

## Queue Guide

05/15/2012 Blackbaud CRM 2.93 Queue US

©2012 Blackbaud, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic, or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of Blackbaud, Inc.

The information in this manual has been carefully checked and is believed to be accurate. Blackbaud, Inc., assumes no responsibility for any inaccuracies, errors, or omissions in this manual. In no event will Blackbaud, Inc., be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect or omission in this manual, even if advised of the possibility of damages.

In the interest of continuing product development, Blackbaud, Inc., reserves the right to make improvements in this manual and the products it describes at any time, without notice or obligation.

All Blackbaud product names appearing herein are trademarks or registered trademarks of Blackbaud, Inc.

All other products and company names mentioned herein are trademarks of their respective holder.

Queue-2012

# Contents



QUEUE .....	1
<b>Access Queue</b> .....	<b>1</b>
<b>The Queue Page</b> .....	<b>1</b>
Add a New Queue .....	2
Business Process Parameter Set Search .....	3
Edit an Existing Queue Process .....	3
Delete a Queue Process .....	3
Refresh the Queue List .....	3
Run a Queue Process .....	3
<b>View a Queue Process Status Page</b> .....	<b>4</b>
Recent Status Tab .....	4
History Tab .....	5
Delete an Archived Results Entry .....	5
Job Schedule Tab .....	5
Add a Job Schedule for a Queue Process .....	5
Create Job Screen .....	7
Delete a Job Schedule .....	8
Edit a Job Schedule .....	8
Start Queue Process .....	8
Edit Queue Process .....	9
Generate a Windows Scripting File for a Queue Process .....	9
<b>Automatically Download and Process Web Transactions</b> .....	<b>9</b>
<b>Assign Permissions for a Queue Process</b> .....	<b>9</b>
BUSINESS PROCESSES .....	11
<b>View Business Processes</b> .....	<b>11</b>
<b>Manage RSS Feed</b> .....	<b>12</b>
<b>Track Job Schedules</b> .....	<b>12</b>
Edit Job Schedule .....	13
Edit Schedule Screen .....	13
Delete Job Schedule .....	15
INDEX .....	17



# Queue

Access Queue .....	1
The Queue Page .....	1
View a Queue Process Status Page .....	4
Automatically Download and Process Web Transactions .....	9
Assign Permissions for a Queue Process .....	9

Queues are used to set up a series of processes to run automatically and unattended. You can set up and run queues when you have large amounts of data to export, print, commit, import, or send as email. Because you create queues to work with large amounts of data, you can schedule the queue to run during a break in the day or when all your volunteers and employees have left for the day. For your convenience, you can create the queue and schedule a specific date and time to run it. You can also generate Windows Scripting files for use in scripts or with other task automation software.

A typical workflow could include setting up individual processes to refresh your segments and your mailings. These processes can then be implemented as a queue so that the segments are refreshed, then the mailings that use the segments are refreshed. The system administrator builds the processes and updates the system to make them available. If you choose to perform a time and resource intensive process, you may want to run the process when your office is closed for the day. With Queue, you can add all the necessary processes into a single queue, in a logical order of progression, and run them at off-peak dates and times.

## Access Queue

Queue is located on the *Administration* page. From here you can manage queues, create job schedules and generate Windows Scripting Files.

### ► Access queue management

1. From *Administration*, click **Queues**. The Queue page appears.
2. On this page, you can manage queues, create job schedules and generate Windows Scripting Files.

## The Queue Page

The Queue page is where you manage the queue processes on your system. The **Queue processes** grid displays the existing queues on the system.

Depending on your security rights and system role, you perform functions to manage the queue processes from the action bar. For example, you can create a new queue of business processes, edit an existing queue, start a queue manually, view detailed information about a queue process and permanently delete an existing queue.

## Add a New Queue

To create a queue, select a number of processes to be executed unattended. Each process is a step within the queue, and each step is executed in order.

