 FAQ DOC

How do I work with enterprise projects in Offline mode while away from my corporate network?

**Resolution for Project Server 2002 and 2003**

You can work with projects when you are not connected to Project Server by first saving the projects in offline mode. While you are still connected to your corporate network, complete these steps:

1.  Launch Microsoft Project Professional and log into Project Server.

2.  Click File - Open and open the project you want to take offline.

3.  Make sure the project contains all the resources it needs, using the  Build Team from Enterprise tool, if necessary.

4.  Click File - Save Offline (this saves the project file in offline mode).

5.  Close the project and exit Microsoft Project Professional.

When you are away from your corporate network, do the following to continue working with your offline project:

1.  Launch Microsoft Project Professional.

2.  In the Microsoft Project Server Accounts dialog box, select your regular Project Server account (not the My Computer account) and click the Work Offline button.

3.  Click File - Open (only your offline projects will appear in the Open from Microsoft Project Server dialog).

4.  Select the offline project and click the Open button.

5.  Edit your project as desired.

6.  Save the offline project by clicking File - Save.

7.  Close the project and exit Microsoft Project Professional.

When you return to your corporate network, do the following to save your offline project as an online project:

1.  Launch Microsoft Project Professional and log into Project Server normally.

2.  Click File - Open.

3.  Select the offline project and click the Open button.

4.  Save it in online mode by clicking File - Save Online.



5.  Click the Yes button when prompted to save the offline changes.

**Resolution for Project Server 2007**

You can work with projects when you are not connected to Project Server by first saving the projects in offline mode. While you are still connected to your corporate network, complete these steps:

1.  Launch Microsoft Project Professional and log into Project Server.

2.  Click File - Open and open the project you want to take offline.

3.  Make sure the project contains all the resources it needs, using the  Build Team from Enterprise tool, if necessary.

4.  Click File - Close to close the project.

5.  In the confirmation dialog, click the No button to close the project but leave it in a checked-out state.

6.  Exit Project Professional 2007.

When you are away from your corporate network, do the following to continue working with your offline project:

1.  Launch Microsoft Project Professional.

2.  In the Login dialog, select your regular Project Server account (not the Computer account) and click the Work Offline button.

3.  Click File - Open (only your offline projects will appear in the Open dialog).

4.  Select the offline project and click the Open button.

5.  Edit your project as desired.

6.  Save the offline project by clicking File - Save.

7.  Close the project.

8.  When prompted, click the No button in the confirmation dialog to leave the project checked out.

9.  Exit Microsoft Project Professional.

When you return to your corporate network, do the following to save your offline project as an online project:

1.  Launch Microsoft Project Professional and log into Project Server normally.

2.  Click File - Open.



3.  Select the offline project and click the Open button.

4.  Save and publish the project with the latest changes.

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