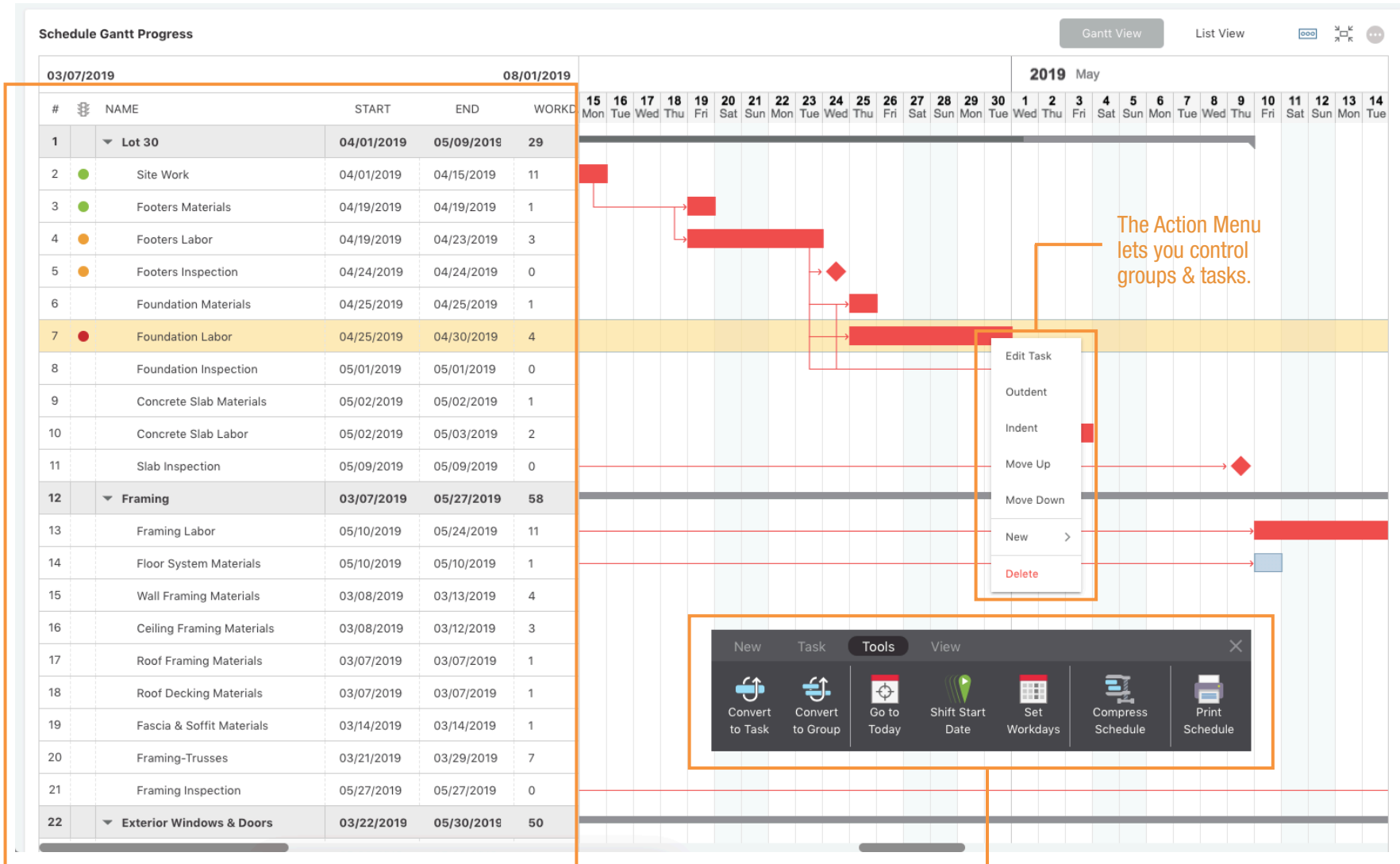


Getting Started with Scheduling



The Schedule Gantt View

The Schedule Gantt View is where you can view and edit a schedule. Add new groups, tasks, and milestones with ease. Determine the order of your schedule tasks by choosing predecessors. A predecessor is a task which must occur before another task.



The Action Menu lets you control groups & tasks.

Edit values like Task Name, Start & End Date, Predecessors and more.

Perform additional actions with the Toolbar.

Scheduled Tasks in the Calendar View

The tasks you create in your Schedules are also displayed in your Calendars, so you can see all of your project events and tasks at-a-glance. Scheduled tasks are denoted with the schedule icon and cannot be edited in the Calendar view.

The screenshot shows a calendar interface for March 2019. At the top, there are navigation options: "Calendar", "Go to Today", navigation arrows, "Day", "Week", "Month" (selected), "Year", "Agenda", and a settings gear icon. Below this is a green "+ Add Calendar Event" button and a dropdown menu set to "Resources - All". A "Hide Completed Tasks" checkbox is also present.

