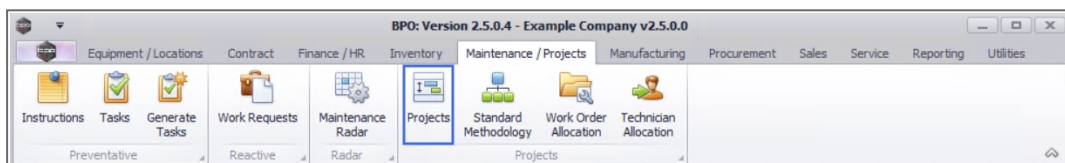


PROJECTS

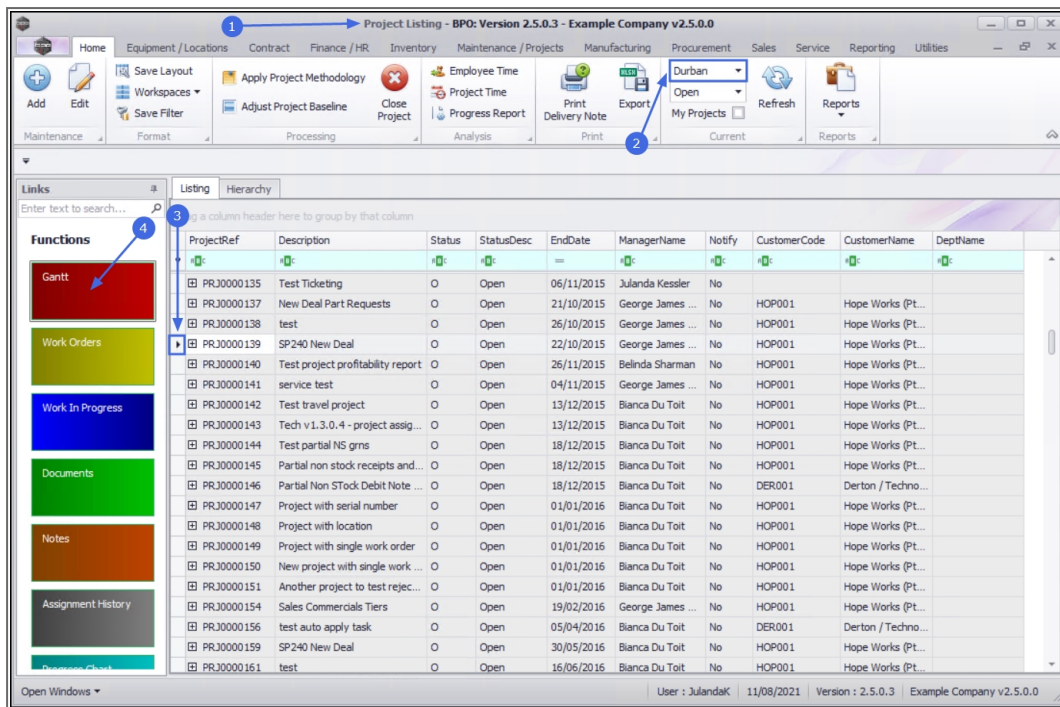
PROJECTS – GANTT CHART

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

Ribbon Access: *Maintenance / Projects > Projects*



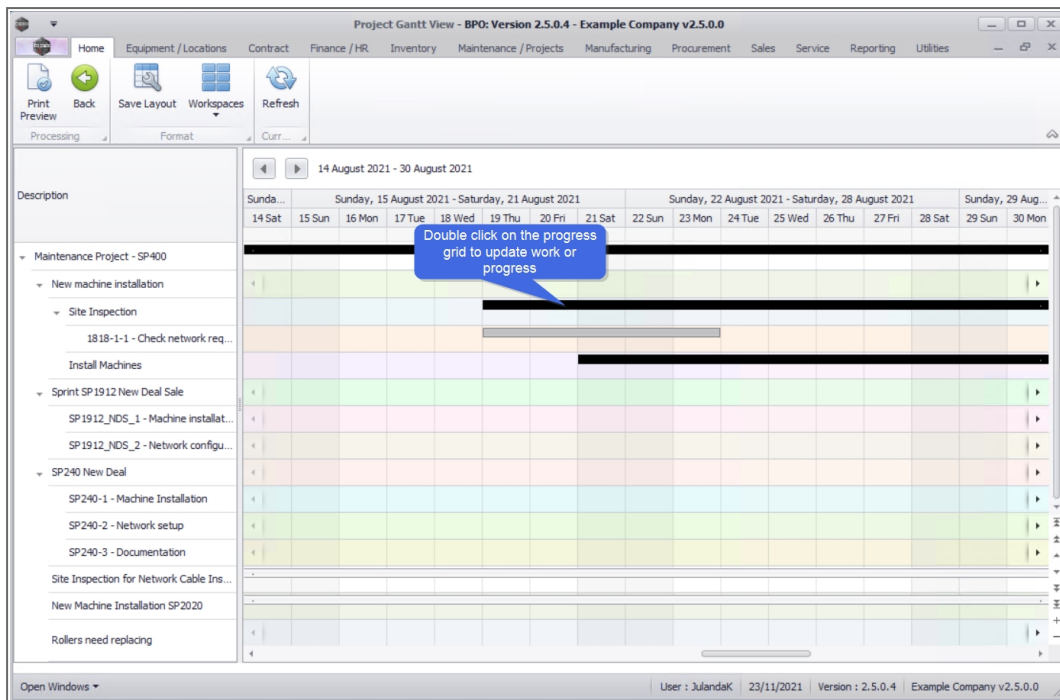
1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
 - The example has **Durban** selected.
3. Click on the **row** of the project you wish to chart.
4. Click on the **Gantt** tile.



5. The **Project Gantt View** for the main project layer with all sub-layers will display.
6. **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.