### ► Add a queue process

1. On the Queue page, click **Add**. The Add queue process screen appears.

**Add queue process**

Name:

Description:

Site:

Steps:

S...	Parameter set	Business process type	On failure

2. In the **Name** field, enter a descriptive name for the queue.
3. In the **Description** field, enter a description for the queue.
4. You can restrict the use of the process to a specific site in your organization. When you select a site, only users associated with the site can access the process. To allow users of all sites to access the process, select "All sites."
5. Click **Add Step**. The Business Process Parameter Set Search screen appears.
  - You can search by **Name** or by **Business Process Type**.
  - Select the process to add in the **Results** field.
  - Click **Select** to add it to the queue and return to the Add queue process screen, or click **Cancel** to return to the Add queue process screen without adding the process.
6. You can change the order that processes in the queue are run by selecting the process and using the arrows to the right of the step field to change its position.

**Note:** You can modify the Queue's behavior in the event a process fails. Click in the box underneath **On Failure**. The default behavior is **End Queue**.

7. Click **Save**. You return to the Queue page.

## Business Process Parameter Set Search

From this screen you can search for an existing business process parameter set. You can base your search on the process name and type.

You can also restrict the search based on any site to which the process is associated.

To search for all processes in the database, leave all filtering fields blank.

## Edit an Existing Queue Process

You can edit an existing queue and change its operational settings.

### ► Edit a queue process

1. On the Queue page, select a queue process and click **Edit**. The Edit queue process screen appears.
2. Make the desired changes to the queue. You can change the queue's **Name** and **Description**, add new processes by clicking **Add Step**, remove existing processes by clicking **Delete Step**, change the order in which they are run or alter the behavior of the queue in the event of a failure.
3. Click **Save**. You return to the Queue page.

## Delete a Queue Process

You can permanently delete a queue if you no longer need it.

### ► Delete a queue process

1. On the Queue page, select a queue process and click **Delete**. A confirmation screen appears.
2. Click **Yes**. The process is deleted and you return to the Queue page.

## Refresh the Queue List

While you view the list of queues, another user may create a queue. To obtain the most recent list of queues currently available, refresh the queue list.

### ► To refresh the queue list

1. On the Queue page, click **Refresh**.
2. This Queue list refreshes and displays any new queues.

## Run a Queue Process

You can start an existing queue process manually. For example, if you need to start a queue process before a scheduled run time or if you need a queue process to run without scheduling it.

For more information about viewing the queue's status, see [View a Queue Process Status Page](#).

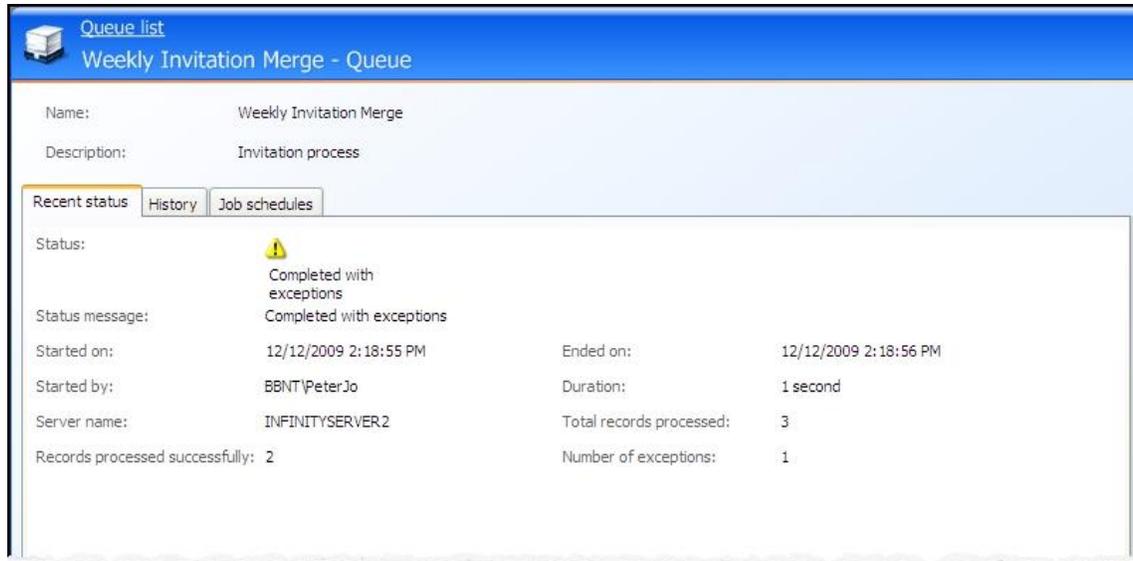
### ► Manually start a queue

1. On the Queue page, select a queue process and click **Start queue**.

2. The queue begins. The queue process status page appears and displays results on the Recent status tab.

## View a Queue Process Status Page

You can view the status of a queue process. This page contains the Recent status, History, and Job schedules tabs. When you run a queue process, the status page appears automatically. You can also view the status page without running the process.



