How to use Resource Planning to view my scheduled work activities and tasks.

The project management of ProjeQtor automatically plans the activities based on priority level, planning status, your suggested validated start and end dates and with the automatic planning it places the activities in the priority order of what activity needs to be worked on first, second, third and etc.

To use the Resource Planner feature your manager or department or channel supervisor has to have planned the activities correctly.Â If you are not seeing your work, activities or task items in the resource planner speak with your manager or department or channel supervisor for them to plan your work schedule.

How to use the Resource Planner.

1. Press the Resource Planning button / menu.

2. Select the resource (this would be your name as a worker).
    1. For managers, supervisors and management staff you can view all permitted resource names.
3. Select the scale you wish to view = day, week, month, quarter.
4. Enter the display from date from the date you want to see the work.
5. Leave the Display to empty, unless you only want to see a specific period.
6. Check the project level checkbox.
7. Check the left work checkbox.
8. optional Check the wbs checkbox.
9. ProjeQtor will display the activities in the order that they are to be completed.Â Unfortunately you will have to scroll up and down to see the planning order as there is not sorting functionality in this feature.Â Projeqtor uses an algorithm that plans the activities based on the validated dates you provided, assignment hours, the priority level and activity type as well as the planning status.Â You no longer have to guess.Â Keep in mind a priority activity may come in with the utmost of importance, rare but you know it happens.Â If this happens the planning changes to reassign the activities in order.Â This is why it is very important you change the status correctly and you use real-time allocation hours.Â It is important or you can find yourself falling behind.

WHEN LOOKING AT THE RESOURCE PLANNING LAYOUT this is what each item means.

- ... **Green boxes** mean you are working on schedule based on your validated times and dates and estimated hours.

- ... **Red boxes** mean you may fall behind on the planning based on your estimated work hours and validated start and end dates.Â This is only an estimation that the system is constantly checking and replanning.Â You do not have to plan it, you have to watch and check it regularly.

- ... **A line in the middle of the green or red box** means you are working on the activity and shows the progress.Â If you do not use the real time hours allocation (the timesheet function feature) you will not see this line and you can fall further behind and become late in activity completion.

- You can still click on an activity displayed to view the details of the activity and work on the work, activity or task from the **Resource Planning Menu**.

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