

*EVALUATION GUIDE*



# ***FastTrack Schedule 9***

*Project Management for Project Success*

# Table of Contents

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Introducing FastTrack Schedule 9	2
<b>Section 1   Easy, Accurate Scheduling</b>	
The FastTrack Schedule Environment	4
Getting Started Quickly with Templates and Examples	6
Formatting Your Timeline in the Schedule View	7
Drawing Bars to Enter Dates or Typing Dates to Draw Bars	8
Outlining and Summarizing Activities	9
Using a Work Breakdown Structure	10
<b>Section 2   Flexible Scheduling</b>	
Entering Project Details Quickly and Easily	12
Working with Columns	13
Customizing Bars and Milestones	14
Filtering and Sorting Tasks	15
Working with Ranges	16
Creating Custom Layouts	17
<b>Section 3   Resource Tracking</b>	
Adding Resources with the Resource Information Form	19
Creating and Modifying Resource Work Calendars	20
Assigning Resources to Activities	21
Formatting Resource Graphs	22
<b>Section 4   Powerful Scheduling</b>	
Tracking Your Progress	24
Linking Activity Bars	25
Setting Bar Constraints	26
Determining Critical Path	27
Formatting Calculation Columns and Column Summaries	28
Exchanging Data with Microsoft Project and other Programs	29
<b>Section 5   Presentation-Quality Schedules</b>	
Adding Graphics, Text Boxes, and Legends	31
Summarizing Project Values Across Time Periods	32
Displaying Project Details in the Calendar View	33
Using Print Preview	34
Exporting Schedules as Pictures, Web Graphics, and HTML Tables	35
Publishing Schedules as iCalendar Files	36
<b>Section 6   Consolidation, Automation, and Scripting</b>	
Consolidating Projects	38
FastSteps Scripting	39
Scripting through Visual Basic and AppleScript	40
Inserting OLE Objects	41
FastTrack Schedule 9 Help Systems	42
Concurrent-User Versions	43
System Requirements and Contact Information	44

# Introducing FastTrack Schedule 9

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FastTrack Schedule has been setting the standard for quick and easy project management since 1988. For over seventeen years and through nine major upgrades, FastTrack Schedule has offered a combination of simplicity, flexibility, and power not usually associated with affordably-priced project management programs. Complete with new productivity features, project consolidation capabilities, and a bold new interface, Version 9 of FastTrack Schedule once again raises the standard for quick and easy project management.

Scheduling and managing projects transcends industries and professions—it's essential for successfully achieving project goals and objectives. FastTrack Schedule 9 simplifies project planning in an easy-to-learn, cost-effective tool, ideal for experienced project managers as well as the occasional project manager.

Whether you need to schedule a day's worth of activities or plan multi-year projects, FastTrack Schedule 9 makes it easy to organize, track, and manage all your project details. Powerful schedule-building tools help you plan more efficiently, keeping your projects on track and within budget.

For those with project information in another application, FastTrack Schedule 9 easily exchanges data with spreadsheets, databases, and other project management programs including Microsoft Project. With FastTrack Schedule's support for Windows and Mac OS X, you can work on your platform of choice and seamlessly exchange files across platforms to colleagues and clients. FastTrack Schedule 9 is also available in International Versions and Concurrent-User Versions for large project teams.





- The FastTrack Schedule Environment
- Getting Started Quickly with Templates and Examples
- Formatting Your Timeline in the Schedule View
- Drawing Bars to Enter Dates or Typing Dates to Draw Bars
- Outlining and Summarizing Activities
- Using a Work Breakdown Structure

FastTrack Schedule 9 is easy to use and intuitive—so regardless of your project management experience, you'll produce presentation-quality schedules quickly and easily.

Whether your project spans a single day or several years, FastTrack Schedule offers hourly to yearly timelines that illustrate task durations graphically. Get started quickly with a suite of templates and example schedules that provide an instant framework for all your project details. Enter key deadlines and tasks by either drawing bars to enter dates or entering dates to draw bars. Activities can easily be rearranged by dragging-and-dropping, and can be prioritized into unlimited outline levels—each with a unique style. In minutes project plans come to life in rich, colorful schedules.

# The FastTrack Schedule Environment

## Schedule View

- Views Toolbar** - Three buttons providing quick access to FastTrack Schedule's Resource, Calendar, and Schedule Views.



Schedule View

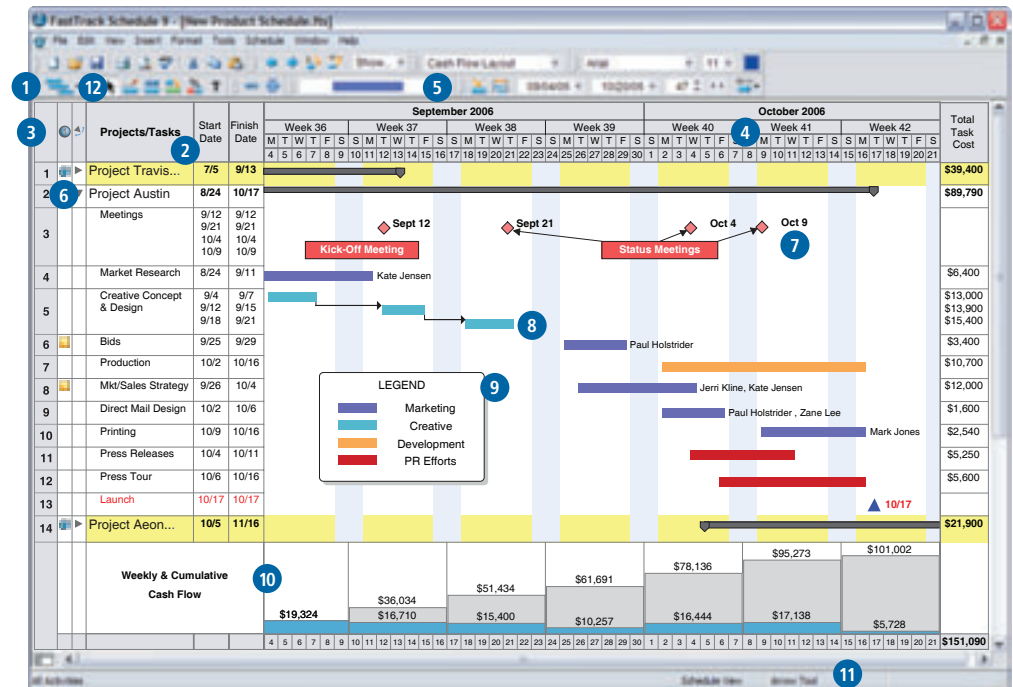


Calendar View



Resource View

- Columns** - predefined columns within the Schedule and Resource Views display activity names, dates, durations, costs, resources, calculations, hyperlinks, time, work, ID/codes, numbers, and text values.
- Action Columns** - simplify operations performed on activities and resource rows.
- Timescale Rows** - displayed in standard units of time from hours to years, as well as fiscal and generic units. Timescale rows can appear above and below the timeline graph, with the width of the base timescale row determining the width of the timeline columns.
- Bar Styles Toolbar** - these cells contain customizable bar and milestone styles to graphically represent project tasks in the timeline.
- Rows** - each contains an activity, its data, and its activity bar or bars.
- Timeline Graph** - shows position of activity bars. The time range, time units, and other aspects can be adjusted within the Format Schedule View dialog.
- Activity Bars** - graphical representations of activity start dates, finish dates, and durations.
- Graphic Items** - Text boxes, legends, and pictures can be added and repositioned in the timeline graph area or in Print Preview. Graphic items can also be formatted with backgrounds, borders, and shadows.
- Column Summaries and Summary Graphs** - summarize values within columns and across periods of time.
- Status Bar** - anchors the Application Window, providing key information for the current view of activities and scheduling tool in use.
- The Toolbox** - core tools for scheduling and formatting project details.



**Arrow Tool** - all-purpose tool for entering activity details in columns as well as selecting, dragging, and resizing bars, pictures, and text boxes.



**Draw Bar Tool** - draws activity bars in the timeline graph.



**Draw Link Tool** - links activity bars to create dependencies.



**Revise Bar Tool** - changes an activity's Revised start and/or finish dates, times, and durations.



**Bar % Complete Tool** - defines the percent complete and Actual start, finish, and duration of an activity.

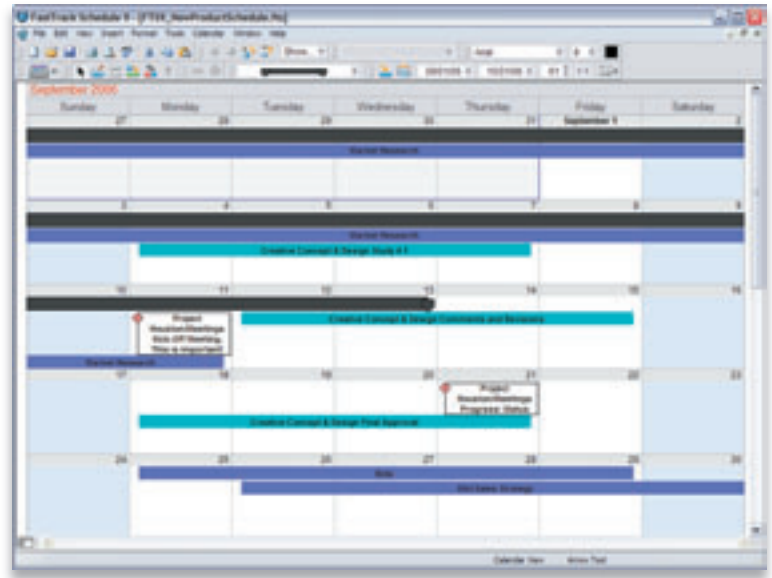


**Draw Text Box Tool** - draws and edits text boxes in the timeline graph and in the Print Preview Window.

## Calendar View

The Calendar View displays project details in the traditional look of a wall calendar. This allows you to view time vertically rather than horizontally, as you do in the Schedule and Resource Views. The simplicity of the calendar makes it easy to identify project goals and the status of project tasks.

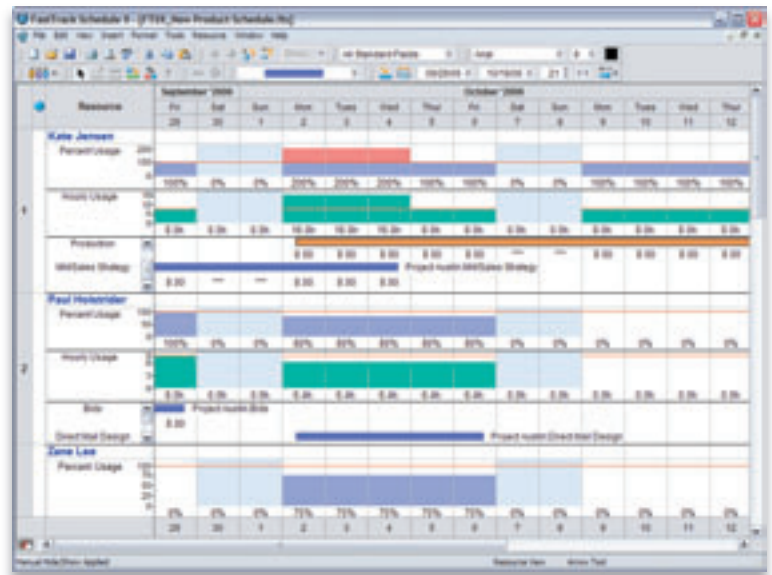
Within this view you can draw and move bars, hide bars, and edit Scheduled, Revised and Actual dates and times. You can also create individual calendars for each resource by filtering only the activities you wish to see. Calendars can also be printed using defined ranges and custom configurations.



## Resource View

Use the Resource View to track the people, equipment and materials essential to project success. Within this display, you can see exactly what tasks resources are assigned to, what percentage of their total available time is being used, and how many hours they are working in a given amount of time. The graph format makes it easy to identify where resources are under or over allocated, allowing you to adjust your schedule or resources accordingly.

You can also create new resources, move bars in the timeline, and change the Scheduled, Revised and Actual dates of tasks directly from the Resource View. Bars will appear in the Resource View once resources have been assigned to a task in the Schedule View.




# Getting Started Quickly with Templates and Examples

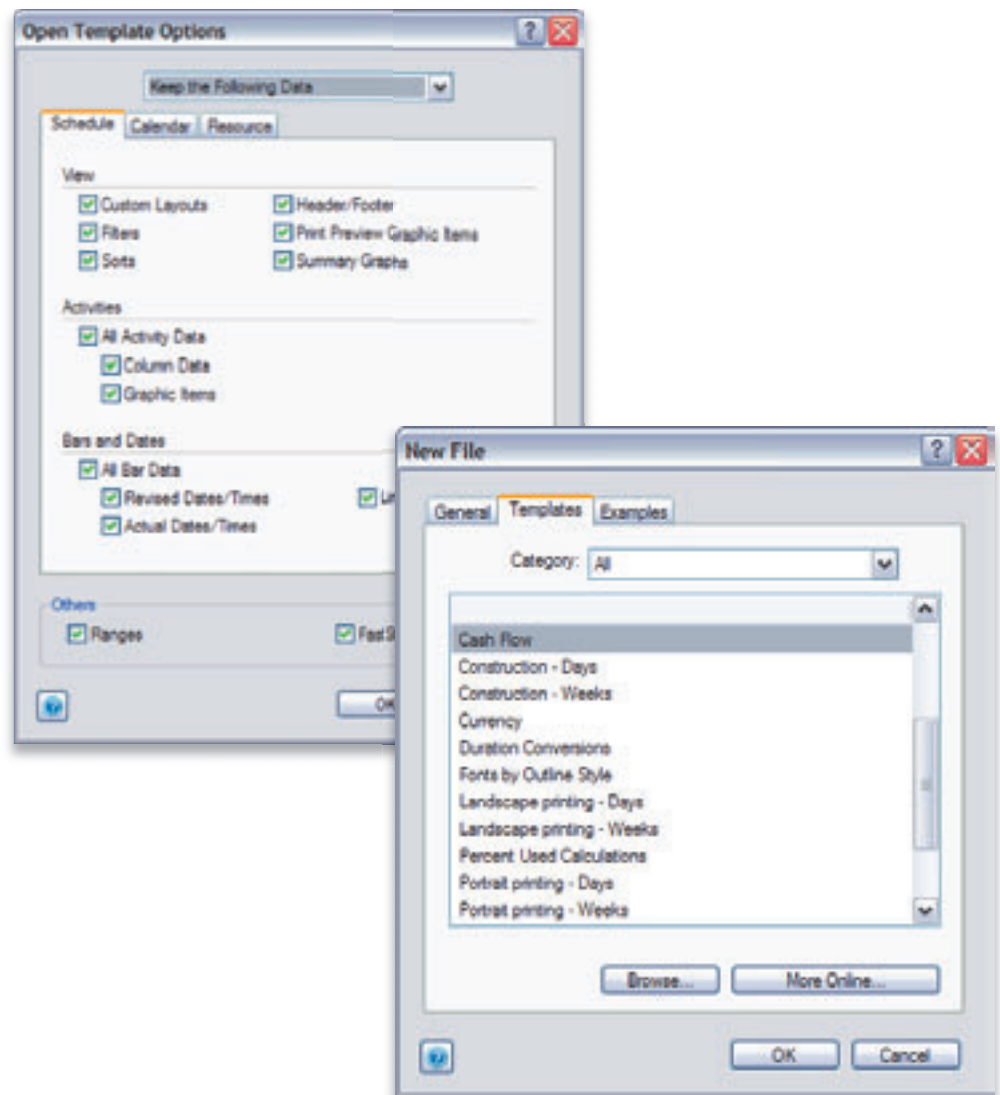
- Over 30 example schedules and template spanning various industries
- New File Assistant complete with template directory
- Open Template point-and-click formatting

When creating a new schedule it's easy to leverage form and structure from an existing file. FastTrack Schedule provides an instant framework for all project details with a suite of templates and example schedules.

The New File Assistant enables you to start with a new blank schedule or select a template or example schedule from which to build. You can even add your own files to the template directory for future access. There are also over 30 FastTrack Schedule example files and templates spanning various industries. Example schedules can be edited, customized, and then saved as separate schedules.

If you wish to create a new schedule with many of the same attributes of an existing schedule, simply select a template from the directory. This powerful feature lets you select the elements of the template's Schedule, Calendar, and Resource Views that you wish to retain for your new schedule.

 You can create new schedules by using your FastTrack Schedule files as templates.





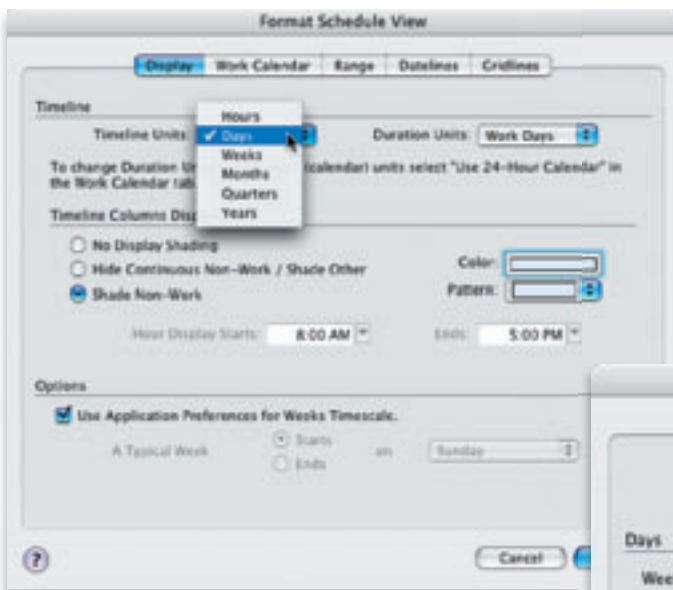
## Formatting Your Timeline in the Schedule View

Principle settings for the timeline and duration units are contained within a single dialog—Format Schedule View, which is opened from the Format menu. It is here that the overall schedule parameters such as the start and finish date, the timeline units, and the duration units are controlled. Similar timeline settings and formatting options are available in the Resource View within the Format Resource View dialog.

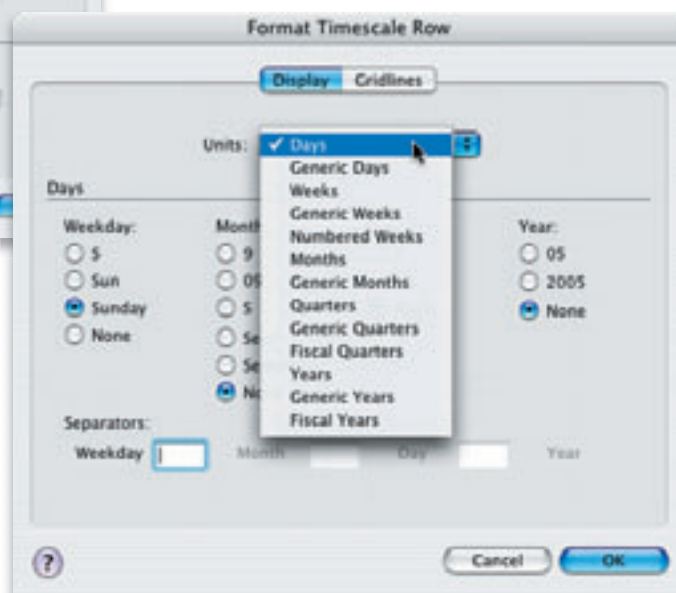
Changing the timeline graph's units, also called timeline units, lets you display the timeline graph in hours, days, weeks, months, quarters, or years. For instance, if the schedule is in units of weeks, there will be one timeline graph column for every week. At any time, you can change the timeline units to see more or less time. To see the timeline in more detail, simply change the timeline units to days; each timeline column will then represent a single day. Additional timescale rows can be stacked above the base timescale row and even mirrored on the bottom of the timeline graph.

FastTrack Schedule calculates durations in either work units or calendar units of time such as: hours, days, weeks, months, quarters, and years. When calculating durations in either work hours or work days, FastTrack Schedule references the built-in work calendar, ensuring that all tasks are automatically scheduled only during valid work shifts and times.

- Display timelines in hourly to yearly increments
- Shade or hide non-work time
- Easily adjust timeline start and finish dates



Calculate durations in work units as well as standard units of time. Add multiple timescale rows in generic, fiscal, or calendar time units.





## Drawing Bars to Enter Dates or Typing Dates to Draw Bars

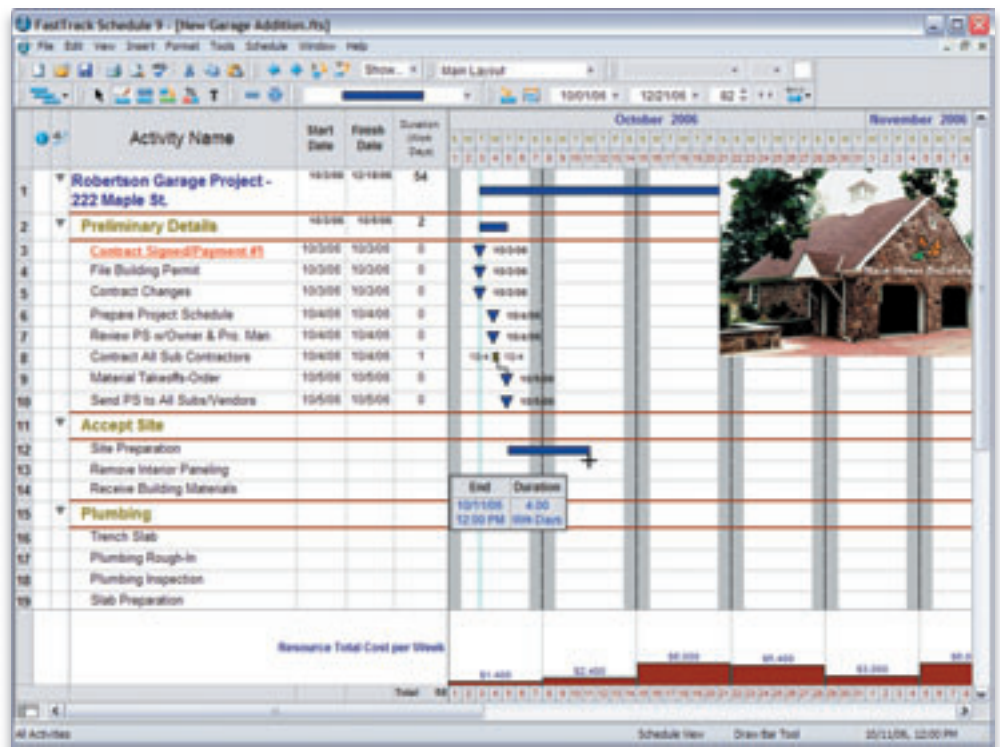
- Illustrate tasks graphically with bars and milestones
- Enter or edit tasks by drawing bars or typing dates
- ExpressDate pop-up calendar saves time entering activity start and finish dates

The position of an activity bar in the timeline graph represents an activity's start, finish, and duration. With FastTrack Schedule, activities can be entered graphically or by typing.

Using the Bar tool, activities can be drawn in the timeline graph. Simply select a bar style from the Bar Styles Toolbar and click and drag to draw a bar. The Bar Tracking window will appear displaying date and time information about the drawn bar. As you move the cursor across the timeline graph, the Cursor Tracking Area also displays the exact date and time over which the cursor is positioned. Both tracking windows help you to precisely enter and revise your activity dates and durations.

Drawing an activity bar in the timeline graph automatically registers a corresponding start date and time, finish date and time, and duration for the activity—entering them in the corresponding columns. Alternatively, you can type in start dates and times, finish dates and times, and durations into column cells and FastTrack Schedule automatically draws bars in the timeline graph. Dates can easily be entered with the ExpressDate calendar or typed in any format such as 10/20/06 or Oct. 20, 2006. Activity start and finish times can be entered quickly with the ExpressTime clock.

- Use the Bar tool to enter tasks graphically. The Bar Tracking window displays date and duration information for accurate task entry.



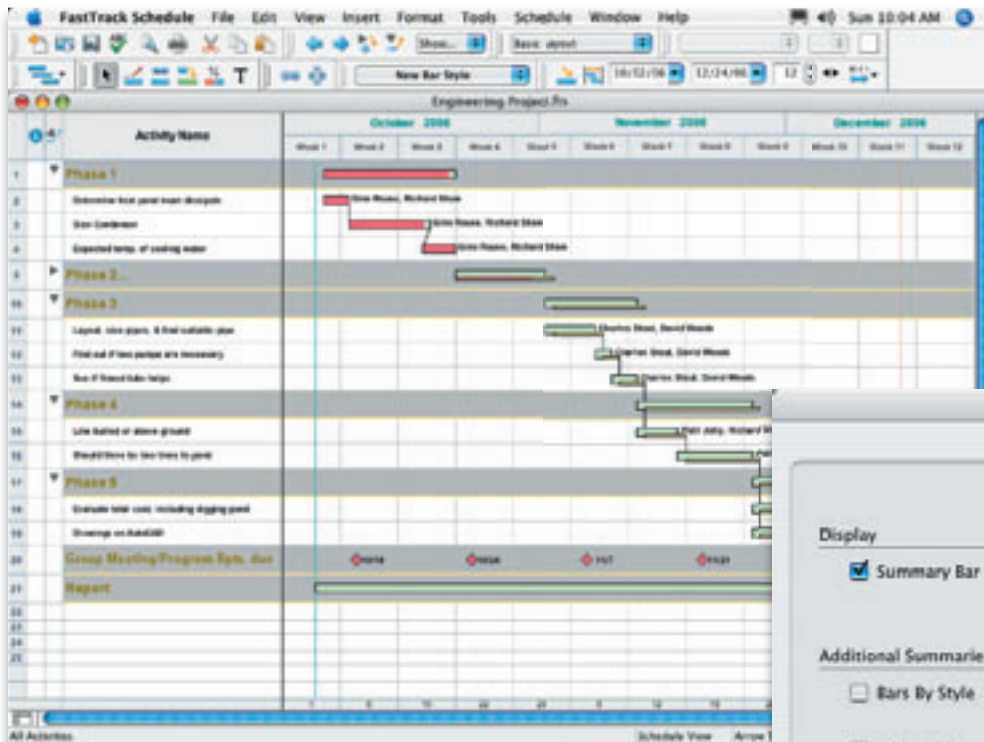
# Outlining and Summarizing Activities

FastTrack Schedule has a built-in outliner for creating an unlimited number of outline levels—such as projects, phases, activities, and subactivities. Once outlined, activity levels can be collapsed and expanded to show different levels of detail by using the Expand/Collapse action column or using a variety of menu options.

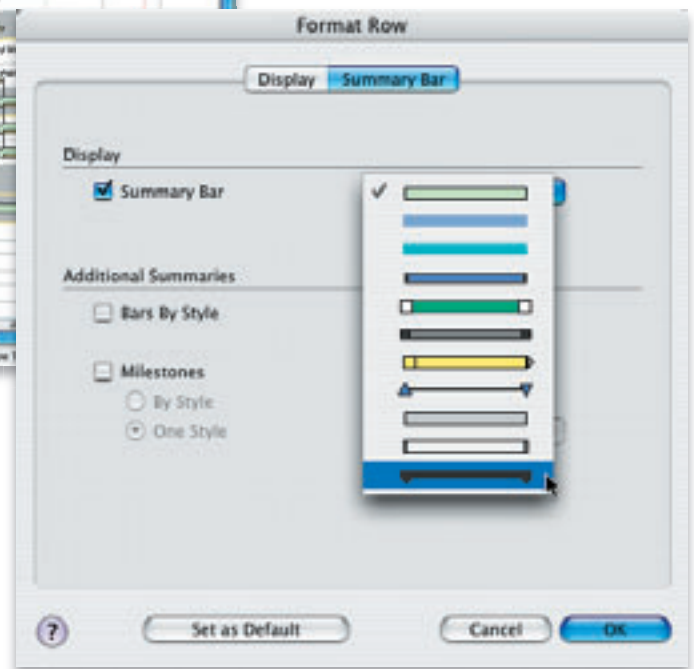
Expanding activities “rolls-down” collapsed activities, allowing you to see all of the level’s subactivities. Collapsing activities “rolls-up” all of the outline level’s subactivities. This in effect summarizes the entire outline level and draws either a separate summary bar for each bar style and/or milestone style, a single summary bar or milestone style, or no summary bar at all. You can show or hide specific outline levels in the whole schedule at once using the Outline Toolbar or the menubar.

Summary bars can be dragged up and down in the row but not left to right, as the program calculates their position. Dates, durations, costs, and other activity values contained within columns can be summarized when activity levels are collapsed or expanded.

- Built-in outliner for organizing tasks
- Collapse outline levels to show comprehensive summary bars or display summary bars at all times
- Unlimited outline levels



- Summarize outline levels using a single summary bar/milestone style or summary bars for each bar/milestone style.



# Using a Work Breakdown Structure

- Define unique WBS codes as a series of numbers, letters, or a combination of both
- WBS codes update automatically when changes are made to outline levels
- Choose from over 10 different separators including periods, dashes, commas, and more

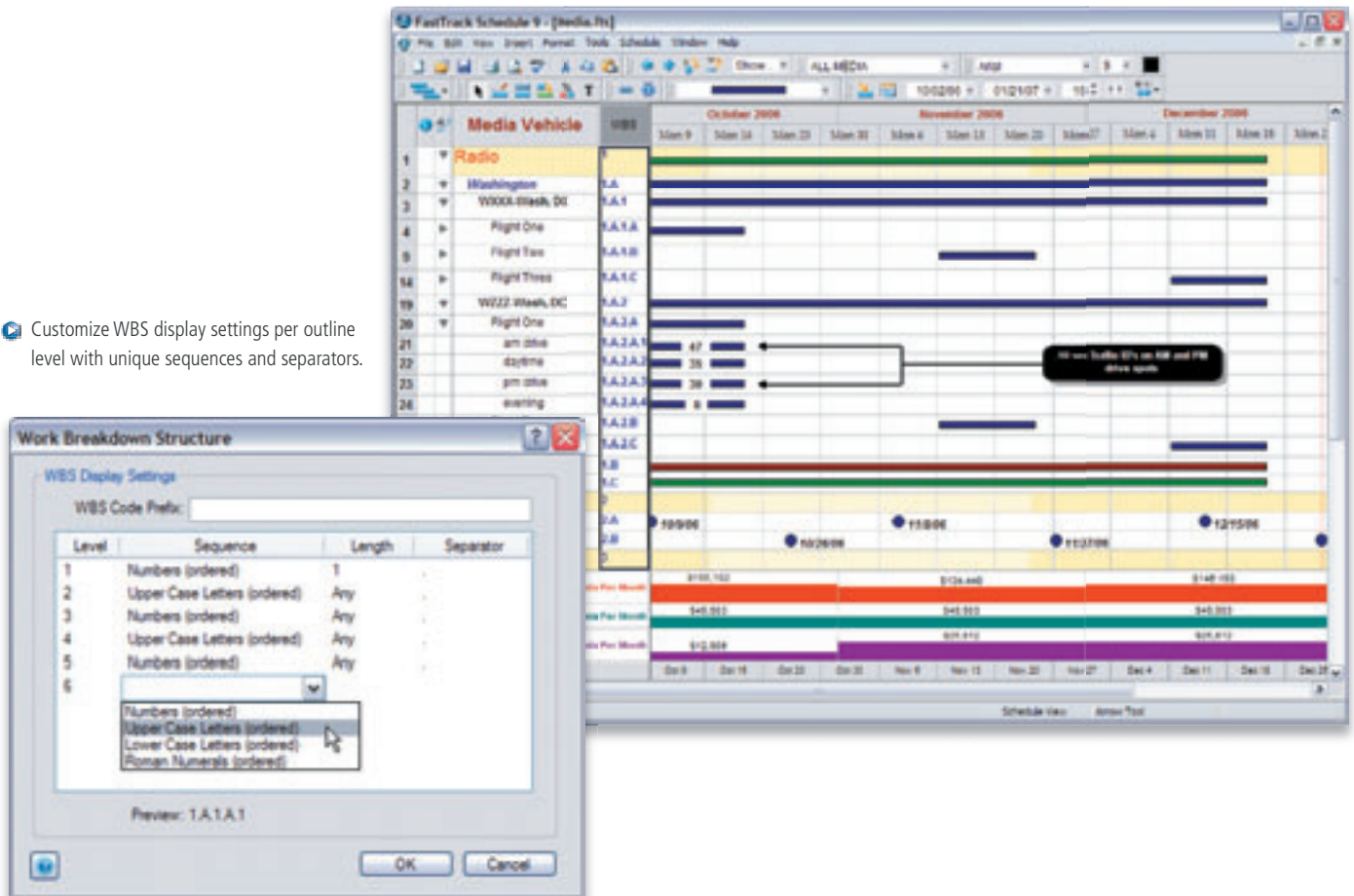
Convert the hierarchy of your project into a work breakdown structure (WBS) and identify project tasks with numeric or alphanumeric labels. FastTrack Schedule's WBS codes precisely identify each task's placement within the flow of your project and can be customized to match your style of project management.

When you indent a row beneath another in your schedule, it creates outline levels. These outline levels produce a hierarchical structure in your schedule known as a work breakdown structure. The key strategy of a WBS is to divide the project into manageable pieces that can be individually planned, estimated, and controlled. WBS uses codes to represent an activity's location in the hierarchy.

To create a WBS, organize your tasks using outline levels and insert a WBS column in your schedule. In the Work Breakdown Structure dialog, assign each outline level a numeric or alphanumeric code that will label its position in the hierarchy. The default setting is numbers separated by a period.

Like all other columns, properties for the WBS column can be set in the Format Column dialog. You can also access the Work Breakdown Structure dialog by clicking the Format WBS button in the Display tab of the Format Column dialog.

- Customize WBS display settings per outline level with unique sequences and separators.



## Section 2 | Flexible Scheduling



- Entering Project Details Quickly and Easily
- Working with Columns
- Customizing Bars and Milestones
- Filtering and Sorting Tasks
- Working with Ranges
- Creating Custom Layouts

FastTrack Schedule provides the freedom to customize your schedules to meet the specific needs of your company or industry.

FastTrack Schedule's flexibility allows you to customize all aspects of your project plans including timescales, durations, columns, and rows—even bar styles and milestones. With Toolbars of customizable filters and sorts to quickly locate key activities and a variety of preset and customizable layouts—you'll always get just the right view of your project details.

# Entering Project Details Quickly and Easily

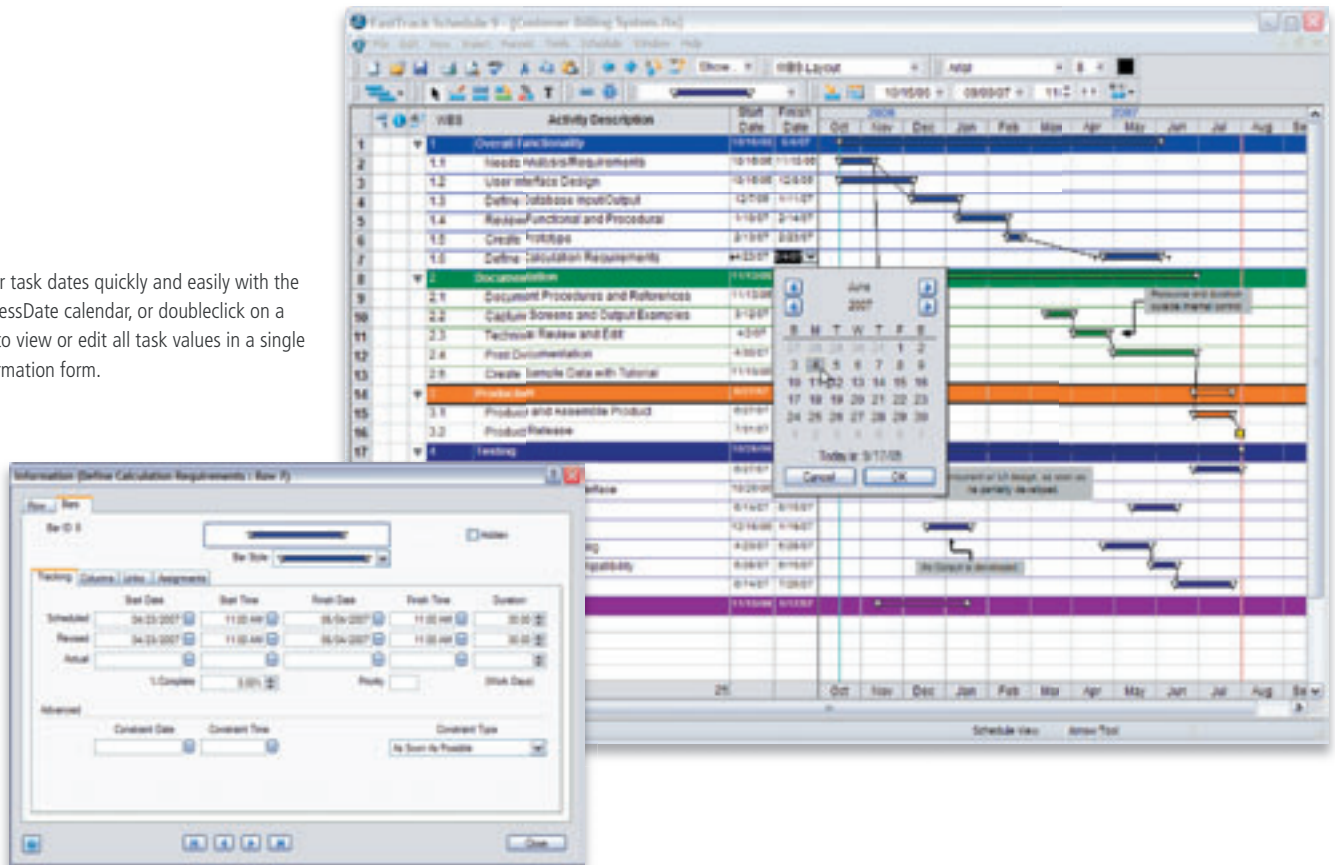
- Prioritize tasks by dragging-and-dropping
- Double-click on a bar to view and edit all task values
- Store project values in drop-down value lists

Whether you prefer to click and drag or type and tab, FastTrack Schedule allows for easy entry of all your project details. Activities can be a simple list of to-do items or a complex set of activities with many levels of subactivities. Enter task names directly into any cell in the Activity Name column, and rows automatically resize to accommodate large amounts of text. Once entered, activities can be arranged and prioritized by dragging and dropping.

