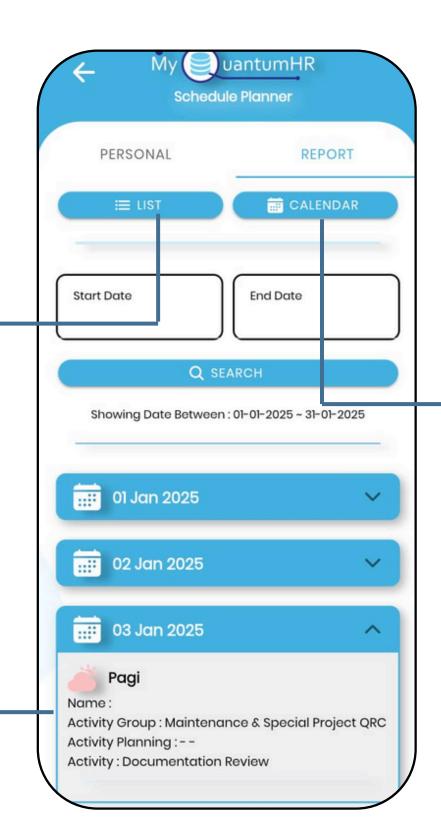# Schedule Planner

- Plan your task/activity to help communication between teams/divisions if assistance is needed.

Schedule Planner

Report in list form

Data per Date

Report in calendar form

Screen 1 (Report tab — List view)

My QuantumHR

Schedule Planner

PERSONAL | REPORT

☰ LIST | 📅 CALENDAR

Start Date | End Date

🔍 SEARCH

Showing Date Between : 01-01-2025 ~ 31-01-2025

📅 01 Jan 2025 ⌄

📅 02 Jan 2025 ⌄

📅 03 Jan 2025 ⌃

🌤 **Pagi**
Name :
Activity Group : Maintenance & Special Project QRC
Activity Planning : - -
Activity : Documentation Review

Screen 2 (Report tab — Calendar view)

My QuantumHR

Schedule Planner

PERSONAL | REPORT

LIST | CALENDAR

☰ **Schedule List**

🌤 **Pagi**
Fri, 03 Jan 2025

Name :
Activity Group : Maintenance & Special Project QRC
Activity Planning : - -
Activity : Documentation Review

🌥 **Sore**
Fri, 03 Jan 2025

Name :
Activity Group : QRC-Jakarta
Activity Planning : - -
Activity : Meeting with Prospect/Clients

9 | 10 | 11 | 12
13 | 14 | 15 | 16