The calendar grid shows dates from Sunday, March 24 to Saturday, March 30. The interface is divided into sections by resource names: "Water & Sewer Line", "Design Services", "Wall Framing Materials", and "Ceiling Framing Materials".

Key elements and annotations:

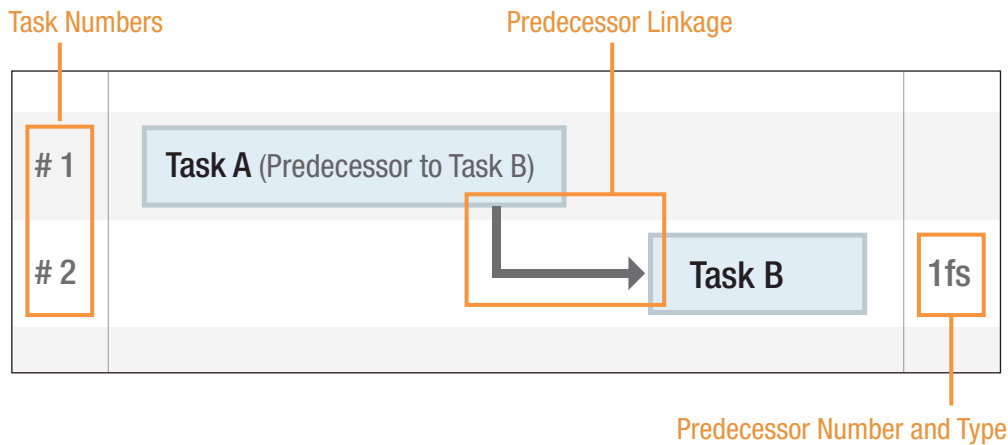
- Calendar Events:** A box highlights events on March 26: "Lunch" (11:30 AM - 12:30 PM), "Calendar Event for Com..." (2:00 AM - 3:00 AM), and "Safety Training" (2:00 AM - 3:00 AM). An annotation points to these with the text: "Calendar Events - these are created here in the Calendar."
- Scheduled Tasks:** A box highlights tasks on March 14-15: "Roof Decking Mater...", "Roof Framing Mater...", "Wall Framing Materials", and "Ceiling Framing Materials". An annotation points to these with the text: "Scheduled Tasks - these are created in the Schedule and show in your calendar automatically. These tasks cannot be edited here."

SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 1	SAT 2
Water & Sewer Line						
		Lunch 11:30 AM - 12:30 PM	Calendar Event for Com... 2:00 AM - 3:00 AM Safety Training 2:00 AM - 3:00 AM			
3	4	5	6	7	8	9
Water & Sewer Line						
	Lunch 12:30 PM - 1:30 PM			Design Services		
				Roof Decking Mater...	Wall Framing Materials	
				Roof Framing Mater...	Ceiling Framing Materials	
					1 more	
10	11	12	13	14	15	16
Water & Sewer Line						
Wall Framing Materials						
Ceiling Framing Materials						
	Permits					
				1 more		
17	18	19	20	21	22	23

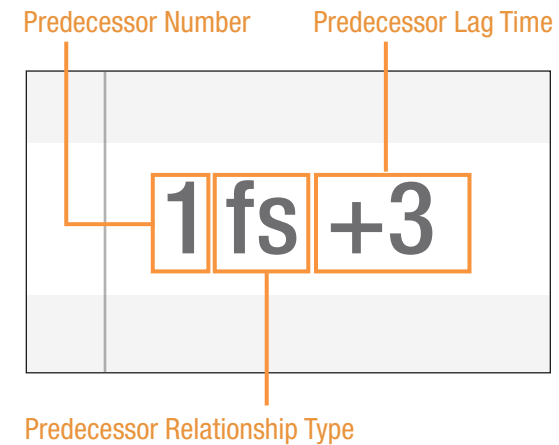
Working with Predecessors

Using Predecessors maximizes schedule efficiency by setting the task order so each task may begin as soon as possible or progress in the ideal order. For example, you might set a predecessor of “Electrical Labor” for the task “Electrical Rough-In Inspection”. There are several types of predecessor relationships - see the table below for more information.

Basic Predecessor Relationship



Predecessor Format



Predecessor Relationship Types

Relationship Type	Format
Finish - Start (shows by default) Task A must be finished before Task B can start.	1fs
Finish - Finish Task A must be finished before Task B can finish.	1ff
Start - Finish Task A must be started before Task B can finish.	1sf
Start - Start Task A must be started before Task B can start.	1ss

More About Predecessors:

- You can set lag time for a predecessor - for example a predecessor of **1fs+3** means that the task will begin 3 days after the completion of the predecessor task. Lag time may also be negative.
- A task may have multiple predecessors.
- A group cannot be set as a predecessor.