

Connection projectfacts - teamspace

With the connection to projectfacts you obtain a superior Multi Project Management and Controlling System. Via this synchronization all tasks and project-related times get together centrally in projectfacts and can be evaluated there with detailed analyses and reports. Additionally to this projectfacts supports you as well in the area of Human Resources, Finance and Customer Relationship Management.

You will find further information about the synchronization, teamspace and projectfacts under www.teamspace.com or www.projectfacts.com.

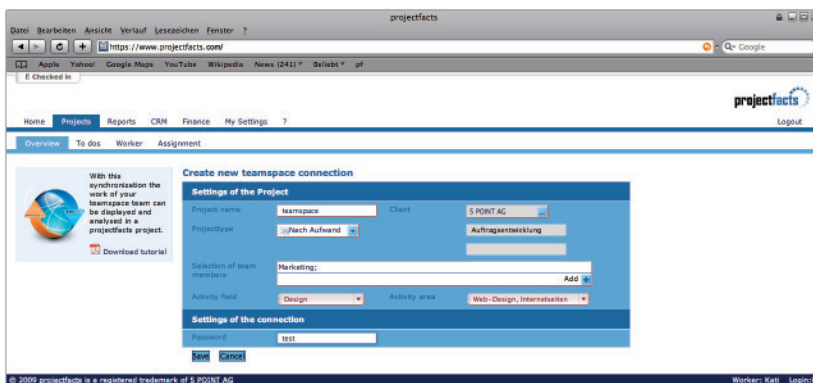
This manual describes how to connect teamspace with projectfacts for synchronizing data from teamspace to projectfacts.

All tasks and all booked times in teamspace will be transferred and displayed in one project in projectfacts. The transfer is automatically and can have a time delay of 1 minute.

Part 1: Set connection in projectfacts

A connection to teamspace can be created via the menu „Projects“. At first, please click on the left side “Create a new teamspace connection“. In the following screen you have to indicate a name for the project with which the synchronization should happen. Please select under “Projecttype” a fitting type.

Additionally, please indicate a “Client” to which the project should be related.



The screenshot shows a web browser window with the URL <https://www.projectfacts.com/>. The page title is "Create new teamspace connection". The form contains the following fields and options:

- Project name:** teamspace
- Client:** S POINT AG
- Projecttype:** Nach Aufwand
- Activityentwicklung:** Auftragsentwicklung
- Selection of team members:** Marketing (with an "Add" button)
- Activity field:** Design
- Activity area:** Web-Design, Internetmarketing
- Settings of the connection:** Password: test

At the bottom of the form, there are "Save" and "Cancel" buttons. The footer of the browser window shows "© 2009 projectfacts is a registered trademark of S POINT AG" and "Worker: Kall Logische".

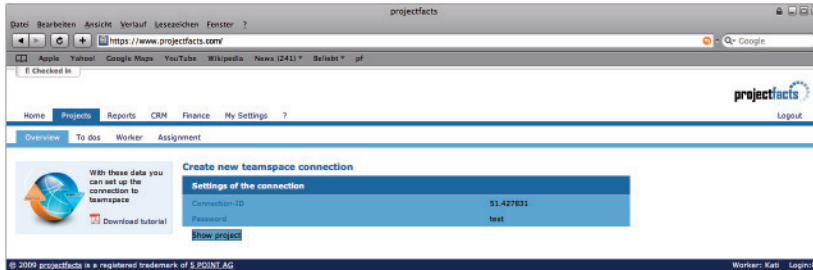
To select the team members, please click “Add“. Here you choose the users that also have access to the concerning teamspace team.

After these settings, please fill also the two statistical boxes “Activity field” and “Activity area“. All booked times in teamspace will be automatically used with these values.

Finally you should choose a password with which a secured connection with projectfacts can be established.

To apply these settings please click on “Save“.

The following screen shows the affirmation that the teamspace connection is successfully created.



