

## CREATE NEW STEP FOR SIP PLANNER

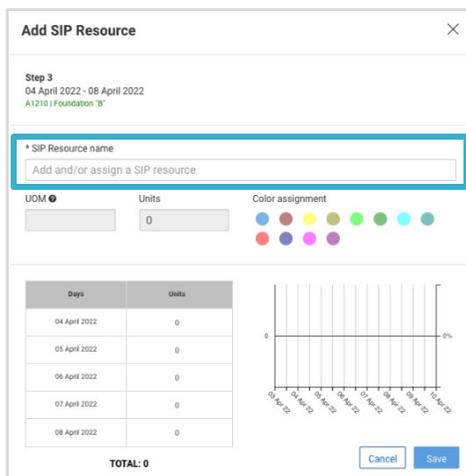
1. Select **Short Interval Planning** from the project level menu. Choose an activity and create a new step by clicking the **Plus icon**.



2. In the **Add a step dialog box** enter your description of the step and select the **Add Resource Button** to open the **Add SIP Resource** screen.



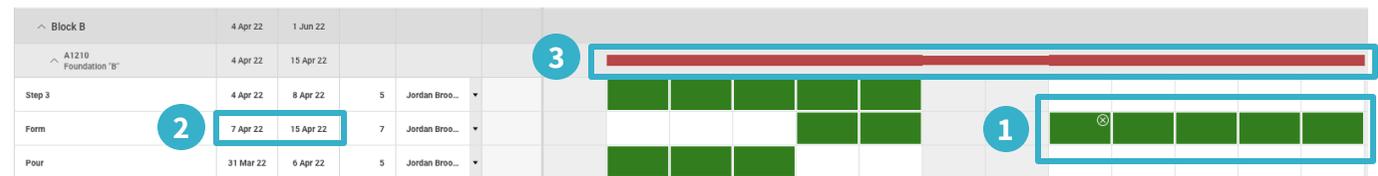
3. Add or assign a **new SIP Resource** or select an **existing SIP Resources** in the drop-down list and adjust its characteristics in the modal screen.



## SIP STEPS ADJUSTMENT OPTIONS

Adjust SIP Steps by “click and drag” functionality available in the Step Gantt chart.

1. By clicking on a SIP Step daily task, you can **drag** the step daily tasks **left or right** on the screen.
2. Once landed to the preferred date simply release the step daily task and the **Steps Start** and **End fields** will update accordingly.
3. The **Red or Blue elements** presented in the **Gantt chart** at the activity level are the reference points for a project’s planner to adjust their SIP Steps against when planning their daily tasks.



## APPLY DIFFERENT SIP VIEW OPTIONS

1. Click the eye icon at the top bar in the Schedule settings.
2. The **Resource Collision** allows you to see, by an orange outline, when the same resource is assigned to multiple daily tasks on the same day. Indicating a possible collision.
3. The **Color-Coding toggle** allows you to see, by color coding, which resources are assigned to what steps and if the same SIP resource has overlapping work occurring, which could indicate a collision.

