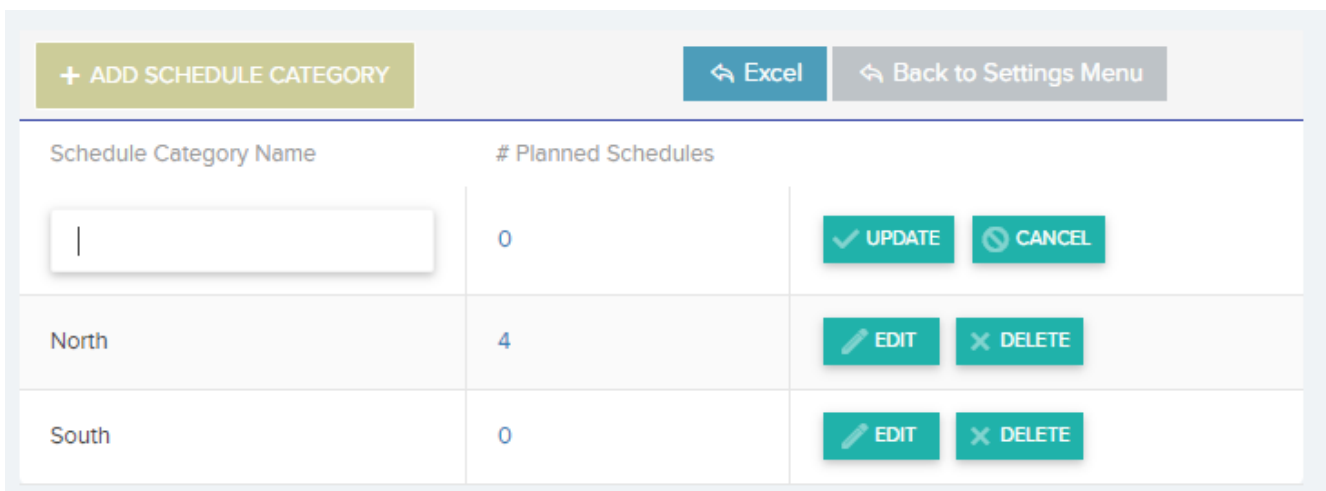


Planned Schedule Categories

The *Planned Schedule Categories* area allows you to categorise your planned schedules. You can view, edit, delete, and create a new schedule category.

If you have many planned schedules and there are several of you, then the categories will help to organise and develop your planned maintenance schedules.

To create a schedule category select *Add Schedule Category* at the top-left of the page:



The screenshot shows a user interface for managing schedule categories. At the top left is a green button labeled '+ ADD SCHEDULE CATEGORY'. To its right are two buttons: 'Excel' and 'Back to Settings Menu'. Below these is a table with the following structure:

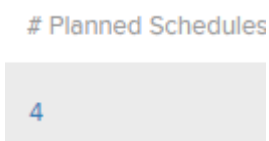
Schedule Category Name	# Planned Schedules	
<input type="text"/>	0	<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>
North	4	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
South	0	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

A new row will appear in the list where you can populate the category name.

Update to save the category addition:



There will be a column in the table called *Planned Schedules* which will show the number of schedules associated with the category.



Planned Schedules
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If you select the number, it will bring you to the *Planned*

Schedules page where the Schedules associated with the category are displayed.

You can download the list of Planned Schedule Categories by selecting the *Excel* button at the top-right of the *Planned Schedules Categories* page:

