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A quick start guide to TACTIC

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 - Communication (Notes)
 - Reporting (Gantt charts, Burndowns)

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- Easily define and handle dependencies (Task, Asset)
- Centralize (Report)
- Accountability

How do I access the TACTIC?

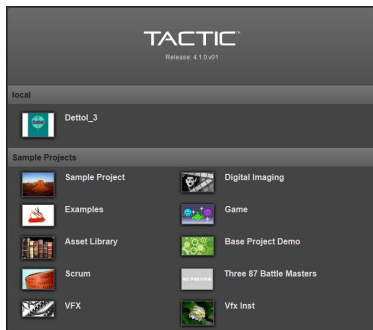
Open your browser and visit **tactic.iceanimations.com**



And signin with your Windows credentials.

How to review an existing project?

After signing in you'll have the option to choose the project you'd like to access, given you have access to it, from the home page:



And from within a project by choosing the icon next to the cogwheel on the top of the page you could switch to a different project



What to expect from the TACTIC's web interface?

The interface can vary from person to person and from project to project.

The screenshot displays the TACTIC web interface for a project named 'Base Project Demo'. The interface is annotated with labels 1a through 3d:

- 1a**: Points to the TACTIC logo and project name.
- 1b**: Points to the 'Base Project Demo' title.
- 1c**: Points to the 'Asset Tracking' section.
- 1d**: Points to the 'Keywords' search bar.
- 1e**: Points to the 'Asset Category' dropdown.
- 1f**: Points to the 'Search' button.
- 2a**: Points to the left sidebar menu containing 'Project Views', 'Start Here', 'Project Dashboard', 'Asset Tracking', 'Schedule', 'Reports', 'Reviews', 'Library', 'Manage Lists', 'My View', 'My Settings', 'Manage My Views', and 'My Preferences'.
- 2b**: Points to the 'My View' section.
- 2c**: Points to the 'My Settings' section.
- 3a**: Points to the 'Keywords' search bar.
- 3b**: Points to the 'Asset Category' dropdown.
- 3c**: Points to the 'Search' button.
- 3d**: Points to the table of asset tracking data.

The table displays asset tracking data with columns: Preview, Category, Asset Code, Title, Description, Keywords, Checkin, History, Tasks, and Task Pipeline. The data is filtered to show 4 items.

Preview	Category	Asset Code	Title	Description	Keywords	Checkin	History	Tasks	Task Pipeline
	3d	asset003	Car Warehouse	3D Car asset in a warehouse setting	car, warehouse, dark, headlights, wheels, engine				
	3d	asset004	Spot Car Warehouse	3D Car spot car asset in a warehouse setting	car, warehouse, mirror, dark, headlights, engine				
	3d	asset005	Robot Bar	Robots dining in a bar	robot, bar, spot, omicron, dark, interior				
	3d	asset006	Boardroom	Interior boardroom set	boardroom, 3d, dark, office, interior				

TACTIC Release 1.7 / v1.1 © 2009-2011 SouthPeak Technology Inc. All Rights Reserved. Licensed to southpeak.com

1 - Header

1a	Project Homepage Link	The project bar shows the TACTIC logo and release. This link will also direct you back to the project selection page.
1b	Project Thumbnail	This area shows the name of the project and thumbnail.
1c	Project Selection Menu	A drop down list to switch between projects.
1d	Main Action Menu	Main TACTIC Actions menu.
1e	User Menu	Allows for editing of basic user settings
1f	Main Help Link	Loads the Built in TACTIC Help (documentation, links etc)

2 - Sidebar

2a	Project Views	Project Views contains links to different views with information about the project as well as workflow.
2b	My Views	My views is a collection of views that are custom created by the login user for personal use.
2c	My Admin	My Admin displays the Tactic system, as well as the project and administration schema. Access to this part of the sidebar is generally reserved for admin level users.

3 - Main View Panel

3a	Tabs	Tactic supports loading multiple tabs, similar to how web browsers handle tabs. Views can be loaded into tabs either automatically or through right-clicking on a link.
3b	Simple Search	In some views, a simple search will be included. The Simple Search option provides a quick and easy way to search specifically within the current view in use.
3c	View Toolbar	In some views, there will be tools which are specific to the view. For example, the "Table" view provides an array of tools for interaction with that table.
3d	Main Panel	The Main Panel is where the actual results of the view are displayed. This can be a table, tile layout, dashboard etc.

