

Configure a scheduled task

This feature allows you to configure a scheduled task that will be sent at a chosen frequency. To do this, you must have the superuser role.

Note: Only task-type control can be scheduled with the schedule trigger.

STEP 1

From the menu, navigate to the list of controls under **Configuration** → **Controls**. Search for the control using the search bar.

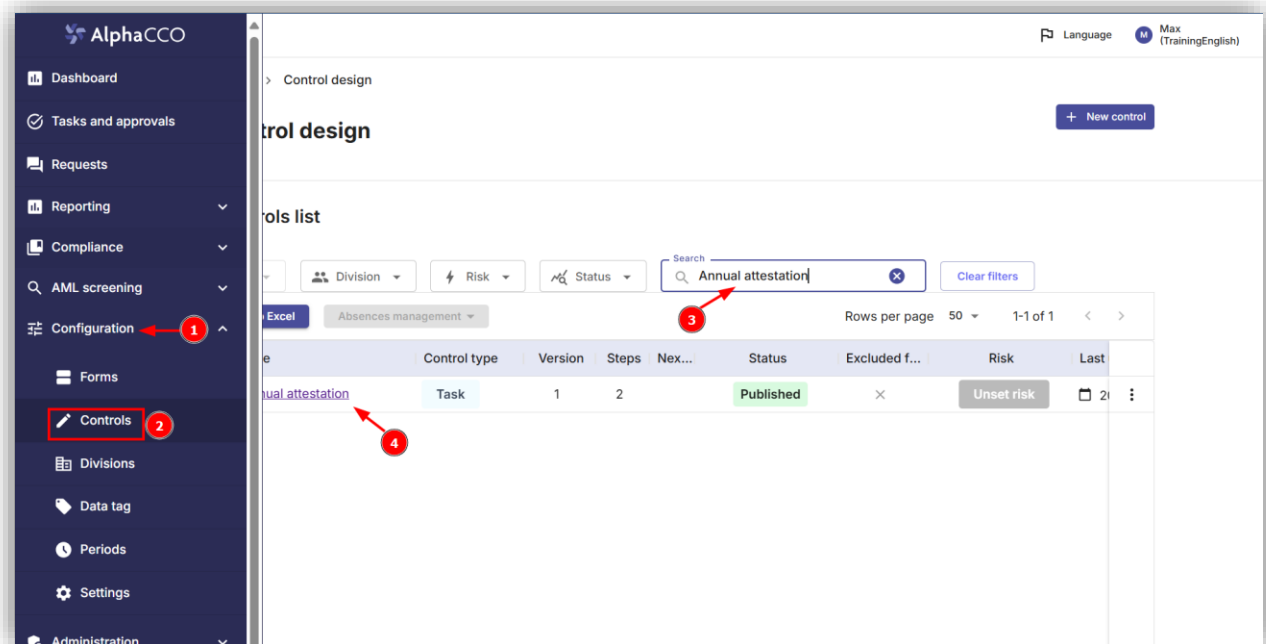


Figure 1: Controls, under the Configuration menu

STEP 2

In the control configuration page, click on the (+) symbol, then select **Schedule trigger**.

