

# User Manual

# Table of Contents

Welcome to ScheduleCleaner <sup>™</sup>	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	
Template View	31
Template tab	31
How ScheduleCleaner works	
Process Overview	32
Clean feature	
Quick Clean	
Batch Clean	
Clean project parameters with Quick Clean	34
Import file location	34
Perform Quick Clean	34
Clean project parameters with Batch Clean	
Import file location	
Create template	
Apply template for cleaning and Clean project files	
General category	

Create and Apply Filter
Create User-Defined Filters
Modify existing User-defined filter41
Apply user-defined filter41
Remove
Example:42
Mask44
Apply filters when masking data:45
Example of masking data:46
Prefix/Suffix
Apply filters when adding prefix/suffix:49
Example of adding prefix/suffix:
Manage Templates52
Import Template
Export Template53
Remove Template53
User Preferences
Options54
"Template" tab54
"Log" tab54
"Language" tab

# Welcome to ScheduleCleaner™

#### Introduction

ScheduleCleaner<sup>M</sup> 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<sup>M</sup> have the ability to remove confidential data from the project file and personalize the information in the file according specific stakeholders' needs.

ScheduleCleaner<sup>™</sup> 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<sup>™</sup>. These walkthroughs are perfect to learn how to use ScheduleCleaner<sup>™</sup>.

Watch online

#### Support and documentation

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

# 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<sup>™</sup>, you will see user interface as it is presented on the figure below.

⇒ File <u>Clean</u> Template			ScheduleCleaner		- 6	× ^?
	atch Filter					
▶ TES001-1	$\triangleright$	Not Set				
	Suffix	_clean				
	Output Folder	C:\Users	ljubisha.mladenovski\Documents\Work\XER files		Br	owse
	Output File	C:\Users\	ljubisha.mladenovski\Documents\Work\XER files\TES001-1_clea	n.xer		
	Customize	Clear Quick Clean				
	Group	Category			Description	
	∡ General			Value	Description	
	$\checkmark$	Change Output File Ver	sion Number	8.2	Change the output file version in the file header.	
		Convert Global/EPS To	Project Activity Codes		Convert Global and EPS activity codes that are used in the project plan into Project activity of	odes in
		Convert EPS To Global	Activity Codes		Convert EPS Activity Codes that are used in the project plan to Global Activity Codes.	
		Convert Global To Proje	ect Calendars		Convert global calendars that are used in the project plan into project and shared resource of	alendar
		Clear All Units			Remove all types of units for assigned resources from the project plan.	
	9	Clear All Rates			Remove all types of rates for assigned resources from the project plan.	
		Clear All Costs			Remove project funding, budget changes, spending and benefit plans, project expenses an	d assign
		Clear All Pricing			Remove prices for resources and roles from the project plan.	
		Clear POBS			Remove "Performing Organizational Breakdown Structure" information from the project pla	n.
		Clear Progress			Remove the progress parameters from the project plan.	
	Clear Baselines				Remove project baselines	
	Clear All Risks				Remove all information about project risks	
	⊿ Remove					
<>		Risk Control Plans				2

The main elements of the ScheduleCleaner<sup>™</sup> 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<sup>™</sup> 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.

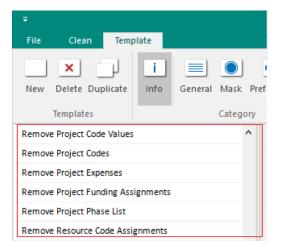
#### "File" bar

"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™.

Activity Parameters.xer	^
Add Resources.xer	
Calendar Column.xer	
Construction Current Project.xml	
Construction Primary.xer	
Construction Project - 8.2.xer	
Construction Project - Codes.xer	
Construction Project.xer	

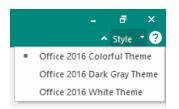
#### "Template" bar

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<sup>™</sup> 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.

