# Gannt Charts

There is a useful tool in Synergist that allows you to produce Gantts for a single job and for multiple jobs with flexible printing options. Jobs can be sub-divided into phases & stages with start and end dates being set using the Gantt tool.

Printing – Gantt charts can be printed either compressed on a single sheet or on multiple pages.

Exporting to Excel – Gantt Charts can also be exported to Excel for further amends and additions.
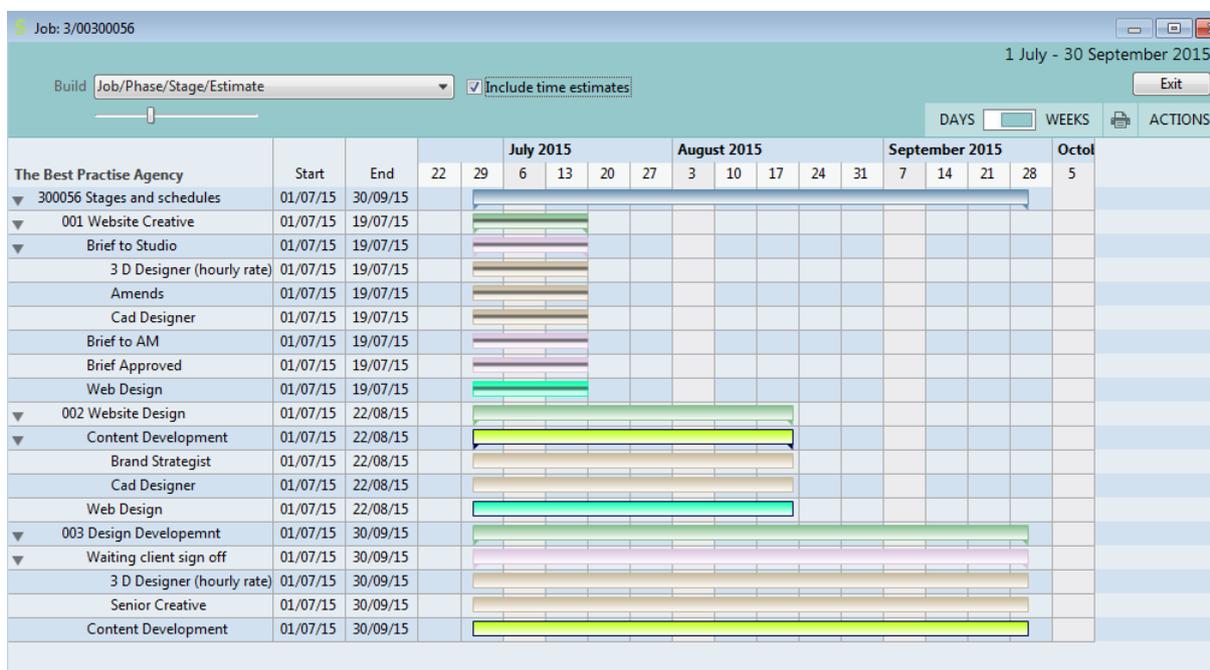
Gantt charts - overview

The Synergist Gantt chart feature is a flexible tool for quickly creating Gantt charts using start and due dates of jobs, phases, schedules & estimates. The Gantt interface makes it easy to re-schedule the dates using simple drag and drop function.

Date Controls

Within the Company Settings for Synergist you have various options for controlling and driving dates. See end of Spotlight for further information on setting and the effects of these controls.

Displaying a Gantt

You can create a Gantt from the following list and input screens:

- **Jobs**

- **Phases**

- **Schedule stages**

- **Projects**

- **Sub-projects**

Example using the job list

Highlight three jobs in the list and click on the Actions button, then select "**Gantt 3 jobs"** from the actions menu

This will produce a Gantt "rolled up" so just the job level is showing as a blue line.

