

# Process Take-Down Instructions

**Purpose:** Use this document as a reference for how to prepare for conversion activities.

**Audience:** CS Core Staff.

 You must have at least one of these local college managed security roles:

- ZZ Process Scheduler

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Pre-Upgrade

 Make the following changes to all schedules JobSets, processes, and jobs.

- If you have many processes scheduled, run this query before cancelling:  
**QCS\_PT\_PROCESS\_IN\_STATUS\_MAX**. The query lists the status of all run controls and their recurrences.
- After rescheduling your processes, run **QCS\_PT\_DUP\_QUEUED\_PROC** to ensure you didn't accidentally schedule anything to run twice.

## Taking Down JobSets

**Navigation:** PeopleTools > Process Scheduler > Schedule JobSet Definitions

1. The **Schedule JobSet Definitions** page displays.
2. Enter search criteria to locate the appropriate JobSet and select **Search**.
3. The Schedule JobSet Definitions page displays.
4. On the Schedule JobSet Definition tab, change the JobSet Status from "**Active**" to "**Completed**."
5. Do not select "**Run Now**."
6. Select **Save**.

Student Homepage | Schedule JobSet Definitions

Schedule JobSet Definition | Schedule JobSet Items | Schedule JobSet Requests

Schedule Name CTC\_ADV\_RPTS | JobSet Report | Process Monitor | Report Manager

Job Name ADV\_RPTS

**Schedule Information**

User ID JOBS\_CS\_CORE

\*Description Batch Advisement Reports

\*Run Control ID CTC\_ADV\_RPTS

\*Status Completed

\*Priority Medium

**Time Information**

\*Begin Date 03/30/2022

\*Time 7:00:00PM

\*Time Zone PST

Recurrence Name

Do not select

**Server Information**

\*Server Run Option Any Server

Primary Server

Operating System

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Schedule JobSet Definition | Schedule JobSet Items | Schedule JobSet Requests

## Taking Down Recurring Jobs and Processes

**Navigation: PeopleTools > Process Scheduler > Process Monitor**

1. The **Process Monitor** page displays.
2. Enter your User ID and select the Run Status of "**Queued**."
3. Select "**All**" to display all queued processes.
4. Refresh the page using the **Refresh** button.
5. Complete the following steps for each queued process:
6. Select the **Details** link.
7. Select the "**Cancel Request**" radio button in the Update Process section.
8. Select "**OK**."
9. Refresh the Process Monitor to confirm that the run status of the Job or Process is "**Cancelled**."

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Taking Down Recurring Jobs and Processes](#). This link will open in a new tab/window.

## Post-Upgrade

1. Wait for SBCTC to notify you that it's OK to reschedule JobSets, processes, and jobs.
2. Do not reschedule processes until SBCTC gives the all-clear signal.

## Reschedule JobSets

**Navigation: PeopleTools > Process Scheduler > Schedule JobSet Definitions**

1. Update each JobSet with the following information. **Do not select "Run Now." Save the JobSet once changes are made.**
  - a. Reschedule the job set recurrence **paying close attention to the Begin Date/Time fields**. Update these as needed.
  - b. **Note:** The recurrence time. If the recurrence time for the day has already passed, make sure to set the Begin Date to the next day.
  - c. Update the Status to **"Active."**
  - d. Select **Save**.
2. Exit and re-open the JobSet page to verify your changes were saved. Make and save additional changes if necessary.

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## Reschedule Recurring Jobs and Processes

### For each reoccurring job and process:

1. Navigate to the **Run Control ID** for the job/ process. The page you navigate to will depend on the job/ process that you are rescheduling.
2. Verify that all Run Control ID fields are correct and up-to-date.
  - Update fields, if necessary.
  - Save the Run Control ID if changes are made.
3. Select **Run**.
4. If necessary, select the appropriate **Process List** option.
5. Choose a **Recurrence** time. Update the **Run Date**. The next recurrence time needs to take place in the future, so choose a **Run Date** of today (if the recurrence time has not happened yet) or tomorrow (if the recurrence time has already passed for today).
6. Double-check the **Recurrence Time** and **Run Date**.
7. Select **OK**.
8. Return to the **Process Monitor** page and confirm that the process has been scheduled and correct the **Recurrence** and **Run Date**.
9. Process complete.

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