•			ScheduleCleaner		-	ë × ∧?
File Clean Template	<b>J</b>					~ 0
	atch Filter					
File Clean	Filter					
▶ TES001-1						
		Not Set				
	Suffix	_clean				
	Output Folder	C:\Users\ljubisha.mladenovski\Docum	nents\Work\XER files			Browse
	Output File	C:\Users\ljubisha.mladenovski\Docum	eents\Work\XER files\TE5001-1_clean.xer			
	Customize	clear Quick Clean				
	Group	Category			Description	
	.∡ General			Value	Description	
	1	Change Output File Version Number		8.2	Change the output file version in the file header.	
		Convert Global/EPS To Project Activity Codes			Convert Global and EPS activity codes that are used in the project plan into Project act	tvity codes in
		Convert EPS To Global Activity Codes			Convert EPS Activity Codes that are used in the project plan to Global Activity Codes.	
		Convert Global To Project Calendars			Convert global calendars that are used in the project plan into project and shared reso	urce calendar
		Clear All Units			Remove all types of units for assigned resources from the project plan.	
	$\checkmark$	Clear All Rates			Remove all types of rates for assigned resources from the project plan.	
		Clear All Costs			Remove project funding, budget changes, spending and benefit plans, project expense	ses and assign
		Clear All Pricing			Remove prices for resources and roles from the project plan.	
		Clear POBS			Remove "Performing Organizational Breakdown Structure" information from the proje	ect plan.
		Clear Progress			Remove the progress parameters from the project plan.	
		Clear Baselines		Remove project baselines		
		Clear All Risks	Remove all information about project risks			
	.⊿ Remove					
		Risk Control Plans				
(	<					>
< >	<					>

#### Clean tab

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

₹						
File	Clean	Ten	nplate			
+ Add	Remove	i Info	Log	Quick	Batch	Filter
	File	2	2	Cle	an	Filter

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.				

# FilterApply operators and insert values that will define the set of rules for filtering<br/>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:

Cus	tomize	Qui	ck Clean			×			
	Group	D	Category			^			
⊳	Remo	ve							
⊳	Mask								
4	Prefix/Suffix								
			Activities						
			Activity Code Values						
			Activity Codes						
			Activity Steps						
	•	$\checkmark$	Calendars						
			Cost Accounts						
			Document Categories						
			Document Statuses						
			Documents						
			Expense Categories						
			Funding Sources						
			Notebook Topics						
			OBS						
			Project Code Values						
			Project Codes						
			Project Expenses						
			Project Phase List			Υ.			
	Clear A	I	ОК		Cancel				

# Template View

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

Implete     Implete     Implete     Implete     Implete     Implete	∓ File Clean Template						
text Emplate         Name         New Template           Description         Sescription         Sescription           Output Suffix	New Delete Duplicate	lemove Mask Prefix/Suffix	Filter				
Output Suffix	New Template		New Template				
Output Folder         Cklsens/ullpana.kekenovska\Documents/ScheduleCleaner         Browse           Overview		Description					
Centre         Catagory         Mak Text         Filter           Mask         Catagory         Mak Text         Filter           Parbs/Suffix         Catagory         Res         Resource Filter           Parbs/Suffix         Catagory         Perfix Text         Filter		Output Suffix	_clean_NewTemplate				
Remove         Achtry Codes           Mask         Category         Max Text         Filer           Mask         Sanores         Resource Filer           Parby/Suffix         Category         Pelle Text         Salores		Output Folder	C:\Users\julijana.kekenovska\Documents\Sched	luleCleaner			Browse
Atask         Category         Mask Text         Filter           Resources         Res         Resource Filter           Prefer/Suffice         Category         Prefer/Suffice         Filter		Overview					
Mask         Resources         Res         Resource Filter           Preftr./Suffler         Category         Preftr. Suffler Text         Filter		Remove					
Prefit/Variffix Category Prefit Text Suffix Text Filter		Mask					
Profix /Suffix							
Carendari Citi UTC		Prefix/Suffix				Filter	

#### Template tab

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

Ŧ					ScheduleCleaner
File	Clean	Template			
New	X Delete Dup	Dicate Info	General Remove Mask Prefix/Suffix	Filter	
	Templates		Category	Filter	

The following functionalities are placed in the Template ribbon:

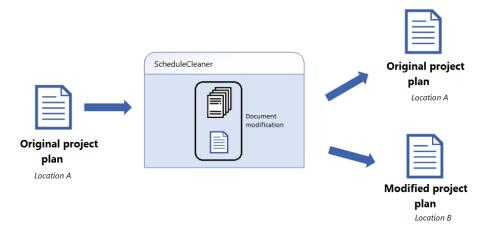
New Create new template for editing project file					
Delete	Remove already created templates from application				
Duplicate	Make a copy of the template				
Info	View general information for the selected template, such as template's name, description, output suffix and output folder.				
General	Remove 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<sup>™</sup> modifies certain project categories and will not change original XER/XML file that is exported from Primavera<sup>®</sup> 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<sup>™</sup>, 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.

