



LiveProject User Manual

For all versions of LiveProject.

Written for version 3.1.2 of LiveProject

Version 3.1 by KaDonk

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2 Support

This user manual is written for LiveProject version 3.0

As new versions of LiveProject are released, some of the functionality described in this manual may change, and new functionality will be added.

Please refer to the following locations for the latest help on your specific version of LiveProject:

1. At any time in LiveProject, press F1 for context-sensitive help
2. The LiveProject Help files are published at <http://www.kadonk.com/Help>
3. KaDonk provides access to online support forums at <http://forum.kadonk.com>
4. E-mail support is provided at support@kadonk.com



3 KaDonk Products

KaDonk's LiveProject client is available as several solutions:

- LiveProject Free Viewer (LPFV)
- LiveProject Premium Viewer (LPPV)
- LiveProject Team Viewer (LPTV)
- LiveProject Project Collaboration (LPPC)

Each LiveProject client solution, starting at the top going down offers more features than the previous.

LiveProject Free Viewer: This is our basic Project Viewer, which allows you open and view Microsoft Project ® mpp project files. It has no expiration, and allows you to view task and resource information, as well as Gantt Charts.

LiveProject Premium Viewer: This solution offers additional features, such as the ability to encrypt project files, and restrict access to certain fields. You can safely distribute your projects to external clients, who can open them using LiveProject. Among other features it also includes Calendar View and Auto-Filtering on columns to enable you to quickly find the information you need.

LiveProject Team Viewer: In addition to the Premium Viewer features, the Team Viewer allows users to login to a LiveProject Server account, and open project files and document from shared folders. For users that will not make changes to shared projects, this solution is an affordable way to share information with external teams or management.

LiveProject Project Collaboration: Fully featured, this solution allows you to upload files and projects to the LiveProject Server account. It also allows you to make 'suggestions' to project plans (Edit, add and delete tasks), which are accepted by the Project Manager. This solution is our most powerful, as each team member can see pending changes to project plans, and update the plan 'live' with the latest information. It is available without complicated IT deployments; just download LiveProject to the team member's computers, and go.

Because of the different LiveProject client versions, not all features are available in all versions. To help you navigate this manual, each feature will be marked with the abbreviation of each version in which the feature is available.

In addition to the LiveProject client above versions, KaDonk also offers an in-house server for mission-critical customers:

- LiveProject Collaboration Server (LPCS)

Please contact sales@kadonk.com to learn more about our LPCS Solution.



3.1 How to find your version of LiveProject

After you start LiveProject, select the menu *Help > About LiveProject*.

3.2 Upgrading LiveProject

Any LiveProject installation with a version number of 3.0 or higher is capable of running as any of the LiveProject client solutions listed above. You do not need to re-install or download a new version of LiveProject.

Upgrades can be purchased on the [KaDonk Website](#). When upgrading, you will receive an e-mail with detailed information about your purchase.

LiveProject Free Viewer version 3.0 or later is free only for personal use, students, or non-profit organizations. For commercial use, you must upgrade to Premium Viewer, Team Viewer or Project Collaboration.

3.3 More Help

If you have any problems not addressed by this manual, we recommend checking out the [LiveProject online FAQ](#), which always has the latest information available. You can also browse our website, or use the new 'help' tab inside LiveProject (requires an internet connections).



4 Installation

LiveProject is installed from this location:

<http://www.kadonk.com/download/>

You have two options for the installation:

- Using an MSI installer, or
- Using Microsoft ClickOnce technology

4.1 *MSI Installer*

For some users, or for IT managers that wish to roll out LiveProject to a group of people, the MSI installer is a better solution. In a few cases some users have experienced problems with ClickOnce, but been able to install using MSI without any problems.

4.1.1 Command Line Options for MSI Installer

In addition to the standard MSI command options, this installer has a number of custom parameters to help you out:

- `DISABLEUPDATEUI=1` will remove the update checks from LiveProject allowing you to control updates manually.
- `PERMACHINE=1` will make the file associations to be added for all the users on the given machine instead of just for the current user.
- `DISABLELOGINPROMPT=1` will disable the initial login prompt shown to the user the first time LiveProject is started.

4.2 *Microsoft ClickOnce*

For most users, the first option is the easiest. ClickOnce will install everything needed to run LiveProject, using a standard installation procedure.

4.3 *Uninstalling LiveProject*

To uninstall LiveProject from your computer, follow these steps:

- Open Windows Control panel
- Select "add or Remove Programs"



- Find the entry named "LiveProject" and click the "Change/Remove" button
- Select the option "Remove the application from this computer" and click OK

On some Windows installations LiveProject installed using ClickOnce will not show up in the program list. In this case, LiveProject can be uninstalled by running the following statement in the Windows *Start Menu > Run* textbox (for Vista this is the text box with the text *Start Search*):

```
rundll32.exe dfshim.dll,ShArpMaintain LiveProject.application, Culture=en-US, PublicKeyToken=dc96a37df9f9bea78, processorArchitecture=msil
```

If you are still experiencing problems, we have created a specific uninstaller that you can download:

<http://liveproject.kadonk.com/download/LiveProjectUninstaller.exe>

If you decide that LiveProject is not right for you, we would like to know why so we can improve. Please let us know how we did by sending us an e-mail at support@kadonk.com.



5 Running LiveProject

Once installed, you can run LiveProject from the windows program menu where it is stored under the folder KaDonk.

Each time LiveProject launches, it will check if there is a new version available and prompt you to upgrade. We recommend that you accept the upgrade each time as it may contain important bug-fixes or new features.

Note: You can disable automatic update checks from Tools->Options->Updates.

5.1 Username and Passwords

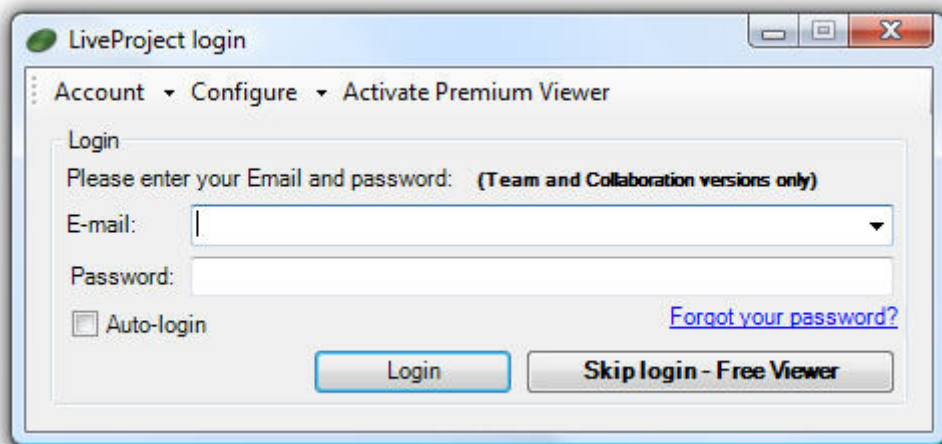


Figure 1 - Login

LiveProject Free Viewer and LiveProject Premium Viewer do not require that you enter a username/password.

LiveProject Team Viewer and Team Collaboration both require that you have an E-mail and Password to use the extra features.

If you are unable to login to LiveProject, first make sure you have a valid license:

- The person who first signed up for your LiveProject account is the Root Administrator. The Root Administrator can invite more users through the "Manager Users" tab of LiveProject.
- Users that are invited by their manager will receive an e-mail from support@kadonk.com with download instructions, as well as their e-mail and temporary password. If your manager has invited you, but you have not received this e-mail, please check your SPAM filter and make sure that e-mails from support@kadonk.com are allowed through.



If you have your e-mail and password but LiveProject is refusing your login it may be due to your clock. LiveProject server has strict rules to minimize the chance of spoofing (hackers). As an effect of this, it will not accept requests from the 'future', or requests that are too old. Try setting your clock back a few minutes to ensure it is set exact, and then try logging in again. If you version of Windows supports it, you can also choose to synchronize your clock with an Internet Time Server, which should completely eliminate the problem.

Return to [the KaDonk webpages](#) for more information on project management and LiveProject in general.

5.1.1 Running in Free Viewer Mode

You can run LiveProject as a Free Viewer, by clicking the *Skip login – Free Viewer* button on the login dialog (See Figure 1).



6 The Big Picture!

Before we start explaining Team Features in detail, it's worthwhile to provide a big picture on how LiveProject works.

When you share documents and projects through LiveProject, they are in fact stored on a central LiveProject Server that is typically maintained by KaDonk. This allows all users on your account to see the files that are uploaded, and to view or download them. Figure 2 shows an overview of the architecture.

