EDRAW PROJECT

User Manual

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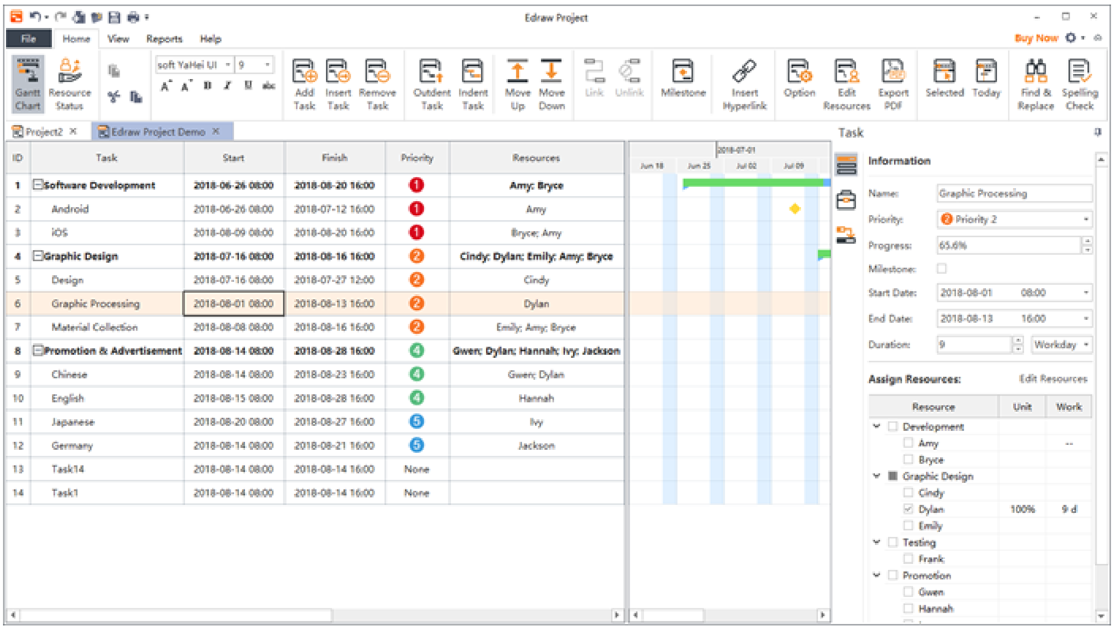
CHAPTER 1 EDRAW PROJECT INTRODUCTION

Edraw Project is a powerful project management tool with an easy interface that allows users to create Gantt charts with simply mouse clicking. The software enables project managers to develop a schedule, assign resources to tasks, track the progress, manage the budget and analyze resource status and allocation for ongoing projects.

Edraw Project helps schedule and manage projects, from meeting crucial deadlines and budgets, to selecting the right resources. It gives an overall picture of project hierarchy and task reporting relationships, so that managers could gain insight for budget planning and resources allocation. The Reports options of Edraw Project allows users to generate a variety of reports based on specific perspectives to analyze the project or share with others.

With Edraw Project, you can master the current progress through the timeline and multi-angle reports so that you can give appropriate solutions to alterations quickly.



CHAPTER 2 CONFIGURATION & HELP OF EDRAW PROJECT

SYSTEM REQUIREMENTS

- Windows 2000, XP, Vista, Windows 7, Windows 8 and Windows 10
- Mac OS X 10 and later
- Linux (Debian, Ubuntu, Fedora)
- At least 1 GB RAM
- At least 400 MB free disk space

USER INSTALLATION

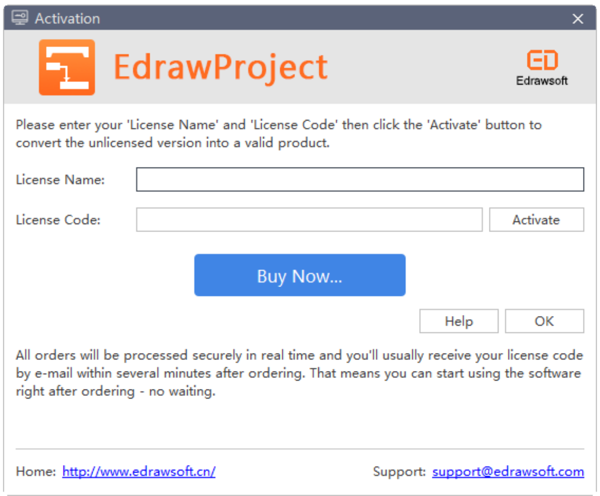
Download Edraw Project installation package from

https://www.edrawsoft.com/download-project.php, and double click the .exe file to install the package.

USER ACTIVATION

Once successfully installed, you can register the software with your license code to activate it. If you do not have a license code, you can click **Buy Now** to order.

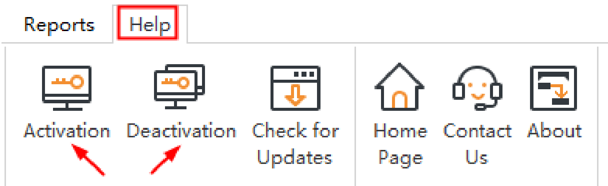
1. Run Edraw Project software with computer administrator privilege.
2. Click the **Help** tab of the ribbon.
3. Click **Activation** under the **Help** tab.
4. Input your License Name (can be any name) and License Code.
5. Click **Activate** to run the Activation Wizard.



USER DEACTIVATION

Deactivation is necessary if you wish to format computer, re-install computer operating system or move Edraw Project from one computer to the other. Please note that deactivation can only be done once every 30 days.

The steps to deactivate a license are:



1. Simply go to the **Help** tab, and click **Deactivation**.
2. Once you have clicked **Deactivation**, Edraw Project software on your current computer will turn to unlicensed version, so you can activate the software on another device.

CHECK FOR UPDATES

You can get the current version information by clicking **About** button in **Help** Tab. Download the latest version of Edraw Project from https://www.edrawsoft.com/download-project.php .

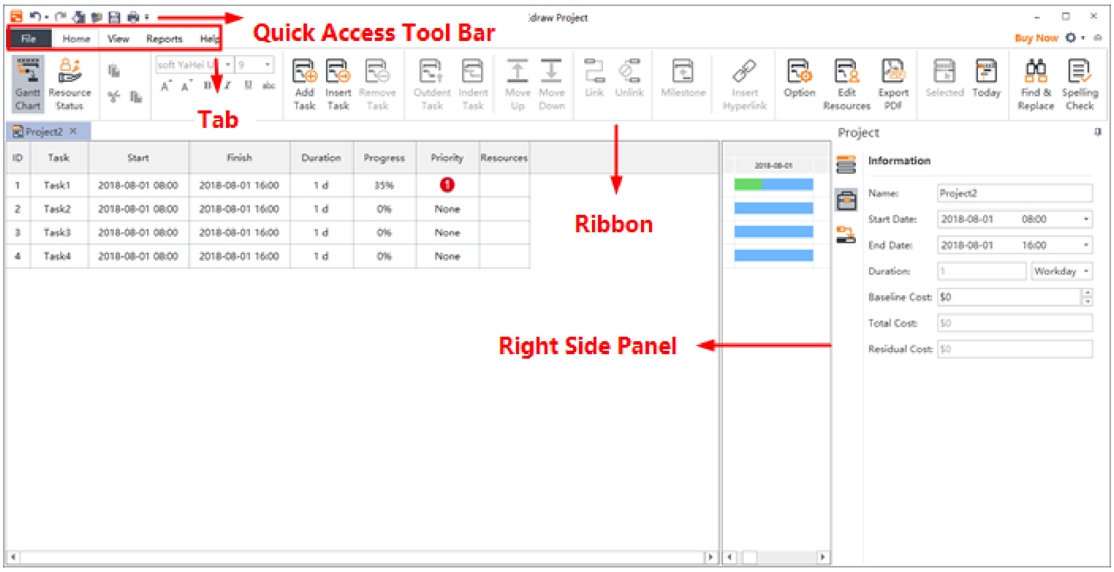
FOR ASSISTANCE

If you have further problems, please contact support@edrawsoft.com .

CHAPTER 3 USER INTERFACE OVERVIEW

USER INTERFACE OVERVIEW

The interface shows the initial and overall window where you can create Gantt Charts. Here you can see the Quick Access Tool Bar, Tabs, Ribbon and Right Side Panel.



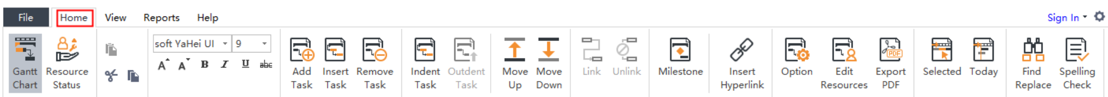
Quick Access Tool Bar

From the quick access tool bar you can find quick tools for Undo/Redo, Create a New Gantt Chart, Open Files, Save, and Print. You can hide or add any of these buttons by clicking the mini Down Arrow on the right. You can also choose to place the Quick Access Tool Bar below or above the Ribbon.

Ribbons

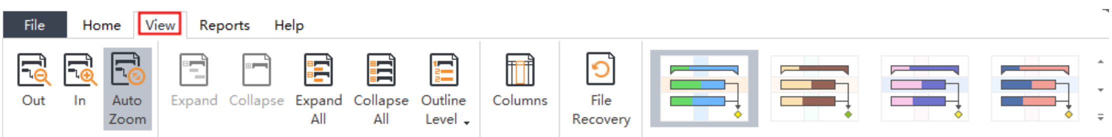
1. Home Tab

From the **Home** tab you can add, insert, remove, indent and outdent, move up and down tasks; set milestone, link and unlink tasks; insert hyperlinks and set overall Gantt Chart options.



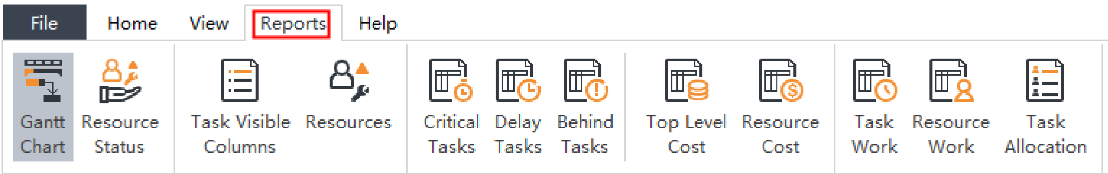
2. View

The **View** tab shows different view options of your Gantt chart. You can apply a theme and choose to zoom in or out your work, expand or collapse subordinate tasks.



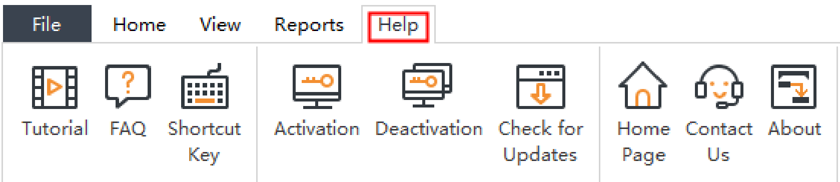
3. Reports

Edraw Project comes with a set of predefined reports. You'll find all of these on the **Reports** tab, including Project Cost, Resource Cost, Resource Work and Task Allocation etc. The reports are not customizable.



4. Help

From the **Help** tab you can easily find related guides for reference, including Tutorial, FAQ, Contact Us, Keyboard shortcuts, and buttons to register or deactivate the software.



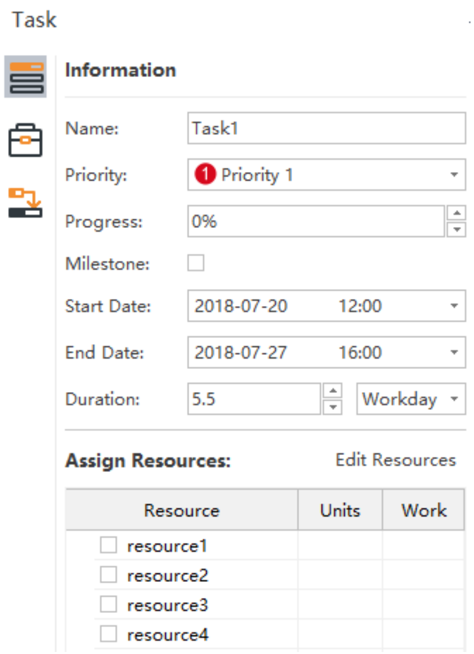
Right Side Panel

The Right Side Panel consists of three tabs in total: **Task** , **Project**  and **Link** .

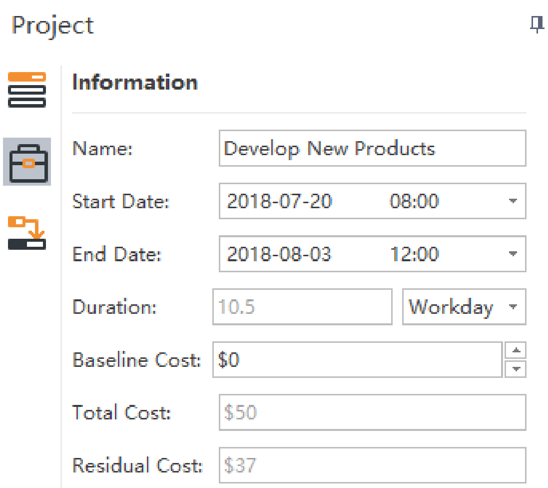
1. Task

In the **Task Information** section, you can view and adjust the overall information of a selected task such as task name, priority, progress, start and end date etc.

