Recast

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

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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, seeAuditing.