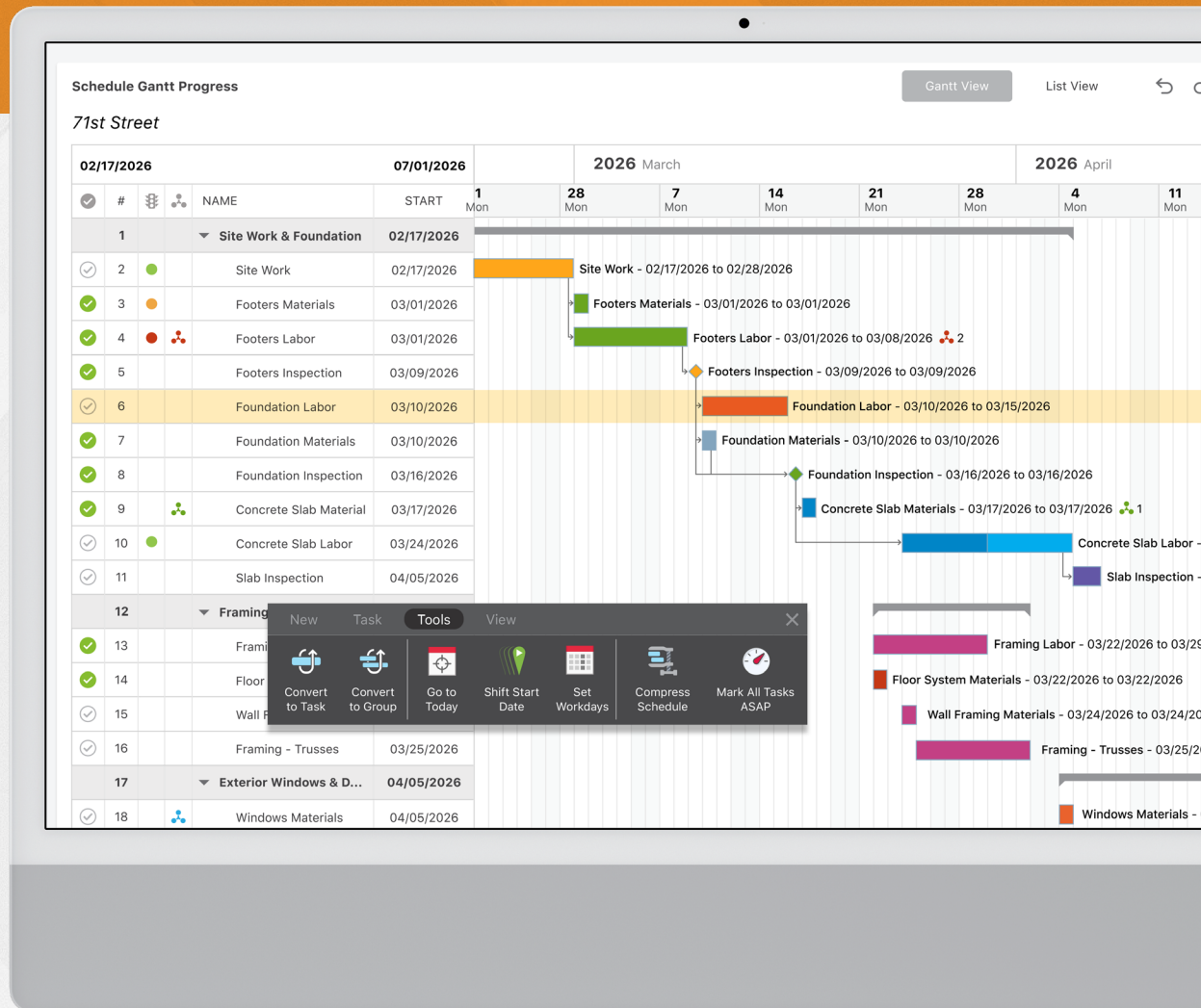


GETTING STARTED

OnPlan™ Scheduling



The Schedule Gantt View

The Schedule Gantt View is where you can view and edit a schedule. Add new groups, tasks, and milestones with ease. Determine the order of your schedule tasks by choosing predecessors. A predecessor is a task which must occur before another task.

Schedule Gantt Progress | Gantt View | List View | Hide Linked Items

71st Street

02/17/2026		07/01/2026		2026 March					2026 April				
#	NAME	START	1	28	7	14	21	28	4	11	18	25	
1	Site Work & Foundation	02/17/2026											
2	Site Work	02/17/2026											
3	Footers Materials	03/01/2026											
4	Footers Labor	03/01/2026											
5	Footers Inspection	03/09/2026											
6	Foundation Labor	03/10/2026											
7	Foundation Materials	03/10/2026											
8	Foundation Inspection	03/16/2026											
9	Concrete Slab Material	03/17/2026											
10	Concrete Slab Labor	03/24/2026											
11	Slab Inspection	04/05/2026											
12	Framing	03/22/2026											
13	Framing Labor	03/22/2026											
14	Floor System Materials	03/22/2026											
15	Wall Framing Materials	03/24/2026											
16	Framing - Trusses	03/25/2026											
17	Exterior Windows & D...	04/05/2026											
18	Windows Materials	04/05/2026											
19	Exterior Windows	04/06/2026											
20	Exterior Doors Mater...	04/13/2026											
21	Exterior Doors	04/14/2026											

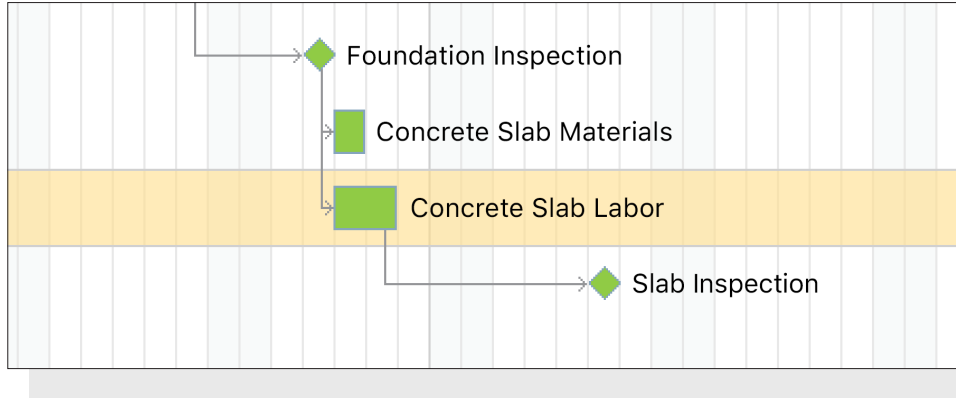
Action Menu: Edit Task, Outdent, Move Up, Move Down, Mark as Complete, Mark as ASAP, Create To Do from Task, Set Task Color, Copy, Paste, New, Delete.

Toolbar: New Task, Tools, View, Convert to Task, Convert to Group, Go to Today, Shift Start Date, Set Workdays, Compress Schedule, Mark All Tasks ASAP.

Callouts:
- The Action Menu lets you control groups & tasks.
- Edit values like Task Name, Start & End Date, Predecessors and more.
- Perform additional tasks with the toolbar.

Schedule Tasks

Tasks are the building blocks of your schedules. Tasks show when work should start and end, along with who is assigned to perform the work. Additional details can include priority, cost impact, trade, status and much more.



Task Resources

Concrete Slab Labor (11/03/2026 - 11/04/2026)

Information Resources Reminders Notes Linked Items Attachments

Resources for this Task
Select the resources that will be able to view and receive reminders for this task.

+ Add Resources to Task

DISPLAY NAME	COMPANY	PHONE	EMAIL	REMOVE
Allan Brown	Brown and Tate Construction	916-555-5236	abrown@brownatebuilders.com	X
Brandon Galloway	Galloway Brothers	415-555-9012	bg@gallowaybrothers.com	X
Chad Hill	S and S Building Supply	408-555-9868	chad_hill@ss-supply.com	X

Save Delete Cancel

Task Information

Concrete Slab Labor (11/03/2026 - 11/04/2026)

Information Resources Reminders Notes Linked Items Attachments

SUBJECT
Concrete Slab Labor

START DATE: 11/03/2026 END DATE: 11/05/2026 DURATION: 3

PRIORITY: High STATUS: Running PERCENT COMPLETE: 50

TASK TYPE: Construction TRADE: Masonry TASK COLOR: Green

PROJECTED MAN-HOURS: 30 ACTUAL MAN-HOURS: 24 REMAINING MAN-HOURS: 6

COST CODE: 4000-4200 - Masonry

DESCRIPTION
Bill and his crew are assigned for the 587 Weatherford project.

Save Delete Cancel

Concrete Slab Labor (11/03/2026 - 11/04/2026)

Information Resources Reminders Notes Linked Items Attachments

Task Reminders
Create reminders for any contacts related to this task.

Planning Starting Custom

X Delete Planning Reminder

Send reminder: 10 calendar days prior to the start date at 1:45 PM

Concrete Slab Labor Start: 11/03/2026
This is a reminder that materials need to be ordered and on site within the next 10 days.
Thank you.

Send copy to my email account

Save Delete Cancel

Task Reminders

Scheduled Tasks in the Calendar View

The tasks you create in your Schedules are also displayed in your Calendars, so you can see all of your project events and tasks at-a-glance. Scheduled tasks are denoted with the schedule icon and cannot be edited in the Calendar View.

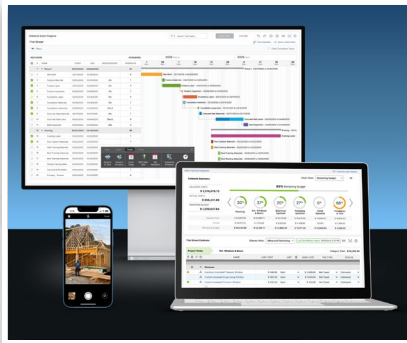
The screenshot displays a calendar for November 2026. At the top, there is a 'Calendar' header with a 'Go to Today' button and navigation arrows. A search bar and a 'Month' dropdown are also present. Below the header, there is a '+ Add Calendar Event' button. The main calendar area is divided into a grid of days. A 'Calendar Filters' section is visible at the top of the grid, with options for 'Print Calendar' and 'Hide Completed Tasks'. The calendar shows several events and tasks:

- Water & Sewer-Line** (blue bar) spans from Sunday, Nov 24 to Saturday, Nov 30.
- Lunch** (red bar) is scheduled for Tuesday, Nov 26, from 11:30 AM to 12:30 PM.
- Calendar Event for Com...** (blue bar) is scheduled for Wednesday, Nov 27, from 2:00 AM to 3:00 AM.
- Safety Training** (yellow bar) is scheduled for Wednesday, Nov 27, from 2:00 AM to 3:00 AM.
- Lunch** (red bar) is scheduled for Monday, Nov 25, from 12:30 PM to 1:30 PM.
- Design Services** (blue bar) spans from Thursday, Nov 28 to Friday, Nov 29.
- Roof Decking Mater...** (red bar) spans from Thursday, Nov 28 to Friday, Nov 29.
- Roof Framing Mater...** (red bar) spans from Thursday, Nov 28 to Friday, Nov 29.
- Wall Framing Materials** (red bar) spans from Thursday, Nov 28 to Friday, Nov 29.
- Ceiling Framing Materials** (red bar) spans from Thursday, Nov 28 to Friday, Nov 29.
- Permits** (blue bar) spans from Monday, Nov 25 to Friday, Nov 29.

Annotations in the image provide additional context:

- An orange box highlights the 'Calendar Event for Com...' and 'Safety Training' events, with a callout stating: "Calendar Events - these are created here in the Calendar."
- Another orange box highlights the 'Roof Decking Mater...', 'Roof Framing Mater...', 'Wall Framing Materials', and 'Ceiling Framing Materials' tasks, with a callout stating: "Scheduled Tasks - these are created in the Schedule and show in your calendar automatically. These tasks cannot be edited here."

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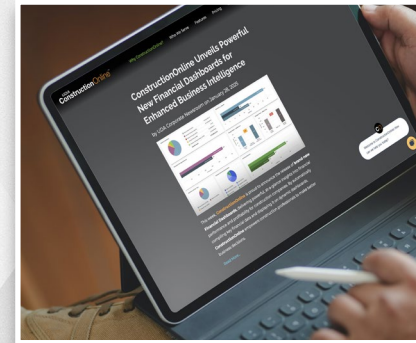
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