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PRIMAVERA

P6 Team Member User's Guide
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Legal Notices

Oracle Primavera P6 Team Member User's Guide

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Getting Started

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About P6 Team Member Interfaces

The P6 Team Member suite of interfaces is designed for individual contributors, or team members, to record status on their tasks without the need to learn an enterprise project management application. The P6 Team Member interfaces are P6 Team Member for iPhone app, P6 Team Member Web, and E-mail Statusing Service. These interfaces provide quick, convenient, and easy access to assigned tasks using the platform or device that accommodates your line of work.

Your project manager uses P6 to create and update the project schedule and task list. The updates you make in P6 Team Member interfaces will apply immediately, or they may require approval before updates are applied to the project, depending on the project preferences the manager selected when creating the project in P6.

In P6, team members are assigned as a resource assignment, an activity owner, or a user with a Team Member work distribution filter. As a team member, all P6 Team Member interfaces enable you to:

- View only your assigned tasks.
- Provide status on your tasks. The project manager customizes the status fields in your view. These fields can include time spent, time left, % complete, remaining duration, start date, and finish date.

P6 Team Member for iPhone App

You can use the P6 Team Member for iPhone app to:

- Modify your view to group your task list by current status, including Active, Due, Overdue, Starred, or Completed; by project; and by time frame, including Today, This Week, Next Week.
- Mark a task with a star to signify importance to you. You can view all your starred tasks in one list when you view your task list by the Starred option.

- View a list of all your steps for a task. Add, edit, or delete steps to more accurately reflect your work, if you are given the privileges by your project manager. You can enter the % complete to show progress on a step.
- View the codes and UDFs associated with a task for additional information about the task. Update codes and UDFs if your project manager requires you to provide status using these fields.
- Communicate with the project manager about a task by posting messages using the Discussion feature. All messages are saved with the selected task.
- Communicate with the project manager or other team members through e-mail. If a picture helps illustrate your message, you can also take a picture with your iPhone and attach it to your e-mail.
- Work with multiple tasks at one time. You can star or mark complete one or more tasks when in edit mode.

P6 Team Member Web

You can use P6 Team Member Web to:

- Modify your view to display your task list by project and by current status, including Active, Due, Overdue, Starred, or Completed. You can refine your task list even further by selecting a time frame and entering a term by which to filter your list.
- Mark a task with a star to signify importance to you. You can view all your starred tasks in one list when you view your task list by the Starred option.
- View a list of all your steps for a task. Add, edit, or delete steps to more accurately reflect your work, if you are given the privileges by your project manager. You can enter the % complete to show progress and mark as complete when you finish a step.
- View the codes and UDFs associated with a task for additional information about the task. Update codes and UDFs if your project manager requires you to provide status using these fields.
- View predecessor and successor tasks and send task owners e-mail.
- Communicate with the project manager or other team members through e-mail.
- Communicate with the project manager about a task by posting messages in the Discussion dialog box. All messages are saved with the selected task.
- View additional task details available in notebook topics.
- View documents that are relevant to your task.

E-mail Statusing Service

You can use E-mail Statusing Service to:

- Request a list of your current tasks through e-mail using the e-mail account associated with your P6 user account. You can request a filtered list of tasks by project; time frame; current status, including Active, Due, Overdue, Completed, or Starting; or by all the tasks that you starred.
- Reply to the e-mail you receive with your task list, record your progress, and send your updates.

Project managers can use E-mail Statusing Service to:

- Send a Welcome e-mail to new E-mail Statusing Service users, which includes the e-mail address to the E-mail Statusing Service, and instructions for requesting a task list and updating the list through e-mail.
- Send team members an e-mail request for status updates. Project managers can customize the task list sent to team members using the available filter options. Team members can provide status by replying to the e-mail with their updates.

Supporting P6 Team Member for iPhone App Users

In order to perform any of the tasks in this guide using your iPhone, you will need to verify the following requirements have been met.

To support the app for your team at your organization:

1) Verify with your administrator that support for the app has been deployed with your P6 application server.
2) Verify that the following items exist in P6:
   a. You have a valid user account in P6.

      Note: With a valid user account, you can be assigned to activities as a resource assignment if your user account is associated with a labor resource, as an activity owner, or if you are assigned a Team Member work distribution filter.

   b. Your user account is configured with at least one module access option.
   c. You have one or more activity assignments (or *tasks*) for at least one active project. The P6 Team Member for iPhone app will show tasks that have not yet started, active tasks, and tasks you completed in the last 30 days.

      Note: OBS access to a project is not required in order for you to make status updates on your assigned tasks unless you are assigned a Team Member work distribution filter.

3) Download and install the mobile app, P6 Team Member, from the Apple App Store to your iPhone.
4) You will need the following information to log in:
   a. The URL to the P6 server.
   b. If using SSO, you will need your SSO username and password. Or, if using native authentication, you will need your P6 username and password.

Upgrading Notes

When upgrading from release 8.1 to 8.3, Starred tasks are not transferred. You will need to star your tasks again once the latest version is installed.

If your company is running P6 EPPM 8.1 or 8.2, you can use this update; however, you will not be able to use any of the new features for this release.

Error Message

If you receive the message "Server URL points to an invalid web application.", an SSL certificate may need to be obtained from a trusted certificate authority. Contact your administrator.

Known Issues

- If you are in a time zone that observes daylight savings time, the hours displayed in your tasks may be off by one hour.
- If you do not have any tasks assigned to you, you may receive the message "Some data failed to load. Refresh to try again." on the Home page of the app. This issue will only occur if your company has version 8.2 deployed on the P6 application server.

Supporting P6 Team Member Web Application Users

In order to perform any of the tasks in this guide using P6 Team Member Web, you will need to verify the following requirements have been met.

To support the application for your team at your organization:

1) Verify with your administrator that support for the app has been deployed with your P6 application server.
2) Verify that the following items exist in P6:
   a. You have a valid user account in P6.

      Note: With a valid user account, you can be assigned to activities as a resource assignment if your user account is associated with a labor resource, as an activity owner, or if you are assigned a Team Member work distribution filter.

   b. Your user account is assigned the **Team Member Interfaces** module access option.
   c. You have one or more activity assignments (or *tasks*) for at least one active project. P6 Team Member Web will show tasks that have not yet started, active tasks, and tasks you completed in the last 30 days.

      Note: OBS access to a project is not required in order for you to make status updates on your assigned tasks unless you are assigned a Team Member work distribution filter.

3) You will need the following information to log in:
   a. The URL to the P6 Team Member Web server.
   b. If using SSO, you will need your SSO username and password. Or, if using native authentication, you will need your assigned P6 username and password.
4) The default language setting is English. To change the language setting:
   a. Enter the URL for the application in your browser.
   b. At the end of the URL, enter: **?locale=**<*locale code*>

      The locale codes are as follows:
      - Brazilian Portuguese = pt_BR
      - French = fr
      - German = de
      - Italian = it
      - Japanese = ja
      - Korean = ko
      - Russian = ru
      - Spanish = es
      - Simplified Chinese = zh_CN
      - Traditional Chinese = zh_TW

      For example, to change the language to German, the URL would be http://yourserver/p6tmweb/**?locale=de**.
   c. Bookmark this URL for future access.

Known Browser Issues

If you experience an issue working in P6 Team Member Web, review the known issues to determine if your problem has a resolution.

General Browser Issues

If you experience unexplained behavior, such as the steps in the Steps dialog box not matching the steps in the Steps panel, clear your browser history.

Internet Explorer

Internet Explorer versions 8 and 9 are not optimized for use with P6 Team Member Web. Oracle recommends using FireFox, Chrome, or Safari instead. The following are a few of the issues you may encounter.

"Navigation to the webpage was canceled" in Internet Explorer

If you receive the message "Navigation to the webpage was canceled" when sending an e-mail in P6 Team Member Web, this is a known issue for Internet Explorer 8 on Windows 7.

To work around the issue, perform the following steps:

1) In Internet Explorer 8, select the **Tools** menu and click **Internet Options**.
2) In the **Internet Options** dialog box, click the **Security** tab.
3) On the **Security** tab, clear the **Enabled Protected Mode (requires restarting Internet Explorer)** option and click **OK**.
4) Restart Internet Explorer.

Loss of focus on dialog box in Internet Explorer

You can lose focus on a dialog box if you drag the box around the screen too quickly. To prevent this from occurring, slowly drag the dialog box to move it to a different position on the screen.

Safari

Shortcut key Ctrl+Shift+T does not work when using Safari on a Macintosh

The keyboard shortcut for changing tabs on the Preferences dialog box, Ctrl+Shift+T, does not work when using Safari on a Macintosh. You must select the tab using a mouse or by tapping the tab, depending on your device.

Supporting E-mail Updates with E-mail Statusing Service

Projects may require that P6 users temporarily work in remote locations without access to the private network where the P6 server resides. Diverse project teams may also exist with some members updating their tasks using P6, and others using e-mail.

> **Note**: If you are a timesheet user, you can request a list of your tasks through e-mail; however, you can only update your tasks using P6 Progress Reporter.

In order to support the updating of assignment status by e-mail, you will need to verify the following requirements have been met.

To support e-mail updates for your team at your organization:

1) Verify with your administrator that support for e-mail task updates has been deployed with your P6 application server.
2) Verify that the following items exist in P6:
   a. You have a valid user account in P6.

   > **Note**: With a valid user account, you can be assigned to activities as a resource assignment if your user account is associated with a labor resource, as an activity owner, or if you are assigned a Team Member work distribution filter.

   b. Your user account is configured with at least one module access option.
   c. Your user account must specify your own unique e-mail address.

d. You have one or more activity assignments (tasks) for at least one active project. The e-mail will show tasks that have not yet started, active tasks in progress, and tasks you completed in the last 180 days.

> **Note**: OBS access to a project is not required in order for you to make status updates on your assigned tasks unless you are assigned a Team Member work distribution filter.

3) Download and install any e-mail client application or browser to access web mail.
4) Plan your task status by e-mail process with your team and manager. For example, consider details such as the timing of updates by e-mail versus updates made in P6 or other P6 Team Member interfaces to avoid conflicts.

Known Issues

- Yahoo and Hotmail web clients are not supported. If your e-mail address is assigned to one of these accounts, access your account within an SMTP e-mail client.
- When project managers use the Notify e-mail request to send a list of tasks to team members, the following time frame options are not supported:
  - Active Today, Due Today, or Completed Today
  - Active Tomorrow, Due Tomorrow, or Starting Tomorrow
  - Completed Yesterday

  Instead, you can use:
  - Active in next 1 day, Due, or Completed in last 1 day
  - Active in next 2 days or Due in next 2 days
  - Completed in last 1 day

Error Messages

You may receive error messages when updating tasks if your e-mail application is set to return e-mail messages in HTML format.

One of the following situations will occur:

- An e-mail will be returned with the message "Date or unit format specified was invalid or missing.".
- If there is an error in the Time Spent, Time Left, or Remaining Duration fields, an e-mail will be returned with a message that the updated value is incorrect because only part of the updated value was parsed by the E-mail Statusing Service.

The following methods can be used to avoid this issue:

- When entering task updates, delete the original value in its entirety before entering an updated value.
- Set the e-mail application to reply to messages in text format.
- Click the **Update this task** link to update tasks individually.

Your Role as a Team Member

P6 is the application used by your project manager to manage the projects you are working on. Your responsibilities on a project are broken down into tasks, also referred to as activities or assignments. Once a task is assigned to you in P6, you can view and update your status on the task in P6 Team Member for iPhone, P6 Team Member Web, or using E-mail Statusing Service.

The fields available for you to view and status are set for each project by the project manager in P6. The fields in your view may vary by project.

Have a conversation with your project manager to determine:

- If you are a resource assignment, activity owner, or if you are assigned a Team Member work distribution filter. The fields that display in the P6 Team Member interfaces are specific to these roles.
- Which fields are important for you to update when providing status.
- How often you need to provide status.

Field Definitions for Dates and Work Units

The fields available to you in P6 Team Member interfaces are assigned by your project manager in P6. In P6, a team member is assigned as a resource assignment, an activity owner, or a user with a Team Member work distribution filter.

Resource Assignment

Finish By

The date you are scheduled to complete the task.

Finished

The date you actually completed the task.

Start By

The date you are scheduled to begin the task.

Started

The date you actually began work on the task.

Time Left

The total working time left to complete the task.

Time Spent

The actual amount of time spent working on the task.

Remaining Duration

The remaining duration is the period of time required to complete the task based on your current work schedule and additional project commitments.

For example, if you work a 6 hour shift and are assigned an 8 hour task, the remaining duration is 2 days since the 8 hour task cannot be completed in one 6 hour shift.

Activity Owner or User Assigned a Team Member Work Distribution Filter

% Complete

The percent of the task that has been completed.

