

BUILDER TREND

SUBCONTRACTOR TRAINING

SCHEDULES

1. VIEW SCHEDULE

The schedule can be viewed for all jobsites or for individual jobsites by making your selection on the left-hand side of the menu. You have the option of setting the schedule up as either a list view or calendar view within the “Filter Your Results” area. You also have the option of viewing only calendar items where you are the performing sub, viewing current items only and printing the schedule if you need a hard copy.

FILTER YOUR RESULTS 1 FILTER APPLIED (1)

Assigned To: Status: Date: Show Workday Exceptions

List View: 6-9-2018 to 10-17-2020

The list-view shows all the scheduled items. Your schedule items will be highlighted in green; you can also check Show Only My Schedule at the top under filter your results to view only the items assigned to you. Once an item has been assigned to you the builder is requesting for you to confirm the item.

| Progress | Title | Start | End | Files | Duration | Start | Finish | Assigned To |
|----------|-----------------------------------|---------|---------|-------|----------|-----------------|-----------------|-------------------------|
| | Layout Cabinets | 9/10/19 | 9/10/19 | | 1 days | Fri, Sep 20 '19 | Fri, Sep 20 '19 | Fidd Interiors & Design |
| | Install Flooring & Bath Tile | 9/10/19 | 9/10/19 | | 6 days | Fri, Oct 11 '19 | Thu, Oct 24 '19 | Fidd Interiors & Design |
| | Install Cabinets | 9/10/19 | 9/10/19 | | 4 days | Fri, Oct 25 '19 | Tue, Oct 29 '19 | Fidd Interiors & Design |
| | Template for Granite Counter-tops | 9/10/19 | 9/10/19 | | 1 days | Tue, Oct 29 '19 | Tue, Oct 29 '19 | Fidd Interiors & Design |
| | Install Granite | 9/10/19 | 9/10/19 | | 1 days | Thu, Nov 07 '19 | Thu, Nov 07 '19 | Fidd Interiors & Design |
| | Install Carvet L Wood | 9/10/19 | 9/10/19 | | 1 days | Tue, Nov 12 '19 | Tue, Nov 12 '19 | Fidd Interiors & Design |
| | Subcontractor Punch Out | 9/10/19 | 9/10/19 | | 5 days | Sat, Nov 16 '19 | Thu, Nov 21 '19 | N/A |

The calendar view will show you a month at a time. You can move month to month by clicking on the arrows located to the left and right of the current month you are on. The same filters are available to show only your schedule on the month view as well.

2. CONFIRM SCHEDULE

Simply click on the please confirm link and then select accept or decline.

| Progress | Title | Start | End | Files | Duration | Start | Finish | Assigned To | Confirmation |
|----------|-------------------------|---------|---------|-------|----------|-----------------|-----------------|-------------------------------|--------------------------------|
| | Install Carvet L Wood | 9/10/19 | 9/10/19 | | 1 days | Tue, Aug 13 '19 | Tue, Aug 13 '19 | Fidd Interiors & Design | Please Confirm |
| | Subcontractor Punch Out | 9/10/19 | 9/10/19 | | 5 days | Mon, Aug 26 '19 | Fri, Aug 30 '19 | Fidd Interiors & Design (150) | Please Confirm |

3. MAKE NOTES ON SCHEDULE

Click on the schedule item and click add message.

Schedule Item Details

Schedule Information

Title: Install Flooring & Bath Tile
 Job: 133-1135-Hardwyn-Spec-S/19-
 Start Date: 9-6-2019
 End Date: 9-10-2019
 # Work Days: 4 day(s)
 Assigned To: Fidd Interiors & Design

Messaging