

Gentran Integration Suite™

Scheduling Guide

Version 4.2

Sterling Commerce
An IBM Company

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About Schedules

In [Application], you can set up schedules so that business processes, reports, and some services run automatically at hourly, daily, weekly, or monthly intervals. Schedules help you improve communications within your company and with partners outside of your company. The benefits of scheduling include:

- ◆ Flexibility, including setting time intervals and excluding dates and times
- ◆ Increased efficiency by automating previously manual processes
- ◆ Improved response times with your trading partners and other members of your value chain
- ◆ Automating routine, recurring tasks and controlling when and how often the tasks are completed
- ◆ Reducing costs associated with performing activities manually
- ◆ Increasing overall productivity by using resources effectively

Schedules in [Application] provide great flexibility in automating manual activities. Use scheduling when the activity:

- ◆ Does not require manual intervention
- ◆ Is routine and recurring
- ◆ Must be run on a specific day, or at a specific date or time
- ◆ Is low-priority and can be run during non-peak hours

Scheduling Basics

In [Application], a *schedule* is a resource in the database that stores time and date information separately from the activity being scheduled. Schedules identify when to run the activity (hourly, daily, weekly, or monthly) and when to skip the normal interval by excluding a certain time, time range, or date.

Each schedule is used for just one business process, service, or report, so you must create separate schedules for each activity. For business processes, you can specify a deadline for completion rather than using a schedule.

Phase 1: Scheduling Prerequisites and Setup in a Test Environment

1. Meet the licensing, permissions, and environmental requirements for the resource you want to schedule. See *Scheduling Prerequisites and Planning* on page 7.
2. In a test environment, create or configure the business process, service, or report being scheduled. Manually test the business process, service, or report to verify that the activity works as planned.
3. In a test environment, create the schedule for the business process, service, or report.

When complete the scheduling wizard, the new schedule is enabled and runs when the first scheduled time period is reached. Additionally, if you select the Run at startup option, the scheduled activity runs one time immediately after the schedule is saved in the database. Thereafter, the activity runs when [Application] is restarted.

Phase 2: Testing Schedules in a Test Environment

Test and troubleshoot the schedule in the test environment.

- ◆ Know how to test scheduled activities by disabling the schedule, running the activity manually, and enabling the schedule. Newly created schedules are automatically enabled, so you must disable the schedule before running the activity manually. Otherwise, errors may result if you run the same activity manually when the schedule is running the activity automatically. After the manual test, you must enable the schedule again or it does not operate.

In the scheduling wizard, do not use the Do not schedule option to stop or disable a schedule. If you select this option, you cannot enable the schedule in the future. Instead, you must re-create the schedule. Only use this option to indicate that a service or report should never use a schedule.

- ◆ Test the schedules in your test environment to verify that the service, business process, or report runs as scheduled and within the acceptable time parameters. For example, you might create a File System adapter configuration to collect files from a file system with a schedule of every day, every 20 minutes. The schedule is not important if the File System adapter configuration does not collect the correct files from the correct file system. In this case, you must correct the service configuration before testing the schedule.
- ◆ Be sure to test the schedule under regular performance conditions in your test environment. For example, testing may reveal that the size of scheduled reports or business processes requires you to move the scheduled times based on the system processing loads. In addition, you may find that running an activity at an interval that is too short is not productive. In this case, you can edit the schedule and extend the time interval between executions.
- ◆ You can also create processing time benchmarks based on the size of the reports or outputs expected to refine the schedule further, so that you can schedule similar activities in the future with greater accuracy.

Phase 3: Exporting Schedules to the Production Environment

1. Export the schedule from your test environment and import it into your production environment.

You import and export schedules just like you import and export any other resource. You can export and import one or more schedules at the same time.

2. In your production environment, verify that the imported schedule is enabled and monitor the scheduled activity. After the time interval for the schedule has passed, verify the outputs for the business process, service or adapter, or report.
 - a. If the outputs were correct and within the acceptable time parameters, the test was successful.
 - b. If the outputs were correct, but not within the acceptable time parameters, you may need to edit the schedule.
 - c. If there were no outputs suggesting that the schedule did not run, verify that the activity ran using the monitoring capabilities in [Application].

3. In your production environment, monitor and adjust the schedule as needed.

You may need to disable and enable schedules in your production environment if you need the output of the scheduled activity at a time outside of the normal schedule. For example, you may need to run a report for an urgent meeting when the next scheduled report run is the following day. In this case, you run the report manually to have the most current information for the meeting. In this case, you must disable the schedule to reduce the chances of errors, run the report manually, and then re-enable the schedule so the report runs automatically again.

Scheduling Prerequisites and Planning

When you create a schedule, you are doing more than setting a time and a date for an activity to run. You must consider how the schedule works within [Application] overall, and with your and your trading partners' businesses.

Creating a schedule to automate activities can help your business in many ways, such as faster response times and improved communications with your value chain partners. However, creating a schedule for an activity that runs at the wrong time resulting in a missed business opportunity or scheduling an activity that is resource intensive during your peak processing times can cause decreased system performance, errors, or lost revenue for your company.

Scheduling Licenses and Permissions

Before you can set up schedules in a test or production environment, you must meet the following prerequisites:

- ◆ You must have the appropriate license file for the services and activities you want to schedule.
- ◆ You must have the appropriate security permissions applied to your user account.

Permission	Description
UI BP Manager	Enables you to download the Graphical Process Modeler, and create and manage business processes.
UI Reports	Enables you to create, manage, and schedule reports.
UI Services	Enables you to install, configure, manage, and schedule services.
UI Scheduler	Enables you to schedule business processes, search for schedules and edit business process and service schedules.
UI Import/Export	Enables you to export the schedules and associated business processes, services, or reports to another [Application] system, and import the schedules and resources into [Application].
UI Logs	Enables you to view the schedule.log and reports.log files for troubleshooting schedules.

Scheduling Considerations for Upgrades and Environments

Schedules After Upgrades

When you upgrade [Application], your schedules are upgraded to the new version and run based on the schedule setting you configured.

After you upgrade [Application], you can verify schedules by selecting **Deployment > Schedules > Search**. Locate each schedule and verify that it is enabled and defined correctly.

Schedules in the [Application] AS2 Edition

In the [Application] AS2 Edition, you can set up schedules for business processes only. The AS2 Edition does not support reports or schedules for services.

- ◆ There are no default schedules for business processes after you install [Application] AS2 Edition.
- ◆ [Application] AS2 Edition lists only the schedules for business processes that are created in the AS2 Edition. However, the complete version of [Application] lists schedules for business processes created in both the complete version and in the AS2 Edition.

Scheduling Considerations

This section summarizes various considerations for scheduling business processes, services, and reports.

Basic Information About the Activity Being Scheduled

What type of activity are you scheduling and where does the output from the activity go?

Example	Comments
Are you scheduling a business process, report, or service?	<p>Be sure the business process, report, or service is created or configured and that you know the name of the resource.</p> <p>For example, you need to schedule an export activity, but you can only schedule the Export service when the service is in a business process. You must create the business process including the Export service and then schedule the business process.</p> <p>The activity being scheduled determines how you create the schedule. Some services can be scheduled independent of a business process.</p>
Who or what business process or service needs the output from the scheduled business process, service, or report?	<p>For example, your manager may require a report at a specific time daily, or a business process may require the output from another business process.</p> <p>This determines who to send the output to or what business process or service is invoked by the scheduled activity.</p>
Is the business process or service that uses the output also scheduled?	<p>For example, you may schedule a business process that produces an invoice that is required by another scheduled business process.</p> <p>This determines the dates and times of the schedule, since the scheduled activity producing the output must complete before the second scheduled activity starts.</p>
Are you running the business process, service, or report manually as well as on a schedule?	<p>For example, you may need to run a report manually at times in a rush situation, but the report is scheduled to run every hour. To avoid errors, you do not want to manually run the report at the time it is scheduled to run. You should disable the schedule before manually running the scheduled activity.</p>

Deadlines That Impact Scheduled Times

Are there internal and external deadlines that impact when the schedule should be set? Deadlines can determine the dates and times when an activity should be scheduled to run.

