

Manual

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Tom's Planner

Table of Contents

- Introduction 1
- Installation & Requirements 2
- Account & login..... 3
- Open & Save 4
- Grid 7
 - Rows and groups 8
 - Columns..... 10
 - Time blocks..... 14
 - Icons 16
 - Comments 17
 - Dependencies 19
 - Filter and search 21
- Blue timeline..... 23
- Legend 26
- Logo 28
- Plugins 29
- Import & Export 32
- Sharing and collaboration 36
- Include in presentations or reports 40
- Printing 41
- Ipad, Iphone and Android 42
- Frequently Asked Question 43

Introduction

Tom's Planner enables you to create and share Gantt Charts online with drag&drop simplicity. Tom's Planner can be used to schedule projects, events and manage assets or resources.

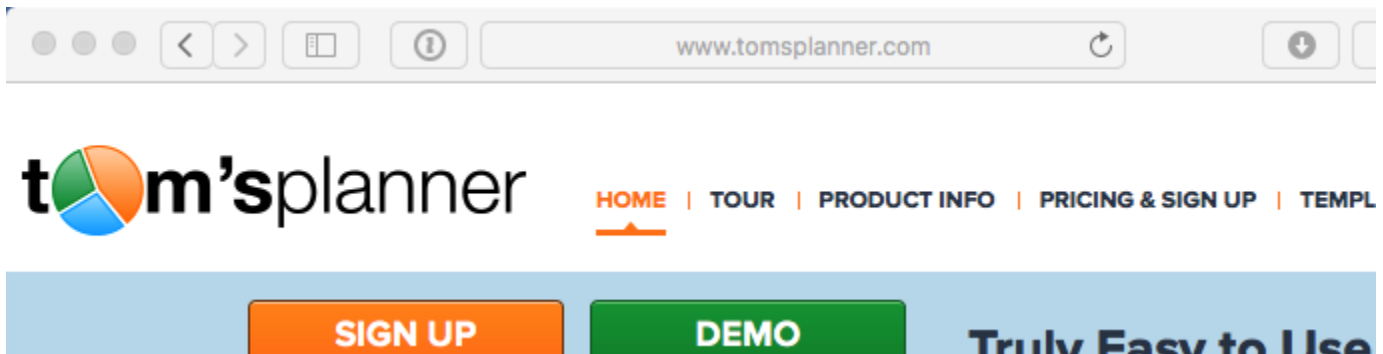
For the basics and to quickly get started check out our introduction tutorial below. If you want dive deeper into Tom's Planner just choose one of the subjects here on the left and learn more.



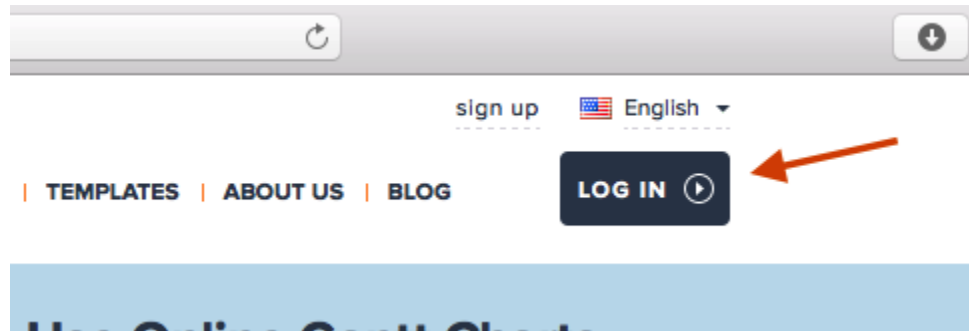
Welcome

Installation & Requirements

Tom's Planner is an online application and works in your browser. So there is no need to download or install anything. Just open a browser like Internet Explorer, Google Chrome, Safari or Firefox and go to www.tomsplanner.com.



On the homepage click the 'log in' button and a new browser window will open which will load the tool automatically.



Tom's Planner will work in almost any major modern browser with JavaScript enabled on any modern Mac, PC (Windows or Linux), iPad, iPhone or Android device.

During development Tom's Planner is continuously being tested on: Windows 10, Ubuntu and the most recent version of Mac OS X using the browsers: Internet Explorer 9+ and the latest versions of Google chrome, Safari and FireFox.

The minimum requirements in terms of processor speed and memory are hard to determine. We are pretty sure that every computer younger than 5 years will run Tom's Planner without any problems.

Account & login

You will be asked to login when you open the tool. To log in you will need a Tom's Planner account which can be obtained by signing up at www.tomsplanner.com.

To change your email address, password, first name, last name and email preferences click on the 'my account' link in the right top corner of the tool. The window that opens is fairly self explanatory and will also enable you to cancel, upgrade and downgrade your account.

Open & Save

You can save your schedule offline in a text file on your own computer or you can save your schedule online on one of our servers (in the cloud).

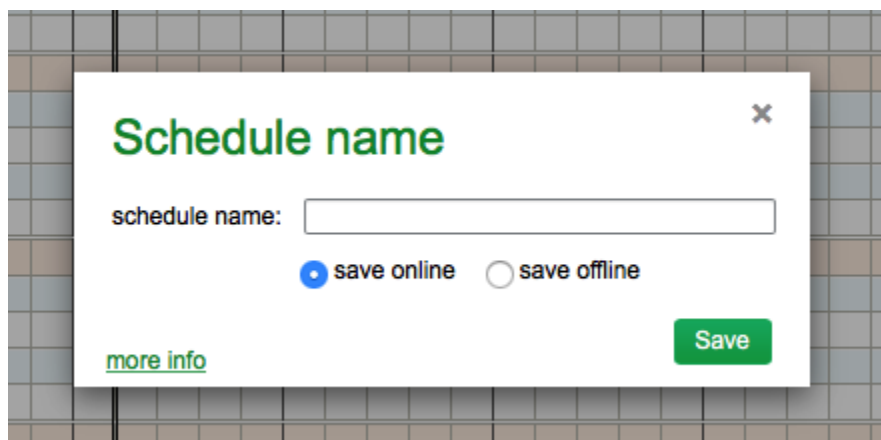
When you choose to save your schedule online, it will be saved on our servers in the same way as for example your email is saved on the Hotmail or Gmail servers. You can access your schedules from any computer, anywhere and anytime.

Saving your schedule locally means that you save it on your own computer or network, as you would with for example a Word or Excel file.

Saving online enables you to collaborate with others on the schedule, share it online and access it from any computer with an internet connection. You'll have all your schedules in one place and auto-save will make sure you'll never lose your work.

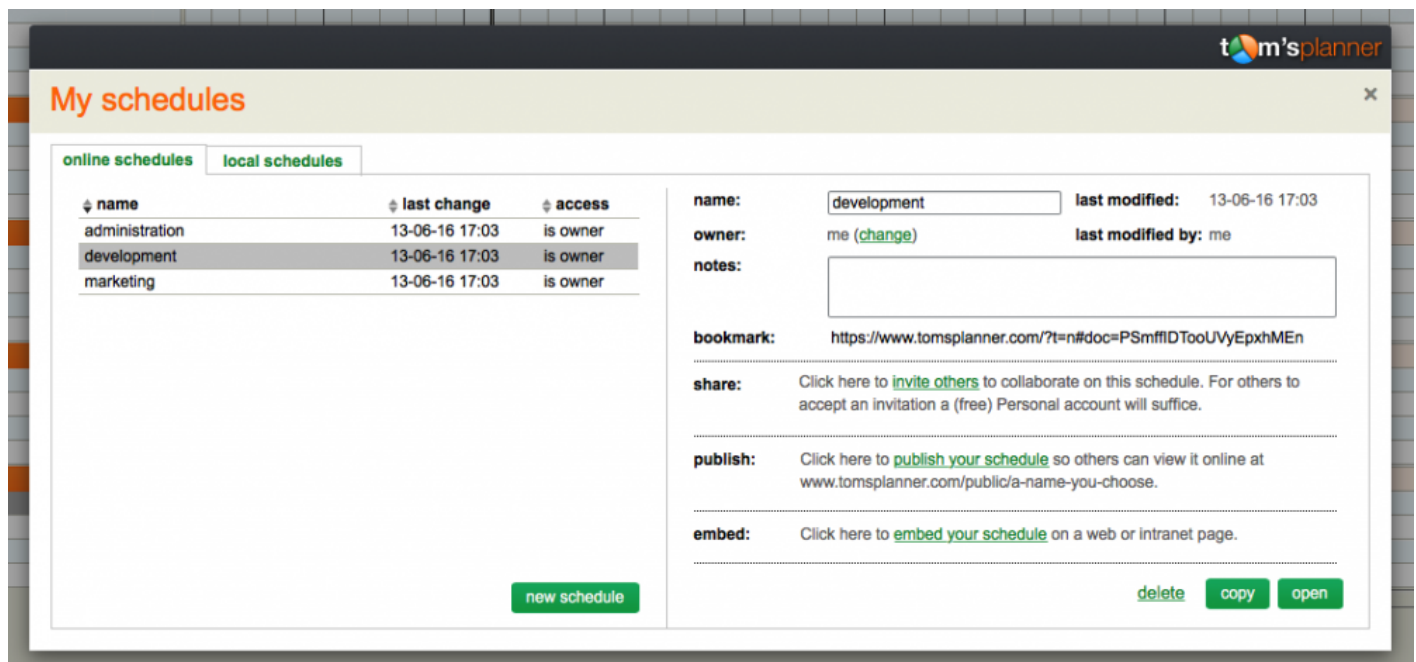
If your schedule contains confidential information and you don't feel comfortable storing it on our servers, storing your schedules offline is the best and safest option for you.

The situation might occur that you want to save files online that you have stored locally or the other way around. In that case you open the locally or online saved file in Tom's Planner and click the save button, in this window you can select to save the schedule online or offline.



All projects that are saved online will automatically be auto-saved when you are working on them. Every minute the last changes will be saved. Auto-save doesn't work with projects that are stored locally!

When you want to open a schedule click on the 'my schedule' button in the toolbar. The 'My schedules' window will open.



Your online schedules will be listed on the left side. You can select one by double clicking or selecting and then clicking the 'open' button at the bottom of the window.

If you want to remove an online schedule, click on the 'my schedules' button in the tool bar, select the project and click on the 'delete' button. Be sure to save this project offline first.

If you want to open a local schedule, click the tab 'local schedules'. Here you can upload schedules from your computer.

To change the name of an online saved schedule, you have two options: you can change the name in the settings menu on the right side of the window or choose a different name when saving the schedule.

On the right top corner of the 'my schedules' window detailed information is displayed about the selected schedule. You can see who the owner is, when it was last modified and who modified it. You can also add notes or details to the schedule file.

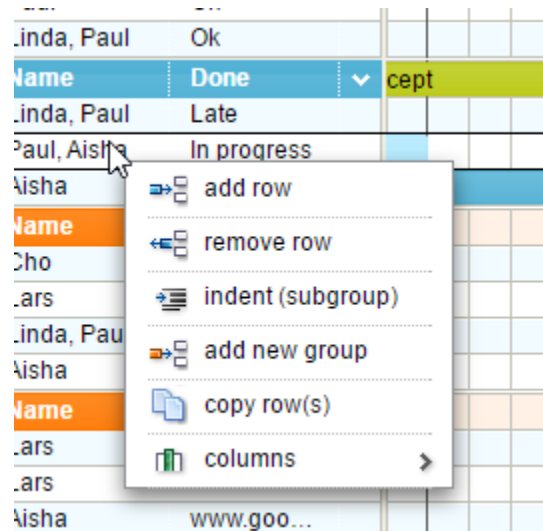
You can save your schedule at any time by just entering ctrl+s on a PC or cmd+s on a Mac on your keyboard.

If you are working with big schedules and the tool becomes slow or a bit unresponsive try to switch to the most recent version of the Firefox browser. Our experience is that Firefox delivers the best experience. With really big schedules the difference is clearly notable.

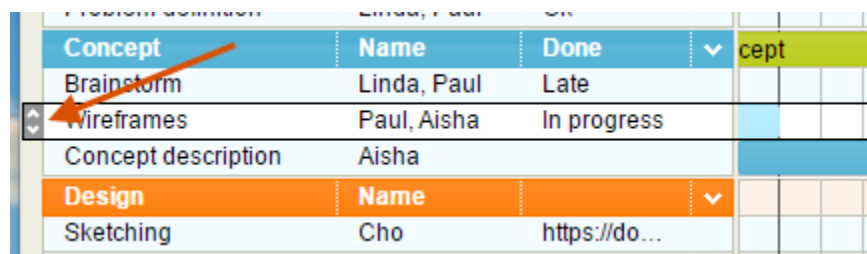
Grid

Rows and groups

The (horizontal) rows in Tom's Planner are called activities but they could also signify resources or assets in your schedule. You can organize your activities in several groups. Inside these groups you can indent rows to create sub groups. You can insert or remove groups and activities by right clicking the left area of your schedule.



To sort activities or groups just drag and drop them up or down by selecting them (use the shift or ctrl key to select multiple rows/groups) and drag them up or down by their drag-handler on the left side of the row.



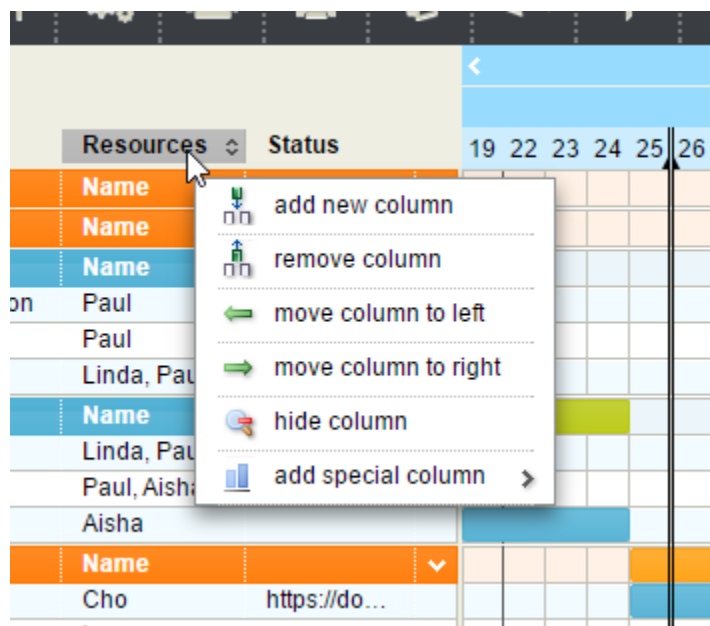
You can also copy and paste rows or groups within a schedule or between different schedules. A typical workflow for copying rows and groups from one schedule to another would be:

1. open a schedule in Tom's Planner
2. select the groups or rows you want to copy by left clicking on them with your mouse (keep the shift key pressed when you want to select multiple rows or groups)

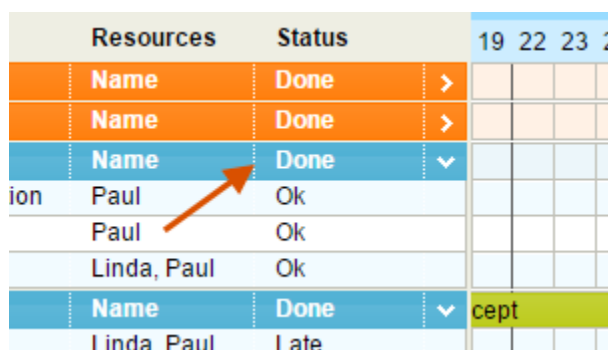
3. right click the selected items and choose the option 'copy row(s)' or 'copy group(s)' from the menu that appears
4. click the 'open schedule' button in the top toolbar and open the schedule you want to copy your rows or groups to.
5. the schedule you were working in will be closed and replaced by the new schedule you are opening.
6. now you can right click any group or row and choose paste row/group and the rows or groups from the previous schedule will be inserted in the new schedule.

Columns

Columns can be inserted, moved, hidden, showed or deleted by right clicking the left area in your schedule or right clicking the header of the columns:

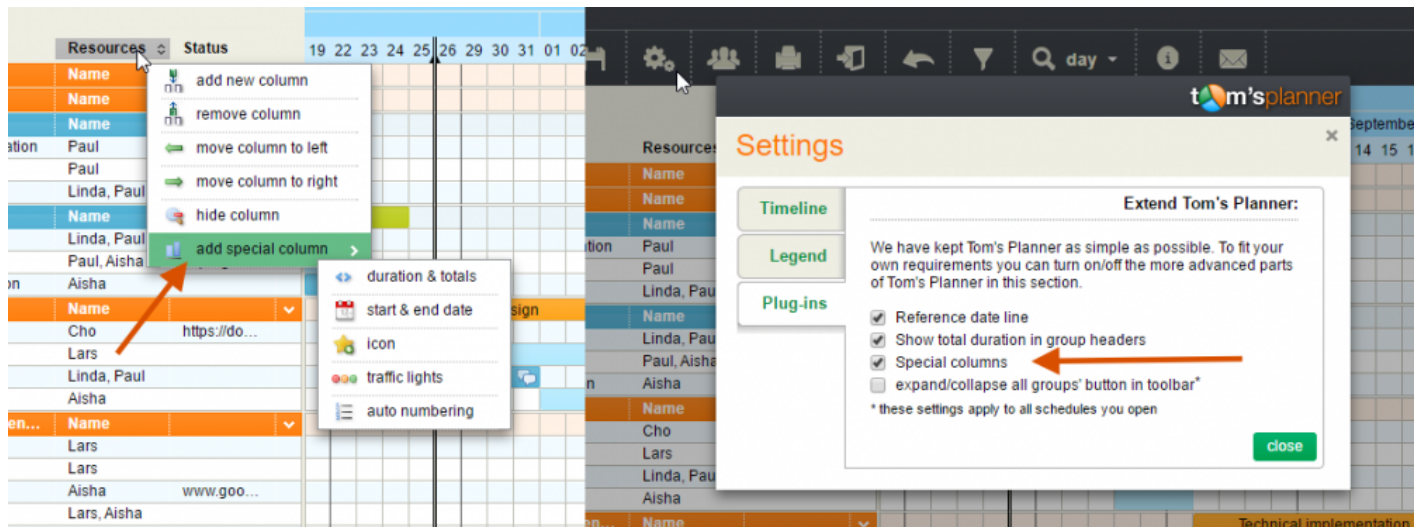


You can adjust the width of each column by dragging the border between two columns with your mouse.



There are different types of columns. When you have disabled the special columns plugin you can only use text columns, but when you have enabled the special columns plugin (see the chapter about plugins) there are various options available.

By right clicking a column header and choosing the special columns option in the menu you can insert special columns. Be sure that the 'special' columns are turned on in the plugin tab of the schedule settings



Text column

When you start with a new schedule it contains three text columns. These columns can be renamed and used in whatever way you like. For example in this image below the first column is named 'project stage' and is used to describe the nature of the activity, the second column is named 'resources' and is used to indicate who is doing the activity and the third and final column is named 'completion' and is used to indicate whether an activity is finished or not.

Project stages	Resources	Status	19	22	23	24	2
Proposal	Name	Done					
Proposal	Paul						
Photography	Lars						
Feedback	Linda, Paul						
Final design	Aisha						

The label of each column can be edited. Just left click on it. You can also move columns to the left or right and hide them through the rightclick menu of each column.

Start & End date column

The start date column shows the start date of the first time block or icon in the row. The end date column shows the start date of the first time block or icon in the row. You can change the start or end date by just clicking on the date itself.

Resources	Start	End	May 2018						
Name	11-05-18	15-06-18	10	11	14	15	16	17	18
Paul	11-05-18	15-06-18							
Lars									
Linda, Paul									
Aisha									
Name	22								
Paul	22								
Paul	22								
Linda, Paul	24								
Name	14								
Paul	29								

Duration column

The duration column shows the duration of the planned time blocks in the row itself on the left side and the total duration of a group on the right side. You can adjust the duration per row by clicking on the left part of this column but you can't change the totals on the right side. These are calculated by the tool.

stages	Resources	Days	May 2018						
Name		1.0	10.5	10	11	14	15	16	17
sal	Paul	3.0							
graphy	Lars	3.5							
ack	Linda, Paul	2.0							
esign	Aisha	1.0							

Icon column

The icons column allows you to have a column where you can set a icon on every row. When you add a icon to the column it will also appear in the legend. You can right or left click this column to set/change or remove a icon.

Resources		May 2018						
		10	11	14	15	16	17	18
Name	▼							
Paul	✓							
Lars	✓							
Linda, Paul	✗							
Aisha	⚡							
Name	▼							
Paul								

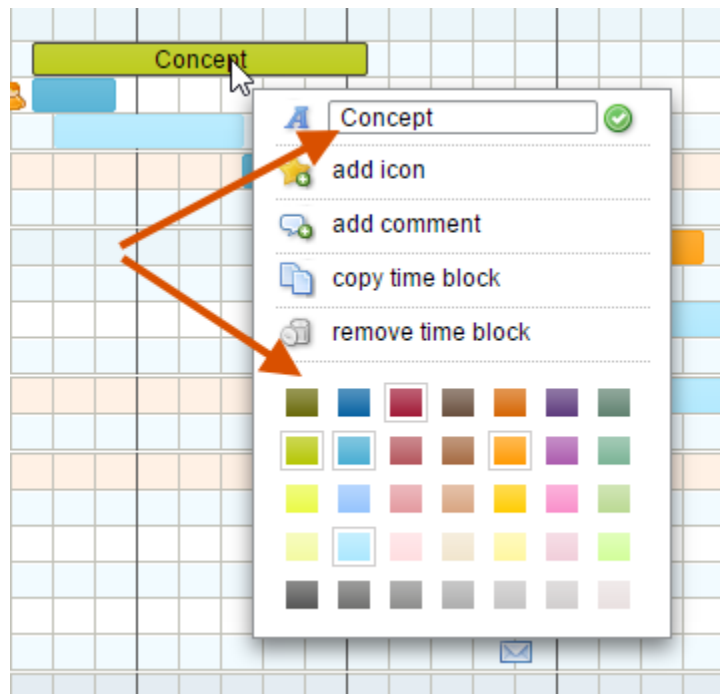
Traffic lights column

The Traffic lights column allows you to have a column where each row has a traffic light which you can turn to green, orange or red. This could for instance indicate an indication of the risk that a task is going to fail or an indication of how the preparations are going. You can right or left click this column to set/change or remove a traffic light.

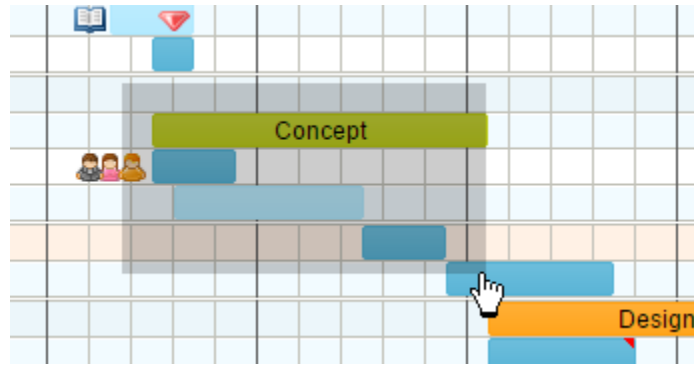
Resources		May 2018						
		10	11	14	15	16	17	18
Name	● ● ● ▼							
Paul	● ● ●							
Lars	● ● ●							
Linda, Paul	● ● ●							
Aisha	● ● ●							
Name	● ● ● ▼							
Paul								

Time blocks

The colored bars in the rows are called time blocks in Tom's Planner. You can add time blocks to your schedule by right clicking on the grid and choosing the option 'insert time block'. If you already have time blocks listed in your legend you can drag & drop them directly into your schedule. With drag & drop you can change their start time/date (position horizontally in the grid) and the duration (width) of the time block. If you right click a time block you will be offered the option to change the color of your time block and add a label to it. The colors you use will automatically be added to the legend.



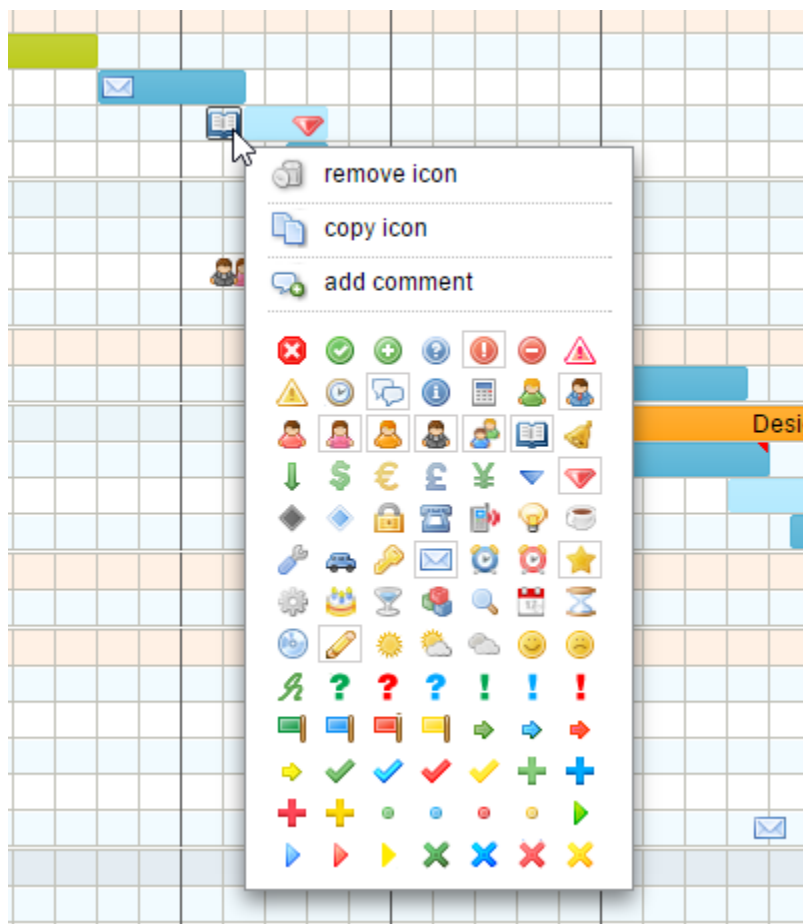
If you want to move more than one time block at a time you can select multiple time blocks at once by holding the shift key down and clicking the individual time blocks in the grid. You can also select multiple time blocks by dragging your mouse over the grid.



If you keep the ctrl key down on your keyboard when you start dragging a time block (or icon) to another location in the grid the tool will automatically make a copy of the time block you were trying to drag and drag the new time block to the new location.

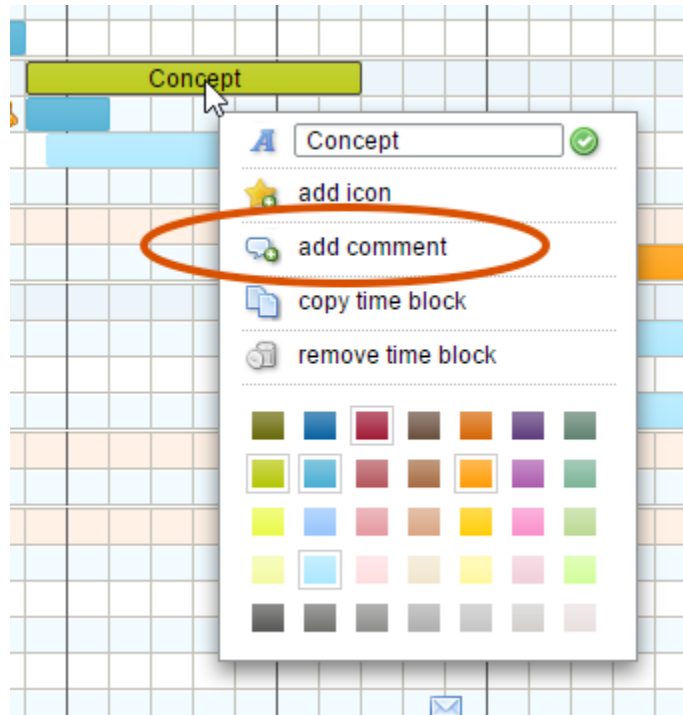
Icons

Icons can be used to mark certain points in time like a milestone in a project. You can choose from a wide variety of icons. To insert them right click the grid and choose the option 'insert icon'. If you already have icons listed in your legend you can drag & drop them directly into your schedule. You can move icons around the grid by drag and dropping them with your mouse. If you keep the ctrl key down on your keyboard when you start dragging a icon (or time block) to another location in the grid the tool will automatically make a copy of the icon you were trying to drag and move that new icon to the desired location.

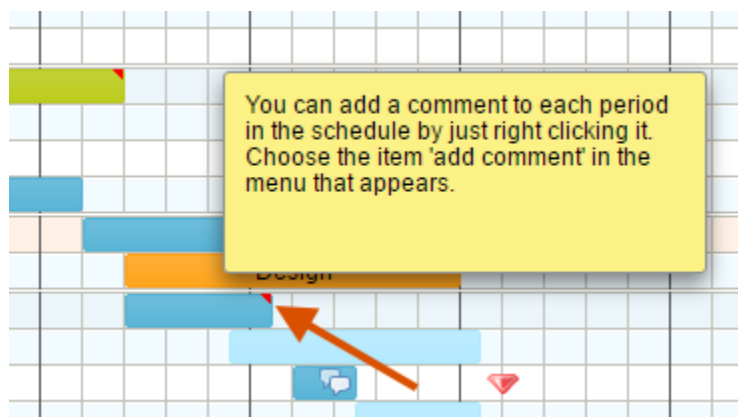


Comments

You can add comments to time blocks and icons. Just right click a time block and choose 'insert new comment' in the menu.



After you have inserted a new comment a small red triangle will appear in the right top corner of the time block. Hover you mouse over the time block or clicking this red triangle will open the comment.

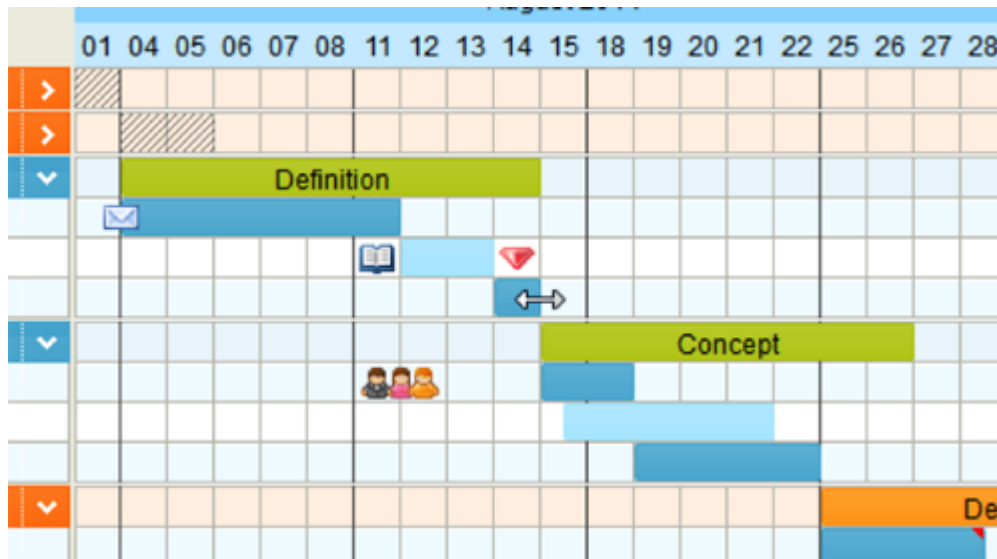


To remove a comment from a time block right click the time block and choose 'remove comment' from the menu that appears. You can't print comments (yet).

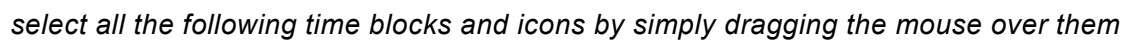
Dependencies

Activities can be dependent on each other. An example: activity 'B' starts when activity 'A' is finished. If activity 'A' takes longer activity 'B' will start later. Tom's Planner does not have an option to add automatically updating dependencies to your schedule as you might know this from (the often overly complex) mainstream project management applications.

However in Tom's Planner you can manually set temporary dependencies. This is done by selecting multiple time blocks and icons at once. You can do this by keeping the shift key pressed when you click on various time blocks and icons or by dragging your mouse over the grid. After selecting multiple time blocks and/or icons they are temporarily linked and you can drag them all at once to a different position. A typical update of your schedule would look like this:



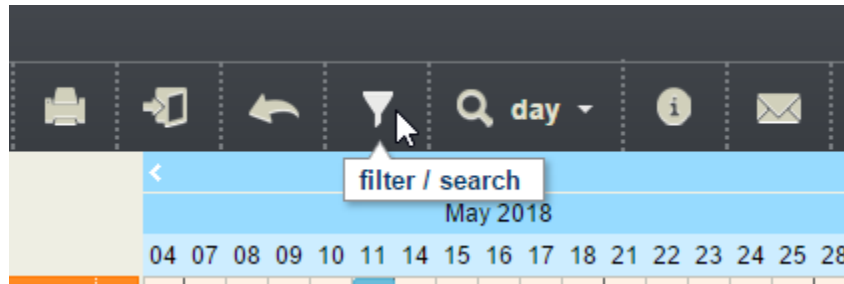
the first blue task takes two more days so we extend the time block by dragging it's right border to the right



Page 20 of 46

Filter and search

You can filter your schedule on texts, icon, date ranges and colors. You can start filtering your Gantt chart by clicking on the 'filter / search' button in the top toolbar.



A window will open allowing you to enter texts and click on time block colors, icons and date ranges. The chart will be filtered on these selections. For example if you only click on the green and blue time blocks only rows with a green or blue activity will be shown:

 This screenshot shows the main interface of Tom's Planner. On the left is a 'Project stages' table. The main area is a Gantt chart for August 2016. A 'Filter' dialog box is open on the right, allowing users to filter activities by color, icon, and date range.

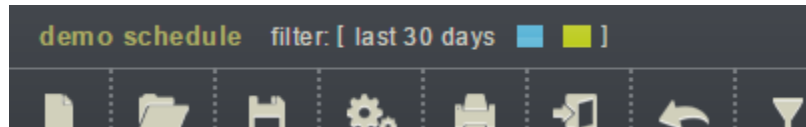
Project stages	Status
Proposal	Done
Market scan	Done
Definition	Done
First scan organization	Ok
Problem definition	Ok
Concept	Done
Brainstorm	Late
Concept description	
Design	
Sketching	https://do...
Feedback	

 The Gantt chart shows activities plotted against a timeline for August 2016. The 'Filter' dialog box includes:

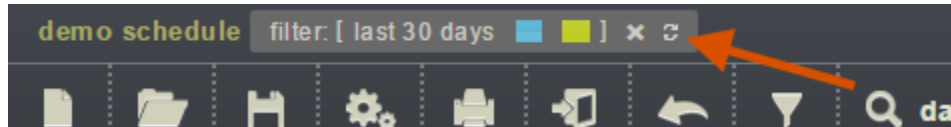
- A search input field: 'type here to filter...'
- Color selection buttons: Green (checked), Blue (checked), Orange, and Red.
- Icon selection buttons: Warning, Speech bubble, Person, Group of people, Book, Mail, Star, Pencil, and Diamond.
- Date range selection: 'from / to' with options for 'today', 'tomorrow', 'next 7 days', 'next 30 days', 'yesterday', 'last 7 days', and 'last 30 days'.
- 'reapply' and 'clear' buttons.

 At the bottom of the interface, there is a footer section with the Tom's Planner logo, project details (Projectname: Showcase Tom'splanner, Date: 06-02-2016), and a legend for activity colors (Green: Phase completed, Blue: Client side, Orange: Intern).

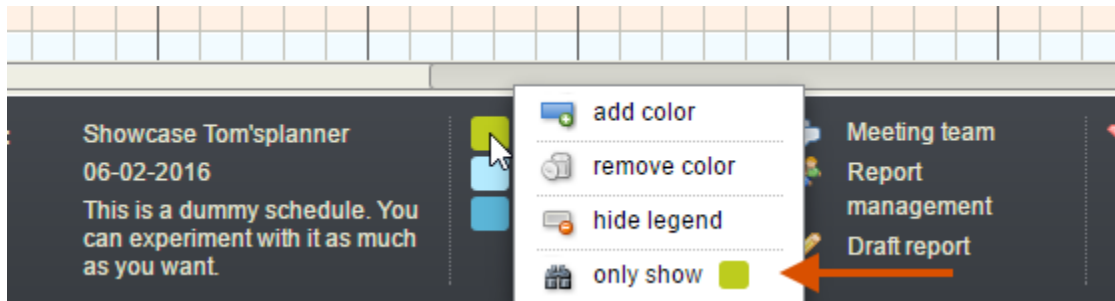
In the top title bar of the chart a summary of the active filter will be visible:



When you make changes to the chart (for instance change the color of a time block) you will always be able to see the changes you made (even if they don't comply with the filter). To reapply a filter click on the reapply button in the filter panel or on the refresh icon in the filter summary in the title bar of the tool.



