

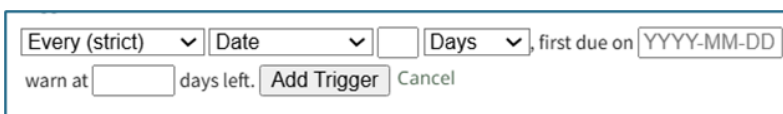
# Customize Trigger Settings with an Every (strict) Period

Triggers with a Every or Every Strict Period can have time or usage parameter.

When a trigger has a Every Strict period, the trigger is scheduled on a specific date or specific meter reading, regardless of when the previous task was actually completed. If a previous task was not completed, the incomplete task is skipped over and the next upcoming task is the only one due.

## Every (Strict) Period with a Time Parameter

Select Every (Strict) from the Period dropdown menu. Select Date on the Parameter dropdown menu.



The screenshot shows a form with the following elements: a dropdown menu set to "Every (strict)", a dropdown menu set to "Date", a text input box, a dropdown menu set to "Days", and a text input box containing "YYYY-MM-DD". Below these is the text "warn at" followed by a text input box, the text "days left.", a button labeled "Add Trigger", and a button labeled "Cancel".

Input a numerical value for the recurrence interval in the first text box and select the appropriate units (Days, Weeks, Months, or Years).

Clicking YYYY-MM-DD, opens a calendar modal. Select the date the task is first due on.

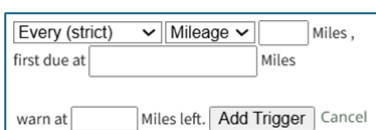
The task status will switch from green (or yellow if a warning is set) to red when it is past due, one day after the calendar date selected.

Input a numerical value for “warn at \_\_\_ days left” to set the number of days before the task is due for a reminder. This turns a green current / up-to-date task status to a yellow warning.

Click “Add Trigger” to save.

## Every (Strict) Period with a Usage Parameter

Select Every (Strict) from the Period dropdown menu. Select the specific meter the task is associated with on the Parameter dropdown menu.



The screenshot shows a form with the following elements: a dropdown menu set to "Every (strict)", a dropdown menu set to "Mileage", a text input box, and the text "Miles,". Below this is the text "first due at" followed by a text input box and the text "Miles". At the bottom is the text "warn at" followed by a text input box, the text "Miles left.", a button labeled "Add Trigger", and a button labeled "Cancel".

Input a numerical value for the usage recurrence interval in the first text box.

Input a value for the meter that triggers the new task being due in the “first due at” textbox.

The task status will switch from green (or yellow if a warning is set) to red after a “Log Asset Data” or “Update Meter Reading” records a usage value greater than the value entered here.

Input a numerical value for “warn at \_\_\_\_ left” to set meter reading that activates a reminder that the task is approaching.

This turns a green current / up-to-date task status to a yellow warning.

Click “Add Trigger” to save.

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