

## 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.

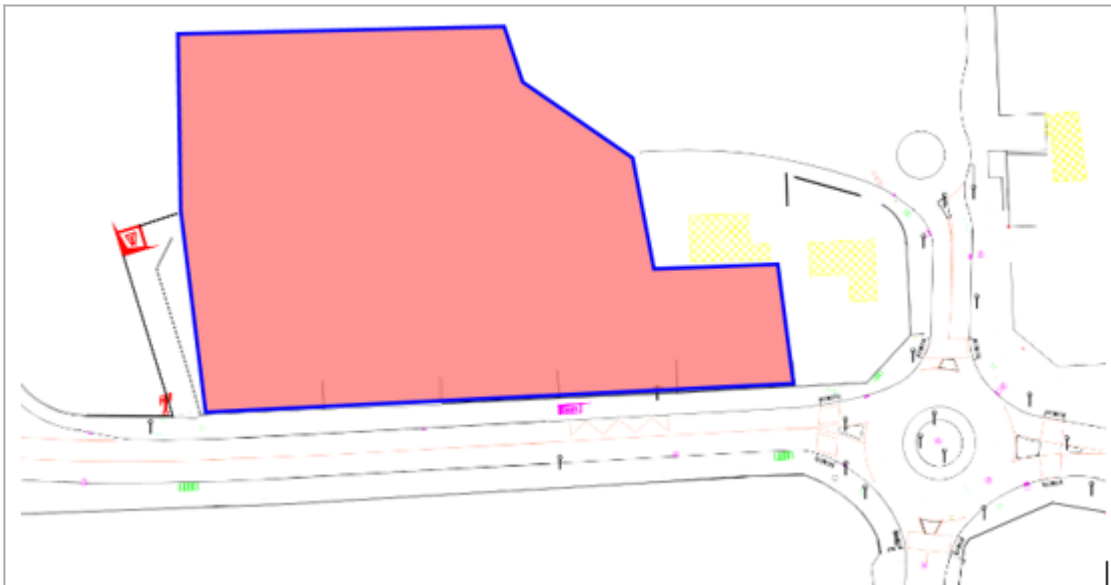
### Adding a first area by drawing a polygon

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

To adjust the size and position of the drawing:

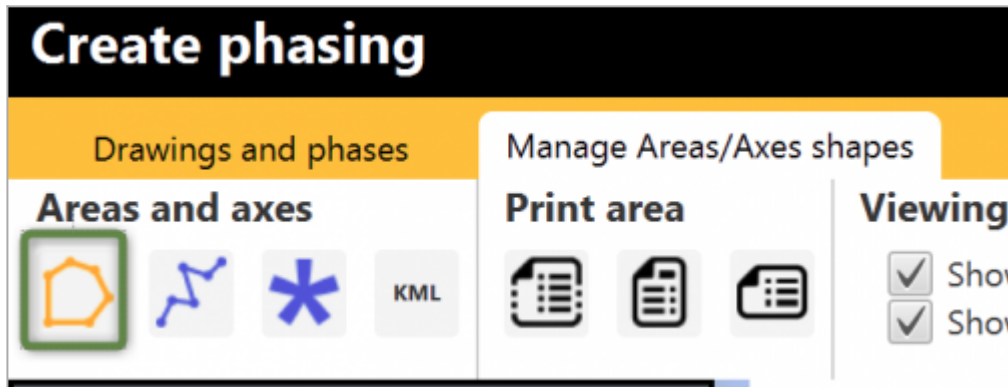
- Zooming: Ctrl-MouseWheel to zoom in or out quickly / Alt-Wheel to zoom more finely.
- Moving the drawing: click with the mouse wheel on the drawing, then move it.

