# Ganttino — User Guide

*Project Manager guide • Edition 9 • 17 November 2026*

This guide describes the current Ganttino controls. Access belongs to an individual project, not to your account: you can own some projects, be a Manager or Assistant PM on others and a Participant or Viewer elsewhere, all with one login. The App Manager role is separate; see Platform administration.

## Start here

Create, import or open a project → add and group tasks → enter dependencies → review calculated dates → wait for **All dates saved** ✓ → assign People, Roles and Tags → add comments → capture a baseline → share access through Team → choose columns and filters → print or export the plan.

## Contents


| Section | Page |
|---|---|
| Early Access notice / Access and projects / Editing and deleting projects | 2 / 3 / 4 |
| Project roles and permissions | 5 |
| Task entry / Hierarchy | 6 / 7 |
| Dependencies / Dates | 8 / 9 |
| Task colours / Viewing the plan | 10 / 11 |
| Columns and filters | 12 |
| Task comments | 13 |
| Owner, Role and Tag / Team resources and organisations / Access & Invitations | 14 / 15 / 16 |
| Calendar / Baselines and variance | 17 / 18 |
| Import and export / Print and PDF / Choosing what to include | 19 / 20 / 21 |
| Platform administration / Troubleshooting | 22 / 23 |


## New in Edition 9

- **Assistant PM** and **Viewer** project roles, with an optional **Export allowed** setting for Viewers (pages 5 and 16).
- Managers can **change a member's role** in Team → Access & Invitations.
- The Projects list labels each project **Owned by me**, **Manager**, **Assistant PM**, **Participant** or **Viewer**, and names the owner of shared projects.
- **Organisations**: a home organisation on your account, an organisation for each Team person, and an optional project organisation (page 15).
- **Tags**: one optional free-text tag per task (page 14).
- **Columns** and **Filters** buttons, remembered for you on each project (page 12).
- Print, PDF and Export can include the **entire project** or the **current filtered view** (page 21).
- An **Early Access notice** at the top of every page (page 2).

Use a practice project for unfamiliar actions. Edits save as you work; there is no general Undo. Task and project deletion are permanent. Invitation and update emails are not sent automatically, and task-bar dragging is not available. This guide was checked against the current app; it is not a security certification.

# Early Access notice

*Ganttino is in early access.*

A slim notice bar sits at the top of every Ganttino page, above the Ganttino header. Select it to expand the full text, or collapse it again. It explains that Ganttino is still being developed, that you should keep your own backups (use Export, page 19), that it is not intended for safety-critical use, and how it affects your statutory rights.

## Acknowledgement

New email sign-ups tick a box to accept the notice when creating their account. New Google sign-ins, and any account that has not yet accepted it, are asked to acknowledge it before they can open their projects. You only need to do this once per notice version.

# Access and projects

*Create, import and open projects within your account's allowance.*

## Sign in

Use your email and password, or the Google option on the sign-in page. A new email/password account must confirm its email. If needed, select **Forgot password?** and follow the emailed reset link. Use **Sign out** in the header when finished.

## Create and open

1. Select **Projects → New project**.
2. Enter a **Name**, optional **Description** and **Organisation**, the project **Start date** and, optionally, a **Target date**.
3. Select **Create**. You become the project owner and a Project Manager.
4. Select the project's name in the list to open it.

To start from an existing plan instead, use **Import CSV as new project…** or **Import Microsoft Project XML as new project…** (page 19).

## The Projects list

Your own projects and projects shared with you appear together. Each row is labelled with your role on it — **Owned by me**, **Manager**, **Assistant PM**, **Participant** or **Viewer** — and projects you don't own also show the owner's name.

## Archive, restore and limits

Managers select **Archive** or **Restore** on Projects. Archiving is reversible and is not an editing lock. The standard allowance is five active projects you *own*, unless an App Manager changes it. Archived projects, and projects shared with you in any role, don't count. Creating, importing and restoring all check the allowance. Lowering a limit never deletes or archives existing projects.

# Editing and deleting projects

*Rename, re-describe or permanently remove a project.*

## Edit name, description and organisation

1 On Projects, select **Edit** beside the project (Project Managers only).

2 Change the **Name**, **Description** and/or **Organisation**.

3 Select **Save**. Clicking the project name still opens the project.

Start and target dates are changed inside the project; working calendar and year display are on the Calendar tab. Project ownership cannot be transferred.

## Permanently delete a project

1 On Projects, select the red **Delete** button. Only the project's owner sees it.

2 Read the confirmation: the project, its tasks, dependencies, People, Roles, comments, memberships, invitations and baselines are removed permanently.

3 Select **Delete permanently**, or Cancel.

Deletion cannot be undone. If you might need the project later, use Archive, or first Export a copy (page 19). Only the owner can delete; the database enforces this. Deleting one project never affects any other project.

## Duplicate names

When an import would repeat an existing project name, the new project is named **Test Project 1 (1)**, then **(2)**, and so on. Use Edit to rename it afterwards.

# Project roles and permissions

*Roles belong to each project, never to the account.*

| Action | Owner | Manager | Asst PM | Particip. | Viewer |
|---|---|---|---|---|---|
| View plan, team, baselines and comments | Yes | Yes | Yes | Yes | Yes |
| Change own columns, filters and zoom | Yes | Yes | Yes | Yes | Yes |
| Export CSV/XML, Print and PDF | Yes | Yes | Yes | Yes | Only if Export allowed |
| Edit tasks, links, calendar, People, Roles, colours, tags; manage baselines | Yes | Yes | Yes | No | No |
| Start a task's comment thread | Yes | Yes | Yes | Own tasks* | No |
| Reply once a thread exists | Yes | Yes | Yes | Yes | No |
| Invite, remove and change member roles; Update Participants | Yes | Yes | No | No | No |
| Edit project name, description, organisation; archive/restore | Yes | Yes | No | No | No |
| Permanently delete the project | Yes | No | No | No | No |

*A Participant who is the task's linked Owner can start its thread (page 13).

## Assistant PM

An Assistant PM helps run someone else's project: they can change the plan but cannot manage who has access or administer the project itself. Being an Assistant PM on one project has no effect on your own projects or your allowance.

## Viewer and Export allowed

A Viewer can inspect the whole project but change nothing, including comments. By default a Viewer cannot export, print or save a PDF. A Project Manager can tick **Export allowed** for that Viewer (page 16). Ganttino's database checks this permission each time, not just the screen. Anything a Viewer can see could still be copied by hand, so only invite people who should see the project.

Only an active account with project membership can see a project's content. App Manager status alone gives no project access.

# Task entry and row actions

*The Gantt view pairs an editable task table with the timeline.*

## Add and edit

1 At the bottom of Gantt, type in **+ Type a new task** and press Enter. New top-level tasks start with one day.

2 Select a Task, Days, Start, Predecessors or Tag cell. Press Enter or leave the cell to commit; Escape cancels.

3 Use whole working days. Entering 0 makes a milestone. Finish and TF are calculated, not editable.

4 Use the Owner and Role dropdowns for structured assignments (page 14).

| Action at left of # | What it does |
|---|---|
| Move up / down | Moves among siblings in the same group. A summary carries its children. |
| Indent / Outdent | Makes a child of the preceding same-level task, or moves out of its current parent. |
| Milestone diamond | Toggles a detailed task to/from a milestone. |
| Insert above (+) | Inserts a task at the same level and in the same group as the selected row. |
| Comments (speech bubble) | Opens the task's comment thread; shows the count when comments exist (page 13). |
| Delete (×) | Removes the task and its links. A summary and its descendants are deleted after confirmation. |

Each action saves all-or-nothing. Every task also keeps a permanent internal number used by exports; the # column is just the current row position. Moving, inserting, indenting and deleting are paused while a filter is applied (page 12).

## Spellcheck

Browser spellcheck is enabled on task names, the new-task box and project name/description fields.

# Summary tasks and sub-tasks

*Organise overarching tasks and concertina their details.*

## Create a group

1 Add a task to name the group, for example DO MAIN PROJECT.

2 Place the first child after that task at the same level.

3 Select **Indent** on the child. The preceding task becomes a summary.

4 Indent further tasks into the group. Use **Outdent** to remove a task from its group.

## Expand and collapse

Select the triangle beside a summary name to hide or show its children. Collapse is display-only: hidden tasks remain scheduled and their links still apply. Row numbers keep their full-list numbering.

## Summary scheduling rules

Summary start and finish span the earliest and latest child dates. Summary Days is the overall working-day span. Summary Days and Start can't be edited directly, and a summary can't be a milestone. A Start No Earlier Than date can be set on detailed tasks only. If you indent a task under one that has links a summary can't keep, Indent warns you first and asks permission to remove only those links.

## Moving between groups

Move up/down changes order only within the current group; use indent/outdent to change group.

# Dependencies, lead and lag

*Enter predecessors on the successor: the task whose timing is controlled.*

1. Read the predecessor's current # row number.
2. On the successor, enter **4** for a finish-to-start link from row 4.
3. Separate multiple predecessors with commas, for example **2, 4SS**.
4. Remove an entry to remove one link; clear the cell to remove all incoming links.

| Type / example | Meaning with zero lead or lag |
|---|---|
| FS: 4 or 4FS | Successor starts no earlier than predecessor finish. |
| SS: 4SS | Successor starts no earlier than predecessor start. |
| FF: 4FF | Successor finishes no earlier than predecessor finish. |
| SF: 4SF | Successor finishes no earlier than predecessor start. |

4FS+2 adds a two-working-day gap; 4FS-1 allows a one-day overlap.

## Links on summary tasks

| Allowed | Not allowed (refused with an explanation) |
|---|---|
| From a summary: FS, FF | From a summary: SS, SF |
| Into a summary: FS, SS | Into a summary: FF, SF |
| Lag and lead; nested summaries; several links per task | Links between a summary and its own sub-tasks |

A task that follows a summary waits for the summary's latest-finishing sub-task. A link into a summary holds back all of its sub-tasks. The chart draws one arrow per link.

## Dependencies tab

Choose Predecessor, Type, Successor and Lag (− = lead), then **Add link**. A *driving* badge marks a link determining earliest timing. Links stay attached to the same tasks when rows move.

# Dates, float and saving

*Ganttino calculates the plan; you set durations, links and start constraints.*

## Start constraints

Typing a Start date on a detailed task sets Start No Earlier Than (SNET), marked by a pin. Dependencies can still push the task later. Click the pin or clear the date to remove it.

## Finish and milestones

Finish is the last working day occupied. Under Monday–Friday, a zero-lag FS successor to a task finishing Friday starts Monday. Milestones take zero working time.

## Float and criticality

TF is total float in working days, measured against the calculated finish. Critical tasks have zero or less float. Float and the critical path always use the whole project, even when a filter is applied.

## Target and Today

The dashed target line compares the schedule with the target date. The green Today line is separate; use **Today** to jump to it.

## Automatic saving

Task dates recalculate and save automatically. Wait for **All dates saved** ✓ before leaving, capturing a baseline, exporting or printing. If another editor saves first, the latest schedule reloads; review it before continuing.

# Task-bar colours and highlighting

*Three independent layers: critical orange, your chosen colour and the grey baseline.*

## Choose a colour

1 In Gantt, click the task's bar to open its colour chooser.

2 Select Red, Yellow, Green, Purple or Pale blue.

3 Use **Default colour** to remove the choice.

## Critical path switch

With the orange **Critical path** switch On, a critical task shows orange, overriding its chosen colour. Off, every task shows its chosen colour or the default blue.

## Show baseline switch

**Show baseline** draws the active baseline as thin grey bars, or a hollow grey diamond for a milestone. None of these layers changes dates or float.

# Viewing the plan

*Timeline scales, scrolling and the pane divider.*

## Zoom levels

Week, Month, Quarter and Year scales. The viewed centre date is kept when you change scale; headings stack year, month and week bands.

## Scrolling

Long task lists scroll while column headings and date bands stay fixed. Each pane keeps its horizontal scrollbar at the bottom.

## Column widths and the divider

Drag a column border to widen it; double-click to reset. Drag the divider between table and chart. These choices never affect the schedule.

## Non-working days

Weekends take their proper width on the timeline with subtle shading. Durations still count working days only.

# Columns and filters

*Personal display choices, saved for you on each project.*

## Columns

Select **Columns** at the left of the plan toolbar, directly above the task columns, and tick or untick any column. **Task** is always shown. Hidden columns keep their order and width for when you show them again.

## Filters

1. Select **Filters**, beside **Columns**.
2. Choose any combination of **Tag**, **Owner**, **Role** and **Summary branch**. All chosen conditions must match.
3. A tinted bar above the plan shows the criteria and how many tasks match. Select **Clear filters** to show everything.

Matching tasks keep their summary parents for context. Row numbers stay those of the full plan, and dates, float and the critical path are still calculated from the whole project. Moving, inserting, indenting and deleting are paused while filtered.

Columns and filters are remembered for you on each project across reloads and devices. They never change the plan or anyone else's view, so Viewers and Participants can use them freely.

# Task comments

*Every task can carry a discussion thread, shared with the whole project team.*

1. Select the speech-bubble icon in the task's row actions.
2. The window lists the thread in time order, showing who wrote each comment and when.
3. Rows with comments show the bubble highlighted with the count.

| Action | Who |
|---|---|
| Read any task's comments | Everyone on the project, including Viewers |
| Start the first comment on a task | Managers, Assistant PMs, and the task's linked Owner |
| Reply once a thread exists | Anyone on the project except Viewers |
| Edit or delete a comment | Its author; Managers and Assistant PMs can also delete any comment |

The database enforces these rules. Deleting a task removes its thread. Comments travel in both CSV and Microsoft Project XML export and import; they never change dates or links.

# Owner, Role and Tag

*Assign each task to a Person, a resource Role, both or neither, and label it.*

## Owner and Role

Owner selects a project Person; Role selects a resource Role. Choosing a Person with a role fills Role automatically. A role-only assignment is allowed. Both dropdowns can create a new Person or Role inline. If you change a task's role away from its Person's role, you are asked to confirm clearing the Owner — the Person's project-wide role is never changed.

## Tag

The **Tag** column, after Role, holds one optional free-text label per task (up to 60 characters), such as *Phase 2* or *Client*. Existing tags are suggested as you type, matching regardless of capitals. Tags are for grouping and filtering only and never affect the schedule.

Assignments and tags grant no application access (page 16).

# Team — People, Roles and organisations

*Resource people and roles are project data, separate from access.*

## People

In Team → People, add each person with a name and, optionally, an email, resource Role and Organisation.

## Roles

In Team → Roles, define resource roles such as Site manager or QS — labels for work, entirely separate from access roles.

## Organisations

- **Person's organisation**: the organisation each Team person works for. When a Person links to an account, it is filled from that account's home organisation if empty; a Manager can change it.
- **Home organisation**: set on your **Account** page; only you can change it.
- **Project organisation**: optional, chosen in the project's New/Edit dialog. It describes who the project belongs to.

Organisations are labels only; they never give anyone access.

## Link a Person to an account

Being listed in People does not grant access. First invite the account through Access & Invitations. A Person links automatically when a current member's verified email matches, or a Manager can choose a member in Linked member.

# Team — Access & Invitations

*Invite verified accounts and manage project roles.*

1. In Team → Access & Invitations, enter the email.
2. Choose **Viewer (read-only)**, **Participant** (default), **Assistant Project Manager** or **Project Manager**. For a Viewer, tick **Export allowed** if they may export, print or save PDFs.
3. Select **Invite**, then **Copy link**, and send the link privately yourself; invitation emails are not sent automatically.
4. The recipient signs in with their existing account (or registers) using that email, verifies it, and selects Accept invitation. The role and export setting are kept. A link opened by any other account is refused.

| Status | Meaning |
|---|---|
| pending | Not yet accepted; Copy link and Revoke available. |
| accepted | Redeemed; cannot be used again. |
| revoked | Withdrawn; cannot be used to join. |

## Change roles and remove access

Project Managers use the role dropdown beside a Member to switch between Viewer, Participant, Assistant PM and Project Manager, and the **Export allowed** tick for Viewers. **Remove** removes membership; **Revoke** withdraws an unused invitation. The owner always remains a Project Manager and cannot be removed.

Each email can have one pending invitation per project. An existing member cannot change their own role by accepting another invitation.

## Update Participants

Reports how many eligible recipients would receive an update. Email sending is not set up, so no emails are sent.

# Working calendar and year display

*Project-wide settings: Managers and Assistant PMs can save; others can inspect.*

## Working-calendar presets

Standard Working Week (Monday–Friday) is the default; Continuous Working Week counts all seven days. Wait for All dates saved ✓, open Calendar, choose the week, select **Change working calendar** and confirm. Durations, links and constraints are kept; dates recalculate and save together.

## Year presentation

Calendar Year is the default. Choose Financial Year with a starting month (April by default) and select **Save year presentation**. This changes headings only.

Custom weekdays, holidays, resource calendars, working hours and time zones are not included.

# Baselines and variance

*Capture fixed snapshots and see how the plan has moved.*

## Capture

1 Finish edits and wait for All dates saved ✓.

2 Open Baselines, enter a name and select **Capture baseline of saved schedule**.

3 If someone else changed the plan at the same moment, capture is refused; review and retry.

A baseline records every task's saved dates, duration, name, position and the calendar. It can never be edited and survives later task deletion. Managers and Assistant PMs can Rename, Delete or Make active; others view only.

## Variance report

The active baseline opens automatically, showing how each task has moved: + later or longer, − earlier or shorter, 0 unchanged. Added, removed and renamed tasks are listed; tasks are matched by permanent identity.

## Gantt overlay

Turn on **Show baseline** to draw the active baseline in grey. A baseline is a reference, not a backup, and is not included in CSV files.

# Import and export

*Exchange plans as spreadsheets or with Microsoft Project.*

## Export

On a project page, open **Import / Export**. Managers, Assistant PMs and Participants can export; Viewers only when **Export allowed** is ticked.

