

User Manual

Table of Contents

Welcome to ScheduleCleaner™	25
Introduction	25
Videos and tutorials	25
Support and documentation	25
What's new in ScheduleCleaner™?	26
What's new in ScheduleCleaner™ version 3.4	26
Getting started with ScheduleCleaner™	27
Workspace	27
Ribbon	27
"File" bar	28
"Template" bar	28
Style	28
Application Elements	29
Clean View	29
Clean tab	29
Customize the Quick Clean	30
Template View	31
Template tab	31
How ScheduleCleaner works	32
Process Overview	32
Clean feature	32
Quick Clean	33
Batch Clean	33
Clean project parameters with Quick Clean	34
Import file location	34
Perform Quick Clean	34
Clean project parameters with Batch Clean	36
Import file location	36
Create template	36
Apply template for cleaning and Clean project files	37
General category	38

Create and Apply Filter	39
Create User-Defined Filters.....	39
Modify existing User-defined filter	41
Apply user-defined filter	41
Remove	41
Example:.....	42
Mask.....	44
Apply filters when masking data:.....	45
Example of masking data:	46
Prefix/Suffix.....	48
Apply filters when adding prefix/suffix:.....	49
Example of adding prefix/suffix:	50
Manage Templates	52
Import Template	52
Export Template.....	53
Remove Template	53
User Preferences.....	54
Options.....	54
“Template” tab.....	54
“Log” tab	54
“Language” tab	55

Welcome to ScheduleCleaner™

Introduction

ScheduleCleaner™ is a **stand-alone** application that allows you to **modify** certain project categories and save these changes into new project file. Project Schedulers and managers with ScheduleCleaner™ have the ability to remove confidential data from the project file and personalize the information in the file according specific stakeholders' needs.

ScheduleCleaner™ will not change original project plan that is exported from Primavera® P6 database. It will make a copy of it and modification that are done will be saved in the new file.

Videos and tutorials

Quick video tutorials with tips and tricks for getting the most out of ScheduleCleaner™. These walkthroughs are perfect to learn how to use ScheduleCleaner™.

[Watch online](#)

Support and documentation

We recommend you to visit our page <https://schedulecleaner.com/> to find more documents and videos about ScheduleCleaner™. If you have any questions or you need a further assistance while working in ScheduleCleaner™ please contact our support team at customercenter@schedulecleaner.com

What's new in ScheduleCleaner™?

What's new in ScheduleCleaner™ version 3.4

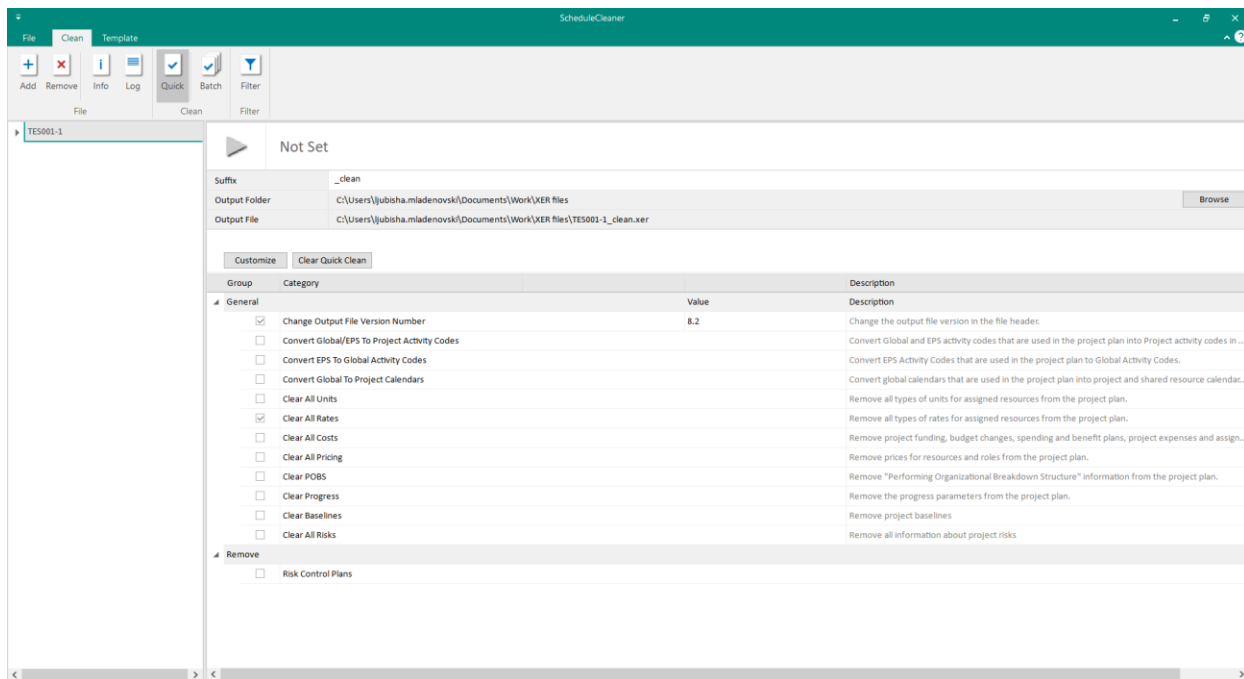
New Features:

- Import/Export Cleaning Templates.
- "Employee ID" field modification.

Getting started with ScheduleCleaner™

Workspace

After installing and starting ScheduleCleaner™, you will see user interface as it is presented on the figure below.

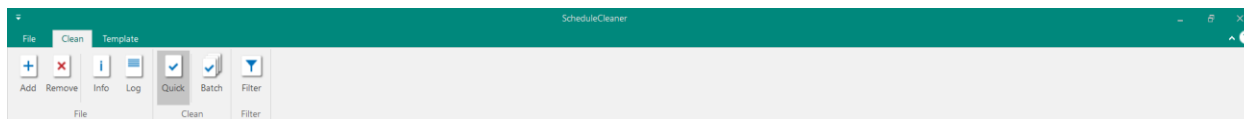


The main elements of the ScheduleCleaner™ user interface are:

- Ribbon – containing all commands available the application, grouped by the type of action. Detail explanation of the commands is given later in this chapter.
- File bar – special type of view, with list of files that will be modified.
- Template bar – also, special type of view, containing list of all templates that are created in the application.
- Working area – space where the necessary modifying adjustments are made.

Ribbon

All application features are placed in the **ribbon**, at the top of the screen, grouped by their similarities and functionalities. The main windows in ScheduleCleaner™ are given in different **ribbons**:



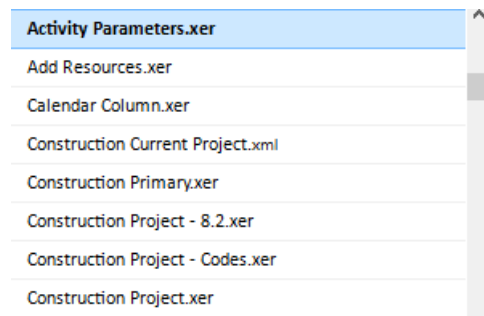
- **Clean** – import projects files and clean specified project parameters.
- **Template** – fulfill the forms that will allow to clean different project parameters.

The Ribbon is designed to help you quickly find the functionalities that you need to complete an action.

You can expand the ribbon to view all functionalities in an active tab or **minimize the ribbon** to extend the workspace. Use the shortcut key **CTRL+F1** to perform this action.

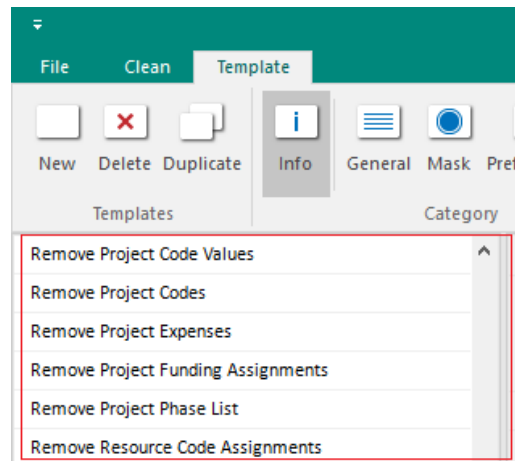
“File” bar

“File” bar is located in the left side of the application when “Clean” ribbon is selected. It displays a list of all files that are imported in the application and scheduled for modification. Only project plans in .xer or xml file format can be uploaded in ScheduleCleaner™.



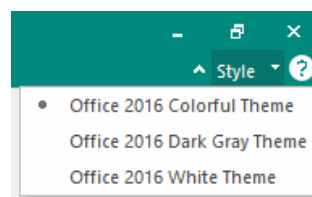
“Template” bar

Similar to the “File” bar, the “Template” bar contains a list of all templates that are created.



Style

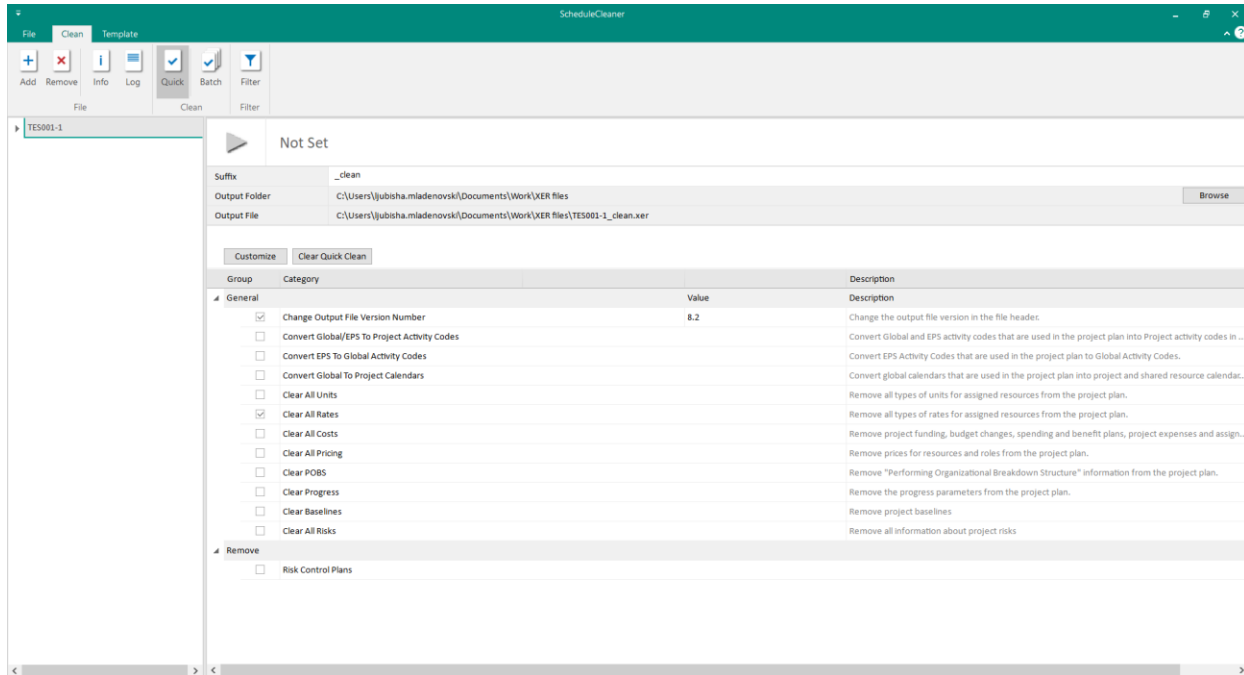
You can change the **application theme** from Style drop down menu placed in the upper right corner of the screen.



