

Run!AzTech Run! Commands

AzTech Run Command (Upper or lower case is OK)	Modifies Field or Other Data?	Run Action	Notes / Tips / Warnings
Quick Start!			
123 or SETUP	Adds Views, Tables, Filters, & Maps	Creates AzTech Views, Tables, Filters, Groups, and Maps Re-run each time you change the Status Date (Project > Project Info > Status Date)	Quick way to set-up a new file. You can safely say No to the prompt to create AzTech Filters, Groups, or Maps. Safely ignore any error messages as you click OK thru this. If you don't use an Earned Value Method (EVM) field, just choose the default Text29.
SETALL, SETVALUES		Set all variables (EV Method Text field, Hit Duration, Total Float, & Duration values) for AzTech Stats Report	Required step within a given folder, but values stored in a .TXT file thereafter. AzTech Stats uses default values each time your re-open a .MPP file unless you run this or other SET commands, below, to change the values.
SETHIT		Set Hit Duration for AzTech Stats Report	For example, a Hit duration of 20 will count Actual Starts or Actual Finishes within 20 working days of the Baseline Start or Finish, respectively. Required step each session.
SETDUR		Set Duration values for AzTech Stats Report	These are the three bands of durations; e.g., from 0 to 20 days, between 20 & 60 days, & greater than 60 days. Required step each session.
SETTF		Set Total Float values for AzTech Stats Report.	These are the three bands of Total Float values; e.g., from 0 to 20 days, between 20 & 60 days, & greater than 60 days. Required step each session.
SETEVM		Set EV Method (EV Technique) field other than Text29 for running AzTech Stats & other reports, views, table, filters, or groups..	Required step each session.
T1T29 thru T30T29	Text29	Copies Text1 (T1) thru Text30 (T30) to Text29, AzTech's preferred field for the Earned Value Method (EVM) or Technique.	Optional step, but best for running AzTech Stats & for STAT_Filters for drilling down into problem Tasks.
N15	Number15	Copies Unique ID to Number15 field. Use this before running OOS, Links, Trace arrow buttons, or certain IMS reports or functions.	Warning: Make sure you are not using Number15.
*, **, Expand		Expands & Unfilters to show ALL Tasks (works in IMS, too).	Expand & unfilter the schedule.
***		(Yes, three asterisks) to expand a complex, multi-project file that has project files inserted within the level 1 inserted files; that is, nested files.	Takes a bit longer than Expand, but is more thorough; useful for a "shell" file that contains multiple levels of inserted subprojects.
NOSUM or FILTER			<ul style="list-style-type: none"> • "OR one two three" finds any task with either one, two, or three in the name • "AND one two three" finds any task with any combination of one, two, or three in the name • Command is NOT case sensitive; do not include quotation marks ;-)
COUNT		Runs Count on selected Tasks (see lower left corner for quick metrics including # of Tasks, # of Summary Tasks, Detailed Tasks Started, Detailed Tasks Completed / Total # of Detailed Tasks = % Complete of Tasks).	Get quick metrics on progress on selected Tasks (select any column then run the Count function).
ST STATS, Statistics, Metrics (or Mike, Beattie, Mbeattie)		Runs the AzTech Stats Report on the SELECTED Tasks.	Run AzTech's Statistics Report to quickly gauge the health of your schedule. Use AzTech's Excel Addin to format the Stoplight colors.
TRACE, PATH, CP (or CORY)	Flag19	Run the AzTech Trace on the SELECTED Task.	Find the predecessor path or critical path to any Task.

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REVERSE, REVERSETRACE		After running Trace, use Reverse to filter for Flag19=No, which shows you items NOT on that most recent Trace path	<ul style="list-style-type: none"> • Run! Trace as usual, then switch the filter to A_Reverse_Trace and this shows tasks that are NOT on that trace path • Use in combination with filtering by Code (T15), other other standard fields like WBS or Contact, and you get a powerful way to test traces for missing or incorrect logic
Navigating			
BOOKMARK, BM, or BK		Bookmarks the current Task.	
