

Enterprise Scheduling Block Creation

1 Creating a new block within WebView Enterprise Scheduling.

1.1 Navigate to Enterprise Scheduling using the link in the navigation tree.

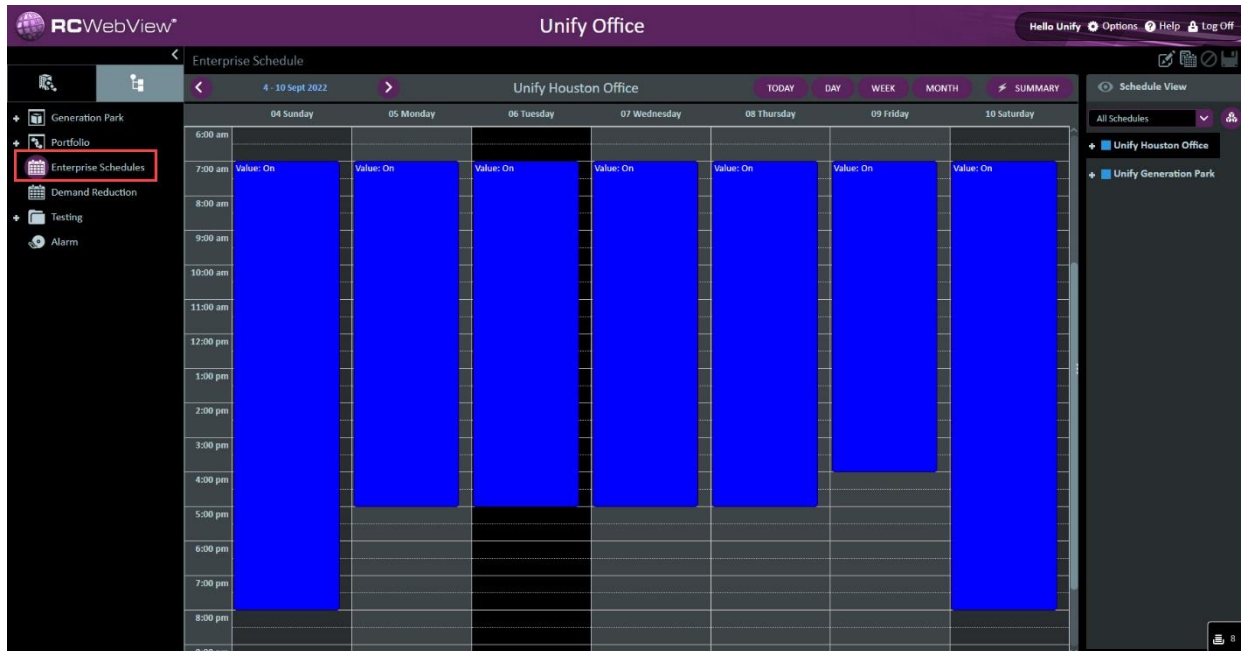


Figure 1 Enterprise Scheduling Link

1.1.1 The display mode defaults to Summary mode which displays the effective schedule. The display mode can be changed to Edit mode which displays each individual event including name and parent source.

