

FAQ - How can I see work activities in a calendar view?

Question

How can I see work activities in a calendar view?

Solution

The Project/People Schedule Calendar Displays what you are assigned to work on next week and beyond. This report provides a weekly calendar view of *Assignments* or *Planned Work Entries* for a particular person (People Report) or set of people (Project Report). It provides a nice monthly glance for projects you manage reporting either on plans or assignments. It also allows the viewer to scroll through the months.

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Organizations Project People Forecast Time Expense Financials Documents Admin Reports							
← Back to Criteria Refresh Report							
Project Schedule Calendar							
Reporting on Plans							
← Prev	June 2019						Next →
Sunday 15	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22	
Bush, George (bbush)	CUSTOMER-1 10-HEALTH-IT 7.844	CUSTOMER-1 10-HEALTH-IT 7.844	CUSTOMER-1 10-HEALTH-IT 7.844	CUSTOMER-1 10-HEALTH-IT 7.844	CUSTOMER-1 10-HEALTH-IT 7.844	CUSTOMER-1 10-HEALTH-IT 7.844	
		Total: 7.844	Total: 7.844	Total: 7.844	Total: 7.844	Total: 7.844	
CFO, Fran M. (fco)	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00		
		Total: 4.00	Total: 4.00	Total: 4.00	Total: 4.00	Total: 4.00	
Cleveland, Grover (gcleveland)	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	CUSTOMER-1 10-HEALTH-IT 5.790 CUSTOMER-2 10-10-2345-777 1.932	
		Total: 7.728	Total: 7.728	Total: 7.728	Total: 7.728	Total: 7.728	
Contracts, Fay (fcontracts)	MYCO ADMIN 8.40	MYCO ADMIN 8.40	MYCO ADMIN 8.40	MYCO ADMIN 8.40	MYCO ADMIN 8.40		
		Total: 8.40	Total: 8.40	Total: 8.40	Total: 8.40	Total: 8.40	
Controller, Frank Y. (fcontroller)	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00	MYCO ADMIN 4.00		
		Total: 4.00	Total: 4.00	Total: 4.00	Total: 4.00	Total: 4.00	

Go to the Reports Dashboard > Detail Reports > People/User > Schedule Calendar

Each day block will contain schedule information relative to a plan or assignment of a person or set of people. Additional information such as Labor Category, Location, and Hours can also be added to the Schedule Calendar report.

Additional Information

[Help Docs - Schedule Calendar Report - People](#)

[Help Docs - Schedule Calendar Report - Projects](#)