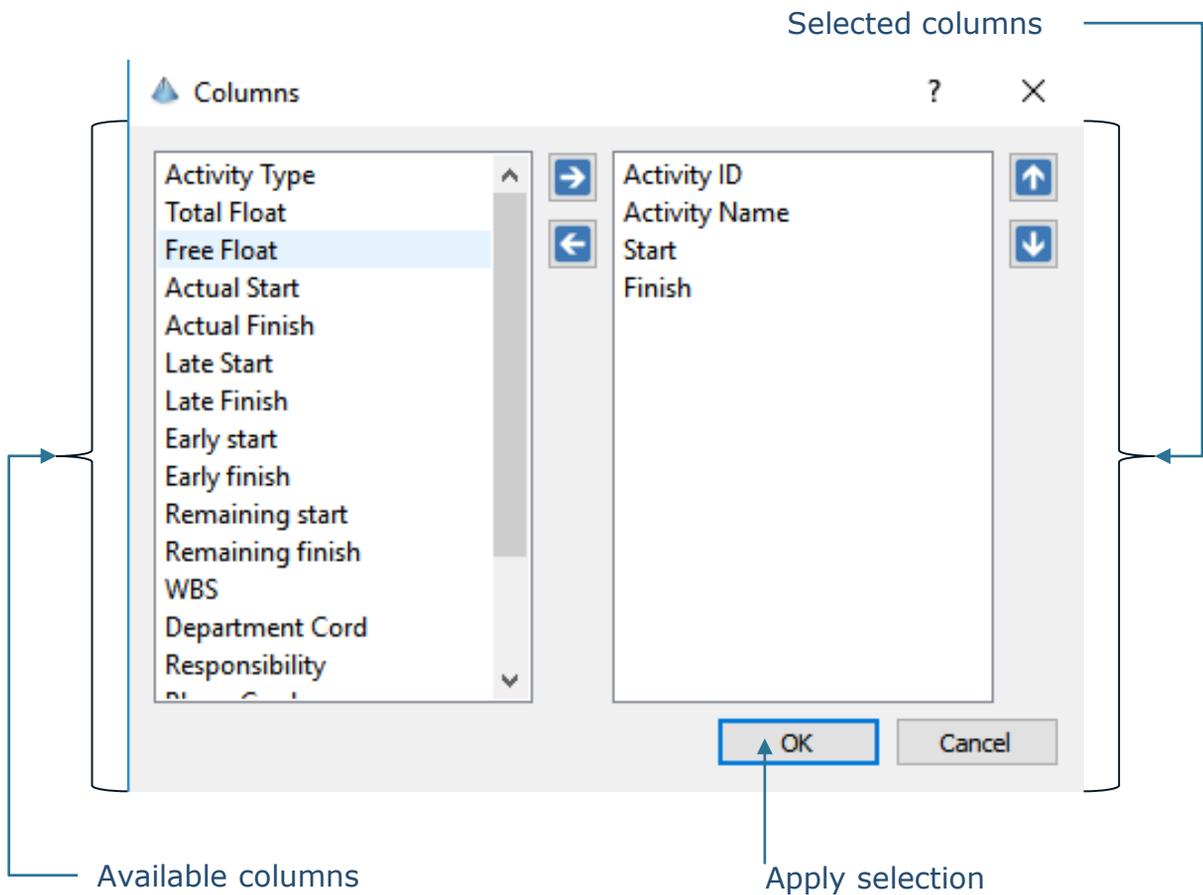


Insert server name and database name in the configuration dialog. If you have not configured a username and password go ahead and press **Connect**.

If you or your administrator has configured a username and password for the database then press options and type in the username and password in the options group. Then press **Connect**.

If you want to connect to MS Project files or a SQLite database simply browse to the file and press connect.

# Choose Columns



Columns dialog lets you choose which columns to show in the activities tree view on the left hand side of the screen.

Pick a column name from the available columns list and either double click it or click the right-arrow on the top to move it over to the selected column.

Use the north/south arrows to chose the display order.