In the **Assign Resources** section, you can edit resources information and assign resources to a selected task.



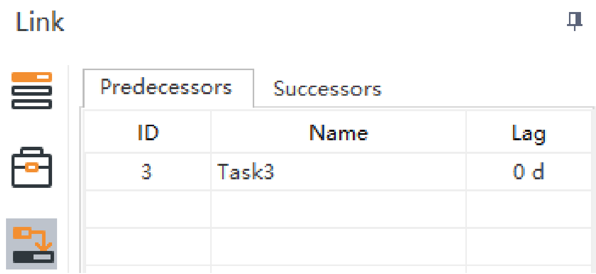
2. Project

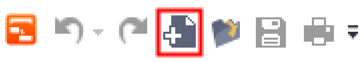


In **Project Information** section, you can quickly go through the basic information of your current project, including the project name, start and end date, duration, baseline cost, total cost and residual cost.

3. Link

In the **Link** side panel, you can create relationships between tasks. The "relationship" is also called "dependency", that is "the start of a task is dependent upon the completion of a prior task". For example, only when Task 1 is finished can you start Task 2. In this case, Task 1 is a **Predecessor** of Task 2, and Task 2 is a **Successor** of Task 1.





CHAPTER 4 GETTING STARTED WITH EDRAW PROJECT

START A PROJECT

You have two options to start a Gantt chart:

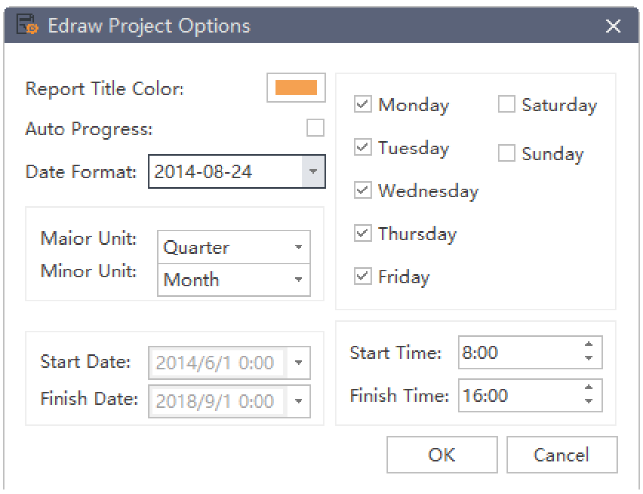
Option A: Click the button of **File** tab, and then click **New** to start from a blank chart.

Option B: Click the **New** icon in the Quick Access Tool Bar to start your project.

PROJECT SETUP

Once a new project is created, the priority is to set the project options, such as the start and end date, date format, working days, etc.

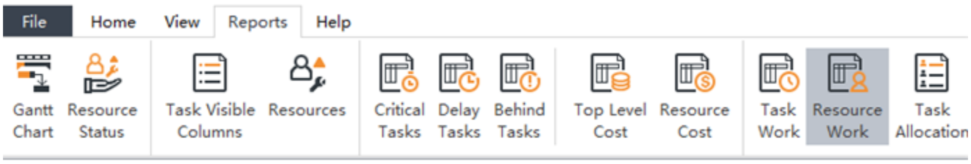
1. Click the **Option** button  on the **Home** tab to open the Edraw Project Options window.



2. Define the following project options on the dialog to schedule your project.

- **Report Title Color**

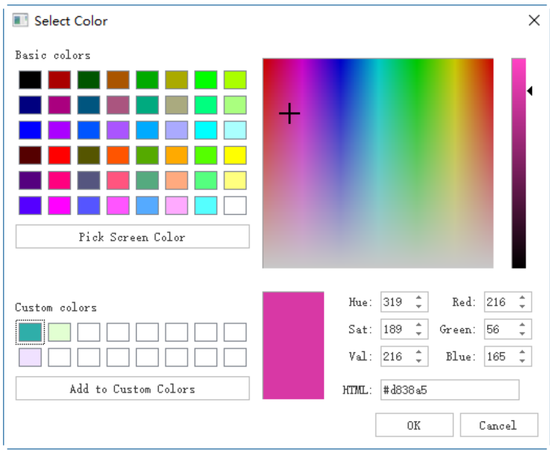
It refers to the color of a report title that displayed on **Reports** tab. The predefined color is orange.




The total work, actual work and remaining work of all work resources.

Name	Start	Finish	Work	Actual Work	Remaining Work
resource1	2018-07-20 08:00	2018-07-31 12:00	24h	10.4h	13.6h

You can customize the color in the **Select Color** window.



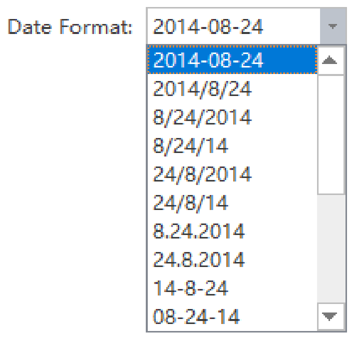
- **Auto Progress**

After a task begins, you can track the task progress with a progress bar showing the completion percentage upon the task bar. Usually you can record the completion percentage manually using the mouse. If the **Auto Progress** option is checked, the progress bar will be updated automatically each day.

- **Date Format**

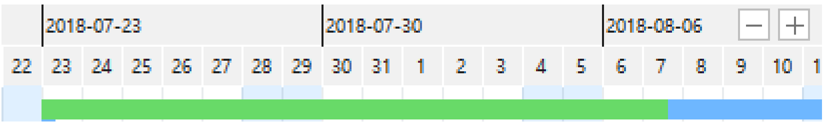
This option determines the format of date in your project.

Click the small triangle button and drag the scroll bar to select the date format you prefer.

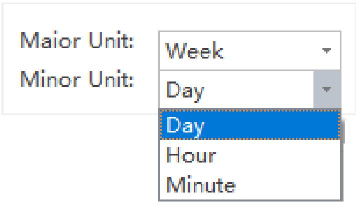


- **Major / Minor Unit**

It refers to the major and minor time units displayed in the right pane. The predefined Major Unit is Week, and Minor Unit is Day.

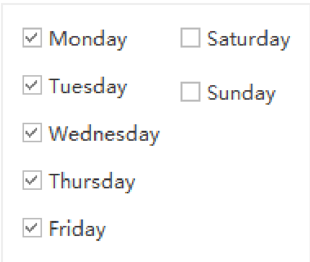


Click the small triangle button and drag the scroll bar to select the format you prefer for Major Unit and Minor Unit.



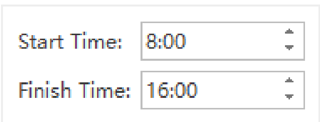
- **Set Workday**

Check the corresponding square to set workdays, and the unchecked ones are weekly rests.



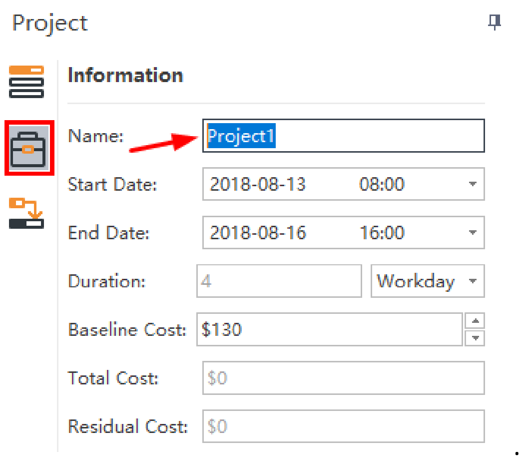
- **Set Workday Start / Finish Time**

Type the certain time or click the up & down triangle buttons to adjust the start and finish time of a workday. The default Start Time of a workday is 8:00, and the Finish Time is 16:00.



NAME A PROJECT

To name a project, you can go to the right sidebar and click **Project** button, and enter a project name in the **Name** option.



CHAPTER 5 BASIC OPERATIONS ON TASKS

Tasks are the most basic units of a project plan. Tasks represent the work to be done to finish a project. There are several kinds of tasks such as summary tasks, sub tasks, and milestones.

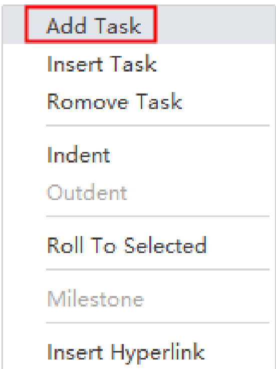
ADD A TASK

(Enter)

The newly added task is in the same level as the last one and will be placed at the end of the current task list.

There are three options to add a task:

- Press **Enter** key on the keyboard.
- Click the **Add Task** button  on the **Home** tab.
- Right click on any place of the Gantt chart and choose **Add Task** in the context menu.



INSERT A TASK

(Enter)

The newly inserted task is in the same level as the selected task and will be placed above it. You have 3 options to insert a task.

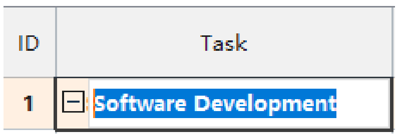
- Select a task, then press **Insert** key on the keyboard.
- Select a task, then click the **Insert Task** button  on the **Home** tab.
- Select a task, then right click on any place of the Gantt chart and choose **Insert Task** in the context menu.

NAME A TASK

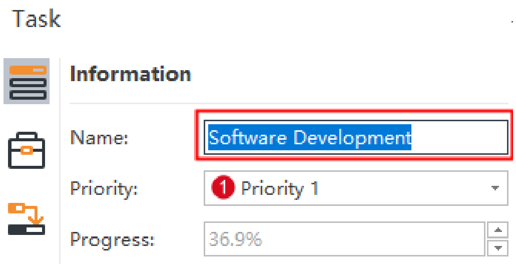
(Enter)

An explicit and concise task name is necessary for others to understand at a glance. You can use short verb phrases to name a task.

- Click the task cell directly to name the task.



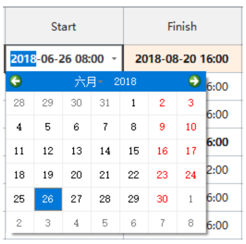
- Click to select the task, then go the **Right Side Panel** and type the task name in **Information** section of Task panel.



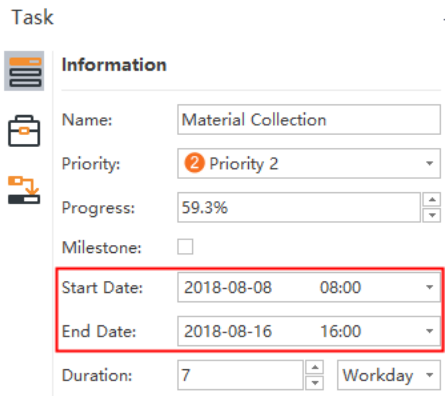
CHANGE TASK START DATE AND FINISH DATE

You have three options to set a task's start date and finish date:

- You can change the start date and finish date of a task in the **Start** and **Finish** columns. Click the corresponding cell directly to type the time or select a date on the calendar.



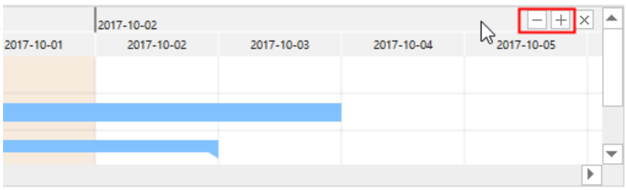
- Click to select the task, then go the **Right Side Panel** and type the task start date and end date in **Information** section of Task panel.



- Drag the right border of the bar to change the bar length. Select and move the bar to change its position on the calendar.

CHANGE THE DATE UNIT IN TIMELINE

Click the  and  button on the top right corner to change the date unit.



CHANGE TASK PROGRESS

You have two options to change task progress:

- Change the progress of a task in the **Progress** column in the task list part of Gantt Chart view. Type the complete percentage or use the up & down triangle buttons.

ID	Task	Start	Finish	Progress
1	**Software Development**	**2018-06-26 08:00**	**2018-08-20 16:00**	**36.9%**
2	Android	2018-06-26 08:00	2018-07-12 16:00	76.2%

- In the timeline part of Gantt Chart view, put the cursor on the left border of the taskbar, then hold the mouse and drag to the right direction until a green area has shown up. The green area indicates how much the task has been completed.

Notes:

If the **Auto Progress** option is checked in **Edraw Project Options** window , the progress bar will be updated automatically each day.

REMOVE A TASK

(Insert/Ctrl+Enter)

To remove a selected task, you can:

- Select a task, then press **Delete** on the keyboard.
- Select a box, then click the **Remove Task** button  on **Home** tab.
- Select a task, then right click on any place of the Gantt chart and choose **Remove Task** in the context menu.

Notes:

If no tasks are selected, the task at the end of the tasks list will be removed.

