



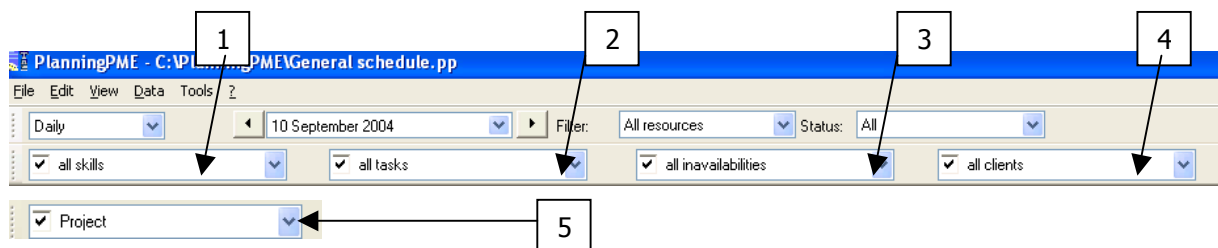
PlanningPME

Schedule easily

The Filter Bar

I. Description of this feature

The filter bar is represented below.

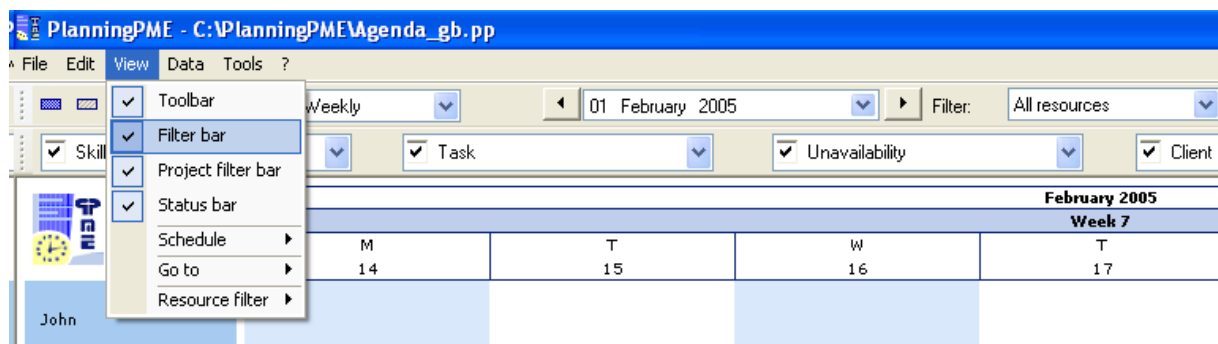


You can extract from your schedule:

- 1 - Resources having specific skills
- 2 – Specific tasks
- 3 – Specific unavailabilities
- 4 – Tasks of specific clients
- 5 – Tasks of some projects

II. Functions of the Filter Bar

To make it appear or disappear, go to the menu “View” and tick on/off “Filter bar”.

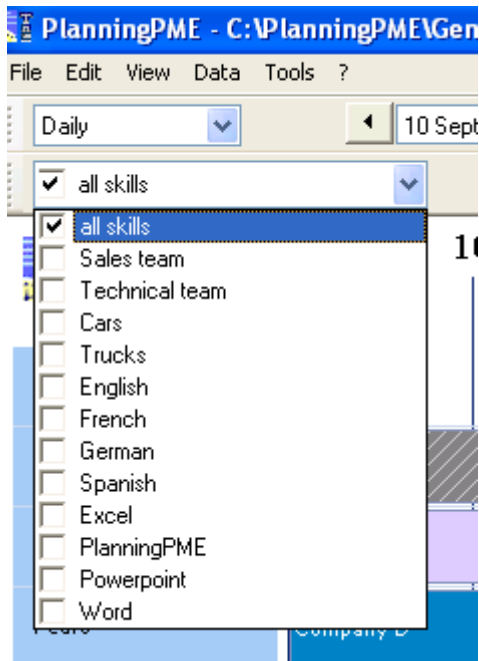




Let’s detail all the 4 functions accessible via this Filters bar.

To display the correct information, do not forget to tick off the box “all skills” or “all clients”...

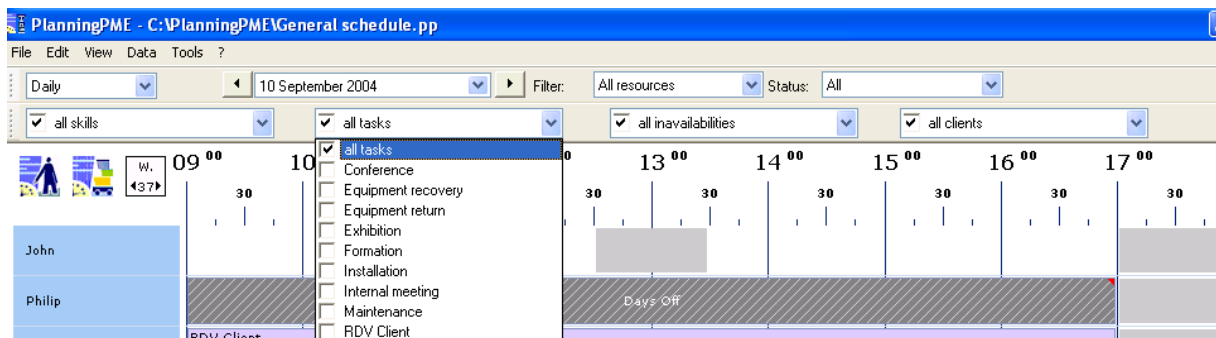
1 – Skills



You can extract resources having specific skills from the schedule. If you tick on “French” and “PlanningPME”, only resources having those two skills will appear on your screen.

