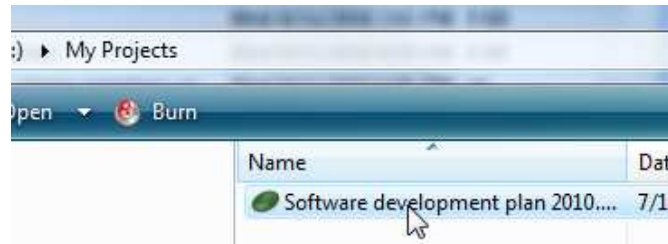


# LiveProject Premium Viewer Quick Start

## Open your first Project file

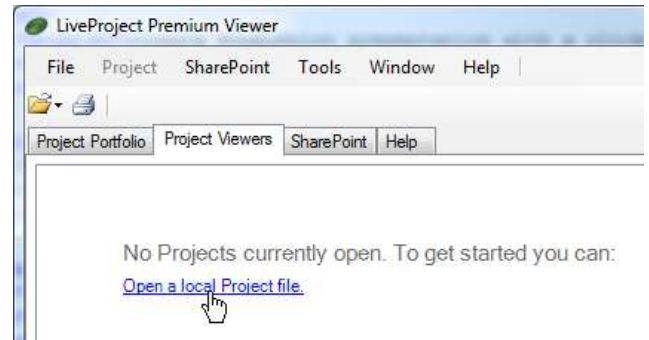
*Open a Project file from Windows Explorer:*

Navigate to the Project and just double-click on it which will open the chosen Project in LiveProject. You can also open Project files directly from your e-mail client etc.

