

infoBoard 3.2

(As of 01 December 2017)

Table of Contents

1 Introduction	5
1.1 Application	5
1.2 First Application: task and staff plans	5
1.3 Machine Planning	6
1.4 Projects and Multiple Project Planning	8
1.5 Service, Installation and Construction Site Planning	11
1.6 Range of Functions	11
2 Control Elements	
2.1 Creating, Copying and Deleting a Planning Board	
2.1.1 User Groups (only in EE Version)	
2.1.2 Planning Board Assistant	
2.2 Upper Area	
2.2.1 Planning Board Logo, Server Connection	
2.3 Menu Bar	
2.3.1 In General	
2.3.2 Mode	
2.3.2.1 Touch	
2.3.2.2 Non-working Period	
2.3.2.3 Tag	
2.3.2.4 Simulation (only in EE Version)	
3 The Calendar - Column Division	
3.1 Column Headlines	
3.1.1 Editing Months	
3.1.2 Editing Weeks	
3.1.3 Editing Days	
3.1.4 Column Division	
3.1.5 Column Features	
3.1.6 Filling Non-working Periods (only in EE Version)	
3.1.7 Display Settings	
3.1.8 Planning Horizon, Zoom	
3.2 Idle Times	
3.2.1 Creating Idle Times	
3.2.2 Editing and Deleting Idle Times	
4 Menu	
4.1 Menu Data	26

4.1.1 Printing	26
4.1.2 Printing Object Groups	26
4.2 Editing Menu	28
4.2.1 Searching	28
4.2.2 Searching Groups	29
4.2.3 Planning Sample Orders	29
4.2.4 Excel Export	
4.2.5 Text Modules	31
4.2.6 Undo	
4.3 Menu Master Data	
4.3.1 Service Management	
4.3.2 Sample Order Management	33
4.3.2.1 Creating Sample Orders	34
4.3.2.2 Planning Sample Orders	36
4.3.3 Master Data – Address Management	
4.3.3.1 Address Assignment infoBoard Map - Planning Objects	39
4.3.3.2 Address Assignment infoBoard Map - Rows	
4.3.4 Validity Characteristic Management	
4.3.5 Excel Import	43
4.3.5.1 Importing Addresses	44
4.3.5.2 Importing Products	45
4.3.5.3 Importing Capacities	45
4.3.5.4 Row ID for Excel Import	46
4.4 Menu Module	46
4.4.1 infoBoard Controlling	46
4.4.1.1 Time Budget	46
4.4.2 infoBoard SMS	47
4.4.3 infoBoard SyncTool	
4.4.4 infoBoard TOM TOM Webfleet	49
4.5 Menu Extras	50
4.5.1 Optimising Planning Board	50
4.5.2 Accentuating Objects	51
4.5.3 Row Filter	53
4.5.3.1 Using Own Filters	
4.5.3.2 Row Filter according to Services	55
4.5.3.3 Row Filter according to Planning Objects	55
4.5.3.4 Row Filter according to Dimensions	56
4.5.3.5 Row Filter according to Validity Features	57
4.5.3.6 Removing Row Filter	
4.5.4 Row Authorities (only in EE Version)	58
4.5.5 Managing Object Filter (only in EE Version)	59
4.6 Menu Administration – Local Settings	60
4.6.1 In General	60
4.6.2 Scrolling	61
4.6.3 Planning Objects	62
4.6.4 Positioning	64
4.6.5 Tooltips	
4.6.6 Business Processes	

4.6.7	Object Templates	.66
4.6.8	Supervision (only in EE Version)	.67
4.6.9	Alert	.67
4.6.10	Reader	.68
4.6.11	Sample Orders	68
4.6.12	Days / Columns	69
4.6.13	Holiday Colouring	
4.6.14	Grouping	
4.6.15	Accentuating	
	ministration Menu – Global Settings	
4.7.1	Other	
4.7.2	Grouping	
	1 Critical Path	
4.7.3	Objects	
4.7.4	Days / Columns	
4.7.5	Weeks	
4.7.6	Months	
4.7.7	Rows	
4.7.8	Row Groups	
	enu Administration – Further Functions	
4.8.1	Connection	
	1 Auto – Login	
4.8.2	Mail Settings	
4.8.2 4.8.3	5	
	Managing Menu Entries	
4.8.4 4.8.5	Dimension Management Multidimensional Planning	
4.8.6	Status Administration	
4.8.7	User-defined Attributes	
4.8.8	Downtime Categories	
4.8.8 4.8.9	Type Definitions	
4.8.10	Managing Icons	
	Selecting Holidays	
	Expand and Abbreviating Planning timeframe	
	and Row Groups	
	ifting Rows and Row Groups	
	iting Rows	
5.2.1	Managing Presentation	
5.2.2	Managing Properties	
	1 Validity	
5.2.3	Managing Capacities	
	her Row Functions	
5.3.1	Sending Appointment Mails	
5.3.2	Printing Taks List	
5.3.3	Webcam	
5.3.4	Visible Rows	
5.3.5	Optimising Rows	
5.3.6	Working-time Models	
6 Planni	ng Objects	102

6.1 Edi	ting Planning Objects	102
6.1.1	Times / Production	102
6.1.2	Parameters	104
6.1.3	Last Delivery Date and Earliest Start	105
6.1.4	Appoinment Properties	106
6.1.5	Type Value	106
6.2 Fur	ther Functions	107
6.2.1	Formatting Planning Objects	107
6.2.2	Dividing Planning Objects	108
6.2.3	Deleting Areas	109
6.2.4	Protecting Planning Objects	109
6.2.5	Assign Statuses for Planning Objects	110
6.2.6	Register Idle Times on Planning Objects	
6.2.7	Adding and Using Data Links on Planning Objects	
6.2.8	Planning intervals	
6.2.9	Daily Report	112
6.3 Ob	ject Groups	113
6.3.1	Editing Object Groups	113
	Moving Object Groups	
6.4 Pre	decessor Relations	115
6.4.1	Creating Predecessor Relations	115
	Editing Predecessor Relations	
	centuating Object Groups and Graphs	
	ection Group/Graph	
6.6.1	Changing Features of divers objects	118
	nting Exercise Lists for Groups	
	estones and Measuring Points (only in EE Version)	
6.8.1	Measuring Points (Workflow)	118
6.8.2	Milestones (Projects)	119
7 The Pa	inel	121
7.1 Par	nel - Categories	122
7.1.1	Creating a new object model	122
7.1.2	Editing Object Model	123
7.1.3	New Object Model (Graphic)	127
8 Login	Administrator	128
8.1 Use	er Administration	128
8.2 Ro	le Administration	128
8.3 Use	er Rights Administration	129
8.4 Use	er Groups (only EE Version)	129
8.5 Fur	nishing National Holidays	130
8.6 Sys	stem Premises	130
8.7 Use	er Administration / Active Directory	130
8.7.1	Premises	131
8.7.2	Configuration in the infoBoard Server	133
8.7.3	Blinded Out Functions	133
9 Key Co	ombination	134
10 Glossa	ry	134

1 Introduction

1.1 Application

The planning board is suitable for various business plans. Most of the companies mix up the applications, so that the infoBoard planning board software can deliver its benefits.

The infoBoard planning and organisation tool has been developed based on the commonly known magnetically planning boards. The infoBoard tool unites all of the major unique selling points as operable graphical software. The **value creation process** - one of the software's major tasks - can be easily illustrated for the whole company through the large and favourable screens. Management and staff will work as one.

There are 3 aims that have to be pursued when organising tasks:

- 1. The due performance of the contract concerning the client
- 2. Favourable fulfilment of the tasks through foreign or own resources
- 3. Optimisation in the future, improvements during the running orders

InfoBoard is our response to these needs.

There are three essential characteristics of using central information anywhere, with multi-user capacity, and of decentralised planning:

- easy handling and comprehension, overview
- direct transmission of new information to all planning boards
- role and entitlement concept while using it across departments

The four cycles of planning are particularly supported:

- 1. Collecting information
- 2. Showing alternatives
- 3. Deciding for one of the alternatives
- 4. Controlling

Our clients focus on four different planning tasks:

1.2 First Application: task and staff plans

Every company, every organisation delegates tasks to its employees. A visualisation of what to do is especially necessary - as experience has shown – in companies with more than ten employees, as there are a huge number of tasks that have to be done at the same time.

The decisive factor for success is passing tasks to the employees, so that the responsibility is documented.

It is as well possible to create an education plan for trainees or a room plan in these applications.

The multi-user capacity is the major characteristic of task and staff plans.

The illustration of national holidays in the calendar could be interesting, too - especially when the company operates in many different countries.

1.3 Machine Planning

Other descriptions for 'machine planning' are production planning and capacity planning. The machine's resources mostly execute the orders. Some orders are combined with others - the machines produce orders of different clients at the same time.

Sometimes only one machine manufactures diverse products immediately. Frequently, the yield runs with shift operation. Therefore, Fridays can be abbreviated, the rerunning production can begin in Sunday's night shift or additional shifts on Saturday can be established. In recent times, companies changed between multiple shift operation and one-shift operation, for that temporary short-time working times have to be taken into consideration.

Planning tasks become more and more difficult through several conditions and criteria - a responsible economic behaviour is essential. It is important to increase the company's value creation process from 70% to nearly 100%. Banal assumptions and estimated variables could jeopardise the whole company in the end.

Small series, orders of loyal customers and regular despatches often have to be executed while creating new projects, developing prototypes and commissioning special machines. The complexity of the daily business occurs with different procedures when executing the orders or with the enormous number of productions running at the same time. These productions separated into sub-tasks and an allocation in various dimensions can lead to thousands of planning tasks.

Think of this example:

Question: how many combinations are possible with 11 items in the cupboard? Answer: 39 million (11¹¹) possible combinations

Transfer this situation to the tasks in your company.

Machines will be provided with additional employees and all the tasks become a multi-dimensional problem.

One possible solution for this problem could be the calculation of 'amounts in durations' belong to 'calculating on the planning board' and 'capacity planning'. 100 AT-1-containers are produced by one machine, succeeding 12 pieces per hour, in 8 hours and 20 minutes. Production starts on Thursday 20 pm in a 100-pieces-container and ends on Wednesday 4:20 am.

How many pieces does the machine produce if we use it for four hours?

It has to be calculated backwards: if 100 pieces have to be finished until 12 am, when does the production have to be started?

Delivery date	Appointment	properties	User-defin	ned attributes	Role
Address	infoBoard Lo	calization	Mate	rial V	alue type
Caption	Т	imes / Produ	ction	Para	meter
Times	2				
From:	Date		Time	Fix	
From:	4/22/2014 -		1:00	[
Until:	4/22/2014 -	. 1	5:00	[
Production			- 43 - A3		
Work time	R.	4 🔺 :	D 🛓	[
Utilization	in %	100.00	A		
Product:	Step 7 [Std.]			antity: 4.0	0
	1 Units per hour			And	

(See: infoBoard planning objects: times/production).

The flexible division of shifts and times - differentiated according to days and periods - is another answer to the requirements of machine planning.

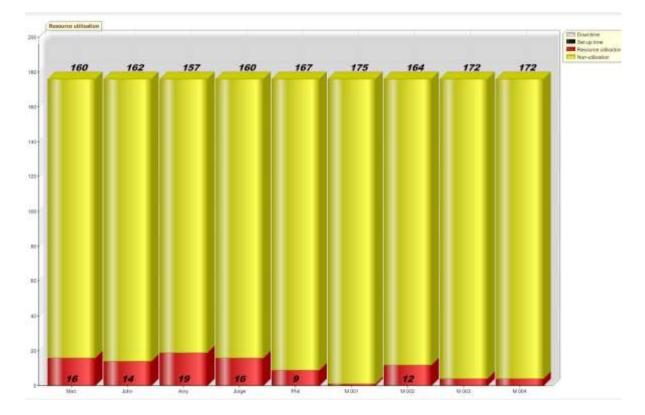
Division Number of co	lumns: 3						
Column name	5	From:		Until:	Visible:	Working time:	
		00:00	(e)	08:00			
		08:00		16:00		V	
		16:00	4	00:00			
Days			Prev	lew			
Only for set	ected day		F		April 2014 /eek no. 17		
	23/04/2014		-		Wed 23.		
Apply for set	everal days:						
From:	4/23/2014 +						
Until:	3/31/2015 +						
All Mondi	iyis 🛄 🛛 All Satu	ndaya 🖂	ł	-	-		
CARL INCOME.	iya 🛄 🛛 Ali Su	ndaya 🔲					
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(See: infoBoard planning interface/column subdivision) The progress bar shows the running production:



(See: infoBoard planning object/calculation parameters)

Queries on optimum machine performance are answered by infoBoard Controlling:



1.4 Projects and Multiple Project Planning

In many companies, orders are often called 'projects'. Therefore, different planning products will be tested at first.

Where new construction projects arise, where a task becomes complex by the variety of activities, or where a large task must be broken down into many small steps and subtasks before they will even conclude the project, there a project planning software is essential.

Normally projects are given to companies, as they are specialised on the given tasks and as they have already experience in the expiry of the order. They nearly 'trained' the different tasks. But projects are often called 'projects' although they only consist of four or five work steps. We could call them the daily business or the core business as an alternative. So, if the company knows how to execute the order the only question that will remain is 'which resources can assume these tasks at the right time?'. (Example: Marketing companies)

The **project planning** has been converted into a **resource planning**. The resource planning can be found in the resource manager.

Qualificated staff will be sent to different companies who run different projects, especially when they intend to bring in their expertise into international projects. We can find a project manager in these companies. (Example: companies for engineering sevices).

infoBoard supports a flexible, client-oriented daily business management in combination with an efficient resource planning, so that it generates profit in the end.

Companies that have many projects operate in a multiple project situation. The resource manager's tasks become more complex in that kind of situation: On the one hand, projects have to be provided with resources; on the other hand, a flexible reaction on urgent and important changes should be ensured. Project tasks should be balanced and priorities should be reordered – in between the projects.

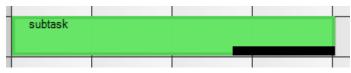
In addition, the question of the search of spare capacity with certain (possibly several) qualifications is important. (See: infoBoard Extras/Extended Row Filter).

Another application in the project planning is the global division of staff capacity to different projects. Project A will be provided with 30 % of the staff capacity, project B receives 40 % and project C another 30 %.



(See: infoBoard planning object/calculation parameters/nominal capacity utilisation in %).

When planning a project, the desire for controlling functions might occur. This includes our additional expenses bar:

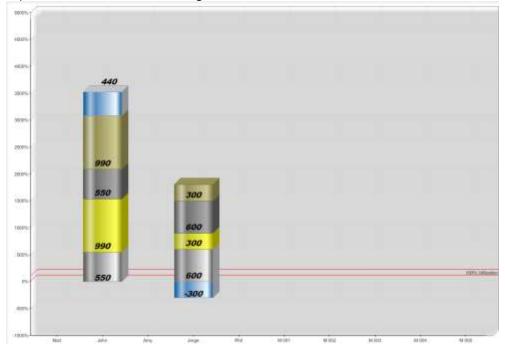


(See: infoBoard Planning Object/Calculation Parameters/Nominal Amount).

#	Zeile	Bezeichnung	Start	Dauer	Gespert
162	Zeile4	2 d	15.11.2009 18:5	02:00:00	
163	Maschine 5	2 d	15.11.2009 19:0	02:00:00	
164	Zeile2	2 c	15.11.2009 20:5	02:00:00	
165	Zeile7	2 c	15.11.2009 21:0	02:00:00	
166	A 2623	2 b	15.11.2009 22:5	02:00:00	
167	Zeile3	2 b	15.11.2009 23:0	02:00:00	
168	Zeile2	2 a	16.11.2009 00:5	02:00:00	

Support for priority setting:

(See: infoBoard extras/set priorities).



Expense control in the controlling module:

A filter using link compensation with supports searching for an adequate employee for special tasks 'and' or 'or' and by selection of qualifications/products/services:

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(See: infoBoard extras/row filter).

1.5 Service, Installation and Construction Site Planning

Employees are solely or mostly working outside the company or abroad with ever-changing locations - that is the main characteristic of this sort of planning.

Are employees tend to be used in the service-oriented service, we speak more of the planning and scheduling of tasks within a day.

Service and installation planning for larger plants often include an operation for several days, a whole week or many weeks.

For a better understanding, the tasks are listed below:

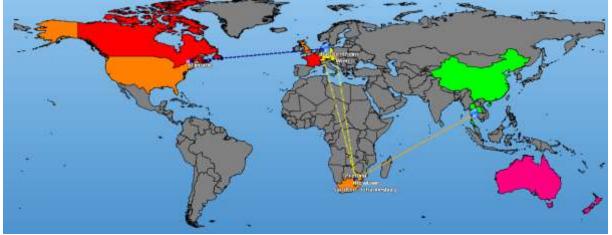
- 1. Fee-per-hour assignment at a client (see: Planning Objects/Appointment Settings).
- 1.1 Messaging start and termination of working time via SMS to infoBoard (see: SMS Module).
- 1.2 Controlling vehicle use via TOM-TOM Works (see: Webfleet Module).
- 2. Day wise use (see: infoBoard Map, Address Administration).
- 2.1 Tour planning (see: infoBoard Map, Row: Optimising Tours).
- 2.2 Addressing clients between two destinations and terminating maintenances

(see: infoBoard Map, Show Customers).

3. Week-wise usage

The more detailed tasks are planned, the more precisely the tasks are illustrated and implemented.

Our **infoBoard Map** module embodies the response to an international application and a global resource planning.



1.6 Range of Functions

The Craft Edition offers 30 planning rows for a single planning board and supports up to 10 users which you can setup in the infoBoard for a great price. Not available in that edition are the SyncTool, the extension modules and core data, comprehensive products/services, sample orders, material management and addresses.

Die Enterprise Edition bietet "Concurrent"-Nutzer, das heißt, Sie können dort beliebig viele Nutzer in infoBoard eintragen, gezählt werden nur die aktuell eingeloggten Nutzer.

2 Control Elements

Control elements can be found on various levels of the user interface.

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- 1 Planning interface
- 2 Row groups and rows
- 3 Calendar
- 4 Panel with defined planning objects (Point 7)
- 5 Menu bar (Point 2.3)
- 6 Tool bar

2.1 Creating, Copying and Deleting a Planning Board

After the user login, you can execute the following functions.

Planning board selection / Administration	
Please select a planning board	
Available planning boards	Administration
Filter 🗙	New planning board
IIII CN (Owner) Painel de Planejamento BR (Owner)	Copy planning
Plantafel DE (Owner) Planning Board EN (Owner)	Delete planning
Planboard NL (Owner)	Rights
Pianificazione IT (Owner) Planificación ES (Owner)	
Planification FR (Owner)	
🦳 การวางแผนบอร์ด TH (Owner)	
Open Cancel	

You get 4 more options when copying the planning board:

ame of copied planning board:	Adm	inistration
opy of Planning Board EN		
escription of copied planning board:	1	New planning board
		Copy planning
Additional objects		Delete planning
Also copy downtimes		Rights
Also copy planning objects		
Also copy row filters		
Options		
Apply external ID's for rows		

With the rights management the planning board owner or administrator can give the users - that are known by the infoBoard server - their roles (user group rights in EE version).

2.1.1 User Groups (only in EE Version)

Chose whether users or user groups receive rights for operating.

lanning board selection / Administration		💴 Ausw	abl –		×
Please select a planning board Available planning boards	Administration	Ausw	ani		
Fiber 🗶	New planning board	Rechte zuw	veisen an		
BIL CN (Administrator) Panel de Pieneumento BR (Administrator) Panel de Disneumento BR (Administrator)	Copy plenning Delete planning) einzel	ne Nutzer		
Panboard NL (Administrator) Panfocadore (Tr Administrator) Panfocadore (Tr Administrator) Panfocadore (ES (Administrator)	Rgits	 Nutze 	rgruppen		
Partification FR (Administrator) Pretramawara & TH (Administrator) Parespanento Board PT (Administrator) Plantalel 10 (Administrator)	User Administration			ОК	
Copie de Plantafel 10 (Administrator) Plantafel 12 (Administrator) Plantafel 13 (Administrator)	User groupe				

User filter	🗶 Remov	e	Project filter	🗶 Remove	pag	je 1 🗦 von 1	
	IIII CN	Painel de	Plantafel DE	Planning Board Et	N Planboard NL	Pianificazione IT	
cn0	Owner	• Owner	• Owner	▼ Owner	• Owner	• Owner	•
en0	Owner	• Owner	▼ Owner	▼ Owner	- Owner	▼ Owner	•
es0	Owner	▼ Owner	▼ Owner	▼ Owner	- Owner	▼ Owner	- (
fr0	Owner	- Owner	▼ Owner	▼ Owner	Owner	▼ Owner	-1
it0	Owner	• Owner	▼ Owner	▼ Owner	Owner	• Owner	a

2.1.2 Planning Board Assistant

A new planning board can be created via the planning board assistant. The daily division, colour scheme, row groups and row numbers can be defined with that assistant. Settings - except the names - can be changed later on.

Preselection:

- Daily division (work time) in a two or three-shift operation
- Selection of a **colour scheme**
- Number and height of the rows / row groups
- **Preview** for all presettings

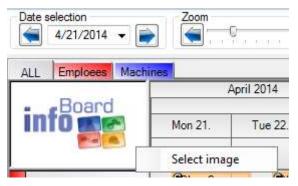
General Planning board - Name		Daly division	Daly division Standard division		autorita a
Parring Board 11 Planning period (mail: 5 year Start: Air Enal: Mor Planning board - Description	a (g) 2014 (g 20 (g) 2015 (g	C Z-Mit op	eratum eratum	3	in per new group (0)
- Board		Weeks		2014	1 1/6
info	fue 1	Wed Z.	Thu 3	Fo 4.	Mon.7
177					
Row 1-1					
Row 1-1 Row 1-2					



2.2 Upper Area

2.2.1 Planning Board Logo, Server Connection

The logo on the left side of the planning board can be replaced by your own photo or logo by choosing a picture from your network via right click.



The chosen logo is also used for printouts.

