

TPG PPP - Admin Guide 2.17 EN

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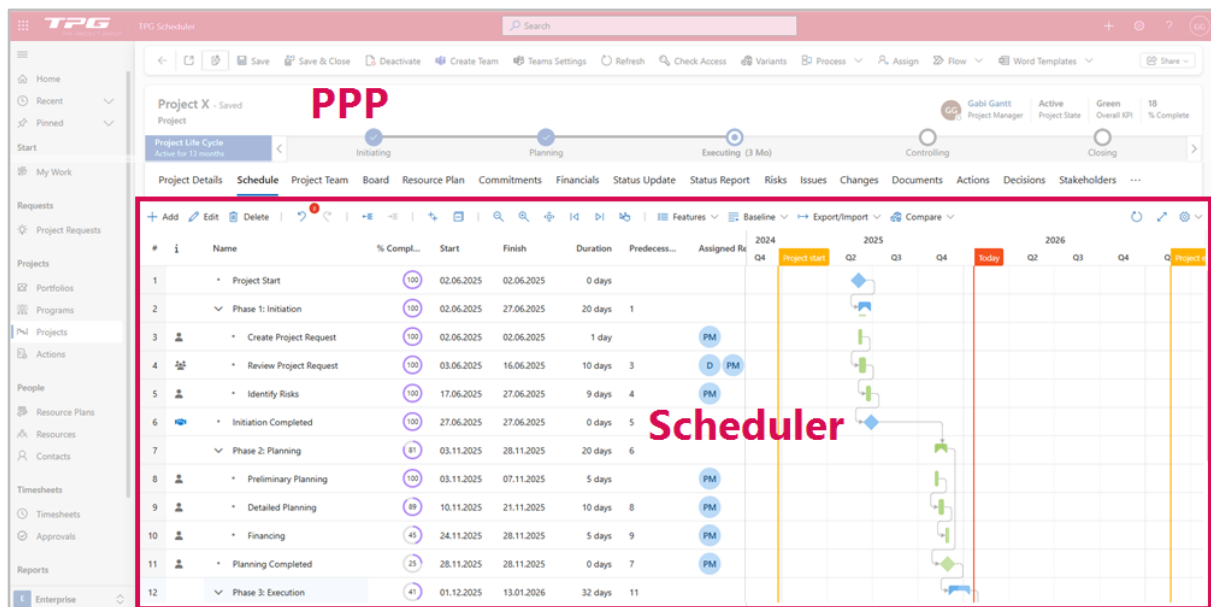
1 General Features

TPG ProjectPowerPack (PPP) is a cloud-based app for project and portfolio management.

Additional apps are integrated into PPP that fulfill various tasks.

The TPG Scheduler is integrated for project planning. The TPG Scheduler provides all the essential functions for project scheduling.

The TPG Scheduler can be found in the *Schedule* tab.



1.1 Views and Functions PPP

TPG PPP offers numerous views and functions:

- Programs and portfolios
- Project lists with traffic light indicators and project attributes (progress, KPI, start and finish date, etc.)
- Kanban view of actions
- Resource management with resource attributes (department, cost rate, availability)
- Project requests with drivers and approval process

- Assignment of project types and templates
- Task planning and resource allocation with TPG Scheduler
- Recording of budget, forecasts and actual values in time periods
- Risks, problems, changes, actions and decisions at project level
- Project assignment: drivers, objectives, benefits, requirements
- Stakeholder analysis and Lessons Learned
- Inter-project Links
- Status Update and Status Report
- Comprehensive reporting package
- Drivers and priorities of project proposals and projects
- Functions for list entries
 - Grouping
 - Hiding and showing columns
 - Sorting in ascending / descending order
 - Filter
 - Export to Excel
 - Import from Excel
- Available languages: German, English, French, Arabic, Portuguese, Italian

► Access rights are assigned via groups and roles.

1.2 Configuration Options PPP

Company-specific configurations are possible in TPG PPP. The configurations are carried out by The Project Group or by administrators.

Possible configurations:

- Layout adaptation to CI
- [Languages for the user interface](#)  8
- [Currency](#)  29
- Users
- Resources and contacts
- [Availability](#)  41 (calendar)
- [Departments](#)  48
- [Project Types](#)  53
- Preset views (fields, dashboard)
- Options in some drop-down menus
- Color settings for heatmaps
- Time units for resource and cost planning (by default: months)
- Workflows
- Notifications

2 User Interface

The following section explains the PPP user interface, including the administration area:

- [Overview](#)  7
- [Workspace](#)  8
- [Language settings](#)  8
- [Command Bar](#)  11

- Navigation bar 

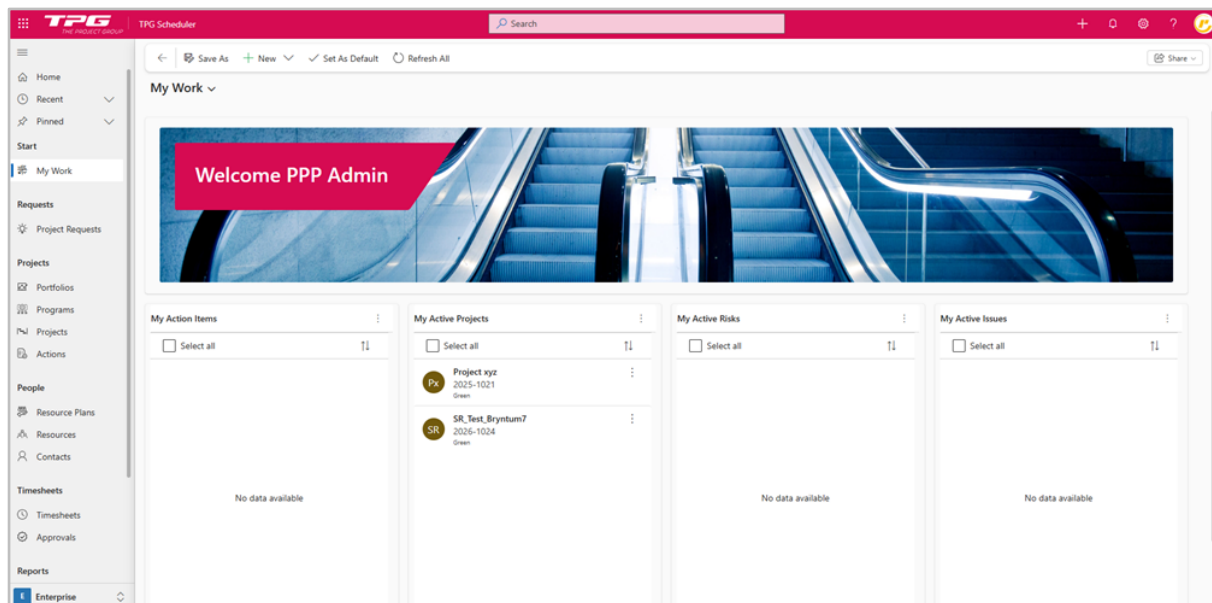
2.1 Overview

When TPG PPP is opened, the “My work” page opens as the start page by default.

This page provides an overview of the user's current work with project names, status information and links to the data records.

Linked data records:

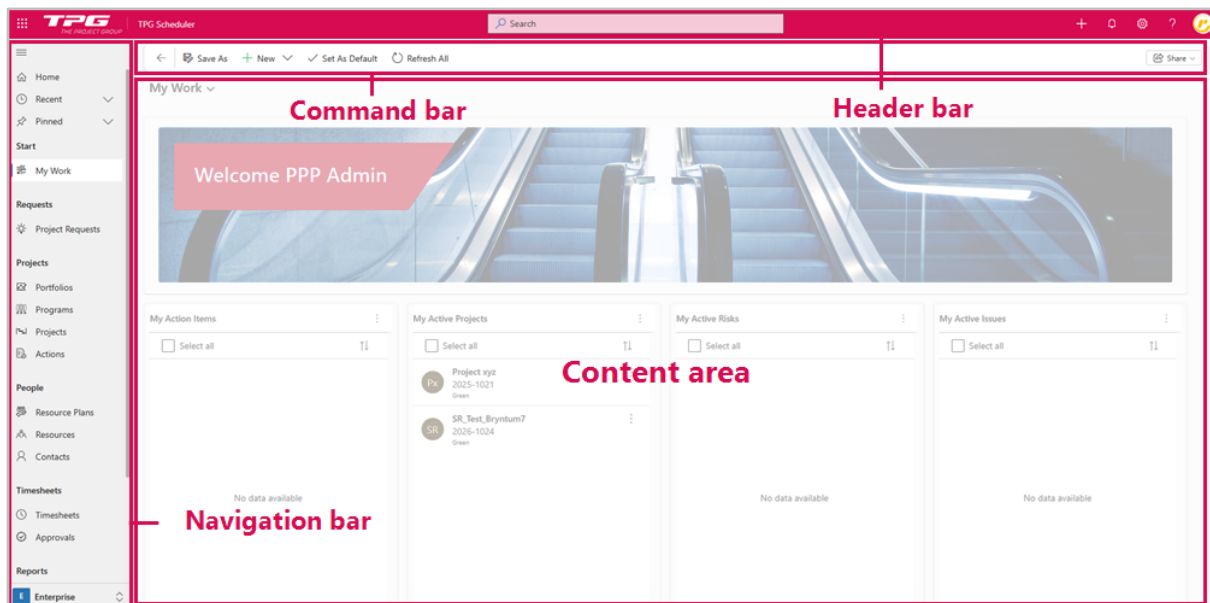
- My Actions Items
- My Active Projects
- My Active Risks
- My Active Issues



2.2 Workspace

The workspace in the TPG PPP is divided into 4 areas:

- **Header bar:** Search function, buttons for quick data entry, notifications, personalization settings, etc.
- **Command bar:** Buttons depending on the content area
- **Navigation bar:** Access to pinned and recently viewed pages. Access to home pages, applications, projects, reports, etc.
- **Content area:** “My work”, dashboard, workspace for reading and editing data records



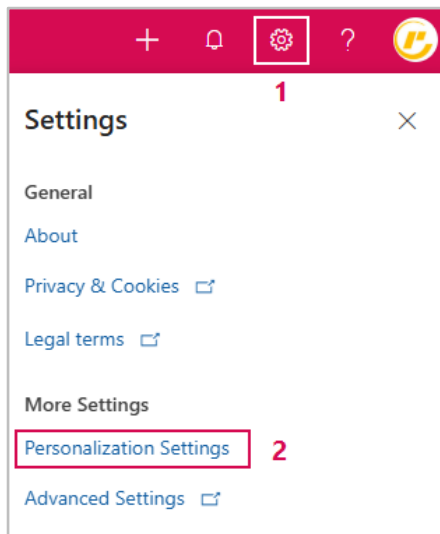
2.3 Language Settings

The TPG PPP is available in the following languages: German, English, French, Arabic, Portuguese, Italian.

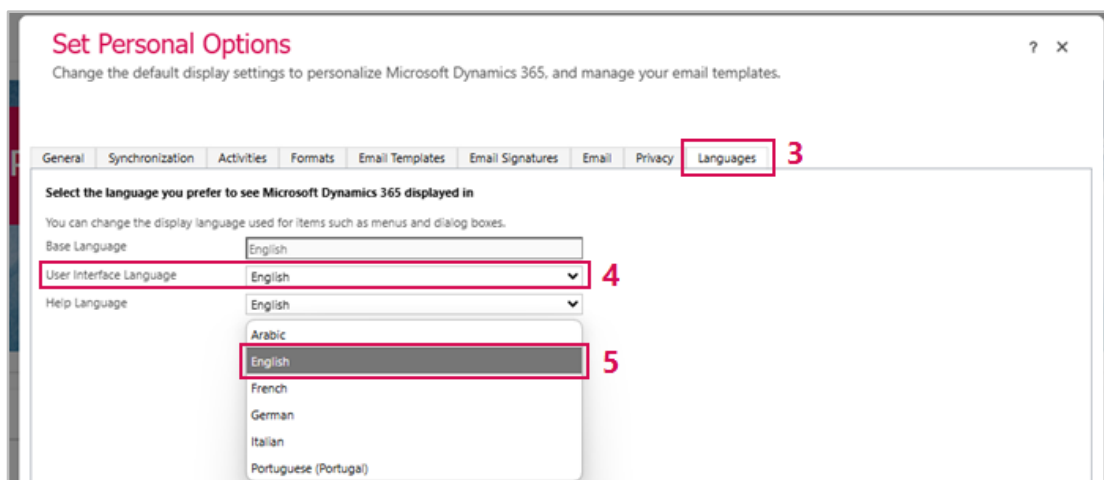
You can specify the language under *Personalization Settings*:

- Click on the settings icon in the header bar (1)

- Click on *Personalization Settings* (2)



- Click on the *Languages* tab (3)
- Click on the *User Interface Language* field (4). ► A drop-down menu opens.
- Select the desired language (e.g. *English*) (5).



Customize formats of number, currency, time and date information:

- Click on the *Formats* tab (6).
- Click on the *Current Format* field (7). ► A drop-down menu opens.

- Select the desired language (e.g. *English (United Kingdom)*) (8).

Set Personal Options
Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.

General Synchronization Activities **Formats** Email Templates Email Signatures Email Privacy Languages

Personal Standards and Formats
Select how Microsoft Dynamics 365 displays number, currency, time, and date formats. Select a format or click Customize to specify custom formats.

Current Format
English (United Kingdom) Customize...

- English (South Africa)
- English (Trinidad and Tobago)
- English (United Arab Emirates)
- English (United Kingdom)**
- English (United States)

- Click on **OK** (9)

Set Personal Options
Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.

General Synchronization Activities Formats Email Templates Email Signatures Email Privacy Languages

Personal Standards and Formats
Select how Microsoft Dynamics 365 displays number, currency, time, and date formats. Select a format or click Customize to specify custom formats.

Current Format
English (United Kingdom) Customize...

Format Preview

Number	123,456,789.00
Currency	£123,456,789.00
Time	14:19
Short Date	25/03/2025
Long Date	25 March 2025

OK Cancel

- The language, with the character formats, is set.

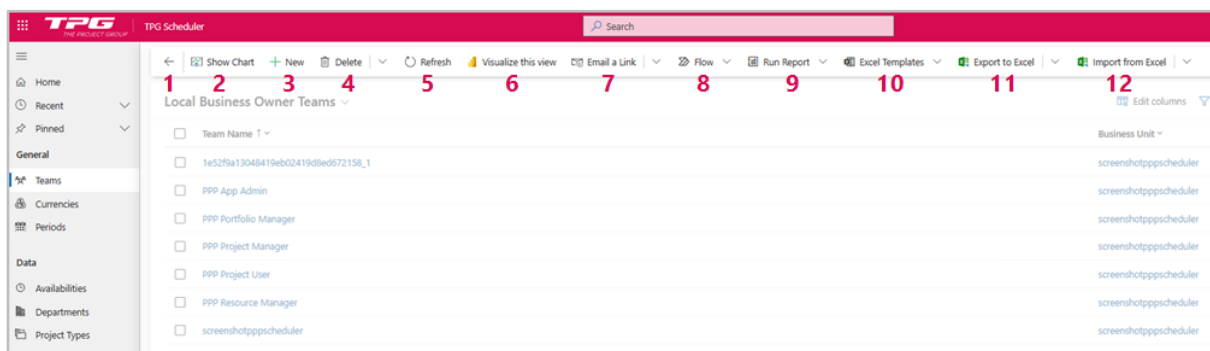
2.4 Command Bar

The Command Bar is located above the **Content Area** .

The Command Bar contains buttons that provide you with various functions depending on the Content Area (e.g., *Enterprise, Settings, Teams, Project Types*). Some of these buttons are standardized and the same in every view, while others are displayed additionally depending on the Content Area.

Projects Content Area view

The following section explains the buttons using the *Settings* Content Area as an example:

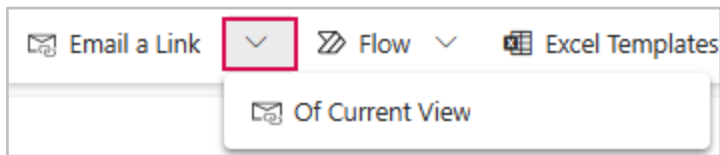


- **Go Back:** Navigates to the previously opened page. (1)
- **Show Chart:** Displays charts for the data records in the table in the Content Area. (2)
 - Click on *Show Chart* to display the chart.
 - Click on *Hide Chart* to hide the chart.
- **New:** Create a new record. (3)
- **Delete:** Deletes the selected record. (4)

 This action cannot be undone.

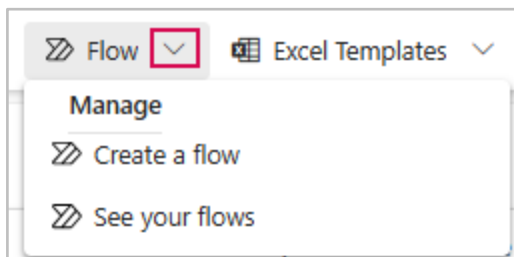
- **Refresh:** Page is being updated. (5)
- **Visualize this view:** Creation of a visual report in Power BI about the current view. (6)
- **Email a Link:** Sends a link to selected data records by email. (7)

- Click the down arrow to send a link to the current view.



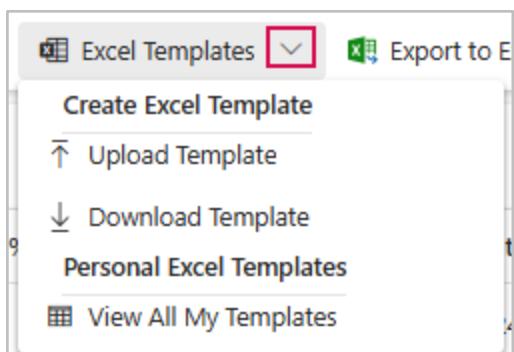
- *Flow*: Runs a Flow for the selected project. (8)

- Click the down arrow to manage Flows.



- *Run Report*: Runs a report for the selected record. (9)
- *Excel Templates*: Creation of Excel documents or templates. (10)

- Click the down arrow to create Excel templates.



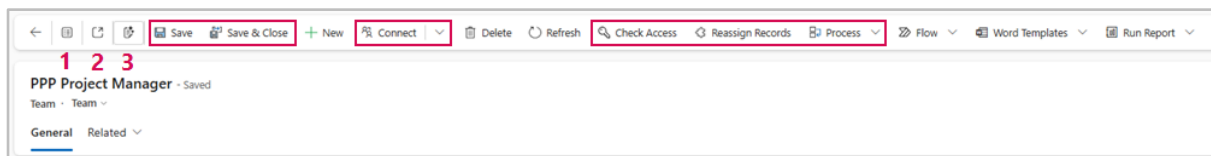
- *Export to Excel*: Exports the data to a static or dynamic Excel worksheet or to an Excel pivot table. (11)
- *Import from Excel*: Import data from Excel spreadsheet. (12)

▶ Standard chart views are displayed automatically when enabled. Most tables already contain basic charts, and additional charts can be added individually.

