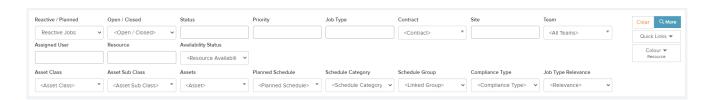
## Jobs Calendar

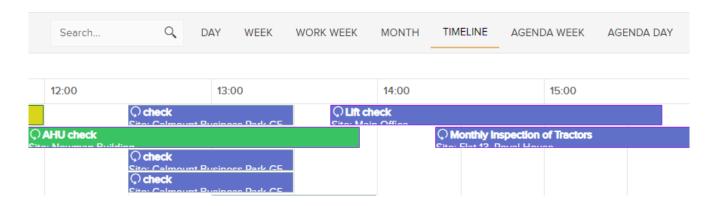
The Jobs Calendar shows all upcoming planned and reactive jobs. The Jobs Calendar has numerous filters and viewing options to allow you view it in exactly the way you choose:



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:



**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						_			
	Weekly PPM Checks Site: Head Office Location: -	Weekly PPM Checks     Site: Haddenham & Thame     Parkway	Weekly PPM Checks     Site: Kydd Building     Location: -	Weeldy PPM Checks     Site: Randstad Education     Cambridge	Weekly PPM Checks     Site: London Marylebone     Location: -		_		
10:00	Assigned: Facilities Manager Resource: Fred Smith	Location: - Assigned: Facilities Manager	Assigned: Facilities Manager Resource: Fred Smith	Location: - Assigned: Facilities Manager	Assigned: Facilities Manager Resource: Fred Smith	© Weeldy PPM Checks Site: Garryglass 3 - Pat O'Connell Car Sales Location: -	Pest control and inspection Site: Building No 15:36 Location: Floor 5 - Room 2	Pest control and Inspection Site: Building No 15:36 Location: Floor 1 - Kitchen	Pest control and Inspection     Site: Building No 15:36     Location: Floor 1 - Toilet 1
11:00	Status: Not Created Priority:	Resource: Fred Smith Status: Not Created	Status: Not Created Priority	Resource: Fred Smith Status: Not Created	Status: Not Created Priority	Assigned: Facilities Manager Resource: Fred Smith Status: Not Created	Assigned: Facilities Manager Resource: Fred Smith Status: Not Created	Assigned: Facilities Manager Resource: Fred Smith Status: Not Created	Assigned: Facilities Manager Resource: Fred Smith Status: Not Created
12:00									
	C check Site: Calmount Business Park G5 - Site: Calmount Business Park G5			Pest control and inspection te: Denham	O tractor inspection				
13:00	G4S Secure G4S Secure Location: - Location: -		G4S Secure I ocation:		ocation: First Floor - ssigned: Facilities Manager esource: Fred Smith	Site: Building No 15:36	Site: Dimo Lyon Location: -	Check 2 Site: Dimo Lyon Location: - Asset Boilar 2	
14:00					atus: Not Created iority:		Jeen Milli	, Accar	

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:

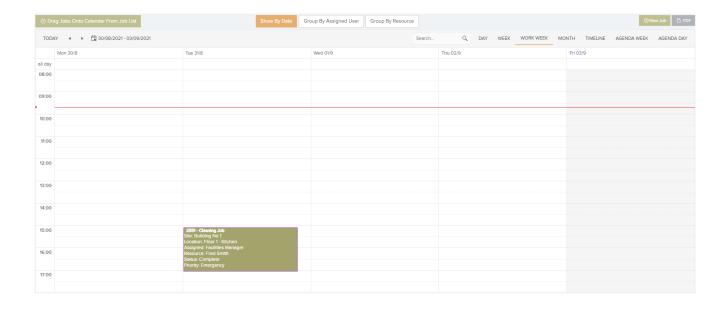


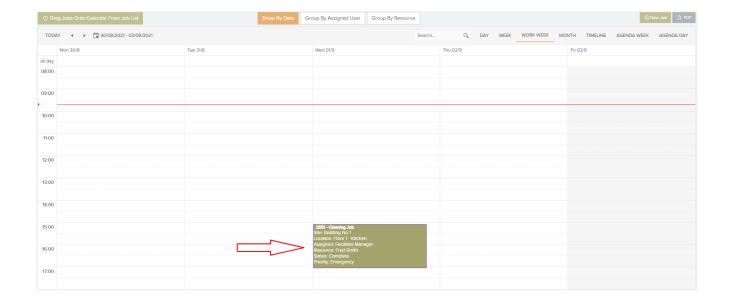
A new view option for the Jobs Calendar is the Timeline view. The Timeline view will display the hours in the day across the x-axis. If grouping by Assigned User or Resource, the names will be displayed down the y-axis:

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):

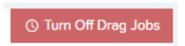




On top of being able to drag and drop jobs across the calendar, you can also drag jobs onto the calendar from the jobs list:



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



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 Unscheduled, 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.