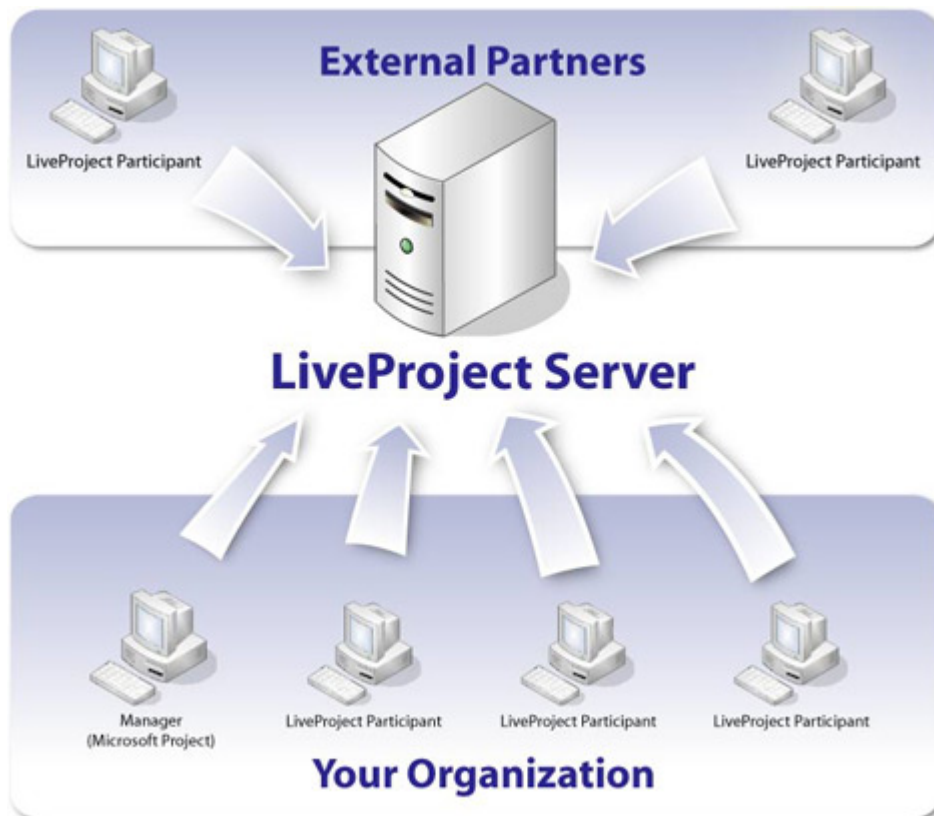


Figure 2 - How LiveProject works

In the corner, a manager uploads a project plan he has been working with locally. His team, which can include external partners or remote offices use LiveProject to see the shared project. They can not only view it, but using LiveProject Project Collaboration, they can also make suggested changes to the project. These changes are also stored on the LiveProject server, and instantly become visible to all the LiveProject Participants.



When the Manager is ready to review the changes, he uses LiveProject to accept or reject them. Upon completion, LiveProject updates his local project plan with all the accepted changes, and then uploads the file to the LiveProject Server. When that is complete, the entire team can see the changes to the project plan, including highlights of accepted and rejected changes.

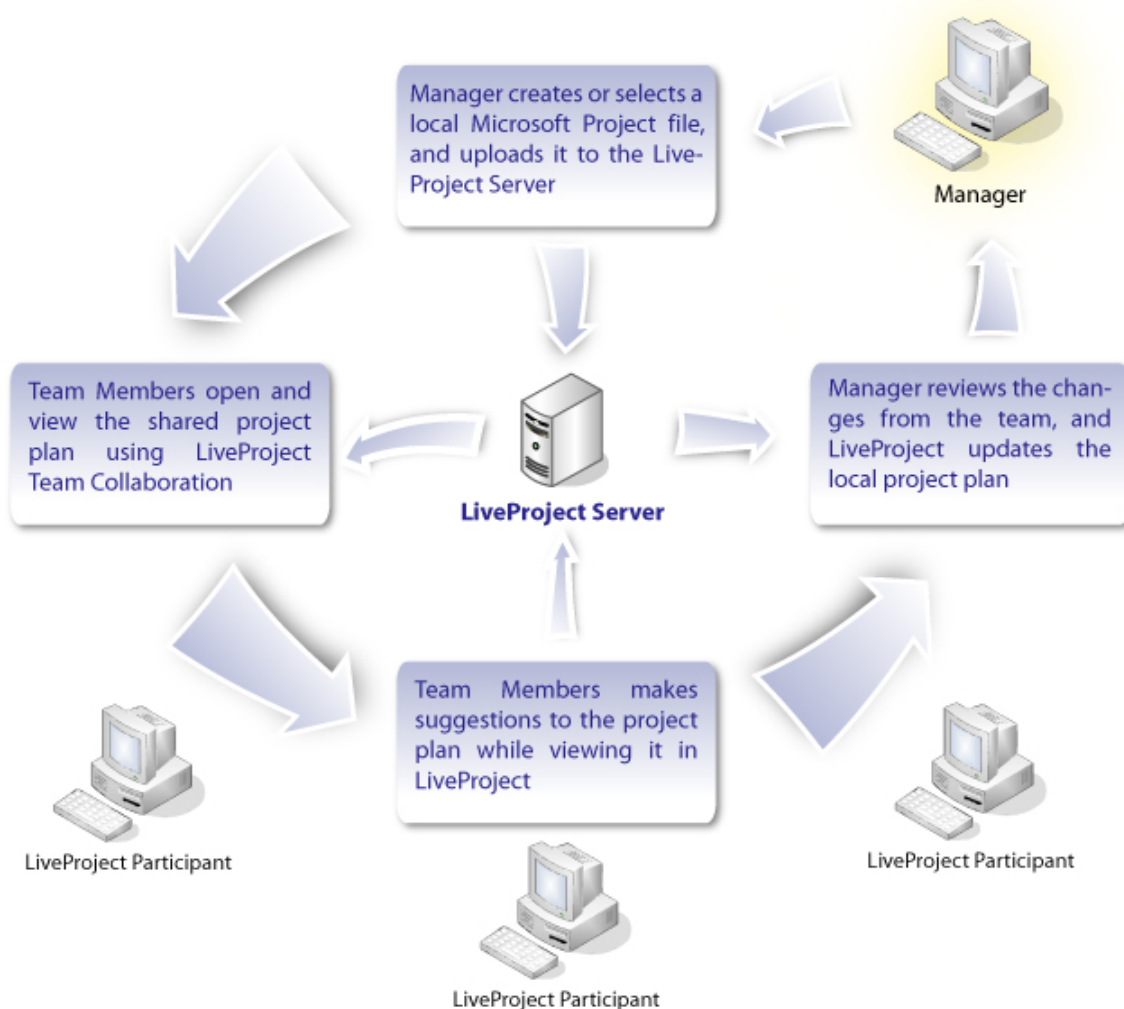


Figure 3 - Project Collaboration Flow

Figure 3 illustrates the cycle of updating the local project file, publishing to the server, and reviewing team members' suggestions to the project plan. In day-to-day work, this is all automated by LiveProject. LiveProject automatically asks the manager to update, automatically updates viewers on the team members' computers, and automatically notify the



manager of pending changes. It even loads and updates the Microsoft Project Plan with a single click, before publishing the new file to the server for all to see.

While Figure 3 may initially look complicated, there are really just a few steps to take from your perspective:

1. Upload the original file
2. Open a viewer to see the project, and make suggestions.
3. Accept and reject changes

LiveProject automatically shares the suggestions, highlights changes, shows notifications, uploads and checks for new versions of the project plan, and shows new versions of the plan for the team without any prompting.

Using LiveProject provides instant communication for your project; eliminates the need for Microsoft Project installations for your team, and keeps everyone informed, organized and on schedule.



7 Getting Started Using LiveProject Now!

While we recommend that you read the entire manual, we know that you are busy and just want to get started. This section is for you, and will have you up and running in a few minutes.

