

Step 2 : Adding areas and a first task

You're now going to:

- add two areas
- associate a first task to one of those areas.

Adding a first area by drawing a polygon

You're now going to create the two first areas of your project.

To adjust the size and position of the drawing:

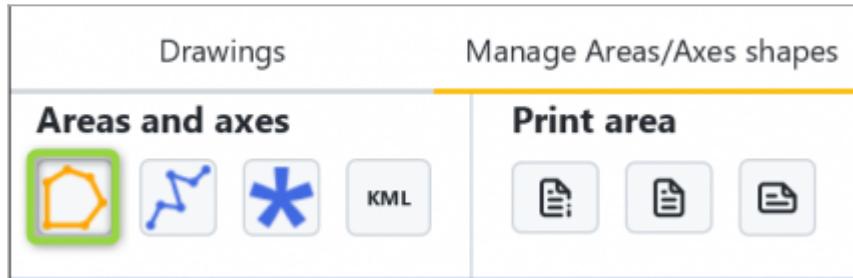
- Zooming: Ctrl-MouseWheel to zoom in or out quickly / Alt-Wheel to zoom more finely.
- Moving the drawing: click with the mouse wheel on the drawing, then move it.

The first area will be created by drawing a polygon, namely the “**Main facilities**” area (blue shape below).



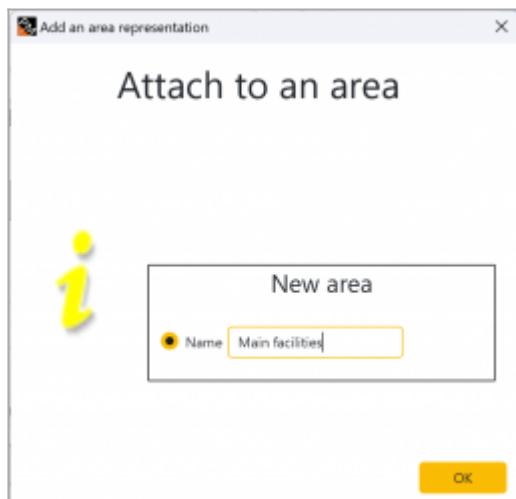
Note: the frame and background colors are used in this tutorial to help you locate areas: you don't have to change them as such.

Click on the “Create area” button in the **Manage Areas/Axes shapes** tab:

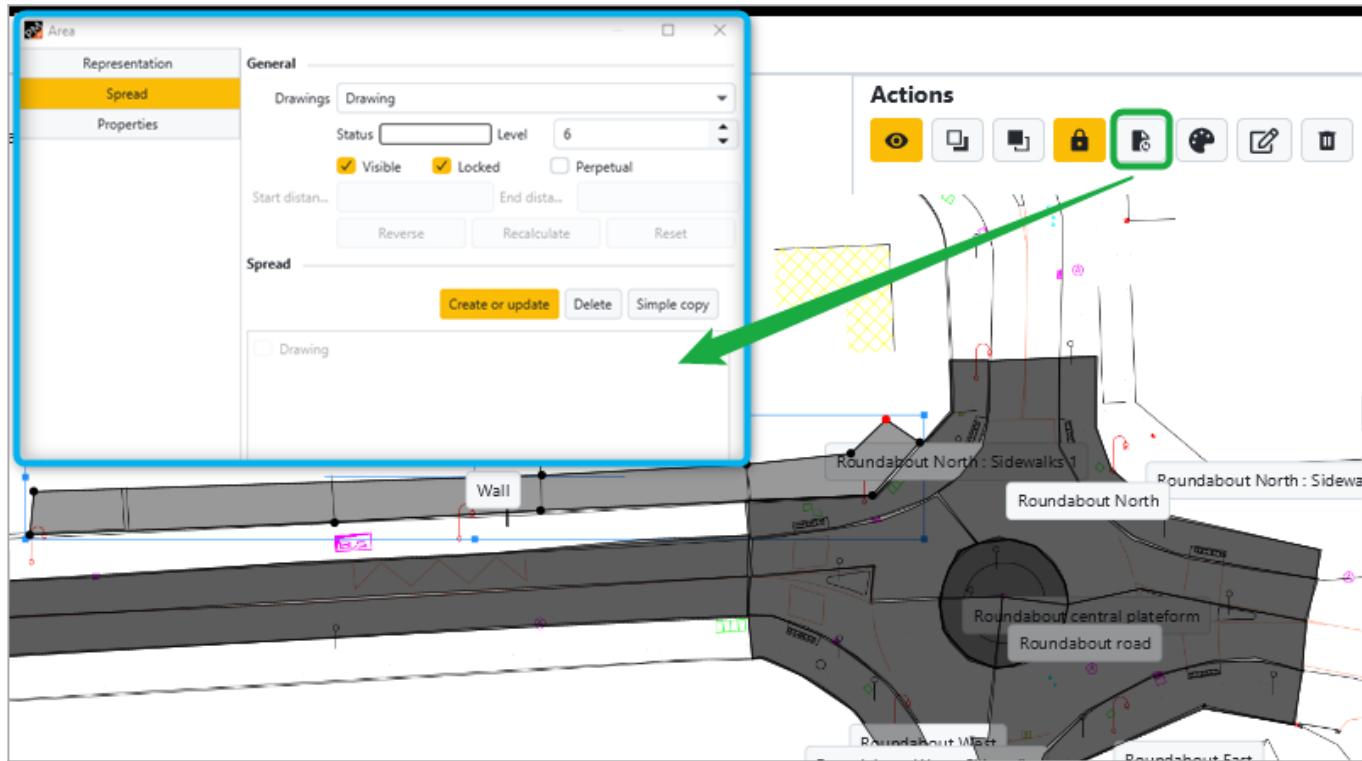


Then define your polygon's nodes using the mouse left button. A right-click will close the polygon and finish your area creation.

A window appears to associate the shape you just created to an existing area, or to a new area:



Beware ! By default the area shape is only attached to the drawing on which it has been drawn. To attach it to other plans, left-click on the area then click on the **Spread** button(here we also associate the area shape to the “Initial situation” drawing):



Adding an area by drawing a polygon

Adding a second area from the final drawing

Now you're going to add a second area, but starting from the "Final situation" drawing, since this is the area of the buildings you've hidden on the "Initial situation" drawing:

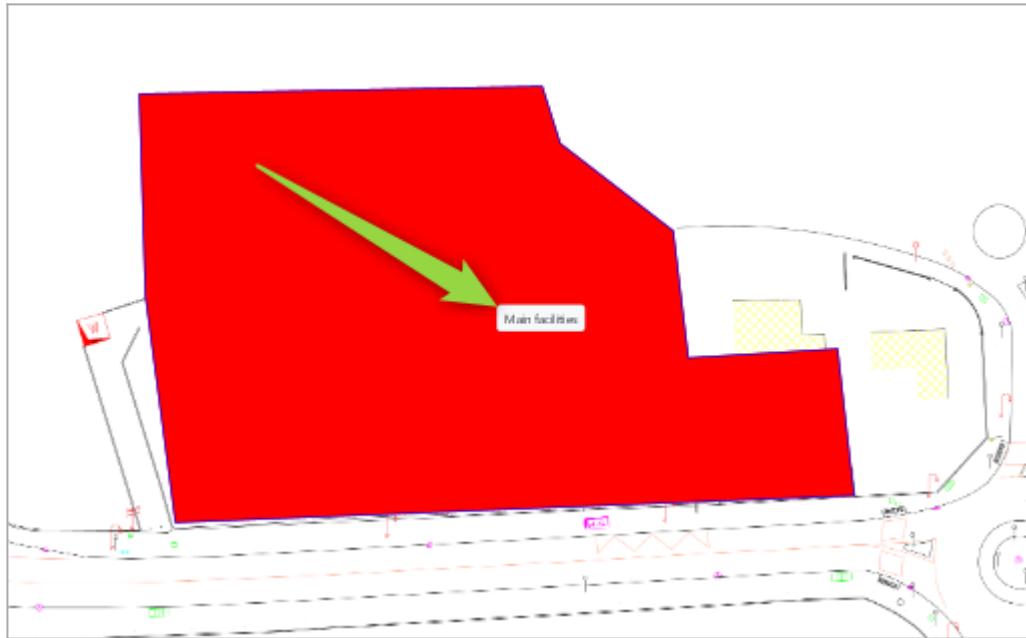


You'll name it "**Secondary facilities**". To do so, change the current drawing from the "Drawings and phases" tab of the upper menu to display the 'Final situation' drawing and draw your area.