Example	Comments
Reporting time frames for your company	Reporting various types of information to different departments within your company can impact schedules for your business processes, services, and reports.
Priority or strategy changes of your company	<p>Priority and strategy changes can cause changes in which business processes take priority over other business processes, and which reports rise in importance over other reports.</p> <p>These situations can impact the scheduling of activities in [Application]. Considering these issues helps you determine types of schedules, and which activities to run during peak or non-peak processing hours.</p>
Trading partner agreements	<p>Trading partner agreements may include stipulations regarding document turnaround times, fines associated with missing critical response times, and other information that is important to your communication with your trading partners throughout your value chain.</p> <p>For example, a trading partner that requires you to process a document within 30 minutes of receiving the document.</p>

Dates That Impact Excluded Times

Are there dates or times when the schedule does not need to run? Holidays and other events can determine the dates and times that a schedule should exclude or that a low priority schedule should include.

Example	Comments
Holidays and company calendars	<p>Holidays and company calendars can determine when is the best time to run a large report or business process. Alternatively, holidays can determine dates to exclude in your schedules.</p> <p>For example, if you have a large report that is due on January 3 of each year and your company is closed January 1 for New Year's day, you may decide to schedule the report to run on January 1 when more resources are available in [Application]. On the other hand, you may skip January 1 for a routine report that is not needed when the company is closed.</p>
Periods of higher processing times during the quarter	Low priority schedules should exclude high-volume processing times.

Example	Comments
Scheduled maintenance of [Application] or other systems that integrate with [Application], either at your company or your trading partners.	<p>Scheduled maintenance is necessary for all systems. When you are conducting maintenance on [Application] or other systems that integrate with it, you can disable schedules that are to run during those periods. Or you can schedule activities around those periods. Either of these adjustments will reduce performance level problems caused by schedules attempting to run but generating errors, or schedules being placed in a waiting status.</p> <p>In addition, if you consider your trading partners scheduled maintenance, you can schedule your activities around those periods and use [Application] resources for other processing.</p>

Peak and Non-peak Processing Times

On your system, what are the peak and non-peak processing times during the day, week, or month? Peak and non-peak processing times can help you determine when to run high priority and low priority activities in [Application] to increase performance and maximize the use of system resources.

Example	Comments
For example, you receive the largest amount of processing requests for [Application] every day between 8:00 AM and 5:00 PM. You do not want to schedule non-priority work during this time interval.	Peak processing times are times that low priority schedules should avoid or exclude, so that [Application] performance levels are not reduced.
For example, you receive the least amount of processing requests for [Application] every day between 2:00 AM and 5:00 AM. Schedule non-priority work during this time interval.	Non-peak processing times are times that low priority schedules should include, so that [Application] performance levels are not reduced.

The Processing Time and Frequency of the Scheduled Activity

The processing time and frequency of the activity being scheduled impacts scheduling intervals.

Example	Comments
Total processing time required for the business process, service, or report	<p>Total processing time is critical to scheduling business processes, services, and reports, so that you do not have overlapping executions.</p> <p>For example, if a business process takes a total of 30 minutes to complete, you should not schedule the business process to run every 10 minutes; otherwise, errors may occur.</p>

Example	Comments
Frequency that the data or processing is required	Determining the frequency that data or processing is required helps you determine the schedule type to use with the activity. For example, if a File System adapter configuration collects documents from a file system every 10 minutes, so the documents can be used in another business process, the best schedule type is timer. If, however, the service configuration collects documents every Friday at 3:00 p.m., then the best schedule type is weekly.

Enabling, Disabling, or Deleting a Schedule

To Enable a Schedule

Enabling a schedule makes the schedule active and causes the associated activity to run according to the schedule settings. A schedule must be enabled in order to run.

1. Select **Deployment > Schedules**.
2. Use Search or List to identify the schedule you want. Click **Go!**
Note: To find a report schedule, look for the business process created for the schedule, named *[reportname]_scheduleBP*.
3. On the Schedules list page, locate the schedule you want. Select the check box in the **Enabled** column.
The schedule is enabled immediately and runs when the next scheduled time period is reached.

To Disable a Schedule

Disabling a schedule makes the schedule inactive so that it does not run as it normally would. Disabling a schedule is useful for stopping a schedule that you want to edit or for stopping a schedule temporarily in order to run the activity manually.

1. Select **Deployment > Schedules**.
2. Use Search or List to identify the schedule you want. Click **Go!**
Note: To find a report schedule, look for the business process created for the schedule, named *[reportname]_scheduleBP*.
3. On the Schedules list page, locate the schedule you want. Clear the check box in the **Enabled** column.
The schedule is disabled immediately and will not run until it is enabled again.

To Delete a Schedule

Schedules are joined tightly with the business process, service, or report that the schedule invokes. [Application] does not support deleting a schedule independent of the activity that it is scheduled to invoke.

Disabling a schedule stops the schedule from running, while keeping the activity active in [Application].

If you prefer to delete the schedule, you must delete the business process, service, or report that you have scheduled. You will not have access to the business process, service configuration, or report configuration after you delete it. You must create a new configuration of the activity for it to be active in [Application].

Note: Do not delete the preconfigured services for archiving, indexing, or purging. Deleting these services will negatively impact the performance of your [Application] system because archiving and purging activities require these services.

Use the following procedure to delete a schedule:

1. Select **Deployment > Schedules**.

2. Use Search or List to identify the schedule you want. Click **Go!**

Note: To find a report schedule, look for the business process created for the schedule, named [reportname]_scheduleBP.

3. On the Schedules list page, locate the **schedule** you want to delete.

4. Select **Delete** next to the business process or report to be deleted.

The Resource Summary screen appears with all the scheduling data for you to review.

5. Click **Next** to continue with the deletion.

The Confirm screen appears.

6. Click **Delete** to confirm that you want to delete the BP schedule.

Note: Any other business processes associated (for example bootstrapped) with this schedule will not process. The schedule is deleted immediately.

7. Click **Return** to continue.

Schedules for Business Processes

You can set up schedules for a business process so that it runs automatically on hourly, daily, weekly, or monthly intervals.

Creating a Business Process Schedule

1. Create or identify the business process you want to schedule.
2. In [Application], select **Deployment > Schedules**.
In [Application] AS2 Edition, select **Administration Menu > Schedules**.
3. Next to Schedule a Business Process, click **Go!**
4. In the list, select the business process you want to schedule and click **Next**.
5. Work through the scheduling wizard to complete the setup.
You can run a schedule based on a timer, daily, days of the week, or days of the month.
When you click **Finish**, the schedule is saved, enabled, and ready to run.