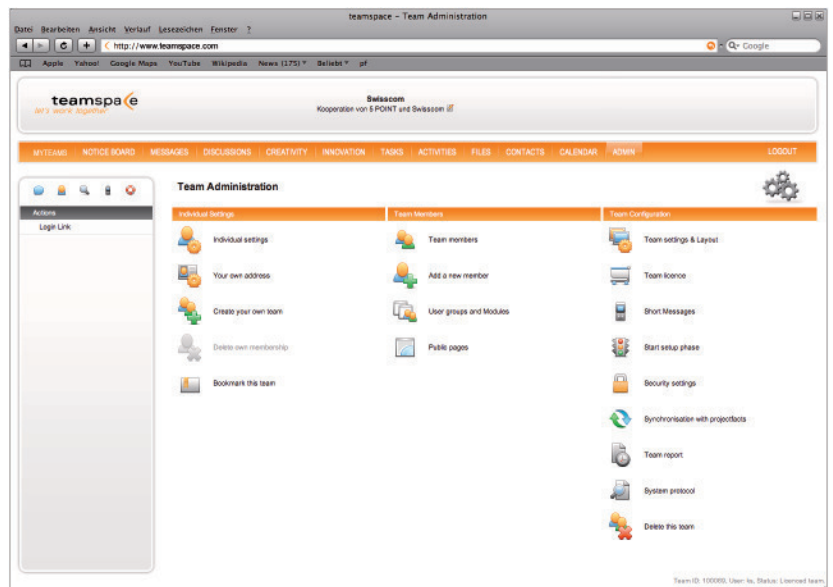
IMPORTANT: Please note the Connection-ID as well as your password. These data are requested in the teamspace settings. These data can also be found in the description of the corresponding project.

Part 2: Set connection in teamspace

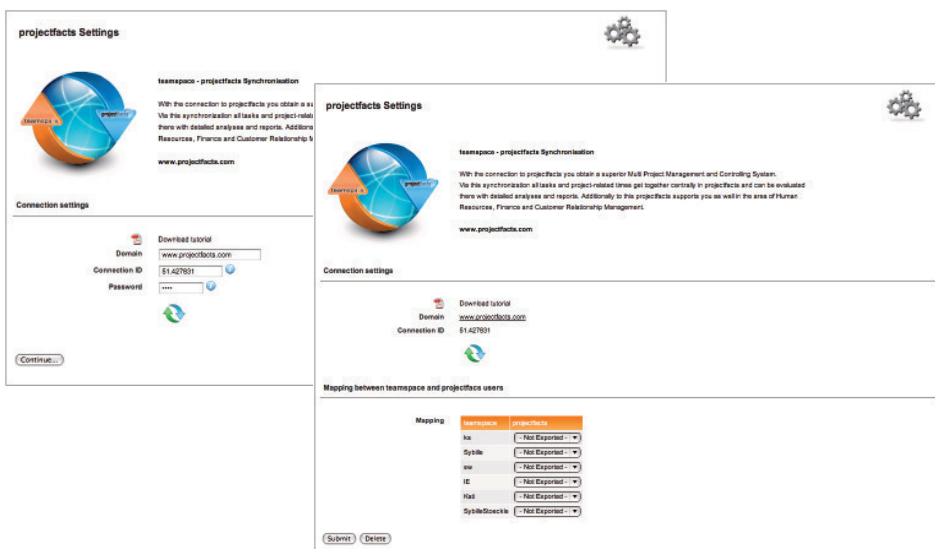
To set the interface in teamspace, please click on „Synchronization with projectfacts“ in your team administration. You will find that option in the column „Team Configuration“.

Please insert your Connection-ID and the password in the corresponding boxes.

By clicking on „Next..“ the connection will be checked and the system will forward you to the next step.



Now you have the option to assign each team member a corresponding projectfacts user. With this, you can guarantee that all the responsible members, workers and owners of a task will be assigned to the correct users in projectfacts.



As soon as all settings are done the available tasks and booked times of teamspace will be synchronized with projectfacts. All changes that are done by you or your team members will be also transferred.



Please pay attention...

If you change the member assignment in a later step, the concerning project will be reset in projectfacts and all tasks as well as booked times will be transferred in a new synchronization with the changed assignment.

Please note also that no data will be deleted after cancelling the connection between teamspace and projectfacts. All already synchronized entries are still available in projectfacts and in teamspace.

For further questions please do not hesitate to contact our support!

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