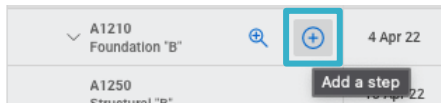# QUICK GUIDE
SHORT INTERVAL PLANNING (SIP)
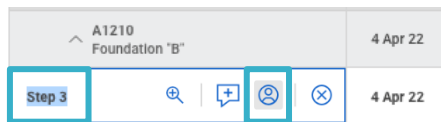
InEight® SCHEDULE

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.
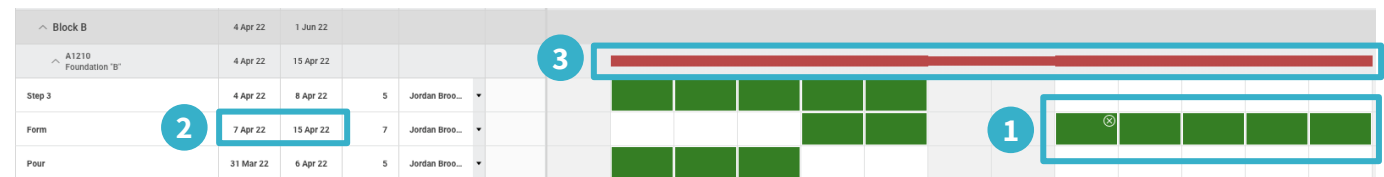

3. Add or assign a **new SIP Resource** or select an **existing SIP Resources** in the drop-down list and adjust its characteristics in the modal screen.
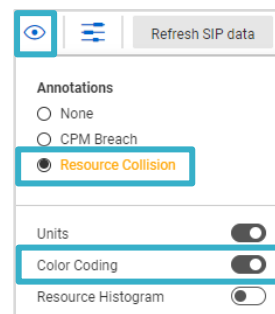

SIP STEPS ADJUSTMENT OPTIONS

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.

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