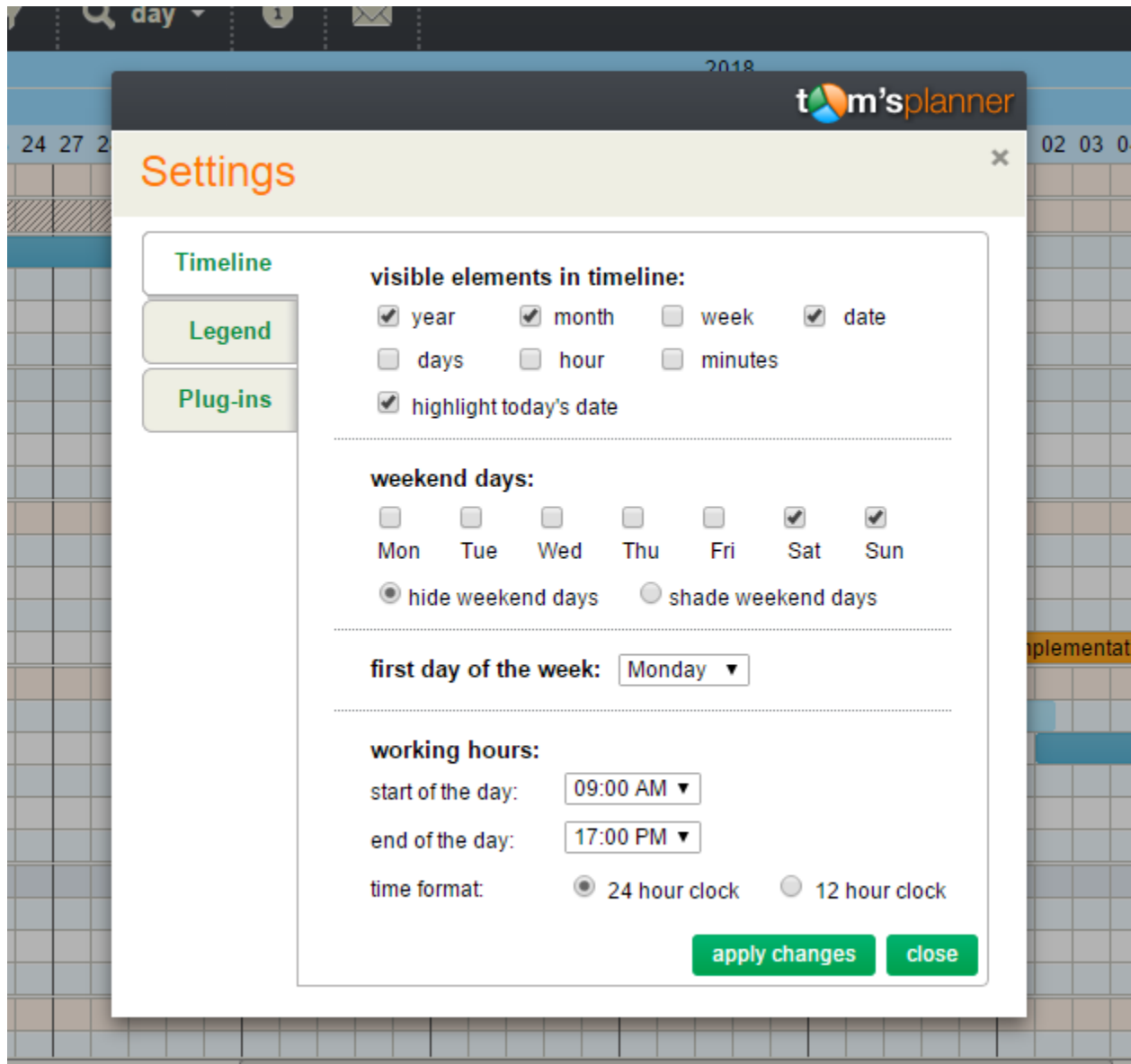
You can also filter by right clicking on elements in your legend:



Looking for something specific in your schedule? Just enter a text fragment (like for instance the last name of a resource) in the filter panel and only the related items in the chart will be shown.

Blue timeline

To change the layout and settings of the timeline right click the timeline and choose the 'change timeline' option in the menu or click the 'schedule settings' button in the button bar.



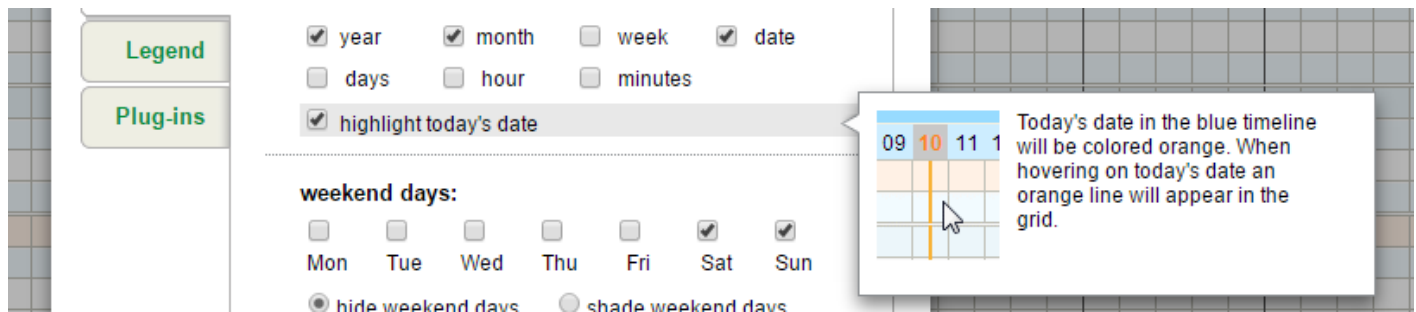
In the timeline setting dialogue you can choose the following:

Visible elements in the timeline

Depending on the schedule type you can turn the different elements in the timeline on or off. At least one element must be visible.

Whether you want to highlight today's date

When selected today's date is shown in orange instead of black like the rest of the days.

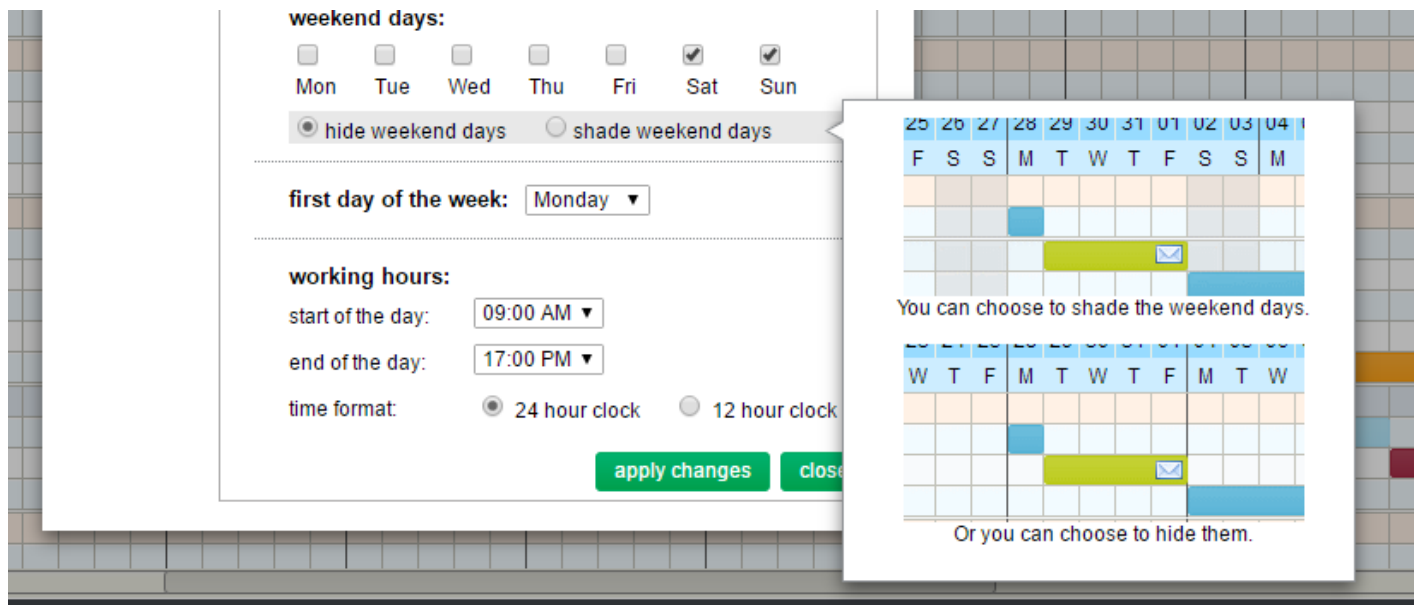


Days in a week

You can also include or exclude week days. You can choose to shade these days or to not display them at all. In the standard schedule Saturday and Sunday are turned off.

Whether you want to shade or hide the weekend days

You can hide the weekend days. This makes sense when you don't want to include them in your chart. When you do want to include the weekend days in your chart it's best to shade them. This way you can easily distinguish the weekend days from the week days.



The first day of the week

In Europe, Asia and Oceania this is usually Monday. In North America, China Africa and Latin America this is usually Sunday. In most of the middle east this is usually on Saturday.

☒ hide weekend days ☐ shade weekend days

first day of the week: Monday ▼

working hours:
 start of the day: 09:00 AM ▼
 end of the day: 17:00 PM ▼
 time format: ☒ 24 hour clock ☐ 12 hour clock

apply changes close

There are 3 ways of numbering the weeks in a year:

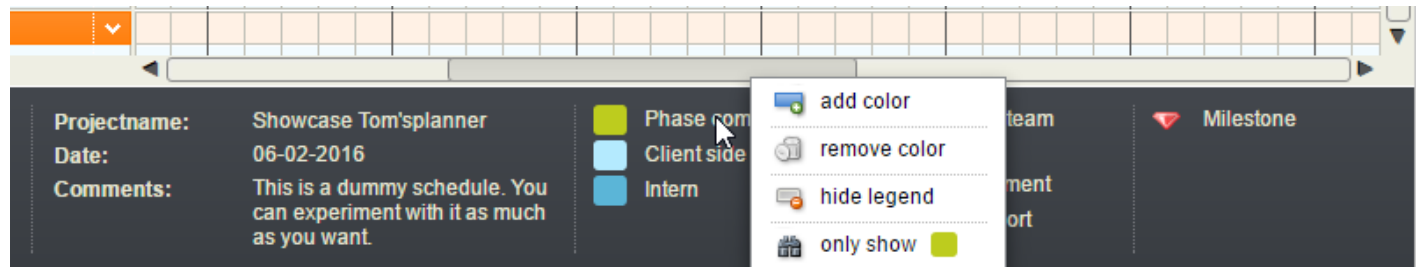
	first day of the week	first week of the year includes
Europe, Asia, Oceania	Monday	January 4th
North America, China, Africa, Latin America	Sunday	January 1st
Most of Middle East	Saturday	January 1st

Working hours

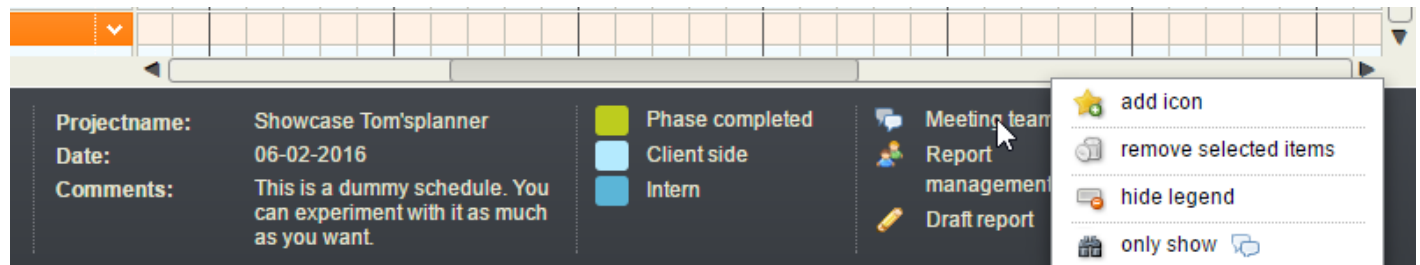
When you have an hour or 15/10/5 minutes schedule you can set the hours of a day . It is not possible to define two time blocks per day (for instance when a workday is split in two by a break or intermission).

