



**PlanningPME**

Schedule easily

## Categories of task

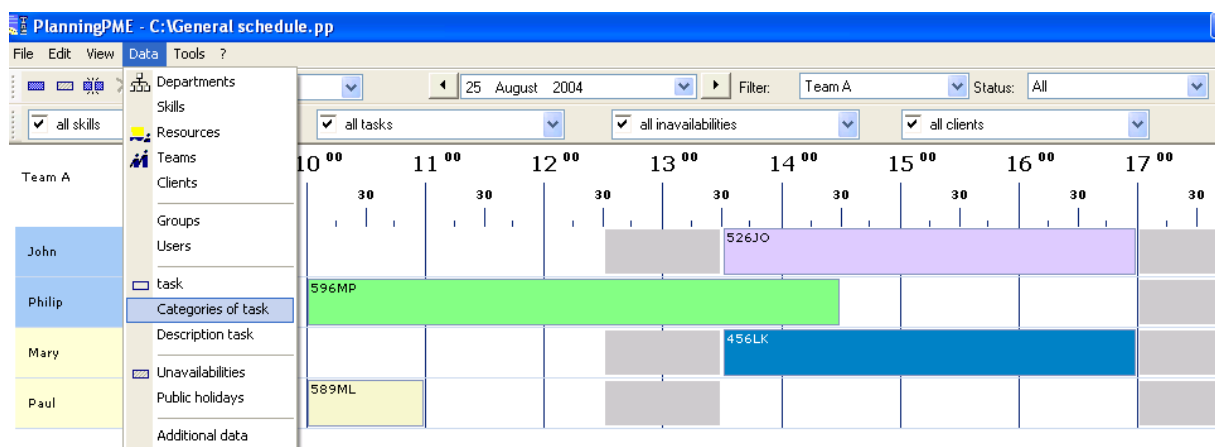
### I. Description of this feature

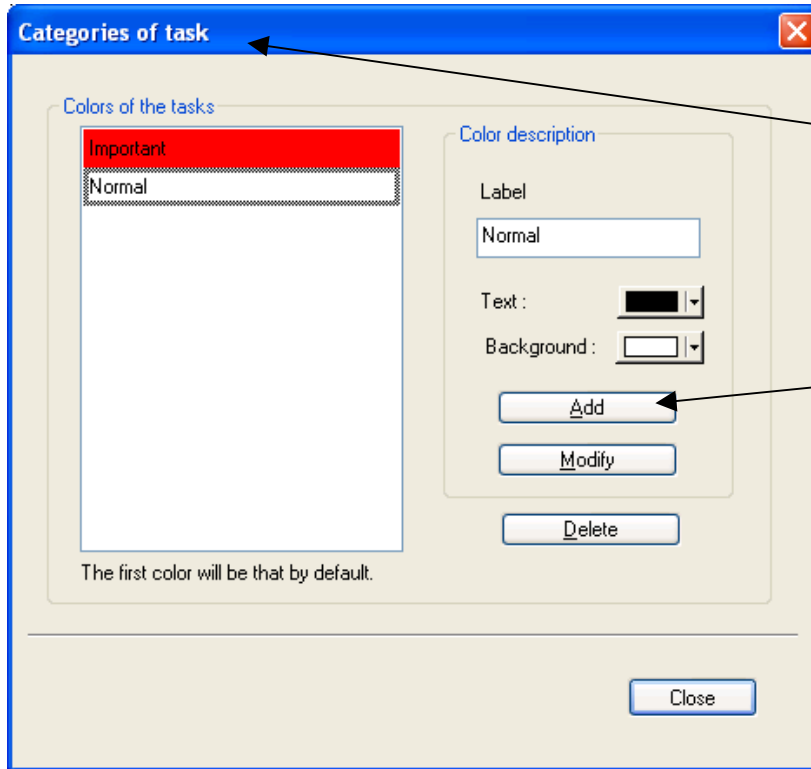
For each single task created on your schedule, you can assign a category. For example, you can enter whether your task is important or not.

