



**PlanningPME**  
Schedule easily



**TARGET SKILLS**

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## **Tutorial PlanningPME Web Access Autocompletion / Intuitive typing**



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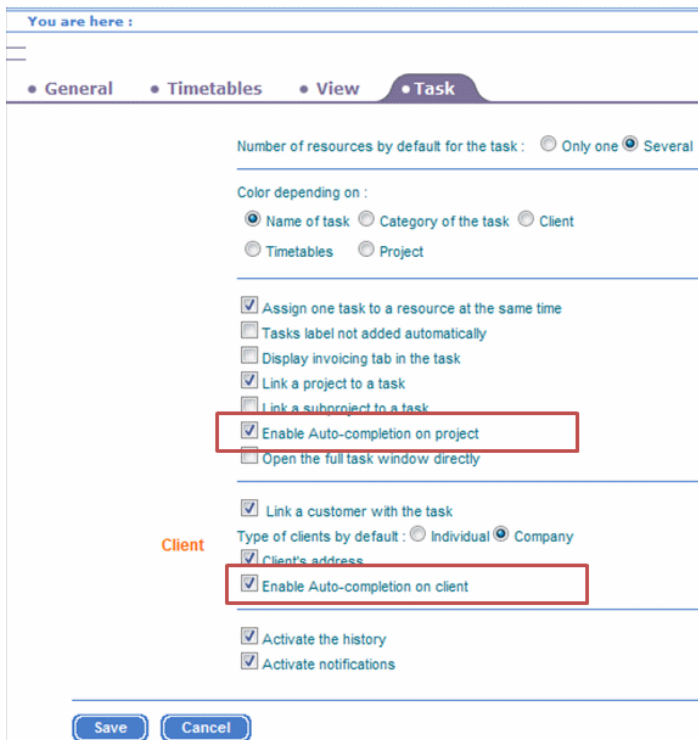
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### 1 - What is "Autocompletion" ?

Autocompletion is a feature that allows PlanningPME to predict and suggest a list of words only with the 2 first letters that the user wants to type in without the user actually typing it in completely.

### 2 - How can I activate "Autocompletion" in PlanningPME Web Access?

First, activate the option from the menu Parameters -> Options -> Task and select "Enable autocompletion on projects" and/or "Enable autocompletion on clients".



The screenshot shows the 'Task' configuration page in PlanningPME. The 'You are here' breadcrumb is empty. The navigation menu includes 'General', 'Timetables', 'View', and 'Task'. The configuration options are as follows:

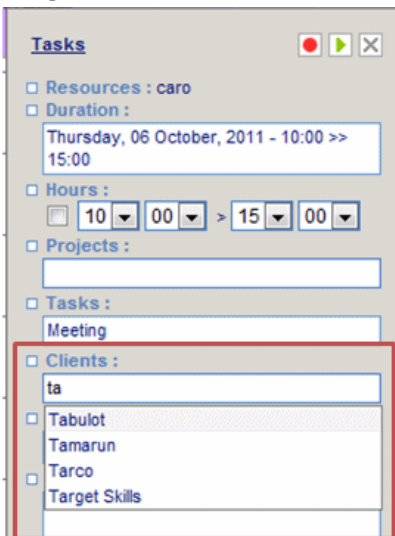
- Number of resources by default for the task:  Only one  Several
- Color depending on:
  - Name of task
  - Category of the task
  - Client
  - Timetables
  - Project
- Assign one task to a resource at the same time
- Tasks label not added automatically
- Display invoicing tab in the task
- Link a project to a task
- Link a subproject to a task
- Enable Auto-completion on project
- Open the full task window directly
- Link a customer with the task
- Type of clients by default:  Individual  Company
- Client's address
- Enable Auto-completion on client
- Activate the history
- Activate notifications

At the bottom, there are 'Save' and 'Cancel' buttons.

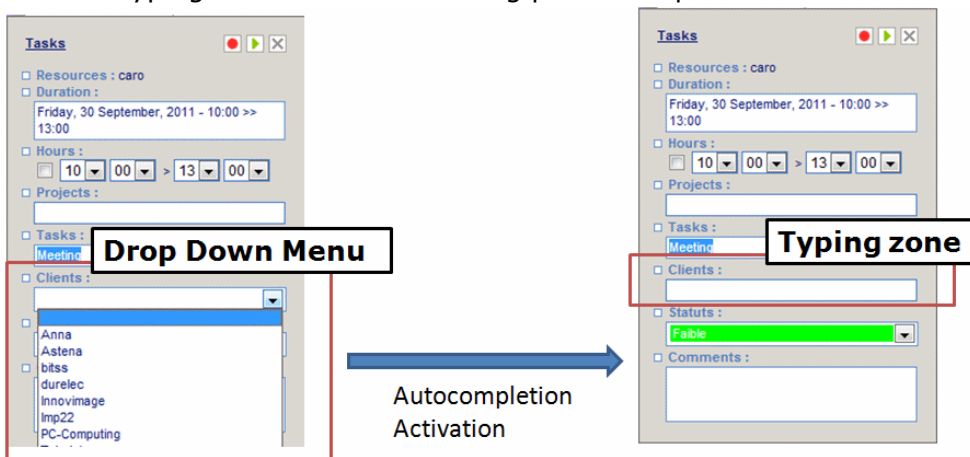
This setting is common to all users.

### 3 - Visualisation of this option

As an example, if you type "ta" as shown on the picture below, the software can suggest Target Skills, Tarco and all clients beginning by "TA".



This option is useful when you have a long list of clients and/or projects: you will then have an intuitive "typing zone" instead of a long painful drop down list.



## Contact

You are now ready to use PlanningPME Mobile.

We also invite you to visit our website: [www.planningpme.com](http://www.planningpme.com) to find out the complete products range.

Moreover, have a look at the complementary modules for an optimal management of your human and material resources.

For any information, do not hesitate to contact our commercial department

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or your Target Skills contact

We thank you for your confidence and wish you a pleasant and effective use of your planning.