Gnt Planning

Version 3

Documentation

Contents

1. General information

1.1. Navigating

The top part of the schedule is divided into 3 lines:

- Months
- Week numbers
- Days

You can click on the months or weeks directly:
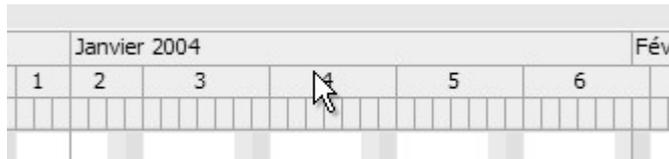
The software will magnify this section of the schedule:
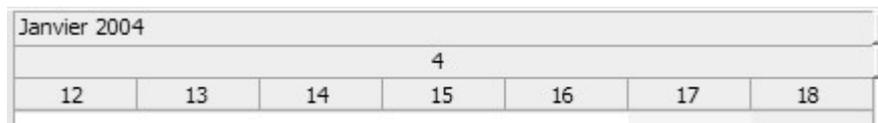
N.B.: you can then choose the number of days visible

1.2. Toolbar

Readjust the schedule: enables you to re-centre the schedule according to the start and end dates defined in the schedule properties
Days visible: choose the number of days you want to view!
Zoom -: increases the number of days visible by adding 7 days with each click
Zoom -: reduces the number of days visible by removing 7 days with each click

1.3. View menu
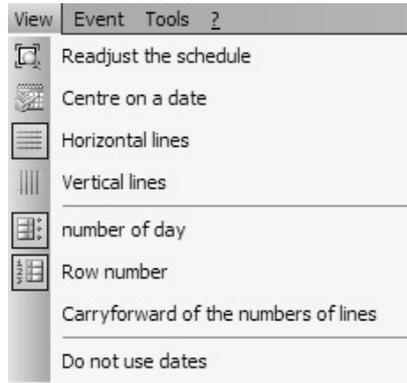
Readjust the schedule: enables you to re-centre the schedule according to the start and end dates defined in the schedule properties
Centre on a date: a small calendar appears allowing you to select a date. The software will centre the date on the screen in relation to the number of *days visible*.
**Horizontal lines:** enables you to add a dotted line to each title line
Vertical lines: enables you to add a vertical dotted line to each day

Number of days: displays or masks the column indicating the number of days
Line number: displays or masks the line number of the titles
Line posting: enables you to add the line number beside an event to which it refers:
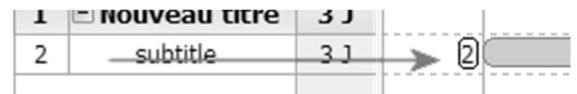
Do not use dates
Enables you to create a schedule without displaying the real months. You determine which week begins at 1 then the software increments the numbers.
Example:
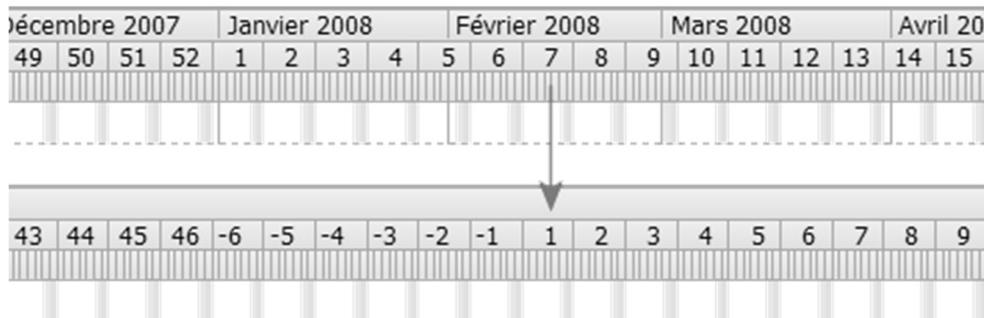
1.4. Schedule properties

1.4.1. General thumbnail

Enter the **title** of the schedule you wish to create, the **start date** and the **end date**. According to the end date that you enter, a vertical line will appear in the schedule indicating the final date.

You should also enter the **title** of the schedule you wish to create. This title will appear in the top left corner of the schedule:

1.4.2. Miscellaneous thumbnail
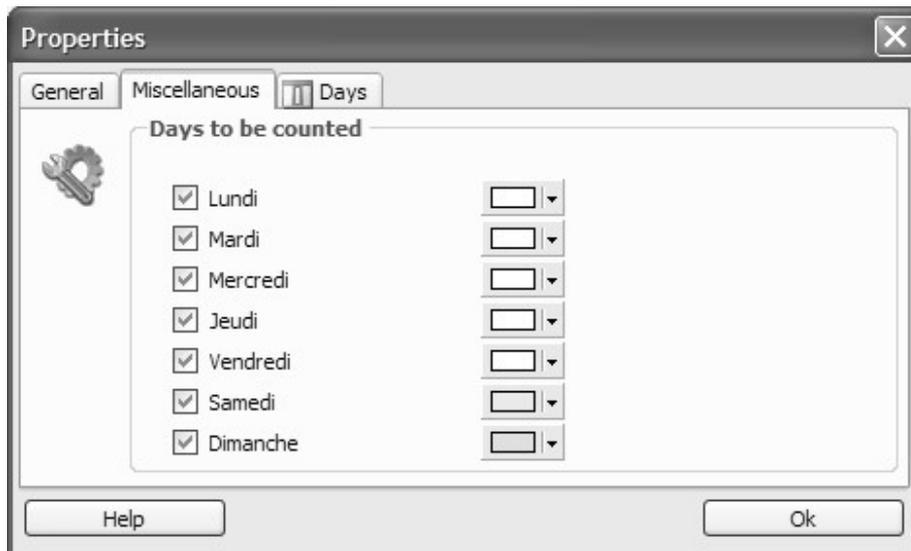
Select the **days to be counted** in general. You can also select a **background colour** for each day of the week.