Legend

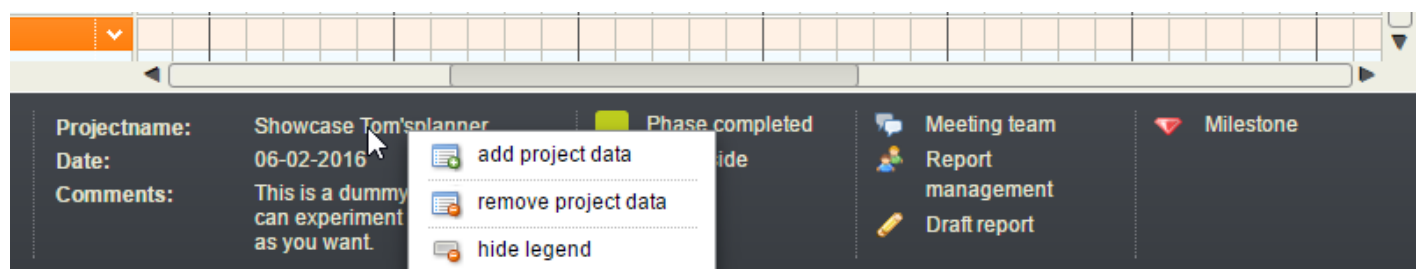
You can turn the legend on or off in the schedules settings (which can be accessed through the toolbar). When you add time blocks or icons to your schedule, they will automatically be added to the legend. You can assign your own label to each color or icon. You can also add or remove colors and icons by right clicking the legend as follows:



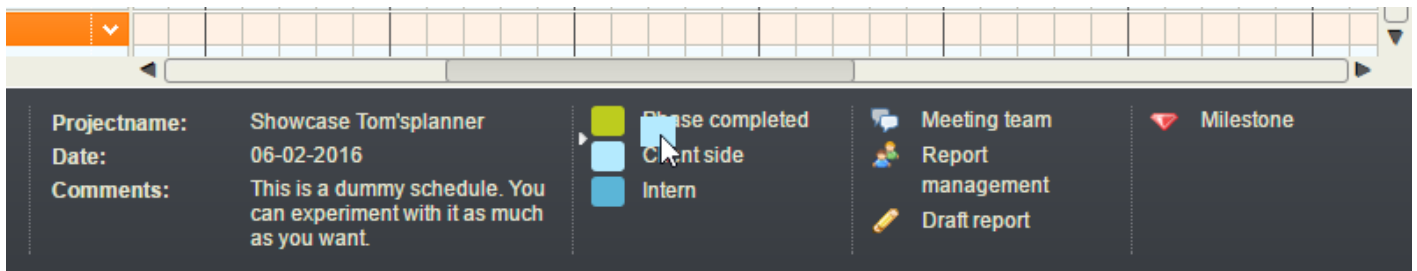
insert and remove time blocks in a legend



insert and remove icons in a legend



insert and remove project data in a legend



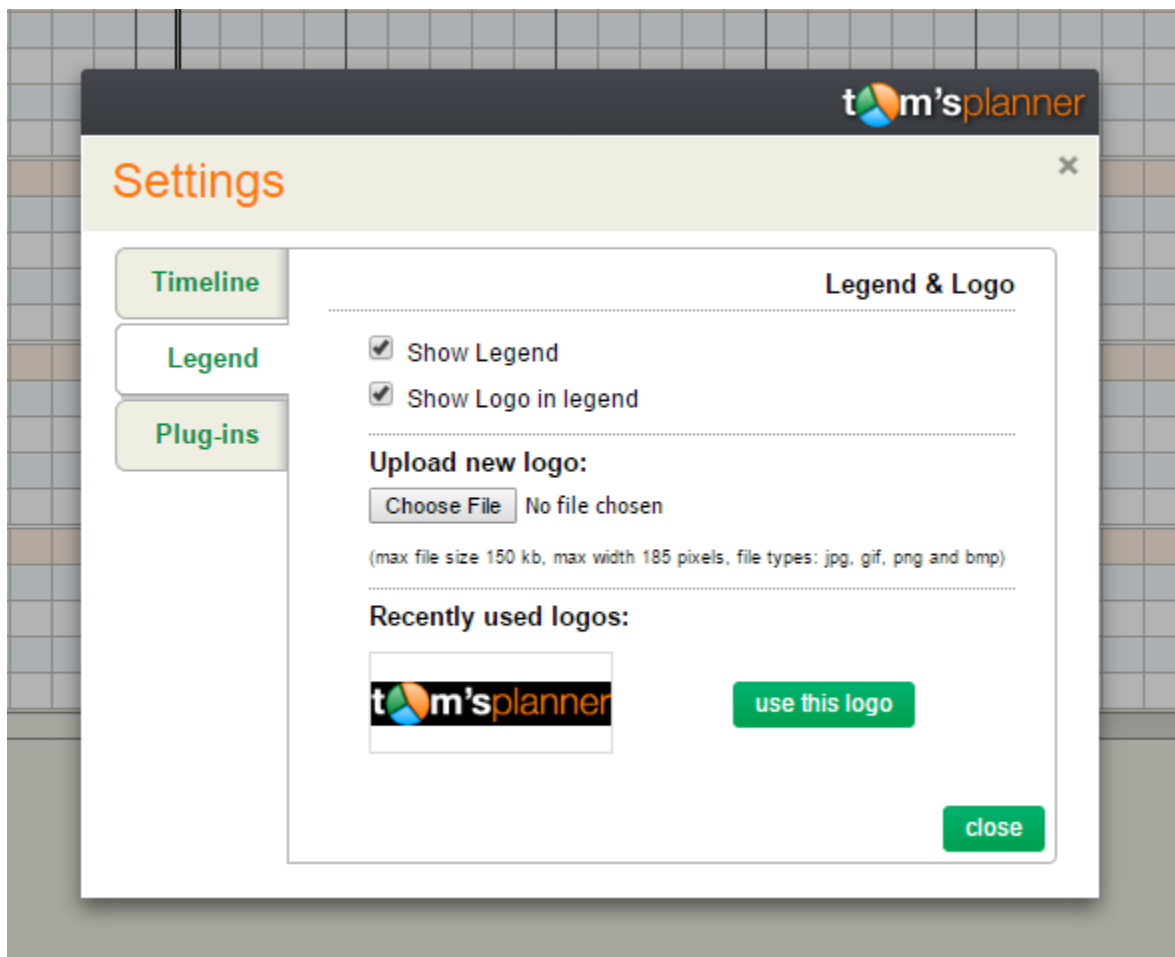
You can rearrange the order of the elements in the legend with drag & drop. You can also drag elements from the legend into your schedule.

Logo

You can add your own logo to your schedule. Just click the 'schedule settings' button in the button bar and click the legend tab in the window that appears.

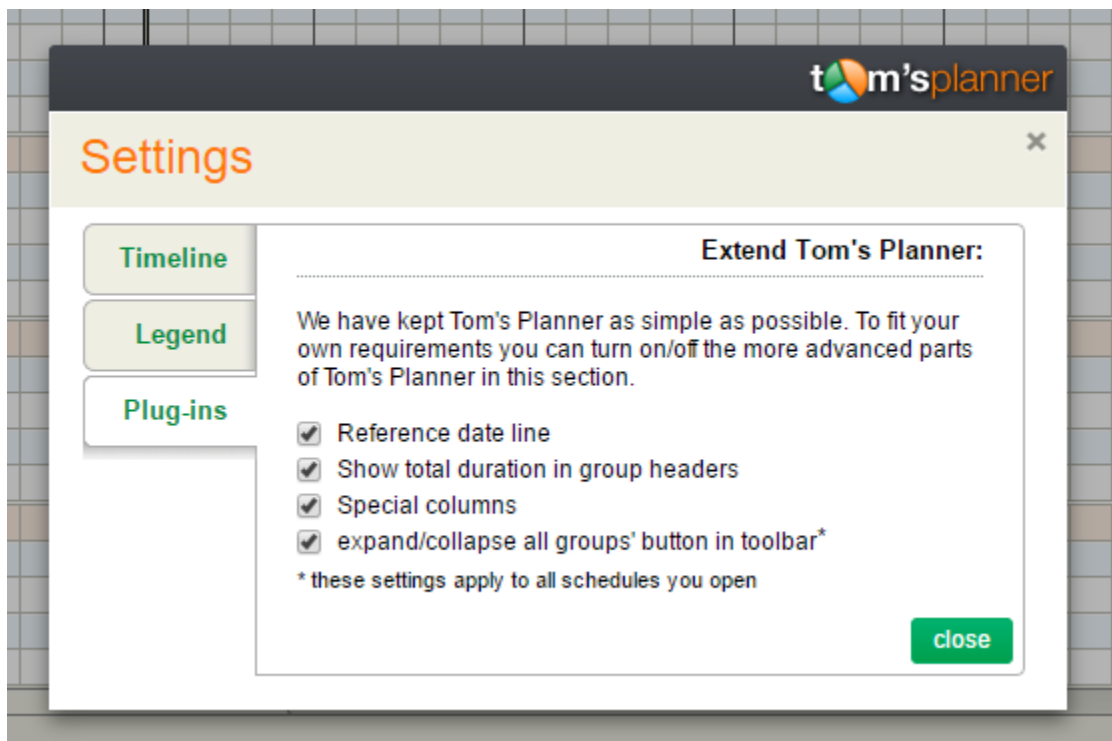
All previously uploaded logos will appear in the logo list. This enables you to reuse the uploaded logos for other schedules. You can remove a logo from the list by right clicking the logo in the list and choosing 'remove logo from list' option in the menu that appears. A logo file can have a maximum file size of 50 kb, a maximum width of 185 pixels and its file type should be: jpg, gif, png or bmp.

If your logo is not visible in the legend please check the checkbox 'show logo in legend'.



Plugins

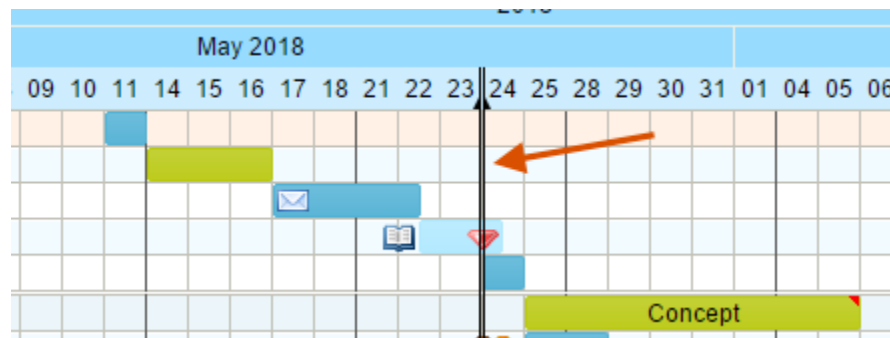
If Tom's Planner is too basic and you are in need of some advanced features? Have a look at the plugin section. Just click on the 'settings & plugins' button in the top toolbar and select the plugin tab in the window that appears.



You can add or remove advanced features yourself. For now the number of plugins is limited but we are working on extending them.

Reference date line

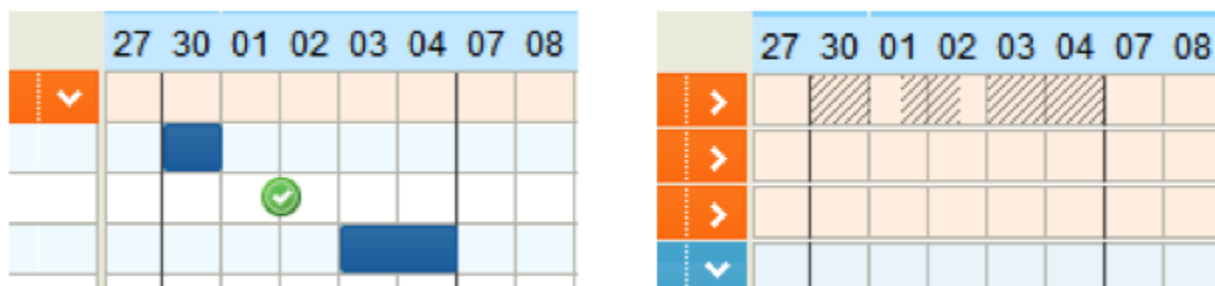
The reference date line is a black vertical line in your schedule that can represent whatever you like. A deadline in your project, your current progress or some special date. You can drag the date line to the left or to the right with your mouse.



To turn the reference date on or off just click on the 'settings & plugins' button in the top toolbar and select the 'plugins' tab.

Total duration in group headers

If you collapse a group this plugin shows you with a pattern where you have activities and milestones planned in that particular group.

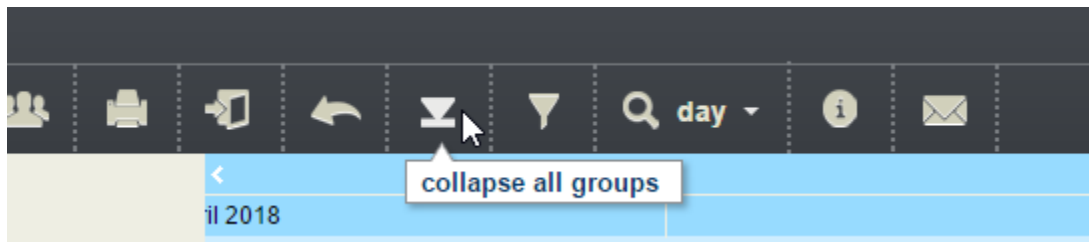


Special columns

A new schedule always contains three standard text columns on the left side of the grid. By turning on the special columns plugin you get access to a number of other types of columns. You can add them through the plugin settings panel or by right clicking one of the columns and choosing the 'insert column' option in the menu that appears. For now there are three additional column types: start date, end date and duration. In the chapter about the grid in this manual you can find more information on each column type.

