













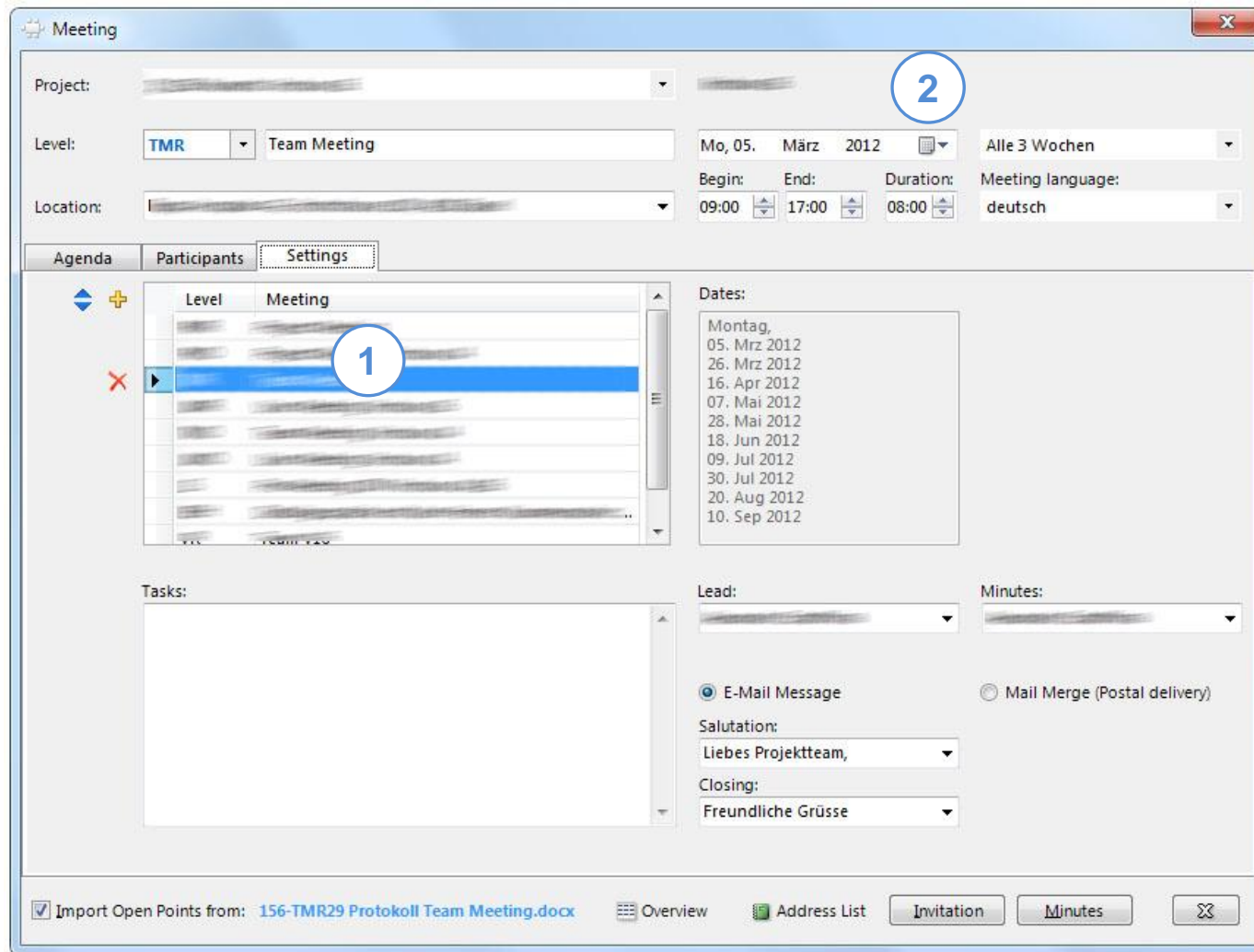


Pro2Is[®] 2010



 Options	Project and User Settings	•	•	•	•	•	•
 Save	Generate Filename and save in Project Folder, ○ Save message and attachments	•	○	•	•	•	•
 Send	Send file as attachment	•	•	•	•	•	•
 Save as pdf	Save and open as pdf	•		•	•	•	•
 Report	Create report	•			•		•
 Addresses	Edit Addresses		•				•
 Calendar	Generate Calendar with holidays	•					
 Copy	Copy Outlook contacts to Project contacts and vice versa		•				
 Call	Displays the <New Call> Dialog Box (needs TAPI Interface)		•				
 Working time	Change working time				•		
 Bar Colors	Use colors 1 – 9				•		
 Correspondence	Letter, E-Mail, Mail Merge						•
 Labels	Generate labels						•
 Meetings	Define meeting levels, create invitations and minutes						•

