Set Up Recurrences for Jobs

Purpose: Use this document as a reference for setting up a recurrence for a process in ctcLink.

Audience: Staff.

⊘ Local ctcLink security administrators assign access to job recurrences.

ⓘ Processes can and do fail, and you must know when that happens. It can be easy to just "**set and forget**" reoccurring processes. However, you must regularly check in on your reoccurring processes (read weekly or daily). If you don't check in on your failed processes, essential tasks can (and *have*!) fallen through the cracks—examples that we can find in today's Process Monitor results include failed 3C Engine and CommGen processes, failed service indicator and student group assignment processes, and failed PSQuery processes.

To check out your Process Monitor, navigate to the Process Monitor page (PeopleTools > Process Scheduler > Process Monitor) and use the prompts to filter your results. Look for Run Statuses of Error, No Success, and Warning (click refresh between each search).

Keep your Process Monitor tidy by deleting failed processes.

1. You can check out failed processes using the query **QCS_PT_PROCESS_IN_STATUS.**
2. Additionally, **QCS_PT_RNCTRL_USER_EXEC_INFO** provides you with an estimate of how long your processes take to run. By doing so, you can ensure that processes are completed on time and determine when to schedule them.

Manually Set Up Recurrences for Jobs

Set Up Recurrence

> ℹ️ Scheduling recurrences automates scheduled tasks, reducing manual effort. Select an appropriate time for your business needs. When choosing a particular time, **processing capacity should be taken into consideration**.

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 scheduling.
2. Select the **Run** button in the top-right corner of the page.
3. The **Process Scheduler Request** page displays.
4. In the **Recurrence** field, activate the drop-down list and choose the desired recurrence definition.
5. Once an appropriate time has been selected, update the **Run Date** to the current date by selecting the **Current Date** link.
   - **It is important to ensure that the run date has been updated to the current date, and the run time is set to a time in the future.**

6. Select **OK** in the lower-left corner of the page.
7. Click the **Process Monitor** link to the left of the Run button.
9. The **Process Monitor** page displays.
10. The green circular arrow icon indicates the process has been set up for recurrence.

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 **Set Up Recurrence**. This link will open in a new tab/window.

Update a Recurring Process

Navigation: PeopleTools > Process Scheduler > Process Monitor

Process Monitor Page

ℹ️ To stop or hold a recurring process, select the green circular arrow icon on the Process Monitor page located between the Process Name and User column.

1. By selecting the circular green arrow, the **Recurring Process/Job** page displays.
    1. **Hold**: Suspends the initiation and recurrence of the currently queued request.
    2. **Stop**: Halts the current request from recurring a new request.
    3. **Restart**: Resumes activity for the last request based on the last action selected.

Process Detail Page

ℹ️ Additional process details can be viewed and updated by selecting the **Details** link located in the Details column under the Process List section.

Process Section

1. **Instance**: This is the instance number for when this process ran.
2. **Type**: This is the type of process that ran.
3. **Name**: This is the name of the process that ran.
4. **Description**: This is the description of the process that ran.
5. **Run Status**: This is the status of how the process ran (refer to table above for run status definitions).
6. **Distribution Status:** Displays the distribution status for each individual job and process. It allows the user to quickly identify any jobs or processes that are not running correctly.

Run/ Update Process Section

1. **Run Control ID**: This shows the users run control that they used to run the process.
2. **Location**: Server location.
3. **Server**: Server name.
4. **Recurrence**: The recurrence name if this process is on a recurring schedule.

5. **Request Choices**: Hold, Queue, Cancel, Delete, Re-send or Re-start.

Date/Time Section

1. **Date/Time:** When the process was created, when it began running, and when it ended.
2. **Actions:** Links direct you to information about the process that can inform you about what has occurred.

Change Run/ Date Time

> ⚠ You must cancel any existing scheduled query processes when rescheduling. Otherwise, older instances will keep running on a schedule.

1. Navigate to the **Run Control ID** for the job/ process. The page you navigate will depend on the job/ process you are rescheduling.
2. Select the **Process Monitor** link.
3. Identify the existing Instance or Process Name to cancel.
4. Click the Details link.
5. On the Process Detail page, select **Cancel Request**.
6. Select **OK** in the lower-left corner of the page.
7. The **Process List** displays.
8. Select the **link** in the lower-left corner above the Save button to schedule a new process recurrence.

9. The page will display the process you run.
10. Select **Run** to choose a new recurrence time.
11. Activate the **Recurrence** drop-down menu and choose a new recurrence time. Update the **Run Date--**the next recurrence time must occur in the future, so select a **Run Date** of today (if the recurrence time has not happened yet) or tomorrow (if the recurrence time has already passed for today).
12. Select **OK**.
13. Return to the **Process Monitor** page and confirm that the process has been scheduled with the correct **Recurrence** and **Run Date**.
14. Process complete.

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View Tutorial Via Panopto

View the external link to Change Run/ Date Time. This link will open in a new tab/window.