Editing a Business Process Schedule

1. Disable the schedule you are editing. This action prevents errors in case the schedule is running at the time you are working.
2. In [Application], select **Deployment > Schedules**.
In [Application] AS2 Edition, select **Administration Menu > Schedules**.
3. If you know the name of the schedule, type it in the Search field and click **Go!**
Or use the List box, select **Business processes**, and click **Go!** In the list schedules, click **edit** next to the schedule you want.
4. Work through the scheduling wizard to complete the setup.
You can run a schedule based on a timer, daily, days of the week, or days of the month.
Click **Finish** to save and apply the changes to the schedule.
5. Enable the schedule.

Deleting a Business Process Schedule

1. In [Application], select **Deployment > Schedules**.
In [Application] AS2 Edition, select **Administration Menu > Schedules**.
2. Do one of the following:
 - ◆ If you know the name of the schedule, type it in the Search field and click **Go!**
 - ◆ Or use the List box, select **Business processes**, and click **Go!** .

3. Click **Delete** next to the Business Process Schedule you want to delete.
The Resource Summary screen appears with all the scheduling data for you to review.
4. Click **Next** to continue with the deletion.
The Confirm screen appears.
5. Click **Delete** to confirm that you want to delete the BP schedule.

Note: Any other business processes associated (for example bootstrapped) with this schedule will not process. The schedule is deleted immediately.

6. Click **Return** to continue.

Example of a Business Process Schedule

This example consists of four scheduling activities:

- ◆ Scheduling a business process at several time intervals each day. (Timer schedule)
- ◆ Scheduling a business process every day at a specific time. (Daily schedule)
- ◆ Scheduling a business process one day each week at a specific time. (Weekly schedule)
- ◆ Scheduling a business process adapter one day a month at a specific time. (Monthly schedule)

Your business includes various types of processes from simple to complex. At the heart of many processes are acknowledgments. Acknowledgements are very important to conducting business with your value chain partners. Sometimes, you do not receive the acknowledgments from your trading partner, which may indicate the business process ran in error, or did not run, or is in a waiting state.

You can schedule the predefined business process OverdueAckCheck to run at a regular time interval each day to track those business processes that have not received an acknowledgment.

In addition, you may find that you want to create a business process to that runs every day and provides performance statistics for comparison to your benchmarks, or you may find that you can save resources by submitting data in a batch to your trading partners during non-peak hours, or you can send invoices to your smaller trading partners one time a month, instead of sending them out several times a month.

By analyzing your past processing trends using your Business Process Usage Report and other reports and statistics in [Application], you determine that your business has peak processing hours from 8:00 a.m. to 10:00 p.m. and has moderate to heavy processing volumes that use large amounts of [Application] resources during the peak processing times.

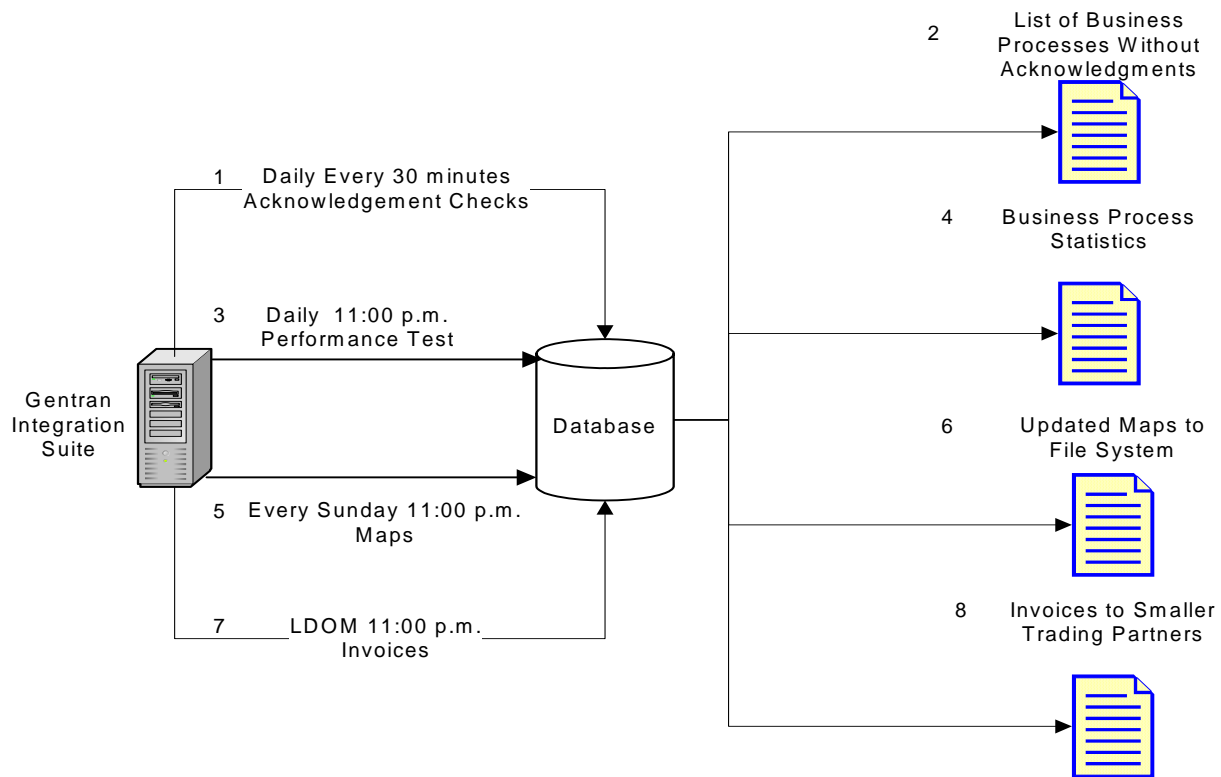
Using the preceding analysis, you determine that you must schedule the following:

- ◆ OverdueAckCheck business process every day every 30 minutes to check for business processes that are awaiting an acknowledgment.
- ◆ A performance test business process every day during non-peak hours at 11:00 p.m.
- ◆ A business process that submits map updates in a batch to your trading partners from a file system on a weekly basis.
- ◆ A business process that submits invoices in a batch to your smaller trading partners on a monthly basis.

The following table describes the schedule parameters you set for the business processes:

Business Process	Schedule Settings
OverdueAckCheck	Business Process to schedule: OverdueAckCheck (predefined in [Application]) Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 30 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
Performance test	Service to schedule: Performance test business process that you create Timer or Clock: Clock (Daily) System: node1 Execution Day: Every Day Scheduled Time(s): 11:00 PM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
Map update	Service to schedule: Map update batch business process that you create Timer or Clock: Clock (Weekly) System: node1 Execution Day: Sunday Scheduled Time(s): 11:00 PM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
Small trading partner invoices	Service to schedule: Invoice batch business process that you create Timer or Clock: Clock (Monthly) System: node1 Execution Day: LDOM (last day of the month) Scheduled Time(s): 11:00 PM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin

The following figure shows the business processes running on schedule and the results of each business process:



1. The OverdueAckCheck predefined business process runs every 30 minutes, checking for business processes that have not received an acknowledgment.
2. A list of business processes without acknowledgements is produced.
3. At 11:00 p.m. every day, the performance test business process that you created runs.
4. The business process statistics are available for you to compare against your benchmarks to verify performance levels are as expected.
5. Every Sunday at 11:00 p.m., the map updates business process that you created to send updates of your maps to your trading partners runs.
6. The updated maps are sent to a file system where your trading partners scheduled File System adapter collects the maps and invokes a business process to import the updated maps automatically.
7. On the last day of each month (LDOM) at 11:00 p.m., the business process you created to send invoices to your smaller trading partners runs.
8. The invoices are submitted at one time to your smaller trading partners, reducing resource usages in [Application].