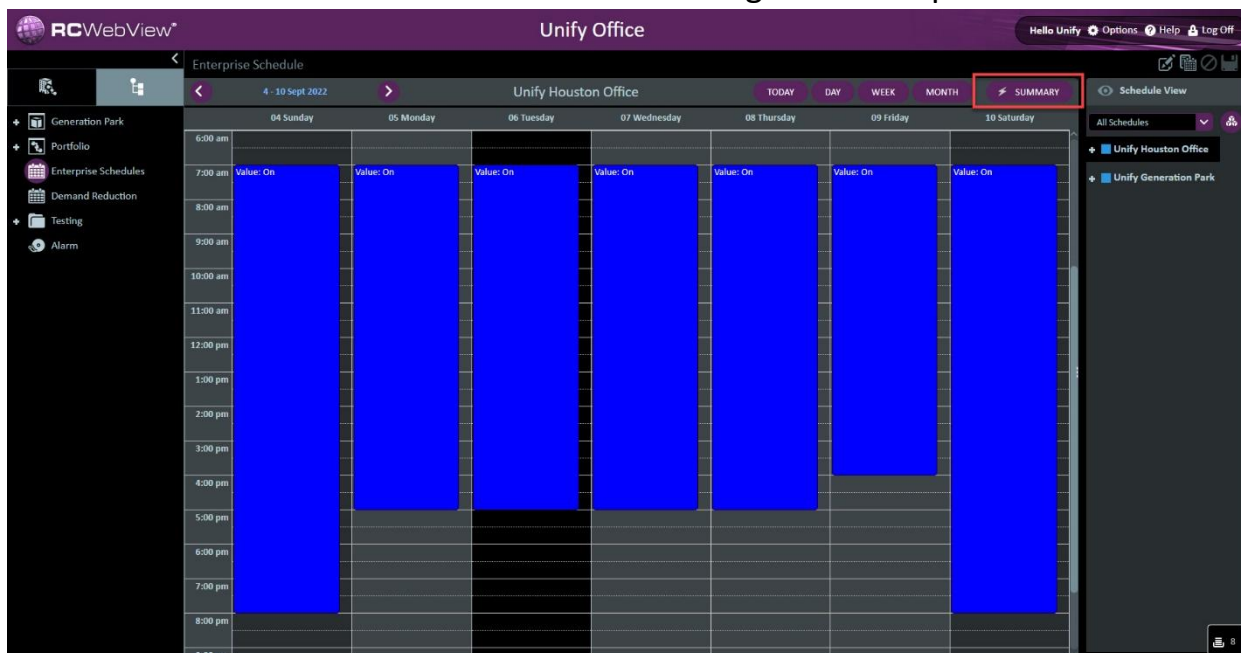


Figure 2 Summary Mode Display

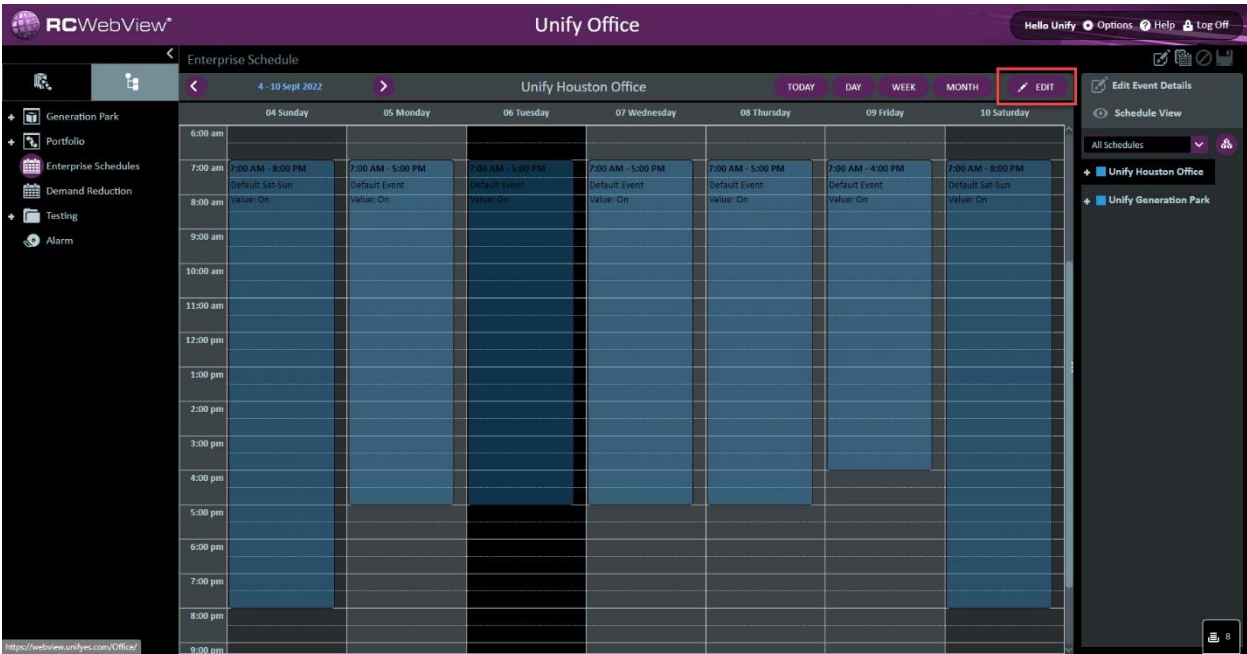


Figure 3 Edit Mode Display

1.2 Select the Block Management icon.

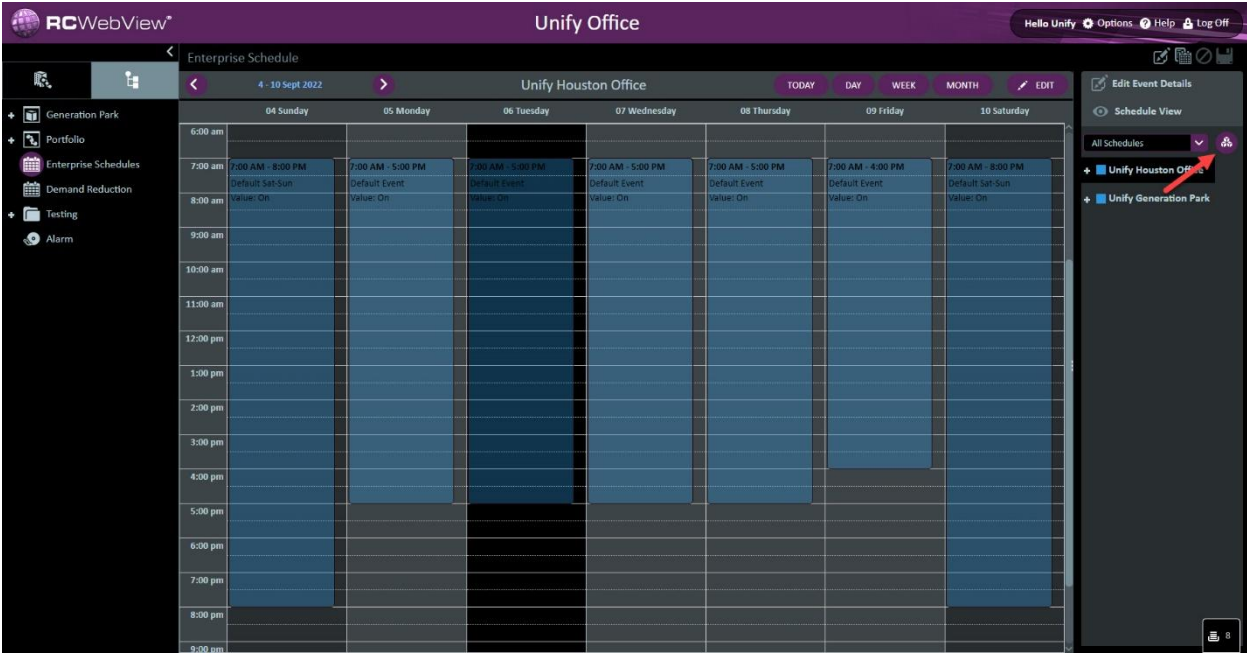


Figure 4 Block Management Icon

