



Synergist Spotlight on...

Gantt Charts

A useful tool in Synergist that allow 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 – Gantts can be printed either compressed on a single sheet or on multiple

Exporting to Excel – If using a PC, Gantts 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.

Controlling dates

Within the Company Settings for Synergist you have various options for driving dates. For instance, you might want the **job start and due dates** to be automatically set to 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.

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

Displaying a Gantt

You can display Gantt from the following list and input screens:

- **Jobs**
- **Phases**
- **Schedule stages**
- **Projects**
- **Sub-projects**

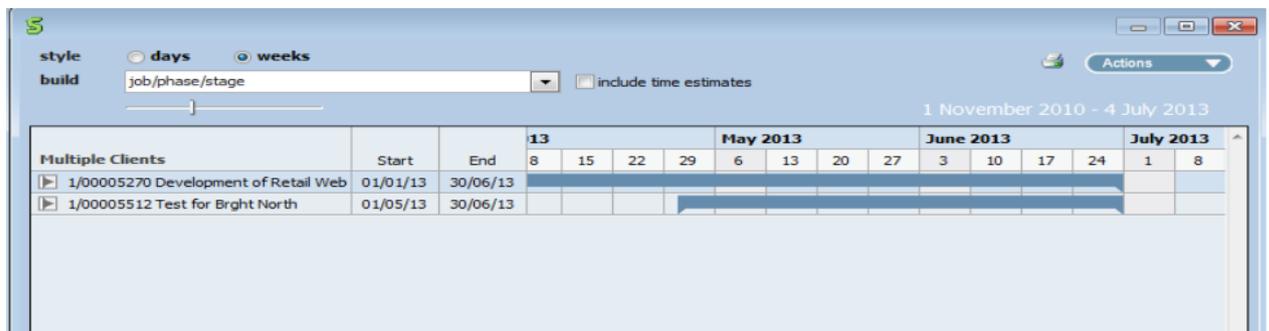


Example using the job list

Highlight two jobs in the list and click "Gantt 2 jobs" from the actions menu

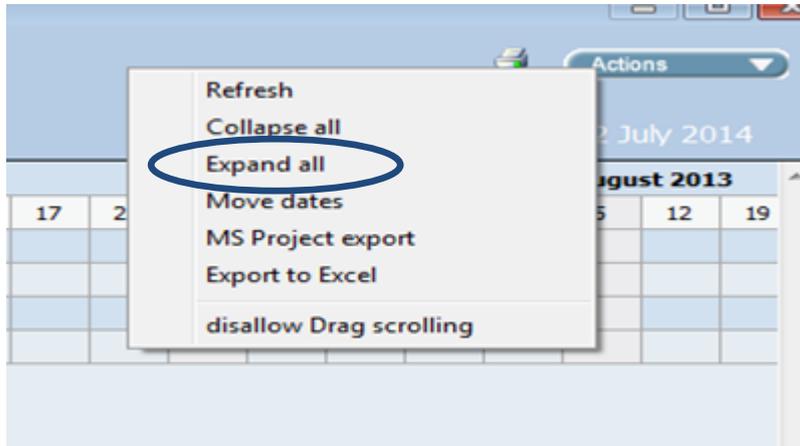
job number	client	handler	description	date due		%	status	stage
1/00005270	Premier Inn	KM	Development of Retail	30/06/2013	Sun	2%	Live	Hard Usability Test
1/00005350	Jaguar	KM	Web Development	30/06/2013	Sun	11%	Live	Site Structure
1/00005499	Elizabeth Arden	KM	test for Shere	30/06/2013	Sun	34%	Live	Design
1/00005512	Elizabeth Arden	KM	Test for Bright North	30/06/2013	Sun	1%	Live	Site Structure

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

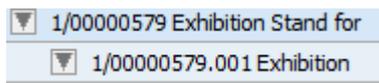


If you wish to see more detail click the actions button and select "expand all"





Or click the arrow heads that are to the left of the job numbers



This will display the full Gantt chart with all the levels displayed

Europcar	Start	End	June 2013					July 2013					August	
			0	27	3	10	17	24	1	8	15	22	29	5
1/00005502 Test for Unswort	26/06/13	25/07/13												
001 Design Development	26/06/13	07/07/13												
002 Design & Artwork	30/06/13	15/07/13												
003 Production	11/07/13	29/07/13												

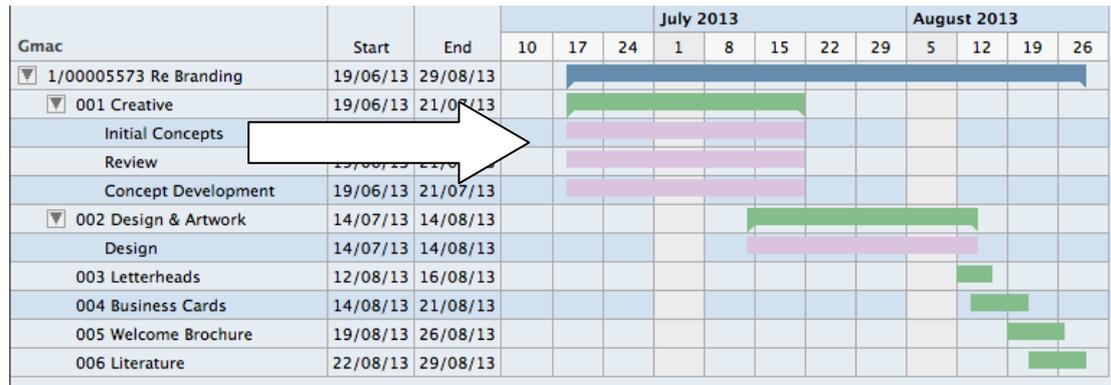
Note: Synergist Gantt use this standard colour scheme

- Jobs - blue
- Phase - green
- Schedule tasks - user definable colours
- Estimates - pink



Gantting a more complex job

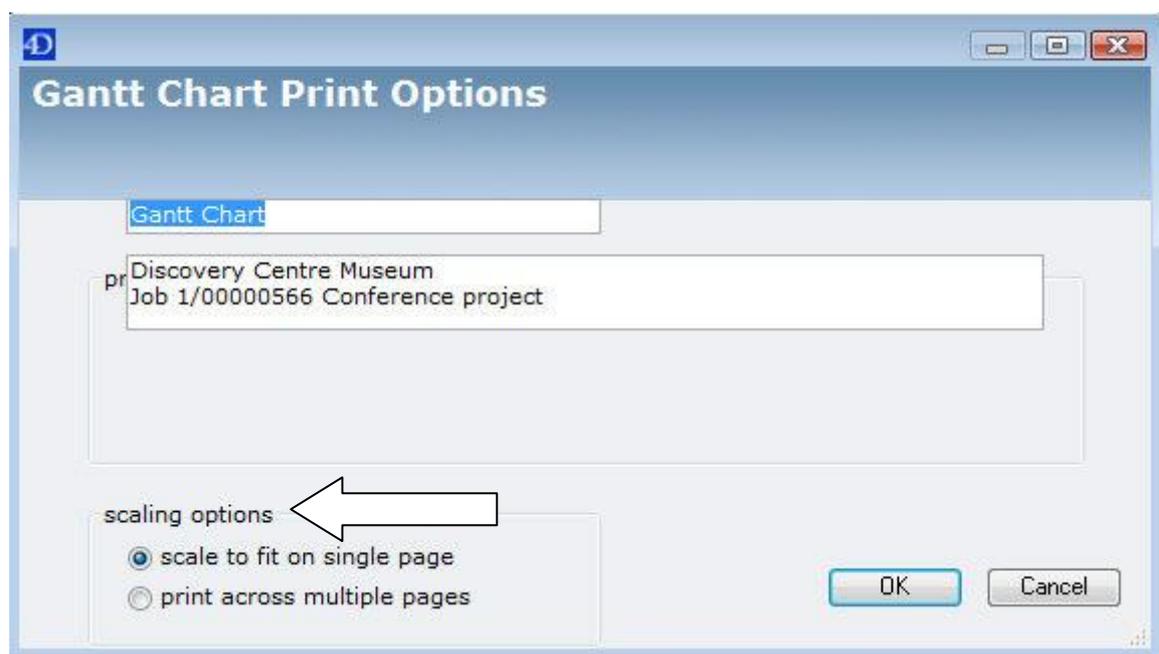
In this example the job is a 2-tier style job with phase level schedules under two phases. Stages are shown below (in pink)



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).

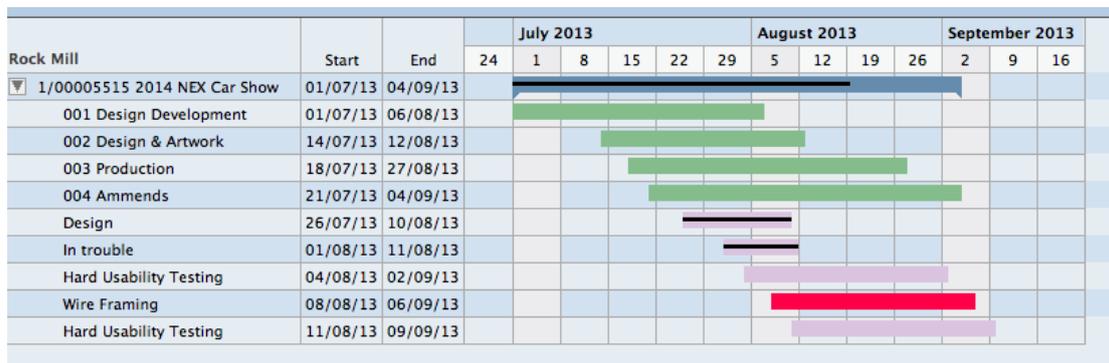
You can print your entire Gantt on a single page or spread it over several pages by selecting the preferred option from the “scaling options”.





New in v10.6 release

- Gantt charts have been enhanced to show the % complete of job/phases/stages/estimates. MS Project-like strike-through for completed tasks
- Week numbers added if column width is wide enough
- Added check box, include time estimates to include/exclude time estimates in the Gantt



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.



	estimated cost	actual c
staff	3650.00	570.
materials	0.00	0.
purchases	2400.00	2000.
total	6050.00	2570.

% complete	75%		
completed	<input type="checkbox"/>	by	date
final invoiced	<input type="checkbox"/>	by	date

investment	0.00
net to invoice	-500.00
actual profit to date	7222.00



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.

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.

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.

Please contact the Synergist helpdesk on 01625577018 or Express Systems on 01455 553246 if you wish to discuss this further.