



Using incident indicators with Visual Intercept Project

When managing a plan using Visual Intercept Project it can be helpful to have a visual indication that a task or summary task has a related Incident. This month's techtip describes how to configure your plan to display an icon in the Gantt chart when a task has been related to an Incident in your Visual Intercept database.

Creating the Graphic Indicator:

1. Launch Microsoft Project.
2. From the Microsoft Project Menu Bar select Insert|Column.
3. In the Field Name select Visual Intercept Project (Text 30), type in a descriptive column title (VI Indicator is used for this Tech Note) and select OK.
4. In the Microsoft Project workspace you now see a column labeled "VI Indicator" with numbers in it. These numbers represent related Visual Intercept IncidentIDs.
5. Using the Microsoft Project Menu Bar Select Tools|Customize Fields.
6. Ensure that Visual Intercept Project (Text 30) is highlighted and Select Graphical indicators.
7. In the Graphical Indicators for "Visual Intercept Project" dialog box ensure that the radio button for Non Summary Rows is selected.
8. In the Test for "Visual Intercept Project" cell select "is greater than", in the value cell type 0 (zero), in the image cell select the image you would like displayed in the column. (note: we test for greater than zero because a Task with a linked Incident will always be the Incident ID in that field).
9. Select OK, in the "Customize Fields" dialog select OK.

In the Microsoft Project workspace there is now an image in the VI Indicator column for each Task that has a linked Incident.