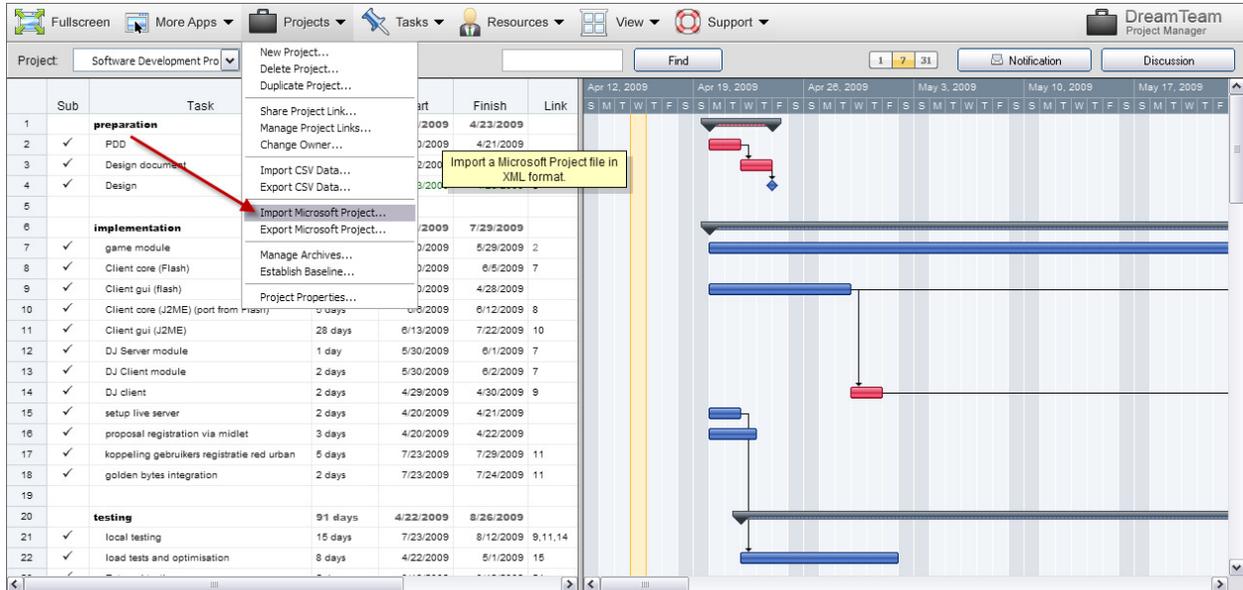


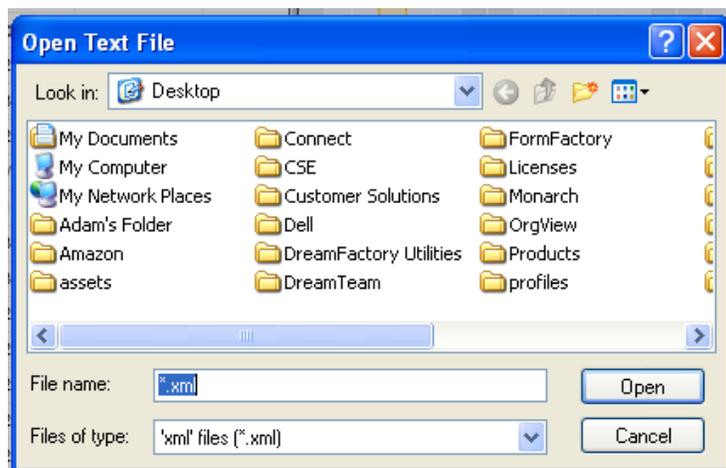
How to Import Projects from Microsoft Project into DreamTeam

Importing project files from MS Project into DreamTeam is easy. Below are step by step instructions how to import a project file into DreamTeam from MS Project. (Note: when exporting project files out of MS Project make sure to export all files in an .xml format)

