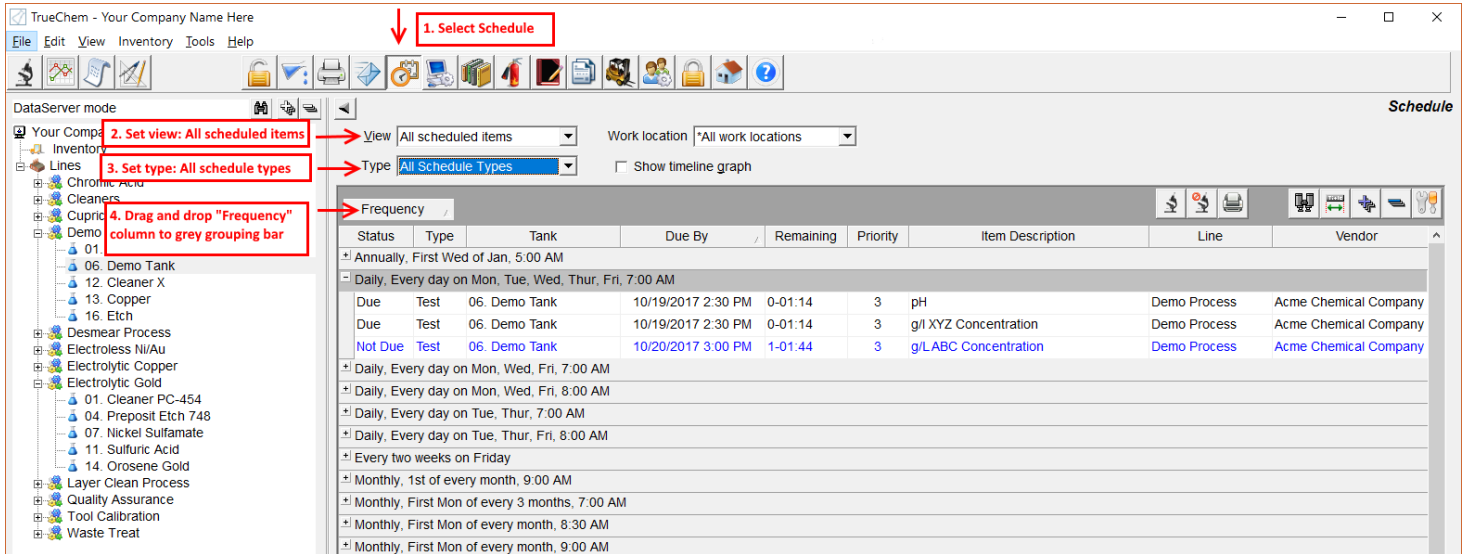


TrueChem: Changing Schedule Frequency

Modify the current schedule frequency:

You would do this if you are planning on making changes to all items that are linked to that frequency.

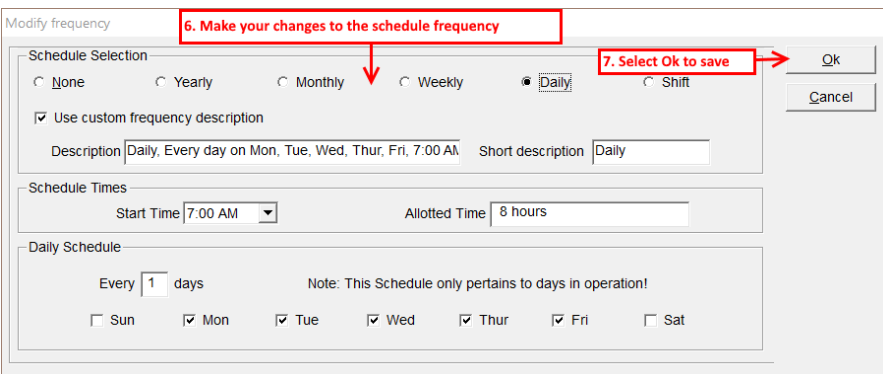
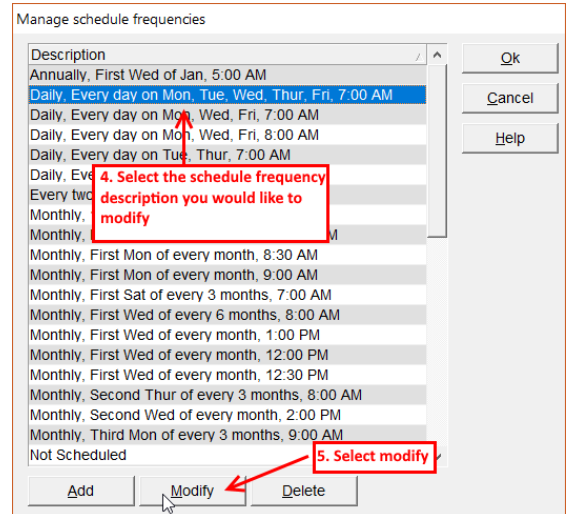
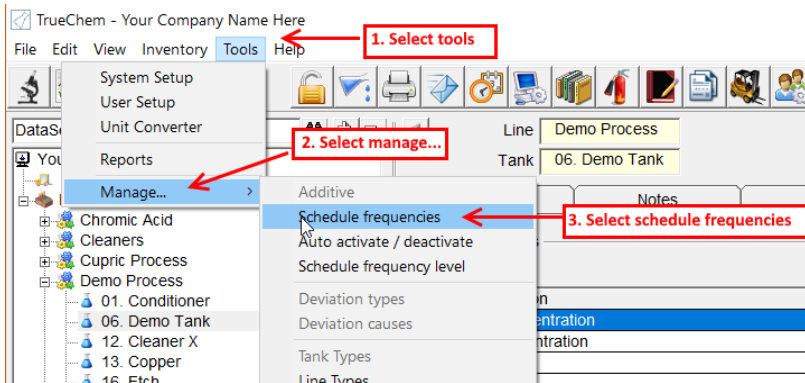
To see a list of all schedule frequencies and their linked items:



This allows you to see all of items that will be affected when you modify an existing schedule frequency.

For example, in the image above, if I make changes to the daily schedule frequency that is expanded, all three of those items in the demo tank will be affected.

To modify an existing schedule frequency (that will affect all the linked items):



TrueChem: Changing Schedule Frequency

For the new schedule frequency to take effect, you will have to complete one final test that satisfies the old schedule frequency definition. Once the test is complete, the old frequency is recalculated to match your new schedule frequency definition.

Manually setting when an item was last done:

If you do not want to wait until the next time an item is scheduled for testing to reset the schedule frequency, you can manually identify the last date and time an item was tested. Then, based on the date/time you selected, TrueChem will calculate the next item the item is due based on the new frequency definition.

To set when an item was last done:

The screenshot shows the TrueChem software interface with the following elements and annotations:

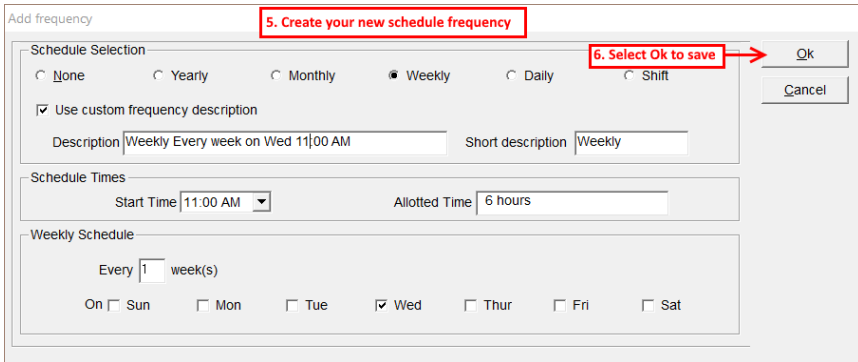
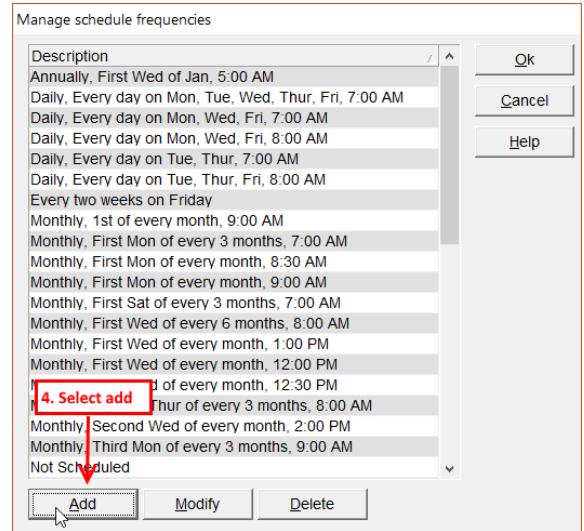
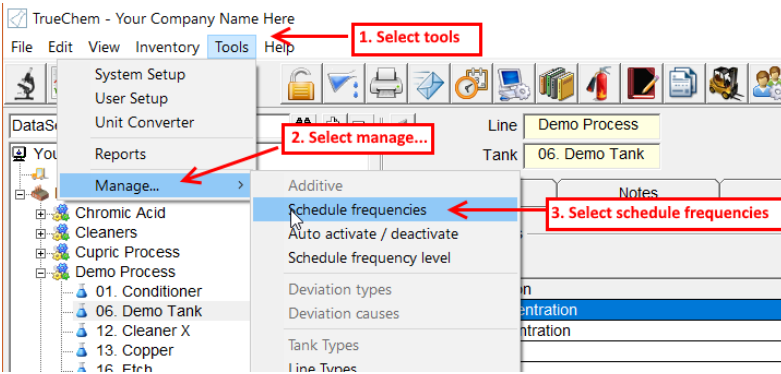
- Tree View (Left):** Lists various processes and tanks. A red arrow points to "06. Demo Tank" with the annotation "1. Select the tank".
- Main Window (Top):** Shows "Line: Demo Process" and "Tank: 06. Demo Tank". A red arrow points to the "Schedule" tab with the annotation "3. Select schedule tab".
- Test Schedules Table:**

Item Description	Schedule Frequency	Frequency level	Sta
g/LABC Concentration	Daily, Every day on Mon, Tue, Wed, Thur, Fri, 7:00 AM	Normal	10/
g/l XYZ Concentration	Daily, Every day on Mon, Tue, Wed, Thur, Fri, 7:00 AM	Normal	10/
- Schedule Dialog Box (Center):** Shows "Scheduled Item" with "Description: g/LABC Concentration", "Priority: 3", and "Type: Test". A red arrow points to the "Last Done" button with the annotation "5. Select last done".
- Last Done Dialog Box (Bottom):** Shows a calendar for October 2017. The date 10/19/2017 is selected. A red arrow points to the dialog box with the annotation "6. Fill out form to identify when the item was last done".

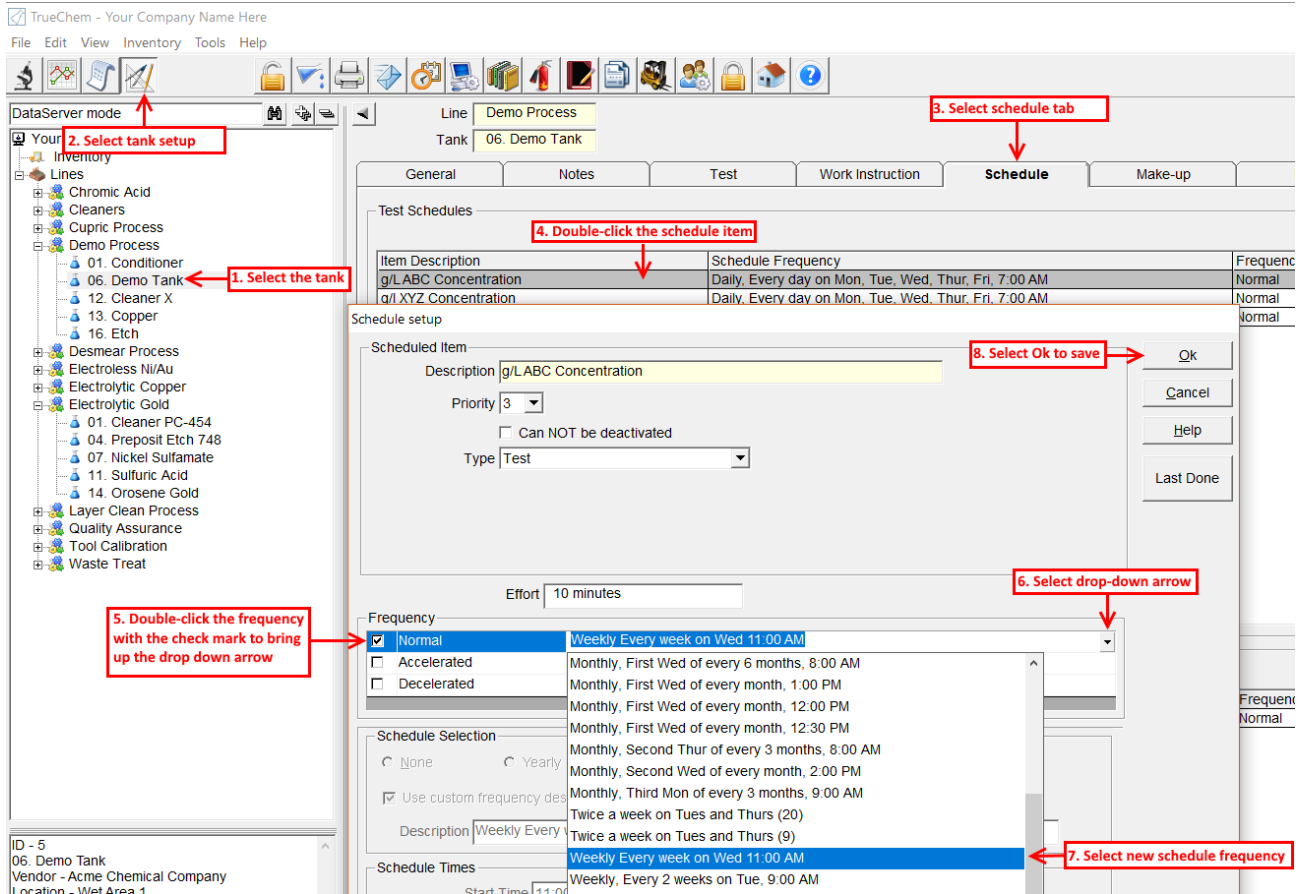
Add a new schedule frequency:

You can add a new schedule frequency a couple of ways. The first would be by using manage schedule frequencies. For this example, I have set up a new weekly schedule frequency. You would then need to link this schedule frequency to the desired test items.

TrueChem: Changing Schedule Frequency



After adding the new schedule frequency, it will need to be linked to the items you are wanting to use this schedule for:



TrueChem: Changing Schedule Frequency

The other way you can add a new schedule frequency and assign it to an item:

The screenshot shows the TrueChem software interface with the following components and annotations:

- 1. Select the tank:** Points to '06. Demo Tank' in the Inventory tree.
- 2. Select tank setup:** Points to the 'DataServer mode' menu.
- 3. Select schedule tab:** Points to the 'Schedule' tab in the main window.
- 4. Double-click the schedule item:** Points to 'g/L ABC Concentration' in the Test Schedules table.
- 5. Double-click the frequency with the check mark to bring up the drop down menu:** Points to the 'Normal' frequency in the 'Frequency' list.
- 6. Select drop-down arrow:** Points to the dropdown arrow in the 'Frequency' list.
- 7. Select <add new frequency> from list:** Points to the '<add new frequency>' option in the dropdown menu.
- 8. Create your new schedule frequency:** Points to the 'Add frequency' dialog box.
- 9. Select Ok to save:** Points to the 'Ok' button in the 'Add frequency' dialog box.

Please note: if you plan to make schedule changes to a large number of items, the options listed above could be very time consuming. If you would prefer to reset all current scheduled items, reach out to the TrueChem – TrueLogic support team.