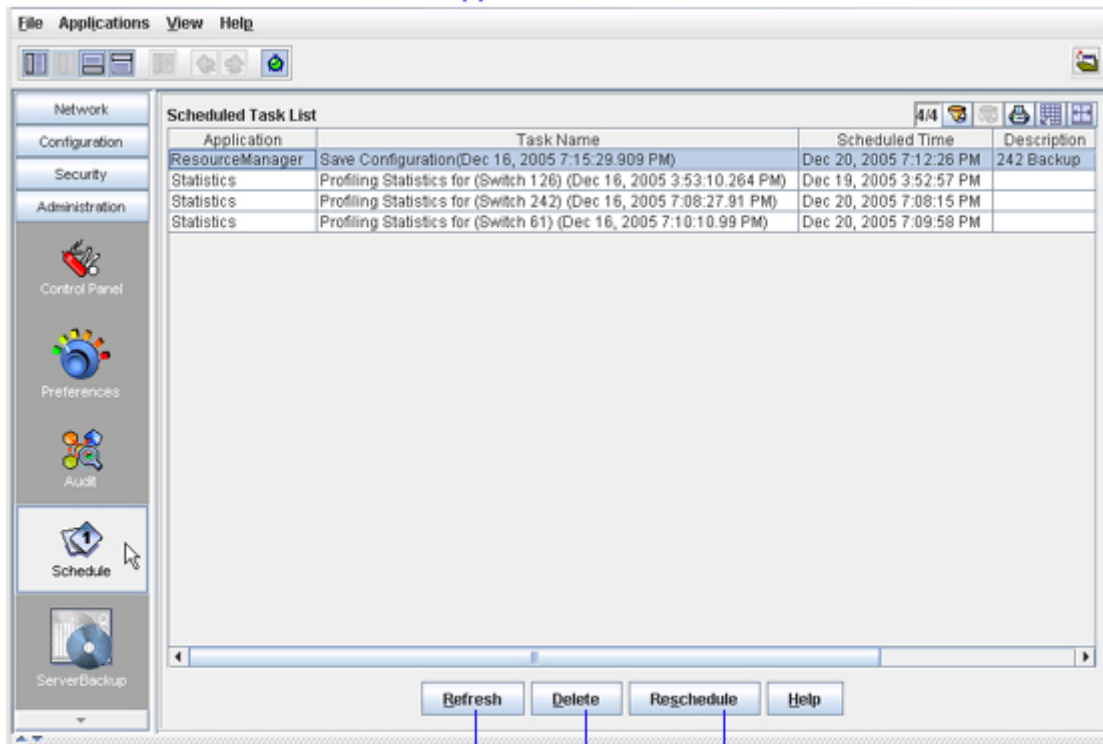# Using the Schedule Application

Use the Schedule application to view, reschedule, or delete tasks that have been scheduled through other OmniVista applications. Schedule does not allow you to schedule new tasks. Before rescheduling or deleting a task, be sure to consider how this will affect other scheduled tasks, and how it could affect the continued operation of the network itself. The Schedule main application window shows a list of all scheduled tasks. From this window you can refresh the Scheduled Task List, delete a task, or reschedule a task.

Schedule
Main Application Window

For each item in the task list, the following information is provided:

Application. The name of the application from which the task was scheduled.

Task Name. The name of the scheduled task.

Scheduled Time. The time at which the scheduled task is to be executed.

Description. A description of the scheduled task.

Current State. The current state of the scheduled task. Possible values are: **waiting**, **executing**, or **done**. Only "waiting" tasks can be deleted or rescheduled.

Recurrence Time. How often this task is repeated. If this task is a one-time event then this field will be blank.

Refreshing the Scheduled Task List

Schedule changes do not display dynamically. To view the most recent changes, click **Refresh**.

Deleting a Scheduled Task

Only "waiting" tasks can be deleted. Tasks that are "done," or currently "executing," cannot be deleted.

To delete a task, follow the steps below:

1. Click **Refresh** to view the current Scheduled Task List.

2. Select the task(s) you want to delete.

3. Click **Delete**.

The Delete Tasks Window opens:

Delete Tasks Window

4. Click **OK** to confirm the deletion, or click **Cancel** to cancel your request.
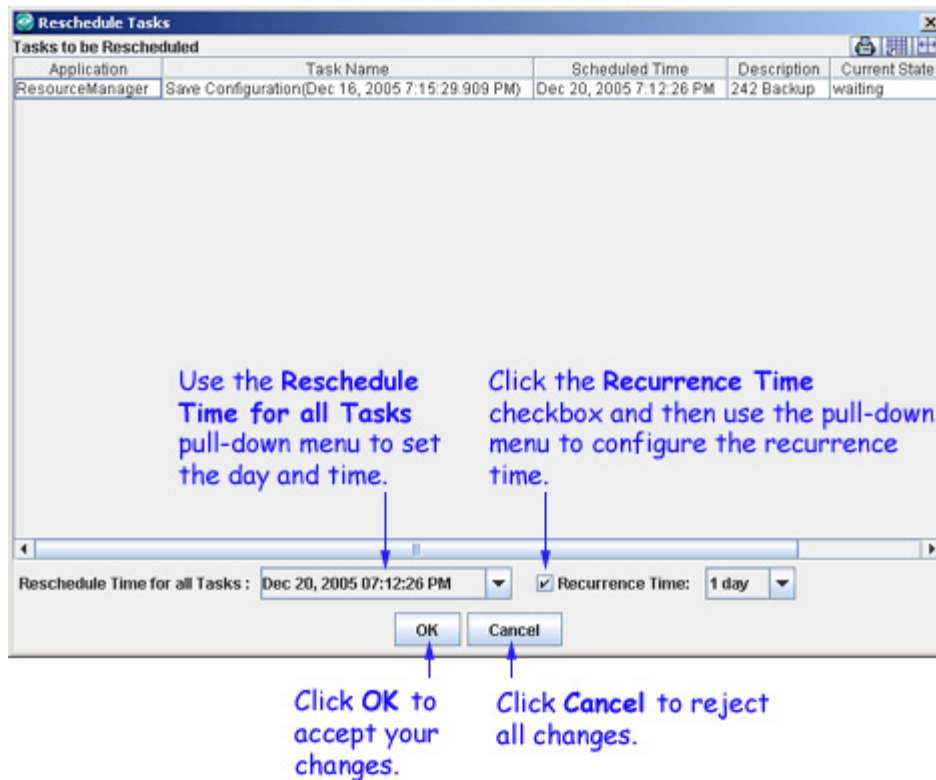
# Rescheduling a Task

To reschedule a task, follow the steps below:

1. Click **Refresh** to view the current Scheduled Task List.

2. Select the task(s) you want to reschedule.

3. Click **Reschedule.** (If you need to reschedule several tasks, each at a different time, reschedule each task separately.)

The Reschedule Tasks Window displays.

Reschedule Tasks Window

4. Reschedule the task as needed. A date and time popup window will be displayed as shown below. Use the Up/Down arrows to set the month, year, or time and click on the day of the week.
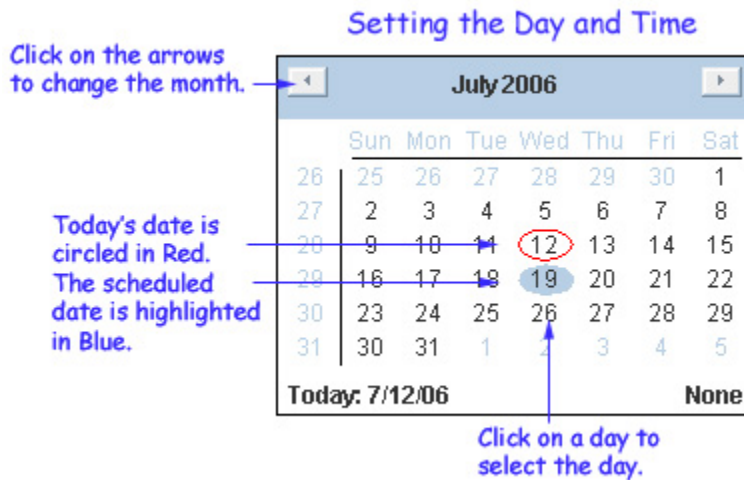
5. *Optional*. You can also set when the task's recurrence time by clicking the **Recurrence Time** checkbox and then selecting the recurrence time from the pull-down menu. Valid recurrence times are 1, 2, 3, 4, 5, or 6 days or 1 week.

Setting the Recurrence Time

1. Click the **Recurrence Time** checkbox.

2. Select the recurrence time from the pull-down menu.
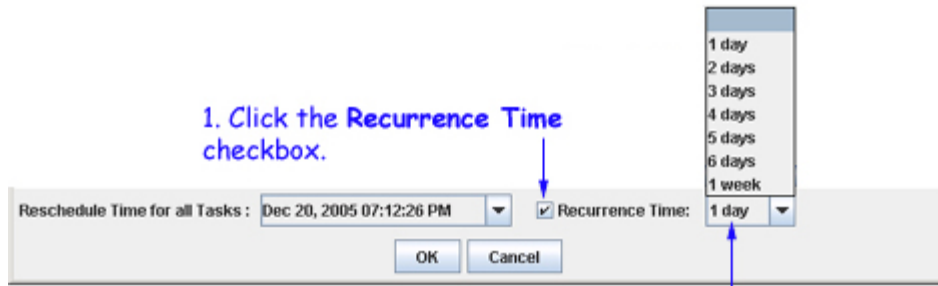
6. Click **OK** to save your changes. The program returns to the Scheduled Task List, with the new schedule information displayed.

> **Note**: Rescheduling a task does not prevent the task from being scheduled again by the original application.