

*Project Scheduling System
Quick Start Guide*

McLachlan Software

ivan

Quick Start Guide

Project Management Software

McLachlan Software

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ivan Quick Start Guide

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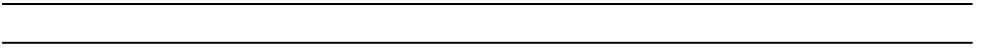
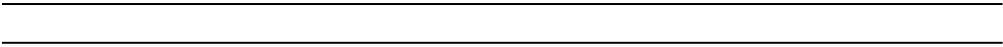




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Chapter 1

Getting Started

About this material

Welcome to the **ivan** Quick-Start manual. This manual is designed to help you start working with **ivan**. See the **ivan** User Manual for a comprehensive description of **ivan** functions.

What to read first

If you are new to computerised programming, you will find it most useful to begin here and continue consecutively through the manual. If you have some experience, you may decide to skip the general introductory material, skim through the description of **ivan**'s tools and working environment and go directly to Chapter 3 - "Tutorial", for hands-on experience. Chapter 4 - "**ivan** Style Guide" contains several examples of **ivan** programmes for different work environments.

You can quickly find the relevant chapter in the contents and then flick through to the page you want, using the chapter/page references at the top and bottom of each page.

Conventions and Definitions

Throughout this manual, the following conventions will be observed:

- General comments and tips, not necessarily directly related to the ongoing discussion, are shown as follows:



- **Click** means press and quickly release the left-most mouse button.
- **ClickRight** means press and quickly release the right-most mouse button.
- **ESC** means press and release the keyboard's escape key.
- **Select** - means the selection of an object in the workspace using one of the selection methods described in Chapter 3, page 14. An object

is selected when it is grey. Selected objects are shown in the manual as follows.



De-selected



Selected

- **Choose** - means to move the mouse cursor over a tool, tool-option or an item from a menu and click the left button of the mouse.
- Italics are used to denote text read from the **ivan** screen i.e. menu items, button and field names in dialogue boxes and the names of projects, programmes and activities e.g. *Open Selected Programmes*.
- Numbered lists indicate a step by step procedure you should carry out e.g.
 - 1) Do this first
 - 2) Do this second.
- Anything you should type on the keyboard is denoted by a typeface that looks **like this**.
- The names of tools and tool-options begin with a capital letter to distinguish them from ordinary text e.g. the Pen, the Box.
- Menu, tool and tool-option icons are shown in the left margin of the page, like the Pen icon shown here.
- **Programme** - means a network of activities, drawn as horizontal lines on a time-scale grid, which are linked together by dependencies in a manner which represents the sequence of the activities. See example Chapter 3, page 12. (Represented in **ivan** by the icon shown in the left margin).
- **Project** - means a collection of Programmes associated with a particular project. These programmes may be associated in a hierarchical sub-programme group or be independent. (Represented in **ivan** by the icon shown in the left margin).



Chapter 2

About ivan

Overview - What is ivan

ivan is a computer software package which is used to design, draw, analyse, monitor, plan, control, re-plan and present management programmes for complex projects.

ivan allows the user to:

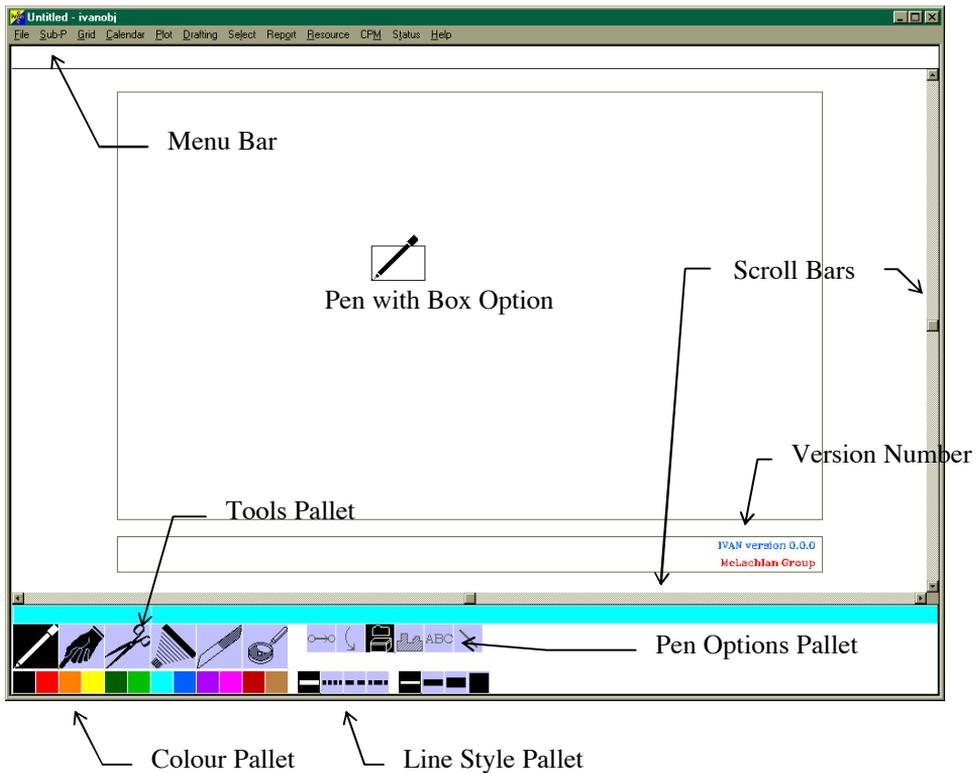
- Draw programmes or schedules
- Create dependencies between activities and milestones on programmes
- Perform Critical Path Analysis
- Allocate resources to activities and view these graphically
- Monitor progress against schedules
- Create hierarchies of linked programmes

