

# Project 98 Part II

## TABLE OF CONTENTS

CHANGING VIEWS .....	
MORE VIEWS.....	
DUAL PANE VIEWS.....	
CHANGING TABLES .....	
TASK TABLES.....	
RESOURCE TABLES .....	
ANALYZING SLACK .....	
VIEWING SLACK IN THE GANTT .....	
VIEWING SLACK IN A TABLE .....	
ADDING FIXED COSTS .....	
PRINTING REPORTS.....	
ADDING TASK CONSTRAINTS .....	
ENTERING CONSTRAINT DATES .....	
CONSTRAINT CONFLICTS .....	
ADDING LAG/LEAD TIME .....	
HANDLING SCHEDULING CONFLICTS.....	
SHORTENING CRITICAL TASKS.....	
ADDING MORE RESOURCES.....	
CHANGING THE TASK TYPE .....	
USING OVERTIME.....	
OVERTIME PAY .....	
HANDLING RESOURCE CONFLICTS.....	
IDENTIFYING RESOURCE CONFLICTS .....	
USING THE RESOURCE GRAPH.....	
USING THE RESOURCE ALLOCATION VIEW .....	
USING THE RESOURCE MANAGEMENT TOOLBAR.....	
FINDING OVER-ALLOCATED DATES .....	
MANUALLY LEVELING RESOURCES .....	
AUTOMATICALLY LEVELING RESOURCES .....	
LEVELING OPTIONS.....	
REVIEWING LEVELING DELAYS.....	
SETTING THE BASELINE .....	
VIEWING THE BASELINE DATA .....	
DISPLAYING THE BASELINE .....	

# Project 98 Part II

## TABLE OF CONTENTS

TRACKING THE PROJECT.....  
    CHANGING THE PROJECT STATUS DATE.....  
    USING THE TRACKING TOOLBAR.....  
    IDENTIFYING THE PROGRESS BAR.....  
    MANUALLY UPDATING PROGRESS.....  
    COMPLETING A TASK.....  
    ENTERING CURRENT PROGRESS.....  
    ENTERING ACTUAL/REMAINING DURATIONS.....  
    USING THE TRACKING TABLE.....  
    AUTOMATICALLY TRACKING ACTUALS.....

