



**Virto SharePoint Gantt Chart  
Web Part for SharePoint 2013, 2016 and 2019**

Release 4.7

**User and Installation Guide**

# Table of Contents

<b>VIRTO GANTT WEB PART .....</b>	<b>3</b>
FEATURES LIST .....	3
<b>SYSTEM/DEVELOPER REQUIREMENTS .....</b>	<b>3</b>
<b>SHAREPOINT VERSION: 2013 .....</b>	<b>3</b>
<b>SHAREPOINT VERSION: 2016 .....</b>	<b>4</b>
<b>INSTALLATION AND USAGE .....</b>	<b>5</b>
INSTALLING VIRTO GANTT WEB PART .....	5
UPGRADING VIRTO GANTT WEB PART .....	8
UNINSTALLING VIRTO GANTT WEB PART .....	8
<b>PRODUCT DESCRIPTION .....</b>	<b>9</b>
ADJUSTMENT .....	9
<i>Configure Data Sources</i> .....	9
<i>Configure the Gantt Chart</i> .....	13
<b>USING VIRTO GANTT CHART WEB PART .....</b>	<b>17</b>
LAYOUT OF VIRTO GANTT CHART WEB PART .....	17
<i>Zoom Buttons</i> .....	17
<i>Scroll to Today</i> .....	17
<i>Refresh Button</i> .....	18
WORKING WITH TASKS IN VIRTO GANTT CHART WEB PART .....	19
<i>Moving Tasks and Changing Task Duration</i> .....	20
<i>Editing and Deleting a Task</i> .....	20
<i>Creating a Task</i> .....	21
<i>Add a Child Task</i> .....	22
<i>Add a Milestone</i> .....	23
<i>Predecessor and Successor tasks</i> .....	24
<i>Resources</i> .....	25
<i>Percent Complete</i> .....	26
<i>Filtering Tasks by Dates</i> .....	27
<b>VERSION RELEASE HISTORY .....</b>	<b>29</b>

## Virto Gantt Web Part for Microsoft SharePoint 2013, 2016 and 2019

### Overview

**Virto Gantt Web Part** is intended to view list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time in **Microsoft SharePoint**.

### Features List

Feature	Version
View list items in a Gantt chart	v.4.0
Using SharePoint list as a data source	v.4.0
Display several lists in one Gantt chart	v.4.0
Creating new tasks/milestones right in the Gantt chart	v.4.0
Applying different timescales to view items	v.4.0
Scrolling Gantt chart to required period of time	v.4.0
Scrolling to current day tasks	v.4.0
Creating child tasks for selected tasks	v.4.0
Changing task duration with drag and drop	v.4.0
Adding task resources.	v.4.0
Ability to define read-only settings	v.4.0
Ability to define colors for tasks/summary tasks/milestones/percent complete.	v.4.0
Export to PDF	v.4.6.0
Filtering tasks by dates	v.4.7.0

### System/Developer Requirements

**SharePoint version:** 2013

**Operation system:** Windows Server 2012 Standard or Datacenter X64 / 2008 R2 SP1

**Server:** SharePoint Release: Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013; Microsoft .NET Framework 4.5

**Browser:** Internet Explorer 8 or greater is recommended for Advanced Administration features, Mozilla, Firefox, Google Chrome supported

**SharePoint version: 2016**

Operation system: 64-bit edition of Windows Server 2012 R2 Service Pack 1 AND 64-bit edition of Microsoft SQL Server 2014 Service Pack 1 (SP1)

Server: SharePoint Server 2016, Microsoft .NET Framework 4.5.2

Browser: Microsoft Internet Explorer 10 or higher, Google Chrome, Firefox, Mozilla

## Installation and Usage

This section describes how to install, upgrade, uninstall, or contact Support for the Virto Gantt View.

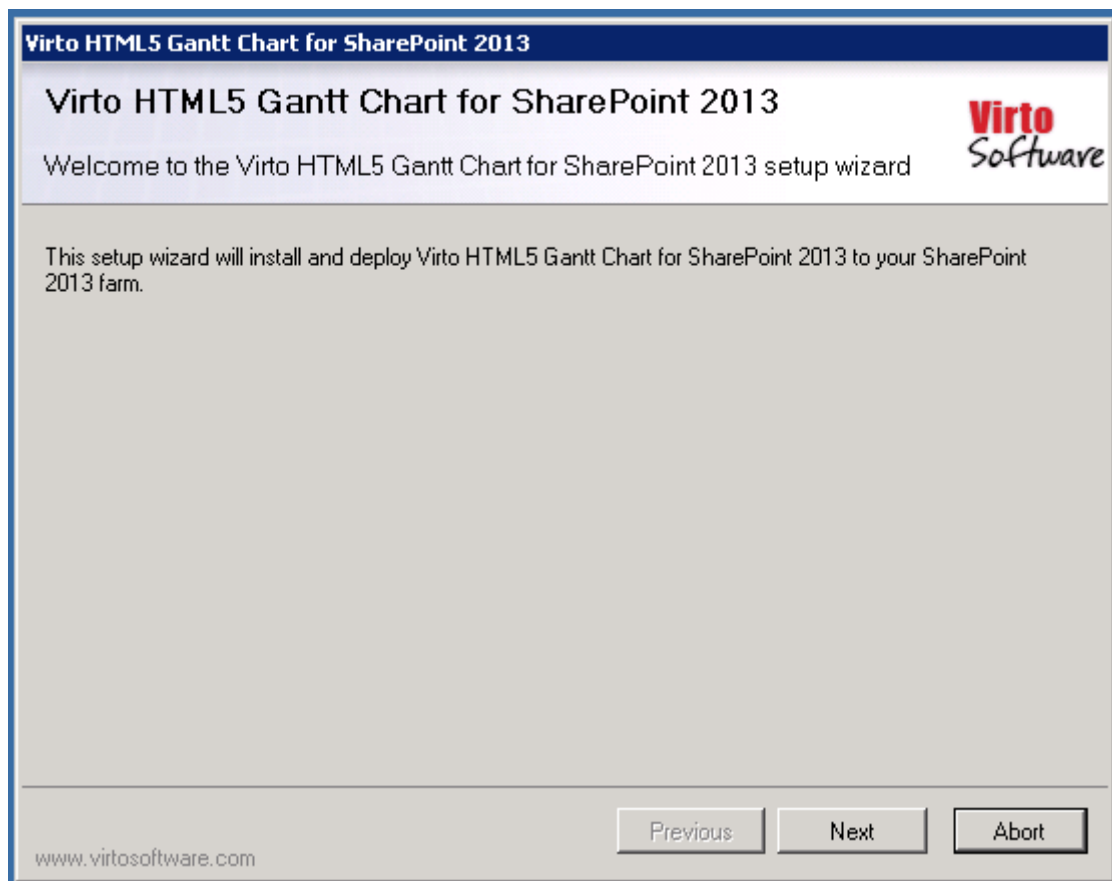
### *Installing Virto Gantt Web Part*

Before you begin, you need to make sure you have access to the server and your account must have the appropriate administrative privileges to install applications.

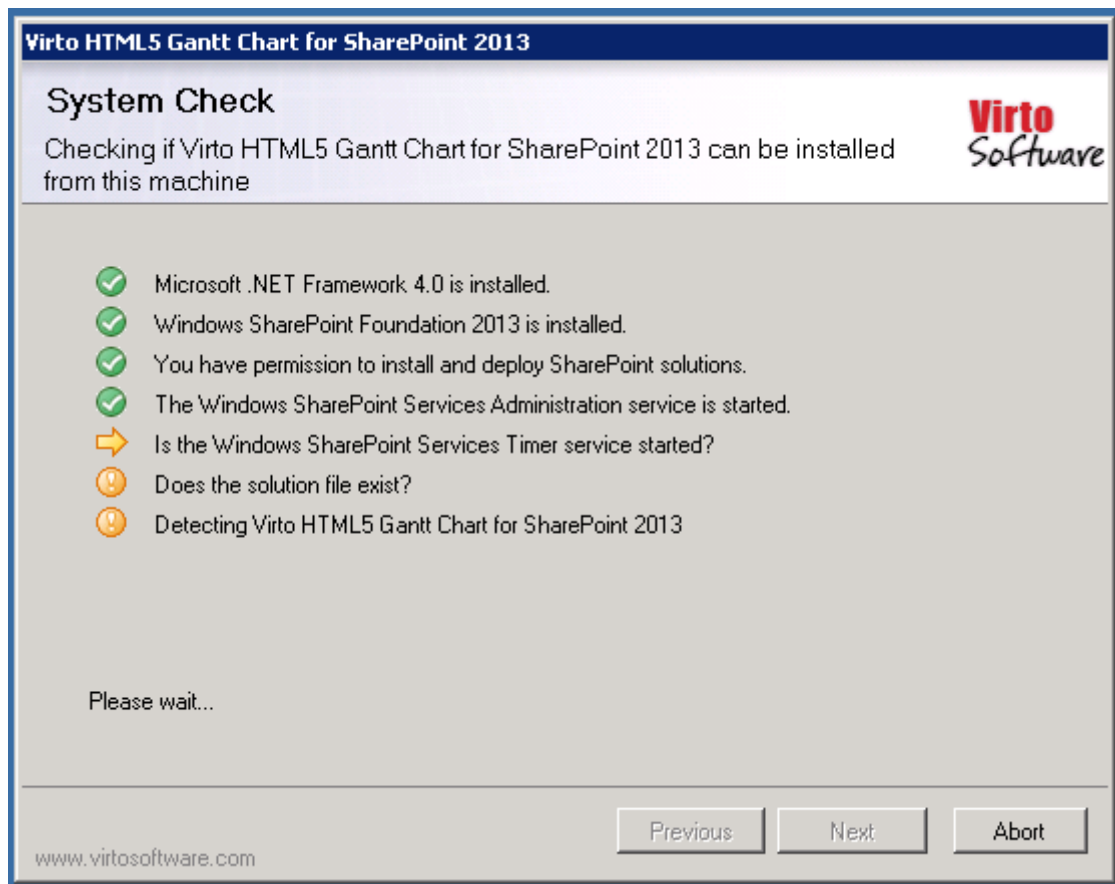
Virto Gantt Web Part for SharePoint setup program provides links to the various installation components for the calendar.

To access Virto Gantt View Setup program download **Virto.SharePoint.2019.TaskManager.zip** (or **Virto.SharePoint.2016.TaskManager.zip** or **Virto.SharePoint.2013.TaskManager.zip**) file and unzip it. Run extracted **Setup.exe** as administrator under the farm administrator account.

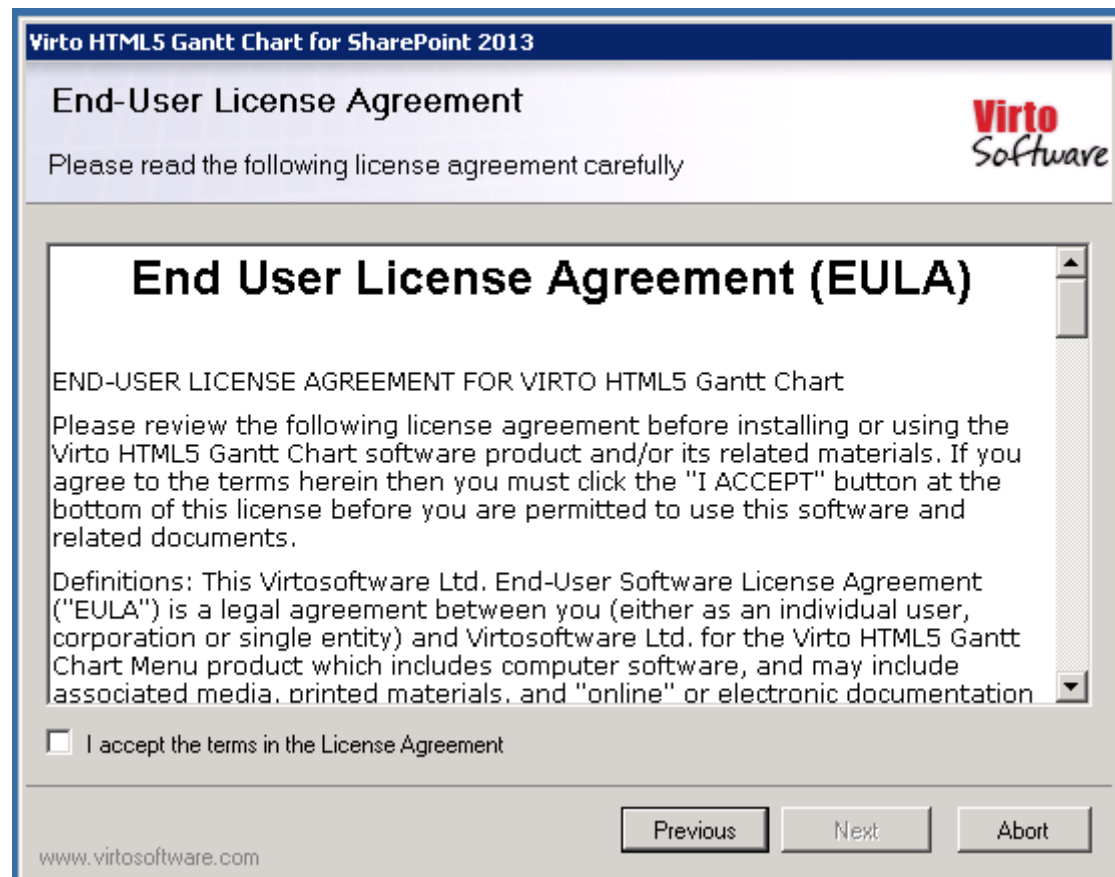
The setup wizard window will appear.



Virto Gantt Web Part wizard performs a system check prior to the installation. All the system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click "Next".

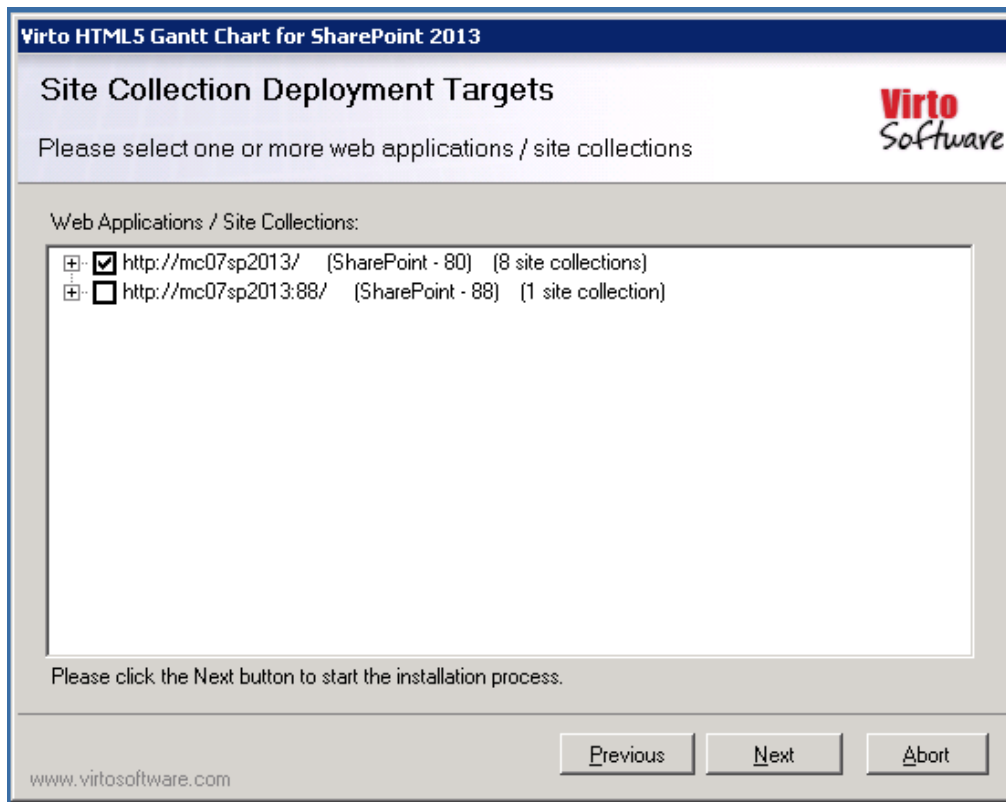


Check "I accept the terms in the License Agreement" and click "Next".

