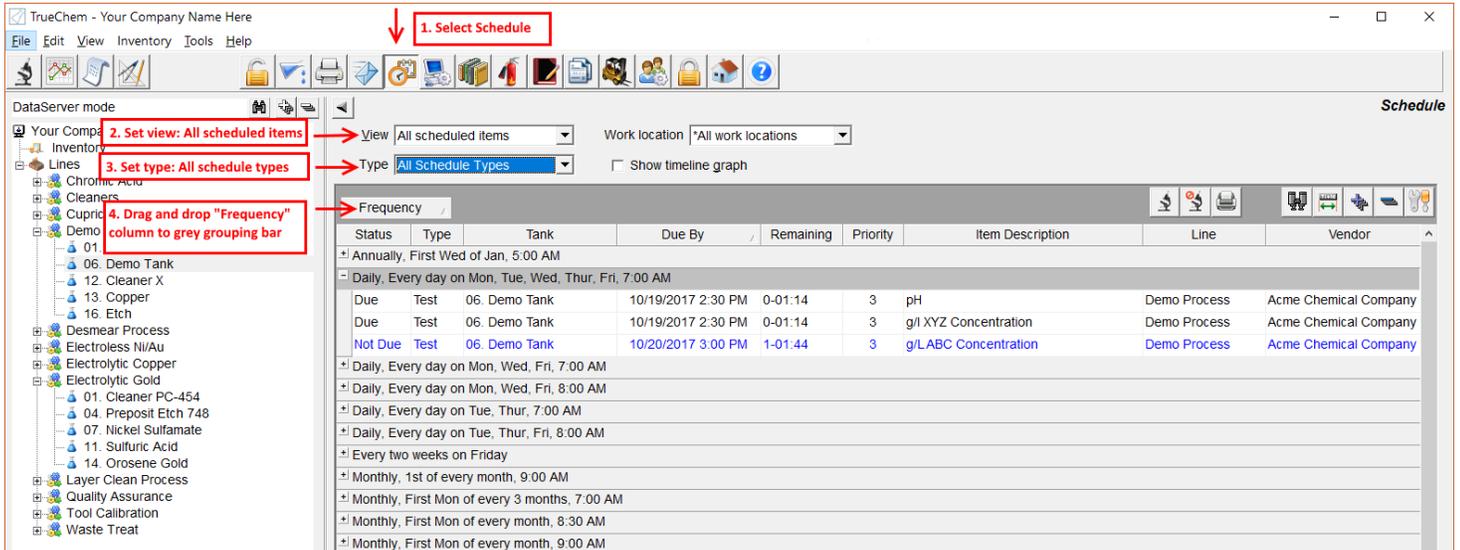# TrueChem: Changing Schedule Frequency

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):
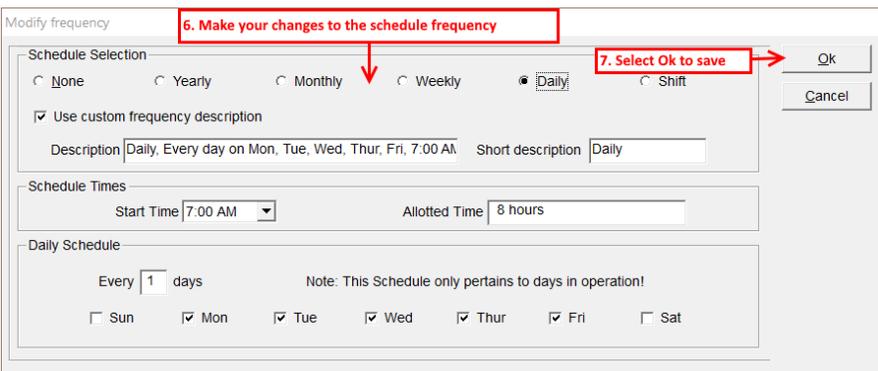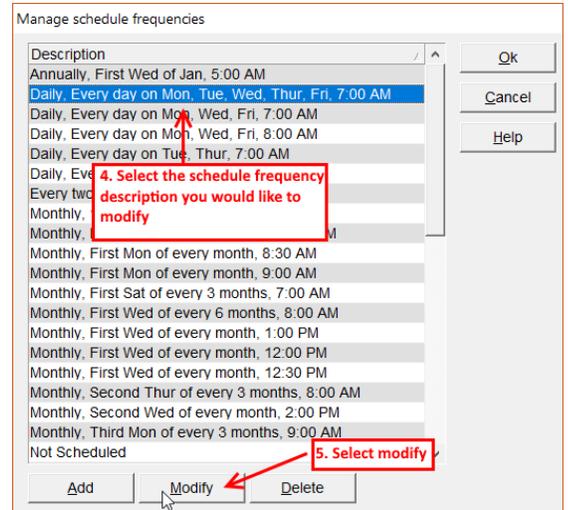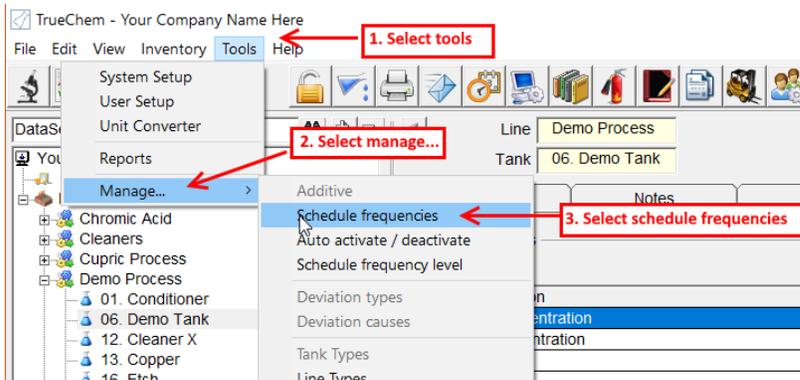
TrueChem: Changing Schedule Frequency

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:

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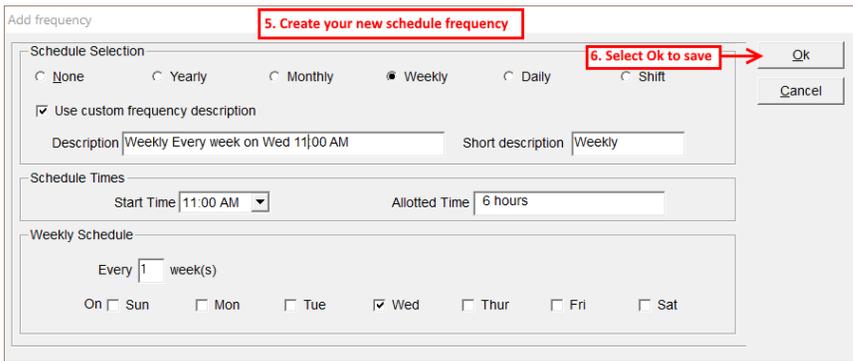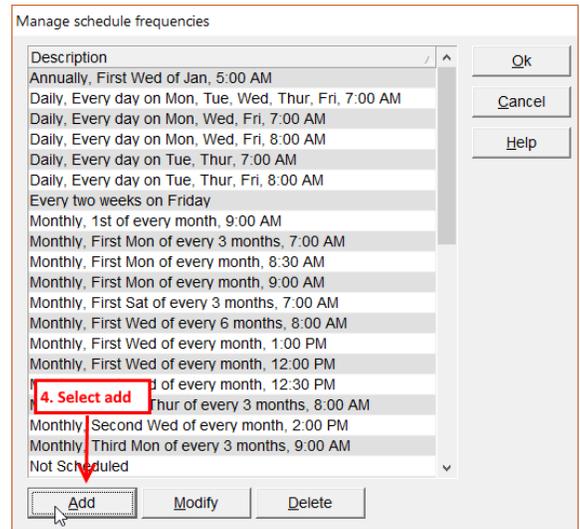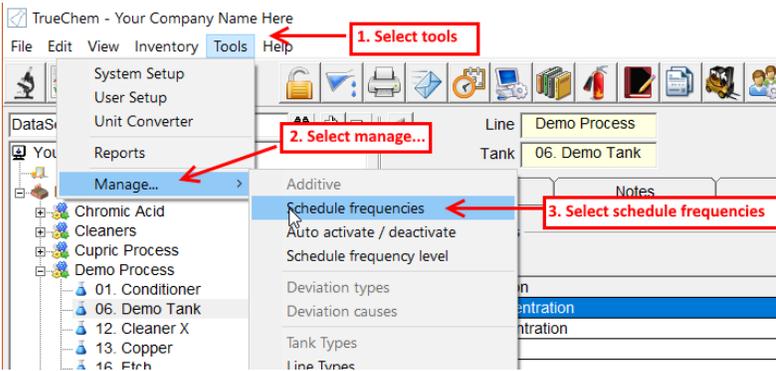
After adding the new schedule frequency, it will need to be linked