

# Schedule Triggers

Last Modified on 22/05/2019 12:17 pm AEST

This type of trigger is determined on a defined [Schedule](#) in ReadiNow.

## Adding a new Trigger on Schedule.

To add a new Trigger on Schedule:

1. Select Application Menu. The menu appears with available applications.
  2. Select **Administration**. The application displays at the landing page.
  3. In the Left Navigation Area, select **Workflows**. The Workflows expand to display list.
  4. Select **Triggers**. The existing Triggers display.
  5. In TRIGGER ON SCHEDULE, Select **+NEW**. The Trigger on Schedule form displays.
  6. Type the name for the trigger in the **Name** field.
  7. Type the description for the trigger in the **Description** field.
  8. In the **Application** field, select the Pencil icon. The Select Application dialogue appears.
  9. Select the application you want and select **OK**.
  10. Complete the fields, including:
    - Workflow to run: specify which workflow to run when trigger condition is met
    - Specify schedule: select Link to Existing
    - Select a schedule in the **Select Schedule** dialogue and select **OK** to confirm
  11. Select **Save** to save the trigger.
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