# C5 Navigator<sup>™</sup>

## User Manual

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## Getting Help

- 1. **Read this manual.** We want to know if you don't find the answers you need, so we can develop this document into a valuable resource for all of our users.
- 2. Take detailed notes on the problem. If you experience technical difficulties with the program, write down what you were doing when the problem occurred. Try doing the same thing in the program again to see if you can replicate the problem.
- 3. Email us at **Support@TheAlignGroup.com.** We place a priority on responding to email requests because we can better track the status of your needs, and because email helps us develop a history of issues for future development.
- 4. Our goal is to reply to support requests within one business day. Historically, we achieve this goal 95%-98% of the time.
- 5. And remember...we create great products because we have great customers! We want to know how we can apply our expertise to developing solutions that add value to you. Email suggestions to: NewIdeas@TheAlignGroup.com

## System Requirements

PC: Pentium or higher

Operating System: Windows95 or higher

60MB available hard disk space

CD ROM Drive (for installation only)

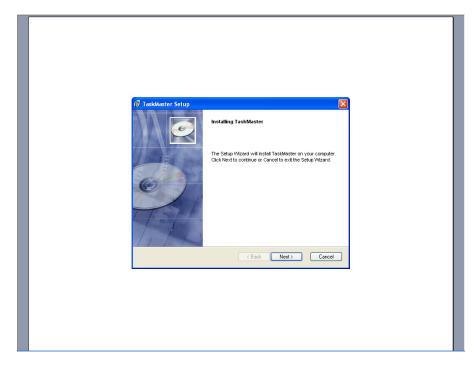
## Installation

Setup can take 10-15 minutes, and may require your system to restart.

Save all of your work and exit from all other programs.

Place the C5 Navigator<sup>™</sup> CD in your CD drive. If the installation does not start automatically, browse the CD contents and double-click on "Setup.exe":

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		Microsoft Word Doc	
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3 in inclusion -			
Details 🛛 🛞			



Follow the instructions of the installation program:

By default, setup will install C5 Navigator<sup>™</sup> in "C:\Program Files\The Align Group\C5 Navigator." We advise that you accept this recommended location...if you need to install C5 Navigator<sup>™</sup> in another location, contact The Align Group for additional configuration instructions.

Setup will create a program group named "C5 Navigator," and a shortcut to "C5 Navigator" on your desktop. You're ready to begin!

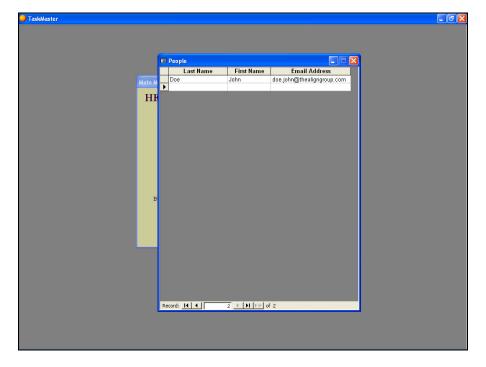
## **Getting Started**

To start the program, double-click the C5 Navigator<sup>™</sup> icon (the orange ball) on your desktop. The C5 Navigator<sup>™</sup> license screen will appear for several seconds before the Main Menu appears.

#### Add Your Team Members

From the Main Menu, click on "People":

💛 TaskMaster			■ ₽ 🛽
	Main Menu		
	HEB D/GM		
	Mission:	TaskMaster	
	Vision: Build one for free in 2005!	Priorities, Initialives, Tasks People Metrics Differ Exit Version: 17-MAY-05-A Copyrigh: 1954 - 2004 The Align Group, LC: All rights reserved.	



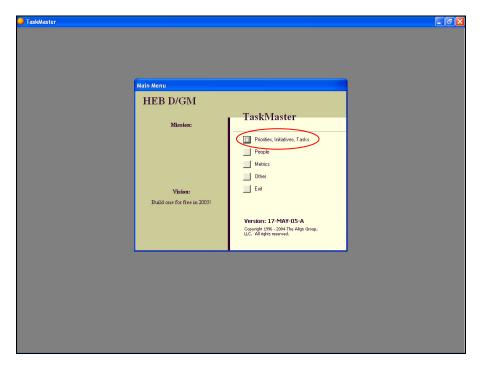
A screen will appear with a "dummy" team member named John Doe:

On the blank row below John Doe's record, add the names and email addresses of your team members. Click the "X" in the upper right hand corner to close this screen when you are finished:

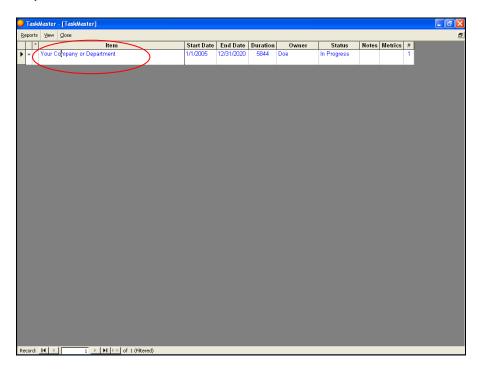
	🕮 People			
	Last Name	First Name	Email Address	
Main M	Doe	John	doe.john@thealigngroup.com	
	Ackerman	Ted	ackerman.ted@acme.com	
HI	Bonner	Tina	bonner.tina@acme.com	
111	Darth	Sue	darth.sue@acme.com	
	Jansen	Mark	jansen.mark@acme.com	
	Eastman	Fred	eastman.fred@acme.com	
	Francis	Sharon	francis.sharon@acme.com	
	Looper	Kathy	looper.kathy@acme.com	
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	Record: 14 4	8 1 1 *	fa	

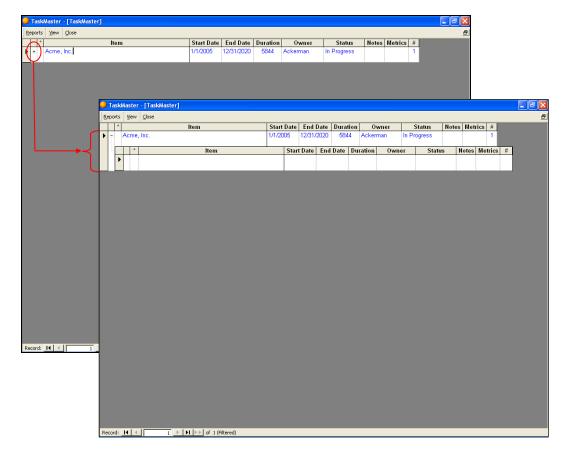
#### Add Your Team's Priorities

From the Main Menu, click on "Priorities, Initiatives, Tasks":



A screen will appear with a "dummy" item titled, "Your Company or Department." Edit this line to reflect the specific name of your company or department:





At the far left of the line you will see a plus ("+") symbol. Click on that symbol to open up the next level down:

Add your team's priorities, start/end dates, and owner to the blank rows below your company/department:

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			Grow international markets	/	1/1/20	005	12/31	/2005	365	Darth	In Progre	ISS			3	
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Rea	ord:	14	3 <b>&gt; &gt;1 &gt;*</b> of 3													

#### Add Your Team's Initiatives

Click on the "+" symbol at the left of one of your priorities to open up the next level down:

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On the blank rows below your priority, add the initiatives, start/end dates, and owners:

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#### Add Your Team's Tasks

Click on the "+" symbol at the left of one of your priorities to open up the next level down:

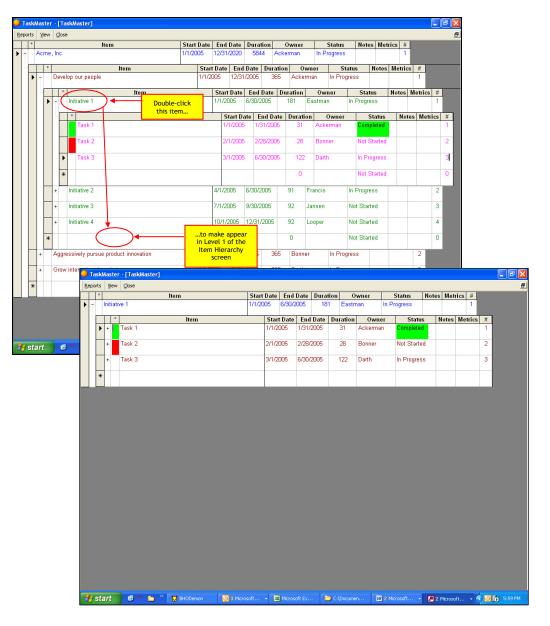
interm     Start Date     End Date     Duration     Owner     Status     Notes     Met <ul> <li>Develop our people</li> <li>1/1/2005</li> <li>1/2/31/2005</li> <li>365</li> <li>Ackerman</li> <li>Initiative 1</li> <li>10/1/2005</li> <li>12/31/2005</li> <li>92</li> <li>Looper</li> <li>Notes</li> <li>Meteric</li> <li>Meteric&lt;</li></ul>			1	# 1 ics
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•         Initiative 3         7/1/2005         9/30/2005         92         Jansen         Not Started           •         Initiative 4         1/1/2005         6/30/2005         181         Eastman         In Progress				
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Aggressively pursue product innovation     1/1/2005     12/31/2005     365     Bonner     In Progress	2	2		
+ Grow international markets 1/1/2005 12/31/2005 365 Darth In Progress	3	3		
*				
		-		

On the blank rows below your priority, add the tasks, start/end dates, and owners:

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		2			*	ltem				Date				ation	0w			Status		Notes	Metr		
				T		Initiative 1			1/1/20	005	6/30/2	2005	1	81	Eastma	n	In P	rogress	8			1	I
					F	* Item		-		tart Da 1/2005		nd Dat 31/2005		Duratio 31		Owner erman		Sta Comple	tus ted	No	tes IV	letrics	#
				/	F	Task 2				1/2005	2/	28/2005		28	Bonr	ner	-	Not Sta	rted	_			2
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		+		G	'0W	r international markets		1/1/2	005	12/31	/2005	365	5	Darth		In Prog	gress				3		
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#### Adding Subtasks and Beyond

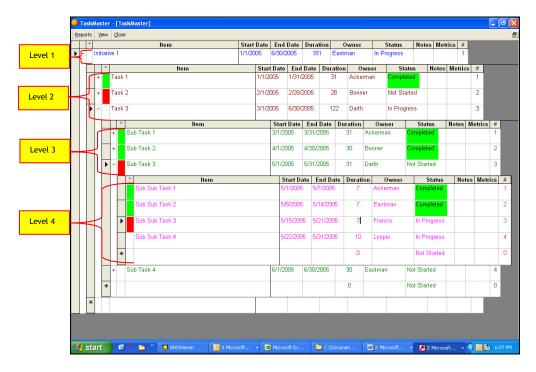
C5 Navigator will let you add as many levels of subtasks as you desire, but the screen will only display four levels at any one time. To open up lower levels in the item hierarchy, double-click on any item in Levels 2, 3, or 4. The item you double-clicked will become the item displayed in Level 1, which will allow you to add three more levels below it:



## Navigating the Item Hierarchy Screen

#### Overview

The Item Hierarchy Screen displays up to four levels of your item hierarchy:



#### Color Coding

If the box to the left of an item is green, it has been completed. If the box to the left of an item is red, it is past due. No color means an item is on task.

