Zvenno

User manual Zvenno

iPhone, Android and the web dashboard

How Zvenno works: projects, the timeline, people, files, inspections and reports, step by step, with screenshots.

This manual is updated with the app. The latest version is always in Zvenno: Settings › User manual.

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Contents

1 Getting started 6

1.1 Installing 6
1.2 Signing in with a code 6
1.3 First setup 7
1.4 Documents 8
1.5 Devices 8
1.6 The layout 8

2 Business and Personal 9

2.1 The switch 9
2.2 Only in Business 10
2.3 How Personal works 10
2.4 Moving a project to the other space 11

3 Projects, sub-projects and tasks 11

3.1 The projects list 11
3.2 A new project and its sub-projects 12
3.3 A sub-project 12
3.4 A new task 13
3.5 The task 14
3.6 Reminders to assignees 14
3.7 Links and dates 15
3.8 "Change the linked tasks?" 16
3.9 Renaming 16
3.10 Project files 16
3.11 Project links 16
3.12 Planned dates and budget 17
3.13 Budget corrections 17
3.14 Project and sub-project templates 18
3.15 Project analysis 19

4 The timeline (Gantt chart) 20

4.1 What is on it 20
4.2 Looking around and zooming 21
4.3 Moving a task 21
4.4 Linking on the timeline 21
4.5 Working on the timeline 21
4.6 Hide done 22
4.7 What the timeline shows 22
4.8 Plan and actual 22

5 Today and Plan 24

5.1 Today 24
5.2 Notifications and the morning summary 25
5.3 Plan 25
5.4 Projects shown on the Plan 27
5.5 Search 27

6 People and companies 27

6.1 The list 28
6.2 A new person or company 28
6.3 The card 28
6.4 Assigning tasks 29
6.5 Deadlines by company 29
6.6 A card as a PDF and a .zvn file of contacts 30
6.7 Selecting several 30

7 Files and photos 31

7.1 Attachments 31
7.2 Marking up photos and PDFs 32
7.3 The file editor 33
7.4 DWG and DXF drawings 34

8 Inspections 35

8.1 The Inspection tab 36
8.2 A new inspection 36
8.3 On the timeline 37
8.4 The inspection report 37

9 Numbered inspections 38

9.1 The archive 38
9.2 A new numbered inspection 39
9.3 The inspection's screen 39
9.4 Recipients from your contacts 40
9.5 The general link and access requests 40
9.6 The deadline and following up on Today 41
9.7 One person's answer and rework 41
9.8 Answers on your own inspections 41
9.9 What the recipient sees 42

10 Working together 44

10.1 Members and roles 44
10.2 Inviting someone 44
10.3 The link to the project 45

10.4 The link to a sub-project 46
10.5 Comments by a link 46
10.6 What a guest sees 46

11 Reports 46
11.1 A project's PDF 47
11.2 A sub-project's PDF 47
11.3 Summary for a period 47
11.4 The inspection report 47
11.5 Deadlines by company 47
11.6 Excel 47
11.7 The task card 48
11.8 Header, footer and profile 48

12 Import 50
12.1 Microsoft Project (.mpp, XML) 50
12.2 A project that follows its file 51
12.3 Excel 51
12.4 A project file (.zvn) 52

13 Settings 52
13.1 Profile 52
13.2 Your account 53
13.3 Getting all your data 53
13.4 Lock code 53
13.5 Notifications and the morning summary 54
13.6 Email reminders 54
13.7 Hints 54
13.8 Currency 54
13.9 Language and help 55
13.10 Legal 55
13.11 User manual 55

14 Free and Pro 56
14.1 What is included 56
14.2 The plan screen 57
14.3 When Pro ends 57
14.4 Deleting the account 57

15 The web dashboard 58
15.1 Signing in 58
15.2 The dashboard on Pro 58
15.3 Stickers 65

15.4 The calculator 66
15.5 Shared with you, on Free 67
15.6 Subscription 67

16 Questions and answers 69
16.1 The e-mail with the code doesn't come 69
16.2 Moving to a new phone 70
16.3 Does Zvenno work offline? 70
16.4 Why doesn't a task start on the day I picked? 70
16.5 I moved a task and the next ones didn't move 70
16.6 Why is a project read-only? 70
16.7 Others don't see my changes in a shared project 70
16.8 Why can't I send a report, or take a screenshot of one, on Free? 70
16.9 The recipient can't answer an inspection 70
16.10 How many photos can I attach? 71
16.11 A drawing won't open 71
16.12 A file from another device won't open 71
16.13 How do I get all my data? 71
16.14 Where is my data stored? 71
16.15 How do I get the example projects back? 71
16.16 I forgot the lock code 71
16.17 How do I update the app? 71
16.18 Where do I get the latest manual? 71
16.19 How do I reach support? 71

CHAPTER 1

Getting started

Zvenno is a planner for people who run work on site: projects split into sub-projects, tasks are linked to each other, the schedule builds itself, and the people, companies, files, inspections and reports sit next to them. There is an app for iPhone and for Android, and a web dashboard for the computer. Everything syncs through the Zvenno server: what you do on the phone shows a second later on your other device and in the browser. Your data is stored in Russia.

1.1 Installing

iPhone. Zvenno is in the App Store: `https://apps.apple.com/by/app/zvenno-projects-deadlines/id6831707130`. It needs iOS 17 or later.

1. Open the link on the iPhone, or find Zvenno in the App Store.
2. Tap **Get**. Zvenno appears on the Home Screen.

When a new version is out, Zvenno itself shows a **Time to update** window with what is new. Tap **Update**: Zvenno's page in the App Store opens, and there tap **Update**. An ordinary update can be put off with **Dismiss for 24 hours**. When the update is urgent, the window has only **Update**: the old version stops working with the server until you update.

Android. The app is installed from an APK file, without a store. It needs Android 9 or later.

1. On the phone, open zvenno.com and tap **Get it for Android**, or open the link `https://api.zvenno.com/v1/app/android/zvenno.apk`.
2. Allow installing from that source when Android asks, and tap **Install**.
3. New versions arrive in the app itself: tap **Update** in the update window, and Zvenno downloads the file, checks it and hands it to Android's installer.

Computer. The web dashboard is at `https://app.zvenno.com` in a current browser: Chrome, Edge, Safari, Firefox. It is made for computers only: on a phone the site offers the app instead. More in The web dashboard.

1.2 Signing in with a code

Zvenno has no password: you sign in with a code from an e-mail.

1. Type your e-mail address.
2. Tick the documents under the address: **I accept the offer** and **I consent to the processing of my personal data**. Tapping the words opens the document itself on zvenno.com. Nothing is ticked in advance, and the button stays off until all are.
3. Tap **Get the code**. We send an e-mail with a six-digit code that works for 10 minutes.
4. Type the code into the six boxes. It is checked as soon as the sixth digit is in. The iPhone can fill in the code from Mail by itself: tap the suggestion above the keyboard.

A wrong code shakes the boxes and clears them. A new code can be asked for after 30 seconds with **Send a new code**. If you mistyped the address, tap **Change address**. Going back and on with the same address within 10 minutes sends no new e-mail: the code you have still works.

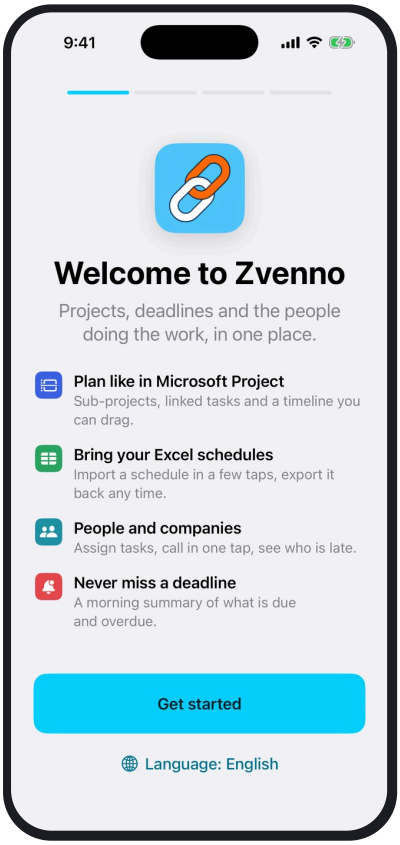
> **Tip.** No e-mail? Look in the spam folder.

With the same address you see the same projects, contacts and files on every device of yours.

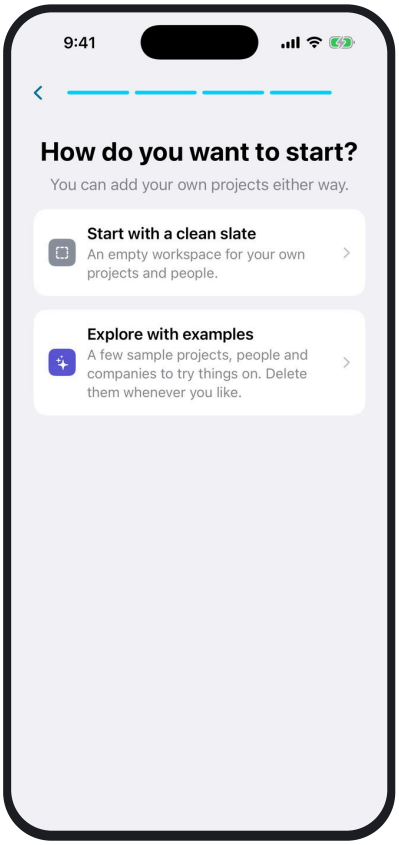
1.3 First setup

After the first sign-in Zvenno walks you through a few short steps. Swipe left and right between them; everything can be changed later in Settings.

1. **Welcome to Zvenno**: what the app does, in brief. Tap **Get started**.
2. **Your letterhead**: a logo, your company or your name, address, phone, e-mail and website. They are printed at the top of PDF reports and Excel printouts. You can tap **Skip for now** and fill it in later in **Settings › Report header and footer**.
3. **Stay on top of deadlines**: choose the hour of the morning summary (**Morning summary at**) and tap **Allow notifications** or **Not now**.
4. **How do you want to start?**: **Start with a clean slate** (an empty workspace for your own projects) or **Explore with examples** (a few sample projects, people and companies).

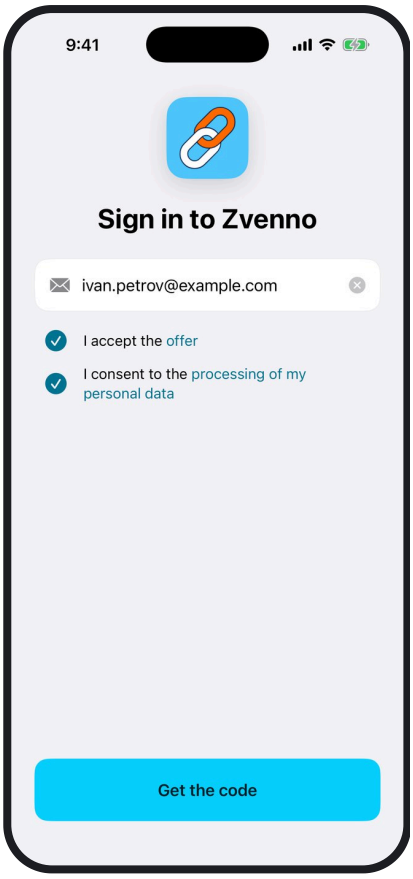


Welcome to Zvenno

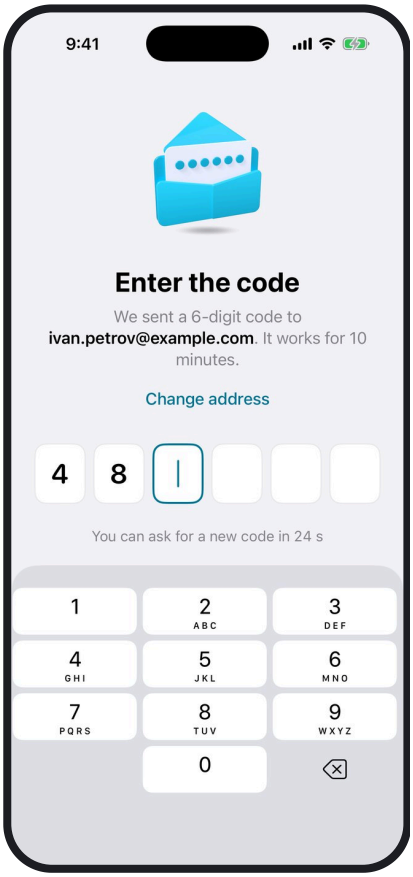


The step How do you want to start?

The examples are added next to your own data and replace nothing. They never sync and don't count against Free. You can delete them at any time and bring them back in **Settings › Help › Add the example projects**.



Sign-in: the e-mail address and the consents



The code from the e-mail

On Free, a **You're on Zvenno Free** screen comes once after signing in: what the free plan keeps, what Pro costs, and whether to keep the examples or remove them. More in Free and Pro.

1.4 Documents

The offer and the consent to the processing of personal data are accepted with the ticks at sign-in. When the documents are updated, a **The terms have changed** screen comes after signing in or the next time you open the app: tick the documents again and tap **Continue**. The same screen lets you get all your data by e-mail (**Send me all my data**), sign out or delete the account.

The documents, the day you accepted them and where your data is stored are always in **Settings › Legal**, together with **Company details** and **Open-source licenses**, which open on zvenno.com.

1.5 Devices

One account works on several devices at once:

Plan	Phones	Browsers
Free	one device: an iPhone or an Android phone	up to 2 browsers
Pro	up to 3 iPhones and one Android phone	up to 2 browsers

Browsers never take a phone's place.

A new device. When you sign in on a new phone while the account is open on another, Zvenno asks for a confirmation: the new device shows **Confirm on your other device**, and the old one a window **Is this you signing in?** with the model, the place and the time. Tap **Yes, it's me** only if it really is you. If the other device hasn't been used for 7 days, the code from the e-mail alone is enough.

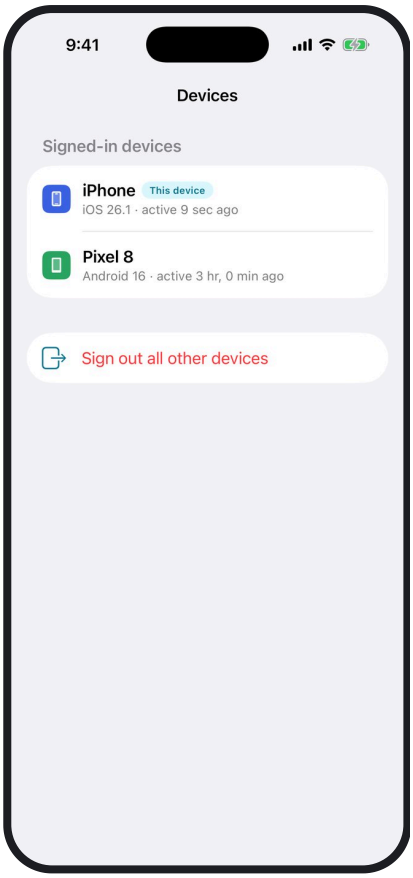
No room. When every place is taken, **Too many devices** comes up: pick the device to sign out and tap **Sign out device**. Free has one place, so a new sign-in offers to sign out the phone you used before.

The list of devices is in **Settings › Your account › Devices**. It shows where and when each one signed in, and has **Sign out all other devices**. A device can be signed out from here 12 hours after it signed in; signing out on the device itself always works.

1.6 The layout

There are five tabs at the bottom: **Today**, **Projects**, **Inspection**, **Plan** and **People**. The gear at the top left of every tab opens **Settings**. The **Business / Personal** switch at the top of every tab picks the space, which is what the next chapter is about.

> **Tip.** Marking a task done, a move on the timeline, sending a project to the archive or to the other space can be undone: a note with **Undo** shows at the bottom for a few seconds. Zvenno always asks before deleting anything, and a deletion can't be undone.



Signed-in devices

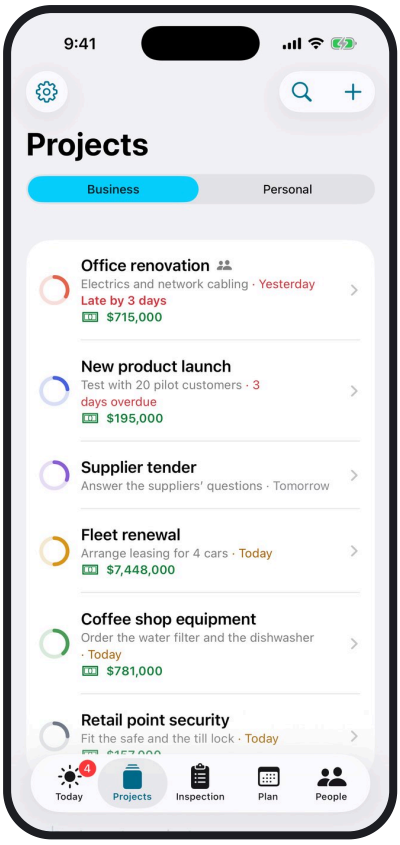
CHAPTER 2

Business and Personal

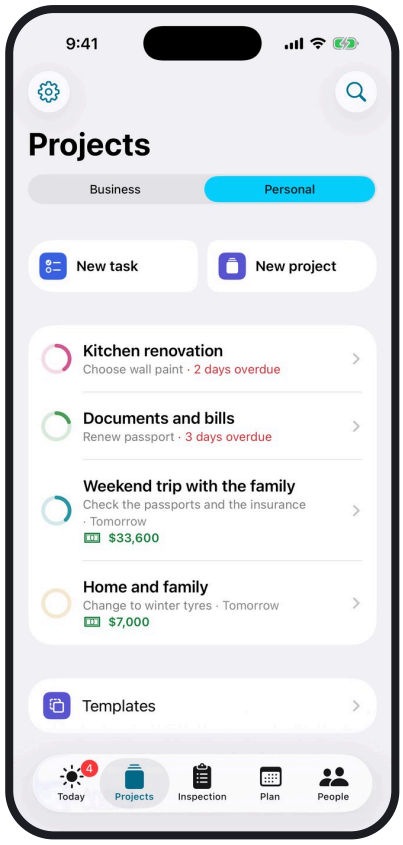
Zvenno has two spaces: **Business** for work and **Personal** for your own affairs. They live in one app but never mix: each has its own projects, tasks, people and reports.

2.1 The switch

The **Business / Personal** switch is at the top of every tab. The choice is one for the whole app: switch to Personal on the Projects tab, and Today, Plan and People show Personal too. Switching closes the screens that were open.



Projects in Business



Projects in Personal: tasks without a project on top

Notifications, the red number on the app icon and the morning summary count the tasks of both spaces.

2.2 Only in Business

- **Companies** with their details (INN, KPP, OGRN, bank) and the people who work there.
- **Import** of projects from Microsoft Project and Excel.
- **Deadlines by company**: who is late and what is due today and tomorrow.
- **Project analysis** and the charts of plan, actual and budget.
- **A letterhead with your logo** at the top of reports.

2.3 How Personal works

- **Tasks without a project.** At the top of the projects list there are two buttons, **New task** and **New project** (in place of +). A task made without a project goes into **Without a project** at the top of the list. You can move it to any personal project later: open the task and choose the project in the **Project** row. A task can go back out the same way: choose **No project**. Links to tasks of another project are removed on the move.
- **People is your phone's address book.** In Personal, the People tab shows the phone's contacts (once you allow access). Tap someone to bring them into Zvenno and assign tasks to them.
- **Reports without company details.** A personal report has your own line or your profile at the top, with no logo (see Reports).
- No import from MS Project or Excel, no analysis, no deadlines by company.

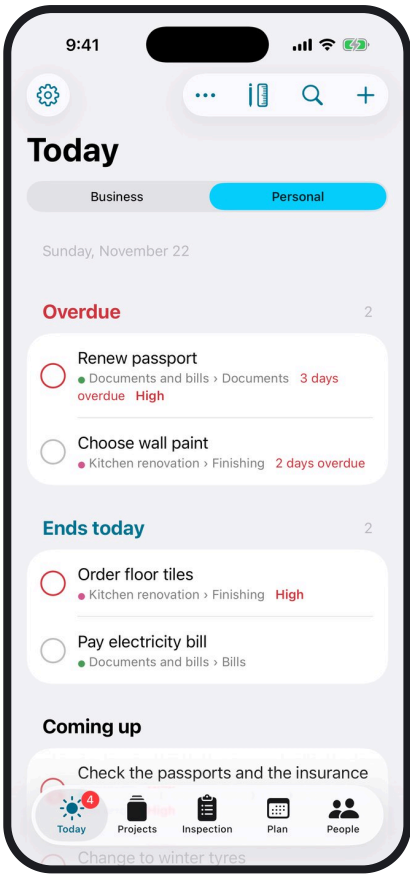
2.4 Moving a project to the other space

1. Open the project.
2. Tap ••• at the top right.
3. Choose **Move to Personal** (or **Move to Business**).

The project moves with all its tasks, files and inspections. A note with **Undo** shows at the bottom.

> **Tip.** Every report is made for one space. A project's report is for the project's own space; the summary for a period, the Excel export and the inspection report have a **Report for** choice: Business or Personal.

> **Pro.** On Free each space keeps one project of your own. The examples, the personal "No project" and projects others share with you don't count.



Today in Personal

CHAPTER 3

Projects, sub-projects and tasks

Work in Zvenno is laid out as in Microsoft Project: a **project** is split into **sub-projects** (stages, sections, areas), and each sub-project has **tasks** with dates, a length, an assignee, a cost and links. A task's dates follow from its links: when one task moves, the ones waiting for it move too.

3.1 The projects list

The Projects tab shows the projects of the space on screen. A project's row has a progress ring (how many tasks are done), the next task and the cost. When a project runs late against its planned dates, a red **Late by N days** sits beside its name.

- **+** at the top right: a new project (in Personal, the **New task** and **New project** buttons at the top of the list).
- **The magnifier**: search across tasks, notes, projects and people.
- **Import a project** under the list: a project from a Microsoft Project file or an Excel table (Business only, see Import).
- **Archive** at the bottom: completed projects. Open one there and tap **Restore** to bring it back to Projects with all its tasks.
- **Invitations** on top: projects you were invited to (see Working together).

3.2 A new project and its sub-projects

1. On the Projects tab, tap **+**.
2. Type a name, such as "Office renovation", and tap the check mark. Zvenno picks the project's colour itself.
3. In the project, tap **New sub-project** at the bottom of the list and type the stage's name, such as "Demolition". Repeat for each stage.

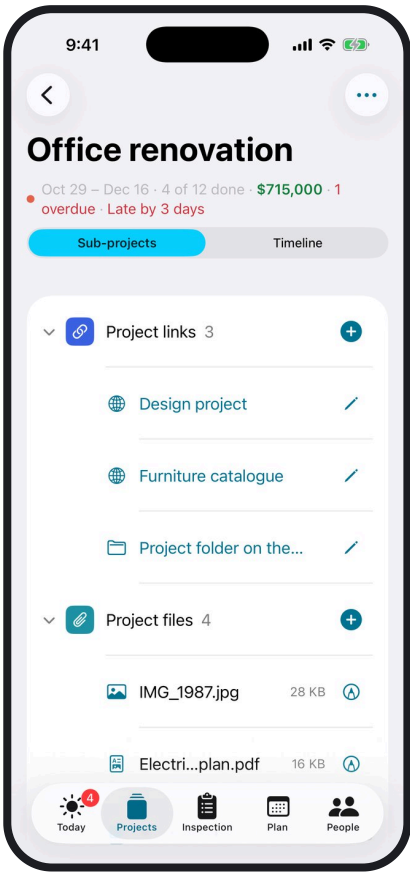
A project, top to bottom:

- a line with the dates, **N of M done**, the cost and the number of overdue tasks;
- the **Sub-projects / Timeline** switch: the timeline of the whole project (see The timeline);
- the **Project links** and **Project files** bars, each with how many links or files it holds beside its title (0 while there are none): a tap on a bar opens a list of names under it, the next tap folds it (below);
- **planned dates and budget** (below);
- the **sub-projects**. The arrow on the left of a sub-project shows its tasks right in the list; a tap on the rest of the row opens the sub-project.

The links, the files and the planned dates with the budget show when they have something in them, or when you turned them on in ••• › **Show on screen** (below).

To delete a sub-project, swipe its row to the left and tap **Delete**: Zvenno asks first and says how many tasks go with it.

The project's ••• menu: Rename, **New sub-project**, **Export to PDF**, **Share...**, **Send as a file (.zvn)**, **Show on screen**, **Move to Personal** (or Business), **Complete and archive**, **Delete project**. A project that follows a Microsoft Project file also has **Update from MS Project** there.



A project: links, files, planned dates, budget and sub-projects

What the screen shows. When a project needs no links, files or planned dates with a budget, they take no room. The ••• menu has a group **Show on screen**: **Project links**, **Project files**, **Planned dates and budget**. What is shown has a tick; a tap shows or hides it. While you haven't chosen, a part shows only when it has something in it, so a new project starts clean. A hidden part loses nothing: the links, files and budget stay in the project and in its reports. A sub-project's ••• menu has the same group for its own **Sub-project links**, **Files** and **Cost and budget**. The choice is kept with the project, the same on all your devices and on the web dashboard.

3.3 A sub-project

At the top of a sub-project is the **Tasks / Links / Timeline** switch.

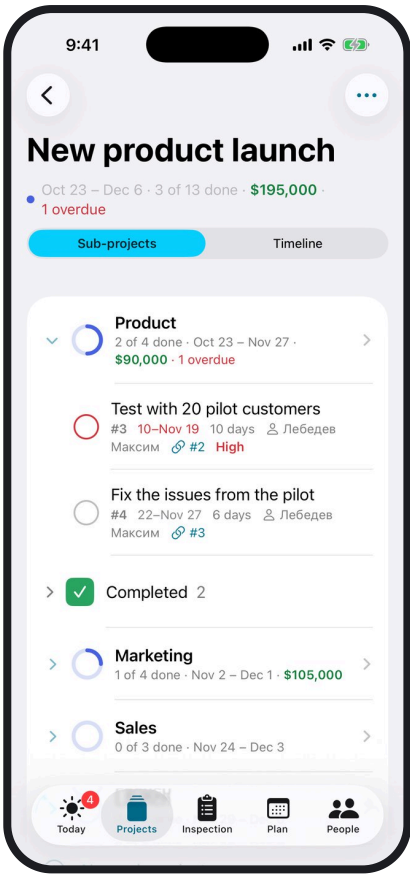
- **Tasks**: at the top the **Sub-project links** and **Files** bars with the sub-project's own links and files (with how many beside the title, 0 while there are none), under them the task list with numbers, dates, assignee and cost and **New task** at the bottom, then the sub-project's cost and the **Inspections** row.
- **Links**: every link of the sub-project's tasks; tap a link to change it, or tap **New link**.
- **Timeline**: the Gantt chart of this sub-project alone.

Done tasks sit under the Completed bar. In this list, as in every list of tasks in Zvenno (Today, Plan, the search, a contact's tasks, the Inspection tab, a link to a project), done tasks are gathered at the bottom under a **Completed** bar with their number, whatever their dates and whenever they were added. Tap the bar and the whole list of done tasks opens under it, in their order; tap it again and it folds. The bar is folded when the screen opens, and there is none while no task is done. Mark a task done and it goes under the bar, whose number grows. The tasks' numbers, the timeline and the reports don't change.

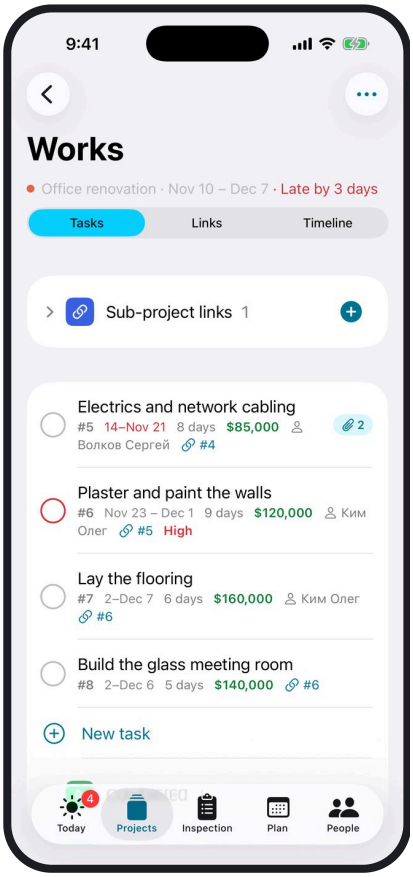
A sub-project's cost is the sum of its tasks' costs. While none of its tasks has a cost, you can type an amount for the whole sub-project. Under the cost is a **Budget** row: a sub-project can have a budget of its own with corrections, as a project has (see Budget corrections).

The sub-project's ••• menu has what a project's has, in the same order: **Rename**, **New task**, **Export to PDF**, **Share…** (a link to this sub-project alone, see The link to a sub-project), **Send as a file (.zvn)**, **Show on screen**, **Move to another project…**, **Mark all tasks done** and **Delete sub-project**.

- **Move to another project…** lists the projects of the same space that can be changed, each with its colour and how many sub-projects it has. Tap one: the sub-project with all its tasks, files, photos and inspections moves to the end of that project, and Zvenno opens it there. Links to tasks of the old project's other sub-projects are removed, since a link can't lead from one project to another. Changed your mind? Tap **Undo** in the notice at the bottom.
- **Mark all tasks done** is for a stage handed over as a whole. Zvenno asks first, then marks every open task of the sub-project done with today's date, and they go under the **Completed** bar. **Undo** puts them back right after.
- **Send as a file (.zvn)** sends this sub-project alone, with files and photos or without: the recipient gets it as a new project of the same name (see A project file (.zvn)).



