

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.

1	A	В	С	D	E	F
1	Sched End Da	Days Overd ∓	Divisi 💌	DELU 💌	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	/30/2016	213	BLS	BLSRI0011	Heath, Michael	Trim
22	24/2016	238	BLS	BLSRI0023	Heath, Michael	HVAC - Final
23	2, 24/2016	238	BLS	BLSRI0023	Heath, Michael	HVAC Start Checks
24	2/ 5/2016	237	BLS	BLSRI0023	Heath, Michael	Paint Exterior
30	2/1 /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	2/22/2016	230	CAC	CACE20443	McOuown Beniamin	Rath Accessories

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

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Options No Score	Actions	Prompt No 🔻 🕴 🔊	⊠ ⁰	Filters 💌 🗖 🗇 🧮 🚍				
Mon May 16, 2016	Tue May 17, 2016	Wed May 18, 2016	Thu May 19, 2016	Fri May 20, 2016				
Mon May 23, 2016	Tue May 24, 2016	Wed May 25, 2016	Thu May 26, 2016	Fri May 27, 2016				



3. Sort by Start date, click on the task

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√	Task	Start	eline	End	Duration	Baseline Duration	Issues	Checklists	Attachments	Status	Locked	Category	Туре	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	L 12016	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
0	Structured Wiring - Final	2/23/2016	2/1 1016	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	8/2016	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 asy	1 day	0	Ő	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.

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~	Task							Desil	1					5 8		
	Bath/Closet Accessories	Bath/C	lose	t Ac	cess	orie	es							×	PECIAL	T{0011488999)
Ø.	Plumb - Final	Detail	<		Ма	rch 20	17		>]			IS DIST	RIBUTION KE		
		Туре	s	м	т	SW.	т	F	s	tivities		Options				
	- Final	Category				1	2	3	4	Shelf/rod M/l (291K)		No options are associate	d with this task.		∦•іт <u>с,</u> і	LTD
Ó	Measure Shower	Baseline D	5	6	7	8	9	10	11						ECIALT	
	Urs	Baseline D	Baseline D	13	14	15	16	17	18							
100	Path Assessed		19	20	21	22		24	25) *CLAS	SSIC BUILDING	
	Bath Accessorie:	Schedule	26	27	28	29	30	31) CLAS	SIC BUILDING
0	PreConstruction Meeting	3/22/2017	_			\sim					Unlocked		Locked			
	Start Package	Duration (D	ays)								Open		Complete			
0	Stakeout - House	L*									open		complete		NG GRO	UP *BOWMAN
	Excavation	Update	Close												2TING DINGE	R
	Temp Drive	12/30/2016	12/29/201	6 1	2/30/2016	10	lay	1 day	Ô	0 0	Complete	Exterior In	formation CORPORA	TION	CTING	NC *LAFARGE
	Start Date	12/30/2016	12/30/201	16 1	2/30/2016	i 1d	iay	1 day	0	0 0	Complete	Interior In	formation			

5. Task is now visible on calendar

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Options No Sco	re		Actions	Prompt	No 🔻	● □	3		Filters		ø		=
Gutters													
Mon	Mar 20, 2017	Tue	Mar 21, 2017	Wed		Mar 22, 2017	Thu	Mar 23, 2017	Fri		,	4ar 24 , 201	7
Additional-DUC													
		PSD - Reclean		Bath/Clo	set Accessories								
Mon	Mar 27, 2017	Tue	Mar 28, 2017	Wed		Mar 29, 2017	Thu	Mar 30, 2017	Fri			4ar 31 , 201	7
Additional DVC													
				End of DU	c	a							
				QAI			8						
Mon	Apr 3, 2017	Tue	Apr 4, 2017	Wed		Apr 5, 2017	Thu	Apr 6, 2017	Fri			Apr 7, 201	7
Additional DUC													
PSD (Customer Meeting)	≜			Settlemen	it	≜							
Mold Inspection (PSD)	⊠≙												
Mon	Apr 10, 2017	Tue	Apr 11 , 2017	Wed		Apr 12, 2017	Thu	Apr 13, 2017	Fri			Apr 14, 201	7