

# NEXT Planning

The screenshot displays the NEXT Planning software interface. On the left, a sidebar shows the user 'Ellinor Petersson' with a 'Logout' option and a list of projects including 'New project', 'My Projects', and 'Multifamily home'. The main area is titled 'Multifamily home' and features a Gantt chart for the month of March 2023. The chart is organized into weekly columns (v11 to v15) and daily rows (14 to 14). Tasks are represented by horizontal bars: 'Multifamily home' (green, 28 days), 'Siteworks' (blue, 15 days), 'Clear lot' (blue, 5 days), 'Stakeout' (blue, 5 days), 'Excavation' (blue, 5 days), 'Rough framing' (orange, 13 days), 'Sill' (orange, 3 days), 'Walls' (orange, 5 days), and 'Truss' (orange, 5 days). A red hatched area indicates a holiday on the 13th. The interface includes a top navigation bar with various tools like 'Split', 'Clone', 'Progress Line', 'Deadline', 'Holiday', 'PDF', 'Add Collaborators', 'Today', 'Fullscreen', and 'Settings'.

Task	Start	Work days	March, 2023																															
			v11							v12							v13							v14							v15			
Multifamily home	2023-03-13	28	+	[Green bar]																														
Siteworks	2023-03-13	15	+	[Blue bar]																														
Clear lot	2023-03-13	5	+	[Blue bar]																														
Stakeout	2023-03-20	5	+	[Blue bar]																														
Excavation	2023-03-27	5	+	[Blue bar]																														
Rough framing	2023-04-01	13	+	[Orange bar]																														
Sill	2023-04-01	3	+	[Orange bar]																														
Walls	2023-04-06	5	+	[Orange bar]																														
Truss	2023-04-14	5	+	[Orange bar]																														

## GET STARTED WITH NEXT PLANNING

Fast and easy construction scheduling

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# NEXT Planning

## Web browser

Next Planning is developed with the latest technology and tested for the latest browsers; Google Chrome, Microsoft Edge, Safari, Firefox, etc. In addition to these, Next Planning works with most other browsers.

For a really fast user experience, we recommend Google Chrome or Microsoft Edge.



Google Chrome



Microsoft Edge



Firefox



Safari

## Log in to Next Planning

Open your web browser and go to the address <https://planning.next-tech.com/app/login>

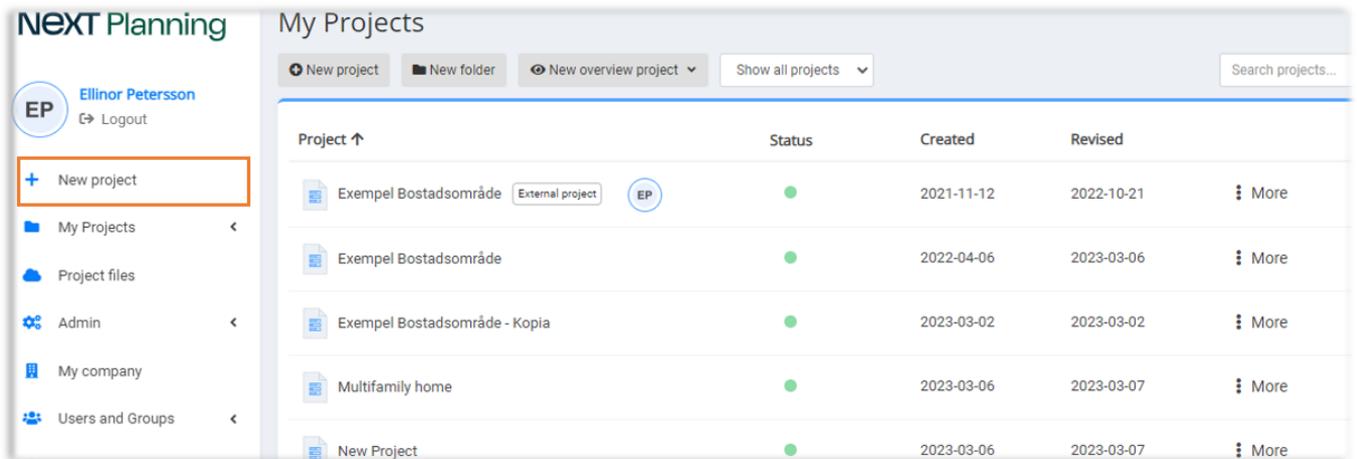
Enter your email address and password. Click on log in.

To save your username and password for the next time you log in to the same computer, you can click on "Remember".

## Basics

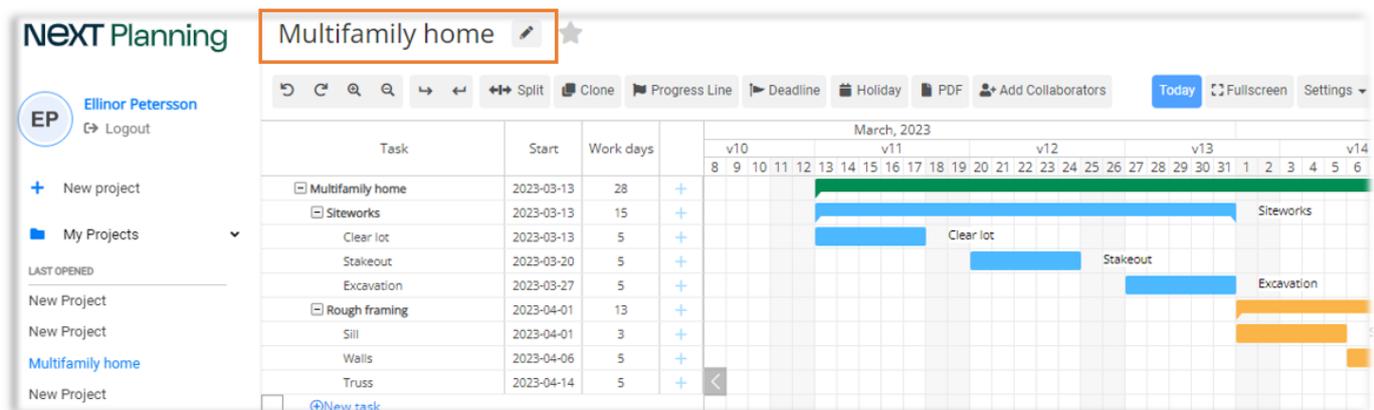
### Create a new schedule

To create a new schedule, click on New project in the main menu.



