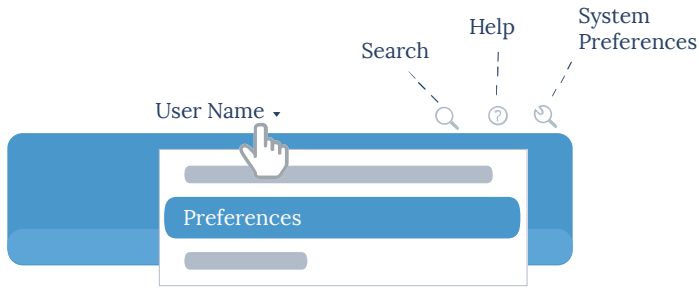
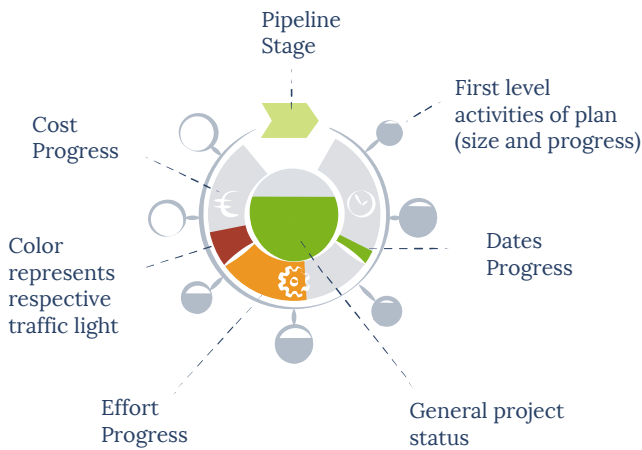


# CHEAT SHEET






## MENU BAR






## PROJECT COCKPIT



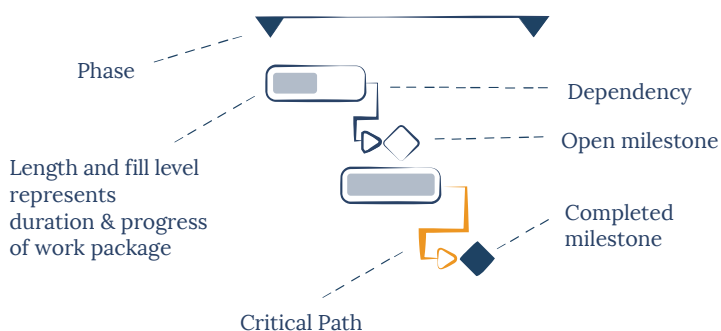
## ACTIVITY LIST

-  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








## 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  -  Project has been archived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

## MY WORK

### MY TO-DOS / MY ACTIVITIES

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

## 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