

Version 25



Trapeze

Enterprise Asset Management

Scheduler

Administrator Guide

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Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Scheduler - Administrator Guide

Version 25.x

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Contents

1. Overview.....	1
Requirements.....	1
Assumptions	1
2. Installing and Upgrading the Scheduler Module.....	2
Removing FATaskCreator	2
Multiple Web Modules Instances and Multiple Schedulers	3
Multiple web modules instances on single machine	3
New Install - Multiple Scheduler Instances on the Same Machine.....	3
Upgrading - Multiple Scheduler Instances on the Same Machine.....	4
3. Configuring the Scheduler Module	5
Manual Configuration Changes	5
Adding Scheduler Tab to Web Modules.....	6
4. Using the Scheduler Module	7
Viewing Scheduled Jobs	7
Edit Scheduled Reports.....	9
Copy Scheduled Reports.....	10
Delete Scheduled Reports.....	11
Enable/Disable Scheduled Reports	11
Finishing	11

1. Overview

The Scheduler Module enables you to create and administer repeated tasks that automatically run to facilitate various system-related activities. The Scheduler Module allows your organization to schedule reports to run automatically, save their output to PDF format, and email their results to a distribution channel.

To integrate the Scheduler Module with Reports, you must follow the instructions below based on your particular organization's Web Modules setup.

Requirements

Application 25.x

Web Modules 25.x

If you are using a network SMTP server, you will need the name of the SMTP server. The machine on which the Scheduler Module is to be installed must also meet the following prerequisites:

Web Modules Server installed

Simple Mail Transfer Protocol service availability (local or network)

Assumptions

This guide assumes familiarity with workflows and configuration of the application.

-  User defined required fields that do not appear in the Web Modules will return validation messages.
-  Special characters cannot be placed into the Web Modules fields or unanticipated results may occur. This would include any character that cannot be typed with a standard keyboard.
-  Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
-  Do not open or use the same instance of the web portals in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

2. Installing and Upgrading the Scheduler Module

Installing the Job Scheduler is typically completed with initial installation of the system through the Installer. Prior to installing Job Scheduler, review the following recommendations:



Reference the *Application Installation – Installing and Enabling Access* guide for details about Application Server, Web Modules, and Reporting installation, as well as information about the Installer.

- Install the Application Server and Web Modules before installing the Job Scheduler.
- Install Reporting before installing the Job Scheduler.



The scheduler service will not work if it is running against a Web Modules instance that is set up for SSO authentication. Additional configuration is required in order for this to work. A new Web Modules instance that does not use SSO but runs against the same database must be created. Follow the instructions below to install multiple instances, then point the scheduler to run against the non-SSO enabled instance when installing the Job Scheduler.

Removing FATaskCreator

If this is an upgrade, the FATaskCreator service will need to be deleted prior to installing the Job Scheduler. If you are performing a new installation, skip this section.

1. Delete the files for the FATaskCreator service. To find the location of the FATaskCreator.exe file, view the properties for the service in the Windows Service Manager.
2. Open command window and enter the following command:

```
\windows\Microsoft.NET\framework\v4.0.30319\InstallUtil.exe /u  
/ServiceName="FATaskCreator"  
"C:\AssetWorks\FASuite\Deployment\Scheduler\JobScheduler.exe"
```

- **C:\AssetWorks\FASuite\Deployment\Scheduler** must be replaced with the path to where scheduler was installed.
 - **FATaskCreator** must be replaced with the name of the FATaskCreator service that you want to uninstall.
 - **\windows\Microsoft.NET\framework\v4.0.30319\InstallUtil.exe** is the path to the Microsoft.NET InstallUtil program for .NET Framework version 4.5.1.
3. Refresh the service manager or task manager and the old service should be gone. Repeat to remove any other instances of the FATaskCreator.
 4. Proceed with installing Job Scheduler.

Multiple Web Modules Instances and Multiple Schedulers

It is possible to run multiple Web Module instances, each with a separate Scheduler instance. Following are important considerations when deciding whether or not to run multiple instances of Scheduler.

-  Running multiple instances of Scheduler on the same machine is not recommended.
-  Never run multiple Schedulers against a single database.

Multiple web modules instances on single machine

Some customers may have environment limitations that require them to stage multiple Web Modules instances/Schedulers on a single machine.

- It is possible to run multiple Web Modules instances, each with a unique Scheduler, on the same or different server machines. You should only do this against a separate database for each Scheduler.
- Each Scheduler must be running in its own directory with its own Web Modules instance.
- Each Scheduler must also have its own unique service name (defined during installation of the Scheduler).

If you must run multiple Schedulers on the same physical machine, see the following [New Install - Multiple Scheduler Instances on the Same Machine](#) section, as there are considerations when doing this.



Note: Schedulers running on separate machines are installed or upgraded as single Schedulers along with their associated Web Modules instance, and do not require special steps.

