Milestones PROFESSIONAL®

TUTORIALS

Lesson 9
Generate a Schedule from Excel

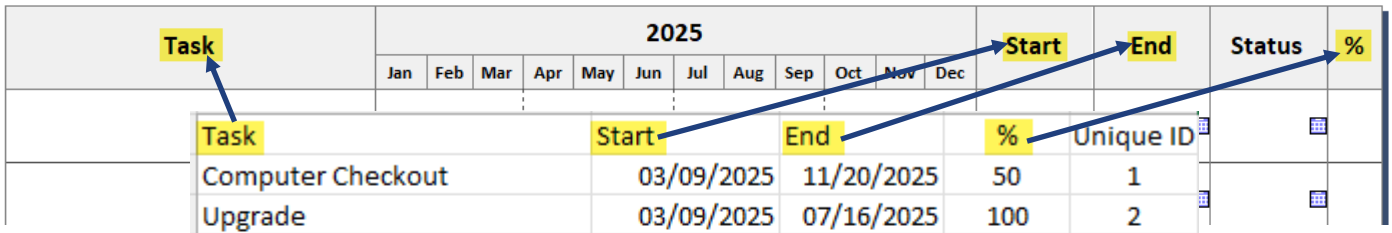
In this lesson you will learn how to:

- Use Smart Import From Clipboard
- Copy, then map spreadsheet data into a Milestones Professional schedule
- Refresh the Milestones schedule with updated spreadsheet
- Task Date fields ToolBox map
- Use Milestones Professional's import map fields

Smart Import From Clipboard

IMPORTANT, for **Smart Import From Clipboard** to work:

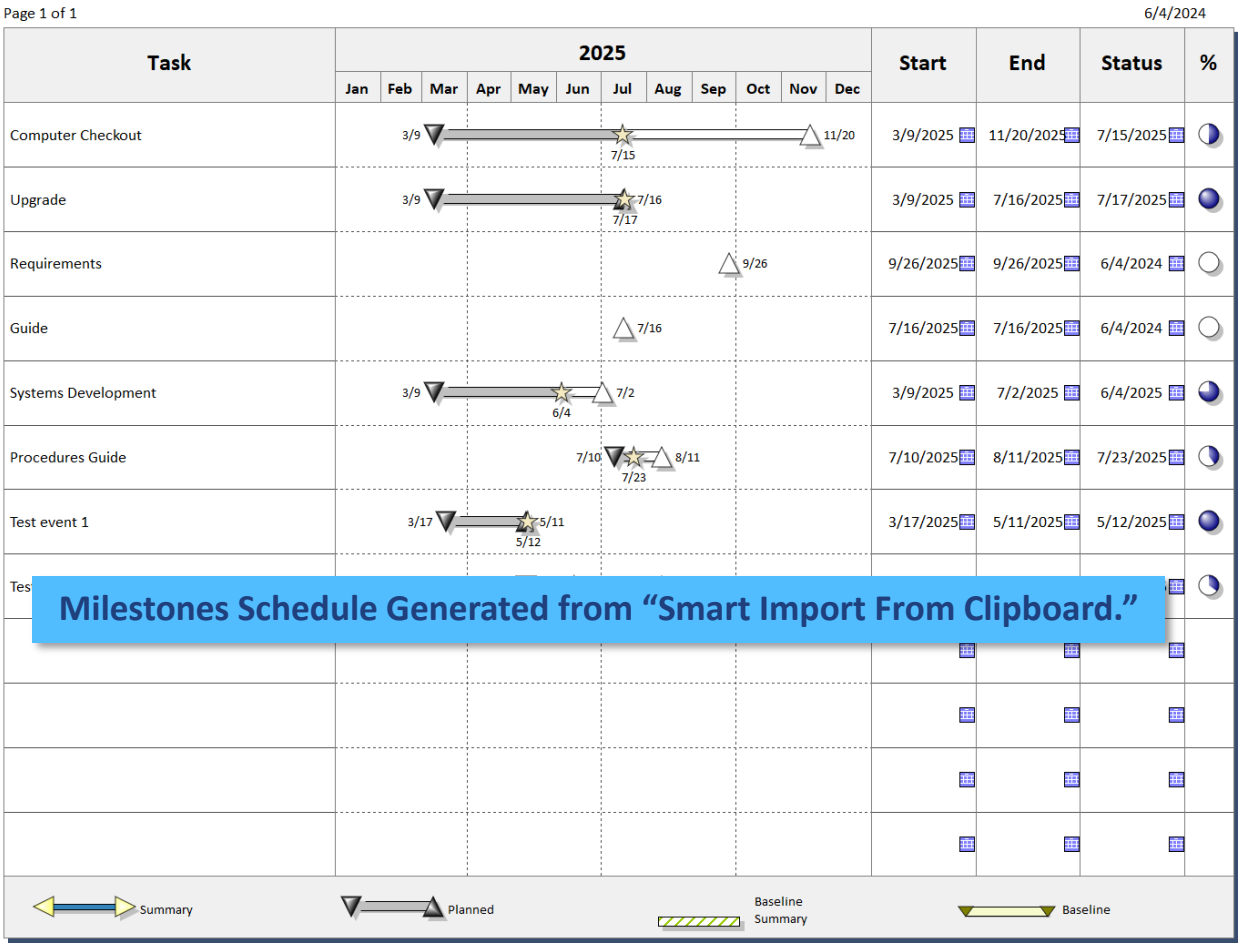
- The spreadsheet column headings must match the Milestones Professional schedule's column headings exactly. Or the headings in the spreadsheet can be set up to coordinated with the Milestones schedule's headings by choosing **Connections** tab. In the **Excel** section choose Import/Update from Excel. In the dropdown choose ***Smart Import Options.***
- Date fields in the spreadsheet format must be in the computer's default date order, such as m/d/y.
- The Unique ID field is not mapped to a column. It is used to tag symbols for later refresh if the Excel information changes. The key is to set up a Unique Id field with the exact heading **Unique ID** and give each task a unique alpha and/or numeric string.



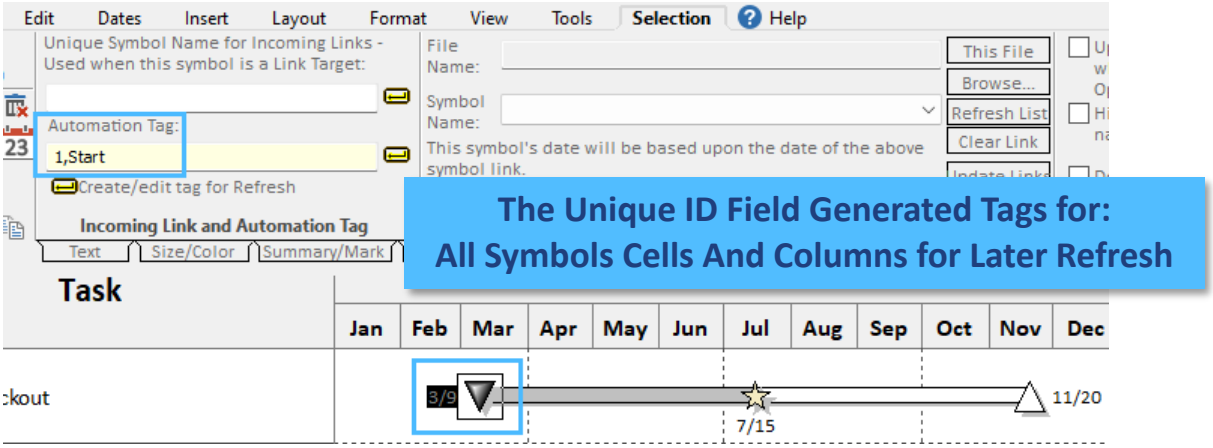
Task	Start	End	%	Unique ID
Computer Checkout	03/09/2025	11/20/2025	50	1
Upgrade	03/09/2025	07/16/2025	100	2
Requirements		09/26/2025	0	3
Guide		07/16/2025	100	4
Systems Development	03/09/2025	07/02/2025	75	5
Procedures Guide	07/10/2025	08/11/2025	40	6
Test event 1	03/17/2025	05/11/2025	100	7
Test event 2	05/11/2025	08/11/2025	35	8