### Change project name

To change the project name, open the project and then click on the pen symbol to the right of the project name. Then you enter a new project name and press ENTER or click the save-symbol to the right of the project name.



# NEXT Planning

## Duplicate existing schedule

To duplicate an existing schedule, go to My projects and click More and choose Duplicate. A copy of your project will be created.

TIPS: Many users choose to create template projects by naming them e.g " *Template-Road contractor,* " and then duplicate the template project to save time when they are setting up new projects.

The screenshot shows the 'My Projects' page in the NEXT Planning application. The user is Ellinor Petersson. The page displays a table of projects with columns for Project, Status, Created, and Revised. A 'More actions' menu is open for the 'Multifamily home' project, showing options: Delete project, Change name, Add to favorites, and Duplicate project. An orange arrow points to the 'Duplicate project' option.

Project ↑	Status	Created	Revised	
Exempel Bostadsområde <small>External project</small>	●	2021-11-12	2022-10-21	More
Exempel Bostadsområde	●	2022-04-06	2023-03-06	More
Exempel Bostadsområde - Kopia	●	2023-03-02	2023-03-02	More
Multifamily home	●	2023-03-06	2023-03-07	More
New Project	●	2023-03-06	2023-03-06	
New Project	●	2023-03-07	2023-03-07	
New Project	●	2023-03-07	2023-03-07	

## Merge

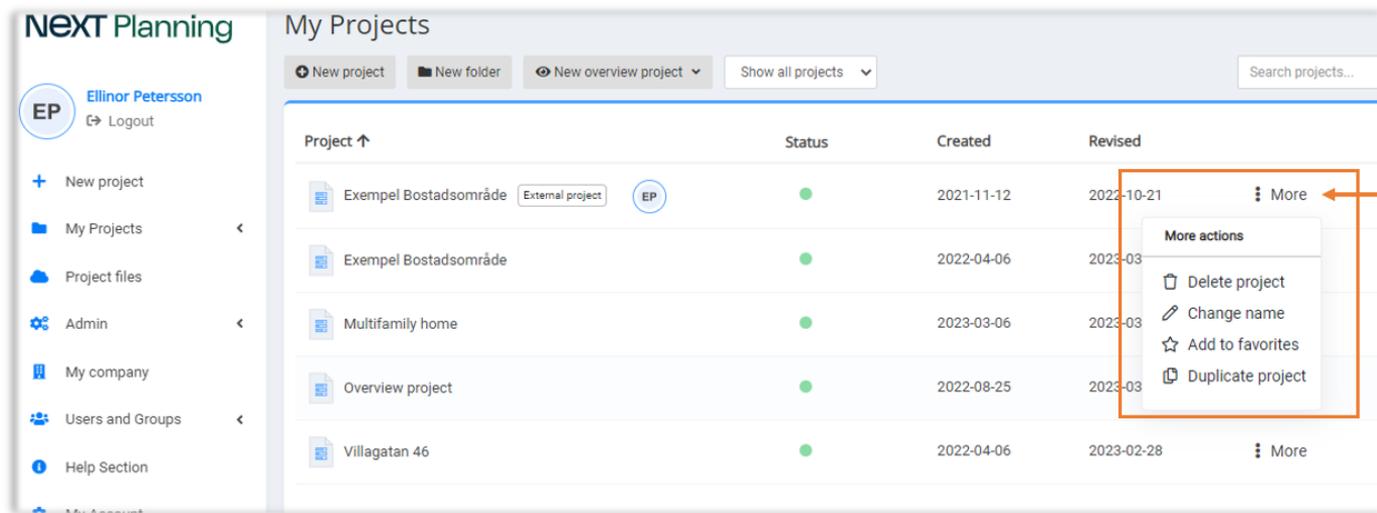
To merge several projects into a larger schedule, go to My Projects and then click on New overview project. Then you can choose up to 5 projects that will be combined into one large project.

The screenshot shows the 'My Projects' page with the 'New overview project' dialog box open. The dialog box has a search bar and a list of projects to include. Two projects are selected: 'Exempel Bostadsområde' and 'Multifamily home'. The 'Create overview project' button is highlighted with an orange box.

Project ↑	Created	Revised	
Exempel Bostadsområde	2021-11-12	2022-10-21	More
Exempel Bostadsområde	2022-04-06	2023-03-06	More
Multifamily home	2023-03-06	2023-03-07	More
Overview project	2022-08-25	2023-03-07	More
Villagatan 46	2022-04-06	2023-02-28	More

## Delete a schedule

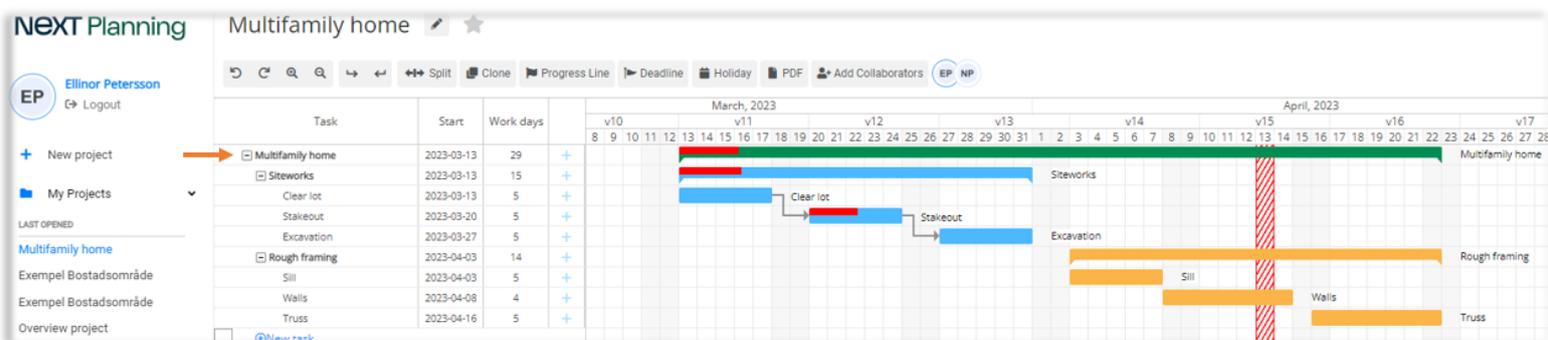
To delete a schedule, go to My projects and then click the button [ : More ] and select Delete project. Note that you cannot recreate a deleted project.



