

Virto SharePoint Gantt Chart App for Office 365

User and Installation Guide

Contents

VIRTO GANTT CHART APP FOR OFFICE 365	3
Features List	
SYSTEM/DEVELOPER REQUIREMENTS	3
OPERATING SYSTEM	
Browser	
VIRTO GANTT CHART APP INSTALLATION AND CONFIGURATION	4
Adding Virto Gantt Chart App on a SharePoint page	
VIRTO GANTT CHART CONFIGURATION	5
Configure Data Sources	6
CONFIGURE GANTT CHART	
USING VIRTO GANTT CHART APP	14
USING VIRTO GANTT CHART APP	
LAYOUT OF VIRTO GANTT CHART APP	
LAYOUT OF VIRTO GANTT CHART APP Actions with Tasks in Virto Gantt Chart App	
Layout of Virto Gantt Chart App Actions with Tasks in Virto Gantt Chart App Moving Tasks and Changing Task Duration	
Layout of Virto Gantt Chart App Actions with Tasks in Virto Gantt Chart App Moving Tasks and Changing Task Duration Editing a Task	
LAYOUT OF VIRTO GANTT CHART APP ACTIONS WITH TASKS IN VIRTO GANTT CHART APP Moving Tasks and Changing Task Duration Editing a Task Deleting a Task	
LAYOUT OF VIRTO GANTT CHART APP ACTIONS WITH TASKS IN VIRTO GANTT CHART APP Moving Tasks and Changing Task Duration Editing a Task Deleting a Task Creating a Task	
LAYOUT OF VIRTO GANTT CHART APP ACTIONS WITH TASKS IN VIRTO GANTT CHART APP Moving Tasks and Changing Task Duration Editing a Task Deleting a Task Creating a Task Milestone	14 15 15 16 16 17 17 18 19
LAYOUT OF VIRTO GANTT CHART APP ACTIONS WITH TASKS IN VIRTO GANTT CHART APP Moving Tasks and Changing Task Duration Editing a Task Deleting a Task Creating a Task Milestone Child Task	

Virto Gantt Chart App for Office 365

Office 365 Gantt Chart App is a practical project management solution designed for **displaying and managing SharePoint tasks in Gantt view on modern SharePoint sites**. Virto Gantt Chart App is a highly customizable project planning tool – a classic bar chart that illustrates a project schedule. Try also SharePoint Gantt Chart on-premise.

Virto Gantt Chart App is highly customizable solution, which includes the following features: displaying several task lists in one view; different (day, week, month, year) time scales; customizable task/milestone color; read only mode; filtering tasks by using list views; displaying several list columns in the left part of the app; editing tasks directly from the app (adding/moving/deleting/resizing); adding child tasks.

Features List

- Display SharePoint lists in Gantt chart view.
- Using SharePoint list as a data source.
- Display multiple lists in a single chart.
- Adding new tasks/milestones right in the Gantt chart.
- Applying different timescales to view items.
- Quick switch to required time period.
- Scroll to current day tasks.
- Applying parent-child relations for tasks.
- Changing task duration with drag and drop.
- Adding task resources.
- Changing percent complete with drag and drop.
- Ability to define read-only settings.
- Color-coding for tasks/summary tasks/milestones/percent complete.
- Ability to define background color of data source rows.
- Managing tasks order by adding predecessors.
- Using filters to sort/search tasks.

System/Developer Requirements

Operating System

SharePoint Online / Office 365

Browser

Microsoft Internet Explorer 11 or higher, Google Chrome, Mozilla Firefox.

Virto Gantt Chart App Installation and Configuration

Add the app from <u>Microsoft App Source</u> or find it on the <u>product page</u>. When Virto Gantt Chart App is installed, it is added to your site on the Site Contents page.

					Search this site	Q
				SITE WORKFLOWS	🔅 SETTINGS	RECYCLE BIN (19)
Apps in Testing 3 items Modified 4 days ago		Documents 0 items Modified 5 months ago		Form Templates 0 items Modified 5 months ago		
Site Pages 5 items Modified 81 minutes ago	ſ	Style Library 5 items Modified 5 months ago		Tasks with limited acce 4 items Modified 5 days ago	255	
TasksList 3 items Modified 64 minutes ago		Test pic lib 2 items Modified 3 months ago		Virto Gantt Chart App		
VPassExpirationConfig 0 items Modified 2 months ago			L]	

Adding Virto Gantt Chart App on a SharePoint page

Open SharePoint site page where you would like to add the Virto Gantt Chart App. Switch to edit page mode by click on the **Edit** icon.

	SharePoint		∽ ≂ ⊜ ? 🔇
Ŵ			☆ Not following 년 Share
۲	SOFTWARE	Demo modern site	A Notionowing is share
	Home	$+$ New \vee $ end Send to \vee eq Promote \begin{tabular}{lllllllllllllllllllllllllllllllllll$	Published 3/16/2022 🖉 Edit 🖉
٥	Notebook		
	Documents		
	Pages		111/ 1/2

Click the Plus icon to add a new app part.

	Add a new	web part in co	lumn one	
		•		
Then choose the Virt	o Gantt Cha	rt App.		

X						
es 🕄	Search					
	All \sim					
	Frequently	/ used				A
	VIRTO GANTT CHART					
	T Manage m	ultiple SharePoint lis	ts in a Gantt cha	art view to see a g	raphical representa	tion of how a t
	다		_			
	Button	Call to action	Divider	Hero	Image	
	D	P		*	*	•

5

Virto Gantt Chart Configuration

Then switch to the Edit page mode to start configuration of the Virto Gantt Chart.

$+$ New \vee \bowtie Send to \vee \backsim Promote \circledast Page details \cdots	Published 3/23/2022 🖉 Edit 🎤
Now click "Edit web part".	
::: SharePoint	
🗟 Save as draft 🗸 🏷 Undo 🗸 🖄 Discard chan	
Edit web part	
+ 0 0	
 ↔ Virto Gantt Edit mode 	

The configuration of Virto Gantt Chart app consists of two basic steps:

- 1. Configuration of Data sources adding SharePoint lists with task information.
- 2. Configuration of Gantts creating Gantt views with chosen single o or multiple data sources.

Configure Data Sources

Before you adjust Gantt view, configure data sources. You may use a single SharePoint list as a data source or choose multiple lists to display in a single Gantt chart.

Note: SharePoint Task list is the best option of a data source for your future Gantt chart. However, you can use custom SharePoint list too. Just make sure it contains fields you can use for proper work of the Gantt chart (start/end date, lookup field for predecessor, and etc.). The data source list also should contain the Parent ID field.

In the Edit page mode click "Edit web part". The Virto Gantt Chart app settings will appear on the right part of the page.

	🗟 Save as draft 🛛 🗸 🦿 Undo 🗤 🖄 Discard changes 🛞 Page details 🖾 Analytics 🗸 Yo	bur page has been saved 🛄 Republish 🦯	VIRTO GANTT CHART
	0	· · · · · · · · · · · · · · · · · · ·	Selected Gantt
			~ ·
	5		List of data sources
	Gantt Chart Online		+ Add
~			List of gantts
			+ Add
+	* / D 1		L
€ ‡⇒	Virto Gantt Edit mode		
D			

Click "Add" under the List of data sources.

Selected Gantt

		~
Lis	st of data source	es
	+ Add	

Now fill in the fields as described in the steps below to add the new data source to the app.

