
C5 Navigator™

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

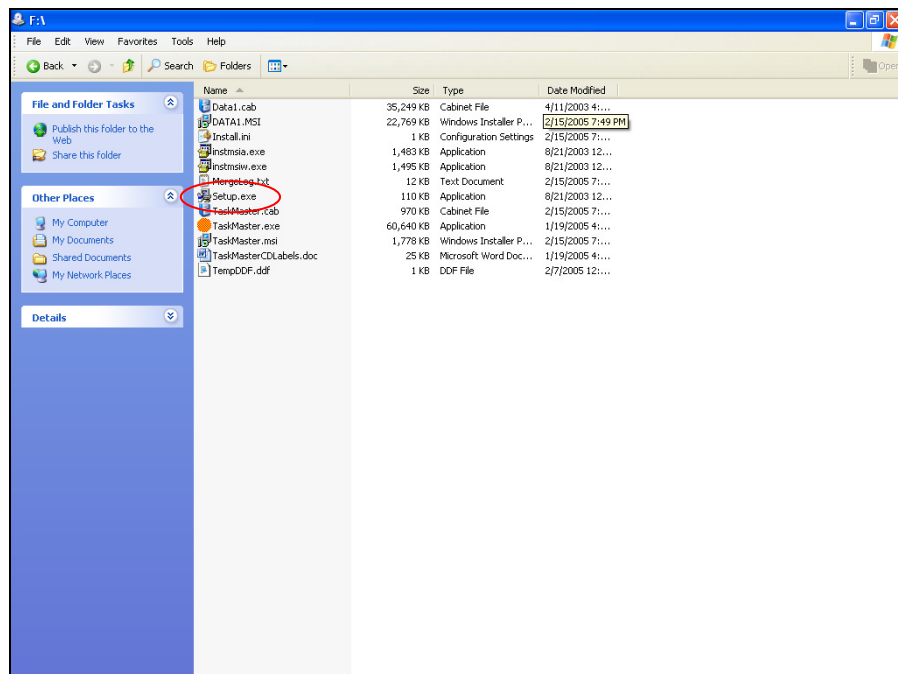
CD ROM Drive (for installation only)

Installation

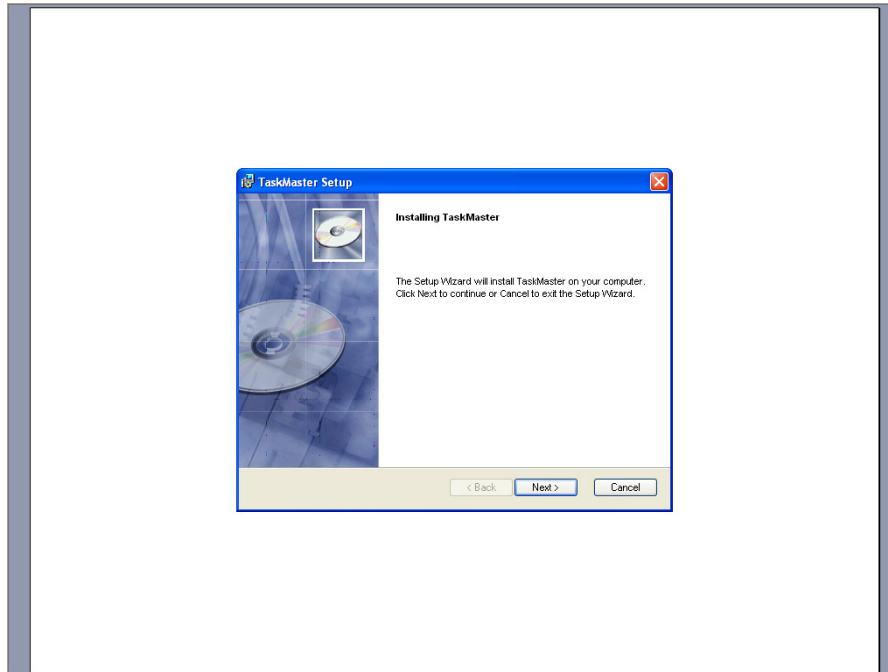
Setup can take 10-15 minutes, and may require your system to restart.

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

Place the C5 Navigator™ CD in your CD drive. If the installation does not start automatically, browse the CD contents and double-click on “Setup.exe”:



Follow the instructions of the installation program:



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

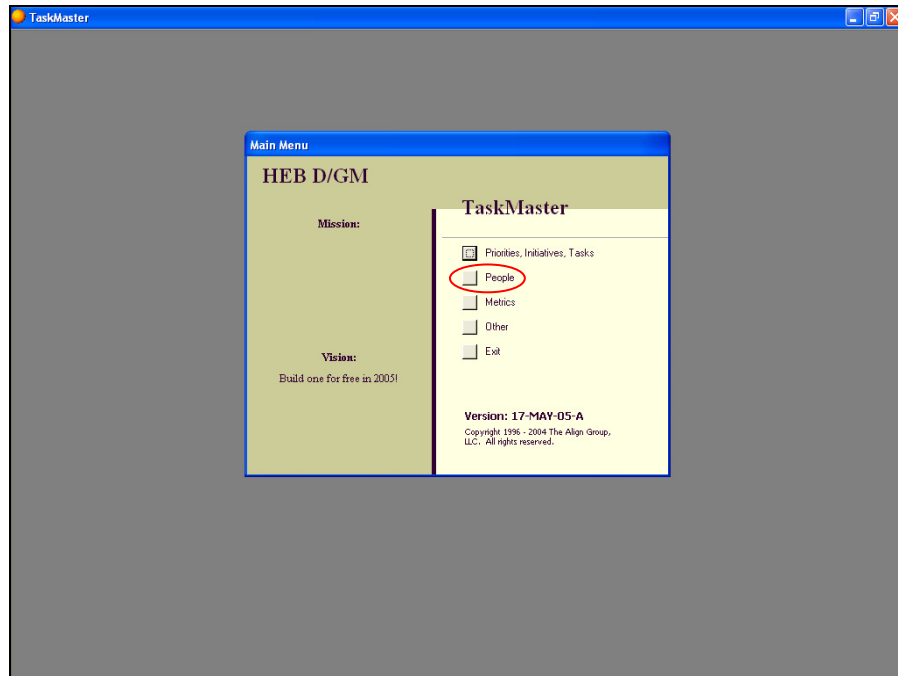
Setup will create a program group named “C5 Navigator,” and a shortcut to “C5 Navigator” on your desktop. You’re ready to begin!

Getting Started

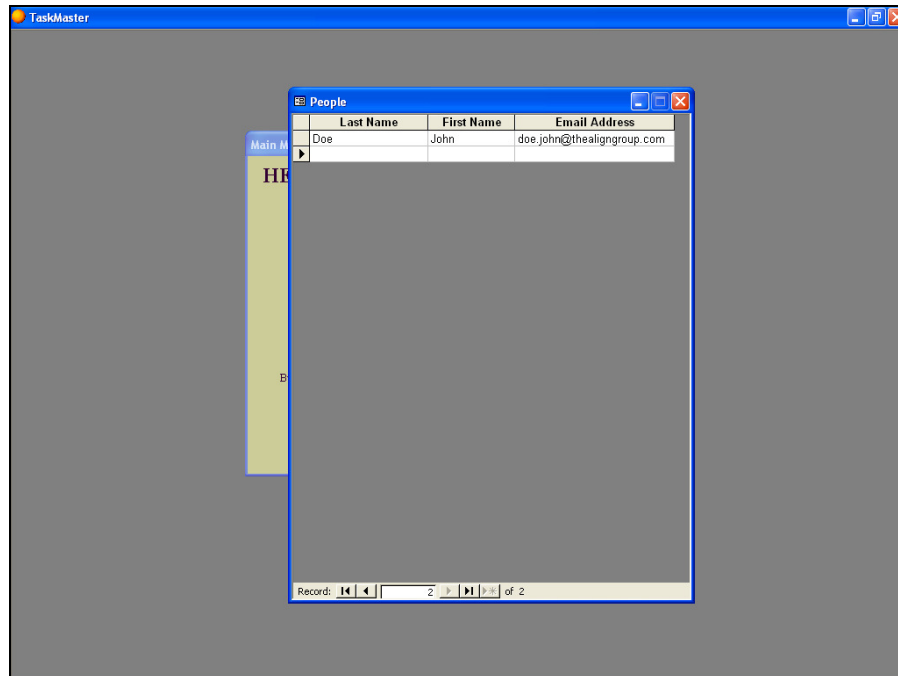
To start the program, double-click the C5 Navigator™ icon (the orange ball) on your desktop. The C5 Navigator™ license screen will appear for several seconds before the Main Menu appears.

