# Setting the Units on the Gantt Chart

The Gantt chart provides a graphical representation of the process sequence over time. Using this view, each activity is represented as a bar, and the length of the bar represents the cycle time of the activity.

This procedure enables you to modify the unit measurement and time axis spacing of the Gantt chart.

1. Click **Open Gantt Chart** .

2. When the Gantt chart appears, right-click on the time scale at the top of the right frame and select **SetScaleUnits**.
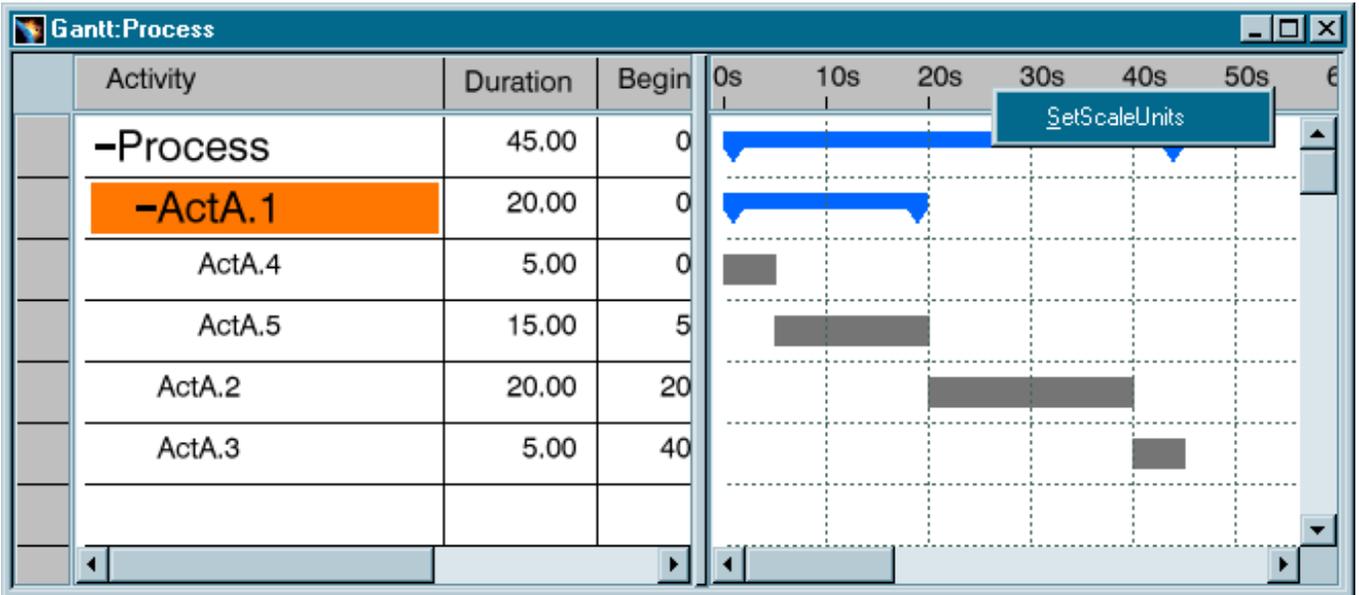
The **Time Scale** dialog box appears.
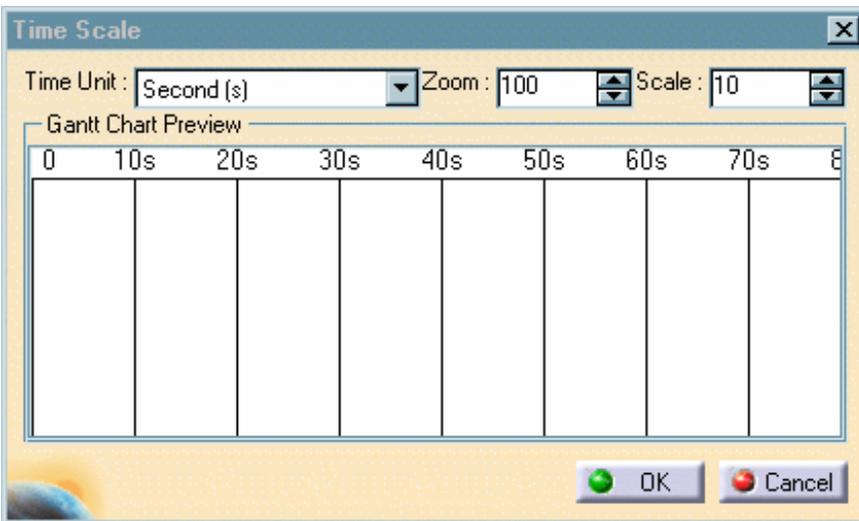
3. Set the time scale options. The options are:

   ○ **Time Unit**
   This is the standard V5 time option. The units of the grid can be set to seconds (s), milliseconds (ms), hours (h), or minutes (mn). Time units can also be set from the **Units** tab of the **Tools > Options > General > Parameters**.

   ○ **Zoom**
   The Zoom value allows for the granularity of the grid to be increased or decreased, allowing the same scale to be viewed in a larger or smaller space.

   ○ **Scale**
   This field defines the grid increments. For example, if the Time Unit option is set to *Minute (mn)*, a Scale value of "5" would result in grid lines representing 0mn, 5mn, 10mn, and so on.

   ○ **Gantt Chart Preview**
   This window provides a preview of the Gantt chart which reflects any changes that have been made to its appearance. If the changes are satisfactory, click **OK** to accept the changes and close the dialog. To cancel any changes that have been made, click **Cancel**.

4. Click **OK**.

When calculating the cycle time, note the following about the Start and Stop activities: Each of these activities is defined to have a cycle time of 0. Therefore, if you specify that the parent process should take 7 seconds, but the child processes consist only of Start and Stop activities, the specified cycle time of the process becomes 0. The Start and Stop activities do not appear in the Gantt chart.