1.3 The Manage Blocks window will appear

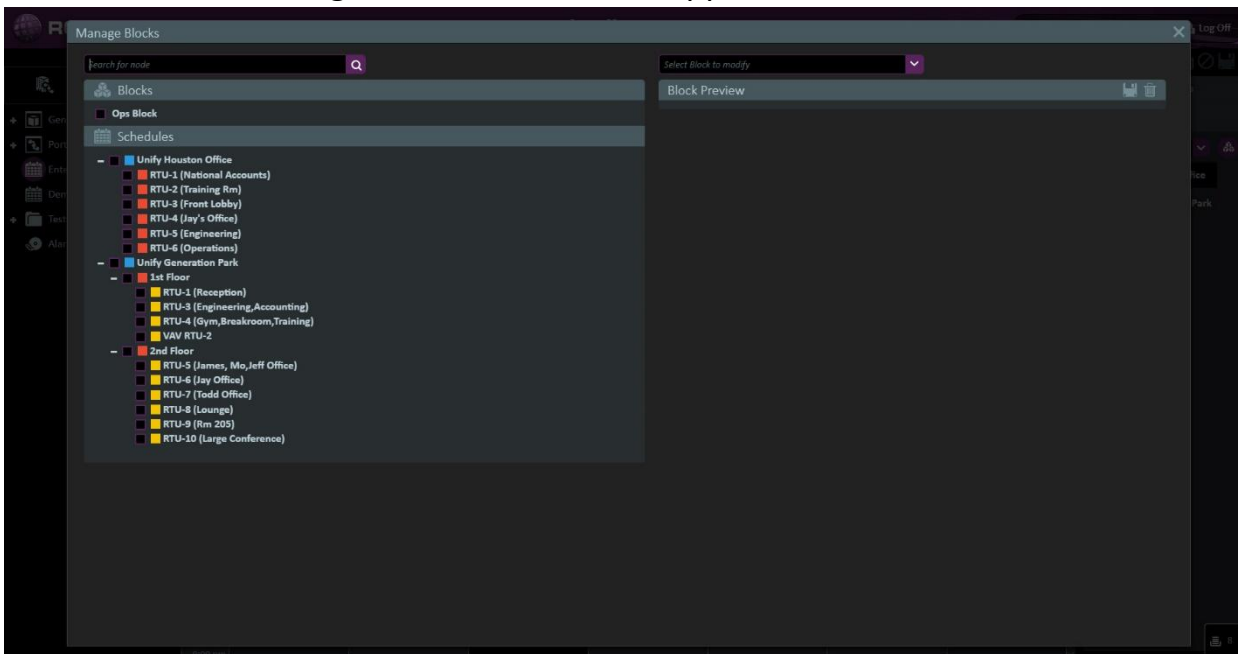


Figure 5 Manage Blocks Window

1.4 Select New Block from the drop-down menu on the right-hand side.

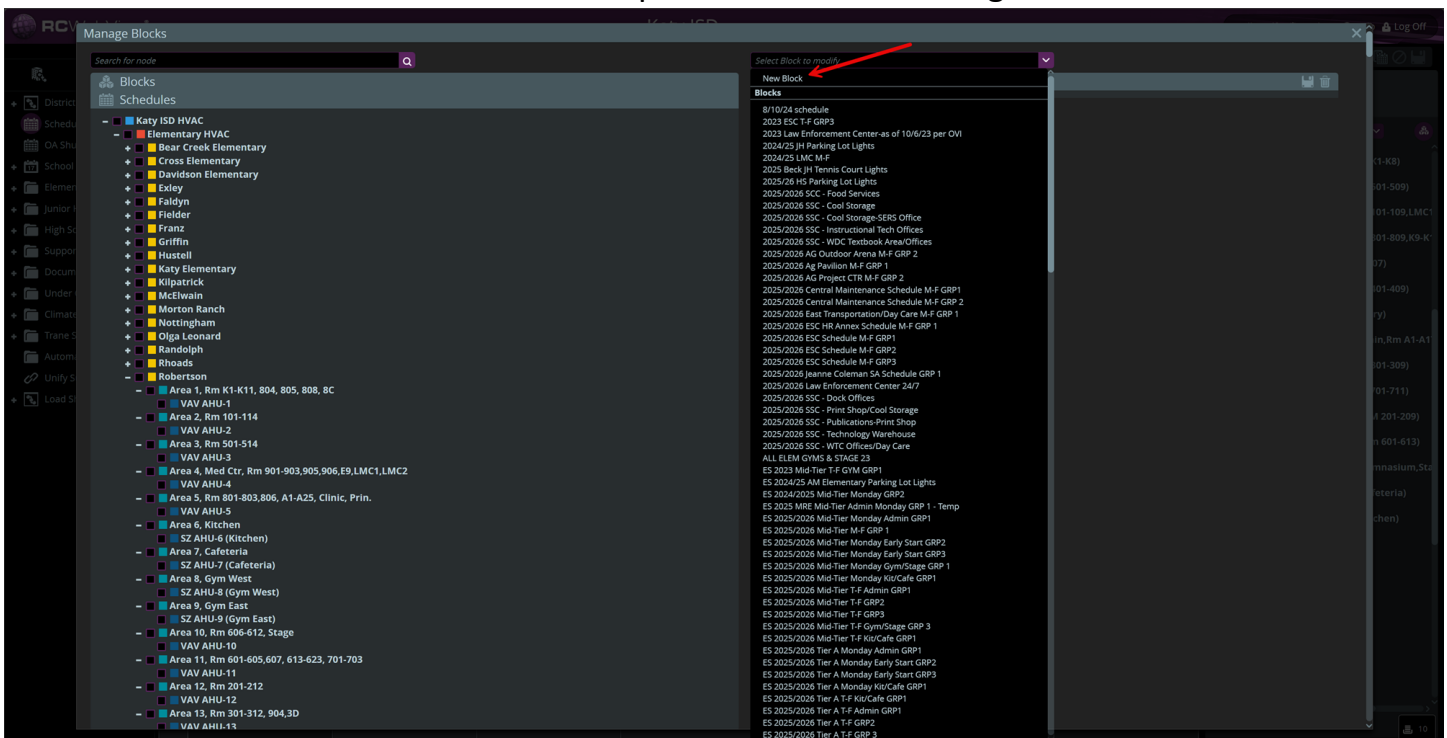


Figure 6 Select New Block

- 1.5 Now select all the equipment schedules for the New Block. Once all equipment schedules that are needed in the new block have been selected and appear on the right side of the Manage Blocks window select the orange save icon on the upper right corner of the window.

