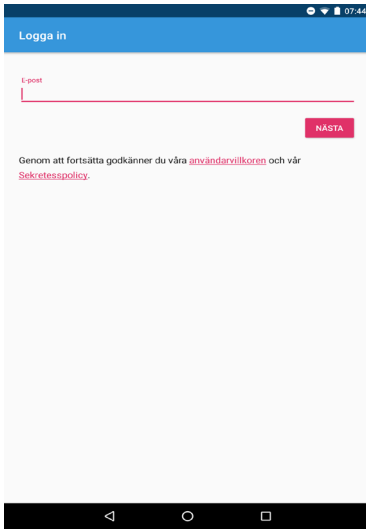
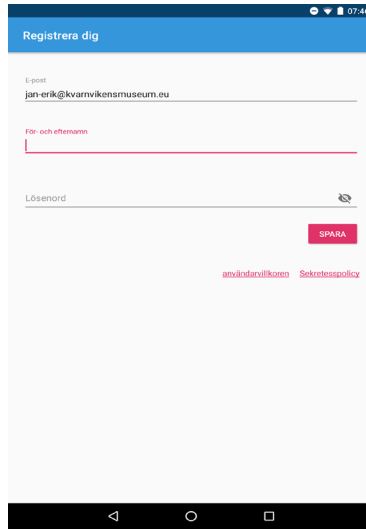


Register:

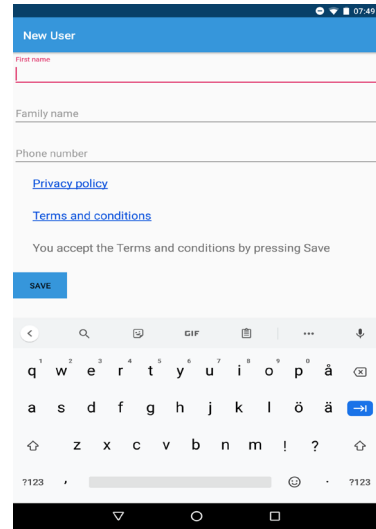
Start the Agile Pulse App. Enter your email. Verify your email. Enter user name and password. Enter your name and phone number.



Read [Terms and conditions](#) and the [Privacy policy](#). If you accept them, enter your email.



After email verification, enter user name and password.



Enter first name, family name and phone number.

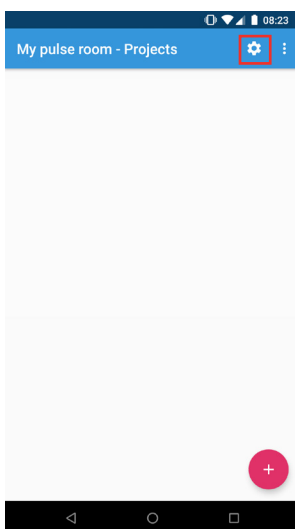
Edit Profile and Settings:

Edit user profile:

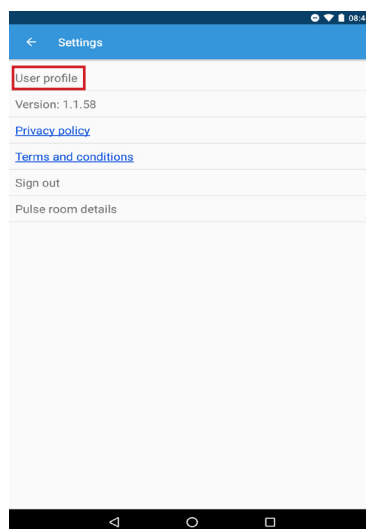
Go to *Settings*. Choose *User profile*. Choose *Edit*.

Delete account:

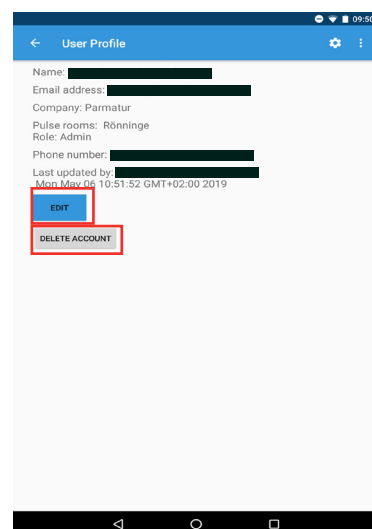
Go to *Settings*. Choose *User profile*. Choose *Delete account*.



Go to *Settings*.



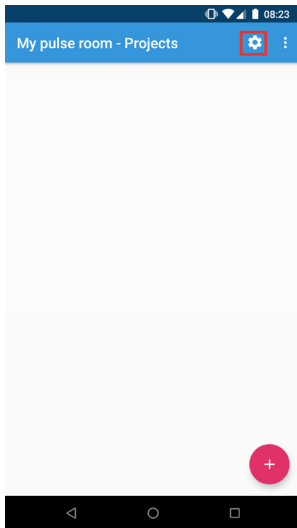
Choose *User profile*.



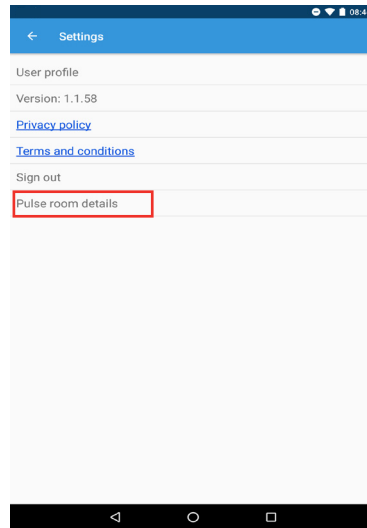
Choose *Edit*.
Or choose *Delete account*.

Edit My pulse room:

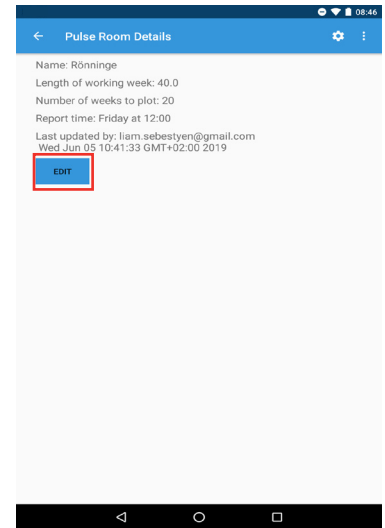
Go to *Settings*. Choose *Pulse room details*. Press *Edit*.



Go to *Settings*.



Choose *Pulse room details*.



Press *Edit*.

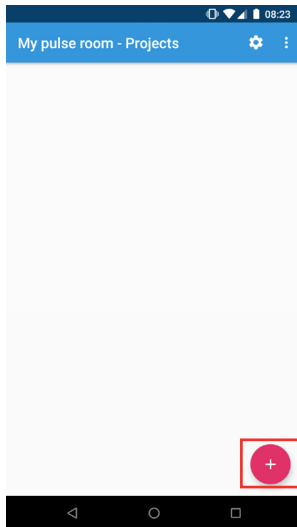
Report time:

The time limit at which you should have added the project log each week. This can be changed by going to the settings, choosing *Pulse room details* and pressing *Edit*. The default time is Friday at 12:00.

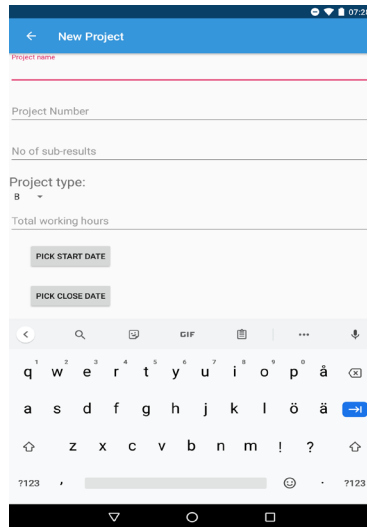
Add and Edit Project

Add project:

Go to the project list. Press the floating action button. Fill in the project's details.



Press the floating action button.



Fill in the details of the project.

Definitions

Sub-results:

The project plan will consist of many sub-results (deliverables, small steps on the way) that together will lead up to a completed project. The number of sub-results should preferably be between 20 and 100. The size of each sub-result should preferably be between 20 and 200 working hours.

Project type:

B is a short project that for example develops a new model of an existing product (or process), customizes a product (or process) to specific customer needs, improves quality or cost on an existing product (or process) or installs a product (or process).

C is a long project that for example develops a new generation of a product (or process) family, adds new technologies to a product (or process) or develops a new design.

D is a research project (pre-development project) that develops completely new technologies.

Total working hours:

The estimated number of working hours required to complete the project.

Start date:

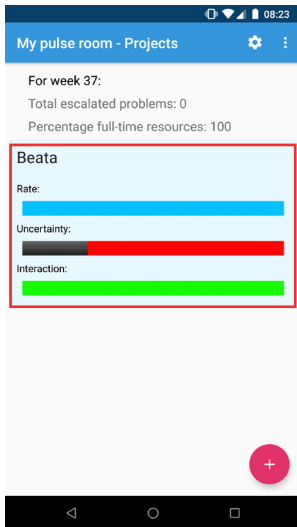
The date when the project was started.

Close date:

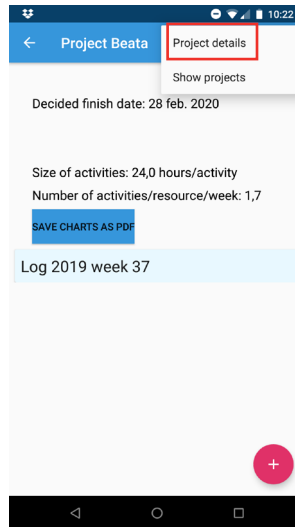
The planned date for the project to be completed.

Edit project:

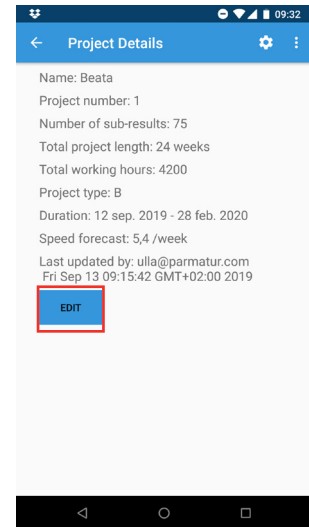
Tap on the project. In the menu, choose *Project details*. Press *Edit*.



Tap on the project.



In the menu, choose *Project details*.

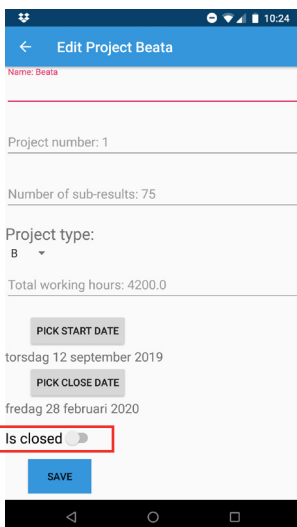


Press *Edit*.

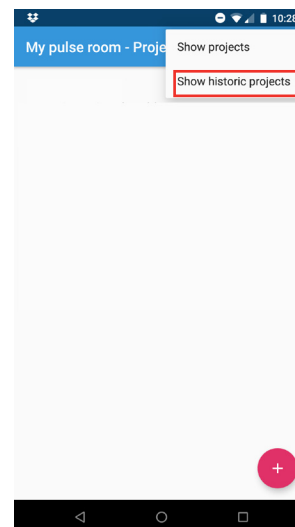
Close project:

Tap on the project. In the menu, choose *Project details*. Press *Edit*. (As shown in the figures above.)

Switch to *Is closed*. The project will now be shown in *historic projects*.



Switch to *Is closed*.

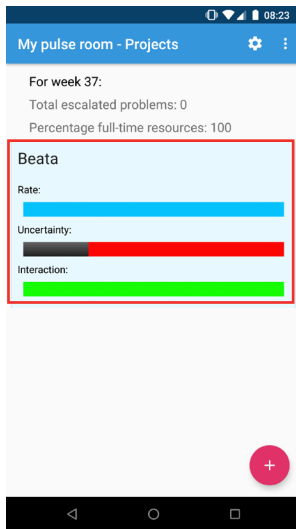


You will find your closed projects in the menu, *Show historic projects*.

