

How to Create a New Weekly 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.

The screenshot shows the 'Julian Calendar' application window. The 'New' button in the toolbar is highlighted with a red box. A 'Julian Recurrence' dialog box is open, showing the 'Details' tab. The dialog box has a 'Description' field, radio buttons for 'Interval', 'Weekly', 'Monthly', and 'Single', and 'Start' and 'Through' date fields. The 'Interval' radio button is selected, and the frequency is set to 'Every 1 Day(s)'. The 'Start' and 'Through' dates are both set to '02/06/2016'. There is a checkbox for 'Automatically renew every year' which is unchecked. The status bar at the bottom of the dialog box says 'Ready'.

Julian Calendar

New Delete Close

Details

Existing Calendars

Open Layout Filter Records (F3)

Description Start Date Through Date Auto Renew

Future Delivery Dates

Delivery Dates

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

Julian Recurrence

OK Cancel

Details

Description:

☒ Interval Every 1 Day(s)

☐ Weekly

☐ Monthly

☐ Single

Start: 02/06/2016 Through: 02/06/2016

☐ Automatically renew every year

Deliveries are based on actual Delivery Dates.

Ready

3. Enter the calendar **Description**.
4. Tick the **Weekly** radio button.

5. Enter the other details like the delivery **frequency**, **delivery day**, **Start** date, and **Through** date.

Julian Recurrence

OK Cancel

Details

Description: Sample Weekly Calendar

☐ Interval ☒ **Weekly** ☐ Monthly ☐ Single

Recur Every 3 Week(s) On:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 01/01/2016 Through: 12/31/2016

☒ Automatically renew every year

Deliveries are based on selected weekdays.

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. And its future deliveries will be displayed in the **Future Delivery Dates grid**.

