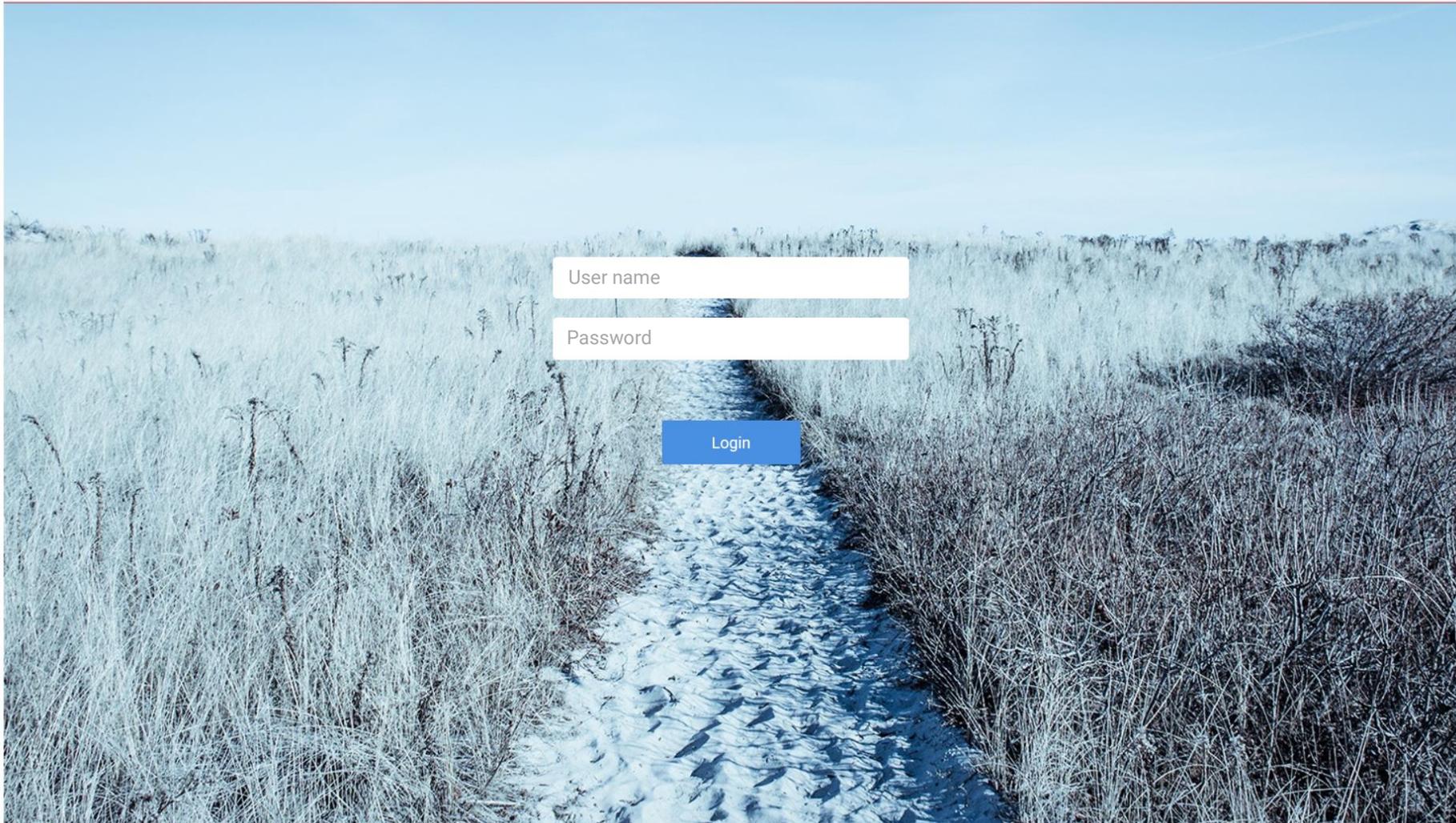


WELCOME TO THE NEWLY DESIGNED PROAD **Sky**



Before you get started...

In order to be able to use all of the functions and the new design, you must ensure that the browser cache is emptied and any existing profiles in PROAD Sky are regenerated.