Meetings – Define Meeting Levels



1

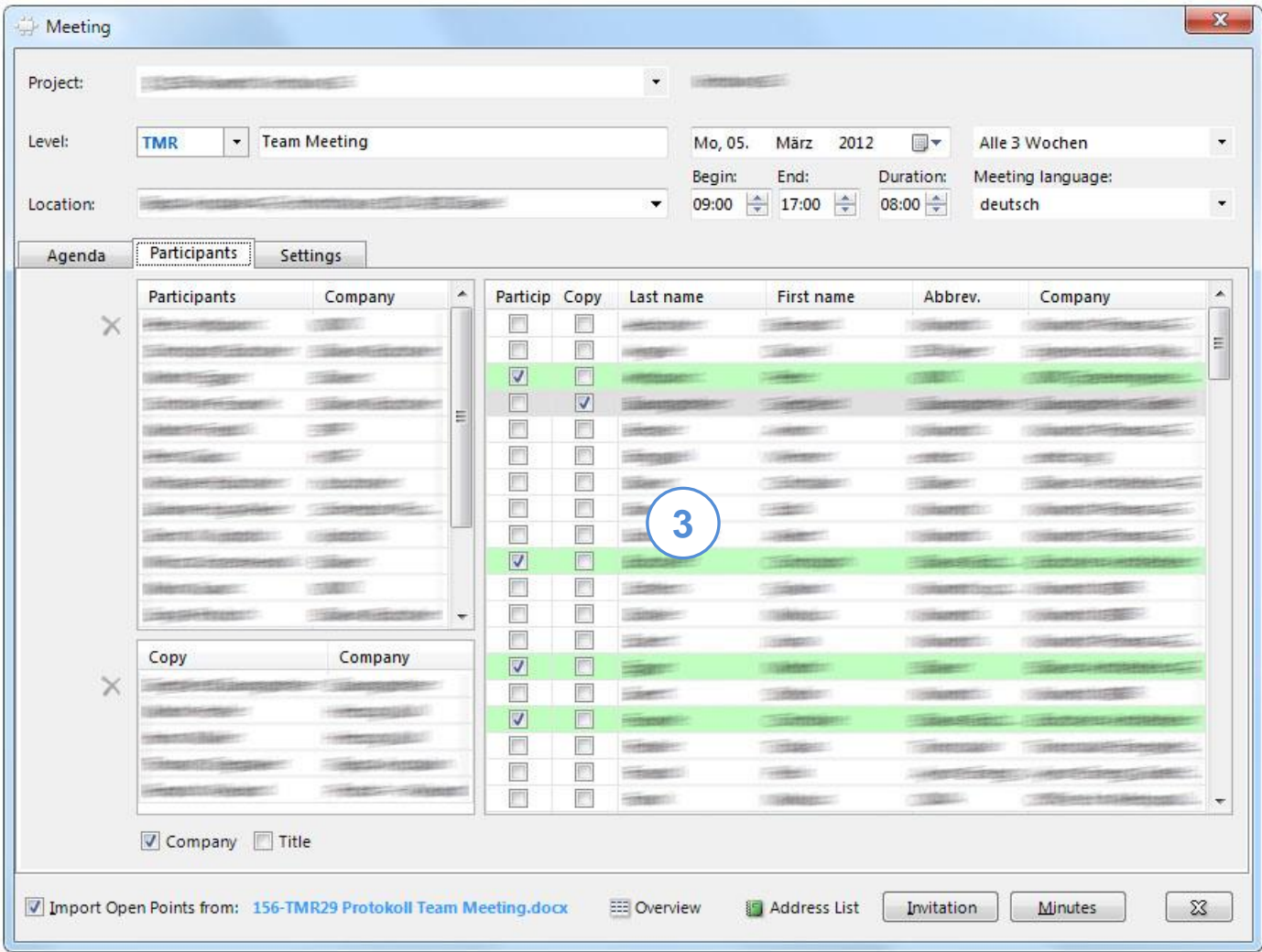
Meeting Levels

- DM** = Design Meeting
- CL** = Client Meeting
- PA** = Partner Architect Meeting
- IM** = Internal Meeting
- PL** = Planning Meeting
- CO** = Consultant Meeting
- CT** = Contractor Meeting

