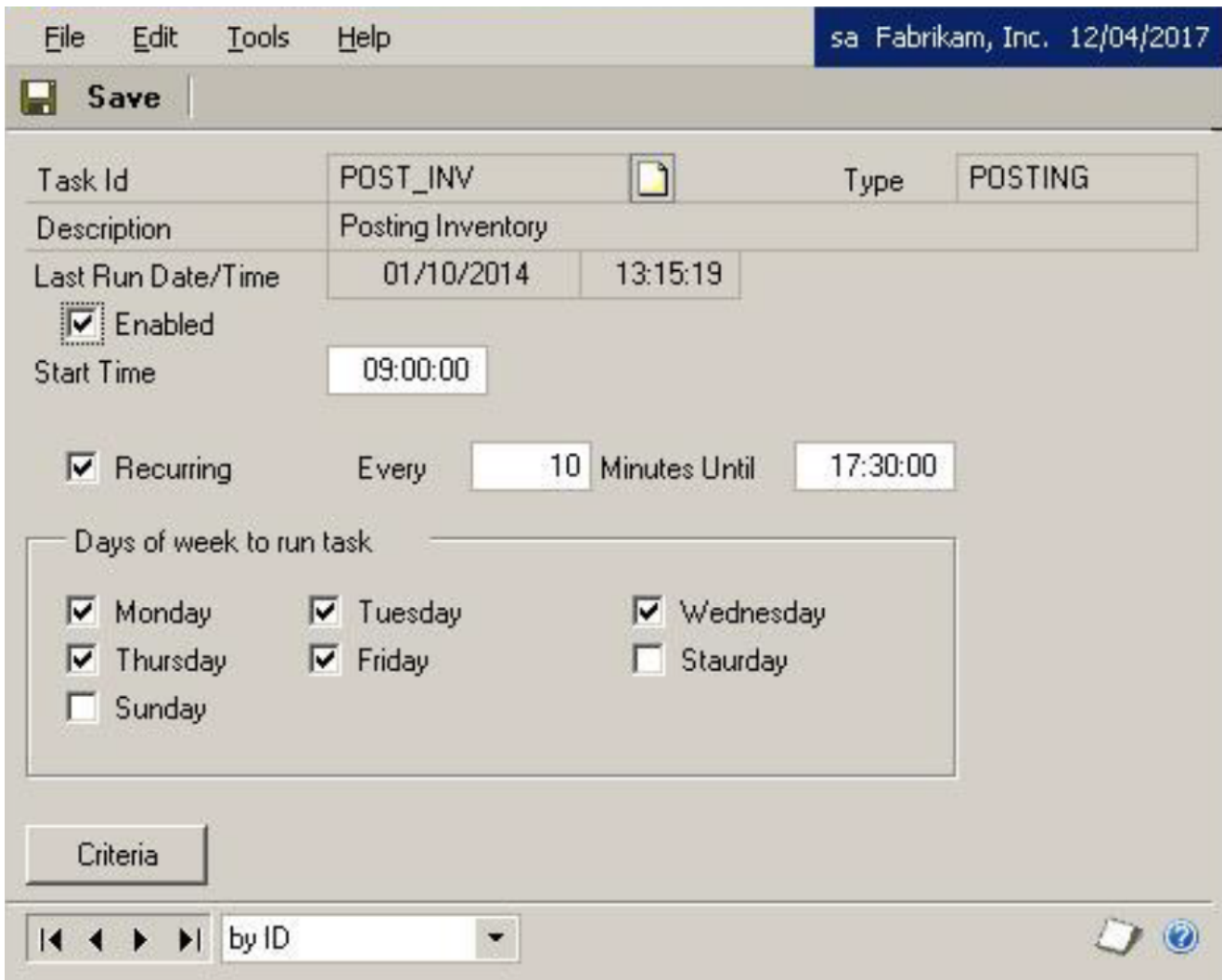


# Scheduled Task Setup

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.