Julian Schedule Creation

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Scheduling

1. Select the tank in the upper section of the *Tank Info* screen and choose the *Location* tab.

2. Select the **Schedule** button.

3. Choose the **Green Checkmark** to create a new scheduling rule.

4. Select **Start Empty** on the *Get Template Name* window. This will navigate to the *Define Scheduling Rule* screen.

   - See Defining a Julian Template for setting up a schedule template.

Weekly

1. Choose *Weekly* as the *Method for Date Generation.*
2. Enter a *Start Date* for the schedule.
    - The *Start Date* must be greater than today's date.
3. Select the *Renew Automatically?* preference.
    - *Automatic Renewal* will regenerate the schedules after the *Effective Period* has been met.
    - *Definite Ending Date* is used for schedules that should not regenerate. This is typically used for a temporary scheduling period.
4. If *Automatic Renewal* is chosen, enter the *Effective Period.*
    - If left as *1 1* and *12 31*, this is an indication to run the schedule throughout the year.
    - If set to *6 1* and *12 31*, the schedule is effective from June to December.
5. Select the *Day of Week* for delivery. This can be a single day or multiple.
6. Select the **Green Checkmark** to confirm settings and generate a schedule.

The generated schedule will display all of the scheduled dates for the *Effective Period* and will automatically renew each year if *Automatic Renewal* was selected. Choose **Exit** when finished.

The *Julian Delivery Date* field will update on the *Tank Info* screen.

Monthly

1. Choose *Monthly* as the *Method for Date Generation*.
2. Enter a *Start Date* for the schedule.
   - The *Start Date* must be greater than today's date.
3. Select the *Renew Automatically?* preference.
   1. *Automatic Renewal* will regenerate the schedules after the *Effective Period* has been met.
   2. *Definite Ending Date* is used for schedules that should not regenerate. This is typically used for a temporary scheduling period.
4. If *Automatic Renewal* is chosen, enter the *Effective Period*.
   - If left as *1 1* and *12 31*, this is an indication to run the schedule throughout the year.
   - If set to *6 1* and *12 31*, the schedule is effective from June to December.
5. Select the *Monthly Method*.
   - **Date** – Indicate a specific *Day of Month*.
   - **Week** – Indicate if the delivery should be made on a specific day of every X number of weeks.
6. Select the **Green Checkmark** to confirm settings and generate a schedule.

The generated schedule will display all of the scheduled dates for the *Effective Period* and will automatically renew each year if *Automatic Renewal* was selected. Select **Exit** when finished.

The *Julian Delivery Date* field will update on the *Tank Info* screen.

Interval

1. Choose *Interval* as the *Method for Date Generation.*
2. Enter a *Start Date* for the schedule.
   - The *Start Date* must be greater than today's date.
3. Select the *Renew Automatically?* preference.
   1. *Automatic Renewal* will regenerate the schedules after the *Effective Period* has been met.
   2. *Definite Ending Date* is used for schedules that should not regenerate. This is typically used for a temporary scheduling period.
4. If *Automatic Renewal* is chosen, enter the *Effective Period.*
   - If left as *1 1* and *12 31*, this is an indication to run the schedule throughout the year.
   - If set to *6 1* and *12 31*, the schedule is effective from June to December.
5. Enter the *Interval # of Days.*
6. Select *Schedule based on last delivery* if the schedule should generate based off the last delivery date. Leave unchecked if it should schedule every X number of days regardless of the last delivery date.
7. Select the **Green Checkmark** to confirm settings and generate a schedule.

The generated schedule will display all of the scheduled dates for the *Effective Period.* If *Schedule Based on last delivery* is chosen, it will only display the next scheduled delivery date.

The *Julian Delivery Date* field will update in the *Tank Info* screen.

Single

1. Choose *Single* as the *Method for Date Generation*.

2. Enter a *Start Date* (Delivery Date) for the one-time delivery.

3. Select the **Green Checkmark** to confirm settings and generate a schedule.

4. The *Delivery Schedule* window will update on the *Tank Info* screen.