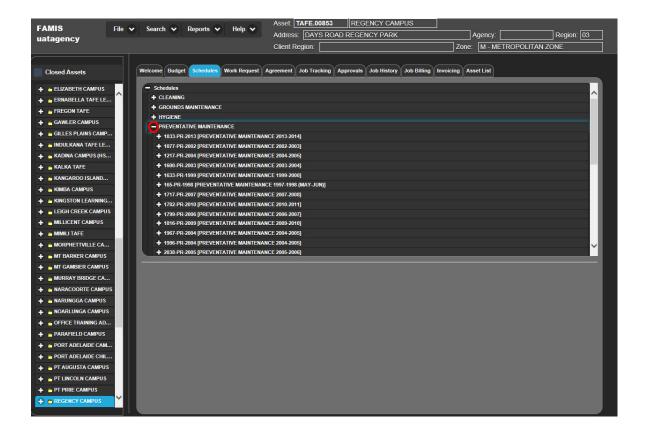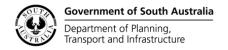## Viewing Preventative Maintenance Work Schedules

At any time, Users can view all schedules for an Asset including past and current year's programs. The work schedules for Preventative Maintenance work and Property Services, as identified in the Technical Data Sheets (TDS), shows a break-up of each program by service discipline.

To view a Schedule of Work, complete the following steps:

1. Select the Asset from the Asset List pane.

2. Select the Schedule tab from the Works Tabs pane.

3. Expand the Schedule list by clicking on the (+) to expand the selection.

4. Expand the required Schedule Type by clicking on the (+) to expand the selection. (**Note**: each recorded schedule will be displayed.
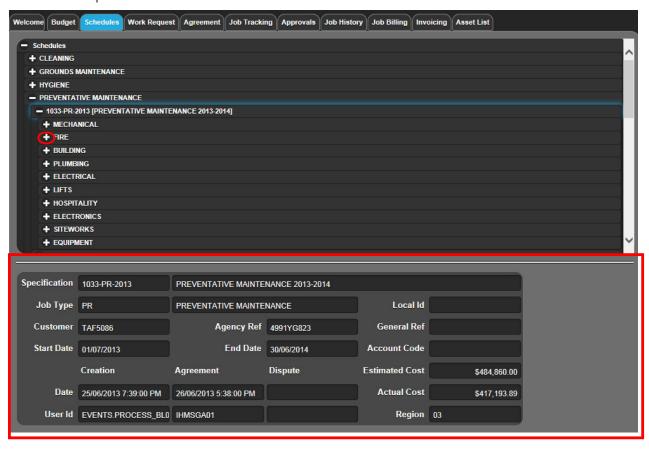
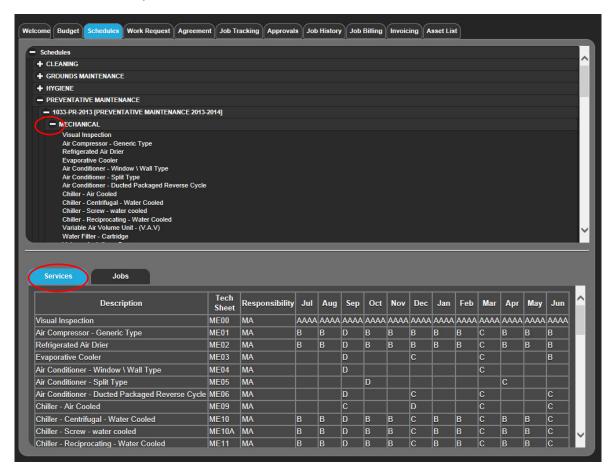**Note**: Schedules are displayed by *Specification Id* and *Description*.

To underline view underline Schedule Details, complete the following steps:

1. Click on a Specification Identification in the display window. (**Note**: The Schedule content details will be displayed in the lower display pane.

2. Click on the Schedule (+) to display the associated work disciplines. (**Note**: Click the (-) to close/hide the selection).

3. Alternatively, users can double-click the Specification Id to select and display the associated work disciplines.

4. Click on a Discipline Name in the display window. (**Note**: the Discipline program details will be displayed in the lower display pane).

5. Click on the Discipline (+) to display the discipline items. (**Note**: click the (-) to close/hide the selection).

6. Alternatively, users can double-click the Discipline Name to select and display the associated discipline items.

The available tabs in the lower display pane are dependent on the User access permissions and will be different for certain Users.

- Agency User access will display the *Services* and *Jobs* tabs.

- DPTI Contract Managers and Facilities Managers access will display other Facilities Management related tabs.