

Duty	Function	Page on finnish PlaNet-manual
Start on empty project or model project	- start on empty project after software opening - File ► New... ► empty project - File ► New... ► model project -> name.prj (use own models: layout and calendars)	Työskentelyn aloitus (first actions) page 38 Uuden projektin luonti (defining new project) page 44 and 45
Save project to a file	- File Save... - File Save as... (backup saving goes to same location)	Projektin tallennus ja tiedostotyypit (saving and fileformats) page 41
Project basic information and headers for print	- Project ► Project options... ► basics and headers	Projektitietojen määrittely (defining project options) page 47 and 48
Defining calendars	- Project ► Calendars... ► Basic ► Define... (use double-clicks to define holiday/default)	Kalenterin määrittely (defining calendar) page 50-51
Defining what columns are in the table	- Format ► Column ► Insert column... or Insert column -button (toolbar) or F4 - moving: select column by click ► move from column header	Taulukon muokkaus (formatting table) page 52-54
Activities and their data	<i>Columns: description, amount, unit, capacity, duration and fixed start</i> <i>Taskpool: Code-column or Task selection – window</i>	Tehtävän lisäys ja poisto, rivien järjestely (defining tasks) page 39-40 Tehtävärekisteri (taskpool) page 63
Hierarchy	- Indent task –button (toolbar) - by double-click of hierarchy number in summary task hide/unhide of subtasks	Hierarkiatoiminnot (Hierarchy) chapter 4/ page 86
Links	- Create links –button (toolbar) - editing by double-click in links arrow	Riippuvuudet (links) chapter 4/ page 88-89
Splitting tasks	- with CTRL-key and mouse in Gantt-chart. (two ways: over the bar and outside) - Tools ► Split task to subtasks ► by the places...	Monta tehtävää samalle riville (many bars to same row) page 60-62 chapter 4/ page 83-84
Targets with vertical lines	- Project ► Time areas ► User-defined	Pystyalueet ja tilanneviivat (time areas and progress lines) page 59
Resource planning	- <i>Resource- ja Hours-columns</i> in table (Resource-sheet) - Task-dialog (double-click opens) ► Resource-sheet	Resurssien lisäys (insert resource) page 66 and chapter 4/ page 85-86 Resurssirekisteri (resourcepool) page 64
Resource graph	- Format ► Add element ► Resource Resource graph ► Pilot	Näkymän muokkaus (defining view) chapter 8/ page 153, 169-172
Target	- Project ► Targets... ► <i>description to target</i> ► Set to all –button	Tavoitteen asettaminen (setting target) chapter 9/ page 182
Follow up	- right click over bar: Log actualities - <i>Table Actual-sheet ► Finished or Actual duration-%</i>	Seuranta (follow up) chapter 9/ page 181-
Printing	- File ► Print view... ► preview-window ► Time scaling by dates and number of rows by zoom-% ► Print-button	Näkymien tulostaminen (printing views) page 73-77

Note! It's wise to save the project after each step! (Save-button on toolbar)