

Scheduled Tasks

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Set up scheduled tasks that run at defined times or intervals to automate simple tasks.

View & Create Scheduled Tasks

View scheduled tasks

You can find the list of scheduled tasks by navigating to **Manage > Automation > Scheduled Tasks**.

The table displays all scheduled tasks currently available in the Application Workspace System.

The default view lists all your scheduled tasks in alphabetical order. For each task, you will see a scheduled task **Type**, whether the task is **Enabled**, as well as the timing of its **Last run** and/or **Next run**.

Name	Type	Enabled	Last run	Next run
Check ACME certificates	Check ACME certificates	<input checked="" type="checkbox"/>	6/15/2026 8:00:01 PM	6/16/2026 8:00:00 PM
Clean Auditing	Clean auditing	<input checked="" type="checkbox"/>	6/13/2026 9:00:00 PM	6/20/2026 9:00:00 PM
Clean Content	Clean content	<input checked="" type="checkbox"/>	6/13/2026 6:30:00 PM	6/20/2026 6:30:00 PM
Clean Devices	Clean devices	<input checked="" type="checkbox"/>	6/13/2026 6:20:01 PM	6/20/2026 6:20:00 PM
Clean Diagnostic Reports	Clean diagnostic reports	<input checked="" type="checkbox"/>	6/16/2026 12:45:05 PM	6/16/2026 4:15:05 PM



You can create your own personalized view of the table by filtering the condition sets or adding/deleting columns and clicking **Save as** in the **Views** drop-down.

Selecting multiple table rows

- Adjacent rows: Click on the first row, then hold down the Shift key and click on the last row in the range
- Non-adjacent rows: Hold down the Ctrl key (or "Command" on Mac) and click on each row you want to select
- Adjacent rows, using only the mouse: Click and hold the left mouse button on the first row, then drag the cursor up or down across the rows to highlight the desired ones

Create a scheduled task

To create a scheduled task:

1. On the **Scheduled Tasks** page, click the **Create** button in the table's toolbar.
2. In the **Create scheduled task** window that opens, choose a task **Type**. Click **Next**.
3. Give the task a name and add a description, if desired.
4. Choose whether the task is **Enabled**. Click **Next**.
5. Set how often the task should run (in days). Click **Next**.

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6. On the Summary tab, choose whether the task can be modified after it is created. Click **Finish**.

NOTE: To edit the details for a scheduled task, select the scheduled task and click the **Edit** button.

Manually initiate a scheduled task

To manually trigger a scheduled task, click **Start** in the table's toolbar.

View scheduled task details

Double-click on a scheduled task to view and manage its details.

Overview tab

A few basic options to configure the scheduled task.

Server – If no server is specified, any server can execute the scheduled task. Enter a server to have the scheduled task run there only.

Allow task to be run on demand – If selected, the scheduled task can be started only manually by an administrator, otherwise it can only be started by a schedule.

If task is already running – Set what the system should do if a task is already running:

- **Do not start a new instance** – A new task won't be started when this task is still running.
- **Run a new instance in parallel** – Always start a new task, even if this task is still running.
- **Queue a new instance** – Queue a new task and run it immediately after the currently running task is finished.

Notifications tab

Displays the email addresses of those who receive a notification after a scheduled task runs. This is also where you can add email recipients and edit their details.



For system tasks provided by Application Workspace, the notification option will use the mail servers that are defined in the primary zone, if available.

Options:

- Choose whether notifications are **Enabled**
- **Only send errors and task updates:** When enabled, a mail notification will be sent only if there is something notable to report, like the task has failed to run or the task has information to report. When disabled, a mail notification will always be sent after the task runs, regardless of the results.

Schedule tab

Create a schedule for this task. There are four types of schedules: daily, weekly, monthly and interval.

History tab

Shows a list of previous runs.

