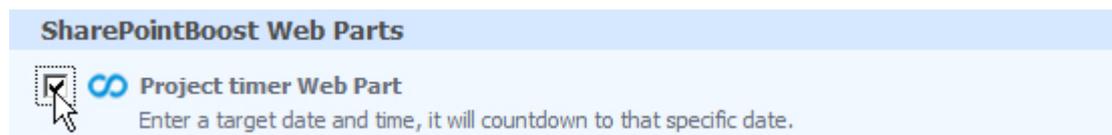
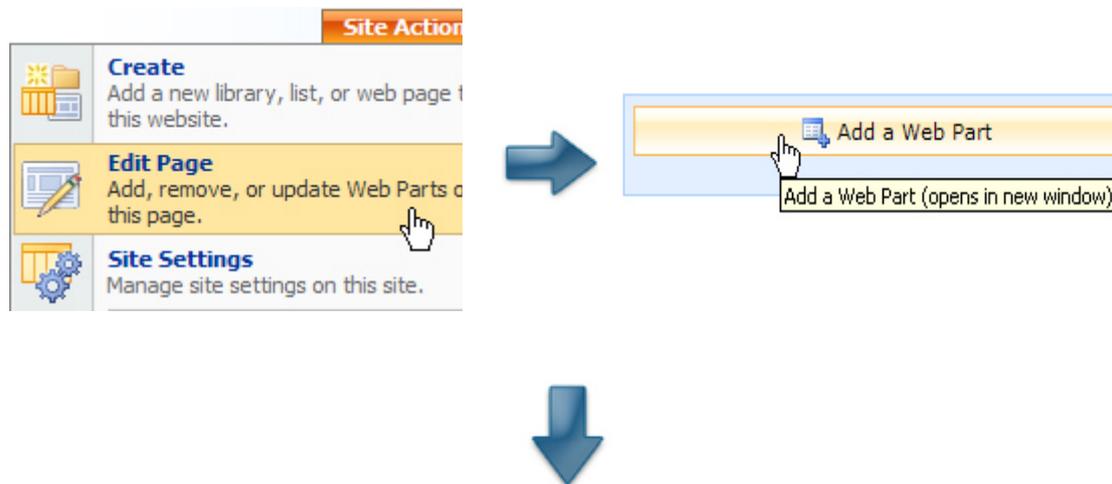


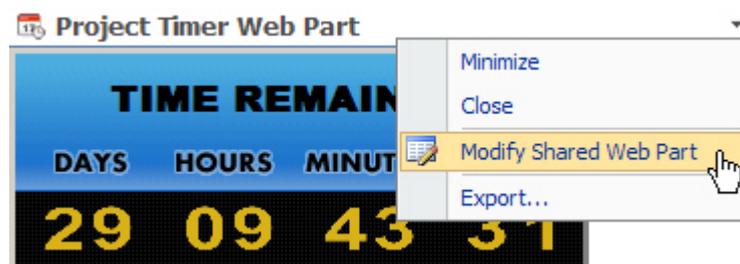
SharePoint Project Timer Tutorial

SharePoint Project Timer is a SharePoint project time management web part to help you keep track of your deadlines. It allows you to set a countdown to the target date, and will then display a clock on your screen counting down to that specific date. It is very useful in project management environments, or to have tasks more structured and finished on time.

To use **SharePoint Project Timer** please add it to the SharePoint site you want to use it on. Please see the screenshots below for reference:

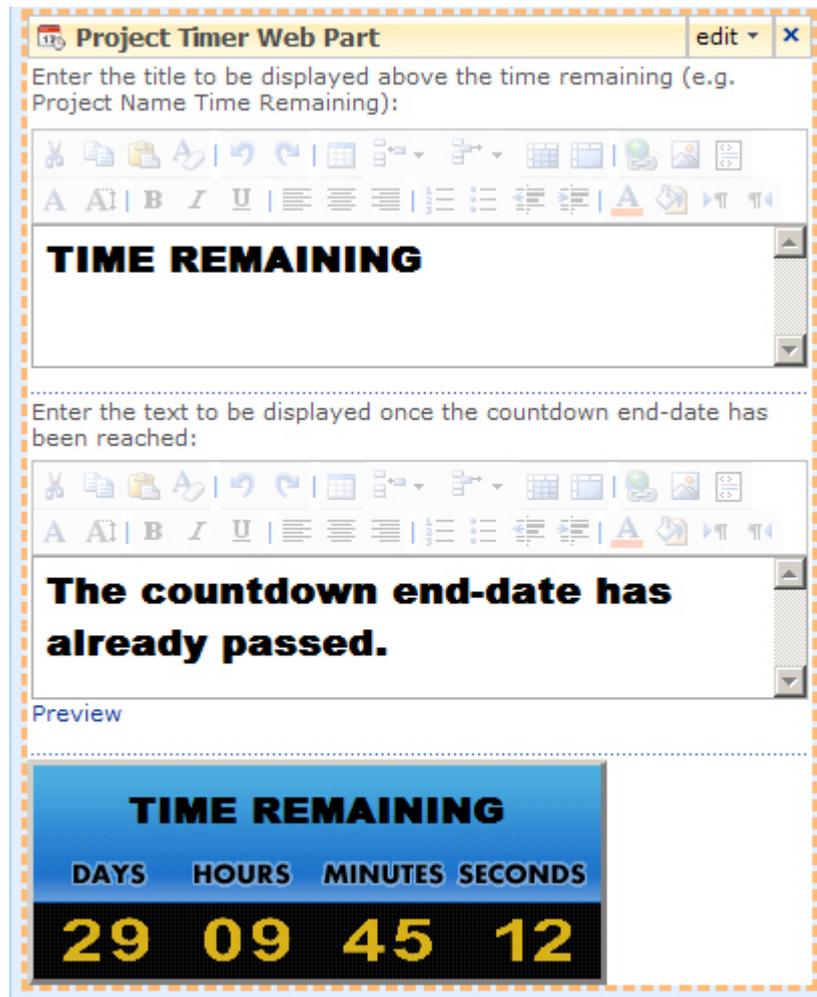


After clicking **Add** a new window will open with the **SharePoint Project Timer** Web Part. Please click on **Modify Shared Web Part** or on **open the tool pane** to change the web part settings.



