Scheduled Jobs:

Menu | Tables | Schedule Jobs

Job name	Freq	Report name	Run date Offset	Run date Range	Run time
Add a new entry					
ADDFILESTAMPS	Daily	Add file stamp to lock documents	-1	Day	
CASA	Daily	Evinto CASA Quest Interface	-1	Week	1:00:00 AM
DEADLINESENDING	Daily	Email people of deadlines coming due	0	None	8:00:00 AM
DELETEDOCUMENTS	Weekly	Delete old documents	0	None	
DELETEMESSAGES	Daily	Delete old messages	0	None	
DELETEOUTPUT	Daily	Delete old output	0	None	
DETENTIONCOUNT	Daily	JDAI Detention Count	0	None	12:00:01 AM

Almost any report can be set up as a scheduled job. The report must be set up so there are no questions or prompts as this job runs automatically.

Edit Scheduled Job
JDAI Detention Count

Job name: DETENTIONCOUNT
Frequency:* DAY - Daily
Report name:* DETENTIONCOUNT - JDAI Detention Count
Run date offset:* 0
Run date range:* N - No date range
Run time: 12:00:01 AM

- **Job Name** – Give it a unique name.

- **Frequency** – Select how often you want this report to run.

- **Report name** – Select the report you wish to run.

- **Run date offset** – The jobs run at midnight, which is really a new day. So, let's say you wanted the jobs to run for today (the 29th). The program actually runs on the 30th (midnight). A run date offset of -1 changes the date passed into the program by -1 days, the 29th in this instance. So, you can change the date passed into the program by whatever the offset is you specify.

- **Run date range** – many reports get a start date and end date passed in. For those reports, what's the date range you want to use. A single day? A week? A month? or even A year?   No date range means as of now.

- **Run time** – Enter the time you with this report to run. Remember that the system is shut down every Monday morning from 4:00 am to approximately 5:00 am eastern time.

Click the **Update** button to save your work.

Question: I added a new Clerk to receive notice of print pending notices report. She isn't getting notice, why?

Menu | Help | System Status

These jobs are already sitting in the queue to run at their scheduled time. Any changes made to any of these reports, like adding a new user to notify when the report runs, won't take effect until tomorrow because the report, as is, is already in the queue.

defaultJobQ   Priority: 1

Sel	Thread	Job Name	Job#	Date & Time	JAVA class	User
☐	Q	NIGHTLYSUBMIT	4097	4/6/2019 12:01 AM	equest.app.reports.SubmitScheduled	BILGOT(ELKHART)
☐	Q	DAILY COLLECT	4102	4/5/2019 11:30 PM	equest.app.reports.CollectionsByRequirement	VDAVIS(MADCO)
☐	Q	NIGHTLYSUBMIT	4115	4/6/2019 12:01 AM	equest.app.reports.SubmitScheduled	VDAVIS(MADCO)
☐	Q	NIGHTLYSUBMIT	4122	4/6/2019 12:01 AM	equest.app.reports.SubmitScheduled	BILGOT(DCS)
☐	Q	NIGHTLYSUBMIT	4127	4/6/2019 12:01 AM	equest.app.reports.SubmitScheduled	QUEST(MDJSD)
☐	Q	PENDINGD03	4136	4/5/2019 11:59 AM	equest.app.reports.CreateBatchNotices	QADMIN(TIPPE)
☐	Q	PENDINGD032	4137	4/5/2019 11:59 PM	equest.app.reports.CreateBatchNotices	QADMIN(TIPPE)
☐	Q	PENDINGIVD	4138	4/5/2019 11:30 AM	equest.app.reports.CreateBatchNotices	QADMIN(TIPPE)
☐	Q	PENDINGIVD2	4139	4/5/2019 11:30 PM	equest.app.reports.CreateBatchNotices	QADMIN(TIPPE)
☐	Q	NIGHTLYSUBMIT	4141	4/6/2019 12:01 AM	equest.app.reports.SubmitScheduled	QADMIN(TIPPE)