



Changing Your Quality of Life

Project Tracking

VIEWING THE PROJECT

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom

WORKING WITH COSTS

- Entering Resource Overtime Rates
- Specifying Pay Rates for Different Dates
- Adding Pay Rates for a Resource
- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs

BALANCING THE PROJECT

- Scheduling Resource Overtime
- Identifying Resource Overallocation
- Balancing Resource Overallocations Manually
- Balancing Resource Overallocations Automatically

UPDATING PROJECT PROGRESS

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Task Completion Percentage
- Updating Actual Work
- Updating Actual Costs

CHECKING PROJECT PROGRESS

- Viewing Project Statistics
- Viewing Project Costs
- Viewing the Project's Critical Path
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan

WORKING WITH REPORTS

- Opening a Report
- Adding Page Elements to a Report
- Sorting a Report
- Defining Report Contents
- Create a Visual Report

WORKING WITH MULTIPLE PROJECTS

- Creating Links Between Projects
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool