



## Gantt Chart & Timeline Overview

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

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### Overview

Use the Gantt Chart/Timeline View to see how tasks in your Folder or Project are scheduled and to quickly make adjustments to your project's timeline. Tasks on the Timeline View are represented by bars which extend from the task's start to end dates.

### Important Information

- Only tasks with scheduled start and end dates appear on the Timeline View.
- Projects only appear on the Timeline View if they have at least one scheduled task.
- By default, only tasks with an active status appear on the Timeline View, but you can use [filters](#) to customize which tasks are visible.
- Read more about how to create, reschedule, and edit tasks on our [Tasks on the Timeline View](#) page.
- Learn how to adjust zoom on the Timeline View.

### Navigate the View

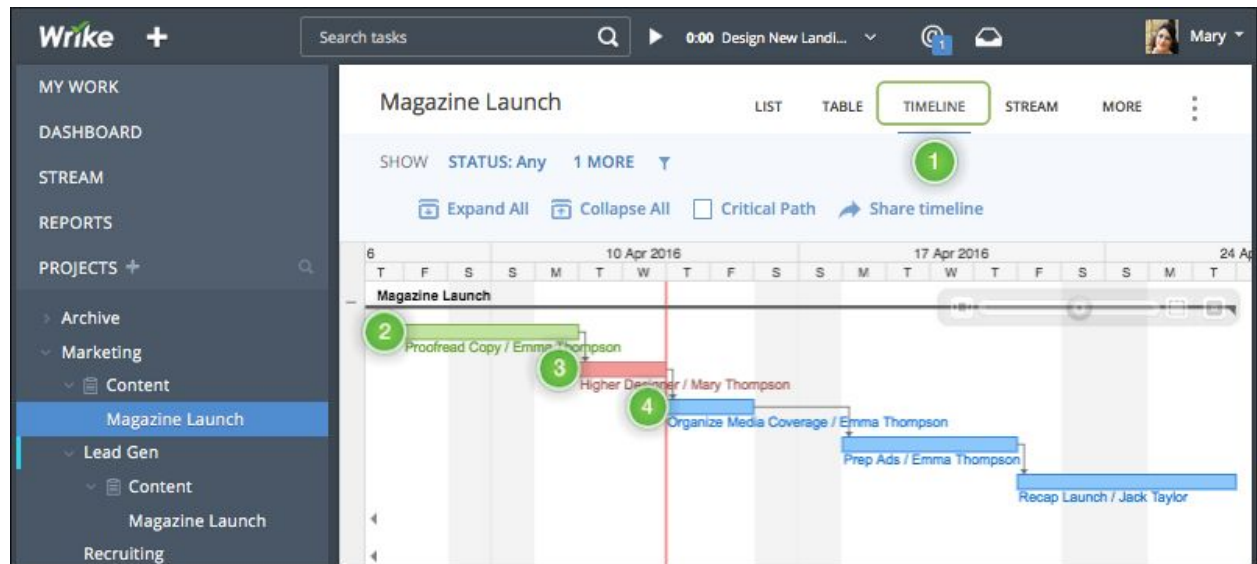
To view a Folder or Project on the Timeline View:

1. Select a Folder or Project from the Workspace's left-hand Navigation panel.
2. Switch to the Timeline View. **1**

Tasks are color coded on the Timeline View:

- Completed tasks are green **2**
- Overdue tasks are red\* **3**
- Active tasks are blue **4**
- Deferred tasks are purple
- Cancelled tasks are grey

**Please note**, check the box next to "Highlight overdue" to have all overdue tasks color-coded red. Otherwise, overdue tasks appear in the color associated with their status.



## Projects and Folders on the Timeline View

A Folder or Project's name appears on the timeline and a bracket appears under the Project or Folder's name. If a Project has scheduled start and end dates, then the bracket spans from the Project's start date to its end date (regardless of when tasks within the Project are scheduled). For Folders (and Projects which do not have scheduled start and end dates): the bracket spans from the task with the earliest start date to the end date of the task with the latest end date. Additional information about Projects on the Timeline View:

- A project icon appears to the left of Project titles.
- The name of the Project owner appears to the right of the Project's title.
- In order for a Project to appear on the Timeline View it must contain at least one scheduled task.

## Items Positioning on the Timeline View

A Task, Folder, or Project's vertical position on the Timeline View (how close or far it is from the top of the screen) is determined automatically:

- Folders and Projects are sorted by the start date of their earliest task. Folders or Projects containing tasks with earlier start dates are listed closer to the top of the screen.
- Subfolders and Subprojects are listed under their parent Folder or Project.

- Within a Folder or Project, tasks with dependencies are listed first and then tasks are listed based on their start dates. If more than one task has the same start date, then the task with the shorter duration is listed first. If there are multiple tasks or (dependency chains containing tasks) with the same start date and duration, then they are sorted alphanumerically.

## Expand and Collapse Items on the Timeline View

By default, when you open a Folder or Project in the Timeline View the Folder/Project and any Subfolders/Subprojects are expanded so that you can see the tasks within them.

