



PlanningPME

Schedule easily

Task locking

I. Description of this feature

You can lock your tasks by two different ways:

- You can forbid creation and modification of tasks prior to the present day
- Tasks can be locked one by one

II. How to do those locking?

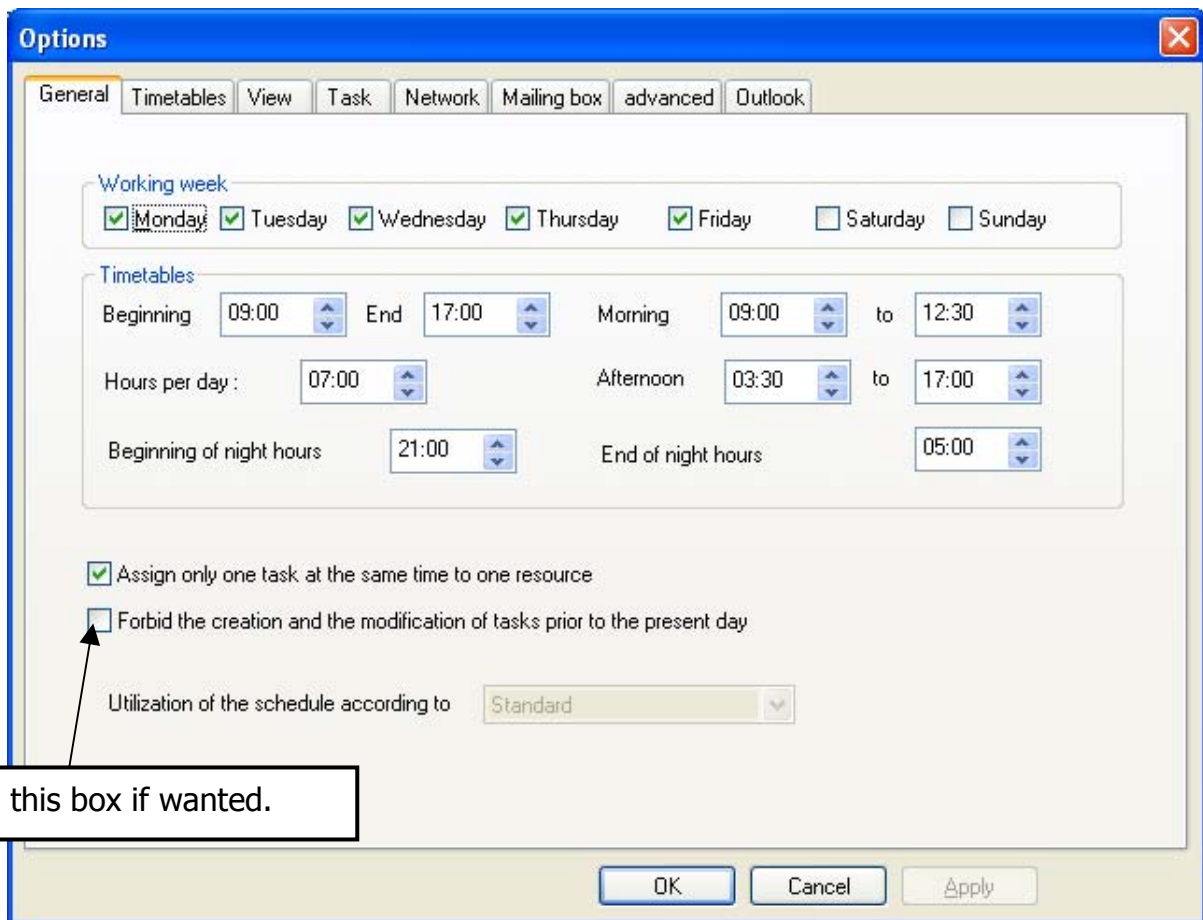
A. Forbid creation and modification of tasks prior to the present:

From PlanningPME, go to « Tools » -> « Options »

December 2004						
Week 51						
	T 14	W 15	T 16	F 17	S 18	
John	RDV Cli Compar	Internal Pedro, C		RDV Cli Compar		
Philip	Mainten Pedro, C	RDV Client Company Car A	Maintenan Company t	Maintenan Car C, Sar	Days Off	
Karine	Internal Pedro, C	Illness		Form Jason, C	RDV Client Company Car A	
Pedro	Internal Overhe.		RDV Con		Installation Company Car B	



On the tab « General », the following window appears:



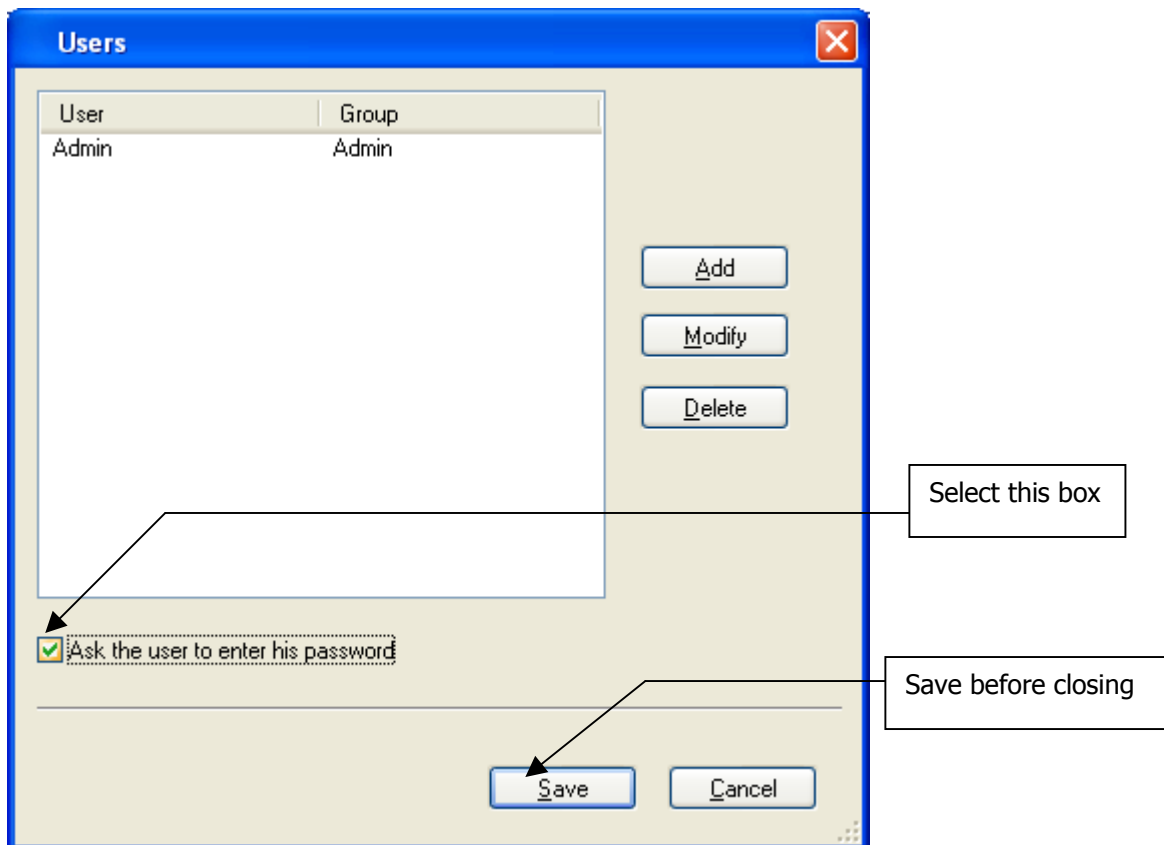
Tick on this box if wanted.

Ticking on this box, past tasks will not be able to be modified.

B. Task locking

You can fix some tasks in order no one to modify them without your agreement.

First, to have access to this option, you must activate an option. Go to "Data" -> "Users" and tick on the box « Ask the user to enter his password ».

