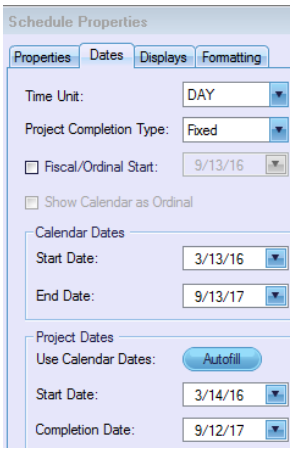
NetPoint® 5.2

SET UP YOUR CANVAS

Setting the Timescale & Planning Canvas Area

NetPoint is a graphic planning tool with real-time calculation based on the tie between object location on the planning canvas and the date. Why? Each time unit requires one horizontal pixel for real-time calculation based on printer and page setup, time unit, and project timespan/dates, which are set in three easy steps as follows:

Set Up the Planning Canvas

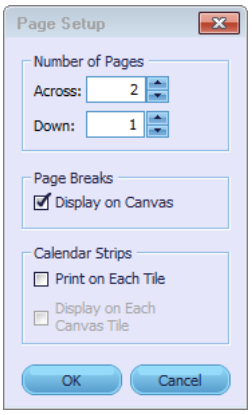


Step 1. Set timescale and date display:

1. Click the Schedule Icon to open **Schedule Properties**
2. In the **Dates** tab, see the time unit set to **Day**.
3. Now set **Calendar Dates** to define the timespan/calendar strip dates. Also see new option to set **Fiscal/Ordinal Start**.
4. Set **Project Dates** at least one unit within Calendar Dates.
5. In **Displays** tab, set the calendar strips displayed and vertical canvas sightlines to delineate canvas time segments.

TIP: *Before objects are added, use* ***Auto-fill*** *to set the* ***Project Dates*** *1 day within the timescale. Then adjust Project dates may by moving the project flags on the canvas.*

Step 2. Print setup. Select printer and page size.



1. Via **File > Print Setup**, select the printer.
2. Next select paper size. A wider page gives more pixels to allow a longer timescale per page or tile pages for more flexibility.

Step 3. Option to tile the number of pages:

1. In Print Setup window via **File > Page Setup (Tiling …)**, add horizontal times to increase available planning canvas timescale and adjust the proportion of objects on the plan.
2. See option to display page breaks on the NetPoint canvas.
3. See option to print calendar strip on the top of each tiled page.

TIP: *As the planning canvas is defined, NetPoint gives options to meet pixel/resolution needs if the current setup does not meet requirements.*

Other Plan Setup Considerations

- ✓ The resolution of the monitor, projector and printer can be adjusted to increase pixels.
- ✓ Use gray handles at canvas edge to adjust grid height and number of grids on the page.
- ✓ Day is the default time unit and is set in the **Schedule Properties Dates** tab. Conversion from larger to smaller time units is supported. See Polytime in the User Guide for details.
- ✓ Available print dimensions of the same page size may vary between printers.
- ✓ On printing to PDF, Adobe may slightly reset the print location of object text and data.

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BUILD YOUR SCHEDULE

Basics to Build a NetPoint Schedule

This guide shares how to add, link, and modify objects. Simply click an object icon and drop it on the canvas. To add logic, select the objects and click the link icon.



The Basics of the NetPoint Interface

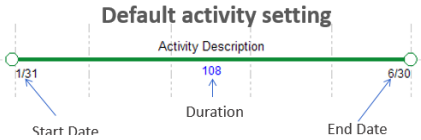
- ✓ NetPoint opens with a blank plan ready to build a plan (preset dates and default US calendar), or customize set the timescale first using Quick-start 1 – Set Up Your Canvas.
- ✓ See the object and the canvas right-click menu for access to options only available there.
- ✓ Use icons to add an activity, milestone, benchmark, or hammock, which align to a grid.
- ✓ Select objects, by click or ***Shift+Click*** to move, copy, and paste via key strokes ***Control+C*** to copy and ***Control+V*** to paste or use toolbar icons.
- ✓ For object dates/durations to be based on your working schedule, define and assign a custom calendar at the start of your planning (see Working with Custom Calendars).



Add Objects

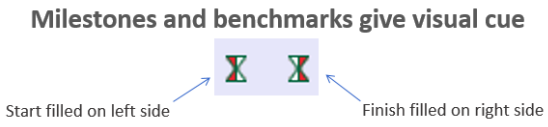
1. Click an icon and go to plan to see date at cross-hairs for placement.

Add an Activity



1. Click ***Activity*** icon. 
2. Place cursor over planning area. Click and hold to stretch to duration/finish date. Don't worry about exact placement, this can be modified later.
3. Release. In property box type Description and reset attributes like Calendar and Format.

Add a Milestone



1. Click ***Start Milestone*** (SM) or ***Finish Milestone*** (FM) icon.
2. Click on canvas to place.
3. When linked, a SM snaps to earliest successor and a FM snaps to latest predecessor.

Link Objects: *Finish-to-Start (FS) basics*



1. Select two objects and click Link icon. If linking milestones, S milestone snaps to earliest successor/F milestone snaps to latest predecessor.
2. Select three or more FS activities (only) and click the ***FS chain*** icon. 
3. Build SS & FF logic by linking embeds (see *Build SS& FF Logic with Embeds* Quickstart Guide).

