



THE COMPLETE VIEWER FOR MS® PROJECT

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## White Paper

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# Chapter 1: Introduction

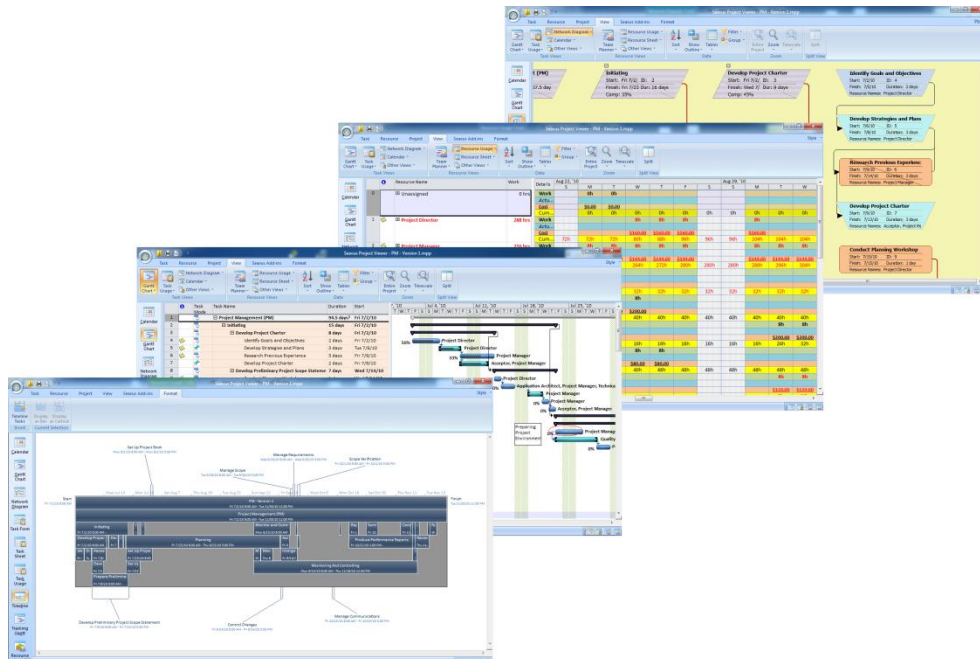
## In this section you will learn:

- ✓ What is Seavus Project Viewer
- ✓ Who can use Seavus Project Viewer

## Introduction

This whitepaper provides business and technical overviews of the Seavus Project Viewer. It covers the benefits of using Seavus Project Viewer application, and gives a description of its features and functions.

Seavus Project Viewer is a complete viewer for Microsoft® Project files that facilitates excellent cooperation in projects where the project stakeholders need to view and share information from project management. Seavus Project Viewer is a fast and light weight standalone application that reads the native .mpp file format and does not require any previous installation of Microsoft® Project on the user's computer.



## Using Seavus Project Viewer

In general, users of Microsoft® Project plans can be categorized in the following way:

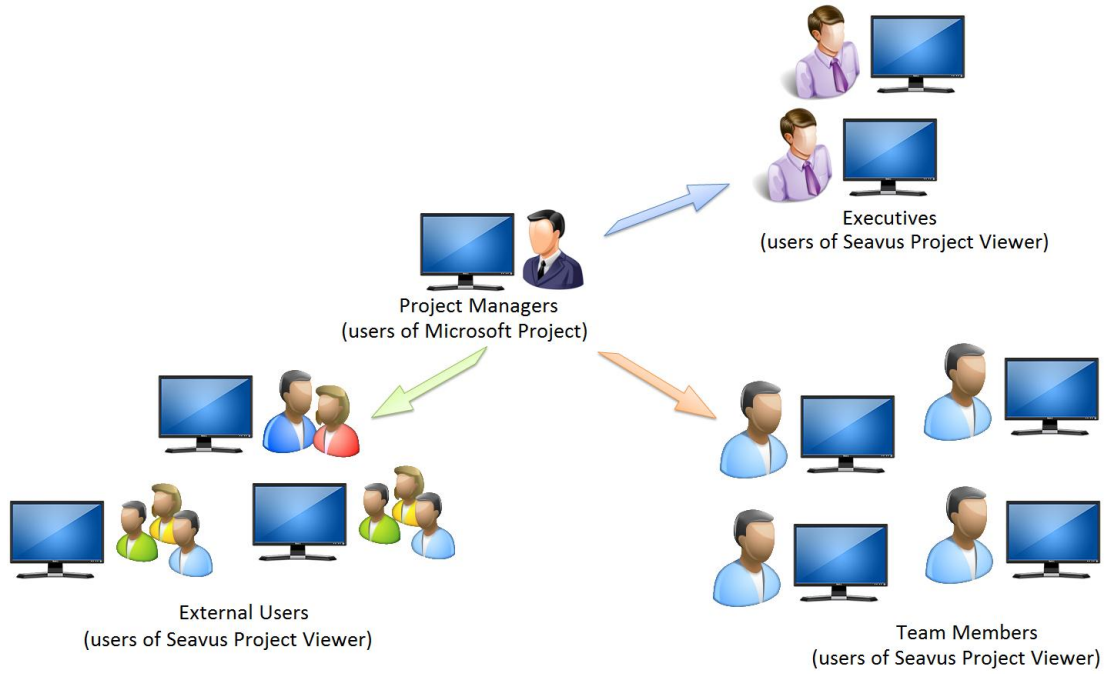
- Users that create/modify project plans, like project manager (the Authors of the project plans) and.
- Users that only need to review and/or analyze the information in the previously prepared project plans (the Viewers of the project plans).

