

Queue Guide

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Queue

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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.

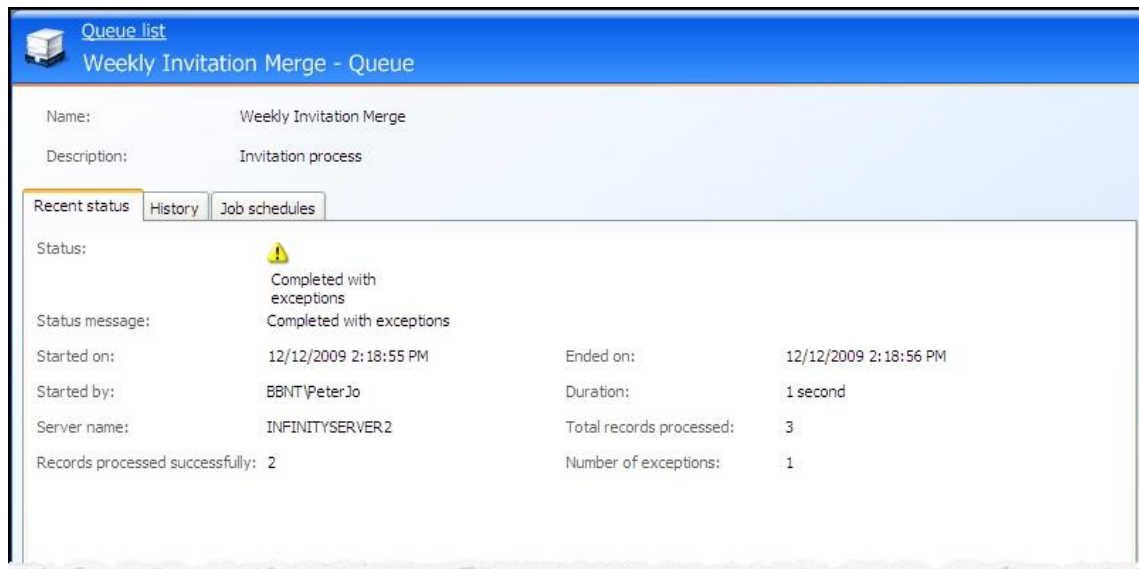
For more information about viewing the queue's status, see [View a Queue Process Status Page](#).

► 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
Status	Displays the current status of the queue.
Status message	Displays the most recent status message generated by the queue.
Started on	Displays when the queue was last started.
Ended on	Displays the time that the queue finished processing.
Duration	Displays the total time taken to run the queue.
Started by	Displays the user that last initiated the queue.
Server name	Displays the name of the server that last ran the queue.
Total records processed	Displays the total number of records processed by the queue.
Records processed successfully	Displays the number of records processed by the queue without errors.
Number of exceptions	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
Status	Displays the current status of the queue.
Status message	Displays the most recent status message generated by the queue.
Started by	Displays the user that last initiated the queue.
Started	Displays when the queue was last started.
Ended	Displays the time that the queue finished processing.
Duration	Displays the total time taken to run the queue.
Number of records processed	Displays the total number of records processes by the queue.
Server name	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 6.

► **Create a job schedule**

1. Select the process to schedule.

- 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

- In the **Job name** field, enter a descriptive name for the scheduled process.
- To suspend the scheduled process, unmark **Enabled**. To make the process active, mark **Enabled**. By default, this checkbox is marked.
- In the **Schedule Type** field, select the desired frequency on which to run the process.
- Make any necessary changes to the job's frequency and duration.
- 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
Job name	Enter the name of the job schedule.
Schedule type	<p>Selections for job frequency include:</p> <ul style="list-style-type: none"> -One time: The scheduled process runs once, on the date and time specified in the One-time occurrence field. -Daily: The scheduled process runs on a daily basis. In the Frequency section, specify the number

Screen Item	Description
	<p>of days to lapse between each run of the job. In the Daily frequency section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Weekly: The scheduled process runs on a weekly basis. In the Frequency 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 Daily frequency 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 Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Monthly: The scheduled process runs on a monthly basis. In the Frequency 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 Daily frequency 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 Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Start when SQL Server Agent service starts: 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>-Start when the computer becomes idle: 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>
Enabled	To suspend the scheduled process, unmark this checkbox. To make the process active, mark Enabled . By default, this checkbox is marked.
Date	Appears when you select One time in the Schedule type field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
Time	Appears when you select One time in the Schedule type field. Enter the date of the one-time occurrence.
Occurs every [] month(s)	Enabled when you select Daily, Weekly, or Monthly in the Schedule type field.
Days of the week	Appears when you select Weekly in the Schedule type field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
Day [] of the month	Appears when you select Monthly in the Schedule type field.
The [] [] of the month	Appears when you select Monthly in the Schedule type 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.
Occurs once at []	Enabled when you select Daily, Weekly, or Monthly in the Schedule type field.
Occurs every [] []	Enabled when you select Daily, Weekly, or Monthly in the Schedule type 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.
Starting at and Ending at	Enabled when you select Occurs every [] [] . Using the example in the previous row, enter 8:00:00AM in the Start at field and 5:00:00PM in the Ending at field.
Start date	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.
End date	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 No end date is selected.
No end date	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.
4. Click **Save**. 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



