

# Using Project Observatory

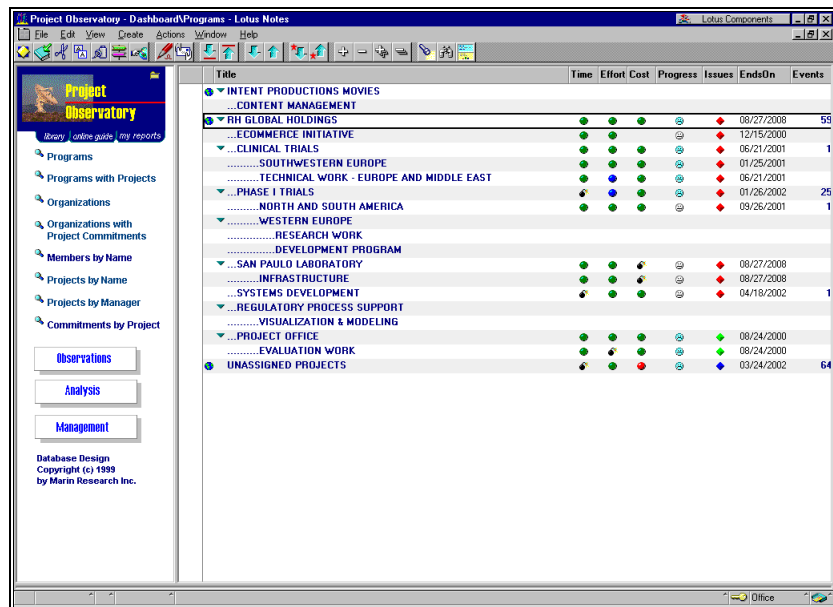
## Navigation

Using Project Observatory begins with the Observatory Center Navigator. This is the central point for your access to all of the facilities of the system.

There are seven Navigator panels in this application that interconnect with one another. Each provides a unique set of views, reports and controls.

### ***Observatory Center***

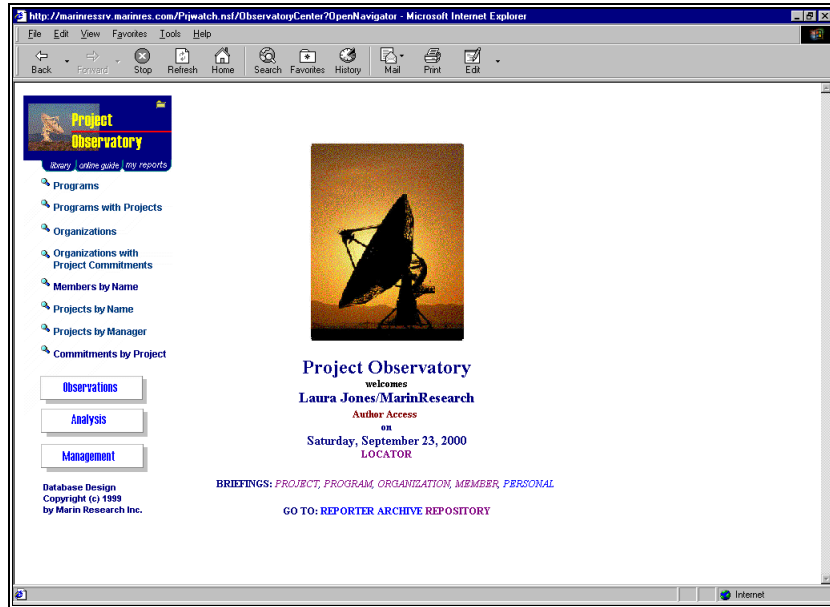
This page provides the primary dashboard views, My Reports, and the other navigators.



The screenshot shows the Project Observatory application window. On the left is a navigation pane with a tree view containing 'Programs', 'Organizations', 'Members by Name', 'Projects by Name', 'Projects by Manager', and 'Commitments by Project'. Below the tree are buttons for 'Observations', 'Analysis', and 'Management'. The main area displays a table with columns: Title, Time, Effort, Cost, Progress, Issues, EndsOn, and Events. The table lists various programs such as 'INTENT PRODUCTIONS MOVIES', 'RH GLOBAL HOLDINGS', 'ECCOMMERCE INITIATIVE', 'CLINICAL TRIALS', 'SOUTHWESTERN EUROPE', 'TECHNICAL WORK - EUROPE AND MIDDLE EAST', 'PHASE I TRIALS', 'NORTH AND SOUTH AMERICA', 'WESTERN EUROPE', 'RESEARCH WORK', 'DEVELOPMENT PROGRAM', 'SAN PAULO LABORATORY', 'INFRASTRUCTURE', 'SYSTEMS DEVELOPMENT', 'REGULATORY PROCESS SUPPORT', 'VISUALIZATION & MODELING', 'PROJECT OFFICE', 'EVALUATION WORK', and 'UNASSIGNED PROJECTS'. Each row has colored indicators for Time, Effort, Cost, Progress, and Issues, and numerical values for EndsOn and Events.

