

Create a Scheduled Task

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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**.
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.

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

Recast

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

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](#).