Value lists and the ExpressDate™ calendar make data entry fast and accurate. Customizable value lists store preset values per column and appear as drop-down lists when clicking directly in column cells. FastTrack Schedule's ExpressDate month-at-a-glance calendar makes task start and finish date entry a simple point-and-click process, while the ExpressTime™ clock makes it easy to enter task start and finish times.

All activity details are also accessible within an Information form. Simply double-click on a bar or click in a row's Information "i" action column to enter, edit, and view all the information for an activity. Within the Information form it is also possible to browse between rows to edit data of other activities.

- Enter task dates quickly and easily with the ExpressDate calendar, or doubleclick on a bar to view or edit all task values in a single Information form.





## Working with Columns

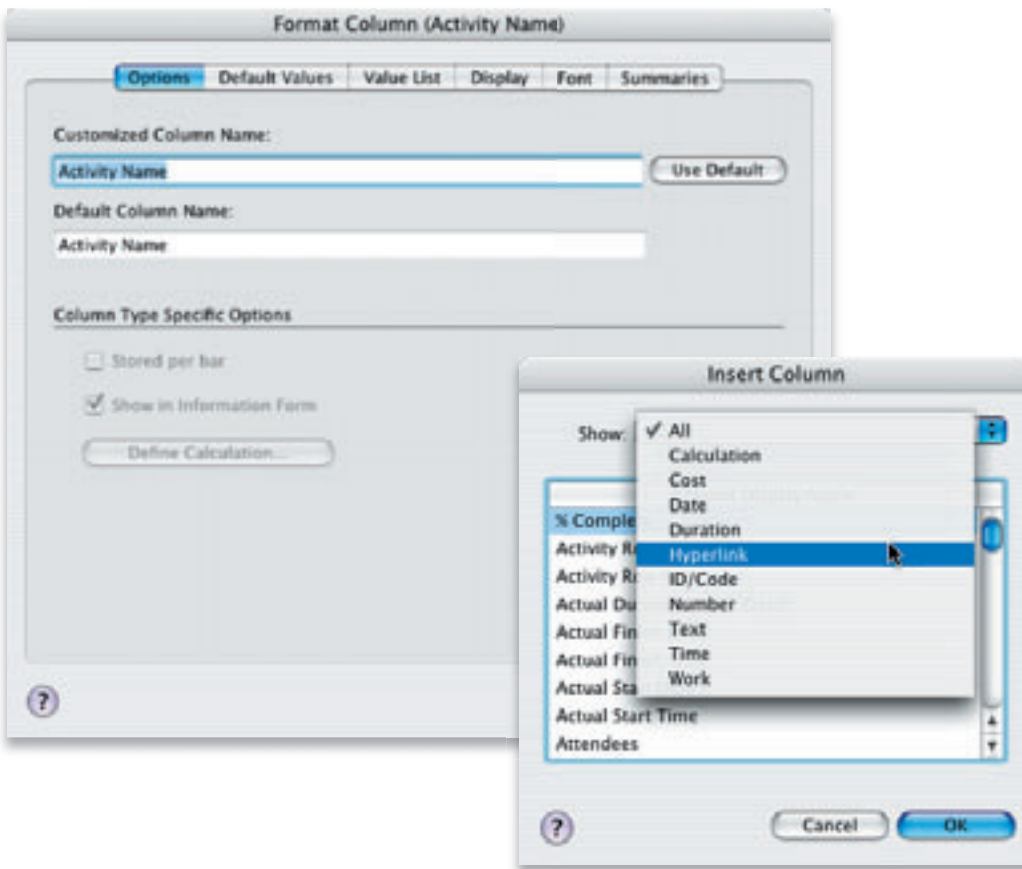
Organized project details are the core of successful scheduling, and with FastTrack Schedule it's easy to enter and arrange all your tasks, deadlines, resources, assignments, and costs into distinct columns.

FastTrack Schedule stores columns in three distinct ways. Columns for the Schedule View are stored either per row or per bar. Columns for the Resource View are stored per resource row. Columns within the Schedule and Resource Views are organized into date, duration, text, number, ID/code, cost, calculation, hyperlink, time, and work categories.

Every column in the Schedule View and Resource View is application-defined. You change the look of your schedule by showing, hiding, and arranging columns. Groups of selected columns are called layouts, and columns are hidden until you choose to insert them into a layout. No column can truly be deleted and the Column Map can help you keep track of which of the hundreds of available columns you have inserted and possibly renamed.

FastTrack Schedule's unique ability to display multiple bars or milestones in a single row means that values can be stored per row or per activity bar—whichever is most appropriate for your project scheduling needs.

- Predefined columns for tracking scheduled, revised, actual, and percent complete values
- Hyperlink columns for connecting to files and email/web addresses
- Store values per bar or per row



- Insert any of FastTrack Schedule's predefined columns to store all your project values.



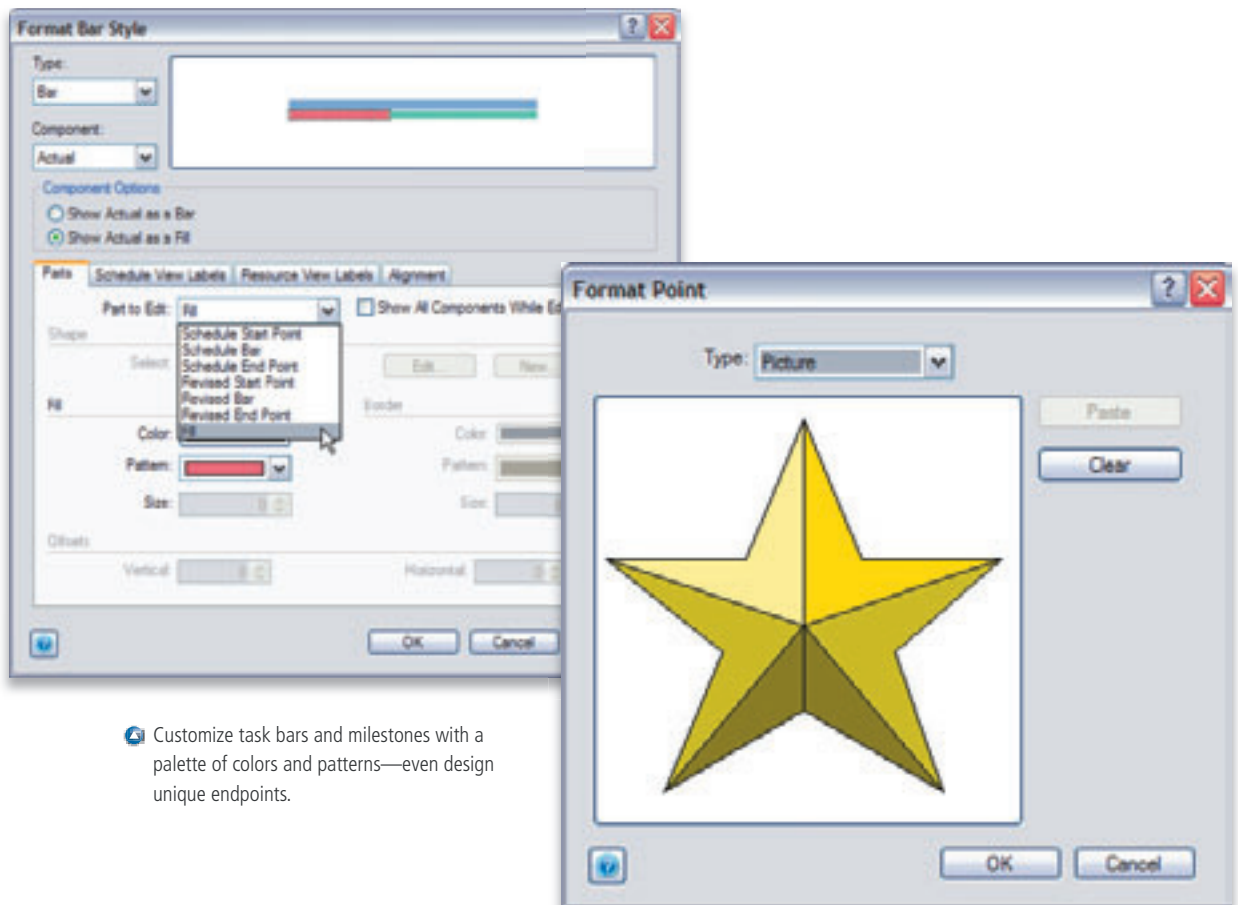
## Customizing Bars and Milestones

- Combine colors with patterns for unique bar styles
- Customize the scheduled, revised, and actual bar components
- Import pictures and use them as milestones or start and end points for bars

FastTrack Schedule has a palette of fully customizable bars and milestones to graphically represent task dates and durations on a timeline. Activity bars and milestones are the graphical representation of the activities you are scheduling. An activity bar has a start date, finish date, and a duration. Alternatively, a milestone is used to denote tasks that occur in a single moment of time—such as a meeting or deadline.

Bars and milestones are stored in the Bar Styles Toolbar. FastTrack Schedule does not attach a specific meaning to the appearance of a bar style, so you can customize bars and milestones to fit your own specific requirements. To edit an existing bar, select the bar or milestone from the Bar Styles Toolbar, then from the Format menu, select Bar Style. To create a new bar style or milestone, choose Bar Style from the Insert menu or simply select New Bar Style from the Bar Styles Toolbar.

Bars and milestones have three separate components—scheduled, revised, and actual. Each component can be independently formatted with different patterns, colors, outlines, endpoints, and labels. You can even create unique endpoints by pasting in pictures or drawing them with a polygon editor. In addition, FastTrack Schedule ships with a template file containing over 200 different bar and milestone styles that can easily be copied and pasted into other FastTrack Schedule files.



- Customize task bars and milestones with a palette of colors and patterns—even design unique endpoints.



# Filtering and Sorting Tasks

A complete schedule is truly the sum of its parts, and with FastTrack Schedule you can easily segment your schedule into manageable pieces. FastTrack Schedule's Toolbars of customizable filters and sorts quickly locate and organize key activities that meet your specific search criteria.

Filtering activities enables you to display or highlight only those activities meeting specific search criteria, such as displaying only the tasks that have been completed. Once filtered, activities can be edited, printed, or saved as separate projects.

Sorting activities rearranges project details according to the sort order defined, such as listing completed activities in chronological order. Tasks can also be sorted within specific outline levels.

Filters can be simple or consist of multi-criteria statements. You also have access to a powerful set of intelligent search options, which can locate and display related activities contained within outline levels above or below the specific searched item. Filters and sorts can be activated on the fly by simply context-clicking on a project value.

- Quick-access Toolbar of customizable filters and sorts
- Advanced multi-criteria searches and options for displaying related activities
- Filter and sort on the fly

The screenshot displays the FastTrack Schedule 9 - [Multiple Homes, Inc.] interface. The main window shows a Gantt chart with activities like 'Lot 216', 'Clearing and Site Grading', and 'Excavation'. Overlaid on this are three dialog boxes: 'Filters', 'Define Filter', and 'Define Filter'. The 'Filters' dialog lists various filter criteria such as 'Bob's Excavation', 'Status-Complete', and 'Status-Started - Ahead of Schedule'. The 'Define Filter' dialog shows the configuration for a filter named 'Bob's Excavation', with options for 'Column/Value Criteria' and 'Date/Time Criteria'. The 'Define Filter' dialog also shows the 'Filter A Row When' section with options like 'Any Bar in that Row Matches' and 'All Bars in that Row Match'.

Segment schedules into manageable parts with customizable filters that search for and display specific tasks.

# Working with Ranges

- Adjust the Start and Finish dates of the timeline with the QuickRange Toolbar
- Apply a predefined range to view an alternate span of time within your schedule
- Set a Master Range to quickly return to a default time period

FastTrack Schedule can simplify even the most complex projects by segmenting them into manageable parts. The range features allow you to specify a particular time period of the project schedule to view, whether it's the next two weeks or the next two years.

Each view within FastTrack Schedule has the ability to display a different span, or range, of dates. The QuickRange Toolbar gives you immediate access to the Start and Finish dates of the timeline in the Schedule and Resource Views, and the calendar in the Calendar View. The dates you set in the QuickRange Toolbar affect only the View you are looking at and always correspond to the Start and Finish dates displayed in the Range section of the Format View dialog. By context-clicking anywhere in the Toolbar, you can capture and save the range for future use or make it the Master Range for your schedule.

FastTrack Schedule's Range Toolbar allows you to determine precisely what span of time you see in the timeline and the calendar. Set a default Master Range so that you can look ahead a few weeks or a few months and easily return to your original time period. Choose from FastTrack Schedule's pre-defined ranges such as Current Day, Current Week, Current Month, 14-day Look Ahead, 90-day Look Ahead, or create your own and add them to the list of ranges in the Range Toolbar.

The screenshot displays the FastTrack Schedule application interface. The main window shows a project timeline with activities listed on the left and a Gantt chart on the right. A calendar pop-up is visible over the timeline. Two dialog boxes are overlaid on the right side of the screen. The 'Define Range' dialog box has a 'Range Name' field containing '2-Week Look Ahead'. Under 'Dates to', the 'Custom Date' option is selected, with 'Start' set to 08/24/05 and 'Finish' set to 09/10/05. The 'Apply Range to' section has 'All Views' selected. The 'Ranges' dialog box shows a list of predefined ranges: Master Range, Current Day, Previous Day, Current Week, Previous Week, 2-Week Look Ahead (highlighted), Current Month, Previous Month, Current Quarter, Previous Quarter, and Current Year. Each range has checkboxes for 'Menu' and 'Break'.

Choose the span of time you would like to display by applying a range or by using the QuickRange Toolbar.

## Creating Custom Layouts

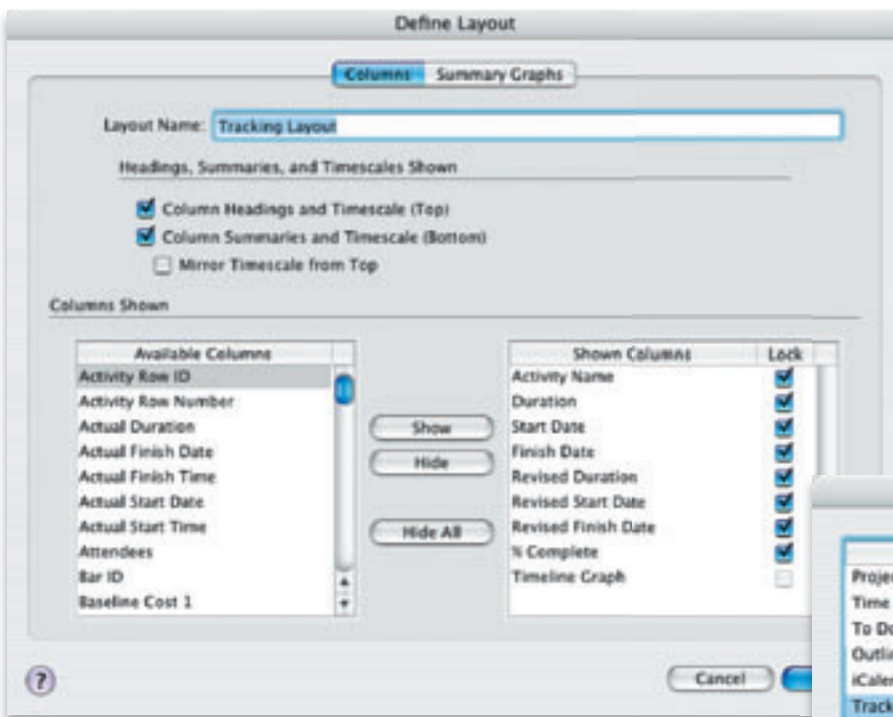
FastTrack Schedule is extremely flexible in its reporting of project details. You can define and save custom layouts that can be applied to the schedule at any time.

A layout is a specific view of your schedule. Applying a layout to a schedule is a shortcut to showing, hiding, and moving individual columns, the timeline graph, timescale areas, and summary graphs.

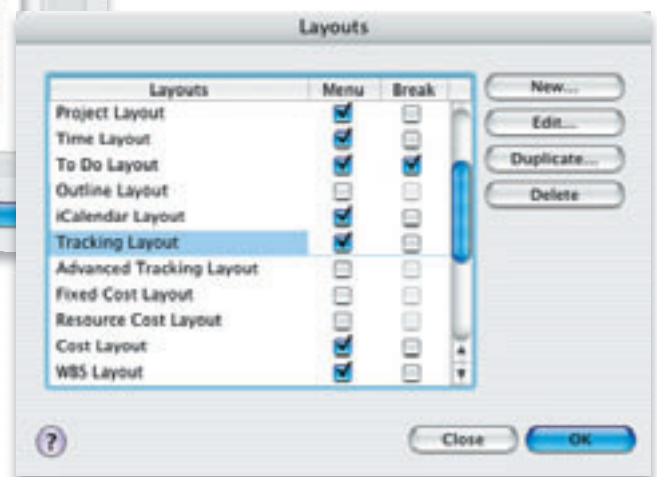
You can choose from predefined layouts or create your own. Selecting a layout in the Layout Toolbar automatically hides, shows, and rearranges columns, timescales, summary graphs, and the timeline graph according to the settings defined for the selected layout.

You can also combine the flexibility of layouts with the power of filters and sorts to quickly pinpoint and present project details in specific project snapshots.

- Get just the right view of project values with custom layouts
- Create and save lists of layouts in the Layout Toolbar
- Lock columns to prevent them from moving when scrolling horizontally



▶ Create custom layouts of project values by organizing columns, time period summaries, and timescales into different arrangements.





