

## Scheduling a Query

This document provides instructions to schedule an existing query to run at a specific day and time. Instructions are also included on how to cancel, hold and restart a scheduled query.

### Creating the Schedule

1. Click the **Schedule** link in the **Query search grid** for the query you wish to schedule.
2. Select your **Run Control ID** from the Search Results or **create a new one** by entering the name in the Run Control ID field. Check with your supervisor to see if there are established naming conventions for your office.

**Scheduled Query**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**▼ Search Criteria**

Private Query

Query Name

Run Control ID

Description

Case Sensitive

[Basic Search](#)

3. Click **Add**.
4. If your query contains one or more **Run-Time Prompts**, you must provide the value for that prompt field.

**UA\_MAB\_MULTI**

---

ID #

- Click **OK** when complete.
- In the **Process Scheduler Request** page click the **Recurrence drop-down menu** and select the recurring time intervals for the process to run.

**Process Scheduler Request**

User ID mab4 Run Control ID mab4

Server Name [dropdown] Run Date 05/06/2019 [calendar icon]

Recurrence [dropdown] Run Time 2:58:48PM [button: Reset to Current Date/Time]

Time Zone [input with search icon]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[button: OK] [button: Cancel]

For example, to run a process every weekday at 5 p.m., select the predefined recurrence definition M-F at 5pm.

- Click the **Type drop-down menu** and select the type of report you wish to receive, and the **Format drop-down menu** to select the format of the report.
- The distribution detail automatically includes the query owner. To add additional users, click the **Plus (+) button** and enter the **user ID** for each person added to the distribution list.

<b>Email</b>	Sends the report by email. To distribute a report to an email list, enter the appropriate information on the Distribution Detail page by clicking the Distribution link. By default, the output is sent by email to the person running the process. If the <i>Email</i> option is selected, the Format and Distribution drop-down lists appear
<b>Feed</b>	If the <i>Feed</i> option is selected, the Format, Distribution, and Feed Title drop-down lists appear, and the only available format is <i>ATOM</i> .
<b>File</b>	Writes the output to the file that you indicate in the Output Destination field. The report is sent to an established gizmo/prodcontrol/DataExchange site. If the <i>File</i> option is selected, the Format and Distribution drop-down lists appear.
<b>IB Node</b>	The <i>IB Node</i> option is used to generate the custom output. The selected Integration Broker node will define the destination of the output. If the <i>IB Node</i> option is selected, the Format list, Node list, Approval Required check box, and Transformation list appear, and the only available format is <i>XFORM</i> .
<b>Web</b>	If the <i>Web</i> option is selected, the Format and Distribution drop-down lists appear. Sends all output of the process to the report repository, including log and trace files. The format of the report is specified by the format list.

9. Click **OK** if all entries are correct.

### Canceling the Schedule

1. Click the check box in the **Select** column for the query you wish to cancel.
2. Click the **Details** link for the selected query.
3. On the **Process Detail** page click the **Cancel Request** radio button in the Update Process section and click **OK**.
4. You are returned to the **Process List** page where the selected query now shows the new Run Status.
5. Click **Save** to complete the process.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search and filter section titled 'View Process Request For'. This section includes fields for 'User ID' (mab4), 'Type', 'Last' (dropdown), 'Days' (6), 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status' (Queued), and 'Distribution Status'. There is a 'Refresh' button and a 'Save On Refresh' checkbox. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	8395200		SQR Report	UACCIDNV	mab4	05/06/2019 12:45:56PM CDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	8393774		SQR Process	UASISCOM	mab4	05/07/2019 4:30:00AM CDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	8385665		SQR Report	UAEMPCHK	mab4	05/10/2019 6:30:00AM CDT	Queued	N/A	<a href="#">Details</a>

Below the table are buttons for 'Delete Request', 'Cancel Request', 'Hold Request', and 'Restart Request'. There are also 'Select All' and 'Deselect All' checkboxes.

The actions that are available in the Update Process group box depend on your user authorizations and the current status of the request. This group box is available only if you have the security to update the selected request.

The option that you select depends on the current run status of the process request. For instance, you cannot cancel a job that has already completed, and you cannot hold a request that is currently processing. The valid actions based on the current status of each process request appear in the following table:

<i>Current Status</i>	<i>Valid Actions</i>
<b>Blocked</b>	<b>Hold, Cancel</b>
<b>Cancelled</b>	<b>Delete</b>
<b>Error</b>	<b>Delete</b>
<b>Hold</b>	<b>Delete Cancel, Restart</b>
<b>Initiated</b>	<b>Cancel</b>
<b>No Success</b>	<b>Delete</b>
<b>Pending</b>	<b>Hold, Cancel</b>
<b>Processing</b>	<b>Cancel</b>
<b>Queued</b>	<b>Hold, Cancel</b>
<b>Restart</b>	<b>Hold, Cancel</b>
<b>Success</b>	<b>Delete</b>
<b>Warning</b>	<b>Delete</b>