

# Schedule Management

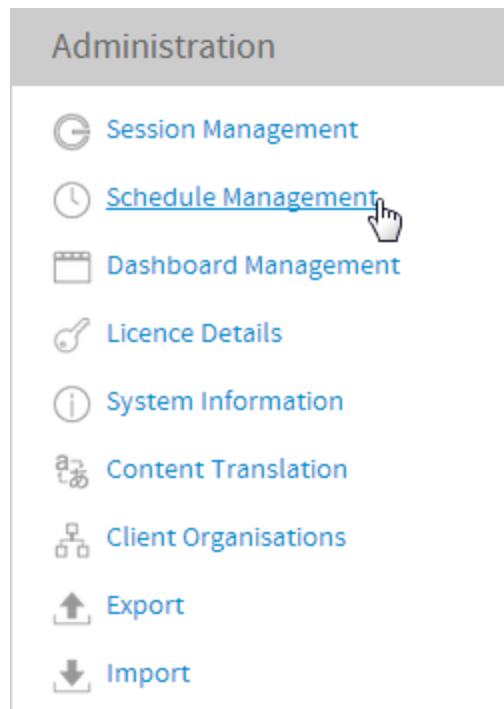
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## Overview

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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.

Type ▾	Schedule ▲	Last Run ▲
<input type="checkbox"/>  Broadcast	Media Category Profit	Never
<input type="checkbox"/>  Cached Filter Refresh	Test Filter Refresh	Never
<input type="checkbox"/>  Report	Athlete	20/10/2014 10:18 AM (+11:00)
<input type="checkbox"/>  Report	Invoiced	20/10/2014 10:18 AM (+11:00)
<input type="checkbox"/>  Report	Profit	20/10/2014 10:18 AM (+11:00)
<input type="checkbox"/>  Report Subscription	Test Filter Refresh	Never

Select All / Deselect All

Run now



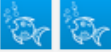





Refresh

Delete

## Edit Schedule

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


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


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	<input type="checkbox"/>










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

Search		All Types		All Status	
Type		Schedule		Last Run	
<input type="checkbox"/>		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	
			<a href="#">Edit</a>	<a href="#">Pause</a>	<a href="#">Delete</a>
			<a href="#">Run now</a>		
<input type="checkbox"/>		Cached Filter Refresh	Test Filter Refresh	Never	
<input type="checkbox"/>		Report	Athlete	20/10/2014 10:18 AM (+11:00)	
<input type="checkbox"/>		Report	Invoiced	20/10/2014 10:18 AM (+11:00)	
<input type="checkbox"/>		Report	Profit	20/10/2014 10:18 AM (+11:00)	
<input type="checkbox"/>		Report Subscription	Test Filter Refresh	Never	
Select All / Deselect All			<a href="#">Run now</a>	<a href="#">Refresh</a>	<a href="#">Delete</a>

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

Select All / Deselect All

Run now

Refresh

Delete