ivan is easy to learn and yet allows very complex and sophisticated programmes to be quickly and accurately created and updated.

ivan programmes are drawn on screen using computer tools that emulate the natural drawing process with pen and paper.

The ivan Screen

The following page shows a sample of the **ivan** screen.



The **ivan** screen is divided into three areas. Each of these areas has clearly defined functions as explained below.

Top

The top of the **ivan** screen has:

- The menu-bar - pull-down menu that allows the user to invoke all functions not directly available via the tools (see below). This includes exiting from **ivan**, plotting setting options and running processes such as Critical Path analysis.

Middle

The middle section of the screen is referred to as the Workspace. Depending on the current View (see page 8 in this chapter), this area shows either:

- Projects stored within the **ivan** database.
- Programmes stored within a particular Project and the hierarchical links between them.

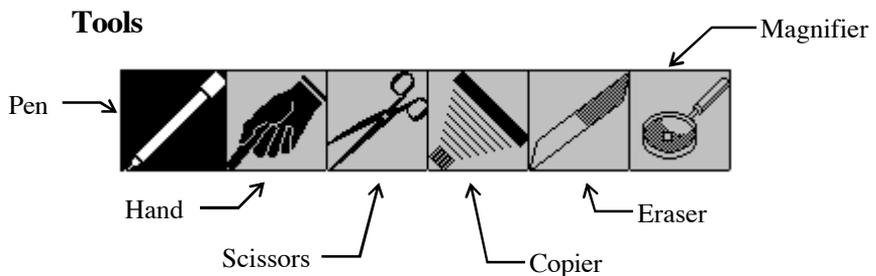
- The contents of a particular Programme; a time-scaled network of activities and dependencies, lines and text.

Bottom

At the bottom of the **ivan** screen, the tools, pen options and style pallets are found with:

- The date and duration display showing the current date position of the tool. When drawing or stretching an activity the duration of the activity is also displayed here.

Tools, Pen Options and Pallets



The tools act like their counterparts in the real world, allowing you to create and manipulate objects simply. When you choose (click on) one of the tools (pictured above), the cursor, moved by the mouse on screen, changes to represent the active tool. These different cursors are pictured next to the explanations below.



The Pen is for drawing objects, projects, programs, activities, lines or text depending on the Pen option chosen. (See below).



The Scissors are for moving and stretching objects. (See Tutorial Chapter 3, page 24).



The Copier is for making copies of existing objects. (See Tutorial Chapter 3, page 23).



The Eraser is for erasing objects. (See Tutorial Chapter 3, page 26).

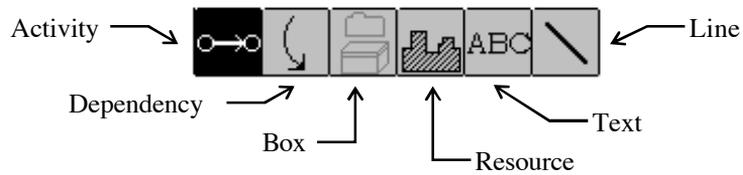


The Hand is for changing the attributes of objects. (See Tutorial Chapter 3, page 19).



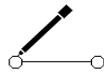
The Magnifier is for enlarging and shrinking the view of areas of the Workspace. (See Tutorial Chapter 3, page 28).

Pen Options



The Pen options are for use when the Pen tool is active. The option selected defines the type of object that will be created when using the Pen tool.

When an option is chosen it is represented by a template which follows the Pen cursor. These are pictured next to the explanations below.



The Activity for drawing activities. (See Tutorial Chapter 3, page 17).



The Dependency for creating dependency links between activities. (See Tutorial Chapter 3, page 27).



