

# Planned Maintenance – Gantt / Timeline Style Report

The timeline report lets you keep track of all Planned Schedule Jobs.

Filters along the top of the page can help you narrow your search. Filter on a specific site maybe and click 'Run Report' to see all jobs for that site.

The filter interface includes the following sections:

- Start Date:** 07-12-2021
- Show By:** Month
- Report Content:** Show Due and Co
- Contract:** (please select)
- Site:** Cardiff
- Buttons:** Q More, Run Report, ...
- Planned Schedule:** (please select)
- Schedule Category:** (please select)
- Schedule Group:** (please select)
- Compliance Type:** <Compliance Type>
- Schedule Frequency:** (please select)
- Resource:** (please select)
- By Site, Asset or Location:** <Item Type>
- Asset Class:** (please select)
- Asset Sub Class:** (please select)
- Assets:** <Assets>
- Location:** (please select)
- Sub Location:** (please select)
- Site Type:** (please select)
- Regions:** (please select)

You can view all Job from the report and with the 'Quick Actions' feature, navigate to the Job Details page, go to that schedule or change the Due Date.

Schedule Name	Site	Asset Class	Asset	Location	SubLocation	Resource	Frequency	2021 Dec	2022 Jan	2022 Feb	2022 Mar	2022 Apr	2022 May	2022 Jun
Annual Main test	Cardiff					Felix1	Annually							
Cleaning	Cardiff						Quarterly	Job 738 Due:23/12/2021		Schedule Name: Cleaning Job 737 Due:23/03/2022				Job 738 Due:23/06/2022
Gas Safety	Cardiff					Felix1	Annually						Due:09/05/2022	
site monthly	Cardiff					Darren, Felix2	Annually							
Weekly Maintenance	Cardiff					Darren	Weekly	Due:29/12/2021	Di	02/2022	Due:30/03/2022	Due:27/04/2022	Due:25/05/2022	Due:29/06/2022
Boilers Monthly	Cardiff	Boiler 3	Boilers			Felix2	Monthly	Due:23/12/2021	Di	02/2022	Due:23/03/2022	Due:23/04/2022	Due:23/05/2022	Due:23/06/2022
Fire Extinguisher	Cardiff	Fire Extinguisher	Fire Extinguisher			Felix2	Quarterly	Due:10/12/2021			Due:10/03/2022			Due:10/06/2022

Remember all your Reports can be exported to excel via the triple dots in the top right of the screen.