Seavus Project Viewer fully satisfies the needs of the second category – the Viewers of the project plans, by providing them with a complete set of views and additional features for reviewing and analyzing project information. Keeping a competitive price, while offering complete and high quality features, Seavus Project Viewer not only reduces license costs in organizations substantially, it also enables a vast number of users that were fed with project information through alternative and inefficient means, like file exports or printed plans, due to high cost and complexity of using Microsoft® Project, now to directly communicate with other project stakeholders using the same information and as well.

The Viewers of the project plans can be categorized in the following categories:

- *Team Members* – personnel responsible for many of the day-to-day activities that are scheduled in one or more projects to which they are assigned, and need to frequently look at their assignments in the different projects, making sure they follow the project schedule,
- *Executives* – individuals who are responsible for one or more projects, such as an entire department or a specific region of the organization, and require visibility into all of the projects for which they are responsible, to determine the overall status of projects and to ensure that the work is aligned with the strategic goals of the organization, and
- *External Project Stakeholders* (Vendors, Distributors, Suppliers, Sub-contractors, Customers, etc.) – personnel working at organizations other than the project owner, directly or indirectly involved in the project, and require a possibility to review their assignments or follow the overall project status.

Analysis shows that the number of Viewers of the project plans (potential Seavus Project Viewer users) is much greater than the Authors of the same. This is illustrated on the next figure.



# Chapter 2: General Overview

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## In this section you will learn:

- ✓ Which version of Microsoft® Project are supported by Seavus Project Viewer
- ✓ Which file formats are supported by Seavus Project Viewer
- ✓ Applications from the Microsoft Office that act as a team with Seavus Project Viewer
- ✓ Detailed list of supported views

## Supported File Format

Seavus Project Viewer reads .mpp file format, which is the native file format for Microsoft® Project. The supported versions of the .mpp file format are:

- Microsoft® Project 2003
- Microsoft® Project 2007
- Microsoft® Project 2010

## Microsoft® Project 2010

Seavus Project Viewer 2010 supports viewing, analyzing and printing project files created in Microsoft® Project 2010, in addition to all previous versions of Microsoft® Project, from Microsoft® Project 2003 onward.

With Seavus Project Viewer, the user will see the same visual effects as those in Microsoft® Project 2010, such as the new 3-D style contained in the Gantt bars for Auto and Manually scheduled task, Inactive task as well as Gantt bars style colors and fonts.

## **Microsoft® Windows 7**

Seavus Project Viewer supports the Microsoft® Windows 7 Operating System. This is in addition to our currently supported platforms (Microsoft® Windows Vista, Microsoft® Windows 2000 Professional & Server, Microsoft® Windows XP Home & Professional Edition, Microsoft® Windows 2003 Server).

## **Ribbons**

Beside the Standard Graphical User Interface (GUI), that consists of menus and toolbars, Seavus Project Viewer gives you the possibility to work with Ribbon GUI. By its definition, Ribbon is a single tab bar that contains graphical elements as representation for different functionalities. Several application's control with similar functionalities can form a Group inside the Ribbon.

The Seavus Project Viewer Ribbon GUI consists of Application menu, where all features from the File menu from the Standard GUI are placed and Ribbons containing the other viewing features. There is no difference between Standard and Ribbon GUI from functionality point of view: all features from the first workaround are implemented in the other one.