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- An object (sObject)/item could be an asset (character, environment), a shot, an episode, asset type
- Say you want to list the task of *vehicle006* (code)


- select *Asset* from the sidebar (Tip: The sidebar can be hide shown by pressing the keyboard key *1*)  Asset
- There you'll find the list the of all assets including *vehicle006* and it's associated tasks:

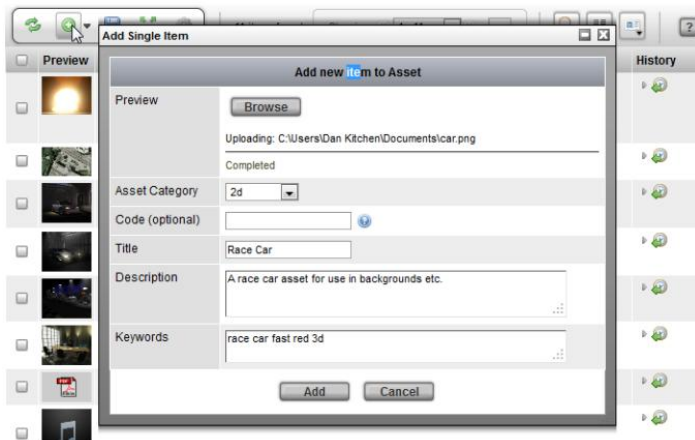
	vehicle	vehicle006	3D Rocket Car - Front Wheel	design	12/20 - 12/29	Done		Beth
				texture	12/20 - 01/03	Queued		Beth
				texture	01/09 - 01/18	Queued		Beth
				rig	01/19 - 01/28	Queued		Brad

 design (1)

 25.0%

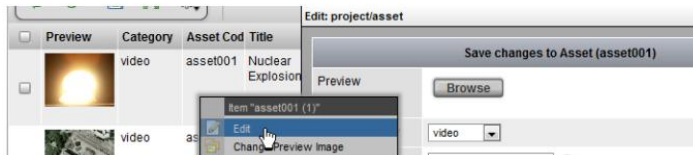
How to create new object/item?

To insert a new item, click the  button in the View Shelf



How to edit an object/item?

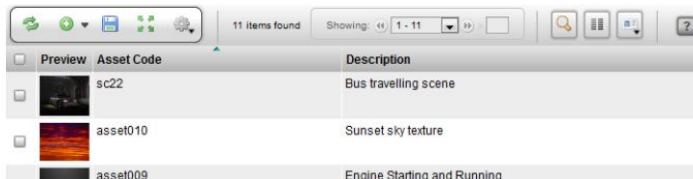
To edit items, click the cells in the table, or right click on an item and choose "Edit".



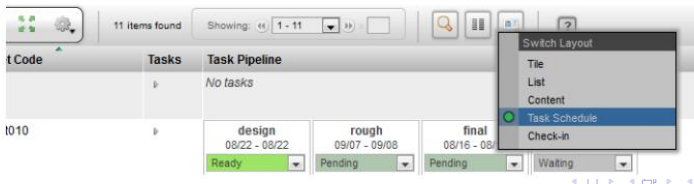
How do create tasks that belong to an item?

After inserting a new item into a project, often the first things to do is to create a new task, assign it and have the appropriate user work on it.

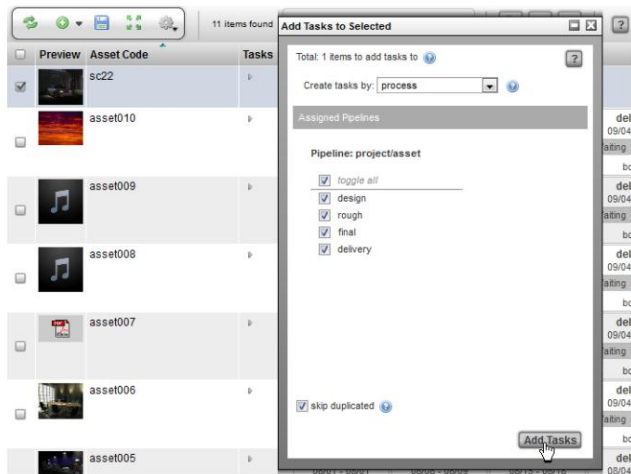
1. Load any view of items you wish to track tasks for.



