

Re-occurrence Distribution document

Date: 1st Jul 2014

1. When user adds a task in Project Assignment then below screen appears. This screen has "Save & Set Re-Occurrence" button. This feature schedules the task automatically after completing the existing one.

Add Tasks

Selected rooms will be logged as scheduled and moved to the scheduled task list

Schedule: 1 Time

To Employee: Crisostomo, Deborah

Starting On: 07/02/2014

Create Work Order:

Save & Set Re-Occurrence

Save Close

2. On clicking of "Save & Set Re-occurrence" button, application navigates to below screen. It contains the Room name, Task and re-occurrence frequency.

Set Re-Occurrence

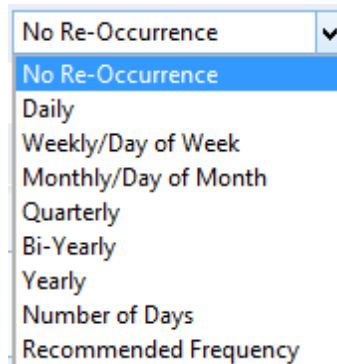
Save Close

✓ Selected tasks have been scheduled successfully

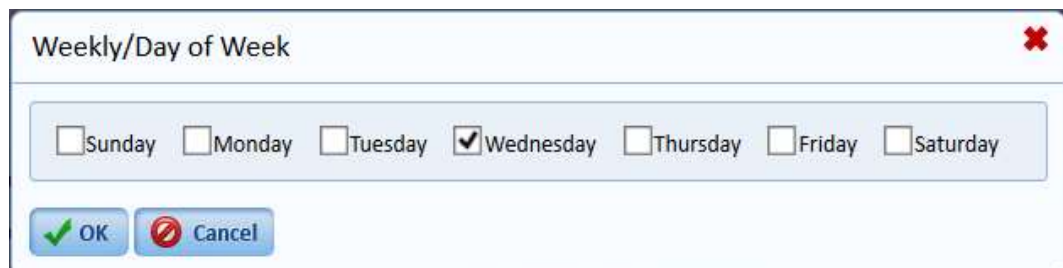
Room	Task	Re-Occurrence
CCB.1: AB Inf Isolation 2 Change Description	BR-Burnishing (High Speed) For Test	No Re-Occurrence
CCB.1: Blood Draw Alcove 1206.1	BR-Burnishing (High Speed) For Test	No Re-Occurrence
CCB.1: Blood Draw Alcove 1206.1	SS-Floor Shower Scrubbing	Weekly/Day of Week

Save Close

Re-occurrence options are



- **No Re-occurrence** – This does not set any re-occurrence for the selected room(s).
- **Daily** – This allows system to create the a schedule automatically on the next day after completion of the existing schedule
- **Weekly/Day of Week** – This allows user to set the occurrence of next schedule on the selected days from a week as shown below



- **Monthly/Day of Month** - This allows user to set the occurrence of next schedule on the selected day from a month

OR

User can set First Monday, Tuesday etc of that month. Schedule will be created automatically after completing the existing one.

Monthly/Day of Month

Day 2 of every month

The First Wednesday of every month

OK Cancel

– **Quarterly** - This allows user to set the occurrence of next schedule on the Quarterly basis i.e. after every three months after completion of existing schedule.

– **Bi-Yearly** - This allows user to set the occurrence of next schedule on the bi-yearly basis i.e. after every six months after completion of existing schedule.

– **Yearly** - This allows user to set the occurrence of next schedule on the selected day from a particular month

OR

User can set First Monday, Tuesday etc of a particular month. Schedule will be created automatically after completing the existing one on the selected day of each year.

Yearly

Day July 2

The First Wednesday of July

OK Cancel

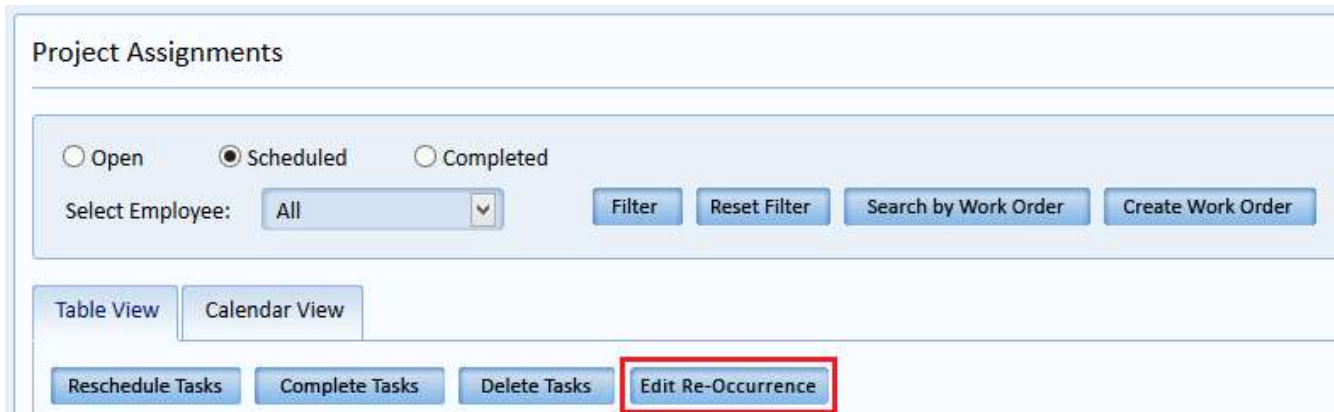
– **Number of Days** - This allows user to set the next occurrences of schedule for the specific number of times in an year.



A dialog box titled "Number of Day(s)" with a close button (red X) in the top right corner. The main content area contains the text "Every" followed by a text input field containing the number "1", and then "Day(s)". At the bottom of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red prohibition sign icon.

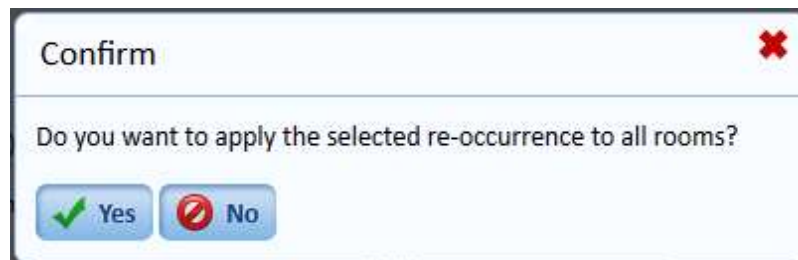
- **Recommended Frequency** - This allows user to set the next occurrences of schedule as per the defined frequency of that room.

3. User can select the schedules for which he/she wants to set the re-occurrence and click of "Edit Re-occurrence" button, application navigates to the below screen



The "Project Assignments" screen features a header with the title "Project Assignments". Below the header, there are three radio buttons for status selection: "Open", "Scheduled" (which is selected), and "Completed". A "Select Employee:" label is followed by a dropdown menu currently showing "All". To the right of the dropdown are four buttons: "Filter", "Reset Filter", "Search by Work Order", and "Create Work Order". Below these elements are two view toggle buttons: "Table View" and "Calendar View". At the bottom of the screen, there are four action buttons: "Reschedule Tasks", "Complete Tasks", "Delete Tasks", and "Edit Re-Occurrence", which is highlighted with a red rectangular border.

4. Whenever user set up the "Re-Occurrence" for first record from the grid, application asks the confirmation for applying the same re-occurrence to all listed rooms.



A dialog box titled "Confirm" with a close button (red X) in the top right corner. The main content area contains the question "Do you want to apply the selected re-occurrence to all rooms?". At the bottom of the dialog, there are two buttons: "Yes" with a green checkmark icon and "No" with a red prohibition sign icon.

5. On clicking "Yes", application applies the selected re-occurrence to all rooms. "No" updates re-occurrence of first room only from the list. The above popup appears only for first record. e.g if user selects "Daily" in the dropdown.

Room	Task	Re-Occurrence
CCB.1: AB Inf Isolation 2 Change Description	BR-Burnishing (High Speed) For Test	Daily
CCB.1: AB Inf Isolation 2 Change Description	FF-Floor Stripping and Refinishing	Daily
CCB.1: AB Inf Isolation 2 Change Description	SS-Floor Shower Scrubbing	Daily
CCB.1: AB Inf Isolation 2 Change Description	WWG-Wall Washing, Vents, Light Panels	Daily