

11.0 SETTING UP A TASK

Tasks are built to perform repetitive functions to large numbers of field controllers. Some of the most common tasks are sharing weather, getting alerts, and Turning ON/OFF controllers.

Note: Prior to setting up your tasks. Give some thought to the controllers that you want to include in the task, the frequency of gathering the task, and what information that you want to retrieve during the task.

1. In the toolbar at the top of the screen select **Setup** and scroll down to **Tasks** and click on it (Figure 11.0.1).

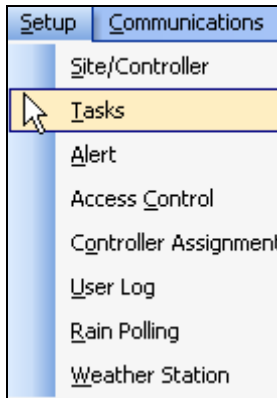


Figure 11.0.1

Note: This will take you to the “**Task Setup**” window (Figure 11.0.2).

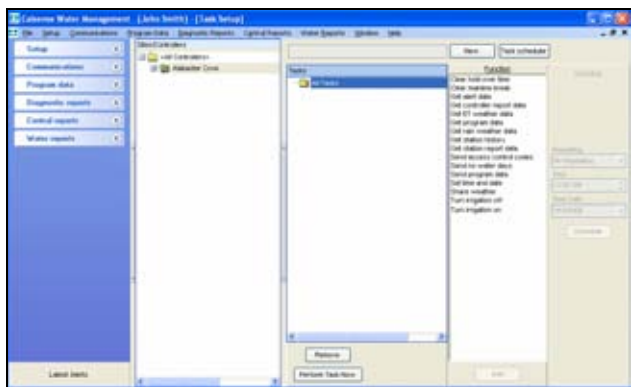


Figure 11.0.2

2. Click on the **New** button to add a new task. Type in a name for the task that will distinguish it from other tasks that you have or will put in (Figure 11.0.3).

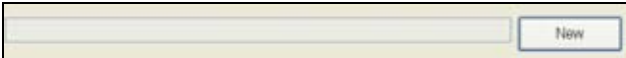
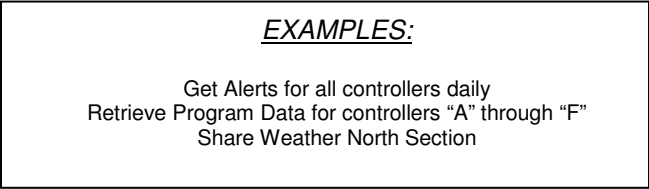


Figure 11.0.3

Note: The **New** button will change to read **OK** (Figure 11.0.4)

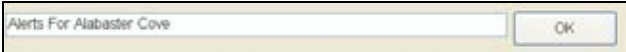


Figure 11.0.4

3. Once you are satisfied with the task name click on the **OK** button. This will add the task to the “**Tasks**” window (Figure 11.0.5).

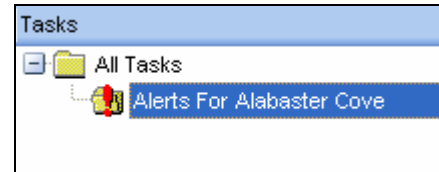


Figure 11.0.5

Note: The task will have a **RED** exclamation point on the folder next to the task name until the task is completely entered.

4. Next you will have to decide which functions that you want to take place under this task. Select one function at a time from the “**Functions**” window by clicking on it (Figure 11.0.6).

Note: You can select more than one function by clicking on the first function and then holding down the **Ctrl** key and clicking on the other functions one at a time until done.

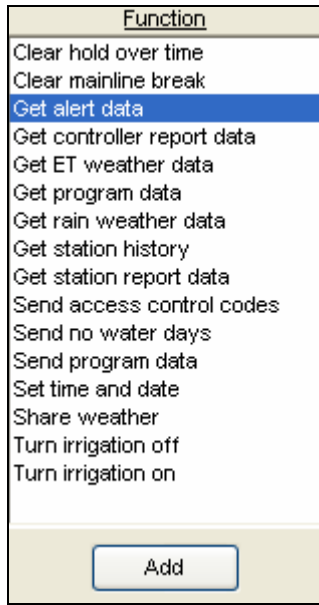


Figure 11.0.6

- Once you have selected a function click on the **Add** button to add the function to your task. If you want to add more functions to the task just repeat this step until done. The selected functions will appear as sub-sections of the task itself (Figure 11.0.7).