7.1 View

When you are first viewing your projects you will notice that all tasks have been color coded. To get a complete explanation of each color you see, right-click on the project viewer and select *Show Legend*:

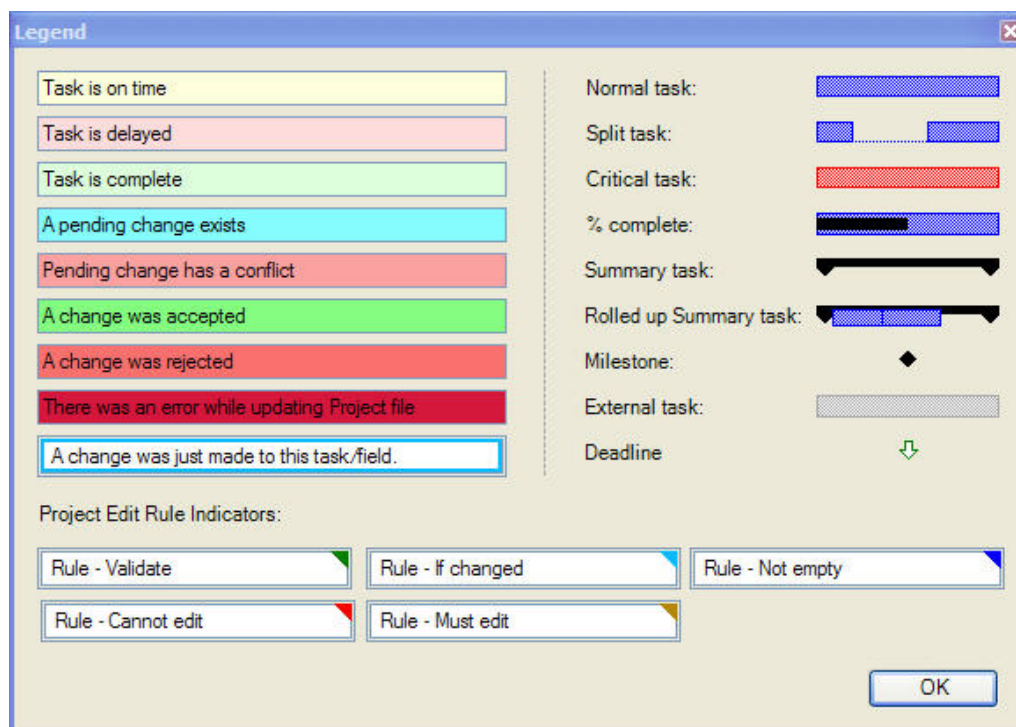


Figure 4 - Colors and symbols used in LiveProject

Note: Since version 3.1 you can configure these colors, and even make colors conditional on task information. See section 9.15.

7.1.1 Viewing local files

Products: LPFV, LPPV, LPTV, LPPC



To view a Microsoft Project files that is stored on one of your local drives, select from the menu *File > Open Project File > Open Local Project File*. Then select your project file, and LiveProject will open it up in a new project viewer tab.

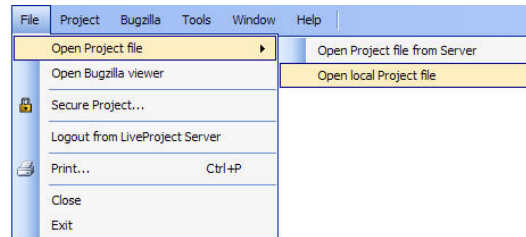


Figure 5 - File Menu

7.1.2 Viewing shared project files

Products: LPTV, LPPC

To view a Microsoft Project files that is shared on the LiveProject Server, select from the menu *File > Open Project File > Open Project file from Server*. Then select your project file, and LiveProject will open it up in a new project viewer tab.

7.1.3 Viewing a Bugzilla Database

Products: LPFV, LPPV, LPTV, LPPC

To view a Bugzilla Database, select from the menu *File > Open Bugzilla Viewer*. Then define your Bugzilla account and the filtering to use and LiveProject will open a viewer with the selected filter results in a new Bugzilla Viewer tab.

7.2 Share

Products: LPTV, LPPC

To share documents (including project plans) on the LiveProject Server, open the Explorer Server tab. Here you can right-click on a blank area to create folders and import files. You can also see folders and files your manager may have shared with you. *See also page 18.*

Double-clicking on a project plan will open up a new project viewer tab showing the plan.

7.3 Collaborate

Products: LPPC

LiveProject Project Collaboration allows you to collaborate on Microsoft Project MPP Project plans. The changes that are made, we call 'suggestions', because they won't enter into the project plan before the manager approved them explicitly. Using LiveProject Project Collaboration you and your team can edit project tasks, add new tasks and even delete tasks. Again, note that **no changes** will be made to the original project plan, until the manager accepts the pending suggestions.



To get started you need to perform these three steps:

1. Upload one or more MPP Project Plans to LiveProject Explorer (Page 18)
2. Invite your team members to join your LiveProject Account (Page 19)
3. Start making suggestions to your project plans (Page 19)

Once your team has started making suggestion, you (as a manager) will need to accept or reject the pending suggestions:

- Manage Project Suggestions (page 40)

7.3.1 Upload projects and files to LiveProject Server

To use LiveProject Project Collaboration you must first add one or more project files (**.mpp project files**) to the LiveProject Server.

Adding projects to the server allows you and your team to start collaborating on the projects, making suggestions to the plan.

To add a project file, click on the *Explore Server* tab in the main window:

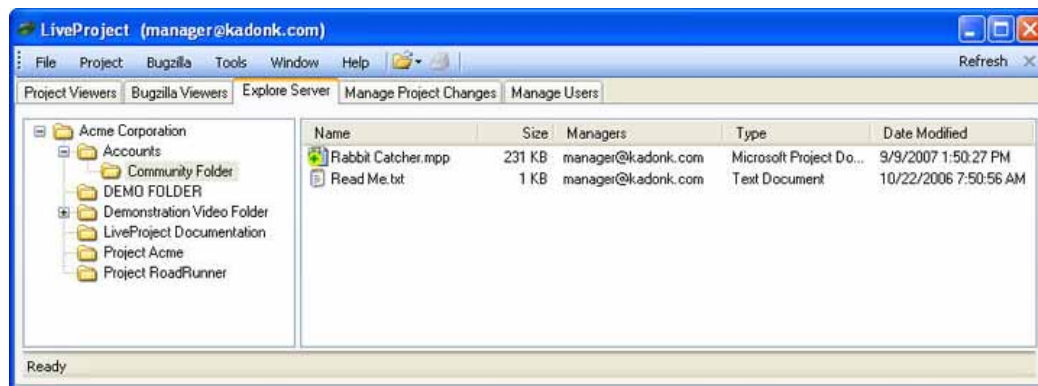


Figure 6 - LiveProject Explorer

This view shows an account with many files and folders. If you just started, your explorer tab is blank.

To add a project file (or any other type of file or folder), you have two options:

1. Drag and drop the file directly into the right side of the explorer window. LiveProject will start uploading it to the server automatically.



2. Right click in the right pane of the explorer window to show the context-sensitive drop-down menu. Select *New Resource > Import File* to add a file or folder.

LiveProject will show a window with the upload progress. Once all your file uploads have completed, the explorer window will update to show your files.

You can now double-click on an .mpp project file to open a project viewer.

7.3.2 Invite Users to Account

Note: You need to be an Administrator or have sufficient rights to invite other users. Each user requires one license on the server, and each account has a number of licenses that match their purchase.

LiveProject Project Collaboration makes it easy to invite more users to your account:

1. Open the *Manage Users* tab in the main window
2. Click on *Invite Users* from the top left toolbar strip
3. Enter the e-mail addresses of the users you wish to invite. You may separate the users by comma, semicolon, or newline.
4. Click *Invite*

LiveProject will send e-mail invitations to the users you have invited. Make sure that e-mails from kadonk.com are allowed through your SPAM filters. Otherwise your team may not get invitations to join your account.

Each e-mail contains the user's temporary password, as well as download instructions for LiveProject.

Users can be listed as having the following status:

- PENDING. The user has not yet accepted, received or logged into LiveProject.
- PERMANENT. Users have successfully logged into LiveProject at least once.

7.3.3 Suggest Changes on Project

Collaboration on projects only works on project plans stored on the server, and requires LiveProject Project Collaboration. You cannot collaborate on local project files.

To setup collaboration everyone on your team must:

- Have LiveProject installed, and invited to your account.
Inviting someone generates an e-mail that also contains download instructions for LiveProject.
- Have access to your project file on the LiveProject Server. By default all users have access.
- Have an open Project Viewer that shows your project plan.
To open a project viewer for a project plan stored on the LiveProject Server simply double-click on the project file in the explorer tab.



7.3.3.1 Making Suggestions

To make suggestions to a project plan, double-click on a task. The task will change color to white, and you can edit the task information in what we call 'inline mode':

ID	Task Name	% Complete	Duration	Start	Finish	
44	Produce product for customer evaluation	100%	25 days	10/16/2007	11/19/2007	
45	Conduct preliminary manufacturing process revi...	0%	10 days	11/20/2007	12/3/2007	
46	Conduct customer evaluations of prototype pro...	0%	20 days	11/20/2007	12/17/2007	
47	<input checked="" type="checkbox"/> Concept Evaluation	55%	57 days	12/18/2007	3/5/2008	
48	Conduct marketing/technical review	0%	2 days	12/18/2007	12/19/2007	
49	Prepare preliminary manufacturing design	0%	20 days	12/20/2007	1/16/2008	
Comments: <input type="text"/> Add Comment: <input type="text"/>				days	1/17/2008	1/30/2008
				days	12/20/2007	1/2/2008
				days	1/17/2008	1/30/2008
				days	12/20/2007	1/9/2008
				days	1/17/2008	2/6/2008
				days	2/7/2008	2/20/2008
				days	2/21/2008	3/5/2008
				days	2/21/2008	2/22/2008
				days	12/20/2007	12/26/2007
59	Conduct development stage review	0%	2 days	3/6/2008	3/7/2008	
60	Decision point - go/no-go to pilot stage	0%	0 days	3/7/2008	3/7/2008	

Figure 7 - Making suggestions to a project plan in 'inline' mode

In this mode you can make changes to the task quickly and easily. The comment field shown here is used for any comments that you wish to discuss with the manager. Click "Done" when you have completed your edits, and added your comments.

