



User Manual



**GANTT
CHART**

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GANTT CHART – USER MANUAL

A Gantt chart is a project scheduler that shows tasks->resource->time mapping along with inter-task dependencies. Stakeholders throughout an organization can easily understand why, how and where resources and teams are engaged in a project.

Benefits:

- Operational Efficiency
- Improved time management and productivity
- Proactive readiness to deal with strategic and operational delays

It helps teams to understand the overall influence and reasons of project delays giving the advantage to correct them with improved project schedule management.

How Can I install Gantt chart add-on?

Requirements

- * Apache with `mod_rewrite`
 - * Enable curl in php.ini
 - * Change the 'post_max_size' and `upload_max_filesize` to 200Mb in php.ini
- * PHP 5.4 or higher and less than PHP 7
- * MySQL 4.1 or higher
 - * If STRICT mode is On, turn it Off.

Installation

Below prerequisites need to be taken care of prior to installation.

The most important thing is if you have already purchased any add-on before 16th July 2016, then contact us at "support@orangescrum.org" before you proceed to the following.

Note: If you have already installed the **AddonInstaller** before then no need to install it again. Only exception is if you are finding any new version of installer or you have not installed before then follow the below steps for successful and seamless installation.

- Make sure to keep a backup of your existing "app" folder of your current working directory.
- Extract the zip file(AddonInstaller-V1.0.zip) to your desktop.
- Remove the existing "app" folder from your working directory then copy and paste the extracted "app" folder inside "AddonInstaller-V1.0" to your working directory.
- If you are using local machine as storage (excluding Amazon S3), please replace the folder, named "files" inside the "app/webroot" folder from the back up to the current "app/webroot" folder.
- Give **write permission** to "**app/Config**", "**app/tmp**", "**app/Plugin**" and "**app/webroot**" folders.

For Example:-`chmod -R 777 app/Config`

`chmod -R 777 app/tmp`

`chmod -R 777 app/Plugin`

`chmod -R 777 app/webroot`

- Import the "**installer.sql**" files from the extracted files to your current database. If you have already imported installer.sql before then no need to import it again. Only exception is if you are finding any new version of installer.sql then import to your current database.
- Do necessary changes to "**constants.php**" and "**database.php**" inside "**app/Config**" folder again as you have done earlier. For Example SMTP email credentials in constants.php and database credentials in database.php.
- Run your website once.

Ex. <http://localhost/orangescrum> (if you are using localhost)

<http://127.0.0.1/orangescrum> (if you are using IP)

<http://myprojects.orangescrum.com> (if you are using any valid domain)

Note: if you are facing any issue or seeing any blank page after doing all the above steps, then just do the following once.

- Replace "**Configure::write('debug',0);**" with "**Configure::write('debug',2);**" in the **app/Config/core.php**. Run the web url once and restore the debug value to 0 again.

i.e **Configure::write('debug',0);**

Congratulations!!

Add-on Installation:-

- Download the Add-on zip file.
- Place the downloaded zip file(Ex. Timelog-V1.0.zip) in the "app/webroot" folder.
- Log in to the application.
- To install the add-on(Ex. Time log add-on) run below link once and follow the instructions.

Ex. <http://.../install/ganttchart> (for GanttChart add-on)

<http://.../install/timelog> (for Time Log add-on)

Note: <http://...> means your Orangescrum access URL.

Ex. <http://localhost/orangescrum> (if you are using localhost)

<http://127.0.0.1/orangescrum> (if you are using IP)

<http://myprojects.orangescrum.com> (if you are using any valid domain)

- Do the same for other add-ons.

Ex. <http://.../install/invoice> (for Invoice add-on)

<http://.../install/taskstatusgroup> (for Task Status Group add-on)

<http://.../install/ganttchart> (for GanttChart add-on)

<http://.../install/recurringtask> (for Recurring Task add-on)

<http://.../install/api> (for API add-on)

<http://.../install/chat> (for Chat add-on)

<http://.../install/clientmanagement> (for Client Management add-on)

<http://.../install/projecttemplate> (for Project Template add-on)

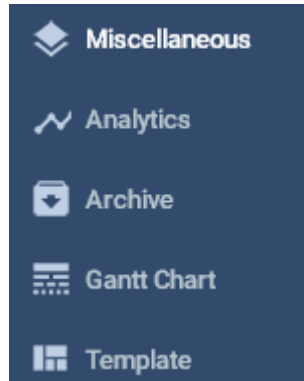
Note: you can find notification.js, node-js-installation-linux.pdf, node-js-installation-windows.pdf file in app/plugin folder after install the chat plug-in.

For Upgrading AddonInstaller:-

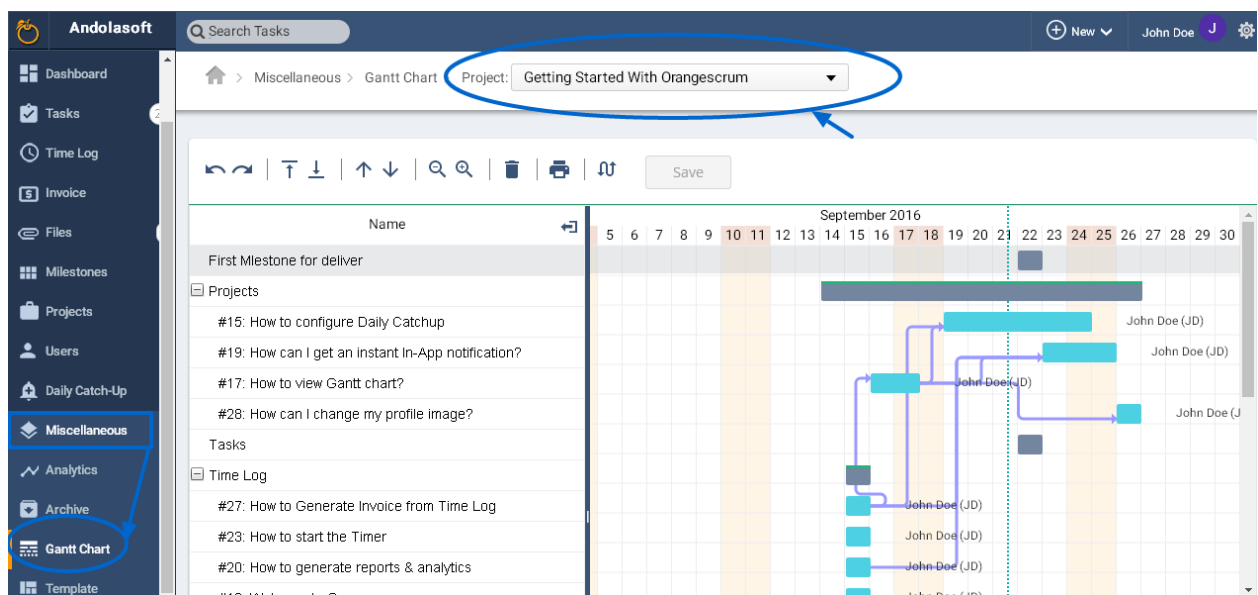
- Download the AddonInstaller zip file.
- Before installing updated AddonInstaller, make sure to keep a backup of your existing "app/Plugin" and "app/webroot/files" folders.
- Then follow the steps written above to install AddonInstaller.
- After installing the new AddonInstaller, Copy all the folders inside "app/plugin" backup folder to the new "app/Plugin" folder.
- Also copy all the folders inside "app/webroot/files" backup folder to the new "app/webroot/files" folder.

How to view the Gantt chart of my projects?

- Click on the **Miscellaneous** menu from the left menu panel
- From the dropdown, click on the Gantt chart to view your chart page



- To change or view the current project, click on the project drop down to view the Gantt chart of that project.










Orangescrum Gantt Chart has some very desired and helpful functionalities:



- Highly interactive graphical view of multiple tasks, their dependencies and timelines on a single platform.
- Proactive planning to ensure each given project is working towards organization's long-term strategic objectives.

- Quick and Easy milestone and task mapping and management
- Easy to identify parent tasks and get a quick view of the project execution flow.
- Allows all stakeholders to have the same information, set mutually understood expectations and conduct their efforts according to the desired results.
- Allocate Resources Effectively, keep project costs within budget, assure on-time delivery/completion
- Assures optimum workflow, maximized productivity and overall project success.



What are the basic features available in Gantt chart add-on? (What do they do?)