- Adding Resources with the Resource Information Form
- Creating and Modifying Resource Work Calendars
- Assigning Resources to Activities
- Formatting Resource Graphs

The success of a project depends on its resources—the people, equipment, and materials that are needed to get the job done. FastTrack Schedule's Resource View has all the tools you need to track and manage critical resource information. Project details such as assignments, percent usage, and time usage are displayed in a colorful graphs that are easy to read and even easier to customize.

With a Resource Information form that allows you to quickly enter and display resource cost information and customizable work calendars, you can plan and track with pinpoint accuracy—ensuring that your project fits within your budget and time constraints.

# Adding Resources with the Resource Information Form

Tracking who or what is responsible for completing tasks is one of the most important aspects of managing a project. New resources can be created from FastTrack Schedule's Resource View by typing directly into columns or by using the Resource Information form. The form allows you to enter and define key data on each resource, such as name, type, per use cost, standard rate, and overtime rate.

Each resource has a finite amount of time it can be used and an associated cost attached to it—whether it's a flat fee, a standard rate, an overtime rate, or any combination thereof.

The information that you enter into the Per Use Cost field will be factored into the Total Task Cost of each activity. This is the flat fee paid to each resource every time it is assigned to a task. Standard Rate may be calculated per hour, day, week, month, quarter, or year in relation to the task's duration. You can enter a dollar amount for overtime pay. Leaving this field blank assumes the rate is the same as the Standard Rate or entering "0" means the resource receives no overtime pay. You also have the option to create custom columns for other resource-related values within the Resource View.

- Type directly into resource rows or use the Resource Information form to add new resources
- Enter per use cost, standard and overtime rates
- Create custom columns to track industry-specific values within the Resource View

The screenshot displays the FastTrack Schedule software interface. The main window shows a Resource View with a grid of resource usage over time. Resources listed include Kate Jensen, Paul Holstrider, and Jane Lee. The grid shows usage percentages and costs for various tasks. Overlaid on the bottom right is the 'Resource Information (Paul Holstrider : Row 2)' dialog box. This form contains fields for Resource Name (Paul Holstrider), Type (Consultant), Standard Rate (\$50.00/hr), Overtime Rate (\$75.00/hr), and Per Use Cost (\$100.00). It also includes a section for Custom Columns with a list of Calculation 1 through Calculation 7.

Create new resources and enter key resource data through the Resource Information form.




## Creating and Modifying Resource Work Calendars

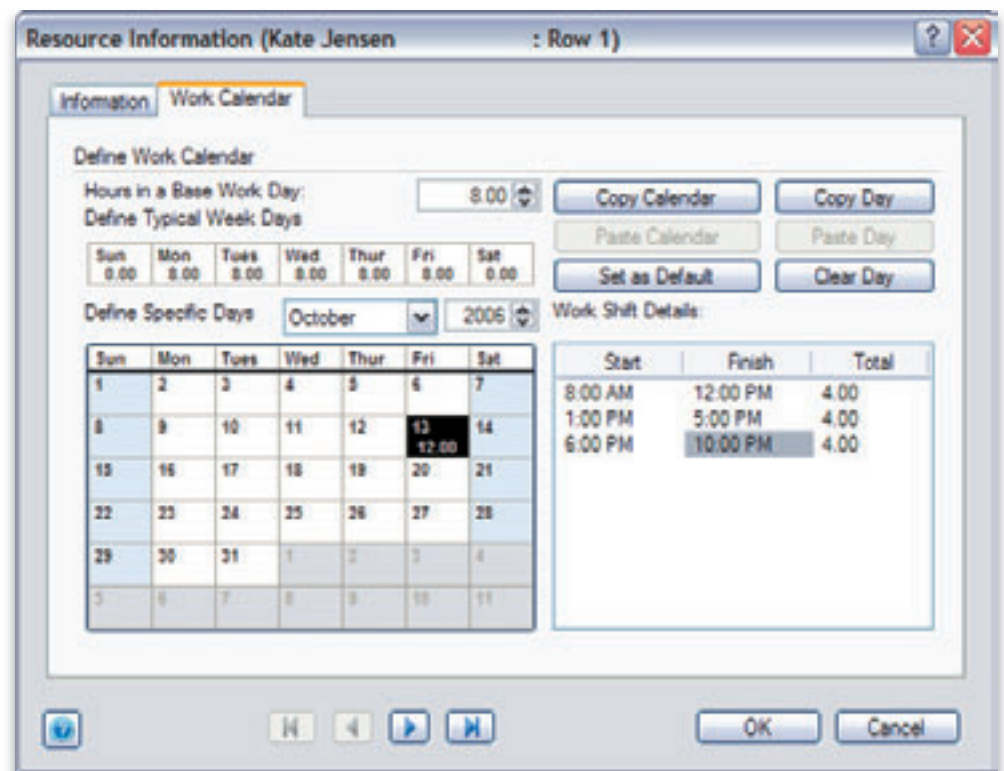
- Create individual work calendars for each resource
- Account for vacations, breaks, and variable work shifts
- Copy and paste work calendars within a schedule or across files

In addition to the Schedule Work Calendar, FastTrack Schedule lets you create an individual work calendar for each resource. Define work days and hours, taking into account vacations, breaks, and variable work shifts for each resource under the Work Calendar tab in the Resource Information form.

The Work Calendar tab enables you to define a base work day, a typical work day, or set work hours for a specific day. Simply click on the date within the calendar to set the hours for that day. The information is immediately displayed within the calendar. Work hours for all non-typical work days are displayed in the monthly calendar within the dialog.

FastTrack Schedule defines the default work day as an eight-hour day comprised of two shifts: 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM. Should it be necessary to account for multiple work shifts and breaks within a single work day, FastTrack Schedule will store up to eight different shifts for a single day. You can even copy and paste individual Resource Work Calendars to use for other resources.

 Define a typical work day, base work day, or set hours for a specific day in the Resource Work Calendar.



**Resource Information (Kate Jensen) : Row 1**

Information **Work Calendar**

Define Work Calendar

Hours in a Base Work Day: 8.00

Define Typical Week Days

Sun	Mon	Tues	Wed	Thur	Fri	Sat
0.00	8.00	8.00	8.00	8.00	8.00	0.00

Define Specific Days: October 2006

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 12.00	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Work Shift Details:

Start	Finish	Total
8:00 AM	12:00 PM	4.00
1:00 PM	5:00 PM	4.00
6:00 PM	10:00 PM	4.00

Buttons: Copy Calendar, Copy Day, Paste Calendar, Paste Day, Set as Default, Clear Day, OK, Cancel

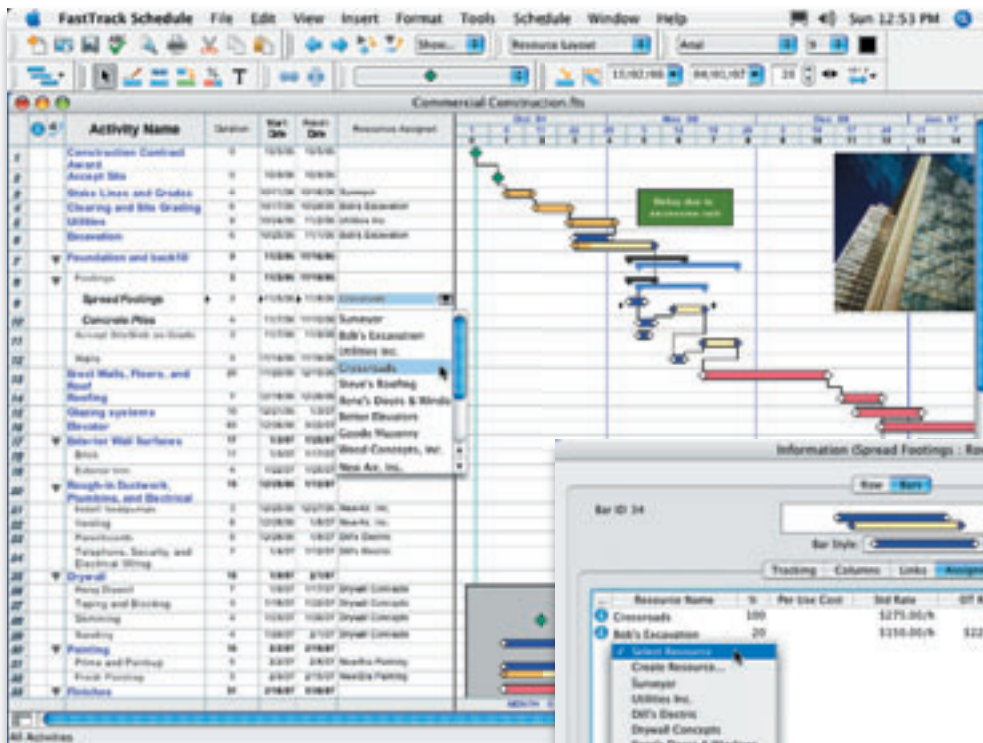
# Assigning Resources To Activities

Assignments link a resource and all its data to a task or tasks within the schedule. Because the Schedule View and the Resource View draw from two different pools of information, assignments act as a bridge between the two information databases. Until you assign a resource to a task within the schedule, the Schedule View and the Resource View cannot interact.

Resource assignments are made within the Schedule View. Simply type resource names in the Assigned Resources column or double-click on the bar you would like to assign a resource to and open the Information form. The Assignments table displays a list of resources currently assigned to that activity. You may add a new resource to that bar by clicking the Select Resource drop-down list in the Resource Name column. From the list you can select from existing resources or choose Create Resource to open the Resource Information dialog and create a new resource.

Editing the rate information in the Assignments tab affects only that particular assignment. You can also enter the percentage of the resource's time you want devoted to this specific task. This value will recalculate automatically when you enter the Assigned Work Units, which is the total number of the task's work units to which this particular resource will be assigned. The assignment cost will be calculated as the (Per Use Cost) + (Standard Rate x Duration) + (Overtime Rate x Overtime Duration).

- Make resource assignments within the Schedule View
- Assign resources by selecting them from a drop-down list of predefined resources
- Display and edit percent effort, per use cost, standard and over time rates in the Assignments tab



- Assign resources to each bar in your schedule by typing resource names in the Assigned Resources column or within the Assignments panel of the Information form.



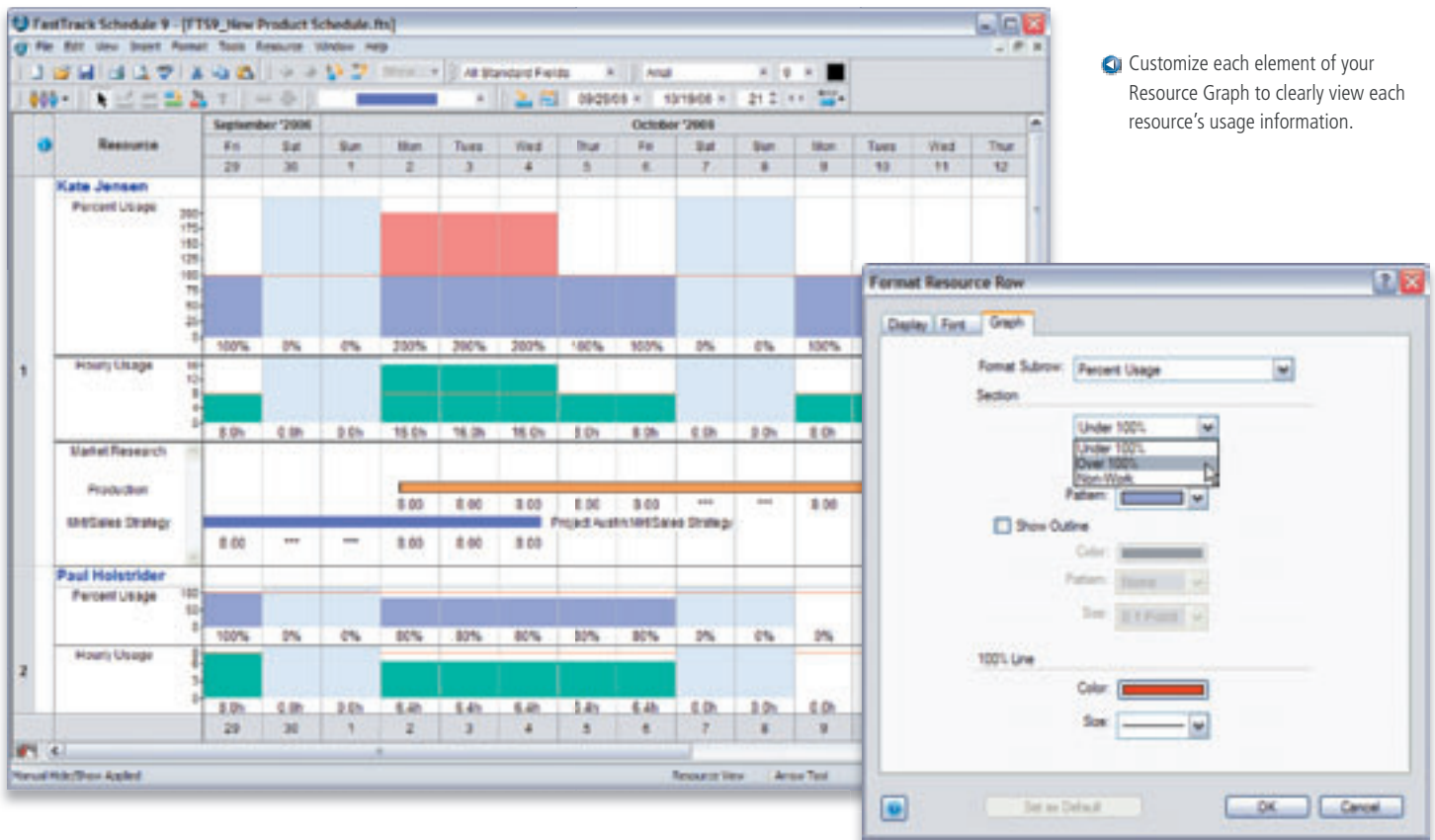
## Formatting Resource Graphs

- Display up to three usage graphs for each resource
- Use graphs to display over allocation
- Customize font attributes and graphs to match your specific needs

FastTrack Schedule's Resource View enables you to view resource information clearly for more effective tracking of time usage and costs. Subrows for each resource display Percent Usage, Time Usage, and the corresponding activity bars to which the resource has been assigned.

You have the ability to format each element of the Resource Graph. Double-click in the Row Number action column to select the resource row you wish to format, and the Format Resource Row dialog will open. There you can determine the look of both the font and the graph. You can customize the font, size, style, justification, and color of each text element for a particular row or group of rows.

Formatting the appearance of graphs in the Resource View's Percent Usage and Time Usage subrows allows you to customize the look of each aspect of your graph. Choose a color, pattern, and outline to represent normal allocation, over allocation, and typical non-work time. For example, set your graph to appear in red when a resource is over allocated, making it easy to identify when you need to adjust a resource's allocation.





- Tracking Your Progress
- Linking Activity Bars
- Setting Bar Constraints
- Determining Critical Path
- Formatting Calculation Columns and Column Summaries
- Exchanging Data with Microsoft Project and other Programs

FastTrack Schedule not only makes it easy to plan a project, but also provides the powerful tools necessary to track and update progress through the project's completion. FastTrack Schedule supplies more sophisticated scheduling features than day-planning programs, yet it's easier to use than costly high-end project management applications.

FastTrack Schedule has the power to track and revise project dates and durations, perform spreadsheet-like calculations with project values, create activity dependencies, determine Critical Path, and exchange data with Microsoft Project and other applications.

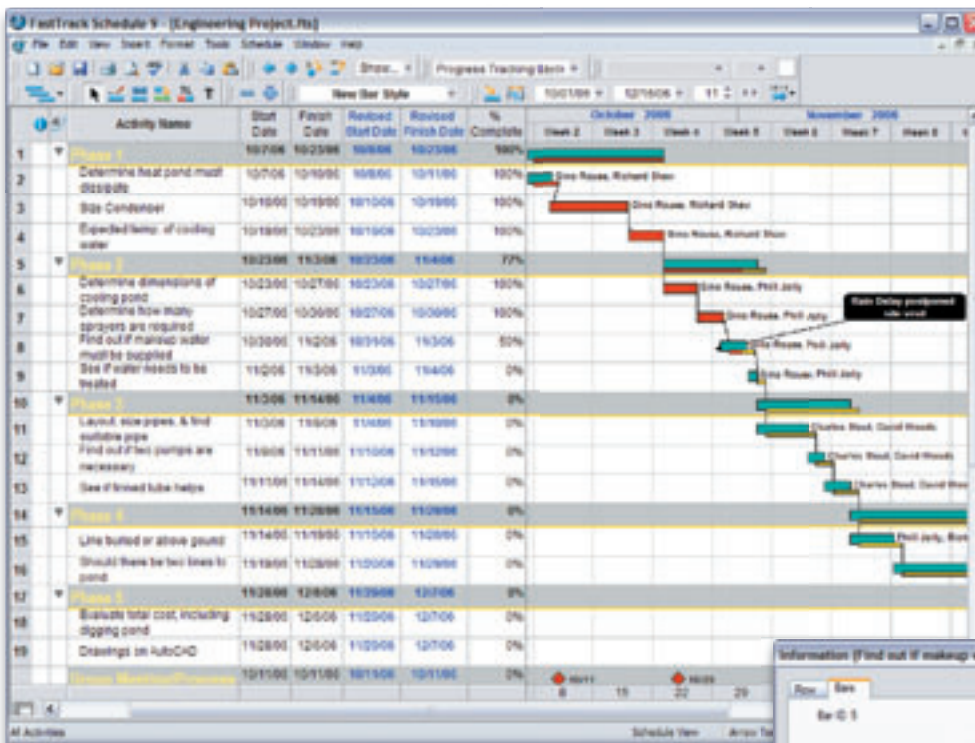
# Tracking Your Progress

- Track up to three sets of dates and durations for a single task
- Use the Revise Bar Tool to easily adjust task status
- Illustrate percent complete graphically as a bar fill or as a separate bar

Because projects don't always turn out as planned, FastTrack Schedule records changes by tracking three sets of dates, times, and durations for each activity. So if a single task should finish late, dependent tasks will reschedule automatically and all adjustments are viewed instantly.

FastTrack Schedule uses three sets of dates per activity to track progress: scheduled, revised, and actual. Scheduled dates are the dates you enter when you originally planned your schedule—also called the “baseline” or “promised” dates. Revised dates represent the currently projected dates, accounting for adjustments or revisions since the project began. Actual dates reflect when the activities actually occurred, and they are also used to track the percentage complete, or “work in place.”

In addition to being displayed as dates in the columns, these three sets of dates can be displayed as separate components for each bar style and as labels for the bars and milestones in the timeline graph.