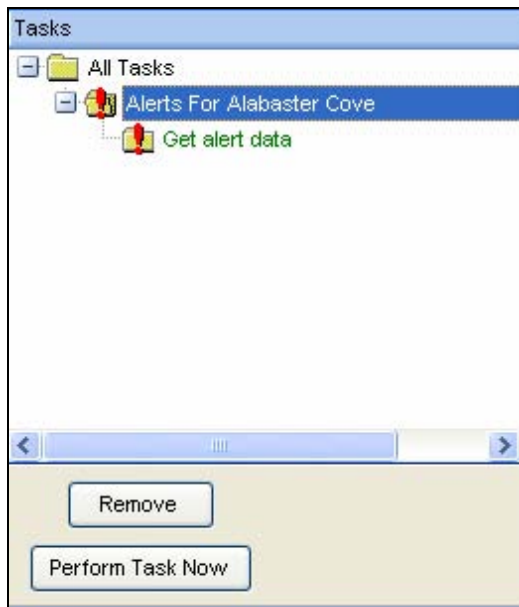


Figure 11.0.7

- Next select the controller or controllers that you want the task to be performed on. If it is a site of controllers just highlight the site name in the **“Site / Controllers”** window. You can add as many sites as you want just Click on the site name with the left mouse button to highlight it. Then holding the button drag and drop the controller into the task function folder (Figure 11.0.8). You can select individual controllers by clicking on the site name that the controller belongs to, and then using the **“+”** symbol to the left of the site to expand the list. Click on the controller name with the left mouse button to highlight it. Hold the button and drag and drop the controller into the task function folder (Figure 11.0.8).

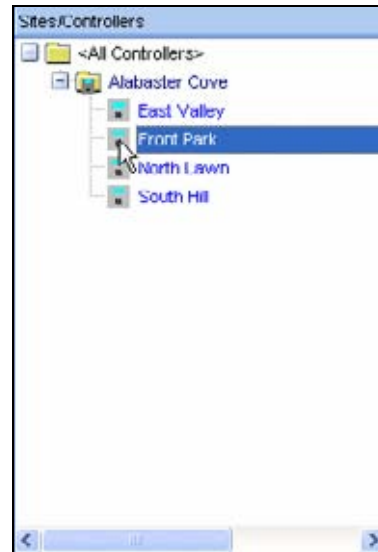


Figure 11.0.8

Note: When a task is completed a **GREEN** check mark will appear on the task folder indicating the task is complete (Figure 11.0.9).

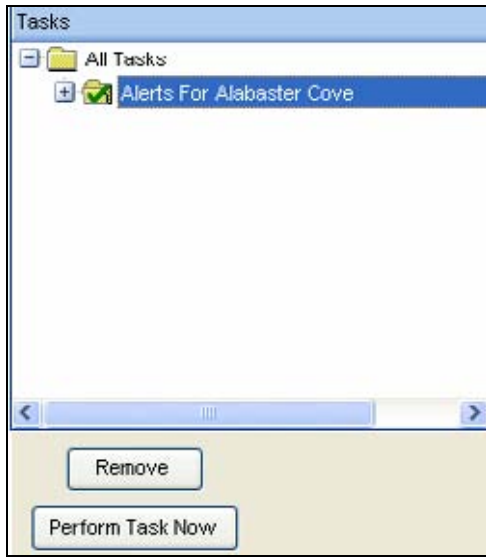


Figure 11.0.9

6. You can check to see that all of the controllers that you wanted to have listed are in fact attached to this task by clicking on the “+” symbol to the left of the task function (Figure 11.0.10).

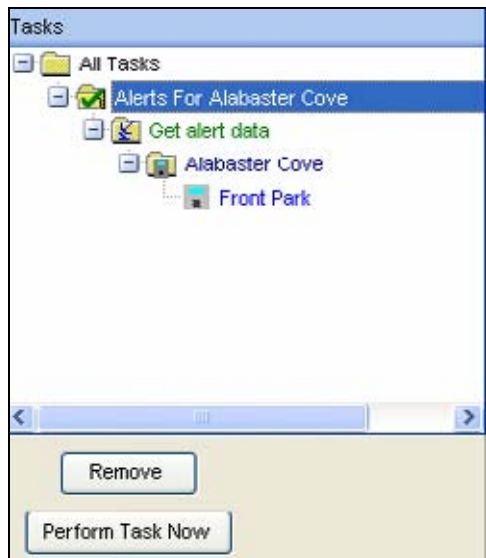


Figure 11.0.10

Note: You will have to schedule this task in order for it to take place see section 11.1 for “**Scheduling a task**”.

11.1 PERFORMING / SCHEDULING A TASK

PERFORM TASK NOW

If you have already set up a task using the steps in section 11.0 you can perform that task right now by using the **Perform Task Now** button in the lower right hand corner of the “**Task Setup**” screen (Figure 11.1.1).



Figure 11.1.1

SCHEDULING A TASK

1. Click on the Task Scheduler button (Figure 11.1.2).

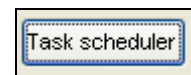


Figure 11.1.2

2. Next click on the task that you want to schedule to highlight it (Figure 11.1.3).

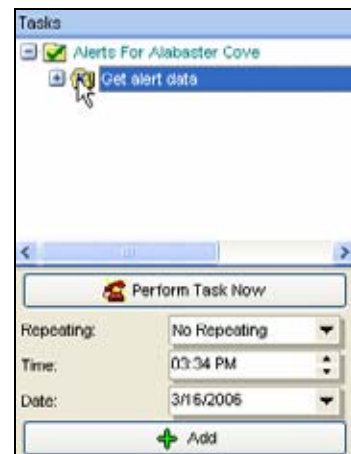


Figure 11.1.3

3. Click on the pull down arrow to the right of the **Repeating:** box to select the frequency of the task. (Figure 11.1.4).



Figure 11.1.4

Note: Tasks should be scheduled on an as needed basis, for example alerts may be needed daily where as a task like Get Station History may only be needed weekly.

Repeating: This area has a pull down selection with the following options:

- **No Repeating:** This task will initiate one time only at the time and date that you specify.
- **Daily:** This task will initiate once a day, every day, at the time that you specify.
- **Daily (M-F):** This task will initiate once a day Monday through Friday at the time that you specify.
- **Weekly:** This task will initiate once a week starting from the first date that you specify.
- **Monthly:** This task will initiate once a month starting from the first date that you specify.

4. Next set a time.

Time: By using the **UP** and **DOWN** arrows to the right of the time box, you can adjust the time for the task to take place. Changing the time can also be accomplished by clicking on the box and entering the time manually.

5. Now enter a Start Date.

Date: The date can be altered by clicking on the **DOWN** arrow to the right of the Date box. A calendar will appear below the box (Figure 11.1.5).



Figure 11.1.5

Note: You cannot schedule a task to take place on a date or time that has already passed.

If you want the task to start from today on, click on the **Today** button.

If you want to change the month or year use the **BLACK** arrows at the top of the screen. Then click on the appropriate date in the calendar to set the date.

6. Click on the **Add** button to enter the task to the schedule.

11.2 COMMUNICATIONS TASK SCHEDULER

Note: If you have already scheduled your task in section 11.1 you do not need to repeat the steps in this section.

You can use the “**Scheduling task**” window setup by clicking on the **Scheduler** button in the “**Task Setup**” window (Figure 11.2.1).

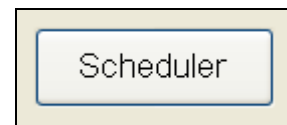


Figure 11.2.1

Or, by using the toolbar at the top of the screen. Click on **Communications** and then scroll down to **Task Scheduler** and click on it (Figure 11.2.2).

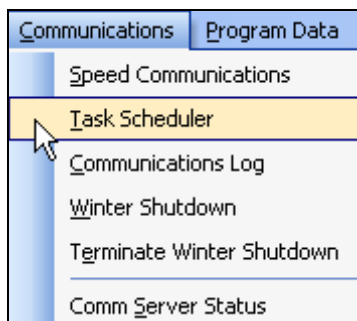


Figure 11.2.2

Note: This will take you to the “Scheduler” window. Here you can view your tasks in calendar format and schedule them using the same steps used in section 11.1 of this manual (Figure 11.2.3).



Figure 11.2.3

1. Click on the **Perform Task Now** button to initiate the task immediately. This task **will only be performed once** (Figure 11.2.4).