Add Your Team Members

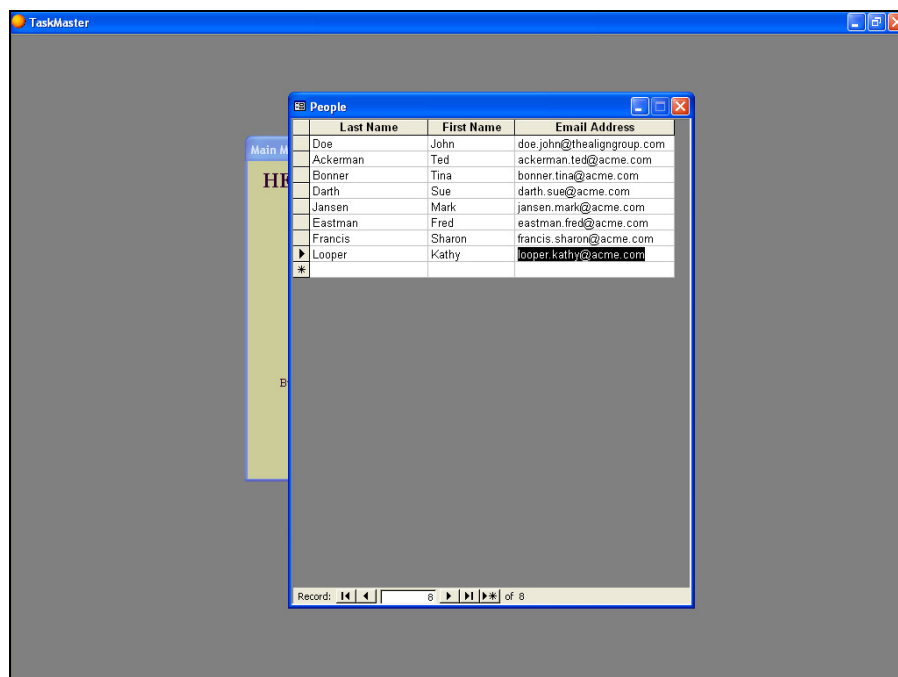
From the Main Menu, click on “People”:



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

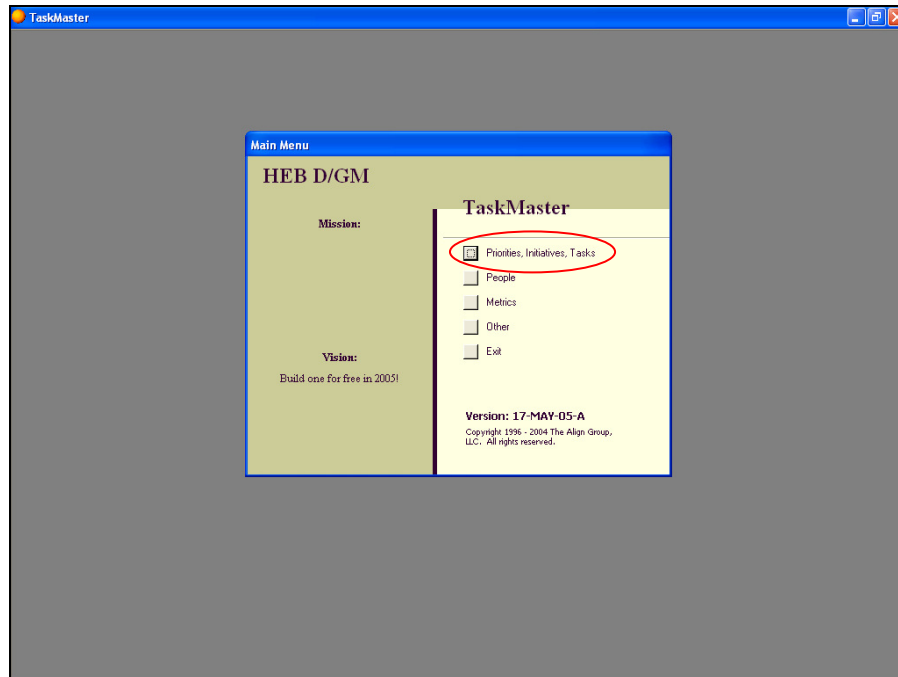


On the blank row below John Doe’s record, add the names and email addresses of your team members. Click the “X” in the upper right hand corner to close this screen when you are finished:



Add Your Team's Priorities

From the Main Menu, click on “Priorities, Initiatives, Tasks”:

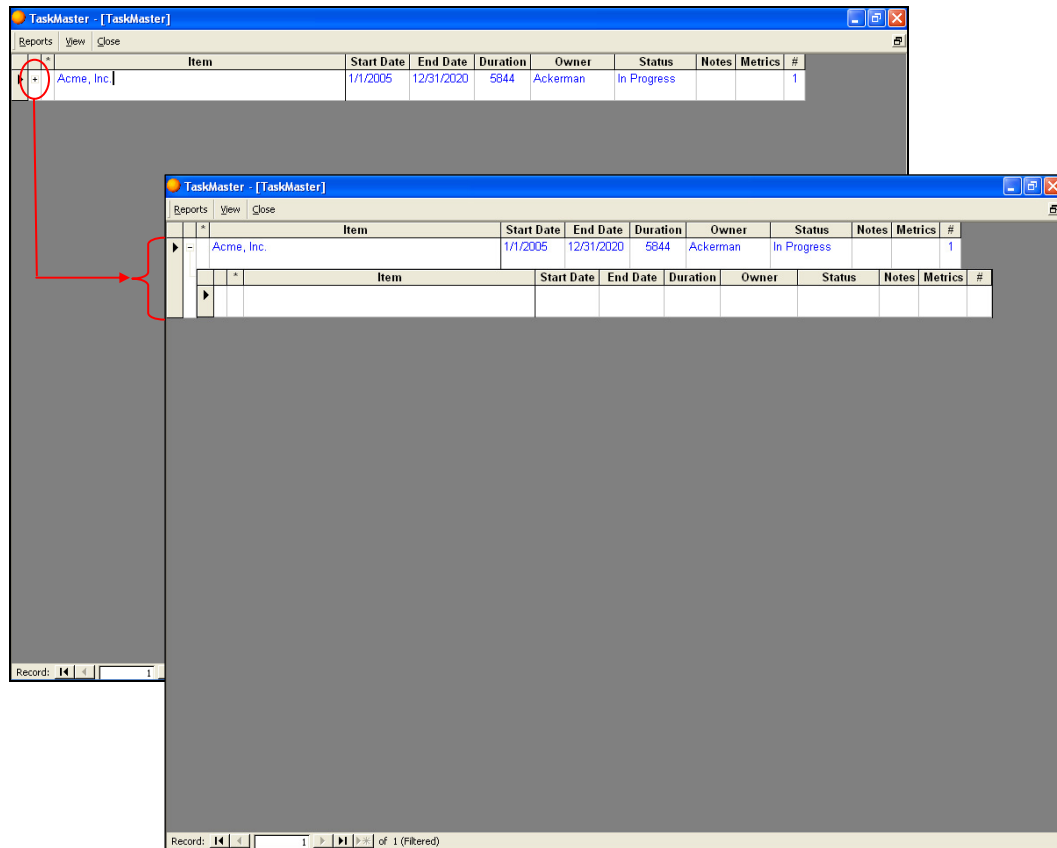


A screen will appear with a “dummy” item titled, “Your Company or Department.” Edit this line to reflect the specific name of your company or department:

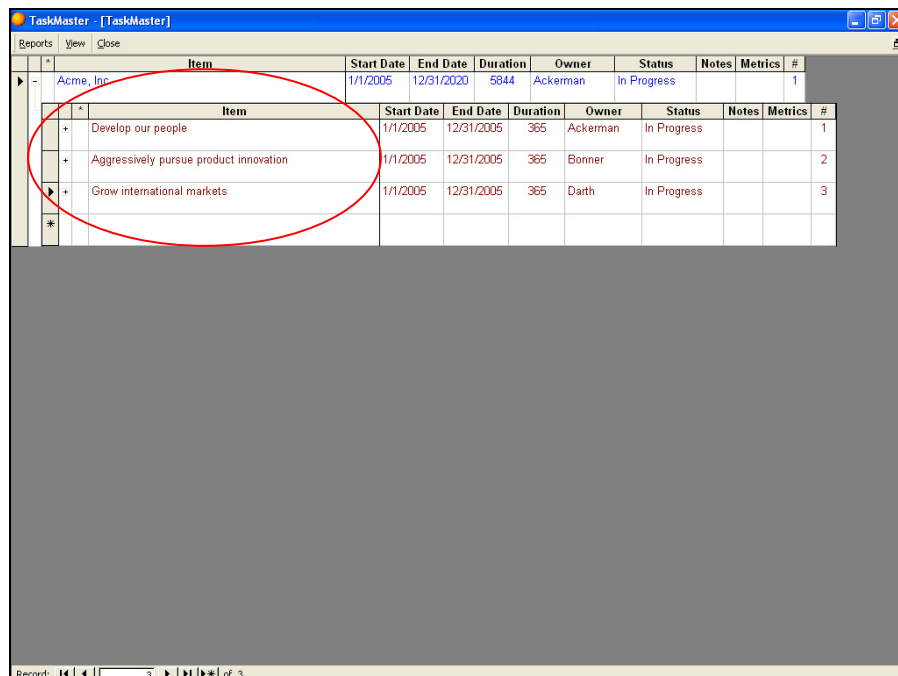
Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Your Company or Department	1/1/2005	12/31/2020	5844	Doe	In Progress			1

Record: 1 of 1 (Filtered)

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:



Add Your Team's Initiatives

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Acme, Inc.	1/1/2005	12/31/2020	5844	Ackeman	In Progress			1
Develop our people	1/1/2005	12/31/2005	365	Ackeman	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

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Acme, Inc.	1/1/2005	12/31/2020	5844	Ackeman	In Progress			1
Develop our people	1/1/2005	12/31/2005	365	Ackeman	In Progress			1
Initiative 1	1/1/2005	3/31/2005	90	Eastman	In Progress			1
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2
Initiative 3	7/1/2005	9/30/2005	92	Jansen	Not Started			3
Initiative 4	10/1/2005	12/31/2005	92	Looper	Not Started			4
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

Add Your Team's Tasks

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Acme, Inc.	1/1/2005	12/31/2020	5844	Ackerman	In Progress			1
Develop our people	1/1/2005	12/31/2005	365	Ackerman	In Progress			1
Initiative 1	10/1/2005	12/31/2005	92	Looper	Not Started			1
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2
Initiative 3	7/1/2005	9/30/2005	92	Jansen	Not Started			3
Initiative 4	1/1/2005	6/30/2005	181	Eastman	In Progress			4
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

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Acme, Inc.	1/1/2005	12/31/2020	5844	Ackerman	In Progress			1
Develop our people	1/1/2005	12/31/2005	365	Ackerman	In Progress			1
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	1/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	1/1/2005	6/30/2005	122	Darth	In Progress			3
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2
Initiative 3	7/1/2005	9/30/2005	92	Jansen	Not Started			3
Initiative 4	10/1/2005	12/31/2005	92	Looper	Not Started			4
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

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:

The image consists of two screenshots of the TaskMaster application window, illustrating how to drill down into a task hierarchy.