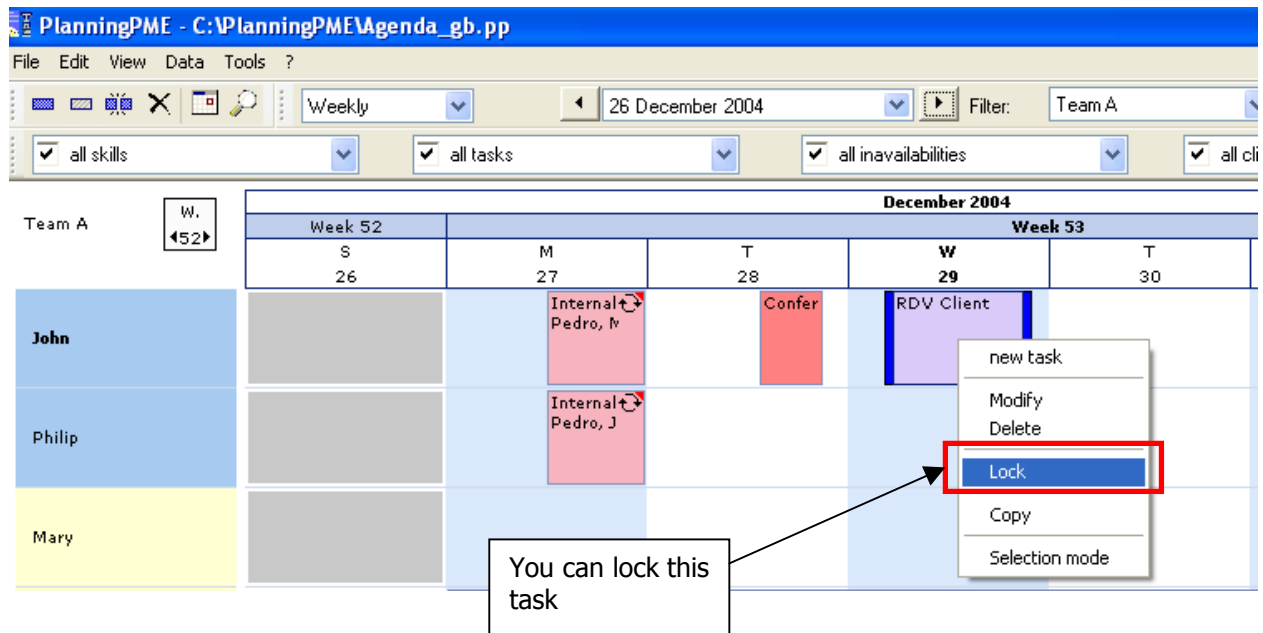


Then close the schedule and open it in order the function « locking » to be activated.

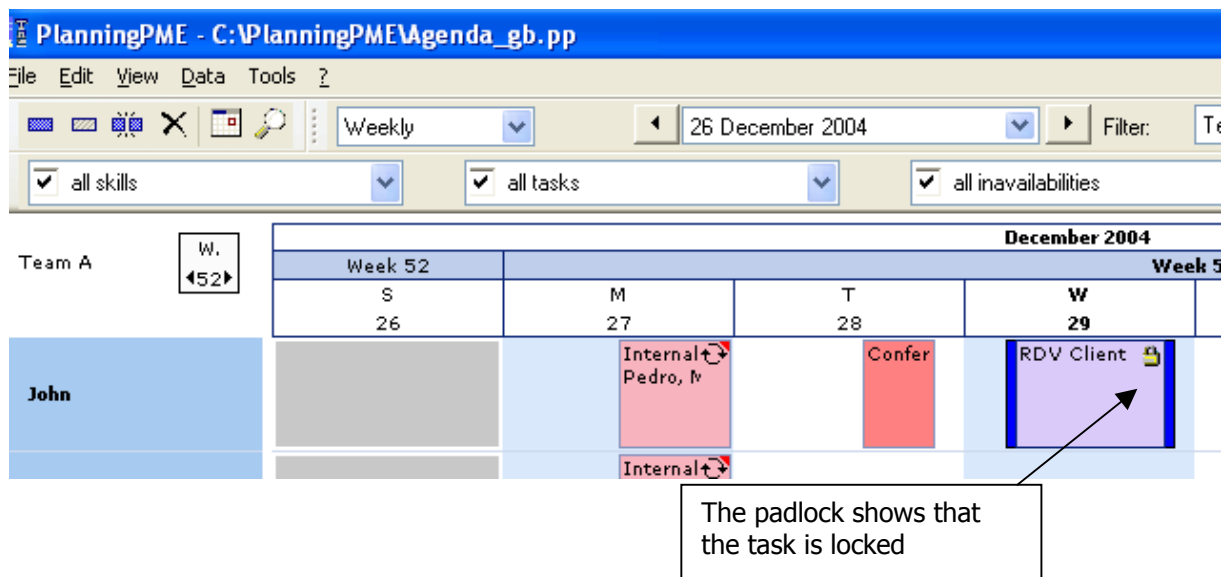
To know more about the users rights, go and have a look at card 7:

http://www.planningpme.net/fiches/gb/7-Create_groups_and_give_users_rights.pdf

Select a task and click on the right button of your mouse.

