

mpengo TimePaths 3.0 A Quick-Start Guide

Welcome to mpengo TimePaths! We think you'll enjoy using TimePaths and believe it will be a great addition to your other project related mpengo apps, or as a useful scheduling tool on its own. We strongly suggest that you just play around with the sample delivered with the app, tapping all over the screen, and trying out features. When you are ready to go (after having adjusted your Settings), just tap Add/Change Project to start your first project in TimePaths.

TimePaths is an easy to use, simplified scheduler that lets you manage your projects. Many clients often require a project schedule to help them understand the complexity and details of your project. More astute project managers (yourself, for one?) can use it to highlight potential problem areas in your project. Various reports and charts let you produce project work lists, and Gantt-type charts, and there are lots of tools for exporting and importing data to/from your PC.

Tap to Add or Change Project

Edit Project Info and turn On/Off option to show in Summary

Tap to add an Activity



mpengo TimePaths 2.4.2								Support
Project: New Floor Master Bedroom - Smith		Calculated: Thursday		Project End Date: Sep 22, 2016		Total days: 1575		Calculate Timeline
Ref: 12-SAMPLE FLOOR		New flooring for Smith bedroom: carpeting, trims		Start Date: Jun 1, 2012				
Activity	Resource	Start	Days	End	Status	Notes	Sort by Date	
0010 Remove Carpet & Underpad	Steve	Aug16	3	Aug18	10%	Testing	>	
0020 Remove Trim	Denise	Jun01	1	Jun01	Open		>	
0030 Repair Subfloor	Bernard	Aug19 (D)	27	Sep19	Compl		>	
0040 Install New Underpad	Steve	Sep20 (D)	1	Sep20	Open		>	
0050 Install new Carpet	Steve	Sep21 (D)	1	Sep21	Open		>	
0060 Re-install Trim	Denise	Sep22 (D)	1	Sep22	Open		>	
0070 Cleanup	Bernard	Sep22 (D)	1	Sep22	Open		>	

Tap to contact Support

Tap to Calculate the Timeline

Sort by Date or Activity



Tap a line to edit the activity



Enter your Settings

Select for Reports

Export, Import Backup/Restore

Tap to add Templates

Tap for List View

Tap for Chart View

Settings:



Company & Support Info: Enter your company name, address, and contact info to put on the reports. For mpengo support, enter your contact name, email and general location so that we are able to help you if you have a Support question. When you contact us, we'll also add you to the notification list for future updates and tips. We will never share your address with anyone.

Calculation Rules lets you indicate whether your company works Saturdays and Sundays. For example, if an activity is set to start Friday for 2 days, and you have said that you work Sunday but not Saturday, the calculations will take that into account and set the completion date to Sunday.

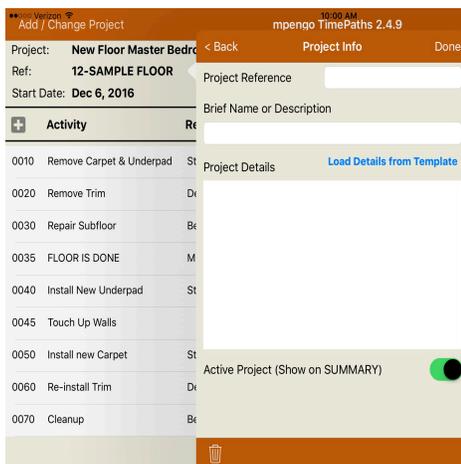
Resource Table will let you build a table of resources. These are usually employee or subcontractor names, and merely reduce typing when creating new activities.

Company Logo will let you attach an image to the top of your Report. Just follow the instructions.

Date Picker Mode allows you to select Wheel or Calendar.

