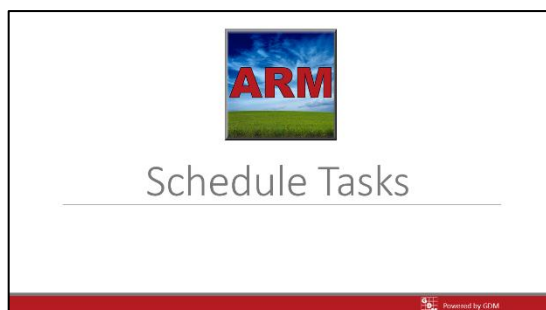




Managing agricultural research trials means keeping track of multiple applications, assessments, planting dates, harvests, and other critical activities. Missing a task or performing it at the wrong time can impact your research results.

In this tutorial, we'll explore ARM's Schedule Tasks feature and show you how to:

- Create and manage trial schedules
- Automatically build tasks
- Use interval timing to keep schedules accurate
- Sync tasks with Outlook
- Monitor everything using the built-in Calendar and Master Calendar

Creating Tasks

Open the **Schedule Tasks Editor** by selecting Schedule Tasks from either the **Navigation Bar** or the **Window** menu.

You can create tasks one at a time, but in most cases, ARM can do much of the work for you.

Select **Tools > Build Tasks**.

ARM automatically creates tasks for every:

- Application Code defined in the Site Description
- Assessment Rating Timing defined in the Assessment Data Editor

This can save a significant amount of setup time. As each task is created, you can add descriptions, timing information, and other details specific to your protocol.

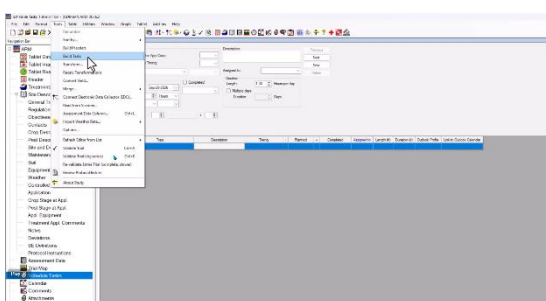
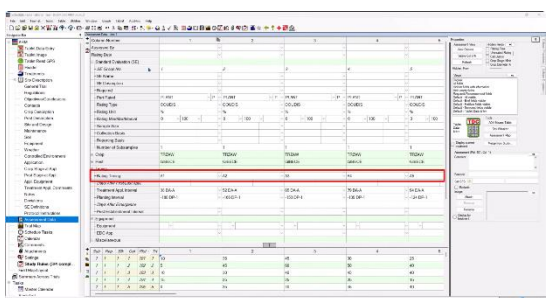
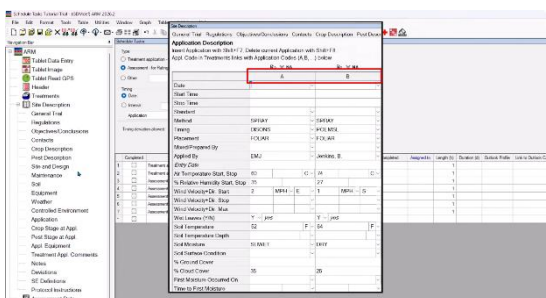
One important reminder: ARM only creates assessment tasks if a **Rating Timing** has been assigned. If an assessment doesn't have a Rating Timing, it won't appear in your task schedule.

The Rating Timing field tells ARM when an assessment should occur.

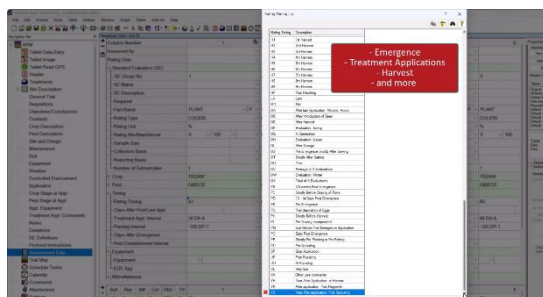
ARM includes built-in timing codes:

- A1 through A9 and AA through AZ

These represent the first through thirty-fifth assessment events in a trial. These are not calendar dates. Instead, they simply define the sequence of assessments.



Schedule Tasks



ARM also includes additional timing codes for important trial events such as:

- Emergence
- Treatment applications
- Harvest
- And more.

If multiple assessments occur during the same field visit, simply assign them the same Rating Timing code.

Entering Task Details

Now let's look at the information each scheduled task contains.

Task Type

Every task has a type.

Applications use the Application Codes defined in the Site Description.

Assessment tasks use the Rating Timing selected in the Assessment Editor.

You can also create **Other** task types such as:

- Planting
- Harvest
- Maintenance
- Sampling
- Reporting
- Pest Establishment

Or simply leave the category blank for a custom task.