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		¢	*	Та	sle	-			Cor	nple	ted Ite		Start E /1/200		End 1/31/2				Acker	wn e mai		atus eted	N	lotes M	etrics	#	
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						S	ib Sub	Task 1						5/1	/2005		5/7/2008		7		Ackerman		Comple	eted			
						S	ib Sub	Task 2						5/8	/2005	. (	5/14/200	)5	7		Eastman		Comple	eted			
					•	Su	ib Sub	Task 3						5/1	5/200	15	5/21/200	)5	7		Francis		n Prog	ress			
						S	ib Sub	Task 4						5/2	2/200	5	5/31/200	)5	10		Looper		n Prog	ress			
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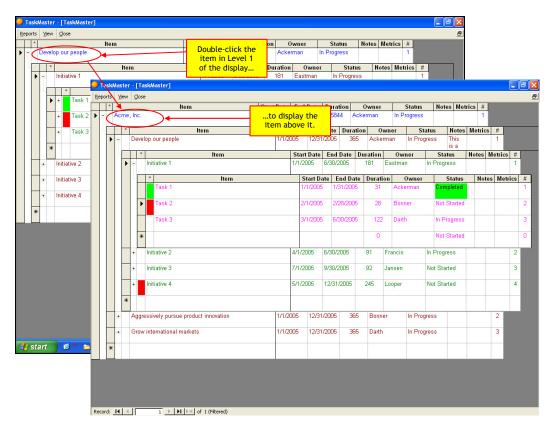
#### Moving Up the Hierarchy

Double-clicking on the top item will move you up one level in the hierarchy:

TaskMaster - [TaskMaster]											
Doubleto move theto click here	💛 TaskMaster	- [TaskMaster]				ð					
of the display.	Reports View	⊈ose Item		nt Date End	Data Dura	dian (	)wner	Status	Notes Met	vice #	Ð
	🕨 – 🛛 Initiativ			2005 6/30/				Progress	Notes Mei	1	
Hem		lter Task 1	n	Start Date	End Date 1/31/2005	Duration 31	Owner Ackerman	Status Completed	Notes	Metrics	#
Initiative 1		Task 2		2/1/2005	2/28/2005	28	Bonner	Not Started			2
tem Item		Task 3		3/1/2005	6/30/2005	122	Darth	In Progress			3
Task 2	*	Task S		5/1/2005	0/30/2003	122	Dartin	in rogress			5
Task 3	<b>*</b>										
*											
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+ Initiative 3											
+ Initiative 4											
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+ Aggressively pursue product innovation											
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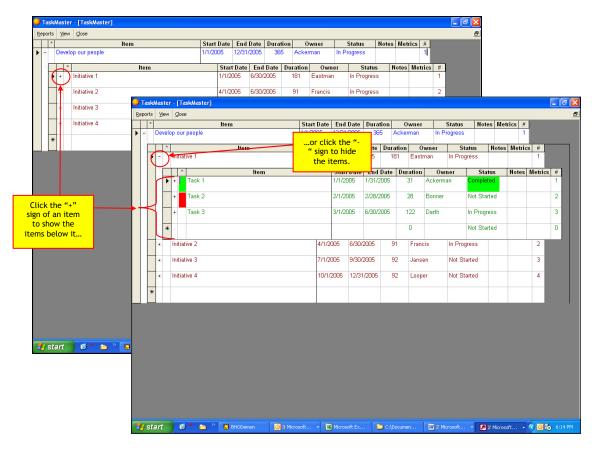
#### Moving Down the Hierarchy

Double-clicking any item in levels 2, 3, or 4 will move that item to level 1, allowing you to see more levels down the hierarchy:



#### Displaying or Hiding Levels

Click on the "+" symbol to the left of an item to display the level below it. Click on the "-" symbol to the left of an item to hide the level below it:



#### Putting Items in Order

The rightmost column of the display is labeled with a "#" symbol. Type a number in this column to make the item move to that place in the order of items at that level:

		•	* Deve	lop our people	ltem			Start E 1/1/200		nd Date /31/2005	Durati		Owner ckerman		Status rogress	Not	es Me	trics # 1	
				k	ltem				Start Da	nte En	d Date	Durat	ion 0	wner	St	atus	Notes	Metric	s #
			• =	Initiative 1					1/1/2005		/2005	181			In Prog				1
				*	I	tem							Duration			Sta	tus	Notes	Metrics #
				+ Task 1					1/	1/2005	1/31/20	005	31	Ackerma	an	Comple	ted		1
				+ Task 3					3/	1/2005	6/30/20	105	122	Darth		In Progr	ess		2
			3	🖉 + 📕 Task 2					2/	1/2005	2/28/20	005	28	Bonner		Not Sta	rted		2
			,	*									0			Not Sta	rted		
			+	Initiative 2				4	4/1/2005	6/30	/2005	91	Franc	cis	In Proc	iress			2
			Master															_ P	⊠/
ts ⊻ ≜	jew	⊆lose		ltem		Start [	ate Fr	nd Date	Durati	ion	Owner		Status	Note	e Motr	ics #	_	_	Ð
De	velo	p our p	ople	nem		1/1/200		31/2005	365		erman	In	Progress	note	o meu	1			
	*			ltem			Start Da					wner			Notes	Metrics			
• =		Initiativ	e 1				1/1/2005	6/30/	2005	181	Eastr	nan	In Prog	jress			1		
		* T	ask 1		tem			art Date /2005	End [			0 Acker	wner	State Complete		Notes	Metrics	#	
	-																~	-	
		* T	ask 2				2/1	/2005	2/28/20	005	28	Bonne	ir	Not Start	ted		$\left( \right)$	2	
		* T	ask 3				3/1	/2005	6/30/20	005	122	Darth		In Progre	ss			3	
	*										0			Not Start	ted			0	
+		Initiativ	2				4/1/2005	6/30/	2005	91	Franci	is	In Prog	jress			2		
+		Initiativ	3			;	7/1/2005	9/30/	2005	92	Janse	n	Not St	arted			3		
+		Initiativ	4				10/1/2009	5 12/3	1/2005	92	Loope	r	Not St	arted			4		o 🔥 6
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## How an Individual Team Member Should Use C5 Navigator