ジ Undo 〜 (凸 Disc	Adding data source	7	×	
	Data source name *			VIRTO GANTT CHA
	Type site url *	https://virto365.sharepoint.com/aldemo		Selected Gantt
		2.	Refresh	Marketing and Content Pro
	Select list *	[Not selected]	~ ^	List of data sources
ntt Chart Onlin	Select view	Select list to update info	~	+ Add
Aaria Kosareva opywriter	Task title field name *	Select list to update info	~	s1
応 前	Start date field name *	Select list to update info	\sim	s2
4.) Ш	End date field name *	Select list to update info	\sim	Content tasks
t Edit mode	Percent complete field name	Select list to update info	\sim	ds1
	Resource field name	Select list to update info	~	ds2
	Predecessor field name	Select list to update info	\sim	Marketing Projects
	List of fields for table (left) part of G	antt *		
y also be interested in	Background color for data source rows in the left Gantt part	#ccffcc		ds1 Content Dep
, and we interested in	Task color			Marketing Dep

Step 1. Specify the name of the new data source and type the site URL where the list you're going to add belongs to (the URL of the current site appears automatically, but you can change it).

Adding data source		X
Data source name *	QA tasks	
Type site url *	https://virto365.sharepoint.com/aldemo	

Refresh

Step 2. Choose a SharePoint list.

Select list *	Content tasks 🗸 🗸	
Select view	[Not selected]	
Task title field name *	Content tasks	
Start date field name *	Documents	I
End date field name *	Marketing Tasks (Gantt)	I
Percent complete field name	Site Assets	I
Resource field name	Site Pages	I
Predecessor field name	Tasks for Gantt	ļ
List of fields for table (left) part of Ga	Test1	

Step 3. Now chose the fields from your list to show in the Gantt chart. Make sure you have chosen all the required fields.

Select list *	Content tasks 🗸
Select view	All Items \sim
Task title field name *	Task Name 🗸 🗸
Start date field name *	Start Date 🗸 🗸
End date field name *	End Date 🗸 🗸
Percent complete field name	% Complete 🗸 🗸
Resource field name	Assigned To \sim
Predecessor field name	[Not selected] \checkmark
List of fields for table (left) part of Ga	[Not selected]
+ Add	Predecessor

Step 4. Decide which fields you would like to show in the table part of the Gantt chart.

List of fields for table (left) part of Gantt *

+ Add	
Title	
Start Date	

Step 5. Color-code the tasks. You can specify colors for data source rows on the left part of the Gantt, tasks, text in bar, milestone, summary task and task progress bar.

Background color for data source rows in the left Gantt part	#ccffcc)			
Task color							
Task text in bar color							
Progress bar color							
Milestone color							
Summary task color							
Summary task progress bar color				0			
Task form fields *			83338				(
	\sim	+ Add	Hex	Red	Green	Blue	Alpha
			ccffcc	204	255	204	100

Color-coded Gantt chart may look completely different to default colors. Use this functionality to distinguish multiple data sources and for other purposes. Compare classic and color-coded Gantt charts below.

Copyright © 2022 All rights reserved. www.virtosoftware.com

February 15, 2022 Scroll to Today Zoom weeks + Milestone + Task Zoom hours Zoom years Refresh Zoom days Zoom months Feb 2022 Mar 202 Title × CVS Health - UX for In-store app map UnitedHealth Group UnitedHealth Group - Website General Electric - Tablet App AmerisourceBergen - Mobile App Costco - Respon Finalize briefi Finalize briefing Rewrite blogps Rewrite blogpost Set 02 obi Set Q2 objectives February 28, 2022 Refresh Scroll to Te Background color for data source rows #DDDEF0 onths Zoom years in the left Gantt part Mar 2022 Task color #5994CF Task text in bar color × VI McKessor Progress bar color 0 Milestone color Summary task color Summary task progra Task form fields * 0 Task Name Start Date Red Green Blue Alpha Hex 89 5994cf 148 207 100 End Date

9

Step 6. Decide which fields you need to display in the task view form.

Task for	m fields *				
Start D	ate	\sim	+	Add	
Ī	Delete				
0	Task Name				

You also can define fields to display in child task and milestone forms.

	10	
Task form fields *		
Title \checkmark	+ Add	
Task Name		
Start Date		
End Date		
Child task form fields *		
Task Name \checkmark	+ Add	
Title		
Start Date		
End Date		
Milestone task form fields *		
Task Name \checkmark	+ Add	
Title		
Start Date		
emember to save the new data source.		
/lilestone task form fields *		
Task Name \checkmark + Add		
Title		
Start Date		
	Save	Cancel

This way you can add as many data sources as you need and use them for creating Gantt charts.