10. The **side navigation** allows you to scroll up and down a complex layered project methodology.



 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

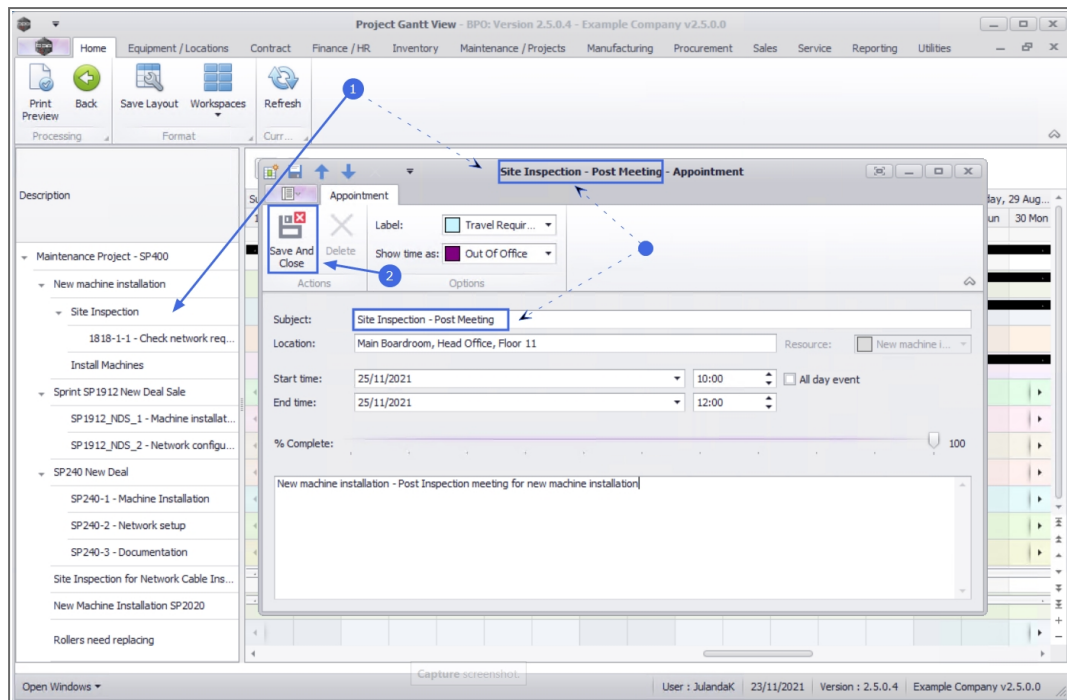
1. The **Untitled - Appointment** screen will display.
 - **Label:** Specify the type of appointment by clicking on the down **arrow** to select the appropriate appointment label.
 - **Show time as:** Select the appointment as **Busy**, **Out of Office**, by clicking on the down **arrow** to select the 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.

