

# Schedule Management

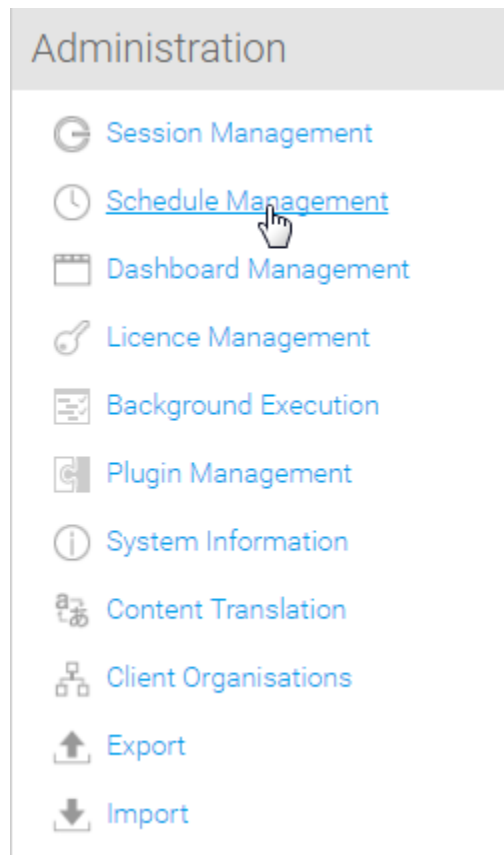
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## Overview

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Yellowfin allows user to create scheduled reports. In some instances as the administrator you will want to delete redundant schedule items. From the admin panel you will be able to view and delete all scheduled tasks without the need to open each task individually.

To access the schedule list go to **Administration > Admin Console > Schedule Management**.



## Schedule Types

There are a range of scheduled tasks that can be setup and run in Yellowfin. These include:

- **Broadcast** - push a piece of content out to a specified set of users on a regular basis.
- **Cached Filter Refresh** - update the values in report cached filters on a regular basis.
- **Cached View** - update the data cached in a view on a regular basis.
- **Report** - update the data in a report that has been set up to have its results cached.
- **Report Subscription** - push a report to a specified user on a regular basis.
- **Access Filter** - update the values in an access filter on a regular basis.
- **Third Party** - update data required by third party connectors. Depending on the connector this may also involve loading and transforming data.

# View Schedules

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The schedule list allows you to search, view, edit, pause, run, and delete scheduled tasks.

Search Schedules










Q

All Types

▼

All Status

▼

Type	Schedule	Last Run
<input type="checkbox"/>  Access Filter	Australian Filter	13/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Access Filter	Australian Filter	13/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Broadcast	Athlete Demographic Spread	31/5/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Broadcast	Athlete Demographic Spread	31/5/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Report	Athlete	13/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Report	Invoiced	13/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Report	Profit	13/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Report Subscription	Agency Sales over Time	1/6/2016 12:00 AM (+10:00)
<input type="checkbox"/>  Third Party Source	Wiki GA	14/6/2016 12:00 AM (+10:00)

Select All / Deselect All

Run now

Refresh

Delete

# Edit Schedule

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By clicking on the name of a task, you can view its schedule details.

Search Schedules		Q	All Types	▼	All Status	▼
Type	Schedule	Last Run				
<input type="checkbox"/>	Access Filter	Australian Filter	13/6/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Access Filter	Australian Filter	13/6/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Broadcast	Athlete Demographic Spread	31/5/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Broadcast	Athlete Demographic Spread	31/5/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Report	Athlete	13/6/2016 12:00 AM (+10:00)			
		Schedule:	Fortnightly (First Monday)			
		Time of day:	12:00 AM			
		Local Time zone:	Sydney (+10:00)			
		Status:	Success			
		Next Scheduled Run:	27/6/2016 12:00 AM (+10:00)			
			Edit	Pause	Delete	Run now
<input type="checkbox"/>	Report	Invoiced	13/6/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Report	Profit	13/6/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Report Subscription	Agency Sales over Time	1/6/2016 12:00 AM (+10:00)			
<input type="checkbox"/>	Third Party Source	Wiki GA	14/6/2016 12:00 AM (+10:00)			
Select All / Deselect All			Run now	Refresh	Delete	

To edit a schedule simply click on the **Edit** button on the task and make the changes you require.



When finished, click the **Save** button to commit your changes.

### Details

Type: Report

Run On: Athlete

### Schedule

Frequency: Fortnightly ▼

Frequency Code: First ▼

Day of Week: Monday ▼

Task will run every fortnight, on Monday, in the first week of the fortnight

Advanced settings ☐


Save

Cancel

## Pause Scheduled Task

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To pause a task simply open it by clicking on the name of a task and click on the **Pause** button.

<input type="checkbox"/>		Report	Athlete	13/6/2016 12:00 AM (+10:00)
		Schedule:	Fortnightly (First Monday)	
		Time of day:	12:00 AM	
		Local Time zone:	Sydney (+10:00)	
		Status:	Success	
		Next Scheduled Run:	27/6/2016 12:00 AM (+10:00)	
				<a href="#">Edit</a> <a href="#">Pause</a> <a href="#">Delete</a> <a href="#">Run now</a>

## Run Scheduled Task

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To run a task simply open it by clicking on the name of a task and click on the **Refresh** button.

<input type="checkbox"/>		Report	Athlete	13/6/2016 12:00 AM (+10:00)
		Schedule:	Fortnightly (First Monday)	
		Time of day:	12:00 AM	
		Local Time zone:	Sydney (+10:00)	
		Status:	Success	
		Next Scheduled Run:	27/6/2016 12:00 AM (+10:00)	
				<a href="#">Edit</a> <a href="#">Pause</a> <a href="#">Delete</a> <a href="#">Run now</a>

## Delete Scheduled Task

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From the list of scheduled items select the ones you want to delete and click the **Delete** button.

<input type="checkbox"/>		Report	Athlete	13/6/2016 12:00 AM (+10:00)
		Schedule:	Fortnightly (First Monday)	
		Time of day:	12:00 AM	
		Local Time zone:	Sydney (+10:00)	
		Status:	Success	
		Next Scheduled Run:	27/6/2016 12:00 AM (+10:00)	
				<a href="#">Edit</a> <a href="#">Pause</a> <a href="#">Delete</a> <a href="#">Run now</a>

## Refresh Schedules

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To refresh schedules, click on the **Refresh** button at the bottom of the list.

Search Schedules










Q

All Types

▼

All Status

▼

	Type ▼	Schedule ▲	Last Run ▲
<input type="checkbox"/>	 Access Filter	Australian Filter	13/6/2016 12:00 AM (+10:00)
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Select All / Deselect All

Run now

Refresh

Delete

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