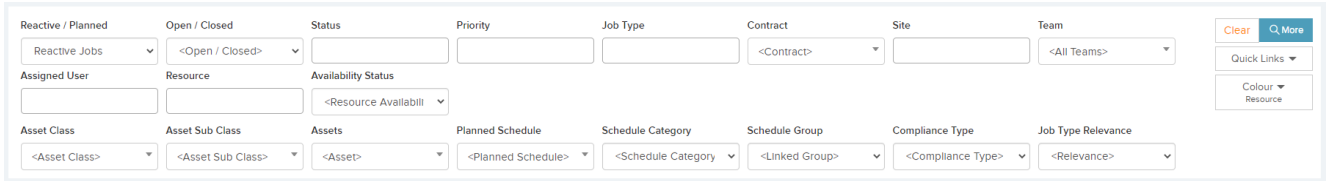


Jobs Calendar

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:

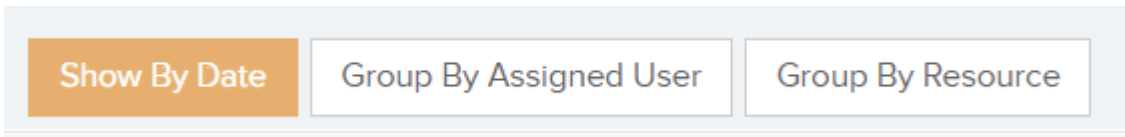


The filter panel includes the following sections:

- Reactive / Planned:** Reactive Jobs (dropdown)
- Open / Closed:** <Open / Closed> (dropdown)
- Status:** (input field)
- Priority:** (input field)
- Job Type:** (input field)
- Contract:** <Contract> (dropdown)
- Site:** (input field)
- Team:** <All Teams> (dropdown)
- Assigned User:** (input field)
- Resource:** (input field)
- Availability Status:** <Resource Availability> (dropdown)
- Asset Class:** <Asset Class> (dropdown)
- Asset Sub Class:** <Asset Sub Class> (dropdown)
- Assets:** <Asset> (dropdown)
- Planned Schedule:** <Planned Schedule> (dropdown)
- Schedule Category:** <Schedule Category> (dropdown)
- Schedule Group:** <Linked Group> (dropdown)
- Compliance Type:** <Compliance Type> (dropdown)
- Job Type Relevance:** <Relevance> (dropdown)

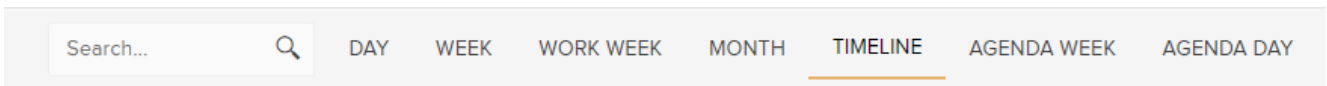
Additional controls: Clear, More, Quick Links, Colour Resource (dropdown).

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

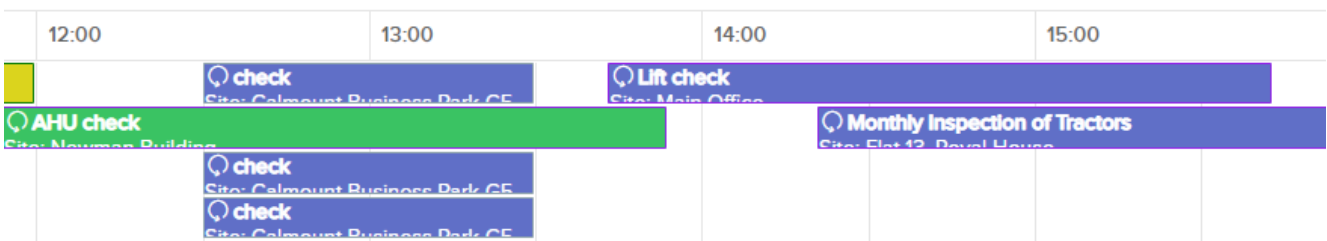


Buttons for sorting: Show By Date, Group By Assigned User, Group By Resource.

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



Filter bar with search and view options: Search..., DAY, WEEK, WORK WEEK, MONTH, **TIMELINE**, AGENDA WEEK, AGENDA DAY.



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

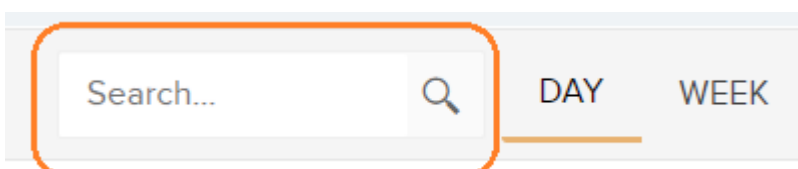
Note that within the monthly view, the calendar will expand to display up to ten jobs. If there are more than ten jobs scheduled for a particular day, you will be able to view all of these jobs by selecting the button highlighted below:



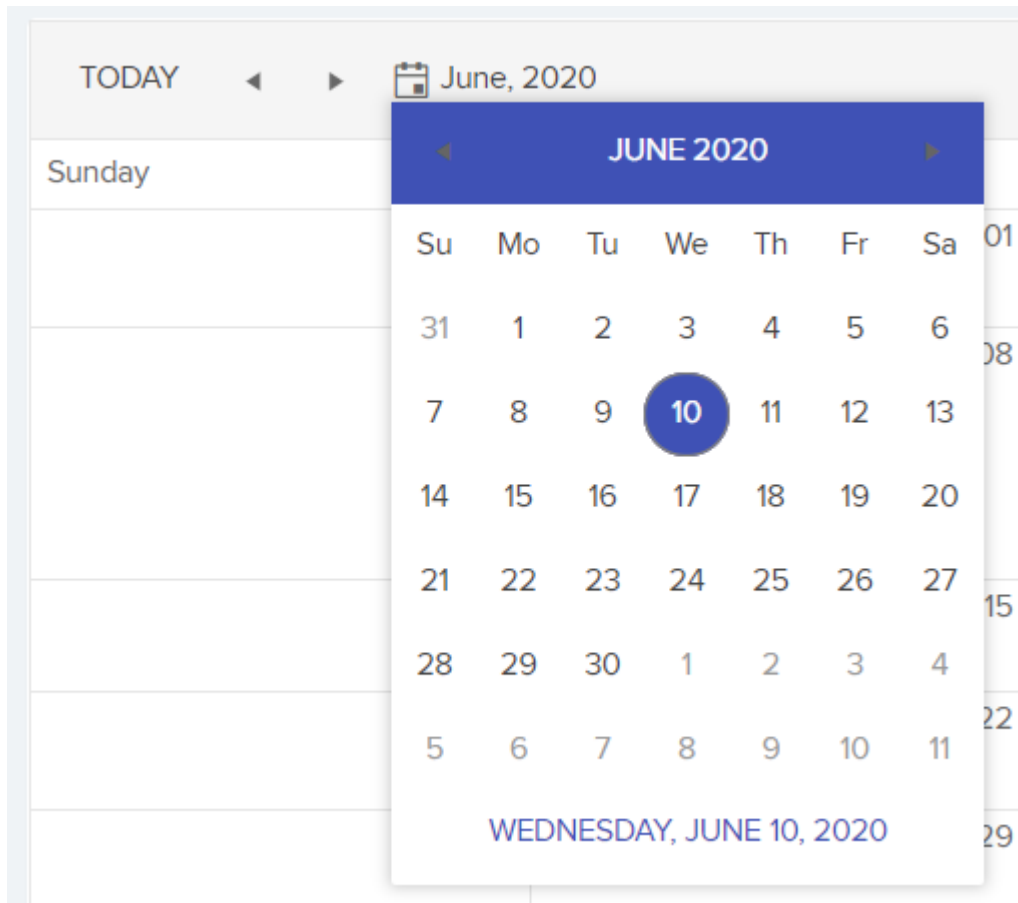
This button will open the daily view which will display all jobs for that day:

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

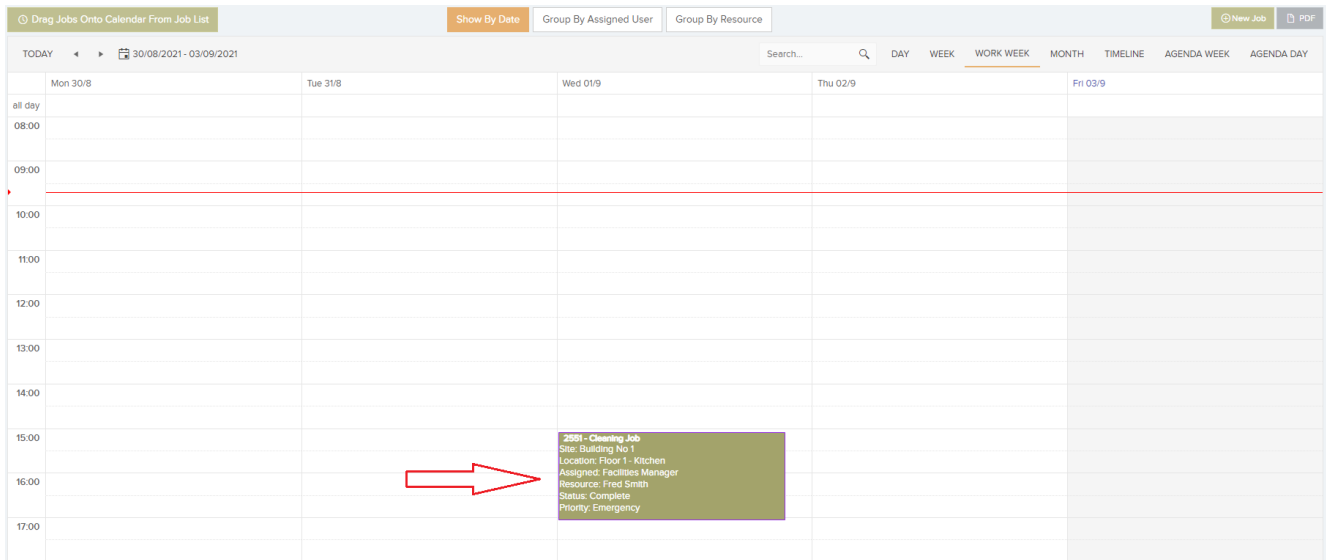


The Jobs Calendar has a date picker to the top-left of the calendar. The arrows can be used to scroll through the days / weeks / months, or you can use the drop-down date picker to pick a specific date:

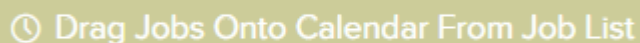


A new view option for the Jobs Calendar is the Timeline view. The Timeline view will display the hours in the day across the x-axis. If grouping by Assigned User or Resource, the names will be displayed down the y-axis:


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



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 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.