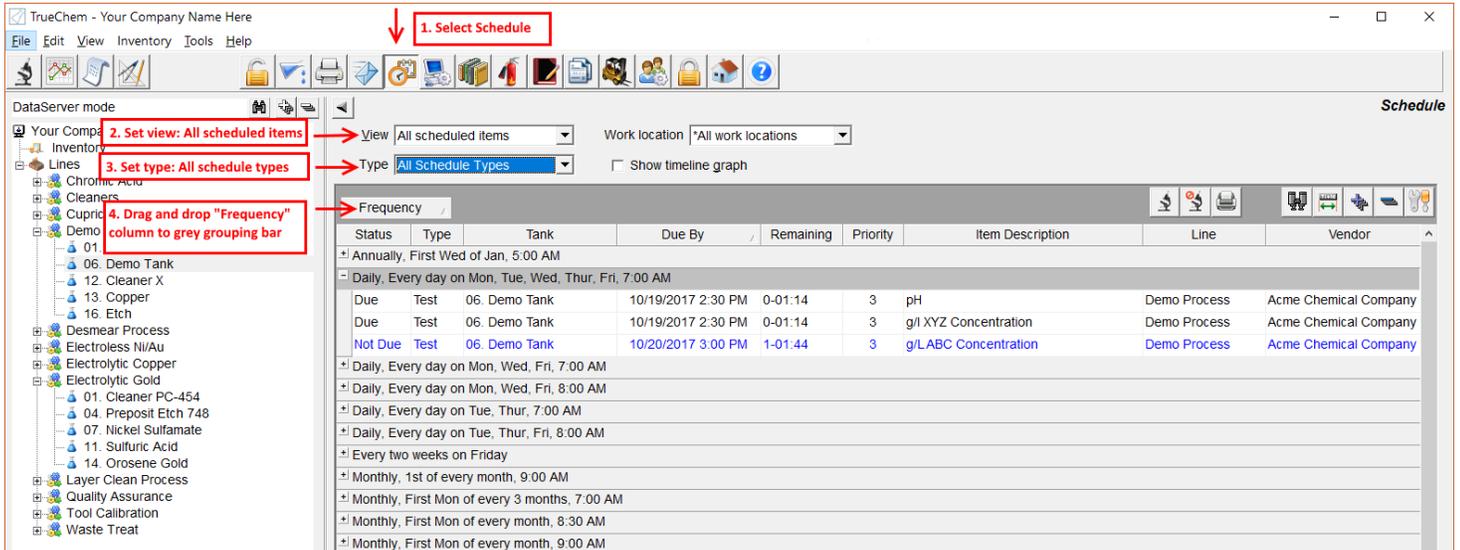


# TrueChem: Changing Schedule Frequency

## 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.

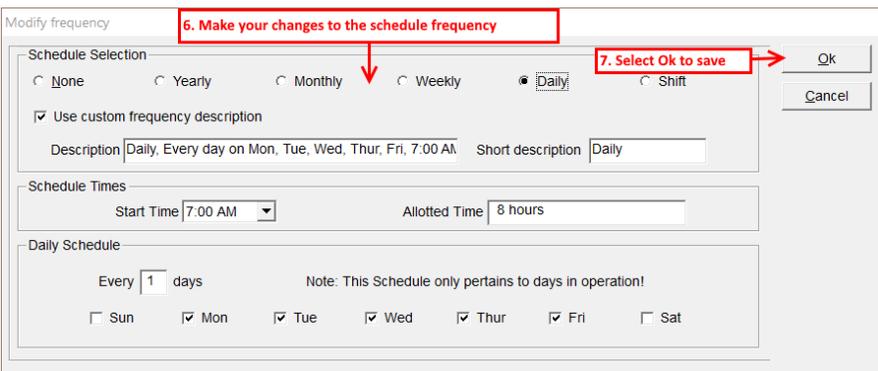
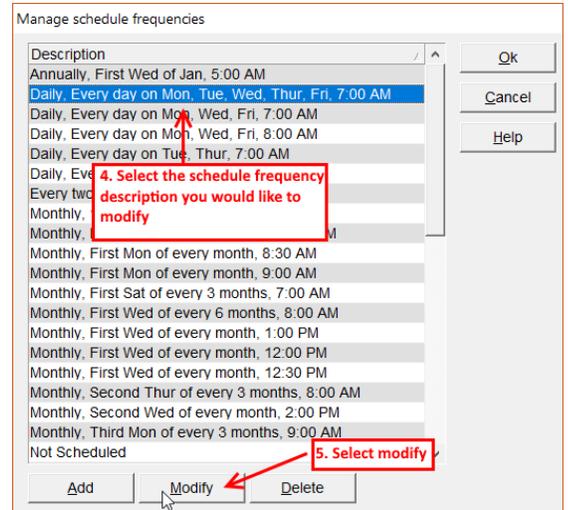
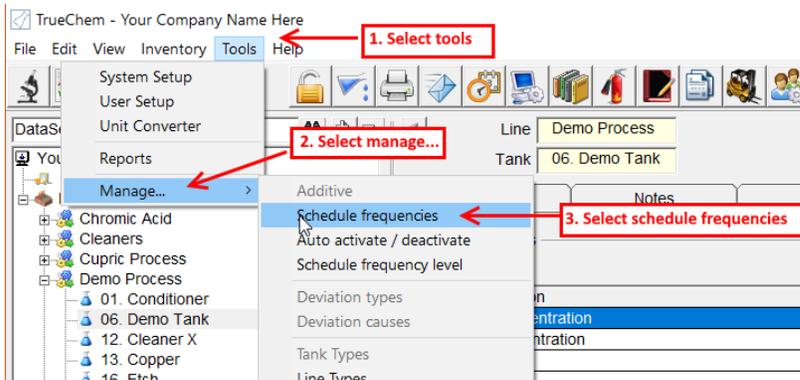
To see a list of all schedule frequencies and their linked items:



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:

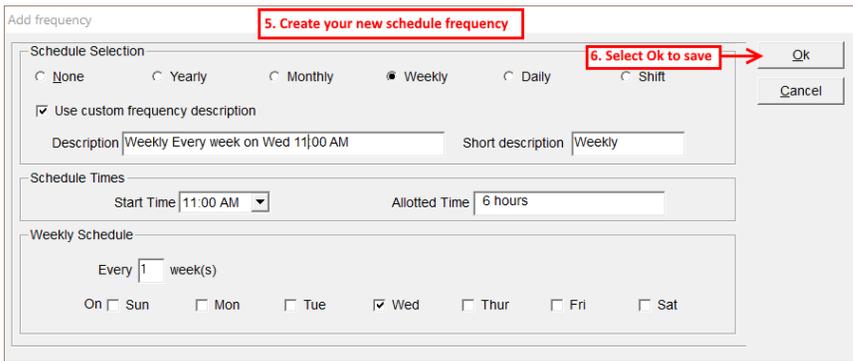
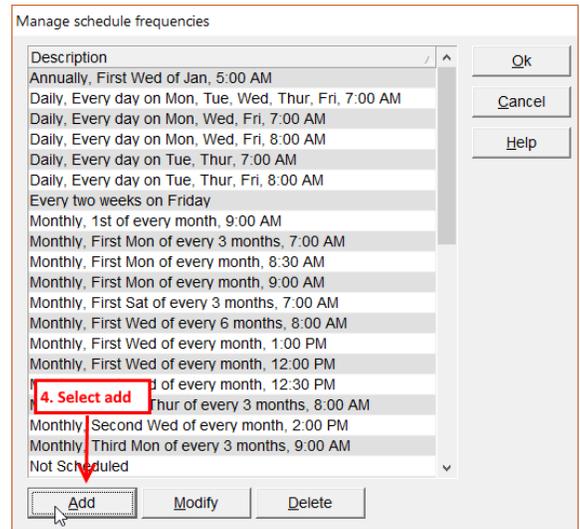
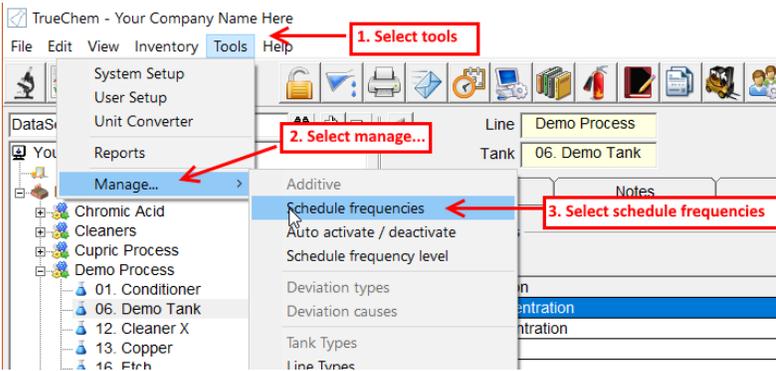
- Tree View (Left):** Lists various processes and tanks. A red arrow points to "06. Demo Tank" with the annotation "1. Select the tank".
- Toolbar (Top):** Contains various icons for navigation and actions. A red arrow points to the "Schedule" icon with the annotation "2. Select tank setup".
- Main Window (Center):** Shows the "Demo Process" and "06. Demo Tank" details. The "Schedule" tab is selected, indicated by a red arrow and 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 Setup Dialog (Bottom):**
  - Shows "Scheduled Item" details for "g/LABC Concentration".
  - Includes a "Last Done" button, highlighted by a red arrow and the annotation "5. Select last done".
  - Opens a calendar for October 2017, with the date 10/19/2017 selected. A red arrow points to the calendar with the annotation "6. Fill out form to identify when the item was last done".
  - Shows "Selected date: 10/19/2017" and "Start Time: 10:07 am".

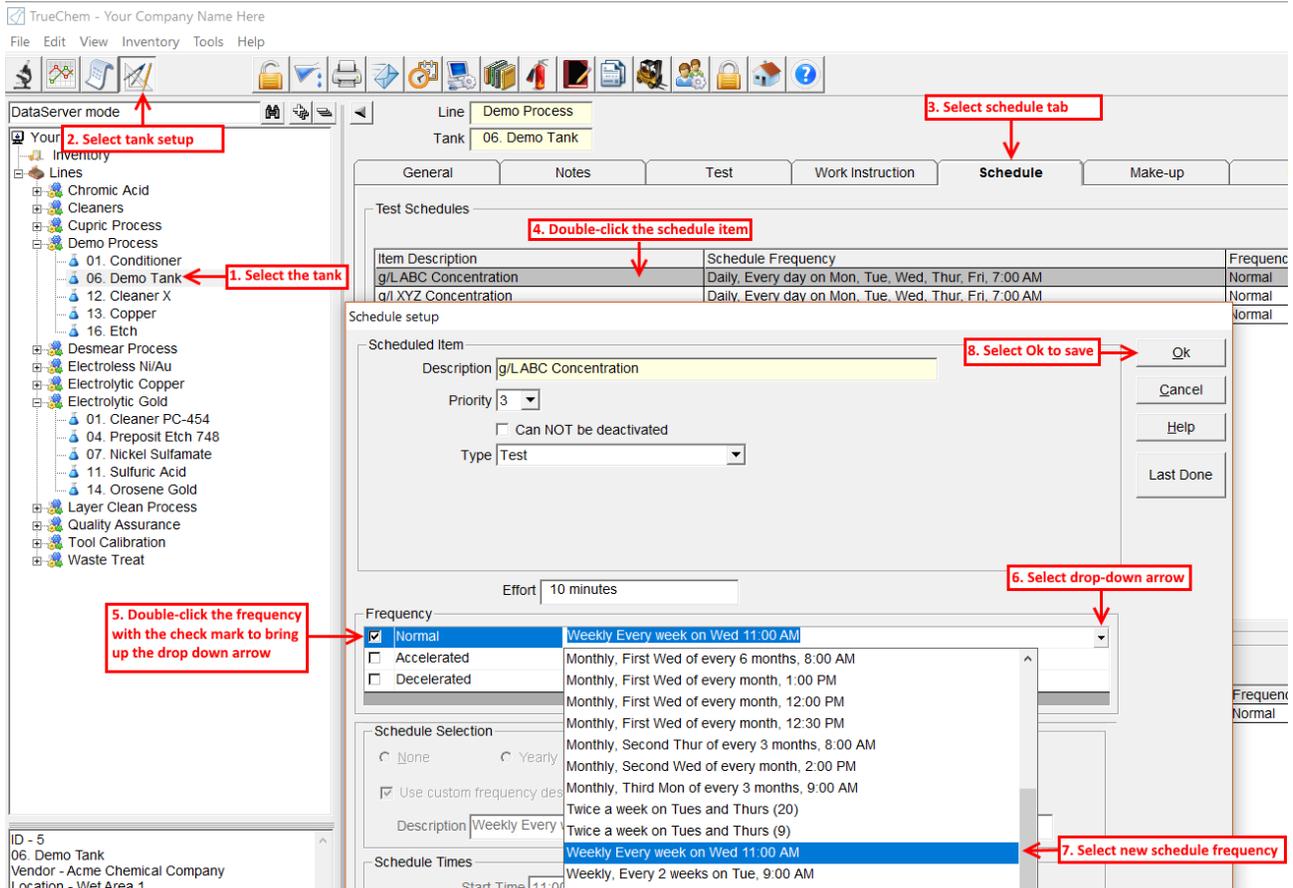
### Add a new schedule frequency:

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 illustrates the TrueChem software interface for managing schedule frequencies. The main window shows the 'Schedule' tab for a 'Demo Process' and '06. Demo Tank'. A table of 'Test Schedules' lists items like 'g/LABC Concentration' and 'g/l XYZ Concentration' with their respective frequencies. The 'Schedule setup' dialog box is open, showing the 'Frequency' dropdown menu. The 'Normal' frequency is selected, and the '<add new frequency>' option is visible. The 'Add frequency' dialog box is also open, showing the 'Schedule Selection' options: 'None', 'Yearly', 'Monthly', 'Weekly', 'Daily', and 'Shift'. The 'None' option is selected. Red callout boxes with arrows point to various steps: 1. Select the tank (06. Demo Tank), 2. Select tank setup, 3. Select schedule tab, 4. Double-click the schedule item (g/LABC Concentration), 5. Double-click the frequency with the check mark to bring up the drop down menu, 6. Select drop-down arrow, 7. Select <add new frequency> from list, 8. Create your new schedule frequency, and 9. Select Ok to save.

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.