'Expand/Collapse all groups' button

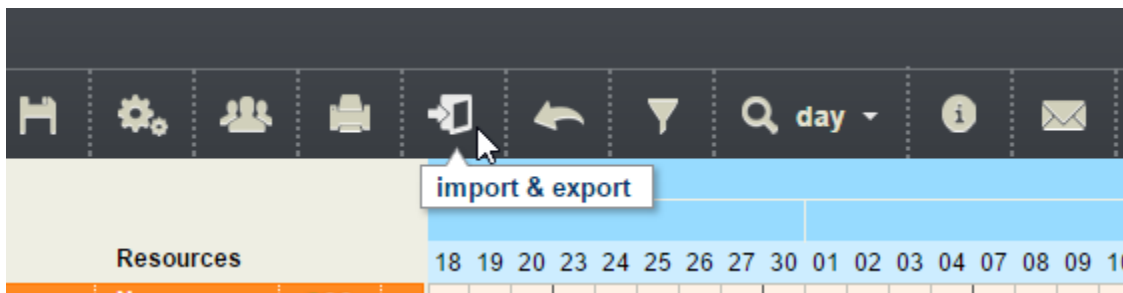
This plugin adds an extra button to your toolbar that allows you to expand or collapse all the groups at once.



Import & Export

You can import Excel, MS Project, CSV (comma delimited) and JSON files or you can copy and paste tables from for instance Word documents or webpages into Tom's Planner. You can export your schedule to MS Project, CSV, JSON, Excel, PDF or an image file.

To import or export files just click the 'Import & Export' button on the toolbar.



Import MS Project

If you choose to import a MS Project file you will be asked to upload a Microsoft Project file (the file with the 'mpp' extension) and it will automatically be opened in Tom's Planner as a new schedule.

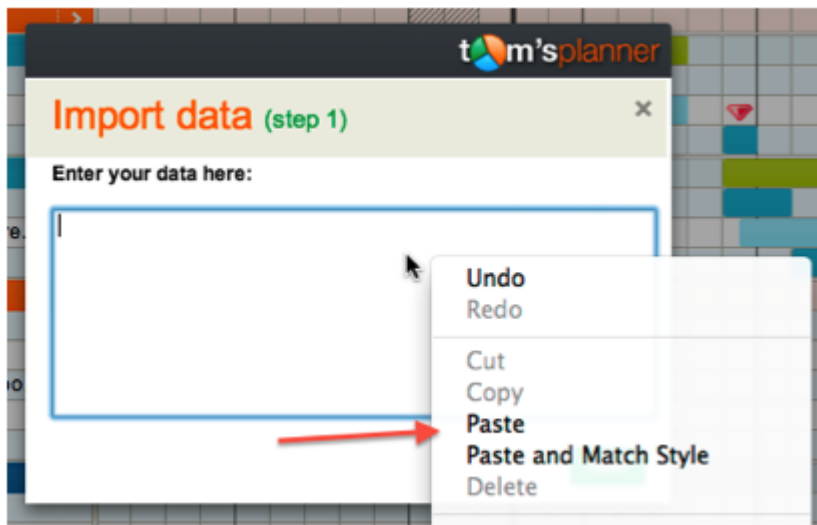
Import Excel (or any other spreadsheet application)

Importing Excel data is a simple three step process:

Step 1: Copy the contents of your excel document into Tom's Planner.

	Proposal				
	Proposal	Paul Jones	Ok	30/6/11 0:00	2/7/11 0:00
	Market scan				
	Interview for	Paul Jones	Ok	2/7/11 0:00	4/7/11 0:00
	Definition stage				
	First scan On	Paul Jones, T	Ok	4/7/11 0:00	12/7/11 0:00
	Report	Tom Smith	Ok	4/7/11 0:00	12/7/11 0:00
	Problem defi	Tom Smith	Ok		

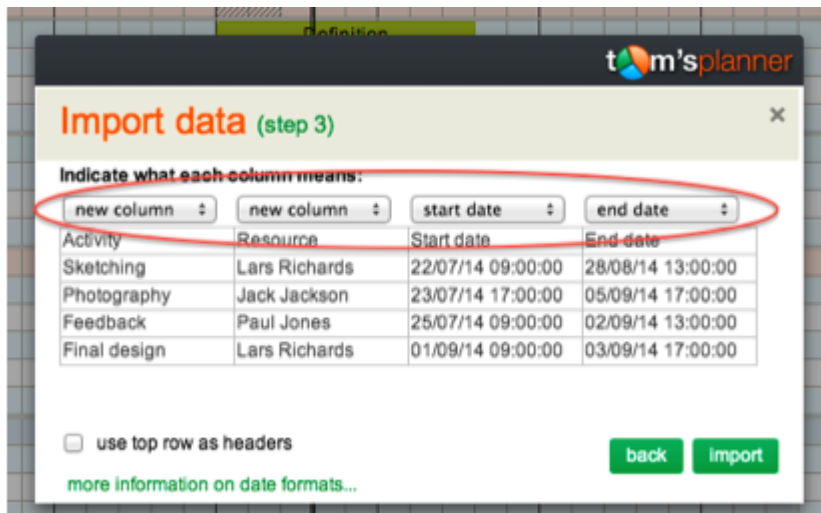
copy the contents of cells in Excel



paste the contents of excel cells into Tom's Planner

Step 2: After you have pasted the data into Tom's Planner you will be asked if you want to create a new schedule with the imported data or if you would like to add it as a new group to your existing schedule.

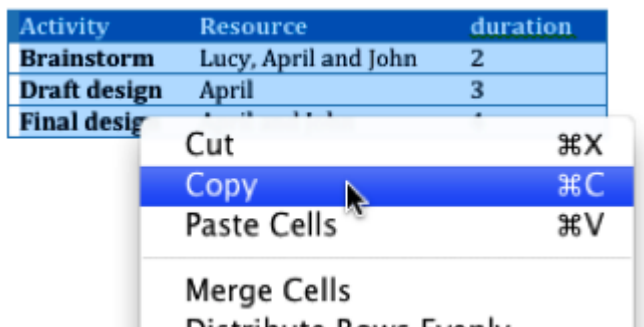
Step 3: In the third step you can match the different columns in your spreadsheet with the columns in your Tom's Planner schedule. Tom's Planner will make a best but do review these settings.



make sure that every column will be imported correctly

Import tables from Word documents or Internet Pages

This works in exactly the same way as importing data from Excel (see previous page). The only difference is that you copy the data from for instance a Word document and not from an Excel spreadsheet:



copy the contents of a table in Word

Results might vary from table to table and depends on the way the tables are formatted by the author. If you run into any problems be sure to contact us at support@tomsplanner.com.

Import CSV files

Importing CSV files is the same as importing Excel files. However you will be able to upload your CSV file directly instead of having to copy/paste the file contents into the tool.

Import/Export JSON

JSON is the format in which the schedules are stored in the database. These files contain all the possible information in your schedule. You can use these files best if you want to make a back up or when you are a developer and want to integrate Tom's Planner with other applications. More information on the JSON structure can be found here: <https://tomsplanner.com/documentation/export-import-json.pdf>

Export to MS Project

Your schedule will be exported to a xml file which can be opened in MS Project.

Export to Excel and CSV

More information on the results of the export to Excel and CSV can be found here: <https://tomsplanner.com/documentation/export-to-excel-csv.pdf>

Export to PDF and Image file

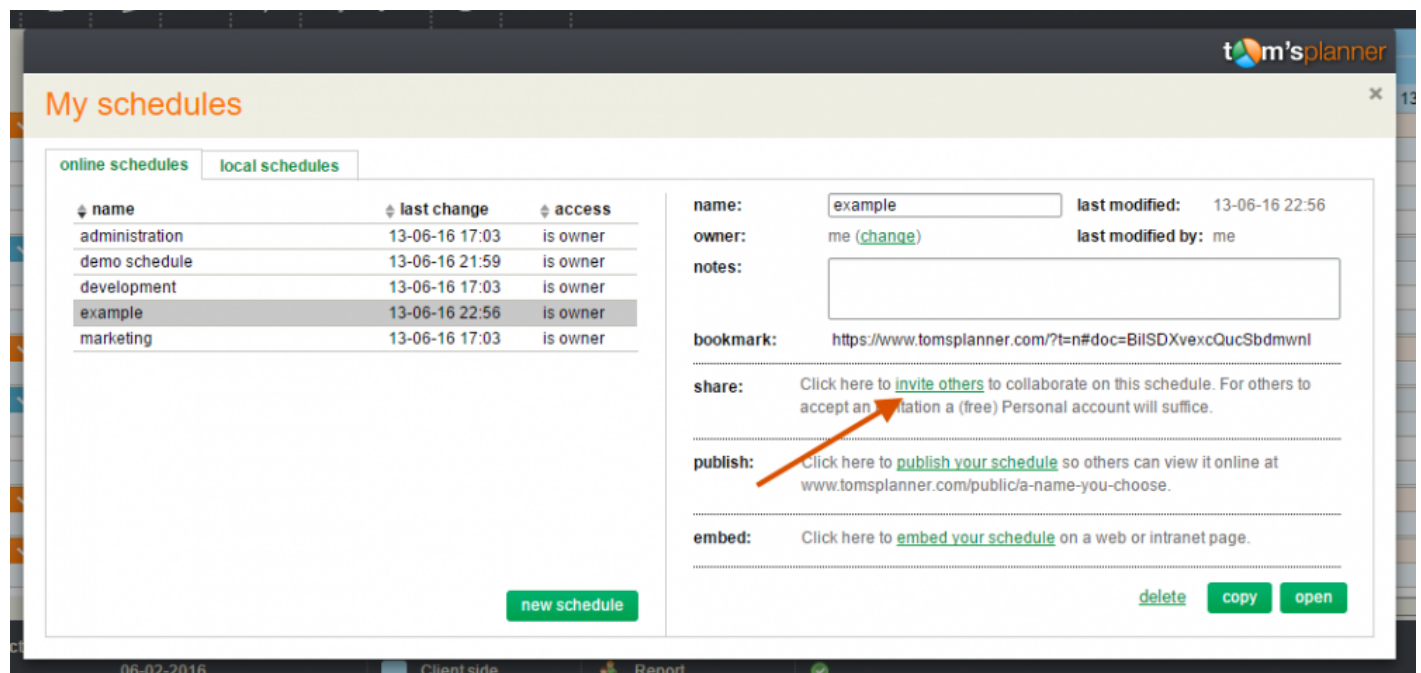
More details on the export to PDF and Image files can be found on page 25 in the chapter on printing.

Sharing and collaboration

There are different ways in which you can share & collaborate on projects.

Collaborate

As the owner of a project schedule, you can invite others to collaborate on it. To invite others open the 'My schedules' window and click on the schedule you would like to share so you can click on the 'invite others' link on the right hand side.



The screenshot shows the 'My schedules' interface. On the left, under 'online schedules', there is a table with the following data:

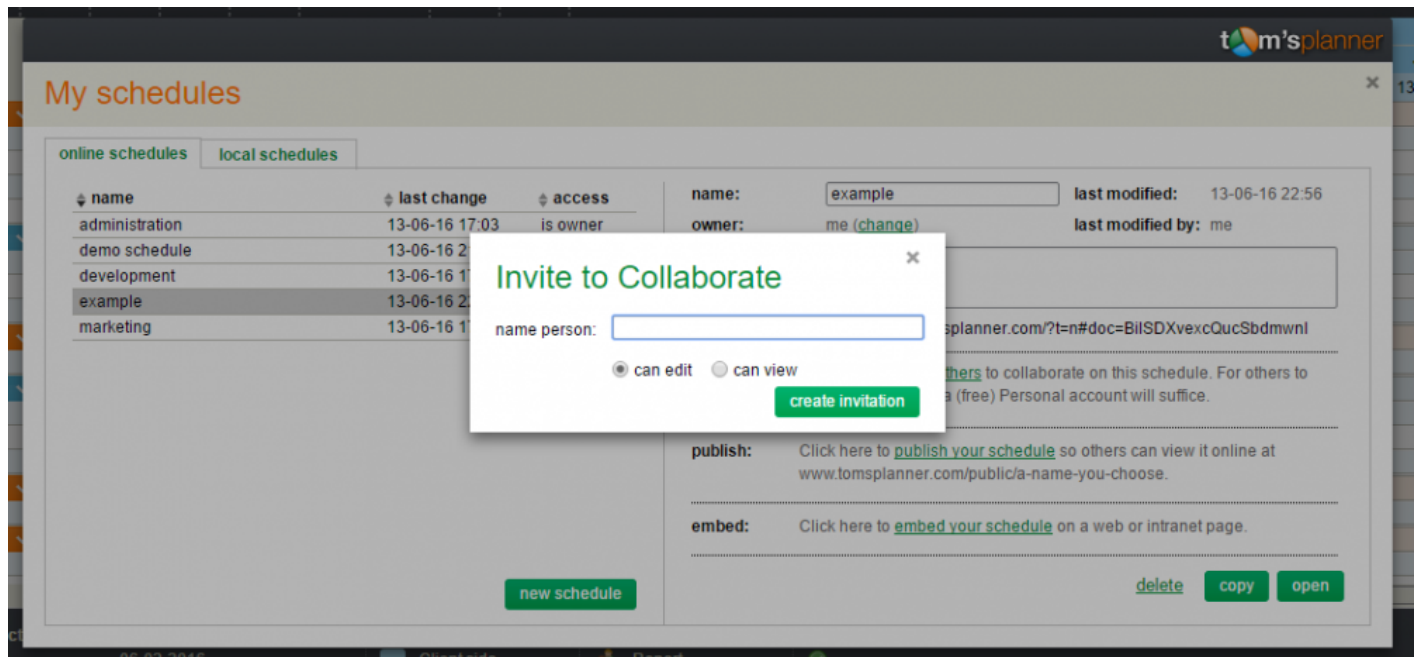
name	last change	access
administration	13-06-16 17:03	is owner
demo schedule	13-06-16 21:59	is owner
development	13-06-16 17:03	is owner
example	13-06-16 22:56	is owner
marketing	13-06-16 17:03	is owner

On the right, the details for the 'example' schedule are shown:

- name: example
- owner: me ([change](#))
- last modified: 13-06-16 22:56
- last modified by: me
- notes: (empty text area)
- bookmark: <https://www.tomsplanner.com/?t=n#doc=BiISDXvexcQucSbdmwnl>
- share: Click here to [invite others](#) to collaborate on this schedule. For others to accept an invitation a (free) Personal account will suffice.
- publish: Click here to [publish your schedule](#) so others can view it online at www.tomsplanner.com/public/a-name-you-choose.
- embed: Click here to [embed your schedule](#) on a web or intranet page.