A sub-project's tasks opened right in the project



A sub-project

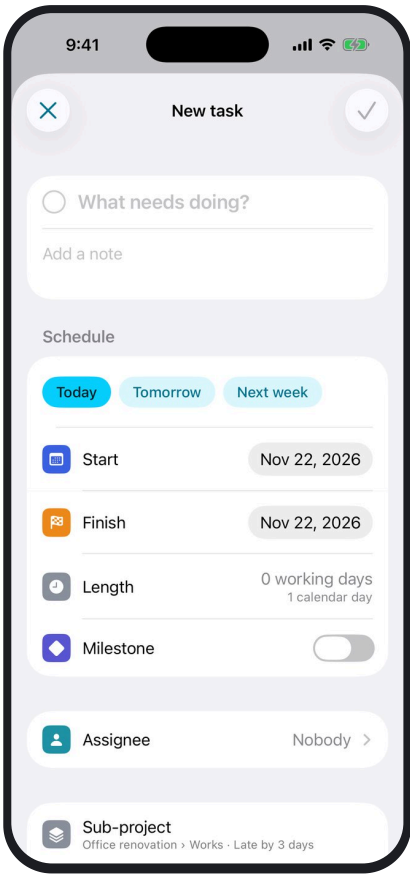
3.4 A new task

The **+** button is on the Today and Plan tabs, and a sub-project has a **New task** row.

1. Write what needs doing in **What needs doing?**. A note can go under it.
2. Under **Schedule**, pick the start: **Today**, **Tomorrow**, **Next week** or any day in the **Start** calendar.
3. Pick the **Finish**, and the length in days is worked out. Turn on **Milestone** for an event with no length (a handover, a signing).
4. Choose the **Assignee** from your contacts (you can make a new person or company there too).

5. In the **Sub-project** row, choose where the task goes. **Starts after** links it at once to a task that is already there.
6. Set the priority and cost if needed, and tap the check mark.

When a link keeps the task from starting on the day you picked, Zvenno says so: "Added. It starts ..., after #N".



A new task

3.5 The task

Tap a task to open it.

- **The circle** by the title marks the task done. So does swiping it to the right in a list; swiping to the left deletes it.
- **The title and note** are edited in place.
- **Files**, right under the title: a bar with the photos, documents and drawings and how many there are (see Files and photos).
- **Schedule: Start**, **Finish**, the length and the **Milestone** switch. When a link has moved the task, the date says "Moved to ... by its link to #N".
- **Waits for:** the **Predecessors** field and the tasks this one waits for; **Add predecessor**.
- **Linked tasks waiting for this one**: what starts after it.
- **Assignee**, from your contacts; the green button beside it calls them. Under it is the **Remind the assignee** switch: a day before the task starts and a day before it ends, Zvenno emails the assignee (see Reminders to assignees).
- **Task card**: a picture with the dates, assignee, note, photos and files, to send in a message or by e-mail. The same share button is at the top.
- **Sub-project, priority and cost.** Change the sub-project and the task moves there.
- At the bottom, **Delete task**, and the task's number with the day it was added.

A done task's row says when it was finished and how long it took: "Done 15 Nov in 3 days". Done tasks are locked so they don't change by accident: tap **Unlock** to edit one. The day it was done can be changed in the **Completed** row.

> **Tip.** **Show priority** in Settings marks high-priority tasks in the lists.

3.6 Reminders to assignees

Zvenno can remind assignees of their dates by itself: a day before a task starts and a day before it ends, the assignee gets an email at the address on their card in People.

- **For one task**: in the task, under the assignee, the **Remind the assignee** switch.
- **For all of a project's tasks**: ••• in the project › **Remind assignees**; a check shows it is on.
- **For all of a sub-project's tasks**: the same item in the sub-project's ••• menu.

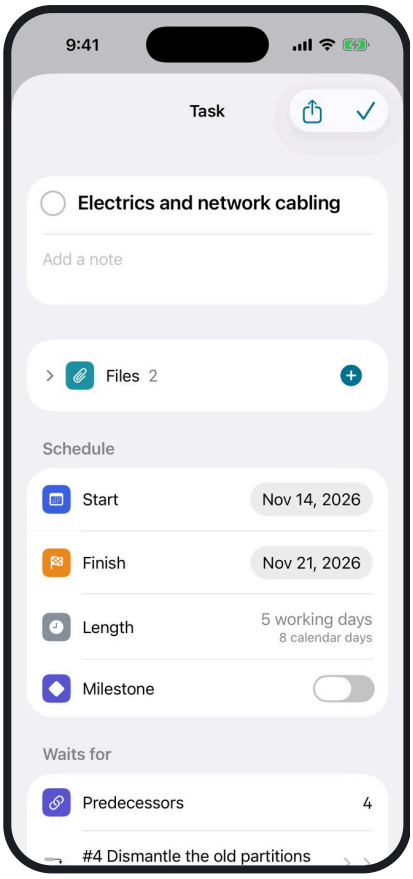
A task follows its sub-project, and a sub-project its project, until you set them on their own: you can, say, turn reminders on for the whole project and off for one task. When reminders come from the sub-project

or the project, the task's switch says **On for the whole sub-project** or **On for the whole project** under it. A task whose assignee will be reminded has a **bell** at the right of its row in every list.

The email says who reminds them (the name from the project owner's profile and their address), which task starts or ends tomorrow, in which project and sub-project, and its dates. Several such tasks for one person the same day come in one email. A reply goes to the project's owner. The emails go at the hour of the morning summary in the owner's time zone, even with the app closed, and never for tasks that are done. The assignee can unsubscribe with the link at the bottom of the email.

For reminders to go, the assignee's card needs an email address: without one the switch stays off, and the line under it says what to add. Without an assignee there's nobody to remind.

> **Pro.** Reminders to assignees are part of the project owner's Zvenno Pro. Anyone who can change the project can turn them on; the emails go in the owner's name.



A task

3.7 Links and dates

A link sets the order of two tasks, the way Microsoft Project does. A task's start is the earliest day it may start; Zvenno works out the real dates from the links and takes the latest constraint.

Kind of link	Code	Meaning
Finish-to-start	FS	B starts after A finishes: the usual link
Start-to-start	SS	B starts when A starts
Finish-to-finish	FF	B finishes when A finishes
Start-to-finish	SF	B finishes when A starts

Lag adds waiting days between the tasks (**Days between A and B**); a negative lag lets B start earlier, for example −2 days.

There are three ways to link tasks:

1. **The Predecessors field** in a task. Type the numbers of the tasks it waits for: `3`, or `3, 5`, or with the kind and the lag: `3FS+2d`, `4SS-1d`, `5SS+1w`. Russian codes work too: `3ОН+2 дн`, `4НН`.
2. **The link sheet: Links** › **New link**, choose the **First task**, the **Linked task**, **How they're linked** and the **Lag**, then **Save link**. **Delete link** is there too.
3. **On the timeline**, in **Link** mode: drag a finger from one bar to another (see The timeline).

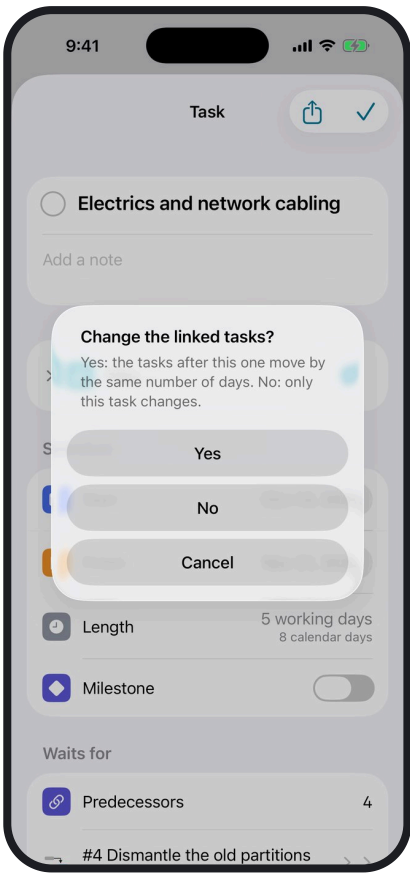
Only tasks of the same project can be linked. Zvenno won't make a loop: when the tasks already depend on each other the other way round, it says "These tasks already depend on each other the other way round. This link would make a loop." Once a task is done, its link no longer holds the next ones.

3.8 "Change the linked tasks?"

When you change a task's start or finish (in the task, or by dragging on the timeline) and unfinished tasks wait for it, Zvenno first asks **Change the linked tasks?**:

- **Yes**: the tasks after this one move by the same number of days. For FS and FF links the change of the finish counts, for SS and SF the change of the start. Done tasks don't move, and nothing moves through them.
- **No**: only this task changes; the others stay on their dates.
- **Cancel**: nothing changes.

Links are never removed: where a link no longer fits, its lag takes up the difference. So your date always stays the one you chose, even when the task now starts earlier than its predecessor allows. When nothing waits for the task, there is no question.



The question about linked tasks

3.9 Renaming

A project: ••• › **Rename**. A sub-project: ••• in the sub-project › **Rename**. A task: tap the title in the task and change it.

3.10 Project files

Files that belong to the whole project (contracts, estimates, drawings, photos, PDFs, Excel and Microsoft Project files) sit in the project behind the **Project files** bar, at the top of the project right under the links; the number beside its title says how many there are, 0 while there are none. Tap the bar and a list of the files' names, with their extensions and sizes, opens under it; tap it again and the list folds. The plus at the right of the bar adds a file: **Take photo**, **Choose photos** or **Choose a file**. A sub-project and every task have files of their own too, behind the same kind of **Files** bar. More in Files and photos.

3.11 Project links

Links to websites, cloud folders, spreadsheets and maps, and to folders and files on a computer or on the network, are collected in the project behind the **Project links** bar, at the very top of the project, above the project files and the planned dates; the number beside its title says how many links there are, 0 while there are none. Tap the bar and the list of the links' names opens under it; tap it again and it folds. Both bars are folded when the project opens.

1. Tap the plus at the right of the **Project links** bar.
2. In **Title**, type what to call the link, such as "Design project". It can stay empty: the link is then named after the site's domain or the last part of the path.
3. In **Address or path**, paste a website's address (`https://` can be left out: Zvenno adds it) or the path to a folder or a file: `C:\Projects\Office`, `\\server\share\Project`, `/Users/anna/Plans`, `smb://nas/docs`. Tap the check mark.

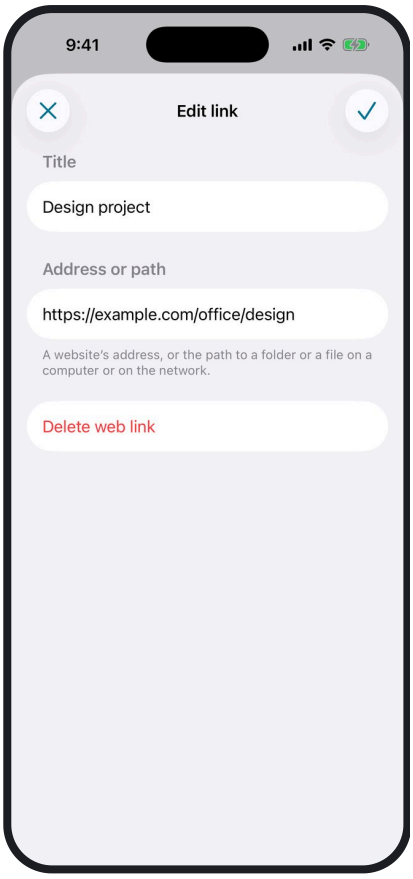
A link in the list is a symbol (a globe for a website, a folder for a path) and its name. A tap opens a website in the browser. A path is handed to the phone's system; when nothing can open it or the folder

can't be reached, Zvenno says **No access**. The pencil at the right opens **Edit link**, with **Delete web link**. There are no pictures or descriptions of sites: Zvenno never visits the sites of your links.

A sub-project's links. Every sub-project has links of its own too, behind a **Sub-project links** bar at the top of the sub-project, above its files. They are added, opened and changed the same way as a project's. A sub-project's links aren't printed in reports yet.

A project's links are printed in reports under the title, and in Excel on a sheet of their own; a path is printed as its name alone, without the address. An address that is neither a website nor a path isn't kept: Zvenno says **Check the link address**.

> **Tip.** In Windows File Explorer, **Copy as path** copies the path of a folder or a file. Paste it into the field as it is: Zvenno takes the quotes off.



A project link: its title and address

3.12 Planned dates and budget

In the first section of a project:

- **Planned start** and **Planned finish**: when the project should start and end by the contract. Until they are set, they say **Not set**.
- **Budget** opens the budget screen: **Main budget**, then **Corrections**, changes to the budget either way, each with its reason and date. At the bottom, **Budget with corrections**, **Spent** (the sum of the tasks' costs) and **Left**, or **Over budget** in red.

The planned dates show on the timeline as dashed lines. When the project is late, the days late are written above the chart and in red beside the project's name everywhere: in the list, in reports, in Excel and in the morning summary by e-mail.

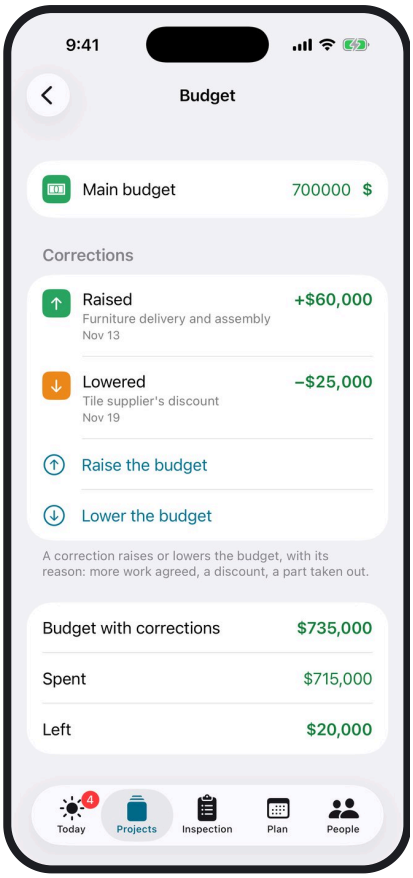
3.13 Budget corrections

A budget agreed in a contract changes: more work is added and it grows, a discount comes or part of the work is taken out and it shrinks. So the budget screen's **Corrections** section has two rows: **Raise the budget** and **Lower the budget**.

1. Tap the one you need: the correction's window opens.
2. At the top is the **Raise / Lower** switch: the direction can still be changed here.
3. Type the amount, always above zero: Zvenno puts the sign itself.
4. Write the reason. It is required, and **Add** stays off without it: for example, "Extra work under contract 12" or "Tile supplier's discount".
5. Check the date (today by default) and the line at the bottom, "The budget becomes ...", then tap **Add**.

In the list a correction shows at once: an arrow up on green or down on orange, **Raised** or **Lowered**, the amount with a "+" or a "−", the reason and the date. Tap a correction to change it, or swipe it to the left to delete it (Zvenno asks first). **Budget with corrections** at the bottom is the main budget plus every raise and minus every cut; **Left** and **Over budget** are worked out from it, and the project's analysis and the reports show it too.

A **sub-project's** budget works the same way: the **Budget** row under the sub-project's cost opens the same screen, with the sub-project's main budget and its corrections, and at the bottom what is left or over against the cost of its tasks. The section shows when it has something in it, or when it is on in the sub-project's ••• › **Show on screen** › **Cost and budget**.



A project's budget

3.14 Project and sub-project templates

When projects look alike (a flat renovation, an installation, a tender), put the plan together once as a **template** and make new projects and sub-projects from it in a couple of taps. A template has no dates: its days are counted from its first day (**Day 1**, **Day 5**), and dates come when it is used.

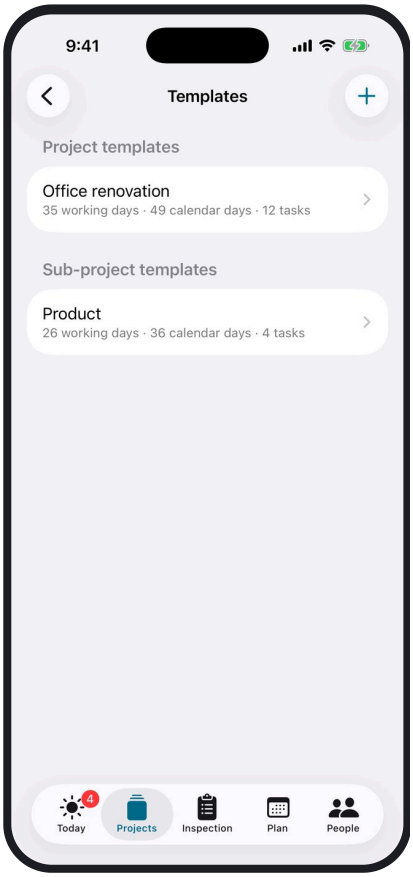
Where. At the end of the Projects list is a **Templates** row (with how many there are). It lists project templates and sub-project templates, each with its length at once, in working and calendar days, for example "33 working days · 45 calendar days · 12 tasks". Working days are Monday to Friday; while a template has no dates, they are counted as if it started on a Monday. **+** makes an empty one, and a swipe to the left deletes one (Zvenno asks first). Projects made from a template don't change when it does or when it is deleted.

A template from a plan you have. ••• in a project or a sub-project › **Save as template**. Zvenno takes the tasks in their order with their durations, links, notes, costs and priorities, and turns their dates into days from the first task. Files, assignees, inspections and website links stay out. The new template's editor opens at once.

The template editor. At the top is the template's name, then the sub-projects (a project template's sub-project names are changed right in the list) and their tasks. Each task's row shows everything at once:

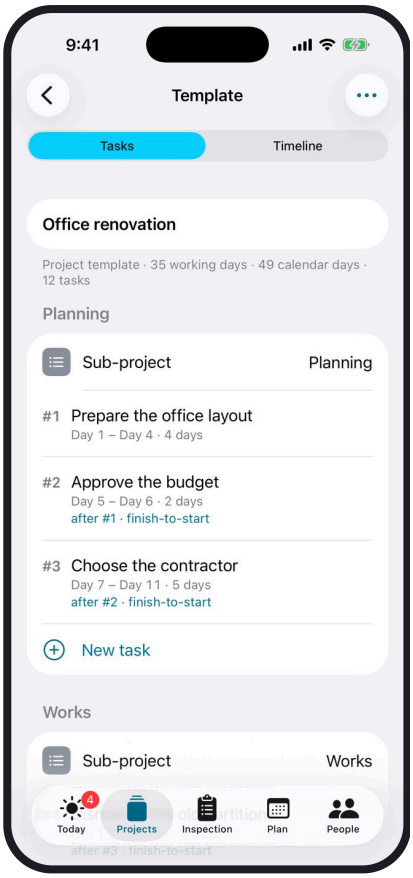
- the number and the **name**;
- the **start and finish**: "Day 6 – Day 10";
- the **duration**: "5 days" or **Milestone**;
- the **links**: "after #2 · finish-to-start · delay 1 day" or "lead 2 days".

Tap a task to open it: its name; **Start**, **Duration** and **Finish** with **−** and **+** (the finish changes the duration); its links, each the task it follows, the kind of link and a **delay** (that many days later) or a **lead** (that many days earlier); **Add predecessor** and **Delete task**. When its links push a task later than its own start, a line under the days says so. **New task** at the end of a sub-project puts the task right after the last one and links the two; a project template also has **New sub-project**, and a swipe to the left on a sub-project's name deletes it with its tasks (Zvenno asks first). Everything is saved as you go; ••• at the top has **Duplicate**, **Send as a file (.zvn)** and **Delete template**. Day 1 is the template's first day even when no task starts on it: if the first task starts on Day 3, the two days before it are part of the template and count in its length.



Templates

The template's timeline. Tasks and **Timeline** at the top of the editor switch between the list and a chart like a project's timeline, in days: the days are numbered from 1, the weeks are named over them (**Week 1**, **Week 2**), and the last two days of every week are shaded as the weekend, since working days are counted as if Day 1 were a Monday. A project template has a bracket over each sub-project, folded and opened with its arrow. The modes are a project timeline's. In **View only** nothing moves, and the chart scrolls and zooms with two fingers. In **Move**, drag a bar to move the task, or its right edge to change its length. In **Link**, drag from one bar to another to link the two: the half of a bar you start on and the half you end on decide the kind of link. Zvenno asks first, and when other tasks follow the one you moved, it asks "Change the linked tasks?": **Yes** moves them by as many days, **No** changes only this task, and its links take up the difference in their delay or lead. A task never goes before Day 1. Tap a task's name or bar to open it, or an arrow to open the task it leads to; **Undo** in the notice at the bottom takes a change back. Holding a name, the **New task** rows of Move mode and dragging names up or down work as on a project's timeline (see Working on the timeline).

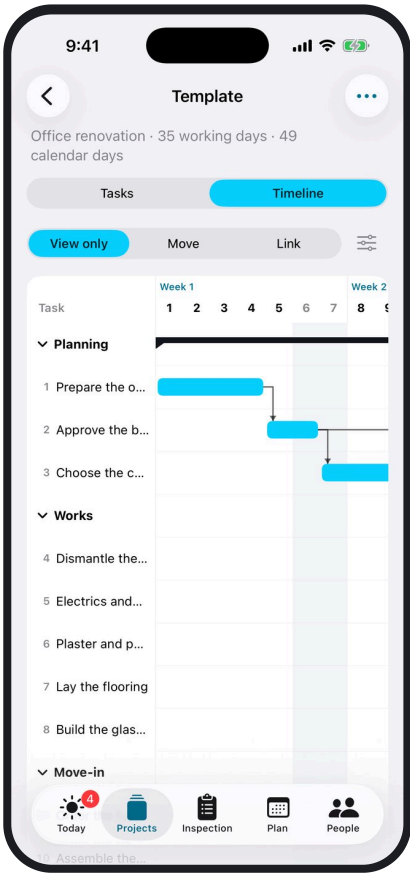


The template editor

Using a template. At the bottom of the editor, **Use the template**:

1. The name of the new project or sub-project (the template's by default); for a sub-project template, the project to add it to.
2. **From the start**: Day 1 of the template falls on the date you pick, and the tasks follow as the template has them. **From the end**: the last task ends on the date you pick, and the others come before it, handy when the deadline is what you know.
3. Under the date are the dates the plan will take and how many working and calendar days that is, now exactly, for the dates chosen. Tap **Create** (a project) or **Add** (a sub-project), and Zvenno opens the result.

Sharing a template. ••• in the editor › **Send as a file (.zvn)** sends it to a colleague by mail, a messenger or AirDrop. Whoever opens the file in their Zvenno gets it among their templates, in the space on screen, and its editor opens; it is their own copy from then on, and changes on either side stay where they are made.



The template's timeline

Templates are kept with your account, the same on all your devices and on the web dashboard. On Free, a new project from a template has to fit within Free's limits.

3.15 Project analysis

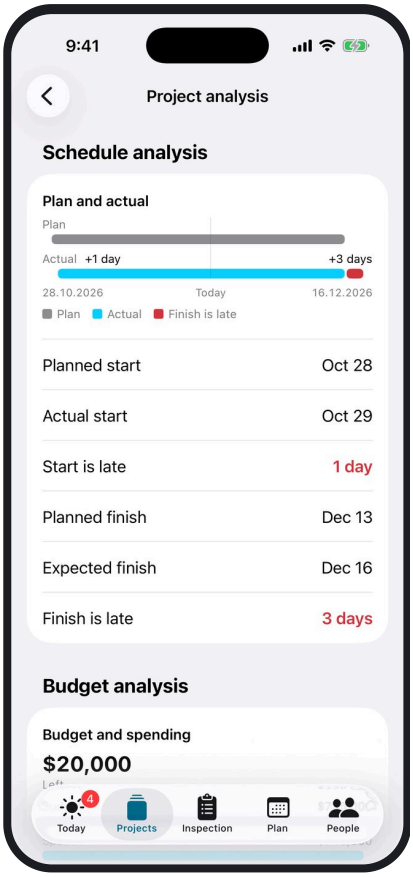
In Business, a **Project analysis** row sits under the budget. The analysis screen has:

- **Plan and actual**: the planned and actual start, the expected finish, **Start is late** and **Finish is late** in calendar days;
- **Budget and spending**: the budget, what is spent, what is left or over;

- **By sub-project**: each sub-project's cost and its share of the budget;
- **Tasks by status**: done, in progress, overdue, not started.

What was planned is drawn in a neutral colour, what really happened in blue, and whatever went past the plan in red. The actual start is the earliest start of the tasks. The expected finish is the last finish of the tasks, but never before today while work remains; once every task is done, it is the day the last one was finished. The same figures and charts are printed in the project report with **Analysis** on.

> **Pro.** On Free a project has up to four sub-projects, and a sub-project up to ten tasks. A project with more can only be read on Free.



Project analysis

CHAPTER 4

The timeline (Gantt chart)

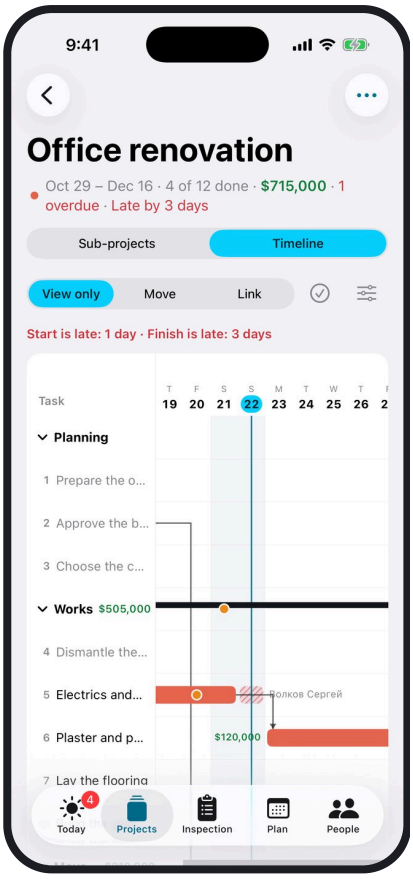
The timeline shows tasks as bars over the days: what follows what, where work is late and when the project will end, at a glance. The whole project has one (the **Sub-projects / Timeline** switch in a project), and so does each sub-project (the **Tasks / Links / Timeline** switch).

4.1 What is on it

- On the left, the tasks' numbers and names. On a project's timeline the tasks are grouped by sub-project; tap a sub-project's name to fold or unfold its tasks.
- **A bar** is a task from its start to its finish, **a diamond** a milestone, **a bracket** over tasks a whole sub-project.
- **The red vertical line** is today.
- **Hatching** on a bar means late: the task should have finished and isn't done.
- **Arrows** are the links between tasks.
- **Orange dots** are inspections, on the days they were made (a sub-project's on its own row).
- **Dashed lines** are the project's planned start and finish; when the project is late, the days late are written above the chart.

- **The legend** at the bottom of the chart says what is what.

Tap a task's name on the left to open it.



A project's timeline

4.2 Looking around and zooming

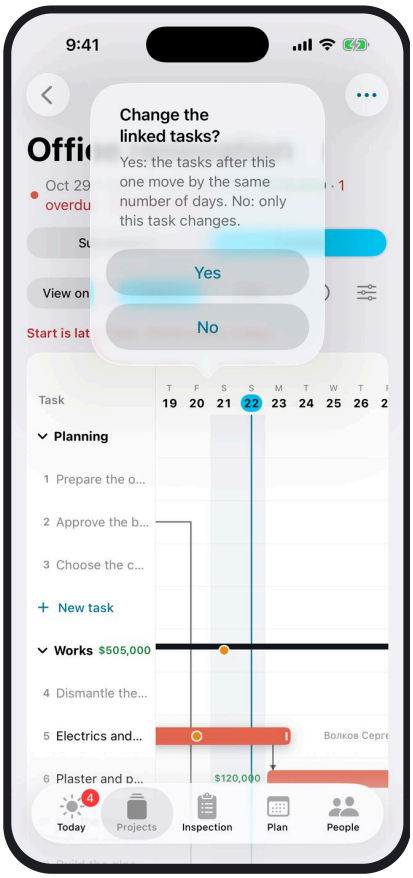
The timeline opens in **View only** mode: bars don't move in it, so scrolling is safe.

- Scroll left and right, up and down.
- **Pinch** to change the scale of the days: from the whole project on one screen to three times the normal width. The day in the middle of the screen stays in place. When days get narrow, the scale switches to months.
- **Double-tap the dates** to go back to the normal scale.
- **Turn the phone sideways** and the chart takes the whole screen: rows shrink to fit and the tabs step aside.

4.3 Moving a task

1. Switch the mode to **Move**.
2. Drag a bar to move the task to other days, or its right edge to change its length.
3. Lift your finger. Zvenno asks first: "Move task #N?" › **Move it**, or "Change the length of #N?" › **Change**.

When unfinished tasks wait for this one, the question is **Change the linked tasks?** instead, with **Yes**, **No** and **Cancel**, as in the task itself (see "Change the linked tasks?"). After a move, a note with **Undo** shows at the bottom.



Move mode

4.4 Linking on the timeline

1. Switch the mode to **Link**.
2. Drag a finger from one bar to another. Start on the left half of a bar to use its start, or on the right half to use its finish, and the same on the second bar. That is how all four kinds of link are made.
3. Lift your finger on the other task and confirm "Link #A → #B?" › **Link them**.

Tap a link's arrow to change its kind and lag, or delete it. Only tasks of the same project can be linked.

4.5 Working on the timeline

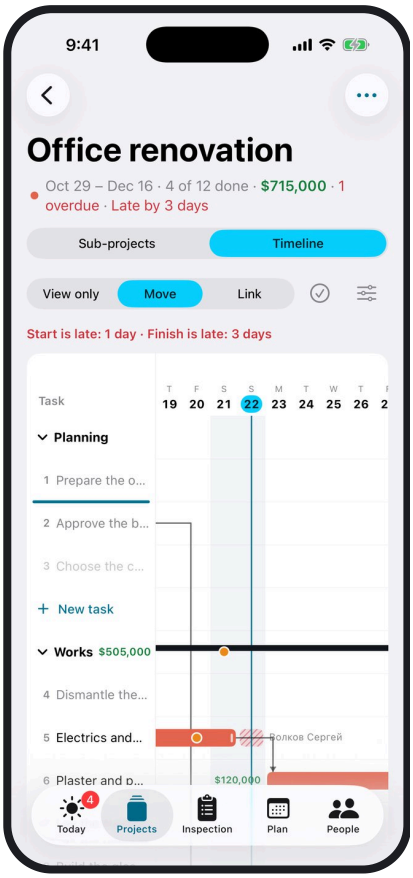
The whole plan can be put together on the chart, without going back to the list.

- **Hold a task's name** in the column of names for its menu: **Open**, **New task after** (a task right after this one, starting the day after it ends and linked to it, opened to be named), **Duplicate** (a copy

right after it, with its dates, assignee, cost and the links it waits for, but no files or inspections), **Move to sub-project** and **Delete task** (Zvenno asks first).

- **Hold a sub-project's name** for **New task**, **Rename**, **New sub-project** and **Delete sub-project**.
- In **Move** mode each sub-project ends with a **New task** row and the chart with a **New sub-project** row; and a task's name can be dragged up or down: a line shows where it will go, in its own sub-project or another one, and its links stay.

Every change can be taken back with **Undo** in the notice at the bottom. A project that can only be read has none of this. A template's timeline works the same way (see Project and sub-project templates).



Move mode: New task rows and a task being moved

4.6 Hide done

The button beside the mode switch hides the done tasks: it shows a crossed-out eye in blue while they are hidden, labelled **Show done**.

- The rows of done tasks and milestones go, while the numbers, the dates and the sub-projects' brackets still count every task.
- A sub-project with every task done stays as one bracket row.
- Arrows to hidden tasks aren't drawn.
- With every task done, the chart gives way to **All tasks are done**.

The choice is one for every timeline on this phone and is kept. It doesn't change reports, Excel, Plan or Today.

4.7 What the timeline shows

The button with sliders, at the right of the mode switch, opens **On the timeline**: a switch for every kind of information, and the chart changes at once.

- **Tasks**: **Number** in the column of names. Left of the bar, ending just before it, what the task takes: its **Dates**, its **Duration** and its **Cost** (in green, nearest the bar). Right of the bar, what goes with it: its **Assignee**, **Priority** (Medium too), **Files** (how many, 0 too) and the first line of its **Note**. Several are separated by //, for example "02.12 – 06.12 // 5 days // 120 000 ₽" on the left and "Oleg Kim // High" on the right. **Inspections** are orange dots, the **Late** part red stripes and the **Links** arrows.
- **Sub-projects**: right of the bracket its **Dates**, **Duration** and **Tasks done** ("3 of 8 done"), separated by //; **Cost** beside its name; its own **Inspections**.
- **Timeline**: the **Today** line, the **Weekend** shading and the **Planned start and finish** lines.

The chart leaves room at both ends, so the words beside the first and the last bars are never cut.

At first the timeline shows what it always did: numbers, assignees, costs, inspections, late parts, links, today, weekends and the planned dates. Like Hide done, the choice is the same for every timeline on this phone, a template's too (which offers only what a template has), and reports don't change.

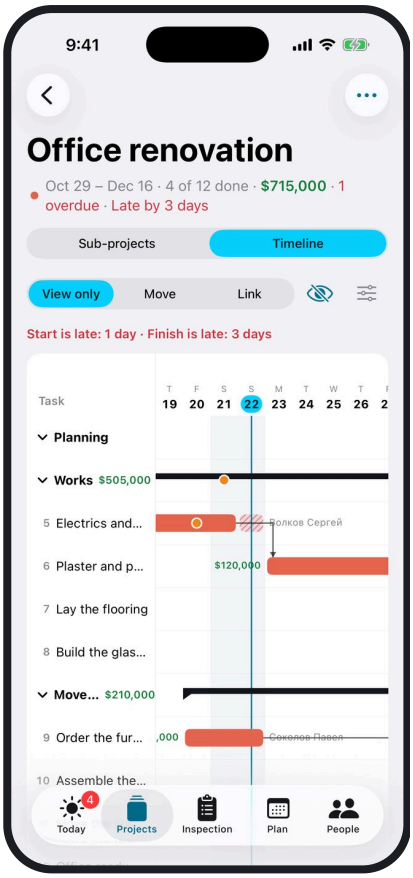
4.8 Plan and actual

Set the project's **Planned start** and **Planned finish** (see Planned dates and budget), and dashed lines for those days appear on the timeline. The bars show how the work really goes, the dashes what was

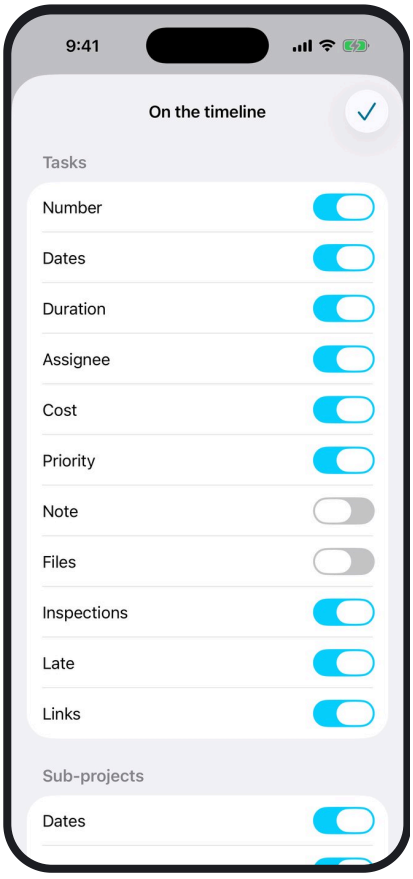
agreed. Being late shows at once: the bars run past the planned finish, and "Late by N days" is written above the chart. The figures of plan and actual are collected on the **Project analysis** screen.

> **Tip.** The same chart is printed in a project's and a sub-project's PDF with **Gantt chart** on (see Reports).

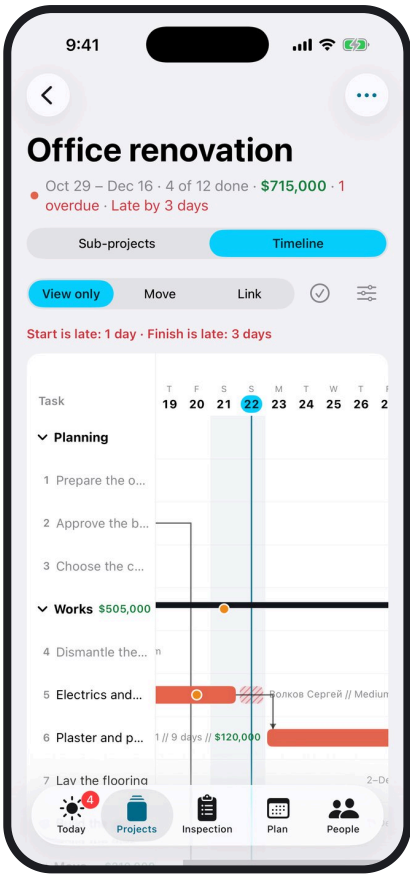
> **Pro.** On Free, a project over the limits opens read-only: you can look at the timeline, zoom and hide done tasks, but there is no mode switch, so tasks can't be moved or linked.



The timeline with done tasks hidden



On the timeline



The timeline with dates, durations and priorities shown

CHAPTER 5

Today and Plan

5.1 Today

The Today tab is the main screen: everything that matters right now, in the space on screen.

Under the date, tasks are sorted into sections:

- **Overdue**, in red, on top: tasks that should have finished before today.
- **Starts today** and **Ends today**, apart, so both are easy to remember.
- **Inspections**: access requests, answers received and the days to answer by of numbered inspections (see Numbered inspections).
- **Coming up**: what is due in the next week.

In every section done tasks are gathered at the bottom under a Completed bar with their number: a tap opens them, the next folds them. So are they on the Plan and in the search.

With nothing there, it says **All caught up**.

Working with a task in the list:

- the circle on the left marks it done ("Task completed" shows at the bottom with **Undo**);
- swipe right to complete it, left to delete it;
- tap it to open the task.

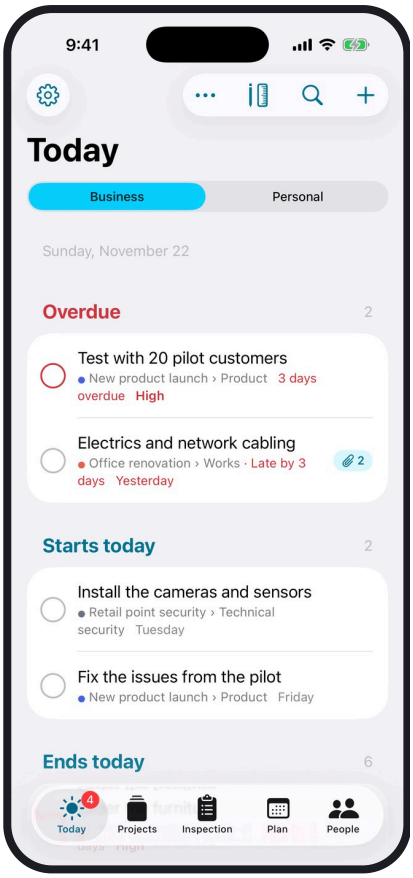
The buttons at the top right:

- •••: **Projects shown** (which projects Today shows), **Summary for a period (PDF)** and, in Business, **Deadlines by company**;
- **the pencil and ruler**: the **File editor**, to open a PDF, a drawing or a picture and mark it up (see Files and photos);
- **the magnifier**: search;
- **+**: a new task.

Hiding projects. Tap ••• › **Projects shown**: a list with a switch for every project. Switch off the projects you don't need on this screen, such as a long project with nothing urgent; each switch works at once, and the check mark at the top right closes the list. While any is hidden, a chip under the date says **Hidden projects: N · Show all**; tap it to show everything again. Hidden projects don't count in the tab's red number either.

The red number on the Today tab and on the app icon is how many tasks are overdue.

On Free, a banner at the top may say how much of the free limits is used; a week before Pro ends, a banner says **Zvenno Pro ends in …** with **Renew**. Both hide until tomorrow with their ×.



Today

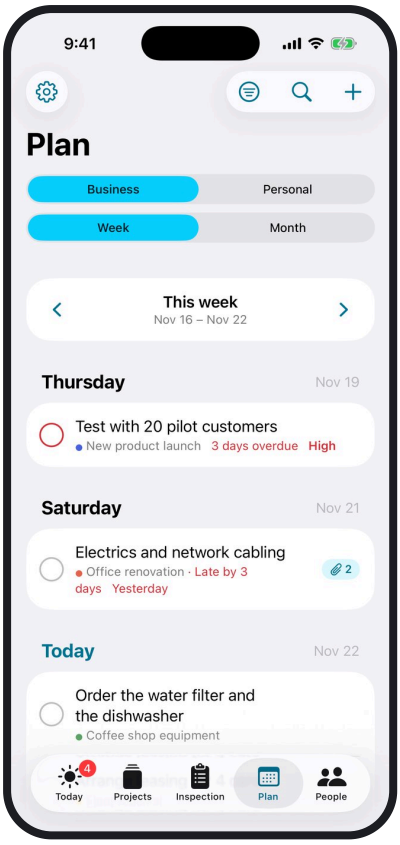
5.2 Notifications and the morning summary

Zvenno reminds you of deadlines in two ways:

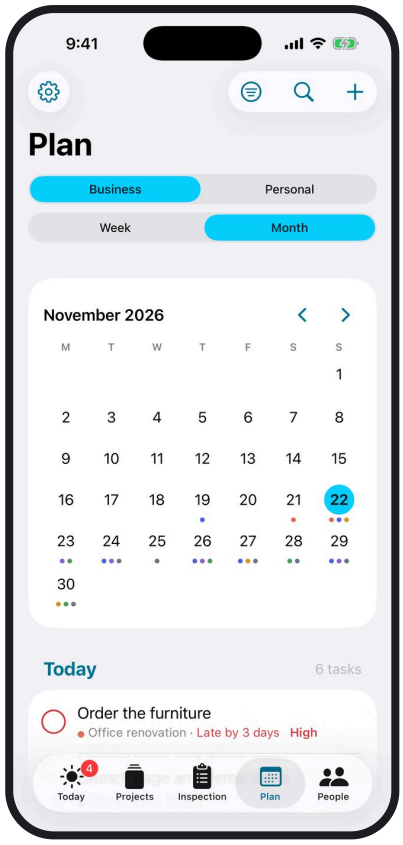
- **Notifications on the phone**: about tasks due today and overdue, plus a short summary every morning at the hour you choose. Switch them on in **Settings › Notifications**; the hour is **Morning summary**.
- **A summary by e-mail**: a letter from the server with what is overdue and what is due today, at the hour you choose in your own time zone, even while the phone is off. Set it up in **Settings › Email reminders** (see Settings).

5.3 Plan

The Plan tab shows what is ahead. The switch at the top is **Week / Month**.



Plan: the week

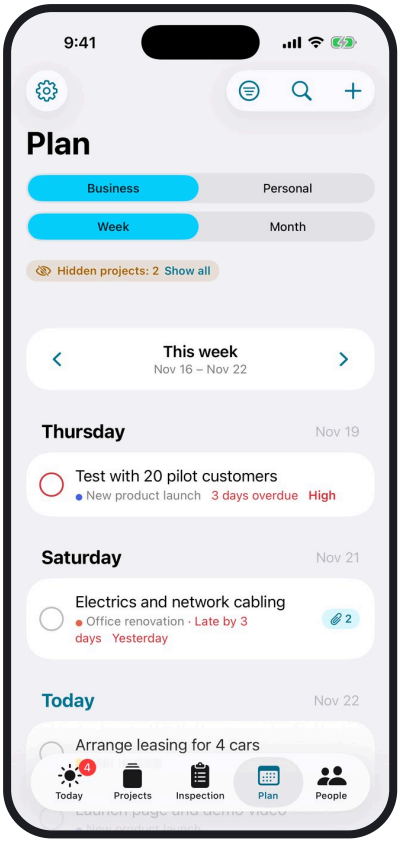


Plan: the month

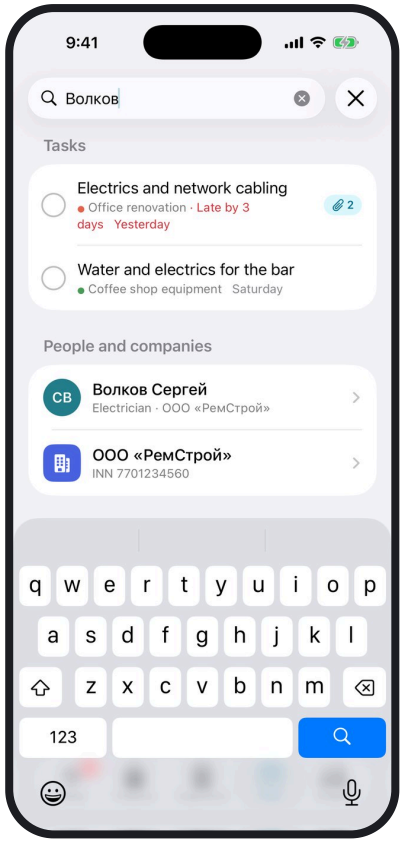
Week. Tasks are laid out by the day they finish, Monday to Sunday. The arrows on the sides go to the **Previous week** and the **Next week**; tap the week's title to come back to this week. This week shows **Overdue** on top. An empty week says **Nothing planned for this week.**

Month. A calendar of the month: dots under a day are tasks that finish that day, each in its project's colour. Tap a day to see its tasks under the calendar. The arrows at the top go from month to month.

5.4 Projects shown on the Plan



The Plan with projects hidden



Search

The Plan has its own choice of projects, apart from Today's.

1. Tap the filter button to the right of the **Plan** title (three lines in a circle).
2. In the **Projects shown** list, switch off the projects you don't need in the plan. Each switch works at once, so you can switch off several.
3. **Show all** switches them all back on. The check mark at the top right closes the list.

While any is hidden, a chip under the **Week / Month** switch says **Hidden projects: N · Show all**. Hidden projects leave the week, the month and the search opened from Plan (projects and sub-projects are still found there by name). Today, reports, notifications and summaries are unchanged. The choice syncs between your devices.

5.5 Search

The magnifier is on Today, Projects and Plan. Type a word from a task, a note or a project's name, or a person's or company's name, phone or INN. The results come in groups: **Tasks**, **People and companies**, **Projects**, **Sub-projects**. A phone number is found by its last digits too.

CHAPTER 6

People and companies

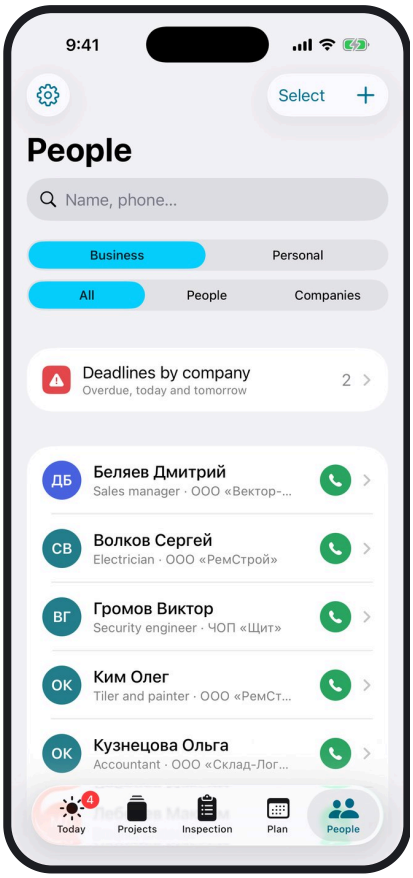
The People tab holds the people and companies you work with: contractors, suppliers, clients, crews. Tasks are assigned to them, you call them from a task in one tap, and you can see who is late.

6.1 The list

In Business, the top has the **All / People / Companies** switch and the **Deadlines by company** row with the number of overdue tasks. A contact's row has an avatar, the name, the position or company, and a green call button.

The search at the top looks in every field: name, phone (even by its last digits), INN, address.

In Personal, this is your phone's address book (once you allow access to contacts): tap someone to bring them into Zvenno and assign tasks to them.



People

6.2 A new person or company

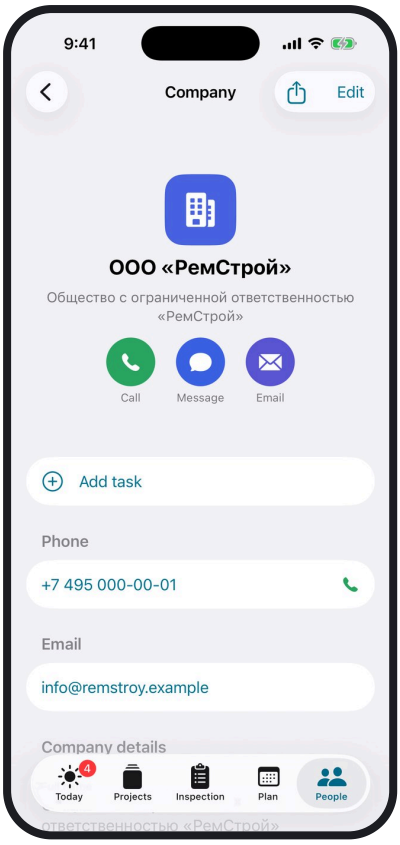
Tap **+** at the top right:

- **New person**: first name, last name, middle name, position, the company they work at, phones, e-mail and a note.
- **New company**: short and full name, INN, KPP, OGRN or OGRNIP, OKPO, legal and actual address (**Same as the legal address**), bank, BIK, account and correspondent account, phones, e-mail, a note.
- **Import from Contacts**: pick people from the address book, a few dozen out of thousands if you like, and they appear in the list.

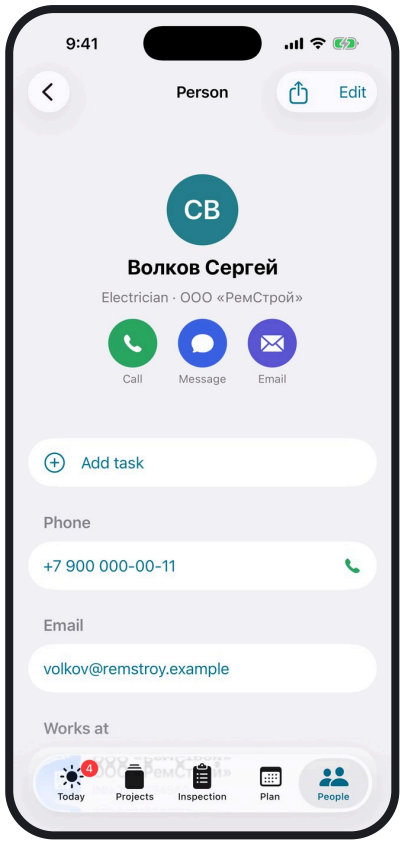
Zvenno checks the number of digits and the check digits of the INN and OGRN: when something doesn't add up, a hint shows under the field, such as "The INN check digit doesn’t match. Check for a typo."

6.3 The card

Tap a person or a company to open the card.



A company's card



A person's card

- On top, the **Call**, **Message** and **Email** buttons.
- **Add task**: Zvenno first asks **Where should the task go?**: a sub-project of any project, a new sub-project, or a new project. Then a new task opens with this assignee.
- Phones, e-mail, company details, bank details and the note. **Copy all details** puts a company's details on the clipboard as one text, ready to paste into a letter or an invoice.
- A company has a **People** section with its staff.
- **Overdue** and **Open tasks**: the tasks of this person or company (for a company, its staff's too).
- **Share deadlines (PDF)**: a deadlines report for this person or company alone.
- **Edit** at the top changes the card; deleting is at the bottom of the form.

6.4 Assigning tasks

The assignee is chosen in a task, in the **Assignee** row: a list of people and companies with a search, where you can also make a new one. The green button beside the assignee in a task calls them. Their position and company show under the row.

6.5 Deadlines by company

People › **Deadlines by company** (or **Today** › ••• › **Deadlines by company**): who is late and what is burning.

- **Show: All**, **Overdue**, **Today**, **Tomorrow**.
- **Group by: Companies**, **Assignees**, **Projects**.
- **Share as PDF**: a PDF for everyone or for one group: a **Who is late** table, the contacts of everyone involved and the list of tasks with their status.

6.6 A card as a PDF and a .zvn file of contacts

A contact can be sent to a colleague in two ways. Tap the share button on the card:

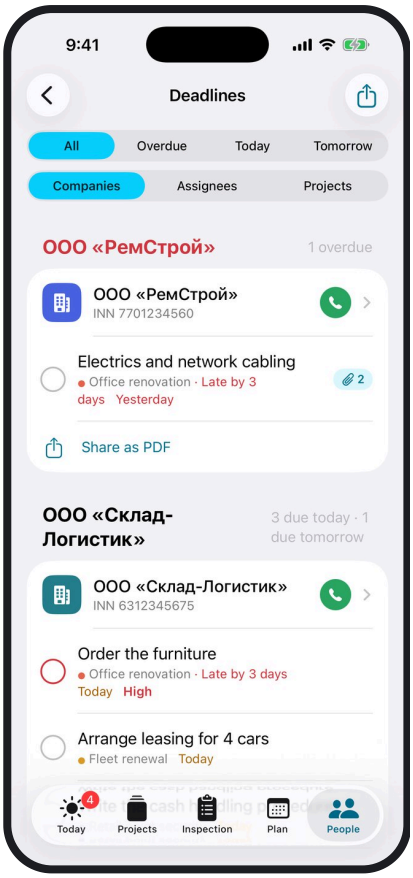
- **Card (PDF)**: an A4 page with your header on top and every filled field under its label. The text in the PDF is real: it can be selected and copied.
- **Zvenno file (.zvn)**: a file that opens in the other person's Zvenno. It asks **Add to contacts?**, shows the names and adds them to the space on screen. Anyone who is already there (the same company by INN or by name, the same person by name and a phone or e-mail in common) isn't added twice: Zvenno says "Already in your contacts: N".

6.7 Selecting several

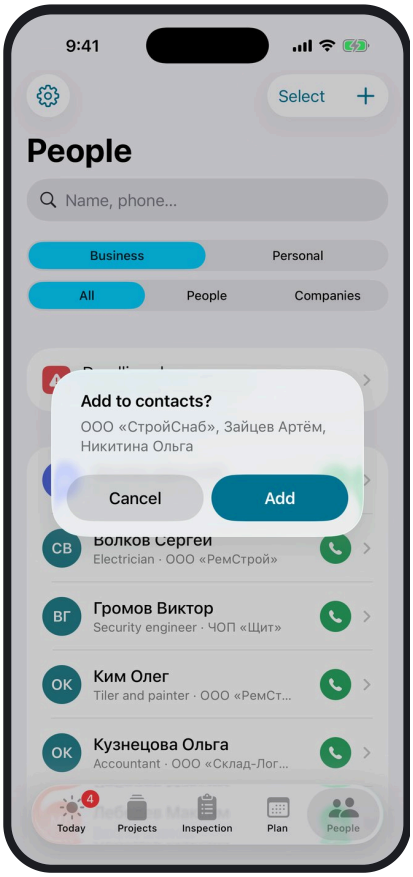
In Business you can send several cards at once:

1. Tap **Select** at the top.
2. Tick the people and companies with the circles.
3. A bar with **Selected: N** and **Share** takes the place of the tabs: choose **Card (PDF)** or **Zvenno file (.zvn)**.
4. **Done** at the top ends the selection.

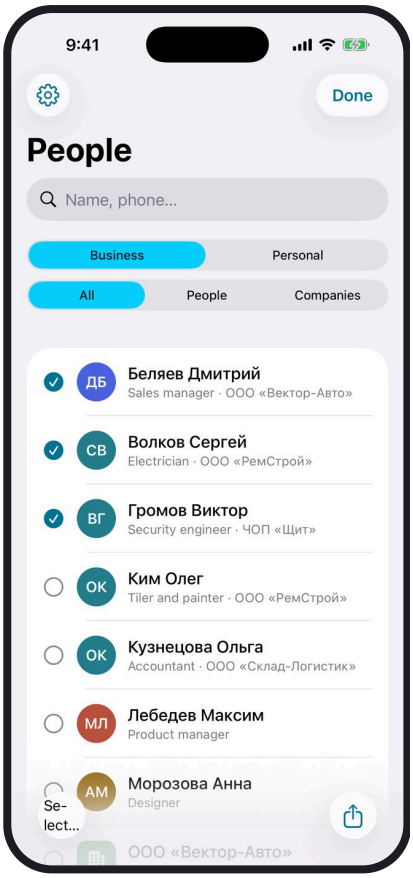
> **Pro.** Sending cards and .zvn files is in Zvenno Pro. A file of contacts you receive opens on Free too.



Deadlines by company



Contacts from a .zvn file



Selecting several contacts

CHAPTER 7

Files and photos

A task, a sub-project and a project can hold photos, scans, contracts, estimates, PDFs, Excel tables, Word documents and DWG and DXF drawings. Photos and PDFs can be marked up right in Zvenno; drawings can be viewed, measured and marked offline.

7.1 Attachments

Files live in three places, each behind a bar:

- **on a task**: the **Files** bar of the task, right under its title;
- **on a sub-project**: the **Files** bar at the top of the sub-project, under its links and above its tasks (drawings, estimates and contracts for the whole stage);
- **on a project**: the **Project files** bar at the top of the project, under the project's links.

A bar has a paperclip badge, its title and the number of files (0 while there are none). Tap it and a list opens under it: for each file a symbol of its type (a photo, a PDF, a table, a drawing...), its name with the extension, and its size. Tap the bar again and the list folds. A bar is folded when its screen opens; while there are no files, the open list says **No files yet**. The list has no thumbnails, only names.

To add a file, tap the plus at the right of the bar and choose:

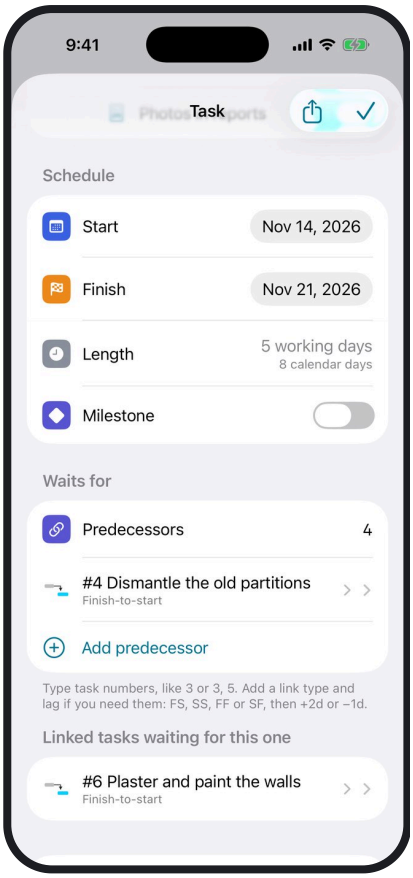
- **Take photo**: the camera;
- **Choose photos**: from the library, several at once;
- **Choose a file**: from the Files app, iCloud Drive or other clouds.

The bar opens by itself once a file is added. On a done task the plus is grey: tap **Unlock** first.

