

**HPV_Web_Server_2007_SP2_U
ser_Guide_EN**

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HPV WEB/SERVER 2007 SP2 is a scalable and robust solution for viewing MPP files in a corporate environment. The HPV Web/Server 2007 SP2 application supports a wide range of users and is designed to support the Microsoft® Project viewing (MPP files) needs of the entire project team or organization:

1. Project Team members can view project information right from their desktop using any standard browser.
2. Project Managers can easily publish or email project information and make it available in a matter of seconds to the entire project team.
3. Executives can view project plans and get quick access to project reports, status reports and other critical information.

Supported files format version

The following files are supported by HPV Web/ Server 2007 SP2: Microsoft Project files '98, Microsoft Project files 2000, Microsoft Project files 2002; Microsoft Project files 2003; Microsoft Project files 2007.

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demand. Notwithstanding the foregoing, all provisions hereof relating to confidentiality of the Viewer and dispute resolution shall survive the termination of this Agreement.

8. Taxes. Licensee shall pay all taxes, whether national or local, howsoever designated, which are levied or imposed by reason of the transaction and future transactions contemplated hereby.

9. Binding Effect. This Agreement shall inure to the benefit of, and shall be binding upon, each of the parties hereto, their respective heirs, personal representatives, administrators, successors and assigns.

10. Choice of Law. The validity, interpretation, and enforcement of this Agreement, and all other instruments and documents executed in connection with this transaction, shall be governed by the laws of the Commonwealth of Massachusetts, excluding those laws relating to the resolution of conflicts between laws of different jurisdictions. Licensee hereby waives, in the case of any such action or proceeding brought in state or federal courts in the Commonwealth of Massachusetts, defenses based on venue, jurisdiction, or forum non conveniens. All parties waive any right to raise, as a defense or otherwise, conflict of laws issues to challenge the governing law identified in this Agreement.

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12. Severability. If any provision of this Agreement should be determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, then that determination will not affect or impair the validity, legality, or enforceability of the remaining provisions contained herein.

13. Attorneys' Fees. If any legal proceeding is brought by a party to this Agreement to enforce its provisions, or to seek remedy for any breach hereof, then the prevailing party shall be entitled to receive its reasonable attorneys' fees and costs incurred in connection with that legal proceeding (including any appellate proceedings) from the other party.

64 bit support

HPV Web/Server 2007 SP2 is designed to run natively on 64 bit IIS mode.

Browsers compatibility

All major browsers are now fully supported including Internet Explorer, Mozilla Firefox and Apple Safari.

Hyperlinks

HPV Web/Server 2007 SP2 support displaying of hyperlinks in project files.

Information

Now HPV Web/Server 2007 SP2 offer the possibility to view extended information about project, tasks, resources and assignments.

Options

All options are now available at one place including several new options and date format enhancements.

Custom fields

Custom fields data and lookup values are now displayed on all project formats.

Go To

Go To menu option is now available.

The Operating System requirements are kept at minimum. The client workstation needs to run on a platform that supports one of the following browsers:

1. Internet Explorer 6.0 and higher
2. Netscape 7.1 and higher

Most of the data processing occurs on the server so the impact on local hardware performance (memory, processor, hard disk space) is minimum. The following platforms were tested and certified for HPV client usage:

- o Windows 9x, Windows 2000, Windows XP, Windows 2003 and Mac Os

The recommended system configuration to use HPV Web Server is Microsoft Windows® 2000, Windows XP® or Windows 2003 on a computer running with a Pentium IV 2.5 Ghz processor and 1 Gb of RAM.

The minimum requirements your computer needs to run HPV Web/Server are listed below:

Server side

Computer/Processor	Computer with Pentium 2.5 Ghz or higher processor; Pentium IV recommended;
Memory	512 MB of RAM (1 Gb recommended);
Hard Disk	20MB Note: The C:\Program Files\Viewer Central Inc\HPV Web Server\Files\MPP\ folder is the location on your hard disk where files (such as: mpp, xml, ini or graphics) are stored as you view them.
Operating System	Windows NT 4.0 with Service Pack 6 (SP6) or later, Windows 2000, or Windows XP or later;
Applications	§ IIS Server v5.0 or higher; § .NET Framework 2.0;
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors;
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device.

Client side

Computer/Processor	Computer with Pentium 133 megahertz (MHz) or higher processor; Pentium III recommended
Memory	64 MB of RAM;
Hard Disk	10MB;
Operating System	Windows 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT 4.0 with Service Pack 6 (SP6) or later, Windows 2000, or Windows XP or later;
Applications	Internet Explorer 6.0 or higher;
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors;
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device.

In order to install **HPV Web/Server 2007 SP2** you need to perform the following steps:

1. Download the Installation Kit for HPV Web/Server 2007 SP2 (i.e. HPVWeb2007SP2_Trial_10.3.0_En.exe);
2. Run the Installation Kit file (i.e. HPVWeb2007SP2_Trial_10.3.0_En.exe);
3. Read the License Agreement and select Accept if you want to continue;
4. Enter your User Name and Company to match yours;
5. Select installation path and click Next;
6. In the IIS Configuration Page you will be able to set the site where the HPV Web/Server 2007 SP2 should be installed. Notice that in Windows XP and Windows 2000 Professional, you may only install the application in the Default Web Site as a Virtual Folder. Windows 2003 and Windows 2000 Servers are also able to install the application as a Virtual Folder in an existing site, but they also have the possibility of installing it in the root of a New Web Site.
7. Click Install and wait for setup to finalize settings;
8. Click Finish to end the installation process.

Navigating through the HPV Web/Server 2007 SP2 is easy and intuitive. There are certain features that you will find applicable in all views and which you can use to make your project content more readable. You can locate these features both in the Main Menu and in the Toolbar shortcuts.

Views:

- Calendar
- Gantt Chart
- Network Diagram
- Task Usage
- Tracking Gantt
- Resource Graph
- Resource Sheet
- Resource Usage

Project:

- Sort
- Filter
- Task Notes
- Show outline level
- Project Information

Edit:

- Find
- Hide column

Open from:

- ODBC
- MPP Folders Link
- MSP Central Link
- View File (using resource...)

Print Engine:

- Print
- Send by email (as PDF)

More Views:

- Custom Views
- Bar Rollup
- Descriptive Network Diagram
- Detail Gantt
- Leveling Gantt
- Milestone Dates Rollup
- Milestone Rollup
- Multiple Baselines Gantt
- Task Sheet

Print:

- Print Preview
- Page Setup

Format:

- Timescale

Other:

- Email
- View File
- Zoom
- Go To
- Indicators
- Multilanguage support (English, French, German, Spanish, Italian)
- Subprojects
- Deadlines
- Links
- Bar Format
- Checking password for password protected files

Tables:

- Predefined tables
- More tables
- Column Definition
- Custom Tables
- Custom Fields

More Filters:

- Custom Filters
- Highlight Filters

Administration Page

- Automatically open subprojects
- Intelligent 30 engine

Appearance & Styles

Adjust columns width

Insert:

- Column

HPV Web/Server 2007 SP2 is easily configurable from the Administration page that can be accessed at the location: <http://ServerName/HPVWeb/Admin/>. The Administration page is split in eight tabs as follows:

General - In this tab you may configure:

- Automatically Load Subproject Files

If this option is checked, the subproject files will be loaded without user interaction when master project is loaded. For this, the subprojects files must be already uploaded on server from a previous visualization and the master project must be opened by accessing the link from previous visualization.

For example, the master project is opened, uploaded on server with master_1.mpp name, then the subprojects are opened and uploaded with s1_1.mpp, s2_1.mpp, s3_1.mpp. In order to automatically upload subprojects, the master project must be accessed by the following link: http://HPVWeb/Views.aspx?mppfile=master_1.mpp

- Use Print Optimization

Allows to generate for print only a number of pages set by Default Print Pages setting. In order to increase speed for printing, a number of pages will initially be printed. If option is unchecked, all pages are selected. This option is checked by default.

- Maximum Concurrent Print Jobs

Maximum Print jobs that are handled at one time by HPV Web/Server 2007 SP2 Print engine. For better performance, this setting is set to 2 by default.