## Activities

### Main-activity & sub-activity

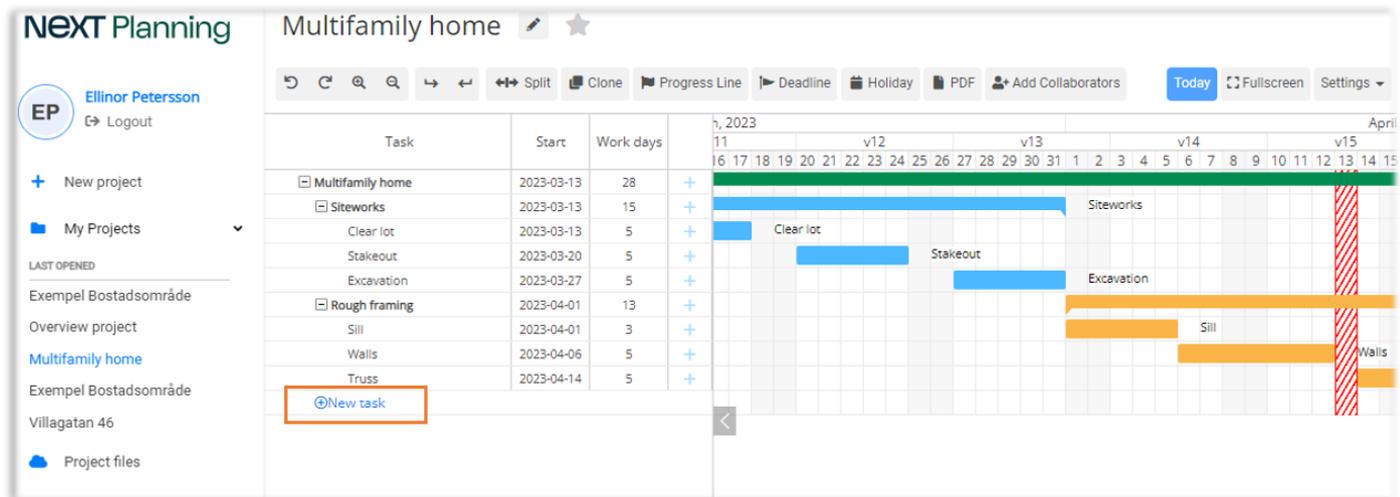
A main activity can have one or more sub-activities and acts as a project within the project. Then the length of the main activity automatically adapts to the underlying activities. You can move all activities simultaneously by moving the main activity.



# NEXT Planning

## Create new activities

To create a new activity, click on + Create new activity, enter the activity name, and press ENTER.

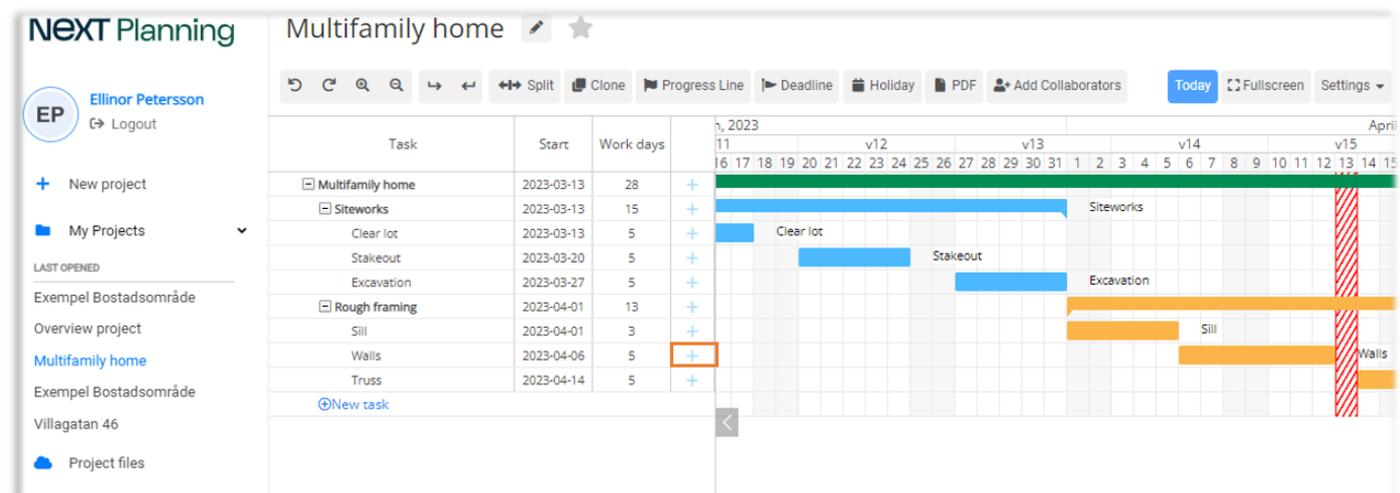


The screenshot shows the NEXT Planning interface for a project named 'Multifamily home'. The interface includes a sidebar with user information (Ellinor Pettersson) and project navigation options. The main area displays a Gantt chart with tasks and their durations. A 'New task' button is highlighted in the task list.

Task	Start	Work days	
Multifamily home	2023-03-13	28	+
Siteworks	2023-03-13	15	+
Clear lot	2023-03-13	5	+
Stakeout	2023-03-20	5	+
Excavation	2023-03-27	5	+
Rough framing	2023-04-01	13	+
Sill	2023-04-01	3	+
Walls	2023-04-06	5	+
Truss	2023-04-14	5	+
+ New task			

## Create subactivity

To create a sub-activity, click on the blue plus-sign to the right of the activity name and then enter the name of the sub-activity and press ENTER.