On the Queue page, select a process from the **Queue Processes** grid and click **Go to process** on the action bar to access the queue status page. The top half of the page contains the parameters and properties for the constituent merge process. To change this information, edit the process. This page contains the **Recent status**, **History** and **Job schedules** tabs.

## Recent Status Tab

On the Recent Status tab, you view the details of the most recent instance of the queue process. These details include the status of the run; the start time, end time, and duration of the run; the person who last started the process; the name of the server used to process the run; the total number of records processed; and how many records processed successfully and how many were exceptions.

The following information can be found on the tab:

Screen item	Description
<b>Status</b>	Displays the current status of the queue.
<b>Status message</b>	Displays the most recent status message generated by the queue.
<b>Started on</b>	Displays when the queue was last started.
<b>Ended on</b>	Displays the time that the queue finished processing.
<b>Duration</b>	Displays the total time taken to run the queue.
<b>Started by</b>	Displays the user that last initiated the queue.
<b>Server name</b>	Displays the name of the server that last ran the queue.
<b>Total records processed</b>	Displays the total number of records processed by the queue.

Screen item	Description
<b>Records processed successfully</b>	Displays the number of records processed by the queue without errors.
<b>Number of exceptions</b>	Displays the number of errors generated by the queue.

## History Tab

On the History tab, you view the history for each run of the queue process. The details of the History grid include the status of the process; the start time, end time and duration of the process; the person who last started the process; and the name of the server most recently used to process the merge. This information generates each time you run a process. Therefore, it is likely that you will have multiple rows of information in this grid.

The following information about each completed queue process can be found on this tab:

Screen item	Description
<b>Status</b>	Displays the current status of the queue.
<b>Status message</b>	Displays the most recent status message generated by the queue.
<b>Started by</b>	Displays the user that last initiated the queue.
<b>Started</b>	Displays when the queue was last started.
<b>Ended</b>	Displays the time that the queue finished processing.
<b>Duration</b>	Displays the total time taken to run the queue.
<b>Number of records processed</b>	Displays the total number of records processes by the queue.
<b>Server name</b>	Displays the name of the server that last ran the queue.

Depending on your security rights and system role, you perform functions to manage the processes from the action bar.

## Delete an Archived Results Entry

You can permanently delete archived results stored on the History tab.

### ► Delete an archived results entry from the history tab

1. Select the entry you want to delete from the grid.
2. On the action bar, click **Delete**. A confirmation message appears.
3. Click **Yes**. The entry is deleted, and you return to the History tab.

## Job Schedule Tab

The Job schedule tab shows all of the scheduled jobs that currently exist for this queue process. You can add new scheduled jobs, edit existing jobs and delete scheduled jobs on this tab.

To make sure you have the most current list of schedules, click **Refresh**.

## Add a Job Schedule for a Queue Process

To automate a queue process, use the **Create Job Schedule** option. When you schedule jobs, you define the condition or conditions that cause the job to begin.

For a detailed listing of the items on the Create job screen, see Create Job Screen on page 7.

**► Create a job schedule**

1. Select the process to schedule.
2. From the Job schedules tab click **Add** or from **Tasks** click **Create job schedule**. The Create job screen appears.

**Create job**

Job name:

Schedule type:   Enabled

One-time occurrence

Date:  Time:

Frequency

Occurs every:  day(s)

Daily frequency

Occurs once at:

Occurs every:  Minutes Starting at:  Ending at:

Duration

Start date:   End date:   No end date

3. In the **Job name** field, enter a descriptive name for the scheduled process.
4. To suspend the scheduled process, unmark **Enabled**. To make the process active, mark **Enabled**. By default, this checkbox is marked.
5. In the **Schedule Type** field, select the desired frequency on which to run the process.
6. Make any necessary changes to the job's frequency and duration.
7. To save the changes, click **Save**.