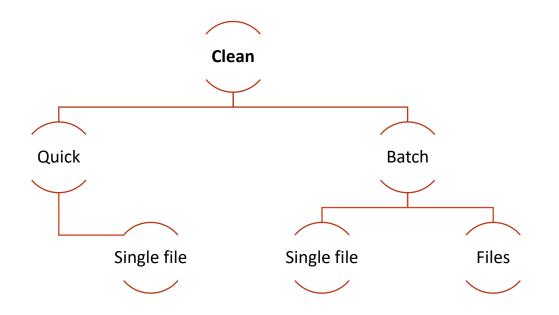
#### Clean feature

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.

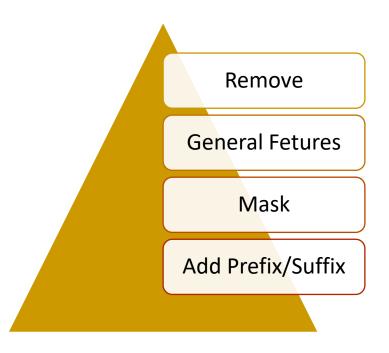
#### Batch Clean

"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<sup>™</sup> 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<sup>™</sup>.

From **Clean** ribbon click on the **D 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;

	Ready to Clean									
S	uffix		_clean							
0	utput Folder		C:\Users\julijana\Desktop							
0	utput File		C:\Users\julijanaJ\Desktop\EPS codes_clear	n.xer						
	Customize	Clear Q	uick Clean							
	Group	Category								
4	General				Value					
		Change Out	tput File Version Number		5.0					
		Convert Glo	obal/EPS To Project Activity Codes							
		Convert EP	S To Global Activity Codes							
		Convert Glo	obal To Project Calendars							
		Clear All Un	its							
		Clear All Rat	tes							
		Clear All Costs								
		Clear All Pri	cing							
		Clear POBS								
		Clear Progr	ess							
		Clear Baseli	ines							

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

Cu	stor	nize Qui	ck Clean			×
	0	roup	Category			~
-			category			
Þ		emove				
⊳		ask				
1	Pr	efix/Suffi				
			Activities			
			Activity Code Values			
			Activity Codes			
			Activity Steps			
	►	$\checkmark$	Calendars			
			Cost Accounts			
			Document Categories			
			Document Statuses			
			Documents			
			Expense Categories			
			Funding Sources			
			Notebook Topics			
			OBS			
			Project Code Values			
			Project Codes			
			Project Expenses			
			Project Phase List			Υ.
	Clea	ar All		OK	Cancel	

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

	Ready t	to Clean	
Suffix		_clean	
Output Folde	r	D:\Test Files - PR	Browse
Output File		D:\Test Files - PR\Construction Theritary_clean.xer	

5. Run the cleaning process.

# Clean project parameters with Batch Clean

#### Import file location

In ScheduleCleaner<sup>™</sup> 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:

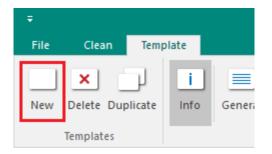
- From File click to Add File and select file from your location
- Drag and drop file in main window of ScheduleCleaner™.
- From **Clean** ribbon click on the **D** Add icon and select file from any location.

#### Create template

A template is a form in ScheduleCleaner<sup>™</sup>, 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\Ijubisha.mladenovski\Documents\ScheduleCleaner	Browse
Overview		
Template not set!		