INDENT & OUTDENT TASK

Tasks are usually grouped into larger phases. Use the **Indent** button  to subordinate a task, thereby making the dominant item into a phase with subordinate tasks. To indent a task means to turn a task to a sub task of the above task. To outdent a task means to turn a sub task to a summary task.

Indent a Task

(Tab; Ctrl + Right Arrow)

If you want to indent a task, there are three options:

- Select a task, then press **Tab** or **Ctrl + Right Arrow** on the keyboard.
- Select a task, then click the **Indent Task** button  on **Home** tab.
- Select a task, then right click and choose **Indent Task** in the context menu.

Outdent a Task

(Shift + Tab; Ctrl + Left Arrow)

If you want to outdent a task, there are three options:

- Select a task, then press **Shift + Tab** or **Ctrl + Left Arrow** on the keyboard.

- Select a task, then click the **Outdent Task** button on the **Home** tab.
- Select a task, then right click and choose **Outdent Task** in the context menu.

Notes:

Top level tasks can not be outdented. When a top level task is selected, the **Outdent Task** option turns gray and unselectable.

MOVE UP & DOWN A TASK

If you need to change the display order of tasks in the tasks list, you click the **Move Up** or **Move Down** button on the **Home** tab.

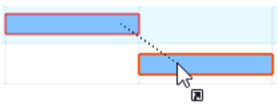
LINK & UNLINK TASKS

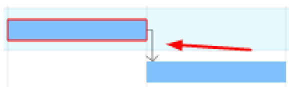
Links are also known as dependencies. It means one task relies on one or more tasks to be performed before it can be done. For example, Task 1 must be completed before Task 2 can begin. In this case, Task 1 is called a **Predecessor** as it precedes tasks that depend on it. The following task, Task 2, is called a **Successor** as it succeeds or follows tasks on which it is dependent.

To build such a relationship, you have two options:

1. Use Mouse Click

In the timeline part of Gantt Chart view, click on a task bar (The Predecessor), then hold the mouse and drag it to another task bar (The Successor) to build a relationship.



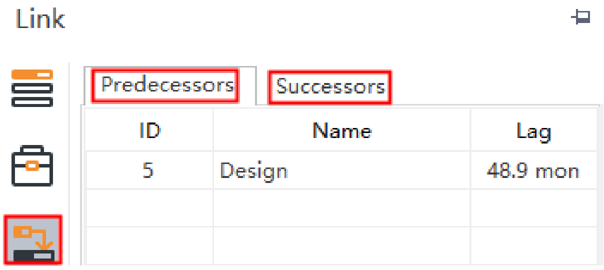


2. Use the Link Buttons on the **Home** Tab

1. Select two or more tasks on the list of the Gantt chart.
2. Click the **Link** button on the **Home** tab.
3. To unlink the sequence or relationship between tasks, click the **Unlink** button on the **Home** tab.

To check whether a task has Predecessors or Successors, you can:

1. Go to the Right Side Panel, click Link icon to open **Link** panel.



2. Switch between **Predecessors** and **Successors** sheets to view, add or remove corresponding links.

Notes:

- Editing the duration of linked tasks will automatically adjust their position on the timeline of the Gantt chart.
- Any task can be a predecessor for one or more successor tasks. Likewise, any task can be a successor to one or more predecessor tasks.

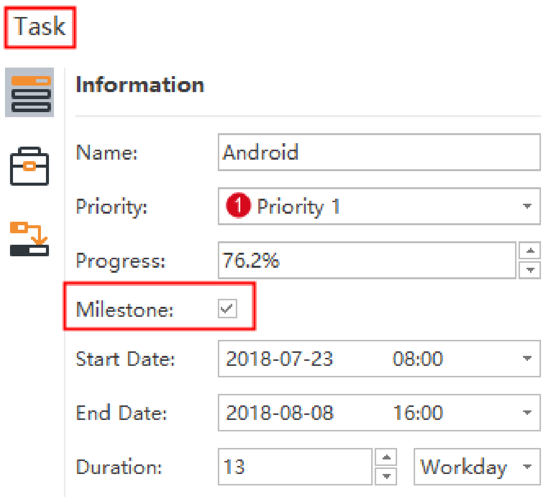
MILESTONE

In project management, milestones are specific reference points that mark major events in a project timeline. To manage project success and meet stakeholder expectations, milestones are used as major progress points. A Milestone task does not have duration in the timeline, and it can be placed where there is a logical conclusion of a phase of work, or at deadlines imposed by the project plan.

There are two options to set a task as a Milestone:

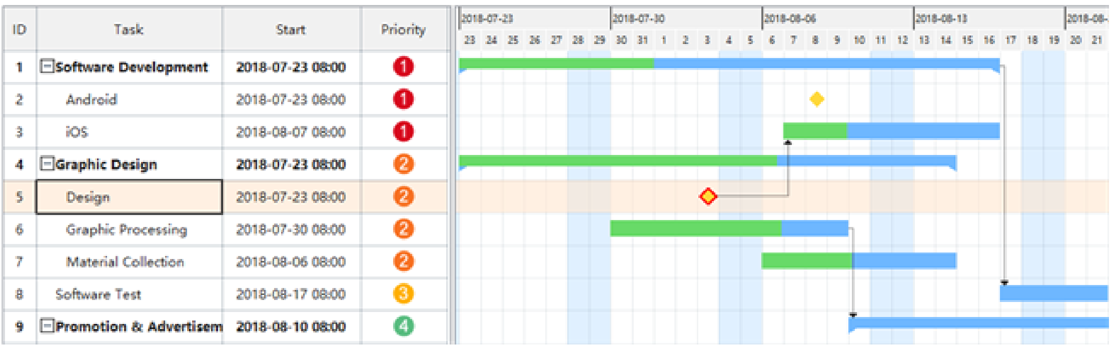
1. Click to select the task which you want to set as a Milestone.
2. Do one of the following:

- Click **Milestone** button on the **Home** tab.
- Go the **Right Side Panel** and check **Milestone** in **Information** section of Task panel.



Note:

After you've set a task as a Milestone, you can see the Milestone appear as a small rhombus on the timeline in the **Gantt Chart View**.



INSERT A HYPERLINK TO TASK

(Ctrl + K)

Hyperlink is convenient for Gantt Chart references as external documents including current documents, files and applications, and internet addresses.

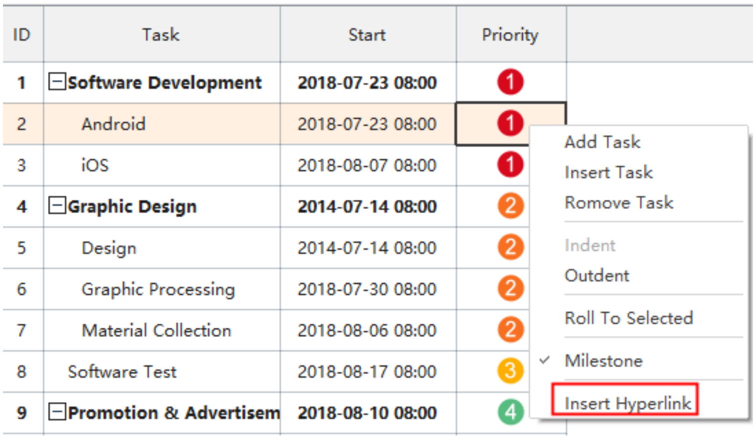
The hyperlinks can link to any of the following:

1. Another task in the current document
2. A file or application
3. A folder
4. A Web URL

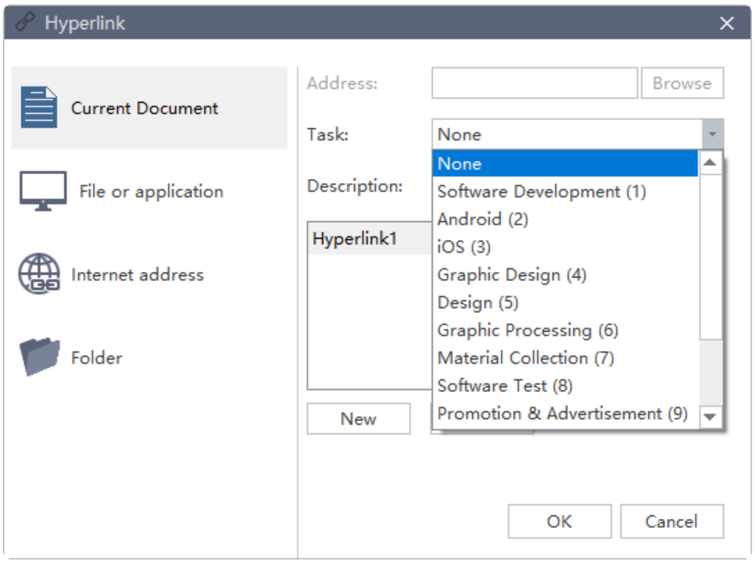
Add a Hyperlink to a Task in Current Document

1. Select a task you want to add hyperlink to.

2. Click **Insert Hyperlink** button  on the **Home** tab, or Right-click the task and choose **Insert Hyperlink** option.



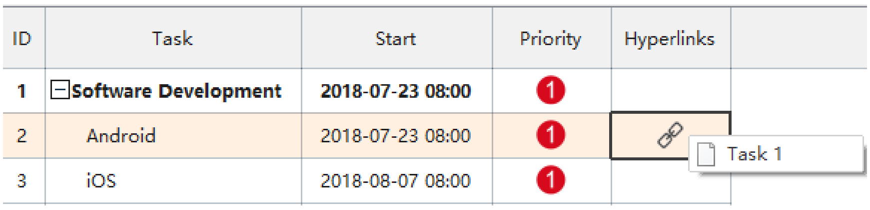
3. Select **Current Document**.



4. To link to a specific task, you can choose the task ID from the task list.
5. Click **New** to add more hyperlinks.

Note:

If a hyperlink is added to a task, the **Hyperlinks** column will appear automatically. The hyperlink description will appear if you hovel the mouse on the hyperlink icon.



Add a Hyperlink to a Web URL

1. In the **Type list**, choose **Internet Address**.
2. In the **Address** box, type the address of a Web site, FTP site, or e-mail address (beginning with http://, ftp://, or mailto: respectively).
3. In the **Description** box, type a name for the link. This text will appear on the hyperlink icon.
4. Click **New** to add another hyperlink.
5. Click **OK**.

Add a Hyperlink to File or Application

1. In the **Type** list, choose the **File or Application**.
2. Click **Browse** and navigate to a file.
3. In the **Description** box, type a name for the link. This text will appear on the hyperlink icon.
4. Click **OK**.

Change or Delete a Hyperlink

1. Select the task to change or delete a hyperlink of a task.
2. Click **Hyperlink**.
3. To change a hyperlink, select the hyperlink in the hyperlink list, make the changes that you want, and then click **OK**.
4. To delete a hyperlink, select the hyperlink that you want to delete,

- Click **Hyperlink** icon on the **Home** tab, select the hyperlink in the hyperlink list, click **Delete** in the Hyperlink dialog.
- Press **Delete** in the keyboard.

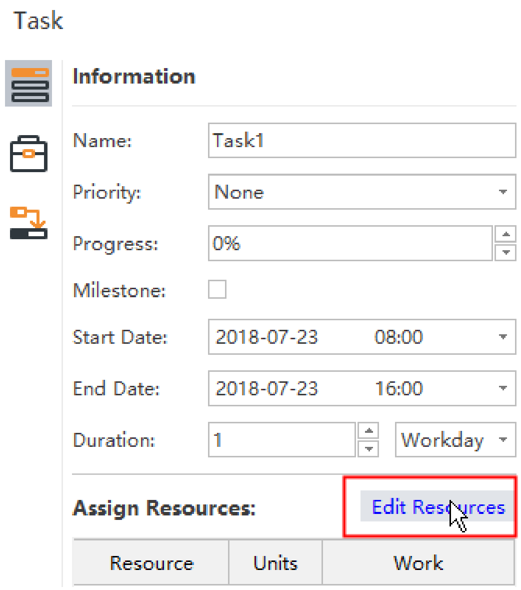
CHAPTER 5 RESOURCES

Once the Tasks that consist of the project have been outlined, resources are required to implement the project tasks. They can be people, equipment, facilities, funding or anything needed to complete a project task.

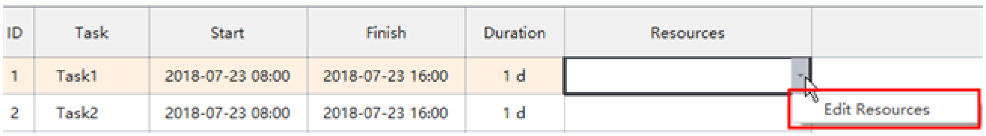
OPEN RESOURCE WINDOW

You have 3 entries to the Resource window where you can set up resources and edit resources.

- Click **Edit Resources** icon  on the **Home** tab.
- Select any element in the task list. Go to **Right Side Panel** > **Task** > **Assign Resources** section, and click **Edit Resources**.