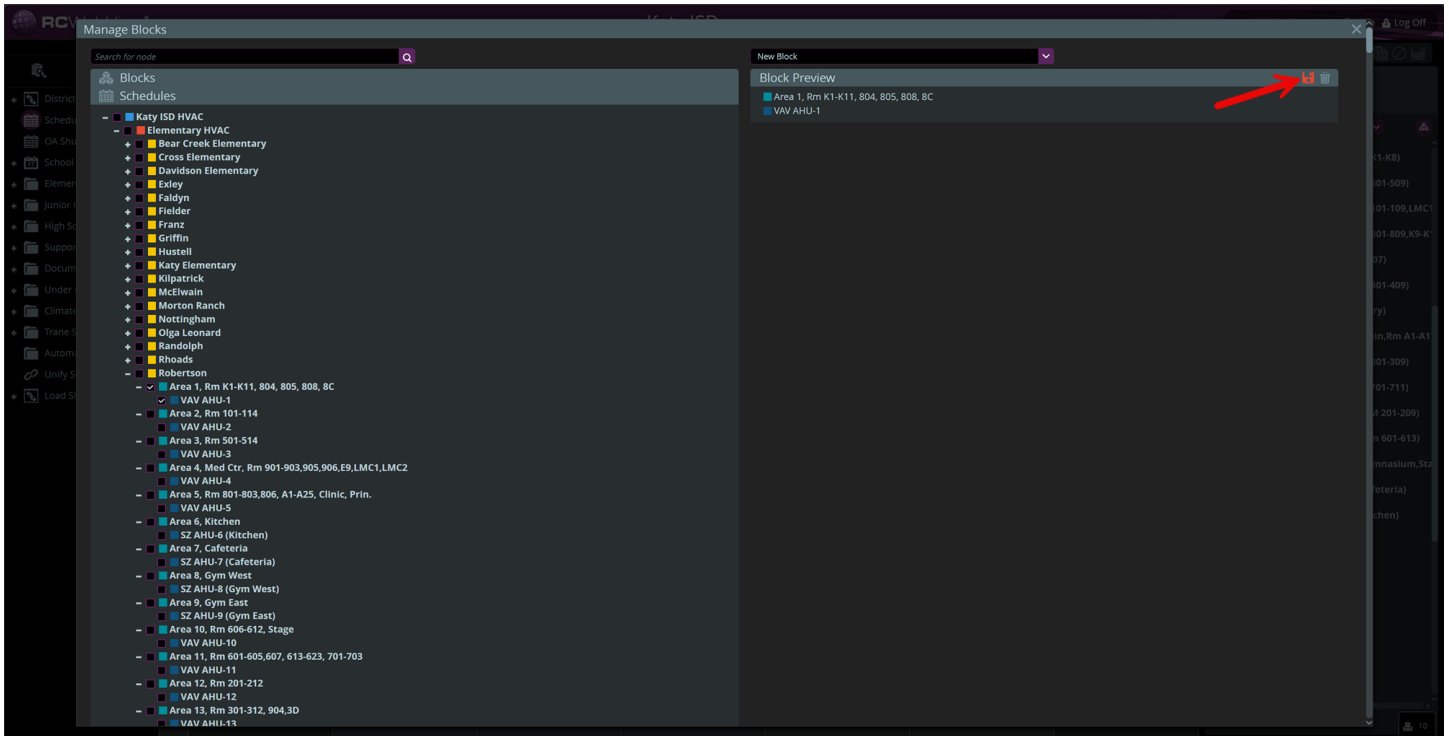


Figure 7 Review and Save

- 1.6 The Save As pop-up window will appear.