- Default Pages per Print Job

Maximum number of pages printed by default when Use Print Optimization option is checked.

- Company Header

The text set here will appear in header section of the printed page, above the header from project file. This can be used in order to identify documents printed by HPV Web/Server 2007 SP2. By default is empty and no additional text will appear on header.

- Company Footer

The text set here will appear in footer section of the printed page, above the footer from project file. This can be used in order to identify documents printed by HPV Web/Server 2007 SP2. By default is empty and no additional text will appear on footer.

- Session Use Timeout

Use Session Timeout to expire session after a period of time. This option will enable/disable the Session Timeout feature specific to browsers. If checked, after a period of inactivity in browser window, the server will terminate session to avoid misuse.

- Session Timeout

Sets the number of minutes in which the session will expire. After the set number of inactivity minutes on HPV Web/Server 2007 SP2 application browser window, the session will expire and the project viewed will not be available anymore.

By default is set to 30 minutes.

- o Application URL

Sets the URL property to point to your website, machine name or IP address. The URL entered here represents the actual URL of the HPV Web/Server 2007 SP2 application. This will be entered automatically after installing and will be checked to correspond with the actual URL. Not setting this correctly may generate errors related to files location on server.

- o Exit redirect

URL that will be redirected to when clicking on Exit link from HPV Web/Server 2007 SP2 application. It can be the company website or a "r;Thank You" page (thanks.aspx)

View - In this tab you may configure:

- o Use Pagination

Split tasks and resources in pages for fast display. This option is recommended for large projects where it can task a while to load all the tasks or resources from a view. If this option is checked, tasks and resources will be split in pages for fast display in browser and only one page will be displayed at one moment. Navigation through pages can be done from "r;GoTo" menu or toolbar button, where a list of pages will appear and you can select the one you want to display. This split in pages will have effect only on view in browser, in print, page setup will be applied.

- o Maximum tasks displayed per page

Number of tasks to be displayed in one page. If Use Pagination option is enabled, this setting will set how many tasks will be displayed in one page. Recommended value is around 100, but the value can be adjusted accordingly to server capabilities or desired visualization speed correlated to number of displayed tasks

- o Maximum resources displayed per page

Number of resources to be displayed in one page. If Use Pagination option is enabled, this setting will set how many resources will be displayed in one page. Recommended value is around 100, but the value can be adjusted accordingly to server capabilities or desired visualization speed correlated to number of displayed resources

- o Show Bar Format

Yes/No option to display bar format. BarFormat set to enabled results in a (tracking) Gantt view that is very similar to the way Ms Project looks like. This causes a decrease in speed. BarFormat set to disabled results in a (tracking) Gantt view where all the tasks are drawn using the Ms Project bar format defaults. The speed is noticeably better.

- o Show Title

Yes/No option to display the Project title on top. If this option is checked, the Project title appears on top of HPV Web/Server 2007 SP2, above the menu and toolbar. This option is checked by default.

- o Show Menu

Yes/No option to display the HPV Web/Server 2007 SP2 Menu. If this option is unchecked, the application menu will not be displayed. Since the menu options are available also on toolbar, this option can be taken into consideration to maximize the project display area. This option is checked by default.

- o Show Toolbar

Yes/No option to display the HPV Web/Server 2007 SP2 Toolbar. If this option is unchecked, the application toolbars will not be displayed. Since the toolbar options are available also on menu, this option can be taken into consideration to maximize the project display area. This option is checked by default.

- o Show Viewbar

Yes/No option to display the HPV Web/Server 2007 SP2 Viewbar. If this option is unchecked, the Viewbar (the window on left containing views icons) will not be displayed. Since the Views are available also on View menu, this option can be taken into consideration to maximize the project display area. This option is checked by default.

- o Merge Resources

This setting is telling Resource Usage View whether to merge the Resources with the same name. If this option is checked, the resources with the same name are displayed as one, with cumulated values.

- o Number Of Weeks Displayed

The number of detail weeks displayed in Resource Usage - value may range between 1 and 4. Navigation through weeks displayed is made through horizontal scrollbar and through set of weeks by links displayed above the view. By default this setting is set to 2 weeks.

- o Display Current Date Week

This Yes/No setting is telling Resource Usage View whether to display the current server date week for details. If this option is checked, when opening the Resource Usage view the current server week will be displayed. If this option is unchecked, the first week of the project is displayed. This option is unchecked by default.

- o Show Unassigned Filter Resource Name

This setting is telling Resource Usage View whether to display or not the Unassigned groups when using FilterResourceName parameter. If this option is checked, when filtering in Resource Usage view, the Unassigned groups will appear also. This option is checked by default.

- o Use Hierarchical Display

This setting is telling Resource Usage View whether to use or not hierarchical display for tasks. The hierarchical display for tasks means that tasks displayed for a resource will be structured as in task view, with summaries.

Email - In this tab you may configure Email settings

The email settings are used by the Send by email engine. To use this service you have to enter both SMTP Server (i.e. smtp.company.com) and Sender Address (i.e. user@company.com);

The email body represent the content of the email on which to attach the PDF document.

Menus - In this tab you may configure which menus are available to the users. Notice that the menus marked as Hide will be actually disabled.

Appearance - In this tab you may configure:

- o Default Language

The administrator may set the default language that the application will use to display the information. The users will be able to change this setting independently within HPV Web/Server 2007 SP2 Application from the Select Language menu.

- o Theme

The administrator may set the default theme that the application will use; the users will be able to change this setting independently within HPV Web/Server 2007 SP2 Application from the Format/Appearance menu.

- o Show link on top

The administrator may set whether the current link is displayed or not on top of the application.

MPP Folders Path - In this tab you may configure the shared folders that the users may access to open MPP files. You may add several types of location, but always include full path to the folder you want to share to your users. Several examples are:

C:\MyPath\MPPFiles
\\SERVER\C\MyPath\MPPFiles
file://C:/MyPath/MPPFiles

Notice however that trying to share a folder from another computer requires authentication. To set up proper rights for the HPV Web/Server 2007 SP2 application so it will be able to access the folders and files from another computer, you have to modify in your Web.Config file the identity attribute from:

```
<identity impersonate="false" />
```

to:

```
<identity impersonate="true" userName="youruser" password="yourpassword" />
```

ODBC - HPV Web/Server 2007 SP2 Application is able to open any Data Source Name that points to valid Project Repository Databases. A valid Project Repository Database is a database created from within Microsoft Project, by using the Save in ODBC functionality. In this tab you may configure which System DSN should be available to the users. Click on *Display only allowed System DSN* and then use Show/Hide options to move the DSN from one section to the other. In this way, the administrator may allow access only to those DSN specified in this page.

SharePoint

This SharePoint user needs minimum "Reader" rights to the SharePoint websites and full control rights to the following two folders: \\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2 and \\Windows\Microsoft.Net The SharePoint user added at this step allows full integration between the HPV Web viewer and your SharePoint websites that contains the MS Project document library files. This user will "ask" SharePoint in behalf of HPV Web viewer for SharePoint "Reader" access to the SharePoint site. To complete the SharePoint integration you need to import the HPV Web Part into your SharePoint sites. In order to do that you should follow the step by step HPV Web Part configuration from the HPV Web Server 2007 SP2 Product guide document. Click "?" for troubleshooting and manual setup info.

Troubleshooting

If you receive an error when you try to add the SharePoint user name and password you need to follow these manual steps:

1. Open in Notepad \\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Web.config file
2. Locate the <impersonate> line
3. Add/edit the following information:

```
impersonate= "true" userName="your user" password="your password"
```

4. Make sure the above user has "r;reader" rights in your SharePoint sites and full control rights to the following folders on your server:

Program Files \ Viewer Central Inc \ HPV Web Server 2007 SP2 and Windows \ Microsoft.Net \ Framework

For more information download the HPV Web Server 2007 SP2 product guide from our support website section at www.projectviewercentral.com

Generally, in **HPV Web/Server 2007 SP2** application, you have to upload a file on a server before you can view it. In order to help project managers who update very often their project files, we have added new methods of viewing the files. Therefore, you may use one of the following methods to view a MPP File:

Standard Open Method: Click on the Browse button located either in the default page of HPV Web Server or in the File/Open form, select the MPP file you want to upload and then click on View project to load the file in HPV Web/Server.

