

Setting up the Schedule

Simple

Recurrence:

Recurrence Type:

Simple

Repeat every (required):

1 days

Schedule End

End Date:

☐ Run a set number of times

Number of runs:

☐ Run until a specified date:

☒ Run indefinitely

Holidays

Calendar of dates to exclude:

None

- **Repeat every (required):** number + minutes/hours/days/weeks. Choose the number of a specific date type and how many times your resource would be repeated.
- **Schedule End:** here you can define when the schedule of your resource will end. You can decide one out of three ways. You can choose a number of times it will execute and then stop. You can choose to run until a specific date (it will run every time you have specified in the step before). Finally, you can choose to run it indefinitely. This option allows you to run the schedule without ever stopping. It will continue to execute it until you decide to choose to stop it.
- **Holidays:** here you have the option to skip some specific dates when you do not want your schedule to apply like New Year's Days. The schedule will not be executed on the chosen dates and will continue normally afterward.

Calendar

Schedule Start

Start Date:

- ☒ Immediately
☐ On Specific Date:

Time Zone:

Europe/Athens - Eastern European Time

Recurrence:

Recurrence Type:

Calendar

Months:

- ☒ Every Month
☐ Selected Months:

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Days:

- ☒ Every Day
☐ Selected Days:

Sun
Mon
Tue
Wed
Thu
Fri
Sat

- ☐ Dates in Month:

Enter dates (9, 12, 15) or date ranges (9-12, 1-17)

Times:

Hours (required):

Enter 24-hour times like 9, 12, 15 or ranges like 9-12, 1-17

Minutes (required):

Enter 0, 15, 30, 45 to run every 1/4 hour

Schedule End

End Date:

Holidays

Calendar of dates to exclude:

None

By selecting the Calendar as the Recurrence Type, the following menu will appear.

Recurrence Time (Simple)

Months	You can either select to run your schedule every month or only selected months from the list below. For example, if you only want to see your data for next summer you can select Jun, Jul, Aug from the list.
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Days	Same as month, you can decide to run your schedule either daily, on selected days (except Saturday and Sunday) or on certain dates in a month, for example, every first day of each month. Enter specific date like 9, 12, 15 or date ranges like 9-12, 1-17.
Times	With this option, you can define the exact hour and minute your schedule will be executed. Again, you can enter either specific hours like 9, 12, 15 or ranges like 9-12, 1-17. When you define the minute's option you can enter 0,15,30,45 to run every $\frac{1}{4}$ hour.
Schedule End	Here you must select when you want your schedule to end.
Holidays	Select specific dates that you do not want your schedule to run