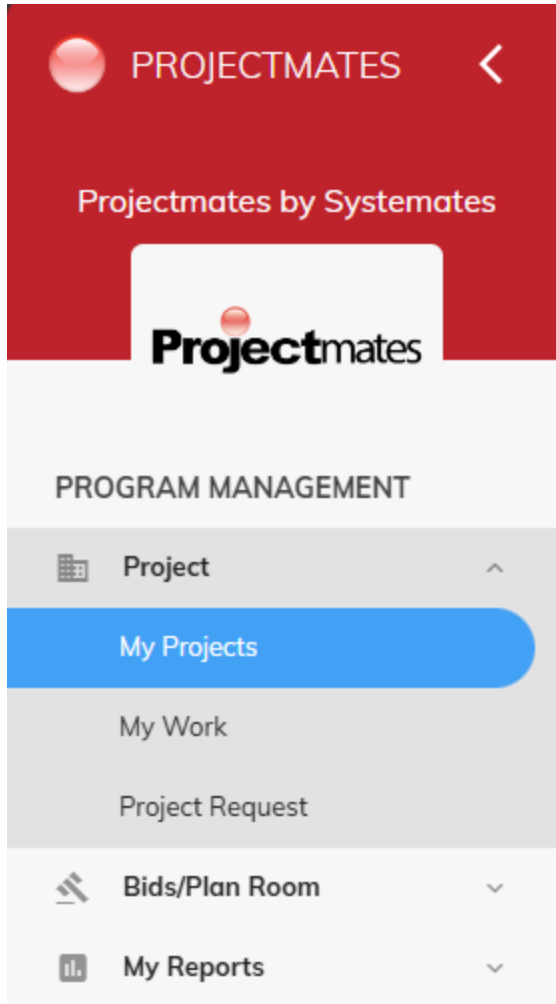


2.2 General Navigation

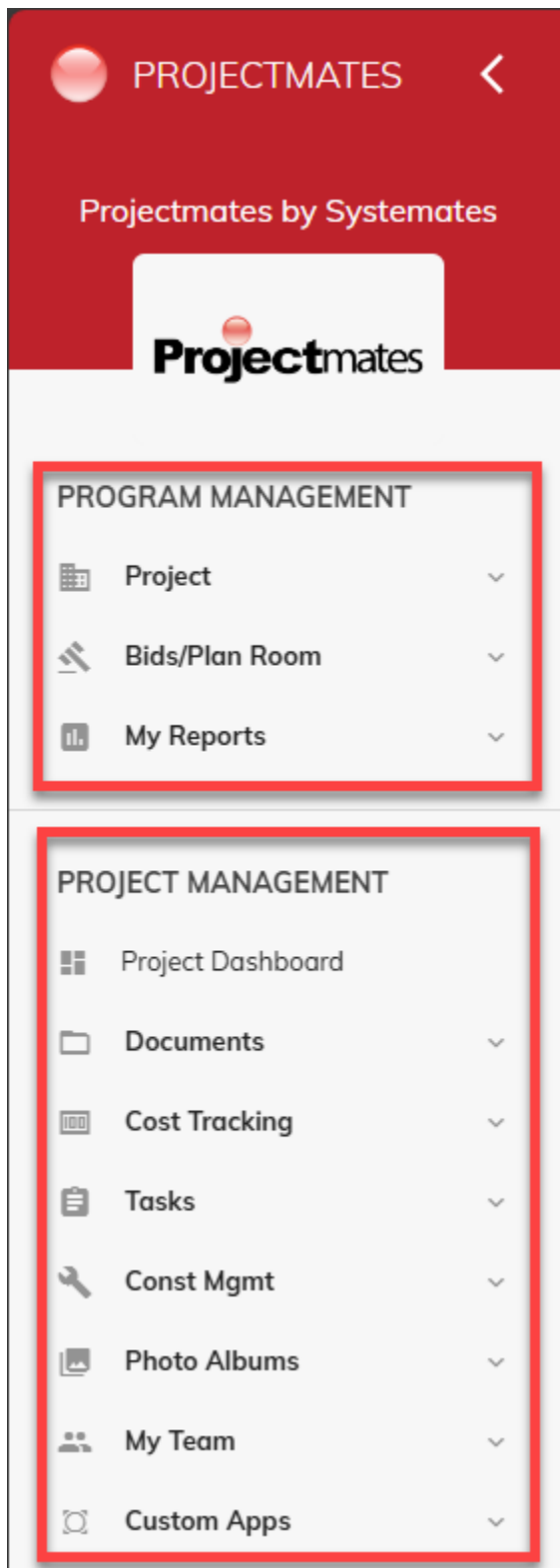
2.2.1 Video

2.2.2 Left Side Navigation



The left side menu can be used to navigate across various areas your account may have access to. This menu can also be collapsed at any time to make more room in the center by clicking on the **“Hamburger Button”** located on the upper right corner of the menu.