Application Elements

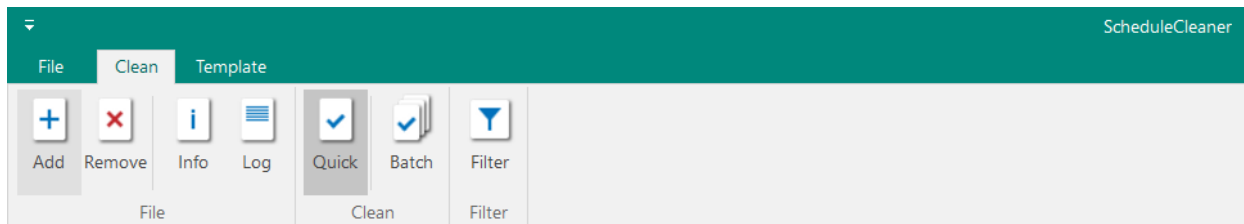
Clean View

When you add file in ScheduleCleaner™ it will be shown in the view on the left side. Here you have a list of all the files that can be modified and the available options you can use to the file.



Clean tab

The look of the Clean ribbon is presented on the image below:



The following functionalities are placed in the Clean ribbon:

Add	Add xer/xml files in the application
Remove	Remove the already added files from application
Info	View general information for the selected file, such as path, version, creation date, currency and author
Log	View the events that has been occurred in the software.
Quick Clean	Remove all parameters from one category in the project plan, that can be considered as confidential, such as: units, rates, costs or prices.
Batch Clean	Use templates for cleaning, masking or adding prefix/suffix to different project parameters.

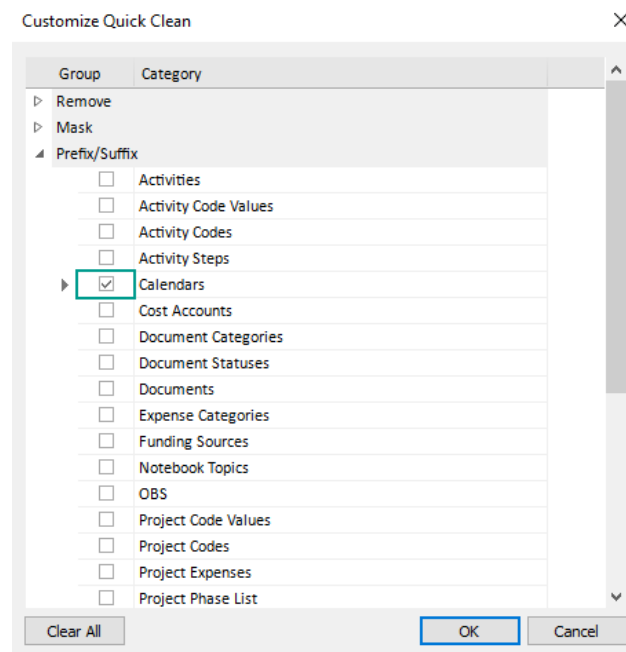
Filter	Apply operators and insert values that will define the set of rules for filtering the data in the Mask and Prefix/Suffix category.
---------------	--

Customize the Quick Clean

Users will be able to customize the Quick Clean Options by clicking on the Customize button.

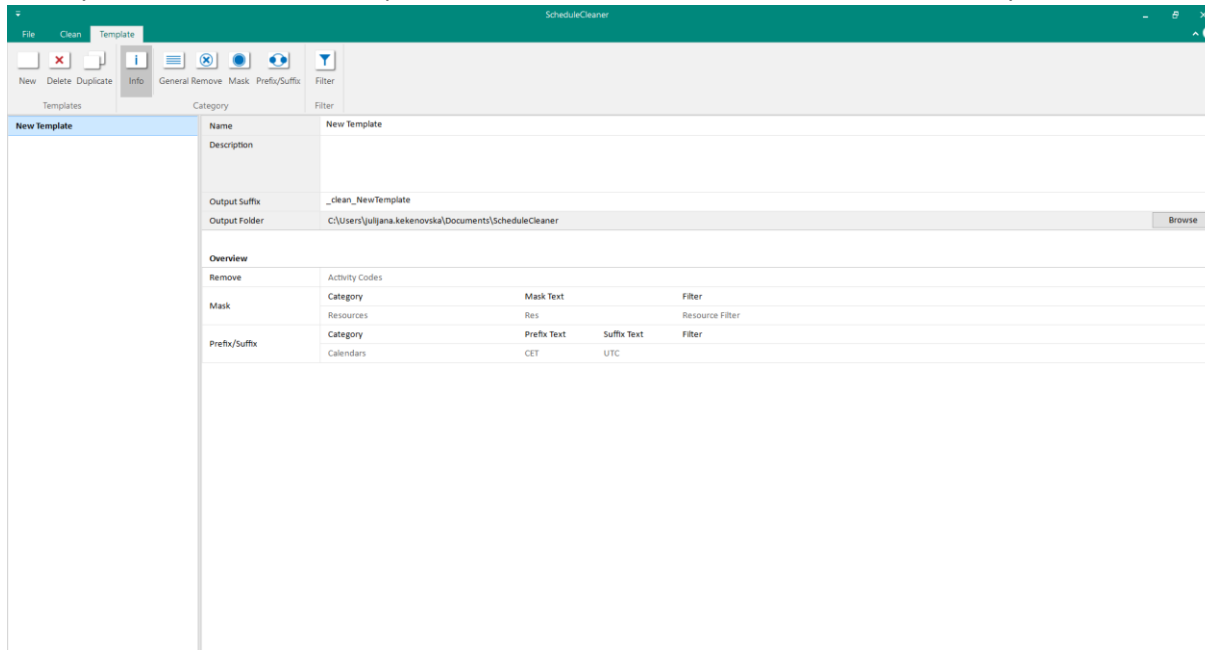
Parameters from the following categories can be added in the Quick Clean: Remove Category; Mask Category; and Add Prefix/ Suffix category.

The look of the Customize Quick Clean dialog box is presented below:



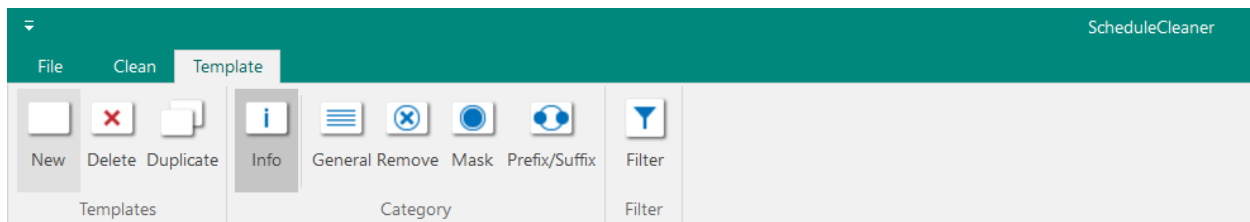
Template View

Here you can define the templates with the rules that will be used to modify XER or XML files.



Template tab

The look of the Template ribbon is presented on the image below:



The following functionalities are placed in the Template ribbon:

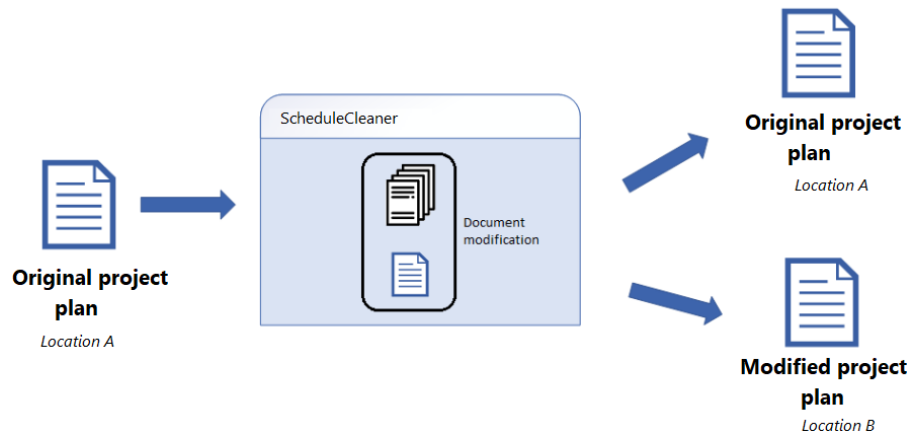
New	Create new template for editing project file
Delete	Remove already created templates from application
Duplicate	Make a copy of the template
Info	View general information for the selected template, such as template's name, description, output suffix and output folder.
General	Remove all parameters from one category in the project plan, that can be considered as confidential, such as: units, rates, costs or prices.
Mask	Cover-up the values from particular project category with user-defined value.
Prefix/Suffix	Insert prefix or suffix to different categories in the project plan, in order to give additional information
Remove	Remove sensitive project data from the project plan
Filter	Apply operators and insert values that will define the set of rules for filtering the data in the Mask and Prefix/Suffix category.

How ScheduleCleaner works

Process Overview

ScheduleCleaner™ modifies certain project categories and will not change original XER/XML file that is exported from Primavera® P6 database. Instead, it will make a copy of the project plan and modification that are done will be saved in the newly created file.

The process workflow for single file is presented on the following image:



1. Project plan is imported in ScheduleCleaner;
2. Choose how the sensitive project data will be removed from the project plan;
 - a. In case of “Quick” clean, cleaning options are selected;
 - b. In case of “Batch” clean, templates that contains information for removing, masking data, adding suffix or prefix are prepared and saved within application;
3. According the specified options, templates and rules, new, modified project file is created;
4. The initial project plan remains unchanged.

It is very important to know that with the help of ScheduleCleaner™, users can not change the architecture of the project plan, meaning that:

- New activities cannot be added in the project plan;
- Existing activities cannot be removed from the project plan;
- Resources cannot be added or removed in the project plan;
- Assigning resources and roles cannot be done.