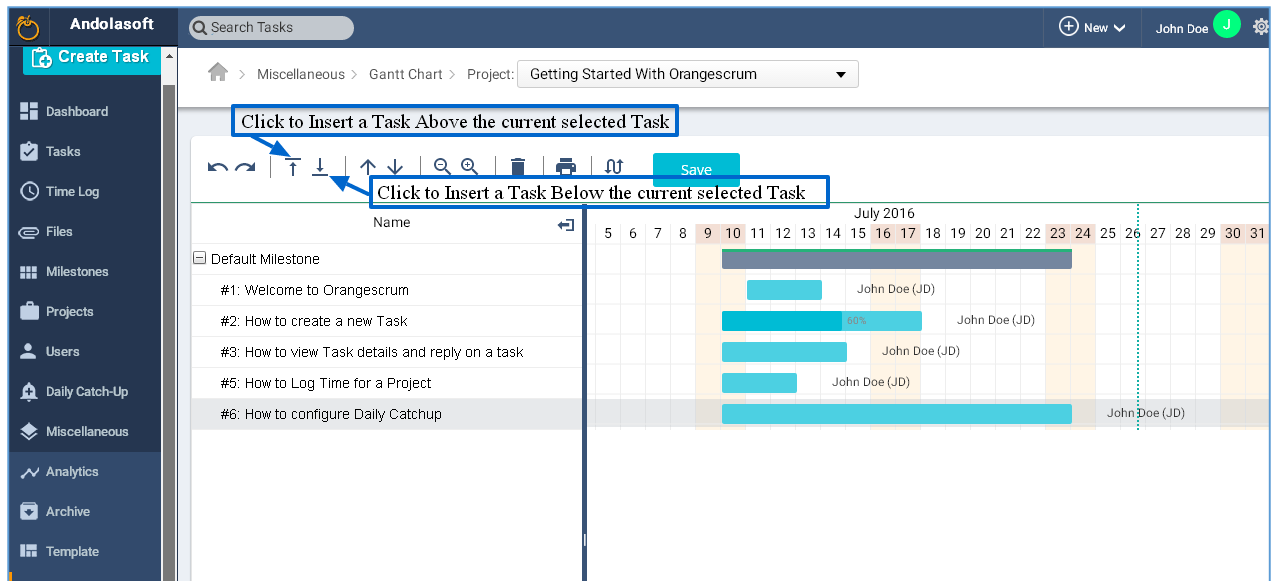



- **“Undo”**  and **“Redo”**  features enable ease of flipping through task changes until you save them.
- Create task(s) by clicking on **“Insert Task Above”**  or **“Insert Task Below”**  icons. It will create an empty row above or below the current task selected for you to type task details.
- Re-arrange the tasks by  **“Move up/Down”** arrows and **“Save”** the chart before leaving or reloading the page
- **“Zoom In/Out”**  icon provides you daily, weekly and monthly view of the project tasks.
- Delete the tasks by clicking the **“Delete”**  icon. You can't delete milestones from here. Milestones can only be managed from milestone list page.

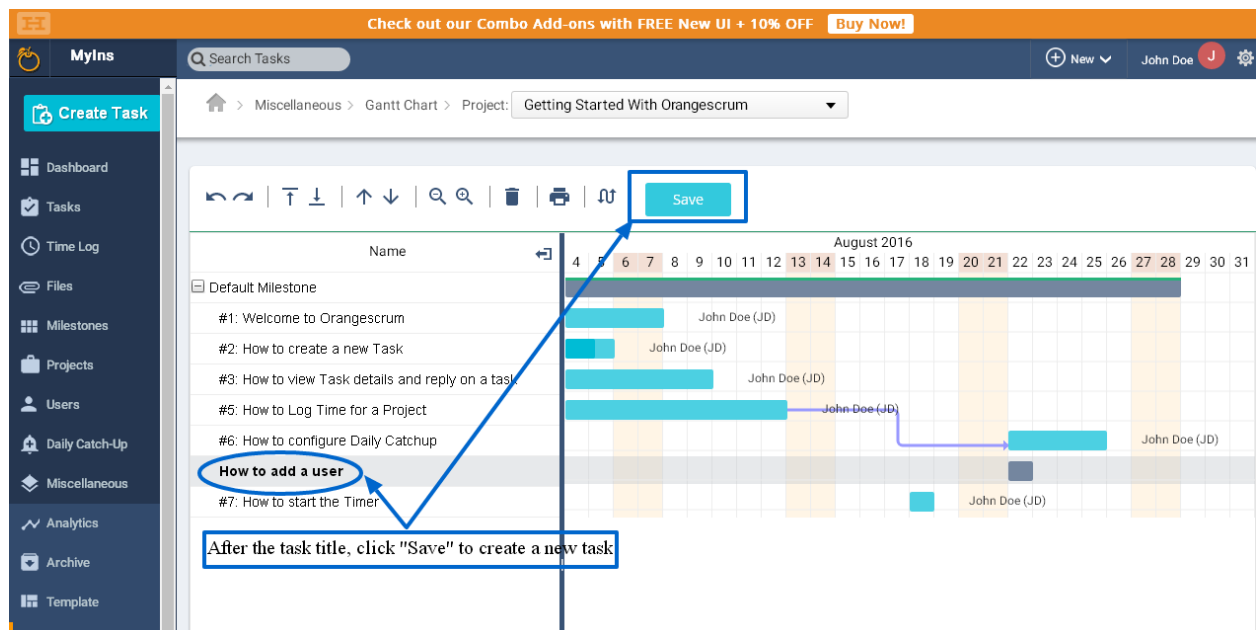
- You can print the chart by clicking the **“Print”**  icon. It will print only visible part of the Gantt chart and to set tasks in visible area, you can use “Zoom In/Out” feature.
- You can view the **“Critical Path”**  in the chart by clicking the “Critical Path” icon
- The chart show milestones and associated tasks mapping.
- Click on the task blocks/bar in the chart to edit Task details like task title, description, task group, task type, priority, assigned to, progress, start and end dates of a task(s)
- You can drag the task blocks to change start and end date of task(s)
- You can also map tasks to show dependencies.
- In case of dependency, child (dependent) task(s) can be started only after the parent task(s) as well as it cannot be started until completion of parent task.
- In task list, task details and milestone pages you will be able to see the tasks and their dependencies.
- Child tasks actions are stopped if parent task is not closed; it is implemented in Task list, Task detail, Kanban and Milestone pages;
 - Task cannot be started
 - Task progress cannot be changed
 - Task time log cannot be entered
- If parent task is closed, archived, or moved to other project, then dependent tasks are freed of the associated dependencies.

How to create a task in Gantt chart?

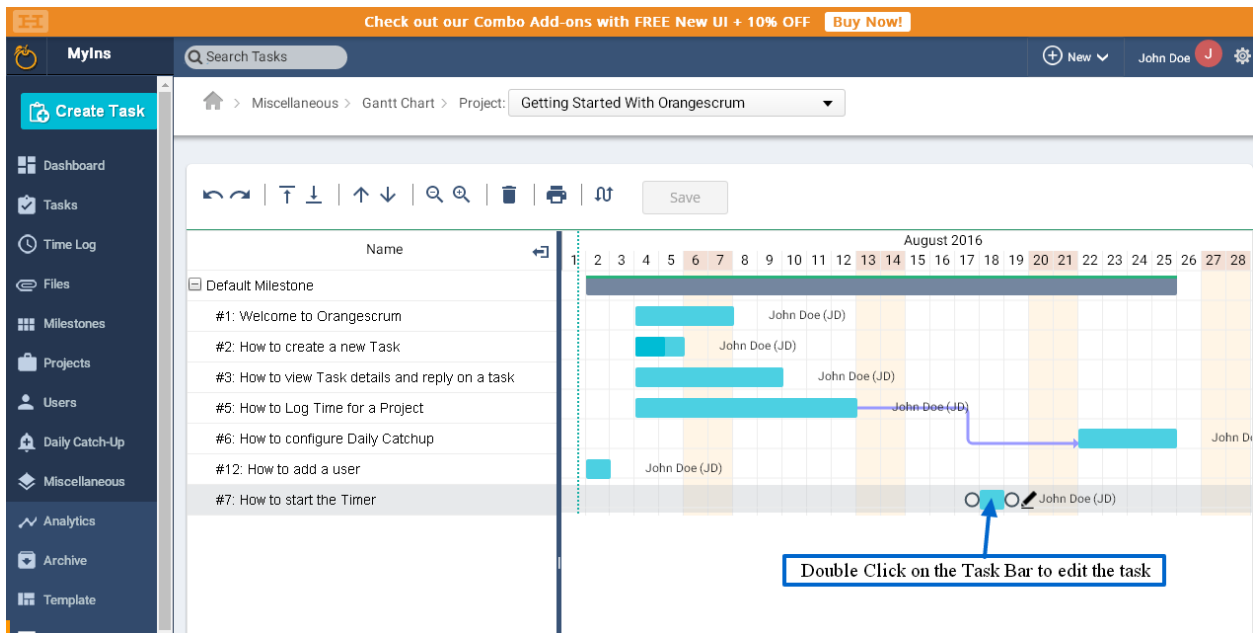
Create task(s) by clicking on “Insert Task Above/Below”   icons. It will create an empty row above or below the current task selected for you to type task details.



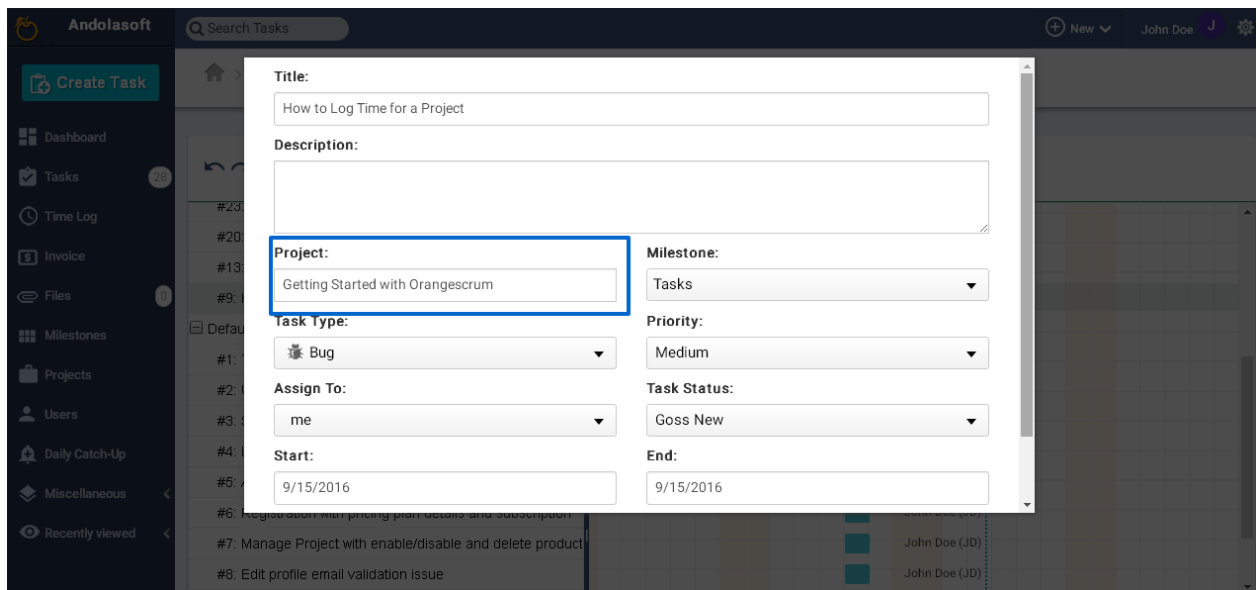
Once you enter the task details, click on “Save”  to create a task from the Gantt chart.