Top Screenshot: Shows a multi-level hierarchy. The top level is 'Acme, Inc.' (Start Date: 1/1/2005, End Date: 12/31/2020, Duration: 5844, Owner: Ackerman, Status: In Progress, Metrics: 1). Below it is 'Develop our people' (Start Date: 1/1/2005, End Date: 12/31/2005, Duration: 365, Owner: Ackerman, Status: In Progress, Metrics: 1). Under 'Develop our people' are four initiatives: 'Initiative 1' (Start Date: 1/1/2005, End Date: 6/30/2005, Duration: 181, Owner: Eastman, Status: In Progress, Metrics: 1), 'Initiative 2' (Start Date: 4/1/2005, End Date: 6/30/2005, Duration: 91, Owner: Francis, Status: In Progress, Metrics: 2), 'Initiative 3' (Start Date: 7/1/2005, End Date: 9/30/2005, Duration: 92, Owner: Jansen, Status: Not Started, Metrics: 3), and 'Initiative 4' (Start Date: 10/1/2005, End Date: 12/31/2005, Duration: 92, Owner: Looper, Status: Not Started, Metrics: 4). Under 'Initiative 1' are three tasks: 'Task 1' (Start Date: 1/1/2005, End Date: 1/31/2005, Duration: 31, Owner: Ackerman, Status: Completed, Metrics: 1), 'Task 2' (Start Date: 2/1/2005, End Date: 2/28/2005, Duration: 28, Owner: Bonner, Status: Not Started, Metrics: 2), and 'Task 3' (Start Date: 3/1/2005, End Date: 6/30/2005, Duration: 122, Owner: Darth, Status: In Progress, Metrics: 3). A yellow callout box points to 'Initiative 1' with the text 'Double-click this item...'. Another yellow callout box points to 'Initiative 4' with the text '...to make appear in Level 1 of the Item Hierarchy screen'.

Bottom Screenshot: Shows the result of double-clicking 'Initiative 1'. 'Initiative 1' is now at the top level (Start Date: 1/1/2005, End Date: 6/30/2005, Duration: 181, Owner: Eastman, Status: In Progress, Metrics: 1). Below it are its three subtasks: 'Task 1' (Start Date: 1/1/2005, End Date: 1/31/2005, Duration: 31, Owner: Ackerman, Status: Completed, Metrics: 1), 'Task 2' (Start Date: 2/1/2005, End Date: 2/28/2005, Duration: 28, Owner: Bonner, Status: Not Started, Metrics: 2), and 'Task 3' (Start Date: 3/1/2005, End Date: 6/30/2005, Duration: 122, Owner: Darth, Status: In Progress, Metrics: 3).

Navigating the Item Hierarchy Screen

Overview

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			3
Sub Task 1	3/1/2005	3/31/2005	31	Ackerman	Completed			1
Sub Task 2	4/1/2005	4/30/2005	30	Bonner	Completed			2
Sub Task 3	5/1/2005	5/31/2005	31	Darth	Not Started			3
Sub Sub Task 1	5/1/2005	5/7/2005	7	Ackerman	Completed			1
Sub Sub Task 2	5/8/2005	5/14/2005	7	Eastman	Completed			2
Sub Sub Task 3	5/15/2005	5/21/2005	7	Francis	In Progress			3
Sub Sub Task 4	5/22/2005	5/31/2005	10	Looper	In Progress			4
			0		Not Started			0
Sub Task 4	6/1/2005	6/30/2005	30	Eastman	Not Started			4
			0		Not Started			0

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.

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			3
Sub Task 1	3/1/2005	3/31/2005	31	Ackerman	Completed			1
Sub Task 2	4/1/2005	4/30/2005	30	Bonner	Completed			2
Sub Task 3	5/1/2005	5/31/2005	31	Darth	Not Started			3
Sub Sub Task 1	5/1/2005	5/7/2005	7	Ackerman	Completed			1
Sub Sub Task 2	5/8/2005	5/14/2005	7	Eastman	Completed			2
Sub Sub Task 3	5/15/2005	5/21/2005	7	Francis	In Progress			3
Sub Sub Task 4	5/22/2005	5/31/2005	10	Looper	In Progress			4
Sub Task 4	6/1/2005	6/30/2005	30	Eastman	Not Started			4
			0		Not Started			0

Moving Up the Hierarchy

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

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Develop our people								
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			3
Initiative 2								
Initiative 3								
Initiative 4								
Aggressively pursue product innovation								
Grow international markets								

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:

The screenshot shows the TaskMaster application interface. The main window displays a hierarchy of tasks and initiatives. The 'Develop our people' item is highlighted in red, and a yellow callout box points to it with the text 'Double-click the item in Level 1 of the display...'. Another yellow callout box points to 'Acme, Inc.' with the text '...to display the item above it.'.

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Develop our people	1/1/2005	12/31/2005	365	Ackerman	In Progress	This is a		1
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			3
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2
Initiative 3	7/1/2005	9/30/2005	92	Jansen	Not Started			3
Initiative 4	5/1/2005	12/31/2005	245	Looper	Not Started			4
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

Record: 14 of 1 (Filtered)

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:

The image displays two overlapping screenshots of the TaskMaster application interface. The top screenshot shows a table with columns: Item, Start Date, End Date, Duration, Owner, Status, Notes, Metrics, and #. The 'Develop our people' item is expanded to show four sub-items: Initiative 1, Initiative 2, Initiative 3, and Initiative 4. Initiative 1 is further expanded to show three tasks: Task 1 (Completed), Task 2 (Not Started), and Task 3 (In Progress). A red circle highlights the '+' sign to the left of Initiative 1, with a yellow callout box stating: 'Click the “+” sign of an item to show the items below it...'. The bottom screenshot shows the same table, but Initiative 1 is collapsed. A red circle highlights the '-' sign to the left of Initiative 1, with a yellow callout box stating: '...or click the “-” sign to hide the items.'. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Excel and Microsoft Word.

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:

The image shows two screenshots of the TaskMaster application interface, illustrating how to reorder items using the '#' column.

Top Screenshot: Shows a hierarchical view of tasks. The 'Task 2' row has a '2' in the '#' column, which is circled in red. A red arrow points from this circled '2' to the '2' in the bottom screenshot.

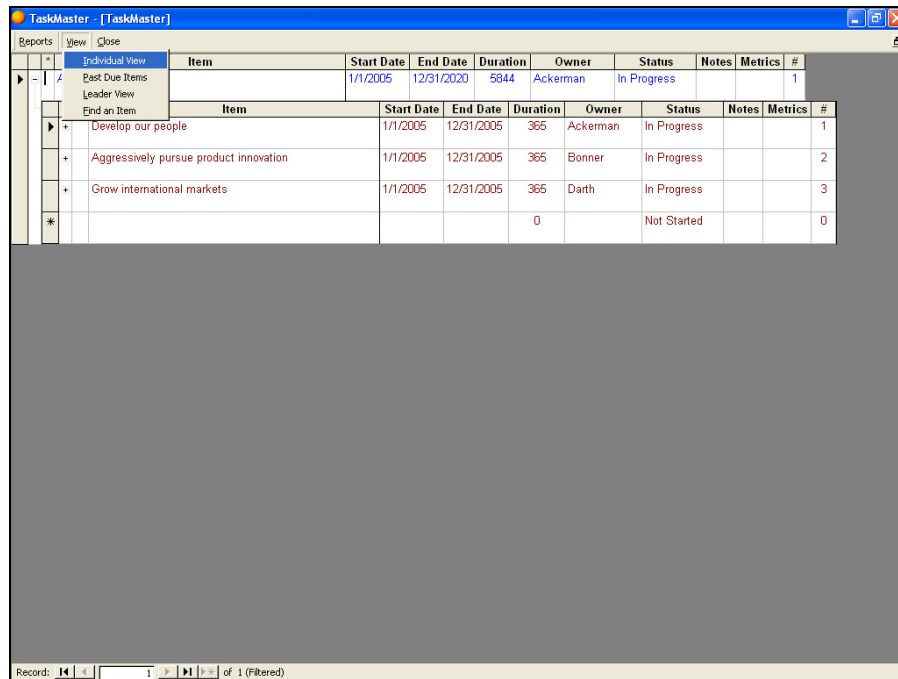
Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Develop our people	1/1/2005	12/31/2005	365	Ackerman	In Progress			1
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			2
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
			0		Not Started			0
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2

Bottom Screenshot: Shows the same view after reordering. The 'Task 2' row now has a '2' in the '#' column, and 'Task 3' has a '3'. The '2' in the 'Task 2' row is circled in red.

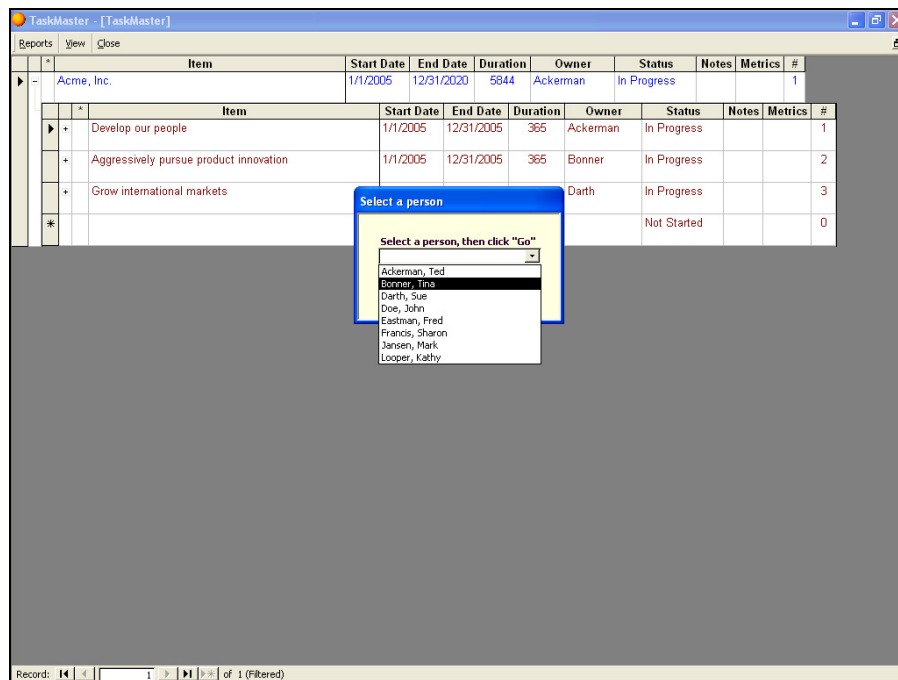
Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Develop our people	1/1/2005	12/31/2005	365	Ackerman	In Progress			1
Initiative 1	1/1/2005	6/30/2005	181	Eastman	In Progress			1
Task 1	1/1/2005	1/31/2005	31	Ackerman	Completed			1
Task 2	2/1/2005	2/28/2005	28	Bonner	Not Started			2
Task 3	3/1/2005	6/30/2005	122	Darth	In Progress			3
			0		Not Started			0
Initiative 2	4/1/2005	6/30/2005	91	Francis	In Progress			2
Initiative 3	7/1/2005	9/30/2005	92	Jansen	Not Started			3
Initiative 4	10/1/2005	12/31/2005	92	Looper	Not Started			4

How an Individual Team Member Should Use C5 Navigator

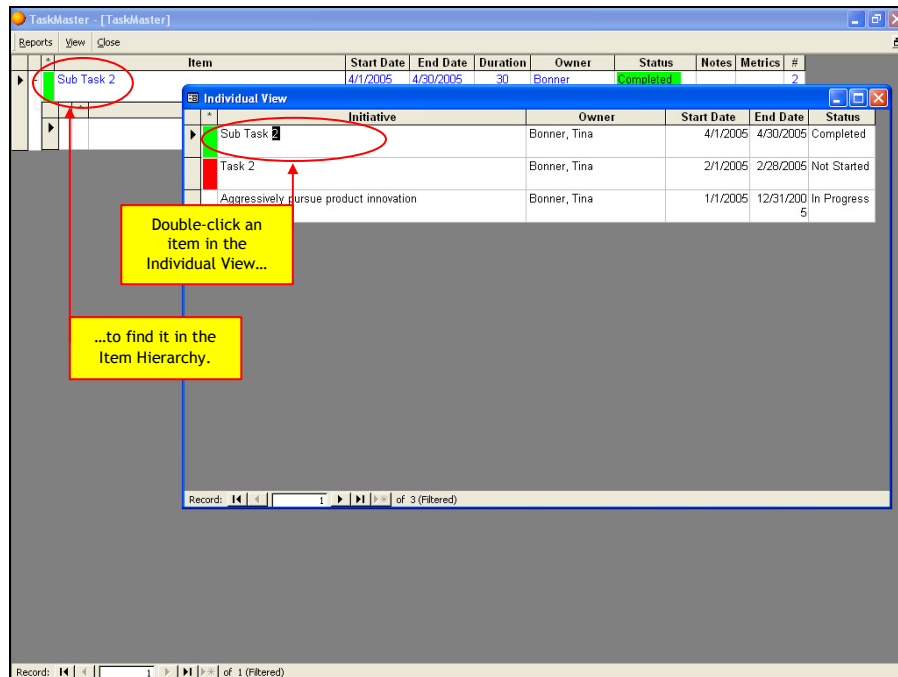
1. Routinely update C5 Navigator to ensure it accurately reflects your progress on items you own. To show these items, click the “View” menu bar option at the top of the Item Hierarchy screen, then select “Individual View.”



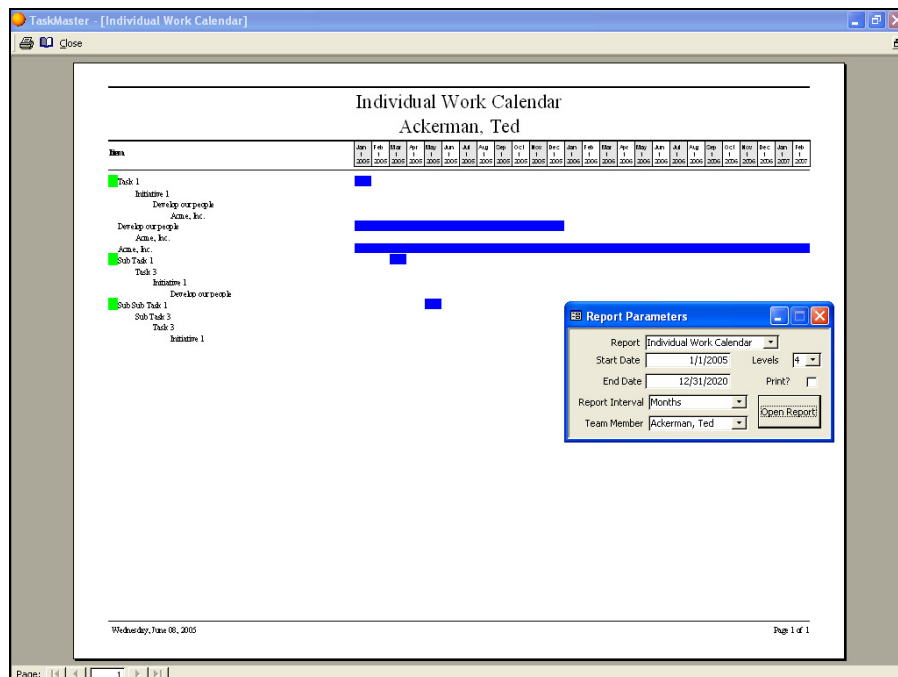
Select your name from the small screen that appears:



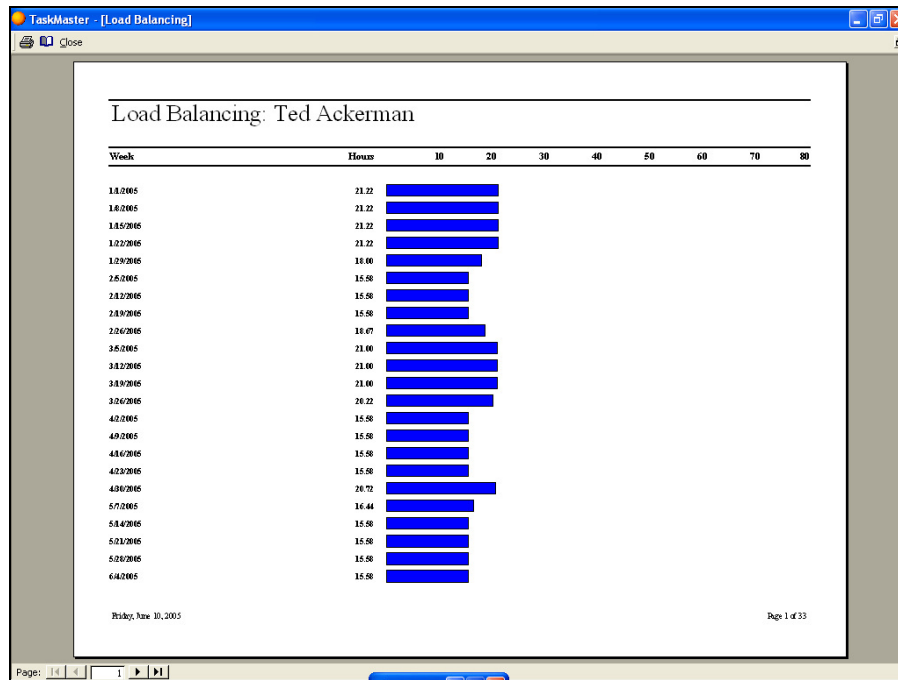
The Individual View will appear over the Item Hierarchy. Double-clicking on any item on this screen will cause that item to appear in level one of the Item Hierarchy, where you can edit its details:



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:

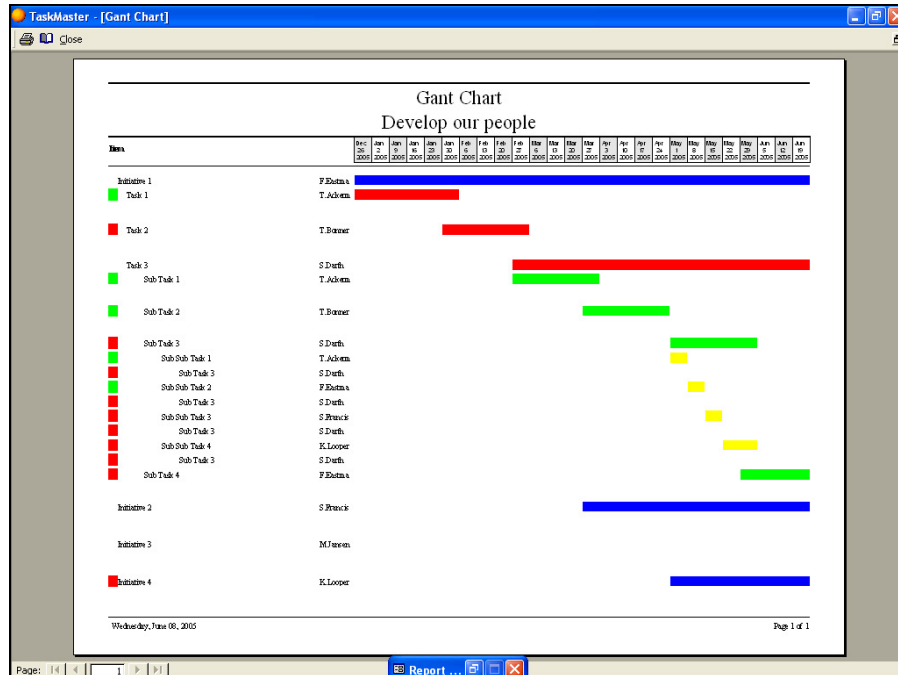


3. Review a printed copy of your Load Balancing Report to ensure that you are not overcommitted in any week. See the section entitled “Load Balancing” in the “Reports” section of this manual:

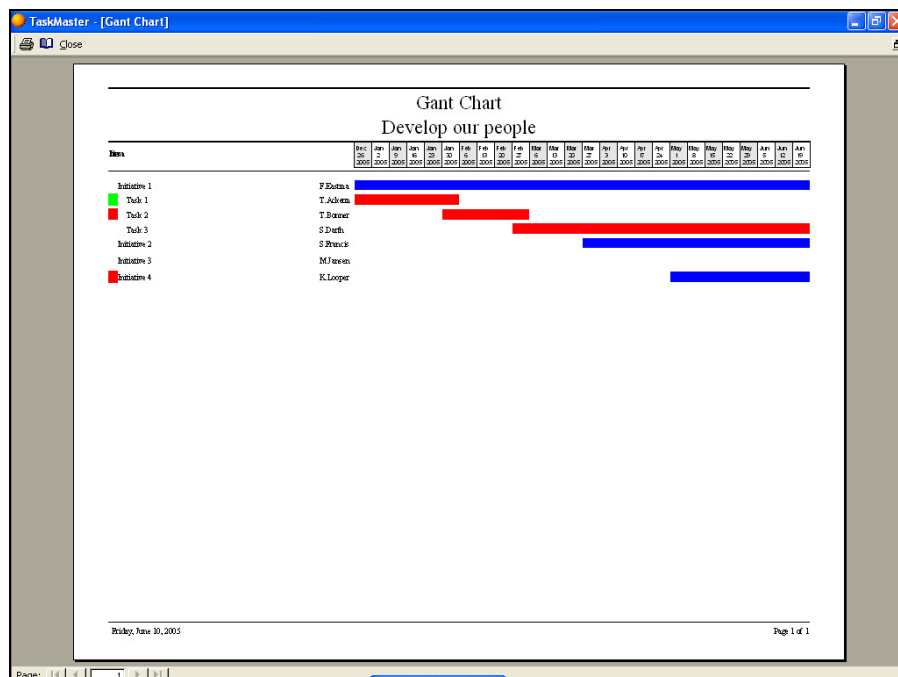


How a Leader Should Use C5 Navigator

1. Review a multi-levelled 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:

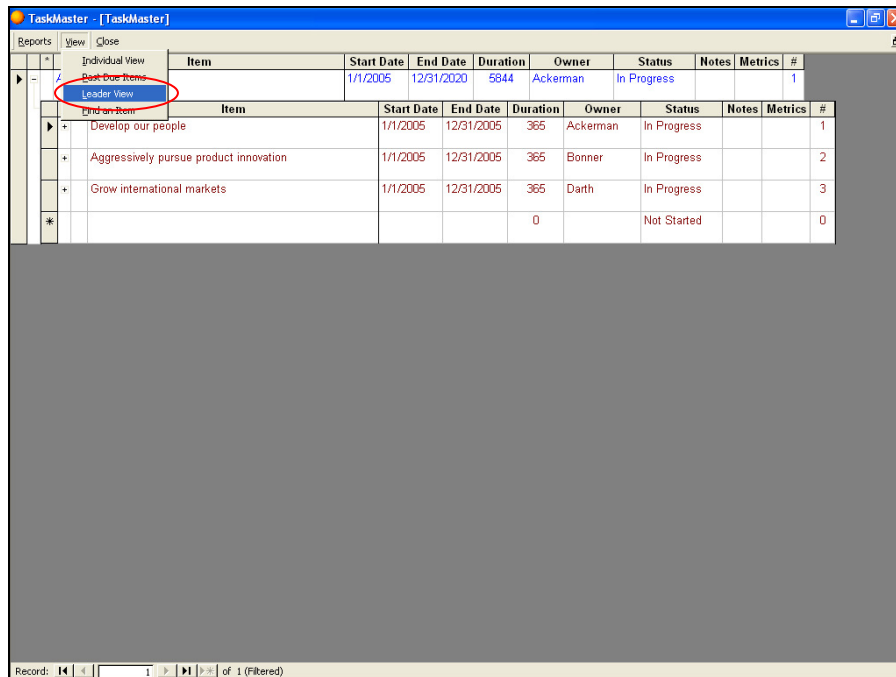


2. Provide leaders up the chain with a condensed Gantt Chart of your project(s),:

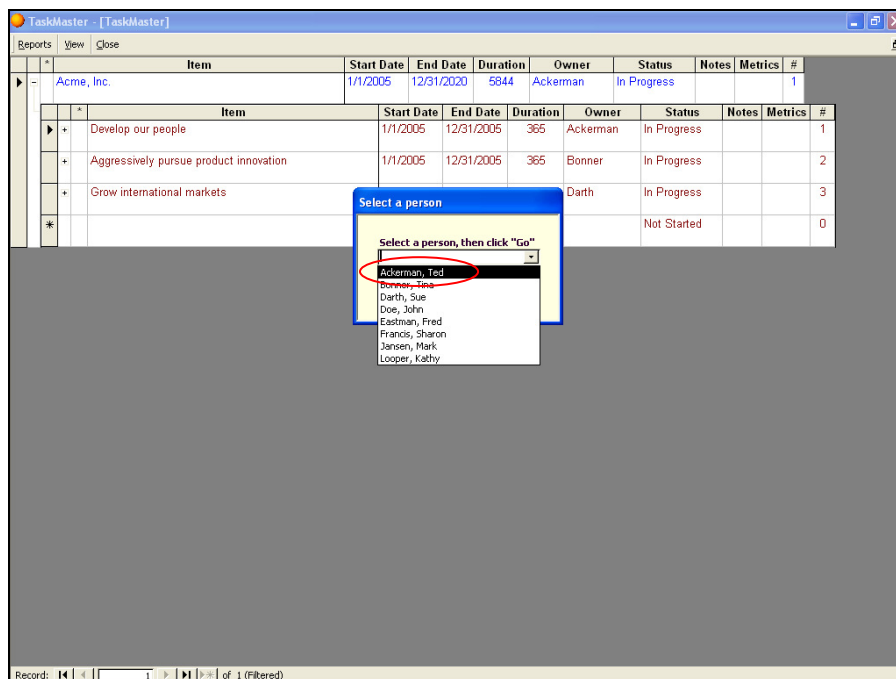


3. Routinely review items you own that have subordinate items, to ensure that your team members are up to date:

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. 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:

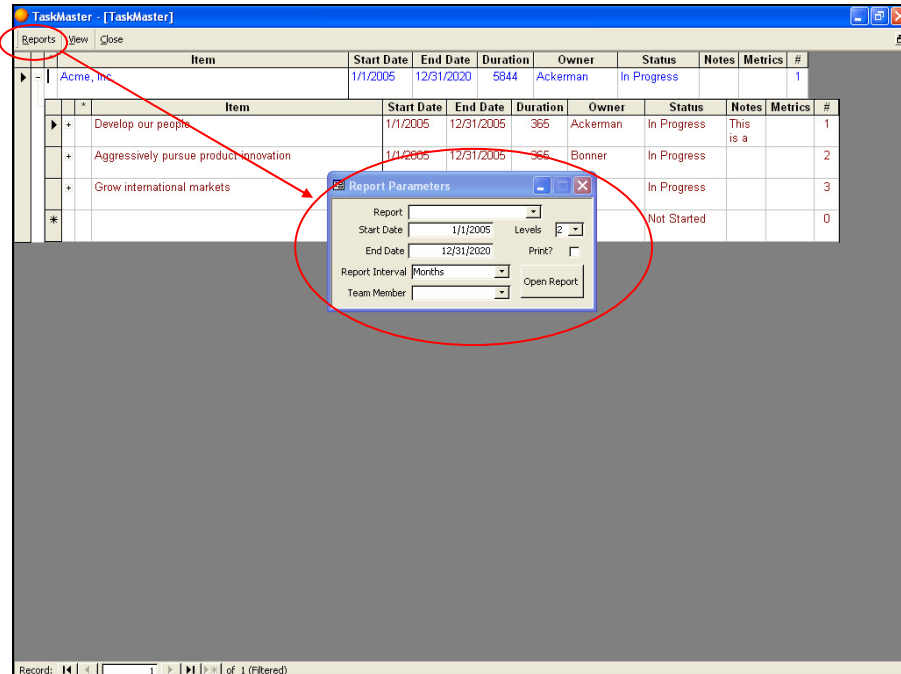
The screenshot shows the TaskMaster application interface. The main window displays a table with columns: Item, Start Date, End Date, Duration, Owner, Status, Notes, Metrics, and #. A 'Leader View' window is overlaid on top, showing a detailed view of an item. In the Item Hierarchy, 'Initiative 4' is circled in red. In the Leader View, 'Initiative 4' is also circled in red. A yellow callout box with the text 'Double-click an item in the Leader View...' points to the Leader View. Another yellow callout box with the text '...to find it in the Item Hierarchy.' points to the Item Hierarchy. The status bar at the bottom indicates 'Record: 14' and '1 of 1 (Filtered)'.