Open Subprojects: If your MPP file contains subprojects, click on the (+) sign corresponding to each subproject to upload them. Notice that, in the standard opening method, you will be asked to provide the path to the location of the MPP File. If you want to simplify the process and not be asked to locate the subproject each time you upload it, please relate to Method 1 from Browser Address Link Methods: copy both the main project (i.e. sample.mpp) and its subprojects in the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ folder (or the appropriate location on your server where HPV Web Server is installed), open Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=sample.mpp>, then click on the (+) sign corresponding to each subproject. The subproject will be instantly viewed.

Browser Address Link Methods:

- **Method 1:** Copy the file you wish to view and update often (i.e. sample.mpp) in the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ folder (or the appropriate location on your server where HPV Web Server is installed). Open Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=sample.mpp>. This will automatically view the file.

- **Method 2:** Create the folders ProjectManager1 and ProjectManager2 in the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ folder. Copy the files you wish to view and update often (i.e. sample.mpp) according to each Project Manager into the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ProjectManager1\ or C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ProjectManager2\ folder (or the appropriate location on your server where HPV Web Server is installed). Open Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=ProjectManager1/sample.mpp>. This will automatically view the file.

- **Method 3:** If the file is situated on the same server or on a network path and you don't wish to move it into the MPP Folder, you may alternatively create a Virtual Folder in the MPP Folder in IIS, pointing to the file path folder (i.e. if you have the network path X:\MPPFiles\sample.mpp, you will create the Virtual Folder MPPFiles in /HPVWeb/Files/Mpp/ folder). Open Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=/MPPFiles/sample.mpp>. This will automatically view the file.

- **Method 4:** If the file you wish to view is situated on another Internet server (i.e. <http://www.myserver.com/files/sample.mpp>) you are still able to view this file directly by opening Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=http://www.myserver.com/files/sample.mpp>. This will automatically view the file.

Alternative Browser Address Link Method (using resource...)

These methods can be used if you want to view a file filtered directly by a resource name (i.e. John Smith). These methods are particularly important because the users are able to view only the tasks assigned to them within a project and then, bookmark the page for further references.

- Copy the file you wish to view and update often (i.e. sample.mpp) in the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ folder (or the appropriate location on your server where HPV Web Server is installed). Open Internet Explorer (or other compatible browser) and type the address: <http://localhost/HPVWeb/Views.aspx?mppfile=sample.mpp&filterresourcename=JohnSmith>. The project file will be opened filtered directly by *Using resource John Smith*.

or

- Create the folders ProjectManager1 and ProjectManager2 in the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ folder. Copy the files you wish to view and update often (i.e. sample.mpp) according to each Project Manager into the C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ProjectManager1\ or C:\Program Files\Viewer Central Inc\HPV Web Server 2007 SP2\Files\MPP\ProjectManager2\ folder (or the appropriate location on your server where HPV Web Server is installed). Open Internet Explorer (or other compatible browser) and type the address:
`http://localhost/HPVWeb/Views.aspx?mppfile=ProjectManager1/sample.mpp&filterresourcename=JohnSmith.`

or

- If the file is situated on the same server or on a network path and you don't wish to move it into the MPP Folder, you may alternatively create a Virtual Folder in the MPP Folder in IIS, pointing to the file path folder (i.e. if you have the network path X:\MPPFiles\sample.mpp, you will create the Virtual Folder MPPFiles in /HPVWeb/Files/Mpp/ folder). Open Internet Explorer (or other compatible browser) and type the address:
`http://localhost/HPVWeb/Views.aspx?mppfile=/MPPFiles/sample.mpp&filterresourcename=JohnSmith.`

or

- If the file you wish to view is situated on another Internet server (i.e. `http://www.myserver.com/files/sample.mpp`) you are still able to view this file directly by opening Internet Explorer (or other compatible browser) and type the address:
`http://localhost/HPVWeb/Views.aspx?mppfile=http://www.myserver.com/files/sample.mpp&filterresourcename=JohnSmith.`

ODBC Method: If you have mpp files saved in a repository database (MS SQL Server, Access etc...) you must first create a DSN to the respective database. You may access it from HPV Web Server by selecting File/Open via ODBC in the menu or clicking Open via ODBC button in the toolbar, select your newly created DSN, provide user name and password if required by the system and select the project you want to load from the list. You may also configure from the Administration page the DSNs that should be available to the users.

MPP Folders Link Method: If you already have folders where you have placed mpp files, then you should use this method to allow the users to access the mpps without being necessary to upload them first. To use Server Link, you need first to configure in Administrator page the folders you want to share to your users. Then, select File/MPP Folders Link in the menu or click the MPP Folders Link button in the toolbar to display an Explorer like form which you may browse and select the mpp file you want to open.

Open MS Project Server: HPV Web is able to connect to a Microsoft Project Central Database, retrieve the list of projects and then open the selected ones. You must first configure the MSP Central settings through the Collaboration Options, then you may access the MSP Central database by selecting File/Open MS Project Server in the menu or by clicking Open MS Project Server button in the toolbar. The projects available to users are set up through the Microsoft Project Central Administration page. Notice that MS Project Server requires authentication (either Project Central Auth or NT Auth) and you must provide a valid user name and password to gain access to the projects list. To use the NT Auth method, you must disable the Anonymous Login and enable Windows Integrated Login from IIS for the HPV Web/Server application.

How to integrate with Share Point

HPV Web/Server 2007 SP2 ships with a Share Point HPVWebPart.dwp file that allows the users to view MS Project files from Share Point websites without any software installed on their PCs.

Bellow you will find the detailed configuration steps to get your Share Point website integrated with the HPV Web Server 2007 SP2 product.

Prerequisites

- Windows Server (2000 or 2003) with Share Point Services configured (WSS 2.0)
- NT User with Share Point "r;Reader" Rights

Configuration Steps

Step 1:

Download HPV Web/Server 2007 SP2 from our website, run setup and follow default instructions steps. Enter the NT Share Point user name and password when asked by the installation wizard.

Step 2:

After HPV Web/Server 2007 SP2 was installed successfully go to your Share Point website's "r;Site Administration" and select "r;Manage Web Part gallery".

Step 3:

Select "r;Upload Web Part"

Step 4:

Select "r;Browse" and point to "r;C:\Program Files\Viewer Central Inc\ HPV Web Server 2007 SP2\ SharePoint \HPVWebPart.dwp" (or the appropriate path)

Step 5:

Select "r;Save and Close"

Step 6:

The HPVWebPart.dwp shows under the Web Part Gallery. Click on home and navigate to your document library web part page

Step 7:

Select "r;Modify Shared Page/ Add Web Parts/ Browse"

Step 8:

Drag and Drop "r;HPVWebPart" on your MS Project Doc Library

Step 9:

The HPVWebPart should be successfully configured at this point. Expand the drop down menu and select Open with HPV Web Viewer.