How do you do that?

Emptying the browser cache

In most browsers, the cache can be emptied when the browser window is open by pressing the key combination "Ctrl" + "Shift" + "Del".

You can find out more information about emptying the cache for different browsers here: <https://www.lifewire.com/how-to-clear-cache-2617980>

Regenerating profiles in PROAD Sky

1. Open [Agency > Settings > Defaults > Profiles](#).
2. Select a profile
3. Select the "Create profile" entry in the function menu
4. Confirm the message box with "OK".
5. Perform steps 2-4 for all existing profile entries.
6. [Exit the program and restart it](#)

Where do I find what?

Most of the functions simply have a new look and can be quickly relocated. We will inform you about bigger changes on the following pages.

Something is missing

Yes, that may be the case. We purposely removed some functions and images in order to satisfy our demands for design and functionality even better. This includes, for example, the change in the title bar in dialogues, the sorting and filtering of the tray, the context menu for opened dialogues, the time recording overview in the title area of the dashboard and the calendar icon on the dashboard (it can still be opened through the user menu). Project types are no longer identified by colour.

The filters in the dashboard for tasks, appointments etc. were removed.

The company logo...

The space available for the company logo was changed and now amounts to 192 * 45 pixels. The new or changed logo can be displayed through:

Agency > Settings > Options > Basic settings > "Application" tab

We are excited to present PROAD in a new look and hope you enjoy getting to know the new interface and functions.

Leave us feedback if you want - we would greatly appreciate it!

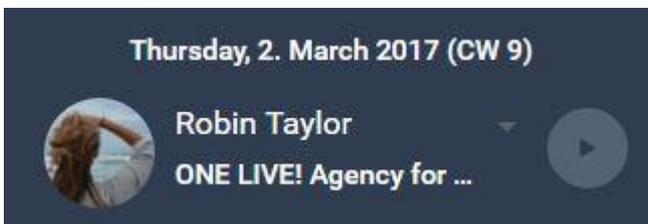




We filed, polished and scrubbed and now we are happy to present PROAD Sky in a new look.

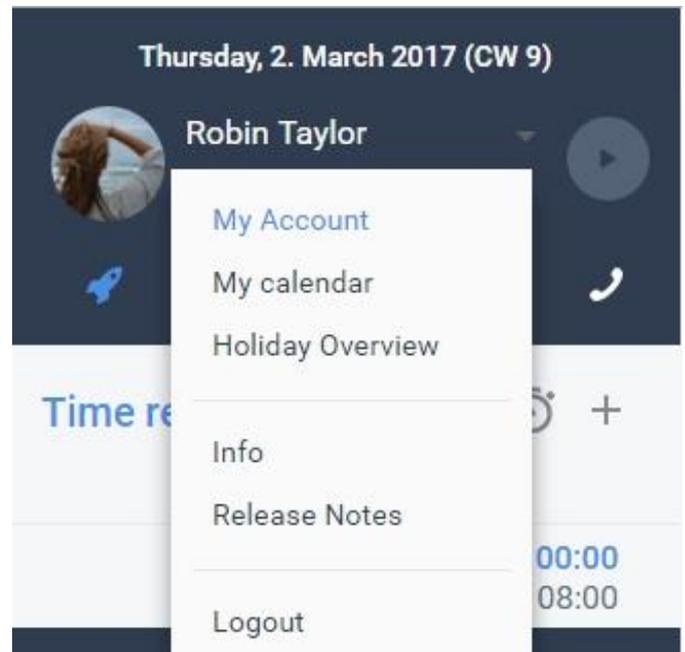
And since new things are normally unfamiliar at first, here is a quick overview of the most important changes:

1



New user menu

The user menu has moved from the upper right to the left and can be opened through the icon to the right of the user name or by clicking on the name itself.



2

The title bar in the dialogues now contains navigational information and you can immediately detect which dialogue is opened.



3

Icons and operating elements – some are a little slimmer, like the familiar icons for New, Page, Help, Function Menu, Save and Cancel:



...some are new or changed:



Dialogue list

To-do „Open in..“

Get open payment amount

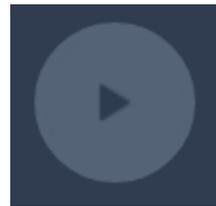
Post invoice

4

Thursday, 2. March 2017 (CW 9)



Robin Taylor
ONE LIVE! Agency for ...