View with selected records

Once one or more records (e.g., *PPP Project Manager*) have been selected or marked, additional commands appear in the Command Bar:

- *Record set navigator* (1)
- *Open in new window* (2)
- *Smart paste*: Analyzes the clipboard for form suggestions (3)
- *Save*: Save the record.
- *Save & Close*: The dataset is closed after saving.
- *Connect*: Select connection roles to specify the records relationship structures
- *Check Access*
- *Reassign Records*
- *Process*: Switch process



2.5 Navigation Bar

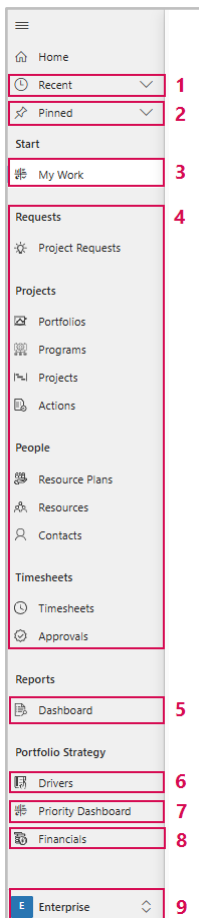
The navigation bar is located on the left side of the user interface. Depending on the section, you'll find different navigation options. There are 3 sections:

- **Enterprise**  18
- **Settings**  18
- **About**  66

Enterprise:

The navigation bar offers the following navigation options in the Enterprise section:

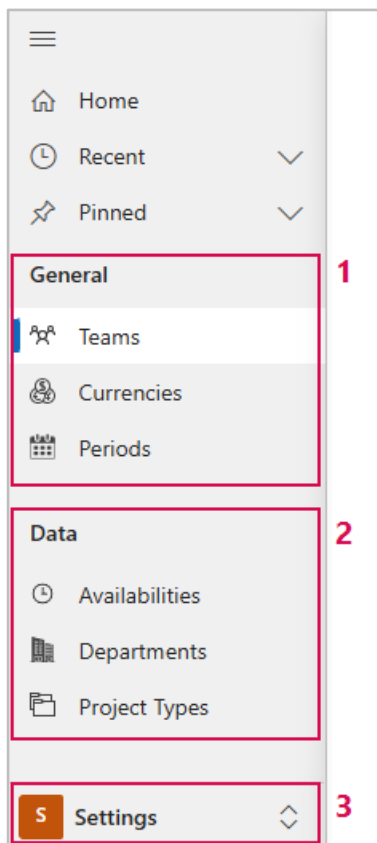
- Drop-down menu with the most recently viewed pages (1)
- Drop-down menu with the bookmarked pages (2)
- *Start:*
 - *My work:* direct access to your current actions, projects, etc. (3)
- Links to the lists with existing data records (4)
- *Reports:*
 - *Dashboard:* graphical overview of all projects, portfolios and programs (5)
- Link to drivers for project applications and projects (6)
- Project priorities: Graphical overview of drivers and project priorities (7)
- Listing of financial data (8)
- Switch to **Settings**  18 and **About**  66 (9)



Settings:

The navigation bar offers the following navigation options in the **Settings** ¹⁸ section:

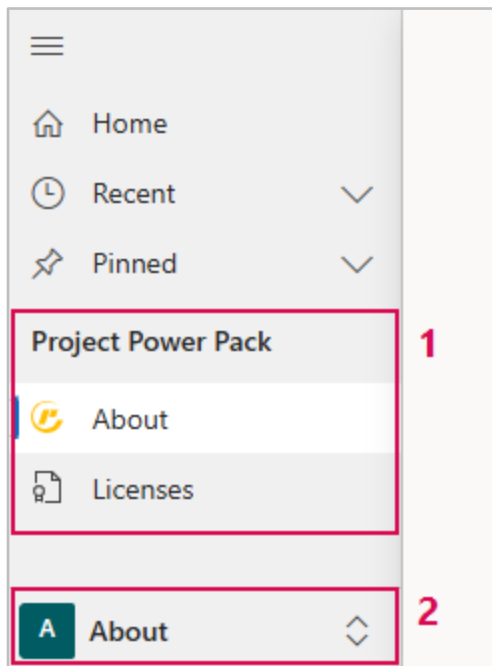
- General: (1)
 - *Teams*: Add and manage teams.
 - *Currencies*: Add and manage currencies.
 - *Periods*: Add and manage time periods based on calendar weeks.
- Data: (2)
 - *Availabilities*: Add and manage calendars for working hours and non-working hours.
 - *Departments*: Add and manage departments.
 - *Project Types*: Add and manage project types.
- Switch to the **Enterprise** ¹⁸ and **About** ⁶⁶ sections (3)



About:

The navigation bar offers the following navigation options in the [About](#) section:

- *Project Power Pack*: (1)
 - *About*: View product information
 - *Licenses*: Add and manage licenses
- Switch to [Enterprise](#) and [Settings](#) sections (2)



3 Areas

The *Areas* section describes the three available areas:

- [Enterprise](#)
- [Settings](#)
- [About](#)

Here you will find information about the data stored in each area, as well as the configuration options available in each one. It also explains how to view and edit the existing content.

3.1 Enterprise

The *Enterprise* area is the default. This is where users perform all actions related to project and portfolio management.

► You can find detailed instructions for this section in the [PPP User Guide](#).

3.2 Settings

In the *Settings* area, you can configure settings and manage features. The adjustments made here affect workflows and permissions.

The area is divided into the following sections:

- *General:*
 - *Teams*  19: Add and manage teams.
 - *Currencies*  29: Add and manage currencies.
 - *Periods*  34: Add and manage time periods based on calendar weeks.
- *Data:*
 - *Availabilities*  41: Add and manage calendars for working hours and non-working hours.
 - *Departments*  48: Add and manage departments.
 - *Project Types*  53: Add and manage project types.
 - *Delegations*  63: Add and manage user delegations.

The following sections describe each section in detail and explain the respective configuration options step by step.

3.2.1 Teams

In the *Teams* section, you manage team structures. Here, you can create new teams, edit existing entries, and organize employee assignments. Team assignments are also used to assign security roles that control PPP permissions.

► Permissions cannot be directly assigned or modified by an administrator.

There are two types of teams:

Owner Teams

- Can own records
- Have their own security roles
- Team members receive permissions through these roles
- Suitable for permanent groups (e.g., Departments)

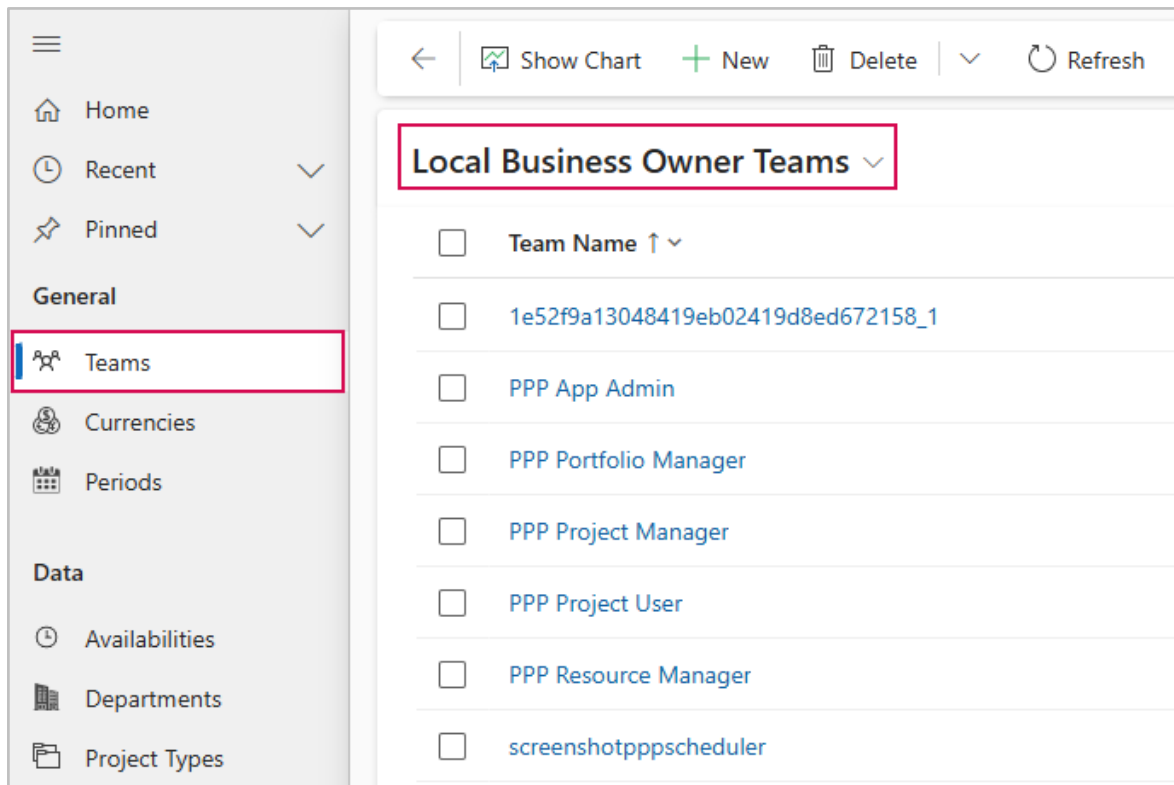
Access Teams

- Cannot own records
- Grant individual users access to specific records
- Access is granted on a per-record basis
- Suitable for temporary or project-based collaboration

In the following sections, we will guide you through all available features and show you step by step how to create, customize and manage teams.

➤ Click *Teams* in the navigation bar to open the *Teams* section.

► By default, the *Teams* section opens in the *Local Business Owner Teams* view.



The screenshot displays the TPG PPP Admin Guide interface. On the left, a sidebar contains navigation options: Home, Recent, Pinned, General, Teams (highlighted), Currencies, Periods, Data, Availabilities, Departments, and Project Types. The main content area features a header with a back arrow, 'Show Chart', '+ New', 'Delete', and 'Refresh' buttons. Below the header, a dropdown menu is set to 'Local Business Owner Teams'. The table below lists the teams:

☐	Team Name ↑ ↓
☐	1e52f9a13048419eb02419d8ed672158_1
☐	PPP App Admin
☐	PPP Portfolio Manager
☐	PPP Project Manager
☐	PPP Project User
☐	PPP Resource Manager
☐	screenshotpppscheduler

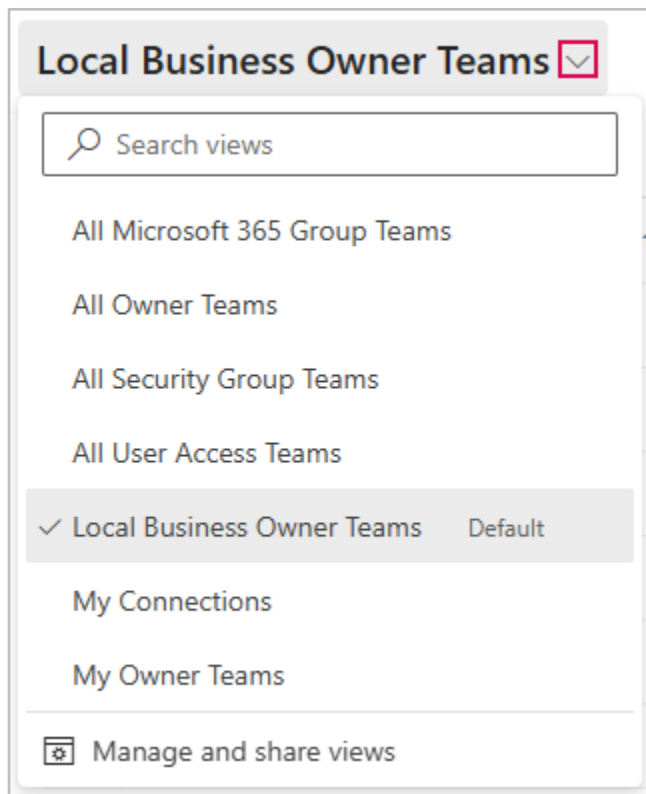
In this view, all local business owner teams are displayed in a table.

-
- ▶ Local business owner teams own and manage records within a specific business unit. The assigned security roles determine which access and editing permissions the team and its members have.
-

You can switch to other views using the drop-down menu:

➤ Click the down arrow and select a view:

- *All Microsoft 365 Group Teams*: A tabular list of all Microsoft 365 group teams.
- *All Owner Teams*: A tabular list of all owner teams.
- *All Security Group Teams*: Tabular list of all security group teams.
- *All User Access Teams*: A tabular list of all user access teams.
- *My Connections*: Tabular list of all team instances to which a user is linked via an active connection.
- *My Owner Teams*: Tabular list of all owner teams to which the current user is assigned.

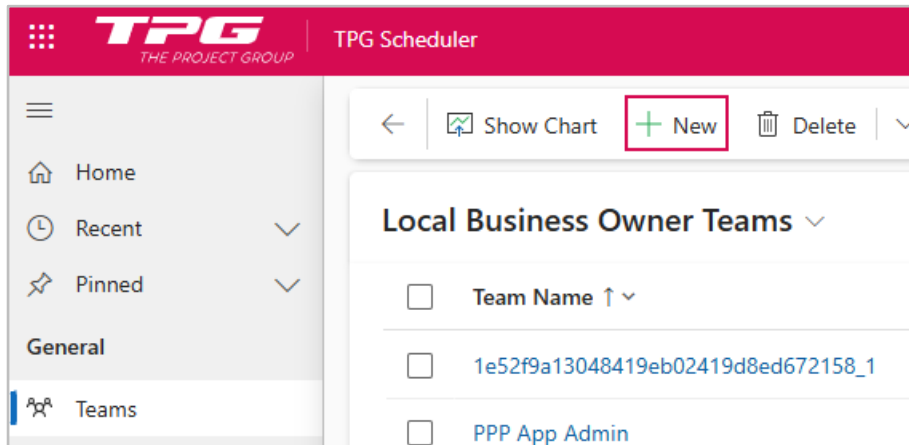


The following section describes how to create, edit, and manage teams.

- The procedure is described in the default view *Local Business Owner Teams*. The procedure is the same in the other views.

Create a Team:

- Click *New* in the command bar. ► The *New Team* form opens.



- Fill out the form:

The screenshot shows the 'New Team' form. At the top is a command bar with buttons for 'Save', 'Save & Close', 'New', and 'Reassign Records'. Below the command bar is the 'New Team' title and a breadcrumb 'Team · Team'. The 'General' tab is selected. The form contains the following fields:

- Team Name**: Required field, text input.
- Business Unit**: Required field, dropdown menu with a search icon.
- Administrator**: Required field, dropdown menu with a search icon.
- Team Type**: Required field, dropdown menu with 'Owner' selected.
- Object Id for a group**: Optional field, text input with a lock icon.
- Description**: Text area.

-
- ▶ All required fields are marked with a red asterisk.
-

➤ *Team Name:*

- Enter a name for the team. It should be as descriptive as possible.

➤ *Business Unit:*

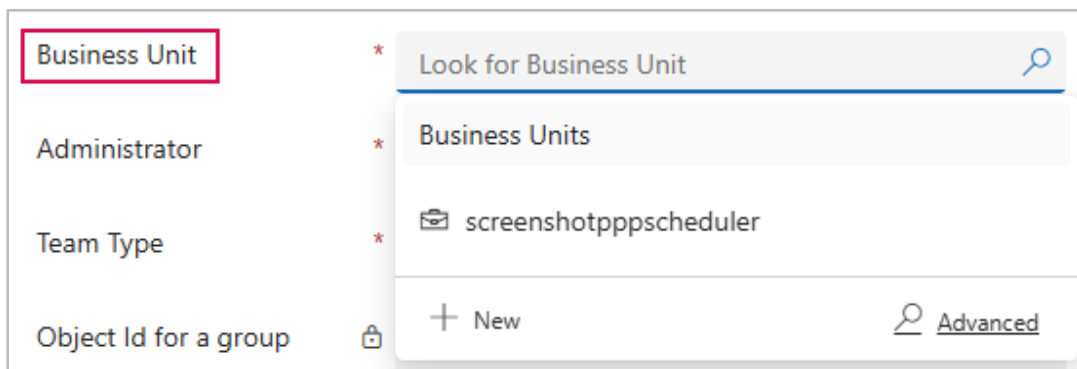
- Enter the Business Unit.

Or

- Press Enter to search for a Business Unit.

Or

- Click *New* to create a new Business Unit.

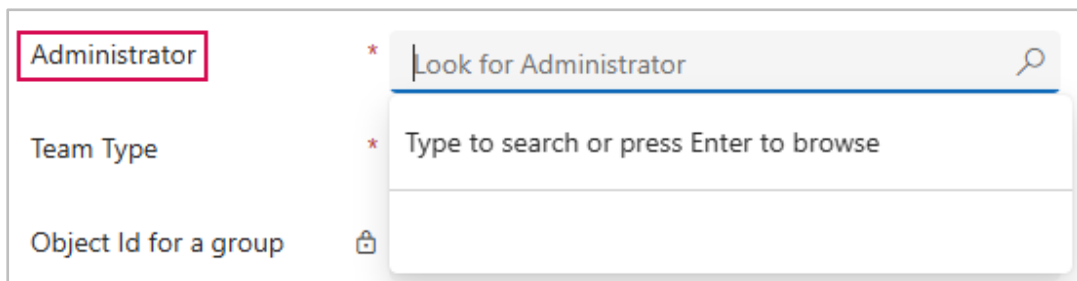


➤ *Administrator:*

- Enter an administrator.

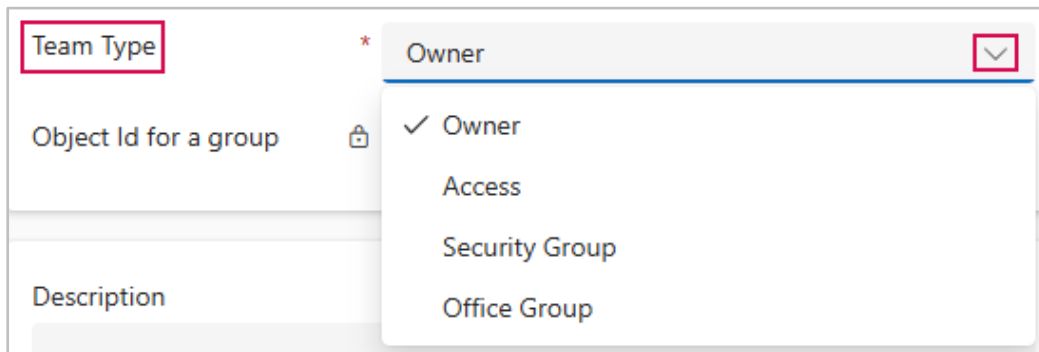
Or

- Press Enter to search for an administrator.



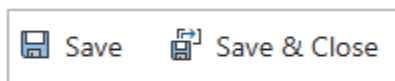
➤ *Team Type:*

- Click the arrow to select the type from the drop-down menu.



The screenshot shows a software interface with a form. The 'Team Type' field is highlighted with a red box and has a red asterisk next to it. To its right is a drop-down menu with a red box around the arrow icon. The drop-down menu is open, showing four options: 'Owner' (which has a checkmark), 'Access', 'Security Group', and 'Office Group'. Below the 'Team Type' field are two other fields: 'Object Id for a group' with a lock icon, and 'Description'.

- *Object ID for a group*
- *Description:*
 - Enter a description for the Team.
- Click Save or Save & Close on the command bar.



- ▶ A new Team has been created.

Edit Team:

Editing an existing team follows the same process as creating one: All fields that have already been created can be modified as described above.

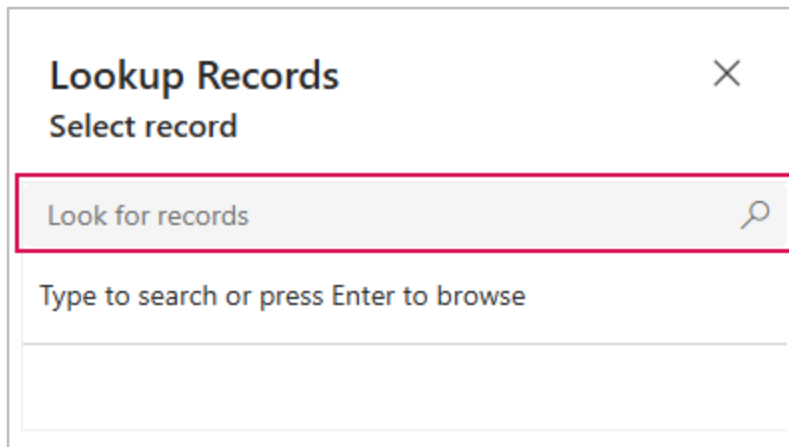
- Fields that cannot be edited are marked as locked with a lock icon.

- Select the team you want to edit, e.g., *PPP Project Manager*.
- In the *Local Business Owner Teams* view, click on *PPP Project Manager*. ► The *PPP Project Manager* form opens.

You can add new members to the team or manage existing members:

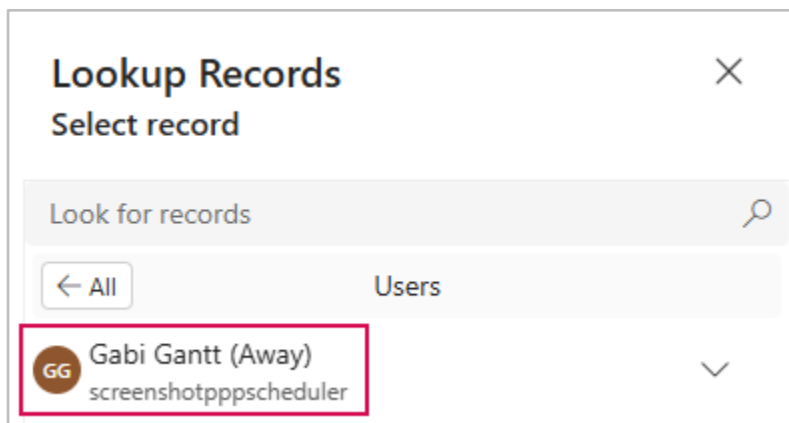
- In the *Team members* field, click *Add Existing User*. ► The form will open.