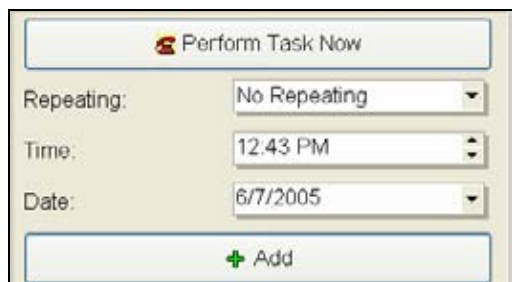


Figure 11.2.4

2. For multiple performances use the directions below:

Repeating: This area has a pull down selection with the following options:

- **No Repeating:** This task will initiate one time only at the time and date that you specify.
- **Daily:** This task will initiate once a day, every day, at the time that you specify.
- **Daily (M-F):** This task will initiate once a day Monday through Friday at the time that you specify.
- **Weekly:** This task will initiate once a week starting from the first date that you specify.
- **Monthly:** This task will initiate once a month starting from the first date that you specify.

Time: By using the **UP** and **DOWN** arrows to the right of the time box, you can adjust the time for the task to take place. Changing the time can also be accomplished by clicking on the box and entering the time manually.

Start Date: The date can be altered by clicking on the **DOWN** arrow to the right of the Date box. A calendar will appear below the box (Figure 11.2.5).

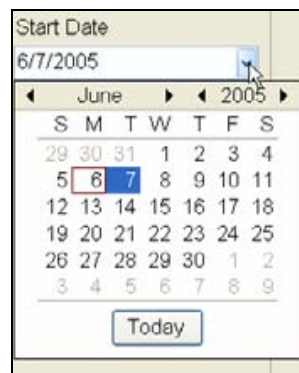


Figure 11.2.5

3. Once you have entered the cycle in which you want the task to perform click on the **Add** button at the bottom of the scheduler (Figure 11.2.6).

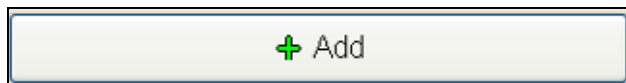


Figure 11.2.6

4. When added the “Information” screen will appear. Click on **OK** to complete the action (Figure 11.2.7).



Figure 11.2.7

Note: This will add your task to the calendar portion of the screen (Figure 11.2.8).



Figure 11.2.8

Note: Whenever something is scheduled for a particular day, one or all of the icons below would appear on the calendar indicating the type of task that is scheduled to be performed for that day.

- Alerts: A task has been scheduled to gather Alerts.
- Weather: A task has been scheduled to share Weather.
- Reports: A task has been scheduled to gather Report data.
- Misc. Communications: Clear Hold Over, Mainline Break, Turn Irrigation On/Off, Get Station History, Program Data, Send No Water Days, Program Data, Set Time and Date.

5. You can view your task schedules by year and month using the **MONTH** and **YEAR** buttons at the top of the calendar. Just click on the appropriate button and use the pull down arrow to select the correct month or year (Figure 11.2.9).

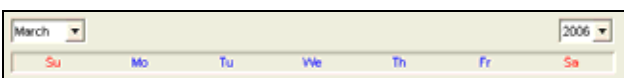


Figure 11.2.9

11.3 VIEWING DAILY SCHEDULE

View: The view button is for viewing the Daily Schedule for that day or deleting a task(s) that is scheduled.

1. Click on the **View** button above the calendar (Figure 11.3.1).

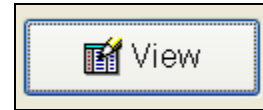


Figure 11.3.1

Note: This will take you to the “Daily Schedule for xx/xx/xxxx” screen (Figure 11.3.2).

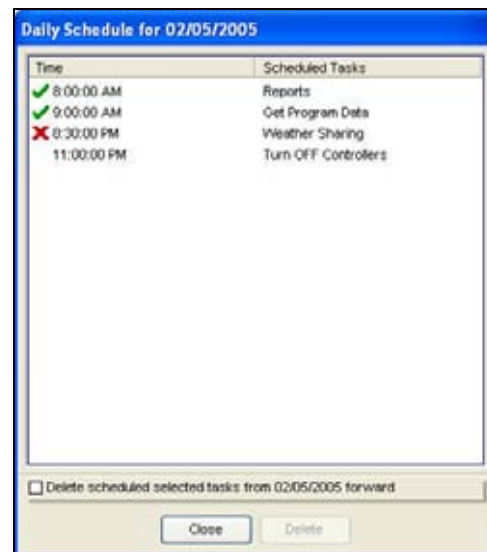


Figure 11.3.2

In Figure 11.25 there are four tasks scheduled for 02/05/2005. The scheduled tasks are identified by color:

- **Green:** The task has been completed as scheduled.
- **Red:** The task did not start. (Possible equipment or communications failure).
- **Blank:** Scheduled tasks that have not yet been completed.

