

Customizing Triggers with an Every Period

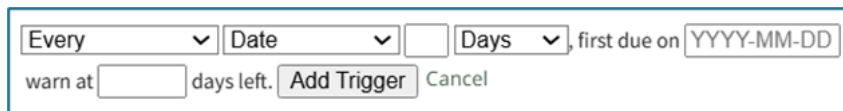
Triggers with an Every period can have a time or usage parameter. When Every is selected as the period, the timing of the reoccurrence interval resets when the task is completed, regardless of the task's status prior to completion.

Every Period with a Time Parameter

Select Every from the Period dropdown menu.

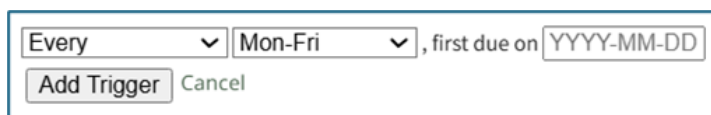
There are two options for a time parameter: Date or Mon-Fri.

Select Date on the Parameter dropdown menu to create a customized recurrence interval. Input a numerical value for the recurrence interval in the first text box and select the appropriate units (Days, Weeks, Months, or Years).



The screenshot shows a form with the following elements: a dropdown menu set to 'Every', a dropdown menu set to 'Date', a text input field, a dropdown menu set to 'Days', the text 'first due on', a text input field containing 'YYYY-MM-DD', the text 'warn at', a text input field, the text 'days left.', an 'Add Trigger' button, and a 'Cancel' button.

Select Mon-Fri on the Parameter dropdown menu if the task should only reoccur on Monday - Friday.



The screenshot shows a form with the following elements: a dropdown menu set to 'Every', a dropdown menu set to 'Mon-Fri', the text 'first due on', a text input field containing 'YYYY-MM-DD', an 'Add Trigger' button, and a 'Cancel' button.

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.

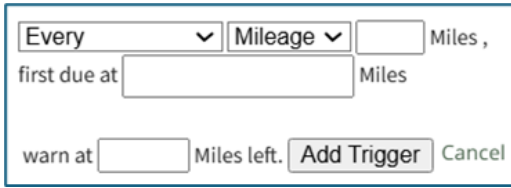
The task status will switch from green (or yellow if a warning is set) to red when it is past due, one day after the calendar date selected.

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 Period with a Usage Parameter

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



The screenshot shows a configuration form with the following elements:

- A dropdown menu set to "Every".
- A dropdown menu set to "Mileage".
- A text input box followed by the label "Miles ,".
- The text "first due at" followed by a text input box and the label "Miles".
- The text "warn at" followed by a text input box and the label "Miles left."
- Two buttons: "Add Trigger" and "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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