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On the Business Processes page in *Administration*, you can work with business process ownership, view business process activity, and work with job schedules for business processes.

With the Business Processes tab, you can view and edit business process owners.

The History tab displays all business process activity executed in the program. For example, if a user generates a KPI instance value, makes a general ledger post, or processes acknowledgement letters, a record of the processing appears on the History tab.

On the Job Schedules tab, you can view, edit, and delete job schedules created in the program.

View Business Processes

The Business Processes tab displays a list of business processes and their owners. You can view details such as process name and type, security folder, and creation date.

	Process name	Process type	Owner	Security folder	Created on
<input checked="" type="checkbox"/>	Acknowledge Donation Payments	Acknowledgement Process	InfUser2	Revenue\Business Process\Ackno...	5/1/2012
<input checked="" type="checkbox"/>	Address Validation Process	Address Validation Process	InfUser3	Data Tune-Up\Address Managem...	6/12/2012
<input checked="" type="checkbox"/>	Address Validation Process	Address Validation Process	InfUser3	Data Tune-Up\Address Managem...	9/12/2012
<input checked="" type="checkbox"/>	AddressFinder Submit Process	AddressFinder Submit Process	InfUser2	Data Tune-Up\Address Managem...	5/9/2012
<input checked="" type="checkbox"/>	AddressFinder Submit Process	AddressFinder Submit Process	InfUser3	Data Tune-Up\Address Managem...	10/4/2012
<input checked="" type="checkbox"/>	Admin All	Generate Direct Debit File Process	InfUser2	Revenue\Business Process\Genera...	7/12/2012
<input checked="" type="checkbox"/>	Admin Import Auction Items	Import Process	InfUser2	Batch\Import	11/12/2012
<input checked="" type="checkbox"/>	Admin Post	Post To GL Process For Basic GL	InfUser2	Revenue\Business Process\Post to...	4/12/2012
<input checked="" type="checkbox"/>	Anniversary Tribute	Tribute Acknowledgement Process	InfUser2	Revenue\Business Process\Tribut...	5/1/2012
<input checked="" type="checkbox"/>	asfa	Generate Step Update Batch Busin...	InfUser10	Stewardship\Business Process\Ge...	2/1/2012
<input checked="" type="checkbox"/>	Assign Formated Extened	Assign Letters Process	InfUser2	Revenue\Business Process\Assign...	5/1/2012
<input checked="" type="checkbox"/>	Assign Planned Gift Letter	Assign Planned Gift Letters Process	InfUser2	Revenue\Business Process\Assign...	5/7/2012
<input checked="" type="checkbox"/>	Assign Pledge Acknowledgements	Assign Letters Process	InfUser2	Revenue\Business Process\Assign...	5/1/2012
<input checked="" type="checkbox"/>	Assign Standard Acknowledgement	Assign Letters Process	InfUser2	Revenue\Business Process\Assign...	5/1/2012
<input checked="" type="checkbox"/>	assign test	Assign Letters Process	InfUser3	Revenue\Business Process\Assign...	5/1/2012
<input checked="" type="checkbox"/>	Assign Thanks	Assign Letters Process	InfUser1	Revenue\Business Process\Assign...	12/6/2011
<input checked="" type="checkbox"/>	auction item write-off	Global Change Process	InfUser10	Configuration\Global Changes	2/2/2012
<input checked="" type="checkbox"/>	2150	Add Prospect Plans Process	Infinity User 30	Prospect Management\Prospects...	7/3/2012
<input checked="" type="checkbox"/>	Assign Pledge Acknowledgements	Assign Letters Process	InfUser2	Batch\Import	8/7/2012
<input checked="" type="checkbox"/>	Test	Generate Direct Debit File Process	InfUser10	Revenue\Business Process\Genera...	1/4/2012
<input checked="" type="checkbox"/>	test	Process	InfUser10	Batch\Import	8/7/2012

To filter by process type, select a process in the **Process type** field. Use the **Owner** field to select the business process owner you want to display. The business process owner is the application user who owns the process. An application user becomes a business process owner in one of two ways: an application user creates a business process or an administrator assigns business process ownership to an application user.

