

ATRELLUS GANTT WIZARD QUICK ACTIONS

CHART BUILDER

CREATE A NEW PROJECT AND CHART

- 1) Click New Project NEW PROJECT
- 2) Enter Project Details
- 3) Click Default All to Sync All Workstreams (Critical Paths)
- 4) Set Work Days
- 5) Enter Project Start / End Dates and follow on-screen instructions

ENTER WORKSTREAM DETAILS

- 1) Name Workstream 1 and enter other details
- 2) Select Critical Path or Slack Path
- 3) Enter Workstream Start / End Dates
- 4) Repeat for Workstream 2
- 5) Click WS 3 to add Workstream 3
- 6) Repeat Steps 1) - 3)
- 7) Click WS 4 etc. for additional Workstreams WS 4

PREMIUM / PROFESSIONAL VERSIONS

- 1) To change Project Start / End Dates, click Reset Project Dates
- 2) Enter new Dates RESET PROJECT DATES

UPDATE WORKSTREAM DETAILS

- 1) Select Chart Name and Return or Tab Key
 - 2) Make changes to Workstreams
 - 3) To Add a Workstream click WS checkbox WS 3
 - 4) To Remove a Workstream - check-off WS checkbox
- NOTE:** Removing Workstreams requires the last Workstream to be removed and then each previous Workstream

PROJECT RESOURCES & COSTS

ADD RESOURCES / PROJECT COSTS

- 1) Select Project and Return / Tab Key
- 2) Select Workstream Tab
- 3) Check the first Add Resource checkbox ADD RESOURCE
- 4) Select Resource from Drop-Down List of Type Resource Type
- 5) Enter No. of Full Time Resources in No. Full X Box
- 6) Enter No. of Days Resources will be working on Workstream
- 7) Enter Daily Rate for Resource

UPDATE RESOURCES / PROJECT COSTS

- 1) Select Project and Return / Tab Key
 - 2) Select the Workstream Tab
 - 3) Make Changes
- NOTE:** To Delete a Resource - the last Resource must be deleted and then proceed up the list

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CHARTS / TABLES / REPORTS

VIEW A PROJECT CHART

- 1) Select Project Charts on the Home Screen
- 2) Click / Select the Project from the Project Selection Menu

VIEW A PROJECT RESOURCES AND COSTS



- 1) Select Project from Project Charts Report
- 2) Either Click Project Costs from within Project Charts, or
- 3) Select Project Costs from Home Screen
- 4) To Export Project Resources and Costs, Click the Export Table icon
- 5) To return to the Wizard - Alt + Tab

PROJECT VISUALS


- 1) Select Project from Project Charts Report
- 2) Select Project from selection menu
- 3) Either Click the Project Visuals Icon or return to the Home Screen
- 4) To Switch between Actual Days Progress and % Progress, Click the Show Actual % Progress button
- 5) To Export Project Visuals, Click the Export Graphs icon
- 6) To return to the Wizard - Alt + Tab

CHARTS AND CHARTS SELECTION TOOLS


CHART SELECTION TOOLS

- 1) Select Project from selection menu
- 2) To Activate / De-activate Chart features:
 - i) Click the Show Selection Tools icon 
 - ii) Select Green Toggle to Activate / Red Toggle to De-activate
- 3) To switch between Actual Days & Working Days click the calendar icon 

VIEW PROJECT VISUALS

- 1) Select Project from selection menu
- 2) Click the Project Visuals Icon 
- 3) Project Visuals can be selected from the Home Screen

VIEW PROJECT RESOURCES & COSTS

- 1) Select Project from selection menu
- 2) Click the Project Costs Icon 
- 3) Project Resources and Costs can be selected from the Home Screen