



101 Tips and Tricks for wInsight

A compendium of tips, tricks, and helpful hints; some are well known, some are new, a few are very new, and some should probably not be mentioned at all....

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New Uses

- Preparation for Integrated Baseline Review (IBR)
 - ① ■ Sort by control account size to select control accounts for review
 - ② ■ Use wInsight and Glue to map to Integrated Master Schedule as check of integration
 - If sufficient performance trends exist
 - ③ ■ Calculate an independent EAC
 - ④ ■ Run EAC validity checks on elements
 - ⑤ ■ Verify complete allocation of budget
 - ⑥ ■ Analyze labor hour curves by function
 - ⑦ ■ Analyze future BCWS curve



New Uses

- Full electronic submission of CPR
 - Format 5 Options
 - ⑧ ■ Directly input into wInsight or link file
 - ⑨ ■ Use custom views and charts to build PowerPoint briefing, use for IPT meetings
 - Integrate with IMS and critical path, risk items, 90 day look ahead, etc
 - Focus on corrective actions
 - Continuous joint effort to improve
 - Work with customer to ensure acceptance as Format 5



New Uses

- Award fee

- ⑩ ■ Create a custom view to evaluate award fee metrics

- Surveillance

- ⑪ ■ Use data validity checks
 - Use for joint surveillance metrics
- ⑫ ■ Ask Eleanor for a copy of data validity training



New Uses

- OMB Exhibit 300 (for government agencies)
 - Calls for roll-up of performance data at **project level**
- 13 ■ Construct single data base that contains
 - All reporting contracts
 - Other government activities
 - Internal program office
 - Take performance monthly on all “contracts”
 - Use future BCWS feature to load in projected funding
- 14 ■ Report
 - Use “Open all contracts” feature
 - Use Level 1 Only pre-filter
 - Apply sum button
 - Apply custom view that matches Exhibit 300 reporting
 - Rolls up data for Exhibit 300



Use by Program Managers

15

- Tailor analysis charts and views to what the PM wants to see!

- Show them alternatives
- Listen carefully
- Load preferred views and custom charts on the PM's desktop

- Standardize throughout program office

16

- Custom charts, views, etc.

17

- Use File, Export Custom Items... to share registry file (wscustom.xml)



Use by Program Managers

- 18 ■ Populate empty field (e.g., Alias) with names of Government Control Account Managers (GCAM)
- 19 ■ Build a filter for GCAM names
 - Interactive filter for IPT manager and program directors
 - Filter for individual GCAM name



Use by Program Managers

- 20 ■ Make it timely
 - Provide Level 1 charts (flash data) ASAP
- 21 ■ Baby steps -- start simply
 - Label charts with simple terms, not jargon
- 22 ■ Use for IPT meetings
 - Call up live data
 - Ask leading questions -- view as training opportunity

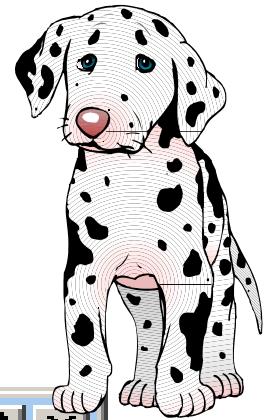
Use by Program Managers

- 23 ■ Create a custom view that focuses on risk and work remaining, vs. estimate to complete

	WbsNum	Description	LVL	RiskColor	LL	SV	CV	VAC	% Compl	BCWR	ETC
1	3600	PCC	3	H	√	↓	↑	↔	28.99	4,119.2	4,010.2
2	3300	AUX EQUIP	3	L	√	↓	↓	↓	27.57	1,751.6	1,821.4
3	3100	SENSORS	3	H	√	↑	↓	↔	20.87	1,367.6	1,378.6
4	3200	COMMUNICATIONS	3	L	√	↑	↓	↔	34.63	1,335.6	1,291.8
5	[G&A]	GEN & ADMIN	2	L	√	↓	↓	↔	33.67	1,227.4	1,219.0


Input manually in Administrator,
based on formal Risk Plan

A Fun Tip



24

Tip of the Day [?] [X]

 **Did you know...**

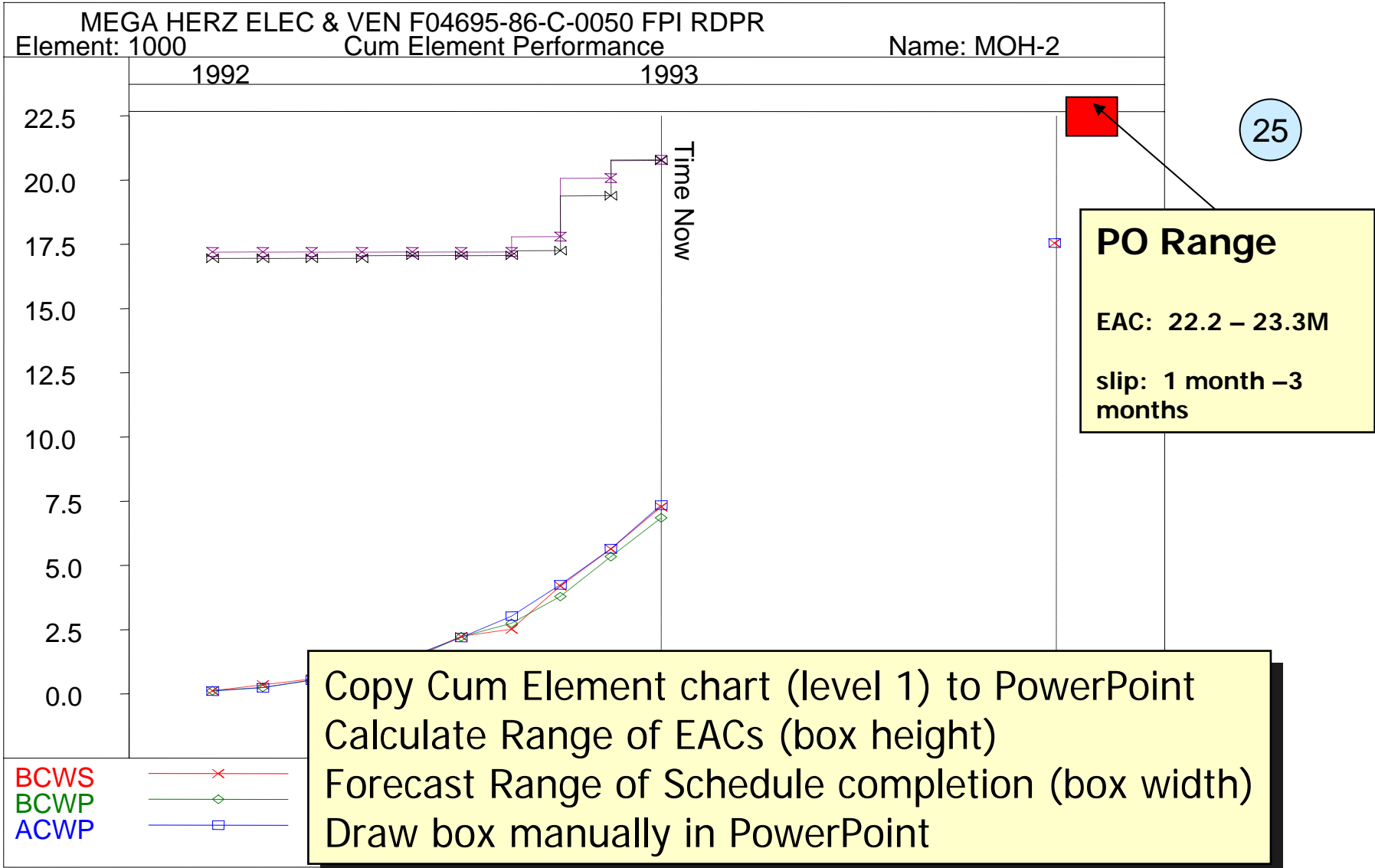
Did you know that stubborn variance stains can be pre-treated? Mix IPT into a paste and apply to the stain. Leave for 15 minutes for the IPT to penetrate the stain.

