

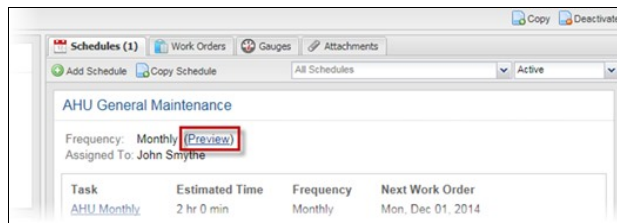
Previewing a Schedule

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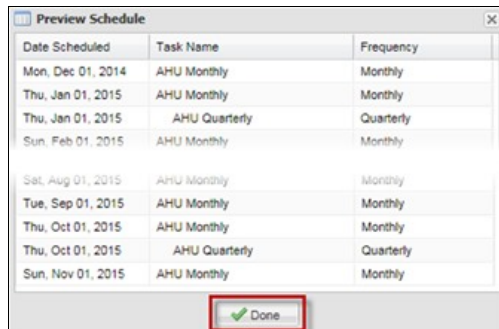
Users can view a list of upcoming work order dates for any schedule that they create. This is particularly useful for schedules that are comprised of multiple tasks which have different frequencies, for example, a schedule that incorporates monthly, quarterly and annual tasks can be previewed to ensure that the scheduling will occur as intended, or to identify potential scheduling issues which could be corrected by modifying the schedule.

To preview a schedule:

1. Locate the schedule under the associated equipment's details screen under the Schedules tab. If users are uncertain which piece of equipment the schedule is assigned to, users can locate the schedule by name in the Schedules list.
2. Click the **Preview** link, located beside the base task's Frequency field.



3. The Preview Schedule window opens, allowing users to view the work order schedule for the next 365 days. As shown below, indented task names are subtasks.



4. Click **Done** once finished.