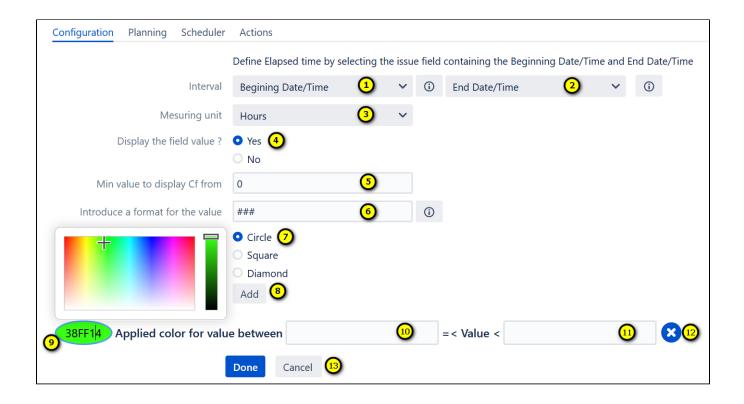# 1. Basic configuration

On the tab 'Configuration', the user has to fill the following fields :

1. Set the **beginning** date/time (a custom field that defines the beginning date of a process. By default = date creation)
2. Set the **end** date/time (a custom field that defines the end date of a process. By default = the current date)
3. Measuring unit (Minute/Hour/Day)
4. If you want to display the field value tick Yes
5. Define the minimum value to display (by default = 0)
6. Define the field value format according to the measuring unit chosen. Example: ###,00, and measuring unit =Day means that the value will be displayed on three positions "020.00" twenty days.
7. Choose the shape of the flag (Circle, Square, or Diamond)
8. By clicking on "Add" you can add as many indicators as you need
9. By clicking in, a color palette will be displayed and you could set the color of your indicator
10. The interval **start value**
11. The interval **end value**
12. Use the **X** button to delete an indicator
13. At the end Save the configuration by clicking on "**Done**". Or click on '**Cancel**', to cancel the configuration

To choose a working calendar, click on the tab '**Planning**'