

Gantt Views

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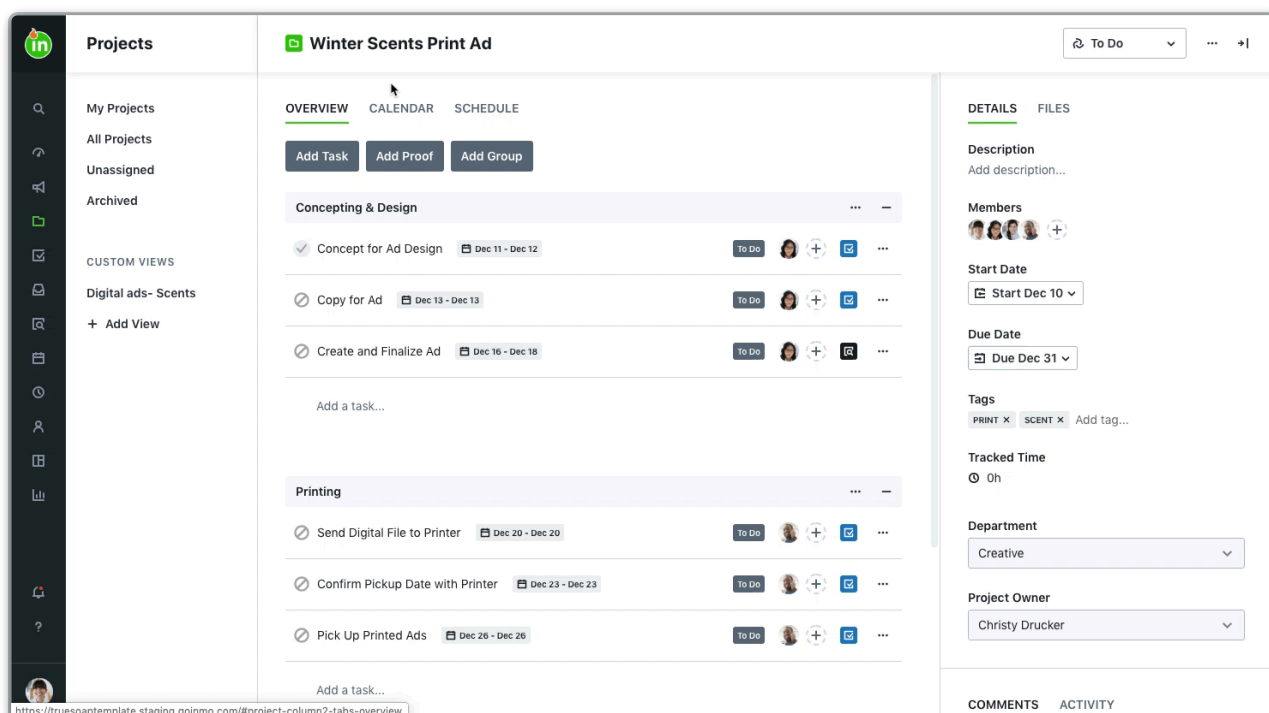
Gantt Views give you a dynamic way to view the timeline and dependencies between tasks and proofs within a project. Now it is even easier to identify the impact that adjusting the schedule of work will have on the overall project timeline so teams can manage projects more efficiently to hit deadlines with stakeholders.


Gantt Views are only available for Business and Enterprise customers.

Displaying the Gantt View

Because your projects each have unique timelines and dependencies, Gantt Views are used on a per-project basis.

To open your project's Gantt View, click "**CALENDAR**" from the project details view.



