

ADEPT PROJECT SHARE  
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# How to collaborate your MS Project 2003/2007 with your team with Adept Projectshare Add-on and Adept Projectshare

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Adept Projectshare is server based MS project Central database and collaboration engine with an optional Agile Project Management Module (Scrum Tool & Burndown chart).

With Adept Projectshare any project manager, using MS project 2003/2007 can share his/her projects with the team. The team can then login to the web-Interface and see the ms project plan on a nice and neat web-gantt and also write spent hours (actual hours and report remaining work) on a user-friendly timesheet.

With the Adept Projectshare you can not only collaborate your projects with your team members, you can also make sure, the team knows exactly, which assignments belongs to them and how much is the budget for each assignment. In addition it also prevents the team to spend more time unless the project manager allows that.

You can connect and sync your project with your team anytime in just one click.

This will save you time and effort to gather information and have the information in your ms project. It also gives you the actual progress of the project and you can act before it is too late. If your company is developing software you can combine ms project with the scrum and agile methods and use the scrum module to make yello stickers and burn down charts and use MS Project to keep dependencies and progress and control the budgets and Actual hours, if you think of trying this feature please contact us by sending an email to [info@adept.dk](mailto:info@adept.dk) .

You can try Adept Projectshare Free for a whole 30 days and all you need is a license of MS Project 2003 or 2007, DSL access to the internet.

All you have to do now is to follow the steps below one by one.

(Please Use Internet explorer 7 or older for this test).

Steps in order to get connected:

1. You must first start a registration to Adept Projectshare central by clicking on the following link or copy it and paste it in to your IE browser

<https://projectshare.adept.dk/Registrations/RegisterAdeptProjectServer.aspx>

Here you must enter your company information, administration information then you will receive an activation link by email. By clicking on the activation link in the email, your adept projectshare server account will be ready to use for 30 days.

2. You can access Adept Projectshare website by entering your Organization code, username and password, which is sent to you with the email.  
*(if you don't get your activation key in 5 min please first check your spam folder or send an email to [support@adept.dk](mailto:support@adept.dk) ).*
3. You will need an add-on in order to connect your MS Project 2003/2007 to the Adept Projectshare central. You must download the MS Project Add-on by clicking following link

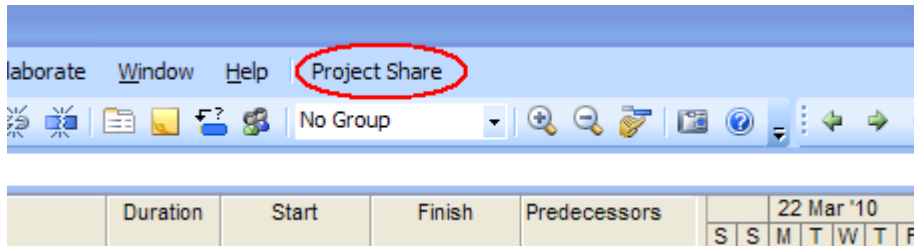
<http://www.msprojecttools.com/msprojecttooladdon.zip>

Save and unzip the file and run the installation procedure on the machine, where you have ms project professional 2003 or 2007. Step by step installations guide:

- Close all your applications
- Download, save and Unzip the msprojecttooladdon.zip
- Run the setup file.
- Open your ms project professional 2003 or 2007

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4. If the installation went correctly you will see the menu "Project share" after the Help menu on your ms project 2003 or 2007.



5. Click on Project Share->Settings->login.

A screenshot of the 'Login' dialog box. It contains four input fields: 'WebService' with the value 'https://projectshare.adept.dk', 'Organization' with 'DEN-2010521617734', 'Username' with 'administrator', and 'Password' with four dots. There is a checked checkbox for 'Remember Password' and two buttons at the bottom: 'Connect' and 'Cancel'.

Enter <https://projectshare.adept.dk> in WebService field, Organization code and username and password, (the same as you received with the email see section 2 in this document) and then click connect. You will see a message that you now are connected.

6. Now you must setup the users. Log in to the Adept Projectshare web interface (<https://projectshare.adept.dk>) .  
*NOTICE: in the Enterprise version you will get the users in through Active Directory so you won't have to insert the users manually.*
7. Click on the menu **Users** on the left menu. You will see the user page on the right side.

8. Click on **(Actions)** button on the top left of the user list and then click **(Add New)**.



9. A new window opens, where you must insert user Basic information Name, last name, password and a Employee number. Employee number could be a random text if you don't use it.
10. Then select the **(user role) Tab** and add **(projectteam)** to the just created user.  
*If you want to you can insert 3 optional tariffs and rates for the user and use these tariffs in your ms project. You can add the user hourly rates on **(Options) Tab**.*
11. Write down the username and password and give them to the employee. Along with the Adept Projectshare web URL and organization code. Or keep it so you can use it for your test. Continue this step until you have the list of test users.
12. Now go back to your ms project and then click **“Project Share -> Import -> Import resources”**, you will see the list of the users you just created.  
*Notice: If the Users do not have the Role as the ProjectTeam, they will not be shown in the list.*

Username	Name	Last Name	Email	Employee No	St. Cost	Ovt. Cost
administrator	fg	dfg	bax@eclipsedminds.org	Administrator	0,00	0,00
bob	bobby	saeidi	bobby.saeid@adept.dk	ffff	0,00	0,00

13. Click on “select all” and then “sync”. The selected users are now copied into your MS Project resource pool.

ID	Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code
1	bobby saeidi	Work		bob		100%	kr 0,00/hr	kr 0,00/hr	kr 0,00	Prorated	Standard	
2	fg dfg	Work		administrator		100%	kr 0,00/hr	kr 0,00/hr	kr 0,00	Prorated	Standard	

**Important:** Do not add new resources manually to the resourcesheet or change the existing imported resources. These assignments will not be exported.

