Weekly Schedule Module

The Weekly Schedule module lets you and your users view your weekly schedules from within Project Assist, and edit times and values.

To add this module to the project, drag a Weekly Schedule node to your Project Tree when you create navigation.

Work with Schedules

You can select schedules and edit some general properties of a schedule.

Select a Schedule

To select the schedule to view, use the drop-down menu in the top right corner.

Edit Schedule Properties

To edit the properties for the entire schedule, click the Properties tab.

- **Value property** – This is the default value of the schedule, when events are not scheduled. For example, the default value of your schedule might be "Unocc" or "False" if the schedule controls when tenants can use controls.
- **Effective Period property** – This is the date range when this schedule is in effect.

Work with Regular Events

You can create and edit regular weekly events.

Create an Event

To create a new event:

1. Right-click in an area where there is not currently an event.
2. Select **Create Event**.

Edit an Event Time

To edit the start time and end time of an event, drag the top and bottom of the event rectangle until the correct time is displayed. Or, right-click the event and select **All Day Event**. This makes the event last from midnight to midnight.

Edit an Event Value

To edit a value in the schedule:

1. Right-click the event and select **Edit Value**.
2. Enter the value.

Copy and Paste a Day

To copy and paste all events in one day to another day:

1. Right-click anywhere in the day and select **Copy Day**.
2. Right-click anywhere in the target day and select **Paste Day**.

Set Monday through Friday

To re-use the events in a day as the schedule for all weekdays:

- Right-click anywhere in the day and select **Apply M-F**.

Delete an Event

To delete a single event, right-click the event and select **Delete**.

To delete all events in a day, right-click anywhere in the day and select **Clear Day**.

To delete all events in this schedule, right-click anywhere in the schedule and select **Clear Week**.

Work with Special Events

Special events are dates that are exceptions to the weekly schedule.

Add a Special Event

To add a special event:

1. Click the **Special Events** tab.
2. Click **Add**.
3. Specify the dates for the special event.

4. In the hourly schedule at the right, add and edit events for the exception dates.

   Use the steps above.

Edit a Special Event

To edit the dates of a special event:

1. Click the **Special Events** tab.
2. Click the special event.
3. Click **Edit**.

Delete a Special Event

To delete a special event:

1. Click the **Special Events** tab.
2. Click the special event.
3. Click **Delete**.

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