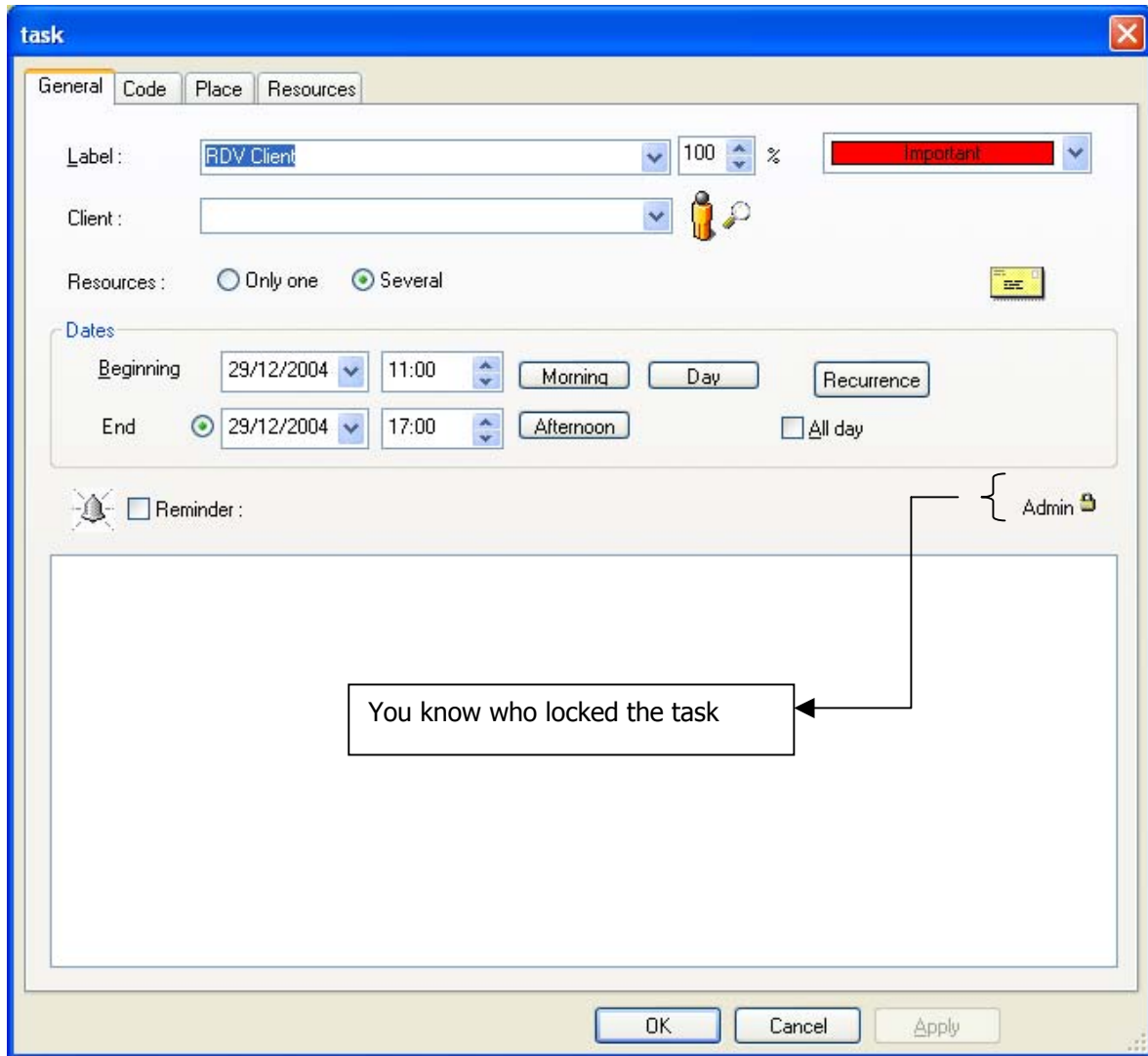


You can visualize the locking by an icon « padlock ».

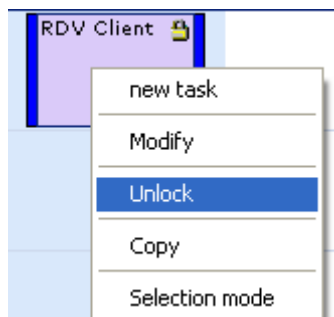


Then, double clicking on the locked task, you will see the name of the person or group who locked this task.

On the example below, we can see that the administrator locked the task.



Only the person responsible for the locking or the administrator will be authorized to unlock the task selecting “unlock”.



So, when you need to fix a task, this function will be very useful!



IV. 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.net>

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