### II. How to use this feature?

#### 1- Create a new category

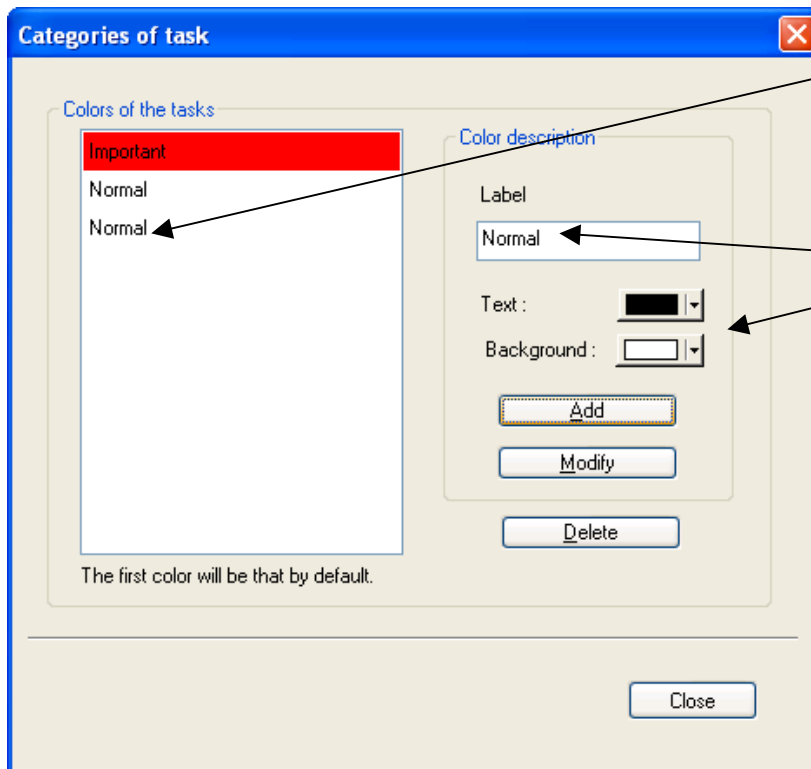
From PlanningPME, go to “Data” -> “Categories of task”





The « Categories of task » window appears

To add a category, click on the "Add" button.

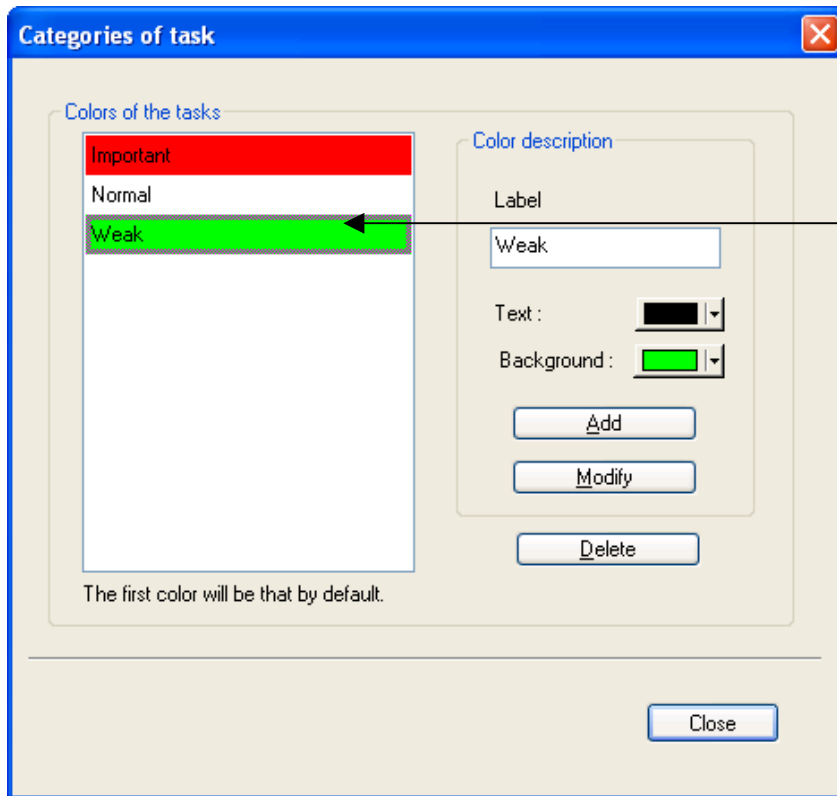


A new category box appears.

Then click on "modify" and change:

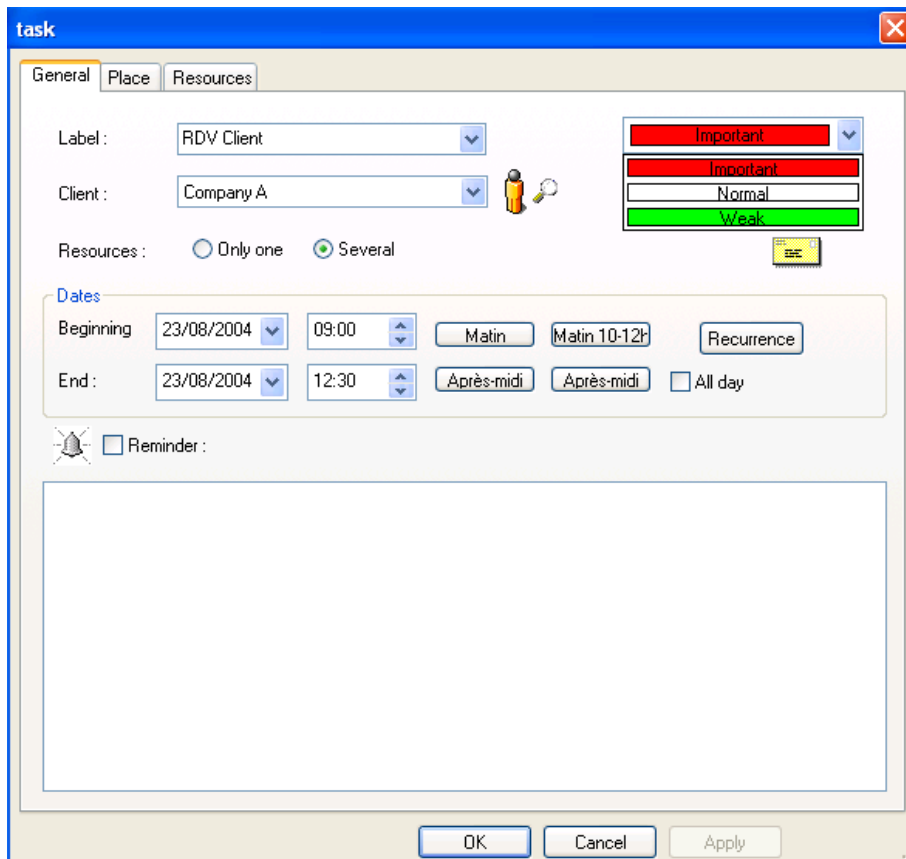
- label
- color of text and background

Click on modify again



You have just created a new category

## 2- Affect a category to a task



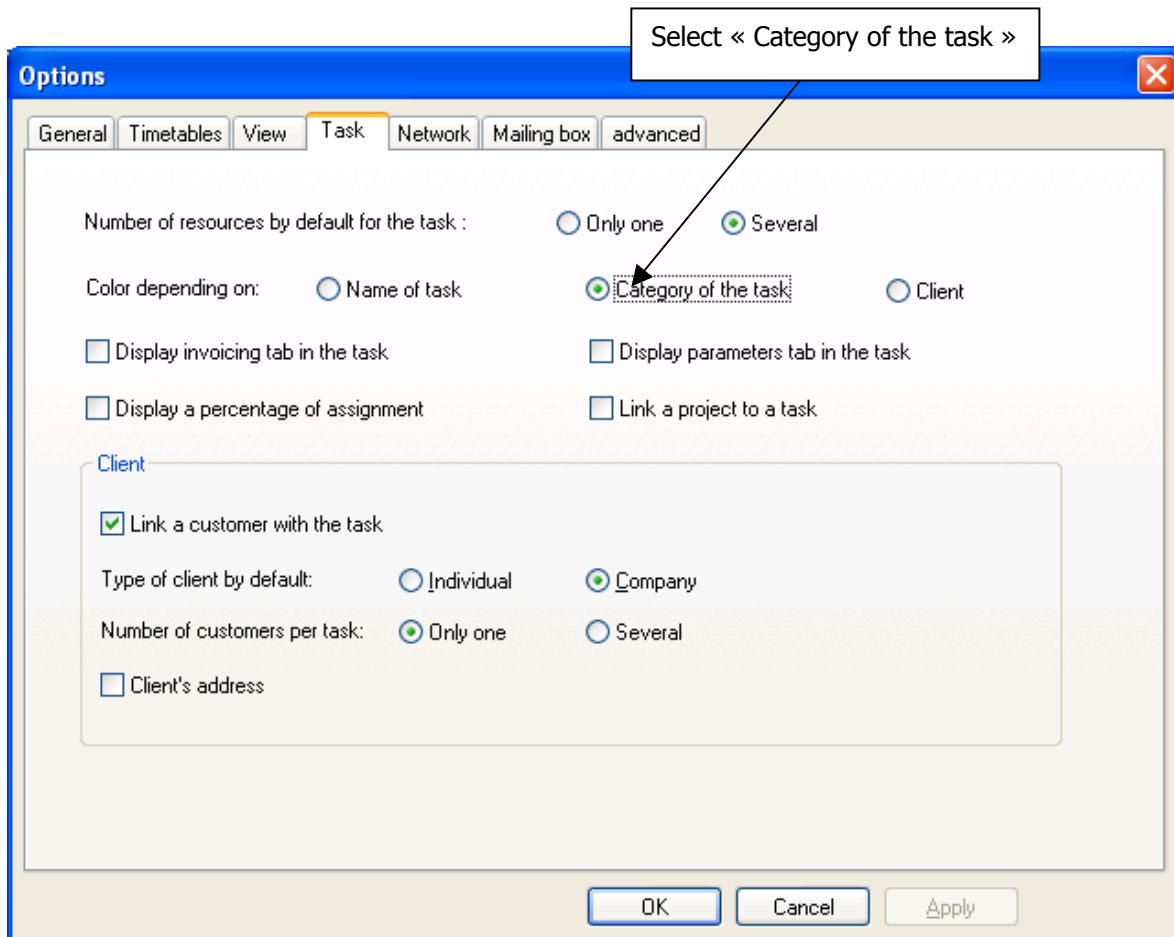
For each task created, you can choose its category. In this example you can choose whether the task is Important, Normal or weak.



### 3- Show tasks depending on their category on the screen

Once your categories created and your tasks assigned to categories, you can display task depending on their category.

Go to "Tools" -> "Options" and choose the "Task" tab.



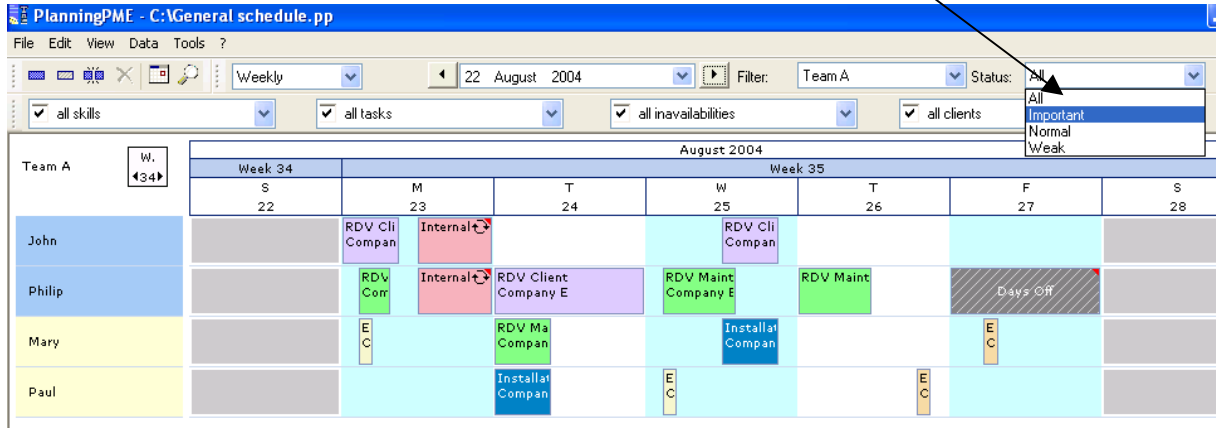
Then come back to your screen. You can visualize task categories with the task color.

The screenshot shows the PlanningPME software interface. The main window displays a Gantt chart for 'Team A' for the week of August 23-29, 2004. The chart shows tasks assigned to team members: John, Philip, Mary, and Paul. Tasks are color-coded: red for 'RDV Client Company E', green for 'RDV Ma Compan', and cyan for 'RDV Cli Compan' and 'Installat Compan'. Philip has a 'Days OFF' block on August 27th. The interface includes a menu bar, a toolbar, and various filters and view options.

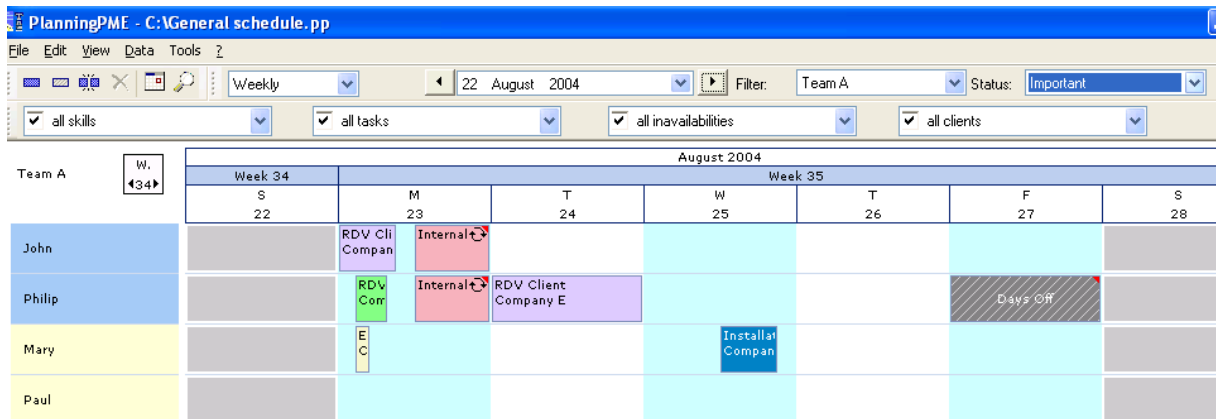


You can also filter your schedule displaying tasks of one particular category:

We want to extract « important » tasks on this schedule



Result: Only “important” tasks are displayed on the screen!



You can create as many categories as you like depending on your needs. Then, you will have the possibility to show tasks depending on their category on the screen



## 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>

TARGET SKILLS

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