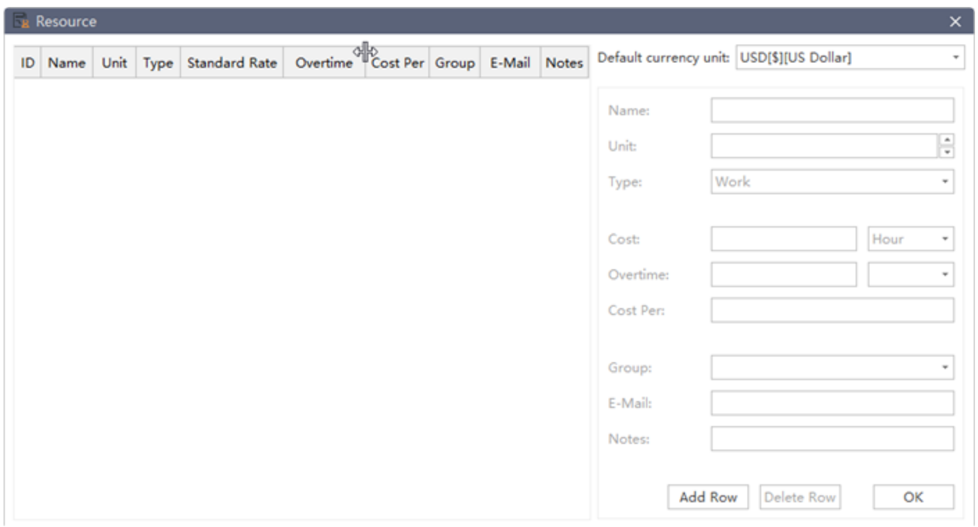


- In the Gantt Chart view, select a box in **Resources** column and click the small triangle button. The **Edit Resources** option will appear and then you click it.



EDIT RESOURCES

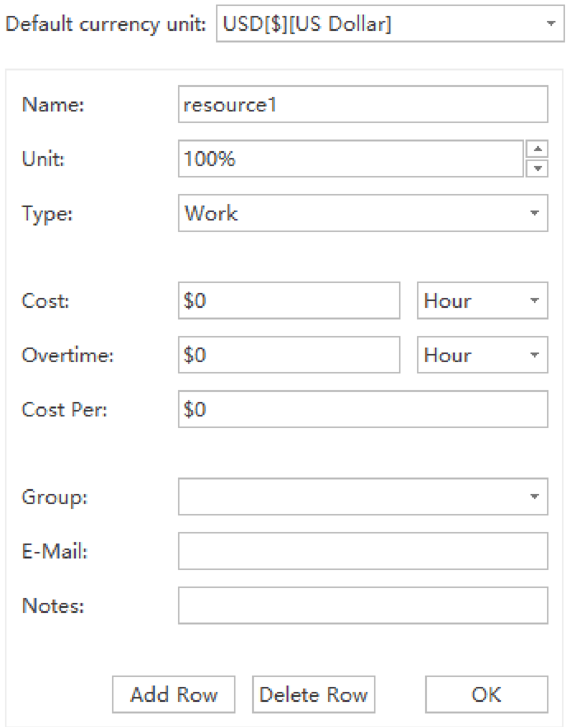
The **Resource** window is where you can set up resources and edit resources. You can adjust the width of each box by dragging the right border of it.



To add a new resource, you can:

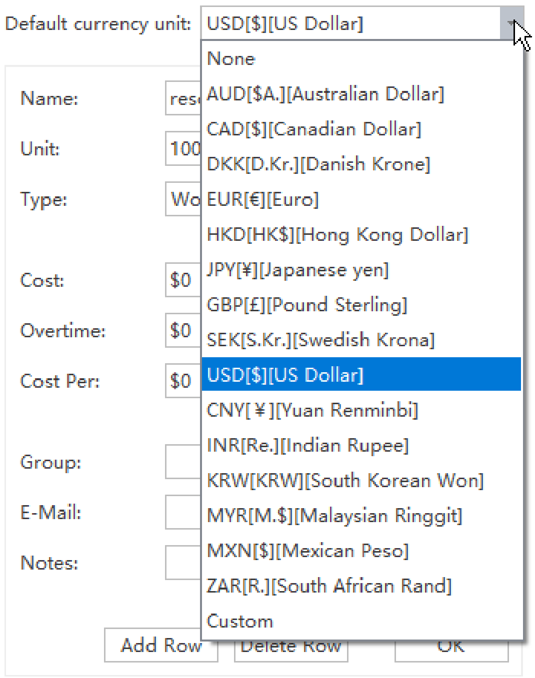
- Click **Add Row** button.
- Press **Enter** on the keyboard.

After a resource is added, you need to define the following information of a resource in the Resource window.



Default Currency Unit

The default currency unit is USD. To change or customize **Currency Unit** type, you can click the small triangle button and choose the target Currency Unit.



Resource Types

There are five types of Resources and they can be divided into two catalogues.

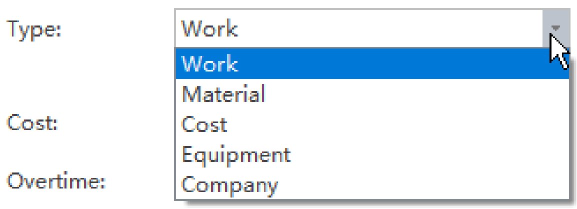
Work Resources:

People to complete the tasks, usually with a cost over time.

Non-work Resources:

Resources that have a fixed cost per unit, including

- **Material** resources: Consumables used as project proceeds. For example, papers being used to print leaflets.
- **Cost** resources: Financial cost associated with a task, such as travel expenses, food expenses etc.
- **Equipment** resources: Equipment to complete the tasks, such as a printer.
- **Company** resources: Company as a unit to complete the tasks.



Resource Name

You can enter resource names according to your convenience.

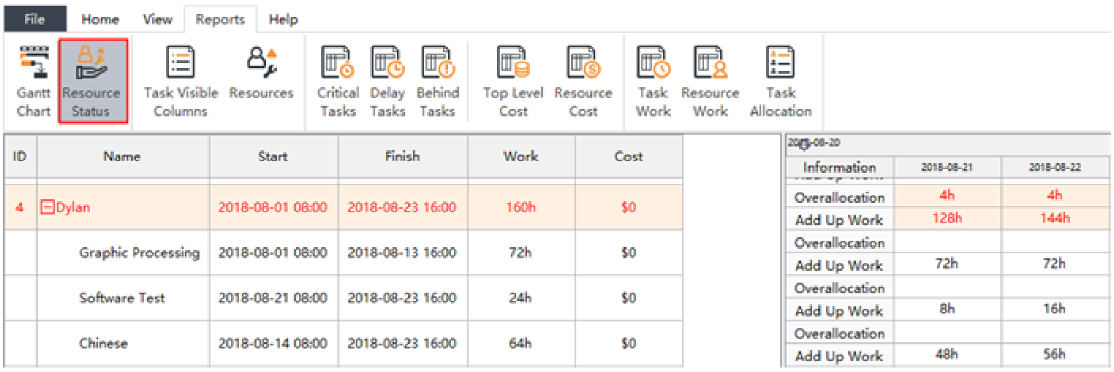
Resource	Example of Resource Name
Work resource as an identified person.	Cindy, Gwen
Work resource as a job function or group	Doctor, Engineer, Teacher
Work resource as an equipment	Truck, Water Pipe

Resource Unit

Only when the resource type is Work Resource can you set the Resource Unit, including **Max Unit** and **Unit**.

Unit represents the maximum capacity of a work resource to work on assigned tasks. 100% means that the resource is available full-time on each workday. The work time is set in Project Options before you start adding tasks.

If the resource gets allocated to tasks that would require more than his work hours, then the resource is over allocated and Edraw Project will indicate this in red formatting in the **Resource Status** report.

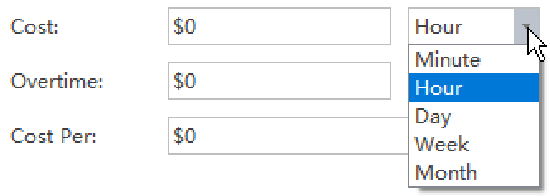


If a resource is more capable and has higher efficiency than an average level resource whose Unit is 100%, you can enter larger Unit to represent his competence. A 200% **Max Unit** indicates that the resource does double work in the same working time.

By default, the Max Unit field is set to 100.

Resource Cost

You can set Standard Rate and Cos Per Use for work and non-work resources. You can also enter Overtime Rate for work resources.



- **Standard Rate:** Calculated on time unit basis, such as per day, per hour, per week and per month.
- **Cost Per Use:** The cost that accrues each time a resource is used. It is added each time a work resource unit is assigned to a task and does not vary with the amount of time you use the resource.
- **Overtime Rate:** The rate of pay for overtime work performed by a resource.

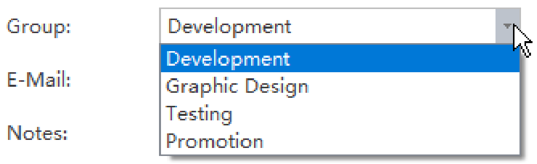
Edraw Project calculates the cost of a project by adding up the cost of resources allocated in all tasks.

Note:

Cost Per of non-work resources is calculated only once.

Divide Resources into Groups

Grouping enables you to view rolled-up summary information of resources allocated to a task. Once you have entered a new group, the group name will appear in the drop-down menu.



Add Notes to Resources

You can add a note to include additional or supporting information of a resource.

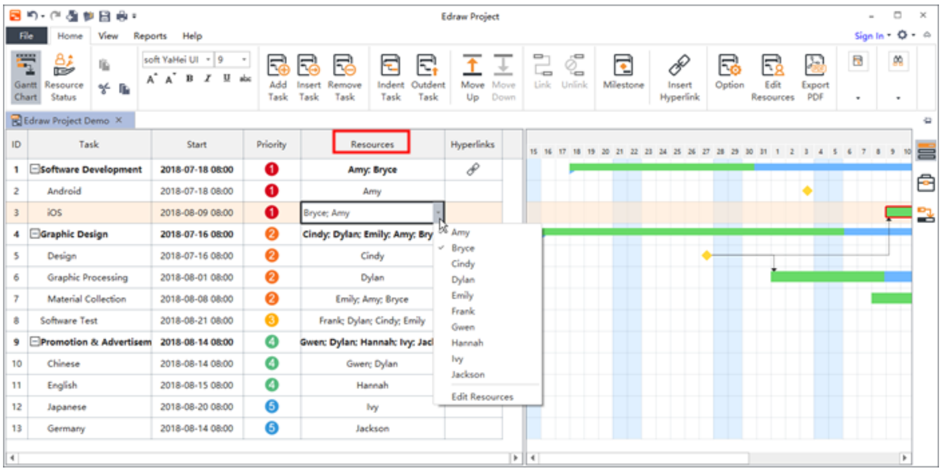
ASSIGN RESOURCES TO TASK

Once the tasks list and resources are complete, resources need to be assigned to tasks in order to carry out the tasks. Edraw Project supports to track task progress, resource status and task costs.

There are two ways to assign resources to a task.

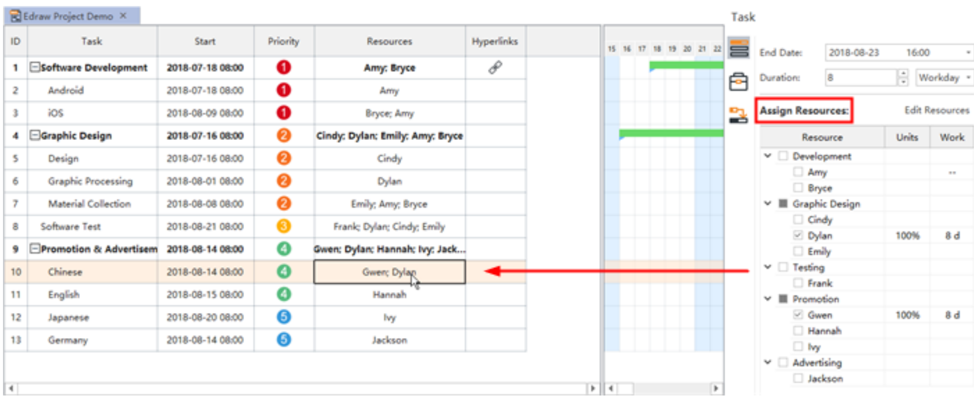
You can assign resources to a task one by one,

1. In **Gantt Chart view**, go to the **Resources** column.
2. Click the box below the **Resources** column for the task you need the resource to be assigned.
3. From the drop-down menu, choose the name of the resource you need.



If you need to allocate multiple work resources to a task, you can:

1. Select the task.
2. Go to the **Assign Resources** section on **Right Side Panel**.
3. Click the group name to allocate all resources in a group to the selected task.

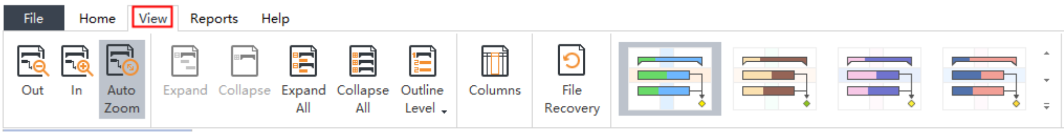


Note:

You can select multiple resources to work on a single task. A work resource can be assigned to multiple tasks.

CHAPTER 6 VIEW AND THEME

The **View** tab shows different view options of your Gantt chart. You can apply a theme and choose to zoom in or out your work, or review it in a whole page. Select to show or hide specific columns.



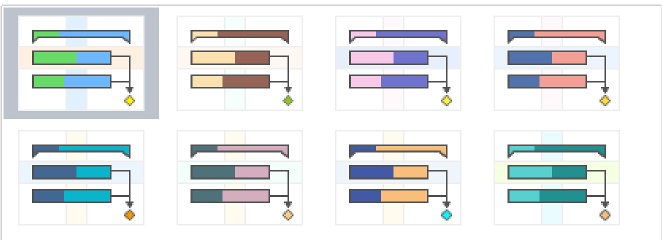
ZOOM

The zoom options are placed on the **Home** tab. The zoom options allow you to change the project timescale. Use **Zoom Out** button to show larger time units, and **Zoom In** to show smaller time units. If you press the **Auto Zoom** button, it will present the optimal view (timescale) automatically for you.

APPLY A THEME

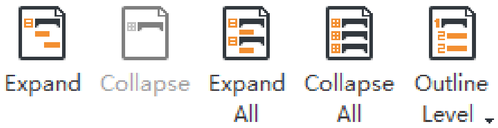
Edraw Project provides a variety of design themes, including coordinating task bar colors and table colors. Using pre-designed themes makes it easy for you to change the overall look of your chart quickly.

Choose your preferred theme from the **View** tab of the ribbon.



EXPAND AND COLLAPSE

The Expand and Collapse options are placed on the **View** tab.



A project usually comprises multiple tasks that may be divided into several subordinates.

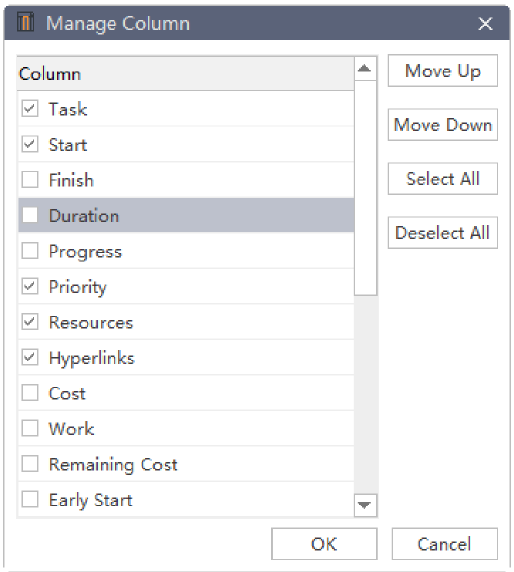
You can collapse and expand individual tasks that has subordinates (child tasks) interactively using the ⊟ and ⊞ icons that appear on the right of each task that has child tasks. This help viewers focus on only mother tasks without being distracted by the rest subordinates.

ID	Task
1	⊟**Software Development**
2	Android
3	iOS
4	⊟**Graphic Design**
5	Design
6	Graphic Processing
7	Material Collection
8	Software Test
9	⊟**Promotion & Advertisement**
10	Chinese
11	English

ID	Task
1	⊞**Software Development**
4	⊞**Graphic Design**
8	Software Test
9	⊞**Promotion & Advertisement**

COLUMNS

In the **Manage Column** window, you can choose to show or hide specific columns in the Gantt Chart. Check the columns you want to display, and the unchecked columns are hidden. You can adjust the display order by clicking **Move Up** and **Move Down** button on the right.



There are two approaches to open the **Manage Column** window:

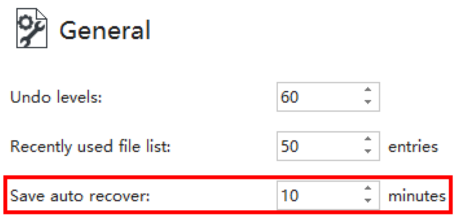
- Click **Columns** button on the **View** tab.
- Right click the name box of the column you want to hide, and then click **Manage Column** on the context menu.

FIND AND RECOVER AN AUTO SAVED FILE

Edraw Project creates auto-saved temp file for users in case they didn't save the files due to unexpected computer shutdown or software crash. Users can set a time frequency for each auto save. The default setting is every 10 minutes.

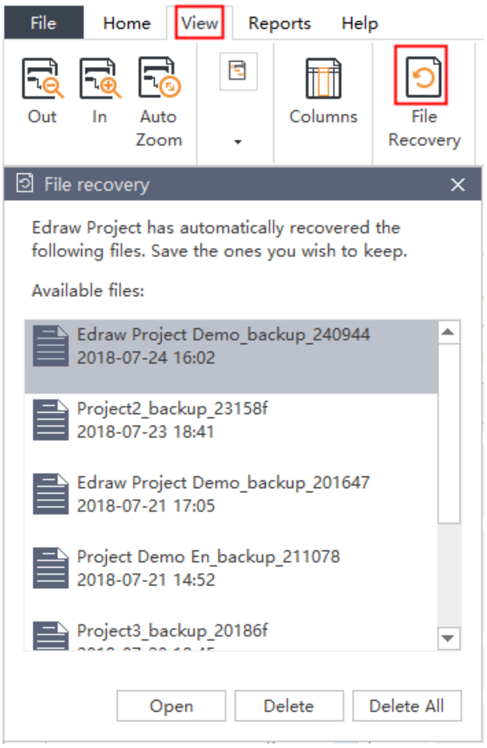
Set Auto-Save Time Period

1. Go to the **File** tab, click **Options** and then click **General**.
2. From the **Save auto recover** option, input a time period.



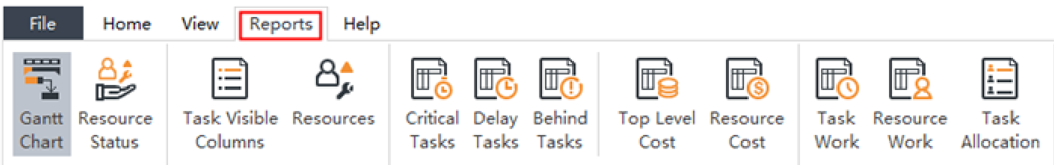
Find Auto Saved File

1. Go to the **View** tab, click the **File Recovery** button.
2. Find your auto saved files from the file recovery list.



CHAPTER 7 REPORTS

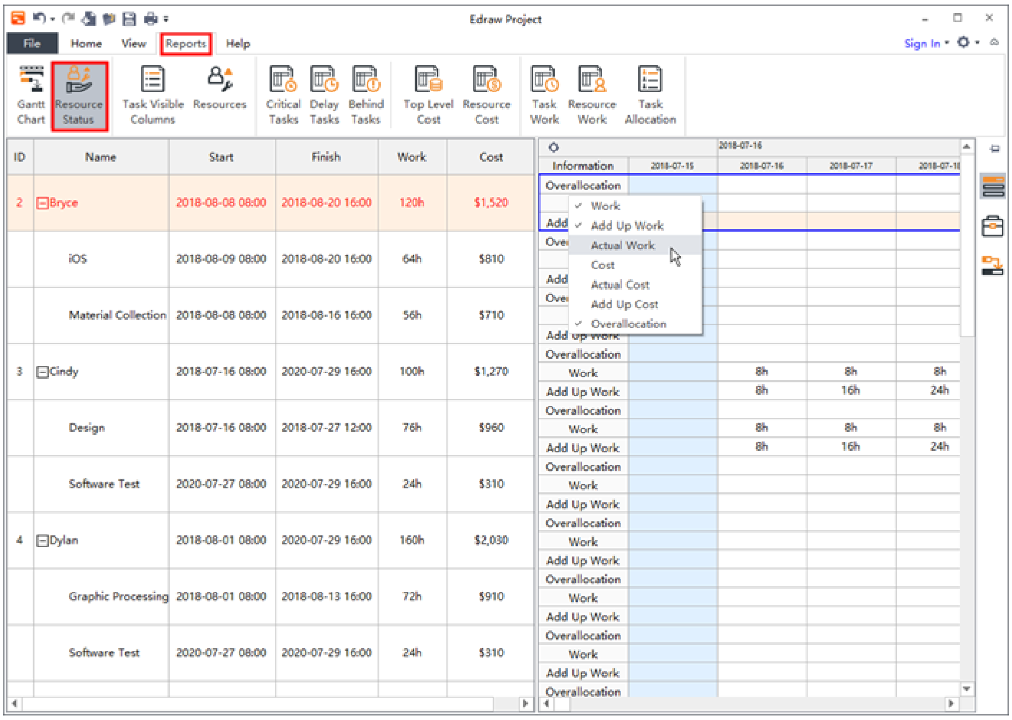
After all planning information of a project is settled, the project begins. When the project is proceeding, the project manager will constantly focus on collecting, monitoring, analyzing project performance, tracking project progress and updating project status. With report function, you can generate a range of different reports across all areas of your project.



RESOURCE STATUS

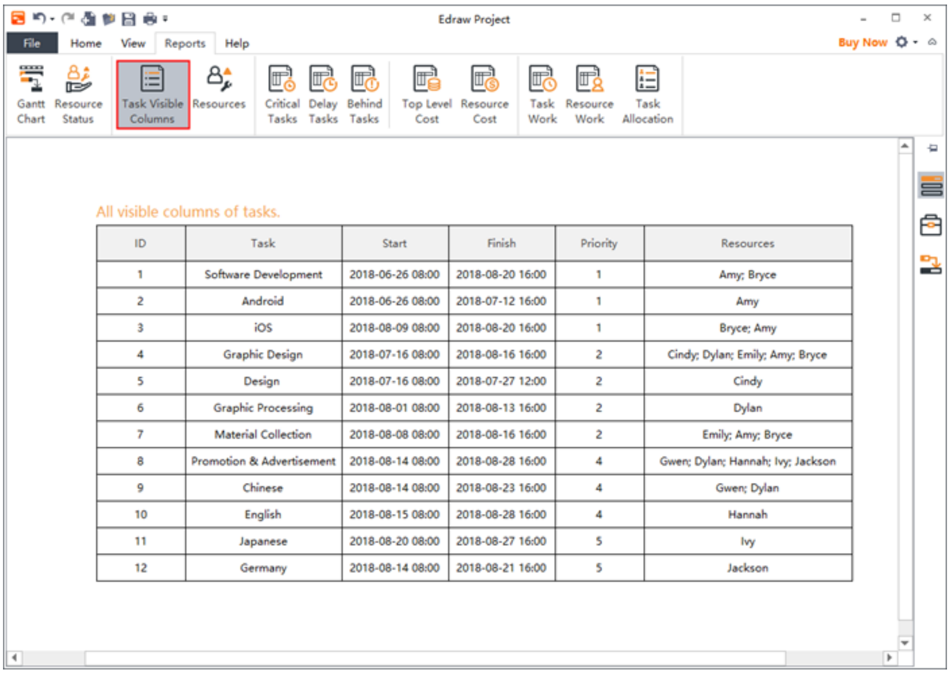
The Resource Status report displays resources and all tasks assigned to them underneath the resource name. The left-hand side of the screen lists the Resources and Task names together will columns of total information for the resource or assignment. The right-hand side shows a time-phased view.

With the collapse button ⊟ , you can also collapse the outline in the left-hand table to see total work of per resource over time.



TASK VISIBLE COLUMNS

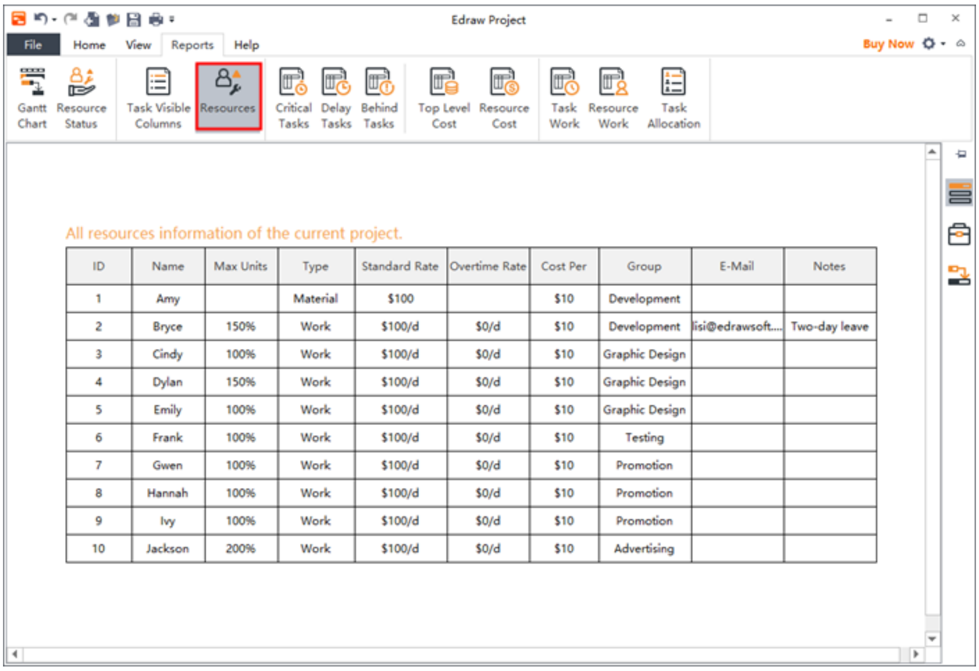
The **Task Visible Columns** report displays all visible columns of tasks.