After that, the edit web part window will be displayed.

In the edit web part window, 2 boxes for text editing are displayed. One is the standard input, displaying the title above the remaining time area. The second one is the message once the countdown end-date has been reached. Both text boxes support Rich-Text text editing features. Below the text editing boxes you find a preview of the current style of the **Project Timer** web part.



On the right you find the **Project Timer** web part configuration box, divided into a **Countdown Configuration**, **Appearance**, **Layout**, and **Advanced** section.

The **Appearance**, **Layout**, and **Advanced** sections of the **SharePoint Project Timer** configuration box are added by default settings in SharePoint. If you need assistance using these sections, please refer to the SharePoint Help.

In its **Countdown Configuration** section you can modify general settings, like the countdown end-date and time, the Display Options, and the Style of the web part. It also shows the link to the license management for the product.

The Display options let you choose between 3 options:

- To display Days only;
- To display Days, Hours, and Minutes;
- To display Days, Hours, Minutes, and Seconds.

SharePoint Project Timer gives the user the option to choose from 5 preset styles, and one option to customize the style yourself. Customizing the style allows you to upload different styles of digits into the web part

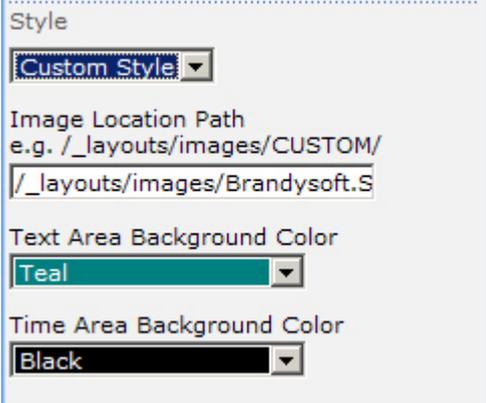
as well as selecting the background color for the time area and the text area of the web part.

To customize the numbers you have to enter a valid image path into the Image Path Location field. There are 2 possible options; either specify an URL inside SharePoint, or specify a folder on your hard disk.

Upload pictures into SharePoint and copy the URL of the containing folder. Paste the URL into the **Image Location Path** field.

Or, for a folder on your hard disk, please follow this path "C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\TEMPLATE\IMAGES\Brandyssoft.SharePoint.CountdownTimer", add a new folder there and insert the pictures into this folder. After that, please paste this path: " /_layouts/images/Brandyssoft.SharePoint.CountdownTimer/New Folder" into the **Image Location Path** field.

The valid file types for the pictures are .gif, .jpg, and .png. Please be aware that the files have to be named exactly as the number they are representing, so from 0 to 9 (e.g. 0.jpg, 1.jpg...)



The screenshot shows a configuration window with the following elements:

- Style:** A dropdown menu currently set to "Custom Style".
- Image Location Path:** A text input field with a placeholder "e.g. /_layouts/images/CUSTOM/" and the current value "/_layouts/images/Brandyssoft.S".
- Text Area Background Color:** A color selection dropdown menu currently set to "Teal".
- Time Area Background Color:** A color selection dropdown menu currently set to "Black".

To change the preview, please click **Apply** and the web part edit window will change according to the changes you made. On exiting the **Edit** mode Project Timer will be displayed on the site according to your settings.

Product Release

New Actions Settings View: **All Items**

Title	Start Date	Due Date	Progress	Status	Mile Stone
Design Prototype NEW	5/1/2009	5/15/2009	100%	Completed	No
Design Tests NEW	5/1/2009	5/19/2009	100%	Completed	No
Product Design NEW	5/15/2009	5/27/2009	100%	Completed	No
Final Features Prototype NEW	5/27/2009	5/27/2009	100%	Completed	Yes
Package Design NEW	5/28/2009	6/12/2009	100%	Completed	No
Product Name NEW	5/28/2009	6/5/2009	100%	Completed	No
Run Tests NEW	5/28/2009	6/24/2009	100%	Completed	No
Rough Product NEW	6/1/2009	6/26/2009	100%	Completed	No
Resolve Product Errors NEW	6/4/2009	6/29/2009	100%	Completed	No
Final Product NEW	6/30/2009	6/30/2009	100%	Completed	Yes
Write How To NEW	7/1/2009	7/14/2009	35%	In Progress	No
Product Description NEW	7/1/2009	7/17/2009	10%	In Progress	No
Write Press Releases NEW	7/13/2009	7/24/2009	0%	Not Yet Started	No
Write Magazine Ads NEW	7/13/2009	7/24/2009	0%	Not Yet Started	No
Inform Partner Companies NEW	7/6/2009	7/24/2009	0%	Not Yet Started	No
Approve Release NEW	7/24/2009	7/24/2009	0%	Not Yet Started	Yes

Product Release Deadline

DAYS HOURS MINUTES SECONDS

21 22 18 46

When the countdown end-time has passed, the message displayed will change to the expiration message.

The deadline has already passed!

DAYS HOURS MINUTES SECONDS

00 00 00 00