Pressing the *Task Information* button brings up more detailed information, where you can continue the task editing:

The image shows a screenshot of a software dialog box titled "Task Information". The dialog has several tabs: "General", "Resources", "Predecessors", "Successors", "Notes", "Custom Fields", "Other Fields", and "Task History". The "General" tab is selected. The form contains the following fields:

- Name: "Analyze risks for project" (highlighted in yellow)
- Priority: "500" (highlighted in yellow)
- Duration: "5.0 days?" (highlighted in yellow)
- Estimated:
- Actual work: "2.0 days?" (highlighted in yellow)
- Percent complete: "10" (highlighted in yellow)
- Remaining Duration: "5.5 days?" (highlighted in yellow)
- Dates: Start: "Thursday, November 15, 2007" (highlighted in yellow); Finish: "Thursday, November 22, 2007" (highlighted in yellow)
- Constrain task: Deadline: "Monday, December 17, 2007" (highlighted in yellow)
- Constraint type: "As soon as possible" (highlighted in yellow); Constraint Date: "Monday, December 17, 2007" (highlighted in yellow)
- Task type: Task type: "Fixed units" (highlighted in yellow); Effort driven; Milestone
- Comments: A text area containing a comment from "manager@kadonk.com (12/17/2007 3:25:38 PM): We need to make sure we analyze the risks for this Project"
- Add Comment: A text area containing the text "Done 2 days of work, but looks like there will still be 5.5 days of work remaining."

At the bottom of the dialog are four buttons: "Undo new suggestions", "Show pending suggestions", "OK (3 changes)", and "Cancel".

Figure 8 - Task Information Window

Edited fields are highlighted in yellow as shown above.

When you have completed your edits, the suggested changes are sent to the LiveProject Server. They are also highlighted for other users to see.



8 Viewers in General

8.1 Common features for Project and Bugzilla viewers

A viewer is a window that contains information you want to view. Currently the following types of viewer exist:

- Project Viewers (Page 23)
- Bugzilla Viewers (Page 33)

Viewers have the following things in common:

- Right-Click anywhere in the viewer to show the drop-down context menu.
- Each viewer has a menu item called Configure Viewer. It will contain several tabs, depending on the type of viewer.
- Viewers all show a status bar in the top-right corner, indicating the current state of the viewer.
- You can create a new viewer the Main Window, by using the menu *File > Open...*
- Viewers continuously monitor their source data, either locally on the LiveProject server for changes, and update themselves automatically.
- All viewers run in their own tabs/windows. If you exit LiveProject, the location and content of its viewers will be stored, and they will re-appear in the same location next time you start LiveProject. Detached viewers can be minimized and maximized. The state of the window is remembered when LiveProject shuts down, and maintained when LiveProject starts up again

Whenever you start a viewer we recommend that you leave it open. LiveProject will keep it up-to-date, and load it each time LiveProject starts up



9 Project Viewers

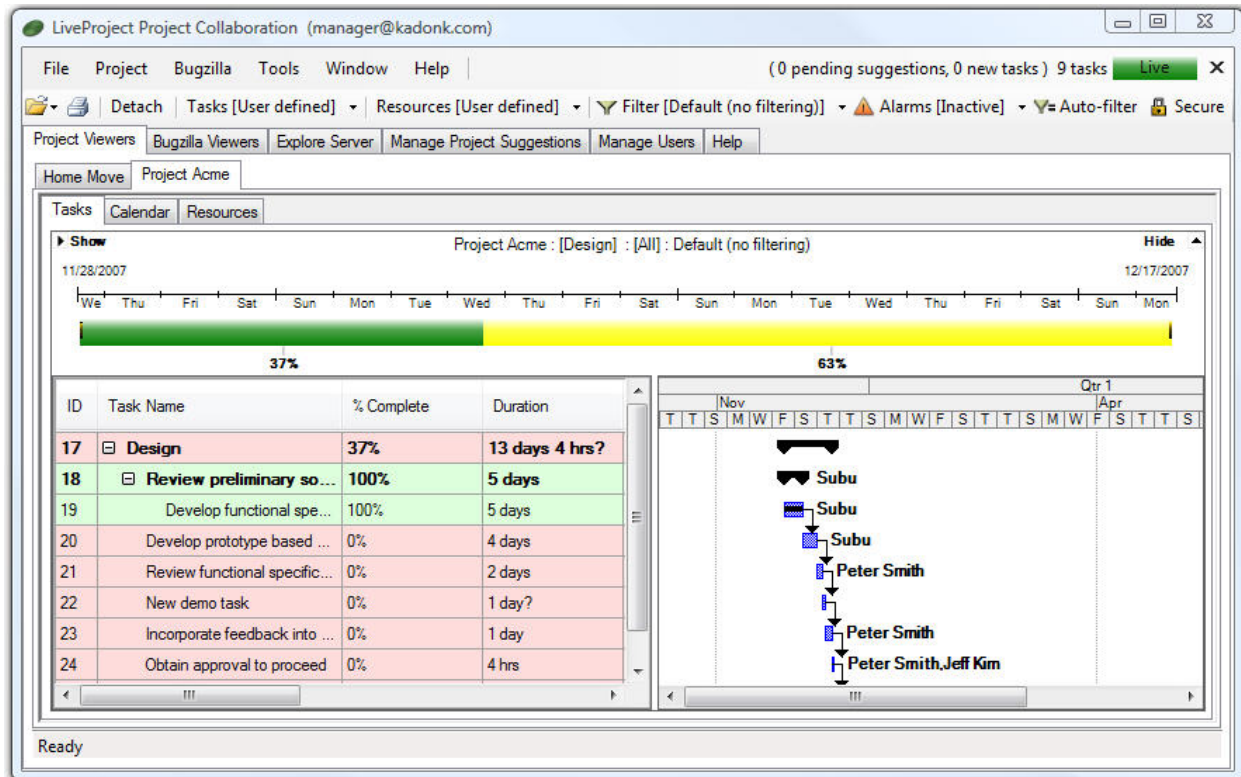


Figure 9 - LiveProject Free Viewer

9.1 Using a Project Viewer

A Project viewer is comprised of three panes: **Project Tree** on the left side, **Project Overview** on the top right, **Task Details** on the bottom, and **Gantt chart** on the right side. Furthermore it has three tabs; **Tasks**, **Calendar** and **Resources**.

9.2 Project Tree

The Project Tree can be used to select the part of the project plan that is shown in the Project Overview and the Task Details. Selecting the top task will show the entire project, while selecting a subproject or a single task will show the details and the status of that subproject/task.

Tip: To quickly hide or show the Project Tree, click on the Hide/Show to the right of the Project Tree at the top of the viewer (Figure 10).

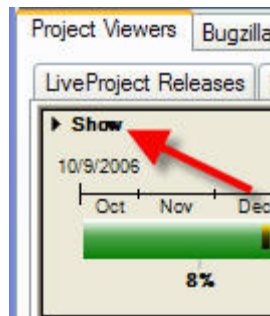


Figure 10 - Show/Hide Project Tree

9.3 Project Overview Bar

The Project Overview shows a view of the selected project, subproject or task. This bar is a quick way to get an overview of an entire project at a glance.

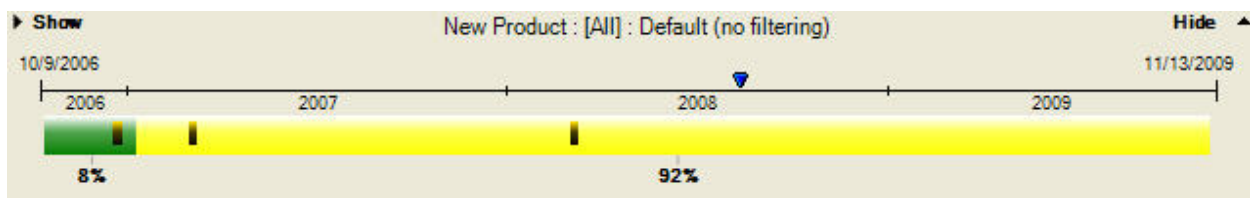


Figure 11 - Project Overview Bar

The bar shows the timeline, which will auto-scale to best fit the duration. It may show days, weeks, months or years depending on the space available.

- The Blue triangle represents current time (now).
- Green parts of the bar represents completed work
- Yellow parts of the bar represents not-completed work
- The black rectangles represents milestones on the project
- To get more information on the bars and/or milestones, simply right-click on a bar or milestone, and the drop-down box will tell you the name(s) of milestones, and various other information.

On Figure 11, you can quickly see that the project is significantly delayed (The green bar does not extend all the way to the blue marker).

Tip: To quickly hide or show the Project Overview, click on the Hide/Show at the top right corner of the viewer.



9.4 Task Details

Task Details shows the tasks in detail for the selected project, subproject, or task and optionally filtered by the selected resource (see below). You can also sort tasks by clicking on the desired column header.