Schedules for Reports

You can set up schedules for reports so that they run automatically on hourly, daily, weekly, or monthly intervals. [Application] does not schedule any reports by default. Consider these guidelines:

- ◆ The report configuration must exist before you set up the schedule.
- ◆ You can have only one schedule per report configuration.
- ◆ After a scheduled report is generated, it can be stored on your file system or e-mailed (in .zip format) to a recipient. You set up these choices as part of the report schedule.
- ◆ Creating a schedule for a report automatically creates a business process using the default report name [reportname]_scheduleBP. The business process for a schedule is listed with other business processes when you select **Deployment > Schedules > List > Business Processes**.
- ◆ You can also schedule a report through the Report Service, if the report configuration is predefined and you supply the report configuration name and the format of the report.

To Create a Report Schedule

1. Create or identify the report you want to schedule.
2. From **Operations > Reports**, locate **Schedule Report** and click **Go!**
3. On the Report Configurations page, complete the following actions:
 - ◆ In **Choose Report to Schedule**, select the report you want.
 - ◆ Select the format you want to use for the report produced by the schedule. Click **Next**.
4. On the E-mail Options page, complete one or both of the following options and click **Next**.
 - ◆ To store the report on your file system, select **Store Reports On File System**. Then type the path to the location in the **File Path** field.
 - ◆ To e-mail the report (in .zip format) to a specified recipient, select **E-mail Address**. Then type the e-mail information.

5. Work through the scheduling wizard to complete the setup.

You can run a schedule based on a timer, daily, days of the week, or days of the month.

When you click **Finish**, the schedule is saved, enabled, and ready to run.

To Edit a Report Schedule

You can edit a report schedule in two ways:

- ◆ From **Operations > Reports**, you can locate the report you want and edit its schedule. Use this method if you want to modify the format of the report or how it is delivered to the file system or to an e-mail recipient. However, this method makes disabling the schedule more cumbersome.
- ◆ From **Deployment > Schedules**, you can locate the business process that was created for the report schedule and edit it. This method makes it easy to disable the schedule before editing it. However, you cannot adjust the format of the report or how it is delivered to the file system or to an e-mail recipient.

To edit a report schedule:

1. Before you begin, know the name of the business process that corresponds to the report schedule you want. Business processes for report schedules are named `[reportname]_scheduleBP` (where `reportname` is the name of the default report configuration).
2. Choose one method:

Method A: To modify the format of the report, how it is delivered, and scheduling times	Method B: To modify only scheduling times and preserve the report format and delivery options
<ol style="list-style-type: none"> 1. Disable the business process for the report schedule you want. Select Deployment > Schedules > List > Business Processes. In the list, clear the Enabled check box next to the report schedule you want. Click Return. 2. Select Operations > Reports. Use Search or List to display the report you want. In the list, click edit in the Schedule column for the report you want. 3. Indicate the report format. Click Next. 4. Indicate the delivery options for storing the report on the file system or for sending it to an e-mail recipient. Click Next. 	<ol style="list-style-type: none"> 1. Disable the business process for the report schedule you want. Select Deployment > Schedules > List > Business Processes. In the list, clear the Enabled check box next to the report schedule you want. 2. In the list, click edit next to the report schedule you want.

3. Work through the scheduling wizard to adjust the schedule.

You can run a schedule based on a timer, daily, days of the week, or days of the month.

Click **Finish** to save and apply the changes to the schedule.

4. Enable the business process that corresponds to the report schedule you edited.

Example of a Report Schedule

This scheduling example consists of three scheduling activities:

- ◆ Scheduling a report every day at a specific time, including exclusions. (Daily schedule)
- ◆ Scheduling a report one day each week at a specific time. (Weekly schedule)
- ◆ Scheduling a report one day a month at a specific time. (Monthly schedule)

Your manager requires you to provide three reports at different times, all in HTML format:

- ◆ Report 1 on business processes that are in a waiting status each day by 10:00 a.m., except on holidays such as New Year's day, January 1.
- ◆ Report 2 on the number of functional acknowledgements from a specified sender ID that are overdue during the week by 11:00 a.m. each Wednesday.
- ◆ Report 3 on business process definitions that were modified during the month by 4:00 p.m. on the last day of the month.

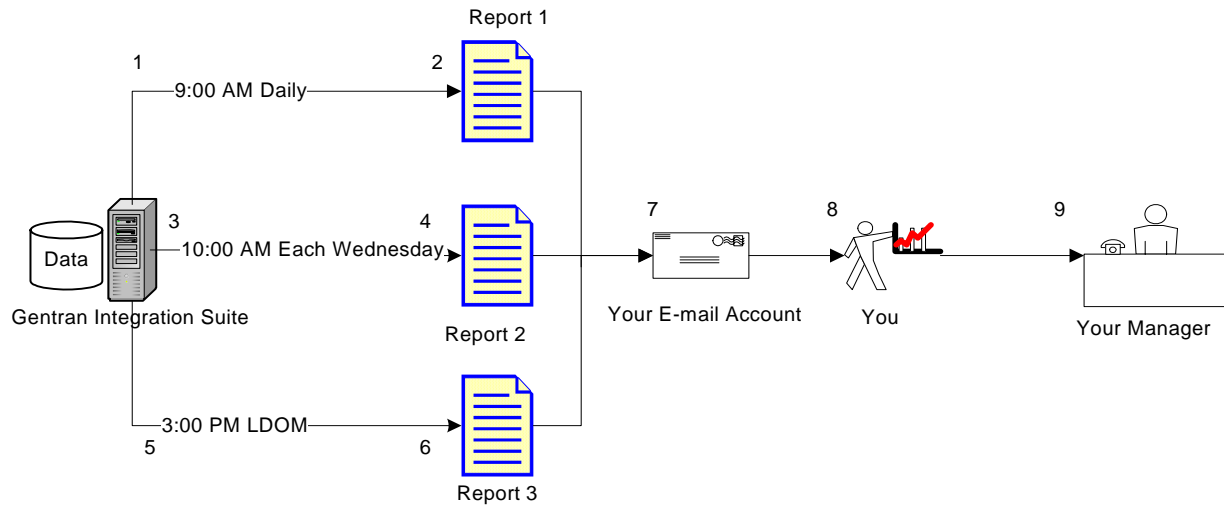
You can set schedules to automatically generate these reports for you and have the report information e-mailed to you, reducing your time spent on reporting issues. Based on the preceding requirements set by

your manager, you determine that you need 45 minutes to prepare each of the reports for your manager, so you have the [Application] reports e-mailed to you one hour before the deadlines set by your manager.