Toolbar Date selection	Zoom		100 %	Tags
ALL Emploees Machi		May 2014		
- Board		20. Week no.	. 20	
into 📷 🖻	Tue 13.	Wed 14.	Thu 15.	F
Matt				

The current server connection can be found on the right side of the board. A new connection has been established when the green sign flashes. If the connection is lost - often caused by bad network performances – the infoBoard client will automatically initiate a reconnection to the infoBoard server. The view is repositioned on the beginning of the week or on today corresponding to the *Local Settings* and the green sign flashes for a short time.



Only if the connection is permanently lost, the sign will flash in red to draw your attention. Another picture can also replace the logo besides this sign.

2.3 Menu Bar

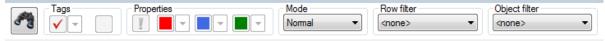
2.3.1 In General



The menu bar gives - in version 2.6 - the possibility to fix the appointment for the planning object via **Features** (see Appointment Features – Planning Object Dialogue).

With a click, the planning object's colour can be changed to illustrate its status. Select the planning object and click on the button with the colour desired.

The possibility of pre-selection of a particular processing mode in the planning board is described in the next section more detailed.



Tag the planning objects that have to be edited - in Features or Tags – select the colour or tag desired and click.

task 1	task 1	task 1 🗸
--------	--------	----------

2.3.2 Mode

With the mode, pre-selection different functions/states can be assigned to different cells:

Idle time as always (right click: creat	e idle time)
holiday	

Non-working periods for illustration of shift work and part-time employment:

Та	gs to high	light timefr	ames:	

That is how cell colouring is used in occupancy

Task 1234 Holidays

Single columns (timeframes) can be fast and individually defined with this mode. They can be defined as a non-working period or with a certain tag as an internally fixed status. The tag can be deleted in this mode with a click on the right mouse button.

Touch improves the extension of planning objects with the finger on the touch screen.

2.3.2.1 Touch

If the touch mode is activated, the planning board can be operated via touch screen.

2.3.2.2 Non-working Period

Non-working period is defined by pre-selection of the mode in the toolbar and the click on the period (day, shift):

	Modus Nichtarbeitszeit	Gewählte <keiner></keiner>		filter V		Obje ⊲kei	
_	17. KW						
	Mi 23.	Do 24.		Fr	25.	Sa 26.	So 27.
				1	2:36		
_			08:00 -	16:00			
						1	

(Non-working periods seem like idle times on the planning board.)

Deleting the non-working periods is possible any time with a right click on the complying fields (therefore the mode has to be selected).

2.3.2.3 Tag

For simple, colored highlighting of the cells, without defining them as downtime.

The sense is to emphasize e.g. the times on the row for the construction sites when the craft can visit the construction site.

][·	- Mode Tag	Row filter <none></none>			Object f <none></none>	
_			_			
	24. Week no.	24				
	Wed 11.	Thu 12.		Fri 13.	-	Sa 14
						-

Deleting the markings is possible any time with a right click on the complying fields (therefore the mode has to be selected).

Pre-definition of the signal colours:

The desired signal colours for every mode will be assigned in the administration menu in 'Global Settings – Other':

Row groups	Rows	Months	Weeks	Days / Columns	Objects	Grouping	Other
tandard co	lour of do	wntimes			Chang		Reset
anuaru co	iour or do	Willings			Criany	<u> </u>	TICSCL
					- C		

In 'Local Settings – Planning Objects' you select whether idle times or tags are drawn on the planning objects.

		0.00	iping	ACL	tive period o	rume	Alarm
Reader	Sample contra	octs	Busines	s pro	cesses	Object	templates
General Sc	roll Planning (objects	Positioni	ing	Tool advic	e Days	s / Columns
Adapt to c	ell size (space ba	ar)					
V Horizor		<u>22.</u>	tical				
	CORNEL S	Line					
	objects for editin	_					
Activat	ed	Sim	ple				
Open proper	ties on:				Caption		-
Double-click	ing on empty cel	to crea	te <mark>a</mark> n obje	ct			
Draw downti	mes over plannir	ng objec	ts		1		
-		1			(internal)		
		g object:			1		

Another way: right click on an empty cell:

Create	downtime	
Add tag	9	

That opens a window where you can select individual colours, times and captions; cells can be inscribed now.

	🎫 Change tag					
	From From: Until:	5/20/2014 ▼ 8 🐳 : 0 文 5/20/2014 ▼ 16 🛬 : 0 文				
Urgent	Title Urgent appointments vote!					
appointments vote!	Color Select:	Standard				
		OK Cancel				
۲ his information r	ever aets la	Aufgabe Dringend 3 Termine abstimmen!				

2.3.2.4 Simulation (only in EE Version)

In the simulation mode, other users are blocked while the main user is simulating.

Tags	• • • • • • • • • • • • • • • • • • •	perties	▼ [■ ▼ Sin	ae nulation 🔻	Row filter <none></none>	Object filte	er T	
		21	Week no. 21					22. Wee
n Ques	tion			100	-3	T and	1 147	
User's	screens in	Attention: During	n th simulation, cha	inges can not be i	nade to the plan	ining board by othe	is the option to transfer r users. Continue? Yes	er to the server
	Use	er cn0	has thi	is plan	ning b	oard		
Draw (downtimes ove	er planning ol	ojects	1				
Draw t	ags over plan	ning objects						

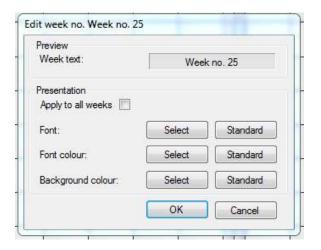
3 The Calendar - Column Division

3.1 Column Headlines

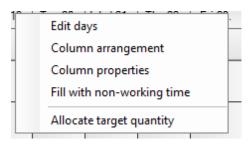
3.1.1 Editing Months

Edit months	upo 2014	25. Week no.
Edit weeks		Wed 18. T
it June 2014		
Preview		
Month text:		June 2014
Presentation Apply to all months [_	
Font:	Select	Standard
Font colour:	Select	Standard
Background colour:	Select	Standard
	ОК	Cancel

3.1.2 Editing Weeks



3.1.3 Editing Days



Preview	-	
Daily text:		27
Presentation		
Font:	Select	Standard
Font colour:	Select	Standard
Background colour:	Select	Standard
Days For selected day only	V	
For selected day only	:	All Saturdays 🔲
For selected day only Apply for several days	:	All Saturdays 📄 All Sundays 📄
For selected day only Apply for several days All Mondays	:	
For selected day only Apply for several days All Mondays All Tuesdays		

3.1.4 Column Division

Column name:	Front:	Uvel.	Vable:	Wolking time:	
0	00.00 +1	01.00	90	10	12
1	01.00 3	02:00 (0)	32	191	
2	62.00 (03.00 -0-	20	185	1
1	03:00 -1	04:00	30	-10	
4	04:00 -3	06:00	32	- 92	
5	05.00 +1	06.00	8	- 120	
Days O City for selected day 20105-2014 # Apply for several days		Pevici			
C Only for selected day 2010;72114 # Apply for several days Repr. 5/20/2014					
Only for selected day Zonosczenie Apply for seversi days Krpm. 5/20/2014 Uniti 3/31/2019 Al Mondays	• • Af Securitarys 📰				
C Cirky for selected day 20105-2014 # Apply for several days from: 5/20/2014 Unit 3/31/2015					
Only for selected day 2005/2014 Apply for several days Srpm. 5/25/2014 Unit. 3/31/2019 Al Mondays Al Tuesdays	• • Af Securitarys 📰				

Columns provide the infoBoard with working times. Much other competitive software has a problem with an acceptable solution.

infoBoard offers an individually designable interface.

Every column can receive an individual headline that is only exchanged by a clock time when zooming to 400 %.

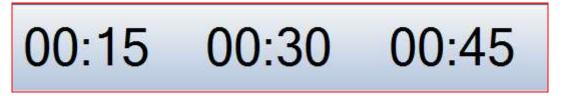
3.1.5 Column Features

1	Edit column layout
	Column selection Column: 08:00 - 16:00
	Presentation
	Column text:
	Font: Select Standard
	Font colour: Select Standard
	Background colour: Select Standard
	Column note: 08:00 - 16:00
	Days
	Selected day: Monday, 19/05/2014
	For selected day only 🔽
	Apply for several days:
	All Mondays 📃 🛛 All Saturdays 📃
	All Tuesdays 📃 All Sundays 📃
	All Wednesdays
	All Thursdays 📃 🛛 All weekdays 📃
	All Fridays 🔲 All days 📃
	OK Cancel

3.1.6 Filling Non-working Periods (only in EE Version)

This function gives the opportunity to fill the whole column with non-working periods.

3.1.7 Display Settings



Instead of a calendar in the timeline, the reader can chose large clock times as an alternative.

3.1.8 Planning Horizon, Zoom

The horizontal zoom reduces or enlarges the timeframe the user can see on his screen. The zoom is

handled by the arrow keys or by sliding the regulator from left to right and the other way around.

r data	Modules	Extras	Administration	?
Zoom -			100 %][

When defining the width of days with for example 100

pixels and a zoom of 25% per day in the global settings, a quarter or even up to 13 months can be displayed on the screen. This is of course dependent on the screen resolution and the size of the screen.

When using the zoom, column lines and artificial lines are modified and illustrated in a different way. The change into time indication on top of the columns is only supported by a pixel value of 150 pixels per day.

Row groups	Rows	Months	Weeks	Days / Columns	Objects	Grouping	Other
Standard bad	ckground	color for a	days / col	umns	Char	ige	Reset
Standard fon	t color fo	r days / co	olumns		Char	ige	Reset
Standard fon	t for days	/ column	s		Char	ige	Reset
Day width in	pixels				320		Reset
Date format f	or days				Abbr. Wee	ekday and o	late 👻
Color column	s entirely				J		
Hide column:	s with no	n-working	time				
Reset			-		_	ок	Cancel

There are three examples illustrated in the following: Example: 3 shifts, 24 hours, pixel per day 250, zoom factor 100%:

	26. Week no. 26							
Tue 24.	Wed 25.	Thu						
	Tue 24.							

Example: 3 shifts, 24 hours, pixel per day 250, zoom factor 150%: Auxiliary row fade-in (Hour)

													28. \	Nee	k no	. 28	
	Tue 8.								Wed 9.								
+																	_
	1	1	1					<u> </u>								<u> </u>	1
																	F

Example: 3 shifts, 24hours, pixel per day 250, zoom factor 300%: Clock time fade-in (Full hours)

	28. Wei													Wee	k no	o. 28		
	Tue 8.																	
_ 0	09:00		10:00		11:00		12:00		13:	00	14:	00	15:00		I		09:	00

Example: 3 shifts, 24 hours, pixel per day 250, zoom factor 750%: Clock time fade-in (Half-hours)

							Mon 7.				28. \	Neek no. 2	28	
08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15
														<u> </u>
														_

From zoom factor 1250%: quarter hours fade-in

											Mon 28.							
9:00	09:15	09:30	09:45	10:00	10:15	10:30	10:	45,501:	00 1	11:15	11:30	11)	45	12:00	12:1	15 1	12:30	12:4
İ																		
_										_				_			_	

Example: project planning in weeks, 3 columns per day, 8 work hours, pixel per day 40, zoom factor 100%:

					May	2014	4						
				Week						Week			
i	SS	Mon 12.	Tue 13.	Wed 14.	Thu 15.	Fri 16.	SS au	Mon 19.	Tue 20.	Wed 21.	Thu 22.	Fri 23.	SE au

The zoom factor 1000% goes with the project planning in weeks but makes it harder to orientate:

_		July	2014													20	1.1.1								
																29	Week	no. 29							
														Mon 1	4.										
0	8:15 08:3	0 08:45	09:00 09	:15 09	:30 09:45	10:00	10:15	10:30	110:45	11:00	11:15	11:30	11:45	12:00) 12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45 15:0
-				1													-			-					

'Setting up holidays' is explained at the end of the manual.

3.2 Idle Times

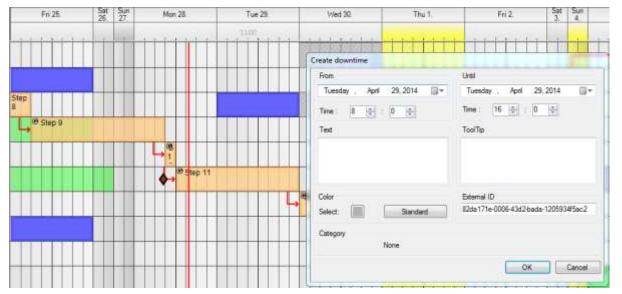
Idle times are defined periods that are visible but not outlined as work time. Planning objects become accordingly longer when they are put on an idle time. Idle times can be illustrated as planned **holidays** or suddenly appearing **illness** on the employee's defined row. Even part-time workers can be scheduled. The stratification of my employees can be edited via rows - define non-working period - and assigned to my resources over a longer period.

Furthermore, other idle times such as machine set-up or repair times can be outlined as such. Even for projects exist non-working periods.

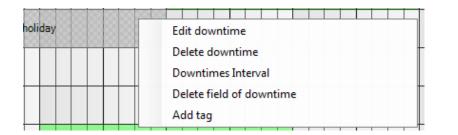
3.2.1 Creating Idle Times

To define an idle time for a resource (row) you click with the right mouse button on the field where the idle time should start. A dialogue appears in which you can define the idle time's exact timeframe, term and its colour. Moreover, a tooltip can be added.

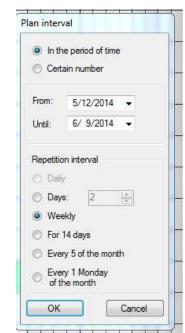
Via *Administration – Idle Time Categories* (point 4.8.7) predefined categories can be established and picked out fort he planning later on.



3.2.2 Editing and Deleting Idle Times



To **edit** the **idle time**'s timeframe and design you click with the right mouse button on the existing idle time. In this way idle times can be deleted or planned in interval.



The **interval planning** can be interesting especially for apprentices' vocational school planning or part-time workers.

Since V2.6 idle times can even be deleted only for certain areas:

	iod of time						-
From	Tuesday ,	May	06, 2014	•	08:00		
Until	Tuesday ,	May	06, 2014	•	16:00	-	

4 Menu

4.1 Menu Data

4.1.1 Printing

The user can chose the timeframe and single rows that have to be printed.

In 'filter settings' you can chose what shall be printed:

- idle times
- planning objects
- both

Via 'idle times / holiday' you can print the employee's holiday seasons or illness cases. Repair and maintenance times can be printed or given as a pdf document:

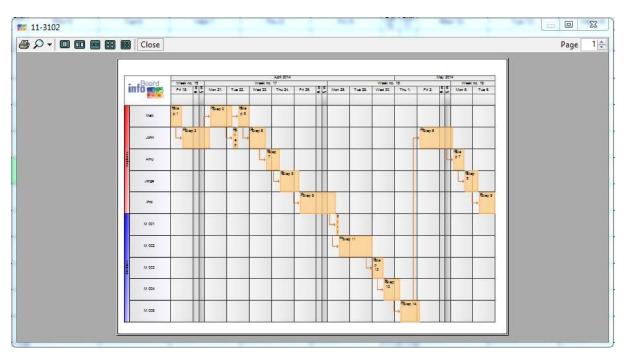
Time domain			
Daily view	From 5/2014		
Weekly view	Until /11/2014		
🕐 Four calendar we	eks		
Monthly view	🕅 Without column	i headers	
🔘 Quarter			*
🔿 Individual area			
Row range			
now range			
E-V Al			
- ⊡-IV All ⊕-IV Emploee			
e- 🔽 Ali			
- ⊡-IV All ⊕-IV Emploee			
Filter settings	15	ince / Holiday	© D
Image: Second		imes / Holiday	© Bo

4.1.2 Printing Object Groups

To show a workflow, project plan or order for closer examination separately, one has the opportunity to select the corresponding object group by selecting File - Print Property Group, and then select to display on print preview. For employees or customers, projects and orders can be exported from .pdf or printed.

File Edit View Master da Login F4	Print object group
Print Ctrl+P	Select object group for print:
Print object group	- <u>11-3102</u> ▼
Close	Show relations to objects outside the group Preview Printer settings Print Cancel

Here in the print preview we see that only the planning objects are given, which belong to this object group. Thus, individual projects, customer orders and workflows can be visualised excluding other work but including the resources involved and their periods.



4.2 Editing Menu

In *Edit* you can find the following selection:

ſ	Edit	View	Mast	ter data	Module
a	:	Search		Ctrl+F	
s	:	Search Gr	oup	Ctrl+G	0-
ł		Plan sam	ple co	ntracts	Ť T
ł		Excel Exp	ort		
		Text mod	lules		
		Undo		Ctrl+Z	Mon

4.2.1 Searching

Searching opens a form which is self-explanatory.

arch / I	Replace	
Search	ior.	
Options		
🧿 Sea	rch from date:	
We	dnesday, April 23, 2014 🗐 🔻	
0	Backwards Forward	
🔿 Sea	rch in entire project	
Not	e upper and lower case	
📃 Onl	y search in visible rows	
Result	display	
Sele	ect object	
🔘 Filte	r object	
	Search	

After a click on 'search' the planning board aligns itself on the wanted planning object. The planning object is either on the upper left side or 'at the end' of the planning board; depending on how the planning board is aligned. Hatches mark the planning object found at first as a match.

		13.5	July 2014			
	Board	13 - T			31. Week no	o. 31
	nto 📷 🕿	Sun 27.	Mon 28.	Tue 29.	Wed 30.	
yees	William		Taski	ABC		1
Employees	Gardy				Task 123	

5	Datei Bearbeiten Ansicht Dirfügen	Pontial Estras 0	Astern Benster	E				
1		A -21 13 - 3 1	1.0.1图	S . 11 11 11 1	110% + 34	Calibri	× 11 + F #	
	C19 - A							
	A	B	C	Q	E	F	G	H.
1.	Name of planning board	Group	Row	Name of object	Start date	Start time	Finish date	Finish time
2	Employees_plan_1	Manufacture	William		01.03.2014	15:33	04.03.2014	11:35
3	Employees_plan_1	Manufacture	Mickael		09.03.2014	15:56	11.03.2014	11:00
4	Employees_plan_1	Manufacture	William	4	10.03.2014	14:30	16.03.2014	16:00
5	Employees_plan_1	Machine	Drill D2	TASK 3	11.03.2014	06:00	16.03.2014	08:27
6	Employees_plan_1	Manufacture	Nicole	TASK 3	11.03.2014	08:00	08.03.2014	08:27
7	Employees_plan_1	Manufacture	Nicole		03.03.2014	12:29	11.03.2014	08:00
8	Employees_plan_1	Machine	Gardy	52 52	07.03.2014	08:00	10.03.2014	15:11
8	Employees_plan_1	Manufacture	John		09.03.2014	10:28	14.03.2014	10:28
9 10								
64								

4.2.2 Searching Groups

Options	
Backwards	
Forward	
Result display	
Select object	
Filter object	
Filter object	Search Ca

4.2.3 Planning Sample Orders

Predefined sample orders can be selected and planned in by the user who intends to plan.

liter	×
5 2esis villeg [1 3rep 3[361] 1 3rep 4[361] 1 3rep 4[361] 1 3rep 4[361]	
Par	

4.2.4 Excel Export

Exporting planned tasks including their attributes, such as name, start and termination times, appointments etc is possible via Excel Export. After selecting the attributes that should be exported timeframes or rows desired can be arranged: Excel Export – Select columns

Name of planning board	V	Caption	1	Completion in %	
Group name	V	Start date	1	Process	
Dama		Start time	V		W
Rows Row name		End date	V	Target duration	
Notes		Finishing time	V	Actual duration	
Email		Object group name			
Total hours		Appointment type			
Costs 1		Reminder for appoint	ment	Utilization	
Costs 2		Last delivery date		Target sales	
Costs 2		File link		Actual sales	
		Tag			
		Status		User-defined attributes	
				All	
				Continue	Cancel

Excel Export - Period of time / Select rows

From	Tuesday ,	April	01, 2014			
Until	Wednesday,	April	30, 2014			
From row	Emploees / Ma	ətt		•		
To row	Machines / M 015 🔹					
Also export non-working times						
		Export	Ca	ancel		

Example of an exported Excel data.

B rd Group Manufacture	CRow	S • 11 ≤1 (m) ≠3 D Name of object	E	F	6	с <u>и</u> ж ж що н
rd Group	C Row			F	G	H
	Row	Name of object				
Manufacture		traine of object	Start date	Start time	Finish date	Finish time
Contraction and and and an	William		01.03.2014	15:33	04.03.2014	11:35
Manufacture	Mickael		09.03.2014	15:56	11.03.2014	11:00
Manufacture	William	14	10.03.2014	14:30	16.03.2014	16:00
Machine	Drill D2	TASK 3	11.03.2014	08:00	16.03.2014	08:27
Manufacture	Nicole	TASK 3	11.03.2014	08:00	08.03.2014	08:27
Manufacture	Nicole		03.03.2014	12:29	11.03.2014	08:00
Machine	Gardy	22 - C	07.03.2014	08:00	10.03.2014	15:11
Manufacture	John		09.03.2014	10:28	14.03.2014	10:28
	Machine Manufacture Manufacture Machine	Machine Drill D2 Manufacture Nicole Manufacture Nicole Machine Gardy	Machine Drill D2 TASK 3 Manufacture Nicole TASK 3 Manufacture Nicole - Machine Gardy -	Machine Drill D2 TASK 3 11.03.2014 Manufacture Nicole TASK 3 11.03.2014 Manufacture Nicole - 03.03.2014 Machine Gardy - 07.03.2014	Machine Drill D2 TASK 3 11.03.2014 06:00 Manufacture Nicole TASK 3 11.03.2014 08:00 Manufacture Nicole TASK 3 11.03.2014 08:00 Manufacture Nicole - 03.03.2014 12:29 Machine Gardy - 07.03.2014 08:00	Machine Drill D2 TASK 3 11.03.2014 06:00 16.03.2014 Manufacture Nicole TASK 3 11.03.2014 08:00 08:03.2014 Manufacture Nicole TASK 3 11.03.2014 08:00 08:03.2014 Manufacture Nicole - 03.03.2014 12:29 11.03.2014 Machine Gardy - 07.03.2014 08:00 10.03.2014

4.2.5 Text Modules

Text rows that are regularly required for labelling can be deposited in categories via Edit - text modules. This function gives another possibility to save time when planning.

