

Jobs Calendar

The *Jobs Calendar* shows all upcoming planned and reactive jobs. The *Jobs Calendar* has numerous filters and viewing options to allow you view it in exactly the way you choose:

Reactive / Planned

Open / Closed

Status

Priority

Job Type

Contract

Site

Team

Clear

Q More

Reactive Jobs

<Open / Closed>

<Contract>

<All Teams>

Assigned User

Resource

Availability Status

<Resource Availability>

Quick Links

Colour

Resource

Asset Class

Asset Sub Class

Assets

Planned Schedule

Schedule Category

Schedule Group

Compliance Type

Job Type Relevance

<Asset Class>

<Asset Sub Class>

<Asset>

<Planned Schedule>

<Schedule Category>

<Linked Group>

<Compliance Type>

<Relevance>

The *Jobs Calendar* view can be sorted by Date, Assigned User group, or by Resource:



The *Jobs Calendar* can also be filtered by day, week, month, agenda week / agenda day:

Search...

Q

DAY

WEEK

WORK WEEK

MONTH

TIMELINE

AGENDA WEEK

AGENDA DAY

	12:00	13:00	14:00	15:00
		<div>check Site: Calmount Business Park CE</div>	<div>Lift check Site: Main Office</div>	
	<div>AHU check Site: Newman Building</div>		<div>Monthly Inspection of Tractors Site: Flat 12, Royal House</div>	
	<div>check Site: Calmount Business Park CE</div>			
	<div>check Site: Calmount Business Park CE</div>			

Note that within the monthly view, the calendar will expand to display up to ten jobs. If there are more than ten jobs scheduled for a particular day, you will be able to view all of these jobs by selecting the button highlighted below:



This button will open the daily view which will display all jobs for that day:

	Wed 01/9									
all day										
08:00										
09:00										
10:00	<div><div></div><div>Weekly PPM Checks</div><div>Site: Head Office</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div><div>Priority:</div></div>	<div><div></div><div>Weekly PPM Checks</div><div>Site: Haddenham & Thame Parkway</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	<div><div></div><div>Weekly PPM Checks</div><div>Site: Kydd Building</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div><div>Priority:</div></div>	<div><div></div><div>Weekly PPM Checks</div><div>Site: Randstad Education - Cambridge</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	<div><div></div><div>Weekly PPM Checks</div><div>Site: London Marylebone</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div><div>Priority:</div></div>	<div><div></div><div>Weekly PPM Checks</div><div>Site: Garryglass 3 - Pat O'Connell Car Sales</div><div>Location: -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	<div><div></div><div>Pest control and inspection</div><div>Site: Building No 15/36</div><div>Location: Floor 5 - Room 2</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	<div><div></div><div>Pest control and inspection</div><div>Site: Building No 15/36</div><div>Location: Floor 1 - Kitchen</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	<div><div></div><div>Pest control and inspection</div><div>Site: Building No 15/36</div><div>Location: Floor 1 - Toilet 1</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div></div>	
11:00										
12:00										
13:00	<div><div></div><div>check</div><div>Site: Calmount Business Park G5 - G4S Secure</div><div>Location: -</div></div>	<div><div></div><div>check</div><div>Site: Calmount Business Park G5 - G4S Secure</div><div>Location: -</div></div>	<div><div></div><div>check</div><div>Site: Calmount Business Park G5 - G4S Secure</div><div>Location: -</div></div>	<div><div></div><div>Pest control and inspection</div><div>Site: Denham</div><div>Location: First Floor -</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Not Created</div><div>Priority:</div></div>	<div><div></div><div>tractor inspection</div><div>Site: Building No 15/36</div></div>		<div><div></div><div>Check 2</div><div>Site: Dimo Lyon</div><div>Location: -</div><div>Asset: Boiler</div></div>		<div><div></div><div>Check 2</div><div>Site: Dimo Lyon</div><div>Location: -</div><div>Asset: Boiler 2</div></div>	
14:00										

You can also search the Job Calendar by job number or job details by using the search bar which can be found next to the Day / Week / Month selector:



The Jobs Calendar has a date picker to the top-left of the calendar. The arrows can be used to scroll through the days / weeks / months, or you can use the drop-down date picker to pick a specific date:



A new view option for the Jobs Calendar is the Timeline view. The Timeline view will display the hours in the day across the x-axis. If grouping by Assigned User or Resource, the names will be displayed down the y-axis:

The selected calendar view can also be exported to a PDF:



While viewing the upcoming jobs for a particular month, the Trackplan calendar utilises a highly configurable drag and drop design that allows you to view and modify jobs at the click of a button (**Note:** This cannot be done with planned jobs):

Drag Jobs Onto Calendar From Job List

Show By Date

Group By Assigned User

Group By Resource

New Job

PDF

TODAY

30/08/2021 - 03/09/2021

Search...

DAY

WEEK

WORK WEEK

MONTH

TIMELINE

AGENDA WEEK

AGENDA DAY

	Mon 30/8	Tue 31/8	Wed 01/9	Thu 02/9	Fri 03/9
all day					
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00		<div><div>2551 - Cleaning Job</div><div>Site: Building No 1</div><div>Location: Floor 1 - Kitchen</div><div>Assigned: Facilities Manager</div><div>Resource: Fred Smith</div><div>Status: Complete</div><div>Priority: Emergency</div></div>			
16:00					
17:00					

2551 - Cleaning Job
 Site: Building No 1
 Location: Floor 1 - Kitchen
 Assigned: Facilities Manager
 Resource: Fred Smith
 Status: Complete
 Priority: Emergency

Drag Jobs Onto Calendar From Job List

Show By Date

Group By Assigned User

Group By Resource

New Job

PDF

TODAY

30/08/2021 - 03/09/2021

Search...

DAY

WEEK

WORK WEEK

MONTH

TIMELINE

AGENDA WEEK

AGENDA DAY

all day

Mon 30/8

Tue 31/8

Wed 01/9

Thu 02/9

Fri 03/9

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

2561 - Cleaning Job
Site: Building No 1
Location: Floor 1- Kitchen
Assigned: Facilities Manager
Resource: Fred Smith
Status: Complete
Priority: Emergency

16:00

17:00

2551 - Cleaning Job
 Site: Building No 1
 Location: Floor 1 - Kitchen
 Assigned: Facilities Manager
 Resource: Fred Smith
 Status: Complete
 Priority: Emergency



On top of being able to drag and drop jobs across the calendar, you can also drag jobs onto the calendar from the jobs list:



This button will open the jobs list at the top of the page:

Turn Off Drag Jobs

This button will close the jobs list at the top of the page:

From here you can click and drag any of these jobs onto the Calendar:

Quick Actions

The new Quick actions button on the Tool-Tip will speed up the workflow by allowing the user to Unschedule, Instruct, Complete Job, Change Expected Date and a link to the Job Details Page.

Create jobs in the calendar / scheduler

You can now add a job from the calendar. There are two ways.

- There is a “New Job” button there which brings up a pop up window.
- Even better, you can double-click in a calendar cell, which will bring up the pop-up window. The new job created will slot right into the cell you double-clicked.