Note: Not all application users in the program are listed as selections in the **Owner** field. This field only displays application users who own at least one business process listed in the grid.

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

To access an application user's record, click the user name in the grid.

From this tab, you can also change the owner of a business process. You may find it necessary to edit a business process owner, for example, when a change in staff occurs at your organization. You can edit business process ownership in several ways:

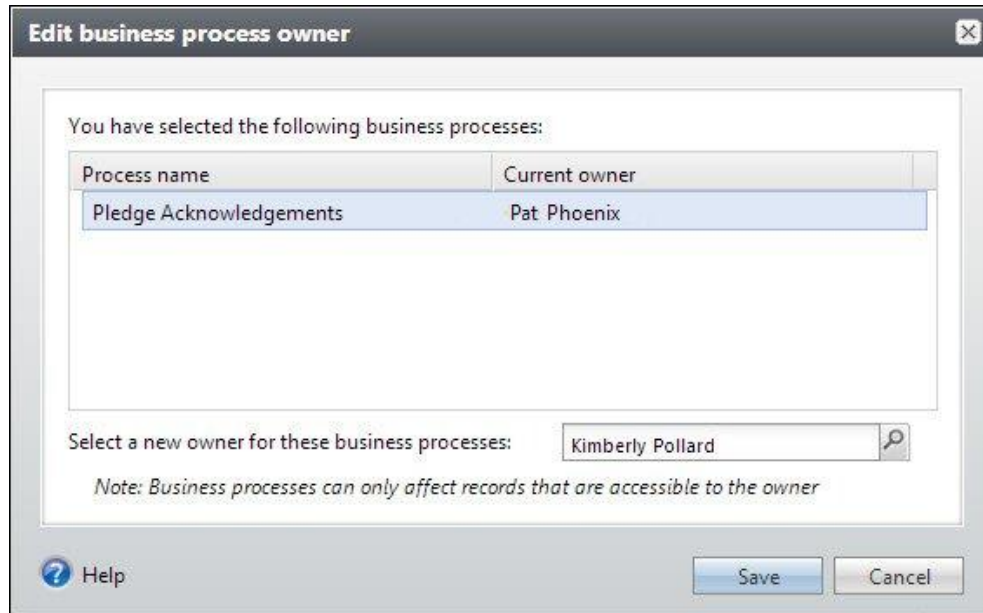
- To edit the owner for a single business process, select the business process in the grid and click **Edit owner** under the business process.
- To edit the owner for multiple business processes at one time, select each process and click **Edit owner** on the action bar.
- To edit the owner for all business processes at one time, select the checkbox next to the column names at the top of the grid, and click **Edit owner** on the action bar.

► View and edit business process owner

1. From *Administration*, click **Business processes**. The Business Processes page appears.
2. On the Business Processes tab, to edit the owner for a single business process, select a process in the grid and click **Edit owner** under the business process.

To edit multiple processes at one time, select each process and click **Edit owner** on the action bar. Or, to edit all processes at one time, select the checkbox next to the column names at the top of the grid, and click **Edit owner** on the action bar.

The Edit business process owner screen appears.



- The business processes you previously selected appear in the grid. In the **Select a new owner for these business processes** field, click the search button and use the Application User Search screen to search for a different owner.

Warning: The new business owner you select is applied to all business processes that display on the Edit screen. A business process may have only one owner at a time. Note that security permissions for the business process owner may determine which records are processed when a business process runs.

- After you select an application user as the new business process owner, click **Save**. You return to the Business Processes tab.

View Business Process History

You can view all business process activity executed through the program on the History tab.

► View business process activity in the program

- From *Administration*, click **Business processes**. The Business Processes page appears.
- On the History tab, use the filter tools 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.
 - In the **Rows to return** field, select the amount of rows you want to display.

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**.

The screenshot shows the 'Business Processes' dashboard with a filter bar and a table of processes. The filter bar includes fields for Process type, Status, Rows to return (set to 50), Date started (All Dates), and Specific date. The table below lists various processes, all with a status of 'Completed'.