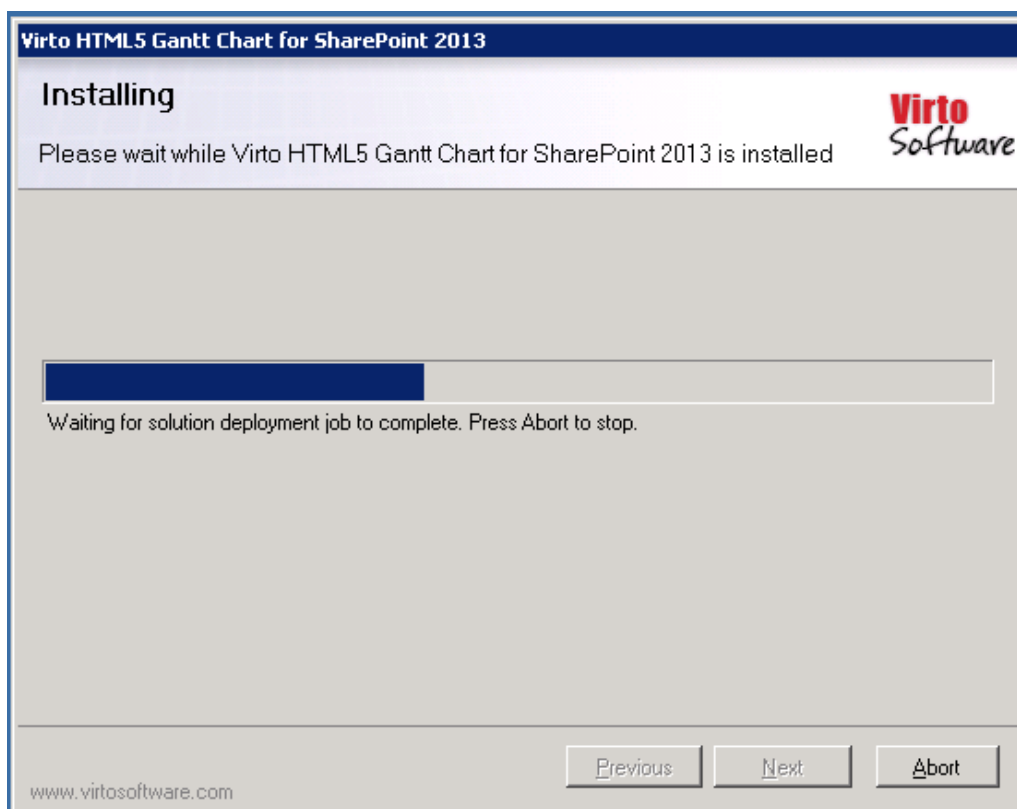


Select the web application(s) where you want to install the product.

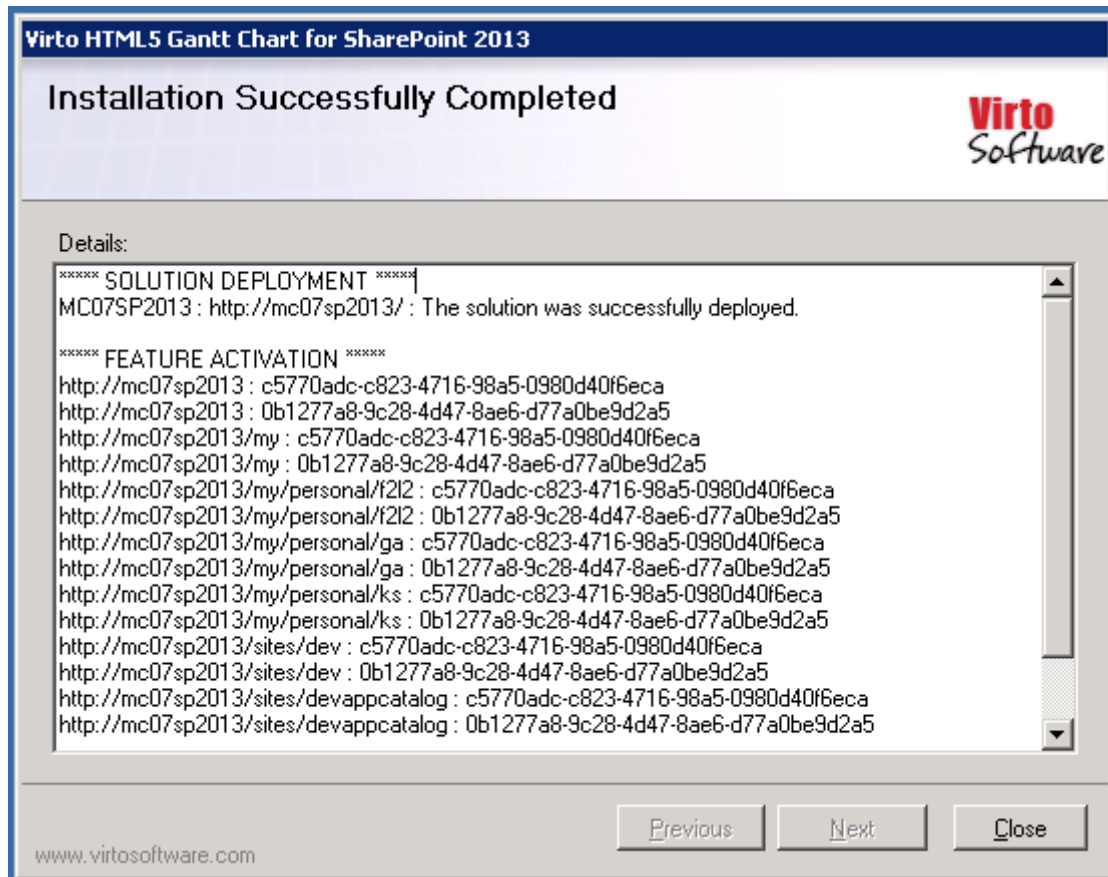
**Warning:** You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature.



Then click "Next".



Click “Close” to complete the installation.



## Upgrading Virto Gantt Web Part

If you already use Virto Gantt Web Part and need to upgrade it to the latest version, download the.zip file from <http://www.virtosoftware.com>. Unzip the file and run setup.exe as it is described in the *Installing Virto Gantt Web Part* section.

On the step 3 check the box “Upgrade” and click “Next”.

**Note:** if you have activated Virto ONE license, you do not need to activate it now.

## Uninstalling Virto Gantt Web Part

To uninstall the component:

1. Double click the Setup.exe extracted from downloaded **Virto.SharePoint.2013.GanttChart Part.X.X.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Repair or Remove the solution. Select Remove, and click “Next”.



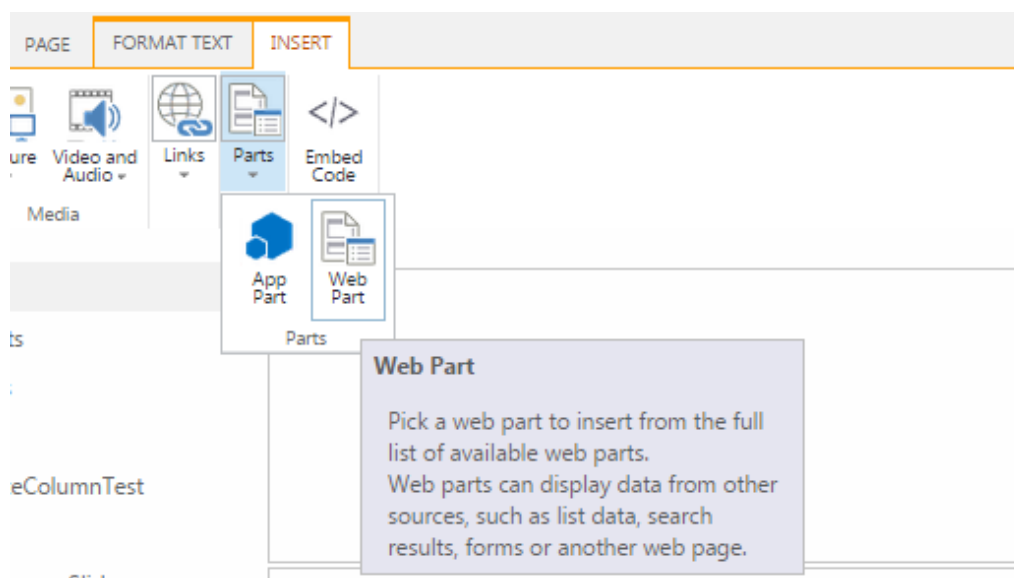
# Virto Gantt Chart Web Part for SharePoint 2013, 2016 and 2019.

## Product description

Virto Gantt Chart Web Part for SharePoint 2013, 2016 and 2019 is designed for displaying and managing SharePoint tasks in Gantt view. Virto Gantt Chart Web Part is a highly customizable solution, which includes the following features: displaying several task lists in one view; different (day, week, month, year) time scales; customizable task/milestone color; read only mode; filtering tasks by using list views; displaying several list columns in the left part of the Web Part; editing tasks directly from the Web Part (adding/moving/deleting/resizing); adding child tasks.

## Adjustment

When the Gantt Chart Web Part is installed, go to the required SharePoint site page and add the web part through the site settings. Click “Edit” on Page, then press “Insert” on the ribbon and choose “Web Part”.



Select “Virto Solutions” in Categories and then select “Virto HTML5 Gantt” from the list of available web parts.

Now add Gantt Chart Web Part to the SharePoint site page and save the changes on page.

Click on link to configure the Web Part.

**Note:** an administrator can add the Gantt Chart Web Part to the SharePoint site and adjust it. Then the web part can be saved as a template. Later on, this template can be used, and there is no need to adjust the web part every time.

## Configure Data Sources

When you switch to the edit page mode, two links appear on top of the page:

- 1) Configure Virto Gantt data sources;
- 2) Configure Virto Gantts.

The screenshot shows the SharePoint edit page interface. At the top, there is a navigation bar with tabs for BROWSE, PAGE, INSERT, and WEB PART. Below this is a ribbon with various actions like Stop Editing, Edit Properties, Permissions, Delete Page, E-mail a Link, Alert Me, Approve, Reject, Workflows, Edit Mobile Page, Make Homepage, and Title Bar Properties. The main content area is titled 'Full Page' and displays a 'Virto HTML5 Gantt' view. Two links are highlighted with green boxes: 'Configure Virto Gantt data sources' and 'Configure Virto Gantts'. Below the links, there is a date 'February 20, 2021' and several buttons: Refresh, Scroll to Today, + Milestone, and + Task.

To adjust the Gantt view for a SharePoint list, you firstly need to define data source settings. Click “Configure Virto Gantt data sources”.

The list of already configured data sources will appear. Here you can also add a new data source.

## List of Configured Virto Gantt data sources

The screenshot shows a list of available data sources. The list is titled 'Available data sources' and contains the following entries:

Available data sources	Configure Virto Gantts
ds 01	
ds 02	
NewGantt1	
GanttClean	
Gantt1-1	
Gantr Data source 1	
Project	
Project 2	
ds with port	

At the bottom of the list, there is a link: [Add new Gantt data source](#).

Click on link “Add new Gantt data source” and you will be redirected to the page to adjust a new data source.

## Adding new data source

Data source name: *	<input type="text"/>
Type site url: *	<input type="text"/>
	<input type="button" value="Refresh"/>
Select list: *	<input type="text" value=""/>
Select displayed view:	<input type="text" value=""/>

Required fields for data source are marked with “\*” symbol.

Add a data source name. Then select site URL or click “Refresh” button to choose current site.

Select list with tasks, which should be displayed in Virto Gantt Chart Web Part. Any list type can be used.

If you want to display tasks in a specific list view, select the required view.

## Adding new data source

Data source name: *	<input type="text" value="Virto Gantt"/>
Type site url: *	<input type="text" value="http://spdemo.virtosoftware.com"/>
	<input type="button" value="Refresh"/>
Select list: *	<input type="text" value="A custom list"/>
Select displayed view:	<input type="text" value="All Items"/>

Select the field that will be displayed as a task title. Usually, task name is used, but you can assign any other field according to your project demands.

Task title field name: *	<input type="text" value="Task Name"/>
Start date field name: *	<input type="text" value="Start Date"/>
End date field name: *	<input type="text" value="Due Date"/>

Select fields that contain **task start and end dates**. If a list contains a field with the task’s percent of completion, you can select the field for the Gantt chart.

Select field with task resources (user or several users who are assigned to the task, usually “**Assigned To**” field).

Select field with task **predecessor(s)**. Predecessors and successors are connected through arrows in the Gantt chart.

Percent complete field name:	<input type="text" value="% Complete"/>
Resource field name:	<input type="text" value="Assigned To"/>
Predecessor field name:	<input type="text" value="Predecessors"/>

You can define the set of list fields to display on the task form, child task form and milestone. Just use “**Add field**” button.

Task form fields:	<input type="text" value="Task Status"/> <input type="button" value="+ Add field"/>
	TASK NAME REMOVE PROJECT REMOVE CREATED BY REMOVE
Child task form fields:	<input type="text" value="Task Name"/> <input type="button" value="+ Add field"/>
Milestone task form fields:	<input type="text" value="Task Name"/> <input type="button" value="+ Add field"/>

You need to select at least one field, that will be displayed in the left (table) part of the Gantt view. Usually, it is a field with the task name.

	Task Name <input type="button" value="✕"/>
	Assigned To <input type="button" value="✕"/>
Select fields for left part (table) of Gantt view: *	Select field: <input type="text" value="Predecessors"/>
	Show in Virto Gantt: <input checked="" type="checkbox"/>
	Column width in the table: <input type="text"/> px
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Specify the background colors for source rows and tasks. It is also possible to highlight task statuses or categories by a choice field. For example, you can define custom colors to distinguish task priority statuses.

Background color for data source rows in the left Gantt part:	<input type="text" value="#ccffcc"/>
Task color:	<input type="text" value="#ff9999"/>
Task color by Choice field:	(1) High <input type="text" value="#ff0000"/>
<input type="text" value="Priority"/>	(2) Normal <input type="text" value="#ffff00"/>
	(3) Low <input type="text" value="#4bacc6"/>

You can also define colors for the progress bar, milestones, summary tasks, and summary task progress bar.

Progress bar color:	<input type="text"/>
Milestone color:	<input type="text" value="#92d050"/>
Summary task color:	<input type="text" value="#00b050"/>
Summary task progress bar color:	<input type="text" value="#4f6128"/>

In case there is a choice field in the data source list, you can choose it for color-coding of tasks depending on the value. The dropdown changes according to the selected list and its choice fields.

Task color by Choice field:

- 
- 
- 

Click “Save” when you have finished with the fields. The new data source will appear in the list of available ones. Now you can add it as a source list for the Gantt chart.

## Configure the Gantt Chart

To configure the Gantt chart switch to the edit page mode and click “**Configure Virto Gantts**”.

The screenshot shows a SharePoint page with a top navigation bar containing 'BROWSE' and 'PAGE' tabs. Below the navigation bar are several icons for actions like 'Stop Editing', 'Manage', 'Share & Track', 'Approval', 'Workflows', 'Page Actions', and 'Tags & Notes'. The main content area is titled 'Full Page' and contains a 'Virto HTML5 Gantt' web part. The web part displays the title 'Virto HTML5 Gantt', a link to 'Configure Virto Gantt data sources', and the date 'February 20, 2021'. A green box highlights the 'Configure Virto Gantt' link.

Or use the same button on the page with data source list.

## List of Configured Virto Gantt data sources

The screenshot shows a section titled 'Available data sources'. Below the title is a list of data sources: 'ds 01', 'ds 02', 'NewGantt1', 'GanttClean', and 'Gantt1-1'. Each source has a small icon and a red 'X' mark. To the right of the list is a button labeled 'Configure Virto Gantts', which is highlighted with a green box.

On the page with available Gantts you can edit/delete existing configured Gantts or add a new Gantt.

## Available Virto Gantts

Available Virto Gantts  
[Add new Gantt](#)

Click "Add new Gantt" to add a new Gantt chart.

## Adding new Gantt settings

Gantt name: \*

---

List of data sources: \*

Select data source:

Show in Virto Gantt:

Read only:

Required fields are marked with “\*” symbol.

Type the Gantt name. Then click “Add new source” button to add at least one data source to the Gantt.

Gantt name: \*

---

List of data sources: \*

Every data source has its own options. You can tick off the checkbox “**Show in Virto SharePoint Gantt**”. This data source will be unavailable for displaying (will be saved without publishing). Also, you can add data source with read only permission, i.e. user will not be able to create/modify tasks in the Gantt Chart Web Part for the data source.

List of data sources: \*

Select data source:

Show in Virto Gantt:

Read only:

Click “Save” button. You can add other data sources to this Gantt as well.

Then set height of Gantt in pixels if you want to limit size of Virto Gantt Chart Web Part displayed on site. Default height value is 800px, default width proportion is 100%.

Height (in pixels):

Choose the default time scale (for example, days, weeks, months, and year).

Default timescale:

Use SharePoint form for editing task:

Open SharePoint form as full sized page:

Tick the checkbox “**Use SharePoint form for editing task**” to display default SharePoint form for task editing. You can also allow opening the SP form as a full-size page.

Use SharePoint form for editing task:

---

Open SharePoint form as full sized page:

The “Enable export to PDF” feature allows you to save your Gantt chart as PDF.

Enable export to PDF:

This option adds the button on the Gantt header; the PDF file with current Gantt table view will be downloaded automatically after you click this button.

Refresh Scroll to Today + Milestone + Task **Export to PDF** Zoom hours Zoom days

Task Name	Start Date	Due Date	Feb	Mar	Apr	May	Jun	Jul
×	×	×						
Task 001	10/09/2022 13:05	09/16/2023 11:05						
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05						
Task 002	06/01/2021 05:35	06/01/2022 17:00						
Subtask 01 002 003	06/01/2021 05:35	06/01/2022 17:00						
Tsk 002	09/15/2021 08:15	11/19/2022 12:05						
Test 2333333	09/15/2021 08:15	11/19/2022 12:05						

The next option allows you to show summary tasks collapsed by default.

The **Auto schedule** feature helps to manage successor and predecessor tasks. It protects from cases when a successor task starts before the predecessor.

Show summary tasks collapsed:

---

Auto schedule tasks:

Keep "distance" between successor (and predecessor) tasks while moving predecessor task to the left:

Click “Save” to complete the new Gantt adding. The same way you can edit an existing Gantt.



## Using Virto Gantt Chart Web Part

### Layout of Virto Gantt Chart Web Part

Virto Gantt Chart Web Part consists of a header and the Gantt chart itself.

The left part shows the list of tasks. The right part displays the graphical structure and visualizes the duration and relations between the tasks. When you scroll tasks in the left part, the right part is scrolled accordingly.

### Zoom Buttons

There are five zoom buttons:

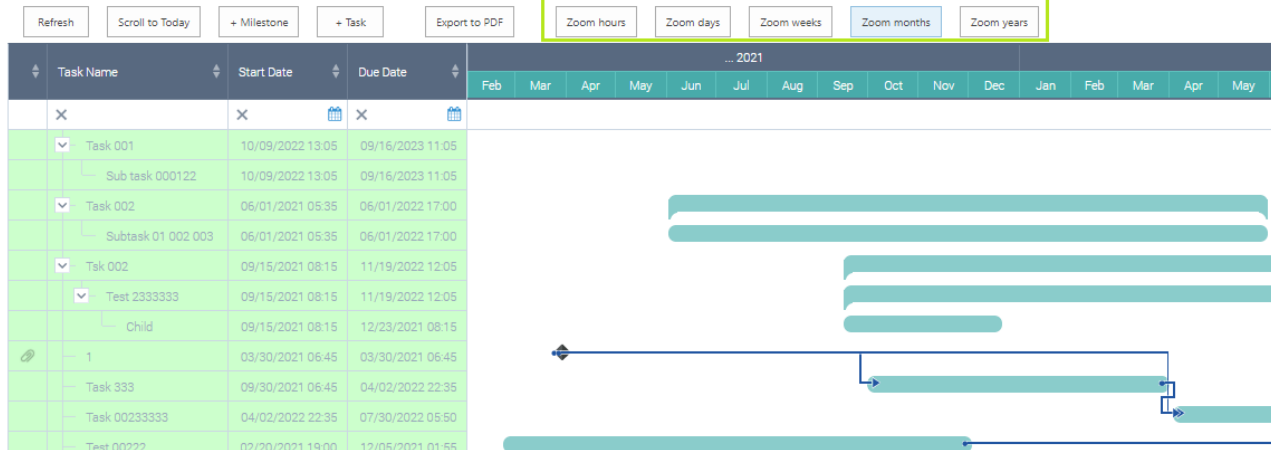
- Zoom hours;
- Zoom days;
- Zoom weeks;
- Zoom months.

Use them to scale the Gantt chart as you need and navigate easily to a required time period.

#### Virto HTML5 Gantt

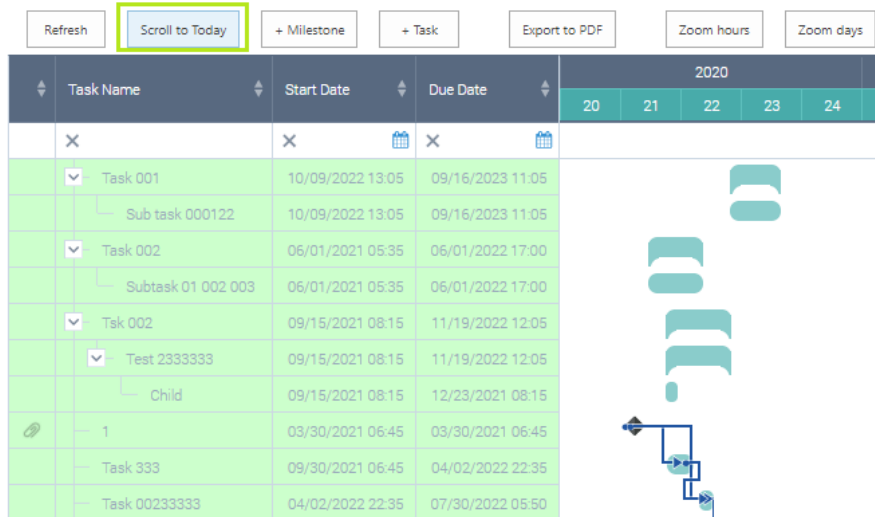
February 20, 2021

September 16, 2023



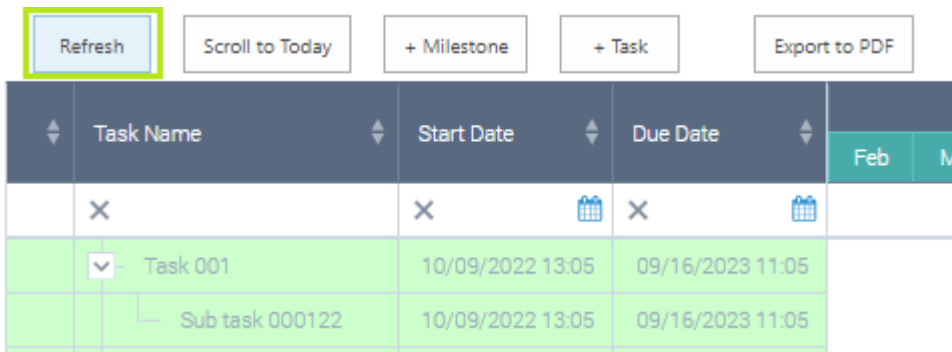
### Scroll to Today

Click "Scroll to Today" to see tasks related to the current date.

