

Getting Started Guide

GraphicSchedule Excel Add In v1.18

About the GraphicSchedule Excel Add In

We originally built GraphicSchedule because we needed a better way to communicate complex projects, and we didn't want to fuss with tedious hand-drawn graphics.

The core values for this add in are:

1. Build something that our users LOVE.
2. Make it easy for “non-schedulers” to use our product.
3. Preserve the look and feel and flexibility of the Excel environment, so you can skip the learning curve and just get started.

GraphicSchedule is a simple yet powerful tool that has helped many teams communicate their plan for success. I hope it makes your life a little bit easier and helps your team deliver a winning project.

Thanks for choosing GraphicSchedule!



James Wonneberg
President, Grit City Labs

Installation

GraphicSchedule is an Excel Add In. Here's how to install it:

Download the GraphicSchedule Setup zip file to your PC.

Open the zip file and double-click the .exe file to run the installer.

If prompted for administrator credentials, ask your administrator to enter them at this time (not before).

If prompted to install a certificate from Grit City Labs Inc. click 'Yes'.

Allow the installation to complete fully.

Open Excel and locate the 'GRAPHICSCHEDULE' ribbon.

System Requirements:

- ✓ PC with Windows 10 or later
- ✓ Office365
- ✓ Windows language settings set to English (United States)
- ✓ .NET Framework version 4.8 (included)
- ✓ .NET 9 runtime (included)

Notes for System Administrators:

- It is important to initiate the .exe installer from the user's Windows login, not an administrator login.
- Do not right-click the .exe file to 'run as administrator'.
- Enter administrator credentials only when prompted.
- Following this guidance will ensure that the add in is loaded into the user's Excel environment.

Getting Started

Open Excel

GraphicSchedule is an Excel Add In.

GRAPHICSCHEDULE Ribbon

Bringing you powerful new communication tools in a familiar environment.

Create New Sheet

Click here to get started.

Choose a Layout

Click on the thumbnails to explore these starter layouts.

You'll be able to adjust everything as you go. These layouts are just a starting point.

View Demo

Open a fully-functional example project for each layout to see how GraphicSchedule works.

New Sheet

Create a new blank template and dive right in.

The screenshot shows the Microsoft Excel interface with the GRAPHICSCHEDULE ribbon active. The ribbon includes options for Start, Finish, Top, Bottom, Interval, Print Axis, Show Line, Link To, Add Line, CPM, Series, and Power-Ups. A 'Choose a Layout' dialog box is open, displaying several layout thumbnails. The main layout shown is a 'Linear Schedule (Time from Left to Right)' with a Gantt chart. The chart shows activities for 'NORTH SHAFT' and 'SOUTH SHAFT' from 2017 to 2019. The Y-axis represents 'BORED TUNNEL' depth from 10:00 to 110:00. The X-axis represents time in quarters (Q1, Q2, Q3, Q4) for each year. Activities include 'PREP SITE', 'CONSTRUCT SOUTH SHAFT', 'CONSTRUCT NORTH SHAFT', 'EXPANDED TUNNEL', 'ASSEMBLE TBM', 'RETRIEVE TBM', and 'SUBSTANTIAL COMPLETION'. A 'PUNCHLIST' is also indicated. Below the chart, a text box explains: 'A linear schedule illustrates activities by time and location. This format is often easiest for general audiences to read because the timescale is oriented from left to right (the way we normally read schedules).' The dialog box has 'View Demo', 'New Sheet', and 'Cancel' buttons.

Basics

Timescale Controls

Set the date range, interval, precision, and orientation of the timescale on the chart.

Axis Controls

Adjust the range, interval, and format of the location or task axis on the chart.