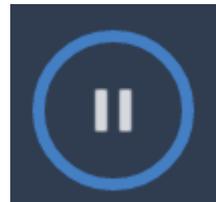
start

Presence time recording

The presence time recording can now be turned on and off in the user area through the round icon with an arrow symbol.



running



pause/stop

5

The PROAD assistant has also moved. It is now located in the upper left in the icon bar from the sidebar.



6

New colours for project status!

Preparation

Delivered

Offered

Invoiced

Execution

Canceled

The new sidebar - something is happening here!

“Fast time recording”, “Opened dialogues” and “Clipboard” - they now adjust dynamically to the content.

The start screen can now be opened through the entry in the “Opened dialogues” area.



Dashboard

7

Thursday, 2. March 2017 (CW 9)

Robin Taylor
ONE LIVE! Agency for ...

Time recording

02.03.2017

To-do: Forecast Q1 Review, Q

Job: ONE/002

Service code: 902

Input: 0.75 00:45

Remaining hours: 0.00 ch

foreceast, planning etc

Cancel Save

Opened windows

- Dashboard
- Client - DC
- Time recording - 02.03.2017
- Project - BI/001, Relaunch website / ...
- Project - ONE/002, Administration

My tray

- Project - ONE/002, Administration, O...
- Time recording - ROBIN, 02.03.2017, ...

No records made yet

New record

Time recording ^

< 02.03.2017 >

Recorded 00:00
Open 08:00

Time recording

02.03.2017

To-do: Forecast Q1 Review, Q

Project: ONE/002

Service code: 902

Input: 0.75 00:45

Remaining hours: 0.00 ch

foreceast, planning etc

Cancel Save

The **fast time recording** still contains all standard functions. The overall display was adjusted and the icons for the timer function were replaced.

Just like the other areas of the sidebar, the size was adjusted dynamically to the content. All areas have a maximum size - if more contents are present than space, a scrollbar will appear.

Cleaned up **dashboard**: The holiday and illness buttons in the “Absent” widget have disappeared and these can now be called up in the function menu from the widget. The watch list now also considers the sorting from the selected favourites.

8

AGENCY MASTER DATA PROJECT ACCOUNTING REPORTING EXTRAS ADMIN

PROCAD
Software

DASHBOARD

Tasks 3 +

- Forecast Q1 Review Started 15.02.
- Text DC New 18.02.
- Concept / Text New

Appointments 1 +

- Meeting Prisca / Kim / Robin / Location.. 07.02. 14:00 - 02.03. 18:30

Histories 1 +

- BI, Julia Wessel Konzepterstellung 15.02.

Tickets 0 +

Time recording

Current week

40:00 Target 00:45 Recorded 39:15 Open

Absence

- Kim Minsaa Appointment - To 18:30
- Prisca Riva Appointment - To 18:30
- Robin Taylor Appointment - To 18:30

Watchlist + ≡ ⚙

- 27 BI/001 Relaunch website / web shop / ci- review 36.50h
- 750 DC/001 Truck Prints (Slogan, Layout) 26.00h
- 25 MF/001 Press Conference 12.00h

Recently used projects ⚙

- ONE/002 Administration 13 minutes ago
- BI/001 Relaunch website / web shop / ci- review 13 minutes ago
- DC/001 Truck Prints (Slogan, Layout) 51 days ago
- MF/001 Press Conference 51 days ago

The **project overview**: The buttons for directly opening the individual items of the report and the target/actual comparison of the project are now displayed in the project business card. Simply place the mouse on the desired project. The new information icon will then appear. By clicking on the icon, the project business card will open and other actions are also possible, like calling up the specified reports.