Seavus Project Viewer contains five standard ribbons:

- Task
- Resource
- Project
- View
- Seavus Add-ins

Depending from the selected view, at the end of the standard ribbon arrangement, a new ribbon appears. This ribbon contains features that are unique for the selected view or unique to the category that the selected view belongs.

## **Open .ssv file format**

Seavus Project Viewer provides a secure file format that allows the user to lock and hide columns that contain sensitive information which project managers do not wish certain parties to be allowed to see. .ssv (Seavus Secure View file) is file format that is generated from Microsoft® Project while using Seavus Secure View add-in. This add-in allows project

managers to lock and hide columns that contain information which is not appropriate for certain team members. Once the project plan is saved in .ssv file format, team members can open the file and work with the information that the project managers have determined will be displayed.

### **Open .xml files**

Project Managers who create project plans in Microsoft Project may choose to save these plans in a file format other than the standard .mpp file format. One such format is XML. The .xml file format allows project managers to publish project information to Web pages or on corporate intranets for viewing i.e. Electronic Publishing. The same .xml file can be sent via e-mail to all team members. Seavus Project Viewer is now able to recognize this .xml file format, open the project plan and display all details as shown in the original Microsoft Project® plan.

### **Open .mdb files**

The .MDB file format is the native format of Microsoft Access. Project managers currently may save the entire project plan or part of a project's data in this file format. Seavus Project Viewer is now able to recognize this .MDB file format, open the project plan and display all details as shown in the original Microsoft Project® plan.

### **Open .mpd files**

Seavus Project Viewer now supports Microsoft Project Database format - .MPD files.

### **Import From Microsoft® Excel**

Seavus Project Viewer users now have the ability to import project plan information in .xls/xlsx format (.xls/xlsx is native format of Microsoft® Excel 2003/2007(2010)) exported from Microsoft® Project. All project information that project manager has entered in the project plan and then convert it in .xls/xlsx format, Seavus Project Viewer will be able to reproduce them in the same way as they are created in Microsoft® Project.

In addition, users will receive a special Microsoft® Excel template, where they will enter the information for the project plan. This feature allows Project Managers to quickly create project plans in Microsoft® Excel and Seavus Project Viewer will then be able to import them and provide users with the ability to see all the views created by the Project Manager.

## Import Files With ODBC Data Source

ODBC (Open Data Base Connectivity) data source is set of protocols, drivers and instructions for storing the route to access and work with different data sources. It is a method, which primary role is to access any data from any application, regardless of which database management system (DBMS) is handling the data.

The ODBC data source will allow Seavus Project Viewer to access data in DBMS using SQL as a standard for accessing the data.

This mean that the Project managers can publish their project plans created in Microsoft® Project Professional, in the company databases and Seavus Project Viewer can access to it, read the .mpp file and present the information to the user.

This feature applies only for Project Server 2003.

## Export In Microsoft® PowerPoint

Microsoft® PowerPoint is used for creating presentations - one use of PowerPoint is to display the key points of a project plan along with all the pertinent information. With our 'export to Microsoft® PowerPoint' feature, Seavus Project Viewer is now able to export project plan information directly into Microsoft® PowerPoint. This feature helps teams to create presentations containing key project plan information without having to use Microsoft® Project.

## Supported Views

The following standard views, available by default in Microsoft® Project, are supported by the Seavus Project Viewer:

- Calendar
- Bar Rollup
- Detail Gantt
- Gantt Chart
- Leveling Gantt
- Milestone Date Rollup
- Milestone Rollup
- Multiple Baselines Gantt

- Task Entry
- Task Form
- Task Details Form
- Task Name Form
- Tracking Gantt
- Timeline
- Network Diagram
- Descriptive Network Diagram
- Task Sheet
- Task Usage
- Relationship Diagram
- Resource Graph
- Resource Sheet
- Resource Usage
- Resource Form
- Resource Name form
- Resource Allocation
- Team Planner

In addition to the standard views, Seavus Project Viewer is capable to work with user-defined views, i.e. the views that the project manager have created in Microsoft® Project and saved in the project plan, i.e. the .mpp file. Seavus Project Viewer supports user-defined views of the

- Gantt chart views
- Network diagram views
- Task sheet views
- Task usage views
- Relationship diagram views
- Resource graph views
- Resource sheet views
- Resource usage views

Finally, the presentation of the views in Seavus Project Viewer fully matches Microsoft® Project views, providing the same display of the project information to any project

stakeholder using Seavus Project Viewer, as the display available to the project managers working in Microsoft® Project.

