Creating deliverables

Gestion des livrables

- Introduction
- The different types of deliverables
- **Creating deliverables**
- Customizing a deliverable
- Customizing pages
- Copy and/or update a deliverable
- Managing statuses
- Clipping drawings in deliverables

To create a deliverable:

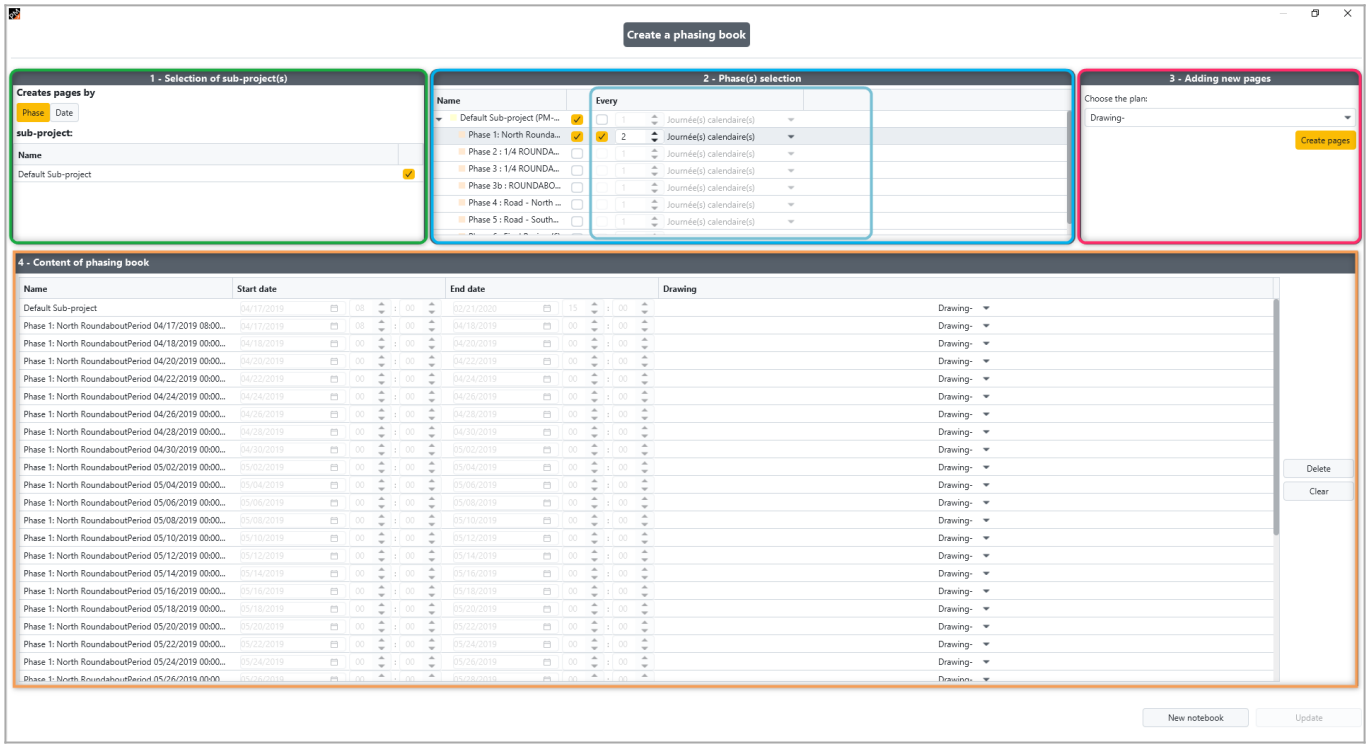
1. go to the Deliverables interface
2. then click on the button located at the bottom of the left panel

Depending on the case, set the parameters as follows:

For a Phasing book

- 1) Choose the sub-project
- 2) Tick the summary activities corresponding to the phases of your project
  - 2.1) Tick the “Every” option to chose a specific gap parameter for your phase
  - 2.2) Chose the value of your gap and its unity (for example : every 2 calendar days)
- 3) Choose a drawing
- 4) If necessary, replace the drawing used on each page

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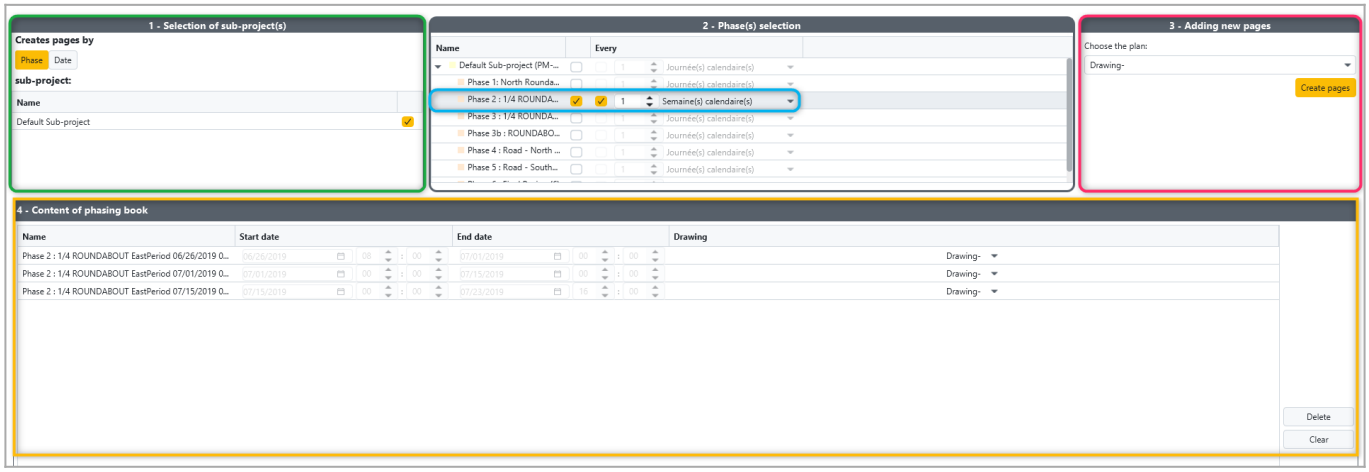


- 5) click on “New notebook”

For a Sequential books

Here for example, we're going to create a sequential book that will display week by week details of phase 2 of our project.

1. First specify the sub-project
2. Choose the phase to be detailed, then the interval of time you want for the pages (here we choose every **1** - **calendar week(s)**)
3. Click on **Create Pages**, you'll see the pages added to you book for every week of your phase:
   You can also add your Phase 2 without any parameters at the beginning of your book to have an overview of your phase book before the detailed pages



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For a Sequential books in a specific time period

We can also create a phase book with a specific period.

To set a start date and end date :

1. Click on Date in the **Selection of Sub-project(s)** part
2. Set a time period and and time interval for your pages
3. Click on **Add**

Once all you pages are added, you can click on **New notebook**

Optional :

It is possible to add different sequences one after the other. To do this, proceed as above, but before clicking “New notebook”, choose new parameters and click “Create pages”. When everything is added, click “New notebook”.

Notes :

- To delete a page: highlight it and click on “Delete”.
- The position of the pages can be changed using the drag&drop

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