

Editing Schedules - OLD

1. Go to [Control Panel > Building Services > Preventive Maintenance > Schedules](#)
2. Locate the desired Schedule. See [Finding Schedules](#) for more information.
3. Click the name of the schedule to which Items will be added.
4. Select **Edit This Schedule** from the pop-up menu.

The screenshot shows a software interface for managing maintenance schedules. At the top, there is a search bar with the text 'Find Schedule' and a 'Search' button. Below this is a table titled 'SCHEDULES (8 schedules)'. The table has columns for ID, Title, Active status, Equipment, Building, Floor, and Suite. A context menu is open over the row for 'Chiller Inspection Weekly' (ID 304), with the option 'Edit This Schedule...' highlighted in red.

ID	Title	Active	Equipment	Building	Floor	Suite
302	Supply Fan Inspection	✓	Supply Fan # 1	Hillview Towers I	Penthouse	Fan Room
304	Boiler Pump Inspection	✓	Boiler Pump # 1	Hillview Towers I		Boiler Room
305	Chiller Inspection Weekly	✓	Chiller #2	Hillview Towers I		
306	Fire Extinguisher Inspection	✓	Fire Extinguisher 1-1	Hillview Towers I		
307	Chiller maintenance	✓	Chiller # 1	Hillview Towers I		
312	Air Handling Unit Inspection 2	✓	Air Handling Unit # 1	Hillview Towers I	4	Communications Room
317	Boiler Cleaning Monthly	✓	Boiler # 1	Hillview Towers I	Penthouse	Boiler Room

5. Make any necessary changes to the Schedule. See [Adding Single-Task Schedules](#) for more information.
6. Click **Save Schedule**.