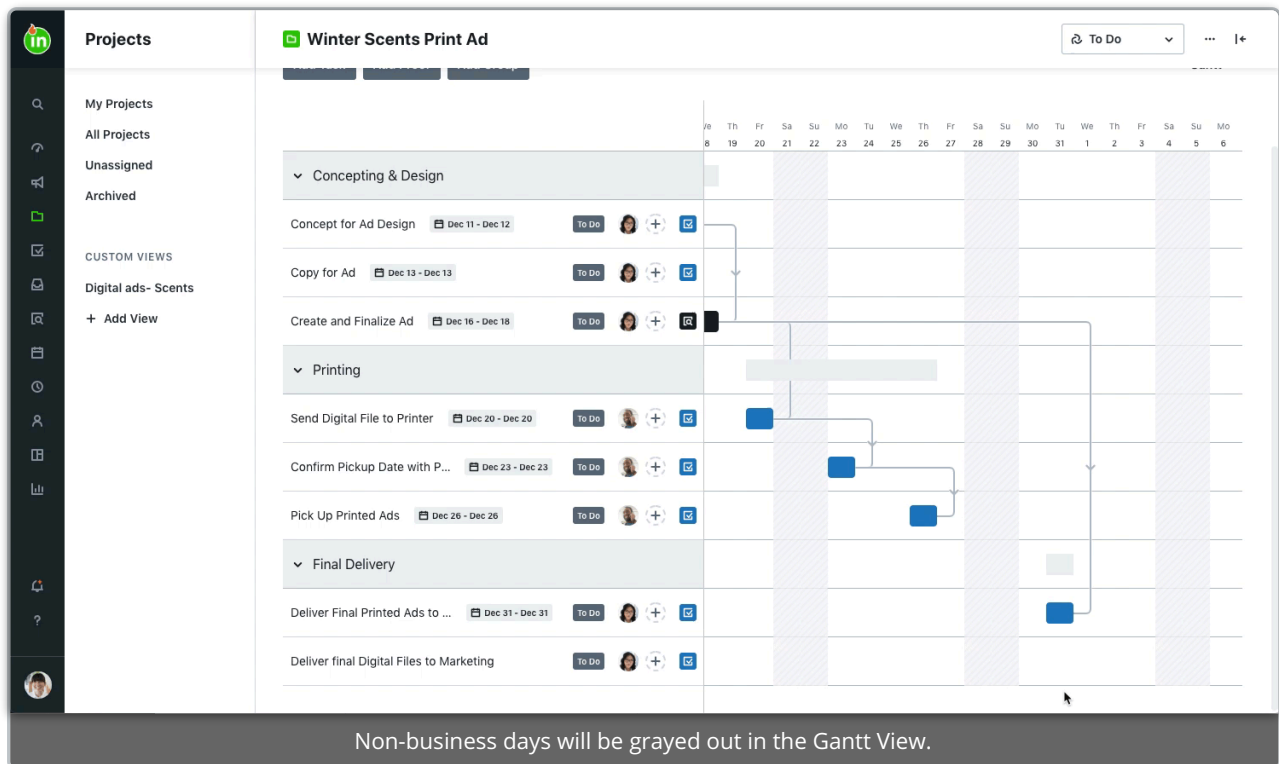
To maximize the Gantt View, resize the work sidebar on the left by dragging the divider to the left, and hide the **DETAILS** sidebar on the right by clicking the  icon in the top right corner. To scroll the view from left to right, click and drag any blank space.



Looking for the standard calendar view? Click "**Gantt**" in the top right corner to change the view.