- Enter the name of the person you want to add to the team.



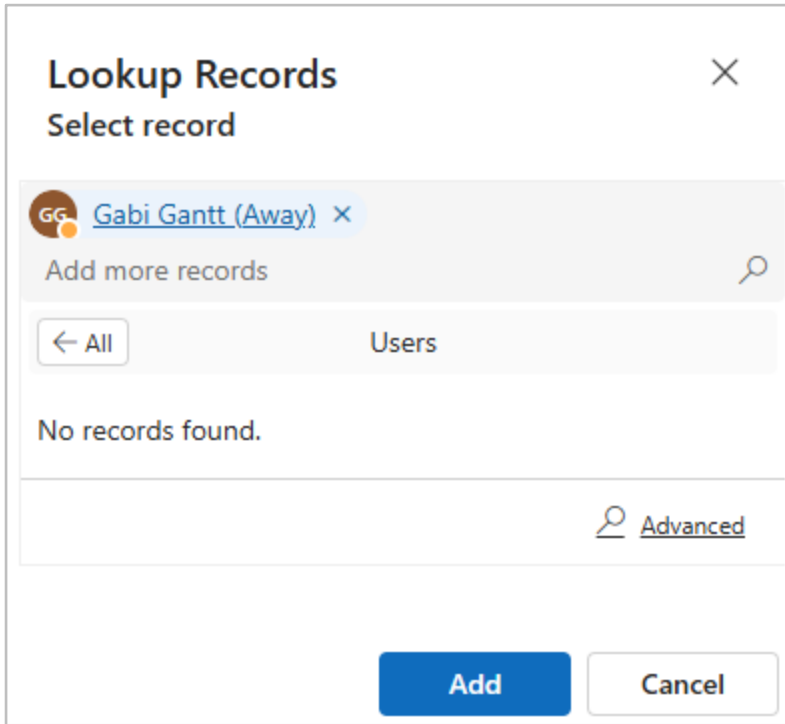
Or

- Press Enter to search for a person.
- Select the person you want from the suggestions.



- Enter additional team members. (optional)

➤ Click *Add*.



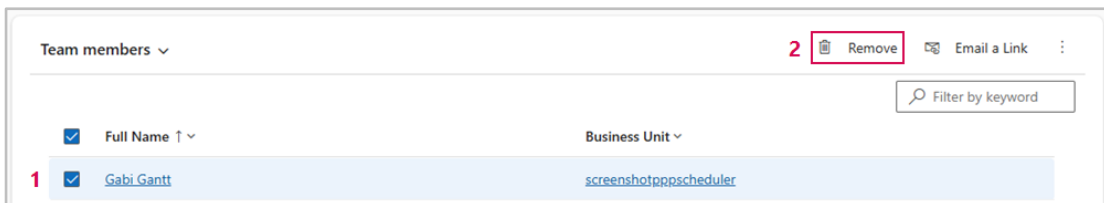
▶ The person(s) will be added to the team.

You can remove team members from the existing team:

➤ Select the person you want to remove from the team.

➤ Click the person's checkbox to select them. (1)

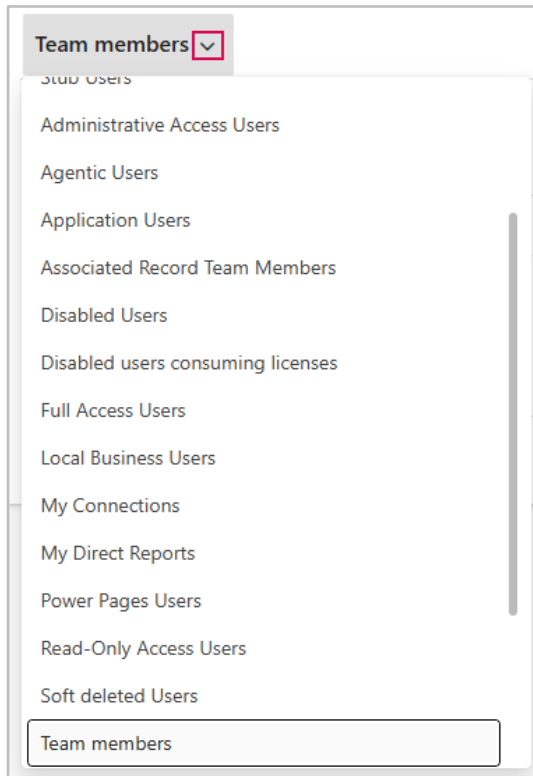
➤ Click *Remove*. (2)



Additional display options:

In the Team Members field, you can use the drop-down menu to switch to other views:

- Click the down arrow and select the view you want:



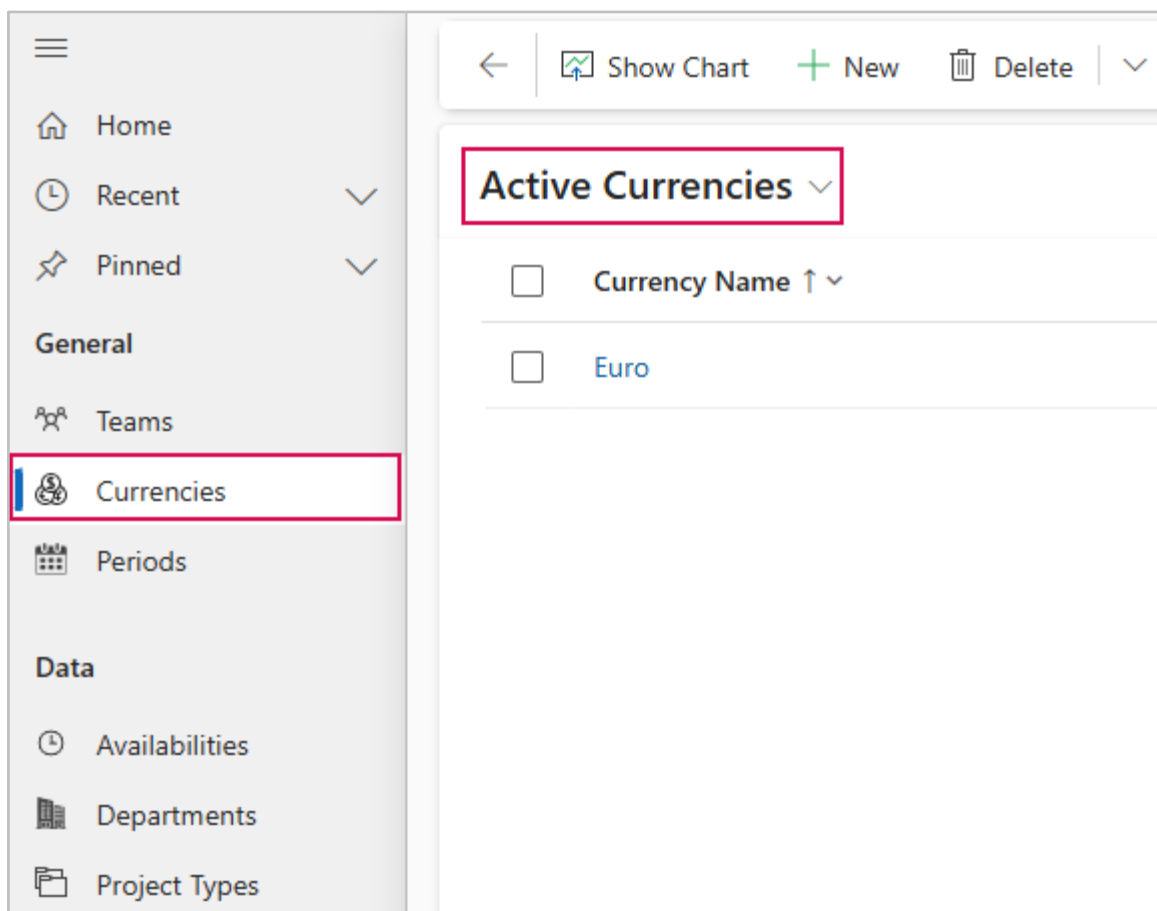
3.2.2 Currencies

In the *Currencies* section, you can manage your currencies. Here, you can create new currencies and edit existing entries.

-
- ▶ Currently, currencies can be created and managed in the system. This feature is currently intended for preparatory purposes. Active processing or display of multiple currencies is not yet available in the standard system. Accordingly, the system does not currently support multi-currency functionality.
-

In the following sections, we will guide you through all available features and show you step by step how to create, customize, and manage currencies.

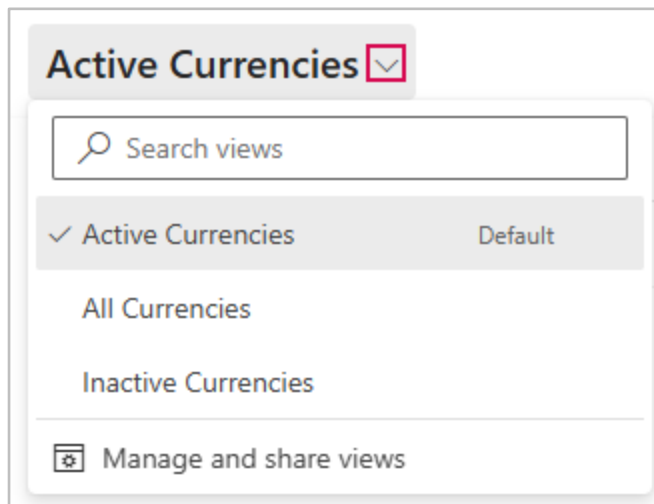
- Click *Currencies* in the navigation bar to go to the *Currencies* section.
- ▶ The *Currencies* section opens by default in the *Active Currencies* view.



In this view, all active currencies are displayed in a table.

You can switch to other views using the drop-down menu:

- Click the down arrow and select a view:
 - *All Currencies*: A table listing all currencies.
 - *Inactive Currencies*: A table listing all inactive currencies.

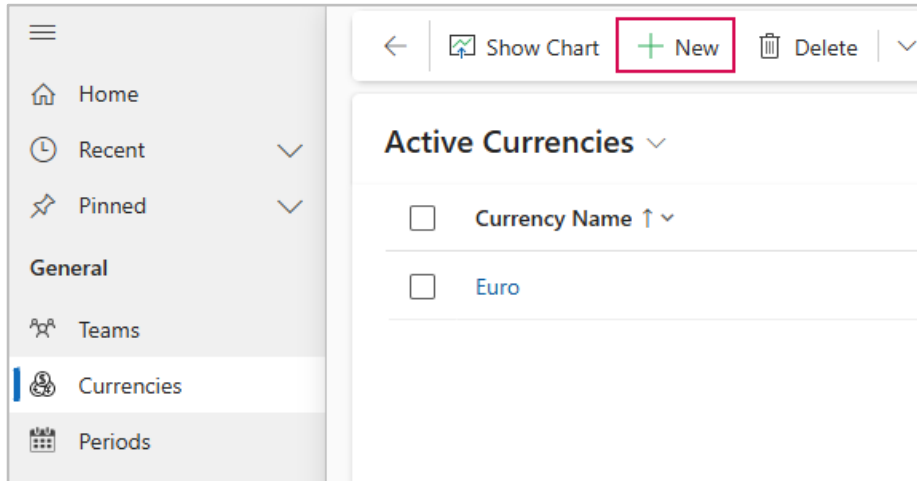


The following section describes how to create, edit, and manage currencies.

-
- The procedure is described in the *Active Currencies* default view. The procedure is the same in the other views.
-

Create Currencies:

- Click **New** in the command bar. ➤ The *New Currency* form opens.



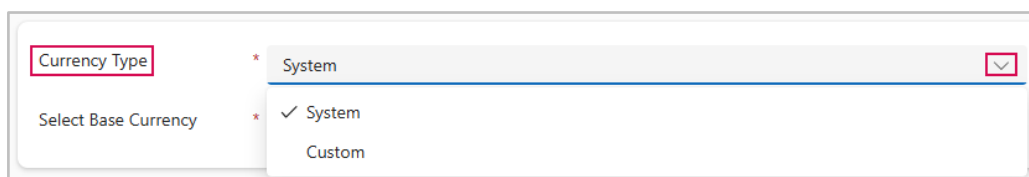
- Fill out the form:

The screenshot shows the 'New Currency' form. The title bar includes navigation icons, 'Save', 'Save & Close', '+ New', and 'Flow' dropdown. The form has a 'General' tab selected. Below the tab, there are two required fields: 'Currency Type' (marked with a red asterisk) and 'Select Base Currency' (marked with a red asterisk). Both fields currently show 'System' in a dropdown menu.

-
- All required fields are marked with a red asterisk.
-

- *Currency Type*:

- Click the arrow to select the type from the drop-down menu.



➤ **Select Base Currency:**

➤ Click the arrow to select the base currency from the drop-down menu.

▶ The *Currency Details* field opens.

➤ Enter the exchange rate.

▶ The fields *Currency Code*, *Currency Name*, *Currency Precision*, and *Currency Symbol* are automatically filled in by the system. You can edit these fields.

▶ Fields that cannot be edited are marked as locked with a lock icon.

➤ Click *Save* or *Save & Close* on the command bar.

▶ A new Currency has been created.

Edit Currencies:

Editing an existing currency follows the same process as creating one: All fields that have already been created can be modified as described above.

► Fields that cannot be edited are marked as locked with a lock icon.

- Select the currency you want to edit, e.g., *Euro*.
- In the *Active Currencies* view, click on *Euro*. ► The *Euro* form opens.



The screenshot shows the 'Euro' currency edit form. At the top, there is a red circle with 'Eu' and the text 'Euro - Saved Currency'. Below this are two tabs: 'General' (selected) and 'Related' with a dropdown arrow. The main section is titled 'Currency Details' and contains four fields arranged in two columns. Each field has a red asterisk indicating it is required. The fields are: 'Currency Code' (value: EUR), 'Currency Precision' (value: 2), 'Currency Name' (value: Euro), and 'Currency Symbol' (value: €). The 'Exchange Rate' field is at the bottom left with a value of 1.000000000000. The fields for 'Currency Code', 'Currency Name', and 'Exchange Rate' have a lock icon next to the asterisk, indicating they are locked.

Currency Details	
Currency Code *	EUR
Currency Precision *	2
Currency Name *	Euro
Currency Symbol *	€
Exchange Rate *	1.000000000000

- Enter the desired changes.
- Click *Save* or *Save & Close* on the command bar.

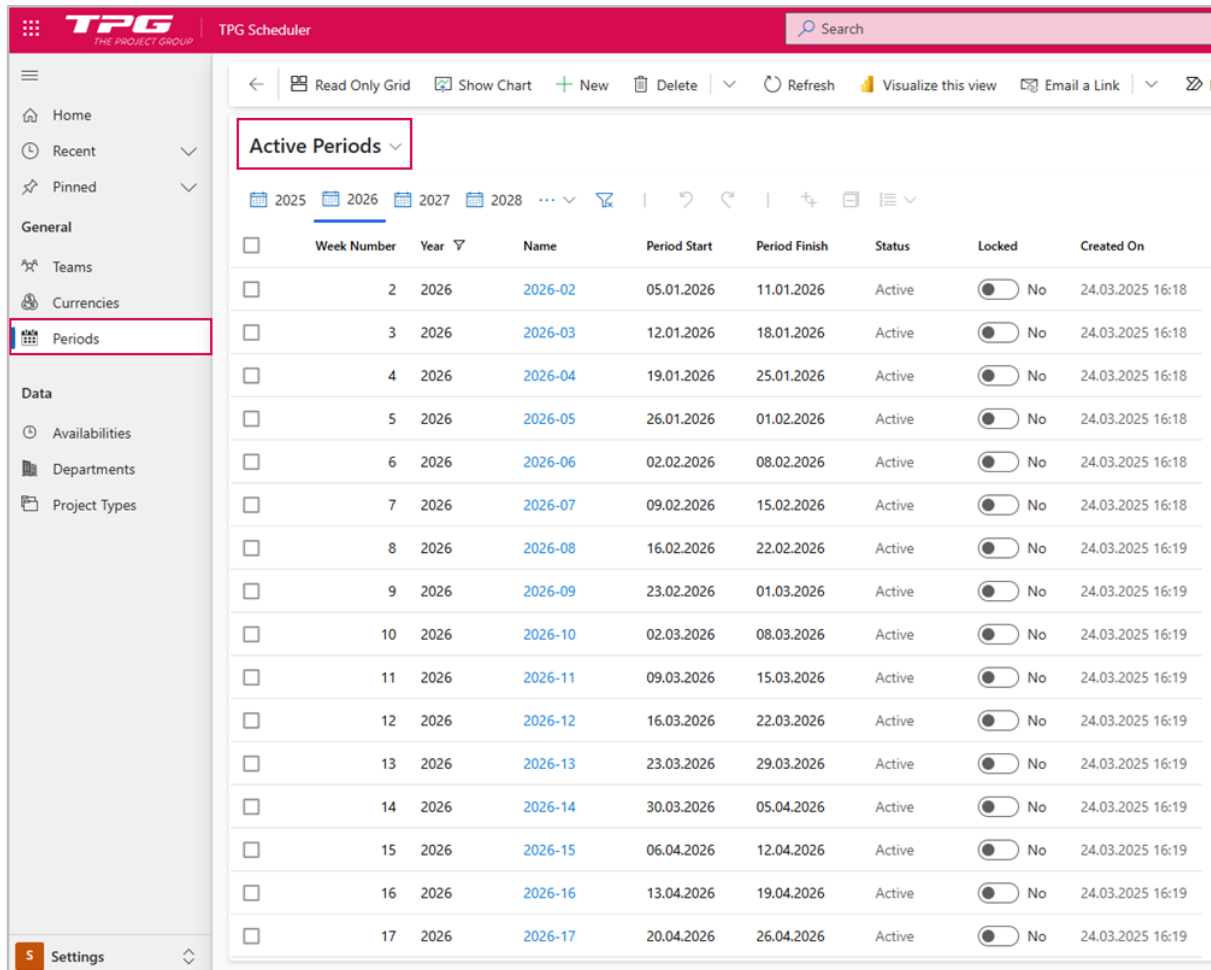
3.2.3 Periods

In the *Periods* section, you can create and manage periods based on calendar weeks. These periods serve as the basis for time tracking in the timesheets and determine the time periods for which employees can record their working hours.

In the following sections, we will guide you through all available features and show you step by step how to create, customize, and manage periods.

➤ Click *Periods* in the navigation bar to go to the *Periods* section.

► The *Periods* section opens by default in the *Active Periods* view.



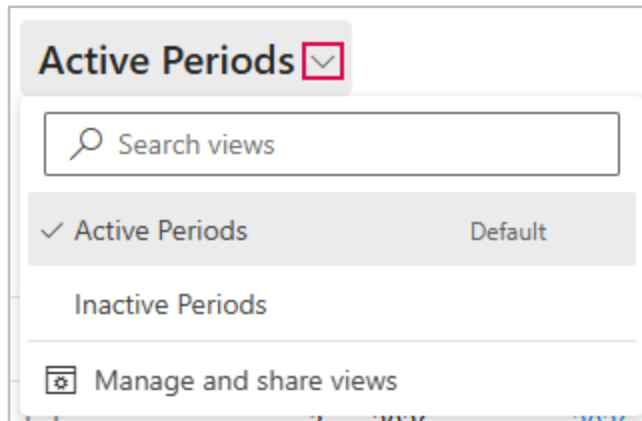
Week Number	Year	Name	Period Start	Period Finish	Status	Locked	Created On
2	2026	2026-02	05.01.2026	11.01.2026	Active	No	24.03.2025 16:18
3	2026	2026-03	12.01.2026	18.01.2026	Active	No	24.03.2025 16:18
4	2026	2026-04	19.01.2026	25.01.2026	Active	No	24.03.2025 16:18
5	2026	2026-05	26.01.2026	01.02.2026	Active	No	24.03.2025 16:18
6	2026	2026-06	02.02.2026	08.02.2026	Active	No	24.03.2025 16:18
7	2026	2026-07	09.02.2026	15.02.2026	Active	No	24.03.2025 16:18
8	2026	2026-08	16.02.2026	22.02.2026	Active	No	24.03.2025 16:19
9	2026	2026-09	23.02.2026	01.03.2026	Active	No	24.03.2025 16:19
10	2026	2026-10	02.03.2026	08.03.2026	Active	No	24.03.2025 16:19
11	2026	2026-11	09.03.2026	15.03.2026	Active	No	24.03.2025 16:19
12	2026	2026-12	16.03.2026	22.03.2026	Active	No	24.03.2025 16:19
13	2026	2026-13	23.03.2026	29.03.2026	Active	No	24.03.2025 16:19
14	2026	2026-14	30.03.2026	05.04.2026	Active	No	24.03.2025 16:19
15	2026	2026-15	06.04.2026	12.04.2026	Active	No	24.03.2025 16:19
16	2026	2026-16	13.04.2026	19.04.2026	Active	No	24.03.2025 16:19
17	2026	2026-17	20.04.2026	26.04.2026	Active	No	24.03.2025 16:19

This view displays a table listing all active periods within a calendar year.

You can switch to other views using the drop-down menu:

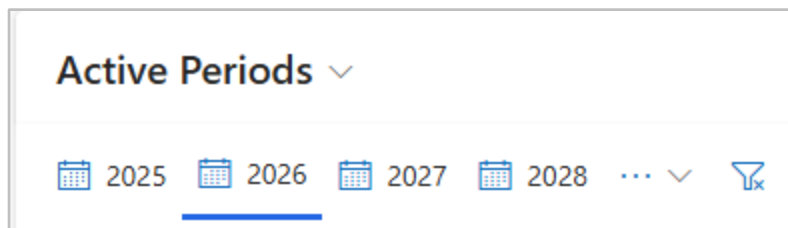
➤ Click the down arrow and select a view:

- *Active Periods*: A table listing all active periods.
- *Inactive Periods*: A table listing all inactive periods.



Navigating between calendar years:

The year selector is located above the table listing the time periods. By default, four years are displayed for direct selection. The currently selected year is underlined in blue:

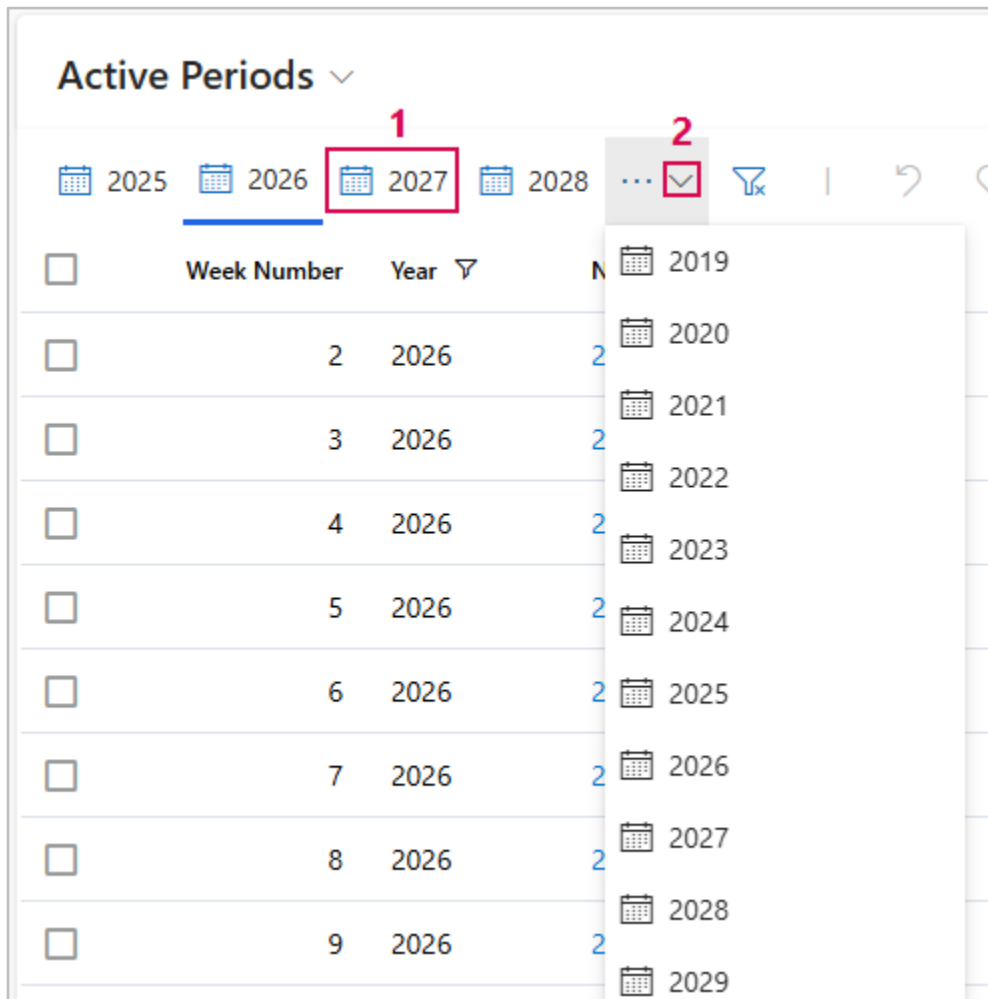


➤ Click on the desired year in the year bar to jump directly to that year. (1)

Or

➤ Click the down arrow. ► A drop-down menu with additional years will open. (2)

➤ Click on the desired year to view the time periods within that year.



The following section describes how to create, edit, and manage periods.

- ▶ The procedure is described in the *Active Periods* default view. The procedure is the same in the other views.

Create Periods:

- Click **New** in the command bar. ➤ The *New Period* form opens.

The screenshot shows the TPG Scheduler interface. On the left is a sidebar with navigation options: Home, Recent, Pinned, General, Teams, Currencies, and Periods. The main area displays the 'Active Periods' table. The command bar at the top right includes a back arrow, 'Read Only Grid', 'Show Chart', and a '+ New' button which is highlighted with a red box.

	2025	2026	2027	2028	...	
☐						
	Week Number	Year	Name			
☐	2	2026	2026-02			
☐	3	2026	2026-03			

- Fill out the form:

The 'New Period' form is shown with the 'General' tab selected. Fields marked with a red asterisk (*) are required. The 'Name' field is empty. The 'Year' field is set to 2026. The 'Week Number' field is empty. The 'Period Start' and 'Period Finish' fields are empty. The 'Locked' toggle is set to 'No'. The 'Status' dropdown is set to 'Active'. The 'Owner' field shows 'PPP Admin (Offline)'.

-
- All required fields are marked with a red asterisk.
-

- **Name: (1)**

- Enter the name of the time period. It should be as descriptive as possible, e.g., 2026-05 (Calendar Week 5 of 2026)

- **Year: (2)**

- Click the arrow to select the year in which the time period falls from the drop-down menu.

The screenshot shows a form with the following fields:

- 1 Name**: 2026-05
- 2 Year**: 2026 (dropdown menu is open, showing years 2022 to 2028, with 2026 selected and marked with a checkmark)
- Week Number**: (empty)
- Period Start**: (empty)
- Period Finish**: (empty)

- **Week Number: (3)**

- Enter the number of the calendar week in which the period falls

- **Period Start: (4)**

- Click the calendar icon and select the desired start date for the time period.

- **Period Finish: (5)**

- Click the calendar icon and select the end date for the time period.

The screenshot shows the form with the following fields:

- Name**: 2026-05
- Year**: 2026
- 3 Week Number**: 5
- 4 Period Start**: 26.01.2026 (calendar icon is visible)
- 5 Period Finish**: (empty) (calendar icon is visible)

 Two calendar pop-ups are shown:

- January 2026**: A grid showing days from 28 to 31, with the 26th highlighted in blue.
- 2026**: A year overview grid showing months from Jan to Dez.

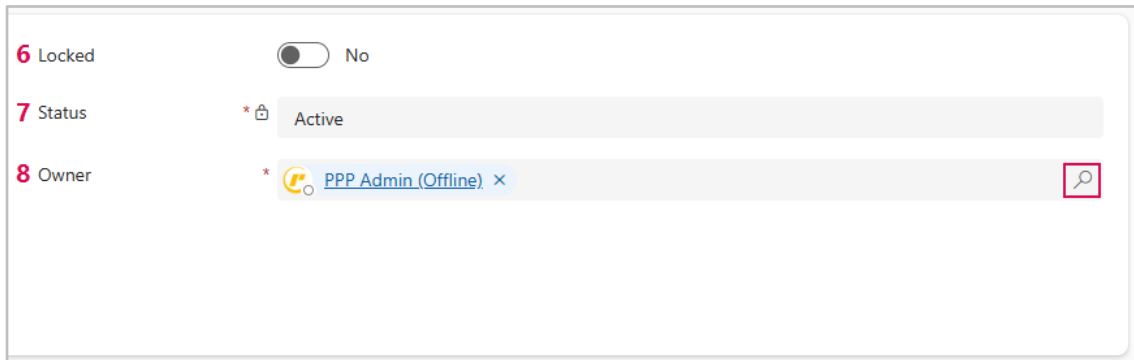
- **Locked (6):** By default, the time period is not restricted. The slider is set to *No*.

- Click the slider to lock the time period. ► The slider is set to *Yes*.

- **Status (7):** Set to *Active* automatically by the system.

➤ **Owner (8):** By default, the system automatically assigns the person who created the time period as the owner. You can change the owner.

➤ Click the search icon to select a different owner from the drop-down menu.

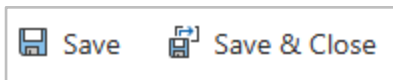


The screenshot shows a form with three fields: '6 Locked' with a toggle switch set to 'No', '7 Status' with a dropdown menu showing 'Active', and '8 Owner' with a dropdown menu showing 'PPP Admin (Offline)'. A red box highlights a search icon in the top right corner of the 'Owner' dropdown menu.

▶ The *Status* and *Owner* fields are automatically filled in by the system. You can edit the *Owner* field.

▶ Fields that cannot be edited are marked as locked with a lock icon.

➤ Click *Save* or *Save & Close* on the command bar.



▶ A new Period has been created.

Edit Periods:

Editing an existing period follows the same process as creating one: All fields that have already been created can be modified as described above.

- Fields that cannot be edited are marked as locked with a lock icon.

- Select the time period you want to edit, e.g., *2026-07*.

Active Periods ▾									
2025 2026 2027 2028 ... 🔍 🔄 🔄 🔄 🔄 🔄 🔄									
☐	Week Number	Year ▾	Name	Period Start	Period Finish	Status	Locked	Created On	
☐	2	2026	2026-02	05.01.2026	11.01.2026	Active	☒	No	24.03.2025 16:18
☐	3	2026	2026-03	12.01.2026	18.01.2026	Active	☒	No	24.03.2025 16:18
☐	4	2026	2026-04	19.01.2026	25.01.2026	Active	☒	No	24.03.2025 16:18
☐	5	2026	2026-05	26.01.2026	01.02.2026	Active	☒	No	24.03.2025 16:18
☐	6	2026	2026-06	02.02.2026	08.02.2026	Active	☒	No	24.03.2025 16:18
☐	7	2026	2026-07	09.02.2026	15.02.2026	Active	☒	No	24.03.2025 16:18
☐	8	2026	2026-08	16.02.2026	22.02.2026	Active	☒	No	24.03.2025 16:19
☐	9	2026	2026-09	23.02.2026	01.03.2026	Active	☒	No	24.03.2025 16:19

- In the *Active Time Periods* view, click *2026-07*. ► The *2026-07* form opens.

2026-07 - Saved

Period

General Related ▾

Name *

2026-07

Locked

☒ No

Year *

2026 ▾

Status *

Active

Week Number *

7

Owner

PPP Admin (Offline) ×

Period Start *

09.02.2026

Period Finish *

15.02.2026

- Enter the desired changes.
- Click *Save* or *Save & Close* on the command bar.

3.2.4 Availabilities

In the *Availability* section, you can set up different calendars to reflect employees' work schedules. Here, you can define and manage both full-time and part-time schedules. The calendars you create will then serve as the basis for planning work and project hours.

In the following sections, we will guide you through all available features and show you step by step how to create, customize, and manage availabilities.

➤ Click on *Availability* in the navigation bar to go to the *Availability* section.

► By default, the *Availability* section opens in the *Active Availability* view.

The screenshot displays the TPG Scheduler interface. The left sidebar has a navigation menu with 'Availabilities' highlighted. The main content area shows the 'Active Availabilities' view with a table of active calendars.

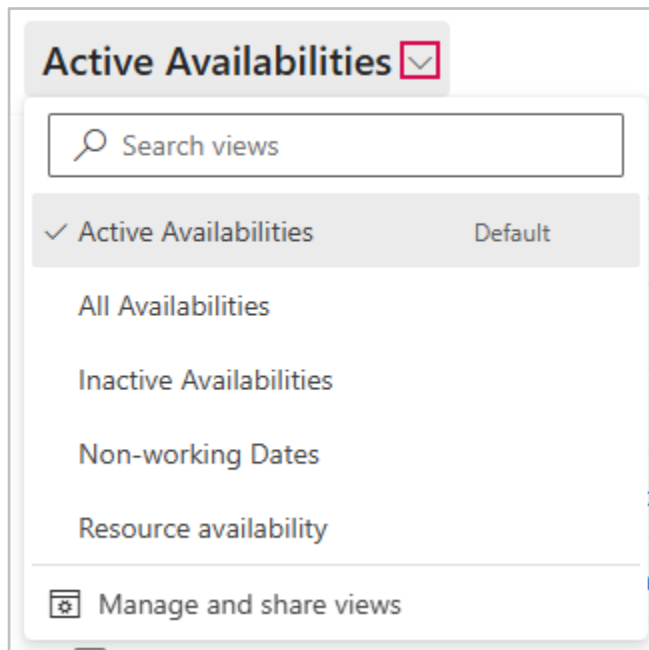
☐	Type ▾	Name ↑ ▾
☐	Base	19hrs
☐	Base	38hrs
☐	Base	Default
☐	Base	Half Day Workweek
☐	Base	Monday to Thursday
☐	Base	Test1

This view displays a table listing all active availabilities within a calendar year.

You can switch to other views using the drop-down menu:

➤ Click the down arrow and select a view:

- *All Availabilities*: A table listing all calendars.
- *Inactive Availabilities*: Tabular list of all inactive calendars.
- *Non-working Dates*: Tabular list of all non-working days, e.g., holidays.
- *Resource availability*: Tabular list of all resources to which a calendar is assigned.

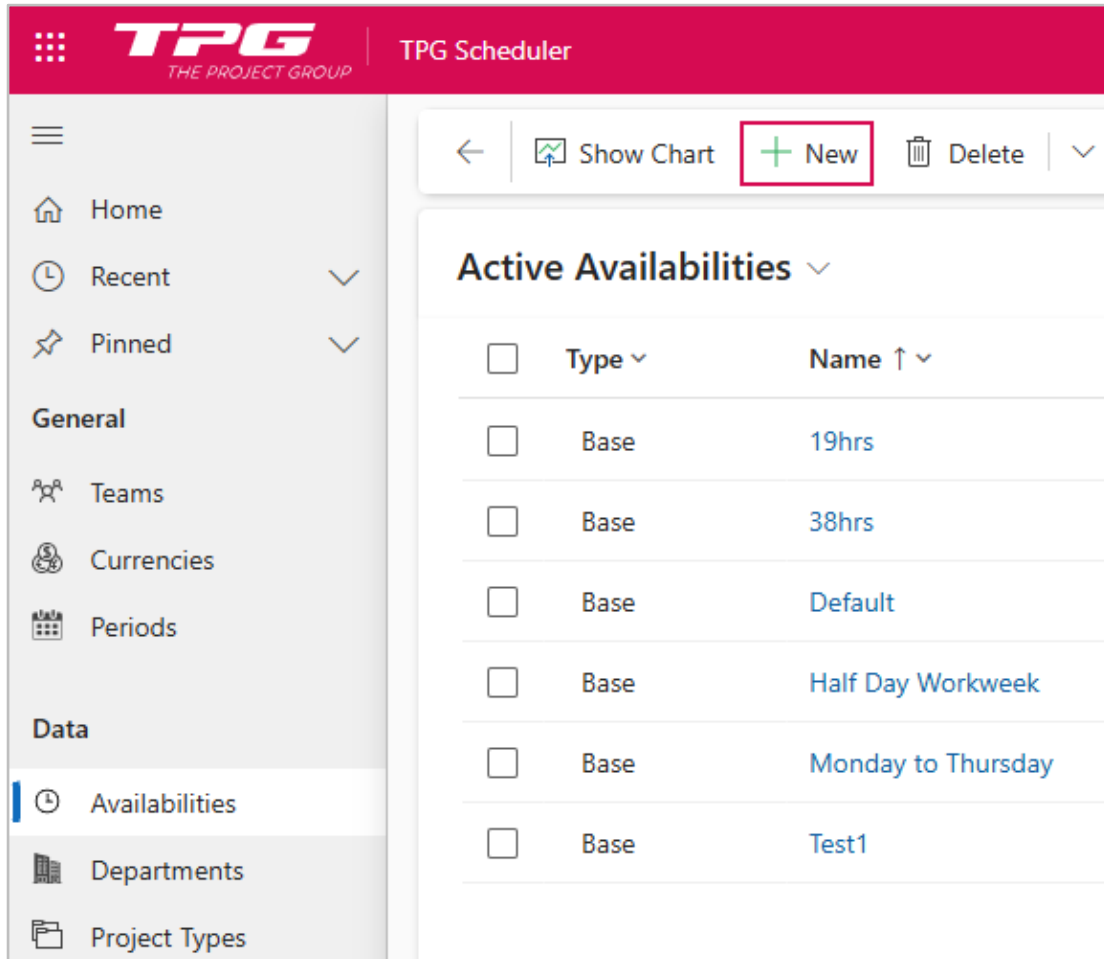


The following section describes how to create, edit, and manage availabilities.

-
- The procedure is described in the *Active Availabilities* default view. The procedure is the same in the other views.
-

Create Availabilities:

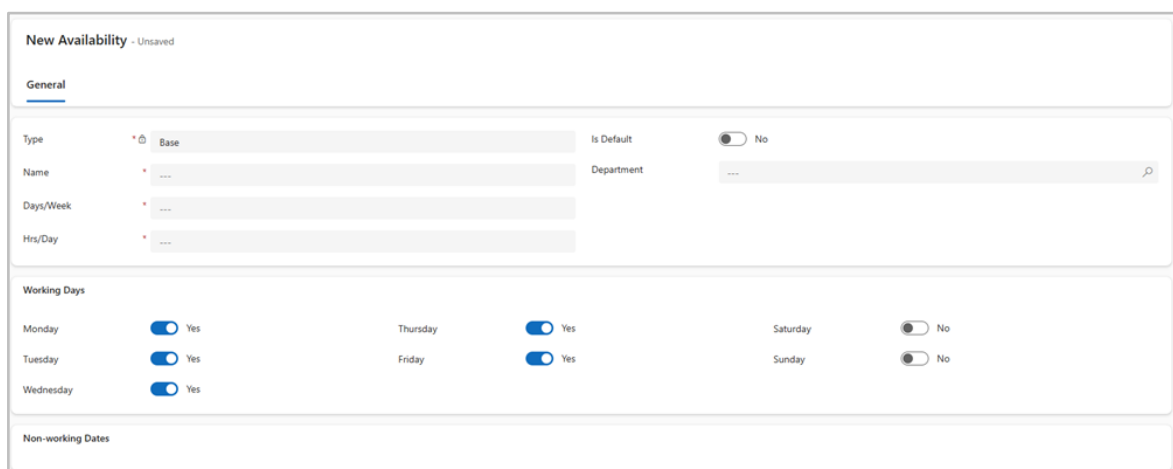
- Click **New** in the command bar. ➤ The *New Availability* form opens.



The screenshot shows the TPG Scheduler interface. On the left is a sidebar with navigation options: Home, Recent, Pinned, General, Teams, Currencies, Periods, Data, Availabilities (selected), Departments, and Project Types. The main area displays a table of 'Active Availabilities'. The table has columns for 'Type' and 'Name'. The 'New' button in the command bar is highlighted with a red box.

Type	Name
Base	19hrs
Base	38hrs
Base	Default
Base	Half Day Workweek
Base	Monday to Thursday
Base	Test1

- Fill out the form:



The screenshot shows the 'New Availability' form. The form is titled 'New Availability - Unsaved'. It has a 'General' tab. The form contains the following fields:

- Type: Base
- Name:
- Days/Week:
- Hrs/Day:
- Is Default: No
- Department:

Below the form fields, there is a section for 'Working Days' with toggle switches for each day of the week:

- Monday: Yes
- Tuesday: Yes
- Wednesday: Yes
- Thursday: Yes
- Friday: Yes
- Saturday: No
- Sunday: No

At the bottom, there is a section for 'Non-working Dates'.

-
- ▶ All required fields are marked with a red asterisk.
-

➤ **Type:** (1) Set automatically by the system to *Base*.

➤ **Name:** (2)

➤ Enter the name of the availability. It should be as descriptive as possible, e.g., *Default*.

➤ **Days/Week:** (3)

➤ Enter the number of workdays per week.

➤ **Hrs/Day:** (4)

➤ Enter the number of working hours per day.

A screenshot of a web form for configuring availability. It contains four rows, each with a red number, a label, a red asterisk indicating a required field, and a text input box. Row 1: '1 Type' with a lock icon and 'Base' in the input box. Row 2: '2 Name' with 'Default' in the input box. Row 3: '3 Days/Week' with '5' in the input box. Row 4: '4 Hrs/Day' with '8,00' in the input box.

➤ **Is Default:** (5) By default, the current availability is not set as the default. The slider is set to *No*.

➤ Click the slider to set the availability as the default. ▶ The slider is set to *Yes*.

➤ **Department:** (6) The department to which the availability is assigned.

➤ Click the search icon to select a different department from the drop-down menu.

A screenshot of the same web form, now showing fields 5 and 6. Field 5, 'Is Default', has a toggle switch set to 'Yes'. Field 6, 'Department', has a dropdown menu open. The dropdown is titled 'Look for Department' and has a search icon in the top right. It lists several departments with their last update times: Consulting (08.09.2023 07:58), Development (31.10.2023 10:26), Development A (23.11.2023 08:29), External (15.11.2023 16:20), and HR (08.09.2023 07:58). At the bottom of the dropdown is a '+ New' button. An 'Advanced' link is visible in the bottom right corner of the dropdown menu.

➤ **Working Days:** By default, *Monday, Tuesday, Wednesday, Thursday* and *Friday* are marked as workdays (with the slider set to *Yes*), and *Saturday* and *Sunday* are marked as non-workdays (with the slider set to *No*).

➤ Click the slider to designate the desired day as a workday or a non-workday.

The 'Working Days' interface displays a horizontal list of days from Monday to Sunday. Each day has a toggle switch and a label 'Yes' or 'No'. Monday, Tuesday, Wednesday, Thursday, and Friday have their sliders set to 'Yes'. Saturday and Sunday have their sliders set to 'No'.

➤ **Non-working Dates (8):** You can assign non-working days to the calendar.

➤ Click **New**. ► The *Quick Entry: Availability* form opens.

The 'Non-working Dates' interface shows a table with columns 'Name', 'Start', and 'Finish'. Above the table is a '+ New' button, which is highlighted with a red box. There are also icons for undo, redo, and other actions.

➤ **Type:** Is automatically defined as an exception by the system.

➤ **Name:** Enter the name. It should be as descriptive as possible, e.g., *Ostermontag*.

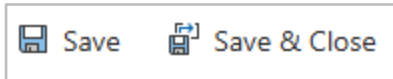
➤ **Start and Finish:** Click the calendar icon to enter the start and end dates.

➤ Click **Save and Close**.

The 'Quick Create: Availability' form is shown. It has a 'General' tab. The 'Type' field is set to 'Exception'. The 'Name' field is 'Ostermontag'. The 'Start' and 'Finish' fields are both set to '06.04.2026'. A calendar picker is open for the 'Start' date, showing April 2026. The date '6' is selected. At the bottom, there are 'Save and Close' and 'Cancel' buttons.

-
- ▶ The *Type* field is filled in automatically by the system.
 - ▶ Fields that cannot be edited are marked as locked with a lock icon.
-

➤ Click *Save* or *Save & Close* on the command bar.



- ▶ A new Availability has been created.

Edit Availabilities:

Editing an existing availability follows the same process as creating one: All fields that have already been created can be modified as described above.

-
- ▶ Fields that cannot be edited are marked as locked with a lock icon.
-

➤ Select the availability you want to edit, such as *Half Day Workweek*.

The screenshot shows the TPG Scheduler interface. On the left is a sidebar with navigation options: Home, Recent, Pinned, General (Teams, Currencies, Periods), and Data (Availabilities, Departments, Project Types). The 'Availabilities' option is selected. The main area displays a table of 'Active Availabilities' with columns for checkboxes, Type, and Name. The 'Half Day Workweek' entry is highlighted with a red box.

	Type	Name
☐	Base	19hrs
☐	Base	38hrs
☐	Base	Default
☐	Base	Half Day Workweek
☐	Base	Monday to Thursday
☐	Base	Test1

➤ In the *Active Availabilities* view, click *Half Day Workweek*. ► The *Half Day Workweek* form opens.

The screenshot shows the 'Half Day Workweek' form. The form has a 'General' tab selected. It displays 'Days/Week' as 5 and 'Hrs/Day' as 4.00. The 'Working Days' section shows Monday through Friday as 'Yes' and Saturday and Sunday as 'No'. The 'Non-working Dates' section is empty.

Half Day Workweek - Saved
Availability

General

Days/Week: 5
Hrs/Day: 4.00

Working Days

Monday: Yes
Tuesday: Yes
Wednesday: Yes
Thursday: Yes
Friday: Yes
Saturday: No
Sunday: No

Non-working Dates

+ New | Delete | Refresh | Edit | View | Settings

- Enter the desired changes.
- Click *Save* or *Save & Close* on the command bar.

3.2.5 Departments

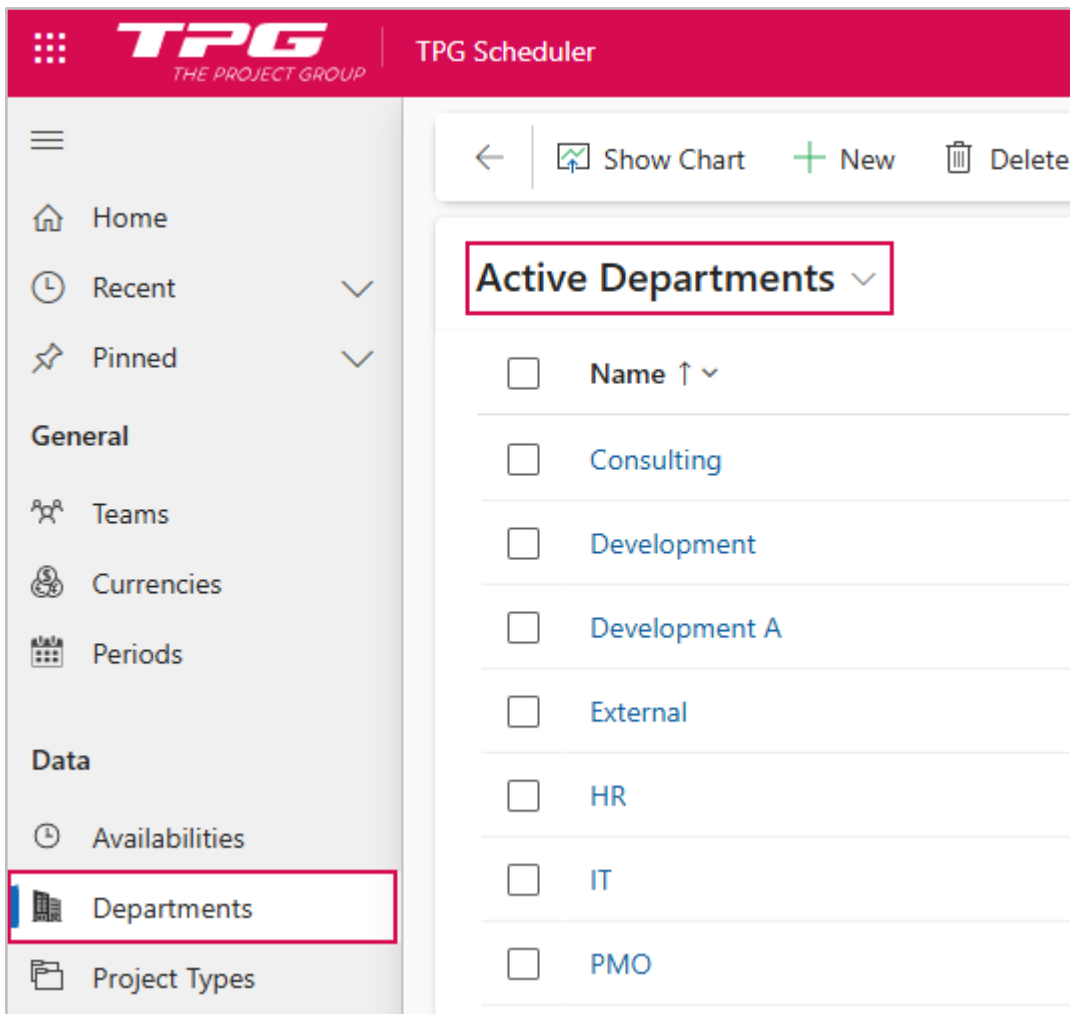
In the *Departments* section, you can create and manage your company's organizational units. Here, you can create new departments, edit existing ones, or mark them as inactive.

-
- ▶ Departments are used only for organizational purposes and have no bearing on permissions. They are used, among other things, for heatmaps in resource plans.
-

In the following sections, we will guide you through all available features and show you step by step how to create, customize, and manage departments.

- Click on *Departments* in the navigation bar to go to the *Department* section.

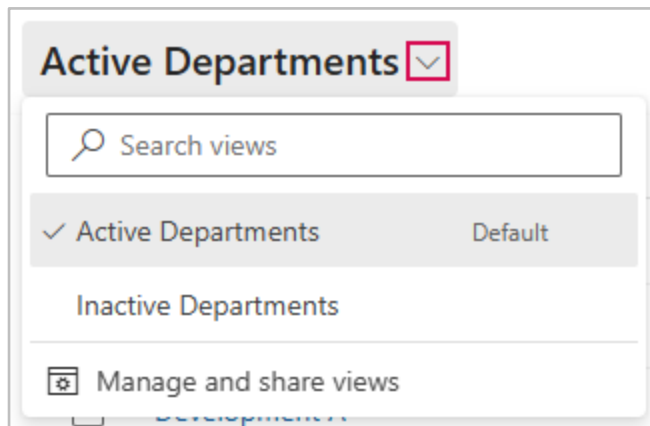
► By default, the *Department* section opens in the *Active Departments* view.



In this view, all active departments are displayed in a table.

You can switch to other views using the drop-down menu:

- Click the down arrow and select a view:
 - *Active Departments*: A table listing all active departments.
 - *Inactive Departments*: A table listing all inactive departments.

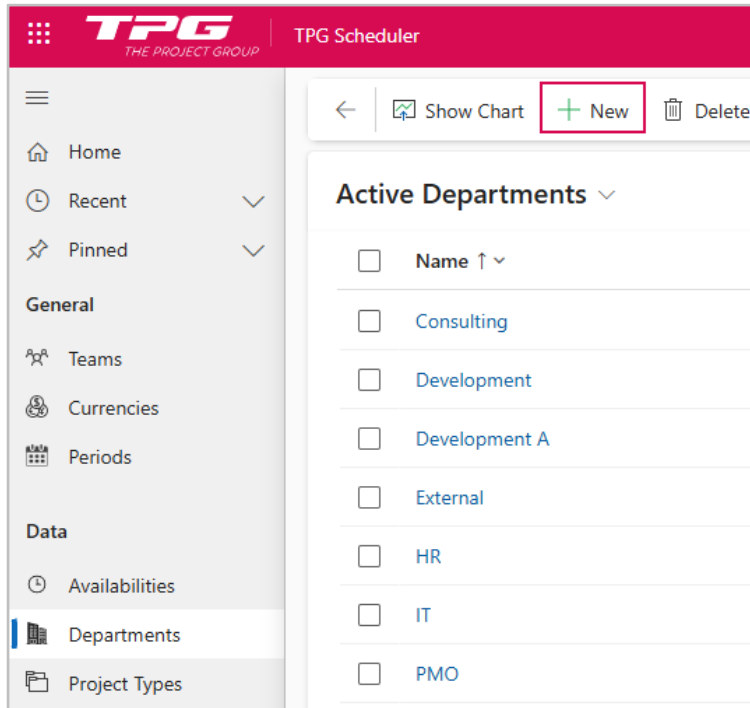


The following section describes how to create, edit, and manage departments.

-
- The procedure is described in the *Active Departments* default view. The procedure is the same in the other views.
-

Create Departments:

- Click **New** in the command bar. ➤ The *New Department* form opens.



- Fill out the form:

The screenshot shows the 'New Department' form. The 'General' tab is selected. There are two input fields: 'Name' and 'Owner'. Both fields have a red asterisk next to them, indicating they are required. The 'Name' field is currently empty, and the 'Owner' field shows a user profile for 'PPP Admin (Offline)'.

-
- All required fields are marked with a red asterisk.
-

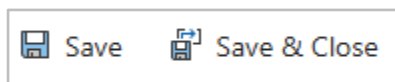
- **Name:** (1)

- Enter the name of the department. It should be as descriptive as possible, e.g., *Development*.

➤ **Owner (2):** By default, the system sets the person who created the department as the owner. You can change the owner.

➤ Click the search icon to select a different owner from the drop-down menu.

➤ Click **Save** or **Save & Close** on the command bar.



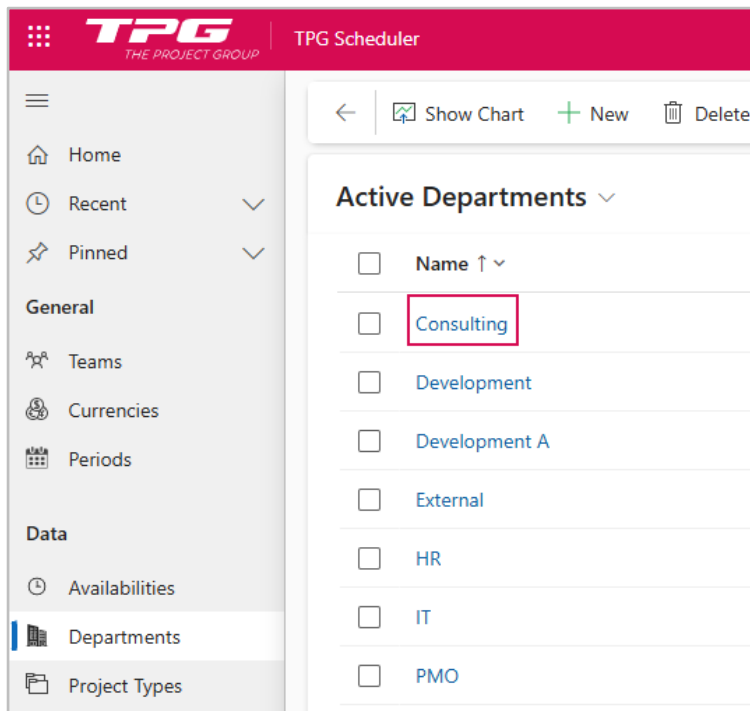
► A new Department has been created.

Edit Departments:

Editing an existing department follows the same process as creating one: All fields that have already been created can be modified as described above.

► Fields that cannot be edited are marked as locked with a lock icon.

- Select the department you want to edit, e.g., *Consulting*.



- In the *Active Departments* view, click *Consulting*. ► The *Consulting* form opens

- Enter the desired changes.
- Click *Save* or *Save & Close* on the command bar.

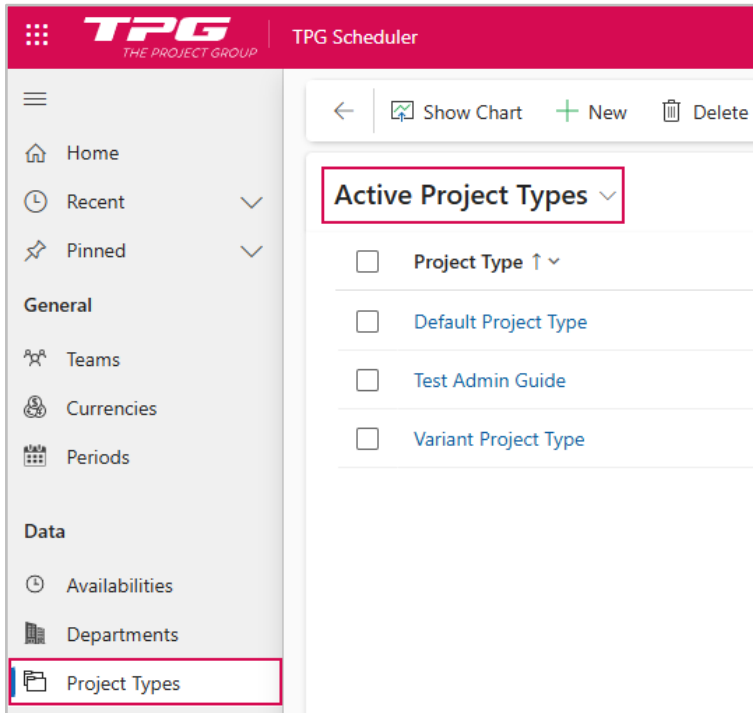
3.2.6 Project Types

In the *Project Types* section, you can create and manage project types that meet your company's specific requirements. Within each project type, you define the structure and the tabs that will appear in the project.

In the following sections, we will guide you through all available features and show you step by step how to create, customize, and manage Project Types.

➤ Click on *Project Types* in the navigation bar to go to the *Project Type* section.

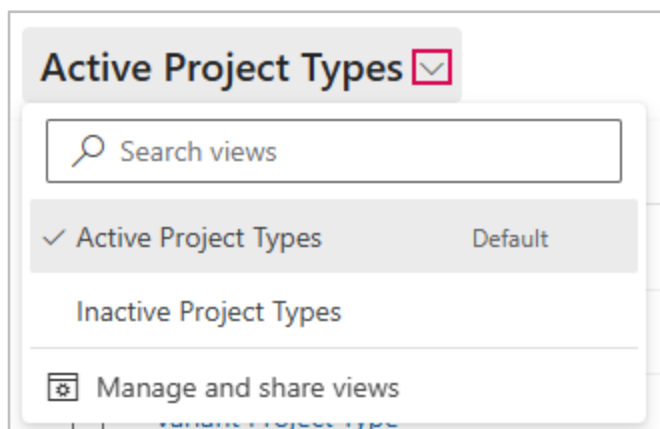
► By default, the *Project Type* section opens in the *Active Project Types* view.



In this view, all active project types are displayed in a table.

You can switch to other views using the drop-down menu:

- Click the down arrow and select a view:
 - *Active Project Types*: A table listing all active project types.
 - *Inactive Project Types*: A table listing all inactive project types.

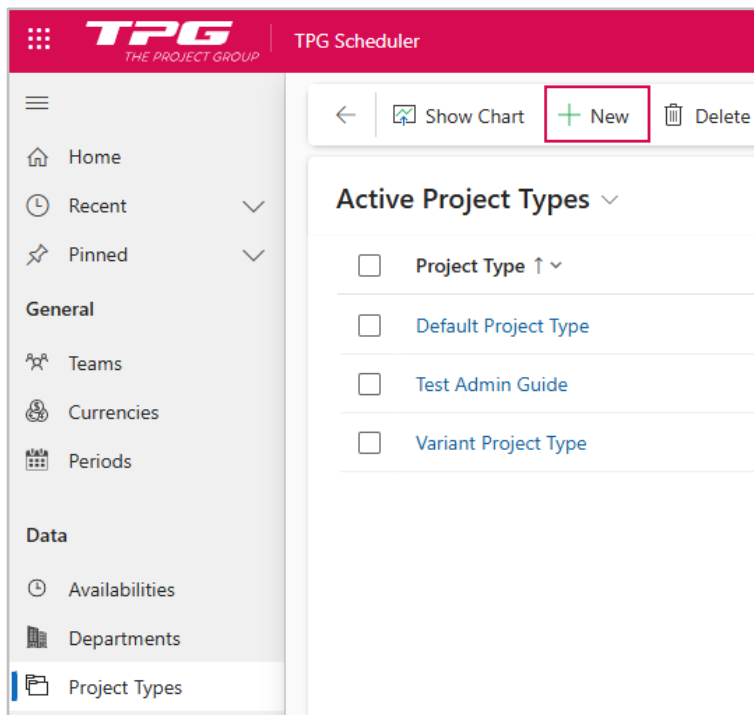


The following section describes how to create, edit, and manage project types.

