

Team Schedule

Team scheduling allows for planning task activities on teams

Colours can be assigned to task activities as well as Teams

Team Colours can be assigned

Recommend changing Team names from Team Kevin to T- Kevin

Task colours updated based on default task activity group

Recommend changing Task activity codes from ME-01 to as short name up to 5 to 6 characters MEAS for Measure

This because the schedule reflects the code instead of the name, there is limited space to display information

Information is display – Task code – Job number – Customer short name – Job description

Teams sequence number updated to force preview of teams in a specific order

Team schedule allows for zooming in to any period you want

Zoom 10 is good to view for 2 to 3 week period

Zoom 9 is good for 2 month view showing per day

Tasks can be moved to another team

Click and drag to another team

Tasks can be dragged to extend time of task

Move to another day

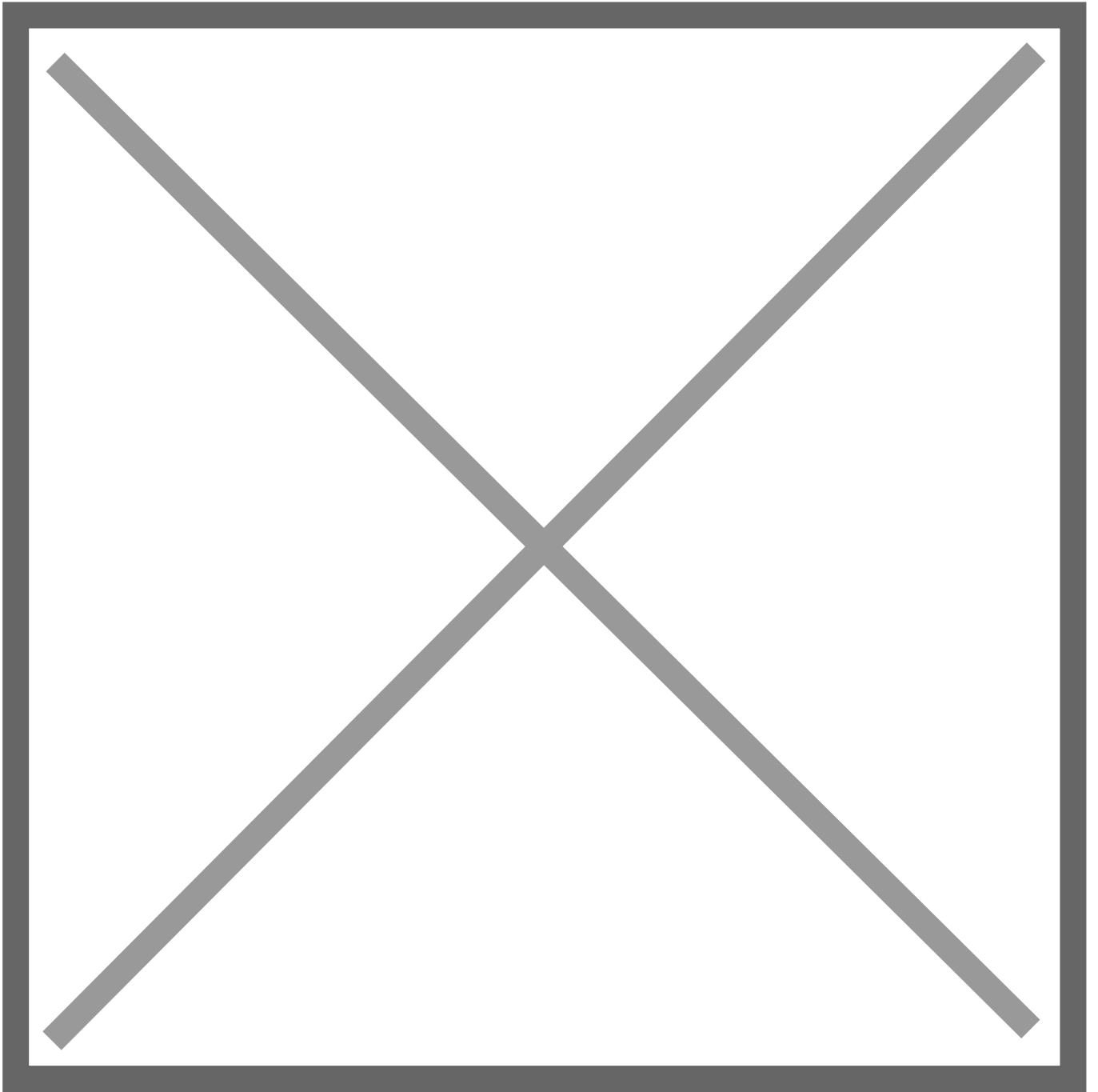
Click end of block to extend or reduce period

