

## 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:

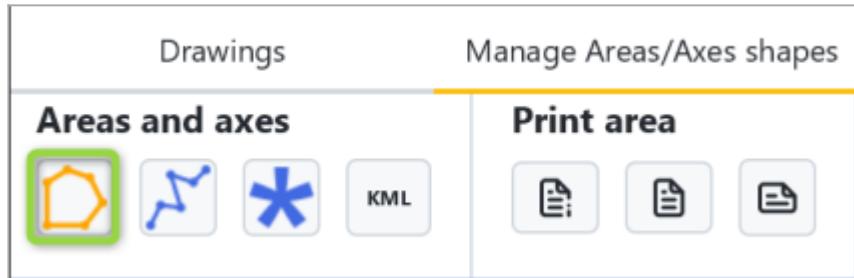
- Zooming: Ctrl-MouseWheel to zoom in or out quickly / Alt-Wheel to zoom more finely.
- Moving the drawing: click with the mouse wheel on the drawing, then move it.

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



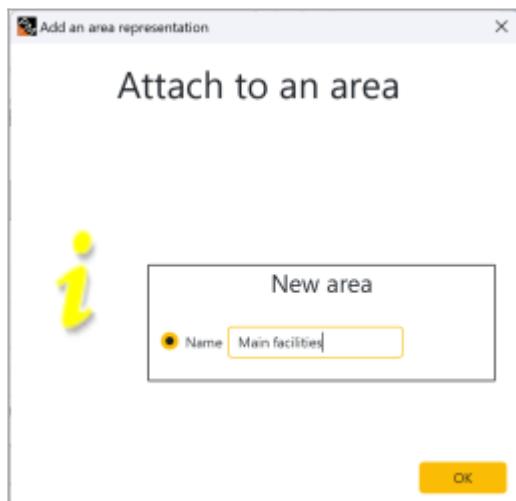
**Note:** the frame and background colors are used in this tutorial to help you locate areas: you don't have to change them as such.