- ▶ The procedure is described in the *Active Project Types* default view. The procedure is the same in the other views.

Create Project Types:

- Click *New* in the command bar. ▶ The *New Project Type* form opens.



- Fill out the form:

The screenshot shows the 'New Project Type' form. The title bar says 'New Project Type - Unsaved'. Below the title bar is a 'General' tab. The form contains several input fields: 'Project Type' (marked with a red asterisk), 'Owner' (marked with a red asterisk and has a dropdown menu showing 'PPP Admin (Offline)' with a close button), 'Description', 'Department' (marked with a red asterisk), 'Project Template', 'Project Process', 'Project Form UID' (with a value 'ae99cb83-7761-eb11-a812-0022489c7ab4'), 'Use As Default' (a toggle switch set to 'No'), and 'Show in Selection' (a toggle switch set to 'Yes').

- ▶ All required fields are marked with a red asterisk.

➤ **Project Type: (1)**

➤ Enter a name for the project type. This should be as descriptive as possible, e.g., *Default Project Type*.

➤ **Owner (2):** By default, the system sets the person who created the project type as the owner. You can change the owner.

➤ Click the search icon to select a different owner from the drop-down menu.

The screenshot shows a web application interface for managing project types. On the left, there are three numbered sections: 1. Project Type, 2. Owner, and 3. Description. Section 1 has a text input field containing 'Default Project Type'. Section 2 has a dropdown menu showing 'PPP Admin (Offline)' with a search icon. Section 3 has a text input field. Below the form, there are tabs for 'Project Type Tabs' and a 'Group By' dropdown set to '(no grouping)'. A 'New' button is also visible.

➤ **Description (3)**

➤ Enter a description for the project type. This should be as descriptive as possible.

➤ **Department: (4)**

➤ Enter the department to which the project type should be assigned.

Or

➤ Click the search icon to select a department from the drop-down menu.

➤ **Project Template: (5)**

➤ Enter a project template to be assigned to the project type.

Or

➤ Click the search icon to select a project template from the drop-down menu.

▪ **Project Process: (6)**

➤ Enter a project process to be assigned to the project type.

Or

➤ Click the search icon to select a project process from the drop-down menu.

➤ **Project Form UID (7):** An alphanumeric string used to uniquely identify the project type in the system. The UID (Unique Identifier) is automatically assigned by the system. You can edit it.

▶ Requirement: The required project form must be prepared in advance by TPG.

➤ Click in the field and enter the desired change.

➤ **Use as Default (8):** By default, the project type is not set as the default. The slider is set to *No*.

➤ Click the slider to set the project type as the default. ▶ The slider is set to *Yes*.

➤ **Show in Selection (9):** By default, the project type is displayed in the selection. The slider is set to *Yes*.

➤ Click the slider to hide the project type from the selection. ▶ The slider is set to *No*.

➤ Click **Save** in the command bar.



▶ A new project type has been created. .

Assign tabs to the project:

Once the project type has been created, you can assign the tabs that will be displayed in the project to the project type. The tabs are automatically created by the system as part of a workflow. In this step, you specify which of the existing tabs should be displayed in the project.

To do this, the Tabs section of the project type appears:

► No new tabs are created manually. Instead, you can reference existing project type tabs.

There are two ways to add a tab:

- **New Project Type Tab:** Used to add a linked project type tab.
 - Click **New Project Type Tab**. ► The *Quick Create: Project Type Tab* form opens.
 - Fill out the form:
 - **Tab Name:** Enter a name for the tab.
 - **Tab Internal Name:** Enter the internal name for the tab.
 - **Is Visible:** Set the slider to Yes to display the tab in the project type.
 - **Project Type:** By default, the system selects the current project type. You can change the project type by selecting a different one from the drop-down menu.

➤ Click *Save and Close*.

Quick Create: Project Type Tab [Close]

New Section

Tab Name * Action

Tab Internal Name * action_1

Is Visible ☒ Yes

Project Type Test Admin Guide [Search Icon]

Project Types Recent records

Default Project Type

+ New Advanced

Save and Close [Dropdown] **Cancel**

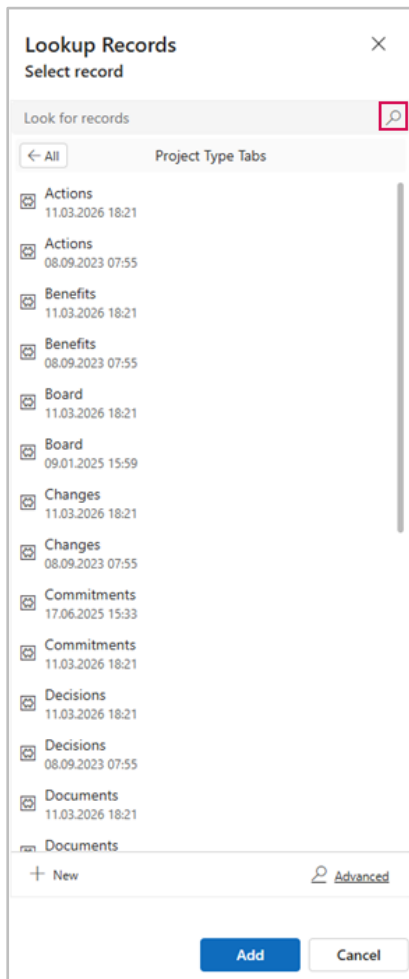
► A new tab is created, assigned to the current project type, and appears in the table.

▪ **Add Existing Project Type Tab:** Used to add a missing project type tab item.

➤ Click *Add Existing Project Type Tab*. ► The *Lookup Records* form opens.

➤ Click the search icon to select an existing record from the drop-down menu.

➤ Click **Add**.



► The selected tabs are assigned to the current project type and appear in the table.

Project Type Tabs			
+ New Project Type Tab + Add Existing Project T... ↻ Refresh ⋮			
Group By: (no grouping) ▼			
✓ Tab Name ↑ ▼	Tab Internal Name ▼	Project Type ▼	Is Visible ▼
Actions	tab_Actions	Test Admin Guide	Yes
Benefits	tab_Benefits	Test Admin Guide	Yes
Board	tab_board	Test Admin Guide	Yes
Changes	tab_changes	Test Admin Guide	Yes
Commitments	tab_commitments	Test Admin Guide	Yes
Decisions	tab_Decisions	Test Admin Guide	Yes

Edit Project Types:

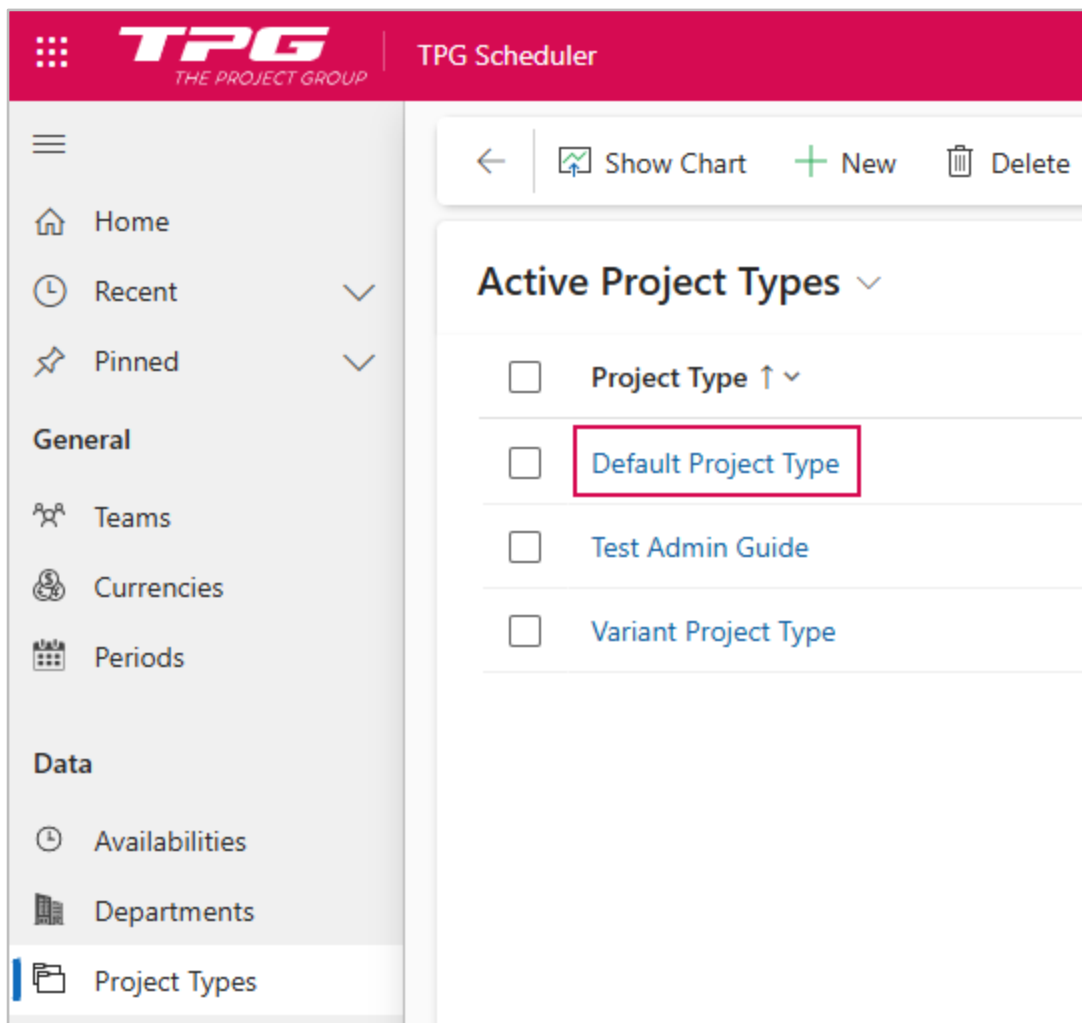
Editing an existing Project Type follows the same process as creating one: All fields that have already been created can be modified as described above.

⚠ Changes to a project type affect the entire system. Any modifications impact all projects that use this project type, as well as the associated plans and processes.

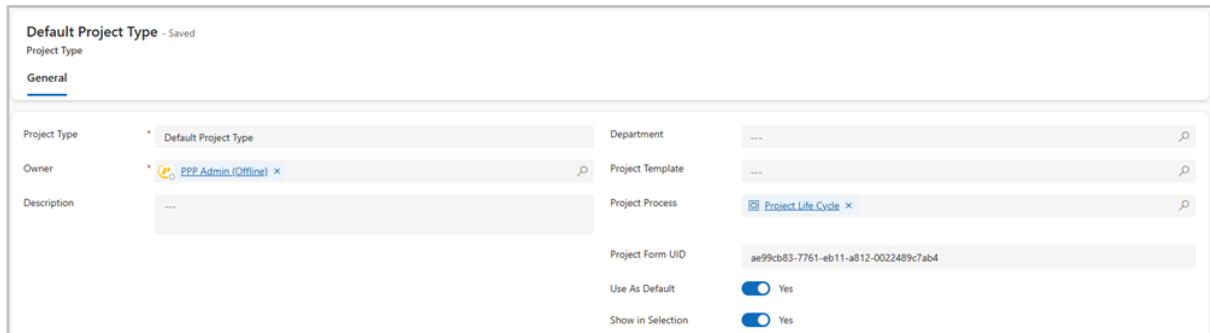
Therefore, make changes with extreme caution and verify their impact on the entire system.

► Fields that cannot be edited are marked as locked with a lock icon.

➤ Select the project type you want to edit, e.g. *Default Project Type*.



- In the *Active Project Types* view, click *Default Project Type*. ➤ The *Default Project Type* form opens.



Default Project Type - Saved
Project Type

General

Project Type: * Default Project Type

Owner: * PPP Admin (Offline) x

Description: ---

Department: ---

Project Template: ---

Project Process: Project Life Cycle x

Project Form UID: ae99cb83-7761-eb11-a812-0022489c7ab4

Use As Default: ☒ Yes

Show in Selection: ☒ Yes

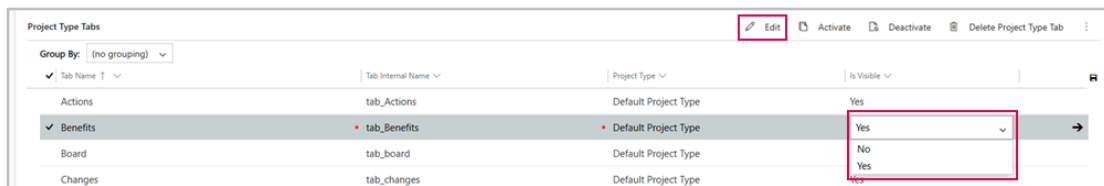
- Enter the desired changes.

You can edit the tab attributes directly in the table.

- Click on the desired cell in the table and enter the changes.

Or

- Click *Edit* and enter the changes in the project type form.



Project Type Tabs

Group By: (no grouping)

Tab Name	Tab Internal Name	Project Type	Is Visible
Actions	tab_Actions	Default Project Type	Yes
Benefits	tab_Benefits	Default Project Type	Yes
Board	tab_board	Default Project Type	No
Changes	tab_changes	Default Project Type	Yes

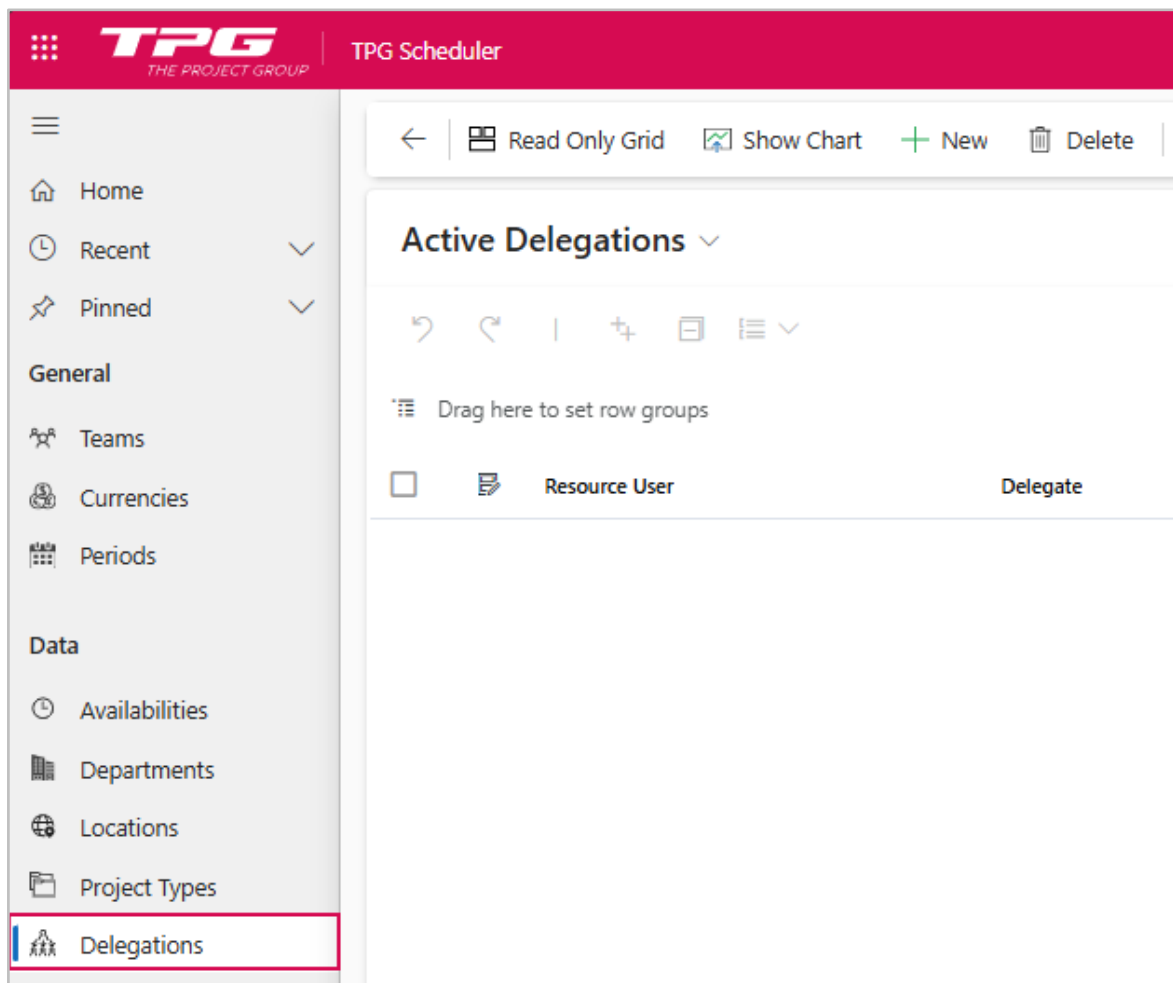
- Click *Save* or *Save & Close* on the command bar.

3.2.7 Delegations

In the *Delegations* section, you specify which users are authorized to perform timesheet activities on behalf of other users. The delegation matrix allows you to centrally manage substitution arrangements.

➤ Click *Delegations* in the navigation bar to go to the *Delegations* section.

► By default, the section opens in the *Active Delegations* view.



In the Delegates table, you define the delegation relationships between users. Each entry specifies which delegate is authorized to act on behalf of a specific resource user.

- *Resource User*: The user for whom time is to be tracked.
- *Delegate*: The user who is authorized to perform timesheet activities on behalf of the resource user.

Create a Delegation:

- Click *New*. (1) ► A new row appears.
- In the *Resource User* field, enter the user for whom time should be tracked. (2)
- In the *Delegate* field, enter the user who will track the time on their behalf. (3)

The screenshot shows the 'Active Delegations' table with the following structure:

Resource User	Delegate
PPP Project User	PPP Admin

The dropdown menu for the 'Delegate' field contains the following options:

- PPP Admin
- # Agent 365 Tools
- # AIBuilder_StructuredML_Gcc_...
- # AIBuilder_StructuredML_Prod...
- # AIBuilderProd
- # ApolloProdFirstParty
- # AppAgents S2S Prod Applicat...

- To use delegations in the timesheet form, the *Enable delegation* option in the *Timesheet Configuration* section of the timesheet form settings must be enabled.

Styling Rules

Timesheet Configuration

☒ Enabled

Timesheet Mode *

Assignments

Timesheet Status Field

tpg_status

e.g. tpg_status

Operating Mode *

User

Temporary config for testing different roles.

First day of week

Monday

☒ Show Department Tasks by Default

Add Tasks View ID

GUID of a Dataverse view (savedquery) to use as the base for the Add Tasks modal. The view controls columns displayed, sorting order, and can filter which projects are shown (e.g., exclude inactive projects).

☒ Enable delegation

☐ Enable budget validation

Permissions and Prerequisites

Users with the “Resource Manager” role can fully manage the *Active Delegations* table. Other roles have read permissions so that the delegation feature in Timesheets can be used.

In addition, the “Timesheet Delegate” security role is available. This role allows users to act as a delegate for another user, provided they do not have administrator rights or the “Resource Manager” role.

- Recommendation: Create a Dataverse Owner team for Timesheet delegates. When you add a user as a *Delegate*, you should also assign them to this team. Automatic assignment is not yet available in this version and must be performed manually.

Each delegate must also be a member of the resource pool. If this is not the case, the delegated user's timesheet cannot be loaded.

► A detailed description of the features and options in this area can be found in the [PPP User Guide](#).

