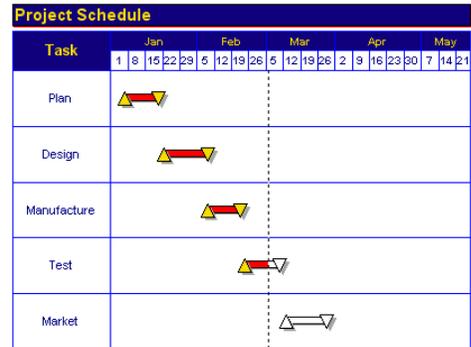


In this lesson you will learn how to:

- Set up dependencies for a project.
- Add dependencies across multiple pages.
- Adjust tasks and the entire schedule using *Shift All Dates*.
- Adjust the schedule using dependencies.

#### Open the schedule for this lesson

1. On the toolbar choose the **File** tab.
2. In the **Files and Templates: Open and Save Options** section, click ▼ (the down arrow) next to **Open**.
3. Choose **Lesson Chart**.
4. Select **Lesson 5 Starter Schedule.mlf**.
5. Save the lesson schedule to a folder on your computer (such as your **Documents** folder.) On the **File** tab, in the **Files and Templates: Open and Save Options** section, click ▼ (the down arrow) next to **Save As ...** Then, choose **Chart**. You will now be able to work with and save this lesson schedule.



Lesson 5 starter schedule

#### Set up dependencies for the project

Here are the dependencies you are going to set up for this schedule:

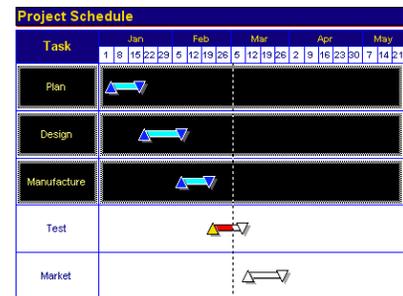
- **Manufacture** can begin only after **Design** is finished and **Design** can begin only after **Plan** is finished.
- **Test** can't be started until **Design** is finished.
- **Market** can't be started until **Test** is finished.

By default in this schedule's vertical links are turned on. To turn on or off vertical links choose the **View** tab in the **Optional Items** section  or  **Task Links**.

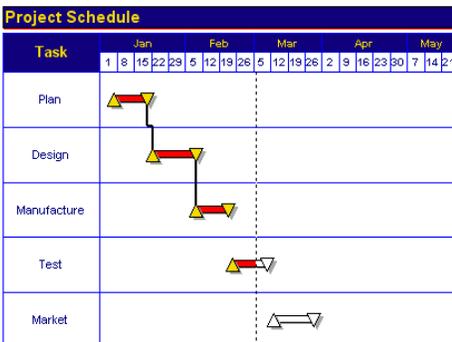
#### Add a Vertical Link from "Plan" to "Design" and "Design" to "Manufacture"

There are three methods to add vertical links. The first option uses the insert menu.

1. Click  in the toolbox.
2. Click once on  (the **black vertical link**) in the toolbox.
3. While holding the **Shift** key on the keyboard, click once on the word **Plan**, and then once on the word **Manufacture**. Now, release the **Shift** key.
4. The Plan, Design and Manufacture task rows should be highlighted in black.
5. Next click the **Insert** tab.



Highlighted tasks



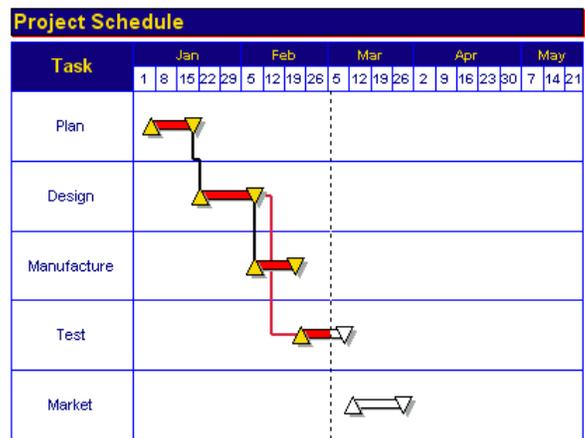
Added vertical links

6. In the **Vertical Links** section click on the **Vertical Links between selected task rows**. The **Create Vertical Links/Dependencies** dialog box displays.
7. For **Type of Symbols to Link** choose **Link normal symbols**.
8. For **Direction to Link** choose **Downward**.
9. For **Type of Link** choose **(FS) - Finish to Start** (connects the end symbols on one task row to the start symbols on the next task row).
10.  **Display Vertical Task Links**.
11. Press **OK** and click away from the selection to de-select.

### Add a vertical link From "Design" to "Test"

The second method for adding a vertical link is using the Toolbox.

1. Click  in the toolbox.
2. In the schedule click once on the end symbol of Design (gold upside down triangle).
3. In the toolbox click  (the red vertical link.)
4. In the schedule click once on the start symbol of **Test** (gold triangle).



Red vertical link

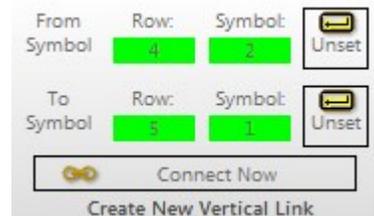
### Add a vertical link From "Test" to "Market"

The third method for adding vertical links is using the Toolbar. This is the most effective option to insert a vertical link across multiple pages of a schedule.