### User Interface

The user interface in Seavus Project Viewer closely matches the interface available for the users in Microsoft® Project 2003 and Microsoft® Project 2007. Doing so, Seavus Project Viewer requires no additional training and flattens the learning curve to zero for any user having some experience with Microsoft® Project or attending training in Microsoft® Project. Our goal is to reduce the cost of the project management solution in the organizations, thus it is of outmost importance to value the previous organization investments in their employees, by bringing to them a product that won't require extra investments to start using it.

### Online Help

Even though any user with some experience or training in Microsoft® Project can easily use Seavus Project Viewer to view project (.mpp) files, due its low cost, many users that were previously reviewing project information in exported files or printed paper, are given the opportunity to directly review the plans as created by the project managers and analyze various aspects of the schedules and costs independently.

In order to help those users, and provide reference documentation for any one using the product, Seavus Project Viewer includes an extensive and modern help manual, integrated with the application. This help does not only provide reference information how to use a particular menu command or show a particular view, it provides overviews and best use scenarios for using particular view or functionality, helping users with no experience in Microsoft® Project to learn how can they use the product and the best ways to use its functionality.

### Performance

Seavus Project Viewer is a light weight, yet powerful application that does not require a lot of memory, and still has amazing characteristics when opening .mpp files:

- Files up to 1 MB in less than 3 sec.
- Files up to 10 MB in less than 20 sec.

In addition, Seavus Project Viewer supports large .mpp files up to 10 GB.

The above specifications and limits are supported when you run Seavus Project Viewer on Microsoft Windows 2000 Professional SP3, Windows XP SP1, Windows Vista or Windows 7 (as a minimum software requirement), although actual limits and performance speed depend on your computer's configuration. Note that out of memory errors may occur before you reach the listed limits.

### **Improved Relationship With Customers**

The new version of Seavus Project Viewer includes several new features that bring Seavus Project Viewer closer to the customers. If a user experiences a problem with the software, he or she can e-mail Seavus support department directly from the application or start a chat with a support officer. Another addition is that users are now directly involved in the implementation of the new features of the Seavus Project Viewer by sending their proposals, suggestions or comments from a dialog form inside Seavus Project Viewer.

# Chapter 3: Basic Functionality

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## In this section you will learn:

- ✓ Which views from Microsoft® Project are supported by Seavus Project Viewer
- ✓ Which tables and reports from Microsoft® Project are supported by Seavus Project Viewer
- ✓ Which functions allows you to customize the output of the project plan

## Views

Views are fully supported in Seavus Project Viewer. They display in a particular format a subset of the information the project manager typically enters in Microsoft® Project. That subset of information gets stored in Microsoft® Project plan (.mpp file) and can be displayed in any view in Seavus Project Viewer that calls for that information. Seavus Project Viewer supports an extensive list of standard and user-defined views, as described in section Supported Views.

Before project managers distribute information about their project in .mpp files after having selected a view, they may want to format the view to better meet their needs or apply an organizational standard for presenting projects. To make the project easier to read, project managers usually highlight milestones, change the colors of task bars to match corporate standards, or change field titles to match organization's terminology. When the project manager saves the project in an .mpp file, the formatting information is stored along the project information in the same file. Seavus Project Viewer reads this information when opening .mpp files, showing the same formatting and visual styles as in Microsoft® Project.

## Tables

In Seavus Project Viewer, users can use both the predefined Microsoft® Project task and resource tables and user-defined tables created by the project manager to show only the fields you want or create your own tables. Seavus Project Viewer allows them to easily change the table associated by the currently active view by selecting a different one from the application menus.

If the users would like to manipulate the tables in Seavus Project Viewer, they can use the application to edit, or even create tables of their own, or they can simply directly manipulate the active table and insert, modify, or remove fields from the table columns.

## Reports

Reports provide a specially formatted and ready to print descriptive overview over the project, and project tasks, resources and assignments.

Seavus Project Viewer supports all predefined Microsoft® Project reports, found in the Overview, Current Activities, Costs, Assignments and Workload.

## Printing

To manage a project effectively, users may need to communicate project information to a variety of people. With Seavus Project Viewer, they can print views and reports that present the exact information they want. Before printing, they can preview the view or report in a Print Preview window. They can also make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, paper size, or margins, as well as view or report specific options, like the option to print a legend on each page, or the option to print the first three columns in the table on each page, or the option for printing the notes for the tasks and resources, or to enter header and footer for the project plan.