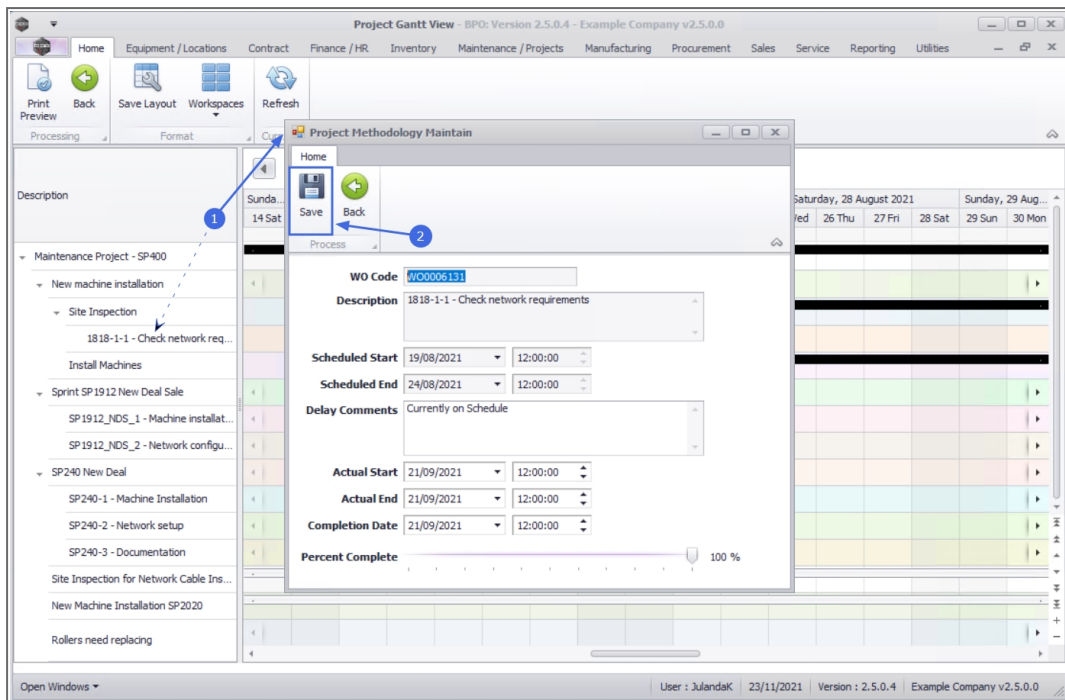
- **Location:** You may need to specify a location for the appointment.
- **All day event:** Click on the check box to select if this is an all day event, in which case you do not need to specify a start and end time for the appointment.
- **Start time:** Specify the starting time for the appointment, 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**.