Selected Gantt	
Marketing and Content Projects	\sim
List of data sources	
+ Add	
Content tasks	
Marketing Projects	
Content Dep	
Marketing Dep	

Configure Gantt Chart

When the list of data sources (or at least one data source) is ready, you can create Gantts. Gantt in the Virto Gantt Chart app is name of a single chart with chosen data sources and applied settings. You can switch between available Gants and analyze your projects on a single SharePoint site page. To configure the Gantt chart switch to the edit page mode and click "**Add**" under List of gantts.

۷	IRTO GANTT CH	HART ×	
	List of gantts		
	+ Add		
Ste	p 1 . Specify the name fo	or new Gantt.	
/	Adding gantt		×
(Gantt name *	Accounting Tasks 2	
l	ist of data sources *		
	+ Add		

Step 2. Click "Add" under List of data sources and choose at least one data source for the Gantt. Remember to save the added data source.

Copyright © 2022 All rights reserved. www.virtosoftware.com

12

Adding	g gantt			×
Gantt nam	ie *	Accountin	g Tasks 2	
List of da	ta sources *			-
+ A	Add			
14				
Height	Adding data source	2		
Table wi		-		
Default 1	Select data source *		[Not selected] \checkmark	
Dennis	Show in Virto Gantt		[Not selected]	
Page siz Paginati	Read only		Content tasks	
number			Content Dep	
stated in for the fi			Marketing Dep Content Dep	
Date form	at		Marketing Dep 2	
Time form	at			
Enable exp	port to PDF			
Show sum	mary tasks collapsed			
Auto sche	dule tasks	~		
Keep 'dis	stance' between successor			

Note: you can make the data source *read-only* to disable making changes on it.

You can add multiple data sources to your Gantt chart.

List of	List of data sources *					
-	+ Add					
	Content tasks					

Marketing Dep

Step 3. Specify height and table width, choose the default timescale and page size.

Height	100px	Ŷ
		<u>^</u>
Table width	200px	Ŷ
Default timescale *	Weeks	
Default timescale	Weeks	×
Page size	100	^
, age size		~

Pagination will be displayed if the number of tasks exceeds the number of stated in the field. The minimum value for the field is 10 tasks per page

Step 4. Define the date and time format, if necessary.

Date format

Time format

13

Step 5. Tick "Enable export to PDF", if you would like to allow the option. You also can display the summary tasks collapsed and enable **auto-scheduling** tasks.

"Auto-schedule tasks" option will help you to move child tasks accordingly when a summary tasks is rescheduled. If you need to allow doing this only manually, uncheck the option.

Also, pay attention to the option "**Keep distance between successor tasks while moving predecessors tasks to the left**". This option is active only when the "Auto-schedule option" is chosen. If you enable it, then the distance between the successor and the predecessor will be the same after rescheduling the predecessor. If you don't enable this option, a successor will start right after predecessor ends.

Note: if the auto schedule option is enabled, you can set predecessor-successor relations only between non-parent tasks and child tasks. Parent task cannot be a predecessor or successor in this case.

Enable export to PDF	\checkmark				
Show summary tasks collapsed					
Auto schedule tasks	\checkmark				
Keep 'distance' between successor (and predecessor) tasks while moving predeccessor task to the left					
				Save	Cance
Remember to save the Gantt.					

Using Virto Gantt Chart App

Layout of Virto Gantt Chart App

A tuned Gantt chart of the Virto Gantt Chart App consists of a top panel with tools and navigation buttons and a Gantt chart itself.

