Using the HELP (?) Features

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Accessing HELP:

Access the **HELP** function via the white "?"
icon in the upper left header of any non-
printable screen.

When you open **HELP**, you will see the following menu:

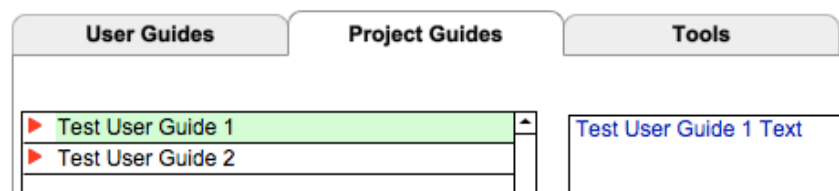| User Guides	Project Guides	Tools	Features	Abbreviations	Report Bug
BACK	FORWARD	RELOAD	HOME		

UserGuides

The **UserGuides** section will automatically open – a hotlink to the **iProjects** website, where you will see a menu of all **UserGuides**. FileMaker™ has its own built-in web browser; what's happening here is the **iProjects** opens this web browser and takes you to the website.

If you are looking for a **UserGuide**, scroll down the list until you find what you want, click on it, and you're there. Note the standard screen tools – you can choose to view the selected **User Guide**, or download it if you wish.

The **Back / Forward / Reload / Home** tabs in the lower menu are standard FileMaker™ menus that you won't need.

Project Guides

User Guides	Project Guides	Tools
▶ Test User Guide 1		Test User Guide 1 Text
▶ Test User Guide 2		

Project Guides is the place where users can build their own project-specific **User Guides**, to assist all staff in understanding and applying the special, firm-specific requirements for any project type.

These guides can include graphics, in the box below the text box.

Project Guides are created using the **Office Admin** function, and require assigned privileges. See UserGuide 4.6 for details.

Tools & Features

These two tabs take you to pages that provide an overview of – you guessed it – **iProjects** tools and features! Use the "SHOW ME" button to see the forms described in the text.

Abbreviations

All abbreviations used throughout **iProjects** are listed here in two columns: the standard abbreviations for design disciplines and other acronyms.

Your system administrator has access to modify these lists, and can add additional abbreviations that your practice uses, by the using the New buttons.

Definitions

Key terms used in **iProjects** are defined here. Because of the widespread use of the term "project manager" in some countries (including Australia) to mean someone *other* than a design professional, some project architects and project engineers get confused by the **iProjects** terminology. Definitions also make clear the distinction between Project Management and Design Management.

Send Feedback

iProjects is a new software suite. There is no such thing as software that is complete, or bug-free, and **iProjects** is no exception. When you find a bug, or have an idea on how to improve the system, let us know promptly, so we can fix it for the benefit of all users. We thank you, and others will too.

You can also use the **Send Feedback** link to make suggestions, for system improvement -we are keen to get your input.