- Double-click on a task to show the Task-Edit window.
- Tasks are color-coded to provide a quick-overview of their status. Select menu *Project > Show Legend* to see what the colors mean.
- Right-Click on any task to show the Context Sensitive menu

9.5 Context Menu

Most of the actions available when viewing a Project file can be accessed from the context menu:

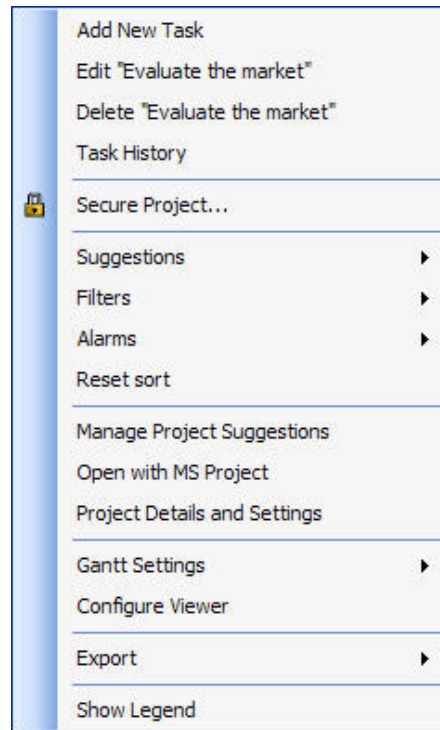


Figure 12 - Project Viewer Context Menu

A subset of this functionality can also be found from the Project Menu.

9.6 Add new task

Create a new task, which will be sent to the manager for approval as a suggestion to the project.



9.7 Edit "Task name"

Opens the Task Information window, which allows the user to edit the task information. Another way to edit a task is to double-click on it in the viewer itself. That will turn on "inline mode" where you can instantly edit the visible fields.

Note 1: Some tasks are not editable, in which case the OK button will be disabled. The window will still open so you can see the details of the task.

Note 2: Some tasks can only have some fields edited (Such as summary tasks). The other fields are disabled on purpose to avoid sending illegal suggestions.

Note 3: Please be aware that LiveProject depends on Microsoft Project to accept your changes. If the Project is configured in such a way that your suggestions are illegal, contact your manager. A good test is to perform your suggestions manually in the Microsoft Project directly, and see if the suggestions are acceptable. In case of a conflict, please let us know.

9.8 Delete Task

When deleting a task, you will be presented with the Delete task window. You can add a comment along with your suggestion for deletion. As with all suggestions, delete task suggestion will go to the manager for approval before the project is modified.

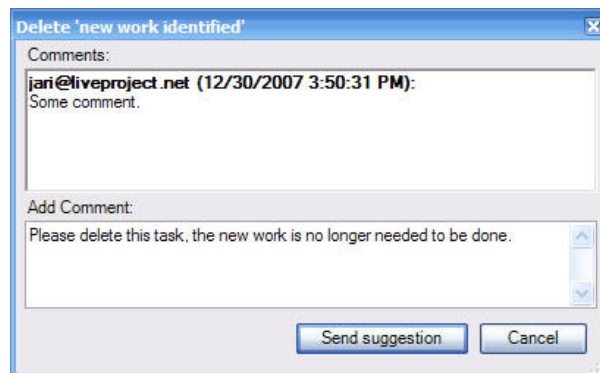


Figure 13 - Suggest a task for deletion

9.9 Secure Project

LiveProject allows the creation and viewing of 'Secure Project Files'. Secure project files are encrypted and access to them is protected by a password. Additionally, the manager can configure which Project fields should be visible and which ones should be hidden. For example, the manager can choose to hide all cost columns.

Note: Viewing and creating secure projects requires LiveProject Premium Viewer or above.



9.10 Suggestions

Suggestions are changes to a project made by team members. We call them 'suggestions' because they are not actual changes to a project plan, but rather suggestions that are visible to the team while pending manager approval. The project plan will never be updated without the manager reviewing pending suggestions and accepting them explicitly.

While suggestions are pending, they will be shown in the project viewer in one color (See the legend for a color chart). Once they are accepted or rejected by the manager, they will become part of the project plan, but continue to be highlighted for a period of time to indicate they have changed status.

The following menus provide a way for users to 'clear' these suggestions in various ways.

- **Cancel pending suggestions for "task name"**
This menu item is only visible if the task has any pending changes. In that case, selecting this menu will cancel them (if the user has the rights to do so).
- **Clear all completed suggestions**
Clear the coloring for completed suggestions in the task table.
- **Clear completed suggestions for "task name"**
Clear the coloring for completed suggestions for this task only.

Tip: The length of time a suggestion is highlighted can be changed via the Context Menu *Configure Viewer > Suggestions*.

9.11 Reset Sort

Resets the sorting to 'no sorting' or to the sorting defined by the current active filter.

9.12 Open with MS Project

Selecting this menu will attempt to launch the Project file in Microsoft Project ®. If you do not have Microsoft Project ® installed, this will fail.

- If you are the Manager of the project, LiveProject will launch the original project file, from the location it was published from. If the file cannot be found, you will be asked to re-map it to a local file.
- If you are not a manager, LiveProject will prompt you for the file to open (Assuming you don't have access to the original project at the exact same location as your manager).

9.13 Project Details

Open the Project Details window with more information about the Project.



9.14 Show Legend

Open a window with the Legend of the project color codes and Gantt chart information.

9.15 Configure LiveProject Colors

Products: LPFPV, LPTV, LPPC

You can configure the LiveProject colors, and even make them dependent on task information. To get started, select *Tools > Customize LiveProject Colors* from the main menu.

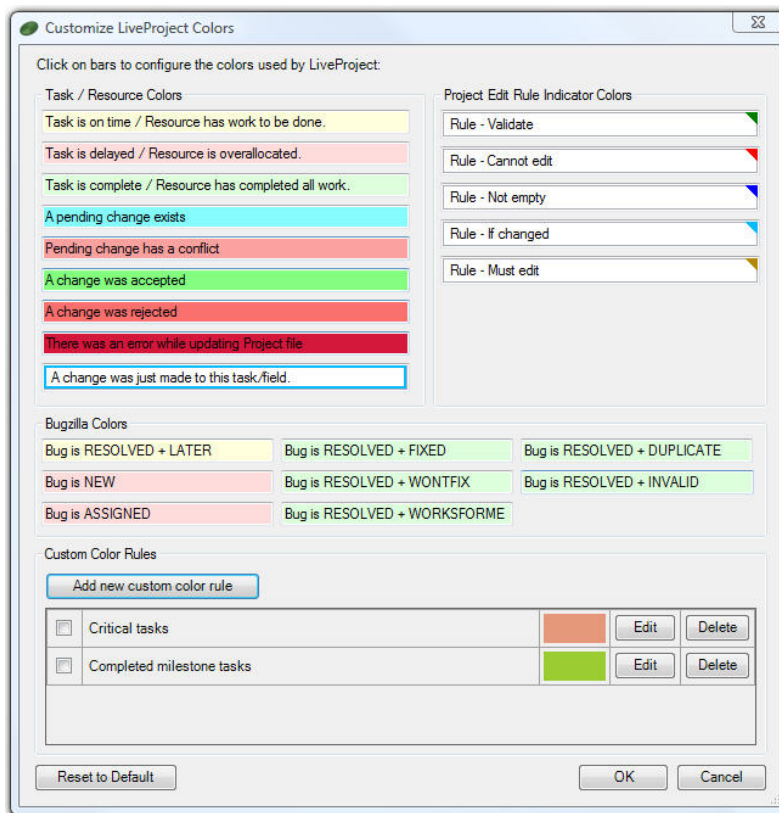


Figure 14 - Edit custom colors

In this window, you can click on each color to change it.

At the bottom, you can create custom rules to color your projects. Here are shown two rules; One colors critical tasks, and one completed milestones.



9.15.1 Edit Custom Color Rules

Select the "add new custom color rule" to add a new rule:

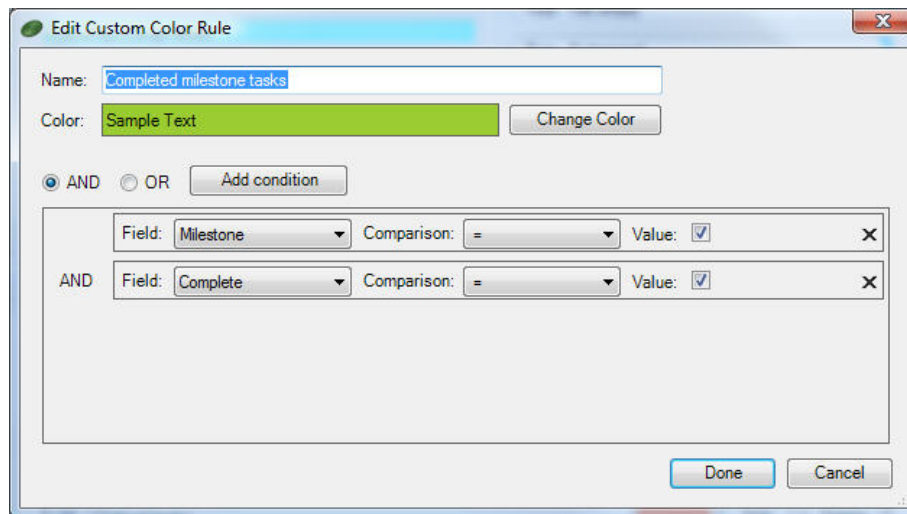


Figure 15 - Edit Custom Colors Rules

Here you can specify which fields, and what values that trigger a color. On Figure 15 the Completed Milestone task will color tasks green when the milestone field is true, and the complete field is true.

