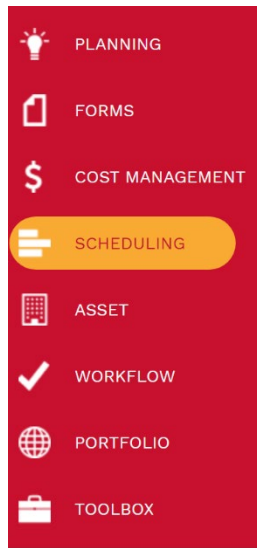




PMWeb Scheduling Updates

1- Click on **Scheduling** on the left.



2- Select **Scheduling Update**

Scheduling Update

3- Click on the Plus button



4- **Project** - Select Project

5- **Description** – Enter a Description of the update

6- Select **Task**

7- Enter in either Updated or Actual Start and Finish Dates

8- Add relevant Comments to any Updated date

9- Continue until all updates are made

Scheduling Update						
Project:						
Description:						
Task	Updated Start Date	Updated Finish Date	Actual Start Date	Actual Finish Date	Comments	

10-Click Save



11-Click Workflow

WORKFLOW

12-Click Submit and Save