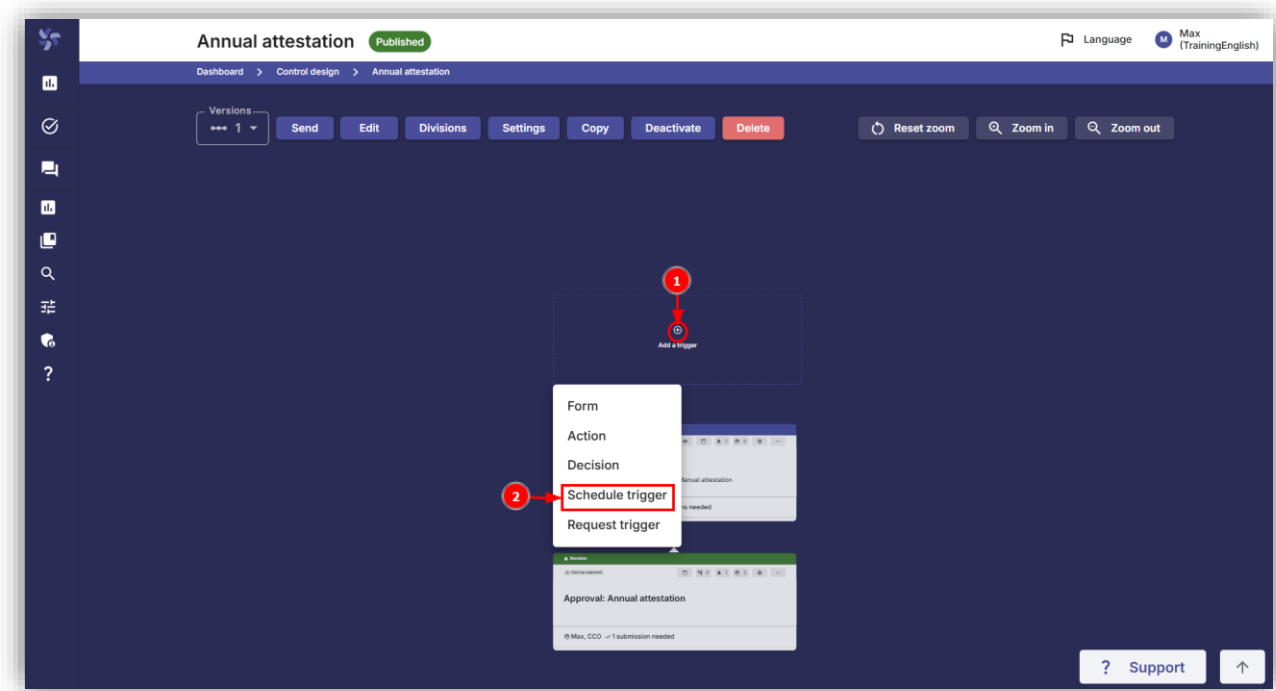


Figure 2: Add schedule trigger page

STEP 3

In the window that appears, select the trigger start date, and the end date if required. Otherwise, leave this field blank if the schedule is permanent. Then select the trigger frequency.

Every day: The task will be assigned to users every day of the week.

Weekly: The task will be assigned to users on a weekly basis according to the days selected.

Monthly: The task will be assigned to users every month, on the selected date.

Custom: The task will be assigned to users according to the month and day of the month selected. This option is used to configure annual tasks.

Every two years: The task will be assigned to users every two years.

Every three years: The task will be assigned to users every three years.

Four years: The task will be assigned to users every four years

Five years: The task will be assigned to users every five years.