9.16 Calendar View

The second tab of the project viewer contains the calendar view (Figure 16). The Calendar view shows how tasks are distributed over time, and allows users to get an overview of the project in terms of concurrent work mapped to days.

Through the Context menu (Mouse Right-Click) a number of options are available:

- Fit to window
- Task list
- Go to
- Timescale
- Text styles
- Bar styles
- Zoom



These options will be explained in the following sections.

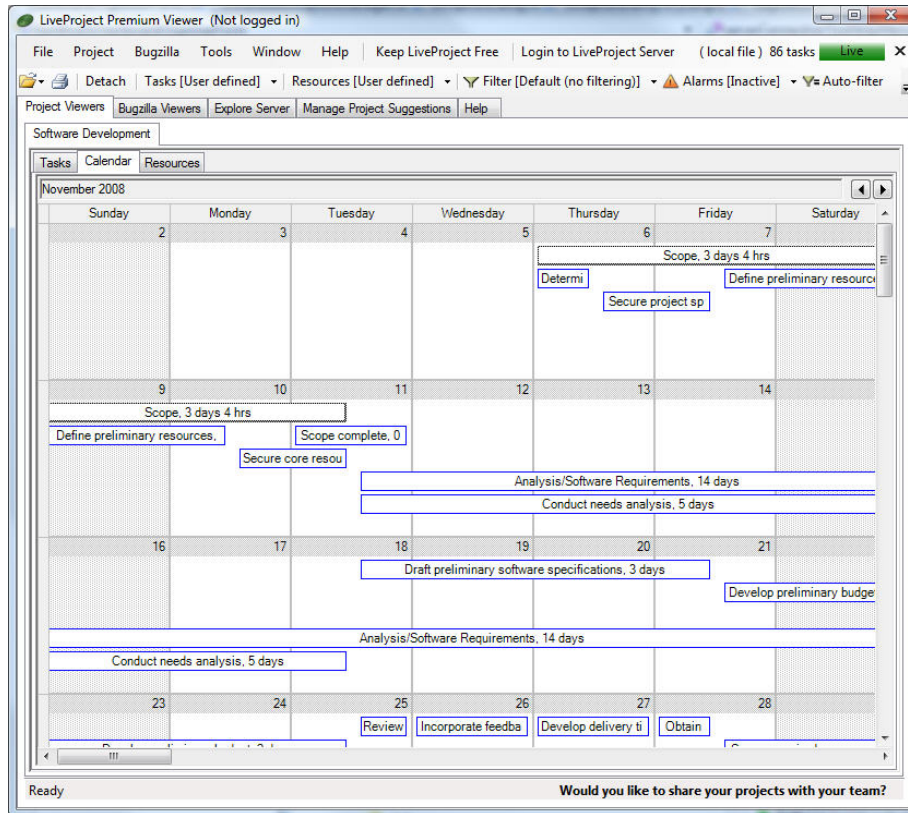


Figure 16 - Project Calendar View

You can re-size columns and rows to fit the task lists. Clicking on the two arrow buttons at the top right will scroll the calendar back and forth a month at a time.

9.16.1 Fit to window

Selecting Fit to Window will automatically re-scale the calendar view to fit to the current window size. Because it is possible to drag and resize columns and rows, this is a handy function to quickly get back to default.

9.16.2 Task list

Show a full task-list for the date selected.



9.16.3 Go to

Jump to a specific task, or a specific date.

9.16.4 Timescale

Configure headings, week preferences, overflow indicators, patterns and colors for the top and bottom rows, and shading options for the calendars.

An 'overflow' is when there are too many tasks on any given date to be fully shown.

9.16.5 Text styles

Change the text styles (font styles) on various types of tasks, such as:

- Non-critical and critical tasks
- Milestone tasks
- External Tasks
- Daily titles
- ...

9.16.6 Bar styles

Change bar styles such as type of bar, colors, patterns, shadow and fields on tasks types such as noncritical, critical, milestones, summary and more.

9.16.7 Zoom

Zooms the calendar to show a specific interval, such as a week, month, 4 weeks, or custom.

9.17 Resources

The last tab on the project viewer shows the resource table (Figure 17).

On the resource table is shown a list of all the resources working on this project. Over-allocated resources are shown in red, while resources with no work to be done are shown in green. Other resources are shown in yellow.

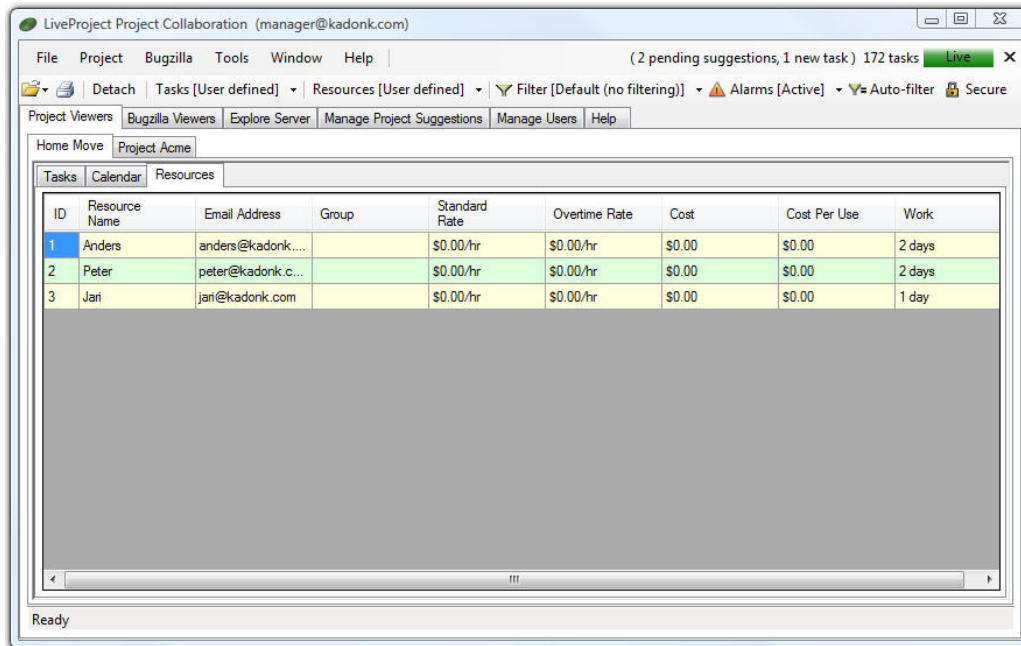


Figure 17 - Resources



10 Bugzilla Viewers

10.1 Adding a new Bugzilla Viewer

In order to add a new Bugzilla Viewer, you must select a Bugzilla Account, and a Bugzilla Filter. If none is available, click on the Manage accounts or Manage Filters buttons to set them up:

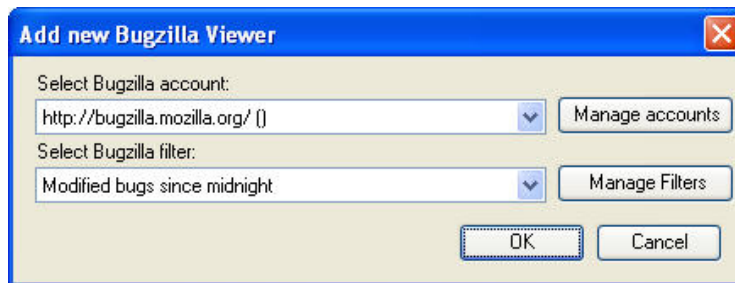


Figure 18 - Setting up a new Bugzilla viewer

10.2 Using a Bugzilla Viewer

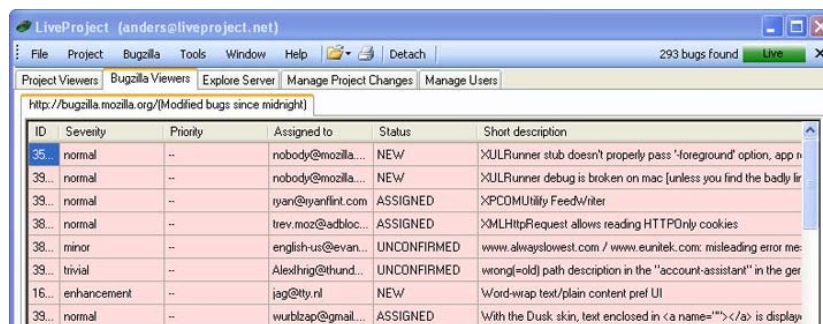


Figure 19 - Bugzilla Viewer

With a Bugzilla Viewer, you may:

- Double-Click on any entry to launch a detailed view of all fields.
- Right-Click on any bug to show the Context Sensitive menu, with these specific Bugzilla menu items:
 - Create new bug
 - Edit Bug #
 - Launch Bugzilla
 - Configure Viewer
 - Edit Account



- Select Account
- Edit Filter
- Select Filter

A subset of these menu items also can be found on the Bugzilla Menu.