- 4. To define which features will be included in the template:
  - a. Click on the 📃 "General" icon to include features from General category;
  - b. Click on the (Remove" icon and select which project categories will be removed from the project plan;
  - c. Click on the Second and the mask value;
  - d. Click on the erefix/Suffix" icon, select which project categories will receive prefix and/or suffix and the values for prefix and/or suffix;
  - e. Click on the **T** "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		
WIDSK	Activity Code Values	Internal Codes		
	Category	Prefix Text	Suffix Text	
Prefix/Suffix	Activity Codes	BCG_INT	ERP_OUT	
	Activity Steps			
Remove	Activity Code Values			
Remove	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:



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

Ŧ								
F	ile	Clean	Tem	plate				
-	<u> </u>	× nove	i Info	Log	Quick	Batch	Filte	] r
File Clean Filter								
Ready to Clean								
$\sim$	File							
$^{\vee}$	Clea	n Costs - /	Activit	y and Re	source C	odes.xer		
		Templa	te					Output File
Г	$\checkmark$	Activity	Codes	;				C:\Users\ljubisha.mladenovski\Deski
L		Resourc	ce Cod	es				C:\Users\ljubisha.mladenovski\Docu

3. Run the cleaning process.

Ŧ	÷								
File	e	Clean	Tem	plate					
+ × i = Add Remove Info Log					Quick	Batch	Filte	] r	
	File Clean Filter								
		R	leady	/ to C	lean				
$\sim$	File								
$\sim$	Clea	n Costs	- Activit	y and Re	source Co	des.xer			
		Templ	ate					Output File	
	$\checkmark$	Activit	y Code	5				C:\Users\ljubisha.mladenovski\Deski	
		Resou	rce Cod	es				C:\Users\ljubisha.mladenovski\Docu	

#### General category

You can use the available functionalities in the "General" category to easy 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. Userdefined 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<sup>™</sup>, 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.

ters		
Activities		ОК
Activity Code Values		Cancel
Activity Codes		Cancer
Resources		Add
		Modify
		Delete
	>	

- 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**.

All rows Parameter Is Value Car (All of the following)	ctivity Codes concel cancel cancel cancel Add Cancel Canc		es			ОК	
Resources Add Filter Filter Filter Filters for Activity Codes Car All rows Parameter Is Value (All of the following)	esources Add Filter Filter Filter Filters for Activity Codes All rows Parameter Is Value (All of the following) If Activity Code is equal to Department					Cancel	
Add       Filter       Filter       Filter       All rows       Parameter       I       (All of the following)	Add       Filter       Fi						
Filter     Filters for Activity Codes     Contract of the c	Filter       Filters for Activity Codes       OK         All rows       Parameter       Is       Value         I       (All of the following)       Add         I       Activity Code       is equal to       Department	Resou	rces			Add	
All rows Parameter Is Value Car (All of the following)	All rows Parameter Is Value          All rows       Parameter       Is       Value         (All of the following)		Filter				
All rows Parameter Is Value Car (All of the following)	All rows Parameter Is Value          All rows       Parameter       Is       Value         (All of the following)						
All rows Parameter Is Value	All rows     Parameter     Is     Value       I     (All of the following)     Add       I     Activity Code     is equal to		Filter	Filters for Activity Codes			ОК
(All of the following)	Add       If     Activity Code     is equal to     Department						Cance
	▶ If Activity Code is equal to Department Add		All rows	Parameter	ls	Value	
▶ If Activity Code is equal to Department	Find Activity Code is equal to Department		1				bbA
	and Activity Code Scope is equal to Global Delete						
			and	Activity Code Scope	is equal to	Global	Delete

**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<sup>™</sup> 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<sup>™</sup> 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.

			ScheduleCleaner	
nov	Mask Prefix/Suffix	<b>T</b> Filter Filter		
	Category		Value	Filter
	Activities			Select filter
	Activity Code Values			Select filter
►	Activity Codes			Select filter 🔻
	Activity Steps			
	Budget Changes			Filter 1

#### 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" **F** 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	Step Name	Completed
Resources	Review Design Guidelines	No
Predecessors	Conduct Engineering Group Meeting	No
Successors	Perform Conceptual Design Review	No
Successors	Perform Draft Design Review	No
Codes	Perform Final Design Review	No
Notebook	Management Sign-off	No
Steps		
Feedback		
	<	>

General	Activity: A1020	Activity Name: Develo
Status	Notebook Topic	
Resources	Sponsor Feedback	
Predecessors	Objectives	
Successors		
Codes		
Notebook		
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.