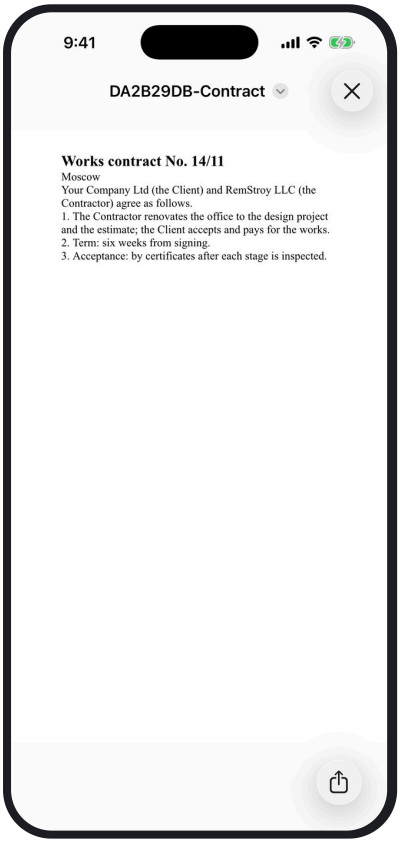
To open a file, tap its row. Photos, PDFs, Word (`.docx`, `.doc`) and Excel (`.xlsx`, `.xls`, `.csv`) open for viewing right in the app, drawings in the drawing viewer. The pencil at the right of a photo or a PDF opens the markup. To delete a file, swipe its row to the left and tap **Delete**: Zvenno asks first. A long press on a row gives **Mark up**, **Share** and **Delete**.

A file added on another device is downloaded on the first tap: a spinner turns in place of its symbol, then the file opens. If it hasn't reached the server yet, Zvenno says "The file hasn’t arrived yet. Try again later."

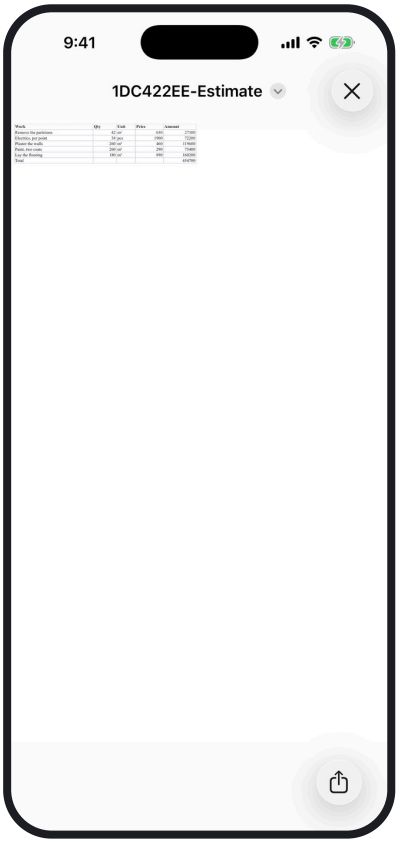
The photos of inspections stay tiles with thumbnails (see Inspections).



A task's files



A Word document in the app



An Excel table in the app

Photos in reports. A task's photos are printed in the PDF report under its row. Switch off **Photos in reports**, the last row of the task's open list of files, when the client doesn't need them; other files are listed in the report by name.

> **Tip.** On Android and in the web dashboard, Word and Excel open inside too; the old `.doc` and `.xls` open there only in another app.

7.2 Marking up photos and PDFs

Tap the pencil beside a photo or a PDF (or **Mark up** in the file's menu), and the markup screen opens.

The tools come in two groups, with the group switch above them:

- **Draw**: **Pen** (freehand), **Line**, **Polyline** (points one by one, then **Done**), **Circle**, **Square**.
- **Notes**: **Text** (a note on the photo), **Arrow** (with a caption), **Cloud** (a revision cloud with a note), **Dimension** (a line with ticks and a size you type).

On the left is always the **hand** (**Selection**): it picks up a finished mark to move it, drag an arrow's end or a cloud's corner, change its colour, change its words or delete it. At the bottom are the colours, and at their right the **Line thickness and text size** button.

Thickness and text size. The button opens two sliders: **Line thickness** (25 to 400 %) and **Text size** (50 to 300 %). They set how the next marks look, and with a mark picked up by the hand, they change that mark. One slide is one undo step.

A text note and its handles. A text note has a box: its words wrap at the box's width, as in a paragraph. Pick the note up with the hand, and three blue handles appear on its frame:

- the handles **in the middle of the sides** change the box's width (the note stays centred);
- the handle **at the bottom right corner** makes the text bigger or smaller together with the box (50 to 300 %), and the lines keep breaking in the same places.

One drag of a handle is one undo step, and the **Text size** slider shows the new size at once.

Undo and saving. Undo and **Redo** step through every change, **Share** sends the picture or PDF with the marks, and **Save** keeps them. The marks are kept apart from the original photo: open the markup again, and any mark can be moved, changed or deleted. Take every mark away, and the original photo comes back.

PDFs. On a PDF, marks go on any page: **Previous page** and **Next page** arrows, "Page N of M". The PDF is drawn again as vector with the marks over it, so the document's text never becomes a picture.



Marks on a photo



Line thickness and text size

7.3 The file editor

The pencil-and-ruler button at the top of Today opens the **File editor**: a quick way to mark up a file without looking for it in a project.

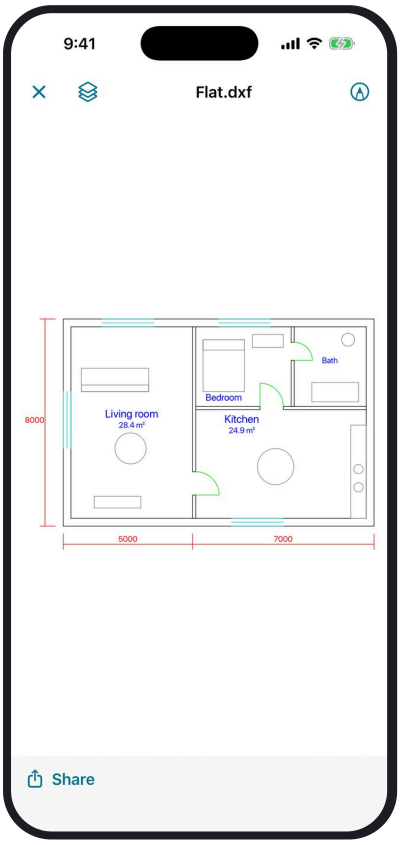
1. Choose **From this phone** (any PDF, drawing or picture in Files) or **From a project** (a project, then its file).
2. Make the marks.
3. A project's file is saved where it is. A file from the phone can go to **Save to a project** (with its marks) or **Share**.

The editor takes no other kinds of file: "Choose a PDF, DWG, DXF or picture".

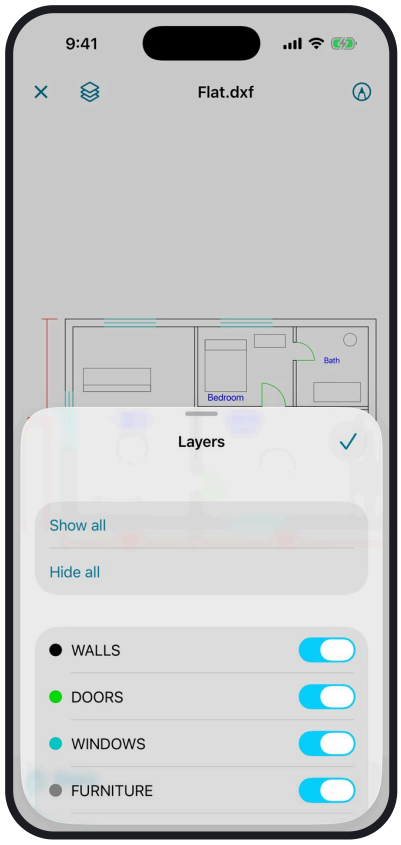
7.4 DWG and DXF drawings

Drawings open right in Zvenno, offline: the file goes nowhere.

Where to open one: a drawing's row in the files of a task, sub-project or project; the File editor; a file from Mail or Files (**Open in Zvenno**), when Zvenno offers **Open the drawing** or **Or add it to the files of a project**.



A drawing



A drawing's layers

- **Zoom** with a pinch, move with two fingers.
- **Sheets**: when the drawing has layouts, they are listed on the left: **Model** and each sheet with its viewports and scale. While a drawing is being read, the percentage shows.
- **Layers**: the layers with switches, **Show all** and **Hide all**. Layers switched off are remembered for this file and stay out of the PNG and PDF.

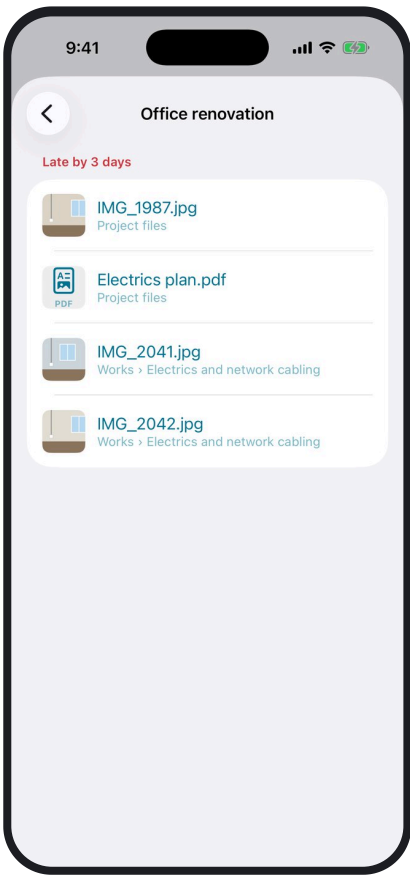
Marks on a drawing. Tap **Mark up**. One finger draws; two move and zoom. The tools come in three groups:

- **Draw**: **Pen**, **Line**, **Polyline**, **Circle**, **Square**;
- **Notes**: **Text** (it asks for the **Text on the drawing**), **Arrow**, **Cloud**;
- **Measuring**: **Dimension** (it asks for the **Size**), **Measure**, **Total length**, **Area**.

Choosing a group takes the tool you last used in it. The hand (**Selection**) on the left picks up a finished mark: move it, drag an end, change its colour, thickness and text size, **Change the text** or



Marks on a PDF page



The file editor

Delete. **Undo** and **Redo** are at the top. A text on a drawing has the same box handles as on a photo: a side handle moves its own side, the corner changes the text size.

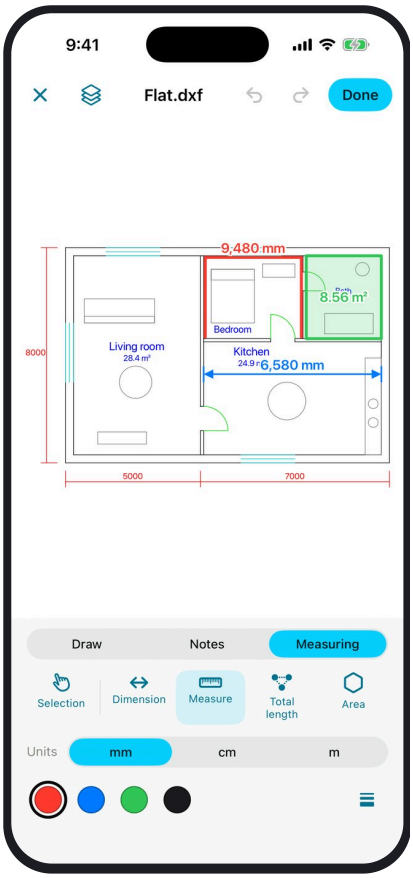
Measuring.

- **Measure**: place two points. A round loupe with a magnified view shows under your finger, and the point snaps to the nearest vertex or arc end. The distance is worked out from the drawing's own coordinates and written over the line.
- **Total length**: place points one by one along a run (a cable, a skirting, a fence), then **Done**: the length of the whole polyline is written by its longest segment.
- **Area**: outline a shape with points and tap **Done**: the area appears inside in m² (or ft²).
- **Units**: **mm**, **cm**, **m** for measures and lengths, **m²**, **ft²** for areas. They are only a label: pick the one the file is drawn in. The choice is remembered for this drawing.

The marks are kept with the file in the attachment and sync with the task; the drawing itself is untouched.

Exporting. Share sends the drawing with its marks as DWG (when a DWG can't be written, as DXF, and Zvenno says so), PDF or PNG. From the File editor, a drawing from the phone can go to **Save to a project**.

> **Pro.** DWG and DXF drawings are in Zvenno Pro: on Free a drawing can be attached but not opened. The room for files in an account is 100 MB on Free and 5 GB on Pro.



Measuring on a drawing

CHAPTER 8

Inspections

An inspection is a record of a site walk: a day, a comment on what was found and up to 10 photos. Inspections belong to a task or to a whole sub-project, show as orange dots on the timeline, and are collected into an inspection report with photos.

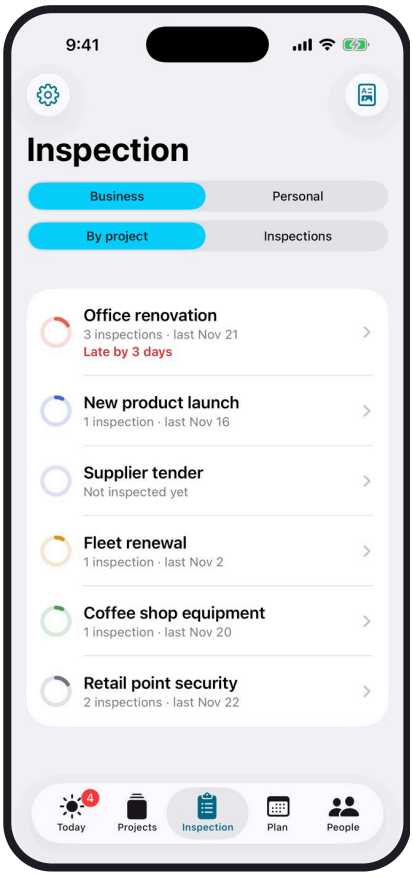
These are your own records. When a contractor or a client should answer the remarks, that is a numbered inspection, the next chapter.

8.1 The Inspection tab

At the top of the tab is the **By project / Inspections** switch. **By project** has your own inspections of the work; **Inspections** is the archive of numbered inspections.

By project lists the projects of the space. Each has a ring (how many tasks have been inspected out of all), the number of inspections and the day of the last one: "5 inspections · last 12 Nov", or **Not inspected yet**.

Open a project to see its sub-projects. Each starts with a **Whole sub-project** row, then its tasks; the orange badge with a number says how many inspections there have been.

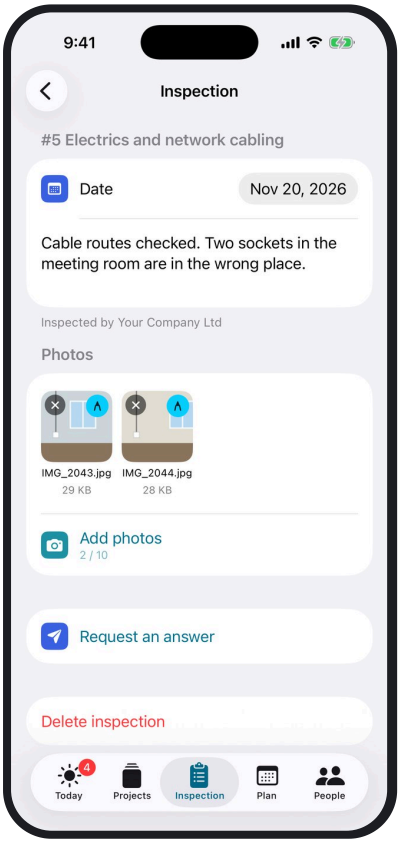


Inspections by project

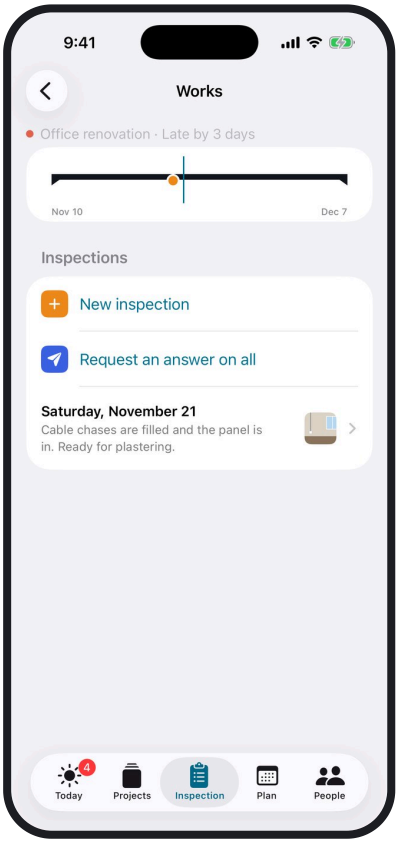
8.2 A new inspection

1. **Inspection** › a project › a task (or **Whole sub-project**).
2. At the top of the task's screen is a strip of its dates with orange dots for past inspections, and the list of inspections under it. Tap **New inspection**.

1. Check the **Date** (today at first) and write in the comment what you found.
2. **Add photos**: take them with the camera or choose them from the library, up to 10. Any photo can be marked up: tap the pencil (see Marking up photos and PDFs).



A task's inspection



The inspections of a whole sub-project

The inspection is saved at once. Under the comment it says who made it: "Inspected by ...", the company of your letterhead or the account's address. That line is set once, when the inspection is made.

To delete an inspection, open it and tap **Delete inspection**; its photos go with it.

A sub-project's inspections. When a remark is about the whole stage rather than one task, choose **Whole sub-project**. The strip at the top shows the whole sub-project's span as a bracket. The same inspections open from the sub-project on the Projects tab, in its **Inspections** row.

> **Tip.** A task can be inspected any number of times: make a record on every walk, and the report shows the whole history.

8.3 On the timeline

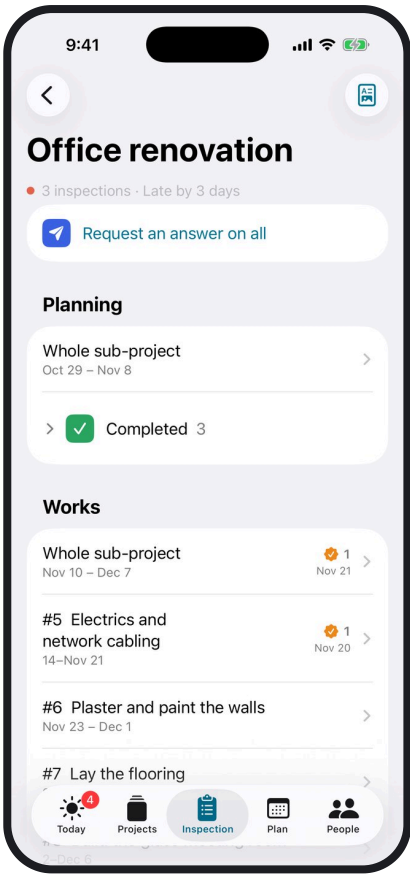
Every inspection is an orange dot on the task's bar on the day it was made; a sub-project's inspections are dots on its bracket row. So the timeline shows at once where and when things were checked. The dots are printed on the Gantt charts in PDFs too.

8.4 The inspection report

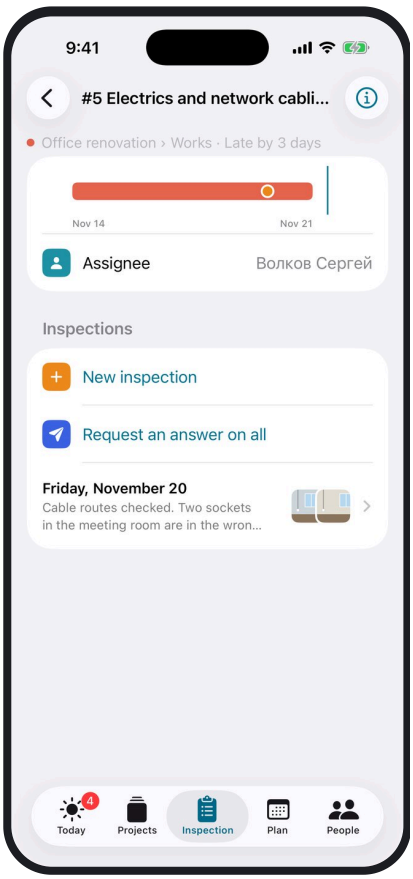
The document button at the top right of the Inspection tab (or of a project on that tab) opens the **Inspection report**.

1. **Report for**: Business or Personal.
2. **Project**: one project or **All projects**.
3. **Period start** and **Period end**, or **All inspections** for the whole time.
4. The switches:
   - **Your inspections**: your own records;
   - **Third-party inspections**: other people's answers to numbered inspections (see the next chapter);
   - **Analysis**: a first page of pie charts per project;
   - **Tasks not inspected**: list the tasks nobody has checked too;
   - **Attachments**: the tasks' photos and files;
   - **Gantt chart**: the timeline with the orange dots of inspections.
5. Look the report over and tap **Share PDF**.

Under every task the report prints its inspections in the period: "Inspection of 12.11.2026 · Inspected by ...", the comment and the photos. A sub-project's inspections come under its heading, before its table of tasks. Third-party answers stand beside them: "14.11.2026 · #12 Electrical acceptance · Answered by Name, Company · Completed" (the first answer to each numbered inspection with its **What to check** under it), and an answer to one of your remarks right under it: "Answer to the remark of ...". The head says how many inspections there are in all, and "of them third-party: N".



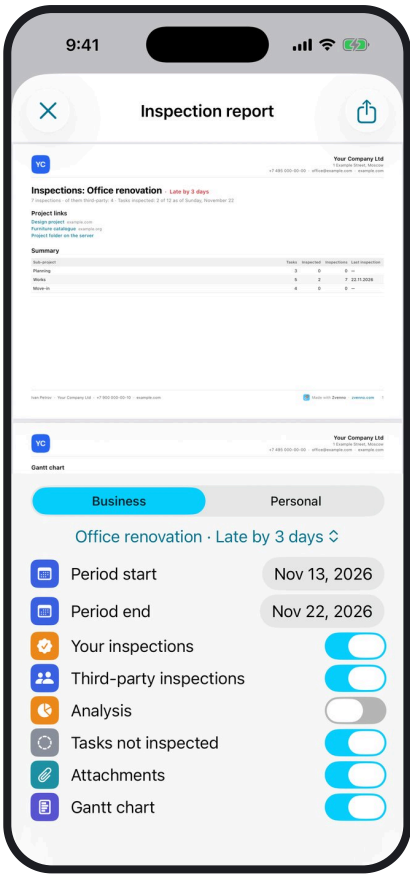
A project in the Inspection tab



A task's inspections

When the third-party answers can't be loaded without a connection, the report says "Third-party inspections weren't loaded: no connection" under its title.

> **Pro.** On Free the report can be seen on screen; sending it takes Pro. Your own inspections are recorded on any plan.



The inspection report

CHAPTER 9

Numbered inspections

A **numbered inspection** is a request for a report: you choose the works, write briefly what to check, and send a link to a contractor, a supervisor or a client. Everywhere in Zvenno it is called by a hash, its number and the title you gave it: **#12 Electrical acceptance**. Every recipient answers each item (**Completed** or **Needs clarification**, with a comment and photos) right in the phone's browser, with no app and no account. The answers come to you in Zvenno, laid out by item.

This is not the same as your own inspections in the previous chapter: those are your records, while a numbered inspection collects other people's answers. The two can be joined, though: you can ask for answers to your own remarks (see Answers on your own inspections).

9.1 The archive

The Inspection tab › the **Inspections** switch: every numbered inspection, newest first. Each shows "#12 Title", its **Answer by** day, "Responses: N of M" and where it stands:

- **Draft**: not sent to anyone yet;
- **Waiting for an answer**: sent, nobody has started;
- **Being answered**: someone is answering;
- **Answer received**, in blue until you open the finished answer;
- **Overdue**, in red: the day has passed and not everyone has answered.

The numbers run in order and are never given twice.

9.2 A new numbered inspection

1. **Inspection** › **Inspections** › **+**.
2. **Title**: required, one line of up to 100 characters, such as "Electrical acceptance". Once the inspection is made, its number shows at the left of the field: "#12".
3. **What to check**: required, briefly: what to check and how, what to look at. Up to 500 characters; from 400 on, a count shows under it.
4. **Answer by**: the day you need the answer by, or **No deadline**.
5. **Works**: the tree of the space's projects. Tick **Whole project**, **Whole sub-project** or tasks one by one. A ticked project takes everything in it, so its sub-projects and tasks can't be ticked separately. Your own inspections are in the tree too and can be ticked (see below).
6. Tap **Create**.

While the title or **What to check** is empty, **Create** (the check mark when changing one) is off, and an empty field you have left says **Required** in red under it.

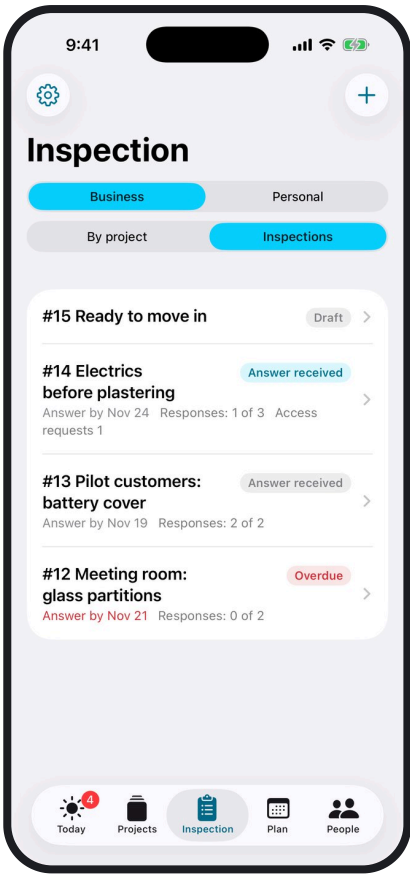
The tree has only the projects you own or edit that have reached the server. The title, **What to check** and the day can be changed at any time (••• › **Edit**), but not emptied. The items can be changed while nobody has finished an answer; after that Zvenno says "Someone has finished answering, so the items can't change now." **Duplicate** copies the title and **What to check** too.

Inspections made before. An inspection made before these fields were required may have no title or description, and is called just "#12". It opens and shows as usual, but before it is sent (the link, an invitation, **Send again**, **Approve**) Zvenno opens the change sheet saying "Fill in the title and what to check".

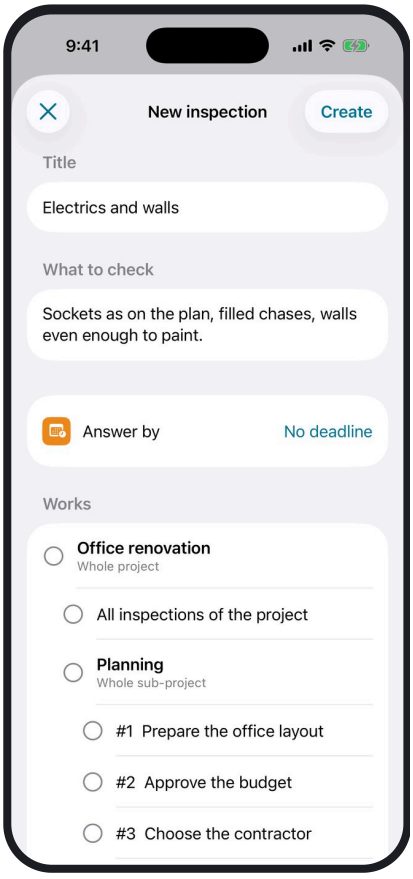
9.3 The inspection's screen

Top to bottom:

- "#12 Title", with **What to check** in full in grey under it, then where it stands;
- **Answer by**: the day is changed right here;
- **the inspection's general link**: one line with the address and two small round buttons at its right, send and copy; while there is none, the **Send the link** row makes it and sends it at once;
- **Access requests**: who asks for access by the general link, with **Approve** and **Decline**;
- **Recipients**: who you invited, each with their state ("Invitation sent", "Answering" or "Answer received"), "Answered N of M" and "Needs clarification: K"; **Invite by e-mail**;



The archive of numbered inspections

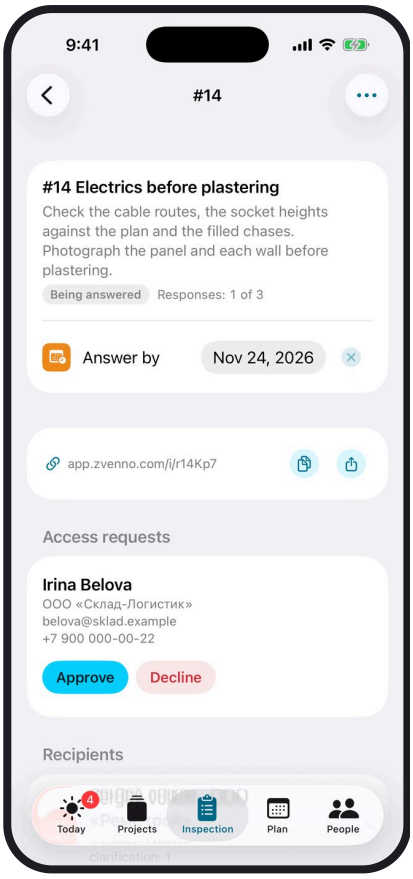


A new numbered inspection

- **Works**: each item with a tally ("Done: N", "Needs clarification: K", "No answer: M") and every answer to it: "Name · Company", the time, the status, the comment and the photos. Tap a photo to see it whole.

The ••• menu has **Edit**, **Duplicate** (a new inspection with the same items) and **Delete** (its answers and photos go too).

While the screen is open, Zvenno fetches new answers by itself. Finished answers you have seen stop counting as new.



A numbered inspection's screen

9.4 Recipients from your contacts

To invite particular people:

1. On the inspection's screen, tap **Invite by e-mail**.
2. Tick people and companies from People in the space on screen; each address has a row of its own. Someone not in your contacts: **Other address**.
3. Tap **Invite (N)** at the top right.

