User Guide
For
Gantty Project Management add-on

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www.AgileBio.com & www.LabCollector.com

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1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions. We hope it will help you to expand LabCollector's capabilities.

The **Gantty Project Management add-on** is a web-based solution which allows following up your projects, allocating and following up your project members and resources.
The **Gantty Project Management** provided by AgileBio is suitable for research projects and company projects.
This **add-on** is fully integrated with **LabCollector**, the LIMS we developed for life science research labs, Pharma and biotech industries.

2- GETTING STARTED

2-1. Installation

You can get **Gantty Project Management Add-on** simply by downloading it from www.labcollector.com. LabCollector software has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. **Gantty Project Management Add-on** can be installed on any operating system (Windows, MacOS X and Linux). Installation is performed by AgileBio on cloud hosted instances.
As a general note, making a backup prior to installing or updating a new add-on is recommended.

2-1-1. Manual mode

Unzip and paste **Gantty Project Management Add-on** folder in the extra modules folder. For Windows the default will be:

C:\Programs\AgileBio\LabCollector\www\lab\extra_modules\gantty

2-1-2. Automatic mode from LabCollector interface

You can also use LabCollector Menu ***Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon***

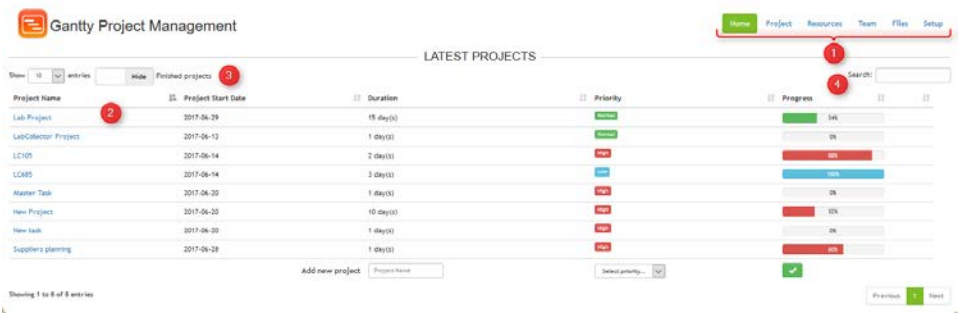
Open or return to LabCollector, the **Gantty Project Management Add-on** module is now activated. Click on the module to finish the installation.

The Add-on will remain in a 30 days free trial mode until you save the final license in ***Setup*** menu. To obtain a valid license, you have to copy and send the activation key to AgileBio.

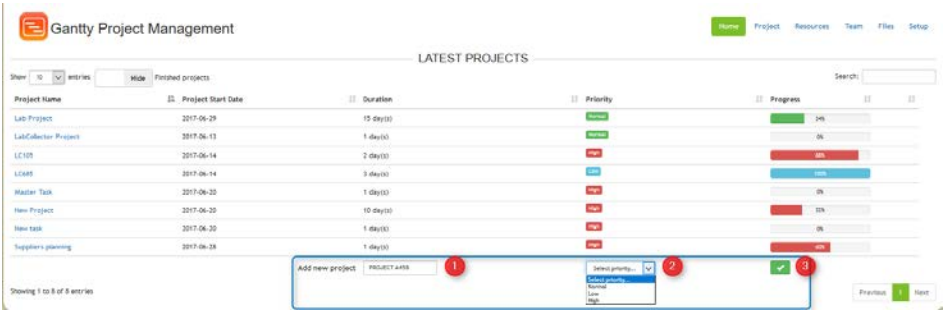
2-2. Homepage

Gantty Project Management main interface is composed of:

1. A menu bar with 6 tabs
2. A list of the latest projects with filters: project name, project start date, duration, priority, progress
3. Options of display: how many projects to show per page, Hide/Show finished project
4. Free text search bar

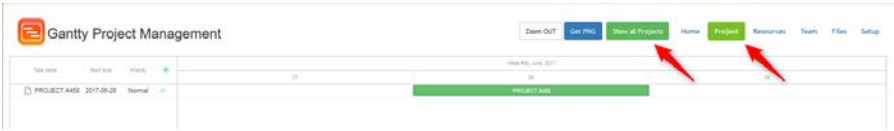


On the bottom of the homepage, **add a new project** by simply writing the name of your project (1), selecting the priority (2) and then validate your choice by clicking on the button ✔ (3). Your project will then show on the list of your homepage.



3- PLAN YOUR PROJECT

To start planning your new project, click on the name of your project in the list or on the tab **Project** on the bottom right. It will send you to the project table you have selected.
You can also visualize all projects in the project table by clicking on **Show all Projects** button.



Two options are available here: a zoom in/out and the possibility to download a picture (in PNG format) of your project Gantt chart.

3-1. Create and organize your tasks

In the project table, you can add tasks or milestone to this project.
Just click on the plus icon under your project (red arrow).

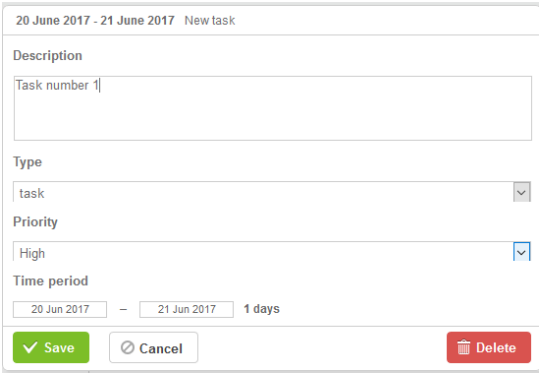
You can also add a parallel new project by clicking on the upper plus button (blue arrow).

When you create a task under your project (red arrow), a new window will open for you to define the details of this project:

- Description
- Type: task or milestone
- Priority: low, normal or high

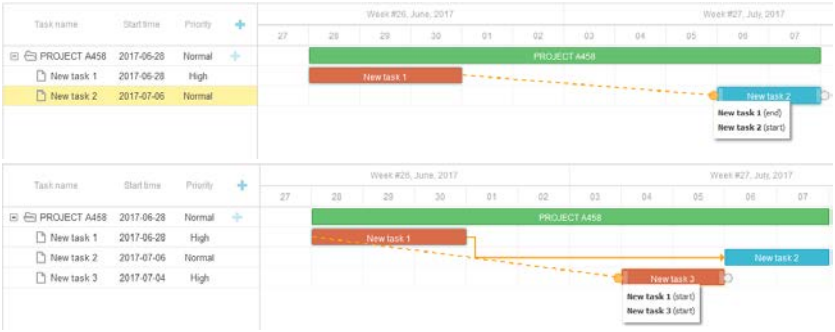
- The time period: you can choose by selecting the start and end date

Click on **Save** button to enter the new task.



Once your tasks are created, you can organize them:

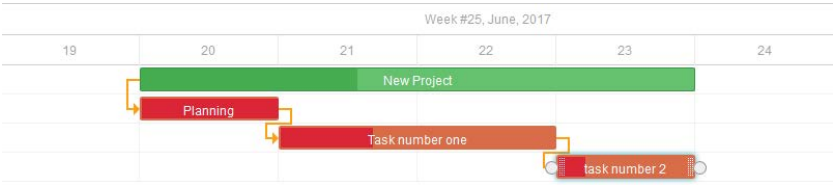
- Adding links start-start and end-start by drag and drop the orange spot from one task to another, at the end or start. The task will automatically position itself according to the relationship-link.



- By clicking on the illustrative task box, you can move it in the calendar, to choose another date

- By clicking on the end or beginning of the task box, you can also extend it, so change the time period length for this task.

As the tasks progress the bars are going to be colored in dark:

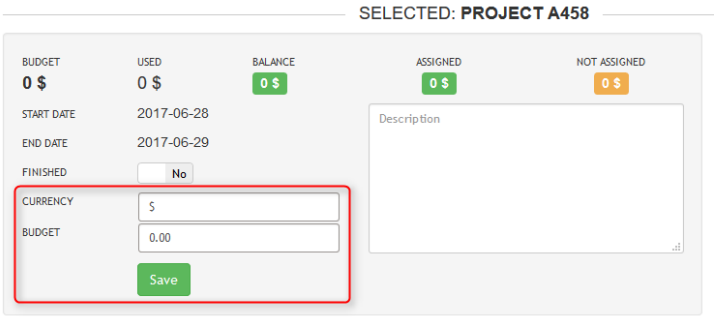


3-2. Manage your project resources

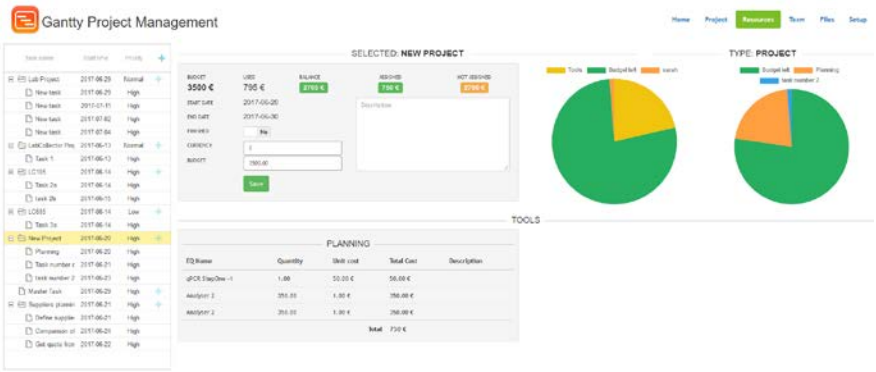
By clicking on the resource tab on the top right, you can organize and allocate the resources of the project selected.

