

**Oracle® Retail Brand Compliance Management
Cloud Service**

Project User Guide

Release 15.0

E69131-01

August 2016

Copyright © 2016, Oracle and/or its affiliates. All rights reserved.

Primary Author: Bernadette Goodman

Contributing Author: Simon Tucker, Aidan Ratcliffe, Angelo Squitieri

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Value-Added Reseller (VAR) Language

Oracle Retail VAR Applications

The following restrictions and provisions only apply to the programs referred to in this section and licensed to you. You acknowledge that the programs may contain third party software (VAR applications) licensed to Oracle. Depending upon your product and its version number, the VAR applications may include:

- (i) the **MicroStrategy** Components developed and licensed by MicroStrategy Services Corporation (MicroStrategy) of McLean, Virginia to Oracle and imbedded in the MicroStrategy for Oracle Retail Data Warehouse and MicroStrategy for Oracle Retail Planning & Optimization applications.
- (ii) the **Wavelink** component developed and licensed by Wavelink Corporation (Wavelink) of Kirkland, Washington, to Oracle and imbedded in Oracle Retail Mobile Store Inventory Management.
- (iii) the software component known as **Access Via™** licensed by Access Via of Seattle, Washington, and imbedded in Oracle Retail Signs and Oracle Retail Labels and Tags.
- (iv) the software component known as **Adobe Flex™** licensed by Adobe Systems Incorporated of San Jose, California, and imbedded in Oracle Retail Promotion Planning & Optimization application.

You acknowledge and confirm that Oracle grants you use of only the object code of the VAR Applications. Oracle will not deliver source code to the VAR Applications to you. Notwithstanding any other term or condition of the agreement and this ordering document, you shall not cause or permit alteration of any VAR

Applications. For purposes of this section, "alteration" refers to all alterations, translations, upgrades, enhancements, customizations or modifications of all or any portion of the VAR Applications including all reconfigurations, reassembly or reverse assembly, re-engineering or reverse engineering and recompilations or reverse compilations of the VAR Applications or any derivatives of the VAR Applications. You acknowledge that it shall be a breach of the agreement to utilize the relationship, and/or confidential information of the VAR Applications for purposes of competitive discovery.

The VAR Applications contain trade secrets of Oracle and Oracle's licensors and Customer shall not attempt, cause, or permit the alteration, decompilation, reverse engineering, disassembly or other reduction of the VAR Applications to a human perceivable form. Oracle reserves the right to replace, with functional equivalent software, any of the VAR Applications in future releases of the applicable program.

Contents

Send Us Your Comments	ix
Preface	xi
Audience.....	xi
Documentation Accessibility	xi
Related Documents	xi
Improved Process for Oracle Retail Documentation Corrections	xii
Oracle Retail Documentation on the Oracle Technology Network	xii
Conventions	xii
 1 Introduction	
Accessing Project.....	1-1
Getting Started.....	1-2
 2 Retailer Users	
Activities Option	2-2
Projects Option	2-2
Creating a New Project.....	2-3
Adding a Project to an Existing Project.....	2-7
Adding an Activity and Schedule	2-7
Editing an Existing Project.....	2-8
Adding Users.....	2-8
Replacing a Team.....	2-8
Adding Activities	2-9
Removing Activities	2-9
Moving a Project	2-9
Adopting Information from a Parent Project.....	2-9
Distributing Information from a Parent Project	2-9
Adding and Removing Links to Records	2-10
Changing Status of Multiple Projects.....	2-10
Products Option.....	2-10
Hierarchy Option.....	2-11
Hierarchy All Option.....	2-11
Copying a Project	2-12

3 Supplier and Site Users

Activities Option	3-1
Projects Option	3-1
Products Option.....	3-1
Hierarchy Option.....	3-2

4 All Users

Project Links	4-1
Project Briefs	4-1

A Appendix: Workflows

List of Figures

1-1	Project Drop-Down List	1-1
2-1	New Project Page	2-4
2-2	Teams Page	2-5
2-3	Activities Page	2-6
2-4	Project Schedule Page.....	2-6
2-5	Hierarchy All Page.....	2-12
4-1	Links to Projects within a Product Record	4-1
A-1	Project Status Workflow.....	A-1
A-2	Activity Status Workflow	A-2

List of Tables

2-1	Icons for Key and Gate Columns.....	2-1
2-2	Columns for Attachments.....	2-7

Send Us Your Comments

Oracle Retail Brand Compliance Management Cloud Service Project User Guide,
Release 15.0

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the Online Documentation available on the Oracle Technology Network web site. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our web site at <http://www.oracle.com>.

