

# Apps4.Pro Planner Manager Edge Extension – User Guide

Apps4.Pro Planner Manager is a web-based extension that can be installed in Edge Chromium browser. This extension helps you to successfully export all planner data to excel file from selected plan, you can use this exported excel file as template and import the template into another plan. Using this app, you can also update existing Planner tasks. This extension supports following key features:

- Generate tasks and statistics report from multiple plans.
- Create new task, update and delete tasks.
- Create custom fields and update custom fields in individual tasks.
- Create new plan, update plan, add bulk members from CSV or Excel and copy members between Plans (Group).
- Export tasks from multiple plans.
- Import tasks to new plan in new group / new plan in existing group / existing plan.
- Import tasks includes User assignments, Checklist, Attachments, Comments, Custom Fields, Task Dependencies, WBS and other common fields.
- Copy task's attachment file from old plan's group to new plan's group.
- Bulk update existing tasks using Excel.
- OneDrive Backup: You can configure automated schedule job to backup tasks in OneDrive storage.

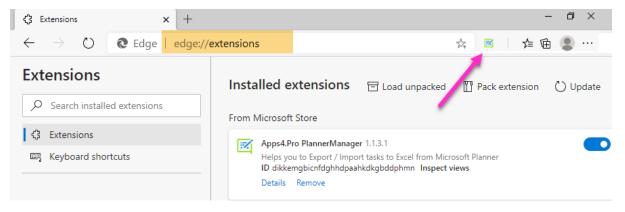
# 1. How to install

You can install this add-in from Edge Store using below link:

https://microsoftedge.microsoft.com/addons/detail/apps4proplannermanager/dikkemgbicnfdghhdpaahkdkgbddphmn

### 2. How to access

Once you have installed this extension from Edge Store, you can access the add-in by clicking the app short-cut icon from top-right corner of your Edge Chromium browser as shown in below image.





## 3. Permissions required

No special permissions required. The user account should be a member of all the plans in which you want to manage tasks.

#### 4. Steps to get started

Before proceeding to work with this app features, go to Account tab and sign-in with your Office 365 account under both Account & Graph API Account sections.

Home	Plans	Export	Import	OneDrive Backup	Account	Settings
-Account						
	igned-in as : gn Out <b>()</b>	Admin@i	.on	microsoft.com	Manage License	
Graph Ap	oi Account					
You have Verify a	signed-in as: Igain	Admin@	.onn	licrosoft.com		

### 5. Reports and Task Management

You can pick multiple plans and instantly generate tasks report. In report grid, you can easily select required tasks and update details with quick actions.

#### 5.1 All Tasks report

Select required plans in plan picker and click Generate button to populate tasks from selected plans.

Ho	ome PI	ans Export	Import On	eDrive Backup	Account Settings					
2 plar	n(s) selected	1 v All T	asks	2 Generate	Edit Columns			Se		
+ Add	🗹 Edit 🛛 🕞	Progress 🖬 Start/Due Da	ate 🛍 Delete 1	Task 📰 Bucket	RAssignee 🗸 Label	Copy	Move			
Drag a c	Drag a column header and drop it here to group by that column									
	Plan Name 📍	Task Title	Bucket	Progress	Assigned to	Start date	Due date	PercentComplete		
	Test Plan	This is support mail	To do	InProgress	MOD Administrator			50		
	Test Plan	This is user mail	To do	InProgress	MOD Administrator			79		
	Test Plan	Test SOC T	To do	NotStarted	Alex Wilber	3/5/2018	4/18/2018	0		
	Test Plan	Test Task 4 - Edit 2	To do	InProgress	Alex Wilber			50		
	Test Plan	Test Task 3	To do	NotStarted	Alex Wilber	3/5/2018	4/18/2018	0		
M -	I I I I I I I I I I I I I I I I I I I									

By default, the task report populates only limited number of columns, if you need more columns, click **Edit Columns** button and add required columns as shown in below image.



	Home	Plans	Export	In	port	OneDrive	Backup	Account	Setting	5	
2 p	lan(s) selec	ted	~	All Tas	ks	~	Generat	te 🕅 Edi	it Columns	1	
+ A	Edit Colur	mns								×	Сору
Drag	A	vailable Columns				Selecte	d Column	5			
	Task Id			^		Plan Nam	ie				art date
	Plan Id					Task Title					
		tItemCount		- 11		Bucket					
	Commer			- 1		Progress					
	Last Con			- 1	3	Assigned	to				17/2019
	Task Url	linent	0	- 1	-	Start date	2				
		4-4-	6	- 1	•	Due date					
	Created			- 1		PercentC	omplete			Ŧ	
	Created			-1		ShowOn	Card				
	Modified	l date									
	Modified										
	IsOverD	ue		*				•			
								4	Save Can	cel	5/2018

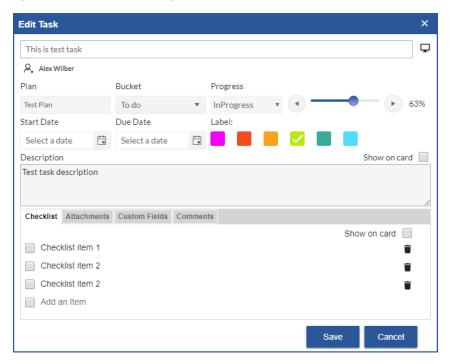
## **5.2 Quick Actions**

#### 5.2.1 Add Task

Click Add (+) button to create a new planner task.

#### 5.2.2 Edit Task

You can edit individual task either by double-clicking on the required task or select the required task and click **Edit** button to open the Edit Task window. You can update task details, post comments, upload attachments and update custom fields.



**Note**: To update custom field values, you should have already created custom field settings for the task's associated plan. You can refer the below section (**10.1 Custom Field Settings**) to know more about how to create custom field settings



#### 5.2.3 Update Multiple Tasks

You can select multiple tasks and update task fields, Progress, Start date, Due date, Bucket, User Assignment and Label.

#### 5.2.4 Delete Tasks

After selecting required tasks, you can click **Delete** button to remove the tasks permanently from Planner portal.

Note: You can't recover the deleted tasks, so be cautious before deleting tasks.

Ho	ome Pla	ns Export	Import	OneDrive Backup	Account	Settings		
2 plai	n(s) selected	~	All Tasks	✓ Gene	rate 📲 Edit C	olumns		
+ Add	Edit DPr	rogress 🗰 Start/Du	e Date 🛛 🛍 De	lete Task 🔳 Buc	ket 🕅 Assigne	e 🗸 Label	Copy	🖹 Move
Drag a c	olumn header and	drop it here to the log	by that column					
	Plan Name 📍	Task Tit!	Bucket	Progress	Assigned to	, <b>Y</b>	Start date	Due da
	Test Plan	RE7 <i>E</i> -mail potification doesn receive	't To do	InProgress	MOD Adm	inistrator		
	Test Plan	This is support tas & □ main task □	sk To do	InProgress	W.Adam		4/17/2019	4/18/2
	Test Plan	This is support ma	ail To do	InProgress	MOD Adm	inistrator		
	Test Plan	This is user mail	To do	InProgress	MOD Adm	inistrator		

## 5.2.5 Copy Tasks

You can copy existing Planner tasks into different plan with task attachments and comments.

Ho	ome	Pla	ns	Export	Im	nport (	OneDrive	Backup	Account	Sett	ings		
2 plar	n(s) select	ted		~	All Tas	ks	~	Generate	e 📲Edi	t Colum	ns	2	
+ Add	🖌 Edit	œ Pr	ogress	Start/I	Due Date	🛍 Delet	e Task	Bucket	<b>R</b> Assign	nee 🧹	Label	Сору	🖹 Move
Drag a c	olumn hea	der and	drop it h	ere t Cop	y Task					×			
	Plan Na	me Y	Task T	Title .	Select a Pla	an to copy	tasks					Start date	Due da
	Test Pla	In	RE: E notific	-ma	Test Plan		0010			Ŧ	or		
			receiv	/e	✓ Select	a bucket	To do			v			
	1 Test Pla	IN	This is & □ m		Includ	e Attachn	nents					4/17/2019	4/18/2
	Test Pla	IN	This is	s su	Includ	e Comme	ents				or		
	Test Pla	IN	This is	s usi					0	k	or		

### 5.2.6 Move Tasks

You can move existing Planner tasks to different plan with task attachments and comments.



## 5.3 Usage and Statistic Reports

You can generate following usage and statistic reports:

Ho	ome	Plans Ex	port Import	OneDrive Backup	Account Settings
2 plai	n(s) selec	ted	✓ All Tasks	✓ Generate	e Baledit Columns
+ Add	ピ Ed	General			×
Drag a c	olumn he	General			
	Plan N	All Tasks			
	Test P	Usage and Statistics			
		All OverDue Tasks	ļ	All Unassigned Tasks	Members with their tasks(All Tasks)
	Test P	Manukan with Linford	and teals	Ten M Menderer with Hofes	ished Asela
	Test P	Members with Unfinis	shed tasks	Top N Members with Unfin	ished tasks Top N Busy Members in Next N days
		Bucket with their task	is F	Plan with their overdue tas	sks
	Test P				

Report	Description
Members with their tasks (All Tasks)	Reports members with their task count for selected plans.
Members with Unfinished Tasks	Reports you the unfinished task count against each member from the selected plans.
Top N members with unfinished tasks	Reports you the top N members with tasks that are in progress. Here, N is selected by you.
Top N Busy Members with in next N days	Reports you the users with most tasks for next N days
All Unassigned Tasks	Reports you the tasks which are not assigned to anyone.
Buckets with their Tasks	Reports you the task's count for each bucket in a plan.
Plans with their Overdue Tasks	Reports you the task's count against each plan which are not completed within a duration.
All Overdue Tasks	Reports you the tasks which are not completed within a duration.

## 5.3 Report Grid -> Filter, Grouping and Search

You can easily filter the report by adding proper condition with every available column and you can also group report by dragging required columns into grouping panel.



Hon	ne	Plans	Export	Import	OneDri	ve Backup Ac	count Set	ings	Se	arch		
3 plan(	s) selecte	ed	~	All Tasks	~	Generate	BEdit Colum	ns			Search	Q 7.
+ Add	🗹 Edit	Progress	Start/D	lue Date  🛍 De	lete Task	Bucket	🖁 Assignee 🗸	Label 🖺 Cop	y 🖹 Move			
† Plan I	Name ×	↑ Bucket										
		Plan Name	- T	Task Title	T	Bucket	Progr	ess 📍	Assigned to	Start date	Due date	PercentComp
▼ Tes	Grou	ping				Select All				Show items with va		
-	To do					To do End of Life		Multi-Sele	ct Filter	Is equal to	Filt	er
				RE: E-mail		In Stock					Ċ.	
		Test Plan		notification do	esn't	Legend			MOD Administrator	And 🔻		50
				receive		0 items selec	ted			Aliu +		
		Test Plan		This is suppor & □ main task		Filter	Clear		W.Adam	Is equal to	<b>v</b>	24
		Test Plan		This is suppor	t mail	To do	InPro	gress	MOD Administrator		ä	50
		Test Plan		This is user m	ail	To do	InPro	gress	MOD Administrator	Filter	Clear	79

#### 5.4 Save current view as Report

Once you have applied required filters and grouping, you can easily save the current view as new custom report by following the steps shown in below image. You can access the custom reports from Report Picker panel.

-	Home	Plans	Export Import	OneDrive Backup A	Account Settings				
3	plan(s) se	lected	✓ All Tasks	✓ Generate	Edit Columns		Search	Q 7.	Export
++	Add 🗹 E	dit 🗇 Progress	Start/Due Date 🛍 Delet	e Task 📰 Bucket	RAssignee 🗸 Label	Copy Move		$\rightarrow$	Save
∔E	Bucket ×								
		Plan Name 👃	Task Title	Bucket	Progress	Assigned to	Start date	Due date	-
•	To do					Save current view as	report ×		
		Test Plan 2	3	To do	NotStarted				
		Test Plan	RE: E-mail notification doesn't receive	To do	InProgress	Test Report	Save		

## 6. Plans

#### 6.1 Reports

You can generate All Plans and All Groups report.