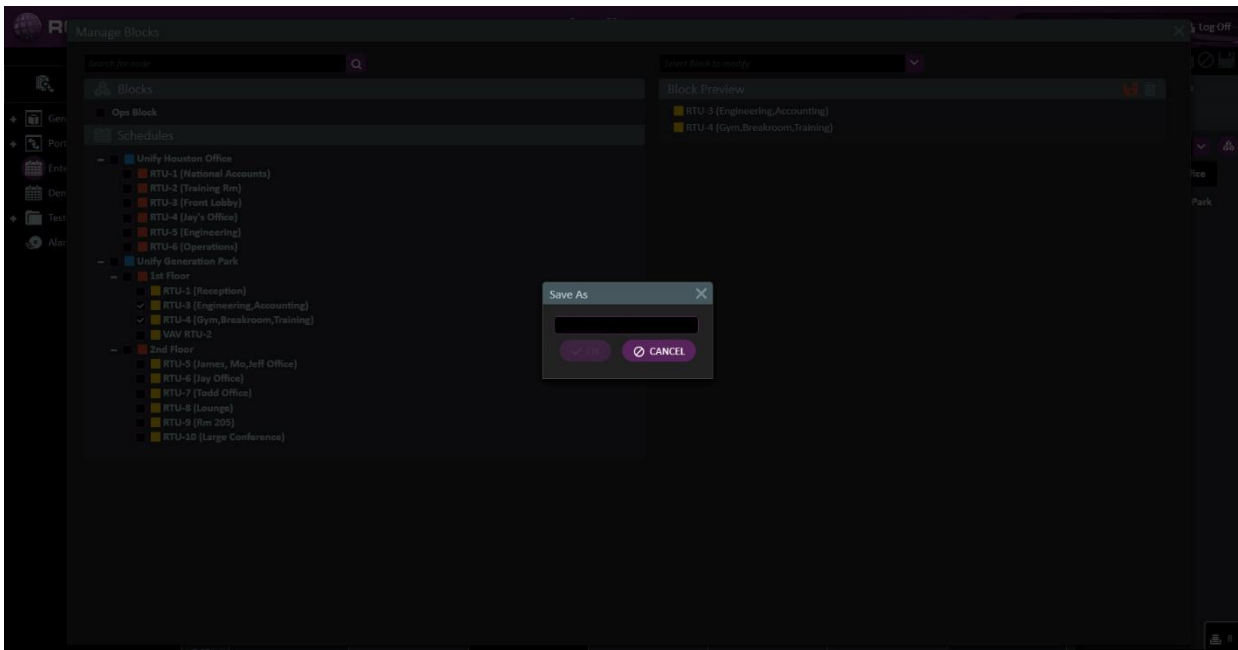


Figure 8 Save As Window

1.7 Enter the desired name of the new block then select OK

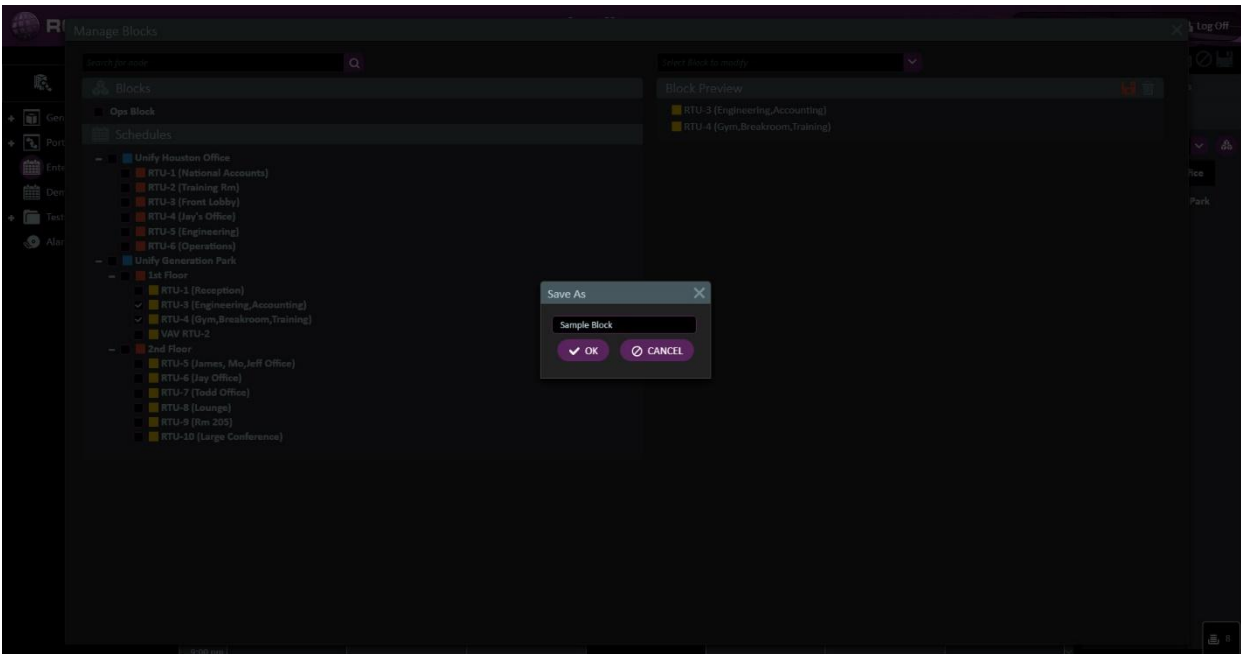


Figure 9 New Block Name

1.8 A Save Successful message will appear. If no new Blocks or edits are needed close the Manage Blocks window by selecting the X in the upper right corner of the window.

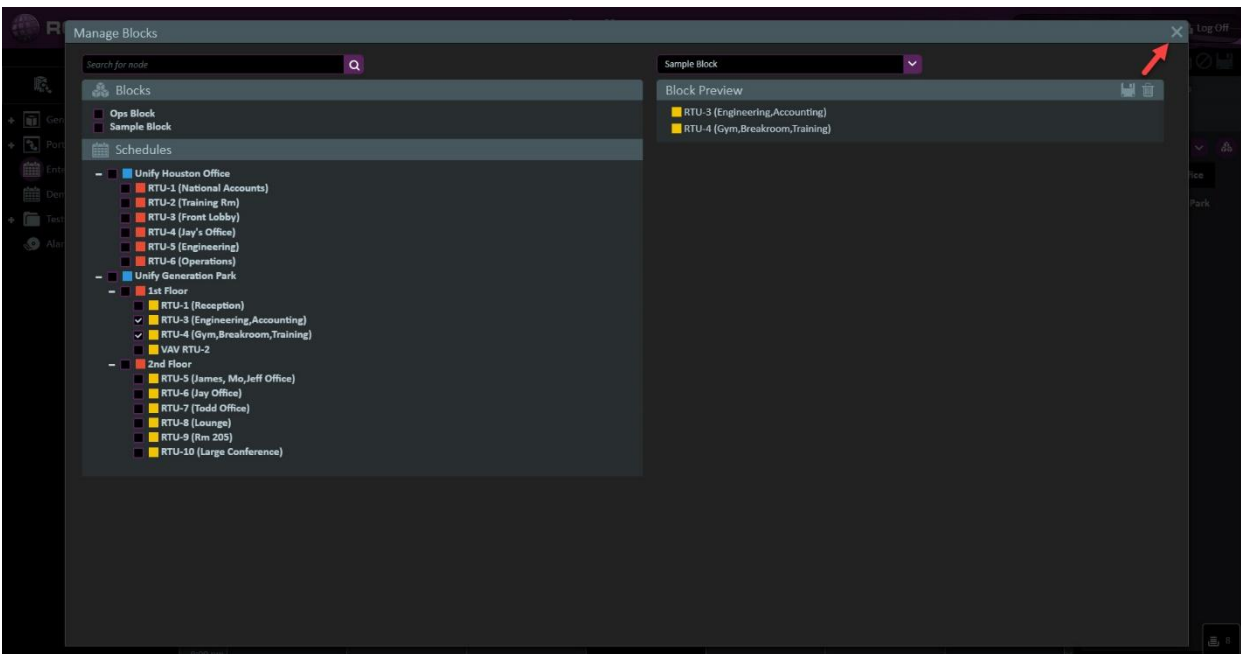


Figure 10 Exit Manage Blocks

1.9 The new scheduling block will now be available in Enterprise Scheduling by using the drop-down menu in the Enterprise Scheduling tree.

