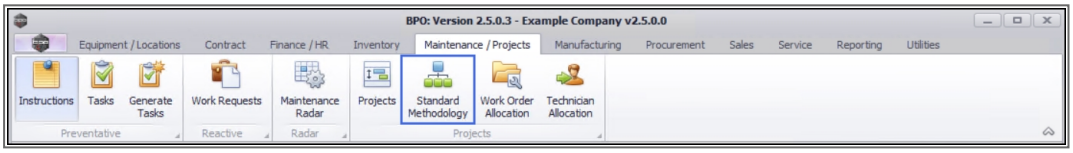
We are currently updating our site; thank you for your patience.

PROJECTS

STANDARD METHODOLOGY - PRINT PREVIEW

Ribbon Access: Maintenance / Projects > Standard Methodology



1. The **Project Methodology** screen will be displayed.
2. Click on the **row** of the Methodology layer you wish to view the dependancies for.
3. Click on the **Dependancies** tile.

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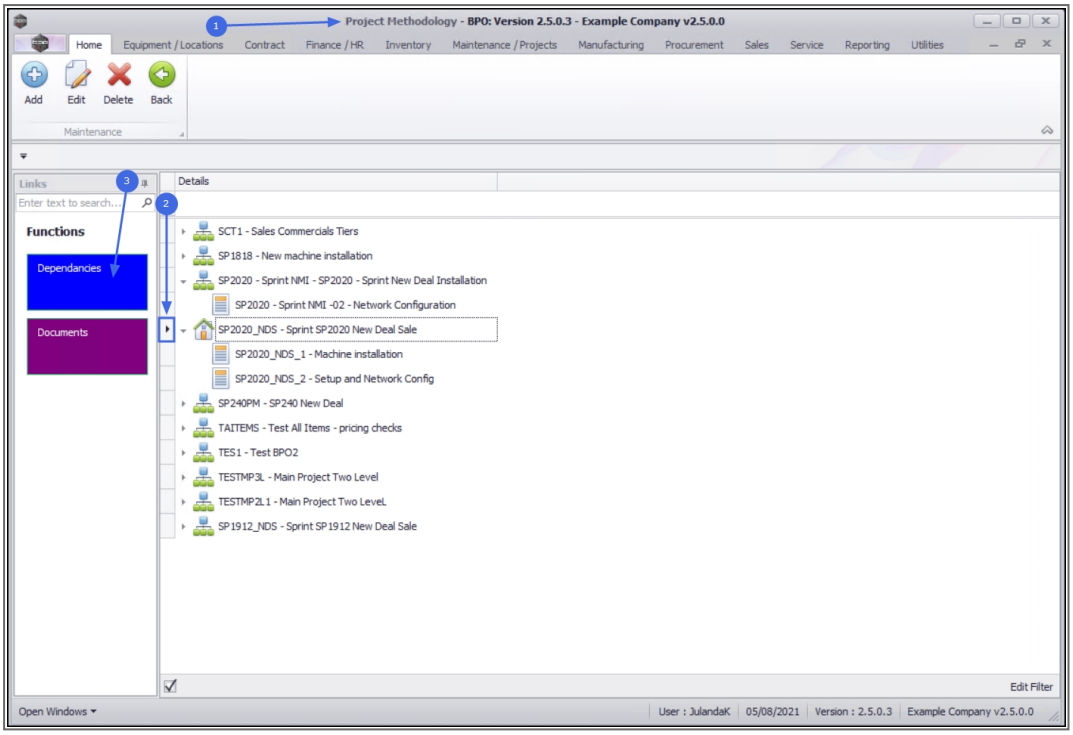
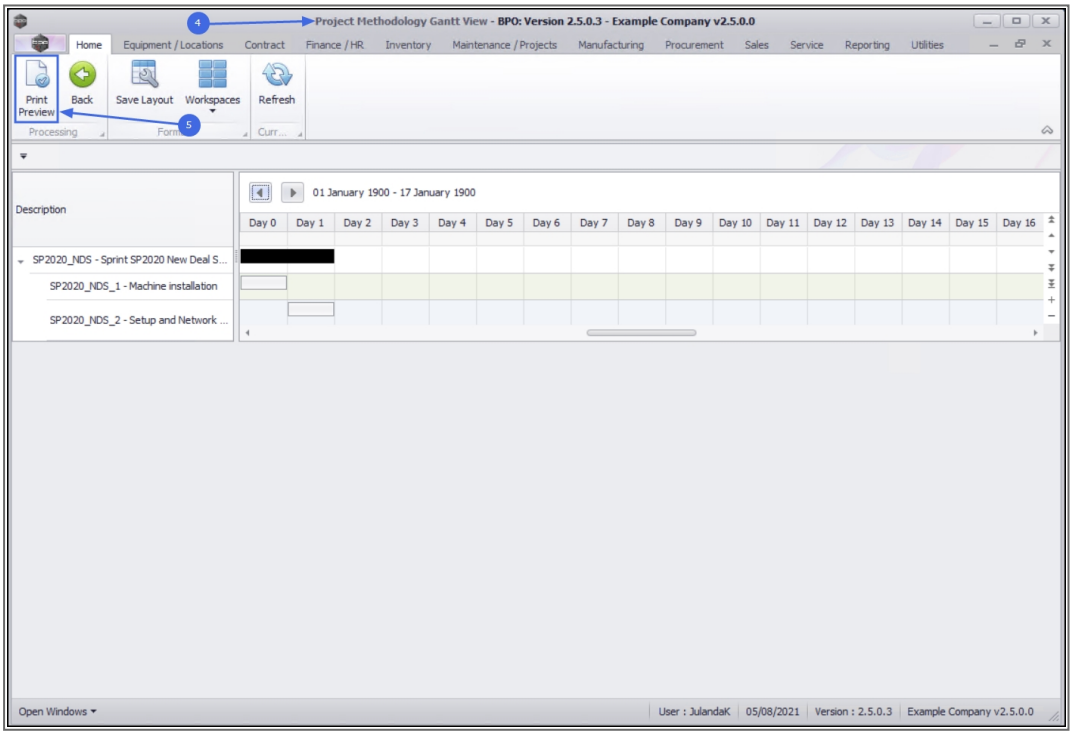