## Create Job Screen

The following table explains the items on the Create job screen. Options on this screen vary depending on your selection in the **Schedule Type** field. The **Schedule Type** field determines the options available in the **Frequency** and **Daily Frequency** frames.

Screen Item	Description
<b>Job name</b>	Enter the name of the job schedule.
<b>Schedule type</b>	<p>Selections for job frequency include:</p> <ul style="list-style-type: none"> <li>-<b>One time</b>: The scheduled process runs once, on the date and time specified in the <b>One-time occurrence</b> field.</li> <li>-<b>Daily</b>: The scheduled process runs on a daily basis. In the <b>Frequency</b> section, specify the number of days to lapse between each run of the job. In the <b>Daily frequency</b> section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Weekly</b>: The scheduled process runs on a weekly basis. In the <b>Frequency</b> section specify the number of weeks to lapse before the process runs, in addition to the day of the week for it to run. In the <b>Daily frequency</b> section, set a specific time for the process to run, or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Monthly</b>: The scheduled process runs on a monthly basis. In the <b>Frequency</b> section, specify the number of months to lapse before the process runs, in addition to the day of the month for it to run. In the <b>Daily frequency</b> section, specify a specific time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Start when SQL Server Agent service starts</b>: The scheduled job process runs when the <i>SQL Server Agent service</i> starts. This is useful if you use the <i>SQL Server Agent service</i> for other tasks.</li> <li>-<b>Start when the computer becomes idle</b>: The job runs when enough resources are available on the server. This is determined by the idle condition defined in the <i>SQL Server Agent</i> properties on the server.</li> </ul>
<b>Enabled</b>	To suspend the scheduled process, unmark this checkbox. To make the process active, mark <b>Enabled</b> . By default, this checkbox is marked.
<b>Date</b>	Appears when you select One time in the <b>Schedule type</b> field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
<b>Time</b>	Appears when you select One time in the <b>Schedule type</b> field. Enter the date of the one-time occurrence.
<b>Occurs every [ ] month(s)</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Days of the week</b>	Appears when you select Weekly in the <b>Schedule type</b> field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
<b>Day [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field.
<b>The [ ] [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field. In the first field select First, Second, Third, Fourth, or Last. In the second field select a day of the week or Day, Weekday, or Weekend day. For example, to run a process the last Friday of every month, select Last in the first field and Friday in the second field.

Screen Item	Description
<b>Occurs once at [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Occurs every [ ] [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field. To move the number by one, click the up and down arrow in the first field. In the second field, select Minutes or Hour. For example, to run this process in the morning and afternoon every day at work, enter 4 in the first field and select Hours in the second field.
<b>Starting at and Ending at</b>	Enabled when you select <b>Occurs every [ ] [ ]</b> . Using the example in the previous row, enter 8:00:00AM in the <b>Start at</b> field and 5:00:00PM in the <b>Ending at</b> field.
<b>Start date</b>	Enter the date for the job schedule to begin to process. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar.
<b>End date</b>	Enter the date for the job schedule to end. For example, enter an end-of-year date. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar. This option is disabled when <b>No end date</b> is selected.
<b>No end date</b>	If your job schedule does not have an end date, mark this option.

## Delete a Job Schedule

If you decide you no longer need a scheduled job, you can delete it.

### ► Delete a job schedule

1. On the Job schedules tab, select the job to delete.
2. On the action bar, click **Delete**. A confirmation screen appears.
3. Click **Yes** to delete the job. You return to the Job schedules tab.

## Edit a Job Schedule

After you have added scheduled jobs, you can edit its settings. For example, the type of schedule and frequency.

### ► Edit a job schedule

1. On the Job schedules tab, select the job to edit.
2. On the action bar, click **Edit**. The Edit schedule screen appears.
3. Edit the information on the screen. For example, you could change the **Schedule Type** and specify a different frequency on which the process should run. The items on this screen are the same as those on the Create job screen. For more information about these items, see Job Schedule Tab on page 5 and the Create Job Screen on page 1.
4. Click **Save** to save the changes. You return to the Job schedules tab.