The defined text rows can be transferred to planned objects afterwards. Therefore, you select the corresponding object at first and then the text row desired; a click on 'assume' gives the instruction to transfer the labelling to the text row.

Thu 24.	Text modules
09:00 10:00 11:00 12:00 13:00 14:00	John Johnson
	Cutting icole Jones
	Use
	Edit Insert text module Delete text module Create category Delete category Close

4.2.6 Undo

The last 10 actions can be undone via Ctrl + Z or Edit - Undo. This function only refers to the respective client that means every user can only undo his own actions; independent from other actions of other users on the planning board.

4.3 Menu Master Data

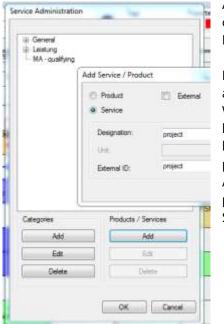
4.3.1 Service Management

ſ	Master data	Modules	Extras	Administra
1	Service A	Administratio	on	

Service Management defines services, products and employee's gualifications. Services can be produced items, services, gualifications, workflows, training courses, assembly operations etc. everything that should be planned and assigned by infoBoard is predefined here to plan automatically later on.

i⊕ General (⊕ Leistung	
Add Service of Designation: MA - quality	
Categories Add	Products / Services Add
Edit	

To keep track of the service and product variety it is useful to organise the services and products in categories:



Afterwards services and products can be added to the created categories. Services can be added either automatically - via Excel Export (see point 4.3.5) - or manually:

Is an element defined as a **product** a calculation unit should be assigned to it. Every user can freely define this unit. With the defined calculation units (e.g. pieces (pcs), meters (m), kilometres (km), hours (hrs) or minutes (mins)) the planning board's capacity management adds the specification 'amounts per hour' to every row that is calculated. See chapter 5.2.3: rows -Administrating capacity. Predefined capacities (qualifications, products etc) can be assigned to resources (staff, machines etc) in Service Management via 'Editing rows'.

Is an element defined as a **service**, the calculation unit is automatically defined in hours. How many units (predefined in pcs, hrs etc) the resource can complete in one hour can be specified under 'units per hour':

				Kapazität hinzufügen
F	Zeile hinzufügen - Projekt G Beschriftung Darstellung Sonstiges Kapazität Produkt / Leistung Step 1 Step 10	Eigenschaften Gültigkeitsmerkmale Einheiten pro Stunde -	Gültigkeit Controlling Priorität 5 5	Service
		ОК	Abbrechen	Einheiten pro Stunde 1.00 🗢 OK Abbrechen

4.3.2 Sample Order Management

Models for production and workflows can be defined in infoBoard. These models can be automatically added to an object group later on. The sequence's definition and the dependence between the single steps will be effected in the Sample Order Management:

Master data	Modules	Extras	Administration							
Service A	dministratio	on								
Sample	Sample contract Administration									
Material Administration %										
Sample contracts Ad	ministration		×							
Fiber			×							
Sample contract 1 Sample contract 2										
Ren Den	En] 🗶 De	**]								
			OK							

4.3.2.1 Creating Sample Orders

Name of	sample contract	Sample contract 3		Apply factor
Use san	ne colour for all obje	cts of this contract		0.00
Contrac	t quantities			
No. (Category		Product / Service	
1 [Leistung	•		•
2	General	•		-

On the left side of the window for new sample orders, first it is given a name. That could be the article or product number or a denomination of the working process. You could now activate whether all objects of this order should receive the same colour. Otherwise, the colours for every single object are defined on the right side of the window.

	Addige	menal uses defined attributing	Use al	mple
/ Duration Dr	vable Cal	e	User-defined attributes	
1.00 🚭 🔤	÷ 🗉 🗖	Determine prediscessor] All	X
1.00 0 1) 🗆 🗖	Determine predecessor	101	X .

On the right side of the window, general or user-defined attributes of the order are defined in general or in single steps (e.g. customer ID, order ID, material, machine allocation, etc).

Note: these attributes have to be applied in Administration – user-defined attributes!

The duration (in hrs) of the service respectively the amount (in predefined units) of a product are determined here. By entering a value in 'max. pieces' the divisibility of this step is activated, ie that objects with the same capacity on two or more lines will be divided.

The work step is divided in 'max. ... Pieces' and optimally attuned to the resources with the mentioned service/product on the planning board. When ticking the following check box the duration/amount will be divided into the exact value with just as much and similar segments.



Dependences in-between the process are defined in the 'fixing predecessors' dialogue which is opened when pushing the 'fixing predecessors' button:

92

It is	possible to define one <u>O</u>	several relation/s between	all defined	products/services:
-------	--	----------------------------	-------------	--------------------

- a	[1010 0		[AB-read					0		
1	1 Std. Step 3	•	After end	•	Working time (hh:mm	• 0	Y	: 0	T	×
1	1 Std. Step 3	•	Ignore	•	Working time (hh:mm	-	×	: 0	A. V	×

4.3.2.2 Planning Sample Orders

Predefined working and production processes can automatically be planned in by infoBoard under Edit - Planning sample order. Defining all working steps and products in the Service Management is a premise for this. The resources receive the working steps and products to execute the tasks. The process desired is configured in Sample Order Management. Have these preparations been made, the sample order can be planned:

Edit	View	Master data	Mod				
	Search	Ctrl+F					
	Search Gr	oup Ctrl+G	1				
Plan sample contracts							

Planning properties				<u> </u>	
Earliest start 23.04.2		2014 17:51	•	Preview	
Latest end 23.05.201		2014 17:51		Apply	
Allow downtimes in objects				Quit	
Delivery date				<u>C</u>	_
Enabled	[[77]				
Set latest end as (delivery date				
Delivery date		5/24/2014	*		
Layout			_		
	3D	Color			
 Sample contract 2 3 tum [] 3 tum [] 1 Step 4 [Std.] 1 Step 5 [Std.] 1 Step 11 [Std.] 					
1.00000324 - 2.50000433					

In the planning properties the start date desired is now defined. The order will be scheduled at the earliest possible date from that date. The system indicates if the period intended is not sufficient (4 weeks pre-defined).

In addition, an existing delivery date can be specified or the end of the order will be accepted as this. The representation of the objects and the color of the objects can be adjusted.

	File Edit View M collbar We delection 4/20/2014 -		2	0	cine with			Tep: ✔ ● U	Popular () • • • • • Neck • For the Ident • For the	(tep and
F	AL BORNER Mach	-		April 20	12		17 Visati n		TE Plan sample contract	38.
	info and	Sur 21.		Man 23	Tier 22	-	Weil 23	Thy 24	Parring properties Earliest days 23.04.2014 17.51 []+ Passes	
'n	Hat	11		tino 2 state		-			Lotes and 22.05.2014 17.51	
l	John	Sing			eo eo	-1	Alben 6		Allow development in objects Cont.	
	Livey .			105		1	L.*	Nop 7	Enabled (1) Sections well as belows data	
	Jittpe		1	3		-		L. 2500	Define day 5/26/2014 +	
Ļ	-								● 30 ① 30 Cater 📕	
	96,001						-		III Sample contract 2 - 3 tart 0 - 3 tart 0	
	M1002		-				-		- 1 3ep 4(2e1) - 2 9ep 5(2e1) - 1 3ep 11(2e1)	
	W:004		-		liters				Contract Contract	
	M 005		-		appendiately.		-			

The preview shows the result of the planning previously. In case that the planning is not arranged as intended, the given data can be changed and reordered in a further preview. Shall that correspond to your wishes the order can be bindingly planned in via 'Assume'. Later on, a group name is asked. The company-internal order denomination or number can be registered here. Is there no name registered, the planned sample order is labelled with 'Object group + name'.

Group name	Sample contract 1(1)
Show group rows	
Row color	Color Standard

Via Menu - Data every object group can be printed. For printing a graph, the option 'show relations to objects outside the group' has to be activated:

elect object gr	oup for print		
erest solost di	and in the set		
Show relation	ns to objects outside the g	roup	

Via 'Cancel', this action can be stopped anytime.

4.3.3 Master Data – Address Management

In the Address Management contact details of customers, settlements, furnishers, business partners, free staff, retailers can be deposited. The contacts are separated into categories to get a better overview.

The big use arises in the infoBoard Map Module which is necessary for the infoBoard Small Business Module.

<u>M</u> aster data	<u>M</u> odules	<u>E</u> xtras	<u>A</u> dministratio				
Service	Service Administration						
Sample	contract Adr	ninistratio	on				
Material	Administrat	ion					
Address	Administrat	ion					
Validity	characteristi	cs Admin	istration 🔸				
Target q	juantity Adm	inistratio	n i				
Import f	rom Excel		•				

intries					Selection
Filter					Category
Designation					Clients
Designation	▲ Street	Postcode	City	Country	Administration
Example co.	Main Street		New York	United States	New category
GD ² Cooperation	100 Penn Ave	🞫 New categ	100/		Edit category
gjgk		ivew categ	jory		
infoBoard international	Motor Way 36/38	Designation	1		Delete category
		Big Partene	ars		Addresses
					New entry
			ОК	Cancel	Edit entry
					Add GeoData
					Add Geobala
					Delete entry
					Delete entry
Idress Administration				_	
		-1		_	
itries				-	Delete entry
itries			- 1 1000	-	Delete entry
Idress Administration Itries ilter Designation	Street	Postcode	City	Country	Delete entry Delete entry Selection Category

Thailand

-

Designation	Ghe-i 1234
Streat	85
City	New York
Postoode	4521
Country	United Kingdom +
Contact 1	I.
Telephone 1	
Email 1	
Contact 2	
Telephone 2	
Enel 2	

....

gjgk

Delete category

Entries							Selection Category
Filter	Designation						Clients
Designation		▲ Street	Post	code	City	Country	Administration
gigk						Thailand	New category
							Edit category
							Delete category
							Addresses
							New entry
							Edit entry
							Add GeoData
							Delete entry
							Proxy settings
							Thoxy sounds
							ж

It is important to press 'Save' in the end.

4.3.3.1 Address Assignment infoBoard Map - Planning Objects

Deliv	rery date Ap	opointment properties			Role	
	Caption	Times / Produ	Times / Production Parameter			
Ad	dress ir	Board Localization Material Value				
	Assign an exis	ting client to the object				
0	Client list	<none></none>			-	
	Assign a new	client to the object			-	
	Category	Clients			*	
	Designation					
0	Street					
	Postcode / Ci	ty				
	Phone					
	Country	Thailand				
	6					
			ок		Cancel	

	Caption		/ Product		Parameter	
	A DESCRIPTION OF A DESC	ointment prop	pintment properties User-defir		ned attributes	
Address		Board Localization Material Valu		lue type		
Assign an ex		ng client to the	e object —			
С	Client list	<none></none>				~
	Assign a new cl	ient to the obj	ect			-
	Category	Elients				~
	Designation	iB				
۲	Street	Poppenbütte	eler Bogen	39		
	Postcode / City	22399	Ham	burg		
	Phone		5651			
	Country	Germany				▼ (■)
	0					

Delivery date	Appointment properties	properties 🚽 User-defined attrit		Role	
Caption	Times / Produ	Times / Production		eter	
Address	infoBoard Localization	Material		Value type	
Assign Client lis	an existing client to the object t Software - Hamburg		141	~	

4.3.3.2 Address Assignment infoBoard Map - Rows

1	
La	Neue Zeile anfügen
Sch	Zeile bearbeiten
~	Zeile optimieren
Sch	Zeile löschen
	Zeilen Sortierung
Ko	Tour optimieren
	Kapazitäten verwalten
5an	Aufgabenliste drucken
_	Terminmails senden
Lu	Termin SMS senden
ні	infoBoard Map Zuordnung

	Dem Objekt einer vo	orhandenen Niederlassung zuweisen
۲	Niederlassungen	Keine Zuweisung 🔹
	Dem Objekt einer n	Keine Zuweisung NL Hamburg - Hamburg NL München - München
	Bezeichnung	Singapur - Singapur Madrid - Madrid
	Stadt	Niederlassung Amsterdam - Amsterdam
2	PLZ	
	Land	

4.3.4 Validity Characteristic Management

Time dependences for single rows can be created in Validity Characteristic Management in the menu 'Master Data'. That could be maintenance for machines, tools and company cars as well as Visa and vaccination appointments for staff that is currently on assembly operations abroad or material orders.

ſ	Master data	Modules	Extras	Adminis	trati	on	?			
1	Service A	Administratio	n							
	Sample	contract Adn	ninistratio	on			<i>A</i>			Properties
	Material	Administrati	ion			%	a. 9			
2	Address	Administrati	on							
1	Validity	characteristic	s Admini	istration	•		Mana	ge validity o	haracter	istics
	Target q	uantity Adm	inistratio	n			Mana	ge assigned	characte	eristics
	Import f	rom Excel			۲		J.	1110 2		11123.

In the Managing Validity Characteristic dialogue, categories are defined at first. Then, **interval** or **timeframe** determined features could be added. The interval refers to an event, which is repeated regularly after a couple of days. Meanwhile the timeframe is defined by a start and termination time.

- 3085308	550a
	Add characteristic
	Designation: CODDOC () Interval
kdd charao	Period of time OK Cancel

After all desired characteristics have been created; they can be assigned to the resources via the Edit row. It is possible to allocate several characteristics to one resource.

		1		-
Caption	Presentation	Properties	Validity	Other
Capacity	Validit	y characteristics	Co	ntrolling

Caption	Presentation	Properties	Validity	Other
Capacity	Valid	ity characteristics	Co	ntrolling
alidity charac	teristics:			
No validity	Add validity cha	aracteristic		
IND VAILULY	Category:	aaaaaaa		
	Characteristic:	AAAA	•	•
	Start:	24. April 2	2014 🔍 🗸	Ĩ
	Interval [.]	0 👙		
	Advance wami (Days before er			

An advance warning that reminds of an appointment can be established here, too. IMPORTANT: this appointment supervision has to be activated in the Validity Characteristic Management later on:

Ma	ster data Modules Extras Administra	tion	ר ?
	Service Administration		
	Sample contract Administration		
	Material Administration	14	% 📲 🗸 - 📗 📕 -
	Address Administration		
	Validity characteristics Administration		Manage validity characteristics
	Target quantity Administration		Manage assigned characteristics
	Import from Excel		50 2.J. 1110 24. 111 2.J.

As soon as the validity characteristics have been activated, they can be assigned to the resources in the menu Edit. That is as well possible via Validity Characteristic Management – Administrating Assigned Features:

Via display filter, rows can be filtered that have the same status.

With a right click on the row, a new characteristic can be added or respectively an existing characteristic can be edited:

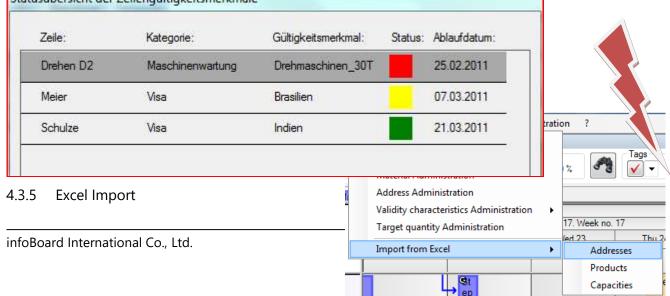
Display filter Image: Display	Monitoring Activate monitoring of validity characteristics
Characteristic:	Current selection
	Row group: Row group
Emploees	Row: Row
John Amy	Category: Category
⊡ Phil	Characteristic: Characteristic
M 001	Start: 1
M 003 M 004	End: Finish date/Interval
M 005 M 006 M 007	
M 007	Add validity characteristic
M 010 M 011	Edit Remove
M 012 M 013 M 014	

The diverse colours refer to the status of the validity characteristics:

- BLUE = no assigned features existing
- GREEN = valid characteristics
- YELLOW = expiring characteristics
- RED = expired characteristics

With an activation of one or several stati the display can be filtered.

If a time window for advance warning is given when allocating a characteristic, this function must also be activated in 'Managing Vadility Characteristics' on the right under supervision! If a sign reaches now the appointment which was assigned under fast forward, a status overview is indicated when starting the infoBoard. Then with double click on the corresponding row these can be edited immediately. Statusübersicht der Zeilengültigkeitsmerkmale



infoBoard can read out master data in the shape of an Excel list.

In addition to addresses, services/products for the Service Management and capacities for the row assignment of the services/products can be imported.

For an adequate import, the lists have to have the following format:

4.3.5.1 Importing Addresses

	А	В	С	D	E	F	G	Н
1								
2	Operation	ObjectID	Name	Country	Postcode	City	Street	Person1
3	I	12533	GD^2 Cooperations	US	89801	Washington D.C	Main	
4	I	12781	Example Co.	US	83843	New York	1234 Penn	
5	I	12776	Big Box Things LTD.	TH	12345	Bangkok	100 Motorwa	У
6	Ι	12538	Store XZ	DE	50078	Berlin	GrossStr 85	
7								

Operation = 'I' for import Object ID = chose explicit ID Name = denomination and/or ID of the customer, partner, furnisher, settlement etc. Country = ISO 3166 country codes Postcode City Street

For customer addresses, further dates have to be imported:

Person1 EMail1 Phone1

Person2 EMail2 Phone2

F	G	Н		J	K	L	М
Lat	Lon	Person1	EMail1	Phone1	Person2	EMail2	Phone2
45,7	30	Elvis	elvis@gmx.com	8789897 09787	Jimi	jimi@beam.com	1242323
24,89	164	Harig	harig@t-online.de	0033/45676789			
		Wunsch, A.	wunsch@gmx.de	0567/567890			

4.3.5.2 Importing Products

	Α	В	С	D	E	F	G
1	Operation	ObjectId	Name	Unit	Category	IsService	IsExternal
2							
3	I	Produkt 1	Produkt 1	Stk	Produkt	0	
4	I	Produkt 2	Produkt 2	EUR	Produkt	0	
5	I	Produkt 3	Produkt 3	cm	Produkt	0	
6	I	Produkt 4	Produkt 4	pcs	Produkt		
7	I	Leistung 1	Leistung 1		Leistung	1	
8	I	Leistung 2	Leistung 2		Leistung	1	
9	I	Leistung 3	Leistung 3		Leistung	1	

Operation = 'I' for import

Object ID = chose explicit ID

Name = denomination of the service, product or planned object

Unit = object unit respectively no entry on services

Category = service category where the service/product is allocated

IsService = shall entries be defined as a service 1 should be enlisted; when there is an empty space or 0 the corresponding object is a product

IsExtern = the corresponding object is defined as an external service/product when 1 is enlisted in this column

	А	В	С	D	E	F
1	Operation	ObjectId	RowUid	Service	Capacity	Priority
2						
3	I	12533	1-1	Step 1	1	5
4	I	12781	1-2	Step 2	1	5
5	I	12776	1-3	Step 3	1	5
6	I	12538	1-4	Step 4	1	5
7	I	12543	1-5	Step 5	1	5
8	I	12544	2-1	Step 6	1	5
9	I	12545	2-2	Step 7	1	5
10	I	12779	2-3	Step 8	1	5
11	I	12780	2-4	Step 9	1	5

4.3.5.3 Importing Capacities

Operation = 'I' for import

Object ID = chose explicit ID

RowUid = identification of the mentioned row (for an exact allocation of the services/products; see point 4.3.5.4)

Service = product or service that has to be allocated

Capacity = how many products can be realised per hour in a single row or how long does it take to fulfil a mentioned service

Priority = which priority shall be registered? (1 = High)

4.3.5.4 Row ID for Excel Import

In Editing Row Properties you can assign a row ID. This is relevant for imports from Excel (for importing capacities) and databases, not for the labelling anymore. The ID can be selected individually; they could be, for example just like the row labelling.

Capacity	Validit	y characteristics	Controlling	
Caption	Presentation	sentation Properties		Other
Costs 1:	0.00			
Costs 2:	0.00	*		
Email address:				
External ID:	1-1			
Mobile number:				

4.4 Menu Module

With additional infoBoard modules the planning board can be extended, the communication can be accelerated and the connections to external system can be established. If you have further queries please contact: info@infoBoard.biz or 040-69 66 486-40.

4.4.1 infoBoard Controlling

4.4.1.1 Time Budget

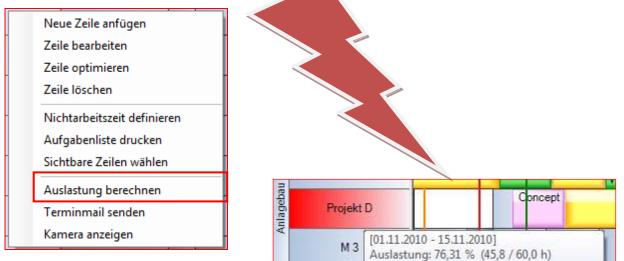
A time budget can be allocated to a project (an employee or a row) in Editing Rows - Controlling:

Caption Capacity	Presentation Va	Properties alidity characteristics	and the second se	Validity Othe Controlling	
Time bud	get: Working hou	ırs per day	8.00		
Time bud	get: Working hou	ırs per week	40.00		
Time bud	get: Working hou	irs per month	0.00		
Time bud	get: Total hours		0.00		

The standard settings are predefined as an 8-hours-day.

With a right click on the row the degree of capacity utilisation can be calculated concerning the time budget and the already planned time. The values (degree of capacity utilisation in percent + actual /

nominal-hours) are shown in the Tooltip (Mouse Over) afterwards. When reaching a predefined threshold value the rows get coloured (see *Local Settions – Degree of capacity utilisation*).



4.4.2 infoBoard SMS

This module gives the opportunity to send planned exercises/orders or texts of single planning objects by SMS. Moreover, information can be sent to infoBoard via SMS and the content is directly illustrated on the planning board. This module is only available with an additional mobile phone contract, a SIM card and a GSM modem.

Register your mobile number to send and receive SMS. The information sent are directly submitted to the planning board.

Amy	Capacity	Validi	ty characteristics	Co	ntrolling
Conty	Caption	Presentation	Properties	Validity	Othe
Jorge					
Phil	Costs 1:	50.00	<u></u>		
M 001	Costs 2:	25.00	*		
M 002	Email address:				
MOUZ	External ID:	1-4			
M 003	Mobile number:				
M 004					

An example:

An employee sends a SMS containing the beginning of his work.