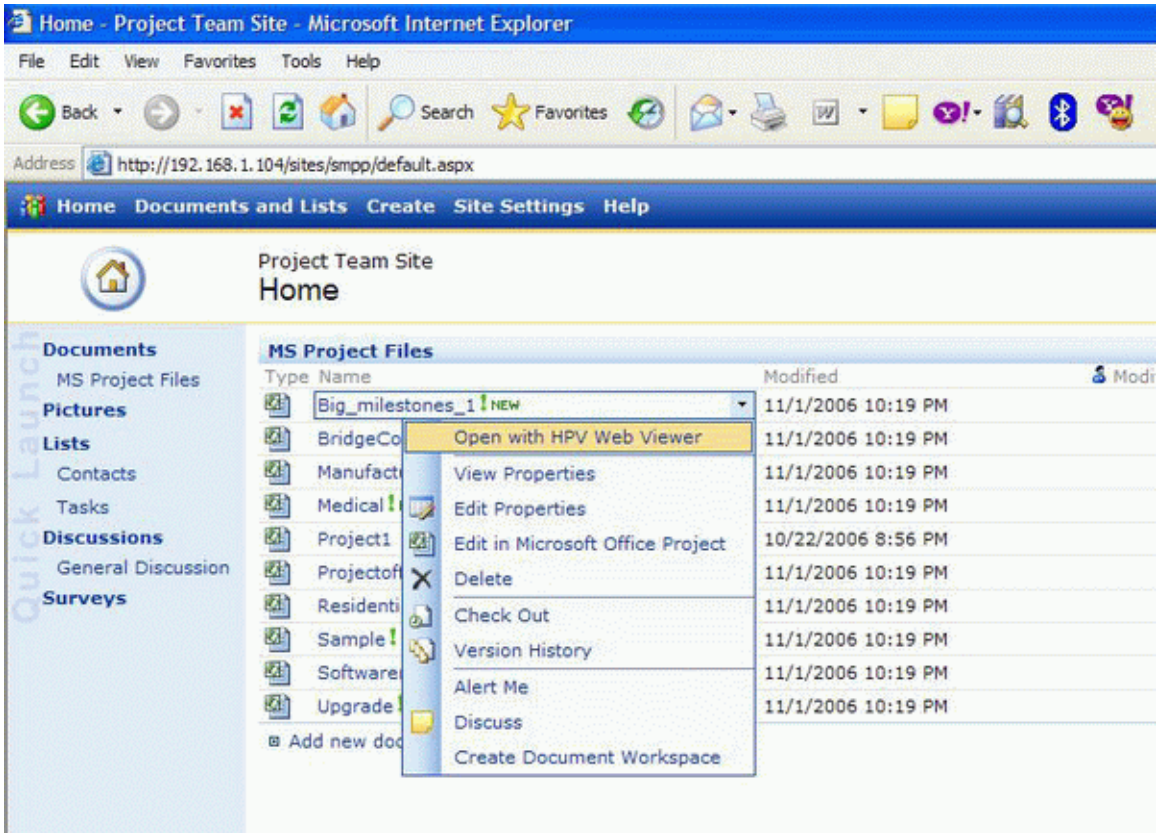


Fig. Share Point integration

Troubleshooting Tips

• **Web.Config**

Locate the folder where the HPV Web/Server 2007 SP2 is installed (i.e. C:\Program Files\Viewer Central Inc\ HPV Web Server 2007 SP2\) and open Web.Config file in any text editor. Make sure the tag <identity> shows like bellow
 <identity impersonate="true" userName="NTSharepointUser" password="Password" />

• **IIS Security**

Open Internet Information Services (IIS) Manager, Right click on the HPVWeb Web Site and select Properties;
 Switch to Directory Security Tab and make sure that both Enable anonymous access and Integrated Windows authentication are both checked.

• **Pop-up Blockers**

Make sure all your pop-up blockers are turned off for the HPV website.

For additional help check the HPV Web/Server 2007 SP2 Product Guide or our support website at www.projectviewercentral.com

In **HPV Web/Server 2007 SP2** application you are not only able to view MPP files, but you are also able to print or email them to your partners, business associates etc... Printing and emailing are easy to use and intuitive features. Two options are available:

Print
Send by email as PDF

Print will print as PDF in a high quality and portable format preferred by most users as a powerful tool of printing files. Our product comes with a built in PDF writer engine. Send by email enables you to send the current view to other members of your team as a PDF file, which they can view, print, etc...

In order to print the current view, click on the corresponding icons in the toolbar or select Print from the File menu. You can customize the page options through the page setup form (File/Page Setup) or verify the printed document through the print preview form (File/Print Preview). After clicking on Print button, a PDF file will be generated that you can use to print or distribute.

In order to send by email the current view, click on the corresponding icon in the toolbar or select Send by email in File menu. The PDF file will be generated using the current page options defined in Page Setup form and a prompt window will be displayed where you can type the email address where you want the email to be sent.

Open

HPV Web/Server opens Microsoft Project files '98, Microsoft Project files 2000, Microsoft Project files 2002, Microsoft Project files 2003 and Microsoft Project files 2007. In order to open a MPP file, you must perform the following steps:

1. Select File/Open in Main Menu or click on Open icon in toolbar;
2. In the pop-up window that is displayed, browse for the location of the MPP file you want to view;
3. Select the MPP file you want to view;
4. Click on View project button;
5. The project file is opened with HPV Web/Server.

Except the standard way of viewing a file (through File/Open), HPV Web/Server provides alternative methods of viewing the project files, that you can find here.

Open via ODBC

HPV Web/Server allows to open and view MPP files saved in a repository database (MS SQL Server, Access etc...). You may access the MPP files by performing the following steps:

1. Create a DSN to the database that contains the MS Projects;
2. Select File/Open via ODBC in the menu or click on the ODBC button in toolbar;
3. In ODBC Data Source Administrator form, select the DSN that points to your project database and click on OK button;
4. If the database requires authentication, provide a valid user name and password for the DSN;
5. In the Choose project form, select the project you want to view and click on Open button.
6. The project is opened with HPV Web Server.

Open MS Project Server

HPV Web/Server is able to connect to a Microsoft Project Central Database, retrieve the list of projects and then open the selected ones. You must first configure the MSP Central settings through the Collaboration Options tab, then you may access the MSP Central database by selecting File/Open MS Project Server in the menu or by clicking the Open MS Project Server button in the toolbar.

After selecting File/Open MS Project Server, HPV Web/Server will try to establish a communication with MS Project Server based on the logon information provided in Collaboration tab. Once the connection is established, a list of projects available on Microsoft Project Central Server will be displayed. Select the project you want to view and click on Open. The project file will be opened with HPV Web/Server.

MPP Folders Link

HPV Web/Server allows quick access to MPP files stored in special folders, without being necessary to upload them. To gain access to the respective MPP files, you must perform the following steps:

1. Select File/MPP Folders Link in Main Menu or click on the "MPP Folders Link" button in toolbar;
2. Navigate in MPP Folders Link form (similar to Windows Explorer) and select the MPP file you want to open then click on Open button;
3. The project file is opened in HPV Web/Server.

Send by e-mail

HPV Web/Server enables you to send by email the current view to other members of your team as a PDF file, which they can view, print, etc... In order to send by email the active view, you must perform the following steps:

1. Select File/Send by email or click on Send by email button in toolbar;
2. Type the email address where you want the file to be sent in the prompt window that is displayed;
3. Click on Send button;
4. The PDF file will be generated containing the current page information that is displayed in the application, together with the sort, filter and zoom selections that were applied and the application will send it to the specified email address.

Page Setup

The Page Setup functionality is available in the Main Menu (File/Page Setup) and in Toolbar, the Page Setup icon. The page setup helps you define the printing settings:

Page Scaling

Adjust to - the user can set the ratio aspect to which the printing should be performed;

Fit to - formats the MPP file content to fit to the specified number of pages.

Note: The paper size is calculated automatically. Adjust to and Fit to options are not available for Calendar, Task Usage and Resource Usage Views.

Margins

Helps you to specify the margins' width.

Legend

Every page: the legend will appear on every printed page;

Legend page: the legend will be printed on a separately page;

None: the legend will not be printed.

View

Print all sheet columns: Click the check box to print all sheet columns in the view.

Print first "n" columns on each page: Use this option to print predefined columns on each page.

Print Notes: Click the check box in order to print the notes. The notes will be printed at the end of the document. Note: This feature is available for Gantt Chart, Tracking Gantt, Task Sheet and Resource Sheet views.

Print blank pages: check or uncheck this option to print or not the blank pages.

Print Preview

The Print Preview functionality is available in two modes: Main Menu (File/Print Preview) or Toolbar, the Print Preview icon. When you click the Print Preview option a new window appears and the application generates the pages to be printed. The pages display the information in the exact format you set in the application: i.e. hidden columns, added columns, resized columns, resized panels etc. The pages follow the settings selected at Page Setup (paper size, margins, orientation).

The Print Preview window has a dedicated Menu:

Page left/Page right: view the pages from left to right;

Page up/Page down: view the pages from top to bottom;

Zoom icon: you can magnify or diminish the page content;

One page icon: displays a page to fit on the screen;

Multiple pages icon: displays multiple pages to fit on the screen;

Print button: sends the pages content to the printer;

Page Setup button: you can customize the appearance of the printed pages;

Close button: closes the Print Preview and returns to the main project viewer.