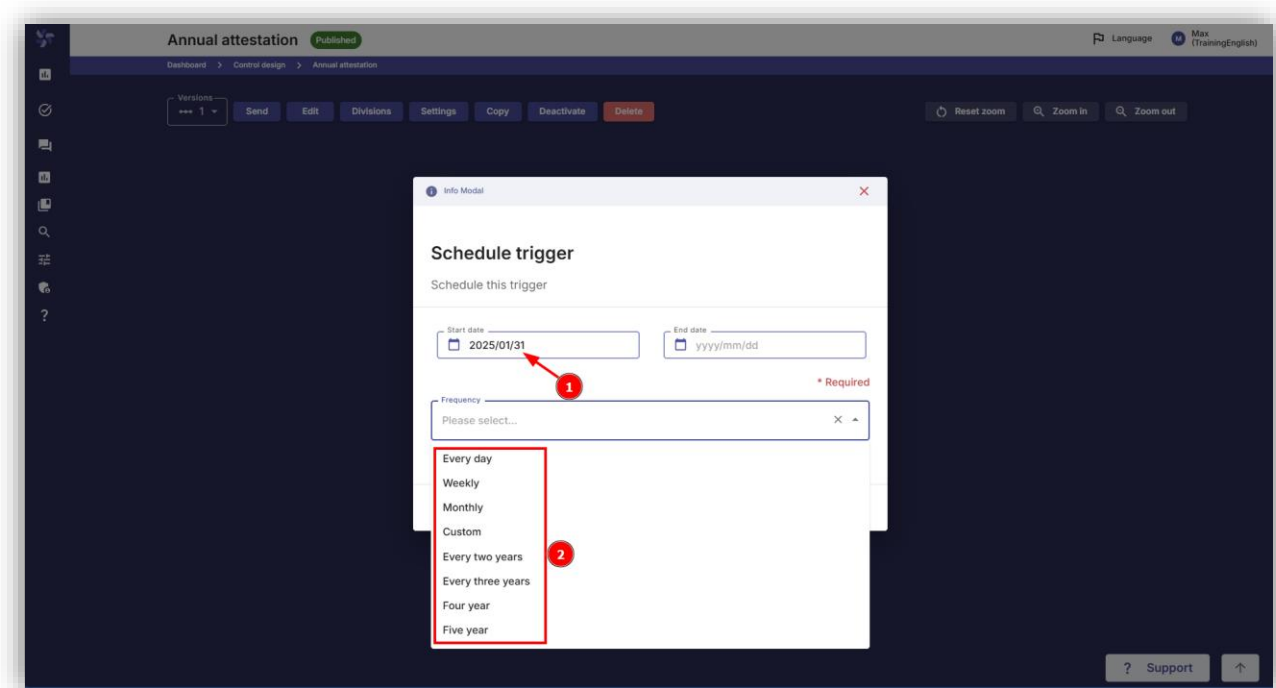


Figure 3: schedule trigger options page

STEP 3

In the example below, we will configure a scheduled annual task to run on January 15th. Select the **Start date**, which represents the trigger start date (the current date can be used). Choose the **Custom** option in Frequency, then tick the **Month** of the year and finally select the **Day** of the month. Click **Save trigger** to confirm your settings.

