

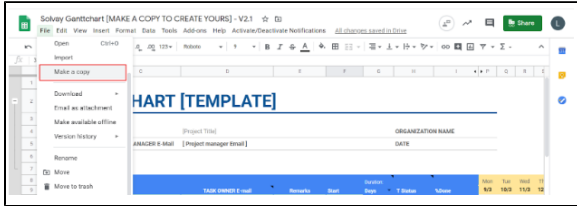
# GSheet - Get started

GSheet - Gantt Chart was developed to offer a Gantt Chart template with simple automation to send alerts and reminders

Here is the link to the template of [GanttChart](#)

To be able to edit the Gantt chart template, you will need to make a copy to your Drive.

Once you click on "Make a Copy" a new sheet will be created and can be renamed as per your requirement.



Using this template allows to automate the following actions :

1. Send automated emails to task owner of incomplete task which is due
2. Send automated email to project manager to inform him about task completion or task overdue

## How-to

- [How to Update the project manager and task owner](#)
- [How to Activate and deactivate notifications](#)
- [How to View the Dashboard](#)

[Show More](#)

### Key Features

v2.1 - Released on 18 Jun 2020

- Automatically redraw the Gantt Chart based on task
- Automatically generation of the calendar based on task
- New "Remarks" column

v2.0

- Automatically send reminders to task owners.
- Automatically send a reminder to project manager if task is overdue.
- Instant notification to project manager upon update of task completion to 100%.
- Dashboard to view based on the following:
  - Completed vs Not Completed
  - Task Completion Status (based on percentages)
  - Pending Task that are not Completed

### Important

- Any changes to the columns will impact the key features listed above.
- Do not attempt to modify any data in the default hidden columns. (Column K, L, M, N, O)