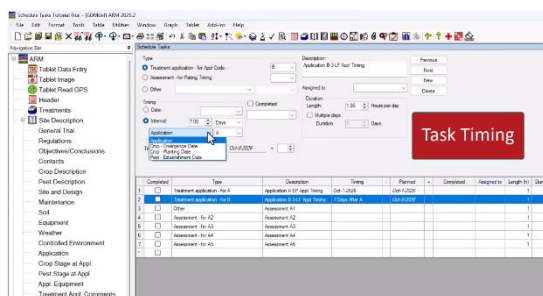
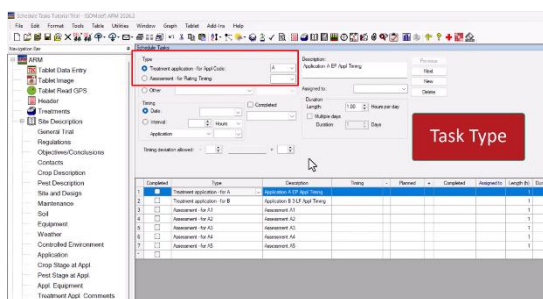
Task Timing

Every task needs timing information. ARM offers two methods.

Choose **Date** when the task should occur on a specific calendar day.

Choose **Interval** when the task should occur relative to another event, such as:

- Planting
- Emergence
- Treatment application
- Pest establishment



Timing Deviation

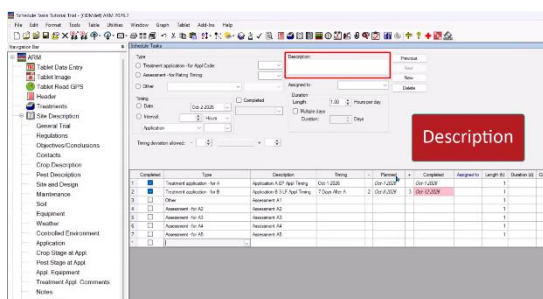
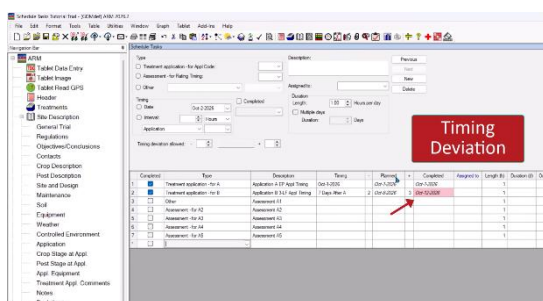
You can also define an acceptable timing window with the Timing Deviation feature.

For example, you might allow:

- two days early
- three days late

If a task is completed outside that window, ARM highlights the completed field.

If timing deviations aren't important for your study, simply leave these fields blank.



Description

Use this free-text field to enter a short description for the task.

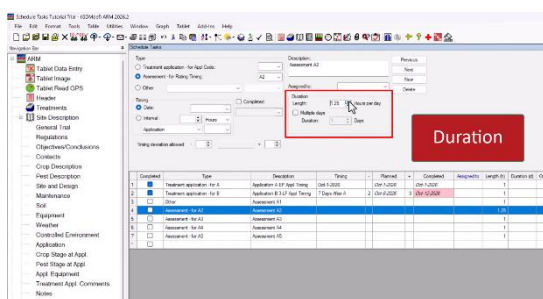
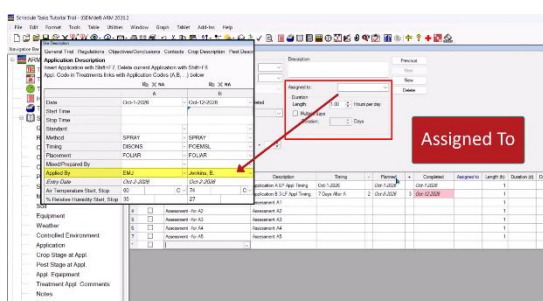
Assigned To

Assign the task to the appropriate person.

ARM uses the same personnel list found in the:

- Applied By field from the Application tab of the Site Description
- Assessed By field from the Assessment Data Editor

This keeps personnel assignments consistent throughout the trial.



Duration

Finally, you can estimate how long the task should take. For tasks completed in a single day, enter the number of hours. If the activity spans multiple days, choose Multiple Days and specify the overall duration.

Why Interval Timing Matters

One of the biggest challenges in field research is that schedules change.

Weather delays.

Equipment issues.

Unexpected field conditions.

When one application is delayed, every subsequent assessment may also need to move. Without automation, updating every task manually can become time-consuming. Interval Timing solves this problem. Instead of assigning fixed dates, tasks are scheduled relative to earlier trial events.

For example...

