



PlanningPME

Schedule easily

Create a periodical task

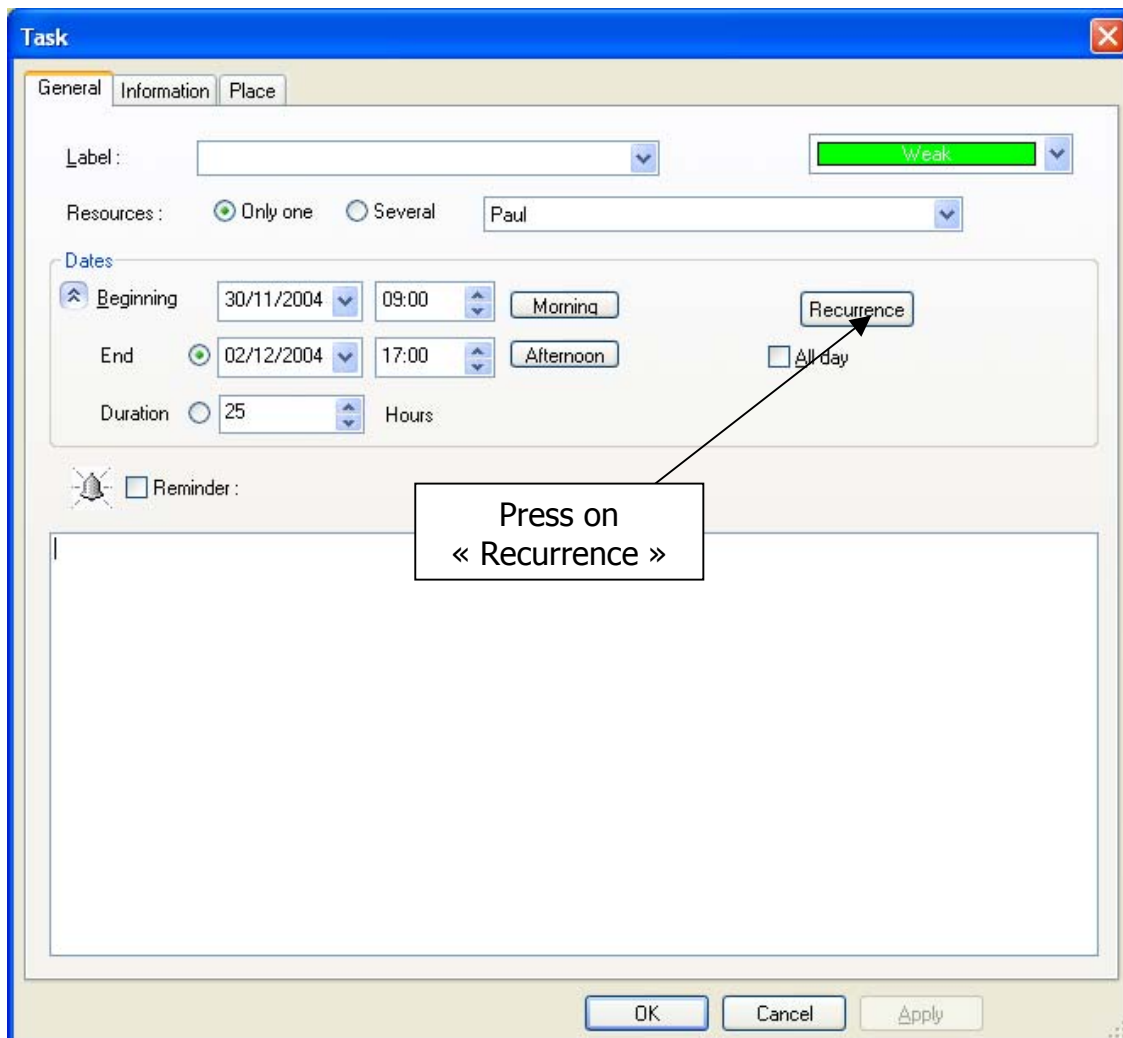
I. Description of this feature

A periodical task is a task that is repeated on the time at regular intervals.

You can create recurrent tasks in order to save time. The function “Recurrence” will help you manage monthly meeting, yearly appointments...

II. How to create a periodical task?

When creating a task, in the window “Task”, click on the button “Recurrence”.





The following window appears:

Recurrence of the task

Timetables
 Beginning: 09:00 Morning
 End: 17:00 Afternoon
 Number of days: 0
 All day

Recurrence
 Daily
 Weekly All the 3 week(s) on :
 Monday Tuesday Wednesday Thursday
 Monthly Friday Saturday Sunday
 Yearly

Range of recurrence
 Beginning: 27/12/2004
 No end date
 End the: 27/12/2004

Buttons: Save, Cancel

Annotations:
 - Enter beginning and ending date or tick on the box « All day »
 - Choose the frequency: Daily, weekly... and days when this task takes place
 - In this example, the task takes place every 3 weeks.
 - Enter the ending date of your task if needed
 - Save your periodical task

You can check the information on your recurrent task on the « Task » window:

Tâche

Libellé : [] Faible

Client : []

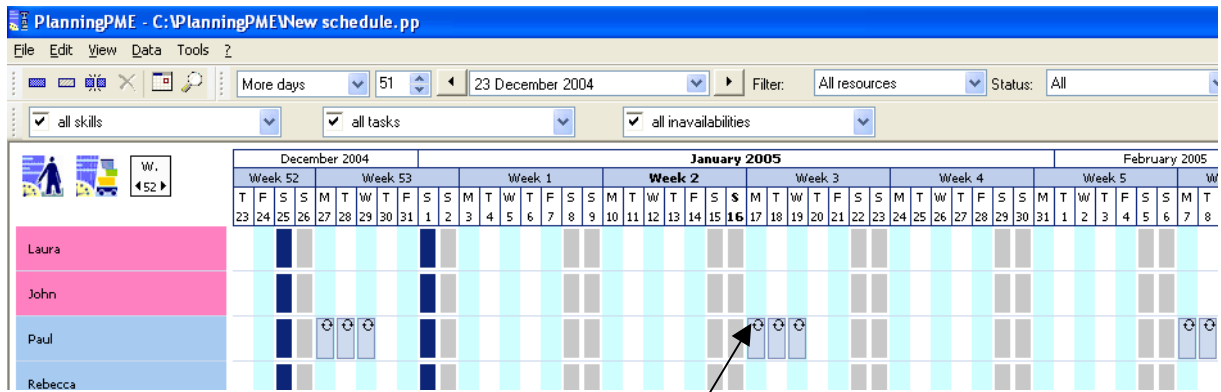
Ressources : Une seule Plusieurs Paul

Dates
 A lieu toutes les 3 semaines les Lundi, Mardi et Mercredi à compter du 22/11/2004 de 10:00 à 17:00 Périodicité

Information on the recurrent task created



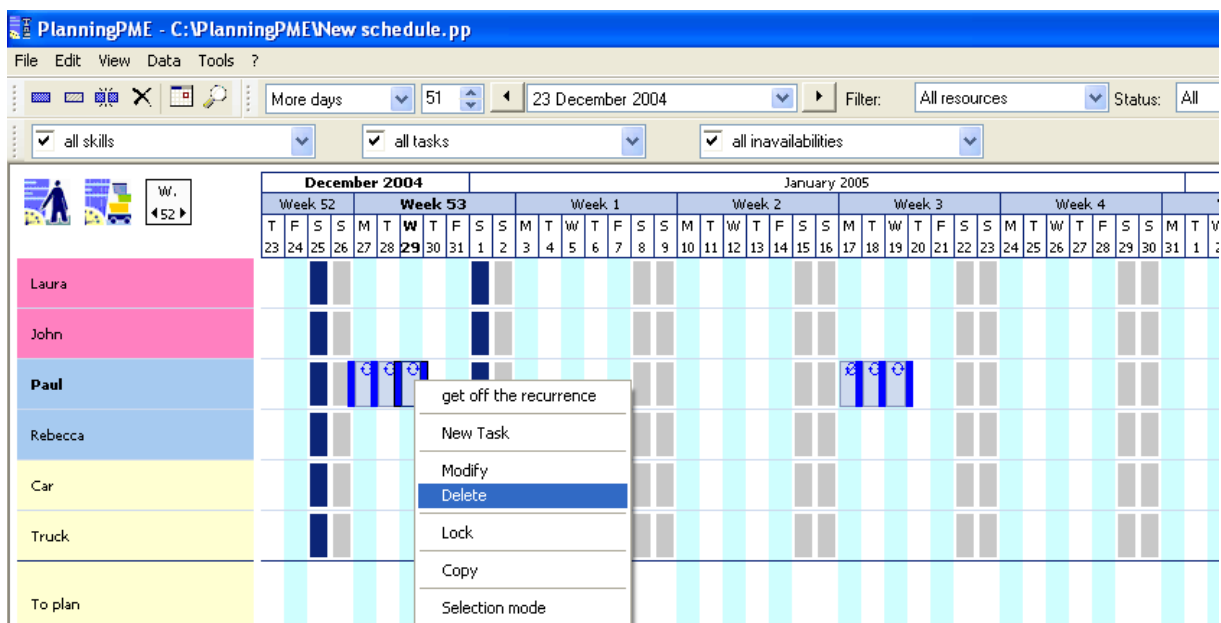
Visualization on the schedule:



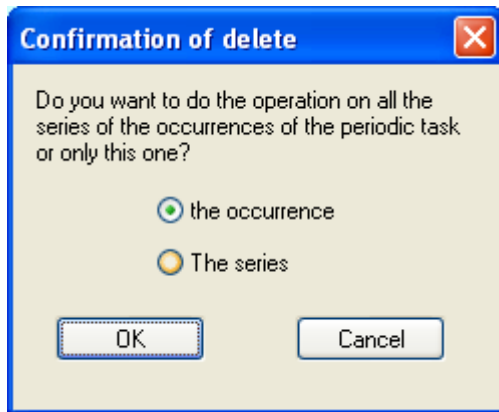
This symbol indicates that the task is recurrent. In this example, we created a task that takes place every 3 weeks on Monday, Tuesday and Wednesday.

III. Delete an occurrence or delete the series

You can delete an occurrence of a periodical task or delete all the series. Select the task and click on the mouse.



Then, clicking on « Delete », this message will appear:



1 – If you want to delete the selected task only, choose « the occurrence ».

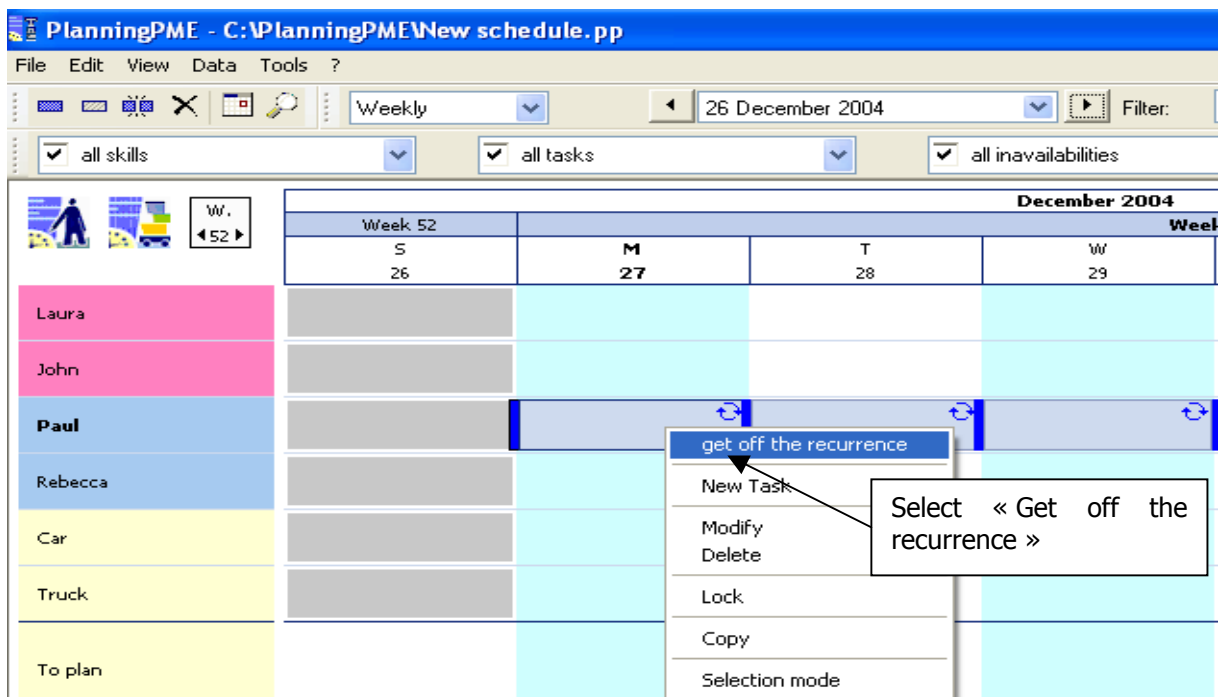
2 - If you want to delete all the series, choose « the series ». All the series will be deleted.

IV. Get the task off its series

If you want, you can get off a task from its series either to:

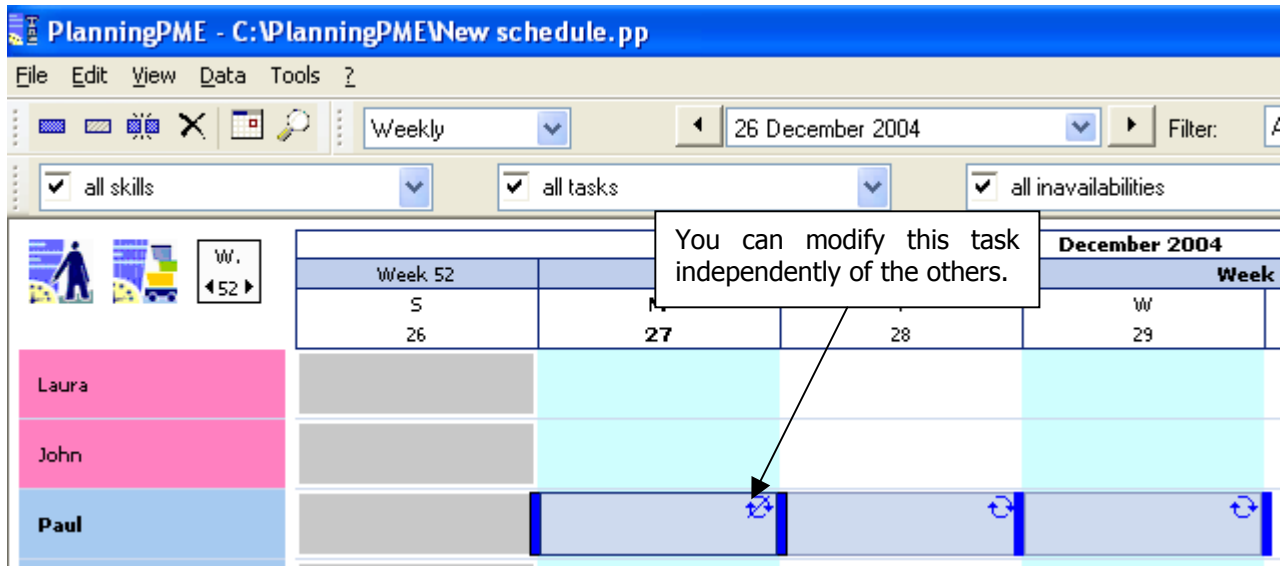
- Move it
- Activate an alarm on this task
- Assign other resources
- ...

Select your task and right click:



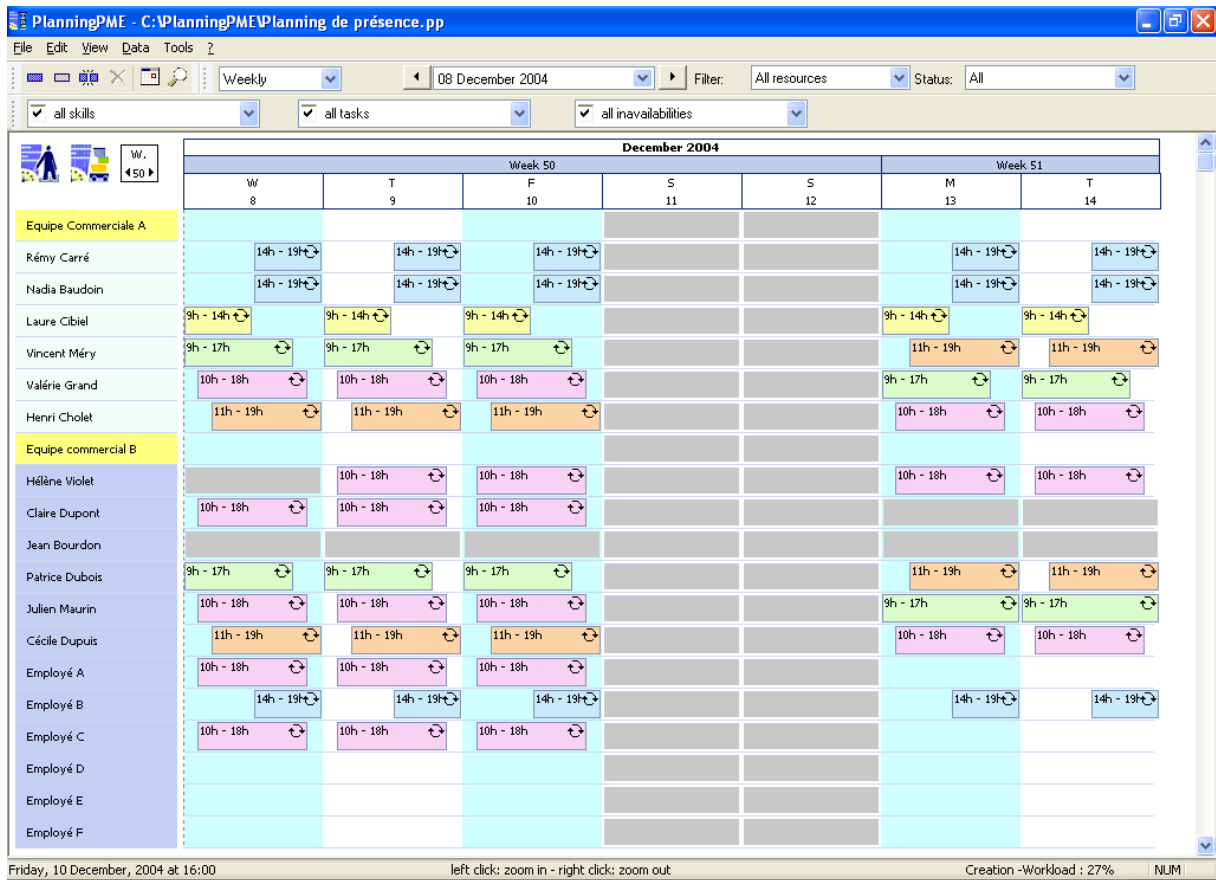


The crossed symbol shows that the task is independent now.



V. Example

- Attendance schedule:





IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

PlanningPME

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<http://www.planningpme.net>

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