




Process Scheduler Request

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1. Initiate the process

- a. Initiate the background copy process, by clicking on the  Run button (traffic signal) on the Toolbar.
- b. After you select the Run or Run Defaults button, the Process Scheduler Request dialog box appears.

I. Chose a Run Location

a. Client Workstation.

1. The process will run on your workstation as soon as you click the OK button.
2. If you're running a process locally on your client workstation, you cannot schedule the process to run at a later time.

b. Server (PSUNX).

1. If you don't choose a specific server, the process runs on the default server which may not be an actual server.
2. If you choose Server, the system schedules the process to run on the server that you specify in the Server list box.
3. Any process (in the lower box) with a plus (+) next to it in the left column indicates a multiple job process and must be run on a server.
4. The Server edit box, Run Date/Time, and Run Recurrence group boxes are used only when processes are run on a server.
5. You can schedule processes to run immediately on a server,

or schedule them to run once or periodically on a specified schedule.

c. Specify the Output Destination.

- a. Only applies to running PeopleSoft reports. It does not apply to processes.
- b. Crystal reports can only be run on the client workstation and should be sent to a window
- c. To run SQR reports to the SQR viewer instead of directly to a file, add " -ZIV" to your output directory. e.g.: C:\TEMP\ -ZIV (make sure you include a space before the -ZIV)
- d. Select Printer when the report is to be sent directly to the printer. Use LPT1 to send the output to the Client's default printer
- e. A default file directory should appear when File is selected.
 - I. If the process is run from the client workstation, the default file location should be: C:\TEMP\
 - II. If the process is run on the Server, the default file location should be: %%TEMP%%\

II. Enter a Run Date and Time to schedule this process

- a. Enter the Date and Time when you want the process to run. They default to the current date and time. When you click the down arrow for the Date field, a calendar appears. Double-click the date you want. When you want to change the Time, select the hour, minutes, or seconds and then use the up and down arrows to change the time.
- b. The Run Date/Time, and Run Recurrence group boxes are used only to run processes on a server.

III. Specify a Run Recurrence

- a. By default, the system runs the process Once. To run the process

more than once, select a different Recurrence Name from the list box. A recurrence name provides a process schedule, specifying when to run the first process and how often to run it after that.

- b. To see the schedule associated with a recurrence name, select it in the list box and click the Update button.
- c. To add a new recurrence name, click the New button and enter a name in the dialog box that appears.
- d. Note. When you select a Run Recurrence other than Once, the recurrence definition sets the run date and time, overriding any Run Date/Time that you set.
- e. The Run Date/Time, and Run Recurrence group boxes are used only to run processes on a server.

IV. Highlight the processes to run. The bottom of the Process Scheduler Request dialog box lists the processes that are available to run. If only one process appears, it will already be highlighted.

V. Click on the button

2. You can view the process in the Message Log Panel or the Process Monitor. Please see PeopleBooks for a detailed explanation of these processes.