## 6.2 Add Plan

You can create new plan with new group, and you can also create new plan in existing group.

Но	me	Plans	Export	Import	OneDrive Backup	Account	Settings			
All F	lans	~	Generate	Edit Columns	5					
+ Ad	d Plan	🖉 Edit Plan	₽ Manage Gro	up Members	RAdd Bulk Users fro	m Excel or Csv	₽ Copy Gro	up Members	🖉 Add	New Bucket
Drag a	colum	n boodor and dra	n 9 hara ta araun	by that aslumr						
	Pla	Add Plan					×	Public	T	Group Name
	Bu	Plan name TestPlan						ilse		Bulk Plan
	Bu		an existing office	365 group				ilse		Bulk Plan 3
		TestPlan								
	Dy	_	AD MA CW	2				ilse		DynoDyno
	Jo	This is test	plan				11	ilse		JoinUsIT
	Ne				010001.0011	Create	Cancel	Ilse		New Plan Testir



#### 6.3 Edit Plan

Select a single plan and click **Edit Plan** button, currently this tool supports only to rename the plan. To view and edit more Plan settings, you can click the button as shown in below image (View in Planner portal), it will open the selected plan in Planner web portal and you can update required settings from portal.

Edit Plan	<b><u>Clicktoviewthisplan</u></b> ×
Plan name Test Plan	in Planner Portal
Group name	Email address
Test Plan	TestPlan@i onmicrosoft.com
	Update Cancel

### 6.4 Manage Group Members

You can add or remove multiple users in selected plan's associated group. This action supports multiple plans update.

Hom	ne Plans	Export	Import	OneDrive Backup	Account	Settings
All PI	ans 🗸 Ger	erate	Edit Columns			
+ Add	Plan 🖉 Edit Plan 🧏	Manage Gr	oup Members	Add Bulk Users fro	m Excel or Csv	R Copy Gro
Drag a c	olumn header and drop it	here to grou	p by that column			
	Plan Name	Plan Up	date Members i	n Selected Grou	ps	×
	New Plan Testing		Members to add:	3	+	× F
	Test Plan		Allan Deyoung			F
	Test Plan 2	3nBl	Members to remov	e:	+	× F
		· · ·				
	Test Plan CMT CPY	iKjR ABn	0.		date Ca	ncel F

### 6.5 Add Bulk Users from Excel or CSV

Using this action, you can add bulk users as member of existing groups. Your Excel or CSV file should include the column header "UserName", the column "GroupName" is optional, if your file does not include GroupName, then the tool asks you to choose the target group.



Hon	ne Plans	Exp	ort Import	OneDrive Backup	Account	Settings		
All PI	lans 🗸 Ger	nerate	Bedit Columns		•			
+ Add	I Plan 🖉 Edit Plan 🔗	4 Manage	Group Members	R Add Bulk Users fro	m Excel or Csv	₽ Copy Group Members	🖉 Add New Bi	
Drag a c	column header and drop it	here to g	roup by that column					
	Plan Name	Plai 🖌	dd Bulk Users fr	om Excel/CSV			× <sup>nt</sup>	
	New Plan Testing	tYH mS	Group Members.x	lsx		2	Browse	
			GroupName		UserNa	ame		
	Test Plan	poa rDn	Test Plan		Alex W	ilber	≜ t F	
			Test Plan		Aldo M	Aldo Muller		
	Test Plan 2	dat 3nE	Test Plan 2		Alex W	ilber	t F	
			Test Plan 2		Aldo M	Aldo Muller		
	Test Plan CMT	Jpn UE	Test Plan 2		Allan D	eyoung		
	Toot Dian CMT CDV	7 iKjF				3	Add	

### 6.6 Copy Group Members

You can easily copy group members from one group to another group.

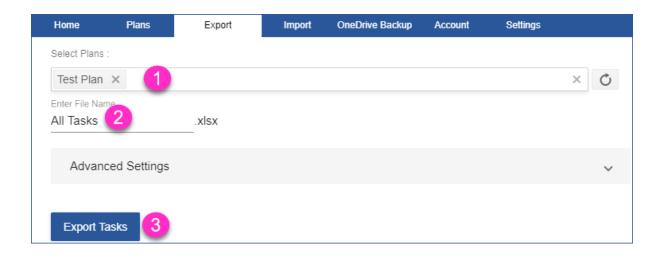
### 6.7 Add New Bucket

This action allows you to create a new bucket in the selected plans.