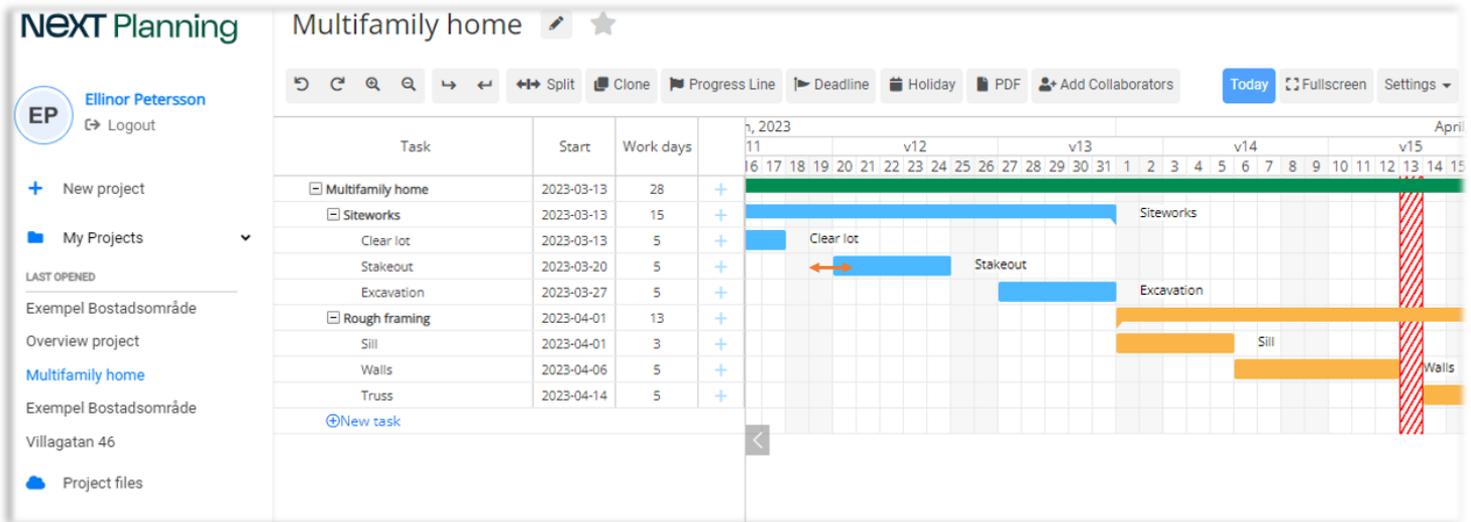
The screenshot shows the NEXT Planning interface for a project named 'Multifamily home'. The interface includes a sidebar with user information (Ellinor Pettersson) and project navigation options. The main area displays a Gantt chart with tasks and their durations. A plus sign next to the 'Walls' task is highlighted.

Task	Start	Work days	
Multifamily home	2023-03-13	28	+
Siteworks	2023-03-13	15	+
Clear lot	2023-03-13	5	+
Stakeout	2023-03-20	5	+
Excavation	2023-03-27	5	+
Rough framing	2023-04-01	13	+
Sill	2023-04-01	3	+
Walls	2023-04-06	5	+
Truss	2023-04-14	5	+
+ New task			

# NEXT Planning

Move and change the length of an activity

Click and drag the ends of an activity to adjust the duration. You can also double-click an activity to select the date and duration.



*Click and drag the ends of an activity to make it shorter or longer.*

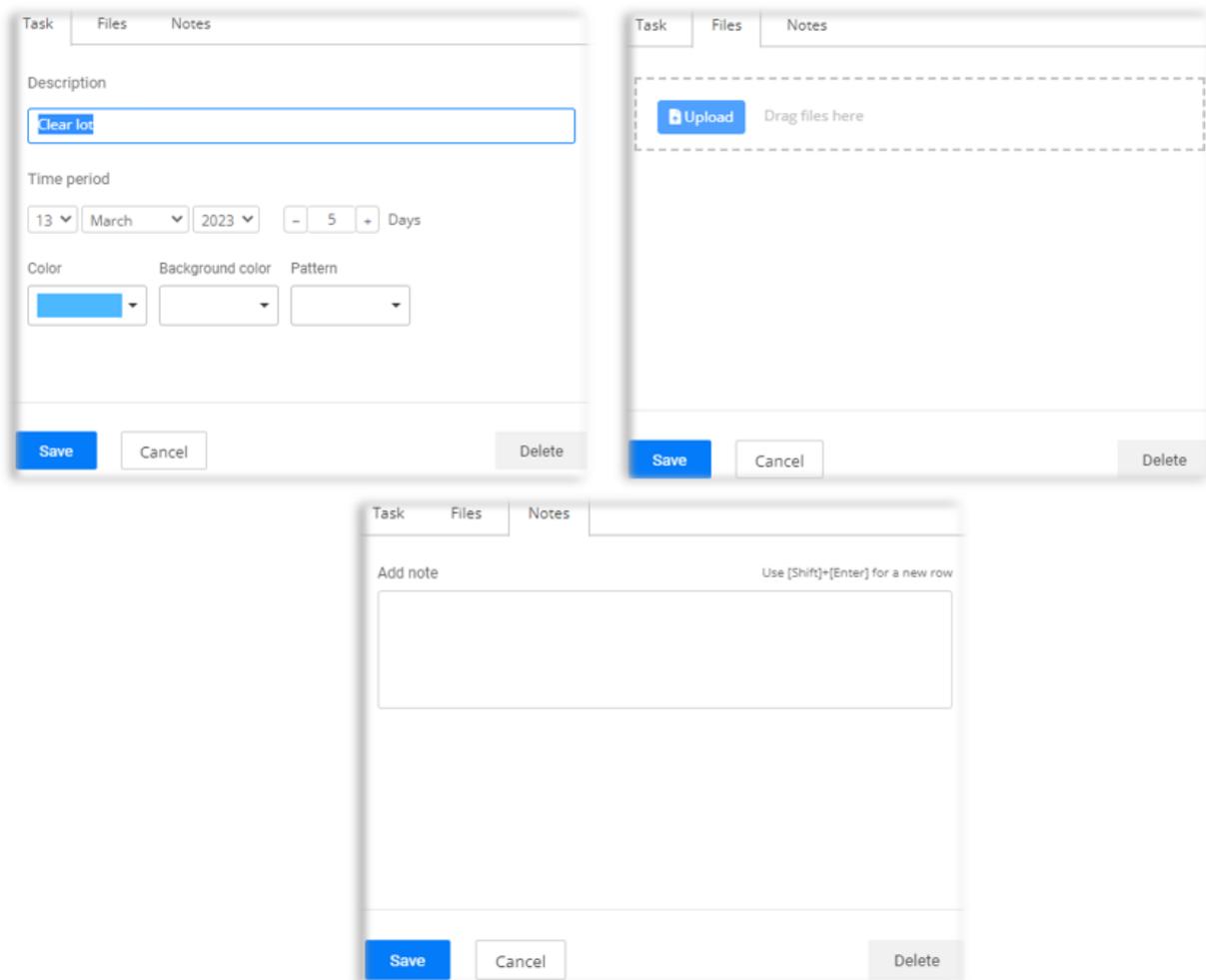
*Click and drag in the middle of the activity to move it forward or backward in time.*

# NEXT Planning

## Edit an activity

To edit an activity, double-click it to open the settings window, here you can:

- Rename
- Change times
- Choose colour, background colour and pattern
- Delete the activity
- Insert memory notes
- Upload files



# NEXT Planning

## Enter free periods

To enter free periods, click on the tool Holiday. Select the period and drag the ends to make the period longer or shorter. You can also move the period as you like by clicking and dragging the period. You can have as many free periods as you wish, and you create several periods by clicking on Free. You delete a free period by clicking on it and then clicking on Delete.