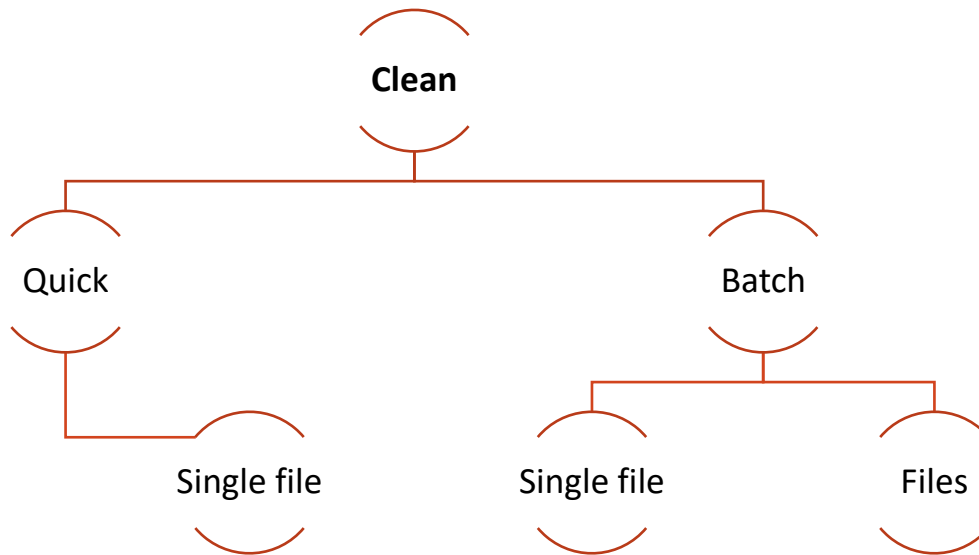
Clean feature

There are two cleaning types implemented in ScheduleCleaner™:

- Quick Clean;
- Batch Clean.

Depending from the current need, user can use one of the mentioned cleaning types, but not both at same time.

“Quick Clean” is more suitable when user wants to modify very small number of project files, while “Batch Clean” is useful when large number of files, usually located in different folders, need to be modified.



Quick Clean

“Quick Clean” is useful when project manager wants to clean all parameters from one category in the project plan, that can be considered as confidential, such as: units, rates, costs or prices.

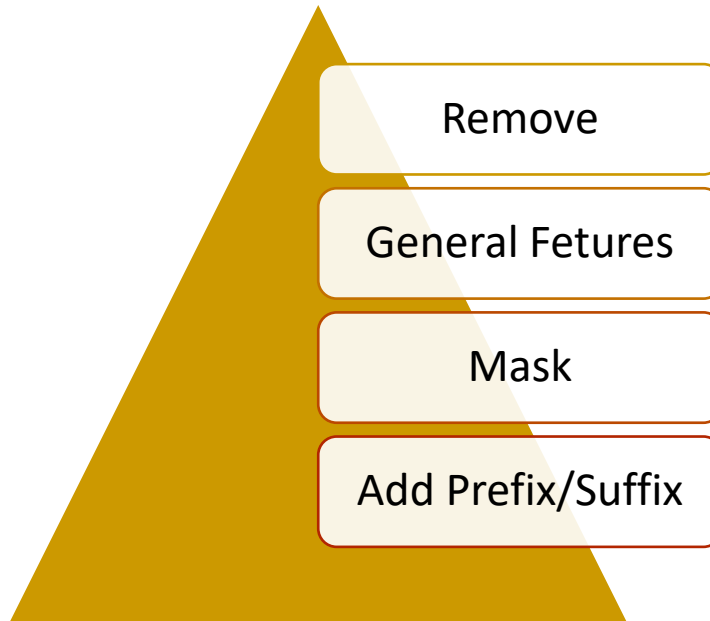
Batch Clean

“Batch Clean” works with templates. User must create at least one template and assign it to a file in order to use the batch file cleaning.

ScheduleCleaner allows applying multiple template to a file or group of files.

“Remove” is the functionality with the highest priority. This means that in case when multiple templates are assigned to a group of files, the template that has remove functionality in it will have the highest priority while executing the specified actions.

Hierarchical presentation of the features that are implemented in the “Category” group within Template ribbon is given on the image below.



Clean project parameters with Quick Clean

Import file location

In ScheduleCleaner™ you can import project data exported from Oracle Primavera P6 in **XER or XML** (Oracle proprietary format) file format.

There are three ways how you can open file:

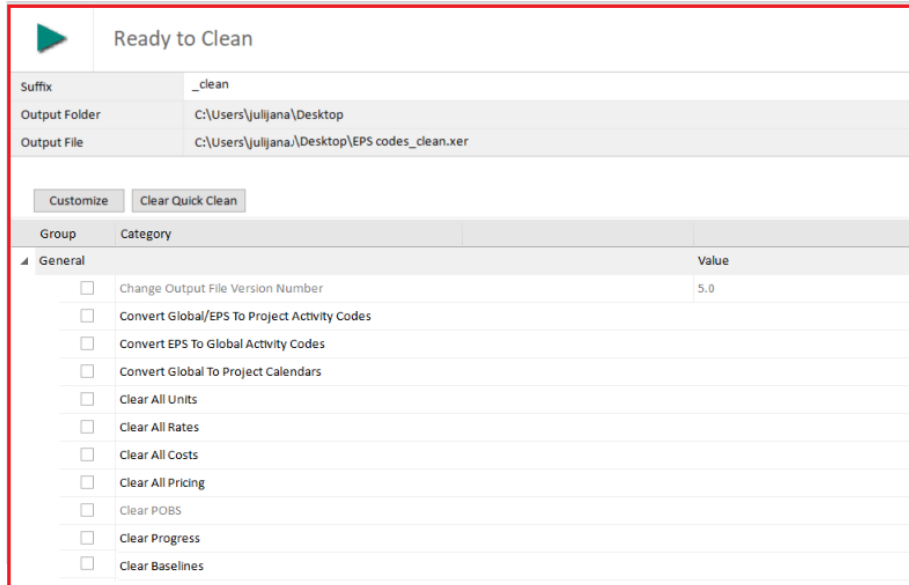
- From **File** click to **Add File** and select file from your location
- **Drag and drop** file in main window of ScheduleCleaner™.

From **Clean** ribbon click on the  **Add** icon and select file from any location.

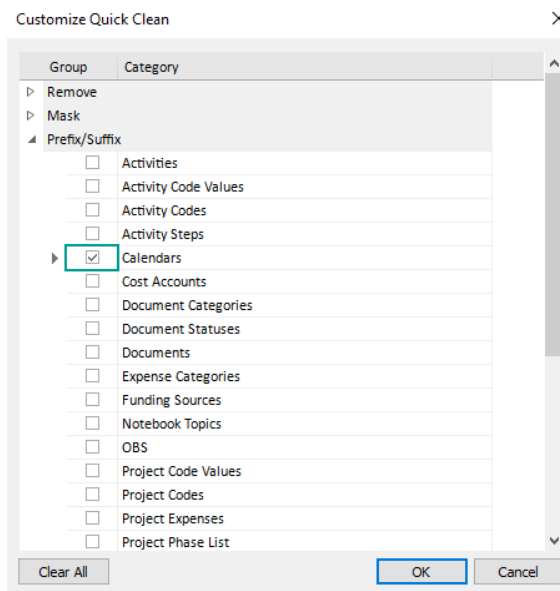
Perform Quick Clean

Quick cleaning of project parameters can be performed in four steps:

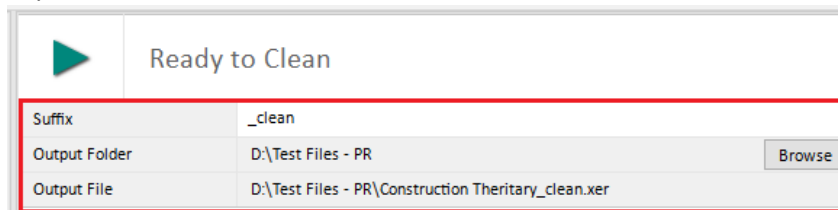
1. Select the “Quick Clean” from the Clean ribbon;
2. Select the options that will be used in the cleaning process;



3. Add additional options to the Quick Clean, by selecting the “Customize” button



4. Define the output folder where the modified file will be saved as well as the new name.



5. Run the cleaning process.




Clean project parameters with Batch Clean

Import file location

In ScheduleCleaner™ you can import project data exported from Oracle Primavera P6 in **XER** or **XML** (Oracle proprietary format) file format.

There are three ways how you can open file:

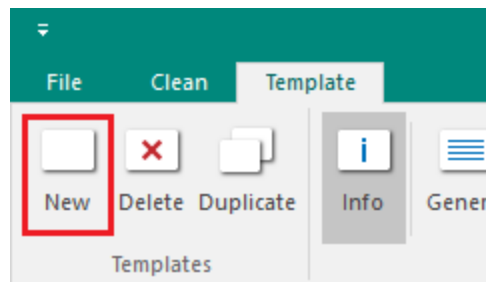
- From **File** click to **Add File** and select file from your location
- **Drag and drop** file in main window of ScheduleCleaner™.
- From **Clean** ribbon click on the  **Add** icon and select file from any location.


Create template

A template is a form in ScheduleCleaner™, where user can specify which action or combination of actions will be performed, location of the newly created file will be saved, the suffix that will be added to the newly created file, etc.






The process of creating new template is as follow:

1. Click on the “New” button from the “Templates” category within “Template” ribbon;



2.  “Info” button will be selected by default. On the right panel you can see fields with the main template’s information;
3. Define the templates parameters such as: “Name”, “Description”, “Output Suffix” for the new file, “Output Folder” where the new file will be saved;

Name	New Template		
Description			
Output Suffix	_clean_NewTemplate		
Output Folder	C:\Users\jjubisha.mladenovski\Documents\ScheduleCleaner	Browse	
Overview			
Template not set!			

4. To define which features will be included in the template:
- Click on the  “General” icon to include features from General category;
 - Click on the  “Remove” icon and select which project categories will be removed from the project plan;
 - Click on the  “Mask” icon, select which project categories will be masked and the mask value;
 - Click on the  “Prefix/Suffix” icon, select which project categories will receive prefix and/or suffix and the values for prefix and/or suffix;
 - Click on the  “Filter” icon, apply operators and insert values that will define the set of rules for filtering the data in the Mask and Prefix/Suffix category.
5. In the “Overview” section you can view the feature(s) and the categories that are assigned to the template.