-		
) Suffix	Remove	
	Category	
	Activity Code Assignments	
	Activity Code Values	
	Activity Codes	
	Activity Feedback	
	Activity Financial Summaries	
$\checkmark$	Activity Notebooks	
	Activity Notes to Resources	
	Activity Owners	
	Activity Past Period Actuals	
	Activity Relationships	
	Activity Resource Assignments	
	Activity Risk Assignments	
$\checkmark$	Activity Steps	
	Apply Actuals Options	

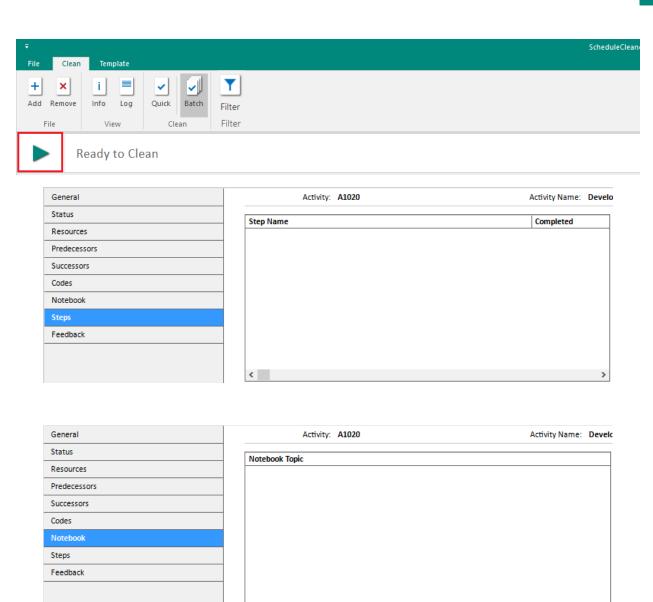
#### Step 2.

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").

Ŧ				Scheduler
File	Clear	Template		
+ Ad	d Remove	i Info Log	Quick Batch	Filter
-	File	View	Clean	Filter
		Ready to Cle	ean	
~	Harbour Po	inte Assisted Living	Center.xer	
	Rem	ove Activity Steps ar	nd Notebooks	D:\Test Files - MOD\Schedule Cleaner test files\Harbour Pointe Assisted Living Center_Remove Activity Notebooks.xer

#### 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<sup>™</sup> 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<sup>™</sup> 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" **F** 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<sup>™</sup> 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.

Filters × ×
Activities OK
Activity Name Filter OK
Activity Code Values
Activity Code Values Filter Add
Activity Codes
Activity Code Filter Modify
Resources
Resource ID Filter Delete

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

To apply the created filters in the Mask category in ScheduleCleaner<sup>™</sup> 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.