1. Open Milestones Professional. Choose the toolbar *File tab* and select *New*.
2. Choose *New Empty Schedule*. The Milestones default template will now be a schedule available for import.
3. Open the spreadsheet for this lesson. Note the file for this lesson is a called *Smart Import Spreadsheet*- in *Program Files\KIDASA\Milestones Professional 2025\Samples\Lessons Folder*.
7. In the spreadsheet, choose *Select All* to select all information to be imported from the spreadsheet.
8. In the spreadsheet choose *Copy*.
9. In Milestones Professional choose the *Connections* tab.
10. In the Excel section choose *Import/Update from Excel*.
11. Choose *Smart Import from Clipboard*. The Milestones Professional schedule will populate with the spreadsheet information. See results on the following page.

Smart Import From Clipboard (continued)



Milestones Schedule Generated from "Smart Import From Clipboard."



The Unique ID Field Generated Tags for:
All Symbols Cells And Columns for Later Refresh

- Single Row headings should always be set up in the Milestones Professional schedule and the spreadsheet when importing from a spreadsheet.
- To have percent complete be accurate, hourly minute detail must be turned on in Milestones. Choose the Dates tab. In the More Date Settings section click Hourly, Minute and Shift Settings. ☑ Allow Hourly Detail and ☑Allow Minute Detail.
- To have the task bars fill with color based on the percent complete, *fill to status* must be turned on. Choose the Dates tab. In the Date Related Settings section ☑ Symbols: Fill to Status Date and ☑ Bars:Fill to Status Date.
- The 32nd symbol in the toolbox is the status symbol. Double click this symbol in the toolbox to change its properties. If no symbol in the toolbox is designated as a status symbol then Milestones will make the 64th symbol in the toolbox the status symbol.

Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule

Open the schedule for this lesson

1. Choose the toolbar *File tab*.
2. In the Files and Templates: Open and Save Options section select *Open Samples or Lessons*. The Open a Sample Chart dialog displays.
3. Under Select a Folder below to Open, select *Lessons*.
4. Pick *Lesson 09 Starter Schedule.mlq*.
5. Save the schedule to an accessible folder on your computer. Choose the *File* tab. In the Files and Templates: Open and Save Options section, choose *Save As*…. In the menu that displays choose *Chart*. Name, then save the schedule.

Import Lesson Example
Spreadsheet

% Comp.	Project	2026												Cost
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
														$0.00
														$0.00
														$0.00
														$0.00
														$0.00
														$0.00
														$0.00
														$0.00
														$0.00

Before importing information from a spreadsheet into Milestones the best practice is to format your Milestones schedule first. This schedule was set up with:

1. Baseline symbols. See tutorial Lesson 17.
2. Summary bar information. See tutorial Lesson 6.
3. Percent Complete SmartColumn. See tutorial Lesson 7.
4. Status symbol: When importing from clipboard the status symbol will be 64th symbol in the toolbox. Unless another symbol is designated. (Double click that symbol to set its style).
5. Appropriate date range.
6. Columns to import spreadsheet information into.
7. **Project** column indented for outline level. See tutorial Lesson 6.
8. Cost column set as a Values SmartColumn.

Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Open the Excel spreadsheet for this Lesson

1. Open the spreadsheet for this lesson. It is located in Program Files\KIDASA\Milestones Professional 2025\Samples\Lessons*Spreadsheet.xls*.
2. Here is a snapshot of the information in the spreadsheet:

Outline	Resource	Task	Start	End	Successors	Baseline Start	Baseline End	%	Cost	Unique ID
1		Intial Procedures								
2	Team 3	Computer Checkout	03/09/2026	11/20/2026		03/19/2026	11/30/2026	100	$25,000	abc2
2	Team 1	Upgrade one	03/09/2026	06/15/2026	5FS	03/09/2026	06/15/2026	75	$100,000	abc3
2	Team 2	Requirements		09/26/2026			09/30/2026	100	$30,000	abc4
2	Team 2	Guide		07/16/2026		07/16/2026		0	$10,000	abc5
2	Team 3	Systems Development	03/09/2026	07/02/2026		03/19/2026	07/12/2026	60	$60,000	abc6
1		Test Plans								
2	Team 3	Test event 1	03/17/2026	05/11/2026	9SS	03/17/2026	05/11/2026	40	$40,000	abc9
2	Team 3	Test event 2	05/11/2026	08/11/2026		05/11/2026	08/11/2026	30	$30,000	abc10

Copy the Excel spreadsheet information to the clipboard

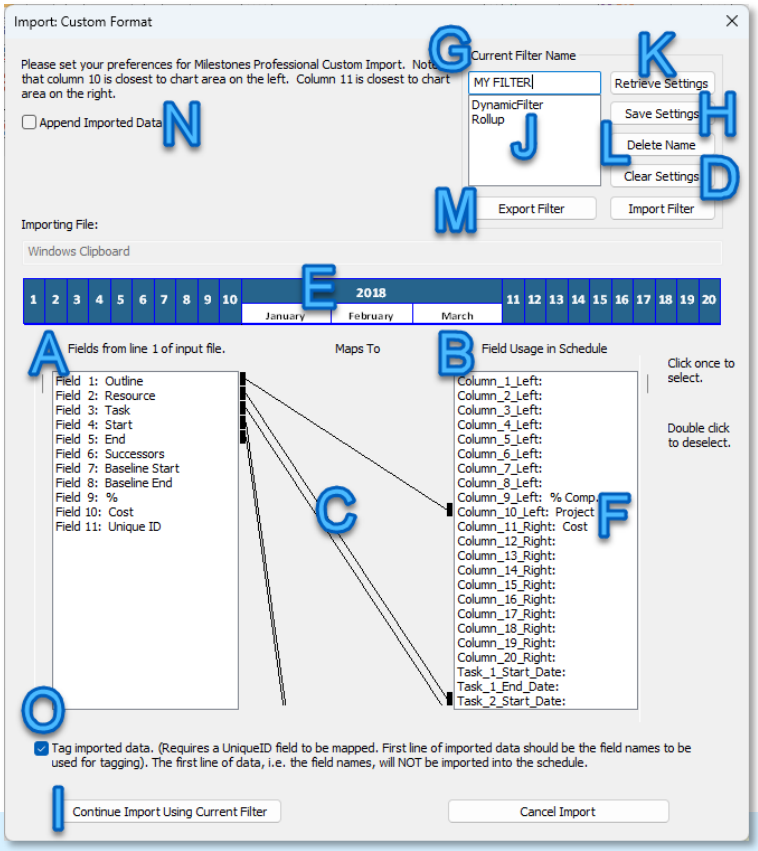
1. In Excel select all information to be imported from the spreadsheet.
2. In Excel choose *Copy*. This will copy the Excel information to the Windows Clipboard.

Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Import the data from the clipboard into your Milestones Professional schedule

1. Move over to your Milestones Professional schedule. Choose the *Connections* tab.
2. In the Excel section choose *Import /Update from Excel*.
3. From the menu choose *Custom Import From Clipboard*. The Import: Custom Format dialog box displays.
4. In the Import: Custom Format dialog box, you will map the spreadsheet fields to Milestones fields and columns.

On the following pages you will be instructed on how to map the fields from Excel to Milestones.



More about the **Import Custom Format** dialog.

A. *Fields from line 1 of input file* are the fields from the Excel spreadsheet. Which will be mapped to...

B. *Field Usage in Schedule* are the Milestones fields. The following pages explain these Milestones fields.

C. Black lines are the mapping of fields.

D. *Clear Settings* deletes the black lines.

E. Above the Fields' Map is a picture of the Milestones schedule's date headings and columns. The columns are numbered to help map fields in Excel to columns in Milestones correctly.

F. For easier mapping of Excel information to columns in Milestones, the Milestones column headings are shown next to the column code.

G. Once the columns are mapped, give the map a filter name by entering the name under Current Filter Name.

H. Select *Save Settings* to save the map.

I. Once the map is saved make sure it is selected, choose *Continue Importing Current Filter.* This starts the import.

J. Multiple maps filters can be saved. The saved maps filter names will appear in the Current Filter Name list, which can then be selected for future imports.

K. To use a saved map filter select its name and then select *Retrieve Settings.*

L. To delete saved map filters from list choose the name and then select *Delete Name.*

M. *Export Filter* and *Import Filter* options are available to share filters with other users.

N. Once you have imported tasks into a Milestones schedule you can import further tasks into that same schedule by selecting *Append Imported Data*. The new data will import below the old data.

O. Once information is tagged in the Milestones schedule, the Milestones schedule can be updated when the Excel information changes. In order to have Milestones tag the Excel information during the import ☑ *Tag imported data*.

Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Import the data from the clipboard into your Milestones Professional schedule (continued)

Map the fields from the spreadsheet to the Milestones fields.

1. If there are any black lines between the spreadsheet fields and the Milestones fields click the *Clear Settings* button. This will erase any previous filter settings (map lines between fields).
2. Under Fields from line 1 of input file, click once on *Field 1: Outline*. It will highlight.
3. Under Field Usage in Schedule, scroll to *Outline_Level*, select it. It will highlight. The green active line shows the map.

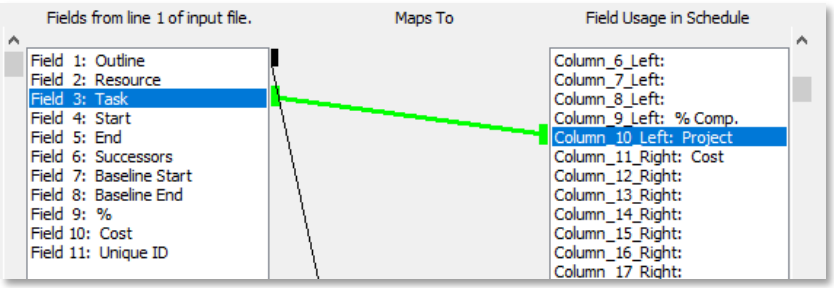
The outline level field in Milestones will set the imported task at the level specified in the spreadsheet. An indention of tasks based on the outline level should be set up for each Milestone column prior to import. In this tutorial the Project column was set up with an indention.

If Milestones is to draw summary bars, as in this tutorial, this also should be set up in the Milestones file prior to importing.



4. Under Fields from line 1 of input file, click once on *Field 3: Task*. It will highlight. Note the green active line is now black.
5. Under Field Usage in Schedule, scroll to *Column_10_Left: Project* (For easy mapping, column fields show the name of the columns from the Milestones schedule), select it. It will highlight. The green active line shows the map.

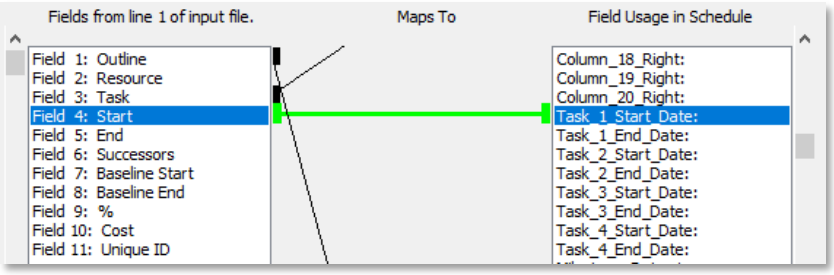
When a spreadsheet field is mapped to a Milestones column the information from the spreadsheet field will populate the column. The Project column in Milestones is a text column. Prior to import this column was set up to indent information imported based on the outline level as specified in the spreadsheet.



6. Under Fields from line 1 of input file, click once on *Field 4: Start*. It will highlight. Note the green active line is now black.
7. Under Field Usage in Schedule, scroll to *Task _1_Start_Date*, select it. It will highlight. The green active line shows the map.

IMPORTANT: For symbols and/or bars to populate a Milestones schedule the date fields from the spreadsheet need to be mapped to a Task _#_Start Date , Task _#_End Date or Milestones_Date# fields.

The Task and Milestones fields import specific symbols from the toolbox, see pages 14 and 15 in the tutorial.



Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Import the data from the clipboard into your Milestones Professional schedule (continued)

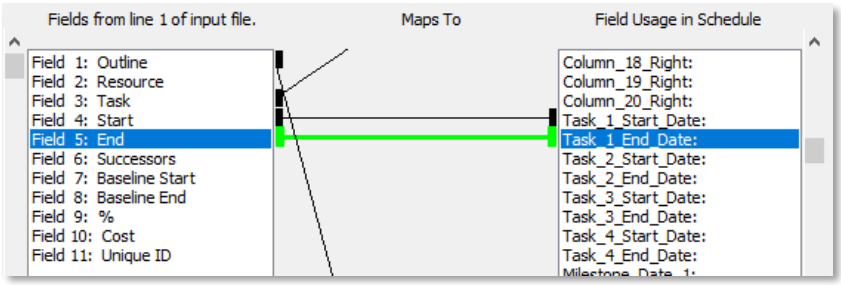
Map the fields from the spreadsheet to the Milestones fields (continued)

8. Under Fields from line 1 of input file, click once on *Field 5: End*. It will highlight. Note the green active line is now black.
9. Under Field Usage in Schedule, scroll to *Task _1_End_Date*, select it. It will highlight. The green active line shows the map.

To have a bar drawn between symbols. The combination of the same numbered Task Start Date and Task End Date field must be mapped.

The Task field combinations imports specific bars from the toolbox, see pages 14 and 15 in this tutorial.

Milestones_Date fields will not import a bar between symbols. Also selecting either a Task _ #_Start Date or Task_#_End Date field and not its numbered pair will import as a milestone.

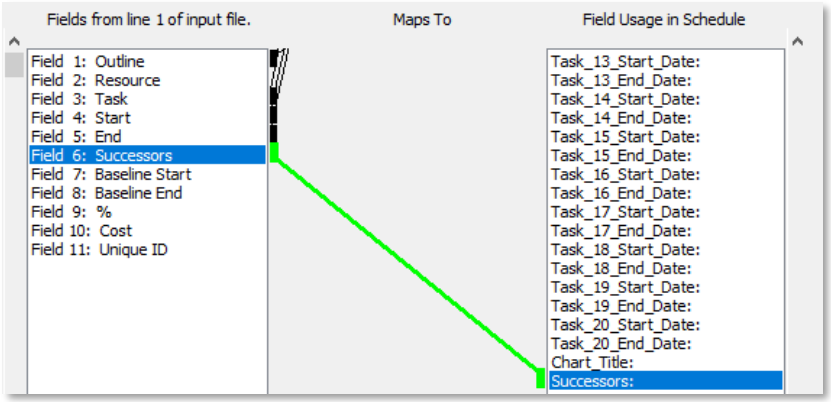


10. Under Fields from line 1 of input file, click once on *Field 6: Successors* (see page 17 for more information). It will highlight.
11. Under Field Usage in Schedule, scroll to *Successors*, select it. It will highlight. The green active line shows the map.

Successor information from a spreadsheet will display vertical links between tasks in the Milestones schedule.

How to format the spread sheet information for a successor. In the origin symbol's task row enter the task row number to where the link is going. **Note:** The first task row in spreadsheet is counted as 0.

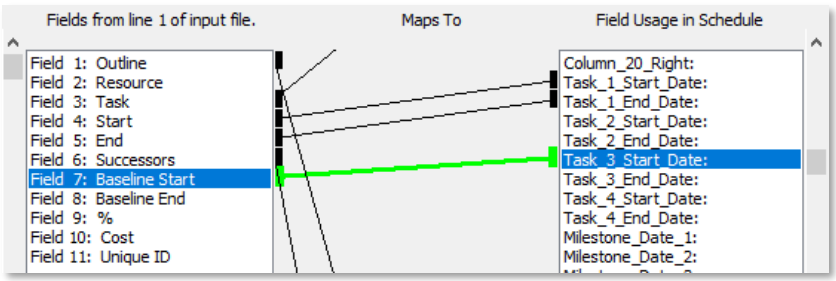
Enter the direction of the link. SF (Start to Finish) SS (Start to Start) FS (Finish to Start) FF (Finish to Finish).



12. Under Fields from line 1 of input file, click once on *Field 7: Baseline Start*. It will highlight.
13. Under Field Usage in Schedule, scroll to *Task _3_Start_Date*, select it. It will highlight. The green active line shows the map.

Important: For symbols and/or bars to populate a Milestones schedule the date fields from the spreadsheet need to be mapped to a Task _#_Start Date , Task _#_End Date or Milestones_Date# fields.

The Task and Milestones fields imports specific symbols from the toolbox, see pages14 and 15 in this tutorial. For this tutorial Task _3 was selected because in the Milestones schedule being used for import, the corresponding symbols in the toolbox were set as baseline symbols.



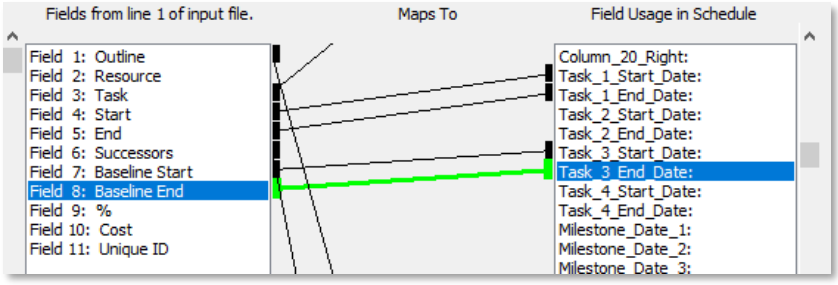
Import the data from the clipboard into your Milestones Professional schedule (continued)

Map the fields from the spreadsheet to the Milestones fields (continued)

14. Under Fields from line 1 of input file, click once on *Field 8 : Baseline End*. It will highlight.
15. Under Field Usage in Schedule, scroll to *Task _3_End_Date*, select it. It will highlight. The green active line shows the map.

To have a bar drawn between symbols. The combination of the same numbered Task Start Date and Task End Date field must be mapped.

The Task field combinations imports specific symbols and bars from the toolbox, see pages 14 and 15 in this tutorial.

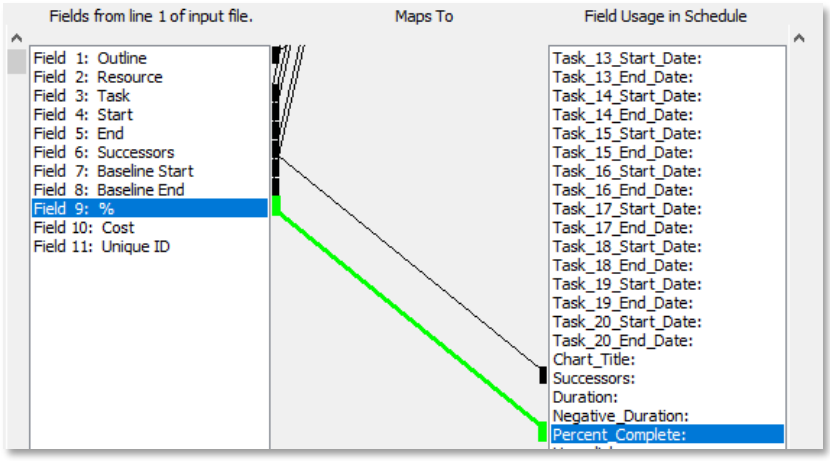


16. Under Fields from line 1 of input file, click once on *Field 9: %.* It will highlight.
17. Under Field Usage in Schedule, scroll to *Percent_Complete*, select it. It will highlight. The green active line shows the map.

Percent Complete information from a spreadsheet when mapped to Percent Complete Milestones field will display the percent complete of a task by establishing a status symbol on each task row thus allowing the fill to status options to be used.

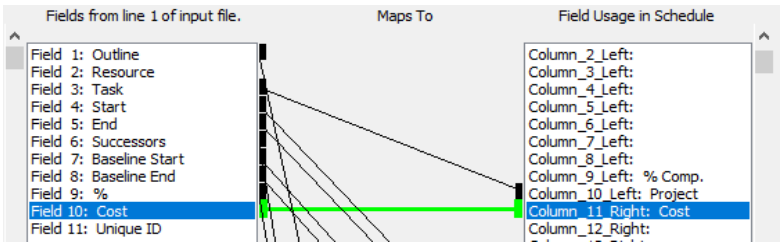
The fill to status options, the look of the status symbol, and the symbol and bar fill colors should all be preset in the Milestones schedule before import.

The spreadsheet percent information does not need to be mapped to the Milestones Percent column because in the Milestones schedule a Percent Complete SmartColumn has been established, that will automatically pick up the percent information from the status symbol.



18. Under Fields from line 1 of input file, click once on *Field 10: Cost.* It will highlight.
19. Under Field Usage in Schedule, scroll to *Column_11_Right: Cost*, and select it. It will highlight. The green active line shows the map.

When a spreadsheet field is mapped to a Milestones column the information from the spread sheet field will populate the column. The Cost column in Milestones is a Values SmartColumn set up in the Milestones schedule prior to import .



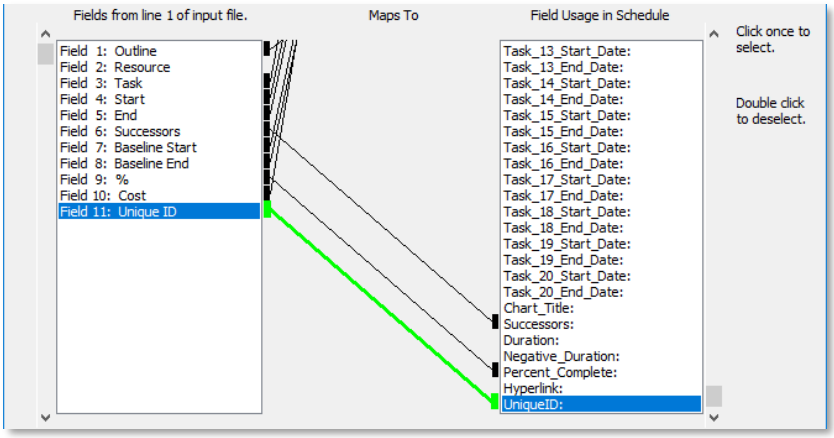
Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Import the data from the clipboard into your Milestones Professional schedule (continued)

