



Calendar Viewing Options:

Using the filters in BuilderTREND calendar is the key to viewing specific calendars. The _____ Internal Calendar can be searched by employee for employee's individual schedule of reminders, or by using the tags to search by calendar. Each user and or tag can be searched alone or with multiple selections.

Calendars:

Office - This calendar shows staff meetings, PTO/Appointments, and office hours. This is our HR calendar.

PTO/Appointments - This calendar shows PTO, RTO, and Appointments.

Holidays - This calendar shows the holidays and days off.

Employee - This calendar shows employee informational scheduled items.

Accounting - This calendar shows accounting reminders, tasks due, and department specific scheduled items.

Payments Due - This calendar shows payments due.

Project Managers - This calendar shows all scheduled items for project managers.

Subcontractors - This calendar shows all scheduled items for project managers.

Individual Calendar Color Coding:

PTO/Appointments – Alarm Aqua

Employee – Sky

Office/Holiday – Alarm Blue

Officers – Alarm Blue

Administration - Ocean

Accounting - Reminders – Green

Accounting/Payment Due Today – Alarm Green

Project Managers – Levi

Field Employer - Ice

Subcontractors/Project Managers – Alarm Gold

Job Calendar Colors:

Job Color:	Alarm Gold	NC – New Construction
Job Color:	Alarm Purple	RM – Remodel
Job Color:	Alarm Red	DR/RM – Disaster Recovery/Remodel
Job Color:	Blue	CCC Internal

Calendar Tags:

Disaster Recovery

Calendar Tags for DR Start at A

Where is Task Performed?	A. Field A. Office
Who is Responsible for Task?	B. Accounting B. Estimator B. Production
Who is Performing Labor for Task?	C. Employee C. Subcontractor
Where is Materials coming from?	D. Customer D. Supplier D. Inventory

Internal

Calendar Viewing by Tags for each calendar Start at Z

Z. Office