



Schedules window

OnCommand Workflow Automation

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Table of Contents

Schedules window	1
Schedules table	1
Toolbar	2
New Schedule dialog box	2
New Schedule Configuration properties	2
Command buttons	3

Schedules window

The Schedules window enables you to create, edit, and delete the schedule of a workflow. You can schedule a workflow to be executed at a particular date and time. You can access this window by selecting **Execution > Schedules**.

- Schedules table
- Toolbar

Schedules table

The Schedules table lists the existing schedules for workflow execution in a table format. You can customize the table display by using the filtering and sorting features available for each column, as well as by rearranging the column order.

-  enables or disables filtering for the entire table. A red "x" appears over the icon if filtering is disabled.
- Double-clicking  clears and resets the filtering selections.
-  on each column header enables you to filter based on the content of the columns. Clicking  in a column allows you to filter on a specific item from the drop-down list or on all available items.
- Clicking the column header toggles between ascending and descending order of sorting. You can identify the applied sort order by the sort arrows ( for ascending and  for descending).
- To rearrange the location of columns, you can drag and drop columns to place them in any required order. However, you cannot hide or delete any of these columns.
- Clicking the **Search** filter text box allows you to search for specific content. In addition, you can search using supported operators for the applicable column type, Alphabetic or Numeric.

The following table lists the supported operators for alphabetic and numeric columns in the Schedules table, available from the **Search** filter text box.

Alphabetic	Numeric
<ul style="list-style-type: none">• Contains• Does not contain• Starts with• Ends with• Equals• Does not equal• Reset	<ul style="list-style-type: none">• Equals• Does not equal• Less than• Greater than• Less than or equal to• Greater than or equal to• Between• Reset

The Schedules table contains the following columns:

- **ID**
Displays the identifier of the schedule.

- **Name**

Displays the name of the schedule.

- **Description**

Displays the description of the schedule.

- **Association Count**

Displays the number of workflows that are associated with the schedule.

- **Updated At**

Displays the date and time at which the schedule was modified.

Click the calendar icon in the **Search** filter text box to search for schedules updated on a specific date.

- **Updated By**

Displays the name of the user who modified the schedule.

Toolbar

The toolbar is located above the column header. You can use the icons in the toolbar to perform various actions. These actions can also be accessed from the right-click menu in the window.

-  **(New)**

Opens the New Schedule dialog box, which enables you to add a new schedule.

-  **(Edit)**

Opens the Edit Schedule dialog box, which enables you to edit the selected schedule.

-  **(Delete)**

Opens the Delete Schedule confirmation dialog box, which enables you to delete the selected schedule.

New Schedule dialog box

You can use the New Schedule dialog box to create a new schedule for any workflow so that the workflow is executed on a specified frequency. For example, you can schedule a workflow to be executed every Monday.

New Schedule Configuration properties

- **Name**

Enables you to specify a name for the schedule.

- **Description**

Enables you to enter a description for the schedule.

- **Frequency**

Enables you to specify the frequency at which the workflow associated with the schedule must be executed. The Hourly option is selected by default. Frequency can be Hourly, Daily, Weekly, or Monthly.

For example, if you want a workflow to be executed every Tuesday at 9 A.M., you must select the weekly option and enter the time as 9:00 and day as Tuesday. You must use a colon when you specify the time.

The 24-hour time format is supported. The entered data will be based on the server time.

Command buttons

- **OK**

Saves the configurations settings and closes the dialog box.

- **Cancel**

Cancels changes, if any, and closes the dialog box.

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