

# How to Edit a Julian Calendar

A calendar can be modified or deleted as long as it does not have a delivery of today.

- 1. Open the Julian Calendar screen.
- 2. Click the **Search** button to open the Search Calendar screen.

Julian Calendar

New

Save

Search

Delete

Undo

Close

Details

Description \* Every 30 Days

Monthly Intervals

January	30	July	30
February	30	August	30
March	30	September	30
April	30	October	30
May	30	November	30
June	30	December	30

0.49s

Ready

Page 1 of 1

Refresh

- 3. Select a calendar in the **Search Calendar screen**, and then click the **Open Selected** button. This will open the Julian Calendar screen.

Julian Calendars

Close

Julian Calendars

Open Selected

New

Export

Columns

View

2 records (1 selected)

Description

Contains

Add Filter

Description	January	February	March	April	May	June	July	August	September	October	November	December
<input checked="" type="checkbox"/> Every 20 Days	20	20	20	20	20	20	20	20	20	20	20	20
<input type="checkbox"/> Every 30 Days	30	30	30	30	30	30	30	30	30	30	30	30

- 4. Edit the details of the calendar. Once done editing, click the **Save** button.

Julian Calendar

New

Save

Search

Delete

Undo

Close

Details

Description \* Every 20 Days

Monthly Intervals

January	40	July	20
February	40	August	20
March	50	September	20
April	60	October	20
May	70	November	20
June	70	December	20

0.49s

Edited

Page 1 of 1

Refresh

- 5. **Close** the Julian Calendar screen.

A calendar can be modified or deleted as long as it does not have a delivery of today.

- 1. Open the Julian Calendar screen.



4. Edit the details of the calendar. Once done editing, click the **Save** button.

**Julian Calendar**

New **Save** Search Delete Undo Close

Details

Description: Every 20 Days

**Monthly Intervals**

January:	60	July:	30
February:	60	August:	20
March:	50	September:	20
April:	50	October:	40
May:	40	November:	50
June:	40	December:	60

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5. Close the Julian Calendar screen.

A calendar can be modified or deleted as long as it does not have a delivery of today.

1. Open the Julian Calendar screen.
2. Select a calendar in the **Existing Calendar grid**, and then click the **Open** button. This will open the Julian Recurrence screen.

**Julian Calendar**

New Delete Close

Details

**Existing Calendars**

**Open** Layout Filter Records (F3)

Description	Start Date	Through Date	Auto Renew
Weekly Interval	01/01/2016	06/30/2016	<input checked="" type="checkbox"/>

**Future Delivery Dates**

Delivery Dates

- Monday, January 04, 2016
- Monday, February 01, 2016
- Monday, February 29, 2016
- Monday, March 28, 2016
- Monday, April 25, 2016
- Monday, May 23, 2016
- Monday, June 20, 2016

? ? ? Ready

3. Edit the details of the calendar. Once done editing, click the **OK button**.

**Julian Recurrence**

OK Cancel

Details

Description: Weekly Interval

☐ Interval    Recur Every 4.00 Week(s) On:

☒ Weekly    ☐ Sunday    ☒ Monday    ☐ Tuesday    ☐ Wednesday

☐ Monthly    ☐ Thursday    ☐ Friday    ☐ Saturday

☐ Single

Start: 01/01/2016 Through: 06/30/2016

☒ Automatically renew every year

Deliveries are based on selected weekdays.

Ready

4. Close the Julian Calendar screen.

A calendar can be modified or deleted as long as it does not have a delivery of today.

1. Open the Julian Calendar screen.
2. Select a calendar in the **Existing Calendar grid**, and then click the **Edit button**. This will open the Julian Recurrence screen.

Julian Calendar

New Delete Close

Existing Calendars

Description	Start Date	Through Date	Auto Renew
Sample Weekly Interval	03/11/2015	12/30/2015	<input type="checkbox"/>

Future Delivery Dates

Delivery Dates

- Monday, March 16, 2015
- Monday, April 06, 2015
- Monday, April 27, 2015
- Monday, May 18, 2015
- Monday, June 08, 2015
- Monday, June 29, 2015
- Monday, July 20, 2015
- Monday, August 10, 2015
- Monday, August 31, 2015
- Monday, September 21, 2015
- Monday, October 12, 2015
- Monday, November 02, 2015
- Monday, November 23, 2015
- Monday, December 14, 2015

Ready

3. Edit the details of the calendar. Once done editing, click the **OK button**.
4. Close the Julian Calendar screen.