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

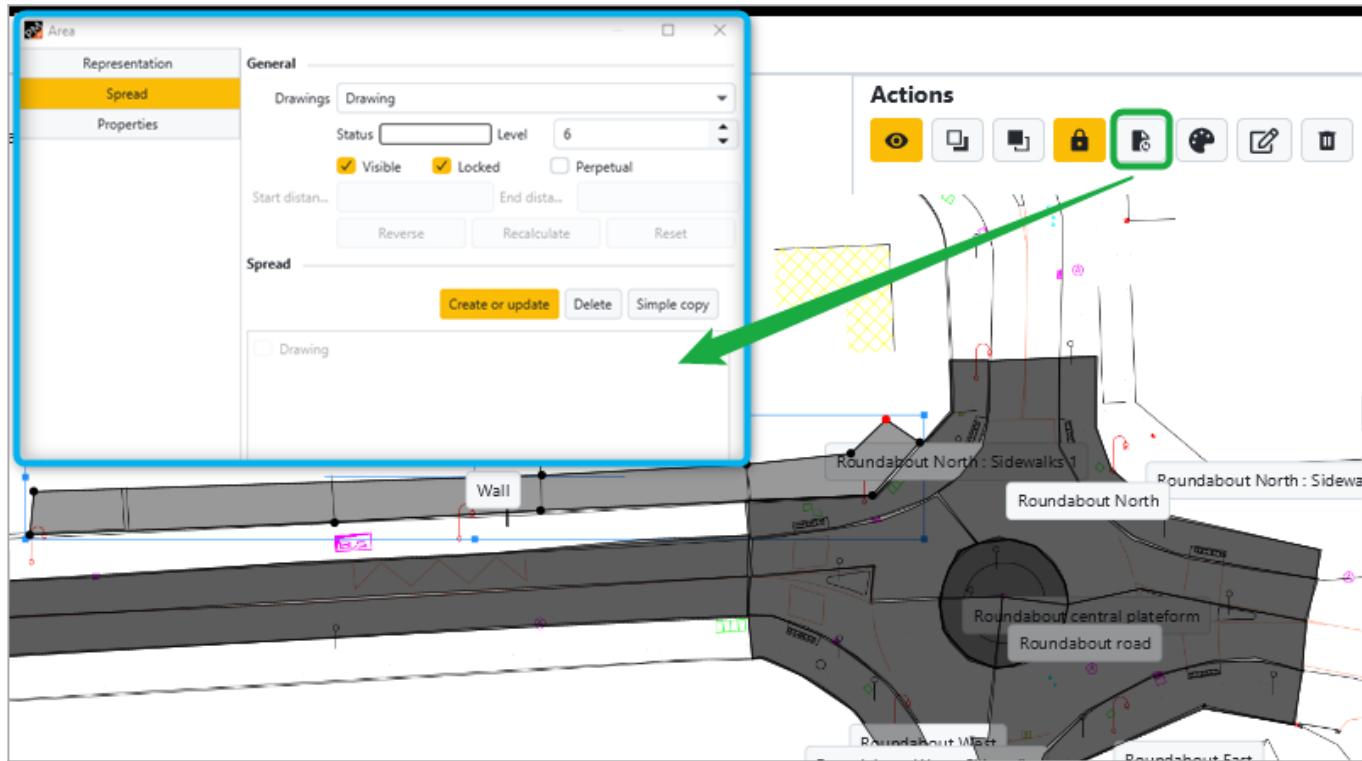


Then define your polygon's nodes using the mouse left button. A right-click will close the polygon and finish your area creation.

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:

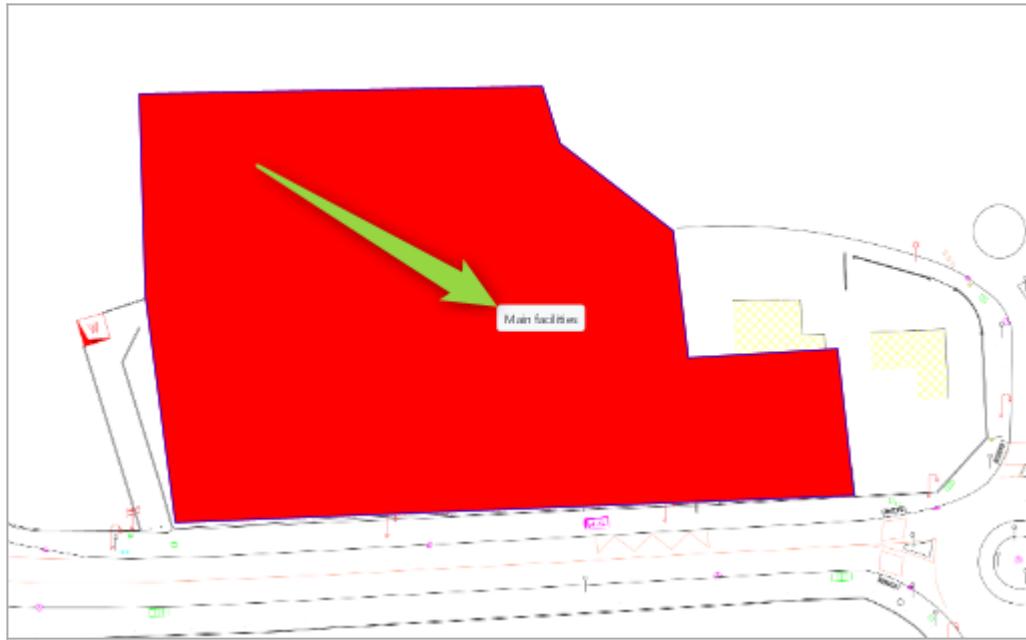


You'll name it "**Secondary facilities**". To do so, change the current drawing from the "Drawings and phases" tab of the upper menu to display the 'Final situation' drawing and draw your area.

