

# Accessing your Survey Schedule

Within MyInvero, you can view your survey schedule and all important survey-related dates and deliverables.

1. To view your schedule, [login to MyInvero](#).
2. Click into "Schedule" within the navigation options.
3. View your schedule.
  - Within your schedule you will see all surveys you have scheduled and the important events relating to those surveys, like when your contact list is due and when your survey launches.
  - You can view your schedule in a list view or a calendar view, including by month or by week.
  - If you have multiple projects within your account, you can view those schedules together or separately. See page 2.
  - See below for some helpful tips on how to navigate around your schedule.

The screenshot shows the MyInvero interface for viewing a survey schedule. At the top, there is a navigation bar with 'Schedule' highlighted. Below this, the page title is 'Client Project Scheduled Survey' with 'View Options' (Week, Month, List, Today) to the right. The main content area shows a list of events for 2018:

Date	Event	Time
Monday June 4, 2018	Contact List Due	11:00 PM
Monday June 25, 2018	Survey Launch	9:00 AM
Tuesday July 3, 2018	Survey Reminder	9:00 AM
Monday July 9, 2018	Survey Close	11:45 PM

An inset calendar view for July 2018 shows these events as colored blocks: Survey Launch on June 25, Survey Reminder on July 3, and Survey Close on July 9. Orange arrows and text labels point to specific elements: 'Access schedule here' points to the 'Schedule' link; 'Scheduled event date and time' points to the date and time of an event; 'Scheduled event' points to the event description; 'Survey name' points to the survey title; and 'Month View' points to the calendar view.

# Survey Schedule with Multiple Projects

If you have multiple projects within your MyInavero account, you are able to view these schedules together or own their own. See below for additional tips on how to navigate around a multi-project schedule.

- **Secondary navigation bar** – within the navigation, you can select to view all of your projects’ schedules together, or click into a single project to view the schedule individually.
- **Project Key** – indicates project color and allows project schedules to be toggled on/off from the Overall view.

**Secondary navigation**

**Project key**

Date	Time	Event	Project
Monday June 4, 2018	11:30 AM	Contact List Due	Client Project
Monday June 4, 2018	11:00 PM	Contact List Due	Talent Engagement
Tuesday June 5, 2018	9:00 AM	Initial ONB	Talent Engagement
Tuesday June 5, 2018	9:00 AM	Initial MA	Talent Engagement
Tuesday June 5, 2018	9:00 AM	Initial EOA	Talent Engagement
Thursday June 7, 2018	9:00 AM	Reminder ONB	Talent Engagement
Thursday June 7, 2018	9:00 AM	Reminder MA	Talent Engagement
Thursday June 7, 2018	9:00 AM	Reminder EOA	Talent Engagement
Monday June 25, 2018	9:00 AM	Survey Launch	Talent Engagement
Tuesday July 3, 2018	9:00 AM	Survey Reminder	Talent Engagement
Monday July 9, 2018			