If you wish to see more detail you can either click the actions button and select "expand all" or click on the **ACTIONS** button and select Expand all.
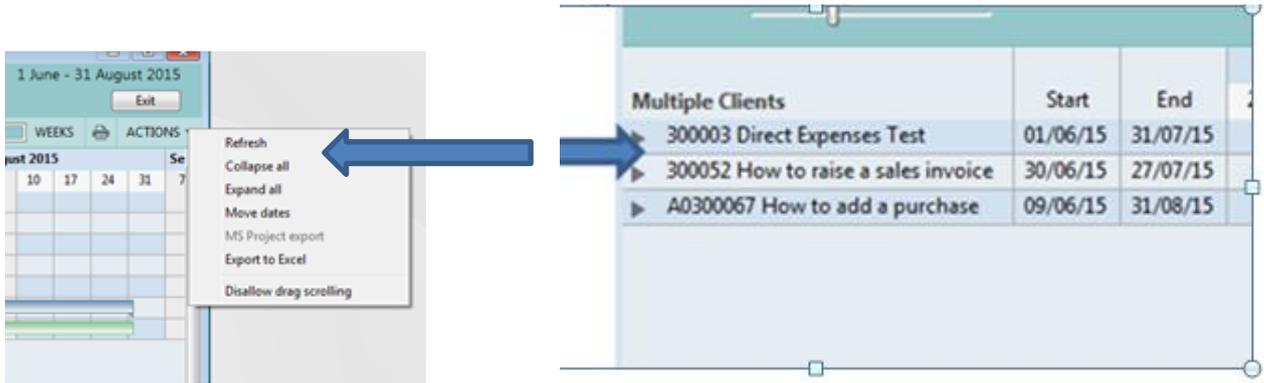
This will display the full Gantt chart with all the levels displayed, see example below.
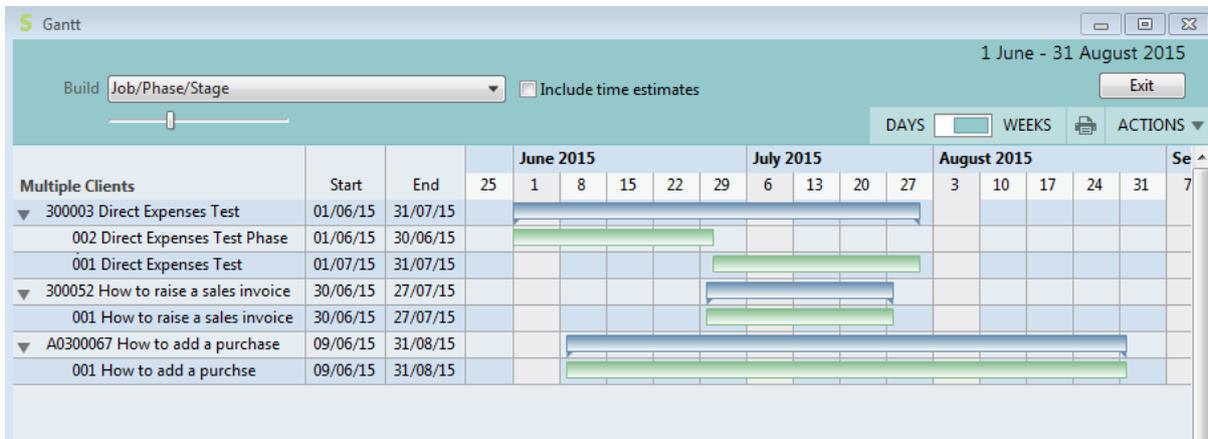
You can also show the % complete of job/phases/stages/estimates. This is displayed as an MS Project-like strike-through for completed tasks.

The percentage complete feature is a manually indicator of how much of something has been completed.

This can be entered into the '% complete' field on the financial page of the job or phase.

