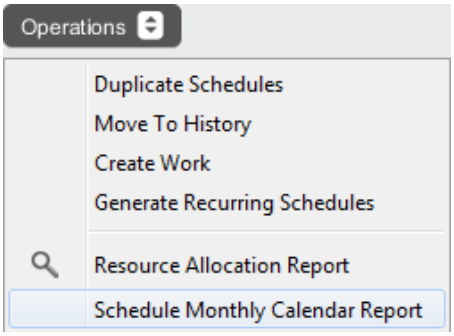
Schedule Monthly Calendar Report

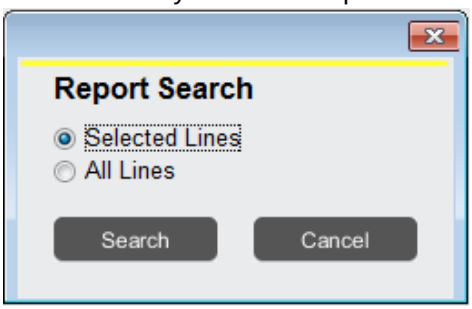


The Schedule Monthly Calendar Report allows you to view selected Schedule records from the List view in the form of a Calendar report.

The report arranges Schedule records based on their Planned Start Date in the form of a Sunday-Saturday calendar.

Access this report from either the Operations menu on the Schedule List and select Schedule Monthly Calendar Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of schedule reports to find the Schedule Monthly Calendar Report.

Once selected, you will see the Report Search window pop up, where you can decide to run the report on Selected Lines or All Lines.



Example of the Schedule Monthly Calendar:

Monthly Calendar Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 3 11	**Apr 4 11**	**Apr 5 11** START-G 100BE 11-00022 NEW START-G 100BE 11-00020 NEW START-G 100BE 11-00019 NEW START-G	**Apr 6 11**	**Apr 7 11**	**Apr 8 11**	**Apr 9 11**
Apr 10 11	**Apr 11 11**	**Apr 12 11**	**Apr 13 11**	**Apr 14 11**	**Apr 15 11** 100BE 11-00023 NEW START-G	**Apr 16 11**
Apr 17 11	**Apr 18 11**	**Apr 19 11**	**Apr 20 11** 075PA 0007 BOOKING APPROVED 100BE 11-00029 BOOKING REQUEST 100BE 11-00027 BOOKING ON-SITE 100BE 11-00028 BOOKING REQUEST	**Apr 21 11** 075PA 0008 BOOKING APPROVED 075PA 0009 BOOKING APPROVED	**Apr 22 11** 075PA 0010 BOOKING APPROVED 100BE 11-00015 NEW FINISHED	**Apr 23 11**
Apr 24 11	**Apr 25 11**	**Apr 26 11**	**Apr 27 11**	**Apr 28 11**	**Apr 29 11** 075PA 0005 BOOKING APPROVED 075PA 0022 EVENT STAFFING SCHEDULED 075PA 0021 EVENT STAFFING	**Apr 30 11**