

## **Recurring Task - 2 Sheets**

*Example for Smartsheet Community*

Example is in [this workspace](#)

This solution is to schedule recurring tasks only when the previously scheduled task is done.

There are two sheets:

### **Recurring Tasks:**

A list of tasks and their frequency

### **Schedule:**

A schedule generated by the Recurring Tasks Sheet.  
Dependencies Enabled

### **Logic**

Last Complete (Column Formula):

=MAX(COLLECT({Schedule Sheet - End Date}, {Schedule Sheet - Task ID}, [Task ID]@row))

\_\_\_\_\_ Returns the latest "End Date" for the task

Open (Column Formula):

=COUNTIFS({Schedule Sheet - Task ID}, [Task ID]@row, {Schedule Sheet Range 1}, 0)

Returns True if there is currently an open task

Start Date

=IF(ISBLANK([Last Complete]@row), [Term Start]@row, [Last Complete]@row + Frequency@row)

Returns the next start date (Last Complete + Frequency)  
If the last complete value is blank returns the Term Start value.

## Automation

Copy rows to another sheet

Trigger: When a data is reached

Custom:

Custom recurrence

Repeat every

1

Day

Starts

02/20/21

31

Ends

☒ Never

☐ On 02/20/22

☐ After 10 times

Cancel

Done

Conditions:

⌵ Conditions (4) ⌵ ⋮

Where Pause is not checked

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and where Term End is in the future

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and where Open is not checked

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and where Start Date is not blank

+ Add another condition

Action:

📋 Copy rows ⋮

Copy to: 📄 Recurring Task Schedule Change

\*\*\*\* BE SURE TO UPDATE THE "COPY TO" SHEET IN AUTOMATION\*\*\*\*

Could use better logic for the term end - maybe need to add another column to do it.