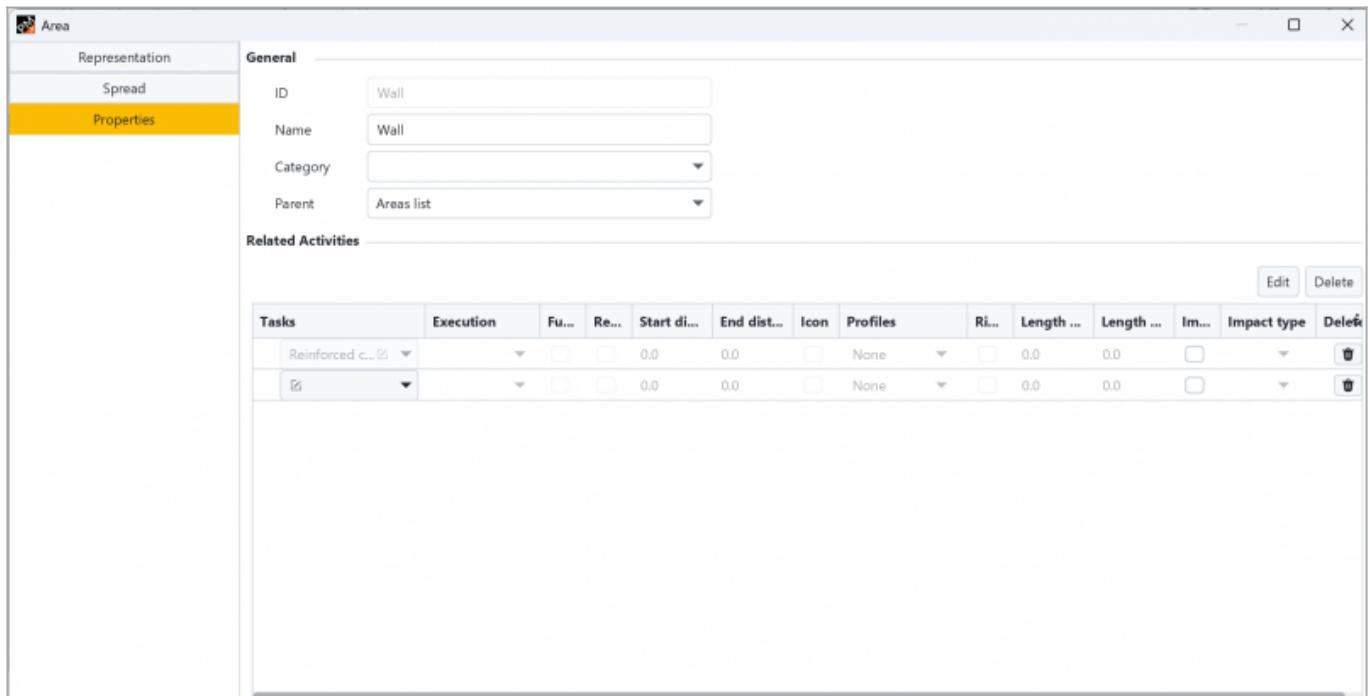
Adding a task to the "Main facilities" area

You'll now add the task "**Construction facilities**" to the "Main facilities" area.