3-2-1. Resources on the project level

From the project level, you can attribute the overall budget of your project and choose the currency inserting the currency symbol.



The dashboard shows an overview of the budget used, the balance, the overall budget assigned for tasks and the amount not assigned yet.

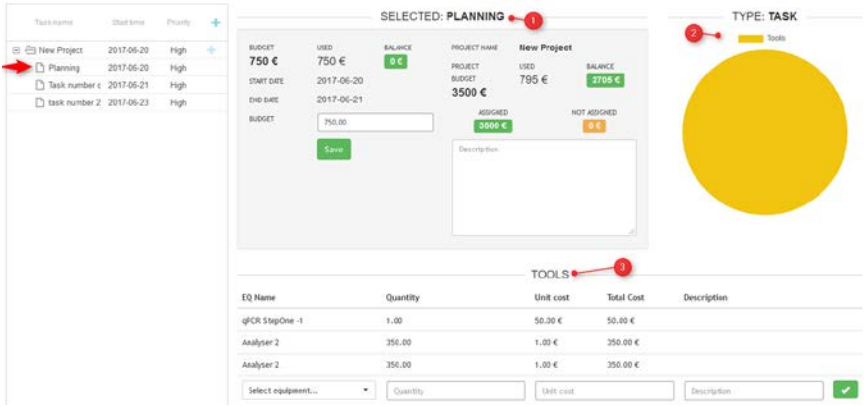


The left diagram shows the details of the budget left, allocated to the Tools (equipment) or the team (see below). The right diagram shows an overview of the used budget per task level.

3-2-2. Resources on the task level

By clicking on the task, another resource dashboard opens with the details of this task. This dashboard has three main parts

1. Overview of the budget:
   - Assign the budget allocated for this task and click on save
   - On the left part, there is the overview of the budget given for this task, the amount already spent and the balance (=budget – used)
   - On right part you have the overview of the budget for the whole project, how much has been used all the tasks together, the balance, how much has been assigned for the tasks together and the remaining amount not yet assigned to any task.
2. Graph view of the amount used and left, the type of the task (common task or milestone)
3. Tools section allows you to declare the equipment used the budget spent: quantity of equipment, the unit cost and the total cost is calculated.



3-3. Manage your project team and tasks

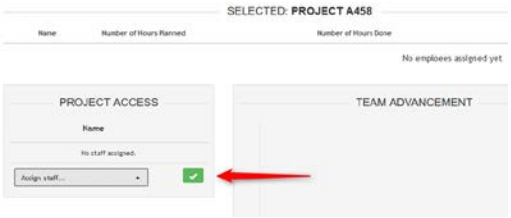
Under the Team tab, you can define team distribution per task.

3-3-1. Team on the project level

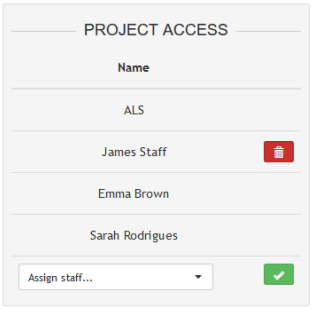
By clicking on the project level, you can attribute the project access to some users. In this dashboard, you can find:

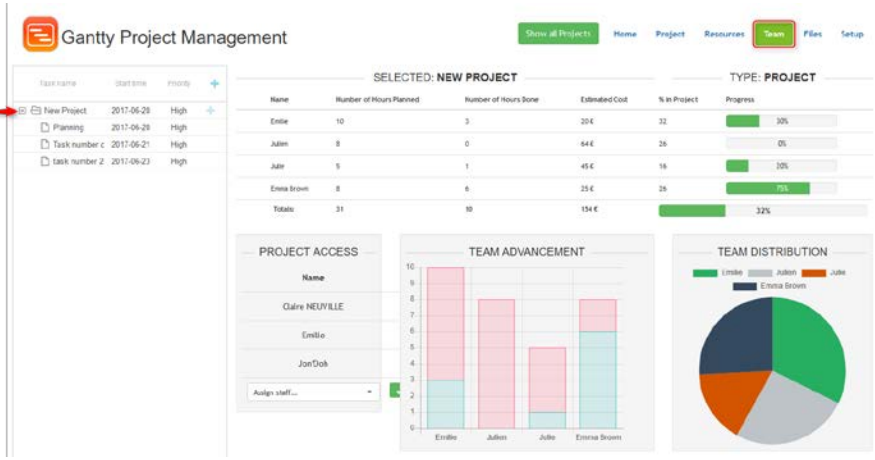
- An overview of the task progress per person
- An overview of the team advancement
- The distribution of the tasks in a team

Under project access section, you can select in the list the users that would have access to this project and validate with the green check box.



