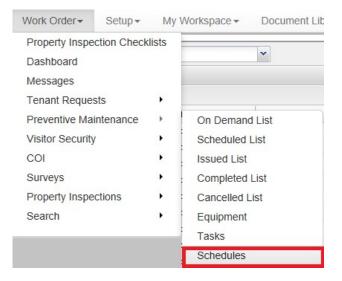
The Schedules List

The Schedules List:

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 <u>http://cp.axisportal.com</u>, 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.

Pro	perty:	All Properties		~				
	Sched	lules						
9	Filter							
10)	Schedule .	Equipment	Property	Building	Floor	Suite	Active
1	245060	AHU General Maintenance	Air Handling Unit #2	Hamill Court	Hamill Court	Basement	Mechanical	~
1	245062	AHU General Maintenance	Air Handling Unit #3	Hamill Court	Hamill Court	Basement	Mechanical	-
31	04	Boller Pump Inspection	Boller Pump # 1	Hillview Towers	Hillview Towers I	Penthouse	Boiler Room	1
	245061	Chiller General Maintenance	Chiller #1	Hamill Court	Hamill Court	Basement		~
3	05	Chiller Inspection Weekly	Chiller #2	Hillview Towers	Hillview Towers 1	3		~
30	07	Chiller maintenance	Chiller # 1	Hillview Towers	Hillview Towers I	Parking L		~
31	06	Fire Extinguisher Inspection	Fire Extinguisher 1-1	Hillview Towers	Hillview Towers I	Various		~
3	03	Supply Fan Inspection	Supply Fan # 1	Hillview Towers	Hillview Towers I	Penthouse	Fan Room	1

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

Property:		All Properties	~		
Schedules		All Properties			
T Filter	Juics	1155 René-Lévesque Blvd Angus Systems			
ID	Sch	Carroll Corporate Plaza		Property	Build
1245060	AHL	Hamill Court		Hamill Court	Hami
1245062	AHL	Hillview Towers		Hamill Court	Hami
304	Boil	Pine Valley Terrace		Hillview Towers	Hillvie
1245061		Southside Office Park		Hamill Court	Hami
305	Chil	Turner Center		Hillview Towers	Hillvis

307	Chiller maintenance	Chiller # 1	Hillview Towers	Hillvie
306	Fire Extinguisher Inspection	Fire Extinguisher 1-1	Hillview Towers	Hillvien
303	Supply Fan Inspection	Supply Fan # 1	Hillview Towers	HID

- 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).

Sche	dules					
-					Building	
Sched	lule:	AHU			Hamill Court	
Assign	ned To:	Joe Samson		× •	Hamill Court	
Status	50	Active	 Inactive 		Hillview Towers I	
					Hamill Court	
		Apply	X Close		Hillview Towers 1	
307	Chiller m	aintenance	Chiller # 1	Hillview Lowers	Hillview Towers	
306	Fire Extin	guisher Inspection	Fire Extinguisher 1-1	Hillview Towers	Hillview Towers I	
303	Supply F	an Inspection	Supply Fan # 1	Hillview Towers	Hillview Towers I	

- 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.

T Filter				
ID	Schedule .	- Equipment	Property	Building
1245060	AHU General Maintenance	2 Sort Ascending	Hamill Court	Hamill Court
1245062	AHU General Maintenance	Z Sort Descending	Hamill Court	Hamill Court
304	Boiler Pump Inspection		Hillview Towers	Hillview Towers
1245061	Chiller General Maintenanc	Columns 🕨	Property	Hamill Court
305	Chiller Inspection Weekly	Chiller #2	Building	Hillview Towers
307	Chiller maintenance	Chiller # 1	Floor	Hillview Towers
306	Fire Extinguisher Inspection	Fire Extinguisher 1-1	Suite	Hillview Towers
303	Supply Fan Inspection	Supply Fan # 1	Assigned To	Hillview Towers
			Active	

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.

School School	edules			
T Filter				
ID	Schedule 🔺	Equipment	Property	B
1245	AHU General Maintenance	Air Handling Unit #2	Hamill Court	Ha
1245	AHU General Maintenance	Air Handling Unit #3	Hamill Court	
304	Boiler Pump Inspection	Boiler Pump # 1	Hillview Towers	H
1245	Chiller General Maintenance	Chiller #1	Hamill Court	H
306	Chilles Inconstion Wealth:	Chilles #2	Hill days Taxaat	

305	Uniter inspection weekly	Uniter #2	maiview rowers	1910
307	Chiller maintenance	Chiller # 1	Hillview Towers	HIL
306	Fire Extinguisher Inspection	Fire Extinguisher 1-1	Hillview Towers	HID
303	Supply Fan Inspection	Supply Fan # 1	Hillview Towers	

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

🕅 🖣 Page 1 of 1 🕨 🕅 Records per page: 🛙 🖉 Refresh 🗟 Reset

The following list controls are available:

14	Return to the first page of the list.
4	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).