GOBACK or GB		Goes back to the last Bookmarked Task.	
GO		Jumps the current task's start date to the Gantt window (like clicking the Scroll to Task "finger pointing" icon)	
FIND		Find given values in the current field (column).	
NAME		Find given text in the Name field.	
NEXT		Finds the NEXT occurrence of the last FIND command.	
UID or UNID		Goes to a given Unique ID.	In an IMS environment with multiple .MPP files, the same Unique ID might occur more than once, so use the NEXT command or toolbar button to jump to the next occurrence.
WBS		Goes to a given WBS (part of the WBS field).	
SEARCH		Searches all common fields and Text fields, including the Notes field for a given text.	
Filtering & Displaying			
*		Expands & Unfilters to show ALL Tasks (works in IMS, too).	
***		Runs a more extensive Expand function that works for complex IMS files that have multiple subprojects and nested subprojects. Takes a bit longer, but only need to run it once in a session. Best to collapse using Run! L1 before running.	Shows the task count after running, though the number may be larger than expected due to repeated tasks when using inserted or nested subprojects.
A or ALL		Unfilters the current Project (like the ALL button) & shows Summary Tasks (if they were hidden).	Does NOT expand all Tasks.
LMAX		Expands ALL Levels	
L1 - L9		Expands to Level 1 - 9 (L1 = Level 1)	Quickly collapse or expand!
F	Filter	Filters (prompts for FieldName Formula Value; e.g., "T1 has software" will filter for Text1 contains "software"). Shortcuts for field names are: N1, F1, and standard MSP field names. Shortcuts for Formula are: > < >= <= has contains equals.	Advanced...very cool!!
ST		Expands subtasks below current Task.	
H		Hides subtasks below current Task.	
S or Summary		Displays (unhides) Summary Tasks.	
E		Displays External Tasks (shadow Tasks).	
+ or ++		Expands All Tasks (shows ALL Tasks).	
B		Displays (unhides) BOTH External & Summary Tasks.	
HS		Hides Summary Tasks.	
HSF		Hides Summary Tasks & Sorts by Finish Date.	
HE		Hides External Tasks (shadow Tasks).	
HB		Hides BOTH External & Summary Tasks.	
SHOWPARENT	Flag19	Shows only immediate parent Summary Task for SELECTED Tasks	Reduces size of filter; great for printing reports with fewer pages.
G, NG		Removes any Grouping (applies No Group)	
GTFN or GTSN		Group by Negative Total Float (Sorted with lowest Total Float at the top)	
GTFP or GTSP		Group by Positive Total Float (Sorted with highest Total Float at the top)	
GTF or GTS		Group by Total Float	
GDA or DAG		Group to show Duration Analysis to see how much duration has changed from baseline to current	

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GEVM or EVMG		Group by EV Method to show durations by EVM	
D		Shows all data fields for the Selected Task. Same as choosing Show, D for Data Fields.	Skips custom fields that have formulas.
I		Indents Name field.	
DI		Does NOT Indent Name field.	
LAST or L		Hides Summary Tasks then sorts by Finish Date to quickly jump to the Last Task.	
P, Show Project		Shows (unhides) the Project (ID = 0) Summary Task.	
HP, Hide Project		Hides the Project (ID = 0) Summary Task.	
AUTOFILTER		Toggles AutoFilter on or off.	
SORT		Brings up the Project, Sort command window.	
FONT	Fonts	Brings up the Format, Font command window.	
X or RESET		Clears the Status Bar.	In case a macro has left a text message in the Status Bar (bottom left).
TF>		Filters for Total Float > given value.	
TF<		Filters for Total Float < given value.	
DEADLINE		Filters for Tasks with a Deadline Date.	
HARD		Filters for Tasks with Hard Constraints.	
SOFT		Filters for Tasks with Soft Constraints.	
Projecting the Schedule During Meetings			
SHOW		Prompts for SHOW shortcut codes to hide or display certain Tasks or parts of a View.	Cool: Use Show Data Fields (D) to show the field values for a SELECTED Task.
6 - 8 - 10 - 22	Fonts	Sets the View font to size 6 (or 8 or 10 up to 22).	
UK or INTL	Dates	Changes default date format to UK or Int'l format DD MMM YY	
US	Dates	Changes default date format to US format MM/DD/YYYY	
LINKSTOTOP	Layout Arrows	Shows arrows pointing to the top of each Task.	
SL, SHOWLINKS, or LINKSTOEND	Layout Arrows	Shows arrows to the beginning or end of each Task.	
NL or NOLINKS	Layout Arrows	Removes all network logic arrows from display.	
PIC		Clicks the Camera icon to take a picture of the currently selected tasks	
Sorting			
ID or SID		Sorts by ID	
SUID	Y	Sorts by Unique ID	
SF	Y	Sorts by Finish Date	
SS		Sorts by Start Date	
TS, STS, STF	Y	Sorts by Total Slack (same as Total Float)	
SN15		Sorts by Number15 (AzTech's Unique ID field).	
SName	Y	Sorts by Name	
SResume		Sorts by Resume date field	Resume is the date between Start and Finish for in progress tasks. MSP typically spreads work from the Resume date to the Finish date. The difference between the Finish date and the Resume date is the Remaining Duration.
SB or SBB		Sorts by Number20 (Descending); SB = Sort BadBoys; also hides Summary Tasks	Use for sorting BadBoys or CountLinks values in Number20 field.

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Running Metrics, Statistics, & Advanced Analysis			
METRICS (or Susan)	Number20	Uses A_Project group and new A_Metrics table for tallying (counting) repeatable items (use with Filter, or new Codes command; more details below)	Changes Number20 field to a rollup field that counts the detailed tasks under each group and subgroup.
CODES	Text15	Run it on an IMS to pull codes from the task names for selected tasks. For now, uses Text15 and is hardcoded; we will make this more dynamic later. Before running Codes, select Text15 and Run! Clear to clear it of existing data; repeat this step anytime you want to refresh those codes.	Warning: Use at your own risk & save backup file first!
CODE	Text15	Filter for a part of the text in Text15 (assuming you have Run! Codes beforehand); e.g., filter for "PDR" or "CDR"	
SUM		Filters ALL Tasks for the Name field containing a given text.	Includes the Summary Tasks of the Filtered Tasks.
FILTER or NOSUM		Filters ALL Tasks for the Name field containing a given text.	Includes the Summary Tasks of the Filtered Tasks ONLY if the Summary Task also contains the given text.
COUNT		Tallies selected Tasks (see lower left corner for quick metrics including # of Tasks, # of Summary Tasks, Detailed Tasks Started, Completed / Total # of Detailed Tasks = % Complete of Tasks).	
COUNTSUMS		Tallies selected Tasks (see lower left corner for quick metrics including # of Tasks, # of Summary, Detailed Tasks Started, Completed / Total # of Detailed Tasks = % Complete of Tasks).	
C20 or COUNT20	Number20	Run it on an IMS to pull codes from the task names. For now, uses Text15 and is hardcoded; we will make this more dynamic later. Before running Codes, select Text15 and Run! Clear to clear it of existing data; repeat this step anytime you want to refresh those codes.	Warning: Use at your own risk & save backup file first!
STATS, ST, or BEATTIE		Runs the AzTech Stats Report on the SELECTED Tasks.	Run AzTech's Statistics Report to quickly gauge the health of your schedule. Use AzTech's Excel Addin to format the Stoplight colors.
STEP4 or DRILL	Adds STAT_Filters	Runs AzTech Admin Step 4 to refresh the AzTech STAT_Filters for the current Project file.	Uses Text29 as default for LOE or PPKg (Planning Package).
FIRST		Finds earliest tasks in the entire Project.	
LAST		Finds latest tasks in the entire Project.	