Tasks can now be split

Edit the Task to split with new dates

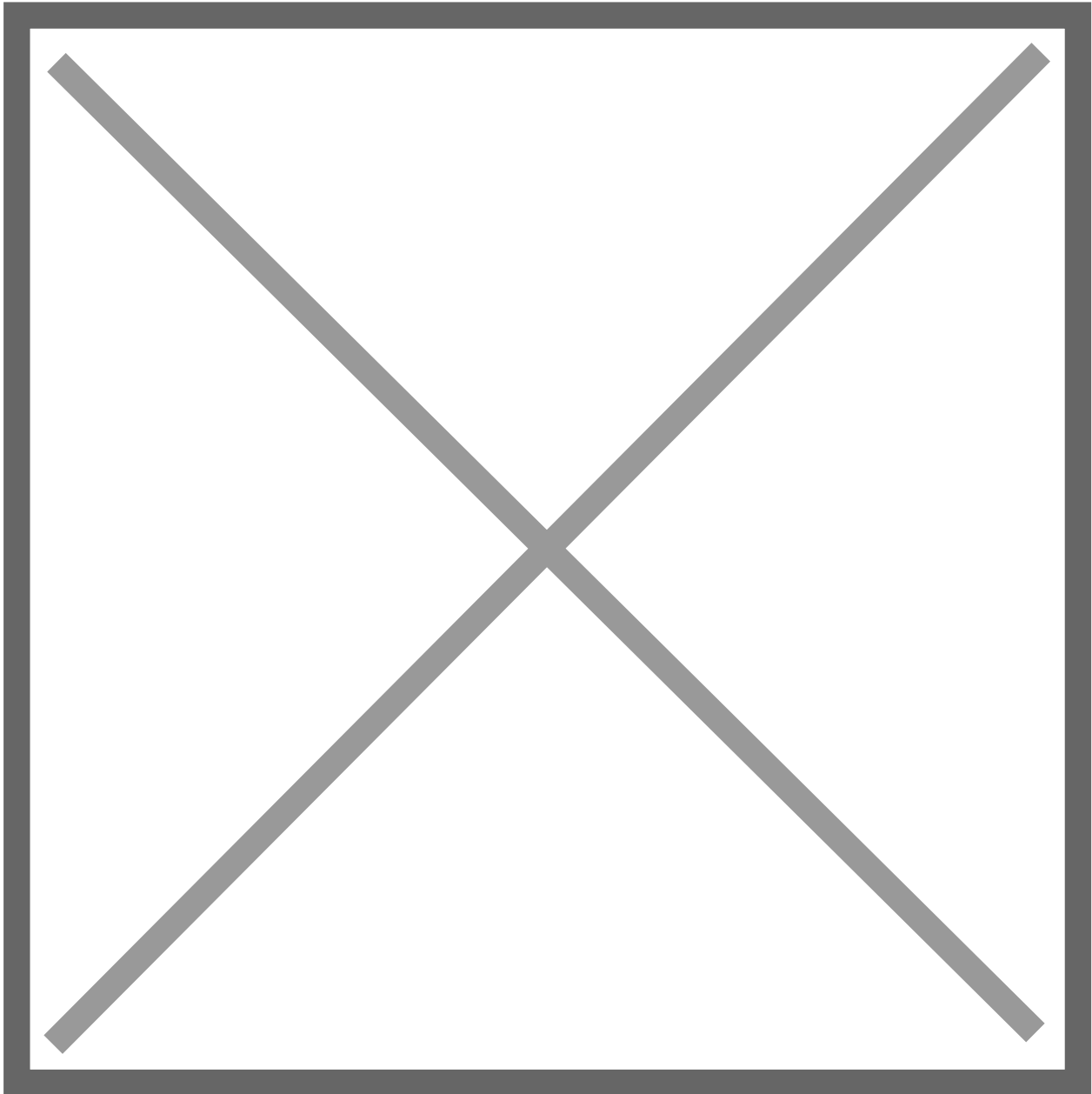
There will always be a Main task and then split tasks linked to the main task

Week start dates when looking at the calendar is Monday to Sunday



Update customers with Short Name recommended

This short name is used in the Gantt chart and scheduling



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