- Adjust task dates graphically or double-click on a bar to view and edit a task's scheduled, revised, and actual dates and durations within the Information form.

Information (Find out if makeup water must be supplied : Row 8)

Bar ID: 8

Bar Style: [Bar Style]

Tracking Columns: [Start Date] [Start Time] [Finish Date] [Finish Time] [Duration]

Scheduled: 10/30/2006 1:30 AM 11/02/2006 1:30 AM 3:00

Revised: 10/31/2006 1:30 AM 11/03/2006 1:30 AM 3:00

Actual: 10/31/2006 1:30 AM [ ] [ ] [ ]

1 Complete 50.00%

Priority [ ] (Text)

Advanced:

Constant Date [ ] Constant Time [ ] Constant Type [At Start As Possible]

Close

## Linking Activity Bars

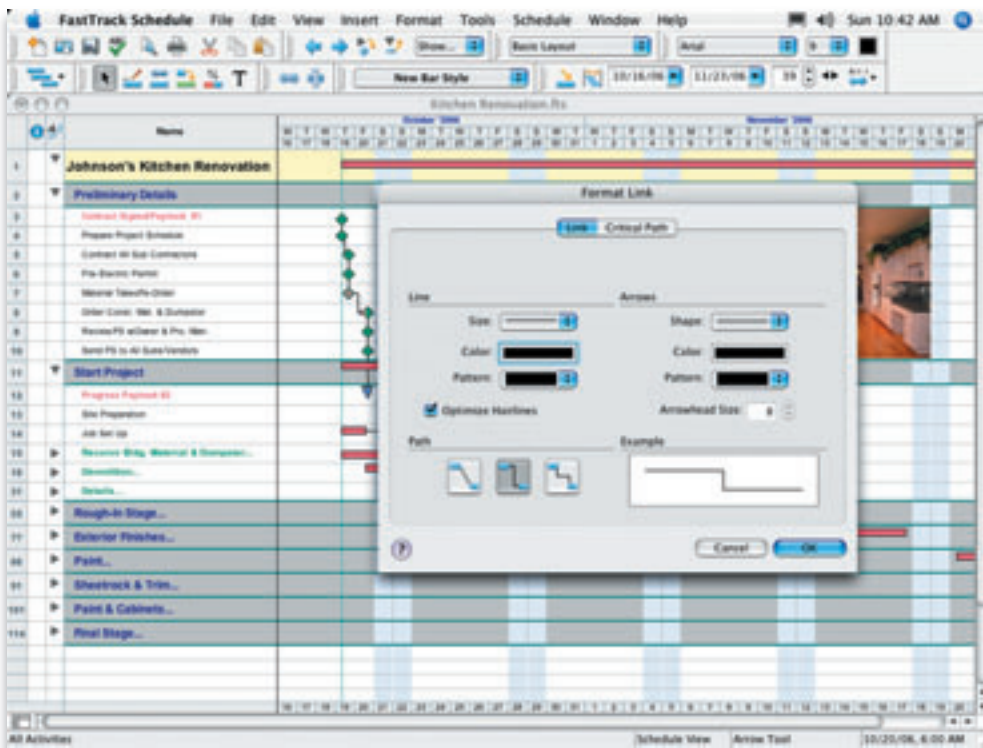
Linking is a means of controlling how changes to the dates and times of one activity impact the scheduling of other activities in your schedule. To link is to create dependencies between activities in your schedule. Linking in FastTrack Schedule is based on the CPM (Critical Path Method) project management model and follows the standards therein.


Linking tasks together creates a dependency between the start or finish point of one bar and the start or finish point of another bar or bars. For instance, if the start of an activity cannot begin until another activity has been completed, the activities are dependent and should therefore be linked. FastTrack Schedule supports four link types: Finish to Start, Start to Start, Finish to Finish, and Start to Finish.

Tasks can be linked together graphically by using the Draw Link Tool, by typing in the Predecessor and Successor columns, or by entering new data in the Links tab within the Information form. This form allows you to set and modify important link data, such as the predecessor and successor bars and duration of the link.

The appearance of links can be customized within the Format Link dialog, and the type of link can always be altered or a link can be deleted. Use constraints and lag time to control how activity bars and milestones react to changes in the originally scheduled dates and times.

- Define task dependencies graphically with the Draw Link Tool
- Set Finish to Start, Start to Start, Finish to Finish, and Start to Finish links
- Control lag and duration for links within the Information form



 Edit link parameters within the Link tab of the Information form



# Setting Bar Constraints

- Utilize eight different constraint types to control levels of slippage for activity dates and times
- Provide elasticity between linked activities with Soft constraints
- Lock activity finish or start dates with Hard constraints

Constraints are the parameters you can assign to activities to control the behavior of bars as your project changes. Constraints in FastTrack Schedule are based on the CPM (Critical Path Method) project management model and follow the CPM standards.

FastTrack Schedule's eight constraint types (As Soon As Possible, As Late As Possible, Start On Or After, Start On Or Before, Finish On Or After, Finish On Or Before, Must Start On, Must Finish On) are grouped into three distinct categories: Soft, Moderate, and Hard. A constraint categorized as Soft will allow activities in your schedule to begin and end within an elastic window of time, until the activity's start or finish comes into conflict with another dependency.

A constraint categorized as Moderate will not allow activities in your schedule to begin and end before or after the date or time you have specified.

A constraint categorized as Hard will not allow activities in your schedule to begin or end on any date or time except those which you specified. A hard constraint effectively locks your bar's finish or start and, if the bar is linked, bypasses the defined dependency if that dependency conflicts with its specified start or finish.

The screenshot displays the FastTrack Schedule software interface. The main window shows a project schedule for 'Johnson's Kitchen Renovation'. The schedule is organized into a Gantt chart view with activities listed on the left and a timeline on the right. The activities include 'Preliminary Details', 'Contract Signed', 'Prepare Project Schedule', 'Contract All Sub Contractors', 'File Electric Permit', 'Material Takeoff Order', 'Order Concl. Mat. & Dumpster', 'Review PS w/Owner & Pres. Stan.', 'Send PS to All Subs/Vendors', 'Start Project', 'Progress Payment #1', 'Site Preparation', 'Job Set Up', 'Receive Bldg. Material & Dumpster', 'Demolition', 'Rough-In Stage', 'Exterior Finishes', 'Paint', and 'Sheetrock & Trim'. The timeline shows dates from 10/4/06 to 11/13/06. A small inset image shows a kitchen renovation project.

The 'Information (Site Preparation : Row 13)' form is open, showing the 'Tracking' tab. The form includes fields for 'Start Date', 'Start Time', 'Finish Date', 'Finish Time', and 'Duration'. The 'Constraint Type' dropdown menu is open, showing the following options: 'Start On Or After', 'As Soon As Possible', 'As Late As Possible', 'Start On Or Before', 'Finish On Or After', 'Finish On Or Before', 'Must Start On', and 'Must Finish On'. The 'Constraint Type' is currently set to 'Start On Or After'.

- Set activity constraints within the Bars Tracking tab of the Information form.

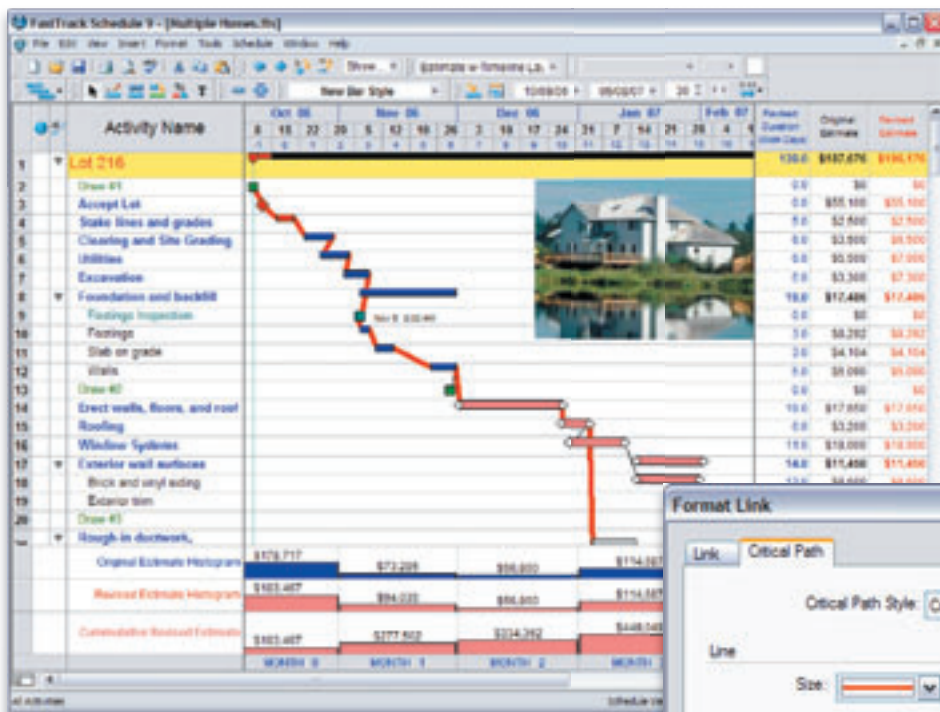
# Determining Critical Path

In FastTrack Schedule, the Critical Path is the route between linked bars with the least total slack between tasks. The total amount of “slack” is determined by subtracting a link’s minimum lead/lag time from a link’s duration.

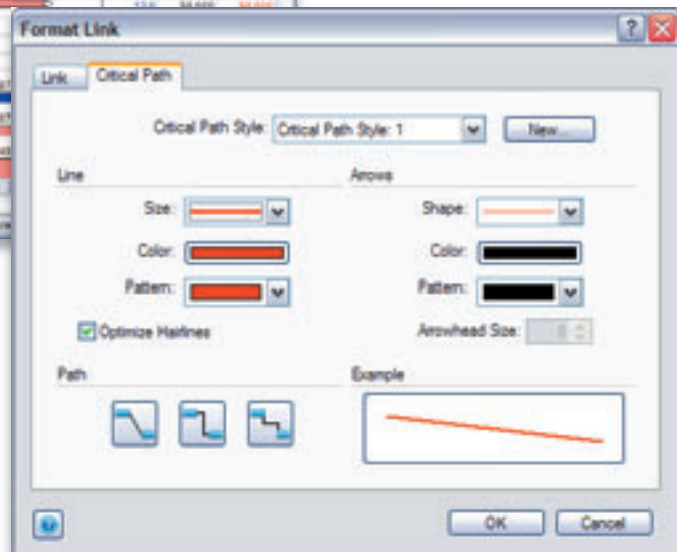
Because Critical Path is defined by the dependency of one task on another, only linked bars are considered part of a Critical Path. FastTrack Schedule can show as many Critical Paths as you can create independent series of linked bars. This allows you to have several sub-projects inside of one larger project. In the circumstance that there are linked bars with identical start dates, you can set the bar’s priority, directing the program to highlight the correct Critical Path.

You can choose whether or not to display Critical Paths between tasks in the schedule by selecting it from the View menu within the Schedule View. The appearance, including color and thickness of lines, for each Critical Path within your schedule may be altered along with other links in the Format Link dialog.

- Determine Critical Path to identify the path of least flexibility for change
- Select from multiple Critical Path Styles
- Assign priority values for activities with like start dates and times



Customize and save unique Critical Path styles.



## Formatting Calculation Columns and Column Summaries

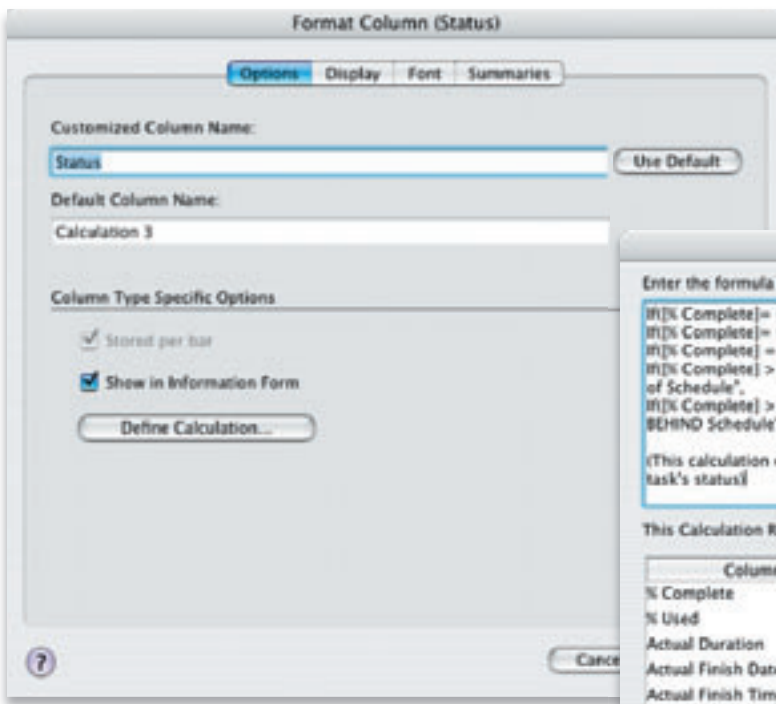
- Track budgeted and actual cash flows
- Summarize values within columns
- Choose from over 70 predefined calculation functions

FastTrack Schedule's spreadsheet-like capabilities enable you to create customized calculation columns and column summaries. Calculation columns and column summaries are powerful reporting tools that generate key project details as your schedules are updated and changed.

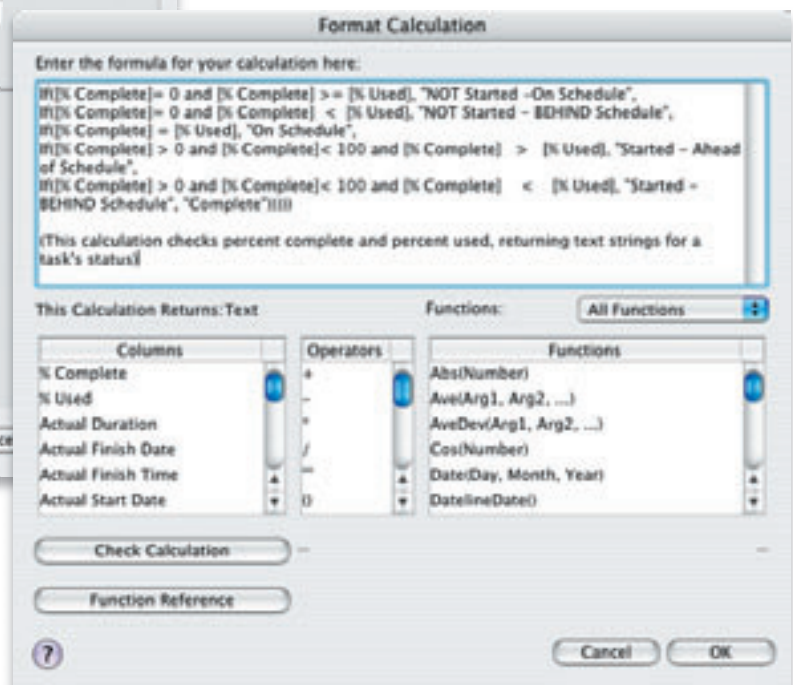
Calculation columns derive their values from other columns. Instead of entering values for a calculation column, you define a statement directing FastTrack Schedule to use operations and functions to automatically calculate the value.

Calculations are easy to format, and can track items such as budgeted and actual cash flows. Custom calculations can be simple or complex, but once defined, FastTrack Schedule automatically generates new values or updates existing values as project data is entered and revised. FastTrack Schedule supplies over 70 predefined functions to speed calculation set-up, and includes an automated Calculation Check to validate calculations.

Column summaries appear at the bottom of a column and can generate the total, average, standard deviation, minimum, maximum, or count for values displayed within the column.



- Set-up basic or sophisticated calculations that instantly return project values as tasks are updated.





# Exchanging Data with Microsoft Project and other Programs

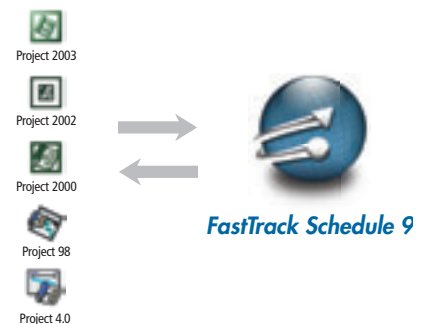
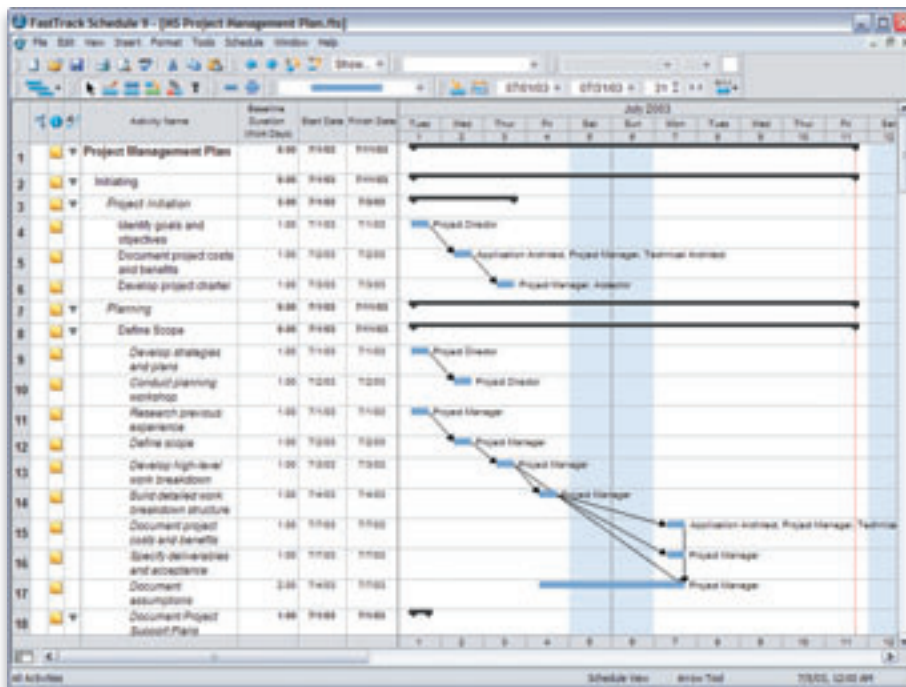
FastTrack Schedule exchanges data with spreadsheets, databases, and other project management programs including Microsoft Project. Transferring project information between FastTrack Schedule and Microsoft Project is quick and easy through a variety of methods, including XML, MPX, and AEC Software's Project Converter.

FastTrack Schedule 9 now opens Microsoft Project MPP files. This is the fastest and most convenient means of acquiring data from a Microsoft Project file. Data exchange between these two popular project managers is also possible by through XML and MPX file formats. FastTrack Schedule supports the ability to both open and save in these data formats.