## Outlining

Seavus Project Viewer provides various outlining options for showing the information in the task and assignment views like Gantt Chart, Task Sheet or Resource Usage. It can indent the names of the child tasks below a certain summary task, it supports the options to show the outline symbol and number, choose an outline level to automatically expand or hide the tasks at the chosen level, etc.

## Sorting

Seavus Project Viewer supports different sorting options for the tasks and resources shown in the views. Users can choose one of the predefined sorting options, like sorting tasks by their start date, priority, etc. and sorting resources by their name, cost, etc. In addition, they can sort the information in any custom way you want, specifying your own sort criteria.

## Find & Go To

Seavus Project Viewer, through its *Find* feature, provides an opportunity to search through the tasks or resources in the currently active view by using different criteria.

In addition, the *Go To* features enabled the users to directly go to a task, position on a timeline, or position at the start or the end of the task in the Gantt Chart views.

## Zoom & Sizing

Seavus Project Viewer features excellent zoom functionality, letting the users to easily choose the level of details they want to see on a view. They can, for example increase/decrease the timescale resolution on a view using the Zoom in/out options or use the Zoom to dialog to specify a resolution in days, weeks, or months. In addition, they can use the mouse to resize the timescale units by dragging the separator lines between the bottom time-tier.

In addition to the zoom functionality, Seavus Project Viewer provides an option to quickly and easily adjust the width/height of the rows/columns in the tables by dragging the sizing grips with the mouse, or double-clicking on a sizing grip on a header column to auto-adjust it to the content size.

## Information Dialogs

Seavus Project Viewer provides the option to quickly review the scheduling option and other information, including notes, about the project, tasks, resources, and assignments through the various information dialogs available in the application. They match their counterparts in Microsoft® Project, thus anyone with some experience in Microsoft® Project will be able to easily follow the information presented there.

## **Document Properties**

Seavus Project Viewer allows the users to view the basic information regarding the project plan, such as the Title of the project, the Author of the project plan, the Manager of the project and the name of the Company where the project is created. In addition the user can review when the project plan was created, who had created it, who last had changed the document, how long last this editing and etc.

## **Program Options**

Seavus Project Viewer users can change various options for the application and/or the currently opened project, like the date format, currency options, outline options and view options for time units, work and duration.

# Chapter 4: Additional Features

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## In this section you will learn:

- ✓ Which filters and groups from Microsoft® Project are supported by Seavus Project Viewer
- ✓ How to work with Master Project plan and Resource Pool
- ✓ How to format the project plan and save the changes

## Filters

Seavus Project Viewer supports all standard task filters, available by default in Microsoft® Project, for viewing specific aspects of tasks and resource filters for viewing specific aspects of resources. In addition, project managers can create a new filter or modify an existing filter by customizing a filter's criteria in Microsoft® Project. These new filters and customizations of the existing ones can be used in Seavus Project Viewer as well.

In addition to standard filters, Seavus Project Viewer features AutoFilter option, letting the user to specify filter criteria for each field in the table separately.

## Groups

In Seavus Project Viewer, you can use the standard groups, available by default in Microsoft® Project, to categorize and view rolled up task, resource, or assignment information in a variety of ways. In addition, project managers can also create custom groups that are stored in the .mpp file when saving the project. You are able to use those groups in Seavus Project Viewer as well.


## **Timescale Formatting**

Some views, such as the Gantt Chart, have a timescale at the top. By default, the timescale displays two tiers, but in Seavus Project Viewer you can customize it to show up to three tiers: a top tier, a middle tier, and a bottom tier. You can adjust all timescale tiers independently to view your project at the level of detail you need. You can also hide any or all timescale tiers.

## **Shared Resource Pools**

When a project whose resources are shared in a resource pool file is opened in Seavus Project Viewer, it loads the task information from the project file, and resource and assignment information from the resource pool file. When opening a project file using a resource pool, Seavus Project Viewer allows you to choose whether to load the resource pool or not and the precedence of the shared resources over the local ones with the same name.

## **Master Projects, Subprojects and External Tasks**

When opening a master project file in Seavus Project Viewer, all of its inserted subprojects are loaded as well. Inserted projects are indicated in the Indicators icon with the  icon. Pointing at the icon with your mouse, a tooltip with the location of the subproject file appears.