The following table describes the schedule parameters you set for each report:

Report	Schedule Settings
Report 1	<p>Report to schedule: BPDetail_ByState. This report provides the states of each business process running in [Application]. Format: HTML E-mail Address:</p> <ul style="list-style-type: none"> ◆ Subject: Report 1 ◆ E-mail Address: yourname@yourcompany.com ◆ E-mail Host: your e-mail host server name ◆ E-mail Port: your e-mail port number <p>Schedule Type: Daily Schedule Time: 9:00 a.m. Date Exclusions: 1 - January</p>
Report 2	<p>Report to schedule: EDIOutAck_GroupLevel_BySenderReceiver. This report provides the status of acknowledgements based on sender or receiver IDs. Format: HTML E-mail Address:</p> <ul style="list-style-type: none"> ◆ Subject: Report 2 ◆ E-mail Address: yourname@yourcompany.com ◆ E-mail Host: your e-mail host server name ◆ E-mail Port: your e-mail port number <p>Schedule Type: Day(s) of the week Schedule Time: 10:00 a.m. Wednesday Date Exclusions: None</p>
Report 3	<p>Report to schedule: BPDefList_ByBPDefStatus. This report provides a list of business process definitions by status. Format: HTML E-mail Address:</p> <ul style="list-style-type: none"> ◆ Subject: Report 3 ◆ E-mail Address: yourname@yourcompany.com ◆ E-mail Host: your e-mail host server name ◆ E-mail Port: your e-mail port number <p>Schedule Type: Day(s) of the month Schedule Time: 3:00 p.m. LDOM (Last Day Of Month) Date Exclusions: None</p>

The following figure shows the reports running on schedule, being e-mailed to you, and you providing the reports to your manager:



1. The BPDetail_ByState report (Report 1) runs at 09:00 a.m. every day.
2. The report is created and mailed to your e-mail account.
3. Each Wednesday at 10:00 a.m., the EDIOutAck_GroupLevel_BySenderReceiver report (Report 2) runs.
4. The report is created and mailed to your e-mail account.
5. On the last day of each month (LDOM) at 3:00 p.m., the BPDefList_ByBPDefStatus report (Report 3) runs.
6. The report is created and mailed to your e-mail account.
7. You retrieve the reports from your e-mail account at the appropriate times and create the reports for your manager.
8. You deliver the reports to your manager by the specified deadlines.

Schedules for Stand-Alone Services

You can set up schedules only for those services and adapters that can be run as a stand-alone service. However, all services and adapters can be included in a business process that is scheduled.

Creating a schedule for a service is part of creating the service configuration. You can schedule stand-alone services so that they run automatically on hourly, daily, weekly, or monthly intervals. Consider these guidelines:

- ◆ When you schedule a service, you schedule only that service. You cannot create a schedule and apply it to many services at the same time.
- ◆ The schedule settings are stored in the database you use with [Application] and are internal to [Application] *only*. Schedules for applications that are external to [Application] do not impact the service and adapters schedules that you create within [Application].
- ◆ Some stand-alone services and adapters are supplied with default schedules when [Application] is installed. See *Default Schedules for Supplied Services and Adapters* on page 25.
- ◆ The Run as User option is available only to super users. It is not available to subgroups of the Admin group or other groups.

The stand-alone services and adapters for which you can create schedules include the following:

Standalone Services and Adapters

Alert Service	IBM Information Exchange FTP Adapter
Archive Business Process Service	Index Business Process Service
B2B Mail Client Adapter	Java Database Connectivity (JDBC) Adapter
Command Line Adapter	Lightweight JDBC Adapter
Command Line2 Adapter	Mailbox Evaluate All Automatic Routing Rules Service
Connect:Enterprise Adapter	Mailbox Evaluate Routing Rules Service
EDI Envelope Service	Mailbox Scheduled Delete Service
EDI Overdue Acknowledgment Check Service	Oracle AQ JMS Queue Adapter
Export Service	Oracle AQ JMS Topic Adapter
File System Adapter	Purge Service
FTP Get Adapter	Purge Business Process Linkage Service
Gentran:Server UNIX Purge Process Service	
Gentran:Server Windows Adapter	
GXS ICS FTP Adapter	

Creating a Schedule for a Stand-Alone Service

You create a service schedule when you configure the service.

1. Install the service or adapter.
2. To configure the service, select **Deployment > Services > Configuration**. Work through all the steps required for the service or adapter.

- When the Schedule Type page is displayed, work through the scheduling wizard to complete the setup. You can run a schedule based on a timer, daily, days of the week, or days of the month. When you click **Finish**, the schedule is saved, enabled, and ready to run.

Editing a Schedule for a Stand-Alone Service

- Disable the schedule you are editing. This action prevents errors in case the schedule is running at the time you are working.
- Select **Deployment > Schedules**.
- If you know the name of the schedule, type it in the Search field and click **Go!**
Or use the List box, select **Services**, and click **Go!** In the list schedules, click **edit** next to the schedule you want.
- Work through the scheduling wizard to adjust the schedule.
You can run a schedule based on a timer, daily, days of the week, or days of the month.
Click **Finish** to save and apply the changes to the schedule.
- Enable the schedule.

Deleting a Stand-Alone Business Process Schedule

- In [Application], select **Deployment > Schedules**.
In [Application] AS2 Edition, select **Administration Menu > Schedules**.
 - Do one of the following:
 - If you know the name of the schedule, type it in the Search field and click **Go!**
 - Or use the List box, select **Business processes**, and click **Go!** .
 - Click **Delete** next to the Business Process Schedule you want to delete.
The Resource Summary screen appears with all the scheduling data for you to review.
 - Click **Next** to continue with the deletion.
The Confirm screen appears.
 - Click **Delete** to confirm that you want to delete the BP schedule.
- Note:** Any other business processes associated (for example bootstrapped) with this schedule will not process. The schedule is deleted immediately.
- Click **Return** to continue.

Example of a Stand-Alone Service Schedule

This example consists of two scheduling activities:

- ◆ Scheduling a File System adapter one day each week at a specific time. (Weekly schedule)

- ◆ Scheduling a Gentran:Server Windows adapter one day a month at a specific time. (Monthly schedule)

By analyzing your past processing trends, you determine you have a file system that you must collect data from every week, and you also need to collect information from a rarely used file system one time a month from which you create a report for your manager.

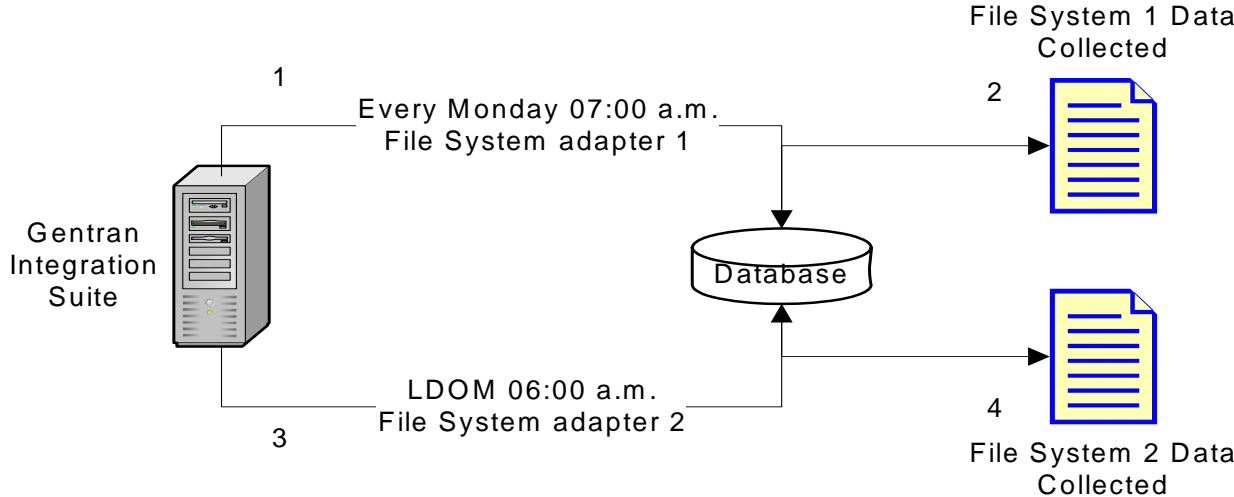
Using the analysis of your processing volumes and peak times, and the importance of both of these processes, you determine that you can schedule both services during non-peak hours:

- ◆ File System adapter 1 (weekly) – 07:00 a.m. each Monday.
- ◆ File System adapter 2 (monthly) – 06:00 a.m. LDOM (last day of month).