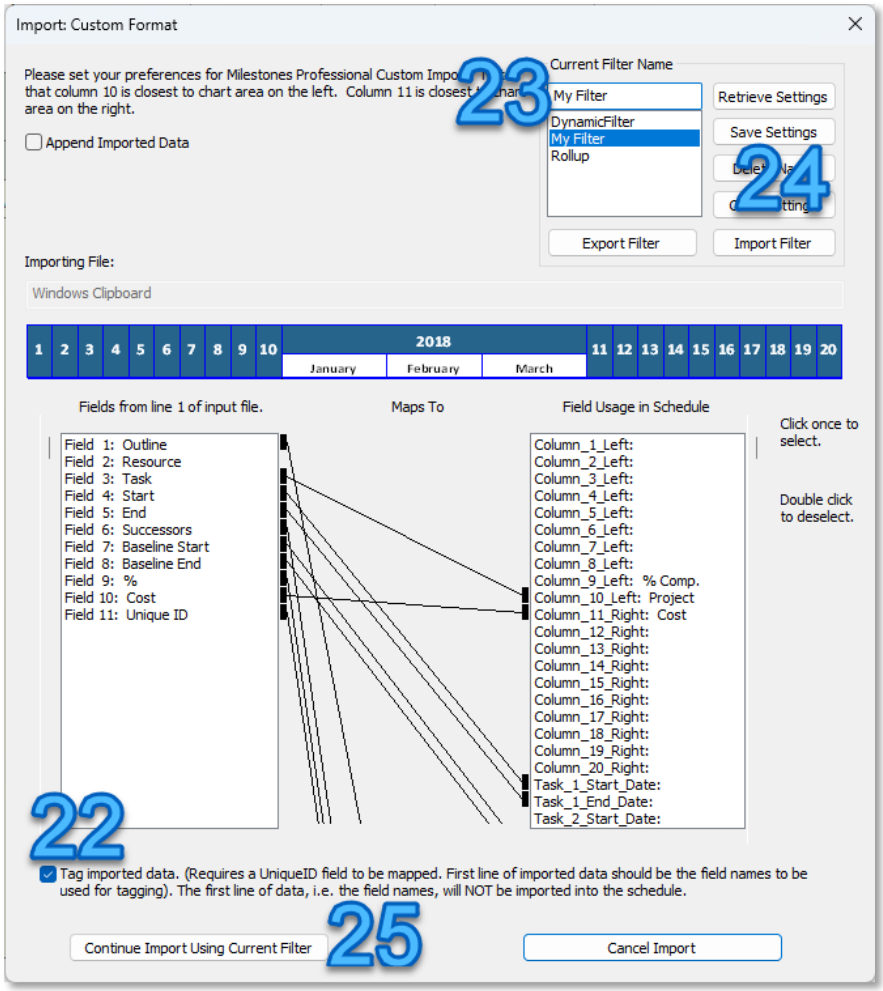
Map the fields from the spreadsheet to the Milestones fields (continued)

20. Under Fields from line 1 of input file, click once on *Field 11: Unique ID*. It will highlight.
21. Under Field Usage in Schedule, scroll to *UniqueID*, select it. It will highlight. The green active line shows the map.

Set up a column in the spreadsheet with each task having a unique alpha and/or numeric string. The Unique Id will be used to tag imported symbols and column cell information for Refresh. The column headings will also be used to tag symbols, and columns.
To insure proper Refresh never change the Unique ID of a task in the spreadsheet once the information is imported into the Milestones schedule.



20. ☑ *Tag imported Data*.
21. Under Current Filter Name, type *My Filter*.
22. Click the *Save Settings* button.
23. Click the *Continue Import Using Current Filter* button. The schedule now contains the imported tasks and dates from the spreadsheet. See Next page for imported schedule.
24. *Save the imported schedule* to use for the next part of this tutorial.



Copy, Then Map Spreadsheet Data Into A Milestones Professional Schedule (continued)

Import the data from the clipboard into your Milestones Professional schedule (continued)

Result

Import Lesson Example
Spreadsheet

Excel Information Imported into Milestones Professional

% Comp.	Project	2026	Cost
85%	Intial Procedures		$225,000.00
100%	Computer Checkout		$25,000.00
75%	Upgrade one		$100,000.00
100%	Requirements		$30,000.00
0%	Guide		$10,000.00
60%	Systems Development		$60,000.00
34%	Test Plans		$70,000.00
40%	Test event 1		$40,000.00
30%	Test event 2		$30,000.00

Refresh Milestones Professional Schedule with Updated Spreadsheet

Because there was a Unique ID column in the spreadsheet (with each task having a unique alpha and/or numeric string) and that field was mapped to the Milestones Unique Id field the resulting schedule was tagged for Refresh. The Unique Id's when mapped tagged symbols, and column cells with the Unique ID. The column headings were also used in the tags of symbols and Milestones columns. Thus the imported schedule can now be updated if the excel spreadsheet changes.

To insure proper Refresh never change the Unique ID of a task in the spreadsheet once the information is imported into the Milestones schedule.

In this section of the tutorial we will use a changed spreadsheet to update the saved imported Milestones Professional file.

Open the Changed Spreadsheet for this Lesson

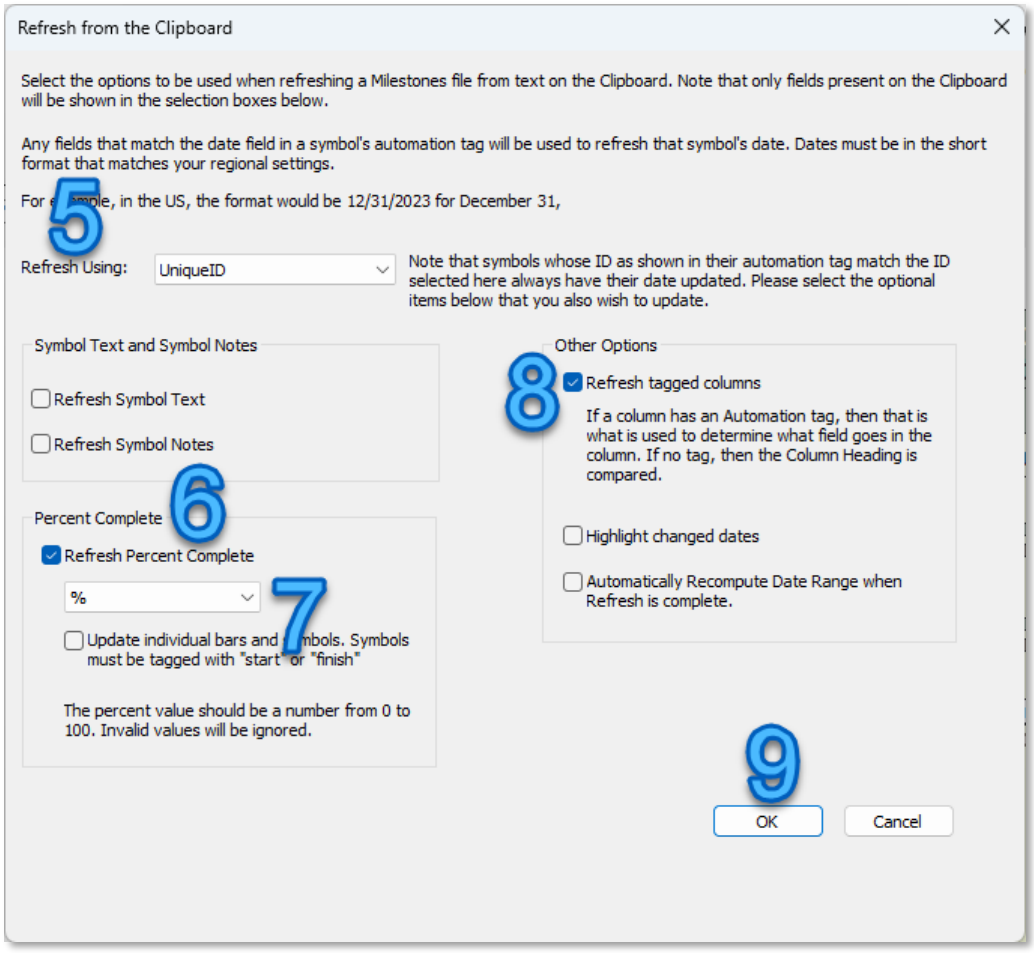
1. Open the spreadsheet *Spreadsheet Changed*. It is located in Program *Files**KIDASA**Milestones Professional 2025**Samples*\Lessons\ *Spreadsheet Changed*.
2. Here is a snapshot of the information in the spreadsheet highlighting the changed items. System Development's task end date changed from 7/2/2021 to *8/2/2026*, percent changed from 60% To *80%* and cost changed from $60,000 to *$70,000*.