SMS on the infoBoard:

infoBoard Client	Enterprise - [l	Planning Board EN	I - en0]	-	of the local division of the		_
File Edit View		10 12 11 11 11 11 11 11 11 11 11 11 11 11	Extras Administr	ation ?			
Toolbar							
Date selection		loom	-		ags Pro	perties	
6/15/2014	- 📄 [💭 e e e e e e	en ante arte o 💌	100 %		📕 - 📕 -	- 1
ALL Emploees	Machines						
		June 201	4				_
- Board				25. Week no.	25	1 ···	
INTO E	Sun 15.	Mon 16.	Tue 17.	Wed 18.	Thu 19.	Fri 20.	
			1139				
Matt	_	88	6666			1	Ť
man							
John							
3				bbbbb			-
Amy				16			
Jorge							
			CCC	ccc			-
Phil			ccccc				
M 001			16/06/203	14 08:00 - 19/06/201	4 14:30		
MOOT			Group: -	nge: 24/04/2014 14:31	- en0		
			Cost Critic				

4.4.3 infoBoard SyncTool

Synchronisation via SQL – Interface:

With the new import interface data from SQL databases can be assimilated in a consistant way. Data from foreign systems can be assigned and **directly placed** in the planning board. Assigning imported properties to source columns happens via column names of the database. The planning object is automatically placed on the predefined rows and on the right date. The slide is effected by individual norms.

infoBoard International Co., Ltd.

SyncTool is available in two versions: unidirectional (one-way information transmission to the planning board) and bidirectional (information transmission + feedback). Further information concerning this point can be obtained from the brochure infoBoard SyncTool.

4.4.4 infoBoard TOM TOM Webfleet

This module provides the dispatch of a task via http protocol to the interface of TOM TOM Webfleet.

Capacity	Valid	lity characteristics	Co	ntrolling
Caption	Presentation	Properties	Validity	Other
Iranch	Dow	intown Office		
JRL webcam		//192.168.1.221/		

If the Webfleet account is deposited in the Local Settings a Webfleet object can be assigned to a row (Editing Row – Other). With an activated MAP Module, a settlement can be deposited. The tasks (orders with text declaration and addresses) that are planned on the infoBoard are transmitted to the employee's TOM TOM tool via satellite. A TOM TOM Work Account is essential for this module.

Example:

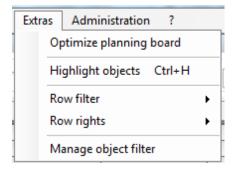
	Caption	Times	/ Productio	n	Param	eter
	The second se	ointment prop	erties	User-defined attr	ibutes	Role
Ad	dress info	Board Localiz	ation	Material	Val	ue type
	Assign an existir	ng client to the	e object			
0	Client list	<none></none>				~
	Assign a new cli	ent to the obje	ect			5
	Category	Clients				~
	Designation	iB				
Street		Poppenbütte	eler Bogen 3	9		
CONTRACTOR OF A DESCRIPTION OF A DESCRIP	Postcode / City	22399	Hambu	urg		
	Phone		5901			
	Country	Germany				- =

The address where the car should be headed to has to be deposited in the planning object (order) on the planning board. With a right click on the object, the order can be sent.

L Emploses Ma	chines						
		May 2014 19. Week no. 19					
nfo me	Tue	6	Wed 7	Thu B	Fri 9.	Set 10	5u 11
E-imit	1 10.58						
Matt	Auftra	gtho of					
1.5565	_	Properties				-	
John		Format obj					
Дту		Divide object					
Jorge	Ste p 8	Copy Cut					
Phil	L,@	Delete Delete area					
M 001	-		inning object		-		
M 002	1000	Create downtime Add tag Add file link infoBoard Controlling					
	1000000				-	-	
M 003							
M 004		10.00	intment SMS intment email				
M 005		Send to WI					
M 006		Print barco Plan interv					

If the sending is successful, the order appears (after actualisation) in the category: Webfleet orders.

4.5 Menu Extras



4.5.1 Optimising Planning Board

With *Optimising Planning Board* all the empty times - times that have not been planned yet - are filled. That means that the planning objects are shifted backwards and forwards. Working times are optimistically used and planned

Start time:	4/28/2014 -
Finish <mark>tim</mark> e	5/28/2014 -
🔽 Fill up all	empty times
Minimum w new tasks	orking time for at a day
None	
1/4 hou	JF.
1/2 hou	JF
1 hour	
	Cancel

Example:

task No	234 task No 235	task No.236	
task NO.124	task ND.125		task NO 126
	task No.345		task No 345
task No.456	task No.457	task	No.458

Before optimising:

After optimising:

Mon 23.	Tue 24.	Wed 25.	Thu 2	6.	Fri 27.	Sat 28.	Sun 29.	ľ
			11:39					
task No.234	task No.235	task No.	236					
task NO.124		task NO.125			task NO.	126		
	task No.345		task No.346					
task No.456		task No.457		tas	ik No.458			

4.5.2 Accentuating Objects

Objects can be accentuated in *Extras - Accentuate Objects* to keep rack of the planning board. This is realised by defining certain objects and all others who do not meet the predefined criteria, are presented with reduced visibility (ie, as if through a frosted glass, transparency setting point 4.6.15). In addition, planning objects that meet the criteria can be highlighted with a coloured "milk glass". The selection of the corresponding objects can be determined by the following criteria:

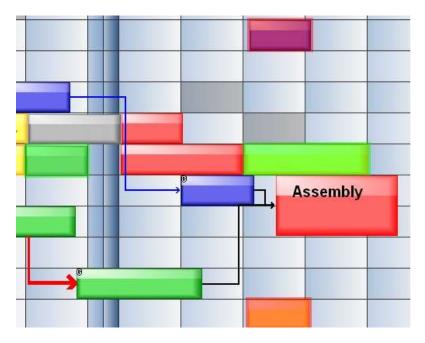
- a) Labelling
- b) Priorities
- c) Products
- d) Own Attributes
- e) Devlivery Times
- f) Appointments
- g) Status

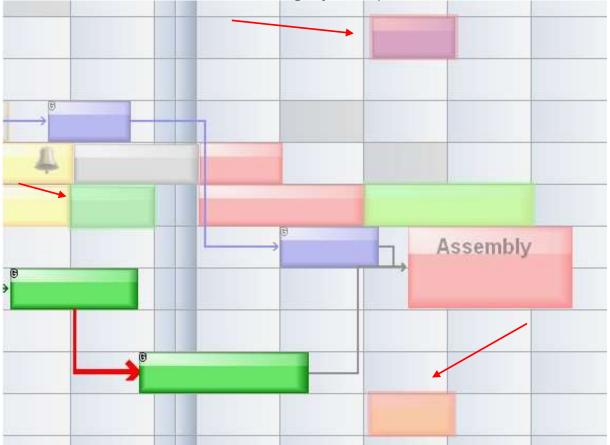
Products and user-defined attributes have to be predefined to be available in the Type Selection. If User-Defined Attributes is chosen, an additional value can be assigned to a certain element. Exapmle: From the user-defined attribute 'customer', the planning objects customers 'Siemens' shall be highlighted. 'Siemens' is also coloured.

Criterion 1		Criterion 2	
Туре	<none></none>	Type	<none></none>
Element	<none> Label Priorities Products</none>	Bement	
Value	Delivery dates Appointments Status	Value	
Color	Select	Color	Select

Criterion 1		Criterion 2	
Туре	Priorities -	Туре	Priorities -
Element	Low •	Element	Low
Value		Value	Low Nomal High Very high
Color	Select	Color	Select

When pressing the **Esc key** the selection will be removed.

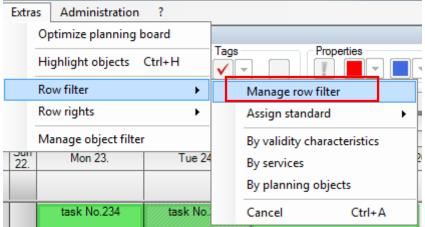




This is valid as well for the instruction Accentuating Object Groups:

4.5.3 Row Filter

The row filter gives the possibility to illustrate the planning board individually depending on predefined criteria. With this function **Public Filters** (only for owners), **Role Filters** (only for members with corresponding role) and **Private Filters** (only for my login) can be created. Depending on the visibility settings as public or private the filters are accessable for other users, too.



• Public Filters:

Manage row filter	R Hadrin R	
	🎫 Create row filter	
Public Private	Properties Name Description	
	Creator en0 Visibility Private	•
	Select visible rows	
New 📄		
		OK Cancel

.

Private Filters :

K Manage row filter	Create row filter	
Public ⊡- Private private filter 01 alleMitarbeite w	Properties Name private fi Description Creator en0	filter 01 alleMitarbeite with "M"
	Visibility Private Select visible rows	•
New Edit	л	OK Cancel

4.5.3.1 Using Own Filters

Row filters can be selected right besides the modes:

Mode	Row filter
Normal 👻	<none></none>
	<none></none>
	assasas bbbbbb
	_ ccccc

4.5.3.2 Row Filter according to Services

The properties that have to be filtered are already known. All rows containing the defined service get filtered.

Select validity o	haracteristics			
AAAA	• &	▼ BBBB	• & •	• & •
2	*	*	• & • -	

See point **Fehler! Verweisquelle konnte nicht gefunden werden.** Automatic Product Filter when Shifting

4.5.3.3 Row Filter according to Planning Objects

Perfomances that have been established in the planning object itself can be filtered, too. First of all these services have to be registered in Master Data - Service Administration. Only if there are planning

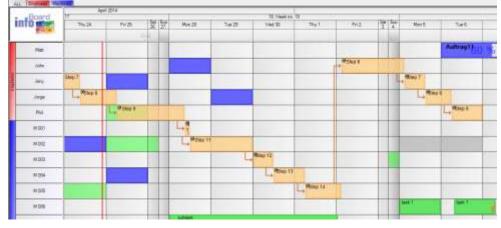
objects on the planning board containing one of the registered services the corresponding filter can be applied.

Row Filter for Object Groups

Object groups as work flows can run through several sub-steps in different resources. Especially when the number of resources planned is quite high keeping rack of some orders or projects (object groups) becomes difficult. The view can be filtered on the mentioned rows with a right click on the object group to make it easier:

						Auttragt
				Step 6		
ep.7					Witep 7	
Step 8					- "Step	8
	@Step 8					L, Mistep 9
		L,e				_
		USHD 11				
			BNp 12			
			Bitep 13			
			L, ^s	Ritop 14		
					Tank 1	task-1
		ndtask				

After filtering only the rows that contain the object groups required are shown:



4.5.3.4 Row Filter according to Dimensions

With a right click on a multidimensional planning object the dimensions of a task can be filtered whereat the other rows are blinded out:

1	ALL Emploees Mach					
Г		April 2014				
	Board			17. Week		
	INTO 💽 💽	Tue 22.		Wed 23.	Thu 24.	Fri 2
				13:36		
╘			O	Task 1		
	M 001			I dSK 1		
		G			Properties	6.0
	M 002				Format object	
	M 003		G		Divide object	
	M 003		7		Сору	
	M 004	Urgent appointments vote	O	Task 1	Cut	
	11 004	orgent appointments vote			Delete	
	M 005		G		Delete area	
	M 006				Protect planning object	999
					Create downtime	•
	M 007		O	Task 1	Add tag	
Machines	M 008				Add file link	
Mac	M 000				infoBoard Controlling	
	M 009				Send appointment SMS	
					Send appointment email	
	M 010				Send to WEBFLEET	
					Print barcodes	
	M 011				Plan interval	
	M 012				Daily reports	934
					Filter rows by dimension	

After filtering only the the mentioned rows are shown:

	724 11	April 2014		
	Board		17, Week no. 17	
	10 🔜 🖭	Tue 22.	Wed 23.	Thu 24.
				09:57
	M 001	_	Task 1	
Machines	M 004	Urgent appointments vote!	• Task 1	
ž	M 007		D Task 1	

4.5.3.5 Row Filter according to Validity Features

The rows get filtered according to the characteristics deposited.

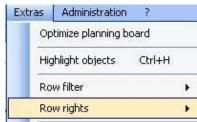
4.5.3.6 Removing Row Filter

In the menu or with *Ctrl* + *A* the row filter can be removed:

Γ	Extra	is Admi	nistra	ation	?	_			
		Optimize	planr	ning b	ooard				
-		Highlight	obje	cts	Ctrl+H	Tags			
-[Row filter			•		Manage row filter		
		Row right	s		•		Assign standard		
		Manage o	bject	filter			By validity characteristics		
	Fri	25.	26.	27.	Mon 28		By services		
					10:19		By planning objects		
							Cancel Ctrl+A		

Row Authorities (only in EE Version) 4.5.4

Row authorities are defined and allocated to prohibit the write permission for rows.



First the definition:

🚜 Row ri

Then the allocation:

		RowRightAddEditDialog	8	
		CAQ	ERP - ERP	
Row rights	- Create definition			
Properties				
Name	ERP			
Description	1			
	1			
Select rows wi	th permission			
- 🗹 R - 🗹 R - 🗸 R - 🖉 R	roup 1 ow 1-1 ow 1-2 ow 1-3 ow 1-3 ow 1-4 ow 1-5 roup 2 roup 3			

The rows that cannot be written on are provided with a lock. The user who is confined to this filter (see

	_				•	_	status
		Matt					(see re
		John					
	Emploees	Amy	Step 7				[
101 20 40	ш	Jorge	L,	©Step 8			
V		Phil			Ļ	C	
		M 001				_	
		M 002					
		M 003					
10.00		M 004					The co
CALCULATION OF		M 005					autho object
		M 006					object
		M 007					

status row) is not able to place planning objects on this row see red presentation).

Zeilenrechte: ERP	

The combination of limited writing roles, row filter and row authorization, and the individual protection of a planning object make a differentiated rights management possible.

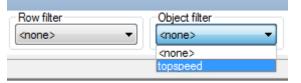
4.5.5 Managing Object Filter (only in EE Version)

If Type Values have been created in *Administration - Type Definition* (Point **Fehler! Verweisquelle konnte nicht gefunden werden.**) object filters can be established.

Selection	Properties
Workshop	Designation Workshop
	Value types
	Manufacture - Workshop
	Object-Alpha
	44
	Downtime-Alpha
	55
New Delete	

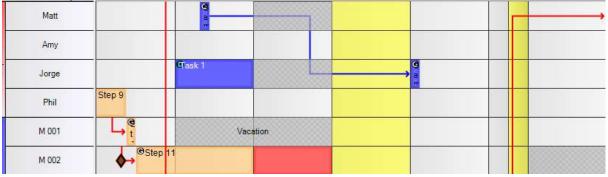
The object filter has to be denominated and type values need to be assigned. Furthermore, the transparency of other objects and idle times on the planning board can be set when filtering.

The object filters are now available in the menu bar:

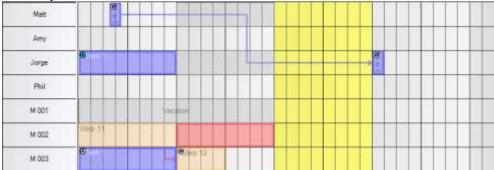


To adopt an object filter the type values have to be assigned to the objects (see point 0). Now you can use an object filter.

Without Object Filter:



With Object Filter:



4.6 Menu Administration – Local Settings

4.6.1 In General

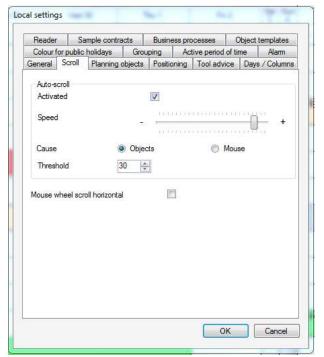
The Local Settings differ from the Global Settings because they are only adjustable for the local individual user account. With this function, every user has the possibility to have the planning board individually illustrated. General planning board settings (e.g. Calendar etc.) are determined in the Global Settings. In case that a large screen is only running with a read permission but needs a special adjustment, they have to be set by another user account with more rights if necessary. Users with read permission only possess restricted access to the settings.

	r Sa	ample contra	acts	Busine	ss prod	cesses	Objec	t templates
Colour	for public	holidays	Grou	Active period of time		Alarm		
General	Scroll	Planning	objects	Positio	ning	Tool advi	ce Da	iys / Columns
Ask wh	lanning bo en deletin ws withou					Beginni	ing of the	e week 🔻
					(10)-	DEBUG	3	•
						English	(United	Kingdor 👻
Log lev	el							
Langua	ige (only t	akes effect	after res	tart)				

• In General Settings – Opening Planning Board On, we can define from which point in time we would like to have the planning board illustrated: *lastly closed, today, beginning of the week, beginning of the month.*

This setting is important to keep track over the value-added process so that tasks initiated but also outstanding tasks do not disappear from sight.

- The language can be changed here from version 2.6. However, this modification only becomes active when restarting the planning board.
- 4.6.2 Scrolling



• The autoscroll activator prevents an uncontrolled scrolling initiated by an object.

• When scrolling with the mouse scroller horizontal the mouse function is redefined. The visible planning board section is then shifted horizontal not vertical.

You can scroll horizontal with Shift + mouse scroller.

4.6.3 Planning Objects

The planning object's behaviour can be individualised here.

Reader	Sa	ample contra	acts	Busines:	s pro	cesses	Ob	ject t	emplates
Colour for public holidays		Grou	Grouping Ac		ive period of tim		me Alarm		
General	Scroll	Planning	objects	Positioni	ng	Tool advi	ce	Days	/ Columns
Adapt	to cell si	ze (space b	arl						
10.000	rizontal		Vert	ical					
Open	new obie	cts for editir	na immed	liately					
12000	tivated		Sim	1944 A. C.					
Open pr	operties (on:				Caption	1		
Double	clickina a	in empty ce	ll to creat	te an obie	ct				
	-	over planni							
		lanning obje		10 A A					
an anno a d	5	e on plannin		s					
것 않는 것 **		ss at 0%	-			100			
Don	ot colour	the object a	at 0%			1			
Show m	aterial pro	ocurement				(ET)			
	01/200-02/00 1 (1/1	xpense bar				V			
		ailable dime		ws		0.23			
 All 				working tir	ne	Øn	one		
<u> </u>		O 1441	e ac melli	n smang til			21 K		
						0	v		Cancel

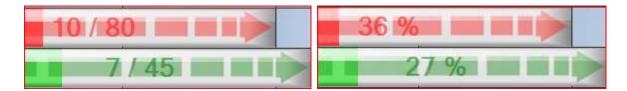
• An object is automatically attuned to the cell size when selecting it and hitting Space at the same time if this function is activated.

er:	ask 1				OTas	sk 1			8
									100

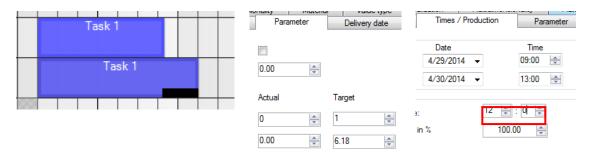
- It is possible to choose on which tab the settings are opened when opening new objects directly for editing.
- With Drawing Downtimes on Objects, the presentation of an object is changed as follows (this setting is available for labellings, too):



• Shall the calculation values be illustrated as nominal-actual-value (not percent) deactivate *Show Percentages on Planning Objects*!

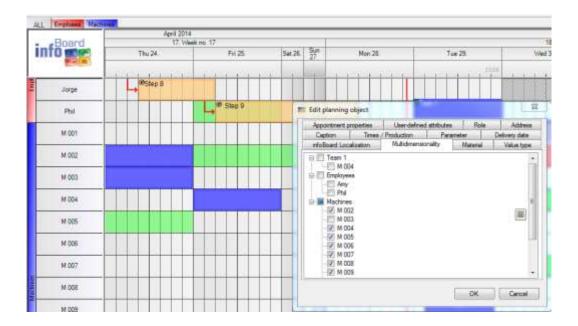


• The additional expenses bar is a black bar on the planning object. Additional expenses are calculated working time minus nominal value.



A double occupancy becomes impossible as the filter for free dimensions fades out all dimensions that are not available for the task's whole period:

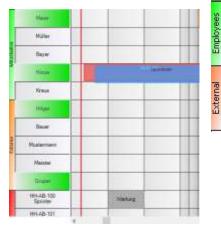
_		
	© Step 9	□ ⊡ Team 1
Phil		M 004
		Employees
		- Amy
M 001		Phil
		📄 🔲 Machines
M 002		
M 002		M 003
		📝 M 004
M 003		- V 005
		M 006
M 004		

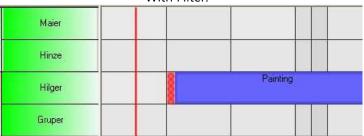


4.6.4 Positioning

Colourf	or public	holidays	Grou	ping	Act	ive period	of tim	e	Alarm
Reader	Sa	ample contra	icts	Busines	s pro	cesses	Ob	oject	templates
General	Scroll	Planning	objects	Position	ing	Tool advi	ce	Days	/ Columns
Autor	tio look	ting in the c							
	Left								
W.	Leit		op						
Move	success	or							
0	Never		0	Ask		۲	Auto	matio	cally
-									
Opti	mize auto	omatic graph	٦			and the second se			
Lock	k-up at p	redecessor				1			
Disa	ble deliv	ery verificati	ion			1.1			
Allov	v overlap	oping planni	ng objec	ts					
	new obj matically	ects that an	e affecte	ed by dow	ntime	es 📃			
Auto	matic pro	oduct filter w	hen mo	ving		15			
						0			Cancel

- Planning object's lock behaviour
- With **Shifting Successor**, every user can determine the next planning object's (successor) behaviour by himself. This function is automatically activated. Even when extending a planning object this presetting would act. When shifting planning objects into the future, gaps between the single objects are automatically closed. This function can include an optimisation when it is activated.
- Automatic Graph Optimisation, when hitting an object in a group or graph.
- Lock in predecessor object or overlapping planning (requirement: *Shifting Successor= Never*) can be adjusted.
- The functionality of **delivery dates** can be oppressed.
- Planning objects can be replanned if they are hit by a downtime.
- When shifting the objects, you can adjust **product filters** (only in EE version)
 Without filter:
 With Filter:

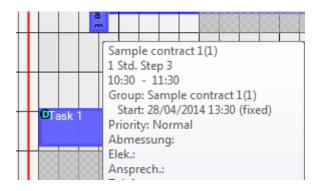




4.6.5 Tooltips

Rows and planning objects can receive further information in the background that is important for planning. You can have tooltips illustrated to prevent labelling every information. Information that is activated as tooltips (for planning objects, downtimes or rows) is visible when moving the mouse over a corresponding object.

	lidays Gro	ouping	Active perio	d of time	Alarm
Reader Samp	ole contracts	Busine	ss processes		t templates
ieneral Scroll F	lanning objects	B Positio	ning Tool ad	tvice Day	/s / Column:
Planning objects Caption Time Group name Own attributes Localization Daily reports Material Priority Value Type Other Show external I Tooltip-Display dura	Earlies	nange ry date t start mensional	V Tim Capac All Pro Nor Row s Val	scription ne ity ducts only ne	s of validity



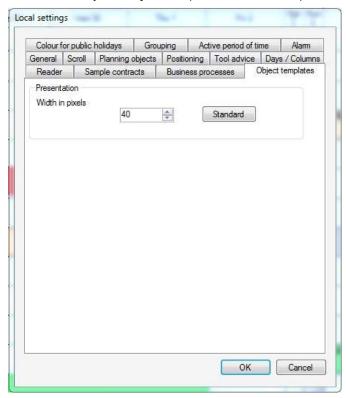
4.6.6 Business Processes

Rows can be coloured when managing validity characteristics (Point 4.3.4).