Print

The Print functionality is available in two modes: Main Menu (File/Print) or Toolbar, the Print icon. By using this functionality the user can send the file content directly to the printer as a pdf file. Our product comes with a built in PDF writer engine. Print opens a dialog form for printing the current view.

Properties: opens a dialog window in which you can set printer options. This page is specific to each printer.

Print range: sets the number of pages to be printed.

Copies: sets the number of copies to be printed.

Timescale: *All* - displays the entire project timespan / *Dates* - displays information only for the specified data range. Note: This option is not available for Network Diagram and Resource Sheet views.

Log Off

The Log Off functionality is available from the Main Menu (File/Log Off) or from the upper right corner link and it closes the current working session for the current user. This is mainly important to free up licenses more quickly.

Go To

Go To option is located in the Main Menu (Edit/Go To) and you may use it in order to go to specified item.

Find

Find option can be accessed either from the Main Menu (Edit/Find) or by clicking the Find icon in toolbar.

Enter the word you want to find in the document (you may specify the field you want to be searched, apply different constraints to the search or specify search direction), then click Find Next button.

Views

The View Menu opens all the available views in this application:

- Resource Graph
- Task Usage
- Resource Usage
- More views
- Gantt Chart
- Tracking Gantt
- Network Diagram
- Resource Sheet

Views

Calendar

Description: The Calendar is the view that presents the tasks in a graphical manner on a day to day map. With blue bars for common tasks and black bars for milestones, tasks show their span over days or weeks.

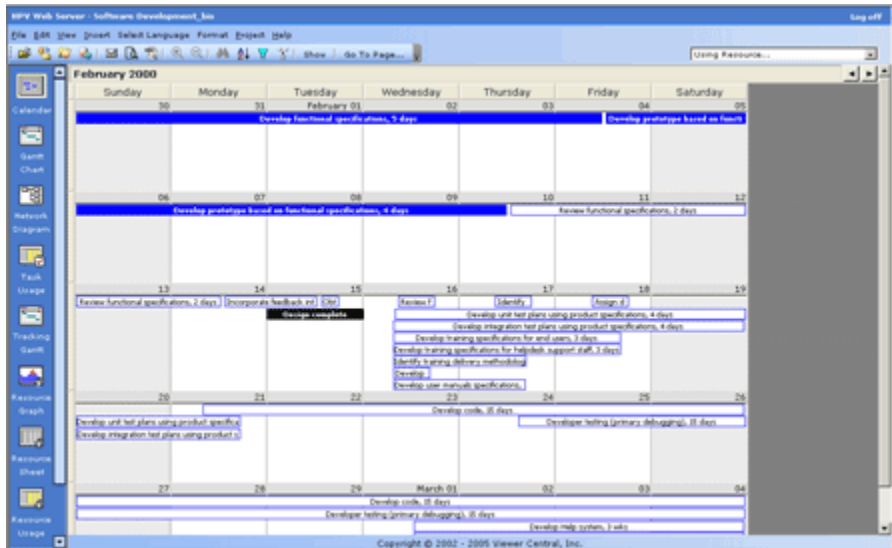


Fig. Calendar

Gantt Chart

Description: The Gantt Chart view displays task information in two panels: The left panel displays information as a sheet and the right panel displays information as a chart (Fig. 2.1). Panel 1 displays the task information as a sheet and includes details about start and finish task dates, resources assigned to them or % complete. The following columns are usually referred: Id, Indicators, Name, Duration, Start, Finish, Resource Names, Percent Complete, Predecessors. Panel 2 displays the Gantt bar representation of the tasks. The bar's length and position on the timescale indicate when that task begins and ends. In addition, the position of one task bar in relation to another indicates whether the tasks follow one another or overlap.

Legend: The Gantt chart displays blue bars for common Tasks, black rhombuses for Milestones, blue bars connected with suspension dots for Task Splits, black bars for Summary Tasks. The background displays the Project's calendar time span.

Deadlines: A deadline indicates the target date when the user wants a task to be completed. The deadline is displayed in Gantt chart as a green arrow.

Links: The Gantt panel display links that show the predecessor or the successor relation between tasks.

Bar Texts: A various project information (such as duration, constraint type, finish etc) can be used for the bar texts in order to describe a task. The position of the bar texts can be: left, right, top, bottom and inside.

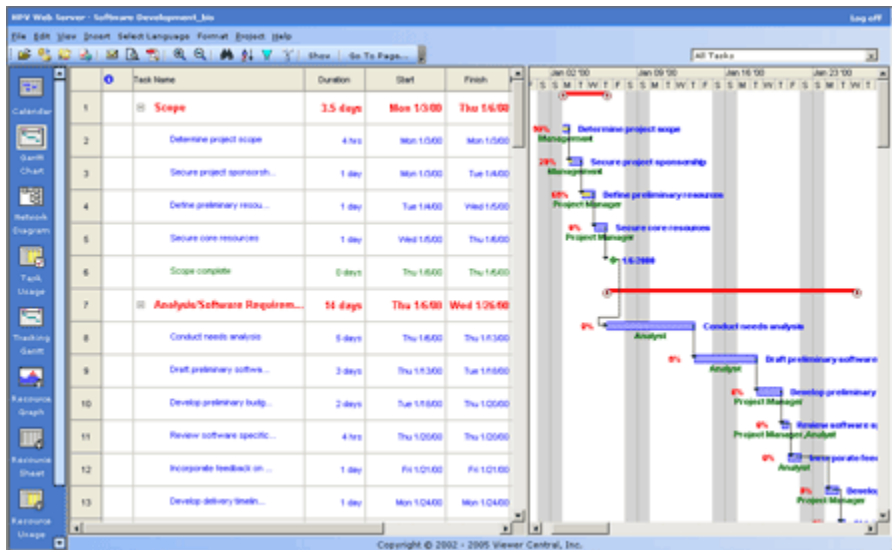


Fig. Gantt Chart

Network Diagram

Description: The Network Diagram View displays the tasks and task dependencies as a flowchart. Tasks are shown in geometrical blocks along with their Start, Finish, Duration and Complete Percent information (where available). Task dependencies are displayed with connecting arrows between the Task blocks. Red border suggests a critical task.

Shapes legend:

- Parallelogram block: summary task
- Rhombus block: milestone
- Rectangle block: common task
- Block with no diagonal: unstarted task
- Block with one diagonal: task in progress
- Block with cross diagonals: finished task
- The arrows drawn between the task blocks show the precedence relations.

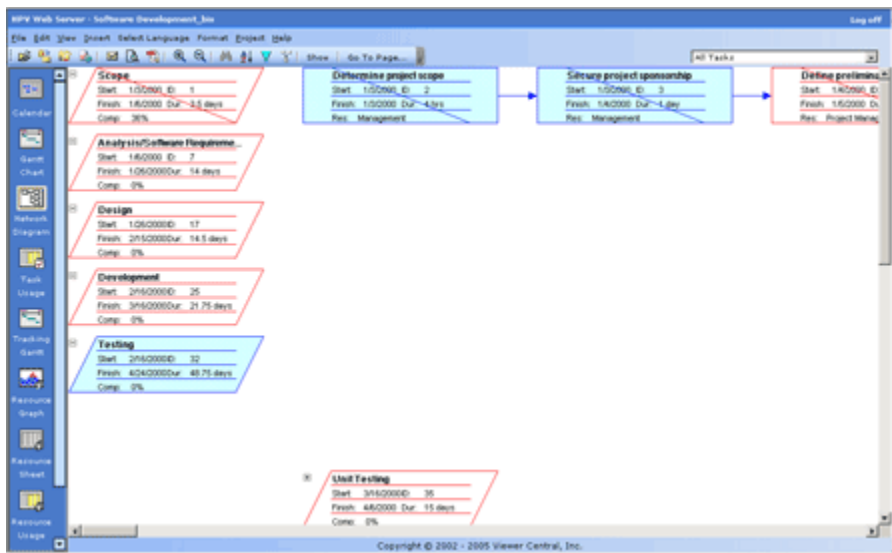


Fig. Network Diagram

Tracking Gantt

Description: The Tracking Chart view displays task information in two panels: The left panel displays information as a sheet and the right panel displays information as a chart (Fig. 3.1). Panel 1 displays the task information as a sheet and includes details about start and finish task dates, resources assigned to them or % complete. The following fixed columns are referred: Id, Indicators (only Task Notes available), Name, Duration, Start, Finish, Resource Names, Percent Complete, Predecessors. Panel 2 displays the Gantt bar representation of the tasks. The bar's length and position on the timescale indicate when that task begins and ends. In addition, the position of one task bar in relation to another indicates whether the tasks follow one another or overlap.