Outline	Resource	Task	Start	End	Successors	Baseline Start	Baseline End	%	Cost	Unique ID
1		Intial Procedures								
2	Team 3	Computer Checkout	03/09/2026	11/20/2026		03/19/2026	11/30/2026	100	$25,000	abc2
2	Team 1	Upgrade	03/09/2026	06/15/2026	5FS	03/09/2026	06/15/2026	75	$100,000	abc3
2	Team 2	Requirements		09/26/2026			09/30/2026	100	$30,000	abc4
2	Team 2	Guide		07/16/2026		07/16/2026		0	$10,000	abc5
2	Team 3	Systems Development	03/09/2026	08/02/2026		03/19/2026	07/12/2026	80	$70,000	abc6
1		Test Plans								
2	Team 3	Test event 1	03/17/2026	05/11/2026	9SS	03/17/2026	05/11/2026	40	$40,000	abc9
2	Team 3	Test event 2	05/11/2026	08/11/2026		05/11/2026	08/11/2026	30	$30,000	abc10

3. In Excel *select all information in the spreadsheet*.
4. In Excel click *Copy* . This will copy the Excel information to the Windows Clipboard.

Refresh Milestones Professional Schedule with Updated Spreadsheet (continued)

1. Open the imported saved Milestones Professional file.
2. Choose the *Connections* tab
3. In the Excel section choose *Import/Update from Excel.*
4. Choose *Refresh from Clipboard*. The Refresh from the Clipboard dialog displays.



5. Choose the *down arrow* in the box next to *Refresh Using*. A list of the column headings from the spreadsheet will display. For this tutorial the unique id's were populated from the Excel column Unique ID so select *UniqueID* from the list.

> Note column headings do not have spaces between words. Upon import Milestones eliminates the spaces for tagging purposes. Symbol and column tags will not have spaces.

6. For Percent Complete ☑ *Refresh Percent Complete*.
7. Select the *down arrow* in the box below. A list of the column headings from the spreadsheet will display. Choose the column that contains the percent complete values. In this tutorial it is the *% column*.

> If multiple start or finish symbols and/or symbol, bar symbol combinations are on a single task row in the Milestones schedule the option **Update individual bars and symbols** must also be ☑.

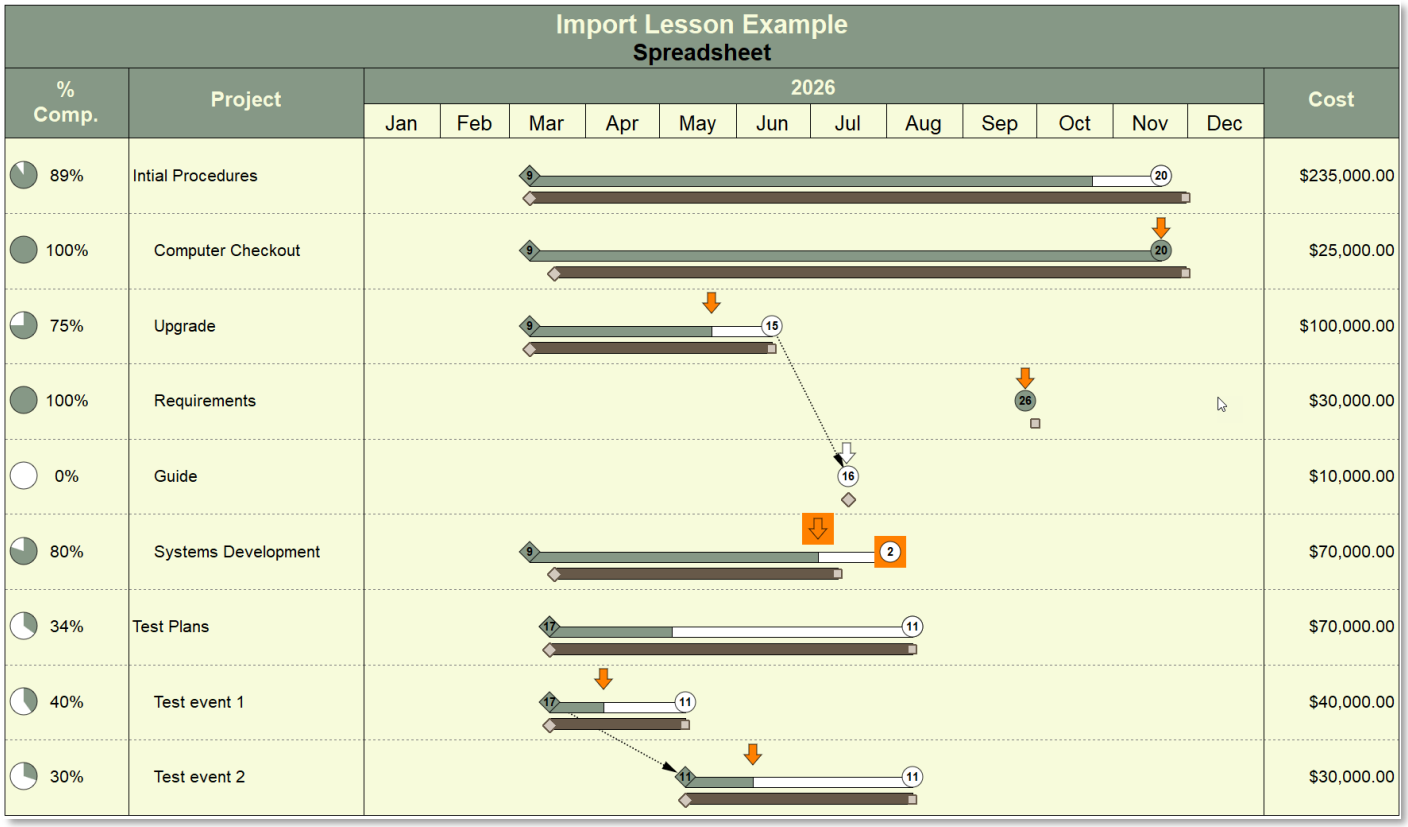
8. If information in columns of the spreadsheet have changed and those columns are in the Milestones schedule then ☑ *Refresh tagged columns* to have the columns in Milestones update with the new spreadsheet information. In this tutorial the *Cost* column will need to refreshed, therefore this option must be ☑.
9. Choose *OK*.