1.4.3. Days thumbnail
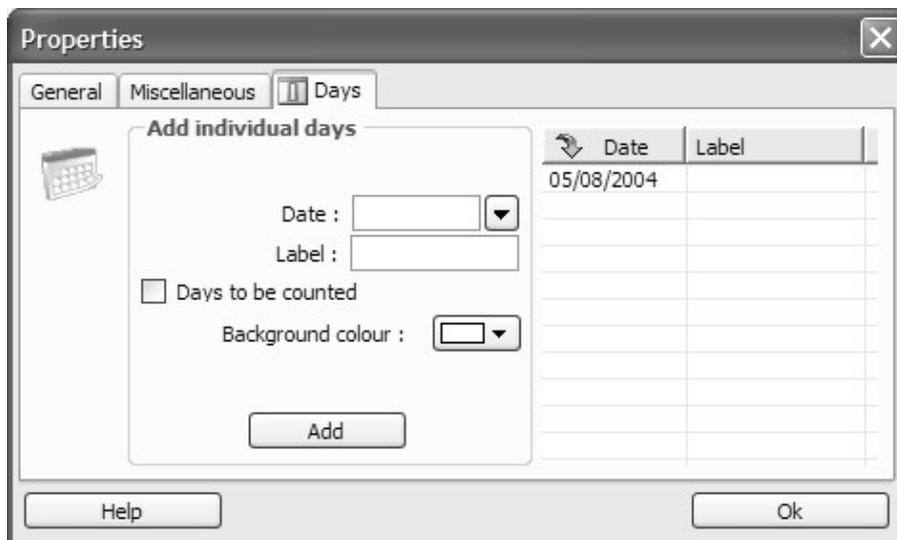
You can list the individual days which may or may not be counted, a background colour, etc. To delete a day, select the day in question then press the [Del] or [Suppr] key on your keyboard. You should note that you cannot have two individual days with the same date.

1.5. Interface menu

Functions section: enables you to mask or display the vertical function zone on the left of the screen
Bottom scroll bar: for practical reasons, the horizontal scroll bar can be placed at the top of the screen on the time bar or at the bottom of your screen
**Horizontal lines:** enables you to add a dotted line to each title line
Vertical lines: enables you to add a vertical dotted line to each day

Styles: enables you to select a different interface style.
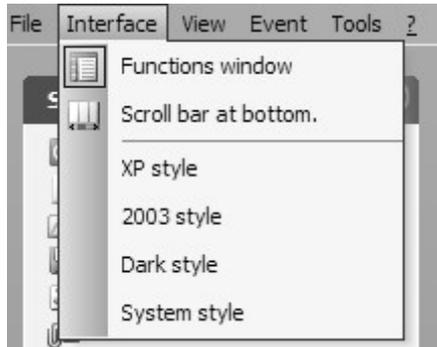
1.6. Saving the schedule

A **"My GNT"** folder is automatically created in your **"My Documents"** folder. The software automatically offers to save your schedule in this folder. If you place it in a different folder, the access path will be memorised for the next saving operation.

A document can only be saved if a schedule has been created.

You can open your schedule directly via the "My documents/My GNT" folder by double clicking on the icon. The software will open automatically.

1.7. Sending the schedule by e-mail

If your computer is connected to the **Internet**, you can **send your current schedule** directly **to a recipient**.
The recipient will receive an e-mail with your schedule in GNT format as an attachment. This format can be read using "SodeaSoft Gnt Planning" or using a viewer: "**SodeaSoft Gnt Reader**" which is available free of charge. It enables the recipient to print, create an image and navigate in your schedule only. He can in no way modify the schedule unless he also has "SodeaSoft Gnt Planning".

Generating a direct link in the message body allows the recipient to download the "**SodeaSoft Gnt Reader**" software if he does not already possess the viewer.

N.B.: the software uses your messaging software to send the e-mail.

## 1.8. Exporting the schedule in image format

You can access the [Image] button via the print preview:
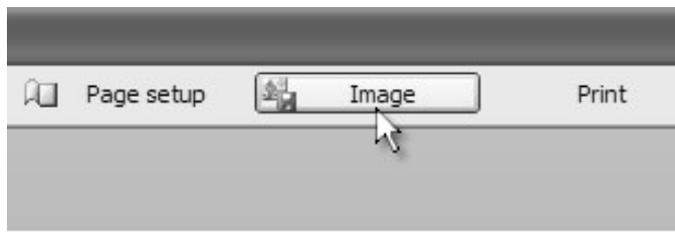
This function generates an image in JPEG, BMP or PNG format and allows you to save it in your **"My Images"** folder. You can also select a different location which will be memorised for the next operation.

Access this function via the print preview and generate an image which you can personalise via your preview, with the exception of the borders

A dialogue box enables you to select the location where the image will be stored and the image format. By default, the name of the image is the title of your schedule; you can, of course, alter this:
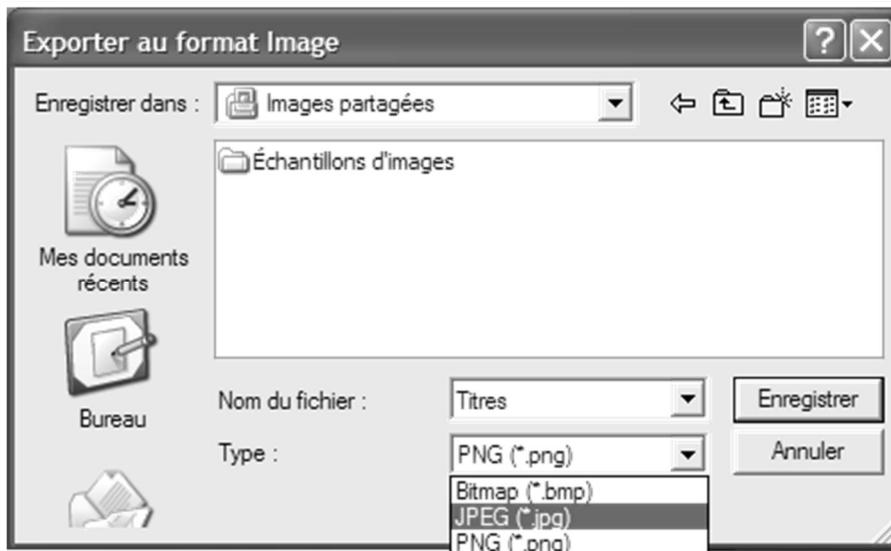
Once you have clicked on Save, a settings window appears. You can select the size of the image (*maximum width: 3,000 pixels, maximum height: 2,500 pixels*). If you have opted for a JPEG format, you can choose the compression quality. Compressing a JPEG image causes the loss of information. The more you reduce the value, the more the quality of the image and the size in bytes is reduced.
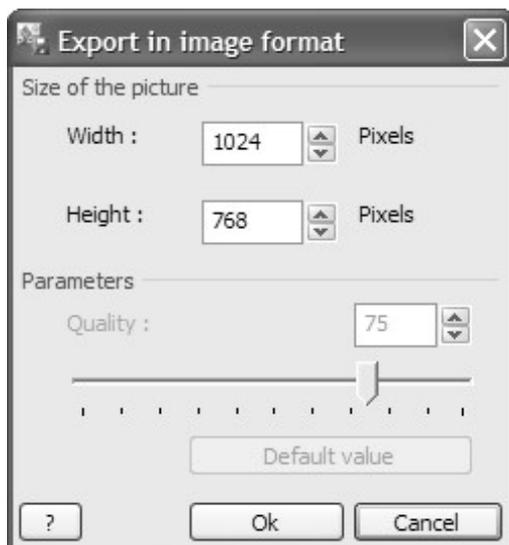
1.9.   Moving the schedule

