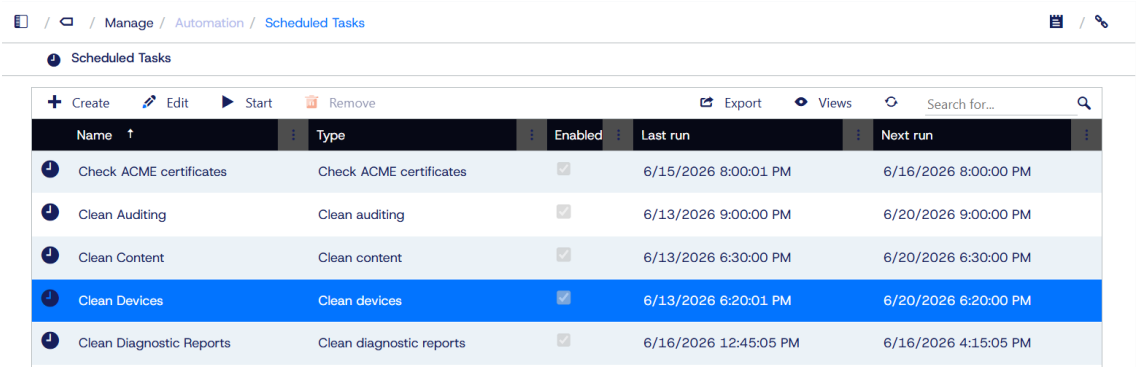
Recast

View Scheduled Tasks

Last Modified on 2026-09-28

The **Scheduled Tasks** page 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**.



Selecting multiple table rows

- Adjacent rows: Click on the first row, hold down the Shift key, click on the last row in the range
- Non-adjacent rows: Hold the Ctrl or Cmd key 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

TIP: 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.

Manually initiate a scheduled task

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