Item	Start Date	End Date	Duration	Owner	Status	Notes	Metrics	#
Initiative 4								
Develop our people	1/1/2005	12/31/2005		Ackerman	In Progress			
Initiative 1	1/1/2005	6/30/2005		Eastman	In Progress			
Initiative 2	4/1/2005	6/30/2005		Francis	In Progress			
Initiative 3	7/1/2005	9/30/2005		Jansen	Not Started			
Initiative 4	5/1/2005	12/31/2005		Looper	Not Started			
Agg, Inc.	1/1/2005	12/31/2020		Ackerman	In Progress			
Develop our people	1/1/2005	12/31/2005		Ackerman	In Progress			
Aggressively pursue product innovation	1/1/2005	12/31/2005		Bonner	In Progress			
Grow international markets	1/1/2005	12/31/2005		Darth	In Progress			

Reports

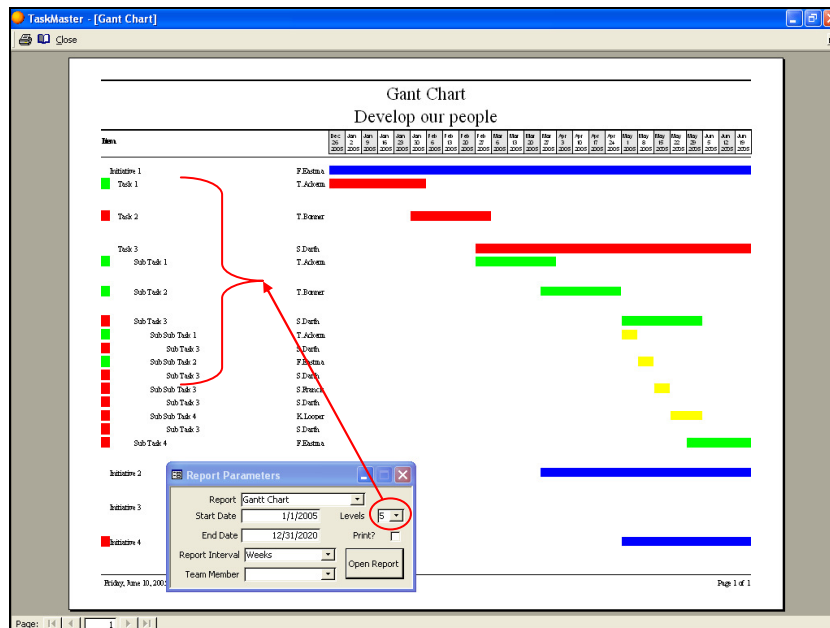
Overview

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:



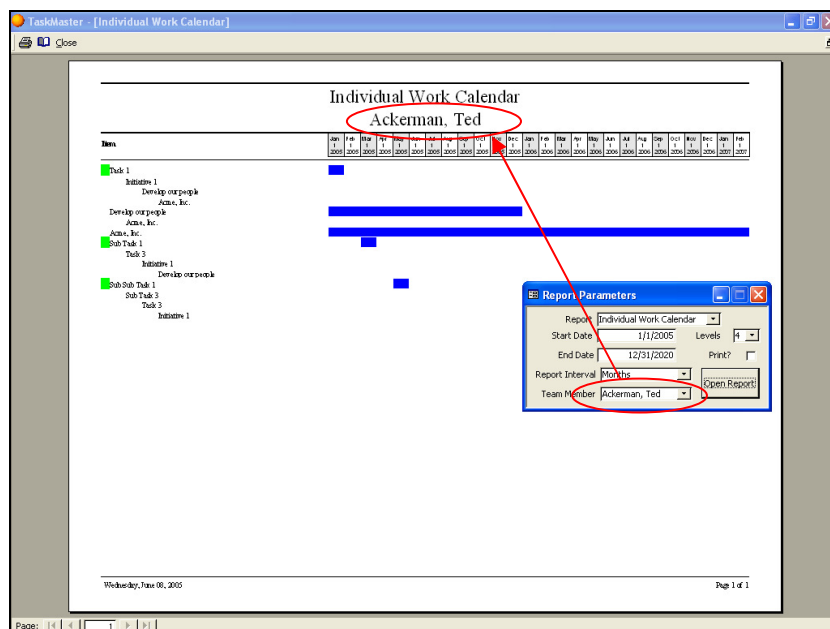
Gantt Chart

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:

Description	Start Date	Due Date	Owner	Status
Task 2 [Initiative 1] [Develop our people] [Acme, Inc.]	2/1/2005	2/28/2005	T. Bomer	Not Started
Sub Task 3 [Task 3] [Initiative 1] [Develop our people]	5/1/2005	5/31/2005	S. Duth	Not Started
Initiative 4 [Develop our people] [Acme, Inc.]	5/1/2005	12/31/2005	K. Looper	Not Started
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	Not Started

Report Parameters:
 Report: Past Due Items
 Start Date: 1/1/2005
 End Date: 12/31/2020
 Report Interval: Months
 Team Member: [Empty]
 Levels: 4
 Print?: [Unchecked]
 Open Report: [Button]

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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:

Description	Start Date	Due Date	Owner	Status
Sub Task 3 [Task 3] [Initiative 1] [Develop our people]	5/1/2005	5/31/2005	S. Duth	Not Started
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

Report Parameters:
 Report: Coming Due Items
 Start Date: 5/1/2005
 End Date: 5/31/2005
 Report Interval: Months
 Team Member: [Empty]
 Levels: 3
 Print?: [Unchecked]
 Open Report: [Button]

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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:

Description	Start	End	Owner	Status
Develop our people This is a mock entry for item entitled 'Develop our people'	1/1/2005	12/31/2005	Ackerman	In Progress
Initiative 1	1/1/2005	6/30/2005	Eastman	In Progress
Task 1	1/1/2005	1/31/2005	Ackerman	Completed
Task 2	2/1/2005	2/28/2005	Borner	Not Started
Task 3	3/1/2005	6/30/2005	Dauth	In Progress
Sub Task 1	3/1/2005	3/31/2005	Ackerman	Completed
Sub Task 2	4/1/2005	4/30/2005	Borner	Completed
Sub Task 3	5/1/2005	5/31/2005	Dauth	Not Started
Sub Sub Task 1	5/1/2005	5/7/2005	Ackerman	Completed
Sub Sub Task 2	5/8/2005	5/14/2005	Eastman	Completed
Sub Sub Task 3	5/15/2005	5/21/2005	Francis	In Progress
Sub Sub Task 4	5/22/2005	5/31/2005	Looper	In Progress
Sub Task 4	6/1/2005	6/30/2005	Eastman	Not Started
Initiative 2	4/1/2005	6/30/2005	Francis	In Progress
Initiative 3	7/1/2005	9/30/2005	Jensen	Not Started
Initiative 4	5/1/2005	12/31/2005	Looper	Not Started
Aggressively pursue product innovation	1/1/2005	12/31/2005	Borner	In Progress
Grow international markets	1/1/2005	12/31/2005	Dauth	In Progress

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Leader Report

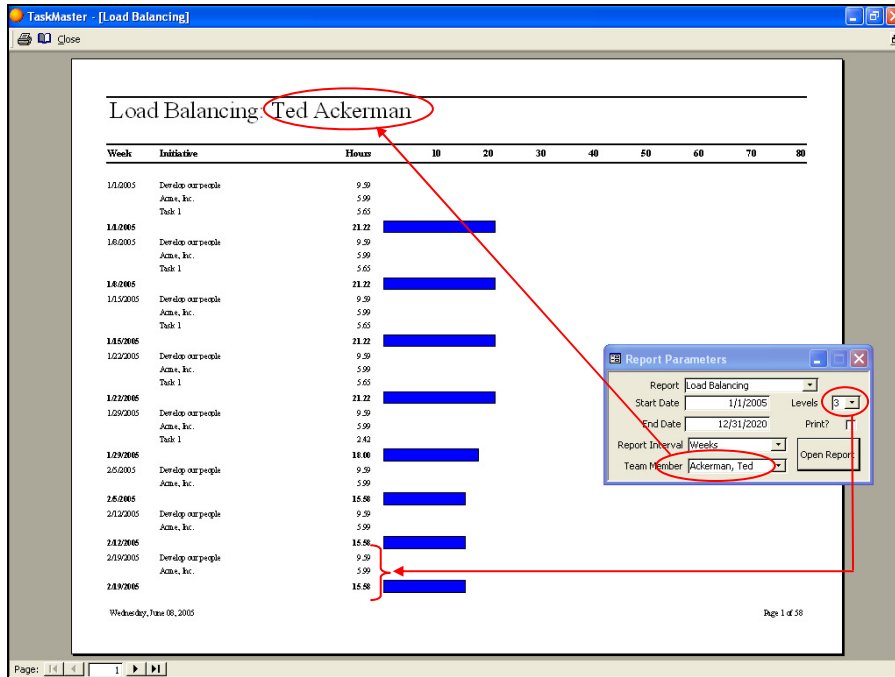
This report shows all items owned by a particular team member that have subordinate items. It also indicates the current status of those items, so that a process owner can follow up with team member that are past due:

Description	Start	End	Owner	Status
Acme, Inc.	1/1/2005	12/31/2020	Ackerman	In Progress
Develop our people This is a mock entry for item entitled 'Develop our people'	1/1/2005	12/31/2005	Ackerman	In Progress
Initiative 1	1/1/2005	6/30/2005	Eastman	In Progress
Task 1	1/1/2005	1/31/2005	Ackerman	Completed
Task 2	2/1/2005	2/28/2005	Borner	Not Started
Task 3	3/1/2005	6/30/2005	Dauth	In Progress
Sub Task 1	3/1/2005	3/31/2005	Ackerman	Completed
Sub Task 2	4/1/2005	4/30/2005	Borner	Completed
Sub Task 3	5/1/2005	5/31/2005	Dauth	Not Started
Sub Task 4	6/1/2005	6/30/2005	Eastman	Not Started
Initiative 2	4/1/2005	6/30/2005	Francis	In Progress
Initiative 3	7/1/2005	9/30/2005	Jensen	Not Started
Initiative 4	5/1/2005	12/31/2005	Looper	Not Started
Aggressively pursue product innovation	1/1/2005	12/31/2005	Borner	In Progress
Grow international markets	1/1/2005	12/31/2005	Dauth	In Progress
Initiative 1	1/1/2005	12/31/2005	Ackerman	In Progress
Task 1	1/1/2005	6/30/2005	Eastman	In Progress
Task 2	1/1/2005	1/31/2005	Ackerman	Completed
Task 3	2/1/2005	2/28/2005	Borner	Not Started
Task 4	3/1/2005	6/30/2005	Dauth	In Progress
Sub Task 1	3/1/2005	3/31/2005	Ackerman	Completed
Sub Task 2	4/1/2005	4/30/2005	Borner	Completed
Sub Task 3	5/1/2005	5/31/2005	Dauth	Not Started
Sub Sub Task 1	5/1/2005	5/7/2005	Ackerman	Completed
Sub Sub Task 2	5/8/2005	5/14/2005	Eastman	Completed
Sub Sub Task 3	5/15/2005	5/21/2005	Francis	In Progress

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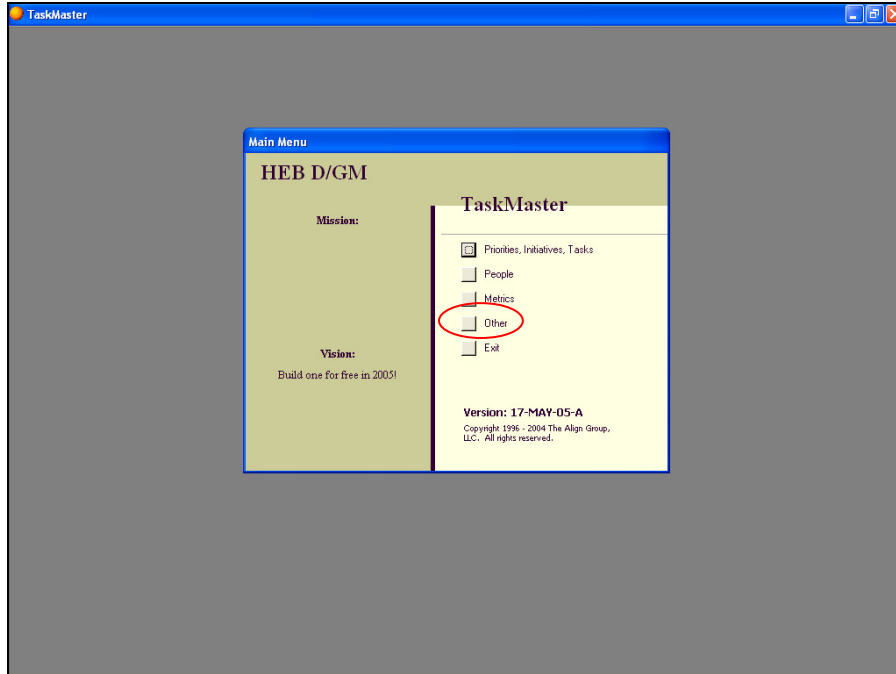
Load Balancing

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:

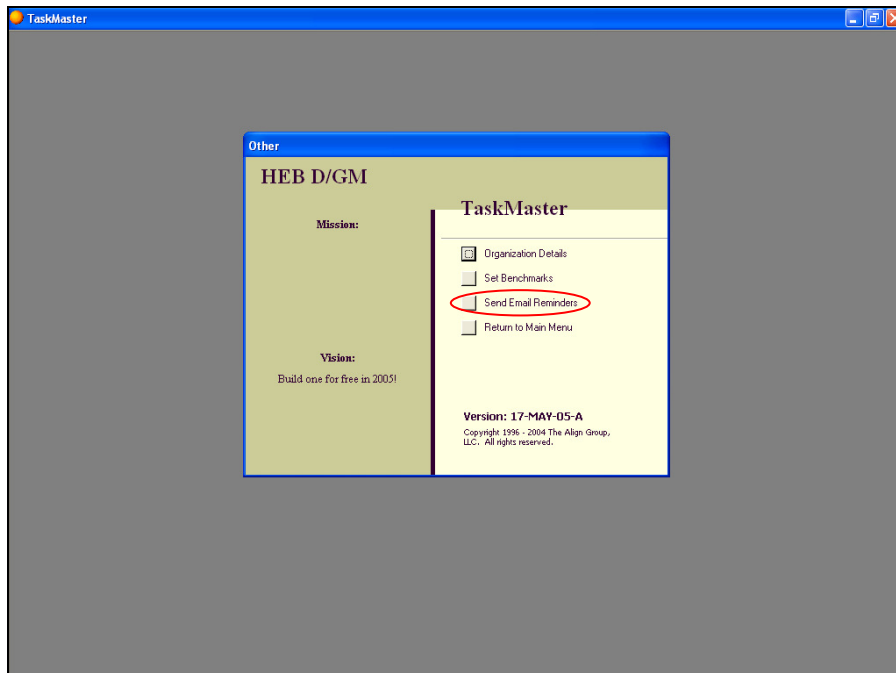


How to Send Email Reminders for Past Due Items

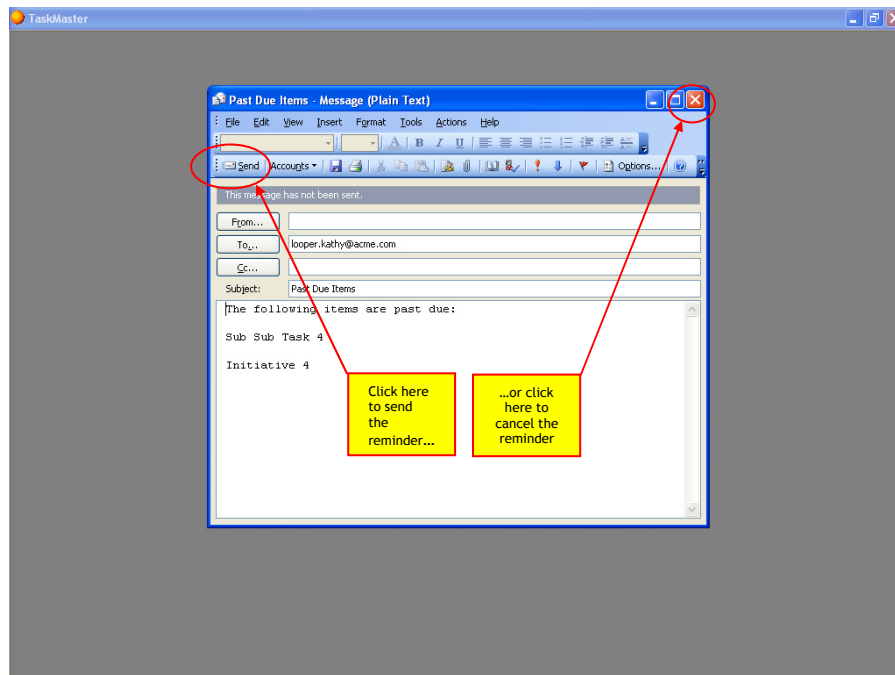
From the Main Menu, select “Other”:



From the “Other” sub menu, select “Send Email Reminders”:

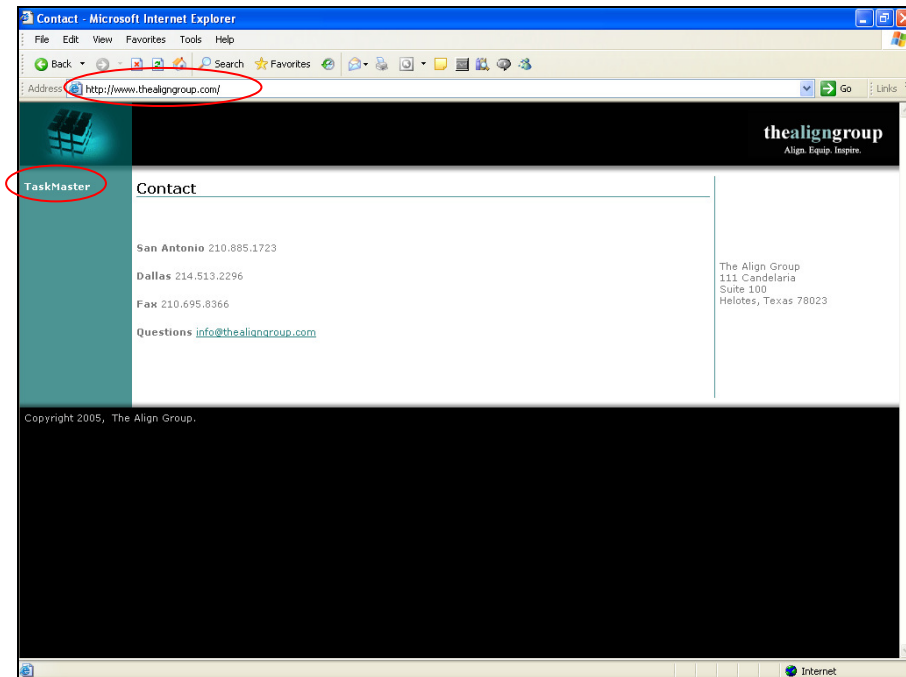


Emails will be automatically generated to each team member that has one or more past due items. All past due items will appear in the body of the email. You will be given the opportunity to review each email before it is sent:

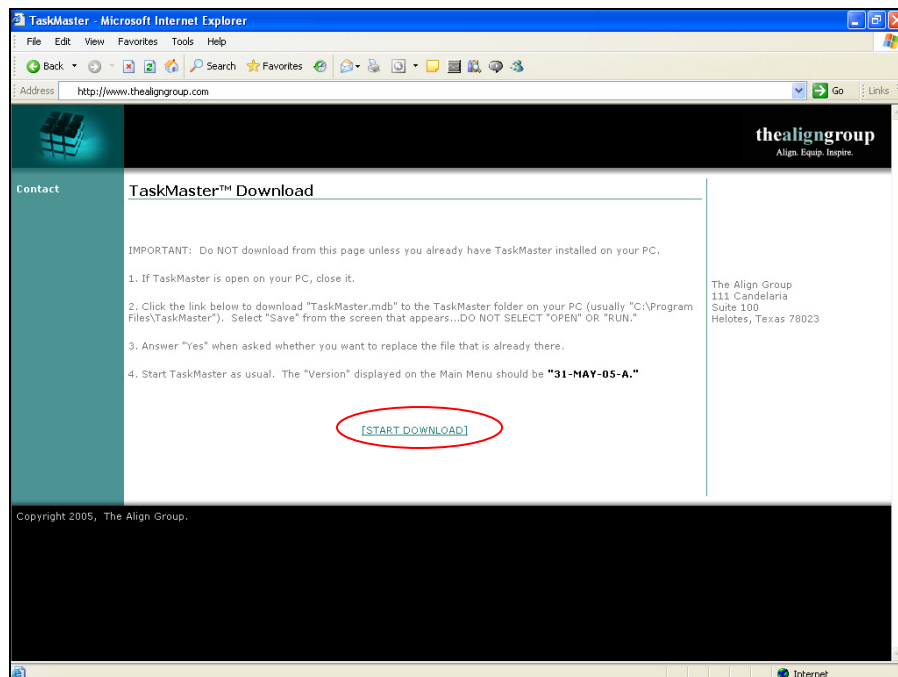


How to Download Program Updates

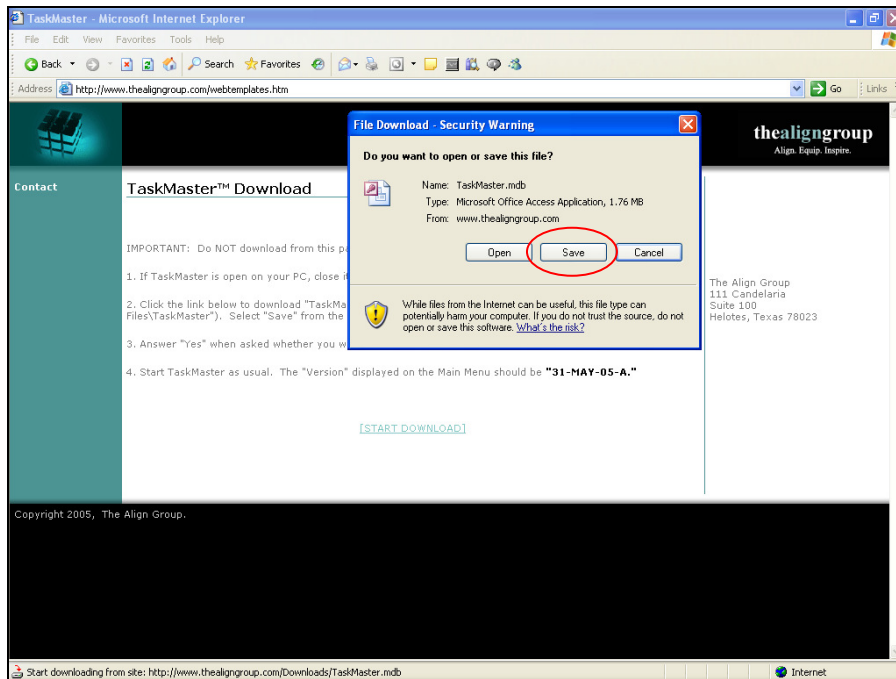
On the Internet, go to www.thealigngroup.com. The Align Group's contact page will appear. Click on the "C5 Navigator" link at the left of the page:



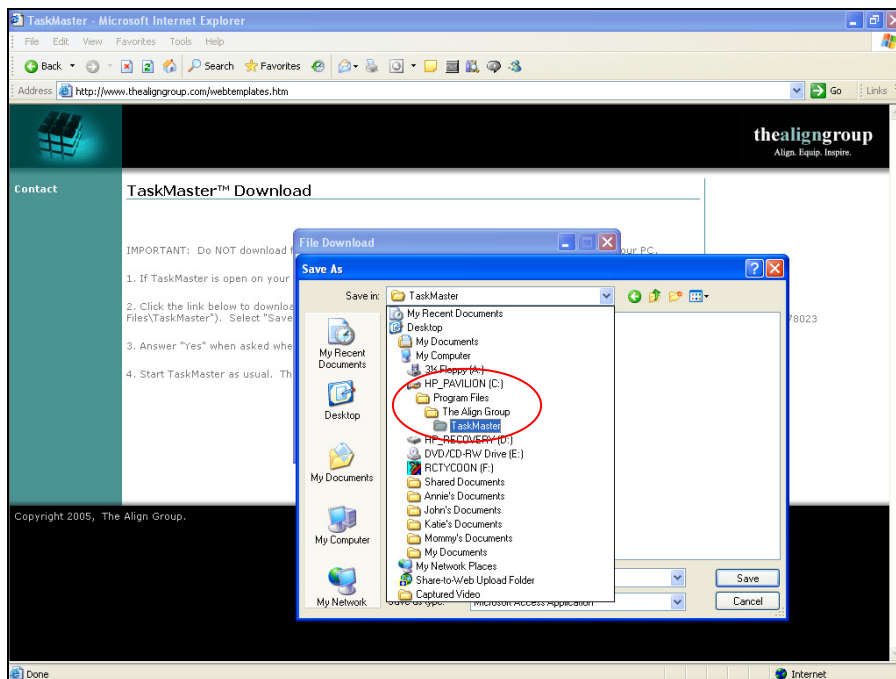
The C5 Navigator Download page will appear. Click on the "Start Download" link on this page:



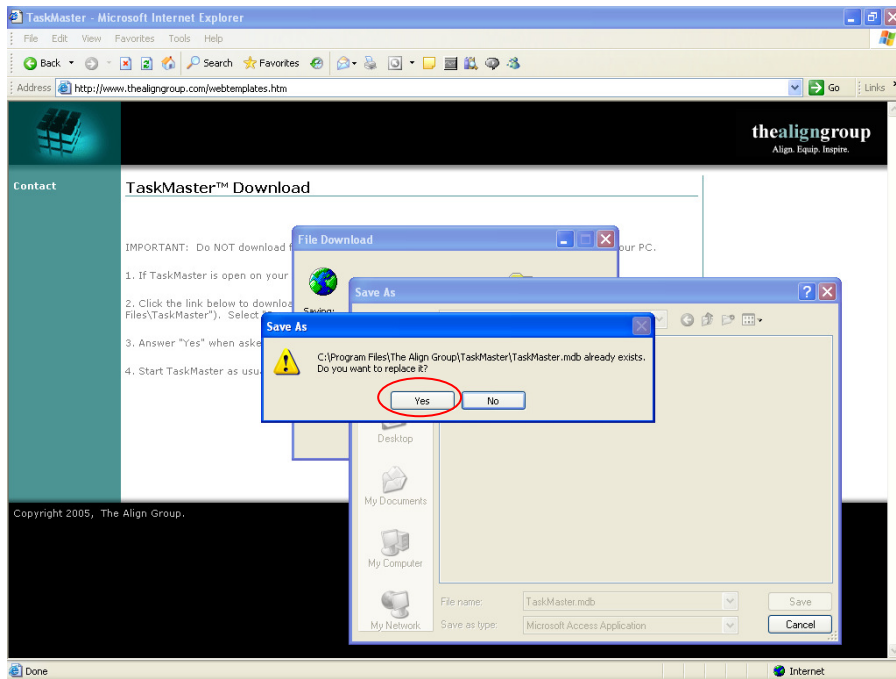
A screen will appear with options to “Open,” “Save,” or “Cancel.” Select “Save”:



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”:



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