Via the [Tools] menu, you can access a function enabling you to move all schedules by plus or minus x days! (even locked events):
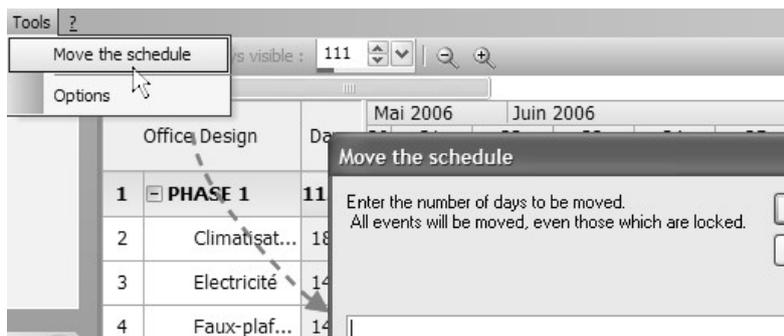

Enter the number of calendar days (*calendar days include all days of the week (from Monday to Sunday)*) and the schedule will be moved by as many days. Note that you can enter a negative number!

1.10. Inserting days

You can open a contextual menu via the time bar by right clicking on a day and inserting a day number:
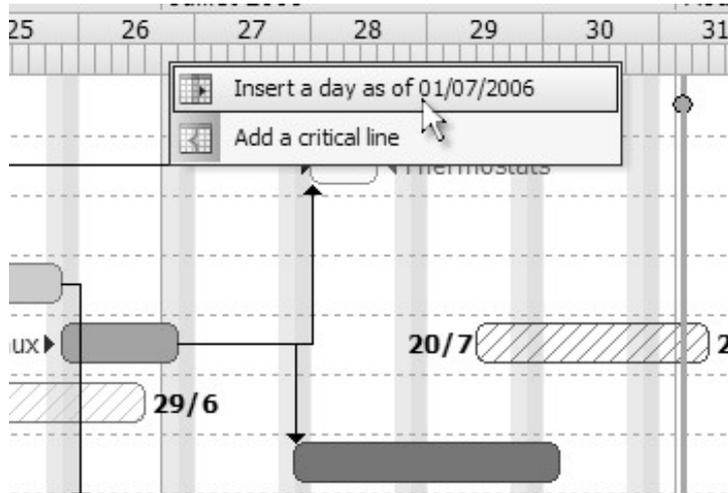

A dialogue box will appear and you can select the day number as well as the insertion method:

- Modify the duration of the events
- Split the events (except those which are locked)

You can also choose to move only those events relating to a main title.

You can then create a break as follows:

Juillet 2006
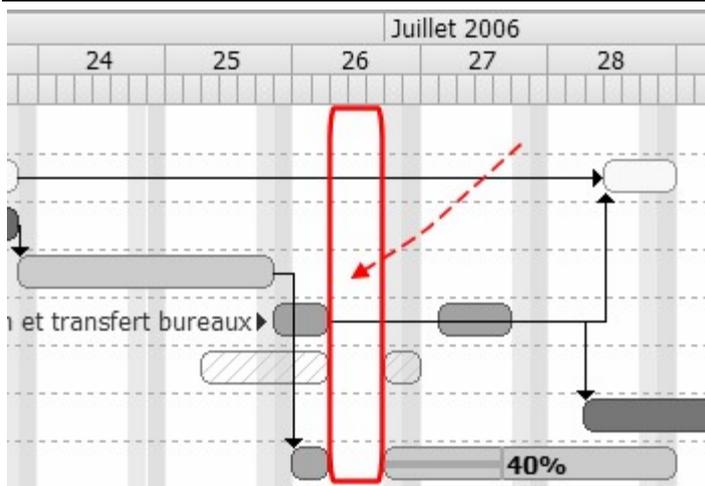
Important, this function is final

1.11. Software options

1.11.1.   Interface thumbnail
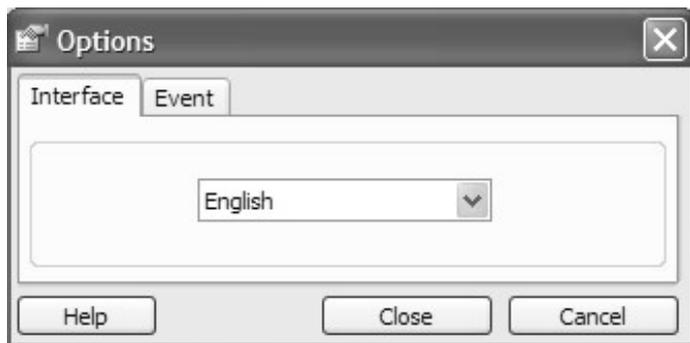
Choose the language of your software. You will need to restart the software.
You can modify/create the translation of the software. See http://faq.sodeasoft.com.

1.11.2.   Events thumbnail
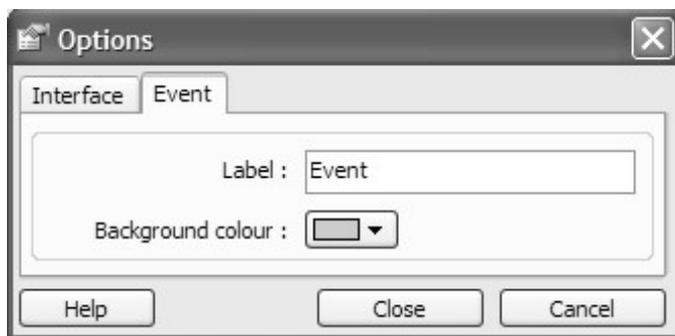
Each time that you create a new event, you can choose a general text and colour by default.

