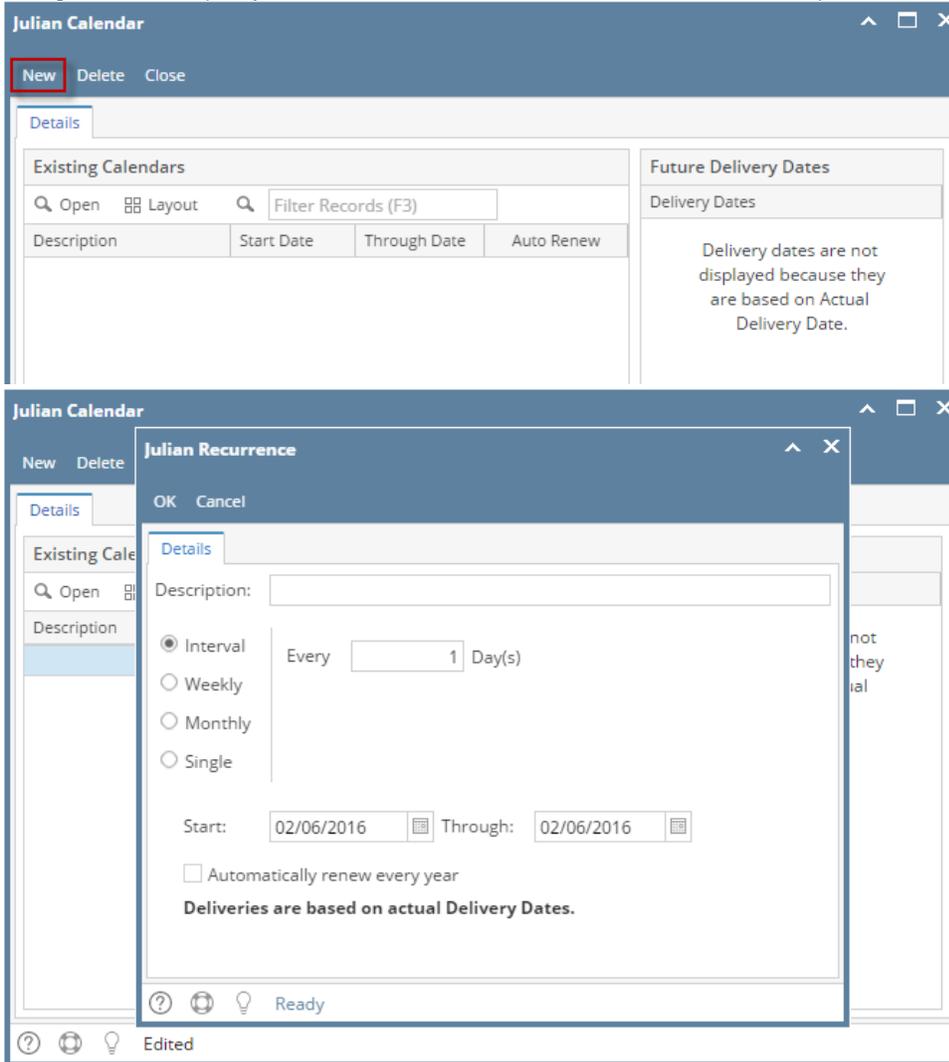


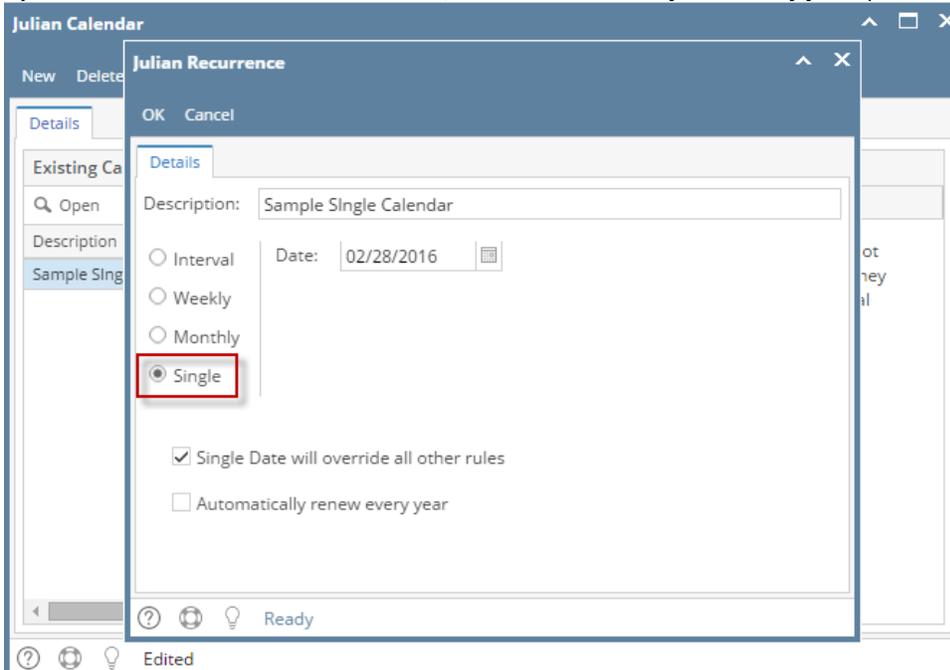
How to Create a New Single Recurring Calendar

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 and frequency is set to Interval. Refer to [Julian Recurrence](#) for the field description.

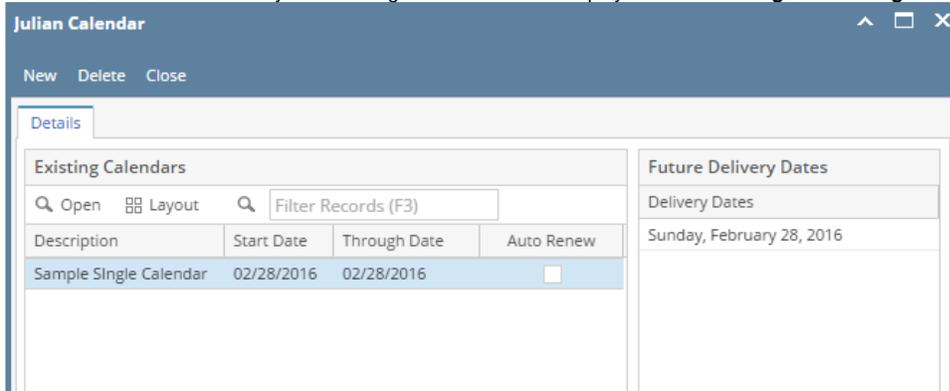


3. Enter the calendar **Description**.
4. Tick the **Single radio button**.
5. Enter the **Date**.
6. Single Rule has the capability to override all other rules. Once this option is checked, the Single Date that has been entered will be the date in **Next Julian Delivery** field.

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



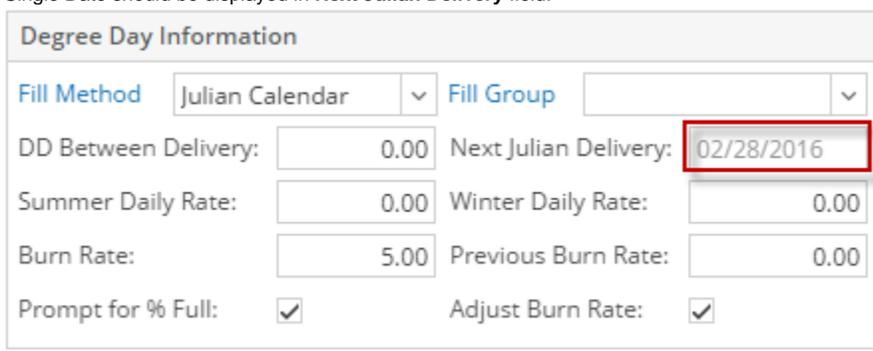
8. Click the **OK** button. The newly created single calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.



9. Close the Julian Calendar screen.

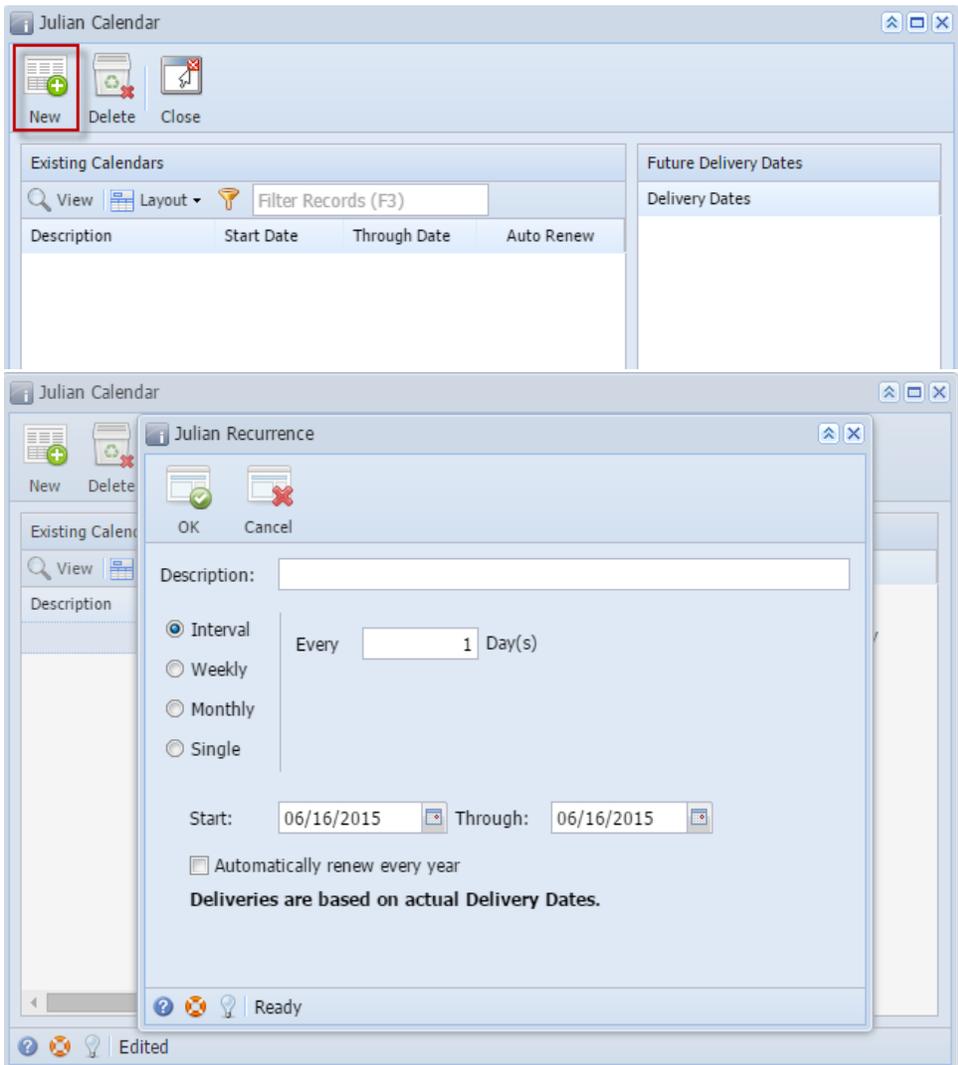
10. Save the changes in the Consumption Sites screen.

11. Single Date should be displayed in **Next Julian Delivery** field.



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 and frequency is set to Interval. Refer to [Julian Recurrence](#) for the field description.



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

Julian Recurrence

OK Cancel

Description: Sample Single Calendar

Interval
 Weekly
 Monthly
 Single

Date: 06/16/2015

Single Date will override all other rules
 Automatically renew every year

Ready

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

Julian Calendar

New Delete Close

Existing Calendars				Future Delivery Dates
Description	Start Date	Through Date	Auto Renew	Delivery Dates
Sample Single Calendar	06/16/2015	06/16/2015	<input type="checkbox"/>	Tuesday, June 16, 2015

9. Close the Julian Calendar screen.

10. Save the changes in the Consumption Sites screen.

11. Single Date should be displayed in **Next Julian Delivery** field.

Degree Day Information

Fill Method: Julian Calendar Fill Group:

DD Between Delivery: 0 Next Julian Delivery: 06/16/2015

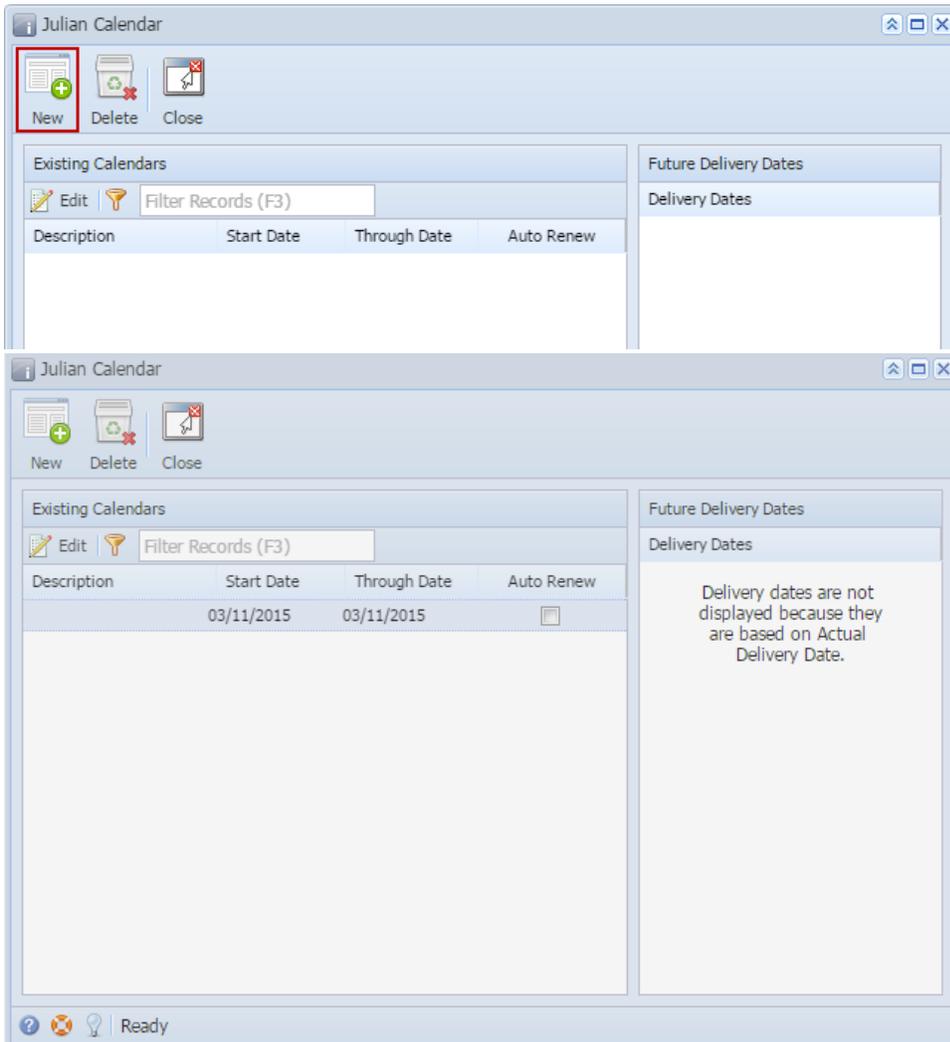
Summer Daily Rate: 0.000000 Winter Daily Rate: 0.000000

Burn Rate: 1.000000 Previous Burn Rate: 0.000000

Prompt for % Full: Adjust Burn Rate:

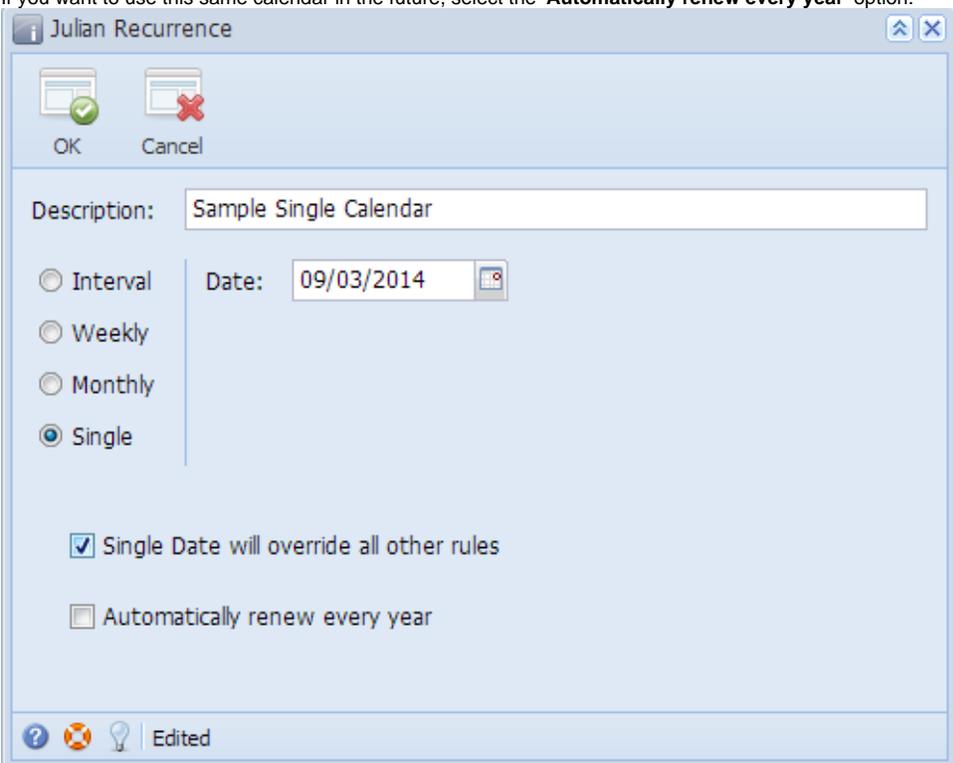
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2. Click the **New toolbar** button. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates. Refer to [Julian Recurrence](#) for the field description.

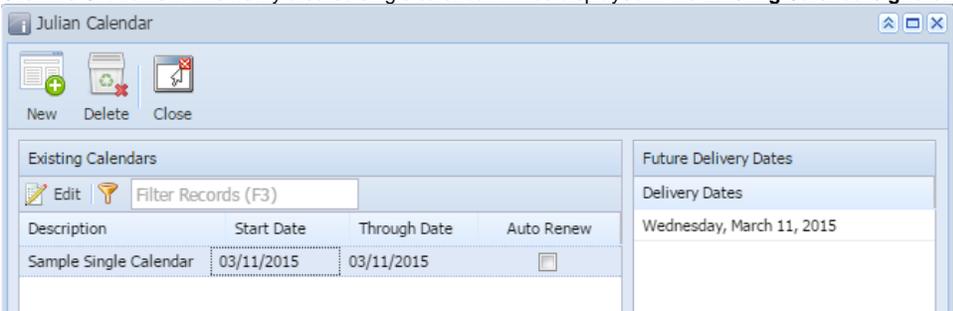


3. Enter the calendar **Description**.
4. Tick the **Single** radio button.
5. Enter the **Date**.
6. Single Rule has the capability to override all other rules. Once this option is checked, the Single Date that has been entered will be the date in Next Julian Delivery field.

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



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



- 9. Close the Julian Calendar screen.
- 10. Save the changes in the Consumption Sites screen.
- 11. Single Date should be displayed in Next Julian Delivery field.