Tracking Gantt View integrates the Gantt Chart features. In addition, it also displays the critical path and the baseline information. In Tracking Gantt View, tasks are represented using 2 bars displayed one on top of the other. If no baseline is saved only one bar is shown. The lower bar shows baseline start and finish dates, and the upper bar shows scheduled start and finish dates. If baseline start and finish dates are the same with scheduled start and finish dates then the bars are identical in size and position. If they are different then the bars will appear slipped from one another, the initial and final positions being delayed with the difference from the Scheduled Start Date and Baseline Start Date, respectively with the difference from the Scheduled Finish Date and Baseline Finish Date.

Legend: The Tracking Gantt view displays blue bars for common Tasks, black rhombuses for Milestones, blue bars connected with suspension dots for Task Splits, black bars for Summary Tasks. A common task may be shown both in light and dark blue. The light blue color suggests the incomplete percentage of work; the dark blue color suggests the completed percentage. Red task bars identify the critical tasks. A critical task may be shown using both red-border, no fill color cells (showing the completed percentage) and red-fill cells (showing the uncompleted percentage) The background displays the Project's calendar time span. Panel 2 also shows the last saved baseline. Baseline information is designed with gray bars in the Gantt Chart, below each referred task.

Deadlines: A deadline indicates the target date when the user wants a task to be completed. The deadline is displayed in Gantt chart as a green arrow.

Links: The Gantt panel display links that show the predecessor or the successor relation between tasks.

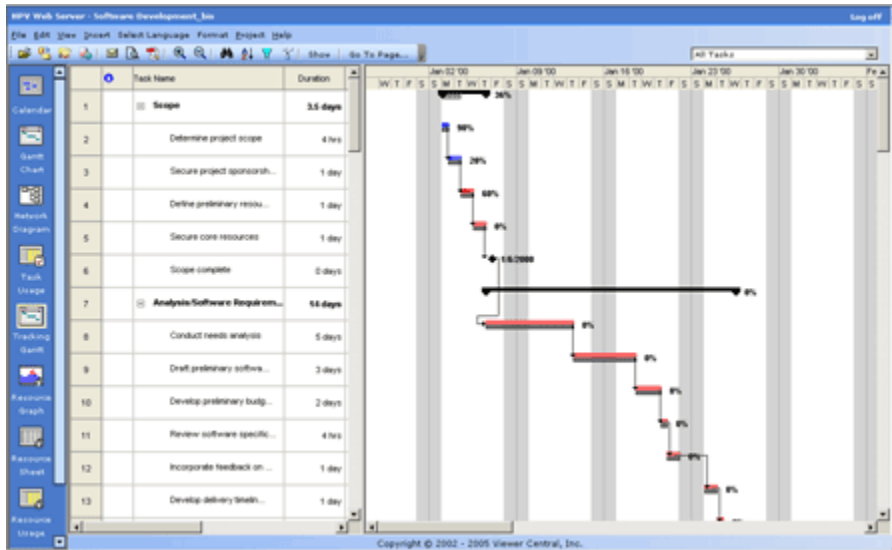


Fig. Tracking Gantt

Resource Graph

Description: The Resource Graph View displays the resource allocation information. Resources are displayed in a list. For each of them a 2D-barchart is shown (Ox-time units, Oy-work load). The bars are colored part in blue for the work span within normal capacities of that resource and part in red for the over allocated work assignments.

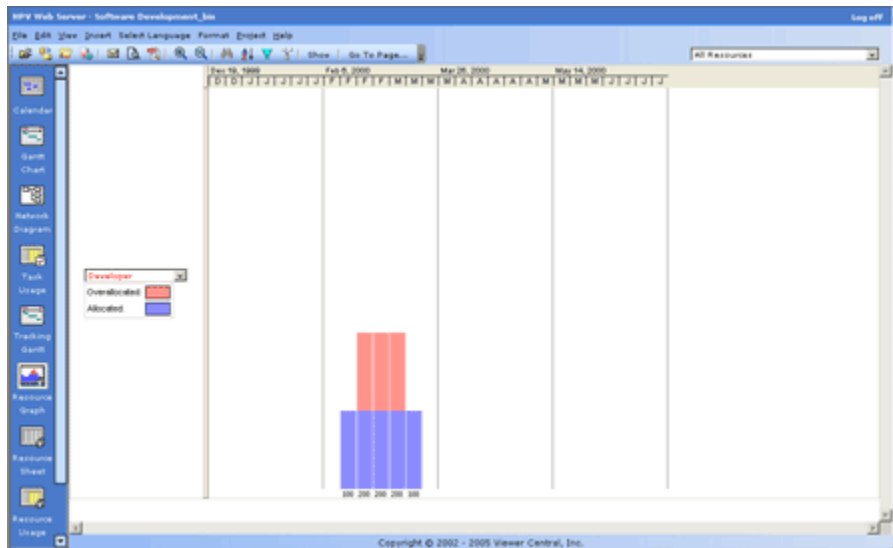


Fig. Resource Graph

Resource Sheet

Description: The Resource Sheet view displays resource information in a sheet format. You can review information about each resource: Name, Type, material label, Initials, Group, Max. Units, Std. Rate, Ovt. Rate, Cost/Use, Accrue At, Base Calendar, Code.

Legend: Over allocated resources are shown in red color.

Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code
1 Management	Work		M		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2 Project Manager	Work		P		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
3 Analyst	Work		A		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
4 Developer	Work		D		100%	\$8.88/hr	\$8.88/hr	\$8.88	Prorated	Standard	
5 Testers	Work		T		100%	\$8.88/hr	\$8.88/hr	\$8.88	Prorated	Standard	
6 Trainers	Work		T		100%	\$8.88/hr	\$8.88/hr	\$8.88	Prorated	Standard	
7 Technical Communicator	Work		T		100%	\$8.88/hr	\$8.88/hr	\$8.88	Prorated	Standard	
8 Deployment Team	Work		D		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

Fig. Resource Sheet

Resource Usage

Description: The Resource Usage View is a matrix of work assignments. In a table spanned over the Project's period, work loads are presented for each Resource, and within it, each Task if any is available. This view is another side of the same aspect presented by Task usage.

Tip: Clicking on a resource or assignments in Resource Usage list (left panel) will jump to the corresponding position in the calendar (right panel).

Resource Group	Task	Duration	Status	Allocation	
Developer	Incorporate feedback on software specifications	8 hrs	Work		
	Review preliminary software specifications	16 hrs	Work		
	Develop functional specifications	40 hrs	Work		
	Develop prototype based on functional specifications	32 hrs	Work		
4 Developer		264 hrs	Work	16 hrs, 16 hrs, 16 hrs, 16 hrs, 16 hrs	
Tester	Review functional specifications	8 hrs	Work		
	Identify module-level design parameters	8 hrs	Work		
	Assign development staff	8 hrs	Work		
	Develop code	120 hrs	Work	0 hrs, 0 hrs, 0 hrs, 0 hrs, 0 hrs	
	Developer testing (primary debugging)	120 hrs	Work	0 hrs, 0 hrs, 0 hrs, 0 hrs, 0 hrs	
	5 Tester		200 hrs	Work	
	Develop and test plans using product specifications	32 hrs	Work		
	Develop integration test plans using product specifications	32 hrs	Work		
	Review modular code	40 hrs	Work		
	Test component modules to product specifications	16 hrs	Work		
Technical Communicators	Identify anomalies to product specifications	24 hrs	Work		
	Modify code	24 hrs	Work		
	Re-test modified code	16 hrs	Work		
	Test module integration	40 hrs	Work		
	Identify anomalies to specifications	16 hrs	Work		
	Modify code	24 hrs	Work		
	Re-test modified code	16 hrs	Work		
	6 Technical Communicators		256 hrs	Work	
	Develop training specifications for end users	24 hrs	Work		
	Develop training specifications for helpdesk support staff	24 hrs	Work		
Identify training delivery methodology (computer based training, classroom, etc.)	16 hrs	Work			
Develop training materials	120 hrs	Work			
Conduct training usability study	32 hrs	Work			
Finalize training materials	24 hrs	Work			
Develop training delivery mechanism	16 hrs	Work	0 hrs, 16 hrs, 16 hrs		
7 Technical Communicators		336 hrs	Work		

Fig. Resource Usage

More Views

On the View menu, click the view you want to use. To use a view that is not on the View menu, click More Views, click the view you want to use in the Views list, and then click Apply.