Preface

This document describes the Oracle Retail Brand Compliance Management Cloud Service Project user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is intended for the users of the Oracle Retail Brand Compliance Management Cloud Service Project module.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Related Documents

For more information, see the following documents in the Oracle Retail Brand Compliance Management Cloud Service Release 15.0 documentation set:

- *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Implementation Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Release Notes*
- *Oracle Retail Brand Compliance Management Cloud Service User Guide*

For information on the Oracle Retail Brand Compliance Management Cloud Service modules, see the following documents:

- *Oracle Retail Brand Compliance Management Cloud Service Product User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Reports User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Supplier User Guide*

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times **not** be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

<http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html>

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of an document with part number E123456-01.

If a more recent version of the document is available, that version supersedes all previous versions.

Oracle Retail Documentation on the Oracle Technology Network

Oracle Retail product documentation is available on the following web site:

<http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html>

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Introduction

Project is a project management system based on the use of predefined templates for Projects, Briefs, and Activities:

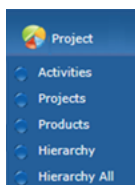
- Projects, whether a single project or a combination of sub-projects, typically end with the product-specific elements which can be linked to the product record and specification.
- Within each of these elements, whether a Project or Project (product) template, there are key details entered plus a list of activities.
- Each Activity has a specified number of working days, responsibilities, keys, gates (locks), specification links/ Activity indicators, and so on, which when added together, create a critical path and project time line.
- Wherever possible, the commencement/completion of an Activity automatically updates the Project workflow. This reduces the need for users to access the project plan and separately confirm tasks have been commenced/completed.

Accessing Project

After logging into the system, users see an option to access Project from the main navigation bar at the top of the screen.

To access a Project option, select the option from the Project drop-down list.

Figure 1–1 Project Drop-Down List



The Project Administrator and Project Manager roles are only given to Retailer users. Supplier users have access to projects associated to their supplier/site.

Access to Project functionality is restricted by the following roles:

Project Administrator

This can be assigned to Retailer users who need to configure Project, Product, and Activity templates and the associated administration options.

If you have been assigned the Project Administrator Authority Profile, you can do the following:

- Access the Administration area and create, amend, or delete what has been set up for Project, such as, templates, teams, and pick list values.
- Create, amend, or delete Projects, Activities and Briefs.
- Schedule projects.
- Unlink records from a project.
- Access and maintain the system calendar.
- Access the Global Changes option to reassign the project managers.

Project Manager

This can be assigned to users who need to create projects and edit schedules.

If you have been assigned the Project Manager Authority Profile, you can do the following for those projects for which you are responsible:

- Access the Administration area and view what has been set up for Project, such as, templates, teams, and pick list values.
- Create, amend, or delete Projects, Activities and Briefs.
- Schedule projects.
- Unlink records from a project.

Getting Started

Before using Project, be sure that you are familiar with the user interface. If you need more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*. This User Guide covers the login, home page, and user interface.

Retailer Users

This chapter describes how the Project options are used by Retailer users. For information on each option, see the following section:

- [Activities Option](#)
- [Projects Option](#)
- [Products Option](#)
- [Hierarchy Option](#)
- [Hierarchy All Option](#)

For users with Administrator access for Project, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

The list views have the following options in the View Selector drop-down list:

- Associated: You can select to see entries for which you have been assigned as Owner, Responsible, or Viewer.
- Owner: You can select to see only the entries for which you have been assigned as Owner.
- Responsible: You can select to see only the entries for which you have been assigned as Responsible.

Some lists include Key and Gate columns. These are used within an Activity to force completion of previous activities so that the activities adhere to the critical path. An Activity Gate can be locked, that is, cannot be completed without previous Activity (key or keys) being completed.

[Table 2-1](#) describes the icons in those columns.

Table 2-1 Icons for Key and Gate Columns

Icons	Description
	Indicates this is a Project record.
	Indicates this is a Product record.
	Indicates the Activity Key field is set to Yes.
	Indicates that the Activity Gate field is set to Yes and preceding keys are complete.
	Indicates that the Activity Gate field is set to Yes and preceding keys are not all complete.