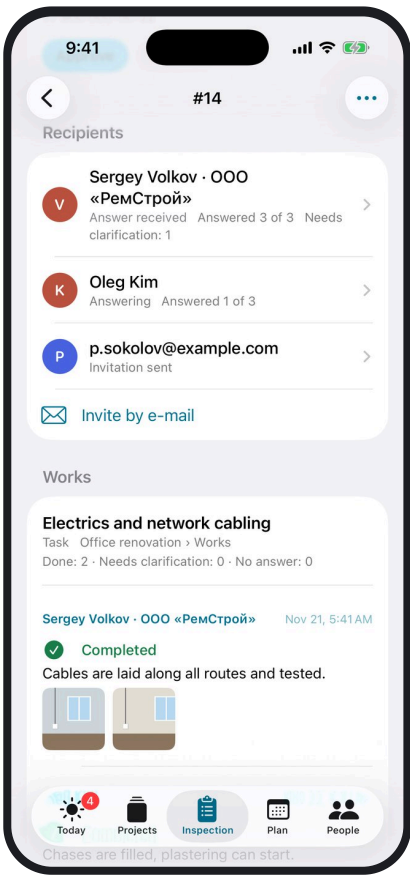
Each gets an e-mail, "... asks for your answer: #12 Electrical acceptance", with **a link of their own** and your **What to check** under its heading; the name, company and phone from the card go with the invitation, so all that is left is to confirm the address with a code. Inviting the same address again sends the e-mail again, and the answer stays one. Up to 50 addresses can be invited at once, and an inspection can have up to 200 people.

9.5 The general link and access requests

The general link is for when you don't know the addresses in advance: say, the link goes into a work chat.

1. Tap the round **Send the link** button at the right of the address (or the **Send the link** row while there is no link yet). Zvenno opens the usual Share menu with the text ready: "Ivan Petrov, Stroyka LLC asks for your answer: #12 Electrical acceptance, by 21 Nov", and the link on the next line.
2. Choose a messenger or e-mail.

In messengers the link shows as **a card**: the Zvenno logo, "#12 Electrical acceptance" in large type, up to three lines of **What to check** under it, who asks, the day (in red once it has passed) and "Reply in Zvenno". The line under the link says who asks, the day and the start of **What to check**. Zvenno draws the card and uploads it itself whenever the number, title, **What to check**, day or signature changes.

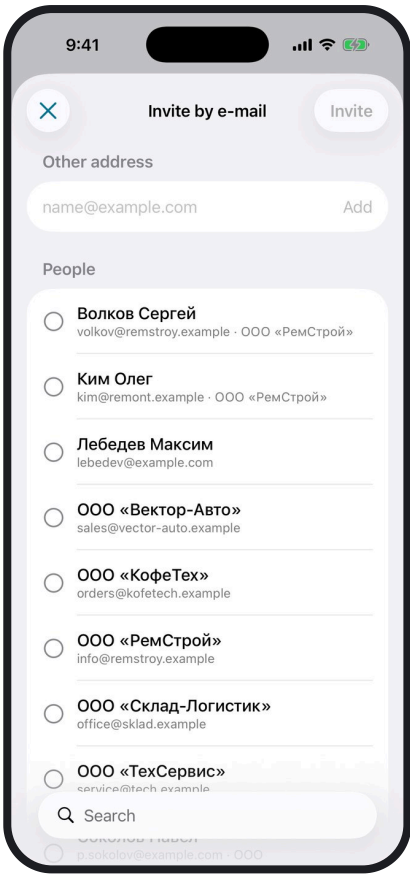


The answers by item

Whoever opens the general link can't answer straight away: they **request access**, leaving their name, phone, e-mail and company and confirming the address with a code. The request shows under **Access requests** on the inspection's screen and on Today. Tap **Approve**, and they get an e-mail with

their own link, while the items open for them at once. **Decline** (after asking) sends them a short e-mail that the request was declined.

Who signs the request. "Who asks" is "First Last, Company" from **Settings › Profile**. While the profile is empty, Zvenno takes the letterhead's company, then the first line of the personal header, then the account's address. The e-mails to recipients end with a **Requested by** block with your name, company, phone and website from the profile.



Inviting recipients

9.6 The deadline and following up on Today

The Today tab has an **Inspections** section:

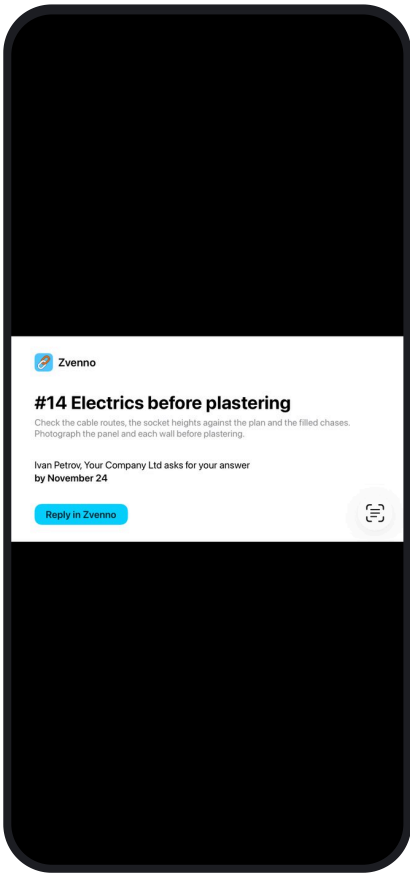
- "#12 Electrical acceptance: access requests (K)": someone waits for your decision;
- "#12 Electrical acceptance: answer received": a new finished answer has come;
- "#12 Electrical acceptance: answer by 21 Nov": the day to answer by, while not everyone has answered (in red once it has passed).

Tap a row to open the inspection. The same lines, with the same "#12 Title", go into the morning summary by e-mail. When someone finishes an answer or asks for access, you get an e-mail; its **Open** button opens the inspection in the app.

9.7 One person's answer and rework

Tap a recipient, or their signature under an item, to open **their whole answer**: every item with their status, comment and photos, how much is answered and how much needs clarification, and their phone and e-mail (call or write in one tap).

- **Return for rework**: the finished answer opens again for changes, and the person gets an e-mail. When they change it and finish again, you are told again.
- **Send the link**: their own link through Share.
- **Send again**: send the invitation e-mail once more.
- **Remove**: take the recipient out together with their answer (after asking).



The inspection's card for messengers

9.8 Answers on your own inspections

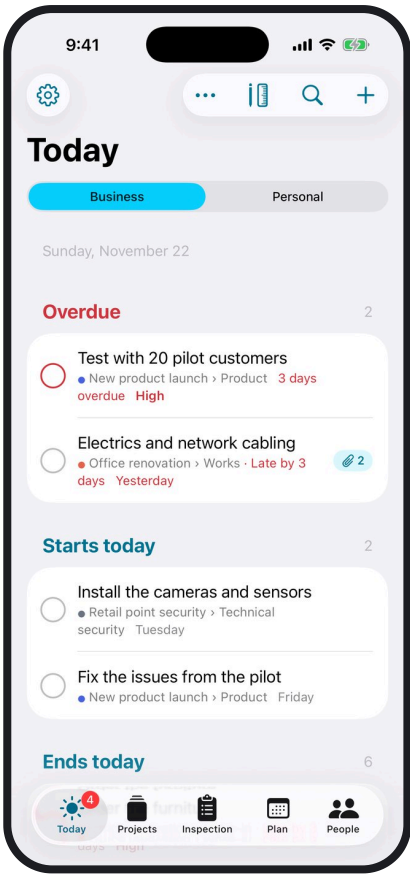
You walked the site and recorded remarks with photos (see Inspections), and want the contractor to answer each one.

- On the screen of your inspection, tap **Request an answer**: a new numbered inspection opens with that remark already ticked. The title is filled in with the name of the task or sub-project and **What to check** with your comment; both can be changed.
- **Request an answer on all**, on a task, a sub-project, and a project on the Inspection tab: all of its remarks are ticked. Fill in the title and **What to check** yourself then.

- In the **Works** tree, remarks show as rows of their own ("12 Nov · the start of the comment") and as **All inspections of the project**.

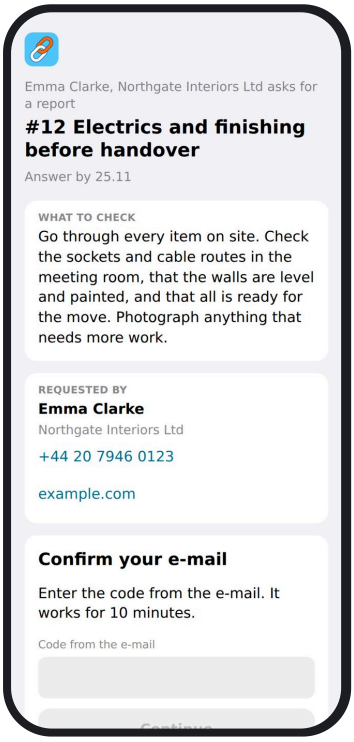
On the inspection's screen such an item is called "Remark of 12 Nov": with its task or sub-project, your comment and photos, and the answers under it. The recipient sees your remark with its photos and writes **Your answer**. In the inspection report, the answer is printed right under your remark.

In the inspection report every answer of others says which inspection it is to: "14.11.2026 · #12 Electrical acceptance · Answered by …", and the first answer to each inspection has its **What to check** under it.

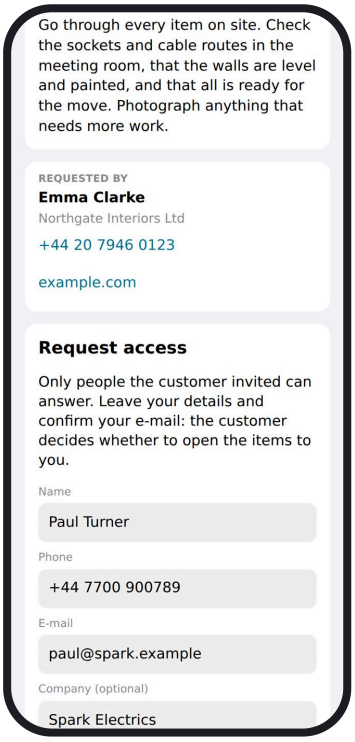


The Inspections section on Today

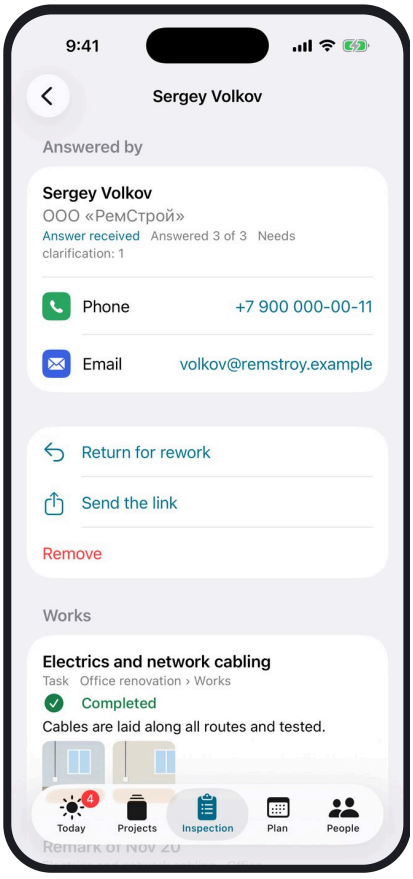
9.9 What the recipient sees



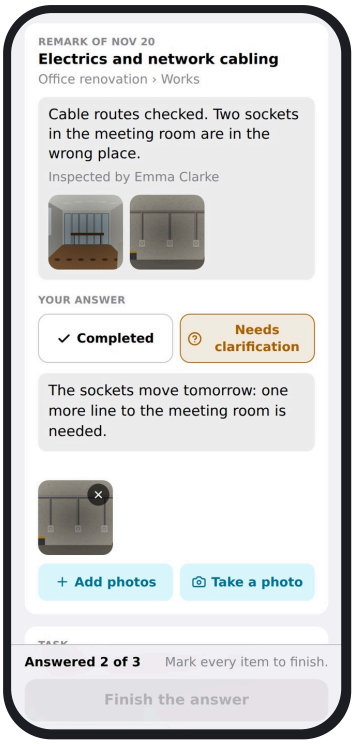
A personal link: confirming the e-mail



The general link: requesting access



One recipient's answer



The items and the answers to them

The recipient opens the link in any browser, most often on a phone. They need neither the app nor a Zvenno account; the page is in Russian or English by the browser's language (switch at the bottom).

By a personal link:

1. **Confirm your e-mail**: name, phone and company (filled in from the invitation, can be corrected), then **Get the code**.
2. The code goes to the invited address (the screen shows it partly, such as `a…@e….com`). It is checked by itself once six digits are in.
3. The items open.

By the general link: Request access: name, phone, e-mail, company (optional), then the code from the e-mail. Then **Request sent**: once the customer approves, the items open on the same page and a personal link comes by e-mail. If they decline: **Request declined**.

At the top of the page: "#12 Electrical acceptance" and a **What to check** block with your description.

The items are cards: **Task**, **Sub-project** or **Project**, the name, where it is (project and sub-project), the dates; a sub-project or project has a folded list of its tasks. On each card:

- **Completed** or **Needs clarification**, saved at once; tapping it again clears it;
- **Comment**, saved by itself ("Saving…", "Saved"), even when the phone locks or the tab is closed;
- **Add photos** (camera or library) and **Take a photo**: up to 20 photos an item. Photos are made smaller in the browser before they are sent, with no location; a bar shows how much has gone, and **Try again** repeats a failed upload.

At the bottom: "Answered N of M" and **Finish the answer**, which works once every item has a status and asks "Finish the answer?" first. Then **Thank you, the answer is sent**, and the answer is read-only until the customer returns it for rework (an e-mail says so).

Under the items: who the customer is (name, company, phone, website), and that the details and answers go to the customer while Zvenno processes them on their behalf, with a link to the privacy

policy.

> **Pro.** Making a numbered inspection, duplicating it, and sending the link, the card and invitations are in Zvenno Pro. Looking at the answers works on any plan. Anyone can answer, with no account.

CHAPTER 10

Working together

A project can be shared with other people: invite members by e-mail, or give out a link to the project. This is how the two ways differ:

- **Members**: people with a Zvenno account whom you invite by e-mail. The project appears next to their own and syncs both ways: an editor changes it, a viewer looks.
- **A link to the project**: for a client, a supervisor, a crew. Whoever opens the link sees only this project, and you decide what they may do.

Both are in the project's ••• menu › **Share...**. A single sub-project can have a link of its own as well: the sub-project's ••• menu › **Share...** (see The link to a sub-project).

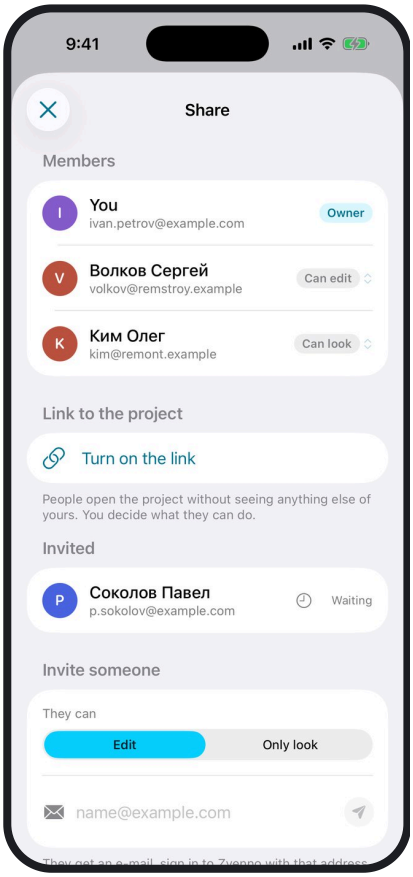
What a link never does. By any link, to a project or to a sub-project, nothing can be changed by someone who isn't signed in on Zvenno Pro. Everyone else only looks and can leave you a comment with their name (see Comments by a link).

10.1 Members and roles

The **Members** section lists everyone with access and their role:

- **Owner**: whoever made the project. Only the owner invites people, changes roles and turns on the link.
- **Can edit**: changes tasks, dates, files and inspections.
- **Can look**: only looks; their edits are not sent to anyone.

Tap a member's role: the menu has **Can edit** and **Can look**, and **Remove** takes their access away (Zvenno asks first). The name comes from People when the address matches. A project can have up to 50 people.



Sharing a project

10.2 Inviting someone

1. In **Share...**, find the **Invite someone** section.
2. At its top, under **They can**, choose **Edit** or **Only look**.
3. Type an e-mail address. As you type, Zvenno suggests people from People who have an address.
4. Tap the round paper-plane button at the right of the address (or **Send** on the keyboard). "Invitation sent to ..." shows under the section.

They get an e-mail with an **Open the project** button. They sign in to Zvenno with that address and accept the invitation at the top of the Projects tab (**Invitations** › **Accept** or

Decline). Until then, the invitation shows in your **Invited** section as **Waiting**; swipe it to the left to **Withdraw** it (Zvenno asks first).

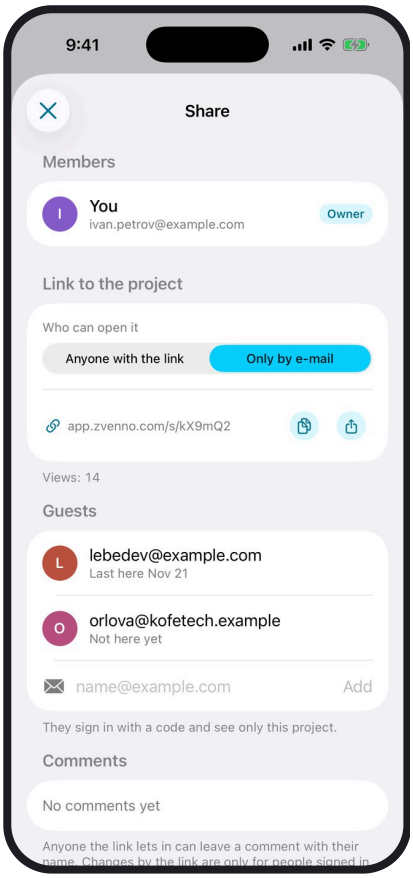
A member can leave by themselves: ••• › **Share…** › **Leave the project**. Zvenno asks first: the project goes from your devices, and the owner can invite you again.

> **Tip.** When the link in the e-mail is opened on a phone with Zvenno, the app opens the project at once, or, if the invitation isn't accepted yet, reminds them: **Accept the invitation to the project**.

10.3 The link to the project

The link to a project is an address like `https://app.zvenno.com/s/…` that opens the project for people with no access to your account. They see this one project and nothing else of yours.

1. In **Share…**, under **Link to the project**, tap **Turn on the link**.
2. **Who can open it**:
   - **Anyone with the link**: no sign-in or sign-up, look only;
   - **Only by e-mail**: only the guests whose addresses you added, who sign in with a code from an e-mail.
3. The link takes one line: the address and, at its right, two small round buttons, **copy** (it turns into a check for a moment: the link is on the clipboard) and **send** (the usual Share menu). A long press on the address copies it too. Under the line: "Views: N".
4. **Guests** (for **Only by e-mail**): type an address and press Return. Each guest shows "Last here …" or **Not here yet**; swipe to the left to **Remove** (Zvenno asks first). Up to 100 guests.
5. **What they can do**, the **Access** menu:
   - **Only look**: tasks, dates, the timeline, assignees, the project's links;
   - **Mark what is done**: files and photos, inspections, and ticking tasks off as well;
   - **Run the work**: adding inspections and changing dates and notes as well;
   - **Set it up**: switches of your own: **Assignees**, **Project links**, **Costs and budget**, **See inspections**, **Mark tasks as done**, **Add inspections**, **Change dates and notes**. The actions (ticking off, adding, changing) work only for guests by e-mail who are signed in on Zvenno Pro; everyone else only looks, whatever is ticked.
6. **See files and photos** and **Download files**: photos and PDFs open right on the page; other files only with downloading on.
7. **Works for**: **No limit**, 7 days, 30 days, or **Until …**.
8. **Show offers from Zvenno**: can be switched off; the line "Made with Zvenno" always stays.



The link to the project

Make a new link: the old one stops working (say, when it was forwarded to the wrong people). **Turn off the link**: nobody can open the project with it any more. Zvenno asks before both. Costs and the budget are hidden by default: showing a client the budget by accident is worse than turning it on with one switch.

10.4 The link to a sub-project

When only one stage concerns someone, such as the roofers or the electrician, share that sub-project alone. Open it and tap ••• › **Share…**. The screen is the same as for the project's link: **Link to the sub-project** with **Turn on the link**, **Who can open it**, the guests by e-mail, **What they can do**, files, **Works for**, **Make a new link** and **Turn off the link**, and the comments.

Whoever opens it sees the project's name and this sub-project with its tasks, its own links and files, and nothing else: no other sub-projects, no planned dates or budget of the project, no project links or files. Each sub-project has a link of its own, apart from the project's: turning one off leaves the others working. Only the project's owner shares a sub-project, on Zvenno Pro.

10.5 Comments by a link

Anyone a link lets in can write to you, on any plan and without an account: at the bottom of the page or of the app's screen is **Comment for the owner**, with **Your name** (required) and the comment. You see the comments in **Share…** of that link, in the **Comments** section, newest first, each with the name, the date and the time it was written. Swipe one to the left to delete it (Zvenno asks first). A visitor who has no account ticks the consent to the processing of personal data before sending, since the name is personal data.

10.6 What a guest sees

On a computer, the link opens the project's page in the browser: the name, who runs the project, the dates, "Done N of M", the project's links (only those to websites: links to folders and files on your computer or network are never shown to guests), the sub-projects with their tasks (number, name, dates, overdue in red, assignee) and their own links, and then whatever you allowed: files, inspections, costs. A guest by e-mail who is signed in on Zvenno Pro and has the rights can tick tasks off, add inspections and change dates and notes, and the changes reach you at once through the usual sync. Anyone else sees the notice **Changes are on Zvenno Pro** at the top: they look and can leave a comment.

On a phone with Zvenno, the link opens in the app (signed in to one's own account): the same project, read-only, with ticking off and **New inspection** when they are allowed and the account is on Zvenno Pro. Links and files sit behind the **Project links**, **Sub-project links** and **Files** bars, as in a project but without the plus: tap a bar to open its list. On a phone without the app, the site offers to install Zvenno.

> **Pro.** Inviting members and turning on a link, the project's or a sub-project's, is for an owner on Zvenno Pro, and changing anything by a link is for a visitor on Zvenno Pro. Accepting an invitation, opening a link and leaving a comment work on any plan; on Free, the web dashboard gives a member the **Shared with you** mode (see The web dashboard).

CHAPTER 11

Reports

Zvenno makes PDF reports (A4 landscape) and Excel tables. Each has your header at the top (the company letterhead, your profile or a line of your own) and "Made with Zvenno" with the page number at the bottom. Every report is made for one space.

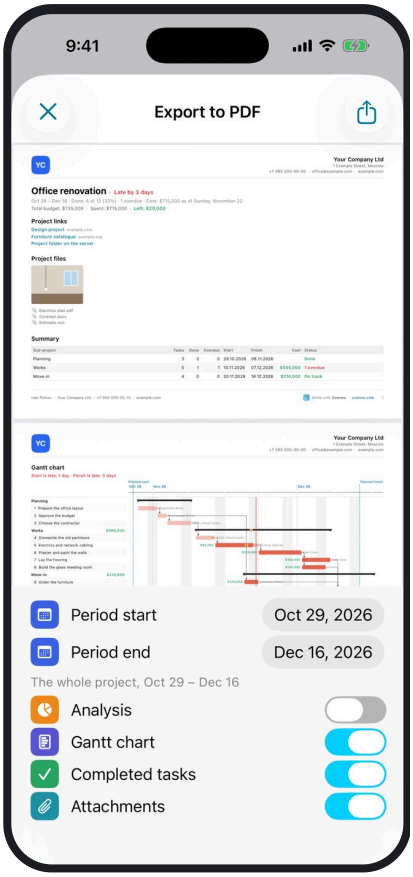
All PDF reports work the same way: switches at the top, then a preview of the report that changes at once, and **Share PDF**.

11.1 A project's PDF

A project › ••• › **Export to PDF**.

- **Period start** and **Period end**: keep the whole project (**Whole period**) or take only part of it: "Tasks from … only". Bars on the chart are cut at the edges of the period.
- **Analysis** (in Business): the charts of plan and actual and of budget and spending, and the tables of dates and budget, before the tasks.
- **Gantt chart**: the timeline with a legend on every page. With too many days, the scale switches to months split into weeks.
- **Completed tasks**: list the done ones too.
- **Attachments**: tasks' photos are printed under their rows and other files listed by name; a sub-project's files under its heading, the project's under the report's title.

The report has a summary by sub-project, the budget under the title, the project's links, the tables of tasks by sub-project with dates, assignee, links, status and cost, and the notes under the tasks. A late project is marked in red after its heading.



A project's PDF

11.2 A sub-project's PDF

A sub-project › ••• › **Export to PDF**: the same report for one sub-project, with the same switches.

11.3 Summary for a period

Today › ••• › **Summary for a period (PDF)**: what happened and what is coming across all projects over the days you pick.

1. **Report for**: Business or Personal.
2. A quick choice: **This week**, **Next week**, **This month**, or your own **Period start** and **Period end**.
3. **Gantt chart**, **Completed tasks**, **Attachments**.

Each project's tasks come under headings "Project › Sub-project". When any task has an assignee, an **Assignee** column appears.

11.4 The inspection report

The Inspection tab › the document button at the top right. More in Inspections.

11.5 Deadlines by company

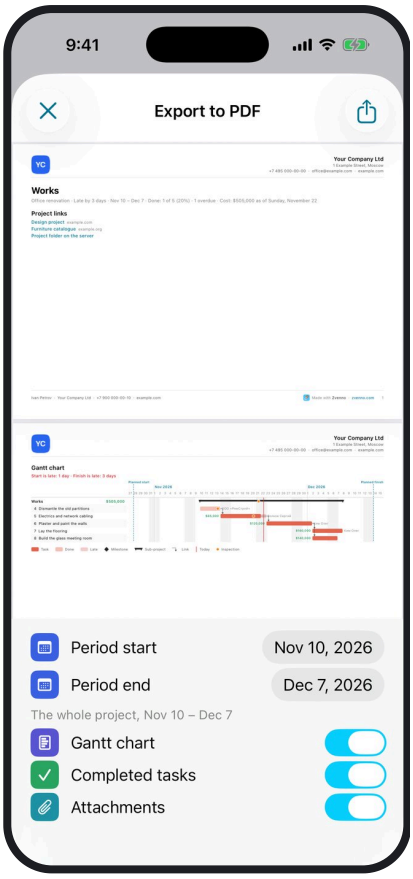
People › **Deadlines by company** › **Share as PDF**: a **Who is late** table, everyone's contacts and the tasks with their status. A report for one person or company: **Share deadlines (PDF)** on their card. More in People and companies.

11.6 Excel

Settings › **Export to Excel**:

1. **Report for**: Business or Personal.
2. Look over the sheets: the file has **Tasks** (every task: number, project, sub-project, name, start, finish, actual finish, length, assignee, links, status, priority, cost, note) and **Summary** by project. The **Sheet** switch shows each in the preview. When the projects have links, a third sheet lists them, clickable right in Excel.
3. Tap the Share symbol at the top right.

The sheets have filters and a frozen header row. Your header is printed at the top of the page when printed, the Zvenno credit at the bottom.



A sub-project's PDF

11.7 The task card

In a task: **Task card** (or the share button at the top right, beside the check mark): a PNG picture with the dates, assignee, cost, note, every photo and the names of the other files. Handy to send to a foreman in a messenger. The first line of your header is on top.

11.8 Header, footer and profile

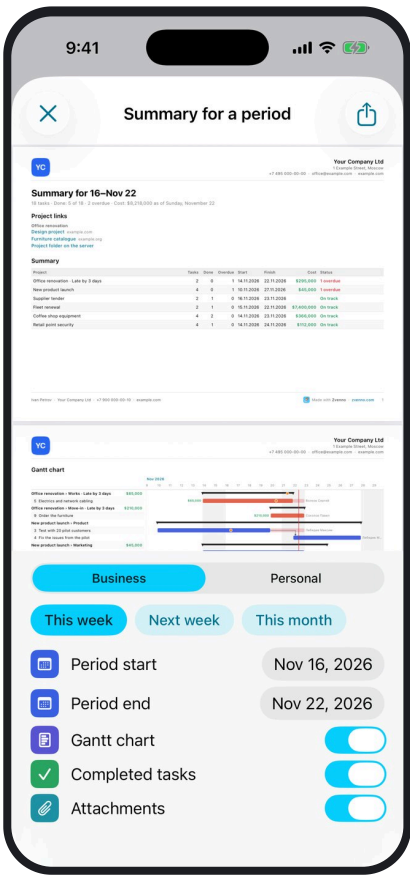
Profile: **Settings** › **Profile** (the first row): **First name**, **Last name**, **Company**, **Phone**, **Website**. All optional. Under the form you see how you will be signed in report requests: "This is how you're signed in report requests: ...".

Header and footer: **Settings** › **Report header and footer**:

1. At the top, choose the space: **Business** or **Personal**; each has its own.
2. **Header**:
   - **None**: no header;
   - **From the profile**: the company in bold (or the name), with the name, phone and website under it; no logo;
   - **Your letterhead**: in Business, the company letterhead: the logo on the left (**Add logo**), the name, address, phone, e-mail and website on the right; **Fill from the profile** copies the profile into it. In Personal, any text of your own.
3. **Footer**: **My contacts at the bottom of the page** puts "Name · Company · phone · website" at the bottom left of every PDF page, and the Zvenno credit moves to the right, by the page number. In Excel the contacts go in the left part of the print footer.

Right under the choice is a picture of the top and bottom of a page: you see how the report will look.

