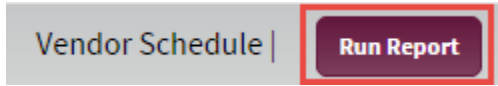




How to use Vendor View (Calendar) in SchedulePro

1. Always click on the report button icon



2. Set your date range and filter by task (Task filter is optional)

Enter Date Range (Schedule Date) ✕

Start Date: End Date:

Select Divisions/Communities

Division(s) Select All Deselect All

- PGS
- PHW
- PTN
- RCH
- RCL
- RHD

Communities(s) Select All Deselect All

- PHW - AC - ARBOURS AT MORGAN CREEK
- PHW - AG - ANDALE GREENE
- PHW - AT - ATWATER
- PHW - AW - ALEXANDRIA WOODS
- PHW - BY - BRINLEY COURT

Select Tasks

Task Name

You have selected the following tasks for your search:

All tasks have been selected.

If you do not pick any tasks, you will see all tasks assigned to you

Make sure you click "Add to Search" if you want to apply a filter

3. Click Calendar to view the new layout

4. Exporting is still in list view

	Start Date: Jan 25 2016	End Date: Feb 26 2016									
5	Division	Community	Lot/Unit	Phase Activity	Task	Vendor	Schedule Date	Duration	Status	Open Issues	Last Updated
7	PHW	HW	0047	337K	Carpet		1/25/2016	2	Complete	0	1/27/2016
8	PHW	HW	0047	286K	Kitchen Backsplash		1/25/2016	1	Complete	0	1/26/2016
9	PHW	WY	0024F	337K	Carpet		1/26/2016	3	Open	0	1/27/2016
10	PHW	HW	0003	337K	Carpet		1/26/2016	2	Complete	0	1/27/2016
11	PHW	AW	0057	335K	Hardwood		1/26/2016	1	Open	0	1/21/2016
12	PHW	AW	0057	337K	Carpet		1/27/2016	1	Open	0	1/21/2016
13	PHW	HW	0018	337K	Carpet Runner		1/27/2016	1	Complete	0	1/26/2016
14	PHW	HW	0003	286K	Kitchen Backsplash		1/28/2016	1	Complete	0	1/27/2016
15	PHW	HW	0047	337K	Carpet Runner		2/1/2016	1	Open	0	1/22/2016
16	PHW	HW	0062	326K	Ceramic Floors		2/1/2016	2	Complete	0	1/8/2016
17	PHW	AW	0017	322K	Ceramic Surrounds		2/3/2016	1	Open	0	1/26/2016