Activities Option

To navigate to the activities you need to complete, select the Activities option. When you select this option, a tab opens with a default list view of Activities for which you have been assigned as being Responsible. For each activity, the following information is shown:

- Proposed End Date
- Activity Name
- Project Title
- Description
- Project
- Sequence
- Proposed Start Date
- Actual Start Date
- Duration
- Status
- Sub Status
- Critical Path
- Key
- Gate

The following actions are available on this page:

- View: Select an activity from the list. The Activity record opens in read only mode.
- Edit: Select an activity from the list. The Activity record opens in edit mode.
- Change Status and Exit

There are two ways to update the status for activities:

- Select multiple entries in the list. Select the Change Status and Exit action by either right-clicking or selecting it from the Actions menu. Then, select the status change from the list.
- Open an activity in edit mode. Select the Change Status and Exit action by either right-clicking or selecting it from the Actions menu. Then, select the status change from the list.

To navigate to the activities you need to complete, you can also use the Task App and Urgent Items Manager on the Home page. For more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*.

Projects Option

When you select this option, a tab opens with a default list view of Projects that meet the following requirements:

- The Project has activities that have not been completed.
- You have been assigned as being Responsible.
- The Project has not been cancelled or completed.

For each project, the following information is shown:

- Parent Project
- Project Title
- Project Type
- Template Type
- Proposed Start Date
- Actual Start Date
- Proposed End Date
- Proposed Launch Date

The following actions are available on this page:

- New Project: See "[Creating a New Project](#)."
- Add Project: See "[Adding a Project to an Existing Project](#)."
- Add Activity & Schedule: See "[Adding an Activity and Schedule](#)."
- Edit: See "[Editing an Existing Project](#)."

Creating a New Project

For information on creating Project Templates, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

To create a new project:

1. Select the New Project action. The Create Project dialog box opens:
 - a. Select the folder containing the relevant project templates. Click the icon. In the Select Folder dialog box, select a folder from the list and click **Ok**.
 - b. Choose the template from the selected folder. Click the icon. In the Select Template dialog box, select the project template and click **Ok**.
 - c. The list of activities from the selected template are shown. Click **Ok**. The New Project tab opens.

Figure 2–1 New Project Page

Home Page Projects New Project

New Project

Actions

Project Details Teams Activities Project Schedule Briefs Linked Records

Details

Project Id: -

Project Title: *

Status: Created

Parent Project: -

Master Project: ☐

Template Used: DEVELOPMENT (approved supplier)

Template Type: Project

Template Folder: Development

Project Type:

Master Concept: -

Project Concept:

Target Consumer:

Project Manager: Bernie G

General Product Details

Proposed Products:

Product Range Information:

Packaging:

Spec Type:

Brand:

Sub Brand:

Categories: -

New Category Comments:

Supplier: -

Site: -

2. Enter the project details:

- Project Id: The system assigns this ID when the project is created.
- Project Title: The title must be unique within the system. This field is mandatory.
- Status: The Status is set to Created.
- Parent Project: If this new project is being added to an existing project, the parent project is shown here. The Parent Concept field is also shown.
- Master Project: If this project is a master project within a hierarchy of projects, check the box.

- Template Used: This is the name of the template that was selected for this project in Step 1.
 - Template Type: This is the type assigned to that template, that is, Product or Project.
 - Template Folder: Location of the template.
 - Project Type: Select the type from the drop-down list.
 - Master Concept: If this project is selected to be a master project, enter an overview of the concept in this field.
 - Project Concept: Enter an overview of this project concept.
 - Target Consumer: Enter a description of the target consumer for this project.
 - Project Manager: This is initially set to the user who is creating the project. To change a project manager, click the icon.
3. Enter the general product details. These fields are not mandatory:
- Proposed Products
 - Product Range Information
 - Packaging
 - Spec Type
 - Brand
 - Sub Brand
 - Categories
 - New Category Comments
 - Supplier
 - Site
4. Open the Teams page.

If the project template used to create this project had any activities specified, all the user roles specified in the activities linked to the project template are shown here.

Figure 2–2 Teams Page

Project Details		Teams	Activities	Project Schedule	Briefs	Linked Records	Change
Role		Users					
Product Development Manager		P.D. Manager 					
Project Manager		M Project 					
External Role(s)		Supplier Responsible, Supplier Viewer 					

To select users for each role, click the icon. The Select Users dialog box opens. Select the users from the list and click **Ok**.