# 7. Export Tasks

You can export tasks from single and multiple plans to Excel file.

- Export includes Task Title, Progress, Bucket, Start date, Due date, Labels, User assignments, Checklist, Attachments, Comments, Custom Fields, Task Dependencies, WBS (Work Breakdown Structure) and more...
- You can export user assignments, checklists, attachments and comments as separate Tab in Excel file.





# 7.1 Export Plan as Template

For repetitive project, you need to create tasks every time when you create plan, you can overcome this repetitive work by creating common tasks in a plan and export that plan as a template for future work. The template is nothing but the exported Excel file, you can make required changes in that template and import them into another new plan/existing plan.

You can export Checklists, Attachments and Comments as separate tab in Excel file, so that you can easily add new checklist items in that tab itself before importing into new plan.

Home I	Plans	Export	Import	OneDrive Backup	Account	Settings	
Select Plans :							
Test Plan ×							Ċ
Enter File Name							
Test Plan Tem	plate	.xlsx					
	o:						~
Advanced :	Settings						~
Assigned to					Select Columns		
SingleLine		•			Plan Name, Tasl	k Title, 💌	
Checklists					Comments		
Tab		•			Detailed	•	
Attachments							
Tab		-			Include Custom	Fields 🗸	
					Resolve Task De	ependencies 🗸	
Include plan	n and group	details					
Expect Teste							
Export Tasks							

If you are using Apps4.Pro Gantt and created sub tasks and task dependencies, you can also export those details in template.

۵	<b>•</b> • ∂•	÷					Test	Plan Template	- Excel		li li		JP'		- 1	a x
	Home	Insert Page La	iyout For	mulas Dat	a Review	View Add-ir	ns Help	LOAD TEST	Team 🔎	Tell me wi	hat you want to o	do				A Share
Paste	X Cut E Copy → ✓ Format Pa	Calibri B I U	•   🖽 •   4	• A • A	= = •	• Merge		General 💱 • % •		ditional For atting + Ti	able * Styles *	· ·	e Format	Fill * Clear *	AT Prind & Find & Filter * Select *	
	Clipboard	G.	Font	G.	A	lignment	Fa	Number	5	Styl	es	Cell		Editir	g	^
013	-	$\times \checkmark f$	£													~
A	в	C	D	E	F	G	н	. I.	1	к	L I	м	N	0	р	
1 10		Task Title	Bucket		Assigned to		Due date	Categories	Description	WBS	Predecesso		ShowOnCar	-	Plan Id	resource
2	1 Test Plan	Test Task 2	To do			2018-06-15T1			This is test t	tasl 1			Automatic	ogn9RehL	(1b1isN4-Hkq1	l {"Alex W
3	2 Test Plan	TT2 Sub Task 1	Sub Tasks	NotStarted		2018-06-15T1	2018-06-27	Orange:3		1.1	5ss	3	Automatic	95t_Ntxiu	[1b1isN4-Hkq1	{}
4	3 Test Plan	TT2 Sub Task 2	Sub Tasks	NotStarted		2018-06-24T1	2018-06-29	Orange:3		1.2		8	Automatic	CmW2iwF	1b1isN4-Hkq1	{}
5	4 Test Plan	Test Task 1	To do	NotStarted	Lee Gu	2018-06-14T1	2018-07-05	Orange:3	This is test t	tasl 4			Automatic	Sk5AJWI0	k 1b1isN4-Hkq1	u8qDQsc
6	5 Test Plan	TT1 Sub Task 1	Sub Tasks	NotStarted	Lynne Robbins	2018-06-14T1	2018-06-20	Pink:1		4.1		6	Automatic	vh7zFjy_t	1b1isN4-Hkq1	l {"Lynne
7	6 Test Plan	TT1 Sub Task 2	Sub Tasks	NotStarted	Allan Deyoung	2018-06-21T1	2018-06-25	Red:2		4.2		7	Automatic	BOtV7tAJ	1b1isN4-Hkq1	L {"Allan E
8	7 Test Plan	TT1 Sub Task 3	Sub Tasks	NotStarted	Alex Wilber	2018-06-26T1	2018-07-05	Orange:3	This is test t	tasl 4.3			Automatic	HgGNvkm	(1b1isN4-Hkq1	l {"Alex W
9	8 Test Plan	Test Task 3	To do	NotStarted	Allan Deyoung	2018-06-27T1	2018-07-07	Pink:1		8			Automatic	jPzjQwHO	1b1isN4-Hkq1	l {"Allan [
10																
22													ACU	vate vviin	10105	
-	Т	checklist	Attachm	ents Cor	nments (	+)							Go to	Settings to	activate Winde	ows.
													m	(m)		



