

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

i 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
 Job Name ADV_RPTS | Process Monitor | Report Manager

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 | Refresh | 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.

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 [Reschedule JobSets](#). This link will open in a new tab/window.

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.

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 [Reschedule Recurring Jobs and Processes](#). This link will open in a new tab/window.