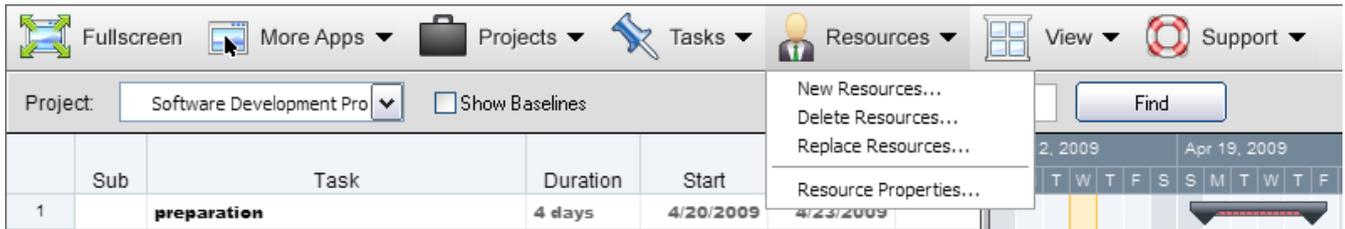
Step 1: To import a project file into DreamTeam, click on the Project menu and select the Import Microsoft Project command.



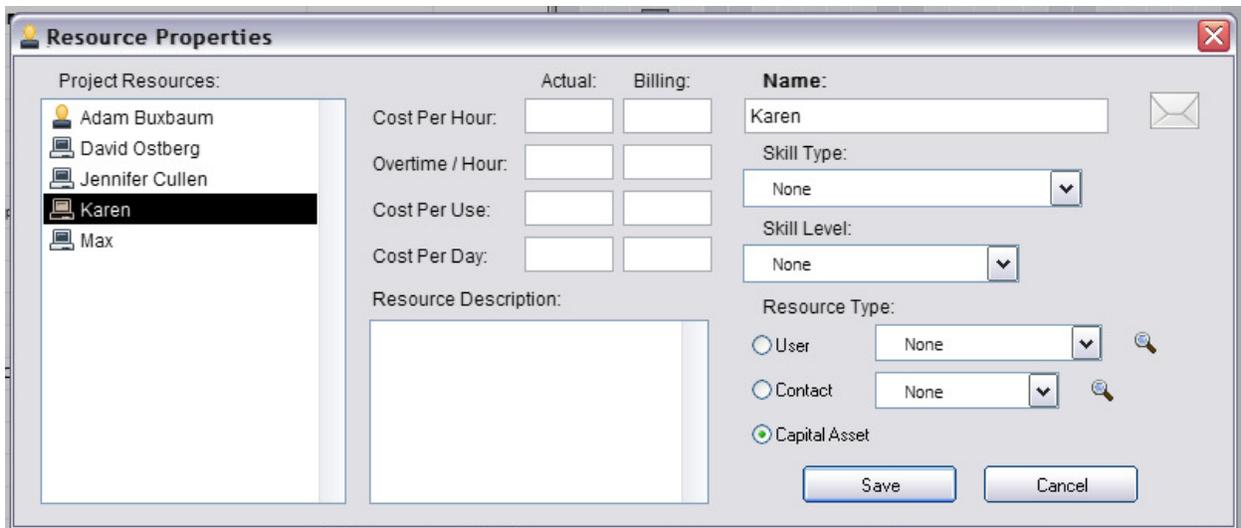
Step 2: Once you select this command the Open Text file dialog box will appear prompting you to select the file you want to import into DreamTeam and then click Open.