# Choose Grouping

Group by column

Apply rule

	Group By	Rule	Format
1	WBS level 1	All	12 MS Shell Dlg 2
2	WBS level 2		10 MS Shell Dlg 2
3	WBS level 3		8 MS Shell Dlg 2
4	WBS level 4		8 MS Shell Dlg 2
5	WBS level 5		8 MS Shell Dlg 2
6	WBS level 6		8 MS Shell Dlg 2
7	WBS level 7		8 MS Shell Dlg 2
8			8 MS Shell Dlg 2
9			8 MS Shell Dlg 2
10			8 MS Shell Dlg 2

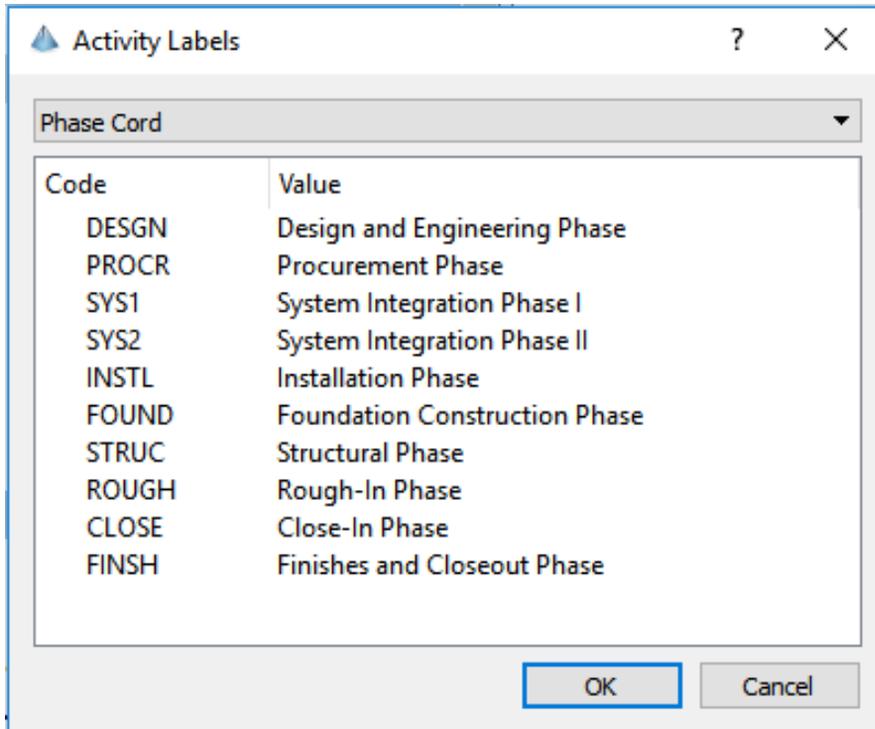
OK Cancel

Apply selection

The grouping function lets you see activities by WBS, by label or any column you want. You can even group activities by time by choosing a date column and apply a rule.

For date columns it's possible to group by year, month and week and date. For non-date columns choose how far down you want the grouping to go.

# Viewing Labels



Activity labels are codes that has been added to activities in the Oracle Primavera system.

Use the labels function to get an overview of which labels have been created for the open project.



# Viewing WBS

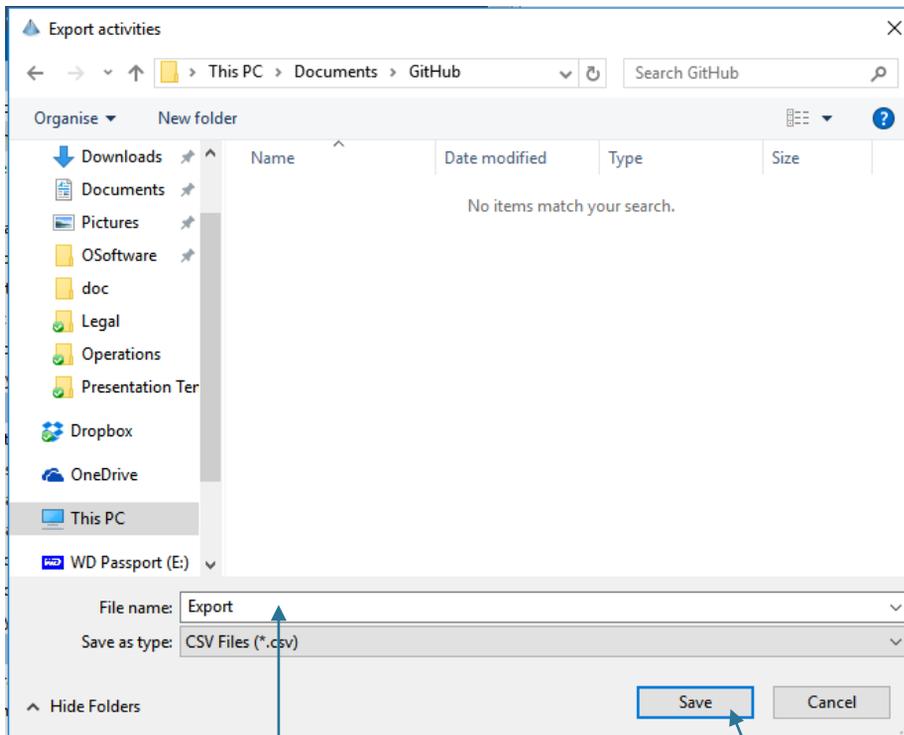
WBS Code	WBS Name
▼ MFG00772	Cordova - Plant Expansion & Modernization
▼ Auto	Automated System
SoftEng	Software Engineering
DesEng	Design Engineering
> SysEng	System Engineering
> Train	Training
▼ Conv	Conveyor System
SysDesEng	System Design and Engineering
> Train	Training
> FieldOps	Field Operations
▼ Bldg	Office Building Addition
> ExtFinish	Exterior Finishes
Found	Foundation
DesEng	Design and Engineering
> IntFinish	Interior Finishes
Struct	Structure
> MechSys	Mechanical/Electrical Systems

OK

Work Breakdown Structure (WBS) is the core backbone of a project structure and is designed to show a concentrated hierarchical decomposition of the project deliveries.

Click the WBS button to get an overview of the WBS project for the open project.

# Export Activities



Choose export path

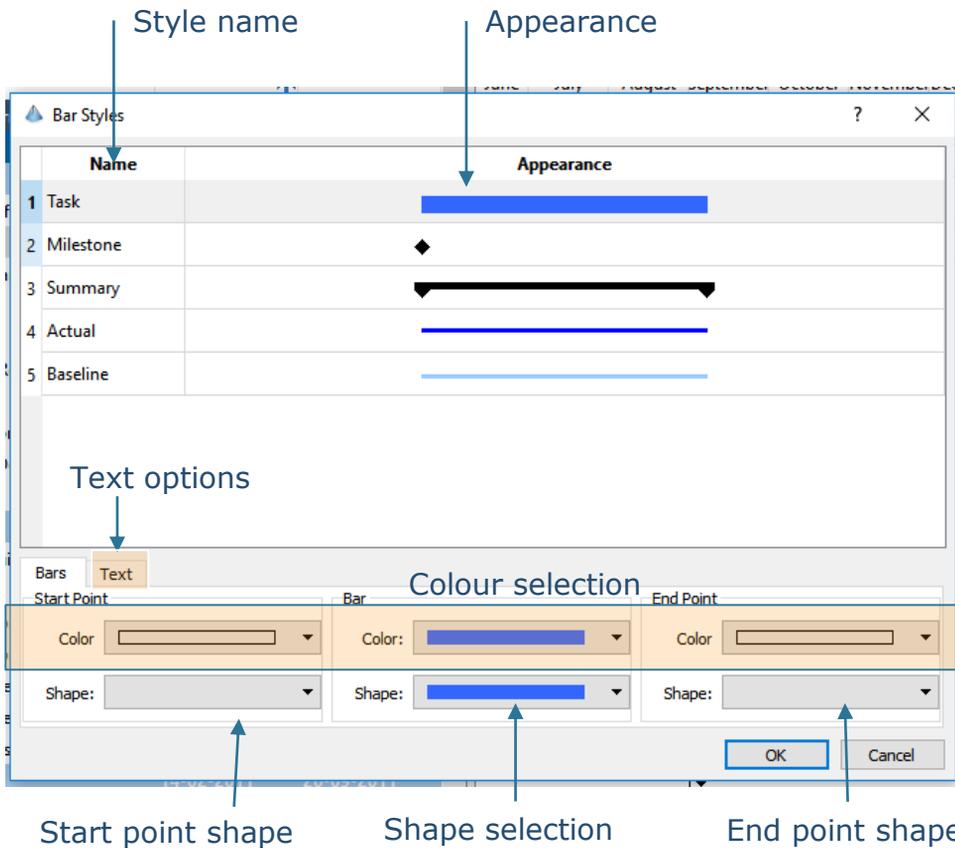
Save export file

Integrating project data with other applications such as MS PowerPoint or MS Excel is often very crucial. Project Reader lets you export the project data from the application in the format you want. You can customize the column selection, the grouping and the sorting that will be used in the export.

Click the export button and browse to the folder location where you want your project data saved. The data is automatically saved in a comma separated format that is widely used across office applications. Click Save.



# Change Gantt Chart Styles



The Gantt Chart bar styles determine the way activities, milestones and summary bar are displayed. Sometimes it's necessary to change the shape or colour of bar – or even show column texts next to the bars. All this is possible through the Bar Styles dialog.

Select the style you want to change. The bottom of the dialog is divided into three parts – start point, bar and end point. The shape and colour of all three are configurable through the dialog.

Press the text tab to display texts next to the bars in the Gantt Chart.

# Change Tree View Outline



The screenshot shows a software interface with a menu bar and a Gantt chart. The menu bar includes 'Detail', 'Labels', 'WBS', 'Export', 'Styles', 'Goto', 'Outline', and 'Time'. The 'Outline' menu is open, showing options: 'Expand', 'Collapse', 'Expand All', 'Collapse All', 'Level 1', 'Level 2', 'Level 3', 'Level 4' (highlighted), 'Level 5', 'Level 6', and 'Level 7'. The Gantt chart displays a timeline for 2011, with months from January to May. Activities are represented by blue bars of varying lengths and positions, indicating their duration and timing.

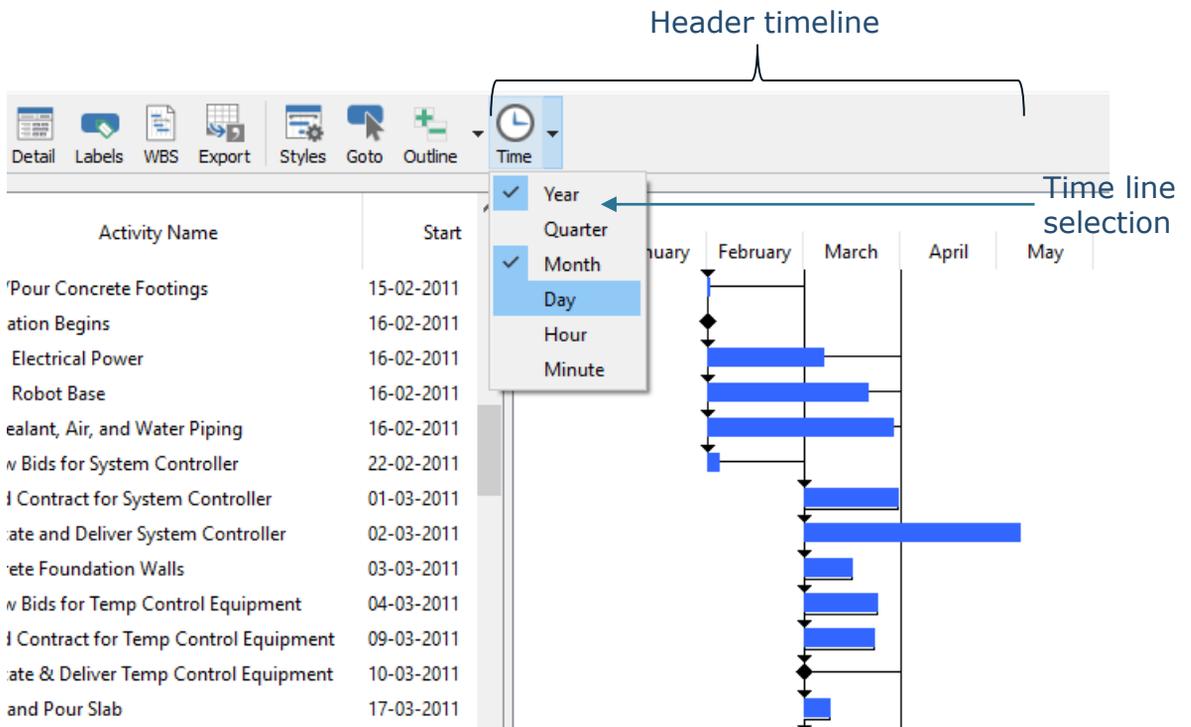
Activity Name	Duration
Pour Concrete Footings	15-
ition Begins	16-
Electrical Power	16-
Robot Base	16-
alant, Air, and Water Piping	16-
r Bids for System Controller	22-
Contract for System Controller	01-
ite and Deliver System Controller	02-
ite Foundation Walls	03-
r Bids for Temp Control Equipment	04-03-2011
Contract for Temp Control Equipment	09-03-2011

The outline function helps you to change to appearance of the activities tree view. Navigating the tree can be cumbersome for big projects when you want to go from one part of the project to another.

Project Reader supports outline function like Expand/Collapse All that applies to all levels of the activity tree. Alternatively you can choose to let project Reader break down activities to level 1, level 2, level 3 and so on.



# Change Gantt Chart Timeline



Changing the timeline settings let's you view the activities under various time scenarios. It's a good way to see the entire project at once but also a way to dive into the detail of the project plan.

At this point Project Reader supports six timeline settings – year, quarter, month, day, hour and minute. All six can be displayed at once if so desired.