The calculation of this field depends on the settings your project manager configured in P6.

This field is either:

- Calculated using units or duration.
- Calculated using the percentage complete from steps.
- A value you enter based on your own perception of the work you completed on this task.

Expected Finish

The date you anticipate work on the task will finish.

Finish By

The date you are scheduled to complete the task.

Finished

The date you actually completed the task.

Remaining Duration

The remaining duration is the period of time required to complete the task based on your current work schedule and additional project commitments.

For example, if you work a 6 hour shift and are assigned an 8 hour task, the remaining duration is 2 days since the 8 hour task cannot be completed in one 6 hour shift.

Start By

The date you are scheduled to begin the task.

Started

The date you actually began work on the task.

Time Spent (Labor)

The actual amount of time spent working on the task.

Time Spent (Nonlabor)

The number of nonlabor units used for the task.

Time Left (Labor)

The total working time left to complete the task.

Time Left (Nonlabor)

The total nonlabor units required to complete the task.

Using the P6 Team Member for iPhone App

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Working with the P6 Team Member for iPhone App

The P6 Team Member for iPhone app is a native iPhone *application,* or *app,* you can download to your iPhone. The app's primary functionality is to support remote updates to the status of your tasks. Task data is retrieved from and sent to your organization's central P6 server.

The app requires private network access from each iOS mobile device to your organization's hosted Team Member Web Services. For example, your administrator may take care of setting up your access behind a firewall, and may require that you establish virtual private network (VPN), access from your device to the server.

You should be familiar with the following concepts described below.

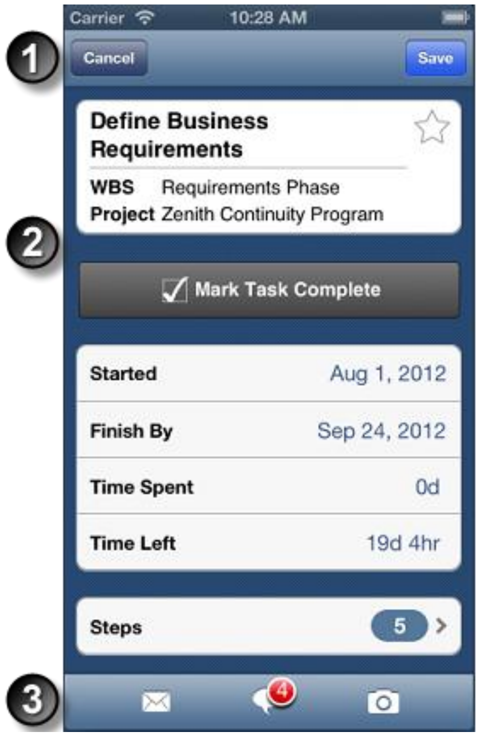

Table of Key P6 Team Member for iPhone App Elements

Item	Description
1	**Navigation Bar**: Each page's navigation bar will automatically include the appropriate controls to help you manage the tasks on a given page or switch to another page. For example, after viewing a task's details, tap **Cancel** to go back to the list of Active tasks.
2	**Main Viewing Area**: In this example, the name of the task appears in the top cell with its details appearing in the cells below it. All content, including tables or lists of tasks and date/time selection controls, appears in this main viewing area.
3	**The Toolbar**: Located at the bottom of certain pages, toolbars contain controls that enable you to perform specific features. In the example image, the toolbar presents controls for sending e-mail, reviewing and responding to Discussion comments, and attaching a photo to an e-mail.

As you tap your way through the app, each successive page presents more detailed information. For example, from the **Home** page, tapping **Active** will show a list of your active assigned tasks. From that list, tapping a task will open its details where you can continue to record status updates before navigating back to the list of tasks or **Home** page.

Starting the P6 Team Member for iPhone App for the First Time

Follow these steps to start the app for the first time. When you return to the app after working in other apps, the last page you were on will appear. Once you configure these settings, you won't need to perform these steps again unless your SSO cookies expire. If your cookies expire, you will need to enter your user name and password again.

> **Note**: You may need to activate your device's VPN feature to access your company's deployment of P6. Contact your administrator for more information.

To start the app:

1) On your iPhone Home page, tap **Team Member**.
2) On the **Welcome to P6 Team Member** page, slide the **Single Sign On** (SSO) switch to either **ON** or **OFF**.
3) If you turn SSO on:
   a. Tap the **Server URL** field and enter the URL to your server (for example, http://*server*:*port*/p6tmws).

> **Note**: You will need to specify the server name and port number in the URL.

   b. Tap **Authenticate**.
   c. Enter your SSO username and password.

4) If you turn SSO off:
   a. Tap the **Server URL** field and enter the URL to your server (for example, http://*server*:*port*/p6tmws).
   b. Enter your P6 username.
   c. Enter your P6 password.
   d. Tap **Done**.

> **Note**: Team Member Web Services supports LDAP, Native, or SSO mode. Your administrator will select the authentication mode when they configure P6.

Starting the P6 Team Member for iPhone App

When returning to the app after exiting from it, you do not have to configure any settings or login again; however, if using SSO you will periodically be prompted to re-authenticate per security settings at your organization.

You must be connected to a network to start and run the app.

1) On your iPhone **Home** page, tap **Team Member**.
2) On the P6 Team Member for iPhone **Home** page:
   a. Review the list of the types of tasks available, their quantity, and the date and time when you last downloaded this task information from the server.

   > **Note**: The app will automatically refresh the **Home** page whenever you launch it and whenever you return to the Home page from a task list.

   b. (Optional) Tap **Refresh** to update the **Home** page by downloading any changes from the server to your iPhone.

Working with Tasks in the P6 Team Member for iPhone App

You can use the app to view and update the status of your tasks as well as to communicate with other project members or your manager.

Table of Primary Task List Details

Item	Description
1	**Home Page**: This page displays the five types of task lists including the number of tasks in each list. In this example, the user has tapped **Active**.
2	**Active Task List**: The user's list of active assignments appears sorted chronologically by **Finish By** date. Each task specifies its name under its work breakdown structure (WBS) name. If your assignments are derived from more than one project, you can tap **Grouped** to display the name of the project for each group of tasks.

Item	Description
3	**Task Progress Indicator**: This circular gauge indicates progress with both color shading of the portion complete relative to the whole and an actual percentage value. Whenever the **Finish By** date occurs in the past, the chart's color is set to red. For example, the *Implement System* task in this example is overdue and its red progress indicator shows 64% with darker red shading in its circle.
4	**Milestone**: The diamond indicates this task is a start or finish milestone. A milestone represents any significant event or goal in a project. Although milestones are considered a type of task, milestones have zero duration; at any given moment they are either achieved or not. Some examples of milestones in an office building addition project might include project definition complete, structure complete, and end bidding process. The milestone icon is red when the scheduled date has been reached and the milestone start or finish is now overdue. A start milestone only shows a Start By date and a finish milestone only shows a Finish By date.
5	**Discussion** and **Starred Indicators**: The Discussion icon indicates the number of unread messages for the task. The Starred icon shows you which tasks you have selected to indicate importance or flag for follow-up.
6	**Locked Project**: This icon indicates the project is locked for editing by a user in P6. Tasks cannot be updated until the project lock is released.
7	**Time Frame Bar**: This bar enables you to filter your **Active**, **Due**, or **Completed** tasks by a specific time frame.

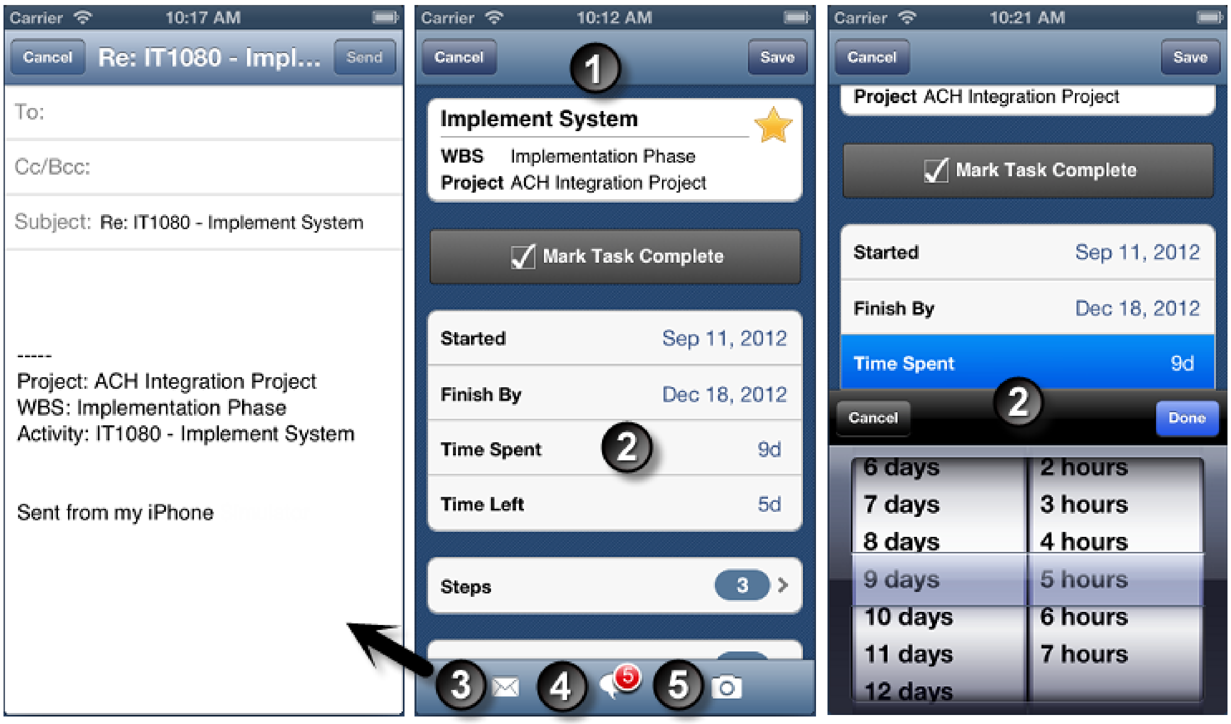

Table of Primary Task Features

Item	Description
1	**Viewing Tasks**: After viewing a list of tasks selected on the **Home** page, focus on a specific task and tap it to view its details. The app displays the WBS and project name in addition to the name of the task. It also displays the **Start By/Started** and **Finish By** fields. Your project manager uses P6 to customize additional fields available for you to view and update. In this example, the fields available for you to update are **Time Spent** and **Time Left**.
2	**Updating Tasks**: You can edit a task to reflect updates to its status over time. For example, update the **Time Spent**. You can also change the remaining **Time Left** as well as indicate a task is complete or mark special tasks with a **Star** to track them separately. **Note**: If the project is locked, you can view the task; however, you will have to wait until the project lock is released to provide status on the task.
3	**Sending E-mail About Tasks**: You can send your comments about a particular task to one or more recipients via e-mail.
4	**Reviewing and Posting Comments about a Task**: You can post comments and review feedback about your task using the Discussion feature.

Item	Description
5	**Sending Photos About Tasks**: You can also attach a task-related photograph from your iPhone to your e-mail message.

Viewing Your Tasks

You can view a summary showing the number of your assigned tasks arranged by status on the **Home** page.

From here, you can tap **Active**, **Due**, **Overdue**, **Starred**, or **Completed** to view a particular task list. You can group tasks by project or arrange them in a flat list. Additionally, you can filter your **Active**, **Due**, or **Completed** task list by a time frame option, such as **Today** or **This Week**. You can determine each task's current progress by glancing at its progress indicator. If a task list extends down and off the screen, flick up to view any additional tasks.

If you have no currently assigned tasks of a particular type, you will see a `0` as its count (for example, `Overdue 0`). You cannot tap these task lists because there are no tasks to show.

Viewing a Task Summary

You can view a summary of your assigned tasks by type. A count of the number of tasks in each list also appears.

To view a summary of your tasks:

1) On the **Home** page:
   a. Review the summary. It lists the types of tasks currently assigned to you and the quantity of each type in the list. This includes:
      - **Active**: Tasks currently in-progress. These are tasks that assigned to you that you have not yet started or have started but have not yet completed.
      - **Due**: Tasks with today's day set as the **Finish By** date.
      - **Overdue**: Tasks with a **Finish By** date, or **Start By** date for start milestones, prior to today.
      - **Starred**: Tasks you have marked with a **Star** to indicate they are important or favorites.
      - **Completed**: Tasks you have completed in the last 30 days.

   b. Tap **Refresh** to update the **Home** page with the current counts for each task list from the server to your iPhone. The date and time when you last refreshed this task information from the server appears below the summary.

Viewing Active Tasks

You can view your active assigned tasks. The task list is automatically sorted by the **Finish By** field.

