# Visualize your Schedule!



#### **Tilos Training, Content**

A two-day training course is suggested and has proven itself. On the first day, the most important basics are imparted, which are then deepened, repeated and practiced on the second day according to individual knowledge and interests. It also explains best practices and ways to import data from other systems (such as: excel, project). After two days, the employees should be able to quickly schedule even large projects with special presentations and layouts. If a specific project is pending, this project can already be started on the second day: a very good start into the field, in which a result that can be used is already produced.

#### **Day 1: Tilos-Training Basics**

- Understand and use the user interface
- Creating Tilos project files / template concept
- Creation of objects, tasks incl. task calculation, coloring, annotation.
- Creation and Usage of task templates and Task groups
- Insert, position and edit graphics such as plan sketches, etc.
- Links, Dependencies, Reschedule
- Chart-Layout und Cell-Concept
- Create your own views and cell systems including grid and display options
- Create and use distance profiles
- Cell contents: Time-distance-diagram, Time- and distance scales, Distance profile diagrams.
- Annotating the chart: Legend, Stamp fields, Logos
- Printing
- Exercise (a total of about. 45 minutes)

# **Day2: Tilos-Training - Deepening**

#### A. Deepening Basic knowledge

- Create and Use Calendars
- Additional library elements
- Layer- and Filter techniques
- · Gantt chart basics

## **B. B. Alternative selection Topics** (depending on the interest of the participants or preselected by the trainer)

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- Import and Export (XML, Primavera, MS project, ...)
- Time profiles and basic Import of Time-Profile diagrams
- Cost and Resource library
- Allocate Cost and Resources
- task calculation from resource allocation
- Report Creation: Resource bar chart
- Report Creation: Resource and cost diagrams
- Gantt Chart details
- Mass Haul Diagrams

## C. Exercise

• Creating a Tilos project (preferably an actual real project)