

Helpful tips for using recurring work order schedules

1

You can manage recurring work orders from both the customer profile and the work order page.

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Enable AutoPay for the work order type to automatically process payment through the saved payment method once work is completed.

3

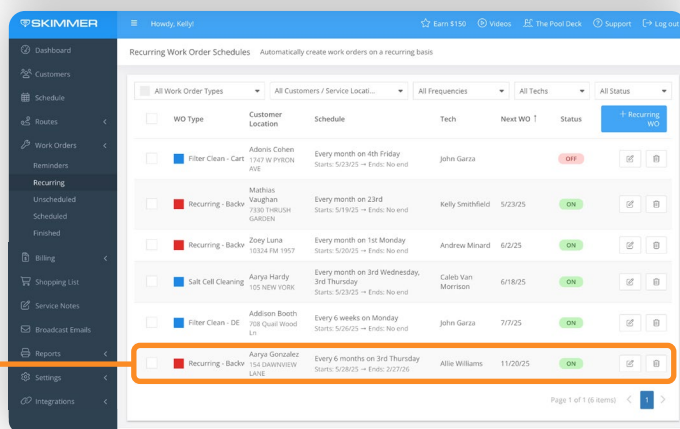
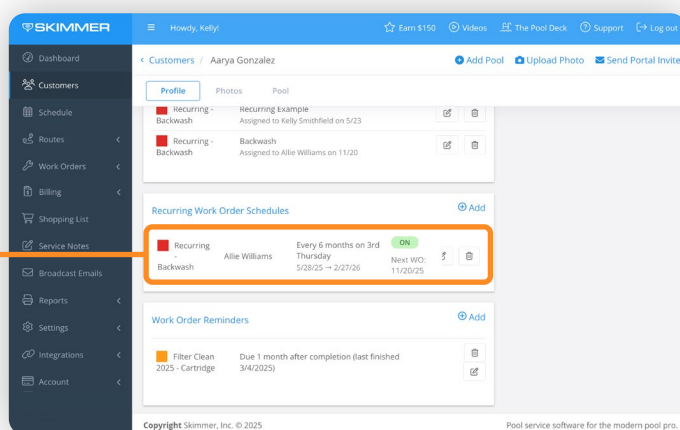
Routine cleaning and recurring work orders are not automatically linked—techs must be scheduled for both if needed.

4

You'll only see the next scheduled work order, not the whole year's worth.

5

While this tool saves you tons of time, you'll still want to keep an eye on your schedule for conflicts or changes that might need your attention.



Learn more

Check out the help article below to ensure you get the most out of Skimmer's recurring work order schedule feature.

[How to set up recurring work order schedules](#)

Frequently asked questions

Q: How can I start using recurring work order schedules?

A: To get started, head to Work Orders → Recurring in Skimmer. From there, create a new schedule by selecting the customer, setting the cadence (like every Monday or the 15th of the month), and filling in the work order details. You can assign it to a tech right away or leave it unassigned for more flexibility.

Once everything looks good, make sure to click “Activate Recurring Work Order” to turn on the schedule. When it's **ON**, Skimmer will automatically create the next work order based on your setup. When it's **OFF**, the schedule is paused and no new work orders will be generated.

Note that the next work order is created at the start of the day, unless it's already been scheduled, so your team always has what they need before heading out.

Q: How do I pause a recurring schedule if a customer is away?

A: Just deactivate the schedule. It stops new work orders from being created. You can reactivate it anytime.

Q: Can I see all future recurring work orders?

A: No. Only the next one is visible. The system creates each new one after the last is completed to keep your schedule clean.

Q: Is the next work order scheduled based on when the last one was finished?

A: No. Recurring work order schedules use fixed dates (like “every 2nd Monday”). If you want scheduling based on completion, use work order reminders instead.

Q: Will recurring work orders show up with regular service on the route list?

A: Not always. Route assignments and recurring work orders aren't automatically linked, so you'll need to schedule both if needed.

Q: Can I schedule recurring work orders on multiple days of the week?

A: Yes. You can now schedule them for multiple days, like every Tuesday and Friday

Q: Can I create unassigned recurring work orders?

A: Yes. They'll land in your unscheduled bin, giving you flexibility to assign them when you're ready.

Q: What if a scheduled work order falls on a holiday? Can I move just that one?

A: Yes. You can reschedule individual work orders without affecting the rest of the series.

Need more help?

Contact our dedicated support team at support@getskimmer.com

