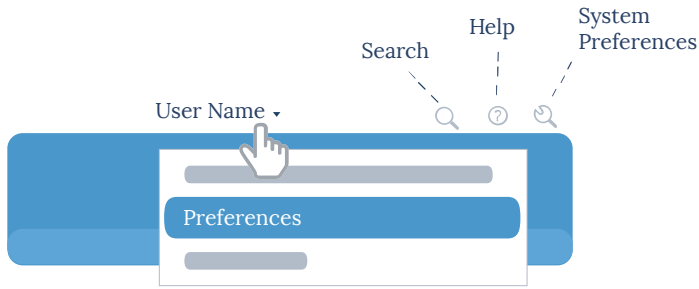


# CHEAT SHEET

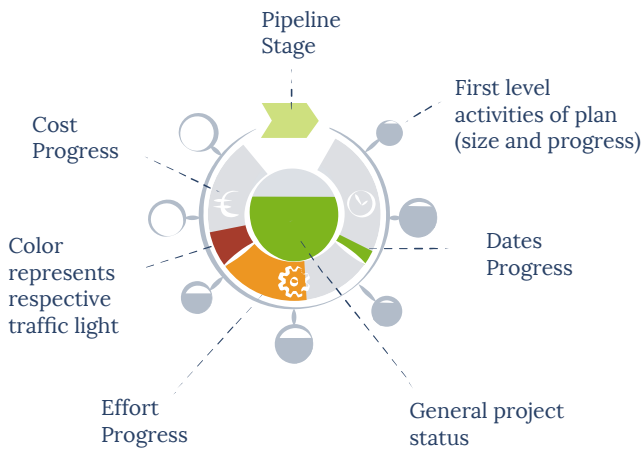
## MENU BAR



## PROJECT NAVIGATION

- Portfolio
  - Program
  - Project is linked to Jira
  - Project is in edit mode
  - Project is edited by another user (hover over to see who is editing)
  - Project has been archived
  - Agile project

## PROJECT COCKPIT



## MY WORK

### MY TO-DOS / MY ACTIVITIES

- Open / Not Started
- In Progress
- Completed
- Activity Quick Time Tracking
- Activity is overdue

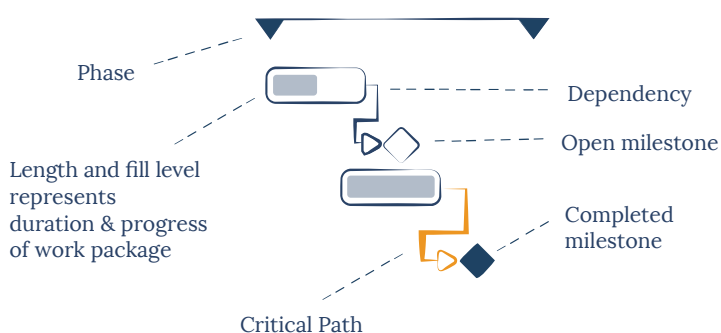
## ACTIVITY LIST

- Effort is not completely allocated
- Activity is public
- Activity has attachments
- Activity has comments
- Draft activity

## STATUS

- Status report open
- Status report in progress
- Status report submitted

## SCHEDULE



## KEYBOARD SHORTCUTS

### GENERAL

+ Collapse / expand tabular view

### PROJECTS / PLANNING

+ + Move activity

+ Delete activity

+ + Multi-selection

+ Collaps / expand activity

## WORKFLOW

- Initiate workflow, e.g. request pipeline stage change