

## Scheduling Reports with Job Scheduler

1. When using for the first time, email [fiscal@noacsc.org](mailto:fiscal@noacsc.org) to have the Email Notification Services module activated and the Email Configuration setup
2. From Home menu, choose the report, enter the parameters and click the Job Scheduler icon.

Generate Report + x

**SSDT Financial Detail Report**

Save and Recall Most Recent

**Report Options**

Format: PDF (download)

Page Size: Letter

Orientation: Landscape

Name: Financial Detail Report for High Sch

Summary Report

**Query Parameters**

Start Date:

End Date:

Include Cash Account(s) i.e 000-0000:

Include Full Account Code(s):

Exclude Full Account Code(s):

Include Fund:

Include Func:

Include Rcpt:

Include Obj:

Include SCC:

Include Subj:

Include Opu:

Include IL:

Include Job:

Filter Name:

←

3. Schedule Report
  - a. Job Name - has to be unique to each scheduled job. Example: Financial Detail Report for HS Principal or Financial Detail Report for FFA Club
  - b. Cron Expression – this is a string of coding that tells the system what day and time to schedule the run. CronMaker website, [www.cronmaker.com](http://www.cronmaker.com), is a helpful tool to help write the cron
  - c. Send output to – enter the email address(es). Multiple addresses can be entered, separated by a comma with no space. Example: [treas@school.org](mailto:treas@school.org),[principal@school.org](mailto:principal@school.org)
  - d. The example below is scheduled to run every Monday at 8am:

Schedule Report + x

**Job Parameters**

Job Name

Cron Expression

Send output to

4. View the Job Scheduler at Utilities/Job Scheduler
  - a. If you need access to Job Schedule, email [fiscal@noacsc.org](mailto:fiscal@noacsc.org)
  - b. Scroll to the bottom to see the scheduled jobs
5. Cancelling/Deleting schedule jobs
  - a. Go to Utilities/Job Schedule
  - b. Click the delete icon next to the scheduled job