2. If the task status edit column is not in your view, you can add it with the column manager or switch the Layout to "Task Schedule"



3. If no tasks exist, click the (+) icon in the task status edit column. Another option is to select the items and choose Tasks -> Add Tasks to Selected from the Gear Menu. Both approaches will load the task insert pop-up.



How to assign a task to someone?

Once tasks are created, you will be able to assign them to users, assign dates, priority etc.

The screenshot shows the TACTIC software interface. The top section displays a task pipeline for asset 'sc22'. The tasks are 'design' (02/16 - 02/16), 'rough' (02/17 - 02/18), 'final' (02/19 - 02/22), and 'delivery' (02/23 - 02/24). All tasks are currently 'Waiting' and 'Unassigned'. The bottom section shows a Gantt chart view with a dropdown menu for assigning users to the 'design' task. The dropdown lists 'beth', 'brad', and 'mark', with 'beth' selected. The Gantt chart shows the timeline for each task, with 'design' starting on Feb 16 and ending on Feb 16, 'rough' starting on Feb 17 and ending on Feb 18, 'final' starting on Feb 19 and ending on Feb 22, and 'delivery' starting on Feb 23 and ending on Feb 24.

Task	Start Date	End Date	Status	Assigned To
design	02/16 - 02/16	Waiting	Unassigned	
rough	02/17 - 02/18	Waiting	Unassigned	
final	02/19 - 02/22	Waiting	Unassigned	
delivery	02/23 - 02/24	Waiting	Unassigned	

How do you make updates to tasks?

The Default TACTIC Task Status Pipeline

The default TACTIC task pipeline includes the following status'. Please note that these defaults are easily configurable to suit the needs of the project:

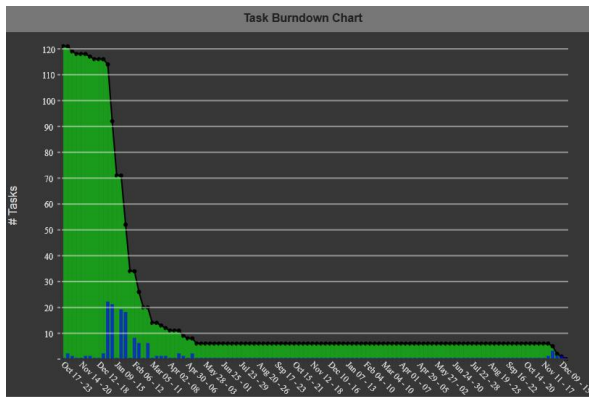
- **Pending:** The task is waiting for a user to start working on it.
- **Ready:** The task status has been set to ready by the supervisor or administrator.
- **In Progress:** The task is in progress or being worked on.
- **Waiting:** The user is waiting on some event before he or she can continue working on the task.
- **Review:** The supervisor is reviewing the task.
- **Approved:** The task is approved and complete.
- **Review:** The supervisor has been notified to review a task.

Status	Assigned
Review	brad
Select	pth
Waiting	
Pending	
Ready	
Review	pth
Revise	
Approved	
In-Progress	
Waiting	bobby

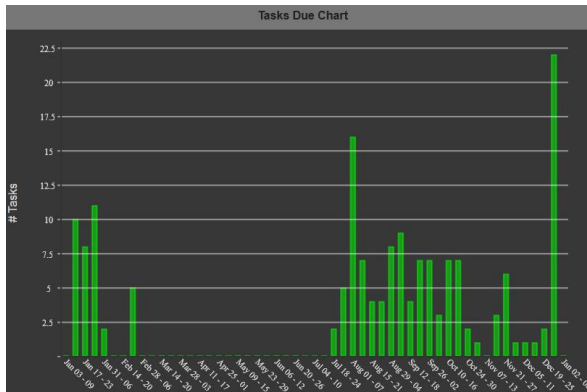
Kind of reports that can be generated through TACTIC?

In theory, almost, all kinds of custom report can be generated through TACTIC, because it tends to contain all project information within itself. Here are few reports that can be created:

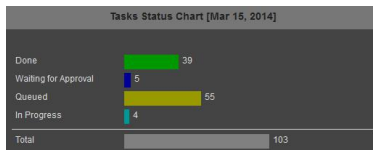
- **Task Burndown Chart**



- **Tasks Due Chart**



- **Tasks Status Chart**



Thank-you!

Any Questions?