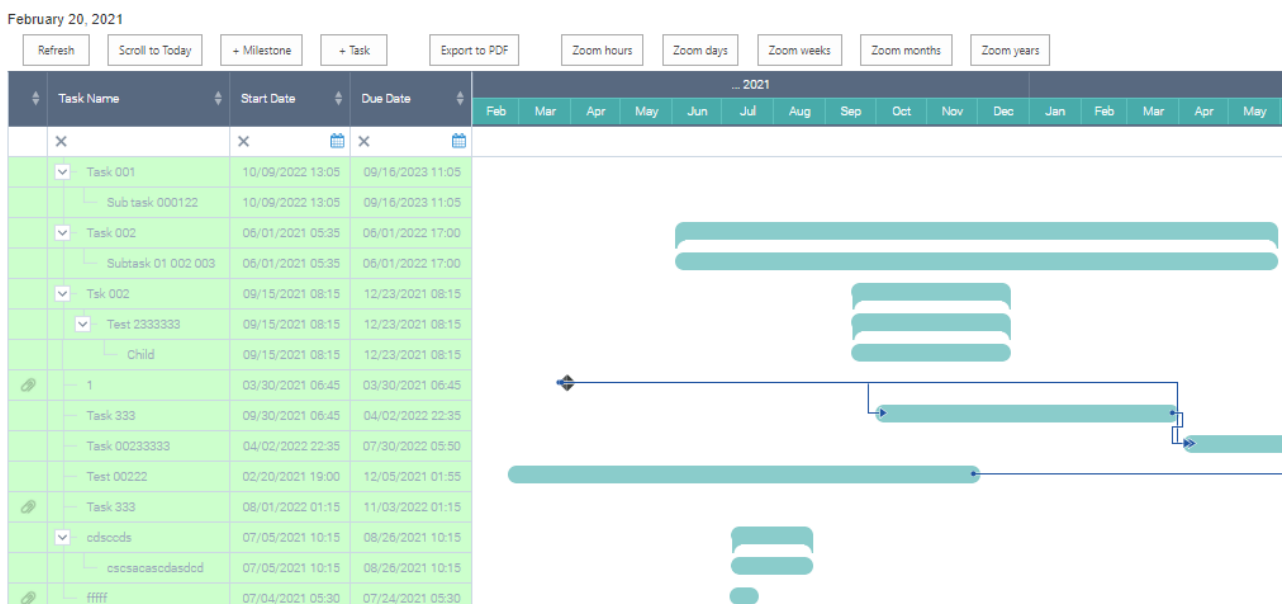


### Refresh Button

Use refresh button to check if there any changes in the source lists applied to the chart automatically.



When the Gantt Chart Web Part for SharePoint, it looks like as follows.



## Working with Tasks in Virto Gantt Chart Web Part

Virto Gantt Chart web part allows you to add, delete, move and resize tasks right on the chart.

The structure of tasks is shown on the right. Click an arrow next to a parent task to see the child tasks related to it.

Task Name	Start Date	Due Date
Task 001	10/09/2022 13:05	09/16/2023 11:05
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05
Task 002	06/01/2021 05:35	06/01/2022 17:00
Tsk 002	09/15/2021 08:15	12/23/2021 08:15
1	03/30/2021 06:45	03/30/2021 06:45

If a task contains any attachments, the attachment icon appears.

1	03/30/2021 06:45	03/30/2021 06:45
Task 333	09/30/2021 06:45	04/02/2022 22:35
Task 002333333	04/02/2022 22:35	07/30/2022 05:50
Test 00222	02/20/2021 19:00	12/05/2021 01:55
Task 333	08/01/2022 01:15	11/03/2022 01:15
cdscods	07/05/2021 10:15	08/26/2021 10:15
ffff	07/04/2021 05:30	07/24/2021 05:30

Double click the task title to see the details and open attachments or add/remove them.

Task Name	Start Date	Due Date
Task 001	10/09/2022 13:05	09/16/2023 11:05
Task 002	06/01/2021 05:35	06/01/2022 17:00
Tsk 002	09/15/2021 08:15	12/23/2021 08:15
1	03/30/2021 06:45	03/30/2021 06:45
Task 333	09/30/2021 06:45	04/02/2022 22:35
Task 002333333	04/02/2022 22:35	07/30/2022 05:50
Test 00222	02/20/2021 19:00	12/05/2021 01:55
Task 333	08/01/2022 01:15	11/03/2022 01:15
cdscods	07/05/2021 10:15	08/26/2021 10:15
ffff	07/04/2021 05:30	07/24/2021 05:30

**Edit task**

Task Name \*

Start Date

Due Date

Task Status

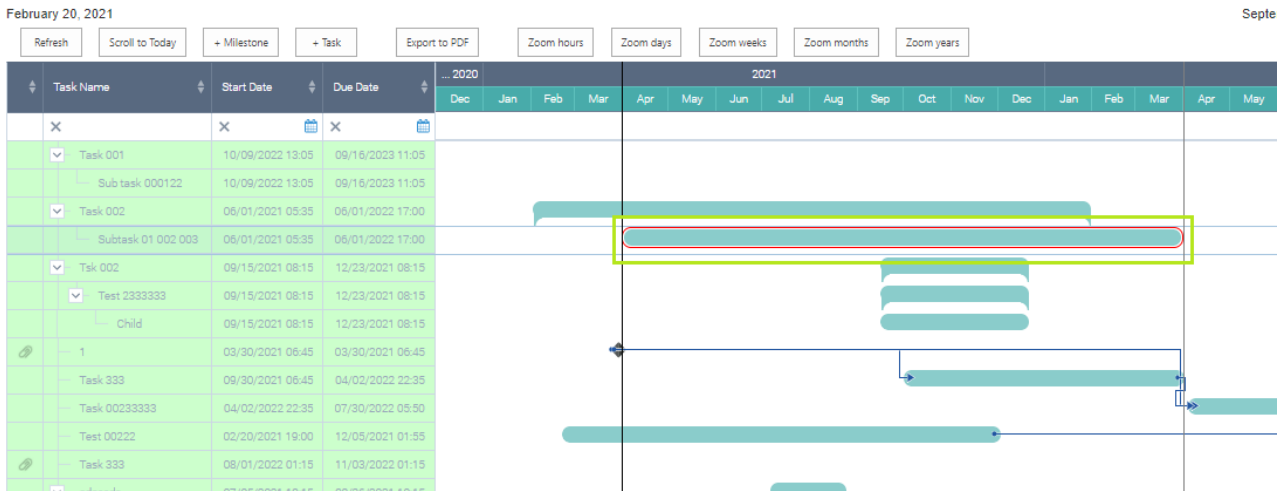
Assigned To

Date only field

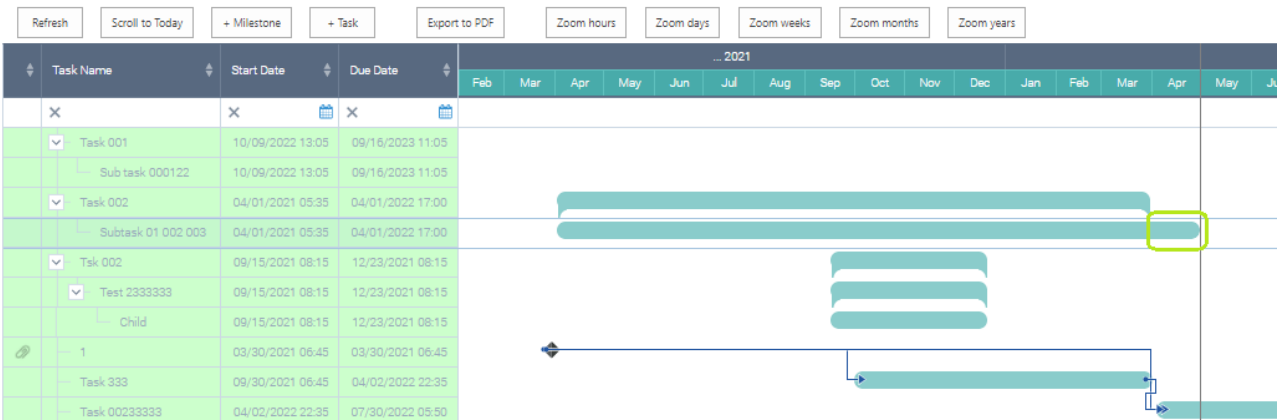
Attachments [jsPDF-2.3.0.zip REMOVE](#)  
ADD ATTACHMENT

## Moving Tasks and Changing Task Duration

You can easily change task dates by drag and drop. Drag a tasks to change its start and end dates.