5. Open the Activities page. Activities that were set up for the template are shown here.

Figure 2–3 Activities Page

Sequence...	Activity Name	Status	Duration	Start Date	End Date	Critical Path	Key	Gate	Responsible User Roles	External Role
100.0	Upload Project Brief in Attachments	Not Started	1	-	-	No	-	-	Coordinator	-
200.0	R&D	Not Started	120	-	-	Yes	-	-	Product Developer	Supplier Responsible
250.0	Specification Status set to "Collaborative Draft"	Not Started	0	-	-	No	-	-	Product Developer	Supplier Viewer
255.0	Link Specification to Project	Not Started	2	-	-	No	-	-	Coordinator	-
290.0	R&D Final Review	Not Started	0	-	-	Yes	-	-	Product Developer	-
400.0	QA Review	Not Started	20	-	-	Yes	-	-	Wegmans Brand QA Technologist, Wegmans Brand QA Manager, Wegmans Brand QA Technician	-

You can add and remove activities from the list:

- To add activities, select the Add Activity action. The Add Activity dialog box opens. Select the activities from the list and click **Ok**.
- To remove activities, select the entries in the list and then select the Remove Activity action. The Confirmation dialog appears. Click **Ok**.

6. Open the Project Schedule page.

Figure 2–4 Project Schedule Page

	Launch Date	Year	Week	Start Date	End Date
Proposed		-	-	18/03/15	18/03/15
Actual		-	-		

The Start and End dates are mandatory fields. These dates are used for scheduling activities:

- Planned Working Days is initially set to zero. To calculate the number of working days, select the Schedule action. The number of planned days for activities on the critical path are added up and shown here.
 - When a launch date is selected, the year and week are shown here based on the system calendar.
7. Open the Briefs page. Briefs that were set up for the project template are shown here. If additional activity briefs need to be added to the project, this can be done by adding an activity to the project which contains the additional briefs.
 8. Open the Linked Records page. This page lists any links the project has with any records within the system. For information on adding and deleting linked records, see ["Adding and Removing Links to Records."](#)
 9. Open the Attachments page. This page shows a list of documents that are attached to a project. [Table 2–2](#) describes the columns on this page.

Table 2–2 Columns for Attachments

Column	Description
Download	Double-click the icon to download the file. The icon indicates the type of file, for example, Microsoft Excel spreadsheet or Word document.
File Name or URL	File name or the URL to the file.
Description	Description of the file.
Bytes	Number of bytes in the file.
Attached By Id	Name of the person who attached the file.
Attached On	Date and time the file was attached.

You can add, delete, and edit the list:

- To add an attachment, select the New Attachment action. The Add/Edit Attachment dialog box appears. Enter the information about the file and click **Save**.
 - To edit an attachment, select the entry in the list and then select the Edit action. The Add/Edit Attachment dialog box appears. The information for the selected file is shown. Make any changes and click **Save**.
 - To delete an attachment, select the entry in the list and then select the Delete action. The Confirm Delete Attachment dialog box appears. Click **Ok**.
10. Open the Template Attachments page. This is a list of files attached to the template being used to create this project. For a description of the columns on this page, see [Table 2–2](#). The same options are available to add, delete, and edit the list as provided on the Attachments page.
 11. When you have made all your entries for the new project, select the Save action. The new project is added to the project hierarchy at the root level.

Adding a Project to an Existing Project

A project can be added under an existing project. To add a project, select the parent project in the left pane and then select the Add Project action. A tab opens to enable you to create the project. For information on completing this page, see "[Creating a New Project](#)." The new project is added to the project hierarchy under the selected parent project.

Adding an Activity and Schedule

To schedule or reschedule activities:

1. Select the projects and then select the Add Activity & Schedule action. The Add Activity dialog box opens.
2. Select the activities and then click **Ok**. The Schedule Activities dialog box opens.
3. Select the scheduling method. The following choices are available:
 - Forwards from the Start Date (with non-critical Activities Starting on same date)
 - Forwards from the Start Date (with non-critical Activities Ending on same date)

- Backwards from the end date (with non-critical Activities Starting on same date)
 - Backwards from the end date (with non-critical Activities Ending on same date)
 - Forwards from Last Completed Activity Date (with non-critical Activities Starting on same date)
 - Forwards from Last Completed Activity Date (with non-critical Activities Ending on same date)
4. Click **Ok**. A Confirmation dialog box appears.
 5. Click **Ok**. The selected activities are added to the projects. The system calculates the start and end dates for each activity.

