

If you need to schedule a test outside of your current testing frequency, there is now the option to manually schedule tests from the schedule log.

Follow the steps below to manually schedule a test:

Note: you must have the user right #167 "Manually create schedule items" to perform this function.

1. Go to schedule log

2. Click the green "+" button to manually create schedule items

3. Modify the "Start" time or "Due by" time by clicking the "..." button

4. You have the option to specify a schedule type, priority, & if it can be deactivated. Comments will appear in the data log with the test record.

5. Use the drill down buttons on the tree to select the result(s) you want to schedule. # of scheduled results appears to the right

6. Click "Ok" to save

Schedule

View: Currently Scheduled Items
Type: All Schedule Types Show timeline graph

Drag column headers here to group by

Status	Type	Due By	Remaining	Priority	Item Description	Tank	Process	Tank ID	T
--------	------	--------	-----------	----------	------------------	------	---------	---------	---

Manual Scheduler

Schedule Details

Start: 12/17/2020 2:04 PM
Due By: 12/17/2020 6:04 PM
Type: Ad-Hoc Test
Priority: 1
 Can NOT be deactivated

Comments

Analysis requested by quality department.

Select test results to schedule

- Customer Name here
- Process
 - Anodize
 - Chrome
 - Demo Process
 - D01 - Degrease
 - D02 - Etch
 - D03 - Activator
 - D06 - Demo Tank
 - g/L ABC Concentration
 - g/l XYZ Concentration
 - ppm Iron
 - D07 - Rinse
 - Thickness Reading
 - Electroless Copper
 - Gold

2 Selected Results

OK
Cancel

Note: Manually scheduled results will have a frequency of "Manually scheduled". If you manually schedule a result that is currently on the schedule as due or past due, like g/l of XYZ concentration called out below, all outstanding schedules for that result will be satisfied the next time it is tested.

Schedule

View: Currently Scheduled Items
Type: All Schedule Types Show timeline graph

Status	Type	Due By	Remaining	Priority	Item Description	Tank ID	Temp Range	Frequency	Frequency level	Start Date and Time
- D06 - Demo Tank										
Due	Ad-Hoc Test	12/17/2020 6:04 PM	0-03:57	1	g/L ABC Concentration	D06	110° - 130°	Manually scheduled		12/17/2020 2:04 PM
Due	Test	12/17/2020 6:00 PM	0-03:53	3	g/l XYZ Concentration	D06	110° - 130°	Daily	Normal	12/17/2020 6:00 AM
Due	Ad-Hoc Test	12/17/2020 6:04 PM	0-03:57	1	g/l XYZ Concentration	D06	110° - 130°	Manually scheduled		12/17/2020 2:04 PM
Due	Test	12/17/2020 6:00 PM	0-03:53	3	ppm Iron	D06	110° - 130°	Daily	Normal	12/17/2020 6:00 AM

If you have any questions or need any help, please contact technical support at 1-800-448-2548 ext. 202