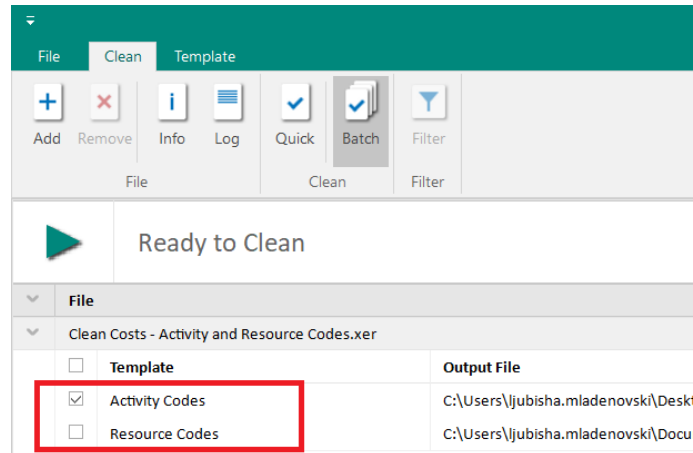
Overview			
General	Convert Global To Project and Shared Resour...		
Mask	Category	Mask Text	
	Activity Code Values	Internal Codes	
Prefix/Suffix	Category	Prefix Text	Suffix Text
	Activity Codes	BCG_INT	ERP_OUT
	Activity Steps		
Remove	Activity Code Values		
	Activity Codes		

Apply template for cleaning and Clean project files

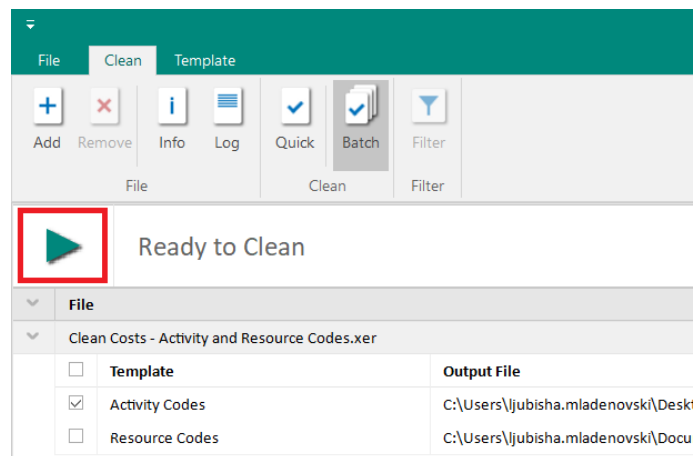
Once the template(s) is ready, you can choose which template will be applied to the imported files in ScheduleCleaner. For that purpose, perform the following steps:



- In the **Clean** tab select the **Batch** **Batch** option.
- Select the template according to which the file will be cleared.



3. Run the cleaning process.



General category

You can use the available functionalities in the “General” category to easily clean some categories in the project plan. This option gives you the opportunity to apply multiple rules at one for cleaning the file.

The following functionalities are available for use:

- Convert Global Calendars to Project Calendars
- Clear All Units – Remove all type of units for assigned resources in the project plan.
- Clear All Rates – Remove all type of rates for assigned resources in the project plan.
- Clear All Costs – Remove project funding, budget changes, spending and benefit plans, project expenses and assignment costs from the project.
- Clear All Pricing – Remove process for resources and roles, assigned in the project plan.
- Output File Version Number – Change the output version in the file’s header to lower P6 version than the current one. (Applies to XER files only)
- Clear POBS – Remove “Performing Organizational Breakdown structure” information from the project plan. (Applies to XER files only)
- Convert Activity Codes – Convert “Global” and “EPS” activity codes to “Project” activity codes.
- Convert Activity Codes – Convert “EPS” and “Global” activity codes.

- Clear Progress - Remove the progress parameters from the project plan.
- Clear Baselines – Remove project baselines (Applies to XML files only)

The steps that should be undertaken for performing the required functionality are:

1. Choose the required template from the created template list;
2. Select the check-boxes before desired cleaning method;
3. Go to “Clean” ribbon
4. Select the file(s) that should be modified.
5. In “General Clean” view, select the templates that will be applied.
6. Click on the “Clean” button in the ribbon and have overview of the actions that will be undertaken.
7. Click on the “Start” button, scheduled processes to be performed.

Create and Apply Filter

You can use filters to separate out the items that meets certain criteria for removing, masking, etc. User-defined filters can be created for the following categories: Activities, Activities Codes Values, Activities Codes and Resources.

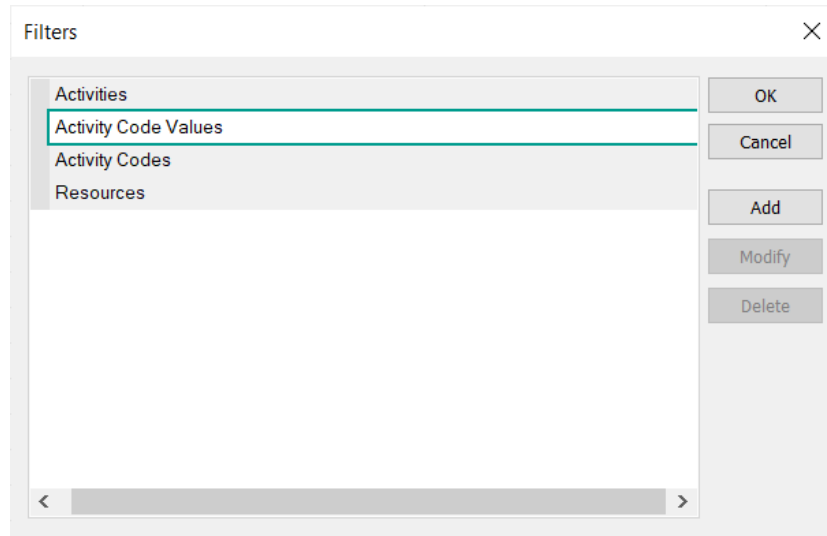
User-defined filters can be applied when:

- Cleaning All Costs in Quick Clean;
- Cleaning All Costs in Batch Clean;
- Mask Activities, Activities Codes Values, Activities Codes and Resources in Batch Clean;
- Insert Prefix/Suffix for Activities, Activities Codes Values, Activities Codes and Resources in Batch Clean.

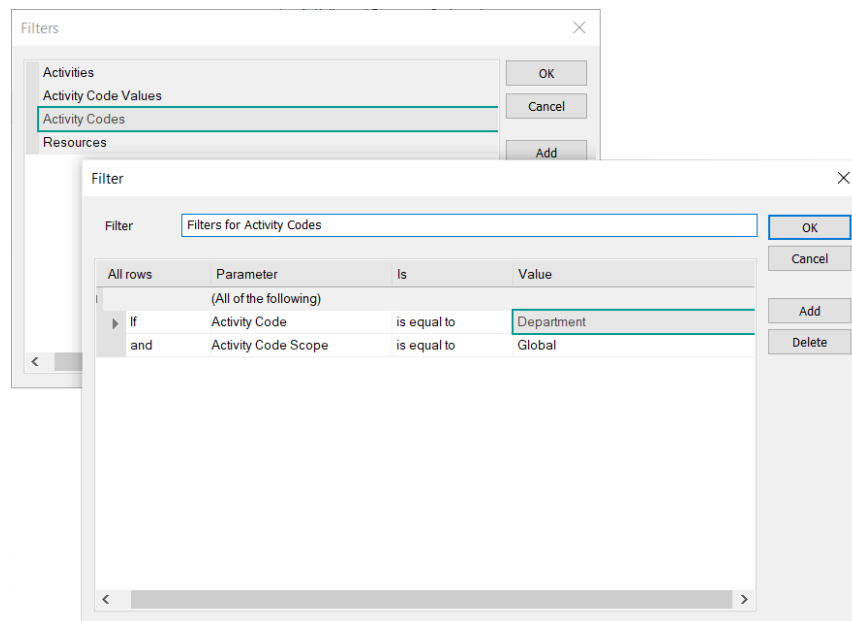
Create User-Defined Filters

In ScheduleCleaner™, you can create user-defined filters that can be saved and applied to specific categories. In order to create a custom filter, you need to take the following steps:

1. In the Clean ribbon, click on the **Filter** option (same actions can be performed from the Template ribbon).
2. Select the category under which the new filter will be created.
3. In the Filters dialog box, click on the **Add** button.



4. A new **Filter** dialog opens, and add a name for the new filter.
5. Fill in the necessary filter criteria fields:
 - **Filter** field – Insert the filter’s name;
 - **Parameters** field – Displays the chosen parameter for each filter criteria. (e.g. Activity Code);
 - **Is** field – Contains the corresponding operator for a specific filter’s criteria;
 - **Value** fields – Presents the values for each filter criteria.
6. To add another filtering criteria, click on the **Add** button and repeat the actions from the previous step;
7. In order for the filter criteria to be saved, click **OK**.



Note: You can use one of the following options to show items when the filter is created:

- All of the following: display the items that meet all statement conditions in the filter.

- Any of the following: display the items if any of the statement conditions in the filter is true.

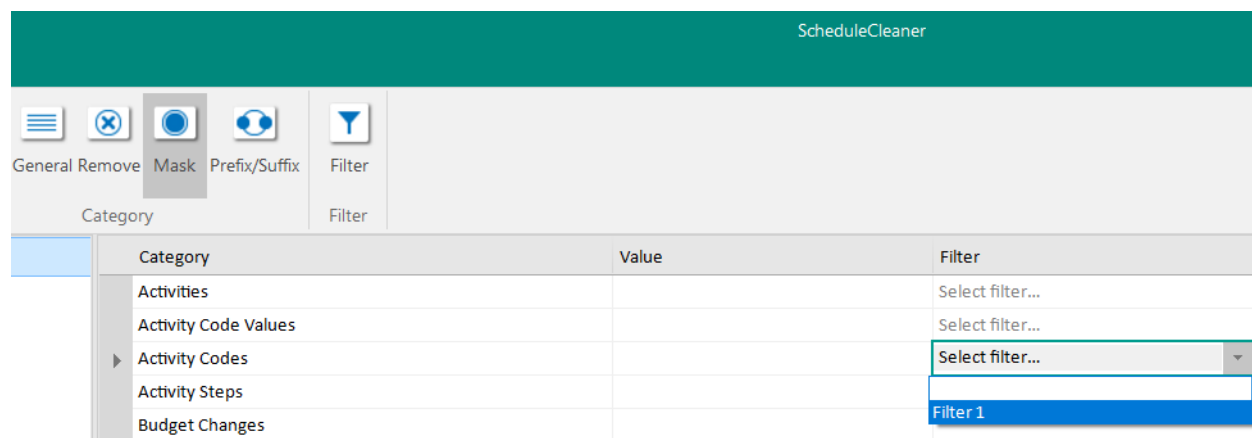
Modify existing User-defined filter

In ScheduleCleaner™ you can modify the existing user-defined filters. To change the filter criteria for a given user-defined filter, do the following steps:

1. Select the desired filter from the Filters dialog.
2. Click on the **Modify** button.
3. Change filter criteria or update with a new condition.
4. Click **OK** to save the changes.

Apply user-defined filter

Filter can be applied on certain categories from the project plan. In ScheduleCleaner™ you can apply on those categories that have the “Filter” column. The project fields that are available for filtering contains the text “Select filter...”, as it is presented on the image below.





Remove

“Remove” functionality allows you to clear the sensitive data from the project plan, such as Resources, Costs, Activity Steps and Codes, etc.

To remove different project data, perform the following steps:

1. Select the template that will contain the functionality for data removing.
2. Choose which project categories will be removed and will not exist in the newly created project plan.

The steps that should be undertaken for performing the required functionality are:

1. Go to “Clean” ribbon;
2. Click on the “Batch” button;
3. Expand the appropriate file(s)  to view the available templates;
4. Select the template(s) that contain the “Remove” functionality;
5. Click on the “Start”  button to perform the scheduled process.

Example:

In the following example, demonstration of removing activity steps and activity notebooks will be presented.