N N N N N N N   N N N	- 8
ActivityActivityActivityActivityActivitySelect filterActivitySelect filterActivitySelect filterActivitySelect filterActivitySelect filterBudgetCalendarsCalendarsSelect filterColta AccountsSelect filterDocumentSelect filterDocumentSelect filterTuding SourcesSelect filterNotebookSelect filterProject CodesSelect filterProject CodesSelect filterProject CodesSelect filterResource CodesSelect	
Arthry Code ValuesSelect filter_Arthry CodeSelect filter_Arthry StepSSelect filter_Budget ChangesSelect filter_CalendarSelect filter_CalendarSelect filter_Doument CategoriesSelect filter_Doument StatuesSelect filter_Doument StatuesSelect filter_Doument CategoriesSelect filter_Resource Code ValuesSelect f	
Advity StepiSelect filterAdvity StepiBuiget ChangesClendarsContactContactDocument ChagoriesDocument StatuseDocument StatusesFunding SourcesFunding SourcesFunding SourcesPoject Code ValuesPoject Code ValuesPoject Code ValuesPoject Code ValuesPoject Code ValuesPoject Code ValuesResource Code Values <tr< td=""><td></td></tr<>	
Admity StepiIndexBudget ChangesIndexCalchangesIndexCalchangesIndexCott AccountsIndexDocument StatusesIndexDocument StatusesIndexProject StatusesIndexProject StatusesIndexProject StatusesIndexResource Cole ValuesIndexResource Cole Values	
Budget ChangesCalendarisCalendarisCotatonitioDocument CategoriesDocument StatusesDocument StatusesDocument StatusesDocument StatusesRosteo CategoriesDocument StatusesProject CategoriesNotebook TopicsDocument StatusesProject Code ValuesProject Code ValuesProject Code ValuesProject CodesProject CodesProject CodesProject CodesRosurce Coder ValuesRosurce Coder ValuesRosurce Coder ValuesRosurce Coder ValuesRosurce Coder ValuesRosurce Coder StatuseRosurce Coder Statuse <td></td>	
CalendarsColonadoCost Accounts-Document Calegories-Document Statutas-Document Statutas-Boguras Calegories-Funding Souros-Notebook Topics-OSB-Project Code Values-Project Code Values-Resource Codes-Resource Codes <td< td=""><td></td></td<>	
Cost AccountsCost AccountsDocument CategoriesIDocument StatusesIDocument StatusesISuperse CategoriesIRunding SourcesINotebook TopicsIOdsIProject Code ValuesIProject Code ValuesIProject Superse CategoriesIProject FabrenceIProject FabrenceIProject Superse CategoriesIResource CodesIResource CodesIR	
Document CategoriesImage: CategoriesDocument StatusesImage: CategoriesExpense CategoriesImage: CategoriesFunding SourcesImage: CategoriesNotebook TopicsImage: CategoriesOBSImage: CategoriesOBSImage: CategoriesProject Code ValuesImage: CategoriesProject Code ValuesImage: CategoriesProject Code ValuesImage: CategoriesProject CodesImage: CategoriesProject CodesImage: CategoriesProject Phase ListImage: CategoriesResource Code ValuesImage: CategoriesResource CodesImage: Categories <td></td>	
Document StatusesIncluding StatusesBunding StatusesIncluding StatusesFunding StoresIncluding StatusesNotebook TopicsIncluding StatusesOBSIncluding StatusesProject Code VuluesIncluding StatusesProject StatusesIncluding StatusesProject StatusesIncluding StatusesResource Code VuluesIncluding StatusesResource CodesIncluding Statuses </td <td></td>	
Bipme CategoriesIndexeduptionFunding SourcesIndexeduptionNotebook TopicsIndexeduptionOBSIndexeduptionOBSIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionProject CodesIndexeduptionResource Code ValuesIndexeduptionResource Corues DataSelect filterResource Corues CategoriesIndexeduptionResource Corues CategoriesIndexeduptionResource Corues CategoriesIndexeduptionResource Corues CategoriesIndexeduptionResource Corues CategoriesIndexeduptionRoles	
Funding SourcesINotebook TopicsIOBSIProject Code ValuesIProject CodesIProject CodesIProject CodesIProject TopicsIResource Code ValuesIResource CodesIResource Codes<	
Notebook TopicsIndexObsIndexProject Code ValuesIndexProject Code ValuesIndexProject TranseIndexProject TranseIndexProject TranseIndexProject TranseIndexProject TranseIndexProject TranseIndexProject TranseIndexResource Code ValuesIndexResource Coder StateIndexResource Coder StateIndexResource CodersIndexResource CodersSelect filterResource CodersIndexResource CodersIndex <t< td=""><td></td></t<>	
OBSOBSProject CodeProject CodesProject CodesProject Thase ListProject Thase ListResource Code ValuesResource Code ValuesResource CouresResource CouresResource CouresResource CouresResource CouresResource CouresResource CouresRolesProject ShiftsShiftsSource Theod FieldsWBS	
Project Code ValuesImage: Code ValuesProject CodesImage: Code ValuesProject Phase ListImage: Code ValuesProject Phase ListImage: Code ValuesResource Code ValuesImage: Code ValuesResource CodesImage: Code ValuesResour	
Project CodesProject ApenaseProject ApenaseProject ApenaseProject ApenaseProject ApenaseResource CodesResource CodesSolitaResource CodesResource Co	
Project Thase ListIndexProject Thase ListIndexProject Thase ListIndexProject Thase ListIndexProject Thase ListIndexResource Code ValuesIndexResource Corues DataSelect filterResource Courue DataSelect filterResource Courue DataIndexResource Courue DataSelect filterResource Courue DataIndexResource Courue DataIndexResource Courue DataSelect filterResource Courue DataIndexRober Select Filter Select FilterIndexRober Select Filter Select Filter Select FilterIndexRober Select Filter Select Filter Select Filter Select FilterIndexRober Select Filter Sel	
Project Phase ListProjectsProjectsResource Code ValuesResource CodesResource CodesResource CodesResource Curve BataResource CurveResource CurvesResource CurvesResource CurvesResource CurvesResource CurvesSelect filterRoutesSolfsSolfsUser Defined FieldsWas	
ProjectS     Image: Code Values       Resource Codes     Image: Codes       Resource Codes	
Resource Code Values     -       Resource Codes     -       Resource Course Data     -       Resource Course Taba     -       Resource Course     -       Resource	
Resource Codes       Resource Curve Data       Resource Curves       Resource Curves       Resource Curves       Robardes       Robardes       Soles       Soles       Subts       User Defined Fields       WBS	
Resource Curve Data       Resource Curves       Roles       Shifs       User Defined Fields       WBS	
Resource Curves     Select filter       Roscurces     Select filter       Roke Curves     Select filter       Roke Curves     Select filter       Shifs     Select filter       User Defined Fields     Select filter	
Resources     Select filter       Rick Categories        Roles        Solts        Subst Defined Fields        WeBS	
Rak Categories Roles Shifts Uier Defined Fields WBS	
Roles Shifts User Defined Fields WBS	
Shifts User Defined Fields WBS	
User Defined Fields WBS	
WBS	
W85 Milestones	