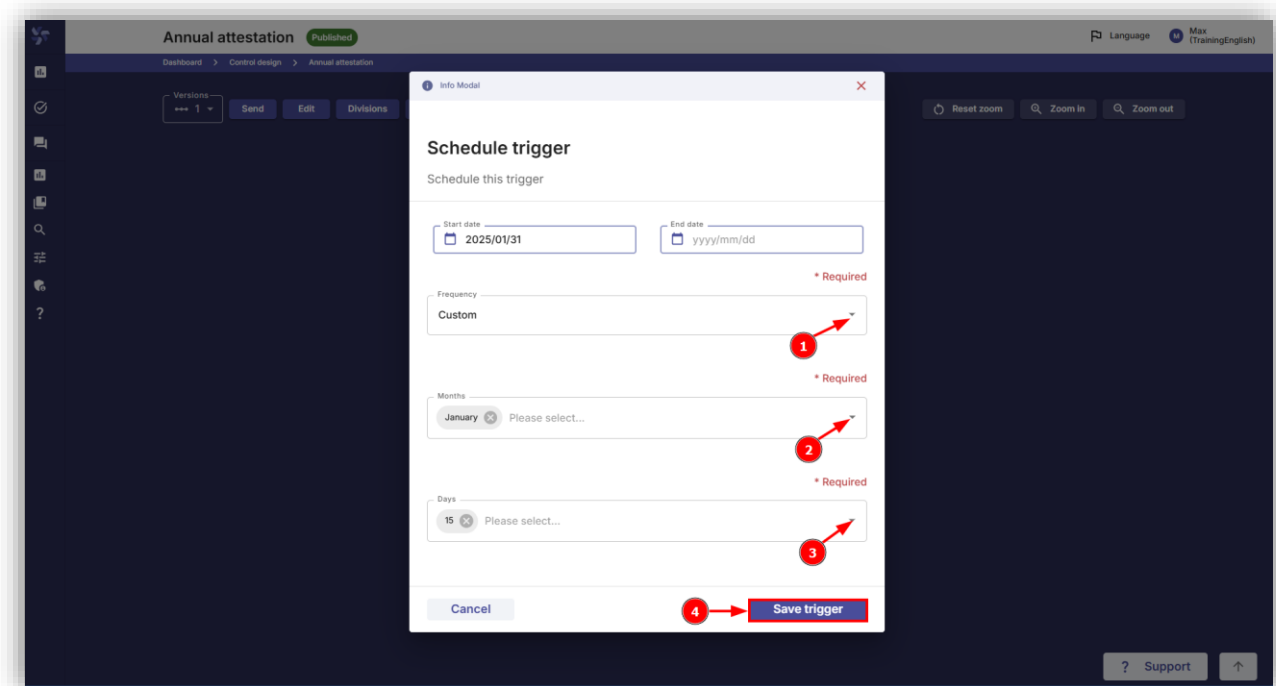


Figure 4: Schedule trigger options configuration window