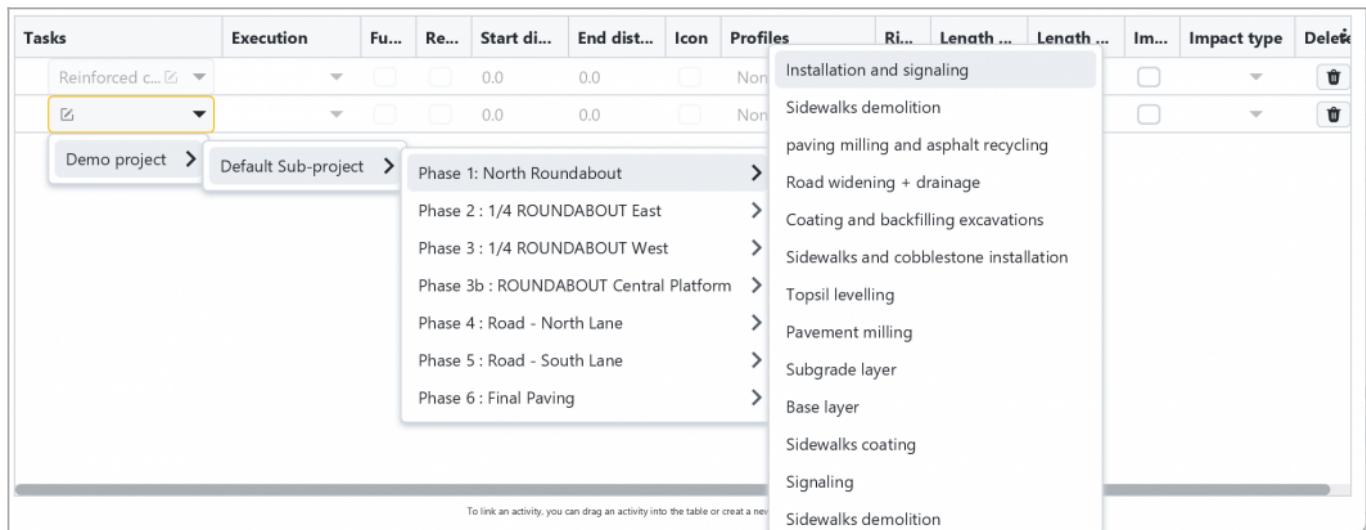
Click on the area label (here “Main facilities”):



The following window pops up:



Select the activity you want to associate:



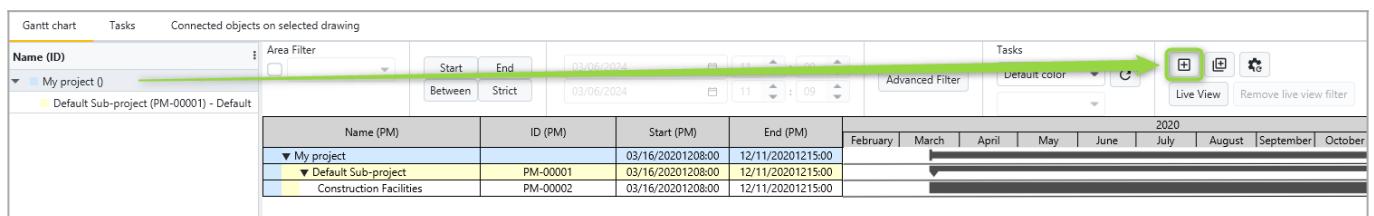
The screenshot shows the Phase Manager software interface. On the left, there is a tree view with 'Demo project' and 'Default Sub-project' selected. A context menu is open over 'Default Sub-project', listing several project phases: 'Phase 1: North Roundabout', 'Phase 2 : 1/4 ROUNDABOUT East', 'Phase 3 : 1/4 ROUNDABOUT West', 'Phase 3b : ROUNDABOUT Central Platform', 'Phase 4 : Road - North Lane', 'Phase 5 : Road - South Lane', and 'Phase 6 : Final Paving'. To the right of the tree view is a table titled 'Tasks' with columns for 'Execution', 'Fu...', 'Re...', 'Start di...', 'End dist...', 'Icon', 'Profiles', 'Ri...', 'Length...', 'Length...', 'Im...', 'Impact type', and 'Delete'. A large list of tasks is visible on the right side of the table, including 'Installation and signaling', 'Sidewalks demolition', 'paving milling and asphalt recycling', 'Road widening + drainage', 'Coating and backfilling excavations', 'Sidewalks and cobblestone installation', 'Topsil levelling', 'Pavement milling', 'Subgrade layer', 'Base layer', 'Sidewalks coating', 'Signaling', and 'Sidewalks demolition'. A note at the bottom of the table says 'To link an activity, you can drag an activity into the table or create a new one'.

Your task is now associated with the area.

Simple addition of a task directly to an area

Et we are now going to create a first summary task corresponding to the first phase of our project.