- **Export CSV (ZIP)** — files for tasks, links, people, roles, comments, tags and settings.
- **Export Microsoft Project XML** — opens in Microsoft Project; includes up to 11 baselines; comments travel as task notes and tags as a text field named “Ganttino Tag”.

Before downloading you choose what to include (page 21).

## Import — always a new project

1 Choose **Import CSV as new project…** or **Import Microsoft Project XML as new project…**.

2 Read the preview: counts, calendar, finish date, problems and warnings.

3 Select **Create project**, or Cancel.

- An import never changes an existing project. You become its owner and it counts toward your allowance.
- It is created all at once, or not at all.
- Ganttino recalculates every date. Emails in the file never give anyone access.
- A file made from a filtered view is flagged in the preview.

| Carried across | Not carried across |
|---|---|
| Tasks, hierarchy, durations, milestones, all link types with lead/lag, SNET dates, calendar, financial year, People, Roles, Owners, tags, colours, comments | Baselines in CSV; baseline import from XML; progress and actual dates; custom calendars and holidays; critical-path orange |

# Print and PDF

*One page wide, as many pages long as required.*

1. Select **Print / PDF → Print or export PDF…**. Viewers see this only when Export allowed is ticked.
2. Choose what to include: **Entire project** or **Current filtered view** (page 21).
3. Choose **Columns**, or select **Use current visible columns** to match your screen. Task is always included.
4. Choose the **Date range**, paper orientation, and whether to show critical orange and the grey baseline.
5. Check the preview, then select **Export PDF** or **Print**.

## What the pages show

Bars, summaries, milestones, colours, critical orange, the baseline, weekend shading, dependency arrows and project start/target lines. Headings repeat on every page and no row is split across pages.

## Readability warnings

- Too many columns: remove some or switch to landscape; badly short space blocks output.
- A date range too long to read is blocked.
- Long names are shortened; plans over 30 pages are flagged.

Printing never changes the plan or your display settings.

# Choosing what to include

*Entire project or the current filtered view.*

Print/PDF, CSV export and Microsoft Project XML export all ask which tasks to include, and show the task count before anything is generated.

| Option | What you get |
|---|---|
| Entire project (default) | Every task, link, person and comment, as before. |
| Current filtered view | Tasks matching your filters plus their summary parents for context, keeping full-plan row numbers. |

## In a filtered output

- Only links with both tasks inside are included; every link left out is listed for you.
- Each PDF page is stamped **PARTIAL VIEW — filtered: …** with the criteria.
- CSV and XML files record that they are filtered extracts; importing one creates a new, smaller project and warns that dates will be recalculated.
- The source project is never changed.

# Platform administration

*Reference for App Managers; not a normal Project Manager permission.*

## Account oversight, not project access

The **Admin** link appears for App Managers. It shows account and aggregate project counts — never project names or contents. App Managers need explicit membership to open a project. Admin status cannot be self-granted.

## Dashboard and account list

Totals for project managers, active and archived projects and participants; rows show registration date, status, owned project counts and allowance.

## Suspend and reactivate

Suspend takes effect immediately. A suspended account cannot see or change project data, accept invitations or run scheduling. You cannot suspend yourself or another App Manager.

## Invite a project manager

Enter their email and allowance, then Invite. No email is sent. This grants no project membership and no App Manager status.

# Troubleshooting and daily checks

*Check the visible result after refused edits or unexpected changes.*

| Issue | What to check |
|---|---|
| Cannot edit / project missing | Active account and membership. Participants and Viewers are read-only. |
| No Export or Print / PDF | You are a Viewer without Export allowed; ask a Project Manager. |
| No Delete button | Only the project owner can delete. Use Archive otherwise. |
| Cannot move, insert or indent | A filter is applied; select Clear filters. |
| Task missing from the plan | Check the Filters bar and collapsed summaries. |
| Link refused on a summary | Only From-summary FS/FF and Into-summary FS/SS are supported. |
| Cannot start or reply to a comment | Starting needs Manager, Assistant PM or task Owner; Viewers cannot comment. |
| Import refused | Read the preview problems; check allowance, calendar and circular links. |
| Print/Export disabled | Read the warning: remove columns, use landscape or shorten the date range. |
| No grey baseline bars | Turn on Show baseline and make a baseline active. |
| Invite problem | Verified invited email and pending status. Existing members can't change role by accepting another invitation. |
| Save error or conflict | Read the message, review refreshed dates and retry. |

## Daily checks

- Wait for All dates saved ✓.
- Review finish against target and critical tasks.
- Compare with the active baseline before agreeing changes.
- Export a copy before deleting anything you may need.