Scheduling Reports with Job Scheduler

1. When using for the first time, email 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.

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, 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,principal@school.org
   d. The example below is scheduled to run every Monday at 8am:

Schedule Report   + ✕

Job Parameters

Job Name	Financial Detail Report for High School
Cron Expression	0 0 8 ? * MON *
Send output to	treas@school.org,principal@noacsc.org

✔ Save

4. View the Job Scheduler at Utilities/Job Scheduler
    a. If you need access to Job Schedule, email 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