ID	Task	Start	Finish	Priority	Resources
1	Software Development	2018-06-26 08:00	2018-08-20 16:00	1	Amy; Bryce
2	Android	2018-06-26 08:00	2018-07-12 16:00	1	Amy
3	iOS	2018-08-09 08:00	2018-08-20 16:00	1	Bryce; Amy
4	Graphic Design	2018-07-16 08:00	2018-08-16 16:00	2	Cindy; Dylan; Emily; Amy; Bryce
5	Design	2018-07-16 08:00	2018-07-27 12:00	2	Cindy
6	Graphic Processing	2018-08-01 08:00	2018-08-13 16:00	2	Dylan
7	Material Collection	2018-08-08 08:00	2018-08-16 16:00	2	Emily; Amy; Bryce
8	Promotion & Advertisement	2018-08-14 08:00	2018-08-28 16:00	4	Gwen; Dylan; Hannah; Ivy; Jackson
9	Chinese	2018-08-14 08:00	2018-08-23 16:00	4	Gwen; Dylan
10	English	2018-08-15 08:00	2018-08-28 16:00	4	Hannah
11	Japanese	2018-08-20 08:00	2018-08-27 16:00	5	Ivy
12	Germany	2018-08-14 08:00	2018-08-21 16:00	5	Jackson

RESOURCES

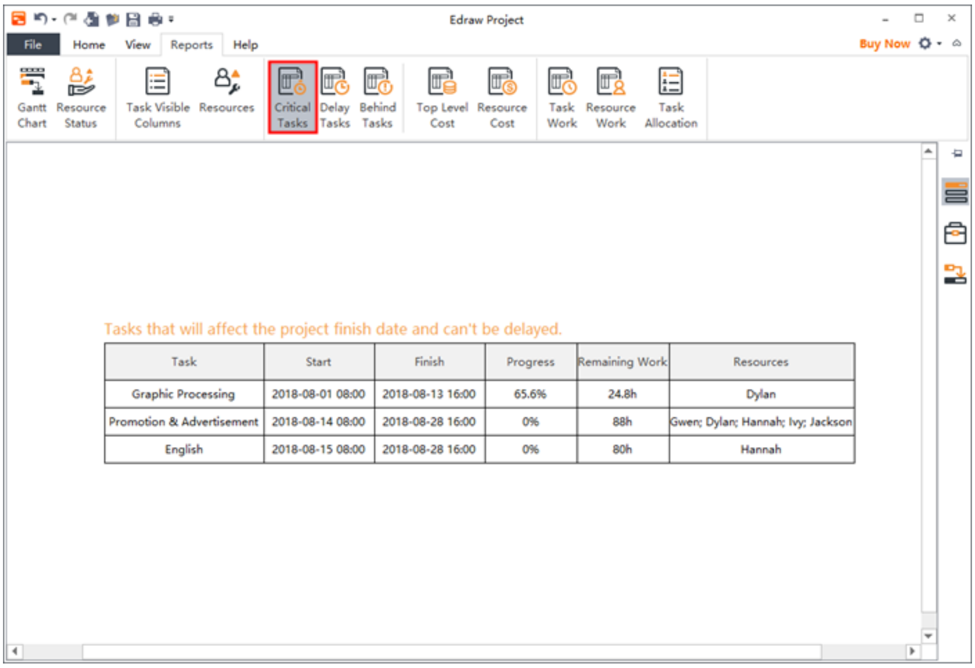
The **Resources** report displays detailed information of all resources filled in the **Resource window** for the current project.



ID	Name	Max Units	Type	Standard Rate	Overtime Rate	Cost Per	Group	E-Mail	Notes
1	Amy		Material	$100		$10	Development		
2	Bryce	150%	Work	$100/d	$0/d	$10	Development	lisi@edrawsoft....	Two-day leave
3	Cindy	100%	Work	$100/d	$0/d	$10	Graphic Design		
4	Dylan	150%	Work	$100/d	$0/d	$10	Graphic Design		
5	Emily	100%	Work	$100/d	$0/d	$10	Graphic Design		
6	Frank	100%	Work	$100/d	$0/d	$10	Testing		
7	Gwen	100%	Work	$100/d	$0/d	$10	Promotion		
8	Hannah	100%	Work	$100/d	$0/d	$10	Promotion		
9	Ivy	100%	Work	$100/d	$0/d	$10	Promotion		
10	Jackson	200%	Work	$100/d	$0/d	$10	Advertising		

CRITICAL TASKS

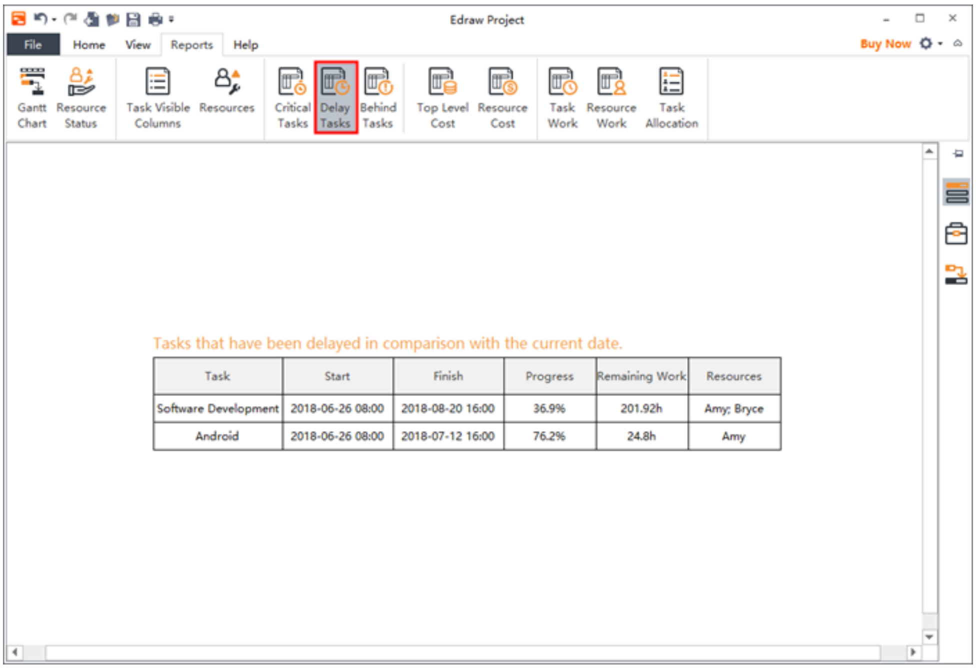
It has to be cleared that the work “Critical” does not mean that the task is complex or important or need to be close, monitored, but the focus is on terms schedule that will affect the project finish date.



Task	Start	Finish	Progress	Remaining Work	Resources
Graphic Processing	2018-08-01 08:00	2018-08-13 16:00	65.6%	24.8h	Dylan
Promotion & Advertisement	2018-08-14 08:00	2018-08-28 16:00	0%	88h	Gwen; Dylan; Hannah; Ivy; Jackson
English	2018-08-15 08:00	2018-08-28 16:00	0%	80h	Hannah

DELAY TASKS

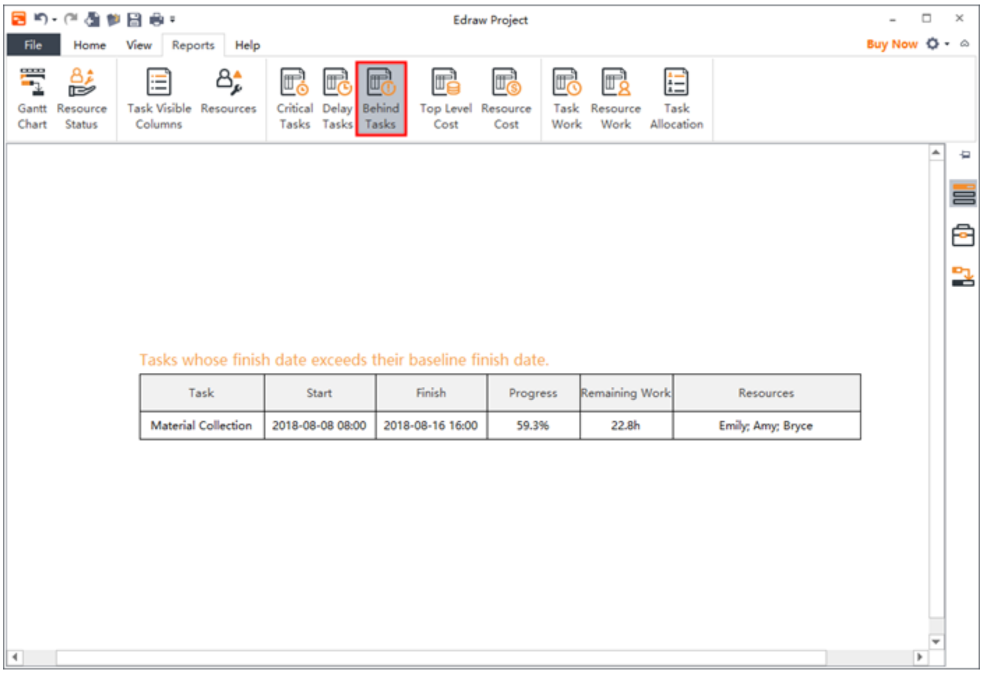
In the **Delay Tasks** report, Tasks that have been delayed in comparison with the current date are displayed.



BEHIND TASKS

If a task's completion date exceeds its baseline finish date, then it is a **Behind Task.**

Click the **Behind Tasks** button  on the **Reports** tab to view the report of behind tasks in the project.



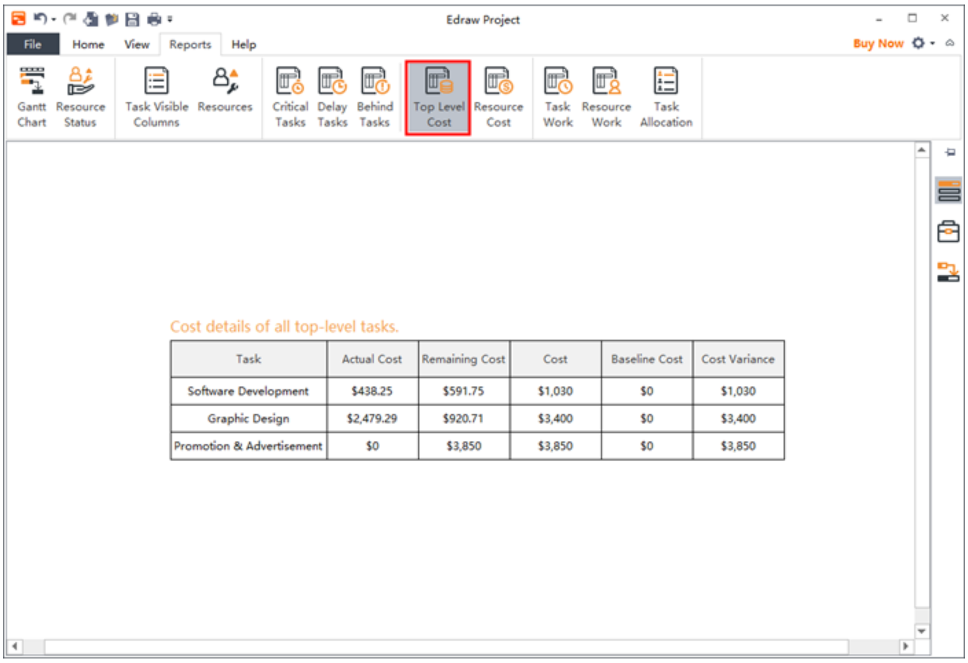
TOP LEVEL COST

In the **Top Level Cost** report, types of cost in a project life cycle includes:

- **Actual Cost**: Costs that have been incurred for tasks, resources or assignments.
- **Remaining Cost**: Difference between baseline cost and actual cost.
- **Cost**: When the tasks are planned and the pay rates of resources in a project are settled, Edraw Project will calculate the scheduled cost of a task or a resource.
- **Baseline Cost**: Rough estimate cost proposed by the project manager.
- **Cost Variance**: Difference between the scheduled cost and baseline cost.