The Box is for creating projects or programs. (See Tutorial Chapter 3, page 13).



The Text option for typing text, explanations and headings. (See Tutorial Chapter 3, page 36).



The Line option for drawing lines on the Programme. (See Tutorial Chapter 3, page 34).

Palettes



The colour and line style palettes allow the user to quickly and easily set or change the colour, thickness or line style of objects. (See Tutorial Chapter 3, page 20 & 21).

Communicating with **ivan**

The Mouse

Most interaction with **ivan** is with the computer mouse. Used in combination with the different tools the mouse allows you to draw directly onto the computer screen. Its buttons are used consistently throughout **ivan**:

- The left button is **ivan**'s choose button. It initiates actions in **ivan**, for example, choosing points on a programme, menus, tools, pallets and options.
- The right button is the select button, used to select objects for subsequent processing or actions.

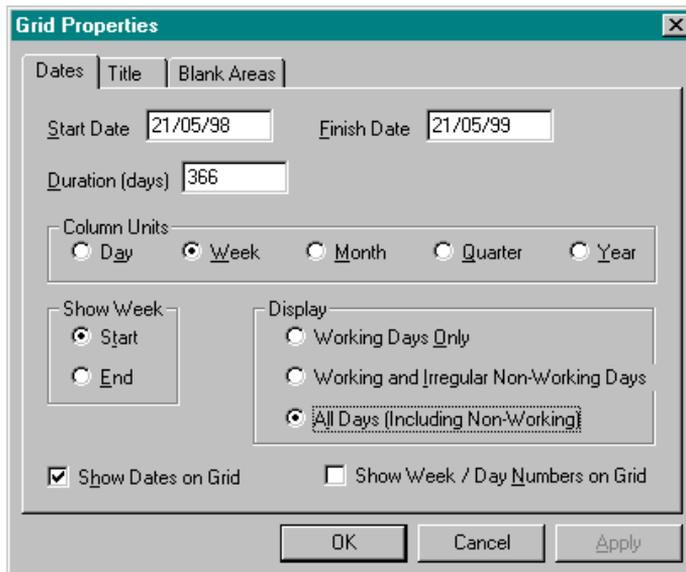
The Keyboard

The Keyboard is used for entering text and numbers in **ivan** and for some functions using special key combinations.

- The **ESC** key is used to cancel an action. Use it for any action you wish to discontinue.

Dialogue Boxes

ivan presents the user with a variety of dialogue boxes. These are used for the entry of text and numbers and to present the user with information on different elements of the Programme. An example is presented below:



Dialogue boxes require one or more of the following:

- Text or number entry into a dialogue box field.
- Choosing an option via a radio-button.
- Choosing an option via a check-box.
- Clicking on a button to perform an action.

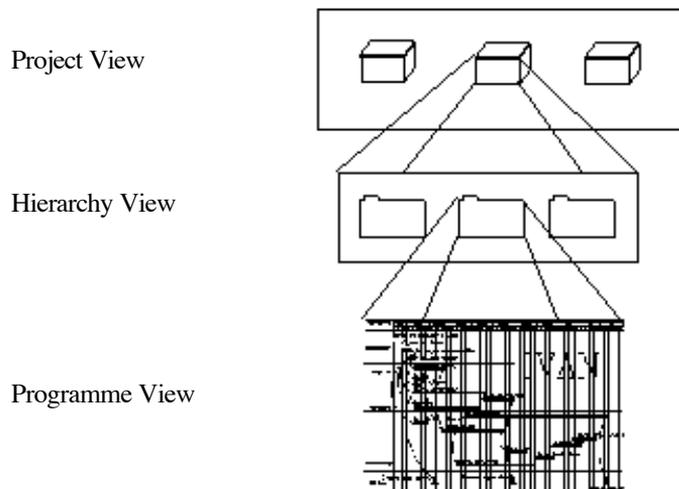
If an error or some form of inappropriate user action occurs, an alert box will appear with an explanation, for example:



The alert message will disappear when you click on  or if you press ESC.

ivan Organisation

There are three levels of workspace hierarchy in **ivan**.



Project View

The Project View is where you can create and modify the Projects that are stored in the **ivan** database. It is the workspace you first see when you start **ivan**. Each Project contains all the programmes belonging to that Project. The Project View may contain as many Projects as you like (limited only by available disk space.)

When you open a Project, you enter the Hierarchy View.

Hierarchy View

This is where Programmes and their hierarchical relationships are seen. The Hierarchy View may contain as many Programmes as you like (limited only by available disk space) and shows the parent-child relationships between programmes where these exist.

When you open a Programme, you enter the Programme View.

Programme View

This is where the actual Programme is created and displayed. The programme is the time-scaled network of activities and dependencies.