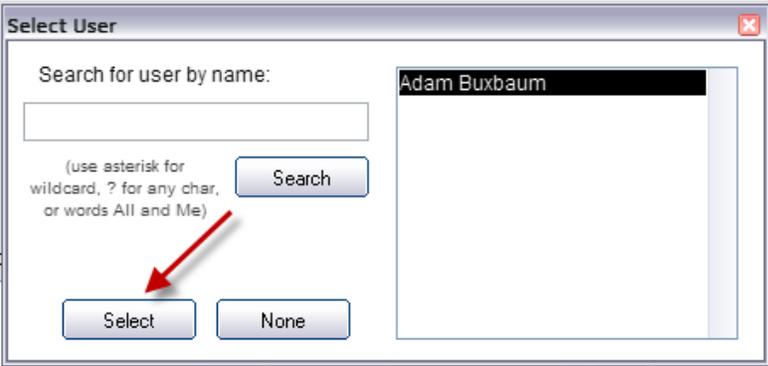
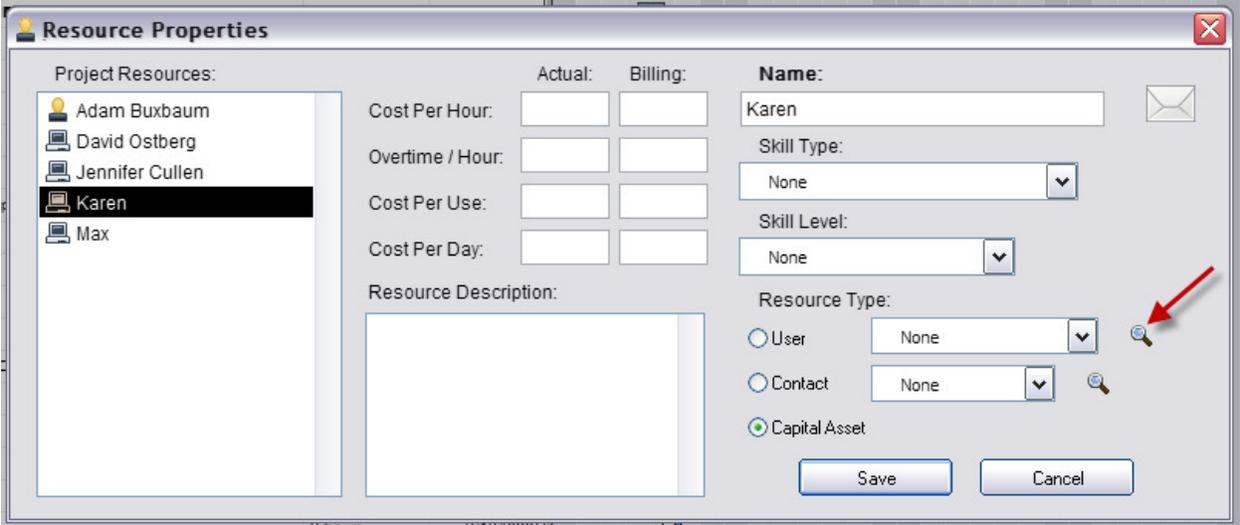
Step 3: Once your project has been imported click on the Resources menu and select the Resource Properties command.



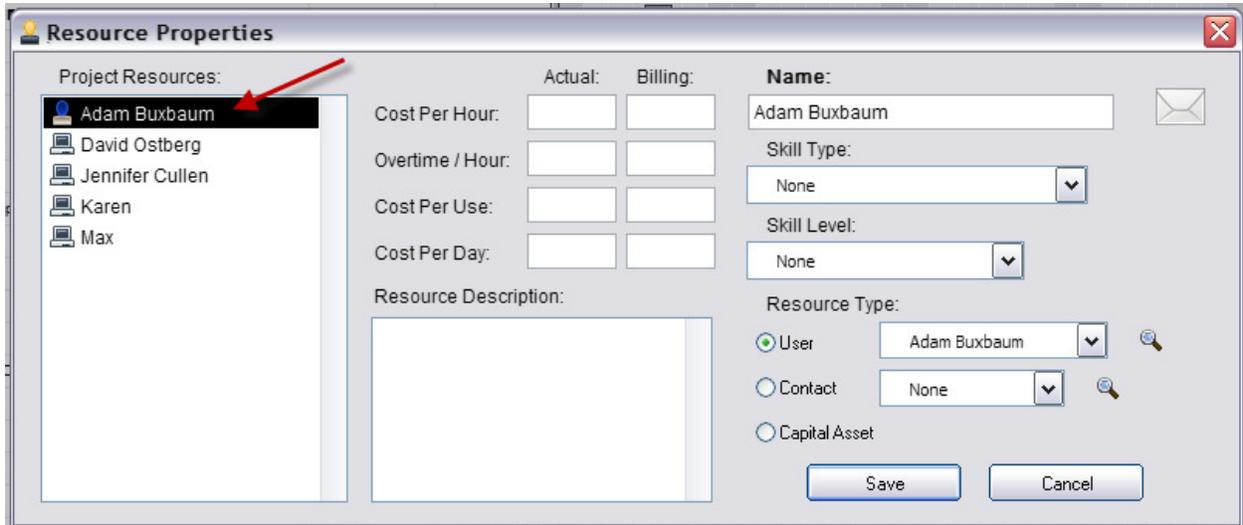
Step 4: The Resource Properties dialog box will appear and you will notice that all of resources are imported into DreamTeam as Capital Assets (Computer icon). What you need to do is change them to either Users or Contacts by selecting the resource from the Project Resources box on the left and then selecting the Resource Type on the right that you want to change your resource type to.