AEC Software's Project Converter (<http://convert.aecsoftware.com>) is a free online service that converts Microsoft Project files into FastTrack Schedule files. Users can upload up to three Microsoft Project files simultaneously for conversion. Once uploaded, AEC Software's online servers convert the Microsoft Project files into FastTrack Schedule 9 files and return the converted files to users via email.

FastTrack Schedule also imports and exports ASCII text—the standard text format. With the Import Data dialog, you can oversee and manage the import process with buttons that: import next record, import all remaining records, delete last record, import next record, and cancel the import.

- Open Microsoft Project MPP files directly in FastTrack Schedule
- Open and export XML, MPX, and ASCII files
- Convert MS Project files to FastTrack Schedule files with our free online Project Converter



Open Microsoft Project MPP files in FastTrack Schedule 9 and exchange project data through XML and MPX.



- Adding Graphics, Text Boxes, and Legends
- Summarizing Project Values Across Time Periods
- Displaying Project Details in the Calendar View
- Using Print Preview
- Exporting Schedules as Pictures, Web Graphics, and HTML Tables
- Publishing Schedules as iCalendar Files

FastTrack Schedule's presentation capabilities are unmatched in the project management arena. You can customize all schedule elements from gridlines to graphics and enhance schedules with colorful text boxes, legends, pointers, and stamps directly within an interactive Print Preview window. Project snapshots can then be exported as pictures, HTML tables, iCalendar files, and web graphics and easily added to proposals, presentations, or websites.

FastTrack Schedule's vibrant schedules crystallize project statuses and objectives—keeping team members and clients informed and up-to-date.

## Adding Graphics, Text Boxes, and Legends

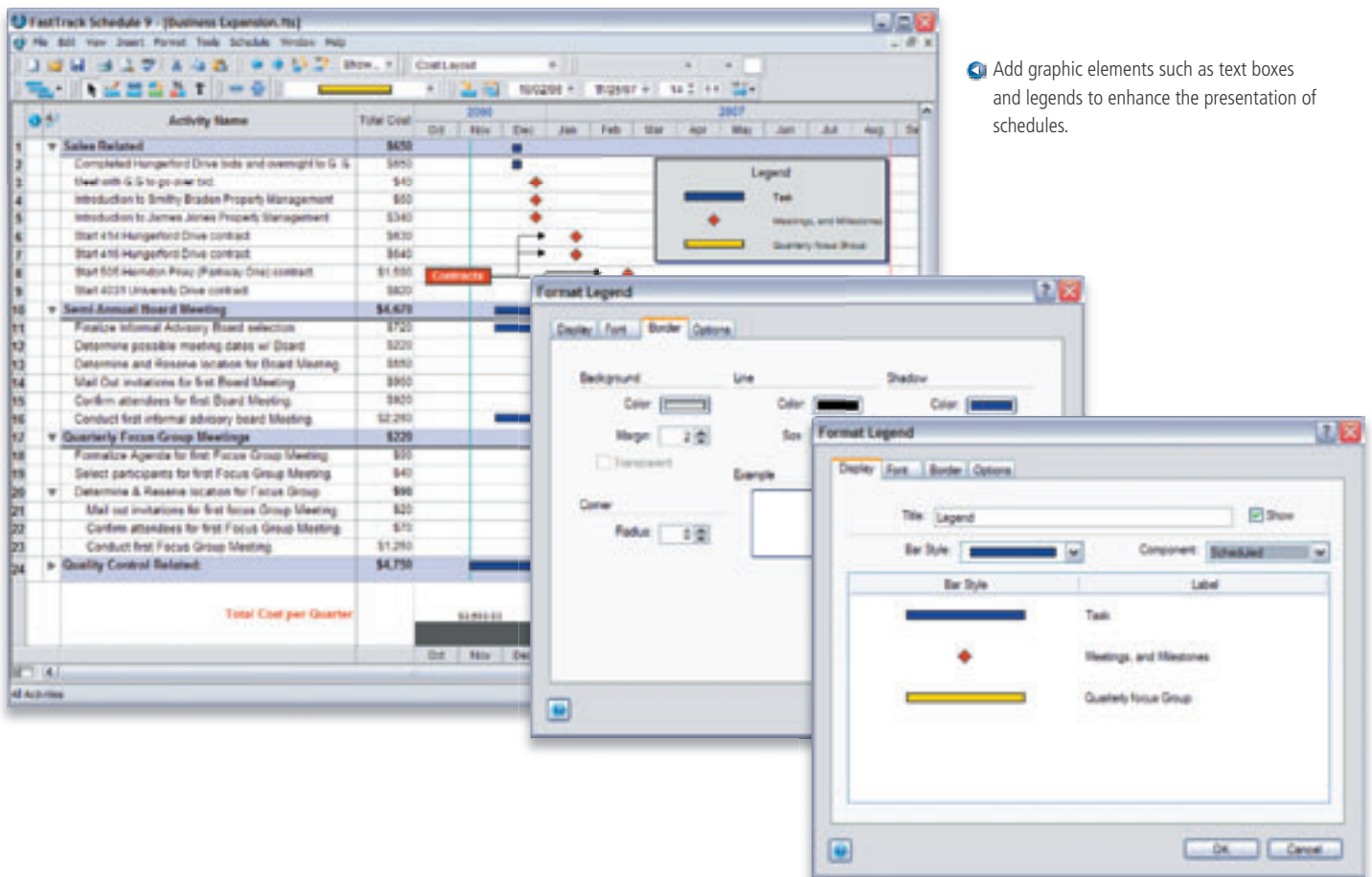
FastTrack Schedule makes it easy to enhance the overall presentation of project schedules with colorful pictures, text boxes, and legends. These graphic items can all be formatted with shadows, colors, backgrounds, borders, and titles, and can be resized and positioned anywhere on the timeline or in Print Preview.

You can select and position pictures in the timeline graph just as you can activity bars and text boxes. Using such features as the definable alignment grid and back-to-front ordering, you can place items precisely where you want them to appear.

Adding text boxes to the timeline graph helps to describe and label items in the schedule. Text boxes are created with the Text tool and can be of any font, style, or color. They can also be positioned on top of or beneath other items in the timeline or placed in Print Preview and printed on every page of a schedule.

The Legend Builder gives meaning to bar and milestone styles. Within the Format Legend dialog simply choose those bar styles you wish to label from a drop-down menu that displays all defined activity bars and milestones within your schedule. Labels can be added to the scheduled, revised, and actual component for each bar style.

- Enhance schedules with pictures and logos
- Add text boxes to draw attention to key events
- Build legends to supply meaning to bars and milestones



FastTrack Schedule V - [Business Expansion.xls]

File Edit View Insert Format Tools Schedule Window Help

Cost Layout

NOV2006 8:25:07 14

Activity Name	Total Cost	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Sales Related</b>	<b>\$458</b>												
Completed Hungerford Drive bids and overnight to G & H	\$450												
Introduction to Smithy Braden Property Management	\$80												
Introduction to James Jones Property Management	\$340												
Start 4th Hungerford Drive contract	\$430												
Start 4th Hungerford Drive contract	\$440												
Start 6th Hendon Pkwy (Parkway One) contract	\$1,100												
Start 4031 University Drive contract	\$420												
<b>Semi-Annual Board Meeting</b>	<b>\$4,678</b>												
Finalize Informal Advisory Board selection	\$720												
Determine possible meeting dates w/ Board	\$200												
Determine and Reserve location for Board Meeting	\$880												
Mail Out invitations for first Board Meeting	\$950												
Confirm attendees for first Board Meeting	\$420												
Conduct first informal advisory board Meeting	\$2,240												
<b>Quarterly Focus Group Meetings</b>	<b>\$328</b>												
Formalize Agenda for first Focus Group Meeting	\$50												
Select participants for first Focus Group Meeting	\$40												
Determine & Reserve location for Focus Group	\$90												
Mail out invitations for first Focus Group Meeting	\$20												
Confirm attendees for first Focus Group Meeting	\$70												
Conduct first Focus Group Meeting	\$1,260												
<b>Quality Control Related</b>	<b>\$4,738</b>												
<b>Total Cost per Quarter</b>	<b>\$1,100.00</b>												

Legend

Bar Style	Label
Task	Task
Meetings and Milestones	Meetings and Milestones
Quarterly Focus Group	Quarterly Focus Group

Format Legend

Display Font Border Options

Background Line Shadow

Color Color Color

Margin 2

Corner Radius 2

Example

Format Legend

Display Font Border Options

Title Legend Show

Bar Style Component Scheduled

Bar Style	Label
Task	Task
Meetings and Milestones	Meetings and Milestones
Quarterly Focus Group	Quarterly Focus Group

OK Cancel

6 Add graphic elements such as text boxes and legends to enhance the presentation of schedules.



# Summarizing Project Values Across Time Periods

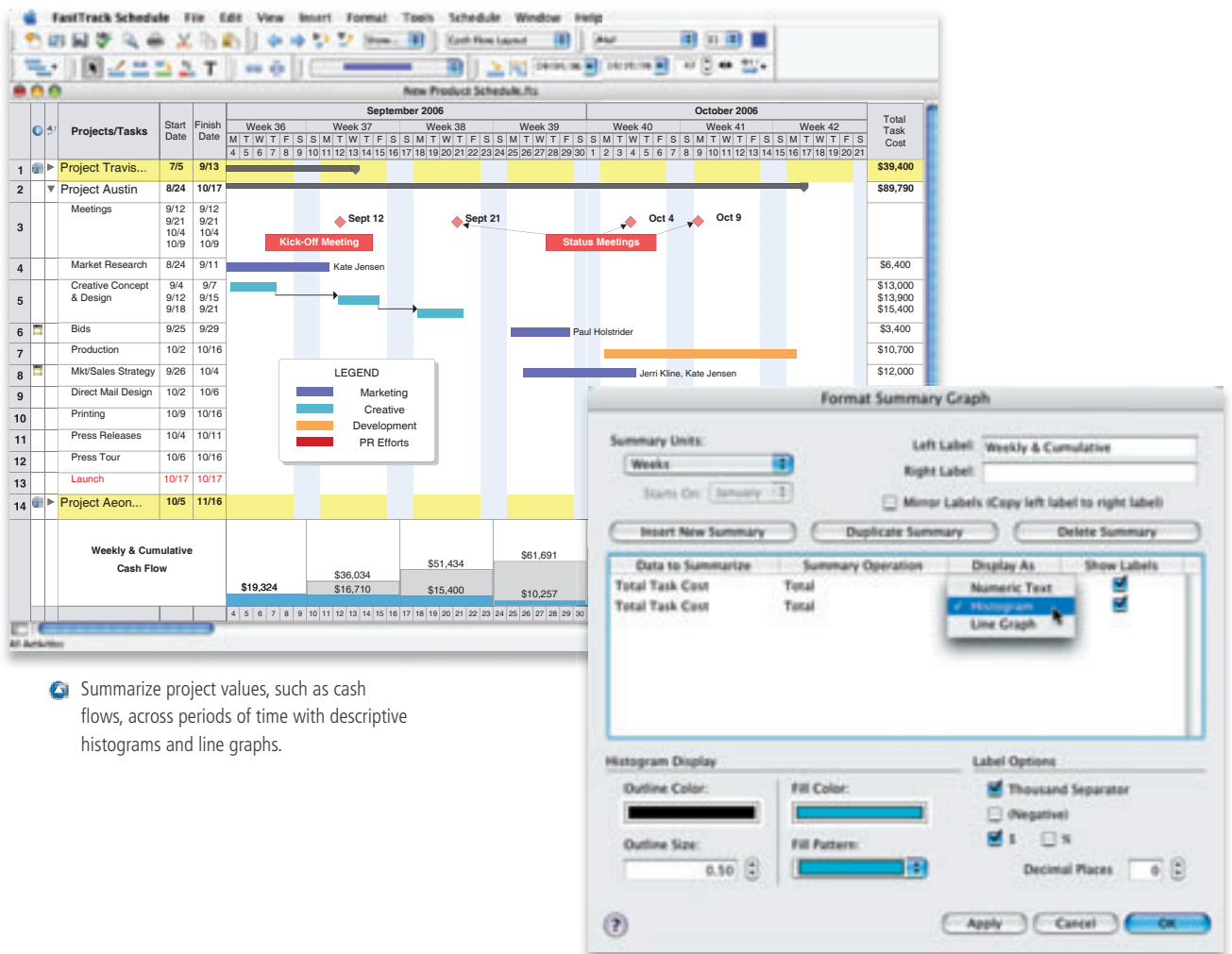
- Summarize values in hourly to yearly time units
- Display costs and expenses graphically as histograms
- Display multiple summary graphs in a single row

Summary graphs keep you on track by summarizing project values such as costs and durations across periods of time and display these values as histograms, line graphs, or numeric text.

Summary graphs are ideal for tracking any project value, but are particularly useful when summarizing cash flows including revenues and expenses. Summary graphs can span any unit of time including hours, days, weeks, months, quarters, or years. Histograms and line graph summaries convert project values into colorful charts that appear at the base of a timeline and span the entire timeline range. Each summary graph row can also contain one or several different numeric text, histogram, and line graph summaries.

There are six different types of summaries: count, total, average, minimum, maximum, and standard deviation. Two of these summaries, count and total, can be displayed as cumulative totals.

You can customize the font, size, style, and color of summary graph rows as well as move, label, and resize the height of the rows. Summary graphs can also be set to display within layouts.



- Summarize project values, such as cash flows, across periods of time with descriptive histograms and line graphs.

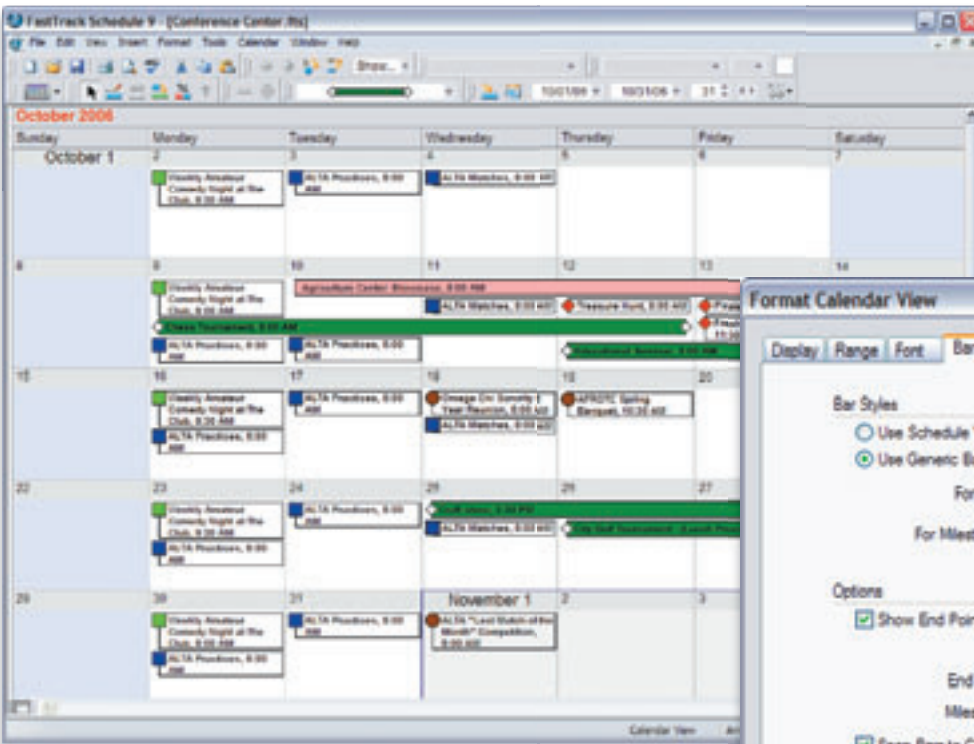
## Displaying Project Details in the Calendar View

The Calendar View displays information from the Schedule View in the traditional look of a wall calendar. Within this View, you can draw, move, and hide bars as well as edit Scheduled, Revised and Actual dates and times. Sort and filter activities and apply Ranges to see only those tasks that you would like to see; for example, when printing an individual calendar for each employee's work during the next two weeks.

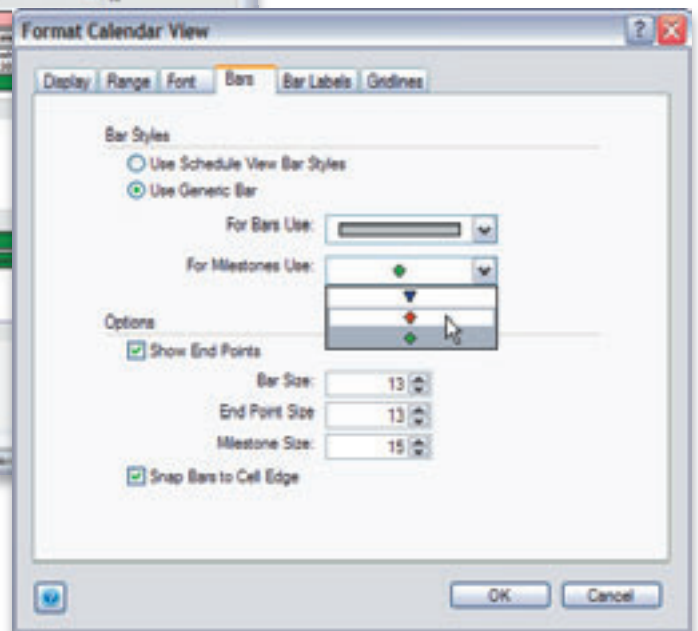
The calendar that displays in the Calendar View is completely customizable. You can format each element, including the calendar itself, from the Format Calendar View dialog. You can choose to use generic bars in the Calendar View, or use the same bar styles used in the Schedule View to designate activities. Add data display labels on activity bars by choosing from a list of columns associated with that task and display percent complete as a fill portion on the bars.

Because of the vertical orientation of the calendar, special layout and date options are available from the Page Options dialog under the File menu. Print current dates shown in the QuickRange Toolbar, choose a previously defined range, or set a custom range by entering the specific dates you would like to print. You can also opt to print a full month per page or print a particular range to a single page. Both options automatically resize the calendar to ensure that you get the printed materials you need to best communicate project status and goals.

- View projects in a traditional Calendar format
- Display activities using generic or custom bar styles
- Choose from a variety of print options such as Full Month Per Page, Fit to Single Page, and Custom Ranges



Customize each element of the calendar to easily view project status and objectives in a traditional wall calendar format.