11.4 DELETING A SCHEDULED TASK

7. In the toolbar at the top of the screen select **Setup** and scroll down to **Tasks** and click on it (Figure 11.4.1).

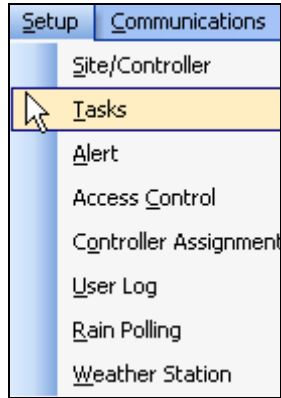


Figure 11.4.1

Note: This will take you to the “Task Setup” screen.

1. Click on the task that you want to delete and highlight it. (Figure 11.4.2).



Figure 11.4.2

2. Click on the **Remove** button to delete the task (Figure 11.4.3).

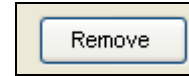


Figure 11.4.3

3. Next click on the **Task Scheduler** button to the right of the screen (Figure 11.4.4).

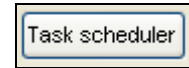


Figure 11.4.4

4. Select a day from the calendar by double clicking on it (Figure 11.4.5).

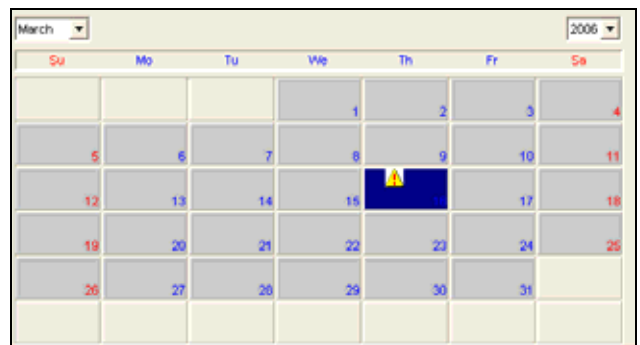


Figure 11.4.5

Note: You can also access the desired screen by clicking on the View button (Figure 11.4.6).

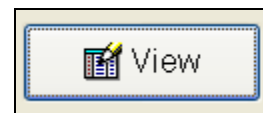


Figure 11.4.6

Note: The “Daily Schedule for xx/xx/xxxx” window will appear (Figure 11.4.8).

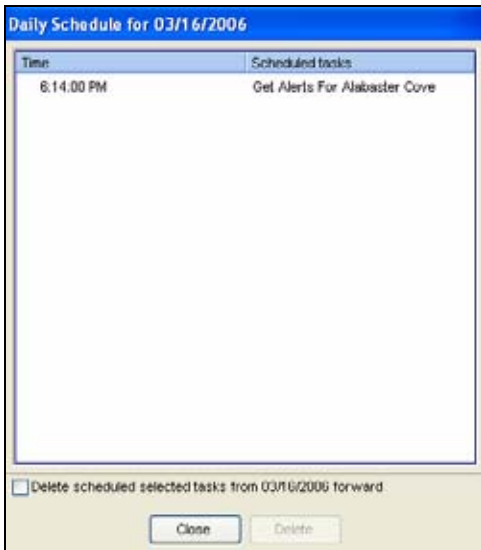


Figure 11.4.8

Note: Delete scheduled selected tasks from 02/05/2005 forward: If you are deleting a task from the Task Setup menu that has been scheduled. The task **must be deleted** from the task scheduler first. If not, a message “Unidentified Task” will appear in the daily scheduler box that identifies the scheduled task for that day.

There are two options for deleting a task:

Delete a scheduled task: With the box **unchecked** next to Delete scheduled selected tasks from mm/dd/yyyy forward. Select Delete.

Delete scheduled selected tasks from mm/dd/yyyy forward: Check the box next to Delete scheduled selected tasks from mm/dd/yyyy forward. Select Delete.

A confirmation box will appear asking to confirm that the task has been deleted. Click **Yes** (Figure 11.4.9).



Figure 11.4.9

2. Click the **Yes** button if you want to delete the selected task.

Note: Click the **No** button if you do not want to delete the task and return to the scheduler screen.