to the items you are wanting to use this schedule for:
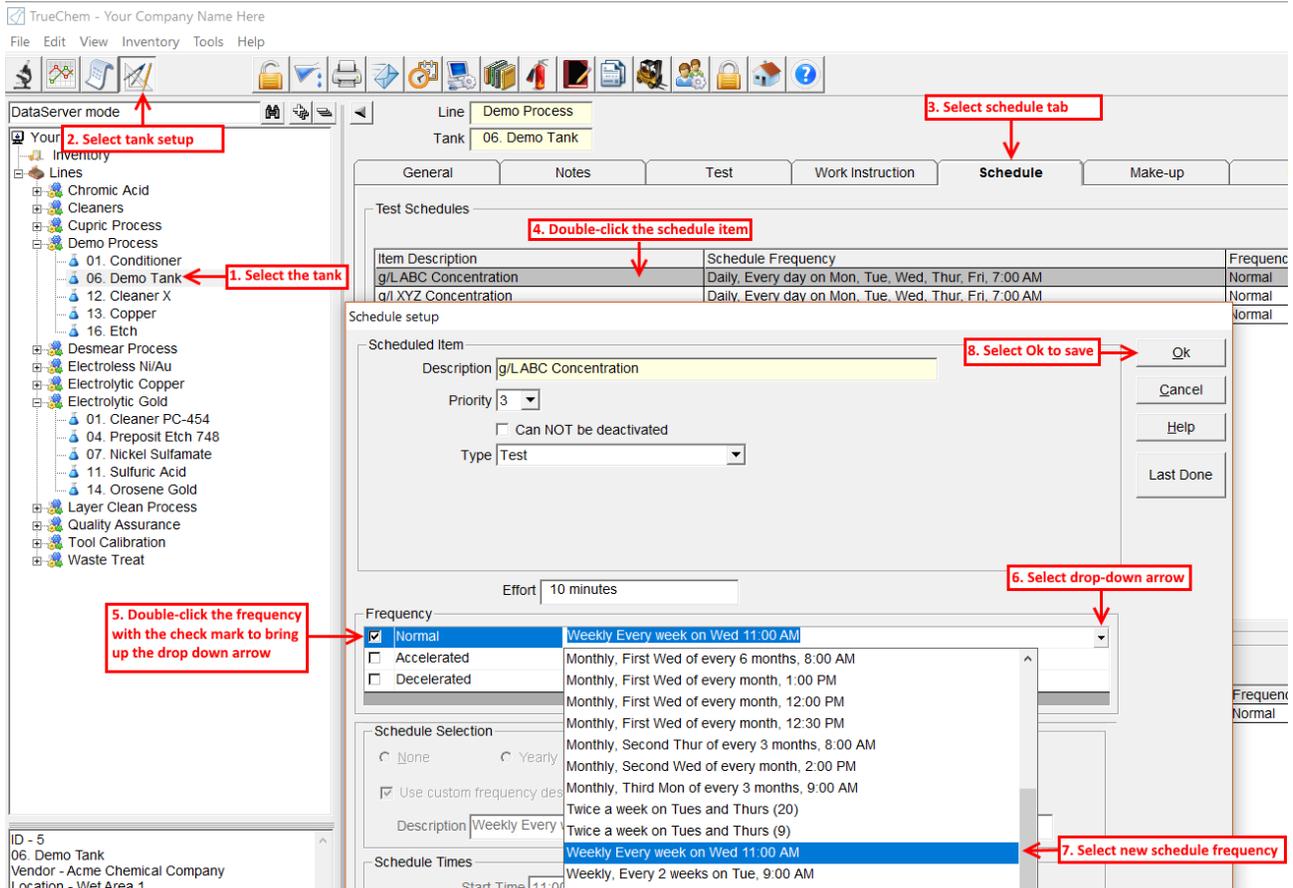
TrueChem: Changing Schedule Frequency

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

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.