The screenshot displays the NEXT Planning software interface for a project named "Multifamily home". The interface includes a sidebar on the left with user information (Ellinor Petersson) and project navigation. The main area shows a Gantt chart with tasks and their durations. The tasks listed are:

Task	Start	Work days
Multifamily home	2023-03-13	28
Siteworks	2023-03-13	15
Clear lot	2023-03-13	5
Stakeout	2023-03-20	5
Excavation	2023-03-27	5
Rough framing	2023-04-01	13
Sill	2023-04-01	3
Walls	2023-04-06	5
Truss	2023-04-14	5

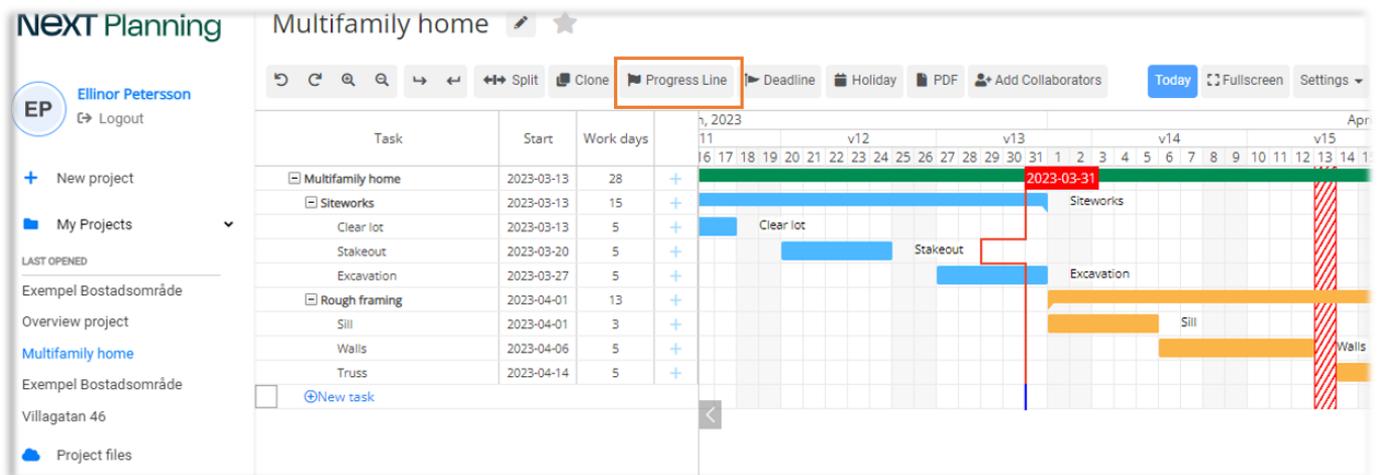
The Gantt chart shows a red vertical bar on the right side, indicating a free period (holiday or public holiday) on April 13th. The 'Holiday' tool in the toolbar is highlighted with a red box.

*The red-marked days show free periods such as holidays or public holidays.*

## Progress line

You can create a reconciliation line by clicking the tool Progress line. You can move the entire baseline by clicking and dragging the date flag, and you can adjust the line for each activity row.

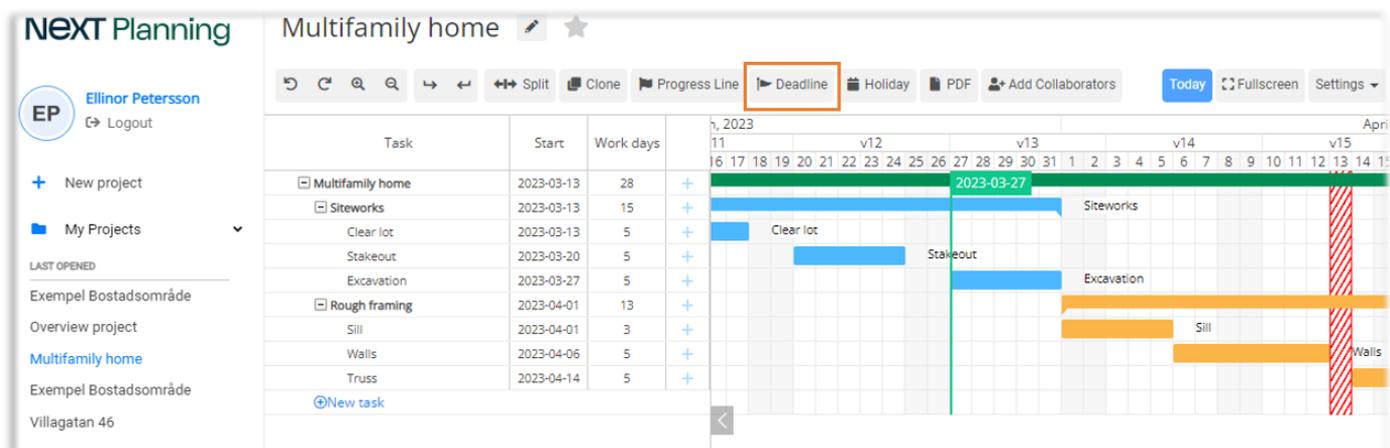
To delete a reconciliation line, click on the flag, and then a button appears to the right of the flag with the text Delete. Click on this and confirm.



## Partial times and milestones

Show important holding times such as partial times from the contract, completion time, etc.