Colourf	or public	holidays	Grou	iping	Acti	ive perio	d of ti	ne	Alarm
General	Scroll	Planning	objects	Positio	ning	Tool ad	vice	Days	/ Columns
Reader	Sa	mple contra	acts	Busine	ess pro	cesses	C	bject 1	emplates
		48		x hours rs rs rs					
						_	ок		Cancel

4.6.7 Object Templates

You can modify the object template's size for the panel in this menu.



4.6.8 Supervision (only in EE Version)

You can adjust the planning object's behaviour that have not been terminated so far and that lay behind the daily line.

Days / C	Columns	Colour fo	r public	holida	ys I	Grouping
Active per	iod of time	Alam	B	tebee	58	mple contracts
General	Scroll	Planning ob	octs	Posi	tioning	Tool advice
Butnet	s processes	00	ect tem	plates	-	Monitoring
Setting Test	ivated	11	E		: 10 : 10	
Thi	e action is no	t completed fo	r inport	ed obje	ets	
0	nove		0	Exte	nd	

- **Checking interval**: How often shall the planning board check if an object has been terminated?
- Test range: How far in the past, shall the planning board check for the objects?
- Which **tag** do you use for the termination note?
- Shall the open planning objetcs be **shifted** or **extended**?

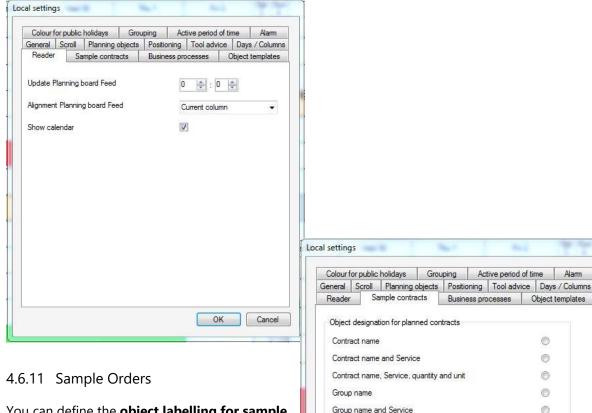
4.6.9 Alert

Alerts can be activated and administrated in Local Settings. Further settings are available in Administration - Rules.

Business processes Object templates Monitoring Active period of time Alarm Reader Sample contracts No alarm Only alarm Alarm with solutions Alarm signals Check interval Alarm image All Minutes Alarm tone Image Image	Business processes Object templates Monitoring Active period of time Alarm Reader Sample contracts Image: Only alarm Alarm with solutions Alarm signals Check interval Alarm image Alarm tone	Days / (Columns	Colour for p	ublic holidays		Grouping		
Active period of time Alarm Reader Sample contracts No alarm Only alarm Alarm with solutions Alarm signals Alarm image Check interval Alarm image All 1 Minutes Alarm tone Image Image Image Cown sound> Image Image Image	Active period of time Alarm Reader Sample contracts Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image:	General	Scroll	Planning object	ts Positio	ning	Tool advice		
No alarm Only alarm Alarm with solutions Alarm signals Alarm image Alarm image Alarm tone (own sound)	No alarm Only alarm Alarm signals Alarm image Alarm tone Kown sound>	Busines	ss processes	Object	templates		Monitoring		
Alarm signals Alarm signals Alarm signals Alarm signals Alarm tone Cown sounds	Alarm signals Alarm image Alarm tone Check interval Alarm tone Cown sound>	Active pe	riod of time	Alarm	Reader	Sar	nple contracts		
All Minutes	All 1 Minutes	No ala	arm	🔘 Only alarm	O AI	larm wit	h solutions		
Alarm image All 1 Minutes Alarm tone Cown sound>	Alarm image All 1 Minutes Alarm tone Cown sound>	Alarm si	gnals	-	- Check inter	val —			
Alam image <own sound=""></own>	Alarm image	Allov	v acoustic sig	inals					
Alarm tone	Alarm tone	Alarm im	iage		All 1	\$	Minutes		
<own sound=""></own>	<own sound=""></own>	<own in<="" td=""><td>nage></td><td>~</td><td></td><td></td><td></td></own>	nage>	~					
		Alarm to	ne						
Preview	Preview	<own so<="" td=""><td>ound></td><td>~</td><td></td><td></td><td></td></own>	ound>	~					
	FIGVIC:		Preview						
(ICVICW			Fleview						

4.6.10 Reader

You can adjust whether the planning board shall be automatically updated when shifting.



You can define the **object labelling for sample** orders here and automatically scroll to the first or last object in the group and whether the planned time, so target time shall be entered (affects overhead beams point 6.1.2).

General	Scroll	Planning objects	Positioning	Tool advice	Days / Columns
Reader	Sa	ample contracts	Business pro	cesses	Object templates
Object	designa	tion for planned con	tracts		
Contr	act name	•			0
Contr	act name	and Service			0
Contr	act name	e, Service, quantity a	ind unit		0
Group	name				0
Group	name a	nd Service			0
Group	name,	Service, Quantity an	d Unit		۲
Scroll	to contra	ct automatically			
	Activated		To first obj	ect 🧕	9
			To last obj	ect 🖉	é
	For servio	ces, apply required o	luration from q	uantity	
				ОК	Cancel

4.6.12 Days / Columns

Colour for	public holidays	Grou	iping A	ctive period	of time	Alarm
Reader	Sample cor	ntracts	Business p	rocesses	Object	templates
	- 10	ng objects	Positioning	Tool adv	ice Day	s / Columns
Show da		2				
Number	of day lines	1				
	f 1st day line f 2nd day line					
	to 1st day line		<u>*</u> : 0	A T		
Colour of	f 3rd day line					
Shifting t	to 1st day line	4	1 🚖 : 0	A V		
Shov	w Cursor-Ttme i	n the caler	ndar			
🔽 Draw	v column borde	rs				

You can draw up to 3 daily lines to illustrate different world times e.g. USA, Germany and China.

The daily line shows which planning object is executed by whom. Tasks (planning objects) are placed at the intersection of time (calendar / columns) and resources (rows). The daily line show the actual daytime and which progress we made with the actual task.

											_
		Ste	p 2			SI	ubta	sk			

There is the possibility to display the cursor time in the calendar and it it is also possible to hide the column boundaries (lines).



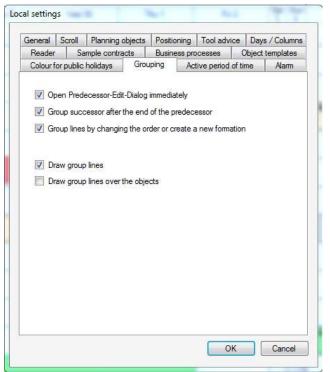
Mon 5.	Tue 6.	Wed 7.	Thu 8.
	08	00	
>		08:00 - 16:00	

4.6.13 Holiday Colouring



4.6.14 Grouping

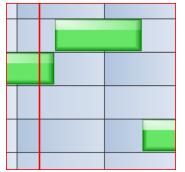
You can define the navigation behaviour of objects in an object group.



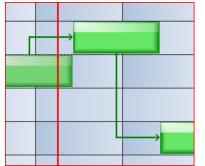
- Upon activation of the first function, the predecessor editing dialogue will be opened automatically when creating a connection between two engineering objects (to a graph).
- If a shifting of a planning object beyond its corresponding predecessor shall be prevented the function group-successor is activated at the end of the predecessor.
- If the order of group objects (Edit Object Group) is changed, the group of lines is to be re-created.
- Showing group lines can be pre-characterized by the activation or deactivation of the Drawing Group Lines function; furthermore, whether these should be drawn over the objects or not.



without group lines:



with group lines:



4.6.15 Accentuating

	s processes	Objec	t templates		Monitoring
Days / (Columns	Colour for p	oublic holiday:	s	Grouping
General	Scroll	Planning object	ots Positi	ioning 📗	Tool advice
Active pe	riod of time	Alarm	Reader	Sam	ole contracts
Describer					
Properties			-		
Transpa	rency				
		0	0,5	1.3 6.6.1	1
Distance	s Future	2 0	Days 0	0	Hours
Highlightin	ig when clicki	ng on a plannin	g object		
inginginoi	e	0	Group		
 Non 		01	Production pe	riod	
100000000000					
100000000000					

- You can set the **Transparency** for the accentuations (accentuating graph, accentuating production period, active period...) here.
- To accentuate the value creation period (active planning timeframe) you can accentuate the current planning process. Now the focus lies on the tasks with a value creation process.
 10 % transparency
 60% transparency

									18. Week no. 18			
_	_						5at 26	5un 27:	Mon.28	Tue 29	Wed 30	The 1.
				18. Week no. 1				22.5				
54	27	Mer 25	Tin 23	11ied 33	The1	Fri2		0201		1.00	1	
			1014							e		
1	-						_	-			100000000000000000000000000000000000000	
							_				in the second se	
-		_										
				1 S (1-4		•			_		Tesk T	
				Task 1		-						
								-	10		Second Second	
		1	Vaca	tion					10	Va	cation	
		and the second se						#Step 11				
	→ #Stap 11											

- You can also define whether object groups are automatically accentuated when clicking on them or that production periods are accentuated if earliest start and/or delivery date is deposited
- Furthermore, when **filtering on graphs or groups** the group/graph desired is **automatically accentuated**.

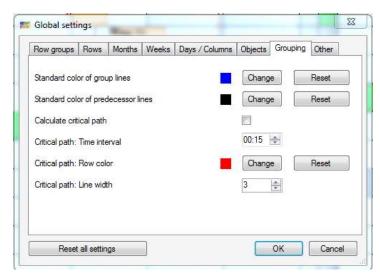
4.7 Administration Menu – Global Settings

You set up global settings that concern all users. Colours, standard sizes, labellings and typefaces are deposited here.

4.7.1 Other

low groups	Rows	Months	Weeks	Days / Columns	Objects	Grouping	Other	
Standard cold	our <mark>of d</mark> o	wntimes			Chang	e 🗌	Reset	
Standard cold	or for <mark>n</mark> or	n-working t	ime		Chang	e) [Reset	
Colour for mai	ked row	s			Chang	e] [Reset	
^o ubilc holiday	rs as nor	n-working t	ime					
Readers may	give fee	dback 🛛			V			
Allow editing (external	ID						
Product name	e as exte	mal ID			1			
	PM - 4077		-		_	_		

4.7.2 Grouping



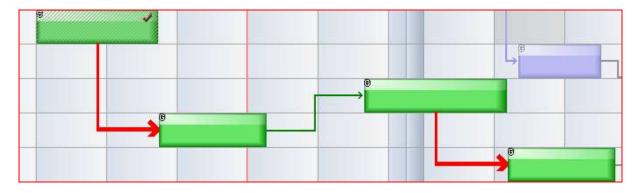
4.7.2.1 Critical Path

From version 2.7, it is possible to let **critical time intervals** between the single planning objects be illustrated. Therefore, you have to activate this function in *Global Settings – Grouping*:

Time intervals, line colour and line width can be individually defined. 15 minutes is standard limit for the time interval setting and the standard colour is red. That means, in case that two planning objects get too close and end up in a cricital situation their connection line gets automatically red an thicker.

4.7.2.1.1 Charting Critical Paths

If the interspace between two objects reaches the limit, the planning board draws automatically a thicker red line. (Here: line width 5)



4.7.2.1.2 Optimising Graph

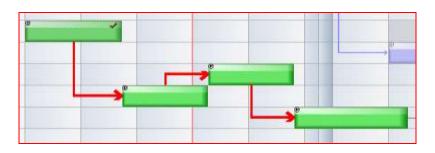
The user has the possibility to opitmise the orders and projects temporally when clicking with the right mouse button on the planning object and selecting *Optimising Graph*. infoBoard automatically searches for available resources and temporal free space to realise the single sub-steps. (Keyword: "Recognising gaps by yourself").

Hint:

Optimising graphs comprises every sub-dependance. The selected planning object is the benchmark where all following dependant objects are orientated on. However, the planning objects on the left side of the planning board are **not** orientated on the benchmark. There are all lines optimised, which are occupied by an object of the graph within the time range between the clicked objects and the last object of the graph.

Highlight graph		-	1	_		-	1	
Filter rows by groups								
Filter rows by graphs	-	-	1	T	@Bt			
Сору				1	ab		-	
Cut					5		Step	ļ
Delete		- 10	ý de la construcción de la constru		-			
Delete area								
Protect planning object		O	su	btas	¢	-		İ
Create downtime					_	ç		
Add tag								
Add file link		-		-	-		-	
infoBoard Controlling	1							
Aufgabenliste drucken		1.	50	btas	c			
Send appointment SMS	_	_	1 1			1		
Send appointment email								
Send appointment email for object group	-	-		_	-	-	-	
Send to WEBFLEET								
Print barcodes		-			-	-	-	Ì
Plan interval								
Edit predecessor(s)								ĺ
Optimize graph			1 3		S	1		

After:



Objects are shifted to the critical path if possible!

4.7.3 Objects

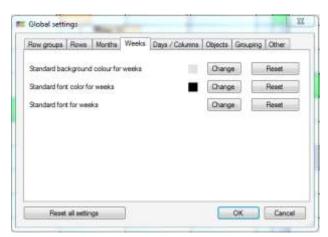
Row groups	Rows	Months	Weeks	Days / Col	lumns	Objects	Grouping	Other
Standard he	ight for ne	ew plannin	g objects			40		Reset
Standard co	lor for nev	v objects /	′ object te	mplates		Chan	ge] [[Reset
Standard for	nt colour f	or <mark>planning</mark>	objects			Chang	e	Reset
Standard for	nt for plan	ning objec	ts		Houn 8	s Mir ≑ :0	nutes	Reset
Standard du	ration for	new plann	ing object	is				
Multidimensi	onality de	pending or	n product:	S		1		
Same period	for multi-	demsional	objects			1		

4.7.4 Days / Columns

From 150 pixels per day, the columns are captioned with time. Please note that when using the planning boards for appointments.

Row groups Rows Months Weeks Days / Colur	mns Objects Groupin	ng Other
Standard background color for days / columns	Change	Reset
Standard font color for days / columns	Change	Reset
Standard font for days / columns	Change	Reset
Day width in pixels	320 🚔	Reset
Date format for days	Abbr. Weekday an	d date
Color columns entirely		
Hide columns with non-working time	(Pere)	

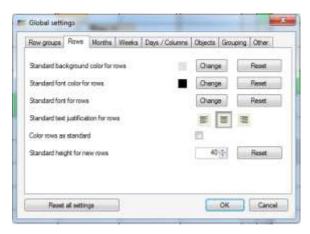
4.7.5 Weeks



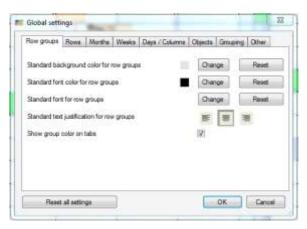
4.7.6 Months



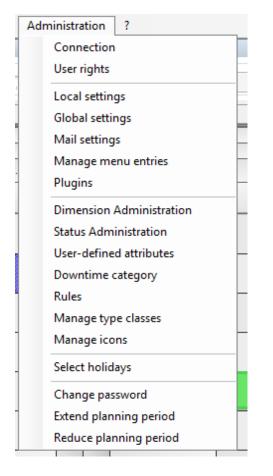
4.7.7 Rows



4.7.8 Row Groups



4.8 Menu Administration – Further Functions



4.8.1 Connection

4.8.1.1 Auto – Login

Should only be one planning board of concern in the company, it is possible to start the planning board directly by activating the auto-logins.

Server connection	
IP-address or URL	infoboard.biz
Port	8030
Auto-login on last planning board	
Activated	
Login	test
Password	

4.8.2 Mail Settings

In case that the infoBoard shall send emails to the users some settings have to be carried out.

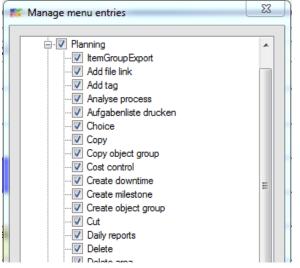
Email account	
Email address	infoBoard-Test@plantafel.net
Username	infoBoard-Test@plantafel.net
Password	•••••
SSL	
SMTP Server	
Host name	post.strato.de
SMTP Port	25
Pop authentication	
POP3 Server	
Host name	post.strato.de
POP3 Port	110
Sending test e-mail	
Receiver	1
	Sending

4.8.3 Managing Menu Entries

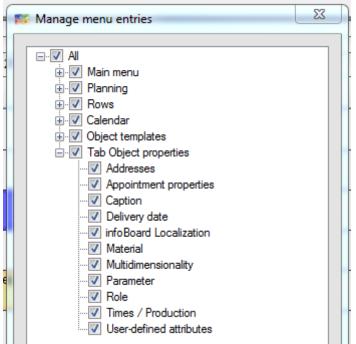
The planning board owner can decide which menu entries will be visible for the planning board. This view is valid for every planning board user that means that some menu entries are hold back.

×
-

Context Menu Restrictions:



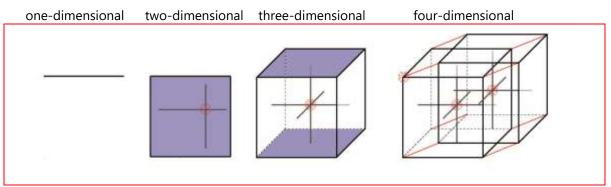
Planning Object Tabs:



4.8.4 Dimension Management

Dimensions:

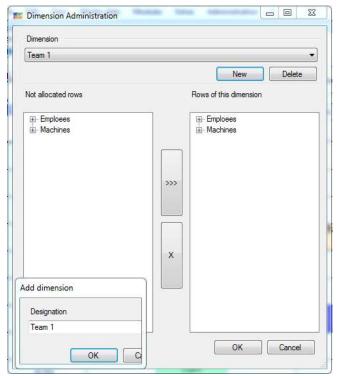
If several resources are assigned to one task, we speak of multidimensionality. A typical example for such multidimensionality could be: projects are allocated to teams or employees; employees are assigned to machines, vehicles to drivers and material to machines.



Humans can easily comprehend two-dimensional contexts. infoBoard facilitates the comprehension of more than two dimensions; it helps keeping track of the planning with more dimensions.

Configuration

New dimensions are installed in the Dimension Management. Later on, the row groups (resources, departments, machine groups) or single rows will be allocated to the dimensions.



At first dimensions are installed for all resources that shall be allocated to others. That means if I want to assign an employee to another resource, such as vehicles, machines, working places or tools I have to define them as dimensions.

I create new dimensions and give new names via Add. After that, I chose the row group or row that shall be assigned to the new dimension and click on the arrow-button. Chose a resource on the left side and click on the X-button to delete.

ATTENTION: Every row (resource) can only be allocated to one dimension.

4.8.5 Multidimensional Planning

The planning object is automatically allocated to its dimension (machines) by placing it on the corresponding row (e.g. Machine X3000). With a right click on the planning object, you can define the second dimension (e.g. Matt) in *Properties - Multidimensionality*. Even a third and fourth dimension can be allocated (e.g. John and Amy).

This process can be realised the other way around: the planning object is placed on the employee row at first and then the machine is allocated.

olbar ate selection 4/21/2014 -	Zoom		100 %	Tage	Properties	- 1	- (11)	Mode Nomal
LL Emplosen Mac	himes	April 2014	10255111 CC	*)R				
info men	Mon 21	Tue 22	17. Week no. Wed 23.	17 Thu 24	Fri 25.	Sat 26	Sun 27.	Mon 28
	mon 21	Tue zz.	vved 23.	110.24	09/25	26:	27.	Mon 20.
Matt	005tep ⊐ ##aa	Officep 5				-		
Jahn	Ste p 2	L, and L,	elistep 6	a at ashe as		- <u>-</u>		8
Amy		OBtep 7	A CONTRACTOR OF A CONTRACTOR O	and the second se	User-defined attribute		Role	Address
Jorge		4 2P	Caption	Times / Pro-		ameter	lenal	Delivery date Value type
Phil		Contraction of the second seco	Team	1 latt				
M 001								
M 002								
EOO M								
M 004		Urgent appointments votel						
M 005								

NOTE: On the planning board, both objects behave the same concerning any changes. If one planning object is moved to another date or changed in its labelling the other will do so, too.

Dimensions are connected by selecting the rows desired in *Multidimensionality* in the edit dialogue of a planning object.

No resources that are already planned in the planning object's timeframe are illustrated (e.g. M004 and M005 are planned for the green task and not available in the timeframe of the yellow task).

This function can be deactivated in the Local Settings of a planning object. That would be reasonable if the employees change the machine although 2-3 shifts a day for orders on a machine are registered on a planning board.