Process	Name	Status	Status message	Started by	Started	Ended	Duration	Number of records processed
Add Prospect Plans Process								
✓	Add Prospect Plans Process	Completed	Completed	PDNT\InfUser2	1/08/2013 3:57:53 PM	1/08/2013 3:58:13 PM	00hr 00min 20s	1
Batch Commit Process								
✓	Batch Commit Process	Completed	Completed	PDNT\InfUser30	1/09/2013 10:23:42 ...	1/09/2013 10:23:55 AM	00hr 00min 13s	1
✓	Batch Commit Process	Completed	Completed	BBNT\JoeD	1/09/2013 9:59:15 AM	1/09/2013 9:59:16 AM	00hr 00min 01s	2
✓	Batch Commit Process	Completed	Completed	BBNT\JoeD	1/09/2013 9:28:33 AM	1/09/2013 9:28:37 AM	00hr 00min 04s	3
✓	Batch Commit Process	Completed	Completed	BBNT\JoeD	1/08/2013 4:31:57 PM	1/08/2013 4:31:59 PM	00hr 00min 02s	1
✓	Batch Commit Process	Completed	Completed	BBNT\JoeD	1/08/2013 4:17:27 PM	1/08/2013 4:17:31 PM	00hr 00min 04s	1
✓	Batch Commit Process	Completed	Completed	BBNT\JoeD	1/08/2013 4:16:41 PM	1/08/2013 4:16:45 PM	00hr 00min 04s	1
✓	Batch Commit Process	Completed	Completed	PDNT\InfUser30	1/08/2013 3:31:35 PM	1/08/2013 3:31:38 PM	00hr 00min 03s	1
✓	Batch Commit Process	Completed	Completed	PDNT\InfUser30	1/04/2013 3:43:04 PM	1/04/2013 3:43:09 PM	00hr 00min 05s	3
Credit Card Transaction Import								
✓	Credit Card Transaction Import	Completed	Completed	Blackbaud Built-In A...	2/5/2013 2:21:11 AM	2/5/2013 2:21:12 AM	00hr 00min 01s	0
✓	Credit Card Transaction Import	Completed	Completed	Blackbaud Built-In A...	2/3/2013 2:21:31 AM	2/3/2013 2:21:32 AM	00hr 00min 01s	0
✓	Credit Card Transaction Import	Completed	Completed	Blackbaud Built-In A...	2/1/2013 2:21:36 AM	2/1/2013 2:21:37 AM	00hr 00min 01s	0
Exchange Calendar Synchronization Process								
✓	Exchange Calendar Synchronization Process	Completed	Completed	BBNT\JoeM	1/09/2013 9:40:20 AM	1/09/2013 9:40:24 AM	00hr 00min 04s	2
✓	Exchange Calendar Synchronization Process	Completed	Completed	BBNT\JoeM	1/09/2013 9:23:15 AM	1/09/2013 9:23:27 AM	00hr 00min 12s	3
✓	Exchange Calendar Synchronization Process	Completed	Completed	BBNT\JoeM	1/08/2013 4:28:40 PM	1/08/2013 4:28:43 PM	00hr 00min 03s	1
✓	Exchange Calendar Synchronization Process	Completed	Completed	BBNT\JoeM	1/08/2013 4:28:40 PM	1/08/2013 4:28:43 PM	00hr 00min 03s	1

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.

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.
4. Click **Save**. 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	<p>Selections for job frequency include:</p> <p>-One time: The scheduled process runs once, on the date and time specified in the One-time occurrence field.</p> <p>-Daily: The scheduled process runs on a daily basis. In the Frequency section, specify the number of days to lapse between each run of the job. In the Daily frequency section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Weekly: The scheduled process runs on a weekly basis. In the Frequency 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 Daily frequency 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 Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Monthly: The scheduled process runs on a monthly basis. In the Frequency 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 Daily frequency 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 Duration section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional End date or keep the default of No end date.</p> <p>-Start when SQL Server Agent service starts: 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>-Start when the computer becomes idle: 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>
Enabled	To suspend the scheduled process, unmark this checkbox. To make the process active, mark Enabled . By default, this checkbox is marked.
Date	Appears when you select One time in the Schedule type field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
Time	Appears when you select One time in the Schedule type field. Enter the date of the one-time occurrence.
Occurs every [] month(s)	Enabled when you select Daily, Weekly, or Monthly in the Schedule type field.
Days of the week	Appears when you select Weekly in the Schedule type field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
Day [] of the month	Appears when you select Monthly in the Schedule type field.
The [] [] of	Appears when you select Monthly in the Schedule type field. In the first field select First,

Screen Item	Description
the month	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.
Occurs once at []	Enabled when you select Daily, Weekly, or Monthly in the Schedule type field.
Occurs every [] []	Enabled when you select Daily, Weekly, or Monthly in the Schedule type 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.
Starting at and Ending at	Enabled when you select Occurs every [] []. Using the example in the previous row, enter 8:00:00AM in the Start at field and 5:00:00PM in the Ending at field.
Start date	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.
End date	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 No end date is selected.
No end date	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.

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