

Schedule Task –

Select the report you want to automate from your print queue. Click on the Task button.

https://skywardalg.sccresa.org/scripts/wsisa.dll/WService=wsALG/qprntbrws002.w?isPopup=true

### My Print Queue

Print Queue for Virginia Ramsey

Date	Time	Report Description	Wait List #	Status	Time	Format	Current Key
09/22/2014 Mon	9:30 AM	Student Data Mining - Data_Check_Guardians w/re		Completed	00:00:10	EXCEL	
09/22/2014 Mon	9:24 AM	Student Data Mining - Data_Check_-_Students_W-O		Completed	00:00:03	EXCEL	
09/22/2014 Mon	9:09 AM	Security Group Clone (SW-000-FA Reset)		Completed	00:00:05	PDF	
09/19/2014 Fri	12:28 PM	<b>Academic Eligibility - Academic Eligibility Report</b>		Completed	00:00:10	PDF	
09/18/2014 Thu	2:50 PM	Student Data Mining - 8614 report		Completed	00:00:07	EXCEL	
09/18/2014 Thu	2:08 PM	Entry/Withdrawal Report - Entry/Withdrawal Report		Completed	00:02:00	PDF	
09/18/2014 Thu	2:02 PM	Enrollment Discrepancy Report - Two open entry recor		Completed	00:00:01	EXCEL	

Buttons: View, Delete, Rerun, Convert to Excel, View Status, **Tasks**

Select Schedule This

### Tasks

**Schedule This** Create a Scheduled Task with the selected report/utility

**Scheduled Tasks** View all of your scheduled tasks

**Monitor This** Create a Monitoring Task with the selected report/utility

**Monitoring Tasks** View all of your monitoring tasks

Cancel

Scheduled Task Maintenance - Entity 400 - 05.14.06.00.08 - Google Chrome

https://skywardalg.sccresa.org/scripts/wsisa.dll/WService=wsALG/qprntedit004.w?schedulethi:

### Scheduled Task Maintenance

Task Information

Task Status:  Active  Inactive Entity: 400

\* Task Description: Academic Eligibility - Academic Eligibility Report

Parameters:  Keep parameters synchronized with associated template

\* Start Date: 09/23/2014 Tuesday \* Start Time: 04:30 AM

\* End Date: 12/31/2999 Tuesday

Day(s) of the week

Mon  Tue  Wed  Thur  Fri  Sat  Sun

Week(s) of the month (1-6)

First  Second  Third  Fourth  Fifth  Sixth

Month(s) of the year

January  February  March  April  May  June  
 July  August  September  October  November  December

Additional Export Options

Spreadsheet Format: User Preference ?  
*Spreadsheet Format will only apply to reports that produce spreadsheets*

Email Results To: mlandrum@acsd12.us

Export Location: ?  
 Test Export Location

Save Back

Select the desired options. Please use the Start Time 4:30am, select the day you want to receive the report, select weeks of the month, and months of the year. You can add up to 4 email addresses in the Email Results to: field. Save report.