

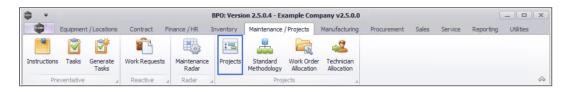
We are currently updating our site; thank you for your patience.

# **PROJECTS**

### **PROJECTS - GANTT CHART**

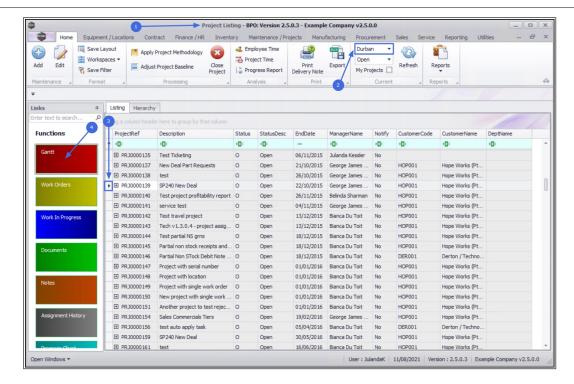
The Gantt chart assists you in the planning and scheduling of your projects.

**Ribbon Access:** Maintenance / Projects > Projects



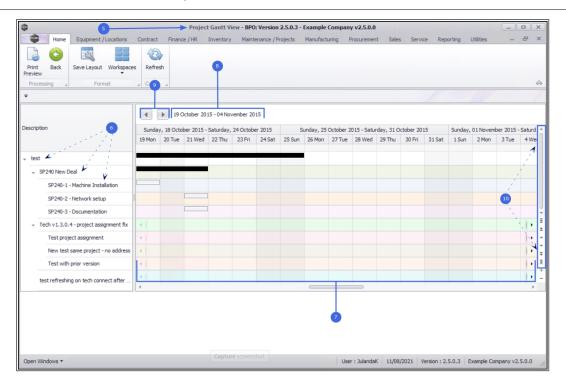
- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
- 3. Click on the **row** of the project you wish to chart.
- 4. Click on the **Gantt** tile.





- The Project Gantt View for the main project layer with all sub-layers will display.
- Description frame will list the descriptions for the Main and Sub-projects.
- 7. **Gantt Chart** frame displays a visual format, how the project will be rolled out from start to finish.
- 8. The **start and end dates** for the project is displayed.
- 9. The **forward and back** navigation buttons allows you to scroll through the project to view the duration of each layer in the methodology.
- The side navigation allows you to scroll up and down a complex layered project methodology.



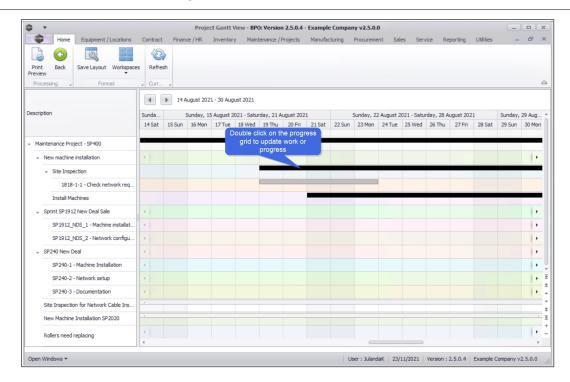


### **UPDATE WORK OR PROGRESS**

You can update work or progress from the project Gantt chart.

From the Project Gantt View **double click** on the progress grid of the work description you wish to update.





Depending on the option you have selected;

#### MAKE AN APPOINTMENT

- 1. The **Untitled Appointment** screen will display.
  - **Label:** Specify the type of appointment by clicking on the down **arrow** to select the appropriate appointment label.
  - Show time as: Select the appointment as Busy, Out of Office, by clicking on the down arrow to select the relevant option.
  - **Subject:** Click in the text box to type a subject for the appointment you are making.

