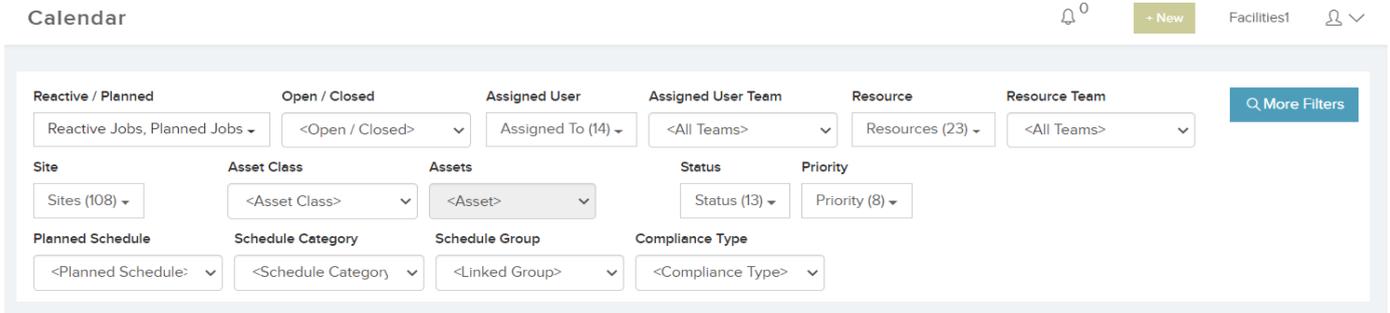


Jobs Calendar

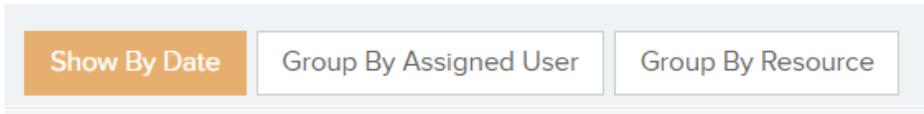
Created by: Support Trackplan

Modified on: Wed, 10 Jun, 2020 at 3:51 PM

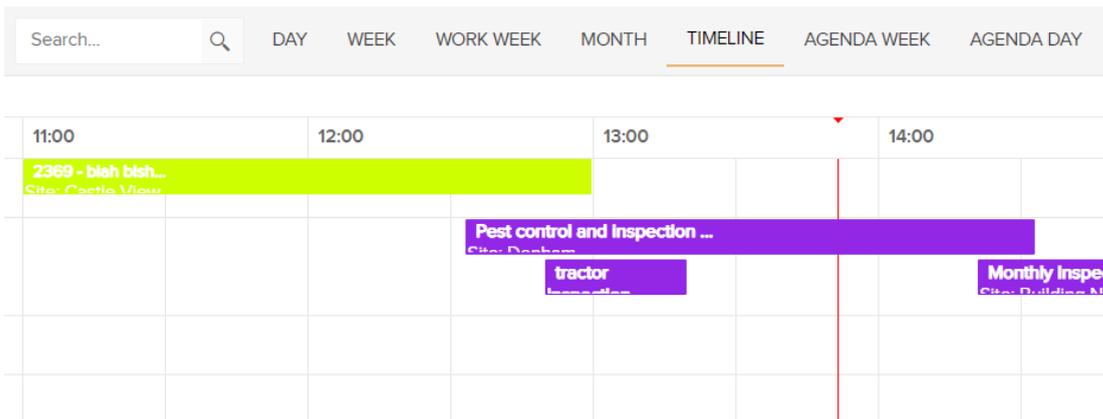
The *Jobs Calendar* shows all upcoming planned and reactive jobs. The *Jobs Calendar* has numerous filters and viewing options to allow you view it in exactly the way you choose:



The *Jobs Calendar* view can be sorted by Date, Assigned User group, or by Resource:



The *Jobs Calendar* can also be filtered by day, week, month, agenda week / agenda day:



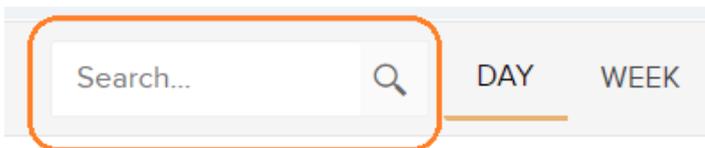
Note that within the monthly view, the calendar will expand to display up to ten jobs. If there are more than ten jobs scheduled for a particular day, you will be able to view all of these jobs by selecting the button highlighted below:



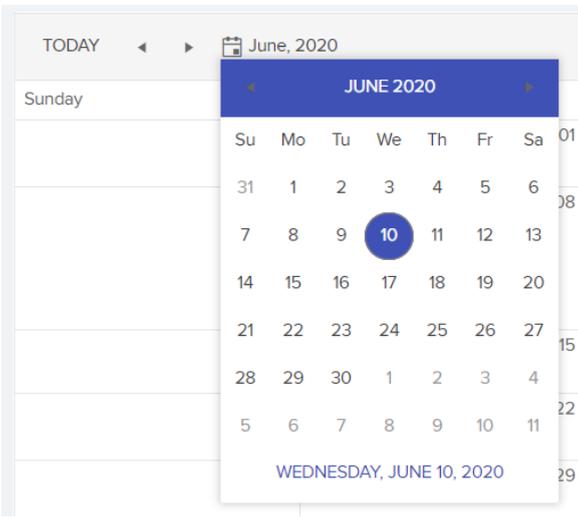
This button will open the daily view which will display all jobs for that day:

Sat 09/5							
all day							
08:00							
09:00	<table border="1"> <tr> <td>Weekly PPM Checks ... Site: Head Office Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> <td>Weekly PPM Checks ... Site: Cheadle Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> <td>Weekly PPM Checks ... Site: Haddenham & Thame Parkway Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> <td>Weekly PPM Checks ... Site: Kydd Building Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> <td>Weekly PPM Checks ... Site: Randstad Education - Cambridge Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> <td>Weekly PPM Checks ... Site: London Marylebone Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:</td> </tr> </table>	Weekly PPM Checks ... Site: Head Office Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:	Weekly PPM Checks ... Site: Cheadle Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:	Weekly PPM Checks ... Site: Haddenham & Thame Parkway Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:	Weekly PPM Checks ... Site: Kydd Building Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:	Weekly PPM Checks ... Site: Randstad Education - Cambridge Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:	Weekly PPM Checks ... Site: London Marylebone Location: - Assigned: Facilities Manager Resource: Fred Smith Status: Not Created Priority:
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10:00							
11:00							
12:00	<table border="1"> <tr> <td>Meter Readings ... Site: Head Office Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> <td>Meter Readings ... Site: Denham Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> <td>Meter Readings ... Site: Haddenham & Thame Parkway Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> <td>Meter Readings ... Site: Randstad Education - Cambridge Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> <td>Meter Readings ... Site: London Marylebone Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> <td>Meter Readings ... Site: Building No 1 Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:</td> </tr> </table>	Meter Readings ... Site: Head Office Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Denham Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Haddenham & Thame Parkway Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Randstad Education - Cambridge Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: London Marylebone Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Building No 1 Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:
Meter Readings ... Site: Head Office Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Denham Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Haddenham & Thame Parkway Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Randstad Education - Cambridge Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: London Marylebone Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:	Meter Readings ... Site: Building No 1 Location: - Assigned: Robert Cox Resource: Fred Smith Status: Not Created Priority:		
13:00	<table border="1"> <tr> <td>AHU check ... Site: Ceredigion Hospital Location: - Assigned: Facilities Manager Resource: Electrical Ltd Status: Not Created</td> <td>AHU 2 ... Site: Building No 1 Location: - Asset: Drill Assigned: Facilities Manager Resource: Harold Lloyd Status: Not Created</td> </tr> </table>	AHU check ... Site: Ceredigion Hospital Location: - Assigned: Facilities Manager Resource: Electrical Ltd Status: Not Created	AHU 2 ... Site: Building No 1 Location: - Asset: Drill Assigned: Facilities Manager Resource: Harold Lloyd Status: Not Created				
AHU check ... Site: Ceredigion Hospital Location: - Assigned: Facilities Manager Resource: Electrical Ltd Status: Not Created	AHU 2 ... Site: Building No 1 Location: - Asset: Drill Assigned: Facilities Manager Resource: Harold Lloyd Status: Not Created						
14:00							
15:00							

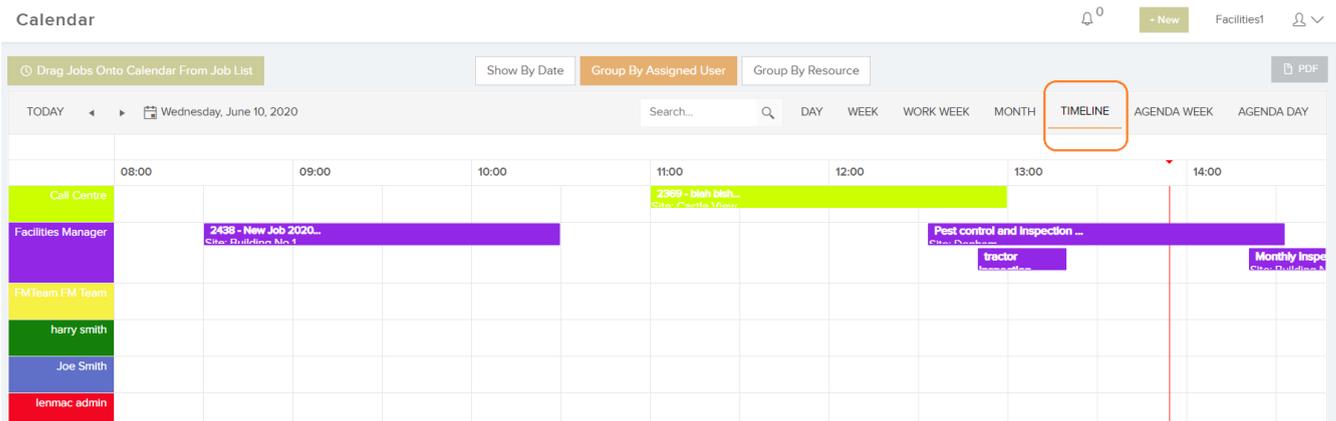
You can also search the Job Calendar by job number or job details by using the search bar which can be found next to the Day / Week / Month selector:



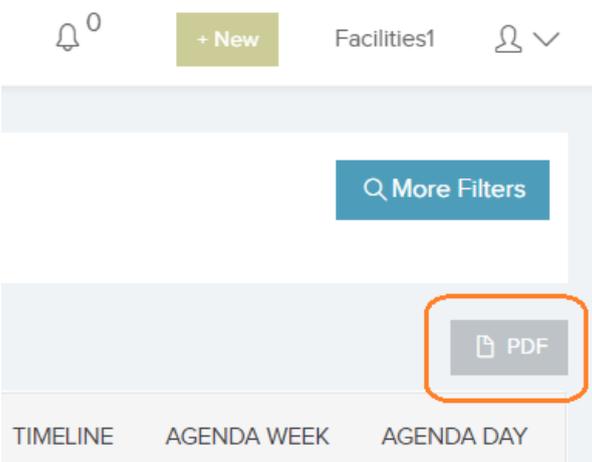
The Jobs Calendar has a date picker to the top-left of the calendar. The arrows can be used to scroll through the days / weeks / months, or you can use the drop-down date picker to pick a specific date:



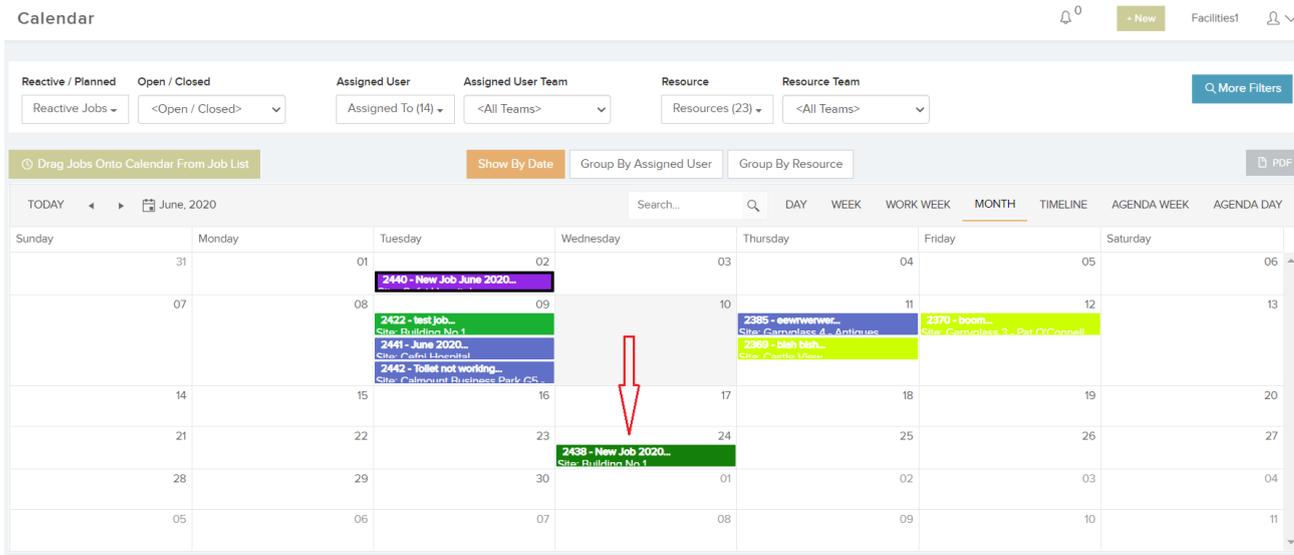
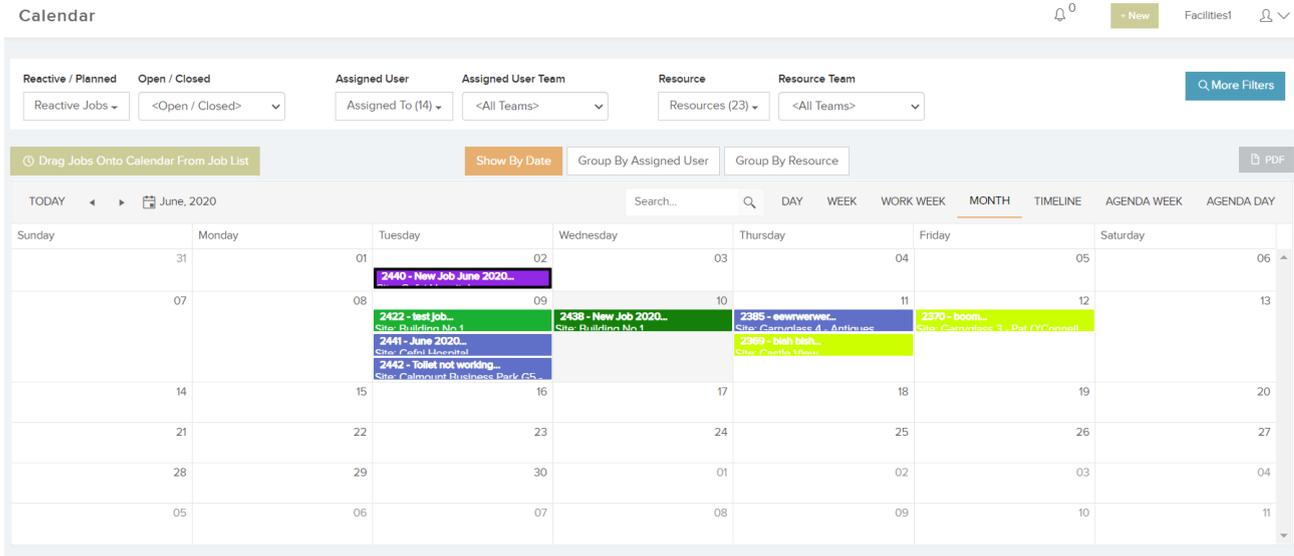
A new view option for the Jobs Calendar is the Timeline view. The Timeline view will display the hours in the day across the x-axis. If grouping by Assigned User or Resource, the names will be displayed down the y-axis:



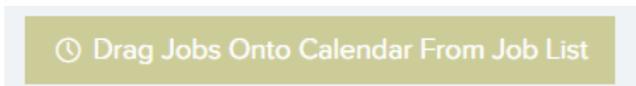
The selected calendar view can also be exported to a PDF:



While viewing the upcoming jobs for a particular month, the Trackplan calendar utilises a highly configurable drag and drop design that allows you to view and modify jobs at the click of a button (**Note:** This cannot be done with planned jobs):



On top of being able to drag and drop jobs across the calendar, you can also drag jobs onto the calendar from the jobs list:



This button will open the jobs list at the top of the page:

Drag jobs from the filterable job list onto the calendar below using your mouse and cursor Turn Off Drag Jobs