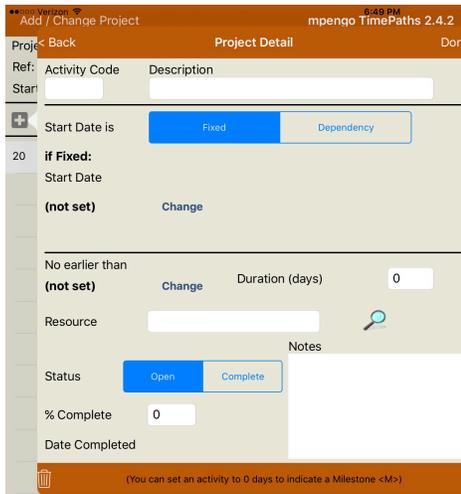
Projects – A Quick Setup:

Tap **Add/Change Project** and **[+]** to create a new project.



- **Project Reference:** Enter a short reference or job code.
- **Brief Name or Description:** Enter a brief description of the project.
- **Project Details:** Here you can enter a more detailed description of the project if you wish.
- **Load Details from Template:** If you want to use an existing template you have created in Templates to help you in setting up activities tap on Load details from template.
- **You also have the option to show on the 'Summary!' project.** The summary project shows a list of all active projects. The Default is ON.

Tap **[+]** on the main screen to add an activity:



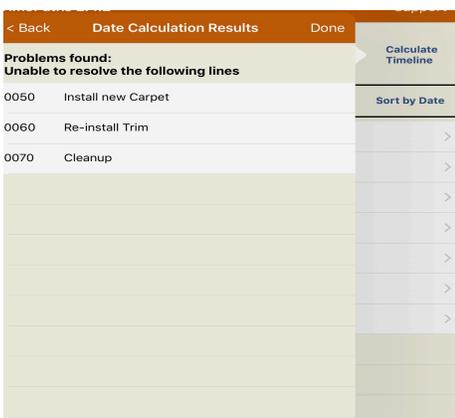
- **Activity Code:** Assign an activity code to the item. If you have a lot of activities, you might consider 0010, 0020, etc. to keep everything in strict order. Only a dozen or so, Maybe 10, 15, 20.
- **Start Date is Fixed / Dependency:** Some activities have a Fixed start date, based on client requirements or because one of your contractors doesn't start until (e.g.) June 12. Other activities are reliant or 'dependent' on others: for example if you are Painting and Undercoating, you can't start Painting until Undercoating is complete, so Painting would be setup as a Dependent activity, and dependent on Undercoating. Some activities may even be dependent on several other tasks: e.g., you can't have dessert until you have eaten both your broccoli and liver & onions.

- **Duration:** Enter the number of working days required: the app will later take into account whether you work Saturday or Sunday.
- **No earlier than:** Sometimes an activity cannot start earlier than a particular date, regardless of other events. For example, you can't lay the carpet on June 7 if it isn't scheduled to arrive until June 15.
- **Resource:** Enter the name of the person or company responsible for this activity. This lets you generate later a Resource Analysis report.
- **Status:** Indicate Open or Complete: if Complete, it will be 100%, and you will be able to enter the actual completion date.
- **% Complete:** If Complete, it's 100%, but if Open, the % will appear on the list, and as a 'percentage' bar on the chart.
- **Extra Notes:** For optional notes.

Calculate Timeline:

Calculated:	Thursday	
Project End Date	Sep 22, 2016	Calculate Timeline
Total days	38	

- Tap **Calculate Timeline** to have the app work out all start and end dates, taking into consideration all the relationships you have set up.



- If any dates cannot be resolved, you will get a list of the problem areas to fix.

Templates:

You can use Templates to make it easy to create projects that tend to be the same. For example, if you often do a kitchen renovation, or install a rock garden, or manage a software project, a list of the general steps involved can be setup here, and later copied into new projects: then, you only have to enter selected activity start dates.



- Tap **Templates** to bring up the list, and **[+]** to create a new template. Enter a name for the template, and then **[+]** again to setup the activities. Generally, follow the same rules as you would when creating an actual project: the only things not required on template are the start dates.

You can also find an explanation on how you can create your Template on your PC in an Excel spreadsheet and import it into TimePaths by tapping the **Tools** button and selecting **Import Tables from PC**.