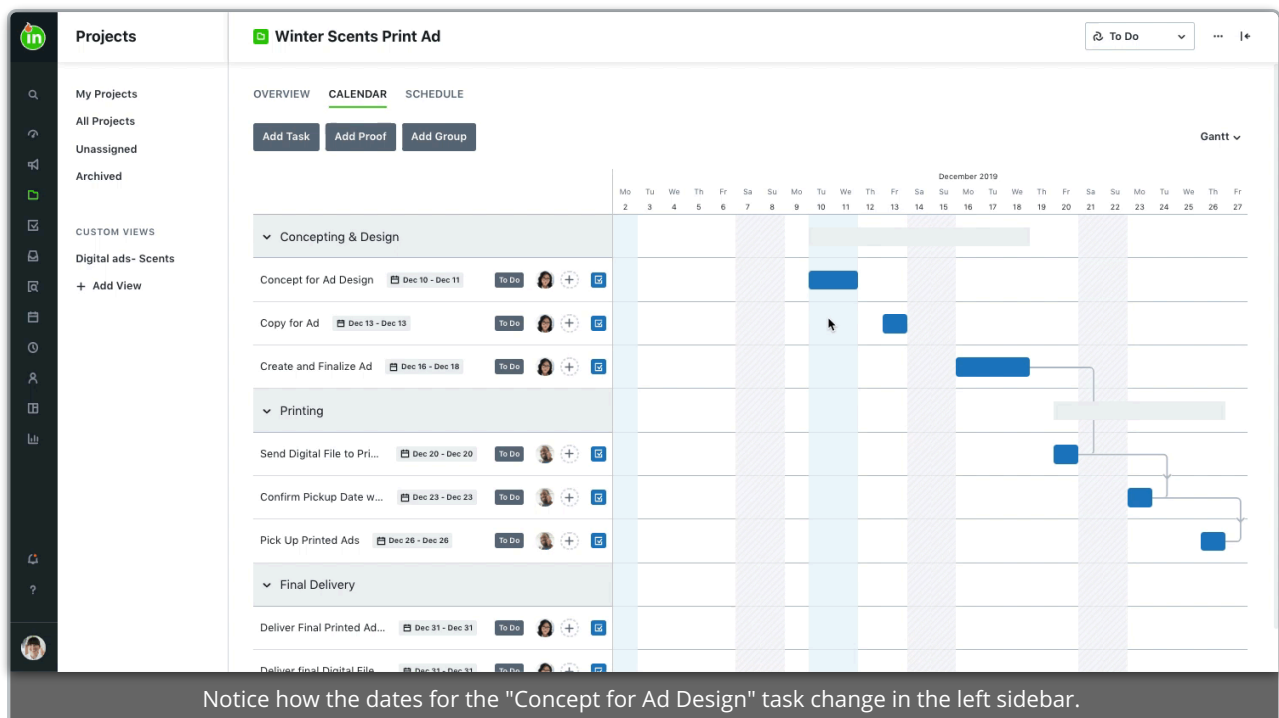
Managing Dates and Durations in the Gantt View

Quickly add a due date to a work item without one by clicking inside the Gantt View to the right of your work item.



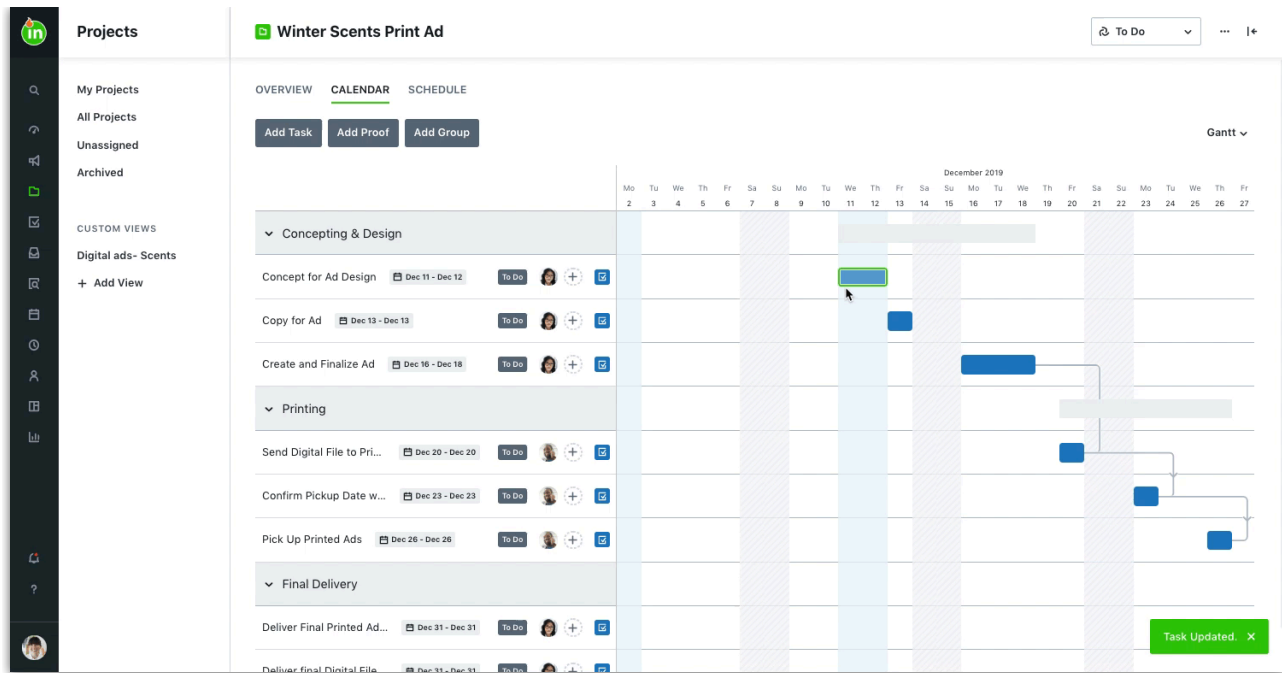
Non-business days will be grayed out in the Gantt View.

To adjust a work item's date range, click inside the work item's bar and drag to the left or right.

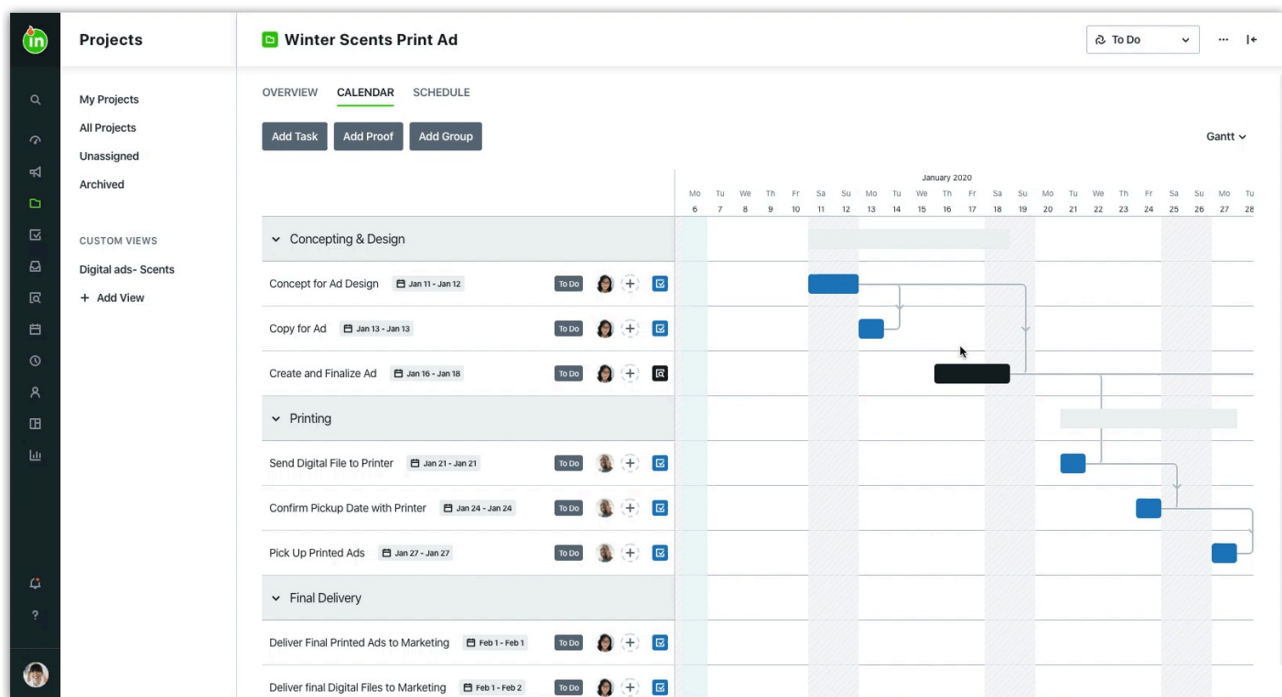


Notice how the dates for the "Concept for Ad Design" task change in the left sidebar.

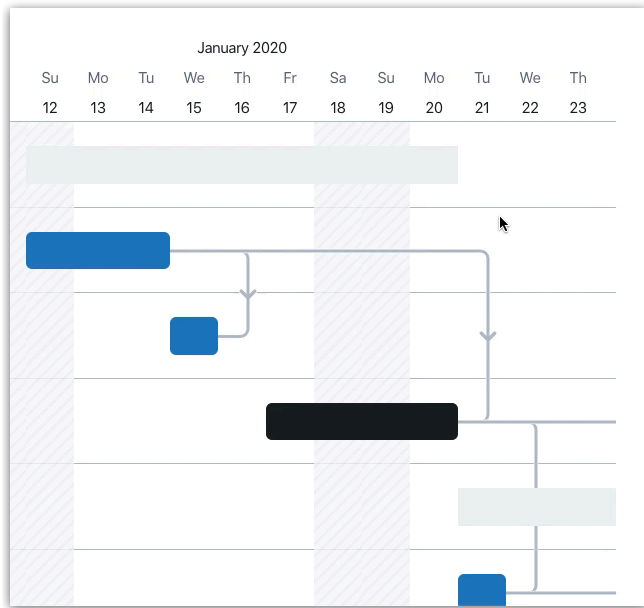
To adjust the duration of a work item, click either edge of the work item's bar and drag to the left or right.



To adjust the dates or durations for multiple items at once, you can use keyboard commands to select multiple work items and shift them in bulk. Use Shift+Click to select all work items within a range, and use CTRL+Click or Cmd+Click to select individual items.



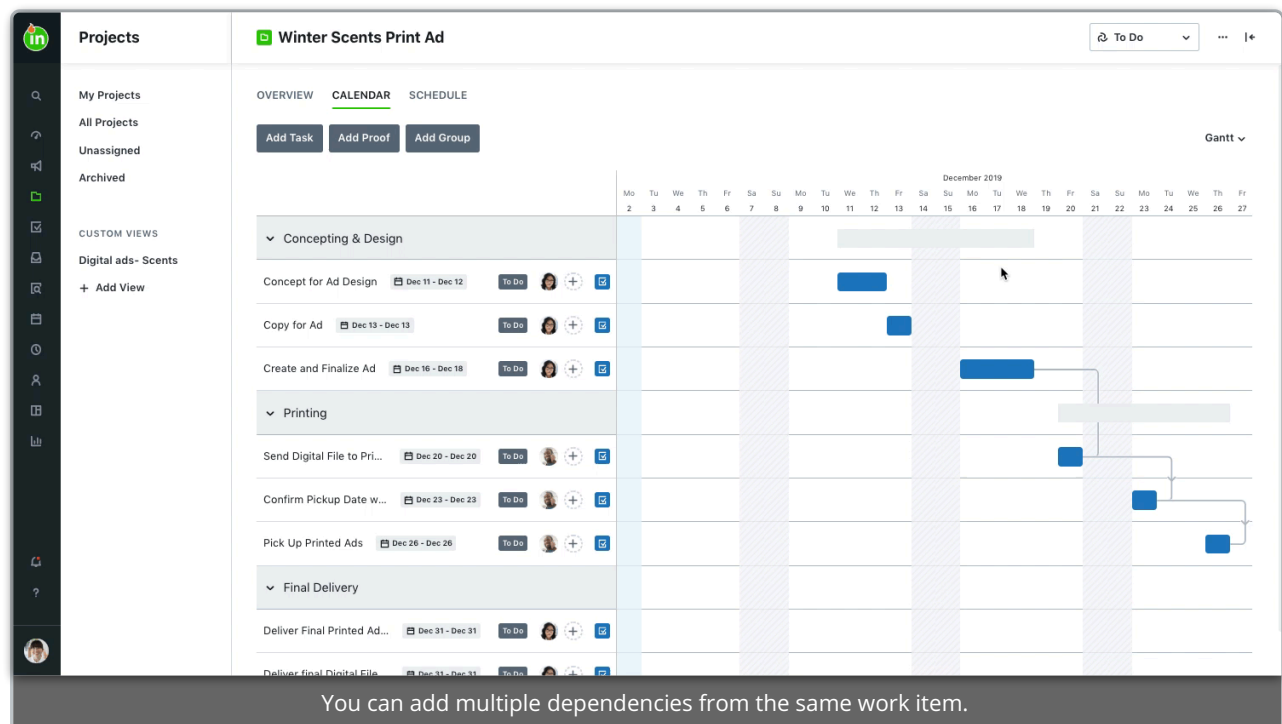
You can also click the gray bar above every work group to automatically select all items in that work group.