Details:

- **State** – Whether or not the scheduled task was successful or if it is still in progress
- **Created at** – date and time the scheduled task was created
- **Started by** – Which identity was responsible for triggering the scheduled ta
- **Device** – Which server executed the scheduled task

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Auditing tab

A comprehensive log of changes to this scheduled task, displaying the identity behind each modification.

NOTE: This tab is only available if auditing is enabled in the Database Event Collector. For more information, see [Auditing](#).

Clean auditing

This task removes auditing events that are older than a specific number of days.

Clean auditing scheduled tasks can be defined at either the system or zone level:

- System tasks apply across all zones.
- Zone tasks apply only within their specific zone.

The system-level task has a default clean-up audit period of 30 days.

If a zone-level task is set to 15 days, both the system-level and zone-level task will run independently.

However, if a zone-level task is set to run after 45 days, the system-level task will still clean up data after 30 days, overriding the longer zone-level period.

Disabling this scheduled task will cause the auditing events table to grow uncontrollably. We therefore do not recommend disabling this task.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean content

This task removes content that isn't used anymore within the Application Workspace System.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean devices

This task removes devices that haven't been connected to the Application Workspace System for more than a specific number of days. By default, it is set 120 days.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean events

This task removes events that are older than a specific number of days. By default, it is set to 30 days.

Disabling this scheduled task will cause the events table to grow uncontrollably. We therefore do not recommend disabling this task.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean packages

This task removes packages from the recycle bin and/or package snapshots that are older than number of days.

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By default, it is set to 30 days for archived packages and 7 days for archived package snapshots.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean sessions

This task removes sessions that are older than a specific number of hours. By default, it is set to 8 hours.

Disabling this scheduled task will cause the sessions table inside database to grow uncontrollable. Moreover, if sessions aren't automatically removed regularly, it could pose a security risk. We therefore do not recommend disabling this task.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Clean tasks

This task removes previously ran tasks that are older than a specific number of days. By default, it is set to 30 days.

Disabling this scheduled task will cause the tasks table inside database to grow uncontrollable. We therefore do not recommend disabling this task.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Install server update

This task automatically updates all Application Workspace Satellite Servers within your zone. Thus, you no longer need to manually start the update process for each satellite server.

Type – The type of the update process

- *Quality* – the satellite servers get the latest bug fixes release
- *Feature and quality* – the satellite servers get the latest feature release

Put servers in maintenance – the satellite servers become temporarily unavailable for the amount of seconds set.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Process Insights

This task optimizes the statistics database, by keeping only the most important details in the case of old statistics, in order to reduce their size inside database.

Disabling this scheduled task will cause the statistics table inside database to grow uncontrollable. We therefore do not recommend disabling this task.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Refresh zone licenses

This task refreshes zone licenses and you get notified when a license is updated or requires an upcoming renewal. Updated licenses will automatically be installed.

During the refresh of zone licenses, an updated report is also generated and is accessible in **Manage > System > Licensing**.

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To learn more about this report, see [Licensing](#).

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Synchronize connector

This task synchronizes a specific connector. You can choose to periodically check for updates or retrieve updates from the connector and apply them to a specific stage within your Application Workspace System.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Further reading

[Update a managed package from Application Workspace Setup Store](#)

[Receive email notifications for Application Workspace Setup Store managed package updates](#)

System updates

This task refreshes the configured update channel, and you get notified when a new update is available. It's also possible to configure automatic installation of quality and feature updates.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Update package statistics

This task updates statistics of all global packages, excluding applications created by the end-user as personal or shared apps (via Teams feature). Package statistics such as Trending and Popular score are calculated by this scheduled task based on statistical data stored within the Insights database table.

We do not recommend disabling this scheduled task, as this will cause the Popular and Trending feature to be non-functional within the User Catalog.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).

Wake device collection

This task wakes all devices that are members of a specific device collection.

For more information about the **Overview**, **Notifications**, **Schedule** and **History** screens, see [Scheduled tasks](#).
