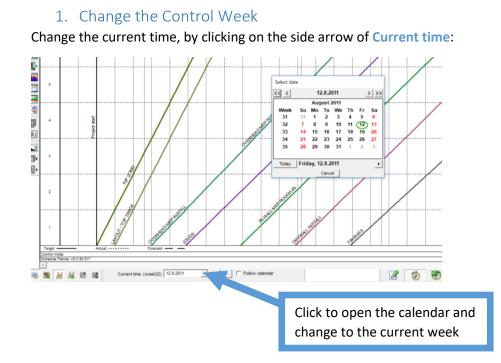
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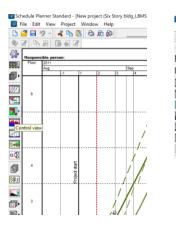
# Using Vico for controlling



**Important!** If the work happens during workdays, the date to be selected will be a Friday of the current week. If there is working happening during the Saturday, the date to be selected will be the Monday of the next week.

# 2. Enter Actuals Using Control Chart

Click on the Control view and select the Schedule task control chart. Change the view to Control mode



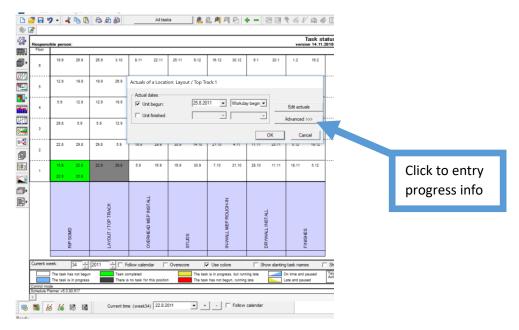
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Ŧ.	Res	ource cal	endar			
	3	29.8	5.9	5.9	12.9	29.9
8		22.8	29.8	29.8	4.9	18.9

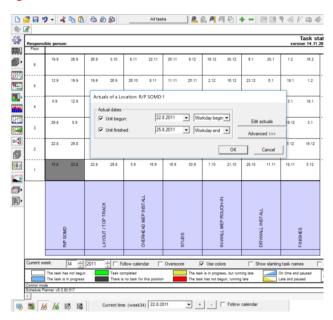


Click on a task in a location to start to update the control information:

	2	 29.8 22.8	5.9 29.8	5.9 29.8	12.9	29.9	13.10 29.9	14.10	28.10	4.1	Actuals of a	Location: R/P SOf	19.12 3.1 MD:1	· · · · · · · · · · · · · · · · · · ·	Edit actuals	
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Mark the Unit Begun and insert the date, Click on Advanced to entry the progress:





### If the task finishes during the same week, mark the Unit Finished and insert the dates:

Finalize it clicking on OK.

If the task continues during the next weeks, Click on Add and actual to entry the progress:

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<b>•</b>		
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	Connert:	
	Actual in Location         Target in Location           Actual starting date:         25.8.2011         Target starting date:         [22.8.2011	Click to entry
	Actual end date:         Target end date:         [29.8.2011]         Total actual quarity:         [0.5F]           Total actual quarity:         [0.5F]         Planned total:         [10000 SF]         Quarity: completed:         [0.07;	progress info
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n 📷 🔊	16 18 Current time: (week34) 22.8.2011 • + - Follow calendar	

Enter the progress information by typing in:

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Figor	Actual dates:	
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	Unit finished:	
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4	Event Period Hour Code Name Actual Planned total Cumulativested remaining mele of comp     Segun 25.8.201 Workday begin 0 SF 0 SF 0 SF 0%	
	-2 Develop 25.8.201 Workday and 3000 SP 3000 SP 3000 SP	
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	Actual in Location Target in Location Task	
	Actual stating date: 25.8.2011 Target starting date: 22.8.2011 Planned total: 60000 SF	
	Actual end date: 29.8.2011 Total actual quantity: 3000 SF	
	Total actual quantity: 3000 SF Planned total: 10000 SF Quantity completed: 30.0%	Type in the
		progress.
Current week:	OK Cancel	
	sk has not begun Task completed The task is in progress, but running late On time and payeed Target start date	
The t	sk has not begun Task sompleted The task is in progress, but running late The task is in progress The task has not begun, running late	
Control mode	40.80.817	

Finalize it clicking on OK.

## Workday beginning and end

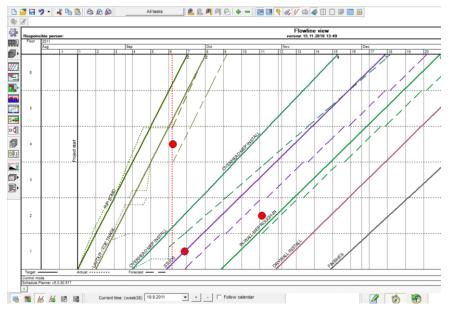
Tasks always start at the beginning of the workday and finish at the end of the workday, this is done by clicking on the Hour and selecting Workday begin to start the task and Workday end. If this information is not correct, the distribution of resources can be wrong on the Resources Calendar.