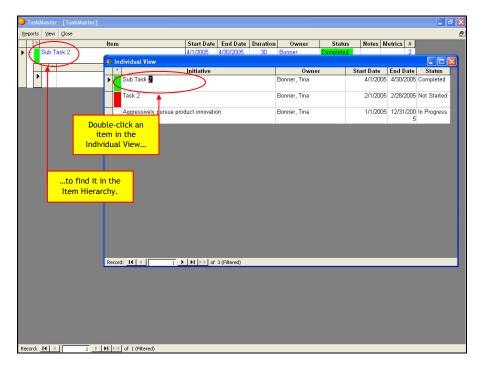
1. Routinely update C5 Navigator to ensure it accurately reflects your progress on items you own. To show these items, click the "View" menu bar option at the top of the Item Hierarchy screen, then select "Individual View."

Image: Constraint of the sector of	Leader View         Item         Start Date         End Date         Duration         Owner         Status         Notes         #           +         Dereb pour people         11/1/2005         12/31/2005         365         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         386         Bonner         In Progress         2           +         Grow international markets         11/1/2005         12/31/2005         385         Darth         In Progress         3	-		Individual View	ltem	Start Date	End	Date	Durat	ion 0	wner		Status	Notes	Metri	cs #	
End an item         Item         Start Date         End Date         Duration         Owner         Status         Notes         Metrics         #                +          Develop our people         1/1/2005         12/31/2005         365         Ackerman         In Progress         1                +          Aggressively pursue product innovation         1/1/2005         12/31/2005         365         Bonner         In Progress         2                +          Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	End an Item         Start Date         End Date         Duration         Owner         Status         Notes         Metrics         #	11.1	4			1/1/2005	12/31/	2020	584	4 Acke	rman	In Pr	rogress			1	
+         Develop our people         1/1/2005         12/31/2005         365         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         365         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         365         Danth         In Progress         3	+         Develop our people         1/1/2005         12/31/2005         366         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         365         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	-	г		Item	Sta	rt Date	End	Date	Duration	Owne	or	Statu	e N	otee	Matrice	#
+     Aggressively pursue product innovation     1/1/2005     12/31/2005     365     Bonner     In Progress     2       +     Grow international markets     1/1/2005     12/31/2005     365     Darth     In Progress     3	+         Aggressively pursue product innovation         1/1/2005         12/31/2005         365         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	•	+												0105	Metrics	
+         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	+ Grow international markets 1/1/2005 12/31/2005 366 Darth In Progress 3										-						
			+	Aggressively p	ursue product innovation	1/1/	2005	12/31	/2005	365	Bonner		In Progres	S			2
* 0 Not Started 0	O Not Started D		٠	Grow internation	nal markets	1/1/	2005	12/31	/2005	365	Darth		In Progres	s			3
* V NULSIANEU U											~		Not Starte	4			0
		*								0			NUL Statte	u			
d: <b>14 ≤ </b> 1 (#kered)																	

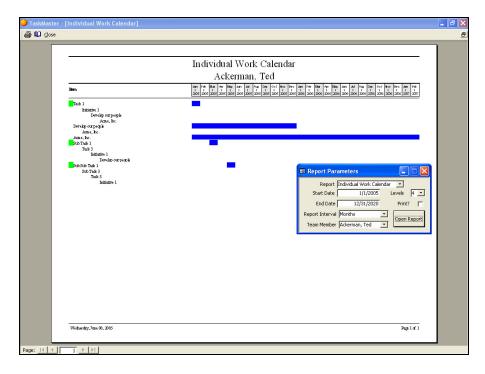
Select your name from the small screen that appears:

Acme, Inc.	1/1/2005			Durat		wner	Status	Notes		
		5 12/31	/2020	584	Acker	man I	n Progress			1
* Item	s	Start Date	End	Date	Duration	Owner	Statu	s N	lotes Me	trics
Develop our people	1.	/1/2005	12/31	/2005	365	Ackerman	In Progres	s		
+ Aggressively pursue product innovation	1.	/1/2005	12/31	/2005	365	Bonner	In Progres	s		
Grow international markets	Select	t a person				Darth	In Progres	s		
*					_		Not Starte	d		
		ooper, Kathy								

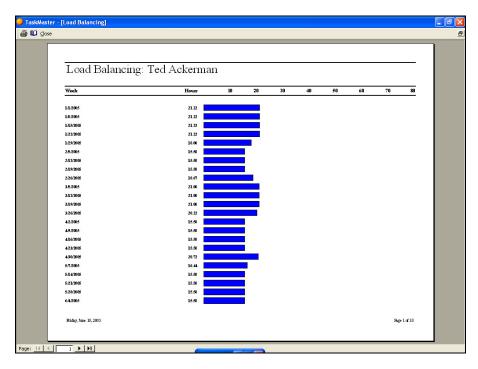
The Individual View will appear over the Item Hierarchy. Double-clicking on any item on this screen will cause that item to appear in level one of the Item Hierarchy, where you can edit its details:



2. Review a printed calendar of the starting and ending dates of all the items you own, to ensure that your schedule will allow you to deliver on your commitments to the team. See the section entitled "Individual Work Calendar" in the "Reports" section of this manual:



3. Review a printed copy of your Load Balancing Report to ensure that you are not overcommitted in any week. See the section entitled "Load Balancing" in the "Reports" section of this manual:



## How a Leader Should Use C5 Navigator

1. Review a multi-leveled Gantt Chart of your project(s), to ensure that the sequencing of tasks is reasonable and can be achieved in the time allocated. See the section entitled "Gantt Chart" in the "Reports" section of this manual:

💙 TaskMaster - [(	Gant Chart]				
🖨 🛍 🤇 lose					
			Gant Chart		_
			elop our people		
	lien	0ec Jan Jan Jan 26 2 9 6 2005 2005 2005 200	1 Jan Jan Feb Feb Feb Feb Har Mar Har 23 20 6 13 20 27 6 13 20 5 2005 2005 2005 2005 2005 2005 2005	Max         Apr.         Apr.         Apr.         May         May<	an an 2 9 2005 2005
	hitiative 1	FEstna			
	Task 1	T.Advern			
	Task 2	T.Borner			
	Task 3 Sub Task 1	SDuth		_	-
	-	T.Azkem			
	Sub Task 2	T.Borner			
	Sub Task 3	S Darth			
	Sub Sub Taak 1	T.Adom.			
	Sub Task 3	SDath			
	Sub Sub Taak 2	F Eastma			
	Sub Task 3	S Durfh			
	Sub Sub Taak 3	S Francis			
	Sub Task 3	S Darfh			
	Sub Sub Task 4 Sub Task 3	K.Looper S.Darfh			
	Sub Taak 4	5 Dam FEstas		-	_
	Initiative 2	S Prancis			-
	Initiative 3	MJuren			
	Initiative 4	KLooper			_
	Wednesday, June 08, 2005				Page 1 of 1
Page: IK K		ER P	eport 🗗 🗆 🗙		
1 allo1 1 1 1	A		الما التا التا المعادر و		

2. Provide leaders up the chain with a condensed Gantt Chart of your project(s),:

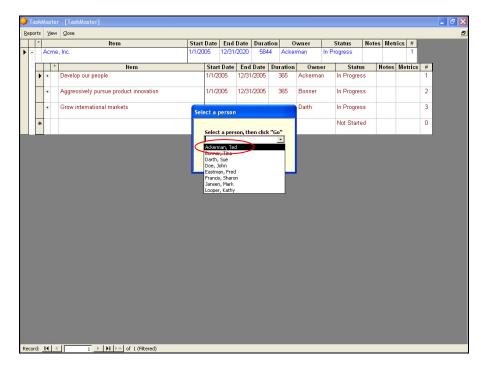
🥏 TaskMas	ster - [Gant Chart]		- 🗗 🛛
🖨 🛍 Go	ose		8
		1	
		Gant Chart	
		Develop our people	
	lien.	ter: Ann Jan Ann Ann Ann Ann Ann Ann Ann Ann Ann A	
	Initiative 1	FEetne	
	Task 1	T. Ackern	
	Task 2	T.Borer	
	Task 3 Initiative 2	SDath	
	Initiative 3	S Brancis M Janean	
	Initiative 4	K Looper	
		as boops	
	l		
	Friday, June 10, 2005	Page 1 of 1	
Page: 14			
raye: 11			

3. Routinely review items you own that have subordinate items, to ensure that your team members are up to date:

Image: Construct Construction       1/1/2005       1/1/2005       1/2/31/2000       58/44       Ackerman       In Progress       Image: Construction       1         Image: Construction of the start       Image: Construction of t	In Progress         In Progress	In Progress         In Progress		*	Ċ.	Individual View	ltem	Start D	nte End	Date	Durat	ion 0	wner		Status	Notes	Metri	cs #	
Understand         Item         Start Date         End Date         Duration         Owner         Status         Notes         Metrics         #                +             -          Develop our people         11/1/2005         12/31/2005         365         Ackerman         In Progress         1                +             Aggressively pursue product innovation             1/1/2005             12/31/2005             365             Bonner             In Progress             2              +             Grow international markets             1/1/2005             12/31/2005             3865             Darth             In Progress             3	Drd or Rom         Item         Start Date         End Date         Duration         Owner         Status         Notes         Metrics         #           +         Develop our people         1/1/2005         12/31/2005         365         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         365         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	Understand         Item         Start Date         End Date         Duration         Owner         Status         Notes         Metrics         #                +             -          Develop our people         11/1/2005         12/31/2005         365         Ackerman         In Progress         1                +             Aggressively pursue product innovation             1/1/2005             12/31/2005             365             Bonner             In Progress             2              +             Grow international markets             1/1/2005             12/31/2005             3865             Darth             In Progress             3	-		1														
+         Develop our people         1/1/2005         12/31/2005         366         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         385         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         385         Danth         In Progress         3	•         Develop our people         1/1/2005         12/31/2005         366         Ackerman         In Progress         1           •         Aggressively pursue product innovation         1/1/2006         12/31/2005         365         Bonner         In Progress         2           •         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	+         Develop our people         1/1/2005         12/31/2005         366         Ackerman         In Progress         1           +         Aggressively pursue product innovation         1/1/2005         12/31/2005         385         Bonner         In Progress         2           +         Grow international markets         1/1/2005         12/31/2005         385         Danth         In Progress         3		Ľ	$\sim$		Item	9	tart Date	End	Date	Duration	Own	er	Statu	s N	otes	Metrics	#
Grow international markets     1/1/2005     12/31/2005     365     Darth     In Progress     3	+         Grow international markets         1/1/2005         12/31/2005         365         Darth         In Progress         3	Grow international markets     1/1/2005     12/31/2005     365     Darth     In Progress     3	L	•	Ŧ														
				┢		Aggressively p	ursue product innovation	1	1/2005	12/31	/2005	365	Bonner		In Progres	s	-		2
Image: Arrow of the second	*         0         Not Started         0	Image: state         Image: state<			+	Grow internati	onal markets	1	1/2005	12/31	/2005	365	Darth		In Progres	s	-		3
				*											Not Starte	4	-		
												U							0