The following are formulas to calculate different types of cost:

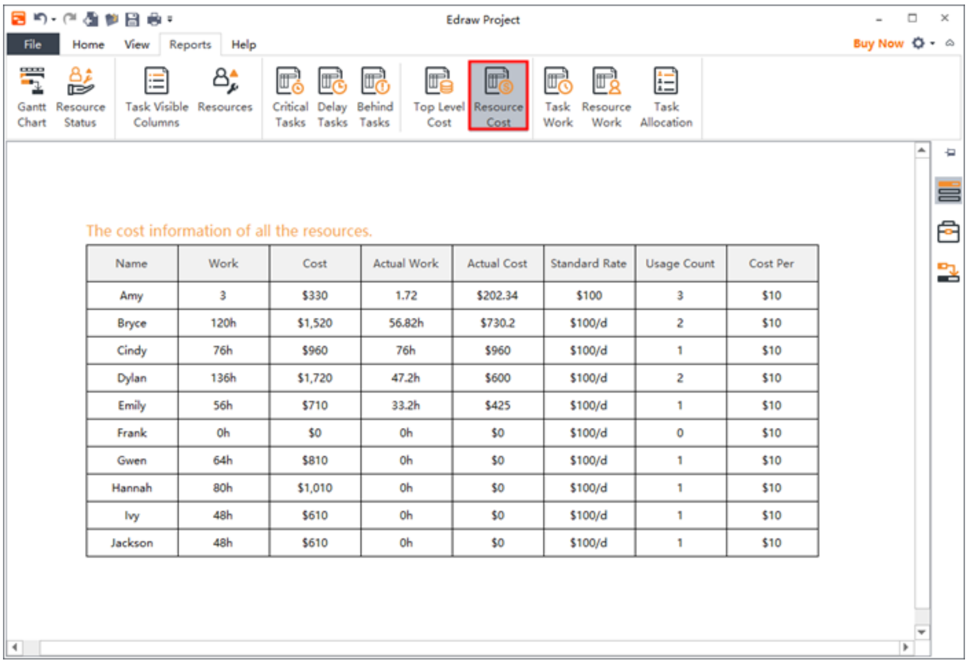
- Actual Cost = (Cost - Cost Per Use) * Progress + Cost Per Use
- Remaining Cost = Cost - Actual Cost
- Actual Cost = Actual Work * Standard Rate * Cost Per Use



Task	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Software Development	$438.25	$591.75	$1,030	$0	$1,030
Graphic Design	$2,479.29	$920.71	$3,400	$0	$3,400
Promotion & Advertisement	$0	$3,850	$3,850	$0	$3,850

RESOURCE COST

For some organizations, resources costs are primary costs, and sometimes the only cost, so these need to be closely monitored.



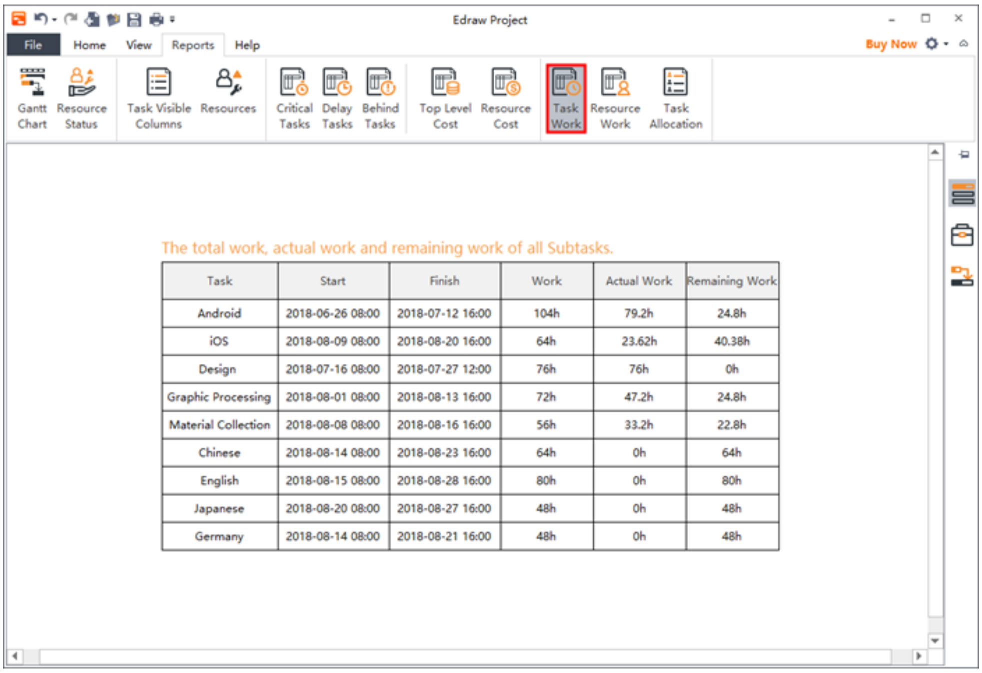
Name	Work	Cost	Actual Work	Actual Cost	Standard Rate	Usage Count	Cost Per
Amy	3	$330	1.72	$202.34	$100	3	$10
Bryce	120h	$1,520	56.82h	$730.2	$100/d	2	$10
Cindy	76h	$960	76h	$960	$100/d	1	$10
Dylan	136h	$1,720	47.2h	$600	$100/d	2	$10
Emily	56h	$710	33.2h	$425	$100/d	1	$10
Frank	0h	$0	0h	$0	$100/d	0	$10
Gwen	64h	$810	0h	$0	$100/d	1	$10
Hannah	80h	$1,010	0h	$0	$100/d	1	$10
Ivy	48h	$610	0h	$0	$100/d	1	$10
Jackson	48h	$610	0h	$0	$100/d	1	$10

TASK WORK

In the **Task Work** report, the time amount of total work, actual work and remaining works are displayed for all sub-tasks.

The following are formulas to calculate different types of cost:

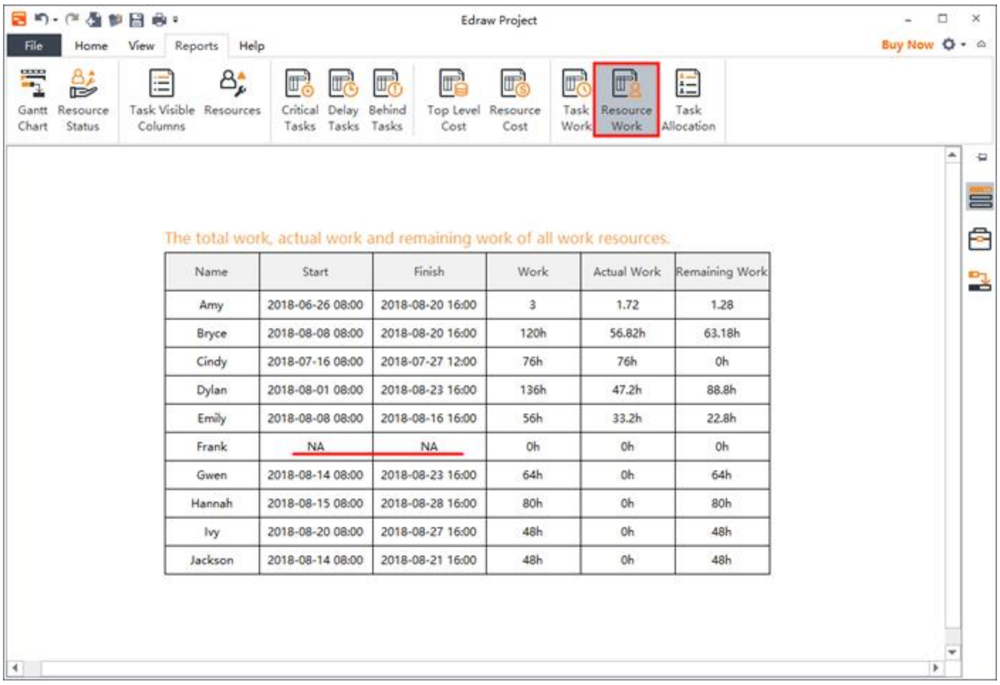
- Actual Work = Progress * Work
- Remaining Work = (1 - Progress) * Work



Task	Start	Finish	Work	Actual Work	Remaining Work
Android	2018-06-26 08:00	2018-07-12 16:00	104h	79.2h	24.8h
iOS	2018-08-09 08:00	2018-08-20 16:00	64h	23.62h	40.38h
Design	2018-07-16 08:00	2018-07-27 12:00	76h	76h	0h
Graphic Processing	2018-08-01 08:00	2018-08-13 16:00	72h	47.2h	24.8h
Material Collection	2018-08-08 08:00	2018-08-16 16:00	56h	33.2h	22.8h
Chinese	2018-08-14 08:00	2018-08-23 16:00	64h	0h	64h
English	2018-08-15 08:00	2018-08-28 16:00	80h	0h	80h
Japanese	2018-08-20 08:00	2018-08-27 16:00	48h	0h	48h
Germany	2018-08-14 08:00	2018-08-21 16:00	48h	0h	48h

RESOURCE WORK

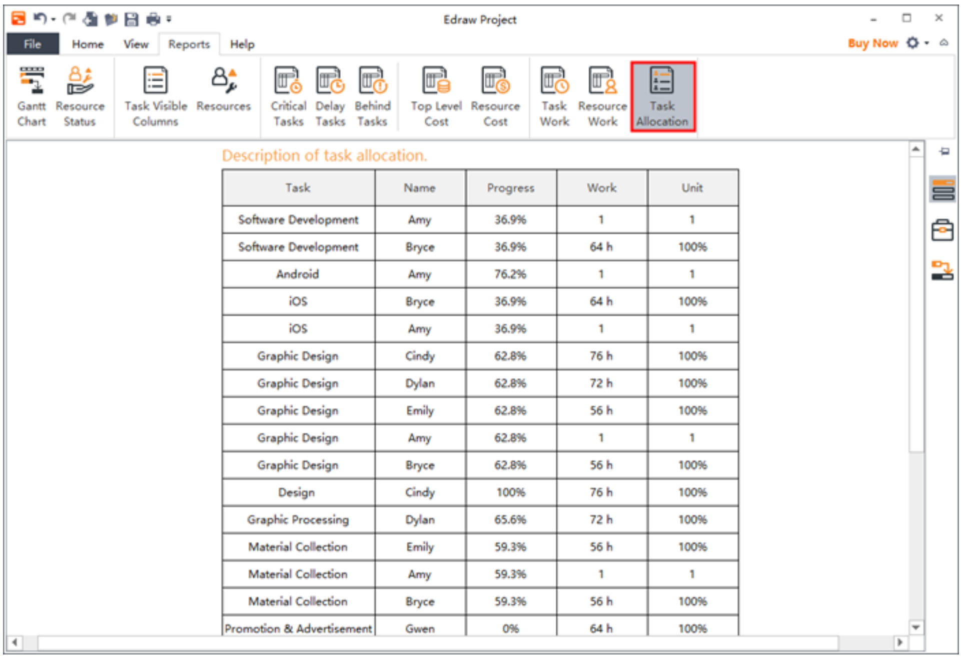
In the **Resource Work** report, the start date and finish date, the time amount of total work, actual work and remaining works are displayed for all resources. If a resource is not assigned to the project, NA appears in the corresponding Start and Finish box.



Name	Start	Finish	Work	Actual Work	Remaining Work
Amy	2018-06-26 08:00	2018-08-20 16:00	3	1.72	1.28
Bryce	2018-08-08 08:00	2018-08-20 16:00	120h	56.82h	63.18h
Cindy	2018-07-16 08:00	2018-07-27 12:00	76h	76h	0h
Dylan	2018-08-01 08:00	2018-08-23 16:00	136h	47.2h	88.8h
Emily	2018-08-08 08:00	2018-08-16 16:00	56h	33.2h	22.8h
Frank	NA	NA	0h	0h	0h
Gwen	2018-08-14 08:00	2018-08-23 16:00	64h	0h	64h
Hannah	2018-08-15 08:00	2018-08-28 16:00	80h	0h	80h
Ivy	2018-08-20 08:00	2018-08-27 16:00	48h	0h	48h
Jackson	2018-08-14 08:00	2018-08-21 16:00	48h	0h	48h

TASK ALLOCATION

The **Task Allocation** report lists details of each task, including resources the task is assigned to, every resource's progress of the task and Work and Unit of each resource for each task.



Task	Name	Progress	Work	Unit
Software Development	Amy	36.9%	1	1
Software Development	Bryce	36.9%	64 h	100%
Android	Amy	76.2%	1	1
iOS	Bryce	36.9%	64 h	100%
iOS	Amy	36.9%	1	1
Graphic Design	Cindy	62.8%	76 h	100%
Graphic Design	Dylan	62.8%	72 h	100%
Graphic Design	Emily	62.8%	56 h	100%
Graphic Design	Amy	62.8%	1	1
Graphic Design	Bryce	62.8%	56 h	100%
Design	Cindy	100%	76 h	100%
Graphic Processing	Dylan	65.6%	72 h	100%
Material Collection	Emily	59.3%	56 h	100%
Material Collection	Amy	59.3%	1	1
Material Collection	Bryce	59.3%	56 h	100%
Promotion & Advertisement	Gwen	0%	64 h	100%

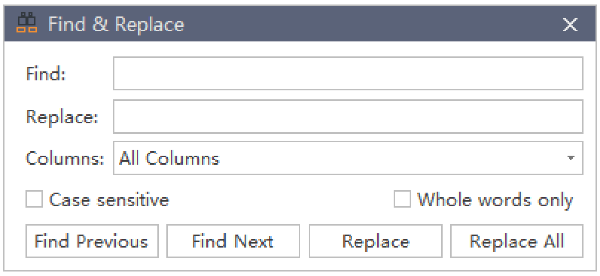
CHAPTER 8 GENERAL ACTIONS ON DOCUMENTS

FIND AND REPLACE

(Ctrl + F)

Find and replace command helps you check the specific word within the whole org chart including employee name, titles, note, comment, department, salaries and so on.