# 8. Import Plan Template (Excel tasks)

You can export required Plan and Task details to Excel file and keep this file as Template (Refer section **7. Export Tasks**). During Excel import, you can pick this template Excel file and Planner Manager will create new Plan and create Buckets and Tasks and add users to Plan and assign tasks for them.

You can import following Plan details from Excel:

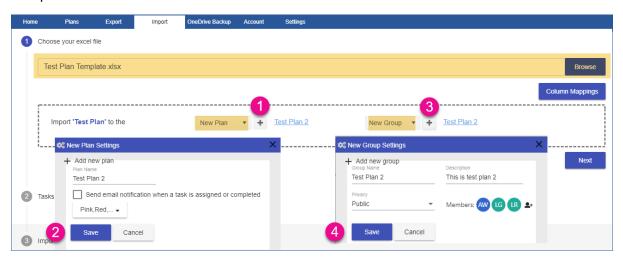
- Buckets
- Labels
- Plan Members

You can import following Task details from Excel:

- Task Title
- User Assignments
- Applied Labels
- Bucket
- Progress
- Start and Due dates
- Description
- Checklists
- Attachments
- Comments

### 8.1 Import tasks into New plan in New group

Users can choose option to create new Plan in new Office 365 group and import all tasks into this new plan.



#### 8.2 Import into New plan in existing group

Users can choose option to create new Plan in existing Office 365 group.



					Column Mappings
	Import ' <b>Test Plan'</b> to the	New Plan 🔻 -	1 + <u>Test Plan 2</u>	Select Group Test Plan 💌	C
	🗱 New Plan Settings		×	 	
	+ Add new plan Plan Name				Next
2	Test Plan 2 Tasks to Import Send email notification Pink,Red, •	 n when a task is assigned o	or completed		
3	Import Result 2 Save Cancel				

# 8.3 Import tasks into existing Plan

Instead of creating new plan, you can also import all your Excel tasks into existing Planner plan.

Test Plan Template.xlsx				Browse
				Column Mappings
Import 'Test Plan' to the	Existing Plan •	Target Plan Test Plan 2 ▼ ひ	ß	
				Next

**Note:** When you import tasks into existing Plan, if the Excel includes the field Task Id, then the extension looks for the Planner task for the specified task id and update the task with current details that found in Excel file.

# 8.4 Map Excel column headers with Planner fields

When you import the Excel file that was exported from Planner Manager, you don't need to worry about this Column Mappings as it will automatically get mapped. But if you are importing the Excel file that was downloaded from different source (Ex: MS Project), then you need to map the Excel fields with Planner fields.

Ch	Column Mappings						
Т	Custom fields to be	mported: <sup>5 items selected</sup>	× E				Brows
	Plan Name	Plan Name	•	Task Title	Task Title		Column Mappin
ſ	Bucket	Bucket	•	Progress	Progress		
	Assigned to	Assigned to	•	Start date	Start date		
į	Due date	Due date	•	Categories	Categories	-	
	Checklist	Checklist (Tab)	-	Description	Description		Next
Tas	Attachments	Attachments (Tab	) -	ShowOnCard	ShowOnCard	-	•
						Save 🔒	



## 8.5 Update existing Planner tasks using Excel file

Along with creating new tasks you can also use this extension to update existing Planner task fields.

