



PlanningPME

Schedule easily

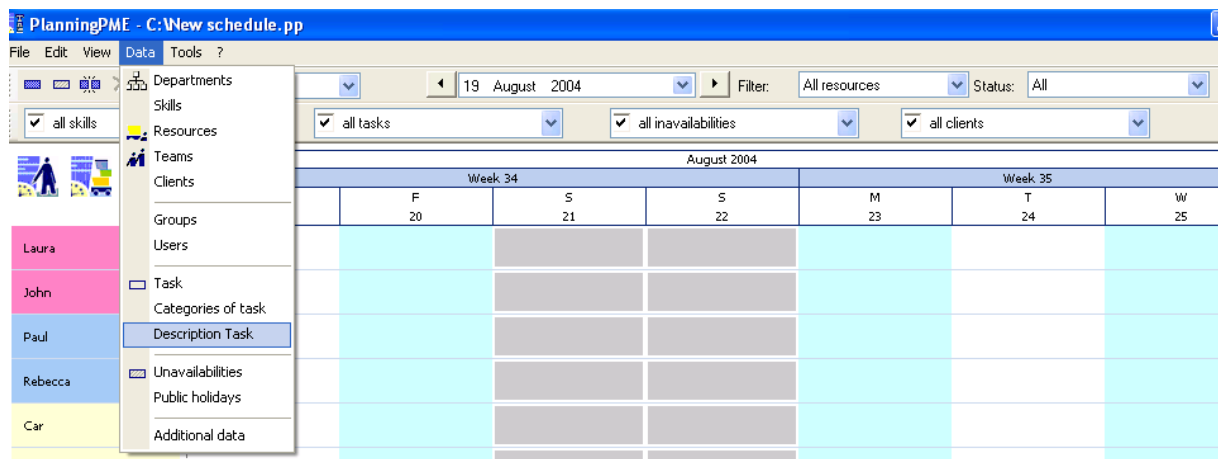
## Task description

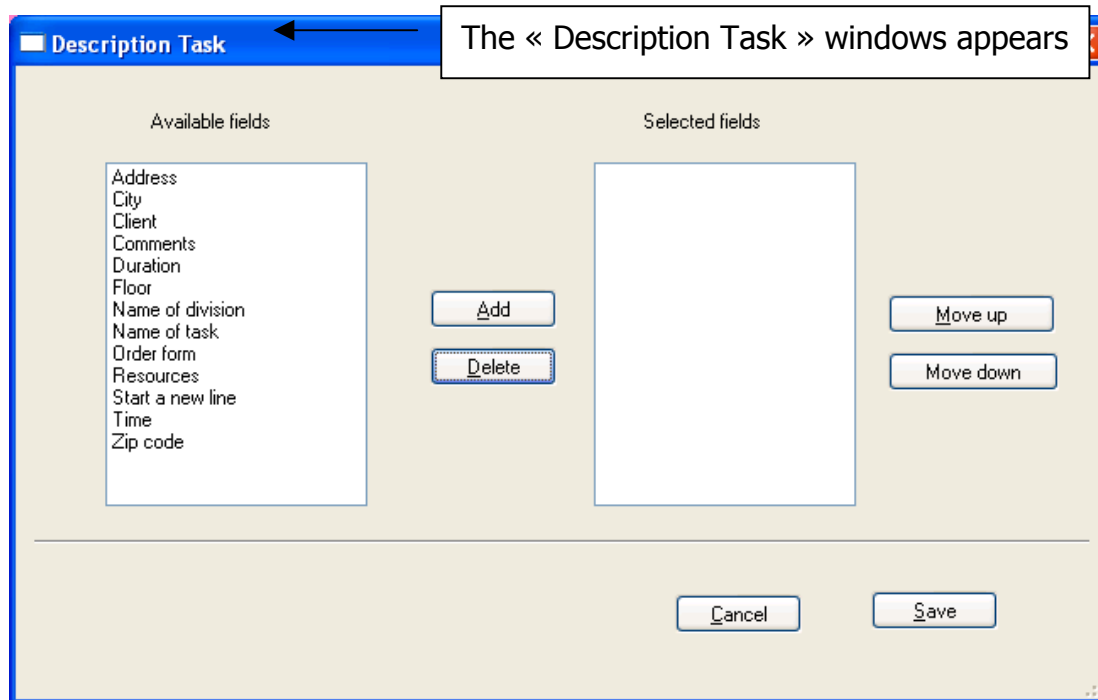
### I. Description of this feature

You can display on the screen all the information you desire on the task box : task label, client name, comments, additional data...

### II. How to use this feature?

Go to « Data » -> « Description Task»





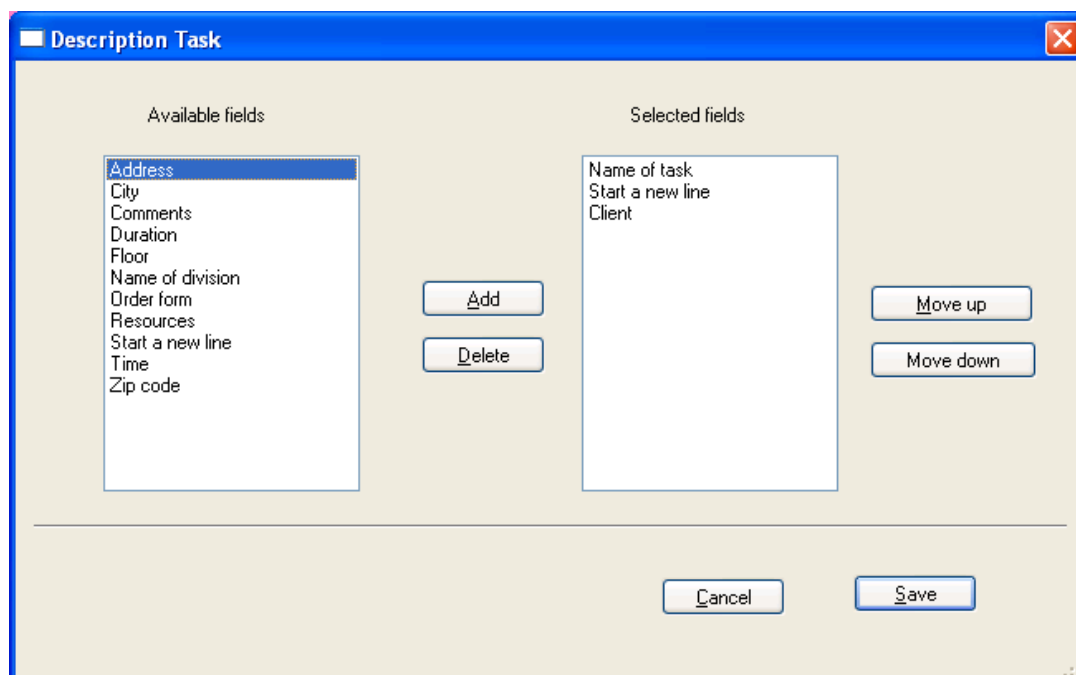
If you select the available fields, you will have the possibility to display the fields you want on the task box of the screen.

As an example, we are going to make appear the name of the task and the client.

To do so, click on “Name of task” then “Add”. This field appears on the right window.

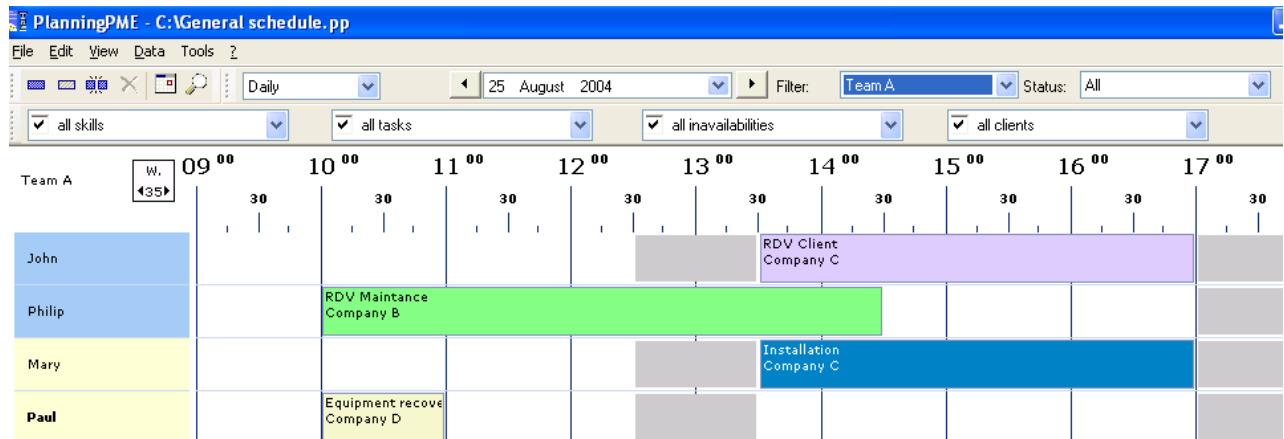
Act the same way for “client” with a “start a new line” between those two fields.