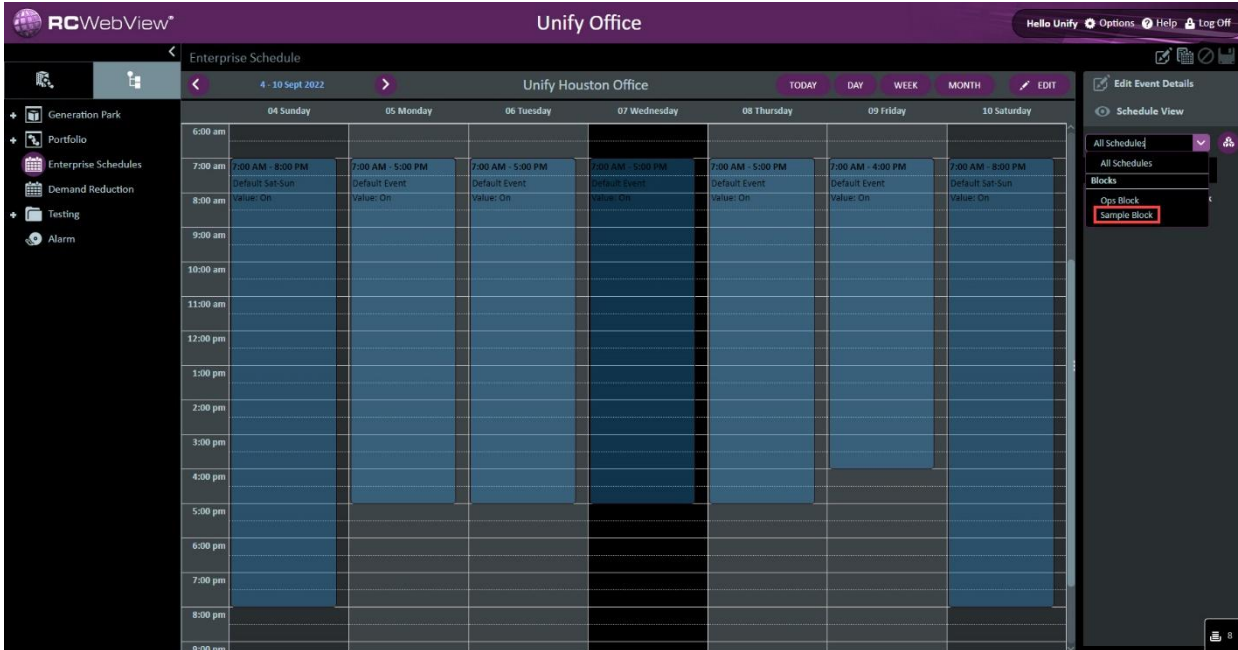


Figure 11 Drop Down Menu

1.10 Select the appropriate Scheduling block needed.

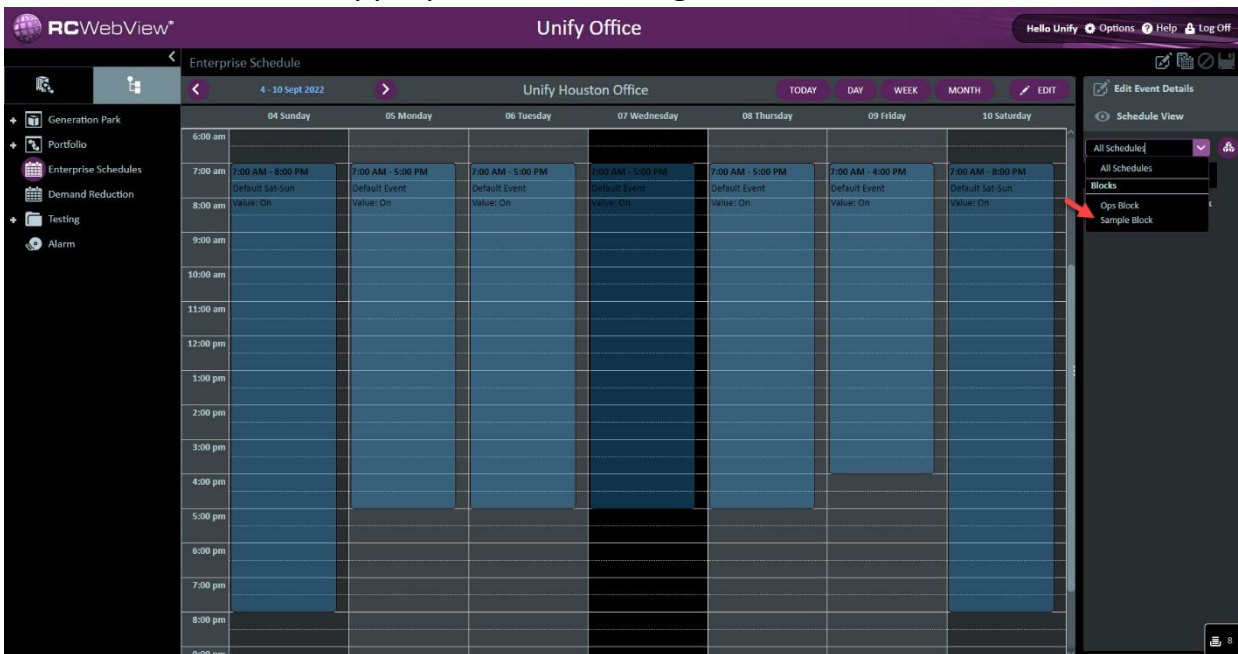


Figure 12 Access Blocks

1.11 Events entered in Blocks appear purple to differentiate them from the main scheduling layout.