Some of the Other Buttons and features:

!Summary! Project: - To get a Summary of active projects tap the **Add/Change Project** button at the top left of the screen.



- The very first project listed will be **!SUMMARY!**, which is a Summary of Active Projects and more. Tap **!Summary!** to display a list of all active projects. This will show you the Project Ref., Start date, Days, End Date and Status of each of the projects.

To exclude projects from this list you must turn **OFF** 'Active Project (show in Summary)' feature in the project. To do this simply tap Add/Change Project and select the project you wish to turn OFF. Once the project is displayed, tap in the Project/Ref area and then turn OFF the show in summary feature. Remember to press Done to save it.

List / Chart: Toggles between the detailed list of activities or the visual Gantt-type chart



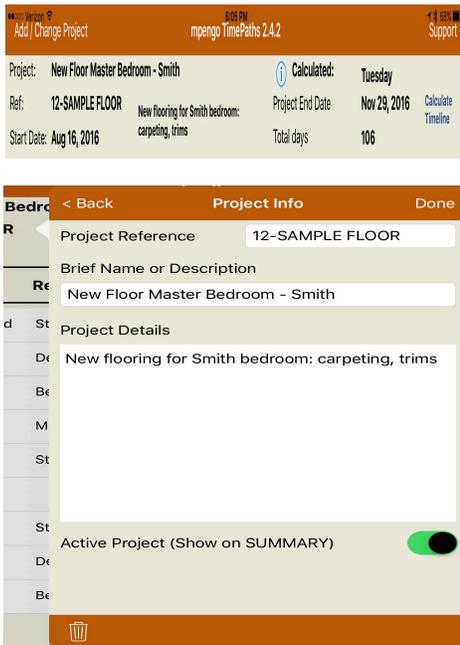
- The **List** shows a detailed list of activities.
- The **Chart** also lets you pinch and zoom to change the scale of the chart, and you can flick side to side to scroll back and forth to see other dates on the chart that are not showing on the screen.

Sort by Date / Sort by Activity:



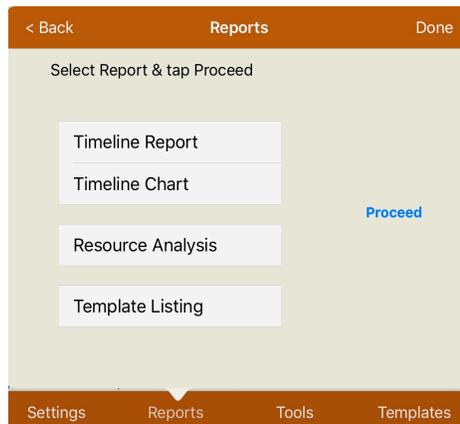
- Tapping this changes the display order between **Activity Code and Start Date** (assuming that you have calculated the dates).

Tapping the Project Information Area:



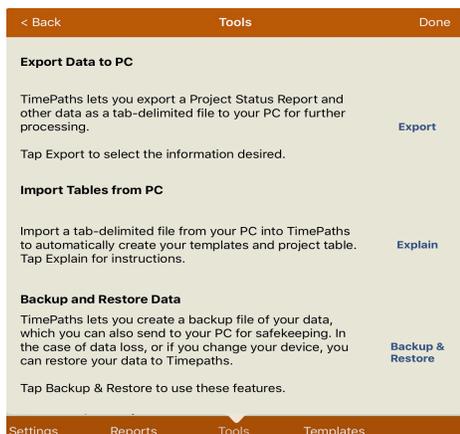
- Allows you edit the project information and also turn **On** or **Off** the option to show in the **!Summary!** project list.
- To **Delete** the Project you are in just tap on the Trash Can at the bottom of the screen and confirm deletion.