Tasks from different subprojects can be linked together, forming a predecessor/successor dependency. When you open one of the subprojects in Seavus Project Viewer, all of the predecessor tasks from other subprojects will be shown next to the local tasks in the project being opened. They appear with different bar/box style and font in the different task views, e.g. in grey colour, so they can be visually distinguished from the local tasks.

By having the external tasks shown in the views, Seavus Project Viewer is able to draw the links between them and the local task, providing a more realistic view over the whole set of tasks and their dependencies.

## **Import and Export From Microsoft® Outlook**

The integration between Outlook and Seavus Project Viewer enables users such as team members, executives and external project stakeholders to have a consolidated view over all their project tasks and more effective control over the progress of each project.

## **Import**

Let suppose that the project manager has sent to the team member tasks trough Microsoft® Outlook. The team member can import them in Seavus Project Viewer by using the "Import from" feature. Before the import is done, the user will view a window, where the following information regarding the tasks is shown:

- Tasks Name
- Notes
- %Completed
- Duration
- Start Date
- Due Date

By default, all tasks are select. If the user doesn't want to import all tasks, he\she can disable all tasks and then select the appropriate one.

## **Export**

The task(s) from the project plan will be export from Seavus Project Viewer into the "Task" tab in Microsoft® Outlook. Before the user uses the "Export to..." feature he\she must decide which tasks are going to be export to Microsoft® Outlook. Seavus Project Viewer can export the following tasks:

- Entire project plan.
- Filtered tasks or
- Selected tasks.

If some task exists in the "Task" tab from the same project, with the "Delete any existing tasks in this category" all tasks will be rewrite with the latest one.

Seavus Project Viewer gives an opportunity to the users to set a reminder for each task. If the user selects this feature, the following options are available in the drop-down list:

- Actual Start.
- Start Date.
- Actual Finish.
- Finish.

## **Export**

Seavus Project Viewer provides an exporting functionality which can export the task or resource information from the table associated to the currently active view. In the current version, users can export the information from a view into Microsoft® Excel XML Spreadsheet format and CSV, comma-delimited format. In addition, the user can export the project plan in the HTML, HyperText Markup Language format or in Microsoft Power Point®.

## **Send To**

Using the Send to feature, the Seavus Project Viewer users can share the project plans among the team. The user can attach the entire project plan to the e-mail message and send it to other team member(s). The second option is that the user can select some tasks and send them to the other team member(s) as schedule note inside the "Task" tab in Microsoft® Outlook. In addition, the user can send a picture of the selected tasks.

## **Global Template**

Using the global template helps users and/or organizations can standardize the use and appearance of project files when viewed in Seavus Project Viewer within a team or across an organization. Information in a template can include views, calendars, tables, filters, and groups.

When a project (.mpp) file is opened in Seavus Project Viewer, the application first loads the views, calendars, tables, filters, and groups that are found in the .mpp file and then adds all of the missing stuff from the global template. This way, each project plan would always have, as a minimum, all of the views and related features that are available in the global template, while keeping the modified views found in the .mpp file, i.e. as saved by the project manager in Microsoft® Project.

The global template (.mpt) file associated with Seavus Project Viewer can be changed in the program options.

## **Combined Views**

Combination views are special views that contain two views. The bottom pane view shows detailed information about the tasks or resources in the top pane view. Combination views can be useful when the users are interested to view more detailed information about a

selection of task or resources in one of the available views. By activating a different view in the bottom pane of the combination view window, they can select one or more tasks in the top view and view the associated tasks, resources, or assignments in the bottom view.

### **Layout Options**

In some views (Gantt Chart and Network Diagram), Seavus Project Viewer enables the users to change the layout of the chart, i.e. the bars/boxes laid out in the chart portion of the view.

For the Gantt Chart views, they can change the options for the task links style, date format, to always roll-up Gantt bars to the summary bars, to hide the roll-up bars from the summary bars when they're expanded, etc.

For the Network Diagram views, they can change the arrangement of the box layout, the alignment, spacing, height and width of the boxes in the rows and columns, the style in which links between boxes should be drawn, etc.

### **Detailed Styles**

In some views (Task and Resource Usage), Seavus Project Viewer enables the users to change the formatting of the detail fields, i.e. change the detail styles (Task and Resource Usage) for the different detail fields shown in the view.