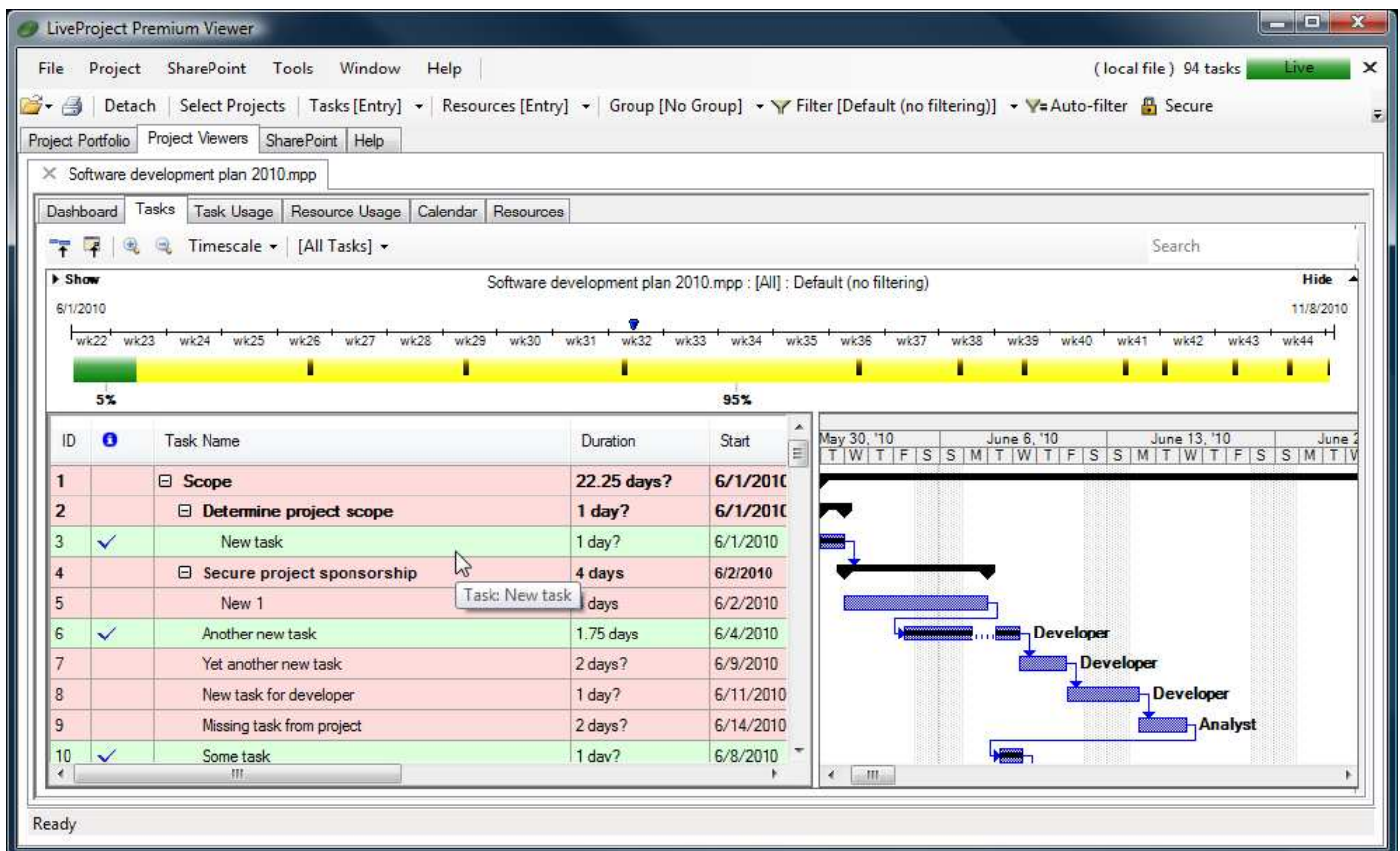


*Open a Project file from LiveProject:*

Just click on the 'Open a local Project file' link as shown below and then navigate to the chosen project file. You can also open a Project file from 'File->Open Project file'.



You will then see the chosen Project open within LiveProject.



The screenshot displays the LiveProject Premium Viewer interface for a project named "Software development plan 2010.mpp". The interface includes a menu bar (File, Project, SharePoint, Tools, Window, Help) and a toolbar with options like "Detach", "Select Projects", "Tasks [Entry]", "Resources [Entry]", "Group [No Group]", "Filter [Default (no filtering)]", "Auto-filter", and "Secure". The main view is divided into several sections:

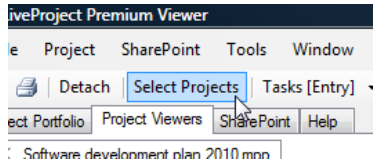
- Dashboard:** Shows a progress bar from 5% to 95% completion.
- Task List:** A table with columns for ID, Task Name, Duration, and Start date. The tasks are:

ID	Task Name	Duration	Start
1	Scope	22.25 days?	6/1/2010
2	Determine project scope	1 day?	6/1/2010
3	New task	1 day?	6/1/2010
4	Secure project sponsorship	4 days	6/2/2010
5	New 1	days	6/2/2010
6	Another new task	1.75 days	6/4/2010
7	Yet another new task	2 days?	6/9/2010
8	New task for developer	1 day?	6/11/2010
9	Missing task from project	2 days?	6/14/2010
10	Some task	1 day?	6/8/2010
- Gantt Chart:** A visual representation of the project schedule, showing task bars and dependencies. Resources like "Developer" and "Analyst" are assigned to tasks.
- Resource Usage:** A chart showing the usage of resources over time.