Title	Time	Effort	Cost	Progress	Issues	EndsOn	Events
INTENT PRODUCTIONS MOVIES							
CONTENT MANAGEMENT							
RH GLOBAL HOLDINGS						08/27/2008	55
ECCOMMERCE INITIATIVE						12/15/2000	
CLINICAL TRIALS						06/21/2001	1
SOUTHWESTERN EUROPE						01/25/2001	
TECHNICAL WORK - EUROPE AND MIDDLE EAST						06/21/2001	
PHASE I TRIALS						01/26/2002	26
NORTH AND SOUTH AMERICA						09/26/2001	1
WESTERN EUROPE							
RESEARCH WORK							
DEVELOPMENT PROGRAM							
SAN PAULO LABORATORY						08/27/2008	
INFRASTRUCTURE						08/27/2008	
SYSTEMS DEVELOPMENT						04/18/2002	1
REGULATORY PROCESS SUPPORT							
VISUALIZATION & MODELING							
PROJECT OFFICE						08/24/2000	
EVALUATION WORK						08/24/2000	
UNASSIGNED PROJECTS						03/24/2002	64

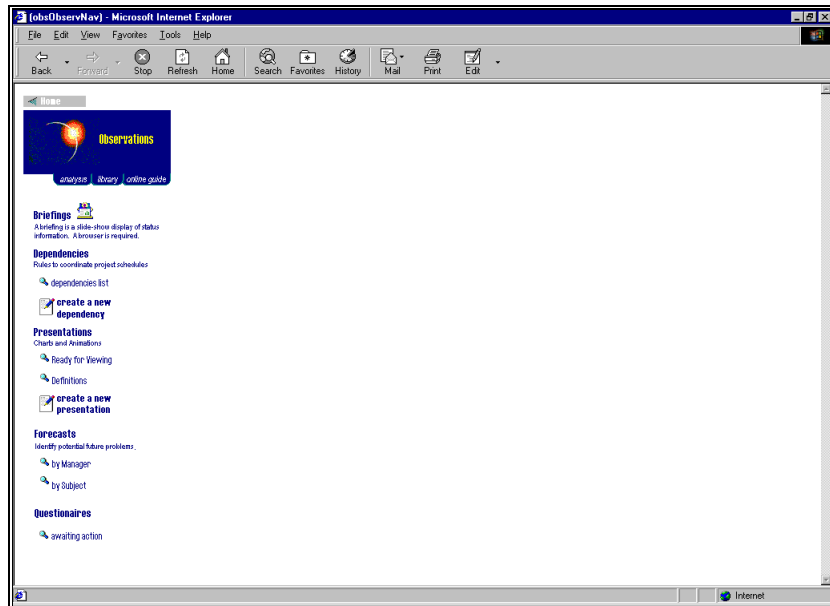
*Opening Observatory Center in Notes shows the Programs view.*



Opening with a Web Browser. Note links for Briefings and the Locator. At the bottom are links to companion databases (Reporter, Archive, Repository) if these are also installed.

