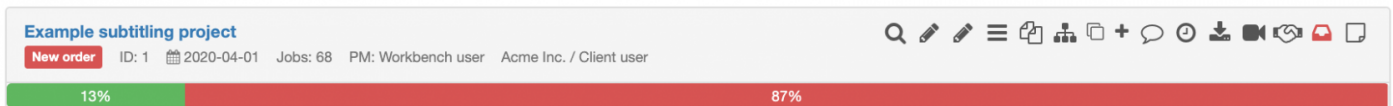


The project bar

A lot of your work as a project manager will start with the project bar.

(Please note that most of these tools are only available to Workbench/Manager users. Client users and Resources have a more limited number of options.)



Information

- General information
 - An at-a-glance view showing project title, general status, ID, delivery date, project manager and client information
- Overall progress (the coloured bar)
 - Progress is measured in completed jobs. If the bar is gray, there are no jobs linked to the project.

Icons

Each icon leads to a page or tool. Hovering over them will reveal a tooltip, matching the headers in the list below.

- *Project summary* (the magnifier glass).
 - A read-only view summarising the project.
- *Edit project data* (the pen)
 - There are two forms: a multi-tab form with all fields and a simplified view with the most commonly used fields.
 - Depending on user settings, you may have access to either one, or both.
- *Job list* (the hamburger icon)
 - The page for managing all the jobs on the project. This is where you apply [joblist templates](#), edit or batch edit the jobs and send out certain [notifications](#).
- [Filezone](#) (the documents icon)
 - An area containing all files linked to the project.
- *Tree view* (the flowchart icon)
 - The Job list seen as a more intuitive overview, focusing on workflow.
- *Clone this project* (two squares)
 - Quickly create a copy of the project with all general data (not including jobs and files)
- *Create child project* (the plus sign)
 - Quickly create a project with this project as its *parent*.

- Note that the options in this form are limited by user data, for example in what target languages can be selected.
 - [Project forum](#) (the speech bubble)
 - The place where everyone with a job on the project (including Resources) can communicate
 - *Project milestones* (the clock)
 - Major operations on a project, such as batch editing and applying a joblist template, are preceded by the automatic creation of a backup copy.
 - These copies, called Project Milestones, can be found and restored here (use with caution).
 - Please note that milestones are only stored for a week. If major changes need to be done after that, resetting the entire joblist is rarely the best course of action.
 - [Download subtitles](#) (the download icon)
 - Batch download multiple files created in the Online editor, either in the work format or converted into deliverables.
 - *Generate video copies* (the camera)
 - Use the built-in renderer to create video with [burnt-in subtitles](#) from the work done in the system
 - *Project matrix tools* (the hands)
 - A "lab" where project matrices and joblist templates can be tried out on a project.
 - *Messages* (the inbox)
 - Find all message threads linked to the project.
 - This includes messages linked to [individual jobs](#) on the project.
 - *Notes* (the post-it)
 - Find all notes linked to the project or its individual jobs.
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