#### 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
<ul> <li>E&amp;C Resources</li> </ul>	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.

∓ File Clean Template		ScheduleCleaner		
New Delete Duplicate Info General F	Image: Second state     Image: Second state       Mask     Prefix/Suffix       Filter       Category			
New Template	Category	Value	Filter	
	Resource Curves			
	Resources	Project_Team	Select filter	
	Risk Categories			
	Roles			
	Shifts			
	User Defined Fields			
	WBS			
	WBS Milestones			

#### 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").

÷				Scheduled
File	Clean	Template		
+ Add Re	×	i 📃 Info Log	Quick Batch	<b>T</b> Filter
File		View	Clean	Filter
	R	eady to Cle	ean	
<ul> <li>✓ Har</li> </ul>	bour Poi	nte Assisted Living	Center.xer	
$\checkmark$	Mask	Resources		D:\Test Files - MOD\Schedule Cleaner test files\Harbour Pointe Assisted Living Center_clean_Mask_Resources.xer <er< td=""></er<>

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.

÷	Scheduler			
File Clean Template				
+     ×     i     Image: Second sec	<b>T</b> Filter			
File View Clean	Filter			
Ready to Clean				
<ul> <li>Harbour Pointe Assisted Living Center.xer</li> </ul>				
Mask Resources	D:\Test Files - MOD\Schedule Cleaner test files\Harbour Pointe Assisted Living Center_clean_Mask_Resources.xer <			

#### 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
<ul> <li>Project_Team6571</li> </ul>	Project_Team6571	Labor
<ul> <li>Project_Team6576</li> </ul>	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<sup>™</sup> 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.

Filters	×
Activities	er Cancel Cancel Add Modify Delete
Activity Name Filter	Cancol
Activity Code Values	Cancer
Activity Code Values Filter	bbA
Activity Codes	Add
Activity Code Filter	Modify
Resources	Delete
Resource ID Filter	Delete

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

To apply the created filters in the Prefix/Suffix category in ScheduleCleaner<sup>™</sup> 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.

e Clean Template					- 6
I X J I =	al Remove Mask Prefix/Suffix Filter				
Template	Category	Prefix Value	Suffix Value	Filter	
	Activities			Select filter	
	Activity Code Values			Select filter	
	Activity Codes			Select filter	
	Activity Steps				
	Calendars				
	Cost Accounts				
	Document Categories				
	Document Statuses				
	Documents				
	Expense Categories				
	Funding Sources				
	Notebook Topics				
	OBS				
	Project Code Values				
	Project Codes				
	Project Expenses				
	Project Phase List				
	Projects				
	Resource Code Values				
	Resource Codes				
	Resource Curve Data				
	Resource Curves				
	Resources	Prefix	Suffix	Resource ID Filter	
	Risk Categories				
	Risks				
	Roles				
	Shifts				
	User Defined Fields				
	WBS				

#### 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
$\checkmark$	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").