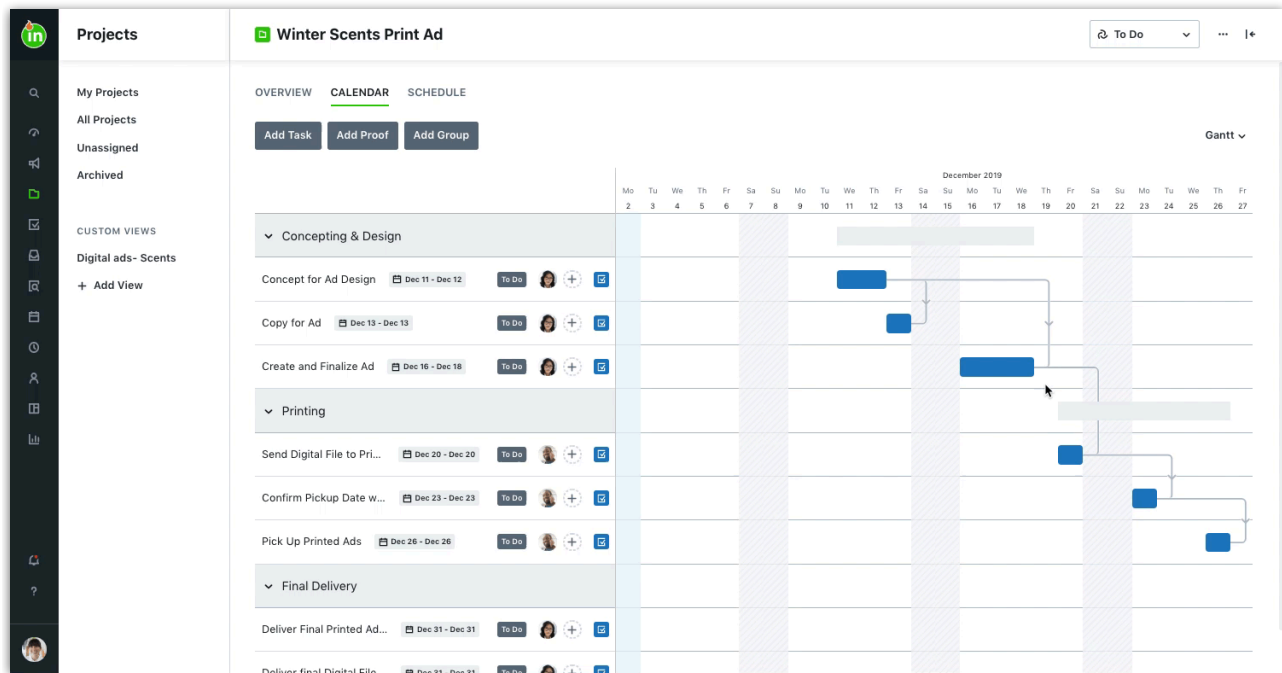
Adjusting work item dates and duration does not affect work assignments under the **Schedule** (<https://guide-ignite.inmotionnow.com/help/scheduling>) tab.

Managing Dependencies in the Gantt View

To create a **dependency** (<https://guide-ignite.inmotionnow.com/help/dependencies>) between work items, click the white dot to the right of the bar for your blocker, then drag down to the white dot next to the work item it's blocking.



If you create an unfeasible dependency where the blocker starts after the work item it's blocking, you'll see an orange line indicating the error. Click the dependency line, then the trash icon or the **Delete** key on your keyboard to delete the dependency.



The screenshot displays the inMotion project management software interface. On the left is a sidebar with navigation options: 'My Projects', 'All Projects', 'Unassigned', 'Archived', and 'CUSTOM VIEWS' (with a sub-option 'Digital ads- Scents' and an '+ Add View' button). The main workspace is titled 'Winter Scents Print Ad' and has tabs for 'OVERVIEW', 'CALENDAR', and 'SCHEDULE'. Below these tabs are buttons for 'Add Task', 'Add Proof', and 'Add Group'. The 'CALENDAR' tab is active, showing a Gantt chart for December 2019. The chart displays tasks and their dependencies. Tasks include 'Concepting & Design' (with sub-tasks 'Concept for Ad Design', 'Copy for Ad', and 'Create and Finalize Ad'), 'Printing' (with sub-tasks 'Send Digital File to Pri...', 'Confirm Pickup Date w...', and 'Pick Up Printed Ads'), and 'Final Delivery' (with sub-tasks 'Deliver Final Printed Ad...' and 'Deliver final Digital File...'). A dependency line is shown between 'Concept for Ad Design' and 'Copy for Ad', with an orange line indicating an unfeasible dependency. The interface also includes a 'To Do' dropdown menu and a 'Gantt' view selector.