

### Example of introducing a new Phase Activities to SchedulePro

We are introducing 189I/O, but we are keeping 189M in place for the next few months to allow the divisions time to make the switch. If they wait until backlog is done before the remove 189M from the CVT, they will end up pulling costs in all three activities on new sales ratifications and estimates.

I wasn't really hands on with SP, so I just want to make sure I understand the process before I send anything out.

### Steps to update SchedulePro and UCS

1. Turn Phases ON for affected tasks in SP
  - a. Open SchedulePro
  - b. Select Templates
  - c. Select Division Phase Activities
  - d. Search Tasks affected by new Phase Activities
  - e. Turn ON Phase Activities for new Phases/Activities
  - f. Click Apply
  - g. Confirm Change when prompted
2. Turn 189M phase OFF for affected tasks in SP
  - a. Search Old Phase
  - b. Turn off Phase Activity
  - c. Click Apply
  - d. Confirm Change when prompted
3. Perform a Phase Activity Refresh on any schedule that will be using new phases.
  - a. Click Schedule
  - b. Select Schedule Summary
  - c. Search division / communities for lots affected by change
  - d. Click check boxes on left side of listed lots
  - e. Select the Action button
  - f. Select Phase Activity Refresh
  - g. List of affected phases will be listed
  - h. Confirm new Phases are included in the refresh
4. Understand that phase activity refresh performed on lots under construction will be affected negatively.
5. Community Vendor Table (CVT) need to be updated. Vendors approved for 189M should be switched to NON PRIMARY, Vendors should have 189I/O and set as PRIMARY
  - a. Any updates on the CVT will update SchedulePro the following day after automation runs.