...tips at startup

wInsight 6.0

**Enter your own Tip of the Day in Tips.txt.
Edit the file with Notepad!**

Box of Uncertainty (Cost & Schedule)

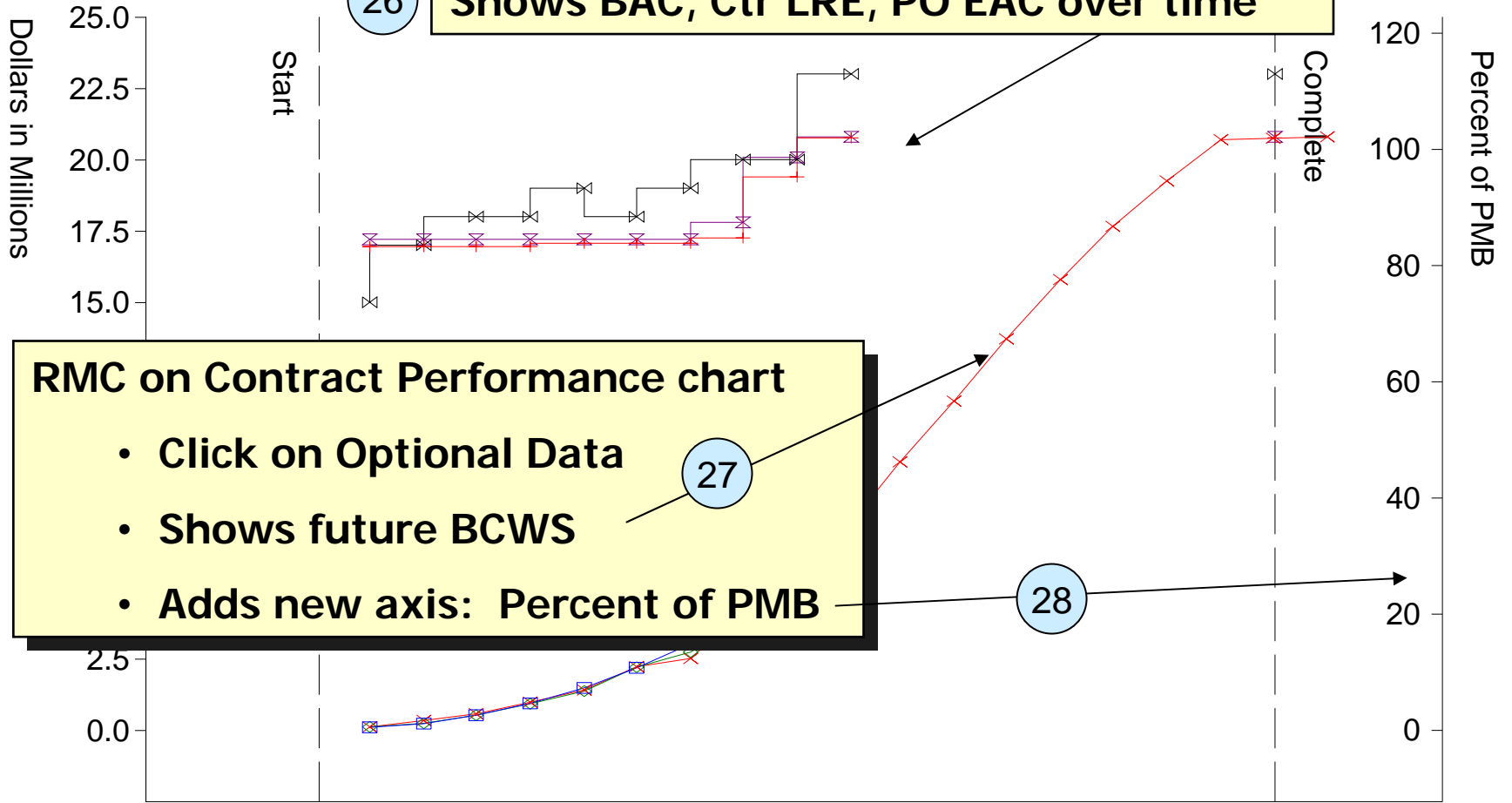


Contract Performance
F04695-86-C-0050 FPI RDPR

Contractor: MEGA HERZ ELEC & VEN
Contract: MOH-2

Program: Mohawk Vehicle
AS OF: JAN 93

26 Shows BAC, Ctr LRE, PO EAC over time



RMC on Contract Performance chart

- Click on Optional Data
- Shows future BCWS
- Adds new axis: Percent of PMB

27

28

BCWS	—x—	7.3	CBB/TAB	—x—	20.8
BCWP	—◇—	6.9	Program Manager's Estimate	—x—	23.0
ACWP	—□—	7.3	Contractor's Estimate	—+—	20.8

EAC/Funding/MR Inputs

EAC/Funding | MR Usage | PMR Narr | Total EAC

EACs do not include MR LRE Contract: MOH-2
Date: JAN 93

PO: EAC at PMB (\$) DCMC: EAC at PMB (\$)
EAC at PMB (Hrs) EAC at PMB (Hrs)
PAC (\$) PAC (\$)