Application B might be scheduled seven days after Application A.

Assessments might occur:

- seven days after Application B
- fourteen days after Application B
- twenty-one days after Application B

As soon as you enter the actual completion date for Application A, ARM automatically calculates the planned dates for all future tasks.

If Application B occurs two days later than expected, ARM automatically adjusts every assessment tied to that application.

No manual calculations.

No missed updates.

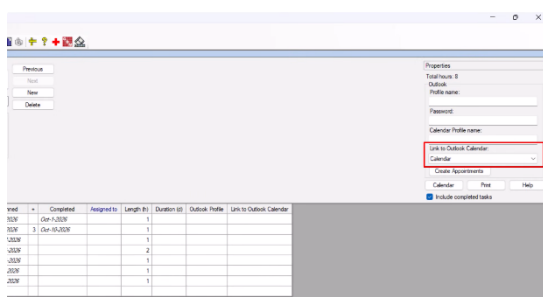
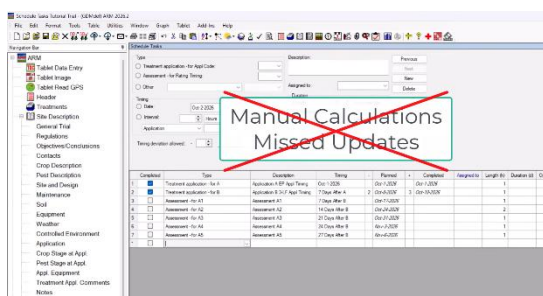
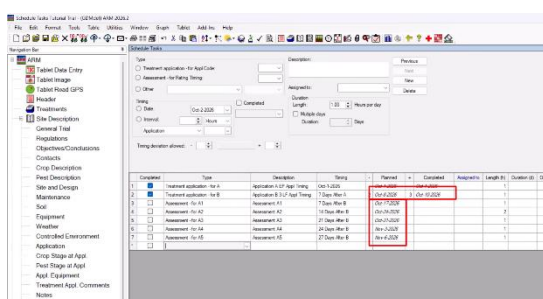
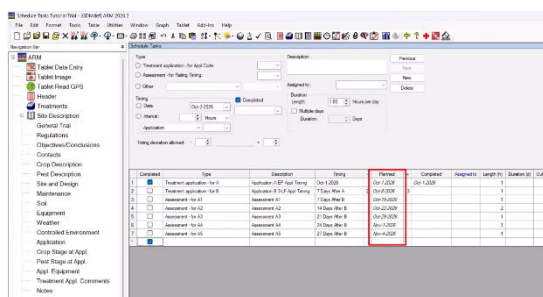
ARM keeps your schedule aligned with the actual progress of your trial.

Outlook Calendar Integration

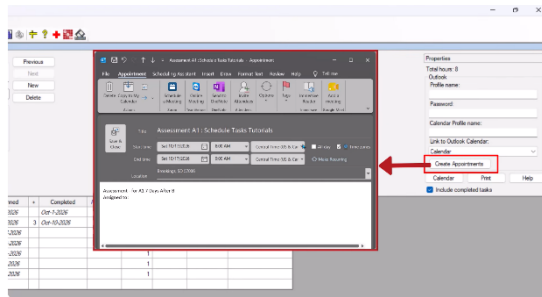
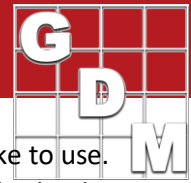
ARM can also synchronize your scheduled tasks directly with Microsoft Outlook.

In the Properties Panel of the Schedule Tasks Editor:

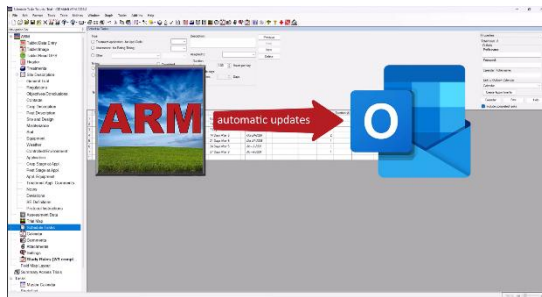
- If you're already logged into Outlook, simply leave the Profile Name, Password, and Calendar Profile fields blank. These fields are only needed when multiple Outlook profiles exist.



Schedule Tasks



- Choose the Outlook calendar you'd like to use. Many research teams create a shared calendar so technicians and field staff can all see upcoming work.
- Then click **Create Appointments**. ARM generates Outlook appointments complete with dates and task descriptions.

