The Schedules List

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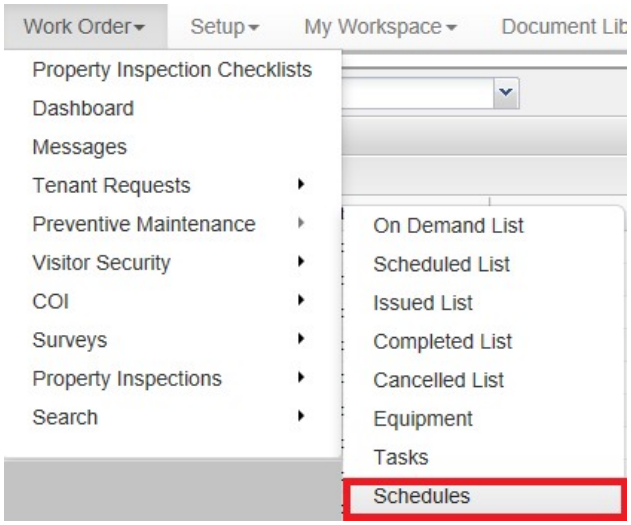
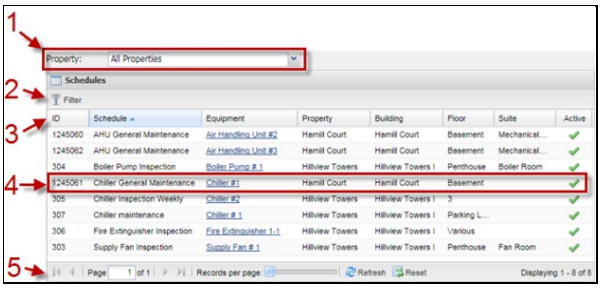
Note:

- Schedules are added directly to a piece of equipment using the associated Equipment Details screen. While new schedules cannot be added directly to the Schedules list, it can be used to quickly locate a schedule for editing, copying, deactivation or reactivation.

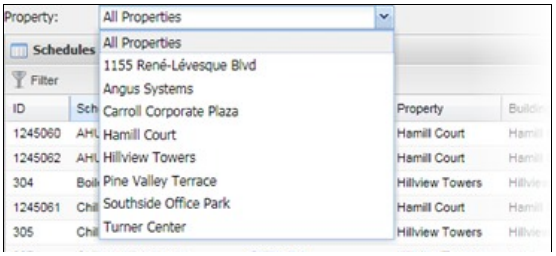
To access Schedules, log into the Axis Control Panel at http://cp.axisportal.com, hover over **Work Order**, hover over **Preventive Maintenance**, and click on **Schedules**.



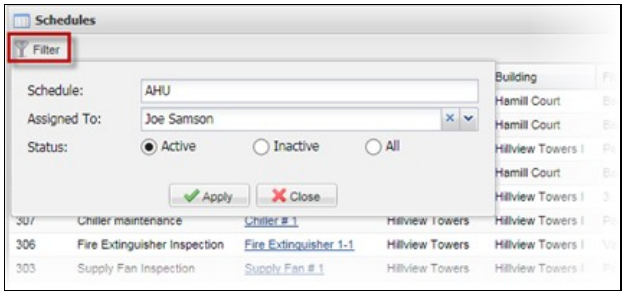
By default, this list displays all schedules that have been set up for equipment across all properties. An overview of the list's functions and options are detailed below.



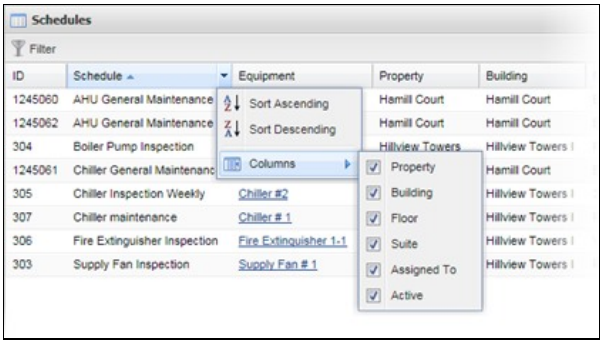
1. Use the Property drop-down to filter the list by property.



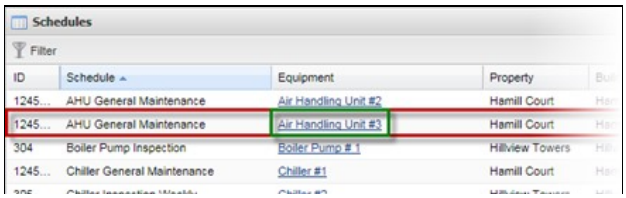
2. The **Filter** button opens an interface that allows users to choose a variety of filtering options. Filtering information is stored locally on your web browser and is remembered between sessions. The following filtering options are available:
    - **Schedule:** Filter by schedule's name.
    - **Assigned To:** Filter by the assigned employee or vendor.
    - **Status:** Display only active schedules, inactive schedules, or both (all).



3. The list headings are customizable. All list customizations for a specific user are remembered between sessions and stored locally on your web browser.
    - Users can click on a list heading to toggle between sorting the list in ascending or descending order.
    - Click and drag on headings to change the order they are displayed in.
    - Users can add or remove list headings by doing the following:
        - Click on the right side of a column heading (near the border between column headings, as shown in the image on the right).
        - Move your mouse pointer to the Columns entry in the list to display all available column headings.
        - Select the column headings that are preferred to be displayed and/or deselect the headings that are preferred to be hidden. Note that some information-critical headings cannot be hidden.



4. To view a schedule, click on the schedule's name, or double-click on the row. This will take users to the Schedules tab of the associated Equipment Details screen.



5. At the bottom of the list is a control toolbar that allows users to access several commonly-used display features.

The following list controls are available:

	Return to the first page of the list.
	Go to the previous page.
Page 1 of 1	Manually enter a specific page to go to.
	Go to the next page.
	Go to the last page.
Records per page:	Use the slider to adjust the number of records displayed per page.
Refresh	Reload the list (checks for updates to the list since it was last loaded).
Reset	Reset the list display settings to default (also removes any previously applied filters).