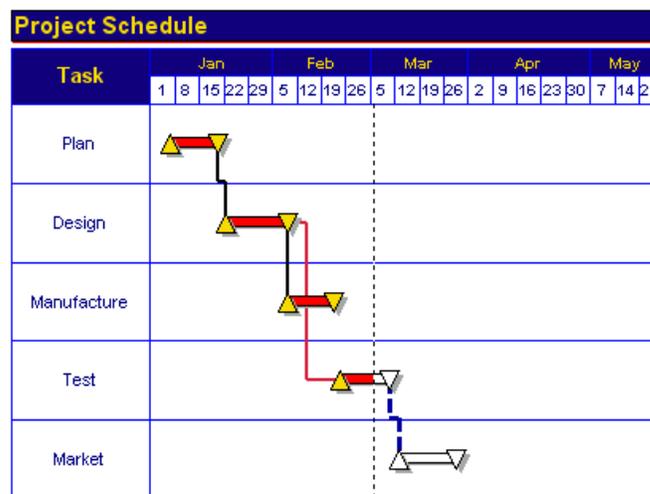
1. Select  in the Toolbox.
2. Select  (the blue dashed vertical link) in the Toolbox.
3. On the schedule select the end symbol of **Test** (white upside down triangle.) This is considered the **From Symbol** of the vertical link.
4. The toolbar changes to the **Selection** tab. At the bottom of the toolbar choose the **Vertical Links** tab.
5. In the **Create New Vertical Link** section of the toolbar, select the **Set** button next to the **From Symbol** location. (Milestones notes the row the symbol is on and the symbol's order number on the row.) Once the **Set** button is selected, the **From Symbol** locations will be highlighted in green.
6. On your schedule select the start symbol of **Market** (the white triangle). This is considered the **To Symbol** of the vertical link.
7. The toolbar changes to the **Selection** tab. The **Vertical Links** tab should be selected. If not, select it.
8. In the **Create New Vertical Link** section of the toolbar, select the **Set** button next to the **To Symbol** location (Milestones notes the row the symbol is on and the symbol's order number on the row.) Once the **Set** button is selected the **To Symbol** locations will be highlighted in green.
9. To complete the connection choose  (the **Connect Now** button.)



Vertical Link From Set Buttons



Vertical link "To Set" buttons



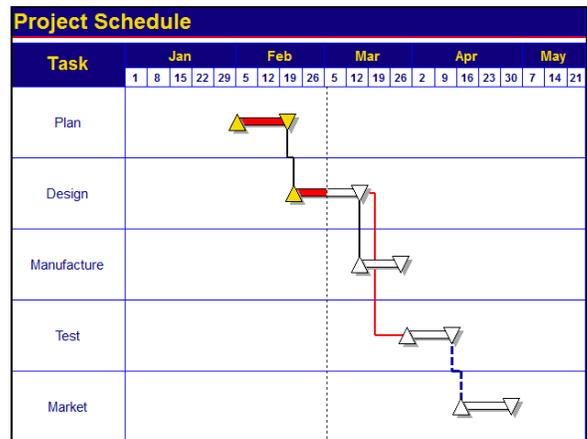
Blue vertical link

### Adjust the entire schedule using *Shift All Dates*

Suppose an entire project schedule needs to be moved forward because it cannot start at the scheduled time. One option is to use the *shift all dates* option.

To shift the entire schedule use *Shift All Dates*.

1. Click the **Dates** tab.
2. In the **Date Range Tools** section choose **Shift all tasks dates**. The **Shift all Dates for Schedule** dialog box displays.
3. For **Number of Working Days to Shift**, enter **30**.
4. Click **Forward** so that it is selected.
5.  **Reset Schedule Start and End Dates by the Same Amount**
6.  **Shift Curtain Dates by the same amount.**
7. Click **OK**. The schedule has been shifted ahead 30 days.



After using "shift all dates"

### Adjust the schedule using dependencies

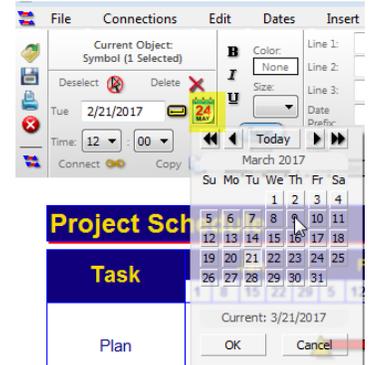
#### Turn on Dependency Mode

1. Click the **Dates** tab.
2. In the **Date Related Setting** section  **Dependency Mode**.

#### Adjust the schedule

The schedule shows the **Plan** stage is supposed to be completed **February 21st**. However, due to unforeseen technical difficulties, the **Plan** stage will not be complete until **March 9th**. With Milestones Professional, it's easy to adjust the schedule to reflect this change.

1. Click in the Toolbox.
2. Click on the end date symbol for **Plan**. In the first section of the Toolbar select the calendar icon next to the symbol's date. A calendar displays.
3. Click through the calendar to **March 9th**. If the **Shift Dependent Symbols** dialog box appears, click **Yes**. All of the dependent tasks and have slipped by the same amount of time.



#### Change the length of "Design"

Since the **Plan** stage has slipped, we'll cut 2 weeks from the **Design** step.

1. Click in the toolbox.
2. Click end date symbol of **Design** and drag to the left. Change the end date of Design to **March 18th**. All of the dependent tasks have slipped by the same amount of time.

View the status bar at the bottom left of the Milestone's window to see the placement date of the symbol.