Reader S		ample contra	acts	Business processes			Object templates		
Colour	for public	ublic holidays G		Grouping		ive period o	of time	Alarm	
General	Scroll	Planning	objects	Positioning Tool adv		Tool advid	rice Days / Column		

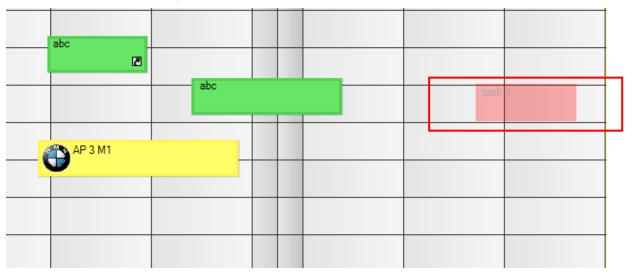
Example: Mr Schultz and Mr Brown are allocated to order 2124. Task 1 is running for the product 123 on machine X3000 where Mr Miller is working:

Amy	Step 7		<u> </u>		ttt	
	© Step 8	📂 Edit planning	object			
Jorge		Appointment p	properties	User-define	d attributes	Role
		Caption	Times /	Production	Param	eter
Phil		infoBoard Loc	alization	Multidimensi	onality	Material
M 001 M 002		Team 1)4 es			

Shall already be checked during the planning process, whether desired resources for this task or this job are free on the scheduled date, they can be selected in multi-dimensionality's pre-definition of the planning object in the panel on the right side of the planning board:

ser-defi	ned attribut	es A	ddress	Other	Value type	
aption	Duration	Prese	entation	Border	Mulitdimen	sionality
····	Team 1					
÷	Employees	÷.				
	Matt					
-	John					E
	Amy					
	Machines					
	Machines					
	M 002					
	M 003					
	M 004					
	M 005					
<u>a a</u>	2000 2002 STAR	· · · · ·				

These days (columns) where all rows are planned with other tasks are now coloured red when trying to place them via Drag & Drop. Furthermore, the planning object becomes red (see task 1) if a placing in the timeframe desired is not possible:



The examination can be tightened when adjusting the filter to Qualifications in the *Global Settings* - normally this filter is deactivated:

1	Global setti	ngs		10	_		×	
	Row groups	Rows	Months	Weeks	Days / Columns	Objects	Grouping	Other
	Multidimensior	nality dep	ending on	products				

Now the program no longer only checks if someone has time but if he has the qualification required to execute the task (row capacity).

Planning object's tab has to be faded in to use the multidimensionality of an object:

Manage menu entries	×
🗄 🔽 Main menu	
😟 🔽 Planning	
E V Rows	
😟 🔽 Calendar	
😥 🔽 Object templates	
Tab Object properties	
Addresses	
	es
Delivery date	
· 📝 infoBoard Localizatio	n
Material	
V Role	
Times / Production	

From infoBoard version 3.0 the objects that have been planned multidimensional can be modified in its length. Maximum length and the placing possibilities are limited by the Master Object (tagged with the turquoise D).

Mat	construction site ABC	
Δσηγ	Construction site ABC	
Jorge		
Phil		
M 001		
M 002		
M 000	econstruction site ABC	
M 004	C construction alls ABC	
M 005	C constructor alle ABC	
M 006		

With a right click on a multidimensional planning object, you can select a dimension filter:

Dconstruction site ABC	Properties	
	Format object	
	Divide object	
	Plan interval	
	- Daily reports	
	Filter rows by dimension	

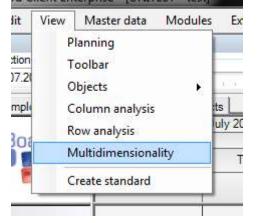
Dimension filter:

lees		construction site ABC
Emploees	Amy	construction site ABC
	M 003	construction site ABC
Machine	M 004	construction site ABC
	M 005	construction site ABC

Enabling the drawing of resource names on multidimensional items:

ocal settings								
Colour for	public ho	lidays	Grouping	Accentua	tion	Alarm	Re	ader
General	Scroll	Plannir	ng objects	Positioning	Toolt	ips Da	rys / Col	
Sample ord	lers B	usiness p	processes	Object templa	ates	Monitori	ng Di	splay
Planning	objects -							
Show	w percen	tages or	n planning ob	ojects				
Short	w progree	ss also a	t 0%					
🗸 Do r	not stain a	at 0% obj	ject					
	v procure							
	v more-ef							
Drav	w resourc	e names	s on multidim	ensional items	、			
Sho	w structu	red data	on objects			select		
						01/		
						ок	Ca	incel

Go to View/Multidimensionality to configure the items:



Choose which resource names should be displayed on the currently selected item:

The result will then look like this:

D

Hans, Kristin, Peter, Donatello, Michelangelo, Leonardo,

4.8.6 Status Administration

Statuses can be installed or deleted here. These can be allocated to planning objects in *Properties-Appointment Properties-Status* (Point **Fehler! Verweisquelle konnte nicht gefunden werden.**).

Status:	-1 - None	
Delete	Sort	Add
operties		
Name:	None	
Status colou	s:	Change
		Change
Single	coloured 💮 Bicol	oured
Tag:		

E.g.: Without prejudice



4.8.7 User-defined Attributes



The planning board user defines data and their dimensions to illustrate them structured in the Tooltip text and the task list (in the example 40 signs).

The number is restricted to 16 pcs and 200 signs can be saved as maximum. User-defined attributes X Attributes X 🎫 New attribute Data telephone Name: Max. length: 40 🚔 OK Cancel nents vote! Functions Delete New Cask 1 OK Cancel

Phone numbers can be registered in the properties of a planning object. The contents are illustrated in the Tooltip:

foBoard Loca	alization	Multidimensio	nality	Material	Value type	
Caption	Times /	Production	Param	ieter	Delivery date	
pointment p	operties	User-defined	attributes	Role	Address	@ask 1
						08:00 - 16:00 Group: - Priority: Normal telephone: Utilization: 100.00% Finished: 0.00%

Large fields look like this:

infoBoard Localization		Multidimensionality Material		l Va	Value type	
Caption	Times /	Production Parameter			Delive	ry date
Appointment p	roperties	User-defined	attributes	Ro	le	Address
Notes (200) :		Free text her	9 		-	(#)

4.8.8 Downtime Categories

Downtime categories are defined here. That fixes the planning object's labelling and colour so far.

Administrate downtime categories		X
Selection Sick Vacation	Properties Designation	Vacation
	Color	Change
	Text	
New Delete		OK Cancel

With a right click on a row, you can create downtimes and the categories defined are available now.

		Vacation
d value type		
lete element		
Cancel		
	 lete element	lete element

4.8.9 Type Definitions

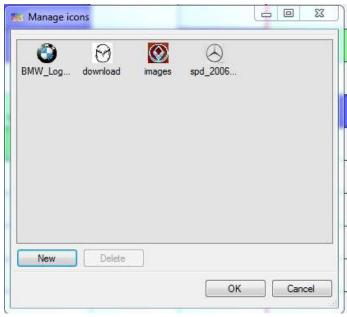
You can edify type definitions in this menu. Type values can be allocated to planning objects then or they can be filtered with the object filter.

Allocating types to planning objects: Point **Fehler! Verweisquelle konnte nicht gefunden werden.** Selecting object filter: Point 4.5.5

4.8.10 Managing Icons

Icons that are placed on planning objects are loaded into the Icon Management and saved in the infoBoard database at first. Later on, you can allocate these icons to an object template.





Icons are now available:

Colours			
Brightness	5 Q		Fri 16.
Transparency	Ç		
Colour	Color	🞫 Select icon	
Highlight		O O	a
Show shadows	13	BMW_Logo[download image 1]03022552	
Show border		[1]03022552]	
Angles			
Rounding left (%)	Q		
Rounding right (%)	Q		
Image			7000
loon	Select Delet	e	
	AP 3 M1		-
-			-
			-
	and the second second second second second second second second second second second second second second second		

4.8.11 Selecting Holidays

Every user can select and assemble the holidays furnished by the administrator.

Denmark England Finland Finland France Germany India India India
--

The holiday columns are registered, highlighted and they receive their own tooltip in the Local Settings.

Mon 28.	Tue 29.	Wed 30.	Thu 1.	Fri 2.	3.	4.
		98	35			
			Worker's D	ay		

International holidays can be coloured individually to separate them from others. Therefore, you select the single colours in the Local Settings.

Reader	Sa	imple contra	cts	Business pr	ocesses	0	bject t	emplates
General	Scroll	Planning o	bjects	Positioning	Tool ad	vice	Days	/ Columns
Colour fo	or public	holidays	Grou	iping Ac	tive period	d of tir	ne	Alarm
	Second Contraction	Contraction in the second	_	354965 C.V				
	_	-	-	352995.03	_			
Australia	•	England		Japan		25543	eden	
Australia Austria	a [England		Japan Luxembourg		25543	eden tzerlano	d 🗌
0.00000000				- ARR 200 (ARK 191	_	Swi	1000	4

After:

Mon 28.	Tue 29.	Wed 30.	Thu 1.	Fri
			14:07	
			Staa	atsfeiertag

Column Division:

Column name:	From:	Linsi:	Vable:	Working time
	00.00	08:00	12	
	08:00	16:00	12	123
	16.00	00:00	10	
Days	Pre	wew		
Days	Pre	May 2014	1	
	Pre		1	
Only for selected day	Pre	May 2014 Week no. 18		
Only for selected day 01/05/2014	Pre	May 2014 Week no. 18		

If you would like to declare single days as working times again, you tick the box Working time.

4.8.12 Expand and Abbreviating Planning timeframe

These functions expand the planning board in the future and/or abbreviate it in the past. (Prior to this, generate a database backup!)

Maybe you have to edit the column settings used by clicking on an existing definition and simply adopt it for the new period.

eriod of time			
Start date:	April 2014	4	
Old end date:	March 20)15	
New end date:	April	2015	÷.
aily allocation for ne	w area		
Standard allocation	on		
) 2 - shift operation	E:		
) 3 - shift operation	Č.		
) First planning boa	rd week		
) Last planning boa	ard week		
No allocation			

To delete old planning data you maybe abbreviate this timeframe. **Caution: data are deleted irrecoverably!**

April 2014
April 2015
April 2014

It could be helpful to make a planning board copy to have access on the data later on.

5 Rows and Row Groups

5.1 Shifting Rows and Row Groups

Row groups or single rows can be shifted via drag & drop. This is an individual setting so that every user can change it for himself in the Local Settings.

4-310017

Date selection	Zoom 0 1000 %
ALL Emploees Mach	April 2014
info me	
	08:15 08:30 08:45 09:00 09:15 09:30 09:45 10:00 1

	Matt		Matt
	John		John
Emploees	Amy	Emploees	Amy
-	Jorge	Ľ	Jorge
	Phil		Phil
	M 001		M 001
	M 002		M 002
	M 003		M 003

5.2 Editing Rows

You can edit settings concerning rows here.

Capacity	Validi	Validity characteristics Controllin		
Caption	Presentation	Properties	Validity	Othe
Designation:		Amy		
Font:	Select	Standard		
Font colour:	Select	Standard		
Text justification	n: 📰	E I		
Note:				^
				-

5.2.1 Managing Presentation

The row height and the background color can be customized. The row can be completely dyed to achieve an optical subdivision on the planning board.

Capacity	Validi	ty characteristics	Co	ntrolling
Caption	Presentation	Properties	Validity	Other
low height:		40		
lackground colou	r. 📕	Select	Standard	
Border colour:		Select	Standard	
Colour entire row:				
Deactivate colour	gradient: 📃			
		6	ОК	Cancel

Matt	08:00 - 10:00		
John			
Amy			
Jorge			

5.2.2 Managing Properties

An email address is necessary to let the planning board send appointment mails.

The external ID is necessary for the Excel import.

	apacity		Validity characteristics		Controlling	
Caption Pre		entation Properties		Validity	Other	
Costs 1:		25.00	(A). (V)			
Costs 2:		45.00				
mail address:		a.Meier@	fima.de			
otemal ID:		9-3				
lobile number:		176/3456	789			

Cost one and two are used in the infoBoard Controlling Module. The mobile number is necessary for the infoBoard SMS Module. External ID is for the infoBoard SyncTool Server.

5.2.2.1 Validity

In validity, a row can be temporally restricted that means that it is only visible for that timeframe. Has the validity period not started yet or is already out of date, it will not be shown on the planning board. These rows could be defined as projects or temporary resources such as temporary workers or special machines that are only rented.

Capacity	Valid	ity characteristics		ntrolling			
Caption	Presentation	Properties	Validity	Other			
Limited					-		
From:		6/ 9/2014	•				
Until:		4/30/2015	•				
		00:00 - 02:00					
Matt		00:00 - 02:00					

5.2.3 Managing Capacities

Predefined capacities (qualifications, products etc.) can be allocated to resources (machines, employees etc.) in *Editing Rows - Service Managemnt*.

Caption	Presentation	Properties	Validity	Other
Capacity	Validi	ty characteristics	Co	ntrolling
Product / Servio	ce	Units p	erhour Prio	rity
		6000		
Product / Servic		General		
Product / Servic	e	2-axis milling []		8
Jnits per hour				1.00
Priority				5

Units per hour indicate how many units (point 4.3.1 was predefined in the Service Management, pcs, hrs, etc.) are to be created in an hour of this resource.

5.3 Other Row Functions

5.3.1 Sending Appointment Mails

The prerequisite is that there are mail settings entered in the infoBoard Server Configuration (before 3.2: A registered mail server in *Administration – Email* is required). Except that, there must be an email address (used as sender address) given in the user settings (see section 8.1).

You chose out of three different appointment formats (left at the bottom) and you can take the standard phrasing or create an individual one.

Date selection From	Email		
Saturday , June 07, 2014 ,	Subject:		
Until	InfoBoard appointment overview from25/04/2014		
Friday , June 13, 2014 🗐 🕶	More recipients		
Filter ⑦ Appointments	Message:		
Process All	Find enclosed all your appointments in the period of time from 07/06/2014Until13/06/2014.		
Appointment format			
Vcalendar-Mail (Outlook Standard format)			
🗇 VCalendar enclosed			
🕥 ICalendar (e.g. GoogleCalendar)			
CSV Appointment format (Outlook import-capable)			

5.3.2 Printing Taks List

To provide employees with the machine occupancy, you can print the task list for everyone.

Select pe	eriod of time			
From	Saturday ,	June	07, 2014	0-
Until	Friday ,	June	13, 201 <mark>4</mark>	
	ole group: er-defined attrib	utes:		
	- The American	utes:		V
Porti	rait		🔘 Landsca	вре

This task list is available in the Web Module again.

1 of 1 ≥ ≥1 = ○ (5)	a 🛄 💷 🝕 - 🛛 100%	 Find Nett
ask list Jorge		Created: 30.04.2014 15:29
rom. 17.04.2014 Until 2	3.04.2014	Creator en0
n Until	Task	User-defined attributes
04.2014 10:00 21.04.2014 09:00		tslephone = Notes =
04.2014 09:00 22:04:2014 11:00	Step 6	telephone = Notes =
	1/1	

There is the choice to print the task list for the whole group. This means that the tasks of the entire target group are printed. Here, the rows are sorted alphabetically and located therein tasks listed from start time in ascending order.

5.3.3 Webcam

In Editing Rows – Other you register the URL of the installed webcam. This webcam (and its material) is assigned to a row. You could observe machines and production site with this function.

Capacity		Validity characteristics		Co	ntrolling
Caption	Preser	ntation	Properties	Validity	Othe
Branch		STB /	AG 33306 - Augsbi	urg	i ★ :
		-		114 -	
JRL webcam			/192.168.144		

You can have a preview with a right click and Show Camera.

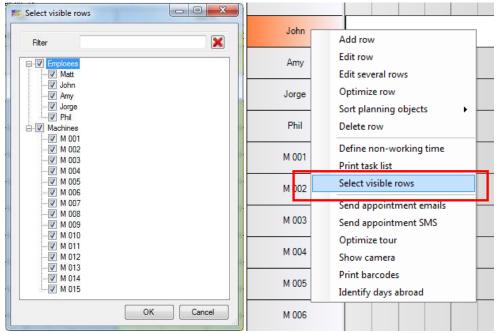
M 002	SELECT VISIBLE LOWS
	Send appointment emails
M 003	Send appointment SMS
	Optimize tour
M 004	Show camera
M 005	Print barcodes
COD IVI	Identify days abroad

task 1 4 %	🖉 9 CAMERA Viewer - Windows Internet Explorer	• 3 ft X 2 for	p :
Glask 1	👷 Favoriten 🛛 🚖 💣 Vorpeschlagene Sites 🖛 👘 M	chr Add ons orbahzn =	Schehel + brins + 🚇 +
	SINTELLINET	NSC16-WG Meg	apixel Network
abc	Client setting Mode II 264 • View alza Client - Protocol IITTP • Video buffer Of •		
	Patig 🔮 Driemet	Geschützter Modus: Inektiv	G • 1, 100% •

You could use this menu point to deposit a PDF document that can be sselected whenever it is necessary.

5.3.4 Visible Rows

You chose the rows that shall be visible with this function (right cklick on the row). This setting can be individualised by every user as it is saved in the local settings. This function is especially interestant for companies with many different departments, subsidiaries and their responsibilities.



TIP: To select individual rows quickly, it is advisable to disable the groups and to enable individual rows. With the key combination Ctrl + A you can display all rows again.

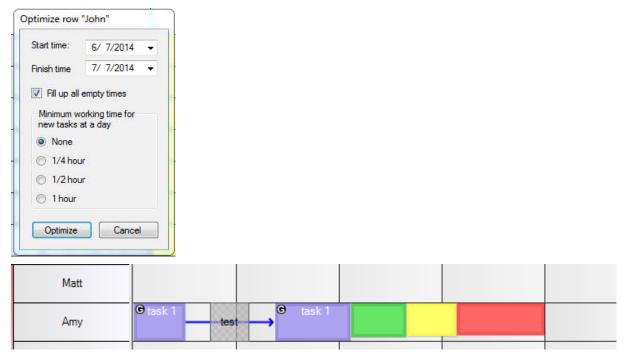
5.3.5 Optimising Rows

To remove occupancy gaps, infoBoard can close gaps with the Optimising Rows function. Objects are pulled to their predecessors. This prevents undesired production stops.

	John		_		
0000	A	Add row			
id in .	Amy	Edit row			
	Jorge	Edit several rows			
	, un gu	Optimize row			
		A			

The planning board optimisation is only active up to the actual date. That prevents any changes in the past planning. Through defining minimum working hours, it becomes nearly impossible to plan new tasks right before closing time.

Relations to other objects that do not lie on the same row are not optimised. Objects in other rows are only influenced by multidimensionality.



5.3.6 Working-time Models

First, you have to define various working-time models (e.g. shift working) in general by column division.

Every row can contain another working-time model. This happens by defining coloured non-working times or downtimes.

E.g. employee 1 works late shift for two weeks

John	
Amy	Add row – Edit row
Jorge	Edit several rows Optimize row
Phil	Sort planning objects Delete row
M 001	Define non-working time

Of course desired layers with different timings should be defined before under column division (point). Subsequently, under Edit Row (right mouse button on the row) - non-working times can be defined. Therefore, a sample day is chosen, from which the stratification is to be used.

From the available layers (columns) those are selected in which the machine or the employee for the period to be defined below, does not work (also these days are selected for which this layer model is to be deposited).

Use shift allocation Select non-working t		onday , Asil	07, 2014	D *	
08:00 - 16:00	1				
Period of time					
Apply to all days wit	h conveponding shift allo	cation			
From Tuesday .	April 01. 2014 [De Uni	Thursday .	April	30. 2015 🔲 =
Wochentage					
🕢 Ale Tage	W Montag	(V) C	lenstag	12	Mttwoch
	V Donnerstag	(V) F	peñag		
	V Sametag	(R) S	onntag		
e je na se la					
Every second a	veck				
Apply to all row	s of the group				
Colour (Standard				
and a little	Contraction of the second seco				

Result:

100						
Nater						
2etic2.2					1	

6 Planning Objects

6.1 Editing Planning Objects

elivery date	Appointment properties	User-defined att	ributes	Role
Address	infoBoard Localization	Material	Va	lue type
Caption	Times / Produ	ction	Param	neter
Font: Font colour: External ID:		andard recom	I caption	

You can open the Edit window with a double or right click on the planning object. Menu entries can be edited point 4.8.3

6.1.1 Times / Production

Delivery date	Appointment proper	ties User-defined a	attributes Role
Address	infoBoard Localiza		Value type
Caption	Times /	/ Production	Parameter
Times	Date	Time	Fix
From:	6/ 2/2014 ×	08:00	
Until:	10/16/2014 👻	14:00	
Production			
Work time:	750	÷:0 ÷	V
Utilization i	in %	100.00 🚖	
Product:	2-axis milling []		750.00
	1 Units per hour		

You define start and termination times, working and production times, indication of degree of utilisation, service and products including amounts in this category.

When predefining a product, the planning board can calculate the exact production time via amounts. Through fixing start and termination appointments, the program can calucalate a approximate delivery date or the last start of the task.

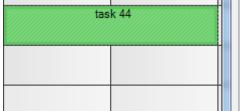
Planning objects that have been predefined with a product cannot be extended with the mouse. The last row in the production area shows the capacity deposited.

