

GET STARTED WITH NEXT PLANNING

Fast and easy construction scheduling

Tips & manuals

Handbook & manual Next Planning

Content

Web browser	3
Log in to Next Planning	3
Basics	ζ ₄
Create a new schedule	ζ4
Change project name	Ζ ₄
Duplicate existing schedule	5
Merge	5
Delete a schedule	6
Activities	6
Main activity & sub sctivity	6
Create new activities	6
Create sub-activity	7
Move and change the length of an activity	7
Edit an activity	8
Enter free periods	9
Reconciliation line	10
Partial times and milestones	10
View the progress of an activity	11
Connection arrows	11
Select columns to display	12
Collaboration and sharing	13
Invite colleagues	13
Manage collaborations	14
Share online-version	15
Save to PDF	16
Paper format	16
Orientation	16
Time scale	16
Logotype	16
Print time period	16
Created	16
Revised	16
Add explanation	16
Activities	16
Support	17
Free support	17
Instructional videos	17

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.



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.

NEXT Planning	My Projects				
Ellinor Petersson	♦ New project ► New folder	Show all projects 🗸			Search projects
EP C+ Logout	Project ↑	Status	Created	Revised	
+ New project	Exempel Bostadsområde External project	•	2021-11-12	2022-10-21	: More
My Projects <	Exempel Bostadsområde	•	2022-04-06	2023-03-06	: More
Project files			2022 02 02	2022.02.02	t Mara
😍 Admin K	Exempel Bostadsomrade - Kopia		2023-03-02	2023-03-02	: More
My company	Multifamily home	•	2023-03-06	2023-03-07	: More
Control control	New Project	•	2023-03-06	2023-03-07	\$ More

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	Multifamily home	e 🖉 📩	,																					
Ellinor Petersson	5 6 0 6 + 4	↔I→ Split	Clone Þ P	rogres	s Line	•	• Deadlin	e 🛱	Holiday	PD	DF 4	+ Ad	ld Co	llabora	tors		ľ	oday	0] Ful	llscre	en	Setti	ngs 🗸
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					8	9 1	0 11 12	13 14	15 16	17 18 1	19 20	21	22 2	23 24	25	26 27	28	29	30 3	31	1 2	3	4	56
 New project 	 Multifamily home 	2023-03-13	28	+																				
	 Siteworks 	2023-03-13	15	+																	Site	wor	<s< td=""><td></td></s<>	
My Projects	Clear lot	2023-03-13	5	+						C	Clear lo)C												
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	Excavation	2023-03-27	5	+																	Exc	avat	on	
New Project	 Rough framing 	2023-04-01	13	+																				
New Project	Sill	2023-04-01	3	+																				-
Multifamily home	Walls	2023-04-06	5	+																				
	Truss	2023-04-14	5	+	<																			
New Project	New task																							

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.

NEXT Planning	My Projects				
Ellinor Petersson	New project New folder New overview project V	Show all projects 🖌			Search projects
EP C> Logout	Project 1	Status	Created	Revised	
+ New project	Exempel Bostadsområde External project (EP	•	2021-11-12	2022-10-21	I More
My Projects Project files	Exempel Bostadsområde	•	2022-04-06	2023-03-06	More
🗘 Admin 🔇	Exempel Bostadsområde - Kopia	•	2023-03-02	2023-03-02	\$ More
My company	Multifamily home	•	2023-03-06	2023-08-07	🕻 More 🔺
 Users and Groups Help Section 	New Project	•	2023-03-06	More action	nroiect
My Account	New Project	•	2023-03-07	2023-0: Chang	e name
 Support 	New Project	•	2023-03-07	2023-0	ate project

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.

NEXT Planning	My Projects				
	O New project New folder	New overview project Show all projects			Search projects
EP ↔ Logout	Project ↑	Choose projects to include 2 Search projects	Created	Revised	
+ New project	Exempel Bostadsområde	 Exempel Bostadsområde 	2021-11-12	2022-10-21	More
My Projects Yroject files	Exempel Bostadsområde	Exempel Bostadsområde	2022-04-06	2023-03-06	More
😂 Admin <	Multifamily home	Multifamily home	2023-03-06	2023-03-07	More
📜 My company	Overview project	Overview project	2022-08-25	2023-03-07	More
 Users and Groups Help Section 	Villagatan 46	Clear selection Create overview project	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.

NEXT Planning	My Projects			
Ellinor Petersson	O New project ► New folder O New overview project ►	Show all projects 🗸 🗸		Search projects
EP C> Logout	Project ↑	Status	Created	Revised
+ New project	Exempel Bostadsområde External project	•	2021-11-12	2022-10-21 i More 🗲
My Projects <	Exempel Rostadsområde		2022-04-06	More actions
Project files		-		Delete project
🗱 Admin <	Multifamily home	•	2023-03-06	2023-03
🛄 My company	Overview project	•	2022-08-25	2023-03 Duplicate project
😩 Users and Groups 🔇 🕻			0000 04 07	
Help Section	Villagatan 46	•	2022-04-06	2023-02-28 ; More

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	Multifamily home	1	ſ																										
Ellinor Petersson	5000+++	🕩 Split	Clone 🏲 P	rogres	s Line	 • (Deadline	iii H	oliday	PD	F 🏝 A	dd Collabo	rators	EP NP															
C+ Logout								M	arch, 20)23												1	April, 20	23					
	Task	Start	Work days		V	10			v11			v12			v13			v14				v15			v1	6			v17
					8	9 10	11 12	13 14 1	15 16 1	7 18 1	9 20 21	22 23 24	25 26	5 27 28	29 30 31	1 2	3 4	5 6	7 8	9 1	0 11 1	2 13 14	15 16	5 17 18	19 20	0 21 22	2 23 24	\$ 25 26	27 28
+ New project	Multifamily home	2023-03-13	29	+			,															100					M	ultifamily h	nome
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LAST OPENED	Stakeout	2023-03-20	5	+						-	•	-	Sta	akeout								V/A							
	Excavation	2023-03-27	5	+									-	+		Exc	avation					V/A							
Multifamily home	 Rough framing 	2023-04-03	14	+																		100					Ro	ugh framir	ing
Exempel Bostadsområde	Sill	2023-04-03	5	+																Sill		V/A							
Exempel Bostadsområde	Walls	2023-04-08	4	+																			Wa	lls					
Quantizer anniant	Truss	2023-04-16	5	+																		1//					Tru	JSS	
Overview project	New task																					VA							

Create new activities

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

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C> Logout	Task	Start	Work days		n, 2023 11 16 17	8 19 20	v12 21 22 23 24 2	5 26 27	v13 28 29 30 3	1 1 2 3 4	v14 5 6 7	8 9 10	Apri v15 11 12 13 14 15
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🖿 My Projects 🗸 🗸	Clear lot	2023-03-13	5	+		Clear lot				Siteworks			
LAST OPENED	Stakeout	2023-03-20	5	+				Stakeout		Excavation			
Exempel Bostadsområde	Rough framing	2023-04-01	13	+									
Overview project	Sill Walls	2023-04-01 2023-04-06	3	+							Sill		Walls
Exempel Bostadsområde	Truss	2023-04-14	5	+									
Villagatan 46	(Inew task				<								
Project files													

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.

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	Siteworks	2023-03-13	15	+							Siteworks			
My Projects 🗸	Clear lot	2023-03-13	5	+		Clear lo	ot							
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Evene al Desta de emañ de	Excavation	2023-03-27	5	+							Excavation			
Exempel Bostadsomrade	Rough framing	2023-04-01	13	+										¥///
Overview project	Sill	2023-04-01	3	+								Sil	1	
Multifamily home	Walls	2023-04-06	5	+										Walls
Evene al Desta de emañ de	Truss	2023-04-14	5	+										
Exempel Bostadsomrade	New task													
Villagatan 46					$<$									
Project files														

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.

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+ New project	 Multifamily home 	2023-03-13	28	+								
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Overview project	Sill	2023-04-01	3	+						Sill		
Multifamily home	Walls	2023-04-06	5	+								Walls
Exempel Bostadsområde	Truss	2023-04-14	5	+								
Exemper Dootdabonnade	New task											V/A
Villagatan 46												
Project files												

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.

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

Task Files Notes			Task	Files	Notes		
Description			r				
Clear lot			BU	oload	Drag files here		
Time period			L				
13 ¥ March ¥ 2023 ¥ - 5	+ Days						
Color Background color Pattern	•						
Save	C	Delete	Save		Cancel		Delete
	Task Files	Notes					
	Add note				Use [Shift]+[Enter] f	or a new row	
	Save Can	cel				Delete	

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.