## Start Queue Process

From the process page, you can manually start the queue process. For example, if you need to start a queue process before a scheduled run time or if you need a queue process to run without scheduling it, you can use this option.

## Edit Queue Process

From the process page, you can make any necessary changes to the queue process by clicking the **Edit process** link on the Explorer bar. The Edit queue process screen appears.

## Generate a Windows Scripting File for a Queue Process

You can generate a Windows Scripting File that triggers the selected process when run. This file can trigger the merge process once, or it can be used with Task Scheduler or any other automated launcher to start a process without launching the program client.

Windows Script Files use a Windows extension of \*.wsf.

### ► Generate a Windows Scripting File

1. Go to the process that requires a Windows Scripting File.
2. Under **Tasks**, click **Generate WSF**. The Generate business process WSF file screen appears.
3. In the **Save As** field, enter the path and file name for the WSF file. To browse for a location to save the file, click the ellipsis. The Save As screen appears.
4. Click **OK**. The program saves the WSF file.

## Automatically Download and Process Web Transactions

From **Queue** you can create a process to automatically download your website transactions into batches and then commit those batches to your database. To save time and effort, set up a process to automatically download and process transactions from your website.

Create a new queue process that includes each of the Blackbaud Internet Solutions Download processes and the new commit multiple batches process. When you create the queue process, set its job schedule to run on an hourly basis.

For more information, see Web Management.

## Assign Permissions for a Queue Process

After you add a queue process, you can assign permissions to the roles who can use the process. When you assign permissions for the process, you can select to allow all roles to use the process or only select roles.

### ► Assign permissions for a queue process

1. On the Queue page, select a process and click **Assign permissions**. The Assign permissions screen appears.
2. Select whether all roles or only selected roles may access the queue process.

If you select **Selected roles**, select the permissions for the roles in the **System roles** box.

- To grant a role access, select it in the box and click **Grant** on the action bar.

- To deny a role access, select it in the box and click **Deny** on the action bar.
  - To remove an existing permission assignment from a role, select it in the box and click **Clear** on the action bar.
3. Click **Save**. You return to the Queue page.

# Business Processes

<b>View Business Processes</b> .....	<b>11</b>
<b>Manage RSS Feed</b> .....	<b>12</b>
<b>Track Job Schedules</b> .....	<b>12</b>

**Business Processes** houses all business process activity executed in the program. For example, if a user generates a KPI instance value, a record of this execution appears in **Business Processes**; if a user makes a general ledger post, a record of the posting appears in **Business Processes**; if a user processes acknowledgement letters, a record of the processing appears in **Business Processes**.

**Business Processes** houses all business process activity executed in the program.

## View Business Processes

You can view all business process activity executed through the program on the Business Processes page.

### ► View business processing activity in the program

1. From *Administration*, click **Business processes**. The Business Processes page appears.
2. On the Business process statuses tab, use the filter tool to select the business processes to display:
  - To filter by process type, select a process in the **Process type** field.
  - To filter by process status, such as “completed” or “did not finish,” select a status in the **Status** field.
  - To filter by when the process started, select a time period in the **Date started** field. To search for a specific date, select “Specific Date” and select the date in the **Specific date** field.

After you enter your filter criteria, click **Apply**. Business processes that match your criteria appear in the grid. To view all business processes, click **Reset**.

Process name	Status	Status mess...	Started by	Started	Ended	Duration	Number of r...	Number of ...	Total count	Server r
<b>KPI Instance Value Save Process</b>										
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidW	3/23/2007	3/23/2007	1 second	1	0	1	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidW	3/23/2007	3/23/2007	1 second	11	0	11	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidW	3/23/2007	3/23/2007	2 seconds	72	0	72	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\TrrMu	3/23/2007	3/23/2007	1 second	1	0	1	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\CarlTi	3/20/2007	3/20/2007	0 seconds	1	0	1	INFINITY
<b>Smart Field Process</b>										
✓ Smart Field Process	Completed	Completed	BBNT\PatCo	3/23/2007	3/23/2007	1 second	898	0	898	INFINITY
✓ Smart Field Process	Completed	Completed	BBNT\PatCo	3/20/2007	3/20/2007	0 seconds	895	0	895	INFINITY
✓ Smart Field Process	Completed	Completed	BBNT\KrisMa	3/20/2007	3/20/2007	1 second	894	0	894	INFINITY
<b>Update Constituent Appeal Information</b>										
✓ Update Constituent Appeal Infor...	Completed	Completed	BBNT\PatCo	3/23/2007	3/23/2007	1 second	898	0	898	INFINITY

All executed business processes satisfying your criteria appear.

