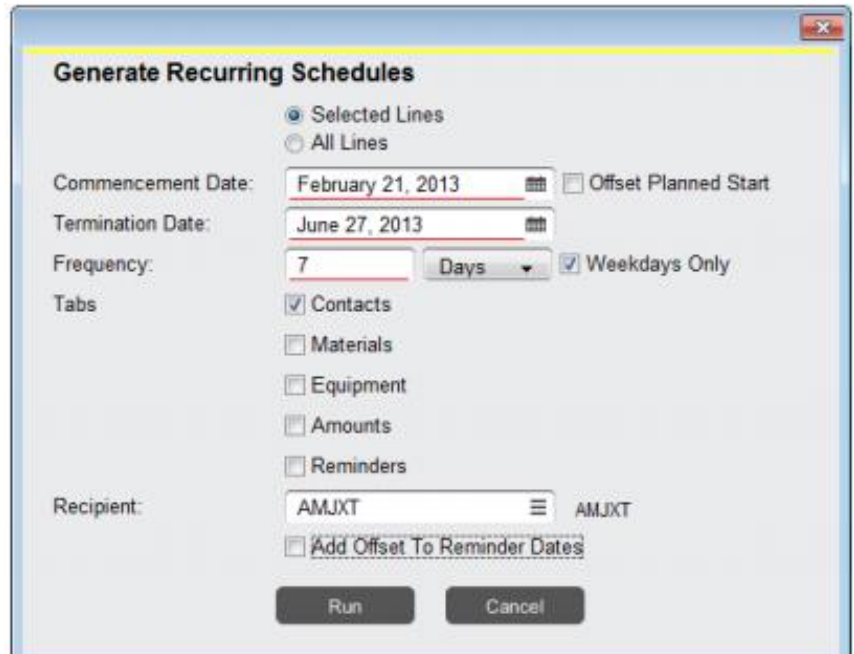


Found in the Schedules capsule, the Generate Recurring Schedules operation can be used to create a succession of Schedule records based on an existing Schedule. This operation may be run on Schedules in different divisions; the resulting records will be created in the corresponding division of the source Schedule.

From the operation window, the following can be defined:

- **Commencement Date** – the Planned Start for the first of the recurring Schedules.
- **Offset Planned Start** – if selected, offsets the Planned Start of the source record (using the Frequency) to calculate the Planned Start of the first recurring Schedule.
- **Termination Date** – date through which new recurring Schedules will be created.
- **Frequency/Frequency Period** – used to determine how many new Schedules to create between the Commencement and Termination dates.
- **Weekdays Only** – if selected, any Schedule whose Planned Start would fall on a weekend is instead pushed forward to the next weekday.
- **Tabs** – copies any selected detail lines from the source Schedule to each new Schedule created.
- **Recipient** – you may select an alternate Recipient to apply to all Reminders copied from the source record.
- **Add Offset To Reminder Dates** – if selected, applies the Frequency offset to each Reminder Date.



When the operation is run, the system will calculate the **Number**, **Planned Start** and **Planned End** dates of all Schedules to be created and display this in a preview report. When this report is closed, the user will be prompted to create the actual recurring Schedule records.

For each source Schedule record included in the operation, a series of recurring Schedules will be created as follows:

- For the first recurring Schedule created, the values will be defined as follows:
 - **Planned Start** – depending on the selection from the operation window, populates as either the Commencement Date specified or the source Schedule’s Planned Start offset by the Frequency.
 - **Planned End** – calculated to have the same duration as the source Schedule.
 - **Arrival/Actual Start/Actual End** – cleared out.

- Any Tabs selected from the operation window will populate on the new Schedule; Reminder Date and Recipient may also be adjusted as defined.
- All other details from the source Schedule will be copied over to the new Schedule.
- For each successive recurring Schedule created, the values will be defined as follows:
 - **Planned Start** – the Planned Start of the previous record created offset by the Frequency.
 - **Planned End** – the Planned End of the previous record created offset by the Frequency.
 - All other details will be populated as defined for the first recurring record.

When all of the necessary recurring Schedules have been generated through the Termination Date, the operation repeats this process with the next source Schedule included.

After the operation is run, the newly created Schedules will be displayed in the Schedule List.

Generate Recurring Schedules Preview



Generate Recurring Schedules Preview
DIG Property Group
 50 Congress Street
 Boston, Massachusetts 02109

Source Schedule Number	Planned Start	Planned End
11-00084	February 21, 2013	February 21, 2013
11-00084	February 28, 2013	February 28, 2013
11-00084	March 7, 2013	March 7, 2013
11-00084	March 14, 2013	March 14, 2013
11-00084	March 21, 2013	March 21, 2013
11-00084	March 28, 2013	March 28, 2013
11-00084	April 4, 2013	April 4, 2013
11-00084	April 11, 2013	April 11, 2013
11-00084	April 18, 2013	April 18, 2013
11-00084	April 25, 2013	April 25, 2013
11-00084	May 2, 2013	May 2, 2013
11-00084	May 9, 2013	May 9, 2013
11-00084	May 16, 2013	May 16, 2013
11-00084	May 23, 2013	May 23, 2013
11-00084	May 30, 2013	May 30, 2013
11-00084	June 6, 2013	June 6, 2013
11-00084	June 13, 2013	June 13, 2013
11-00084	June 20, 2013	June 20, 2013
11-00084	June 27, 2013	June 27, 2013

Records printed: 19