Editing an Existing Project

Select the project and then select the Edit action. The project records open in edit mode. The following options are available:

- [Adding Users](#)
- [Replacing a Team](#)
- [Adding Activities](#)
- [Removing Activities](#)
- [Moving a Project](#)
- [Adopting Information from a Parent Project](#)
- [Distributing Information from a Parent Project](#)

Adding Users

If additional users are required for a project, you can add them. Open the Teams page. On the Teams page, select the Add Team action from the main actions menu. The Select Team dialog box opens. Select a team, click **Ok**, and then save the project:

- If you select a team that contains additional users to those users already in your project, these users are added to the relevant role within your project.
- If you add a team which does not contain roles used by your project, there is no effect on the project.
- If you add or remove a user, the user is added or removed from all the underlying activities of your project.

Replacing a Team

If a different set of users is required for a project, you can replace the team. Open the Teams page. On the Teams page, select the **Replace Team** action from the main actions menu. The Select Team dialog box opens. Select a team from the available teams, click **Ok**, and then save the project:

- All current users are replaced with the users specified by the selected team. However, current users assigned to user roles not contained within the selected team are retained.
- If you add or remove a user, the user is added or removed from all the underlying activities of the project.

Adding Activities

If additional activities are needed for a project, you can add them. Open the Activities page. From the Activities page, select the Add Activity action from the main actions menu. The Add Activity dialog box. Select the activities, click **Ok**, and then save the project.

Removing Activities

If activities are no longer required, you can remove them from a project. Only activities at Not Started status can be removed.

Open the Activities page. On the Activities page, select the activities to be removed and then select the Remove Activity action. Save the project.

Moving a Project

A project can be moved to a different parent project. To move a sub-project, open the sub-project in edit mode. Select the Change Parent Project action. The Select Parent Project dialog box appears. Select the new parent project, click **Ok**, and save the project.

Apart from the project name, the original data is retained. If you need to adopt information from the new parent, see ["Adopting Information from a Parent Project."](#)

Adopting Information from a Parent Project

You can replace project information for a sub-project from its parent project. Open the sub-project in edit mode. Select the Adopt Parent Information action and save the project. The following information is replaced from the parent project:

- Project Details:
 - Project Concept
 - Target Consumer
 - Proposed Products
 - Product Range Information
 - Packaging
 - Spec Type
 - Brand
 - Sub Brand
 - Business Category
- Project Schedule:
 - Proposed Launch Date
 - Proposed Year
 - Proposed Week (of period)

Distributing Information from a Parent Project

You can distribute information from a parent project to projects. To distribute the information, open the parent project in edit mode. Select the Distribute Parent Project. It will distribute the information to all projects that are one level down from the parent project. For the list of information that is distributed, see ["Adopting Information from a Parent Project."](#)

Adding and Removing Links to Records

The system allows activities (through setting an Activity Type) to be linked to a number of different records, which can be used to control the activity status, including the following:

- Sites
- Audits
- Scorecards
- Product Records
- Product Specifications

To link an activity to a record:

1. Open the activity in edit mode.
2. Select the Go to for the record. The record opens in edit mode.
3. Select the Link to Project action. The Create Activity Link dialog box appears. It lists the project title, activity name, and linked record name.
4. Click **Ok**.

To remove a link to an activity:

1. Open the Linked Records page.
2. Select the linked records in the list to be removed.
3. Select the Unlink action.

Changing Status of Multiple Projects

Users with the Project Manager or Project Administrator Authority Profile can select a number of projects in the view and then, either by right-clicking or by selecting a status from the Actions menu, change the status of the projects. A confirmation dialog must be accepted in order for the updates to be submitted.

Products Option

When you select this option, a tab opens with a default list view showing Products that have activities that meet the following requirements:

- The Project Type set to Product.
- The Project has activities that have not been completed.
- You have been assigned as being Responsible.
- The Project has not been cancelled or completed.