Here is the window with those changes:





Save and go back to the schedule:



In each task box, there are:

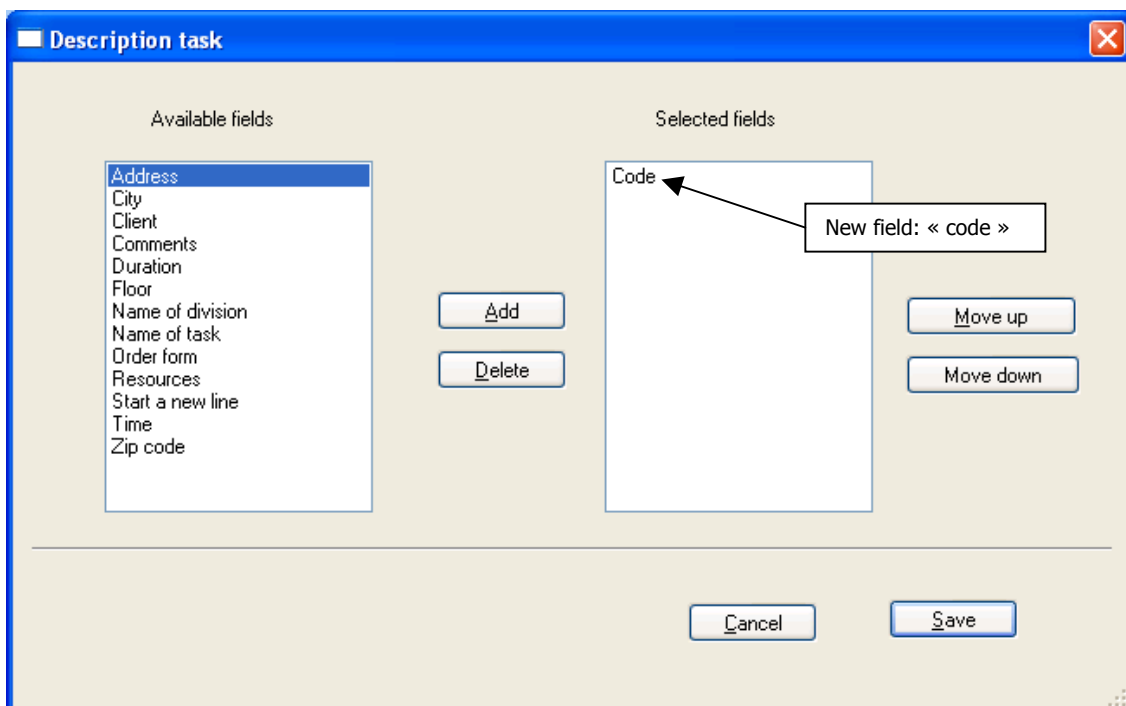
- 1st line: Task Name (RDV Client, Installation...)
- 2<sup>nd</sup> line: Client name (Company B, Company C,...)

### III. Example

It results interesting to see on the screen specific data.

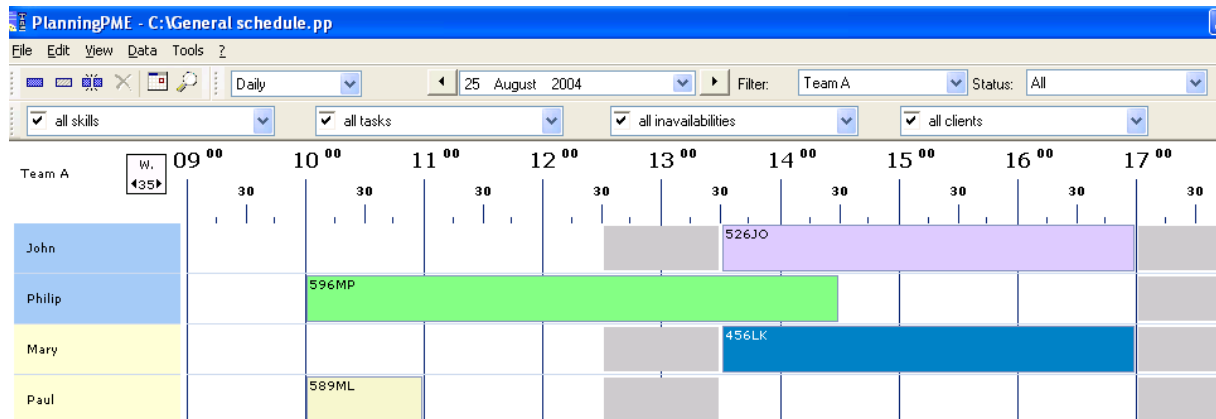
On the example below, we added an additional data that we named "Code" (For more information on this function, see Card « Additional data »).

On the window "Description task », this field is available and we selected it.





With this task description, here is a screenshot of the schedule:



Only the new fiels created « Code » is displayed on the task box.

So, with this function, you can visualize rapidly in the task box all information you are interested in.

#### 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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