10.3 Create new bug

Launches Bugzilla in your browser at the "Enter Bug" page.

10.4 Edit Bug #XYZ

Launches Bugzilla in your browser at the bug on which you clicked.

10.5 Launch Bugzilla

Launches Bugzilla in your browser at the Bugzilla account homepage you have specified.

10.6 Configure Viewer

Configure Viewer

10.7 Edit Account

Allows you to edit the Bugzilla account currently used in the viewer.

10.8 Select Account

Shows a drop-down list of your configured Bugzilla accounts. By selecting an account, the viewer will reload its data using the same filter from the new account.

10.9 Edit Filter

Allows you to edit the Bugzilla filter currently used in the viewer.

10.10 Select Filter

Shows a drop-down list of your configured Bugzilla filters. By selecting a filter here, the viewer will reload its data using the same account but applying the new filter.



11 Explore Server

LiveProject explorer can be started by:

- From the Main Window
- Using the System Tray Icon

Sometimes, LiveProject will prompt you to select a file from the server. For example, it might prompt you when adding a project viewer, in which case you also will see the LiveProject Explorer window. When prompted, the full functionality of Explorer may not be available.

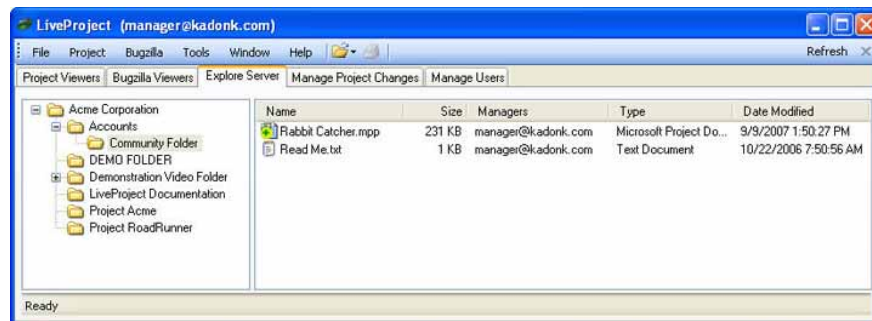


Figure 20 - Explorer Tab

The LiveProject Explorer window shows a view of the files and folders stored in your company account on the LiveProject Server.

Note: Some of the following functionality requires that you have sufficient rights to perform the operation.


- You can drag and drop files into and within the LiveProject Explorer window, directly from your local desktop or file system.
- You can download files and or folders by selecting them in the LiveProject Explorer window and then selecting Download from the right-click context menu.
- You can rename files and folders.
- You can right-click for a context-sensitive menu, which allows you to:
 - View project files (**mpp project files only**).
 - Create a new folder via the menu New Resource > Folder
 - Import files via the menu New Resource > Import file
 - Delete and download files
 - View properties for the files
 - Show revision log. *See below.*
 - Secure Project – allows you convert this resource into a secure project.
 - Secure Project Settings. *See below.*



- Publish files. *See below.*
- Copy to an existing shared file.
- Managers only functionality:
 - Assign access-rights to folder through the right-click context menu on a folder > Access Rights.
 - Select a new manager by right-clicking on a file and selecting Properties, then click the Change Manager button.
 - Share a file by right-clicking on a file and selecting Properties, then check the check box 'Allow file to be edited by others'. This will allow other users to overwrite and update the file.

11.1 Shared files

Sharing a file allows other users (other than the manager) to overwrite and update the file by right-clicking on a file and selecting Copy to <filename> or by drag and dropping a file. The users must still have write privileges for the given folder. Only the manager of the file is allowed to change the name or delete the file.

You can easily spot a shared file by the  icon.

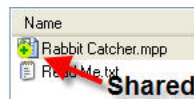


Figure 21 – Allow file to be modified by other users

11.2 Publish files

Publishing a file involves copying the original file, from its original location, to the LiveProject Server. LiveProject is aware of each file's original location, so in Explorer you may select the file and publish it via the context-sensitive right-click menu.

Note: LiveProject will monitor local files for changes. If you are a manager of a file and you edit your local copy, LiveProject will prompt you to publish it to the LiveProject Server. If you do not publish, no one will be able to see your changes. You can publish at any time manually via the explorer window.

When publishing, LiveProject will also ask you to provide a commit message for this change. This message will be associated with this given change into the revision history.

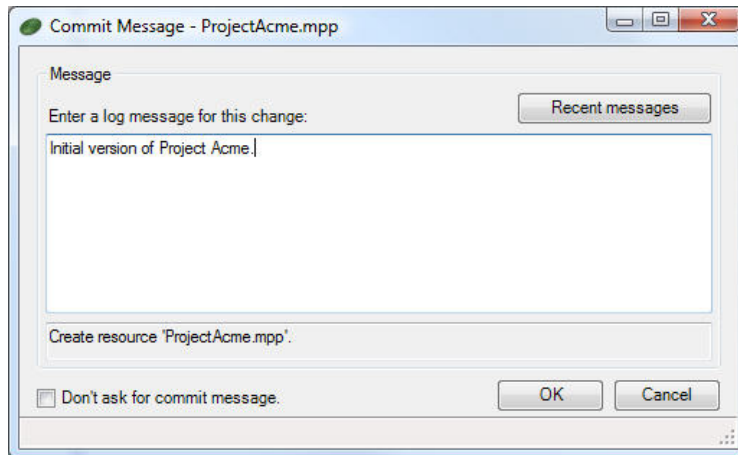


Figure 22 - Commit message

11.3 Show Log

LiveProject provides automatic version control for files stored on the server. You can see the revision history by clicking on the Show Log context menu item for a given resource in the LiveProject Explorer.

From the revision history you can also choose to download old revision.

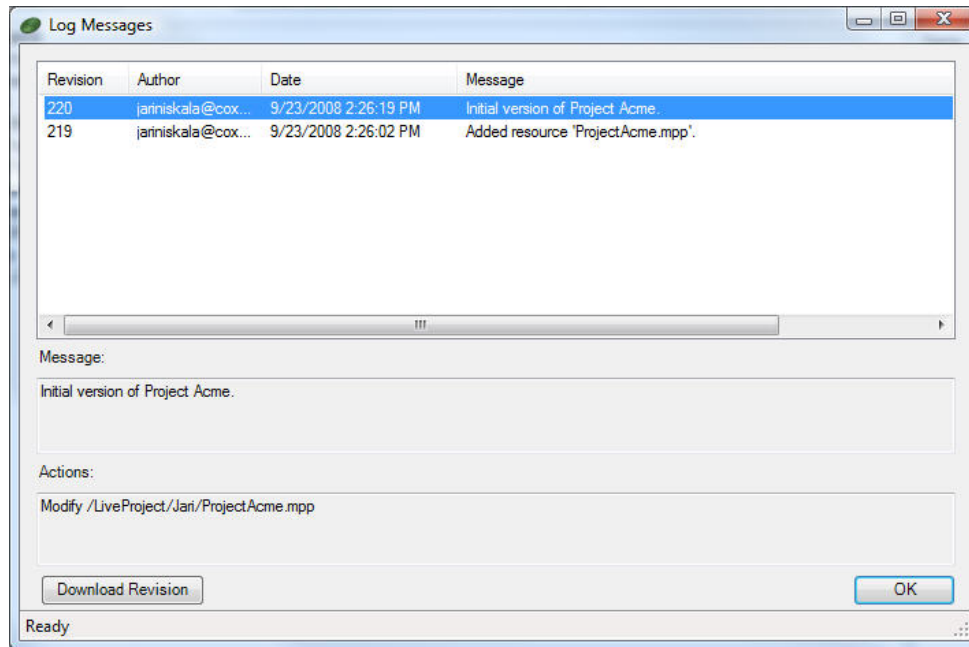


Figure 23 - Revision history

11.4 Secure Project Settings

If the selected resource is a secure project this option can be selected to modify the secure project settings.