New Install - Multiple Scheduler Instances on the Same Machine

This is not a recommended configuration when running Scheduler.

Some customers may have environment limitations that require them to stage multiple Web Modules and Scheduler instances on a single machine.

If you intend to run multiple Schedulers on a given machine, and are installing 13.1 or later for the first time, you should create the Schedulers to run in separate Deployments along with their associated Web Modules Instance and ensure that they run against separate databases.

-  Only configure one Scheduler instance for each database.
-  Proceed through all the install/upgrade steps for each Web Modules/Scheduler instance.

Proceed through Web Modules installation instructions as described in the *Application Installation – Installing and Enabling Access*. You may see a series of command windows while the Scheduler service is installed.



Note: For new installations of Scheduler, you will not be prompted for a service name, one will be automatically set for you and can be found under Windows services.

Upgrading - Multiple Scheduler Instances on the Same Machine

If you are upgrading from a prior version, and already have this configuration, then you should already have the Schedulers installed into individual directories – one unique directory for each Scheduler. Each Scheduler instance should also already have its own Web Modules instance.

By using the Installer, and Upgrading the associated Web Modules instance, the Scheduler is updated as long as you select it when prompted.

The Installer will recognize each Web Modules instance individually and will keep the existing file path that is already defined for the Web Modules instance and the Scheduler instance.



Proceed through all the install/upgrade steps for each Web Modules/Scheduler instance.

3. Configuring the Scheduler Module

The configuration file for the Scheduler is SchedulerConfig.xml and is created the first time the service is started in the Scheduling folder (<Deployment>\Scheduling).

- ✔ If you have not already performed the database conversions for the Scheduler Module using the Web Modules Manager (located in the Web Modules Admin tab), refer to the *Administrator Guide: Web Modules Configuration* section prior to configuring the module.

Manual Configuration Changes

1. Stop the service.
2. Edit the SchedulerConfig.xml file. File settings are as follows:

```
<?xml version="1.0" standalone="yes"?>
<NewDataSet>
  <Settings>
    <SMTPServer>localhost</SMTPServer>
    <WSUrl>https://host/FASuiteReporting</WSUrl>
    <UID>start</UID>
    <pword>start</pword>
    <trace>false</trace>
    <loopTime>30</loopTime>
    <servicename>FASuite.Scheduler</servicename>
    <NoConcurrentThreads>X</NoConcurrentThreads>
  </Settings>
</NewDataSet>
```

- **SMTPServer** – Determines what SMTP server the scheduled reports will be mailed through. By default, this is set to “localhost.”
- **WSUrl** – The URL of your Reporting installation.
 - **For 32-Bit Installs:** Enter the URL to access Web Modules.
 - **For 64-bit Installs:** Enter the URL of the Reporting Instance.
- **UID and pword** – Represents the User ID and password. Default is blank. These options will be used if the machine system account does not have access to create schedules or to the scheduling folder. If you add a UID and pword

combination, please be sure the User has the rights to create scheduled tasks and to modify access to the Scheduling folder.

- **trace** – Enables trace logging. Recommended to be used by support only.
- **loopTime** – Controls how often the Scheduler service queries the Scheduled_Reports table. Looptime only accepts integers. Value of Looptime is in seconds. Default is 30 seconds. Minimum looptime is every 10 seconds.
- **servicename** – The service that Scheduler is using as created above.
- **NoConcurrentThreads** - Number of concurrent threads determines how many concurrent scheduled reports are run at one time. If blank or null, scheduled reports are run one at a time.

3. Save the SchedulerConfig.xml file.

4. Restart the service.

- i. Go to Start > Control Panel > Administrative Tools > Services.
- ii. Find the newly created JobScheduler service.
- iii. Highlight the service, right click, and select Start.

Adding Scheduler Tab to Web Modules

While the Scheduler will operate in the background without any additional changes to your Web Modules configuration, it is useful to add a tab for the Scheduler definition in order to allow users to view the status of their scheduled jobs.

Please refer to the *Administrator Guide: Web Modules Configuration, Adding Modules and Tabs* section for detailed instructions on adding new tabs and configuring security access for those tabs.



The Scheduler Module does NOT support anonymous access to “All Users”. A user must be logged into Web Modules for this module to function.

4. Using the Scheduler Module

Viewing Scheduled Jobs

Select the tab created for the Scheduler definition.

You are taken to the main Scheduler page.