÷				ScheduleClea		
Fil	File Clean Template					
+	-	× i =	<b>~</b>	T		
Ad	ld Re	move Info Log	Quick Batch	Filter		
	File	View	Clean	Filter		
		Ready to Cle	ean			
$\sim$	Harb	oour Pointe Assisted Living	Center.xer			
	$\checkmark$	Pref/Suff WBS		D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Pref-Suff WBS.xer		
		Remove Activity Code Va	lue	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Code Values.xer		
		Remove Activity Codes		D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Codes.xer		
		Remove Activity Codes Assignments		D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Codes Assignments.xer		
		Remove Activity Feedbac	:k	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Feedback.xer		
		Remove Activity Noteboo	oks	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Notebooks.xer		
		Remove Activity Notes to	Resources	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Notes to Resources.xer		
		Remove Activity Relation	iships	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Relationships.xer		
		Remove Activity Resource	e Assignments	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Resource Assignments.xer		
		Remove Activity Risk Ass	ignments	D:\Test Files - MOD\Schedule Cleaner test filesHarbour Pointe Assisted Living Center_Remove Activity Risk Assignments.xer		

#### 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.

Ŧ				ScheduleCleaner
File Clean Template				
+ × i =	Quick Batch	Filter		
File	Clean	Filter		
Ready to Clean				

#### 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
V	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_EC006101.1_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_EC006101.3_SUFF_WBS	PRE_WBS_Envelope_SUFF_WBS	30-Aug-11	03-Aug-12
	PRE_WBS_EC006101.4_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:

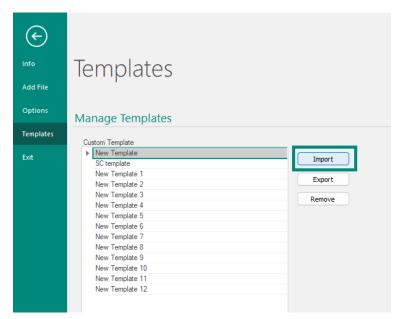
- Import template.
- Export template.
- Remove a template.

#### 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.



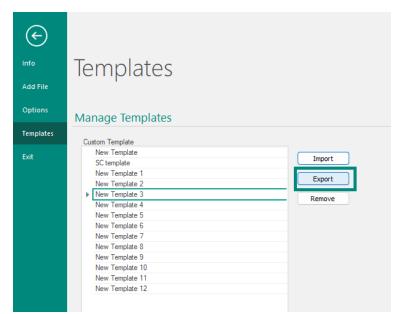
- 3. Choose an SCTX file from the desired location, that contains template parameters.
- 4. Click on the Open button to import the template.

#### **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:

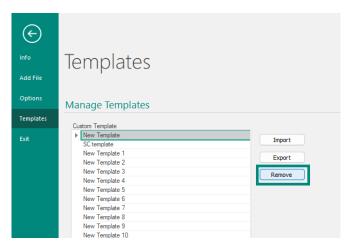
- 1. From File Menu, click on the "Templates" submenu.
- 2. Click on the Export Option.



- 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.

Options			×
Log	Settings		
Template	Default Name	New Template	
Language	Default Output	C:\Users\julijana.kekenovska\Documents\Schei	
		OK Cance	I

## "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.

Options		>	<
Log	Settings		
Template	Save logs		
Language			
	Cache		
	Clear all logs		
	(	OK Cancel	

# "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<sup>™</sup> can be used in French; Spanish; Italian; German; Chinese Simplified; Korean; Japanese and Russian language.

Options		x
Log Template Language	English   Encoding  Western European (Latin 1)	
	OK Cance	I

ScheduleCleaner™ is not a product of Oracle®, nor is it endorsed, sponsored or affiliated with or by Oracle. Oracle® and P6® are registered trademarks and brands of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.