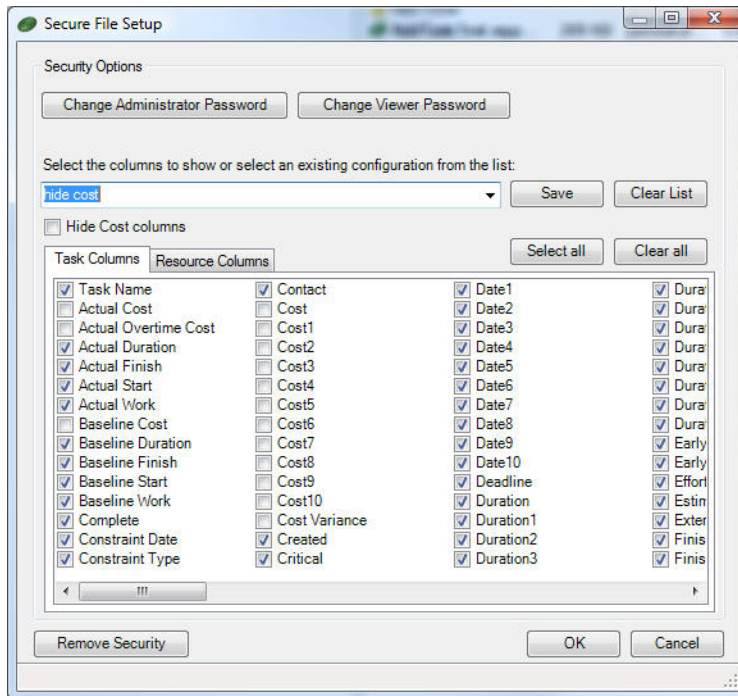


Figure 24 - Secure project settings



12 Manage Project Suggestions

To manage project suggestions, you can:

- Use the System Tray Icons
- Use the Manage Project Suggestions tab from the Main Window

You will see a window listing the projects you are a manager for with pending suggestions.

Note: Projects with no suggestions and projects you are not managing are not listed. You also need to be logged in to review suggestions.

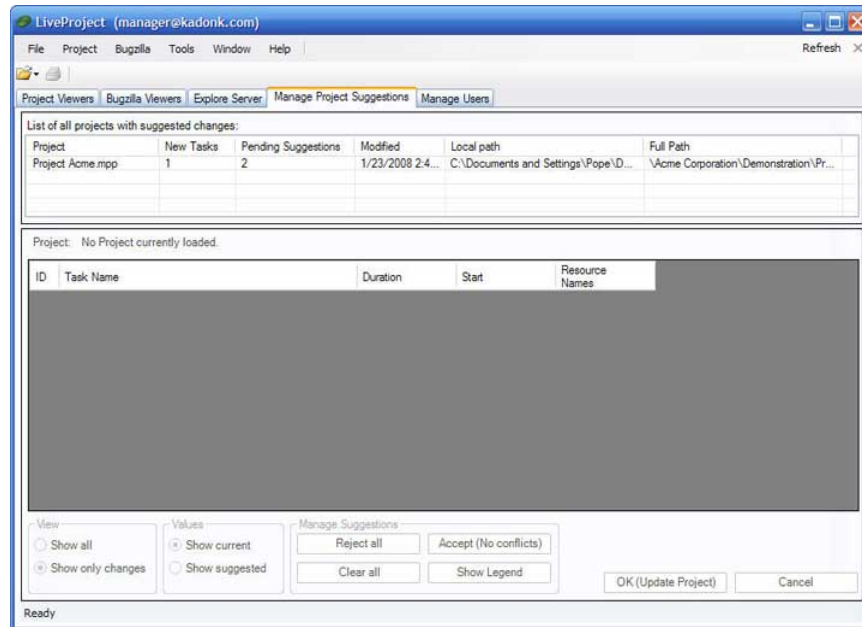


Figure 25 - Manage Project Suggestions Tab

In this example, I am a project manager Project Acme.mpp. This project has 1 pending new task, and 2 suggestions to existing tasks that I need to review.

Click in the project you wish to manage to review the suggestions. The bottom part of the window (as shown below) will become populated:

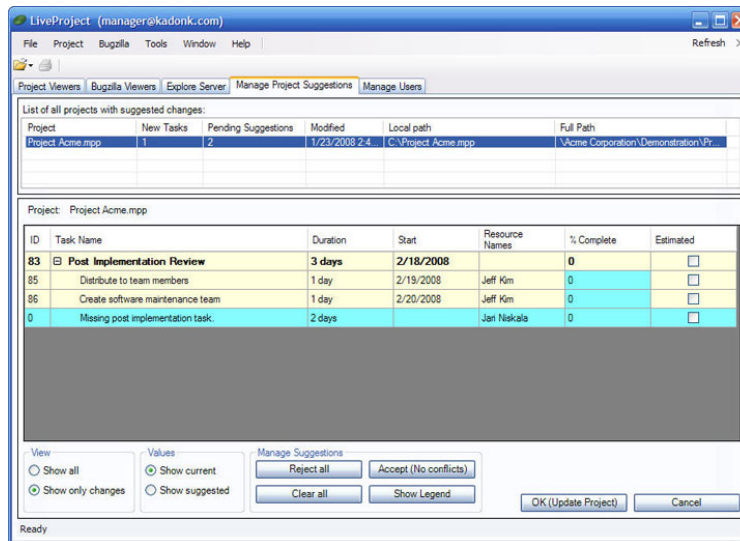


Figure 26 - Manage Project Suggestions - View suggestions

12.1 Reviewing suggestions

At the bottom of this dialog, you can control what to view, and whether to show existing project values, or suggested project values.

The Manage Suggestions buttons allows you to make quick decisions that will affect *all* pending suggestions. This is typically what you will do when approving or rejecting suggestions.

You can also click on each task individually to show extended information about each suggestion on each field. Using this method is slower, but you will be able to accept or reject each field individually.

12.2 Update Project

When you have done reviewing the suggestions, click OK to update the project. You must have Microsoft Project 2000, 2003 or 2007 installed on your machine for this to work. LiveProject will open the local project file, make all the changes to the plan that you approved, close the local project file, and prompt you to upload it (Publish it) to the server.

Once the new project file is published, your entire team will be able to see the new project plan automatically, and each decision you made will be highlighted in the plan.



13 Manage Users

To open the Manage Users tab, click the *Manage Users* tab from the main window

Note: You can only manage users if you have the rights to do so.

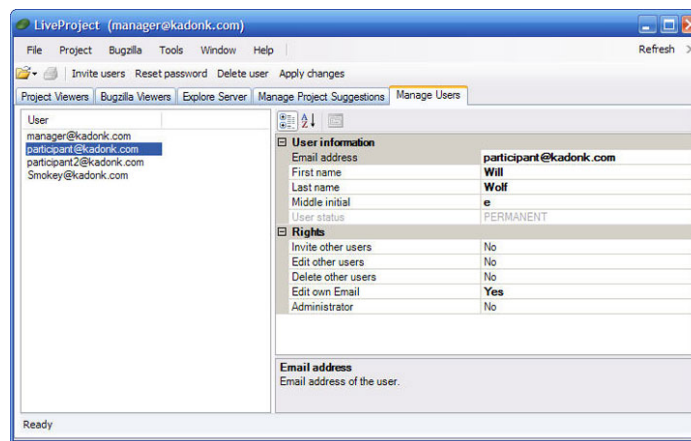


Figure 27 - Manage Users Tab

13.1 User Status

A user can be in either of these two states:

- PENDING
- PERMANENT

A user is in PENDING state after first being invited by a manager, and does not reach PERMANENT state until he has successfully logged into LiveProject the first time.

If you invite a user and he remains in PENDING state it could be because the e-mail address was wrong and he never got the invitation, or perhaps the e-mail was being caught by a SPAM filter. As a manager, you can always delete PENDING users and re-invite them.

13.2 Actions

13.2.1 Apply Changes

Apply the changes made to the users.



13.2.2 Reset Password

Clicking "Reset password" will reset the currently selected user's password!

1. The password is reset on the LiveProject Server to a random one.
2. A new e-mail with a new temporary password is sent to the e-mail address of the user.
3. The user's status is set back to PENDING.
4. The user will be prompted to change his password on his next login attempt.

These steps are similar to what happens if the user resets his own password, using his security question and answer.

13.2.3 Delete User

Clicking "Delete user" will **permanently** remove the user from LiveProject. You can of course invite the user again if need be, but internally in LiveProject, that will be considered a new user. *Use with caution.*

13.3 Rights

13.3.1 Invite other users

Users with rights to invite others can invite other users to join LiveProject. This *may* affect your account, as each registered user takes up one license. Usually only managers should be allowed to do this.

13.3.2 Edit other users

User can edit other user's information, such as name and e-mail. Usually only managers should be allowed to do this.

13.3.3 Delete other users

User can delete other user's accounts. This will free up a license (unless the account was pending, in which case it does not occupy a license in the first place). Usually only managers should be allowed to do this.

13.3.4 Edit own E-mail

Allow the user to edit his or her e-mail address. This could be prevented for security reasons.

13.3.5 Administrator

User is an administrator and is given extended rights within LiveProject in addition to having the rights to invite, edit and delete users. For example, an administrator can delete resources belonging to other managers. Only administrators can assign other administrators. *Please use with care.*



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