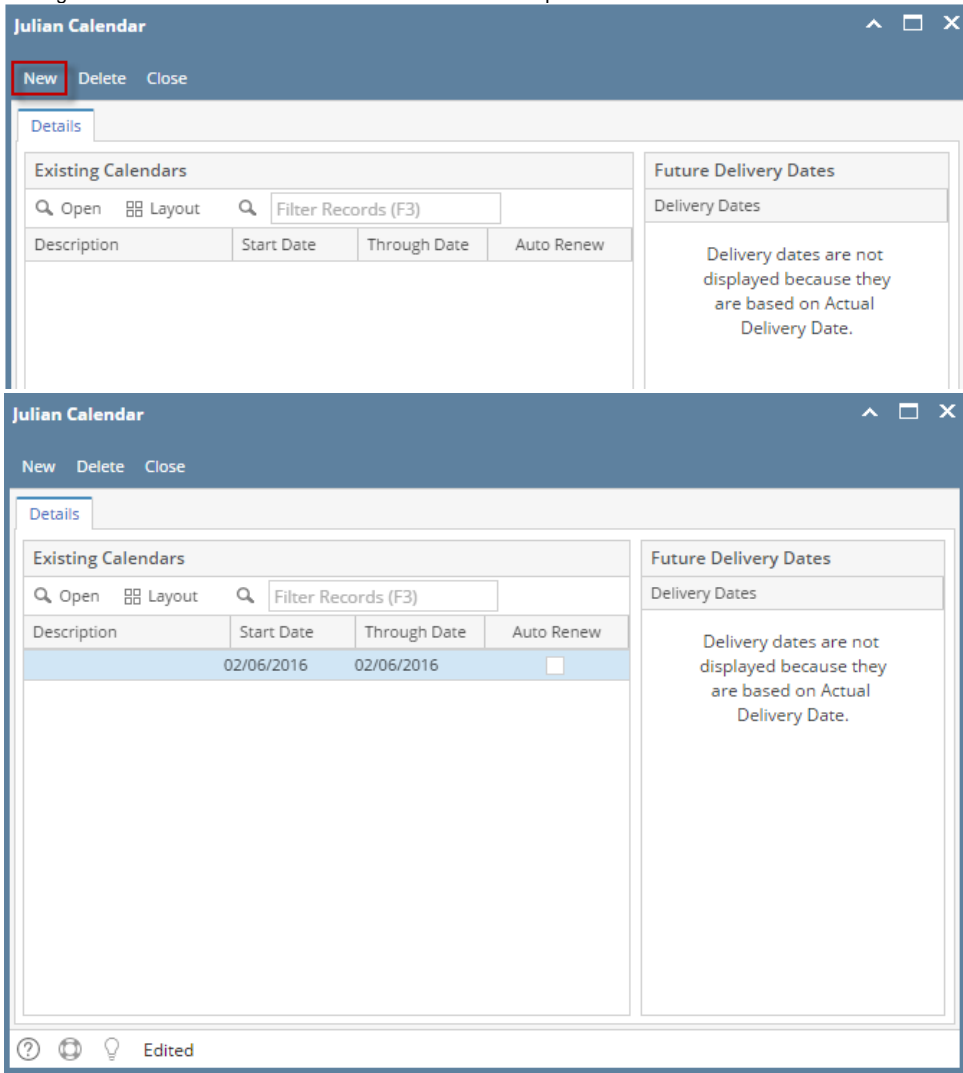


# How to Create a New Interval Recurring Calendar

- 1. Open the Julian Calendar screen.
- 2. Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates. Refer to [Julian Recurrence](#) for the field description.



- 3. Enter the calendar **Description**.
- 4. Tick the **Interval Radio** button.

5. Enter the other details like the number of intervals, **Start** date, and **Through** date. The value that you entered in **Every Day(s)** field will determine the delivery interval.

The screenshot shows the 'Julian Calendar' application window. A 'Julian Recurrence' dialog box is open, displaying the 'Details' tab. The dialog has 'OK' and 'Cancel' buttons at the top. The 'Description' field contains 'Sample Interval Calendar'. Under the 'Interval' section, the 'Interval' radio button is selected, followed by 'Every', a text box containing '5', and 'Day(s)'. Other options like 'Weekly', 'Monthly', and 'Single' are unselected. The 'Start' date is '01/01/2016' and the 'Through' date is '12/31/2016'. The checkbox 'Automatically renew every year' is checked. At the bottom, it states 'Deliveries are based on actual Delivery Dates.' The background window shows a list of 'Existing Calendars' with 'Sample Interval' selected.

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.  
7. Click the **OK** button. The newly created calendar will be displayed in the **Existing Calendars** grid on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' application window after the dialog box is closed. The 'Details' tab is active. The 'Existing Calendars' section contains a table with the following data:

Description	Start Date	Through Date	Auto Renew
Sample Interval Calen...	01/01/2016	12/31/2016	<input checked="" type="checkbox"/>

The 'Future Delivery Dates' section on the right shows a 'Delivery Dates' header and a message: 'Delivery dates are not displayed because they are based on Actual Delivery Date.'

8. Close the Julian Calendar screen.  
9. Save the changes in the Consumption Sites screen.

1. [Open the Julian Calendar screen.](#)

2. Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates. Refer to [Julian Recurrence](#) for the field description.

The top screenshot shows the 'Julian Calendar' window with the 'New' button highlighted. The 'Existing Calendars' table is empty.

Description	Start Date	Through Date	Auto Renew
-------------	------------	--------------	------------

The bottom screenshot shows the 'Julian Calendar' window with the 'Existing Calendars' table containing one entry:

Description	Start Date	Through Date	Auto Renew
	06/16/2015	06/16/2015	<input type="checkbox"/>

3. Enter the calendar **Description**.
4. Tick the **Interval Radio button**.
5. Enter the other details like the number of intervals, **Start** date, and **Through** date. The value that you entered in **Every Day(s)** field will determine the delivery interval.

The 'Julian Recurrence' dialog box is shown with the following details:

- Description: Sample Interval Calendar
- Interval radio button is selected.
- Frequency: Every 5 Day(s)
- Start: 01/01/2015
- Through: 12/30/2015
- ☒ Automatically renew every year
- Deliveries are based on actual Delivery Dates.

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.

- Click the **OK button**. The newly created calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' window. At the top, there are three buttons: 'New' (with a green plus icon), 'Delete' (with a red minus icon), and 'Close' (with a red X icon). Below these is the 'Existing Calendars' section, which includes a 'View' button, a 'Layout' dropdown, and a 'Filter Records (F3)' search box. A table below this section lists existing calendars. The table has columns for 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. One row is visible: 'Sample Interval Calendar' with 'Start Date' 01/01/2015, 'Through Date' 12/30/2015, and 'Auto Renew' checked. To the right of the table is the 'Future Delivery Dates' section, which has a 'Delivery Dates' header and a message: 'Delivery dates are not displayed because they are based on Actual Delivery Date.'

Description	Start Date	Through Date	Auto Renew
Sample Interval Calendar	01/01/2015	12/30/2015	<input checked="" type="checkbox"/>

- Close the Julian Calendar screen.
- Save the changes in the Consumption Sites screen.
- Open the Julian Calendar screen.
- Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates. Refer to [Julian Recurrence](#) for the field description.

This screenshot is similar to the previous one, but the 'New' button in the toolbar is highlighted with a red rectangle. The 'Existing Calendars' table is currently empty.

This screenshot shows the 'Julian Calendar' window after a new calendar has been added. The 'Existing Calendars' table now contains one entry: 'Intervalradio' with 'Start Date' 03/11/2015, 'Through Date' 03/11/2015, and 'Auto Renew' unchecked. The 'New' button in the toolbar is still highlighted with a red rectangle. The 'Future Delivery Dates' section remains empty.

Description	Start Date	Through Date	Auto Renew
Intervalradio	03/11/2015	03/11/2015	<input type="checkbox"/>

- Enter the calendar **Description**.
- Tick the **Intervalradio button**.

5. Enter the other details like the number of intervals, **Start** date, and **Through** date. The value that you entered in **Every Day(s)** field will determine the delivery interval.

The screenshot shows the 'Julian Recurrence' dialog box. It has a title bar with a help icon and window controls. Below the title bar are 'OK' and 'Cancel' buttons. The 'Description' field contains 'Sample Interval Calendar'. There are four radio buttons: 'Interval' (selected), 'Weekly', 'Monthly', and 'Single'. To the right of the 'Interval' radio button is the text 'Every' followed by a text box containing '5' and 'Day(s)'. Below these are 'Start' and 'Through' date fields, both containing dates from 2015 and having calendar icons. Below the date fields is a checkbox labeled 'Automatically renew every year'. At the bottom, it says 'Deliveries are based on actual Delivery Dates.' The status bar at the bottom shows a help icon, a refresh icon, a lightbulb icon, and the word 'Ready'.

Julian Recurrence

OK Cancel

Description: Sample Interval Calendar

☒ Interval Every 5 Day(s)

☐ Weekly

☐ Monthly

☐ Single

Start: 01/01/2015 Through: 12/30/2015

☐ Automatically renew every year

Deliveries are based on actual Delivery Dates.

? Refresh Lightbulb Ready

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.
7. Click the **OK** button. The newly created calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' screen. It has a title bar with a help icon and window controls. Below the title bar are 'New', 'Delete', and 'Close' buttons. The main area is divided into two panes. The left pane is titled 'Existing Calendars' and contains a table with columns 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. The table has one row with the data 'Sample Interval Cal...', '01/01/2015', '12/30/2015', and a checkbox. Above the table are 'Edit' and 'Filter Records (F3)' buttons. The right pane is titled 'Future Delivery Dates' and contains a section 'Delivery Dates' with a message: 'Delivery dates are not displayed because they are based on Actual Delivery Date.'

Julian Calendar

New Delete Close

Existing Calendars

Edit Filter Records (F3)

Description	Start Date	Through Date	Auto Renew
Sample Interval Cal...	01/01/2015	12/30/2015	<input type="checkbox"/>

Future Delivery Dates

Delivery Dates

Delivery dates are not displayed because they are based on Actual Delivery Date.

8. Close the Julian Calendar screen.
9. Save the changes in the Consumption Sites screen.



Generated Julian date will not display in Site's Next Julian Delivery field until an invoice for the customer is synced.