High Level Description

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<td>Module</td>
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Revision Control

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Overview

This document demonstrates how to set up a query to run on a regular basis and how to stop it.
Schedule a Query to Run on a Regular Basis

Schedule a Query

Navigate to Reporting Tools > Query Viewer

The Query Viewer page displays.

1. Enter the name of the query
2. Click Search

The Search Results page displays.

3. Click the Schedule hyperlink

The Scheduled Query page displays.

4. If you have a run control for the query, use it
5. If not, select the Add a New Value tab

6. Give the run control a name

*Note: If it is multiword, you must place an underscore between the words. (i.e. NEW_RUN_CONTROL)*

7. Click Add
8. Give it a description
9. Click **OK**

**The Process Scheduler Request page displays.**

10. Server Name will be **PSUNIX**
11. Format is **XLS**
12. Select the **Recurrence**
13. Click **OK**

Verify the Query

Navigate to Process Monitor > People Tools > Process Scheduler > Process Monitor

**The Process List page displays.**

14. Verify that the query is now scheduled. *(Scheduled query will show a *Green Circular Arrow*)

15. To Stop the Query from running on a scheduled Basis, click on the Green Circular Arrow
16. Click Stop
17. Click Return

The Process List page displays.

18. Click the Details hyperlink

The Process Detail page displays.

19. Check the Cancel Request bubble
20. Click OK

The Process List page displays.

21. Note Run Status now reads Cancel

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).