

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.