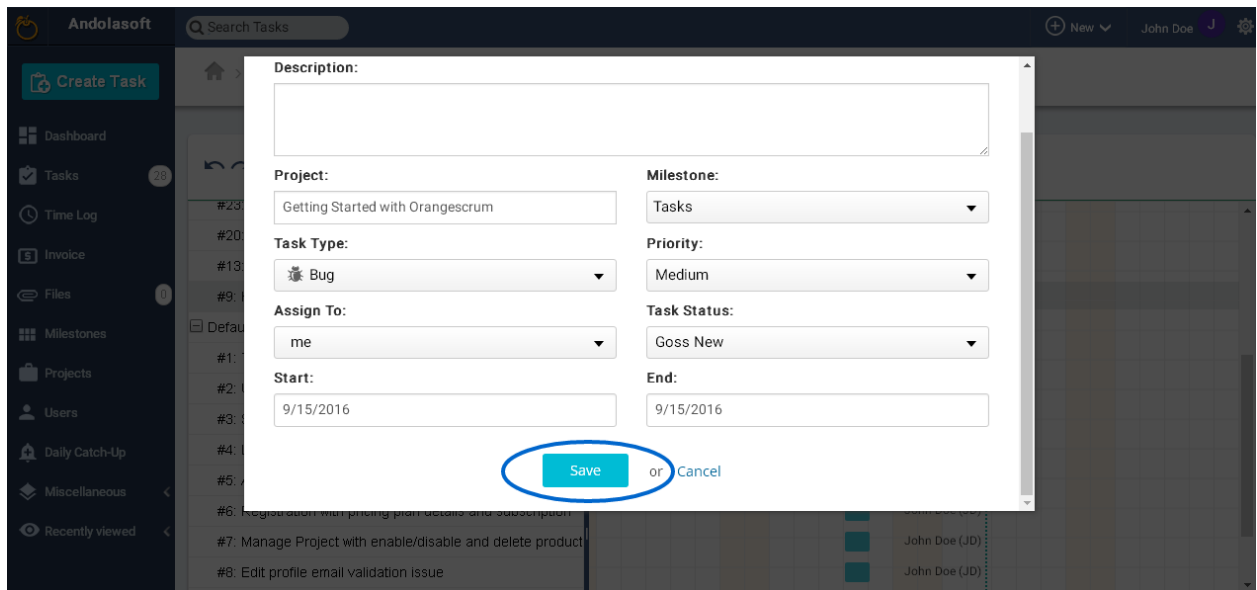
At any time you can edit the task by double clicking on the task bar as shown in image.



On the Edit Task pop up, you can edit the task title, description, task type, priority, progress, start date & end date of a task.

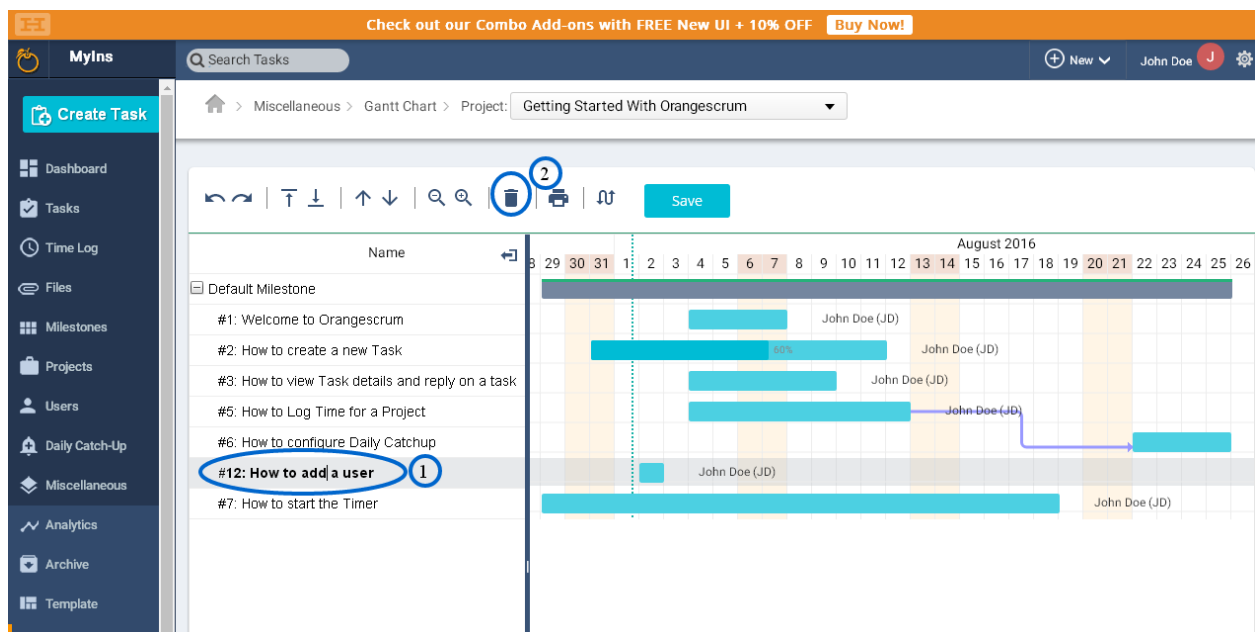


Click “Save” to save the changes for the task.



How to delete a task from Gantt chart?

Select the task from the Gantt chart page, click on the “delete” icon & select “Ok” and “Save” to delete the task as shown in image.



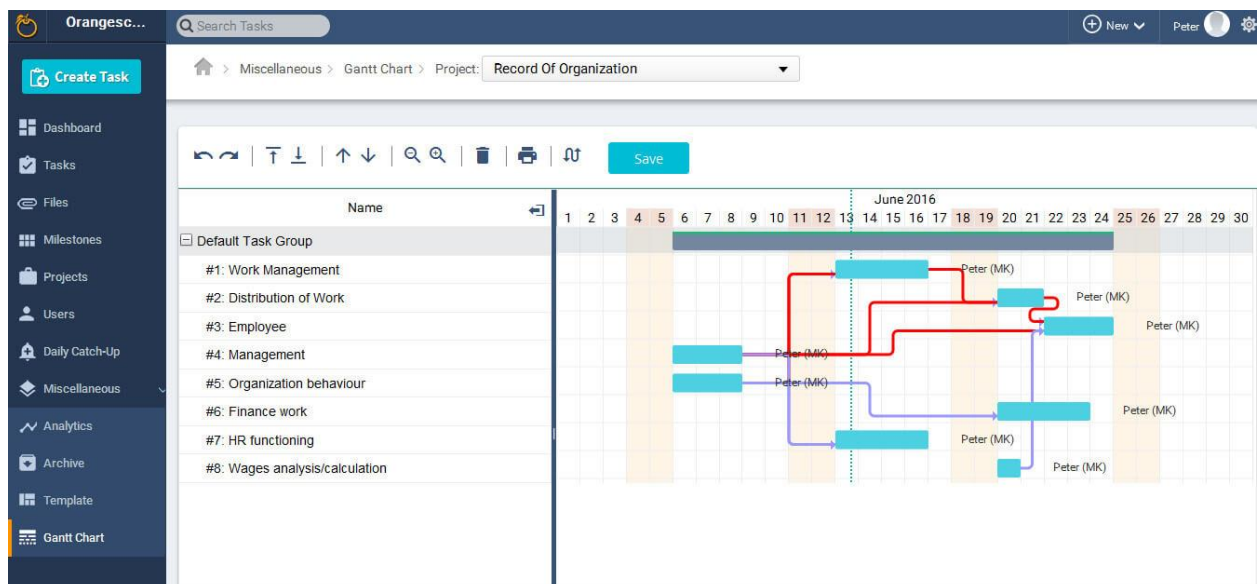
Can I edit the milestone?

Yes, you can edit only the milestone name from the Gantt chart page. Click on the any Milestone name, change the name & click on Save. But you can't edit the default Milestone.