Project Overview

BI/001
Relaunch website / web shop / ci- review
Preparation
2017-03-28



Opens business card

Project - BI/001

Relaunch website / web shop / ci- review

Client - Be It Ltd. (BI)

Contact - Julia Weel

Delivery date - 28.03.2017

Project type - Standard

Project status - Preparation



Report icons

AGENCY MASTER DATA PROJECT ACCOUNTING REPORTING EXTRAS ADMIN

PROJECT OVERVIEW

Project Overview	Progress	Budget Total	Budget Time cost
<p>BI/001 Relaunch website / web shop / ci- review Preparation 2017-03-28</p> <p>26 Days till delivery</p> <p>100%</p> <p>41</p> <p>6.660,00 € Target 2.720,00 € Actual</p> <p>39</p> <p>6.660,00 € Target 2.600,00 € Actual</p>	<p>DC/001 Truck Prints (Slogan, Layout) Offered 2017-01-10</p> <p>51 Days overdue</p> <p>0%</p> <p>11</p> <p>9.480,00 € Target 1.050,00 € Actual</p> <p>219</p> <p>480,00 € Target 1.050,00 € Actual</p>	<p>MF/001 Press Conference Offered</p> <p>No delivery date</p> <p>0%</p> <p>7</p> <p>1.920,00 € Target 140,00 € Actual</p> <p>7</p> <p>1.920,00 € Target 140,00 € Actual</p>	