2.2.3 In Project Left Side Navigation

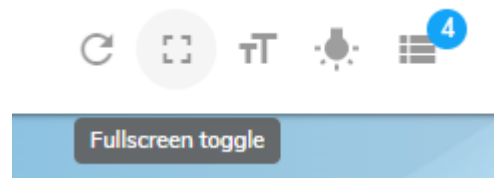


The left side menu will display significantly more options once you are inside of a project. A good way to understand and navigate it properly is to distinguish the **Program Management** navigation section from the **Project Management** section.

- **Program Management** buttons will navigate you to tools that are at the program-level and not associated with just one project. If you are inside of a project, clicking on an area such as **My Work** or **Ad Hoc Reports** will cause you to leave the project.
- **Project Management** buttons will navigate you to tools that you have access to within the project you are currently in. Use these buttons to access the relevant tools for accomplishing your work in this project.

2.2.4 Full Screen and Accessibility Enhancements

Additional features can be found on the upper right of your screen



- **Reload Content** will refresh the page you are currently on. Certain actions taken by you or other users may not immediately reflect on your view. Refreshing the page will ensure you are looking at the latest data.
- **Fullscreen toggle** will toggle your browser between Fullscreen mode and the standard Windowed mode. For most browsers, this can typically also be done by clicking **F11** on your keyboard.
- **Adjust font size** will bring up a slider allowing you to adjust the overall font size of Projectmates.
- **Color theme** will toggle between Projectmates **Light** and **Dark** modes, per your preference.
- **Activity Panel** will log the actions you have taken during your current session of Projectmates.

2.2.5 Project Leapfrogging

Leapfrogging is an action available to you when inside of a project. Instead of clicking on My Projects on the left side menu to begin navigating to a new project, leapfrogging can be done to quickly navigate between projects, as long as you are aware of the project's name or number.

PROJECTMATES

City Hall of Aurora, Plano TX
2791

En

Steve Tran
Site Admin

ST

Projectmates by Systemates

Projectmates

PROGRAM MANAGEMENT

Project

Capital Planning

Bids/Plan Room

Asset Planning

My Reports

PROJECT MANAGEMENT

Project Dashboard

Documents

Cost Tracking

Tasks

Schedule

Contractor Schedule

Project Milestones

Meeting Minutes

Action List

Contractor Schedule

Search

Show Subtasks

+ Task

Views

More

	No. ↑	WBS	Description	% Complete	Start	Finish	Duration	Predecessors
	1	1	TXB - University Dr.	2%	Sep 25, 2023	Nov 30, 2024	267 Days (H)	
	2	1.1	Sitework	4%	Sep 25, 2023	Aug 07, 2024	168 Days (H)	
	3	1.1.1	Mobilize	66%	Feb 01, 2024	May 30, 2024	4 Days	
	4	1.1.3	Erosion Control	0%	Sep 25, 2023	Feb 02, 2024	8 Days (H)	
	5	1.1.4	Clear and Grubb	0%	Feb 03, 2024	Feb 06, 2024	3 Days	4FS
	6	1.1.5	Grading	0%	Feb 07, 2024	Feb 26, 2024	17 Days	5FS
	7	1.1.6	Detention Pond	0%	Feb 27, 2024	Mar 18, 2024	18 Days	6FS
	8	1.1.7	Building Pad	0%	Mar 19, 2024	Mar 27, 2024	8 Days	7FS
	9	1.1.8	UG Utilities/Storm	0%	Mar 28, 2024	Apr 18, 2024	19 Days	8FS
	10	1.1.9	Fuel Tank Install	0%	Apr 19, 2024	May 03, 2024	13 Days	9FS
	11	1.1.10	Canopy Footings	0%	May 04, 2024	May 13, 2024	8 Days	10FS

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Send Us Your Feedback

On the upper left side of the screen, click on the name of the project you are currently in. This will convert the name to a search bar. Begin typing the name or the number of the project you are trying to access. Once the dropdown menu below displays the project you are looking for, click on the project to leapfrog to it.

Close Out

Permitting

Punchlist

Project Home

Depending on which tool you were in on the previous project, you will have the option to navigate to the same tool in the next project or go to its Project Home.