Reactive / Planned	Expected Date	Site	Team										
Reactive Only	<Expected Date>	<All Sites>	<All Teams>										
Id	Details	Job Type	Site	Location	Status	Assigned	Resource	Priority	Expected	Created			
2445	Toilet not flushing	Plumbing drains	Building No 1	Floor 1	Pending	Facilities Manager		No priority		10/06/2020			
2442	Toilet not working		Calmount Business P...		Pending	Joe Smith		Urgent	09/06/2020	08/06/2020			
2441	June 2020		Cefnri Hospital	ground floor	Instructed Quote Approved	Joe Smith	Multiple (3)	No priority	09/06/2020	03/06/2020			
2439	New Job 2020		Building No 1		Instructed		Fred Smith			02/06/2020			
2438	New Job 2020		Building No 1		Instructed	harry smith	Fred Smith		24/06/2020	02/06/2020			

1 - 5 of 497 items

From here you can click and drag any of these jobs onto the Calendar:

2441 June 2020 Cefnri Hospital ground floor Instructed Quote Approved Joe Smith Multiple (3) No priority 09/06/2020 03/06/2020

2439 New Job 2020 Building No 1 2439 New Job 2020 Fred Smith 02/06/2020

1 - 5 of 496 items

Reactive / Planned: Reactive Jobs | Open / Closed: <Open / Closed> | Assigned User: Assigned To (14) | Assigned User Team: <All Teams> | Resource: Resources (23) | Resource Team: <All Teams> | More Filters

Show By Date | Group By Assigned User | Group By Resource | PDF

TODAY 01/06/2020 - 05/06/2020 Search... DAY WEEK WORK WEEK MONTH TIMELINE AGENDA WEEK AGENDA DAY

	Mon 01/6	Tue 02/6	Wed 03/6	Thu 04/6	Fri 05/6
all day					
08:00					
09:00					
10:00					
11:00					

2441 June 2020 Cefnri Hospital ground floor Instructed Quote Approved Joe Smith Multiple (3) No priority 09/06/2020 03/06/2020

2439 New Job 2020 Building No 1 Instructed Fred Smith 02/06/2020

1 - 5 of 496 items

Reactive / Planned: Reactive Jobs | Open / Closed: <Open / Closed> | Assigned User: Assigned To (14) | Assigned User Team: <All Teams> | Resource: Resources (23) | Resource Team: <All Teams> | More Filters

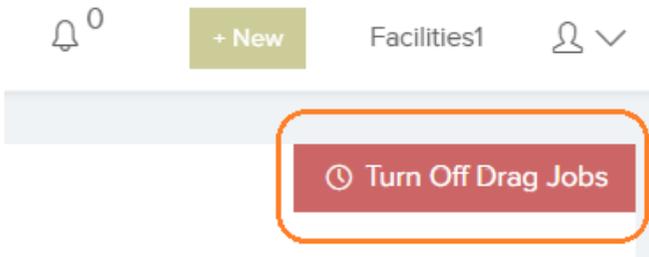
Show By Date | Group By Assigned User | Group By Resource | PDF

TODAY 01/06/2020 - 05/06/2020 Search... DAY WEEK WORK WEEK MONTH TIMELINE AGENDA WEEK AGENDA DAY

	Mon 01/6	Tue 02/6	Wed 03/6	Thu 04/6	Fri 05/6
all day					
08:00					
09:00			2439 New Job 2020		
10:00					
11:00					

TODAY	01/06/2020 - 05/06/2020	Search...	DAY	WEEK	WORK WEEK	MONTH
	Mon 01/6	Tue 02/6	Wed 03/6	Thu 04/6		
all day						
08:00						
09:00						
10:00						
11:00						
12:00						
13:00						

When you are done, select *Turn Off Drag Jobs* at the top-right of the page:



Related Articles:

[Jobs List \(https://trackplanfm.freshdesk.com/support/solutions/articles/47000453969\)](https://trackplanfm.freshdesk.com/support/solutions/articles/47000453969)

[Reactive Jobs \(https://trackplanfm.freshdesk.com/support/solutions/articles/47001040014\)](https://trackplanfm.freshdesk.com/support/solutions/articles/47001040014)

[Planned Jobs \(https://trackplanfm.freshdesk.com/support/solutions/articles/47001040017\)](https://trackplanfm.freshdesk.com/support/solutions/articles/47001040017)

[Job Requests \(https://trackplanfm.freshdesk.com/support/solutions/articles/47000454015\)](https://trackplanfm.freshdesk.com/support/solutions/articles/47000454015)

S Support is the author of this solution article.