



Tasks on the Timeline View

The Timeline View (Gantt Chart) is available to all users on all [paid](#) accounts.

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Overview

Tasks with scheduled start and end dates are visible on the Timeline View and are represented by bars which extend from the task's start to end date.

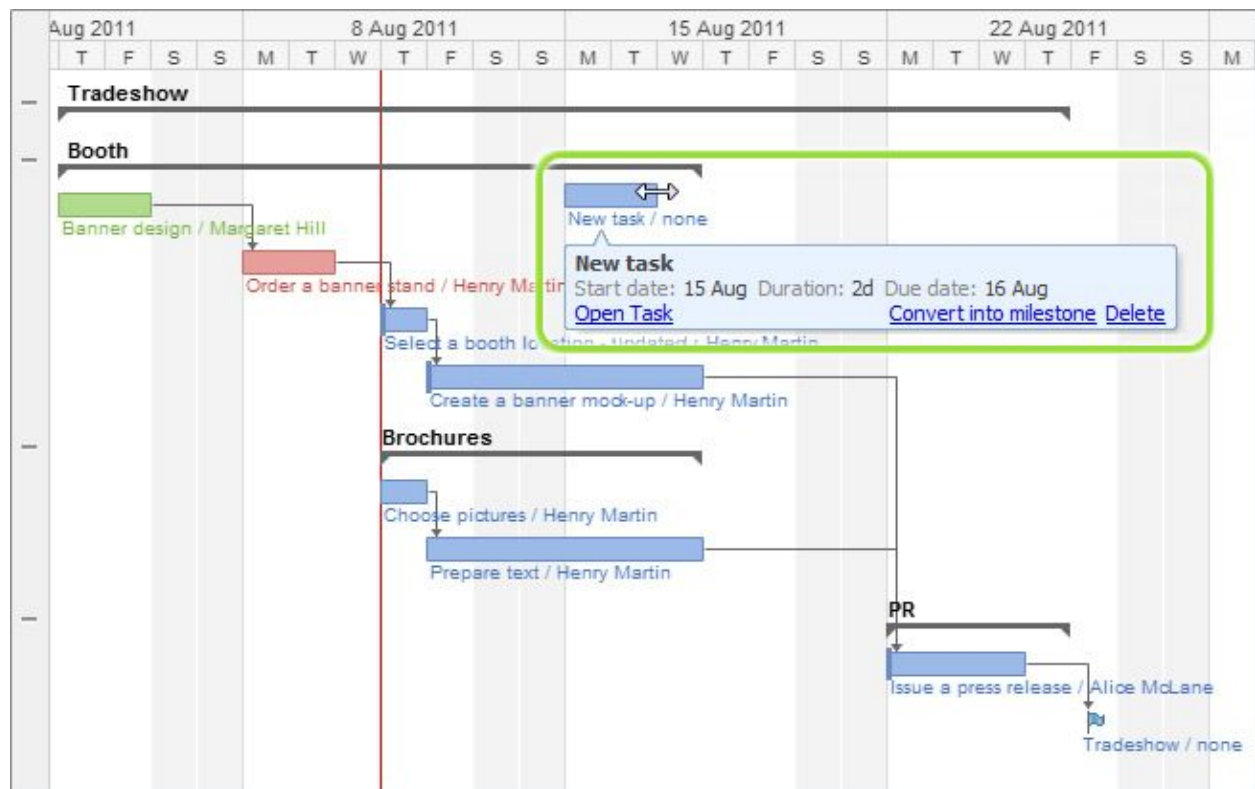
Important Information

- By default, only active tasks appear on the Timeline View, but you can see tasks in different statuses by editing the applied [filters](#).
- To read more about how tasks are arranged on a timeline, please see our Timeline View help page.

Create a Task from the Timeline View

1. Select a Folder or Project from the Workspace's left-hand Navigation panel.
2. Switch to the Timeline View.
3. While holding the "Shift" key on your keyboard, click on an empty spot on the timeline (you can click and drag your mouse to the right to extend the task's duration).
4. Release your mouse button and a Task View pop-up window will appear.
5. Type in a name for your task.
6. When you are finished adding additional details to your task, click the "x" that appears in the Task View's upper right-hand corner.

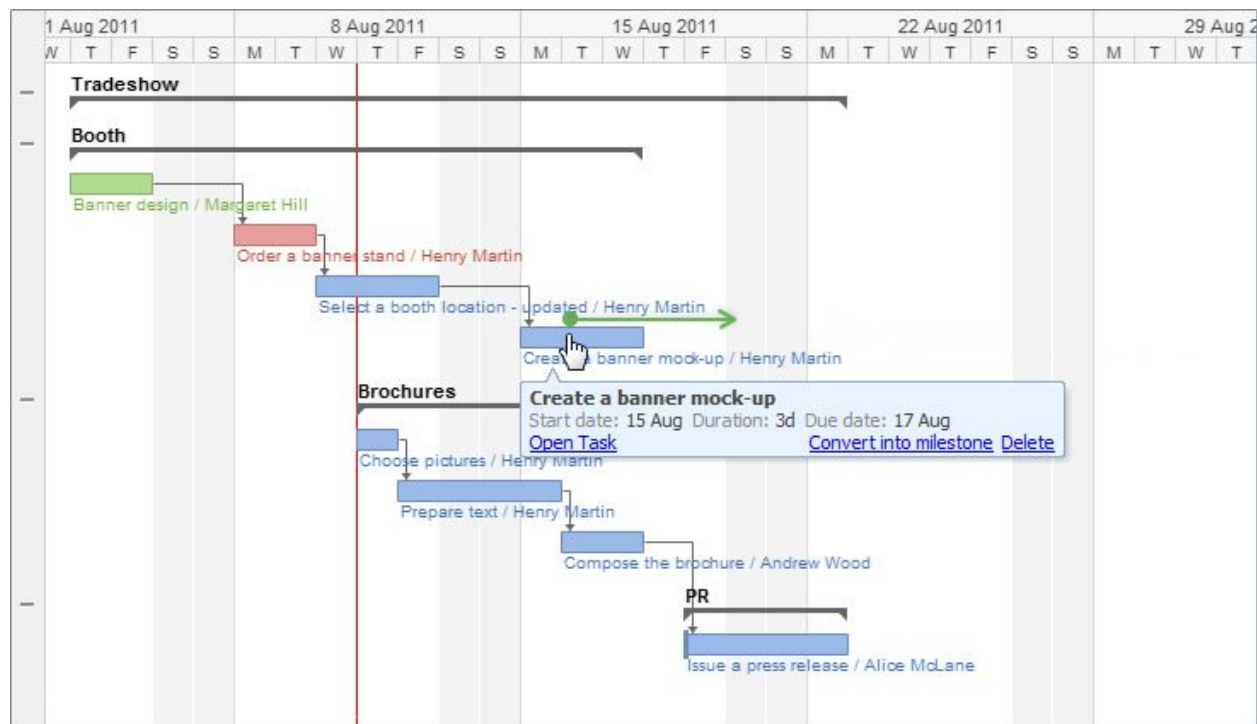
You will see your task appear on the Timeline View.



Reschedule a Task from the Timeline View

1. Select a Folder or Project from the Workspace's left-hand Navigation panel.
2. Switch to the Timeline View.
3. Locate the task you would like to reschedule, then click near the middle of the task's bar and drag the task to the appropriate dates.

When you let go of your task: the option to undo your action appears temporarily at the bottom of the timeline.



Edit a Task's Duration from the Timeline View

1. Select a Folder or Project from the Workspace's left-hand Navigation panel.
2. Switch to the Timeline View.
3. Locate the task whose duration you would like to change and hover the cursor over the task bar's left or right side so that your mouse turns into an arrow.
4. Click and drag the bar to the left or right to shorten or extend the task's duration (and change the scheduled start and end dates).