From the Item Hierarchy screen, select the "View" menu option, then select "Leader View:"

Select your name from the small screen that appears:



The Leader View will appear over the Item Hierarchy. Doubleclicking on any item on this screen will cause that item to appear in level one of the Item Hierarchy, where you can edit its details:

TaskMaster - [TaskMaster]						-
Reports View Close						
- Initiative 4	Start Date End Date D	uration Owner	Status	Notes	Metrics #	
- Initiative 4 🔁 Leader V	/iew					
	ltem	Owner		End	Status	
► De	velop our people	Ackerman	1/1/2005 12	/31/2005 In I	Progress	
*	ltem:	Owner	Start	End	Status	
	Initiative 1	Eastman	1/1/2005	6/30/2005	In Progress	
	Initiative 2	Francis	4/1/2005	6/30/2005	In Progress	
	Initiative 3	Jansen	7/1/2005	9/30/2005	Not Started	
	Initiative 4	Looper	5/1/2005	12/31/2005	Not Started	
► - Ac	ne, inc.	Ackerman	1/1/2005 12	/31/2020 In I	Progress	
- *	Item:	Owner	Start	End	Status	
	Develop our people	Ackerman	1/1/2005	12/31/2005	In Progress	
	Aggressively pursue product innovation	Bonner	1/1/2005	12/31/2005	In Progress	
Double-click an item in the	Grow international markets	Darth	1/1/2005	12/31/2005	In Progress	
Leader View						
	J					
	3 ▶ ▶1 ▶★ of 3					
Item Hierarchy.						
Record: I4 4 1 1 1 1 1	of 1 (Ethered)					

## Reports

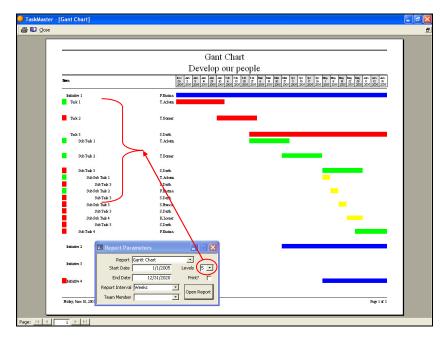
#### Overview

When you click the "Reports" menu option at the top of the Item Hierarchy screen, a "Report Parameters" screen will appear. The Report Parameters screen allows you to select the particular report you want to view/print, along with other parameters as described below in the detailed explanations for each report:

	Т	ask	Maste	r - [TaskMaster]														J X
1	Repo	orts	Viev	Glose														8
٦	+		$\sim$	ltem				e Durat			wner	Stat		Notes	Metri	ics #		
	• -	I.	Acm	i, The	1/1/200	5 1	2/31/202	0 584	4	Acken	man	In Progre	ess			1		
			*	ltem		Start I		nd Date			0wn		Status			Metrics		
		•	+	Develop our peophe	1	/1/200	05 12.	31/2005	3	65	Ackerma	an In F	Progres		This s a		1	
			+	Aggressively pursue product innovation	1	/1/200	<del>35</del> 12.	31/2005	-	65	Bonner	In F	Progres	s			2	
		F	٠	Grow international markets	Report	Paran	neters		(	_ 0		In F	⊃rogres	s			3	
		*			Rep Start D	ort	17	/2005	- Level		_	No	t Starte	d	-		0	
					End D	,		/2005		int?								
					Report Inte			-			1							
				$\sim$	Team Merr	nber 🗍		•	Op	en Repo	ort							
						-			_	_								
1	Reco	rd:	М	1 N I N of 1 (Filtered)														

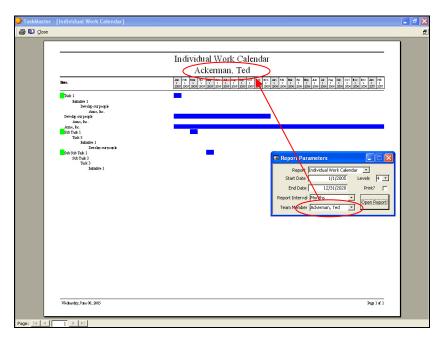
#### Gantt Chart

When you select "Gantt Chart" from the Report Parameters screen, C5 Navigator will generate a Gantt Chart that begins with the item that is currently displayed on level one of the Item Hierarchy. You may determine how much detail to include by setting the "Levels" parameter:



#### Individual Work Calendar

This report shows all tasks owned by any team member, mapped across a timeline to ensure that no weeks exist where the team member is overcommitted. Select the on the Report Parameters screen to view/print this report:



#### Past Due Items

This report shows all tasks that should have started by now, but are still listed as "Not Started;" as well as all tasks that should have finished by now, but are still listed as "In Progress." This report can also be filtered by team member to display the past due items of one person:

Past	Due Items			
Description	Start Date	Due Date	Owner	Status
Task2	2/1/2005	2/28/2005	T.Borner	NotS tasted
[Initiative 1] [Develop our people] [Acme, Inc.] Sub Task 3	5/1/2005	5/31/2005	S. Darth	NotS tasted
[Task 3] [Initiative 1] [Develop our people] Initiative 4 [Develop our people] [Acme, Inc.] []	5/1/2005	12/31/2005	K. Looper	NotS tasted
Sub Sub Task 3 [Sub Task 3] [Task 3] [Initiative 1]	5/15/2005	5/21/2005	S. Francis	In Progress
Sub Sub Task 4 [Sub Task 3] [Task 3] [Initiative 1]	5/22/2005	5/31/2005	K. Looper	In Progress
Sub Task 4 [Task 3] [Initiative 1] [Develop our people]	6/1/2005	6/30/2005	F. Eastman	NotS tasted
			t Due Items	
		Start Date	1/1/2005	
	R	eport Interval M		-
		Team Member		Noten Repo

