A quick start guide to TACTIC

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  - Reporting (Gantt charts, Burndowns)

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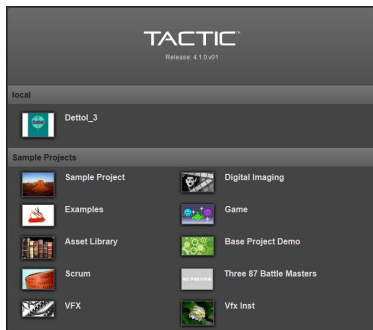
And from within a project by choosing the icon next to the cogwheel on the top of the page you could switch to a different project

What to expect from the TACTIC's web interface?

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

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 adminstration 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*)
- There you'll find the list the of all assets including *vehicle006* and it's associated tasks:

How to create new object/item?

To insert a new item, click the ⊕ button in the View Shelf
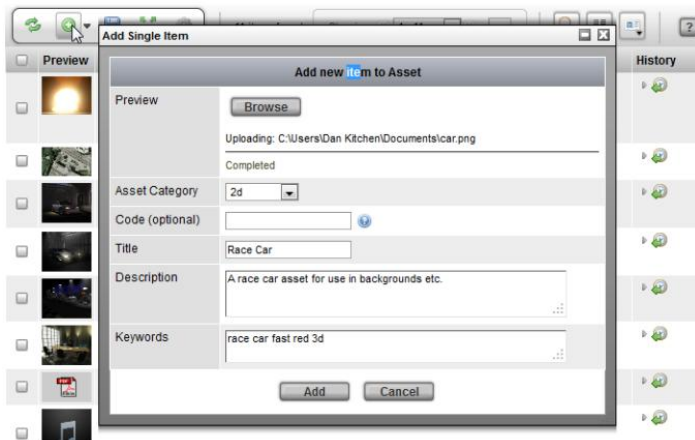
How to edit an object/item?

To edit items, click the cells in the table, or right click on an item and choose "Edit".
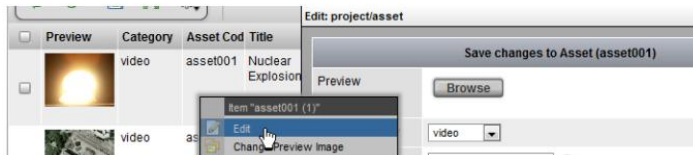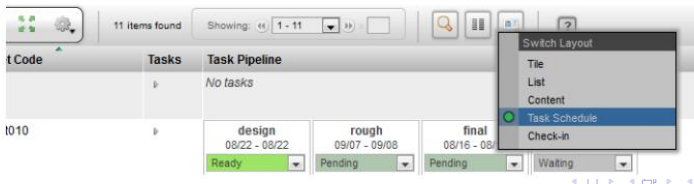
How do create tasks that belong to an item?

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

1. Load any view of items you wish to track tasks for.
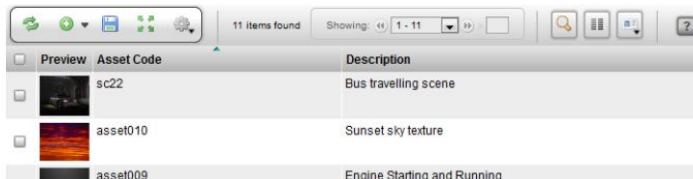
2. If the task status edit column is not in your view, you can add it with the column manager or switch the Layo to "Task Schedule"

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.
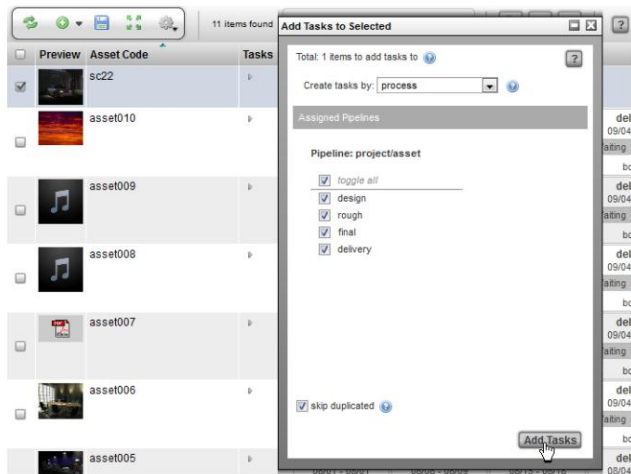
How to assign a task to someone?

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

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.

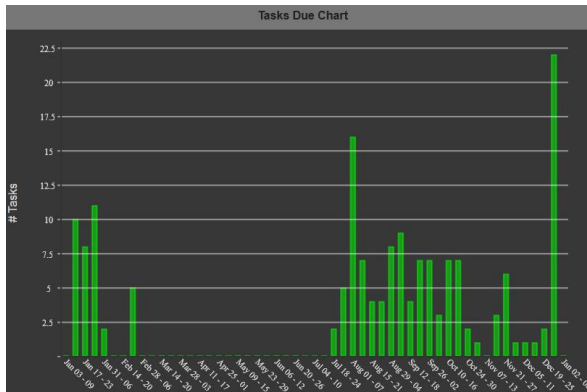- **Review:** The supervisor has been notified to review a task.

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:
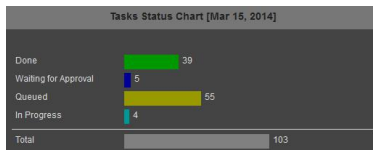
- **Task Burndown Chart**
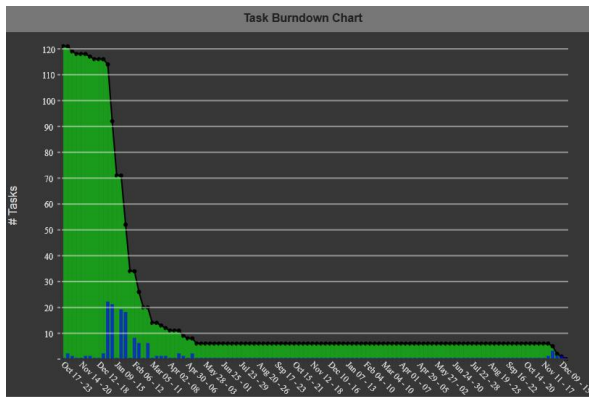
- **Tasks Due Chart**

- **Tasks Status Chart**

Thank-you!

Any Questions?