Finding Schedules - OLD

- 1. Go to Control Panel > Building Services > Preventive Maintenance > Schedules
- 2. In the Filter section, click the **Property** field and select the desired property from the drop-down list. By default, Active Schedules are displayed.
- 3. To view all or inactive schedules, click the **Include** field and select the desired option from the drop-down list.
- 4. All or part of a schedule name can also be entered in the Find Schedule field.
- 5. Click Search. The search results are displayed.

Property Hilbrew Towers				Include	Active All	Find Schedule			Search	
SCHEDULES (3 schedules)					Active Inactive			New Schedule		Refresh
10 ·	Title	Active	Equipment	-	Đư	Iding	Floor	Sube		
20.1	Supply Fan Inspection	4	Supply Fan # t		H	vien Towers 1	Perilliouse	Fan Room		