At the bottom right of the details panel are buttons: [delete](#), [copy](#), and [open](#). At the bottom left of the table is a [new schedule](#) button. An orange arrow points to the 'invite others' link in the 'share' section.

A new window will open.



Here you enter the name of the person you want to invite, select the rights you want to apply ('can edit' or 'can view') and then click 'create invitation'. A new window will open with a link. Copy the link to an email window and send the invite through email. This link is personal and ensures you that you are the only one who is able to invite others and have control over who is able to edit and view the schedule.

If you want to adjust the rights you have given to someone, you can do so in the settings of the schedule by checking the select box behind the team members name. If you select 'none', that person is no longer able to view and/or edit the project. In the top of the settings window in 'My schedules' you can also see who has last modified the project.

Publish

If you want to publish your schedule online and share it with more people than just your team members click the 'publish your schedule' link on the right hand side of the 'my schedules' window.

My schedules

online schedules | local schedules

name	last change	access
administration	13-06-16 17:03	is owner
demo schedule	13-06-16 21:59	is owner
development	13-06-16 17:03	is owner
example	13-06-16 22:56	is owner
marketing	13-06-16 17:03	is owner

[new schedule](#)

example

name: last modified: 13-06-16 22:56

owner: me ([change](#)) last modified by: me

notes:

bookmark: <https://www.tomsplanner.com/?t=n#doc=BiISDXvexcQucSbdmwnl>

share: Click here to [invite others](#) to collaborate on this schedule. For others to accept an invitation a (free) Personal account will suffice.

publish: Click here to [publish your schedule](#) so others can view it online at www.tomsplanner.com/public/a-name-you-choose.

embed: Click here to [embed your schedule](#) on a web or intranet page.

[delete](#) [copy](#) [open](#)

A new window will open.

Publish online

If you leave the password field empty your schedule will be publically accessible. You can also set the zoom level of the published version of your schedule.

url schedule:

password:

zoom:

[publish online](#)

Personify the url by adding for example the name of the schedule. You can also add a password to the published version, which means that only by entering the password first, can the project schedule be viewed.

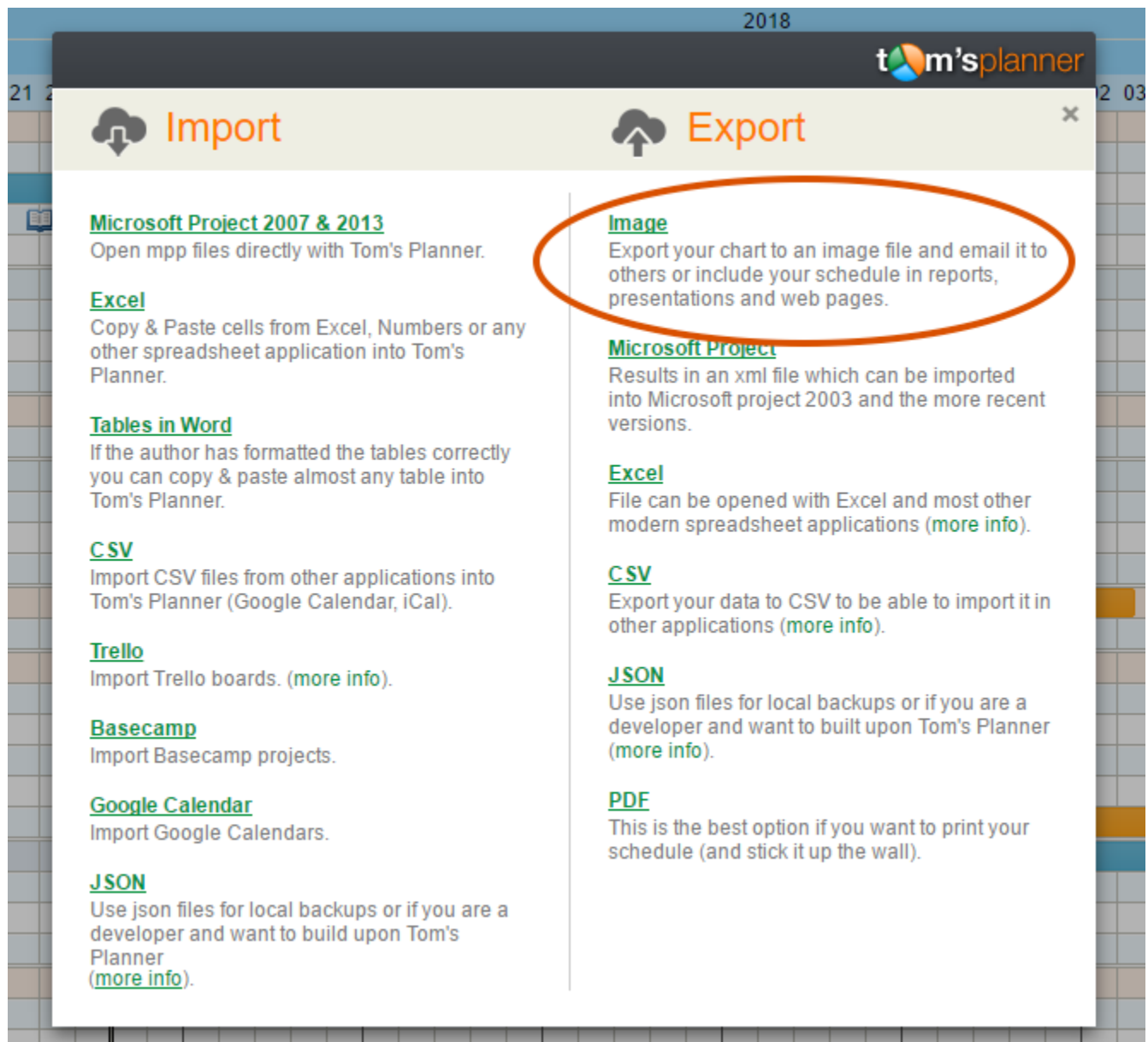
The schedule will be published 'read only'. So if someone takes a look at the published schedule he/she will not be able to make changes to it. It will however be automatically updated when you make changes to the original schedule. If you want to unpublish or change the publish settings just click the 'edit publish settings' in the my schedules panel. This link will appear after you published the schedule.

Embed

You can also choose to embed the schedule in a website or blog. This works the same as for example a YouTube video. To embed the project schedule in your website, intranet, blog or any other Internet environment, you click on the 'embed your schedule' link. Optionally you can set a password.

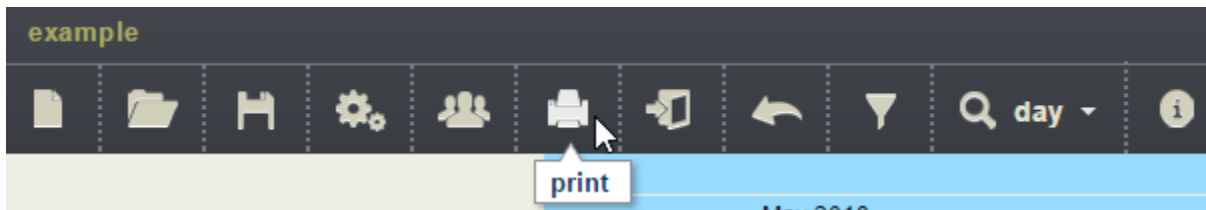
Include in presentations or reports

You can export your schedule to an image by simply clicking the 'Import & Export' button in the toolbar, choosing the 'Image file' option and including the image directly into your report or presentation. You can also send this image by email to others.

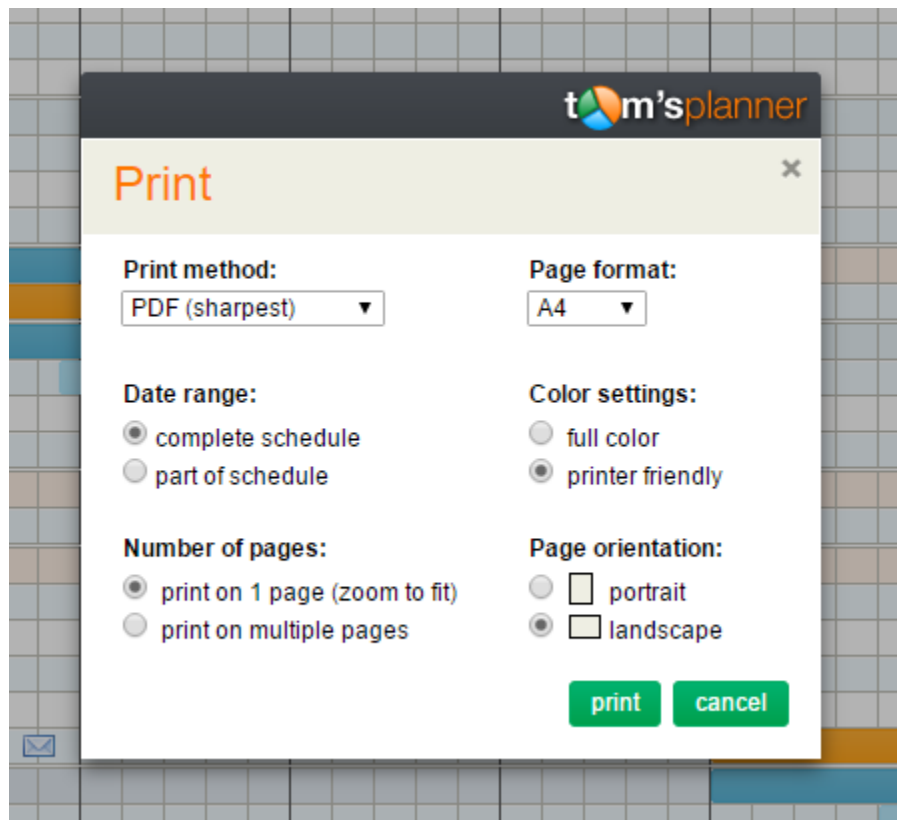


Printing

To get a printer friendly version of your schedule, click the 'print schedule' button in the toolbar.



A print dialogue will appear in your screen that allows you to adjust the print settings of your schedule.



You can select which print method you prefer: PDF or through an image file. Click the print button and a new browser window will open which will load a PDF file containing the printer friendly version of your schedule. Loading of this PDF file might take a while but should not take longer than 60 seconds. To open the PDF file you will need Adobe's PDF reader which you can download [here](#) for free.

Ipad, Iphone and Android

Tom's Planner is compatible with the iPhone, iPad and Android devices. There is no need to download a app. Just open Safari on your device and go to www.tomsplanner.com and you are good to go.

There are some small differences between the PC version and iPhone/iPad/Android version though:

1. To access the menus you now need to do a long click instead of a right click. For instance if you want to change the color of a time block just press with your finger on the screen for at least one second at the location of the time block and a context menu will appear.
2. On the iPad, iPhone or an Android device you can zoom in and out using the pinch gesture or by double tapping the screen.



