

S18-Hour Process Scheduler Job Summary Table

The numerous rows of information can be filtered to display only the entries you want to see. Each column has a small down arrow that you can click and select the information you would like to be displayed. The filters hide the unwanted rows so just the requested records are displayed. For example if you want to see all of the jobs assigned to a specific person, select that person from the menu. The drop-down menus list the items in alphabetical order so tasks and people are easy to find.

After you are through viewing the filtered data, you should select "all" from the drop-down menu to display all of the data in that column. The little down arrow will be blue if a filter has been selected and black if a filter has not been selected for the column. The sheet needs to remain unprotected if the data filters are to be available.

Note: This sheet shows all of the jobs on all of the OP sheets.

The information on this sheet was frozen to display the sheet as it appeared on June 9, 2006.

The data filters have been set to show Op Name = "Bill Bixby". You can change the filters to show other information.

| <i>Job Summary Table</i> | | | | |
|--------------------------|-------|------------|--------------------|--------------------|
| Task/Job | Hours | Op Name | Start | Finish Date |
| Stewart Task 1 | 60 | Bill Bixby | 8-Jun-06 09:00 AM | 19-Jun-06 01:00 PM |
| Stewart Task 2 | 40 | Bill Bixby | 19-Jun-06 01:00 PM | 26-Jun-06 01:00 PM |
| Stewart Task 3 | 32 | Bill Bixby | 26-Jun-06 01:00 PM | 30-Jun-06 01:00 PM |
| RTZ Opening | 14 | Bill Bixby | 30-Jun-06 01:00 PM | 6-Jul-06 11:00 AM |
| RTZ Closing | 48 | Bill Bixby | 6-Jul-06 11:00 AM | 9-Jul-06 09:00 AM |
| Acme Contract | 40 | Bill Bixby | 9-Jul-06 09:00 AM | 9-Jul-06 09:00 AM |