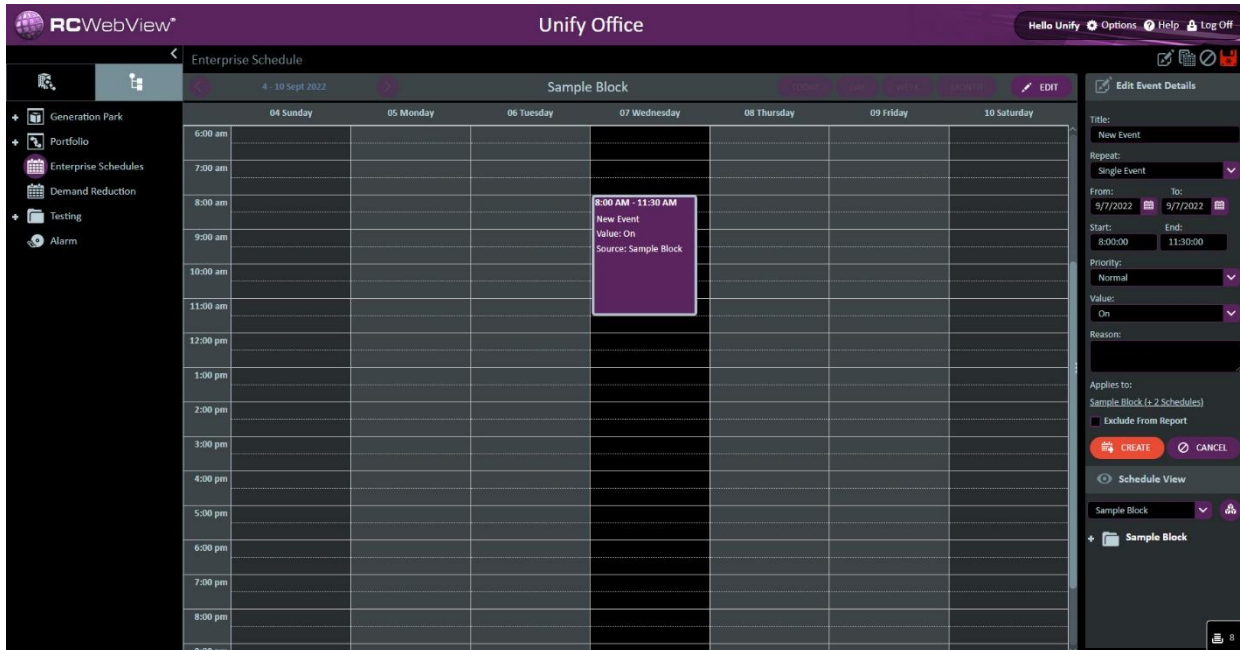


Figure 13 Block Event Color

1.12 Using the drop-down menu with the Enterprise Scheduling tree select All Schedules to navigate back to the main Enterprise Scheduling tree.



Figure 14 Return to Main Tree

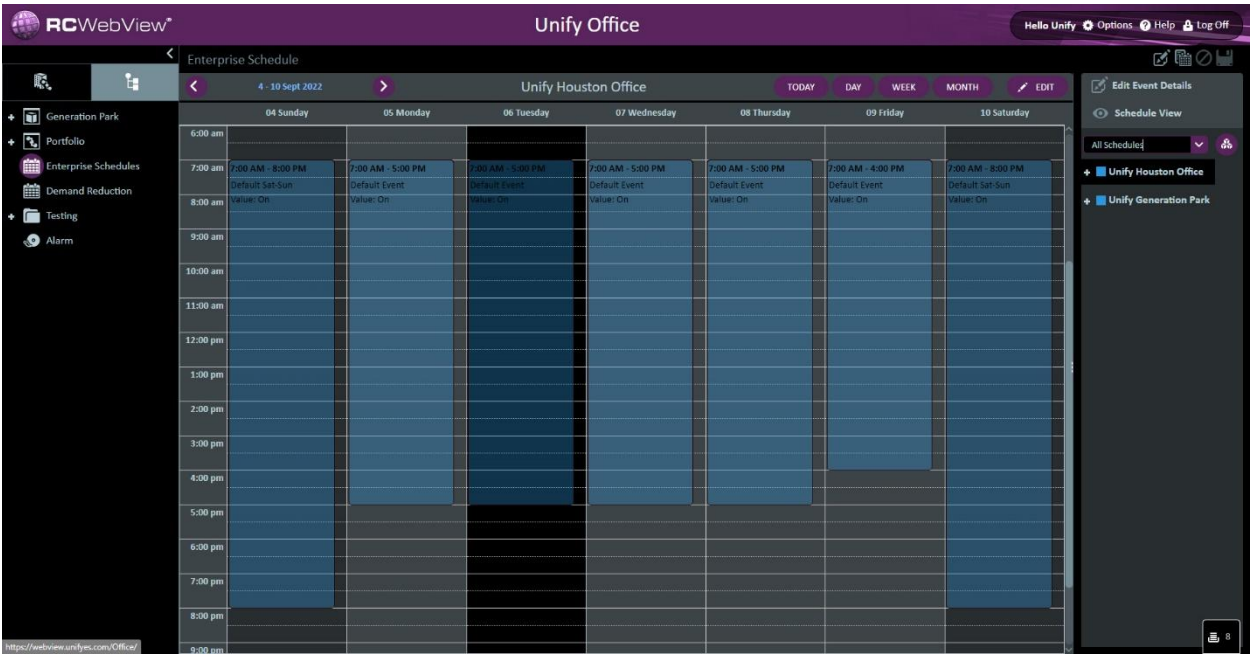


Figure 15 Main Scheduling Tree