PO Estimated Completion: Date

Funding: Current Projected

OK Cancel

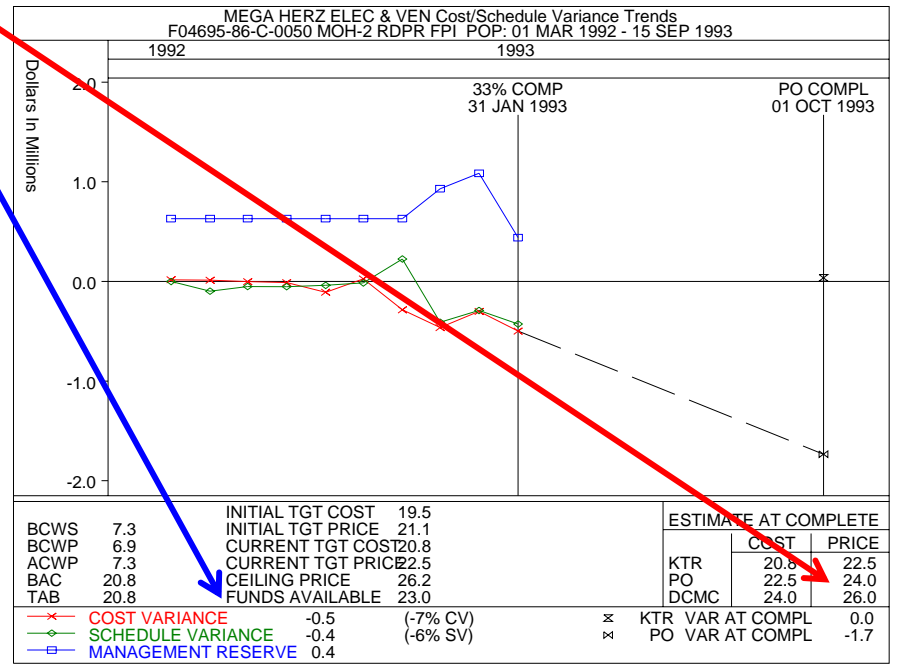
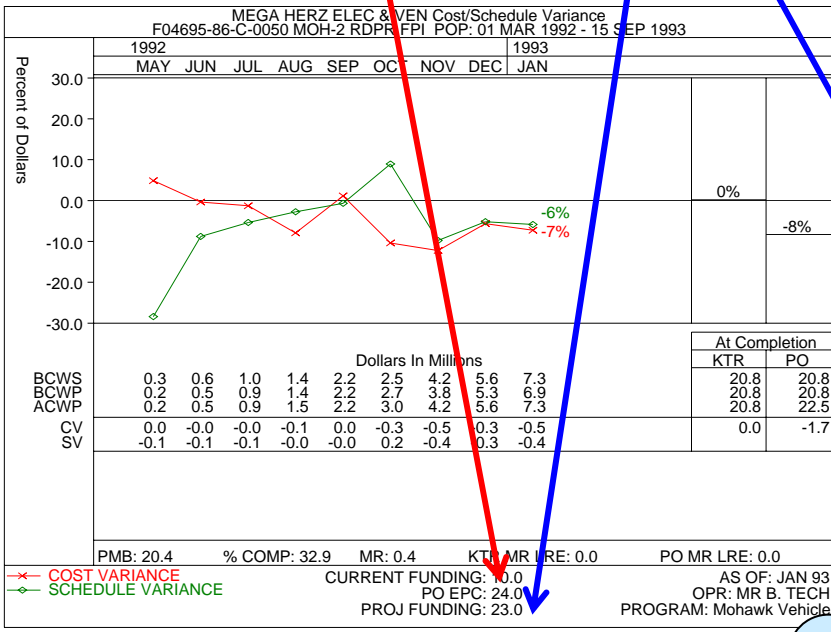
29

PAC = price at completion
(calculate based on PO EAC, fee provisions)

30

Army Cost/Schedule chart
must show optional data
(right mouse click)

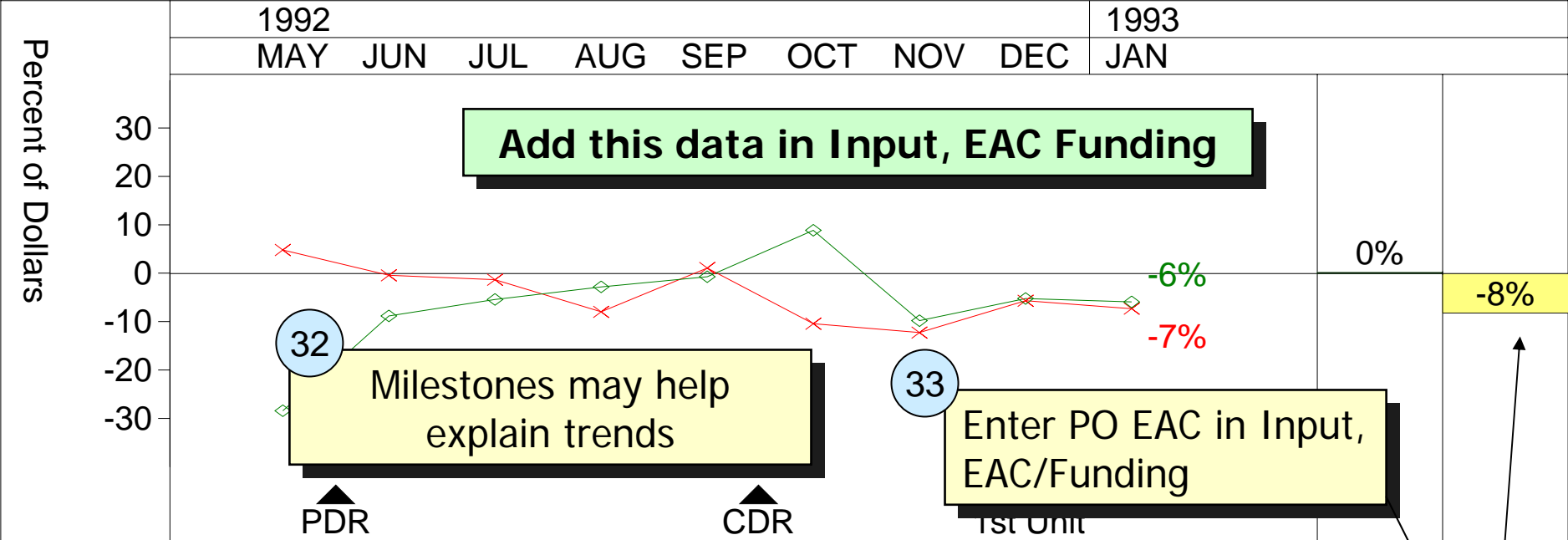
Cost/Schedule chart



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Compare EPC (PAC) to Funding

MEGA HERZ ELEC & VEN Cost/Schedule Variance
 F04695-86-C-0050 MOH-2 RDPR FPI POP: 01 MAR 1992 - 15 SEP 1993



	Dollars in Millions										At Completion	
	1992	1993	1993	1993	1993	1993	1993	1993	1993	1993	KTR	PO
BCWS	0.3	0.6	1.0	1.4	2.2	2.5	4.2	5.6	7.3		20.8	20.8
BCWP	0.2	0.5	0.9	1.4	2.2	2.7	3.8	5.2	6.0		20.8	20.8
ACWP	0.2	0.5	0.9	1.5	2.2						20.8	22.5
CV	0.0	-0.0	-0.0	-0.1	0.0						0.0	-1.7
SV	-0.1	-0.1	-0.1	-0.0	-0.0							

Primary cost drivers: PCC (-296K), Communications (-131K)
 Primary schedule drivers: Communications (-203K), Data Display (-113K)