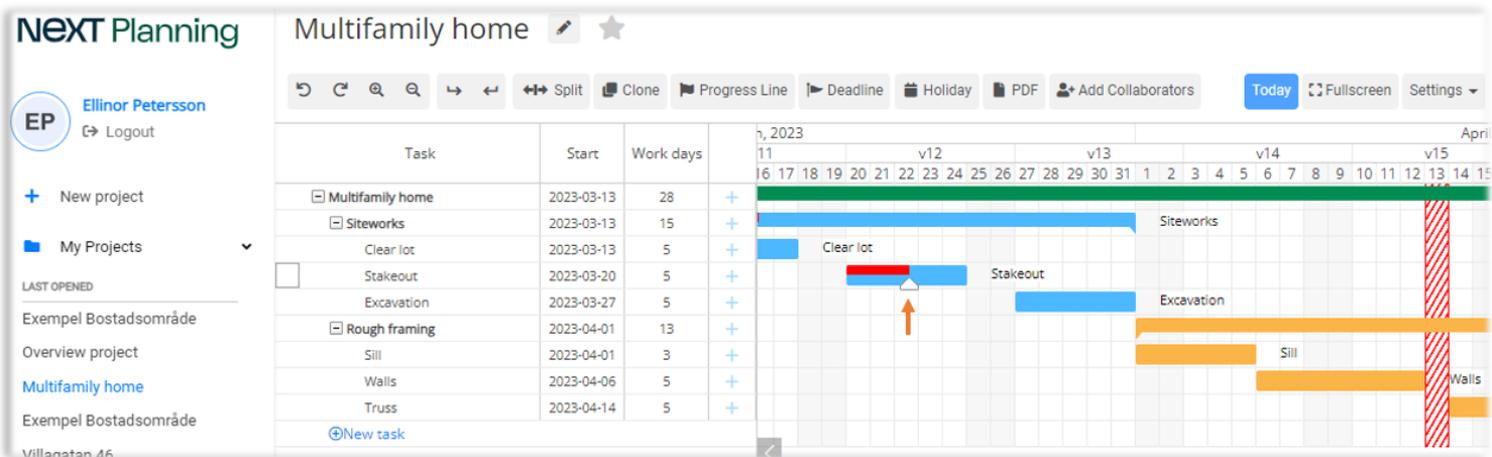
- Insert a part-time by clicking the button Deadline-time
- Move the part-time by clicking and dragging the flag
- Click on the flag to change the name or colour



# NEXT Planning

## View the progress of an activity

You can view an activity's progress by hovering over an activity and then clicking and dragging the triangular button to the left of the activity. Drag it to the right to increase the length of the red bar, which shows how far the activity has progressed.

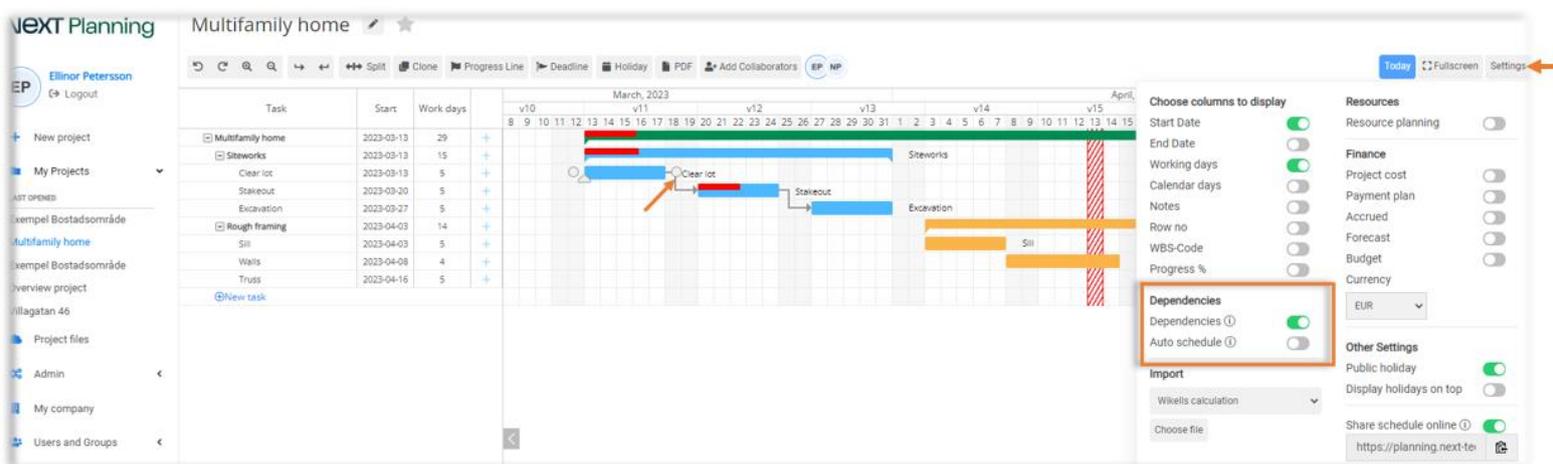


## Connection arrows

Show connections between activities with connection arrows. A connection arrow shows that the later activity can not be started until the previous one is finished.

- Hover over an activity and circles will appear on each side of the activity
- Click and drag in the circle to draw the connection arrow and drop the connection arrow in the circle on the activity you want.

NOTE: Make sure that the setting Connection arrows/Links is enabled under Settings which you can find in the upper right corner.



# NEXT Planning

## Select columns to display

To turn off or on columns (the blue marked in the picture below) you can use the settings for columns. Press settings in the upper right corner - you will find the Select columns that appear - section (the one marked in red in the picture). Here you can enable/disable columns.

TIPS: Use these settings to make your workspace less movable.

The screenshot shows the NEXT Planning interface for a project named "Multifamily home". The main view is a Gantt chart showing task dependencies and durations. A settings panel is open on the right, with a red box highlighting the "Choose columns to display" section. This section contains the following settings:

Setting	Status
Start Date	Enabled (Green)
End Date	Disabled (Grey)
Working days	Enabled (Green)
Calendar days	Disabled (Grey)
Notes	Disabled (Grey)
Row no	Disabled (Grey)
WBS-Code	Disabled (Grey)
Progress %	Disabled (Grey)

Other settings visible in the panel include:

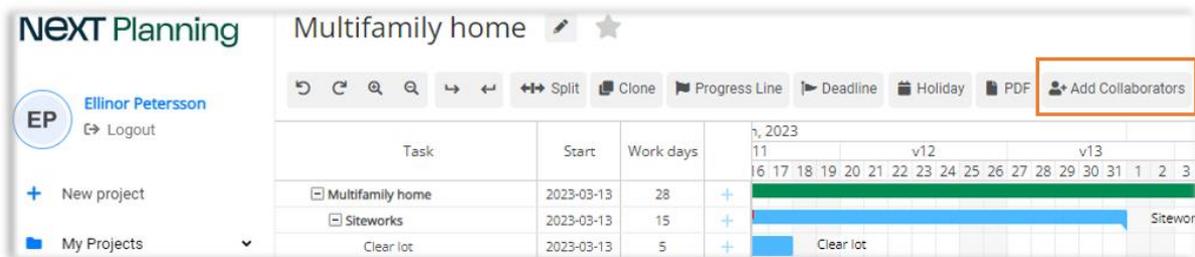
- Dependencies:** Dependencies (Disabled), Auto schedule (Disabled)
- Import:** Wikells calculation (Selected), Choose file (Button)
- Resources:** Resource planning (Disabled)
- Finance:** Project cost (Disabled), Payment plan (Disabled), Accrued (Disabled), Forecast (Disabled), Budget (Disabled)
- Other Settings:** Currency (EUR), Public holiday (Enabled), Display holidays on top (Disabled), Share schedule online (Disabled)

## Collaboration and sharing

With Next Planning, you can collaborate on schedules with your colleagues quickly and easily.

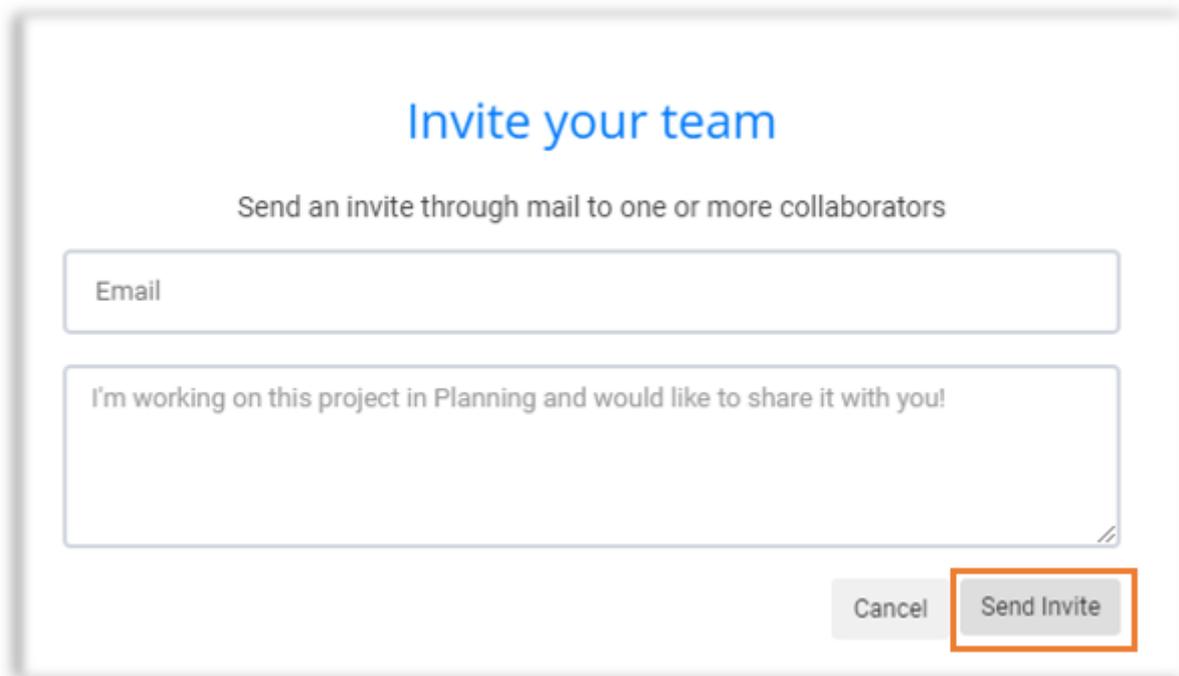
### Invite colleagues

Click Add Collaborators and enter the email address of one or more colleagues, write a message and click on Send invitation. Your colleague will then receive an email with a collaboration link to the schedule.



The screenshot shows the NEXT Planning interface for a project named "Multifamily home". The user is Ellinor Petersson. The interface includes a navigation menu on the left with options for "New project" and "My Projects". The main area displays a Gantt chart for the project, with tasks listed in a table below. The "Add Collaborators" button is highlighted with an orange box.

Task	Start	Work days	
Multifamily home	2023-03-13	28	+
Siteworks	2023-03-13	15	+
Clear lot	2023-03-13	5	+

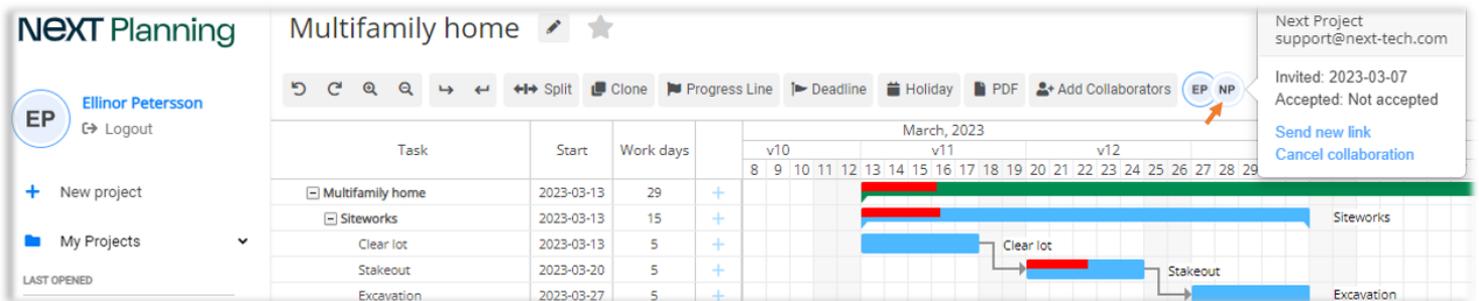


The "Invite your team" dialog box prompts the user to "Send an invite through mail to one or more collaborators". It features an "Email" input field and a text area containing the message: "I'm working on this project in Planning and would like to share it with you!". The "Send Invite" button is highlighted with an orange box.