2

Define for each meeting level

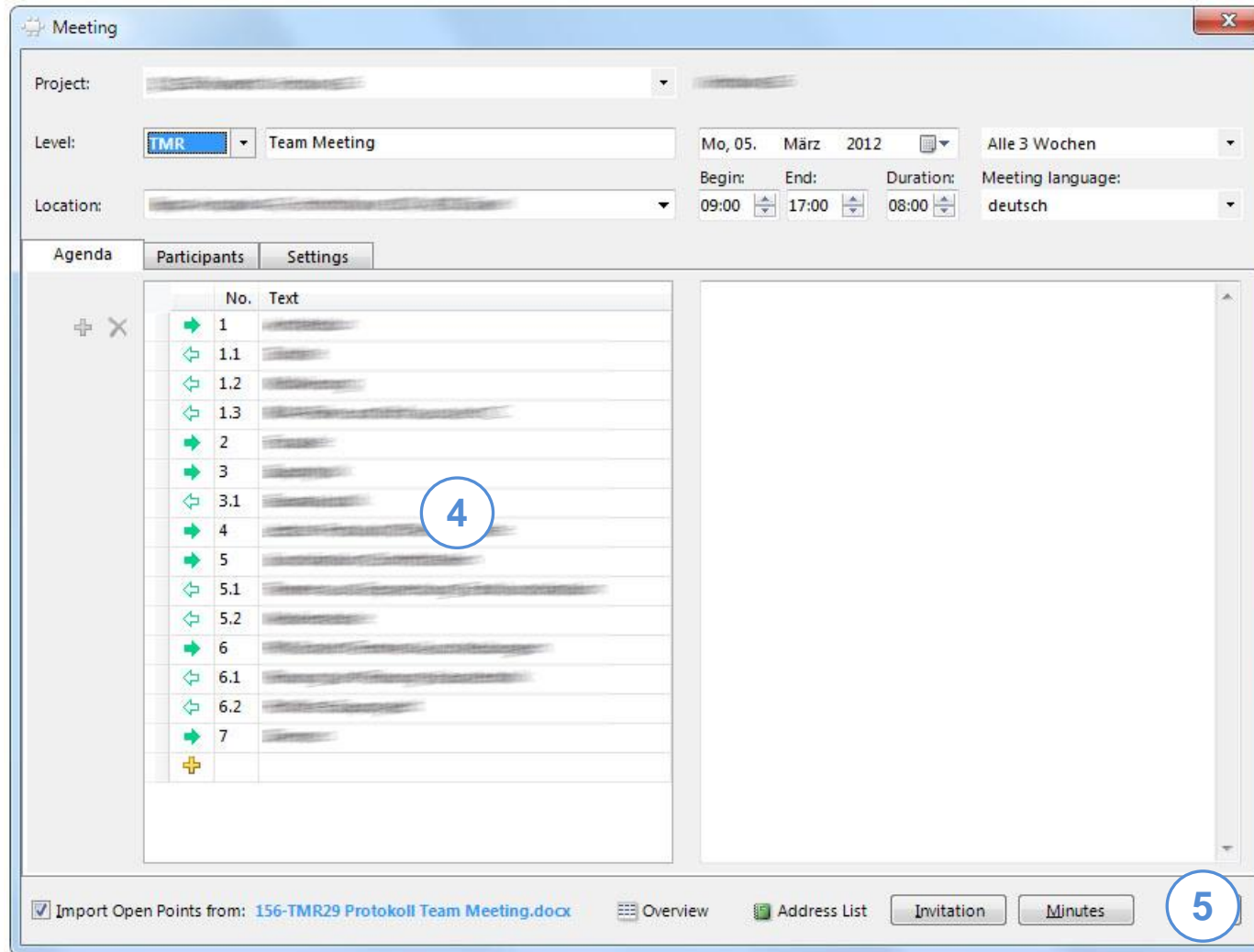
- Title of the meeting
- Meeting interval (Jour fixe)
- Meeting language
- Location
- Date
- Salutation & Closing



3

Add/Remove Participants

Meetings – Create Document



4

Edit Agenda

- Row Order: Use Drag & Drop
- Numbers: Use arrow buttons

5

Choose Document Type

- Overview of meetings
- Address List
- Invitation
- Minutes

Meetings – Edit Minutes



Insert row

T	Task	A	Aufgabe	Alt + a
D	Decision	E	Entscheid	Alt + e
I	Information	I	Information	Alt + i
	Insert row			Alt + z

Format

- Change numbering level of row Alt + 1, Alt + 2, Alt + 3

Tasks

	Copy tasks to Open Points List	Alt + o
	Sort Open Points List	Alt + s
	Task completed	Alt + v
	Color picker	

Alt + Enter

- Auto completion of columns <responsible> and <Date> (task only) with current selection or selection corresponding to first characters.