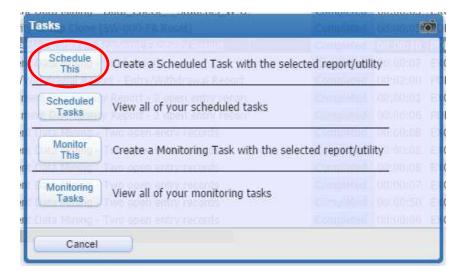
Schedule Task –

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

My Print Queu	e						<u></u>	1 Ō
Print Queue fo	or Virginia	Ramsey					۲.	View
Date 👻	Time	Report Description	Wait List #	Status	Time	Format	Current Key	Delete
0572272014 11011		Student Data mining - Data_Check_ Guardians w/rei		completed	00.00.10	EALEL		Rerun
09/22/2014 Mon	9:24 AM	Student Data Mining - Data_CheckStudents_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		Convert to Excel
09/19/2014 Fri	12:28 PM	Academic Eligibility - Academic Eligibility Report		Completed	00:00:10	PDF		
09/18/2014 Thu	2:50 PM	Student Data Mining - 8614 report		Completed	00:00:07	EXCEL		View <u>Statu</u>
09/18/2014 Thu	2:08 PM	Entry/Withdrawal Report - Entry/Withdrawal Report		Completed	00:02:00	PDF		Tasks
00/18/2014 Thu	2:02 DM	Enrollmont Discronancy Report 2 apon ontry record	- F	Completed	00:00:01	EVCEL	100	Contraction

Select Schedule This



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Scheduled Task Maintenance		6	1 .	?
Task Information			Save	
Task Status: Active Inactive Entity: 400			Back	
* Task Description: Academic Eligibility - Academic Eligibility Report				
Parameters: Reep parameters synchronized with associated template	/_	is i		
* Start Date: 09/23/2014 . Tuesday * Start Time: 04:30 A	М			
* End Date: 12/31/2999 Tuesday				
		5		
Day(s) of the week				
🖉 Mon 🔲 Tue 🔲 Wed 💭 Thur 💭 Fri 💭 Sat 💭 Sun				
Week(s) of the month (1-6)				
Week(s) of the month (1-6) Image: First image: Second image: First image: Fir				
 ✓ First ✓ Second ✓ Third ✓ Fourth ✓ Fifth ✓ Sixth Month(s) of the year 				
 ✓ First ✓ Second ✓ Third ✓ Fourth ✓ Fifth ✓ Sixth Month(s) of the year 				
 First Second Third Fourth Fifth Sixth Month(s) of the year January February March April May June 				
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 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 Spreadsheets Format will only apply to reports that produce spreadsheets Email Results To: mlandrum@acsdk12.us 				
 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 				

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.