## Using Print Preview

- Choose from Standard, Wall Chart, and Fit to Page options
- Export your schedule as a picture to the Clipboard or to disk
- Add headers, footers, and page number, date, time, and file name stamps

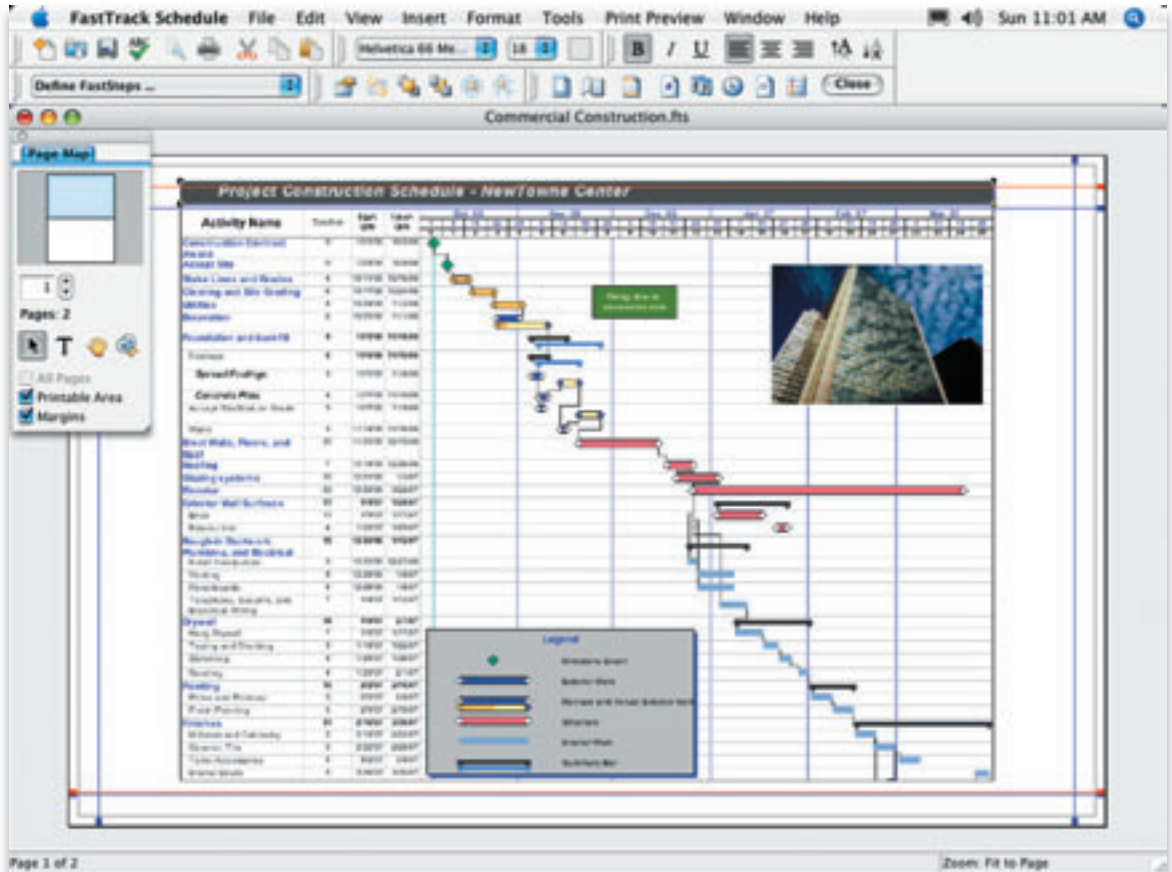
FastTrack Schedule's Print Preview supplies you with the tools to make the best presentation-quality schedules. Headers, footers, text blocks, graphics, and stamps can be added and positioned on each page to produce brilliant, professional project schedules.

Print Preview is a separate window in the application that displays the pages of the schedule just as they will appear when printed. This preview window is also interactive—enabling you to add pictures, legends, text boxes, and other information to individual pages.

FastTrack Schedule provides four easy-to-use tools (Arrow, Draw Text Box, Scrolling Hand, and Zoom) for working in Print Preview. These tools make it easy to add, resize, and reposition graphic objects within Print Preview. Adjust margins by simply dragging the handles at the ends of the blue and red lines.

Insert headers and footers into any document by choosing from over fifteen predefined data stamps or add your own text. Headers and footers may be aligned to the left, right, or center of a page and may be displayed on any or all of the pages in your document. You can also select from Standard, Wall Chart, or Fit to Page options and output schedules to virtually all printers—from basic ink jets to large-format color plotters.

- ▶ Add the finishing touches to your schedule or export it as a picture in Print Preview.



# Exporting Schedules as Pictures, Web Graphics, and HTML Tables

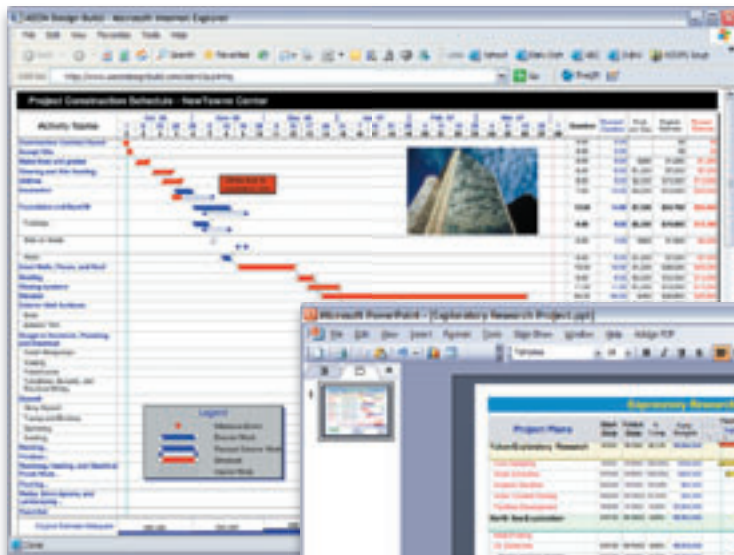
Communication is the key to successful scheduling, and FastTrack Schedule makes it easy to share vital project information with colleagues and clients. Schedules can be exported directly to intranet and Internet sites, or pasted into other documents to enhance overall presentation.

In addition to printing presentation-quality schedules, you can export a picture of the schedule to the Clipboard or direct to disk. When performed from Print Preview, export options include the document only, the document and page items, or the document and paper frame. When performed directly from either the Schedule, Resource, or Calendar Views an image is exported without regard to page margins and Print Preview items.

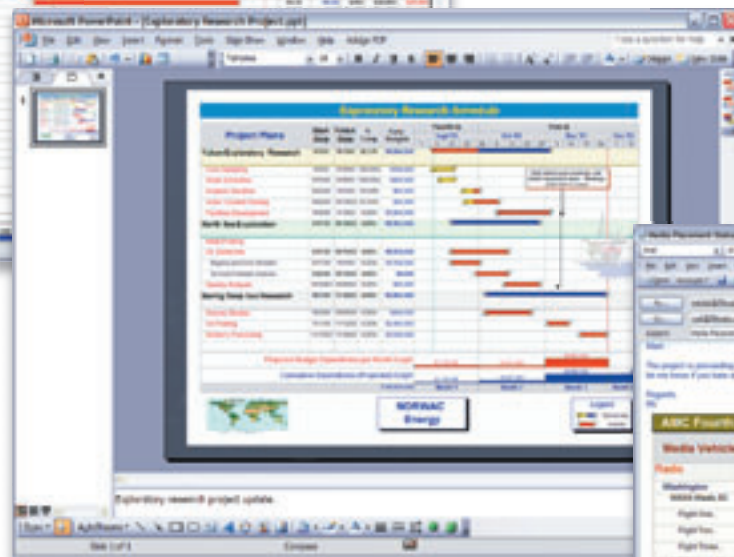
FastTrack Schedule also enables easy transfer of project details to the web. Entire schedules can be exported directly as JPG and PNG images and saved as web graphics. A schedule can also be exported as a complete HTML data table with customizable headers, footers, and borders.

- Post schedules as web graphics
- Export schedules as TIF, JPG, PNG, BMP, WMF, EMF, and PICT graphic files
- Create customized HTML tables of project values

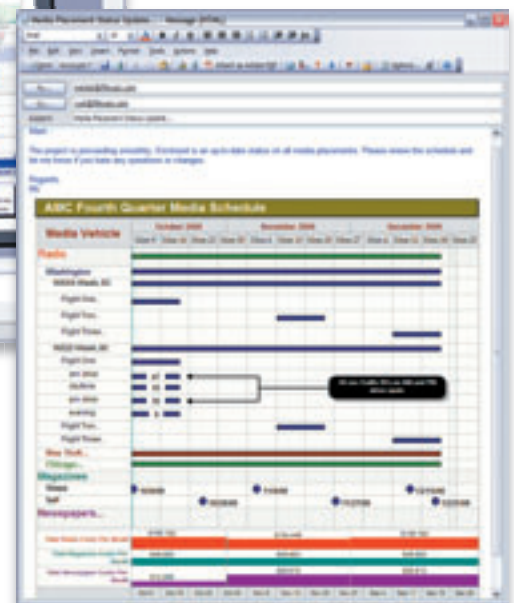
Make an impact—add FastTrack Schedules to web sites, presentations, reports, and proposals.



Web Pages



Presentations



Reports and Memos





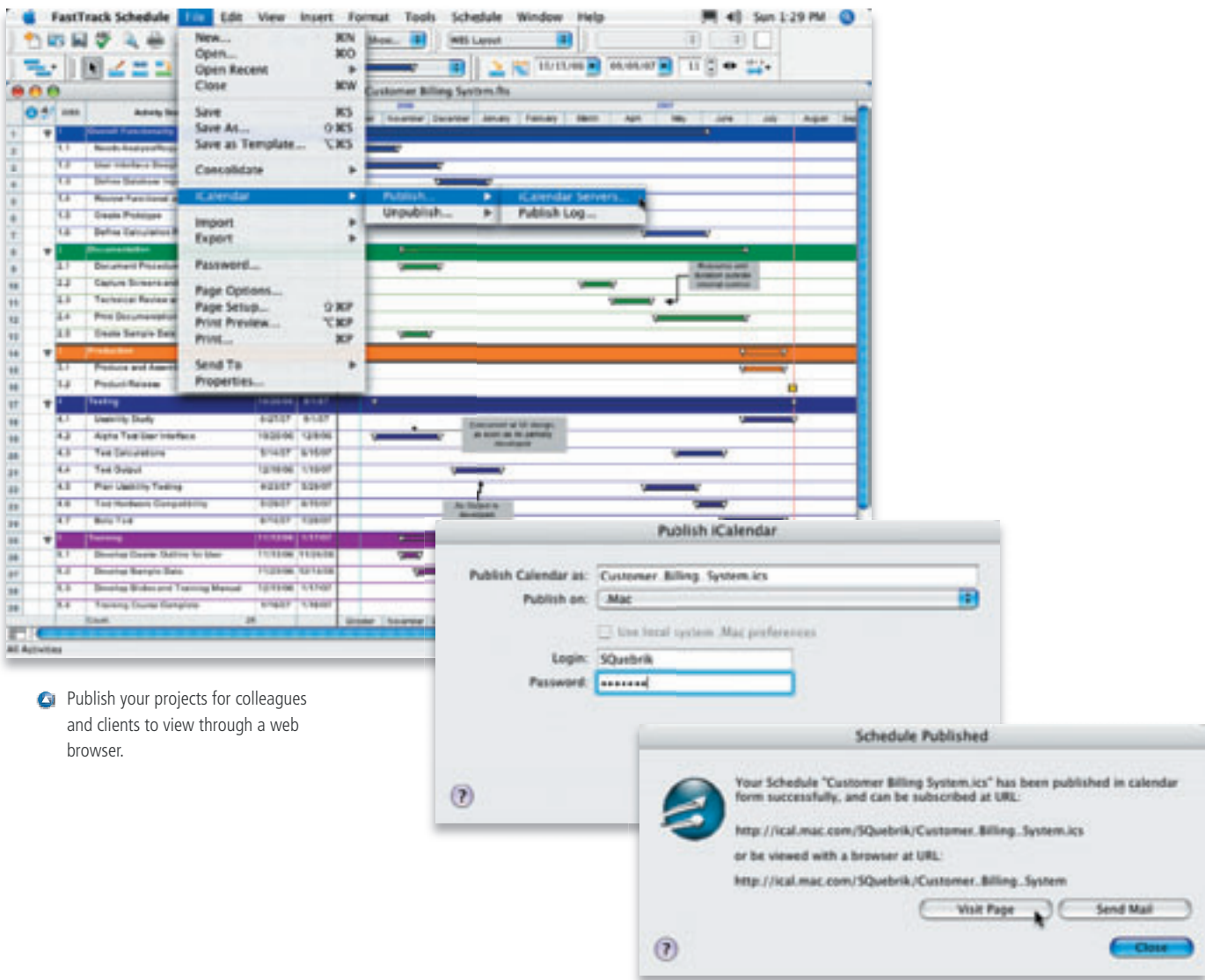
# Publishing Schedules as iCalendar Files

- Import and export iCalendar (.ics) files
- Publish projects as iCalendar files to public or private websites
- Save logs for iCalendar publishing

In addition to displaying project tasks in a traditional Calendar View, FastTrack Schedule 9 now supports the data exchange format known as iCalendar. iCalendar (.ics) files are a standard for calendar data exchange enabling you to view project data in calendar form.

With FastTrack Schedule 9, you can publish your projects as iCalendar files on the Internet for others to view project details in a traditional calendar format. Entire projects can be exported as iCalendar files to public or private servers, and on the Mac, you can publish directly to your .Mac account or into iCal. Every time you publish a schedule as an iCalendar file, the action is noted in the Schedule Publish Log. Data in the log can be cleared or saved as a text file.

Once published, you can view your project calendar by clicking the Visit Page button within the Schedule Published dialog. FastTrack Schedule also enables you to quickly send an email notification to colleagues or clients, automatically placing the URL to the project calendar within the body of the message.



- Publish your projects for colleagues and clients to view through a web browser.



- Consolidating Projects
- FastSteps Scripting
- Scripting through Visual Basic and AppleScript
- Inserting OLE Objects

FastTrack Schedule's consolidation, automation, and scripting features provide a robust set of tools to increase your productivity and communication in the project management process.

By consolidating schedules, planning and controlling multiple projects is easier than ever. Consolidation works across platforms, so consolidated files can originate from either the Windows or Mac versions of FastTrack Schedule 9.

With full support for VBA and AppleScript, it's easy to include FastTrack Schedule in customized macros and business solutions that automate repetitive tasks, exchange data with other applications, and save time creating and updating project schedules. You can also create timesaving scripts that perform routine scheduling procedures with FastSteps, FastTrack Schedule's easy-to-use scripting engine.

# Consolidating Projects

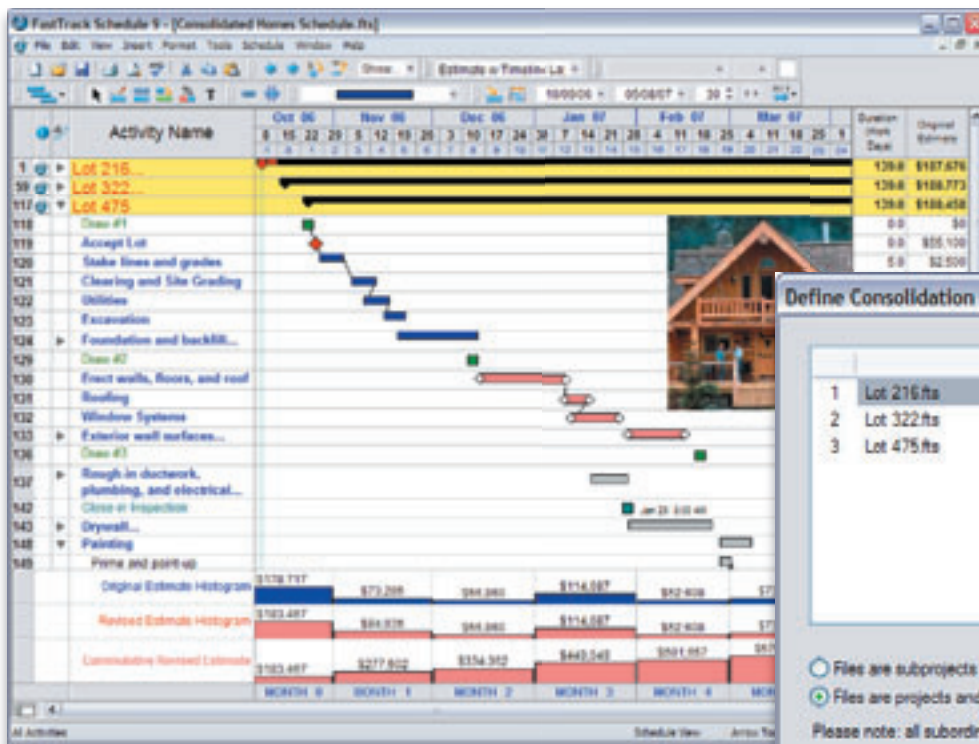
- Consolidate multiple projects into a master project file
- Receive updates from subordinate files individually or all at once
- Consolidate projects with different Project Finish Dates

With FastTrack Schedule, it's easy to stay focused on the big picture even while you monitor the progress of distinct project teams. You can easily consolidate your FastTrack Schedule files into one master file to analyze the separate components of a large project, or see every project your team is currently working on. Consolidation works across platforms, so consolidated files can originate from either the Windows or Mac versions of FastTrack Schedule 9.

The file you create by consolidating existing files is called a master file, and files inserted into a master file are called subordinate files. Subordinate files having the same Work Calendar as the Master can be consolidated as subprojects sharing a common Project Finish Date with the Master, or as separate projects with different Project Finish Dates.

When consolidating files, the following project data is consolidated: all column data (except calculation columns), links, assignments, bars and barstyles, pictures, textboxes, pointers, and legends. A Consolidation icon appears in the Information action column for the first row of a subordinate file, and every subordinate file contains a summary bar.

Changes to data in the master file do not affect subordinate files, and all appearance formatting is dictated by the master files preferences. You can edit Filter, Sort, Layout, Range, FastSteps, and format settings in the master file, but the changes will not be applied to the subordinate file unless you manually apply them.



Insert one or multiple files into a master file to monitor the progress of subordinate projects.

File Name

- 1 Lot 216.fts
- 2 Lot 322.fts
- 3 Lot 475.fts

☒ Files are subprojects and have a common Project Finish Date.  
☐ Files are projects and have separate Project Finish Dates.

Please note: all subordinate files must have the same Work Calendar as the Master.