More Views:

- Bar Rollup
- Descriptive Network Diagram
- Detail Gantt
- Leveling Gantt
- Milestone Dates Rollup
- Milestone Rollup
- Multiple Baselines Gantt
- Task Sheet

Custom Views: HPV Web/Server provides the possibility to view the custom views as they were created/modified and saved in MS Project (including tables, inserted/hidden columns, text styles, bar format, zoom, filter, sort, etc..).

Table

HPV Web/Server provides a set of tables used to show specific information about tasks, resources, and assignments in a sheet view. To apply a table to the view, point to Table on the View menu and then select the table you want to apply. There are two types of tables: task tables (which are applied to task type views) and resource tables (which are applied to resource type views). To use a table that is not on the menu, click on More Tables, select the table you want to use from the list of available tables and then click on Apply.

Task Tables	Resource Tables
<ul style="list-style-type: none"> <input type="radio"/> Baseline <input type="radio"/> Constraint Dates <input type="radio"/> Cost <input type="radio"/> Delay <input type="radio"/> Earned Value <input type="radio"/> Earned Value Cost Indicators <input type="radio"/> Earned Value Schedule Indicators <input type="radio"/> Entry <input type="radio"/> Export <input type="radio"/> Hyperlink <input type="radio"/> Rollup <input type="radio"/> Schedule <input type="radio"/> Summary <input type="radio"/> Tracking <input type="radio"/> Usage <input type="radio"/> Variance <input type="radio"/> Work 	<ul style="list-style-type: none"> <input type="radio"/> Cost <input type="radio"/> Earned Value <input type="radio"/> Entry - Material Resources <input type="radio"/> Entry - Work Resources <input type="radio"/> Entry <input type="radio"/> Export <input type="radio"/> Hyperlink <input type="radio"/> Summary <input type="radio"/> Usage <input type="radio"/> Work

Reports

General

Reports are available from the Main Menu, View/Reports option and they are used to show various Project situations.

Reports are split into 2 categories:

- Overview
- Current Activities

Overview Reports

This section displays information regarding the entire Project duration such as: Top Level tasks.

1. Project Summary - This report presents a resume of the entire project.
2. Top Level Tasks - This report displays a list with task information for tasks that are outlined at level 1 in the Project.

Current Activities Reports

This section displays information regarding task information such as: Unstarted tasks, Tasks in Progress, Completed Tasks.

1. Unstarted tasks - Displays a list with task information for tasks that are 0% complete (have no actual start date saved).
2. Tasks in Progress - Displays a list with task information for tasks that have the % complete value between 1 and 99 (have an actual start date but no actual end date saved).
3. Completed tasks - Displays a list with task information for tasks that are 100% complete (have both actual start and finish dates saved).

Zoom

Zoom is available by selecting View -> Zoom from the main menu or by clicking on the (-) or (+) buttons in the toolbar. The Zoom engine currently implements four levels of details: One week level (the visible unit is one week); Two weeks level (the visible unit is a two weeks pack); One month level (the visible unit is one month); One year level (the visible unit is one year).

Every time a view is selected the view displays the chart information according to the last zoom selection (the default if none).

Insert Column

Insert Columns functionality can be accessed by clicking the Columns Icon in the toolbar or via the Insert Menu. This feature is available for Gantt Chart, Task Sheet and Resource Sheet type views. Insert the columns you want to appear in the view by selecting them in Field name combo-box. You may also change the columns order, alignment or width.

You can also insert/hide columns by right-clicking on the header of the columns in the task sheet and select *Insert* or *Hide Column* option from the contextual menu.

The columns width can be adjusted manually by dragging with the mouse, to left (in order to minimize the width) or right (to enlarge it) the margins of the headers in the task sheet. All the changes made in the task sheet related to the inserted or hidden columns, width, title alignment, etc. will be reflected in the printed page.

Timescale

Format Timescale option is available in Gantt Chart type views. The Timescale helps the user to customize the layout of the chart panel.








Tier formatting: Middle - refers to the first row delimiting dates in the chart panel. It can be used to change the display to Units like Days/Weeks/Months/Years.

Tier formatting: Bottom - refers to the second row delimiting dates in the chart panel. It can be used to change the display to Units like Days/Weeks/Months/Years.

Note: The time unit used in the Top row must be larger than the time unit used in the Bottom row.

Indicators

The Indicators field is located to the right of the ID field and give different types of information about a task or resource. HPV Web/Server supports the following indicators:

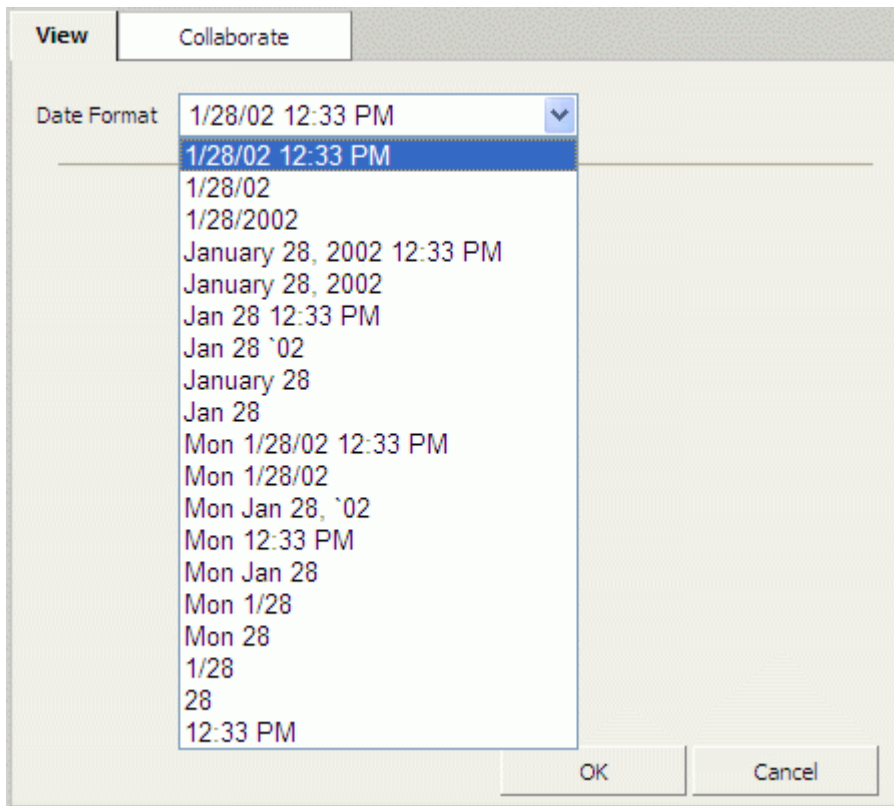
	The task, resource, or assignment has a note attached to it.
	The task, resource, or assignment has a hyperlink associated with it.
	The task finishes on a date that is later than its deadline. If the deadline date passes and the task is not completed, an indicator date will be displayed.
	The task has an inflexible constraint. Inflexible constraints include Must Finish On (for projects scheduled from the start date) and Must Start On (for all projects).
	The task has a moderately flexible constraint. Flexible constraints are As Soon As Possible, As Late As Possible, Finish No Earlier Than, Finish No Later Than, Start No Earlier Than, and Start No Later Than.
	The task has not been scheduled or completed within the constraint's time frame.
	The task is complete.
	The task is an inserted project (also called a subproject). The inserted project appears as a summary task in the master project.)

Options

View

On the Tools menu, click Options, go to tab View and then change the setting you want:

Date Format: change the date format in all the views of the application by choosing from a list of available formats.