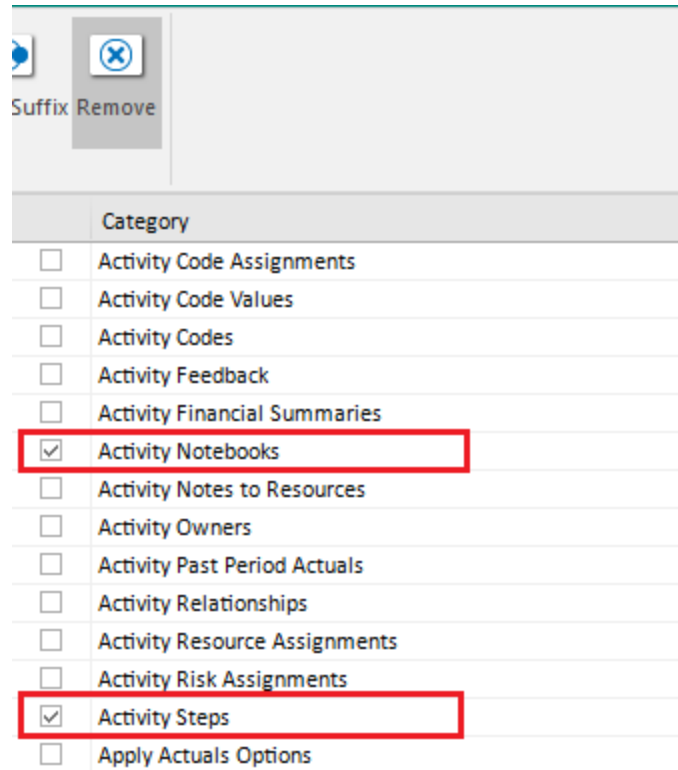
The look of the “Steps” and “Notebooks” tabs in ScheduleCleaner is presented on the images below.

General	Activity: A1020	Activity Name: Develo														
Status																
Resources																
Predecessors																
Successors																
Codes																
Notebook																
Steps	<table border="1"> <thead> <tr> <th>Step Name</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>Review Design Guidelines</td> <td>No</td> </tr> <tr> <td>Conduct Engineering Group Meeting</td> <td>No</td> </tr> <tr> <td>Perform Conceptual Design Review</td> <td>No</td> </tr> <tr> <td>Perform Draft Design Review</td> <td>No</td> </tr> <tr> <td>Perform Final Design Review</td> <td>No</td> </tr> <tr> <td>Management Sign-off</td> <td>No</td> </tr> </tbody> </table>		Step Name	Completed	Review Design Guidelines	No	Conduct Engineering Group Meeting	No	Perform Conceptual Design Review	No	Perform Draft Design Review	No	Perform Final Design Review	No	Management Sign-off	No
Step Name	Completed															
Review Design Guidelines	No															
Conduct Engineering Group Meeting	No															
Perform Conceptual Design Review	No															
Perform Draft Design Review	No															
Perform Final Design Review	No															
Management Sign-off	No															
Feedback																

General	Activity: A1020	Activity Name: Develo			
Status					
Resources					
Predecessors					
Successors					
Codes					
Notebook	<table border="1"> <thead> <tr> <th>Notebook Topic</th> </tr> </thead> <tbody> <tr> <td>Sponsor Feedback</td> </tr> <tr> <td>Objectives</td> </tr> </tbody> </table>		Notebook Topic	Sponsor Feedback	Objectives
Notebook Topic					
Sponsor Feedback					
Objectives					
Steps					
Feedback					

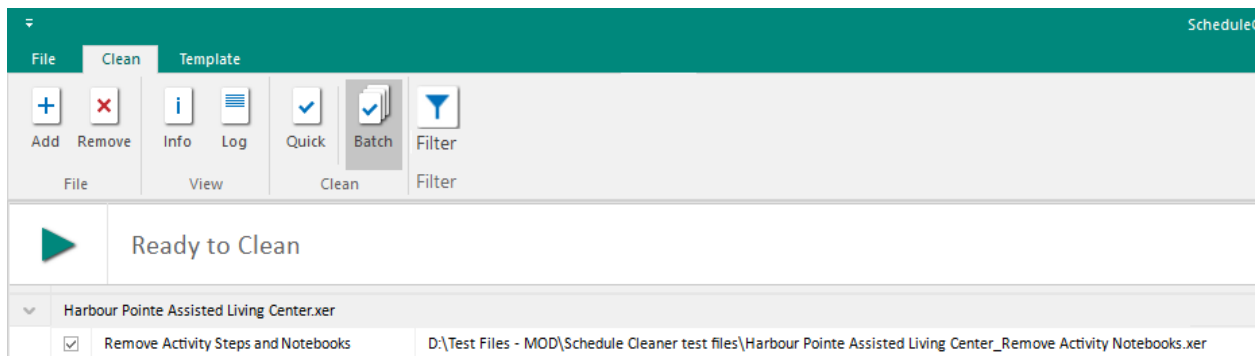
Step 1.

In the template’s section, user has to select or create template for removing particular categories. For that purpose, the check-box in front of the appropriate template should be selected.



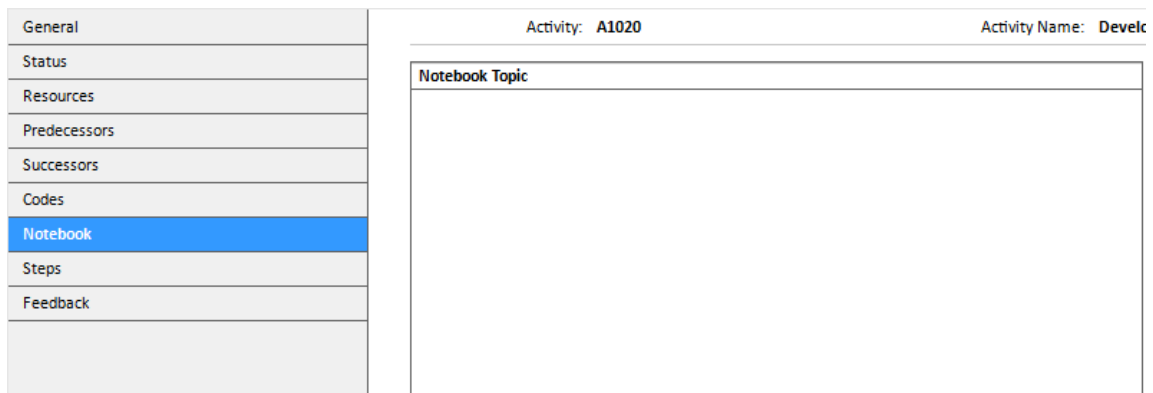
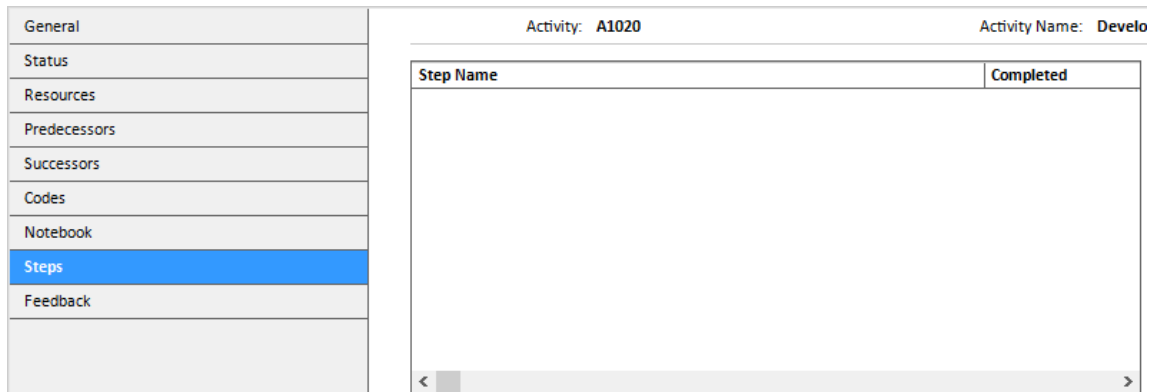
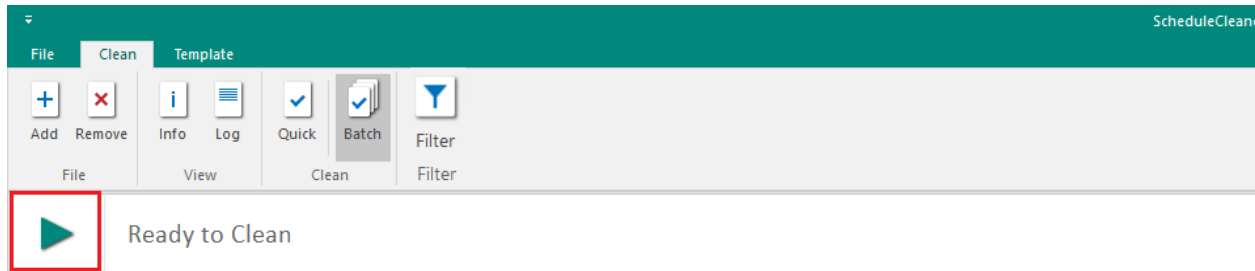
Step 2.

In the “Clean” ribbon, user should click on the “Batch” icon. Once this is done, the list of all imported files will be presented. Expand the file that will be modified and select the template for inserting prefix and/or suffix (in this example, it is “Prefix/Suffix WBS”).



Step 3.

Once all preparations are done, modifying process can start. User should click on the “Start” button in order to complete the process, as it is presented on the image below.





Mask

“Mask” or data anonymization is process of protecting sensitive data in the project plan by encoding personally identifiable information from the project. ScheduleCleaner™ gives the possibility to sophisticatedly hide information that is considered as classified and send the modified project plan to the stakeholders.

Masking process in ScheduleCleaner™ includes inserting value that will cover the real one. Inserting process is done in several steps:

1. Select the template that will contain the masking process;
2. Select which category will be masked;
3. In the “Value” field, insert the parameter that will override the original values in the specified category.
4. Apply filters to Activities, Activity Codes Values, Activity Codes and Resources.

The steps that should be undertaken for performing the required functionality are:

1. Go to “Clean” ribbon;
2. Click on the “Batch” button;
3. Expand the appropriate file(s)  to view the available templates;
4. Select the template(s) that contain the “Mask” functionality;
5. Click on the “Start”  button to perform the scheduled process.