CP, TRACE, T, PATH, or CORY	Flag19	Run the AzTech Trace on the SELECTED Task.	Find the predecessor path or critical path to any Task.
LEFT	Flag19	Traces predecessors for the SELECTED Task.	Uses Flag19; Keep the Flag set to "build" a predecessor or successor path using Flag19.
RIGHT	Flag19	Traces successors for the SELECTED Task.	See LEFT, above.
IMST	Flag19	Runs the AzTech Trace within an IMS (Consolidated Project), expanding ALL tasks, formatting the View for maximum effect, including sorting, view options, etc.)	See LEFT, above.
O, OOS, OUT, OOSS, or KESTER	Flag19	Runs the AzTech Out-of-Sequence Status Report on SELECTED Tasks.	Fix any Out-of-Sequence Status to make sure your critical path is calculating correctly.
Links, Links (or Dave, DRutter, Rutter)	Flag19	Runs the AzTech Links Report on the SELECTED Tasks.	
COUNTLINKS	Number20	Counts the Number of Links in Number20 field.	
ENDPOINTS	Flag19	Filters for tasks or milestones with a predecessor, yet needing a better successor or Deadline. Also looks at Total Slack & Free Slack to find "culprits" that might improve overall Total Float & logic once linked to next best successor.	

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BADBOYS or BB	Number20	Assigns value to Number20 field for "bad" qualities of each Task. Run SB after BadBoys to get a sorted view of Tasks with the most issues.	Fixing these Tasks in this order tends to have the greatest impact on improving the schedule.
SB		Sorts BadBoys Descending for a nice report.	Fix the highest value BadBoys & you get more bang for the buck in improving the schedule.
BBL or BADBOYSLEGEND		Shows legend used for BADBOYS function.	
EVMDURS OR EVMDURATIONS		Switches to table & group for analyzing EV Methods & Baseline vs. Forecast Durations	
FS	Flag19	Filters selected tasks for those with at least one FS predecessor	
NONFS	Flag19	Filters selected tasks for those without at least one FS predecessor	
NOFINISH	Flag19	Filters selected tasks for those with SS or SF successors, but without a FS or a FF successor	These tasks will not show delays even if they are late
REMOVE	Constraints & Deadlines	Removes Constraints & Deadlines from the SELECTED Tasks based on selected options.	Warning: Use at your own risk & save backup file first!
PUSH, PUSHRIGHT, or KEYSAR	Copies File	Runs AzTech Push function to copy the current file into a what-if version, moving incomplete Tasks to the right (delayed) X calendar days. Note: Starts with the SELECTED Task & saves the Constraint or Deadline Date (if it has one) for that Task. Might choose to remove it after PUSH has finished.	Advanced what-if analysis. What happens if your schedule is delayed X days? Warning: Use at your own risk & save backup file first!

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Editing			
CLEAR	Field Values	Clears the SELECTED cells.	
CLEARRESOURCES	Resource Names	Clears Resources for SELECTED Tasks.	
SET	Field Values	Sets a field's value (prompts for the FieldName, use equals or =, then enter value). E.g., T1 = SW or N1 = 0 or F15 = No).	
REPLACE	Name	Replaces part of text in selected Tasks (in the Name field).	
REPLACECONTACT	Contact	Replaces part of text in selected Tasks (in the Contact field).	
PREPEND	Name	Prepends text to the left of the Name field of the selected Tasks.	Warning: Backup or save your file before running this, then confirm that the changes are as you would like
APPEND	Name	Appends text to the right of the Name field of the selected Tasks.	
CLEANUP or CLEAN	Name	Cleans the Name field, removing extra spaces.	
SMALLWORDS or SMALL	Name	Improves the Name field text by changing small words, such as prepositions to lower case and more.	
TRIM	Name	Removes leading and trailing spaces in the Name field.	
TRUNCATELEFT	Name	Removes the leftmost characters from the Name field (you enter the number of characters to remove).	
TRUNCATERIGHT	Name	Removes the rightmost characters from the Name field (you enter the number of characters to remove).	
TRUNCATETOLEFT	Name	Removes the leftmost characters from the Name field (you enter the number of characters to remove).	
TRUNCATEFROMRIGHT	Name	Removes the rightmost characters from the Name field (you enter the number of characters to remove).	
APPENDUNID	Name	Appends the Unique ID to a Task Name (temporarily useful sometimes).	
REMOVEUNID	Name	Removes the Unique ID from a Task Name (temporarily useful sometimes).	
UPPER	Name	Changes the Name field to UPPER case.	
LOWER	Name	Changes the Name field to lower case.	
PROPER	Name	Changes the Name field to Proper case.	
CONVERT	Duration	Converts SELECTED Tasks Durations to Days; does not work for Elapsed Durations	
CONVERTELAPSED	Duration	Converts SELECTED Tasks from Elapsed Duration to Days; Filter for Duration Contains "e" then run this function.	
ROUND	Duration	Converts SELECTED Task durations that are not rounded to whole days into whole days.	Warning: Only works on durations in workdays. If durations are in non-workdays or are in elapsed durations, convert them first using Convert or ConvertElapsed commands
ROLLUP, ROLL-UP, or RU	Work	Rolls up durations, work, or cost values from the task level up through the summary tasks for selected column	Warning: Careful with Durations. Always backup your file before running this
RUWORK, ROLLUPWORK, ROLLUPRESOURCES, RUR	Work	Rolls up resource assignment Work values to the Task level	Warning: Careful with Durations. Always backup your file before running this

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Staging			
STATUSDATES		Shows the Status Date for all open .MPP files. When prompted, enter a new Status Date, or simply click OK or Enter to continue without changing anything.	Note: If there are more than a dozen or so subprojects, the prompt might not reveal the input box, but it is there and you can still enter a date or simply click enter to continue
STATUSDATE or TIMENOW		Adds a Status Date gridline to the current View.	
TODAY	Project Status Date	Sets Project Status Date to current day.	In an IMS environment with multiple .MPP files, cycle through all open .MPP files and run this command for each file & for the IMS file itself. Use the STATUSDATES command to show Status Dates for all open .MPP files.
Z, DAN, or STATUS	Actual Start or Finish, Remaining Duration, % Complete, Physical % Complete	Runs the AzTech Status Wizard for the SELECTED Task.	
SD	SNET Dates	Prompts for an expected Start Date for the SELECTED Task.	This applies a SNET constraint on the Task, so use this with great care; usually only for the very near term (e.g., next two weeks). Best practice is for immediate predecessor to "push" successor Task, but sometimes a minor delay results in a known slip.
FD	Finish Date & Remaining Duration	Prompts for an expected Finish Date for the SELECTED Task. Or, you can enter a value for remaining duration in workdays.	This changes the remaining duration as needed to meet an expected Finish date--without adding a FNET or any other kind of constraint.
RESCHED	% Complete & Remaining Duration	Runs the AzTech Re-schedule function to take the Remaining Duration for SELECTED Tasks & apply it to the right of the Status Date.	Use this with care when a Task has started, but will slip past the Status Date.
FORCESTATUS	% Complete & Remaining Duration	Runs the AzTech function to change the progress bar for % complete to line up with the Status Date.	Use with care when a Task's progress bar based on % complete is not correctly darkened to the Status Date.
FIXED	Type, Effort Driven	Sets Type to Fixed Duration & Effort Driven to No for SELECTED Tasks.	This can impact resource-loading & durations, so use this with care.
ASAP	Constraint Type	Sets Constraint Type to ASAP, removing any constraints for SELECTED Tasks.	Use with care.
BAHEAD, BASELINEAHEAD, BLAHEAD		Runs dynamic look-ahead that creates or refreshes filters named A_LookAhead_Baselined_10Days, 20Days, etc. where you enter the number of calendar days to look ahead.	Excludes completed Tasks & shows any incomplete Tasks with a Baseline Start Date within the Status Date Plus X calendar days. In other words, unfinished Tasks that should have been started (or finished) within X calendar days per their baseline dates.
BOW or BOWWAVE		Runs dynamic bow wave filter that creates or refreshes filters named A_BowWave_10Days, 20Days, etc. where you enter the number of days for the Bow Wave of Tasks.	Excludes completed Tasks & shows incomplete baselined or un-baselined Tasks within the Status Date + X calendar days. Excludes baselined tasks if their baseline finish variance is within +- X days.
LOOK, LOOKAHEAD, AHEAD		Runs dynamic look-ahead that creates or refreshes filters named A_LookAhead_10Days, 20Days, etc. where you enter the number of days to look ahead.	Excludes completed Tasks & shows any incomplete Tasks with a Start Date within the Status Date Plus X calendar days. Includes baselined & un-baselined tasks.

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MISSING or UPDATE		Filters for incomplete Tasks with current Start of Finish before the Status Date. These tasks must be statused 1) with an Actual Start or Actual Finish Date; 2) forecast to start beyond the Status Date using logic or a SNET constraint; or 3) forecast to finish beyond the Status Date by extending the remaining duration or revising the forecast Finish Date using Run! FD.	Excludes completed Tasks & shows any incomplete Tasks with a current Start Date or Finish Date within the Status Date Plus X calendar days. Use Details in the Split > Bottom pane, or edit the Actual Start, Actual Finish, Constraint Date & Type, Remaining Duration, & Physical % Complete columns. After statusing, use Update as Scheduled to "darken" the % Complete to the Status Date (i.e., set Actual Duration = Actual Start thru the Status Date).
LOOKBACK, FINISHED, BACK, COMPLETED, LOOKBEHIND, BEHIND		Filters for Tasks completed within X working days.	
INCOMPLETE		Filters for Incomplete Tasks.	
STARTED		Filters for Tasks that have started.	
LATESTART		Filters for Tasks with an Actual Start later than the Baseline Start.	
LATEFINISH OR LATE		Filters for Tasks with an Actual Finish later than the Baseline Finish	
FLATESTART		Filters for Unstarted Tasks that are forecasting to start later than the Baseline Start.	
FLATEFINISH OR FLATE		Filters for Unfinished Tasks that are forecasting to finish later than the Baseline Finish	
LOOKAHEADPDF, Joy, JSichveland, Sichveland		Runs the AzTech Look-Ahead export feature (requires PDF Writer with proper set-up). PDF Writer not provided by AzTech.	Inspired by Joy Sichveland (AzTech).
Changing Views			
AGANTT		Switches to the AzTech A_Gantt view	Be sure to Run! 123 for this view to be available in a new file.
SP or SPLIT		Toggles the bottom pane (split screen) on & off.	
DETAILS		Displays the Task Details Form in the bottom pane.	
LINKSTOTOP		Displays links to the Top in Gantt pane.	
LINKSTOEND		Displays links to End in the Gantt pane.	
COST		Displays the Task Details Form in the bottom pane.	
SCHEDULE		Displays the Task Details Form in the bottom pane.	
WORK		Displays the Task Details Form in the bottom pane.	
DAY		Displays the AzTech Day View.	
WEEK		Displays the AzTech Week View.	
MONTH		Displays the AzTech Month View.	
QUARTER		Displays the AzTech Quarter View.	
YEAR		Displays the AzTech Year View.	
RES		Displays the Resource Sheet.	
CHART		Displays the Resource Chart.	
RESUSAGE		Displays the Resource Usage View.	
REPORTS		Brings up the Reports menu.	

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Exporting			
ACE		Exports data selected data much like Export Selected, but more careful about exporting predecessors & successors as TEXT / STRINGS with an apostrophe	
EXPORTOPTIONS		Exports current Tools, Options settings to Excel.	
EXPORTOBJECTS		Exports current Views, Tables, Filters, Groups, & Maps to Excel.	
EXPORTVIEW		Exports current View to Excel (may take several minutes for very large files).	
EXPORTSELECTED		Exports selected Tasks (and Headings) to Excel.	
