Deactivating a Schedule

Deactivating a Schedule:

Schedules that are no longer required can be deactivated. Inactive Schedules do not generate Work Orders. In order to preserve work order histories, schedules cannot be deleted. Users can also reactivate a previously deactivated schedule.

1. Under the Schedules tab, locate the schedule card that needs to be deactivated, then click on the top section of the schedule card.

Add Schedule Copy Schedule		All Schedules			
AHU General Maintenance					
equency: Monthly	4h -				
ssigned To: John Smy	the			_	
ask	Estimated Time	Frequency	Next Work Order		
AHU Monthly	0 hr 30 min	Monthly	Sat, Aug 09, 2014		
HU Semi-Annual	1 hr 30 min	Semiannually	Fri, Jan 09, 2015		
HU Annual	2 hr 0 min	Annually	Thu, Jul 09, 2015		
lo Item(s) - Click here	to add				
Gauge(s) - Click here	e to view				

2. An Edit Schedule window will open. At the bottom-left of this window, click Deactivate.



3. Click Yes to confirm deactivation. The schedule is now deactivated.

Angus A	AnyWhere			×
?	Are you sure you war Any dispatched work remain open until con	nt to deactivate this orders that were cre npleted or cancelled.	schedule? eated by this	s schedule will not be affected and will
		Yes	No	