Note that, if an event exists before this, the new event will assume the same style:

2. The titles

The level of the **indents** of the titles is **infinite**. The first level is shaded.

If a title contains sub-titles, a [-] symbol appears. By clicking on this symbol, you can close or open the **tree structure** of this title.

Opposite each title line, the total number of days of the title and possibly its sub-titles are displayed. To ignore the calculation for a day, consult the schedule properties
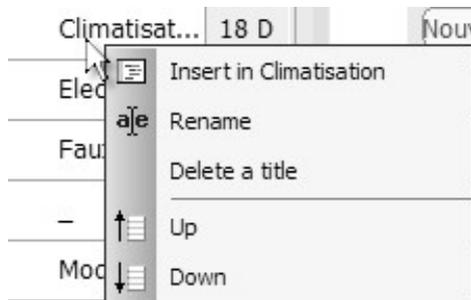
Right click on a title ...

Via this contextual menu, you can **insert** or **rename** a sub-title and **move it up** or **down** in the tree structure and **delete** it. Important: deleting it will delete all related events and sub-titles it contains definitively.

To create a main title, simply right click on an empty line.

2.1. Moving titles

You can move a title by right clicking and selecting [Move up] or [Move down]. However, this method is tedious when moving a title several levels! You can do this by **moving a title directly** wherever you want using **the mouse**!
Left click on the name of a title and keep the mouse button depressed. A horizontal line will appear to indicate the location of the title then move the mouse up or down:

Important, you can only move a title within its own level; for example, you can not move a main title to the middle of another main title! The title will be moved to the same level:

1	⊟ PHASE 1	112 J
2	Climatisation	18 J
3	Electricité	14 J
4	Faux-plafond	14 J
5	Alarmes	21 J
6	Moquette	9 J
7	Meubles	16 J
8	Revêtement ...	18 J
9	_	2 J
10	⊟ PHASE 2	42 J
11	Faux-plafond	12 J
12	Electricité	12 J
13	Climatisation	7 J
14	Cloisons	11 J
15	⊟ PHASE 3	8 J
16	Faux-Plafond	8 J

## 2.2. Importing / exporting titles

2.2.1. Exporting

The main titles can be exported. Exporting includes the related events. It should nevertheless be noted that links to the events of another main title will be deleted.
To export a title, **right click** on the main title that you wish to export:

10	⊟ PHASE 2	42 D	
11	Fau	▤	Insert in PHASE 2
12	Ele	a͡e	Rename
			Delete a title
13	Clim	↑▤	Up
14	Cloi	↓▤	Down
15	⊟ PHASE		Export
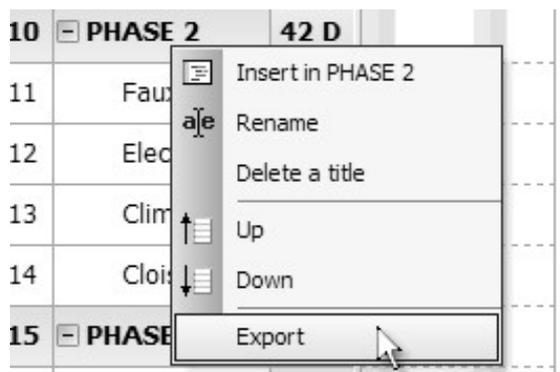
A dialogue box will appear to save this part of the schedule. The file will take the extension .GNTP and the name suggested will be the *Name of the schedule followed by the name of the exported title*. By default, the software will offer to save this export in the \My GNT\ folder:
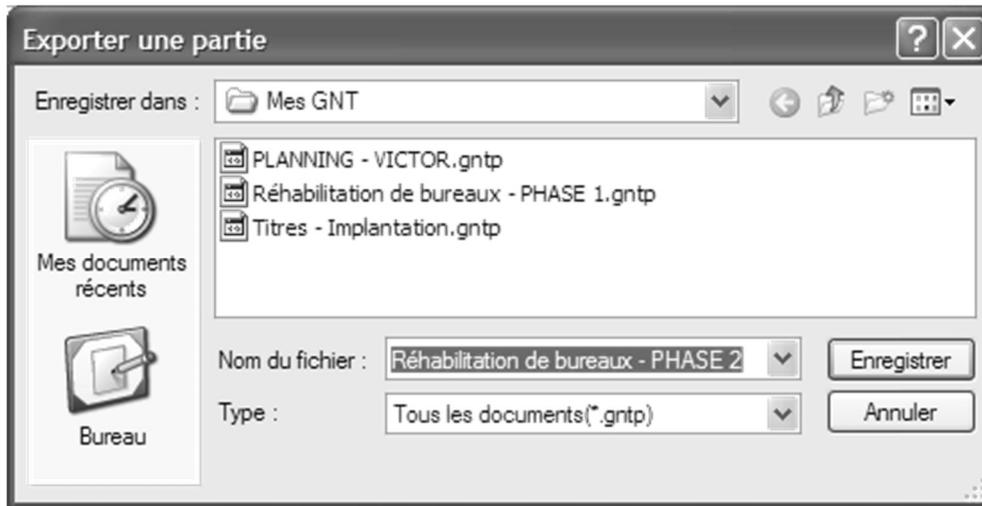
2.2.2. Importing

To import a title; right click on the next empty title line:
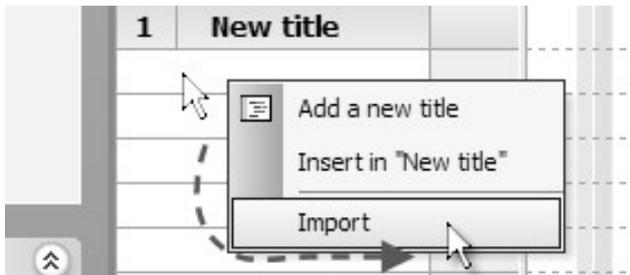
A dialogue box will open for you to choose one of the .GNTP files. Simply select one and open it. You can then move the title as required.

3. Events

Once you have created at least <u>one title</u>, click on **New event:**
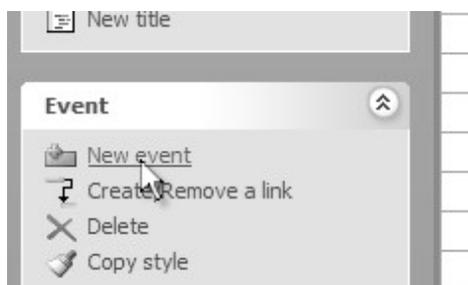
The mouse **cursor changes**; position the cursor over the line in the schedule, left click and keep the mouse button depressed over a start date and extend to a date further to the right.
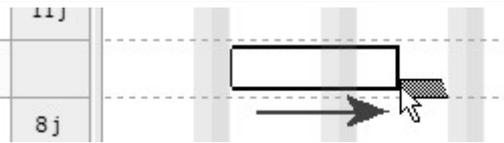
You have now created your event:
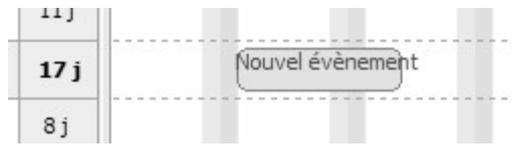
To **rename** (*F2 key*) an event, right click or double click on it to access the advanced properties.

3.1. Moving an event

Select the event by left clicking and keeping the button depressed then move your mouse. Release the button over the desired date:
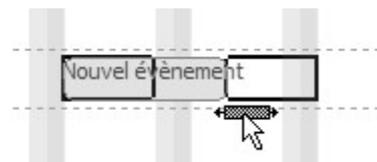
If an event is linked to another event, moving one event causes the other event to be moved as well, unless it is blocked!

3.2. Extending or shortening an event

By clicking once on an event, two squares appear on the right-hand and left-hand sides. They enable you to modify the start and end dates directly! Click on one and keep the mouse button depressed then move your mouse:

3.3. Personalising an event

By clicking on an event, the personalisation zone adopts the corresponding characteristics:

Or, by **double clicking** on an event, an advanced properties window is displayed:
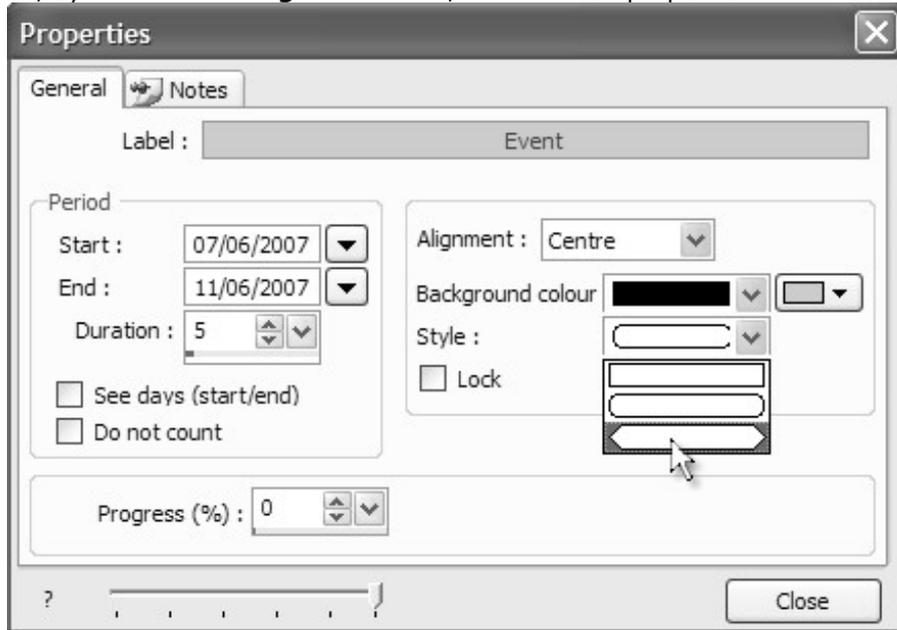
This enables you to modify the **colour** and **style** of the event (full, shaded, etc.).
Select **rounded**, straight or **triangular** edges
Lock the event, (*it can no longer be moved!*). A locked (*or blocked*) event is indicated by a red corner at the bottom left of the event.
Display the **start and end date** for the event:
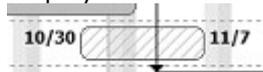
**Align** the event text horizontally.
Display **progress** as a percentage:
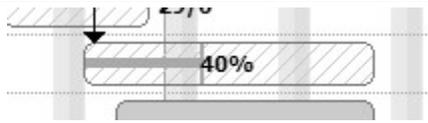
You also have the day that the event is not added to the total of days: "**Do not count**"


3.3.1. Adding a note

For each event, you can add a note or a file or even an Internet link:
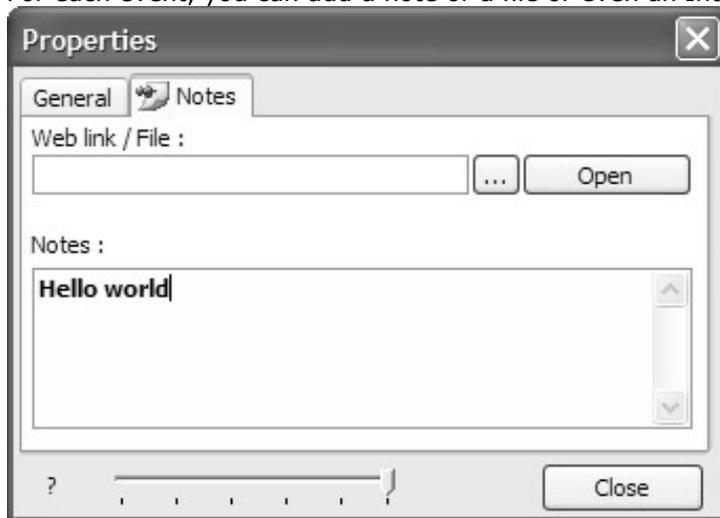
Click on the **Browser** button then select the file to be added or enter your link in the field provided. You can then execute this via the **Open** button

You can also type an **additional note** to this event. This note will be visible as a help bubble when the mouse is moved over this event:
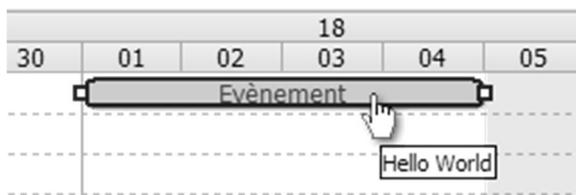

