

# G4 How to Move a Task below another Task

**Access level:** Project Manager, Director and System Administrator

**Learn:** How a project task structure can be edited.

While creating and maintaining projects it can be necessary to move a project's task.

## Moving a task below another task

- Open a project with **Search Project (F6)**.

Figure 1: Main Menu -> Project Administration -> Search Project -> Edit Project

- Select the task that needs to be moved **1** by clicking the task's name or the link **[Edit]** to the right **2**

Figure 2: Main Menu-> Project Administration -> Search Project -> Edit Project -> Edit task "Project Management"

- Select which task the task is going to be located below by opening the drop-down menu **Task will be located under:** **3** and click on the **Update** button.

Figure 3: Main Menu -> Project Administration -> Search Project -> Edit Project -> Edit Task "Project Management"

- The task Project Management is now a subtask to the task Delivery **4**.

For instructions on how to move a task to a different project see **G5**.

Figure 1: Main Menu -> Project Administration -> Search Project -> Edit Project

WBS	Task no.	Task	Start Date	End Date	Task Type	Active	FP	Budget	Budget	Alloc.	Actual
<b>New Project task</b>											
-	-		23/07/2007	30/07/2007	Select Task Tpy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			--	
1	0004	Design of Database	23/07/2007	03/08/2007	Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3,000	30	44	37
2	0005	Development in .Net	23/07/2007	06/08/2007	Bugs and test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7,500	75	92	20
3	0003	Project Management	23/07/2007	13/08/2007	Project manag	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1,200	12	32	0
4	0006	Delivery	06/08/2007	13/08/2007		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3,000	25	0	0
4.1	0008	Implementation	06/08/2007	13/08/2007	Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3,000	25	0	0
5	0007	Evaluation	13/08/2007	16/08/2007	Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5,000	50	59	0
<b>Total</b>								<b>19,700</b>	<b>192</b>	<b>227</b>	<b>57</b>

Figure 2: Main Menu -> Project Administration -> Search Project -> Edit Project -> Edit Task "Project Management"

EDIT TASK

Main Menu -> Project Administration -> Search Project -> Edit Project -> Edit Task "Project Management"

INFORMATION PROJECT TASKS ALLOCATED HOURS FINANCE GANTT CHART MILESTONES STATUS REPORTS

**Edit Task "Project Management"**

Project Task Name: Project Management  
 Task no.: 0003  
 Task Type: Project management  
 Billable:   
 Document Link:  
 Start Date: 23/07/2007  
 End Date: 13/08/2007  
 Budget (Hours): 12  
 Budget (EUR): 1,200  
 Fixed Price Task:   
 Active:

Project Name: .Net - Outlook integration  
 Project no.: NET.07.0002  
 Customer: Netsters

Task will be located under: Under Delivery

Navigation: Click on a task to edit it:  
 1 Design of Database  
 2 Development in .Net  
 3 Project Management  
 4 Delivery  
 4.1 Implementation  
 5 Evaluation

Figure 3: Main Menu -> Project Administration -> Search Project -> Edit Project -> Edit Task "Project Management"

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