Tasks should always be suspended at the end of the day and be continued at the beginning of the day.

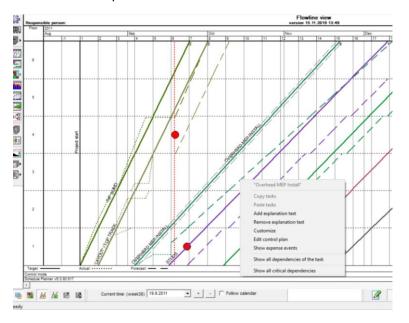
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## Simulating how resources changes impact the forecast

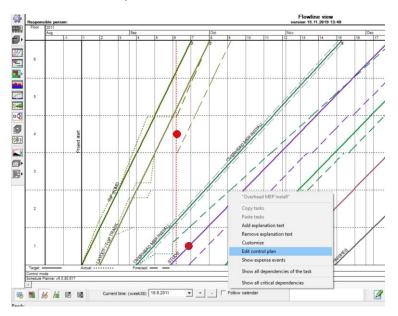
After updating the progress and the resources, the **Flowline view** will also show the forecast of the task continuation and possible clashes between activities will be highlighted with a red circle



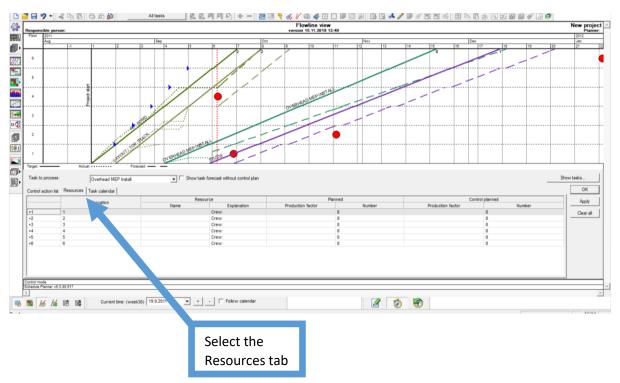
It is possible to simulate how the changes in resources affects the tack forecast. Click with the right button on the top of a forecast dotted line:



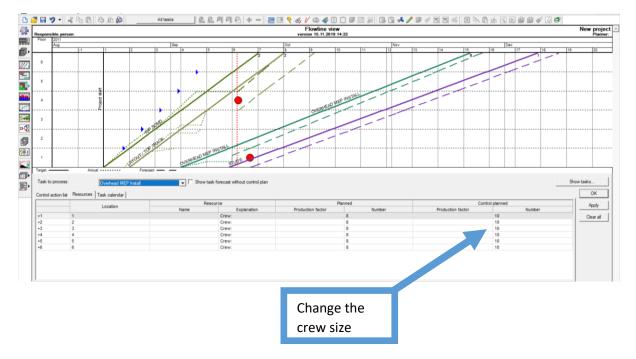
# Select Edit control plan



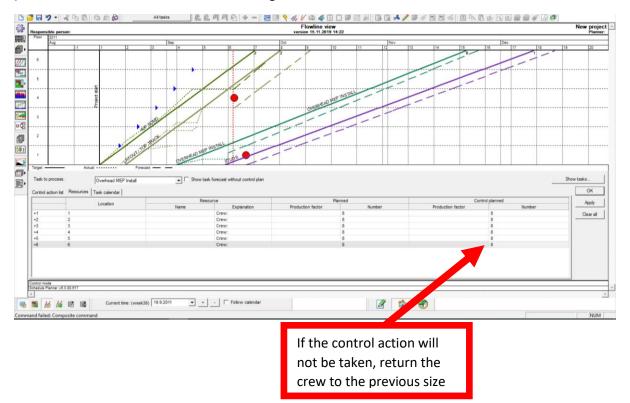
#### Select the Resources tab



Under **Control planned**, type the changes on crew size and click **OK** to visualize the impact on the forecast:

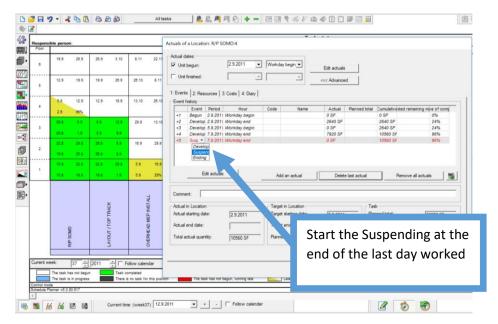


**Important!** In this example, a difference of two days in the finishing the Studs can be seen but no change will be done. If the control action is not being taken, remember to get back to the **Control** planned click on **Clear all** to reset the changes.