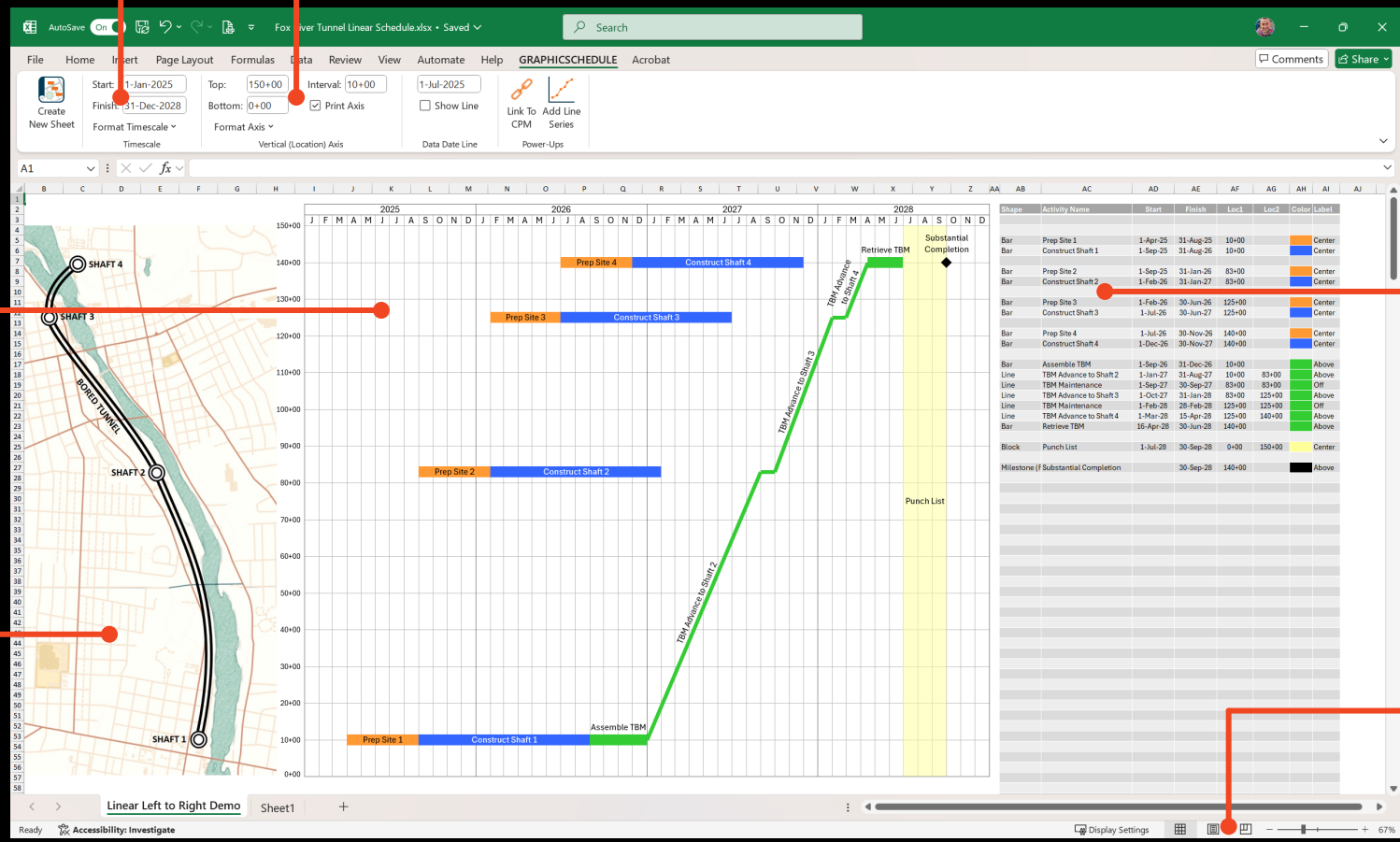
Chart

This chart is created instantly by the add in so you can plot shapes by time and location.

Project Graphic

Insert any image here to illustrate what you're building.

For linear schedules, try to position the graphic so it lines up with the chart location axis.



Data Table

Enter data here to plot new shapes on the chart.

Choose a shape, give it a name, enter dates and locations, pick a color, and watch it appear.

Required entries for each type of shape are highlighted in red.

Get Ready to Print

Switch to 'Page Layout' view to insert your logo in the header and update the title block info.

Switch to 'Page Preview' if you need to adjust the print area.

More Tools

Data Date Line

Add a line that marks the date when the schedule data was last updated.

Link to CPM

Establish links to data from other scheduling applications by Activity ID, for easy updates whenever your plan changes.

