

# Welcome to MobilePM

**MobilePM** is a comprehensive project management tool designed to support a wide range of project managerial work. To meet different needs, the MobilePM features several parameters for individual operations, which must be configured properly prior to use.

This note serves as a quick guide on how to set up the tool in a few steps so that you can manage your project from now on with MobilePM.

## Getting Started

To be able to use the MobilePM, take the following steps to configure your MobilePM for basic operation:

1. Select **Administration** in the main menu ☰ at the top left corner and open **Identity** by pressing the button ⓘ. In the **Certificate Center**, call the function **Activate default certificate** in the menu ⬆ at the top right corner.
2. Back to Administration. Press the row **Import Address Book** to import somebody from your contacts, who represents the MobilePM user. Or open **Contributors** and create a contributor from scratch. For security reasons, you will be prompted to give an access code that will protect your data from accidental change. Please keep this access code safe for later use.
3. Press the button ⓘ behind **Contributors**. Open the contributor you just created and activate it as the MobilePM current user, i.e. push the button ⓪ behind **Authorized to reporting**. You will be asked to input your access code again. After it is turned on, then back to the main page **Mobile Project Manager**.

Now, your MobilePM is ready for you to define, run and manage your project.

If you are working with MobilePM for the first time, please go to the **About** page at the bottom right corner and spend a few minutes reading the following subject areas and then make necessary steps to set up your project and the project team further, if required.

- How to plan your holidays
- How to manage your contract
- How to create your project
- How to create your timesheet
- How to track progress and status
- How to invoice your client
- How to create satisfaction survey

Be patient, be productive and have fun with MobilePM.

Empower your project management through mobility!

## **Your MobilePM Team**

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