3.4. Copying the style

 Click on **Copy style**, then click on the event to be copied and click on the target event:
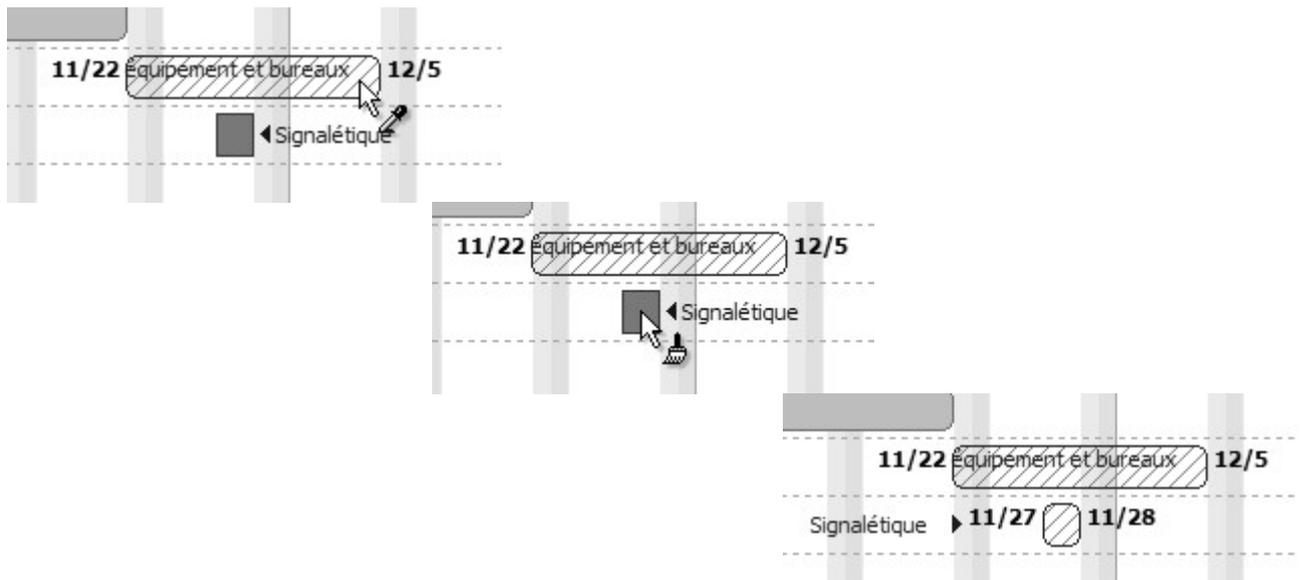
3.5. Linking an event
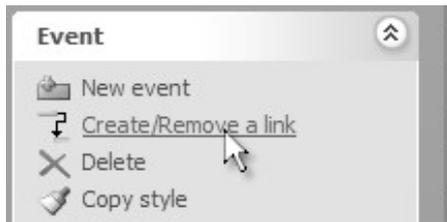
Click on **Create/Remove a link** then left click
and keep the mouse button depressed on the initial
event and move the mouse to the second event then
release the button:
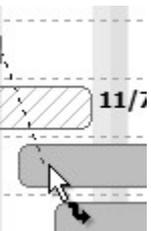
To **remove** a link, perform the same operation as described
above!

An event can be linked to several other events.

## 3.6. Splitting an event

You can split an event into two parts. Right click on an event and select the [Split the event] function in
the contextual menu:
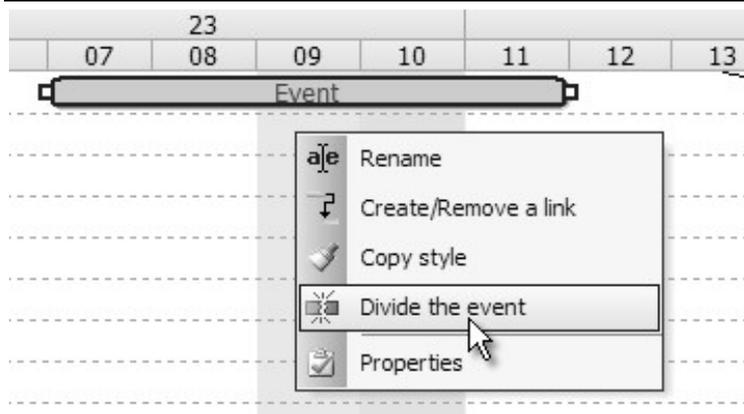
A vertical bar appears to indicate where to split the event. Move the mouse from right to left to select where you want to split the event:
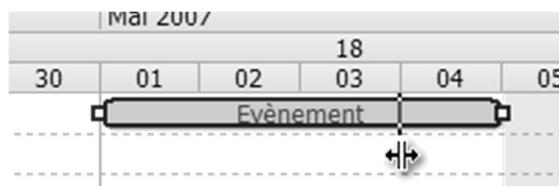

Now simply move the event created:
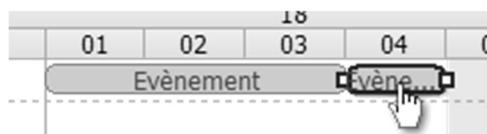
3.7. Deleting an event

To delete an event, select the event by means of a simple click then press the [Suppr] or [Delete] key on your keyboard or use the "Delete" function in the left-hand functions section. A confirmation message will be displayed. Important: there is no cancel function:

4. Critical lines

The critical lines provide a general overview of the schedule progress. Normally, they should be vertical in relation to a date but they are often broken as a result of delays.
You can create as many lines as you want in the schedule. The lines are totally independent of the events.
To create a line, right click on a day in the schedule:
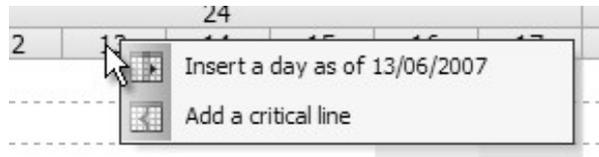
Then start clicking on the lines where you wish to break the critical line:
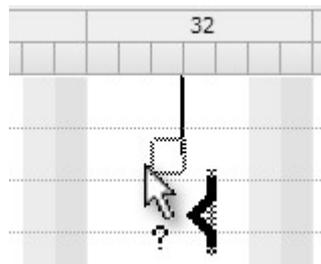
Once you have created your line, <u>finish by right clicking on your mouse</u>. The properties of the line will be displayed:
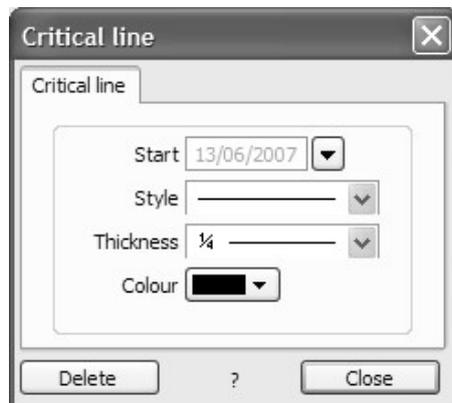
You can change the start date, the line style (*dotted, solid, etc.*), the thickness and the colour.