February 15, 2022							
Refresh Scroll to Today	+ Milestone	+ Task	Zoom hours	Zoom days	Zoom weeks	Zoom months	Zoom years
Title	*	Peb	2022				Mai 20
lice	13	Feb	20 Feb	27 Fe		06 Mar	13 M
×							
McKesson - Motion Graphic	s Me	Resson - Motion Gr	aphics				
CVS Health - UX for In-store	app map						CVS Healt
UnitedHealth Group - Websit	e.		United Health Gro	up - Website	•		
General Electric - Tablet App						General Electric -	Tablet App
AmerisourceBergen - Mobile	App			AmerisourceB	ergen - Mobile App).	
Costco - Responsive Websit	0	0	stco - Respond				
BNP Paribas - Android App			L-SNP	Paribas - Android	App		
Finalize briefing		Finalize br	en l				
Rewrite blogpost		G	Rewrite blogp at				
Set 02 objectives			L	et 02 objectives			

The left part contains the list of tasks from all the chosen data sources. The right part displays the graphical structure of tasks, their duration, percent completion, the order, and parent-child relations. When you scroll tasks in the left part, the right part is scrolled accordingly.

Use "Scroll to Today" button to switch quickly to the current day within the chosen timescale.

irch Refre	15, 2022 esh Scroll to Today + Milestone	+ Task		Zoom hours	Zo	om days Zoom weeks Zoom months Zoom y	ars		Ар	il 1,	202
		01-10-1-		Due Dete		13 Mar 2022 20 Mar 2022			27 N	ar 20	122
	Title 🗘	Start Date	¢	Due Date							
	×	×	m	×	m						
	Prepare Project Map					Prepare Project Map					
	Analyze reviews					€ Analyze reviews					
	Publish blog post					Publish blog post					
	CVS Health - UX for In-store app map	03/20/2022 03:0	00	03/24/2022 03:0	00	CVS Health - UX for In-st	ore ap				
	UnitedHealth Group - Website	03/24/2022 03:0	00	03/27/2022 03:0	00	United Health Group	- Webs	site			

To change the timescale, use one of the following buttons: "Zoom hours", "Zoom days", "Zoom weeks", "Zoom years". Choose the appropriate one depending on tasks' duration. Remember that you can choose a default timescale in the Gantt settings.

arch Refre	esh Scroll to Today + Milestone	+ Task		Zoom hours	70	om	davs		700	om v	veel	(5)	70	om r	non	ths	7	oom	n yea	ars		Ap	oril 1	1, 202
\$	Title \clubsuit		¢	Due Date	\$,	13 N	/lar 2	2022					20	Mar 2	2022				28			2022 31
	×	×	1	×	m				10				20			20		20	20		20	2.5		
	Prepare Project Map Analyze reviews							Pu		epare		ject I	-1	An	alyze	e revi	iews							
	Publish blog post CVS Health - UX for In-store app map UnitedHealth Group - Website	03/20/2022 03:00		03/24/2022 03:1				- Fu	UIISI		l pos	1		C\			l - UX f l Health				site			

15

Actions with Tasks in Virto Gantt Chart App

You can add/delete/move/resize tasks in Virto Gantt Chart App View.

Hover mouse pointer over any task and the tooltip with brief task information will appear.

Prepare F	Project Ma p	
Publish b	Prepare Project Map (03/15/2 0%	022 - 03/20/2022);
	CVS Health	

Moving Tasks and Changing Task Duration

You can easily change task dates by drag and drop. Drag the task to the date/time you need it to start. The end date will change accordingly (the duration is left the same in this case).

		01-1-0-1-	A .			13 Mar 2022					20 N	Mar 2	2022						
•	Title 🗘	Start Date	₹ D	ue Date 🍦	13	3 14			17		19		21	22	23	24			27
	×	×	₿×	: 🟥															
	Prepare Project Map					Pr	epare	e Pro	ject N	Map	-								
	— Analyze reviews							Pri 0%		e Pro	ject N	Лар ((03/1	5/20	22 -	03/20	0/202	22);	
	Publish blog post						Pu		o F DIOg	, pos	L								
	CVS Health - UX for In-store app map	03/20/2022 03:0	0 00	3/24/2022 03:00									C\	/S He	alth				

If you need to change the duration, you drag just the start or end of the task bar. The same changes will be done in the source SharePoint list.