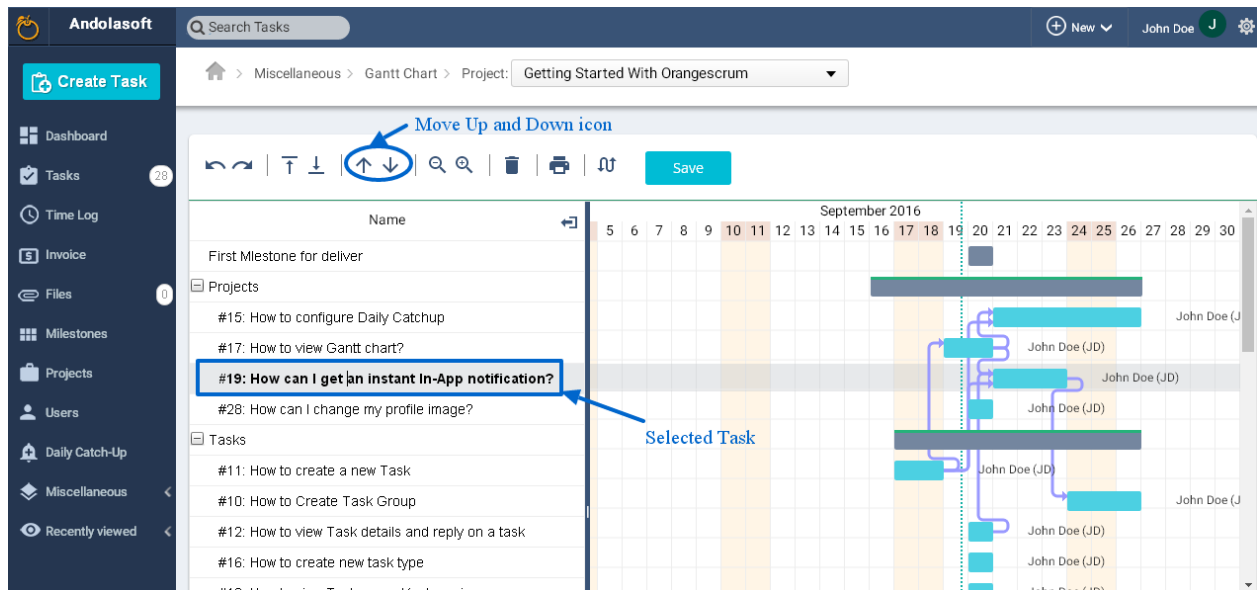
What is critical path & it's significant in Gantt chart?

A Critical Path of a Gantt chart is

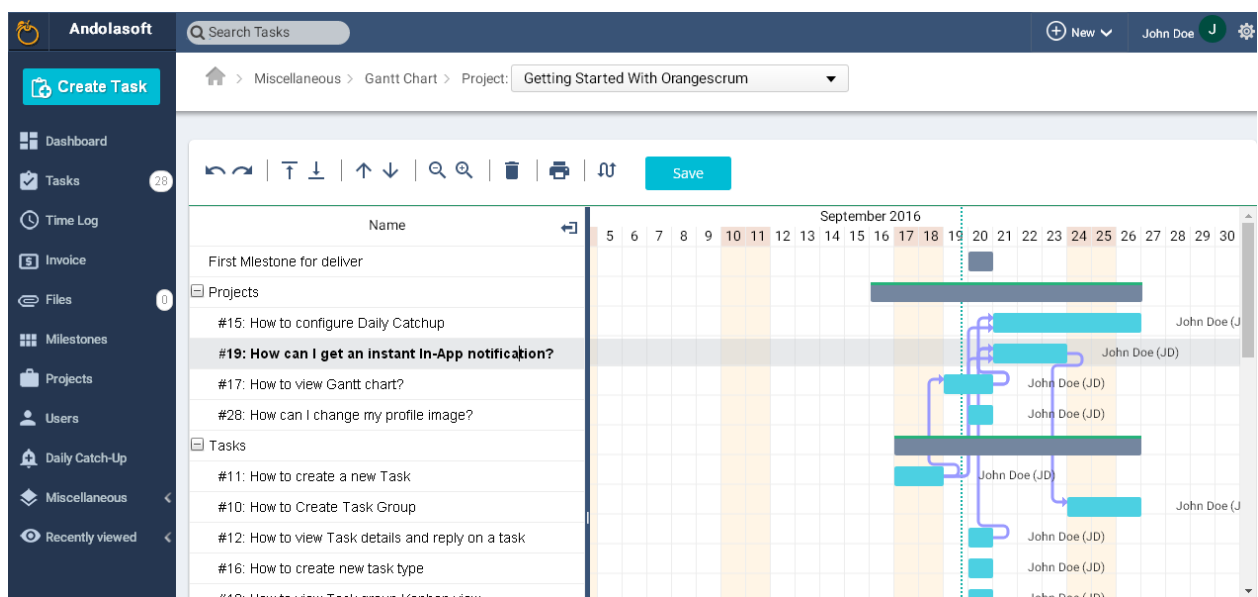
- A list of all activities required to complete the project,
- The dependencies between the activities
- The estimate of time (duration) that each activity will take to completion



Yes, You can. Select the task you want to up or down from the list and click on “Move Up or Move down” icon to move the task.



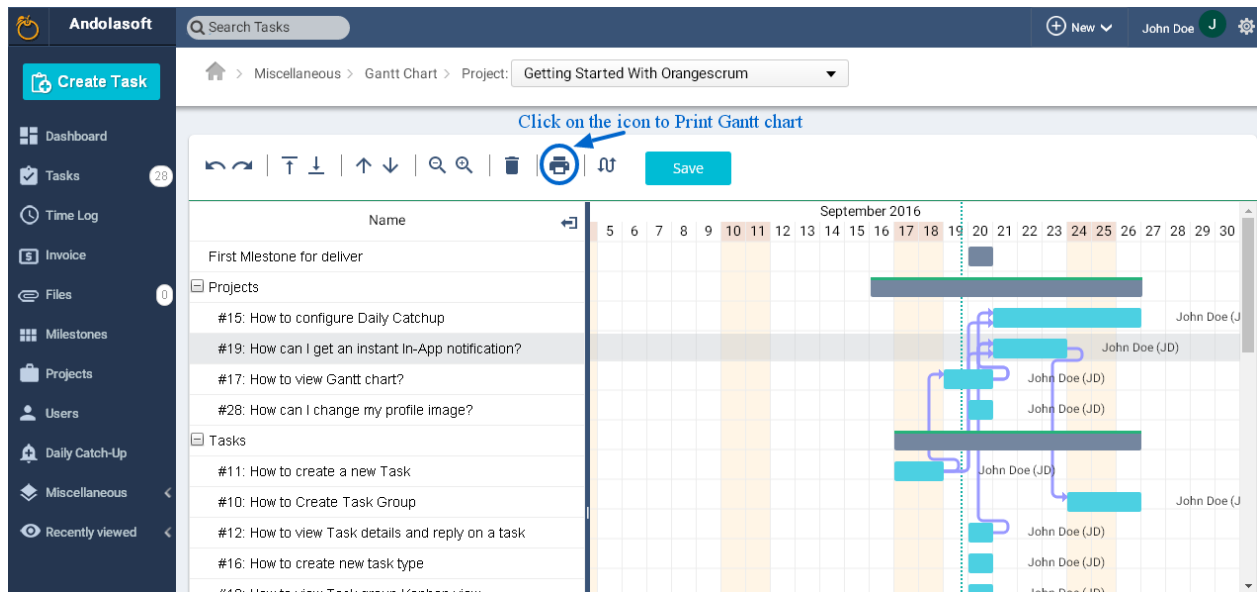
In the above screenshot, I want to move the task number #19 to one step up. So I have selected it & clicked on the Move Up icon, it will be now above of task number #17 as shown in below screenshot.



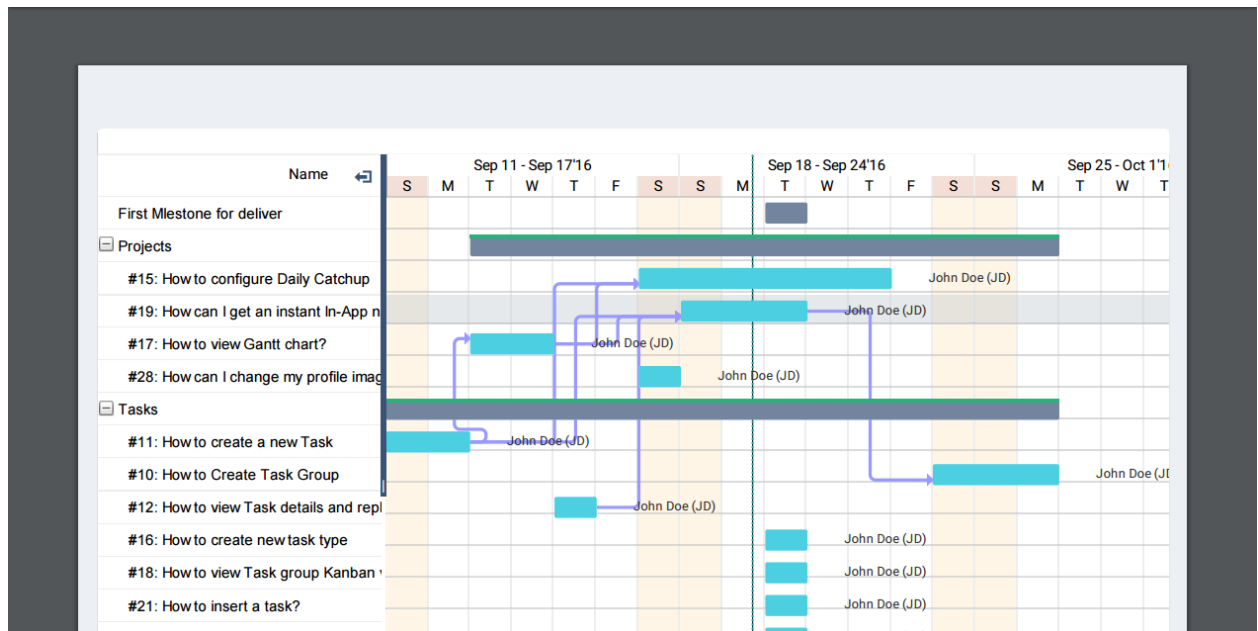
Note: Remember task move up & down will not affect the task number. It will only change the positions of your task.