#### **Coming Due Items**

This report shows all tasks that are due to be completed in between the "Start Date" and "End Date" on the Report Parameters screen:

Coming I	han Ttama			
Coming I				
Description	Start Date	Due Date	Owner	Status
Sub Task 3 [Task 3] [Initiative 1] [Develop our people]	5/1/2005	5/31/2005	S. Darth	Not S tasted
[Iask 3] [Humanwe 1] [Develop our people] Sub Sub Task 3	5/15/2005	5/21/2005	S. Francis	In Progress
[Sub Task 3] [Task 3] [Initiative 1]				
Sub Sub Task 4 [Sub Task 3] [Task 3] [Initiative 1]	5/22/2005	5/31/2005	K. Looper	In Progress
	S Repo	Port Paramete Report Comin tart Date End Date Tt Interval Month m Member	9 Due Items 5/1/2005 5/31/2005	Open Report
Wednesday, June 08, 2005				Page 1 of 1

#### Status Report

This report shows the Item Hierarchy, up to five levels in depth, beginning with whichever item is currently displayed in level one of the Item Hierarchy:

Stati	1s Report			
Aci	me, Inc.			
Description.	Start	End	Owner	Status
Develop our people	1/1/2005	12/31/2005	Ackerman	In Progress
This is a sample rate for the item entitled "Develop our people" Initiative 1	1/1/2005	6/30/2005	Eas tman	In Progress
Task 1	1/1/2005	1/31/2005	Ackerman	Completed
Task 2	2/1/2005	2/28/2005	Borner	NotS tasted
Task3	3/1/2005	6/30/2005	Darth	In Progress
Sub Task 1	3/1/2005	3/31/2005	Ackerman	Completed
Sub T ash 2	4/1/2005	4/30/2005	Borner	Completed
Sub Tash 3	5/1/2005	5/31/2005	Darth	NotS tasted
Sub Sub Task1	5/1/2005	5/7/2005	Ackerman	Completed
Sub Sub Tack2 Sub Sub Tack3	5/8/2005 5/1.5/2005	5/14/2005 5/21/2005	Eas tman Francis	Completed In Progress
Sub Sub Task4	5/22/2005	\$/31/2005	Looper	In Progress
Sub Task 4	6/1/2005	6/30/2005	Eas tman	NotS tasted
Initiative 2	4/1/2005	6/30/2005	Francis	In Progress
Initiative 3	7/1/2005	9/30/2005	Jansen	NotS tasted
Initiative 4	5/1/2005	12/31/2005	Looper	NotS tasted
Aggressively pursue product innovation	1/1/2005	12/31/2005	Bormer	In Progress
Grow international markets	1/1/2005	12/31/2005	Darth	In Progress
Wednesday, June 08, 2005				Page 1 of

#### Leader Report

This report shows all items owned by a particular team member that have subordinate items. It also indicates the current status of those items, so that a process owner can follow up with team member that are past due:

T.	a dan Danant			
	ader Report			
Te	d Ackerman			
Descrip tion	Star	t End	Owner	Status
Acres, Inc.	1/1/2	005 12/31/2020	Ackerman	In Progress
Develop our people	1/1/2	005 12/31/2005	Ackerman	In Progress
This is a sample note for the item entitled "Develop our people"			- 0	-
Initiative 1	1/1/2		Eastman	In Progress
Task 1 Task 2	1/1/2 2/1/2		Ackerman Borner	Completed NotStated
Task3	3/1/2		Darth	In Progress
Sub Task 1	3/1/2		Ackerman	Completed
Sub Task 2	4/1/2	005 4/30/2005	Borner	Completed
Sub Task 3	5/1/2		Darth	NotS tarted
Sub Task 4	6/1/2		Eas tman	NotS tasted
Initiative 2	4/1/2		Francis	In Progress
Initiative 3	7/1/2		Jansen	NotS tarted
Initiative 4	5/1/2			NotS tasted
Aggressively pursue product innovation	1/1/2	005 12/31/2005	Bonner	In Progress
Grow international markets	1/1/2	005 12/31/2005	Darth	In Progress
📾 Report Parameters 📃 🗖 🔀	1/1/2	005 12/31/2005	Ackerman	In Progress
Report Leader Report -	1/1/2	005 6/30/2005	Eas tman	In Progress
Start Date 1/1/2005 Levels 5 -	1/1/2	005 1/31/2005	Ackerman	Completed
· · · · · · · · · · · · · · · · · · ·	2/1/2	005 2/28/2005	Borner	NotS tasted
End Date 12/31/2020 Print?	3/1/2	005 6/30/2005	Darth	In Progress
Report Interval Months	3/1/2		Ackerman	Completed
Team Member Ackerman, Ted	4/1/2		Borner	Completed
realitiveniber patientian, red -	5/1/2		Darth	NotS tarted
Sub Sub Task2	5/1/2 5/8/2		Ackerman Eastman	Completed Completed
Sub Sub Task2 Sub Sub Task3	5/6/2 5/15/2			In Progress
505 505 1 8783	3/1.3.	2005 3/202005	FRANCES	in Progress

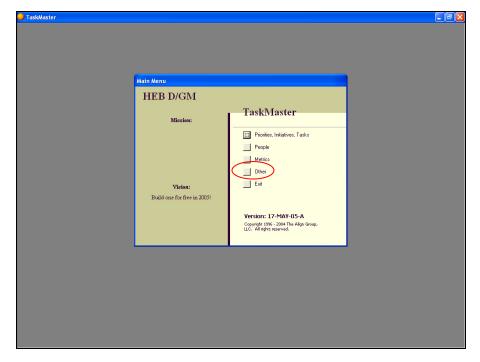
#### Load Balancing

This report calculates the weekly workload for a particular team member, by summing the estimated time required to complete all of the owned by that team member:

w				nan									
	Veek	Initiative	Hours		10	20	30	40	50	60	70	80	
1/	1.2005	Develop our people Anne, Int.	9.59 5.99		$\backslash$								
		Task 1	5.65										
	1.2005 6.2005	Develop our people	21.22 9.59										
14	6/2005	Ame, hc.	5.99			$\mathbf{N}$							
		Tack 1	5.65										
14	8/2005		21.22										
1/	1.5/2005	Develop our people	9_9				$\backslash$						
		Ame, ht.	5.99										
		Task 1	5.65										
14	15/2005		21.22										
14	22/2005	Develop our people	9.9						🛢 Report F				
		Anne, Inc. Task 1	5.99 5.65										
		TASE 1								ort Load Bala			$\frown$
	22/2005 29/2005	Develop our people	21.22 9.59						Start Da	te	1/1/2005	Levels 🜔	3 🔹
10	29/2005	Ame, hc.	5.99						End Da	ate 12	2/31/2020	Print?	T
		Task 1	2.42						No.				<u> </u>
14	29/2005		18.00						Report Inter			Open R	eport
	5/2005	Develop our people	9.99			-			Team Mem	ber Ackerma	n, Ted 🔵	-	<u> </u>
		Ame, ht.	5.99					1		-	$\sim$		
2.6	5/2005		15.58										
2/	12/2005	Develop our people	9_9										
		Ame, ht.	5.99										
24	12/2005		15.58										
2/	19/2005	Develop our people	9.59										
		Ame, ht.	5.99	≻∙									-
24	19/2005		15.58										
	Nednesday, Ji		-	·							Rg		

## How to Send Email Reminders for Past Due Items

From the Main Menu, select "Other":



From the "Other" sub menu, select "Send Email Reminders":

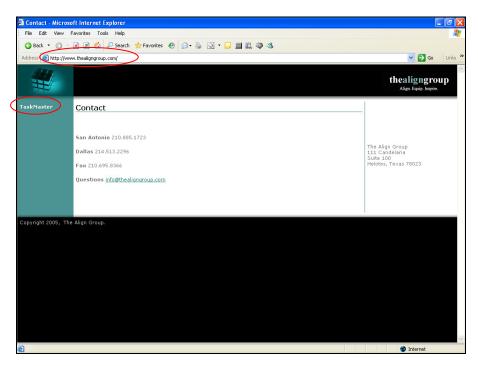
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	Other		
	HEB D/GM		
	Mission:	TaskMaster	
		<ul> <li>Organization Details</li> <li>Set Benchmarks</li> </ul>	
		Send Email Reminders	
	Vision:	Return to Main Menu	
	Build one for free in 2005!		
		Version: 17-MAY-05-A Copyright 1996 - 2004 The Align Group, LLC. All rights reserved.	

Emails will be automatically generated to each team member that has one or more past due items. All past due items will appear in the body of the email. You will be given the opportunity to review each email before it is sent:

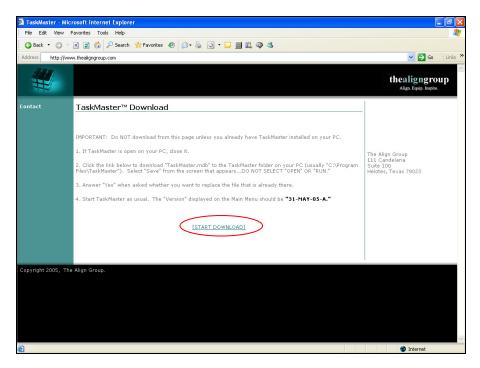
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This makes has not been sent.         From         To         Iooper.lathy@some.com	
The following items are past due: Sub Sub Task 4 Initiative 4 Click here to send the reminder	

### How to Download Program Updates

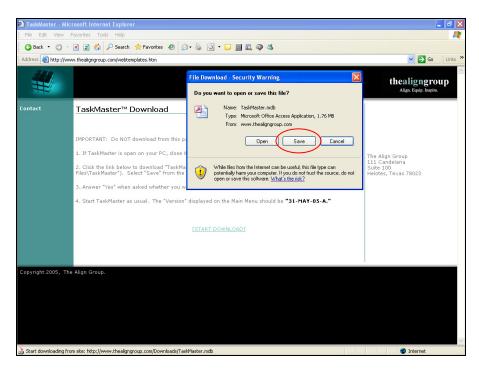
On the Internet, go to www.thealigngroup.com. The Align Group's contact page will appear. Click on the "C5 Navigator" link at the left of the page:



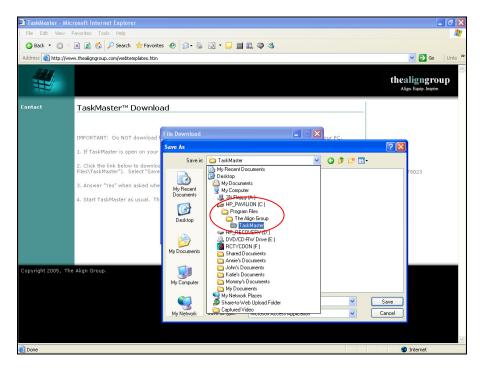
The C5 Navigator Download page will appear. Click on the "Start Download" link on this page:



A screen will appear with options to "Open," "Save," or "Cancel." Select "Save":



A screen will appear that asks you to select a location to save the file to. Usually you will save the file to "C:\Program Files\The Align Group\C5 Navigator":



You may be warned that "C5 Navigator.mdb already exists," and asked whether you want to replace it. Select "Yes":

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After the file is downloaded, a screen will appear with options to "Open," "Open Folder," or "Close." Select "Close":

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