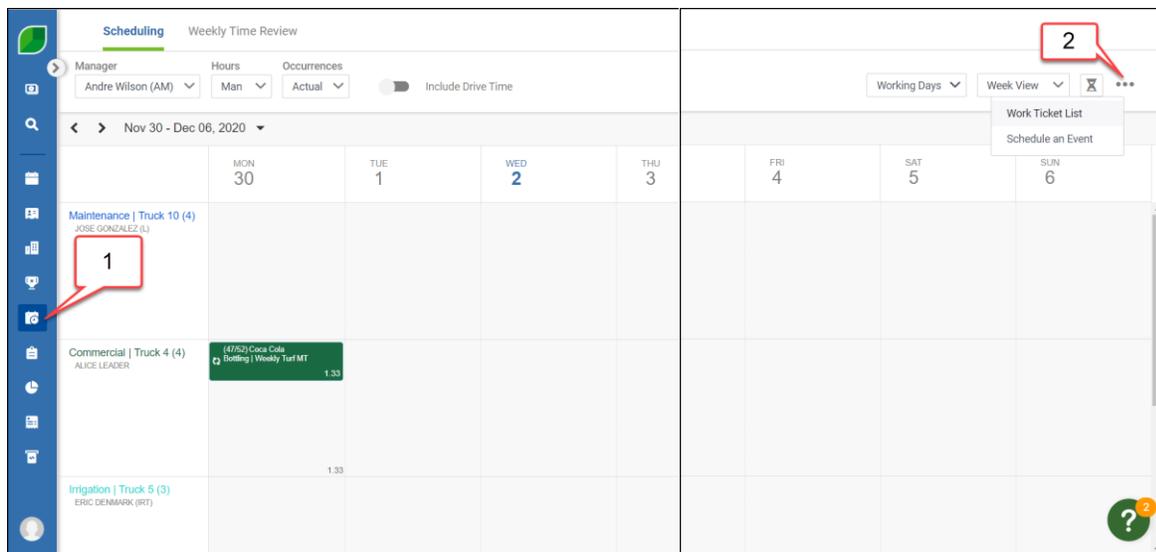


Establishing Sequence Numbers and Reoccurring Schedules

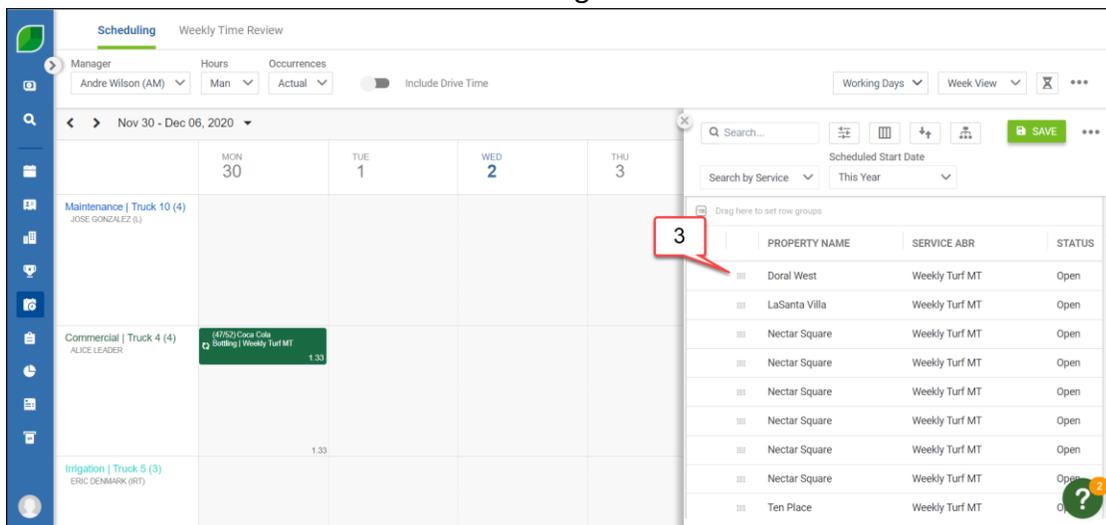
This document explains how scheduling, sequencing, and reoccurring schedules function together in Aspire. *Scheduling* allows individual visits to be scheduled in Aspire. *Sequencing* provides a mechanism for specifying the order of visits on a given day and route. *Reoccurring Schedules* allow the scheduling manager to simultaneously schedule multiple visits for a specified service that is associated with a selected work ticket.

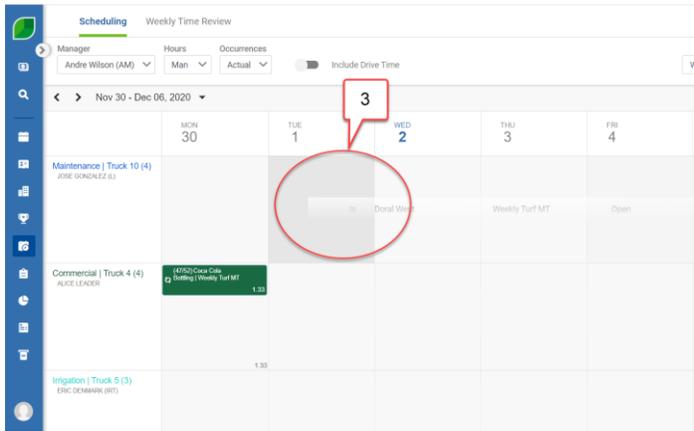
Scheduling

To schedule a visit for a work ticket:



1. Select the scheduling icon on the left hand side.
2. Click the three dots on the scheduling window and select Work Ticket List.

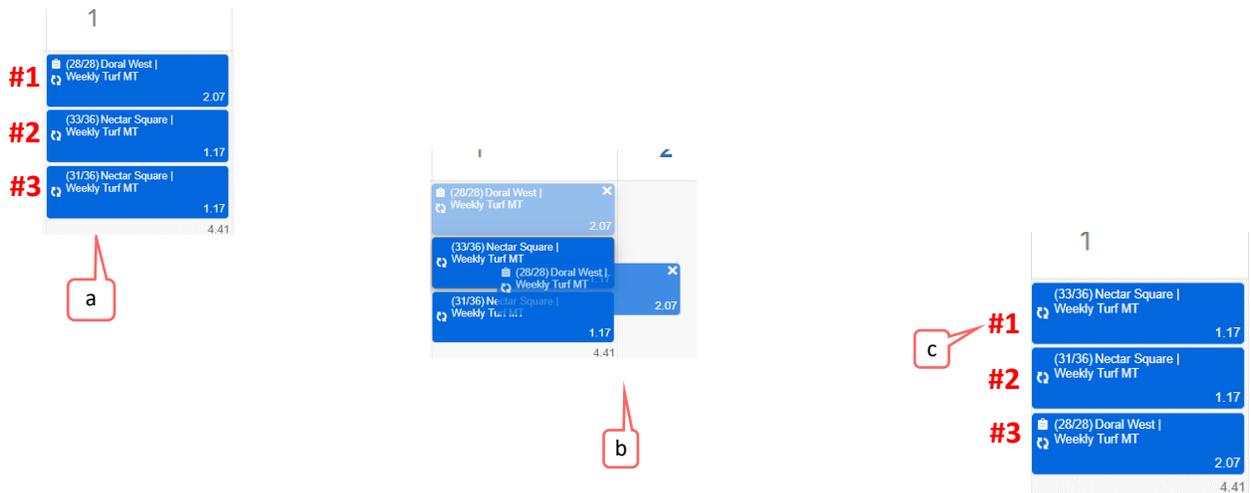




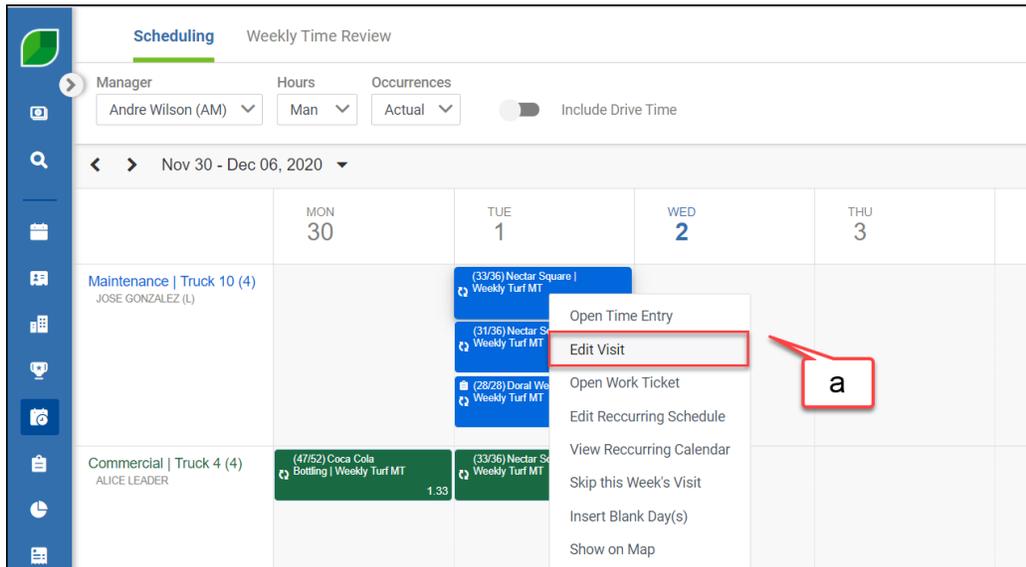
3. Click and hold the Drag icon  and drop the desired ticket onto the appropriate route and day. Repeat as needed.

Sequencing

Aspire automatically assigns a sequence number to each work ticket visit that is dropped on the schedule board. The visit for the ticket dragged to the first position will have sequence # 1, in the second position would be #2, and the third position would be #3^a. If the last ticket (#3) is then moved up to the top or above #1^b, Aspire will renumber each visit so that the order they are on the schedule board reflects the correct sequential order. The original #3 would now be #1^c, the original #1 would now be #2, etc.



The sequence number can be directly specified for a selected visit by right clicking on the visit, selecting *Edit Visit* option^a and setting the sequence number^b within the *Visit* screen. As a best practice, Aspire recommends sequencing in increments of 10. This allows for numeric gaps between two visits if a new visit should need to be added later.



Scheduling Weekly Time Review

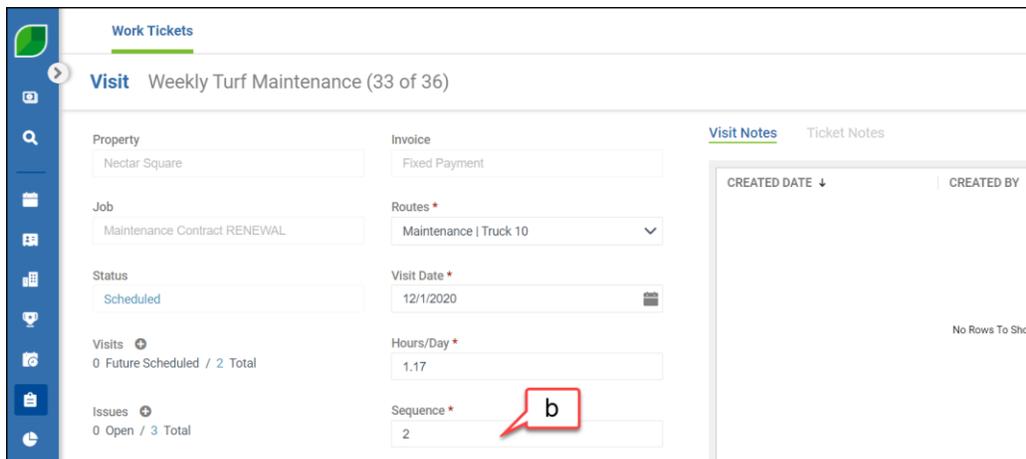
Manager: Andre Wilson (AM) | Hours: Man | Occurrences: Actual | Include Drive Time:

Nov 30 - Dec 06, 2020

	MON 30	TUE 1	WED 2	THU 3
Maintenance Truck 10 (4) JOSE GONZALEZ (L)		(33/36) Nectar Square Weekly Turf MT		
Commercial Truck 4 (4) ALICE LEADER	(47/52) Coca Cola Bottling Weekly Turf MT 1.33	(33/36) Nectar Square Weekly Turf MT		

- Open Time Entry
- Edit Visit**
- Open Work Ticket
- Edit Recurring Schedule
- View Recurring Calendar
- Skip this Week's Visit
- Insert Blank Day(s)
- Show on Map

a



Work Tickets Visit Weekly Turf Maintenance (33 of 36)

Property: Nectar Square | Invoice: Fixed Payment

Job: Maintenance Contract RENEWAL | Routes: Maintenance | Truck 10

Status: Scheduled | Visit Date: 12/1/2020

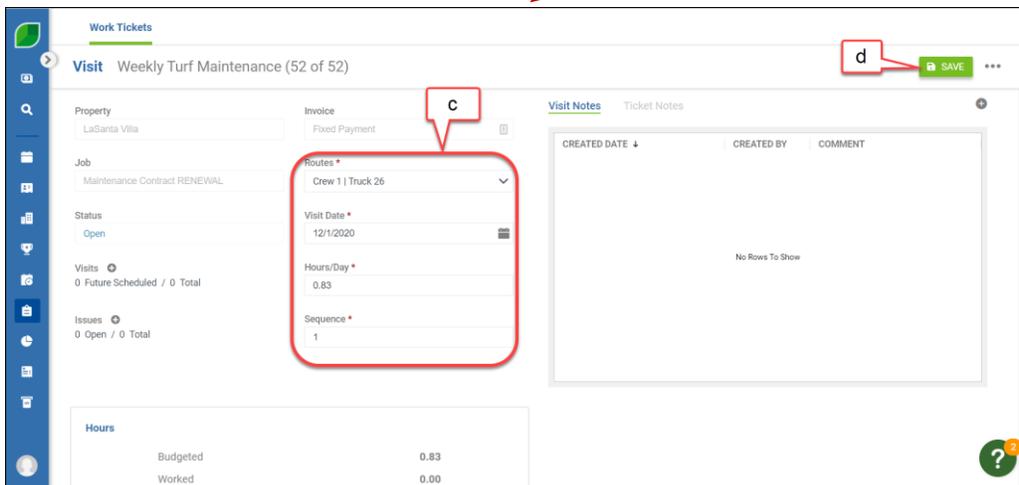
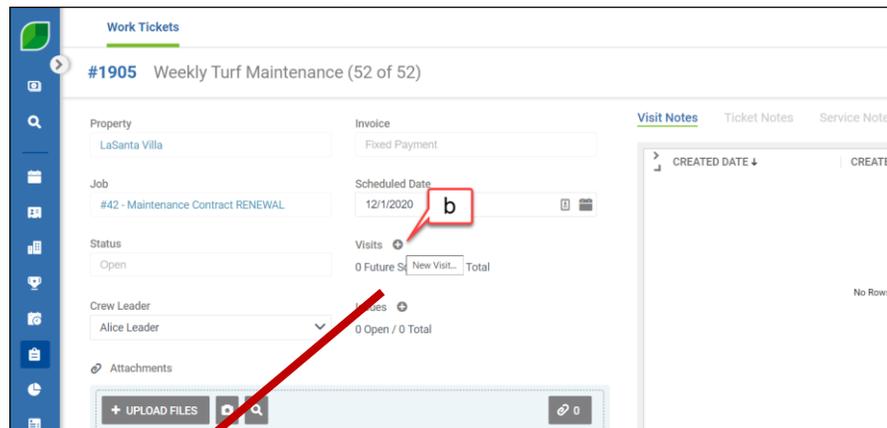
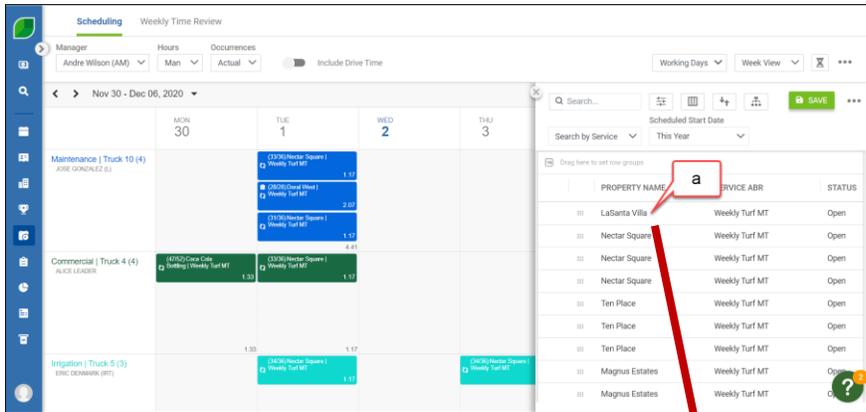
Visits: 0 Future Scheduled / 2 Total | Hours/Day: 1.17

Issues: 0 Open / 3 Total | Sequence: 2

b

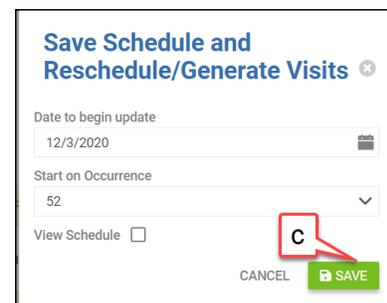
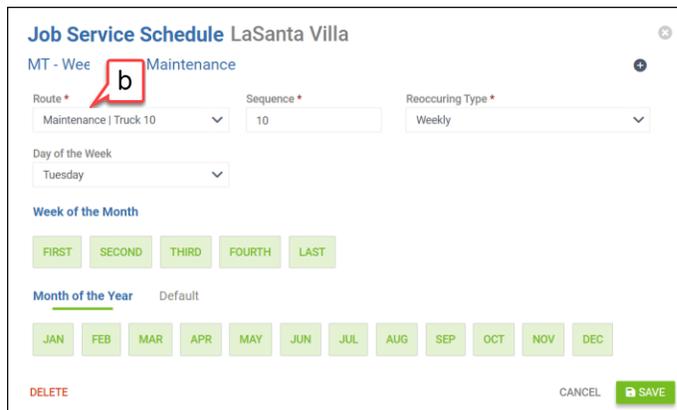
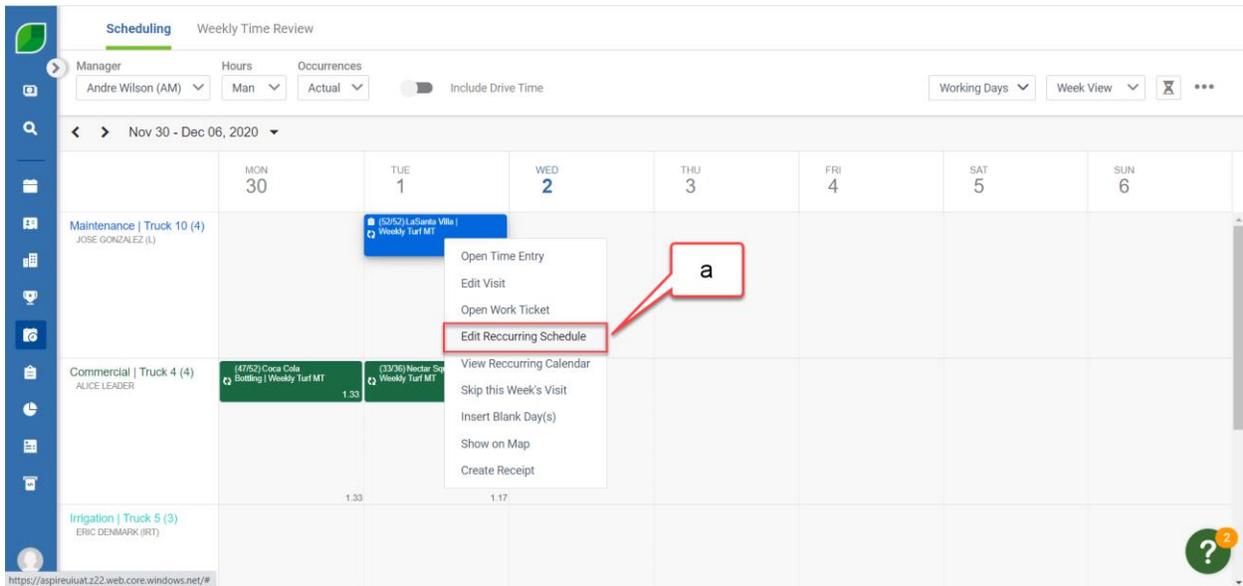
If the sequence numbers for three visits have been modified to #10, #20, and #30, adding or moving any ticket on the route's day using "drag and drop" into the middle of the available visit plaques will reset the sequence numbers to #1, #2, and #3. To avoid the system automatically resetting the modified sequence numbers (#10, #20, #30), do not use the drag and drop method to schedule additional tickets.

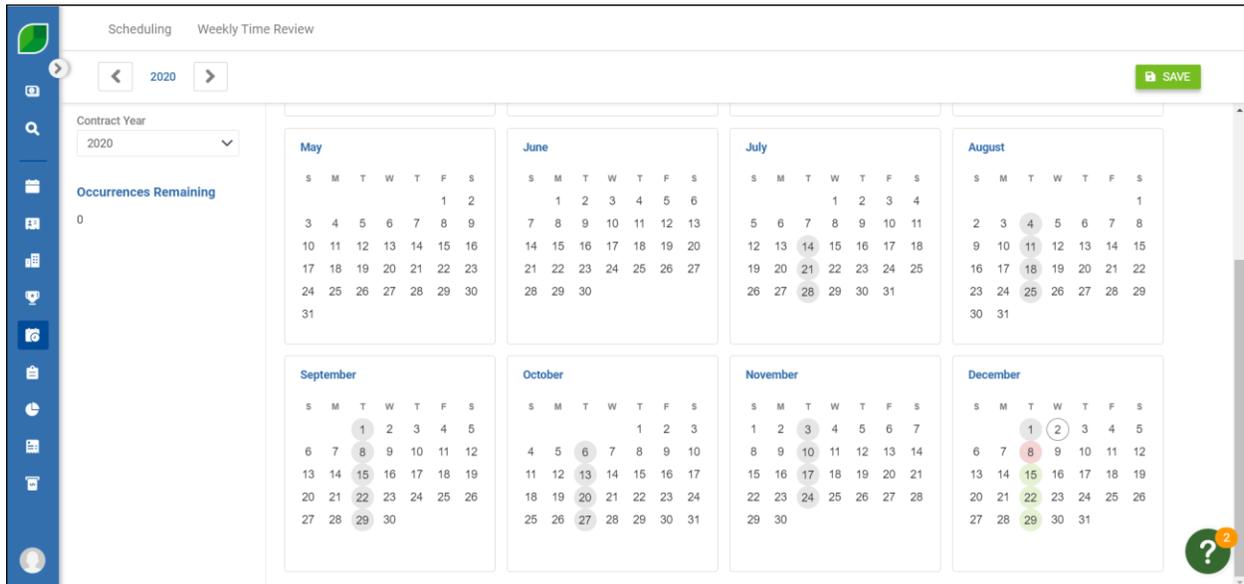
To add a visit without disrupting the modified sequence numbers, single click on the work ticket^a in the *Work Ticket Search List* on the right. Once inside the *Work Ticket* screen, click the grey plus^b next to visits in the center. Manually select the route, date, desired sequence number^c, and then click save^d. If the newly added ticket should fall between #10 and #20, the new visit should have a sequence number of #15.



Reoccurring Schedule

To establish reoccurring schedules for a set of services whose reoccurrence starts on a specific route and day, drag and drop the first occurrence of each service onto the appropriate route and day. For each visit plaque, select “edit visit”. Set the desired sequence # in increments of ten and save. Once all work ticket visits have been sequenced properly, right click on the top work ticket and select “edit reoccurring schedule”^a. Verify that the route^b, reoccurring type, day of week, week of month, month of year, and sequence # are set as desired. Press the Save icon. The *Save Schedule and Reschedule/Generate Visit* screen^c will prompt you to suggest the date to begin the update. Adjust this date to the date that the first occurrence should be scheduled. Next, select the occurrence on which to begin the reoccurring schedule – this should be the first available occurrence. Checking the *View Schedule* option is encouraged. However, when the *Work Ticket Schedule* screen is displayed **DO NOT** select the Save  icon^a – select the *Back* button (Internet browser back).





IMPORTANT: Clicking the **Save**  icon on the *Work Ticket Schedule* screen, initiates a different scheduling mechanism that overrides the starting occurrence number. You should only click *Save* if you intentionally changed the schedule on the *Work Ticket Schedule* screen.

Repeat until all services have their reoccurring schedule set. The reoccurring icon will appear in the bottom left of any visit plaque that has a reoccurring schedule set to identify that it has been set.