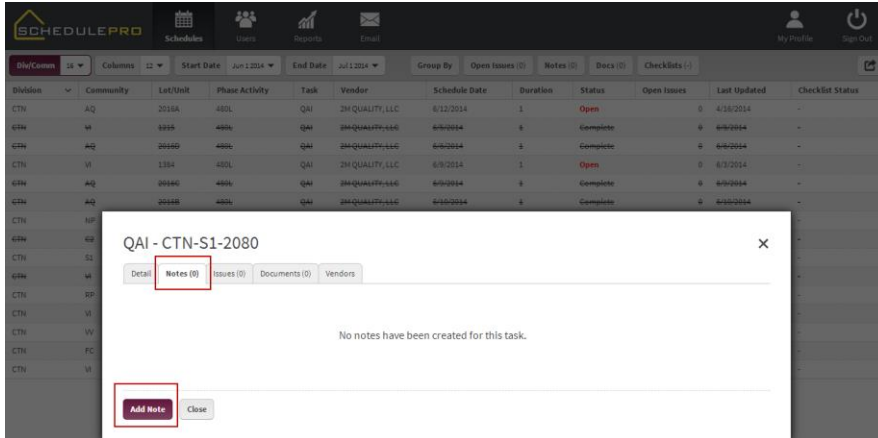


How to Create a Task Note in SchedulePro (Vendor)

1. Click on any task
2. Click on Notes tab, then "Add Note" button
3. Type your note in the field provided, then click create
*Your message should now appear with the date and time
4. Click the Close or "x" button to close the window
5. Notice how the notes counter at the top of the page has increased by 1
*If you click on the Notes Counter button you will see all notes for all of the tasks on the page

1. Click on any task
2. Click on Notes tab, then "Add Note" button



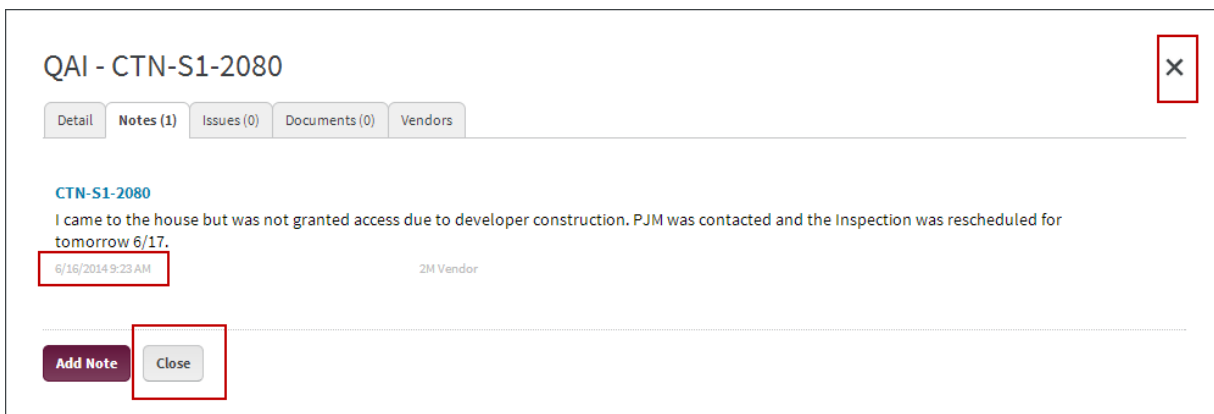
3. Type your note in the field provided, then click create
*Your message should now appear with the date and time

Note

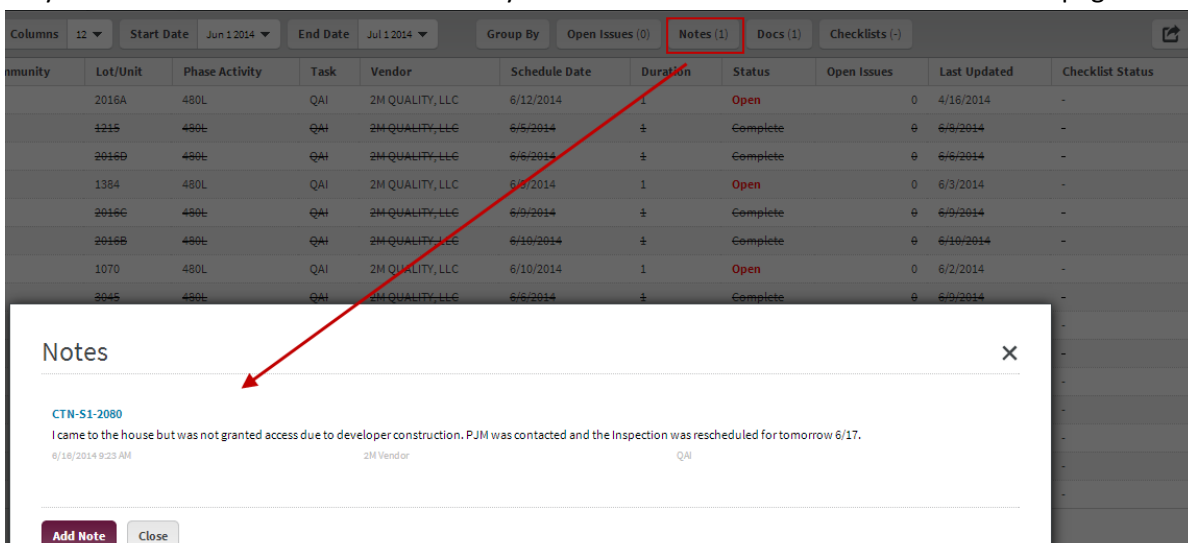
I came to the house but was not granted access due to developer construction. PJM was contacted and the Inspection was rescheduled for tomorrow 6/17.

Update

4. Click the Close or "x" button to close the window



5. Notice how the notes counter at the top of the page has increased by 1
*If you click on the Notes Counter button you will see all notes for all of the tasks on the page



How to Upload a Document in SchedulePro (Vendor)

1. Click on any task
2. Click on Documents tab, then "Attach Document" button
3. A window will appear, select the document you wish to upload then click "Open"
*You are only able to upload 1 document at a time
4. The task window should now show the file you selected with the date and your name, Click the "Close" button
5. Notice how the Docs counter at the top of the page has increased by 1
*If you click on the Docs Counter button you will see all Documents for all of the tasks listed on the page

1. Click on any task
2. Click on Documents tab, then "Attach Document" button

QAI - CTN-WV-1080

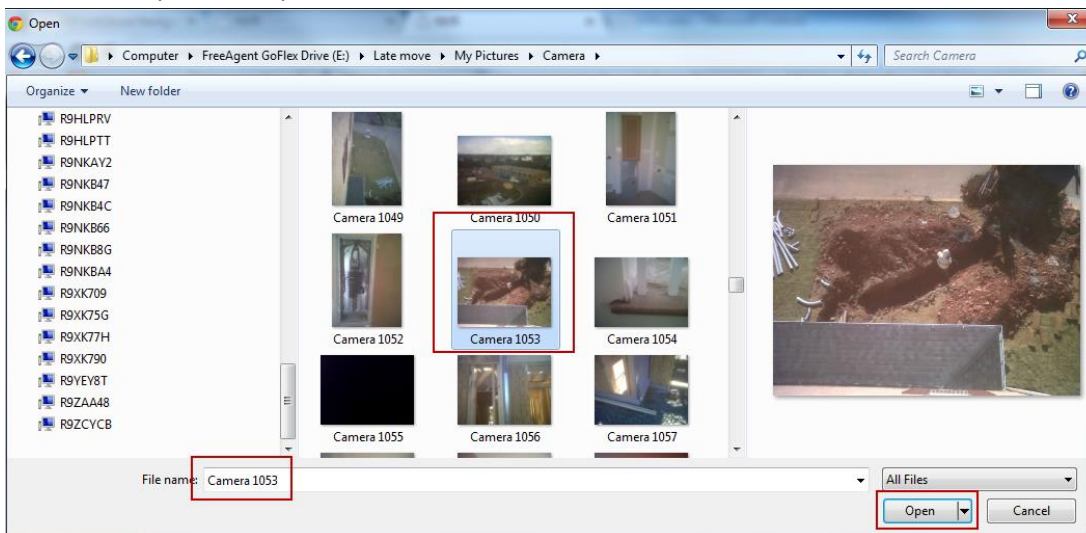
Detail Notes (0) Issues (0) Documents (0) Vendors

No documents have been attached to this task.

