



Shortcuts, tips & roles

CTRL + 0

Set the zoom level of the browser to 100%.

CTRL + Mouse click

Select several sticky notes, which can then be dragged, deleted or copied. Hold down CTRL and click on the individual sticky notes to select them.

CTRL + Mouse drag

Put the mouse on a weekend or an empty day and hold CTRL. This turns the mouse into a + which can then be used to select multiple sticky notes at once.

CTRL + SHIFT + Drag

Expand the current selection of sticky notes.

The 'T' key

The T key can be used to quickly create a new job. It opens a new job menu.

Adding a job in between other jobs

Click + JOB and hold, then drag down to put the job in between two other jobs.

SHIFT Collapse phase

Press the SHIFT key to collapse or expand all phases.

Extending sticky notes

There are two black stripes next to each sticky note; they can be used to make the job longer or shorter.

SHIFT + Scroll (mouse)

The page will scroll horizontally instead of vertically.



Extra tips

Straight to the first sticky note

Press the number (ticker) behind the job and the screen will jump to the first planned sticky note.

Select several jobs

Hold down the SHIFT key. Click the first job to select it, then click the job where the selection should finish.

Creating a phase

Use the squares to select the jobs that are to be included in a phase. Then click + PHASE and give the phase a name.

Add Participants

Left-click the big 'Participants' button, then click +PARTICIPANT on the top right and enter the email address of the appropriate person.

Editing multiple sticky notes

Select the desired sticky notes. Then click the green EDIT button. The information in the selected sticky notes can now be edited simultaneously.

Jobs red (accept)

Click the job name and then the blue accept button.

EXTRA TIP

A sticky note (box) has space for 8 characters, e.g. BLOC 1234 Note or that a space is added after the first four characters.

Roles

Project managers

Project Managers have access to everything to do with planning, such as making changes, ticking sticky notes, accepting jobs, adding participants, and so on.

Supplier/Contractor

People in this role cannot modify the planning but can view the entire planning and tick the sticky notes for the jobs they are carrying out.

Project Supervisor

The project supervisor has access to the same options as the Project Manager. However, they cannot change the planning.

Customer/Client Advisor

The client is presented with a simple bar chart. This planning does not show any details regarding dwellings and different days.

View Only

This role can view the planning, but is not linked to a job. This could be a project planner for a partner or a colleague in the office, for instance.