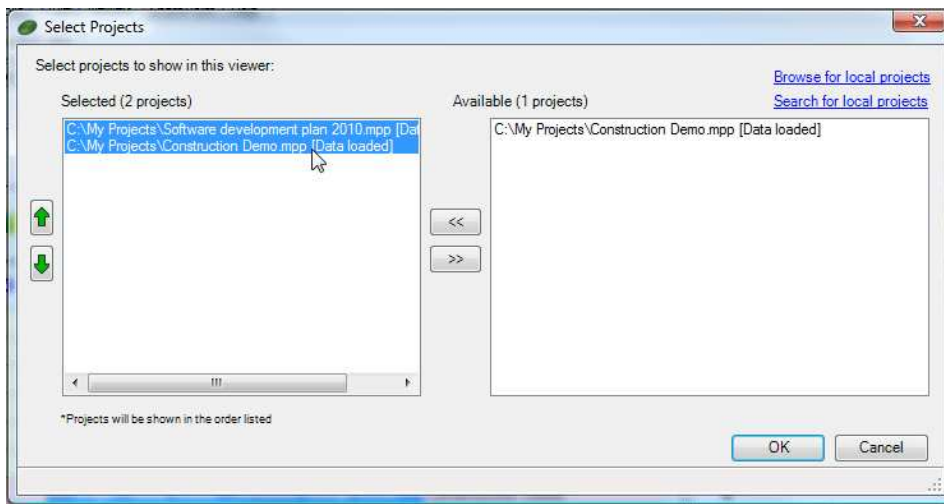
## Viewing Multiple Projects

Do you have tasks you need to track in multiple projects? With LiveProject you can not only view them separate in their own tabs, but you can also view multiple projects within a single viewer making it easier than ever to track your tasks!

To do this, click on the 'Select Projects' toolstrip button:



Then select the desired projects. Note: You will initially need to either Browse or Search for local projects to add them to the list of Available projects.



Your viewer will then display information from all the selected projects as you can see below:

ID	Task Name	Project
89	Post Implementation Review	Software development plan 2010
90	Document lessons learned	Software development plan 2010
91	Distribute to team members	Software development plan 2010
92	Create software maintenance team	Software development plan 2010
93	Post implementation review complete	Software development plan 2010
94	Software development template complete	Software development plan 2010
1	Single Family House - Architect Design (3,00...	Construction Demo
2	General Conditions	Construction Demo
3	Finalize plans and develop estimate with owner, a...	Construction Demo
4	Sign contract and notice to proceed	Construction Demo

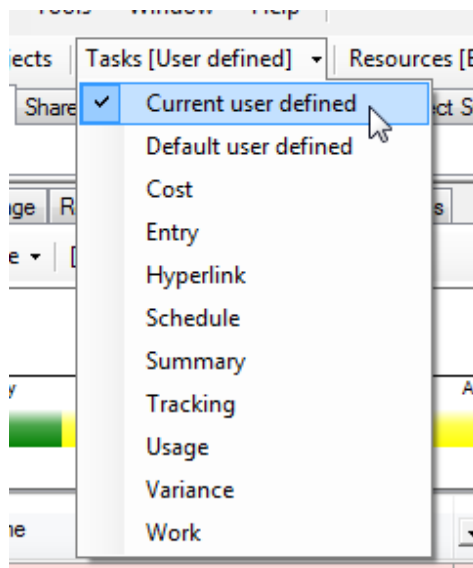
## Customize Your Viewers

### Configure Columns

By default, LiveProject will use the columns defined in the Project plan. To change the columns, just right click on the column header and customize your columns using the 'Insert', 'Remove', 'Move' and 'Configure' options shown below.

on	Start	Resource	Cor
days?	6/1/2010		
?	6/1/2010		
	6/1/2010		4
s	6/2/2010		
	6/2/2010		
ays	6/4/2010		
?	6/9/2010		

To quickly toggle between Project defined column sets and your own, just select the desired configuration from the Task table toolstrip as shown below.

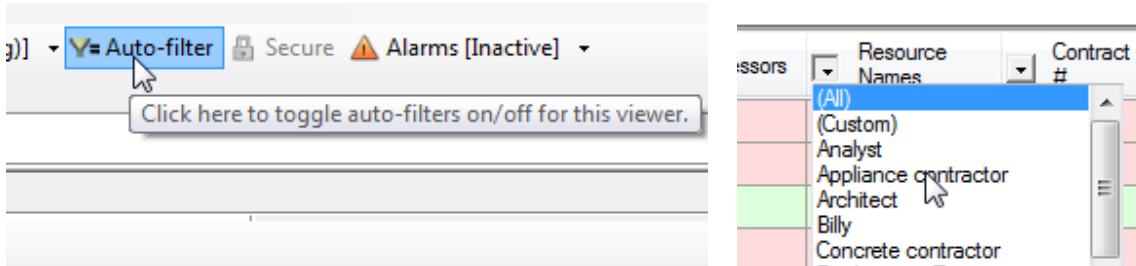


## Apply a Filter

Filters allow you to easily limit the information you are viewing making it easier for you to see the relevant information especially when viewing large projects. LiveProject offers a variety of filtering options:

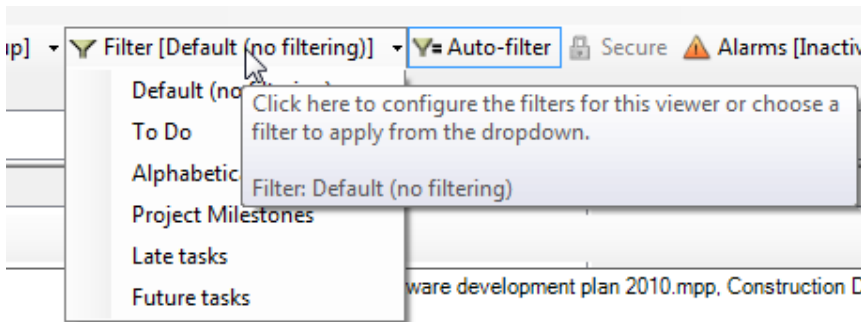
### Auto-Filters

Quickly apply a filter for the current view similar to Excel. You can have multiple Auto-Filters activate at a time. To deactivate one, just select (All) from the drop-down.



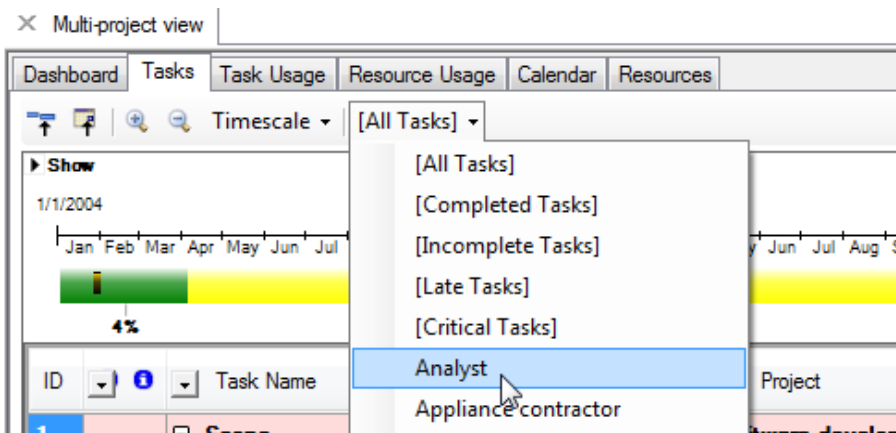
### Advanced Filters

Advanced filters allow you to create more complex filters that apply to all the views instead of just the current view. Just click on the Filter[xxx] button to configure existing or to create new filters. Then select one from the dropdown to apply it.



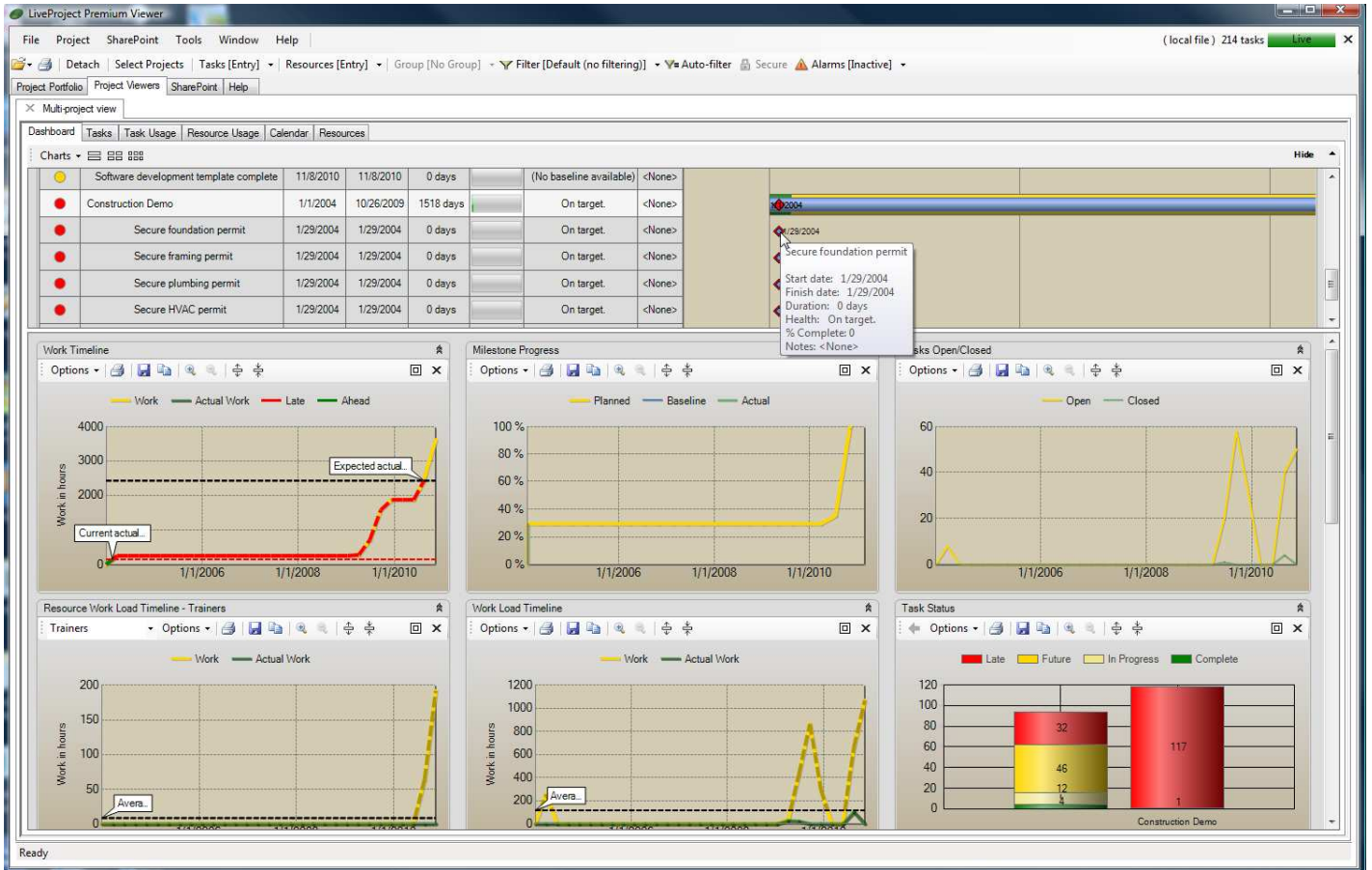
### Quick Filters

Quick-filters allow you to apply a simple filter to the current view such as a resource filter.

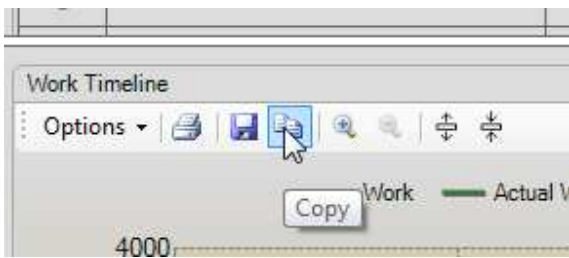


# Charts and Reporting

LiveProject offers a variety of analytical information through our Project and Project Portfolio Dashboards.

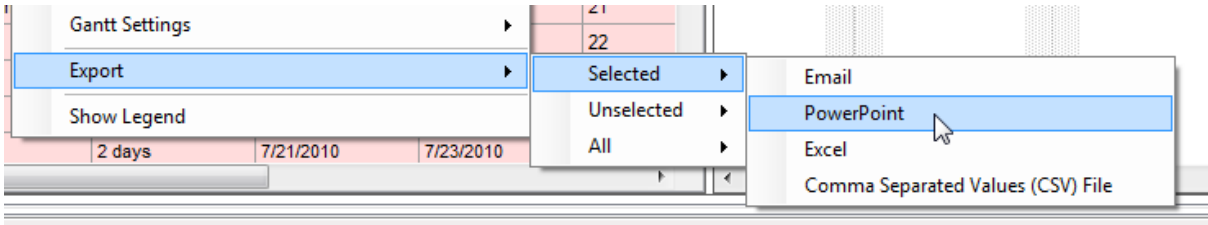


To quickly copy a chart to the clipboard, just click on the 'Copy' button on the chart toolbar and the Paste it on to the desired destination such as email, document or perhaps even your PowerPoint presentation generated by LiveProject (see below).



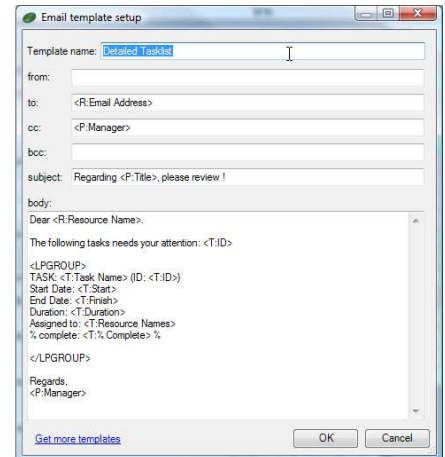
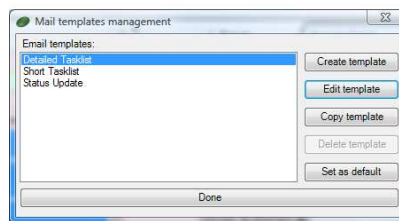
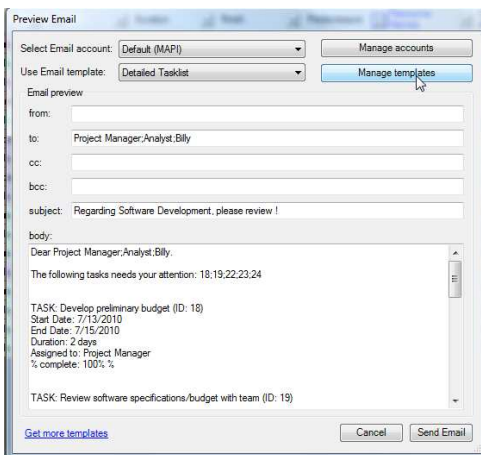
## Exporting

LiveProject offers the ability to export the project data into other formats. To export data, right-click on the viewer and select Export->Selected (or All/Unselected) and then the desired type of export. 'Selected' option will allow you export the currently selected tasks/resources, Unselected will export all tasks/resources except those selected and All will export all tasks/resources.



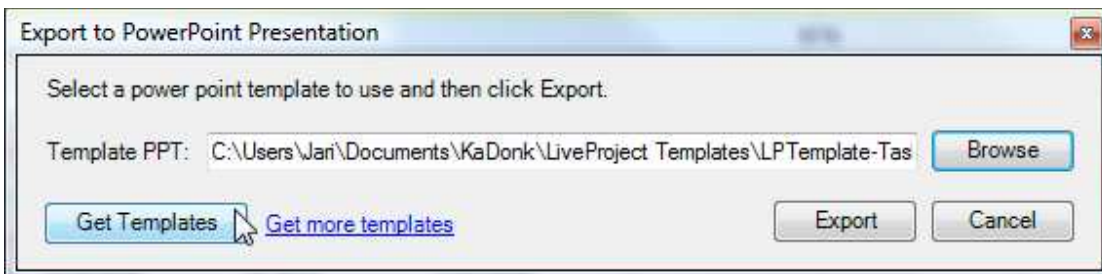
## Email

Allows you to create template based emails from the selected project data. You can edit your templates by clicking on the Manage Templates button. Press F1 to learn more about the templates and Email exporting.