Refresh Milestones Professional Schedule with Updated Spreadsheet (continued)

Refreshed Schedule Result

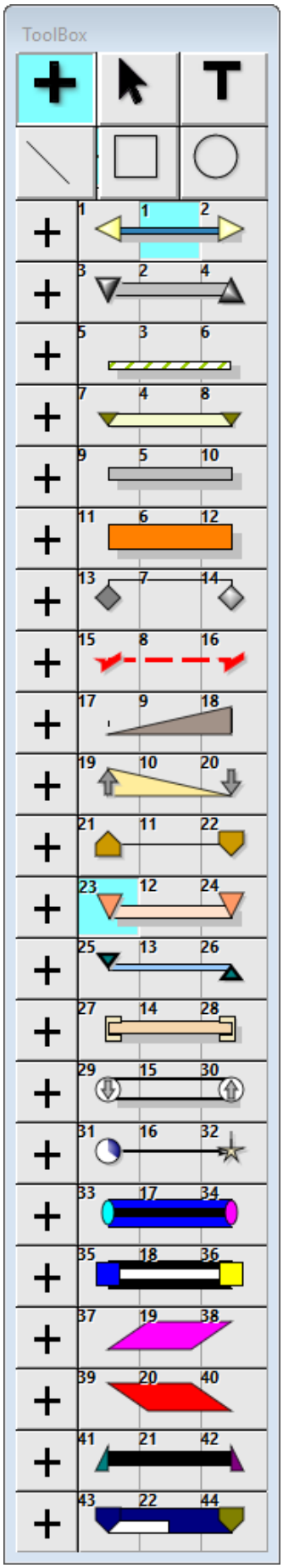
Changes in the schedule area are highlighted.

Refreshed Milestones Professional Schedule



To turn off and change its color Highlighting options are found on the Connections tab in the other section.

Task Date Fields ToolBox Map



To have a bar drawn between symbols. The combination of the same numbered Task Start Date and Task End Date field must be mapped.

When Task_1_Start_Date is mapped the symbol in symbol position 1 in the toolbox will display.
Task_1_End_Date is mapped the symbol in position 2 in the toolbox will display.
When Task_1_Start_Date and Task_1_End_Date are mapped the bar in bar position 1 will display.

When Task_2_Start_Date is mapped the symbol in symbol position 3 in the toolbox will display.
Task_2_End_Date is mapped the symbol in position 4 in the toolbox will display.
When Task_2_Start_Date and Task_2_End_Date are mapped the bar in bar position 2 will display.

When Task_3_Start_Date is mapped the symbol in symbol position 5 in the toolbox will display.
Task_3_End_Date is mapped the symbol in position 6 in the toolbox will display.
When Task_3_Start_Date and Task_3_End_Date are mapped the bar in bar position 3 will display.

When Task_4_Start_Date is mapped the symbol in symbol position 7 in the toolbox will display.
Task_4_End_Date is mapped the symbol in position 8 in the toolbox will display.
When Task_4_Start_Date and Task_4_End_Date are mapped the bar in bar position 4 will display.

When Milestone_Date_1 is mapped the symbol in symbol position 9 in the toolbox will display.
When Milestone_Date_2 is mapped the symbol in symbol position 10 in the toolbox will display.
When Milestone_Date_3 is mapped the symbol in symbol position 11 in the toolbox will display.
When Milestone_Date_4 is mapped the symbol in symbol position 12 in the toolbox will display.

When Task_5_Start_Date is mapped the symbol in symbol position 13 in the toolbox will display.
Task_5_End_Date is mapped the symbol in position 14 in the toolbox will display.
When Task_5_Start_Date and Task_1_End_Date are mapped the bar in bar position 5 will display.

When Task_6_Start_Date is mapped the symbol in symbol position 15 in the toolbox will display.
Task_6_End_Date is mapped the symbol in position 16 in the toolbox will display.
When Task_6_Start_Date and Task_6_End_Date are mapped the bar in bar position 6 will display.

When Task_7_Start_Date is mapped the symbol in symbol position 17 in the toolbox will display.
Task_7_End_Date is mapped the symbol in position 18 in the toolbox will display.
When Task_7_Start_Date and Task_7_End_Date are mapped the bar in bar position 7 will display.

When Task_8_Start_Date is mapped the symbol in symbol position 19 in the toolbox will display.
Task_8_End_Date is mapped the symbol in position 20 in the toolbox will display.
When Task_8_Start_Date and Task_8_End_Date are mapped the bar in bar position 8 will display.

When Task_9_Start_Date is mapped the symbol in symbol position 21 in the toolbox will display.
Task_9_End_Date is mapped the symbol in position 22 in the toolbox will display.
When Task_9_Start_Date and Task_9_End_Date are mapped the bar in bar position 9 will display.

When Task_10_Start_Date is mapped the symbol in symbol position 23 in the toolbox will display.
Task_10_End_Date is mapped the symbol in position 24 in the toolbox will display.
When Task_10_Start_Date and Task_10_End_Date are mapped the bar in bar position 10 will display.

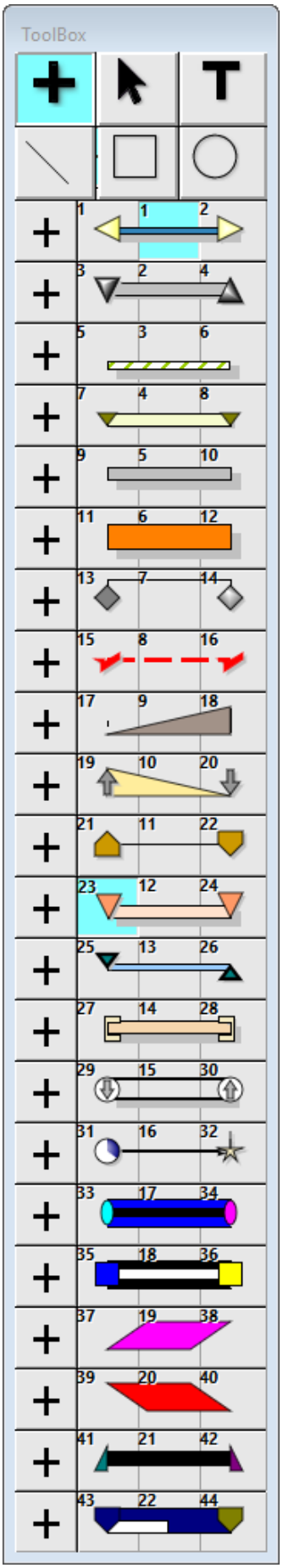
When Task_11_Start_Date is mapped the symbol in symbol position 25 in the toolbox will display.
Task_11_End_Date is mapped the symbol in position 26 in the toolbox will display.
When Task_11_Start_Date and Task_11_End_Date are mapped the bar in bar position 11 will display.

When Task_12_Start_Date is mapped the symbol in symbol position 27 in the toolbox will display.
Task_12_End_Date is mapped the symbol in position 28 in the toolbox will display.
When Task_12_Start_Date and Task_12_End_Date are mapped the bar in bar position 12 will display.

When Task_13_Start_Date is mapped the symbol in symbol position 29 in the toolbox will display.
Task_13_End_Date is mapped the symbol in position 30 in the toolbox will display.
When Task_13_Start_Date and Task_13_End_Date are mapped the bar in bar position 13 will display.

Continued on next page.

Task Date Fields ToolBox Map (continued)



When Task_14_Start_Date is mapped the symbol in symbol position 31 in the toolbox will display.
Task_14_End_Date is mapped the symbol in position 32 in the toolbox will display.
When Task_14_Start_Date and Task_14_End_Date are mapped the bar in bar position 14 will display.

When Task_15_Start_Date is mapped the symbol in symbol position 33 in the toolbox will display.
Task_15_End_Date is mapped the symbol in position 34 in the toolbox will display.
When Task_15_Start_Date and Task_15_End_Date are mapped the bar in bar position 17 will display.