## Manage RSS Feed

With the **View RSS feed** button included on the Business processes page, you can monitor business processes without logging in and running the program. Simply click the **View RSS feed** link on the Business Processes page. The business processes included on the page are displayed in the dashboard format in your Web browser.

Provide the Web page address to your users. They can then subscribe to the feed, adding it to their **Microsoft Feeds** list and generate up-to-date business processes data from their Web browser at any time.

## Track Job Schedules

You can view all job schedules created in the program on the Job schedules tab of the Business Processes page.

### ► View business processing activity in the program

1. From *Administration*, click **Business processes**. The Business Processes page appears.
2. On the Business process statuses tab, use the filter tool to select the business processes to display:
  - To filter by process type, select a process in the **Process type** field.
  - To filter by process status, such as “completed” or “did not finish,” select a status in the **Status** field.
  - To filter by when the process started, select a time period in the **Date started** field. To search for a specific date, select “Specific Date” and select the date in the **Specific date** field.

After you enter your filter criteria, click **Apply**. Business processes that match your criteria appear in the grid. To view all business processes, click **Reset**.

Process name	Status	Status mess...	Started by	Started	Ended	Duration	Number of r...	Number of ...	Total count	Server r
<b>KPI Instance Value Save Process</b>										
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidWi	3/23/2007	3/23/2007	1 second	1	0	1	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidWi	3/23/2007	3/23/2007	1 second	11	0	11	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\DavidWi	3/23/2007	3/23/2007	2 seconds	72	0	72	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\TrrMu	3/23/2007	3/23/2007	1 second	1	0	1	INFINITY
✓ KPI Instance Value Save Process	Completed	Completed	BBNT\CarlTi	3/20/2007	3/20/2007	0 seconds	1	0	1	INFINITY
<b>Smart Field Process</b>										
✓ Smart Field Process	Completed	Completed	BBNT\PatCo	3/23/2007	3/23/2007	1 second	898	0	898	INFINITY
✓ Smart Field Process	Completed	Completed	BBNT\PatCo	3/20/2007	3/20/2007	0 seconds	895	0	895	INFINITY
✓ Smart Field Process	Completed	Completed	BBNT\KrisMa	3/20/2007	3/20/2007	1 second	894	0	894	INFINITY
<b>Update Constituent Appeal Information</b>										
✓ Update Constituent Appeal Infor...	Completed	Completed	BBNT\PatCo	3/23/2007	3/23/2007	1 second	898	0	898	INFINITY

All executed business processes satisfying your criteria appear.

## Edit Job Schedule

From the Job schedules tab on the Business Processes page, you can edit any existing job schedule in the program. All job schedules created to automatically generated the various business processes in the program appear on the Job schedules tab.

### ► Edit a job schedule

1. On the Job schedules tab, select the job to edit.
2. On the action bar, click **Edit**. The Edit schedule screen appears.
3. Edit the information on the screen. For example, you could change the **Schedule Type** and specify a different frequency on which the process should run. The items on this screen are the same as those on the Create job screen. For more information about these items, see Job Schedule Tab on page 5 and the Create Job Screen on page 1.
4. Click **Save** to save the changes. You return to the Job schedules tab.

## Edit Schedule Screen

From the Edit schedule screen, you edit selected job schedules.