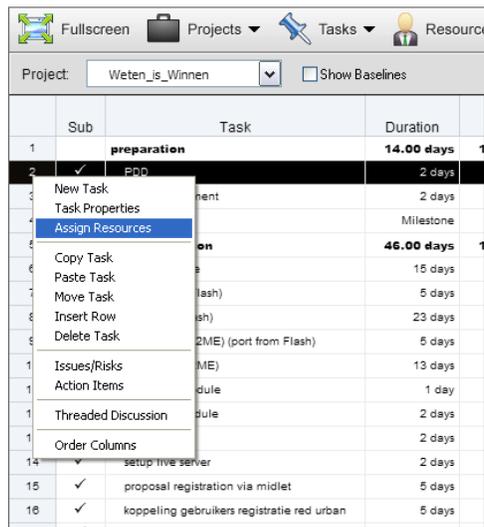
Step 5: Once you have selected the Resource Type click on the magnified glass icon and select the name of the User or Contact from the Select User or Contact dialog box and click the Select button.



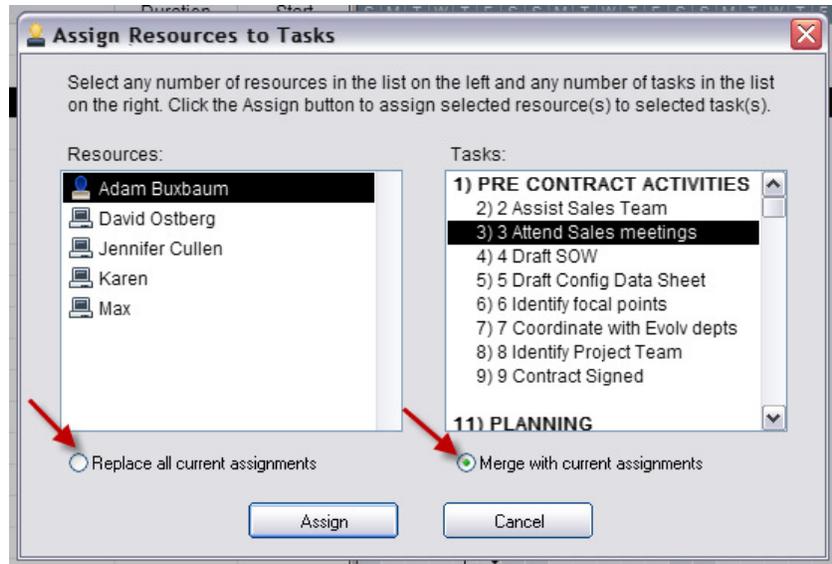
Step 6: Once you select the User or Contact you will see that the icon in the Project resources box will change and the radio button under resource type will change. Change all resources and click save when you are done.



Step 7: Once you have updated all of your resources the next step is to reassign them to the tasks on the project. To that go to the index and select a task. Right click on the task and select the Assign Resources command.



Step 8: Once you select the Assign Resources command, the Assign Resources to Tasks dialog box will appear. Here you can choose either individual or multiple resources and assign them to either individual or multiple tasks. Once you have chosen the resources and tasks you must decide whether to merge with current assignments or replace all current assignments. Selecting the merge option will add the selected resources to any existing resources currently assigned to the task. Selecting the replace option will replace the existing resources with the resources selected. All changes will be immediate reflected on the Index.



You can also replace resources with other resources easily using the Replace Resources command located in the Resource menu. Here you can select a resource that you want to replace. Select the resource you want to replace the first resource with and then select the tasks you want to assign the new resource and then you are all set.

