



Missing Orphan Tasks in SchedulePro

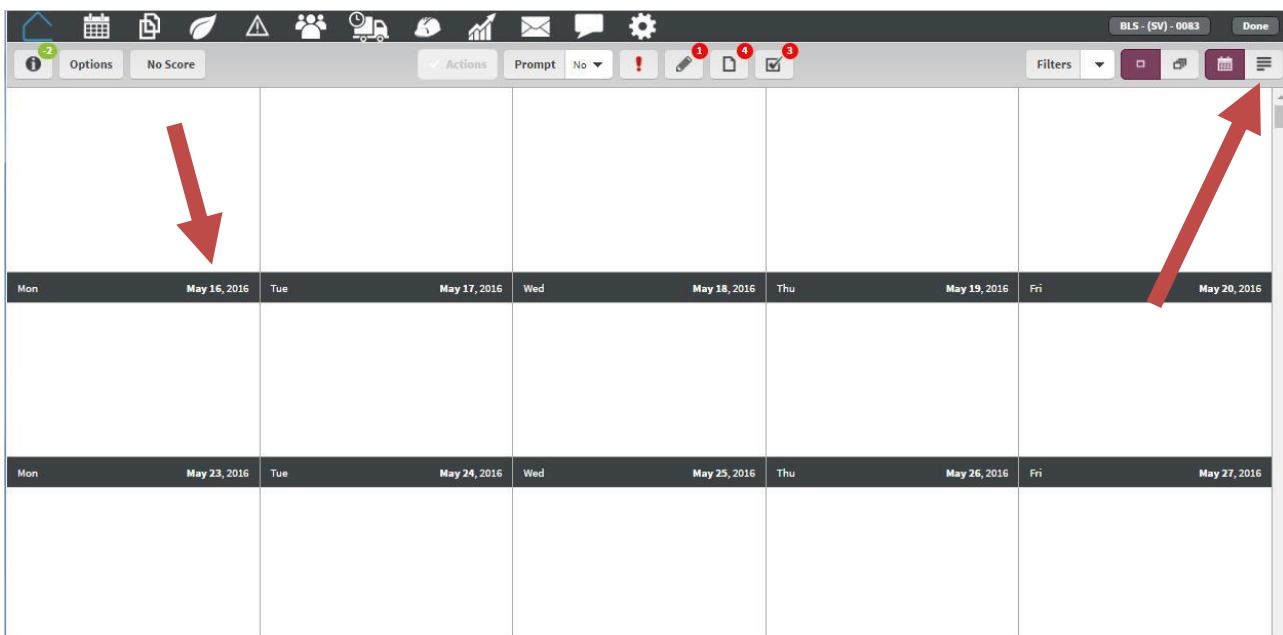
Overview

Sometimes task show up as being overdue or orphaned but you are unable to find them in your schedule. By following these steps, you will be able to locate the missing tasks and get them updated within the system.

1. Identify a task that can't be found in the schedule.

	A	B	C	D	E	F
1	Sched End Da	Days Overd	Divisi	DCLU	PJM	Task Name
17	2/23/2016	239	BLS	BLSCD0015	Blaker, Bradford	Insulation
18	6/9/2016	163	BLS	BLSCD0031	Back Office	HVAC - Rough
19	4/8/2016	206	BLS	BLSCK0381B	Back Office	Framing
20	3/29/2016	214	BLS	BLSCK0381B	Back Office	Rough Grade
21	7/30/2016	213	BLS	BLSRI0011	Heath, Michael	Trim
22	2/24/2016	238	BLS	BLSRI0023	Heath, Michael	HVAC - Final
23	2/24/2016	238	BLS	BLSRI0023	Heath, Michael	HVAC Start Checks
24	2/25/2016	237	BLS	BLSRI0023	Heath, Michael	Paint Exterior
30	2/23/2016	239	BLS	BLSSV0083	Todd, Andrew	Bath Accessories
31	2/23/2016	239	BLS	BLSSV0083	Todd, Andrew	Bath/Closet Accessories
32	2/23/2016	239	BLS	BLSSV0083	Todd, Andrew	Measure Shower Drs
33	2/23/2016	239	BLS	BLSSV0083	Todd, Andrew	Plumb - Final
34	2/23/2016	239	BLS	BLSSV0083	Todd, Andrew	Structured Wiring - Final
35	2/24/2016	238	BLS	BLSSV0087	Todd, Andrew	Bath Accessories
36	2/24/2016	238	BLS	BLSSV0087	Todd, Andrew	Hardwood
37	2/24/2016	238	BLS	BLSSV0087	Todd, Andrew	Resilient Floors
38	2/24/2016	238	BLS	BLSSV0087	Todd, Andrew	Security - Final
39	2/24/2016	238	BLS	BLSSV0087	Todd, Andrew	Structured Wiring - Final
40	2/24/2016	238	BLS	BLSSV0179	Todd, Andrew	3rd Paint
41	3/29/2016	214	BLS	BLSSV0180	Todd, Andrew	Drywall
61	3/8/2016	229	CAC	CACA60046	Turner, Justin	Drywall
64	2/22/2016	240	CAC	CACE20439	McQuown, Benjamin	Delivery - Appliances
65	2/22/2016	240	CAC	CACE20439	McQuown, Benjamin	First Paint/Prime
67	2/23/2016	239	CAC	CACE20439	McQuown, Benjamin	Bath Accessories

2. Next, open the schedule, notice how the earliest date is May 16th, click on the list view





3. Sort by Start date, click on the task

Task	Start	Baseline	End	Duration	Baseline Duration	Issues	Checklists	Attachments	Status	Locked	Category	Type	Vendor
Bath/Closet Accessories	2/23/2016	2/23/2016	2/23/2016	1 day	1 day	0	0	0	Open		Interior	Information	*CLASSIC BUILDING SPECIALT(0011488999)
Plumb - Final	2/23/2016	2/23/2016	2/23/2016	1 day	1 day	0	0	0	Open		Interior	Information	*BRYANT GROUP, INC. (0011488968)*FAMOUS DISTRIBUTION INC(0011488963)CHESAPEAKE PLUMBING&HEATIN
Structured Wiring - Final	2/23/2016	2/23/2016	2/23/2016	1 day	1 day	0	0	0	Open		Interior	Information	*ITG, LTD(0011488957)*ITG, LTD
Measure Shower Drs	2/23/2016	2/23/2016	2/23/2016	1 day	1 day	0	0	0	Open		Interior	Information	CLASSIC BUILDING SPECIALT
Bath Accessories	2/23/2016	2/23/2016	2/23/2016	1 day	1 day	0	0	0	Open		Interior	Information	*CLASSIC BUILDING SPECIALT(0011489002)*CLASSIC BUILDING SPECIALT(0011489001)*CLASSIC BUILDING SPECIALT(0011489000)*CLASSIC BUILDING SPECIALT

4. Adjust date by details, then click update. You can also use the multi select feature.

Bath/Closet Accessories

Type: Activities
Category: Shelf/rod M/L (291K)
Options: No options are associated with this task.

Baseline D: 3/22/2017

Duration (Days): 1

Buttons: Unlocked, Locked, Open, Complete

Calendar: March 2017 (Date 22 selected)

Buttons: Update, Close

5. Task is now visible on calendar

Calendar View: BLS - (SV) - 0083

Tasks visible on calendar:

- Gutters
- PSD - Reclean
- Bath/Closet Accessories
- End of DUC
- QAI
- PSD (Customer Meeting)
- Mold Inspection (PSD)
- Settlement