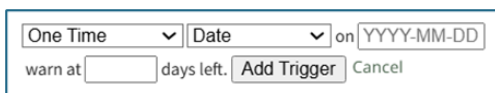


Customize Trigger Settings with One Time Period

Selecting “One Time” as the period allows the user to create a Regular Task that only occurs once. Triggers with a “One Time” period can have a time or usage parameters.

One Time Period with a Time Parameter

Select One Time on the Period Dropdown menu. Select Date on the Parameter dropdown menu.



The screenshot shows a form with two dropdown menus: 'One Time' and 'Date'. To the right of the 'Date' dropdown is a text input field containing 'YYYY-MM-DD'. Below these is a label 'warn at' followed by a numerical input field, the text 'days left.', and two buttons: 'Add Trigger' and 'Cancel'.

Clicking on YYYY-MM-DD will open a calendar modal that allows the user to select the date that the task is due.

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.

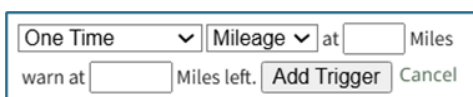
Input a numerical value for “warn at ____ days left” to set the number of days before the task is due for a reminder.

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

Click “Add Trigger” to save.

One Time Period with a Usage Parameter

Select One Time on the Period Dropdown menu. Select the specific meter the task is associated with on the Parameter dropdown menu.



The screenshot shows a form with two dropdown menus: 'One Time' and 'Mileage'. To the right of the 'Mileage' dropdown is a text input field containing a blank space followed by the word 'Miles'. Below these is a label 'warn at' followed by a numerical input field, the text 'Miles left.', and two buttons: 'Add Trigger' and 'Cancel'.

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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