Apply filters when masking data:

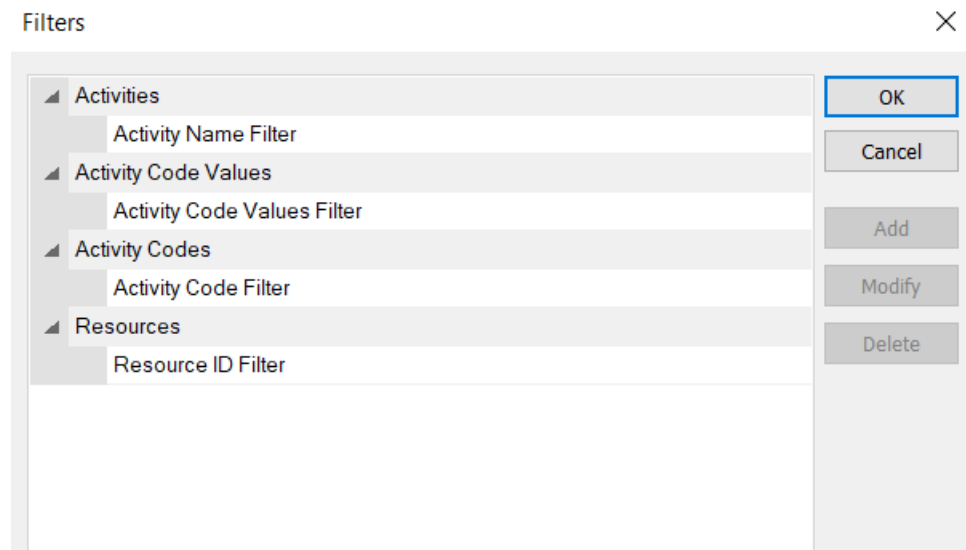
Filtering is the process that will allow users to view specific rows from the filtered categories, while hiding the others.

In the Mask category, users will be able to apply filters to Activities, Activity Codes Values, Activity Codes and Resources.

The filtering process in ScheduleCleaner™ consists of selecting parameters, applying operators and inserting values that will define the set of rules for filtering the data.

To create filters perform the steps from below:

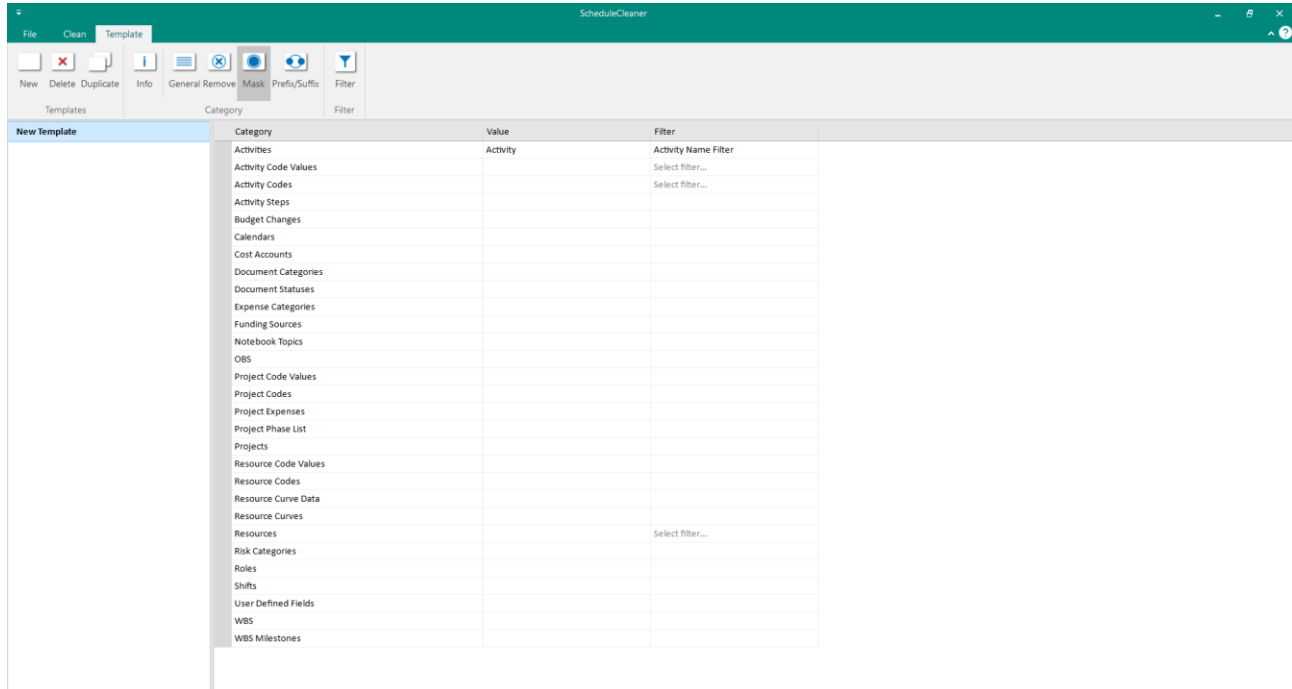
1. Click on the “Filter” button
2. Select one of the categories (Activities, Activity Codes Values, Activity Codes and Resources) that support the filtering option;
3. Select the parameter, operator and insert the value for the filter.
4. Insert a name for the filter and select OK.



The filter will be saved and will be available for use.

To apply the created filters in the Mask category in ScheduleCleaner™ perform the steps from below:

1. Select one of the categories (Activities, Activity Codes Values, Activity Codes and Resources) that support the filtering option.
2. From the drop-down menu, select one of the previously created filters.
3. In the “Value” field, insert the parameter that will override the original values in the specified category.



Example of masking data:

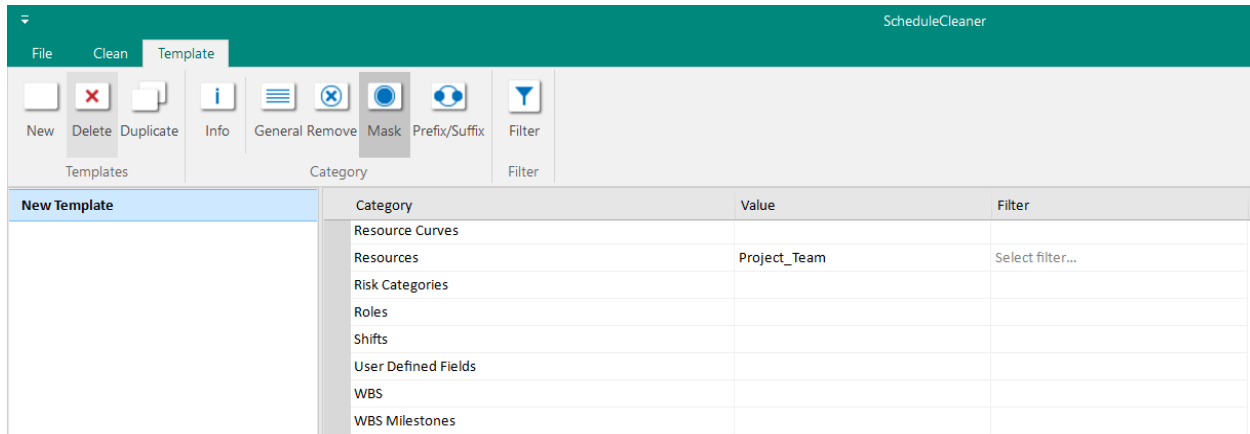
In the following example, demonstration of masking random selected project’s category will be presented. The task is to mask all resources that are assigned in the project plan. That means that the values from the “Resource Name” column within Resource tab in ScheduleCleaner will be replaced with value, defined by the user.

The look of the project’s resource table in ScheduleCleaner is presented on the image below.

Resource ID	Resource Name	Resource Type
▼ E&C Resources	E&C Resources	Labor
▼ Trades	Trades	Labor
INSP	Inspections	Labor
Hydro	Hydroblaster	Labor
Operator	Operator	Labor
Elec	Electrician	Labor
Paint	Painter	Labor
Exc	Excavator	Labor
Floor	Floor and Carpet Layer	Labor
GenLabor	Laborer-Construction	Labor
Material	Material Resources	Material

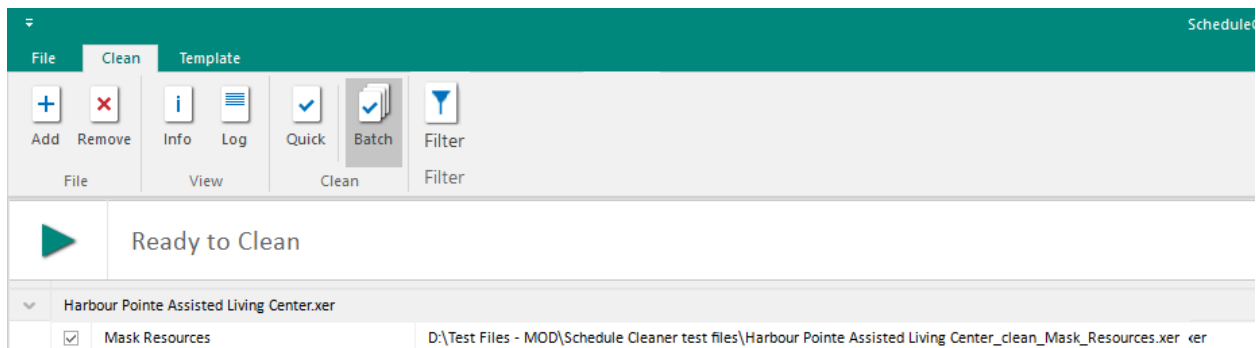
Step 1.

In the template's section, user has to select or create template for mask resources. For that purpose, the check-box in front of the appropriate template should be selected and values for mask should be inserted.



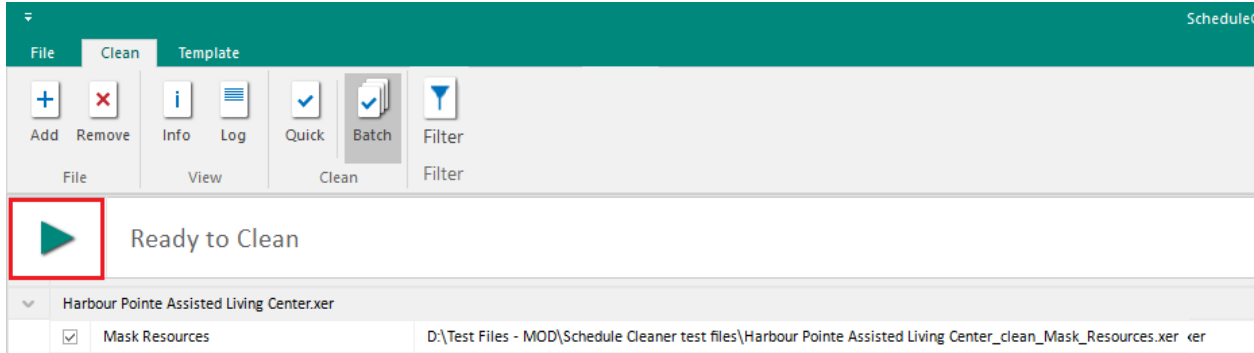
Step 2.

In the "Clean" ribbon, user should click on the "Batch" icon. Once this is done, the list of all imported files will be presented. Expand the file that will be modified and select the template for inserting prefix and/or suffix (in this example, it is "Prefix/Suffix WBS").



Step 3.

Once all preparations are done, modifying process can start. User should click on the "Start" button in order to complete the process, as it is presented on the image below.



Step 4.

The final result of the modifying process is presented on the image below. The “Resource ID” and “Resource Name” are modified, receiving the specified mask value.