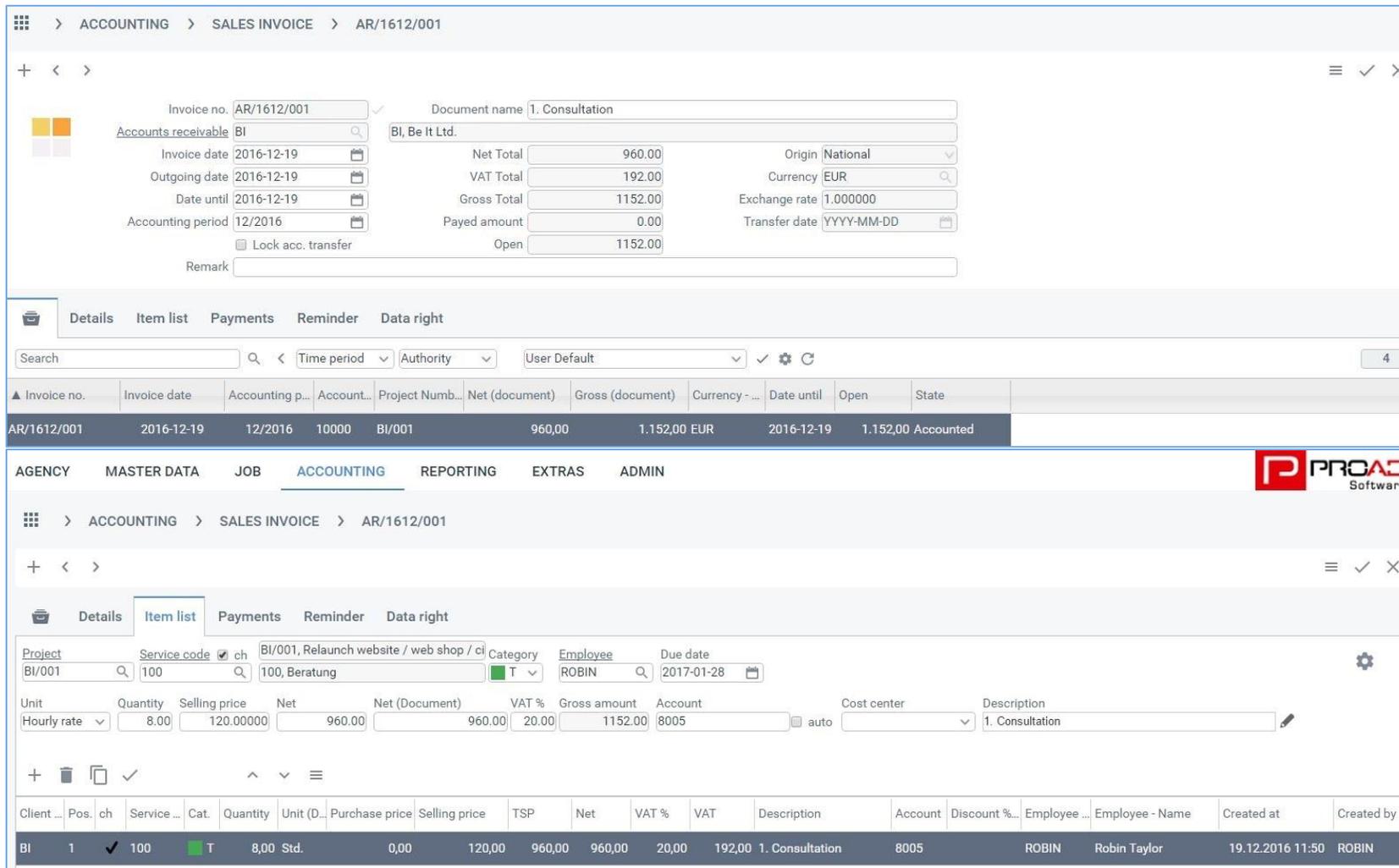


Sidebar, dashboard, dialogues and item lists – now it's getting terrific!

Large monitors are even more fun now, because a few elements - like the dialogue list, sidebar and dashboard - adjust to fit the monitor size. Now there is a lot more space to show other columns without having to scroll.

The height of the item list is also adjusted in the invoice processing and documents area. The main dialogue can be hidden by clicking on the tab items in the incoming and outgoing invoices, proposals, orders and assignments and now several rows are available in the overview.

By clicking on another tab or the dialogue list icon,  the main dialogue will be shown again.



The screenshot displays the PROAD Software interface for an accounting system. The top navigation bar shows 'ACCOUNTING > SALES INVOICE > AR/1612/001'. The main area is divided into two sections. The upper section, titled 'Main dialogue and dialogue list in maximum view', shows a form for invoice details. The lower section, titled 'Displaying when changing to the items tab', shows a table of invoice items.

Main dialogue and dialogue list in maximum view

Invoice no. AR/1612/001 ✓ Document name 1. Consultation
Accounts receivable BI BI, Be It Ltd.
Invoice date 2016-12-19 Net Total 960.00 Origin National
Outgoing date 2016-12-19 VAT Total 192.00 Currency EUR
Date until 2016-12-19 Gross Total 1152.00 Exchange rate 1.000000
Accounting period 12/2016 Payed amount 0.00 Transfer date YYYY-MM-DD
 Lock acc. transfer Open 1152.00
Remark

Details Item list Payments Reminder Data right

Invoice no.	Invoice date	Accounting p...	Account...	Project Num...	Net (document)	Gross (document)	Currency - ...	Date until	Open	State
AR/1612/001	2016-12-19	12/2016	10000	BI/001	960,00	1.152,00	EUR	2016-12-19	1.152,00	Accounted

AGENCY MASTER DATA JOB ACCOUNTING REPORTING EXTRAS ADMIN

Displaying when changing to the items tab

Details Item list Payments Reminder Data right

Project Service code ch BI/001, Relaunch website / web shop / cl Category Employee Due date
BI/001 100 100, Beratung T ROBIN 2017-01-28

Unit	Quantity	Selling price	Net	Net (Document)	VAT %	Gross amount	Account	Cost center	Description
Hourly rate	8,00	120.00000	960,00	960,00	20,00	1152,00	8005	auto	1. Consultation

Client ...	Pos. ch	Service ...	Cat.	Quantity	Unit (D...	Purchase price	Selling price	TSP	Net	VAT %	VAT	Description	Account	Discount %...	Employee ...	Employee - Name	Created at	Created by ...
BI	1	✓ 100	T	8,00	Std.	0,00	120,00	960,00	960,00	20,00	192,00	1. Consultation	8005		ROBIN	Robin Taylor	19.12.2016 11:50	ROBIN

Main dialogue and dialogue list in maximum view

(With a resolution of 1920*1200 and a 24" monitor)

Displaying when changing to the items tab

(17 rows with a resolution of 1920*1200 and a 24" monitor)

The best for last: [The new management dashboard](#). It is hidden behind a small dot in the navigation on the dashboard pages and delivers an immense overview. We believe that it offers wonderful support for everyday work in an agency. Simply take a look and even more information about this new feature can be found in our [Forum](#).