To view all your active tasks:

1) On the **Home** page, tap **Active**.
2) To view tasks that are active **Today**, **This Week** or **Next Week**, tap the option on the time frame bar.
3) Tap a task to view its details, and then tap **Cancel** to return to the list.
4) Tap **Home** when you are finished.

Viewing Due Tasks

You can view all the tasks that you are scheduled to finish today. The task list is automatically sorted by the **Finish By** field.

To view your tasks that are due today:

1) On the **Home** page, tap **Due**.
2) To view tasks that are due **This Week** or **Next Week**, tap the option on the time frame bar.
3) Tap a task to view its details, and then tap **Cancel** to return to the list.
4) Tap **Home** when you are finished.

Viewing Overdue Tasks

You can view a list showing only your overdue tasks. A task is overdue if its planned finish date occurs in the past and it is not yet marked complete. The task list is automatically sorted by the **Finish By** field.

To view overdue tasks:

1) On the **Home** page, tap **Overdue**.
2) Tap a task to view its details and then tap **Cancel** to return to the list.
3) Tap **Home** when you are finished.

Viewing Starred Tasks

You can view the tasks you marked with a star. The task list is automatically sorted by the **Finish By** field.

To view starred tasks:

1) On the **Home** page, tap **Starred**.

2) Tap a task to view its details and then tap **Cancel** to return to the list.
3) Tap **Home** when you are finished.

Tips

- No one else will see which tasks you marked with a star.
- The starring feature is not available to users assigned Team Member work distribution filters.

Viewing Completed Tasks

You can view the tasks you completed in the last 30 calendar days. The task list is automatically sorted by the **Finished** date field.

To view completed tasks:

1) On the **Home** page, tap **Completed**.
2) To view tasks you completed **Today**, **This Week**, or **Last Week**, tap the option on the time frame bar.
3) Tap a task to view its details and then tap **Cancel** to return to the list.
4) Tap **Home** when you are finished.

Viewing Tasks by Project

When viewing tasks, you have the option of arranging them as a flat list or grouped by project. The task list is automatically sorted by the **Finish By** or **Finished** date field when arranged as a flat list or grouped by project.

To view tasks by project:

1) On the **Home** page, tap **Active**, **Due**, **Overdue, Starred,** or **Completed**.
2) On the **Tasks** page, tap **Grouped**.

> **Note**: Tap **Grouped** again to arrange the list of tasks back into a flat list.

Starting Tasks

After viewing tasks, you can indicate that you have started working on them.

To start a task:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page:

a. View the project name, WBS, and start by date to verify this is the task you want to start. You cannot edit these fields.

b. Tap **Start** to indicate your work on this task has just started. Under the **When did you start this task?** prompt, tap **Done** to accept the original value, or slide the day/month and time controls, if enabled, to select another actual start date, and then tap **Done**.

> **Note**: You cannot set the **Started** date to a date past the current date.

c. Tap **Save**.

4) Tap **Home** when you are finished.

Updating and Completing Tasks

After viewing your tasks and recording that progress has started, you can update their progress. The steps below assume you are updating Time Spent and Time Left. If your project manager assigned you different fields to update, you can update them in a similar manner.

To update a task:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page, tap the item and adjust the value you want to update.

a. Tap **Time Spent** and align the spinning days and hours to reflect the actual time spent. Tap **Done**.

b. Tap **Time Left** and align the spinning day and hours to reflect the estimated remaining time. Tap **Done**.

> **Note**: **Time Left** is updated once you update **Time Spent**. Update this field if the amount of time remaining on the task is different than **Time Left** minus **Time Spent**.

c. Tap **Finish By** and align the spinning day/month and time controls, if enabled, to reflect the new finish date. Tap **Done**.

d. If **Steps** exists, tap **Steps**.

1. Tap a step name.
2. Tap **% Complete** and adjust the spinner to reflect the amount of work completed on this step and tap **Done**.
3. Tap **Done** and tap **Back**.

e. Tap ☆ **Star** to mark the task as a favorite. Completed tasks cannot be starred.

f. Tap **Mark Task Complete** to indicate your work on this task is finished. Any **Time Left** will automatically be applied to the **Time Spent**. Under the **When did you finish this task?** prompt, tap **Done** to accept the original value, or slide the day/month and time controls, if enabled, to select another actual finish date, and then tap **Done**.

> **Note**: You cannot set the **Finished** date to a date past the current date.

g. Tap **Save**. You cannot remove the finish date after you tap **Save**.

4) Tap **Home** when you are finished.

Tips

- Once a task is marked complete, you cannot return it to the Active task list. However, you can update the **Start** date, **Finished** date, and **Time Spent** fields.
- You cannot update tasks in projects that are locked.

About Time Spent and Time Left

The following rules apply to the relationship between the **Time Spent** and **Time Left** labor and nonlabor fields in the P6 Team Member for iPhone app:

- Changes to **Time Left** do not affect **Time Spent**.
- **Time Left** and **Time Spent** will always be greater than or equal to zero.
- If **Time Left** is greater than zero, the inverse of any changes to **Time Spent** will be applied to **Time Left** until it reaches zero. For example, if **Time Left** is `5 hours` and **Time Spent** is `3 hours`, when you change **Time Spent** to `6 hours`, **Time Left** will automatically be reduced to `2 hours`. Likewise, if **Time Spent** is changed to `1 hour` then **Time Left** will automatically be increased to `7 hours`.

> **Note**: If **Time Left** is equal to zero and you manually increase it to a value greater than zero, this rule becomes reinstated for all future changes to **Time Spent**.

- If **Time Left** is equal to zero, changes to the value of **Time Spent** will not affect **Time Left**.
- Depending on the project and activity settings in P6, changes to **Time Spent** or **Time Left** may cause a change to the task's **Finish By** field value (the assignment's **Finish Date** in P6). However, you will not see this change until you tap **Save**. If there was a change, the new value will be shown in the refreshed task list.

Working with Steps

Steps are used to break a task down into a more granular level of detail. When your assigned task includes steps, be sure to provide status for the steps when updating the task. Depending on the settings configured by your project manager, you may have privileges to add, edit, and delete steps.

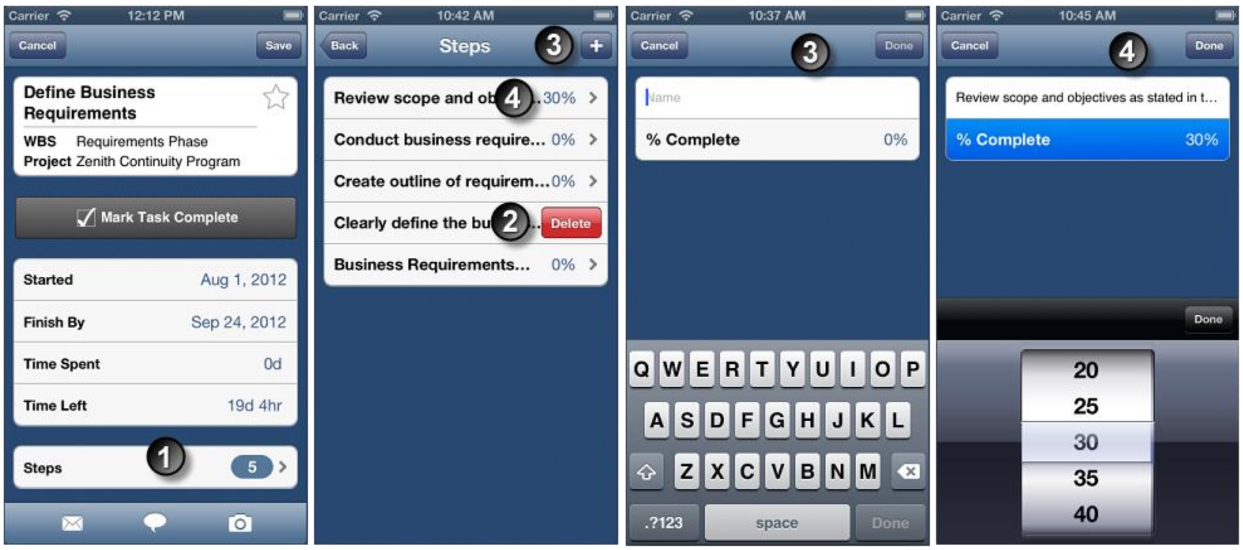

Table of Details for Using Steps

Item	Description
1	**Viewing Steps**: If your task includes steps, or if you have privileges to add steps, the **Steps** option is visible. Tap **Steps**.
2	**Delete a Step**: Swipe a step row and tap **Delete** to remove the step.
3	**Adding a Step**: If you have privileges to add, edit, delete steps, the **+** button is visible. Tap **+**. On the new step screen, enter a step name and tap **Done**.
4	**Updating Step Percentage Complete**: Tap a step name. Use the spinner to select the percentage complete and tap **Done**. If you have privileges to add, edit, and delete steps, you can also update the name of the step on this page.

Updating Progress on Steps

Your assigned tasks may include a list of steps to complete while working on a task.

To update progress on a step:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page, tap **Steps**.
4) On the **Steps** page, tap a step name.
5) On the **Step Details** page, tap **% Complete** and adjust the spinner to reflect the amount of work completed on this step and tap **Done**.
6) Tap **Done** to return to the **Steps** page.

Tips

- Depending on the settings configured by your project manager, your **% Complete** for the task may be calculated using steps. Steps either have equal weight or are weighted according to the effort required to complete the step.
- If you do not see the **Steps** option on the Task Details page, you do not have any steps to complete on this task and you do not have privileges to add steps to this task.

Adding Steps

Add steps to a task to list the activities or the process used to complete a task.

To add a step to a task:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page, tap **Steps**.
4) On the **Steps** page, tap **+**.
5) On the **New Step** page, tap the **Name** field and enter a name.
6) Tap **Done**.

Tips

- If you do not see the **Steps** option on the task details page or the **+** button on the **Steps** page, then you do not have privileges to add steps to the task.
- To delete a step, swipe on the step row and tap **Delete**.

Deleting Steps

Delete steps that are no longer required.

To delete a step:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page, tap **Steps**.
4) On the **Steps** page, swipe on the step row and tap **Delete**.
5) Tap **Back**.

Tips

If the **+** button is not visible on the **Steps** page, then you do not have privileges to delete steps from the task.

Working with Codes and UDFs

Codes and UDFs (user defined fields) are used to provide you with or to gather information about a task. Codes and UDFs can be used to provide you with details about a task, such as which department you will be performing the work for or what phase of the project the task is being performed in. Codes and UDFs can also be used to track information about a task, such as delivery dates or purchase order numbers.

Codes and UDFs are selected by your manager at the project level, so every task you have within the same project will have the same list of codes and UDFs.

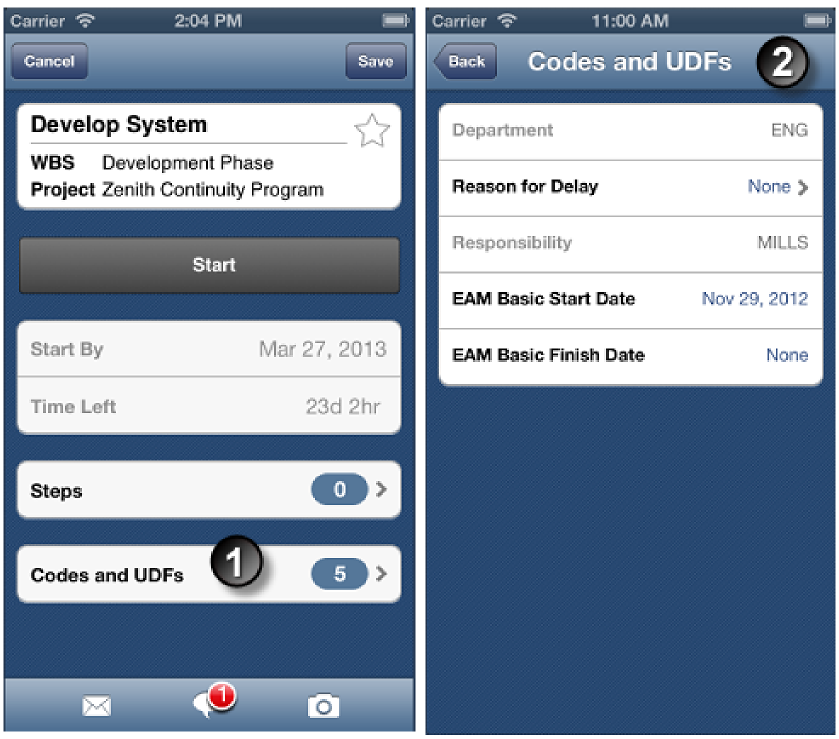

Table of Details for Using Codes and UDFs

Item	Description
1	**Viewing Codes and UDFs list**: If your task includes codes and UDFs, the **Codes and UDFs** option with the number of codes and UDFs provided is visible. Tap **Codes and UDFs**.
2	**Updating Codes and UDFs**: The control for a field depends on the type of input required. A controls may be a calendar selector, spinner, selection list, or require text or numerical input. Codes and UDFs that are gray indicate they are informational only and cannot be updated.

Viewing and Updating Codes and UDFs

Codes and UDFs provide additional information about your tasks. Your project manager may require you to update this information.

To view and update codes and UDFs:

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page, tap the task you want to update.
3) On the **Task Details** page, tap **Codes and UDFs**.
4) A field will be selectable if you have privileges to make updates to the code or UDF. Select a field and use the controls for the field to make an update.

Tips

- The range for integers is -2,147,483,647 to 2,147,483,647.
- The range for numbers is -1,000,000,000,000.00 to 1,000,000,000,000.00.

Working with the Discussion Feature

Use the Discussion dialog box to communicate with your project manager about a task. If more than one team member is assigned to the same task, all messages are captured in the same dialog box for that task.

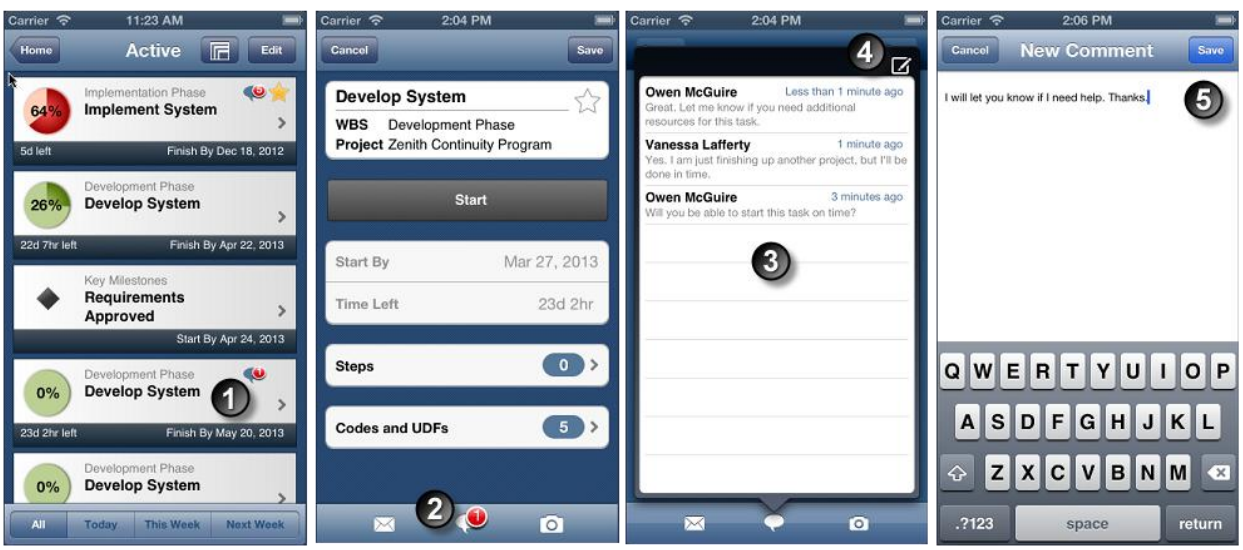

Table of Details for the Discussion Feature

Item	Description
1	The **Discussion** icon displays on the Tasks page when you have unread comments.

Item	Description
2	From the **Task Details** page, tap **Discussion** to launch the **Discussion** popover.
3	Review messages posted by your project manager or other team members assigned to the same task.
4	Tap the Compose button to post a message.
5	Post a question, answer, or general information about the task for your project manager or other team members assigned to the task to view.

Viewing and Posting Messages

You can have a conversation about a task with your project manager using the Discussion feature. The conversation is saved with the task and is available for future reference.

To send a message to your project manager:

1) On the **Home** page, tap **Active**, **Due**, **Overdue, Starred,** or **Completed**.
2) On the **Tasks** page, tap a task with unread comments or a task you want to post a comment to.
3) On the **Task Details** page, tap **Discussion**.
4) In the **Discussion** popover, review messages and tap the Compose icon to write a message.
5) On the **New Comment** page, type a message and tap **Save**.
6) Tap outside of the **Discussion** popover to close the popover.

Tips

- If there are other team members assigned to the task, you will also see their conversations in the Discussion popover.
- Your project manager uses P6 to view and respond to messages you post.
- Anyone who has access to the task in P6 can view the conversations.

Starring Tasks

You can mark a task with a star to designate it as an important or favorite assignment and track it in a separate list with other starred tasks. You cannot star a completed task or a task that is in a locked project.

To star a task:

1) On the **Home** page, tap **Active**, **Due**, or **Overdue**.

2) On the **Tasks** page, tap the task you want to star.
3) On the **Task Details** page:
   a. Tap ☆ **Star**. The icon's white color will change to gold (**Star**).
   b. Tap **Save** to return to the list of tasks.
4) Tap **Home** when you are finished.

Tips

- You can perform the reverse operation to unstar a task. On the **Home** page, tap **Starred** and tap a task. Then tap the **Star** icon to change it back to ☆ **Star**.
- You cannot star a completed task.
- No one else will see which tasks you marked with a star.
- The starring feature is not available to users assigned Team Member work distribution filters.

Sending E-Mail About a Task

You can send e-mail about a task and attach an optional photo to one or more recipients.

To e-mail comments and a photo about a task:

1) On the **Home** page, tap **Active**, **Due**, **Overdue, Starred,** or **Completed**.
2) On the **Tasks** page, tap a task.
3) On the **Task Details** page, tap **E-Mail** or tap **E-mail with Photo**.
4) These substeps apply only if you tap **E-mail with Photo** to attach a photo image to your e-mail message.
   a. Tap **Choose Existing Photo** to select an existing photo on your device.
   b. If your device is equipped with a camera, tap **Shoot Photo** to take a new picture.
5) On the e-mail form:
   a. Specify the recipients.
   b. Enter your custom message above the auto-inserted activity information. For example, you might provide an explanation for your status update or an additional description to accompany a photo.
   c. Tap **Send**.
6) Tap **Cancel** to return to the list.
7) Tap **Home** when you are finished.

Tip

E-mail itself is not provided by the P6 Team Member for iPhone app. The app uses your device's e-mail application and its settings, contacts, etc. If you experience a problem sending e-mail, check the outbox in your e-mail application or consult your network administrator.

Working with Multiple Tasks in Edit Mode

To help you mark multiple tasks complete or star them, the P6 Team Member for iPhone app offers a quick multi-task *Edit* mode. Using Edit mode, you first select the tasks you want to mark and then designate them as completed or starred all at once.

Table of Key Steps to Using Edit Mode

Item	Description
1	**Starting Edit Mode**: From the navigation bar in a task list, tap **Edit**.
2	**Selecting Tasks**: In Edit mode, an empty circle appears to the left of each task.
3	**Marking Complete or Star**: After selecting a task, its empty circle is checked. When you tap **Complete** or **Star** in the toolbar, the new status is applied to only the tasks you selected in the list.
4	**Starring Tasks** (as shown): If you choose **Star**, the **Star** icon appears for each selected task. **Completing Tasks**: If you choose **Complete**, the tasks no longer appear in the active, due, or overdue lists. Instead, they are listed only under the completed task list.

Note: Contact your manager or administrator if you feel you need to restore certain data. For example, if you mark multiple tasks complete and then discover that they were marked complete by mistake or additional work effort is required, your manager can use P6 to manually remove the finish date.

Completing Multiple Tasks

You can mark multiple tasks complete. Updating multiple tasks simultaneously is faster than marking tasks complete one at a time. However, care should be taken to avoid marking tasks complete by mistake since you cannot remove the Finished date and return the task to the Active task list.

Note: Contact your manager or administrator if you feel you need to restore certain data. For example, if you mark multiple tasks complete and then discover that they were marked complete by mistake or additional work effort is required, your manager can use P6 to manually remove the finish date.

To mark multiple tasks complete:

Note: You cannot set the finish date when completing multiple tasks at once. The finish date for the tasks will be the **Finished By** date for each task.

1) On the **Home** page, tap **Active**, **Due**, **Overdue**, or **Starred**.
2) On the **Tasks** page:
   a. Tap **Edit**.
   b. In Edit mode, select the tasks you have completed. The application temporarily marks each one with the **Selected** icon.
   c. Tap **Complete**.
   d. Tap **Home** when you are finished.

Starring Multiple Tasks

You can mark specific tasks with a star to signify their relative importance over your other tasks. Starring multiple tasks simultaneously is faster than marking tasks with a star one at a time.

Note: You cannot star a completed task or a task in a locked project.

To mark multiple tasks with a star:

1) On the **Home** page, tap **Active**, **Due**, or **Overdue**.

2) On the **Tasks** page:
   a. Tap **Edit**.
   b. In Edit mode, select the tasks you want to star. The application temporarily marks each one with the **Selected** icon.
   c. Tap **Star**.
   d. Tap **Home** when you are finished.

Configuring Preferences for the P6 Team Member for iPhone App

At any time, you can view or adjust the following user-modifiable settings.

1) On your iPhone Home screen, listed with your other mobile apps, tap **Settings**.
2) On the **Settings** page, tap **Team Member**.
3) On the **Team Member** application settings page:
   a. Slide the **Display Time** switch to **ON** to view and edit the time of day when a task starts or finishes.
   b. Tap **Units of Time** and then select either *Days and Hours* or *Hours and Minutes*. Tap **Team Member** to go back.

      Note: The definition of a day, for example, 8h or 10h, is calculated for each task based on its assigned project or resource calendar in P6.

   c. Slide the **Single Sign On** (SSO) switch to either **ON** or **OFF**.
   d. Tap **Server URL** to set or edit the server address provided by your administrator.

      Note: You may need to activate your device's VPN feature to access your company's deployment of P6. Contact your administrator for more information.

   e. Tap **P6 Username** to set or edit your username. This username must match your P6 username. If using SSO, the value in this field, if any, is ignored.
   f. Flick up to verify the **Version** on your device complies with the latest approved version in place at your organization.
   g. (Optional) Tap **About** to view additional information about this application. Tap **Team Member** to go back.
   h. Tap **Settings** and then press the **Home** button on your device.

Using P6 Team Member Web

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P6 Team Member Web Overview

P6 Team Member Web is a status reporting application, which enables you to communicate status on your work quickly and efficiently.

From P6 Team Member Web, you can:

- View only your assigned tasks.
- Provide status on your tasks. The project manager customizes the status fields in your view. These fields can include time spent, time left, % complete, remaining duration, start date, and finish date.
- Modify your view to display your task list by project and by current status, including Active, Due, Overdue, Starred, or Completed. You can refine your task list even further by selecting a time frame and entering a term by which to filter your list.
- Mark a task with a star to signify importance to you. You can view all your starred tasks in one list when you view your task list by the Starred option.
- View a list of all your steps for a task. Add, edit, or delete steps to more accurately reflect your work, if you are given the privileges by your project manager. You can enter the % complete to show progress and mark as complete when you finish a step.
- View the codes and UDFs associated with a task for additional information about the task. Update codes and UDFs if your project manager requires you to provide status using these fields.
- View predecessor and successor tasks and send task owners e-mail.
- Communicate with the project manager or other team members through e-mail.
- Communicate with the project manager about a task by posting messages in the Discussion dialog box. All messages are saved with the selected task.
- View additional task details available in notebook topics.
- View documents that are relevant to your task.

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Keyboard Shortcuts

You can access functions in P6 Team Member Web using the following keyboard shortcuts.

Global

Action	Shortcut
Open the Preferences dialog box	Ctrl+Alt+P
Open the Help	Ctrl+Alt+H
Log out of the application	Ctrl+Alt+L
Open the Projects filter list	Ctrl+Alt+1
Open the Status list	Ctrl+Alt+2
Open the Time frame list	Ctrl+Alt+3
Focus on the Filter field	Ctrl+Alt+4
Start the search for the filter	Ctrl+Alt+G
Clear the Filter field	Ctrl+Alt+R
Save	Ctrl+Alt+Enter

Cancel	Esc
Move to the next element	Tab
Confirm a selection	Enter

Dialog Boxes

Action	Shortcut
Close the dialog box	Ctrl+Alt+X
Open the Help	Ctrl+Alt+H

Task Pane

Action	Shortcut
Focus on the task list	Ctrl+Alt+T
Move up and down the task list	Up and down arrows
Start a task	Ctrl+Alt+S
Open Discussion dialog box	Ctrl+Alt+D
Send an e-mail	Ctrl+Alt+E
Star a task	Ctrl+Alt+F
Complete a task	Ctrl+Alt+C
Open Notebooks dialog box	Ctrl+Alt+N
Open Documents dialog box	Ctrl+Alt+O
Open Related Tasks dialog box	Ctrl+Alt+J

Progress Panel

Action	Shortcut
Focus on the Start By field in the progress panel	Ctrl+Alt+Y
Undo an action	Ctrl+Alt+Z

Steps Panel

Action	Shortcut
Focus on the Steps panel	Ctrl+Alt+U
Undo an action	Ctrl+Alt+Z

Open More link	Ctrl+Alt+M
Select ✓ **Complete Step**	Ctrl+Alt+C
Add a step	Ctrl+Alt+A

Steps Dialog Box

Action	Shortcut
Select ✓ **Complete Step**	Ctrl+Alt+C
Add a step	Ctrl+Alt+A
Delete a step	Ctrl+Alt+R

Codes and UDFs Panel

Action	Shortcut
Focus on Codes and UDFs panel	Ctrl+Alt+I
Select More link to open the Codes and UDFs dialog box	Ctrl+Alt+M
Undo an action	Ctrl+Alt+Z

Documents Dialog Box

Action	Shortcut
View a document	Ctrl+Alt+V
Send an e-mail to the person who created the document	Ctrl+Alt+E
Send an e-mail to the person who most recently modified the document	Ctrl+Alt+Q
Focus on the Documents tab	Ctrl+Alt+P
Focus on the Work Product Documents tab	Ctrl+Alt+W

Preferences Dialog Box

Action	Shortcut
Switch between Date and Time settings and Password settings	Ctrl+Alt+T

Tasks

As a task owner, you are responsible for communicating progress by statusing your tasks in P6 Team Member Web.

A task might also be referred to as an activity or an assignment. Each task has start and finish dates as well as fields used to show your progress. These fields are customized by your project manager using an application called P6.

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Working with Tasks

The task pane is your main work area. Use this area to view your assigned tasks. When you select a task in the task pane, all panels on the right, which include the progress panel, Steps panel, and Codes and UDFs panel, display information for the task. Use the progress panel to update your tasks to show progress.

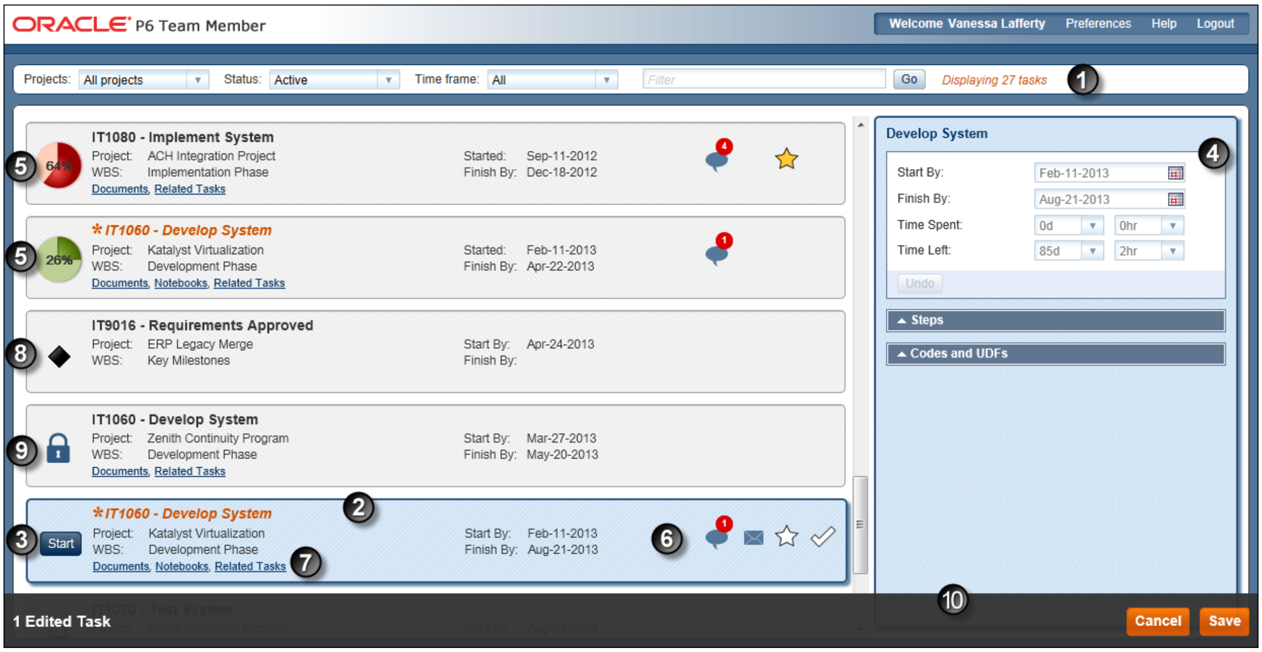

Table of Screen Highlights

Item	Description
1	Use one or more of the filtering options to display only the tasks that you want to see in your view. ▸ **Projects**: Reduce the number of tasks in your view by displaying only tasks for the selected projects. ▸ **Status**: View the tasks that are currently Active, Due, Overdue, Completed, or Starred. ▸ **Time frame**: View your tasks by a specific time frame, such as Today, Tomorrow, or Next Week. ▸ **Filter**: Use the search filter to locate tasks by project name, WBS, Task ID, or by any other field available in the task pane, except for the date fields.

Item	Description
2	**Task pane**: Select a task to review in the task pane and update the status of your task using the progress, steps, and codes and UDFs panels. From the task pane you can indicate you started the task, send an e-mail, mark the task as important by starring it, mark the task complete, open the Discussion dialog box, view Notebook topics, view Related Tasks, or view Documents related to your task. An italicized task heading with an asterisk * indicates a change has been made but not saved. **Note**: WBS (work breakdown structure) is a project management term used for the logical breakdown and arrangement of tasks in a project. The WBS path helps you to understand exactly where your task fits within the scope of the project.
3	**Start button**: Select the start button to indicate progress on the task has begun. Once you select start, the progress fields are editable. The start button is red when the task is overdue.
4	**Progress panel**: Use this area to communicate dates and time worked. The fields available in your view are set by your project manager.
5	**Progress indicator**: Provides a visual representation of your progress on the task. The indicators are color coded to allow you to view your progress at a glance. - Green: The finish date for the task has not been reached. - Red: The finish date for the task has been reached and the task is now overdue.
6	**Discussion**: Launches a dialog box where you can communicate with your project manager, or another team member assigned to the same task, regarding the selected task. A number on the Discussion icon indicates the number of unread messages. **E-mail**: Launches an e-mail in your e-mail application, providing task details from the tasks pane. Use this to send your project manager or another team member an e-mail. **Star Task**: Select the star to indicate that this task is important to you. For example, you can star all your high priority tasks. Or, you can star all tasks you are currently working on to make it easier to view your current workload. **Note**: The star is not available if you are assigned to tasks through a Team Member work distribution filter. **Complete Task**: Select the check mark when you have finished work on the task.

Item	Description
7	**Documents**: Opens a dialog box listing all documents that are associated with the task. The link only appears when documents are available for you to view. **Notebooks**: Opens a dialog box with notes from your project manager about the task. The link only appears when notebook topics are available for you to view. **Related Tasks**: Opens a dialog box displaying tasks that have a relationship with your task. The link only appears when there are predecessor or successor tasks identified for your task.
8	**Milestone**: Indicates this task is a start or finish milestone. A milestone represents any significant event or goal in a project. Although milestones are considered a type of task, milestones have zero duration; at any given moment they are either achieved or not. Some examples of milestones in an office building addition project might include project definition complete, structure complete, and end bidding process. The milestone icon is red when the scheduled date has been reached and the milestone start or finish is now overdue. A start milestone only shows a Start By date and a finish milestone only shows a Finish By date.
9	**Locked Project**: Indicates the project is locked for editing by a user in P6. Tasks cannot be updated until the project lock is released.
10	**Save** or **Cancel** control panel: The control panel slides up from the bottom when a change is made displaying the number of tasks that have been updated.

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Viewing Tasks

The application automatically displays all active tasks assigned to you by your project manager. The tasks are ordered by the earliest *Finish By* date. There are filtering and project selection options that can be used in combination to enable you to refine your list and status your tasks more efficiently.

To modify your task view:

1) View tasks for a select group of projects by selecting the **Projects** list and choosing one or more projects. Once you make your selection, select another area of the application to close the list, or press **Esc**.
2) Set your filtering preferences by selecting one of the following options in the **Status** list.

   Active: Displays all tasks that are currently assigned to you and are not marked complete.

   Due: Displays all the tasks that you are scheduled to complete today.

   Overdue: Displays all active tasks where the current date is past the due date.

   Completed: Displays all tasks that were marked complete and the Finished date is within the last 30 days.

   Starred: Displays all active tasks that you starred. Starred tasks signify importance. For example, you can star all your high priority tasks. Or, you can star all tasks you are currently working on to make it easier to view your current workload.

3) Select a **Time frame** option to customize the list to a specified period of time. For example, if you select **All projects** where the **Status** equals **Due** and the **Time frame** is **This Week**, then you will see the tasks for all your projects that are due this week.

> **Note**: You cannot choose a **Time frame** when the **Status** option is **Overdue** or **Starred**.

4) Enter search criteria in the **Filter** field to locate a task or group of tasks and press **Enter** or select **Go**. The search retrieves matches for tasks that include all words entered in the **Filter** field.

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Starting Tasks

After you start working on a task, report your progress.

> **Note**: The fields displayed in your view are customized by your project manager. Not all fields mentioned here are available in your view and there may be additional fields in your view not mentioned in the procedure. Discuss with your manager the fields you need to update to provide status on your tasks.

To start a task:

1) Select a task.
2) Select **Start** (Ctrl+Alt+S).
3) In the progress panel:
   a. Update the **Started** date field, if you started the task on a date other than the scheduled date.

> **Note**: You cannot set the **Started** date to a date past the current date.

b. Enter your status. For example, **Time Spent** or **% Complete**.

> **Note**: If **Time Left** is greater than zero, the amount of time added to **Time Spent** will be deducted from the amount in **Time Left**. If **Time Left** is zero, then there is no change to this field.

4) Select **Save** (Ctrl+Alt+Enter).

Tips

- As you make updates to your work units, your progress is shown in the progress indicator in the task pane.
- You can mark a task complete without indicating progress. When you mark a task that has not been started as complete, the task is automatically marked as started, the planned dates become the started and finished dates, and the time left becomes the time spent.
- If your task is a milestone, you are not presented with a start button. For a milestone, select **Complete Task** (Ctrl+Alt+C) and update the **Started** date for a start milestone, or the **Finished** date for a finish milestone.

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Working with Steps 63

Updating Tasks

Update your tasks to record your progress.

> **Note**: The fields displayed in your view are customized by your project manager. Not all fields mentioned here are available in your view and there may be additional fields in your view not mentioned in the procedure. Discuss with your manager the fields you need to update to provide status on your tasks.

To update a task:

1) Select a task.
2) In the progress panel:
   a. Enter your status. For example, **Time Spent**, **% Complete**, or **Remaining Duration**.

   > **Notes**:
   >
   > - If **Time Left** is greater than zero, the amount of time added to **Time Spent** will be deducted from the amount in **Time Left**. If the **Time Left** is zero, then there is no change to this field.
   > - If the **% Complete** field is disabled, your percent complete is automatically calculated using steps.

   b. Update your **Finish By** or **Expected Finish** date, if necessary.
3) In the **Steps** panel, update **% Complete** for your assigned steps, if applicable.
4) Select **Save** (Ctrl+Alt+Enter).

Tips

- If **Time Spent** is disabled, either you did not select **Start** to indicate progress has begun or the task is a milestone.
- As you make updates to your work units, your progress is shown in the progress indicator in the task pane.
- You can mark a task complete without indicating progress. When you mark a task that has not been started as complete, the task is automatically marked as started, the planned dates become the started and finished dates, and the time left becomes the time spent.

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Sending E-Mail About a Task

To communicate with your project manager or team members about a task, send an e-mail from the task pane. The e-mail will include the project name, task name and ID, WBS, and codes and UDFs. Additional fields may display depending on the settings your project manager configured for the project.

To send an e-mail:

1) Select a task.
2) In the task pane, select **E-mail** (Ctrl+Alt+E).

Tips

- You must have an e-mail client installed to use this feature.

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Starring Tasks

You can mark a task with a star to designate it as important and track it in a separate list with other starred tasks.

To star a task:

1) Select a task.
2) In the task pane, select ☆ **Star Task** (Ctrl+Alt+F).
3) Select **Save**.

Tips

- When a task is marked complete, it is removed from the Starred view.
- You cannot star a completed task.
- No one else will see which tasks you marked with a star.
- The starring feature is not available to users assigned Team Member work distribution filters.

