GANTTRY CHEAT SHEET

Every command, code and shortcut on one page.

Full details, search and examples: ganttry.app/cheatsheet

GETTING AROUND

Schedules library
Ctrl+O

Create, switch, archive or copy ("New from...") any schedule.

Jobs dashboard
Ctrl+J

All jobs at a glance: planned % as of today vs reported %.

Find
Ctrl+F

Searches names, notes, IDs, custom columns; jump expands phases.

```
Find: "girder" -> jumps to task 10
```

Keyboard shortcuts
?

The ? button lists every shortcut in the app.

Project settings

Click the project name: rename, status, critical threshold, baselines.

Save status chip

Autosave is always on; click the chip for Save now and History.

```
"Unsaved changes" -> "Saving" -> "OK Saved 1:21 PM"
```

EDITING THE GRID

Edit a cell
F2

Click selects; typing or F2 edits. Enter commits down, Tab right.

Move tasks
Alt+Up / Alt+Down

Drag row numbers; summaries bring subtasks; links survive the move.

Indent / outdent
Tab / Shift+Tab

Indent makes subtasks; summary dates roll up from their children.

Collapse a phase

Collapse summaries; row numbers keep their gaps like MS Project.

Column tricks

Double-click edge auto-fits; drag reorders; right-click hides/adds.

```
Right-click header -> "Show hidden columns" reveals WBS, Float, Cost...
```

Undo everything
Ctrl+Z / Ctrl+Y

100 undo levels; column widths and collapse state skip the stack.

CLIPBOARD & FILL

Copy / paste tasks
Ctrl+C / Ctrl+V

Rows paste below the selection; links between them are remapped.

Paste from Excel

Blocks land cell-by-cell from the active cell; extra rows append.

```
Copy 2 columns in Excel -> click the anchor cell -> Ctrl+V
```

Paste as new tasks
Ctrl+Shift+V

Inserts the clipboard block as new rows instead of overwriting.

Fill handle

Drag the corner square: series continue, single values repeat.

```
"Area 01" -> Area 02, Area 03, Area 04...
```

SCHEDULING & LOGIC

Durations

Plain number = working days; d days, w weeks, h hours; 0 = milestone.

```
5 · 3.6 · 5d · 2w · 36h · 0
```

Predecessors

Bare number = FS: it finishes, this starts. SS = start together, FF = finish together, SF = rare. +3d lag / -2d lead, working days, comma-separated.

```
12 · 12SS · 12FF · 12FS+3d · 14SS-2d
```

Successors

Auto-mirror of Predecessors - edit either side, the other follows.

Constraints

SNET start no earlier · MSO must start on · FNLT finish no later · MFO must finish on. Violated = red flag.

```
Editing a Start cell = quick SNET (pin); empty the cell to clear it
```

Deadlines

Watched target finish; missing it = negative float + red diamond.

Float & late dates

Total Float = days of slip before the project finish slips.

Critical threshold

Critical = float <= N days (settings); 0 = classic critical path.

```
<= 5 catches the chain that's one rain day from critical
```

WBS & Activity IDs

WBS = computed outline number; Activity ID = stable editable code.

```
A1000, A1010, A1020 ... · Predecessors can show IDs instead of rows
```

Work calendars

Per-task named calendars: workdays, hours/day, holidays, shutdowns.

```
A 6-day paving crew works Saturdays; its bars span Saturdays
```

TRACKING PROGRESS

Statusing

Set the data date, record actuals; unstarted work moves after it.

Named baselines

Frozen snapshot of the plan; keep up to 5 named, one active.

Variance columns

Start/Finish Var vs the baseline, working days; positive = slipped.

```
+3d red · -1d green · slipped rows get red row numbers
```

Cost & cash flow

Costs roll up; Cash flow dialog builds monthly S-curves.

```
Type 12500 or $1,234.56 · Excel export gains a Cash flow sheet
```

Crew

Free-text roles with counts; totals roll up everywhere.

```
3 · 1 foreman, 2 laborer · laborer x2
```

This week panel

Tasks that should be in flow now: Behind / On track / Ahead.

```
Underway + no % edit in a week = flagged "needs update"
```

THE GANTT CHART

Drag bars

Drag moves (pins start); edge resizes; drag past the end links.

Zoom & navigate
Ctrl+wheel

Ctrl+wheel zooms at cursor; Fit shows all; Today = red line.

Hover a bar

One tooltip: dates, duration, %, slack, constraints, baseline.

Crew histogram

Band under the chart: total crew per day for visible tasks.

Baseline bars

Pick which named baseline draws gray bars under the plan.

Color tags

Named tags tint rows, bars and exports; PDF prints a legend.

IMPORT

MS Project XML

Save the .mpp as XML, then import - logic, actuals, calendars.

```
Native .mpp is proprietary - re-save as XML first
```

Primavera P6 XER

Import XER: WBS becomes summaries; IDs and calendars survive.

```
remain_drtn_hr_cnt -> remaining duration on in-progress work
```

CSV / Excel wizard

Column-mapping wizard with preview; save mappings as presets.

```
One preset for HeavyBid estimate exports, one for the DOT template
```

Update in place

Diff a newer file in; notes, colors, costs and links survive.

```
Built for the monthly DOT update cycle
```

EXPORT & SHARING

PDF

Table+Gantt, Gantt-only or table-only; presets save combos.

Excel / CSV

Styled XLSX with typed columns + Cash flow sheet when costed.

MS Project XML out

Round-trips to MS Project / P6; active baseline = Baseline 0.

History & rollback

Server revisions; reversible rollback; branch any point.

Conflict review

Save conflicts show a field-by-field diff; nothing silent.

Schedule JSON
Ctrl+S

Ctrl+S exports portable JSON; import it from any library.

HEALTH CHECK

Run the audit

13 DCMA-style checks: logic, lags, constraints, float, statusing.

Chase offenders

Click a failing check to list offenders and jump to them.

Tune thresholds

DCMA defaults, editable, stored per project.

Report it

Plain-text summary or letterhead PDF with offender tables.

TEAMS & ADMIN

Companies & groups

Many companies, one deployment; separation enforced server-side.

```
Outside your tenant = 404, not a hidden button
```

Roles per membership

Roles are per membership; members edit, admins delete.

Invite links

Blank password = single-use 7-day invite link.

```
Pending invites show an "invited" badge with Re-invite
```

Password resets

Self-service by email, or admins issue 1-hour reset links.