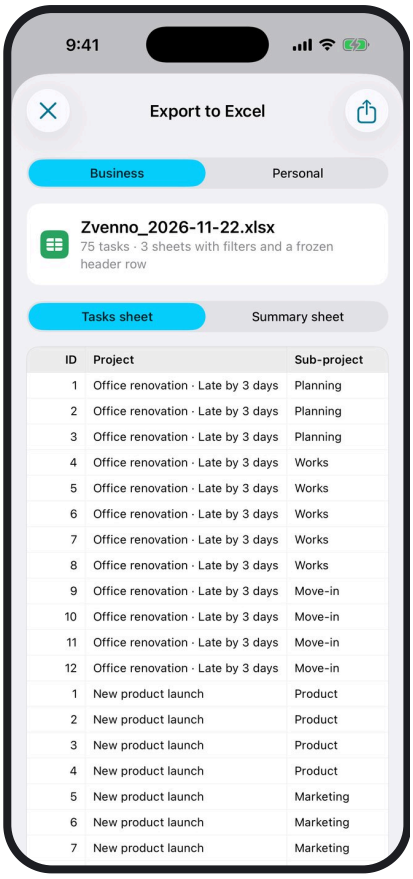
The header and footer of the space go into every report: a project's and sub-project's PDF, the summary for a period, the inspection report, deadlines by company, contact cards, Excel and the task card.



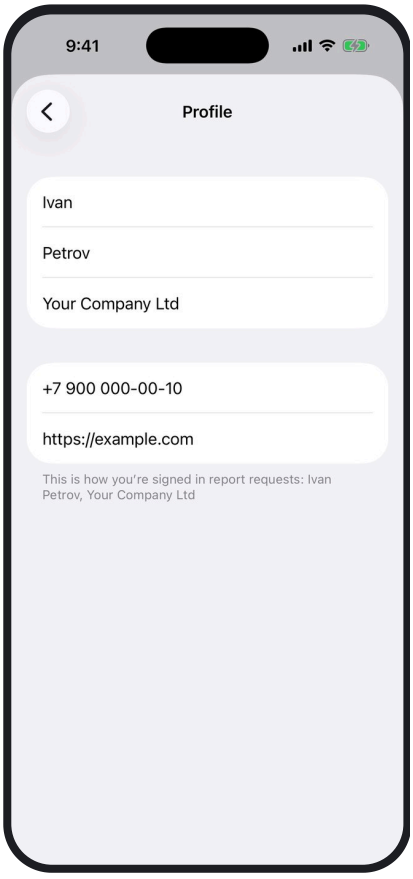
Summary for a period

Tip. If you never chose, everything stays as it was: in Business the letterhead when it is filled in, otherwise the profile; in Personal your text.

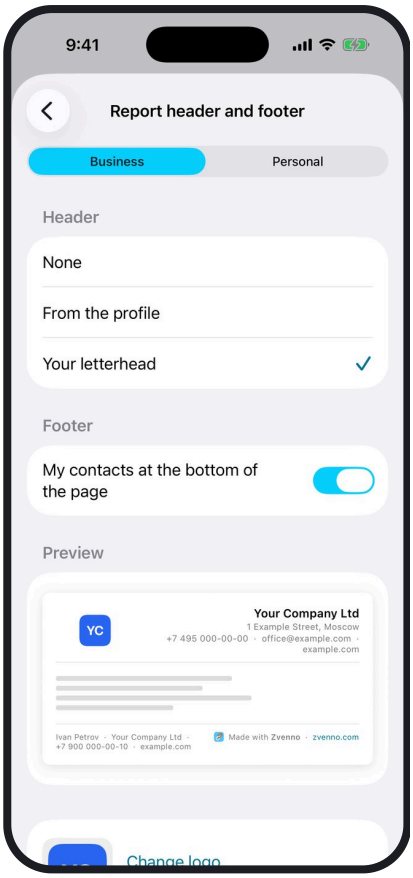
Pro. On Free, reports and task cards can be seen whole on screen, with no watermark, but sending them, exporting Excel and capturing the preview's screen take Zvenno Pro.



Export to Excel



Profile



Report header and footer

CHAPTER 12

Import

Plans you already have in Microsoft Project or Excel come into Zvenno in a few taps, and a whole Zvenno project can be sent to a colleague as a `.zvn` file.

Import is in Business: the Projects tab › **Import a project** under the list › **From an MS Project file** or **From an Excel table**. A file always makes a whole new project.

12.1 Microsoft Project (.mpp, XML)

Zvenno reads the `.mpp` file itself, saved by Microsoft Project 2000 to 2019 or 365, and a plan saved as XML (**File ▸ Save As ▸ XML Format**).

1. **Import a project** › **From an MS Project file**.
2. **Choose MS Project file**: pick the file in Files, iCloud Drive or a cloud.
3. Zvenno reads the file and shows what you will get: the sub-projects and tasks. Tap **Import** at the top right.

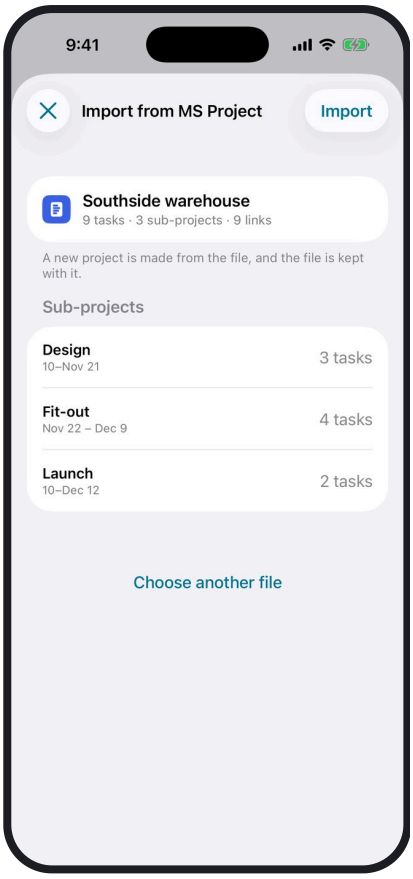
What is read from the file:

- **sub-projects**: the summary tasks (nested ones are named "A › B");
- **tasks**: names, dates and milestones;
- **links**: all four kinds, with lags. A link to a summary task goes to its first or last task.

Assignee, priority, notes and cost stay empty: you add them in Zvenno.

An `.mpp` file can also be opened straight from Mail or Files (**Open in Zvenno**): the import starts with the file already read.

> **Caution.** A file protected with a password, or saved by Project 98 or older, can't be read: save it again without the password, or as XML.



Import from Microsoft Project

12.2 A project that follows its file

The plan's file is kept inside the project, so a newer version of the same plan can update the project.

1. Save the plan again in Microsoft Project.
2. In the project: ••• › **Update from MS Project** › pick the new file.
3. Zvenno shows what changes: **Sub-projects added**, **Tasks added**, **Tasks changed**, **Tasks removed**, **Sub-projects removed**, and **Kept, because they have files or inspections**.
4. Tap **Update** at the top right.
5. Zvenno offers **Send the updated schedule**: a PDF with the chart and the task list.

Tasks are matched by their numbers in Microsoft Project. Names, dates, lengths and links come from the file, while everything you entered in Zvenno (assignees, costs, notes, files, inspections, your own tasks and links) stays. Tasks gone from the file are removed unless they have files or inspections. When the file looks like a different plan, Zvenno warns: "This looks like a different plan...".

Stop following the file: the project no longer follows the file; its sub-projects and tasks stay as they are and the kept file is deleted. The file itself never shows in reports or summaries.

12.3 Excel

1. **Import a project** › **From an Excel table**.
2. **Choose Excel file** (`.xlsx`). Save an old `.xls` as `.xlsx` in Excel first.
3. Check the **Columns**: Zvenno finds the heading row and the **Task name**, **Start**, finish, **Length**, **Assignee**, **Links** and **Cost** columns by itself. If something landed in the wrong place, choose another column.
4. Look over the preview of the tasks and **Check these**: rows Zvenno didn't understand, with the reason. Tap **Import** at the top right; **Choose another file** under the preview starts again.

How to lay out the file (**How to lay out the file**):

- headings in the first row, such as Start, End, Assignee, Links;
- chapter names in the first column, tasks in the next one. Each chapter becomes a sub-project; tasks without one go to **Tasks without a chapter**;
- dates in any usual form; Zvenno tells DD/MM from MM/DD for the whole file;
- links the way Microsoft Project writes them in any language: `3FS+2d` , `4SS` , `3OH+2 дн` , `6EA-1d` . Separate several with a semicolon or a comma.

Numbers mean: what task numbers in links count: **Excel row numbers**, **Task order: 1, 2, 3...**, **MS Project IDs, chapters counted** or **The ID column**. By default Zvenno picks by itself.

> **Tip.** **Download sample .xlsx** gives a ready sample, and **Try a sample schedule** shows the import on it without a file of yours.

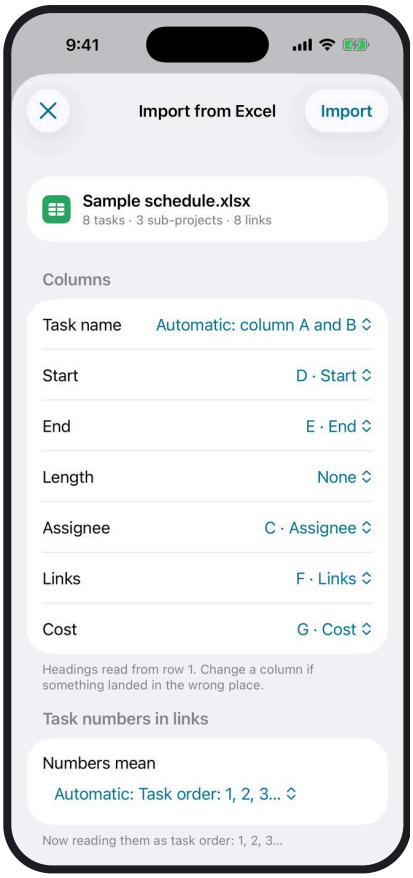
12.4 A project file (.zvn)

A whole project can be sent to someone else with Zvenno, such as a contractor who keeps a copy of their own.

1. A project › ••• › **Send as a file (.zvn)**.
2. Choose **With files and photos** or **Without files**.
3. Send the file through Share: by e-mail, in a messenger, to Files.

The recipient opens the file in Mail, Messages or Files, and it opens in Zvenno: the project is added as a new one (with its tasks, links, files and assignees) and opens at once. People the recipient already has in People (the same name and a phone or e-mail in common) aren't duplicated.

A single sub-project can be sent the same way: ••• in the sub-project › **Send as a file (.zvn)**. The recipient gets a new project named after that sub-project, with it alone inside: its tasks, the links between them, the assignees and, when chosen, the files. Links to tasks of other sub-projects, and the whole project's links, files and budget, don't go into such a file.



Import from Excel

A `.zvn` file of contacts works the same way (see People and companies), and so does a template's (see Project and sub-project templates): opened, it is added to your templates.

> **Pro.** Import from Excel and Microsoft Project, updating from MS Project and sending `.zvn` files are in Zvenno Pro. A project you receive opens on Free when it fits within Free's limits; stopping following a file works on any plan.

CHAPTER 13

Settings

The gear at the top left of any tab opens **Settings**.

Top to bottom: **Profile**, **Your account**, **Security**; **Notifications** and **Morning summary**; **Email reminders**; **Show priority**, **Hints**, **Export to Excel**, **Report header and footer**, **Currency**, **Language**, **Help**, **User manual**; **Legal**. At the bottom, the app's version and a link to zvenno.com.

13.1 Profile

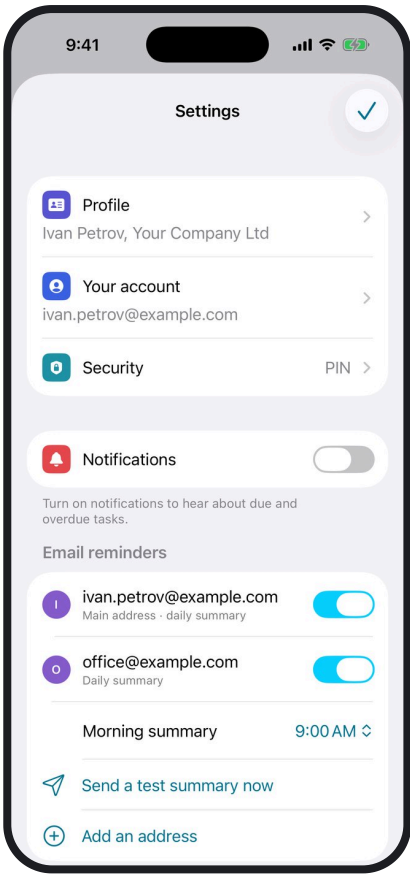
Profile: your first and last name, company, phone and website. The profile gives the "who asks" signature of numbered inspections and, when you choose it, the header and footer of reports. More in Reports.

13.2 Your account

Settings › **Your account**.

- **At the top**, your address and the state of sync: **Up to date** (with the time), **Syncing…**, **No connection to the server**, **Paused**.
- **Sync now**: sync at once. Usually it runs by itself: changes from your other devices arrive straight away.
- **Devices**: where you are signed in (see Devices).
- **Your plan**: the **Current plan** (Zvenno Free, or Zvenno Pro and until when), how much of Free's limits is used, **What Zvenno Pro gives** and **Renew on zvenno.com**.
- **Send me all my data**: the whole account by e-mail (below).
- **Sign out**: the projects stay on this phone but stop syncing until you sign in again.
- **Delete the account**: the account and everything stored on the server (projects, files, reminders) are deleted for good. The projects on this phone stay. This can't be undone.

Protection against mass deletion. When a sync would delete a lot at once (say, the phone lost its file of projects), it stops and asks: "Syncing is paused…", with **Get them back from the account** or **Delete them everywhere**.



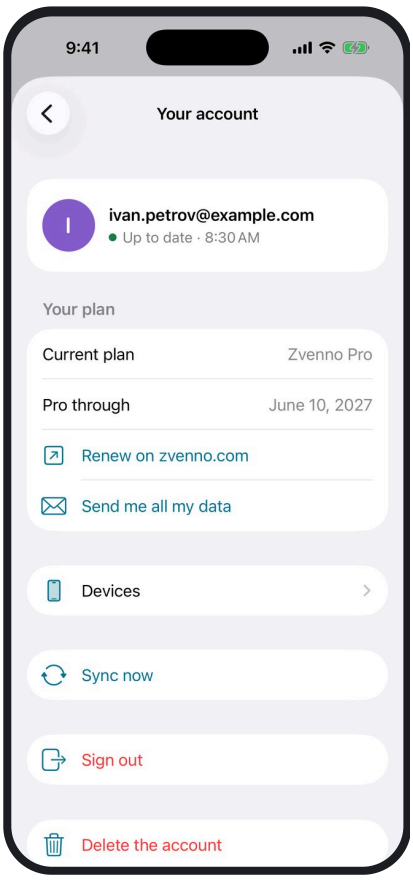
Settings

13.3 Getting all your data

Your account › **Send me all my data**: the server packs an archive and mails it to your main address:

- each project as a table for Excel (CSV) with the worked-out dates, and as JSON;
- people and companies;
- files and photos in the projects' folders, inspections and answers to numbered inspections included.

A small archive (up to 7 MB) comes attached, a bigger one as a link that works for 7 days. You can ask for it once in 6 hours, on any plan.



Your account

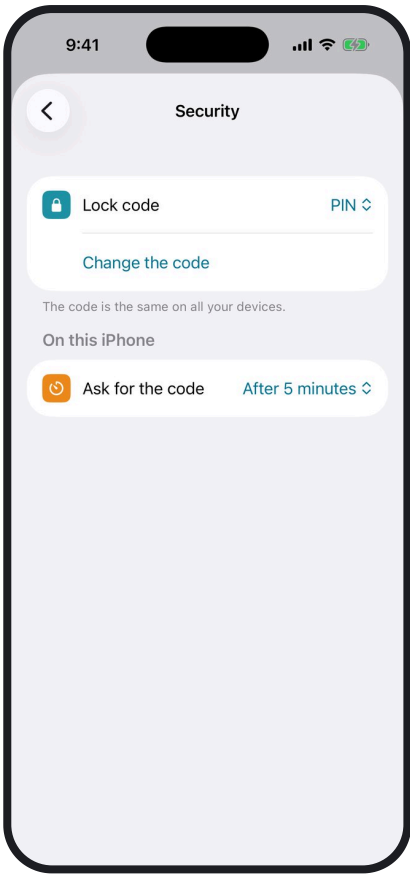
13.4 Lock code

Settings › **Security**: a code without which Zvenno won't open, should the phone get into the wrong hands.

1. **Lock code** › **PIN** (4 to 8 digits) or **Password** (at least 6 characters).
2. Type the code, then **Enter it again**.
3. **Ask for the code**: **Immediately**, **After 1 minute**, **After 5 minutes** (the default) or **After 1 hour** after leaving the app.
4. **Use Face ID** (or Touch ID): open with your face or finger instead of the code.

The code is the same on all your devices and in the web dashboard: set it on an iPhone, and Android and the browser ask for it too. While the app is in the background, the app switcher shows only the logo instead of your projects.

Change the code and switching it off ask for the current code first (except in the first minutes after signing in with an e-mail code). After the fifth wrong code, each next try waits, 30 seconds at first and then twice as long; the tenth signs this device out of the account. **Forgot the code?** Sign out and sign in again with a code from the e-mail: then the code can be set anew.



Security

13.5 Notifications and the morning summary

- **Notifications**: reminders on the phone about tasks due today and overdue. When iOS has notifications off, Zvenno offers **Open Settings**.
- **Morning summary**: the hour of a short summary of the day.

13.6 Email reminders

Settings › **Email reminders**: a letter from the server every day with what is overdue, what is due today, numbered inspections and late projects. It comes at the hour you chose in your time zone, even while the app is closed.

- The list has your addresses. The first is **Main address · daily summary**, the one you sign in with. Each address has a switch for the summary.
- **Add an address**: up to 5 per account. A code goes to the new address; once it is confirmed, the summary is on for it. Extra addresses get the summary and invitations, but don't sign in.
- **Morning summary**: the hour, the same one as under Notifications (changing it in either place changes both).
- Reminders to assignees about their tasks go at the same hour (see Reminders to assignees).
- **Send a test summary now**: see how the letter looks (once in 6 hours). No letter? Look in spam.
- Swipe an address to the left to **Remove** it: it stops getting the summary.

13.7 Hints

On screens where not everything can be seen at once, a short note appears at the top for five seconds each time the screen opens: on a timeline (hold a name for its menu, drag in Move), in a sub-project's list of tasks (swipe right for done, left to delete), in a project (the arrow at a sub-project's left opens its tasks), in a template's editor and in the markup of photos, PDFs and drawings (what Selection does). × closes it sooner. **Settings** › **Hints** turns them all off on this phone, and on again; the web dashboard has its own hints and its own switch (see The dashboard on Pro).

13.8 Currency

Settings › **Currency**. The default is **Automatic**: by the phone's language (roubles for Russian). Pick one of the **Common** ones, or find any in **All currencies** by name or code. Changing the currency changes only the sign, not the amounts. Amounts are shown in green everywhere.

13.9 Language and help

- **Language**: Zvenno speaks the phone's language. To use another one just for Zvenno, tap **Language**: the system settings of the app open.
- **Help**: short tips on the main topics, and **Add the example projects**.
- **User manual**: this manual, always up to date, in the app's language, chapter by chapter or whole (below).

13.10 Legal

Settings › **Legal**: **Offer**, **Privacy policy**, **Consent to personal data processing** with the day you accepted them ("Accepted on ..."), **Company details**, **Open-source licenses**, and where your data is stored: **Your data is stored in Russia**. The documents open on zvenno.com.

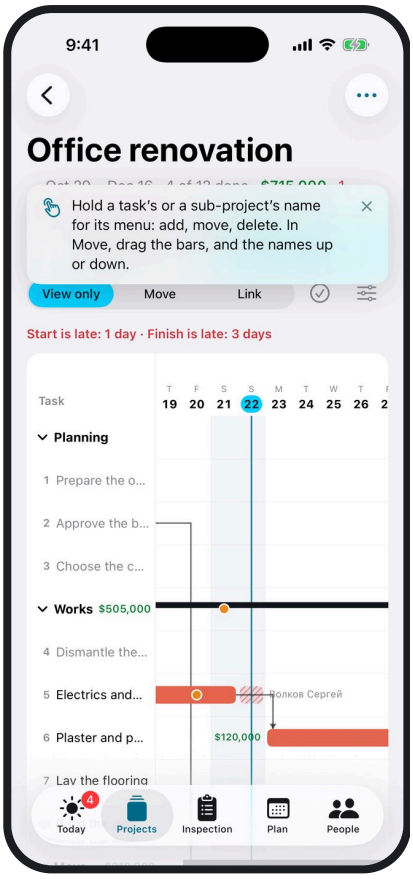
13.11 User manual

Settings › **User manual** opens the list of this manual's chapters in the app's language: each with its number, its title and a line on what it is about.

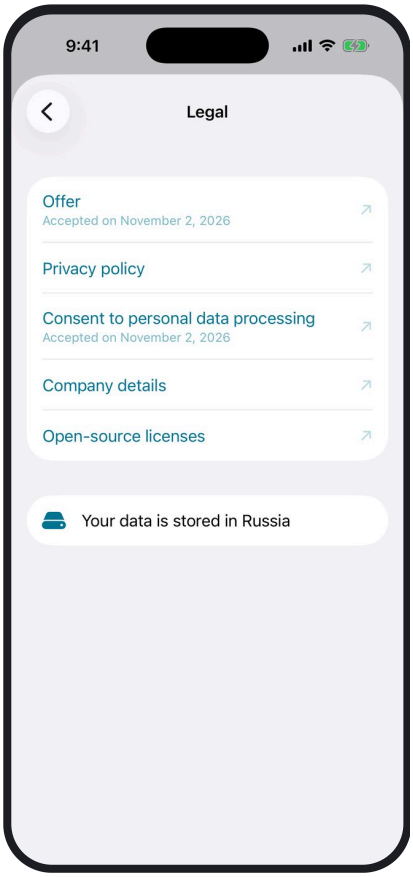
Tap a chapter and it opens in the built-in viewer, the way the whole manual does, where it can be read, saved or sent. Every chapter is a small file of its own. The first time, it comes from the server, with a spinner in its row meanwhile; after that it opens from the phone, at once and without the internet. Zvenno fetches a chapter again only when a new edition of the manual has changed it, so after an update only the changed chapters come again, and the rest stay as they are.

A link in a chapter to another chapter opens that one right there, fetched the same way. At the bottom of the list, in a section of its own, **Whole manual (PDF)** shows the size of the whole book and opens it with its contents, for reading it through or printing it. Until the list of chapters has come from the server (the first time with no connection), the screen says so, and only the whole manual is there. The web dashboard has the same list in its settings (see The dashboard on Pro).

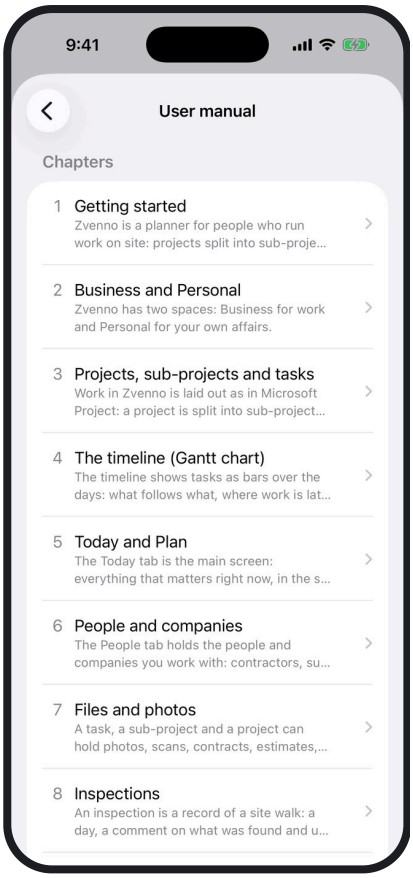
> **Tip.** **Show priority** marks high-priority tasks in the lists.



A hint at the top of the timeline



Legal



The chapters of the user manual

CHAPTER 14

Free and Pro

Every account has a plan: **Zvenno Free**, free for good but with limits, or **Zvenno Pro**, with none. A new account starts on Free.

14.1 What is included

	Free	Pro
Projects in each space	1	unlimited
Sub-projects in a project	4	unlimited
Tasks in a sub-project	10	unlimited
Devices	one: an iPhone or an Android phone	up to 3 iPhones and one Android phone
Browsers (web dashboard)	up to 2, **Shared with you** only	up to 2, the whole dashboard
Shared projects and the link to a project	no	yes
Import from Excel and Microsoft Project	no	yes
Sending reports, task cards and Excel files	no (seen on screen only)	yes
`.zvn` files of projects, contacts and templates	no	yes

	Free	Pro
DWG and DXF drawings	no	yes
Numbered inspections: making and sending	no	yes
Email reminders to assignees	no	yes
Room for files	100 MB	5 GB

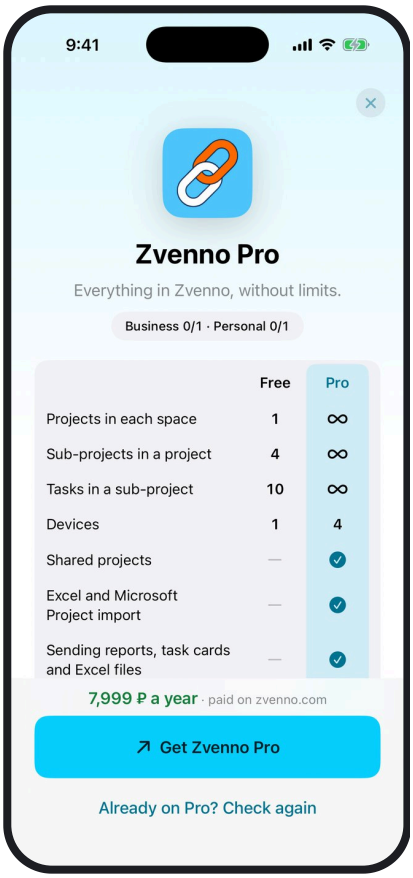
The examples, the personal "No project" and projects others share with you don't count against Free. Your own inspections, marking up photos and PDFs, the timeline, links, people and companies, reminders and getting all your data work on any plan.

14.2 The plan screen

When you tap something only Pro has, the plan screen opens: why Pro is needed, the table of Free and Pro, the price and **Get Zvenno Pro**. Pro is paid for on zvenno.com; the app sells nothing itself.

After paying, tap **Already on Pro? Check again**: when Pro arrives, a check mark shows and the screen closes. A payment can take a few minutes to arrive.

On Free, **You're on Zvenno Free** shows once after the first sign-in, and a banner at the top of Today says how much of the limits is used. The current plan is always in **Settings › Your account › Your plan**.



The plan screen

14.3 When Pro ends

- 7 days before the end, a banner at the top of Today says **Zvenno Pro ends in …** with **Renew**, and an e-mail comes.
- If it isn't renewed, the account moves to Free. **Nothing is deleted.**
- When you have more projects of your own than Free keeps, Zvenno asks you to choose the project that stays in each space (**Projects to keep**). The others don't go anywhere, but can only be read until you take Pro again. Such a project can be read or deleted, or kept instead of the other one with **Keep this project instead**.
- A project that uses what only Pro has (more sub-projects or tasks, other members, a followed MS Project file) becomes read-only too. Delete what is too much, and the project can be changed again. Stopping following a file works on Free too.
- Only one device stays signed in: the one used last.

> **Caution.** What you add on a device beyond Free's limits (new projects, sub-projects and tasks over the ceiling) stays on the phone and goes to the server once you take Pro again.

14.4 Deleting the account

An account is deleted only when you ask for it (**Delete the account**) or by the service owner's order. When a deletion is set, Zvenno is covered by **Your account is being deleted** with the day of deletion: until

then you can **Send me all my data** by e-mail or sign out. The app itself never deletes the projects on your phone.

CHAPTER 15

The web dashboard

The web dashboard is Zvenno in a browser on a computer: the same projects, tasks, timeline, people, files and inspections as on the phone, on a big screen, with a mouse and a keyboard. Everything syncs with the apps at once.

15.1 Signing in

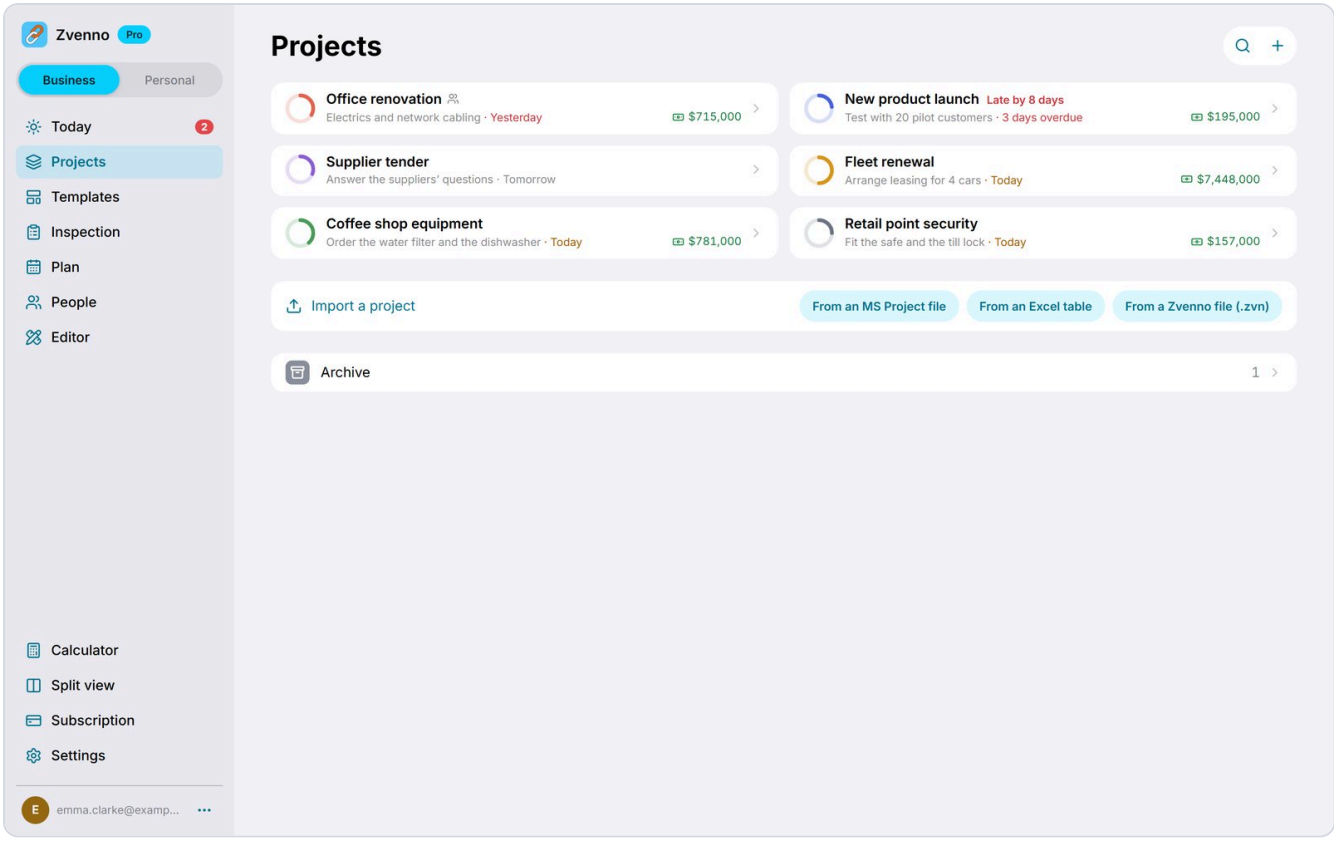
1. Open `https://app.zvenno.com` in a browser on a computer.
2. Type your e-mail address, tick the offer and the consent, and click **Get the code**.
3. Type the six digits from the e-mail.