If you are using 'stages, then a stage can be marked as completed too.
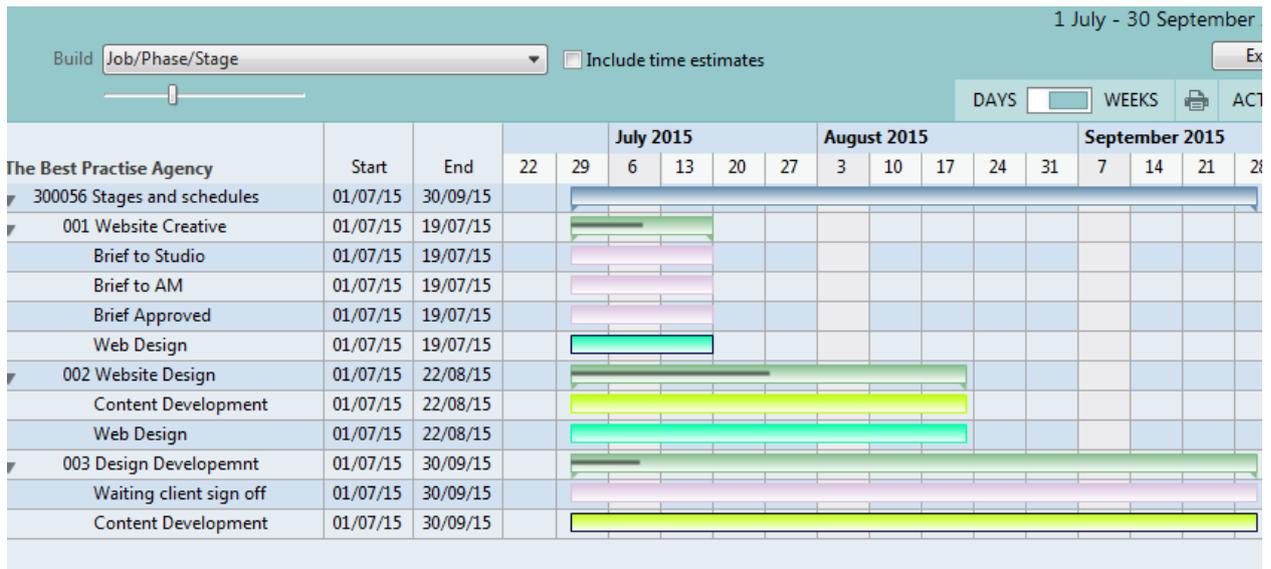
You can choose to include/exclude time estimates in the Gantt by ticking the "include time estimates box".
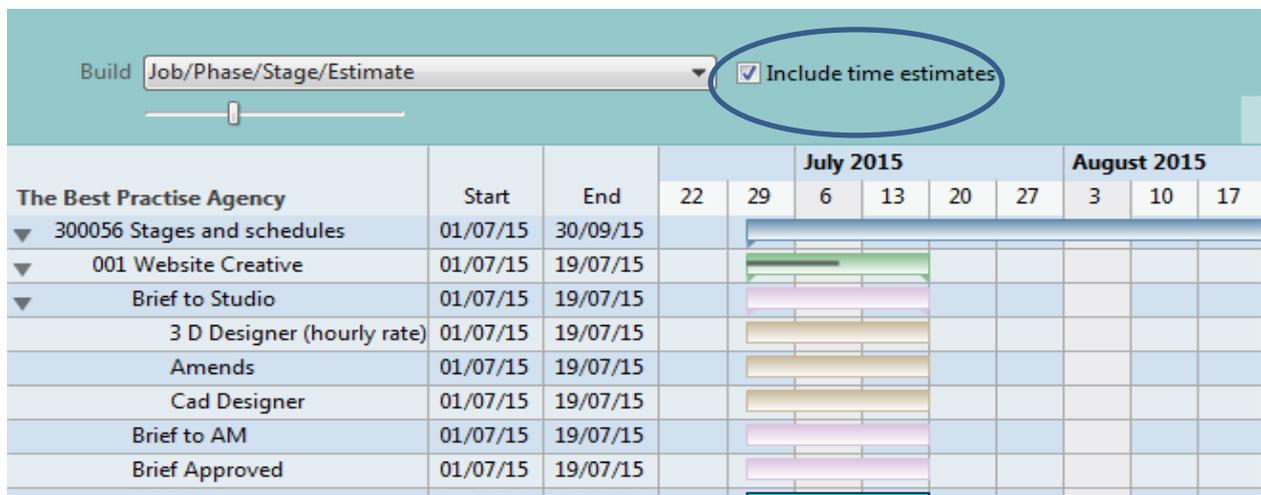
Colours on the Gantt