Screen Item	Description
Job name	Enter the name of the job schedule.
Schedule type	Selections for job frequency include: - <b>One time</b> : The scheduled process runs once, on the date and time specified in the <b>One-time occurrence</b> field. - <b>Daily</b> : The scheduled process runs on a daily basis. In the <b>Frequency</b> section, specify the

Screen Item	Description
	<p>number of days to lapse between each run of the job. In the <b>Daily frequency</b> section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</p> <p><b>-Weekly:</b> The scheduled process runs on a weekly basis. In the <b>Frequency</b> section specify the number of weeks to lapse before the process runs, in addition to the day of the week for it to run. In the <b>Daily frequency</b> section, set a specific time for the process to run, or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</p> <p><b>-Monthly:</b> The scheduled process runs on a monthly basis. In the <b>Frequency</b> section, specify the number of months to lapse before the process runs, in addition to the day of the month for it to run. In the <b>Daily frequency</b> section, specify a specific time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</p> <p><b>-Start when SQL Server Agent service starts:</b> The scheduled job process runs when the <i>SQL Server Agent service</i> starts. This is useful if you use the <i>SQL Server Agent service</i> for other tasks.</p> <p><b>-Start when the computer becomes idle:</b> The job runs when enough resources are available on the server. This is determined by the idle condition defined in the <i>SQL Server Agent</i> properties on the server.</p>
<b>Enabled</b>	To suspend the scheduled process, unmark this checkbox. To make the process active, mark <b>Enabled</b> . By default, this checkbox is marked.
<b>Date</b>	Appears when you select One time in the <b>Schedule type</b> field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
<b>Time</b>	Appears when you select One time in the <b>Schedule type</b> field. Enter the date of the one-time occurrence.
<b>Occurs every [ ] month(s)</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Days of the week</b>	Appears when you select Weekly in the <b>Schedule type</b> field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
<b>Day [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field.
<b>The [ ] [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field. In the first field select First, Second, Third, Fourth, or Last. In the second field select a day of the week or Day, Weekday, or Weekend day. For example, to run a process the last Friday of every month, select Last in the first field and Friday in the second field.
<b>Occurs once at [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Occurs every [ ] [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field. To move the number by one, click the up and down arrow in the first field. In the second field, select Minutes or Hour. For example, to run this process in the morning and afternoon every day

Screen Item	Description
	at work, enter 4 in the first field and select Hours in the second field.
<b>Starting at and Ending at</b>	Enabled when you select <b>Occurs every [ ] [ ]</b> . Using the example in the previous row, enter 8:00:00AM in the <b>Start at</b> field and 5:00:00PM in the <b>Ending at</b> field.
<b>Start date</b>	Enter the date for the job schedule to begin to process. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar.
<b>End date</b>	Enter the date for the job schedule to end. For example, enter an end-of-year date. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar. This option is disabled when <b>No end date</b> is selected.
<b>No end date</b>	If your job schedule does not have an end date, mark this option.

## Delete Job Schedule

From the Job schedules tab on the Business Processes page, you can delete any existing job schedule in the program. All job schedules created to automatically generated the various business processes in the program appear on the Job schedules tab.

### ► Delete a job schedule

1. On the Job schedules tab, select the job to delete.
2. On the action bar, click **Delete**. A confirmation screen appears.
3. Click **Yes** to delete the job. You return to the Job schedules tab.



# Index



## A

access	
Queue.....	1
assign	
configuration export permissions.....	9

## B

business processes	
job schedules.....	12
page.....	11
RSS feed.....	12
view.....	11

## C

configuration export	
assign permissions.....	9
create	
Queue job schedule.....	5
Queue, new.....	2

## D

delete	
job schedules.....	15
Queue.....	3
Queue history.....	5

## E

edit	
job schedules.....	13
Queue.....	3

## G

generate	
Queue	
Windows Scripting File.....	9

## J

job schedules	
business processes.....	12
delete.....	15
edit.....	13

## M

manage	
Queue.....	1

## P

permissions	
assign for configuration export.....	9

## Q

Queue	
access.....	1
create job schedule.....	5
create new.....	2
delete.....	3
edit.....	3
generate Windows Scripting File.....	9
history tab.....	5
history, delete.....	5
job schedule tab.....	5
manage.....	1
recent status tab.....	4
refresh list.....	3

start manually..... 3  
view information..... 4

**R**

refresh  
Queue list..... 3  
RSS feed, business processes.....12

**S**

start  
manually  
Queue..... 3

**T**

tab  
Queue history..... 5  
Queue job schedule..... 5  
Queue Recent status..... 4

**V**

view  
business process information..... 11  
Queue information..... 4