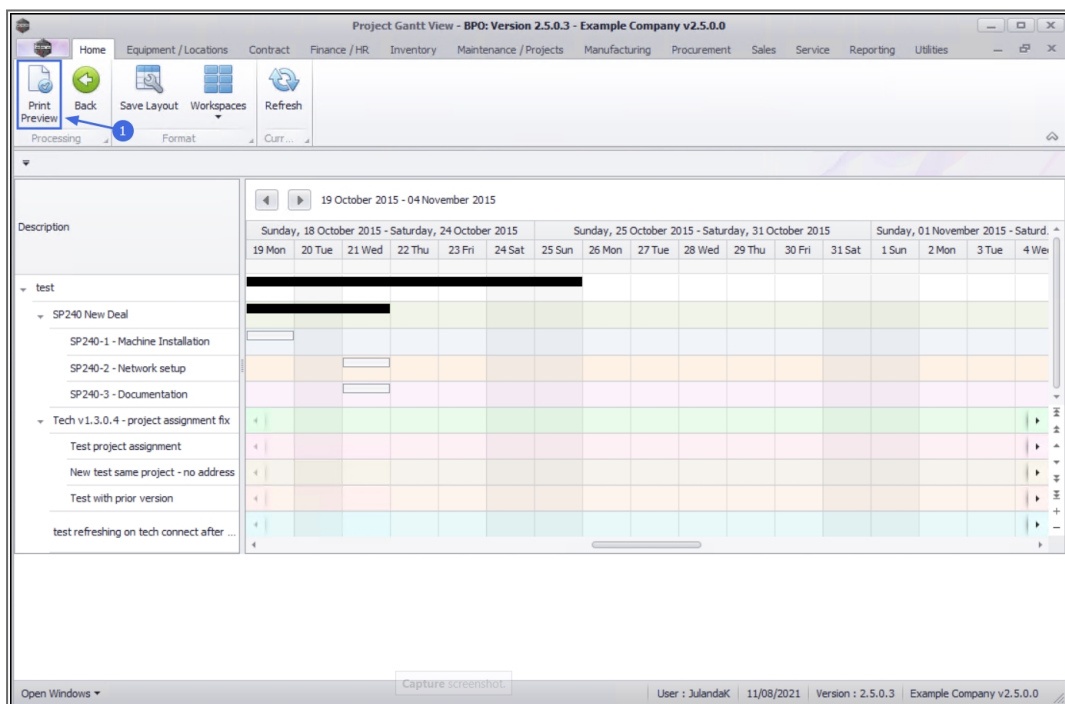
UPDATE PROGRESS

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

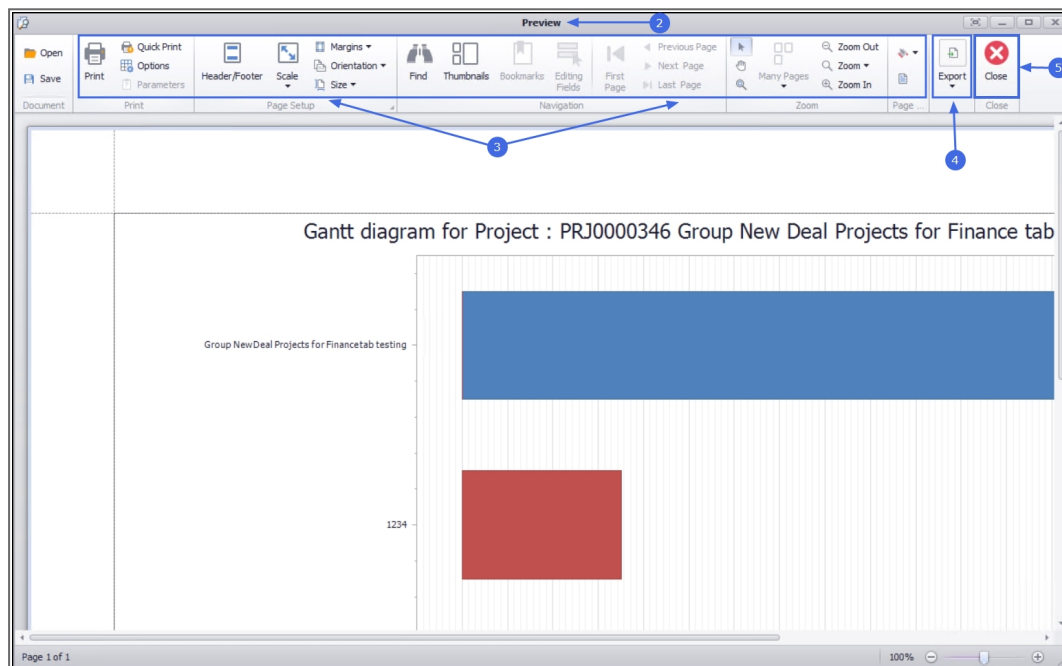


PRINT PREVIEW

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, HTML, 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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