4. The **Project Methodology Gantt View** screen will be displayed.
5. Click on **Print Preview**.



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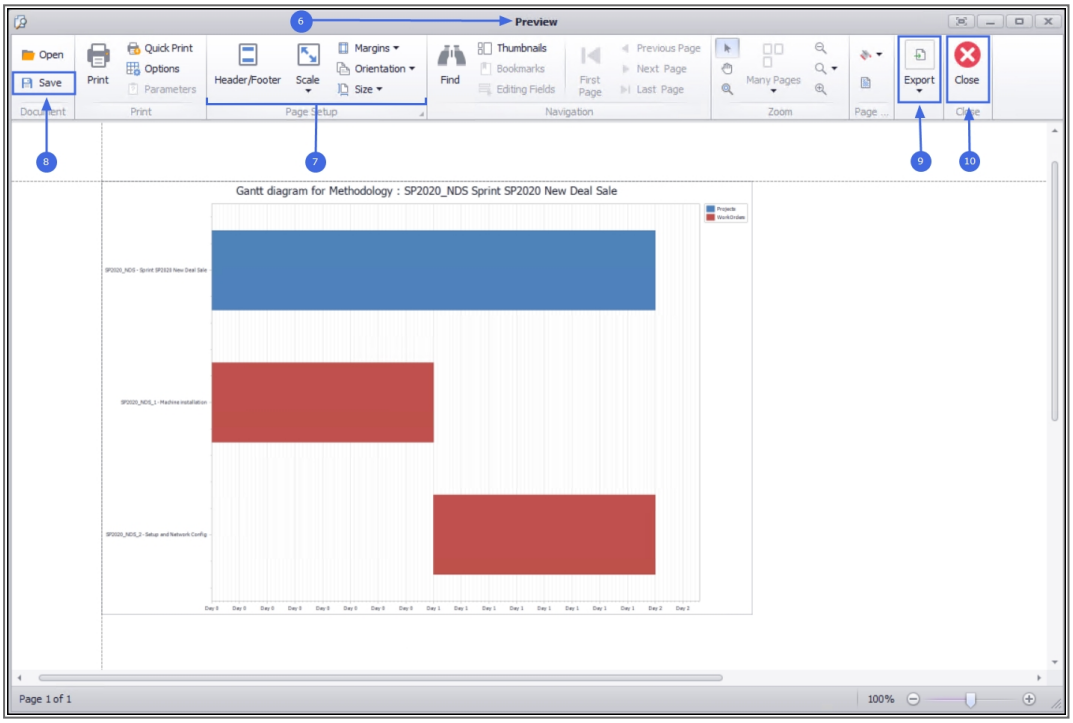
6. The Gantt diagram for the Methodology will display in the **Preview** screen.
7. From this screen you can make cosmetic changes to the Preview, by changing the **Scale** or **Orientation** of the diagram, or to adjust the **Margins**, the page **Size** or add a **Header** and/or **Footer**, to the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



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