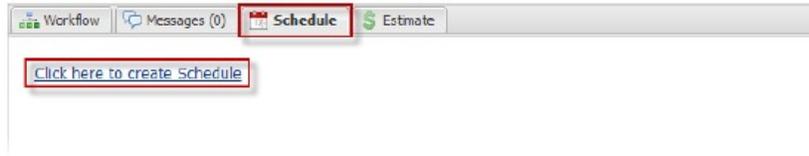


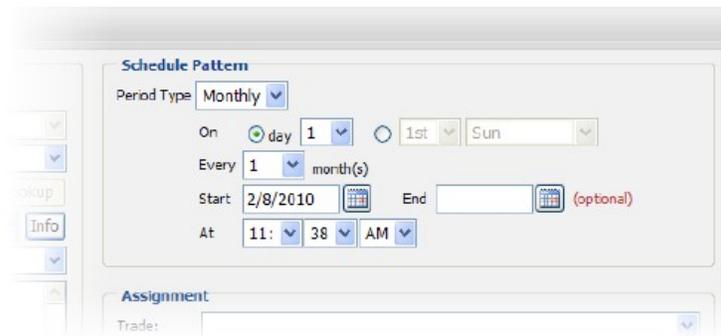
Creating a Recurring Schedule

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

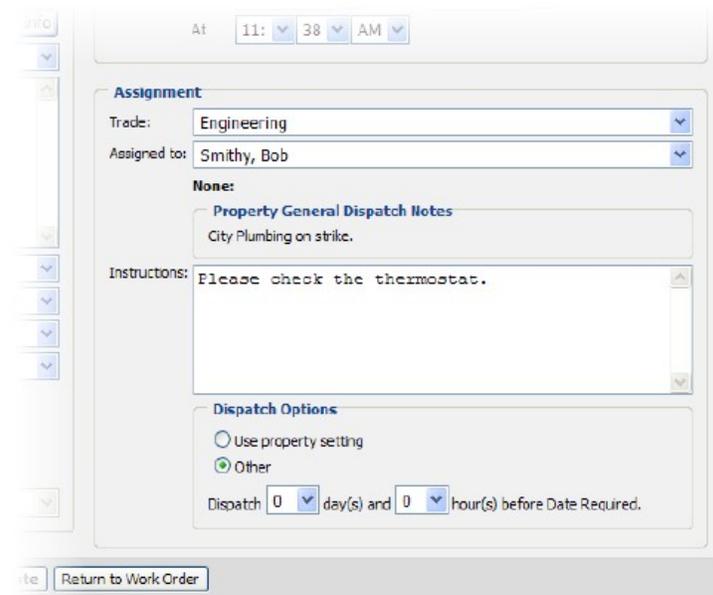
1. Click on the **Schedule** tab, then on **Click here to create Schedule**. The Schedule editor is displayed.



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.

A screenshot of the 'Schedule Pattern' section in the software interface. It includes a 'Period Type' dropdown menu set to 'Monthly'. Below it, there are fields for 'On' (set to 'day 1'), 'Every' (set to '1 month(s)'), 'Start' (set to '2/8/2010'), and 'At' (set to '11:38 AM'). There is also an 'End' field with a calendar icon and the word '(optional)'. The 'Assignment' section below is partially visible, showing a 'Trade' dropdown menu.

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.

A screenshot of the 'Assignment' section in the software interface. It shows a 'Trade' dropdown menu set to 'Engineering' and an 'Assigned to' dropdown menu set to 'Smithy, Bob'. Below these are sections for 'None:', 'Property General Dispatch Notes' (containing the text 'City Plumbing on strike.'), 'Instructions:' (containing the text 'Please check the thermostat.'), and 'Dispatch Options' (with radio buttons for 'Use property setting' and 'Other', where 'Other' is selected). At the bottom, there are 'Dispatch' fields set to '0 day(s) and 0 hour(s) before Date Required.' and a 'Return to Work Order' button.

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.