1. Go to the **Home** tab and click the **Find & Replacement** icon . A pop-up dialogue will show up.
2. Type content you intend to find in the find column, and click **Find Previous** or **Find Next.**
3. Type content you intend to replace in the replace column, and click **Replace** or **Replace All.**



Tips:

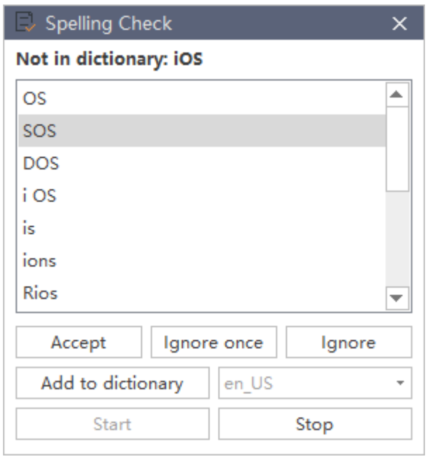
1. If you want to filter capital words only, you can click **Case sensitive** for precision.
2. If you want to reduce the scope of finding, please click **Whole words only**.

SPELLING CHECK

(F7)

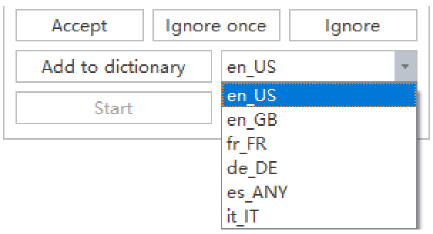
Spelling check function of Edraw Project helps you diagnose spelling mistakes and offer suggestions for correct spellings.

1. Go to **Home** tab and click the **Spelling Check** button .
2. If there are mistakes in your file, the **Spelling Check** dialogue will show up. It will show all recommended spellings for you to choose.
3. Choose one of the suggestions and click **Accept,** or **Ignore** if the word is not wrong.
4. Once you click the **Accept** or **Ignore**, it will jump to the next spelling mistake, and repeat until there are no mistakes.
5. For the word which is correct but not in the dictionary, you can click **Add to Dictionary**, so that it won't be treated as a wrong word next time.



Tips:

Up to 5 languages can be checked in Edraw Project including English (for GB and for USA versions), German, French, Italian, and Spanish. You can change a dictionary before start.



UNDO AND REDO

(Ctrl+Z / Ctrl+Y)

Edraw Project provides undo and redo actions for users.

Undo (Ctrl + Z)

Undo is used to reverse your last action. Click Undo button on the quick access toolbar, or press Ctrl + Z.

Redo Typing (Ctrl + Y)

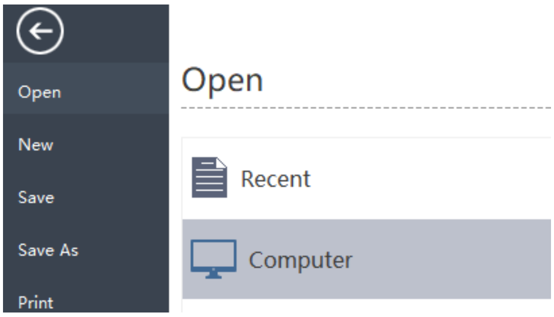
Redo is used to do any undo function again. Click **Redo** button on the quick access toolbar, or press **Ctrl + Y**.

CHAPTER 9 OPEN, SAVE, FIND, RECOVER, PRINT, EXPORT AND SHARE GANTT CHARTS

OPEN A GANTT CHART

To open an org chart made by Edraw Project, you can:

1. Go to the **File** tab and click **Open**, then you can choose to open a Gantt Chart from Recent Documents or Computer.



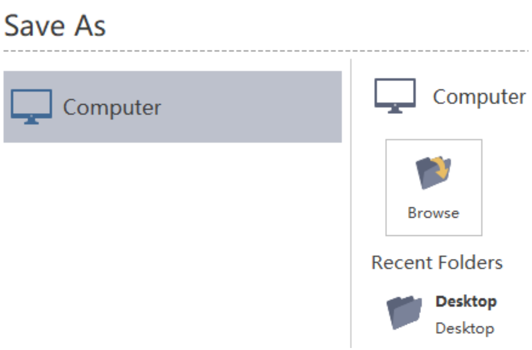
2. Drag a Gantt Chart and drop it on the top of the program.

SAVE A GANTT CHART

(Ctrl + S, Ctrl + Shift + S)

You can save your Gantt chart using Save or Save As commands.

1. Go to the **File** menu, click **Save** or **Save As**.
2. Enter a name and choose a location to save your file.

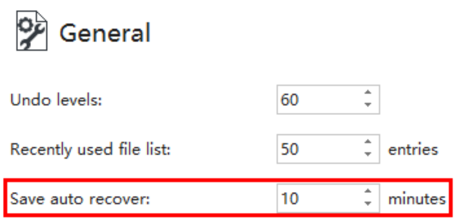


FIND AND RECOVER AN AUTO SAVED FILE

Edraw Project creates auto-saved temp file for users in case they didn’t save the files due to unexpected computer shutdown or software crash. Users can set a time frequency for each auto save. The default setting is every 10 minutes.

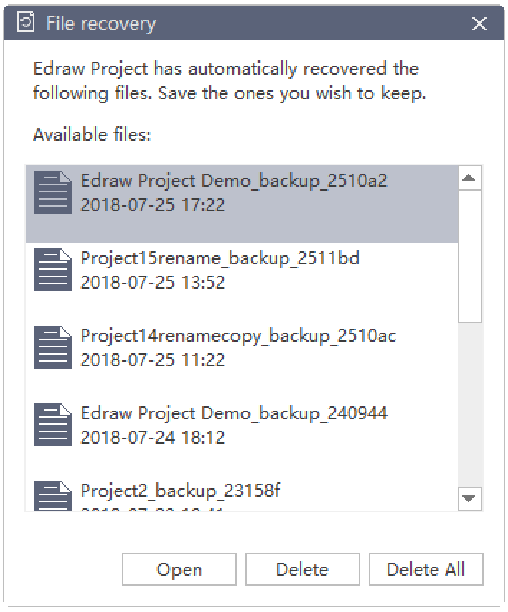
Set Auto-Save Time Period

1. Go to the **File** tab, click **Options** and then click **General**.
2. From the **Save auto recover** option, input a time period.



Find Auto Saved File

1. Go to the **View** tab, click the **File Recovery** button.
2. Find your auto saved files from the file recovery list.



PRINT A GANTT CHART

Go to the **File** tab, and click the **Print** button to print a chart; or click the print button in the **Quick Access Bar**.

Orientation

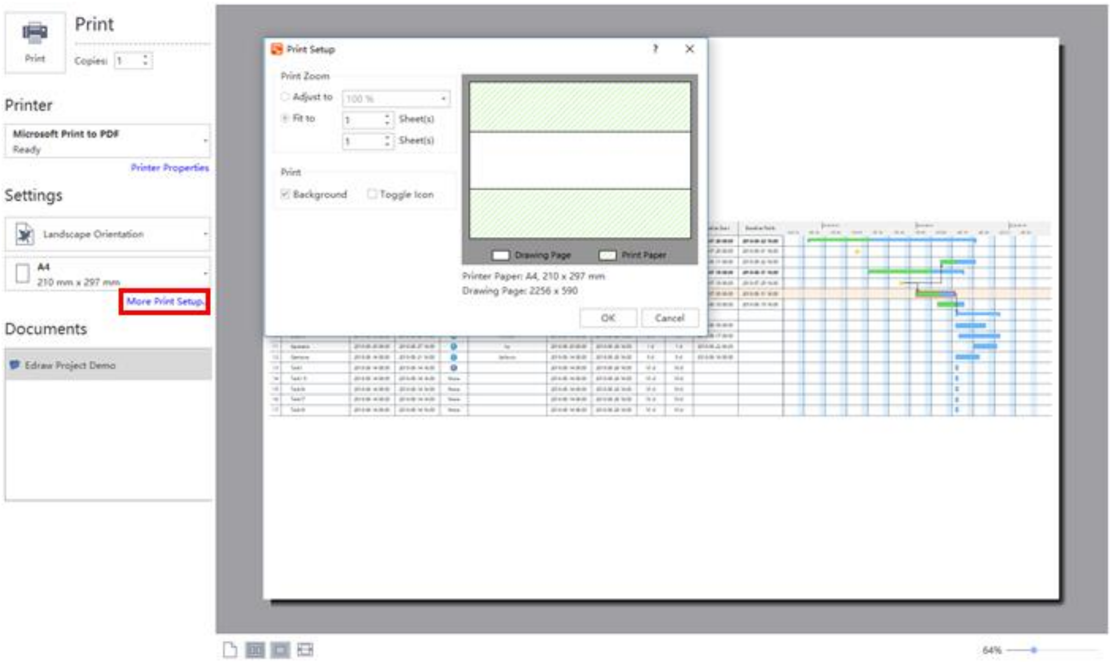
Specify the paper orientation as portrait or landscape.

Paper Size

Shown in the list are the paper sizes supported by the current printer as well as industry standard sizes.

Print Setup

Click the **File** tab**,** click the **Print**, and then click the **More Print Setup**… to set the print options.



Adjust to

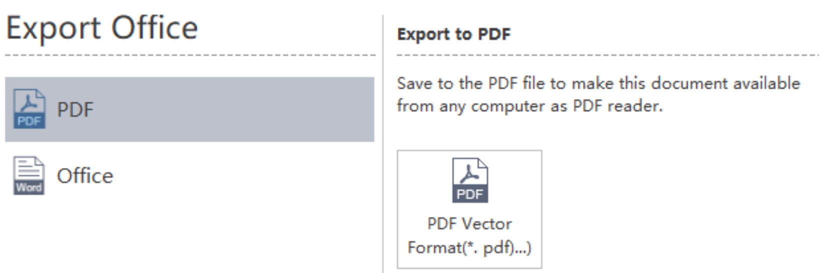
Reduces or enlarges the drawing page to a specified proportion of actual size for printing. If the drawing page is larger than the size of one piece of paper, the diagram will be printed onto multiple pieces of paper.

Fit to (sheets across by sheets down)

Fits each drawing in the print job on the specified number of sheets across and down. Depending on the number of pages and the margins you specify, the drawing will be enlarged or reduced. If the pages across and down are not proportional to the drawing's dimensions, only those sheets maintaining the drawing's proportions will be used.

EXPORT A GANTT CHART

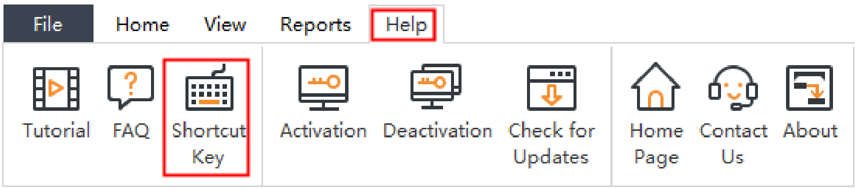
You can export your charts to different formats including PDF and Microsoft Office Excel.



CHAPTER 10 APPENDIX

KEYBOARD SHORTCUTS

You can find the list of keyboard shortcuts for Edraw Project any time on the ribbon's **Help** tab by clicking the **Shortcut Key** icon.



Function	Shortcuts
Documents	
Create a new chart	Ctrl + N
Open a chart	Ctrl + O
Save the current chart	Ctrl + S
Save all charts	Ctrl + Shift + S
Print the current chart	Ctrl + P
Interface	
Gantt Chart	Ctrl + G
Spelling check	F7
Find	Ctrl + F
Basic Operations on Tasks	
Add Task	Enter; Return
Insert Task	Insert

Remove Task	Delete
Indent Task	Tab; Ctrl + Right
Outdent Task	Shift + Tab; Ctrl + Left
Add Hyperlink to a Task	Ctrl + K
Editing	
Undo the last action	Ctrl + Z / Alt + Backspace
Redo the last action	Ctrl + Y; Alt + Backspace; Ctrl + Shift + Z
Move Tasks	
Up one place	Ctrl + Up Arrow
Down one place	Ctrl + Down Arrow
Cut, Copy, Paste and Delete	
Cut	Ctrl + X
Copy to the clipboard	Ctrl + C
Paste	Ctrl + V
Delete current object	Delete
Commands in Cell Text Edit Mode	
Move to beginning of celltext	Home
Cancel editing cell text	ESC
Commands in Find Mode	
Find &Replace	Ctrl + F
Spelling check	F7

View	
Zoom in	Ctrl + + (plus); Ctrl + =
Zoom out	Ctrl + - (minus)
Auto Zoom	Ctrl + Shift + A
Expand & Collapse	Ctrl + D
Expand All	Ctrl + Shift + E
Collapse All	Ctrl + Shift + C
Outline Level 1 - 9	Alt + 1; ...; Alt + 9
Show all levels	Alt + 0
Using Help	
Show help	F1
General Windows Commands	
Close a menu or dialogue box	Esc
Cancel an operation	Esc
Exit Edraw Project	Alt + F5