Can I print my Gantt chart?

On the Gantt chart page, there is a print icon. You can click on it to print the Gantt chart. Also you can use the Zoom In/Out option for better picture.

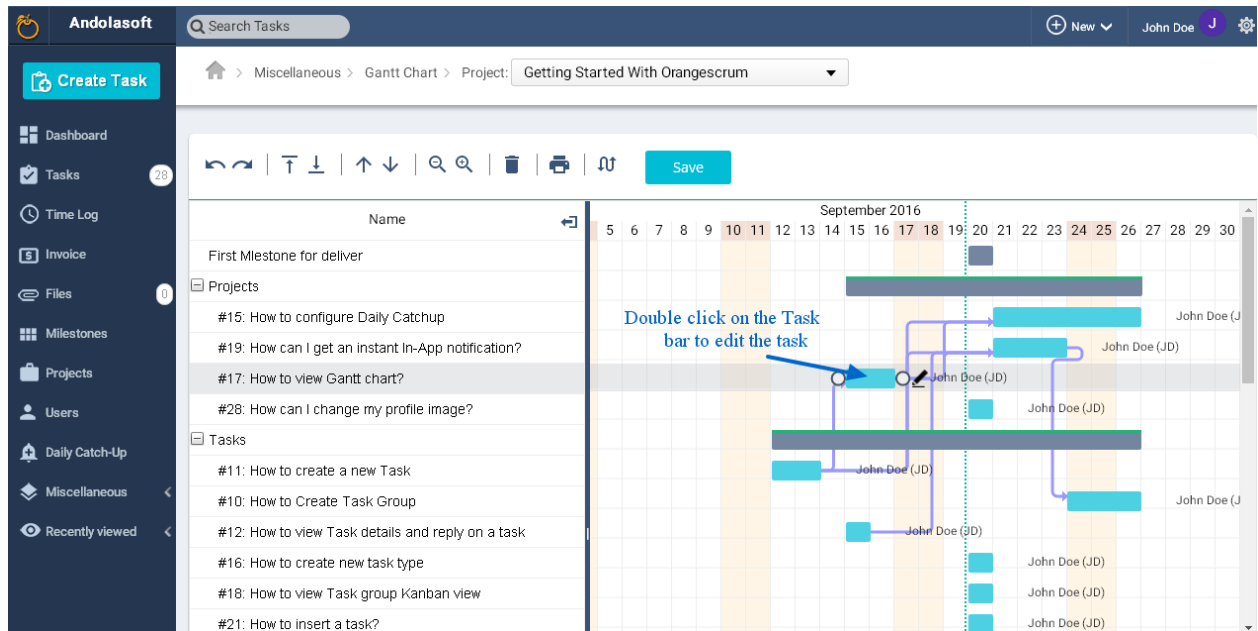


It will be look as in the below image once you click on the print icon:

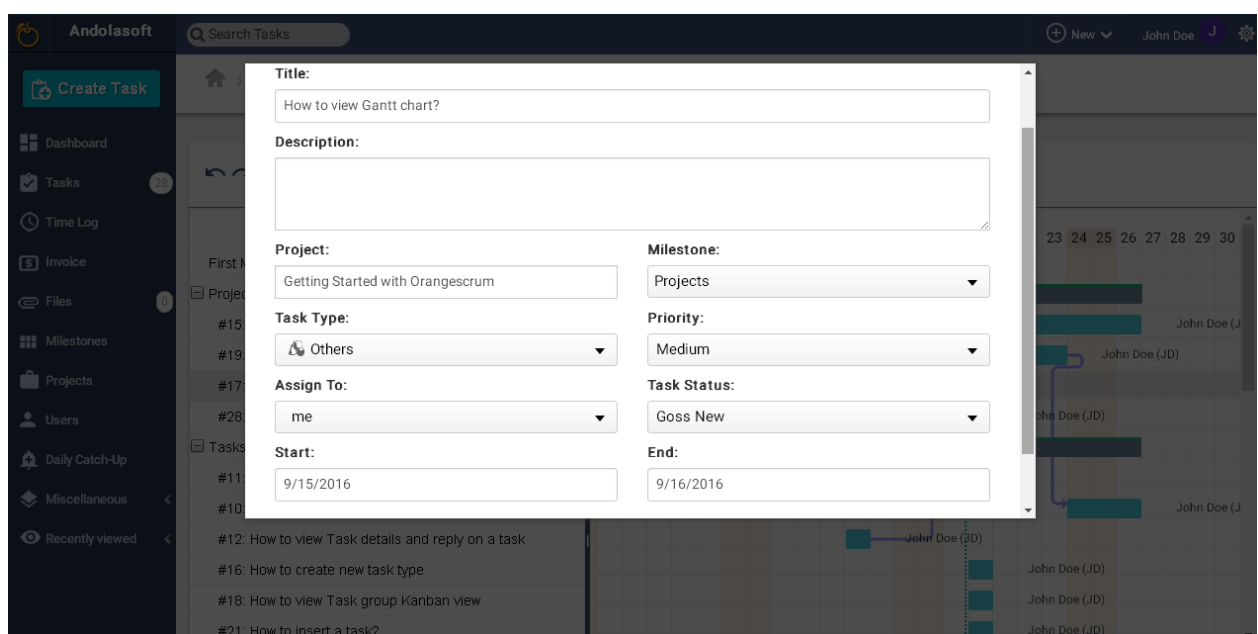


Can I edit a task from Gantt chart?

Yes, You can. Double click on the task bar to edit the task.



On the Edit Task pop up, you can edit the task title, description, task type, priority, progress, start date & end date of a task. Click **Save** to complete the editing of a task.



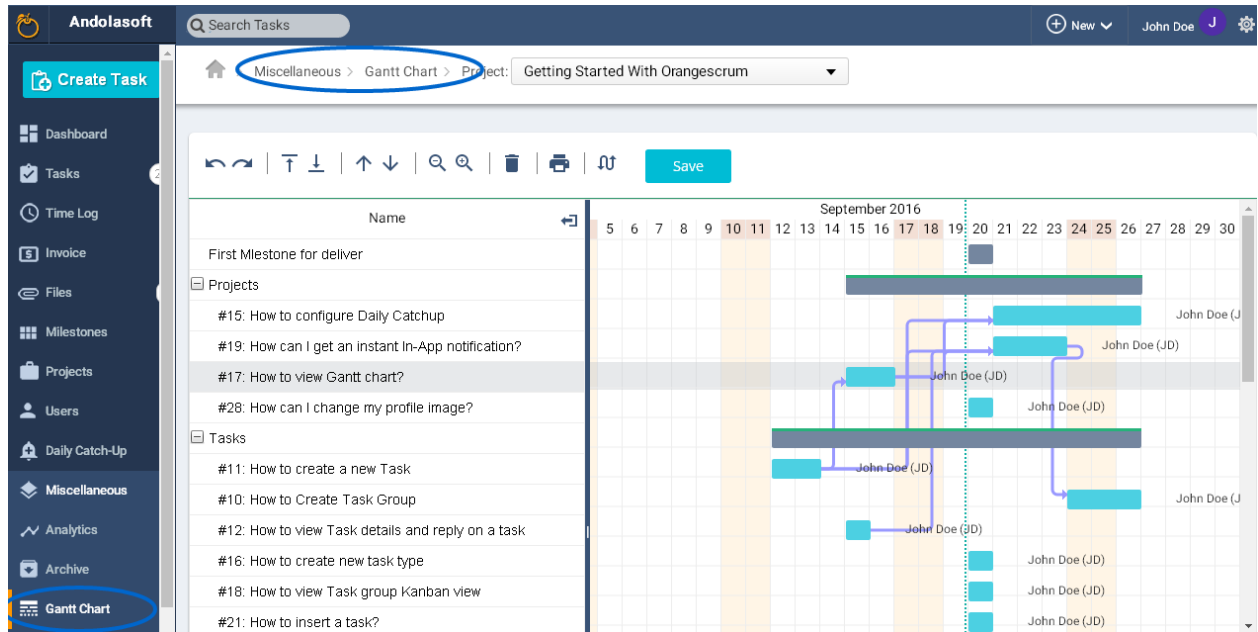
The screenshot shows the 'Edit Task' pop-up form in the Andolasoft application. The form contains the following fields:

- Title:** How to view Gantt chart?
- Description:** (Empty text area)
- Project:** Getting Started with Orangescrum
- Milestone:** Projects
- Task Type:** Others
- Priority:** Medium
- Assign To:** me
- Task Status:** Goss New
- Start:** 9/15/2016
- End:** 9/16/2016