For the Task and Resource Usage views, they can change the font and background formatting (colour and pattern) associated with a detail field. In addition, they can choose which fields should be shown in the usage portion of the view

### **Progress Lines**

To create a visual representation of the progress of a project, users can display progress lines on the Gantt Chart views. For a given progress date (or the status date) of a project, Seavus Project Viewer draws a progress line connecting in-progress tasks and tasks that should have started, creating a graph on the Gantt Chart with peaks pointing to the left for work that is behind schedule and peaks pointing to the right for work that is ahead of schedule.

Users can display multiple progress lines for different dates in a project and change the way the lines look. They can also display progress lines relative to the actual plan or to a saved baseline plan.

### **Save My Settings – User Profile**

Seavus Project Viewer provides the user with the ability to format and display project plan information in a way that is most appropriate for his\her work. The user can adjust the timescale, set up a particular view or set of views in the Resource Usage and Task Usage view and/or can insert/hide columns in the views from the Gantt Chart family so that the end result is a custom view of all project plan information in a format that works best for the user.

Depending upon how the user wishes to work with this functionality, these local settings can be loaded every time a user opens an .mpp file or for particular project plan.

### **Change Language Within the Application**

This is a feature that became available in Seavus Project Viewer from version 4.1 build 6610. Now, the option for choosing the application language has been removed from the installation steps and placed within the application – Tools menu, Language option.

With this feature the need of reinstalling the application in order to change the application language has been avoided. You can now switch the application language by simple click on the desired language and restarting the application.

There are eight available languages: English (default), German, French, Spanish, Czech, Russian, Japanese and Chinese (Simplified).

### **Password Protected Files**

Seavus Project Viewer now fully supports opening Password Protected Files. Project managers have the ability to decide to protect the .mpp file for viewing and only appropriate team members can view the project information. When a user tries to open password protected file with Seavus Project Viewer, a dialog window will pop-up asking the user to enter the password. If the password is entered correctly, Seavus Project Viewer will open the file and present all the project information as prepared by the Project Leader.

## Seavus License Monitor (For Concurrent Version)

Seavus License Monitor is part of the concurrent version of Seavus Project Viewer and maintains the concurrent usage policy. The individual who maintains the Seavus Project Viewer application (usually the Network Administrator) now has the ability to generate several reports regarding the overall usage and efficiency of the application. The Administrator can now see the average number of connections to the application for a specific time period, a detailed report regarding overall usage (i.e. which employee used the application, on which day and time) and a report on general overall usage.

## Seavus Charts

Seavus Charts are views that are characterized with numerical and functional representation of the project information. They are very useful when users need to analyze large quantities of project data or to identify the relationships that exist between different parts of the project.

The following Chart views are supported by the Seavus Project Viewer:

- Bar Chart
- Bar Chart Stacked
- Line Chart
- Line Chart Stacked
- Pie Chart

For example, if you choose a Bar Chart, the information is presented with rectangular forms, in the pie chart category the data is proportional with the area defined with the radius of the pie and the arc and in the line chart the information is presented with data points connected with line.

## Custom Fields

Microsoft® Project provides a set of custom fields that allows project managers to save information that is unique to a project plan.

Using these custom fields, the .mpp file becomes a data repository for the project. Project managers can save that data using one or all of the following categories:

- Cost

- Date
- Duration
- Finish
- Number
- Start
- Text

Seavus Project Viewer has the ability to read and display this information from within the .mpp file.

### Custom Forms

Custom Forms will help you get the information you need in very short period of time. Instead of switching from one view to another, or inserting columns or selecting the appropriate tables for the specific category, the Custom Forms feature will display the information you need to see immediately.

Seavus Project Viewer supports the following Custom Forms:

- Entry – presents the main task information.
- Cost Tracking – presents task information associated with the costs of the task.
- Work Tracking – presents task information on associated with the work that is to be performed on that task.
- Schedule Tracking – presents task information and highlights the scheduled parameters for every task.
- Task Relationship – presents the task's predecessors and successors.
- Tracking – presents information about the task at any given point in time.

### Advanced Search Option

Seavus Project Viewer has an advanced search option that enables users to browse different names or terms in task and/or resource columns. User has several search options that allow quick searching of the desired name/term. Whether the searched name/term belongs to the task or resource part of the project plan (or both), the result can be presented in the Resource Form view or the Task Form view. Using these forms, user can view detailed information related to the searched name/term.

## Import Form Project Server 2010

Starting with version 6.0, Seavus Project Viewer can open project plans published on Microsoft® Project Server 2010. Using simple interface, user can connect to the Project Server 2010 using its credentials and open the necessary project plan. With this powerful feature, Seavus Project Viewer can be used as viewer not only for .mpp files, but also for project plans created in the EPM 2010 environment.