EXPORTANY		Generates AzTech Stat Reports to Excel for Any Stats Filters (.TXT).	Prompts first to set Stat Durations & EV Methods field to use.
EXPORTWBS		Generates AzTech Stat Reports to Excel for WBS Filters (.TXT).	Prompts first to set Stat Durations & EV Methods field to use.
EXPORTMAPS		Exports to Excel any pre-defined Maps contained in a .TXT file in the same subfolder as the current Project file.	
EXPORTLINKS; NEWLINKS		Exports to Excel the predecessors and successors to each selected tasks. The Excel file is stored in the same subfolder as the current Project file.	Warning: This loops through and only looks at predecessors, so it should be run on the entire file to export all predecessors and successors.

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Administrative Steps			
23	Adds Views, Tables, Filters, & Maps	Runs AzTech Admin Steps 2, 3, & 4 (no prompt for Step 1) on current file.	Even quicker than 123, believe it or not!
N15, UIDS	Number15	Copies Unique ID to Number15 field. Use this before running OOS, Links, Trace arrow buttons, or certain IMS reports or functions.	Warning: Make sure you are not using Number15.
STEP1	Adds Toolbars to Global.MPT	Runs AzTech Admin Step 1 to copy or update AzTech Toolbars from the AzTech Template to your Project file.	Must run this from AzTech's Template (NOT from your live Project file)
STEP2	Adds Views	Runs AzTech Admin Step 2 to copy Views from the AzTech Template to your Project file.	Must run this from your live Project file.
STEP3	Adds Tables, Filters, & Maps	Runs AzTech Admin Step 3 to create or refresh AzTech Tables (A_TableName) to the current Project file.	
STEP4 or DRILL	Adds STAT_Filters	Runs AzTech Admin Step 4 to refresh the AzTech STAT_Filters for the current Project file.	Uses Text29 as default for LOE or PPkg (Planning Package).
STEP5	Modifies Custom Fields	Runs AzTech Admin Step 5 to copy AzTech custom fields to the current Project file.	Only use if you are using AzTech's EVM features...do this with care, backing up your file first
AZTECHOPTIONS	Tools, Options, Settings!	Sets current MPP to use AzTech's recommended Tools, Options settings; Use with EXPORTOPTIONS.	Warning: Do this at YOUR OWN RISK. These are settings that AzTech has found useful. They may or may not match your site's preferred settings
Earned Value / Baseline Management			
BASELINE	Std Baseline Fields	Baseline SELECTED Tasks	Warning: This overwrites any existing Baseline Start / Finish / Duration and resource data with the current start / finish / duration / resources
CLEARBASELINE	Std Baseline Fields	Clears baseline for SELECTED Tasks	
FIXBLDUR	Std Baseline Fields	Fixes baseline start and finish plus duration field values for SELECTED Tasks	Warning: This overwrites non-sensical dates and durations, but is useful for fixing baseline date and duration issues caused by manually overwriting these fields with incorrect values.
QUICKEV	EVM Fields	Runs AzTech EV function for processing Earned Value based on HOURS.	Warning: Do NOT use this unless you are using AzTech's EVM fields & processes for this Template
EAC=BAC	EVM Fields	Sets EAC equal to BAC using AzTech EVM custom fields.	

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Multi-Project or Consolidated / Master Projects			
UIDs	Number15	Copies Unique ID to Number15 field for the current file. In an IMS file, this runs for all subprojects as well. Useful for viewing the Unique ID value in a "friendly" manner within consolidated projects.	Warning: Make sure you are not using Number15.
GETSUB (or Zamin)		Cycles through an IMS "shell" file to grab metrics for each inserted subproject (whether nested and whether or not the subproject files are open)	Shows task count, base calendar, last baseline saved date, status date, and more for each subproject Saves AzTech Subprojects Report.XLS file to local file folder
IMS	Number15	Runs the AzTech IMS function (this can be customized for your site).	Usually copies Unique ID to Number15, but can also run other processes, such as validating certain fields for certain values.