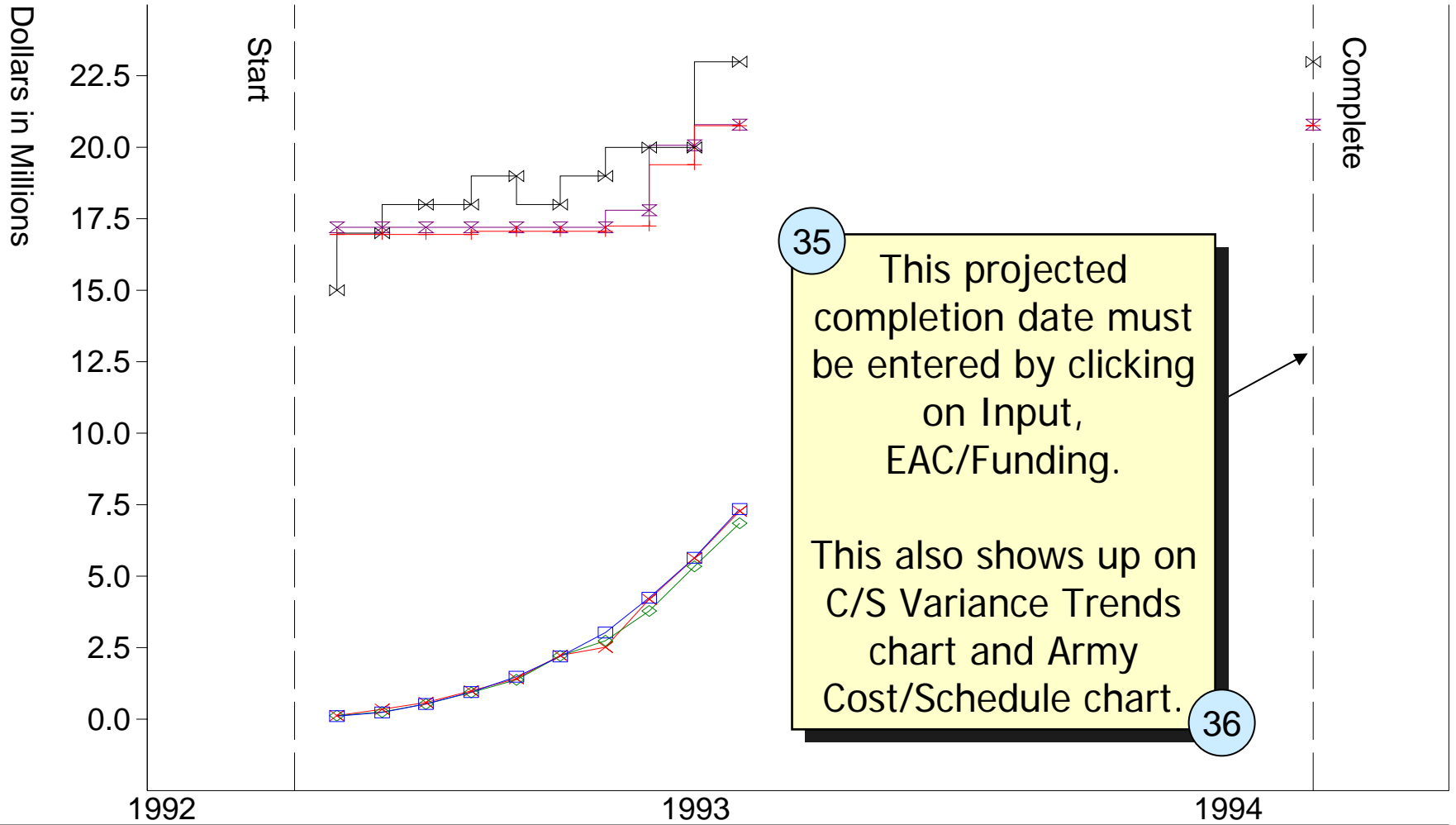
PMB: 20.4 % COMP: 32.9 MR: 0.4 KTR MR LRE: 0.0 PO MR LRE: 0.0

—x— COST VARIANCE CURRENT FUNDING: 10.0 AS OF: JAN 93
—◇— SCHEDULE VARIANCE PO EPC: 24.0 OPR: MR B. TECH
 PROJ FUNDING: 23.0 PROGRAM: Mohawk Vehicle

Contract Performance F04695-86-C-0050 FPI RDPR

Contractor: LM Aero
Contract: MOH-2

Program: Mohawk Vehicle
AS OF: JAN 93



35 This projected completion date must be entered by clicking on Input, EAC/Funding.

This also shows up on C/S Variance Trends chart and Army Cost/Schedule chart.

36

BCWS		7.3	CBB/TAB		20.8
BCWP		6.9	Program Manager's Estimate		23.0
ACWP		7.3	Contractor's Estimate		20.8

Analysis of Significant Elements

- Apply custom Schedule or Cost view
- Sort by top variances
- Select rows (significant elements)
- RMC, copy
- Paste to PowerPoint
- Add
 - Reasons for variances
 - Corrective actions

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Should be presented by IPTs

Significant Schedule Drivers (\$)

	DESCRIPTION	LL	Proj Officer	SV	SV %	SV	SPI	% Comp	% Sched	BCWR
1	COMMUNICATIONS	√	Tideman	↑	-22.31	-203.2	0.777	34.63	44.57	1,335.6
2	DATA DISPLAY	√	Troop	↑	-41.45	-113.0	0.585	41.13	70.26	228.4
3	AUX EQUIP	√	Tideman	↓	-12.27	-93.2	0.877	27.57	31.42	1,751.6

(explains 96% of total SV)

- Communications
 - Reason for SV: xxx x xx xxxxx xxxx
 - Corrective Action Plan: xxxxxxxxxxxx
- Data Display
 - Reason for SV: xxx x xx xxxxx xxxx
 - Corrective Action Plan: xxxxxxxxxxxx
- Aux Equip
 - Reason for SV: xxx x xx xxxxx xxxx
 - Corrective Action Plan: xxxxxxxxxxxx

Emerging Trends

- Create Emerging Schedule Variance View 38
- Create Emerging Cost Variance View 39

	WBS Number	DESCRIPTION	ProjOff	% Compl	CV % curr	CV % Cum	Curr CV Trend	Cum CV Trend	CV \$ Curr	CV \$ Cum
3	2200	SYS ENGINEERING	Price	85.04	-185.71	-10.95	↓	↓	-10.4	-26.4
4	5200	MANAGEMENT DAT	Simmons	84.18	-155.17	-16.54	↓	↓	-9.0	-13.2
5	5100	ENG DATA	Novak	38.51	-110.00	-37.10	↓	↓	-6.6	-4.6
6	3400	ADPE	Zepka	41.89	-58.95	5.02	↓	↓	-22.4	12.6
7	3300	AUX EQUIP	Tideman	27.57	-32.30	11.73	↓	↓	-41.8	78.2
8	3200	COMMUNICATIONS	Tideman	34.63	-25.77	-18.49	↓	↓	-43.4	-130.8
9	3800	I & A	Troop	35.40	-21.44	-4.75	↓	↓	-25.0	-24.2
10	2300	FUNC INTEGRA	Price	71.62	-20.00	-5.03	↓	↓	-1.4	-17.4

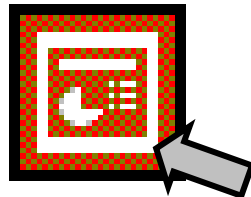
Focus on Red elements (current) vs. other colors (cum)

Embed other charts or word boxes on PowerPoint charts for back-up

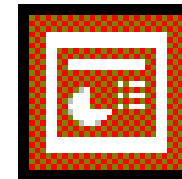
41

Emerging Schedule Problems

	WBS	DESCRIPTION	Proj Ofcr	PctCmp	SV% Current	SV% Cum	SV% Current	SV% Cum	SV \$ Curr	SV \$ Cum
3	5100	ENG DATA	Novak	38.51	-52.38	-34.74	↓	↓	-6.6	-6.6
4	3800	I & A	Troop	35.40	-28.64	19.45	↓	↓	-46.8	83.0
5	3400	ADPE	Zepka	41.89	-26.92	-3.91	↓	↓	-14.0	-10.2
6	2300	FUNC INTEGRA	Price	71.62	-20.45	-2.15	↓	↓	-1.8	-7.6
7	3300	AUX EQUIP	Tideman	27.57	-18.82	-12.27	↓	↓	-30.0	-93.2



Engineering Data



I & A

Analysis

- Create CPR views

- 42 ■ Current and Cum

- 43 ■ Current

- 44 ■ Cum

Miss the current/cum toggle?