Follow the below steps to update existing plan tasks:

- Export tasks with all fields (including Task Id) from a single plan that you want to update.
- In Excel file, do the required changes for the tasks you want update (Ex: Start date, Due date, Assigned to, etc..) and save the Excel file.
- Go to Import tab -> select the modified Excel file and choose the Existing Plan option and select the Plan (the source plan where you exported the tasks).
- Now proceed the import process, the tool finds the original task by task id field in the selected plan and update the changes.

**Note**: The Excel file should have the field "Task Id" and every task that you want change should have the value for Task Id field. If any task found without Task Id field value, the tool creates a new task.

## 8.6 Copy Task attachment file from old Plan's SharePoint site to new Plan's SharePoint site

If you have created Excel template by exporting tasks with attachments, the attachment URL path points the SharePoint site of the source plan's associated group, when you import into another plan the attachment URL simply target the group site of old plan. So, if you want to download the attachment file from old plan and upload it into new plan, you should have signed-into Graph API account under Account tab.

# 9. OneDrive Backup (Automatic Schedule)

You can configure this automatic schedule task to export tasks from selected plans into your OneDrive storage location. By default, this backup task overwrites the existing OneDrive file. You can choose the option "Do not overwrite existing file" if you want to create new file in every run.

Hor	ne Plans	Export	Import	OneDrive Backup	Account	Settings						
~	OneDrive Backup Se	ettings										
	OneDrive Account	1										$\sim$
	OneDrive Settings											^
Or	eDrive Location :	Apps4P	ro 2		C Browse		Export tasks from :	▼ 3 plan(s) se	elected × 4	Ċ	Columns	
Fil	e Name :	All Task		existing file			Backup Interval :	5	Hours 5	▶ Run Now		
Sa	ve as :	Excel			•							
										6	Save	

Note: You can click 'Run Now' button if you want to run this backup task immediately.



# 10. Settings

## **10.1 Custom Field Settings**

To set custom values in Planner tasks, first you need to create required Custom Fields in required plans. The custom fields are unique to specific plan, if you want to use same fields in multiple plans then you need to create (or copy) fields in every plan.

Home	Plans	Export	Import	OneDrive Backup	Account	Settings	
-Settings							
ECustom Fields 1		Custom Fi	elds Settings		×		
Tracer Lo	gs	Plan: Test	Plan 2	v		Сору	<mark>3</mark> ∕ <b>+</b> Add
Debug m	node: O Info	Ti Add	Custom Field		×		
🗴 Expo	ort Logs	Pr Tc	Title : TestFleld	4			1
Api Settin	gs	ic i	Field Type : SingleLine		*		-
Other Set	tings		🗌 Is Requi			6 Save	Cancel
				5	OK Cancel		

**Note**: The tool will create a Planner task with the name "Apps4.Pro Settings" in the particular plan and save the custom field settings in this task. You should not delete or edit this task to keep the custom field settings. If you delete this task, you won't lose the custom field values that you have configured in the individual tasks, but the custom field settings will be removed, and you need to recreate the fields in this case.

### 10.2 Tracer Logs

For troubleshooting and analyse, the tool logs the required details in local web storage (Indexed DB). If you face any problem, you can Export Logs and send to <a href="mailto:support@jijitechnologies.com">support@jijitechnologies.com</a> to get more help for your problem.

### 10.3 Date & Time Format

You can set your own Date & Time display format as shown in below image. Based on this setting, the datetime value will be displayed in Report grid, Add and Edit task window.

Home	Plans	Export	Import	OneDrive Backup	Account	Settings		
Settings								
≡Custom F	Fields							
Other Set	tings							
Throttling	Throttling Wait Time :			Secs		Date Format :	M/d/yyyy	<b>1</b> '
Task Detai	Is Batch Limit :	1				Time Format :	h:mm tt	
Comments	Batch Limit :	1						
Report Siz	e :	10	000					
							2	■Save



# 11. Planner Web Portal Integration

This extension adds the customized buttons Export & Import in Planner Web portal (tasks.office.com), so you can easily export and import tasks from Planner portal itself.