Julian Calendar

New Delete Close

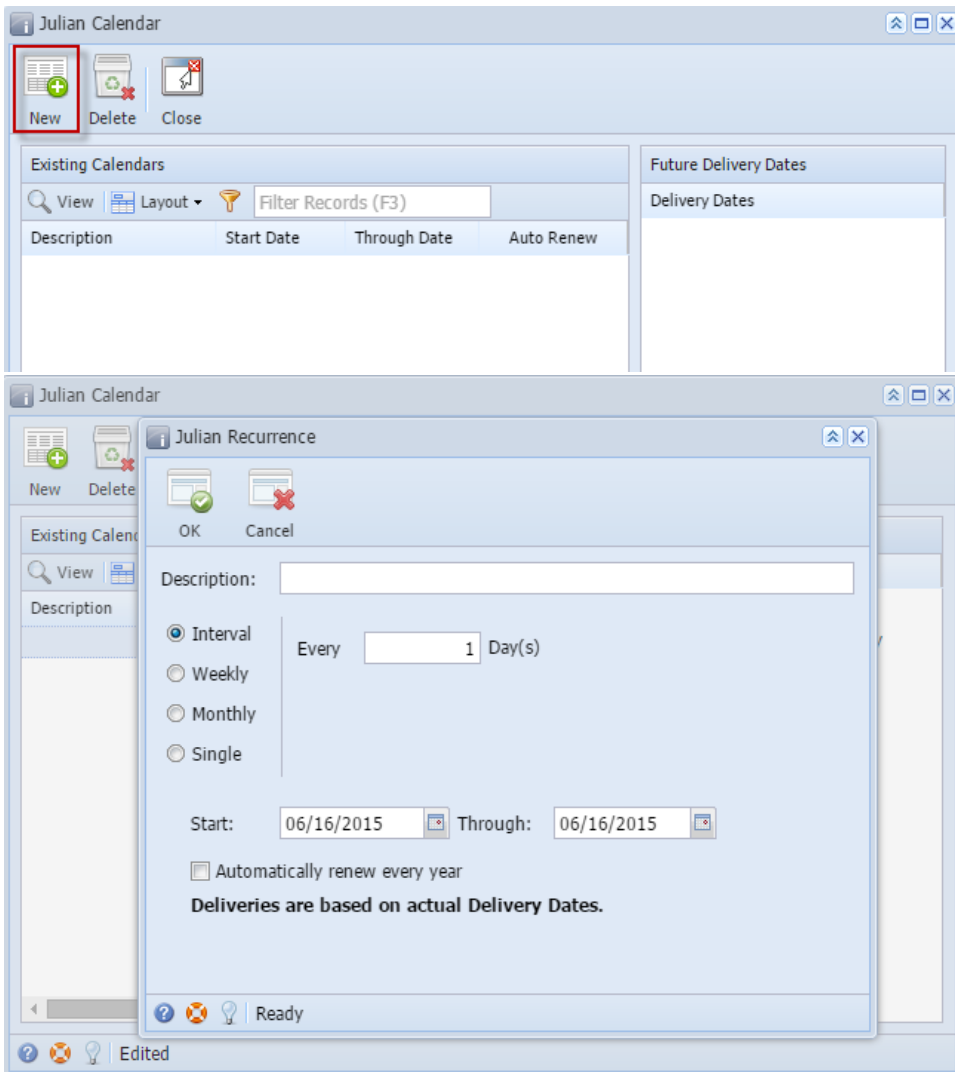
Details

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

Future Delivery Dates
Delivery Dates
Monday, January 04, 2016
Monday, January 25, 2016
Monday, February 15, 2016
Monday, March 07, 2016
Monday, March 28, 2016
Monday, April 18, 2016
Monday, May 09, 2016
Monday, May 30, 2016
Monday, June 20, 2016
Monday, July 11, 2016
Monday, August 01, 2016
Monday, August 22, 2016
Monday, September 12, 2016
Monday, October 03, 2016
Monday, October 24, 2016
Monday, November 14, 2016
Monday, December 05, 2016
Monday, December 26, 2016

Ready

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



3. Enter the calendar **Description**.
4. Tick the **Weekly** radio button.

5. Enter the other details like the delivery **frequency**, **delivery day**, **Start** date, and **Through** date.

Julian Recurrence

OK Cancel

Description: Sample Weekly Calendar

☐ Interval ☒ Weekly ☐ Monthly ☐ Single

Recur Every 3 Week(s) On:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 06/16/2015 Through: 12/30/2015

☒ Automatically renew every year

Deliveries are based on selected weekdays.

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. And its future deliveries will be displayed in the **Future Delivery Dates grid**.

Julian Calendar

New Delete Close

Existing Calendars

View Layout Filter Records (F3)

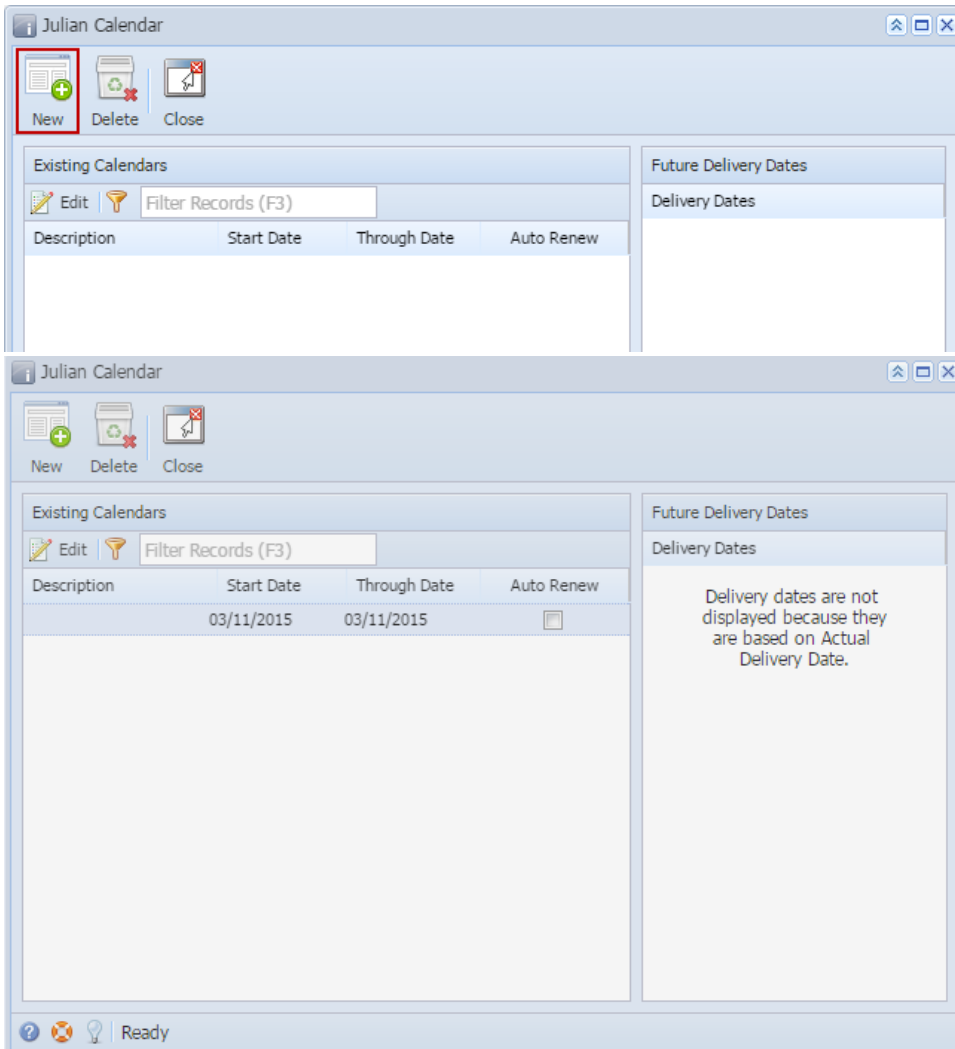
Description	Start Date	Through Date	Auto Renew
Sample Weekly Calendar	06/16/2015	12/30/2015	<input checked="" type="checkbox"/>

Future Delivery Dates

Delivery Dates
Monday, June 22, 2015
Monday, July 13, 2015
Monday, August 03, 2015
Monday, August 24, 2015
Monday, September 14, 2015
Monday, October 05, 2015
Monday, October 26, 2015
Monday, November 16, 2015
Monday, December 07, 2015
Monday, December 28, 2015

Ready

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.



3. Enter the calendar **Description**.
4. Tick the **Weekly** radio button.

5. Enter the other details like the delivery **frequency**, **delivery day**, **Start** date, and **Through** date.

The screenshot shows the 'Julian Recurrence' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Description' field containing 'Sample Weekly Interval'. On the left, there are radio buttons for 'Interval', 'Weekly' (which is selected), 'Monthly', and 'Single'. To the right of the 'Weekly' selection, there is a 'Recur Every' field with the value '3' and a 'Week(s) On:' label. Below this, there are checkboxes for each day of the week: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, and Saturday. At the bottom, there are 'Start' and 'Through' date fields with values '03/11/2015' and '12/30/2015' respectively. Below these fields is a checkbox for 'Automatically renew every year'. At the very bottom, there is a text label: 'Deliveries are based on selected weekdays.' The status bar at the bottom shows '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. And its future deliveries will be displayed in the **Future Delivery Dates** grid.

The screenshot shows the 'Julian Calendar' screen. At the top, there are 'New', 'Delete', and 'Close' buttons. Below them is a table with two main sections: 'Existing Calendars' and 'Future Delivery Dates'. The 'Existing Calendars' section has a table with columns: 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. It contains one row: 'Sample Weekly Interval', '03/11/2015', '12/30/2015', and a checkbox. The 'Future Delivery Dates' section has a table with a single column: 'Delivery Dates'. It contains a list of dates from 'Monday, March 16, 2015' to 'Monday, December 14, 2015'. The status bar at the bottom shows 'Ready'.

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