Attach Document

Close

3. A window will appear, select the document you wish to upload then click "Open"
*You are only able to upload 1 document at a time



4. The task window should now show the file selected with the date and your name, Click the "Close" button

QAI - CTN-WV-1080

Detail Notes (0) Issues (0) Documents (1) Vendors

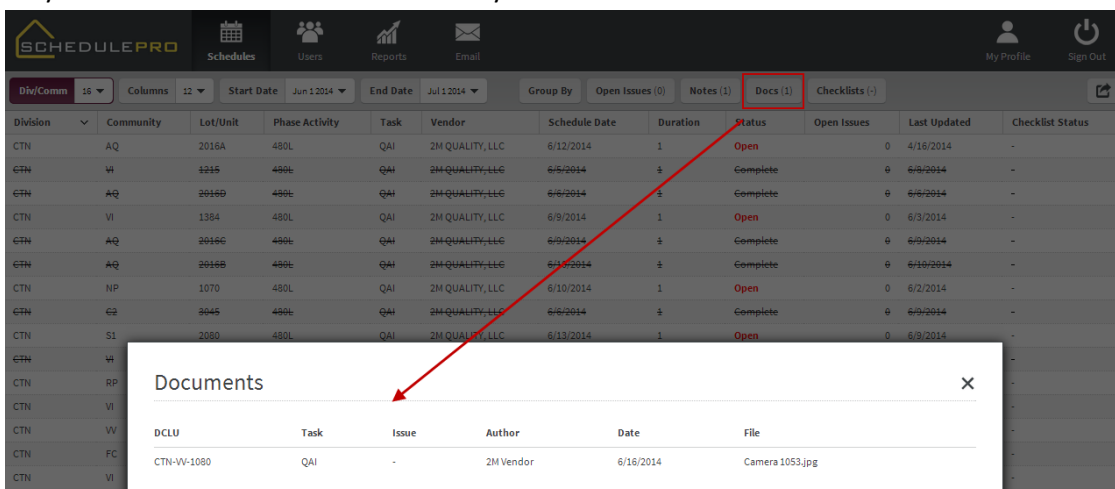
File	Date	Author
Camera 1053.jpg	6/16/2014	2M Vendor

Attach Document

Close

5. Notice how the Docs counter at the top of the page has increased by 1

*If you click on the Docs Counter button you will see all Documents for all of the tasks listed on the page



Division	Community	Lot/Unit	Phase Activity	Task	Vendor	Schedule Date	Duration	Status	Open Issues	Last Updated	Checklist Status
CTN	AQ	2016A	480L	QAI	2M QUALITY, LLC	6/12/2014	1	Open	0	4/16/2014	-
CTN	W	2215	480L	QAI	2M QUALITY, LLC	6/5/2014	1	Complete	0	6/9/2014	-
CTN	AQ	2016D	480L	QAI	2M QUALITY, LLC	6/6/2014	1	Complete	0	6/6/2014	-
CTN	VI	1364	480L	QAI	2M QUALITY, LLC	6/9/2014	1	Open	0	6/3/2014	-
CTN	AQ	2016E	480L	QAI	2M QUALITY, LLC	6/9/2014	1	Complete	0	6/9/2014	-
CTN	AQ	2016B	480L	QAI	2M QUALITY, LLC	6/10/2014	1	Complete	0	6/10/2014	-
CTN	NP	1070	480L	QAI	2M QUALITY, LLC	6/10/2014	1	Open	0	6/2/2014	-
CTN	GP	2045	480L	QAI	2M QUALITY, LLC	6/8/2014	1	Complete	0	6/9/2014	-
CTN	S1	2080	480L	QAI	2M QUALITY, LLC	6/13/2014	1	Open	0	6/9/2014	-

DCLU	Task	Issue	Author	Date	File
CTN-WV-1080	QAI	-	2M Vendor	6/16/2014	Camera 1053.jpg