The site works on computers only: on a phone or a tablet it offers to open Zvenno in the app or to install it. One account can be open in two browsers at once on any plan; browsers never take a phone's place. Open it in a third, and the dashboard asks where to sign out.

Under the form, **Try the demo without an account** opens sample projects that you can change freely: their timeline, files, inspections and budgets. No account is needed, and nothing is saved: reloading the page starts over.

15.2 The dashboard on Pro

On the left is the sidebar: the **Business / Personal** switch and **Today**, **Projects**, **Inspection**, **Plan**, **People**, **Editor**. At the bottom, **Calculator** (see The calculator), **Split view**, **Subscription**, **Settings**, and your address with **Sign out**.

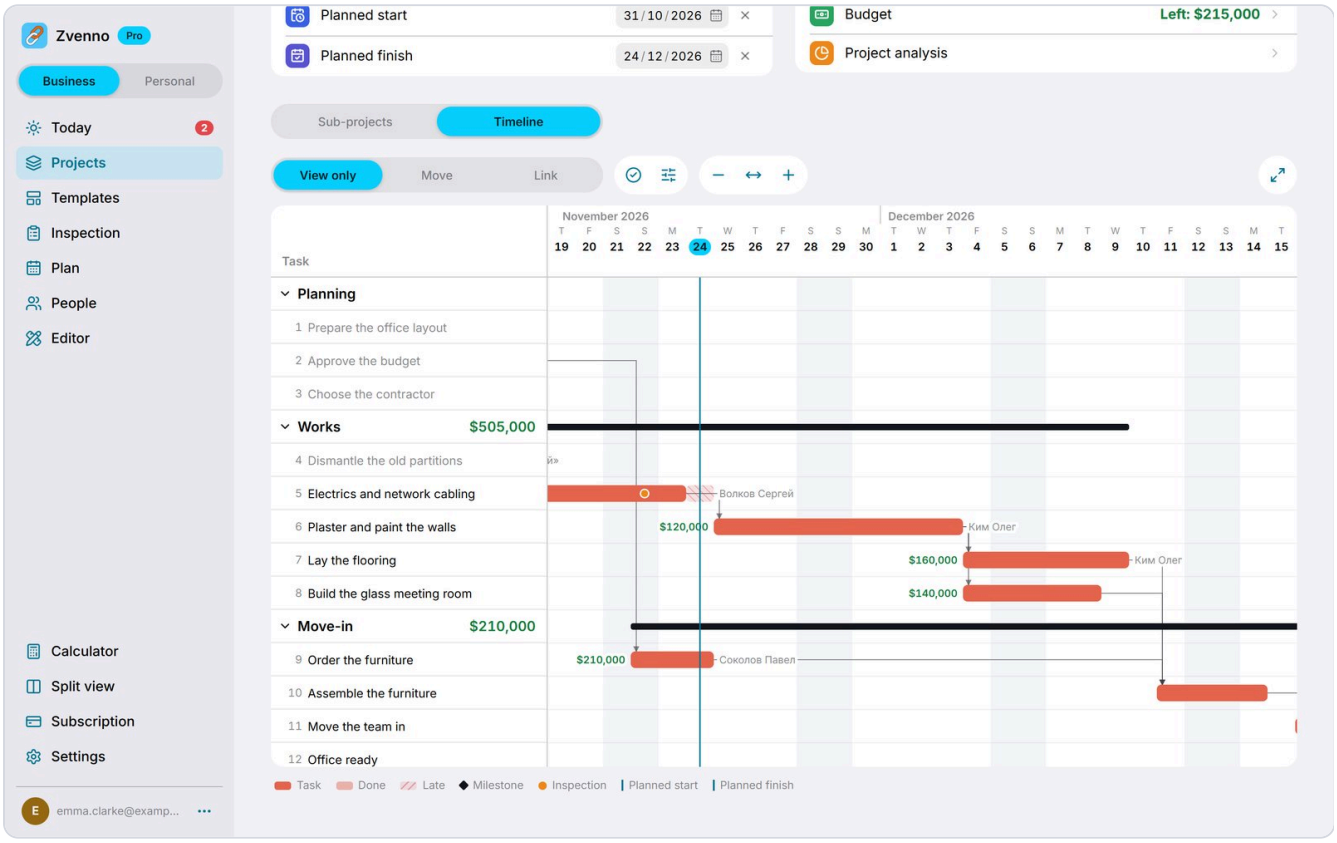


Projects in the web dashboard

- **Projects, sub-projects, tasks, links**: as in the app; tasks and projects are made and changed in side sheets, and Enter confirms.
- **The ••• menus of a project and a sub-project** have the same items as on the phone: a sub-project's **New task**, **Send as a file (.zvn)**, **Move to another project...** (a window listing the projects) and **Mark all tasks done**; in both, **Remind assignees** (see Reminders to assignees). The task's window has the **Remind the assignee** switch under the assignee, and a task whose assignee will be reminded has a bell in every list.
- **Templates**, a row of its own in the sidebar: project and sub-project templates and their editor as a table, where the name, start, finish, duration and links with a delay or a lead are changed right in the cells, and **Timeline** above it shows the template's chart in days, where bars are dragged with the mouse in **Move** and **Link** modes as on a project's timeline; **Use the template**, from the start or from the end (see Project and sub-project templates).
- **The timeline**: drag with the mouse in **Move** and **Link** modes, zoom, **Hide done**, a right click on a task's or a sub-project's name for the same menu as holding it on the phone, the **New task** rows and names dragged up or down in **Move** (see Working on the timeline), and **On the timeline** (the sliders button) to choose what the chart shows, as on the phone (see What the timeline shows); the choice is kept in this browser. The column of task names can be made wider or narrower by dragging its edge; a double click puts the usual width back. **Full screen** at the top right of the chart (or the F key) spreads it over the whole screen; **Exit full screen** or Esc brings it back.
- **Split view**: a second pane on the right, such as a project's timeline on the left and a sub-project or a contact's card on the right. The border between them can be moved.
- **Files**: photos and PDFs are marked up with the same tools as on the phone; Word and Excel open for viewing; DWG and DXF drawings open in the same viewer, with measuring and layers. **Editor** is the same File editor.
- **The links and files of a project, a sub-project and a task**: the same **Project links**, **Sub-project links**, **Project files** and **Files** bars as on the phone, at the top of the page, each with how many it holds (0

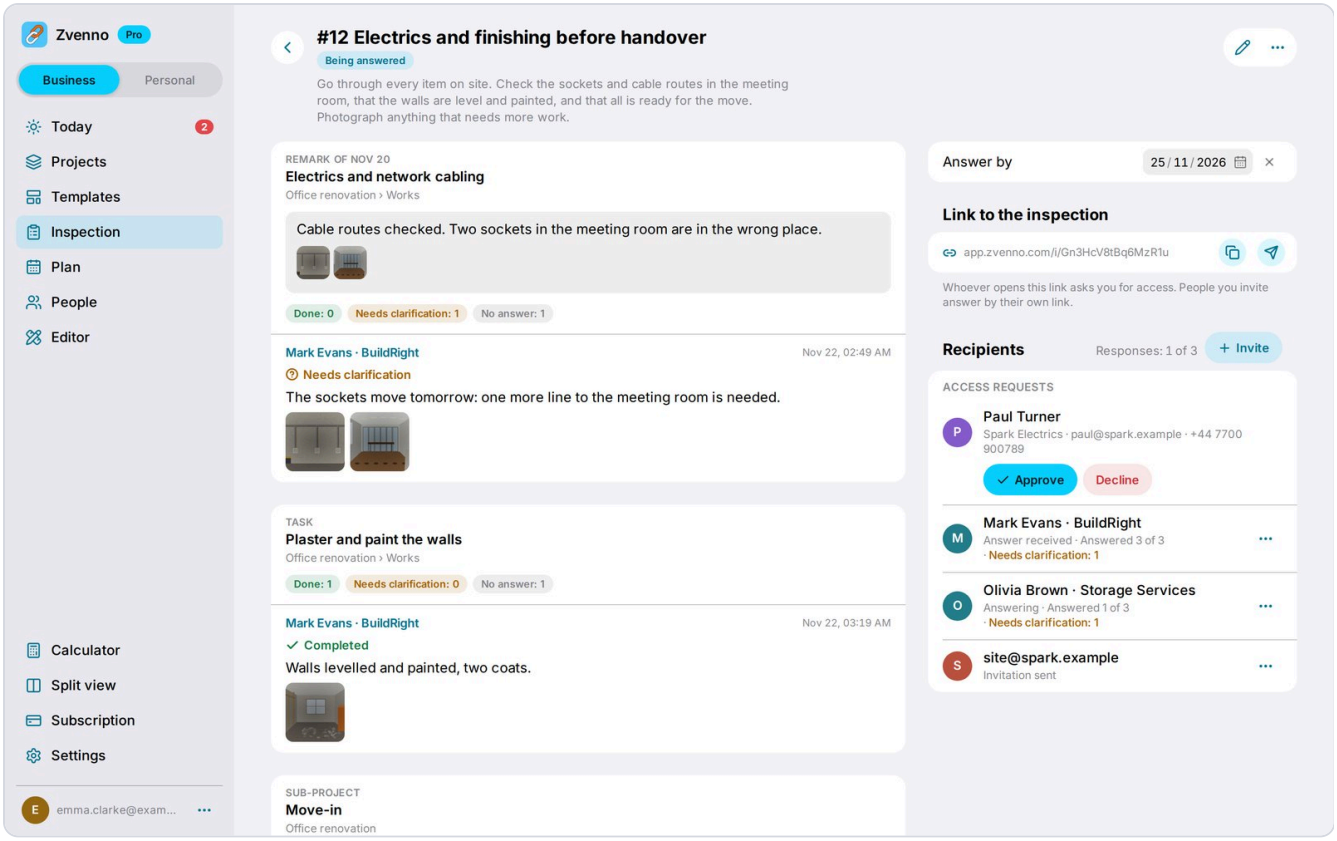
while there are none). A click opens the list of names, the next click folds it. The plus on a files bar opens **Add files**: drop files on the area that says **Drop files here or click to choose them**, or click it and choose several at once.

- **The counters under the name** of a project and a sub-project: how many links, files and notes it holds, 0 too.
- **A link to a folder or a file.** A website opens in the browser, but a browser never opens a folder or a file on your computer: it forbids that to pages from the internet. So a click on such a link copies the path and says "No access from the browser. The path is copied." Paste the path into File Explorer or the Finder.
- **Reports** in PDF and Excel, import from Microsoft Project and Excel, `.zvn` files.
- **Inspections**: your own and numbered ones, made, sent out and their answers by item.
- **Working together**: members, invitations and the link to the project.
- **Settings**: your account, security (the lock code), the profile and the report header and footer, currency, language, **Appearance** (light or dark), **Hints**, legal documents and **User manual**, the same list of chapters as in the app, with the whole manual at the bottom (see User manual).



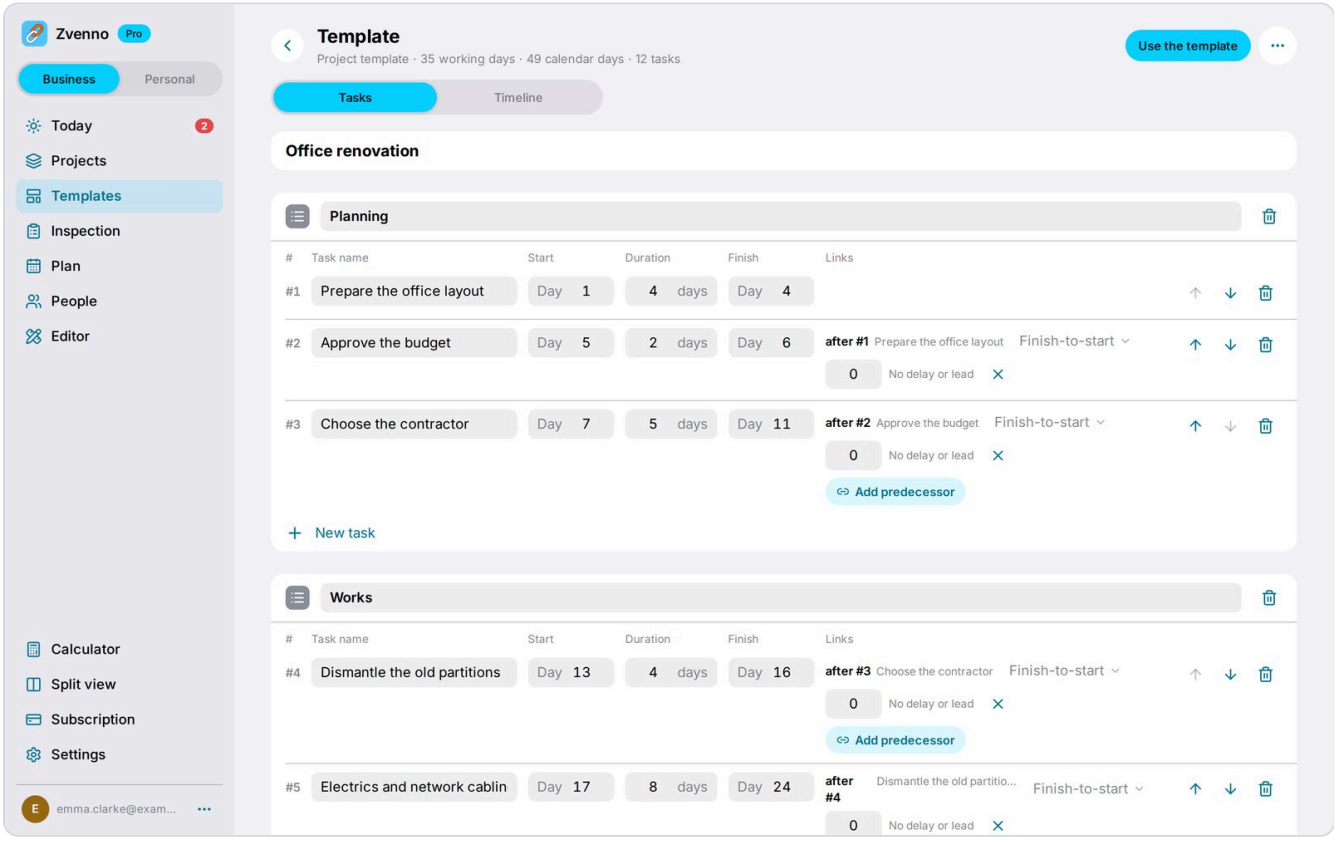
The timeline in the web dashboard

A numbered inspection in the dashboard: the items with their answers on the left; the day to answer by, the inspection's link, access requests and recipients on the right.



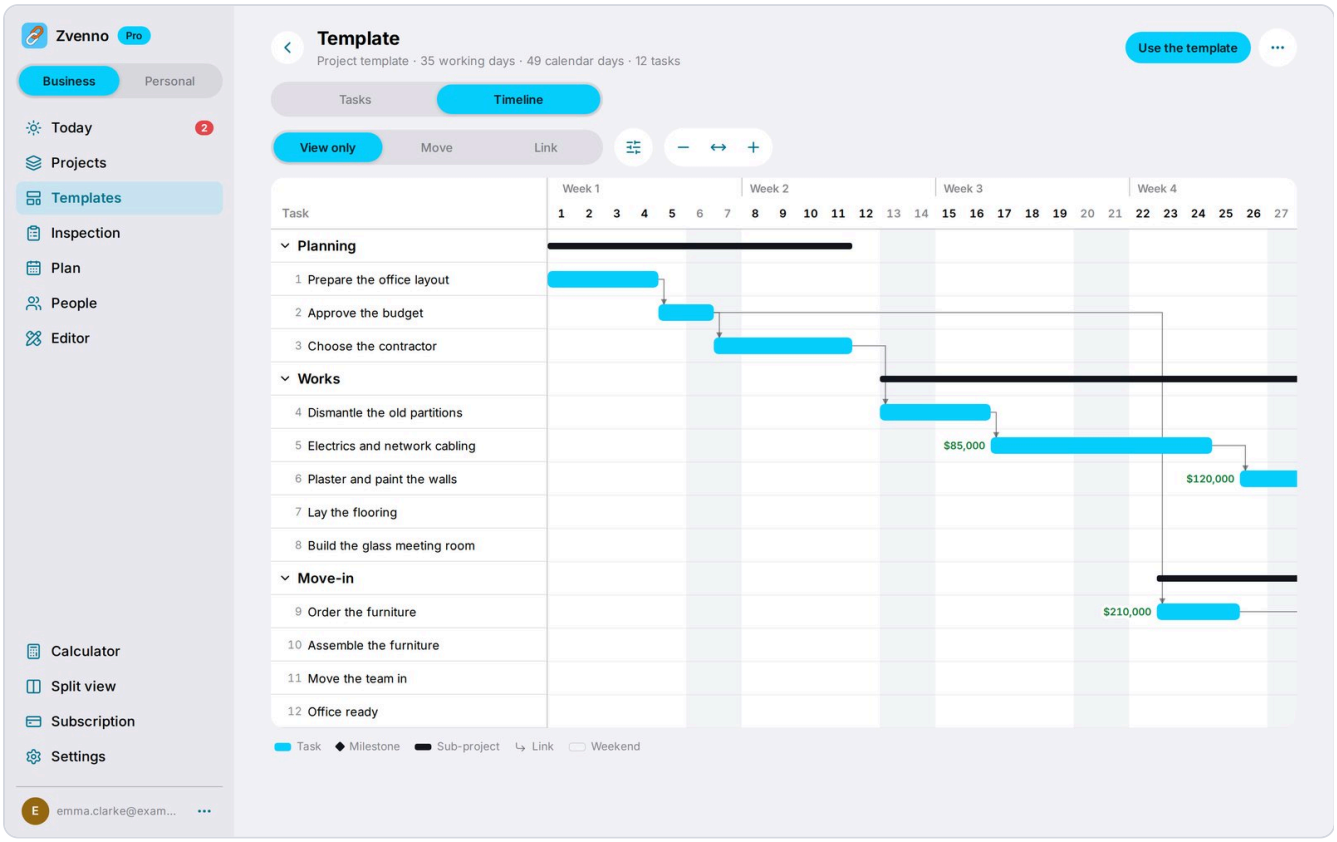
A numbered inspection in the web dashboard

Templates in the dashboard: the list on the left and the editor as a table, where every cell is changed in place: the name, the start and finish days, the duration and the links with their delay or lead. **Send as a file (.zvn)** in its ••• menu downloads the template for a colleague, and **From a Zvenno file (.zvn)** under **+** adds one that someone sent you, with its editor opened.



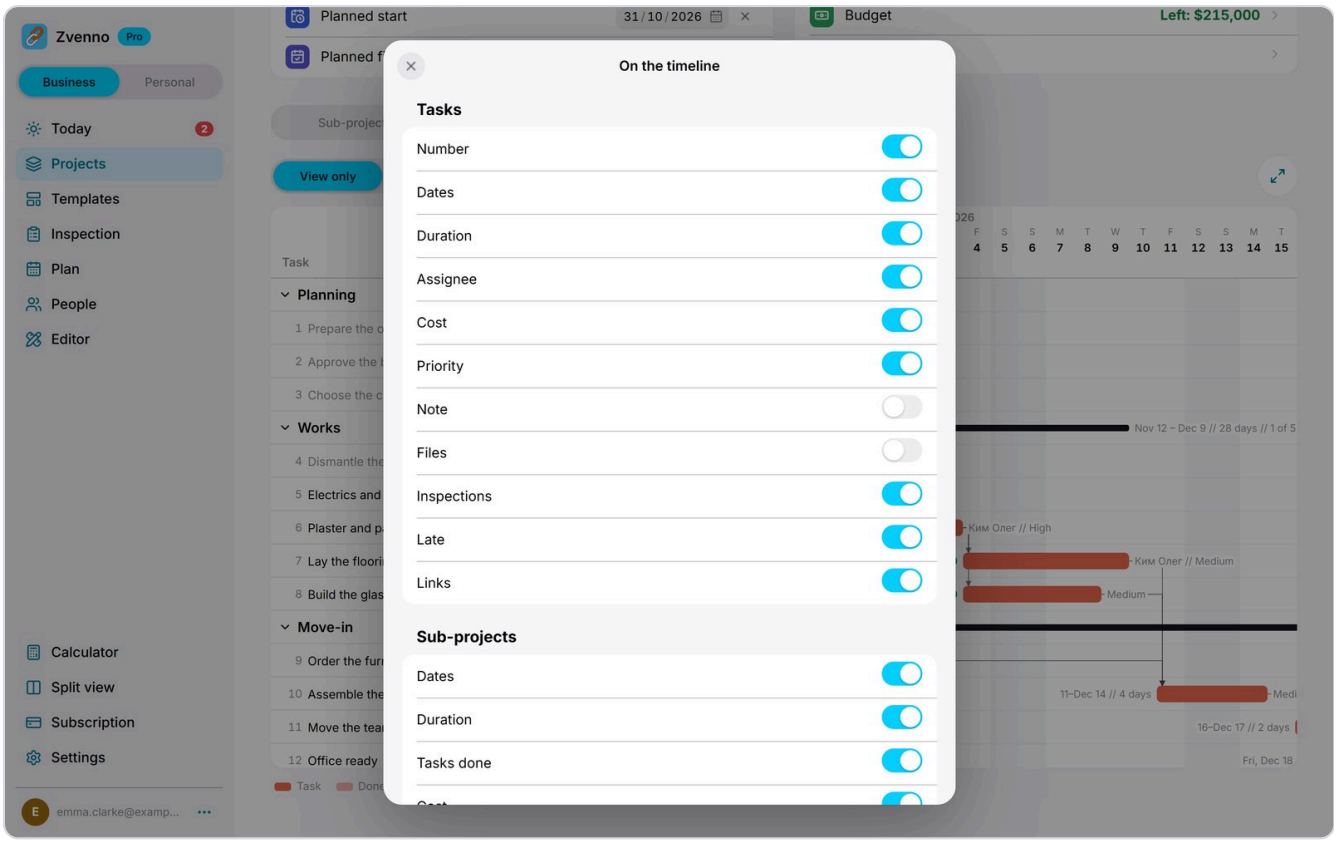
Templates in the web dashboard

Timeline above the table shows the same template as a chart in days, the weeks named over them and the weekends shaded. Drag a bar in **Move** mode, or its right edge to change its length, and from one bar to another in **Link** mode; a right click on a name opens its menu, and **Whole template** fits the chart to the window. A click on a name or a bar goes back to the table, at that task's row, with the cursor in its name.



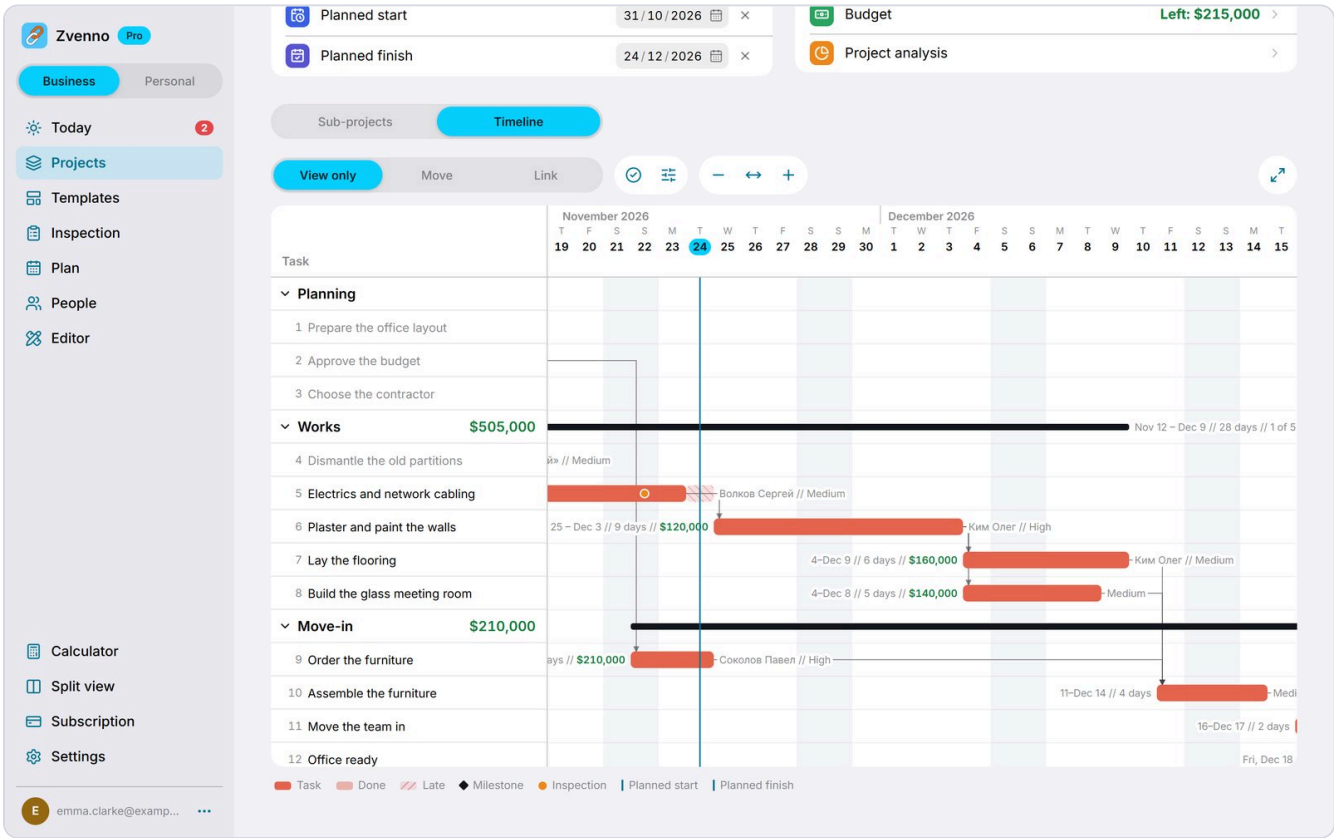
A template's timeline in the web dashboard

On the timeline, the sliders button beside **Hide done**, chooses what the chart shows: a switch for each kind of a task's and a sub-project's information, and for today's line, the weekends and the planned dates. The choice is kept in this browser, the same for every timeline in it, and reports don't change.



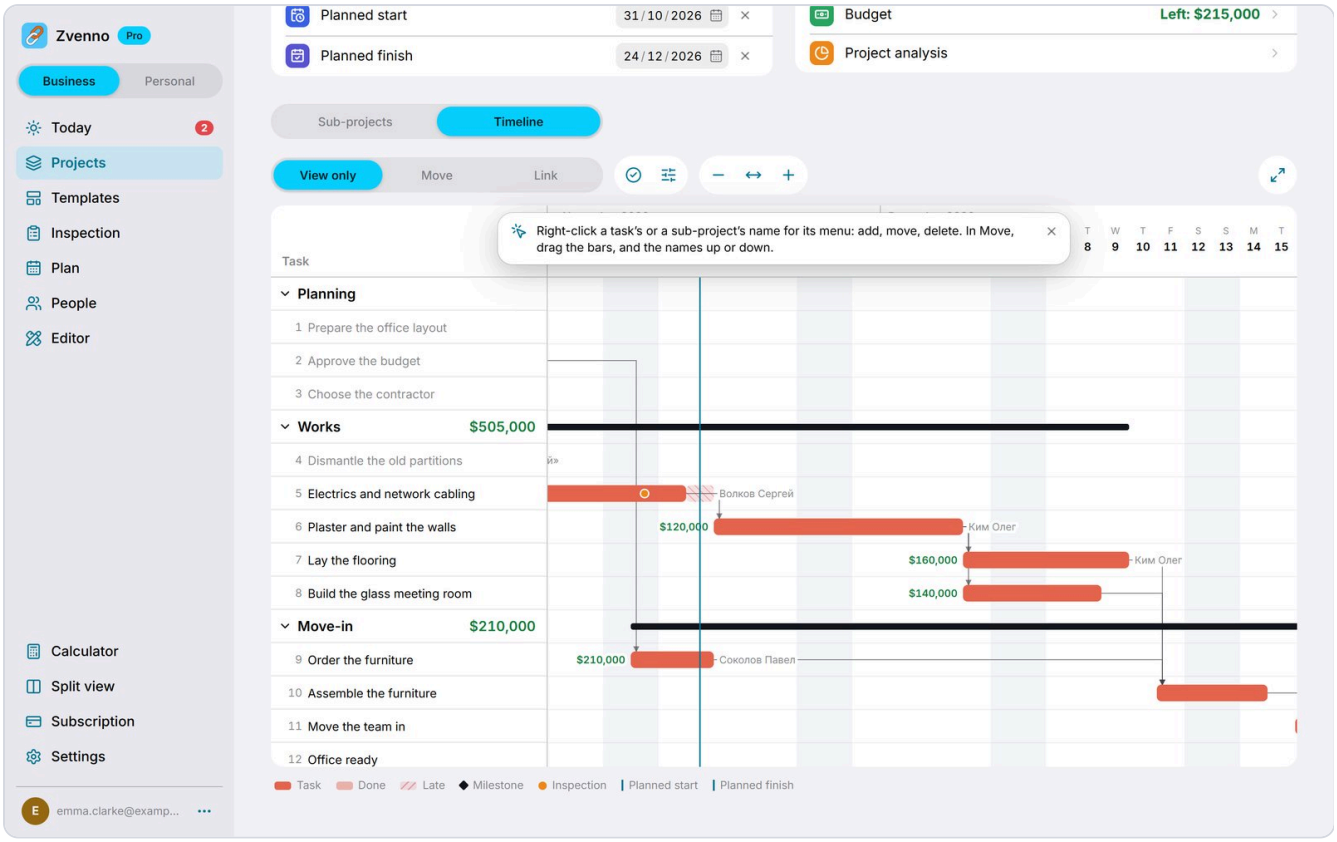
On the timeline in the web dashboard

What is chosen is written beside every bar, as on the phone: left of it the dates, the duration and the cost, right of it the assignee, the priority, the files and the note, several separated by //; right of a sub-project's bracket its dates, duration and how many tasks are done. The chart leaves room at both ends for the words of the first and the last bars, at any zoom.