Utilisation in %:

Main use is to show the percental occupation of an employee when working on his task. There are two alternatives when illustrating:

F

Basic setting:



Production Work time:	16 🚔 : 0 🚔
Utilization in %	0
Product:	•

Alternative A

Result at 50 %:

During the next 16 hours someone has the opportunity to finish task 44 within 8 hours:

task 44	Production	
	Work time:	16 🚔 : 0 🚔
	Utilization in %	50.00
	Product:	-

F

Alternative B

Result at 50 % and Service/Product selected:

The power is calculated at 100%, it will set the amount calculated and this amount, and in this case 16 hours repair will be calculated as working time

hours.



roduction Work time	c	16	÷: 0	* *			
Utilization	in %		100.00	* *			
Product:	Step 10 [Std.]			•	Quantity:	16.00	*
	1 Units per hour						

The selected factor of 50% results in this combination for automatic renewal of the required working days to completion: The planning object is longer.

tas	sk 44	

Production Work time	:	32	: 0	* *			
Utilization i	n %		50.00	* *			
Product:	Step 10 [Std.]			•	Quantity:	16.00	-
	1 Units per hour						

6.1.2 Parameters

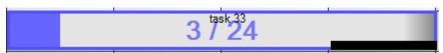
In the tab *Parameters*, the planner can give a nominal value, which can be defined in units (production). In case you do not work with units but with hours or completion in % you can use these fields too:

T Edit planning o	bject		22
Delivery date	Appointment properties	User-defined a	ttributes Role
Address Caption	InfoBoard Localization Times / Produ	Material	Parameter
Actual proces Completion in	3	2) 46.57 ()	
	1	ictual	Target
Sales	1	0 (R	0 🛊
Duration (Hou	a):	7.00	15.00 😫
		ОК	Cancel

You can define in *Local Settings – Planning Objects* whether the **progress** shall be illustrated in pieces/hour or in percentage.

Completion in %	12.00	* *					
	Actual	Та	arget		1t	ask 44	
Sales:	0	÷ 0	2	÷			4
Duration (Hours):	2.88	2	4.00	÷			
Or							
3 ^{task,33}							

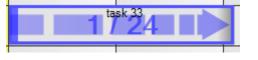
Additional Expenses are illustrated as a black bar when assigning a nominal and actual value to the object. When increasing the actual value it is proportionately illustrated.



In case that the actual value exceeds the nominal value, that additional expense is illustrated as a red bar on the planning object. Such additional expenses are **overtime hours after internal working time.**



The **actual process** shows an arrow on the planning object, which means that the task is **now** executed. This arrow is externally selected via infoBoard web and mobile solutions.

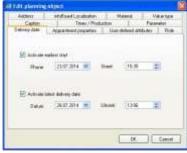


infoBoard International Co., Ltd.

Figure below: Example blue objekt: 6 hours nominal value (hours), 8 hours planned value (working time) and 2 hours actual value (already worked times)

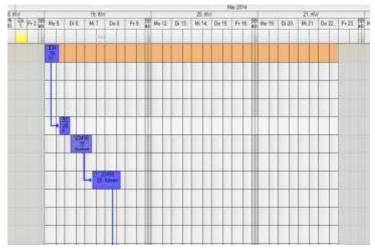
					c.	26.1.1.1		June 2014	17	-
14	Sun	at	27.			26. Week no. 26	T-24	11	Sun	Sat
Mon 30.	29.	3.	21.	Fri	Thu 26.	Wed 25.	Tue 24.	Mon 23.	Sun 22.	21.
	1						09:38			
×					oject	🖙 Edit planning o	%	112		
Role	tributes	attr	User-define	perties	Appointment pro	Delivery date			_	
le type	Val		Materia	ization	infoBoard Local	Address	96	33		
ter	Param		ion	s / Producti	Time	Caption				_
					s	Actual proces	37 %			
			.33	33.	%	Completion in	0 %	20		
	Target		ual	Acti						
*	0			0		Sales:				
	-									

6.1.3 Last Delivery Date and Earliest Start



Defining the last delivery date prevents a accidentally shifting of a task or order beyond this appointment.

The production period (earliest start until delivery date) can be highlighted in *Local Settings - Accentuation* when clicking on a planning object containing this information.



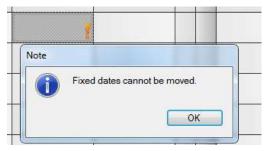
If you try to shift the planning object beyond the fixed appointment a deposition will be impossible and the concerning columns will be coloured (yellow).



6.1.4 Appoinment Properties

Address	infoBoard Localization	Material	Va	lue type
Caption	Times / Produ	ction	Param	neter
Delivery date	Appointment properties	User-defined attri	outes	Role
Dave bafana	The local sector is a sector of the sector o	protection of the second secon		
Days before:	0 🛓 Time: 0			
a Sec. a	D Time: D			
E-mail	Taxe date			

A fixed planning object appointment can be deposited in appointment properties. The concerning planning object is tagged with a large exclamation mark. When trying to shift the planning object the following warning notice appears:



In case that a planning object (order, task) is not completely confirmed, the appointment can be set *With Reservation*. The object is now tagged with a question mark.

1	
-	

	/1001033	Infoloura Ecculzation	Matonai	10	de type	
	Delivery date	Appointment properties	User-defined attrib	outes	Role	5 1
	No appoint	nent 🔘 Appointment I Wit	h reservations () Fixed	d appointmen	3
٧	Vhen activating a	and defining an appointr	nent alert the pla	nner r	eceives	Pro

for example an email reminder.

It is possible to set priorities or to define a status:

Status	Priority
-1 - None 🔻	Normal 👻

The definition of an individual status is possible in the menu Administration – Status Administration.

6.1.5 Type Value

Predefined type values, such as in point **Fehler! Verweisquelle konnte nicht gefunden werden.** can be deposited in the objects. Type values can be deposited in the panel as well.



Caption Times / Production Parameter Address infoBoard Localization Material Value type Assign a value type Image: Connel type Image: Connel type Image: Connel type Value Image: Connel type Image: Connel type Image: Connel type	Address infoBoard Localization Material Value type Assign a value type Type	Delivery date	Appointment properties	User-defined att	ributes	Role
Assign a value type Type <none></none>	Assign a value type Type <none></none>	Caption	Times / Produ	Times / Production		neter
Type (none)		Address	infoBoard Localization	Material	Va	alue type
Value <pre> value</pre>	Value <none></none>	Туре	<none></none>			•
		Value	<none></none>		•	

6.2 Further Functions

Properties	
Format object	
Divide object	
Edit object group	
Copy object group	
Remains grouping	
Cetate object group	
Cheice	
Highlight allyert group	
Higklight graph	
Filter niwi by groups	
Filter rewe by graphs	
Cepy	
Cut	
Defete	
Celeta area	
Protect planning object	
Create downtime	
Addrag	
Add Ne link	
infollowed Controlling	
Aufgeberlete dischen	
Sand appointment SMS	
Send appointment email	
Send appointment enail for object group	
Send to WEBPLELY	
Print becades	
Plan interval	
Edit producements)	
Optimize graph	
Daily reports	

6.2.1 Formatting Planning Objects

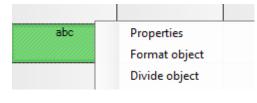
Here the planning object's appearance can be influenced in many ways: Right click on the planning object and chose *Format*.

In order of settings you can use and combine individual settings from the normal object:



6.2.2 Dividing Planning Objects

The planning object can be divided into parts if an idle time has to be planned in.



îme of c	ut: 2	A.
1.)	Dauer (d. hh:mm)	▲ 04:00 ◆
2.)	Dauer <mark>(</mark> d. hh:mm) 0	04:00
Generat	e predecessor relation 08	3:00:00
To distrit	oute: 00	0:00:00
enerate	predecessor relationship	os 🔳

There is the possibility to define the number and length of the parts individually.

A connection line and predecessor relation is generated between the different parts. In addition, the parts get marked as divided. You can draw a connection line between single planning objects and place tags on the objects.

@ask 234	@ask 234
52	

If product amounts are deposited they are split between the objects, calculated with the time that is available on the object.

6.2.3 Deleting Areas

From	Monday ,	May	12, 2014	•	08:00
Until	Monday .	May	12, 2014	•	16:00

This function facilitates deleting planning objects from certain areas on the infoBoard.

6.2.4 Protecting Planning Objects

Every user can protect a planning object. Only he himself can dissolve the protection. Symbol: lock on the right side.



6.2.5 Assign Statuses for Planning Objects

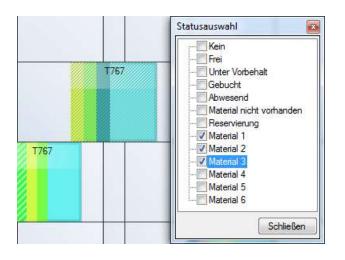
It is possible to display several statuses with colored stripes on planning objects. They must be defined under the menu point **Administration ► Status Management** first:

luswahl			
Status :	12 - Neuer Status	\$	•
Löschen	Sortieren	Hinzufügen	
igenschaften			
Name:	Neuer Status		
Statusfarben:		Farbe ändem	
		Farbe ändern	
Einfarbig) 🔘 Zwei	farbig	
Markierung:	1		
Markierung.			

Open the Status Selection under View to assign the statuses on planning objects:

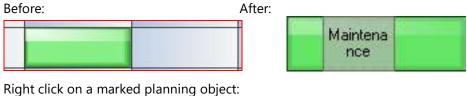


In the new window one can now assign defined statuses for the currently selected planning object:



6.2.6 Register Idle Times on Planning Objects

If an exercise gets stretched - e.g. by machine breakdowns or absence of an employee – an idle time can be planned into the exercise. The planning object extends itself automatically.



	Create downtime	► Sick
-	Add tag	Vacation

Choosing time (if there is no category deposited) or

Choosing category:

From	Unil
Wednesday, April 30, 2014 🗍 🖛	Wednesday, April 30, 2014 🗐 🕷
Time : 8 🔹 : 0 🔹	Time : 16 🔤 : 0 👳
Text	ToolTip
Color	External ID
Select III Standard	56/0/8ff4cbd-433Fea258-8840c0c72356
the second second	
Category None	

6.2.7 Adding and Using Data Links on Planning Objects

Enter local path or URL:		
C:\Dev-Cpp\copying.txt		
Select file	Select folder	

The documentation of the contract in PDF format, a central folder with all documents, a. Zip file, a web address or an IP address to an IP camera can be inserted here.

A LINK symbol appears on the planning object and the context menu is extended:



6.2.8 Planning intervals

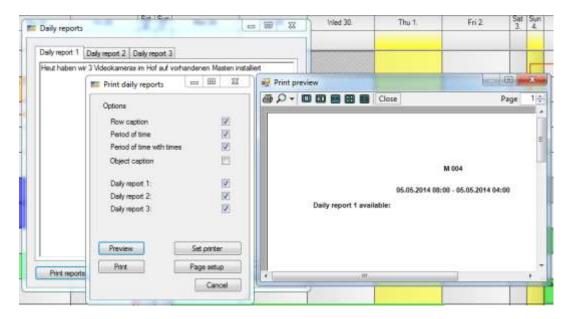
🧿 In th	ne period of time
🗇 Cert	ain number
From:	5/ 6/2014 🔻
Until:	5/10/2014 👻
Day Wee	
2 (0444) 2	10.50
For	1050177
20100	ry 5 of the month
Eve of the	ry 1 M <mark>o</mark> nday he month
	Cancel

Regularly recurring exercises are planned in the interval to facilitate planning. These intervals are available every month - depending on the length and the position of the planning object:

The planning object is on Monday 25; that is the fourth Monday in the month.

6.2.9 Daily Report

The daily reports are especially important for external work and the assemblymen. Daily reports support the news coverage and they facilitate stating invoices. Even users with only a read permission can use this feedback function.



6.3 Object Groups

There is the possibility to arrange several planning objects in a group; this is called an object group. An object group is - roughly translated - an order consisting of many working packs. Predecessor relations are established e.g. when defining sample orders or when creating object groups. The arrow's colour is automatically given.

With the left mouse button click the planning objects in the order in which the work packages shall run, and keep the Ctrl key pressed. Then with the right mouse button you create and label object groups. Per default, in the local settings the predecessor relation is defined until the end. Later they can be edited.

6.3.1 Editing Object Groups

The Object Group Administration opens with a right click on one of the planning objects in a group. You can change the arrow's colour or make them 'disappear' with 100% transparency; they are transparent now.

In left window, all non-arranged planning objects are listed. 'Forgotten' working packs that probably have to be integrated into the order could be registered here.

General		Connecting lines			
Group name:	11-3102	Line color:		Change	Standard
External 10	2c339092-4429-4a9e-9fid-4cb0ecfc4792	N	0		
File:	[a.,	Transparency	Print 1	0.5	
Filter	Non grouped planning objects Text = , Gruppe = , Index = -1	Text	bjects of the group = Step 1, Gruppe =	= 11-3102, Index	
Filter Change	Text =, Gruppe =, Index = -1 Text =, Gruppe =, Index = -1	Text Text Taxt Text Text Text	 Step 1, Gruppe Step 2, Gruppe Step 3 ##aa, Gr Step 4, Gruppe Step 5, Gruppe 	= 11-3102, Index = 11-3102, Index upps = 11-3102, = 11-3102, Index = 11-3102, Index	(=1 .index =2 (=3 (=4
Change	Text = , Gruppe = , index = -1 Text = , Gruppe = , index = -1	Text Text Text Text Text Text	 Step 1, Gruppe Step 2, Gruppe Step 3 ##aa, Gr Step 4, Gruppe Step 5, Gruppe Step 6, Gruppe Step 6, Gruppe 	11-3102, Index 11-3102, Index uppe = 11-3102, 11-3102, Index 11-3102, Index 11-3102, Index 11-3102, Index	(= 1 Index = 2 (= 3 (= 4 (= 5 (= 5)
Change Activated Sorting	Text = , Gruppe = , Index = -1 Text = , Gruppe = , Index = -1	Text Text Text Text Text Text	 Step 1. Gruppe Step 2. Gruppe Step 3 ##aa, Gr Step 6. Gruppe Step 6. Gruppe Step 7. Gruppe Step 9. Gruppe Gruppe Gruppe 	= 11-3102, index = 11-3102, index uppe = 11-3102, = 11-3102, index = 11-3102, index = 11-3102, index = 11-3102, index = 11-3102, index = 11-3102, index	(=1 .index =2 (=3 (=4 (=5 (=5 (=5 (=7 (=8
Change	Text = , Gruppe = , index = -1 Text = , Gruppe = , index = -1	Text Text Text Text Text Text	 Step 1, Gruppe Step 2, Gruppe Step 3 ##as, Gruppe Step 4, Gruppe Step 5, Gruppe Step 6, Gruppe Step 6, Gruppe Gruppe Gruppe 10, Gruppe 11, Gruppe 	11-3102, Index 11-3102, Index uppe = 11-3102, 11-3102, Index 11-3102, Index 11-3102, Index 11-3102, Index 11-3102, Index 11-3102, Index	(=1 .Index = 2 (=3 (=4 (=5 (=5 (=5 (=5 (=5 (=5 (=5 (=5))))))))))

In the right window, the object group members are listed. The member's order can easily be changed by pulling the objects with the left mouse button:

Planning objects of the group		
Text = Step 1, Gruppe = 11-3102, Index = 0 Text = Step 2, Gruppe = 11-3102, Index = 1 Text = Step 3 ##aa, Gruppe = 11-3102, Index Text = Step 4, Gruppe = 11-3102, Index = 3 Text = Step 5, Gruppe = 11-3102, Index = 4 Text = Step 6, Gruppe = 11-3102, Index = 5	Planning objects of the group Text = Step 1, Gruppe = 11-3102, Index = 0 Text = Step 2, Gruppe = 11-3102, Index = 1 Text = Step 4, Gruppe = 11-3102, Index = 1 Text = Step 4, Gruppe = 11-3102, Index = 3 Text = Step 5, Gruppe = 11-3102, Index = 4 Text = Step 6, Gruppe = 11-3102, Index = 4 Text = Step 6, Gruppe = 11-3102, Index = 4	
Non-grouped planning objects	Planning objects of the group	
Text = , Gruppe = , Index = -1 Text = , Gruppe = , Index = -1	Text = Step 1, Gruppe = 11-3102, Index = 0 Text = Step 2, Gruppe = 11-3102, Index = 1 Text = Step 3 ##aa, Gruppe = 11-3102, Index = 2 Text = Step 4, Gruppe = 11-3102, Index = 3 Text = Step 5, Gruppe = 11-3102, Index = 4	2

Integrating the planning object "11" into the group: Pull the object - with the left mouse button pressed - from the left side to the right side where it is in the right order:

Non-grouped planning objects	Planning objects of the group
Text = , Gruppe = , Index = -1	Text = Step 1, Gruppe = 11-3102, Index = 0
Text = , Gruppe = , Index = -1	Text = Step 2, Gruppe = 11-3102, Index = 1
Text = , Gruppe = , Index = -1	Text = Step 3 ##aa, Gruppe = 11-3102, Index = 2
Text = , Gruppe = , Index = -1	Text = , Gruppe = , Index = -1
Text = , Gruppe = , Index = -1	Text = Step 4, Gruppe = 11-3102, Index = 3
Text = , Gruppe = , Index = -1	Text = Step 5, Gruppe = 11-3102, Index = 4

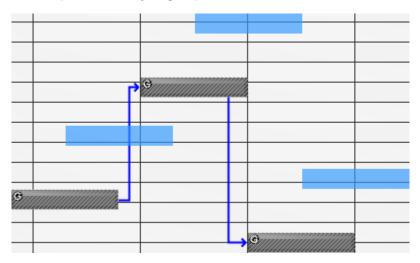
In case that you do not find the desired working pack in the list the preset filter could be too narrow. It is possible to enlarge or to reduce the list of non-arranged objects by changing the filter and indicating the timeframe required:

	Non-grouped planning objects	Planning obje
Filter	Text = , Gruppe = , Index = -1 Text = , Gruppe = , Index = -1	Text = S Text = S
	Filter ungrouped objects	
Activated	Time distance	
Sorting	Maximum distance (in days) to click-position	
● A-Z ○ Z-A	Before 10 🚖 After 10	<u>*</u>
	Rows	
	From visible rows only	

6.3.2 Moving Object Groups

infoBoard features a mode "Group" that allows easy the easy moving of whole object groups that can be activated in the mode dropdown:

Now all parts of an object group can be moved at once:



1	Modus Gruppen -	
engr	Normal Touch Nichtarbeitszeit Markieren	
	Gruppen Simulation	

6.4 Predecessor Relations

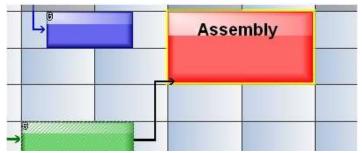
Additional individual connections can be established by pressing SHIFT and holding and pulling the left mouse button or by clicking with the right mouse button on the following planning object (=Graph).

TIP: Enable the automatic opening of the predecessor dialogue in Local Settings!

6.4.1 Creating Predecessor Relations

Dependences and intervals <u>between different</u> working processes and steps are defined in Predecessor Relations.

Obviously, there are dependences between different object groups (e.g. between creating construction group 1 and creating construction group 2).



Another way to build connections especially between several working processes that run parallel is to define a graph.

Press SHIFT and the left mouse button. Hold both keys and draw the connection from one object to the other.

6.4.2 Editing Predecessor Relations

The configurations are either effected in the definitions of a sample order or via 'Editing Predecessor Relations'-function.

Right click on a planning object:

Send to WEBFLEET		holi
Print barcodes		
Plan interval		
Edit predecessor(s)		
Optimize graph		
Daily reports		

or simply with a double click at the beginning of a planning object:

Board	April 17	2014				15. Week no. 1				_
info me	Thu 24.	Fn 25	5et Sun 26 27	Mon 28	Tue 29	Wed 30.	Thu 1.	Fri 2.	Set 3	504
					1100					
Matt										
Amy	Step 7									
Jorge	L, ØStep 8									
Phil		@Step 9	1							
- 335	Edit pres	decessor for Text	: = Step 11, G	ruppe = 11-3102	Index = 10'				×	
M 001							1000			
M 002	Predecesa	or object		Produced	Distance type		Value			
mous	Step 10		Step	10 [Std.]	Atter end	 Absolute time (h) 		0 0		
M 003										
M 004					ſ	Add more predecessors	ОК	Cano		
M 005			TIT	-	-	T T		100#		
M 006	-									

In the opened dialog only existing sequences and dependencies after the beginning or end of the predecessor and the observed distance in working hours, time or absolute numbers can now be defined with the respective value. Shifting or changing a time component of a planning object in the group the successors is moved by these criteria.

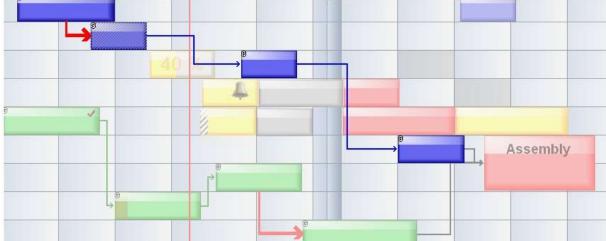
redecessor object	Produced	Distance ty	pe	Distance unit	Value		
Step 12	Step 12 [Std.]	After end	•	Working time (hh:mm 🔻	0 🚖 : 0		×
Step 2	Step 2 [Std.]	Ignore		Working time (hh mr 👻	0 * 0	*	×

Mark the mentioned planning objects and press the right mouse button to delete the predecessor relations.

Add file link
infoBoard Controlling
Aufgabenliste drucken
Send appointment SMS
Send appointment email
Send appointment email fc
Send to WEBFLEET
Print barcodes
Plan interval
Edit predecessor(s)

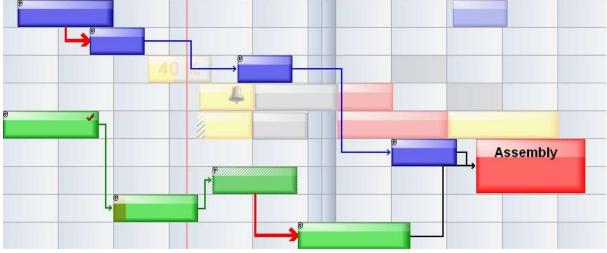
6.5 Accentuating Object Groups and Graphs

With a right click on the mentioned object group or graph it is possible to accentuate the group/graph compared to the other planning objects. ESC cancels this function.



Accentuating Object Group (order-related):

Graph (cross-project):



6.6 Selection Group/Graph

_ Choice	Group
Highlight object group	Graph
Highlight graph	
Filter rows by groups	

With *Selection Group* e.g. the colour or features of all objects in the selected group can be changed at the same time.

6.6.1 Changing Features of divers objects

👪 Edit multiple objects		
Edit 2 selected planning objects User-defined attributes		
☐ Tel (40) : ☐ Note (200) :		~
		3
Priority Normal		
File link Enter local path or URL		
		Choose
	ОК	Cancel

When opening Group Features all object data described above can be changed.