WIN or WINDOW		Toggles through the next Window (next open Project file).	
AALL	Tools, Options, Settings!	Apply AzTech Options to all open MPP files	Warning: Do this at YOUR OWN RISK. These are settings that AzTech has found useful. They may or may not match your site's preferred settings
BALL	Baseline10	Copy current dates / durations to Baseline10 dates / durations	Warning: Backup your files before running this
CALL		Calculate all open MPP files	
DALL		Check for duplicate task names for all open MPP files	
EALL		Expands all open MPP files	
HALL		Counts external links for all open MPP files	
OPENALL		Starting from the currently active MPP file, opens all inserted projects and their inserted projects	
CLOSEALL		Starting from the currently active MPP file, CLOSES all open files.	Warning: Does NOT PROMPT! So use this very CAREFULLY to save ALL Open MPP Files
RALL		Counts resources for all open MPP files	
LINKSALL		Runs Export Links on all open MPP files	Saves XLS files to local folder
123ALL		Runs 123 (Setup) on all open MPP files	Creates AzTech Views, Tables, Filters, Groups, and Maps
DELETEALL		Deletes AzTech Views, Tables, Filters, & Groups	Deletes all starting with A_ or AzTech
UNINSTALL		Deletes AzTech Views, Tables, Filters, Groups, Maps, & Toolbars	Deletes all starting with A_ or AzTech; deletes Maps and Toolbars from Global.MPT
SAVEALL	Saves Files!	Saves all open MPP files	Warning: Does NOT PROMPT! So use this very CAREFULLY to save ALL Open MPP Files
SAVEALL2003	Saves Files!	Saves all open MPP files in MSP 2003 format	Warning: Does NOT PROMPT! So use this very CAREFULLY to save ALL Open MPP Files
SAVETOMPPALL	Saves Files!	Save all open MPP files from XML to MPP format	Warning: Does NOT PROMPT! So use this very CAREFULLY to save ALL Open MPP Files
BADHANDOFFS		Filters current MPP file for any predecessors or successors containing a "/" AND whose path is different from the current path. These MAY be "bad handoffs" (external links) that require investigation and possibly deleting or re-creating with the correct folder path.	Warning: Use great care when deleting any bad handoffs, first assuring that the proper links exist or that you have a backup of the handoffs and can re-create them using Handoffs Magic spreadsheet or another approach.

Run!AzTech Run! Commands

AzTech Run Command (Upper or lower case is OK)	Modifies Field or Other Data?	Run Action	Notes / Tips / Warnings
ZAPBADHANDOFFS	Deletes "Bad" External Links	Deletes Bad Handoffs for all open files.	Warning: Use great care when deleting any bad handoffs, first assuring that the proper links exist or that you have a backup of the handoffs and can re-create them using Handoffs Magic spreadsheet or another approach.
ZAPHANDOFFS	Deletes External Links	Clears baseline for SELECTED Tasks	Warning: Use Export Links to export / archive links before doing this & also create backups of all .MPP files before running this
ZAPRESOURCES	Deletes Resource Data	Zeroes out Resource rates, zeroes out Work / Cost, Baseline / Work, Cost, & Baseline1-10 Work / Cost	Warning: Create backups of all .MPP files before running this
CIRC	Baselines entire file & copies UID Predecessors to Text1	This is a last resort command for testing for circular logic. It baselines the entire current file, then copies the Unique ID Predecessors to Text1. Then it clears Predecessors and Successors and one task a time replaces the predecessors to see if there is a circular reference.	Warning: Create backups of all .MPP files before running this and run it on a copy of the files.
Splitting & Consolidating Files			
SPLITALL	Splits File!	Splits the current MPP file into multiple files using a given (prompted) Text field.	Warning: Still under development!
CONSOLIDATE	Creates File!	Consolidates multiple inserted MPP files into one MPP file	Warning: Still under development!
PREPENDPROJECT	Name field	Prepends the Project name to the front of the Name field	