The following table describes the schedule parameters you set for the File System adapters:

Service	Schedule Settings
File System adapter 1	Service to schedule: File System adapter Timer or Clock: Clock (Weekly) System: node1 Execution Day: Every Monday Scheduled Time(s): 07:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
File System adapter 2	Service to schedule: File System adapter Timer or Clock: Clock (Monthly) System: node1 Execution Day: LDOM (last day of the month) Scheduled Time(s): 06:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin

The following figure shows the services running on schedule and the data being collected from the file systems:



1. Each Monday at 07:00 a.m. the File System adapter 1 runs in [Application] and checks File System 1 for data.
2. Data in File System 1 is collected and brought into [Application] for use by the appropriate business process or service.
3. At 06:00 a.m. on the last day of each month, the File System adapter 2 service runs in [Application] and checks File System 2 for data.
4. Data in File System 2 is collected and brought into [Application] for use by the appropriate business process or service, so that you can create the report for your manager.

Default Schedules for Supplied Services and Adapters

Some services and adapters are supplied with default schedules when [Application] is installed. You can edit the default schedules to meet your needs.

Service or Adapter Supplied During Installation	Default Schedule Settings
ArchiveCmdLineService Archives complete or terminated business process data. Note: Do not delete this service. Deleting it will impair system performance.	Enabled: Yes Schedule Type: Service Timer or Clock: Clock (Daily) System: node1 Execution Day: Every Day Scheduled Time(s): 02:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin

Service or Adapter Supplied During Installation	Default Schedule Settings
<p>AssociateBPsToDocs</p> <p>Associates expired documents with the business process to enable archiving and purging.</p> <p>Note: Do not delete this service. Deleting it will impair system performance.</p>	<p>Enabled: Yes</p> <p>Schedule Type: Service</p> <p>Timer or Clock: Timer</p> <p>System: node1</p> <p>Execution Day: Every Day</p> <p>Scheduled Time(s): Every 0 hours and 30 minutes</p> <p>Excluded Time(s): None</p> <p>Excluded Dates: None</p> <p>At startup: No</p> <p>Run As User: Admin</p>
<p>AutoTerminate</p> <p>Terminates business processes that have been in a specified state for more than a specified number of days</p>	<p>Enabled: Yes</p> <p>Schedule Type: Service</p> <p>Timer or Clock: Clock</p> <p>System: node1</p> <p>Execution Day: Every Day</p> <p>Scheduled Time(s): 04:00 AM</p> <p>Excluded Time(s): None</p> <p>Excluded Dates: None</p> <p>At startup: No</p> <p>Run As User: Admin</p>
<p>BPEpirator</p> <p>Continues waiting services when their timeout period expires.</p>	<p>Enabled: Yes</p> <p>Schedule Type: Service</p> <p>Timer or Clock: Timer</p> <p>System: node1</p> <p>Execution Day: Every Day</p> <p>Scheduled Time(s): Every 0 hours and 15 minutes</p> <p>Excluded Time(s): None</p> <p>Excluded Dates: None</p> <p>At startup: Yes</p> <p>Run As User: Admin</p>
<p>BPLinkagePurgeService</p> <p>Purges expired business process hierarchical data.</p> <p>Note: Do not delete this service. Deleting it will impair system performance.</p>	<p>Enabled: Yes</p> <p>Schedule Type: Service</p> <p>Timer or Clock: Clock (Daily)</p> <p>System: node1</p> <p>Execution Day: Every Day</p> <p>Scheduled Time(s): 02:30 AM</p> <p>Excluded Time(s): None</p> <p>Excluded Dates: None</p> <p>At startup: No</p> <p>Run As User: Admin</p>

Service or Adapter Supplied During Installation	Default Schedule Settings
BPRecovery Recovers incomplete business processes.	Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 45 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin
CheckExpireService	Enabled: Yes Schedule Type: Service Timer or Clock: Clock System: node1 Execution Day: Every Day Scheduled Time(s): 02:30 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
DataStoreFileSystem	Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 1 minute Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin
DBMonitor Monitors the database for common conditions that may be signs of problems with database health.	Enabled: Yes Schedule Type: Service Timer or Clock: Clock System: node1 Execution Day: Monday Scheduled Time(s): 04:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin

Service or Adapter Supplied During Installation	Default Schedule Settings
<p>DocumentStatsArchive Recalculates a document's statistics.</p>	<p>Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 30 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>
<p>IndexBusinessProcessService Moves completed or terminated business process data into the index tables in the database. Note: Do not delete this service. Deleting it will impair system performance.</p>	<p>Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 10 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>
<p>IWFCDriverService Recovers iwfc objects from the wfc_error/iwfc directory and attempts to start the subprocess. If the subprocess starts, the file is deleted; otherwise, the file remains in the directory for the next scheduled run time.</p>	<p>Enabled: Yes Schedule Type: Service Timer or Clock: Clock (Daily) System: node1 Execution Day: Every Day Scheduled Time(s): 03:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>
<p>MailboxEvaluateAllAutomaticRules Evaluates all mailbox rules designated for automatic processing.</p>	<p>Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 1 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>

Service or Adapter Supplied During Installation	Default Schedule Settings
<p>MessagePurge Purges expired user messages. Note: Do not delete this service. Deleting it will impair system performance.</p>	<p>Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 30 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>
<p>NonEDiInboundFSAdapter Collects files from the <i>install_dir/nonediinbound/collect</i> directory for translation purposes.</p>	<p>Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 2 hours and 0 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin</p>
<p>NonEDiOutboundFSAdapter Collects files from the <i>install_dir/nonedioutbound/collect</i> directory for translation purposes.</p>	<p>Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 2 hours and 0 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin</p>
<p>PartialDocumentCleanUp</p>	<p>Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node 1 Execution Day: Every Day Scheduled Time(s): Every 2 hours and 0 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin</p>

Service or Adapter Supplied During Installation	Default Schedule Settings
ProduceMsgPurgeService Purges expired user messages. Note: Do not delete this service. Deleting it will impair system performance.	Enabled: Yes Schedule Type: Service Timer or Clock: Clock System: node1 Execution Day: Every Day Scheduled Time(s): 02:00 AM Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
PurgeService Purges completed or terminated business process data from live tables. Note: Do not delete this service. Deleting it will impair system performance.	Enabled: Yes Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 10 minutes Excluded Time(s): None Excluded Dates: None At startup: No Run As User: Admin
Scheduled_AlertService Checks business processes for error statuses.	Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 0 hours and 30 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin
SyncEngine_DataCleanManager Cleans the data in the SyncEngine tables when all of the tasks are completed based on a syncopsetid process.	Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 20 hours and 45 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin

Service or Adapter Supplied During Installation	Default Schedule Settings
SyncEngine_TaskManager Manages tasks for the SyncEngine.	Enabled: No Schedule Type: Service Timer or Clock: Timer System: node1 Execution Day: Every Day Scheduled Time(s): Every 6 hours and 0 minutes Excluded Time(s): None Excluded Dates: None At startup: Yes Run As User: Admin

Troubleshooting Schedules

If you experience problems with your business processes, reports, or services not running as scheduled, you can use the following information to help you troubleshoot and correct the issue. The actual problem may not be with the schedule, but with the business process, service or report. If you try all of the options provided here, and the business process, service, or report is still not running properly, troubleshoot the activity.

Where do I find information about schedules?

