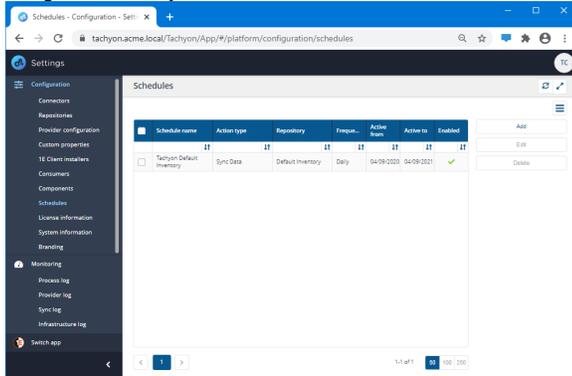


# Schedules page

## Summary

The **Schedules** page lets you add schedules for executing actions on repositories, and select the categories of data you wish to collect.



### On this page:

- [Schedules table](#)
- [Adding a new Schedule](#)
- [Editing an existing Schedule](#)
  - [Enabling and disabling a Schedule](#)
- [Deleting a Schedule](#)

## Schedules table

The Schedules table lists each schedule that has been created and displays the following information:

Column	Description						
Schedule name	The name set for the schedule. This can be used to identify the schedule in the <b>Process log</b> .						
Action type	The type of action selected for the schedule. The available action types are dependent on the selected repository type. <table border="1"><thead><tr><th>Action type</th><th>Description</th></tr></thead><tbody><tr><td>Sync Data</td><td>Only available for inventory repositories when one or more inventory connectors have been created.  Performs a sync action where the selected connector is run to fetch data from a data source and place it into the selected inventory repository.</td></tr><tr><td>Generate Report</td><td>Performs a data processing action on the data in the selected repository.</td></tr></tbody></table>	Action type	Description	Sync Data	Only available for inventory repositories when one or more inventory connectors have been created.  Performs a sync action where the selected connector is run to fetch data from a data source and place it into the selected inventory repository.	Generate Report	Performs a data processing action on the data in the selected repository.
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Sync Data	Only available for inventory repositories when one or more inventory connectors have been created.  Performs a sync action where the selected connector is run to fetch data from a data source and place it into the selected inventory repository.						
Generate Report	Performs a data processing action on the data in the selected repository.						
Repository	The repository the action will be run on.						
Frequency	The frequency for the schedule.						
Active from	The date the schedule will be active from.						
Active to	The date when the schedule will stop being active.						
Enabled	A green tick in this cell indicates that the schedule is enabled. If the cell is empty the schedule is not enabled.						

## Adding a new Schedule

On the Schedules page you can create a new schedule by clicking the **Add** button.



All schedules are defined in UTC time.

To add a new schedule:

1. Navigate to the **SettingsConfigurationSchedules** page.
2. Click the **Add** button.
3. In the **Add schedule** popup enter a **Schedule name**.

 You should use a naming convention for schedule names:

<action type> <repository name> <schedule>

For example:

SCCM Demo Inventory 11pm *(only need to say Demo once)*

SCCM Demo Default Inventory 3am *(demo connector but default inventory)*

SCCM with RCR Default Inventory Friday 2am

4. Select the **Repository** from the drop-down list. For example, **Default Inventory**.
5. Select the **Action type** from the drop-down list. For example, **Sync Data - Tachyon** action for a Tachyon connector created previously.
6. For inventory **Sync data** actions you can perform a **Clean sync**, which deletes the data in the selected inventory repository before performing the new sync.
7. If **AI Powered Auto-curation** has been enabled, then inventory **Sync data** and **Basic Inventory Consolidation** actions allow you to select **Run AI action**, which performs additional processing to normalize software product names that are not in the 1E Catalog.
8. For inventory **Sync data** type actions you also get to select the categories of data that you want to sync. In the **Data to Sync** heading there is a **Select All** checkbox that lets you select or deselect all the following data categories, you can also select or deselect these individually:

 The categories displayed are dependent on the type of connector.

- AD Organizational Unit
- CM Application & Package
- Device
- Installed Software
- Patch
- Processor
- Software Usage
- User

9. Select a **Frequency** for the schedule. For example, you can create a **Daily** schedule. Doing this adds the relevant controls to the **Add schedule** popup.

- 
- Repeat Minutes
  - Daily
  - Weekly
  - First week of month
  - Second week of month
  - Third week of month
  - Last week of month
  - Day of the month

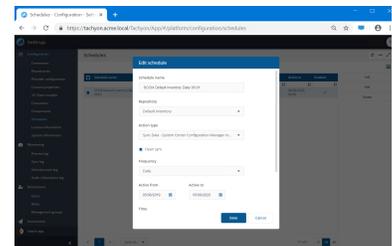
10. Select the **Active from** date. For example, the current date.
11. Select the **Active to** date. For example the same day in the following year.
12. Select other settings according to the Frequency you selected. For example, you can set the **Time** to **00:01**, so that the schedule runs at 1 minute past midnight in UTC time.
13. Ensure that the **Enabled** checkbox is checked to make the schedule immediately active.
14. When all the schedule fields are set click **Add** to add the active schedule.

## Editing an existing Schedule

You can edit a particular schedule to change any of its parameters. To do this:

1. Navigate to the **SettingsConfigurationSchedules** page.
2. Check the checkbox next to the one schedule you want to edit.
3. Click the **Edit** button.
4. In the **Edit schedule** popup make any changes you need to the schedule.
5. When you are finished, click **Save** to commit the changes.

## Enabling and disabling a Schedule



A primary reason to edit an existing schedule is to temporarily disable it so that it can be edited and re-enabled at a later date. For example if you know you have a planned maintenance task you might want to temporarily disable the schedules during the maintenance and then re-enable them once the maintenance has finished.

## Deleting a Schedule

You can delete a particular schedule when it is no longer needed. To do this:

1. Navigate to the **SettingsConfigurationSchedules** page.
2. Check the checkbox next to the one schedule you want to delete (you can delete multiple schedules in a single action by checking multiple schedules).
3. Click the **Delete** button.
4. In the **Delete schedule(s)** popup you will be asked if you want to proceed.
5. To proceed and delete the selected schedule(s) click the **Yes, delete schedule(s)** button.