								16	6									
Otact Data		Due Dete				13 1	/lar 2	022					20	Mar 2	2022	ł		
Start Date		Due Date		13	14	15	16	17	18	19	20	21	22	23	24	25	26	2
×		×	1															
					Pr	epare	Proj	ect			-							
											L	+ Ar	alyze	e revi	ews			
					G	Pu	bish	blog	post	ŧ/								
03/20/2022	03:00	03/24/2022.0	3:00		Ľ		-					C	/S He	alth				
03/24/2022	03:00	03/27/2022 0	300													Ur	ited	

Editing a Task

If you need to edit a task, double click it and editing/viewing (if data source is read only) form will appear. If data source is not read only, the task can be also deleted by clicking "Delete" button on the editing form.

March	n 14, 2022											
Refr	resh Scroll to Today	Edit task		Zo	om	days	5	Zoo	m w	eeks	;][Zoo
\$	Title	Title	Prepare Project Map					/lar 20				
	×	Start Date	Mon Mar 14 2022 00:00:0	ð	13	14	15	16	17	18	19	20
	— Prepare Project Map	End Date	Sat Mar 19 2022 00:00:00			Pre	epare	e Proje	ect			
	Analyze reviews			L								4
	Publish blog post	Predecessor	[None]			Pul	blish	blog	post			
	CVS Health - UX for In-s	Assigned To										(
	— UnitedHealth Group - W											
	General Electric - Tablet	% Complete	50									
	Record meeting notes	Attachments	Add attachment									
	— Month Report Presenta	Delete	Save]								

Note: the edit form can be customized. Return back to the data source settings to add more fields to display in it.

Deleting a Task

You can delete a task it the data source is not read only. Double click the task you wish to delete and click "Delete".

Edit task	
Title	Prepare Project Map
Start Date	Mon Mar 14 2022 00:00:0
End Date	Sat Mar 19 2022 00:00:00
Predecessor	[None]
Assigned To	
% Complete	50
Attachments	Add attachment
Delete	Save

Creating a Task

Virto Gantt Chart App for SharePoint Online supports creating tasks right in the chart. The same changes will be done in the source SharePoint list.

Click "+ Task" button.

Ma	rch	14, 202	22														
R	efre	esh	Scroll to Today	+ Milestone	+ Task		Zoom hours	Zc	oom	days	s Z	oom \	week	s	Zoo	om n	nont
		7 34-					D Dt.				13 Ma	ar 2022					20 N
		Title			Start Date		Due Date		13	14	15 1	6 17	18	19	20	21	22
		×			×	Ê	×	Ê									
		- F	Prepare Project Map						(Pre	epare F	rojec t			٦		
		— A	Analyze reviews												Ļ	►An	alyze
		- F	Publish blog post							Pu	blish b	log pos	t				

Specify the task name, choose the data source list (for Gantts with multiple data sources), define the start and end dates. You also can set predecessor, add attachments, set the percent completion and assign the task to a user or group.

			1	8					
	New task								
+ New ∨ 🖄 Send to ∨ 🖘	Data source:	undef	ined	~					
4	Title	Prepa	re th	e que	estion	naire	2		
March 14, 2022 Refresh Scroll to Today + I	Start Date	Mar 2	4, 20	22 1(0:15:0	0 PN		on	n days Zoom weeks
◆ Title	End Date	«		MA	AR 20)22		»	13 Mar 2022
×	Predecessor	S	М	т	w	т	F	s	14 15 16 17 18 19
Prepare Project Map	Assigned To	27	28			3	4	5	Prepare Project
Analyze reviews		6	7	8	9	10	11	12	
Publish blog post	% Complete	13	14	15	16	17	18	19	Publish blog post
CVS Health - UX for In-sto	Attachments	20	21		23			26	
UnitedHealth Group - Web		27	28	29	30	31			
General Electric - Tablet Ap	op 03	/28/202	2 03:0	0	04/01	/2022	2 03:0	0	

The new task will appear in the table and on the chart depending on its start/end dates and relations with other tasks.