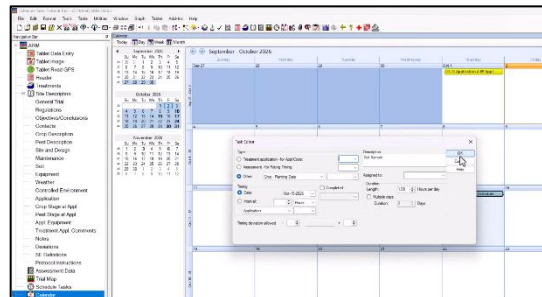


Whenever you reopen the trial, ARM automatically synchronizes changes with Outlook, helping everyone stay up to date.

Using the ARM Calendar

ARM also includes its own built-in Calendar for visual scheduling. Open it from the Navigation Bar or Window menu. Tasks appear as color-coded blocks.

- Applications are displayed in yellow.
- Assessments appear in green.
- Other task types are shown in blue.



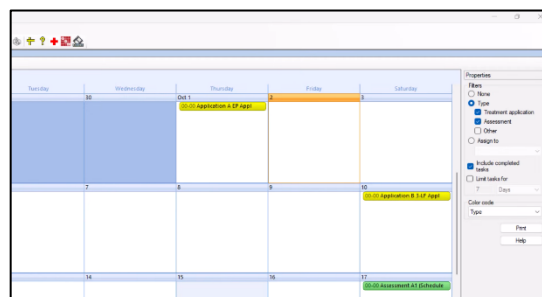
Hover over any task to view its details. Need to make a change? Simply double-click the task to open the Task Editor.

Filtering the Calendar

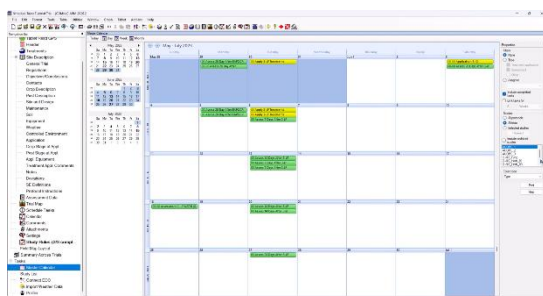
The Properties Panel allows you to customize your calendar view.

Filter tasks by:

- Task type
- Assigned personnel
- Completion status
- Time window



For example, you might display only assessment tasks assigned to one technician during the next two weeks. This makes it easy for each team member to focus on their responsibilities.

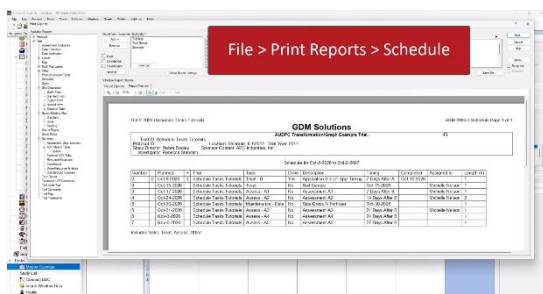


Master Calendar

If you're managing multiple trials, the Master Calendar brings everything together. The Master Calendar displays scheduled tasks from every trial currently included in your Study List.

A few best practices:

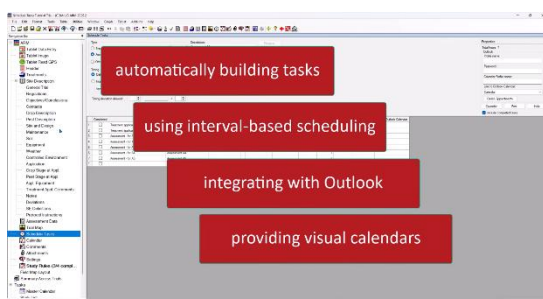
- Include the Trial ID in each task description so appointments are easy to identify.
- Rebuild your Study List to display only the trials you want included.
- If multiple users share the same ARM files, everyone can access the same Master Calendar information.



Need a printed schedule?

Go to: File → Print Reports → Schedule

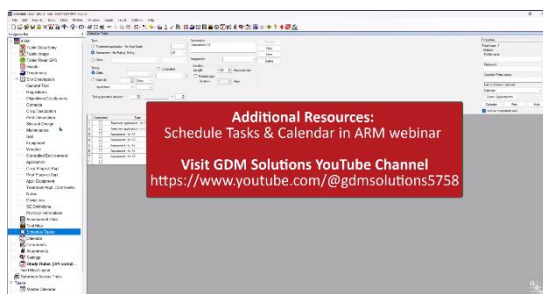
to generate a table listing every scheduled task.



Summary

The Schedule Tasks tools in ARM help you organize every stage of your research—from planting through harvest.

By automatically building tasks, using interval-based scheduling, integrating with Outlook, and providing visual calendars, ARM reduces manual scheduling work while helping your team stay organized and on schedule.



To learn even more about Schedule Tasks and Calendar Appointments, be sure to watch our complete webinar on the GDM Solutions YouTube channel.

And don't forget to subscribe for more ARM software tutorials and agricultural research tips.