## Enterprise Custom Fields

Seavus Project Viewer besides presenting the standard columns now supports displaying Enterprise custom fields from Enterprise Projects imported from Project Server 2007.

The Following fields are supported:

- Enterprise Project Text
- Enterprise Project Cost
- Enterprise Project Duration
- Enterprise Project Date
- Enterprise Project Number
- Enterprise Project Flag

# Chapter 5: Collaboration

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## In this section you will learn:

- ✓ How to work with the collaboration toolbar
- ✓ The benefits from the GApps

One of the main goals while running a project is to ensure that project milestones are completed as they are scheduled in the project plan and that project deliverables are on-time. In addition to creating a project plan without resource and schedule conflicts, a very important task for project managers is to make sure that all assignments in the project plan are finished on time to minimize the risk of a delay in the project.

Tracking the project plan allows project managers to have an overview of the current status of the project and to analyze the costs and earned values that will be presented to management in order to illustrate the current position of the team effort's relative to the status of the project at any point of time. In addition to this, a strong tracking process can help you to build different strategies in case the project plan starts to fall behind schedule.

## Seavus Project Viewer Task Update

With Task Update option in Seavus Project Viewer the users now have the ability to collaborate with project managers so they will have up-to-date information about the current status of the project tasks and track if all assignments in the project plan are finished on time.

Team members that are using Seavus Project Viewer and Project Managers using Microsoft Project for collaboration need only shared folder on which the project files will be saved and Seavus Add-in for MS Project on Project Manager's side.

Seavus Project Viewer Task Update can help companies to decrease their costs, easily track their projects, have better overview of their projects and avoid useless e-mail communication between project manager and team members.

## Seavus Project Viewer GApps Integration

With the Google Apps integration, Seavus Project Viewer users with Google Apps accounts, now have the ability to collaborate with project managers so they will have up-to-date information about the current status of the project tasks and track if all assignments in the project plan are finished on time.

In order to use the benefits resulting from Seavus Project Viewer's integration with Google Apps you must have:

- Seavus Project Viewer with Google Apps feature installed on your computer;
- Microsoft Project and Seavus Add-in for Microsoft Project installed on Manager's Computer;
- Google Apps Premier account

The Google Apps integration feature in Seavus Project Viewer can help companies to decrease their costs, easily track their projects and have better overview of their projects.

Moreover, e-mail communication between the project manager and team members can be avoided

# Chapter 6: Seavus Project Search

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**In this section you will learn:**

- ✓ The benefits from using the Seavus Project Search

Seavus Project Search is tool for searching a text inside project files created in Microsoft Project (MPP files), stored locally on your PC.

It operates like most of the known desktop search applications and increases the ability to accurately locate information within MPP files. Seavus Project Search is a standalone application which can be installed together with Seavus Project Viewer and acts as a meta-search engine for full-text search engines like Windows Desktop Search and Google Desktop Search.

# Chapter 7: Upgrades & Technical Support

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## In this section you will learn:

- ✓ How to make Live Update
- ✓ How to contact Seavus Support Center

### Seavus Live Update

In order to keep the installation of Seavus Project Viewer up to date with all new features and updates, Seavus provides Live Update application together with the installation of Seavus Project Viewer application.

When the user starts Live Update, it will contact our secure Live Update Server and will check for available updates. The user can select the packages to be installed on the computer and let the Live Update application perform the upgrade.

**Note:** Seavus Live Update applies only for the Standard License types. For Concurrent License types you can check our downloading site and get the latest setup from there or you can send us email request at [support@seavusprojectviewer.com](mailto:support@seavusprojectviewer.com). For Company License types you should ask for the latest setup via email at the same address.

### Customer Support Centre

Seavus has a dedicated Customer Support Centre that is available for any kind of help that customers may need related to Seavus Project Viewer.

It can be contacted through one of the following means:

- contact form on the web, available at:  
<http://www.seavusprojectviewer.com/CustomerSupportCenter.aspx>

- over e-mail at: [support@seavusprojectviewer.com](mailto:support@seavusprojectviewer.com)
- via telephone on: 888-5SEAVUS (toll free) – for USA and +46 40 578 883 or +389 2 3094 061 for Europe

Our standard working hours are Mon-Fri., 8:00am - 12:00 Midnight CET.

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