

Specifying Delays



Choosing an Appropriate Calendar

By default the company standard calendar is used for calculation of a duration or delay. In some circumstances you may wish to change the calendar on which the calculation is based. Select the appropriate calendar from the drop-down list.

Relative Delays

Relative delays are calculated from the current point in time. Some examples of relative delays would include “three days from now”, “two weeks from

now”, “in two hours”, etc.

Weekday

Using a weekday duration will wait until the next specified weekday occurs. You may specify one or more weekdays (such as Monday, Wednesday, and Friday). You will also need to specify a time of day.

Day of Month

A “Day of Month” calculation will wait until a certain day is reached in the month. This can either be a specific day, or designated as the last day of the month.

Annual

Annual durations will wait for the specified day of the year. A time or day must be specified.

Annual Weekday

Annual Weekday calculations are used for calculating values such as “The second Tuesday in May”. You can also specify the last weekday in a month.

You must specify the time as well.

Expression Based

Date calculations can be based on a date data element in the process. You can add or subtract whole numbers from the date expression to calculate a date either before or after the date expression.

For example, if `%close_date%` were set to 5/15/2003, then `%close_date% - 5` would evaluate to 5/10/2003.

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