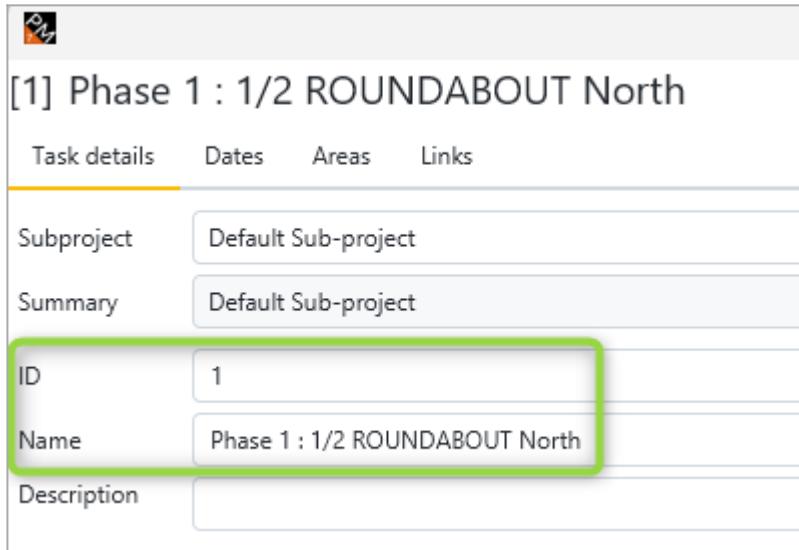
To create a summary task, click on the Project in the left panel explorer of the Gantt chart, then click on the "Add a task" button:



The screenshot shows the Gantt chart interface. On the left, there is a tree view with 'My project 0' and 'Default Sub-project (PM-00001) - Default' selected. The main area is a 'Tasks' table with columns for 'Name (ID)', 'ID (PM)', 'Start (PM)', 'End (PM)', and a timeline from February to October 2020. The table contains three rows: 'My project' (PM-00001, 03/16/2020 12:08:00 - 12/11/2020 12:15:00), 'Default Sub-project' (PM-00001, 03/16/2020 12:08:00 - 12/11/2020 12:15:00), and 'Construction Facilities' (PM-00002, 03/16/2020 12:08:00 - 12/11/2020 12:15:00). A green arrow points to the 'Add a task' button in the top right corner of the table header.

In this example we'll create the following summary task:

- name: "Phase 1 : 1/2 ROUNDABOUT North"
- ID: '1'

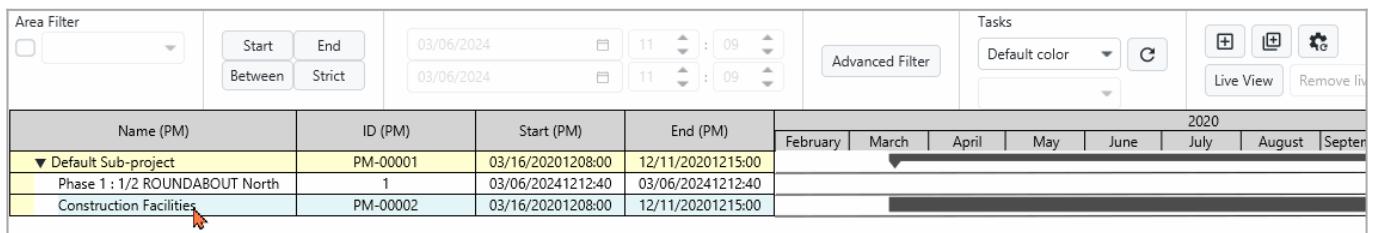


The screenshot shows the 'Task details' tab of the Phase Manager interface. The form contains the following fields:

- Subproject: Default Sub-project
- Summary: Default Sub-project
- ID: 1
- Name: Phase 1 : 1/2 ROUNDABOUT North
- Description: (empty)

The 'ID' and 'Name' fields are highlighted with a green border.

After clicking on OK, you can see in the Gantt chart that the task has been created, but as a simple task. To turn it into a summary task, simply drag and drop a child task into it. Here we'll do it with the "Construction facilities" task:



Creation of summary tasks

You can now close the "Main facilities" window and head to [step 3 of this tutorial!](#)