In [Application], display this page . . .	To view this information . . .
Deployment > Schedules > Search > Schedules page	List that enables you to view schedule settings and enable or disable schedules.
Business Processes > Manager > Search > Execution Manager page	Enables you to enable or disable, execute, or stop a business process.
Deployment > Services > Configuration > Services Configuration page	List that enables you to view service settings, enable or disable services, or edit or copy services.
Operations > Reports > Search > Reports page	List that enables you to view report configurations, enable or disable reports, or edit or copy report configurations, and edit report schedules.
Operations > System > Logs > System Logs page	List of log reports, included schedule.log, that may help you troubleshoot schedules.

What do I do if the schedule does not run?

Verify the schedule is enabled in [Application].

- ◆ If the schedule is disabled, enable the schedule.
- ◆ If the schedule is enabled, verify that the activity is enabled in [Application]. If the activity is disabled, enable the activity and the schedule should run.

Review the schedule configuration and verify that the schedule settings are correct.

- ◆ If the schedule settings are incorrect, edit the schedule to correct the schedule to run when you want it to run.

Verify that the activity (business process, service or adapter, or report) scheduled has not been deleted from [Application].

- ◆ If the activity was deleted, recreate the configuration and schedule.
- ◆ If the activity was not deleted, review the activity configuration. If no schedule settings are configured, the schedule was not saved in [Application]. Create a new schedule for the activity.

What do I do if the schedule does not display in the Schedule List?

Verify that the activity (business process, service or adapter, or report) scheduled has not been deleted from [Application].

- ◆ If the activity was deleted, recreate the configuration and schedule.
- ◆ If the activity was not deleted, review the activity configuration. If no schedule settings are configured, the schedule was not saved in [Application]. Create a new schedule for the activity.

What do I do if the schedule runs at a different time than when it was scheduled?

Review the schedule configuration and verify that the schedule settings are correct. If the schedule settings are incorrect, edit the schedule to correct the schedule to run when you want it to schedule.

Can I use log files to troubleshoot schedules?

The schedule.log file provides information about service, business process, and report schedules and is useful to determine if errors occurred during schedule execution.

If an error occurred when running a scheduled activity, the information about the schedule displays in the schedule.log file. You can compare the information in the log file against the schedule settings you provided when you created the schedule to determine if there are discrepancies in the settings.

If the settings match, the error may be caused by the activity itself. In this situation, you should review the appropriate log for the activity. For example, the report.log file details information about reports.

To use the schedule.log

1. Display the System Logs page. Select **Operations > System > Logs**. Then select schedule.log.
2. Select schedule.log. The log includes the following parameters:

Parameter	Description
scheduleType	Number indicating the schedule type. Valid values are: 1 – Service schedule 2 – Business process schedule
scheduleID	Unique schedule ID that identifies the specific schedule in the database.
scheduleTypeID	The business process ID that is invoked by the schedule.
serviceName	Name of the service or business process that is scheduled.
params	Not currently used.
executionCount	Not currently used.
exceutionCurrentCount	Not currently used.
executionStatus	Not currently used.

Parameter	Description
status	Status of the schedule. Valid values are: active – Enabled inactive – Disabled
systemName	Node number that the schedule resides on. This is useful if you are working in a clustered [Application] environment.
execOnMinute	Indicates the type of schedule and whether the schedule runs at startup. Valid values are: 0 – Timer schedule that does not run at startup. 1 – Daily, weekly, or monthly schedule that does not run at startup. 2 – Timer schedule that runs at startup. 3 – Daily, weekly, or monthly schedule that runs at startup.
userID	User that is running the schedule. For example, admin is the administrator.
timingXML	The parameters related to the schedule date and time ranges, and any exclusions. Values include: Day of the week – Number indicating the day of the week. Monday (1), Tuesday (2), Wednesday (3), Thursday (4), Friday (5), Saturday (6), Sunday (0), every day (-1) Range – Time range for the time intervals.
hashcode	Used for debugging issues.

The following shows a portion of a schedule.log file with debug enabled:

```

scheduleType:          '1'
scheduleTypeID:       '151'
serviceName:          'MailboxEvaluateAllAutomaticRules'
params:               'null'
executionCount:       '-1'
executionCurrentCount: '0'
executionStatus:      'WAIT'
status:               'INACTIVE'
systemName:           'node1'
execOnMinute:         '0'
userID:               'admin'
timingXML:             '<timingxml>
  <days>
    <day ofWeek="-1">
      <times>
        <timeRange>
          <range>0000-2359</range>
          <interval>1</interval>
          <onMinute>0</onMinute>
        </timeRange>
      </times>
    </day>
  </days>
</timingxml>
hashcode: 11916079

```

Scheduling Wizard Parameters

The scheduling wizard displays the options that are appropriate for the resource you are scheduling and for the type of schedule you select.

Scheduling Wizard: Configuration Page for Business Processes and Reports

Option	Description
Choose business process to schedule.	For business processes only. Identify the business process for which you are creating a schedule.
Choose report to schedule Format	For reports only. Identify the report to schedule and its format. Report formats are: PDF (default), HTML, or XLS.

Scheduling Wizard: E-mail Options Page for Reports

E-mail options are displayed only if you are scheduling a report.

Option	Description
Store reports on file system	If selected the reports are stored as files. Note: You must select either Store reports on the file system or E-mail Address . You can select both options.
File path	The file path where the reports are stored.
E-mail Address	If selected the reports are sent to the specified E-mail address. You can only specify one E-mail address. Note: You must select either Store reports on the file system or E-mail Address. You can select both options.
Subject	The subject of the E-mail which is sent to the specified address.
E-mail Address	The E-mail address to send the reports to.
E-mail Host	The E-mail server name.
E-mail Port	The port number of the E-mail server.

Scheduling Wizard: Schedule Type Page

Option	Description
Run As User	For super users only. Identify the user who has permission to run the scheduled activity. You can type the user ID. Or you can click the button, select the user ID from the list, and click Save . Note: For scheduled services, this option is available only the super users. It is not available to subgroups of the Admin group or other groups.
Use 24 Hour Clock Display	By default, the scheduling wizard displays times using a 12-hour clock (which designates hours as a.m. or p.m.). Use this option to display times using a 24-hour clock.
Do not use schedule	For report and service schedules only. Removes all references to a schedule from the service or report. If you select this option, you cannot enable the schedule in the future. You must recreate the schedule instead. Use this option only when you do not need a schedule for a service or report.
Run based on timer	Run the scheduled activity at a certain time or time interval, such as every 2 hours. See <i>Run Schedules Based on a Timer</i> on page 37.
Run daily	Run the scheduled activity one or more times every day. See <i>Run Schedules Daily</i> on page 39.
Run based on days of the week	Run the scheduled activity on certain days of the week, such as every Monday. See <i>Run Schedules Based on Days of the Week</i> on page 41.
Run based on days of the month	Run the scheduled activity on certain days of the month, such as the 1st or 15th of every month. See <i>Run Schedules Based on Days of the Month</i> on page 43.

Scheduling Wizard: Settings Pages

In the scheduling wizard, the type of schedule you select determines what you see on subsequent pages.

- ◆ See *Run Schedules Based on a Timer* on page 37
- ◆ See *Run Schedules Daily* on page 39
- ◆ See *Run Schedules Based on Days of the Week* on page 41
- ◆ See *Run Schedules Based on Days of the Month* on page 43

Scheduling Wizard: Confirmation Page

Use the last page of the scheduling wizard to verify that your previous choices are correct.

