15BEG - Project Management and Content Collaboration Fundamentals

Top 20 Questions & Answers

1. **Q:What is the benefit of using proof vs attachment?**
    A:Proofs have the capability of adding annotations and comments to an asset (img, pdf, video document). It's also easy to request feedback on a proof using the Proof Review feature. More information on proofs is available here:
    https://help.smartsheet.com/learning-track/smartsheet-advanced/proofing

2. **Q:What level of access do you need to add a proof for review to a sheet?**
    A:The Owner and Admins can enable proofing on a sheet. The Owner, Admins and Editors can add a proof for review.

3. **Q:How do you connect 10,000ft to your project sheet?**
    A:You can learn in detail how to connect 10,000ft to a project sheet here:
    https://help.smartsheet.com/articles/2481882-set-up-the-integration-for-10000ft#toc-connect-to-a-10-000ft-project-

4. **Q:Can MS Excel Project be imported into Smartsheet as a project?**
    A:Yes https://help.smartsheet.com/articles/504553-import-files-to-create-new-sheets

5. **Q:How many project sheets can you have?**
    A:This depends on your plan type. Most Smartsheet users can own unlimited or up to 100 sheets - https://help.smartsheet.com/smartsheet-plan-features

6. **Q:Where do I find more information about the project view?**
    A: There a number of great resources available in our Learning Center:
    https://help.smartsheet.com

7. **Q:What types of files can be used in proofing?**
    A: Proofing can be used with Images, Video, Adobe PDFs, and Microsoft Documents.
    https://help.smartsheet.com/articles/2480181-use-proofing-to-collaborate-on-content

8. **Q:How do I show the percentage complete for each phase of a project?**
    A:You will need to enable dependencies on the sheet.

9.   **Q:Which ways are available to track dependencies?**
    A: Smartsheet offers you three ways, Critical Path, Summary Path and Driving Path.

10.   **Q:How do I change a sheet into a Gantt view?**
    A:Gantt View is one of the four ways to view your sheet in Smartsheet. You can find a number of resources in our Learning Center: https://help.smartsheet.com.

11.   **Q: What is needed on a Grid to show in Gantt view?**
    A:For a sheet to be opened in Gantt view there much be at least two Date format columns.

12.   **Q:How do you enable dependencies?**
    A: You can enable dependencies on a sheet in the Project Settings.
    https://help.smartsheet.com/articles/765727-enabling-dependencies-using-predecessors

13.   **Q:What is the size limit for attachments?**
    A: For a Licensed User the maximum file size is 250MB. While there isn't a limit to the total number of attachments allowed on a row or sheet, you are bound by the amount of storage space included in the sheet owner's subscription.

14.   **Q:Can you look at previous proofs?**
    A: Yes, previous proofs and associated comments are all retained but become read-only.

15.   **Q:Is it possible to download all of the attachments on a sheet at one time?**
    A: In the attachments panel you can select Download all Attachments.
    https://help.smartsheet.com/articles/504760-downloading-viewing-attachments

16.   **Q: Does a user need a license in order to upload a new proof?**
    A:Yes, a license is needed to upload a proof, but reviewers do not need a license or sheet access.

17.   **Q:Is it possible to use information from a row to create a document?**
    A: Yes, this is Smartsheet's Document Builder.
    https://help.smartsheet.com/learning-track/smartsheet-advanced/document-builder

18.   **Q: What type of document can be created with Document Builder?**
    A: You must use a fillable PDF when creating documents with Document Builder.

19.   **Q: Can images be used in Document Builder?**
    A:Images in cells can also be mapped into Image fields in a PDF. Note: Images in cells mapped to a Text field in a PDF will result in filling in the image's file name. The PDF field must be of an "Image" type in order to properly fill the image field.

20. **Q: Does Smartsheet have versioning in their attachments?**

A:Yes, Owners, Admins, and Editors on a sheet can add, version, or delete attachments.https://help.smartsheet.com/articles/518404-deleting-editing-versioning-attachments