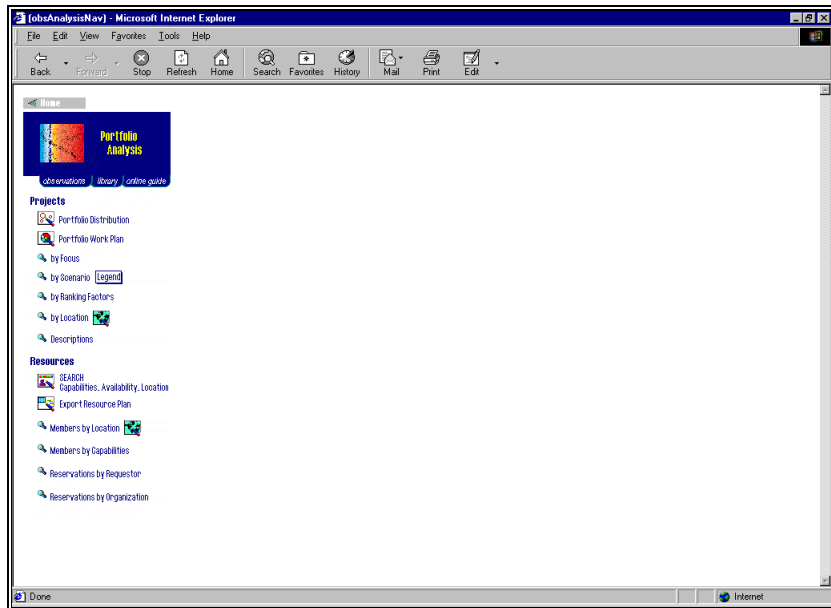
## Observations

This page provides access to Briefings, Gantt Charts, Animations, Forecasts, and Questionnaires.



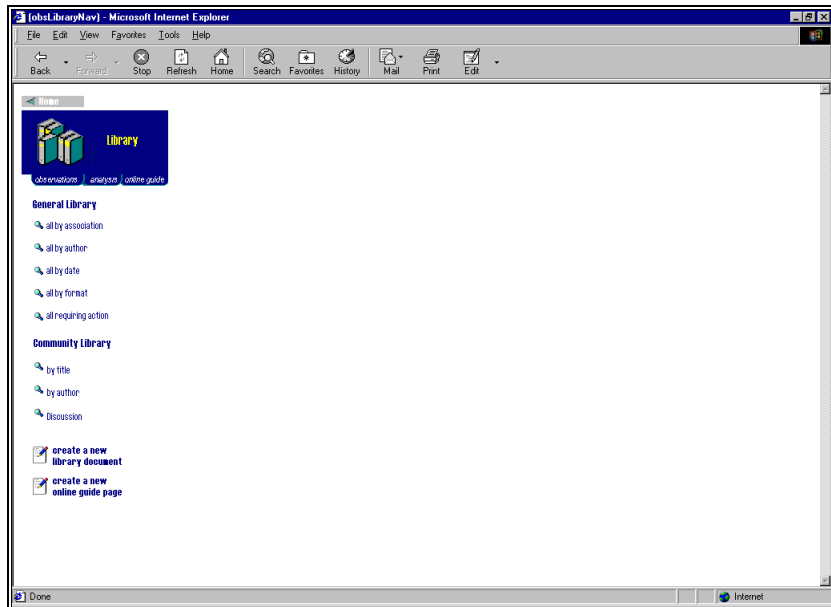
## Portfolio Analysis

This page provides access to Portfolio Analysis Charts, Analysis Dashboards, Resource Search, Data Export, and Reservations.



## Library

This page provides direct access to all library documents.



## Management

This page is for administrators. It provides access to the creation and organization of programs, organizations, members and the administration settings. It is discussed in System Guide 1.

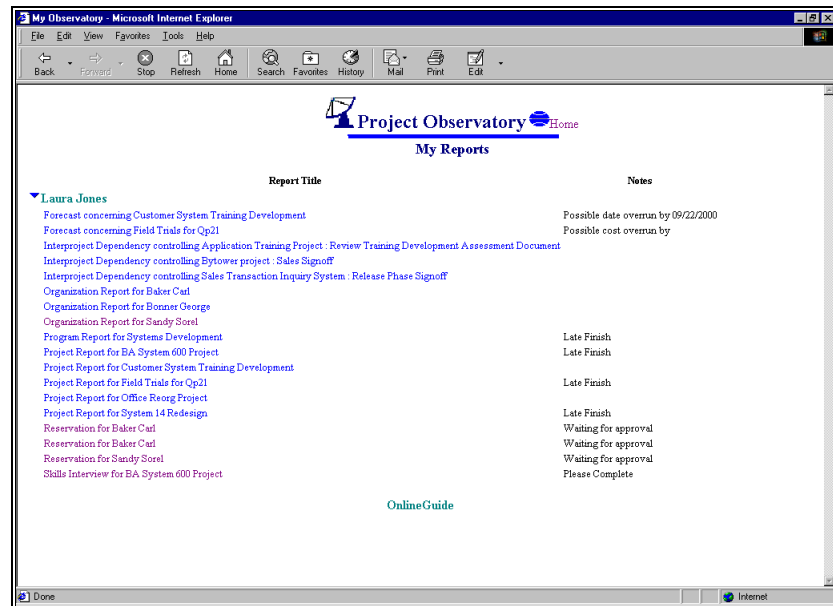
## Customization

This page is for administrators, it provides access to the controls for managing skills, locations, currencies, custom graphing, and custom project data handing. See System Guide 1 for all the details.

---

## My Reports

The My Reports tab on the Observatory Center page opens a view that brings together all of the reports and related documents for which you are responsible.



This will include all of the Projects, Programs, Organizations and Member Reports whose Manager name is your name. It will also include all of the Questionnaires, and Forecasts you have been sent, and the Interproject Dependencies and Reservations that you have created.

Next to each will be a brief statement of the condition of that item or action that is required.

When you access this in Notes, the view will open to the section beginning with your name. You can scroll to other manager names. If opened on the web, only your items will be shown.

This view is indexed using the "Email Address for Manager" fields of the various reports. If you have your name written in more than one way, then not all reports will appear together.

This is a special page that shows the observatory documents maintained for the current logged in user. It can be accessed only from the Observatory Center.

## **Navigator Tabs**

At the top of each panel, just below the banner heading, are small tabs. On the Observatory Center panel, for example, you will see Library, Online Guide, and My Reports. Each navigator has its own configuration of tabs. Clicking on that tab will open the named view or navigator.

## **<HOME and <BACK**

All but the Observatory Center and Customization pages have action items at the top that are labeled HOME. Clicking these will reopen Observatory Center. The Customization page contains the button labeled BACK that will return to the Management Navigator.

## **Pencil Icons**

Everywhere you see an icon containing a pencil is a point where new documents or reports can be created. The icons are either explicitly labeled (create a new library document) or are implied by their juxtaposition to a view or report name.

## **Magnifying Glass Icons**

These are uniformly used to designate views. Clicking will open the view named to the right of the symbol.

When using a Notes client, some view always appears on the right side of the screen whenever a navigator is displayed. Changing the navigator will not necessary change the displayed view. Only the Observatory Center navigator has a preset default view.

## **Antennas**

Most of the report pages of this system have a picture in the upper left hand corner. These pictures are linked to return you to the Observatory Center home page when you are using a browser. They have no action in a Notes Client.

Note: The image of the one of 27 radio telescopes that make the Very Large Array in Socorro, New Mexico.

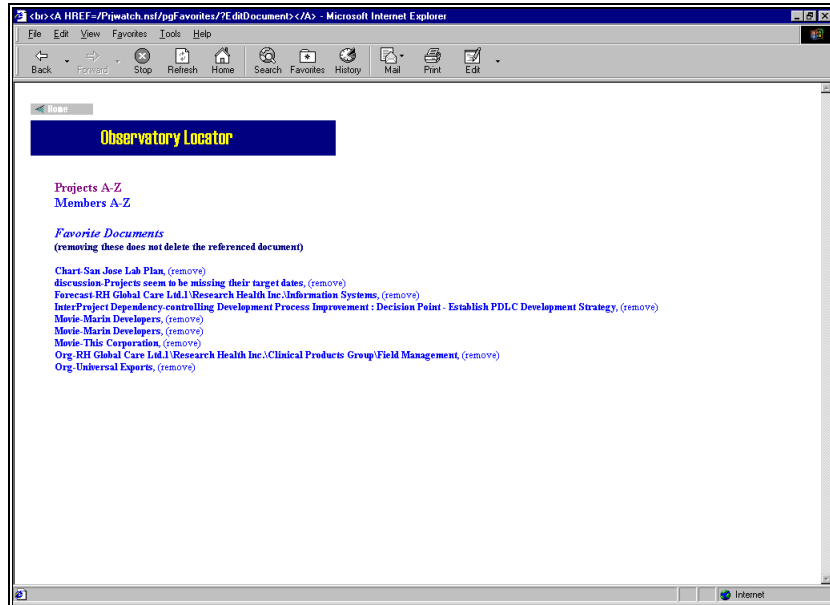
## **Copyright**

This hotspot on the Observatory Center page will open the Help About page of the database. This shows the version, release date, and your license number and limits.

---

## The Locator

The Observatory Locator is a web user only feature that is opened using the LOCATOR hyperlink in the middle of the Home page.



It provides two functions. First, it provides quick lookup of specific project or member reports.

Second it provides a place to find all those documents that you have previously selected using the "Add To Locator" buttons that appear throughout the database.

The favorites are associated with your login user name. You will only see the favorites that you have created.

---

## The Online Guide

The Online guide is a place where your site can provide procedures and instructions to your observatory users. Online Guide pages are created using the Library navigator.