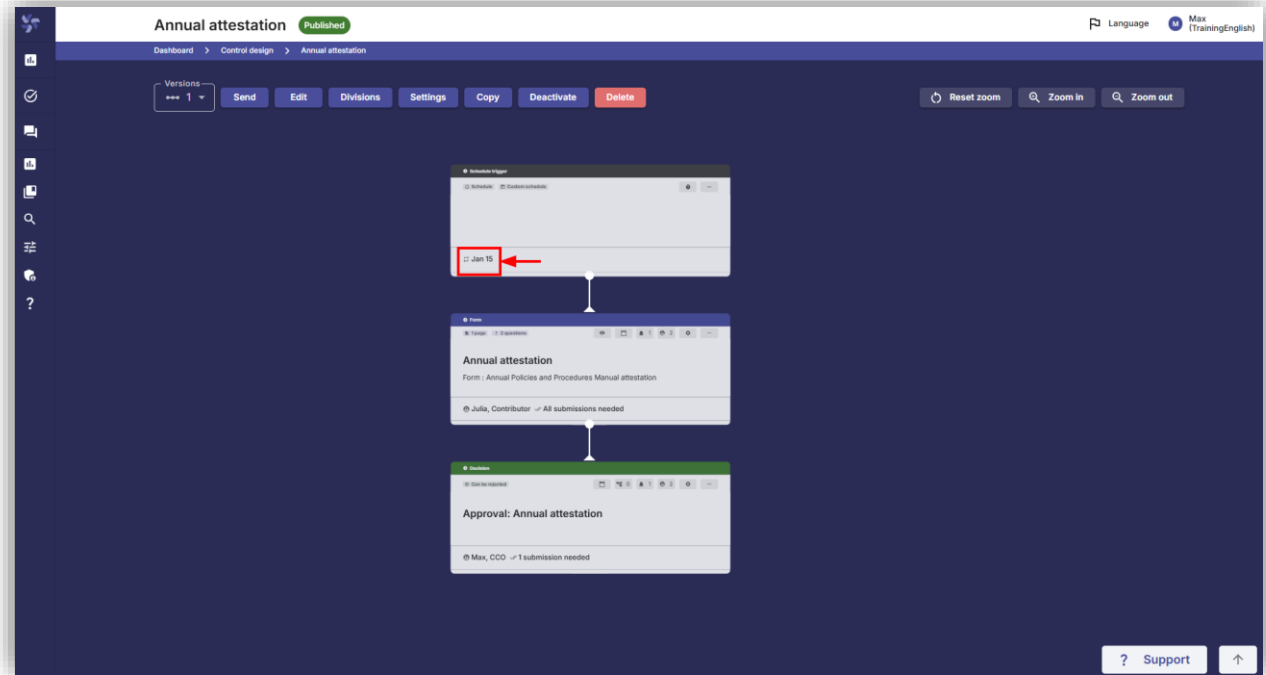
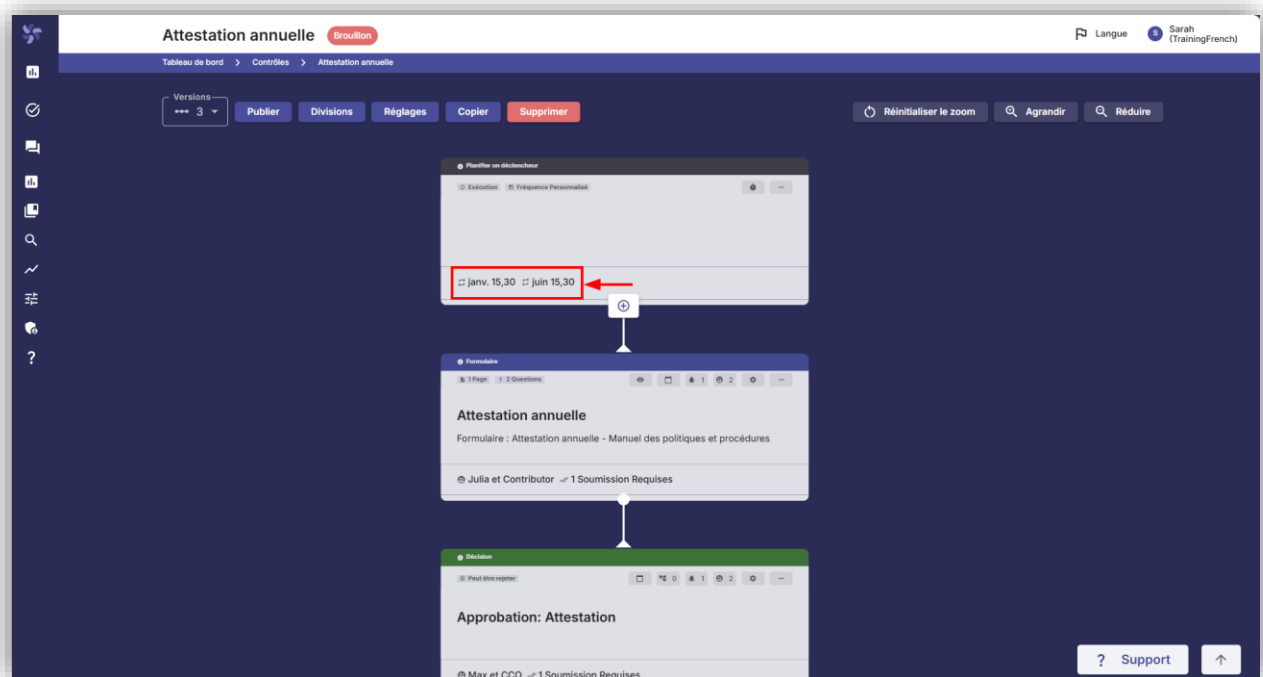
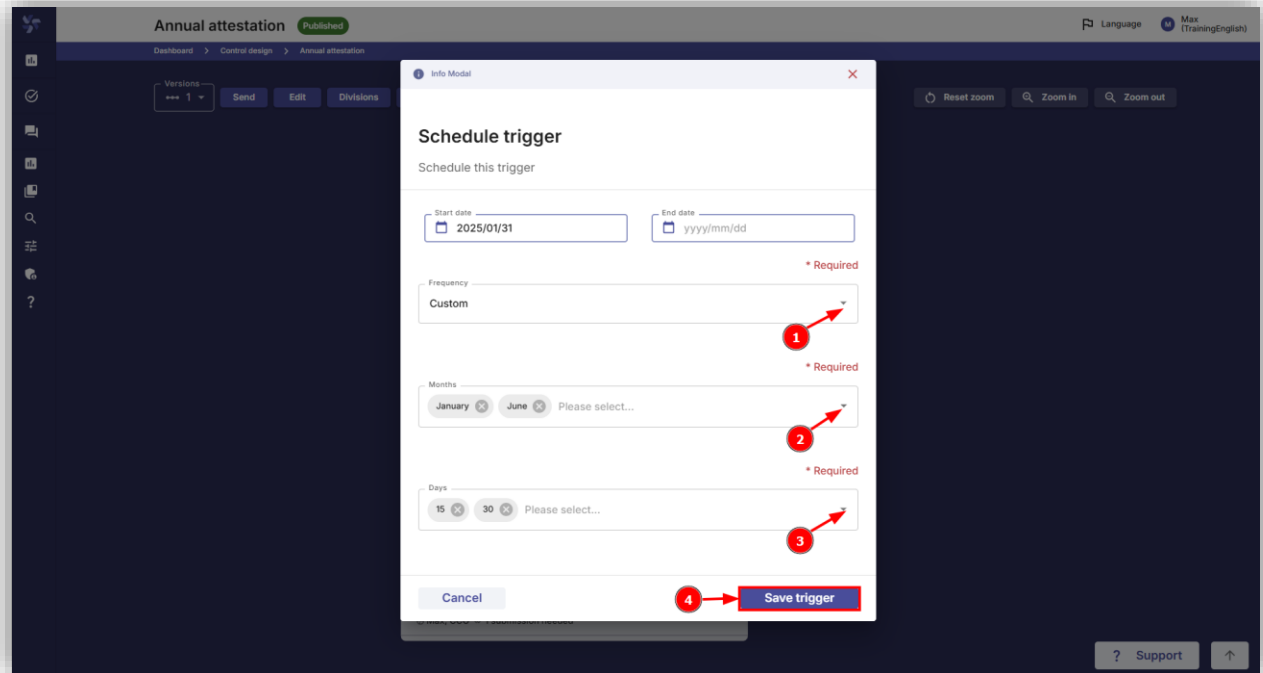


