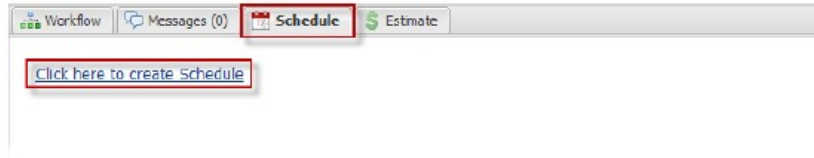


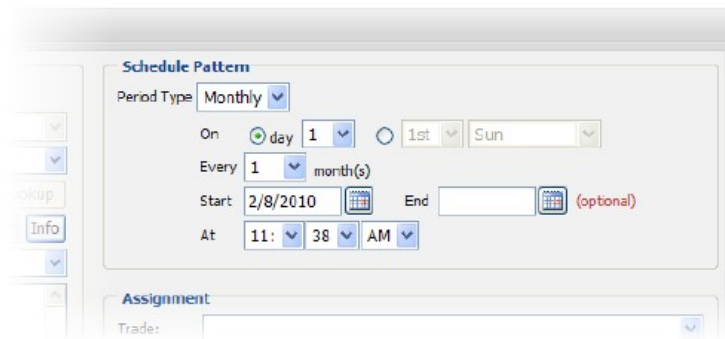
Creating a Recurring Schedule

To create a Recurring Schedule, open the Tenant Request or Work Order. See Finding Tenant Requests or Finding Work Orders for more information.

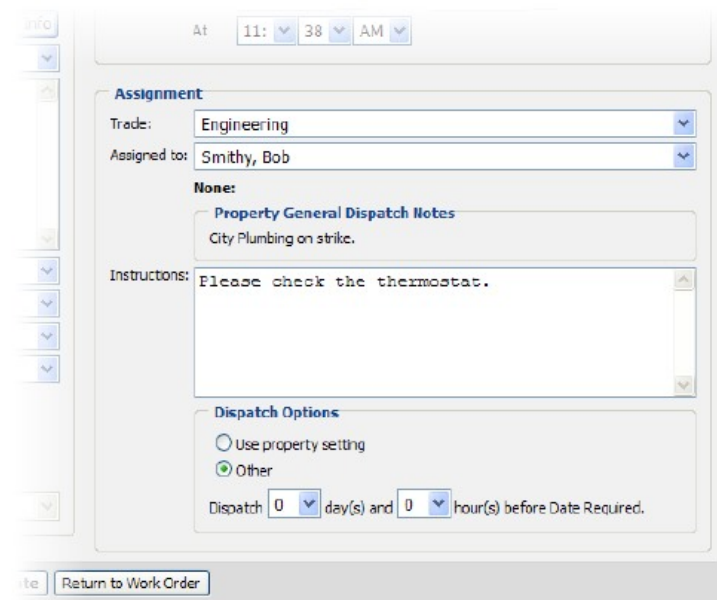
1. Click on the **Schedule** tab, then on **Click here to create Schedule**. The Schedule editor is displayed.



2. By default, the system enters the Request Details from the Tenant Request or Work Order. Changes can be made to this section as needed.
3. In the Schedule Pattern section, click the Period Type field and select the period.
4. Using the date/time fields provided, select the times for the schedule to be generated.



5. In the Assignment field, click the Trade field and select the trade from the drop-down list.
6. If necessary, click the Assigned To field and select the Employee from the drop-down list. Otherwise, the system will assign and dispatch the Work Orders according to the rules for the Request Type in Work Order Routing.



7. Click the Instructions field and enter any instructions.
8. Click **Generate**. The Work Order is generated and appears on the To-Do Work Orders list.