# NEXT Planning

## Manage collaborations

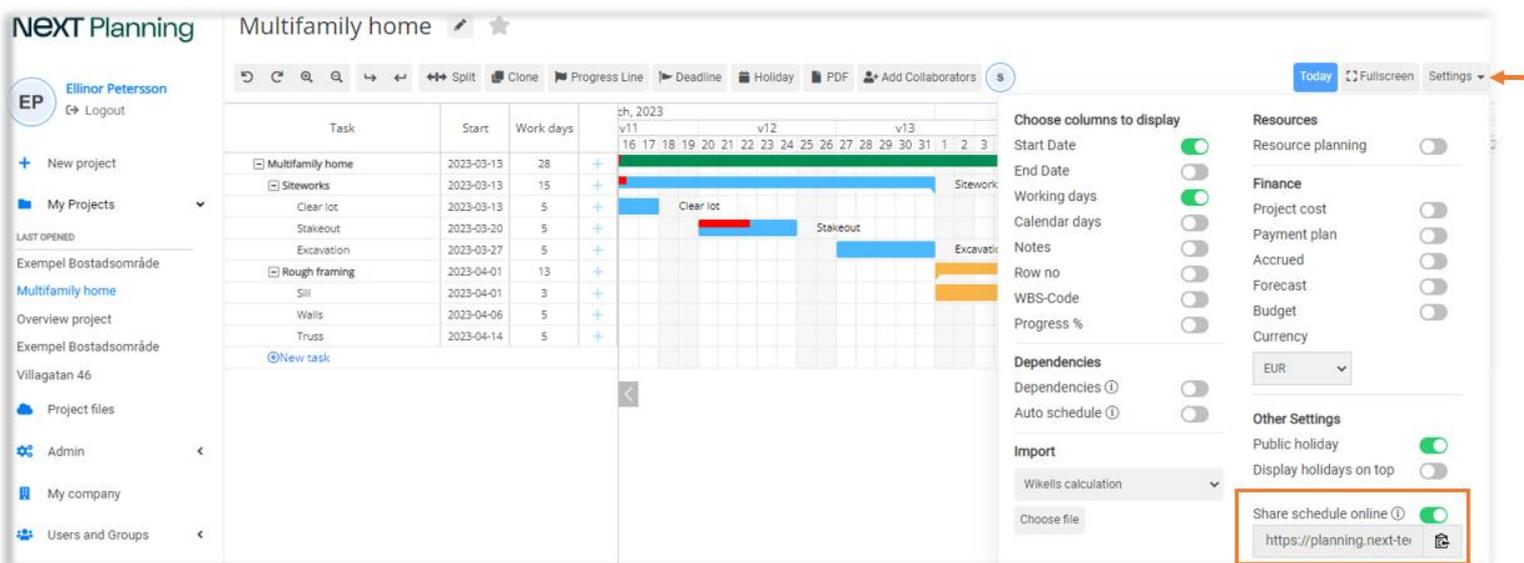
The invited colleagues will be shown to the right of the toolbar, and if you click on a colleague's initials, you will see the full name and status of the invitation. Here you can also choose to send the invitation again or choose to cancel the collaboration.



## Share online version

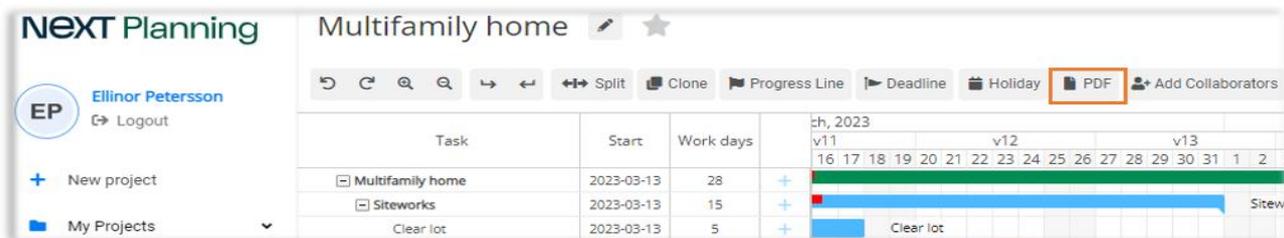
You can share a link to an updated version of the schedule even to external parties who do not use Next Planning. Click Settings and activate Share the schedule online. Then copy the link and give it to those you want to have access to the schedule.

NOTE: This online link provides read-only rights. To share the schedule with a colleague, use instead the collaboration function



## Save to PDF

To save your timetable to the computer, click on the tool PDF, which opens a side menu with a range of settings. Read more below.



### Paper format

Select paper size (A3, A4, ...).

### Orientation

Choose landscape or portrait format.

### Time scale

Choose which times should appear on the printout: Year, month, week, or days

### Logotype

Click on change logo and upload the company's logo.

### Print period

Select the time period to be printed.

### Created

Specifies the date for establishing the schedule. It will be filled out automatically but can be changed.

### Revised

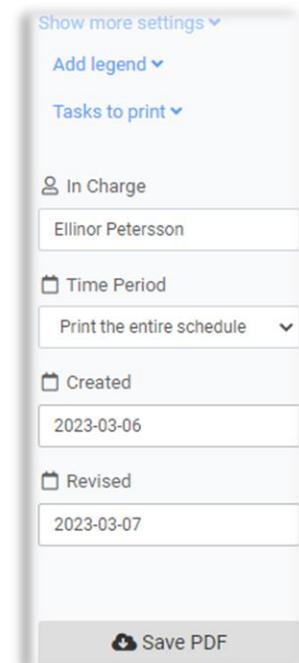
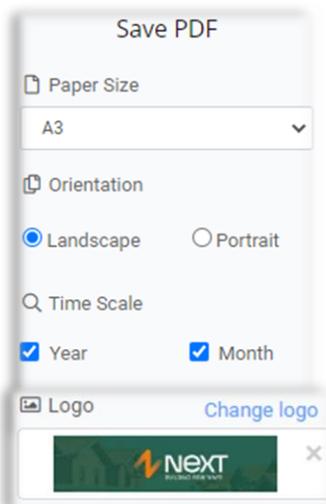
Indicates the last revision date. Filled in automatically but can be changed

### Activities

Choose which activities you want to include in your printout.

### Add an explanation

Write a short description for each colour to make it clear when printing what the colour represents.



# NEXT Planning

## Support

### Free support

All our users have free access to our support. We try to answer all questions within 24 hours on weekdays. You can reach us by filling out our contact form at <https://next-tech.com/en/contact/>

### Instructional videos

We have produced quick and informative instructional videos for all of Next Planning features tools. You can find these at [next-tech.com/en/planning/](https://next-tech.com/en/planning/) and then click on Tips & Manuals.