

**MiTek<sup>®</sup>**

# Guide d'utilisation du TeamWork Portal

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# Ajouter une Tâche/Projet

OVERVIEW TASKS MESSAGES FILES TIME LINKS

## Tasks

Click here to ADD TASK LIST QUOTE or TRUSS DETAIL, POSI DETAIL, WALL DETAIL

+ Add Task List

- QUOTES

PG I  
Platinum Global

Quickly search this project...

NT 3613



OVERVIEW TASKS MESSAGES FILES TIME LINKS

## Tasks

+ Add Task List

- QUOTES

- Anyone 12345 - ABC - LOT 1, A STREET, D ( Started Yesterday → Due Tue Nov 28th )
- Anyone 12346 - IJK HOMES - LOT 2, B STREET, E ( Started Yesterday → Due Tue Nov 28th )
- Anyone 12347 - MNO HOMES - LOT 3, C STREET, J ( Started Yesterday → Due Tue Nov 28th )

+ Add a Task 6 Completed

click here to Add New Task

- Task Lists
  - All Lists 5
  - QUOTES 5
- Completed Task Lists
  - QUOTES 9
- Reports
  - Task Lists Report
  - Gantt Chart Export
- Views

# Entrer le nombre du Projet

DASHBOARD EVERYTHING **PROJECTS** CALENDAR PEOPLE <

★ PG I  
Platinum Global

**PLATINUM**  
GLOBAL

OVERVIEW **TASKS** MESSAGES FILES TIME LINKS

## Tasks

Enter job number - customer name - site address

[-] QUOTES

**12345 - ABC - LOT 1 A STREET, B VIC**

Provide a detailed description for this task (optional)

**Save Changes** or Cancel

Task Lists

- All Lists 0
- QUOTES 0

Reports

- Task Lists Report
- Gantt Chart Export

Views

- Gantt Chart
- Board View

Ajouter des notes et demandes spécifiques pour le projet

OVERVIEW TASKS MESSAGES FILES TIME LINKS

Tasks + Add Task List

QUOTES

3 Description 12345 - ABC - LOT 1 A STREET, B VIC

Provide a detailed description for this task (optional)

click here and enter notes or requests for task

Save Changes or Cancel

Télécharger les pièces jointes

PG | CRT  
Platinum Global

OVERVIEW TASKS MESSAGES FILES TIME LINKS

Tasks + Add Task List

QUOTES

12345 - ABC - LOT 1 A STREET, B VIC

Would you like to attach files to this task?

Drop or Paste Files Here

Add Files Select from Existing Files

Click here to add files

select here to add files from your computer

ZIP files before uploading so that we just download all files once

Save Changes or Cancel
















# Notifier les personnes que vous assignez au projet

The screenshot displays the Platinum Global software interface. On the left is a sidebar with navigation options: Task Lists, QUOTES, Reports, and Views. The main area shows the 'Tasks' section with a modal window open for editing a task. The modal contains two sections: 'Platinum Global' with a list of users (Linh Huynh, Tiep Nguyen, Tri Nguyen, Wayne Rutherford) and 'Timber Truss Solutions' with a list of users (Alvin TTS, Andrew Nguyen, Matt TTS). Annotations with numbers 1-4 guide the user through the notification process: 1. 'click here to notify' points to the user icon; 2. 'choose whom to get notification' points to the user list; 3. 'tick here to get notification' points to the 'Notify by Email?' checkbox; 4. 'Save Changes' button is highlighted. Other elements include a 'Due Date' field set to 'No Date' and a 'Multiple People' checkbox.


# Entrer la date limite désirée

OVERVIEW TASKS MESSAGES FILES TIME LINKS

## QUOTES

- You + 1 other 12345 - ABC Homes - Lot 1 D Street, E ( Started Mon Nov 20th → Due Mon Nov 27th )      0%    
- Anyone 12346 - IJK Homes - Lot 2 F Street, G ( Started Today → Due Tue Nov 28th )   0%    

Set Progress: 0%







Add Comment





+ Add a Task 6 Completed

No Start Date → No Due Date

November 2017						
MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Today | +1 Day | +7 Days

-  High
-  Medium
-  Low
-  None

-  Add Tag
-  AMENDED
-  On hold
-  Done