BRG BENZ RESOURCE GROUP

## Online Project Website Information Sheet

### Introduction
This document outlines some of the basic functionality of the online project management system used by Benz Resource Group (BRG) and tells you how to get started quickly. If you have any questions regarding the system or this document, please send us an email or give us a call.

This system will allow you to access information, files, messages, and more for our projects. Some of the benefits include: file versioning, message threads and comments with attached files, and online to-do lists with assigned responsible parties and due dates.

### Getting Started
In order for you to start working in this system, BRG will set up your authorization. You will then receive a welcome email that will lead you through setting up your user name and password. Now you can go to the BRG web site (www.benzresourcegroup.com) and click on "Active Projects" near the bottom of the page to see a listing of all current projects. Each of the project names will be a link to the online project management system and send you straight into that project's content. Simply click on the link and log in!

### Basic Functionality

#### *The Dashboard*
If you have access to more than one project, then when you log in you will see the *Dashboard* page. This page lets you get a brief overview of what's going on in each project and an overall calendar of late and upcoming milestones. You can get to a project by clicking on the Project Name in the right column.

#### *Project Overview*
If you only have one project - or if you have just clicked on a project's link - you will find yourself on the *Overview* page. Here you will see all of the recent activity, along with a list of people on that project. You can click on any of the recent items to view that particular item, or you can choose one of the tabs near the top:

- *Messages:* This section contains all messages posted by people on the project. You can post new messages, comment on a message, or edit your previous messages.
- *To-Do:* All of the project to-do lists will appear here. You can see what to-do items are still outstanding (they're at the top of each list), check off an item as complete, comment on an item, create new items, or create an entire new list for this project. Hover your mouse over a list item to see the delete, edit, reorder, and comment icons. You can click and drag the crosshair icon next to any item to rearrange it within the list. When you assign a responsible person to a to-do item, they will receive an email notification with the details of the task they are now responsible for.
- *Milestones:* Milestones are simply a collection of items in the system grouped together by the milestone name and given a due date. On this page you can see a small calendar of late, upcoming, and completed milestones, as well as a list of all of the items associated with any particular milestone.
- *Writeboards:* Think of writeboards as a common document that everyone on the project can edit. All changes are tracked, and you can compare any two versions.
- *Files:* Any attached files for the project will be listed here. You can click on a filename or icon to download the file, or you can upload a new version by clicking on the link under the name. Upload a new file by clicking on the button on the right side of the page.
- *Search:* One of the most powerful features of this system is the Search page. You can find files, messages, to-do items, and milestones with this tool. Just type in any combination of words and click on the "Search" button.