

Thames Data



Project Actions Management

It's all about communication...
...and working together

Welcome To Thames Data

- Thames Data is built on years of experience developing business systems while sitting among the people who use them and not as a separate development group.
- This leads to systems that are more user friendly, easier and pleasant to use.
- Recent internet technology means that these systems can now be made available to you over the web.

Highlights

- There's no software to buy, install or keep up to date – just use Internet Explorer,
- You only need to have access to the internet – even over a dial up connection is fine – there are few needless graphics to slow the system down.
- People can use Thames Data systems together even if they work for different companies in different countries with different in-house systems,
- Register and be using the system in just a few minutes.
- Try the system out for free before subscribing.
- The system is paid for by subscription – there is no capital purchase required.
- Thames Data is ideal for projects where you need to be up and running quickly.

What Is Project Actions Management?

This is a simple application to introduce the Thames Data concept. With this we will begin our continuous development process responding to the feedback we receive from people using the system.

Features include:

- Create a common list of tasks for a project.
- Users can write notes for their tasks and build a history of their activity.
- Each task shows latest news in a summary list.
- Tasks can be moved to On Hold and Closed.
- All times are shown in your own local time.
- Create separate work groups in the system for different projects or different communities of interest.
- Invite all participants to join – you can set some as read only if required.

Getting Started

Registration

First you need to register yourself on the system.

- Go to www.ThamesData.com and click on **Register**,
- The next page explains the registration process – when you are ready click on the link shown there.
- Fill in your details.
- This includes choosing your user ID and password.
- Don't forget to choose your time zone and select whether you are on Winter or Summer Time. You can change this at will if you travel to different time zones.

E-mail Confirmation

It is important we check that your e-mail address has been recorded correctly so we will send you a test e-mail to be sure.

Create A Work Group

- Click on the **Create** link on the menu.
- Choose a name for your group and an abbreviation of 8 characters or less.
- Click **Create**.
- Click **Close Window** to return to the main menu.

Invite People to Join Your Group

Others can only join your group by your invitation.

- Click on the invite link alongside your group name.
- In the top box write the e-mail addresses of the people you would like to invite separating them with commas or by using a new line for each of them.
- In the lower box write a message to include in the invitation.
- Click **Send**. You will receive e-mails to let you know progress.

List Members

Click **List** to see all the members of your group. You can also use this to send e-mails and as group owner you can change their authority (e.g. to Read Only or Administrator).

Using Project Actions Management

- Click the name of a work group to go to the summary page.

The Summary Page

- On the summary page you may choose between various options for filtering the actions.
- Click a column heading to sort by that column,
- Click a second time to sort in the opposite direction.

Create Actions

- Click **New Action**.
- Fill out the details
- Include a target to complete the action by and include the name of the action's owner. The owner does not have to be a Thames Data user, but it is important that all actions have someone identified as the owner responsible for its completion.

To Review And Update Actions

- Click on the title of an action to see the details.
- You may create a history log entry by just typing in the box and click **Save**.
- You may update the Latest News that appears on the summary page by typing in the Latest News box and then clicking **Save**.
- Click **Close Window** when you have finished.

Edit Action Details

- To edit the details, change the status or target dates click **Edit**.
- Change the details as required. To delete an action change the status to **Delete**.
- Click **Save** to save your changes.
- Click **Close Window** when you have finished.

Every page has a link to on-line help and if you have further comments or questions click on Contact Us.

Alternatively you may write to us at one of the following:

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support@thamesdata.com

or call: +44 (0) 20 7460 6865