

QUICK GUIDE

CONTROL NAVIGATION



REGISTER OVERVIEW

Home Menu

Tabs

Notifications, Profile & Logout

View: Project controls

Viewset Menu

Register Content

Left Toolbar

Right Toolbar

A Side Toolbar

B

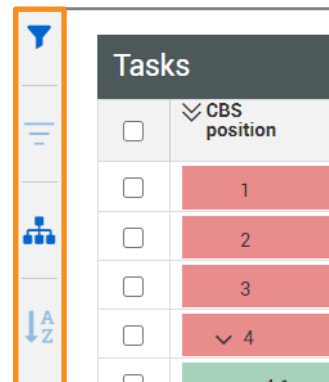
Tasks			
	CBS position	Description	WBS phase code
☐	1	Job Overhead	1002
☐	2	Earthwork	1069
☐	3	Concrete	1071
☐	4	Structural Steel	1073
☐	4.1	Erect Steel - Heavy	1074
☐	4.2	Erect Steel - Light	1005
☐	4.3	Bolted Connections	1006

Task details		
Resourc...	Forecast (T/O) qty	UoM
	1.00	Lump Sum
5	10,000.00	CY
5	10,000.00	CY
	1,000.00	Ton
5	800.00	Ton
5	200.00	Ton
5	2,000.00	Ea

Actuals 08/18/2021 to 08/18/2021					
Actual qty (to date)	Actual Mhrs/unit (to date)	CB Mhrs G/L (to date)	Actual cost (to date)	CB actual cos G/L (to date)	
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		
0.00	0.00	0.00	\$ 0.00		

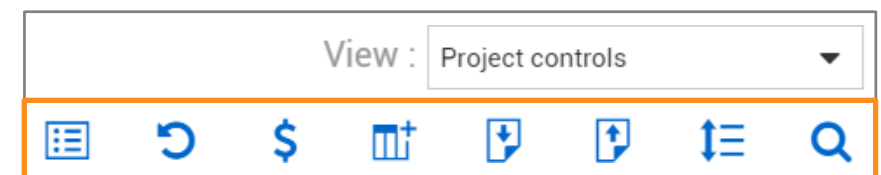
A SIDE TOOLBAR

Contains 4 main buttons used most commonly throughout the suite used to query, filter, display the CBS tree, and sort.



B RIGHT TOOLBAR

Contains functions for the register page you are currently viewing.



QUICK GUIDE

CONTROL NAVIGATION



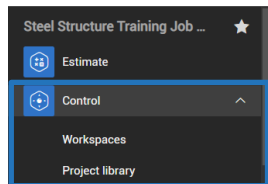
NAVIGATE TO CONTROL

PROJECT MENU

1. Open the Left navigation menu.

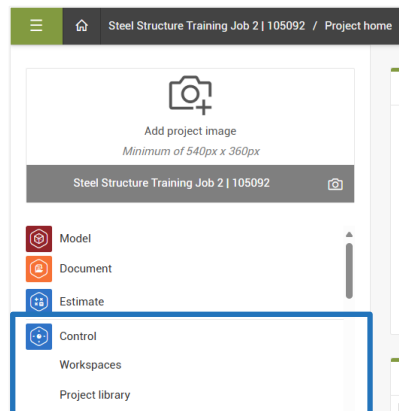


2. Open the project menu.
3. Click **Control** to expand the menu. Then click **Workspaces** or **Project library**.



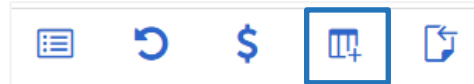
PROJECT HOME

1. From the project home page, click **Workspaces** or **Project library** under the Control section in the left menu.

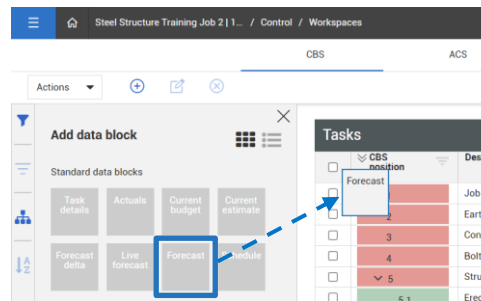


ADD A DATA BLOCK

1. On the right toolbar, select **Add Data Block**.



2. Drag the data block from the Add data block slide-out panel and drop it onto the register.

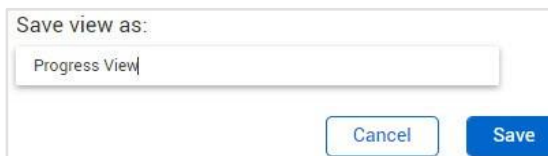


SAVE A VIEW

1. From the Workspaces page, click on the **View** drop-down.

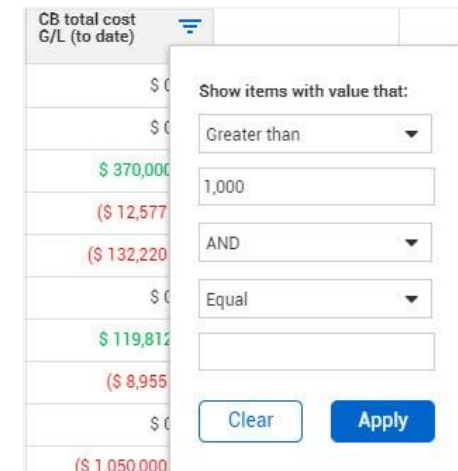


2. Select **Save view as**.
3. Name your view, and then click **Save**.



FILTER A COLUMN

1. Click on a column.
2. Select an operator and input a value.



3. Click **Apply**.

NEED SOME MORE HELP?



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