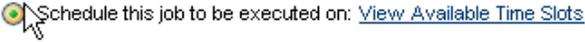
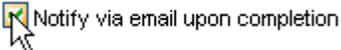


Scheduling Background Jobs

Background Jobs are available for tasks such as assigning and removing curricula, items, and competencies to users, and scheduling the running of reports. Background jobs should be scheduled at off peak work hours so that they can be performed without overloading your system resources. The maximum threshold for scheduling jobs during peak hours is a 2000 record count. **Example:** Assigning 3 items to 700 users (3*700=2100 record count).

Schedule a Background Job

Step	Activity	View
1.	Click Schedule Job . Note: Background jobs are scheduled from within the AgLearn module requesting the job.	
2.	Select the Schedule this job to be executed on option button.	
3.	Select the View Available Time Slots link to see times when the job can be performed.	
4.	Review the available timeframes from the list displayed in the Allowable Dates/Times For Background Jobs window. Note: AgLearn available time slots are from midnight to 5:00 AM during the week and all day Saturday and Sunday. To schedule a job to run overnight, select the following day and choose an hour between 0 and 5.	
5.	Click Close .	
6.	Click the Date Calendar icon to select and enter the date the background job will run.	
7.	Enter a Time for the background job to run.	
8.	Click the Time Zone selection icon to search for and enter a Time Zone.	
9.	Enter a brief description of the job in the Job Description field.	
10.	Select the Notify via email upon completion check box to send a notification e-mail.	

Schedule a Background Job

Step	Activity	View
11.	Enter the e-mail address for notification in the Email field.	Email: <input type="text"/>
12.	Select the Email the Report check box to receive a copy of a report with the notification e-mail. Note: The Email the Report check box appears only for Reports .	Email the Report <input checked="" type="checkbox"/>
13.	Click Finish .	<input type="button" value="Finish"/>
14.	Verify that the background job has been scheduled on the Status screen. Note the Job ID for future reference.	Finished Status: <ul style="list-style-type: none">Your job has been scheduled to run in the background. The job ID is 000000000000000009.