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Completing Tasks

Mark a task complete when you have finished your work for the task.

To mark a task complete:

1) Select a task.
2) In the task pane, select ✓ **Complete Task** (Ctrl+Alt+C).
3) In the progress panel:
   a. Update the status fields.
   b. Update the **Finished** date if the finish date is not the scheduled **Finished by** date.

   > **Note**: You cannot set the **Finished** date to a date past the current date.

4) Select **Save**.

Tips

- Once you complete a task, you cannot return the task to an active state. However, you can update the started date, finished date, or actual work units for a completed task.
- If your task entry is a milestone, select **Complete Task** (Ctrl+Alt+C) and update the **Started** date for a start milestone, or the **Finished** date for a finish milestone.

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Discussion

The Discussion dialog box provides a way for you to communicate with your project manager when working on a task. The messages to and from your project manager are saved with the task so you can refer back to the conversation at a later time.

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Working with Discussions 52

Working with Discussions

Use the Discussion dialog box to communicate with your project manager about a task. If more than one team member is assigned to the same task, all messages are captured in the same dialog box for that task.

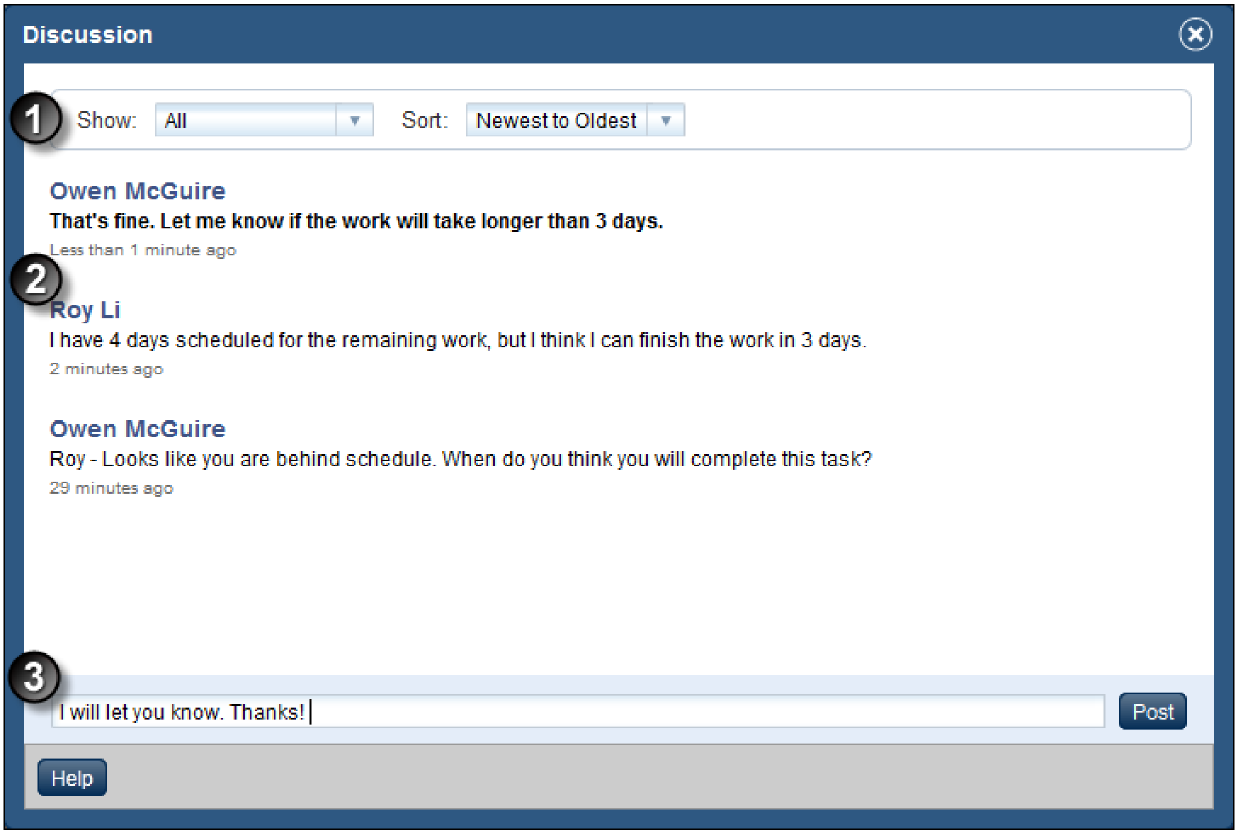

Table of Screen Highlights

Item	Description
1	Filter your view options. Choose to show All messages, or Sent or Received messages. Sort by the most recent postings or earlier postings.
2	Review all messages posted by you, your project manager, or another team member assigned to the same task, depending on your filter settings. Bold text indicates the message is new since the last time the dialog box was opened.
3	Post a question, answer, or general information about the task for your project manager or other team members assigned to the task to view.

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Communicating with My Project Manager

You can have a conversation about a task with your project manager using the Discussion dialog box. The conversation is saved with the task and is available for future reference.

To send a message to your project manager:

1) Select a task.
2) In the task pane, select **Discussion** (Ctrl+Alt+D).
3) In the **Discussion** dialog box, type a message and select **Post**.

Tips

- If there are other team members assigned to the task, you will also see their conversations in the dialog box.
- Your project manager uses P6 to view and respond to messages you post in the Discussion dialog box.
- Anyone who has access to the task in P6 can view the conversations.

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Notebooks

Notebooks are a collection of notes from your project manager providing additional information on your task. Each notebook has a different subject and is identified by a topic name.

For example, you could have two notebooks and the notebook topics could be called Objectives and Constraints. The Objectives notebook topic might provide a list of the main goals to strive for when working on the task. The Constraints notebook topic could include information on obstacles or roadblocks that you need to be aware of as you progress through your task.

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Viewing Notebook Topics 56

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Working with Notebooks

Use the Notebooks dialog box to view additional information relevant to your task.

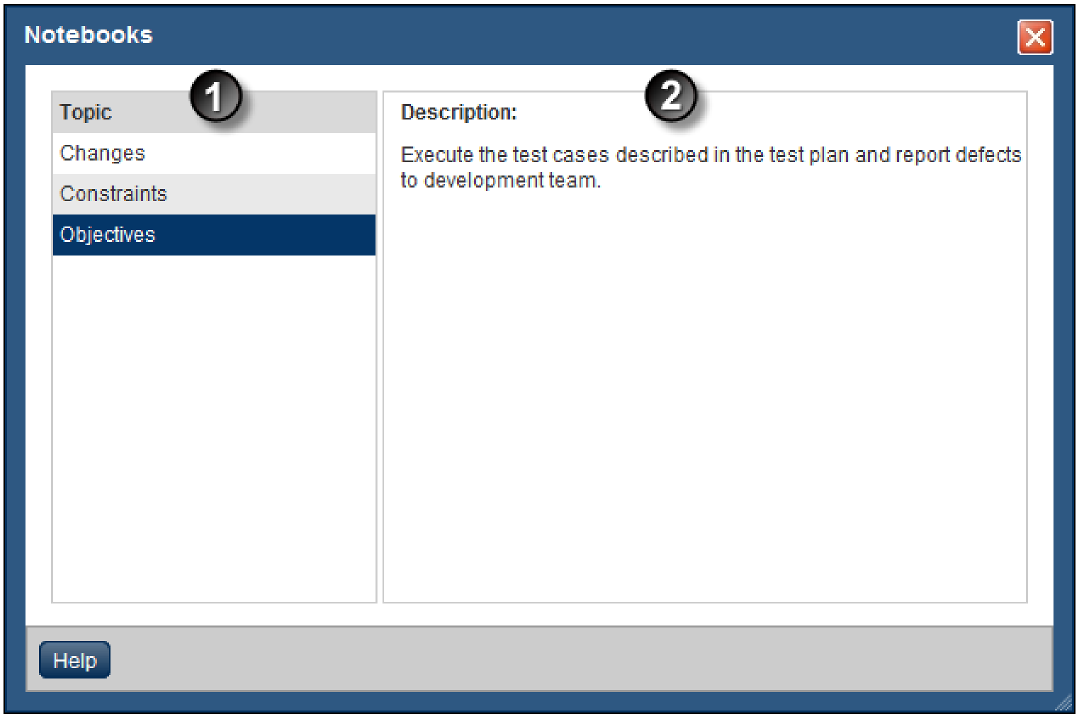

Table of Screen Highlights

Item	Description
1	**Topic**: Information your project manager shares that is relevant to the task is divided into separate notebook topics. Select a topic name to view the notes for the topic.
2	**Description**: The description area includes all the notes for the selected notebook topic. These notes can include text, links, and pictures. To launch a link, right-click on the link and open it from the shortcut menu.

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Viewing Notebook Topics

View notebook topics to review additional information about your task.

To view a notebook topic:

1) Select a task.
2) In the task pane, select **Notebooks** (Ctrl+Alt+N).
3) In the **Notebooks** dialog box, select a **Topic** name.

Tips

The **Notebooks** link is only visible when notebook topics are available for your task.

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Documents

Your project manager can associate documents to your task to provide you with additional information relevant to the task.

Documents can include plans, forms, reports, templates, or any type of document that is important as you complete your work.

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Working with Documents

Use the Documents dialog box to access documents associated with your task.

How you access documents is determined by how the documents are stored in P6. If documents are stored in a content repository, you can access the document directly. If documents are stored on a file share, you can access them by copying the location to your browser. If your company is using one method to store documents, you will not see the tabs in this dialog box.

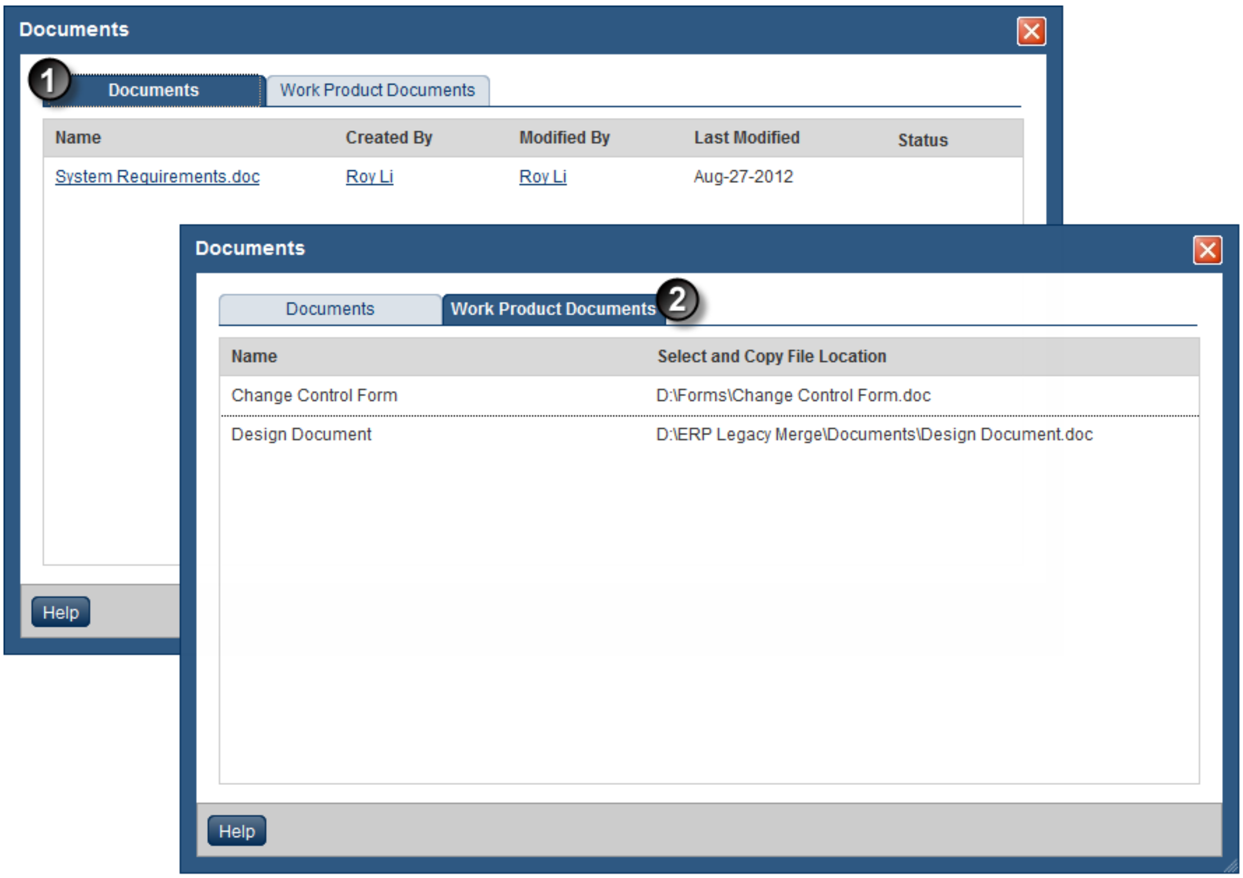

Table of Screen Highlights

Item	Description
1	**Documents** tab: Documents available from this tab are stored in a content repository. You can access a document by selecting a document name. You can e-mail the document creator or the last person who modified the document by selecting the person's name if the name is underlined.