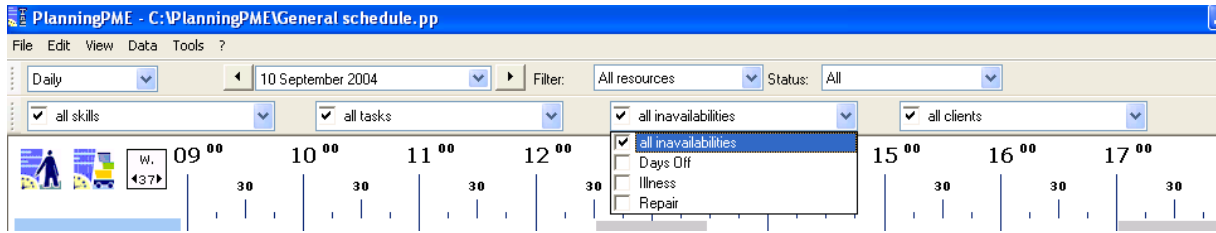
You can know easily skills of your resources to assign them specific tasks.

2 – Tasks



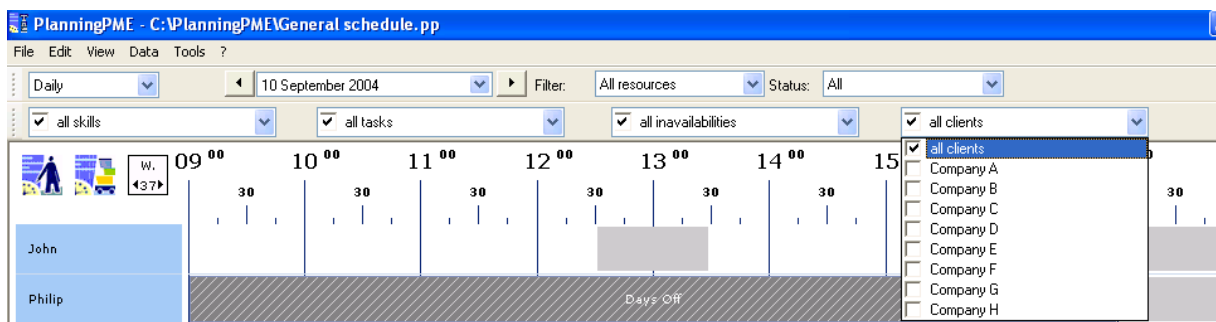
Tick on the tasks you want to be displayed on your screen. As an example, if you tick on “Conference” and “Installation”, only tasks with the label “Conference” or “Installation” will be displayed on the screen.

3 – Unavailabilities



Tick on the unavailability you want to be displayed on your screen. As an example, if you tick on “Days Off”, only unavailabilities “Days Off” will be displayed on the screen.

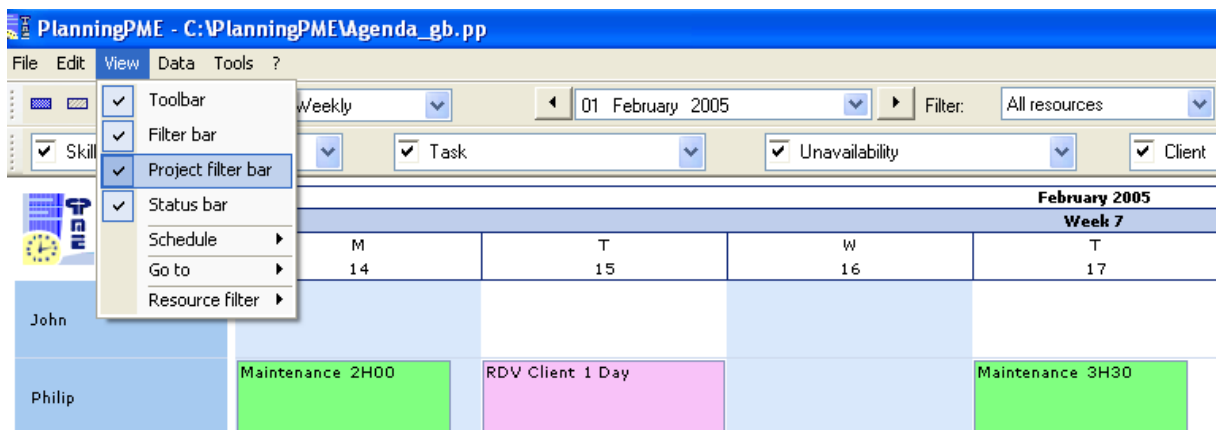
4 – Clients



You can display all the tasks of one particular client on your screen. As an example, if you tick on “Company A” all tasks that refer to this client will be displayed on the schedule.

II. The Project Filter Bar

To make it appear or disappear, go to the menu “View” and tick on/off “Project Filter bar”.



As for the other filters, you can display all the tasks of one particular project on your screen. As an example, if you tick on “Project A” all tasks that refer to this project will be displayed on the schedule.

Have you information appear clearly on the schedule with all those filters!



III. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

PlanningPME

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<http://www.planningpme.com>

TARGET SKILLS

support@planningpme.com

Tel : +33 (0)1 69 44 00 49

Fax : +33 (0)1 69 44 03 49