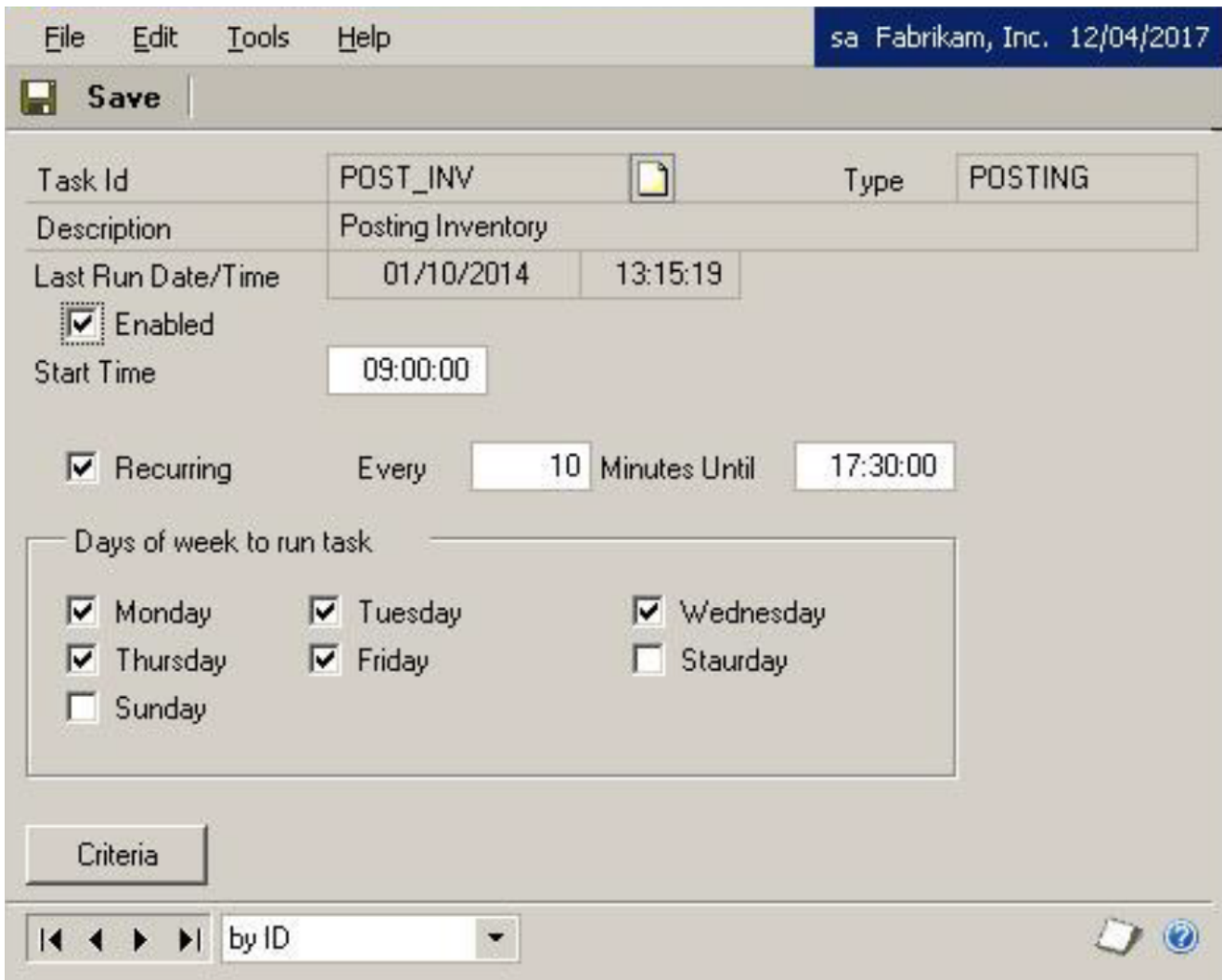





Scheduled Task Setup

Last updated: June 6, 2022

In the “Task Setup” form, select an existing task in the list and click the “Task Id” hyperlink to open the “Scheduled Task Setup” form.



| | | | | | |
|---|---|---|---------------|---|--|
| File | Edit | Tools | Help | sa Fabrikam, Inc. 12/04/2017 | |
| Save | | | | | |
| Task Id | POST_INV |  | Type | POSTING | |
| Description | Posting Inventory | | | | |
| Last Run Date/Time | 01/10/2014 | 13:15:19 | | | |
| <input checked="" type="checkbox"/> Enabled | | | | | |
| Start Time | 09:00:00 | | | | |
| <input checked="" type="checkbox"/> Recurring | Every | 10 | Minutes Until | 17:30:00 | |
| Days of week to run task | | | | | |
| <input checked="" type="checkbox"/> Monday | <input checked="" type="checkbox"/> Tuesday | <input checked="" type="checkbox"/> Wednesday | | | |
| <input checked="" type="checkbox"/> Thursday | <input checked="" type="checkbox"/> Friday | <input type="checkbox"/> Saturday | | | |
| <input type="checkbox"/> Sunday | | | | | |
| Criteria | | | | | |
| << < > >> | | by ID | |   | |

Enabled – A checkbox that decides if the task is enabled or disabled.

Start time – The first time that the task should be run.

Recurring – When enabled this allows the task to be run multiple times between the Start and Finish time.

Days of week to run task – Checkboxes that control which days of the week the task will be run.

Criteria Button – This will open the Criteria form. This form will allow selection criteria to be configured that will drive which actions will be performed. Each Task Type will open a different Criteria form. A Task with a Task Type of “POSTING” will open the “Posting Criteria” form. Criteria forms are described later in this document.