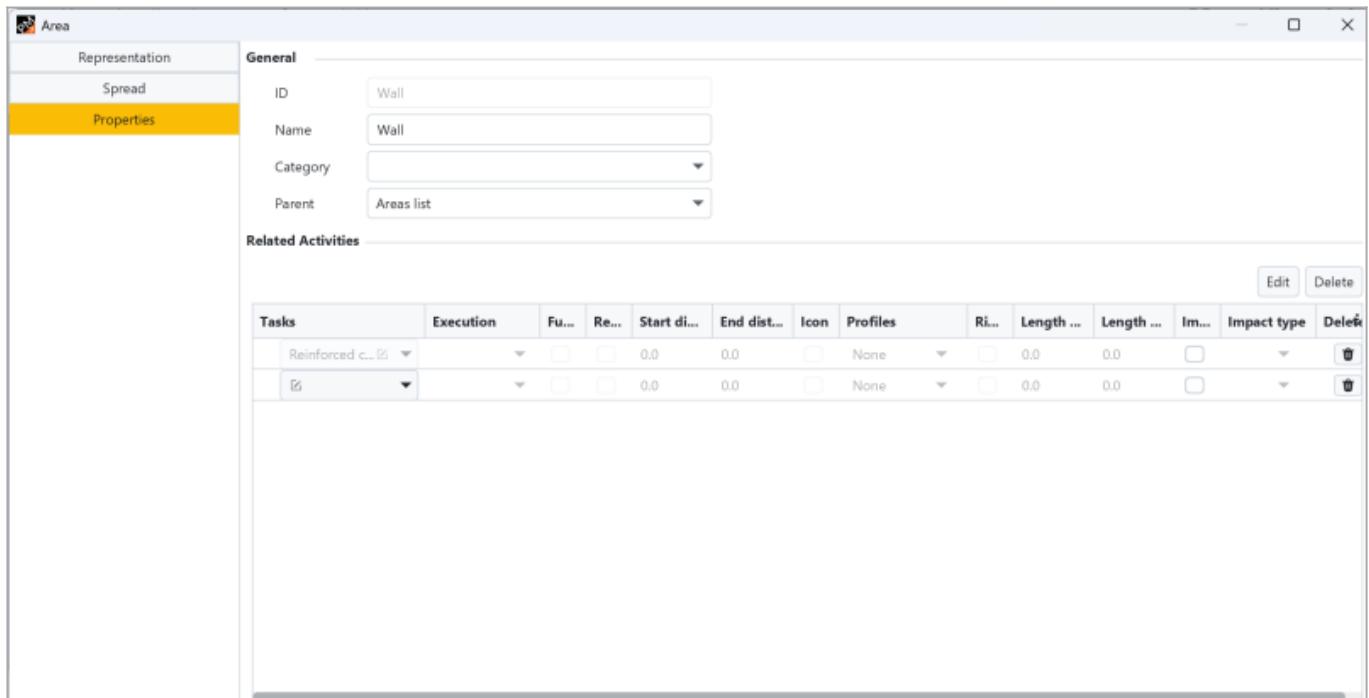
## Adding a task to the "Main facilities" area

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

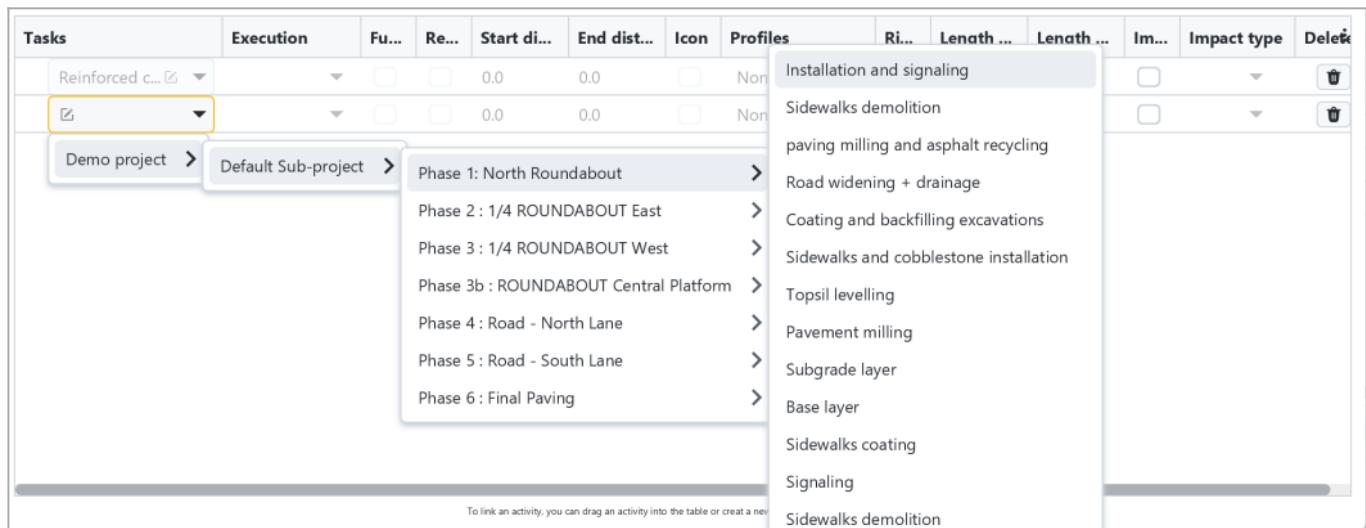
Click on the area label (here “Main facilities”):



The following window pops up:



Select the activity you want to associate:



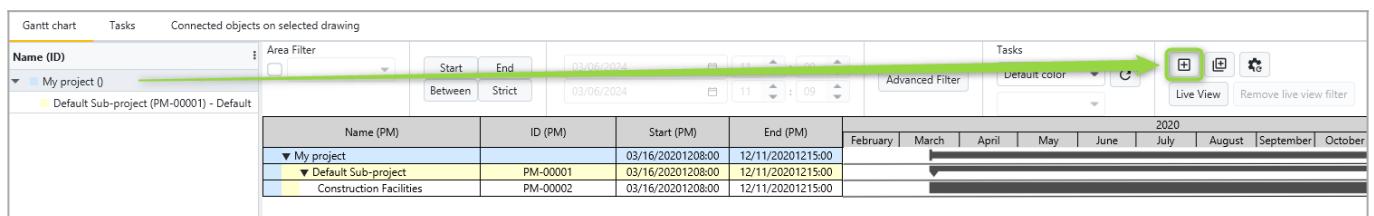
The screenshot shows the Phase Manager software interface. On the left, there is a tree view of the project structure: 'Demo project' > 'Default Sub-project' > 'Phase 1: North Roundabout', 'Phase 2 : 1/4 ROUNDABOUT East', 'Phase 3 : 1/4 ROUNDABOUT West', 'Phase 3b : ROUNDABOUT Central Platform', 'Phase 4 : Road - North Lane', 'Phase 5 : Road - South Lane', and 'Phase 6 : Final Paving'. A context menu is open over 'Default Sub-project', listing various tasks: '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'. The 'Default Sub-project' item is highlighted in the menu.

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:



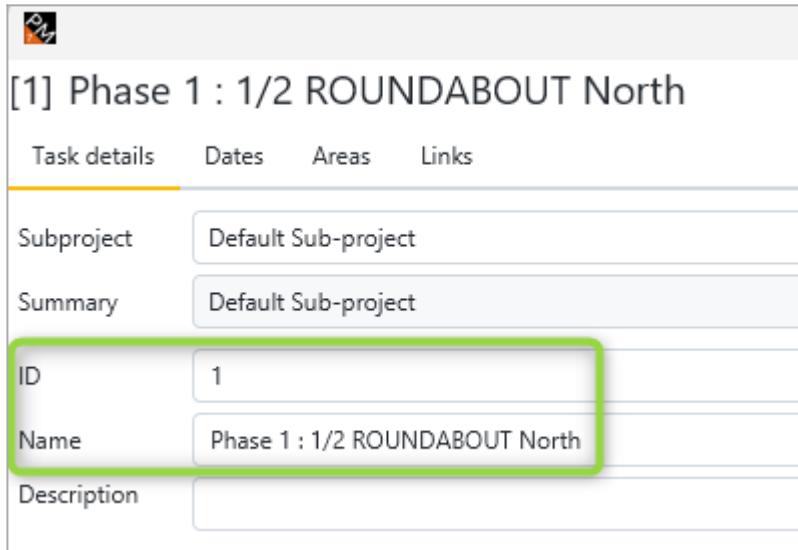
The screenshot shows the Gantt chart interface. The 'Tasks' table is displayed with the following data:

Name (ID)	ID (PM)	Start (PM)	End (PM)
My project 0		03/06/2024	03/06/2024
Default Sub-project (PM-00001) - Default	PM-00001	03/16/20201208:00	12/11/20201215:00
Construction Facilities	PM-00002	03/16/20201208:00	12/11/20201215:00

A green arrow points to the 'Add a task' button in the top right corner of the table header.

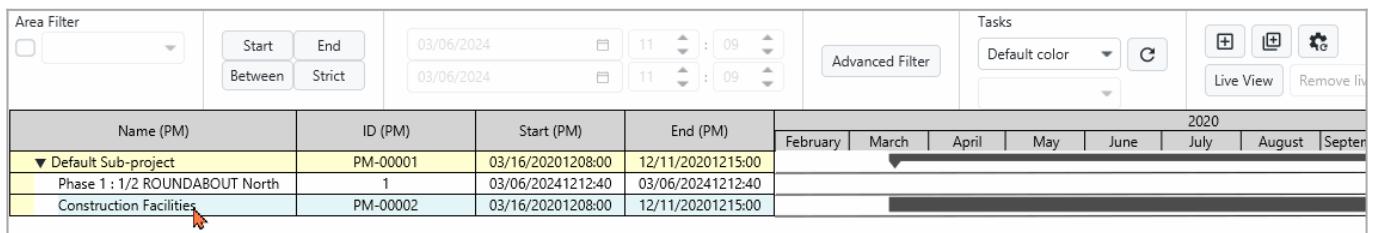
In this example we'll create the following summary task:

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



The screenshot shows the 'Task details' tab of the Phase Manager interface. The form includes fields for Subproject (Default Sub-project), Summary (Default Sub-project), ID (1), Name (Phase 1 : 1/2 ROUNDABOUT North), and Description (empty). The 'Name' field is 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!](#)