	Title 🌲	Start Date	Due Date 💧		
•	Title 🔻	Start Date y	Due Date 🚽	13 14 15 16 17 18 19	20 21 22 23 24 25
	×	× 🟥	× 🛍		
	Prepare Project Map			Prepare Project	7
	— Analyze reviews				Analyze reviews
	Publish blog post			Publish blog post	
	Prepare questionnaire			Prepare questionnaire	
	CVS Health - UX for In-store app map	03/20/2022 03:00	03/24/2022 03:00	Prepare questionnaire (03/	14/2022 - 03/22/2022);
	UnitedHealth Group - Website	03/24/2022 03:00	03/27/2022 03:00	0%	

Milestone

Milestone is a task with zero duration, its start date is equal to the end date. To add a milestone, click "+ Milestone".

March	14, 2022		
Refr	esh Scroll to Today + Milestone	+ Task	Zoom hours
٩	Title 🔶	Start Date 👙	Due Date
	The Y		Due Dute
	×	× 🗎	×

19

Fill in the fields and choose the milestone date. Click "Save".

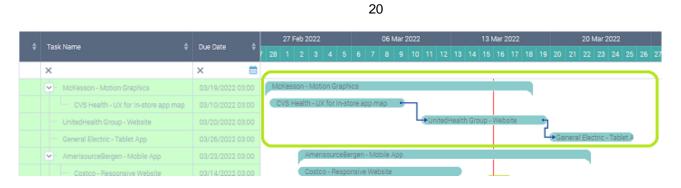
	New task		
day + Milestone	Data source:	undefined 🗸	Zoom weeks
day + Milestone	Title	Review	3 Mar 2022
Ŧ	Milestone date *	Mar 18, 2022 10:25:00 PM	5 16 17 18 19 :
	Attachments	Add attachment	
t Map			are Projec t
ıs		Save Cancel	
ost		Publ	ish blog post

A milestone appears on the chart in its classic view — a rhombus-shaped point.

¥	- AmerisourceBergen - Mobile App	03/23/2022.03.00
	Costco - Responsive Website	03/14/2022 03:00
	- Review QA report	03/16/2022 03:00
	BNP Paribas - Android App	03/21/2022 03:00
	- Finalize briefing	03/24/2022 03:00
	Rewrite blogpost	03/25/2022 03:00
	Set 02 objectives	03/25/2022 03:00

Child Task

Sometimes you need to define parent-child relations between tasks on the Gantt chart. If a **Task list** is chosen as a data source, you can add child tasks. If a task has at least one child task, it is displayed as a summary task.



On the left part summary task appear with an arrow and ability to collapse the child tasks.

¢	Task Name 👙	Due Date
	×	×
	McKesson - Motion Graphics	03/19/2022.0
	CVS Health - UX for In-store app map	03/10/2022.0
	UnitedHealth Group - Website	03/20/2022.0
	General Electric - Tablet App	03/26/2022.0
	MmerisourceBergen - Mobile App	03/23/2022.0
	Costco - Responsive Website	03/14/2022.0

To add a child task, click the summary task in the left part of the app and use "+ Child task" button. In this case SharePoint list data source must be also a task list.

Refresh Scroll to Today + Milestone + Task + Child Task ← Outdent Indent → Zoom hours Zoom days Zoom months Zoom years Zoom sears Zoom hours Zoom days							
	Title 🔶	Start Date 👙	Due Date 👙	13 Mar 2022	20 Mar 2022		
				3 14 15 16 17 18 19	20 21 22 23 24 25 26		
	×	× 🗎	× 🗎				
	Prepare Project Map			Prepare Project Map 🐤	7		
	Analyze reviews				Analyze reviews		
	Publish blog post			Publish blog post			
	Prepare questionnaire			Prepare questionnaire			
	Review			- I			
	CVS Health - UX for In-store app map	03/20/2022 03:00	03/24/2022 03:00		CVS Her		
	UnitedHealth Group - Website	03/24/2022 03:00	03/27/2022 03:00		Unit		
	General Electric - Tablet App	03/15/2022 03:00	03/25/2022 03:00	General Electric -	Tablet App		
L	Collect feedback	03/15/2022 03:00	03/19/2022 03:00	Collect feed			
	- Marketing Campaign	03/19/2022 03:00	03/23/2022 03:00		Marketing 0		

Fill in the fields to add the child task.

