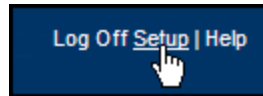
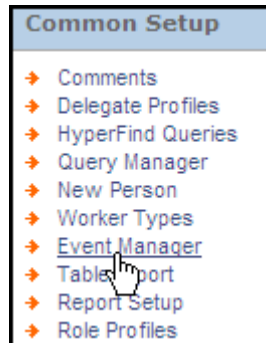


## Edit, Disable, or Delete a Scheduled Event

- On the right corner of the screen click **Setup**.



- Click **Event Manager**.



- In Event Manager, you will see all Scheduled Events you have created.

EVENT MANAGER			
Loaded: 9:25AM			
New Duplicate Save Reload Properties → Run Enable Disable Delete Print Screen →			
Scheduled Events			
Name	User	Status	Schedule
Unlock Organizational Map on Demand	SUPERUSER	Disabled	Once; Begin:1/12/2001 1:27AM;
Shift Builder Result Cleanup	SUPERUSER	Enabled	Daily; Begin:1/12/2001 1:27AM; Forever
Organizational Map Location Purge	SUPERUSER	Disabled	Daily; Begin:1/12/2001 1:27AM; Forever
Restart Process Engines	SUPERUSER	Disabled	Weekly; Begin:1/12/2001 2:27AM; Forever
Unlock Organizational Map	SUPERUSER	Disabled	Daily; Begin:1/12/2001 1:27AM; Forever
Restart Retro	SUPERUSER	Disabled	Once; Begin:1/12/2001 1:27AM;

## A. Edit

- To **edit** a scheduled event, click to highlight the event.
- Make any changes under **Event Details** or **Event Schedule**.
- Click Save on the menu line to save the changes.

### Event Details

**\*Name**

**Description**

**\*User name**

---

### Event Output

**Printer**

**E-Mail**   
Example: person1@company.com, person2@company.com

### Event Schedule

**Schedule Type**

**\*Number of weeks between runs**

**\*Day(s)**

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	
<input type="checkbox"/> Friday	

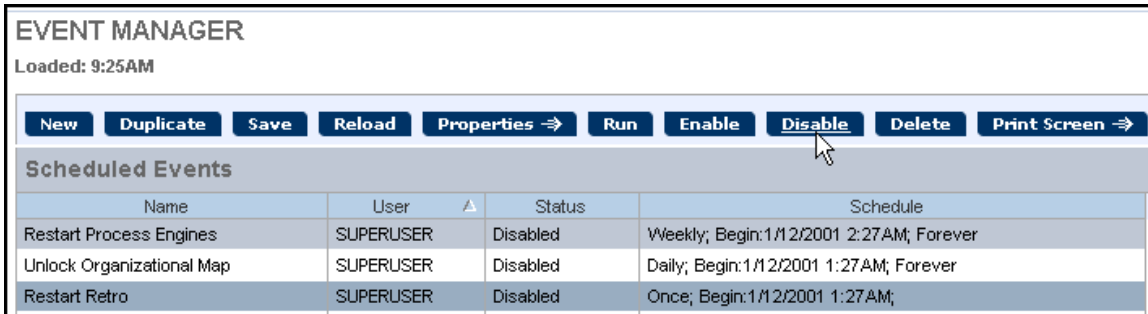
**\*Start Date**  **\*Time**

**\*End Date**  **\*Time**

**Forever**

## B. Disable

- To **disable** a scheduled event, click to highlight the event.
- Click **Disable** on the menu line.
- The report will no longer run.

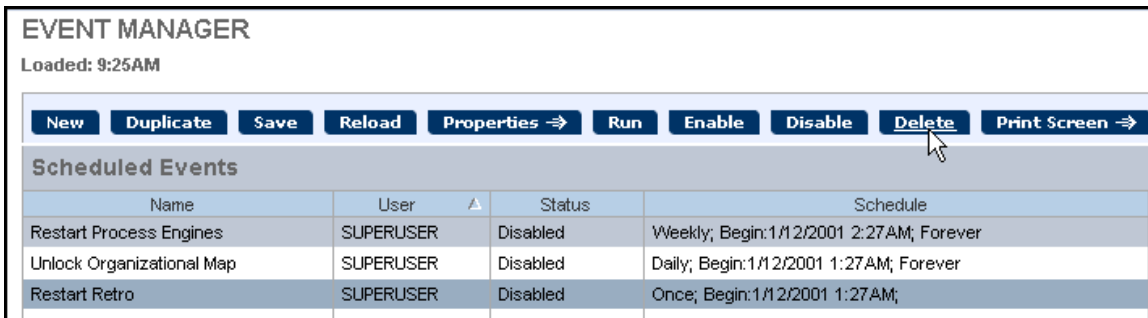


The screenshot shows the 'EVENT MANAGER' interface with a toolbar containing buttons for 'New', 'Duplicate', 'Save', 'Reload', 'Properties', 'Run', 'Enable', 'Disable', 'Delete', and 'Print Screen'. The 'Disable' button is highlighted with a mouse cursor. Below the toolbar is a table titled 'Scheduled Events' with columns for Name, User, Status, and Schedule.

Name	User	Status	Schedule
Restart Process Engines	SUPERUSER	Disabled	Weekly; Begin:1/12/2001 2:27AM; Forever
Unlock Organizational Map	SUPERUSER	Disabled	Daily; Begin:1/12/2001 1:27AM; Forever
Restart Retro	SUPERUSER	Disabled	Once; Begin:1/12/2001 1:27AM;

## C. Delete

- To delete a scheduled event, click to highlight the event.
- Click Delete on the menu line.



The screenshot shows the 'EVENT MANAGER' interface with a toolbar containing buttons for 'New', 'Duplicate', 'Save', 'Reload', 'Properties', 'Run', 'Enable', 'Disable', 'Delete', and 'Print Screen'. The 'Delete' button is highlighted with a mouse cursor. Below the toolbar is a table titled 'Scheduled Events' with columns for Name, User, Status, and Schedule.

Name	User	Status	Schedule
Restart Process Engines	SUPERUSER	Disabled	Weekly; Begin:1/12/2001 2:27AM; Forever
Unlock Organizational Map	SUPERUSER	Disabled	Daily; Begin:1/12/2001 1:27AM; Forever
Restart Retro	SUPERUSER	Disabled	Once; Begin:1/12/2001 1:27AM;