Scheduler Portal					
☐ Show All ☒ Client ☐ Server					
Title	Description	Frequency			
Current Work Order Delays		Everyday at 15:51			Delete Enable
Daily Equipment Status and Availability		Everyday at 07:00			Delete Enable
Equipment Billing Information		Everyday at 07:00			Delete Enable
Equipment Cost Analysis		Everyday at 07:00			Delete Enable
Equipment Cost Analysis Metric		Everyday at 07:00			Delete Enable
Equipment Inventory List	EQ Inv List daily	Everyday at 07:00			Delete Enable
Master Parts List		Everyday at 07:00			Delete Enable
Operator List By Department		Everyday at 07:00			Delete Enable
Part Cross References		Everyday at 07:00			Delete Enable
Work Order List		Everyday at 07:00			Delete Enable

This page lists all the reports that were scheduled with your user ID as well as their descriptions and frequency settings.

Select the **Show All** checkbox to see a list of all the scheduled reports.



Note: This checkbox is only available to Administrators.

Scheduler Portal			
☒ Show All ☐ Show Deleted Items ☒ Client ☐ Server			
UserID	Title	Description	Frequency
1324	A-Fuel Efficiency by class Mode 1		On day 5 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 1	A-Fuel Efficiency by class Mode 1	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 1	A-Fuel Efficiency by class Mode 1	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2		On day 5 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2	A-Fuel Efficiency by class Mode 2	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2	A-Fuel Efficiency by class Mode 2	On day 1 of Jan, Fe
1324	A-Fuel Sheets	Year end fleet mileages	On day 1 of Jan at
1324	A-Month End Inventory Valuation	Month End Inventory Valuation	On day 1 of Jan, Fe
1324	A-PM Compliance Mode 1 Revenue (ontime by mileage)	A-PM Compliance Mode 1 Revenue (ontime by mileage)	On day 5 of Jan, Fe
1324	A-PM Compliance Mode 1 Revenue (ontime by mileage)	A-PM Compliance Mode 1 Revenue (ontime by mileage)	On day 1 of Jan, Fe
1324	A-PM Compliance Mode 2 Demand (ontime by mileage)	A-PM Compliance Mode 2 Demand (ontime by mileage)	On day 5 of Jan, Fe
1324	A-Tank activity ISSUES by fluid letter type	A-Tank activity ISSUES by fluid letter type	On day 1 of Jan, Fe
1324	A-W-O closed by employee summary previous week		Every 1 week(s) on
1324	Diesel Average price for Julie N	Diesel Average price for Julie N	On day 1 of Jan, Fe
1324	Fuel / Fluid Adjustments by Fluid Type	Fuel / Fluid Adjustments by Fluid Type last full month	On day 1 of Jan, Fe
1324	Fuel / Fluid Receipts by Fluid Type	Fuel / Fluid Receipts by Fluid Type	On day 1 of Jan, Fe
1324	Fuel Average price	Fuel Average price	On day 1 of Jan, Fe

Use the scrollbar to see the frequency information and Edit, Copy, Delete and Enable buttons located toward the right side of the page.

	Frequency				
n	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 11:08	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
leet mileages	On day 1 of Jan at 08:00	Edit	Copy	Delete	Disable
d Inventory Valuation	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:24	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:42	Edit	Copy	Delete	Disable
pliance Mode 2 Demand (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
ctivity ISSUES by fluid letter type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	Every 1 week(s) on Monday, Sunday at 11:17	Edit	Copy	Delete	Disable
rage price for Julie N	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 10:00	Edit	Copy	Delete	Disable
d Adjustments by Fluid Type last full month	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 08:38	Edit	Copy	Delete	Disable
d Receipts by Fluid Type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
age price	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:56	Edit	Copy	Delete	Disable
for Julie N	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 10:00	Edit	Copy	Delete	Disable

When you select the **Show All** checkbox, you may select the **Show Deleted Items** checkbox to display all reports including those that have been marked as deleted but remain in the database.

Scheduler Portal			
☒ Show All ☒ Show Deleted Items ☐ Client ☐ Server			
UserID	Title	Description	Frequency
1324	Adjustment report	Inventory Adjustments for previous month	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 1		On day 5 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 1	A-Fuel Efficiency by class Mode 1	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 1	A-Fuel Efficiency by class Mode 1	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2		On day 5 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2	A-Fuel Efficiency by class Mode 2	On day 1 of Jan, Fe
1324	A-Fuel Efficiency by class Mode 2	A-Fuel Efficiency by class Mode 2	On day 1 of Jan, Fe
1324	A-Fuel Sheets	Year end fleet mileages	On day 1 of Jan at
1324	A-Month End Inventory Valuation	Month End Inventory Valuation	On day 1 of Jan, Fe
1324	A-PM Compliance Mode 1 Revenue (ontime by mileage)	A-PM Compliance Mode 1 Revenue (ontime by mileage)	On day 5 of Jan, Fe
1324	A-PM Compliance Mode 1 Revenue (ontime by mileage)	A-PM Compliance Mode 1 Revenue (ontime by mileage)	On day 1 of Jan, Fe
1324	A-PM Compliance Mode 2 Demand (ontime by mileage)	A-PM Compliance Mode 2 Demand (ontime by mileage)	On day 5 of Jan, Fe
1324	A-PM Compliance Mode 2 Demand (ontime by mileage)	A-PM Compliance Mode 2 Demand (ontime by mileage)	On day 1 of Jan, Fe
1324	A-Tank activity ISSUES by fluid letter type	A-Tank activity ISSUES by fluid letter type	On day 1 of Jan, Fe
1324	A-W-O closed by employee summary previous week		Every 1 week(s) on
1324	Diesel Average price for Julie N	Diesel Average price for Julie N	On day 1 of Jan, Fe
1324	Fuel / Fluid Adjustments by Fluid Type	Fuel / Fluid Adjustments by Fluid Type last full month	On day 1 of Jan, Fe
1324	Fuel / Fluid Receipts by Fluid Type	Fuel / Fluid Receipts by Fluid Type	On day 1 of Jan, Fe