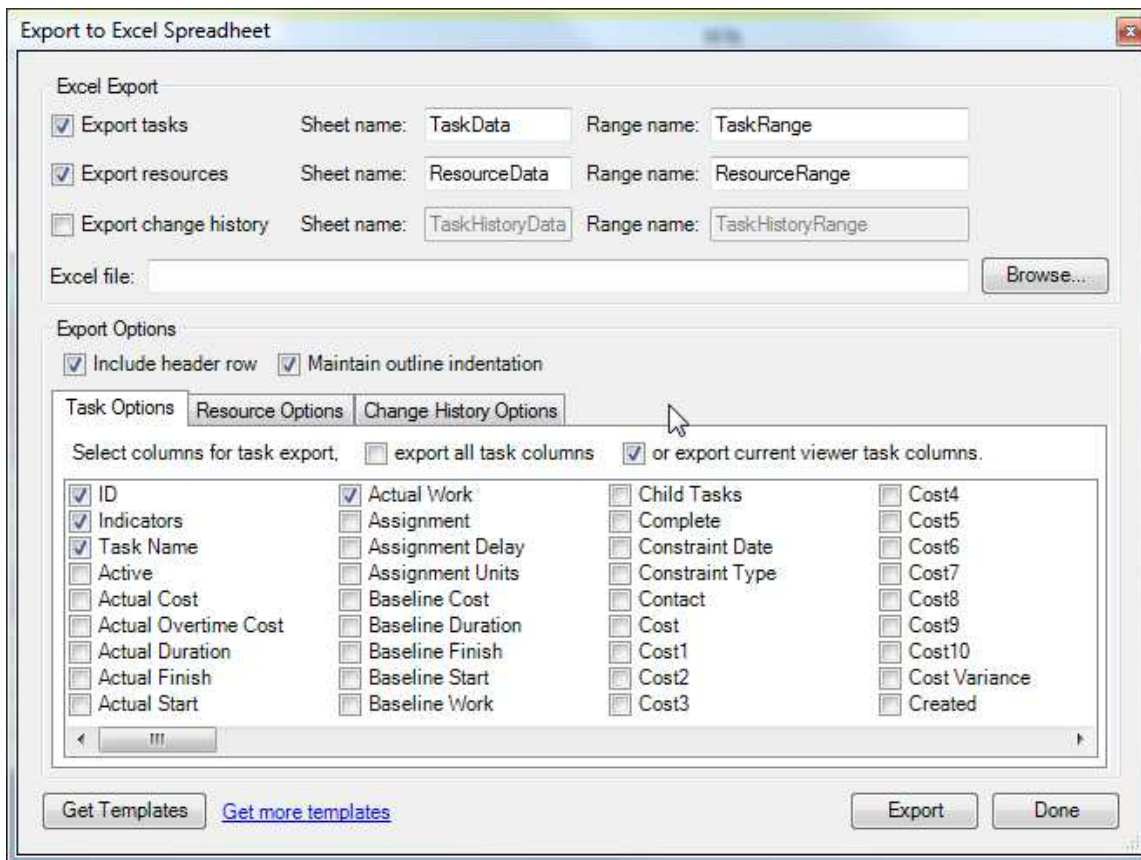
## PowerPoint

Allows you to create template based PowerPoints from the selected project data. To get started, click on the Get Templates button which will allow you to save the sample templates provided by KaDonk to your chosen location. You can then edit the templates as needed for your needs. Press F1 to learn more about the templates and PowerPoint exporting.



## Excel/CSV

Allows you to export the selected project data into Excel or into a csv file. To get started, just select the desired options, specify the output filename and click Export.



## Help/Comments/Suggestions

For context sensitive help, just press F1. You can also find some common topics addressed in the Help tab or on our website at <http://www.kadonk.com>.

Also, feel free to contact us at [support@kadonk.com](mailto:support@kadonk.com).