### Expand or Collapse all Folders and Projects 1

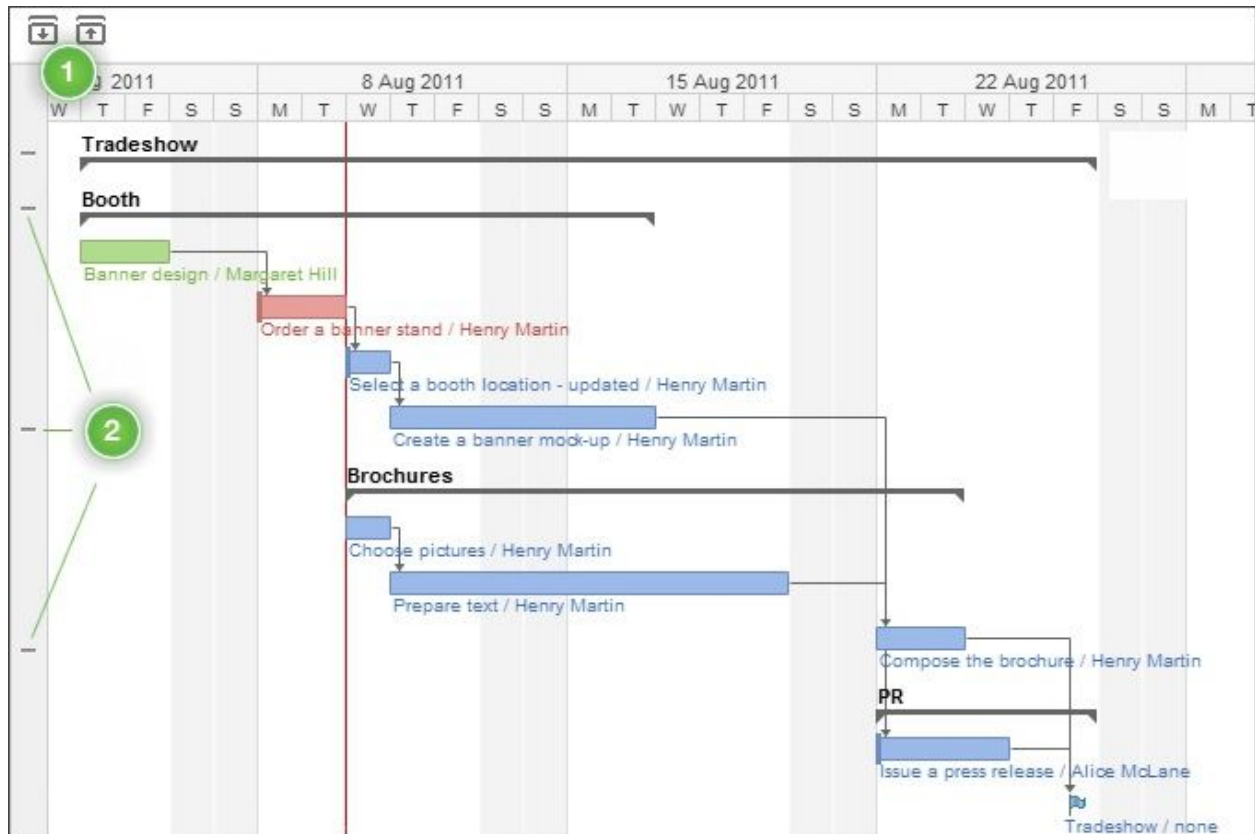
- Click the “expand all” icon in the Timeline View’s upper left-hand corner to expand all Subfolders/Subprojects.
- Click the “collapse all” icon in the Timeline View’s upper left-hand corner to collapse all Subfolders/Subprojects.

### Expand or Collapse Individual Items

Expand or collapse individual Folders, Projects, or tasks with subtasks by using the “+” and “-” signs which appear on the left-hand side of the Timeline View. Each “+” or “-” is at the same level as the title of the parent Task, Folder, or Project it corresponds to, but you can also hover over a “+” or “-” to see which item the sign is associated with.

- Click the “-” 2 sign to collapse the parent Task, Folder, or Project.
- Click the “+” sign to expand the parent Task, Folder, or Project.

**Please note**, for parent tasks “+” and “-” signs also appear immediately to the left of the parent task’s name.



## Open 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. Click on a task's bar.
4. Select "Open Task" from the small pop-up which appears.

A pop-up window of the Task View will open.



## Weekends on the Timeline View

By default, when you schedule a task, only [working days](#) (typically weekdays) are taken into account. For example, if you schedule a task for three days and the task's start date is Friday, then the task's end date will be Tuesday of the following week. Wrike generates a warning message if you attempt to schedule a task to start or end on a weekend. Click "yes" on the warning pop-up to have Wrike allow working on weekends for that task.

To include weekends in the task duration, you can also open the task in the Task View, click the calendar icon, and check the box to the left of the "work on weekends" option (located at the bottom of the scheduling pop-up).