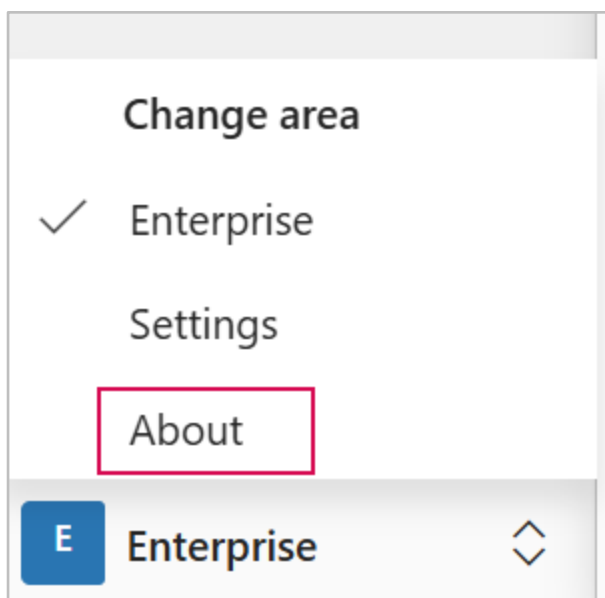
3.3 About

In the *About* section, you will find important information about PPP:

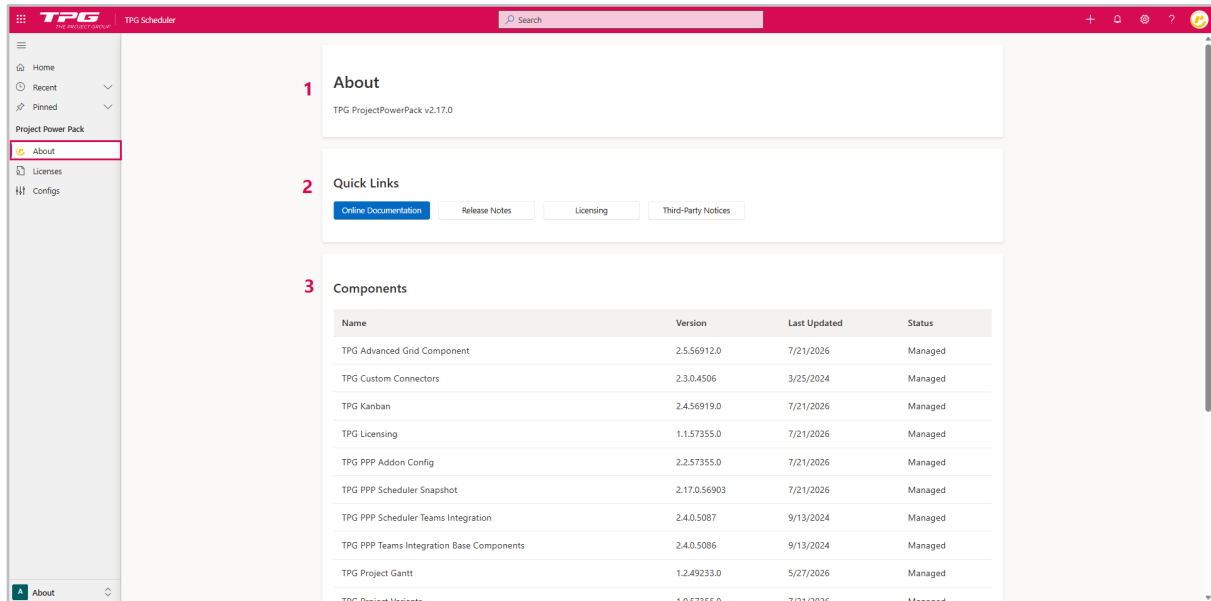
- Version number (1)
- Links to user manuals/online documentation, release notes, licenses and third-party notices (2)
- Integrated components (3)

To access the product information, follow these steps:

- Click on *Enterprise* in the bottom navigation bar. ► A drop-down menu will appear.
- Click on *About*.



- The *About* section with the product information will open.



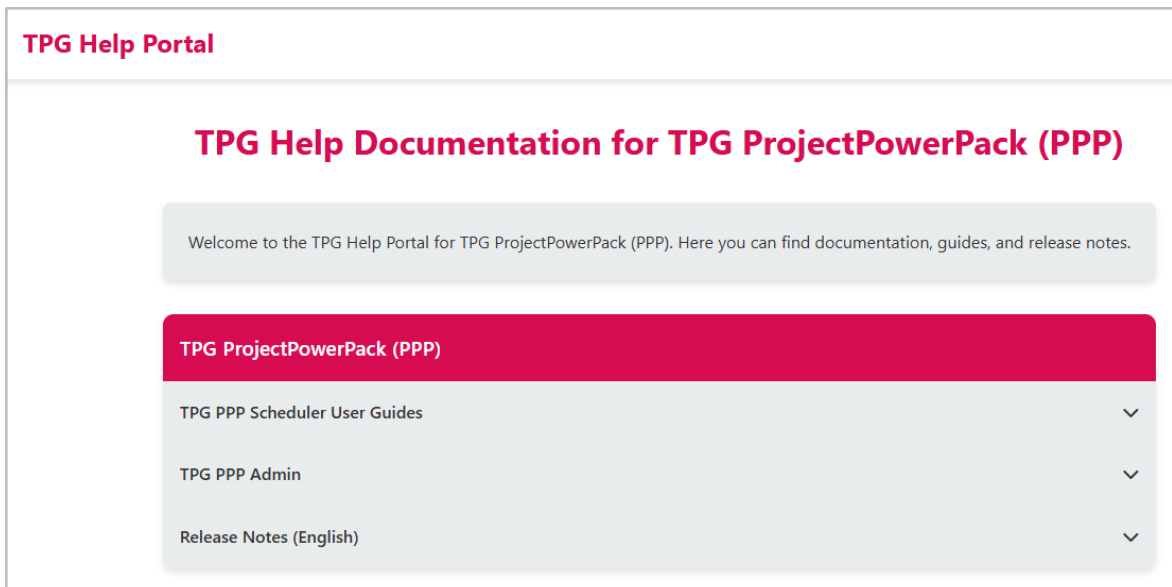
Opening User Guides and Release Notes:

➤ Click on *Online Documentation* to access the User Guides.

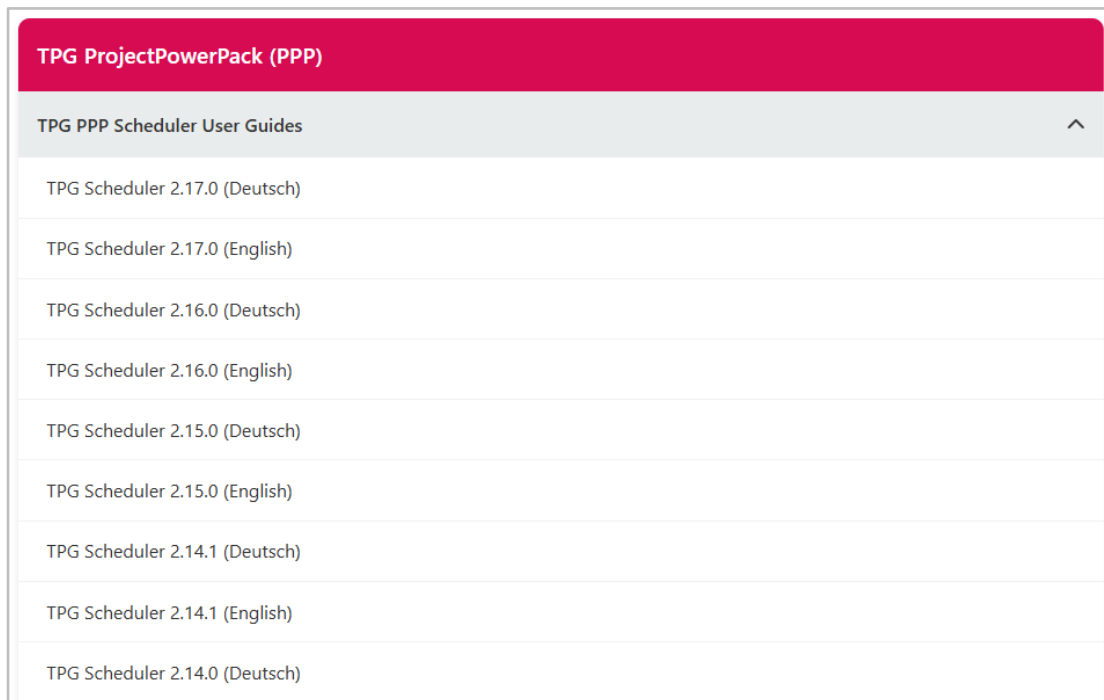
Or

➤ Click on *Release Notes* to access the Release Notes.

▶ The *TPG Help Portal* will open.



- Click on *TPG Scheduler*. ➤ A drop-down menu will appear.



- Click on the User Guide that corresponds to the version number of your installed product. ➤ The User Guide will open.

- To open the Release Notes, follow the steps described above.

Licensing:

- Click *Licenses* to view the license overview.

- Updating existing licenses and adding new licenses is described in the *Licenses* ⁷¹ section

Third-Party Notices:

- Click on *Third-Party Notices* to view all third-party components used, as well as the associated license and copyright information.

Components:

The *Components* section provides a complete list of all software components included in the software.

Komponenten	Erläuterung
TPG Advanced Grid Component	Third-party table component used in the following apps: Resource Plan, Commitments, Finance, Timesheets.
TPG Custom Connectors	TPG Custom Connectors enable administrators to securely integrate PPP with the company-specific API.
TPG Kanban	Component for displaying a Kanban board with project tasks. TPG Kanban is included in the standard installation of PPP. Used in the Board & Actions apps.
TPG Licensing	A component for defining terms of use and permissions and importing a license key.
TPG PPP Addon Config	An app designed for configuring components. Add-ons can be configured without modifying the configuration JSON.
TPG PPP Scheduler Snapshot	Component for creating a snapshot of data.
TPG PPP Scheduler Teams Integration	A component for creating teams in TPG PPP and managing their members.
TPG PPP Teams Integration Base Components	A basic feature for creating teams and managing their members.
TPG Project Gantt	A component for visualizing project timelines in the form of a Gantt chart. Used in the Projects app.
TPG Project Variants	A component for managing and configuring different project variants within a project.
TPG ProjectPowerPack CoReSuite	Component for connecting PPP and CoReSuite.

Komponenten	Erläuterung
TPG ProjectPowerPack with Scheduler	TPG PPP with an integrated scheduler
TPG Risk Matrix	A component for assessing and presenting project risks based on their probability of occurrence and impact in a risk matrix.
TPG Scheduler TPG Scheduler Component	Components for scheduling project-related tasks.
TPG Scheduler Bulk Importer	Component for automatically importing large amounts of data into the scheduler.
TPG Scheduler Variants	A component for managing and configuring different versions of projects/tasks within the scheduler.
TPG Timesheet	Component for tracking project-related working hours of assigned resources.

3.3.1 Licenses

In this section, you will find all the features for managing the licenses stored in PPP. This includes viewing existing license information, such as type and validity. It also describes how to update existing licenses and add new ones.

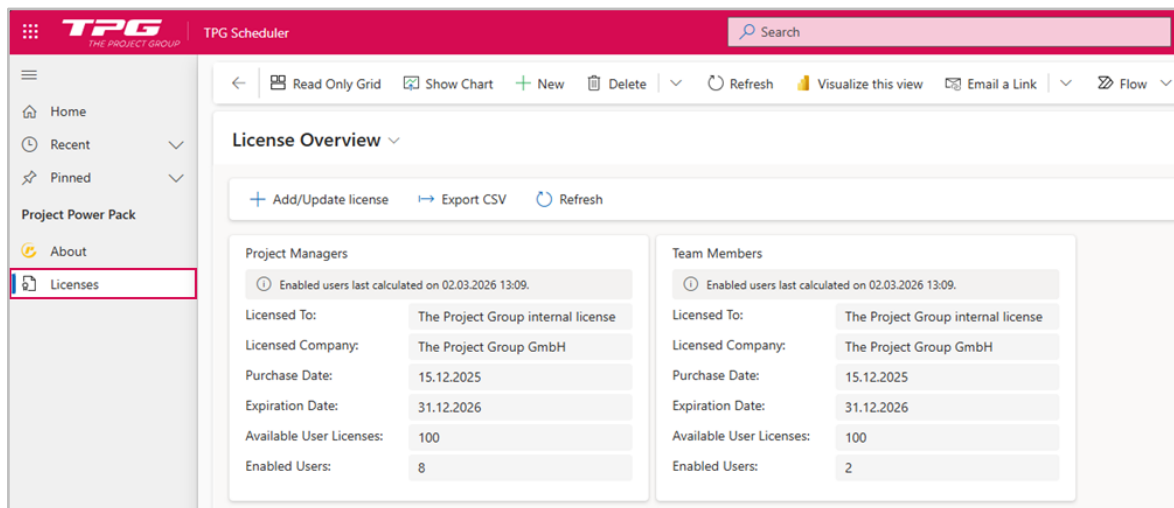
There are two ways to access the License Overview:

➤ Click *Licensing* in the About section. (see [About](#) ⁶⁶)

Or

➤ Click *Licenses* in the navigation bar.

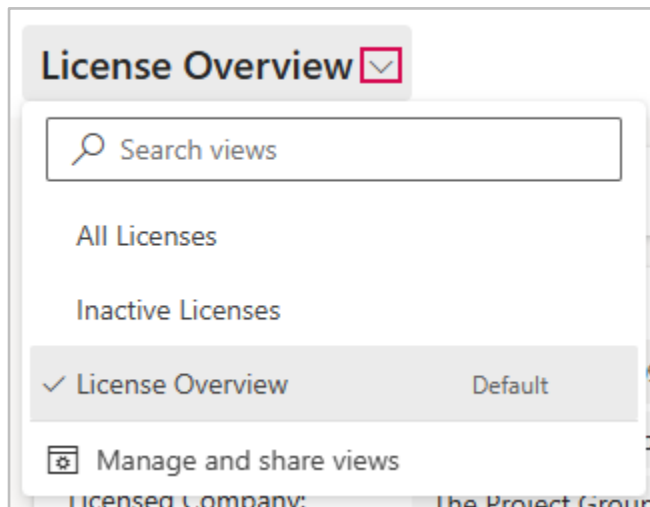
▶ The License Overview opens.



When you open the *Licenses* section, the license overview is displayed by default. In this view, you can see all currently registered licenses.

You can use the drop-down menu to switch to a different view:

- *All Licenses*: Tabular list of all licenses
- *Inactive Licenses*: Tabular list of all inactive licenses



Each license comes with a license card (e.g., Project Managers) that displays the relevant details:

- **License Type: (1)**
Specifies the type of license purchased, e.g., Project Manager, Project Team, or other available role or feature packages. The license type determines which features and permissions are available within PPP.
- **Licensed to: (2)**
Displays the name of the person or organization to whom the license was issued.
- **Licensed Company: (3)**
Specifies the company to which the license is assigned.
- **Purchase Date: (4)**
The date on which the license was purchased.
- **Expiration Date: (5)**
The date on which the license expires.
- **Available User Licenses: (6)**
Total number of user licenses provided with the purchased license.
- **Enabled Users: (7)**
Number of users to whom a license has already been assigned.

1 Project Managers	
<i>i</i> Enabled users last calculated on 11.02.2026 14:22.	
2 Licensed To:	The Project Group internal license
3 Licensed Company:	The Project Group GmbH
4 Purchase Date:	15.12.2025
5 Expiration Date:	31.12.2026
6 Available User Licenses:	100
7 Enabled Users:	8

Add or update licenses:

- Click *Add/Update license*. ► The dialog box for entering the license key opens.
- Select the license type from the *License Name* drop-down menu. (1)
- Enter the *License Key*. (2)

×

Add or update license

License Name **1**

Project Managers

License Key **2**

- Click *Validate License* to add or update the license.. (3)

Validate License 3

- The license has been added or updated.

► During the initial deployment of PPP, the licenses are initially installed by a TPG consultant. Administrators do not need to perform this step themselves.

For subsequent license changes or extensions, TPG will provide a new license key. This license key will be sent to you and can then be updated as described above.

Additional features:

- *Export CSV*: Download CSV file
- *Refresh*: Reload the license card display

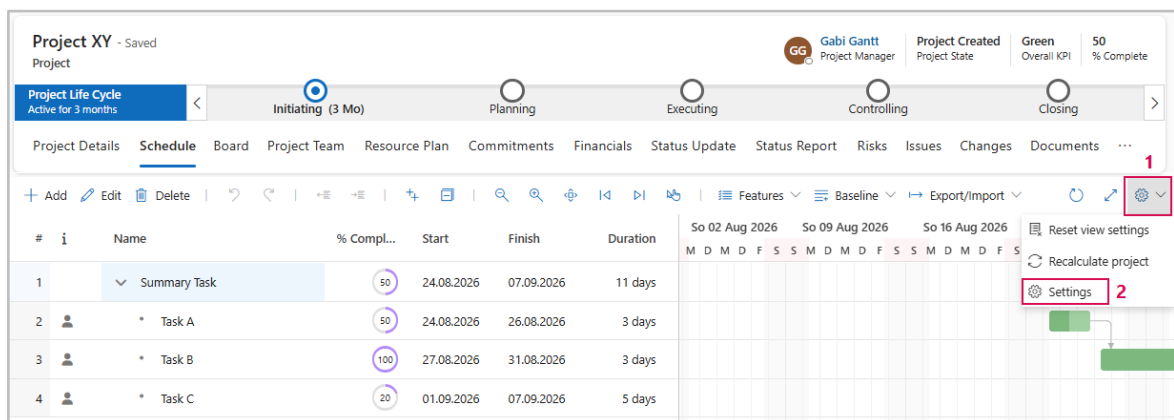
4 Configure Settings for Content Pages

On content pages, administrators can configure specific components to tailor their behavior, appearance, and available features to the needs of their organization.

The available settings depend on the specific component and content page. They are configured directly in the settings for the relevant component and allow you to show or hide options, define default behavior, or customize the user interface.

To open the configuration panel:

- Click the gear icon. (1)
- Click *Settings*. (2)
- The configuration panel opens.



The following sections describe the most important configuration options, their typical use cases, and their effects on the respective content page:

- [TPG Scheduler Configuration](#)  76
- [TPG Advanced Grid Configuration](#)  99
- [TPG Kanban Configuration](#)  99

4.1 TPG Scheduler Configuration

The following section describes how to configure the TPG ProjectPowerPack (PPP) Scheduler. The configuration is stored as a JSON object and allows you to selectively enable or disable features, or customize them to meet your organization's requirements.

Scheduler config - Default Gantt View

Save Save & Close New Deactivate Delete Share

Scheduler config - Default Gantt View - TPG Scheduler Config Type tpg_schedulerconfig Variant

Saved Config

General Config Json

Name Scheduler config - ... View Uid 84c49f19-82b8-eb11-8...

Config Type TPG Scheduler Variant tpg_schedulerconfig

Submit Collapse all Expand all

TPG Scheduler Configuration

MPP Import Azure Function URL

<https://func-bryntum-import-mpp.azurewebsites.net/api/importmpp?code=fAe1R-GLGwPCGxaa1FefotmmMok...>

PDF/PNG Export Azure Function URL

Azure Function URL for PDF/PNG Export feature, fallback to the default Gantt print feature if not configured.

Disable automatic gantt column/feature state saving

☐ Disable Auto Save View Settings

☒ Enable undo / redo

You may want to hide baseline button if compare variants feature is enabled

☐ Hide Baseline

Timephased interval for assignment data

monthly

Enabling this setting will allow tasks to be scheduled in Normal mode, but note that such tasks may have unexpected work values when used in conjunction with the Sync tasks feature in the Resource Plan.

☐ Enable legacy Normal task mode

Disable the custom project hours/day and days/week settings. When disabled, the project will use the default 8 hours/day and 5 days/week.

☐ Disable custom project settings

Action Item Column

Custom Print Header Configuration

MPP Import Azure Function URL:

Importing Microsoft Project files (*.mpp) is enabled.

- Enter an Azure Function URL in this field to enable the import.

PDF/PNG Export Azure Function URL:

The *Export as PDF* and *Export as PNG* options are enabled.

- Enter an Azure Function URL for the PDF/PNG export function in this field.

▶ If no Azure Function URL is configured here, the default Gantt print function will be used.

Disable Auto Save View Settings:

- Check or uncheck the *Disable Auto Save View Setting* checkbox. ▶ “Automatically save view settings” is enabled or disabled. This setting prevents changes to the view from being saved to the user's local storage.

