Creating a Special Schedule

For holidays, and other possible changes to the order schedule, you can set up a Special Schedule.

OPORDERMNT Option 1

Set the Warehouse Number

Enter a Store covered by that warehouse

F13=Special Schedule

F6=Add

Enter the entire range of dates affected by the special schedule. Start Date to End Date, and a meaningful Description of the special schedule.

F10=Update to finish the entry

The order schedule dates, for the date range, highlight, and you can update the schedule data on the screen.

Make changes to any supply code schedule during the date range.

Then press F10=Update to save the changes.

### Notification of Schedule Changes

Stores will often receive notification of schedule changes from the Help Desk, via email. Another optional method is to create a special schedule message that will display any time the user enters the order entry program.

To create a message use OPORDERMNT option 11 – Special Schedule Message Maint.

The message is store specific, and there is a space limitation. Set the start and end date for the message. During the date range the message will display every time a user enters the order entry program.