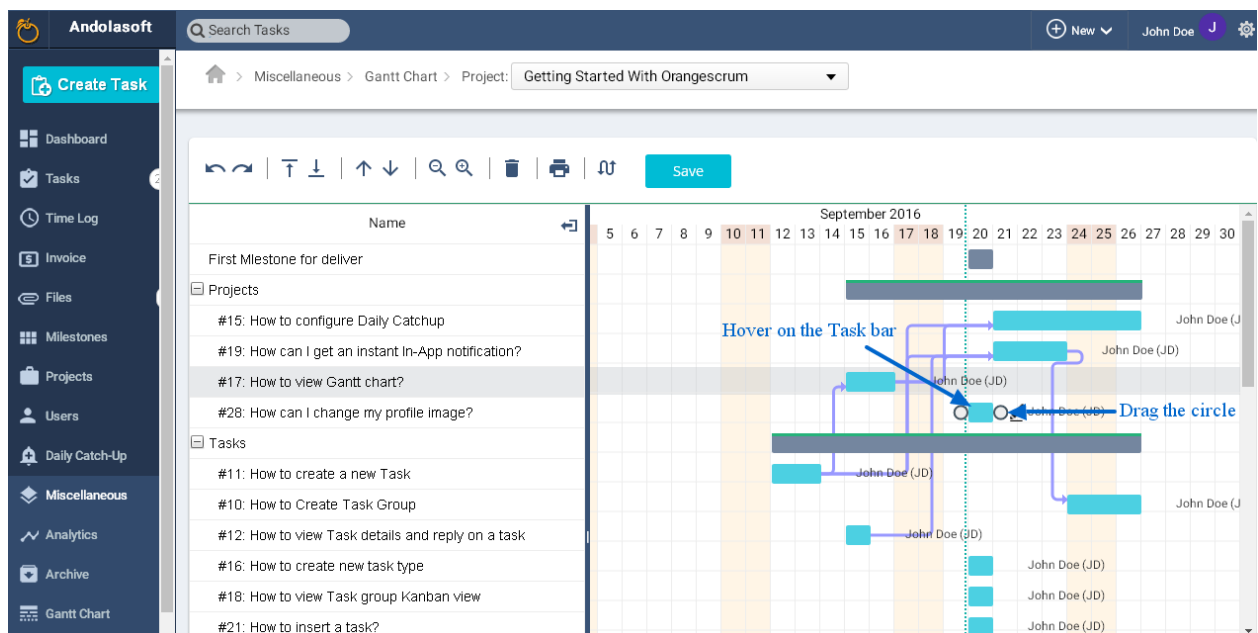
The background shows the Gantt chart interface with the task bar being edited.

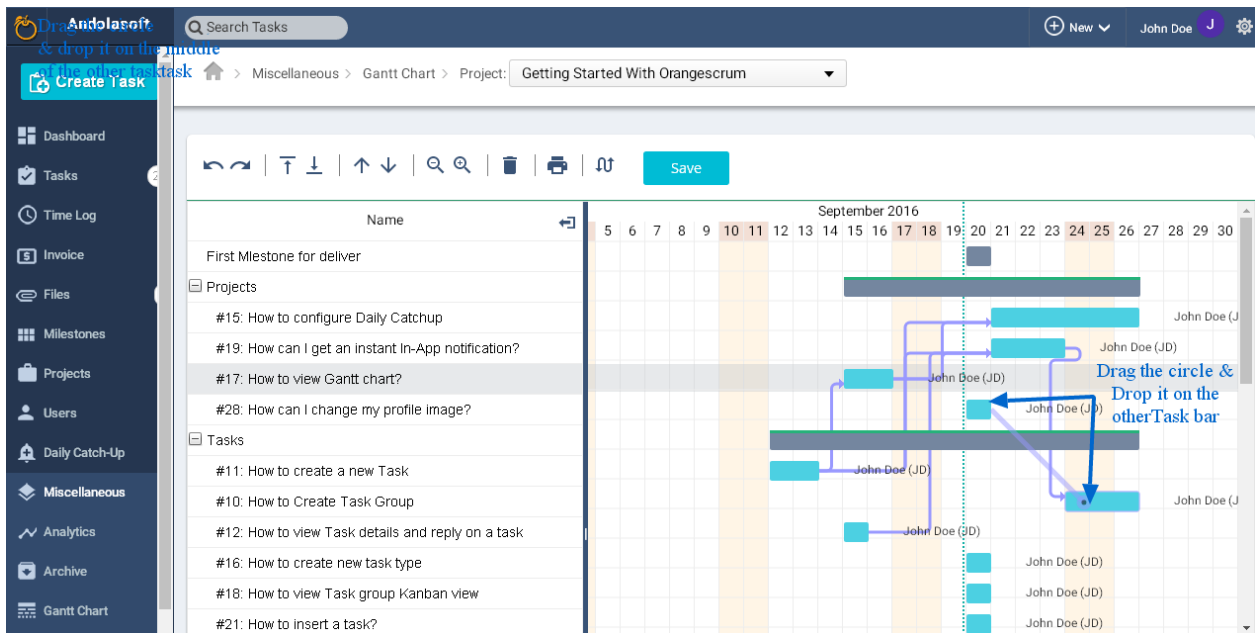
How can I create my task dependencies?

- Navigate to Gantt chart from **Miscellaneous** menu present in the main menu panel

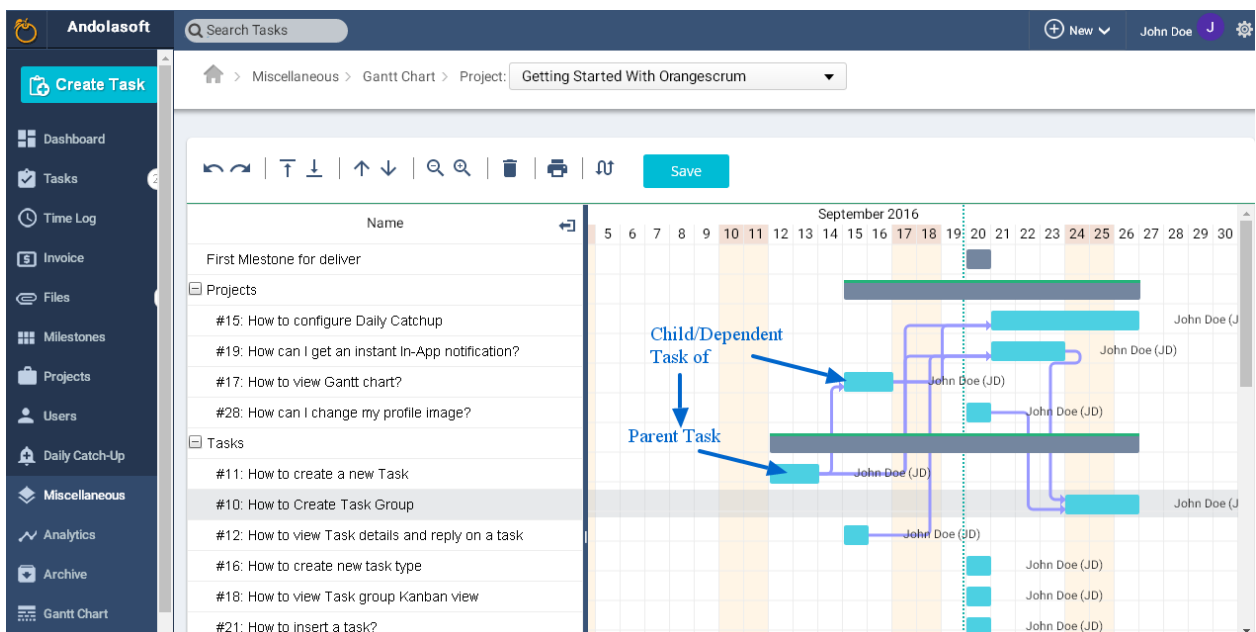


- Hover on the task bar & drag the circle & drop it on middle of other task bar to create the dependencies.

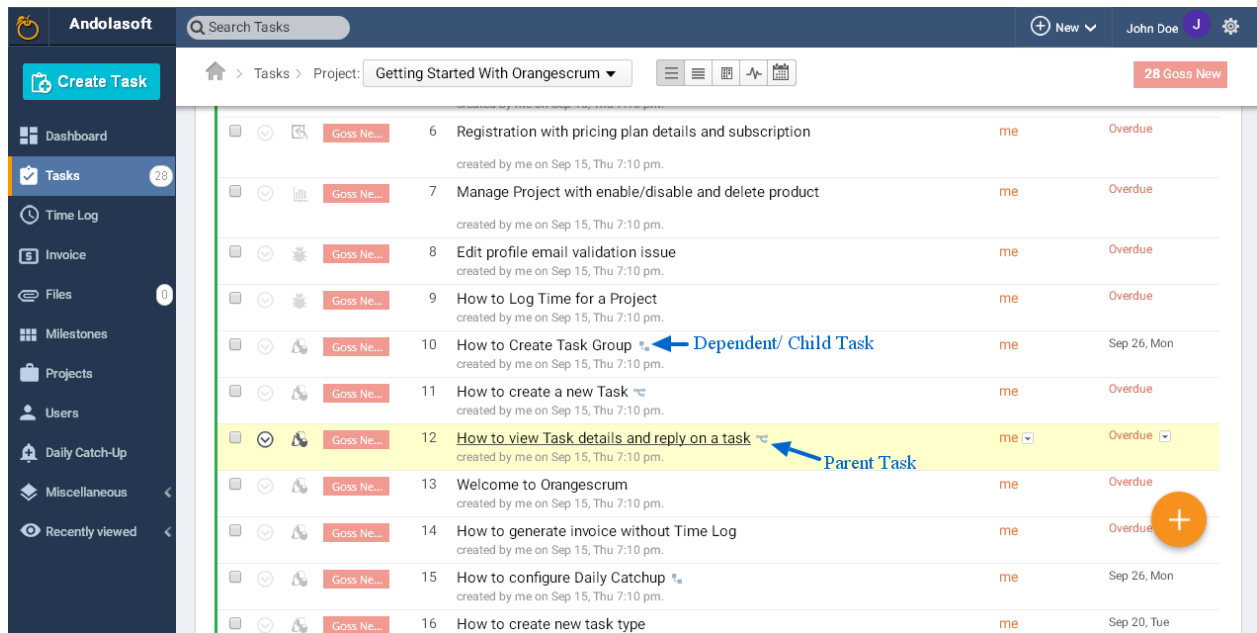




- The task from which arrow start is the Parent Task & where the arrow ends is the child (Dependent) task.