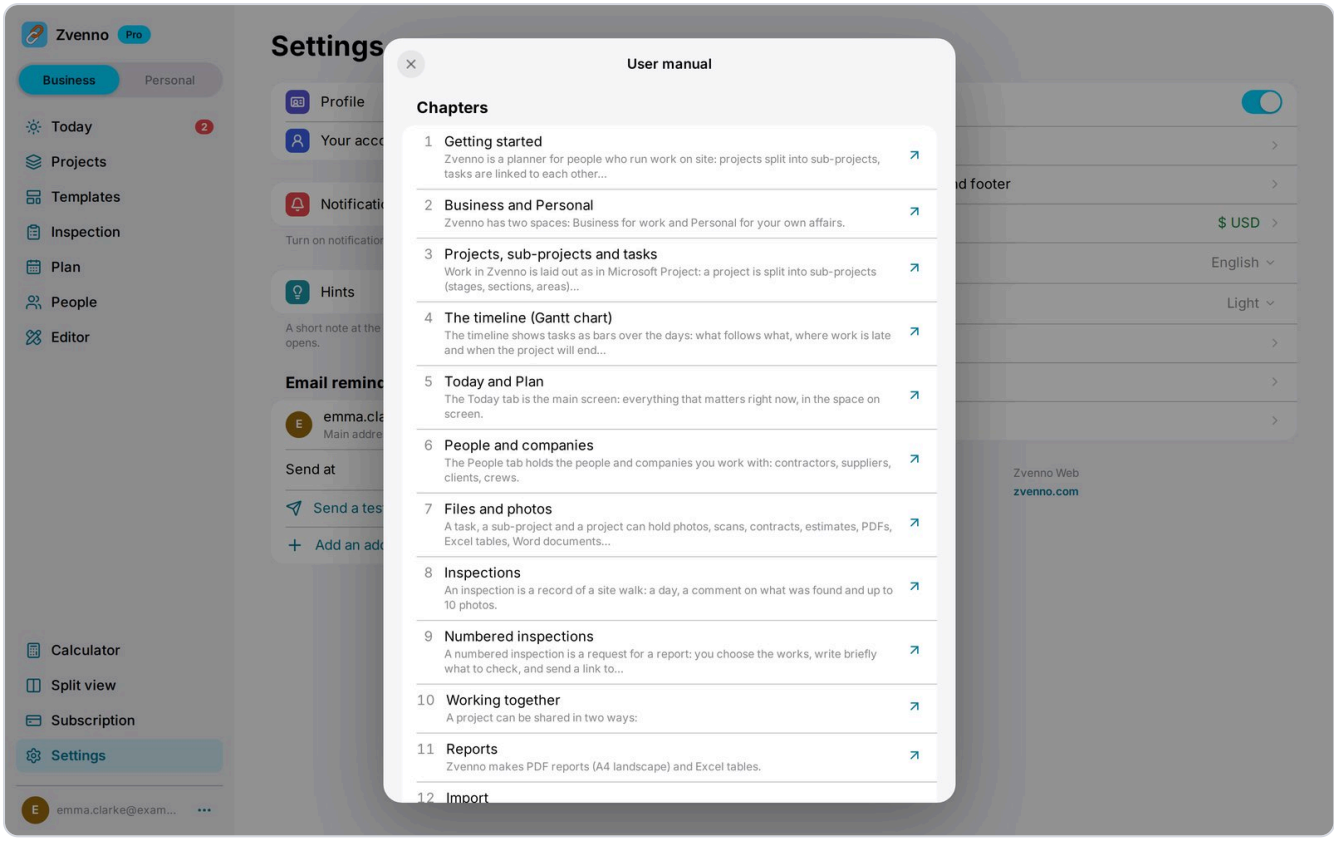
Dates, durations and priorities beside the bars

Hints. Where something is done with the mouse and can't be seen (a right click on a name, dragging in Move, what Selection does in the markup), a short note at the top says so for five seconds each time the page opens; × closes it sooner, and **Settings** › **Hints** turns them off in this browser.



A hint over the timeline in the web dashboard

User manual in Settings opens its chapters in a window: each with its number, its title and a line on what it is about. A click opens that chapter's PDF in a new tab, small and quick to load, and **Whole manual (PDF)** at the bottom opens the whole book, to print or to search through. The dashboard takes both from its own address, so nothing is loaded from another site.



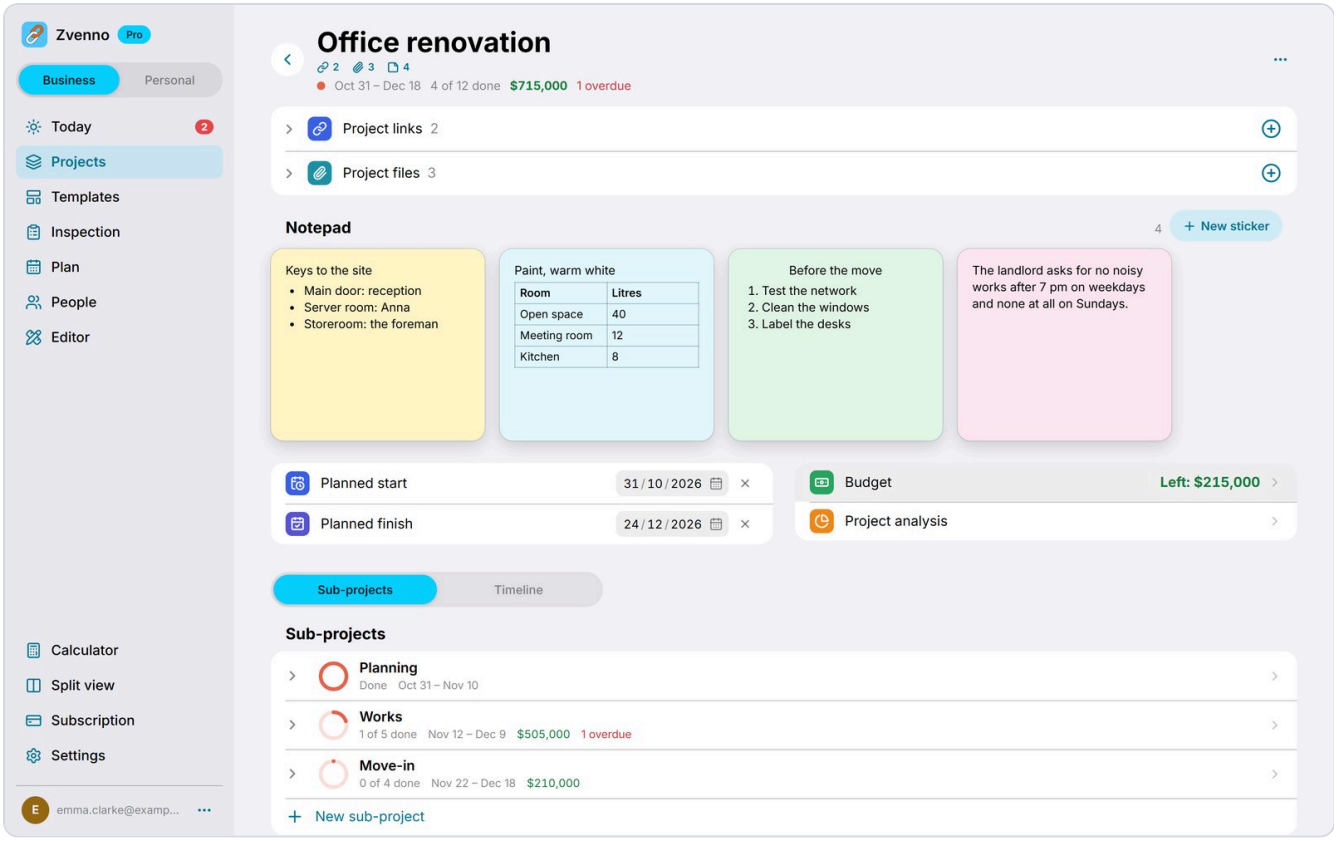
The user manual's chapters in the web dashboard

15.3 Stickers

A project's and a sub-project's notes are **stickers** in the dashboard, on a board under the links and files bars: cards in pale blue, yellow, green, pink or violet, each with its text, lists and tables as they were written. A long note is cut with a soft fade.

- **Move one**: drag a sticker with the mouse anywhere on the board. Where it stands is kept with the project, the same on every computer.
- **Open one**: click a sticker. Its window has the tools: alignment, a bulleted and a numbered list, a table with rows and columns added and deleted, and five coloured dots for the sticker's colour.
- **New sticker** adds an empty one and opens it; **Delete sticker** is at the bottom of its window, after a confirmation.

Where the window is narrow, the board becomes a column of stickers. A member who may only look, and a project that can only be read, show the stickers without changes.



A project's stickers in the web dashboard

Tip. A lock code set on the phone works in the dashboard too: the tab locks after 15 minutes without activity and in a new browser session.

15.4 The calculator

An ordinary calculator, always at hand: click **Calculator** at the bottom of the sidebar and it opens in a window of its own over the dashboard. You go on working with your projects: the calculator stays out of the way and stays open until you put it away.

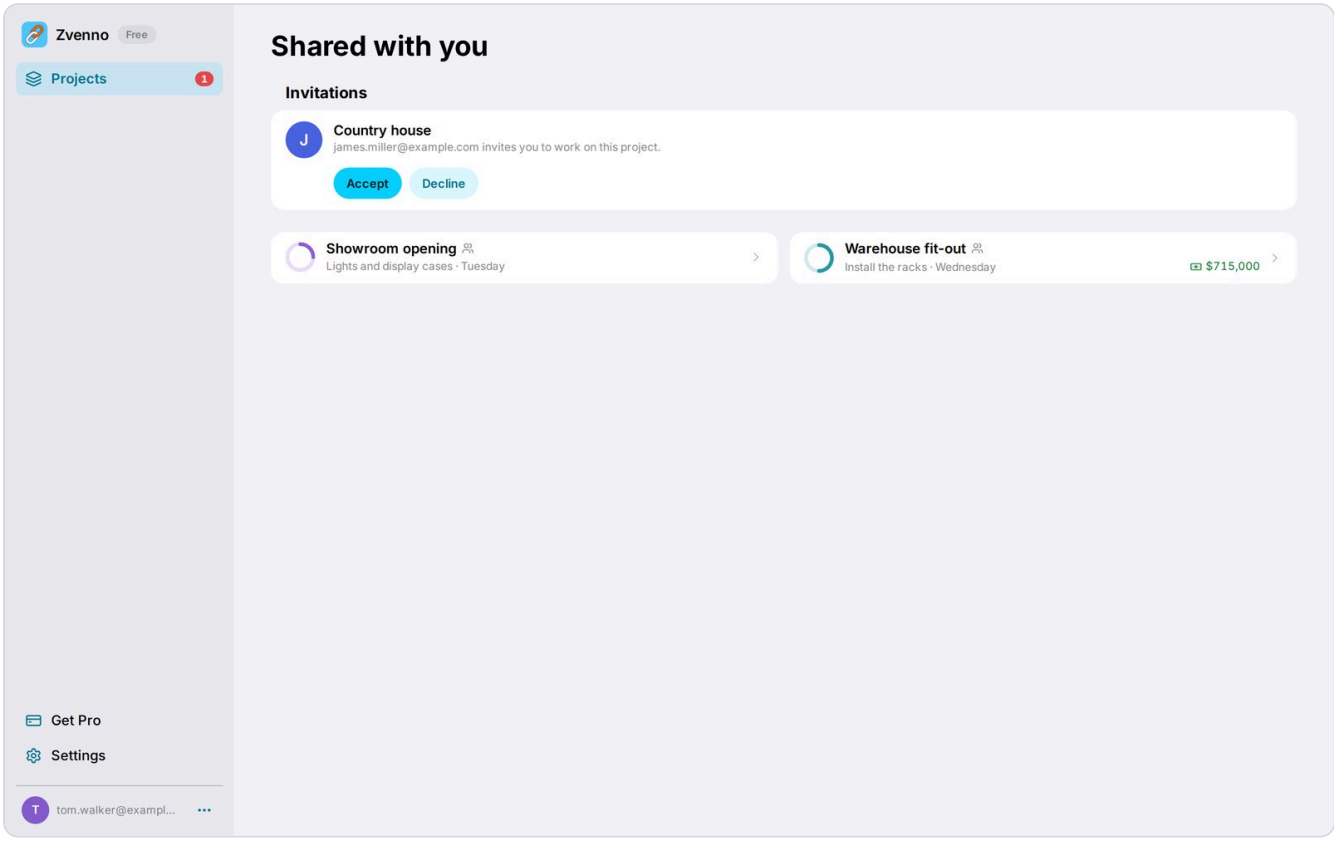
- **Move it**: drag the window by its top line, with its name, anywhere on the screen.
- **Size it**: drag its bottom right corner; the keys and the number grow and shrink with the window.
- **Work it out** with the mouse or the keyboard: digits, a point or a comma, `+ - * /`, Enter or `=`, Backspace takes the last digit back, Esc clears. Multiplying and dividing come before adding and subtracting (2 + 3 × 4 = 14), and the line above the number shows what you have typed. **%** takes a per cent of the number before a **+** or a **−** (200 + 10 % = 220), **±** turns the sign, and **=** again repeats the last operation.
- **Over the editors.** The calculator works over the photo and PDF markup, the drawing viewer and the Editor too: you can click it and type into it while they are open.
- **A size from a drawing.** While the calculator is open, a click with **Selection** on a measurement in a DWG or DXF drawing (a distance, a total length or an area) puts its number into the calculator as the value being typed, ready to multiply an area by the price of a metre or to add lengths up.
- **Copy the result** (a button in the top line) puts the number on the clipboard, ready to paste into a task's cost or a budget.
- **Hide the calculator** puts the window away and leaves a **Calculator** tab at the right edge of the screen: click it and the calculator comes back where it was, with the same number. The cross closes it

altogether.

Where the calculator stands and how big it is are kept in this browser. The calculator is in the dashboard on Zvenno Pro.

15.5 Shared with you, on Free

On Free the whole dashboard isn't available, but when someone has shared a project with you (you are a member of someone else's project, or an invitation waits for you), the dashboard opens in the **Shared with you** mode:



The Shared with you mode

- the sidebar has only **Projects**, with invitations on top and the projects of others you are a member of, from both spaces, under them; **Get Pro**, **Settings** and the account;
- a project, its sub-projects, tasks, timeline, files, links, budget, analysis and inspections open with the rights of your role: an editor changes things, a viewer only looks;
- no projects of your own, reports, task cards, import, Today, Plan, People or Editor. A drawing can be downloaded but opens only on Pro ("Drawings open in Zvenno Pro.").

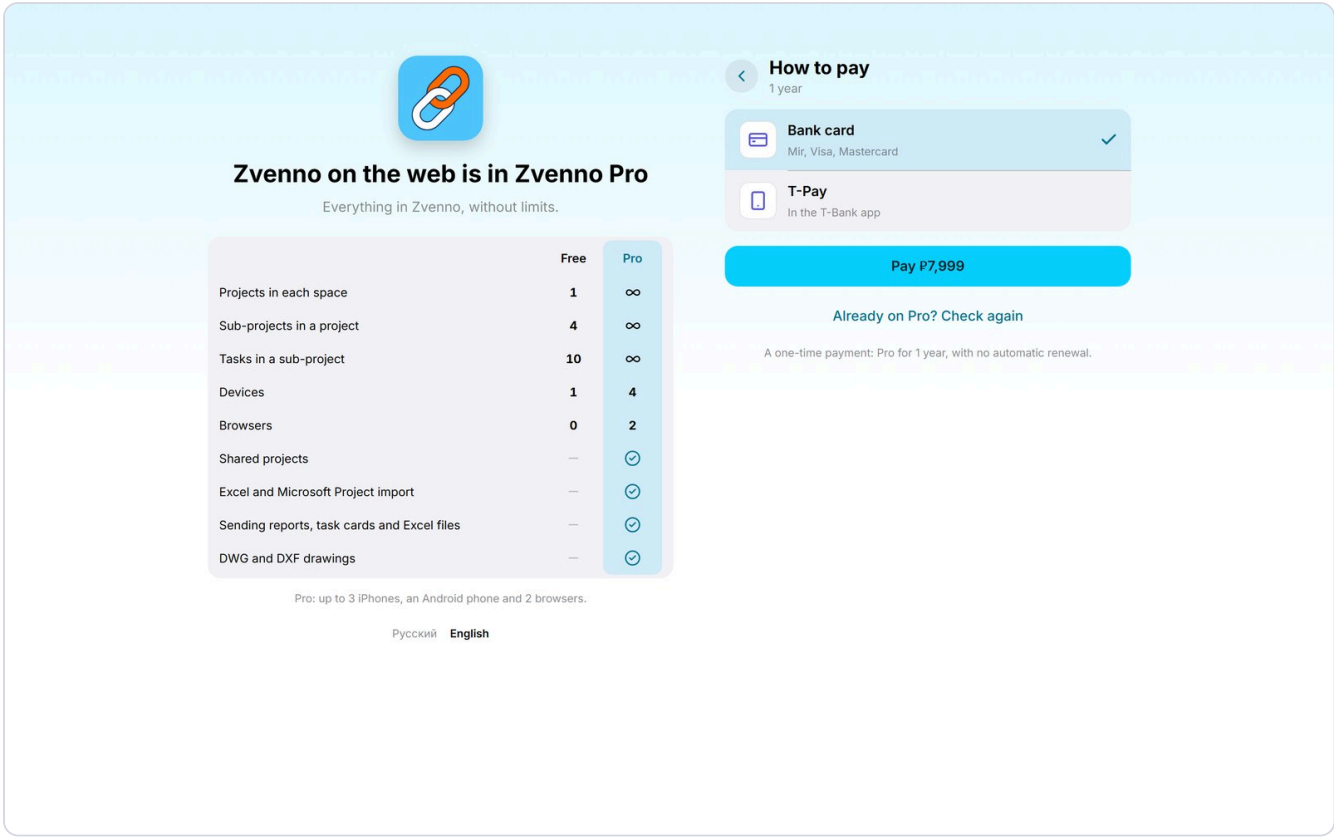
With no shared project at all, the dashboard offers Pro. Once Pro is on, the dashboard opens whole by itself; when Pro ends, it goes back to **Shared with you**.

15.6 Subscription

On Pro, **Subscription** shows the plan and the date it runs until. On Free the dashboard shows the Pro page instead (in the Shared with you mode, through **Get Pro**), and Pro is taken right there, paid by a bank card or T-Pay:

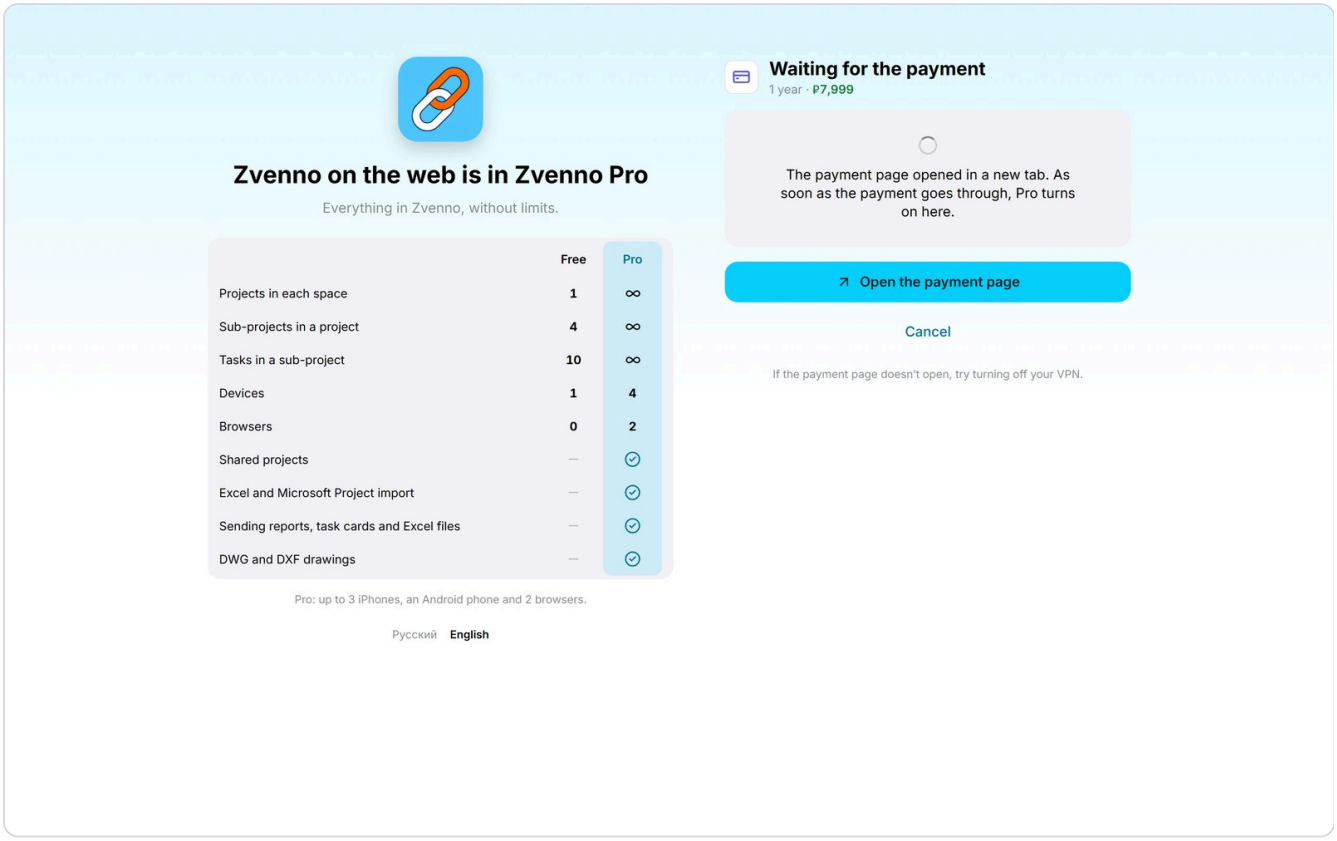
1. Choose the term: 1, 3 or 6 months, or a year.

2. In **How to pay**, tick **Bank card** (Mir, Visa, Mastercard) or **T-Pay** (in the T-Bank app) and click **Pay**. The button shows the price of the term you chose.



Choosing how to pay in the web dashboard

The payment page opens in a new tab, and the dashboard shows **Waiting for the payment** with the term and the amount. Pay on that page: enter your card's details, or confirm the payment in the T-Bank app. If the browser didn't let the tab open, or you closed it, click **Open the payment page**. If the payment page doesn't open, try turning off your VPN, as the line at the bottom reminds you.



Waiting for the payment

As soon as the payment goes through, the dashboard says **Zvenno Pro is on until …** with the date. Click **Continue** and the whole dashboard opens.

It is a one-time payment: Pro is on for the term you chose and doesn't renew by itself, so nothing is ever charged without you. If the payment doesn't go through, the dashboard says why (not enough money in the account, for example), and **Try again** opens a new payment page; when the payment link stops working, click **Get a new link**. **Cancel** goes back to how to pay. While payments run in test mode, the screen says **Test mode: no money is charged**. If payment on the website isn't available, the dashboard says so after **Pay**: write to us and we'll turn Pro on.

Once paid, Pro reaches all your devices; in the app, tapping **Already on Pro? Check again** is enough.

CHAPTER 16

Questions and answers

Short answers to what people ask most often: sign-in codes, a new phone, working offline, dates and links, read-only projects, files and drawings, your data, updates, this manual and support.

16.1 The e-mail with the code doesn't come

Look in the spam folder and check the address: tap **Change address** if it has a typo. A new code can be asked for after 30 seconds with **Send a new code**. Ask too many times, and Zvenno asks you to wait and says how long. A code works for 10 minutes.

16.2 Moving to a new phone

Install Zvenno on the new phone and sign in with the same address: projects, contacts, files and settings come from the server. On Free only one device can be signed in, so Zvenno offers to sign out the old one. If the old phone hasn't been used for 7 days, the code from the e-mail alone is enough.

16.3 Does Zvenno work offline?

Yes. All projects are kept on the phone and can be read and changed without a connection; the changes go to the server once it is back. Drawings always open offline. A connection is needed to sign in, for numbered inspections, the link to a project, invitations, the websites of a project's links, and files not yet downloaded from another device.

16.4 Why doesn't a task start on the day I picked?

A link holds it: a task can't start earlier than its predecessor allows. The task says "Moved to … by its link to #N" under the date. Change or delete the link (the **Predecessors** field, or **Links** in the sub-project), or give the link a negative lag. More in Links and dates.

16.5 I moved a task and the next ones didn't move

Then the answer to **Change the linked tasks?** was **No**: only this task changes, and the link's lag takes up the difference. Undo the move with **Undo** at the bottom and move it again answering **Yes**. Done tasks never move.

16.6 Why is a project read-only?

There are three reasons:

- you are on Free and the project doesn't fit its limits (more than 4 sub-projects or 10 tasks, other members, a followed MS Project file), or it isn't the project you kept in that space (see Free and Pro);
- you were invited to the project with **Only look**;
- you opened the project by a link that gives no right to change it.

16.7 Others don't see my changes in a shared project

If it says "Changes to “…” aren’t sent: its owner is on Zvenno Free", a shared project works only while its owner has Pro. If your role is **Can look**, your edits aren't sent. Otherwise, check the state of sync in **Settings › Your account** and tap **Sync now**.

16.8 Why can't I send a report, or take a screenshot of one, on Free?

On Free, reports and task cards can be seen whole on screen, but sending them is a Pro feature. The report preview on Free is protected: it doesn't show in screenshots or recordings. The rest of the app can be captured.

16.9 The recipient can't answer an inspection

- By a personal link, the address has to be confirmed with a code, which goes to the invited address.
- By the general link, your **Approve** under **Access requests** comes first.
- **Finish the answer** works only once every item has a status.
- After **Finish**, the answer is read-only: tap **Return for rework** if it needs changes.
- If the link is turned off or the inspection deleted, the page says "This link no longer works".

16.10 How many photos can I attach?

Up to 10 to an inspection of your own, and up to 20 to an answer to an item of a numbered inspection. Tasks, sub-projects and projects take any number while there is room in the account: 100 MB on Free and 5 GB on Pro.

16.11 A drawing won't open

DWG and DXF drawings open only on Pro. If Zvenno says "The drawing is too big for this iPhone's memory", open it on a computer in the web dashboard. "There's nothing in this drawing the viewer can show" means it holds only 3D solids or pictures. Save a damaged or very old file again in its own program as DWG 2004 or later, or as DXF.

16.12 A file from another device won't open

It is downloaded on the first tap on its row. "The file hasn't arrived yet. Try again later." means the other device hasn't sent it to the server yet: open Zvenno there, let it sync and try again.

16.13 How do I get all my data?

Settings › Your account › Send me all my data: an archive with every project (as Excel tables and JSON), people, files and inspections comes by e-mail. It works on any plan, once in 6 hours.

16.14 Where is my data stored?

On your phone and on the Zvenno server in Russia. Files on the server are stored encrypted. Drawings you open go nowhere, and Zvenno never visits the websites of a project's links by itself: only you open them.

16.15 How do I get the example projects back?

Settings › Help › Add the example projects. The examples are added next to your data, never sync and don't count against Free.

16.16 I forgot the lock code

On the code screen, tap **Forgot the code?** and Zvenno signs out. Sign in again with a code from the e-mail: the projects come back from the server, and the lock code can be set anew or switched off.

16.17 How do I update the app?

Zvenno shows a **Time to update** window by itself. On an iPhone tap **Update**, then **Update** in the App Store; on Android the app downloads and installs the new version itself. An urgent update can't be put off: the old version stops working with the server.

16.18 Where do I get the latest manual?

Settings › User manual: always the latest version, in the app's language. The manual updates itself whenever Zvenno gets new features. Each chapter is a small file that comes again only when it changed, and **Whole manual (PDF)** at the bottom of the list is the whole book (see User manual).

16.19 How do I reach support?

Write to support@corp.zvenno.com; the address is also in the legal documents (**Settings › Legal**). Say what you were doing and attach a screenshot: the answer comes sooner.