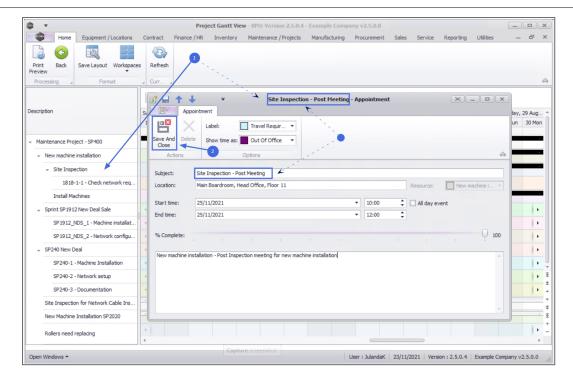
Note that the Untitled Appointment heading is replaced with the Subject line.

# TECHNOLOGIES

### Projects - Gantt Chart

- Location: You may need to specify a location for the appointment.
- All day event: Click on the check box to select if this is an all day event, in which case you do not need to specify a start and end time for the appointment.
- **Start time:** Specify the starting time for the appointment, if this is not an all day event.
  - Type in or click on the down arrow to use the calendar function to select the date for the appointment.
  - Type in or use the arrow indicators to set the starting time for the appointment.
- **End time:** Specify the end time for the appointment, if this is not an all day event.
  - Type in or click on the down arrow to use the calendar function to select the date the appointment may be completed.
  - Type in or use the arrow indicators to set the starting time for the appointment.
- Comment text: Use the comment area to expand on the appointment notes, etc.
- 2. Click on Save and Close.

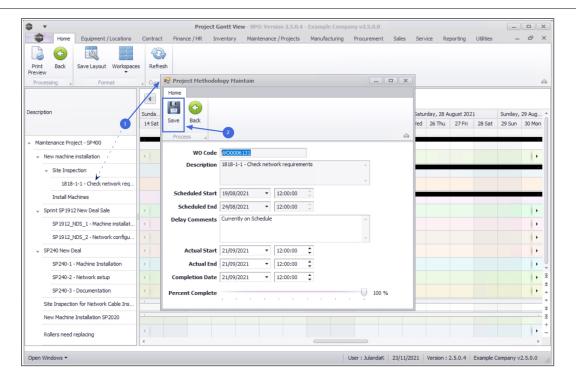




### **UPDATE PROGRESS**

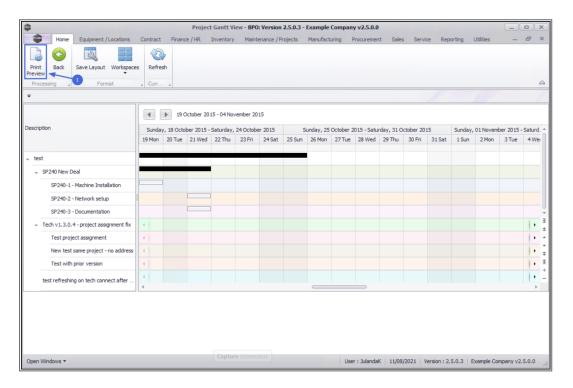
- 1. The **Project Methodology Maintain** screen will be displayed.
- 2. Update the project progress as required on the screen and click on **Save**.





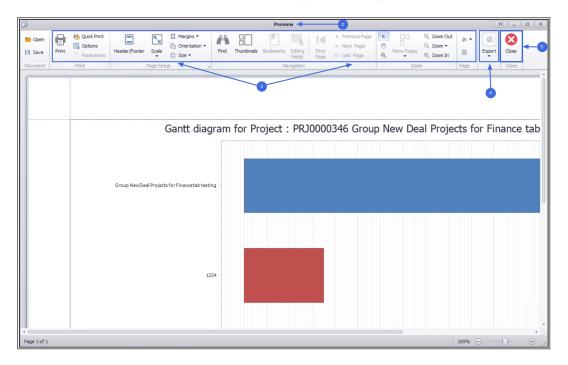
### **PRINT PREVIEW**

1. Click on Print Preview.





- 2. The Gantt chart will display in the **Preview** screen.
- 3. From this screen you can make cosmetic changes to the Preview, by changing the **Scale** or **Orientation** of the diagram, or to adjust the **Margins**, the page **Size** or add a **Header** and/or **Footer**, to the chart.
- 4. The **Export** function will allow you to export or Email the chart as a PDF, ../../Service/LatestRelease/L, DOCX, XLS or an Image File.
- 5. After making the preview changes to the Gantt diagram, click on **Save** to save the chart to the Server.
- 6. Click on **Close** to return to the **Project Listing** screen.



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