

**Left panel** contains Projects and Tasks list.

**Right panel** shows all the activity related to a project or a task selected in the left panel - notes, files, etc.

Below are the basics of the 5pm main screen interface:

**You can split your projects into Groups**

**Resize the columns** by dragging the separators between them

**Add & hide columns** or using right click on their headers

**Files tab** shows the files in a flat list

**Panel menu** for more options

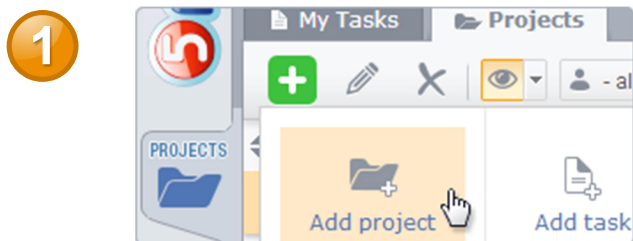
**Custom sorting order** you can drag the projects and tasks up and down

**Sort by any column** by clicking on its header

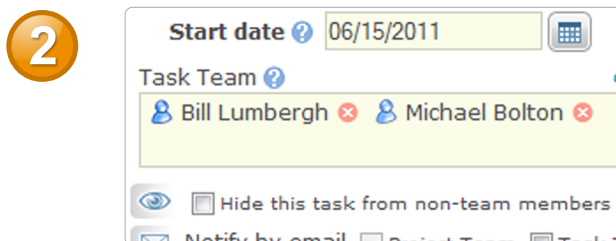
**Resize the panels** by dragging the separators between them

**Project / Task Info panel** shows the details of a project or a task selected in the left panel

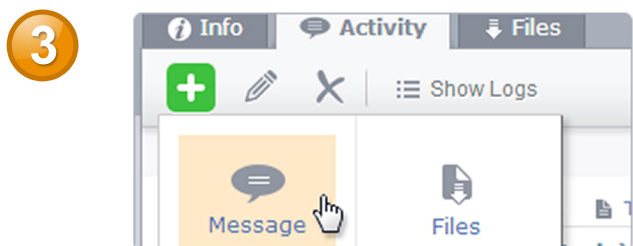
Here are the basic steps on how to use 5pm:



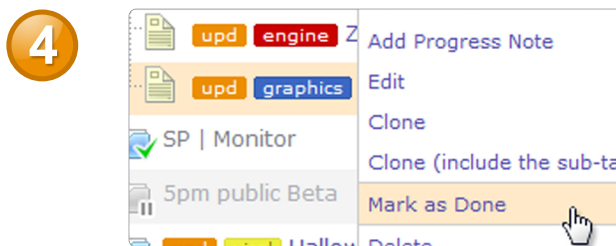
Add a Project and then add Tasks to it - use the “+” button on the top of the left panel.



Assign a Team to a Project or a Task in the New Project/Task popup window.



Add Messages to Projects and Tasks selected in the left panel - use the “+” button on the top of the right panel.



To report work progress on a Task - add a Progress Note in the right panel ... or you can simply close a task when it is finished using the right click on it then "Mask as Done" in the left panel.

## Tips:

- To edit your user profile details, including your password and email, use the People area - big tab on the left
- To print out some data use the General Report - big tab on the left
- To hide the old closed projects and tasks use “view” filter on the top of the left panel (the one with the “eye” icon).