For each product, the following information is shown:

- Parent Project
- Project Title
- Project Type
- Proposed Start Date
- Actual Start Date
- Proposed End Date

- Proposed Launch Date

The following actions are available on this page:

- New Project: See "[Creating a New Project.](#)"
- Add Project: See "[Adding a Project to an Existing Project.](#)"
- Add Activity & Schedule: "[Adding an Activity and Schedule.](#)"
- Edit: See "[Editing an Existing Project.](#)"

Hierarchy Option

When you select this option, a tab opens with a three panel view showing a list of Projects in the left pane that meet the following requirements:

- You have been assigned as being either Responsible, Owner, or Viewer.
- The Project has activities that have not been completed.
- The Project has not been cancelled or completed.

For an example of this page, see [Figure 2–5](#).

The following actions are available on this page:

- New Project: See "[Creating a New Project.](#)"
- Add Project: See "[Adding a Project to an Existing Project.](#)"
- Edit: See "[Editing an Existing Project.](#)"

Hierarchy All Option

For Project Managers or Project Administrators, when you select this option, a tab opens with a three panel view showing all Projects. The left panel displays a hierarchial list of the projects. The top right panel shows the activities for the project selected in the left pane. The bottom right panel shows the project details.

Figure 2–5 Hierarchy All Page

Home Page	Hierarchy All
Actions	
Select a project	Seq Activity Name Status Start Date End Date Actual End Date Days Critical Path Key Gate
△ Email test	210.0 Spec Request and link Not Started 09/03/15 20/03/15 - 10 Yes - -
△ TM Test Project 01	220.0 Product Line Trial Signed Off Not Started 23/03/15 03/04/15 - 10 Yes - -
◇ Test subProject	240.0 Spec set to Collaborative Draft Not Started 06/04/15 07/05/15 - 24 Yes - -
	250.0 Pack Copy Creation Not Started 08/05/15 04/06/15 - 20 Yes - -
	260.0 Artwork/approval & Files released Not Started 05/06/15 11/08/15 - 48 Yes - -
	280.0 Launch Not Started 12/08/15 22/09/15 - 30 Yes - -
	300.0 12 week review Not Started 22/09/15 14/12/15 - 60 No - -
Details	
Project Id:	PD000001
Project Title:	Test subProject
Status:	Created
Template Used:	Product progression to Launch
Template Folder:	Selection & launch
Project Type:	-
Master Concept:	-
Parent Concept:	-
Project Concept:	-
Target Consumer:	-
Project Manager:	Tom M
General Product Details	
Proposed Products:	-
Product Range Information:	-
Packaging:	-
Spec Type:	-
Brand:	-
Sub Brand:	-
New Category Comments:	-
Supplier:	TM Supplier
Project Schedule	
Planned Working Days:	142
Project Dates	
	Launch Date Year Week Start Date End Date
Proposed	- - - 09/03/15 22/09/15
Actual	- - - - -
Linked Records	

The following actions are available on this page:

- New Project: See ["Creating a New Project."](#)
- Add Project: See ["Adding a Project to an Existing Project."](#)
- Edit: See ["Editing an Existing Project."](#)
- Copy a Project

Copying a Project

To copy a project:

1. Select the project in the left panel and select the Copy action. The Copy Project dialog box appears.
2. Enter the number of copies that are required. Click **Ok**. The dialog box is updated with a Project Title field for each copy.
3. Enter the titles and click **Ok**. A tab is opened for each new project.

4. For each new project, make updates as needed and then select the Save action. A new project is created at the same hierarchy level as the project being copied.

Supplier and Site Users

This chapter describes how the Project options are used by Supplier and Site users. For information on each option, see the following section:

- [Activities Option](#)
- [Projects Option](#)
- [Products Option](#)
- [Hierarchy Option](#)

For more information on the functionality of the options, see [Chapter 2](#). Note that only Retailer users can create projects and templates.

Activities Option

To navigate to the activities you need to complete, you can select the Activities option on the Project menu. When you select this option, a tab opens with a list view of Activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Project.

You can also select the Projects option on the Project menu and then open activities from the Activities page.

Projects Option

When you select this option, a tab opens with a list view of Projects that have activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Project.
- The Project has not been cancelled or completed.

Products Option

When you select this option, a tab opens with a list view showing Products that have activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Project.
- The Project has not been cancelled or completed.

Hierarchy Option

When you select this option, a tab opens with a three panel view showing Projects in the left pane that meet the following requirements:

- The Project has activities with the External Role set to Supplier Responsible or Supplier Viewer.
- The supplier or site is named in the Project.
- The Project has not been cancelled or completed.