Add Line Series

Create an X,Y line series to plot activities or other data that changes frequently over time.

Resize the Chart

Click anywhere in the chart area to activate handles around the perimeter of the chart.

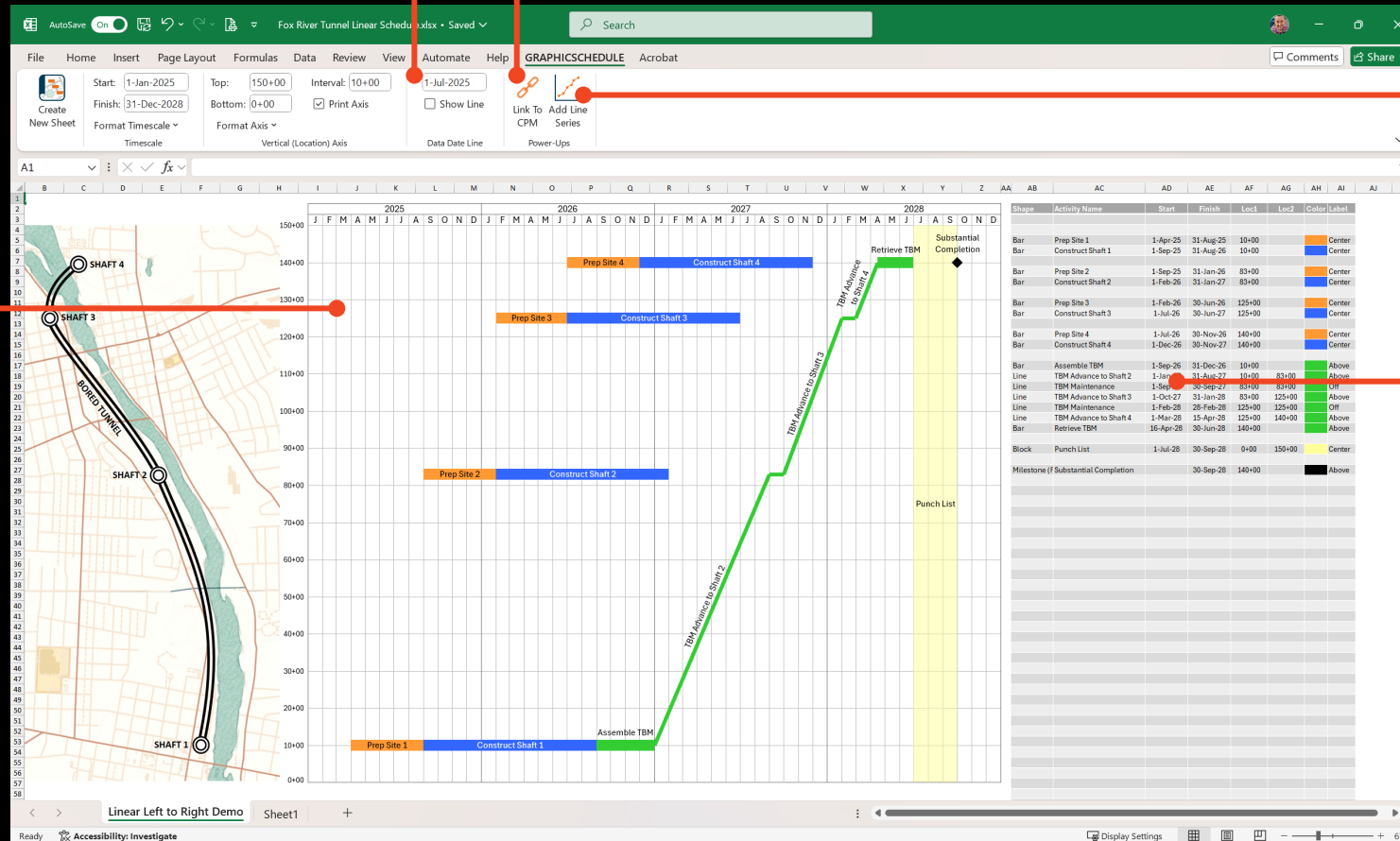
Resize to accommodate a different layout, make room for graphics, print on smaller paper, etc. The chart will redraw automatically.