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:

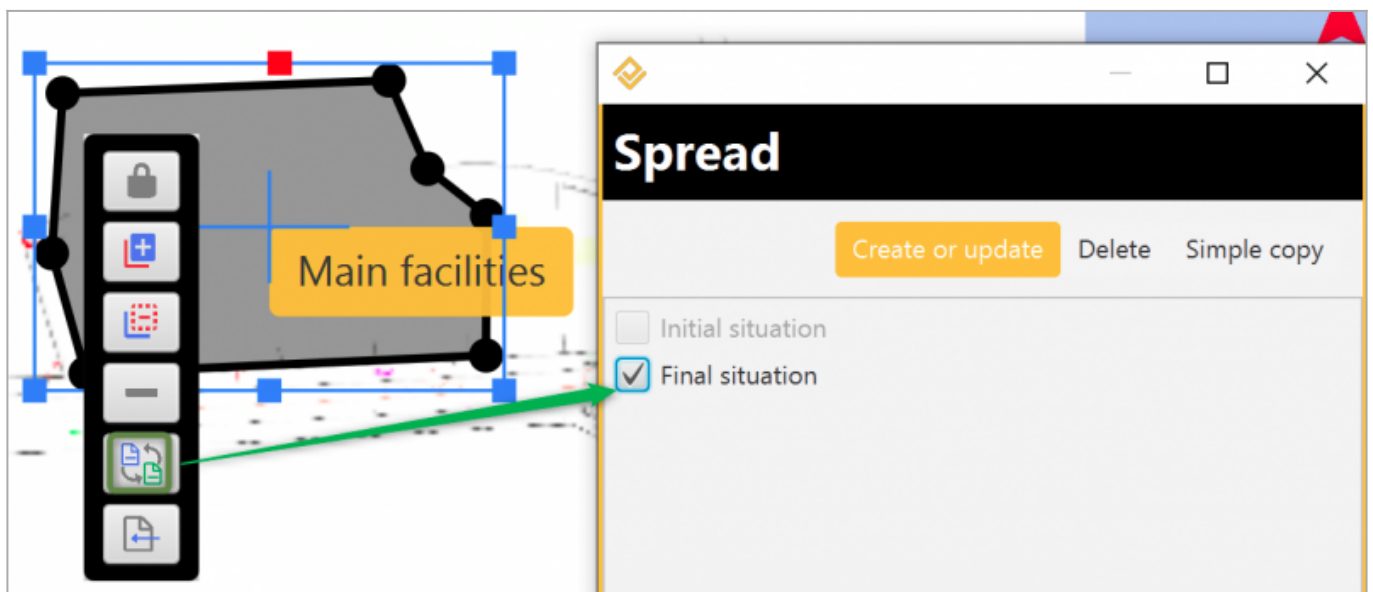


Then define your polygon's nodes using the mouse left button. A right-click will close the polygon and finish your area creation.

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



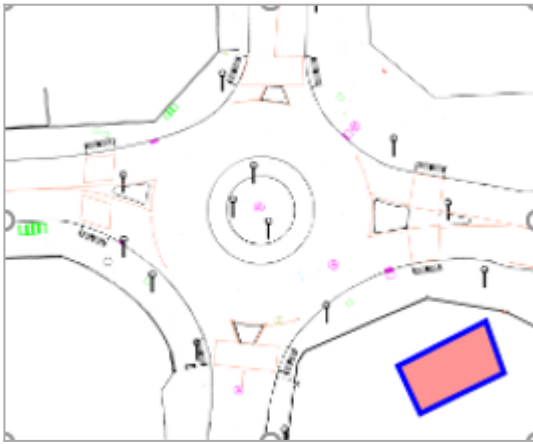
**Beware !** By default the area shape is only attached to the drawing on which it has been drawn. To attach it to other plans, left-click on the area then click on the **Spread** button (here we also associate the area shape to the “Initial situation” drawing):



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:

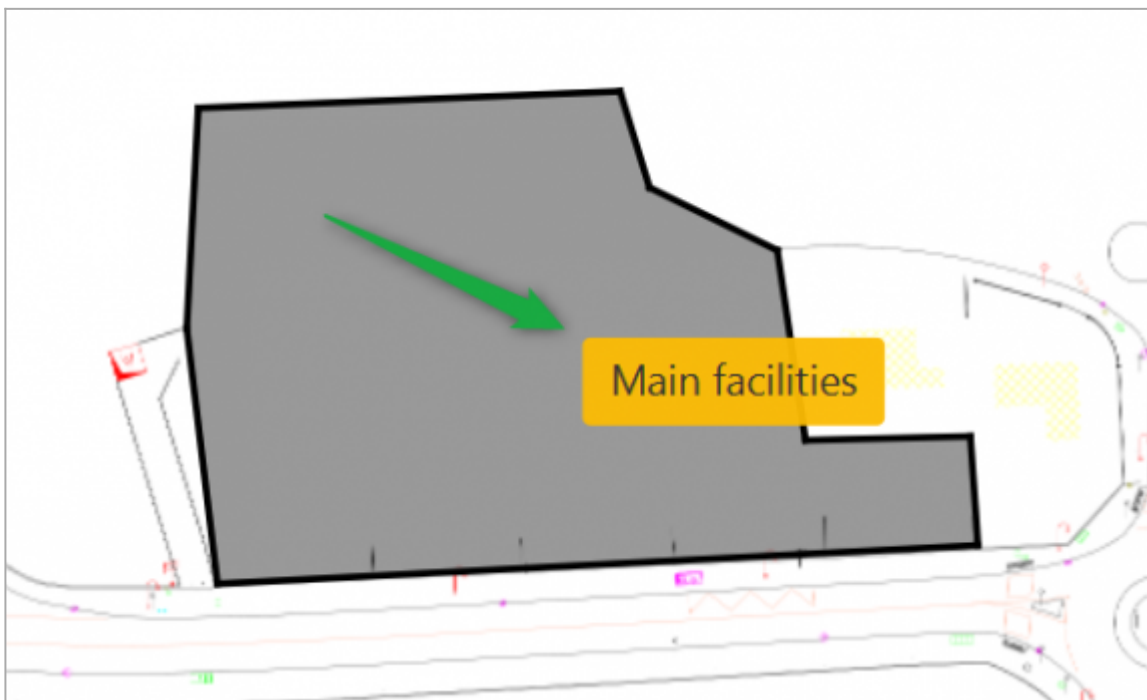


You'll name it **"Secondary facilities"**. To do so, change the current drawing from the "Drawings and phases" tab of the upper menu to display the 'Final situation' drawing and draw your area.

## 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:



Name	Start date	End date	Area	Phase
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Add Edit Delete

Click on **Add** then fill in the fields 'Name' and 'Style par défaut' of the **Task details** tab:

### [PM-00002] Construction Facilities

Task details
Dates
Areas
Links

Subproject	Sous-projet par défaut
Summary	Sous-projet par défaut
ID	PM-00002
Name	Construction Facilities
Description	Installations de chantier
Order	0
Progress	

### User fields

Style par défaut	Installation
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In the **Dates** tab set the Calendar, Start and End dates like below, then click on **OK** :

### [PM-00002] Construction Facilities

Task details
Dates
Areas
Links

Calendar	5 days 7 hours calendar		
Start date	3/16/2020	08	: 00
End date	12/11/2020	15	: 00

Your task is now associated with the area:

Main facilities			
Name	Start date	End date	Area
Construction Facilities	16/03/2020 08:00	11/12/2020 15:00	Main facilities

### Simple addition of a task directly to an area

Et wa 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 subproject in the left panel explorer of the Gantt chart, then click on the “Add a task” button:

The screenshot shows the 'Gantt chart' tab selected. On the left, under 'My Project ()', there is a subproject 'Sous-projet par défaut...'. On the right, the 'Tasks' panel shows a list of tasks. A green arrow points from the subproject name to a green square button with a plus sign, which is used to add a new task.

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

- name: “Phase 1 : 1/2 ROUNDABOUT North”
- ID: '1'

**[1] Phase 1 : 1/2 ROUNDABOUT North**

Task details | Dates | Areas | Links

Subproject: Sous-projet par défaut

Summary: Sous-projet par défaut




ID: 1

Name: Phase 1 : 1/2 ROUNDABOUT North

Description:

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:

Area Filter <input type="checkbox"/>	Start Between	End Strict	12/23/2020 12/23/2020	12 12	:	34 34	Advanced Filter	Affichage des activités : Default color			
Name (PM)	ID (PM)	Start (PM)	End (PM)	2020 December							
▼ Sous-projet par défaut	PM-00001	16/03/2020 08:00	11/12/2020 15:00								
Construction Facilities	PM-00002	16/03/2020 08:00	11/12/2020 15:00								
Phase 1 : 1/2 ROUNDABOUT North	1	14/12/2020 08:00	23/12/2020 15:00								

### Creation of summary tasks

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