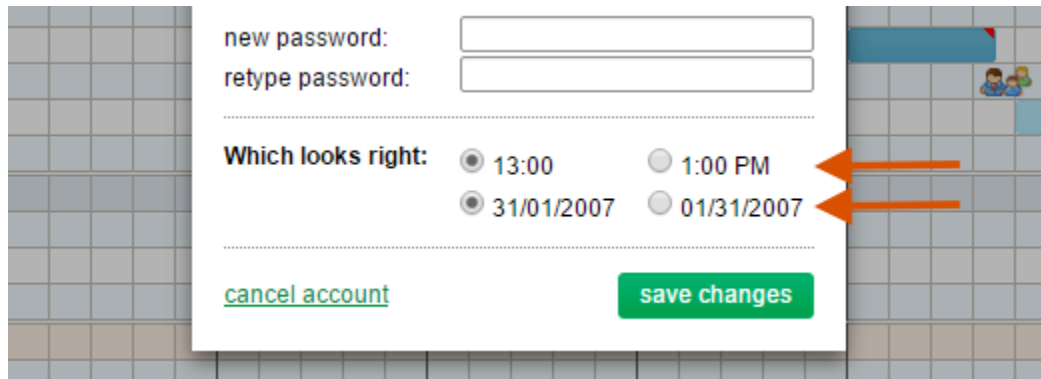
3. You can't upload files on an iPad or iPhone so importing ms project and csv files will not work.
4. You will not be able to drag select multiple elements in your schedule. The swipe gestures will scroll the schedule instead.
5. After exporting your schedule to an image on an iPhone or iPad this image will be opened in Safari. If want to add this image to your image collection on your iPad/iPhone so you can download it to your computer just click the image for at least one second and choose the 'save Image' option

One final note: although Tom's Planner works fine on mobile phones we personally believe that the screen is too small to do any serious work on your schedules. You should consider the iPhone/Android compatibility mainly as a good way to consult your schedules on the go. If you want to make changes to it we advise you to use a device with a bigger screen.

Frequently Asked Question

How can change the way dates and times are displayed?

Click on the 'my account' link in the right top corner of the tool. At the bottom of the window that opens you can change the date and time settings.



The screenshot shows a settings window with a grid background. It contains two password input fields labeled 'new password:' and 'retype password:'. Below these is a section titled 'Which looks right:' with four radio button options: '13:00', '1:00 PM', '31/01/2007', and '01/31/2007'. Two orange arrows point to the '1:00 PM' and '01/31/2007' options. At the bottom left is a link 'cancel account' and at the bottom right is a green button labeled 'save changes'.

How can I plan weeks/months/hours/minutes instead of days?

Change the timeline type. Just right click the blue timeline and choose the 'timeline settings' in the menu that will appear. Also see the chapter about the blue timeline in this manual.

How can I change the font size?

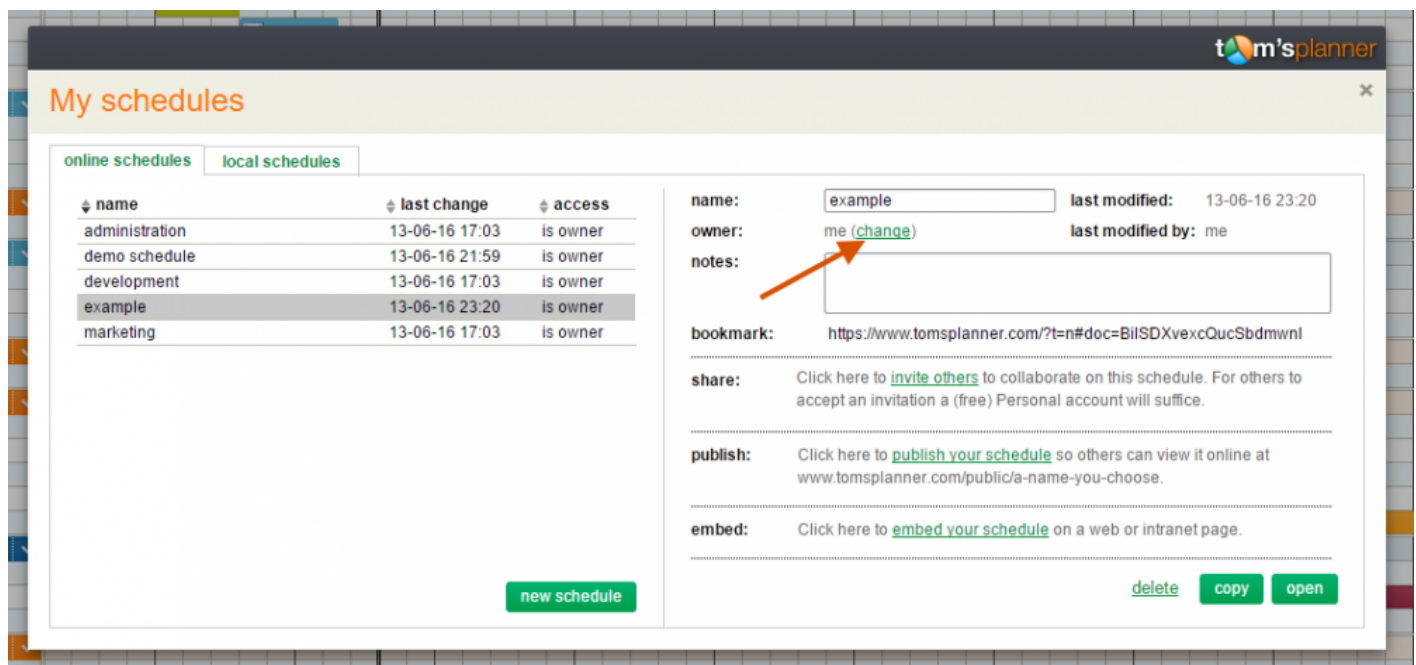
You can't yet. We are sorry. We are aware that the used font size is fairly small. It has been a choice between making the schedules as compact as possible to enable the best overview of your project and usability. We do get questions on how to increase the font size on regular basis so we are aware of the problem. It's on the To Do list to enable the setting of the font size. We found that the text is significantly better readable on Apple's macs and laptops.

How can I transfer my account to someone else?

You can change the email address that is being used to login yourself. Just click on the 'my account' link in the right top corner of the tool after you have logged in and change the email address. To change the payment information please send an email to tom@tomsplanner.com. We will stop the autorenewal of the account and when the account is about to expire the new user will be prompted to make a first payment and enter their payment information.

How can I transfer schedules to another account

If for instance someone else becomes the project manager of one of your projects you can transfer your schedule to the Tom's Planner account of the new project manager. To do this just click on the 'my schedules' button in the toolbar and select the schedule. Then click on the change link in the owner section and follow the instructions.



Change start date schedule / move all periods & symbols at once

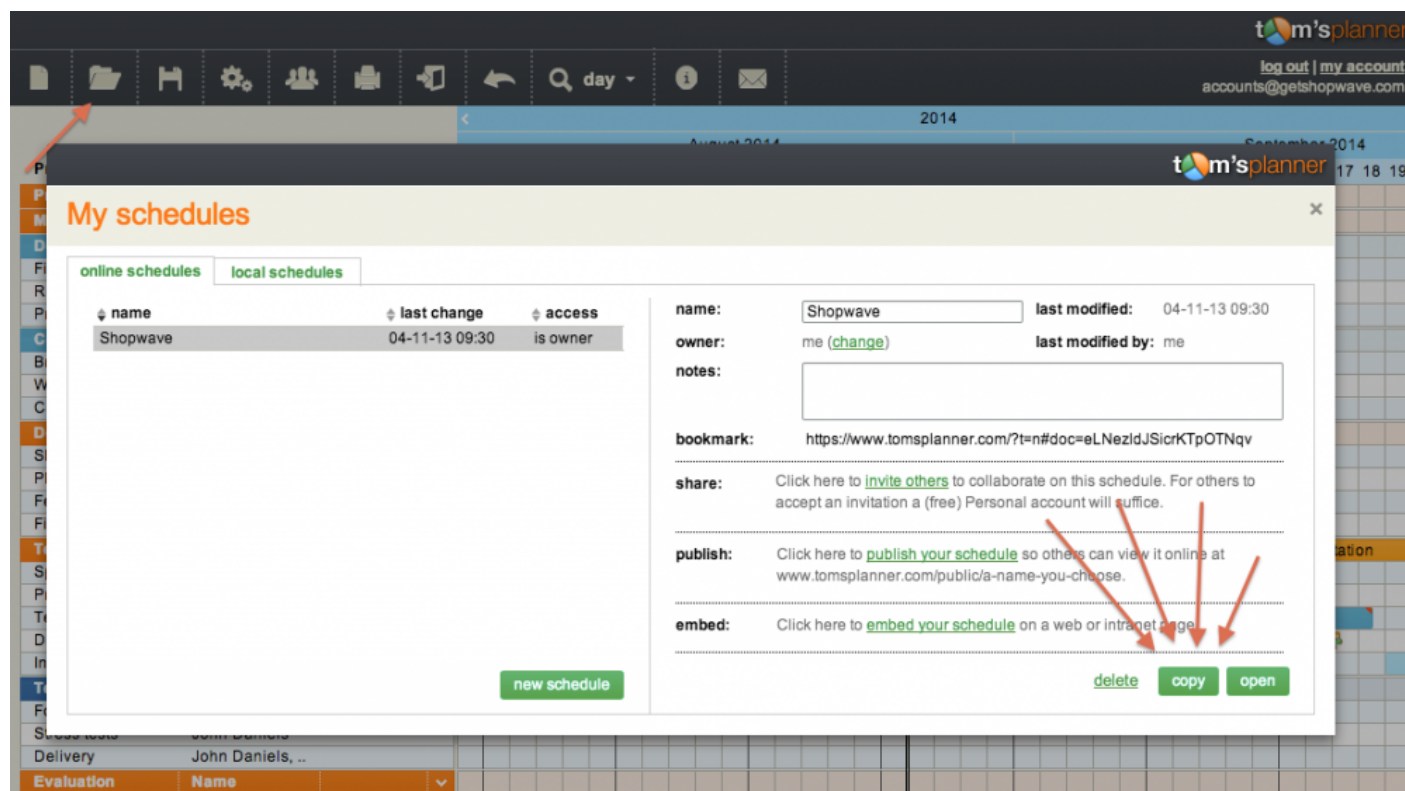
You can select all periods and symbols in your schedule at once and then drag and drop them with your mouse to the new date in one time. To select all periods and symbols at once please press ctrl+a on your keyboard (or cmd+a when you are working on a Mac). This will select all periods and symbols in your chart.

Copy paste between two schedules

To copy/move rows, groups, periods or symbols from one schedule (the source) to another (the destination) select the items you want to copy/move in the schedule that is the source. If you keep the shift or ctrl key pressed on your keyboard while selecting rows/groups with your mouse you can select multiple rows/groups at once. Right click the selection and choose copy from the menu. Next open the schedule you would like to paste the copied items into (the destination). The trick is to do this in the same window. So the original schedule (the source) will disappear because the new schedule (the destination schedule) will be opened. Then right click the place you would like to insert the copied elements and choose paste from the menu that appears.

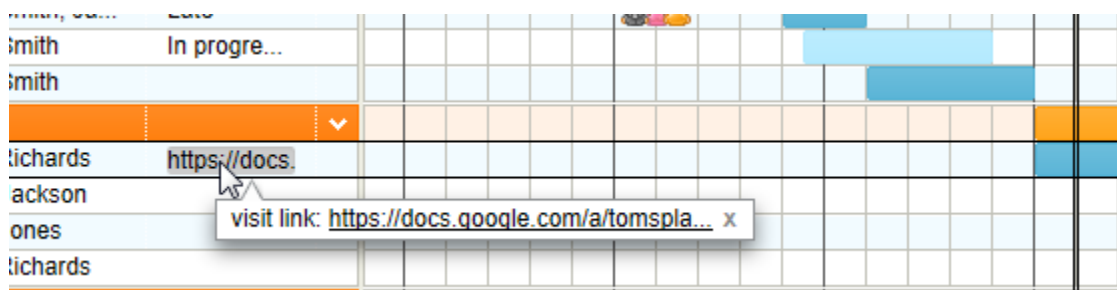
Copy/duplicate a schedule

You can copy/duplicate a schedule by clicking the 'copy' button in the 'my schedules' panel:



Include/upload files to schedule

You can not upload documents or files to Tom's Planner itself but when you include links or web addresses in your texts in your schedule they will automatically become clickable. So you can upload your documents to for instance Google Docs, Dropbox or Microsoft Skydrive and add the links to the uploaded files to your schedule by including them in your texts:



Track progress %

We don't have a specific functionality for keeping track of progress yet. For the time being you could visualize your progress by inserting a text column to indicate a percentage and using one specific symbol to indicate the progress visually:

		August 2011													
Status	progress	3	4	5	8	9	10	11	12	15	16	17	18	1	
Done	50% ▾		<div></div>												
Ok	100%		<div></div>												
Ok	35%			<div></div>											
Ok	0%								<div></div>						
Done	▾														

Set start (or end) date schedule

The charts in Tom's Planner don't have a start or end date. You can scroll to the left or right as much as you like. So there is no way to set a start and end date for a schedule.

How ever when you print you can set a date range if you like. This way you can specify the start and end date of the part of the schedule you would like to print.