Run Schedules Based on a Timer

Schedules based on a timer run the scheduled activity at a certain time or time interval, such as every 2 hours. Use this schedule type when you run the same activity at the same time every day, or when you are indexing, archiving, and purging information from your database.

If the scheduled activity runs one or more times a day regardless of peak and non-peak processing times, use a timer-based schedule instead of a daily schedule.

Schedule Settings (Select Time Interval)

Indicate the usual interval when the scheduled activity is run.

Option	Description
Every ___ hours ___ minutes	Number of hours and minutes in the interval. For example, to run a business process every 2.5 hours, enter 2 hours and 30 minutes.
At Startup	Optional. Indicate whether to run the scheduled activity when [Application] starts up. The scheduled activity also runs one time immediately after the schedule is saved in the database.

Schedule Exclusions (Select Time Interval)

Optional. Indicate the times when the usual interval is skipped and the scheduled activity is not run.

Option	Description
From ___ AM/PM To ___ AM/PM. Click Add.	Type the hour to start and end the excluded interval and click Add . For example, if a business process runs every 2.5 hours, enter 12 p.m. to 1 p.m. to skip that hour. You can add more than one excluded interval.

Date Exclusions

Optional. Indicate the days of the month when the usual interval is skipped and the scheduled activity is not run.

Option	Description
Months ____ Days ____ Click Add.	Select the month and day to exclude and click Add . For example, select January 1 to skip that day. You can add more than one excluded day.

Run Schedules Daily

Daily schedules run the scheduled activity one or more times a day, either at a specified hour or at a time interval. Use this schedule type when you run the same activity every day, either once a day or a few times a day.

If the scheduled activity runs daily during non-peak processing times, use a daily schedule instead of a timer-based schedule.

Schedule Settings (Select Time or Time Interval)

Indicate the usual interval when the scheduled activity is run every day.

To	Complete these options	Example
Run the scheduled activity at one or more times every day	___ (hours) ___ (AM or PM) Click Add.	To run a business process or report at 10:15 a.m., enter 10:15 a.m. and click Add . You can add more than one specific time.
Run the scheduled activity at certain intervals every day	Check here to select time interval. From ___ To ___ Every ___ hours ___ minutes Click Add.	To run a business process or report every 2.5 hours between noon and midnight every day: <ul style="list-style-type: none"> ◆ Select Check here to select time interval. ◆ Enter from 12:00 p.m to 12:00 a.m., ◆ Enter every 2 hours 30 minutes. ◆ Click Add. You can add more than one time interval.
Run the scheduled activity at startup	At Startup	Optional. Indicate whether to run the scheduled activity when [Application] starts up. The scheduled activity also runs one time immediately after the schedule is saved in the database.

Schedule Exclusions (Select Time Interval)

Optional. Indicate the times when the usual interval is skipped and the scheduled activity is not run.

Option	Description
From ___ AM/PM To ___ AM/PM. Click Add.	Type the hour to start and end the excluded interval and click Add . For example, if a business process runs every 2.5 hours, enter 12 p.m. to 1 p.m. to skip that hour. You can add more than one excluded interval.

Date Exclusions

Optional. Indicate the days of the month when the usual interval is skipped and the scheduled activity is not run.

Option	Description
Months ____ Days ____ Click Add.	Select the month and day to exclude and click Add . For example, select January 1 to skip that day. You can add more than one excluded day.

Run Schedules Based on Days of the Week

Weekly schedules run the scheduled activity on certain days of the week, such as every Monday. Use this schedule type when you run the scheduled activity one or more times a week during non-peak processing times.

Schedule Settings (Select Time/Day or Time Interval/Day)

Indicate the usual interval when the scheduled activity is run on certain days of the week.

To	Complete these options:	Example
Run the scheduled activity at one or more times on specific days of the week	___ (hours) ___ (AM or PM) Select Day _____ Click Add.	To run a business process or report at 10:15 a.m. every Monday, enter 10:15 a.m., select Monday, and click Add . You can add more than one specific time/day.
Run the scheduled activity at certain intervals on specific days of the week	Check here to select time interval. From ___ To _____ Every ___ hours ___ minutes Select Day _____ Click Add.	To run a business process or report every 2.5 hours between noon and midnight every Monday: <ul style="list-style-type: none"> ◆ Select Check here to select time interval. ◆ Enter from 12:00 p.m to 12:00 a.m., ◆ Enter every 2 hours 30 minutes. ◆ Select Monday. ◆ Click Add. You can add more than one time interval/day.
Run the scheduled activity at startup	At Startup	Optional. Indicate whether to run the scheduled activity when [Application] starts up. The scheduled activity also runs one time immediately after the schedule is saved in the database.

Schedule Exclusions (Select Time Interval/Day)

Optional. Indicate the times when the usual interval is skipped and the scheduled activity is not run.

Option	Description
From ___ AM/PM To ___ AM/PM. Select Day _____ Click Add.	Type the hour to start and end the excluded interval, select the day, and click Add . For example, if a business process runs every 2.5 hours, enter from 12 p.m. to 1 p.m. and select Tuesday to skip that hour on Tuesdays. You can add more than one excluded interval.

Date Exclusions

Optional. Indicate the days of the month when the usual interval is skipped and the scheduled activity is not run.

Option	Description
Months ___ Days ___ Click Add.	Select the month and day to exclude and click Add . For example, select January 1 to skip that day. You can add more than one excluded day.

Run Schedules Based on Days of the Month

Weekly schedules run the scheduled activity on certain days of the month, such as the 1st or 15th of every month. Use this schedule type when you run the same activity monthly or quarterly.

Schedule Settings (Select Time/Day or Time Interval/Day)

Indicate the usual interval when the scheduled activity is run on certain days of every month.

To	Complete these options:	Example
Run the scheduled activity at one or more times on certain days of the month	___ (hours) ___ (AM or PM) Select Day ___ Click Add.	To run a business process or report at 10:15 a.m. on the first of every month, enter 10:15 a.m., select day 1, and click Add . You can add more than one specific time/day. LDOM is the last day of the month.
Run the scheduled activity at certain intervals on certain days of the month	Check here to select time interval. From ___ To ___ Select Day ___ Every ___ hours ___ minutes Click Add.	To run a business process or report every 2.5 hours between noon and midnight on the first of every month: <ul style="list-style-type: none"> ◆ Select Check here to select time interval. ◆ Enter from 12:00 p.m to 12:00 a.m. ◆ Enter day 1. ◆ Enter every 2 hours 30 minutes. ◆ Click Add. You can add more than one time interval/day. LDOM is the last day of the month.
Run the scheduled activity at startup	At Startup	Optional. Indicate whether to run the scheduled activity when [Application] starts up. The scheduled activity also runs one time immediately after the schedule is saved in the database.

Schedule Exclusions (Select Time Interval/Day)

Optional. Indicate the time and day when the usual interval is skipped and the scheduled activity is not run.

Option	Description
From ___ AM/PM To ___ AM/PM. On Days _____ Click Add.	Type the hour to start and end the excluded interval, select the day, and click Add . For example, if a business process runs every 2.5 hours, enter from 12 p.m. to 1 p.m. and select Day 1 to skip that hour on the first of every month. You can add more than one excluded interval. LDOM is the last day of the month.

Date Exclusions

Optional. Indicate the days of the month when the usual interval is skipped and the scheduled activity is not run.

Option	Description
Months ___ Days ___ Click Add.	Select the month and day to exclude and click Add . For example, select January 1 to skip that day. You can add more than one excluded day.

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