

Creating a New Project - Con't

2 This window appears. You need to fill out the boxes.

Project Name:

Specify (4) Character Name
Alpha, numeric, or a
combination thereof

Browse:

This button activates the directory where
your project and schedule can be stored.

This section is optional, but highly recommended,
filled in for later reference.

The screenshot shows the 'Add a New Project' dialog box with the following fields and controls highlighted by red boxes and arrows:

- Current Folder:** c:\p3win\projects
- Browse...** button
- Project name:** (text box)
- Number/Version:** (text box)
- Project title:** (text box)
- Company name:** (text box)
- Planning unit:** Day (dropdown)
- Workdays/week:** 5 (spin box)
- Week starts on:** Monday (dropdown)
- Project start:** 14JUN99 (calendar dropdown)
- Project must finish by:** (calendar dropdown)
- Decimal places:** 2 (spin box)
- Add this new project to a project group**
- Project group:** (dropdown)
- Project ID:** (text box)
- Add** button
- Cancel** button
- Help** button

Select the NUMBER of
work days in the week

Select the DAY of the
week you would like
the schedule to start

Define Project
Finish Date

Define Project
Start Date

Planning Units: Defined
time units for activity
duration either by:
Daily - Weekly - Monthly

When you are finished filling
in all the boxes, CLICK Add

NOTE: After you have created the new project, save and close down.