

Schedule Management

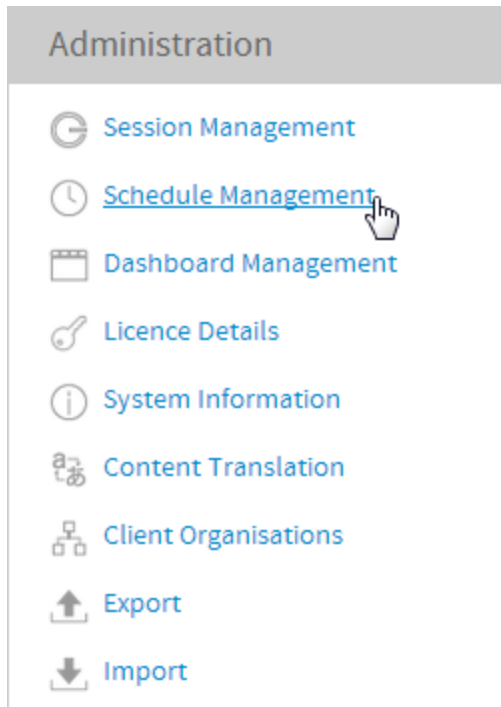
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Overview

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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**.



View Schedules

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

Search	All Types	All Status
Type	Schedule	Last Run
☐  Broadcast	Media Category Profit	Never
☐  Cached Filter Refresh	Test Filter Refresh	Never
☐  Report	Athlete	20/10/2014 10:18 AM (+11:00)
☐  Report	Invoiced	20/10/2014 10:18 AM (+11:00)
☐  Report	Profit	20/10/2014 10:18 AM (+11:00)
☐  Report Subscription	Test Filter Refresh	Never
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.

All Types

All Status

Type	Schedule	Last Run
☐ Broadcast	Media Category Profit	Never
System Administrator 15 Oct 2014 2 Recipients 		
Schedule: Time of day: Local Time zone: Weekly (Saturday) 12:00 AM Sydney (+11:00)		
Next Scheduled Run: 15/11/2014 12:00 AM (+11:00)		
Delivery Type: Subject: File Type: Send: Email TEST BROADCAST HTML Always		
Start Date: End Date: 15/10/2014 Ongoing		
		<a>Edit <a>Pause <a>Delete <a>Run now
☐ Cached Filter Refresh	Test Filter Refresh	Never
☐ Report	Athlete	20/10/2014 10:18 AM (+11:00)
☐ Report	Invoiced	20/10/2014 10:18 AM (+11:00)
☐ Report	Profit	20/10/2014 10:18 AM (+11:00)
☐ Report Subscription	Test Filter Refresh	Never

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:	Broadcast
Run On:	Media Category Profit

Broadcast Details	
Delivery Type:	Email
Subject:	TEST BROADCAST
File Type:	 HTML

Schedule	
Start Date:	15 / 10 / 2014 
End Date:	Ongoing
Frequency:	Weekly ▼
Day of Week:	Saturday ▼
Task will run every week, on Saturday	
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.

Search		All Types		All Status	
Type		Schedule	Last Run		
☐		Broadcast	Media Category Profit	Never	
 System Administrator 15 Oct 2014 2 Recipients 		Schedule:		Weekly (Saturday)	
		Time of day:		12:00 AM	
		Local Time zone:		Sydney (+11:00)	
		Next Scheduled Run:		15/11/2014 12:00 AM (+11:00)	
		Delivery Type:		Email	
		Subject:		TEST BROADCAST	
		File Type:		 HTML	
		Send:		Always	
		Start Date:		15/10/2014	
		End Date:		Ongoing	
			Edit	Pause	Delete
☐		Cached Filter Refresh	Test Filter Refresh	Never	
☐		Report	Athlete	20/10/2014 10:18 AM (+11:00)	
☐		Report	Invoiced	20/10/2014 10:18 AM (+11:00)	
☐		Report	Profit	20/10/2014 10:18 AM (+11:00)	
☐		Report Subscription	Test Filter Refresh	Never	
Select All / Deselect All			Run now	Refresh	Delete

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.

Search		All Types		All Status	
Type ▾		Schedule ▲		Last Run ▲	
☐		Broadcast	Media Category Profit	Never	
 System Administrator 15 Oct 2014 2 Recipients  		Schedule: Time of day: 12:00 AM Local Time zone: Sydney (+11:00) Next Scheduled Run: 15/11/2014 12:00 AM (+11:00) Delivery Type: Email Subject: TEST BROADCAST File Type:  HTML Send: Always Start Date: 15/10/2014 End Date: Ongoing		<a>Edit <a>Pause <a>Delete <a>Run now	
☐		Cached Filter Refresh	Test Filter Refresh	Never	
☐		Report	Athlete	20/10/2014 10:18 AM (+11:00)	
☐		Report	Invoiced	20/10/2014 10:18 AM (+11:00)	
☐		Report	Profit	20/10/2014 10:18 AM (+11:00)	
☐		Report Subscription	Test Filter Refresh	Never	
<a>Select All / Deselect All				<a>Run now	<a>Refresh <a>Delete

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.

Search		All Types		All Status	
Type ▾		Schedule ▲		Last Run ▲	
☐		Broadcast	Media Category Profit	Never	
 System Administrator 15 Oct 2014 2 Recipients 		Schedule:		Weekly (Saturday)	
		Time of day:		12:00 AM	
		Local Time zone:		Sydney (+11:00)	
		Next Scheduled Run:		15/11/2014 12:00 AM (+11:00)	
		Delivery Type:		Email	
		Subject:		TEST BROADCAST	
		File Type:		 HTML	
		Send:		Always	
		Start Date:		15/10/2014	
		End Date:		Ongoing	
			Edit	Pause	Delete
☐		Cached Filter Refresh	Test Filter Refresh	Never	
☐		Report	Athlete	20/10/2014 10:18 AM (+11:00)	
☐		Report	Invoiced	20/10/2014 10:18 AM (+11:00)	
☐		Report	Profit	20/10/2014 10:18 AM (+11:00)	
☐		Report Subscription	Test Filter Refresh	Never	

Select All / Deselect All

Run now

Refresh

Delete

Refresh Schedules

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

Search

All Types

All Status

Type	Schedule	Last Run
☐	 Broadcast	Media Category Profit
 System Administrator 15 Oct 2014 2 Recipients  Schedule: Time of day: Local Time zone: Weekly (Saturday) 12:00 AM Sydney (+11:00) Next Scheduled Run: 15/11/2014 12:00 AM (+11:00) Delivery Type: Subject: File Type: Send: Email TEST BROADCAST  HTML Always Start Date: End Date: 15/10/2014 Ongoing Edit Pause Delete Run now		
☐	 Cached Filter Refresh	Test Filter Refresh
☐	 Report	Athlete
☐	 Report	Invoiced
☐	 Report	Profit
☐	 Report Subscription	Test Filter Refresh

Select All / Deselect All

Run now

Refresh

Delete