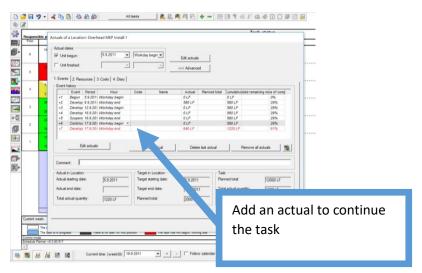


## If a task is suspended

All the progress information should be inputted and a new Add an actual should be done, under **Event** a **Suspending** should be entered at the end of the last workday.



To continue the suspended task, Add an actual and restart the task at the beginning of the day.



## How to include work on the weekends

Saturday is included as a working day by clicking in **Edit actuals** and clicking on Saturdays to become a working day. The color of the Saturday in the calendar should change and have the same color as week days.

**Important!** Remember that if there is working happening during the Saturday, the date of the Current time to be selected will be the Monday of the next week

		▶ • ★ 10 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
<b>*</b>		te per Actuals of a Location: Overhead MEP Install1
	8 6 4 3 2 1	133       Actual dates:       55.2011       Workday begin       Edit actuals         11       Events       3       Statuals          123       1       Event Narrod       1          124       1       Event Narrod       1          125       1       Fourth Narrod       1          126       1       Event Narrod       1          127       Event Narrod       1           128       1            129             129             129             129             129             129             129             129             129             129
		Actual starting date:         [5 9 2011]         Target starting date:         [5 9 2011]         Planned total:         [12000 LF           Actual end date:         Total actual quantity:         1220 LF         Total actual quantity:         [1220 LF
	Current we	Click on the Saturday to
	Control mod Schedule Pli	454 0 45 0 10 117

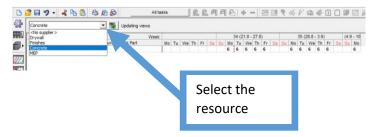
**Important!** It the **Current time** is the Monday for the next week and the **Edict Actual** was done including the Saturday, the suspension of work on Friday and continuing on Saturday will be done automatically.

3. Enter Resources Using the Resources Calendar

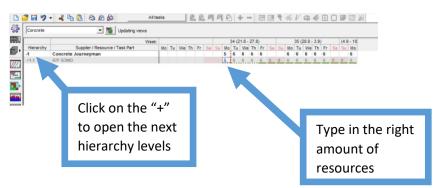
Click on the Control view and select the Resource Calendar.

		9 - 4	( <b>h B</b>	8	ð 🔊		All tas	ks	<u>R.</u>	<u>e.</u> 🎮 e	12.	• -	27 III <sup>1</sup>	€ 64 k	/ @ #	1
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////	6	12.9	19.9	19.9	26.9	26.10	8.11	11.11	25.11	2.12	16.12	23.12	6.1	18.1	1.2	
		hedule tas				13.10	26.10	28.10	11.11	18.11	2.12	9.12	23.12	3.1	18.1	
27	Re	ource cal	endar 5.9	5.9	12.9	29.9	13.10	14.10	28.10	4.11	18.11	25.11	9.12	19.12	3.1	
\$ <b></b>	3	20.0	0.8	0.9	12.0	20.0	13.10	14.10	20.10		10.11	20.11	0.14	10.12	2.1	

Select which resource that should be displayed:



If the resources number from the progress spreadsheet is different from the Vico ones, make the necessary changes by opening the next Hierarchy level, by clicking on the weekday that is different and changing the amount. This change can not be done on the Summary task level, it is necessary to open the next hierarchy levels and make the changes on the right places.

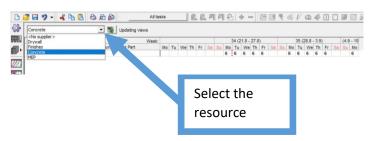


**Important!** Resource calendar can be used as a quality assurance method. If there is no place to enter resources, something has been entered incorrectly previously, check the step by step once again.

### Checking and Updating the Resources for Weekend work Click on the Control view and select the Resource Calendar.

		9 - 4	<b>b</b> 🖪	8	8		All tas	ks	🙉	2. 🎮 ¢	12		23 III <sup>°</sup>	🕈 64 l	V 🙃 🦚	1
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ø,	0	19.9	28.9	25.9	3.10	8.11	22.11	25.11	9.12	18.12	30.12	6.1	20.1	1.2	16.2	
////S	5	12.9	19.9	19.9	26.9	28.10	8.11	11.11	25.11	2.12	16.12	23.12	0.1	18.1	1.2	
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	R 3	29.8	endar 5.9	5.9	12.9	29.9	13.10	14.10	28.10	4.11	18.11	25.11	9.12	19.12	3.1	

Select which resource that should be displayed:



## Include the resources on Saturdays:

