

Course Code: RP01

Course Title: Primavera V5 (P3e) Overview & Reports Course

**Course Précis** This course is designed for those who wish to access the Primavera system but don't necessarily require the understanding of the planning & scheduling aspects.

A hands on course, this will take the participants through the basics of interrogating the system and at the completion of the course will be able to create and print basic layouts and reports utilising both the report wizard and report writer tool.

Duration: 1 day

**Topics:**

- Primavera V5
  - Overview
    - § Main application features
  - Structures
    - § EPS/WBS/OBS
- Activity
  - Layouts
    - § Creating
    - § Opening
    - § Saving
    - § Import / Export
  - Columns
  - Filter
  - Group & Sort
  - Bars
    - § Style
    - § Settings
    - § Labels
  - Spreadsheet
  - Profiles
- Tracking Layouts
  - Creating
    - § Project Gantt/Profile,
    - § Project Bar Chart,
    - § Resource Analysis,
    - § Bar Chart

- Project Layouts
  - Columns
  - Filter
  - Group & Sort
  - Bars
    - § Style
    - § Settings
    - § Labels
- Resource Assignments
  - Columns
  - Filter
  - Group & Sort
  - Spreadsheet
- Reports
  - Wizard
    - § Create
      - Subject Areas
      - Time Distributed Data
      - Columns
      - Filter
      - Group & Sort
    - § Modify
    - § Current Screen
    - § Export (HTML, CSV,
  - Report Editor
    - § Create
    - § Modify
  - Batch Reports
  - Import (\*.erp)
- Data
  - Export (P3, P3e, MPP, Excel)
  - Import (P3, P3e , MPP, Excel)
- Printing
  - Page Setup
  - Print Setup
  - Publish to HTML
- Web Site
  - General
  - Topics
  - Graphics
  - Reports
  - Schemes