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+ New project	 Multifamily home 	2023-03-13	28	+						5 0 1		
	 Siteworks 	2023-03-13	15	+					Siteworks			
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LAST OPENED	Stakeout	2023-03-20	5	+			Stakeout					
	Excavation	2023-03-27	5	+					Excavation			
Exempel Bostadsomrade	Rough framing	2023-04-01	13	+								1///
Overview project	Sill	2023-04-01	3	+						Sill		
Multifamily home	Walls	2023-04-06	5	+								Walls
Exempel Bostadsområde	Truss	2023-04-14	5	+								
	New task											V/A
Villagatan 46					<							
Project files												

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.

NEXT Planning	Multifamily home	e 🖊 📩											
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+ New project	Multifamily home	2023-03-13	28	+					20	23-03-31			///
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Overview project	Sill	2023-04-01	3	+							S	ālī	
Multifamily home	Truss	2023-04-06	5	+									Walls
Exempel Bostadsområde Villagatan 46	Over task				<								
Project files													

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	Multifamily home	1	1																	
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Exampel Restadeområde	Truss	2023-04-14	5	+																
Exempei Bostadsområde Villagatan 46	⊕New task				<														Ŵ	

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.

Next Planning Multiamily nome			
Ellinor Petersson	Today	CFullscreen Setting	gs 👻
EP (+ Logout		45	Apri
Task Start Work days 11 v12 v13	v14	v15 8 9 10 11 12 13	, 14 15
+ New project DMultifamily home 2023-03-13 28 +			
Siteworks 2023-03-13 15 +			
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Excavation 2023-03-27 5 + Excavation			
Exempel Bostadsomrade Rough framing 2023-04-01 13 +	1 1 1		
Overview project Sill 2023-04-01 3 +	Sill		
Multifamily home Walls 2023-04-06 5 +			Walls
Exempel Poetadeområde Truss 2023-04-14 5 +			

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.

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C Logout		Task	Start	Work days		v10 8 9 10 11 12 1	March, 2023 v11 3 14 15 16 17 18 19 20	v12 21 22 23 24 25 26 27 28 29	v13 v14 30 31 1 2 3 4 5 6 7 8	April, v15 9 10 11 12 13 14 15	Choose columns to display Start Date	Resourc Resourc	es e planning	
+ New project		Multifamily home	2023-03-13	29	+		_				End Date		e plaining	-
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		Wew task								V/A	Dependencies	FUR	~	
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						100					Choose file	Share so	hedule online 🕕	
Users and Groups	٢					5						https:/	/planning.next-te	œ

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.

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🗘 Admin	<									Import			Public holiday	
👖 My company										Wikells cal	culation	~	Display nolidays on top	
😫 Users and Groups	<									Choose file			Share schedule online ()	

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.

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EP C> Logout	1	2000		ז, 2023		
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+ New project	 Multifamily home 	2023-03-13	28			
	 Siteworks 	2023-03-13	15 -			Sitewor
My Projects	Clear lot	2023-03-13	5	c	lear <mark>lo</mark> t	

		Invite	your	team		
	Send an inv	vite through I	mail to one	or more co	llaborators	
Email						
I'm working) on this proje	ect in Planning) and would	like to share	it with you!	
					Cancal	Send Invite

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.

NEXT Planning	Multifamily home	Multifamily home 🕜 📩											
Ellinor Petersson	5 C Q Q + + +	+ Split	Clone 🏲 P	rogress Line	► Deadline	Holiday	PDF Add Collaborators	Invited: 2023-03-07 Accepted: Not accepted					
EP C> Logout						March, 20	023	Send new link					
	Task	Start	Work days	v	0	v11	v12	Cancel collaboration					
			-	8 9	0 10 11 12 1	3 14 15 16 1	7 18 19 20 21 22 23 24 25 26 27 28 29						
+ New project	 Multifamily home 	2023-03-13	29	+	-								
	 Siteworks 	2023-03-13	15	+	-	_		Siteworks					
My Projects	Clear lot	2023-03-13	5	+			Clear lot						
LAST OPENED	Stakeout	2023-03-20	5	+			Stakeout						
	Excavation	2023-03-27	5	+				Excavation					

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

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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.

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