Figure 5: Control configuration page with schedule trigger configured.

Once the trigger has been scheduled, the control will run at the selected frequency every year without interruption, unless an **End Date** is set in the trigger.

STEP 4

You can also configure a combination of months and days to suit your needs. For example, January 15, 30 and June 15, 30 for a job to be sent twice in January and June.



Figures 6,7: Multiple trigger configuration

STEP 5

Publish control to activate the configuration with the schedule trigger.

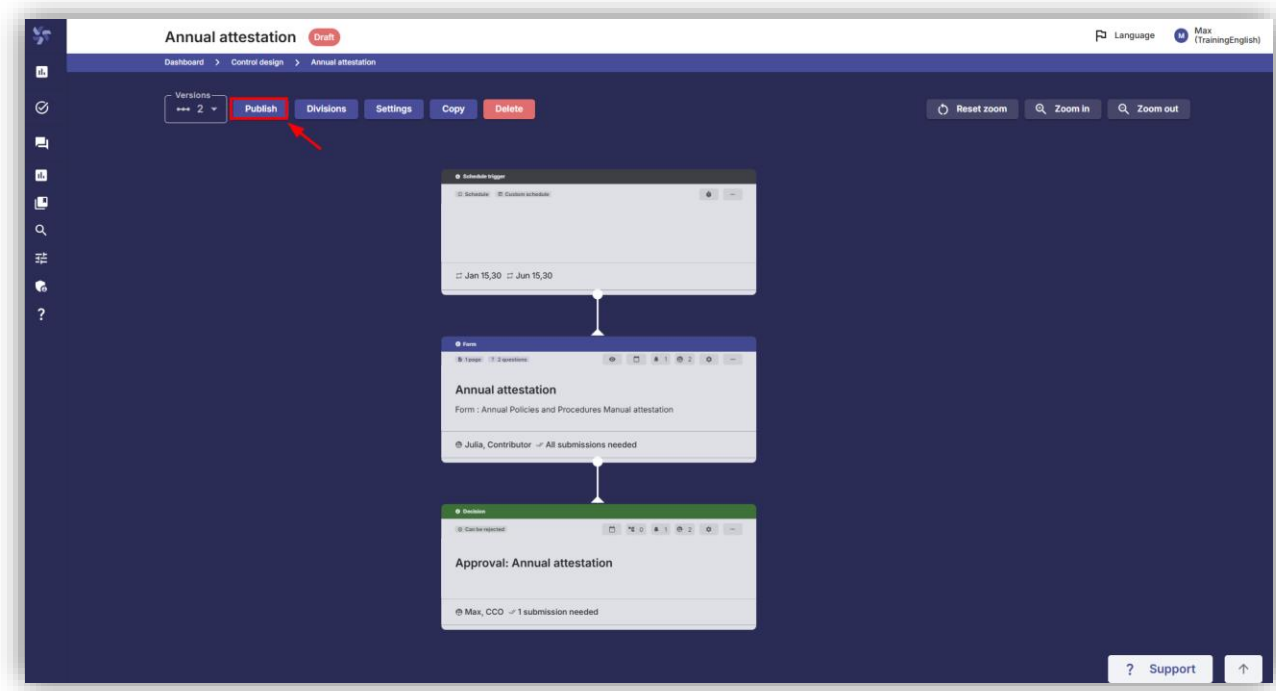


Figure 5: Control publication page

NOTES

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com