You can access these properties by double clicking on the intersections of the line:
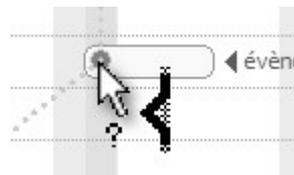
To **delete a line,** double-click on one of the intersections of the line then click on the [Delete] button.

5. Printing

A rich print preview will enable you to prepare your schedule before printing. You can choose the printer and print tray, the portrait or landscape orientation, define the printing margins, save the schedule image, define the page setup options, etc.
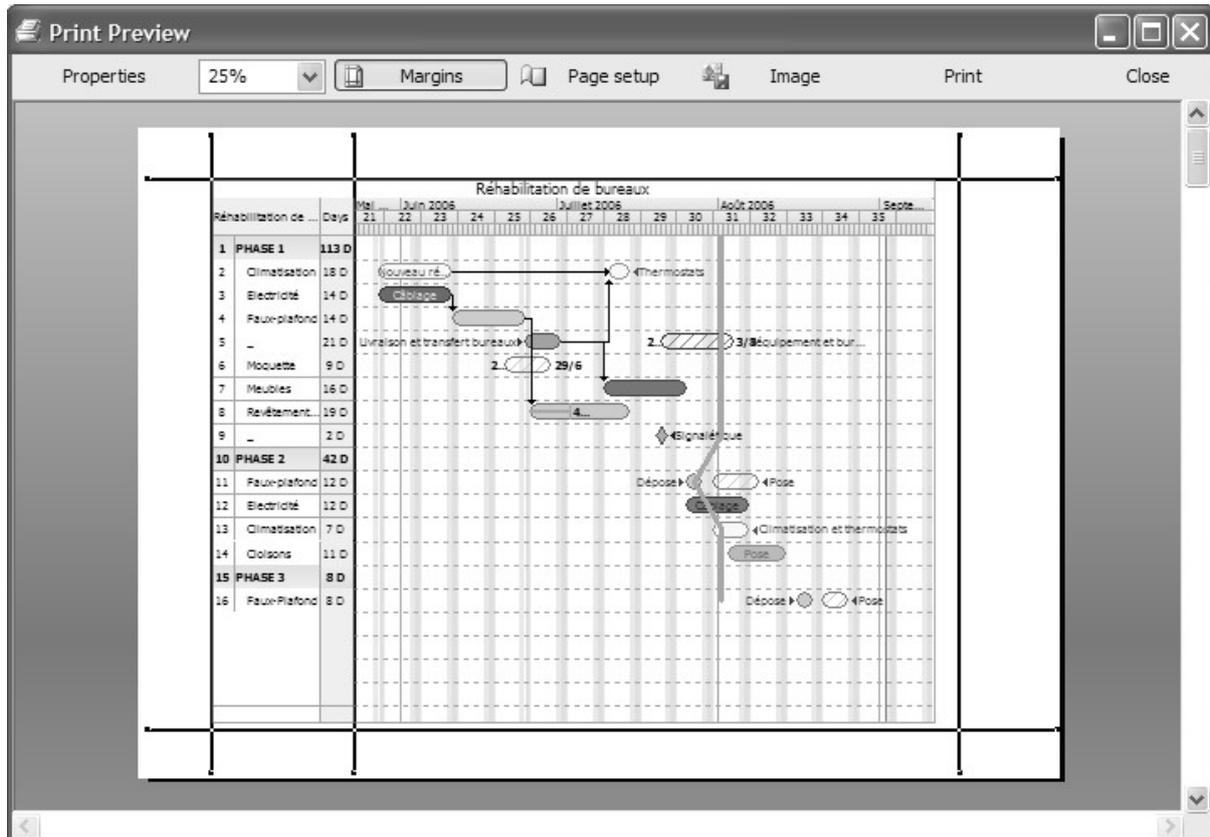

You should note that the printing margins will be saved in the schedule.

5.1. Page setup options

Before printing a SodeaSoft Gnt Planning schedule containing a large number of events, you can quickly perfect the presentation and give it a professional appearance by using the new Page setup mode. The Page setup mode is particularly useful when preparing your schedule for printing.

5.1.1. Print thumbnail
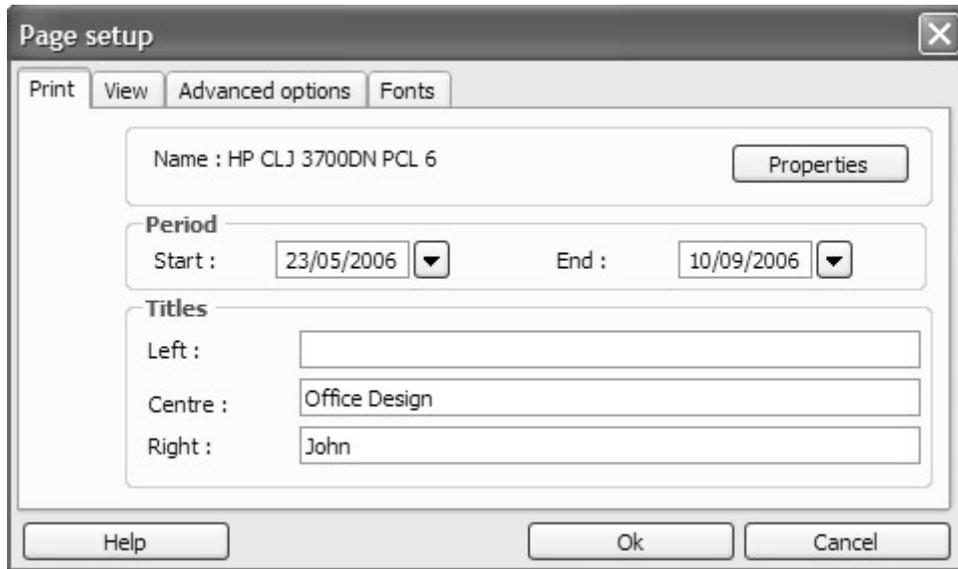
This thumbnail allows you to select the **printer** and **limit the printout** by selecting from and to which dates you wish to print your schedule.
You can divide the document header into 3 text zones; Left, Centre and Right.

