

User manual

Project Status

Enterprise Project Management Software



www.ipmp.ir

Project status



Each project will have different statuses during its life cycle. These statuses are defined in the lpmp software on the project status page.

Types Of Project Status		?		
Title	Project In This Situation			
Delayed	Active			
On Hold	Active			
On Plan	Active			
Executing	Active			
Closed	Deactive			
Completed	Deactive			

Fig. 1

Access



Access to this page is available to the system administrator user.

New project status definition

Click on  to open a window as shown in Figure 2.

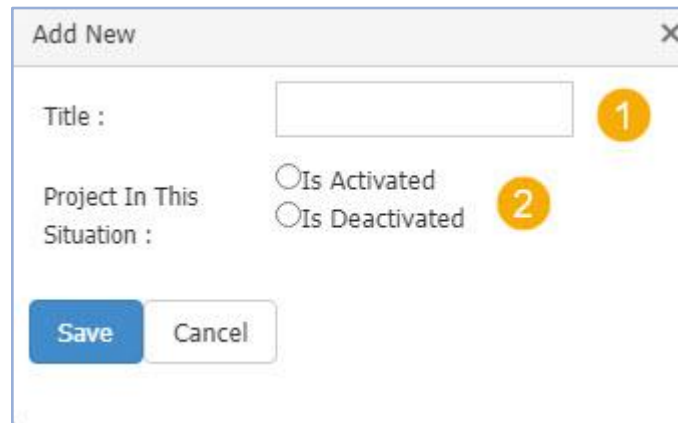
A dialog box titled "Add New" with a close button (X) in the top right corner. It contains two main sections. The first section is labeled "Title :" and has a text input field next to it, which is marked with a yellow circle containing the number "1". The second section is labeled "Project In This Situation :" and contains two radio button options: "Is Activated" and "Is Deactivated". The "Is Deactivated" option is selected and marked with a yellow circle containing the number "2". At the bottom of the dialog box, there are two buttons: "Save" (in blue) and "Cancel" (in white with a grey border).

Fig. 2

1. In this field, enter the **title** of the project status.
2. Specify in this field whether the project in this situation is **activated** or **deactivated**. if the type of project status is activated, the title of the project will be displayed in the list of active projects, but if the type of project status is deactivated, the title of that project will not be displayed in the list of active projects.

click on **the save button** to complete these fields, the settings will be saved and the new project type can be used to define new projects.

Other features

Edit and Delete the project

- Select a project and click  on to edit the information entered for the project.
- Select a project and click  on to delete information entered for the project.

Sorting and filtering information

Like most other parts, it is possible to sort the displayed information. This possibility is done by sorting the information of a column in ascending or descending order or reducing the number of columns.

To sort and filter the information, click on  (next to the title of each column) to open the sub-menu as shown below:

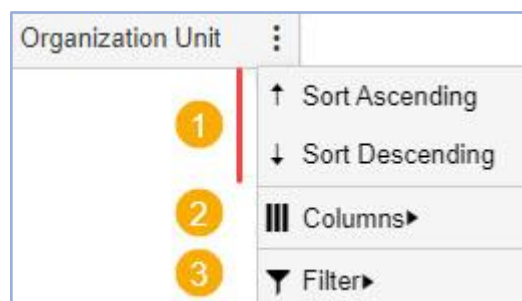


Fig. 1

1-Ascending and descending sort

- 1-1. Click on the ascending sort option, to sort the information of that column will in ascending order. If the information includes words, it starts from **A** and continues to **Z**. If the information contains numbers, it starts from **the smallest number** and continues to **the largest number**.
- 1-2. Click on the descending sorting option to sort the information of that column in descending order. If the information includes words, it starts from **Z** and continues to **A**. If the information contains numbers, it starts from **the largest number** and continues to **the smallest number**.

2- Columns

Click on  to open the sub-menu as shown:

In this part, by disabling any of the available titles (as shown in the figure), that column will not be displayed. In this way, you can remove the columns you don't need.

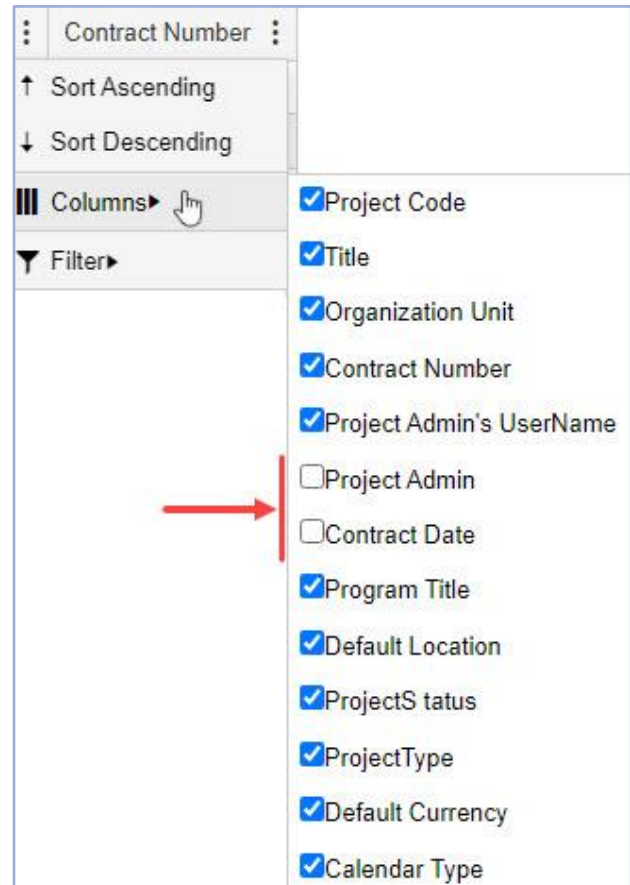


Fig. 2

3-Filter

Like most other parts, it is possible to search and filter information. To search and filter information, proceed as follows.

Click on  to open the following menu:



The figure shows a filter menu form with the following elements:

- Header: "Show items with value that:"
- First dropdown: "Contains" (labeled 1)
- Input field: (labeled 2)
- Second dropdown: "And" (labeled 3)
- Third dropdown: "Contains" (labeled 4)
- Input field: (labeled 5)
- Buttons: "Filter" and "Clear"

Fig. 3

1. In this field of the available menu, select the method of the information search. The options of this menu can be seen in the following figure:



The figure shows a dropdown menu for selecting the search method. The options are:

- Contains (selected)
- Starts With
- Ends With

Fig. 4

As seen in Figure 4, this field specifies how to search. In other words, it is clear what information we are looking for.

2. In this field, enter all or part of the information you intend to search or filter.

In addition to the items mentioned in part 1 and 2, use the items that will be mentioned in the following for more advanced search or filtering more information.

3. In this field, among the available options, it can be specified that:

3-1. **If you select the "and" option:** among the available information, those are shared between the two existing filters will be displayed, which means that information will be displayed that meets both the conditions entered for the filter in fields 2 and 5, to be established for them.

3-2. **If you select the "or" option:** among the available information, those that meet the conditions of at least one of the two available filters in fields 2 and 5 should be displayed.



Fig. 5

4. In this field, select the method of searching information as second filter, and the available options are the same as in field 1.
5. In this field, as in field 2, enter all or part of the information you intend to search or filter.

After entering the necessary information, click on  to apply changes.

* Click on  at the top of each column and then click on  to remove the applied filter.

* It is also possible to apply the filter to one or more columns at the same time.