



# Training

## Getting Started with Run!AzTech Basic: For MSP 2007 to 2019

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### Build:

- **!123 (Setup\*)**: Sets Run!AzTech views, tables, filters, maps, & groups
- **!Details\***: Bottom pane with Baseline, Current, & Actual Dates, Constraints, ID Predecessors & Successors
- **!First**: Navigate to first task
- **!Last**: Navigate to last task
- **!Trace\***: Performs Pred & Succ trace on selected task
- **!Split\***: Toggles bottom split screen on & off
- **!Bookmark\***: Bookmarks the current task
- **!GoBack\***: Go back to a bookmarked task
- **Edit Toolbar+**: Edit status, duration, constraints, text (task names), & fields

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### Assess

- **!Stats\***: Creates detailed stats report
- **!OOS\***: Creates out-of-sequence report of tasks violating logic
- **!Expand\***: Expands all tasks and subtasks
- **AzTech Filters+**: Specific to AzTech stats
- **Hot Fix Filters+**: Find & fix problem tasks
- **!Badboys**: Scores selected tasks for “bad” qualities; BBL = Legend, SBB = Sort
- **GASP+**: Generally Accepted Scheduling Principles (GASP) validation

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### Maintain

- **!Missing**: Filters for tasks requiring status (progress & forecast)
- **!SD\***: Applies a SNET to selected task (pushes task to that date)
- **!FD\***: Enter a forecast finish date to change remaining duration (does not create a constraint)
- **Governance**: File check-in/check-out, precise file name, request changes to handoffs (external links), communicate significant logic & forecast changes

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### Perform

- **!Filter\***: Filters by part of task name
- **!Count\***: Runs count on selected tasks, displayed in lower right corner
- **!Look Back**: Shows tasks completed behind the status date within X days
- **!Look Ahead**: Shows tasks in progress or forecast within X days of the status date
- **!Links**: Shows predecessors for selected tasks with an \* for the driving task
- **!Mitigate**: Shows list of options for managing impacts

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### Learn

- [Run!AzTech Documentation](#)
- [Run!AzTech Videos](#)
- [AzTech University](#)
- [Run!AzTech FAQs](#)
- [PASEG](#)
- [Schedule Guidelines](#)

### Legend

- ! - Run! Command
- \* - Toolbar Button
- + - Dropdown Menu

### Located in Dropdowns:

“Edit” & “Admin” > “123”  
“EVM” > “Baseline”

When in doubt, use Expand All > Sort by Task ID or View > Normal for default view



# Training

## Getting Started with Run!AzTech Ultimate: For MSP 2007 to 2019

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### Build:

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### Assess

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### Maintain

4



### Perform

5



### Learn

- **Template Magic:** Push std calendar, holidays, fields to MPP files
- **!Dupes:** Finds duplicate task names
- **!Prepend/Append:** Add text to beginning or end of task names
- **!Baseline:** Baselines tasks (selected tasks)
- **!Clear Baseline:** Removes baseline for selected tasks
- **!Count Links:** Counts links (selected tasks)
- **Handoffs Magic:** Creates/stores links after initial IMS established
  - **!ExportLinks:** Exports links (selected tasks)
  - **!ZapHandoffs:** Deletes external links (open files)

- **!Status Dates:** Checks status dates on all open files
- **!Stats**
- **!OOS**
- **!Missing**
- **Fitness+**
  - **!BLDiffs:** Finds baseline date and duration anomalies
  - **!BadTotalFloat:** Finds total float that differs from early start /finish dates (circular logic?)
  - **!DurA:** Compares baseline durations to duration
- **!CAP:** Creates Excel Control Account Plan (time-phased resources for selected tasks)

- **!All Commands:** Applies action to all open files
  - **!123ALL!** Runs 123 (Setup)
  - **!BALL:** Copies baseline dates to Baseline10 field (snapshot)
  - **!HALL:** Counts external links
  - **!EALL:** Expands all open files
  - **!OPENALL:** Opens subprojects in current file
  - **!CLOSEALL:** Closes files / subprojects
  - **!RALL:** Counts tasks with resources on all open files
  - **!GanttALL:** Switches to A\_Gantt view
- **MAP Magic:** Transfers data from Excel to current MPP file

- **!Day/Week/Month/Quarter/Year:** Change Gantt view to desired time frame
- **Filter\*:** Filter by any part of the task name
- **Count\*:** Count selected tasks % tasks + milestones completed
- **Name:** Enter part of task name to jump to that task
- **UID:** Jump to specific Unique ID
  - (Use Next\* or Shift-F3 to jump to next occurrence)
- **AzTech Filters+:** Status, health checks, and performance
- **!GTS/GP:** Group by Total Slack/Project (**NG** removes group)

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- [Run!AzTech Videos](#)
- [AzTech University](#)
- [Run!AzTech FAQs](#)
- [Run!AzTech Magic](#)

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