5.1.2. View thumbnail
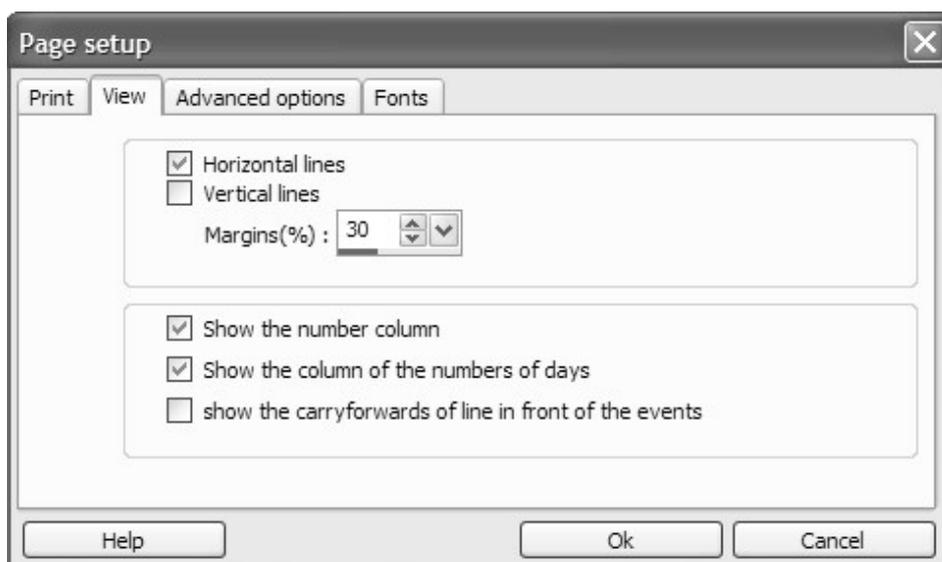
This provides you with a number of viewing options which can be accessed via the View menu.
The Margins enable you to define whether or not an event occupies the full height of the line.


5.1.3. Advanced options thumbnail
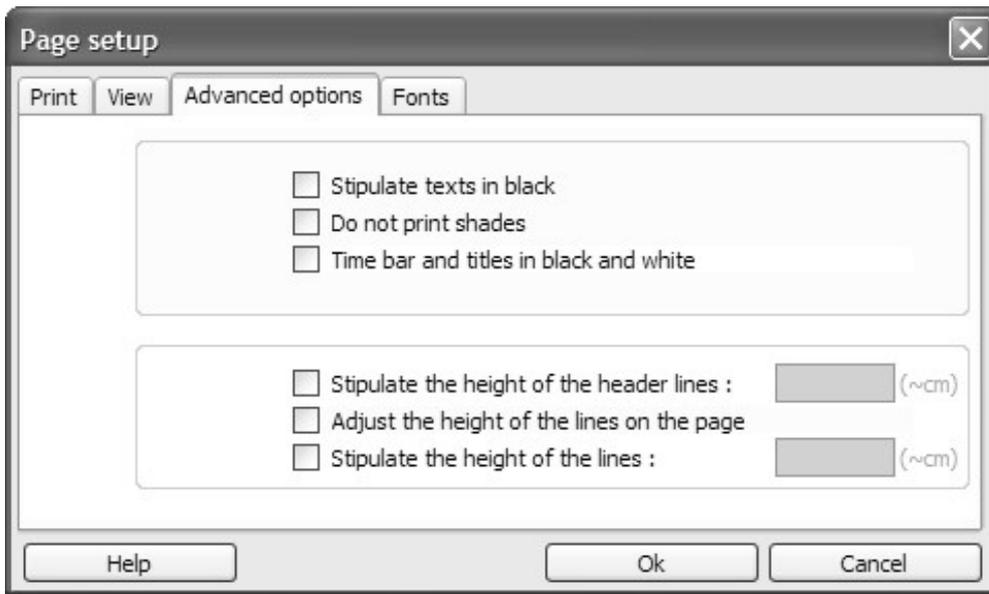
By default, the colour of event texts is the same as the event, but dark; you have the possibility of **forcing the texts in black**
The main titles and the time bar are slightly shaded. You can choose not to print them here via the **Do not print shades** option
The **time bar and titles in black and white** enables you to print the entire schedule without background colours, with the exception of the events.

These 3 settings are general throughout the software and not specific to the schedule concerned.

5.1.4. Font thumbnail
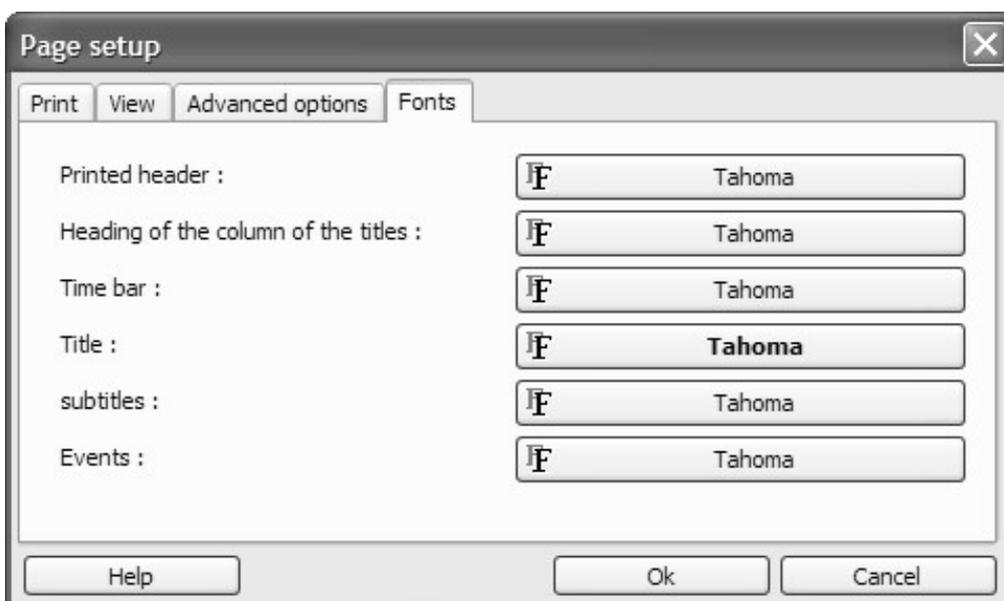
For each section indicated (printed header, time bar, title, etc.), you can select a precise font and the associated colour. The font size will not be taken into account.