If you drag a task tip, not the whole task, you can change the **duration** of this task — make it shorter or longer.



## Editing and Deleting a Task

If you need to edit a task, just make a double click on it. The edit form will appear where you can make all the necessary changes.

**Note:** if the data source is read-only, view form will appear but you cannot make any changes. If data source is not read only, you can also delete the task. Just click "Delete" in the form.

Task Name	Start Date	Due Date
Task 001	10/09/2022 13:05	09/16/2023 11:05
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05
Task 002	04/01/2021 05:35	04/01/2022 17:00
Subtask 01 002 003	04/01/2021 05:35	04/01/2022 17:00
Tsk 002	09/15/2021 08:15	12/23/2021 08:15
Test 2333333	09/15/2021 08:15	12/23/2021 08:15
Child	09/15/2021 08:15	12/23/2021 08:15
1	03/30/2021 06:45	03/30/2021 06:45
Task 333	09/30/2021 06:45	04/02/2022 22:35
Task 002333333	04/02/2022 22:35	07/30/2022 05:50
Test 00222	02/20/2021 19:00	12/05/2021 01:55

### Creating a Task

Virto Gantt Chart Web Part for SharePoint allows users to create task right in the Web Part. The same task will appear in the related data source list.

To create a new task, click “+Task” in the header.

February 20, 2021

Refresh Scroll to Today + Milestone **+ Task** + Child Task

Task Name	Start Date	Due Date
Task 001	10/09/2022 13:05	09/16/2023 11:05
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05

The add task form will appear.

**Note:** the set of fields for create/edit form is set in the data source settings of the web part.

**New task**

Task Name \*

Start Date

Due Date

Task Status

Assigned To

Date only field

Attachments

Type the title and define start and end time of a new task. By default, the new task will appear at the end of the list (or on the other position depending of the chosen view). The task will appear in the list of tasks on the right accordingly.

	cscsacascodsdcd	07/05/2021 10:15	08/26/2021 10:15
	ffff	07/04/2021 05:30	07/24/2021 05:30
	New Task for Demo	07/30/2021 16:25	11/08/2021 16:25

## Add a Child Task

Sometimes you need to define parent-child relations between tasks in the Gantt Chart Web Part. If tasks list is selected as data source, user can select a task in the Virto Gantt Chart Web Part and add child task to it. If task has at least one child task, it is displayed as a summary task.

Task 002	04/01/2021 05:35	05/01/2022 17:00
Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00
Task 002	09/15/2021 08:15	12/23/2021 08:15
Test 2333333	09/15/2021 08:15	12/23/2021 08:15
Child	09/15/2021 08:15	12/23/2021 08:15

To add a child task, click a parent task on the right in the list. The “+ Child Task” button will appear. Use it to create a child task the same way as you do for parent tasks.

Refresh	Scroll to Today	+ Milestone	+ Task	+ Child Task	← Outdent	Indent →	Export to PDF	
Task Name	Start Date	Due Date	... 2021					
			Feb	Mar	Apr	May	Jun	Jul
Task 001	10/09/2022 13:05	09/16/2023 11:05						
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05						
Task 002	04/01/2021 05:35	05/01/2022 17:00						
Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00						
Task 002	09/15/2021 08:15	12/23/2021 08:15						

To change the level of tasks, you can also use “Indent” and “Outdent” buttons. For example, I need to make the task “Task 333” a child of the task “Task 002”. So, I click a task 333 and use “Indent” button.

**Note:** the "Add Child Task" and "Indent/Outdent" buttons are available only incase the list template chosen as a data source is a Tasks template. If note, the buttons do not appear.

Task Name		Start Date	Due Date	... 2021					
				Mar	Apr	May	Jun	Jul	Aug
X		X	📅	X					
▼	Task 001	10/09/2022 13:05	09/16/2023 11:05						
	└─ Sub task 000122	10/09/2022 13:05	09/16/2023 11:05						
▼	Task 002	04/01/2021 05:35	05/01/2022 17:00						
	└─ Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00						
▼	Tsk 002	09/15/2021 08:15	12/23/2021 08:15						
▼	Test 2333333	09/15/2021 08:15	12/23/2021 08:15						
	└─ Child	09/15/2021 08:15	12/23/2021 08:15						
🔗	1	03/30/2021 06:45	03/30/2021 06:45						
	└─ Task 333	09/30/2021 06:45	04/02/2022 22:35						
	└─ Task 00233333	04/02/2022 22:35	07/30/2022 05:50						
	└─ Test 00222	08/01/2022 01:15	11/03/2022 01:15						
🔗	Task 333	08/01/2022 01:15	11/03/2022 01:15						

Now the task “Task 333” is a child task of “Test 00222” task.

▼	Test 00222
	└─ Task 333

**Note:** to let parent-child relation possible for your Gantt chart, make sure you choose the list with basic parent ID field. If the SharePoint list you’re going to use as a data source is created in old SP versions or is a custom one, the parent-child relations may not work.

## Add a Milestone

When task start date equals task end date the task is displayed as **milestone**. If you create new task as described in previous section and define equal start and end date and time, it will be shown as milestone – a task with zero duration.

Task 001	10/09/2022 13:05	09/16/2023 11:05	
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05	
Task 002	04/01/2021 05:35	05/01/2022 17:00	
Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00	
Tsk 002	09/15/2021 08:15	12/23/2021 08:15	
Test 2333333	09/15/2021 08:15	12/23/2021 08:15	
Child	09/15/2021 08:15	12/23/2021 08:15	
1	03/30/2021 06:45	03/30/2021 06:45	
Task 333	09/30/2021 06:45	04/02/2022 22:35	
Task 00233333	04/02/2022 22:35	07/30/2022 05:50	
Test 00222	02/20/2021 19:00	12/05/2021 01:55	
Task 333	08/01/2022 01:15	11/03/2022 01:15	

Or click “+Milestone” to add a milestone to the chart.

Refresh   Scroll to Today   **+ Milestone**   + Task   + Child Task   ← Outdent   Indent

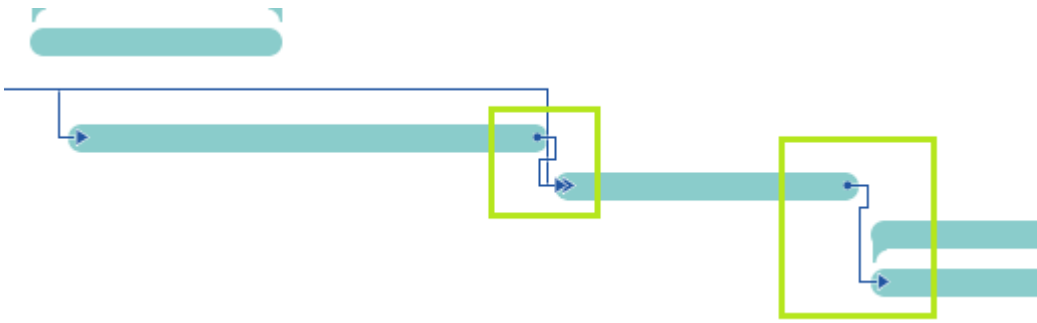
Task Name	Start Date	Due Date	Feb	Mar	Apr	M
Task 001	10/09/2022 13:05	09/16/2023 11:05				
Sub task 000122	10/09/2022 13:05	09/16/2023 11:05				
Task 002	04/01/2021 05:35	05/01/2022 17:00				
Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00				
Tsk 002	09/15/2021 08:15	12/23/2021 08:15				
Test 2333333	09/15/2021 08:15	12/23/2021 08:15				
Child	09/15/2021 08:15	12/23/2021 08:15				
1	03/30/2021 06:45	03/30/2021 06:45				

### Predecessor and Successor tasks

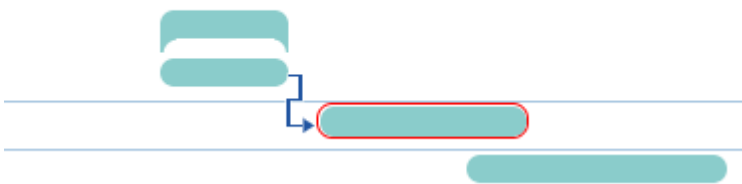
Virto Gantt Chart Web Part for SharePoint Online / SharePoint 2013 allows users to display successors and predecessors relationship.