When Task_16_Start_Date is mapped the symbol in symbol position 35 in the toolbox will display.
Task_16_End_Date is mapped the symbol in position 36 in the toolbox will display.
When Task_16_Start_Date and Task_16_End_Date are mapped the bar in bar position 18 will display.

When Task_17_Start_Date is mapped the symbol in symbol position 37 in the toolbox will display.
Task_17_End_Date is mapped the symbol in position 38 in the toolbox will display.
When Task_17_Start_Date and Task_17_End_Date are mapped the bar in bar position 19 will display.

When Task_18_Start_Date is mapped the symbol in symbol position 39 in the toolbox will display.
Task_18_End_Date is mapped the symbol in position 40 in the toolbox will display.
When Task_18_Start_Date and Task_18_End_Date are mapped the bar in bar position 20 will display.

When Task_19_Start_Date is mapped the symbol in symbol position 41 in the toolbox will display.
Task_19_End_Date is mapped the symbol in position 42 in the toolbox will display.
When Task_19_Start_Date and Task_19_End_Date are mapped the bar in bar position 21 will display.

When Task_20_Start_Date is mapped the symbol in symbol position 43 in the toolbox will display.
Task_20_End_Date is mapped the symbol in position 44 in the toolbox will display.
When Task_20_Start_Date and Task_20_End_Date are mapped the bar in bar position 22 will display.

Milestones import map: Fields and how they translate into the Milestones Schedule

Task start and end date fields

When mapped into the following Milestones fields, date information from a spreadsheet will display symbols connected with a bar or just a symbol in a Milestones schedule.

Date information in a spreadsheet must be formatted as: month/day/year.

When dates from columns in a spreadsheet are mapped into a combination of Task_#_Start Date and Task_#_End Date fields (the # must be the same) , a start symbol, a bar and an end symbol are added to the schedule.

Task_1_Start Date	Task_9_Start Date	Task_15_Start Date
Task_1_End Date	Task_9_End Date	Task_15_End Date
Task_2_Start Date	Task_10_Start Date	Task_16_Start Date
Task_2_End Date	Task_10_End Date	Task_16_End Date
Task_3_Start Date	Task_11_Start Date	Task_17_Start Date
Task_3_End Date	Task_11_End Date	Task_17_End Date
Task_4_Start Date	Task_12_Start Date	Task_18_Start Date
Task_4_End Date	Task_12_End Date	Task_18_End Date
	Task_13_Start Date	Task_19_Start Date
	Task_13_End Date	Task_19_End Date
	Task_14_Start Date	Task_20_Start Date
	Task_14_End Date	Task_20_End Date

Milestones Date Fields

When a date column from a spreadsheet is mapped to either the Task_#_Start Date or the Task_#_End field a single milestone will be added to the schedule.

When Milestones Professional imports from Excel it uses the symbols in the toolbox in a specific order. See page 14 and 15 of this tutorial to see the toolbox symbols and bars associated with the Task Date fields.

Milestone Date Fields

When mapped into the following Milestones Custom Fields, date information from a spreadsheet will display individual symbols in a Milestones schedule.

Date information in a spreadsheet must be formatted as: month/day/year.

Milestone_Date_1
Milestone_Date_2
Milestone_Date_3
Milestone_Date_4

Milestones Single Date Fields

Task start and end date expanded date and time fields

When mapped into the following Milestones Custom Fields, date and time information from a spreadsheet will display symbols connected with a bar or just a symbol in a Milestones schedule. These symbols will be placed on the schedule at the date and time as specified in the spreadsheet columns for Year, Month, Day, Hour, Minute.

Task_5_Start_Year	Task_6_Start_Year	Task_7_Start_Year	Task_8_Start_Year
Task_5_Start_Month	Task_6_Start_Month	Task_7_Start_Month	Task_8_Start_Month
Task_5_Start_Day	Task_6_Start_Day	Task_7_Start_Day	Task_8_Start_Day
Task_5_Start_Hour	Task_6_Start_Hour	Task_7_Start_Hour	Task_8_Start_Hour
Task_5_Start_Minute	Task_6_Start_Minute	Task_7_Start_Minute	Task_8_Start_Minute
Task_5_End_Year	Task_6_End_Year	Task_7_End_Year	Task_8_End_Year
Task_5_End_Month	Task_6_End_Month	Task_7_End_Month	Task_8_End_Month
Task_5_End_Day	Task_6_End_Day	Task_7_End_Day	Task_8_End_Day
Task_5_End_Hour	Task_6_End_Hour	Task_7_End_Hour	Task_8_End_Hour
Task_5_End_Minute	Task_6_End_Minute	Task_7_End_Minute	Task_8_End_Minute

Expanded Date Fields

When date and time information from columns in a spreadsheet are mapped to a combination of **Task_#_Start, Year, Month, Day Hour, Minute and Task_#_End, Year, Month, Day, Hour, Minute** (the # must be the same) a start symbol, a bar and an end symbol are added to the schedule.

If only mapped to either the **Task_#_Start, Year, Month, Day Hour, Minute** or the **Task_#_End, Year, Month, Day, Hour, Minute** fields a single milestone will be added to the schedule.

Milestones import map: Fields and how they translate into the Milestones Schedule

Outline and WBS Field

When mapped into the following Milestones Fields, Outline Level and WBS, information from the spreadsheet will cause the tasks imported into the Milestones schedule to have outline characteristics.

To indent tasks based on WBS and Outline levels see Tutorial Lesson 6 to see how to set up the Milestones schedule.

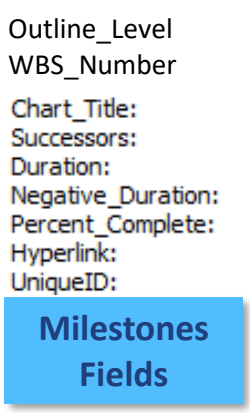


Chart Title

When mapped to the Chart Title field Milestones uses the text in the spreadsheet's last cell of the column as the charts title.

Successors Field

When mapped into the Milestones field Successors, successor information from a spreadsheet will display vertical links between tasks in the Milestones schedule. To accurately import successors, format the spreadsheet as follows:

- Click in the cell within the successor field where the link is to start.
- Enter the task row number for the successor of the link (the end symbol). Note: The first task row in a spreadsheet is counted as 0.
- Finally, enter the direction of the link. Choose from one of the following options: SF (Start to Finish) SS (Start to Start) FS (Finish to Start) FF (Finish to Finish).

Duration Field

When mapped into the Milestones field Duration, duration information from a spreadsheet will display as a task bar with start and end symbols in the Milestones schedule.

- A positive duration value in the spreadsheet is used to generate a task bar and an end symbol when the task's start date is imported from the spreadsheet.

Negative Duration Field

When mapped into the Milestones field Negative_Duration, duration information from a spreadsheet will display as a task bar with start and end symbols in the Milestones schedule.

- A negative duration value in the spreadsheet is used to generate a task bar and start symbol when the task's end date is imported from the spreadsheet.

Percent Complete Field

When mapped into the Milestones field Percent_Complete, Percent Complete information from a spreadsheet will display the percent complete of a task by establishing a status symbol.

Hyperlink

A column of Hyperlinks in a spreadsheet can be mapped to the Milestones Hyperlink field to have the hyperlinks import into the task row of the Milestones file. After the import the task rows with hyperlinks will be marked with the hyperlink icon, which can then be right clicked to select the **Hyperlink** option to view and launch the hyperlink.

Unique Id

Column set up in the spreadsheet with each task having a unique alpha and/or numeric string. Used to tag imported symbols for Refresh .

- To insure proper Refresh never change the Unique ID of a task in the spreadsheet once the information is imported into the Milestones schedule.