Modify Objects

1. Select to move date/grid or hover on end activity for double arrows to stretch duration.
2. Double click to open property box to reset calendar in **Dates** tab or format in **Format** tab. Dates and duration can be modified here, but adjustment on the plan may be easier.

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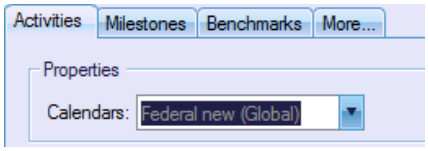
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DEFINE & ASSIGN CUSTOM CALENDARS

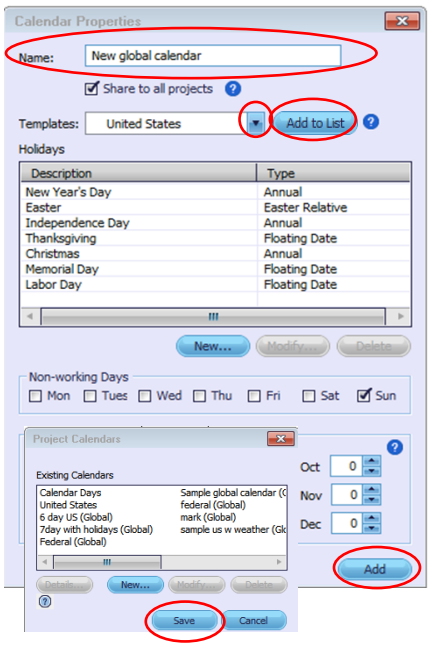
NetPoint is preset to a default US Calendar, with holidays assigned that may not match your work calendar. For the best results, define a custom calendars before adding objects and assign it as objects are added to the plan so dates and durations calculate based on your workdays from the offset.

Define a Calendar & Holidays

1. In menu go to **Tools > Manage Calendars** to open **Calendar Properties**
2. Click **New** box and type in Name field
3. Select a template from dropdown list, click **Add to List**
4. Click **New** to define a holiday and click **Add** or select a holiday in list to edit using **Modify** & **Delete**.
5. The calendar is ready to assign only to this project. To make available to other projects on that workstation, check **Share to all projects**, note that a shared calendar cannot be later modified.
6. Click **Add** to close Calendar Properties
7. Click **Save** to complete calendar definition.



TIP: *Efficiently assign a custom calendar by setting as the default for the plan via* **Objects > Set Default Properties for New Objects**, *be sure to set calendar in each object tab.*



Assign or Modify the Object Calendar

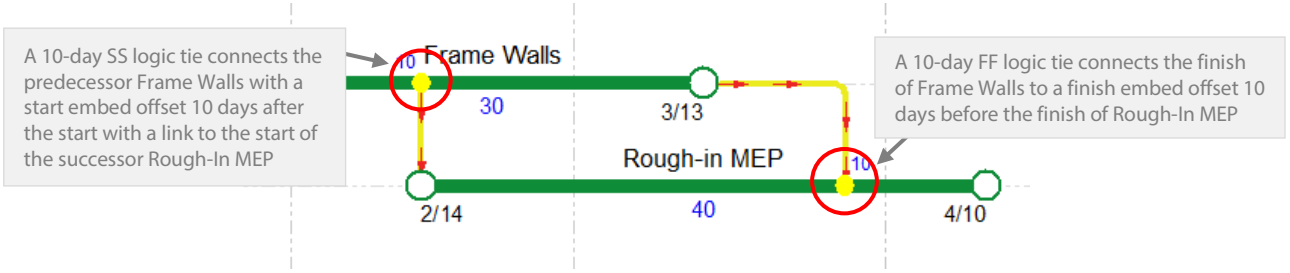
Once the default calendar is set via **Objects > Set Default Properties for New Objects**, a calendar may be modified at any time for an object or multiple objects as follows:

1. For a single object, got to the **Dates** tab to select from the calendar dropdown menu.
2. To bulk edit calendars, Go to **Tools > Assign Calendars** to see and modify by clicking on the object's **Calendar assigned** cell and setting a new calendar in the dropdown menu.
3. To bulk edit selected objects, select objects on canvas and go to **Objects > Set Properties for Selected Objects**, then set in the **Calendars** dropdown menu in each object's tab.
4. Reset the default calendar at any time for new objects added to the plan, being sure to reset in each object tab of **Objects > Set Properties for Selected Objects**.

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BUILD START-TO-START & FINISH-TO-FINISH LOGIC



Place a Start or Finish Embed on an activity

1. To place an Embed, select **Start** or **Finish** embed icon.
2. Hover mouse over activity and click and hold the mouse click to see the date and number of days of lag from start if a Start embed or lag to finish if a Finish embed.
3. Release click to place embed.

Link an Embed

1. Use **Shift + click** to select embed (not activity) and the object to link.
2. Click the **Link** icon.

TIP: *If an embed is difficult to select, hover over embed and right click. A list opens with the embed listed using the activity name appended with (**via finish embed**). Check the embed from the menu by clicking the name in the top list and choosing **Select Checked** items.*

More details on SS & FF logic in NetPoint

- ✓ A start embed links only to successor or zero-lag object & finish embed links only to predecessor or zero-lag object.
- ✓ Negative lags are not supported. Proper SS or FF logic should be used instead.
- ✓ One embed may be linked to several objects.
- ✓ By default, embeds do not display date or lag value. To set show on the embed date and lag on the plan, set in the embed **Properties** box or set for multiple objects via **Objects > Set Default Properties for Selected Objects** in the **Embeds** tab.

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