14. Now create a new tasks and add resources from the resource name field.

Task Name	Duration	Start	Finish	Predecessors	Resource Names
bbbbbb	#####	Thu 25-03-10	Wed 31-03-10		bobby saeidi
Task 1	1 day?	Thu 25-03-10	Thu 25-03-10		bobby saeidi
Task 2	1 day?	Thu 25-03-10	Thu 25-03-10		bobby saeidi

	15 Mar '10	22 Mar '10	29 Mar '10
F S M T W T F S S M T W T F S S M T W T F S			
			bobby saeidi
			bobby saeidi
			bobby saeidi

**Notice:** To add multiple resources to a task open task information by double clicking on the task and then select **resources** tab. You can select the imported resources here

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Now save your project locally as usual. The saved project is your original project and must always be used.

15. Now go to the menu projectshare->Publish. You will see a message that your project is published to the adept projectshare central

16. Now go back to Web Interface <https://projectshare.adept.dk> and login as one of the created users as you assigned in your ms project. In the timesheet click on the calendar icon and select the date which the assignment starts. You will see the assignment for the user on the timesheet:

Use this page to view and manage your timesheets. [Save](#)

Actions ▶ fg dfg (FLX-DEV) ST

Week 12 ◀ 22/03/2010 ▶ 28/03/2010 ▶ 22/03/2010

Tasks	Budget	Remainings	Mon 22-3	Tue 23-3	Wed 24-3	Thu 25-3	Fri 26-3	Sat 27-3	Sun 28-3	Week Total	Total	F
testProject			0.00h	0.00h	0.00h	8.00h	8.00h	0.00h	0.00h			
Task 1	2h	13h	-	-	-	5h	6h			11h	11h	<input type="checkbox"/>
Task 2	2h	23h	-	-	-	3h	2h			5h	5h	<input type="checkbox"/>
Administration			7.50h	0.00h	7.50h	0.00h	0.00h	0.00h	0.00h			

17. Notice that the number in the **Budget** field is the same as the Work in MS Project, and the start date and finish dates are 100% sync with ms project.

18. Now you can enter some hours on those assignments.

19. Go now to the “**Actions**” button and then click save. You will see the message saved with the color red.

20. Go back to MS project and click on **Project share->Import->Import work progress.**

Accept	WorkDone	Ovt Work Done	WorkingDate	Note
<b>Task 1 RemainingWork :24 administrator (fg dfg)</b>				
WorkDone : 0 RemainingWork : 24				
<input type="checkbox"/>	5	0	3/25/2010	
<input type="checkbox"/>	6	0	3/26/2010	
<b>Task 2 RemainingWork :28 administrator (fg dfg)</b>				
WorkDone : 0 RemainingWork : 28				
<input type="checkbox"/>	3	0	3/25/2010	
<input type="checkbox"/>	2	0	3/26/2010	

21. Then select the period, which the hours are saved in Adept projectshare central and the click **Import Project Progress.** You will see the inserted hours in are shown in the list.

22. Accept and approve all the hours by clicking **“Accept All hours”** button. Then click **“Update Project”** button at the bottom of the window. You will be notified to publish again and here you just click yes.

23. Now you can see on your MS Project Gantt, that your project is updated with the new actual hours.


ID	Name	Actual Hours	Remaining Hours
2	fg dfg	16 hrs	68 hrs
	Task 1	11 hrs	35 hrs
	Task 2	5 hrs	33 hrs

After publish your project is 100% synchronized with the actual hours from the Adept Projectshare Central.

### Other Important project features:

- Web Gantt, Projectshare has ms projectviewer so all the team can see the 100% identical gantt as you see in your MS Project.
- AD integrated, ONLY in enterprise version
- NT LOGIN security, ONLY in enterprise version
- Option so the team member request to change the remaining work, the project manager then can approve the request.
- Margin for assignment start and finish date, so the team member can insert hours for each task in the timesheet X days before start date or x days after finish date.
- Multiple Baseline Calculation: You can save baseline as many time as you wish and compare the current project with different baselines.
- Holliday Import: you can import your country national Holliday into the ms project . ONLY in enterprise version.
- Employee Vacation Import: The team can insert the vacation in the timesheet and you can import these days into your projectplan. ONLY in enterprise version.
- Customizable for multiple language and country codes other than Danish/English: Easy to add country code and change weekend holidays and working hours.
- Other non project features such as individual calendar and Approval modules, Multiple calendar, and more.

Read more <http://ps.adept.dk/en>



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