Appearance

This menu option allows to choose one of the 4 styles available in the current version of the application: Standard, XP Blue, XP Green and XP Silver. When choosing a style, the application will be refreshed and the new theme will be applied.

Select Language

You may change the active language of the application by selecting a language in the combo box (Select Language menu) and then click OK. HPV Web/Server is currently available in the following languages: English, French, German, Spanish, Italian and Japanese. If you wish to add new languages for your new multinational company, contact the sale department for further information at: sales@projectviewercentral.com

Sort

The sort option may be accessed via the main menu from Project -> Sort or from the toolbar by clicking on the Sort Icon. Sort has 5 shortcuts (Sort by Start Date, by Finish Date, by Priority, by Cost and by ID) and one form where you may choose three sorting criteria each of it Ascending or Descending.

Filters

Filter option can be accessed in two modes: Main Menu (Project/Filter) and Toolbar, the Filter icon. The filter option allows the user to view a particular type of information in the project by displaying only the information the user is interested in and hiding the rest. If there are no filters to apply, then all the items will be taken into consideration.

Custom Filters: HPV Web/Server application provides all standard filters but also custom filters as they were defined and saved in MS Project for a particular file. If any of the standard or custom filters you want to use is not in the Project/Filtered for list, go to Project/Filtered for/More Filters and select it from the list of available filters.

Highlight Filters: You can view the filtered information as highlight text by setting the filter as highlight filter. In order to highlight a filter, go to Project/Filtered for/More Filters, select a filter in the list of available filters and then click on Highlight button. The tasks or resources that meet the filter's criteria will be displayed as highlight (blue) text in the view.

Task Filters: allow the user to view specific aspects of tasks. This option is available for Gantt Chart, Network Diagram, Task Usage and Tracking Gantt views.

[All tasks](#)

All tasks will be displayed, regardless of their particularities.

[Completed Tasks](#)

This filter shows all tasks that are finished.

[Cost Greater Than... \(Interactive filter\)](#)

This filter shows tasks whose cost is greater than a specified amount.

[Cost Overbudget](#)

This filter shows all tasks with a cost greater than the baseline cost.

[Created After... \(interactive filter\)](#)

This filter shows all tasks created after a specified date.

[Critical](#)

This filter shows all tasks that are on a critical path.

[Date Range... \(interactive filter\)](#)

This filter shows all tasks that start or finish after the earlier specified date and before the later specified date.

[Incomplete Tasks](#)

This filters shows all tasks that are not completed.

[In progress tasks](#)

This filter shows all tasks that are started but not completed yet.

[Late/Overbudget tasks assigned to... \(interactive filter\)](#)

This filter shows all tasks assigned to a specified resource that are exceeding the budget or finishing after the finish date in the baseline plan.

[Linked fields](#)

This filter shows the tasks to which information from other programs has been linked.

[Milestones](#)

This filter shows only the tasks that are milestones.

[Resource Group... \(interactive filter\)](#)

This filter shows the tasks allocated to the resources belonging to a specified group.

[Should start by... \(interactive filter\)](#)

This filter shows all tasks that should have started by a selected date but they haven't.

[Should start/finish by... \(interactive filter\)](#)

This filter shows all tasks that haven't started or finished within a specified date range.

[Slipped/Late Progress](#)

This filter displays tasks that have slipped behind their schedule finish date or haven't been progressing as scheduled.

[Slipping Tasks](#)

This filter shows all tasks that are behind schedule.

[Summary](#)

This filter shows all tasks that have subtasks.

[Task Range... \(interactive filter\)](#)

This filter shows all tasks that have ID numbers within the specified range.

[Tasks with a Task Calendar assigned](#)

This filter shows all tasks to which a task calendar was applied.

[Tasks with Attachments](#)

This filter shows all tasks to which a note or object was attached.

[Tasks with Deadlines](#)

This filter shows all tasks to which a deadline was specified.

[Tasks with Estimated Durations](#)

This filter shows all tasks whose duration is estimated.

[Tasks with Fixed Dates](#)

This filter shows all tasks that have an actual start date.

[Tasks/Assignments with Overtime](#)

This filter shows all tasks or assignments that are specified as overtime work.

[Top Level Tasks](#)

This filter shows the highest-level summary tasks.

[Unstarted Tasks](#)

This filter shows tasks that haven't started.

[Using Resource in Date Range... \(interactive filter\)](#)

This filter shows the tasks allocated to a specified resource within a specified date range.

[Using Resource... \(interactive filter\)](#)

This filter shows all tasks that use the specified resource.

[Work Overbudget](#)

This filter shows all tasks whose scheduled work is greater than the baseline work.

Resource Filters: allow the user to view specific aspects of resources. This option is available for Resource Graph, Resource Sheet and Resource Usage views.

[All Resources](#)

All resources will be displayed, regardless of their particularities.

[Cost Greater than... \(interactive filter\)](#)

This filter shows all resources whose cost is greater than a specified amount.

[Cost Overbudget](#)

This filter shows all resources whose scheduled cost is greater than the baseline cost.

[Date Range... \(interactive filter\)](#)

This filter shows all tasks and resources with assignments that start or finish within the specified date range.

[Group... \(interactive filter\)](#)

This filter shows all resources belonging to a specified group.

[In Progress Assignments](#)

This filter shows the assignments that have been started but not yet completed.

[Linked fields](#)

This filter shows the resources to which information from other programs has been linked.

[Overallocated Resources](#)

This filter shows all resources that are overallocated.

[Overbudget Resources](#)

This filter shows all resources with a scheduled cost greater than the baseline cost.

[Resource Range... \(interactive filter\)](#)

This filter shows all resources that have ID numbers within the specified range.

[Resource - Material](#)

This filter shows the material resources.

[Resource - Work](#)

This filter shows work resources.

[Resources with Attachments](#)

This filter shows the resources to which a note or object has been attached.

[Resources/Assignments with Overtime](#)

This filter shows the resources or assignments that are specified as working overtime.

[Should start by... \(interactive filter\)](#)

This filter shows all tasks or assignments that should have started by a specified date but haven't.

[Should start/finish by... \(interactive filter\)](#)

This filter shows all tasks that haven't started or finished within a specified date range.

[Slipped/Late Progress](#)

This filter displays tasks or assignments that have slipped behind their schedule finish date or haven't been progressing as scheduled.

[Slipping Assignments](#)

This filter shows all assignments that have slipped from their original baseline plan.

[Unstarted Assignments](#)

This filter shows all assignments that haven't yet started.

[Work Complete](#)

This filter shows resources that have completed all of their assigned tasks.

[Work Incomplete](#)

This filter shows all resources with scheduled work less than the baseline work.

[Work Overbudget](#)

This filter shows all resources whose scheduled work is greater than the baseline work.

Show outline level

This option can be accessed via the menu bar (Project/Show) or in the toolbar and displays the tasks for the specified level.

Project Information

The Project Information window is available from the Main Menu, Project / Information. The Project Information window presents general information about the Project such as: Start and Finish dates of the Project, Current Date is the current date read from the server where the application is hosted, Status date shows the date against which earned value calculations are performed, Calendar specifies the Project's Calendar type and Priority indicates how readily are the resources from this project when competing on multiple projects.

Note: Project's Priority overrides Task's Priority.

Collaboration Options

On the Tools menu, click Options, go to tab Collaborate and then change the setting you want:

Collaborate:

Collaborate using: - Specifies whether you are using Project Central Server or not.

Project Server URL and **Test Connection** button - Use this section to specify the URL for Project Central and check whether the connection to Project Server is working properly.

Identification for Project Server: Use this section to set up the authentication method with Microsoft Project Central Server.

Windows User Account - Uses current user's credentials to authenticate with Microsoft Project Central. Once the user selects this type of authentication, username and password fields will be disabled as the application uses the current logon credentials.

Microsoft Office Project Username - Uses the entered username and password to authenticate with MS Project Central. Once the user selects this type of authentication, he must fill in the username and password fields, which are mandatory.

About HPV

The About HPV option is available from the Main Menu and provides the current version series and additional copyright information.

Register

You may use this form to register the application. If you have the trial version and you purchase the application you will receive a license key. You may use the text box to enter the received key and then press the Accept button. After that you may close the form by using the "close this window" link and continue viewing MPP files.

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