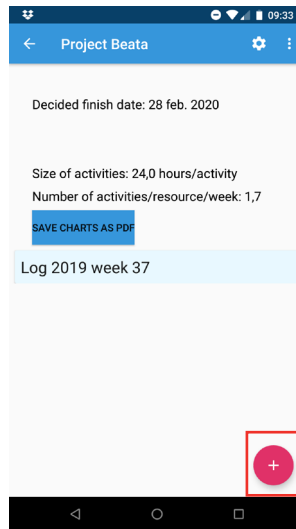
Add and Edit week log

Add week log:

Go to *Show project*. Select the project by tapping on it. Press the floating action button.



Tap on the project.



Press floating action button.



Add week log.

Definitions

On hold/Holiday

If there has not been anyone working on the project for the past week, then switch to *On hold/Holiday*.

Completed sub-results:

The total number of sub-results that have been completed. (Completed sub-results are in Agile Pulse marked with green magnets.)

Opened sub-results:

The number of sub-results that are currently being processed. (Open sub-results are in Agile Pulse marked with yellow magnets.)

Number of activities in done:

Each week your project team does a lot of work in order to complete opened sub-results. That work is broken down into activities. The size of an activity is preferably less than 8 working hours.

Count the total number of activities that have been done by the project team during the last week. (In Agile Pulse those activities will show as post-it notes in "Done" on the Project pulse board.)

Open problems:

Are there any problems in the project that have been escalated to the management team? The project team then waits for a decision from the management team. (Open escalated problems are in Agile Pulse marked with red magnets.)

Full time resources:

The number of full time resources allocated to the project during this week.

Part time resources:

The number of part time resources allocated to the project during this week.

Number of pulse meetings:

The number of meetings conducted during this week with the project team to coordinate and organize the work. (In Agile Pulse those meetings are called pulse meetings and they take place at least daily in front of the Project pulse board.)

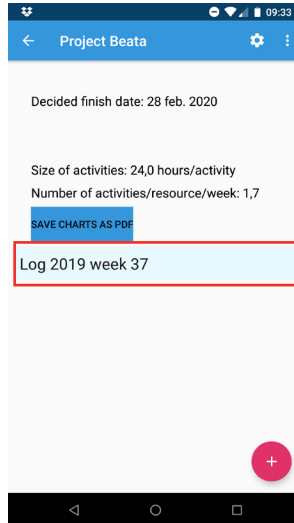
Edit a week log:

Select the project by tapping on it. Choose the week log by tapping on it. Press *Edit*.

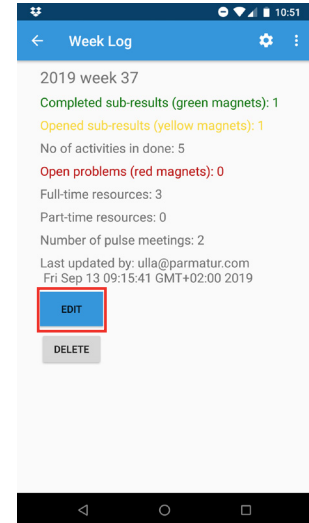
Or press *Delete* if you want to erase the week log.



Tap on the project.



Tap on the week log.



Press *Edit*.

Symbols

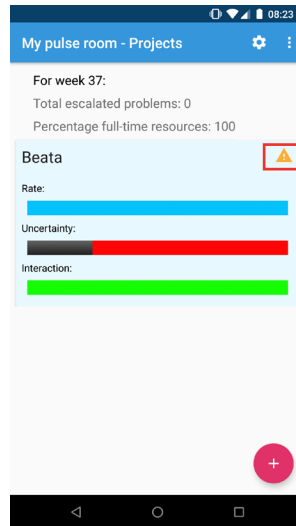
Warning symbols in progress bar view:

A grey symbol is shown for the project's first week if no logs have been created. In this case, default values are used for the progress bars.

An orange warning symbol is shown when the week log for the project is late (the data is then not up to date).



No log has yet been created.



The week log for the project is late.