Item	Description
❷	**Work Product Documents** tab: Documents available from this tab are stored on a local file share. You can access the document by copying the path to your browser.

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Viewing Documents

View documents to review additional information about your task.

To view a document:

1) Select a task.
2) In the task pane, select **Documents** (Ctrl+Alt+O).
3) In the **Documents** dialog box, select the **Documents** (Ctrl+Alt+P) or **Work Product Documents** (Ctrl+Alt+W) tab.
   - On the **Documents** tab, select the document name.
   - On the **Work Product Documents** tab, select the file location for the document, copy the location, and paste the location in a browser.

> **Note**: If the tabs do not display, either select the document name or copy the document location and paste the location in a browser, depending on the options presented in the dialog box.

Tips

The **Documents** link is only visible when documents are available for your task.

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Working with Tasks.. 42

Related Tasks

Related tasks are the tasks that have a logical start or end relationship with your assigned tasks. Predecessor tasks are required to start or finish *before* the selected task has started or finished; successor tasks are required to start or finish *after* the selected task has started or finished. These relationships are set by your project manager in P6.

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Sending E-mail to a Predecessor or Successor Task Owner................................ 61

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Working with Related Tasks.. 59

Working with Related Tasks

Use the Related Tasks dialog box to view predecessor and successor tasks and communicate with the task owners.

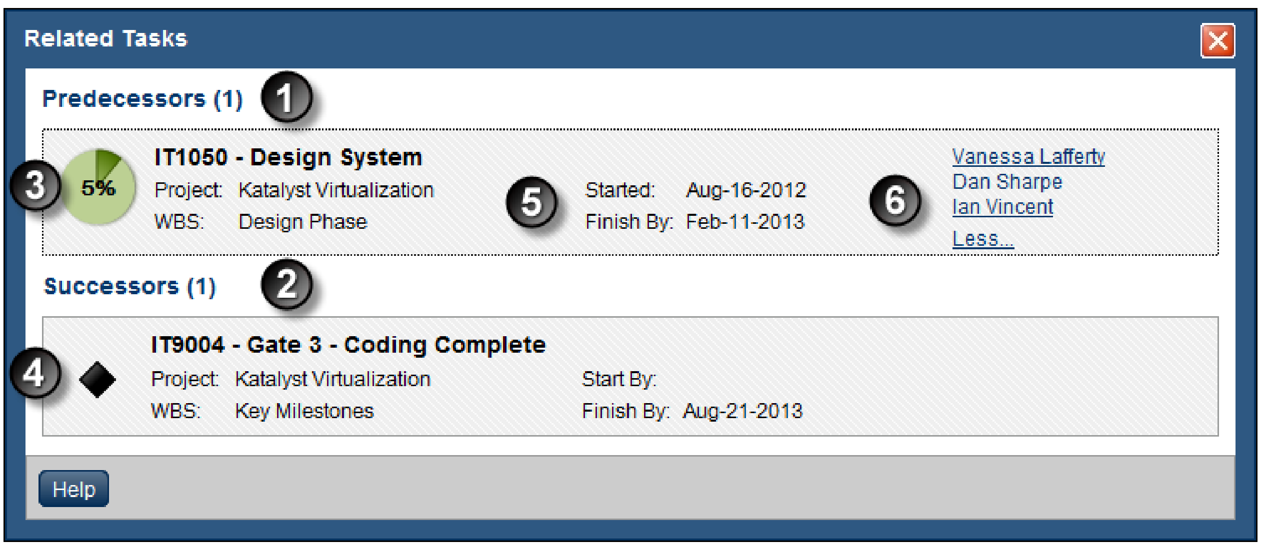

Table of Screen Highlights

Item	Description
1	**Predecessors**: View progress on predecessor tasks to determine if you can begin your task on time.
2	**Successors**: View the tasks that have a dependency on you finishing your assigned task.

Item	Description
3	**Progress indicator**: Use the progress indicator to determine how much work has been done on a task. The color indicates the state of the task and the shading represents the percent complete. - Gray - Not started - Green - In progress - Red - Overdue
4	**Milestone**: The milestone ◆ icon indicates this is a start milestone if it is under Predecessors and a finish milestone if it is under Successors.
5	**Dates for Predecessors:** - **Start By/Started and Finish By/Finished**: Use these dates along with the progress indicator to determine when the predecessor task will complete. - **Start By**: Use the milestone date to determine when the milestone is scheduled to begin. **Dates for Successors:** - **Start By/Started and Finish By/Finished**: Use these dates to determine when a successor task is scheduled to begin and end. - **Finish By**: Use the milestone date to determine when the milestone is scheduled to be complete.
6	**Task owners**: View the name of the people responsible for the task. Send an e-mail to the task owner to communicate project status. For example, e-mail the owner of a predecessor task to request additional information on a task, or notify a task owner of a successor task of a potential issue that could delay the start of their assigned task. The e-mail feature is only available if the task owner has an e-mail address assigned in P6.

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Sending E-mail to a Predecessor or Successor Task Owner................................ 61

Viewing Predecessor or Successor Tasks

Use the Related Tasks dialog box to view information on tasks that have a relationship with your assigned task.

To view predecessor or successor tasks:

1) Select a task.
2) In the task pane, select **Related Tasks** (Ctrl+Alt+J).
3) In the **Related Tasks** dialog box:
   a. View the owners of the tasks and the start and finish dates.
   b. For Predecessor tasks, view the progress indicator to gauge how much work remains before you can begin your task.

      For Successor tasks, view which tasks are scheduled to begin after your work is complete. View the progress indicator to determine if the task owner began work on the task.

Tips

If you do not have any predecessor or successor tasks, this link will not display.

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Sending E-mail to a Predecessor or Successor Task Owner................................ 61

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Sending E-mail to a Predecessor or Successor Task Owner

To communicate with the person responsible for a task that begins before or after your assigned task, you can send an e-mail from the Related Tasks dialog box.

To send an e-mail:

1) Select a task.
2) In the task pane, select **Related Tasks**.
3) In the **Related Tasks** dialog box, select the task owner's name.

Tips

- You must have an e-mail client installed to use this feature.
- You will not be able to send an e-mail if either of the following conditions exist:
  - An owner has not been assigned to the task.
  - The task owner does not have an e-mail address assigned in P6.

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Steps

Steps are used to break a task down into a more granular level of detail. When your assigned task includes steps, be sure to provide status for the steps when updating the task. Depending on the settings configured by your project manager, you may have privileges to add, edit, and delete steps.

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Working with Steps

Use the Steps panel to view your assigned steps and report your progress. Open the Steps dialog box to add, edit, and delete steps. The add, edit, and delete functionality is only available if your project manager has turned this setting on for the project.

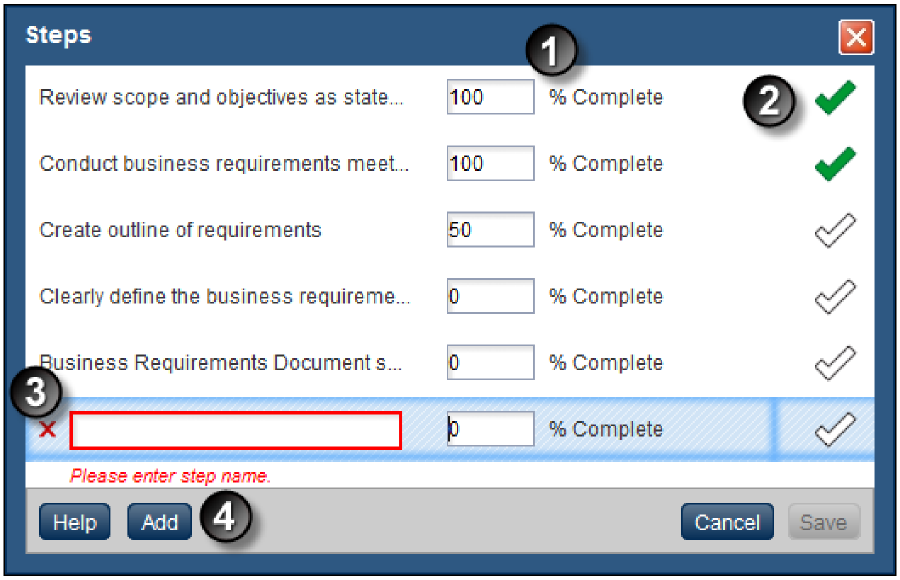

Table of Screen Highlights

Item	Description
1	**% Complete**: Enter your percentage complete as you progress through each step.
2	**Step Completed**: When you are finished with a step, select **Complete Step** (Ctrl+Alt+C), or enter 100 in the **% Complete** field.
3	**Delete**: The Delete icon is visible when you select a row. To delete a step, select **Delete** (Ctrl+Alt+R) and then **Save**.
4	**Add Step**: Select **Add** (Ctrl+Alt+A) to create a new step. The new step appears at the bottom of the list.

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Updating Progress on Steps 64

Adding Steps

Add steps to a task to list the activities or the process used to complete a task.

To add a step to a task:

1) Select a task.
2) In the **Steps** panel:
   a. Select **Add** (Ctrl+Alt+A).
3) In the **Steps** dialog box:
   a. Enter a name for the step.
   b. Select **Save** (Ctrl+Alt+Enter).

Tips

- If you do not see the **Add** button in the **Steps** panel, then you do not have privileges to add steps to the task.
- To delete a step, select the step and then select ✕ **Delete** (Ctrl+Alt+R).

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Updating Progress on Steps

Update your steps to record your progress.

To update progress on a step:

1) Select a task.
2) In the **Steps** panel:
   a. Select **More** (Ctrl+Alt+M) to view all steps, if all steps are not visible.
   b. In the **% Complete** field, enter a percentage value for your work complete.
   c. If you are finished with the step, either:
      - Enter **100** in the percentage field.
      - Select **Complete Step** (Ctrl+Alt+C).
   d. Select **Save** (Ctrl+Alt+Enter).

Tips

- Depending on the settings configured by your project manager, your **% Complete** for the task may be calculated using steps. Steps either have equal weight or are weighted according to the effort required to complete the step.
- You can begin reporting progress on your steps for a task before you start the task.
- If you do not see the **Steps** panel, you do not have any steps to complete on this task and you do not have privileges to add steps to this task.

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Codes and UDFs

Codes and UDFs (user defined fields) are used to provide you with, or to gather, information about a task. Codes and UDFs can be used to provide you with details about a task, such as which department you will be performing the work for or what phase of the project the task is being performed in. Codes and UDFs can also be used to track information about a task, such as delivery dates or purchase order numbers.

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Working with Codes and UDFs

Use the Codes and UDFs panel to view or update information about a task.

Codes and UDFs are selected by your manager at the project level, so every task you have within the same project will have the same list of codes and UDFs. Depending on the project or the practices at your organization, you may or may not be required to update the codes or UDFs.

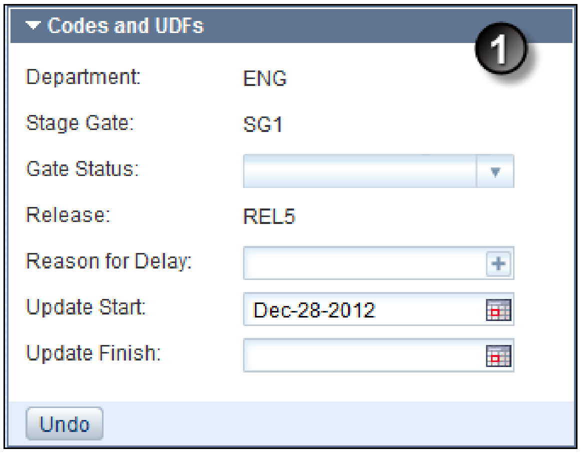

Table of Screen Elements

Item	Description
1	**Codes and UDFs panel**: The control for a field depends on the type of input required. A control may be a calendar selector, dialog box, drop down list, or require text or numerical input. Codes and UDFs that do not have selection controls are informational only and cannot be updated. A More link appears when there are additional codes or UDFs for you to view or update. This link opens the Codes and UDFs dialog box displaying the full list of codes and UDFs.

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Viewing and Updating Codes and UDFs

Codes and UDFs provide additional information about your tasks. Your project manager may require you to update this information.