Use Excel Like Excel

GraphicSchedule keeps the power of Excel at your fingertips.

Feel free to copy/paste, fill down, insert/delete rows, drag and drop rows, or create your own formulas right here in the data table.

You can also insert more columns to help with Excel calculations or keep track of other project data.



Custom Formatting

Shape Format

Adjust fill color, outline color, transparency, shape size, dashes, or patterns.

Label Format

Adjust text color, label position, and label size.

GS FORMAT Ribbon

This ribbon appears when you select a shape in the data table.

Return to Main Menu

Takes you back to the GRAPHICSCHEDULE ribbon.

(or just click in any blank cell)

The screenshot displays the Microsoft Excel interface for a project schedule. The 'GS FORMAT' ribbon is active, showing options for Shape Format (Back to Main Menu, Shape Outline, Transparency, Outline Weight, Shape Size, Pattern) and Label Format (Text Color, Position, Label Size). The main area shows a map of a tunnel project with shafts and a Gantt chart. The data table on the right lists activities with columns for Shape, Activity Name, Start, Finish, Loc, Loc2, Color, and Label. A red line connects the 'Return to Main Menu' button to the 'GRAPHICSCHEDULE' ribbon.

Shape	Activity Name	Start	Finish	Loc	Loc2	Color	Label
Bar	Prep Site 1	1-Apr-25	31-Aug-25	10+00		Orange	Center
Bar	Construct Shaft 1	1-Sep-25	31-Aug-26	10+00		Blue	Center
Bar	Prep Site 2	1-Sep-25	31-Jan-26	83+00		Orange	Center
Bar	Construct Shaft 2	1-Feb-26	31-Jan-27	83+00		Blue	Center
Bar	Prep Site 3	1-Feb-26	30-Jun-26	125+00		Orange	Center
Bar	Construct Shaft 3	1-Jul-26	30-Jun-27	125+00		Blue	Center
Bar	Prep Site 4	1-Jul-26	30-Nov-26	140+00		Orange	Center
Bar	Construct Shaft 4	1-Dec-26	30-Nov-27	140+00		Blue	Center
Bar	Assemble TBM	1-Sep-26	31-Dec-26	10+00		Green	Above
Line	TBM Advance to Shaft 2	1-Jan-27	31-Aug-27	10+00	83+00	Green	Above
Line	TBM Maintenance	1-Sep-27	30-Sep-27	83+00	83+00	Red	Off
Line	TBM Advance to Shaft 3	1-Feb-28	28-Feb-28	125+00	125+00	Green	Off
Line	TBM Maintenance	1-Feb-28	28-Feb-28	125+00	125+00	Red	Off
Line	TBM Advance to Shaft 4	1-Mar-28	15-Apr-28	125+00	140+00	Green	Above
Line	Retrieve TBM	16-Apr-28	30-Jun-28	140+00		Green	Above
Block	Punch List	1-Jul-28	30-Sep-28	0+00	150+00	Yellow	Center
Milestone (I)	Substantial Completion	30-Sep-28	140+00			Black	Above

Select Shapes Here First

Click on the data table entry associated with the shape that you want to format.

Tip: select multiple entries in the data table to format multiple shapes at once.

Bar Chart Example

Summarize any project or program schedule on a single page:

Page Header

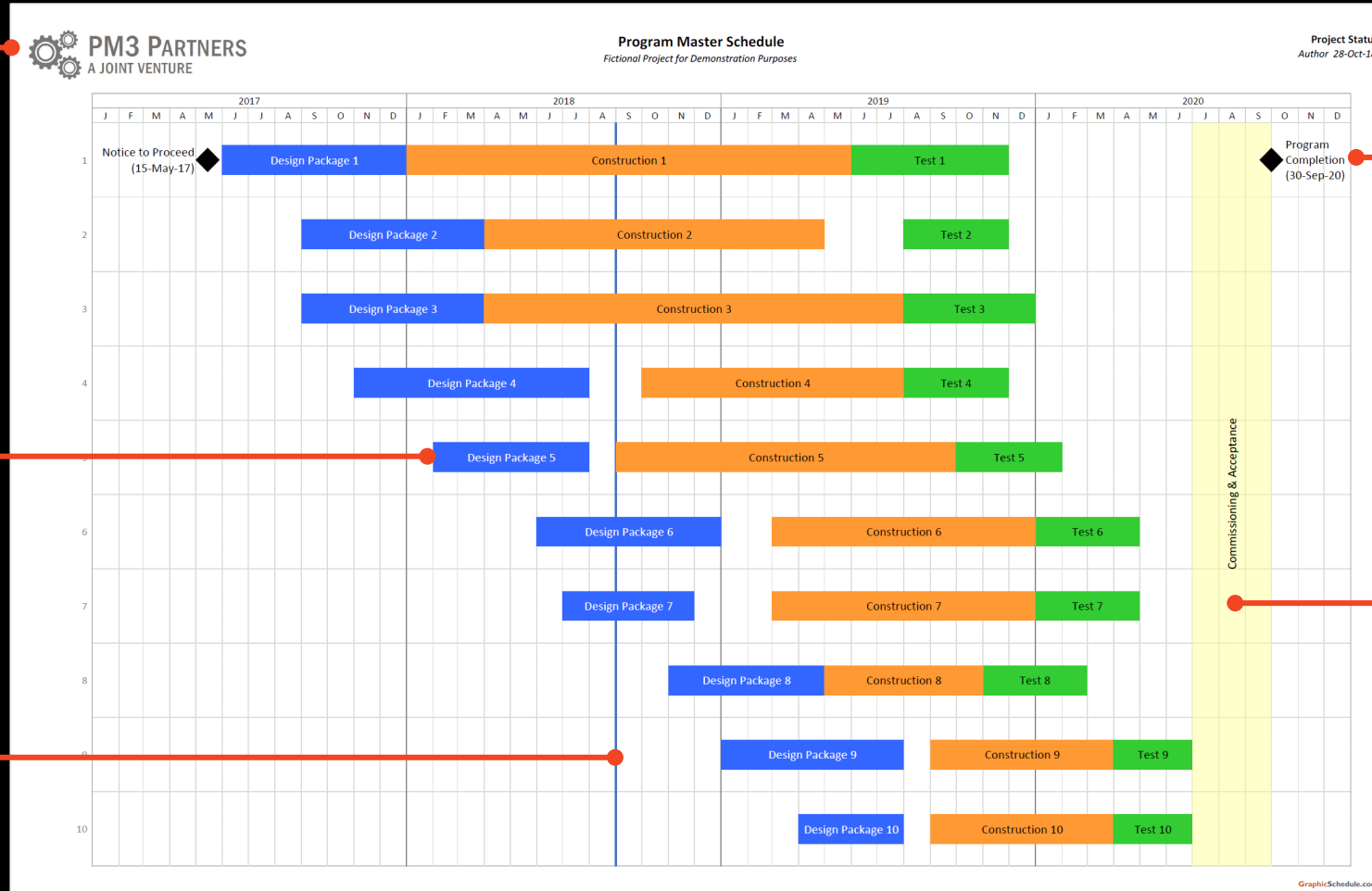
Insert your logo and update the title block information here.

Bar Shape

Represents a task or summary activity, plotted by row number. Plotting multiple bars on the same row saves space so you can fit your schedule on one page.

Data Date Line

Marks the date when the schedule data was last updated.



Milestone Shape

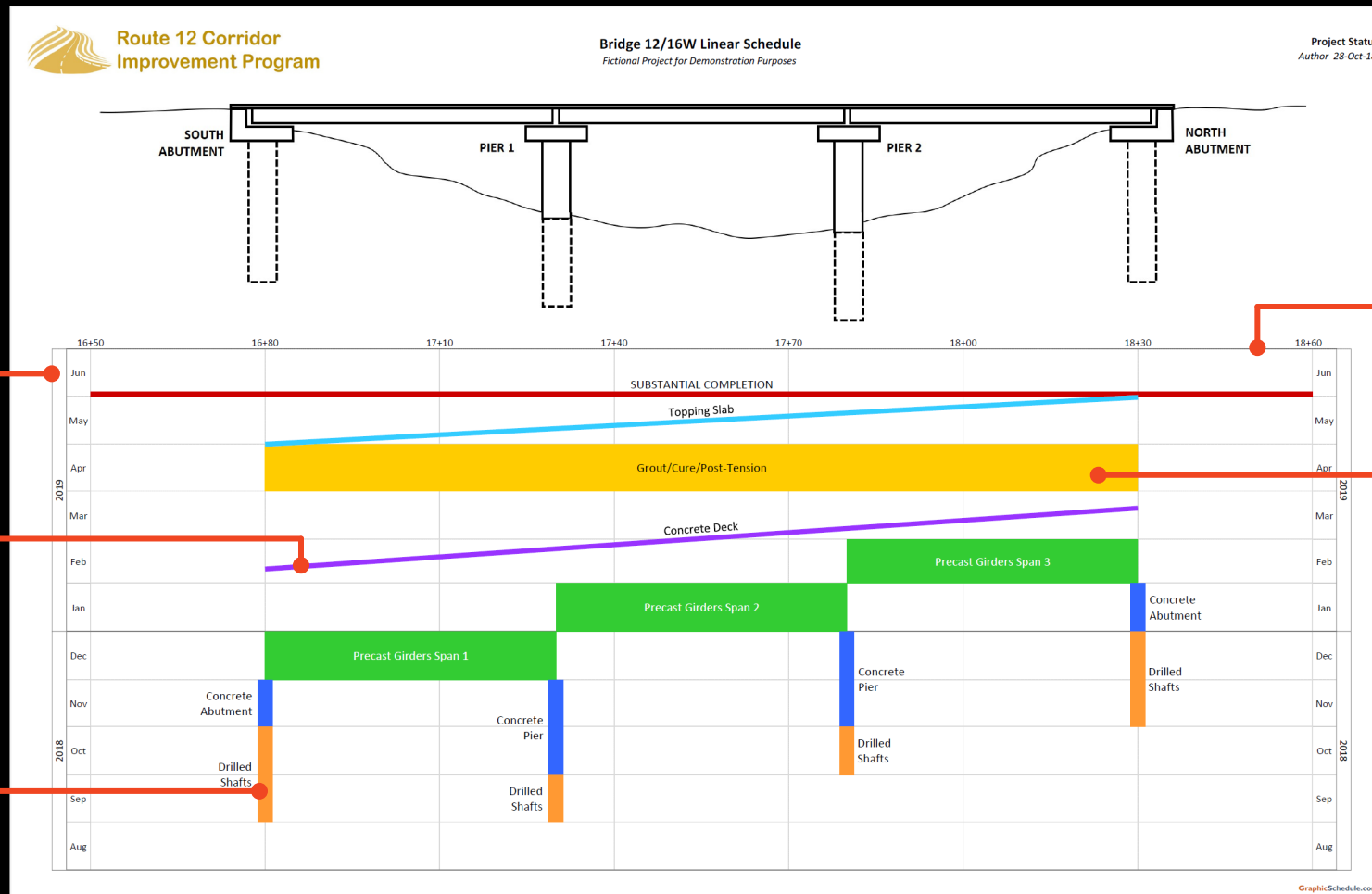
Represents a deadline or key deliverable, plotted by row number.

Block Shape

Represents a project-wide activity, event, or work window related to multiple rows on the schedule.

Linear Schedule Example

Illustrate your scope of work and schedule, plotted by time and location:



Timescale

In this example time is plotted from Bottom to Top. You can also choose to plot time from Top to Bottom or Left to Right and the chart will redraw accordingly.

Line Shape

Represents an activity that moves from Point A to Point B over time.

Bar Shape

Represents an activity that occurs at one location.

Location Axis

Displays stationing or other distance markers along the project alignment. Adjust this axis so it's aligned with the project graphic.

Block Shape

Represents an activity that occupies a larger work area for a given period of time.

To learn more about linear scheduling, check out our free eBook on our website.

Using Link to CPM

Create links to other schedule data by Activity ID for easy updates next month:

1



Click the **Link to CPM** button on the ribbon.

A new sheet named **"CPM"** will appear containing a blank table for importing schedule data.

2

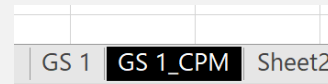


Open the application containing the schedule you want to link to.

Make sure the columns match the order shown on the table in the CPM sheet.

Select all schedule activities (**Ctrl+A**) and copy to the clipboard (**Ctrl+C**).

3

A screenshot of Excel sheet tabs showing "GS 1", "GS 1_CPM", and "Sheet2".

Paste your schedule data into the table on the **CPM** sheet (**Ctrl+V**).

'A' and * characters are removed from actual and constrained dates so Excel can recognize them as dates.

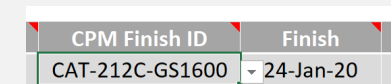
4

A screenshot of a dropdown menu for "CPM Start ID" with "CAT-212C-GS1540" selected and "Start" column with "22-Oct-19".

On the **GS** sheet containing your graphic schedule, locate the **CPM Start ID** column in the data table.

Choose an Activity ID from the dropdown or enter a valid Activity ID manually. The **Start** date will appear and is now linked to your imported data.

5

A screenshot of a dropdown menu for "CPM Finish ID" with "CAT-212C-GS1600" selected and "Finish" column with "24-Jan-20".

Choose a **CPM Finish ID** to establish a linked **Finish** date.

Note: Link to CPM was designed to help summarize a more-detailed series of activities from a CPM schedule. However, you can link both Start and Finish to the same Activity ID if desired.

6 Whenever your plan changes, simply paste the updated schedule data in the CPM table. Your linked graphic schedule will instantly redraw to reflect the new dates.

GraphicSchedule works best if you assume that the Mayor will read your schedule.

She'll want to know *"What are you building?"* and *"When will it be done?"* but she won't have time to review all the details of the project or figure out what all those abbreviations mean.

Try to communicate your plan as simply and clearly as possible:

- *What are our most-important milestones?*
- *What major features of work will we complete to get there?*

This information will help your team see the big picture so they can plan for success. It will also help your boss explain the project to executives. Which means your 1-page schedule might just end up in the Mayor's office after all.

Backstage View

Manage your license key, see what version is installed, and more.

Enter Your License Key
Click 'Activate' and enter your license key in the pop-up window.

After activation, your expiry date will be displayed here.

How to Get Here
Click File > GraphicSchedule to access the backstage view.

The screenshot displays the 'Backstage View' of the software. On the left is a navigation menu with options: Home, New, Open, Info, Save a Copy, Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export, and Close. The main area is titled 'Current Workbook Info' and shows 'Origin of Current Sheet' with version '1.17.0.7'. Below this is an 'Activate' button with a key icon. A pop-up window titled 'Activate GraphicSchedule' is open, featuring a text input field labeled 'Paste Your License Key' and an 'Activate' button. Below the input field is a message: 'Where To Find Your License Key? Your license key is located in the e-mail titled 'Purchase Receipt'. It matches a format similar to: b171147d126d8c9f2d466b50c6b5ffdc.' At the bottom of the main area, there is a 'Subscription Is Active' section with details: 'This subscription is registered to James TEST, james@gritcity.co. It expires in 2912540 days on 12/31/9999.' and a 'Buy Now' button. On the right side, there is a 'Help' section with links for 'Getting Started Guide', 'Email Us' (james@gritcity.co), and 'Website' (https://gritcity.co). Below that is an 'About GraphicSchedule' section showing 'Version: 1.17 BETA 5' and 'Copyright © 2025 Grit City Labs, Inc.' Red lines connect the callout boxes to the 'Activate' button, the 'Subscription Is Active' section, the 'Email Us' link, and the 'Version' information.

Helpful Links
View this guide, send James an email, or visit the website.

Software Version
Include this version number with any support requests.

How to Get Help

Visit our website for videos, examples, and other resources. If you need more help, email is the best way to reach me. I will respond within 24 hours.



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How to Buy

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www.gritcity.co

Create something your entire team will love!

About Grit City Labs:

I'm James Wonneberg, President of Grit City Labs. I'm passionate about providing simple tools and methods to help you deliver better projects.

If you're the type of person that wants to roll up your sleeves and create a 1-page schedule that your boss and team members will love, I want to help you.

Visit our website: www.gritcity.co

Get in touch: james@gritcity.co