Reports:

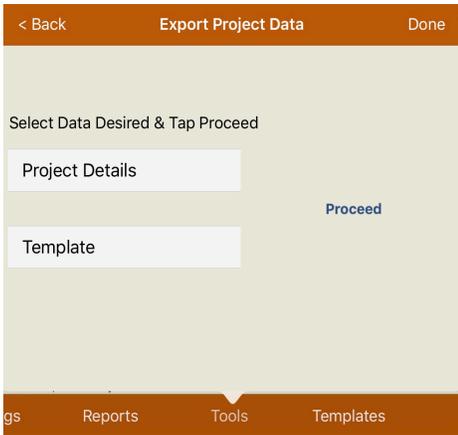


- Tap on the desired Report and then tap **Proceed** to view, email or print the report.
- **Note:** The emailed Timeline Chart report is best viewed on a PC or Mac to see the full chart.

Tools:



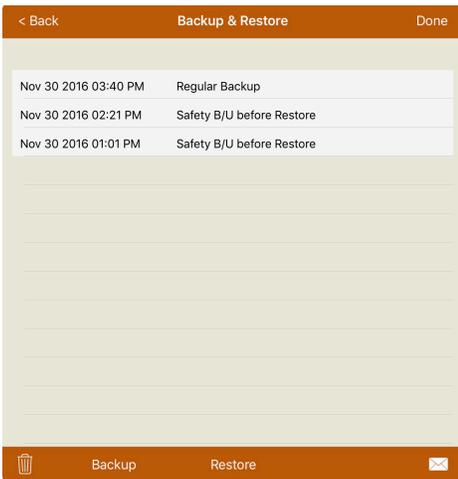
- Tap **Tools** to access 'Export Data to PC', 'Import Tables from PC' and 'Backup and Restore Data' options.



- **Export Data to PC:** Lets you export your Project Details and Template as a tab-delimited file to your PC for further processing.



- **Import Tables:** Follow the instructions for setting up your excel spreadsheet for Templates or Project Lists. Be sure to read the instructions on saving as a tab-delimited file and renaming the extension so that it can be imported into TimePaths.



- **Backup and Restore Data:** TimePaths lets you create a backup file of your data, which you can also send to your PC for safekeeping. In the case of data loss, or if you change your device, you can restore your data to TimePaths. To Restore or Email a backup just select the one you want and it will put a check mark next to it. Then tap Restore or the Email button.
- **Note:** if you get too many backups in there then just select the one you want to remove and then tap the trash can.

Other Information:

A note on Memory: you may encounter memory limitations on your iPad (most iPads come with 1GB of working memory which is divided up between the internal operating system and your active apps—we're not referring to the 16GB, 32GB, or 64GB storage that you purchased with your iPad - that is data storage).

In general, when an app is no longer visible it will not be using any memory on the device. This is sometimes referred to as moving an app to the background but in fact, most apps are actually suspended and removed from memory. An exception to this statement is an app that is performing an activity in the background such as a navigation app.

A new feature that was available with iOS 9 allows specially designed apps to execute in a split screen mode. In this case, both apps are sharing the available memory and resources of the device.

To close apps active in the background (iOS 7, 8, 9, 10)

- Double tap the Home button to bring up the multitasking view
- Swipe or flick up on the screenshot (not icon) of the app you want to exit
- The app will fly off the screen and release its resources
- When done, tap the screen with all your icons or double tap the home button

Backups: It's always a good idea to backup your iPad. One of the easiest ways is to sync your iPad with your Mac or PC, as one of the first things it does is to backup your iPad.

If you have questions:

If you have any problems or questions, just tap Support, enter a subject, tell us your question, and tap Send. Remember to first indicate your contact name and email in Settings / Company & Support Info. You can also reach our support people (who are based in the U.S. and Canada) by sending a direct email to support@mpengo.com.

Our mpengo **Questions & Answers FAQ's** are also available by going to www.mpengo.com and selecting Support.

Develop this App with your support and comments!

If you like what you see, help support us by taking a look at some of our other apps that are also geared to provide help for business professionals out in the field – and tell your friends! We'd like to develop more tools suited to your needs, but need your help to spread the word. And send us your suggestions!

A good review on the App Store would also be greatly appreciated!