- You can see the task level dependencies in the Task List page as shown in the below image.



Benefits: Analytical view of a project with all its inter-dependencies – be it the tasks or the resources to help you identify and re-plan project schedules with improved task organization. You understand where resources and teams are engaged. So, you better manage them ahead to success.

I have created the dependency, but didn't reflect on Gantt chart?

It shows you have not saved the data after you made the changes. Once you made changes to your Gantt chart, make sure you click on **"Save"**. Else it will not reflect on the Gantt chart.

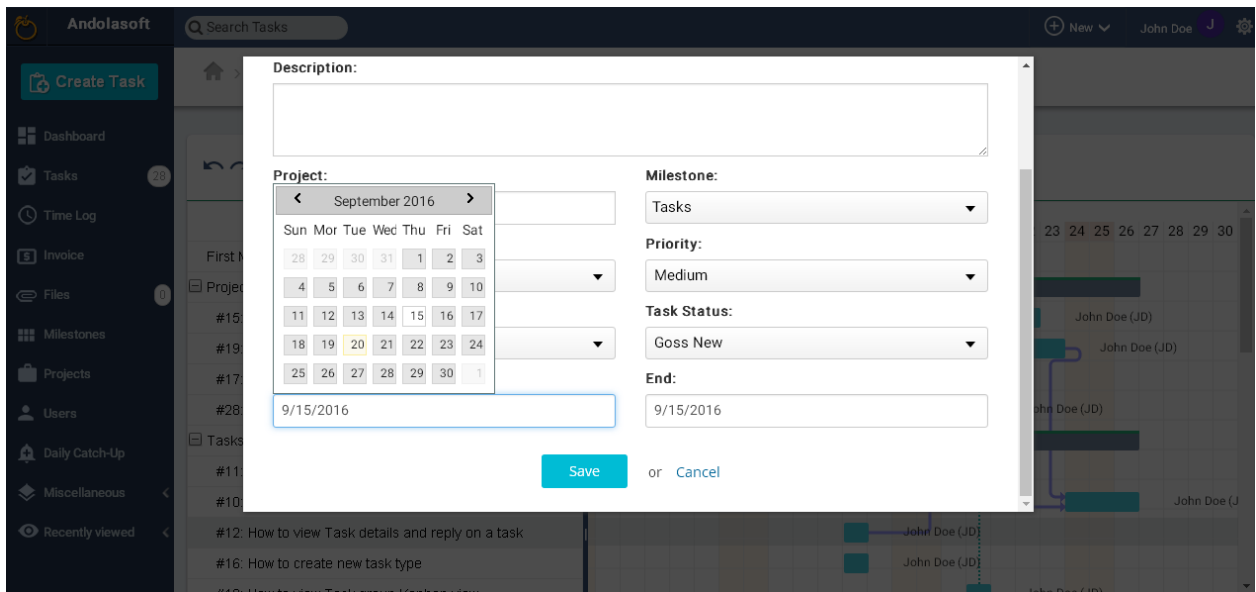
Why I am unable to delete milestone from Gantt chart?


No, you can't do that. But you can edit the Milestone by clicking on it.


Can I change the task start date and end date?

Yes, you can do that in two ways.

- i. First, Double click on the Task bar to edit the task; on the edit task pop up click on the start date & end date to edit the task.



- ii. Hover on the task bar, when you see the  arrow, drag the task bar to left to change the start date.

Once you fixed the start date, again hover on the task bar and drag the  icon to right to change the end date of the task.

Note: The task start & end date should not cross the milestone start date & end date. Also if a task is dependent on other task, the child or dependent task's start date cannot be before the end date of parent task.

Tip: Use the Drag & drop option to edit the start & end date quickly.

Can I see the task dependencies on task list page?

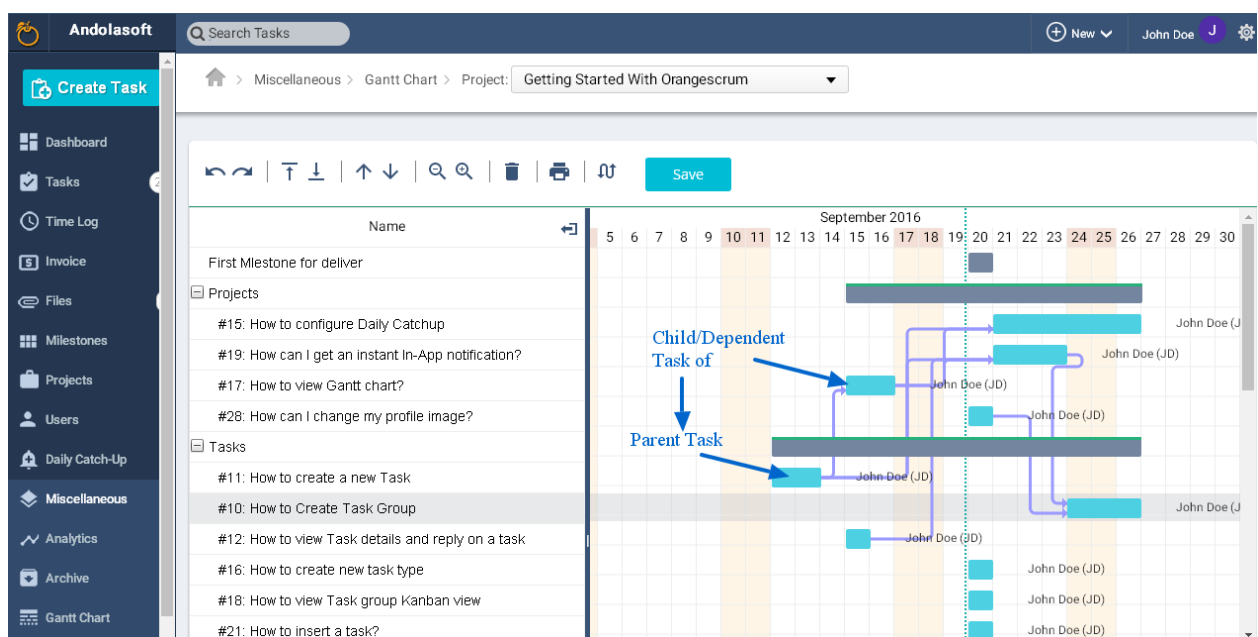
Yes. You can see the "Parent" & "Dependent" task from the icons after the task title.

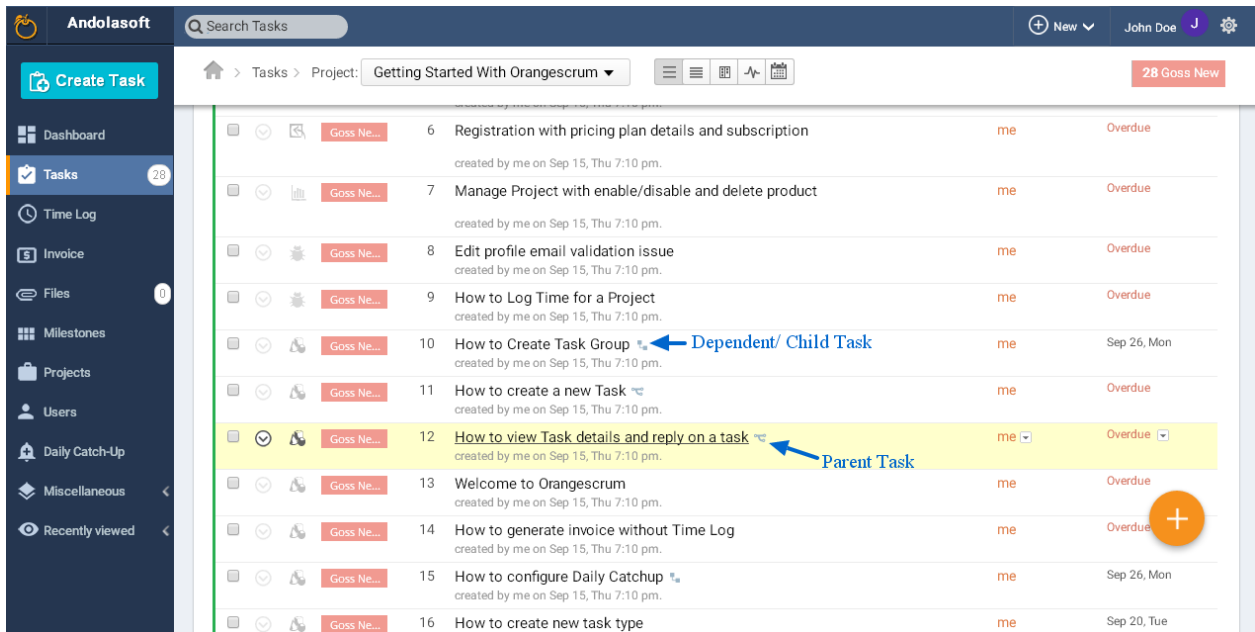
The screenshot shows the OrangeScrum interface with a list of tasks. The left sidebar contains navigation options like Dashboard, Tasks, Time Log, Invoice, Files, Milestones, Projects, Users, Daily Catch-Up, Miscellaneous, and Recently viewed. The main area displays a list of tasks for the project 'Getting Started With Orangescrum'. Task 12 is highlighted in yellow and labeled as a 'Parent Task'. Task 10 is labeled as a 'Dependent/ Child Task'.

