



## 8.5.1 Scheduled Import Jobs

You can schedule a Job to regularly import data that is in a properly-formatted XML file. For background information about importing data into OpenClinica, see [Import Data](#).

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### 8.5.1.1 Create an Import Job

Before you can create an import Job, the file(s) to be imported must exist at a location specified in your OpenClinica system configuration. For information about creating an import file, see [Data File for Import](#). For more about the location of the import files, see filePath in the datainfo.properties file in [Configuring the OpenClinica Application](#).

To create an import Job:

1. Select Tasks > Jobs.  
*The Administer All Jobs page opens.*
2. Click View All Import Data Jobs.  
*The View Scheduled Import Data Jobs page opens.*
3. Click Create a New Import Data Job.  
*The Create Scheduled Job: Import Data page opens.*

**Create Scheduled Job: Import Data**

*Note that the job is set to run on the server time. The current server time is 30-Mar-2012 09:46:29.*

\* indicates required field.

**Import Job Name:**  \*

**Import Job Description:**  \*

**Import Job Study:**  \*

**The default filepath to import from will be this location:** /usr/local/tomcat/opensclinica.data/scheduled\_data\_import/

You can create a new directory here, or leave it blank to take files from the root directory:

**Frequency:** Run every  hours and  minutes. \*

The frequency you select it to run the first time will be the time it runs every other time unless you edit this job.

**Contact Email:**

4. Complete at least the required fields. Refer to the following information as needed:
  - **Import Job Name:** The name must be unique among all Job names on your OpenClinica system.
  - **Import Job Study:** The Study or Site where the data will be imported to.

- **The default filepath to import from:** The value reported here is the filePath specified in the datainfo.properties file; see [Configuring the OpenClinica Application](#) for details. If your files are being imported from multiple locations, put all of the files into the filePath location.
- **You can create a new directory here ...:** If you want to put the files to be imported for this Job in a subdirectory of the location specified in filePath, enter the name of the subdirectory here. The subdirectory must exist.
- **Frequency:** When you complete creating the Job, it runs for the first time. After that, it runs regularly at the interval you specify here. For example, if the current time when you save this page is 08:10, and you specify a frequency of 12 hours, the Job will run at 08:10 today, and again today at 20:10, then again at 08:10 and 20:10 tomorrow and each day after that.
- **Contact Email:** Each time the Job completes running, the OpenClinica system sends an email notification to the addresses you specify here, stating that the imported data Job has completed. Separate multiple email addresses with a comma, for example: dmanagone@institution.org, sdirk@institution.org.

5. Click Save.

*The import Job runs and an email including a link to OpenClinica is sent to all email addresses provided. OpenClinica moves the files from the filePath location to another folder so that the same files are not imported the next time the Job runs. The View Scheduled Import Data Jobs page opens. It now includes the scheduled import Job you just created, showing that the Previous Fire Time is the current time and the Next Fire Time is based on the interval you specified for Frequency.*

## 8.5.1.2 View Scheduled Import Jobs

To view all scheduled import data Jobs:

1. Select Tasks > Jobs.

The Administer All Jobs page opens.

2. Click View All Import Data Jobs.

The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs and information about them such as the Previous Fire Time (last date and time the Job executed), and Next Fire Time (the next date and time the Job is scheduled to execute). The time used is server time, which is reported on the page.

View Scheduled Import Data Jobs ⓘ

» Create a new Import Data Job

Note that all jobs are set to run on the server time. The current server time is 30-Mar-2012 09:45:40.

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Name	Previous Fire Time	Next Fire Time	Description	Study	Actions
LabResults		30-Mar-2012 09:45:40	Daily import of results from lab	Cambridge Center for Surgical Oncology	🔍 ✎ ✖ 🔄

Exit

3. View summary information about the Jobs in the table. You can click any of the column header links to sort the Jobs by that column. Use the Find field to find all Jobs whose Name, Description, Study, or Times includes the text you specify.

4. To see details about a Job, click the View icon for it.

The View Job page opens for that Job.

**View Job: LabResults** ⓘ

*Note that the job is set to run on the server time. The current server time is 30-Mar-2012 09:48:46.*

Job Name:	LabResults
Last Time Fired:	30-Mar-2012 09:45:40
Next Time to Fire:	31-Mar-2012 09:45:40
Description:	Daily import of results from lab
Contact Email:	dmanagone@institution.org

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Date and Time	Action/Message	Entity/Operation	Changes and Additions	Actions
30-Mar-2012 09:45:40	Job ran	LabResults	The Job completed successfully.	

**Edit This Job** **Create a New Import Data Job** **Exit**

## 8.5.1.3 Modify Scheduled Import Jobs

You can edit the parameters of an import Job, remove or restore an import Job, or delete an import Job.

### Edit an Import Job

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Import Data Jobs.  
The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs.
3. For the Job you want to edit, click the Edit icon.  
The Update Scheduled Job: Import Data page opens.

**Update Scheduled Job: Import Data**

*Note that the job is set to run on the server time. The current server time is 30-Mar-2012 09:49:35.*

**Import Job Name:**

**Import Job Description:**

**Import Job Study:**

**The default filepath to import from will be this location:**

You can create a new directory here, or leave it blank to take files from the root directory:

**Frequency:** Run every  hours and  minutes.  
The frequency you select it to run the first time will be the time it runs every other time unless you edit this job.

**Contact Email:**

**Save** **Cancel**

4. Make changes to the values, then click Save.  
The Scheduled Import Data Jobs page opens, reflecting the changes you made to the Job.

### Remove an Import Job

Remove a scheduled import Job to stop it from running at the specified frequency. You can later restore the Job. To remove an import Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Import Data Jobs.  
The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs.
3. For the Job you want to remove, click the Remove icon .
4. Click OK in the confirmation dialog box.  
The View Scheduled Import Data Jobs page opens. The Job you removed is still listed, but with no value for Next Fire Time.

### **Restore an Import Job**

When you want to resume running a Job according to the specified frequency after it has been removed, restore the Job as follows:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Import Data Jobs.  
The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs.
3. For the Job you want to restore, click the Restore icon .
4. Click OK in the confirmation dialog box.  
The View Scheduled Import Data Jobs page opens. The Job you restored is listed, and the Next Fire Time now shows when the Job will next run.

### **Delete an Import Job**

Delete an import Job when you no longer want the Job to run. You cannot restore a deleted Job. To delete a scheduled import Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Import Data Jobs.  
The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs.
3. For the Job you no longer want, click the Delete icon .
4. Click OK in the confirmation dialog box.  
The View Scheduled Import Data Jobs page opens. The Job you deleted is no longer listed. If you need the Job again, you can re-create it.