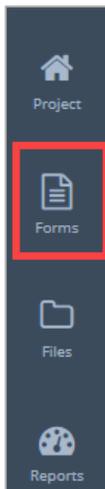


DGS – Master Schedule

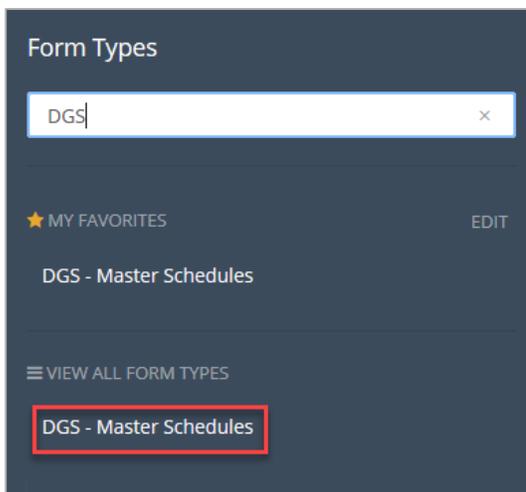
The DGS - Master Schedule is a form to track work-related project tasks. With the extended date entries, workflow and timeline for each task can be recorded and used in reporting productivity and project timeline.

Creating the DGS - Master Schedule

1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** start to enter DGS and then select **DGS – Master Schedule**.



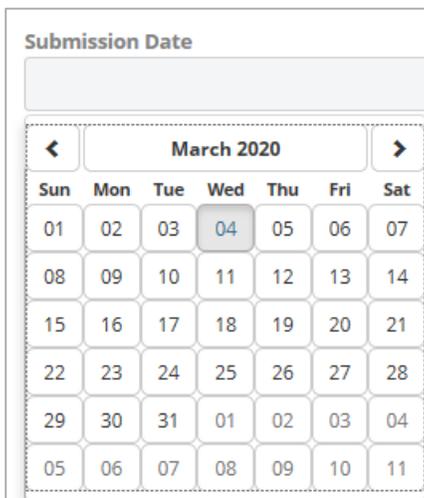
- 3. Click the **New** button in the upper right corner.



- 4. Enter a **Subject**.

A screenshot of a form section titled 'DETAILS'. It contains a text input field labeled 'Subject' with a red asterisk and the word 'Required' to its right. The input field has a placeholder text 'Type the Subject'.

- 5. Click the inside the **Submission Date** field and select the date.



- 6. Enter any applicable information in the **Notes** field. Note that this data field has enhanced formatting to assist in the proper presentation for the request.

A screenshot of a 'Notes' field. At the top of the field is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and undo. The toolbar is highlighted with a red rectangular border.

7. To add new tasks, click the **Create New** button.

Subject	Task ID	Baseline Duration	Duration	Actual Duration	Baseline Start	Baseline Finish	Early Start	Early Finish	Late Start	Late Finish	Actual Start	Actual Finish	% Complete	Comments
---------	---------	-------------------	----------	-----------------	----------------	-----------------	-------------	--------------	------------	-------------	--------------	---------------	------------	----------

a. Enter a **Subject**.

Subject * Required
Type the Subject

b. Enter the **Task ID**.

Task ID

c. Enter a **Baseline Duration**.

Baseline Duration

d. Enter a **Duration**.

Duration

e. Enter an **Actual Duration**.

Actual Duration

f. Click inside the **Baseline Start** field and select the date.

Baseline Start

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

- g. Click inside the **Baseline Finish** field and select a date.

Baseline Finish

- h. Click inside the **Early Start** field and select the date.

Early Start

- i. Click inside the **Early Finish** field and select the date.

Early Finish

- j. Click inside the **Late Start** field and select the date.

Late Start

- k. Click inside the **Late Finish** field and select the date.

Late Finish

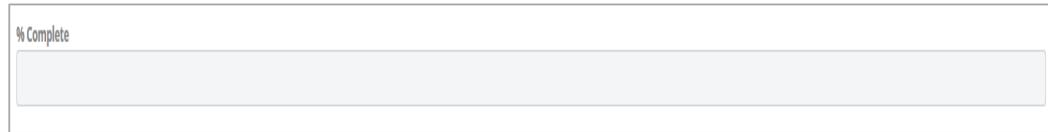
- l. Click inside the **Actual Start** field and select the date.

Actual Start

- m. Click inside the **Actual Finish** field and select the date.



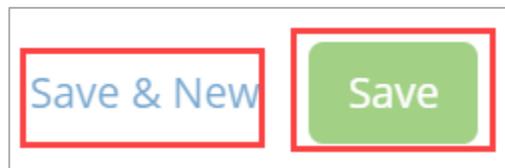
- n. Enter **% Complete**.



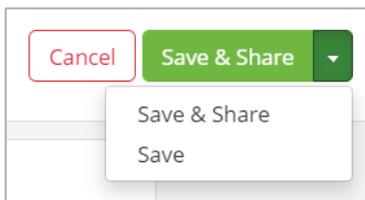
- o. Enter **Comments**.



- p. After you have completed adding the Task information click **Save & New** to save the record and add more entries or click **Save** to save the data and returns to the DGS – Master Schedule details page.

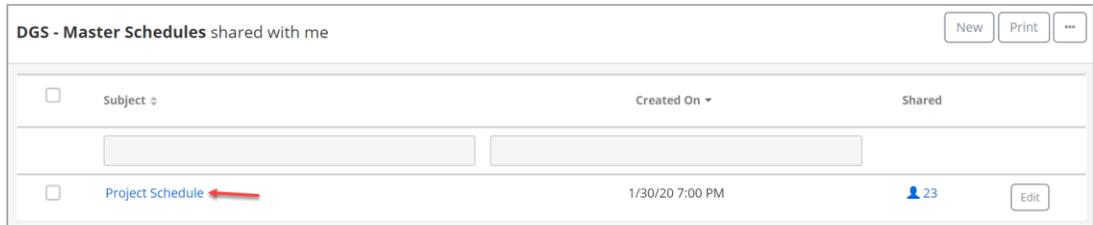


- 8. To complete and save the **New GDS – Master Schedule**, click **Save** to save the schedule in draft mode or **Save & Share** and **share** with **XXX Share Group(s)**.



Edit a DGS – Master Schedule

1. Open the DGS – Master Schedule log and click the name of the schedule you would like to edit.



2. Click the **Edit** button in the Details section.



3. To complete and save the edits made to the **New GDS – Master Schedule**, click **Save** to save the schedule in draft mode or **Save & Share** and share with **XXX Share Group(s)**.