Resource ID	Resource Name	Resource Type
Project_Team6571	Project_Team6571	Labor
Project_Team6576	Project_Team6576	Labor
Project_Team6742	Project_Team6742	Labor
Project_Team6743	Project_Team6743	Labor
Project_Team6588	Project_Team6588	Labor
Project_Team6585	Project_Team6585	Labor
Project_Team6878	Project_Team6878	Labor
Project_Team6600	Project_Team6600	Labor
Project_Team6587	Project_Team6587	Labor
Project_Team6593	Project_Team6593	Labor
Project_Team6879	Project_Team6879	Material



Prefix/Suffix

Inserting prefix or suffix to different categories in the project plan, can give additional information to the person who reads the information and acts according them.

The steps for inserting prefix/suffix in the project are:

1. Select the template that will contain adding prefix/suffix;
2. Select the appropriate category that will receive prefix or suffix;
3. In the appropriate fields insert the terms that will be words' prefix or suffix.
4. Apply filters to Activities, Activity Codes Values, Activity Codes and Resources.

The steps that should be undertaken for performing the required functionality are:

1. Go to “Clean” ribbon;
2. Click on the “Batch” button;
3. Expand the appropriate file(s)  to view the available templates;
4. Select the template(s) that contain the “Prefix/Suffix” functionality.
5. Click on the “Start”  button to perform the scheduled process.

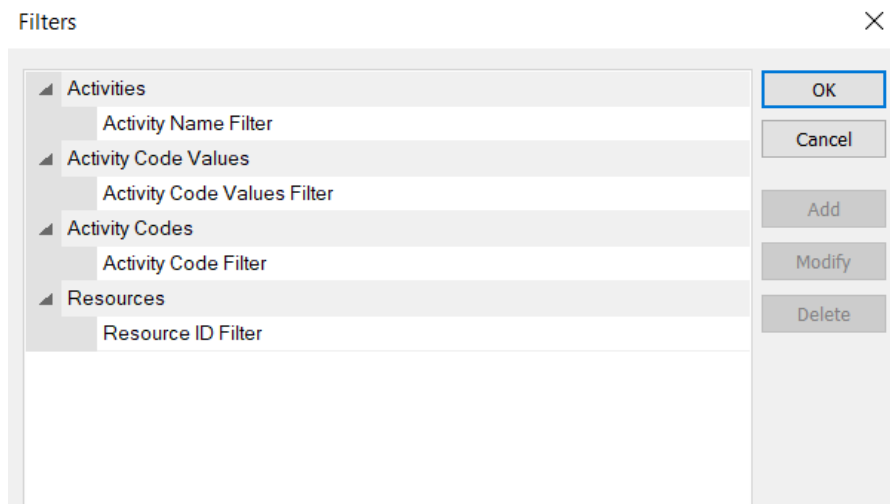
Apply filters when adding prefix/suffix:

Filtering is the process that will allow users to view specific rows from the filtered categories, while hiding the others.

In the Mask category, users will be able to apply filters to Activities, Activity Codes Values, Activity Codes and Resources.

The filtering process in ScheduleCleaner™ consists of selecting parameters, applying operators and inserting values that will define the set of rules for filtering the data. To create filters perform the steps from below:

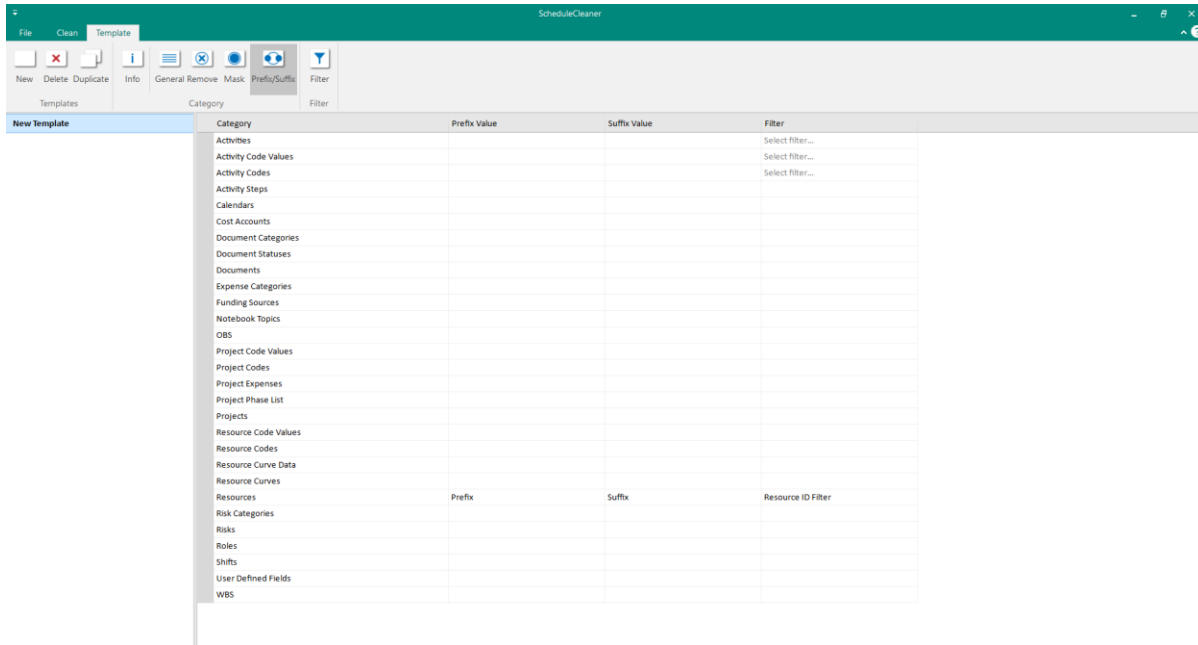
1. Click on the “Filter” button
2. Select one of the categories (Activities, Activity Codes Values, Activity Codes and Resources) that support the filtering option;
3. Select the parameter, operator and insert the value for the filter.
4. Insert a name for the filter and select OK.



The filter will be saved and will be available for use.

To apply the created filters in the Prefix/Suffix category in ScheduleCleaner™ perform the steps from below:

4. Select one of the categories (Activities, Activity Codes Values, Activity Codes and Resources) that support the filtering option.
5. From the drop down menu, select one of the previously created filters.
6. In the “Value” field, insert the parameter that will override the original values in the specified category.



Example of adding prefix/suffix:

In the following example, demonstration of inserting prefix and suffix in random selected project’s category will be presented. The “WBS Name” and “WBS Code” columns from the project plan will receive the “PRE_WBS” prefix and “_SUFF_WBS” suffix. In real life situations, users can choose the most appropriate values for prefix and suffix.

The look of the project’s WBS table in ScheduleCleaner is presented on the image below.

WBS Code	WBS Name	Start	Finish
EC00610	Harbour Pointe Assisted Living Center	01-Sep-10 A	24-Sep-14
EC00610.1	Building 1	01-Sep-10 A	24-Sep-14
EC00610.1.1	Structure	01-Sep-10 A	21-Sep-11
EC00610.1.2	Roof	21-Sep-11	25-Jan-12
EC00610.1.3	Envelope	30-Aug-11	03-Aug-12
EC00610.1.4	Interior Finishes	02-Nov-11	03-Jun-13
EC00610.1.5	Pool & Courtyard	28-Jun-12	09-May-13

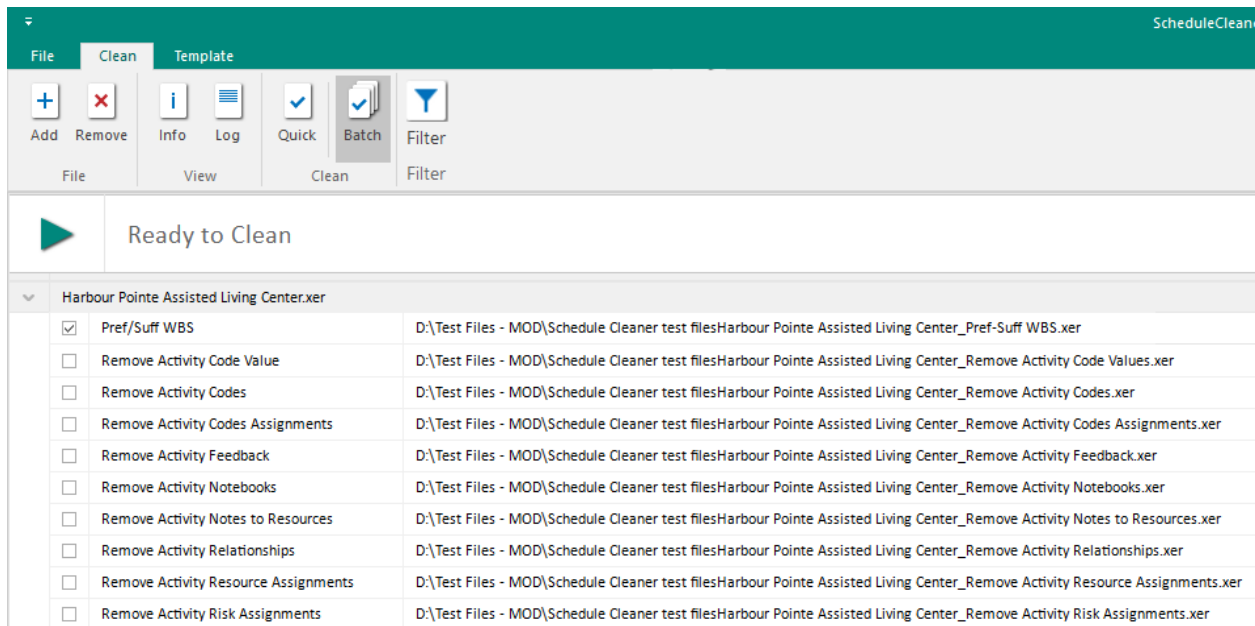
Step 1.

In the template’s section, user has to select or create template for inserting prefix and/or suffix. For that purpose, the check-box in front of the appropriate template should be selected and values for prefix and/or suffix should be inserted.

	Category	Prefix Value	Suffix Value
<input checked="" type="checkbox"/>	WBS	PRE_WBS_	_SUFF_WBS

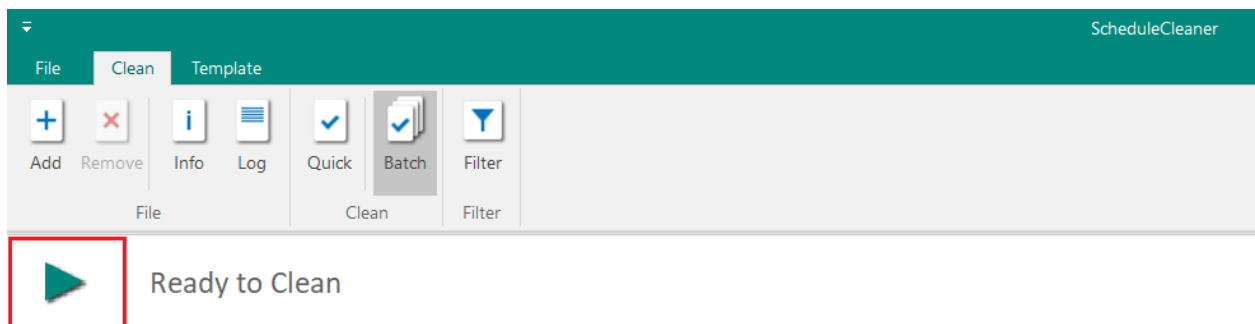
Step 2.