To delete a user, use the red bin icon.

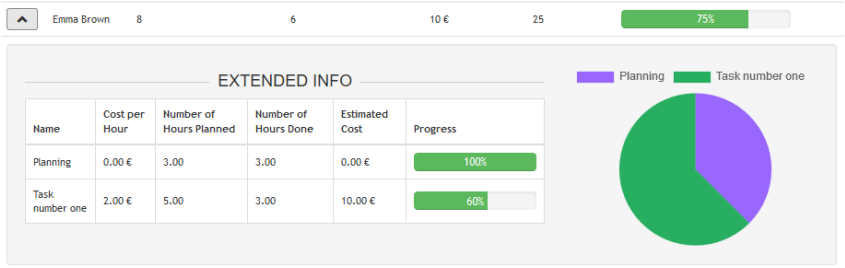




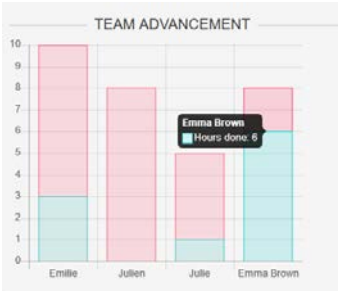
Under the table with the list of task progress per person, by scrolling over your mice you can click on the arrow to have a detailed view of:

- the task this person is assigned to,
- the cost per hour if any,
- number of hours planned,
- number of hours done,
- the estimated cost
- a progress bar.

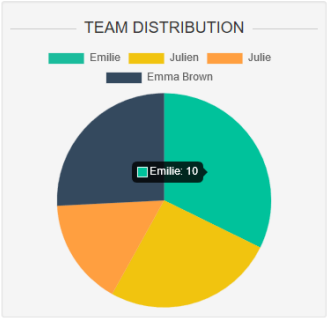
The graph on the right gives a quick overview of this information showing the hours assigned for this person on each task.



Under the team advancement section, the graph shows an overview of hours allocated in total per person with the subdivided time in blue for the hours already done and in red for the hours left.

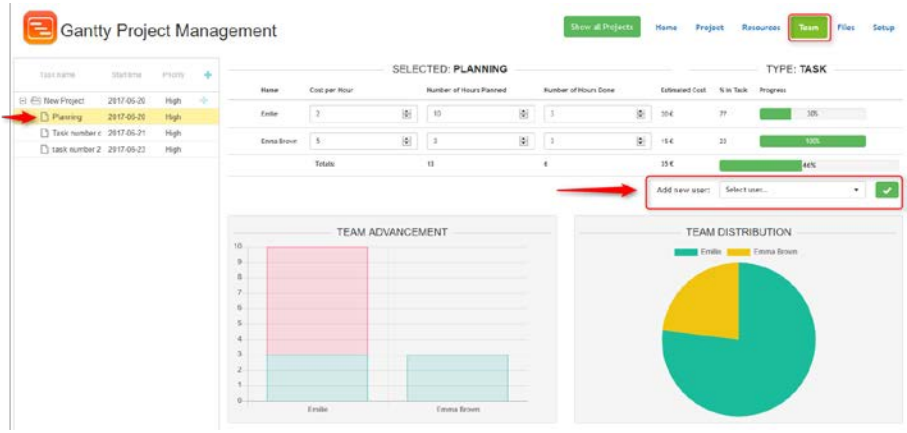


Under the team distribution section, the graph shows an overview of all tasks combined and the distribution of hours among the team.



3-3-2. Team on the task level

On the task level, you can assign the people working on the task, the cost per hour, the number of hours planned and the number of hours done.
To assign a person, choose a user on the dropdown list under “Add new user”, save and complete the information on the table.



If there is a cost per hour, the budget will then be deduced from the project budget previously assigned under resources.

On this dashboard, you will also find the team advancement and the team distribution graphs only for this task.

3-4. Manage the project/task files

Under the file tab, you can centralize all the documents, reports concerning your project or a particular task of your project.
Under upload new file, just choose your file and submit to save it on the database.
You also have the possibility to export your project under a Word format under “Get project info” section and by clicking on “Word”.
All the tasks, resources, budget follow up, and team information will be centralized in this document.

4- UPGRADING AND UPDATING

To update or upgrade the **Gantty Project Management Add-on** module, just download it on our website (www.labcollector.com). Then, unzip the folder and paste files in the following folder:

Ex on Windows setup:

```
Programs\AgileBio\LabCollector\www\lab\extra_modules\gantty
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