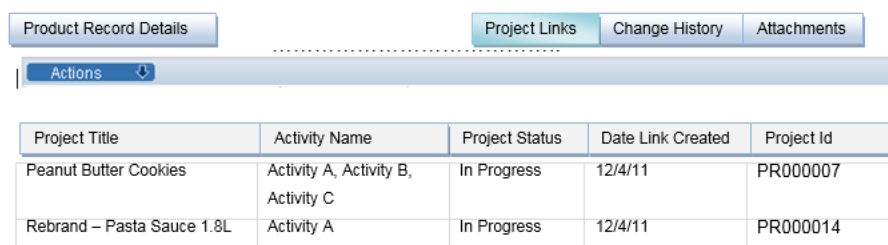
This chapter describes Project options available to all users. For information on each option, see the following section:

- [Project Links](#)
- [Project Briefs](#)

Project Links

Any records that a Project is linked to show the links in the Project Links page. [Figure 4–1](#) shows an example of links to Projects within a Product Record.

Figure 4–1 *Links to Projects within a Product Record*



Project Title	Activity Name	Project Status	Date Link Created	Project Id
Peanut Butter Cookies	Activity A, Activity B, Activity C	In Progress	12/4/11	PR000007
Rebrand – Pasta Sauce 1.8L	Activity A	In Progress	12/4/11	PR000014

If a row shows a link with greyed-out text, clicking it will do nothing. If shown in black text, it can be double-clicked to open the Project record.

Project Briefs

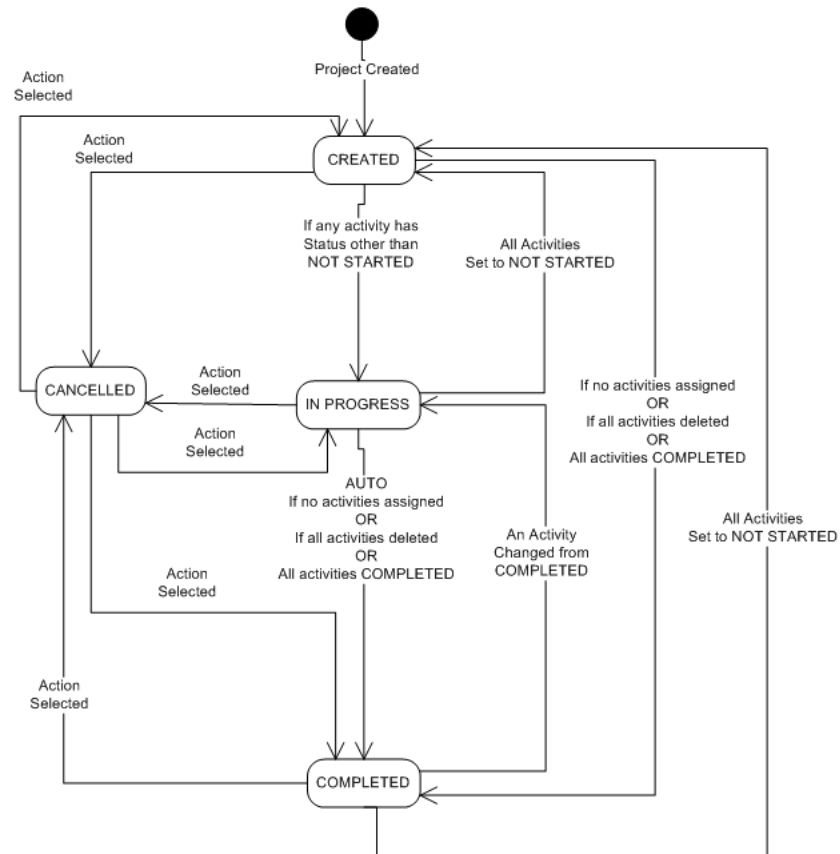
Within Projects and Activities, the Brief Extract action can be used to produce an extract containing the questions used. The extract can be based on new or previously saved selection criteria. Previous selection criteria that is no longer required can be deleted. The extract is sent as an attachment in email.

Appendix: Workflows

This appendix provides flow diagrams that illustrate how the status of projects and activities flows during the life of a project and activity.

Projects start in a Created status and move to Completed status.

Figure A-1 Project Status Workflow



Activities start in a Not Started status and move to Completed status.

Figure A–2 Activity Status Workflow