In the “Clean” ribbon, user should click on the “Batch” icon. Once this is done, the list of all imported files will be presented. Expand the file that will be modified and select the template for inserting prefix and/or suffix (in this example, it is “Prefix/Suffix WBS”).



Step 3.

Once all preparations are done, modifying process can start. User should click on the “Start” button in order to complete the process, as it is presented on the image below.



Step 4.

The final result of the modifying process is presented on the image below. The “WBS Code” and “WBS Name” are modified, receiving the specified values for prefix and suffix.

WBS Code	WBS Name	Start	Finish
PRE_WBS_EC00610_SUFF_WBS	PRE_WBS_Harbour Pointe Assisted Living Center_SUFF_WBS	01-Sep-10 A	24-Sep-14
PRE_WBS_EC00610.1_SUFF_WBS	PRE_WBS_Building 1_SUFF_WBS	01-Sep-10 A	24-Sep-14
PRE_WBS_EC00610.1.1_SUFF_WBS	PRE_WBS_Structure_SUFF_WBS	01-Sep-10 A	21-Sep-11
PRE_WBS_EC00610.1.2_SUFF_WBS	PRE_WBS_Roof_SUFF_WBS	21-Sep-11	25-Jan-12
PRE_WBS_EC00610.1.3_SUFF_WBS	PRE_WBS_Envelope_SUFF_WBS	30-Aug-11	03-Aug-12
PRE_WBS_EC00610.1.4_SUFF_WBS	PRE_WBS_Interior Finishes_SUFF_WBS	02-Nov-11	03-Jun-13
PRE_WBS_EC00610.1.5_SUFF_WBS	PRE_WBS_Pool & Courtyard_SUFF_WBS	28-Jun-12	09-May-13

Manage Templates

If the user-defined template meets the particular aspects of protecting the project plan information, the user can export the template's parameters into a file and share it with the other team members. In case other project participants create templates that are suitable for some teams, these users will import the previously created templates and work instantly.

There are several ways to manage templates in ScheduleCleaner:

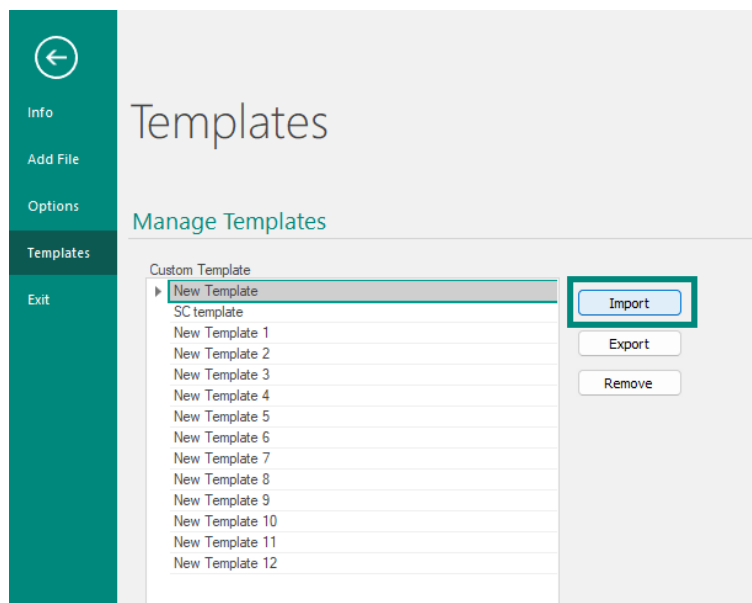
- Import template.
- Export template.
- Remove a template.

Import Template

In ScheduleCleaner you can use custom made template made by other project participants, by importing .sctx file format, where all template's settings are saved.

To import custom template, follow these steps:

1. From File Menu, click on the "Templates" submenu.
2. Click on the Import Option.



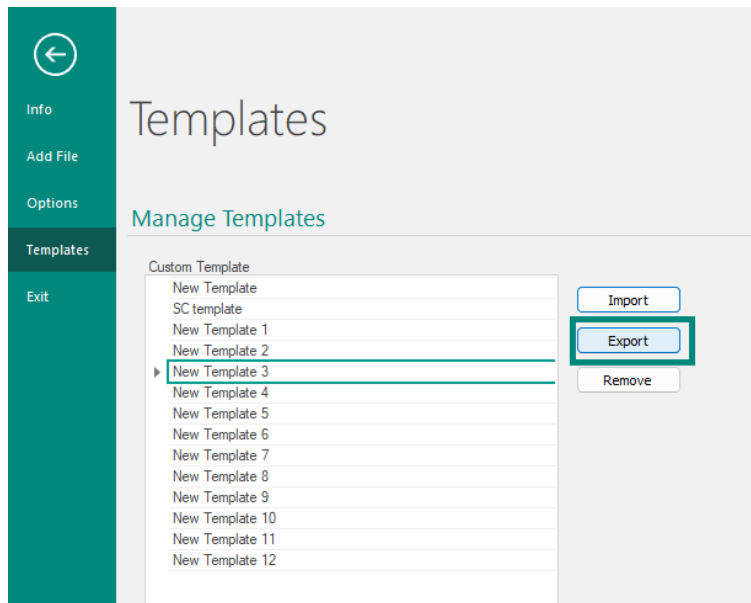
3. Choose an SCTX file from the desired location, that contains template parameters.
4. Click on the Open button to import the template.

Export Template

In ScheduleCleaner you can export the template that you have made, by saving the template's settings into .sctx file format.

To export a custom template, follow these steps:

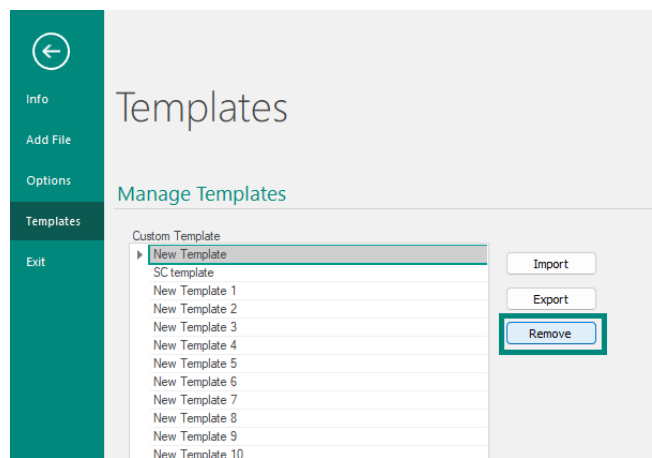
1. From File Menu, click on the “Templates” submenu.
2. Click on the Export Option.



3. Choose the desired location where the file will be saved.
4. Click on the Save button to export the template as an SCTX file.

Remove Template

In ScheduleCleaner there is an option to remove unnecessary templates from the application. For this purpose, in the Templates section, select the template that is no longer needed and click on the “Remove” button.



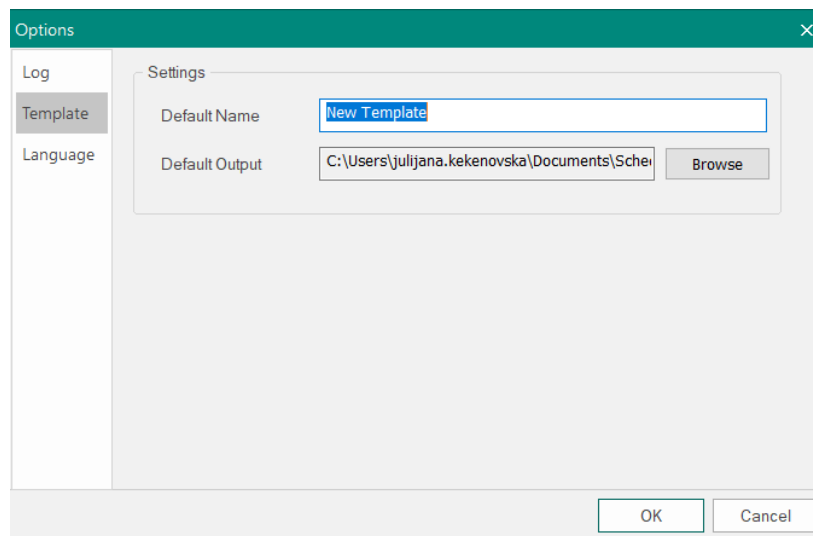
User Preferences

Options

Options dialog box will help the users to specify their **preferences**, which includes the default name for new templates, location for the output folder, settings for saving logs, etc.

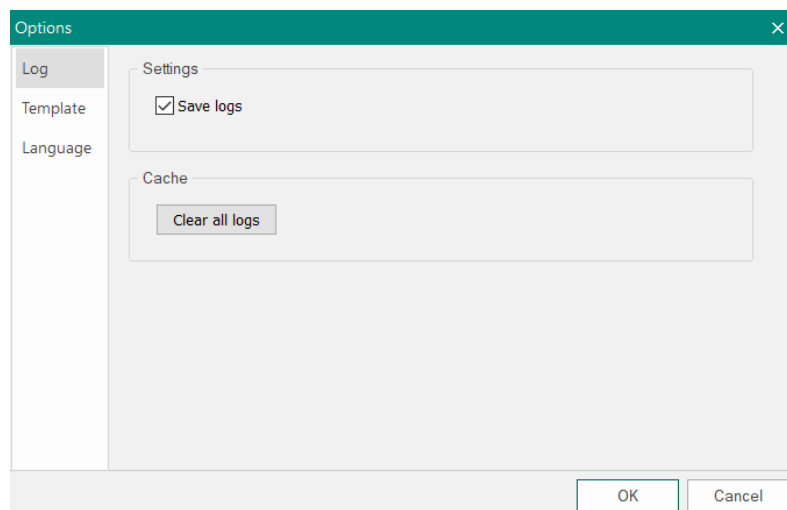
“Template” tab

The “Templates” tab will allow users to specify the default name for the newly created templates as well as the default output folder for the newly created files.



“Log” tab

The “Log” tab gives the opportunity to user to save the events that occur in the application. Once, there is no need from these information, using the “Clear all Logs” feature, they will be removed from application.



“Language” tab

The encoding standard helps the program determine how to represent the text (alphabetical characters, numbers, and other symbols). When you share XER/XML files with people who work in other languages, or other computer systems, you may need to choose an encoding standard so when you open the file it would be readable.

ScheduleCleaner™ can be used in French; Spanish; Italian; German; Chinese Simplified; Korean; Japanese and Russian language.