New Child ta	5k									
Task Name	Assig	n QA								
🖻 Start Date	Mar 2	24, 20)22 1'	1:15:0	00 PN	4				
cr Due Date	«		MA	AR 2	022		»			
% Complete	s	м	т	w	т	F	s			
			1	2	3	4	5			
Assigned To	6	7	8	9	10	11	12			
p	13	14	15	16	17	18	19			
h	20	21	22	23	24	25	26			
Predecessors	27	28	29	30	31					
							<			
vie	Rewri Set Q							1		
s				-		1				
ite Attachments	Add a	ttach	ment	:						
16									Save	Cancel
Collect feedback			0	3/15/	2022 (03:00	03/1	19/2022 03:00		Collect fee

You also can change the position of summary tasks by using "Indent" and "Outdent" button. This way you can create complex strutures of tasks with multiple levels.

00	om months Zoom years				
	Title 🌢	Start Date 🏼 🍦	Due Date 👙	13 Mar 2022	20 Mar 2022
	The V			3 14 15 16 17 18 19 20 21	22 23 24
	×	× 🟥	× 🟥		
	Prepare Project Map			Prepare Project Map 🕈	
	— Analyze reviews			Le la	Analyze revie
	Publish blog post			Publish blog post	
	Prepare questionnaire			Prepare questionnaire	
	Review			1	
	CVS Health - UX for In-store app map	03/20/2022 03:00	03/24/2022 03:00		CVS Her
	UnitedHealth Group - Website	03/24/2022 03:00	03/27/2022 03:00		
	General Electric - Tablet App	03/15/2022 03:00	03/25/2022 03:00	General Electric - Tablet Ap	p qq
	Collect feedback	03/15/2022 03:00	03/19/2022 03:00	Collect feed	

Copyright © 2022 All rights reserved. www.virtosoftware.com

Predecessor and Successor

Virto Gantt Chart App for SharePoint Online supports successor/predecessor relations. Predecessor and successor tasks are connected by arrows on the chart. Successor starts after predecessor.

CVS Health - UX for In-store app map	
UnitedHealth Group - Website	Electric - Tablet A

If you add the predecessor to the task edit form, you can add predecessors right on the chart.

Edit task	
Task Name	Record meeting notes
Start Date	Mon Mar 21 2022 00:00:0
Due Date	Fri Mar 25 2022 00:00:00 (
% Complete	0 %
Assigned To	Maria Kosareva
Predecessors	CVS Health - UX for In-store UnitedHealth Group - Websit Month Report Presentation Rewrite blogpost Set Q2 objectives Marketing Campaign Collect feedback

Note: a classic Task list has a predecessor column of the lookup type. If you're using custom SharePoint list, make sure you have added a predecessor column for proper work.

Resources

You can see assigned Users in the task view form if this column is added to data source view (see the data source settings).

To assign a new user, just double click task and start typing the user's email. The same changes will be done in SharePoint list.

Edit task	
Task Name	CVS Health - UX for In-stc
Start Date	Mon Mar 14 2022 00:00:0
End Date	Thu Apr 21 2022 00:00:00
Assigned To	moro@
Predecessor	Alex Moro (moro@virtoway.com)
% Complete	90
Attachments	Add attachment

Percent Complete

The percent complete is displayed as different color area of the task body.

	Zoom hours	Zo	oom days Zoom weeks						Zoom months Z					
	Due Dete	¢	13 Mar 2022						20 Mar 2022					
▼	Due Date		13	14	15	16	17	18	19	20	21	22	23	24
Ê	×	m												
				Prepare Project Map 🕈										
			Analyze reviews									ews		
			Publish blog post											
			Prepare questionnaire											

You can change the Percent complete values by drag and drop percent complete icon.