ID	Task Name	Created By	Status	Due Date
6	Registration with pricing plan details and subscription	me	Overdue	
7	Manage Project with enable/disable and delete product	me	Overdue	
8	Edit profile email validation issue	me	Overdue	
9	How to Log Time for a Project	me	Overdue	
10	How to Create Task Group	me	Overdue	Sep 26, Mon
11	How to create a new Task	me	Overdue	
12	How to view Task details and reply on a task	me	Overdue	
13	Welcome to Orangescrum	me	Overdue	
14	How to generate invoice without Time Log	me	Overdue	
15	How to configure Daily Catchup	me	Overdue	Sep 26, Mon
16	How to create new task type	me	Overdue	Sep 20, Tue

Why I am unable to start the task?

It is because the task is dependent task. You can't change the status of the dependent task unless you finish the parent task.



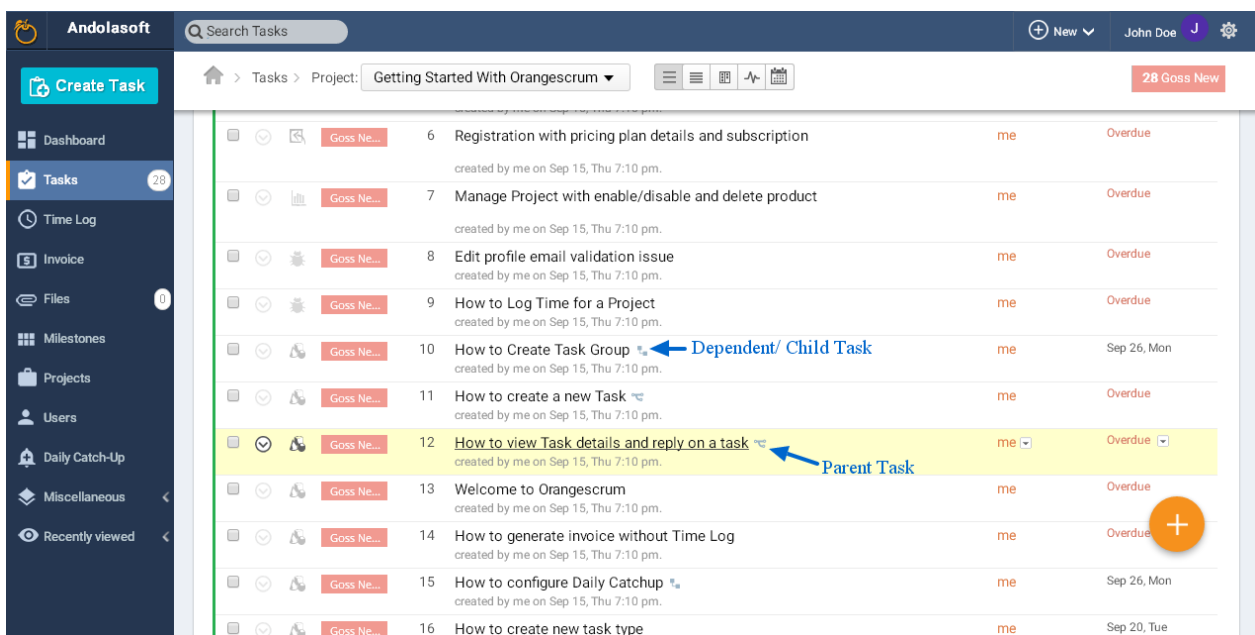


The screenshot shows the Andolasoft OrangeScrum interface. The left sidebar contains navigation options: Dashboard, Tasks (28), Time Log, Invoice, Files (0), Milestones, Projects, Users, Daily Catch-Up, Miscellaneous, and Recently viewed. The main area displays a list of tasks for the project 'Getting Started With Orangescrum'. Task 12, 'How to view Task details and reply on a task', is highlighted in yellow and labeled as the 'Parent Task'. Task 10, 'How to Create Task Group', is labeled as a 'Dependent/ Child Task'.

ID	Task Name	Assignee	Status
6	Registration with pricing plan details and subscription	me	Overdue
7	Manage Project with enable/disable and delete product	me	Overdue
8	Edit profile email validation issue	me	Overdue
9	How to Log Time for a Project	me	Overdue
10	How to Create Task Group	me	Sep 26, Mon
11	How to create a new Task	me	Overdue
12	How to view Task details and reply on a task	me	Overdue
13	Welcome to Orangescrum	me	Overdue
14	How to generate invoice without Time Log	me	Overdue
15	How to configure Daily Catchup	me	Sep 26, Mon
16	How to create new task type	me	Sep 20, Tue

Why I am unable to log time for my task?

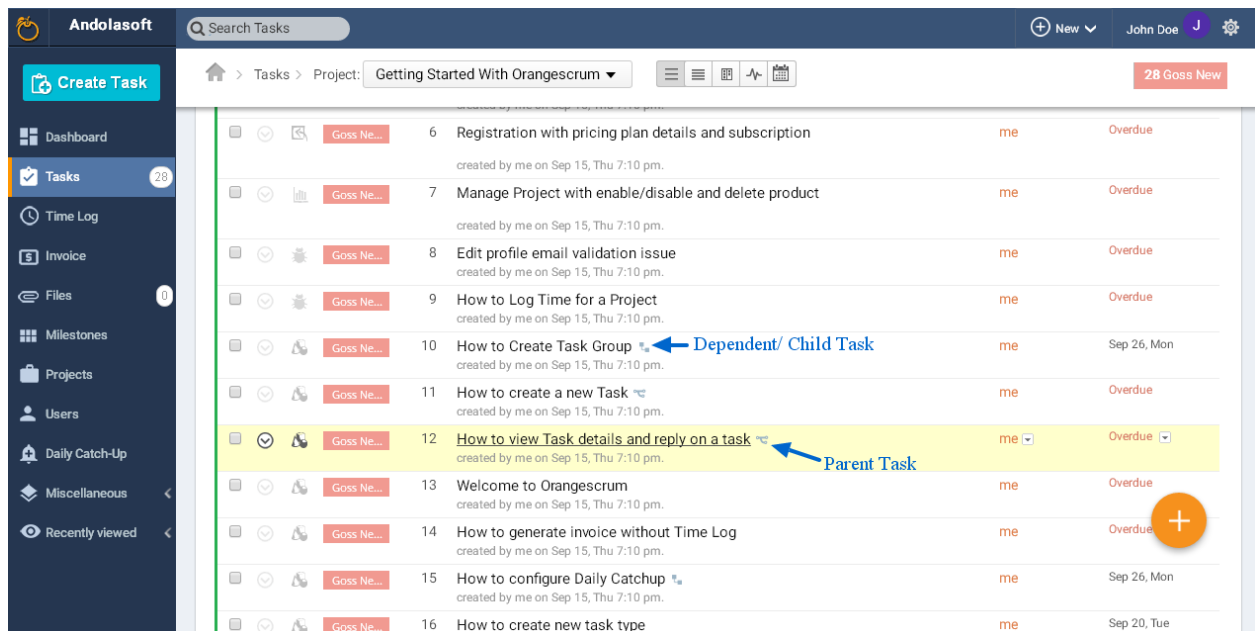
It is because the task is dependent task. You can't log time for the dependent task unless you finish the parent task.



This screenshot is identical to the one above, showing the Andolasoft OrangeScrum interface with the same list of tasks. Task 12 is the 'Parent Task' and Task 10 is the 'Dependent/ Child Task'.

Why I am unable to change the progress of a task?

It is because the task is dependent task. You can't log time for the dependent task unless you finish the parent task.



The screenshot shows the Andolasoft task management interface. The left sidebar contains navigation options: Dashboard, Tasks (28), Time Log, Invoice, Files (0), Milestones, Projects, Users, Daily Catch-Up, Miscellaneous, and Recently viewed. The main area displays a list of tasks for the project 'Getting Started With Orangescrum'. The tasks are numbered 6 through 16. Task 12, 'How to view Task details and reply on a task', is highlighted in yellow and labeled 'Parent Task'. Task 10, 'How to Create Task Group', is labeled 'Dependent/ Child Task'. The tasks are listed with their status (e.g., Overdue), assigned user (me), and creation date (Sep 15, Thu 7:10 pm).

ID	Task Description	Assigned To	Status	Created By	Created Date
6	Registration with pricing plan details and subscription	me	Overdue	me	Sep 15, Thu 7:10 pm.
7	Manage Project with enable/disable and delete product	me	Overdue	me	Sep 15, Thu 7:10 pm.
8	Edit profile email validation issue	me	Overdue	me	Sep 15, Thu 7:10 pm.
9	How to Log Time for a Project	me	Overdue	me	Sep 15, Thu 7:10 pm.
10	How to Create Task Group	me	Sep 26, Mon	me	Sep 15, Thu 7:10 pm.
11	How to create a new Task	me	Overdue	me	Sep 15, Thu 7:10 pm.
12	How to view Task details and reply on a task	me	Overdue	me	Sep 15, Thu 7:10 pm.
13	Welcome to Orangescrum	me	Overdue	me	Sep 15, Thu 7:10 pm.
14	How to generate invoice without Time Log	me	Overdue	me	Sep 15, Thu 7:10 pm.
15	How to configure Daily Catchup	me	Sep 26, Mon	me	Sep 15, Thu 7:10 pm.
16	How to create new task type	me	Sep 20, Tue	me	Sep 15, Thu 7:10 pm.

Can I view Task Progress in Gantt chart?

Yes, you can view the task progress of a task in the Gantt chart task bar as shown in the screenshot below.

