

#### **BUILDER TREND**

#### SUBCONTRACTOR TRAINING

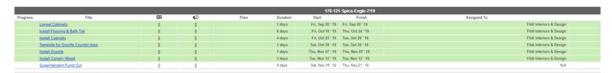
## **SCHEDULES**

#### 1. VIEW SCHEUDLE

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.



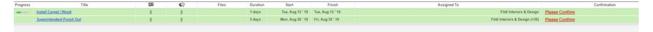
The list-view shows all the scheduled items. Your schedule items will be highlighted in green; you can also check Show Only My Schedule at the top under filter your results to view only the items assigned to you. Once an item has been assigned to you the builder is requesting for you to confirm the item.



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.



# 3. MAKE NOTES ON SCHEDULE

Click on the schedule item and click add message.