CPR curr and cum

	WBS Number	LVL	DESCRIPTION	BcwsCur	BcwpCur	AcwpCur	SvCur	CvCur	BCWS	BCWP	ACWP	SV	CV	BAC	LRE	VAC
1	3600	3	PCC	442.8	438.8	445.2	-4.0	-6.4	1,692.8	1,681.4	1,977.6	-11.4	-296.2	5,800.6	5,987.8	-187.2
2	3300	3	AUX EQUIP	159.4	129.4	171.2	-30.0	-41.8	759.8	666.6	588.4	-93.2	78.2	2,418.2	2,409.8	8.4
3	3100	3	SENSORS	153.0	140.2	152.4	-12.8	-12.2	397.4	360.8	371.4	-36.6	-10.6	1,728.4	1,750.0	-21.6

Analysis

- Watch Management Reserve (MR) usage

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- Compare to CV over time
 - C/S Variance Trends chart (Level 1)
 - Army Cost/Schedule chart (Level 1)

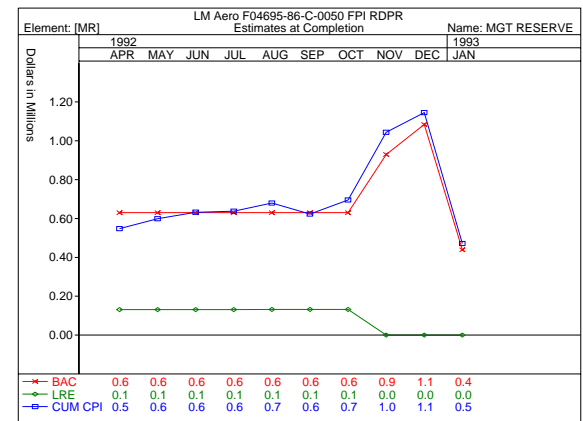
- Select MR as active element

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- Look at EAC Chart
 - Shows budget changes over time

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- wInsight calculates Cum CPI forecast for MR based on aggregate CPI



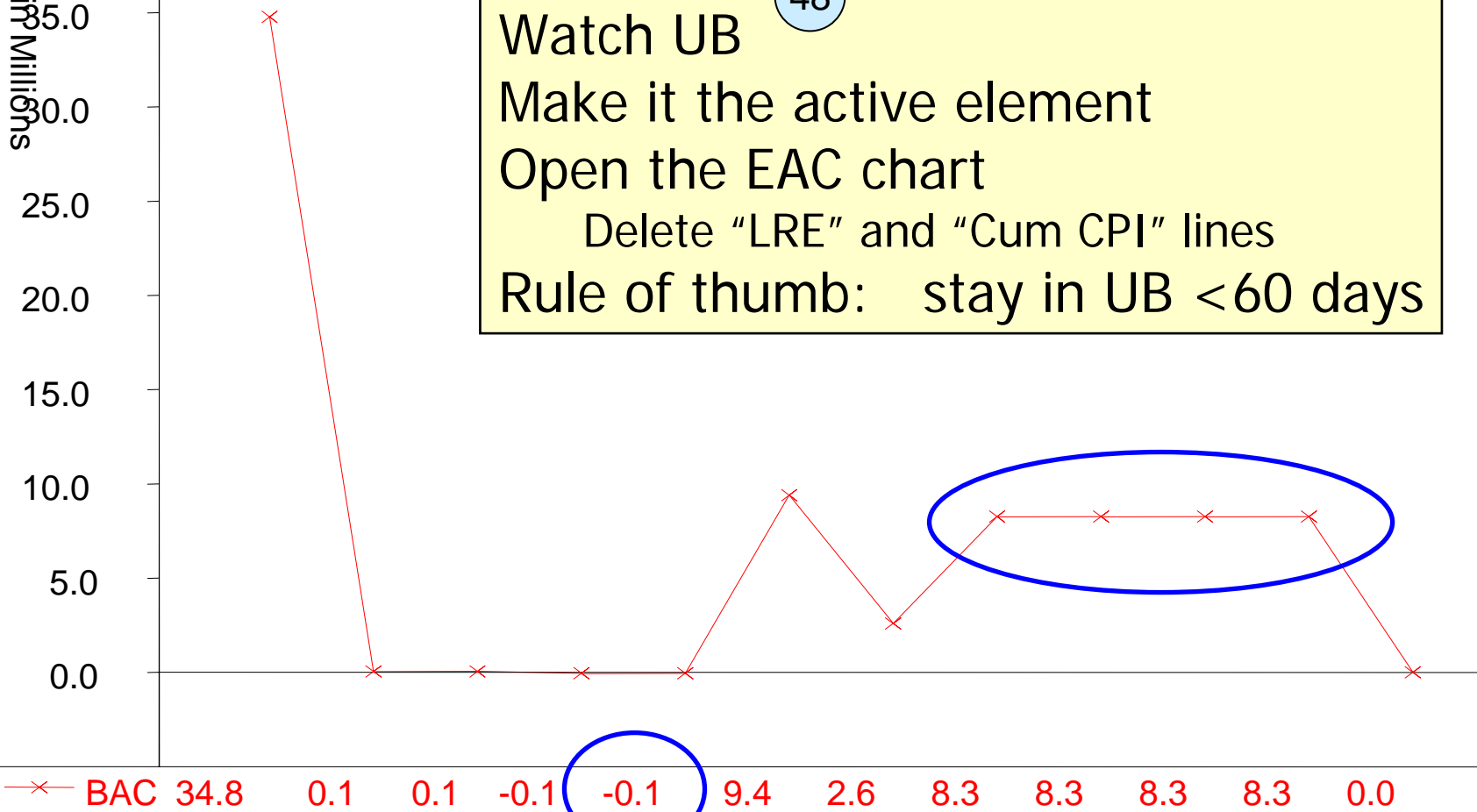
Element: [UB]

Estimates at Completion

Name: **UNDIST BUDGET**

1998		1999				2000	2001	2002			
JAN	MAY	JUN	JUL	AUG	DEC	MAY	APR	MAY	JUL	SEP	APR

Dollars in Millions



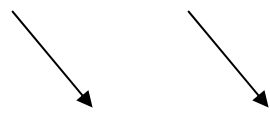
48

Watch UB
Make it the active element
Open the EAC chart
Delete "LRE" and "Cum CPI" lines
Rule of thumb: stay in UB <60 days

???

Analysis

- BCWR = Budgeted Cost of Work Remaining
- 49 ■ Sorting on this field can help you focus on significant remaining work
- 50 ■ Compare to ETC field (Estimate to Complete) to judge EAC realism



	DESCRIPTION	% Compl	CPI	TCPI-LRE	CpiToLre	BCWR	ETC
1	PCC	28.99	0.850	1.027	-0.177	4,119.2	4,010.2
2	AUX EQUIP	27.57	1.133	0.962	0.171	1,751.6	1,821.4
3	SENSORS	20.87	0.971	0.992	-0.021	1,367.6	1,378.6
4	COMMUNICATIONS	34.63	0.844	1.034	-0.190	1,335.6	1,291.8
5	GEN & ADMIN	33.67	0.932	1.007	-0.075	1,227.4	1,219.0



Analysis

- Open 6 Period Summary Report

- Shows basic data (curr & cum) over past 6 months

51 ■ Useful to spot data anomalies

52 ■ Useful to calculate “burn rates”

53 ■ Shows range of all EACs calculated by wInsight, compare to LRE

54 ■ Shows weighting assigned to ‘Cost/Schedule Fcst’ EAC

- Change weighting in Administrator

55 ■ Shows if forecasts are summed from lower levels or calculated at higher level



Analysis

- 56 ■ Send a copy of customer analysis to contractor
 - Closes the loop
 - Contractor needs feedback that the customer is actually using the report
 - Results in better analysis on both ends



Analysis Roadmap

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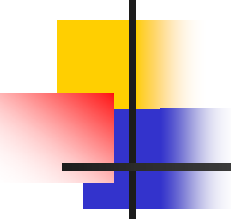
You need a map!

- Validity check of data
- Calculate variances
 - focus on significant variances
 - current or cumulative
- Graph and analyze trends
- Look at comparative data
- Analysis of schedule trends, critical path
- Examine written analysis by contractor
- Look at work remaining versus risk in project
- Further analysis of significant, individual elements
- Solicit input from IPTs
- Assess realism of contractor's EAC
- Calculate independent EAC
- Formulate plan of action



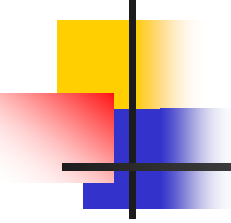
Roadmap for Analyzing Individual Elements 58

- Double click to make it Active Element
- Standard sort window
 - Is element a significant cost or schedule driver?
 - Look at trends (arrows)
 - Compare colors for SV, CV, VAC
- Evaluate trends on Cum Variance chart
 - Stable? Can SV predict future CV?
 - Significant change in trend? Change in sign?
- Look at BAC and LRE changes on EAC chart
 - Was MR applied? Did LRE change?
 - Evaluate EAC realism (LRE compared to “optimistic” Cum CPI forecast)



Roadmap for Analyzing Individual Elements (cont'd)

- Review reports
 - AI Report
 - Look at warnings in Status of Element section
 - Validity Report
 - Look at 6 Period Summary Report
 - Out of the ordinary data (error?)
 - Range of EACs
- Compare schedule variance and trend to Integrated Master Schedule
 - Apply custom "schedule view"
 - Analyze SPI chart
- Evaluate cost variances and trends
 - Apply custom "cost view"
 - Analyze CPI chart



Roadmap for Analyzing Individual Elements (cont'd)

- Read contractor's variance explanations
 - Adequate explanation?
 - Impact to EAC?
 - Effective correction action plans?
 - Discuss with IPT – match technical performance?
- Analyze contractor's EAC for realism
- Input User EAC (min, most likely, max)
- Input User Narrative

Analyzing EAC Realism

Compare CPI to TCPI-LRE

EAC Realism View

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sort



	DESCRIPTION	% Compl	CV	VAC	VAC	BAC	LRE	EAC (CPI)	CPI	TCPI-LRE	CPI to LRE
1	SYS ENGINEERING	85.04	↓	↔	0.0	283.4	283.4	314.4	0.901	2.650	-1.749
2	ENG DATA	38.51	↓	↔	0.0	32.2	32.2	44.1	0.729	1.303	-0.573
3	DATA	72.60	↓	↔	-16.0	127.0	143.0	151.5	0.838	1.055	-0.216
4	COMMUNICATIONS	34.63	↓	↔	-87.0	2,043.0	2,130.0	2,420.8	0.844	1.034	-0.190
5	PCC	28.99	↑	↔	-187.2	5,800.6	5,987.8	6,822.4	0.850	1.027	-0.177
6	PROJ MANAGEMENT	62.79	↓	↔	-34.0	1,384.6	1,418.6	1,482.1	0.934	1.056	-0.122

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rule of thumb

should be within 5% of each other (.05)

Estimate at Completion

- Create Range of EACs view 61
 - Lowest level, then apply sum button
 - Scan EACs for outliers (driven by wild CPI or SPI)
- Select EAC formulae based on phase of program 62
 - SPI becomes less useful as contract nears completion 63



	WBS	DESCRIPTION	SPI	CPI	BCWR	Cum CPI Fcst	Cost/Sched Fcst	CPI*SPI Fcst	User EAC	LRE	BAC
1	2100	PROJ MANAGEMENT	0.959	0.942	335.8	656.5	650.1	671.6	656.5	621.6	618.4
2	2200	SYS ENGINEERING	1.027	0.901	42.4	314.4	308.7	313.2	314.3	283.4	283.4
3	2300	FUNC INTEGRA	0.978	0.952	137.0	507.1	503.2	510.3	700.0	513.6	482.8
20	(Aggregate)	All Elements	0.941	0.932	13,945.4	22,313.8	22,222.1	23,296.2	22,361.8	20,761.0	20,796.2

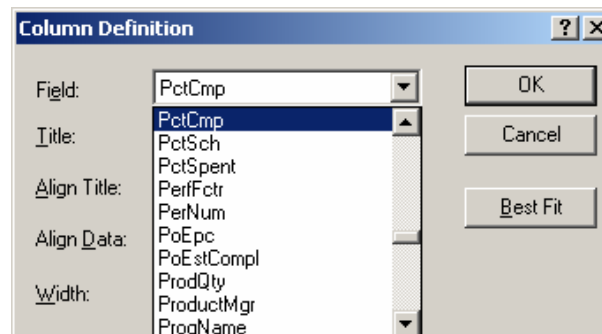
Keyboard and Software Shortcuts

- RMC = Right Mouse Click 64
 - Brings up most frequently used commands
 - Brings up chart commands
 - Save mouse clicks!!
 - example: 2 clicks vs. 4 for column sorting
- Double click between column headings to make columns best fit 65
 - Use after insertion/deletion of columns 66
- Rest cursor over data points on charts and Contract Tree to see information on data point 67

Keyboard and Software Shortcuts

- Use “hot key” search when selecting columns from list
 - Type in first couple of letters of field name
 - Saves scrolling time!
 - Example: type “pct” to move quickly to PctCmp

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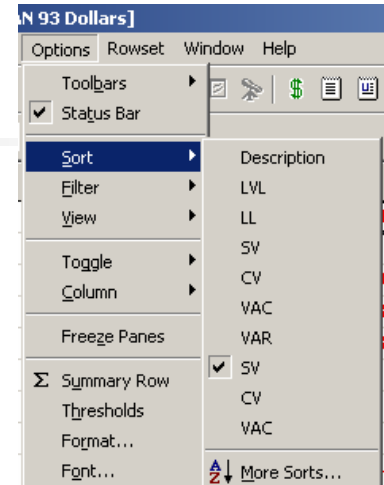
Other Tips

- Click on Options, Sort

- Shows all fields in current view 69
- Checkmark indicates current sorted field 70
- Can quickly select another field from list to sort 71

- Sorting on color trend columns sorts colors alphabetically (yellow, red, green, blue)

- To sort by real % number, sort on "Cost Var Cum %" or "Sched Var Cum %"
 - Any field does not need to be shown to be sorted
 - Go to Sort pull down menu



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Other Tips

- Custom views and filters 73
 - Create parallel name for both
 - Example: “CV worse than VAC”
 - Filters on “CV worse than VAC”
 - View shows corresponding data (e.g., CV, VAC)

- WBS Description field 74
 - Normally limited to 15 characters
 - Can show longer name (up to 50 characters)
 - Populate Long Description field in Administrator
 - Insert this field in the view
 - To show in Charts or Reports, must change registry key
 - See Help topic, Using Short/Long Descriptions

Other Tips

- wInsight and Administrator

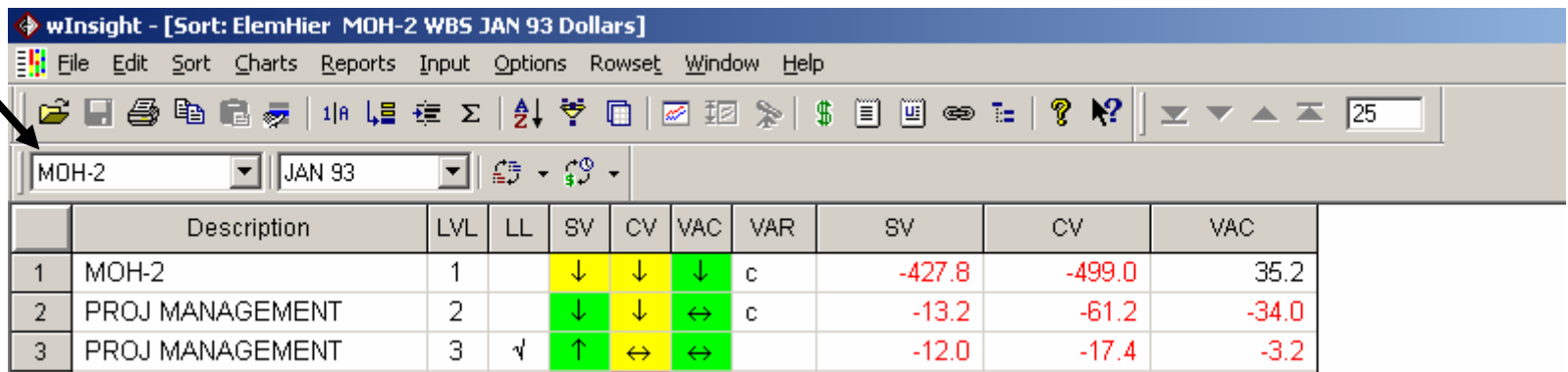
- Go to Options, Toolbars

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- Click on Dataset

- Leave on permanently

- Allows you to switch to another contract or different month very easily



wInsight - [Sort: ElemHier MOH-2 WBS JAN 93 Dollars]

File Edit Sort Charts Reports Input Options Rowset Window Help

MOH-2 JAN 93

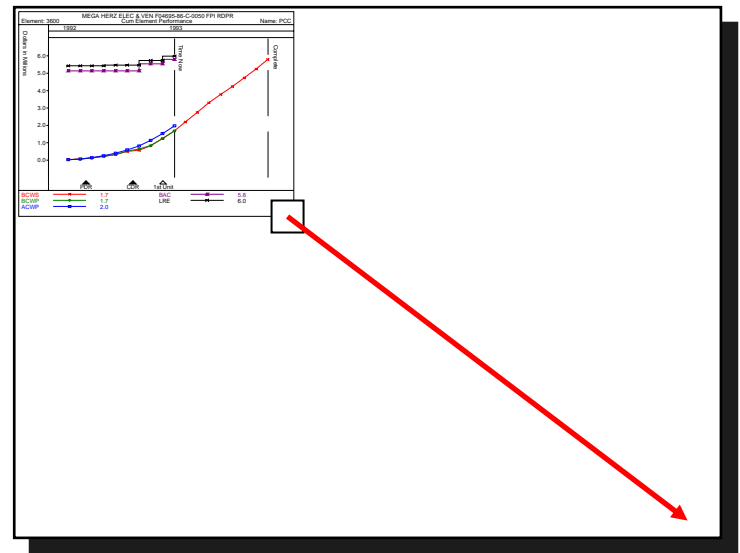
	Description	LVL	LL	SV	CV	VAC	VAR	SV	CV	VAC
1	MOH-2	1		↓	↓	↓	c	-427.8	-499.0	35.2
2	PROJ MANAGEMENT	2		↓	↓	↔	c	-13.2	-61.2	-34.0
3	PROJ MANAGEMENT	3	√	↑	↔	↔		-12.0	-17.4	-3.2

Other Tips

Copying to PowerPoint

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- Right mouse click on wInsight chart
- Click on Copy
- Open new PowerPoint Chart
- RMC, paste
- Move small wInsight chart to top left corner
- Grab **bottom right** handle and resize to fill chart



Other Tips

Active Element

- 77 ■ Can be Level 1 (default) or an element at lowest level
- 78 ■ All charts, reports, and input screens automatically change when you select another element
 - Double click on element name to make it the active element
- 79 ■ Always check status bar to make sure that the element has changed!

Description	LVL	LL	SV	CV	VAC	VAR	SV	CV	VAC
1 MOH2	1		1	+	+	c	427.8	-499.0	36.2
2 PROJ MANAGEMENT	2		1	+	+	c	-13.2	-61.2	-34.0
3 PROJ MANAGEMENT	3		1	+	+	c	-12.0	-17.4	-3.2
4 SYS ENGINEERING	3		1	+	+	vc	6.4	-26.4	0.0
5 FUNC INTEGRA	3		1	+	+	vc	-7.6	-17.4	-30.8
6 PRIME EQUIP	2		1	+	+	c	-364.8	-367.6	-309.0
7 SENSORS	3		1	+	+	c	-36.6	-10.6	-21.6
8 COMMUNICATIONS	3		1	+	+	vcSC	-203.2	-130.8	-87.0
9 AUX EQUIP	3		1	+	+	vcSC	-89.2	79.2	6.4
10 ADPE	3		1	+	+	vc	-10.2	12.6	4.6
11 COMP PROGRAMS	3		1	+	+	vc	-0.2	3.4	-1.4
12 PCC	3		1	+	+	c	-11.4	-296.2	-187.2
13 DATA DISPLAY	3		1	+	+	vcS	-113.0	0.0	0.0
14 I & A	3		1	+	+	vcS	83.0	-24.2	-24.8
15 SPARES	2		1	+	+	c	1.2	-7.8	-6.2
16 DATA	2		1	+	+	vcV	-6.6	-17.8	-16.0
17 ENG DATA	3		1	+	+	vcSC	-6.6	-4.6	0.0
18 MANAGEMENT DATA	3		1	+	+	vcV	0.0	-13.2	-16.0
19 TEST & EVAL	2		1	+	+	c	14.6	0.6	-2.0
20 TEST FACILITIES	3		1	+	+	c	-0.6	2.0	0.0
21 SYSTEM TEST	3		1	+	+	c	12.0	-6.6	-2.0
22 PCC TEST	3		1	+	+	c	3.2	4.2	0.0
23 GEN & ADMIN	2		1	+	+	c	-39.0	-45.2	-36.0
24 PERF MEASURE BL	2		1	+	+	c	-427.8	-499.0	-404.0
25 MOT RESERVE	2		1	+	+	v	0.0	0.0	439.2

Basic window commands

Status Bar
 active element
 structure
 dollars, hours, or EQP
 level
 filter
 row set in active window
 total # rows in contract

Other Tips

- Click on Options, then Format 80
 - Can format to show commas, decimals
 - Formats negative numbers in red 81
- Want to know the definition of a field? 82
 - In wInsight: click on Help, Index, Field Definitions
 - Manual: Appendix B 83
- Indent button
 - Useful to visualize element roll-up to higher element
 - **Useless** after any sort 84

	Description	LVL	LL	SV	CV	VAC	VAR	SV	CV	VAC
1	MOH-2	1		↓	↓	↓	c	-427.8	-499.0	35.2
2	PROJ MANAGEMENT	2		↓	↓	↔	c	-13.2	-61.2	-34.0
3	PROJ MANAGEMENT	3	√	↑	↔	↔		-12.0	-17.4	-3.2
4	SYS ENGINEERING	3	√	↔	↓	↔	cC	6.4	-26.4	0.0



When You're Hopelessly Lost

- 85 ■ WBS Hierarchy: only one way to restore
 - Click on Sort, then WBS Hierarchy
- 86 ■ Charts:
 - RMC on charts, then Define Chart, then Reset
 - Restores all settings on chart
- 87 ■ **Totally Lost:**
 - Close sort window to close all open windows
 - Resets filters, views to standard



Training

- 88 ■ Follow formal training with hands on session using real program data
- 89 ■ Download “wInsightformula.pdf” from www.cs-solutions.com/support and provide to analysts
 - Explains formulas
- 90 ■ Hand out Appendix B from wInsight Manual, wInsight Database Fields
- 91 ■ Build charts with screen shots
 - Click “Alt” + “Print Screen” together, then paste into PowerPoint



Administrator Tasks

- 92 ■ Don't load data manually - use Excel template "Makestru"
 - Sets up contract structure
 - Allows verification of data by checking totals
- 93 ■ Avoid cutting & pasting from Excel -- could be overlooking new elements
 - Better yet, insist on electronic data (.trn or .xml)
- 94 ■ When importing a transfer file, click on options and ensure that "Add new elements" is selected
- 95 ■ If sending database (.mdb) through Outlook, zip it!
- 96 ■ Contact Eleanor for a copy of Administrator training (from customer perspective)

Administrator Tasks

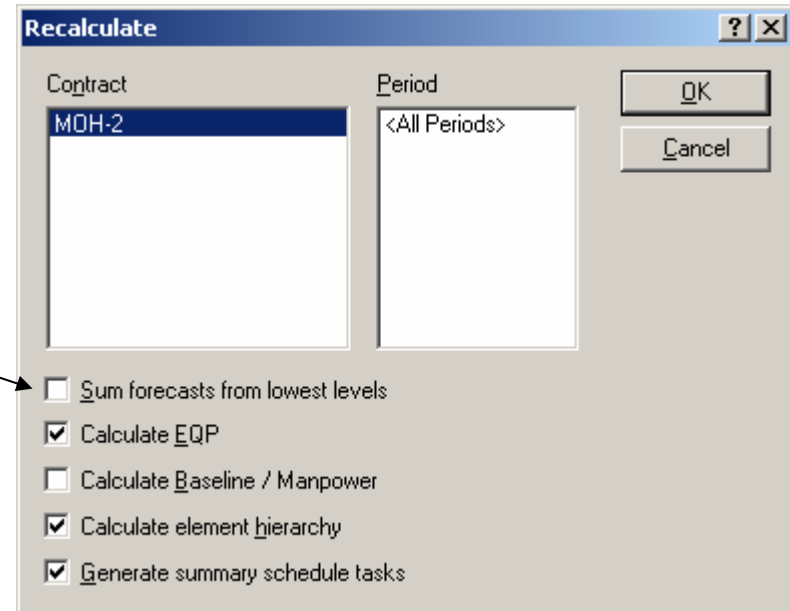
Utilities - Recalculate

■ Recalculate

- Should always be last command when leaving Administrator

97

- Click on Sum Forecasts option to have EAC forecasts summed for higher WBS levels





An Important Thing...

- 98 ■ Should back up data immediately after loading and verifying new monthly data
 - Click on Utilities/Back Up
- Save *.wsa file to a floppy or zip disk
- 99 ■ allows you to work offline in event of network problems

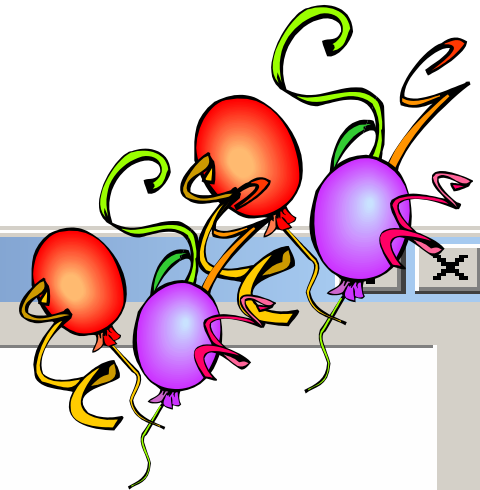


Keep Up to Date

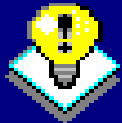
100

- Check www.cs-solutions.com/footprints at least monthly
 - Download latest software releases
 - Scan Q&A
- Form local user's group in your area

Tip #101

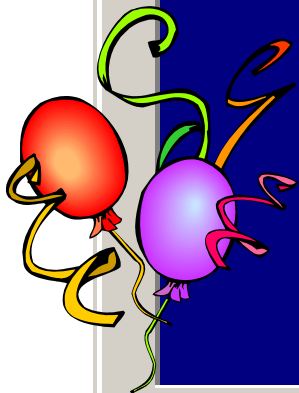


Tip of the Day



Did you know...

Come to next year's WUG to see if Ed Knox Productions can top this year's production!



Show tips at startup

Next Tip

OK