6.7 Printing Exercise Lists for Groups

When clicking with the right mouse button on a planning object of a group you can select 'Printing

Q	Filter rows by groups Filter rows by graphs		Exercise L group.	ist'. A	n exerci	ise list is	now ge	nerate	d only	for th	nis
Siep 11	Copy Cui Delete Delete area		group.								
	Protect planning object		AL DISTANCE WAL								
	Create downtime Add tag	×	införed	40x.21	Total 2	The section of the se	nada Pe	5 YY	Her 22	148	H must m H must Xi
	Add file link		No.	Pine 3	Real						
	Infederal Considing	127		· Mag 1	C. Martin	85 Tax 6423-003		1 11 11 M-		1	100
multiask	Aufgabeniste dnicken	- 24	-		4	STATIST.		and in Mr.	34%	6000	120200
	Send appointment SMS		- Mai		10	Task Bat	11-3162 2014 Livet 8	100 2014		Cheaton	25.84.2014 (H-12)
			(M.020)			.198. 104	200	10.211		100000	
			0000		(i i	For	Lass	Task		Use deta	ed attributes
			(H.02)		1	10.04 20.04 08.08	1 18.04 2014 12:00			Abriesse Data =	
			M COH		And a					Avapment Telebei = Notiz =	
			HOLE			19-04-2014-12-0	21.04.2014 10:06	2949.2		Apresson Eret	4.
			H 000							Arminet	

6.8 Milestones and Measuring Points (only in EE Version)

The following functions demonstrate the Enterprise Edition as a high quality analysing tool. The visualisation of analyses and solutions to abbreviate the cycle time, better priority setting, automatic optimisation of the planning objects – all this is realised by evaluating milestones in the web application infoBoard BusinessController.

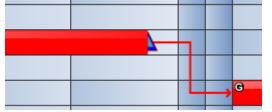
6.8.1 Measuring Points (Workflow)

A **measuring point** (for business processes) is an independent triangle object on a line or at the end of a connecting line; it is blue.

_	GProduction read-wr	ite heads		
_				
				G Assembly
			/	

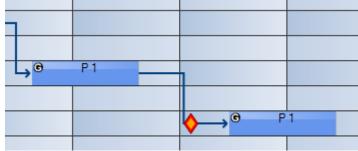
The measuring point is defined by a start date + x days and after which planning object the measuring point should be reached. Even if a start date is shifted, the measuring point stays on the line with certain distance + x days from the start date.

When the planning object moves so far behind the measuring point that the measuring point is now just behind the planning object, the measuring point is exceeded.



6.8.2 Milestones (Projects)

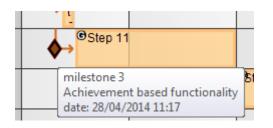
A milestone (for projects) is an independent hash key object on a line or at the end of a connecting line; it is red.



Can be placed on the planning board with a right click on a group line:

13	
tag	
ite milestone	
milestone 3	28/04/2014 11:17:22
Achievement based functionality	Measuring point

The description appears in the Tooltipptext:



And can be edited in *Editing Group* or Tooltipptext.

		inecting lines			
11-3102		ne color:	Change	Standard	
086d5890-a6f7-4fdf	-abfd-41cbc38bf9f	0	D		
6		ansparency			
			0 0,5	1	
Non-grouped	🎫 Meilensteine	e bearbeiten für '11-3102'	the of the group		23
Text = . (
Text = . (Title	milestone 3	28/04/2014	11:17:22	×
Text = .	Description	Achievement based functionality	Measurir		<u></u>
Text = . 0				21	
Text = . (
Text = . (
Text = , 0 Text = si					
Text = ta Text = ta					
Text = ta					
				OK Abbro	aban
	l				aien
tone					
	086d5890-a6f7-4fdf - Non-grouped Text = , (Text =	086d5890-a6f7-4fdf-abfd-41cbc38bf9	086d5890-a6f7-4fdf-abfd-41cbc38bf9f0	086d5890-a6f7-4fdf-abfd-41cbc38bf9f0 ansparency 0 <td>086d5890-e67-4fdf-abfd-41cbc38bf90 sparency 0 0,5 1 Non-grouped Meilensteine bearbeiten für '11-3102' Text = , Text = ,</td>	086d5890-e67-4fdf-abfd-41cbc38bf90 sparency 0 0,5 1 Non-grouped Meilensteine bearbeiten für '11-3102' Text = , Text = ,

If a basis date (group start date) is established the milestone becomes a fixed date. The yellow inner dye becomes more orange/red.

G Asser	nbly of flyer and read-	write heads	,		
			Ч	\rightarrow	G Assembly

Is the follower shifted the milestone is dyed in black.

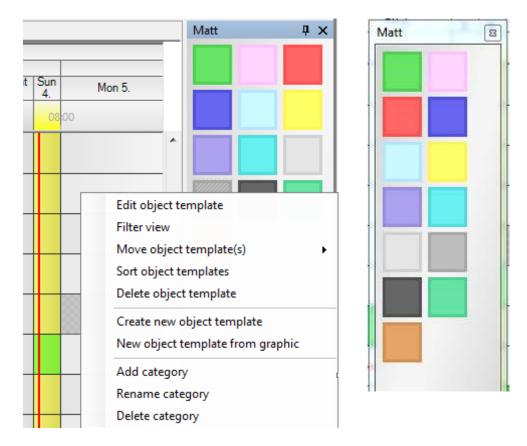
They can be ignored to shift planning objects beyond the milestone's date. It turns black in that case.

→ @	Assembly of flyer	and read-write heads			
_					
			<mark>∍</mark> G	Assembly	0



7 The Panel

The panel has the function to provide the users who have write permission with the planning objects. How to use the different colours would be an internal question. Many users chose five colours to keep track of the work types, stati and projects on the planning board. With the help of the predefined colours, it is easier to recognise the single planning objects.



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D Adath

7.1 Panel - Categories

Filtering View:

Are the planning objects in a category already labelled (e.g. with 'internal') it is possible to filter certain labelling.

Arranging Object Models:

The planning object's sequence in the window can be changed via Drag & Drop.

Group planning objects			IVIDEL	+ ^
Planning objects				
Order, drag to change				
:				
.				
	ОК	Cancel		
		-11		

Shifting Object Models:

Object models can be shifted into other categories.

Categories:

Tabs are offered to arrange different planning objects in groups. Categories can be edited with the right mouse button.

Planning Objects:

There are four menu points offered only for the planning object itself. In the first menu point, graphics that do not exceed a certain size can be imported. They behave - apart from some limitations - similar to the vector graphics provided by infoBoard.

7.1.1 Creating a new object model

If you decide to create a new planning object, you can select the following configurations. After finishing the creation, the planning object is available on the panel.

ate new object template	12 Hadi to 17
colors	
Brightness	
Transparency	C
color	color
Highlight	
Show shadows	
Show border	
Angles	
Rounding left (%)	
Rounding right (%)	
Image	
Icon	Select Delete

7.1.2 Editing Object Model

With a right click on *Editing Object Model* in the panel area planning objects can be equipped with labelling, services, amounts, frames and addresses.

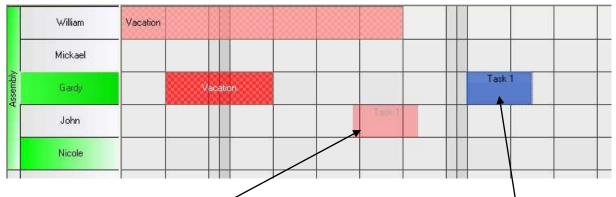
Labelling:

Jser-defi	ned attribut	es Address	Other	Value type	
Caption	Duration	Presentation	Border	Mulitdimensionality	
Text:			task		*
Font:		Select		Standard	
Font col	lour:	Select		Standard	
			Re	commend	
Text jus	tification:		E	= =	
		Vi	ertical cap	tion	

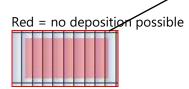
Working time or rather Product/Service:

User-def	ned attribut	es	Address	Other	Valu	e type	
Caption	Duration	Pre	esentation	Border	Mul	itdimensionality	
P	orking time	gory	ł	۲	Produ	ict / Quantity	
	seneral roduct				•	Quantity	
¢	none>				×	8.00	
					16		

Objects that are predefined as a product or a service can only be deposited on such rows that received a corresponding service as a capacity.



These rows are coloured green when selecting the corresponding predefined planning object. Objects can only be placed on the following rows:





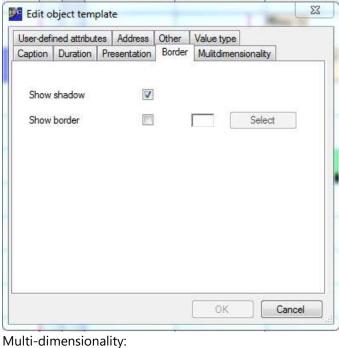
The capacities and the amounts on the predefined planning objects calculate the length of the planning object on the planning board. Information can be obtained from the Tooltiptext.



The colours and the colour saturation of the planning objects can be modified unproblematic later on.

ser-defined attributes	the second second second second second second second second second second second second second second second s	Other	Value type
aption Duration Pro	esentation	Border	Mulitdimensionality
		0-	
Brightness	12969 - 1230-000C		a sea a se a caracte
Transparency	ina anta		
Colour	_		Select
Highlight			
Height (Pixel)	40	A.	Standard
		÷	OK Can

Defining frames and shadows for the planning objects:





Depositing user-defined attributes in the planning object:

If the user-defined attributes are already created in the planning board they can be easily registered for planning objects in the panel area.

aption	Duration	Pre	esentation	Border	Mulitdimen	sionality	
Jser-def	ined attribut	tes	Address	Other	Value type		
telephor	ne (40) ·		- <u></u>			0	
Notes (2	200) :						*
							-
					ОК	Cance	ł

There is the possibility to outline a planning object as a *Unique Appointment* in the menu point *Other*. Objects disappear automatically from the panel area when it is moved to the calendar via Drag & Drop.

aption	Duration	Pre	esentation	Border	Mulitdir	mensionality	
Jser-defin	ed attribut	es	Address	Other	Value ty	уре	
🔲 Or	ne-off appo	pintrr	ient				
Last de	ivery date						
Ac	tivated		Date	5/25	/2014	+	
			Time	16:41		A	
Status		1 - N	one			•	
Extern	al ID					_	
64410	:91e-dd38	-4a8	2-8c8f-2bo	ff11c0d4	80		

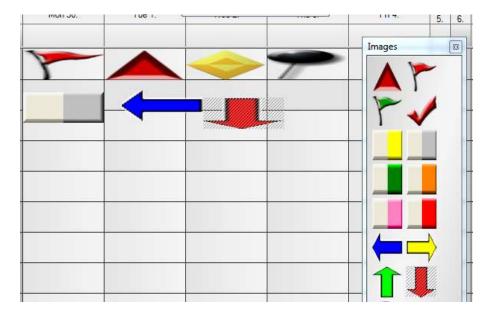
Furthermore, delivery appointments and a status for objects can be deposited. infoBoard prevents a planning after the delivery appointment. Objects that are placed on the planning board after the delivery appointment appear in yellow and cannot be dropped.

- Board		s/ 2014					21. Week no.			111.000		
info me	Thu 15.	Fn 14	Set 17	5un 18	Mon 19	Tue 20	Wed 21	7hu 22.	Fei 23	Set 24	50n 25.	Mon 25
- Ballet						HIN.						
Mat												
Amy												
Amy Jorge						Test						(Tasii
Phil												
N 001			10									
M 002												

7.1.3 New Object Model (Graphic)

Create new object template New object template from graphic

You can import small pictures and photos up to 200 KB and then use them:



8 Login Administrator

Administrators always use 'Administrator' and as password '1234' to login.

In Administration, administrators can manage users, holidays and planning boards.

Administration	
New plann	ing board
Copy pla	anning
Delete pl	anning
= Righ	its
User Admir	nistration
Role Admir	histration
	oups

8.1 User Administration

In *User Administration* new users can be established up to the number of the licences purchased. One administrator login is additionally available and does not occupy a license.

Administrators	Name: Type:	
	Login:	
	Password:	New password
	Email:	Activated
		Apply

New users can be registered with a click on the right mouse button. In the subsequent allocation of a specific planning board right, a user can get assigned to a lower right or to a lower-rated role.

Note: The email address serves as sender address and must be given to be able to send emails from the infoBoard Client.

8.2 Role Administration

In *Role Administration*, roles with a limited write permission can be established. A user with that permission for example is only allowed to see certain rows and to modify them:

CAQ (4)	Edit Role	ERP
	ID	5
	Í N	lew Apply Delete

8.3 User Rights Administration

The allocation of a planning board right to that kind of role happens in *Rights Administration*. Owner, writing and reading rights are normally predefined and can be assigned to the user. Role and user groups, as far as they were registered, can be selected in addition.

🎫 Edit user rights							x
User filter	X Remove		Project filter	X Remove	page	1 🔔 von 1	
	IIII CN	Painel de	Plantafel DE	Planning Board EN	Planboard NL	Pianificazione IT	
cn0	Owner 👻	Owner	• Owner •	Owner 🔻	Owner 🔻	Owner 👻	Â
en0	Owner 👻	Owner	Owner	Owner 🔻	Owner 🔻	Owner 🔻	
es0	Owner 👻	Owner	Owner	Owner 🔻	Owner 🔻	Owner 🔻	
frO	Owner 👻	Owner	Owner	Owner 🔻	Owner 🔻	Owner 🔻	
it O	Owner 🔻	Owner	Owner	Owner 🔻	Owner 🔻	Owner 🔻	

8.4 User Groups (only EE Version)

In *User Groups* several users can be organised in a group so that rights can be automatically assigned to different users. (only in EE Version)

	programmen ne	owatten.	
Dretresse	Booteter Drawn Becchelary		
	Simi	0	theme:
Note sugeordisele Nutzer	n	Letter der musgewillichen i	Suppe
Adorophoto Penetre Egno			
		OK	Abbrachan

8.5 Furnishing National Holidays

The administrator has to unlock the national holidays. It is possible to edify user-defined holidays (*administrating additional holidays*).

Manage user-defined holidays Save Cancel Save Sav

E Conting	
2014	
- [2] 2015	
E 🗹 Aatra	
(ii) France	
H Vinted States	
iii Spain	
III- Portugal	
Brasil	
Netherlands	
isi-Switzerland	
iii taly	
Sweden	
(b) Denmark	1
E) Australia	
iii) Canada	
iiii England	
Euxembourg	
B) Singapore	
ili heland	
(ii) Northern Ireland	
Scotland	
(D. Water	

After the administrator has done the settings the planning board owner can adopt the available national holidays.

8.6 System Premises

Processor	2,5 GHz
Main storage	2 GB
Graphic board	Standard graphic board
Free hard drive storage	200 MB
Journal (Web service)	TCP/IP (Port free selectable)
Foreign software:	
Data base	SQL-Server (2005, 2008, Normal or Express)
Communication	.net Framework 3.5 SP1
Licence control	.dll has to be registered (regsvr32)

FAQ:

- Are administrator rights necessary when installing?

o Yes.

- Which indexes are necessary on the devices?
 - A program index on the devices is necessary for the server.
 For the client, the following additional index to the program index is required:
 C: \ Documents and Settings \ User \ Application Data
 (under WinXP. Running under Windows 7, the corresponding path to "Application Data" or "AppData")
- Which rights are necessary when using?
 - The service must write to the application index and has to have access to the database. The client must be able to write in the exporting Windows user's AppData index.

8.7 User Administration / Active Directory

The user rights of the infoBoard users are administrated in the infoBoard database. The client login happens via infoBoard login and the password (infoBoard-Login).

It is now possible to administrate the user rights for infoBoard in the Active Directory and to allocate them to Windows accounts. The client login is effected by the latest Windows user name including domain (Windows Login).

8.7.1 Premises

The user administration via Active Directory requires a Windows server operation system. A Concurrent licence for infoBoard; that means there is no limit for the number of existing users but for the number of users that are logged in at the same time.

Configuration in Active Directory

Applying a user group for the infoBoard users; name is optional:

Eigenschaften vo	on InfoBoard-Usei	'5	? ×
Objekt Allgemein	Sicheri Mitglieder	heit	Attribut-Editor
🍇 Info	Board-Users		
G <u>r</u> uppenname (Prä-Windows 2000):	InfoBoard-Users	
B <u>e</u> schreibung:			
E- <u>M</u> ail:			
Gruppenberei <u>L</u> okal (in l		Gruppentyp	
C <u>G</u> lobal		C ⊻erteilung	
© <u>U</u> niversal			
Anmerkung:			
			×
	OK Abbre	echen Übernehm	ren Hilfe

All Windows users who use infoBoard will be added to this group:

8.7.2

Objekt	Sicherheit Umgebung Staungen
	Sicherheit Umgebung Staungen erwachung Remotederiktopdienste-Profit
	vitualer Desistop CDM+ Attribut Editor
lamein Ac	
agement (File) sottlentlichte Ze	
sonerreichne 24	siturate initiation Kernwoltepikation Linware
Agind von	
Name	Active Directory-Domänendeniste-Ordner
Domänen-Bern	utzer HC.de/Users
InfoBoard-User	is HC de/Usera
-	1 - 5 - 6
Hinzufugen.	Entierren
Hinzufugen	Entlemen
Hinzufugen Timäre Gnippe	Donanen-Benutzer
tinäre Gruppe:	Dominen-Benutzer (Phinies Enuppe must nur geändet werden,
	Donanen-Benutzer Himäs Guppe muss nur geändet werden, wern Sie Uber Macintosh Cliente oder
tinäre Gruppe:	Dominen-Benutzer (Phinies Enuppe must nur geändet werden,
tinare Gruppe:	Donanen-Benutzer Himäs Guppe muss nur geändet werden, wern Sie Uber Macintosh Cliente oder
tinäre Gruppe:	Donanen-Benutzer Himäe Euope must nur geändet werden, wern Sie Uber Maciritisch Clients oder
tinare Gruppe:	Donanen-Benutzer Himäe Euope must nur geändet werden, wern Sie Uber Maciritisch Clients oder
inare Gruppe:	Donanen-Benutzer Himäe Euope must nur geändet werden, wern Sie Uber Maciritisch Clients oder

8.7.2 Filling any univalent attribute with infoBoard rights.

The format is -<right> <planning board name>. As a right you can indicate o, w, r, (for owner, writer, reader) or a number or a. a denominates the infoBoard administrator who has no further rights on the infoBoard; that means there is no planning board name necessary and that this would be ignored. Is a number indicated it has to be in agreement with the rights ID, a self-defined role.

Eigenschaften von Tobias	s TM. Müller ? 🗙
Objekt Sich Remoteüberwachur Allgemein Adresse Veröffentlichte Zertifikate Persönlicher virtueller D A <u>t</u> tribute:	Konto Profil Rufnummern Organisation Mitglied von Kennwortreplikation Einwählen
Attribut	Wert
employeeNumber	<nicht festgelegt=""></nicht>
employeeType	<nicht festgelegt=""></nicht>
enabledProtocols	<nicht festgelegt=""></nicht>
expirationTime	<nicht festgelegt=""></nicht>
extensionAttribute1	<nicht festgelegt=""></nicht>
extensionAttribute10	<nicht festgelegt=""></nicht>
extensionAttribute11	<nicht festgelegt=""></nicht>
extensionAttribute12	-o plantafel1 -r plantafel2 -4 plantafel3
extensionAttribute13	<nicht festgelegt=""></nicht>
extensionAttribute14	<nicht festgelegt=""></nicht>
extensionAttribute15	<nicht festgelegt=""></nicht>
extensionAttribute2	<nicht festgelegt=""></nicht>
extensionAttribute3	<nicht festgelegt=""></nicht>
extensionAttribute4	<nicht festgelegt=""></nicht>
<u>.</u>	
<u>B</u> earbeiten	<u>F</u> ilter
OK	Abbrechen Übernehmen Hilfe

Remark: You will find how to create an arbitrary attribute in the Active Directory under <u>https://social.technet.microsoft.com/wiki/contents/articles/20319.how-to-create-a-custom-attribute-in-active-directory.aspx</u>. For the Attribute-Editor to be shown, the Advanced Features in the Active Directory management must be switched on.

8.7.3 Configuration in the infoBoard Server

In the main window of the infoBoard server configuration (Category: General) the LDAP box is ticked to activate the user administration. Afterwards further settings can be made in the LDAP category:

Allgemein Datenbank LDAP	- 18	
LDAP-Einstellungen für die Benutze	errechte	
Servername: LDAP:// Port:	hc-server-03 389 🚖 Standard	: <port></port>
Benutzer:	hc\Administrator	
Passwort:	•••••	
Users FQDN:	cn=Users,dc=hc,dc=de	
infoBoard Group DN:	cn=infoBoard-Users	
infoBoard-Rechte-Attribut:	extensionAttribute12	
		an testen
	Einstellung	

Under 'Server Name', the name of the LDAP server (Windows server with Active Directory) is registered. In 'Port', the corresponding port number of the LDAP server is specified. In 'User' and 'Password', the login dates of a Windows user who is allowed to access the Active Directory with a reading licence have to be filled in. With these login dates, the infoBoard server is registered for Active Directory accesses. In 'Users FQDN' the name of the group where the Windows users are implied, is stated. Now register the relative name for our infoBoard user group in 'infoBoard Group DN'. In infoBoard-Rights-Attribute, the predefined attribute that should be used for the description of the planning board rights is indicated.

8.7.4 Blinded Out Functions

As users and user rights are administrated in the LDAP and not in the infoBoard server, the following functions are not available:

- User administration
- User rights administration
- Standard row filter allocation (to different users)

9 Key Combination

Esc	Ado of the 'frosted glass function'
Ctrl + Z	Undo
Ctrl + A	Remove filter
Ctrl +/-	Change between the single working steps in-
	between an object group
Space	The planning object adapts itself to a column horizontally and vertically (<i>local settings - planning object</i>)
Ctrl + mouse wheel	Zoom
Shift + mouse wheel	Horizontal scrolling

10 Glossary

Most important terms	
Multi-dimensionality	One task is planned for many resources
Reports	Evaluation
Planning object	Tasks, bars, timeframes
CE	Craft Edition
SE	Server Edition
EE	Enterprise Edition