Synergist Gantt use this standard colour scheme

- Jobs - blue

- Phase - green

- Schedule tasks - user definable colours

- Estimates - pink

Gantting a more complex job

In this example the job is a 2-tier style job with phase level schedules under two phases. Jobs are shown in blue, phases are shown in green and stages are shown in pink.
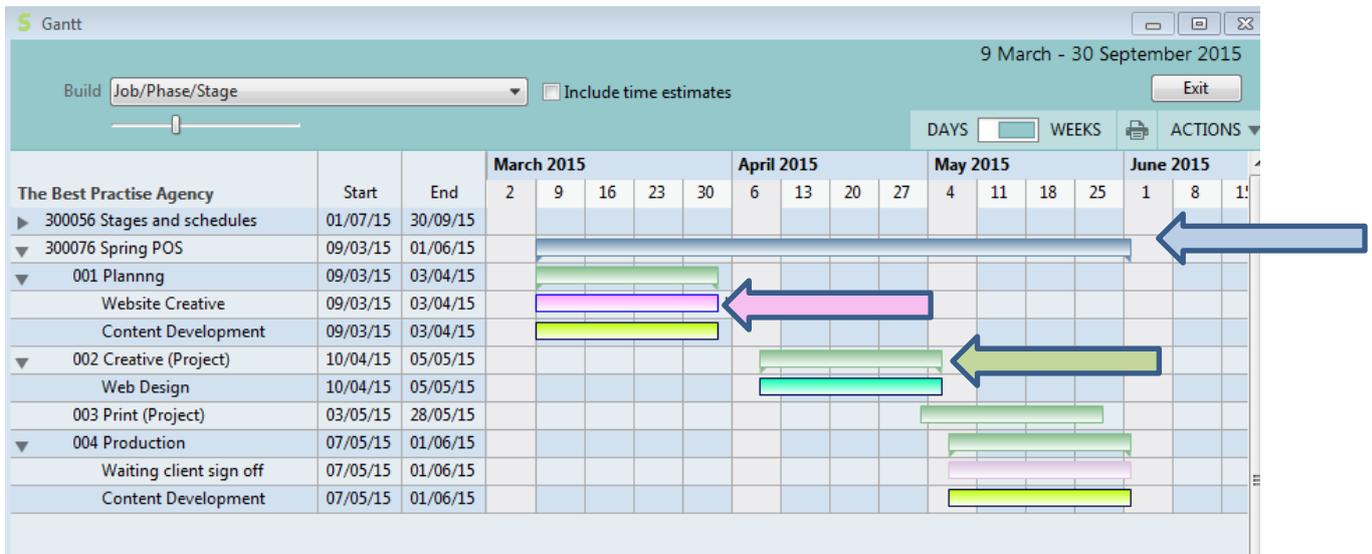
Printing the Gantt

When you print a Gantt you get the option to temporarily amend the titles

NB

This is not saved with the Gantt since the Gantt is dynamically re-created every time it is loaded.

You can print your entire Gantt on a single page or spread it over several pages by selecting the preferred option from the "scaling options".

Create your header here

You can rename your chart here

	Start	End	March 2015					April 2015				May 2015				June 2015			
			2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	2
▶ 300056 Stages and schedules	01/07/15	30/09/15																	
▼ 300076 Spring POS	09/03/15	01/06/15																	
▼ 001 Planning	09/03/15	03/04/15																	
Website Creative	09/03/15	03/04/15						Lesley Hill											
Content Development	09/03/15	03/04/15																	
▼ 002 Creative (Project)	10/04/15	05/05/15																	
Web Design	10/04/15	05/05/15																	
003 Print (Project)	03/05/15	28/05/15																	
▼ 004 Production	07/05/15	01/06/15																	
Waiting client sign off	07/05/15	01/06/15																	
Content Development	07/05/15	01/06/15																	

Date Controls

There is a setting that allows for date controls to be applied. These are essential if you wish to produce capacity reports via Synergist but also can be useful for updating dates within the Gantt chart using the 'drag' facility to move the job (blue) or phase (green) Gantt lines.

This setting is located within the Company settings on the advanced tab but **should not just be 'switched on'** as it will affect the ability to update job or phase dates by all users, depending on the setting required.

Date controls

☐ None - no date dependencies

☐ Job driven - phase, stage and estimate dates not enterable, and always reflect job dates

☑ Phase driven - stage and estimate dates not enterable and always reflect phase dates. Job dates reflect extremes of phase dates.

☐ Stage driven - estimate dates not enterable and always reflect stage dates. Phase dates reflect extremes of stage dates, job dates reflect extremes of phase dates.

☐ Estimate driven - stage, phase and job dates reflect extremes of estimate dates.

For instance, you might want the **job start and due dates** to be set to automatically control the extremes of any scheduled tasks set up on the job.

Alternatively you may want **the phase start and due dates** to be the controlling dates.

Further options include Stage and Estimate driven.

(Please see the Advanced Tab, Date Controls sections within Company Settings for more information on this)

Please contact The Agency Works at

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Or

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if you wish to further discuss creating Gantt Charts or for training and advice on any other new functions within your Synergist System.