Predecessor and successor tasks are connected through arrows. Successor will start after predecessor.

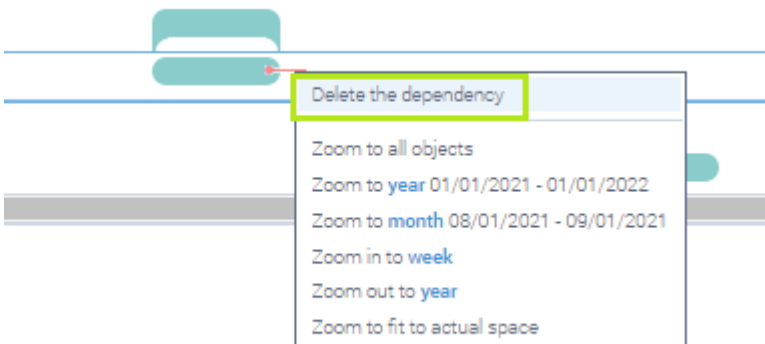




Virto Gantt Chart Web Part allows users to define finish-to-start relations between tasks and create successors and predecessors by simple arrows drag-and-drop. Just click a task that will be a predecessor and drag the arrow to a task which you want to make a successor.



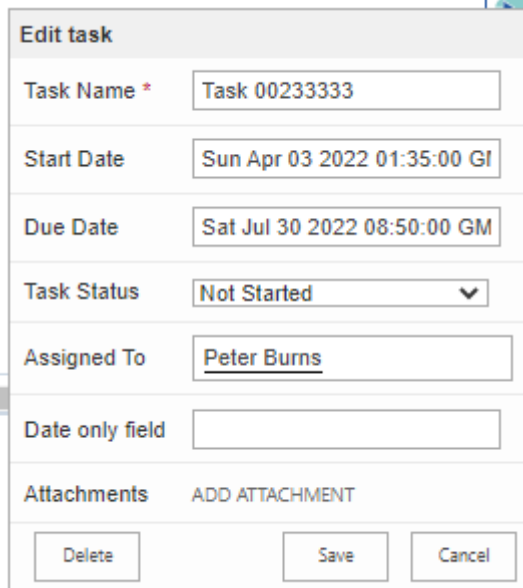
To delete the dependency just click and select the arrow and then choose “Delete the dependency” in the menu appeared.



## Resources

Users assigned to a task are displayed next to this task in the chart, if this column was added to data source view (see the Web Part settings to adjust).

Users will be taken from SharePoint list. To assign a new user, just double click task and select required user. The same changes will be applied in the SharePoint data source list.



**Edit task**

Task Name \*

Start Date

Due Date

Task Status

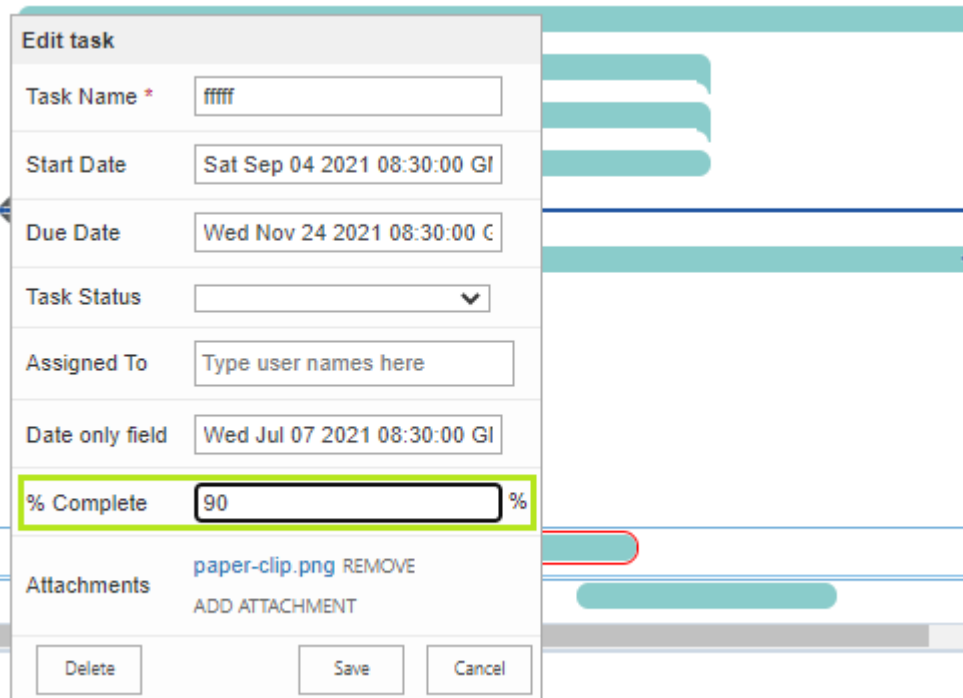
Assigned To

Date only field

Attachments

## Percent Complete

The percent complete is displayed as different color area of the task body. To change the percent complete, double click the task and change it in the form. The completion of this task will also change on the chart.



**Edit task**

Task Name \*

Start Date

Due Date

Task Status

Assigned To

Date only field

**% Complete**  %

Attachments

The completed percentage appears as a strip on the task.



## Filtering Tasks by Dates

You can use operators and filter/search tasks by their start/end dates. To set the filter, click “x” in the start or end date field.

Task Name	Start Date	Due Date
X	X	X
Task 001		16/2023 11:05
Sub task 000122		16/2023 11:05
Task 002		01/2022 17:00
Subtask 01 002 003		01/2022 17:00
Tsk 002		23/2021 08:15
Test 2333333		23/2021 08:15
Child		23/2021 08:15

There are following operators available for filtering: **equal**, **not equal**, **less than**, **less than or equal**, **greater than**, **greater than or equal**.

For example, apply the filter and display only tasks with a start date less than July 3. Click the “Less than” operator and pick the 3d of July date in the date picker.

Task Name	Start Date	Due Date
X	<	X

June 2021							
No da	Su	Mo	Tu	We	Th	Fr	Sa
23	30	31	1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30	1	2	3
28	4	5	6	7	8	9	10

The tasks will be filtered according to the set condition.

Refresh   Scroll to Today   + Milestone   + Task   Export to PDF   Zoom hours   Zoom days

Task Name	Start Date	Due Date	... 2021					
			Mar	Apr	May	Jun	Jul	Aug
X	< 06/03/2021	X						
Task 002	04/01/2021 05:35	05/01/2022 17:00						
Subtask 01 002 003	04/01/2021 05:35	05/01/2022 17:00						
1	03/30/2021 06:45	03/30/2021 06:45						

## Version Release History

Release Date	Version	Description
09/16/2021	4.7.3	[-] Bug with not opened SharePoint list item edit form has been fixed.
09/16/2021	4.7.2	[-] Minor bugs have been fixed.
09/14/2021	4.7.1	[+] Paging option has been added. [*] Performance has been improved.
07/30/2021	4.7.0	[*] Filtering by dates [*] Gantt rendering engine was changed [+] German localization