To view and update codes and UDFs:

1) Select a task.
2) In the **Codes and UDFs** panel:
   a. Review the codes and UDFs. If a **More** (Ctrl+Alt+M) link is available, select it to view additional codes and UDFs.
   b. A field will be selectable if you have privileges to make updates to the code or UDF. Select a field and use the controls for the field to make an update.
3) Select **Save** (Ctrl+Alt+Enter) if you made changes to a field.

Tips

- The range for integers is -2,147,483,647 to 2,147,483,647.
- The range for numbers is -1,000,000,000,000.00 to 1,000,000,000,000.00.

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Working with Codes and UDFs.......... 66

Preferences

You can customize your view to display dates and work units in a format that you prefer. You can also change your password.

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Changing My Password.......... 68

Configuring My Date, Time, and Unit View Preferences

You can choose how to format dates, time, and units that display in the application.

To configure your view preferences:

1) Select **Preferences** (Ctrl+Alt+P).
2) In the **Preferences** dialog box, select **Date and Time**.
3) In the **Date and Time** pane:
   a. In the **Date Format** list, choose a format to display the day, month, and year.
   b. To display hours along with the dates, select **Display Time**.
   c. In the **Time Format** list, choose to view either a 12 or 24 hour format.
   d. In the **Unit and Duration Format** list, choose a format to view and enter work units.
   e. Select **Save** (Ctrl+Alt+Enter).

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Changing My Password

You can reset your password at any time.

The password setting is hidden if your company is running enterprise authentication.

To change your password:

1) Select **Preferences** (Ctrl+Alt+P).
2) In the **Preferences** dialog box, select **Password**.
3) In the **Password** pane:
   a. In the **Old Password** field, enter your current password.
   b. In the **New Password** field, enter a new password.

Notes:

-  When the **Password Policy** is enabled, the password must be between 8 and 20 characters and contain at least one number and one letter. The policy is enabled by default.
- When the **Password Policy** is disabled, the password must be between 1 and 20 characters. The application does not allow blank passwords.

   c. In the **Confirm Password** field, enter the new password again for verification.
   d. Select **Save** (Ctrl+Alt+Enter).

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Using E-mail Statusing Service

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Sending Team Members Their Assigned Tasks using E-mail Statusing Service .. 72
Updating the Progress of Tasks Using E-mail Statusing Service 73
E-mail Statusing Service Task Filter Options 74

About E-mail Statusing Service

As a team member with assignments in P6, you can request a list of your assigned tasks directly from the P6 server using E-mail Statusing Service. Only tasks from active projects in which you (the requesting user) are assigned as a resource, activity owner, or if you are assigned a Team Member work distribution filter will be returned.

Note: If you are a timesheet user, you can request a list of your tasks through e-mail; however, you can only update your tasks using P6 Progress Reporter.

As a project manager with team members assigned to tasks on the projects, you can send your team members an e-mail request for status updates using E-mail Statusing Service. The e-mail request includes a list of tasks for the projects you specify. Team members can provide updates by replying to the e-mail and updating their status in the body of the e-mail.

Sending a Welcome E-mail to E-mail Statusing Service Users

If E-mail Statusing Service is configured at your organization, send your team members who will be updating their tasks through e-mail a Welcome e-mail. This e-mail includes the e-mail address to the E-mail Statusing Service, and instructions for requesting a task list and updating the list through e-mail.

To send team members a Welcome e-mail:

1) Log into the e-mail account uniquely associated with your P6 user account.
2) Create a new e-mail to send to the E-mail Statusing Service address provided to you by your P6 administrator.
3) In the e-mail subject line, enter **Welcome**.

4) In the body of the e-mail, identify a list of team members to send a Welcome e-mail to by entering their e-mail addresses, separated by a comma, semi colon, space, or by entering one address per line. If the body of the message is blank, the service will send an e-mail to every team member assigned to the projects for which you have access rights.

> **Note**: When listing multiple e-mail addresses, use only one type of separator. Do not mix separators in the list. For example, if you choose to use a comma to separate e-mail addresses, use a comma to separate every e-mail address in the list.

5) Send the e-mail.

Sending Team Members Their Assigned Tasks using E-mail Statusing Service

If E-mail Statusing Service is configured at your organization, you can send your team members an e-mail request for status updates using E-mail Statusing Service. The e-mail request includes a list of tasks for the projects you specify. Team members can provide updates by replying to the e-mail and updating their status in the body of the e-mail.

To send team members an e-mail with their task list:

1) Log into the e-mail account uniquely associated with your P6 user account.
2) Create a new e-mail to send to the E-mail Statusing Service address provided to you by your P6 administrator.
3) In the e-mail subject line, enter **Notify** and the ***E-mail Statusing Service Task Filter Options*** (on page 74) for the task list you want to send to team members, using the following format:

```
Notify <Task Status> <Time Frame, optional> <Project, optional>
```

4) In the body of the e-mail, identify the list of team members to send tasks to by entering their e-mail addresses, separated by a comma, semi colon, space, or by entering one address per line. If the body of the message is blank, the service will send an e-mail to every team member assigned to the projects identified for which you have access rights.

> **Note**: When listing multiple e-mail addresses, use only one type of separator. Do not mix separators in the list. For example, if you choose to use a comma to separate e-mail addresses, use a comma to separate every e-mail address in the list.

5) Send the e-mail message.

   After you send the message, each team member will receive an e-mail with their task list and you will receive a confirmation message with a list of all team members who were sent an e-mail.

Tips

For help sending notification e-mails, send an e-mail to the E-mail Statusing Service address provided by your P6 administrator with the words **Notify Help** in the subject line.

Updating the Progress of Tasks Using E-mail Statusing Service

If E-mail Statusing Service is configured at your organization, you can request a list of your assigned tasks using e-mail. Then, you can reply with your status updates.

> **Note**: If you are a timesheet user, you can request a list of your tasks through e-mail; however, you can only update your tasks using P6 Progress Reporter.

To update your status using e-mail:

1) Log into the e-mail account uniquely associated with your P6 user account.
2) Create a new e-mail to send to the E-mail Statusing Service address provided to you by your P6 administrator.
3) Request a list of tasks from P6 by specifying the ***E-mail Statusing Service Task Filter Options*** (on page 74) in the subject line using the format:

   ```
   <Task Status> <Time Frame, optional> <Project, optional>
   ```

   Send the e-mail.
4) When you get the list of your assignments as a message in your inbox, open it.
5) (Optional) To update the status of only a single task:
   a. Click on the **Update this task** link.
   b. In the resulting form, enter your updates.
   c. Click **Send**.

> **Note**: To save time, try to update the status of all your tasks at the same time. If your e-mail application does not support inline e-mail editing in your reply message, use the **Update this task** step for each task.

6) To update the status of one or more tasks at the same time, click **Reply**.
7) In the reply message:
   a. Enter your status updates using the approved formatting.

> **Notes**:
>
> - To avoid potential errors, delete the original value in its entirety before entering an updated value.

- If the same task is listed twice in your task list, you are assigned as a resource to this task and you are also either assigned as the activity owner or you are assigned a Team Member work distribution filter that is capturing the same task. Update only one of the two tasks per e-mail update. If you need to update both tasks, request another task list and then update the second task.

b. Click **Send**.

A confirmation message will be sent to you after your updates have been processed.

Note: If you need assistance with the options, syntax, or required formatting of these messages, send an e-mail message with only the word `Help` or `?` in the subject line to receive more detailed instructions.

E-mail Statusing Service Task Filter Options

As a team member or project manager, you must follow the syntax and formatting for the filter options below when sending a request to E-mail Statusing Service.

Filter Options

There are three types of request filters: *Status*, *Time Frame*, and *Project*. A status request is a minimum requirement; a time frame and project request are optional extensions to the status request.

For team members, a valid request for a task list would appear in the e-mail subject line as:

```
<Status> <Time Frame, optional> <Project, optional>
```

Note: If you need assistance with the options, syntax, or required formatting of these messages, send an e-mail message with only the word `Help` or a `?` in the subject line to receive more detailed instructions. In addition, if your status request message is ever invalid, you will be notified by e-mail.

For project managers, a valid request to send a notification e-mail to team members would appear in the subject line as:

```
Notify <Status> <Time Frame, optional> <Project, optional>
```

Status Options

Active

Tasks that are in progress or have not started.

Due

Tasks scheduled to finish today.

Overdue

Tasks that were scheduled to finish prior to today.

Completed

Tasks where the finished date is today's date.

Starting

Tasks that are scheduled to start today.

Starred

Tasks team members marked as important. This filter can only be combined with a Project ID or Project Name filter. The starring feature is not available to users assigned Team Member work distribution filters.

Time Frame Options

Requests by status can optionally be filtered based on a specified number of days, weeks, or months, or by specifying today, tomorrow, or yesterday.

Active in next <number> <units of time>

Tasks that are in progress or scheduled to start in the next number of days, weeks, or months.

Example: Active in next 3 weeks

Active Today

Tasks that are in progress or are scheduled to start on or before today's date.

Active Tomorrow

Tasks that are in progress or are scheduled to start on or before tomorrow's date.

Due in next <number> <units of time>

Tasks that should be completed in the next number of days, weeks, or months.

Example: Due in next 5 days

Due Today

Tasks scheduled to finish today.

Due Tomorrow

Tasks that are scheduled to finish tomorrow.

Completed in last <number> <units of time>

Tasks that were completed in the last number of days, weeks, or months.

Example: Completed in last 3 days

Notes:

- There is a 180 day limit to viewing completed tasks. Any completed task with a Finished Date more than 180 days in the past will not be returned.
- If the completed task was updated with a Finished Date within the past 180 days and the last approved Finished Date is more than 180 days in the past, the task will not be sent to you regardless of the updated Finished Date. (This only applies if Team Member status updates require approval.)

Completed Today

Tasks where the finished date is today's date.

Completed Yesterday

Tasks where the finished date is yesterday's date.

Starting in next <number> <units of time>

Tasks that are scheduled to start in the next number of days, weeks, month.

Example: Starting in next 1 month

Starting Today

Tasks that are scheduled to start today.

Starting Tomorrow

Tasks that are scheduled to start tomorrow.

Project Options

Requests by status can optionally be filtered based on an active project name or project ID.

on Project <Project ID or Name>

Restricts the results of the requested status and optional time frame filter to the tasks that belong to the specified active project. If no project is specified, all active projects for which you have access rights will be included.

Examples:

- Overdue on project MFG00925
- Due in next 5 days on project Plant Expansion and Modernization

Fields Available for Task Status Updates

> **Note**: If you are a timesheet user, you can request a list of your tasks through e-mail; however, you can only update your tasks using P6 Progress Reporter.

The fields available in the e-mail are assigned by the project manager in P6. Also, in P6, team members are assigned as either a resource assignment, an activity owner, or a user with a Team Member work distribution filter. Project managers should let team members know what fields are assigned to them and whether they are a resource assignment, an activity owner, or a user with a Team Member work distribution filter because some of the status fields depend on their role.

The updates you can make to the fields that are returned depend on the task status (Not Started, In Progress, or Completed). Use the following table to determine which fields can be updated for a Not Started, In Progress, or Completed task.

Table of Task Status Fields Available by E-Mail

Resource Assignment

Field	Status: Not Started	Status: In Progress	Status: Completed	Sample Value
Start/Started Date	Yes	Yes	Yes	15-APR-2012
Finish/Finished Date	Yes	Yes	Yes	18-APR-2012
Time Spent	Yes	Yes	Yes	1d 2h
Time Left	Yes	Yes	No	2d 6h
Remaining Duration	Yes	Yes	No	5d
Finished (Y/N)	Yes	Yes	No	N
Starred (Y/N)	Yes	Yes	No	N

Activity Owner or User Assigned a Team Member Work Distribution Filter

Field	Status: Not Started	Status: In Progress	Status: Completed	Sample Value
Start/Started Date	Yes	Yes	Yes	15-APR-2012

Finish/Finished Date	No	No	Yes	18-APR-2012
Activity % Complete (see notes)	Yes	Yes	No	25%
Expected Finish	Yes	Yes	No	30-APR-2012
Time Spent (Labor/Nonlabor)	Yes	Yes	Yes	1d 2h
Time Left (Labor/Nonlabor)	Yes	Yes	No	2d 6h
Remaining Duration	Yes	Yes	No	4d
Finished (Y/N)	Yes	Yes	No	N
Starred (Y/N) (see notes)	Yes	Yes	No	N

Notes for Activity % Complete:

- The calculation of the Activity % Complete field depends on the settings your project manager configured in P6. The field is either calculated using units or duration, calculated using the percentage complete from steps, or a value you enter based on your own perception of the work you completed on this task.
- When you enter **100%** to indicate your work is complete, you must also enter **Y** for **Finished (Y/N)** to mark this task complete.

Note for Starred (Y/N): The starring feature is not available to users assigned Team Member work distribution filters.