

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.

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.

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: