Create a new scheduled task

1. Go to Maintenance New Task Scheduling
2. Select object type and object to which you want to connect the task to. The object appears under "Your Objects / categories / sorting"
3. Select a routine / form under "Your routines"
4. Select an object under "Your Objects / Categories / Sorting"
5. Select an agent under "Your resources"
6. Select a schedule pattern. MORE SERVICE creates the future tasks when you press save.
7. Select start- and end date.
8. Click «Save». The tasks are created.