Update All Close

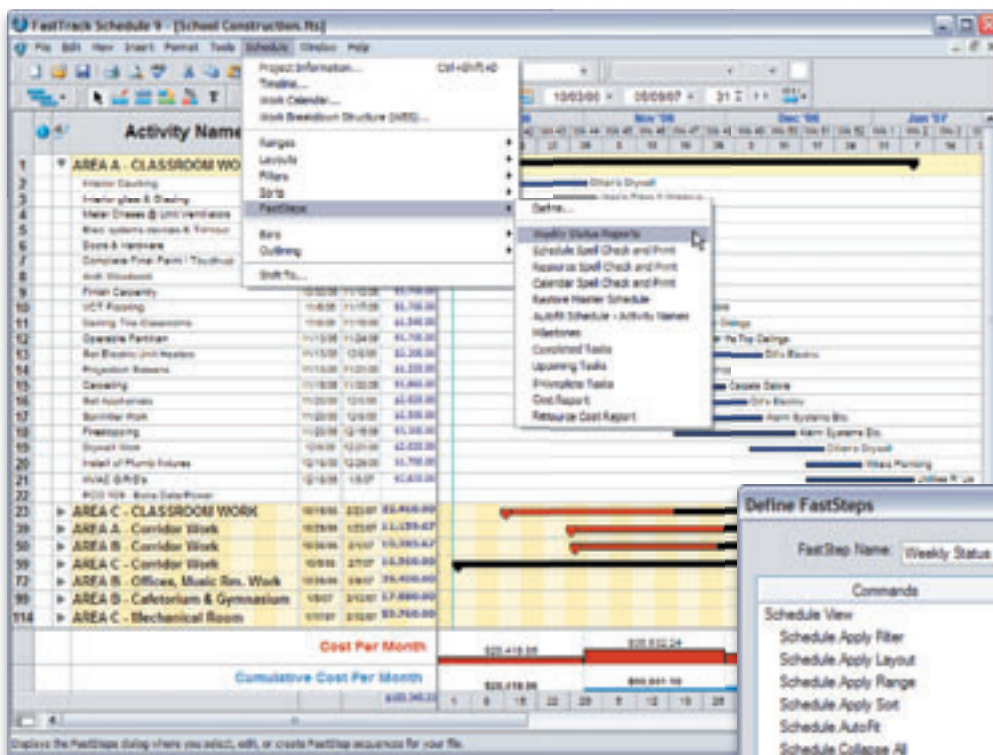
# FastSteps Scripting

FastSteps™ are a scripting ability built into FastTrack Schedule, and are available in the Schedule, Calendar, and Resource Views as well as Print Preview. FastSteps allow you to automate repetitive scheduling tasks by grouping a series of commands into a single sequence, which can then be initiated with a single click.

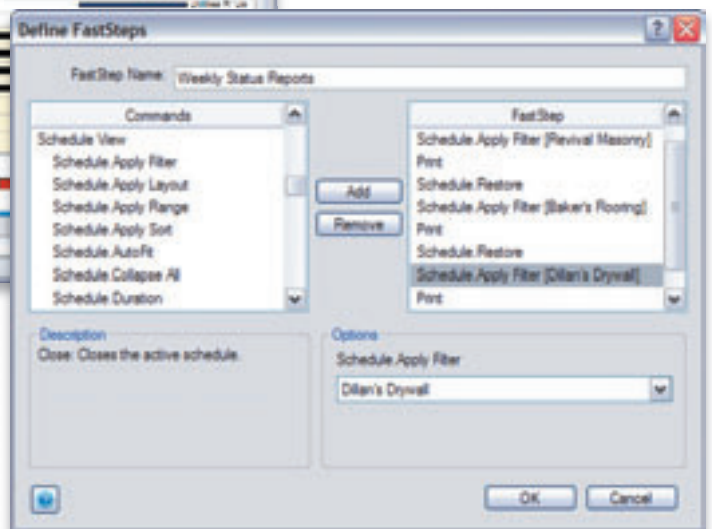
Use a predefined FastStep or choose from a list of common tasks and routine operations to write your own scripts. Whether it's filtering activities and printing weekly reports for each team member or exporting a schedule to post on a web site, it's easy to create time-saving macros that perform these multi-step operations quickly and efficiently.

For instance, if every time you update a particular schedule, you want a report of the activities that remain unfinished. Using FastSteps, you can create a sequence which applies a filter for incomplete activities, prints the filtered schedule, restores those activities hidden by the filter, saves the file, and then closes that schedule.

- Point-and-click scripting
- Automate repetitive steps and procedures
- Choose from a suite of predefined commands



◀ Create automated macros within FastTrack Schedule that perform routine scheduling procedures quickly and easily.





# Scripting Through Visual Basic and AppleScript

- Create time-saving business solutions
- Include FastTrack Schedule in custom VBA macros
- Full support of AppleScript

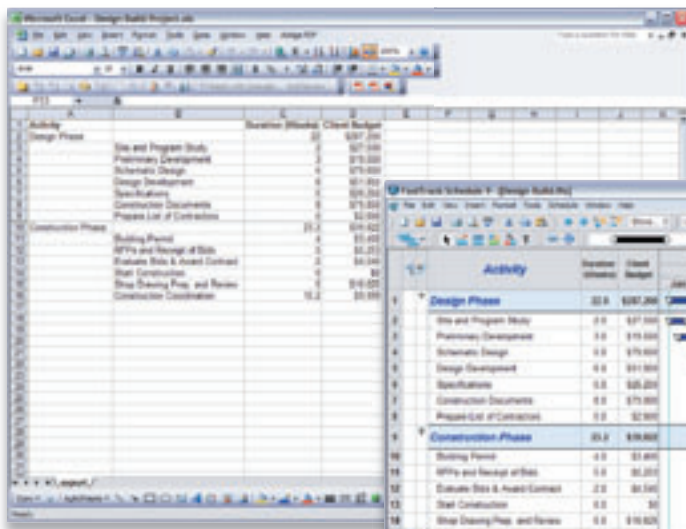
FastTrack Schedule fully supports each of the preeminent programming and scripting languages for Windows and Mac operating systems—Visual Basic for Applications (VBA) and AppleScript.

IT and MIS professionals, system integrators, and VARs will be able to include FastTrack Schedule in customized macros and business solutions that automate repetitive tasks, exchange data with other applications, and save time in the schedule-building process. Adding FastTrack Schedule objects and elements to custom macros and scripts automates and streamlines scheduling operations providing immediate benefits for both novice and professional project managers.

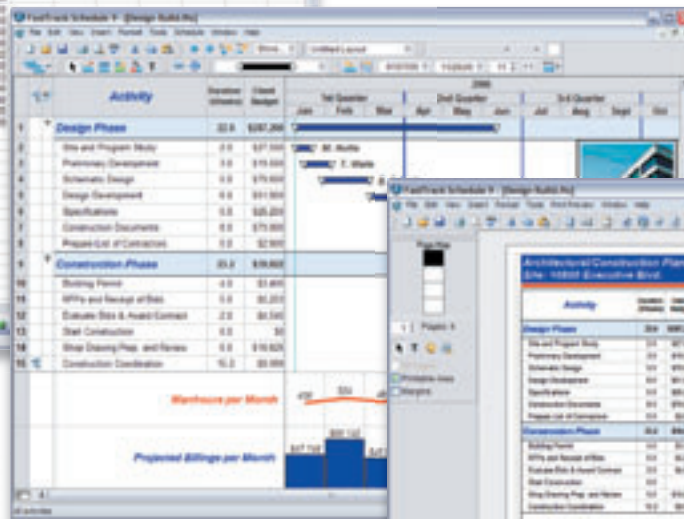
For Windows users, while using a Visual Basic editor you can easily reference any of FastTrack Schedule's objects in your macro code, then use the object's properties (data) and methods (behavior) to perform actions. To access detailed descriptions for any of FastTrack Schedule's objects while working in the Visual Basic editor simply select the object's property or method and press the F1 function key. This launches the FastTrack Schedule Online Help System and automatically displays the appropriate help topic.

For Mac users, FastTrack Schedule exposes a suite of events and objects that provide full support for AppleScript. FastTrack Schedule also leverages new AppleScript technology such as Automator.

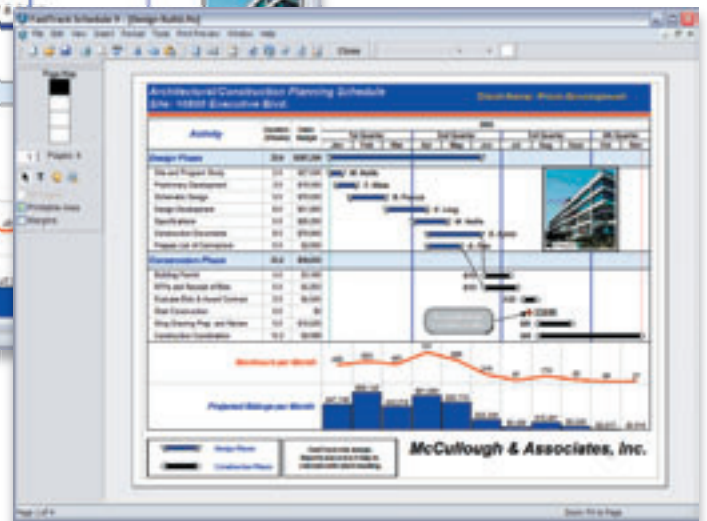
Export data from spreadsheets and other programs



Import data into FastTrack Schedule 9



Export project schedules as pictures for presentations





## Inserting OLE Objects

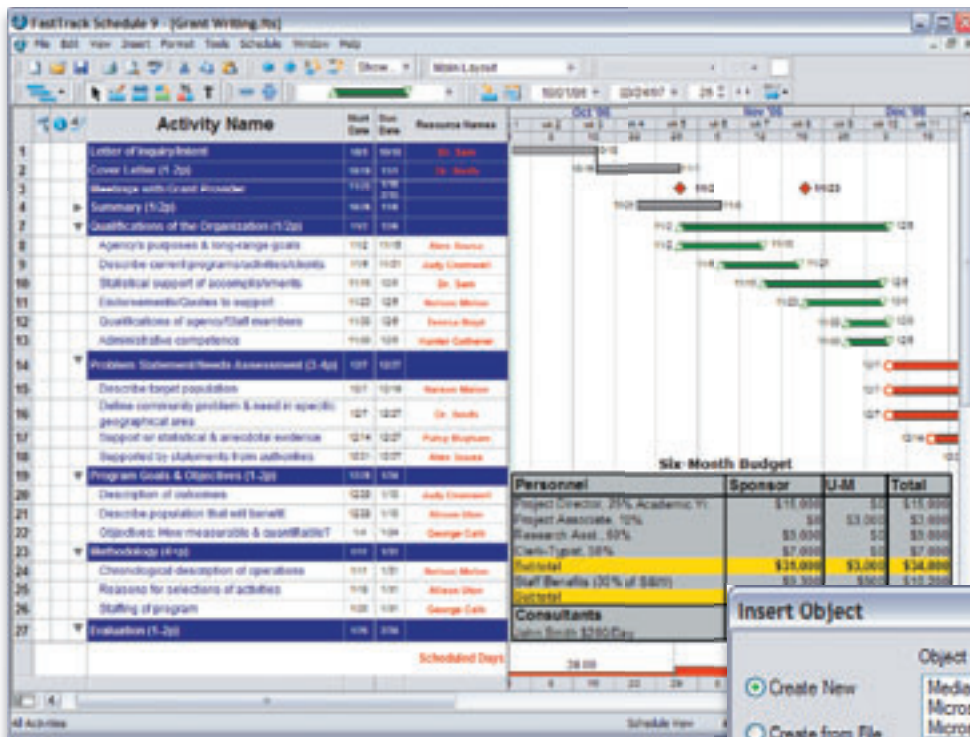
With Object Linking and Embedding (OLE), you can include objects such as graphs, tables, charts, and text documents directly within schedules or include FastTrack Schedule files within other documents.

OLE extends the flexibility and power of FastTrack Schedule by enabling you to include the contents and capabilities of other OLE applications in your projects. OLE objects can be added to schedules by dragging-and-dropping or by using the Insert Object dialog from the Insert menu. FastTrack Schedule supports both linked and embedded OLE objects.

Once inserted, an OLE object enjoys the same formatting options as that of text boxes and graphics contained within FastTrack Schedule. This means that all linked or embedded OLE objects can be enhanced with borders, shadows, and backgrounds.

FastTrack Schedule also functions as an OLE Server, which means that FastTrack Schedule files can be linked or embedded as objects within other applications.

- Drag-and-drop OLE objects into schedules
- Format OLE objects with borders and shadows
- Double-click an object to launch its application



Insert linked objects from other applications such as Microsoft Excel directly into your schedules.



# FastTrack Schedule 9 Help Systems

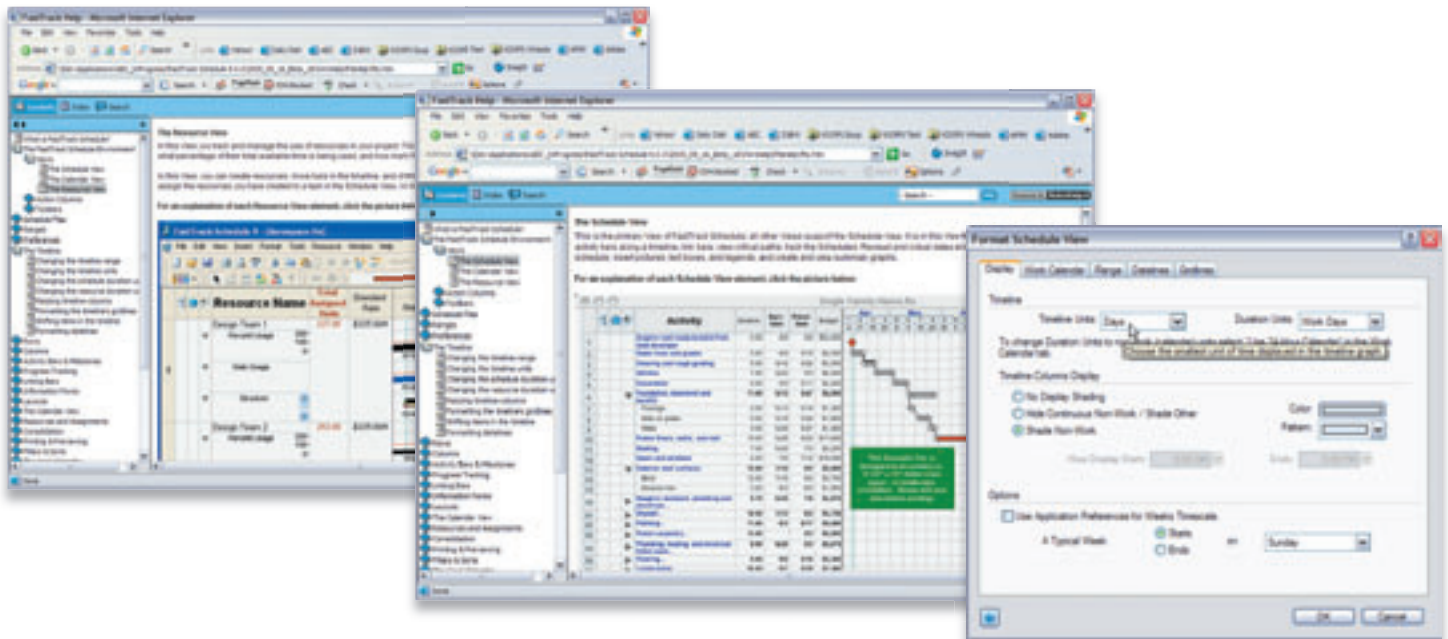
Help tips/help tags, tutorials, and comprehensive webhelp topics are all online and can quickly provide extensive information about FastTrack Schedule's features. These help systems are easily accessible through help buttons within dialogs or directly from the help menu.

Fast Track Schedule has a Help button located in the bottom left corner of each dialog. This online help button is context-sensitive—selecting it launches your default Internet browser and automatically displays the appropriate help topic for the program options referenced in the dialog.

From the Help menu, you can open the Contents section of the help system, which contains the most comprehensive and up-to-date information, an index, search options, a function reference, and a glossary. You can also access Tutorials that guide you through the basics of learning FastTrack Schedule, and a guide to keyboard shortcuts for FastTrack Schedule 9.

To see a description of the tools in your Toolbars, select to display Tool Tips. To receive a detailed description of any dialog option, button, or tool, simply turn on dialog Help Tips (Windows version) or dialog Help Tags (Mac version) and float your cursor over that option. In Windows, display the extended Help Tip by clicking on the question mark icon in the top right corner and then clicking on the option. In the Mac OS, while the help pop-up is displayed, hold down the Command key and an extended Help Tag providing additional information will appear.

The AEC Software website hosts a searchable, frequently updated database of common questions received from customers about the latest version of FastTrack Schedule. It also contains a knowledge-base of questions from recent versions that can be searched by keyword, article number, or title. For specific questions regarding the operation of FastTrack Schedule 9, users can also rely on the FastTrack Schedule User Manual or contact our Technical Support Department.



## Concurrent-User Versions

Whether operating in a small office or a large corporate environment, FastTrack Schedule 9 is scalable for all networks and compatible with all popular network operating system protocols. Available in 5-User and custom-configured versions, the FastTrack Schedule 9 Concurrent-User Version provides all the key features of the popular desktop version plus productivity and administration benefits.

Tri-level passwording, file locking, and locally stored preferences allow users to maintain their own files or update shared schedules. Network administrators can also establish a global default schedule and global templates by capturing preferred settings for dates, columns, layouts, filters, sorts—even bar styles and milestones.

FastTrack Schedule's Concurrent-User versions are also upwardly scalable. A built-in Key Code System monitors the total number of licenses, and adding additional licenses is as easy as entering a new valid Key Code in the Users panel of the About dialog—automatically unlocking additional licenses without having to reinstall the application.



# System Requirements and Contact Information

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## System Requirements

### WINDOWS VERSION

- Windows XP/Me/2000/98SE/NT 4.0
- 16 MB of RAM
- Color monitor with 1024 x 768 resolution or greater
- 60 MB of available hard disk space
- CD-ROM drive

### MAC VERSION

- Mac OS X version 10.3.9 or greater
- 16 MB of RAM
- Color monitor with 1024 x 768 resolution or greater
- 60 MB of available hard disk space
- CD-ROM drive

### NETWORK OPERATING SYSTEMS/PROTOCOLS SUPPORTED

FastTrack Schedule 9 is compatible with all popular network operating systems including Novell NetWare, Microsoft Windows NT Server, Microsoft Windows 2000, Banyan Vines, and AppleTalk/Appleshare.

### CROSS-PLATFORM SCHEDULING SOLUTIONS

For mixed-platform office environments, FastTrack Schedule 9 provides seamless file compatibility between the Windows and Mac versions.

## Contact Information

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Electronic versions of press releases, box shots, and screen captures are available for download in high resolution formats for both Windows and Mac. Please visit our online Press Room at: [www.aecsoftware.com/company/press\\_room/](http://www.aecsoftware.com/company/press_room/)

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