Enable undo/redo:

- Check or uncheck the *Enable undo/redo* checkbox. ▶ This enables or disables the undo/redo function.

Hide Baseline:

- Check or uncheck the *Hide Baseline* checkbox. ▶ The baseline button will be shown or hidden.

Timephased interval for assignment data:

This setting determines the interval at which effort data is calculated.

- Select the desired interval from the drop-down menu.

Available values:

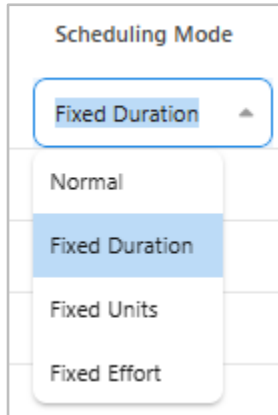
- *weekly*: Weekly calculation
- *monthly*: Monthly calculation
- *none*: No calculation

Enable legacy Normal task mode:

This setting allows you to re-enable the previous *Normal* scheduling mode for task scheduling.

- Check or uncheck the *Enable legacy Normal task mode* checkbox.

When this option is enabled, an additional *Normal* option appears in the *Scheduling Mode* column, allowing tasks to be scheduled according to the previous settings.



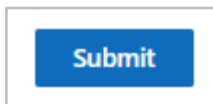
Disable custom project settings:

This setting sets the default calendar settings to 5 days per week and 8 hours per day and prevents users from adjusting these values for project calendars.

- Check or uncheck the *Disable custom project settings* checkbox.

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.



4.1.1 Action Item Column

This feature creates an additional column that tracks open and completed tasks. This provides a quick status overview, better project control, and early detection of open tasks.

- Check or uncheck the *Enable action item column* checkbox.

Action Item Column

☒ Enable action item column

↑

View in the schedule:

Actions

0 open, 1 complete

1 / 1

-
- ▶ When enabled, the column is automatically added to the view.
-

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

Submit

4.1.2 Custom Print Header Configuration

This option allows you to customize the header for PDF exports. The default header displays the project name, the print date, and the page number. In addition, you can use the settings to configure various project fields to appear in the PDF header.

The following editing options are available:

- Click the delete icon to delete a field. (1)
- Click the up or down arrow to change the order of the fields. (2)
- Click *Add Item* to add a field. (3)

Custom Print Header Configuration

List of project fields to be included in the header of the print-out. E.g. To render the Project Manager, use: `_ownerid_value`.

exportServiceHeaderFields-0 *	_ownerid_value ↑ ↓ 1 
exportServiceHeaderFields-1 *	tpg_start 2 ↑ ↓ 3 
exportServiceHeaderFields-2 *	tpg_finish ↑ ↓ 
exportServiceHeaderFields-3 *	tpg_projectstatus ↑ ↓ 

3 + Add Item

Example of a custom print header configuration:

In this configuration, the project manager's name is displayed in the first field. In addition, the configuration is set up so that the start date, end date, project type, and project status are included in the PDF header.

-
- ▶ All required fields are marked with a red asterisk.
-

Custom Print Header Configuration

List of project fields to be included in the header of the print-out. E.g. To render the Project Manager, use: `_ownerid_value`.

exportServiceHeaderFields-0 *



exportServiceHeaderFields-1 *



exportServiceHeaderFields-2 *



exportServiceHeaderFields-3 *



exportServiceHeaderFields-4 *



+ Add Item

Example of a PDF file exported using this configuration:

Test Project										Sun 31 Dec 2023								
Project										MK Project Manager		1/1/2024 Start Date	1/2/2024 Finish Date	Default Project Type Enterprise Project type		Project Created Current State	Jun 24, 2024 9:26 AM Date printed	1/1 Page
#	i	Name	% Complete	Start	Finish	Duration	Predecessors	Assigned Res...	Key Milesto...	Effort	S	Project start	Project end	F	S			
1		New task 5	0	1/1/2024	1/3/2024	5 days		MK		120 hours								

Complete the configuration:

➤ Click *Submit* at the very bottom to apply the settings.

Submit

4.1.3 Column Special Configuration

This filter function for lookup fields allows you to specify which records are displayed to users in selection fields.

-
- ▶ All required fields are marked with a red asterisk.
-

- In the *Field* field, enter the column name from the Scheduler view configuration..
- In the *Filter* field, enter the desired filter. Use the following pattern: “tpg_[column name],” e.g., *tpg-progress*.

Column Special Configuration

The field property must refer to the column name in the view configuration, and not the lookup table name like previously.

Column Special Configuration-1

2

↑

Field *

Filter

Any lookup field in the grid can have a special filter configuration provided, in provided example the lookup field tasks is filtered to exclude summary tasks. Some additional tags can also be used in the filter:
[userName] - will be replaced with the current users name
[userId] - will be replaced with the current users guid
[guid] - will be replaced with the guid of the parent item when in a form

3

+ Add Item

↑

1

↓

Additional editing options:

- Click the Delete icon to delete a field. (1)
- Click the up or down arrow to expand or collapse the desired column configuration. (2)
- Click *Add Item* to add a field. (3)

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

Submit

4.1.4 Columns not to copy

This configuration option allows you to specify which columns should not be copied when copying and pasting tasks or records. This is particularly useful for fields whose values must not or should not be transferred to other records.

- Click *Add item*. ► The input fields appear.
- Enter the desired column name in the *columnsNotToCopy-x* field.

-
- All required fields are marked with a red asterisk.
 - This configuration applies exclusively to copying and pasting (Copy/Paste). When cutting and pasting (Cut/Paste), the setting is ignored, and the affected field values are still transferred.
-

Columns not to copy

columnsNotToCopy-0 *

1 

2  Add Item

Additional editing options:

- Click the Delete icon to delete a field. (1)
- Click *Add Item* to add a field. (2)

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

Submit

4.1.5 Compare Variants Feature

This setting allows you to display multiple project variants simultaneously.

- Check the *Enable* checkbox to activate this setting.

Compare Variants Feature

☒ Enabled

↑

Configure variant colors:

- Enter the desired color in the *projectVariantColors-x* field.

- ▶ All required fields are marked with a red asterisk.
- ▶ The number of colors you add also determines how many variants can be selected at the same time.
- ▶ You can add up to 4 colors.

Compare Variants Feature

☒ Enabled

Project Variant Colors

Customise the timeline-bar colors of project variants. The number of colors you add will also determine how many variants can be selected at the same time. You can add up to 4 colors.
 Default: ['#bde145', '#ffdc4e', '#fdb863', '#fea4f0']

projectVariantColors-0 *

projectVariantColors-1 *

projectVariantColors-2 *

↑ ↓ 1

2 ↑ ↓

↑ ↓

3 + Add Item

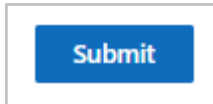
Additional editing options:

- Click the Delete icon to delete a field. (1)
- Click the up or down arrow to change the order of the fields. (2)

- Click *Add Item* to add a field. (3)

Complete the configuration:

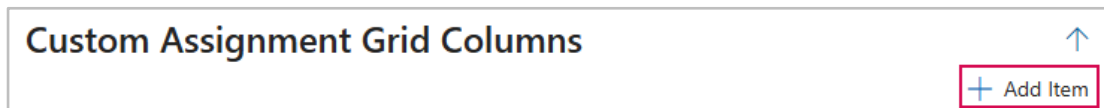
- Click *Submit* at the very bottom to apply the settings.



4.1.6 Custom Assignment Grid Columns

This setting allows you to display additional fields in the Scheduler's Resource and Assignment views. For example, you can display effort, utilization, or user-defined fields directly in the Scheduler.

- Click *Add Item* to add a column. ► The input fields appear.



Configure Column

-
- All required fields are marked with a red asterisk.
-

Enter the following information: (1)

- *Model*: Specifies whether the field comes from the Assignment or Resource entity.
- *Field*: Name of the field to be displayed.
- *Append To*: Determines the area in which the column is displayed.
- *Show as*: Specifies how the value is displayed.

The following display formats are available: (2)

- *Value*: Displays the value (e.g., 10)
- *Percentage*: Displays as a percentage (e.g., 10%)
- *Duration*: Displays as a duration (e.g., 10d)

Custom Assignment Grid Columns

Grid Column 1

3 

Model

The entity associated with the field. By default, it's set as the assignment entity.

Field *

Append to *

all

Show as

value

2

Show value as; percentage '10%', duration '10d' or value '10'

4  Add Item

Additional editing options:

- Click the Delete icon to delete a field. (3)
- Click *Add Item* to add a field. (4)

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

Submit

4.1.7 Column Configuration

Column configuration allows you to customize the behavior and appearance of individual columns. For example, you can modify input fields, format columns, display indicators, or define additional properties.

-
- ▶ All required fields are marked with a red asterisk.
-

Column Name

- Enter the technical name of the column to which the configuration should be applied, e.g., *tpg_icon*.

Special Type

- Use a special column type to customize the column's input or display, e.g., display a numeric field as a percentage.
- Select the desired column type from the drop-down menu.

Aggregate Type

Defines the calculation for summary rows.

- Select the desired unit from the drop-down menu.

The following options are available for numeric and currency fields:

- *sum*: Sum of all values
- *max*: Largest value
- *min*: Smallest value
- *avg*: Average value
- *none*: No calculation

Column config

Column name *

tpg_icon

Column name to apply configuration to

Special Type

null

Use a special type to change the control for a column, e.g. change a number column into a percentage column

Aggregate Type

null

none

sum

max

min

avg

Column Properties

This option allows you to define additional properties for a column.

► For more information on the available options, see the relevant [Bryntum Documentation](#).

- **Read-only Control:** Controls whether the values in the column can be edited.
 - *Editable* checkbox unchecked: Editing is disabled.
 - *Editable* checkbox checked: Editing is allowed.
-

► Leave this checkbox unchecked. Only then will editing remain disabled.

- **Column Visibility:** This option allows you to hide a column from view.
 - *Hide* checkbox unchecked: The column is visible.
 - *Hide* checkbox checked: The column is hidden.
-

► Hidden columns are not displayed to users.

- **Header icon:** Defines an icon that appears in the column header.
 - Style Tag: b-fa-[iconName]
 - Example: b-fa b-fa-info
-

► This is useful, for example, for highlighting additional information or special features. You can find free icons to use as indicators at [Font Awesome](#).

- **Header text:** Sets the name displayed for the column.
 - **Header tooltip:** Defines the help text that appears when you hover over the column header with the mouse.
-

► Use tooltips to provide users with additional information or hints about the column.

Column properties

Provide additional configuration options to this column [Bryntum documentation](#)

Read-only control

Read-only control

Tag

Setting this to false disables editing, but checking this will use the 'true' editor so don't check this

☐ Editable

This will hide the column from the view

☐ Hide

☒ Auto width column

Header icon

b-fa b-fa-info

Header text

Header tooltip

Indicators

Indicators

Indicators allow you to visually highlight cells based on defined conditions, for example, with an icon or color formatting.

For each indicator, you specify which style to use and under what conditions the indicator is displayed.

-
- The condition is not defined as a JavaScript expression. For information on valid syntax, see the relevant documentation [here](#).
-

- **Style/icon class name:** Defines the icon and formatting of the indicator.
Example: *b-fa-user fg-gray120*.
- **Cell expression:** Specifies the condition under which the indicator is displayed in the respective row.
Example: *resCount == 1*.
- **Tooltip-text:** Defines the text displayed as a tooltip for the indicator.
 - Use the dropdown menu to specify whether the text applies to all languages (*Text for all languages*) or to a specific language (*Text language specific*).

Indicators

Cell style and expression for indicator to show. This is not a Javascript expression, see [here](#) for info.

indicators-0

Cell indicator

↑

↓

🗑️

Cell indicator

Style/icon class name *

Provide class names for indicator and styling. E.g. 'b-fa-gem fg-green20'

Cell expression *

Expression to match to show indicator in indicator column for this row. E.g. 'data.isMilestone and data.tpg_keymilestone == 926720000'.

Tooltip text

Text for all languages

Text for all languages

Task has a resource assigned

Additional editing options:

Column configuration

Custom configuration for specific columns, use to style, show indicators or customise the input

Column config

↓

2

1

🗑️

3

+ Add Item

- Click the Delete icon to delete a field. (1)
- Click the up or down arrow to expand or collapse the desired column configuration. (2)
- Click *Add Item* to add a field. (3)

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

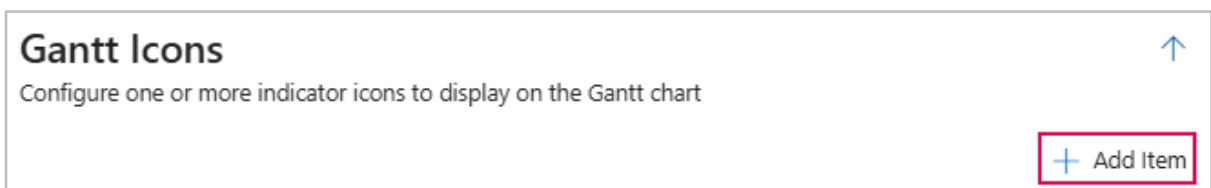
Submit

4.1.8 Gantt Icons

Gantt icons allow you to display additional symbols directly in the Gantt chart. The symbols appear on a specific date within the task and are useful, for example, for highlighting important milestones, delivery dates, or other relevant events.

-
- ▶ All required fields are marked with a red asterisk.
-

- Click *Add item*. ▶ The input fields appear.



- *Identifier*: Unique technical name of the Gantt icon.
 - *Indicator Name*: Display name of the Gantt icon.
-

- ▶ This name describes the purpose of the icon and can be used, for example, in legends or configuration dialogs
-

- *Date Field*: Name of the task field that contains the relevant date.
-

- ▶ The icon is displayed in the Gantt chart on this date.
-

- *Icon class name*: Defines the icon to be displayed, as well as its formatting and color.
-

- ▶ This property consists of one or more CSS classes.
-

Gantt Icons

Configure one or more indicator icons to display on the Gantt chart

Gantt Icons-1

↑

🗑️

Identifier *

Unique name for this indicator

Indicator name *

Date field *

Name of task field containing the date value to indicate

Icon class name *

Provide class names for indicator and styling. E.g. 'b-fa b-fa-beer fg-blueMagenta30'

+

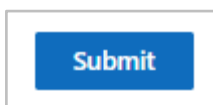
 Add Item

Additional editing options:

- Click the Delete icon to delete a field.
- Click *Add Item* to add a field.

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.



4.1.9 Import MPP Configuration

This setting determines how fields from imported Microsoft Project files (*.mpp) are transferred into PPP. This configuration is relevant when imported MPP values are to be used not only in the standard fields of the Bryntum task model, but also - or alternatively - in fields of the Dataverse table "Task."

Field mapping is performed via *Task field remappings*. Each mapping consists of a source field, a destination field, and a specification of whether the value should be copied in addition or completely redirected.

-
- ▶ All required fields are marked with a red asterisk.
-

- Click the down arrows on the right until you reach the *Task field remappings* section.
- Click *Add item*. ▶ The input fields appear.

Import MPP config

Configure additional options for MPP import

Task field remappings

Task field remappings-1

Bryntum task model field *

Map to fields

The dataverse task table field name to map the original import value to

Map to field name *

+ Add Item

Hard re-map will remove the original bryntum model field value. Not using hard re-map will leave the original bryntum model field value while also copying it to map to fields

☐ Hard re-map

+ Add Item

- **Bryntum task model field:** Specifies the source field in the Bryntum task model whose value is used during the MPP import. Possible values include *startDate*, *endDate*, *percentDone*, *effort*, *duration* or *manuallyScheduled*.
- Select the desired value from the drop-down menu.
- **Map to field name:** Specifies the internal name of the target field in the Dataverse “Task” table into which the imported value will be written, *tpg_start*.

➤ Enter the desired value in the field.

- **Hard re-map:** Determines whether the value is additionally copied or completely redirected to the target field. If disabled, the value remains in the original Bryntum field and is also written to the destination field.

➤ Uncheck the checkbox if you want the value to remain in the original Bryntum field and also be written to the destination field.

➤ Check the checkbox if you want the destination field to replace the original Bryntum field.

Additional editing options:

➤ Click the Delete icon to delete a field. (1)

➤ Click the up or down arrow to expand or collapse the desired column configuration. (2)

➤ Click *Add Item* to add a field. (3)

Complete the configuration:

➤ Click *Submit* at the very bottom to apply the settings.

4.1.10 Task Edit form customisation

This option allows you to customize the edit form for operations. For example, you can:

- show or hide individual fields
- show or hide tabs
- change the order of fields

In the following example, the *%Complete* field is displayed on the *General* tab:

- Click the arrow to open the *generalTab* option.
- Under *items*, select the *percentDone* checkbox.

Task Edit form customisation

Use to customise the Task Edit dialog tabs, fields and options available

generalTab

items

☒ percentDone

- ▶ The *%Complete* field appears in the task editing form.

Task information

General Predecessors Successors Resources Advanced

Name Task A

% complete 50 Effort 24 hours

Dates

Start < 24.08.2026 > Finish < 26.08.2026 >

Duration 3 days Color No color

Save Cancel

- ▶ To customize the form, you can configure the standard tabs and their elements as needed. For a complete overview of all available tab and element names, see the official [Bryntum Documentation](#).

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

Submit

4.1.11 Delayed task highlighting

This setting allows you to enable or disable the highlighting of delayed tasks in the Gantt chart.

When this option is enabled, tasks whose scheduled completion date has been exceeded are visually highlighted in the Gantt chart. This allows you to identify and monitor critical or overdue tasks more quickly.

- Check the *Enable highlight of delayed tasks* checkbox. ► Delayed tasks are visually highlighted.

Optionally, you can specify a custom color for highlighting delayed tasks. This color replaces the default highlight color.

- To do this, enter a valid color name or a hexadecimal value in the *Custom color* field, such as #0000FF or blue (depending on the supported color syntax).

Delayed task highlighting

Configure highlighting for delayed tasks in the Gantt chart.

Enabling this setting will highlight tasks that are delayed, making it easier to identify them in the Gantt chart.

☒ Enable highlight of delayed tasks

Custom color

Use a custom highlight-color for delayed tasks instead of the default one. Must have delayed task highlighting enabled. Eg. '#0000FF' or 'blue'

-
- Configuring a custom highlight color is only effective if the *Enable highlight of delayed task* option is selected.
-

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

4.1.12 Power Automate Flow

With this configuration, you can add additional flow buttons to the **command bar**  that allow you to launch Power Automate flows for selected items directly from PPP.

This sends HTTP POST requests to a Power Automate flow. The button is then available to users in the command bar.

► All required fields are marked with a red asterisk.

- Click *Add item*. ► The input fields appear
- **Label:** Geben Sie den Text ein, der auf der Schaltfläche erscheinen soll.
- **Trigger URL:** Enter the text you want to appear on the button.
- Check the *Include Ids* checkbox to pass the GUIDs of the selected rows to the flow in the POST body.
- The *Wait* checkbox controls the behavior after the flow starts:
 - Enabled: The application waits for the flow's response. The data in the grid is then reloaded.
 - Disabled: The flow starts in the background. The application does not wait for a response, and the data is not automatically reloaded.
- The *Deselect grid items after* checkbox determines whether the selected items are deselected after the flow runs.
 - Enabled: The selection of the items is cleared.
 - Disabled: The current selection is retained.

Power Automate Flows

Add Flow buttons to the command bar that can trigger http request based Flows for selected items.

Power Automate Flows-1

Label *

Text to show on the button

Trigger URL *

URL to trigger the HTTP POST request Flow

True to pass the selected row GUID's to the Flow in the Post body.

☐ Include Ids

True to wait for the Flow response before reloading the grid data, false or blank to trigger the Flow and not wait or reload.

☐ Wait

True to deselect all selected items in the grid, false or blank to leave the grid items selected. If Wait is true deselection will occur after wait and reload.

☐ Deselect grid items after

+ Add Item

Additional editing options:

Power Automate Flows

Add Flow buttons to the command bar that can trigger http request based Flows for selected items.

Power Automate Flows-1

↓ 2

1

3 + Add Item

- Click the Delete icon to delete a field. (1)
- Click the up or down arrow to expand or collapse the desired column configuration. (2)
- Click *Add Item* to add a field. (3)

Complete the configuration:

- Click *Submit* at the very bottom to apply the settings.

4.2 TPG Advanced Grid Configuration

coming soon

4.3 TPG Kanban Configuration

coming soon