The Show Deleted Items checkbox lists all items (including deleted reports) and is only available to Administrators

Frequency		Purge Deleted Items			
Adjustments for previous month	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05			Delete	
	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 11:08	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
fleet mileages	On day 1 of Jan at 08:00	Edit	Copy	Delete	Disable
d Inventory Valuation	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:24	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:42	Edit	Copy	Delete	Disable
pliance Mode 2 Demand (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
pliance Mode 2 Demand (ontime by mileage)	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:45			Delete	
ctivity ISSUES by fluid letter type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	Every 1 week(s) on Monday, Sunday at 11:17	Edit	Copy	Delete	Disable
verage price for Julie N	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 10:00	Edit	Copy	Delete	Disable
d Adjustments by Fluid Type last full month	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 08:38	Edit	Copy	Delete	Disable
d Receipts by Fluid Type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable

The word **Delete** indicates the item has been deleted

Click **Purge Deleted Items** to take the deleted reports off the list and erases them from the database.

Frequency		Purge Deleted Items			
Adjustments for previous month	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05			Delete	
	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 1	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 11:08	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
iciency by class Mode 2	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
fleet mileages	On day 1 of Jan at 08:00	Edit	Copy	Delete	Disable
d Inventory Valuation	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:24	Edit	Copy	Delete	Disable
pliance Mode 1 Revenue (ontime by mileage)	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:42	Edit	Copy	Delete	Disable
pliance Mode 2 Demand (ontime by mileage)	On day 5 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
pliance Mode 2 Demand (ontime by mileage)	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 13:45			Delete	
ctivity ISSUES by fluid letter type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable
	Every 1 week(s) on Monday, Sunday at 11:17	Edit	Copy	Delete	Disable
verage price for Julie N	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 10:00	Edit	Copy	Delete	Disable
d Adjustments by Fluid Type last full month	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 08:38	Edit	Copy	Delete	Disable
d Receipts by Fluid Type	On day 1 of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec at 00:05	Edit	Copy	Delete	Disable

Additional functionality available includes editing, copying, deleting, and enabling/disabling scheduled reports as outlined in the following sections.

Edit Scheduled Reports

1. Click the **Edit** button to edit a scheduled report.

You are taken to the Report Distribution page.

Report Distribution

User ID: 1324

Report Title: A-Fuel Efficiency by class Mode 1

Schedule Description:

Export Format pdf

Recipients

TO: MAINTENANCESUPERVISOR

CC:

BCC:

Add E-mail

E-mail From: FRED@C-TI.ORG

E-mail Subject: A-Fuel Efficiency by class Mode 1

E-mail Message: Please review

Schedule Information

Frequency

☐ Daily
 ☐ Weekly
 ☒ Monthly
 ☐ One Time Only

Select the time and day you want this task to start.

Start Time: 00:05

Day 5

☐ The first Monday

Of the Month(s):

☒ Jan
 ☒ Apr
 ☒ Jul
 ☒ Oct
 ☒ Feb
 ☒ May
 ☒ Aug
 ☒ Nov
 ☒ Mar
 ☒ Jun
 ☒ Sep
 ☒ Dec

Schedule

Cancel

2. Modify the fields as desired and click **Save** to save your changes.

Copy Scheduled Reports

The **Copy** button is useful when you want to use similar scheduling information for another report.

1. Click Copy to open the above mentioned Report Distribution page.
2. Modify information as desired.
3. Click **Save New** to create a copy of the scheduled report.

Delete Scheduled Reports

1. Click the **Delete** button to mark the scheduled report as deleted.
2. To purge the deleted items from the database, click the **Purge Deleted Items** button as mentioned above.

Enable/Disable Scheduled Reports

1. Click **Enable** to begin the scheduled report.
2. Click **Disable** to take the report off of the schedule.

Finishing

After you have configured the Scheduler Module, be sure to exit your browser and open a new browser window prior to using the Scheduler tab to schedule reports.