

Your new Project Workspace is loaded with features to help make working smarter even easier. You can now see all of your project's important information at-a-glance, plus track and manage critical project milestones effortlessly.

## What's different ?

SmartPM's newly designed Project Workspace, puts the primary focus on the metrics, giving you the ability to see all of your metrics in one place and drill down wherever you see an anomaly. Most importantly, the new workspace is faster and more intuitive, simplifying the process for commonly performed tasks, such as tracking milestones. Everything can be done in one step.

## How do I customize my dashboard?

Simply, click on Customize. This allows you to show/hide cards, move cards around, as well as resize cards

## How do I hide/show cards?

When you are customizing your dashboard you can easily hide any card by clicking on the "eye" in the upper right corner of your card. Hidden cards are sent to the bottom of your workspace. To unhide a card, click on the "eye" and the card will be restored

## How do I track 2 milestones?

Click Track Activity, located above your key milestones, and choose the activities you want to track

## How do I rebaseline?

Under the Modeling menu on the left side of your workspace, click Rebaseline and select the schedule you want to use as your new baseline

## How do I access reports?

Reports can be accessed from your Report Card or from the Navigation Menu on the right side of your workspace

## How do I dig deeper into the metrics?

To drill-down deeper into any of the metrics, you can do so from your metric cards or the Navigation Menu on the right side of your workspace

## How do I access the Gantt Chart?

Click on [See Gantt Chart](#) on your Schedule Card below your milestones or from your Navigation Menu on the right side of your workspace

## How do I load schedules?

Click on Manage Schedules located on your Navigation Menu on the right side of your workspace

What if I have a problem, How do I get help ?

Contact [support@smartpmtech.com](mailto:support@smartpmtech.com)